

**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, August 13, 2018

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Presentation by Staff members Katie Cangelosi and Erin Collins on District Reader's Advisory Effects**
- V. Vote to Approve Minutes of July 16, 2018 Regular Meeting\***
- VI. Financial Report**
  - Approve July 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**
  - Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2019\*
- X. New Business**
  - Discussion and Vote on payment applications to Shales McNutt, LLC for work due for the Renovation Project\*
  - Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards\*
  - Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate\*
  - Discussion and Vote on Recommendation on Computer Replacements\*
- XI. Communications**
  - ILA Trustee Day is **Thursday, October 11, 2018 • Peoria Civic Center**
- XII. Public Comments**
- XIII. Adjournment**

\*Attachments

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

July 16, 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 7:01 p.m. A quorum was present.

**II. Roll Call**

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

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Also present was Village of Winnetka President Christopher Rintz.

**III. Public Comments**

No public comments.

**IV. Presentation and Discussion with Village of Winnetka President Christopher Rintz**

President Rintz presented the next steps for the Downtown Master Plan to the Board. Mr. Rintz stated that The Downtown Master Plan has been approved by the village and the next steps will be a further look on financing mechanisms. From there, the Village Council will decide which component of the plan to focus on next.

The Library Board discussed ways in which the Library could participate and expressed interest having a trustee member on the Downtown Master Plan Committee.

President Johnson stated that the Library District would like to work with the village to incorporate the proposed landscape projects into the downtown master plan and into possible funding discussions should the TIF (tax-increment financing) District come to fruition. Mr. Rintz stated that this would be a project to consider including in an intergovernmental agreement when the TIF discussions are reconvened, at the present moment the matter of storm water is center to the concerns of the village.

**V. Vote to Approve Minutes of June 18, 2018 Regular Meeting\***

Trustee Ruiz-Funes asked about the number of \$2.1 million under the Discussion and Vote on payment application to Shales McNutt, LLC. Director Wolf responded that total capital expenditure was \$2.4 million which included other technological and other capital expenditures, but the renovation project was \$2.1 million. The Board decided to add the word "renovation" before project.

A MOTION was made by Trustee Reichert to approve the June 18, 2018 Regular Board Meeting Minutes given the above approved changes and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

## **VI. Financial Report**

Director Wolf stated that she will see if an accrual financial report can be run for the next Board Meeting, August 13<sup>th</sup>, to see expenditures from the last fiscal year on an accrual basis. The complete report will of course be the Audit for the fiscal year.

Trustee Ruiz-Funes asked the final estimate on capital expenditure. Director Wolf stated that the final estimate for capital expenditure should come in at \$2.3 million. Director Wolf stated that they are still waiting for more expenses to come through, final number will be presented by Lauterbach and Amen at the annual audit presentation.

A MOTION was made by Trustee Anwar to approve the June 2018 Financial Statements and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

## **VII. Library Report**

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

President Johnson stated that he saw the details of comments from the Winnetka Caucus Survey results. President Johnson said that one takeaway from the comments was that the Library District can work on awareness and engagement on non-traditional resources (i.e., The Studio, and digital resources).

President Johnson also announced that the Library District had its first story on Instagram promoting a French and English Story Time. The Library District is working hard to promote programs and resources through social media (Facebook, Twitter, and Instagram).

The Board stated that they were pleased with the turnout at the Grand Reopening. There were over 800 people who came to the Winnetka Library that day and about 221 who participated in the iPad raffle!

Trustee Anwar suggested that the District can open an internship for a Public Relations and Marketing position focused around social media. The Board agreed that the District should pursue this initiative.

Trustee Ruiz-Funes asked for a plan on how to get a higher visitorship at the Library District. Director Wolf stated that they are taking a hard look at how to collect market data to focus marketing to patrons who are inactive. Director Wolf is looking into resources that will help collect and analyze this data.

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

Director Wolf shared an Impact Story of how a patron put together their wedding dress in under a week in the Studio with help from staff and another patron experienced in sewing.

Director Wolf announced that STEAM kits are now available at the Winnetka Library. STEAM kits for various ages are available for checkout with a Winnetka-Northfield Library District card.

Director Wolf presented the circulation numbers for June with a positive jump in circulation that is likely due to the completed renovation and Grand Reopening as well as the introduction of automatic renewal. The Summer Reading sign up number is set to exceed the previous year.

Trustee Shoup asked about inventory numbers before and after RFID tagging. RFID tagging technology, inventories all District materials, enabling a consistent accurate accounting of all material inventory. Director Wolf stated that the current inventory total is 101,185. This total already reflects an unaccounted shrinkage in the collection; however, the new integrated library system (POLARIS) is not ready to run the necessary reports for a finalized inventory number.

Trustee Neustadt asked how the sidewalk sale went. Director Wolf stated that staff had a table at the sidewalk sale and were giving out extra copies of the previous year's One Book Two Villages book by Rick Bayless. It was reported that we had many positive reactions and compliments regarding the renovation.

Trustee Neustadt stated that a patron told her she does not like to use unisex restrooms. The Board agreed to test having one restroom for women only and another to remain unisex.

Trustee Ruiz-Funes stated that he thought there was a great and enthusiastic participation in the 4<sup>th</sup> of July Parade. Trustee Ruiz-Funes stated that for the parade next year the District may want to advertise resources or encourage the community to come and visit the Library.

#### **VIII. Liaisons to Other Organizations-Reports**

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar referred to the presentation done by Village of Winnetka President Rintz for recent events in the Winnetka Village.

Trustee Neustadt stated that the Northfield Village approved 1725 Winnetka which will change the zoning for the area to rental property at the corner of Winnetka and Happ Road.

#### **IX. Unfinished Business**

There was no unfinished business to be discussed.

#### **X. New Business**

- *Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019\**

A MOTION was made by Trustee Reichert to approve the Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019, Ordinance No. 2018-2019/2, and seconded by Trustee Neustadt.

## ROLL CALL:

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

Nay:

Absent: Trustee McCarthy

- *Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019\**  
Trustee Ruiz-Funes will review the Certified Estimate of Revenue by Source for Fiscal Year 2018-2019.
- *Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2018-2019\**  
A MOTION was made by Trustee Reichert to approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2018-2019, Resolution No. 2018-2019/3 and seconded by Trustee Shoup.

## ROLL CALL:

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

Nay:

Absent: Trustee McCarthy

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2019\**  
Director Wolf explained that the Budget and Appropriation outlined what amount the District could not spend over on any budget line. The Board wanted to see numbers from the previous fiscal year for the next Board Meeting.
- *Discussion and Vote to Approve Commercial Insurance Policy Renewals\**  
Director Wolf presented the insurance rates from Chubb Insurance vs Utica Insurance. The District currently uses Chubb now, but is considering changing to Utica Insurance for a more cost-effective solution.

A MOTION was made by Trustee Reichert to approve Commercial Insurance Policy Renewals for the insurance company that is most cost effective between the options of Utica and Chubb Insurance and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

- *Discussion and Vote to Engage Lakota Group for Patio Project\**  
Director Wolf stated that last year the Board began discussions on improving the landscaping of the Winnetka Library. A focus group was created between the staff, Trustees, and Winnetka residents to assess and propose what to include in the Landscape Project.  
Director Wolf stated that the Lakota group presented designs for different stages of the project; phase one beginning with the Patio Project (Northside entrance), followed by the Oak Street (Westside) and Green Bay Road (Eastside) of the landscape. The current focus will be the Northside outside the Lloyd Room with the possibility of also looking at the Westside area outside of the children's room. The Lakota Group's initial proposal and rendering is of the Northside Patio Project.

The Board discussed working this Patio Project into an Intergovernmental Agreement through the TIF District.

Trustee Ruiz-Funes asked about how to think about the community impact of the project. This project will allow for a more unique programming space, more visibility from Green Bay Road, and increased awareness of our programming, in addition to a more attractive entrance to the Winnetka Library. Trustee Ruiz-Funes stated that the District needs to be thinking about how to attract additional patronage during the Patio Project

Trustee Reichert asked if there was a preliminary budget for the Patio Project. Director Wolf responded that Lakota Group projected this project to cost between \$200,000-\$300,000 before the engineering costs. As the project develops, a better cost estimation will be available.

The Board agreed to move forward with the Patio Project. Agreeing that it would be wise to have a solid plan in place for landscaping should the time for negotiating Intergovernmental Agreements in regards to a TIF occur.

A MOTION was made by Trustee Ruiz-Funes to engage Lakota Group for Patio Project and seconded by Trustee Shoup.

**ROLL CALL:**

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

Nay:

Absent: Trustee McCarthy

**XI. Communications**

- The next Regular Board Meeting will be August 13<sup>th</sup>.

**XII. Public Comments**

No Public Comments

**XIII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:16 p.m.

Respectfully submitted,  
Katie Cangelosi  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

\_\_\_\_\_ Suzanne Shoup, Secretary

**Winnetka-Northfield Public Library District**  
**Library Fund - Cash**  
**July 2018 - June 2019**  
**July 2018 - 8.33%**

	Budget 2018-19		Actual July 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through July 2018	July	% of Budget	
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 310,783	\$ 1,054,094	28.3%	\$ 743,311
Total 0004500 Interest	\$ 18,000	\$ 1,500	\$ 6,495	36.1%	\$ 4,995
1004040 Replacement Tax	\$ 20,000	\$ 1,667	\$ 5,226	26.1%	\$ 3,560
Total 1004050 Per Capita Grant	\$ 14,107	\$ 1,176	\$ -	0.0%	\$ (1,176)
1004060 Kenilworth Services	\$ 100,000	\$ 8,333	\$ -	0.0%	\$ (8,333)
Total 1004100 Fines	\$ 35,000	\$ 2,917	\$ 1,714	4.9%	\$ (1,203)
1004120 Studio Fees	\$ 4,500	\$ 375	\$ 97	2.1%	\$ (278)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 375	\$ 55	1.2%	\$ (320)
Total 1004300 Copy/Printing	\$ 9,000	\$ 750	\$ 617	6.9%	\$ (133)
Total 1004700 Book Sales	\$ 2,000	\$ 167	\$ -	0.0%	\$ (167)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 38		\$ 38
Total 1004800 Contributions	\$ 30,000	\$ 2,500	\$ 0	0.0%	\$ (2,500)
<b>Total Revenues</b>	<b>\$ 3,966,499</b>	<b>\$ 330,542</b>	<b>\$ 1,068,336</b>	<b>26.9%</b>	<b>\$ 737,795</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	\$ 173,150	\$ 14,429	\$ 10,830	6.3%	\$ 3,599
Total 1005000 Administrative Services	\$ 321,425	\$ 26,785	\$ 25,224	7.8%	\$ 1,562
Total 1005100 Personnel	\$ 1,835,000	\$ 152,917	\$ 116,330	6.3%	\$ 36,586
Total 1005900 Programming-District Initiative	\$ 81,100	\$ 6,758	\$ 2,841	3.5%	\$ 3,917
Total 1015300 Adult Services - Winnetka	\$ 475,000	\$ 39,583	\$ 50,382	10.6%	\$ (10,799)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 56,900	\$ 4,742	\$ 6,338	11.1%	\$ (1,596)
Total 1025300 Adult Services - Northfield	\$ 61,000	\$ 5,083	\$ 2,575	4.2%	\$ 2,509
Total 1025400 Youth/Children's Sv.- Northfield	\$ 32,500	\$ 2,708	\$ 1,013	3.1%	\$ 1,696
Total 1035800 Capital Outlay	\$ 650,000	\$ 54,167	\$ 34,218	5.3%	\$ 19,949
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 3,686,075</b>	<b>\$ 307,173</b>	<b>\$ 249,751</b>	<b>6.8%</b>	<b>\$ 57,422</b>
<b>Total Revenues</b>	<b>\$ 3,966,499</b>	<b>\$ 330,542</b>	<b>\$ 1,068,336</b>	<b>26.9%</b>	<b>\$ 737,795</b>
<b>Total Expenses</b>	<b>\$ 3,686,075</b>	<b>\$ 307,173</b>	<b>\$ 249,751</b>	<b>6.8%</b>	<b>\$ 57,422</b>
<b>Net Operating Income</b>	<b>\$ 280,424</b>	<b>\$ 23,369</b>	<b>\$ 818,586</b>	<b>291.9%</b>	<b>\$ 795,217</b>

Winnetka-Northfield Public Library District  
General Fund Income Statement  
July, 2018 - June, 2019  
July 2018 - 8.33%

	Budget 2017-18		Actual July 2018		
	Full Year	Prorated		July 2018	Variance vs. Prorated Budget
		Through 2018	July		
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,729,392.00	310,782.67	1,054,093.90	28%	743,311.23
Total 0004000 Property Taxes Collections	\$ 3,729,392.00	\$ 310,782.67	\$ 1,054,093.90	28%	743,311.23
0004500 Interest	18,000.00				-
1004501 Checking Interest Income-GF			414.29		
Total 0004501 Checking Interest Income	\$ 0.00		\$ 414.29		
1004525 FT Money Market-Interest			16.29		
1004595 FT Investment Interest Income			6,064.64		
Total 0004500 Interest	\$ 18,000.00	\$ 1,500.00	\$ 6,495.22	36%	4,995.22
1004040 Replacement Tax	20,000.00	\$ 1,666.67	5,226.46	26%	3,559.79
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107.00	1,175.58	0.00	0%	-
1004052 Per Capita Grant-KNK	0.00	0.00			
Total 1004050 Per Capita Grant	\$ 14,107.00	\$ 1,175.58	\$ 0.00	0%	(1,175.58)
1004060 Kenilworth Services	100,000.00	8,333.33	0.00	0%	(8,333.33)
1004100 Fines	35,000.00				-
1014100 Fines - Winnetka			1,287.97		
1024100 Fines - Northfield			425.57		
Total 1004100 Fines	\$ 35,000.00	\$ 2,916.67	\$ 1,713.54	5%	(1,203.13)
1004120 Studio Fees	4,500.00	375.00	96.74	2%	(278.26)
1004150 Lost/Damaged Materials	4,500.00				-
1014150 Lost/Damaged Mat.-Winnetka			34.98		
1024150 Lost/Damaged Mat.-Northfield			49.99		
Total 1004150 Lost/Damaged Materials	\$ 4,500.00	\$ 375.00	\$ 84.97	2%	(290.03)
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			365.58		
1024300 Copy/Printing - Northfield			251.85		
Total 1004300 Copy/Printing	\$ 9,000.00	\$ 750.00	\$ 617.43	7%	(132.57)
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			0.00		
Total 1004700 Book Sales	\$ 2,000.00	\$ 166.67	\$ 0.00	0%	(166.67)
1004775 Miscellaneous Revenue			37.86		37.86
1004800 Contributions	30,000.00				-
1004880 Gift Fund (over \$100)	0.00	0.00	0.30		0.30
1004885 Gift Fund (under \$100)			0.00	0%	-
1004895 Friends Donations	0.00	0.00	0.00		-
Total 1004800 Contributions	\$ 30,000.00	\$ 0.00	\$ 0.30	0%	0.30
Total Income	\$ 3,966,499.00	\$ 328,041.58	\$ 1,068,366.42	27%	740,324.84
Gross Profit	\$ 3,966,499.00	\$ 328,041.58	\$ 1,068,366.42	27%	740,324.84
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000.00	6,000.00	0.00	0%	(6,000.00)
1005133 OCLC	11,250.00	937.50	0.00	0%	(937.50)
1005134 Software	31,000.00	2,583.33	6,352.00	20%	3,768.67
1005135 LAN Management	55,000.00	4,583.33	4,478.00	8%	(105.33)
1005136 Hardware	1,900.00	158.33	0.00	0%	(158.33)
1005177 Technology/Website	2,000.00	166.67	0.00	0%	(166.67)
Total 10.5100 IT Services	\$ 173,150.00	\$ 14,429.17	\$ 10,830.00	6%	(3,599.17)
1005000 Administrative Services					
1005101 Audit Fees	9,800.00	816.67	0.00	0%	(816.67)
1005120 Library Supplies	30,000.00	2,500.00	2,378.94	8%	(121.06)
1005121 Office Supplies	8,000.00	666.67	318.40	4%	(348.27)
1005122 Breakroom Supplies	1,500.00	125.00	0.00	0%	(125.00)
1005123 Postage	6,000.00	500.00	100.00	2%	(400.00)
1005124 Hospitality	6,000.00	500.00	7.74	0%	(492.26)
1005131 Accounting and Bookkeeping	15,000.00	1,250.00	5,000.00	33%	3,750.00
1005137 Legal Notices	1,500.00	125.00	0.00	0%	(125.00)
1005138 Delivery Service	7,700.00	641.67	624.00	8%	(17.67)
1005140 Payroll Services	8,500.00	708.33	625.12	7%	(83.21)
1005170 Utilities					
1005171 Electricity	45,000.00				-
1015171 Electricity - Winnetka			5,020.53		



	Budget 2017-18		Actual July 2018		Variance vs. Prorated Budget	
	Full Year	Prorated Through July		July 2018		% of Budget
		2018	2018			
1025171 Electricity - Northfield				0.00		
Total 1005171 Electricity	\$ 45,000.00	3,750.00	\$ 5,020.53	11%	1,270.53	
1005172 Water	5,625.00				-	
1015172 Water - Winnetka	0.00		227.72			
1025172 Water - Northfield			0.00			
Total 1005172 Water	\$ 5,625.00	\$ 468.75	\$ 227.72	4%	(241.03)	
1005173 Storm Sewer	1,900.00				-	
1015173 Storm Sewer - Winnetka			133.16			
Total 1005173 Storm Sewer	\$ 1,900.00	\$ 158.33	\$ 133.16	7%	(25.17)	
1005174 Natural Gas	11,000.00				-	
1015174 Natural Gas - Winnetka			1,043.56			
1025174 Natural Gas - Northfield			95.00			
Total 1005174 Natural Gas	\$ 11,000.00	\$ 916.67	\$ 1,138.56	10%	221.89	
1005175 Telephone	9,250.00				-	
1015175 Telephone - Winnetka			1,229.09			
Total 1005175 Telephone	\$ 9,250.00	\$ 770.83	\$ 1,229.09	13%	458.26	
1005176 Internet Services	16,500.00	1,375.00	921.91	6%	(453.09)	
Total 1005170 Utilities	\$ 89,275.00	\$ 7,439.58	\$ 8,670.97	10%	0.10	
1005700 Public Relations						
1005720 PR E-Marketing	1,500.00	125.00	0.00	0%	(125.00)	
1005721 PR Promotional	6,000.00	500.00	685.00	11%	185.00	
1005722 PR Source	25,000.00	2,083.33	0.00	0%	(2,083.33)	
1005723 PR Supplies	8,000.00	666.67	0.00	0%	(666.67)	
1005724 PR Advertising	3,500.00	291.67	0.00	0%	(291.67)	
Total 1005700 Public Relations	\$ 44,000.00	\$ 3,666.67	\$ 685.00	2%	(2,981.67)	
1005703 ILL Fees	150.00	12.50	0.00	0%	(12.50)	
1005713 Credit Card Fees	-	0.00	145.71	0%	145.71	
1005719 Board Expenses	1,000.00	83.33	0.00	0%	(83.33)	
1005731 Memberships	6,500.00	541.67	389.00	6%	(152.67)	
1005732 Staff Meetings	5,000.00	416.67	0.00	0%	(416.67)	
1005735 Director's Expenses	1,000.00	83.33	0.00	0%	(83.33)	
1005736 Legal	15,000.00	1,250.00	0.00	0%	(1,250.00)	
1005741 Architects		0.00	4,300.00		4,300.00	
1005742 Building Appraisal	500.00	41.67	0.00	0%	(41.67)	
1005743 Other Consultations	15,000.00	1,250.00	100.00	1%	(1,150.00)	
1005744 Investment Fees	0.00	0.00	359.37	0%	359.37	
1005745 HR Consultant	50,000.00	4,166.67	1,500.00	3%	(2,666.67)	
Total 1005000 Administrative Services	\$ 321,425.00	\$ 26,785.42	\$ 25,223.67	8%	(1,561.75)	
1005100 Personnel						
1005110 Salaries	1,670,000.00	139,166.67	117,551.64	7%	(21,615.03)	
1005111 Health Insurance	140,000.00	11,666.67	-1,403.95	-1%	(13,070.62)	
1005112 Flu Vaccination	500.00	41.67		0%	(41.67)	
1005113 Employee Asst. Program	1,500.00	125.00	0.00	0%	(125.00)	
1005114 Conferences	20,000.00	1,666.67	107.73	1%	(1,558.94)	
1005115 Flexible Spending Account	3,000.00	250.00	75.00	3%	(175.00)	
Total 1005100 Personnel	\$ 1,835,000.00	\$ 152,916.67	\$ 116,330.42	6%	(36,586.25)	
1005900 Programming-District Initiative						
1005308 Summer Reading	11,100.00	925.00	391.00	4%	(534.00)	
1005716 OBTV	17,000.00	1,416.67	0.00	0%	(1,416.67)	
1005907 Programming - Youth	15,500.00	1,291.67	1,260.00	8%	(31.67)	
1005908 Programming - Adult	20,000.00	1,666.67	1,190.00	6%	(476.67)	
1005910 Programming - Studio	10,000.00	833.33	0.00	0%	(833.33)	
1005913 Studio General Supplies	7,500.00	625.00	0.00	0%	(625.00)	
Total 1005900 Programming-District Initiative	\$ 81,100.00	\$ 6,758.33	\$ 2,841.00	4%	0.04	
1015300 Adult Services - Winnetka						
1015340 Books-Fiction	55,000.00	4,583.33	10,808.28	20%	6,224.95	
1015341 Books-Non-Fiction	65,000.00	5,416.67	4,430.20	7%	(986.47)	
1015342 Periodicals	28,000.00	2,333.33	700.51	3%	(1,632.82)	
1015343 DVDs	37,000.00	3,083.33	2,228.73	6%	(854.60)	
1015344 Audio Books	25,000.00	2,083.33	530.87	2%	(1,552.46)	
1015345 Books-Digital	170,000.00	14,166.67	6,887.54	4%	(7,279.13)	
1015346 Online Database	95,000.00	7,916.67	24,796.26	26%	16,879.59	
Total 1015300 Adult Services - Winnetka	\$ 475,000.00	\$ 39,583.33	\$ 50,382.39	11%	0.11	
1015400 Youth/Children's Svcs.-Winnetka						
1015440 Books-Fiction	10,500.00	875.00	436.43	4%	(438.57)	
1015441 Books-Non-Fiction, Easy, & JH					-	
101544E Books-Easy	13,000.00	1,083.33	537.28	4%	(546.05)	

		Budget 2017-18		Actual July 2018		
		Prorated				Variance vs.
		Full Year	Through July 2018	July 2018	% of Budget	Prorated Budget
	101544J Books-Jr. High	6,000.00	500.00	1,301.39	22%	801.39
	101544N Books-Non Fiction	12,000.00	1,000.00	1,568.35	13%	568.35
	<b>Total 1015441 Books-Non-Fiction, Easy, &amp;</b>					
JH		<b>\$ 31,000.00</b>	<b>\$ 2,583.33</b>	<b>\$ 3,407.02</b>	11%	<b>385.12</b>
	1015443 DVDs	8,000.00	666.67	1,209.45	15%	542.78
	1015444 Audio Books	7,000.00	583.33	621.87	9%	38.54
	1015445 Music	400.00	33.33	663.27	166%	629.94
	<b>Total 1015400 Youth/Children's Svcs.-</b>					
Winnetka		<b>\$ 56,900.00</b>	<b>\$ 4,741.67</b>	<b>\$ 6,338.04</b>	11%	<b>1,211.26</b>
	1025300 Adult Services - Northfield					
	1025340 Books-Fiction-Adult	24,000.00	2,000.00	1,375.62	6%	(624.38)
	1025341 Books-Non-Fiction-Adult	12,000.00	1,000.00	642.98	5%	(357.02)
	1025342 Periodicals	0.00	0.00			-
	1025343 DVDs-Adult	16,000.00	1,333.33	401.02	3%	(932.31)
	1025344 Audio Books-Adult	9,000.00	750.00	154.96	2%	(595.04)
	<b>Total 1025300 Adult Services - Northfield</b>	<b>\$ 61,000.00</b>	<b>\$ 5,083.33</b>	<b>\$ 2,574.58</b>	4%	<b>(2,508.75)</b>
	1025400 Youth/Children's Sv.-Northfield					
	1025440 Books-Fiction-Juv	7,000.00	583.33	54.10	1%	(529.23)
	1025441 Books-Non-Fiction, Easy, & JH					
	102544E Books-Easy	5,000.00	416.67	217.26	4%	(199.41)
	102544J Books-Jr. High	5,500.00	458.33	26.26	0%	(432.07)
	102544N Books-Non Fiction	5,000.00	416.67	129.26	3%	(287.41)
	<b>Total 1025441 Books-Non-Fiction, Easy, &amp;</b>					
JH		<b>\$ 15,500.00</b>	<b>\$ 1,291.67</b>	<b>\$ 372.78</b>	2%	<b>(918.89)</b>
	1025443 DVDs-Juv	4,500.00	375.00	358.82	8%	(16.18)
	1025444 Audio Books-Juv	5,000.00	416.67	55.99	1%	(360.68)
	1025445 Music - Juv	500.00	41.67	171.12	34%	129.45
	<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>\$ 32,500.00</b>	<b>\$ 2,708.33</b>	<b>\$ 1,012.81</b>	3%	<b>(1,695.52)</b>
	1035800 Capital Outlay					
	1005882 Building	155,000.00	12,916.67	0.00	0%	(12,916.67)
	1005884 Equipment/Furniture	400,000.00	33,333.33	34,218.00	9%	884.67
	1005885 Computer Equipment	95,000.00	7,916.67	0.00	0%	(7,916.67)
	<b>Total 1035800 Capital Outlay</b>	<b>\$ 650,000.00</b>	<b>\$ 54,166.67</b>	<b>\$ 34,218.00</b>	5%	<b>(19,948.67)</b>
	<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 3,686,075.00</b>	<b>\$ 307,172.92</b>	<b>\$ 249,750.91</b>	7%	<b>(57,422.01)</b>
	<b>Net Operating Income</b>	<b>\$ 280,424.00</b>	<b>\$ 20,868.67</b>	<b>\$ 818,615.51</b>	292%	<b>797,746.84</b>

**Winnetka-Northfield Public Library District**  
**Building Fund**  
**July, 2018 - June, 2019**  
July 2018 - 8.33%

	Budget 2017-18		Actual July 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through July 2018	July 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	150,000.00	12,500.00	41,380.29	28%	28,880.29
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 150,000.00</b>	<b>\$ 12,500.00</b>	<b>\$ 41,380.29</b>	<b>28%</b>	<b>\$ 28,880.29</b>
<b>Total Income</b>	<b>\$ 150,000.00</b>	<b>\$ 12,500.00</b>	<b>\$ 41,380.29</b>	<b>28%</b>	<b>\$ 28,880.29</b>
<b>Expenses</b>					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	708.33	223.83	3%	(484.50)
7005732 Snow Removal	8,500.00	708.33	0.00	0%	(708.33)
7005735 Photocopier Leases	40,000.00	3,333.33	2,674.33	7%	(659.00)
7005736 Phone Lease	9,600.00	800.00	799.98	8%	(0.02)
7005737 Building Maintenance Service	111,440.00	9,286.67	8,837.50	8%	(449.17)
7005738 Elevators	8,000.00	666.67	0.00	0%	(666.67)
7005739 Landscaping	15,000.00	1,250.00	840.00	6%	(410.00)
7005752 HVAC	12,000.00	1,000.00	0.00	0%	(1,000.00)
7005755 Automatic Doors	3,500.00	291.67	0.00	0%	(291.67)
7005756 Roof	600.00	50.00	0.00	0%	(50.00)
7005758 Alarms	2,750.00	229.17	817.50	30%	588.33
7005782 Equipment	4,000.00	333.33	154.45	4%	(178.88)
7005799 Misc Services	16,000.00	1,333.33	190.00	1%	(1,143.33)
7025159 Northfield Lease	64,898.00	5,408.17	5,411.45	8%	3.28
<b>Total 7005000 Fund 70</b>					
<b>Building/Equipment</b>	<b>\$ 304,788.00</b>	<b>\$ 25,399.00</b>	<b>\$ 19,949.04</b>	<b>7%</b>	<b>-\$ 5,449.96</b>
<b>Total Expenses</b>	<b>\$ 304,788.00</b>	<b>\$ 25,399.00</b>	<b>\$ 19,949.04</b>	<b>7%</b>	<b>-\$ 5,449.96</b>
<b>Net Operating Income</b>	<b>-\$ 154,788.00</b>	<b>-\$ 12,899.00</b>	<b>\$ 21,431.25</b>	<b>-14%</b>	<b>\$ 5,450.24</b>
<b>Net Income</b>	<b>-\$ 154,788.00</b>	<b>-\$ 12,899.00</b>	<b>\$ 21,431.25</b>	<b>-14%</b>	<b>\$ 5,450.24</b>

Winnetka-Northfield Public Library District  
 Budget vs. Actuals: 2018 Budget - FY18 P&L  
 July, 2018 - June, 2019  
 July 2018 - 8.33%

	Budget 2017-18		Actual July 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through 2018	July 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	90,000.00	7,500.00	24,828.16	28%	17,328.16
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 90,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 24,828.16</b>	<b>28%</b>	<b>\$ 17,328.16</b>
<b>Total Income</b>	<b>\$ 90,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 24,828.16</b>	<b>28%</b>	<b>\$ 17,328.16</b>
<b>Gross Profit</b>	<b>\$ 90,000.00</b>	<b>\$ 7,500.00</b>	<b>\$ 24,828.16</b>	<b>28%</b>	<b>\$ 17,328.16</b>
<b>Expenses</b>					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	105,000.00	8,750.00	16,484.95	16%	7,734.95
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 105,000.00</b>	<b>\$ 8,750.00</b>	<b>\$ 16,484.95</b>	<b>16%</b>	<b>\$ 7,734.95</b>
<b>Total Expenses</b>	<b>\$ 105,000.00</b>	<b>\$ 8,750.00</b>	<b>\$ 16,484.95</b>	<b>16%</b>	<b>\$ 7,734.95</b>
<b>Net Operating Income</b>	<b>-\$ 15,000.00</b>	<b>-\$ 1,250.00</b>	<b>\$ 8,343.21</b>	<b>-56%</b>	<b>\$ 9,593.21</b>
<b>Net Income</b>	<b>-\$ 15,000.00</b>	<b>-\$ 1,250.00</b>	<b>\$ 8,343.21</b>	<b>-56%</b>	<b>\$ 9,593.21</b>

Winnetka-Northfield Public Library District  
 Budget vs. Actuals: 2018 Budget - FY18 P&L  
 July, 2018 - June, 2019  
 July 2018 - 8.33%

	Budget 2017-18		Actual July 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through 2018	July 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
4004000 LF-Property Taxes	12,500.00	1,041.67	2,018.07	16%	976.40
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 12,500.00</b>	<b>\$ 1,041.67</b>	<b>\$ 2,018.07</b>	<b>16%</b>	<b>\$ 976.40</b>
<b>Total Income</b>	<b>\$ 12,500.00</b>	<b>\$ 1,041.67</b>	<b>\$ 2,018.07</b>	<b>16%</b>	<b>976.40</b>
<b>Gross Profit</b>	<b>\$ 12,500.00</b>	<b>\$ 1,041.67</b>	<b>\$ 2,018.07</b>	<b>16%</b>	<b>976.40</b>
<b>Expenses</b>					
4005100 Fund 40 Liability	35,000.00	2,916.67			
4005101 D & O			0.00		
4005103 Workers Comp			0.00		
4005104 Insurance Package			0.00		
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 35,000.00</b>	<b>\$ 2,916.67</b>	<b>\$ 0.00</b>	<b>0%</b>	<b>(2,916.67)</b>
<b>Total Expenses</b>	<b>\$ 35,000.00</b>	<b>\$ 2,916.67</b>	<b>\$ 0.00</b>	<b>0%</b>	<b>(2,916.67)</b>
<b>Net Operating Income</b>	<b>-\$ 22,500.00</b>	<b>-\$ 1,875.00</b>	<b>\$ 2,018.07</b>	<b>-9%</b>	<b>3,893.07</b>
<b>Net Income</b>	<b>-\$ 22,500.00</b>	<b>-\$ 1,875.00</b>	<b>\$ 2,018.07</b>	<b>-9%</b>	<b>3,893.07</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July, 2018 - June, 2019  
 July 2018 - 8.33%

	Budget 2017-18		Actual July 2018		
	Full Year	Prorated Through July 2018	July 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,000.00	1,666.67	5,517.40	28%	3,850.73
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,000.00</b>	<b>\$ 1,666.67</b>	<b>\$ 5,517.40</b>	<b>28%</b>	<b>3,850.73</b>
<b>Total Income</b>	<b>\$ 20,000.00</b>	<b>\$ 1,666.67</b>	<b>\$ 5,517.40</b>	<b>28%</b>	<b>3,850.73</b>
<b>Gross Profit</b>	<b>\$ 20,000.00</b>	<b>\$ 1,666.67</b>	<b>\$ 5,517.40</b>	<b>28%</b>	<b>3,850.73</b>
<b>Expenses</b>					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	125,000.00	10,416.67	8,764.96	7%	(1,651.71)
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 125,000.00</b>	<b>\$ 10,416.67</b>	<b>\$ 8,764.96</b>	<b>7%</b>	<b>(1,651.71)</b>
<b>Total Expenses</b>	<b>\$ 125,000.00</b>	<b>\$ 10,416.67</b>	<b>\$ 8,764.96</b>	<b>7%</b>	<b>-\$ 1,651.71</b>
<b>Net Operating Income</b>	<b>-\$ 105,000.00</b>	<b>-\$ 8,750.00</b>	<b>-\$ 3,247.56</b>	<b>3%</b>	<b>\$ 5,502.44</b>
<b>Net Income</b>	<b>-\$ 105,000.00</b>	<b>-\$ 8,750.00</b>	<b>-\$ 3,247.56</b>	<b>3%</b>	<b>\$ 5,502.44</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July, 2018 - June, 2019**  
**July 2018 - 8.33%**

	Budget 2017-18		Actual July 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through July 2018	July 2018	% of Budget	
<b>Income</b>					
Total Income	10.00	1	3	-728%	0.27
Gross Profit	\$ 10.00	\$ 0.83	\$ 3	-728%	0.27
<b>Expenses</b>					
6005100 Unemployment	1,000.00	83	0	0%	(83.33)
Total Expenses	\$ 1,000.00	\$ 83	0	0%	(83.33)
Net Operating Income	-\$ 990.00	-\$ 83	3	-728%	(83.33)
Net Income	-\$ 990.00	-\$ 83	3	-728%	(83.33)

## Winnetka-Northfield Public Library District

## CHECK DETAIL

July - August, 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001 Operating Checking - FT						
07/06/2018	Bill Payment (Check)	2344	Mark Anderson - Andertoons		R	-300.00 -300.00
07/06/2018	Bill Payment (Check)	2345	Jim Gibbons		R	-275.00 -275.00
07/10/2018	Bill Payment (Check)	ACH	Jaime Gonzalez Vicker		R	-7.74 -7.74
1001001 GF - Operating Checking - FT						
07/01/2018	Bill Payment (Check)	DD	COMCAST		R	-254.85 -254.85
07/03/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-315.00 -315.00
07/03/2018	Bill Payment (Check)	ACH	EBSCO Information Services		R	-317.00 -317.00
07/03/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-891.45 -891.45
07/03/2018	Bill Payment (Check)	ACH	ENCYCLOPAEDIA BRITANNICA, INC.		R	-720.00 -720.00
07/03/2018	Bill Payment (Check)	ACH	THOMSON REUTERS		R	-99.88 -99.88
07/03/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-74.97 -74.97
07/03/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50 -37.50
07/03/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-32.00 -32.00
07/03/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		R	-107.73 -107.73



DATE	17 TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/06/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR	Voided	R	0.00 0.00
07/06/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-18,288.30 -18,288.30
07/06/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-5,167.46 -5,167.46
07/06/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,814.85 -1,814.85
07/06/2018	Bill Payment (Check)		MANAGEMENT ASSOCIATION	Voided	R	0.00 0.00
07/06/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,600.00 -1,600.00
07/06/2018	Bill Payment (Check)	ACH	Warehouse Direct		R	-209.07 -209.07
07/06/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,236.00 -2,236.00
07/06/2018	Bill Payment (Check)	ACH	LIBRARIES FIRST (Innovation Experts)		R	-4,167.00 -4,167.00
07/08/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
07/09/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-1,043.56 -1,043.56
07/09/2018	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		R	-389.00 -389.00
07/09/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-203.16 -203.16
07/09/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-801.18 -801.18
07/09/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,242.00 -2,242.00
07/09/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-624.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-624.00
07/09/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-451.27
						-451.27
07/09/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-130.00
						-130.00
07/09/2018	Bill Payment (Check)	ACH	Pioneer Press		R	-11.96
						-11.96
07/09/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-171.46
						-171.46
07/09/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-627.65
						-627.65
07/09/2018	Bill Payment (Check)	ACH	Sydney Clark		R	-19.42
						-19.42
07/10/2018	Bill Payment (Check)	DD	NICOR		R	-95.00
						-95.00
07/13/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-2,569.13
						-2,569.13
07/13/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.83
						-5,297.83
07/13/2018	Bill Payment (Check)	2346	K&S Automatic Sprinklers Inc.		R	-190.00
						-190.00
07/13/2018	Bill Payment (Check)	2347	Brian Michalski			-220.00
						-220.00
07/13/2018	Bill Payment (Check)	2348	Martina Jae Mathisen			-300.00
						-300.00
07/13/2018	Bill Payment (Check)	2349	Dave DiNaso		R	-375.00
						-375.00
07/13/2018	Bill Payment (Check)	2350	Product Architecture and Design			-4,300.00
						-4,300.00
07/13/2018	Bill Payment (Check)	2351	Center For The Study of Services		R	-500.00
						-500.00
07/13/2018	Bill Payment (Check)	2352	Zabinski Consulting Services,		R	-3,750.00

DATE	19	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Inc,			-3,750.00
07/13/2018		Bill Payment (Check)	2353	AT&T (Phone Service)		R	-435.54
							-435.54
07/13/2018		Bill Payment (Check)	2354	AT&T (Phone Service)		R	-429.21
							-429.21
07/13/2018		Bill Payment (Check)	2355	AT&T (Phone Service)		R	-429.21
							-429.21
07/13/2018		Bill Payment (Check)	2356	AT&T (Phone Service)		R	-426.01
							-426.01
07/16/2018		Bill Payment (Check)	ACH	VOGUE PRINTERS			-1,076.00
							-1,076.00
07/16/2018		Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70
							-394.70
07/16/2018		Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50
							-37.50
07/16/2018		Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-672.91
							-672.91
07/17/2018		Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-791.59
							-791.59
07/19/2018		Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL			-34,218.00
							-34,218.00
07/19/2018		Bill Payment (Check)	ACH	BAKER & TAYLOR			-5,383.39
							-5,383.39
07/19/2018		Bill Payment (Check)	ACH	BAKER & TAYLOR			-1,757.75
							-1,757.75
07/19/2018		Bill Payment (Check)	DD	CALL ONE		R	-388.91
							-388.91
07/20/2018		Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-5,381.41
							-5,381.41
07/20/2018		Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-22,590.41
							-22,590.41

DATE	20	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/20/2018		Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.			-8,837.50
							-8,837.50
07/20/2018		Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-1,614.63
							-1,614.63
07/20/2018		Bill Payment (Check)	ACH	MIDWEST TAPE	Voided - Customer #2000007094 - Library Materials	R	0.00
							0.00
07/20/2018		Bill Payment (Check)	ACH	BAKER & TAYLOR	Voided	R	0.00
							0.00
07/20/2018		Bill Payment (Check)	2357	Zabinski Consulting Services, Inc,			-1,250.00
							-1,250.00
07/20/2018		Bill Payment (Check)	2358	Chicago Sun-Times			-416.00
							-416.00
07/20/2018		Bill Payment (Check)	DD	First Bankcard		R	-13,708.90
							-13,708.90
07/25/2018		Bill Payment (Check)	DD	VILLAGE OF NORTHFIELD		R	-113.62
							-113.62
07/27/2018		Bill Payment (Check)	2359	New York Times			-1,039.90
							-1,039.90
07/27/2018		Bill Payment (Check)	2360	Jason Kollum			-395.00
							-395.00
07/27/2018		Bill Payment (Check)	2361	Steve Belliveau			-385.00
							-385.00
07/27/2018		Bill Payment (Check)	2362	Old Town School of Folk Music			-200.00
							-200.00
07/30/2018		Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
							-799.98
07/30/2018		Bill Payment (Check)	ACH	OVERDRIVE INC.			-783.42
							-783.42
07/30/2018		Bill Payment (Check)	ACH	CALL ONE			-388.91
							-388.91

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/01/2018	Bill Payment (Check)	DD	COMCAST			-254.85 -254.85
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-7,611.95 -7,611.95
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-5,606.09 -5,606.09
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-4,612.14 -4,612.14
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-3,870.58 -3,870.58
08/03/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC			-30,834.51 -30,834.51
08/03/2018	Bill Payment (Check)	ACH	RANDOM HOUSE LLC			-7,500.00 -7,500.00
08/03/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES			-5,710.66 -5,710.66
08/03/2018	Bill Payment (Check)	ACH	Assistive Hearing Systems, LLC.			-1,859.50 -1,859.50
08/03/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA			-11,158.39 -11,158.39
08/03/2018	Bill Payment (Check)	ACH	MANGO LANGUAGES			-3,350.00 -3,350.00
08/03/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION			-1,258.75 -1,258.75
08/03/2018	Bill Payment (Check)	ACH	WT. Cox Subscriptions, Inc.			-11,271.24 -11,271.24
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-4,137.15 -4,137.15
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-1,705.86 -1,705.86
08/03/2018	Bill Payment (Check)	ACH	CDW-G			-161.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-161.00
08/03/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.			-247.86
						-247.86
08/03/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-308.63
						-308.63
08/03/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.			-1,075.96
						-1,075.96
08/03/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.			-299.00
						-299.00
08/03/2018	Bill Payment (Check)	2369	AV Techsource, Inc.			-9,477.09
						-9,477.09
08/03/2018	Bill Payment (Check)	2375	Product Architecture and Design			-5,052.10
						-5,052.10
08/03/2018	Bill Payment (Check)	2376	Hartford			-2,766.00
						-2,766.00
08/03/2018	Bill Payment (Check)	2377	AT&T (Phone Service)			-1,755.95
						-1,755.95
08/03/2018	Bill Payment (Check)	2378	Peregrine, Stime, Newman, Ritzman & Bruck			-1,050.00
						-1,050.00
08/03/2018	Bill Payment (Check)	2379	Communication Revolving Fund			-450.00
						-450.00
08/03/2018	Bill Payment (Check)	2380	Team One Repair, Inc.			-345.00
						-345.00
08/03/2018	Bill Payment (Check)	2381	Lynn Rymarz			-300.00
						-300.00
08/03/2018	Bill Payment (Check)	2382	Grainger			-154.45
						-154.45
08/03/2018	Bill Payment (Check)	2383	Aqua Chill of Chicago			-111.00
						-111.00
08/03/2018	Bill Payment (Check)	2384	Southeast Kentucky Community & Technical College			-30.00
						-30.00
08/06/2018	Bill Payment (Check)	ACH	QUILL CORPORATION			-242.34

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-242.34
08/06/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION			-1,163.75
						-1,163.75
08/06/2018	Bill Payment (Check)	DD	U.S. Postal Service			-100.00
						-100.00
08/06/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.			-525.00
						-525.00
08/06/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS			-849.00
						-849.00
08/06/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.			-817.50
						-817.50
08/06/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.			-1,243.76
						-1,243.76
08/06/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-665.00
						-665.00
08/06/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS			-450.63
						-450.63
08/06/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-258.40
						-258.40
08/06/2018	Bill Payment (Check)	ACH	CDW-G			-14.00
						-14.00
08/06/2018	Bill Payment (Check)	DD	NORTH SHORE GAS			-337.69
						-337.69
08/06/2018	Bill Payment (Check)	ACH	COMED			-765.56
						-765.56
08/06/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.			-16.00
						-16.00
08/07/2018	Bill Payment (Check)	DD	NICOR			-31.65
						-31.65
08/08/2018	Bill Payment (Check)	DD	COMCAST			-237.85
						-237.85

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/10/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-3,309.87
						-3,309.87
08/10/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-1,852.97
						-1,852.97
08/10/2018	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL			-70,731.00
						-70,731.00
08/10/2018	Bill Payment (Check)	ACH	SENSOURCE			-4,981.35
						-4,981.35
08/17/2018	Bill Payment (Check)	ACH	PROQUEST LLC			-2,940.00
						-2,940.00



**Financial Report**

Audit preparations have begun, fieldwork will be conducted in late September/early October. Presentation of the final audit is tentatively scheduled for the November 19, 2018 Regular Board Meeting.

**Expenditures:**

- The last of the fiscal year invoices continue to come in and will be reflected in final totals for the fiscal year.
- We still expect to have two payment applications for the remodel project incoming.

**Building and Grounds**

Punchlist is wrapping up. The Northfield staff have been visiting other libraries, looking at variations of service points and service styles. We will be meeting to discuss their findings and create a list of prio and considerations for the remodeled desk next week. The Lakota group is working to schedule a meeting to begin building next steps.

**Staff Training and Personnel Updates:**

Circulation Staff member Scott Siegal was the first Circulation Clerk to take and ace the Associate Promotion Test. We congratulate all of the circulation staff members who have worked hard to learn all the skills required of them to be promoted those staff member include Tyler Steinemann, Betsy Griebenow, Margie Surplus and Mary Wright. Two more Circulation Clerks are scheduled to take their tests in early August, and several are continuing to train with Adult Services librarians Erin Collins, Nick Mall, Jill Brasseur, and Steve Kline, as coordinated by Katie Cangelosi.

We will have a new Head of Circulation starting on August 20, 2018, our very own Katie Cangelosi has excepted the position and we couldn't be more thrilled. Katie has been the driving force behind many successful staff incentives and we look forward to seeing her thrive as the Head of Circulation for the District.

On Tuesday, July 10, Naomi Wolfson, Head of Technical Services and Mark Swenson, Head of Information Technology attended a Management Association lead seminar at CCS on the best practices of running successful meetings. Naomi and Mark were included in this training as incoming Chairs for CCS consortia committees. Naomi for CAMMs (Catalog and Metadata Management Meeting) Technical Group and Mark as Chair for the Information Technology Group for 2018-2019.

**Collection Development Improvements:**

We are seeing the impacts of automatic renewals throughout the CCS consortia. We are will have to see how this service impacts the number of holds placed and overdue fines imposed on our patrons. We are working to update the circulation policy to refine our thresholds and update our policy.

**Circulation Services**

Total circulation for the month of July FY 2018/2019 was **47,415** compared to **37,258** for the same month last year. This represents a net change of **27.26 %**

Cumulative circulation through July FY 2018/2019 is **47,415** compared to **37,258** for the previous fiscal year to date. This represents a net change of **27.26 %**.

Winnetka Library's circulation for the month of July FY 2018/2019 was **29,528** compared to **22,911** for the same month last year.

This represents a net change of **28.88 %**

Northfield Library's circulation for the month of July FY 2018/2019 was **13,923** compared to **11,106** for the same month last year.

This represents a net change of **25.36 %**.

Virtual Branch circulation for the month of July FY 2018/2019 was **3,964** compared to **3,241** for the same month last year.

This represents a net change of **22.31 %**.

**Material Totals**

	Books	Audio	Video	Grand Total
Initial Totals	84,754	5,857	12,274	102,885
July - Adds	1,397	99	666	2,162
July - W/D	653	11	422	1,086
July End Total	85,498	5,945	12,518	103,961

**Technology**

**Computer Usage**

There were 1081 public computer sessions at Winnetka with 46 percent of those occurring on laptops. Additionally, there were 53 Chromebook sessions in Youth Services.

There were 721 public computer sessions at Northfield with 13 percent of those occurring on laptops.

Winnetka had 21,770 recorded hotspot sessions from 1,803 distinct devices. The average session time was 21 minutes. These sessions used a total of 508 GB of downstream bandwidth and 111 GB of upstream bandwidth.

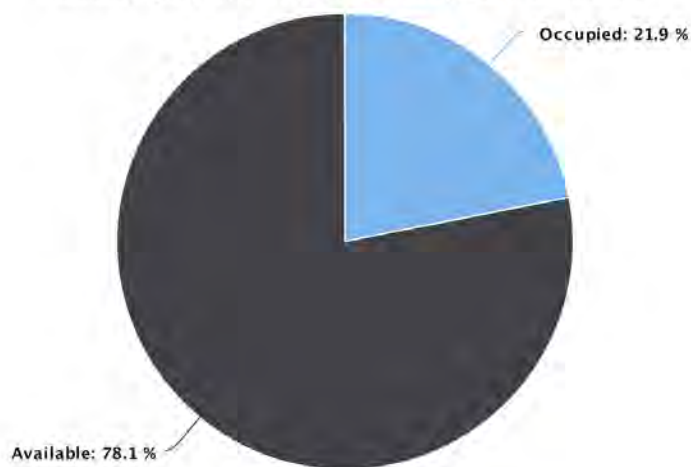
Northfield had 7,270 hotspot sessions from 1,043 distinct devices. The average session time was 38 minutes. These sessions used a total of about 193 GB of downstream bandwidth and about 17.5 GB of upstream bandwidth.

We had 10,543 web sessions with 5,730 unique website users as counted by Google Analytics. The sessions number is down slightly from last year’s 10,897 sessions, and the unique visitors count is down from last year’s 6,108 unique users.

**Website: Most Visited Pages**

Home Page | digital-library/ebooks-eaudiobooks | NYT | Hours and Locations | Digital Library | Jobs | Movies

Aggregate Occupancy Ratio for  
Sunday, July 1, 2018 to Tuesday, July 31, 2018



*Bookings Summary*

<i>Unique Users</i>	58
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Library Director's Report and Staff Activities  
for the August 13, 2018 Board Meeting

Total Bookings	100
Time Available	54000
Time Booked	11835
Average Booking Duration	118
User Showed Up - Yes	8
User Showed Up - No	0

### Programs and Activities

Summer Reading 2018, "Reading Can Take You Anywhere," is shaping up to be a great success! We have 1,615 patrons signed up; last year 1,673 patrons had registered by August 1, and we are well on track to have the highest participation in four years (previous 1,703!)

Total Summer Reading signups for 2018: **1353** Youth (0-13) and **413** Adults (14-18) total = **1766**

Patrons have been very enthusiastic about the registration giveaway bags, and we hear they've been spotted all over the North Shore. Our imaginative travel theme has been the catalyst for well-attended and hotly anticipated programs like the "Passport To..." series, "Escape Room: World Traveler Edition," and "Laser Etch a Bike License Plate." We look forward to drawing the names of patrons who will win toy baskets, movie prize packs, and gift cards to favorite community restaurants!

### Program Attendance

Total District Program Attendance for the month of July FY 2018/2019 was **1,462** compared to **1,243** for the same month last year.

This represents a net change of **17.62 %**

Cumulative District Program Attendance through July FY 2018/2019 is **1,462** compared to **1,243** for the same month last year.

This represents a net change of **17.62 %**

	CURRENT MONTH	SAME MONTH LAST FY	PERCENT CHANGE	CURRENT FY	LAST FY	PERCENT CHANGE
ADULT PROGRAM COUNT - WINNETKA	22	21	4.76%	22	21	4.76%
ADULT PROGRAM ATTENDANCE - WINNETKA	200	191	4.71%	200	191	4.71%
YOUTH PROGRAM COUNT - WINNETKA	35	37	-5.41%	35	37	-5.41%
YOUTH PROGRAM ATTENDANCE - WINNETKA	703	629	11.76%	703	629	11.76%
ADULT PROGRAM COUNT - NORTHFIELD	9	7	28.57%	9	7	28.57%
ADULT PROGRAM ATTENDANCE - NORTHFIELD	109	99	10.10%	109	99	10.10%
YOUTH PROGRAM COUNT - NORTHFIELD	30	25	20.00%	30	25	20.00%
YOUTH PROGRAM ATTENDANCE - NORTHFIELD	450	324	38.89%	450	324	38.89%

Programming Highlights

- ***Donuts with Dads*** was attended by **30** patrons. Librarian Amanda Garrity hosted a Saturday storytime for kids to celebrate their special relationships with their dads (all family members welcomed).
- ***French & English PJ Storytime*** was attended **22** patrons. Kathy Hargrave, Youth Services Associate led a bilingual evening storytime with a Francophone guest star.
- ***Impressionism and Fashion in Late 19th Century Paris*** was attended by **31** patrons. Art historian Jeff Mishur gave an illustrated lecture that looked at late nineteenth century artists such as Cassatt, Tissot, Caillebotte and Renoir and their relationship to exciting developments in Parisian fashion.
- ***Remembering the Romanovs: Nicholas, Alexandra and the Legend of Anastasia*** was attended **35** adults. July 17 marked the 100th anniversary of the tragic murders of Russian Tsar Nicholas II and his family. Historian Jim Gibbons discussed the critical impact this event had on World War I. He also discussed the life of Anastasia and the legend of her survival.
- ***The Art of John Singer Sargent*** was attended **35** patrons. Art historian Jeff Mishur gave an illustrated lecture celebrating the works of the great American painter John Singer Sargent. He discussed the highlights of Sargent's career as a portraitist and muralist. This program provided great context for this summer's Sargent exhibit at the Art Institute of Chicago

**Communications and Marketing**

The Fall issue of *The Source* has gone to print and will arrive in homes in the end of August. Inside this issue will be a recap of the Grand Reopening and a thank you to our Summer Reading sponsors, as well as the regular programming for September through November.

One Book Two Villages ticket sales are our focus for this month, we have talked to a lot of patrons about the upcoming events and they seem excited about the book at the author. The Book Stall is coordinating with us to push the events to their lists as well, which should be helpful.

We are busy working on promotional materials for fall programming and will soon be starting a push for Library Card Sign up month in September. We have been hard at work updating the signage for the interior of the Winnetka Library, and will continue updating the signage to compliment the style of our newly renovated library space.

We are working on a marketing plan for our promotional efforts for the next year, involving full schedule of *The Source*.

## Summary Report for July FY 2018/2019

### 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>	7,934	6,154	28.92 %	7,934	6,154	28.92 %	<b>Books</b>	11,309	8,763	29.05 %	11,309	8,763	29.05 %
Book - Fiction	3,924	3,203	22.51 %	3,924	3,203	22.51 %	Book - Fiction	9,922	7,915	25.36 %	9,922	7,915	25.36 %
Book - Nonfiction	4,010	2,951	35.89 %	4,010	2,951	35.89 %	Book - Nonfiction	1,387	848	63.56 %	1,387	848	63.56 %
Audiobook - CD	618	596	3.69 %	618	596	3.69 %	Audiobook - CD	129	104	24.04 %	129	104	24.04 %
Music CD	92	135	-31.85 %	92	135	-31.85 %	Music CD	73	131	-44.27 %	73	131	-44.27 %
Playaway	243	236	2.97 %	243	236	2.97 %	Playaway	319	345	-7.54 %	319	345	-7.54 %
DVD/Blu-Ray	5,423	3,271	65.79 %	5,423	3,271	65.79 %	DVD	2,418	1,374	75.98 %	2,418	1,374	75.98 %
Magazine	168	126	33.33 %	168	126	33.33 %	Magazine	1	-	-	1	-	-
Other	16	59	-72.88 %	16	59	-72.88 %	Other	20	59	-66.10 %	20	59	-66.10 %
Non-CCS ILL	35	38	-7.89 %	35	38	-7.89 %	Non-CCS ILL						
ILL Lender	730	1,520	-51.97 %	730	1,520	-51.97 %	ILL Lender						
<b>Total</b>	<b>15,259</b>	<b>12,135</b>	<b>25.74 %</b>	<b>15,259</b>	<b>12,135</b>	<b>25.74 %</b>	<b>Total</b>	<b>14,269</b>	<b>10,776</b>	<b>32.41 %</b>	<b>14,269</b>	<b>10,776</b>	<b>32.41 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	1,081	898
Consortial Borrower Count	977	1,422

Winnetka Library's circulation for the month of July FY 2018/2019 was **29,528** compared to **22,911** for the same month last year. This represents a net change of **28.88 %**.

#### 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>	4,282	3,256	31.51 %	4,282	3,256	31.51 %	<b>Books</b>	4,474	3,749	19.34 %	4,474	3,749	19.34 %
Book - Fiction	2,976	2,225	33.75 %	2,976	2,225	33.75 %	Book - Fiction	3,746	3,145	19.11 %	3,746	3,145	19.11 %
Book - Nonfiction	1,306	1,031	26.67 %	1,306	1,031	26.67 %	Book - Nonfiction	728	604	20.53 %	728	604	20.53 %
Audiobook - CD	387	341	13.49 %	387	341	13.49 %	Audiobook - CD	30	40	-25.00 %	30	40	-25.00 %
Music CD	36	109	-66.97 %	36	109	-66.97 %	Music CD	51	47	8.51 %	51	47	8.51 %
Playaway	45	42	7.14 %	45	42	7.14 %	Playaway	82	71	15.49 %	82	71	15.49 %
DVD	2,736	1,931	41.69 %	2,736	1,931	41.69 %	DVD/Blu-Ray	1,341	781	71.70 %	1,341	781	71.70 %
Magazine	42	46	-8.70 %	42	46	-8.70 %	Magazine	-	3	-	-	3	-
Other	1	5	-80.00 %	1	5	-80.00 %	Other	2	10	-80.00 %	2	10	-80.00 %
Non-CCS ILL	12	14	-14.29 %	12	14	-14.29 %	Non-CCS ILL						
ILL Lender	402	661	-39.18 %	402	661	-39.18 %	ILL Lender						
<b>Total</b>	<b>7,943</b>	<b>6,405</b>	<b>24.01 %</b>	<b>7,943</b>	<b>6,405</b>	<b>24.01 %</b>	<b>Total</b>	<b>5,980</b>	<b>4,701</b>	<b>27.21 %</b>	<b>5,980</b>	<b>4,701</b>	<b>27.21 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	107	67
Consortial Borrower Count	612	1,300

Northfield Library's circulation for the month of July FY 2018/2019 was **13,923** compared to **11,106** for the same month last year. This represents a net change of **25.36 %**.

## 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 % +/-
2,237	1,814	23.32 %	2,237	1,814	23.32 %	1,069	738	44.85 %	1,069	738	44.85 %	506	558	-9.32 %	506	558	-9.32 %

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 % +/-
109	65	67.69 %	109	65	67.69 %	43	66	-34.85 %	43	66	-34.85 %

Virtual Branch circulation for the month of July FY 2018/2019 was **3,964** compared to **3,241** for the same month last year. This represents a net change of **22.31 %**.

Cumulative virtual branch circulation through July FY 2018/2019 is **3,964** compared to **3,241** for the previous fiscal year to date. This represents a net change of **22.31 %**.

## 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>	12,216	9,410	29.82 %	12,216	9,410	29.82 %	<b>Books</b>	15,783	12,512	26.14 %	15,783	12,512	26.14 %
<b>Book - Fiction</b>	6,900	5,428	27.12 %	6,900	5,428	27.12 %	<b>Book - Fiction</b>	13,668	11,060	23.58 %	13,668	11,060	23.58 %
<b>Book - Nonfiction</b>	5,316	3,982	33.50 %	5,316	3,982	33.50 %	<b>Book - Nonfiction</b>	2,115	1,452	45.66 %	2,115	1,452	45.66 %
<b>Audiobook - CD</b>	1,005	937	7.26 %	1,005	937	7.26 %	<b>Audiobook - CD</b>	159	144	10.42 %	159	144	10.42 %
<b>Music CD</b>	128	244	-47.54 %	128	244	-47.54 %	<b>Music CD</b>	124	178	-30.34 %	124	178	-30.34 %
<b>Playaway</b>	288	278	3.60 %	288	278	3.60 %	<b>Playaway</b>	401	416	-3.61 %	401	416	-3.61 %
<b>DVD/Blu-Ray</b>	8,159	5,202	56.84 %	8,159	5,202	56.84 %	<b>DVD/Blu-Ray</b>	3,759	2,155	74.43 %	3,759	2,155	74.43 %
<b>Other</b>	17	64	-73.44 %	17	64	-73.44 %	<b>Other</b>	22	69	-68.12 %	22	69	-68.12 %
<b>ILL Lender</b>	1,132	2,181	-48.10 %	1,132	2,181	-48.10 %	<b>ILL Lender</b>						
<b>Total</b>	<b>22,945</b>	<b>18,316</b>	<b>25.27 %</b>	<b>22,945</b>	<b>18,316</b>	<b>25.27 %</b>	<b>Total</b>	<b>20,248</b>	<b>15,474</b>	<b>30.85 %</b>	<b>20,248</b>	<b>15,474</b>	<b>30.85 %</b>

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	1,188	965
Consortial Borrower Count	1,589	2,722

Total circulation for the month of July FY 2018/2019 was **47,415** compared to **37,258** for the same month last year. This represents a net change of **27.26 %**.

Cumulative circulation through July FY 2018/2019 is **47,415** compared to **37,258** for the previous fiscal year to date. This represents a net change of **27.26 %**.

Library Activity Report

Winnetka Library/WNK

Adult							Youth						
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 % + / -
People Counter	10,926	12,888	-15.22 %	10,926	12,888	-15.22 %	People Counter						
Reference Questions	914	1,084	-15.68 %	914	1,108	-15.68 %	Reference Questions	827	823	0.49 %	827	823	0.49 %
WNK Holds	911	2,991	-69.54 %	911	2,991	-69.54 %	WNK Holds						
Website Usage	10,543	10,897	-3.25 %	10,543	10,897	-3.25 %	Website Usage (no. of sessions)						
Studio	502	188	167.02 %	502	188	167.02 %	Studio						
Genealogy	3	3	0.00 %	3	3	0.00 %	Genealogy						
Program Attendance	200	191	4.71 %	200	191	4.71 %	Program Attendance	703	629	11.76 %	703	629	11.76 %

**Total**

**Grand Total**

10,926  
1,741  
911  
10,543  
502  
3  
903

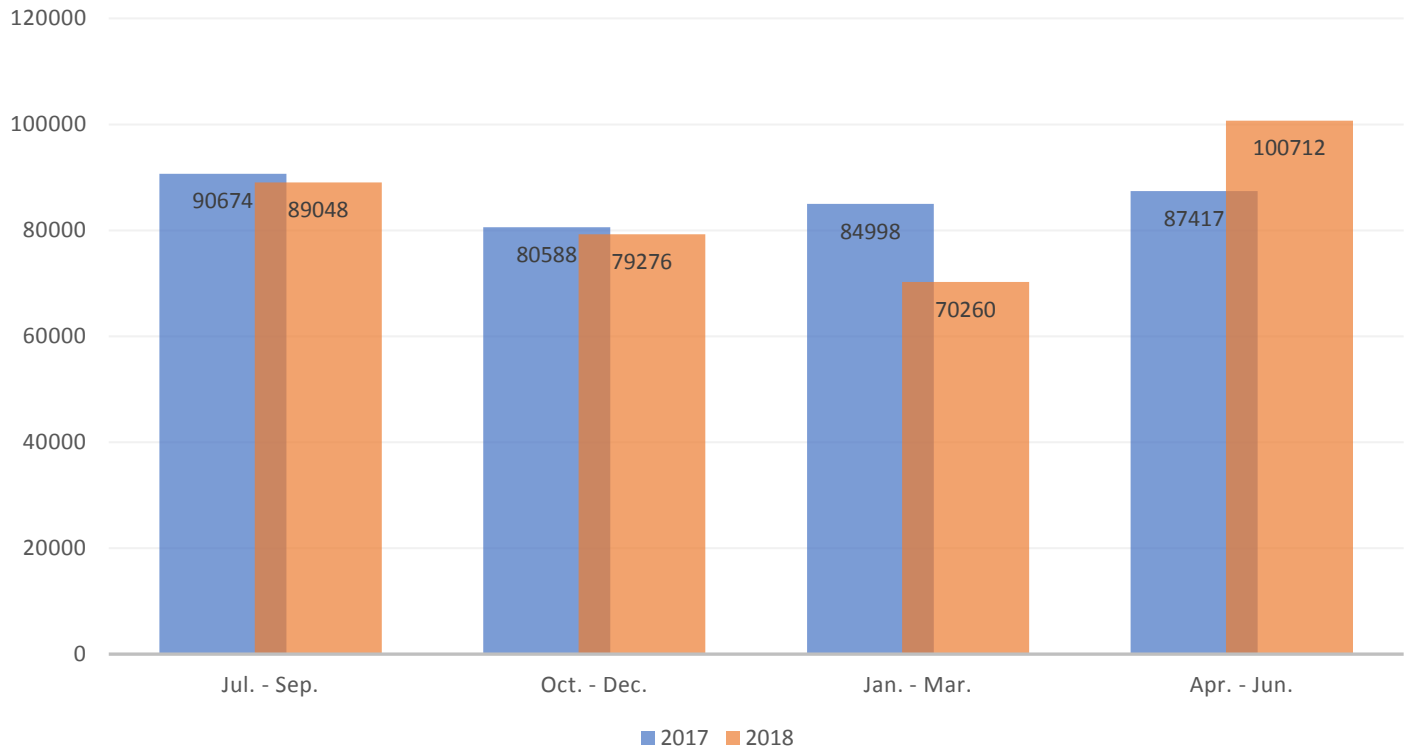
Northfield Library/WBK

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	-	7,672	-	-	7,672	-	People Counter							-
Reference Questions	1,107	942	17.52 %	1,107	942	17.52 %	Reference Questions	154	192	-19.79 %	154	192	-19.79 %	1,261
WBK Holds	613	1,658	-63.03 %	613	1,658	-63.03 %	WBK Holds							613
Program Attendance	109	99	10.10 %	109	99	10.10 %	Program Attendance	450	324	38.89 %	450	324	38.89 %	559

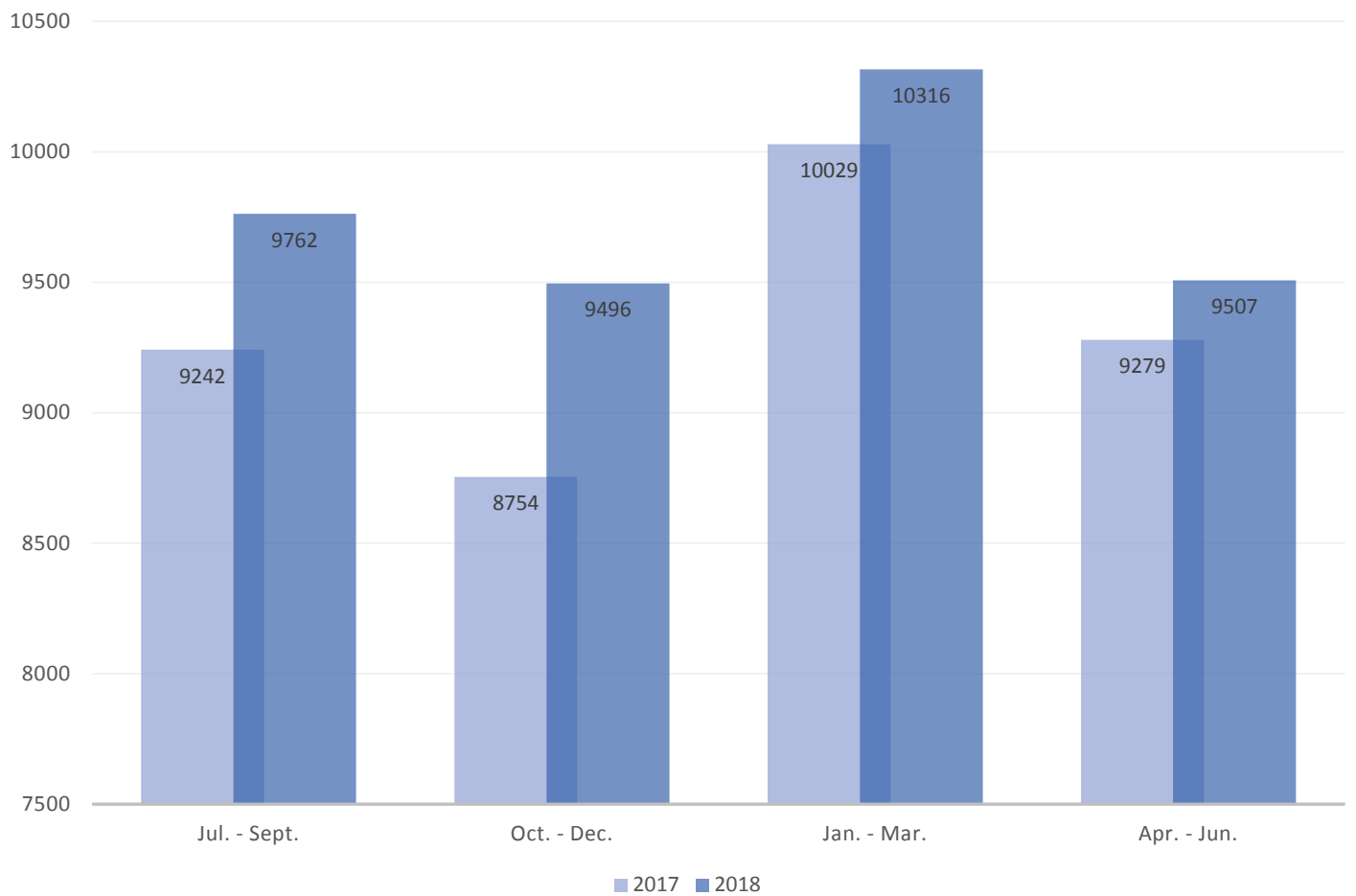
Total District Program Attendance for the month of July FY 2018/2019 was **1,462** compared to **1,243** for the same month last year. This represents a net change of **17.62 %**

Cumulative District Program Attendance through July FY 2018/2019 is **1,462** compared to **1,243** for the same month last year. This represents a net change of **17.62 %**

### Circulation Totals

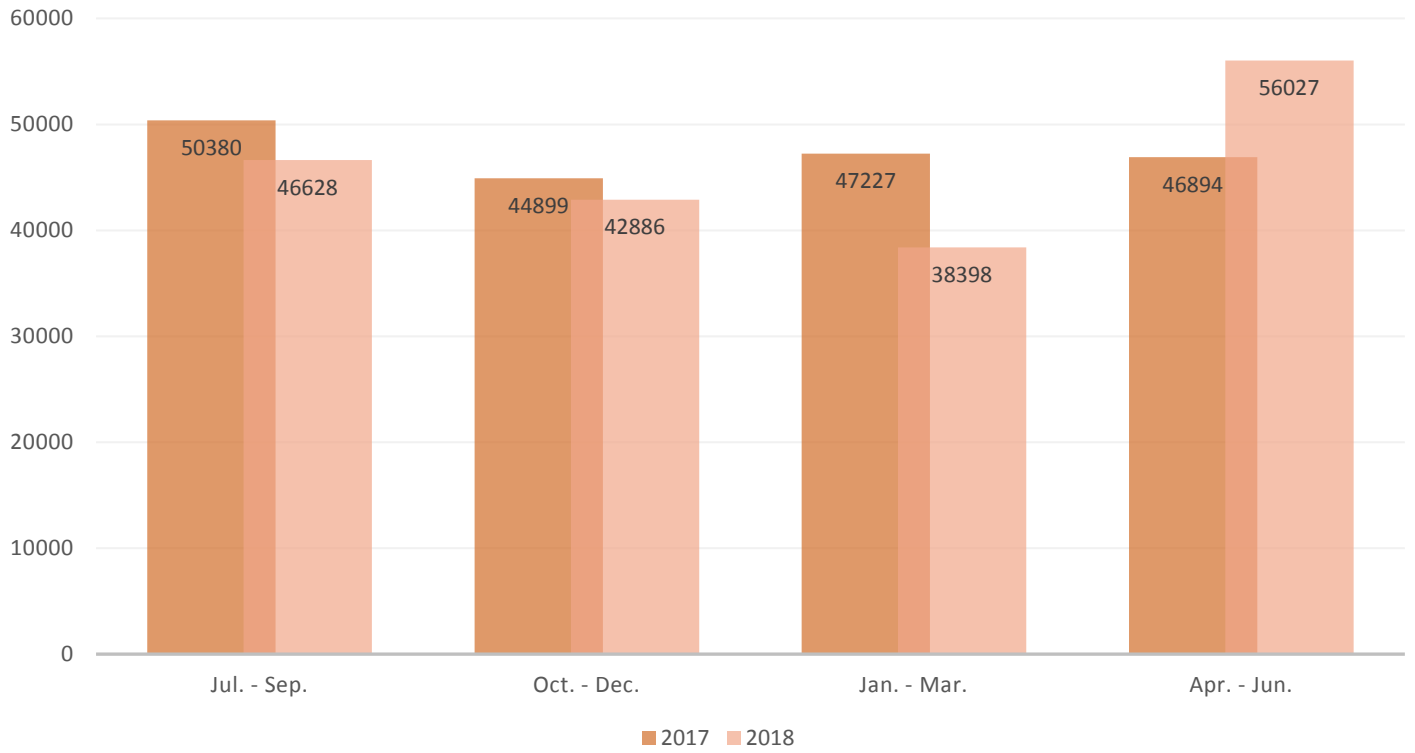


### eBook, eAudiobook, eMagazine & eVideo Downloads

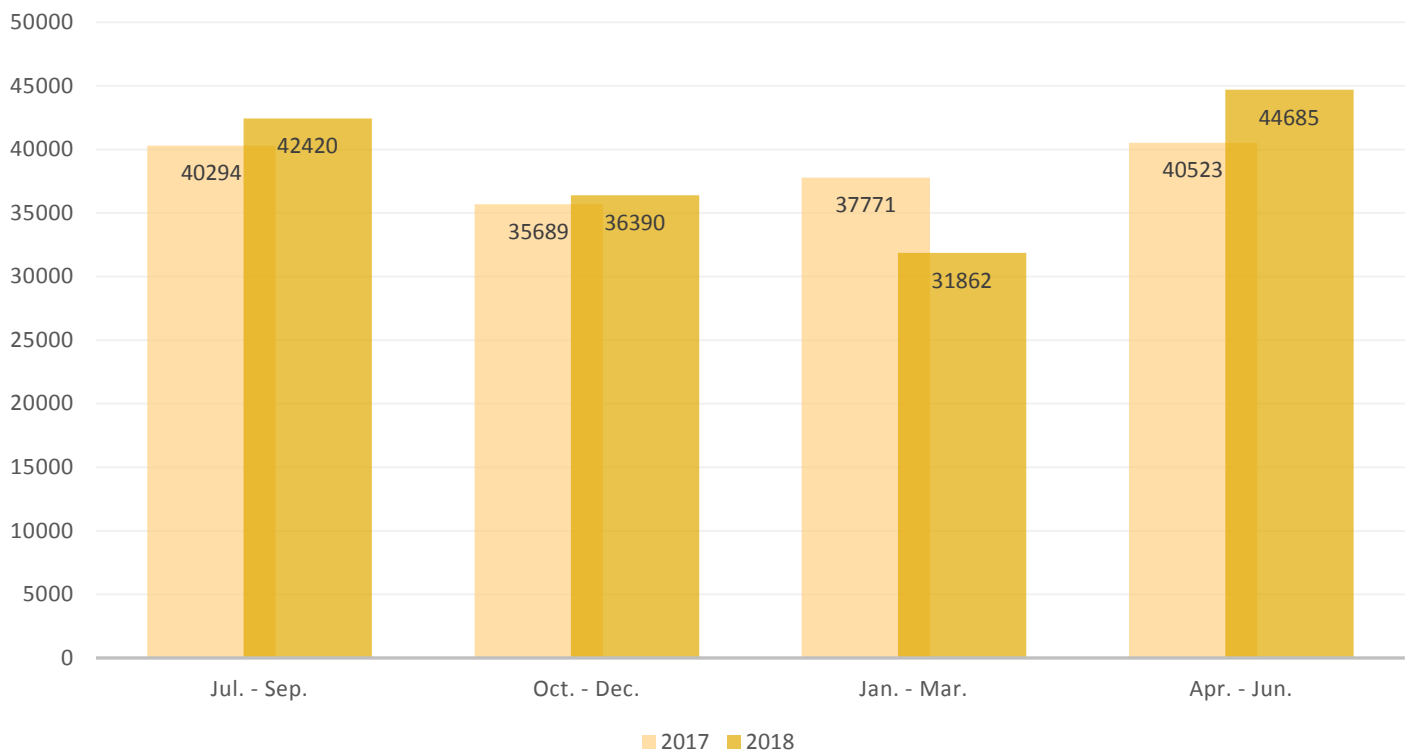




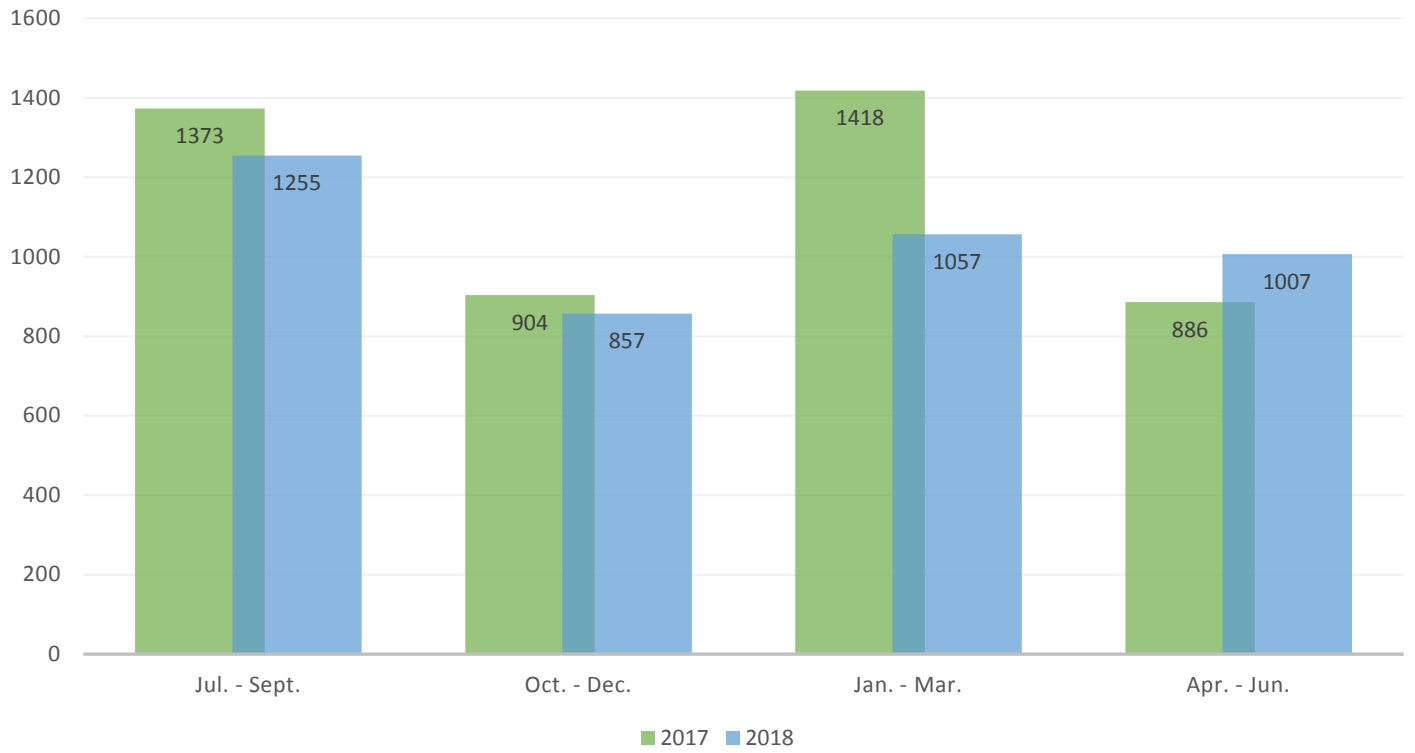
### Adult Circulation Totals



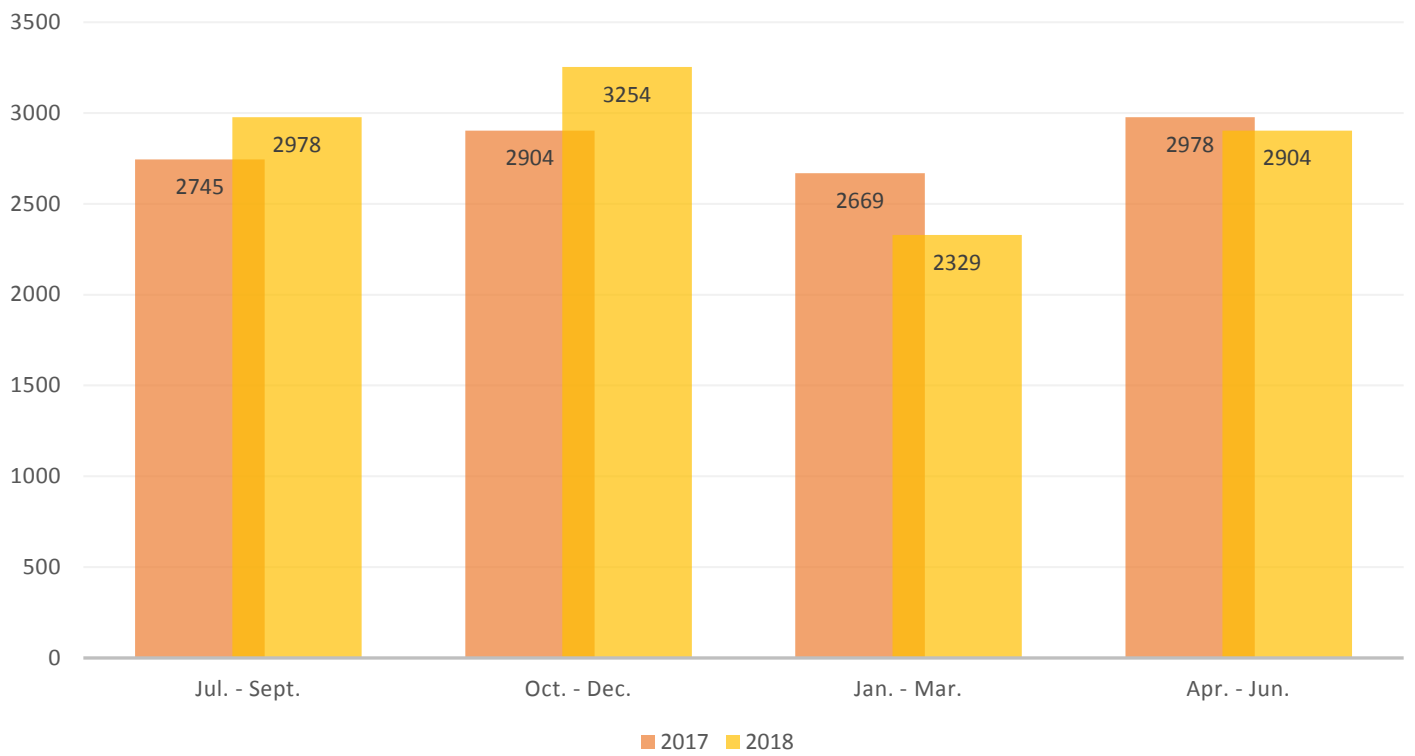
### Youth Circulation Totals

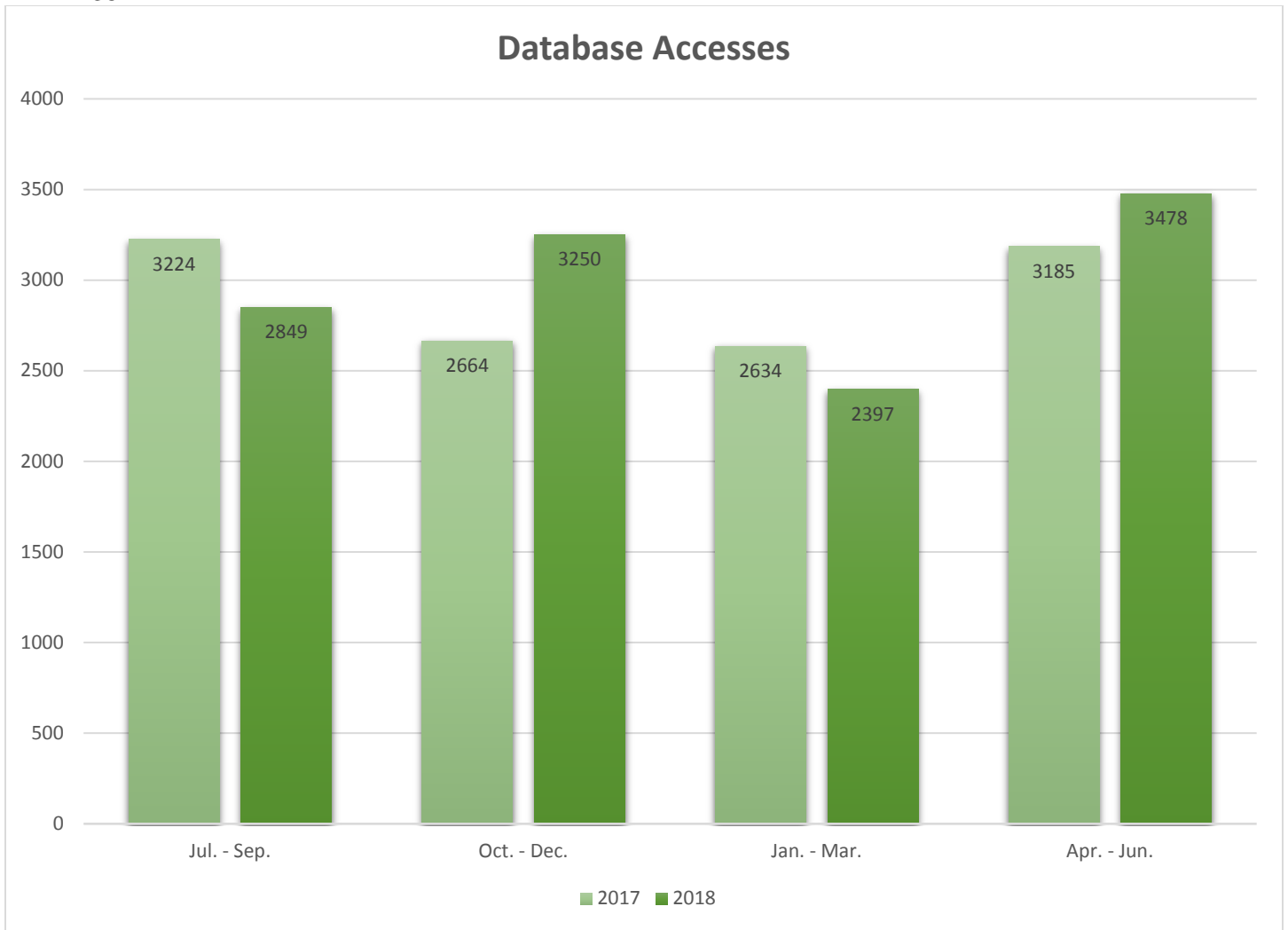


### Adult Program Attendance



### Youth Program Attendance





**The Board of Trustees of the Winnetka-Northfield  
Public Library District, Cook County, Illinois**

Ordinance No. 2018-2019/2

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
FOR LIBRARY PURPOSE FOR THE FISCAL YEAR 2018-2019**

WHEREAS, the Illinois Municipal Budget Law, 50 ILCS 330/1 et seq., as amended, requires all Illinois municipal corporations to adopt a combined annual budget and appropriations ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/1-1 et seq. provides procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in a tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said budget and appropriation ordinance has been held prior to final action hereon, and notice of said hearing was advertised in a newspaper published within the District;

NOW, THEREFORE BE IT ORDAINED by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of said Library District, and of expenditures therefrom, is hereby adopted as the budget for said District for the Fiscal Year beginning July 1, 2018 and ending on June 30, 2019; and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of this Library District, for the objects and purposes indicated for the said Fiscal Year:

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018-2019**

CASH ON HAND BEGINNING OF FISCAL YEAR: \$ -

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING THE FISCAL YEAR:

	Budget 18-19	Budget 17-18	FY 2018-19 Appropriation	FY 2017-18 Appropriation
1. Tax Receipts	\$ 4,001,902	\$ 3,908,506	\$ 4,300,000	\$ 4,300,000
2. Corporate Replacement Tax	\$ 20,000	\$ 25,000	\$ 50,000	\$ 50,000
3. Per Capita Grant	\$ 14,107	\$ 14,107	\$ 25,000	\$ 25,000
4. Gift Fund	\$ 2,500	\$ 2,500	\$ 300,000	\$ 300,000
5. Friends of the Library	\$ 27,500	\$ 30,000	\$ 50,000	\$ 50,000
6. Kenilworth Service Contract	\$ 100,000	\$ 90,000	\$ 110,000	\$ 100,000
7. Other Income	\$ 73,000	\$ 90,500	\$ 200,000	\$ 200,000
<b>TOTAL ESTIMATED REVENUE:</b>	<b>\$4,239,009</b>	<b>\$4,160,613</b>	<b>\$5,035,000</b>	<b>\$5,025,000</b>

## ESTIMATE OF EXPENDITURES FROM GENERAL FUND:

	Budget 18-19	Budget 17-18		FY 2018-19 Appropriation	FY 2017-18 Appropriation		10% of 18-19	Appropriatic
IT Services	\$ 173,150	\$ 171,000	1%	\$ 200,000	\$ 300,000	-33%	\$ 190,465	16%
Administrative Services	\$ 321,425	\$ 328,400	-2%	\$ 358,000	\$ 605,000	-41%	\$ 353,568	11%
Personnel Salaries and Benefits	\$ 1,835,000	\$ 1,972,210	-7%	\$ 1,935,000	\$ 2,035,000	-5%	\$ 2,018,500	5%
Programming	\$ 81,100	\$ 72,100	12%	\$ 100,000	\$ 125,000	-20%	\$ 89,210	23%
Insurance	\$ 20,000	\$ 21,040	-5%	\$ 30,000	\$ 35,000	-14%	\$ 22,000	50%
Materials	\$ 625,400	\$ 586,900	7%	\$ 700,000	\$ 675,000	4%	\$ 687,940	12%
Capital Outlay	\$ 650,000	\$ 1,985,000	-67%	\$ 800,000	\$ 2,500,000	-68%	\$ 715,000	23%
Contingency	\$ -	\$ -		\$ 200,000	\$ 200,000	0%	\$ -	
<b>Total General Expenses</b>	<b>\$ 3,706,075</b>	<b>\$ 5,136,650</b>	<b>-28%</b>	<b>\$ 4,323,000</b>	<b>\$ 6,475,000</b>	<b>-33%</b>	<b>\$ 4,076,683</b>	<b>17%</b>

## TOTAL GENERAL FUND

BUDGET AND APPROPRIATION:	\$ 3,706,075	\$ 4,323,000
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## ESTIMATE OF EXPENDITURES FROM SPECIAL TAX FUNDS:

1. IMRF	\$ 105,000	\$ 135,000	\$ 200,000	\$ 200,000
2. FICA	\$ 125,000	\$ 135,000	\$ 150,000	\$ 150,000
3. Unemployment Insurance Fund	\$ 1,000	\$ 1,000	\$ 20,000	\$ 20,000
4. Liability Insurance	\$ 15,000	\$ 15,000	\$ 30,000	\$ 30,000
5. Audit	\$ 9,800	\$ 9,700	\$ 20,000	\$ 20,000
6. Building and Equipment (.02%)	\$ 304,789	\$ 301,807	\$ 500,000	\$ 500,000

TOTAL SPECIAL TAX FUNDS:	\$ 560,589	\$ 597,507	\$ 920,000	\$ 920,000
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## TRANSFER OF FUNDS FROM GENERAL FUND

TO SPECIAL RESERVE FUND:	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000
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**TOTAL LIBRARY APPROPRIATION:**

	\$ 6,243,000	\$ 8,395,000
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## ESTIMATED YEAR END CASH ON HAND JUNE 30, 2019:

Section 2. There is hereby appropriated from the taxes to be levied for the Fiscal Year and other sources of income the sum of SIX MILLION, TWO-HUNDRED FORTY-THREE THOUSAND DOLLARS (\$6,243,000) the same to be divided among the several corporate objects and purposes for the aforesaid Fiscal Year.

Section 3. Except as otherwise provided by law, no further appropriations shall be made at any time within such Fiscal Year, provided that this Board may from time to time make transfers between the various items in any Fund, or appropriate in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency, by two-thirds (2/3) vote of all the trustees, as provided by 75 ILCS 16/40-50, et seq., and this Board may amend this budget and appropriation ordinance from time to time by the same procedures as prescribed by statute for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the Fiscal Year shall be available until August 30 for the authorization of the payment of obligations incurred prior to the close of the Fiscal Year, and until September 30 for the payment of such obligations or for the transfer of unexpected balances thereof to be accumulated, as provided by 75 ILCS 16/30-90.

Section 4. The Board has established a Special Reserve Fund, in accordance with appropriate statutes, in which case the unexpended balances from the proceeds received from the library taxes may be accumulated in the Special Reserve Fund.

Section 5. A Copy of this ordinance in tentative form has been available for public inspection at the Winnetka-Northfield Public Library District for thirty (30) days, and notice of said hearing has been given by posting for thirty (30) days, and by publication in a newspaper published within this District in substantially the following form:

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

Public notice is hereby given that a public hearing will be held on the proposed Annual Budget and Appropriation Ordinance for the Fiscal Year July 1, 2018 to June 30, 2019, at the following place and time: Winnetka-Northfield Public Library District, Main Library, 768 Oak Street, Winnetka, Illinois, at 7:00 p.m. on the 17th day of September 2018. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 during regular business hours.

Dated this 17th day of September 2018.

\_\_\_\_\_  
Suzanne Shoup, Secretary

Section 6. This ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/35-5, et seq., and 16/40-50; and the Illinois Revenue Code, 35 ILCS 205/157, et seq; and other statutes appertaining thereto.

Section 7. 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 with this 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 provision or parts of this act, which shall be severable therefrom.

PASSED by the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois on the 17th day of September 2018 by a vote of

AYES:  
NAYS:  
ABSENT or NOT VOTING:

APPROVED:

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

ATTEST:

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

**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 **Sixty Seven Thousand Eight Hundred Eighty Nine & 27/100 (\$67,889.27)** 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 2nd day of July, 2018.

Shales McNutt, LLC



Michael G. Shales  
Manager



**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO (OWNER):** PROJECT: 2018 Renovation Projects  
 Winnetka-Northfield Library  
 768 Oak Street  
 Winnetka, IL 60093

**FROM (CONTRACTOR):** VIA (Architect):  
 Shales McNitt LLC Product Architecture + Design  
 425 Renner Drive 811 Evergreen, Suite 405  
 Egin, IL 60123 Chicago, IL 60642

APPLICATION NO. 5  
 PERIOD TO: June 30, 2018  
 ARCHITECTS  
 PROJECT NO.



**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:  Date: 7/2/18

**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

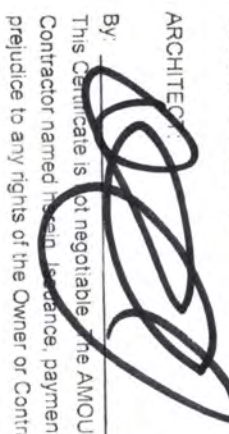
- 1. ORIGINAL CONTRACT SUM \$ 1,730,891.60
- 2. Net change by change orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1+/- 2) \$ 1,730,891.60
- 4. TOTAL COMPLETED & STORED TO DATE \$ 1,678,749.24

- 5. RETAINAGE (Column G on Continuation Sheet)
  - a. Variable of Completed Work \$ 123,613.54
  - (Column D + E on Continuation Sheet)
  - b. 10 % of Stored Material \$ 0.00
  - (Column F on Continuation Sheet)

- Total Retainage (Line 5a + 5b) \$ 123,613.54
- 6. TOTAL EARNED LESS RETAINAGE \$ 1,555,135.70
- (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,487,246.43
- 8. CURRENT PAYMENT DUE \$ 67,889.27
- 9. BALANCE TO FINISH, PLUS RETAINAGE \$ 175,755.90

State of \_\_\_\_\_ County of \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Notary Public:  
 My Commission Expires: \_\_\_\_\_

AMOUNT CERTIFIED \$ 67,889.27

ARCHITECT:  
 By:  Date: 07.16.18  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Advance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



A ITEM NO.	B DESCRIPTION OF WORK	C CONTRACTOR	D SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMP	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)	K Net Payout
				FROM PREV. APPLICATION (D+E)	THIS PERIOD						
	Carpentry/General Trades, Includes DFH (Ostrander)		255,293.00	247,682.00	7,631.00		255,293.00	100.0%	0.00	25,529.00	6,868.00
	Aluminum/Glazing (McHenry County Glass)		112,141.00	107,191.00	4,950.00		112,141.00	100.0%	0.00	11,214.00	4,455.00
	Framing/Drywall (LJ Morse)		106,290.37	106,290.37			106,290.37	100.0%	0.00	5,314.52	5,314.52
	Acoustical Ceilings (Just Rite)		268,654.00	268,654.00			268,654.00	100.0%	0.00	13,432.70	13,432.30
	Painting/Wallcovering (Nedrow)		26,505.00	23,705.00	2,800.00		26,505.00	100.0%	0.00	2,650.50	2,520.00
	Flooring/Wall Tile (Douglas)		138,370.00	130,000.00	8,370.00		138,370.00	100.0%	0.00	13,837.00	7,533.00
	Plumbing (Jensen's)		35,600.00	35,600.00			35,600.00	100.0%	0.00	1,780.00	1,780.00
	HVAC (Jensen's)		65,075.50	64,674.00	401.50		65,075.50	100.0%	0.00	3,253.78	3,615.12
	Electrical/Low Voltage (Associated)		479,327.83	447,218.89	18,801.48		466,020.37	97.2%	13,307.46	46,602.04	16,921.33
	Construction Contingency		13,573.30	85,000.00	2,500.00		0.00	0.0%	13,573.30	0.00	0.00
	SMC Field/Office Administration		87,500.00	22,350.00	500.00		87,500.00	100.0%	0.00	0.00	2,500.00
	General Conditions/Clean Up		22,850.00	82,500.00	2,450.00		22,850.00	100.0%	0.00	0.00	500.00
	O&P/Insurance		87,611.60	9,500.00			84,950.00	97.0%	2,661.60	0.00	2,450.00
	Preconstruction Fee		9,500.00				9,500.00	100.0%	0.00	0.00	0.00
	Showing 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
			1,730,891.60	1,630,345.28	48,403.98	0.00	1,678,749.24	97.0%	52,142.36	123,613.54	67,889.27

Winnetka-Northfield Library  
 Contingency  
 06/30/18

Original Contingency Balance

128,000.00

Prior Months Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	<u>Change Event</u>
001	Ostrander	Revisions to hardware per submittal review comments	CE#001 4,587.00
001	U Morse	Additional costs from Village of Winnetka permit	CE#002 2,782.00
001	Associated	Additional costs from Village of Winnetka permit	CE#002 532.47
001	Nedrow	Additional costs from Village of Winnetka permit	CE#002 850.00
002	Ostrander	Additional costs from Village of Winnetka permit	CE#002 7,316.00
001	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
8	Associated	Place two (2) existing parking lot poles on the lighting control system	455.00
9	Associated	Furnish and Install a new FA Annunciator Panel	1,338.98

10	Associated	Remove and Replace 2 existing parking lot light poles	3,532.94
11	Associated	Costs to re-pull and terminate existing cable runs & provide new cables	7,379.81
6	L Morse	Cost to skim coat existing columns	1,725.37
3	Nedrow	ASI - 16 - Paint Spandrel Panels	1,980.00
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 Prior Months

75,504.16

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	
13	Associated	Provide & Install Intrusion and Access Control System	16,410.98
14	Associated	Provide and Install Shunt Trip Breaker	2,512.38
15	Associated	Provide Cable Manager Tray Under Desks	796.68
1	Douglas	New Carpet Selection	4,470.00
2	Douglas	Floor Demo Work - T&M	3,900.00
1	Jensen's	Relocation of Existing Thermostats	401.50
4	Nedrow	Paint Exterior Railings per Owner Request	2,800.00
5	Ostrander	Removal & Disposal of the Existing Plaster Ceiling	550.00
6	Ostrander	Furnish and Install New Wood Base around Lloyd Room	7,081.00

Total Contingency Used This Month

38,922.54

Contingency Balance End of Month

13,573.30

**APPLICATION AND CERTIFICATE FOR PAYMENT**

<b>TO (OWNER):</b> Northfield/Winnemka Library 7586 Oak St Winnemka, IL		<b>PROJECT:</b> Library Renovation	
<b>CONTRACTOR:</b> Ostrander Construction, Inc. 2001 Butterfield Rd. Downers Grove, IL 60515		<b>VIA (ARCHITECT):</b> Product Architecture	
<b>CONTRACT FOR:</b> CARPENTRY/Demo		APPLICATION NO: 4	Distribution to:
		PERIOD FROM: 6/1/18	<input type="checkbox"/> OWNER
		PERIOD TO: 7/1/18	<input type="checkbox"/> ARCHITECT
		ARCHITECTS PROJECT NO:	<input type="checkbox"/> CONTRACTOR
		CONTRACT DATE: 11/21/17	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	TOTAL	\$22,293.00
DEDUCTIONS		\$0.00
Approved this Month		
Number	Date Approved	
TOTALS		\$ 0.00
Net change by Change Orders		\$22,293.00

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: Ostrander Construction, Inc.


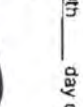
By:  Date: 6/20/18

**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.

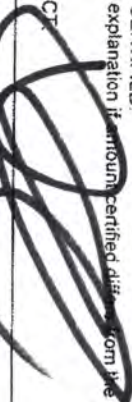
Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, Schedule of Values, is attached.

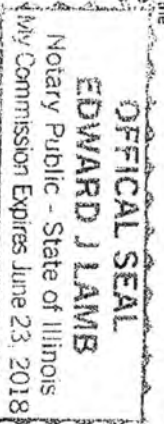
1. ORIGINAL CONTRACT SUM \$ 233,000.00
2. Net change by Change Orders \$ 22,293.00
3. CONTRACT SUM TO DATE \$ 255,293.00
4. TOTAL COMPLETED & STORED TO DATE \$ 255,293.00
5. RETAINAGE:
  - a. 10% of Completed Work \$ 25,529.00
  - b. 10% of Stored Material \$

6. TOTAL EARNED LESS RETAINAGE \$ 229,764.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 222,896.00
8. CURRENT PAYMENT DUE \$ 6,868.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$ 25,529.00

State of: ILLINOIS County of: DU PAGE  
 Subscribed and sworn to before me this 20th day of June 2018  
 Notary Public:   
 My Commission Expires:   
 AMOUNT CERTIFIED: \$ 6868.00  
 (Attached explanation if amount certified differs from the amount applied for.)

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.

By:  Date: 07-16-18





# PAYMENT APPLICATION


<b>TO:</b> Shales McNutt LLC 425 Renner Dr Eggin, IL 60123 Attn:	<b>PROJECT NAME AND LOCATION:</b> Winnetka-Northfield Library Winnetka-Northfield Public Library Dist. Main 768 Oak Street Winnetka, IL 60093	<b>APPLICATION #</b> 5 <b>PERIOD THRU</b> 06/30/2018 <b>PROJECT #:</b>	<b>Distribution to:</b> <input type="checkbox"/> OWNER <input type="checkbox"/> CONSTRUCTION MANAGER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
<b>FROM:</b> McHenry County Glass & Mirror, Inc. 2809 Barney Court McHenry, IL 60051	<b>ARCHITECT:</b> Product Architecture & Design 811 Evergreen Suite 405 Chicago, IL 60642	<b>DATE OF CONTRACT:</b> 11/21/2017	
<b>FOR:</b> Storefront/Glass Walls/ Glazing Work	<b>CONSTRUCTION MANAGER:</b> Shales McNutt LLC		

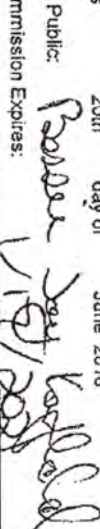
## CONTRACTOR'S SUMMARY OF WORK

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)	\$112,141.00	
5. RETAINAGE:			
a. 10.00% of Completed Work	(Columns D + E on Continuation Page)	\$11,214.00	
b. 10.00% of Material Stored	(Column F on Continuation Page)	\$0.00	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		\$11,214.00	
6. TOTAL COMPLETED AND STORED LESS RETAINAGE	(Line 4 minus Line 5 Total)	\$100,927.00	
7. LESS PREVIOUS PAYMENT APPLICATIONS		\$96,472.00	
8. PAYMENT DUE		\$4,455.00	
9. BALANCE TO COMPLETION	(Line 3 minus Line 6)	\$11,214.00	

Contractor's signature below is his 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:  Date: 06/20/2018

State of: Illinois  
County of: McHenry  
Subscribed and sworn to before me this 20th day of June 2018  
Notary Public:   
My Commission Expires: 1/17/2021

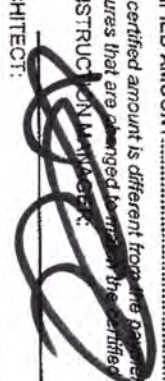
**"OFFICIAL SEAL"**  
BESSIE JOY KAUFHOLD  
Notary Public, State of Illinois  
My Commission Expires 1/17/2021

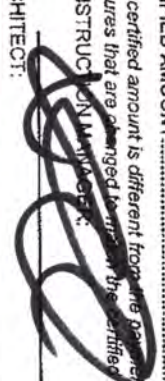
**CERTIFICATION**

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: \$4,455.00

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

CONSTRUCTION MANAGER:  Date: 07.16.18

ARCHITECT:  Date: 07.16.18

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

PROJECT: Winnetka-Northfield Library  
 Winnetka-Northfield Public Library Dist. Main  
 Level Renov.  
 APPLICATION #: 5  
 DATE OF APPLICATION: 06/20/2018  
 PERIOD THRU: 06/30/2018  
 PROJECT #s:

Payment Application containing Contractor's signature is attached.

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	Marketboards	\$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	\$1,200.00	\$0.00	\$2,797.00	100%	\$0.00	\$280.00
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	\$24,750.00	\$2,750.00	\$0.00	\$27,500.00	100%	\$0.00	\$2,750.00
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	\$17,000.00	\$1,000.00	\$0.00	\$18,000.00	100%	\$0.00	\$1,800.00
16	Change Order 1	\$1,243.00	\$1,243.00	\$0.00	\$0.00	\$1,243.00	100%	\$0.00	\$124.00
17	Change Order 2	(\$635.00)	(\$635.00)	\$0.00	\$0.00	(\$635.00)	100%	\$0.00	(\$63.00)
18	Change Order 3	(\$1,243.00)	(\$1,243.00)	\$0.00	\$0.00	(\$1,243.00)	100%	\$0.00	(\$124.00)
19	Change Order 4	\$64.00	\$64.00	\$0.00	\$0.00	\$64.00	100%	\$0.00	\$6.00
20	Change Order 5	\$712.00	\$712.00	\$0.00	\$0.00	\$712.00	100%	\$0.00	\$71.00
TOTALS		\$112,141.00	\$107,191.00	\$4,950.00	\$0.00	\$112,141.00	100%	\$0.00	\$11,214.00



**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:** 4  
**Period To:** 6/30/2018  
**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 ..... \$0.00
  - b. Stored Material ..... \$0.00
- Total Retainage ..... \$0.00
- 6) Total Earned less Retainage ..... \$106,290.37
- 7) Less Previous Certificates for Payment ..... \$95,661.33
- 8) CURRENT PAYMENT DUE ..... \$10,629.04
- 9) Balance to Finish, including Retainage ..... \$0.00

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
<b>TOTALS</b>	<b>26,284.37</b>	<b>0.00</b>
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: \_\_\_\_\_  
 State of Illinois  
 County of: DeKalb  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission expires: 3/24/2020  
 Arranda Gillette

**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** ..... \$ **5314.52**

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

By: \_\_\_\_\_ Date: **07.16.18**  
 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: 4  
 Application Date: 6/21/2018  
 Period To: 6/30/2018  
 Architect's Project No: 17-016

A	B	C	D			F	G	H	I
			WORK COMPLETED						
ITEM No.	DESCRIPTION	SCHEDULED VALUE	PREVIOUS	THIS PERIOD	STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
1	Framing Materials	7,595.00	7,595.00	0.00	0.00	7,595.00	100	0.00	0.00
2	Framing Labor	26,096.00	26,096.00	0.00	0.00	26,096.00	100	0.00	0.00
3	Hanging/Insulation Materials	6,860.00	6,860.00	0.00	0.00	6,860.00	100	0.00	0.00
4	Hanging/Insulation Labor	23,839.00	23,839.00	0.00	0.00	23,839.00	100	0.00	0.00
5	Taping Materials	886.00	886.00	0.00	0.00	886.00	100	0.00	0.00
6	Taping Labor	14,730.00	14,730.00	0.00	0.00	14,730.00	100	0.00	0.00
7	-----	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
8	CO#1 PCCO#1 IFPC Changes	2,782.00	2,782.00	0.00	0.00	2,782.00	100	0.00	0.00
9	CO#2 PCCO#2 ASI 07 ACT Walls #1	10,059.00	10,059.00	0.00	0.00	10,059.00	100	0.00	0.00
10	CO#3 PCCO#5 ASI 07 ACT Walls #4	2,723.00	2,723.00	0.00	0.00	2,723.00	100	0.00	0.00
11	CO#4 PCCO#5 ASI 07 ACT Walls #2	5,784.00	5,784.00	0.00	0.00	5,784.00	100	0.00	0.00
12	CO#5 PCCO#6 ASI 07 ACT Walls #5	3,211.00	3,211.00	0.00	0.00	3,211.00	100	0.00	0.00
13	CO#6 PCCO#7 Skim Coat Columns	1,725.37	1,725.37	0.00	0.00	1,725.37	100	0.00	0.00
		S 106,290.37	S 106,290.37	S 0.00	S 0.00	S106,290.37	100	S0.00	S 0.00

**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: 4  
 Application Date: 6/21/2018  
 Period To: 6/30/2018  
 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

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PAGES

TO CONTRACTOR PROJECT:  
 Shales McNutt, LLC Winnetka-Northfield Public Library  
 425 Renner Dr. 768 Oak St.  
 Elgin, IL 60123 Winnetka, IL  
 FROM CONTRACTOR: VIA ARCHITECT:  
 Just Rite Acoustics, Inc.  
 1501 Estes Ave.  
 Elk Grove Village, IL 60007  
 CONTRACT FOR: ACT, Wood, WP

APPLICATION NO: 4 Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR  
 PERIOD TO: June 30, 2018  
 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 \$ 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. 0 % of Completed Work \$ 0.00  
 b. % of Stored Material (Column D + E on G703) \$ 13,432.30  
 (Column F on G703) \$ 13,437.10  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 268,654.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 255,221.30  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 241,789.00  
 8. CURRENT PAYMENT DUE \$ 13,432.30  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

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

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 correct payments shall be submitted.

CONTRACTOR: *[Signature]*  
 By: *[Signature]* County of: Cook  
 State of: Illinois  
 Subscribed and sworn to before me this 20th day of June  
 Notary Public: *[Signature]*  
 My Commission Expires: 12/05/21  
 Date: 6/20/18

**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: ..... \$ **13,432.30**

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and all Commission numbers that are changed to conform with the amount certified.)  
 ARCHITECT: *[Signature]*  
 By: *[Signature]* Date: **07.16.18**  
 This Certificate not responsible. 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.

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

JOB NAME:		Winnetka-Northfield Public Library							
GENERAL CONT:		Shales McNutt							
APPLICATION DATE:		06/28/18							
PERIOD TO:		06/30/18							
ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK THIS PERIOD	STORED MATERIALS	TOTAL COMPLETE	% COMPLETE	BALANCE TO FINISH	RETAINAGE
1	ACT Labor	\$8,280	\$8,280	\$0		\$8,280	100%	\$0	\$0
2	Material	\$10,120	\$10,120	\$0		\$10,120	100%	\$0	\$0
3									
4	Wood								
5	Labor	\$95,220	\$95,220	\$0		\$95,220	100%	\$0	\$0
6	Material	\$116,380	\$116,380	\$0		\$116,380	100%	\$0	\$0
7									
8	WP								
9	Labor	\$12,950	\$12,950	\$0		\$12,950	100%	\$0	\$0
10	Material	\$24,050	\$24,050	\$0		\$24,050	100%	\$0	\$0
11									
12	CO #1	\$331	\$331	\$0		\$331	100%	\$0	\$0
13	CO #2	\$1,323	\$1,323	\$0		\$1,323	100%	\$0	\$0
		\$268,654	\$268,654	\$0	\$0	\$268,654	100%	\$0	\$0

# PAYMENT APPLICATION

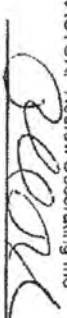
TO: Shales McDuff Construction 425 Renner Drive Eglin IL 60123	PROJECT NAME AND LOCATION: Winnetka Public Library Winnetka-Northfield Public Library Main Level 768 Oak Street Winnetka, IL 60093	ARCHITECT: Product Architecture	APPLICATION # 3 PERIOD THRU: 06/20/2018 PROJECT #:	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
FROM: Nedrow Decorating Inc 1018 Still Avenue Aurora, IL 60506			DATE OF CONTRACT: 11/21/2017	
FOR: Painting				

## CONTRACTOR'S SUMMARY OF WORK

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

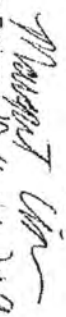
1. CONTRACT AMOUNT	\$20,000.00
2. SUM OF ALL CHANGE ORDERS	\$6,505.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$26,505.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$26,505.00
5. RETAINAGE:	
a. 10.00% of Completed Work (Columns D + E on Continuation Page)	\$2,650.50
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$2,650.50
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$23,854.50
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$21,334.50
8. PAYMENT DUE	\$2,520.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$2,650.50

Contractor's signature below is his 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: Nedrow Decorating Inc  
By:  Date: 6-20-18

State of: Illinois  
County of: Kane

Subscribed and sworn to before me this 20th day of June

Notary Public:  My Commission Expires: 8/14/2019


MARGARET GIBSON  
Notary Public - State of Illinois  
My Commission Expires Aug 14, 2019

### 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.

CERTIFIED AMOUNT: 2620.00

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

ARCHITECT:  Date: 6-7-18

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

PROJECT: Winnetka Public Library  
 Winnetka-Northfield Public Library Main Level  
 APPLICATION #: 3  
 DATE OF APPLICATION: 06/20/2018  
 PERIOD THRU: 06/20/2018  
 Payment Application containing Contractor's signature is attached.  
 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	Prime and finish ceilings and walls	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	100%	\$0.00	
2	Paint hollow metal doors and frames	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100%	\$0.00	
3	Paint railings and mezzanine edge	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100%	\$0.00	
4	CO # 001	\$850.00	\$850.00	\$0.00	\$0.00	\$850.00	100%	\$0.00	
5	CO # 002	\$875.00	\$875.00	\$0.00	\$0.00	\$875.00	100%	\$0.00	
6	CO # 003	\$1,980.00	\$1,980.00	\$0.00	\$0.00	\$1,980.00	100%	\$0.00	
7	CO # 004	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	100%	\$0.00	
TOTALS		\$26,505.00	\$23,705.00	\$2,800.00	\$0.00	\$26,505.00	100%	\$0.00	

**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: 4

Distribution to:

VIA ARCHITECT:

PERIOD TO: 6/30/18

OWNER  
ARCHITECT  
CONTRACTOR

PROJECT NOS:

CONTRACT DATE:

Contract For Flooring & Wall Tile

**CONTRACTOR'S APPLICATION FOR PAYMENT**

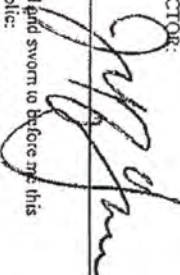
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 130,000.00  
 2. Net change by Change Orders \$ 8,370.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 138,370.00  
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 138,370.00  
 5. RETAINAGE:  
 a. 10 % of Completed Work \$ 13,837.00  
 (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) \$ 13,837.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 124,533.00  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 117,000.00  
 8. CURRENT PAYMENT DUE \$ 7,533.00  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 13,837.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$8,370.00	
TOTALS	\$8,370.00	\$0.00
NET CHANGES by Change Order	\$8,370.00	

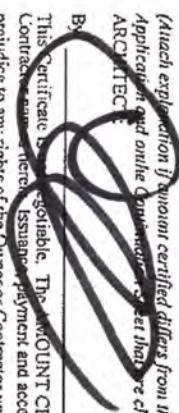
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR:  
By:  Date: 6-13-18  
 State of: \_\_\_\_\_ County of: \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public:  
 My Commission expires: \_\_\_\_\_

**ARCHITECTS 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 ..... \$ 7533.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Contract Documents if they are changed to conform with the amount certified.)  
 ARCHITECT:  Date: 07-16-18  
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named hereon. Issuance of payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292  
 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 MCNULT CONSTRUCTION  
 425 RENNER DRIVE  
 ELGIN, IL 60123

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

FROM CONTRACTOR:  
 Jensen's Plumbing & Heating  
 870 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
- 6. RETAINAGE:
  - a. .00 % of Completed Work ..... \$ .00
  - (Column D + E on G703)
  - b. .00 % of Completed Work ..... \$ .00
  - (Column F on G703)
- Total Retainage (Line 5a + 5b or Total in Column I of G703) ..... \$ 178.00
- 6. TOTAL EARNED LESS RETAINAGE ..... \$ 35,600.00
- (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ 32,040.00
- 8. CURRENT PAYMENT DUE ..... \$ 178.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 8) ..... \$ .00

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>
NET CHANGES by Change Order		

APPLICATION NO: 4  
 INVOICE NO: J25892  
 PERIOD TO: 06/30/18  
 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: 6/20/18

State of: IL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 20th day of June, 2018


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

ARCHITECTS CERTIFICATE FOR PAYMENT

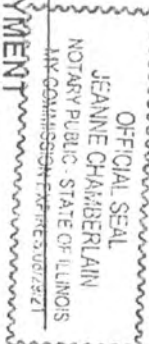
In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance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

AMOUNT CERTIFIED: ..... \$ 1780.00

(Attach explaining if amount certified is less than the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

By:  Date: 07.16.18

This Certificate certifies that 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 1 on Contracts where variable retainage for fine items may apply.

APPLICATION NO.: 4 / J25892  
 APPLICATION DATE: 08/20/18  
 PERIOD TO: 08/30/18  
 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 (OTHER)	G TOTAL COMPLETED AND STORED (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	FROM PREVIOUS APPLICATION (D+E)					
1	NORTHFIELD BRANCH								
2	DEKO	1,000.00	1,000.00	.00	.00		1,000.00	100.000	.00
3	AG ROUGH PLUMBING								
4	Material	4,500.00	4,500.00	.00	.00		4,500.00	100.000	.00
5	Labor	10,350.00	10,350.00	.00	.00		10,350.00	100.000	.00
6	PIPECOVERING	650.00	650.00	.00	.00		650.00	100.000	.00
7	FIXTURES & TRIM								
8	Material	3,100.00	3,100.00	.00	.00		3,100.00	100.000	.00
9	Labor	2,000.00	2,000.00	.00	.00		2,000.00	100.000	.00
10	CENTRAL BRANCH								
11	DEMO	1,000.00	1,000.00	.00	.00		1,000.00	100.000	.00
12	AG ROUGH PLUMBING								
13	Material	2,500.00	2,500.00	.00	.00		2,500.00	100.000	.00
14	Labor	5,700.00	5,700.00	.00	.00		5,700.00	100.000	.00
15	PIPECOVERING	600.00	600.00	.00	.00		600.00	100.000	.00
16	FIXTURES & TRIM								
17	Material	2,600.00	2,600.00	.00	.00		2,600.00	100.000	.00
18	Labor	1,600.00	1,600.00	.00	.00		1,600.00	100.000	.00
	SUB TOTAL:	35,600.00	35,600.00	.00	.00		35,600.00	100.000	.00

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G703-1992

**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 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 4 / J25892  
 APPLICATION DATE: 06/20/18  
 PERIOD TO: 08/30/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: PE17405

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
	JOB TOTAL:	35,600.00	35,600.00	.00	.00	35,600.00	100.0000	.00

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

**TO OWNER:**  
 AS AGENTS FOR OWNER  
 SHALES MCNULTT CONSTRUCTION  
 426 REINER DRIVE  
 ELGIN, IL 60123

**PROJECT:**  
 WINNETKA-NORTHFIELD LIBRARY/CE  
 788 OAK STREET  
 WINNETKA IL 60093

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

**VIA ARCHITECT:**  
 C

**APPLICATION NO:** 5  
**INVOICE NO:** J25993  
**PERIOD TO:** 09/30/18  
**PROJECT NOS:**  
**CONTRACT JOB #:** HA17409  
**CONTRACT DATE:** 11/30/17

**CONTRACT FOR:** HVAC 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 ..... \$ 64,674.00
2. Net change by Change Orders ..... \$ 401.50
3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... \$ 65,075.50
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 65,075.50
5. RETAINAGE:
  - a. .00 % of Completed Work ..... \$ .00
  - b. .00 % of Completed Work ..... \$ .00

(Column D + E on G703)  
 (Column F on G703)  
 Total Retainage (Line 5a + 5b or Total in Column 1 of G703) ..... \$ 3252.8
6. TOTAL EARNED LESS RETAINAGE ..... \$ 61,822.70
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ 58,206.60
8. CURRENT PAYMENT DUE ..... \$ 3615.12
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$ 6,988.90

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	401.50	
Total approved this Month	401.50	00
<b>TOTALS</b>	<b>401.50</b>	<b>00</b>
NET CHANGES by Change Order	401.50	

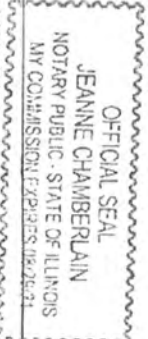
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G702-1992

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: 6/20/18  
 State of: IL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 20th day of June, 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: ..... \$ 3615.12  
 (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  
 Date: 07.16.18

**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 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 5 / J25693  
 APPLICATION DATE: 06/20/18  
 PERIOD TO: 06/30/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: HA17409

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (D OR E)	G TOTAL COMPLETED AND STORED (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	NORTHFIELD BRANCH							
2	EUH-1	370.00	370.00	.00		370.00	.00	.00
3	GRDS	170.00	170.00	.00		170.00	.00	.00
4	Misc Ducts	500.00	500.00	.00		500.00	.00	.00
5	Test & Balance	700.00	700.00	.00		700.00	.00	.00
6	Labor/Pro/OH	1,860.00	1,860.00	.00		1,860.00	.00	.00
7	CENTRAL BRANCH							
8	VAV-1	335.00	335.00	.00		335.00	.00	.00
9	EF-1/2	335.00	335.00	.00		335.00	.00	.00
10	GRD's	5,850.00	5,850.00	.00		5,850.00	.00	.00
11	Duct/Misc	8,340.00	8,340.00	.00		8,340.00	.00	.00
12	Insulation	5,200.00	5,200.00	.00		5,200.00	.00	.00
13	Test & Balance	1,300.00	1,300.00	.00		1,300.00	.00	.00
14	Controls	13,057.00	13,057.00	.00		13,057.00	.00	.00
15	Labor/Pro/OH	26,657.00	26,657.00	.00		26,657.00	.00	.00
	SUB TOTAL:	64,674.00	64,674.00	.00	.00	64,674.00	100.0000	.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 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 57 J25693

APPLICATION DATE: 08/20/18

PERIOD TO: 08/30/18

ARCHITECT'S PROJECT NO:

CONTRACTOR'S JOB NO.: HA17409

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (DOTS) (D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
2	T-Stats Replacements	401.50	.00	401.50	401.50	.00	401.50	.00	.00
	JOB TOTAL:	85,075.50	64,674.00	401.50	401.50	.00	65,075.50	.00	.00

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: **Shales McNutt Construction** PROJECT: **WINNETKA-NORTHFIELD P L D** APPLICATION #: **#00005** Distribution to:  OWNER  ARCHITECT  CONTRACTOR

425 Renner Drive 768 Oak Street  
 Elgin, IL 60123 Winnetka, IL 60093

PERIOD TO: 6/30/2018  
 AEC PROJECT #: 10-17-3118  
 CONTRACT DATE: 11/21/2017  
 INVOICE #: 35005144

FROM: **Associated Electrical Contractors, LLC** ARCHITECT: **ARCHITECT:**

PO Box 39  
 Woodstock, IL 60098

FOR: **Electrical Work**

## 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 \$46,631.15
3. CONTRACT SUM TO DATE (Line 1 + 2) \$478,531.15
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet) \$466,020.37
5. RETAINAGE:
  - a. 10.00 % of Completed Work \$46,602.04  
 (Columns D + E on Continuation Sheet)
  - b. 0.00 % of Stored Material \$0.00  
 (Column E:1 on Continuation Sheet)
 Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet) \$46,602.04
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$419,418.33
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$402,497.00
8. CURRENT PAYMENT DUE \$16,921.33
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6) \$59,112.82

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	27,707.79	0.00
Total approved this Month	18,923.36	0.00
<b>TOTALS</b>	<b>46,631.15</b>	<b>0.00</b>
NET CHANGES by Change Order	46,631.15	

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: 6/30/2018  
 Susan M. Kirby

State of: **Illinois**  
 County of: **McHenry**  
 Subscribed and sworn before me this 30 day of June, 2018



Notary Public: [Signature]  
 My Commission expires:

## 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

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

ARCHITECT:

[Signature] Date: 07.16.18



**CONTINUATION SHEET**

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, PROJECT WINNETKA-NORTHFIELD P L D APPLICATION NO.: #00005  
 containing Contractor's signed Certification, is attached. PROJECT 768 Oak Street APPLICATION DATE: 6/30/2018  
 In tabulations below, amounts are stated to the nearest dollar. 768 Oak Street PERIOD TO: 6/30/2018  
 Use Column I on Contracts where variable retainage for line items may apply. Winnetka, IL 60093 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 TIND OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% (F/G)	BALANCE TO FINISH (C-F)	RETAINAGE (IF VARIABLE RATE)
000-00-000	General Conditions	4,000.00	3,800.00	200.00		4,000.00	100.00		400.00
000-01-100	Miscellaneous Materials	23,000.00	22,000.00	1,000.00		23,000.00	100.00		2,300.00
000-01-200	Lighting Materials	218,000.00	216,000.00			216,000.00	100.00		21,800.00
000-01-300	Fire Alarm Materials	7,200.00	6,027.00	1,173.00		7,200.00	100.00		720.00
000-01-500	Switchgear	500.00	500.00			500.00	100.00		50.00
000-02-100	Subcontractor-AEC	2,800.00	2,800.00			2,800.00	100.00		280.00
000-02-700	Sub-Phone/Data	22,750.00	22,750.00			22,750.00	100.00		2,275.00
000-03-100	Equipment	2,200.00	2,200.00			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	48,300.00			48,300.00	100.00		4,830.00
000-06-700	Labor-Trim	42,195.00	40,000.00	2,195.00		42,195.00	100.00		4,219.50
000-07-000	Overhead & Profit	58,655.00	54,801.33	3,853.67		58,655.00	100.00		5,865.50
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	3,219.48			3,219.48	100.00		321.95
100-00-003	Change Order 003	2,057.71	2,057.71			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	2,920.05			2,920.05	100.00		292.01
100-00-006	Change Order 006	1,075.73	1,075.73			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	455.00			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		353.29

**CONTINUATION SHEET**

A/A DOCUMENT G703

A/A Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, PROJECT WINNETKA-NORTHFIELD P L D APPLICATION NO.: #00005  
 containing Contractor's signed Certification, is attached. 768 Oak Street APPLICATION DATE: 6/30/2018  
 In tabulations below, amounts are stated to the nearest dollar. Winnetka, IL 60093 PERIOD TO: 6/30/2018  
 Use Column I on Contracts where variable retainage for line items may apply. 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 I N D O R E)	TOTAL COMPLETED AND STORED (D+E+F)	% (F/G)	BALANCE TO FINISH (C-F)	RETAINAGE (IF VARIABLE RATE)
100-00-011	Change Order 011	7,379.81	6,000.00	1,379.81		7,379.81	100.00		737.98
100-00-012	Change Order 012	2,587.42		1,000.00		1,000.00	38.65	1,587.42	100.00
100-00-013	Change Order 013	16,410.98		8,000.00		8,000.00	48.75	8,410.98	800.00
100-00-014	Change Order 014	2,512.38						2,512.38	
<b>TOTALS</b>		478,531.15	447,218.89	18,801.48	0.00	466,020.37	97.39	12,510.78	46,602.04

**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 **Sixty Five Thousand Two Hundred Nineteen & 96/100 (\$65,219.96)** 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 August, 2018.

Shales McNutt, LLC



Michael G. Shales  
Manager

APPLICATION AND CERTIFICATE FOR PAYMENT

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

PROJECT:  
2018 Renovation Projects

APPLICATION NO. 6

PERIOD TO: July 31, 2018



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

VIA (Architect):

Product Architecture + Design  
811 Evergreen, Suite 405  
Chicago, IL 60642

ARCHITECT'S  
PROJECT NO.

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

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: [Signature] Date: 8/6/18

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 \$ 1,730,891.80
- 2. Net change by change orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1+/- 2) \$ 1,730,891.80
- 4. TOTAL COMPLETED & STORED TO DATE \$ 1,694,718.30  
(Column G on Continuation Sheet)

- 5. RETAINAGE: \$ 74,362.64
  - a. Variable of Completed Work (Column D + E on Continuation Sheet)
  - b. 10 % of Stored Material (Column F on Continuation Sheet) \$ 0.00

Total Retainage (Line 5a + 5b) \$ 74,362.64  
6. TOTAL EARNED LESS RETAINAGE \$ 1,620,355.66  
(Line 4 less Line 5 Total)

- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,555,135.70
- 8. CURRENT PAYMENT DUE \$ 65,219.96
- 9. BALANCE TO FINISH, PLUS RETAINAGE \$ 110,535.94  
(Line 3 less Line 6)

State of: ILLINOIS County of: JEFFERSON  
Subscribed and sworn to before me this 6th day of August, 2018  
Notary Public: Nicole M Frohling  
My Commission Expires: JAN 23, 2019



AMOUNT CERTIFIED \$ 65,219.96

ARCHITECT:  
By: [Signature] Date: 8/6/18  
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	CONTRACTOR	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMP	I BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)	Net PAYOUT
				FROM PREV APPLICATION (D+E)	PERIOD							
	Carpentry/General Trades, Includes DFH (Ostrander)		255,293.00	255,293.00				255,293.00	100.0%	0.00	12,764.50	12,764.50
	Aluminum/Glazing (McHenry County Glass)		112,141.00	112,141.00				112,141.00	100.0%	0.00	5,607.00	5,607.00
	Framing/Drywall (LJ Morse)		106,290.37	106,290.37				106,290.37	100.0%	0.00	5,314.52	0.00
	Acoustical Ceilings (Just Rite)		268,654.00	268,654.00				268,654.00	100.0%	0.00	13,432.70	0.00
	Painting/Wallcovering (Nedrow)		26,505.00	26,505.00				26,505.00	100.0%	0.00	1,325.25	1,325.25
	Flooring/Wall Tile (Douglas)		138,370.00	138,370.00				138,370.00	100.0%	0.00	6,918.50	6,918.50
	Plumbing (Jensen's)		35,600.00	35,600.00				35,600.00	100.0%	0.00	1,780.00	0.00
	HVAC (Jensen's)		65,075.50	65,075.50				65,075.50	100.0%	0.00	3,253.78	0.00
	Electrical/Low Voltage (Associated)		479,327.83	466,020.37	13,307.46			479,327.83	100.0%	0.00	23,966.39	35,943.11
	Construction Contingency		13,573.30					0.00	0.0%	13,573.30	0.00	0.00
	SMC Field/Office Administration		87,500.00	87,500.00				87,500.00	100.0%	0.00	0.00	0.00
	General Conditions/Clean Up		22,850.00	22,850.00				22,850.00	100.0%	0.00	0.00	0.00
	O&P/Insurance		87,611.60	84,950.00	2,661.60			87,611.60	100.0%	0.00	0.00	2,661.60
	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
			1,730,891.60	1,678,749.24	15,969.06	0.00	1,694,718.30	97.9%	36,173.30	74,362.64	66,219.96	

Winnetka-Northfield Library  
 Contingency  
 07/31/18

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	MChHenry 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	MChHenry Cty	Change in auto-door hardware	(635.00)
3	MChHenry Cty	Reverse CCO 001	(1,243.00)
4	MChHenry Cty	Change in handle size from 36" to 66"	64.00
5	MChHenry 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
8	Associated	Place two (2) existing parking lot poles on the lighting control system	455.00
9	Associated	Furnish and Install a new FA Annunciator Panel	1,338.98

10	Associated	Remove and Replace 2 existing parking lot light poles	3,532.94
11	Associated	Costs to re-pull and terminate existing cable runs & provide new cables	7,379.81
6	L Morse	Cost to skim coat existing columns	1,725.37
3	Nedrow	ASI - 16 - Paint Spandrel Panels	1,980.00
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
13	Associated	Provide & Install Intrusion and Access Control System	16,410.98
14	Associated	Provide and Install Shunt Trip Breaker	2,512.38
15	Associated	Provide Cable Manager Tray Under Desks	796.68
1	Douglas	New Carpet Selection	4,470.00
2	Douglas	Floor Demo Work - T&M	3,900.00
1	Jensen's	Relocation of Existing Thermostats	401.50
4	Nedrow	Paint Exterior Railings per Owner Request	2,800.00
5	Ostrander	Removal & Disposal of the Existing Plaster Ceiling	550.00
6	Ostrander	Furnish and Install New Wood Base around Lloyd Room	7,081.00
<u>Total Contingency Used Prior Months</u>			<u>114,426.70</u>

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>	
<u>Total Contingency Used This Month</u>			<u>0.00</u>

Contingency Balance End of Month

13,573.30

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Shales McNutt Construction PROJECT: WINNETKA-NORTHFIELD P L D

425 Renner Drive  
Elgin, IL 60123

788 Oak Street  
Winnetka, IL 60093

APPLICATION #: #00006

PERIOD TO: 7/31/2018

AEC PROJECT #: 10-17-3118

CONTRACT DATE: 11/21/2017

INVOICE #: 35005250

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

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

ARCHITECT:

## 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 \$47,427.83
3. CONTRACT SUM TO DATE (Line 1 + 2) \$479,327.83
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet) \$479,327.83
5. RETAINAGE:
  - a. 10.00 % of Completed Work (Columns D + E on Continuation Sheet) \$47,932.79
  - 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) \$47,932.79
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$431,395.04
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$419,418.33
8. CURRENT PAYMENT DUE \$11,976.71
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6) \$47,932.79

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	47,427.83	0.00
Total approved this Month	0.00	0.00
TOTALS	47,427.83	0.00
NET CHANGES by Change Order	47,427.83	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: Associated Electrical Contractors, LLC

By: Susan M. Kirby Date: 7/31/2018

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

Notary Public: [Signature]  
My Commission expires:



## 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

(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:

By: [Signature] Date: 8/16/18

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.

\$ 11,976.71



**CONTINUATION SHEET**

A/A DOCUMENT G703

A/A 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.: #00006  
APPLICATION DATE: 7/31/2018  
PERIOD TO: 7/31/2018  
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 (IND OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% (F/G)	BALANCE TO FINISH (C-F)	RETAINAGE (IF VARIABLE RATE)
000-00-000	General Conditions	4,000.00	4,000.00			4,000.00	100.00		400.00
000-01-100	Miscellaneous Materials	23,000.00	23,000.00			23,000.00	100.00		2,300.00
000-01-200	Lighting Materials	216,000.00	216,000.00			216,000.00	100.00		21,600.00
000-01-300	Fire Alarm Materials	7,200.00	7,200.00			7,200.00	100.00		720.00
000-01-500	Switchgear	500.00	500.00			500.00	100.00		50.00
000-02-100	Subcontractor-AEC	2,800.00	2,800.00			2,800.00	100.00		280.00
000-02-700	Sub-Phone/Data	22,750.00	22,750.00			22,750.00	100.00		2,275.00
000-03-100	Equipment	2,200.00	2,200.00			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	48,300.00			48,300.00	100.00		4,830.00
000-06-700	Labor-Tim	42,195.00	42,195.00			42,195.00	100.00		4,219.50
000-07-000	Overhead & Profit	58,655.00	58,655.00			58,655.00	100.00		5,865.50
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	3,219.48			3,219.48	100.00		321.95
100-00-003	Change Order 003	2,057.71	2,057.71			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	2,920.05			2,920.05	100.00		292.01
100-00-006	Change Order 006	1,075.73	1,075.73			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	455.00			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		353.29

# CONTINUATION SHEET

A/A DOCUMENT G703

A/A 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.: #00006  
APPLICATION DATE: 7/31/2018  
PERIOD TO: 7/31/2018  
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 TND OR E)	TOTAL COMPLETED AND STORED (D+E+F)	% (F/G)	BALANCE TO FINISH (C-F)	RETAINAGE (IF VARIABLE RATE)
100-00-011	Change Order 011	7,379.81	7,379.81			7,379.81	100.00		737.98
100-00-012	Change Order 012	2,587.42	1,000.00	1,587.42		2,587.42	100.00		258.74
100-00-013	Change Order 013	16,410.98	8,000.00	8,410.98		16,410.98	100.00		1,641.10
100-00-014	Change Order 014	2,512.38		2,512.38		2,512.38	100.00		251.24
100-00-015	Change Order 015	796.68		796.68		796.68	100.00		79.87
	TOTALS	479,327.83	466,020.37	13,307.46	0.00	479,327.83	100.00	0.00	47,932.79

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
ORDINANCE NO. 2018-2019/1**

**ANNUAL ORDINANCE AUTHORIZING  
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

**WHEREAS**, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

**WHEREAS**, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

**WHEREAS**, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

**WHEREAS**, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

**WHEREAS**, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2018-2019 fiscal year, commencing July 1, 2018 and ending June 30, 2019 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT** as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

**Section 4:** The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library’s service areas and the methods of calculating fees, shall be available for public inspection at the library.

**Section 7:** A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a “local use” library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 13<sup>th</sup> day of August 2018 by a vote of:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

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

ATTEST:

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

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

ORDINANCE NO. 2018-2019/3

AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS,  
MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS  
FOR THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

WHEREAS, the Act requires that during the month of June of each calendar year the President and Board of Trustees of the Winnetka-Northfield Public Library District investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Library District for laborers, mechanics and other workers performing construction of public works for the Library District.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, as follows:

**SECTION 1:** To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois (the "Department") as of August 13, 2018, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Library District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as the definitions specified in the Act.

**SECTION 2:** Nothing herein is intended to apply or shall be construed to apply said

prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Library District except public works construction to the extent required by the Act.

**SECTION 3:** The Library Board of Trustees Secretary shall publicly post or keep available for inspection by any interested party in the Library's administrative office this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**SECTION 4:** By August 13th, the Library District Secretary shall file a certified copy of this Ordinance with the Secretary of State of Illinois in Springfield and with the Illinois Department of Labor.

**SECTION 5:** Within thirty (30) days after filing a certified copy of this Ordinance with the Secretary of State, the Library Board of Trustees Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

**SECTION 6:** The Library Board of Trustees Secretary shall mail a copy of this Ordinance to any employer, to any association of employers, and to any person or association of employees, who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**SECTION 7:** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**SECTION 8:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 9:** This Ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

PASSED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, on the 13TH day of August 2018 by a vote of:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS            )  
   ) SS  
 COUNTY OF COOK             )

**SECRETARY'S CERTIFICATE**

I, Suzanne Shoup do hereby certify, that I am Secretary of the Board of Trustees of the Winnetka-Northfield Library District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Library District.

I hereby certify that the foregoing instrument is a true and correct copy of AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE WINNETKA-NORTHFIELD LIBRARY DISTRICT, adopted at a duly called Regular Meeting of the Board of Trustees of the Winnetka-Northfield Library District, held at Winnetka, Illinois, said Library District on the 13th day of August 2018.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of the Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Library District Code of the State of Illinois, as amended, and the Board has complied with all of the provisions of said Act said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Library District at Winnetka, Illinois this 13th day of August 2018.

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Suzanne Shoup  
 Secretary of the Board of Library Trustees  
 Winnetka-Northfield Public Library District

## NOTICE OF PREVAILING WAGE ORDINANCE

Notice is hereby given that the Board of Library Trustees of the Winnetka-Northfield Public Library District, pursuant to the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., determined by an Ordinance adopted on August 13th, 2018, that the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Library District is the same as determined by the Department of Labor of the State of Illinois for Cook County. A copy of the Ordinance and the Department of Labor determination is available for inspection at 768 Oak Street, Winnetka, Illinois, and copies are available to any employer or association of employers and any person or association of employees who have filed or file their names and addresses requesting copies of the same.

Winnetka-Northfield Public Library District

By: \_\_\_\_\_  
Suzanne Shoup  
Secretary of the Board of Library Trustees

Dated: August 13, 2018



### **Recommendation for Purchase**

As part of the Winnetka-Northfield Public Library's desire to continue to provide the best service to its users, we aim to replace 22 computers this year as part of the regular replacement cycle. As budgeted for the fiscal year 2018-2019 the total purchase of replacements and upgrades are not to exceed **\$42,000**.

The breakdown of the replacement and upgrade cycle is as follows:

- 12 laptops used at Winnetka as public computers in the Studio
- 1 desktop computer that is connected to the large touchscreen in the Studio
- 7 laptop computers used by staff at Winnetka
- 2 laptop computers used by staff at Northfield

To standardize the computers in use in the District we also are going to upgrade 9 existing staff computers at Winnetka and 9 existing public computers at Northfield to run Windows 10.

The 12 public laptops in the Studio replace the Windows laptops that were purchased when the Studio opened. The replacement cost is approximately **\$17,500**.

The replacement computer for the Studio touchscreen is about **\$910**.

Seven of the laptops for staff use (two at Northfield and five at Winnetka) replace existing staff laptops that have reached the end of their replacement cycle life. The anticipated cost of this hardware is **\$9,875**.

The two remaining laptops for staff use replace laptops that require more computing resources. Those two laptops will cost about **\$3,050**.

In addition to the hardware we need to purchase some additional Windows 10 licenses. These should not exceed **\$500**.

Finally, for configuring the 22 new computers and installing Windows 10 upgrades on the 18 computers being upgraded from Windows 7 to Windows 10 by our IT consulting firm, the cost will be **\$10,000**.

As budgeted for the fiscal year the total purchase of replacements and upgrades are not to exceed **\$42,000**.

Submitted by Mark Swenson, Head of Information Technology