

**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, June 18, 2018  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Presentation and Discussion with Village of Winnetka President Christopher Rintz**
- V. Vote to Approve Minutes of the May 21, 2018 Regular Meeting\***
- VI. Financial Report**
  - Approve May 2018 Financial Statements\*
- VII. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf)\*
- VIII. Liaisons to Other Organizations – Reports**
  - RAILS – Reaching Across Illinois Library System (Director Wolf)
  - Winnetka Village (Trustee Anwar)
  - Northfield Village (Trustee Neustadt)
- IX. 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\*
  - Vote on Board of Trustees Meeting Calendar for Fiscal Year 2018-2019\*
  - Vote on District closure dates for Fiscal Year 2018-2019\*
- X. New Business**
  - Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2017-2018
- XI. Communications**
  - Reminder to get ready to participate in the Parade for the 4<sup>th</sup> of July
- XII. 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

\*Attachments

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- XIII. Return to Open Session**
- XIV. Public Comments**
- XV. Adjournment**

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

May 21, 2018

**I. Call to Order**

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Suzie Shoup, Jean-Paul Ruiz-Funes, Keta McCarthy, and Lois Neustadt, and Kathleen Reichert (arrived at 7:20 p.m.); 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 Stephanie Girardi (Acquisitions and Technical Services Clerk). Also present were Nancy Fox of the League of Women Voters and Elijah Wilde of the Winnetka Caucus.

**III. Public Comments**

Elijah Wilde of the Winnetka Caucus stated that he is looking forward to an open and collaborative relationship between the Winnetka Caucus and the Library District.

**IV. Vote to Approve Minutes of April 16, 2018 Regular Meeting\***

A MOTION was made by Trustee Shoup to approve the April 16, 2018 Regular Board Meeting Minutes and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf stated that the architecture fees have caused the administration line to run high. Director Wolf stated that the Library District has fully collected on tax revenues.

Director Wolf stated that the renovation expenses are on target with a payment application of \$507,374.83 to Shales McNutt, LLC which will be approved at this meeting.

Trustee Ruiz-Funes stated that by the end of May, the Library District will be at 1.5 million out of 2.4 million spent for the renovation project. Trustee Ruiz-Funes asked what other expenditures were coming out of the Capital Outlay line to get to the 2.4 million. Director Wolf responded that furniture will be delivered in June along with another renovation payment application. The final payments may be made in the next month but will be reflected to fiscal 17-18 for capital expenditures. The Board further discussed capital expenditures for the renovation project.

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

The MOTION passed on a voice vote.

## **VI. Library Report**

### **BOARD PRESIDENT'S REPORT:**

President Johnson stated that he spoke at the annual Winnetka Caucus town hall meeting. President Johnson updated the caucus on the Library renovation as well as answered general questions concerning the Library District.

President Johnson received a question asking to video tape the Board Meetings and release the feed. President Johnson stated that Board Meeting video would not be an option for the Library District, but the Board can discuss the option of releasing the audio recording of the Board Meetings. The Board discussed this option, but decided not proceed at this time, agreeing with the Park District that is not worth pursuing. Further stating that community residents are encouraged to attend board meetings.

President Johnson stated that there was also a question about each Trustees having their own individual emails. The Board decided to have separate emails listed for each Trustee member. Director Wolf will provide those emails and instructions for login at the next Board Meeting.

President Johnson stated that there was another question about the Library District being involved in the Tax Increment Financing (TIF) district, downtown master plan and the comprehensive plan. President Johnson asked that if any Trustee is interested in volunteering to get in touch with him or Director Wolf.

### **LIBRARY DIRECTOR'S REPORT:**

Director Wolf stated that the Winnetka Library Grand Reopening is scheduled for June 23<sup>rd</sup>.

Director Wolf stated that One Book Two Villages tickets go on sale June 1<sup>st</sup>, for Jennifer Egan author of Manhattan Beach.

Director Wolf stated that Summer Reading begins June 8<sup>th</sup> and presented the passport which will act as the log to track reading hours. This is in line with the Summer Reading theme "The Great Reading Adventure".

The materials sorter (Automated Materials Handler) was operational beginning the week of May 14<sup>th</sup>. Staff are training to use the combined desk and will move in on June 1st. Remaining Winnetka furniture will arrive mid-June.

Director Wolf stated that both Northfield restrooms are complete. The Northfield parking lot has been repaved and is now open to the public.

The Polaris migration launched on April 17<sup>th</sup>; and all staff were trained to use the new integrated library system as well as to assist patrons in using the new catalog.

Director Wolf provided database usage statistics. The Board discussed the cost of databases compared to the usage. The Board asked Director Wolf to evaluate the databases that are not getting a lot of usage.

President Johnson asked whether the Library has tried to get any sponsors for the Grand Reopening. Director Wolf responded that local restaurants and shops sponsored gifts for the Summer Reading program.

## **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 Neustadt stated that the Northfield Village appropriated money for the Happ Road re-pavement. Trustee Neustadt also states that there will be a Farmers Market and concert combination at Clarkson Park from 3-7 pm every Wednesday through August.

## **VIII. Unfinished Business**

- *Discussion and Vote on Fiscal Year 2018-2019 Working Budget\**

President Johnson explained that at the previous Regular Board meeting there was discussion on the current Fiscal Year 2017-2018 budget and if the budget should be amended to reflect renovation expenditure. President Johnson explained that the reason the renovation project went over on the initial budget was that the Board approved additional construction items including lighting and ceiling.

Trustee Ruiz-Funes stated that there should not be an 8% increase in budgeted expenditures with only a 2% increase in revenues. Discussion followed concerning the 8% increase in expenditures.

Director Wolf explained that spending will come in under budget for the current fiscal year in the personnel line due to positions that had not been filled for a period of time; Head of Communications and Marketing, Graphic Designer, and Assistant Director. Circulation Clerks are also being trained for the Circulation Associate position, this will take place at the beginning of the following fiscal year. Discussion followed regarding the personnel budget line.

The Board decided that President Johnson and Trustee Ruiz-Funes would meet with Director Wolf separately to work on the budget. The Board decided to hold the vote until the meeting on June 18<sup>th</sup>, 2018.

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

A MOTION was made by Trustee McCarthy to approve the Payment Application to Shales McNutt, LLC of \$507,374.83 for the work done on the Renovation Project and seconded by Trustee Neustadt.

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 explained that this payment of the retainer fee will complete all payments to Colfax Corporation for asbestos removal.

A MOTION was made by Trustee Neustadt to approve the payment application to Colfax Corporation of \$11,915.00 for work done on the Renovation Project and seconded by Trustee Reichert.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar

## **IX. New Business**

- *Discussion and Vote regarding addition of Security System to Winnetka Library \**

Director Wolf stated that the cost of an additional security system at the Winnetka Library is \$16,500. This would include fob entry for staff doors and an updated alarm system.

A MOTION was made by Trustee Shoup for an addition of a security system to the Winnetka Library and was seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar

- *Discussion and Vote regarding Fireplace Brick Options\**

Director Wolf stated that there is discoloration of the fireplace brick in the Lloyd Room. Director Wolf stated that a tile overlay would cost \$6,100, staining and cleaning of the brick to make it the same color would cost \$5,896.

The Board decided to defer the fireplace brick options until the landscaping project begins in the next fiscal year.

- *Discussion regarding proposed Board of Trustees Meeting Calendar for Fiscal Year 2018-2019\**

Director Wolf presented the Board of Trustees Meeting Calendar for Fiscal Year 2018-2019.

The Board decided to include the study sessions in the calendar. The vote was tabled until the next Board Meeting on June 18<sup>th</sup>, 2018.

- *Discussion regarding proposed District closure dates for Fiscal Year 2018-2019\**

Director Wolf presented the District closure dates to the Board. The Board will vote on the closure dates during the next Board Meeting June 18<sup>th</sup>, 2018.

**X. Communications**

- District is closed Sunday, May 27<sup>th</sup>, 2018 and Monday May 28<sup>th</sup>, 2018 in observance of Memorial Day.
- The Winnetka Library will celebrate the Grand Reopening on June 23<sup>rd</sup>, 2018.

**XI. Public Comments**

No Public Comments

**XII. Adjournment to Closed Session**

A MOTION to adjourn to Closed Session to consider 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, was made by Trustee McCarthy and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:36 p.m.

**XIII. Return to Open Session**

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

**XIV. 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

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Brian Johnson, President

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Suzanne Shoup, Secretary

**Winnetka-Northfield Public Library District**  
**Library Fund - Cash**  
July 2017 - June 2018  
May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 3,333,636	\$ 3,648,143	100.3%	\$ 314,507
Total 0004500 Interest	\$ 30,000	\$ 27,500	\$ 71,580	238.6%	\$ 44,080
1004040 Replacement Tax	\$ 25,000	\$ 22,917	\$ 28,135	112.5%	\$ 5,218
Total 1004050 Per Capita Grant	\$ 14,107	\$ 12,931	\$ -	0.0%	\$ (12,931)
1004060 Kenilworth Services	\$ 90,000	\$ 82,500	\$ 77,493	86.1%	\$ (5,007)
Total 1004100 Fines	\$ 40,000	\$ 36,667	\$ 25,426	63.6%	\$ (11,241)
1004120 Studio Fees	\$ 4,500	\$ 4,125	\$ 2,578	57.3%	\$ (1,547)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 4,583	\$ 2,859	57.2%	\$ (1,724)
Total 1004300 Copy/Printing	\$ 9,000	\$ 8,250	\$ 12,871	143.0%	\$ 4,621
Total 1004700 Book Sales	\$ 2,000	\$ 1,833	\$ 538	26.9%	\$ (1,295)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,617		\$ 1,617
Total 1004800 Contributions	\$ 32,500	\$ 29,792	\$ 4,973	15.3%	\$ (24,819)
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 3,564,734</b>	<b>\$ 3,876,212</b>	<b>99.7%</b>	<b>\$ 311,478</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	\$ 171,000	\$ 156,750	\$ 123,166	72.0%	\$ 33,584
Total 1005000 Administrative Services	\$ 308,400	\$ 282,700	\$ 341,044	110.6%	\$ (58,344)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,826,193	\$ 1,628,858	81.8%	\$ 197,335
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 66,092	\$ 60,903	84.5%	\$ 5,189
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 399,667	\$ 439,850	100.9%	\$ (40,183)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 55,900	\$ 51,242	\$ 42,435	75.9%	\$ 8,807
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 59,583	\$ 58,224	89.6%	\$ 1,360
Total 1025400 Youth/Children's Sv.- Northfield	\$ 30,000	\$ 27,500	\$ 23,751	79.2%	\$ 3,749
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,819,583	\$ 1,560,699	78.6%	\$ 258,884
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 4,689,309</b>	<b>\$ 4,278,929</b>	<b>83.6%</b>	<b>\$ 410,380</b>
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 3,564,734</b>	<b>\$ 3,876,212</b>	<b>99.7%</b>	<b>\$ 311,478</b>
<b>Total Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 4,689,309</b>	<b>\$ 4,278,929</b>	<b>83.6%</b>	<b>\$ 410,380</b>
<b>Net Operating Income</b>	<b>\$ (1,226,809)</b>	<b>\$ (1,124,575)</b>	<b>\$ (402,717)</b>	<b>32.8%</b>	<b>\$ 721,858</b>
<b>70050000 Fund 79 Building/Equipment</b>	<b>\$ 301,807</b>	<b>\$ 0</b>	<b>\$ 226,665</b>	<b>75.1%</b>	<b>\$ 226,665</b>
<b>5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 0.00</b>	<b>\$ 8,600.00</b>	<b>88.7%</b>	<b>\$ (8,600)</b>
<b>2005100 Fund 30 IMRF</b>	<b>\$ 135,000</b>	<b>\$ 0</b>	<b>\$ 121,113</b>	<b>89.7%</b>	<b>\$ 121,113</b>
<b>4005100 Fund 40 Liability</b>	<b>\$ 36,040</b>	<b>\$ 0</b>	<b>\$ 23,422</b>	<b>65.0%</b>	<b>\$ 23,422</b>
<b>3005100 Fund 30 FICA</b>	<b>\$ 135,000</b>	<b>\$ 0</b>	<b>\$ 109,984</b>	<b>81.5%</b>	<b>\$ 109,984</b>
<b>Unemployment</b>	<b>\$ 1,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.0%</b>	<b>\$ -</b>

Winnetka Northfield Public Library  
Cash and Investment On Hand

As of June 30, 2017

	Checking	Money Market	Investment		Change from Prior Year
Corporate Fund	440,441.54	331,020.01	3,466,492.05	4,237,953.60	
IMRF Fund	(78,388.95)	-		(78,388.95)	
Social Security Fund	(184,743.66)	-		(184,743.66)	
Unemployment Fund	(33.15)	15,333.82	60,015.66	75,316.33	
Building and Equipment Fund	6,550.30	61,224.39	82,721.12	150,495.81	
Special Reserve Fund	-		1,333,623.21	1,333,623.21	
	<u>183,826.08</u>	<u>407,578.22</u>	<u>4,942,852.04</u>	<u>5,534,256.34</u>	

As of May 31, 2018

	Checking	Money Market	Investment		
Corporate Fund	1,253,585.86	46,196.76	2,565,565.69	3,865,348.31	(372,605.29)
IMRF Fund	(99,995.22)	-		(99,995.22)	(21,606.27)
Social Security Fund	(277,856.15)	-		(277,856.15)	(93,112.49)
Unemployment Fund	15,333.82	-	60,015.66	75,349.48	33.15
Building and Equipment Fund	61,751.53	-	-	61,751.53	(88,744.28)
Special Reserve Fund	-		1,333,623.21	1,333,623.21	-
	<u>952,819.84</u>	<u>46,196.76</u>	<u>3,959,204.56</u>	<u>4,958,221.16</u>	<u>(576,035.18)</u>
Change in Value	768,993.76	(361,381.46)	(983,647.48)		

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July - March, 2018**  
**May 2018 - 92%**

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	3,333,636.17	3,648,143.17	100%	314,507.00
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,636,694.00</b>	<b>\$ 3,333,636.17</b>	<b>\$ 3,648,143.17</b>	<b>100%</b>	<b>314,507.00</b>
0004500 Interest	30,000.00				-
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,540.69		
<b>Total 0004501 Checking Interest Income</b>	<b>\$ 0.00</b>		<b>\$ 1,540.69</b>		
1004525 FT Money Market-Interest			1,739.63		
1004595 FT Investment Interest Income			68,299.43		
<b>Total 0004500 Interest</b>	<b>\$ 30,000.00</b>	<b>\$ 27,500.00</b>	<b>\$ 71,579.75</b>	<b>239%</b>	<b>44,079.75</b>
1004040 Replacement Tax	25,000.00	22,916.67	28,134.58	113%	5,217.91
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	12,353.92		0%	-
1004052 Per Capita Grant-KNK	630.00	577.50		0%	-
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107.00</b>	<b>\$ 12,931.42</b>	<b>\$ 0.00</b>	<b>0%</b>	<b>(12,931.42)</b>
1004060 Kenilworth Services	90,000.00	82,500.00	77,493.00	86%	(5,007.00)
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			19,606.04		
1024100 Fines - Northfield			5,819.66		
<b>Total 1004100 Fines</b>	<b>\$ 40,000.00</b>	<b>\$ 36,666.67</b>	<b>\$ 25,425.70</b>	<b>64%</b>	<b>(11,240.97)</b>
1004120 Studio Fees	4,500.00	4,125.00	2,577.59	57%	(1,547.41)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			2,401.87		
1024150 Lost/Damaged Mat.-Northfield			456.98		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 5,000.00</b>	<b>\$ 4,583.33</b>	<b>\$ 2,858.85</b>	<b>57%</b>	<b>(1,724.48)</b>
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			11,062.97		
1024300 Copy/Printing - Northfield			1,808.50		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000.00</b>	<b>\$ 8,250.00</b>	<b>\$ 12,871.47</b>	<b>143%</b>	<b>4,621.47</b>
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000.00</b>	<b>\$ 1,833.33</b>	<b>\$ 537.91</b>	<b>27%</b>	<b>(1,295.42)</b>
1004775 Miscellaneous Revenue			1,617.44		1,617.44
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	2,291.67	1,900.40	76%	(391.27)
1004885 Gift Fund (under \$100)			289.56	0%	289.56
1004895 Friends Donations	30,000.00	27,500.00	2,782.74	9%	(24,717.26)
<b>Total 1004800 Contributions</b>	<b>\$ 32,500.00</b>	<b>\$ 29,791.67</b>	<b>\$ 4,972.70</b>	<b>15%</b>	<b>(24,818.97)</b>
<b>Total Income</b>	<b>\$ 3,888,801.00</b>	<b>\$ 3,564,734.25</b>	<b>\$ 3,876,212.16</b>	<b>100%</b>	<b>311,477.91</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	63,250.00	65,404.72	95%	2,154.72
1005133 OCLC	11,000.00	10,083.33	10,639.43	97%	556.10
1005134 Software	31,000.00	28,416.67	13,727.82	44%	(14,688.85)
1005135 LAN Management	56,100.00	51,425.00	27,682.00	49%	(23,743.00)

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
1005136 Hardware	1,900.00	1,741.67	2,441.50	129%	699.83
1005177 Technology/Website	2,000.00	1,833.33	3,270.11	164%	1,436.78
<b>Total 10.5100 IT Services</b>	<b>\$ 171,000.00</b>	<b>\$ 156,750.00</b>	<b>\$ 123,165.58</b>	<b>72%</b>	<b>(33,584.42)</b>
<b>1005000 Administrative Services</b>					
1005120 Library Supplies	30,000.00	27,500.00	39,842.74	133%	12,342.74
1005121 Office Supplies	8,000.00	7,333.33	5,889.47	74%	(1,443.86)
1005122 Breakroom Supplies	1,500.00	1,375.00	1,152.07	77%	(222.93)
1005123 Postage	6,000.00	5,500.00	3,374.23	56%	(2,125.77)
1005124 Hospitality	6,000.00	5,500.00	1,316.18	22%	(4,183.82)
1005131 Accounting and Bookkeeping	14,500.00	13,291.67	11,655.10	80%	(1,636.57)
1005137 Legal Notices	1,500.00	1,375.00	234.69	16%	(1,140.31)
1005138 Delivery Service	7,700.00	7,058.33	6,264.00	81%	(794.33)
1005140 Payroll Services	8,000.00	7,333.33	7,560.64	95%	227.31
<b>1005170 Utilities</b>					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		29,271.54		
1025171 Electricity - Northfield			6,449.12		
<b>Total 1005171 Electricity</b>	<b>\$ 45,000.00</b>	<b>\$ 41,250.00</b>	<b>\$ 35,720.66</b>	<b>79%</b>	<b>(5,529.34)</b>
<b>1005172 Water</b>					
1015172 Water - Winnetka	4,500.00		3,768.19		
1025172 Water - Northfield			851.20		
<b>Total 1005172 Water</b>	<b>\$ 4,500.00</b>	<b>\$ 4,125.00</b>	<b>\$ 4,619.39</b>	<b>103%</b>	<b>494.39</b>
<b>1005173 Storm Sewer</b>					
1015173 Storm Sewer - Winnetka	1,800.00		1,191.57		
<b>Total 1005173 Storm Sewer</b>	<b>\$ 1,800.00</b>	<b>\$ 1,650.00</b>	<b>\$ 1,191.57</b>	<b>66%</b>	<b>(458.43)</b>
<b>1005174 Natural Gas</b>					
1015174 Natural Gas - Winnetka	11,000.00		6,357.46		
1025174 Natural Gas - Northfield			2,263.57		
<b>Total 1005174 Natural Gas</b>	<b>\$ 11,000.00</b>	<b>\$ 10,083.33</b>	<b>\$ 8,621.03</b>	<b>78%</b>	<b>(1,462.30)</b>
<b>1005175 Telephone</b>					
1015175 Telephone - Winnetka	8,750.00		9,516.83		
<b>Total 1005175 Telephone</b>	<b>\$ 8,750.00</b>	<b>\$ 8,020.83</b>	<b>\$ 9,516.83</b>	<b>109%</b>	<b>1,496.00</b>
<b>1005176 Internet Services</b>					
1005176 Internet Services	16,000.00	14,666.67	15,439.53	96%	772.86
<b>Total 1005170 Utilities</b>	<b>\$ 87,050.00</b>	<b>\$ 79,795.83</b>	<b>\$ 75,109.01</b>	<b>86%</b>	<b>0.86</b>
<b>1005700 Public Relations</b>					
1005720 PR E-Marketing	1,500.00	1,375.00	661.82	44%	(713.18)
1005721 PR Promotional	6,000.00	5,500.00	1,397.62	23%	(4,102.38)
1005722 PR Source	25,000.00	22,916.67	16,102.09	64%	(6,814.58)
1005723 PR Supplies	8,000.00	7,333.33	2,387.24	30%	(4,946.09)
1005724 PR Advertising	3,500.00	3,208.33	936.97	27%	(2,271.36)
<b>Total 1005700 Public Relations</b>	<b>\$ 44,000.00</b>	<b>\$ 40,333.33</b>	<b>\$ 21,485.74</b>	<b>49%</b>	<b>(18,847.59)</b>
<b>1005719 Board Expenses</b>					
1005719 Board Expenses	1,000.00	916.67	154.15	15%	(762.52)
<b>1005731 Memberships</b>					
1005731 Memberships	6,500.00	5,958.33	2,812.00	43%	(3,146.33)
<b>1005732 Staff Meetings/Recognition</b>					
1005732 Staff Meetings/Recognition	5,000.00	4,583.33	5,367.50	107%	784.17
<b>1005735 Director's Expenses</b>					
1005735 Director's Expenses	1,000.00	916.67	141.49	14%	(775.18)
<b>1005736 Legal</b>					
1005736 Legal	15,000.00	13,750.00	2,415.00	16%	(11,335.00)
<b>1005741 Architects</b>					
1005741 Architects		0.00	112,902.89		112,902.89
<b>1005742 Building Appraisal</b>					
1005742 Building Appraisal	500.00	458.33		0%	(458.33)
<b>1005743 Other Consultations</b>					
1005743 Other Consultations	65,000.00	59,583.33	37,877.50	58%	(21,705.83)
<b>1005744 Investment Fees</b>					
1005744 Investment Fees		0.00	5,489.44	#DIV/0!	5,489.44
<b>Total 1005000 Administrative Services</b>	<b>\$ 308,250.00</b>	<b>\$ 282,562.50</b>	<b>\$ 341,043.84</b>	<b>111%</b>	<b>58,481.34</b>

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>1005100 Personnel</b>					
1005110 Salaries	1,817,210.00	1,665,775.83	1,473,809.71	81%	(191,966.12)
1005111 Health Insurance	150,000.00	137,500.00	144,984.11	97%	7,484.11
1005112 Flu Vaccination	500.00	458.33		0%	(458.33)
1005113 Employee Asst. Program	1,500.00	1,375.00	560.00	37%	(815.00)
1005114 Conferences	20,000.00	18,333.33	9,031.19	45%	(9,302.14)
1005115 Flexible Spending Account	3,000.00	2,750.00	472.50	16%	(2,277.50)
<b>Total 1005100 Personnel</b>	<b>\$ 1,992,210.00</b>	<b>\$ 1,826,192.50</b>	<b>\$ 1,628,857.51</b>	<b>82%</b>	<b>(197,334.99)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	11,100.00	10,175.00	2,261.11	20%	(7,913.89)
1005716 OBTV	17,000.00	15,583.33	20,114.89	118%	4,531.56
1005907 Programming - Youth	14,000.00	12,833.33	14,407.20	103%	1,573.87
1005908 Programming - Adult	20,000.00	18,333.33	12,349.33	62%	(5,984.00)
1005910 Programming - Studio	2,500.00	2,291.67	-12.95	-1%	(2,304.62)
1005913 Studio General Supplies	7,500.00	6,875.00	11,783.50	157%	4,908.50
<b>Total 1005900 Programming-District Initiative</b>	<b>\$ 72,100.00</b>	<b>\$ 66,091.67</b>	<b>\$ 60,903.08</b>	<b>84%</b>	<b>0.84</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000.00	50,416.67	38,630.59	70%	(11,786.08)
1015341 Books-Non-Fiction	65,000.00	59,583.33	56,468.98	87%	(3,114.35)
1015342 Periodicals	24,000.00	22,000.00	26,829.05	112%	4,829.05
1015343 DVDs	37,000.00	33,916.67	31,182.77	84%	(2,733.90)
1015344 Audio Books	25,000.00	22,916.67	25,259.05	101%	2,342.38
1015345 Books-Digital	140,000.00	128,333.33	159,748.65	114%	31,415.32
1015346 Online Database	90,000.00	82,500.00	101,730.74	113%	19,230.74
1015360 Program Supplies					-
1015361 Program Performers Fees					-
<b>Total 1015300 Adult Services - Winnetka</b>	<b>\$ 436,000.00</b>	<b>\$ 399,666.67</b>	<b>\$ 439,849.83</b>	<b>101%</b>	<b>1.01</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500.00	9,625.00	7,720.39	74%	(1,904.61)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	12,000.00	11,000.00	10,668.59	89%	(331.41)
101544J Books-Jr. High	6,000.00	5,500.00	4,712.06	79%	(787.94)
101544N Books-Non Fiction	12,000.00	11,000.00	5,987.95	50%	(5,012.05)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 30,000.00</b>	<b>\$ 27,500.00</b>	<b>\$ 21,368.60</b>	<b>71%</b>	<b>(8,036.01)</b>
1015443 DVDs	8,000.00	7,333.33	5,916.34	74%	(1,416.99)
1015444 Audio Books	7,000.00	6,416.67	6,366.52	91%	(50.15)
1015445 Music	400.00	366.67	812.43	203%	445.76
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies					-
1015461 Program Performers Fee					-
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>\$ 55,900.00</b>	<b>\$ 51,241.67</b>	<b>\$ 42,434.89</b>	<b>76%</b>	<b>(770.77)</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000.00	22,000.00	19,651.40	82%	(2,348.60)
1025341 Books-Non-Fiction-Adult	12,000.00	11,000.00	10,813.79	90%	(186.21)
1025342 Periodicals	4,000.00	3,666.67	3,669.68	92%	3.01
1025343 DVDs-Adult	16,000.00	14,666.67	14,744.63	92%	77.96
1025344 Audio Books-Adult	9,000.00	8,250.00	9,344.25	104%	1,094.25
1025360 Program Supplies		0.00			-
1025361 Program Performers Fees		0.00			-
<b>Total 1025300 Adult Services - Northfield</b>	<b>\$ 65,000.00</b>	<b>\$ 59,583.33</b>	<b>\$ 58,223.75</b>	<b>90%</b>	<b>(1,359.58)</b>
<b>1025400 Youth/Children's Sv.-Northfield</b>					

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
1025440 Books-Fiction-Juv	5,500.00	5,041.67	5,048.06	92%	6.39
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	4,583.33	4,573.96	91%	(9.37)
102544J Books-Jr. High	4,500.00	4,125.00	2,749.25	61%	(1,375.75)
102544N Books-Non Fiction	5,000.00	4,583.33	4,796.09	96%	212.76
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500.00</b>	<b>\$ 13,291.67</b>	<b>\$ 12,119.30</b>	<b>84%</b>	<b>(1,172.37)</b>
1025443 DVDs-Juv	4,500.00	4,125.00	2,937.31	65%	(1,187.69)
1025444 Audio Books-Juv	5,000.00	4,583.33	3,286.38	66%	(1,296.95)
1025445 Music - Juv	500.00	458.33	359.94	72%	(98.39)
1025460 Program Supplies					-
1025461 Program Performers Fees					-
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>\$ 30,000.00</b>	<b>\$ 27,500.00</b>	<b>\$ 23,750.99</b>	<b>79%</b>	<b>(3,749.01)</b>
1035800 Capital Outlay					
1005882 Building	155,000.00	142,083.33	156,956.80	101%	14,873.47
1005884 Equipment/Furniture	1,700,000.00	1,558,333.33	1,308,190.67	77%	(250,142.66)
1005885 Computer Equipment	130,000.00	119,166.67	95,551.80	74%	(23,614.87)
<b>Total 1035800 Capital Outlay</b>	<b>\$ 1,985,000.00</b>	<b>\$ 1,819,583.33</b>	<b>\$ 1,560,699.27</b>	<b>79%</b>	<b>(258,884.06)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,460.00</b>	<b>\$ 4,689,171.67</b>	<b>\$ 4,278,928.74</b>	<b>84%</b>	<b>(410,242.93)</b>
<b>Net Operating Income</b>	<b>-\$ 1,226,659.00</b>	<b>-\$ 1,124,437.42</b>	<b>-\$ 402,716.58</b>	<b>33%</b>	<b>721,720.84</b>

**Winnetka-Northfield Public Library District**  
**Building Fund**  
July - March, 2018  
May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
7004000 BEF-Property Taxes	144,343.00	132,314.42	144,796.56	100%	12,482.14
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 144,343.00</b>	<b>\$ 132,314.42</b>	<b>\$ 144,796.56</b>	<b>100%</b>	<b>\$ 12,482.14</b>
<b>Total Income</b>	<b>\$ 144,343.00</b>	<b>\$ 132,314.42</b>	<b>\$ 144,796.56</b>	<b>100%</b>	<b>\$ 12,482.14</b>
<b>Expenses</b>					
<b>7005000 Fund 70 Building/Equipment</b>					
7005725 Janitorial Supplies	8,500.00	7,791.67	7,810.05	92%	18.38
7005732 Snow Removal	8,500.00	7,791.67	6,746.00	79%	(1,045.67)
7005735 Photocopier Leases	40,000.00	36,666.67	31,293.11	78%	(5,373.56)
7005736 Phone Lease	9,600.00	8,800.00	9,599.76	100%	799.76
7005737 Building Maintenance Service	109,794.00	100,644.50	88,375.00	80%	(12,269.50)
7005738 Elevators	8,000.00	7,333.33	7,194.68	90%	(138.65)
7005739 Landscaping	15,000.00	13,750.00	6,806.51	45%	(6,943.49)
7005752 HVAC	12,000.00	11,000.00	4,939.49	41%	(6,060.51)
7005755 Automatic Doors	3,500.00	3,208.33	3,008.98	86%	(199.35)
7005756 Roof	600.00	550.00	318.00	53%	(232.00)
7005758 Alarms	2,750.00	2,520.83	1,908.45	69%	(612.38)
7005782 Equipment	4,000.00	3,666.67	368.20	9%	(3,298.47)
7005799 Misc Services	16,000.00	14,666.67	1,219.45	8%	(13,447.22)
7025159 Northfield Lease	63,563.00	58,266.08	57,077.57	90%	(1,188.51)
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>\$ 301,807.00</b>	<b>\$ 276,656.42</b>	<b>\$ 226,665.25</b>	<b>75%</b>	<b>-\$ 49,991.17</b>
<b>Total Expenses</b>	<b>\$ 301,807.00</b>	<b>\$ 276,656.42</b>	<b>\$ 226,665.25</b>	<b>75%</b>	<b>-\$ 49,991.17</b>
<b>Net Operating Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 144,342.00</b>	<b>-\$ 81,868.69</b>	<b>52%</b>	<b>\$ 49,992.17</b>
<b>Net Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 144,342.00</b>	<b>-\$ 81,868.69</b>	<b>52%</b>	<b>\$ 49,992.17</b>

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

July - March, 2018

May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	18,901.67	20,684.93	100%	1,783.26
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,620.00</b>	<b>\$ 18,901.67</b>	<b>\$ 20,684.93</b>	<b>100%</b>	<b>1,783.26</b>
<b>Total Income</b>	<b>\$ 20,620.00</b>	<b>\$ 18,901.67</b>	<b>\$ 20,684.93</b>	<b>100%</b>	<b>1,783.26</b>
<b>Gross Profit</b>	<b>\$ 20,620.00</b>	<b>\$ 18,901.67</b>	<b>\$ 20,684.93</b>	<b>100%</b>	<b>1,783.26</b>
<b>Expenses</b>					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	123,750.00	109,984.42	81%	(13,765.58)
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 135,000.00</b>	<b>\$ 123,750.00</b>	<b>\$ 109,984.42</b>	<b>81%</b>	<b>(13,765.58)</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 123,750.00</b>	<b>\$ 109,984.42</b>	<b>81%</b>	<b>-\$ 13,765.58</b>
<b>Net Operating Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 104,848.33</b>	<b>-\$ 89,299.49</b>	<b>78%</b>	<b>\$ 15,548.84</b>
<b>Net Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 104,848.33</b>	<b>-\$ 89,299.49</b>	<b>78%</b>	<b>\$ 15,548.84</b>

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

July - March, 2018

May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	88,104.00	80,762.00	88,381.67	100%	7,619.67
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 88,104.00</b>	<b>\$ 80,762.00</b>	<b>\$ 88,381.67</b>	<b>100%</b>	<b>\$ 7,619.67</b>
<b>Total Income</b>	<b>\$ 88,104.00</b>	<b>\$ 80,762.00</b>	<b>\$ 88,381.67</b>	<b>100%</b>	<b>\$ 7,619.67</b>
<b>Gross Profit</b>	<b>\$ 88,104.00</b>	<b>\$ 80,762.00</b>	<b>\$ 88,381.67</b>	<b>100%</b>	<b>\$ 7,619.67</b>
<b>Expenses</b>					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	135,000.00	123,750.00	121,113.37	90%	(2,636.63)
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 123,750.00</b>	<b>\$ 121,113.37</b>	<b>90%</b>	<b>(2,636.63)</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 123,750.00</b>	<b>\$ 121,113.37</b>	<b>90%</b>	<b>(2,636.63)</b>
<b>Net Operating Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 42,988.00</b>	<b>-\$ 32,731.70</b>	<b>70%</b>	<b>\$ 10,256.30</b>
<b>Net Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 42,988.00</b>	<b>-\$ 32,731.70</b>	<b>70%</b>	<b>\$ 10,256.30</b>

**Winnetka-Northfield Public Library District**  
**Audit Fund**  
 July - March, 2018  
 May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
5004000 AF-Property Taxes	3,748.00	3,435.67	3,756.20	100.22%	320.53
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,748.00</b>	<b>\$ 3,435.67</b>	<b>\$ 3,756.20</b>	<b>100.22%</b>	<b>\$ 320.53</b>
<b>Total Income</b>	<b>\$ 3,748.00</b>	<b>\$ 3,435.67</b>	<b>\$ 3,756.20</b>	<b>100.22%</b>	<b>\$ 320.53</b>
<b>Gross Profit</b>	<b>\$ 3,748.00</b>	<b>\$ 3,435.67</b>	<b>\$ 3,756.20</b>	<b>100.22%</b>	<b>\$ 320.53</b>
<b>Expenses</b>					
5005100 Fund 50 Audit					
5005101 Audit	9,700.00	8,891.67	8,600.00	88.66%	-291.67
<b>Total 5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 8,891.67</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>-\$ 291.67</b>
<b>Total Expenses</b>	<b>\$ 9,700.00</b>	<b>\$ 8,891.67</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>-\$ 291.67</b>
<b>Net Operating Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 5,456.00</b>	<b>-\$ 4,843.80</b>	<b>81.38%</b>	<b>\$ 612.20</b>
<b>Net Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 5,456.00</b>	<b>-\$ 4,843.80</b>	<b>81.38%</b>	<b>\$ 612.20</b>

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

July - March, 2018

May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
4004000 LF-Property Taxes	14,996.00	13,746.33	15,026.69	100%	1,280.36
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 14,996.00</b>	<b>\$ 13,746.33</b>	<b>\$ 15,026.69</b>	<b>100%</b>	<b>\$ 1,280.36</b>
<b>Total Income</b>	<b>\$ 14,996.00</b>	<b>\$ 13,746.33</b>	<b>\$ 15,026.69</b>	<b>100%</b>	<b>1,280.36</b>
<b>Gross Profit</b>	<b>\$ 14,996.00</b>	<b>\$ 13,746.33</b>	<b>\$ 15,026.69</b>	<b>100%</b>	<b>1,280.36</b>
<b>Expenses</b>					
4005100 Fund 40 Liability	36,040.00	33,036.67			
4005101 D & O			5,906.00		
4005103 Workers Comp			-43.00		
4005104 Insurance Package			17,558.67		
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 36,040.00</b>	<b>\$ 33,036.67</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(9,615.00)</b>
<b>Total Expenses</b>	<b>\$ 36,040.00</b>	<b>\$ 33,036.67</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(9,615.00)</b>
<b>Net Operating Income</b>	<b>-\$ 21,044.00</b>	<b>-\$ 19,290.33</b>	<b>-\$ 8,394.98</b>	<b>40%</b>	<b>10,895.35</b>
<b>Net Income</b>	<b>-\$ 21,044.00</b>	<b>-\$ 19,290.33</b>	<b>-\$ 8,394.98</b>	<b>40%</b>	<b>10,895.35</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July - March, 2018  
 May 2018 - 92%

	Budget 2017-18		Actual May 2018		
	Full Year	Prorated Through May 2018	May 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
Total Income				0%	
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	0%	
<b>Expenses</b>					
6005100 Unemployment	1,000.00	916.67		0%	(916.67)
Total Expenses	\$ 1,000.00	\$ 916.67	\$ 0.00	0%	(916.67)
Net Operating Income	-\$ 1,000.00	-\$ 916.67	\$ 0.00	0%	(916.67)
Net Income	-\$ 1,000.00	-\$ 916.67	\$ 0.00	0%	(916.67)

# Winnetka-Northfield Public Library District

## CHECK DETAIL

May 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
1001001	GF - Operating Checking - FT					
05/02/2018	Bill Payment (Check)	DD	COMED		C	-430.06
						-430.06
05/04/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-5,383.39
						-5,383.39
05/04/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,580.28
						-1,580.28
05/04/2018	Bill Payment (Check)	2283	Colfax Corporation		C	-11,915.00
						-11,915.00
05/04/2018	Bill Payment (Check)	2284	Communication Revolving Fund		C	-450.00
						-450.00
05/04/2018	Bill Payment (Check)	2285	Wayne Endre Contracting, Inc.			-375.00
						-375.00
05/04/2018	Bill Payment (Check)	2286	Art Excursions, Inc. (Jeff Mishur)		C	-350.00
						-350.00
05/04/2018	Bill Payment (Check)	2287	Leslie Goddard		C	-275.00
						-275.00
05/07/2018	Bill Payment (Check)	DD	U.S. Postal Service			-100.00
						-100.00
05/07/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-621.94
						-621.94
05/07/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,432.50
						-1,432.50
05/07/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-659.08
						-659.08
05/07/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,308.07
						-1,308.07

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/07/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS			-891.45
						-891.45
05/07/2018	Bill Payment (Check)	ACH	Library Store		C	-279.37
						-279.37
05/07/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,352.05
						-1,352.05
05/07/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-190.96
						-190.96
05/08/2018	Bill Payment (Check)	DD	COMCAST		C	-237.85
						-237.85
05/11/2018	Bill Payment (Check)	ACH	RECORDED BOOKS, INC.		C	-9,234.20
						-9,234.20
05/11/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,981.27
						-1,981.27
05/11/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-1,600.62
						-1,600.62
05/11/2018	Bill Payment (Check)	2288	U.S. Postal Service		C	-728.83
						-728.83
05/11/2018	Bill Payment (Check)	2289	Pioneer Press	Voided	C	0.00
						0.00
05/11/2018	Bill Payment (Check)	2290	New York Times		C	-1,201.20
						-1,201.20
05/11/2018	Bill Payment (Check)	2291	Wall Street Journal		C	-467.88
						-467.88
05/11/2018	Bill Payment (Check)	2292	The Mike Schneider Band		C	-264.00
						-264.00
05/11/2018	Bill Payment (Check)	2293	Product Architecture and Design			-3,760.00
						-3,760.00
05/11/2018	Bill Payment (Check)	2294	Quench USA, Inc.		C	-204.00
						-204.00
05/11/2018	Bill Payment (Check)	2295	Counseling Center of the North Shore		C	-80.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-80.00
05/11/2018	Bill Payment (Check)	2297	Betsy Griebenow		C	-15.00
						-15.00
05/14/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-611.18
						-611.18
05/14/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-197.57
						-197.57
05/14/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,102.38
						-1,102.38
05/14/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-37.50
						-37.50
05/14/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-636.00
						-636.00
05/14/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		C	-32.00
						-32.00
05/14/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-182.38
						-182.38
05/14/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70
						-394.70
05/14/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
						-799.98
05/18/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,894.66
						-1,894.66
05/18/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-2,463.86
						-2,463.86
05/18/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,614.63
						-1,614.63
05/18/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-40,021.33
						-40,021.33
05/18/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,975.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,975.00
05/18/2018	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,236.00
						-2,236.00
05/18/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		C	-1,770.53
						-1,770.53
05/18/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,188.87
						-5,188.87
05/18/2018	Bill Payment (Check)	2298	DeFranco Plumbing			-409.50
						-409.50
05/18/2018	Bill Payment (Check)	2299	Shales McNutt Construction		C	-507,374.83
						-507,374.83
05/19/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-856.00
						-856.00
05/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,889.81
						-2,889.81
05/21/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-477.74
						-477.74
05/21/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-519.89
						-519.89
05/21/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-248.79
						-248.79
05/21/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-667.90
						-667.90
05/21/2018	Bill Payment (Check)	ACH	QUILL CORPORATION			-0.96
						-0.96
05/21/2018	Bill Payment (Check)	ach	NATIONWIDE RETIREMENT SOLUTIONS		C	-856.00
						-856.00
05/25/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-13,973.57
						-13,973.57
05/25/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC	Voided	C	0.00
						0.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/25/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-8,486.89 -8,486.89
05/25/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-6,798.45 -6,798.45
05/25/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-13,516.70 -13,516.70
05/25/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-1,757.75 -1,757.75
05/25/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-791.59 -791.59
05/25/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,757.75 -1,757.75
05/25/2018	Bill Payment (Check)	2321	MIDWEST TAPE	Voided - Customer #2000007094 - Library Materials		0.00 0.00
05/25/2018	Bill Payment (Check)	2300	Forward Space			-9,775.72 -9,775.72
05/25/2018	Bill Payment (Check)	2301	Communication Revolving Fund			-450.00 -450.00
05/25/2018	Bill Payment (Check)	2302	Cheryl Rich Heisler			-175.00 -175.00
05/25/2018	Bill Payment (Check)	2303	Jimmy Gonzalez			-48.21 -48.21
05/25/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-791.59 -791.59
05/29/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.			-330.00 -330.00
05/29/2018	Bill Payment (Check)	ACH	CALL ONE		C	-389.40 -389.40
05/29/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-665.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-665.00
05/29/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-891.45
						-891.45
05/29/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.			-239.47
						-239.47
05/29/2018	Bill Payment (Check)	ACH	DEMCO			-408.35
						-408.35
05/29/2018	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.			-32.44
						-32.44
05/31/2018	Bill Payment (Check)	DD	COMED		C	-526.45
						-526.45

## **Financial Report**

### **Expenditures:**

- Ordering of materials was suspended for one month due the migration, though with the amount of boxes arriving we should be back on track by the end of the fiscal year.
- We have received a donation check from the Friends of the Library for \$20,000 which will be reflected in the June financials.
- Administrative spending on tract with the overage due to Architect fees being included in the consulting line.

## **Building and Grounds**

We are in the final stages with last minute punch list items in process. Furniture is being delivered, however there has been an issue:

The factory responsible for the shelving units is now not able to deliver until July. Library Furniture International (LFI), however, has brought in temporary shelving so that we will be ready for the Grand Opening. When the new shelving is ready LFI will remove and install the final shelving.

Northfield staff met with Rebecca Wolf, Library Director, to talk about generating concrete ideas for the new service desk. Kristin Carlson, Branch Manager, is planning site visits with the staff over the next few weeks to see other service points and what features might work in Northfield. Staff will take pictures and write up answers to specific questions during their visits. Results of the visits will be shared with all staff for feedback and discussion.

## **Staff Training:**

### **Circulation/Reference Desk Merge**

Courtney Volny, Circulation Services Coordinator, Katie Cangelosi, Administration and Adult Services Assistant, Naomi Wolfson, Head of Technical Services, and Emily Compton-Dzak, Assistant Director and Head of Adult Services trained all Adult Services and Circulation Department desk staff on public service expectations in preparation for the move to the permanent combination desk on June 1<sup>st</sup>. Training included how to do rounds, phone etiquette, and tips on providing excellent customer service. Naomi Wolfson trained staff on the self-check machines and checking in/out materials with RFID pads.

Mark Swenson, Head of Information Technology attended SQL training for Polaris.

## **Collection Development Improvements:**

Librarian Erin Collins began a major overhaul and beautification project of the lower level adult book collections in Winnetka. All Adult Services staff have contributed and continue, with a goal to complete the process by the Grand Reopening on June 23. Staff are working to pull damaged/grubby books off for withdrawal, shift collections up off the bottom shelves, and standardize shelf fill rates to roughly 75%. Erin is also ordering replacements of damaged materials that should remain in the collection, based on core collection standards.

Technical Services continues to troubleshoot Polaris issues with CCS, various consortia members, and Polaris staff. The Acquisition and Cataloging Modules settings are not yet 100% functional consistently.

## **Circulation Services**

Total circulation for the month of May FY 2017/2018 was **36,296** compared to **33,551** for the same month last year.

This represents a net change of **8.18 %**.

Cumulative circulation through May FY 2017/2018 is **353,284** compared to **375,342** for the previous fiscal year to date.

This represents a net change of **-5.88 %**

Winnetka Library's circulation for the month of May FY 2017/2018 was **20,684** compared to **19,839** for the same month last year.

This represents a net change of **4.26 %**.

Northfield Library's circulation for the month of May FY 2017/2018 was **12,552** compared to **10,559** for the same month last year.

This represents a net change of **18.87 %**.

Virtual Branch circulation for the month of May FY 2017/2018 was **3,060** compared to **3,153** for the same month last year.

This represents a net change of **-2.95 %**.

#### Material Totals

	Books	Audio	Video	Total
Initial Totals	82,631	6,053	11,953	100,637
May - Adds	1,716	86	212	2,014
May - W/D	0	0	0	0
May End Total	84,347	6,139	12,165	102,651

### **Technology**

#### Computer Usage

There were 652 public computer sessions at Winnetka with 59 percent of those occurring on laptops.

There were 789 public computer sessions at Northfield with 11 percent of those occurring on laptops.

Winnetka had 25,594 recorded hotspot sessions from 1,753 distinct devices. The average session time was 20 minutes. These sessions used a total of 433 GB of downstream bandwidth and 45 GB of upstream bandwidth.

Northfield had 7,513 hotspot sessions from 1038 distinct devices. The average session time was 39 minutes. These sessions used a total of about 246 GB of downstream bandwidth and about 30 GB of upstream bandwidth.

We had 9,178 web sessions with 5,177 unique website users as counted by Google Analytics. The sessions number is down from last year's 10,291 sessions, and the unique visitors count is down from last year's 6,046 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 May FY 2017/2018 was **1,069** compared to **1,215** for the same month last year.

This represents a net change of **-12.02 %**

Cumulative District Program Attendance through May FY 2017/2018 is **14,141** compared to **14,481** for the same month last year.

This represents a net change of **-2.35 %**

#### Programming Highlights

- ***Georgia O'Keeffe : The Inspiration of Nature with Leslie Goddard*** was attended by **31** patrons. In this living-history performance, historian Leslie Goddard portrays Georgia O'Keeffe.
- ***3d Print Your Own Seed Starter*** was attended **11** patrons. Patrons learned TinkerCAD from Librarian Nick Mall and used it to design their own seed starters to be printed on the 3d printer.
- ***Modern Silhouettes: A Painter's Workshop*** was attended by **8** patrons. Participants used watercolor pencils to create classic silhouettes with a twist.
- ***The Trials of Mary Lincoln*** was attended **22** adults. Attendees enjoyed a performance by Lynn Rymarz as Mary Todd Lincoln from Springfield, Illinois to her time as First Lady of the United States and the trials of the Civil War.

### Communications and Marketing

In addition to our day-to-day marketing activities, we are in the thick of the planning for the launch of Summer Reading on June 8. We have been working on the promotional materials to push out the message with the Summer Reading Committee and we expect an exciting Summer ahead. This year we have added an Instagram component to help engage with our patrons through social media. All promotional materials encourage patrons to share their summer reading adventures with us #winnlib.

The One Book Two Villages ticket sales have kicked off, and we are promoting the event via Facebook, Instagram and Constant Contact emails. We are tracking ticket sales and will increase promotions in the coming days/weeks.

We are spreading the word about the Grand Reopening event on Saturday, June 23. We have reached out to local school districts (Winnetka and Avoca), to community/government calendars and newsletters (Village of Winnetka and Winnetka-Northfield Chamber of Commerce) and press/newsletters (Winnetka Current, Winnetka Talk, The Patch, North Shore Newsletter, Make it Better Magazine and Sheridan Road Magazine among others). We will continue to push for excitement and community involvement in the event.

# Summary Report for May FY 2017/2018

## Circulation Report

### Winnetka Library/WNK Circulation

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -
<b>Books</b>	6,102	5,523	10.48 %	54,819	61,272	-10.53 %	<b>Books</b>	7,206	6,858	5.07 %	73,216	76,898	-4.79 %
<b>Book - Fiction</b>	2,830	2,515	12.52 %	26,064	28,034	-7.03 %	<b>Book - Fiction</b>	6,001	5,906	1.61 %	63,813	67,344	-5.24 %
<b>Book - Nonfiction</b>	3,272	3,008	8.78 %	28,755	33,238	-13.49 %	<b>Book - Nonfiction</b>	1,205	952	26.58 %	9,403	9,554	-1.58 %
<b>Audiobook - CD</b>	475	559	-15.03 %	4,987	5,976	-16.55 %	<b>Audiobook - CD</b>	71	61	16.39 %	758	730	3.84 %
<b>Music CD</b>	123	185	-33.51 %	1,175	2,070	-43.24 %	<b>Music CD</b>	62	39	58.97 %	576	604	-4.64 %
<b>Playaway</b>	184	159	15.72 %	1,715	2,067	-17.03 %	<b>Playaway</b>	186	109	70.64 %	2,006	1,589	26.24 %
<b>DVD/Blu-Ray</b>	4,814	3,694	30.32 %	34,999	37,142	-5.77 %	<b>DVD</b>	1,307	1,047	24.83 %	11,342	13,599	-16.60 %
<b>Magazine</b>	79	81	-2.47 %	728	911	-20.09 %	<b>Magazine</b>	-	-	-	2	12	-83.33 %
<b>Other</b>	7	59	-88.14 %	382	601	-36.44 %	<b>Other</b>	2	59	-96.61 %	524	771	-32.04 %
<b>Non-CCS ILL</b>	66	39	69.23 %	287	1,091	-73.69 %	<b>Non-CCS ILL</b>						
<b>ILL Lender</b>	-	1,367	-	11,037	16,591	-33.48 %	<b>ILL Lender</b>						
<b>Total</b>	<b>11,850</b>	<b>11,666</b>	<b>1.58 %</b>	<b>110,129</b>	<b>127,721</b>	<b>-13.77 %</b>	<b>Total</b>	<b>8,834</b>	<b>8,173</b>	<b>8.09 %</b>	<b>88,424</b>	<b>94,203</b>	<b>-6.13 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	689	682
Consortial Borrower Count	-	2,002

Winnetka Library's circulation for the month of May FY 2017/2018 was **20,684** compared to **19,839** for the same month last year. This represents a net change of **4.26 %**.

### Northfield Library/WBK

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -
<b>Books</b>	4,185	2,974	40.72 %	35,865	34,724	3.29 %	<b>Books</b>	3,885	3,151	11.46 %	38,639	34,667	11.46 %
<b>Book - Fiction</b>	2,837	2,021	40.38 %	23,961	23,807	0.65 %	<b>Book - Fiction</b>	3,181	2,406	32.21 %	32,109	29,106	10.32 %
<b>Book - Nonfiction</b>	1,348	953	41.45 %	11,904	10,917	9.04 %	<b>Book - Nonfiction</b>	704	745	-5.50 %	6,530	5,561	17.42 %
<b>Audiobook - CD</b>	425	322	31.99 %	3,910	3,854	1.45 %	<b>Audiobook - CD</b>	21	28	-25.00 %	390	370	5.41 %
<b>Music CD</b>	23	75	-69.33 %	733	965	-24.04 %	<b>Music CD</b>	42	41	2.44 %	434	673	-35.51 %
<b>Playaway</b>	49	31	58.06 %	475	535	-11.21 %	<b>Playaway</b>	42	42	0.00 %	774	661	17.10 %
<b>DVD</b>	2,853	1,883	51.51 %	21,216	20,969	1.18 %	<b>DVD/Blu-Ray</b>	944	648	45.68 %	7,585	7,349	3.21 %
<b>Magazine</b>	54	59	-8.47 %	540	637	-15.23 %	<b>Magazine</b>	-	-	-	10	3	233.33 %
<b>Other</b>	1	13	-92.31 %	119	128	-7.03 %	<b>Other</b>	9	25	-64.00 %	116	292	-60.27 %
<b>Non-CCS ILL</b>	19	40	-52.50 %	97	398	-75.63 %	<b>Non-CCS ILL</b>						
<b>ILL Lender</b>	-	1,227	-	8,037	13,083	-38.57 %	<b>ILL Lender</b>						
<b>Total</b>	<b>7,609</b>	<b>6,624</b>	<b>14.87 %</b>	<b>70,992</b>	<b>75,293</b>	<b>-5.71 %</b>	<b>Total</b>	<b>4,943</b>	<b>3,935</b>	<b>25.62 %</b>	<b>47,948</b>	<b>44,015</b>	<b>8.94 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	76	46
Consortial Borrower Count	-	1,060

Northfield Library's circulation for the month of May FY 2017/2018 was **12,552** compared to **10,559** for the same month last year. This represents a net change of **18.87 %**.

**Virtual Branch Circulation**

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
1,647	1,745	-5.62 %	19,312	18,515	4.30 %	728	747	-2.54 %	8,592	6,333	35.67 %	504	540	-6.67 %	6,321	7,634	-17.20 %

Videos Downloaded						Music Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
108	68	58.82 %	943	959	-1.67 %	73	53	37.74 %	623	669	-6.88 %

Virtual Branch circulation for the month of May FY 2017/2018 was **3,060** compared to **3,153** for the same month last year. This represents a net change of **-2.95 %**.

Cumulative virtual branch circulation through May FY -1/2018 is **35,791** compared to **34,110** for the previous fiscal year to date. This represents a net change of **4.93 %**.

**Total District**

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	10,287	8,497	21.07 %	90,684	95,996	-5.53 %	<b>Books</b>	11,091	10,009	10.81 %	111,855	111,565	0.26 %
<b>Book - Fiction</b>	5,667	4,536	24.93 %	50,025	51,841	-3.50 %	<b>Book - Fiction</b>	9,182	8,312	10.47 %	95,922	96,450	-0.55 %
<b>Book - Nonfiction</b>	4,620	3,961	16.64 %	40,659	44,155	-7.92 %	<b>Book - Nonfiction</b>	1,909	1,697	12.49 %	15,933	15,115	5.41 %
<b>Audiobook - CD</b>	900	881	2.16 %	8,897	9,830	-9.49 %	<b>Audiobook - CD</b>	92	89	3.37 %	1,148	1,100	4.36 %
<b>Music CD</b>	146	260	-43.85 %	1,908	3,035	-37.13 %	<b>Music CD</b>	104	80	30.00 %	1,010	1,277	-20.91 %
<b>Playaway</b>	233	190	22.63 %	2,190	2,602	-15.83 %	<b>Playaway</b>	228	151	50.99 %	2,780	2,250	23.56 %
<b>DVD/Blu-Ray</b>	7,667	5,577	37.48 %	56,215	58,111	-3.26 %	<b>DVD/Blu-Ray</b>	2,251	1,695	32.80 %	18,927	20,948	-9.65 %
<b>Other</b>	8	72	-88.89 %	501	729	-31.28 %	<b>Other</b>	11	84	-86.90 %	640	1,063	-39.79 %
<b>ILL Lender</b>	-	2,594	-	19,074	29,674	-35.72 %	<b>ILL Lender</b>	-	-	-	-	-	-
<b>Total</b>	<b>19,241</b>	<b>18,071</b>	<b>6.47 %</b>	<b>179,469</b>	<b>199,977</b>	<b>-10.26 %</b>	<b>Total</b>	<b>13,777</b>	<b>12,108</b>	<b>13.78 %</b>	<b>136,360</b>	<b>138,203</b>	<b>-1.33 %</b>

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	765	728
Consortial Borrower Count	-	3,062

Total circulation for the month of May FY 2017/2018 was **36,296** compared to **33,551** for the same month last year. This represents a net change of **8.18 %**.

Cumulative circulation through May FY 2017/2018 is **353,284** compared to **375,342** for the previous fiscal year to date. This represents a net change of **-5.88 %**.

# Library Activity Report

## Winnetka Library/WNK

Adult						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	0	10,911	-100.00 %	85,302	135,997	-37.28 %
Reference Questions	681	1,037	-34.33 %	8,707	11,475	-25.16 %
WNK Holds	-	2,618	-	22,390	29,783	-24.82 %
Website Usage	9,178	10,291	-10.82 %	107,272	118,150	-9.21 %
Studio	442	276	60.14 %	3,063	2,353	30.17 %
Genealogy	-	2	-	31	40	-22.50 %
Program Attendance	189	151	25.17 %	2,525	2,639	-4.32 %

Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							0
Reference Questions	540	608	-11.18 %	5,956	7,533	-20.93 %	1,221
WNK Holds							-
Website Usage (no. of sessions)							9,178
Studio							442
Genealogy							-
Program Attendance	568	655	-13.28 %	6,734	6,940	-2.97 %	757

## Northfield Library/WBK

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	4,860	7,181	-32.32 %	67,803	76,175	-10.99 %	People Counter							4,860
Reference Questions	1,065	891	19.53 %	10,298	10,424	-1.21 %	Reference Questions	77	105	-26.67 %	976	1,575	-38.03 %	1,142
WBK Holds	-	1,509	-	18,759	18,856	-0.51 %	WBK Holds							-
Program Attendance	93	108	-13.89 %	1,295	1,645	-21.28 %	Program Attendance	219	301	-27.24 %	3,587	3,257	10.13 %	312

Total District Program Attendance for the month of May FY 2017/2018 was **1,069** compared to **1,215** for the same month last year. This represents a net change of **-12.02 %**

Cumulative District Program Attendance through May FY 2017/2018 is **14,141** compared to **14,481** for the same month last year. This represents a net change of **-2.35 %**

Winnetka-Northfield Public Library District

Budget Draft July 2018- June 2019

April 2018 - 83%

	Budget 2017-18	April 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	% Budget Change	% Projected v Budget	
<b>Revenues</b>									
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 3,644,156	\$ 3,644,156	100.2%	\$ 7,462	\$ 3,725,392	2.4%	2.2%	\$ 3,817,000 Operating
<b>50 Audit Collection</b>	\$ 3,748.00	\$ 3,756.20	\$ 3,756	100.2%	\$ 8	\$ 4,000	6.7%	6.5%	\$ 276,510 other Funds
<b>40 Liability Collection</b>	\$ 14,996	\$ 15,027	\$ 15,027	100.2%	\$ 31	\$ 12,500	-16.6%	-16.8%	\$ 4,093,510 Total
<b>Fund IMRF Collection</b>	\$ 88,104	\$ 88,286	\$ 88,286	100.2%	\$ 182	\$ 90,000	2.2%	1.9%	\$ 4,001,902 Antcipated
<b>Fund FICA Collection</b>	\$ 20,620	\$ 20,662	\$ 20,662	100.2%	\$ 42	\$ 20,000	-3.0%	-3.2%	\$ 3,916,526 Collected
<b>Fund 79 Building/Equipment Collection</b>	\$ 144,343	\$ 144,639	\$ 144,639	100.2%	\$ 296	\$ 150,000	3.9%	3.7%	
<b>Unemployment</b>	\$ 10	\$ 0	\$ 10	100.0%	\$ -	\$ 10	0.0%	0.0%	
Total 0004500 Interest	\$ 30,000	\$ 63,854	\$ 65,000	216.7%	\$ 35,000	\$ 18,000	-40.0%	-72.3%	
1004040 Replacement Tax	\$ 25,000	\$ 16,759	\$ 17,000	68.0%	\$ (8,000)	\$ 20,000	-20.0%	17.6%	
Total 1004050 Per Capita Grant	\$ 14,107	\$ -	\$ 14,107	100.0%	\$ -	\$ 14,107	0.0%	0.0%	
1004060 Kenilworth Services	\$ 90,000	\$ 77,493	\$ 86,493	96.1%	\$ (3,507)	\$ 100,000	11.1%	15.6%	
Total 1004100 Fines	\$ 40,000	\$ 23,922	\$ 27,922	69.8%	\$ (12,078)	\$ 35,000	-12.5%	25.4%	
1004120 Studio Fees	\$ 4,500	\$ 2,437	\$ 2,887	64.2%	\$ (1,613)	\$ 4,500	0.0%	55.9%	
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,654	\$ 3,154	63.1%	\$ (1,846)	\$ 4,500	-10.0%	42.7%	
Total 1004300 Copy/Printing	\$ 9,000	\$ 12,384	\$ 13,284	147.6%	\$ 4,284	\$ 9,000	0.0%	-32.2%	
Total 1004700 Book Sales	\$ 2,000	\$ 538	\$ 738	36.9%	\$ (1,262)	\$ 2,000	0.0%	171.0%	
1004775 Miscellaneous Revenue	\$ -	\$ 1,617	\$ 1,617		\$ 1,617	\$ -			
Total 1004800 Contributions	\$ 32,500	\$ 4,761	\$ 25,000	76.9%	\$ (7,500)	\$ 30,000	-7.7%	20.0%	
<b>Total Revenues</b>	<b>\$ 4,160,622</b>	<b>\$ 4,122,946</b>	<b>\$ 4,173,738</b>	<b>100.3%</b>	<b>\$ 13,116</b>	<b>\$ 4,239,009</b>	<b>1.9%</b>	<b>1.6%</b>	
<b>Expenses</b>									
<b>1000000 Fund 10 General Expenses</b>									
<b>50 Audit</b>	\$ 9,700.00	\$ 8,600.00	\$ 9,000	92.8%	\$ (700)	\$ 9,800.00	1.0%	8.9%	
<b>40 Liability</b>	\$ 36,040	\$ 23,422	\$ 23,422	65.0%	\$ (12,618)	\$ 35,000	-2.9%	49.4%	
Total 10.5100 IT Services	\$ 171,000	\$ 111,665	\$ 171,000	100.0%	\$ -	\$ 173,150	1.3%	1.3%	
Total 1005000 Administrative Services	\$ 308,400	\$ 320,808	\$ 375,000	121.6%	\$ 66,600	\$ 311,625	1.0%	-16.9%	We have archtects fees in this I
Total 1005100 Personnel	\$ 1,992,210	\$ 1,424,736	\$ 1,739,000	87.3%	\$ (253,210)	\$ 1,835,000	-7.9%	5.5%	
<b>2005100 Fund 30 IMRF</b>	\$ 135,000	\$ 111,257	\$ 134,207	99.4%	\$ (793)	\$ 105,000	-22.2%	-21.8%	
<b>3005100 Fund 30 FICA</b>	\$ 135,000	\$ 95,702.15	\$ 118,652	87.9%	\$ (16,348)	\$ 125,000	-7.4%	5.3%	
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 58,652	\$ 72,100	100.0%	\$ -	\$ 81,100	12.5%	12.5%	

	Budget 2017-18	April 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	% Budget Change	% Projected v Budget	
Total 1015300 Adult Services - Winnetka	\$ 300,000	\$ 250,169	\$ 275,000	91.7%	\$ (25,000)	\$ 305,000	1.7%	10.9%	We have a Studio Expense for replacement of Laser tube
Total 1015345 - Books-Digital	\$ 140,000	\$ 147,625	\$ 175,000	125.0%	\$ 35,000	\$ 170,000	21.4%	-2.9%	See Materials
Total 1015400 Youth/Child-Winnetka	\$ 55,900	\$ 38,401	\$ 55,900	100.0%	\$ 55,900	\$ 56,900	1.8%	1.8%	
Total 1025300 Adult - Northfield	\$ 61,000	\$ 51,717	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%	0.0%	
Total 1025400 Youth/Children's Sv.- Northfield	\$ 30,000	\$ 21,106	\$ 30,000	100.0%	\$ 32,000	\$ 32,500	8.3%	8.3%	
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 991,544	\$ 2,400,000	120.9%	\$ 415,000	\$ 650,000	-67.3%	-72.9%	
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,431,350</b>	<b>\$ 3,655,406</b>	<b>\$ 5,639,281</b>	<b>103.8%</b>	<b>\$ 356,831</b>	<b>\$ 3,951,075</b>	<b>-27.3%</b>	<b>-29.9%</b>	
No Capital Outlay	\$ 3,446,350	\$ 2,663,862	\$ 3,239,281	94.0%	\$ (58,169)	\$ 3,301,075	-4.2%	1.9%	
<b>Total Revenues</b>	\$ 4,160,622	\$ 4,122,946	\$ 4,173,738	100.3%	\$ 13,116	\$ 4,239,009	1.9%	1.6%	
<b>Total Expenses</b>	\$ 5,734,157	\$ 3,871,513	\$ 5,941,281	103.6%	\$ 207,124	\$ 4,256,864	-25.8%	-28.4%	
<b>Net Operating Income</b>	<b>\$ (1,573,535)</b>	<b>\$ 251,432</b>	<b>\$ (1,767,543)</b>	<b>112.3%</b>	<b>\$ 1,169,328</b>	<b>\$ (17,855)</b>			
<b>Other Funds Expenses:</b>									
70050000 Fund 79 Building/Equipment	\$ 301,807	\$ 216,107	\$ 302,000	100.1%	\$ 193	\$ 304,789	1.0%	0.9%	
6005100 Fund Unemployment	\$ 1,000	\$ 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	1,670,000	-8.1%	
1005111 · Health Insurance	125,000	150,000	140,000	-6.7%	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	1,815,000	-8.0%	
1005114 · Conferences	19,000	20,000	20,000	0.0%	
Personnel	1,913,281	1,992,210	1,835,000	-7.9%	
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 · E Book-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%
<b>Total 1025441 · Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 15,500</b>	<b>1,000.00</b>	<b>7%</b>
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%
<b>Total 1025400 · Youth/Children's Sv.-Northfield</b>	<b>\$ 29,500</b>	<b>\$ 30,000</b>	<b>\$ 32,500</b>	<b>2,500.00</b>	<b>8%</b>
<b>Total Materials</b>	<b>FY16-17</b>	<b>FY16-17</b>	<b>FY 18- 19</b>		
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%
<b>Total Materials</b>	<b>566,400</b>	<b>586,900</b>	<b>625,400</b>	<b>38,500.00</b>	<b>7%</b>

Restricted Fund: Building and Sites Breakdown  
 BUDGET 2018-2019

JUNE 18, 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	\$ 64,898	2.1%	
Total 7005000 · Fund 70 Building/Equipment	\$ 285,895	\$ 301,807	\$ 304,789	5.6%	

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER): PROJECT: 2018 Renovation Projects

Winnetka-Northfield Library

768 Oak Street

Winnetka, IL 60093

FROM (CONTRACTOR):

Shales McNitt LLC

425 Renner Drive

Elgin, IL 60123

CONTRACT FOR:

VIA (Architect):

Product Architecture + Design

811 Evergreen, Suite 405

Chicago, IL 60642

APPLICATION NO. 4

PERIOD TO: May 31, 2018

ARCHITECT'S

PROJECT NO

CONTRACT DATE:



**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner	TOTAL		
Approved this Month			
Number	Date Approved		
TOTALS		0.00	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: *Winnetka McNitt* Date: 6/6/18

**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.

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 (Column G on Continuation Sheet) \$ 1,630,345.26

5. RETAINAGE:
  - a. Variable of Completed Work \$ 143,098.83  
(Column D + E on Continuation Sheet)
  - b. 10 % of Stored Material \$ 0.00  
(Column F on Continuation Sheet)

6. TOTAL EARNED LESS RETAINAGE \$ 143,098.83  
(Line 4 less Line 5 Total) \$ 1,487,246.43
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,136,324.53
8. CURRENT PAYMENT DUE \$ 350,921.90
9. BALANCE TO FINISH, PLUS RETAINAGE \$ 243,645.17  
(Line 3 less Line 6)

State of: ILLINOIS County of: Winnebago  
 Subscribed and sworn to before me this June 20 day of June, 2018  
 Notary Public: *Nicole M Frohling*  
 My Commission Expires: Jan 23, 2019



AMOUNT CERTIFIED \$ 350,921.90

By: *[Signature]* Date: 06.11.18  
 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 Payoff
				FROM PREV. APPLICATION (D+E)	THIS PERIOD						
	Carpentry/General Trades. Includes DFH (Ostrander)		247,662.00	163,190.00	84,472.00		247,662.00	100.0%	0.00	24,766.00	76,025.00
	Aluminum/Glazing (McHenry County Glass)		112,141.00	97,141.00	10,050.00		107,191.00	95.6%	4,950.00	10,719.00	9,045.00
	Framing/Drywall (L.J. Morse)		106,290.37	103,221.37	3,069.00		106,290.37	100.0%	0.00	10,629.04	2,762.10
	Acoustical Ceilings (Just Rite)		268,654.00	230,000.00	38,654.00		268,654.00	100.0%	0.00	26,865.00	34,789.00
	Painting/Malcovering (Netrow)		23,705.00	20,850.00	2,855.00		23,705.00	100.0%	0.00	2,370.50	2,569.50
	Flooring/Wall Tile (Douglas)		130,000.00	114,500.00	15,500.00		130,000.00	100.0%	0.00	13,000.00	13,950.00
	Plumbing (Jensen's)		35,600.00	23,200.00	10,400.00		35,600.00	100.0%	0.00	3,560.00	9,360.00
	HVAC (Jensen's)		64,674.00	59,417.00	5,257.00		64,674.00	100.0%	0.00	3,560.00	4,731.30
	Electrical/Low Voltage (Associated)		459,607.79	270,118.89	177,100.00		447,218.89	97.3%	12,388.90	44,721.89	159,390.00
	Construction Contingency		52,495.84				0.00	0.0%	52,495.84	0.00	0.00
	SMC Field/Office Administration		87,500.00	70,000.00	15,000.00		85,000.00	97.1%	2,500.00	0.00	15,000.00
	General Conditions/Clean Up		22,850.00	18,550.00	3,800.00		22,350.00	97.8%	500.00	0.00	3,800.00
	O&P/Insurance		87,611.60	63,000.00	19,500.00		82,500.00	94.2%	5,111.60	0.00	19,500.00
	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
	Signage Allowance		1,000.00				0.00	0.0%	1,000.00	0.00	0.00
A			1,730,891.60	1,244,688.26	385,657.00	0.00	1,630,345.26	94.2%	100,546.34	143,098.83	350,921.90

Winnetka-Northfield Library  
 Contingency  
 05/31/18

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	MCHenry 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	MCHenry Cty	Change in auto-door hardware		(635.00)
3	MCHenry Cty	Reverse CCO 001		(1,243.00)
4	MCHenry Cty	Change in handle size from 36" to 66"		64.00
5	MCHenry 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
8	All Five	Concrete cutting by All Five Concrete Cutting put into General Conditions		1,350.00
9	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 Prior Months 69,502.74

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	
1	Just Rite	Ceiling Patch Work after Casework Demo	331.00
2	Just Rite	ASI #19 Pricing	1,323.00
12	Associated	ASI #19 Pricing	2,587.42
4	Ostrander	ASI #19 Pricing	1,760.00

Total Contingency Used This Month 6,001.42

Contingency Balance End of Month 52,495.84

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER): Northfield/Winnemka Library 7666 Oak St Winnemka, IL		PROJECT: Library Renovation	APPLICATION NO.: 3	Distribution to:	OWNER
CONTRACTOR: Ostrand Construction, Inc. 2001 Butterfield Rd. Downers Grove, IL 60515		VIA (ARCHITECT): Product Architecture	PERIOD FROM: 5/1/18	<input type="checkbox"/>	ARCHITECT
CONTRACT FOR: CARPENTRY/Demo			PERIOD TO: 6/1/18	<input type="checkbox"/>	CONTRACTOR
			ARCHITECT'S PROJECT NO:	<input type="checkbox"/>	
			CONTRACT DATE: 11/21/17	<input type="checkbox"/>	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	TOTAL	\$14,662.00
DEDUCTIONS		\$0.00
Approved this Month		
Number	Date Approved	
TOTALS		\$ 0.00
Net change by Change Orders		\$14,662.00

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: Ostrand Construction, Inc.

By:  Date: 5/24/18

**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 is made for Payment, as shown below, in connection with the Contract: Continuation Sheet, Schedule of Values, is attached.

1. ORIGINAL CONTRACT SUM \$ 233,000.00
2. Net change by Change Orders \$ 14,662.00
3. CONTRACT SUM TO DATE \$ 247,662.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Schedule of Values) \$ 247,662.00
5. RETAINAGE:
  - a. 10% of Completed Work (Column D + E on Schedule of Values) \$ 24,766.00
  - b. 10% of Stored Material (Column D + E on Schedule of Values) \$ \_\_\_\_\_

6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 222,896.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 146,871.00
8. CURRENT PAYMENT DUE \$ 76,025.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$ 24,766.00

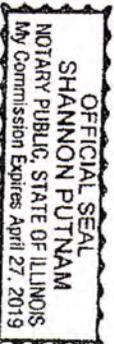
State of: ILLINOIS

Subscribed and sworn to before me this 24th day of May 2018.

Notary Public: Shannon Putnam  
My Commission Expires: April 27, 2019  
AMOUNT CERTIFIED: \$ \_\_\_\_\_  
(Attached explanation if amount certified differs from the amount applied for.)

ARCHITECT:  Date: 06.11.18

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.



**SCHEDULE OF VALUES**

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification attached. In tabulations below, amounts are stated to the nearest dollar. Use Column 1 on Contract where variable retainage for line items may apply.

**Whnetka/Northfield Library OSTRANDER CONSTRUCTION**

APPLICATION NUMBER: 3  
 APPLICATION DATE: 05/25/18  
 PERIOD TO: 06/01/18  
 ARCHITECT'S PROJECT NO: \_\_\_\_\_

A	B	C	D	E	F	G	H	I	
Item No.	Description of Work	Scheduled Value	Work From Previous Application (D+E)	Completed This Period	Materials Presently Stored (NOT IN D or E)	Total Completed and Stored	%(G/C)	Balance to Finish (C-G)	Retainage
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
	Mobilize	2,000.00	2,000.00	0.00		2,000.00	#DIV/0!	0.00	0.00
	Temp Protection	4,000.00	4,000.00	0.00		4,000.00	100%	0.00	200.00
	Demo	63,500.00	59,000.00	4,500.00		63,500.00	100%	0.00	400.00
	Doors	27,000.00	21,400.00	5,600.00		27,000.00	100%	0.00	6,350.00
	Window Shades	12,200.00	3,000.00	9,200.00		12,200.00	100%	0.00	2,700.00
	Bathroom accessories	15,000.00	3,750.00	11,250.00		15,000.00	100%	0.00	1,500.00
	Millwork	56,760.00	40,000.00	16,760.00		56,760.00	100%	0.00	5,676.00
	Misc Carpentry	9,540.00	6,540.00	3,000.00		9,540.00	100%	0.00	954.00
	Masonry	15,000.00	5,000.00	10,000.00		15,000.00	100%	0.00	1,500.00
	CO's 1,2,3,4	0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		14,662.00	0.00	14,662.00		14,662.00	100%	0.00	1,466.00
		0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
	Bonds	0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		3,000.00	3,000.00	0.00		3,000.00	100%	0.00	300.00
	Gen Conditions & Oh Fee	25,000.00	15,500.00	9,500.00		25,000.00	100%	0.00	2,500.00
		0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		0.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
		0.00	0.00	0.00		0.00	100%	0.00	0.00
	<b>TOTAL 1P</b>	<b>247,662.00</b>	<b>163,190.00</b>	<b>84,472.00</b>	<b>0.00</b>	<b>247,662.00</b>	<b>100%</b>	<b>0.00</b>	<b>24,766.00</b>

# PAYMENT APPLICATION

TO: **Shales McNitt LLC**  
 425 Renner Dr  
 Elgin, IL 60123  
 Attn:

FROM: **McHenry County Glass & Mirror, Inc.**  
 2809 Barney Court  
 McHenry, IL 60051

FOR: **Storefront/Glass Walls/ Glazing Work**

PROJECT NAME AND LOCATION: **Winnelka Northfield Library**  
**768 Oak Street**  
**Winnelka, IL 60093**

ARCHITECT: **Product Architecture & Design**  
 811 Evergreen Suite 405  
 Chicago, IL 60642

CONSTRUCTION MANAGER: **Shales McNitt LLC**

APPLICATION # **4** Distribution to:  
 PERIOD THRU **05/31/2018**  OWNER  
 PROJECT #s:  CONSTRUCTION MANAGER  
 DATE OF CONTRACT: **11/21/2017**  ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.  
 Continuation Page is attached.

1. CONTRACT AMOUNT		\$112,000.00
2. SUM OF ALL CHANGE ORDERS		\$141.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)		\$112,141.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)		\$107,191.00
5. RETAINAGE:		
a. 10.00% of Completed Work (Columns D + E on Continuation Page)		\$10,719.00
b. 10.00% of Material Stored (Column F on Continuation Page)		\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		\$10,719.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)		\$96,472.00
7. LESS PREVIOUS PAYMENT APPLICATIONS		\$87,427.00
8. PAYMENT DUE		\$9,045.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)		\$15,669.00

Contractor's signature below is this assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents; (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: **McHenry County Glass & Mirror, Inc.**

By: *[Signature]* Date: **05/18/2018**

State of: **Illinois**  
 County of: **McHenry**  
 Subscribed and sworn to before me this **18th** day of **May** 2018  
 Notary Public: *[Signature]*  
 My Commission Expires: **1/17/2021**

NE  
 "OFFICIAL SEAL"  
 BESSIE JOY KAUFHOLD  
 Notary Public, State of Illinois  
 My Commission Expires 1/17/2021

**CERTIFICATION**

The Construction Manager and Architect's signatures below are their assurance to Owner, concerning the payment herein applied for, that: (1) they have inspected the Work represented by this Application; (2) such Work has been completed to the extent indicated in this Application; and the quality of workmanship and materials conforms with the Contract Documents; (3) this Application for Payment accurately states the amount of Work completed and payment due therefor; and (4) Construction Manager and Architect know of no reason why payment should not be made.

CERTIFIED AMOUNT: **\$9,045.00**

(If the certified amount is different from the payment due, you should attach an explanation. Initial all figures that are changed to match the certified amount.)

CONSTRUCTION MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ Date: **05.11.18**  
 By: *[Signature]*

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

Payment Application containing Contractor's signature is attached.

PROJECT: Winnetka-Northfield Library  
 Winnetka-Northfield Public Library Dist Main  
 Level Renov.

APPLICATION #: 4  
 DATE OF APPLICATION: 05/18/2018  
 PERIOD THRU: 05/31/2018  
 PROJECT #s:

A ITEM #	B WORK DESCRIPTION	C SCHEDULED AMOUNT	D COMPLETED WORK		F STORED MATERIALS (NOT IN D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H % COMP. (G / C)	I BALANCE TO COMPLETION (C-G)	J RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Storefront & Doors	\$3,300.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100%	\$0.00	\$330.00
2	Folding Doors	\$14,757.00	\$14,757.00	\$0.00	\$0.00	\$14,757.00	100%	\$0.00	\$1,476.00
3	Exterior Glass	\$4,900.00	\$4,900.00	\$0.00	\$0.00	\$4,900.00	100%	\$0.00	\$490.00
4	Markerboards	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100%	\$0.00	\$320.00
5	All Glass Doors	\$7,200.00	\$7,200.00	\$0.00	\$0.00	\$7,200.00	100%	\$0.00	\$720.00
6	Auto Doors	\$13,996.00	\$13,996.00	\$0.00	\$0.00	\$13,996.00	100%	\$0.00	\$1,400.00
7	Hardware	\$8,500.00	\$8,500.00	\$0.00	\$0.00	\$8,500.00	100%	\$0.00	\$850.00
8	Misc. Material	\$2,797.00	\$1,597.00	\$0.00	\$0.00	\$1,597.00	57%	\$1,200.00	\$160.00
9	Borrowed Lites	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100%	\$0.00	\$60.00
10	Fabrication Labor	\$3,820.00	\$3,820.00	\$0.00	\$0.00	\$3,820.00	100%	\$0.00	\$382.00
12	Field Labor	\$27,500.00	\$16,500.00	\$8,250.00	\$0.00	\$24,750.00	90%	\$2,750.00	\$2,475.00
13	Shops/Submittals	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	\$150.00
14	Bonds	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	100%	\$0.00	\$193.00
15	MCG OH&P	\$18,000.00	\$15,200.00	\$1,800.00	\$0.00	\$17,000.00	94%	\$1,000.00	\$1,700.00
16	Change Order 1	(\$635.00)	(\$635.00)	\$0.00	\$0.00	(\$635.00)	100%	\$0.00	(\$63.00)
17	Change Order 2	(\$1,243.00)	(\$1,243.00)	\$0.00	\$0.00	(\$1,243.00)	100%	\$0.00	(\$124.00)
18	Change Order 3	\$64.00	\$64.00	\$0.00	\$0.00	\$64.00	100%	\$0.00	\$6.00
19	Change Order 4	\$712.00	\$712.00	\$0.00	\$0.00	\$712.00	100%	\$0.00	\$71.00
20	Change Order 5								
TOTALS		\$112,141.00	\$97,141.00	\$10,050.00	\$0.00	\$107,191.00	96%	\$4,950.00	\$10,719.00

**Application and Certificate for Payment**

**To Owner:** Winnetka-Northfield Library  
768 Oak Street  
Winnetka, IL 60093

**Project:** Winnetka-Northfield Library  
Main Level Renovation  
768 Oak Street  
Winnetka, IL 60093

**Application No: 3**  
**Period To: 5/31/2018**  
**Contract For: Drywall Work**  
**Contract Date: 11/21/2017**  
**Project Nos: 17-016**

**From Contractor:** L.J. Morse Construction Co.  
128 S. Broadway  
Aurora, IL 60505

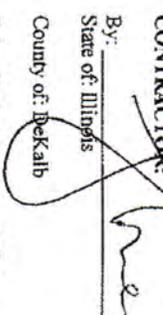
**Via Architect:** Product Architecture + Design  
811 Evergreen  
Suite 405  
Chicago, IL 60642

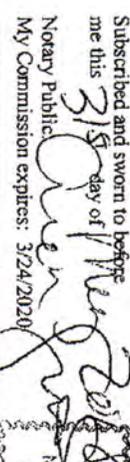
**CONTRACTOR'S APPLICATION FOR PAYMENT**

- 1) ORIGINAL CONTRACT SUM ..... \$80,006.00
- 2) Net change by Change Orders ..... \$26,284.37
- 3) CONTRACT SUM TO DATE ..... \$106,290.37
- 4) TOTAL COMPLETED & STORED TO DATE ..... \$106,290.37
- 5) Retainage:
  - a. Completed Work ..... \$10,629.04
  - b. Stored Material ..... \$0.00
- Total Retainage ..... \$10,629.04
- 6) Total Earned less Retainage ..... \$95,661.33
- 7) Less Previous Certificates for Payment ..... \$92,899.23
- 8) CURRENT PAYMENT DUE ..... \$2,762.10
- 9) Balance to Finish, including Retainage ..... \$10,629.04

CHANGE ORDER SUMMARY		
	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	26,284.37	0.00
Total approved this Month	0.00	0.00
TOTALS	26,284.37	0.00
NET CHANGES by Change Order	26,284.37	

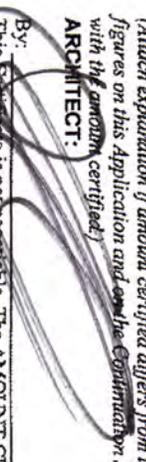
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

**CONTRACTOR:**   
By: \_\_\_\_\_ Date: 5/31/18  
State of Illinois  
County of: DeKalb

Subscribed and sworn to before me this 31<sup>st</sup> day of May 2018  
Notary Public:   
My Commission expires: 3/24/2020  
**AMANDA J GILLETTE**  
OFFICIAL SEAL  
NOTARY PUBLIC GILLETTE OF ILLINOIS  
MY COMMISSION NO. 157813 EXPIRES 3/24/2020

**ARCHITECT'S CERTIFICATE FOR PAYMENT**  
In accordance with the Contract Documents, based on on-site observations and the data comprising this 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.

**AMOUNT CERTIFIED** ..... \$ 2,762.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Confirmation Sheet that are changed to conform with the amount certified.)  
**ARCHITECT:**   
By: \_\_\_\_\_ Date: 06.11.18

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

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

Application No: 3  
 Application Date: 5/25/2018  
 Period To: 5/31/2018  
 Architect's Project No: 17-016

A ITEM No.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED			F STOCKED MATERIALS	G TOTAL	H %	I BALANCE	J RETAINAGE
			PREVIOUS	THIS PERIOD						
1	Framing Materials	7,595.00	7,595.00	0.00	0.00	0.00	7,595.00	100	0.00	759.50
2	Framing Labor	26,096.00	24,795.00	1,301.00	0.00	0.00	26,096.00	100	0.00	2,609.60
3	Hanging/Insulation Materials	6,860.00	6,860.00	0.00	0.00	0.00	6,860.00	100	0.00	686.00
4	Hanging/Insulation Labor	23,839.00	22,650.00	1,189.00	0.00	0.00	23,839.00	100	0.00	2,383.90
5	Taping Materials	886.00	886.00	0.00	0.00	0.00	886.00	100	0.00	88.60
6	Taping Labor	14,730.00	14,440.00	290.00	0.00	0.00	14,730.00	100	0.00	1,473.00
7	-----	0.00	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
8	CO#1 PCO#1 IFC Changes	2,782.00	2,782.00	0.00	0.00	0.00	2,782.00	100	0.00	278.20
9	CO#2 PCO#2 ASI 07 ACT Walls #1	10,059.00	10,059.00	0.00	0.00	0.00	10,059.00	100	0.00	1,005.90
10	CO#3 PCO#5 ASI 07 ACT Walls #4	2,723.00	2,723.00	0.00	0.00	0.00	2,723.00	100	0.00	272.30
11	CO#4 PCO#3 ASI 07 ACT Walls #2	5,784.00	5,495.00	289.00	0.00	0.00	5,784.00	100	0.00	578.40
12	CO#5 PCO#6 ASI 07 ACT Walls #5	3,211.00	3,211.00	0.00	0.00	0.00	3,211.00	100	0.00	321.10
13	CO#6 PCO#7 Skim Coat Columns	1,725.37	1,725.37	0.00	0.00	0.00	1,725.37	100	0.00	172.54
		\$ 106,290.37	\$ 103,221.37	\$ 3,069.00	\$ 0.00	\$ 0.00	\$ 106,290.37	100	\$ 0.00	\$ 10,629.04

**CONTINUATION SHEET**

**AIA DOCUMENT G703**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

Application No: 3  
 Application Date: 5/25/2018  
 Period To: 5/31/2018  
 Architect's Project No: 17-016

A ITEM No.	B DESCRIPTION	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F STORED MATERIALS	G TOTAL	H %	I BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD						

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO CONTRACTOR: Shales McInt, LLC  
425 Reimer Dr.  
Eglin, IL 60123

PROJECT: Winnetka-Northfield Public Library  
768 Oak St.  
Winnetka, IL

FROM CONTRACTOR: Just Rite Acoustics, Inc.  
1501 Estes Ave.  
Elk Grove Village, IL 60007

VIA ARCHITECT:

CONTRACT FOR: ACT, Wood, WP

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Since: AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 267,000.00
2. Net change by Change Orders \$ 1,654.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 268,654.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 268,654.00
5. RETAINAGE:
  - a. 10 % of Completed Work \$ 26,865.00  
(Column D + E on G703)
  - b. % of Stored Material \$ \_\_\_\_\_  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 26,865.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 241,789.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 207,000.00
8. CURRENT PAYMENT DUE \$ 34,789.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less Line 6) \$ 26,865.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$1,654.00	\$0.00
TOTALS	\$1,654.00	\$0.00
NET CHANGES by Change Order	\$1,654.00	

APPLICATION NO: 3R

PERIOD TO: May 31, 2018

PROJECT NOS:

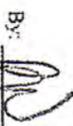
CONTRACT DATE:

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

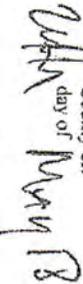
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR:

NOTARY PUBLIC - STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 12/05/21

By: 

Date: 

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:   
 My commission expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the 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.

AMOUNT CERTIFIED: ..... \$ 34,789

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Since that changed to conform with the amount certified.)*

By:  Date: 06.11.18

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

**Just Rite Acoustics, Inc.**  
 1501 Estes Avenue  
 Elk Grove Village, IL 60007

**JOB NAME:** Winnetka-Northfield Public Library  
**GENERAL CONT:** Shales McNutt  
**APPLICATION DATE:** 5/21/2018-R  
**PERIOD TO:** 05/31/18

ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK THIS PERIOD	STORED MATERIALS	TOTAL COMPLETE	%	BALANCE TO FINISH	RETAINAGE
1	ACT Labor	\$8,280	\$8,280	\$0		\$8,280	100%	\$0	\$828
2	Material	\$10,120	\$10,120	\$0		\$10,120	100%	\$0	\$1,012
3	Wood								
4	Labor	\$95,220	\$95,220	\$0		\$95,220	100%	\$0	\$9,522
5	Material	\$116,380	\$116,380	\$0		\$116,380	100%	\$0	\$11,638
6	WP								
7	Labor	\$12,950	\$0	\$12,950		\$12,950	100%	\$0	\$1,295
8	Material	\$24,050	\$0	\$24,050		\$24,050	100%	\$0	\$2,405
9	CO #1	\$331	\$0	\$331		\$331	100%	\$0	\$33
10	CO #2	\$1,323	\$0	\$1,323		\$1,323	100%	\$0	\$132
11									
12									
13		\$268,654	\$230,000	\$38,654	\$0	\$268,654	100%	\$0	\$26,865

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER:  
Shales McNair, LLC.  
425 Renner Drive  
Elgin, Illinois 60123

FROM CONTRACTOR:  
Douglas Floor Covering, Inc.  
200 Alder Drive  
North Aurora, Illinois 60542

PROJECT: Winnetka/Northfield Library

APPLICATION NO: 3

Distribution to:

VIA ARCHITECT:

PERIOD TO: 5/31/18

OWNER  
ARCHITECT  
CONTRACTOR

PROJECT NOS:

CONTRACT DATE:

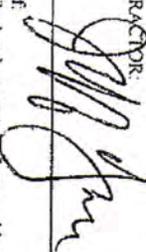
CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	130,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	130,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	130,000.00
5. RETAINAGE:		
a. 10 % of Completed Work	\$	13,000.00
b. (Column D + E on G703)	\$	
% of Stored Material	\$	
(Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	13,000.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	117,000.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	103,050.00
8. CURRENT PAYMENT DUE	\$	13,950.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	13,000.00

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00	
Total approved this Month		\$0.00	
TOTALS		\$0.00	\$0.00
NET CHANGES by Change Order		\$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.

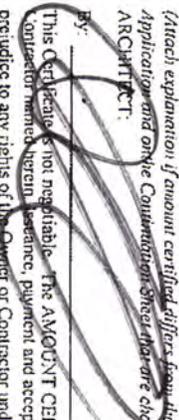
CONTRACTOR:  
By:  Date: 5-16-18

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the 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.

AMOUNT CERTIFIED: ..... \$ 13,950.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)  
ARCHITECT:  
By:  Date: 06/11/18

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA G1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5992  
Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Documents Authenticity from the Licensee.



**APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702**

PAGE 1 OF PAGES

**TO OWNER:**  
 AS AGENTS FOR OWNER  
 SHALES MCNULTY CONSTRUCTION  
 425 RENNER DRIVE  
 ELGIN, IL 60123

**PROJECT:**  
 WINNETKA-NORTHFIELD LIBRARY-CE  
 768 OAK STREET  
 WINNETKA, IL 60093

**FROM CONTRACTOR:**  
 Jensen's Plumbing & Heating  
 670 East Calhoun St  
 Woodstock, IL 60098

**VIA ARCHITECT:**

**CONTRACT FOR:** Plumbing Work **Cust: 258**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM ..... \$ 35,600.00
2. Net change by Change Orders ..... \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 35,600.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 35,600.00
5. RETAINAGE:
  - a. 10.00 % of Completed Work ..... \$ 3,560.00  
 (Column D + E on G703)
  - b. 10.00 % of Completed Work ..... \$ .00  
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column 1 of G703) ..... \$ 3,560.00
6. TOTAL EARNED LESS RETAINAGE ..... \$ 32,040.00  
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... \$ 22,680.00  
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE ..... \$ 9,360.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 3,560.00  
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	00	00
<b>TOTALS</b>	<b>00</b>	<b>00</b>
<b>NET CHANGES by Change Order</b>		

**APPLICATION NO:** 3  
**INVOICE NO:** J25608  
**PERIOD TO:** 05/31/18  
**PROJECT NOS:**  
**CONTRACT JOB #:** PF17405  
**CONTRACT DATE:** 11/28/17

**Distribution to:**  
 Owner  
 Architect  
 Contractor  
 Field  
 Other

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:** Jensen's Plumbing & Heating

By: \_\_\_\_\_ Date: 5/23/18

State of: IL

County of: \_\_\_\_\_

Subscribed and sworn to before me this 23rd day of May, 2018

Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

OFFICIAL SEAL  
 JEANNE CHAMBERLAIN  
 NOTARY PUBLIC - STATE OF ILLINOIS  
 MY COMMISSION EXPIRES: 08/29/21

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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.

AMOUNT CERTIFIED: \$ 9,360.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

**ARCHITECT**

By: \_\_\_\_\_ Date: 06/11/18

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

PAGE 2 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 3 / J25608  
 APPLICATION DATE: 05/23/18  
 PERIOD TO: 05/31/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: PF17405

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY QUOTED (D OR E)	G TOTAL COMPLETED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			COMPLETED TO DATE (D + E + F)	% (G + C)		
1	NORTHFIELD BRANCH	1,000.00	.00	.00	.00		1,000.00	100.00%	.00	-100.00
2	DEMO	4,500.00	.00	.00	.00		4,500.00	100.00%	.00	-450.00
3	AG ROUGH PLUMBING	10,350.00	10,350.00	.00	.00		10,350.00	100.00%	.00	-1,035.00
4	Material	650.00	650.00	.00	.00		650.00	100.00%	.00	-65.00
5	Labor	3,100.00	3,100.00	.00	.00		3,100.00	100.00%	.00	-310.00
6	Pipecovering	2,000.00	2,000.00	.00	.00		2,000.00	100.00%	.00	-200.00
7	FIXTURES & TRIM	1,000.00	1,000.00	.00	.00		1,000.00	100.00%	.00	-100.00
8	Material	500.00	500.00	.00	.00		500.00	100.00%	.00	-50.00
9	Labor	2,500.00	2,500.00	.00	.00		2,500.00	100.00%	.00	-250.00
10	CENTRAL BRANCH	5,700.00	2,850.00	2,850.00	.00		5,700.00	100.00%	.00	-570.00
11	DEMO	600.00	.00	.00	.00		600.00	100.00%	.00	-60.00
12	AG ROUGH PLUMBING	2,600.00	.00	.00	.00		2,600.00	100.00%	.00	-260.00
13	Material	1,600.00	.00	.00	.00		1,600.00	100.00%	.00	-160.00
14	Labor	1,000.00	.00	.00	.00		1,000.00	100.00%	.00	-100.00
15	Pipecovering	35,600.00	25,200.00	10,400.00	.00		35,600.00	100.00%	.00	-3,560.00
16	FIXTURES & TRIM									
17	Material									
18	Labor									
	SUB TOTAL:	35,600.00	25,200.00	10,400.00	.00		35,600.00	100.00%	.00	-3,560.00

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainerage for line items may apply.

APPLICATION NO.: 3 / J25608  
 APPLICATION DATE: 05/23/18  
 PERIOD TO: 05/31/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: PF17405

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (DO NOT INCLUDE)	G TOTAL COMPLETED AND STORED (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAILAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			% (G - C)			
	JOB TOTAL:	35,600.00	25,200.00	10,400.00		.00	35,600.00	100.000	.00	-3,560.00

**APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702**

PAGE 1 OF 8 PAGES

**TO OWNER:**  
 AS AGENTS FOR OWNER  
 SHALES MCNUTT CONSTRUCTION  
 425 RENNER DRIVE  
 ELGIN, IL 60123

**PROJECT:**  
 WINNETKA-NORTHFIELD LIBRARY-CE  
 768 OAK STREET  
 WINNETKA, IL 60093

**FROM CONTRACTOR:**  
 Jensen's Plumbing & Heating  
 670 East Calhoun St  
 Woodstock, IL 60098

**VIA ARCHITECT:**  
 C

**CONTRACT FOR:** HVAC WORK **Cust:** 258

**APPLICATION NO:** 4  
**INVOICE NO:** J25803  
**PERIOD TO:** 05/31/18  
**PROJECT NOS:**  
**CONTRACT JOB #:** HA17409  
**CONTRACT DATE:** 11/30/17

**Distribution to:**  
 Owner  
 Architect  
 Contractor  
 Field  
 Other

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM ..... \$ 64,874.00
2. Net change by Change Orders ..... \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 64,874.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 64,874.00
5. RETAINAGE:
  - a. 10.00 % of Completed Work ..... \$ 6,487.40  
 (Column D + E on G703)
  - b. 10.00 % of Completed Work ..... \$ .00  
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column 1 of G703) ..... \$ 6,487.40
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) ..... \$ 58,208.60
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ 53,475.30
8. CURRENT PAYMENT DUE ..... \$ 4,731.30
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$ 6,487.40

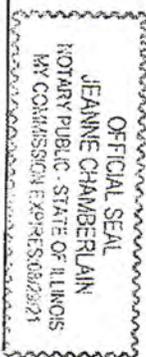
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>	.00	.00
<b>NET CHANGES by Change Order</b>		

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:** Jensen's Plumbing & Heating  
 By: *[Signature]* Date: 5/23/18

State of: IL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 23rd day of May, 2018.

Notary Public: *[Signature]*  
 My Commission expires: \_\_\_\_\_



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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.

AMOUNT CERTIFIED: ..... \$ 4,731.30

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

**ARCHITECT:** C  
 By: *[Signature]* Date: 06.11.18

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

PAGE 2 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

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

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

APPLICATION NO.: 4 / J25603

APPLICATION DATE: 05/23/18

PERIOD TO: 05/31/18

ARCHITECT'S PROJECT NO:

CONTRACTOR'S JOB NO.: HA117409

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN DOR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			COMPLETED AND STORED (D + E + F)	% (G ÷ C)		
1	NORTHFIELD BRANCH									
2	EUH-1	370.00	.00	.00	.00		370.00	100.000	.00	-37.00
3	GRDS	170.00	170.00	.00	.00		170.00	100.000	.00	-17.00
4	Misc Ducts	500.00	500.00	.00	.00		500.00	100.000	.00	-50.00
5	Test & Balance	700.00	.00	700.00	.00		700.00	100.000	.00	-70.00
6	Labor/Pro/Oh	1,890.00	1,890.00	.00	.00		1,890.00	100.000	.00	-189.00
7	CENTRAL BRANCH									
8	VAV-1	335.00	.00	.00	.00		335.00	100.000	.00	-33.50
9	EF-1/2	335.00	335.00	.00	.00		335.00	100.000	.00	-33.50
10	GRD's	5,850.00	5,850.00	.00	.00		5,850.00	100.000	.00	-585.00
11	Duct/Misc	8,340.00	7,900.00	540.00	.00		8,340.00	100.000	.00	-834.00
12	Insulation	5,200.00	5,200.00	.00	.00		5,200.00	100.000	.00	-520.00
13	Test & Balance	1,300.00	.00	1,300.00	.00		1,300.00	100.000	.00	-130.00
14	Controls	13,057.00	11,751.00	1,306.00	.00		13,057.00	100.000	.00	-1,305.70
15	Labor/Pro/Oh	26,657.00	25,246.00	1,411.00	.00		26,657.00	100.000	.00	-2,665.70
	SUB TOTAL:	64,674.00	59,417.00	5,257.00	.00		64,674.00	100.000	.00	-6,467.40

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF 3 PAGES

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

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

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

APPLICATION NO.: 4 / J25603

APPLICATION DATE: 05/23/18

PERIOD TO: 05/31/18

ARCHITECT'S PROJECT NO: HA17409

CONTRACTOR'S JOB NO.: HA17409

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PREPARED AND STORED ON SITE (D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATIONS (D + E)	THIS PERIOD						
	JOB TOTAL:	64,874.00	59,417.00	5,257.00		.00	64,874.00	100.000	.00	-6,467.40

# APPLICATION AND CERTIFICATE FOR PAYMENT

A/A DOCUMENT G702

TO: Shales McNutt Construction  
425 Renner Drive  
Elgin, IL 60123

PROJECT: WINNETKA-NORTHFIELD P L D  
768 Oak Street  
Winnetka, IL 60093

FROM: Associated Electrical Contractors, LLC  
PO Box 39  
Woodstock, IL 60098

FOR: Electrical Work

ARCHITECT:

APPLICATION #: #00004  
PERIOD TO: 5/31/2018  
AEC PROJECT #: 10-17-3118  
CONTRACT DATE: 11/21/2017  
INVOICE #: 35005013

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$431,900.00
2. Net change by Change Orders \$27,707.79
3. CONTRACT SUM TO DATE (Line 1 + 2) \$459,607.79
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet) \$447,218.89
5. RETAINAGE:
  - a. 10.00 % of Completed Work (Columns D + E on Continuation Sheet) \$44,721.89
  - b. 0.00 % of Stored Material (Column E 1 on Continuation Sheet) \$0.00
 Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet) \$44,721.89
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$402,497.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$243,107.00
8. CURRENT PAYMENT DUE \$159,390.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6) \$57,110.79

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	25,120.37	0.00
Total approved this Month	2,587.42	0.00
TOTALS	27,707.79	0.00
NET CHANGES by Change Order	27,707.79	

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: Associated Electrical Contractors, LLC

By: [Signature] Date: 5/31/2018  
Susan M. Kirby

State of Illinois  
County of: McHenry  
Subscribed and sworn before me this 31 day of May, 2018

Notary Public: [Signature]  
My Commission expires: 04/07/2021

Official Seal  
Shan L. Cahs  
Notary Public State of Illinois  
My Commission Expires 04/07/2021

### ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

AMOUNT CERTIFIED \$159,390.00  
(If the certified amount is different from the payment due, you should attached an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: [Signature] Date: 06/11/18

Neither the information nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

**CONTINUATION SHEET**

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

PROJECT WINNETKA-NORTHFIELD P L D  
768 Oak Street  
Winnetka, IL 60093

APPLICATION NO.: #00004  
APPLICATION DATE: 5/31/2018  
PERIOD TO: 5/31/2018  
AEC PROJECT NO: 10-173118

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULE OF VALUES	AMOUNT PREVIOUS APPLICATIONS	AMOUNT THIS PERIOD	STORED MATERIALS (NO TND OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% FINISH (F/G)	BALANCE TO FINISH (G-H)	RETAINAGE (IF VARIABLE RATE)
000-00-000	General Conditions	4,000.00	2,800.00	1,000.00		3,800.00	95.00	200.00	380.00
000-01-100	Miscellaneous Materials	23,000.00	19,000.00	3,000.00		22,000.00	95.65	1,000.00	2,200.00
000-01-200	Lighting Materials	216,000.00	108,000.00	108,000.00		216,000.00	100.00		21,600.00
000-01-300	Fire Alarm Materials	7,200.00	2,027.00	4,000.00		6,027.00	83.71	1,173.00	602.70
000-01-500	Switchgear	500.00	500.00			500.00	100.00		50.00
000-02-100	Subcontractor-AEC	2,800.00	1,800.00	1,000.00		2,800.00	100.00		280.00
000-02-700	Sub-Phone/Data	22,750.00	17,000.00	5,750.00		22,750.00	100.00		2,275.00
000-03-100	Equipment	2,200.00	1,450.00	750.00		2,200.00	100.00		220.00
000-05-200	Performance Bonds	4,300.00	4,300.00			4,300.00	100.00		430.00
000-06-100	Labor-Rough	48,300.00	43,600.00	4,700.00		48,300.00	100.00		4,830.00
000-06-700	Labor-Tim	42,195.00	29,000.00	11,000.00		40,000.00	94.80	2,195.00	4,000.00
000-07-000	Overhead & Profit	58,855.00	31,801.22	23,000.11		54,801.33	93.43	3,853.67	5,480.13
100-00-001	Change Order 001	532.47	532.47			532.47	100.00		53.25
100-00-002	Change Order 002	3,219.48	2,200.00	1,019.48		3,219.48	100.00		321.95
100-00-003	Change Order 003	2,057.71	1,500.00	557.71		2,057.71	100.00		205.77
100-00-004	Change Order 004	1,250.00	1,250.00			1,250.00	100.00		125.00
100-00-005	Change Order 005	2,920.05	1,300.00	1,620.05		2,920.05	100.00		292.01
100-00-006	Change Order 006	1,075.73	500.00	575.73		1,075.73	100.00		107.57
100-00-007	Change Order 007	1,358.20	1,358.20			1,358.20	100.00		135.82
100-00-008	Change Order 008	455.00	200.00	255.00		455.00	100.00		45.50
100-00-009	Change Order 009	1,338.98	1,338.98			1,338.98	100.00		133.90
100-00-010	Change Order 010	3,532.94	3,532.94			3,532.94	100.00		353.28

# CONTINUATION SHEET

A/A DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

PROJECT WINNETKA-NORTHFIELD P L D  
768 Oak Street  
Winnetka, IL 60093

APPLICATION NO.: #00004  
APPLICATION DATE: 5/31/2018  
PERIOD TO: 5/31/2018  
AEC PROJECT NO: 10-17-3118

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULE OF VALUES	AMOUNT PREVIOUS APPLICATIONS	AMOUNT THIS PERIOD	STORED MATERIALS (NO T IN D OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% (F/G)	BALANCE TO FINISH (G-F)	RETAINAGE (IF VARIABLE RATE)
100-00-011	Change Order: 011	7,379.81		6,000.00		6,000.00	81.30	1,379.81	600.00
100-00-012	Change Order: 012	2,587.42						2,587.42	
TOTALS		459,607.79	270,118.89	177,100.00	0.00	447,218.89	97.30	12,388.90	44,721.89

**WAIVER OF LIEN – PARTIAL**

State of Illinois  
County of Kane

**TO ALL WHOM IT MAY CONCERN:**

Whereas we the undersigned Shales McNutt, LLC have been employed by Winnetka-Northfield Library to furnish labor and materials for the building known as 2018 Renovation Projects in the Village of Winnetka, County of Cook, State of Illinois.

**NOW, THEREFORE, KNOW YE,** that Shales McNutt, LLC the undersigned for and in consideration of the sum of **Three Hundred Fifty Thousand Nine Hundred Twenty One & 90/100 (\$350,921.90)** and other good and valuable considerations, the receipt hereof is hereby acknowledged, do hereby waive and release any and all lien, or claim or right to lien on said above described building and premises under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both, furnished up to this date, by the undersigned to or on account of the said Winnetka-Northfield Library for said building or premises.

Given under our hand and seal this 6th day of June, 2018.

Shales McNutt, LLC  
  
Michael G. Shales  
Manager

**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

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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

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

September 5, 2018	Winnetka	May 1, 2019	Winnetka
February 6, 2019	Winnetka	June 5, 2019	Winnetka

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 ( <b>not a paid holiday</b> )	Sunday, September 2, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Eve – close at 5 p.m. ( <b>not a paid holiday</b> )	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 ( <b>not a paid holiday</b> )	Sunday, April 21, 2019
Sunday before Memorial Day ( <b>not a paid holiday</b> )	Sunday, May 26, 2019
Memorial Day	Monday, May 27, 2019

### **8 paid holidays**