

**Winnetka-Northfield Public Library District
Regular Meeting of The Board Of Trustees**

**THE MEETING WILL BEGIN AT 7:00 PM AT THE WINNETKA LIBRARY
768 OAK STREET, WINNETKA, IL 60093**

AGENDA

Monday, May 21, 2018
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the April 16, 2018 Regular Meeting***
- V. Financial Report**
 - Approve April 2018 Financial Statements*
- VI. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf)*
- VII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
 - Discussion and Vote on Fiscal Year 2018-2019 Working Budget*
 - Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project*
 - Discussion and Vote on payment application to Colfax for work due for the Renovation Project*
- IX. New Business**
 - Discussion and Vote regarding addition of Security System to Winnetka Library*
 - Discussion and Vote regarding Fireplace Brick Options
 - Discussion regarding proposed Board of Trustees Meeting Calendar for Fiscal Year 2018-2019*
 - Discussion regarding proposed District closure dates for Fiscal Year 2018-2019*
- X. Communications**
 - District is closed Sunday, May 27, 2018 and Monday, May 28, 2018 in observance of the Memorial Day holiday

*Attachments

**Winnetka-Northfield Public Library District
Regular Meeting of The Board Of Trustees**

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768 OAK STREET, WINNETKA, IL 60093**

- Reminder to get ready to participate in the Parade for the 4th of July

XI. Closed Session

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district

XII. Return to Open Session

XIII. Public Comments

XIV. Adjournment

**10 WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES**

April 16th, 2018

I. Call to Order

The meeting was held at the Northfield Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present: President Brian Johnson, and Trustees Kathleen Reichert, Suzie Shoup, Jean-Paul Ruiz-Funes, Keta McCarthy, and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustee Raheela Anwar

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Naomi Wolfson (Head of Access Services), and Kevin Breese (Human Resources Coordinator as contracted through the Management Association). Also present were Winnetka resident Jeffrey Liss, Nancy Fox of the League of Women Voters and Kate Casale MacNally, the Library Committee Chair of the Winnetka Caucus Council.

III. Public Comments

Kate Casale MacNally introduced herself as a new Winnetka resident as well as the new Library Committee chair for the Winnetka Caucus Council. Ms. MacNally stated that she is looking forward to working with the District and wishes to create a collaborative and open environment to help the District to better understand the community through the caucus.

IV. Vote to Approve Consent Agenda*

Vote to Approve Minutes of the February 5th, 2018 Study Session*

Vote to Approve Minutes of the March 19th, 2018 Regular Meeting*

A MOTION was made by Trustee Reichert to approve the Consent Agenda, and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that the payment applications for Shales McNutt and Colfax Corporation have come in and will be voted on later in the Board Meeting.

Trustee Shoup asked why the website line was running high. Director Wolf stated that we are waiting on a refund of a fee for a service we decided not to retain for the website. The District website will be updated in late May, more updates to come as the date gets closer.

Director Wolf stated that the Winnetka-Northfield Public Library app is discontinued because the Polaris catalog will be mobile friendly on internet browsers.

Discussion followed concerning whether the District should try to find another way to have a Winnetka-Northfield Public Library app. Director Wolf stated she would investigate options.

Trustee Reichert asked why the personnel line was low. Director Wolf responded that there is a new graphic designer, Kathy Skiba, and the District will also be raising the positions of circulation staff as responsibilities on the combined desk are increased.

Trustee McCarthy requested to see database usage statistics. Director Wolf responded that she will share these with the Board at the next meeting.

Trustee Ruiz-Funes stated that the District is fully collected on taxes. Director Wolf stated that she received the Per Capita Grant letter stating that the District will be receiving a fully funded tax amount.

Trustee Ruiz-Funes asked about the possibility of a fines amnesty for the Grand Reopening on June 23rd and how it would affect fines collection. Director Wolf stated that a week-long fines amnesty would not affect collection significantly. The Board discussed this possibility for the Grand Reopening.

Trustee Ruiz-Funes asked how much the capital outlay would go over budget this fiscal year. Director Wolf responded that the capital outlay would likely go about \$400,000 over the \$1,985,000 estimated cost. The Board discussed the additional change orders that were made to put the project over budget. The Board would like to see a layout of the additional change order that were voted on.

Discussion followed regarding whether to re-work the budget to reflect the change orders of the renovation project.

A MOTION was made by Trustee McCarthy to approve the March 2018 Financial Statements and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that at a Board meeting for the Village of Winnetka, Village President Chris Rintz proposed to streamline the members of the Winnetka Plan Commission. The streamlining would remove liaisons of taxing bodies including the Winnetka Library District liaison, the Winnetka Park District liaison, and the School District liaison. This idea was floated without closure at the Village of Winnetka Board Meeting, with acknowledgement that the taxing bodies should be involved in the comprehensive plan and downtown master plan.

President Johnson stated that District 36 is continuing their discussion regarding options on how to improve the District elementary schools.

LIBRARY DIRECTOR’S REPORT:

Director Wolf stated that April 17, 2018 is the migration date to Polaris. The management team will be at both libraries early to make sure everything goes well during the migration process. Staff has worked hard to be sure that this migration goes smoothly, undergoing extensive training to be sure that all staff are ready for migration.

Director Wolf announced that Naomi Wolfson has been helping multiple other libraries in the consortia to begin EDI ordering, a smoother acquisitions process.

Director Wolf presented the February and March circulation statistics. For the month of March, circulation is down 11% due to the continued construction at the Winnetka Library.

The Board recognized the staff members of the Northfield Branch for the phenomenal job in assisting patron overflow during the February closure of the Winnetka Library.

VII. Liaisons to Other Organizations-Reports

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar was absent and did not report on the Winnetka Village.

Trustee McCarthy reported that the Winnetka Plan Commission passed the special use permit for the Winnetka Community House expansion of the parking lot. The Winnetka Plan Commission passed a tutoring center on the ground floor of Gage Street, and a subdivision will be put into one parcel on Sheridan Road.

Trustee McCarthy also stated that the method of removing taxing body liaisons from the Winnetka Plan Commission was not transparent and Chris Rintz indicated he would be happy to meet with Trustee McCarthy to discuss this.

Trustee Neustadt stated that the Northfield Village started construction on the tennis courts across from New Trier West. The Northfield Village will have a Wednesday farmers market from 3-7pm in Clarkson Park starting June 6th. The Northfield Village reported that they received the AAA bond rating but there may be issues with the taxes because Kraft is still on appeal from 2011. The Northfield water rates are being raised 60% and every residential house has about a 15% rate increase.

VIII. Unfinished Business

- *Update on the Progress of the Winnetka Main Floor Renovation and the Northfield Bathroom Renovation*

Director Wolf stated that the Winnetka Library is on track for the Grand Reopening on June 23rd. Final furniture delivery is scheduled for June. We will have opportunities for staff to get used to the new workflow before the Grand Reopening.

Director Wolf stated that the women's bathrooms at the Northfield Library will be finishing in the middle of April.

Director Wolf stated that the remaining construction pieces includes cabling, lobby ceiling, restrooms, construction of the front desk, and other minor construction items.

There will be a late open at 1:00pm this Thursday, April 19th, at the Winnetka Library due to plumbing work.

The self-checkout systems should be ready to go live late May. Staff will begin training in mid-May.

The circulation workroom will get their furniture by the end of April, and the book sorter will be installed during the first week of May.

Trustee Ruiz-Funes inquired about the marketing plan for the Grand Reopening. The Board discussed the possibility of getting local organizations to sponsor the Grand Reopening.

- *Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project*

Director Wolf stated that the payment application to Shales McNutt, LLC of \$608,792.90 included construction work that happened January through March.

The Board discussed fee lines, change orders, and if the District was charged correctly in the payment application. Director Wolf answered the questions of the Board regarding the payment application and stated that it is reviewed by multiple people before going before the Board for approval.

Trustee Ruiz-Funes asked whether the payment applications are included in the annual audit. Director Wolf stated that all capital purchase paperwork is available for the annual audit.

A MOTION was made by Trustee Ruiz-Funes to approve the Payment Application to Shales McNutt, LLC of \$608,792.90 for the work done on the Renovation Project and seconded by Trustee Shoup.

ROLL CALL:

AYE: Trustees McCarthy, Reichert, Ruiz-Funes, Johnson, Neustadt, and Shoup

Nay:

Absent: Trustee Anwar

- *Discussion and Vote on payment application to Colfax for work due for the Renovation Project*

Director Wolf stated that the Library is paying \$107,885 to Colfax Corporation which is the abatement amount not including the retainer fee. Colfax Corporation will receive the retainer amount once a final application is received by the Library.

Trustee Johnson asked how Director Wolf knew the asbestos abatement work was done. Director Wolf responded that Midwest Environmental Consulting is a third-party organization that oversaw the asbestos and air quality testing for the Winnetka Library. Midwest Environmental Consulting has provided reports to the Library for having passed air quality tests.

A MOTION was made by Trustee Reichert to approve the payment application to Colfax Corporation of \$107,885 for work done on the Renovation Project and seconded by Trustee McCarthy.

ROLL CALL:

AYE: Trustees McCarthy, Reichert, Ruiz-Funes, Johnson, Neustadt, and Shoup

NAY: none

ABSENT: Trustee Anwar

- *Discussion Regarding Proposed Working Budget for FY 2018-2019**
President Johnson stated that a vote should take place in May on the budget for Fiscal Year 2018-2019, this item line is for discussion and input on the working budget.

Director Wolf went through expected projects for Fiscal Year 2018-2019 including the landscaping master plan project part one, and the Branch Library Patron Services Improvement update.

Trustee Johnson explained that there is about \$500,000 in the budget to work with for capital projects or savings for larger future projects.

Director Wolf stated that digital materials are trending up, with a continued increase in demand justifying the increase of 21.4% in the proposed digital materials budget.

President Johnson asked the Board to send comments to Director Wolf on the proposed budget so that a vote can take place during the May 21st, Regular Board Meeting.

IX. New Business

- *Vote to Close the Propay Payment Processing Account**

Director Wolf announced that Propay requires there to be a Board vote to close the Propay account, which manages the credit card reader at the service desks. The Propay account will be replaced with a new system during the migration to Polaris.

A MOTION was made by Trustee Ruiz-Funes to close the Propay Payment Processing Account and was seconded by Trustee Neustadt.

ROLL CALL:

AYE: Trustees McCarthy, Reichert, Ruiz-Funes, Johnson, Neustadt, and Shoup

NAY: None

ABSENT: Trustee Anwar

X. Communications

- Thursday April 19, 2018 the Winnetka Library will open late at 1:00 pm for installation of the Winnetka restrooms.

XI. Public Comments

No Public Comments

XII. Adjournment to Closed Session

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee McCarthy and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:07 p.m.

XIII. Return to Open Session

The Board returned to open session at 10:23 p.m.

XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act

A MOTION was made by Trustee Ruiz-Funes to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act

No minutes are opened at this time.

XVI. Vote to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved.

A MOTION was made by Trustee Neustadt to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

XVII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 10:25 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
Library Fund - Cash
 July 2017 - June 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2018	April 2018	% of Budget	
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 3,030,578	\$ 3,644,156	100.2%	\$ 613,578
Total 0004500 Interest	\$ 30,000	\$ 25,000	\$ 63,854	212.8%	\$ 38,854
1004040 Replacement Tax	\$ 25,000	\$ 20,833	\$ 16,759	67.0%	\$ (4,074)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 11,756	\$ -	0.0%	\$ (11,756)
1004060 Kenilworth Services	\$ 90,000	\$ 75,000	\$ 77,493	86.1%	\$ 2,493
Total 1004100 Fines	\$ 40,000	\$ 33,333	\$ 23,922	59.8%	\$ (9,412)
1004120 Studio Fees	\$ 4,500	\$ 3,750	\$ 2,437	54.2%	\$ (1,313)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 4,167	\$ 2,654	53.1%	\$ (1,513)
Total 1004300 Copy/Printing	\$ 9,000	\$ 7,500	\$ 12,384	137.6%	\$ 4,884
Total 1004700 Book Sales	\$ 2,000	\$ 1,667	\$ 538	26.9%	\$ (1,129)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,617		\$ 1,617
Total 1004800 Contributions	\$ 32,500	\$ 27,083	\$ 4,761	14.7%	\$ (22,322)
Total Revenues	\$ 3,888,801	\$ 3,240,668	\$ 3,850,576	99.0%	\$ 609,908
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	\$ 171,000	\$ 142,500	\$ 111,665	65.3%	\$ 30,835
Total 1005000 Administrative Services	\$ 308,400	\$ 257,000	\$ 320,808	104.0%	\$ (63,808)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,660,175	\$ 1,424,736	71.5%	\$ 235,439
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 60,083	\$ 58,652	81.3%	\$ 1,431
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 363,333	\$ 397,795	91.2%	\$ (34,461)
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 46,583	\$ 38,401	68.7%	\$ 8,182
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 54,167	\$ 51,717	79.6%	\$ 2,449
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 25,000	\$ 21,106	70.4%	\$ 3,894
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,654,167	\$ 991,544	50.0%	\$ 662,622
Total 1000000 Fund 10 General Expenses	\$ 5,115,610	\$ 4,263,008	\$ 3,416,425	66.8%	\$ 846,583
Total Revenues	\$ 3,888,801	\$ 3,240,668	\$ 3,850,576	99.0%	\$ 609,908
Total Expenses	\$ 5,115,610	\$ 4,263,008	\$ 3,416,425	66.8%	\$ 846,583
Net Operating Income	\$ (1,226,809)	\$ (1,022,341)	\$ 434,151	-35.4%	\$ 1,456,492

Total 70050000 Fund 79 Building/Equipment	\$301,807	\$251,506	\$216,107	71.60%	(35,398.76)
Total 5005100 Fund 50 Audit	\$9,700.00	\$8,083.33	\$8,600.00	88.66%	(516.67)
Total 2005100 Fund 30 IMRF	\$135,000	\$112,500	\$111,257	82.41%	(1,242.64)
Total 4005100 Fund 40 Liability	\$36,040	\$30,033	\$23,422	64.99%	(6,611.66)
Total 3005100 Fund 30 FICA	\$135,000	\$112,500	\$95,702	70.89%	(16,797.85)
Total Fund Unemployment	\$1,000	\$833	\$0	0.00%	(833.33)

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - March, 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2018	April 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	3,030,578.33	3,644,156.32	100%	613,577.99
Total 0004000 Property Taxes Collections	\$ 3,636,694.00	\$ 3,030,578.33	\$ 3,644,156.32	100%	613,577.99
0004500 Interest	30,000.00				-
0004501 Checking Interest Income			23.54		
1004501 Checking Interest Income-GF			1,242.13		
Total 0004501 Checking Interest Income	\$ 0.00		\$ 1,265.67		
1004525 FT Money Market-Interest			1,512.83		
1004595 FT Investment Interest Income			61,075.29		
Total 0004500 Interest	\$ 30,000.00	\$ 25,000.00	\$ 63,853.79	213%	38,853.79
1004040 Replacement Tax	25,000.00	\$ 20,833.33	16,759.07	67%	(4,074.26)
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	11,230.83		0%	-
1004052 Per Capita Grant-KNK	630.00	525.00		0%	-
Total 1004050 Per Capita Grant	\$ 14,107.00	\$ 11,755.83	\$ 0.00	0%	(11,755.83)
1004060 Kenilworth Services	90,000.00	75,000.00	77,493.00	86%	2,493.00
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			18,462.65		
1024100 Fines - Northfield			5,459.00		
Total 1004100 Fines	\$ 40,000.00	\$ 33,333.33	\$ 23,921.65	60%	(9,411.68)
1004120 Studio Fees	4,500.00	3,750.00	2,437.14	54%	(1,312.86)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			2,252.86		
1024150 Lost/Damaged Mat.-Northfield			401.03		
Total 1004150 Lost/Damaged Materials	\$ 5,000.00	\$ 4,166.67	\$ 2,653.89	53%	(1,512.78)
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			10,597.27		
1024300 Copy/Printing - Northfield			1,786.80		
Total 1004300 Copy/Printing	\$ 9,000.00	\$ 7,500.00	\$ 12,384.07	138%	4,884.07
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
Total 1004700 Book Sales	\$ 2,000.00	\$ 1,666.67	\$ 537.91	27%	(1,128.76)
1004775 Miscellaneous Revenue			1,617.44		1,617.44
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	2,083.33	1,900.40	76%	(182.93)
1004885 Gift Fund (under \$100)			289.56	0%	289.56
1004895 Friends Donations	30,000.00	25,000.00	2,571.48	9%	(22,428.52)
Total 1004800 Contributions	\$ 32,500.00	\$ 27,083.33	\$ 4,761.44	15%	(22,321.89)
Total Income	\$ 3,888,801.00	\$ 3,240,667.50	\$ 3,850,575.72	99%	609,908.22
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	57,500.00	59,694.06	87%	2,194.06
1005133 OCLC	11,000.00	9,166.67	9,551.64	87%	384.97
1005134 Software	31,000.00	25,833.33	11,306.90	36%	(14,526.43)
1005135 LAN Management	56,100.00	46,750.00	25,446.00	45%	(21,304.00)
1005136 Hardware	1,900.00	1,583.33	2,406.51	127%	823.18
1005177 Technology/Website	2,000.00	1,666.67	3,260.11	163%	1,593.44
Total 10.5100 IT Services	\$ 171,000.00	\$ 142,500.00	\$ 111,665.22	65%	(30,834.78)
1005000 Administrative Services					
1005120 Library Supplies	30,000.00	25,000.00	37,196.67	124%	12,196.67
1005121 Office Supplies	8,000.00	6,666.67	5,796.10	72%	(870.57)
1005122 Breakroom Supplies	1,500.00	1,250.00	948.07	63%	(301.93)
1005123 Postage	6,000.00	5,000.00	3,374.23	56%	(1,625.77)
1005124 Hospitality	6,000.00	5,000.00	4,815.05	80%	(184.95)
1005131 Accounting and Bookkeeping	14,500.00	12,083.33	11,969.61	83%	(113.72)
1005137 Legal Notices	1,500.00	1,250.00	234.69	16%	(1,015.31)
1005138 Delivery Service	7,700.00	6,416.67	5,628.00	73%	(788.67)
1005140 Payroll Services	8,000.00	6,666.67	6,949.54	87%	282.87
1005170 Utilities					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		26,684.82		
1025171 Electricity - Northfield			5,492.61		
Total 1005171 Electricity	\$ 45,000.00	\$ 37,500.00	\$ 32,177.43	72%	(5,322.57)
1005172 Water					
1015172 Water - Winnetka	4,500.00		3,598.26		

	Budget 2017-18		Actual April 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through		% of Budget	
		April 2018	April 2018		
1025172 Water - Northfield			851.20		
Total 1005172 Water	\$ 4,500.00	\$ 3,750.00	\$ 4,449.46	99%	699.46
1005173 Storm Sewer	1,800.00				-
1015173 Storm Sewer - Winnetka			1,058.41		
Total 1005173 Storm Sewer	\$ 1,800.00	\$ 1,500.00	\$ 1,058.41	59%	(441.59)
1005174 Natural Gas	11,000.00				-
1015174 Natural Gas - Winnetka			4,756.84		
1025174 Natural Gas - Northfield			2,234.07		
Total 1005174 Natural Gas	\$ 11,000.00	\$ 9,166.67	\$ 6,990.91	64%	(2,175.76)
1005175 Telephone	8,750.00				-
1015175 Telephone - Winnetka			9,127.43		
Total 1005175 Telephone	\$ 8,750.00	\$ 7,291.67	\$ 9,127.43	104%	1,835.76
1005176 Internet Services	16,000.00	13,333.33	14,301.68	89%	968.35
Total 1005170 Utilities	\$ 87,050.00	\$ 72,541.67	\$ 68,105.32	78%	(4,436.35)
1005700 Public Relations					
1005720 PR E-Marketing	1,500.00	1,250.00	241.82	16%	(1,008.18)
1005721 PR Promotional	6,000.00	5,000.00	1,397.62	23%	(3,602.38)
1005722 PR Source	25,000.00	20,833.33	15,373.26	61%	(5,460.07)
1005723 PR Supplies	8,000.00	6,666.67	2,310.06	29%	(4,356.61)
1005724 PR Advertising	3,500.00	2,916.67	926.99	26%	(1,989.68)
Total 1005700 Public Relations	\$ 44,000.00	\$ 36,666.67	\$ 20,249.75	46%	\$ (16,416.92)
1005719 Board Expenses	1,000.00	833.33	50.66	5%	(782.67)
1005731 Memberships	6,500.00	5,416.67	2,493.00	38%	(2,923.67)
1005732 Staff Meetings	5,000.00	4,166.67	1,781.00	36%	(2,385.67)
1005735 Director's Expenses	1,000.00	833.33	141.49	14%	(691.84)
1005736 Legal	15,000.00	12,500.00	2,415.00	16%	(10,085.00)
1004590 ILL Materials	150.00	125.00			
1005741 Architects		0.00	109,142.89		109,142.89
1005742 Building Appraisal	500.00	416.67		0%	(416.67)
1005743 Other Consultations	65,000.00	54,166.67	34,470.00	53%	(19,696.67)
1005744 Investment Fees			5,047.32		5,047.32
Total 1005000 Administrative Services	\$ 308,250.00	\$ 256,875.00	\$ 320,808.39	104%	63,933.39
1005100 Personnel					
1005110 Salaries	1,817,210.00	1,514,341.67	1,282,182.54	71%	(232,159.13)
1005111 Health Insurance	150,000.00	125,000.00	132,500.09	88%	7,500.09
1005112 Flu Vaccination	500.00	416.67		0%	(416.67)
1005113 Employee Asst. Program	1,500.00	1,250.00	480.00	32%	(770.00)
1005114 Conferences	20,000.00	16,666.67	9,138.00	46%	(7,528.67)
1005115 Flexible Spending Account	3,000.00	2,500.00	435.00	15%	(2,065.00)
Total 1005100 Personnel	\$ 1,992,210.00	\$ 1,660,175.00	\$ 1,424,735.63	72%	(235,439.37)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100.00	9,250.00	2,243.75	20%	(7,006.25)
1005716 OBTV	17,000.00	14,166.67	20,114.89	118%	5,948.22
1005907 Programming - Youth	14,000.00	11,666.67	14,021.36	100%	2,354.69
1005908 Programming - Adult	20,000.00	16,666.67	10,819.63	54%	(5,847.04)
1005910 Programming - Studio	2,500.00	2,083.33	-12.95	-1%	(2,096.28)
1005913 Studio General Supplies	7,500.00	6,250.00	11,465.16	153%	5,215.16
Total 1005900 Programming-District Initiative	\$ 72,100.00	\$ 60,083.33	\$ 58,651.84	81%	(1,431.49)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000.00	45,833.33	35,093.88	64%	(10,739.45)
1015341 Books-Non-Fiction	65,000.00	54,166.67	44,291.54	68%	(9,875.13)
1015342 Periodicals	24,000.00	20,000.00	17,126.97	71%	(2,873.03)
1015343 DVDs	37,000.00	30,833.33	29,424.18	80%	(1,409.15)
1015344 Audio Books	25,000.00	20,833.33	23,703.37	95%	2,870.04
1015345 Books-Digital	140,000.00	116,666.67	147,625.23	105%	30,958.56
1015346 Online Database	90,000.00	75,000.00	100,529.54	112%	25,529.54
1015360 Program Supplies					-
1015361 Program Performers Fees					-
Total 1015300 Adult Services - Winnetka	\$ 436,000.00	\$ 363,333.33	\$ 397,794.71	91%	34,461.38
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500.00	8,750.00	7,282.32	69%	(1,467.68)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	12,000.00	10,000.00	9,208.52	77%	(791.48)
101544J Books-Jr. High	6,000.00	5,000.00	4,685.53	78%	(314.47)
101544N Books-Non Fiction	12,000.00	10,000.00	4,800.58	40%	(5,199.42)
Total 1015441 Books-Non-Fiction, Easy, & JH	\$ 30,000.00	\$ 25,000.00	\$ 18,694.63	62%	(7,773.05)
1015443 DVDs	8,000.00	6,666.67	5,794.90	72%	(871.77)
1015444 Audio Books	7,000.00	5,833.33	6,120.57	87%	287.24
1015445 Music	400.00	333.33	257.92	64%	(75.41)
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies		0.00			-

\$ 250,169.48

	Budget 2017-18		Actual April 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2018	April 2018	% of Budget	
1015461 Program Performers Fee		0.00			-
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900.00	\$ 46,583.33	\$ 38,400.95	69%	(409.33)
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000.00	20,000.00	17,012.80	71%	(2,987.20)
1025341 Books-Non-Fiction-Adult	12,000.00	10,000.00	9,272.49	77%	(727.51)
1025342 Periodicals	4,000.00	3,333.33	3,669.68	92%	336.35
1025343 DVDs-Adult	16,000.00	13,333.33	13,542.97	85%	209.64
1025344 Audio Books-Adult	9,000.00	7,500.00	8,219.52	91%	719.52
1025360 Program Supplies					-
1025361 Program Performers Fees					-
Total 1025300 Adult Services - Northfield	\$ 65,000.00	\$ 54,166.67	\$ 51,717.46	80%	(2,449.21)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	5,500.00	4,583.33	4,462.09	81%	(121.24)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	4,166.67	3,896.00	78%	(270.67)
102544J Books-Jr. High	4,500.00	3,750.00	2,685.46	60%	(1,064.54)
102544N Books-Non Fiction	5,000.00	4,166.67	4,084.09	82%	(82.58)
Total 1025441 Books-Non-Fiction, Easy, & JH	\$ 14,500.00	\$ 12,083.33	\$ 10,665.55	74%	(1,417.78)
1025443 DVDs-Juv	4,500.00	3,750.00	2,835.36	63%	(914.64)
1025444 Audio Books-Juv	5,000.00	4,166.67	2,978.44	60%	(1,188.23)
1025445 Music - Juv	500.00	416.67	164.89	33%	(251.78)
1025460 Program Supplies					-
1025461 Program Performers Fees					-
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000.00	\$ 25,000.00	\$ 21,106.33	70%	(3,893.67)
1035800 Capital Outlay					
1005882 Building	155,000.00	129,166.67	145,041.80	94%	15,875.13
1005884 Equipment/Furniture	1,700,000.00	1,416,666.67	751,018.79	44%	(665,647.88)
1005885 Computer Equipment	130,000.00	108,333.33	95,483.80	73%	(12,849.53)
Total 1035800 Capital Outlay	\$ 1,985,000.00	\$ 1,654,166.67	\$ 991,544.39	50%	(662,622.28)
Total 1000000 Fund 10 General Expenses	\$ 5,115,460.00	\$ 4,262,883.33	\$ 3,416,424.92	67%	(846,458.41)
Total Expenses	\$ 5,115,460.00	\$ 4,262,883.33	\$ 3,416,424.92	67%	(846,458.41)
Net Operating Income	-\$ 1,226,659.00	-\$ 1,022,215.83	\$ 434,150.80	-35%	1,456,366.63

**Winnetka-Northfield Public Library District
Building Fund
July - March, 2018
April 2018 - 83%**

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	120,285.83	144,639.06	100%	24,353.23
Total 0004000 Property Taxes Collections	\$ 144,343.00	\$ 120,285.83	\$ 144,639.06	100%	\$ 24,353.23
Total Income	\$ 144,343.00	\$ 120,285.83	\$ 144,639.06	100%	\$ 24,353.23
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	7,083.33	6,950.08	82%	(133.25)
7005732 Snow Removal	8,500.00	7,083.33	6,371.00	75%	(712.33)
7005735 Photocopier Leases	40,000.00	33,333.33	30,468.78	76%	(2,864.55)
7005736 Phone Lease	9,600.00	8,000.00	8,799.78	92%	799.78
7005737 Building Maintenance Service	109,794.00	91,495.00	88,375.00	80%	(3,120.00)
7005738 Elevators	8,000.00	6,666.67	5,424.15	68%	(1,242.52)
7005739 Landscaping	15,000.00	12,500.00	6,476.51	43%	(6,023.49)
7005752 HVAC	12,000.00	10,000.00	4,939.49	41%	(5,060.51)
7005755 Automatic Doors	3,500.00	2,916.67	3,008.98	86%	92.31
7005756 Roof	600.00	500.00	318.00	53%	(182.00)
7005758 Alarms	2,750.00	2,291.67	1,908.45	69%	(383.22)
7005782 Equipment	4,000.00	3,333.33	368.20	9%	(2,965.13)
7005799 Misc Services	16,000.00	13,333.33	809.95	5%	(12,523.38)
7025159 Northfield Lease	63,563.00	52,969.17	51,888.70	82%	(1,080.47)
Total 7005000 Fund 70 Building/Equipment	\$ 301,807.00	\$ 251,505.83	\$ 216,107.07	72%	-\$ 35,398.76
Total Expenses	\$ 301,807.00	\$ 251,505.83	\$ 216,107.07	72%	-\$ 35,398.76
Net Operating Income	-\$ 157,464.00	-\$ 131,220.00	-\$ 71,468.01	45%	\$ 35,399.77
Net Income	-\$ 157,464.00	-\$ 131,220.00	-\$ 71,468.01	45%	\$ 35,399.77

**Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - March, 2018

April 2018 - 83%

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	17,183.33	20,662.43	100%	3,479.10
Total 0004000 Property Taxes Collections	\$ 20,620.00	\$ 17,183.33	\$ 20,662.43	100%	3,479.10
Total Income	\$ 20,620.00	\$ 17,183.33	\$ 20,662.43	100%	3,479.10
Gross Profit	\$ 20,620.00	\$ 17,183.33	\$ 20,662.43	100%	3,479.10
Expenses					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	112,500.00	95,702.15	71%	(16,797.85)
Total 3005100 Fund 30 FICA	\$ 135,000.00	\$ 112,500.00	\$ 95,702.15	71%	(16,797.85)
Total Expenses	\$ 135,000.00	\$ 112,500.00	\$ 95,702.15	71%	-\$ 16,797.85
Net Operating Income	-\$ 114,380.00	-\$ 95,316.67	-\$ 75,039.72	66%	\$ 20,276.95
Net Income	-\$ 114,380.00	-\$ 95,316.67	-\$ 75,039.72	66%	\$ 20,276.95

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - March, 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	88,104.00	73,420.00	88,285.53	100%	14,865.53
Total 0004000 Property Taxes Collections	\$ 88,104.00	\$ 73,420.00	\$ 88,285.53	100%	\$ 14,865.53
Total Income	\$ 88,104.00	\$ 73,420.00	\$ 88,285.53	100%	\$ 14,865.53
Gross Profit	\$ 88,104.00	\$ 73,420.00	\$ 88,285.53	100%	\$ 14,865.53
Expenses					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	135,000.00	112,500.00	111,257.36	82%	(1,242.64)
Total 2005100 Fund 20 IMRF Expenses	\$ 135,000.00	\$ 112,500.00	\$ 111,257.36	82%	(1,242.64)
Total Expenses	\$ 135,000.00	\$ 112,500.00	\$ 111,257.36	82%	(1,242.64)
Net Operating Income	-\$ 46,896.00	-\$ 39,080.00	-\$ 22,971.83	49%	\$ 16,108.17
Net Income	-\$ 46,896.00	-\$ 39,080.00	-\$ 22,971.83	49%	\$ 16,108.17

Winnetka-Northfield Public Library District
Audit Fund
 July - March, 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
5004000 AF-Property Taxes	3,748.00	3,123.33	3,756.20	100.22%	632.87
Total 0004000 Property Taxes Collections	\$ 3,748.00	\$ 3,123.33	\$ 3,756.20	100.22%	\$ 632.87
Total Income	\$ 3,748.00	\$ 3,123.33	\$ 3,756.20	100.22%	\$ 632.87
Gross Profit	\$ 3,748.00	\$ 3,123.33	\$ 3,756.20	100.22%	\$ 632.87
Expenses					
5005100 Fund 50 Audit					
5005101 Audit	9,700.00	8,083.33	8,600.00	88.66%	516.67
Total 5005100 Fund 50 Audit	\$ 9,700.00	\$ 8,083.33	\$ 8,600.00	88.66%	\$ 516.67
Total Expenses	\$ 9,700.00	\$ 8,083.33	\$ 8,600.00	88.66%	\$ 516.67
Net Operating Income	-\$ 5,952.00	4,960.00	-\$ 4,843.80	81.38%	\$ 116.20
Net Income	-\$ 5,952.00	-\$ 4,960.00	-\$ 4,843.80	81.38%	\$ 116.20

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - March, 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
4004000 LF-Property Taxes	14,996.00	12,496.67	15,026.69	100%	2,530.02
Total 0004000 Property Taxes Collections	\$ 14,996.00	\$ 12,496.67	\$ 15,026.69	100%	\$ 2,530.02
Total Income	\$ 14,996.00	\$ 12,496.67	\$ 15,026.69	100%	2,530.02
Gross Profit	\$ 14,996.00	\$ 12,496.67	\$ 15,026.69	100%	2,530.02
Expenses					
4005100 Fund 40 Liability	36,040.00	30,033.33			
4005101 D & O			5,906.00		
4005103 Workers Comp			-43.00		
4005104 Insurance Package			17,558.67		
Total 4005100 Fund 40 Liability	\$ 36,040.00	\$ 30,033.33	\$ 23,421.67	65%	(6,611.66)
Total Expenses	\$ 36,040.00	\$ 30,033.33	\$ 23,421.67	65%	(6,611.66)
Net Operating Income	-\$ 21,044.00	-\$ 17,536.67	-\$ 8,394.98	40%	9,141.69
Net Income	-\$ 21,044.00	-\$ 17,536.67	-\$ 8,394.98	40%	9,141.69

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - March, 2018
 April 2018 - 83%

	Budget 2017-18		Actual April 2018		
	Full Year	Prorated Through April 2018	April 2018	% of Budget	Variance vs. Prorated Budget
Income					
Total Income					0%
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00		0%
Expenses					
6005100 Unemployment	1,000.00	833.33			0% (833.33)
Total Expenses	\$ 1,000.00	\$ 833.33	\$ 0.00		0% (833.33)
Net Operating Income	-\$ 1,000.00	-\$ 833.33	\$ 0.00		0% (833.33)
Net Income	-\$ 1,000.00	-\$ 833.33	\$ 0.00		0% (833.33)

Winnetka-Northfield Public Library District

CHECK DETAIL

April 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
04/02/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,027.54 -1,027.54
04/02/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,611.59 -2,611.59
04/02/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,772.40 -3,772.40
04/02/2018	Bill Payment (Check)	DD	AT&T (Phone Service)	Voided	C	0.00 0.00
04/02/2018	Bill Payment (Check)	DD	COMED		C	-451.93 -451.93
04/02/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-567.07 -567.07
04/02/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-235.41 -235.41
04/02/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-559.91 -559.91
04/02/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-48.38 -48.38
04/02/2018	Bill Payment (Check)	ACH	Donnette Jensen		C	-3.00 -3.00
04/02/2018	Bill Payment (Check)	ACH	KATIE CONGELOSI		C	-82.12 -82.12
04/02/2018	Bill Payment (Check)	ACH	Rebecca Wolf.		C	-3.04 -3.04
04/13/2018	Bill Payment (Check)	2272	Rachel Kermen		C	-14.99 -14.99
04/13/2018	Bill Payment (Check)	2273	Shales McNutt Construction		C	-608,792.90 -608,792.90

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/13/2018	Bill Payment (Check)	2274	Terence Lynch		C	-275.00 -275.00
04/13/2018	Bill Payment (Check)	2275	Zabinski Consulting Services, Inc,		C	-1,250.00 -1,250.00
04/13/2018	Bill Payment (Check)	2276	Old Town School of Folk Music		C	-200.00 -200.00
04/13/2018	Bill Payment (Check)	2277	Agati, Inc.		C	-2,020.65 -2,020.65
04/13/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-4,253.41 -4,253.41
04/16/2018	Bill Payment (Check)	DD	COMCAST			-254.85 -254.85
04/16/2018	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		C	-378.00 -378.00
04/16/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-177.48 -177.48
04/16/2018	Bill Payment (Check)	DD	VILLAGE OF NORTHFIELD		C	-342.00 -342.00
04/16/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98 -799.98
04/16/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-720.00 -720.00
04/16/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-763.81 -763.81
04/16/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-427.50 -427.50
04/16/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-141.68 -141.68
04/16/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-10.99 -10.99
04/16/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 -	C	-262.94

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Library Materials		-262.94
04/20/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-35,297.00 -35,297.00
04/20/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,188.87 -5,188.87
04/20/2018	Bill Payment (Check)	ACH	MORNINGSTAR		C	-4,818.00 -4,818.00
04/20/2018	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,227.00 -2,227.00
04/20/2018	Bill Payment (Check)	ACH	RECORDED BOOKS, INC.		C	-1,945.03 -1,945.03
04/20/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,614.63 -1,614.63
<hr/>						
1001001	GF - Operating Checking - FT					
04/05/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,381.98 -1,381.98
04/06/2018	Bill Payment (Check)	2265	Carol Mackey		C	-325.00 -325.00
04/06/2018	Bill Payment (Check)	2266	Christine Thornton			-300.00 -300.00
04/06/2018	Bill Payment (Check)	2267	Ted McClelland		C	-250.00 -250.00
04/06/2018	Bill Payment (Check)	2268	Midwest Environmental Consulting Service		C	-17,000.00 -17,000.00
04/06/2018	Bill Payment (Check)	2269	Product Architecture and Design		C	-3,801.42 -3,801.42
04/06/2018	Bill Payment (Check)	2270	Northbrook Public Library		C	-25.00 -25.00
04/06/2018	Bill Payment (Check)	2278	Colfax Corporation		C	-107,885.00 -107,885.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/06/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00 -831.00
04/09/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,228.72 -1,228.72
04/09/2018	Bill Payment (Check)	DD	NICOR			-284.02 -284.02
04/09/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-919.89 -919.89
04/09/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70 -394.70
04/09/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,258.75 -1,258.75
04/09/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-18.14 -18.14
04/09/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-53.23 -53.23
04/09/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-45.17 -45.17
04/09/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-37.50 -37.50
04/13/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-5,585.43 -5,585.43
04/13/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,131.22 -2,131.22
04/13/2018	Bill Payment (Check)	2271	AT&T (Phone Service)		C	-1,290.76 -1,290.76
04/13/2018	Bill Payment (Check)	2257	Hoo Haven, Inc.		C	-349.00 -349.00
04/13/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00 -831.00
04/16/2018	Bill Payment (Check)	ACH	Rebecca Wolf.		C	-117.95

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-117.95
04/20/2018	Bill Payment (Check)	ACH	CALL ONE		C	-389.40
						-389.40
04/23/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,563.83
						-1,563.83
04/23/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		C	-19.07
						-19.07
04/23/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-665.00
						-665.00
04/23/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-75.72
						-75.72
04/23/2018	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		C	-177.93
						-177.93
04/23/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-567.23
						-567.23
04/23/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-4,218.83
						-4,218.83
04/23/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,294.05
						-1,294.05
04/23/2018	Bill Payment (Check)	ACH	DEMCO		C	-496.76
						-496.76
04/23/2018	Bill Payment (Check)	2279	Charlotte Digregorio			-250.00
						-250.00
04/23/2018	Bill Payment (Check)	2280	Frances Vail		C	-280.00
						-280.00
04/23/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-906.00
						-906.00
04/27/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-7,898.90
						-7,898.90
04/27/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-13,516.70
						-13,516.70

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/27/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		C	-8,837.50 -8,837.50
04/27/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-5,710.66 -5,710.66
04/27/2018	Bill Payment (Check)	2281	Glenview Public Library			-21.99 -21.99
04/27/2018	Bill Payment (Check)	2282	Lynn Rymarz			-300.00 -300.00
04/30/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-697.19 -697.19
04/30/2018	Bill Payment (Check)	ACH	Warehouse Direct			-1,036.25 -1,036.25
04/30/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES			-1,087.79 -1,087.79
04/30/2018	Bill Payment (Check)	ACH	QUILL CORPORATION			-134.55 -134.55
04/30/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.			-36.54 -36.54

Financial Report

Expenditures:

- Ordering of materials was suspended for one month due to the Polaris migration, staff are now able to order materials for the month long suspension and we should be back on track by the end of the fiscal year.
- We should be receiving our donation check from the Friends of the Library in June.
- Renovation project expenses are on target, we will have another payment application for just over \$500,000 to approve this meeting.

Building and Grounds

Construction continues to progress and is on track for the June 23rd Grand Reopening. We are continuing to receive positive feedback from patrons as the process progresses. The Northfield bathrooms are nearing completion. The Village of Northfield is repaving the parking lot of the Northfield Branch, they hope to finish by May 16. The Village of Winnetka is also repaving Linden in front of the Library which should be done next week.

The District staff continues to exceed expectations and remain flexible in the face of change.

Staff Training:

Staff have been putting their training into action, the Polaris Migration has gone well. We did have some technical glitches, but they have since been worked out.

An All-Staff meeting was held on May 17, 2018. Staff discussed the upcoming Grand Reopening, Summer Reading and the staff input opportunity on the District website revamp.

The AMH was delivered and installed at the Winnetka Library, Naomi Wolfson, Head of Technical Services, worked with the implementation manager from Bibliotheca, David Weismark, how to; setup the proper sorting preferences by shelf-location, learned in-depth troubleshooting tips, backdating materials from the book drop, the creation of patron's receipts, as well as the proper chain of command for reporting issues to Bibliotheca. David lead hands-on training with management and staff District-wide on Wednesday, May 2 and Thursday, May 3.

FAQ for both the AMH and Self-Checks including troubleshooting tips were created and posted to the staff intranet.

Circulation Services

Statistics are not fully available for the new system. We are working with our consortia to compile our May statistics. For the time being we have a base numbers, not including our ILL lending stats.

Winnetka:

Adult circulation: 9,126

Youth circulation: 7,715

Total: 16,841

Northfield:

Adult circulation: 5,531

Youth circulation: 4,208

Total: 9,739

Summary of database statistics is attached at the end of my report.

	Books	Audio	Video	Grand Total
Initial Totals	81,309	5,976	11,719	99,004
April - Adds	1,322	77	234	1,633
April - W/D	855	20	396	1,271
April End Total	82,631	6,053	11,953	100,637

Technology

Computer Usage

There were 531 public computer sessions at Winnetka with 63 percent of those occurring on laptops. There were 787 public computer sessions at Northfield with 15 percent of those occurring on laptops. Winnetka had 18,746 recorded hotspot sessions from 1,538 distinct devices. The average session time was 24 minutes. These sessions used a total of 257 GB of downstream bandwidth and 33 GB of upstream bandwidth.

Northfield had 7,039 hotspot sessions from 1014 distinct devices. The average session time was 21 minutes. These sessions used a total of about 227 GB of downstream bandwidth and about 24 GB of upstream bandwidth.

We had 9,451 web sessions with 5,122 unique website users as counted by Google Analytics. The sessions number is down slightly from last year's 9,589 sessions, and the unique visitors count is down slightly from last year's 5,581 unique users.

Website: Most Visited Pages

- Home Page
- Movies
- Renovation
- Hours and Locations
- New York Times
- Digital Library – financial consumer resources

Programs and Activities

Program Attendance

Total District Program Attendance for the month of April FY 2017/2018 was **1,342** compared to **1,253** for the same month last year.

This represents a net change of **7.10 %**

Cumulative District Program Attendance through April FY 2017/2018 is **13,072** compared to **13,266** for the same month last year.

This represents a net change of **-1.46 %**

Adult Programs Held	Attendees	Youth Programs Held	Attendees
38	369	55	973

Programming Highlights

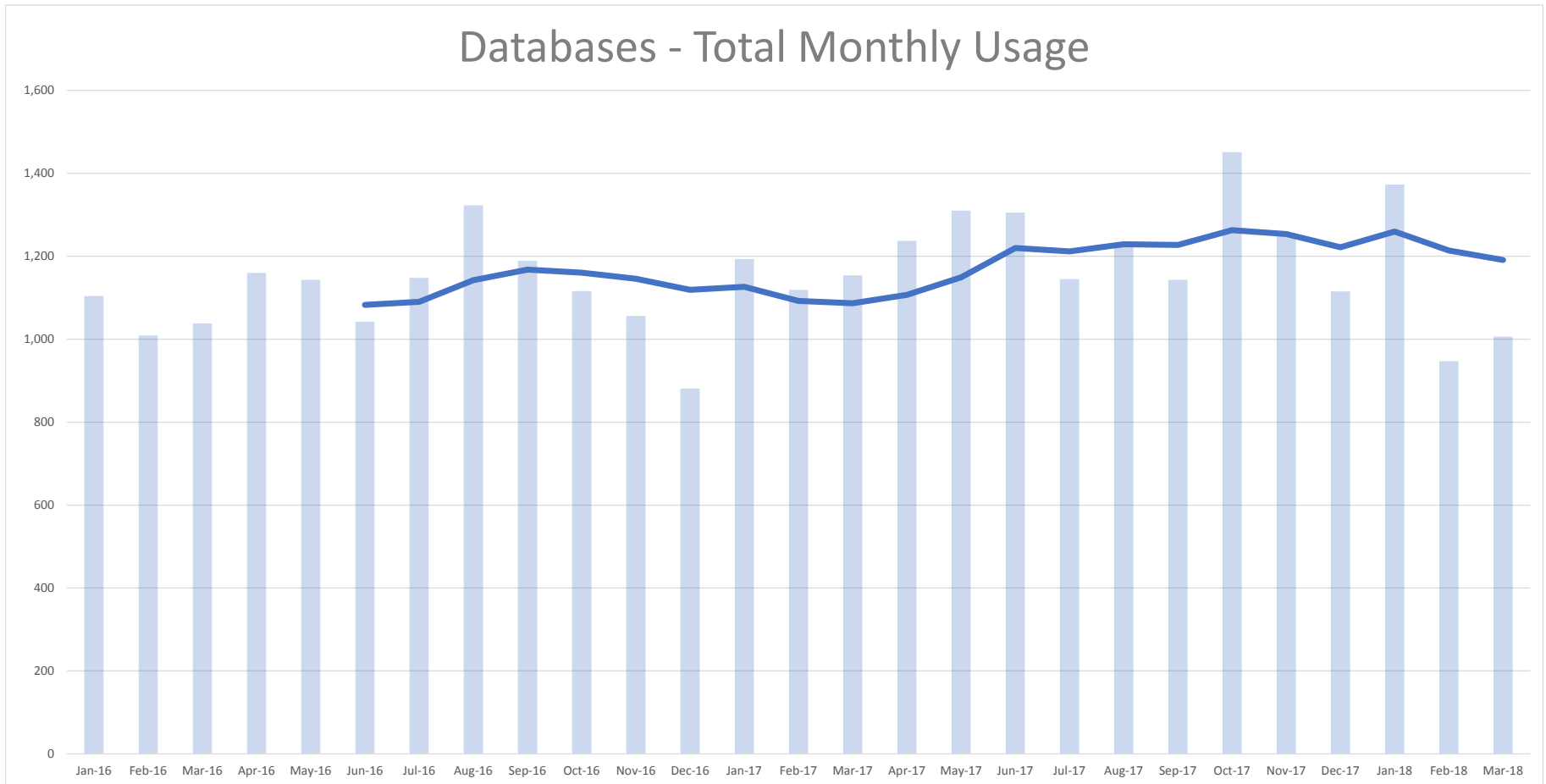
- ***First Grade Reading Party*** was attended by **83** patrons. Youth Services staff members Kathy Hargrave, Allison Phillips, and Sheila Cody celebrated the reading achievements of the community's first graders with stories, games, a certificate ceremony and snacks.
- ***Hoo Haven*** was attended **40** children and their parents. They enjoyed learning about hawks and owls with staff from Hoo Haven, an organization involved with the rescue and rehabilitation of wildlife who will be later returned to the wild. Participants got to interact with birds of prey and understand their complexity.
- ***Food for Thought Book Discussion*** was attended by **14** patrons. Stephanie Girardi, Library Associate led a discussion of great appetizer, cupcake and cocktail recipes using cookbooks from Martha Stewart and Allison and Matt Robicelli.
- ***Healing Art of Haiku*** was attended **15** adults enjoyed a workshop on haiku, a poetry form that originated in 17th century Japan, by Winnetka resident Charlotte DiGregorio. Attendees learned about the literary form, and then had time to create their own verse.

Communications and Marketing

We are continuing our work on the multichannel external communication plan for the rollout of the renovation. Our social media followers have been enjoying the renovation pictures on Instagram and Facebook and we will continue that effort through the Grand Reopening. In addition to our day-to-day marketing and communications efforts the next major items in the planning stages are the rollout of the Grand Reopening, Summer Reading and One Book Two Villages.

The Grand Reopening invitation/advertisement has been sent to the Winnetka Village Board, the Winnetka-Northfield Chamber of Commerce, The Winnetka Current, the Winnetka Talk and The Patch. We also had the opportunity to place paper copies of the Grand Reopening invitation (and OBTV bookmarks) in 500 gift bags for The Winnetka Club Housewalk 2018, which will be on Thursday, May 17. We will continue to push for excitement and community involvement in the event. We are currently interviewing professional photographers to cover the event. Our goal is to have some beauty shots of the newly renovated space, great exterior shots (which we don't currently have) and general event photography of the day.

The summer issue of The Source will be in homes on Friday, May 18. The issue is packed with information, with special highlights to the Grand Reopening, Summer Reading and One Book Two Villages.



Database	Vendor	Cost	Cost Per Use	April16-March17	April17-March18	Difference	% change	Notes
Ancestry Library Edition	Proquest	\$1,990.00	\$19.13	187	104	-83	-44.39%	
Business Gateway	Gale	\$8,554.97	\$77.77	95	110	15	15.79%	
Chicago Consumers Checkbook	Independent	\$500.00	\$55.56	41	9	-32	-78.05%	
Chicago Tribune	Proquest	\$6,340.00	\$26.20	269	242	-27	-10.04%	
Chicago Tribune - Historical	Proquest	\$4,060.00	\$8.71	498	466	-32	-6.43%	
Consumer Reports	Ebsco	\$1,409.00	\$1.78	981	790	-191	-19.47%	
Encyclopedia Britannica	Independent	\$710.00	\$10.92	46	23	-23	-50.00%	
Encyclopedia Britannica for Kids (Linked with EB)	Independent	\$0.00		22	42	20	90.91%	
Gale Virtual Reference Library	Gale	\$250.00	\$0.86	160	292	132	82.50%	
General OneFile (InfoTrac)	Gale	\$2,963.02	\$27.95	87	106	19	21.84%	
Health Gateway	Gale	\$2,842.10	\$236.84	25	12	-13	-52.00%	
HeritageQuest	Proquest	\$851.00	\$4.48	168	190	22	13.10%	
Homework Help Gateway	Gale	\$2,671.44	\$36.60	57	73	16	28.07%	
Kids InfoBits	Gale	\$573.30	\$20.48	37	28	-9	-24.32%	
LexisNexis Express	Libraries First (Innovation)	\$4,167.00	\$13.36	470	312	-158	-33.62%	
Literature Resource Center	Gale	\$3,556.49	\$26.74	117	133	16	13.68%	
Lynda	Independent	\$7,000.00	\$6.78	1,049	1,033	-16	-1.53%	
Mango Languages	Independent	\$3,031.50	\$10.60	432	286	-146	-33.80%	
Morningstar	Independent	\$4,818.00	\$4.22	1,104	1,142	38	3.44%	
New York Times	Proquest	\$1,890.00	\$7.35	233	257	24	10.30%	
New York Times - Historical	Proquest	\$3,270.00	\$29.73	172	110	-62	-36.05%	
Newyorktimes.com	Independent	\$1,201.20	\$0.26	2,844	4,664	1,820	63.99%	Started May16
Novelist	Ebsco	(through CCS)	N/A	328	328	00	0.00%	
Novelist K-8 (Linked with Novelist)	Ebsco	\$0.00	N/A	132	119	-13	-9.85%	
OED	Independent	\$1,380.00	\$17.47	141	79	-62	-43.97%	
Reference USA	Independent	\$2,040.00	\$10.20	181	200	19	10.50%	
Rosetta Stone	Ebsco	\$4,926.00	\$10.97	530	449	-81	-15.28%	
Tumblebooks	Libraries First (Innovation)	\$749.46	\$27.76	389	27	-362	-93.06%	Authentication enforced Jan17
ValueLine	Independent	\$5,750.00	\$3.87	843	1,485	642	76.16%	
Wall Street Journal	Proquest	\$2,190.00	\$3.16	572	694	122	21.33%	
Winnetka Talk	Newsbank	\$1,900.00	\$32.76	33	58	25	75.76%	
Totals		\$81,584.48	\$5.89	12,243	13,863	1,620	13.23%	

Winnetka-Northfield Public Library District

Budget Draft July 2018- June 2019

April 2018 - 83%

	Budget 2017-18	Prorated Through Jan 2018	April 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change													
Revenues																					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,121,405	\$ 3,644,156	\$ 3,644,156	100.2%	\$ 7,462	\$ 3,725,392	2.4%	<table border="1"> <tr> <td colspan="2">Levy 18-19</td> </tr> <tr> <td>\$ 3,817,000</td> <td>Operating</td> </tr> <tr> <td>\$ 276,510</td> <td>other Funds</td> </tr> <tr> <td>\$ 4,093,510</td> <td>Total</td> </tr> <tr> <td>\$ 4,001,902</td> <td>Antcipated</td> </tr> <tr> <td>\$ 3,916,526</td> <td>Collected</td> </tr> </table>	Levy 18-19		\$ 3,817,000	Operating	\$ 276,510	other Funds	\$ 4,093,510	Total	\$ 4,001,902	Antcipated	\$ 3,916,526	Collected
Levy 18-19																					
\$ 3,817,000	Operating																				
\$ 276,510	other Funds																				
\$ 4,093,510	Total																				
\$ 4,001,902	Antcipated																				
\$ 3,916,526	Collected																				
50 Audit Collection	\$ 3,748.00	\$ 2,186.33	\$ 3,756.20	\$ 3,756.20	100.2%	\$ 8	\$ 4,000	6.7%													
40 Liability Collection	\$ 14,996	\$ 8,748	\$ 15,027	\$ 15,027	100.2%	\$ 31	\$ 12,500	-16.6%													
Fund IMRF Collection	\$ 88,104	\$ 51,394	\$ 88,286	\$ 88,286	100.2%	\$ 182	\$ 90,000	2.2%													
Fund FICA Collection	\$ 20,620	\$ 12,028	\$ 20,662	\$ 20,662	100.2%	\$ 42	\$ 20,000	-3.0%													
Fund 79 Building/Equipment Collection	\$ 144,343	\$ 84,200	\$ 144,639	\$ 144,639	100.2%	\$ 296	\$ 150,000	3.9%													
Unemployment	\$ 10	\$ 6	\$ 0	\$ 10	100.0%	\$ -	\$ 10	0.0%													
Total 0004500 Interest	\$ 30,000	\$ 17,500	\$ 63,854	\$ 65,000	216.7%	\$ 35,000	\$ 18,000	-40.0%													
1004040 Replacement Tax	\$ 25,000	\$ 14,583	\$ 16,759	\$ 17,000	68.0%	\$ (8,000)	\$ 20,000	-20.0%													
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ -	\$ 14,107	100.0%	\$ -	\$ 14,107	0.0%													
1004060 Kenilworth Services	\$ 90,000	\$ 52,500	\$ 77,493	\$ 86,493	96.1%	\$ (3,507)	\$ 100,000	11.1%													
Total 1004100 Fines	\$ 40,000	\$ 23,333	\$ 23,922	\$ 27,922	69.8%	\$ (12,078)	\$ 35,000	-12.5%													
1004120 Studio Fees	\$ 4,500	\$ 2,625	\$ 2,437	\$ 2,887	64.2%	\$ (1,613)	\$ 4,500	0.0%													
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,917	\$ 2,654	\$ 3,154	63.1%	\$ (1,846)	\$ 4,500	-10.0%													
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 12,384	\$ 13,284	147.6%	\$ 4,284	\$ 9,000	0.0%													
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 538	\$ 738	36.9%	\$ (1,262)	\$ 2,000	0.0%													
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,617	\$ 1,617		\$ 1,617	\$ -														
Total 1004800 Contributions	\$ 32,500	\$ 18,958	\$ 4,761	\$ 28,000	86.2%	\$ (4,500)	\$ 30,000	-7.7%													
Total Revenues	\$ 4,160,622	\$ 2,427,030	\$ 4,122,946	\$ 4,176,738	100.4%	\$ 16,116	\$ 4,239,009	1.9%													
Expenses																					
1000000 Fund 10 General Expenses																					
50 Audit	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	\$ 8,600.00	88.7%	\$ (1,100)	\$ 9,800.00	1.0%													
40 Liability	\$ 36,040	\$ 21,023	\$ 23,422	\$ 23,422	65.0%	\$ (12,618)	\$ 35,000	-2.9%													
Total 10.5100 IT Services	\$ 171,000	\$ 99,750	\$ 111,665	\$ 171,000	100.0%	\$ -	\$ 173,150	1.3%													
Total 1005000 Administrative Services	\$ 308,400	\$ 179,900	\$ 320,808	\$ 375,000	121.6%	\$ 66,600	\$ 311,625	1.0%	We have archtects fees in this												
Total 1005100 Personnel	\$ 1,992,210	\$ 1,162,123	\$ 1,424,736	\$ 1,763,411	88.5%	\$ (228,799)	\$ 2,000,503	0.4%													
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 42,058	\$ 58,652	\$ 72,100	100.0%	\$ -	\$ 81,100	12.5%													
Total 1015300 Adult Services - Winnetka	\$ 300,000	\$ 175,000	\$ 250,169	\$ 275,000	91.7%	\$ (25,000)	\$ 305,000	1.7%													
Total 1015345 - Books-Digital	\$ 140,000	\$ 81,667	\$ 147,625	\$ 150,000	107.1%	\$ 10,000	\$ 170,000	21.4%	See Materials												
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 32,608	\$ 38,401	\$ 55,900	100.0%	\$ 55,900	\$ 56,900	1.8%													
Total 1025300 Adult Services - Northfield	\$ 61,000	\$ 35,583	\$ 51,717	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%													
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 17,500	\$ 21,106	\$ 30,000	100.0%	\$ 32,000	\$ 32,500	8.3%													
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,157,917	\$ 991,544	\$ 2,400,000	120.9%	\$ 415,000	\$ 650,000	-67.3%													
Total 1000000 Fund 10 General Expenses	\$ 5,161,350	\$ 3,010,788	\$ 3,448,447	\$ 5,385,433	104.3%	\$ 372,983	\$ 3,886,578	-24.7%													

	Budget 2017-18	Prorated Through Jan 2018	April 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change
	\$ 3,176,350	\$ 1,852,871	\$ 2,456,902	\$ 2,985,433	94.0%	\$ (42,017)	\$ 3,236,578	1.9%
Total Revenues	\$ 4,160,622	\$ 2,427,030	\$ 4,122,946	\$ 4,176,738	100.4%	\$ 16,116	\$ 4,239,009	1.9%
Total Expenses	\$ 5,734,157	\$ 3,344,925	\$ 3,871,513	\$ 5,905,707	103.0%	\$ 171,550	\$ 4,466,985	-22.1%
Net Operating Income	\$ (1,573,535)	\$ (917,895)	\$ 251,432	\$ (1,728,968)	109.9%	\$ 1,169,328	\$ (227,976)	
Other Funds Expenses:								
2005100 Fund 30 IMRF	\$ 135,000	\$ 78,750	\$ 111,257	\$ 134,207	99.4%	\$ (793)	\$ 140,000	3.7%
3005100 Fund 30 FICA	\$ 135,000	\$ 78,750	\$ 95,702.15	\$ 118,652	87.9%	\$ (16,348)	\$ 135,000	0.0%
70050000 Fund 79 Building/Equipment	\$ 301,807	\$ 176,054	\$ 216,107	\$ 267,414	88.6%	\$ (34,393)	\$ 304,407	0.9%
6005100 Fund Unemployment	\$ 1,000	\$ 583	\$ 0	\$ -	0.0%	\$ (1,000)	\$ 1,000	0.0%

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1000000 · Fund 10 General Expenses					
IT Services					
1005132 · CCS Operating	70,000	69,000	72,000	4.3%	
1005133 · OCLC	8,930	11,000	11,250	2.3%	
1005134 · Software	25,000	31,000	31,000	0.0%	(web dewey, qbo, adobe)
1005135 · LAN Management	55,000	56,100	55,000	-2.0%	
1005136 · Hardware	1,900	1,900	1,900	0.0%	
1005177 · Technology/Website	2,000	2,000	2,000	0.0%	
1005211 · Tab/Reading Devices	2,000				Line Removed 17/18
IT Services	164,830	171,000	173,150	1.3%	
1005100 · Personnel					
1005110 · Salaries	1,764,281	1,817,210	1,821,753	0.2%	
1005111 · Health Insurance	125,000	150,000	153,750	2.5%	New combined pool
1005112 · Flu Vaccination	500	500	500	0.0%	
1005113 · Employee Asst. Program	1,500	1,500	1,500	0.0%	
105105 · Flex Spending Account	3,000	3,000	3,000	0.0%	
Total 1005100 · Personnel	1,894,281	1,972,210	1,980,503	0.4%	
1005114 · Conferences	19,000	20,000	20,000	0.0%	
Personnel	1,913,281	1,992,210	2,000,503	0.4%	
1005000 · Administrative Services					
1005120 · Library Supplies	30,000	30,000	30,000	0.0%	
1005121 · Office Supplies	8,000	8,000	8,000	0.0%	
1005122 · Breakroom Supplies	900	1,500	1,500	0.0%	
1005123 · Postage	6,000	6,000	6,000	0.0%	

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1005124 · Hospitality	6,000	6,000	6,000	0.0%	
1005131 · Accounting and Bookkeeping	14,000	14,500	15,000	3.4%	
1005137 · Legal Notices	1,500	1,500	1,500	0.0%	
1005138 · Delivery Service	7,500	7,700	7,700	0.0%	
1005140 · Payroll Services	7,500	8,000	8,500	6.3%	
1005719 · Board Expenses	1,000	1,000	1,000	0.0%	
1005732 · Staff Meetings/Events/Recognition	1,000	5,000	5,000	0.0%	
1005735 · Director's Expenses	1,000	1,000	1,000	0.0%	
1005731 · Memberships	6,500	6,500	6,500	0.0%	
1005736 · Legal	15,000	15,000	15,000	0.0%	
1005742 · Building Appraisal	500	500	500	0.0%	
1005743 · Other Consultations	17,000	15,000	15,000	0.0%	
HR- Management Association		50,000	50,000	0.0%	
1005703 · ILL Fees	500	150	150	0.0%	
1005170 · Utilities					
1005171 · Electricity	45,000	45,000	45,000	0.0%	
1005172 · Water	1,700	4,500	5,625	25.0%	
1005173 · Storm Sewer	1,600	1,800	1,900	5.6%	
1005174 · Natural Gas	11,000	11,000	11,000	0.0%	
1005175 · Telephone	8,000	8,750	9,250	5.7%	
1005176 · Internet Services	16,000	16,000	16,500	3.1%	
1005700 · Public Relations					
1005720 · PR E-Marketing	3,000	1,500	1,500	0.0%	
1005721 · PR Promotional	6,000	6,000	6,000	0.0%	
1005722 · PR Source	25,000	25,000	25,000	0.0%	

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1005723 · PR Supplies	8,000	8,000	8,000	0.0%	
1005724 · PR Advertising	3,500	3,500	3,500	0.0%	
Public Relations	45,500	44,000	44,000	0.0%	
Administrative Services	257,200	308,400	311,625	1.0%	
1005900 · Programming-District Initiative					
1005308 · Summer Reading	10,500	11,100	11,100	0.0%	
1005716 · OBTV	17,000	17,000	17,000	0.0%	
1005907 · Programming - Youth	16,000	14,000	15,500	10.7%	
1005908 · Programming - Adult	18,000	20,000	20,000	0.0%	
1005910 · Studio Maintenance/Repair	1,500	2,500	10,000	300.0%	Replacement Exp 2019) - expend from Staffileno
1015513 · Studio General Supplies	7,500	7,500	7,500	0.0%	
Programming-District	70,500	72,100	81,100	12.5%	
Materials - District					
Adult Materials	387,000	361,000	366,000	1.4%	
Books-Digital	88,000	140,000	170,000	21.4%	
Youth Materials	91,400	85,900	89,400	4.1%	
Total Materials	566,400	586,900	625,400	6.6%	
1005882 · Building	155,000	155,000	155,000	0.0%	
1005884 · Equipment/Furniture	250,000	1,700,000	400,000	-76.5%	Northfield and Patio Projects
1005885 · Computer Equipment	130,000	130,000	95,000	-26.9%	
Capital Outlay	535,000	1,985,000	650,000	-67.3%	

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	
1015300 · Adult Services - Winnetka					
1015340 · Books-Fiction	\$ 45,000	\$ 55,000	\$ 55,000	0.00	0%
1015341 · Books-Non-Fiction	\$ 80,000	\$ 65,000	\$ 65,000	0.00	0%
1015342 · Periodicals	\$ 28,000	\$ 28,000	\$ 28,000	0.00	0%
1015343 · DVDs	\$ 42,000	\$ 37,000	\$ 37,000	0.00	0%
1015344 · Audio Books	\$ 36,000	\$ 25,000	\$ 25,000	0.00	0%
1015346 · Online Database	\$ 95,000	\$ 90,000	\$ 95,000	5,000.00	6%
Total 1015300 · Adult Services - Winnetka	\$ 326,000	\$ 300,000	\$ 305,000	5,000.00	2%
1015345 · Books-Digital	\$ 88,000	\$ 140,000	\$ 170,000	30,000.00	21%
1015400 · Youth/Children's Svcs.-Winnetka					
1015440 · Books-Fiction	\$ 13,000	\$ 10,500	\$ 10,500	0.00	0%
1015441 · Books-Non-Fiction, Easy, & JH					
101544E · Books-Easy	\$ 13,500	\$ 12,000	\$ 13,000	1,000.00	8%
101544J · Books-Jr. High	\$ 6,000	\$ 6,000	\$ 6,000	0.00	0%
1015441 · Books-Non-Fiction	\$ 13,000	\$ 12,000	\$ 12,000	0.00	0%
Total 1015441 · Books-Non-Fiction, Easy, & JH	\$ 32,500	\$ 30,000	\$ 31,000	1,000.00	3%
1015443 · DVDs	\$ 9,000	\$ 8,000	\$ 8,000	0.00	0%
1015444 · Audio Books	\$ 7,000	\$ 7,000	\$ 7,000	0.00	0%
1015445 · Music	\$ 400	\$ 400	\$ 400	0.00	0%
Total 1015400 · Youth/Children's Svcs.-Winnetka	\$ 61,900	\$ 55,900	\$ 56,900	1,000.00	2%
1025300 · Adult Services - Northfield					
1025340 · Books-Fiction-Adult	\$ 24,000	\$ 24,000	\$ 24,000	0.00	0%
1025341 · Books-Non-Fiction-Adult	\$ 11,000	\$ 12,000	\$ 12,000	0.00	0%
1025343 · DVDs-Adult	\$ 16,000	\$ 16,000	\$ 16,000	0.00	0%
1025344 · Audio Books-Adult	\$ 10,000	\$ 9,000	\$ 9,000	0.00	0%
Total 1025300 · Adult Services - Northfield	\$ 61,000	\$ 61,000	\$ 61,000	0.00	0%
1025400 · Youth/Children's Sv.-Northfield					
1025445 · Music - Juv		\$ 500	\$ 500		0%
1025440 · Books-Fiction-Juv	\$ 5,500	\$ 5,500	\$ 7,000	1,500.00	27%
1025441 · Books-Non-Fiction, Easy, & JH					

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	
102544E · Books-Easy	\$ 5,500	\$ 5,000	\$ 5,000	0.00	0%
102544J · EBook-JR High/Teen/GN	\$ 4,000	\$ 4,500	\$ 5,500	1,000.00	22%
1025441 · Books-Non-Fiction	\$ 5,000	\$ 5,000	\$ 5,000	0.00	0%
Total 1025441 · Books-Non-Fiction, Easy, & JH	\$ 14,500	\$ 14,500	\$ 15,500	1,000.00	7%
1025443 · DVDs-Juv	\$ 4,500	\$ 4,500	\$ 4,500	0.00	0%
1025444 · Audio Books-Juv	\$ 5,000	\$ 5,000	\$ 5,000	0.00	0%
Total 1025400 · Youth/Children's Sv.-Northfield	\$ 29,500	\$ 30,000	\$ 32,500	2,500.00	8%
Total Materials	FY16-17	FY16-17	FY 18- 19		
Adult Materials	387,000	361,000	366,000	5,000.00	1%
Books-Digital	88,000	140,000	170,000	30,000.00	21%
Youth Materials	91,400	85,900	89,400	3,500.00	4%
Total Materials	566,400	586,900	625,400	38,500.00	7%

Restricted Fund: Building and Sites Breakdown
 BUDGET 2018-2019

May 21,2018 DRAFT

	FY 16 - 17	FY 17 - 18	FY 18 - 19	% Change	Notes
7005000 · Fund 70 Building/Equipment					
7005725 · Janitorial Supplies	\$ 6,500	\$ 8,500	\$ 8,500	0.0%	
7005732 · Snow Removal	\$ 9,000	\$ 8,500	\$ 8,500	0.0%	
7005735 · Photocopier Leases	\$ 38,000	\$ 40,000	\$ 40,000	0.0%	
7005736 · Phone Lease	\$ 9,600	\$ 9,600	\$ 9,600	0.0%	
7005737 · Building Maintanace Service	\$ 108,171	\$ 109,794	\$ 111,440	1.5%	
7005738 · Elevators	\$ 7,000	\$ 8,000	\$ 8,000	0.0%	
7005739 · Landscaping	\$ 10,000	\$ 15,000	\$ 15,000	0.0%	
7005752 · HVAC	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	
7005755 · Automatic Doors	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	
7005756 · Roof	\$ -	\$ 600	\$ 600	0.0%	
7005758 · Alarms	\$ 2,500	\$ 2,750	\$ 2,750	0.0%	
7005782 · Equipment	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	
7005799 · Misc Services	\$ 13,000	\$ 16,000	\$ 16,000	0.0%	
7025159 · Northfield Lease	\$ 62,624	\$ 63,563	\$ 64,517	1.5%	
Total 7005000 · Fund 70 Building/Equipment	\$ 285,895	\$ 301,807	\$ 304,407	5.6%	

	FY 16 - 17	Actuals for 16-17	FY 17 - 18	% Change	Notes
0004000 · Property Taxes Collections	\$ 3,883,747	\$ 3,916,457.16	\$ 3,908,506	0.6%	Based on GTE
1004040 · Replacement Tax	\$ 25,000	\$ 37,449.50	\$ 25,000	0.0%	
1004051 · Per Capita Grant-WNK	\$ 21,696		\$ 13,477	-37.9%	Adjusted to reflect award letter
1004052 · Per Capita Grant-KNK	\$ 1,000	\$ 678.00	\$ 630	-37.0%	Adjusted based on anticipated
Total 1004050 · Per Capita Grant	\$ 22,696	\$ 678.00	\$ 14,107	-37.8%	
1004060 · Kenilworth Services	\$ 90,000	\$ 101,199.04	\$ 90,000	0.0%	
1004120 · Studio Fees	\$ 4,500	\$ 3,373.31	\$ 4,500	0.0%	
1004200 · Non-Resident Fees	\$ -	\$ 1,419.58	\$ -		
1004800 · Contributions		\$ 12,175.94			
10-4895 · Friends	\$ 30,000	\$ 13.10	\$ 30,000	0.0%	
1004880 · Gift Fund (over \$100)	\$ 2,500	\$ 112,370.35	\$ 2,500	0.0%	
1004885 · Gift Fund (under \$100)		\$ 521.73			
Total 1004800 · Contributions	\$ 32,500	\$ 125,081.12	\$ 32,500	0.0%	
Total 1004100 · Fines	\$ 45,000	\$ 39,000.77	\$ 40,000	-11.1%	
Total 1004150 · Lost/Damaged Materials	\$ 5,000	\$ 3,865.24	\$ 5,000	0.0%	
Total 1004300 · Copy/Printing	\$ 8,500	\$ 9,991.05	\$ 9,000	5.9%	
1014600 · Library Programs - Winnetka	\$ -	\$ -	\$ -		
Total 1004700 · Book Sales	\$ 2,000	\$ 2,845.20	\$ 2,000	0.0%	
Total 0004500 · Interest	\$ 18,000	\$ 50,345.54	\$ 30,000	66.7%	We currently are at \$28,183.38 (4 months to go)
Total Income	\$ 4,136,943	\$ 4,291,705.51	\$ 4,160,613	0.6%	

Expenses
BUDGET 2017-2018

Revised August 21, 2017
Approved May 15, 2017

	FY 16 - 17	Projected FY 16 - 17	Actuals	FY 17 - 18	% Change by budget	Notes
1005100 · Personnel						
1005110 · Salaries	1,764,281	1,535,838	\$ 1,596,365.96	1,817,210	3.0%	
1005111 · Health Insurance	125,000	115,582	\$ 133,446.01	150,000	20.0%	Unknown cost impact (10 to 15% is est.)
1005112 · Flu Vaccination	500	-	\$ 17,278.57	500	0.0%	
1005113 · Employee Asst. Program	1,500	-	\$ -	1,500	0.0%	
105105 · Flex Spending Account	3,000	550	\$ 580.62	3,000	0.0%	
Total 1005100 · Personnel	1,894,281	1,651,970	\$ 1,747,671.16	1,972,210	4.1%	155,000
6005100 · Unemployment	1,000	-		1,000	0.0%	
3005114 · FICA-Payroll	135,000	114,879	\$ 119,654.03	135,000	0.0%	
2005113 · IMRF-Payroll	140,000	131,839	\$ 121,319.46	135,000	-3.6%	(Fund Closed -Levy fund are part of total funding)
Personnel	2,170,281	1,898,688	\$ 1,988,644.65	2,243,210	3.4%	
1005000 · Administrative Services						
1005114 · Conferences	19,000	18,000	\$ 17,278.57	20,000	5.3%	PLA opportunity for Staff
1005120 · Library Supplies	30,000	25,817	\$ 29,683.41	30,000	0.0%	
1005121 · Office Supplies	8,000	6,500	\$ 7,521.73	8,000	0.0%	
1005122 · Breakroom Supplies	900	1,500	\$ 1,169.25	1,500	66.7%	
1005123 · Postage	6,000	3,000	\$ 2,806.78	6,000	0.0%	
1005124 · Hospitality	6,000	6,048	\$ 6,911.85	6,000	0.0%	
1005131 · Accounting and Bookkeeping	14,000	11,691	\$ 11,910.66	14,500	3.6%	
1005137 · Legal Notices	1,500	800	\$ 522.53	1,500	0.0%	
1005138 · Delivery Service	7,500	7,000	\$ 7,471.00	7,700	2.7%	
1005140 · Payroll Services	7,500	7,840	\$ 8,491.02	8,000	6.7%	
1005719 · Board Expenses	1,000			1,000	0.0%	
1005732 · Staff Meetings/Events/Recognition	1,000	280	\$ 549.95	5,000		Lines to Consolidated
1005735 · Director's Expenses	1,000			1,000	0.0%	
1005731 · Memberships	6,500	6,000	\$ 7,976.78	6,500	0.0%	
1005736 · Legal	15,000	1,482	\$ 2,032.48	15,000	0.0%	
1005742 · Building Appraisal	500	500		500	0.0%	

Expenses
BUDGET 2017-2018

Revised August 21, 2017
Approved May 15, 2017

	FY 16 - 17	Projected FY 16 - 17	Actuals	FY 17 - 18	% Change by budget	Notes
1005743 · Other Consultations	17,000	12,000	\$ 29,328.20	15,000		Noted increase for HR
HR- Management Association				50,000		
1005703 · ILL Fees	500	0		150	-70.0%	
1005744 Investment Fees			\$ 5,220.90			
Administrative Services	147,400	115,177	\$ 138,875.11	197,350	33.9%	
1005170 · Utilities						
1005171 · Electricity	45,000	45,367	\$ 38,470.39	45,000	0.0%	
1005172 · Water	1,700	3,500	\$ 4,067.39	4,500	164.7%	
1005173 · Storm Sewer	1,600	1,464	\$ 1,597.92	1,800	12.5%	
1005174 · Natural Gas	11,000	7,900	\$ 7,830.15	11,000	0.0%	
1005175 · Telephone	8,000	8,250	\$ 9,178.50	8,750	9.4%	
1005176 · Internet Services	16,000	14,150	\$ 15,513.55	16,000	0.0%	
Utilities	83,300	80,631	\$ 76,657.90	87,050	4.5%	
1005700 · Public Relations						
1005720 · PR E-Marketing	3,000	2,939	\$ 2,282.73	1,500	-50.0%	
1005721 · PR Promotional	6,000	5,979	\$ 4,126.34	6,000	0.0%	
1005722 · PR Source	25,000	25,002	\$ 24,241.85	25,000	0.0%	
1005723 · PR Supplies	8,000	8,031	\$ 10,172.66	8,000	0.0%	
1005724 · PR Advertising	3,500	3,484	\$ 6,657.90	3,500	0.0%	
Public Relations	45,500	45,434	\$ 47,481.48	44,000	-3.3%	
1005132 · CCS Operating	70,000	63,503	\$ 60,199.74	69,000	-1.4%	
1005133 · OCLC	8,930	11,070	\$ 11,100.00	11,000	23.2%	
1005134 · Software	25,000	23,000	\$ 24,135.27	31,000	24.0%	(web dewey, qbo, adobe)
1005135 · LAN Management	55,000	41,702	\$ 42,401.98	56,100	2.0%	(projects)
1005136 · Hardware	1,900	1,500	\$ 1,287.57	1,900	0.0%	
1005177 · Technology/Website	2,000	1,183	\$ 1,672.95	2,000	0.0%	
1005211 · Tab/Reading Devices	2,000	2,064	\$ 1,763.94			Line Removed 17/18
IT Services	164,830	144,022	\$ 142,561.45	171,000	3.7%	

Expenses
BUDGET 2017-2018

Revised August 21, 2017
Approved May 15, 2017

	FY 16 - 17	Projected FY 16 - 17	Actuals	FY 17 - 18	% Change by budget	Notes
1005882 · Building	155,000	-	\$ 229.17	155,000	0.0%	
1005884 · Equipment/Furniture	250,000	39,128	\$ 65,557.18	1,700,000	580.0%	Revised to reflect current projects and potential
1005885 · Computer Equipment	130,000	51,726	\$ 41,902.31	130,000	0.0%	Computer replacement Server Replacement
Capital Outlay	535,000	129,982	\$ 173,245.84	1,985,000	271.0%	
1005900 · Programming-District Initiative						
1005308 · Summer Reading	10,500	10,488	\$ 8,849.41	11,100	5.7%	
1005715 · Movie Licensing	600	-		0		We no longer purchase
1005716 · OBTV	17,000	15,946	\$ 17,227.15	17,000	0.0%	
1005907 · Programming - Youth	16,000	14,517	\$ 16,867.89	14,000	-12.5%	
1005908 · Programming - Adult	18,000	18,000	\$ 19,281.81	20,000	11.1%	Shift from YS to Adult
1005910 · Studio Maintenance/Repair	1,500	664		2,500	66.7%	Repair And Main (future laser Exp 2019) - expend from Staffileno
1005912 · Programming Supplies	0			0		Moved into general programming
1015513 · Studio General Supplies	7,500	7,500	\$ 8,646.60	7,500	0.0%	
Programming-District	71,100	67,115	\$ 70,872.86	72,100	1.4%	
Adult Materials	388,000	378,000	\$ 322,541.78	361,000	-7.0%	
Books-Digital	88,000	88,000	\$ 143,609.85	140,000	59.1%	
Youth Materials	91,400	90,000	\$ 90,171.52	85,900	-6.0%	
Total Materials	567,400	567,400	\$ 556,323.15	586,900	3.4%	
Operating w/ Capital	3,784,811	3,048,449	\$ 3,194,662.44	5,386,610		271,000 INCLUDED IMRF, FICA, UNEMPLOY
Operating	3,249,811	2,918,467	\$ 3,021,416.60	3,401,610	4.7%	
Fund 40 Liability	34,000	24,384	\$ 36,040.00	36,040	6.0%	
Fund 70 Building/Equipment	285,895	253,000	\$ 301,806.93	301,807	5.6%	
Fund 50 Audit	9,500	10,650	\$ 9,700.00	9,700	2.1%	
Capital Projects	535,000	90,854	\$ 173,245.84	1,985,000	271.0%	
Total Expenses	4,114,206	3,336,483	\$ 3,542,209.37	5,734,157	39.4%	
Total Income	\$ 4,136,943	3,925,148	\$ 4,291,705.51	4,160,613	0.6%	
Net	22,737	588,666	749,496	(1,573,544)		Capital Reserve will be used to make up deficit

Other Restricted Fund Breakdown
 BUDGET 2017-2018

Revised August 21, 2017
 Approved May 15, 2017

	FY 16 - 17	Actuals	FY 17 - 18	% Change	Notes
5005100 · Fund 50 Audit					
5005101 · Audit	\$ 9,500	\$ 10,650	\$ 9,700	2.1%	
4005100 · Fund 40 Liability					
Total 4005100 · Fund 40 Liability	\$ 34,000	\$ 24,384	\$ 36,040	6.0%	
7005000 · Fund 70 Building/Equipment					
7005725 · Janitorial Supplies	\$ 6,500	\$ 9,414	\$ 8,500	30.8%	
7005732 · Snow Removal	\$ 9,000	\$ 2,643	\$ 8,500	-5.6%	
7005735 · Photocopier Leases	\$ 38,000	\$ 40,165	\$ 40,000	5.3%	
7005736 · Phone Lease	\$ 9,600	\$ 9,600	\$ 9,600	0.0%	
7005737 · Building Maintanace Service	\$ 108,171	\$ 97,213	\$ 109,794	1.5%	
7005738 · Elevators	\$ 7,000	\$ 8,552	\$ 8,000	14.3%	
7005739 · Landscaping	\$ 10,000	\$ 6,341	\$ 15,000	50.0%	
7005752 · HVAC	\$ 12,000	\$ 13,587	\$ 12,000	0.0%	
7005755 · Automatic Doors	\$ 3,500	\$ 3,701	\$ 3,500	0.0%	
7005756 · Roof	\$ -	\$ 636	\$ 600		
7005758 · Alarms	\$ 2,500	\$ 3,132	\$ 2,750	10.0%	
7005782 · Equipment	\$ 4,000	\$ 290	\$ 4,000	0.0%	
7005799 · Misc Services	\$ 13,000	\$ 15,091	\$ 16,000	23.1%	Misc - Rugs/Window cleaning
7025159 · Northfield Lease	\$ 62,624	\$ 66,414	\$ 63,563	1.5%	
Total 7005000 · Fund 70 Building/Equipment	\$ 285,895	\$ 276,779	\$ 301,807	5.6%	

Materials Breakdown
BUDGET 2017-2018

Revised August 21, 2017
Approved May 15, 2017

	FY 16 - 17	FY 17 - 18	% Change	Notes
1015300 · Adult Services - Winnetka				
1015340 · Books-Fiction	\$ 45,000	\$ 55,000	22%	10,000.00
1015341 · Books-Non-Fiction	\$ 80,000	\$ 65,000	-19%	-15,000.00
1015342 · Periodicals	\$ 24,000	\$ 24,000	0%	0.00
1015343 · DVDs	\$ 42,000	\$ 37,000	-12%	-5,000.00
1015344 · Audio Books	\$ 36,000	\$ 25,000	-31%	-11,000.00
1015346 · Online Database	\$ 95,000	\$ 90,000	-5%	-5,000.00
Total 1015300 · Adult Services - Winnetka	\$ 322,000	\$ 296,000	-8%	-26,000.00
1015345 · Books-Digital	\$ 88,000	\$ 140,000	59%	52,000.00
	Addition of 10K			eAudio Collect
1015400 · Youth/Children's Svcs.-Winnetka				
1015440 · Books-Fiction	\$ 13,000	\$ 10,500	-19%	-2,500.00
1015441 · Books-Non-Fiction, Easy, & JH				
101544E · Books-Easy	\$ 13,500	\$ 12,000	-11%	-1,500.00
101544J · Books-Jr. High	\$ 6,000	\$ 6,000	0%	0.00
1015441 · Books-Non-Fiction	\$ 13,000	\$ 12,000	-7.7%	-1,000.00
Total 1015441 · Books-Non-Fiction, Easy, & JH	\$ 32,500	\$ 30,000	-8%	-2,500.00
1015443 · DVDs	\$ 9,000	\$ 8,000	-11%	-1,000.00
1015444 · Audio Books	\$ 7,000	\$ 7,000	0%	0.00
1015445 · Music	\$ 400	\$ 400	0%	0.00
Total 1015400 · Youth/Children's Svcs.-Winnetka	\$ 61,900	\$ 55,900	-10%	-6,000.00
1025300 · Adult Services - Northfield				
1025340 · Books-Fiction-Adult	\$ 24,000	\$ 24,000	0%	0.00
1025341 · Books-Non-Fiction-Adult	\$ 11,000	\$ 12,000	9%	1,000.00
1025342 · Periodicals	\$ 4,000	\$ 4,000	0%	0.00
1025343 · DVDs-Adult	\$ 16,000	\$ 16,000	0%	0.00
1025344 · Audio Books-Adult	\$ 10,000	\$ 9,000	-10%	-1,000.00
1025345 · Music	\$ 1,000	\$ -	Move to YS	-1,000.00
Total 1025300 · Adult Services - Northfield	\$ 66,000	\$ 65,000	-2%	-1,000.00
1025400 · Youth/Children's Sv.-Northfield				

Materials Breakdown
BUDGET 2017-2018

Revised August 21, 2017
Approved May 15, 2017

	FY 16 - 17	FY 17 - 18	% Change	Notes
1025445 · Music - Juv		\$ 500		
1025440 · Books-Fiction-Juv	\$ 5,500	\$ 5,500	0%	0.00
1025441 · Books-Non-Fiction, Easy, & JH				
102544E · Books-Easy	\$ 5,500	\$ 5,000	-9%	-500.00
102544J · Books-Jr. High	\$ 4,000	\$ 4,500	13%	500.00
1025441 · Books-Non-Fiction	\$ 5,000	\$ 5,000	0.0%	0.00
Total 1025441 · Books-Non-Fiction, Easy, & JH	\$ 14,500	\$ 14,500	0%	0.00
1025443 · DVDs-Juv	\$ 4,500	\$ 4,500	0%	0.00
1025444 · Audio Books-Juv	\$ 5,000	\$ 5,000	0%	0.00
Total 1025400 · Youth/Children's Sv.-Northfield	\$ 29,500	\$ 30,000	2%	500.00
Total Materials	FY16-17	FY16-17		
Adult Materials	388,000	361,000	-7%	
Books-Digital	88,000	140,000	59%	
Youth Materials	91,400	85,900	-6%	
Total Materials	567,400	586,900	3%	

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): Winnetka-Northfield Library
 768 Oak Street
 Winnetka, IL 60093

PROJECT: 2018 Renovation Projects

FROM (CONTRACTOR): Shales McNutt LLC
 425 Renner Drive
 Elgin, IL 60123

VIA (Architect): Product Architecture + Design
 811 Evergreen, Suite 405
 Chicago, IL 60642

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number	Date Approved	
TOTALS	0.00	0.00
		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment, has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due.

CONTRACTOR:

By: W. N. Maden Date: 5/17/2018

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

APPLICATION NO. 3
 PERIOD TO: April 30, 2018
 ARCHITECT'S PROJECT NO:
 CONTRACT DATE:

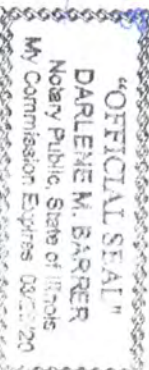


1. ORIGINAL CONTRACT SUM \$ 1,730,891.60
2. Net change by change orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1+/- 2) \$ 1,730,891.60
4. TOTAL COMPLETED & STORED TO DATE \$ 1,244,888.26
(Column G on Continuation Sheet)
5. RETAINAGE:
 - a. Variable of Completed Work \$ 108,363.73
(Column D + E on Continuation Sheet)
 - b. 10 % of Stored Material \$ 0.00
(Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b) \$ 108,363.73
 6. TOTAL EARNED LESS RETAINAGE \$ 1,136,324.53
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 628,949.70
 8. CURRENT PAYMENT DUE \$ 507,374.83
 9. BALANCE TO FINISH, PLUS RETAINAGE \$ 594,587.07
 (Line 3 less Line 6)

State of: Illinois County of: Madison
 Subscribed and sworn to before me this 15th day of May, 2018
 Notary Public: Darlene M. Barber
 My Commission Expires: 08/20/20



AMOUNT CERTIFIED \$ 507,374.83

By: [Signature] Date: 05-02-08
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



A ITEM NO	B DESCRIPTION OF WORK	C CONTRACTOR	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMP	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)	K Net Payout
				FROM PREV. APPLICATION (D+E)	THIS PERIOD						
	Carpenry/General Trades, Includes DFH (Ostrander)		245,902.00	78,900.00	84,290.00		163,190.00	66.4%	82,712.00	16,319.00	75,361.00
	Aluminum/Glazing (McHenry County Glass)		112,141.00	23,534.00	73,607.00		97,141.00	86.6%	15,000.00	9,714.00	68,246.00
	Framing/IDrywall (L.) Morse)		106,290.37	80,881.00	22,340.37		103,221.37	97.1%	3,069.00	10,322.14	20,106.33
	Acoustical Ceilings (Just Rite)		267,000.00	171,530.00	58,470.00		230,000.00	86.1%	37,000.00	23,000.00	52,623.00
	Painting/Malcovering (Nedrow)		23,705.00	23,705.00	20,850.00		20,850.00	88.0%	2,855.00	2,085.00	18,765.00
	Flooring/Wall Tile (Douglas)		130,000.00	82,850.00	31,650.00		114,500.00	88.1%	15,500.00	11,450.00	28,485.00
	Plumbing (Jensen's)		35,600.00	8,250.00	16,950.00		25,200.00	70.8%	10,400.00	2,520.00	15,255.00
	HVAC (Jensen's)		64,674.00	25,232.00	34,185.00		59,417.00	91.9%	5,257.00	5,941.70	30,766.50
	Electrical/Low Voltage (Associated)		457,020.37	128,377.78	141,741.11		270,118.89	59.1%	186,901.48	27,011.89	127,567.00
	Construction Contingency		58,497.26				0.00	0.0%	58,497.26	0.00	0.00
	SMC Field/Office Administration		87,500.00	35,000.00	35,000.00		70,000.00	80.0%	17,500.00	0.00	35,000.00
	General Conditions/Clean Up		22,850.00	9,950.00	8,600.00		18,550.00	81.2%	4,300.00	0.00	8,600.00
	O&P/Insurance		87,611.60	34,900.00	28,100.00		63,000.00	71.9%	24,611.60	0.00	28,100.00
	Preconstruction Fee		9,500.00	9,500.00			9,500.00	100.0%	0.00	0.00	0.00
	Shoring Allowance		10,000.00				0.00	0.0%	10,000.00	0.00	0.00
	Temporary Protection		11,600.00				0.00	0.0%	11,600.00	0.00	0.00
	Sprague Allowance		1,000.00				0.00	0.0%	1,000.00	0.00	0.00
			1,730,891.60	688,904.78	555,783.48	0.00	1,244,688.26	71.9%	486,203.34	108,363.73	507,374.83

Winnetka-Northfield Library

Contingency

04/30/18

Original Contingency Balance

128,000.00

Prior Months Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	<u>Change Event</u>	
001	Ostrander	Revisions to hardware per submittal review comments	CE#001	4,587.00
001	U Morse	Additional costs from Village of Winnetka permit	CE#002	2,782.00
001	Associated	Additional costs from Village of Winnetka permit	CE#002	532.47
001	Nedrow	Additional costs from Village of Winnetka permit	CE#002	850.00
002	Ostrander	Additional costs from Village of Winnetka permit	CE#002	7,316.00
001	MCherry Cty	Change in auto door operators	CE#003	1,243.00
2	Associated	Lighting control changer per ASI 004		3,219.48
3	Associated	ASI-005 floor boxes		2,057.71
4	Associated	Fees Associated with Drawing Review for Fire Alarm Permit		1,250.00
5	Associated	ASI 008 - Furnish and Install (2) Type C Boxes in Reading Area 109		2,920.05
6	Associated	ASI-006 Furnish and Install (1) Quad Outlet & (2) Data for the copier		1,075.73
7	Associated	ASI-009 - Change in switching requirements for the F1 fixtures @ Northfield (now dimmable)		1,358.20
2	U Morse	Top-Off Walls Within Room 105		10,059.00
3	U Morse	Various Revisions to Wall Elevation 7/A6.1		2,723.00
4	U Morse	Top-Off Walls Within Rooms 102 & 103		5,784.00
5	U Morse	Repair/address the bottom of an existing plaster soffit for new acoustical ceiling tie-in (2)		3,211.00
2	MCherry Cty	Change in auto-door hardware		(635.00)
3	MCherry Cty	Reverse CCO 001		(1,243.00)
4	MCherry Cty	Change in handle size from 36" to 66"		64.00
5	MCherry Cty	New "winter switch" for the automatic sliding door		712.00
2	Nedrow	Additional Cost Associated with Village of Winnetka Permit		875.00
3	Ostrander	Re-keying/Changing Cores of Existing Locksets		999.00
	All Five	Concrete cutting by All Five Concrete Cutting put into General Conditions		1,350.00

Total Contingency Used Prior Months

53,090.64

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	
8	Associated	Place two (2) existing parking lot poles on the lighting control system	455.00
9	Associated	Furnish and Install a new FA Annunciator Panel	1,338.98
10	Associated	Remove and Replace 2 existing parking lot light poles	3,532.94
11	Associated	Costs to re-pull and terminate existing cable runs & provide new cables	7,379.81
6	U Morse	Cost to skim coat existing columns	1,725.37
3	Nedrow	ASI - 16 - Paint Spandrel Panels	1,980.00

Total Contingency Used This Month

16,412.10

Contingency Balance End of Month

58,497.26



COLFAX CORPORATION

2441 North Leavitt Street
Chicago, Illinois 60647
(773) 489-4170

DATE March 30, 2018

SOLD TO Winnetka Public Library
Attn: Accounts Payable
768 Oak Street
Winnetka, IL 60093

INVOICE **12004R**

YOUR ORDER No.

OUR ORDER 17-5982

Re: 2018 Asbestos Abatement
Lobby & Meeting Room Renovation
768 Oak Street
Winnetka, IL

Furnished labor, material and equipment required to remove and dispose of certain exposed asbestos containing materials, at the above referenced location.

Contract Amount \$119,800.00

Work Completed To Date \$119,800.00
Less Previous Invoice -\$107,885.00

Total Amount Due \$11,915.00

LDW 03/15/18

APPLICATION AND CERTIFICATE FOR PAYMENT 17-5982

TO OWNER: Winnetka Public Library
 788 Oak Street
 Winnetka, IL 60093

FROM (CONTRACTOR):
 Colfax Corporation
 2441 N. Leavitt St
 Chicago, IL 60647

CONTRACT FOR: Asbestos Abatement

Project:

Lobby & Meeting
 Room Renovation
 768 Oak Street
 Winnetka, IL 60093

Via:

Midwest Environmental
 Consulting Services, Inc.
 4 Bonnie Lane
 Yorkville, IL 60560

DUPLICATE ORIGINAL PAGE 1 OF 2 PAGES

APPLICATION NO: 3
 PERIOD TO: 3/31/2018
 MEC PROJECT #: 17-08-662-PD
 CONTRACT DATE: 11/9/2017

Distribution to:
 OWNER x
 ARCHITECT x
 CONTRACTOR x

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month	Date Approved		
Number			
TOTALS		\$0.00	\$0.00

Net change by Change Orders \$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: COLFAX CORPORATION
 Gary Barth / Vice President
 3/30/18

Application is made for Payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....	\$	119,800.00
2. Net change by Change Orders.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1+2).....	\$	119,800.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$	119,800.00

(Column G on G703)

5. RETAINAGE:

a. 10% of Completed Work (Column D&E on G703)	0.00
b. % of Stored Material (Column F on G703)	\$

Total Retainage (Line 5a+5b or

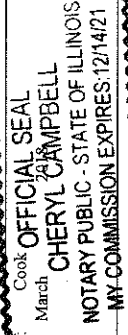
Total in Column I of G703).....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$	119,800.00

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....

8. CURRENT PAYMENT DUE.....	\$	107,885.00
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	11,915.00
(LINE 3 LESS LINE 6)	\$	0.00

State of ILLINOIS
 Subscribed and sworn to before me this 30th day of March
 Notary Public: *Cheryl Campbell*
 My Commission expires: 12/14/21



AMOUNT CERTIFIED..... \$

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *Cmsultant*

By: *Ben*
 This Certificate is not negotiable, the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Date: 4/25/18

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CONTINUATION SHEET

AIA DOCUMENT G703

#17-5982

PAGE 2 OF 2 PAGES

Winnetka Public Library

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 3

APPLICATION DATE: 3/31/2018

PERIOD TO: 3/31/2018

PROJECT NUMBER: 17-08-662-PD

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	Asbestos Abatement	\$119,800.00	\$119,800.00	\$0.00	\$0.00		\$119,800.00	100.00%	\$0.00	\$0.00
GRAND TOTALS		\$119,800.00	\$119,800.00	\$0.00	\$0.00	\$0.00	\$119,800.00	100.00%	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

APPLICATION AND CERTIFICATE FOR PAYMENT 17-5982

TO OWNER: **Winnetka Public Library**
 768 Oak Street
 Winnetka, IL 60093

FROM (CONTRACTOR):
Colfax Corporation
 2441 N. Leavitt St
 Chicago, IL 60647

CONTRACT FOR: **Asbestos Abatement**

Project: **Lobby & Meeting Room Renovation**
 768 Oak Street
 Winnetka, IL 60093

Via: **Midwest Environmental Consulting Services, Inc.**
 4 Bonnie Lane
 Yorkville, IL 60560

DUPLICATE ORIGINAL PAGE 1 OF 2 PAGES

APPLICATION NO: 3
 PERIOD TO: 3/31/2018
 MEC PROJECT #: 17-08-662-PD
 CONTRACT DATE: 11/9/2017

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month	Date Approved		
Number			
TOTALS		\$0.00	\$0.00

Net change by Change Orders
 The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **COLFAX CORPORATION**
 By: *Gary Barth* / Vice President 3/50/18

Application is made for Payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

- ORIGINAL CONTRACT SUM..... \$ 119,800.00
- Net change by Change Orders..... \$ 0.00
- CONTRACT SUM TO DATE (Line 1+2)..... \$ 119,800.00
- TOTAL COMPLETED & STORED TO DATE..... \$ 119,800.00
 (Column G on G703)
- RETAINAGE:
 a. 10% of Completed Work 0.00
 (Column D&E on G703)
 b. % of Stored Material \$
 (Column F on G703)

Total Retainage (Line 5a+5b or

Total in Column I of G703)..... \$ 0.00
 6. TOTAL EARNED LESS RETAINAGE..... \$ 119,800.00
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$ 107,885.00
 8. CURRENT PAYMENT DUE..... \$ 11,915.00
 9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 0.00
 (LINE 3 LESS LINE 6)

State of: ILLINOIS
 County of: Cook
 Subscribed and sworn to before me this 30th day of March
 Notary Public: *Cheryl Campbell*
 My Commission expires: 12/14/21
OFFICIAL SEAL
CHERYL CAMPBELL
 NOTARY PUBLIC - STATE OF ILLINOIS
 MY COMMISSION EXPIRES 12/14/21

AMOUNT CERTIFIED.....
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:

By: _____ Date: _____
 This Certificate is not negotiable, the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CONTINUATION SHEET

AIA DOCUMENT G703

#17-5982

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Winnetka Public Library

APPLICATION NO: 3

APPLICATION DATE: 3/31/2018

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 3/31/2018

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NUMBER: 17-08-662-PD

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	Asbestos Abatement	\$119,800.00	\$119,800.00	\$0.00	\$0.00		\$119,800.00	100.00%	\$0.00	\$0.00
	GRAND TOTALS	\$119,800.00	\$119,800.00	\$0.00	\$0.00	\$0.00	\$119,800.00	100.00%	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

APPLICATION AND CERTIFICATE FOR PAYMENT 17-5982

TO OWNER: **Winnetka Public Library**
 788 Oak Street
 Winnetka, IL 60093

FROM (CONTRACTOR):
Colfax Corporation
 2441 N. Leavitt St
 Chicago, IL 60647

CONTRACT FOR: **Asbestos Abatement**

DUPLICATE ORIGINAL PAGE 1 OF 2 PAGES

APPLICATION NO: 3
 PERIOD TO: 3/31/2018
 MEC PROJECT #: 17-08-662-PD
 CONTRACT DATE: 11/9/2017

Via:
Midwest Environmental Consulting Services, Inc.
 4 Bonnie Lane
 Yorkville, IL 60560

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month	Date Approved		
Number			
TOTALS		\$0.00	\$0.00

Net change by Change Orders
 The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **COLFAX CORPORATION**
 By: *Gray Barth* / Vice President 3/30/18

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM..... \$ 119,800.00
- 2. Net change by Change Orders..... \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1+2)..... \$ 119,800.00
- 4. TOTAL COMPLETED & STORED TO DATE..... \$ 119,800.00
 (Column G on G703)
- 5. RETAINAGE:
 a. 10% of Completed Work 0.00
 (Column D&E on G703)
 b. % of Stored Material \$
 (Column F on G703)

Total Retainage (Line 5a+5b or

- Total in Column I of G703)..... \$ 0.00
- 6. TOTAL EARNED LESS RETAINAGE..... \$ 119,800.00
 (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$ 107,885.00
- 8. CURRENT PAYMENT DUE..... \$ 11,915.00
- 9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 0.00
 (LINE 3 LESS LINE 6)

State of ILLINOIS
 Subscribed and sworn to before me this 30th day of March
 Notary Public: *Cheryl Campbell*
 My Commission expires: 12/14/21
OFFICIAL'S SEAL
CHERYL CAMPBELL
 NOTARY PUBLIC - STATE OF ILLINOIS
 MY COMMISSION EXPIRES 12/14/21

AMOUNT CERTIFIED.....
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable, the AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

#17-5982

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Winnetka Public Library

APPLICATION NO: 3

Contractor's signed certification is attached.

APPLICATION DATE: 3/31/2018

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 3/31/2018

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NUMBER: 17-08-662-PD

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)						
	Asbestos Abatement	\$119,800.00	\$119,800.00	\$0.00	\$0.00		\$119,800.00	\$0.00	\$0.00
	GRAND TOTALS	\$119,800.00	\$119,800.00	\$0.00	\$0.00	\$0.00	\$119,800.00	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



STATE OF ILLINOIS

COUNTY OF COOK

FINAL WAIVER OF LIEN

Gty #

Escrow #

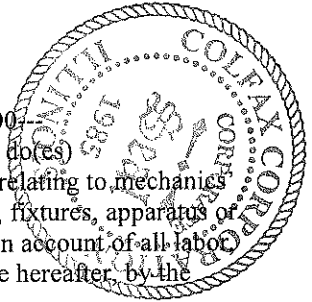
TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Winnetka Public Library to furnish Asbestos Abatement for the premises known as Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL of which Winnetka-Northfield Public Library is the owner.

THE undersigned, for and in consideration of Eleven Thousand Nine Hundred Fifteen Dollars & 00/100 (\$11,915.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 03/30/18 COMPANY NAME Colfax Corporation
ADDRESS 2441 North Leavitt Street, Chicago, IL 60647

SIGNATURE AND TITLE Gary Barth, Vice President



*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Gary Barth BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) Vice President OF (COMPANY NAME) Colfax Corporation WHO IS THE CONTRACTOR FURNISHING Asbestos Abatement WORK ON THE BUILDING LOCATED AT Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL OWNED BY Winnetka-Northfield Public Library

That the total amount of the contract including extras* is \$119,800.00 on which he or she has received payment of \$107,885.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Colfax Corporation 2441 N. Leavitt Street, Chicago, IL 60647	Asbestos Abatement	\$119,800.00	\$107,885.00	\$11,915.00	\$0.00
All material taken out of fully paid stock.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$119,800.00	\$107,885.00	\$11,915.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

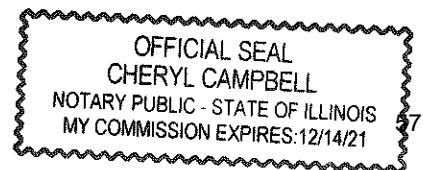
DATE 03/30/18

SIGNATURE: Gary Barth, Vice President

SUBSCRIBED AND SWORN TO BEFORE ME THIS 30th DAY OF March, 2018

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Cheryl Campbell
NOTARY PUBLIC





STATE OF ILLINOIS

COUNTY OF COOK

FINAL WAIVER OF LIEN

Gty #

Escrow #

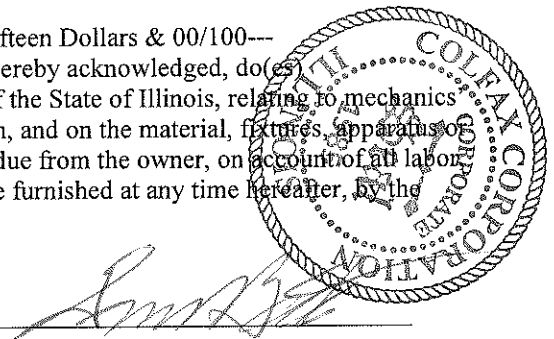
TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Winnetka Public Library to furnish Asbestos Abatement for the premises known as Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL of which Winnetka-Northfield Public Library is the owner.

THE undersigned, for and in consideration of Eleven Thousand Nine Hundred Fifteen Dollars & 00/100--- (\$11,915.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 03/30/18 COMPANY NAME Colfax Corporation
ADDRESS 2441 North Leavitt Street, Chicago, IL 60647

SIGNATURE AND TITLE Gary Barth, Vice President



*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Gary Barth BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) Vice President OF (COMPANY NAME) Colfax Corporation WHO IS THE CONTRACTOR FURNISHING Asbestos Abatement WORK ON THE BUILDING LOCATED AT Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL OWNED BY Winnetka-Northfield Public Library

That the total amount of the contract including extras* is \$119,800.00 on which he or she has received payment of \$107,885.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Colfax Corporation 2441 N. Leavitt Street, Chicago, IL 60647	Asbestos Abatement	\$119,800.00	\$107,885.00	\$11,915.00	\$0.00
All material taken out of fully paid stock.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$119,800.00	\$107,885.00	\$11,915.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 03/30/18

SIGNATURE: Gary Barth, Vice President

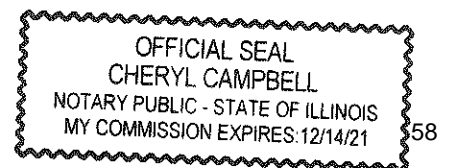
SUBSCRIBED AND SWORN TO BEFORE ME THIS 30th DAY OF March, 2018

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Cheryl Campbell
NOTARY PUBLIC

F.3870 R5/96

Provided by Chicago Title Insurance Company





STATE OF ILLINOIS

COUNTY OF COOK

FINAL WAIVER OF LIEN

Gty #

Escrow #

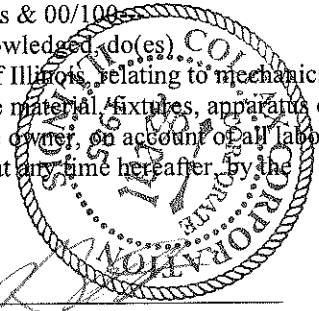
TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Winnetka Public Library to furnish Asbestos Abatement for the premises known as Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL of which Winnetka-Northfield Public Library is the owner.

THE undersigned, for and in consideration of Eleven Thousand Nine Hundred Fifteen Dollars & 00/100 (\$11,915.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 03/30/18 COMPANY NAME Colfax Corporation
ADDRESS 2441 North Leavitt Street, Chicago, IL 60647

SIGNATURE AND TITLE Gary Barth, Vice President



*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Gary Barth BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) Vice President OF (COMPANY NAME) Colfax Corporation WHO IS THE CONTRACTOR FURNISHING Asbestos Abatement WORK ON THE BUILDING LOCATED AT Lobby & Meeting Room Renovation 768 Oak Street, Winnetka, IL OWNED BY Winnetka-Northfield Public Library

That the total amount of the contract including extras* is \$119,800.00 on which he or she has received payment of \$107,885.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
Colfax Corporation 2441 N. Leavitt Street, Chicago, IL 60647	Asbestos Abatement	\$119,800.00	\$107,885.00	\$11,915.00	\$0.00
All material taken out of fully paid stock.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$119,800.00	\$107,885.00	\$11,915.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 03/30/18

SIGNATURE: Gary Barth, Vice President

SUBSCRIBED AND SWORN TO BEFORE ME THIS 30th DAY OF March, 2018

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Cheryll Campbell
NOTARY PUBLIC
OFFICIAL SEAL
CHERYLL CAMPBELL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 12/14/21

F.3870 R5/96

Provided by Chicago Title Insurance Company

Recommendation for the purchase of an Intrusion and Access Control System. It is our recommendation that the District purchase and pay for the installation of security equipment for the Winnetka Library building, including:

- (2) card readers for key fob access to upper and lower level staff entry points
- (2) key pads at upper and lower level staff entry points
- (1) motion sensor
- (1) siren
- Installation of Access Control system for 2 staff entry points
- Installation of the Intrusion System for all building entry points

We feel this is an ideal time to install a system that will ensure both staff safety and the security of expensive library equipment and materials. Installation of the Intrusion System allows for active monitoring of the building's security, which we do not have now. There are some savings involved in having the intrusion and access system installed during the current construction project.

The total cost will not exceed **\$16,500**, to come from the computer equipment capital outlay fund.

**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2017-2018/7

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2018-2019

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Branch Facility, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2018-2019 fiscal year:

July 16, 2018	Winnetka	January 21, 2019	Winnetka
August 20, 2018	Winnetka	February 18, 2019	Winnetka
September 17, 2018	Winnetka	March 18, 2019	Winnetka
October 15, 2018	Winnetka	April 15, 2019	Northfield
November 19, 2018	Northfield	May 20, 2019	Winnetka
December 17, 2018	Winnetka	June 17, 2019	Winnetka

Commented [RW1]: MLK DAY – LAST YR HAD THE MEETING THE WEEK BEFORE.

Commented [RW2]: Presidents Day – no change in meeting

~~Section 3. The following is a schedule of the dates of the study sessions for the 2017-2018 fiscal year:~~

September 6, 2018	Winnetka	May 2, 2019	Winnetka
February 7, 2019	Winnetka	June 6, 2019	Winnetka

Commented [RW3]: We cancelled: all but one in February

Section 4. Any changes in these regular meeting dates or study sessions on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 5. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 6. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 18th day of June, 2018 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF)
ILLINOIS) SS
COUNTY OF)
COOK)

APPROVED:

Brian Johnson
President, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Suzanne Shoup
Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

District closing dates for Fiscal Year 2018-2019

Independence Day	Wednesday, July 4, 2018
Sunday before Labor Day (not a paid holiday)	Sunday, September 2, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Eve – close at 5 p.m. (not a paid holiday)	Wednesday, November 21, 2018
Thanksgiving Day	Thursday, November 22, 2018
Christmas Eve	Sunday, December 24, 2018
Christmas Day	Monday, December 25, 2018
New Year’s Eve	Sunday, December 31, 2018
New Year’s Day	Monday, January 1, 2019
Easter Sunday (not a paid holiday)	Sunday, April 21, 2019
Sunday before Memorial Day (not a paid holiday)	Sunday, May 26, 2019
Memorial Day	Monday, May 27, 2019

8 paid holidays