

**HARVARD DIGGINS LIBRARY
CITY LIBRARY BOARD
Thursday, May 15, 2025
at Harvard Diggins Library
7:00PM Burbank Meeting Room**

AGENDA

1. Call to order, roll call
2. Approve minutes of April, 2025 meeting
3. Citizen Comments
4. Approve bills for May, 2025
5. Review financial reports
6. Librarians Report
7. Update on Capital Projects for FY 25/26
8. Approve FY 25/26 Non-resident Fee
9. Adjourn

Next meeting: June 19, 2025

Upcoming 2025 meeting dates: July 17, September 18, October 16, and November 20.

HARVARD DIGGINS LIBRARY
 MONTHLY BALANCE REPORT
 APRIL, 2025

GL #	NET ACTIVITY		BALANCE
		DR (CR)	DR (CR)
<hr/>			
BEGINNING BANALCE		\$	407,448.76
April	\$	(19,415.68)	\$ 388,033.08
End Balance 04/30/2025	\$	(19,415.68)	\$ 388,033.08

Harvard Diggins Library

Balance Sheet

As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
Cap Rsv Mon Mkt	40,947.28
City Tax Revenue Account	387,412.17
Diggins Fund - Money Market	2,336.00
Fines Account - HSB Checking	1,125.23
Head Librarian Checking	158.98
Illinois Funds	6,851.34
Total Checking/Savings	438,831.00
Other Current Assets	
Property Tax Receivable	24,875.00
Total Other Current Assets	24,875.00
Total Current Assets	463,706.00
TOTAL ASSETS	463,706.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,405.25
Total Accounts Payable	3,405.25
Other Current Liabilities	
Accrued Wages	3,844.00
Deferred Property Taxes	12,438.00
Total Other Current Liabilities	16,282.00
Total Current Liabilities	19,687.25
Total Liabilities	19,687.25
Equity	
City Fund Balance	426,855.00
Fund Balances	45,251.21
Opening Balance Equity	0.01
Unrestricted Net Assets	13,416.66
Net Income	-41,504.13
Total Equity	444,018.75
TOTAL LIABILITIES & EQUITY	463,706.00

Harvard Diggins Library

Check Detail

April 2025

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
	04/03/2025		balance xfer to Fines acct.	Head Librarian ...	
			balance xfer to Fines account	Fund Transfer E...	-779.13
TOTAL					-779.13
	04/30/2025		April salaries	City Tax Reven...	
			April salaries	Salaries	-12,615.13
TOTAL					-12,615.13
	04/30/2025		unemployment tax	City Tax Reven...	
			April unemployment tax	Unemployment ...	-337.50
TOTAL					-337.50
	04/30/2025		April health insurance	City Tax Reven...	
			April health insurance	Health Insurance	-6,442.92
TOTAL					-6,442.92
2300	04/25/2025	42 Tech Soluti...	monthly tech support	Diggins Fund - ...	
			monthly tech support	Technology Cha...	-600.00
TOTAL					-600.00
2301	04/25/2025	Baker & Taylor	books for all ages	Diggins Fund - ...	
	04/25/2025		adult books	Adult Books	-600.27
			kids books	Childrens Books	-169.81
			YA books	Young Adult Bo...	-57.55
TOTAL					-827.63
2302	04/25/2025	MasterCard/Ca...	phone, Mailchimp	Diggins Fund - ...	
	04/25/2025		phone, Mailchimp subscription	Technology Cha...	-195.44
TOTAL					-195.44
2303	04/25/2025	Newsbank	subscription renewal	Diggins Fund - ...	
	04/25/2025		subscription renewal	Electronic Reso...	-927.00
TOTAL					-927.00
2304	04/25/2025	PrairieCat	quarterly consortial fee	Diggins Fund - ...	
	04/25/2025		quarterly consortial fee	Automation/Con...	-3,151.25
TOTAL					-3,151.25
2305	04/25/2025	ProQuest	subscription renewal	Diggins Fund - ...	
	04/25/2025		subscription renewal	Electronic Reso...	-931.31

5:38 PM

05/12/25

Harvard Diggins Library

Check Detail

April 2025

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-931.31
57556	04/30/2025	Gomez Cleaning	April cleaning	City Tax Reven...	
			April cleaning	Bld/Grnds/Gen ...	-450.00
TOTAL					-450.00
67546	04/30/2025	AT&T	fiber circuit bill	City Tax Reven...	
			fiber circuil bill	Telephone/Cell ...	-405.98
TOTAL					-405.98
67548	04/30/2025	Cintas	floor mats, disinfectant	City Tax Reven...	
			floor mats, disinfectant	Bld/Grnds/Gen ...	-171.36
TOTAL					-171.36
67549	04/30/2025	City of Harvard	water bill	City Tax Reven...	
			water bill	Electricity/Utilities	-131.48
TOTAL					-131.48
67550	04/30/2025	Constellation T...	fax machine line	City Tax Reven...	
			fax machine line	Telephone/Cell ...	-57.87
TOTAL					-57.87
67561	04/30/2025	Illinois Dept. of...	ICN support	City Tax Reven...	
			ICN support	Telephone/Cell ...	-428.00
TOTAL					-428.00
67568	04/30/2025	Peerless	fax line	City Tax Reven...	
			fax line	Telephone/Cell ...	-164.89
TOTAL					-164.89
103...	04/03/2025	T-Mobile	library cell phone	Fines Account ...	
			libary cell phone	Telephone/Cell ...	-73.39
TOTAL					-73.39
103...	04/06/2025	Postmaster	2 rolls stamps	Fines Account ...	
			2 rolls stamps	Postage	-146.00
TOTAL					-146.00
103...	04/23/2025	Joan Davis	Blue Zones program on 4/24...	Fines Account ...	
			Blue Zones program on 4/24/25	Programming/A...	-175.00

Harvard Diggins Library

Check Detail

April 2025

Num	Date	Name	Memo	Account	Paid Amount
TOTAL					-175.00
103...	04/24/2025	Blackstone Pu...	inv. #2191247	Fines Account ...	
	04/24/2025		1 audiobook on CD	Audio Books	-30.94
TOTAL					-30.94
103...	04/24/2025	Center Point L...	2 large print titles	Fines Account ...	
	04/24/2025		2 large print titles	Adult Books	-49.14
TOTAL					-49.14
103...	04/24/2025	Chicago Tribune	8 week subscription	Fines Account ...	
	04/24/2025		8 weeks subscriptio	Newspapers/Ma...	-406.99
TOTAL					-406.99
103...	04/24/2025	DEMCO	library supplies	Fines Account ...	
	04/24/2025		book supports, bookmarks	Supplies - Library	-92.47
TOTAL					-92.47
103...	04/24/2025	ElmUSA	disc cleaning	Fines Account ...	
	04/24/2025		disc cleaning	Supplies - Library	-25.00
TOTAL					-25.00
103...	04/24/2025	Harvard Cham...	community guide ad	Fines Account ...	
	04/24/2025		community guide ad	Public Information	-425.00
TOTAL					-425.00
103...	04/24/2025	Hinckley Springs	4 water bottles, cooler	Fines Account ...	
	04/24/2025		4 water bottles, cooler	Supplies - Offic...	-74.03
TOTAL					-74.03
103...	04/24/2025	Illinois Library ...	SRC 2025 materials	Fines Account ...	
	04/24/2025		SRC 2025 materials	Summer Readin...	-433.68
TOTAL					-433.68
103...	04/24/2025	MasterCard/Ca...	misc charges	Fines Account ...	
	04/24/2025		adult program supplies	Programming/A...	-53.26
			kids program supplies	Kids Programmi...	-39.98
			teen taste test program	Teen Programm...	-56.20
			library supplies	Supplies - Library	-66.52
			DVD's	Videos	-495.42
			books	Adult Books	-62.25
TOTAL					-773.63

5:38 PM

05/12/25

Harvard Diggins Library Check Detail April 2025

Num	Date	Name	Memo	Account	Paid Amount
103...	04/24/2025	Showcases	cases for DVD's	Fines Account ...	
	04/24/2025		cases for DVD's	Supplies - Library	-208.98
TOTAL					-208.98
103...	04/24/2025	Staples	custodial supplies	Fines Account ...	
	04/24/2025		custodial supplies	Maintenance/Bu...	-94.78
TOTAL					-94.78
103...	04/25/2025	Korean Spirit &...	4/30 Lotus Lantern workshop	Fines Account ...	
			4/30 Lotus Lantern workshop	Programming/A...	-225.00
TOTAL					-225.00
103...	04/30/2025	Konica Minolta...	inv. #5034041441	Fines Account ...	
			invoice 5034041141 copier lea...	Copier Leases	-306.92
TOTAL					-306.92

Harvard Diggins Library
Profit & Loss Budget vs. Actual YTD Fines Only
May 2024 through April 2025

	Fines Account			% of Budget
	May '24 - Apr 25	Budget	\$ Over Budget	
Ordinary Income/Expense				
Income				
Bank Interest	7.75	300.00	-292.25	2.6%
Book Sales	697.96	500.00	197.96	139.6%
Equipment Receipts				
Fax Receipts	0.00	500.00	-500.00	0.0%
Print Release Revenue	2,114.80	1,600.00	514.80	132.2%
Public Copy Machine Revenue	870.20	2,000.00	-1,129.80	43.5%
Equipment Receipts - Other	1,276.20			
Total Equipment Receipts	4,261.20	4,100.00	161.20	103.9%
Fund Transfer Income	5,779.13	0.00	5,779.13	100.0%
Gifts/ Donations				
Other Donations	0.00	2,500.00	-2,500.00	0.0%
Story/Walk Donations	0.00	360.00	-360.00	0.0%
Gifts/ Donations - Other	21.00			
Total Gifts/ Donations	21.00	2,860.00	-2,839.00	0.7%
Grant Reimbursements	0.00	1,000.00	-1,000.00	0.0%
Impact Fees	210.00	600.00	-390.00	35.0%
Library Fines	1,260.37	1,500.00	-239.63	84.0%
Meeting Room Usage Fees	370.00	750.00	-380.00	49.3%
Miscellaneous - City	241.00			
Nonresident Fees	4,005.00	8,000.00	-3,995.00	50.1%
Other Income				
Summer Reading Club	100.00	2,004.00	-1,904.00	5.0%
Other Income - Other	275.59			
Total Other Income	375.59	2,004.00	-1,628.41	18.7%
Per Capita Grant	14,061.47	14,000.00	61.47	100.4%
Total Income	31,290.47	35,614.00	-4,323.53	87.9%
Gross Profit	31,290.47	35,614.00	-4,323.53	87.9%
Expense				
Administration				
Contract Services	326.20			
Dues/Fees/Charges	491.04	250.00	241.04	196.4%
Postage	574.00	400.00	174.00	143.5%
Programming/Adult	3,084.33	2,750.00	334.33	112.2%
Programming/Youth				
Kids Programming	2,022.48	1,500.00	522.48	134.8%
Summer Reading Club	3,156.75	3,000.00	156.75	105.2%

Harvard Diggins Library
Profit & Loss Budget vs. Actual YTD Fines Only
May 2024 through April 2025

	Fines Account			% of Budget
	May '24 - Apr 25	Budget	\$ Over Budget	
Teen Programming	135.97	500.00	-364.03	27.2%
Total Programming/Youth	5,315.20	5,000.00	315.20	106.3%
Public Information	1,042.56	1,000.00	42.56	104.3%
Marketing Materials	141.32	300.00	-158.68	47.1%
StoryWalk books	1,119.22			
Public Information - Other				
Total Public Information	2,303.10	1,300.00	1,003.10	177.2%
Staff Development	280.00	100.00	180.00	280.0%
Technology Charges	0.00	500.00	-500.00	0.0%
Used Book Sales	0.00	0.00	0.00	0.0%
Total Administration	12,373.87	10,300.00	2,073.87	120.1%
Grants	0.00	0.00	0.00	0.0%
Materials				
Audio Books	1,171.97	1,200.00	-28.03	97.7%
Books/Periodicals				
Adult Books	3,502.83			
Childrens Books	1,368.93			
Newspapers/Magazines	2,381.61			
Young Adult Books	106.82			
Books/Periodicals - Other	0.00	8,800.00	-8,800.00	0.0%
Total Books/Periodicals	7,360.19	8,800.00	-1,439.81	83.6%
E-Media				
Video Games	56.80	500.00	-443.20	11.4%
E-Media - Other	585.00	1,500.00	-915.00	39.0%
Total E-Media	641.80	2,000.00	-1,358.20	32.1%
Library of Things	0.00	300.00	-300.00	0.0%
Music Recordings	12.97	0.00	12.97	100.0%
Videos	2,074.17	1,700.00	374.17	122.0%
Total Materials	11,261.10	14,000.00	-2,738.90	80.4%
Operating Expenses				
Equipment				
Copier Leases	3,100.21	3,600.00	-499.79	86.1%
Total Equipment	3,100.21	3,600.00	-499.79	86.1%
Maintenance/Building/Grnd	2,062.20	3,000.00	-937.80	68.7%

Harvard Diggins Library
Profit & Loss Budget vs. Actual YTD Fines Only
May 2024 through April 2025

	Fines Account			
	May '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Maintenance/Equipment				
Miscellaneous	756.19			
Supplies - Library	299.29	100.00	199.29	299.3%
Supplies - Office/Staff	2,015.75	2,750.00	-734.25	73.3%
	2,280.31	1,800.00	480.31	126.7%
Total Operating Expenses	10,513.95	11,250.00	-736.05	93.5%
Telephone/Cell Phones	255.05			
Total Expense	34,403.97	35,550.00	-1,146.03	96.8%
Net Ordinary Income	-3,113.50	64.00	-3,177.50	-4,864.8%
Net Income	-3,113.50	64.00	-3,177.50	-4,864.8%

Harvard Diggins Library
Profit & Loss Budget vs. Actual YTD Diggins Only
May 2024 through April 2025

	Diggins Account			
	May '24 - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Earnings from Assets	53,719.59	55,000.00	-1,280.41	97.7%
Fund Transfer Income	939.00	1,000.00	-61.00	93.9%
Gifts/ Donations	200.00	1,000.00	-800.00	20.0%
Memorial Donations	300.00			
Other Income	0.00	0.00	0.00	0.0%
Total Income	55,158.59	57,000.00	-1,841.41	96.8%
Gross Profit	55,158.59	57,000.00	-1,841.41	96.8%
Expense				
Administration				
Automation/Consortium	14,645.42	20,004.00	-5,358.58	73.2%
Board Expenses	0.00	100.00	-100.00	0.0%
Contract Services	4,220.00	4,200.00	20.00	100.5%
D&O Insurance	1,459.00	1,500.00	-41.00	97.3%
Scholarships	1,000.00	1,000.00	0.00	100.0%
Technology Charges	9,738.47			
Technology Upgrades	873.15	7,000.00	-6,126.85	12.5%
Total Administration	31,936.04	33,804.00	-1,867.96	94.5%
Fund Transfer Expense	5,754.35			
Materials				
Audio Books	803.34	1,500.00	-696.66	53.6%
Books/Periodicals				
Adult Books	5,061.37			
Childrens Books	4,299.26			
Newspapers/Magazines	921.94			
Young Adult Books	506.12			
Books/Periodicals - Other	0.00	13,500.00	-13,500.00	0.0%
Total Books/Periodicals	10,788.69	13,500.00	-2,711.31	79.9%
E-Media				
Overdrive Subscription	2,000.00			
E-Media - Other	2,012.88	2,300.00	-287.12	87.5%
Total E-Media	4,012.88	2,300.00	1,712.88	174.5%
Electronic Resources	2,497.51	2,500.00	-2.49	99.9%
Gifts - Memorials	333.89			
Music Recordings	0.00	100.00	-100.00	0.0%
Videos	1,076.88	1,200.00	-123.12	89.7%

Harvard Diggins Library
Profit & Loss Budget vs. Actual YTD Diggins Only
May 2024 through April 2025

	Diggins Account			% of Budget
	May '24 - Apr 25	Budget	\$ Over Budget	
Total Materials	19,513.19	21,100.00	-1,586.81	92.5%
Operating Expenses				
Furniture	0.00	0.00	0.00	0.0%
Miscellaneous	129.62	100.00	29.62	129.6%
Total Operating Expenses	129.62	100.00	29.62	129.6%
Technology - City	2,459.78			
Total Expense	59,792.98	55,004.00	4,788.98	108.7%
Net Ordinary Income	-4,634.39	1,996.00	-6,630.39	-232.2%
Net Income	-4,634.39	1,996.00	-6,630.39	-232.2%

Harvard Diggins Library Directors Report

For period: April 18, 2025 – May 15, 2025

Submitted by: Karen Sutera

At the library this month:

- Alexa Zoellner joined the staff on Wednesday, May 7 as the Marketing & Communications Librarian. She jumped in and started promoting library programs on Facebook and Instagram right away. Alexa will also focus on promoting programs that were added to the Library's schedule after the newsletter was published.
- An additional staff computer was purchased as well as two kids computers. The kids computers are very old. This will reduce the number of kids computers from 3 to 2 which will be more than adequate.
- The Library hosted the CUSD50 art receptions on Tuesday, April 29. It was well attended by families of children with art in the show as well as the district art teachers. The show was well received by the community during the two weeks it was on display.
- Early registration for the 2025 Level Up at Your Library summer reading program starts on Monday, May 19. Staff are readying materials for the program and finalizing program plans.
- Karen continues to collect quotes for the projects on the FY 25/26 Capitol Project list.

Facility Maintenance/Capitol Projects:

- NIR replaced the two roof valleys that needed wider flashing. The technicians discovered wet plywood underneath some of the shingles which necessitated additional remediation. Plywood was purchased and cut to replace the rotted wood resulting in an additional cost of \$1,800 to the quoted price. Work was completed on May 6.
- The lights for the LED conversion project were delivered on Thursday, May 8. Karen will work with Pro Energy Design to schedule installation.

April 2025 Library Statistics *See next page for April program statistics*

	This month	Prior year	
No of patron visits	3,351	3,319	
Total physical items circ'd	2,152		
Total digital items circ'd			
Overdrive	536		
eRead Illinois	21		
# item received in delivery	945		
# items sent out in delivery	832		

April 2025 Program Statistics

Programs marked 'XCL' indicate program was cancelled due to weather conditions or low registration.
Programs with 'RSCH' were rescheduled to a later date due to low registration.

<u>Date & Time</u>	<u>Program Topic</u>	<u>All Ages</u>	<u>Adults</u>	<u>Attendance</u>			
				<u>Adult Passive</u>	<u>Teens</u>	<u>Kids 0-5</u>	<u>Kids 6-11</u>
Tues., April 1 @ 10AM	Preschool Storytime: April Fools Day					10	
Tues., April 1 @ 3:15PM	Crochet Club				1		2
Wed., April 2 @ 6PM	Teen Cuisine				7		
Thurs., April 3 @ 6PM	Build it! Club	x	9		2		13
Mon., April 7 @ 1PM	MCDH Wellness Screenings		8				
Tues., April 8 @ 10AM	Preschool Storytime: Gardening					13	
Wed., April 9 @ 1:30PM	Kids Crafternoon: Block Bunnies						38
Wed. April 9 @ 7PM	Stan Tekiela Author Event (offsite)*		2				
Thurs., April 10 @ 6PM	Crafter's UFO Night	x	2		1		
Thurs., April 10 @ 7PM	ILP Presents: The Art of Foraging		7				
Mon., April 14 @ 1PM	Make & Mingle: Pom-Pom Bouquets		3				
Mon., April 14 @ 6PM	Make & Mingle: Pom-Pom Bouquets		6				
Tues., April 15 @ 10AM	Preschool Storytime: Spring					11	
Tues., April 15 @ 3:15PM	Crochet Club				4		
Wed., April 16 @ 6PM	Teen Cuisine				6		
Tues., April 22 @ 10AM	Preschool Storytime: Chickens					11	
Wed., April 23 @ 6PM	Teen Cuisine				5		
Thurs., April 24 @ 10AM	Blue Zones Cooking		2				
Fri., April 25 @ 3PM	Mini-tin Book Nook				0		
Tues., April 29 @ 10AM	Preschool Storytime: Camping					14	
Wed., April 30 @ 6PM	Lotus Lantern Workshop	x	15		3		5
	Laid Back Book Club April			3			
Total Programs Offered		3	6	1	6	5	1
All ages pgm. Participation			26	0	6	0	38
Age-specific pgm. Part.			28	8	20	59	27
Total Participation			54	8	26	34	65

Harvard Diggins Library Capital Project Wish List (as of 5/13/25)

The projects listed below should be tackled in the coming years as building maintenance funds allow.

Total cost of approved projects to date: \$43,750.36

1. Replace bollard walkway lighting with post lamp lighting.

Estimated cost: \$7,000

- a. *Purchase light posts from Home Depot (see sample post light attached). Cost per light post is \$199. Nine (9) posts are needed for a total cost of \$1,800. Lights will be shipped to library by Home Depot at no cost.*
- b. *Will need 27 LED bulbs at estimated cost of \$80 - \$100 (additional bulbs will be purchased for ease of replacement)*
- c. *Blue Ribbon Electrical estimate for installation - \$4,292.*

2. Replace hanging light ballasts with energy efficient LED bulbs.

Estimated cost: \$20,915.36

- a. The current lights in the hanging fixtures are ballasted lights with fluorescent bulbs. While the bulbs themselves can be replaced easily by a handy person, the ballasts must be replaced by a licensed electrician making the lights more expensive to maintain. There may be grants available to defray a portion of the cost of replacing the lights.

3. Replace flashing and shingles in two shingled roof valleys (southwest and northeast valleys).

Estimated cost: \$14,835.

Revised cost: \$16,625

- a. This is a preemptive project.
- b. Size of metal used in both valleys will be increased from 20 inches to 24 inches.
- c. Goal is to prevent future leaks in these areas.
- d. *Project was completed on 5/6/25. Cost increased by \$1,800 to replace plywood damaged due to water getting under shingles.*

4. Seal parking lot

Estimated cost: see quotes below

- a. This will prolong the life of the parking lot.
 - i. Quotes sought from:
 - 1. Pagni's Sealcoating - \$5,495
 - 2. Advanced Pavement - \$6,450
 - 3. Kaplan Paving - \$10,860

5. Stain/varnish/finish wood overhangs, front and back

- a. This needs to be done every 3-5 years and it's been within that time frame since the project was last completed.
- b. Quotes sought from:
 - i. Five Star Painting – can't quote because do not pay prevailing wage
 - ii. Allegiant Painting – quote pending information from prior staining

6. Carpet cleaning

- a. The carpeting throughout the library has not been cleaned in 14 years, possibly longer. In general, it is on good shape but should be cleaned to prolong its life.

- b. Special consideration will need to be given to the teen space due to the electrical work underneath the carpeting.
 - i. Quotes received from:
 - 1. Stanley Steemer - \$2,875
 - 2. ServPro - \$7945.39

7. Paint adult and children's areas of the library

- a. This includes the main area of the library which has not been painted since the library opened in 2001. Some areas will need patching which will increase the cost.
- b. For kids' activity room, install photos of kids taken at various library events. This is an installation that can easily change over time. Use frameless acrylic frames in 8x10 sizes. Photos are easy to print to fit frames. Alternate frames when hanging between portrait and landscape formats.
- c. Quotes sought from:
 - i. Five Star Painting – can't quote because do not pay prevailing wage
 - ii. Allegiant Painting - \$11,501.50

8. Install gravel in the area between the back of the library and the wildflower garden

- a. This will eliminate the need to mow in the area but will allow access to foot traffic and if needed, limited vehicle traffic.
- b. Prefer pea gravel or small gravel although could use large gravel to match what we have under the overhang area.

9. Repair/replace laminate on circulation desk

- a. The laminate can be ironed into place but now may be a good time to replace it completely so that the seal will last several years.

10. Install targeted spot lighting in the beamed area of the library foyer

- a. Despite the beautiful light that fills the library from the windows, this area in particular gets dim in the evenings, particularly in the fall, winter, and early spring. Targeted spot lighting could be added to the area that would improve visibility and brighten the area in the evenings. If possible, it would be nice if the lighting could be dimmed or controlled in some manner by the staff.

11. Install ceiling fans in beamed area of foyer.

- a. Installing 2-3 ceiling fans in the beamed area of the foyer would help air circulation in the building and potentially reduce heating and cooling costs. Even though the library does not pay for heating and cooling, the fans would help regulate the temperatures in that area of the building.

12. Face-out shelving in children's area

- a. There are two bookcases that currently house the children's picture book collection. These could and should be replaced with partial or full face-out shelving to allow kids better visual access to the books. This potentially will have an impact on the carpeting as the face-out shelving is usually wider than current shelf configuration.

13. Install back-up generator

- a. Goal is to provide a back-up power source during long electrical outages.

- b. While not designated as an emergency shelter in time of disaster, the library could serve in this capacity if it has a reliable back-up source of power during extended outages.
- c. At this time, only the police and fire departments have generators.

Advanced Pavement and Property Inc
14206 Belden Dr
South Beloit, IL 61080 US
(815)243-5438
advancedpavementinc@gmail.com
www.advancedpavementandproperty.com



Estimate

ADDRESS

Karen Sutera
Harvard Diggins Library
900 E McKinley St
Harvard, IL 60033

ESTIMATE # 2673

DATE 02/26/2025

ACTIVITY	AMOUNT
Commercial Sealcoating Blow clean the drive, apply 1 coat of Gem Seal Ready to use coal tar sealer with sand and latex additives for a stronger longer lasting seal and then rope off when finished.	5,600.00
Crack Fill Blow cracks clean with high pressure gas blowers. Fill cracks that are 1/4 inch up to 1 inch at our discretion with a hot rubberized crack fill that meets ASTM D6690.	100.00
Line Striping Stripe area to existing layout with traffic grade latex paints.	750.00
TOTAL	\$6,450.00

Accepted By

Accepted Date

PAYMENT TERMS: 50 % DOWN, BALANCE DUE UPON COMPLETION.
Quote good for 30 days due to changing fuel costs and material availability.
After 30 days account holders are subject to a late fee along with any fees Advanced incurs attempting to collect unpaid balances and charged interest at 2% per month 24% annual.

ESTIMATE

Pagnis Sealcoating & Paving
6404 Dunham Rd
union, IL 60180

sales@pagnissealcoating.com
+1 (815) 477-1547
www.pagnissealcoating.net



Bill to

Karen Sutera
Harvard Diggins Library
900 E. Mckinley St
Harvard, il 60033

Estimate details

Estimate no.: 8454
Estimate date: 03/21/2025

Phone: (815) 943-4671

#	Product or service	Description	Qty	Rate	Amount
1.	Sealcoating Service	Sealcoating Service Per Square Foot Hand applied. 20% discount applied	33280	\$0.1500901	\$4,995.00
2.	Sealcoating Service	Sealcoating Service Per Square Foot Hand applied. 20% discount applied 2nd coat recommended	0	\$2,700.00	\$0.00
3.	Striping	Stripe existing layout	1	\$500.00	\$500.00
4.	Deposit	There is a 50% deposit required prior to services. Thank you. Deposit Amount: 2750	1	\$0.00	\$0.00

Total

\$5,495.00

Note to customer

ONE YEAR WARRANTY FOR SEALCOATING
Pagnis Sealcoating guarantees all materials and services, except that is applied to cracks, for a period of one year from the date of completion. If for some reason you are not satisfied AND notify us within 30 days from the date of service, we will redo the services for free. This does not include base damage incurred by expansion, contraction, shifting of earth

or any other natural causes.

We can not guarantee services after October 15th due.
Due to material and fuel price volatility, any significant increase in
material or fuel cost may require additional charges.

ANY HOT** ASPHALT SERVICES HAVE A 5 YEAR WARRANTY

Signature

Date

Accepted date

Accepted by



34523 N Wilson Road Ingleside, IL 60041
T: 847-949-1500 | F: 847-949-1660
info@kaplanpaving.com

Contract 2025

Proposal Number 38655

Created on: 03/20/2025

Submitted by or on behalf of
Mark Iafigliola

on
May 1, 2025

Submitted To
Harvard Diggins Library Karen Sutera 900 E. McKinley Street Harvard, IL 60033 815-943-4671 karens@harvard-diggins.org

Project Location
900 E. McKinley Street Harvard, IL 60033

We propose hereby to furnish the following services:

Total Price:	\$10,860.00
---------------------	--------------------

1 Pass Commercial Sealcoat

- Up to 37,000 SF
- Clean and prep area for Seal Coat application
- Furnish and apply one coat of Gem Seal Black Diamond RTU

NOTES:

- Commercial Seal Coat is hand applied to ensure the best coverage
- Hand application may be required to pavement surfaces of lower square footage or weather conditions
- Gem Seal Black Diamond RTU
- Any required permits are not included

Striping

- Clean and prep area for Striping
- Stripe parking lot with a heavy duty fast dry latex yellow traffic marking paint

NOTES:

- Striping will be applied with an airless striping machine to provide professional quality lines
- Asphalt will be striped with IL-Spec white or yellow fast dry traffic marking paint with a one (1) coat application
- Any required permits are not included

Total Price: \$10,860.00

Administrative Fee

Administrative fee is to cover the cost of Kaplan Paving's management of the contract for its entire duration. This includes, but is not limited to, customer support, project management, permit acquisition, Utility Locating Services and all the handling of all required inspections.

NOTES:

- The Administrative Fee does not include the cost of the Municipal Permit Fee accessed by your regulating municipality.
- The Municipal Permit Fee cost will be added to your final invoice.

PLEASE NOTE THERE ARE SEVERAL MUNICIPAL ENTITIES THAT COULD REQUIRE A PERMIT FOR YOUR PROJECT. THIS INCLUDES, BUT IS NOT LIMITED TO CITY, VILLAGE, TOWN, TOWNSHIP, HIGHWAY DEPARTMENT, COUNTY AND STATE ENTITIES.

PLEASE BE ADVISED THAT SITE PLAN OF PLAT OF SURVEY WILL BE REQUIRED IN ORDER TO OBTAIN THE NECESSARY PERMIT(S) FOR THIS PROJECT. AS THE OWNER, YOU WILL NEED TO PROVIDE THIS INFORMATION TO KAPLAN PAVING UPON ACCEPTANCE OF OUR PROPOSAL

Municipal Permit Fee(s)-TO BE DETERMINED

- **These fees are in addition to the Administrative Fee**
- All required Municipal Permits or Inspection Fees paid by Kaplan, on your behalf, will be added to your final invoice

NOTE:

- Permit Fees are determined by the municipal/county government

PLEASE NOTE THERE ARE SEVERAL MUNICIPAL ENTITIES THAT COULD REQUIRE A PERMIT FOR YOUR PROJECT. THIS INCLUDES, BUT IS NOT LIMITED TO CITY, VILLAGE, TOWN, TOWNSHIP, HIGHWAY DEPARTMENT, COUNTY AND STATE ENTITIES.

PLEASE BE ADVISED THAT SITE PLAN OF PLAT OF SURVEY WILL BE REQUIRED IN ORDER TO OBTAIN THE NECESSARY PERMIT(S) FOR THIS PROJECT. AS THE OWNER, YOU WILL NEED TO PROVIDE THIS INFORMATION TO KAPLAN PAVING UPON ACCEPTANCE OF OUR PROPOSAL

Payment Schedule

50% Deposit due upon acceptance - Balance due upon completion

**For contracts including multiple services, each portion of your project may be invoiced separately
Payment for each invoice is due upon receipt regardless of the status of other portions of your project**

A 3% convenience fee will be added to all Credit Card transactions

Terms & Conditions

- The Parties acknowledge and agree that any verbal discussions, representations, or commitments made during the course of negotiations or communications prior to the execution of this Agreement are for informational purposes only and do not constitute binding commitments or obligations. Unless expressly stated in the written, signed agreement, any verbal commitment or understanding is non-binding and shall not be construed as an agreement or obligation under any circumstance.

- Kaplan will not be responsible for damage to any Private Utilities or other underground items such as irrigation systems or invisible fencing. The Owner/General Contractor agrees to indemnify and hold harmless Kaplan for any such loss, expense or damage resulting from, arising out of, or in any way related to such condition(s).
- Administrative Fee and Municipal Permit Fees are in addition to the project pricing. Kaplan charges an Administrative Fee of \$200.00 for residential asphalt and brick maintenance projects, \$325.00 for residential brick projects and \$350.00 for all commercial projects PLUS the actual costs of any Permits or Inspections required. These costs will be added to your final invoice.
- The Owner/Agent assumes responsibility for all Municipal Fees. In the event of project cancellation by the customer, owner, or agent, after Kaplan Paving has applied for and paid for permit(s), the refund amount will be subject to deduction. This deduction includes Municipal Fee(s) and Administrative Fee. For customers, owners or agents who have paid a deposit, the deducted amount will be calculated accordingly. In the absence of a deposit or established financing, an invoice will be promptly issued with all associated fees due payable upon receipt.
- In the event of inclement weather, unforeseen business interruption, material shortages, or seasonal work suspension, Kaplan Paving retains the right to adjust the schedule. If seasonal work suspension is applicable, projects will be rescheduled or delayed to the subsequent construction season. As a matter of policy, Kaplan Paving is committed to proactively communicating any such delays to the customer before the initial determined time and date. Every effort will be made to accommodate the owner with a rescheduled date, ensuring optimal conditions for installation.
- This proposal includes one (1) mobilization for each phase of work (i.e. grading, paving etc.). If Kaplan is required to mobilize more than once per job phase, due to the acts or omissions of the Owner/General Contractor, the charge for such additional mobilization shall be \$1,000 per mobilization.
- Prior to commencement of work by Kaplan, the work of others shall be completed to such an extent that it does not in any way conflict or interfere with Kaplan's portion of the project. If Kaplan is directed to commence work prior to the time other such work is complete, the Owner/General Contractor agrees to pay the costs of any additional mobilization or reduced productivity costs attributable to such conditions. Any change of the job specifications, that may result in additional costs, will be performed only upon receipt of a written Change Order. Any additional costs are the responsibility of the Owner/General Contractor and will be added to the final invoice.
- If any other agreement is entered into between the parties, the terms of this agreement shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein.
- Kaplan reserves the right to refuse to construct any pavement unless a minimum grade of 2% is attainable for surface drainage. If the Owner/General Contractor directs construction with less than a minimum grade of 2%, it is understood that ponding may occur and that no warranty is provided for the work as to surface drainage. Kaplan is not responsible for the redesign/correction of any existing conditions to establish the required minimum 2% grade.
- If any area of the existing sub-base does not meet Village Code, Kaplan requires that the existing sub-base be brought to code prior to installation. This additional work will be billed at a rate of \$4.00 per square foot for excavation and \$37.00 per ton for stone. These costs will be added to the final invoice.
- No materials will be placed on a wet, unstable, or frozen sub grade. A suitable sub grade shall be furnished to Kaplan as a condition precedent to the performance of any work required under this agreement. All sub grades must be rough graded by the Owner/General Contractor to within +/- 0.10". Kaplan will not warranty any material that Kaplan did not originally install i.e. sub-base.
- When resurfacing concrete, brick or asphalt pavements, Kaplan is not responsible for the reproduction of cracks or expansion joints which may occur.
- If during construction activities, Kaplan is required to travel across existing concrete or asphalt pavements, Kaplan is not liable for damage done with trucks delivering or removing materials or equipment to or from the project location to the existing pavements.
- The Owner/General Contractor, at its sole expense, shall comply and obtain all necessary licenses and permits under present and future laws, statutes, ordinances, rules, orders, or regulations of any governmental body having jurisdiction over this site, the work, or the Owner/General Contractor shall bear the sole cost of any fines or penalties for failure to comply with or



Contract 2025

May 1, 2025

Harvard Diggins Library
Mark Iafigliola - Sales Rep

obtain the same.

- Kaplan proposes to furnish material and labor complete in accordance with the attached specifications and pricing. All materials supplied by Kaplan shall remain the property of Kaplan until payment in full is received. Kaplan shall retain the right to remove any materials for which payment is at least 30 days overdue. Kaplan is entitled to full payment upon completion of the work required herein. Payment is due upon receipt of the invoice. A 2% per month finance charge will be assessed for all outstanding balances.
- If any amount due under this contract is not paid in full per payment terms, referred to any attorney for collection (whether or not litigation is commenced), or if any legal advice, services or actions are necessary, the Owner/General Contractor agrees to pay for all attorney's fees, costs and expenses incurred by Kaplan. Any legal action with respect to this proposal shall be brought in the Circuit Court of Lake County, Illinois and the parties agree to submit to venue in Lake County, Illinois.
- In the event of any warranty issue or Quality Control (QC) complaint, the client's account must be settled up to 90% of the total project cost prior to Kaplan scheduling any work or repairs.
- For multi-phase projects, partial invoices corresponding to completed work will be issued with payment due upon receipt. In the event payment for previously completed work is not received, additional phases of work will not be scheduled until payment is made.
- Kaplan Paving, LLC is protected by Liability, Automobile and Workman's Compensation Insurance. Certificates will be forwarded upon request.

Accepted by: (Name) _____ (Sign) _____ Date: _____

Bill to Name: _____ Bill to Address: _____

Billing Contact Name: _____

Billing Contact Phone #: (____) _____ - _____ Billing Contact Email: _____

Commercial Contacts:

Gina Revel
grevel@steemer.com
888-637-8988

John Rogers
john.rogers@steemer.com
224-279-9290



STANLEY STEEMER.
YOUR PARTNER IN CLEAN™
1-800-STEEMER. | stanleysteemer.com

COMMERCIAL SERVICES

INDUSTRIES

FAQS

AIR DUCT CLEANING

PROPOSAL

SERVICE ADDRESS

Harvard Diggins Library
900 E McKinley St
Harvard, IL 60033

Servicing Location:

Chicago North - 065
1083 S. Corporate Circle
Grayslake, IL 60030
(800) 783-3637

ESTIMATE DETAILS

Estimate
Date 4/30/2025
Estimate # 13932130-86
Customer # 7978025-16

Qty	Item	Description	Unit Price	Amount
1	Commercial Carpet Clean	Offices	\$375.00	\$375.00
1	Commercial Carpet Protect	Offices	\$50.00	\$50.00
1	Commercial Carpet Deodorize	Offices	\$50.00	\$50.00
1	Commercial Carpet Clean	All patron areas	\$1,350.00	\$1,350.00
1	Commercial Carpet Protect	All patron areas	\$150.00	\$150.00
1	Commercial Carpet Deodorize	All patron areas	\$150.00	\$150.00
1	VCT Tile Clean	Strip and wax breakroom	\$150.00	\$150.00
1	Comm Hard Surface Tile Clean	Public bathrooms area	\$300.00	\$300.00
1	Comm Hard Surface Micron Coating	Public bathrooms area 3 coats	\$300.00	\$300.00

Subtotal:	\$2,875.00
Tax:	\$0.00
Total:	\$2,875.00

***Stanley Steemer's payment terms are net-30 from the date of the service**

Carpets loose at seams or along walls, floors that have been incorrectly or defectively installed, are cleaned at the customer's risk. Any questions regarding workmanship must be reported within 10 days after completion or will be subject to a service charge at our option. WARNING: Customer acknowledges being informed & understands carpet/flooring is damp during cleaning and that care should be taken in stepping onto other surfaces to avoid slipping and hereby releases Stanley Steemer from any and all liability for injuries which might be sustained as a result thereof. I HAVE READ AND FULLY UNDERSTAND

SIGN _____ DATE _____

This email was sent by: **Stanley Steemer International, Inc.**

ServPro of Caledonia, Harvard, North Woodstock

8198 Commerce Dr, Suite A
Loves Park, IL 61111
(815) 728-7621

Insured: Harvard Diggins Library
Property: 900 E McKinley St
Harvard, IL 60033

Home: (815) 943-4671

Claim Rep.: Bryan Musser
Position: Production Manager
Company: Servpro of Caledonia, Harvard, North Woodstock
Business: 8198 Commerce Dr Suite A
Loves Paark, IL 61111

Business: (815) 728-7621
E-mail: bmusser@servpro11965.com

Estimator: Bryan Musser
Position: Production Manager
Company: Servpro of Caledonia, Harvard, North Woodstock
Business: 8198 Commerce Dr Suite A
Loves Paark, IL 61111

Business: (815) 728-7621
E-mail: bmusser@servpro11965.com

Claim Number: SELFPAY

Policy Number: SELFPAY

Type of Loss: Other

Date Contacted: 4/28/2025 10:30 AM

Date of Loss: 4/28/2025 10:30 AM

Date Inspected: 5/1/2025 10:00 AM

Date Received: 4/28/2025 10:30 AM

Date Entered: 5/2/2025 3:32 PM

Price List: ILRO8X_APR25
Restoration/Service/Remodel
Estimate: HARVARDDIGGINSLIBRAR

ServPro of Caledonia, Harvard, North Woodstock

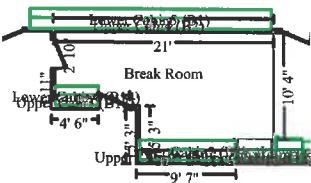
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Loves Park, IL 61111
(815) 728-7621

HARVARDDIGGINSLIBRAR
HARVARD_LIBRARY1
Source - DocuSketch (HARVARD_LIBRARY1)

1st Floor

1st Floor

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
31. Equipment setup, take down, and monitoring (hourly charge)	3.00 HR	0.00	70.55	0.00	211.65
Total: 1st Floor				0.00	211.65



Break Room

Height: 10' 4"

503.29 SF Walls	209.51 SF Ceiling
712.80 SF Walls & Ceiling	209.51 SF Floor
23.28 SY Flooring	46.77 LF Floor Perimeter
52.61 LF Ceil. Perimeter	

Door

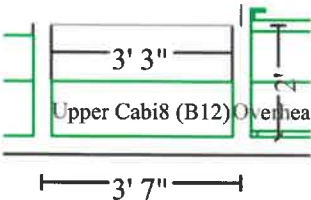
3' X 6' 11 7/8"

Opens into Exterior

Door

2' 10" X 6' 9 7/8"

Opens into Exterior



Subroom: Break Room (1)

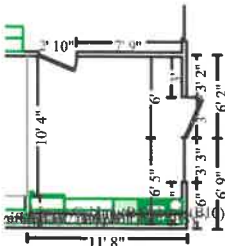
Height: 10' 4"

75.90 SF Walls	6.66 SF Ceiling
82.56 SF Walls & Ceiling	6.66 SF Floor
0.74 SY Flooring	7.35 LF Floor Perimeter
7.35 LF Ceil. Perimeter	

Missing Wall

3' 3 1/4" X 10' 4"

Opens into BREAK_ROOM



Subroom: Break Room (2)

Height: 10' 4"

321.21 SF Walls	140.51 SF Ceiling
461.71 SF Walls & Ceiling	140.51 SF Floor
15.61 SY Flooring	31.17 LF Floor Perimeter
36.99 LF Ceil. Perimeter	

Window

3' 3 3/16" X 6' 5 15/16"

Opens into Exterior

Door

3' X 6' 11 1/16"

Opens into Exterior

Missing Wall

10' 4 5/16" X 10' 4"

Opens into BREAK_ROOM

Door

2' 9 13/16" X 6' 9 1/8"

Opens into MAIN_OFFICE_

ServPro of Caledonia, Harvard, North Woodstock

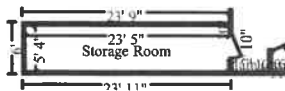
8198 Commerce Dr, Suite A
Loves Park, IL 61111
(815) 728-7621

CONTINUED - Break Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. Clean and deodorize carpet - Light	356.67 SF	0.00	0.51	0.29	182.19
23. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Break Room				0.29	245.66

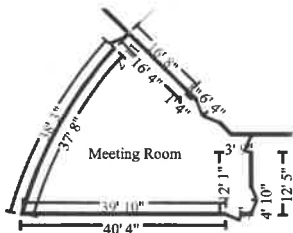
Storage Room

Height: 11'



611.34 SF Walls	124.07 SF Ceiling
735.42 SF Walls & Ceiling	124.07 SF Floor
13.79 SY Flooring	54.57 LF Floor Perimeter
57.42 LF Ceil. Perimeter	

Door	2' 10 3/16" X 7' 1 7/16"		Opens into MAIN_OFFICE_		
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
3. Clean and deodorize carpet - Light	124.07 SF	0.00	0.51	0.10	63.38
24. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Storage Room				0.10	126.85



Meeting Room

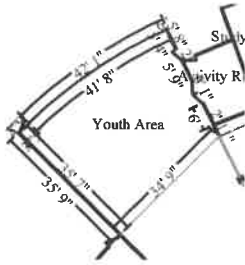
Height: 10' 4"

1,253.47 SF Walls	1,008.36 SF Ceiling
2,261.82 SF Walls & Ceiling	1,008.36 SF Floor
112.04 SY Flooring	114.86 LF Floor Perimeter
134.82 LF Ceil. Perimeter	

Door	2' 10 1/2" X 6' 11 1/16"	Opens into Exterior			
Door	3' 3/16" X 6' 11 7/8"	Opens into Exterior			
Door	4' 10 3/8" X 6' 10 11/16"	Opens into Exterior			
Door	6' 3 3/4" X 7' 3 3/8"	Opens into LIBRARY_1			
Door	2' 10 9/16" X 6' 9 7/8"	Opens into Exterior			
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
5. Clean and deodorize carpet - Light	1,008.36 SF	0.00	0.51	0.83	515.09
Totals: Meeting Room				0.83	515.09

ServPro of Caledonia, Harvard, North Woodstock

8198 Commerce Dr, Suite A
Loves Park, IL 61111
(815) 728-7621



Youth Area

Height: 10' 4"

631.60 SF Walls	1,334.86 SF Ceiling
1,966.46 SF Walls & Ceiling	1,334.86 SF Floor
148.32 SY Flooring	98.12 LF Floor Perimeter
110.13 LF Ceil. Perimeter	

Door	6' 1 1/8" X 6' 11 7/8"	Opens into ACTIVITY_ROO
Door	2' 11 1/16" X 6' 9 1/8"	Opens into Exterior
Door	2' 11 15/16" X 7'	Opens into Exterior
Window	2' 11 15/16" X 3'	Opens into Exterior
Window	41' 2 5/16" X 10'	Opens into Exterior
Missing Wall	34' 9 1/8" X 10' 4"	Opens into LIBRARY_1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
6. Clean and deodorize carpet - Light	1,334.86 SF	0.00	0.51	1.10	681.88
25. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Youth Area				1.10	745.35



Activity Room

Height: 10'

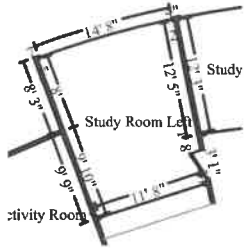
538.21 SF Walls	219.94 SF Ceiling
758.15 SF Walls & Ceiling	219.94 SF Floor
24.44 SY Flooring	51.07 LF Floor Perimeter
60.24 LF Ceil. Perimeter	

Door	6' 1 1/8" X 6' 11 7/8"	Opens into YOUTH_AREA
Door	3' 15/16" X 7' 1/4"	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
7. Clean and deodorize carpet - Light	219.94 SF	0.00	0.51	0.18	112.35
26. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Activity Room				0.18	175.82

ServPro of Caledonia, Harvard, North Woodstock

8198 Commerce Dr, Suite A
Loves Park, IL 61111
(815) 728-7621



Study Room Left

Height: 10' 4"

369.46 SF Walls	244.48 SF Ceiling
613.94 SF Walls & Ceiling	244.48 SF Floor
27.16 SY Flooring	59.70 LF Floor Perimeter
62.78 LF Ceil. Perimeter	

Window

14' 7 11/16" X 10'

Opens into Exterior

Window

11' 8" X 9' 6"

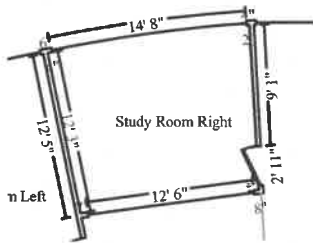
Opens into UNKNOWN_ROO7

Door

3' 7/8" X 7' 1/4"

Opens into LIBRARY_5

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
8. Clean and deodorize carpet - Light	244.48 SF	0.00	0.51	0.20	124.88
27. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Study Room Left				0.20	188.35



Study Room Right

Height: 10' 4"

263.34 SF Walls	177.31 SF Ceiling
440.65 SF Walls & Ceiling	177.31 SF Floor
19.70 SY Flooring	50.19 LF Floor Perimeter
53.13 LF Ceil. Perimeter	

Door

2' 11 5/16" X 6' 10 11/16"

Opens into LIBRARY_3

Window

14' 7 3/4" X 10'

Opens into Exterior

Window

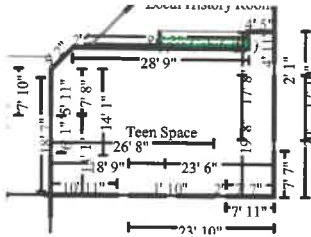
12' 5 7/8" X 9' 6"

Opens into LIBRARY_5

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
9. Clean and deodorize carpet - Light	177.31 SF	0.00	0.51	0.15	90.58
28. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Study Room Right				0.15	154.05

ServPro of Caledonia, Harvard, North Woodstock

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Loves Park, IL 61111
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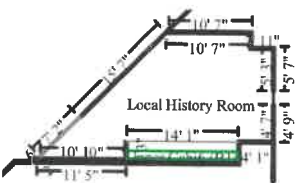
Teen Space

Height: 10' 4"

1,095.26 SF Walls	871.80 SF Ceiling
1,967.06 SF Walls & Ceiling	871.80 SF Floor
96.87 SY Flooring	117.87 LF Floor Perimeter
123.95 LF Ceil. Perimeter	

Window	5' 11 5/16" X 6' 4"	Opens into Exterior
Window	18' 7" X 2' 8"	Opens into Exterior
Missing Wall - Goes to Floor	6' 15/16" X 6' 9"	Opens into Exterior
Window	5' 10 11/16" X 6' 4 1/4"	Opens into Exterior
Window	1' 11 7/8" X 2'	Opens into Exterior
Window	1' 10 3/8" X 2' 13/16"	Opens into Exterior
Window	1' 10 5/16" X 2' 3 3/16"	Opens into Exterior
Window	2' 1 5/16" X 2' 7/16"	Opens into Exterior
Window	1' 9 3/8" X 2'	Opens into Exterior

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
10. Clean and deodorize carpet - Light	871.80 SF	0.00	0.51	0.72	445.34
29. Contents - move out then reset - Large room	1.00 EA	0.00	126.81	0.00	126.81
Totals: Teen Space				0.72	572.15



Local History Room

Height: 10' 7"

637.38 SF Walls	298.53 SF Ceiling
935.91 SF Walls & Ceiling	298.53 SF Floor
33.17 SY Flooring	60.37 LF Floor Perimeter
67.53 LF Ceil. Perimeter	

Window	1' 9 15/16" X 1' 9 5/8"	Opens into Exterior
Missing Wall	7' 2" X 10' 7"	Opens into LIBRARY_4

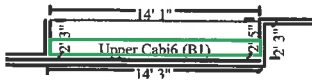
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CONTINUED - Local History Room

Subroom: Local History Room (1)

Height: 10' 7"



198.84 SF Walls	32.07 SF Ceiling
230.91 SF Walls & Ceiling	32.07 SF Floor
3.56 SY Flooring	18.79 LF Floor Perimeter
18.79 LF Ceil. Perimeter	

Missing Wall

14' 11/16" X 10' 7"

Opens into LOCAL_HISTOR

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
11. Clean and deodorize carpet - Light	330.60 SF	0.00	0.51	0.27	168.88
30. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Local History Room				0.27	232.35



Library 4

Height: 10' 4"

609.35 SF Walls	2,197.74 SF Ceiling
2,807.09 SF Walls & Ceiling	2,197.74 SF Floor
244.19 SY Flooring	107.32 LF Floor Perimeter
110.32 LF Ceil. Perimeter	

Window

49' 10 3/16" X 10'

Opens into Exterior

Door

2' 11 15/16" X 6' 6 3/4"

Opens into Exterior

Window

2' 11 15/16" X 3'

Opens into Exterior

Missing Wall

7' 2" X 10' 4"

Opens into LOCAL_HISTOR

Missing Wall

1' 10 1/16" X 10' 4"

Opens into Exterior

Missing Wall

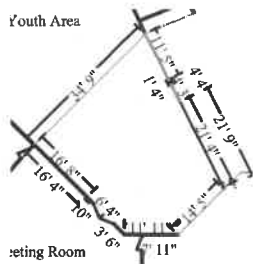
16' 11 3/8" X 10' 4"

Opens into Exterior

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CONTINUED - Library 4

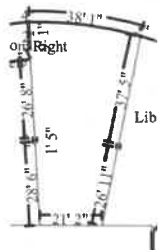


Subroom: Library 1 (2)

Height: 10' 4"

494.13 SF Walls	1,018.10 SF Ceiling
1,512.23 SF Walls & Ceiling	1,018.10 SF Floor
113.12 SY Flooring	57.99 LF Floor Perimeter
64.30 LF Ceil. Perimeter	

Door	6' 3 3/4" X 7' 3 3/8"	Opens into MEETING_ROOM
Missing Wall	34' 9 1/8" X 10' 4"	Opens into YOUTH_AREA
Missing Wall	11' 5" X 10' 4"	Opens into LIBRARY_5
Missing Wall	4' 3" X 10' 4"	Opens into LIBRARY_5
Window	21' 3 3/4" X 5' 10"	Opens into LIBRARY_5
Missing Wall	14' 4 15/16" X 10' 4"	Opens into Exterior



Subroom: Library 3 (1)

Height: 10' 4"

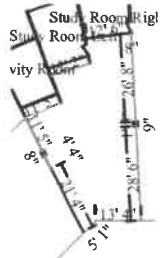
181.12 SF Walls	2,023.12 SF Ceiling
2,204.24 SF Walls & Ceiling	2,023.12 SF Floor
224.79 SY Flooring	53.42 LF Floor Perimeter
56.36 LF Ceil. Perimeter	

Door	2' 11 5/16" X 6' 10 11/16"	Opens into STUDY_ROOM_R
Window	37' 10 7/16" X 10'	Opens into Exterior
Missing Wall	37' 5 3/16" X 10' 4"	Opens into LIBRARY_4
Missing Wall	26' 11" X 10' 4"	Opens into LIBRARY_4
Missing Wall	21' 1 1/2" X 10' 4"	Opens into Exterior
Missing Wall	28' 6 5/16" X 10' 4"	Opens into LIBRARY_5
Missing Wall	26' 8" X 10' 4"	Opens into LIBRARY_5

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CONTINUED - Library 4

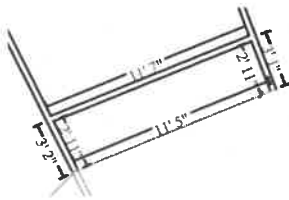


Subroom: Library 3 (3)

Height: 10' 4"

322.94 SF Walls	1,292.11 SF Ceiling
1,615.04 SF Walls & Ceiling	1,292.11 SF Floor
143.57 SY Flooring	54.86 LF Floor Perimeter
57.94 LF Ceil. Perimeter	

Missing Wall	11' 5" X 10' 4"	Opens into LIBRARY_1
Missing Wall	11' 4 13/16" X 10' 4"	Opens into LIBRARY_11
Missing Wall	12' 1 7/8" X 10' 4"	Opens into UNKNOWN_ROO07
Door	3' 7/8" X 7' 1/4"	Opens into STUDY_ROOM_L
Window	12' 5 7/8" X 9' 6"	Opens into STUDY_ROOM_R
Missing Wall	26' 8" X 10' 4"	Opens into LIBRARY_3
Missing Wall	28' 6 5/16" X 10' 4"	Opens into LIBRARY_3
Missing Wall	13' 4 1/4" X 10' 4"	Opens into Exterior
Missing Wall	5' 1 3/8" X 10' 4"	Opens into Exterior
Missing Wall	4' 3" X 10' 4"	Opens into LIBRARY_1
Window	21' 3 3/4" X 5' 10"	Opens into LIBRARY_1

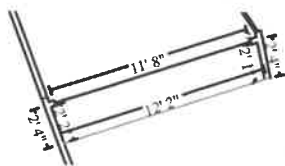


Subroom: Library 3 (4)

Height: 10' 4"

179.71 SF Walls	33.32 SF Ceiling
213.03 SF Walls & Ceiling	33.32 SF Floor
3.70 SY Flooring	17.39 LF Floor Perimeter
17.39 LF Ceil. Perimeter	

Missing Wall	11' 4 13/16" X 10' 4"	Opens into LIBRARY_5
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Subroom: Library 3 (5)

Height: 10' 4"

60.79 SF Walls	26.20 SF Ceiling
87.00 SF Walls & Ceiling	26.20 SF Floor
2.91 SY Flooring	16.61 LF Floor Perimeter
16.61 LF Ceil. Perimeter	

Window	11' 8" X 9' 6"	Opens into STUDY_ROOM_L
Missing Wall	12' 1 7/8" X 10' 4"	Opens into LIBRARY_5

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
12. Clean and deodorize carpet - Light	6,590.58 SF	0.00	0.51	5.44	3,366.64
HARVARDDIGGINSLIBRAR				5/5/2025	Page: 9

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CONTINUED - Library 4

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
18. Content Manipulation charge - per hour	3.00 HR	0.00	57.60	0.00	172.80
Totals: Library 4				5.44	3,539.44

Offices



Office 1

Height: 10' 4"

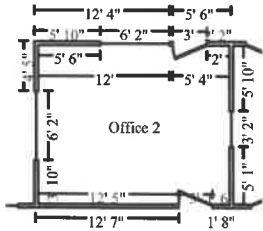
430.04 SF Walls	158.28 SF Ceiling
588.33 SF Walls & Ceiling	158.28 SF Floor
17.59 SY Flooring	44.66 LF Floor Perimeter
50.63 LF Ceil. Perimeter	

Window	3' 2 1/4" X 3' 2 3/16"	Opens into Exterior
Window	3' 2 3/4" X 3' 3 3/8"	Opens into Exterior
Window	6' 1 1/4" X 3' 4 3/16"	Opens into Exterior
Door	3' X 6' 11 1/16"	Opens into Exterior
Window	3' 2 1/8" X 3' 3 3/4"	Opens into OFFICE_2
Door	2' 11 11/16" X 6' 11 7/16"	Opens into MAIN_OFFICE_

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
13. Clean and deodorize carpet - Light	158.28 SF	0.00	0.51	0.13	80.85
20. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Office 1				0.13	144.32

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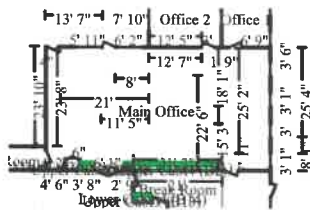
Office 2

Height: 10' 4"

548.54 SF Walls	238.31 SF Ceiling
786.86 SF Walls & Ceiling	238.31 SF Floor
26.48 SY Flooring	56.02 LF Floor Perimeter
62.03 LF Ceil. Perimeter	

Window	6' 1 11/16" X 3' 3 3/4"	Opens into Exterior
Door	3' X 6' 11 7/16"	Opens into Exterior
Window	6' 1 11/16" X 3' 2 9/16"	Opens into Exterior
Door	3' 1/16" X 6' 11 7/16"	Opens into MAIN_OFFICE_
Window	3' 2 1/8" X 3' 3 3/4"	Opens into OFFICE_1

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
14. Clean and deodorize carpet - Light	238.31 SF	0.00	0.51	0.20	121.74
21. Contents - move out then reset - Small room	1.00 EA	0.00	63.47	0.00	63.47
Totals: Office 2				0.20	185.21



Main Office

Height: 10' 4"

1,485.83 SF Walls	1,531.44 SF Ceiling
3,017.26 SF Walls & Ceiling	1,531.44 SF Floor
170.16 SY Flooring	143.00 LF Floor Perimeter
169.34 LF Ceil. Perimeter	

Door	2' 10 3/16" X 7' 1 7/16"	Opens into STORAGE_ROOM
Door	2' 11" X 7' 1/4"	Opens into Exterior
Window	5' 11" X 3' 4 9/16"	Opens into Exterior
Door	2' 11 13/16" X 7' 1 1/16"	Opens into Exterior
Window	6' 1 9/16" X 3' 4 3/16"	Opens into Exterior
Door	3' 1/16" X 6' 11 7/16"	Opens into OFFICE_2
Door	2' 11 11/16" X 6' 11 7/16"	Opens into OFFICE_1
Window	3' 1 1/16" X 3' 2 9/16"	Opens into Exterior
Window	3' 7/16" X 3' 5/8"	Opens into Exterior
Window	3' 1 3/8" X 3' 1"	Opens into Exterior
Window	3' 3 1/8" X 3' 1 13/16"	Opens into Exterior
Door	2' 9 13/16" X 6' 9 1/8"	Opens into UNKNOWN_ROO1
Door	6' 11/16" X 7' 1/4"	Opens into Exterior
Door	2' 8 11/16" X 7' 1 1/16"	Opens into MAIN_OFFICE1

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CONTINUED - Main Office

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
4. Clean and deodorize carpet - Light	1,531.44 SF	0.00	0.51	1.26	782.29
22. Contents - move out then reset - Large room	1.00 EA	0.00	126.81	0.00	126.81
Totals: Main Office				1.26	909.10
Total: Offices				1.59	1,238.63
Total: 1st Floor				10.87	7,945.39
Total: Source - DocuSketch (HARVARD_LIBRARY1)				10.87	7,945.39
Total: HARVARD_LIBRARY1				10.87	7,945.39
Line Item Totals: HARVARDDIGGINSLIBRAR				10.87	7,945.39

Grand Total Areas:

11,549.34 SF Walls	13,196.75 SF Ceiling	24,746.09 SF Walls and Ceiling
13,196.75 SF Floor	1,466.31 SY Flooring	1,332.63 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	1,463.90 LF Ceil. Perimeter
13,196.75 Floor Area	13,575.77 Total Area	11,549.34 Interior Wall Area
6,346.55 Exterior Wall Area	829.65 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

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Summary for Dwelling

Line Item Total	7,934.52
Material Sales Tax	10.87
Replacement Cost Value	\$7,945.39
Net Claim	\$7,945.39

Bryan Musser
Production Manager

ServPro of Caledonia, Harvard, North Woodstock

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Recap of Taxes

	Material Sales Tax (8.25%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)	Equipment Rental Tax (8.25%)
Line Items	10.87	0.00	0.00	0.00
Total	10.87	0.00	0.00	0.00

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Recap by Room

Estimate: HARVARDDIGGINSLIBRAR

Area: HARVARD_LIBRARY1

Area: Source - DocuSketch (HARVARD_LIBRARY1)

Area: 1st Floor	211.65	2.67%
Break Room	245.37	3.09%
Storage Room	126.75	1.60%
Meeting Room	514.26	6.48%
Youth Area	744.25	9.38%
Activity Room	175.64	2.21%
Study Room Left	188.15	2.37%
Study Room Right	153.90	1.94%
Teen Space	571.43	7.20%
Local History Room	232.08	2.92%
Library 4	3,534.00	44.54%
Area: Offices		
Office 1	144.19	1.82%
Office 2	185.01	2.33%
Main Office	907.84	11.44%
Area Subtotal: Offices	1,237.04	15.59%
Area Subtotal: 1st Floor	7,934.52	100.00%
Area Subtotal: Source - DocuSketch (HARVARD_LIBRARY1)	7,934.52	100.00%
Area Subtotal: HARVARD_LIBRARY1	7,934.52	100.00%
Subtotal of Areas	7,934.52	100.00%
Total	7,934.52	100.00%

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Recap by Category

Items	Total	%
CLEANING	6,725.22	84.64%
CONTENT MANIPULATION	997.65	12.56%
WATER EXTRACTION & REMEDIATION	211.65	2.66%
Subtotal	7,934.52	99.86%
Material Sales Tax	10.87	0.14%
Total	7,945.39	100.00%

Source - DocuSketch (HARVARD_LIBRARY1) - 1st Floor

