

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

- 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?
- 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?
- 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

- 25.1 Were the secretary's records found to be complete and accurate?
- 25.2 If NO, please list and explain any errors or discrepancies.
- 25.3 First board member completing the audit
- 25.4 Second board member completing the audit
- 25.5 Date the Secretary's Audit was completed

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 8.1 This is the amount we collected in taxes for 2024. (0-2025-01-15)
- 2, [PLS 602] It is the same number for this current year (0-2025-01-15)
- 3, 18.19 same number (0-2025-01-15)



Library Board Memorandum

To: Board of Trustees
From: Janice Foley, Library Director
Date: 2/06/2025
Re: Masonry Work 2025

In our attempt to keep a handle on the masonry, we need to approve whether we will want a section addressed in the Spring/Summer in order to get on Holton's to do list.

We have the money in our Illinois Funds account for this maintenance. The East Elevation is the next area in need of attention.



Holton Brothers, Inc. Contractors

PO Box 86
Arlington Heights, IL 60006-0086

Phone: 847-253-3886
Fax: 847-253-3255

Masonry Repairs - Tuckpointing - Caulking – Waterproofing

Please check if project is tax exempt (attach certificate of exemption)

Number AABQ19356

Date Jun 4, 2024

Proposal Submitted To:	Project Site	Your Sales Rep
Riverside Public Library 1 Burling Road Riverside, IL 60546 Attn: Ms. Janice A. Foley Library Director		John Holton Vice President 847-253-3886 John@holtonbrothers.com

Holton Brothers, Inc proposes to furnish, labor, materials, equipment and insurance complete in accordance with the following specifications.

EXTERIOR RESTORATION

The north, south, east and west exterior elevations, as inspected with Jan on 05-29-2024, from roof coping to grade, to include the east chimney have been visually inspected by this contractor. It is my opinion the proper procedure for repair should be as outlined in the following specifications.

TUCKPOINTING OF STONE MASONRY

All exterior stone masonry shall be inspected and tested for soundness. Mortar joints which are visibly loose, eroded or separated from adjoining masonry units shall be cut out to a minimum depth of one inch (1") and as much more as conditions require. After cleaning and flushing with water, joints which have been cut out and all voids in mortar shall be filled with a non-shrinking mortar and finished off with a tooled surface to match existing work as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote

TUCKPOINTING OF BRICK MASONRY

All exterior face brick masonry shall be inspected and tested for soundness. Mortar joints which are visibly loose or eroded from adjoining brick masonry shall be cut out with a power-driven abrasive wheel to a minimum depth of three-quarter inch (3/4") and as much more as conditions require. After cleaning and flushing with water or compressed air, joints which have been cut out and all voids in mortar shall be filled with special tuckpointing mortar and finished off with a tooled surface to match adjoining areas as closely as possible. Completed work shall be wet down to insure proper curing of the mortar. NOTE: hairline cracks in mortar shall not be deemed defective and are not included in the quote.

REPLACEMENT OF SEVERELY DAMAGED AND CRACKED LIMESTONE MASONRY

Six (6) severely damaged and cracked limestone masonry over windows on the northeast gable shall be chopped out. After proper preparation of areas where limestone have been removed, new limestone shall be relayed. New limestone shall match surrounding limestone masonry as closely as possible.

REPLACEMENT OF SEVERELY DAMAGED AND SPALLED STONE MASONRY

Severely damaged and spalled stone masonry on the front stair walls shall be chopped out. After proper preparation of areas where stone have been removed, new stone shall be relayed. New stone shall match surrounding stone masonry as closely as possible.

WATERBLASTING OF STONE MASONRY

Stone masonry located on the northeast and southeast gables and front stair walls shall be water blasted with high pressure (2500 PSI) water so as to remove dirt, discolorations and algae as best as possible.

EXTERIOR CAULKING IN THE FOLLOWING AREAS

- 1) All vertical joints in limestone belt-lines
- 2) All vertical joints in limestone copings

The above mentioned areas shall be sealed with Tremco Dymonic, a one part urethane sealant. Sealant shall be white or colored as required to match existing work.

Joint backing where necessary shall be close-cell, non-staining polyethylene in round or square shapes, such as ethafoam joint backing. Joint backing shall be compatible with sealants used.

PREPARATION OF JOINTS

Building joints shall be examined prior to application and any conditions detrimental to achieving a positive weather-tight seal shall be remedied.

All openings, joints or channels to be sealed shall be thoroughly clean, dry and free from dust, oil, grease or any other foreign matter.

Where joints are deeper than 1/2", polyethylene joint backing shall be used and packed into the joint at within 1/2" of the surface. A size shall be selected so as to allow for a minimum of 30% compression of the backing when inserted into the joint. Where joints are 3/4" wide, the backing shall be placed so the depth of the joint to receive the sealants does not exceed 1/4".

APPLICATION OF SEALANTS

Sealants shall be gun applied through a nozzle of such diameter so the full bead of sealant is gunned into the joint, filling the joint completely.

All beads shall be tooled immediately after application to insure firm, full contact with the inner faces of the joints. Excess material shall be struck off with a tooling stick or knife.

The finished bead shall be flush with the surfaces or as otherwise indicated. Caulking shall be outlined with masking tape so as to obtain a neat and uniform appearance. Movement and structural cracks which are caulked shall be dusted with a fine grade lake sand so as to attain the appearance as closely as possible of mortar.

COST BREAKDOWN

** In Order of Importance

I. Front Entry Stair Walls	\$2,960.00
II. East Elevation	\$23,740.00
III. East Chimney	\$12,860.00
IV. North Elevation and Northeast Retaining Wall	\$18,690.00
V. South Elevation	\$15,920.00
VI. West Elevation	\$15,210.00
NOTE: Excludes Southwest Gable and Northeast Upper Chimney	
VII. Northeast Gable Stone Windows	\$16,950.00

Total	SEE COST ABOVE
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TERMS AND CONDITIONS

The following terms and conditions (these 'Terms') between Holton Brothers, Inc., ('HB') and HB's customer identified in the Proposal to which these Terms are attached ('Contracting Party') (Contracting Party is one of the following: 'Property Owner' or 'Management Company as Authorized Agent for Property Owner' or 'General Contractor'), together with the Proposal, represent the agreement between the parties for construction and other contracted services to be performed at the location listed on the Proposal.

PROPOSAL TERMS

1. **Payment Amount:** The amount due to HB from Contracting Party is the amount listed on the Proposal as the 'Total Amount,' plus the total sum of all change orders referenced in Paragraph 6, and any fees or interest assessed pursuant to these Terms.
2. **Payment Due Date:** As agreed upon by the parties, HB may require periodic payments during the construction period. Payment in full must be received by HB no later than the 30th day after the work has been completed.
3. **Late Payments:** Any invoice amounts outstanding after the 30th day following the completion of the work will result in a late payment fee of 1.5% of the outstanding balance, assessed monthly until paid in full. In addition to a late payment fee, HB reserves its right to pursue all available remedies, including filing and perfection of a lien as described in Paragraph 4.
4. **LIEN NOTICE:** AS REQUIRED BY THE ILLINOIS MECHANICS LIEN ACT, HB HEREBY NOTIFIES CONTRACTING PARTY AND PROPERTY OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON PROPERTY OWNER'S LAND MAY HAVE LIEN RIGHTS ON PROPERTY OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO HB, ARE THOSE WHO CONTRACT DIRECTLY WITH THE CONTRACTING PARTY OR PROPERTY OWNER OR THOSE WHO GIVE THE CONTRACTING PARTY OR PROPERTY OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, CONTRACTING PARTY OR PROPERTY OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO CONTRACTING PARTY'S OR PROPERTY OWNER'S MORTGAGE LENDER, IF ANY. HB AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.
5. **Work Performed:** All work performed by HB is subject to the Proposal, which lists all of the work specifications, as well as all change orders (as of the date of the Proposal) contemplated in Paragraph 6.
6. **Changes to Proposed Work:** Any alterations or deviations from the work specifications included in the Proposal that result in additional costs shall be agreed to via written agreement between the parties. Any costs associated with the changes shall be paid by Contracting Party. All written change orders shall be considered a part of the original proposal.
7. **Work Schedule:** Work shall commence on a date agreed upon by both parties. HB shall perform the work during normal business hours. As the project progresses, the parties may agree to vary the work schedule and adjust the costs accordingly.
8. **Work Completion:** The completion date shall be date Contracting Party receives a final invoice from HB. HB shall provide such notice when the work specified in the Proposal has been completed, inclusive of all change orders contemplated in Paragraph 6, and HB has removed all of its materials from the project location.
9. **Workmanlike Manner:** HB shall complete all work in a workmanlike manner according to standard industry practices.
10. **Agreement Applies to General Contractor:** Where this agreement includes language making a section applicable to a general contractor, it is assumed that HB is acting as the subcontractor, was hired by, and will be paid by the general contractor. Where HB acts as the subcontractor, the guarantees on the Signature Page are assumed to be made to the general contractor and not to the property owner. In the event that the property owner pursues an action against HB based on those guarantees, general contractor agrees to indemnify and defend HB in such action. General Contractor guarantees that the property owner is aware of all responsibilities and liabilities listed in these terms and conditions.
11. **Subcontractors:** HB reserves the right to hire subcontractors at its discretion to fulfill the proposed work specifications, and agrees to pay the subcontractors for their efforts at an agreed upon price.
12. **Force Majeure:** HB is not liable for the failure to complete the work specifications included in the Proposal when the failure is caused by acts of God, such as, but not limited to, fire, tornado, flooding, and other natural disasters, labor disputes, strikes, materials shortages, terrorist activities, or government action affecting construction.
13. **Suspension of Work:** HB may suspend work on account of weather or natural disasters, LATE PAYMENTS BY CONTRACTING PARTY, government action, or other emergencies not anticipated by this agreement. Any additional charges that result from the suspension shall be paid for by Contracting Party.
14. **Clean-up:** HB shall dispose of materials used in construction, including hazardous materials, and will leave the worksite in a clean and orderly condition following completion of construction.
15. **HB's Insurance and Hiring Practices:** HB shall carry general liability insurance, employer's liability insurance, worker's compensation insurance, and automotive insurance. HB shall provide a certificate evidencing such policies upon request by Contracting Party. HB shall seek and retain qualified and skilled craftspeople to complete the proposed work and will not discriminate on the basis of race, color, sex, age, handicap, veterans status, religious belief, or national origin when hiring its employees.
16. **Information and Access:** Contracting Party shall provide HB directly with all relevant information necessary to complete construction, and shall do so in a timely manner. Contracting Party will be responsible for any resulting defects, damage, or additional costs caused by a failure to provide HB with such relevant information. Contracting Party shall provide HB and any subcontractors retained by HB with ready access to the work site.
17. **Property Owner's Insurance:** The property owner shall maintain general liability and property insurance, including waiver of subrogation, where applicable. The property owner shall provide a certificate evidencing such policies if requested by HB.
18. **Termination:** HB reserves the right to terminate this agreement, at its discretion, in the event that Contracting Party is late in procuring payment, or if HB has a reasonable belief that Contracting Party will not pay following the completion of the proposed work.
19. **Governing Law and Dispute Resolution:** This agreement is governed by the laws of the State of Illinois, irrespective of conflicts of laws principles. Any disputes or claims arising under the Proposal, these Terms, or any contract entered into thereunder shall be resolved by binding arbitration administered by a single arbitrator in accordance with the American Arbitration Association's Construction Industry Arbitration Rules in effect as of the date of submission of any such dispute or claim. All disputes or claims shall be aggregated and resolved in one arbitration proceeding. The arbitration proceeding shall take place in Lake County, IL.
20. **Attorneys' Fees:** Contracting Party shall be liable for HB's attorneys' fees incurred in connection with enforcing these Terms and/or the Proposal, collecting payment, or defending or pursuing claims in which HB is found to be the prevailing party.
21. **Waiver:** Any exception made to any of the above Terms or any extension granted by HB to any of the deadlines described in these Terms shall not be considered as a waiver of that provision.
22. **Complete Agreement:** These Terms shall be read in conjunction with the accompanying Proposal, shall constitute the final and complete agreement of the parties, and shall supersede any conflicting terms contained in any other document, or expressed orally. Any amendments to the Proposal in the form of change orders shall be considered as part of the original agreement and also subject to these Terms.
23. **Execution of the Proposal:** By signing the Proposal, Contracting Party accepts both the Proposal and these Terms and consequently agrees to be bound by them. CONTRACTING PARTY MAY TERMINATE THIS AGREEMENT WITH HB BY PROVIDING WRITTEN NOTICE TO HB OF ITS ELECTION TO DO SO WITHIN THREE DAYS OF THE DATE OF THE PROPOSAL.

If accepted, please sign and return one copy. Thank you.

PAYMENT TO BE MADE WITHIN 30 DAYS OF COMPLETION OF WORK - Or a 1 1/2% Service Charge per month for any past due amount along with all attorney fees involved with collection.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed upon written and/or verbal orders, and will become an extra charge over and above the estimate. This agreement is contingent upon weather, strikes, accidents or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The work specifications, pricing, payment terms, and other terms and conditions (including the attached Proposal Terms, which are incorporated by reference) are hereby accepted; and Holton Brothers is hereby authorized to perform the proposed services in accordance with the foregoing Proposal. Holton Brothers reserves the right to withdraw or modify this proposal at any time prior to acceptance.

CUSTOMER (please sign and return one executed contract)

Owner/Authorized Officer or Agent:

(Name)

Date Accepted: _____

HOLTON BROTHERS, INC.

By: *John Holton*

John Holton
Vice President

