

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

**THE MEETING WILL BEGIN AT 7:00 PM AT THE NORTHFIELD BRANCH  
LIBRARY  
1785 Orchard Lane, Northfield, IL 60093**

**AGENDA**

Monday, April 16, 2018  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Consent Agenda\***

All items listed will be enacted by one vote. There will be no separate discussion on these items unless a Library Board member so requests, in which event, the item will be removed from the Consent Agenda and added to the Agenda for separate consideration

  - **Vote to Approve Minutes of the February 5, 2018 Study Session\***
  - **Vote to Approve Minutes of the March 19, 2018 Regular Meeting\***
- V. Financial Report**
  - Approve March 2018 Financial Statements\*
- VI. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf) \*
- VII. Liaisons to Other Organizations – Reports**
  - RAILS – Reaching Across Illinois Library System (Director Wolf)
  - Winnetka Village (Trustee Anwar)
  - Winnetka Plan Commission (Trustee McCarthy)
  - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
  - Update on Progress of the Winnetka Main Floor and Northfield Bathroom Renovation
  - Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project\*
  - Discussion and Vote on payment application to Colfax for work due for the Renovation Project\*
  - Discussion Regarding Proposed Working Budget for FY 2018-2019\*
- IX. New Business**
  - Vote to Close the Propay Payment Processing Account
- X. Communications**
  - Late Open at 1:00 pm on Thursday, April 19, 2018 at Winnetka for plumbing work.
  - Statement of Economic Interests for Elected Officials (Ethics Act) deadline is May 1, 2018

\*Attachments

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

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LIBRARY  
1785 Orchard Lane, Northfield, IL 60093**

- XI. Public Comments**
- XII. Closed Session**  
5 ILCS 120/2(c)(21) To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act  
  
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district
- XIII. Return to Open Session**
- XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act**
- XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act**
- XVI. Vote to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved.**
- XVII. Adjournment**

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF A STUDY SESSION  
OF THE BOARD OF TRUSTEES**

February 5, 2018

**I. Call to Order**

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

**II. Roll Call**

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

Present was library employee Katie Cangelosi (Administrative Assistant). Also present were Tiffany Nash from Product Architecture and Design and Winnetka resident Nancy Fox.

**III. Public Comments**

Winnetka resident, Nancy Fox, asked if the mezzanine would offer a quieter area while the study rooms offered closed door study. Director Wolf gave assent to this opinion.

**IV. Discussion Regarding Winnetka Main Floor Renovation**

Director Wolf stated that the Northfield Steering Committee met to discuss the Happ Rd roundabout idea outside the Northfield Branch. Director Wolf stated that there will be parking spaces lost for surrounding businesses including the Northfield Branch which could potentially lose 1 to 4 parking spaces.

Director Wolf stated that the Chamber of Commerce asked if the Library would object to having the area across from New Trier turning into tennis courts and if the Farmer's Market could be held in the Post Office parking lot. The Board gave Director Wolf direction to send approval of this proposal.

President Johnson asked for follow up on the hearing assistance options for the District's meeting rooms. Director Wolf stated that she was in contact with a hearing loop consultant and a room design consultant. Director Wolf stated that if the Library offers any amplification then by ADA the Library must also offer a form of hearing assistance.

The Board discussed whether any of the meeting rooms were large enough to justify needing an amplification system of hearing assistance. Director Wolf will continue looking into this option.

Tiffany Nash from Product Architecture and Design presented the remaining options to the Board regarding the renovation. Discussion followed regarding the color palette, tables, and chairs in the Mezzanine and the Quiet Room. Director Wolf restated the idea of the Library spaces being multi-generational allowing different groups of people access to the same space.

Director Wolf stated that demolition and abatement have begun and is underway. Staff have no access to the upper level during abatement. There will be photos taken during the process.

The Source will hit homes in the middle of February with the front cover devoted to Jennifer Egan the One Book Two Villages author for 2018.

Director Wolf stated that the grand opening of the Winnetka Library is being planned for late June when construction is completed. The Board discussed a date for the grand opening further.

Trustee Reichert asked for a calendar that tied in the renovation and other activities of the library and how marketing and communications tied in with these activities.

Trustee Ruiz-Funes questioned what the circulation goals would be when the Winnetka Library is reopened. Director Wolf stated that because of the inconvenience of construction the goal is to keep circulation steady and to do as much as the Library can to mitigate the inconvenience. The Board showed interest in creating programming and general excitement for patrons to come in and see the library during reconstruction.

The Board asked how the Northfield Branch was doing during the Winnetka Library's closure. Director Wolf stated that it was busy with increased item holds and circulation. Staff from Winnetka are helping with programming and story times as well.

**V. Public Comments**

No Public Comments.

**VI. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:11 p.m.

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

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

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

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

March 19th, 2018

**I. Call to Order**

The meeting was held at the Northfield Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Kathleen Reichert, Suzie Shoup and Lois Neustadt; and Library Director Rebecca Wolf.

Called in: Trustee Raheela Anwar

Absent: Trustees Jean-Paul Ruiz-Funes and Keta McCarthy

Present were library employees; Katie Cangelosi (Administrative Assistant) and Sarah Quish (Head of Communications and Marketing). Present to represent the North Shore chapter of Hearing Loss Association of America was Sharon King with support from Mary R. Blumer-Reed of the North Shore Senior Center. Also present was Nancy Fox of the League of Women Voters.

**III. Public Comments**

Sharon King stated that she believes an adoption of the recommendation on Lloyd Room Hearing Assistance and AV Equipment will be an important step forward for the Library and the community.

**IV. Vote to Approve Minutes of February 19, 2018 Regular Meeting\***

A MOTION was made by Trustee Reichert to approve the Minutes of February 19<sup>th</sup>, 2018 Regular Meeting, and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf stated that there was no pay application from Shales McNutt for February, but the Board should expect to see them in the next month.

Trustee Reichert asked why the Adult Services line was running high. Director Wolf stated that the adult services line typically runs higher because certain services like databases are paid at the beginning of the year.

Trustee Shoup asked if the hours worked by the tagging team were billed as overtime pay. Director Wolf stated that no staff member worked overtime for tagging. Additional tagging hours were approved for March but not overtime hours.

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

The MOTION passed on a voice vote.

## **VI. Library Report**

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

(Trustee Anwar left the meeting.)

President Johnson stated that an anonymous letter was sent to the trustees regarding patron and child safety during the construction. President Johnson stated that now there is a plastic gate between the construction zones and patron areas. All contractors working on premises are insured and work hard to ensure safety for patrons, staff, and themselves.

President Johnson reported a trend in district 36 schools concerning declining K-8<sup>th</sup> grade attendance in the District 36. President Johnson outlined the three options that D36 is contemplating:

- 1) Maintain - Crow Island, Greeley, and Hubbard Woods become K-4 grade level with an expansion to Washburne of grade levels 5-8.
- 2) Enhance - Crow Island, Geeley, and Hubbard Woods are K-3 grade levels with an expansion to Washburne of grade levels 4-8.
- 3) Transform - Crow Island becomes K-1 grade level and Skokie site will expand for grades 2-8. Washburne gymnasium to be preserved for a community facility.

President Johnson also stated that at a former Village of Winnetka Board meeting, Chris Rintz proposed to streamline the members of the Winnetka Plan Commission by removing members who were liaisons of taxing bodies; including Library Trustee McCarthy, the Winnetka Park District liaison and the School District liaison.

The Trustees are currently in correspondence with Chris Rintz and the Plan Commission with hopes that the Library District will be heavily involved in the new Comprehension Plan, the Downtown Master Plan, and TIF planning should it move forward.

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

Director Wolf stated that construction is under way and currently on schedule at the Winnetka Library. The Winnetka Library will have a late open on Thursday, March 22, 2018 for installation of the front doors.

Staff have worked hard to ensure that patrons are accommodated during times of construction. The circulation staff continue to work very hard to finish tagging for the RFID project.

Director Wolf stated that staff were able to attend an all-day training for Reader's Advisory by Becky Stratford, Reader's Advisory expert. From this training, the Reader's Advisory Committee was created, and will be chaired by Erin Collins, Adult Services Librarian.

Director Wolf stated that Winnetka circulation statistics were incorrect for the month of February and staff are looking into this issue.

Director Wolf introduced a proposal for the digital library budget to be increased. The demand for digital materials continues to grow, calling for a potential consolidation of digital services as well as an increase in the budget. The proposal requested an additional \$30,000 for digital materials.

Discussion followed concerning the growth of digital materials in the District.

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

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar was absent and did not report on the Winnetka Village. President Johnson discussed District 36 schools in the Board President's report.

Trustee McCarthy was absent and did not report on the Winnetka Plan Commission. President Johnson discussed the possibility of the Winnetka Plan Commission eliminating liaison positions in the Board President's report.

Trustee Neustadt stated that the Northfield Village had nothing to report.

## **VIII. Unfinished Business**

- *Update on the Progress of the Winnetka Main Floor Renovation*

Director Wolf stated that the renovation is on schedule at the Winnetka Library with:

- The Quiet Room to be completed by the end of March
- The ceiling to be completed by the end of March
- The Study Rooms to be completed by mid-April
- The Northfield Restrooms are set to be completed towards the end of April
- Installation of front doors Thursday, March 22, 2018 (the Winnetka Library will open at 1:00pm)
- All construction is set to be completed mid-June

The Board recognized the hard work of all staff members during this time of construction across the District.

## **IX. New Business**

- *Discussion of Draft of Working Budget for Fiscal Year 2018-2019\**

President Johnson stated that this meeting's budgetary discussion was to give Director Wolf feedback on the budget.

Director Wolf stated that the projected income is up 1.9%.

Director Wolf stated that a tube replacement is needed for the laser engraver machine and an upgrade on a more powerful laser resulting in the Studio Maintenance line to increase.

President Johnson presented Trustee Ruiz-Funes's thoughts on the draft of the budget. President Johnson asked whether the personnel savings due to the RFID project were factored into the budget. Director Wolf stated that they were not for two reasons, the first being that we will see natural attrition over time and it is too early to predict when we will

see this happen, and because the intention is to move the position Circulation Clerk to an associate level with the increase in position duties.

President Johnson asked what it would take to keep the increase in general expenses to stay in line with the increase in revenue. Discussion followed regarding general expenses.

President Johnson questioned why capital outlay is expected to spend over budget this fiscal year. Director Wolf explained that the following additional items were approved that drove capital outlay to come in over budget:

- Additional Furniture including for the mezzanine
- Additions to the Northfield bathrooms such as a heating pump for hot water
- Lighting

President Johnson asked what entailed the capital outlay amount for fiscal year 2018/2019. Director Wolf responded that the capital outlay number may include the following:

- Capital Asset Study
- Landscape and Patio Project at the Winnetka Library
- Northfield Circulation Desk Update

- *Discussion and Vote on Lloyd Room Hearing Assistance and AV Equipment\**

Director Wolf stated that she spoke to two consultants; Tom Harm and Steve Thunder, about costs of the equipment. The fee was nominal to proceed with the hearing loop in the Lloyd Room.

Discussion followed regarding how many modern hearing aids will be compatible with the hearing loop technology. Not all, but most hearing aids have the T-coil that will work with the hearing loop.

Director Wolf stated that the difference of cost in the AV equipment in the Lloyd Room to add the hearing loop is about \$2,400.

A MOTION was made by Trustee Reichert to approve the proposal for the Lloyd Room Hearing Assistance and AV Equipment, and seconded by Trustee Neustadt.

#### ROLL CALL VOTE

AYES: Trustees Johnson, Neustadt, Reichert, and Shoup

NAYS:

ABSENT: Trustees Anwar, McCarthy, and Ruiz-Funes

MOTION CARRIED

- *Discussion and Vote on Study Room Policy\**

Director Wolf presented the Study Room Policy with the amended language that was requested by the Board.

Discussion followed regarding the length of study room reservations.



A MOTION was made by Trustee Shoup to approve the Study Room Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**X. Communications**

- Thursday March 22, 2018 the Winnetka Library will open late at 1pm for installation of the front doors.
- The Board will have a Regular Meeting on April 18, 2018 at the Northfield Branch Library.

**XI. Public Comments**

No Public Comments

**XII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

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

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

**Winnetka-Northfield Public Library District**  
**Library Fund - Cash**  
**July 2017 - June 2018**  
**March 2018 -75%**

	Budget 2017-18		Actual March 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through March 2018	March 2018	% of Budget	
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,727,521	\$ 3,612,559	99.3%	\$ 885,039
Total 0004500 Interest	\$ 30,000	\$ 22,500	\$ 57,294	191.0%	\$ 34,794
1004040 Replacement Tax	\$ 25,000	\$ 18,750	\$ 10,179	40.7%	\$ (8,571)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 10,580	\$ -	0.0%	\$ (10,580)
1004060 Kenilworth Services	\$ 90,000	\$ 67,500	\$ 77,493	86.1%	\$ 9,993
Total 1004100 Fines	\$ 40,000	\$ 30,000	\$ 22,677	56.7%	\$ (7,323)
1004120 Studio Fees	\$ 4,500	\$ 3,375	\$ 2,176	48.4%	\$ (1,199)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 3,750	\$ 2,420	48.4%	\$ (1,330)
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,750	\$ 10,891	121.0%	\$ 4,141
Total 1004700 Book Sales	\$ 2,000	\$ 1,500	\$ 538	26.9%	\$ (962)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,617		\$ 1,617
Total 1004800 Contributions	\$ 32,500	\$ 24,375	\$ 4,735	14.6%	\$ (19,640)
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 2,916,601</b>	<b>\$ 3,802,579</b>	<b>97.8%</b>	<b>\$ 885,979</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	\$ 171,000	\$ 128,250	\$ 97,756	57.2%	\$ 30,494
Total 1005000 Administrative Services	\$ 308,400	\$ 231,300	\$ 311,621	101.0%	\$ (80,321)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,494,158	\$ 1,351,332	67.8%	\$ 142,825
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 54,075	\$ 55,906	77.5%	\$ (1,831)
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 327,000	\$ 382,372	87.7%	\$ (55,372)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 55,900	\$ 41,925	\$ 43,699	78.2%	\$ (1,774)
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 48,750	\$ 53,492	82.3%	\$ (4,742)
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 22,500	\$ 26,271	87.6%	\$ (3,771)
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,488,750	\$ 238,199	12.0%	\$ 1,250,551
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 3,836,708</b>	<b>\$ 2,560,647</b>	<b>50.1%</b>	<b>\$ 1,276,061</b>
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 2,916,601</b>	<b>\$ 3,802,579</b>	<b>97.8%</b>	<b>\$ 885,979</b>
<b>Total Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 3,836,708</b>	<b>\$ 2,560,647</b>	<b>50.1%</b>	<b>\$ 1,276,061</b>
<b>Net Operating Income</b>	<b>\$ (1,226,809)</b>	<b>\$ (920,107)</b>	<b>\$ 1,241,933</b>	<b>-101.2%</b>	<b>\$ 2,162,039</b>
<b>70050000 Fund 79 Building/Equipment</b>	<b>\$ 301,807</b>	<b>\$ 0</b>	<b>\$ 197,567</b>	<b>65.5%</b>	<b>\$ 197,567</b>
<b>Total 5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 0.00</b>	<b>\$ 8,600.00</b>	<b>88.7%</b>	<b>\$ (8,600)</b>
<b>Total 2005100 Fund 30 IMRF</b>	<b>\$ 135,000</b>	<b>\$ 0</b>	<b>\$ 100,651</b>	<b>74.6%</b>	<b>\$ 100,651</b>
<b>4005100 Fund 40 Liability</b>	<b>\$ 36,040</b>	<b>\$ 0</b>	<b>\$ 23,422</b>	<b>65.0%</b>	<b>\$ 23,422</b>
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 135,000</b>	<b>\$ 0</b>	<b>\$ 86,312</b>	<b>63.9%</b>	<b>\$ 86,312</b>
<b>Total Fund Unemployment</b>	<b>\$ 1,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0.0%</b>	<b>\$ -</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July - March, 2018**  
**March 2018 - 75%**

	Budget 2017-18		Actual March 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through March 2018	March 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	2,727,520.50	3,612,559.04	99%	885,038.54
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,636,694.00</b>	<b>\$ 2,727,520.50</b>	<b>\$ 3,612,559.04</b>	<b>99%</b>	<b>885,038.54</b>
0004500 Interest	30,000.00				-
0004501 Checking Interest Income			23.54		
1004501 Checking Interest Income-GF			923.53		
<b>Total 0004501 Checking Interest Income</b>	<b>\$ 0.00</b>		<b>\$ 947.07</b>		
1004525 FT Money Market-Interest			1,102.63		
1004595 FT Investment Interest Income			55,244.48		
<b>Total 0004500 Interest</b>	<b>\$ 30,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 57,294.18</b>	<b>191%</b>	<b>34,794.18</b>
1004040 Replacement Tax	25,000.00	\$ 18,750.00	10,178.87	41%	(8,571.13)
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	10,107.75		0%	-
1004052 Per Capita Grant-KNK	630.00	472.50		0%	-
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107.00</b>	<b>\$ 10,580.25</b>	<b>\$ 0.00</b>	<b>0%</b>	<b>(10,580.25)</b>
1004060 Kenilworth Services	90,000.00	67,500.00	77,493.00	86%	9,993.00
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			17,459.77		
1024100 Fines - Northfield			5,217.06		
<b>Total 1004100 Fines</b>	<b>\$ 40,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 22,676.83</b>	<b>57%</b>	<b>(7,323.17)</b>
1004120 Studio Fees	4,500.00	3,375.00	2,175.78	48%	(1,199.22)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			2,003.93		
1024150 Lost/Damaged Mat.-Northfield			416.02		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 5,000.00</b>	<b>\$ 3,750.00</b>	<b>\$ 2,419.95</b>	<b>48%</b>	<b>(1,330.05)</b>
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			9,777.92		
1024300 Copy/Printing - Northfield			1,113.10		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000.00</b>	<b>\$ 6,750.00</b>	<b>\$ 10,891.02</b>	<b>121%</b>	<b>4,141.02</b>
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 537.91</b>	<b>27%</b>	<b>(962.09)</b>
1004775 Miscellaneous Revenue			1,617.44		1,617.44
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	1,875.00	1,900.40	76%	25.40
1004885 Gift Fund (under \$100)			289.56	0%	289.56
1004895 Friends Donations	30,000.00	22,500.00	2,545.38	8%	(19,954.62)
<b>Total 1004800 Contributions</b>	<b>\$ 32,500.00</b>	<b>\$ 24,375.00</b>	<b>\$ 4,735.34</b>	<b>15%</b>	<b>(19,639.66)</b>
<b>Total Income</b>	<b>\$ 3,888,801.00</b>	<b>\$ 2,916,600.75</b>	<b>\$ 3,802,579.36</b>	<b>98%</b>	<b>885,978.61</b>
<b>Gross Profit</b>	<b>\$ 3,888,801.00</b>	<b>\$ 2,916,600.75</b>	<b>\$ 3,802,579.36</b>	<b>98%</b>	<b>885,978.61</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	51,750.00	53,983.40	78%	2,233.40
1005133 OCLC	11,000.00	8,250.00	8,463.85	77%	213.85
1005134 Software	31,000.00	23,250.00	6,345.98	20%	(16,904.02)
1005135 LAN Management	56,100.00	42,075.00	23,219.00	41%	(18,856.00)
1005136 Hardware	1,900.00	1,425.00	2,302.25	121%	877.25
1005177 Technology/Website	2,000.00	1,500.00	3,106.11	155%	1,606.11
1005211 Tablets/Portable Devices			334.99	0%	334.99
<b>Total 10.5100 IT Services</b>	<b>\$ 171,000.00</b>	<b>\$ 128,250.00</b>	<b>\$ 97,755.58</b>	<b>57%</b>	<b>(30,494.42)</b>
1005000 Administrative Services					

1005120 Library Supplies	30,000.00	22,500.00	35,957.97	120%	13,457.97
1005121 Office Supplies	8,000.00	6,000.00	5,401.82	68%	(598.18)
1005122 Breakroom Supplies	1,500.00	1,125.00	948.07	63%	(176.93)
1005123 Postage	6,000.00	4,500.00	3,274.23	55%	(1,225.77)
1005124 Hospitality	6,000.00	4,500.00	4,727.96	79%	227.96
1005131 Accounting and Bookkeeping	14,500.00	10,875.00	10,918.30	75%	43.30
1005137 Legal Notices	1,500.00	1,125.00	234.69	16%	(890.31)
1005138 Delivery Service	7,700.00	5,775.00	4,908.00	64%	(867.00)
1005140 Payroll Services	8,000.00	6,000.00	6,489.70	81%	489.70
1005170 Utilities					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		26,619.82		
1025171 Electricity - Northfield			5,492.61		
Total 1005171 Electricity	<b>\$ 45,000.00</b>	33,750.00	<b>\$ 32,112.43</b>	<b>71%</b>	<b>(1,637.57)</b>
1005172 Water					
1015172 Water - Winnetka	4,500.00		3,598.26		
1025172 Water - Northfield			509.20		
Total 1005172 Water	<b>\$ 4,500.00</b>	<b>\$ 3,375.00</b>	<b>\$ 4,107.46</b>	<b>91%</b>	<b>732.46</b>
1005173 Storm Sewer	1,800.00				-
1015173 Storm Sewer - Winnetka			1,058.41		
Total 1005173 Storm Sewer	<b>\$ 1,800.00</b>	<b>\$ 1,350.00</b>	<b>\$ 1,058.41</b>	<b>59%</b>	<b>(291.59)</b>
1005174 Natural Gas	11,000.00				-
1015174 Natural Gas - Winnetka			4,059.65		
1025174 Natural Gas - Northfield			2,292.30		
Total 1005174 Natural Gas	<b>\$ 11,000.00</b>	<b>\$ 8,250.00</b>	<b>\$ 6,351.95</b>	<b>58%</b>	<b>(1,898.05)</b>
1005175 Telephone	8,750.00				-
1015175 Telephone - Winnetka			8,738.03		
Total 1005175 Telephone	<b>\$ 8,750.00</b>	<b>\$ 6,562.50</b>	<b>\$ 8,738.03</b>	<b>100%</b>	<b>2,175.53</b>
1005176 Internet Services	16,000.00	12,000.00	14,046.83	88%	2,046.83
Total 1005170 Utilities	<b>\$ 87,050.00</b>	<b>\$ 65,287.50</b>	<b>\$ 66,415.11</b>	<b>76%</b>	<b>\$ 2,324.31</b>
1005700 Public Relations					
1005720 PR E-Marketing	1,500.00	1,125.00	146.24	10%	(978.76)
1005721 PR Promotional	6,000.00	4,500.00	10.24	0%	(4,489.76)
1005722 PR Source	25,000.00	18,750.00	15,373.26	61%	(3,376.74)
1005723 PR Supplies	8,000.00	6,000.00	1,863.74	23%	(4,136.26)
1005724 PR Advertising	3,500.00	2,625.00	926.99	26%	(1,698.01)
Total 1005700 Public Relations	<b>\$ 44,000.00</b>	<b>\$ 33,000.00</b>	<b>\$ 18,320.47</b>	<b>42%</b>	<b>\$ (14,679.53)</b>
1005719 Board Expenses	1,000.00	750.00	46.21	5%	(703.79)
1005731 Memberships	6,500.00	4,875.00	1,936.00	30%	(2,939.00)
1005732 Staff Meetings	5,000.00	3,750.00	1,694.62	34%	(2,055.38)
1005735 Director's Expenses	1,000.00	750.00	141.49	14%	(608.51)
1005736 Legal	15,000.00	11,250.00	2,415.00	16%	(8,835.00)
1005741 Architects		0.00	109,142.89		109,142.89
1005742 Building Appraisal	500.00	375.00		0%	(375.00)
1005743 Other Consultations	65,000.00	48,750.00	34,042.50	52%	(14,707.50)
1005744 Investment Fees		0.00	4,605.64		4,605.64
Total 1005000 Administrative Services	<b>\$ 308,250.00</b>	<b>\$ 231,187.50</b>	<b>\$ 311,620.67</b>	<b>101%</b>	<b>80,433.17</b>
1005100 Personnel					
1005110 Salaries	1,817,210.00	1,362,907.50	1,219,016.78	67%	(143,890.72)
1005111 Health Insurance	150,000.00	112,500.00	122,197.72	81%	9,697.72
1005112 Flu Vaccination	500.00	375.00		0%	(375.00)
1005113 Employee Asst. Program	1,500.00	1,125.00	480.00	32%	(645.00)
1005114 Conferences	20,000.00	15,000.00	9,202.64	46%	(5,797.36)
1005115 Flexible Spending Account	3,000.00	2,250.00	435.00	15%	(1,815.00)
Total 1005100 Personnel	<b>\$ 1,992,210.00</b>	<b>\$ 1,494,157.50</b>	<b>\$ 1,351,332.14</b>	<b>68%</b>	<b>(142,825.36)</b>
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100.00	8,325.00	2,239.75	20%	(6,085.25)
1005716 OBTV	17,000.00	12,750.00	20,114.89	118%	7,364.89
1005907 Programming - Youth	14,000.00	10,500.00	13,141.26	94%	2,641.26
1005908 Programming - Adult	20,000.00	15,000.00	8,958.02	45%	(6,041.98)
1005910 Programming - Studio	2,500.00	1,875.00	-12.95	-1%	(1,887.95)

1005913 Studio General Supplies	7,500.00	5,625.00	11,465.16	153%	5,840.16
<b>Total 1005900 Programming-District Initiative</b>	<b>\$ 72,100.00</b>	<b>\$ 54,075.00</b>	<b>\$ 55,906.13</b>	<b>78%</b>	<b>1,831.13</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000.00	41,250.00	34,210.07	62%	(7,039.93)
1015341 Books-Non-Fiction	65,000.00	48,750.00	42,520.03	65%	(6,229.97)
1015342 Periodicals	24,000.00	18,000.00	17,126.97	71%	(873.03)
1015343 DVDs	37,000.00	27,750.00	27,391.82	74%	(358.18)
1015344 Audio Books	25,000.00	18,750.00	23,009.52	92%	4,259.52
1015345 Books-Digital	140,000.00	105,000.00	137,398.69	98%	32,398.69
1015346 Online Database	90,000.00	67,500.00	95,711.54	106%	28,211.54
1015360 Program Supplies		0.00	481.54		481.54
1015361 Program Performers Fees		0.00	4,522.03		4,522.03
<b>Total 1015300 Adult Services - Winnetka</b>	<b>\$ 436,000.00</b>	<b>\$ 327,000.00</b>	<b>\$ 377,368.64</b>	<b>87%</b>	<b>50,368.64</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500.00	7,875.00	7,165.83	68%	(709.17)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	12,000.00	9,000.00	8,645.33	72%	(354.67)
101544J Books-Jr. High	6,000.00	4,500.00	4,685.53	78%	185.53
101544N Books-Non Fiction	12,000.00	9,000.00	4,486.97	37%	(4,513.03)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 30,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 17,817.83</b>	<b>59%</b>	<b>(5,391.34)</b>
1015443 DVDs	8,000.00	6,000.00	5,752.92	72%	(247.08)
1015444 Audio Books	7,000.00	5,250.00	5,903.62	84%	653.62
1015445 Music	400.00	300.00	257.92	64%	(42.08)
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies		0.00	2,248.12		2,248.12
1015461 Program Performers Fee		0.00	4,302.00		4,302.00
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>\$ 55,900.00</b>	<b>\$ 41,925.00</b>	<b>\$ 37,148.73</b>	<b>66%</b>	<b>(4,776.27)</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000.00	18,000.00	15,916.08	66%	(2,083.92)
1025341 Books-Non-Fiction-Adult	12,000.00	9,000.00	9,101.38	76%	101.38
1025342 Periodicals	4,000.00	3,000.00	3,669.68	92%	669.68
1025343 DVDs-Adult	16,000.00	12,000.00	12,903.53	81%	903.53
1025344 Audio Books-Adult	9,000.00	6,750.00	7,946.59	88%	1,196.59
1025360 Program Supplies		0.00	847.45		847.45
1025361 Program Performers Fees		0.00	3,107.00		3,107.00
<b>Total 1025300 Adult Services - Northfield</b>	<b>\$ 65,000.00</b>	<b>\$ 48,750.00</b>	<b>\$ 49,537.26</b>	<b>76%</b>	<b>787.26</b>
<b>1025400 Youth/Children's Sv.-Northfield</b>					
1025440 Books-Fiction-Juv	5,500.00	4,125.00	4,365.42	79%	240.42
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	3,750.00	3,544.03	71%	(205.97)
102544J Books-Jr. High	4,500.00	3,375.00	2,685.46	60%	(689.54)
102544N Books-Non Fiction	5,000.00	3,750.00	3,723.23	74%	(26.77)
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500.00</b>	<b>\$ 10,875.00</b>	<b>\$ 9,952.72</b>	<b>69%</b>	<b>(922.28)</b>
1025443 DVDs-Juv	4,500.00	3,375.00	2,835.36	63%	(539.64)
1025444 Audio Books-Juv	5,000.00	3,750.00	2,361.22	47%	(1,388.78)
1025445 Music - Juv	500.00	375.00	164.89	33%	(210.11)
1025460 Program Supplies			1,856.70		1,856.70
1025461 Program Performers Fees			4,734.44		4,734.44
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>\$ 30,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 19,679.61</b>	<b>66%</b>	<b>(2,820.39)</b>
<b>1035800 Capital Outlay</b>					
1005882 Building	155,000.00	116,250.00	37,156.80	24%	(79,093.20)
1005884 Equipment/Furniture	1,700,000.00	1,275,000.00	106,455.24	6%	(1,168,544.76)
1005885 Computer Equipment	130,000.00	97,500.00	94,586.57	73%	(2,913.43)
<b>Total 1035800 Capital Outlay</b>	<b>\$ 1,985,000.00</b>	<b>\$ 1,488,750.00</b>	<b>\$ 238,198.61</b>	<b>12%</b>	<b>(1,250,551.39)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,460.00</b>	<b>\$ 3,836,595.00</b>	<b>\$ 2,538,547.37</b>	<b>50%</b>	<b>(1,298,047.63)</b>
<b>Total Expenses</b>	<b>\$ 5,115,460.00</b>	<b>\$ 3,836,595.00</b>	<b>\$ 2,538,547.37</b>	<b>50%</b>	<b>(1,298,047.63)</b>
<b>Net Operating Income</b>	<b>-\$ 1,226,659.00</b>	<b>-\$ 919,994.25</b>	<b>\$ 1,264,031.99</b>	<b>-103%</b>	<b>2,184,026.24</b>

**Winnetka-Northfield Public Library District**  
**Building Fund**  
 July - March, 2018  
 March 2018 - 75%

	Budget 2017-18		Actual March 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through March 2018	March 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	108,257.25	143,384.94	99%	35,127.69
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 144,343.00</b>	<b>\$ 108,257.25</b>	<b>\$ 143,384.94</b>	<b>99%</b>	<b>\$ 35,127.69</b>
<b>Total Income</b>	<b>\$ 144,343.00</b>	<b>\$ 108,257.25</b>	<b>\$ 143,384.94</b>	<b>99%</b>	<b>\$ 35,127.69</b>
<b>Expenses</b>					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	6,375.00	5,910.79	70%	(464.21)
7005732 Snow Removal	8,500.00	6,375.00	6,371.00	75%	(4.00)
7005735 Photocopier Leases	40,000.00	30,000.00	27,794.45	69%	(2,205.55)
7005736 Phone Lease	9,600.00	7,200.00	7,999.80	83%	799.80
7005737 Building Maintenance Service	109,794.00	82,345.50	79,537.50	72%	(2,808.00)
7005738 Elevators	8,000.00	6,000.00	5,424.15	68%	(575.85)
7005739 Landscaping	15,000.00	11,250.00	6,476.51	43%	(4,773.49)
7005752 HVAC	12,000.00	9,000.00	4,939.49	41%	(4,060.51)
7005755 Automatic Doors	3,500.00	2,625.00	3,008.98	86%	383.98
7005756 Roof	600.00	450.00	318.00	53%	(132.00)
7005758 Alarms	2,750.00	2,062.50	1,908.45	69%	(154.05)
7005782 Equipment	4,000.00	3,000.00	368.20	9%	(2,631.80)
7005799 Misc Services	16,000.00	12,000.00	809.95	5%	(11,190.05)
7025159 Northfield Lease	63,563.00	47,672.25	46,699.83	73%	(972.42)
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>\$ 301,807.00</b>	<b>\$ 226,355.25</b>	<b>\$ 197,567.10</b>	<b>65%</b>	<b>-\$ 28,788.15</b>
<b>Total Expenses</b>	<b>\$ 301,807.00</b>	<b>\$ 226,355.25</b>	<b>\$ 197,567.10</b>	<b>65%</b>	<b>-\$ 28,788.15</b>
<b>Net Operating Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 118,098.00</b>	<b>-\$ 54,182.16</b>	<b>34%</b>	<b>\$ 28,789.14</b>
<b>Net Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 118,098.00</b>	<b>-\$ 54,182.16</b>	<b>34%</b>	<b>\$ 28,789.14</b>

# Winnetka-Northfield Public Library District

## FUND: FICA

July - March, 2018

March 2018 - 75%

	Budget 2017-18		Actual March 2018		
	Full Year	Prorated Through March 2018	March 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
3004000 FF-Property Taxes	20,620.00	15,465.00	20,483.28	99%	5,018.28
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,620.00</b>	<b>\$ 15,465.00</b>	<b>\$ 20,483.28</b>	<b>99%</b>	<b>5,018.28</b>
<b>Total Income</b>	<b>\$ 20,620.00</b>	<b>\$ 15,465.00</b>	<b>\$ 20,483.28</b>	<b>99%</b>	<b>5,018.28</b>
<b>Gross Profit</b>	<b>\$ 20,620.00</b>	<b>\$ 15,465.00</b>	<b>\$ 20,483.28</b>	<b>99%</b>	<b>5,018.28</b>
<b>Expenses</b>					
<b>3005100 Fund 30 FICA</b>					
3005114 FICA-Payroll	135,000.00	101,250.00	86,312.32	64%	(14,937.68)
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 135,000.00</b>	<b>\$ 101,250.00</b>	<b>\$ 86,312.32</b>	<b>64%</b>	<b>(14,937.68)</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 101,250.00</b>	<b>\$ 86,312.32</b>	<b>64%</b>	<b>-\$ 14,937.68</b>
<b>Net Operating Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 85,785.00</b>	<b>-\$ 65,829.04</b>	<b>58%</b>	<b>\$ 19,955.96</b>
<b>Net Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 85,785.00</b>	<b>-\$ 65,829.04</b>	<b>58%</b>	<b>\$ 19,955.96</b>

**Winnetka-Northfield Public Library District**  
**FUND: IMRF**  
July - March, 2018  
March 2018 - 75%

	Budget 2017-18		Actual March 2018		
	Full Year	Prorated Through March 2018	March 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
2004000 IF-Property Taxes	88,104.00	66,078.00	87,520.04	99%	21,442.04
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 88,104.00</b>	<b>\$ 66,078.00</b>	<b>\$ 87,520.04</b>	<b>99%</b>	<b>\$ 21,442.04</b>
<b>Total Income</b>	<b>\$ 88,104.00</b>	<b>\$ 66,078.00</b>	<b>\$ 87,520.04</b>	<b>99%</b>	<b>\$ 21,442.04</b>
<b>Gross Profit</b>	<b>\$ 88,104.00</b>	<b>\$ 66,078.00</b>	<b>\$ 87,520.04</b>	<b>99%</b>	<b>\$ 21,442.04</b>
<b>Expenses</b>					
<b>2005100 Fund 20 IMRF Expenses</b>					
2005113 IMRF-Payroll	135,000.00	101,250.00	100,651.20	75%	(598.80)
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 101,250.00</b>	<b>\$ 100,651.20</b>	<b>75%</b>	<b>(598.80)</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 101,250.00</b>	<b>\$ 100,651.20</b>	<b>75%</b>	<b>(598.80)</b>
<b>Net Operating Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 35,172.00</b>	<b>-\$ 13,131.16</b>	<b>28%</b>	<b>\$ 22,040.84</b>
<b>Net Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 35,172.00</b>	<b>-\$ 13,131.16</b>	<b>28%</b>	<b>\$ 22,040.84</b>



**Winnetka-Northfield Public Library District**  
**Audit Fund**  
July - March, 2018  
March 2018 - 75%

	Budget 2017-18		Actual March 2018		
	Full Year	Prorated Through March 2018	March 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
5004000 AF-Property Taxes	3,748.00	2,811.00	3,723.63	99.35%	912.63
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,748.00</b>	<b>\$ 2,811.00</b>	<b>\$ 3,723.63</b>	<b>99.35%</b>	<b>\$ 912.63</b>
<b>Total Income</b>	<b>\$ 3,748.00</b>	<b>\$ 2,811.00</b>	<b>\$ 3,723.63</b>	<b>99.35%</b>	<b>\$ 912.63</b>
<b>Gross Profit</b>	<b>\$ 3,748.00</b>	<b>\$ 2,811.00</b>	<b>\$ 3,723.63</b>	<b>99.35%</b>	<b>\$ 912.63</b>
<b>Expenses</b>					
<b>5005100 Fund 50 Audit</b>					
5005101 Audit	9,700.00	7,275.00	8,600.00	88.66%	1,325.00
<b>Total 5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 7,275.00</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>\$ 1,325.00</b>
<b>Total Expenses</b>	<b>\$ 9,700.00</b>	<b>\$ 7,275.00</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>\$ 1,325.00</b>
<b>Net Operating Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 4,464.00</b>	<b>-\$ 4,876.37</b>	<b>81.93%</b>	<b>-\$ 412.37</b>
<b>Net Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 4,464.00</b>	<b>-\$ 4,876.37</b>	<b>81.93%</b>	<b>-\$ 412.37</b>

**Winnetka-Northfield Public Library District**  
**Liability Fund**  
July - March, 2018  
March 2018 - 75%

	Budget 2017-18		Actual March 2018		
	Full Year	Prorated Through March 2018	March 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
4004000 LF-Property Taxes	14,996.00	11,247.00	14,896.40	99%	3,649.40
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 14,996.00</b>	<b>\$ 11,247.00</b>	<b>\$ 14,896.40</b>	<b>99%</b>	<b>\$ 3,649.40</b>
<b>Total Income</b>	<b>\$ 14,996.00</b>	<b>\$ 11,247.00</b>	<b>\$ 14,896.40</b>	<b>99%</b>	<b>3,649.40</b>
<b>Gross Profit</b>	<b>\$ 14,996.00</b>	<b>\$ 11,247.00</b>	<b>\$ 14,896.40</b>	<b>99%</b>	<b>3,649.40</b>
<b>Expenses</b>					
4005100 Fund 40 Liability	36,040.00	27,030.00			
4005101 D & O			5,906.00		
4005103 Workers Comp			-43.00		
4005104 Insurance Package			17,558.67		
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 36,040.00</b>	<b>\$ 27,030.00</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(3,608.33)</b>
<b>Total Expenses</b>	<b>\$ 36,040.00</b>	<b>\$ 27,030.00</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(3,608.33)</b>
<b>Net Operating Income</b>	<b>-\$ 21,044.00</b>	<b>-\$ 15,783.00</b>	<b>-\$ 8,525.27</b>	<b>41%</b>	<b>7,257.73</b>
<b>Net Income</b>	<b>-\$ 21,044.00</b>	<b>-\$ 15,783.00</b>	<b>-\$ 8,525.27</b>	<b>41%</b>	<b>7,257.73</b>

## Winnetka-Northfield Public Library District Unemployment Fund

July - March, 2018

March 2018 - 75%

	Budget 2017-18		Actual March 2018		
	Full Year	Prorated Through March 2018	March 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
Total Income				0%	
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	0%	
<b>Expenses</b>					
6005100 Unemployment	1,000.00	750.00		0%	(750.00)
Total Expenses	\$ 1,000.00	\$ 750.00	\$ 0.00	0%	(750.00)
Net Operating Income	-\$ 1,000.00	-\$ 750.00	\$ 0.00	0%	(750.00)
Net Income	-\$ 1,000.00	-\$ 750.00	\$ 0.00	0%	(750.00)

# Winnetka-Northfield Public Library District

## CHECK DETAIL

March 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
03/01/2018	Bill Payment (Check)	DD	CALL ONE		R	-381.86
						-381.86
03/02/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
03/02/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		R	-1,770.53
						-1,770.53
03/02/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,798.45
						-6,798.45
03/02/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-2,279.63
						-2,279.63
03/02/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-13,516.73
						-13,516.73
03/02/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,449.97
						-2,449.97
03/02/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-1,660.92
						-1,660.92
03/02/2018	Bill Payment (Check)	2242	Jonathan Ferber		R	-12.75
						-12.75
03/02/2018	Bill Payment (Check)	2243	ASE The Chicago Association of Black Storytellers		R	-500.00
						-500.00
03/02/2018	Bill Payment (Check)	2244	LIBRARY FURNITURE INTERNATIONAL		R	-43,376.00
						-43,376.00
03/05/2018	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.		R	-32.70
						-32.70
03/05/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		R	-31.90

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-31.90
03/05/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,140.07
						-2,140.07
03/09/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,468.63
						-4,468.63
03/30/2018	Bill Payment (Check)	2264	Maura Braun Interior Design Inc.			-200.00
						-200.00
<hr/>						
1001001	GF - Operating Checking - FT					
03/02/2018	Bill Payment (Check)	ACH	Shiela Cody		R	-75.96
						-75.96
03/12/2018	Bill Payment (Check)	DD	AT&T (Phone Service)			-429.21
						-429.21
03/12/2018	Bill Payment (Check)	DD	COMED		R	-474.08
						-474.08
03/12/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85
						-237.85
03/12/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-636.15
						-636.15
03/12/2018	Bill Payment (Check)	ACH	CDW-G		R	-232.00
						-232.00
03/12/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS			-891.45
						-891.45
03/12/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50
						-37.50
03/12/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
						-799.98
03/12/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-453.14
						-453.14
03/12/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-647.15
						-647.15

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/12/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
03/12/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		R	-17.99 -17.99
03/12/2018	Bill Payment (Check)	DD	NICOR			-243.07 -243.07
03/12/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-635.76 -635.76
03/12/2018	Bill Payment (Check)	ACH	PITNEY BOWES		R	-334.32 -334.32
03/12/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-121.30 -121.30
03/12/2018	Bill Payment (Check)	ACH	RAILS		R	-184.50 -184.50
03/12/2018	Bill Payment (Check)	ACH	SENSOURCE		R	-180.00 -180.00
03/12/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
03/12/2018	Bill Payment (Check)	ACH	Warehouse Direct		R	-287.06 -287.06
03/12/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,227.00 -2,227.00
03/12/2018	Bill Payment (Check)	2245	Wayne Endre Contracting, Inc.			-3,600.00 -3,600.00
03/12/2018	Bill Payment (Check)	2246	Midwest Irrigation Co., LLC		R	-366.00 -366.00
03/12/2018	Bill Payment (Check)	2247	Epilog Corporation	Voided		0.00 0.00
03/12/2018	Bill Payment (Check)	2248	Communication Revolving Fund		R	-450.00 -450.00
03/12/2018	Bill Payment (Check)	2249	AMERICAN LIBRARY ASSOCIATION		R	-63.00 -63.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/12/2018	Bill Payment (Check)	2250	Christine Thornton		R	-300.00 -300.00
03/12/2018	Bill Payment (Check)	2251	Elizabeth Moerschel			-10.99 -10.99
03/12/2018	Bill Payment (Check)	2252	Helen Tragos Stelian		R	-200.00 -200.00
03/12/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-795.40 -795.40
03/12/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,317.83 -4,317.83
03/12/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,669.00 -2,669.00
03/14/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-453.14 -453.14
03/15/2018	Bill Payment (Check)	ACH	First Bankcard		R	-9,776.63 -9,776.63
03/16/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-1,527.47 -1,527.47
03/16/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,188.87 -5,188.87
03/16/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-4,618.00 -4,618.00
03/16/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-4,461.00 -4,461.00
03/16/2018	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL			-34,218.00 -34,218.00
03/16/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-1,696.60 -1,696.60
03/16/2018	Bill Payment (Check)	2253	Amber Mechanical Contractors Inc.			-4,939.49 -4,939.49
03/16/2018	Bill Payment (Check)	2254	Product Architecture and			-4,260.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Design			-4,260.00
03/16/2018	Bill Payment (Check)	2255	Zabinski Consulting Services, Inc,			-300.00
						-300.00
03/19/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-50.03
						-50.03
03/19/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,259.27
						-1,259.27
03/19/2018	Bill Payment (Check)	ACH	Warehouse Direct		R	-417.60
						-417.60
03/19/2018	Bill Payment (Check)	DD	COMCAST			-254.85
						-254.85
03/19/2018	Bill Payment (Check)	ACH	IMPACT NETWORKING		R	-304.50
						-304.50
03/19/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-3,342.75
						-3,342.75
03/19/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-2,068.70
						-2,068.70
03/19/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-1,154.22
						-1,154.22
03/21/2018	Bill Payment (Check)	ACH	CALL ONE		R	-403.36
						-403.36
03/21/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		R	-831.00
						-831.00
03/21/2018	Bill Payment (Check)	ACH	First Bankcard		R	-9,060.99
						-9,060.99
03/23/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC			-11,240.80
						-11,240.80
03/23/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-1,614.63
						-1,614.63
03/23/2018	Bill Payment (Check)	ACH	NewsBank			-1,900.00
						-1,900.00



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/23/2018	Bill Payment (Check)	2258	Elizabeth Moerschel			-10.99 -10.99
03/23/2018	Bill Payment (Check)	2259	Morris Taylor			-375.00 -375.00
03/23/2018	Bill Payment (Check)	2260	Zabinski Consulting Services, Inc,		R	-1,265.22 -1,265.22
03/23/2018	Bill Payment (Check)	2261	Communication Revolving Fund		R	-450.00 -450.00
03/23/2018	Bill Payment (Check)	2262	Information Today, Inc.		R	-317.00 -317.00
03/23/2018	Bill Payment (Check)	2263	USA Today		R	-295.76 -295.76
03/26/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-891.45 -891.45
03/26/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-579.96 -579.96
03/26/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-51.73 -51.73
03/26/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00 -665.00
03/26/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-1,087.79 -1,087.79
03/26/2018	Bill Payment (Check)	DD	COMCAST			-237.85 -237.85
03/26/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-17.08 -17.08
03/26/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-567.23 -567.23
03/26/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-95.16 -95.16

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/26/2018	Bill Payment (Check)	ACH	CDW-G		R	-1,372.00 -1,372.00
03/30/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50 -8,837.50
03/30/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-5,710.66 -5,710.66
03/30/2018	Bill Payment (Check)	ACH	Assistive Hearing Systems, LLC.		R	-1,859.50 -1,859.50
03/30/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-13,516.61 -13,516.61

## **Financial Report**

### **Expenditures:**

- In next month's report we will see a significant portion of payments beginning for capital work.
- Library Administrative Services will continue to run high as fees for consultants such as architects are taken out of this fund.
- We are spending on pace for physical collections, digital collection spending is running higher (as expected) best sellers and holds are being prioritized.

## **Building and Grounds**

We are receiving positive feedback from patrons as the construction process progresses. The District staff continue to exceed expectations and remain flexible in the face of change.

Our team continues to be dedicated to making everyone feel warm and welcomed.

## **Staff Training:**

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

On March 5, we opened with the merged desk in its temporary location. This move has been highly successful and we look forward to the finished service point in the near future. Staff continue training and we will be meeting to discuss opportunities for growth at our next all staff meeting.

### **Polaris Migration:**

We have begun the extensive process of informing patrons about the upcoming ILS changes. We created a web page on our site for this purpose and an intranet page for staff information. We are also sending out targeted information via Library email and designed bookmarks for the public service desks as well.

This month Emily Compton-Dzak, Head of Adult Services and Polaris Project lead, finalized our CollectionHQ configuration with the new system and began meeting with trainers to plan the final training push before go-live. Refresher drop-in sessions took place in early April, as well as ten PowerPAC training sessions with the goal to have every district employee trained on the public side catalog.

Naomi Wolfson, Head of Technical Services has been working with Bibliotheca to configure the RFID self-checks for launch in the next two weeks. She is also working with our consortia to configure acquisitions and has become a lead trainer and contact consortia-wide for acquisitions and EDI setup.

Go live for Polaris is Tuesday, April 17.

## **Collection Development Improvements:**

### **Circulation Services**

#### **Statistics**

Total circulation for the month of March FY 2017/2018 was **34,788** compared to **36,819** for the same month last year.

This represents a net change of **-5.52 %**.

Winnetka Library's circulation for the month of March FY 2017/2018 was **19,370** compared to **21,794** for the same month last year.

This represents a net change of **-11.12 %**.

Northfield Library's circulation for the month of March FY 2017/2018 was **11,771** compared to **11,517** for the

same month last year.

This represents a net change of **2.21 %**.

Virtual Branch circulation for the month of March FY 2017/2018 was **3,647** compared to **3,508** for the same month last year.

This represents a net change of **3.96 %**.

Cumulative circulation through March FY 2017/2018 is **287,305** compared to **308,573** for the previous fiscal year to date.

This represents a net change of **-6.89 %**

	Books	Audio	Video	Grand Total
Initial Totals	80,993	5,911	11,809	98,713
March - Adds	1,171	85	306	1,562
March - W/D	855	20	396	1,271
March End Total	81,309	5,976	11,719	99,004

**Technology**

**Computer Usage**

There were 504 public computer sessions at Winnetka with 91 percent of those occurring on laptops.

There were 833 public computer sessions at Northfield with 20 percent of those occurring on laptops..

We had 9,510 web sessions with 5,251 unique website users as counted by Google Analytics.

Plans are being made for the installation of the hearing loop and audio-visual equipment in the Lloyd Room in Winnetka.

**Website: Most Visited Pages**

Home Page

Movies

Renovation

Hours and Locations

New York Times

Digital Library – financial consumer resources

**Programs and Activities**

**Program Attendance**

Total District Program Attendance for the month of March FY 2017/2018 was **1,169** compared to **1,422** for the same month last year.

This represents a net change of **-17.79 %**

Cumulative District Program Attendance through March FY 2017/2018 is **11,730** compared to **12,013** for the same month last year.

This represents a net change of **-2.36 %**

Adult Programs Held	Attendees	Youth Programs Held	Attendees
<b>38</b>	<b>249</b>	<b>58</b>	<b>920</b>

**Programming Highlights**

Library Director's Report and Staff Activities  
for the April 16, 2018 Board Meeting

- ***Glow Storytime*** was attended by **65** patrons. Allison Phillips, Youth Services Librarian presented a glow-in-the-dark storytime with crafts, wishing stars, and a glowing Dr. Seuss book to celebrate ScreenBreak Week.
- ***New Parents Club*** was attended by **11** patrons. New parents are invited to stay after storytime with Jeanine Breen, Youth Services Associate for one-on-one reading, play, and networking. Staff from the Counseling Center of the North Shore are on hand to answer parenting questions.
- ***Navigating the Midlife Transition*** was attended by **15** patrons. Participants learned some crucial steps they should consider taking to thrive in the second half of their lives and discussed the challenges of living a meaningful life.
- ***Morris the Magic Man which*** was attended by **50** patrons. Children and their families enjoyed magical stunts as well as baffling tricks.

### **Communications and Marketing**

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

We are in the design process for the summer issue of The Source, which should hit homes in the end of May. We have hired a wonderful graphic designer, Kathy Skiba, and she's been a great fit. She's already been a great addition to the team, and really hit the ground running.

# Summary Report for February FY 2017/2018

## Circulation Report

### Winnetka Library/WNK Circulation

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	430	4,907	-91.24 %	38,215	44,952	-14.99 %	Books	470	6,570	-92.85 %	52,259	55,324	-5.54 %
Book - Fiction	173	2,122	-91.85 %	18,368	20,881	-12.03 %	Book - Fiction	342	5,571	-93.86 %	46,199	48,911	-5.54 %
Book - Nonfiction	257	2,785	-90.77 %	19,847	24,071	-17.55 %	Book - Nonfiction	128	999	-87.19 %	6,060	6,413	-5.50 %
Audiobook - CD	31	439	-92.94 %	3,631	4,386	-17.21 %	Audiobook - CD	5	53	-90.57 %	505	541	-6.65 %
Music CD	6	172	-96.51 %	815	1,543	-47.18 %	Music CD	7	34	-79.41 %	421	480	-12.29 %
Playaway	10	162	-93.83 %	1,234	1,538	-19.77 %	Playaway	3	107	-97.20 %	1,398	1,203	16.21 %
DVD	259	3,236	-92.00 %	23,191	26,063	-11.02 %	DVD	92	1,152	-92.01 %	7,793	10,085	-22.73 %
Magazine	0	61	-100.00 %	572	641	-10.76 %	Magazine	-	1	-	2	8	-75.00 %
Other	13	56	-76.79 %	296	384	-22.92 %	Other	23	58	-60.34 %	440	587	-25.04 %
Non-CCS ILL	0	55	-100.00 %	203	785	-74.14 %	Non-CCS ILL						
ILL Lender	409	1,488	-72.51 %	10,665	12,062	-11.58 %	ILL Lender						
<b>Total</b>	<b>1,158</b>	<b>10,576</b>	<b>-89.05 %</b>	<b>78,822</b>	<b>92,354</b>	<b>-14.65 %</b>	<b>Total</b>	<b>600</b>	<b>7,975</b>	<b>-92.48 %</b>	<b>62,818</b>	<b>68,228</b>	<b>-7.93 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	64	532
Consortial Borrower Count	550	1,780

Winnetka Library's circulation for the month of February FY 2017/2018 was 1,758 compared to 18,551 for the same month last year. This represents a net change of -90.52 %.

### 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 % +/-
Books	3,589	2,857	25.62 %	25,042	25,900	-3.31 %	Books	4,725	2,962	8.32 %	27,196	25,108	8.32 %
Book - Fiction	2,198	1,907	15.26 %	16,755	17,914	-6.47 %	Book - Fiction	3,853	2,453	57.07 %	22,763	21,483	5.96 %
Book - Nonfiction	1,391	950	46.42 %	8,287	7,986	3.77 %	Book - Nonfiction	872	509	71.32 %	4,433	3,625	22.29 %
Audiobook - CD	354	327	8.26 %	2,799	2,828	-1.03 %	Audiobook - CD	35	18	94.44 %	297	292	1.71 %
Music CD	96	74	29.73 %	622	757	-17.83 %	Music CD	24	63	-61.90 %	335	539	-37.85 %
Playaway	45	56	-19.64 %	338	392	-13.78 %	Playaway	102	52	96.15 %	566	482	17.43 %
DVD	2,122	1,920	10.52 %	14,382	14,948	-3.79 %	DVD	727	536	35.63 %	5,286	5,266	0.38 %
Magazine	44	62	-29.03 %	395	450	-12.22 %	Magazine	1	-	-	10	3	233.33 %
Other	32	11	190.91 %	92	98	-6.12 %	Other	14	18	-22.22 %	90	194	-53.61 %
Non-CCS ILL	2	38	-94.74 %	77	278	-72.30 %	Non-CCS ILL						
ILL Lender	827	1,144	-27.71 %	7,350	9,120	-19.41 %	ILL Lender						
<b>Total</b>	<b>7,111</b>	<b>6,489</b>	<b>9.59 %</b>	<b>51,097</b>	<b>54,771</b>	<b>-6.71 %</b>	<b>Total</b>	<b>5,628</b>	<b>3,649</b>	<b>54.23 %</b>	<b>33,780</b>	<b>31,884</b>	<b>5.95 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	133	65
Consortial Borrower Count	2,100	1,293

Northfield Library's circulation for the month of February FY 2017/2018 was 12,739 compared to 10,138 for the same month last year. This represents a net change of 25.66 %.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
1,756	1,637	7.27 %	13,893	13,216	5.12 %	720	567	26.98 %	6,294	4,412	42.66 %	508	677	-24.96 %	4,699	5,677	-17.23 %

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 % +/-
121	112	8.04 %	635	690	-7.97 %	28	75	-62.67 %	479	522	-8.24 %

Virtual Branch circulation for the month of February FY 2017/2018 was 3,133 compared to 3,068 for the same month last year. This represents a net change of 2.12 %.

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 % +/-
Books	4,019	7,764	-48.24 %	63,257	70,852	-10.72 %	Books	5,195	9,532	-45.50 %	79,455	80,432	-1.21 %
Book - Fiction	2,371	4,029	-41.15 %	35,123	38,795	-9.47 %	Book - Fiction	4,195	8,024	-47.72 %	68,962	70,394	-2.03 %
Book - Nonfiction	1,648	3,735	-55.88 %	28,134	32,057	-12.24 %	Book - Nonfiction	1,000	1,508	-33.69 %	10,493	10,038	4.53 %
Audiobook - CD	385	766	-49.74 %	6,430	7,214	-10.87 %	Audiobook - CD	40	71	-43.66 %	802	833	-3.72 %
Music CD	102	246	-58.54 %	1,437	2,300	-37.52 %	Music CD	31	97	-68.04 %	756	1,019	-25.81 %
Playaway	55	218	-74.77 %	1,572	1,930	-18.55 %	Playaway	105	159	-33.96 %	1,964	1,685	16.56 %
DVD	2,381	5,156	-53.82 %	37,573	41,011	-8.38 %	DVD	819	1,688	-51.48 %	13,079	15,351	-14.80 %
Other	45	67	-32.84 %	388	482	-19.50 %	Other	37	76	-51.32 %	530	781	-32.14 %
ILL Lender	1,236	2,632	-53.04 %	18,015	21,182	-14.95 %	ILL Lender						
Total	8,223	16,849	-51.20 %	128,672	144,971	-11.24 %	Total	6,227	11,623	-46.43 %	96,586	100,101	-3.51 %

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	197	597
Consortial Borrower Count	2,650	3,073

Total circulation for the month of February FY 2017/2018 was 17,630 compared to 31,757 for the same month last year. This represents a net change of -44.48 %.

Cumulative circulation through February FY 2017/2018 is 252,517 compared to 271,754 for the previous fiscal year to date. This represents a net change of -7.08 %.

# Library Activity Report

## Winnetka Library/WNK

Adult						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	0	11,929	-100.00 %	85,302	99,618	-14.37 %
Reference Questions	-	921	-	6,779	8,151	-19.86 %
WNK Holds	1,384	2,588	-46.52 %	19,858	21,086	-5.82 %
Website Usage	7,310	10,897	-32.92 %	79,133	86,408	-8.42 %
Studio	-	249	-	1,959	1,606	21.98 %
Genealogy	-	1	-	30	36	-16.67 %
Program Attendance	151	283	-46.64 %	2,051	2,068	-0.82 %

Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							0
Reference Questions	-	633	-	4,356	5,638	-22.74 %	-
WNK Holds							1,384
Website Usage (no. of sessions)							7,310
Studio							-
Genealogy							-
Program Attendance	0	528	-100.00 %	5,050	4,896	3.15 %	151

## 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	7,786	6,830	14.00 %	55,612	54,974	1.16 %	People Counter							7,786
Reference Questions	-	959	-	6,974	7,732	-9.80 %	Reference Questions	-	114	-	726	1,148	-36.76 %	-
WBK Holds	1,663	1,739	-4.37 %	16,994	14,103	20.50 %	WBK Holds							1,663
Program Attendance	244	179	36.31 %	869	1,288	-32.53 %	Program Attendance	467	235	98.72 %	2,591	2,339	10.77 %	711

Total District Program Attendance for the month of February FY 2017/2018 was 862 compared to 1,225 for the same month last year. This represents a net change of -29.63 %

Cumulative District Program Attendance through February FY 2017/2018 is 10,561 compared to 10,591 for the same month last year. This represents a net change of -0.28 %



# Summary Report for March FY 2017/2018

## Circulation Report

### Winnetka Library/WNK Circulation

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	5,594	5,481	2.06 %	43,809	50,433	-13.13 %	Books	7,252	7,596	-4.53 %	59,511	62,920	-5.42 %
Book - Fiction	2,478	2,344	5.72 %	20,846	23,225	-10.24 %	Book - Fiction	6,160	6,473	-4.84 %	52,359	55,384	-5.46 %
Book - Nonfiction	3,116	3,137	-0.67 %	22,963	27,208	-15.60 %	Book - Nonfiction	1,092	1,123	-2.76 %	7,152	7,536	-5.10 %
Audiobook - CD	450	536	-16.04 %	4,081	4,922	-17.09 %	Audiobook - CD	111	72	54.17 %	616	613	0.49 %
Music CD	100	208	-51.92 %	915	1,751	-47.74 %	Music CD	42	50	-16.00 %	463	530	-12.64 %
Playaway	130	215	-39.53 %	1,364	1,753	-22.19 %	Playaway	266	190	40.00 %	1,664	1,393	19.45 %
DVD	3,576	3,903	-8.38 %	26,767	29,966	-10.68 %	DVD	1,319	1,375	-4.07 %	9,112	11,460	-20.49 %
Magazine	33	107	-69.16 %	605	748	-19.12 %	Magazine	-	4	-	2	12	-83.33 %
Other	58	81	-28.40 %	354	465	-23.87 %	Other	67	67	0.00 %	507	654	-22.48 %
Non-CCS ILL	0	204	-100.00 %	203	989	-79.47 %	Non-CCS ILL						
ILL Lender	372	1,705	-78.18 %	11,037	13,767	-19.83 %	ILL Lender						
<b>Total</b>	<b>10,313</b>	<b>12,440</b>	<b>-17.10 %</b>	<b>89,135</b>	<b>104,794</b>	<b>-14.94 %</b>	<b>Total</b>	<b>9,057</b>	<b>9,354</b>	<b>-3.18 %</b>	<b>71,875</b>	<b>77,582</b>	<b>-7.36 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	576	742
Consortial Borrower Count	1,592	2,258

Winnetka Library's circulation for the month of March FY 2017/2018 was 19,370 compared to 21,794 for the same month last year. This represents a net change of -11.12 %.

### 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 % +/-
Books	3,506	3,020	16.09 %	28,548	28,920	-1.29 %	Books	4,092	3,293	10.17 %	31,288	28,401	10.17 %
Book - Fiction	2,237	1,980	12.98 %	18,992	19,894	-4.53 %	Book - Fiction	3,363	2,694	24.83 %	26,126	24,177	8.06 %
Book - Nonfiction	1,269	1,040	22.02 %	9,556	9,026	5.87 %	Book - Nonfiction	729	599	21.70 %	5,162	4,224	22.21 %
Audiobook - CD	359	356	0.84 %	3,158	3,184	-0.82 %	Audiobook - CD	55	35	57.14 %	352	327	7.65 %
Music CD	68	68	0.00 %	690	825	-16.36 %	Music CD	28	53	-47.17 %	363	592	-38.68 %
Playaway	48	52	-7.69 %	386	444	-13.06 %	Playaway	96	75	28.00 %	662	557	18.85 %
DVD	2,012	2,190	-8.13 %	16,394	17,138	-4.34 %	DVD	736	794	-7.30 %	6,022	6,060	-0.63 %
Magazine	59	75	-21.33 %	454	525	-13.52 %	Magazine	-	-	-	10	3	233.33 %
Other	15	8	87.50 %	107	106	0.94 %	Other	10	38	-73.68 %	100	232	-56.90 %
Non-CCS ILL	-	59	-	77	337	-77.15 %	Non-CCS ILL						
ILL Lender	687	1,401	-50.96 %	8,037	10,521	-23.61 %	ILL Lender						
<b>Total</b>	<b>6,754</b>	<b>7,229</b>	<b>-6.57 %</b>	<b>57,851</b>	<b>62,000</b>	<b>-6.69 %</b>	<b>Total</b>	<b>5,017</b>	<b>4,288</b>	<b>17.00 %</b>	<b>38,797</b>	<b>36,172</b>	<b>7.26 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	51	55
Consortial Borrower Count	1,683	1,413

Northfield Library's circulation for the month of March FY 2017/2018 was 11,771 compared to 11,517 for the same month last year. This represents a net change of 2.21 %.

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 % +/-
2,016	1,889	6.72 %	15,909	15,105	5.32 %	816	652	25.15 %	7,110	5,064	40.40 %	658	794	-17.13 %	5,357	6,471	-17.22 %

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 % +/-
113	122	-7.38 %	748	812	-7.88 %	44	51	-13.73 %	523	573	-8.73 %

Virtual Branch circulation for the month of March FY 2017/2018 was 3,647 compared to 3,508 for the same month last year. This represents a net change of 3.96 %.

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 % +/-
Books	9,100	8,501	7.05 %	72,357	79,353	-8.82 %	Books	11,344	10,889	4.18 %	90,799	91,321	-0.57 %
Book - Fiction	4,715	4,324	9.04 %	39,838	43,119	-7.61 %	Book - Fiction	9,523	9,167	3.88 %	78,485	79,561	-1.35 %
Book - Nonfiction	4,385	4,177	4.98 %	32,519	36,234	-10.25 %	Book - Nonfiction	1,821	1,722	5.75 %	12,314	11,760	4.71 %
Audiobook - CD	809	892	-9.30 %	7,239	8,106	-10.70 %	Audiobook - CD	166	107	55.14 %	968	940	2.98 %
Music CD	168	276	-39.13 %	1,605	2,576	-37.69 %	Music CD	70	103	-32.04 %	826	1,122	-26.38 %
Playaway	178	267	-33.33 %	1,750	2,197	-20.35 %	Playaway	362	265	36.60 %	2,326	1,950	19.28 %
DVD	5,588	6,093	-8.29 %	43,161	47,104	-8.37 %	DVD	2,055	2,169	-5.26 %	15,134	17,520	-13.62 %
Other	73	89	-17.98 %	461	571	-19.26 %	Other	77	105	-26.67 %	607	886	-31.49 %
ILL Lender	1,059	3,106	-65.90 %	19,074	24,288	-21.47 %	ILL Lender						
Total	16,975	19,224	-11.70 %	145,647	164,195	-11.30 %	Total	14,074	13,638	3.20 %	110,660	113,739	-2.71 %

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	627	797
Consortial Borrower Count	3,275	3,671

Total circulation for the month of March FY 2017/2018 was 34,788 compared to 36,819 for the same month last year. This represents a net change of -5.52 %.

Cumulative circulation through March FY 2017/2018 is 287,305 compared to 308,573 for the previous fiscal year to date. This represents a net change of -6.89 %.

# Library Activity Report

## Winnetka Library/WNK

Adult						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	0	13,525	-100.00 %	85,302	113,143	-24.61 %
Reference Questions	560	1,173	-52.26 %	7,339	9,358	-23.81 %
WNK Holds	2,532	3,326	-23.87 %	22,390	24,412	-8.28 %
Website Usage	9,510	11,862	-19.83 %	88,643	98,270	-9.80 %
Studio	356	267	33.33 %	2,315	1,873	23.60 %
Genealogy	1	1	0.00 %	31	37	-16.22 %
Program Attendance	125	220	-43.18 %	2,176	2,288	-4.90 %

Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							0
Reference Questions	525	693	-24.24 %	4,881	6,331	-22.90 %	1,085
WNK Holds							2,532
Website Usage (no. of sessions)							9,510
Studio							356
Genealogy							1
Program Attendance	554	783	-29.25 %	5,604	5,679	-1.32 %	679

## 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	7,331	7,206	1.73 %	62,943	62,180	1.23 %	People Counter							7,331
Reference Questions	1,223	972	25.82 %	8,197	8,704	-5.82 %	Reference Questions	114	158	-27.85 %	840	1,306	-35.68 %	1,337
WBK Holds	1,765	1,852	-4.70 %	18,759	15,955	17.57 %	WBK Holds							1,765
Program Attendance	124	119	4.20 %	993	1,407	-29.42 %	Program Attendance	366	300	22.00 %	2,957	2,639	12.05 %	490

Total District Program Attendance for the month of March FY 2017/2018 was 1,169 compared to 1,422 for the same month last year. This represents a net change of -17.79 %

Cumulative District Program Attendance through March FY 2017/2018 is 11,730 compared to 12,013 for the same month last year. This represents a net change of -2.36 %

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER):

PROJECT:

Winnetka-Northfield Library

2018 Renovation Projects

758 Oak Street

Winnetka, IL 60093

FROM (CONTRACTOR):

VIA (Architect):

Shales McNitt LLC

Product Architecture + Design

425 Renner Drive

811 Evergreen, Suite 405

Eglin, IL 60123

Chicago, IL 60642

CONTRACT FOR:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

CONTRACT DATE:

APPLICATION NO. 2

PERIOD TO: March 31, 2018

ARCHITECTS:

PROJECT NO.:



**CHANGE ORDER SUMMARY**

Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number	Date Approved	
TOTALS	0.00	0.00
	0.00	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: 3/28/18

**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.

AMOUNT CERTIFIED

\$ 608,792.90

ARCHITECT:

By: *[Signature]*

Date: 04.02.18

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.

1. ORIGINAL CONTRACT SUM
2. Net change by change orders
3. CONTRACT SUM TO DATE (Line 1+/- 2)
4. TOTAL COMPLETED & STORED TO DATE
5. RETAINAGE:

a Variable of Completed Work \$ 59,955.08  
 (Column D - E on Continuation Sheet)  
 b 10 % of Stored Material \$ 0.00  
 (Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b)

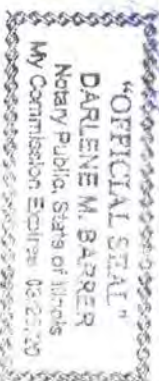
6. TOTAL EARNED LESS RETAINAGE

\$ 59,955.08  
 \$ 628,949.70

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE
9. BALANCE TO FINISH PLUS RETAINAGE

\$ 20,156.80  
 \$ 608,792.90  
 \$ 1,101,941.90

State of: *[Signature]* County of: *[Signature]*  
 Subscribed and sworn to before me this *[Signature]* day of *[Signature]* 20  
 Notary Public  
 My Commission Expires: *[Signature]*





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)		245,902.00		78,900.00		78,900.00	32.1%	167,002.00	7,890.00	71,010.00
	Aluminum/Glazing (McHenry County Glass)		112,141.00	3,945.00	19,589.00		23,534.00	21.0%	88,607.00	2,353.00	17,631.00
	Framing/Drywall (L Morse)		104,565.00		80,881.00		80,881.00	77.3%	23,684.00	8,088.10	72,792.90
	Acoustical Ceilings (Just Rite)		267,000.00		177,530.00		177,530.00	64.2%	95,470.00	17,153.00	154,377.00
	Painting/Malcovering (Nedrow)		21,725.00		0.00		0.00	0.0%	21,725.00	0.00	0.00
	Flooring/Mall Tile (Douglas)		130,000.00		48,500.00	34,350.00	82,850.00	63.7%	47,150.00	8,285.00	74,565.00
	Plumbing (Jensen's)		35,600.00		8,250.00		8,250.00	23.2%	27,350.00	825.00	7,425.00
	HVAC (Jensen's)		64,674.00	652.00	24,580.00		25,232.00	39.0%	39,442.00	2,523.20	22,122.00
	Electrical/Low Voltage (Associated)		444,313.64	7,200.00	121,177.78		128,377.78	28.9%	315,935.86	12,837.78	109,060.00
	Construction Contingency		74,909.36		0.00		0.00	0.0%	74,909.36	0.00	0.00
	SMC Field/Office Administration		87,500.00		35,000.00		35,000.00	40.0%	52,500.00	0.00	35,000.00
	General Conditions/Clean Up		22,850.00		9,950.00		9,950.00	43.5%	12,900.00	0.00	9,950.00
	O&P/Insurance		87,611.60	1,100.00	33,800.00		34,900.00	39.8%	52,711.60	0.00	33,910.00
	Preconstruction Fee		9,500.00	9,500.00	0.00		9,500.00	100.0%	0.00	0.00	950.00
	Shoring Allowance		10,000.00		0.00		0.00	0.0%	10,000.00	0.00	0.00
	Temporary Protection		11,600.00		0.00		0.00	0.0%	11,600.00	0.00	0.00
	Signage Allowance		1,000.00		0.00		0.00	0.0%	1,000.00	0.00	0.00
			1,730,891.60	22,397.00	632,157.78	34,350.00	688,904.78	39.8%	1,041,986.82	59,955.08	608,792.90

Winnetka-Northfield Library  
 Contingency  
 03/31/18

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
001	U Morse	Additional costs from Village of Winnetka permit	CE#002
001	Associated	Additional costs from Village of Winnetka permit	CE#002
001	Nedrow	Additional costs from Village of Winnetka permit	CE#002
002	Ostrander	Additional costs from Village of Winnetka permit	CE#002
001	McHenry Cty	Change in auto door operators	CE#003
<u>Total Contingency Used Prior Months</u>			
			17,310.47

Current Month Contingency Used (Provided):

<u>CCO #</u>	<u>Sub</u>	<u>Title</u>
2	Associated	Lighting control changer per ASI 004
3	Associated	ASI-005 floor boxes
4	Associated	Fees Associated with Drawing Review for Fire Alarm Permit
5	Associated	ASI 008 - Furnish and Install (2) Type C Boxes in Reading Area 109
6	Associated	ASI-006 Furnish and Install (1) Quad Outlet & (2) Data for the copier
7	Associated	ASI-009 - Change in switching requirements for the F1 fixtures @ Northfield (now dimmable)
2	U Morse	Top-Off Walls Within Room 105
3	U Morse	Various Revisions to Wall Elevation 7/A6.1
4	U Morse	Top-Off Walls Within Rooms 102 & 103
5	U Morse	Repair/address the bottom of an existing plaster soffit for new acoustical ceiling tie-in (2)
2	McHenry Cty	Change in auto-door hardware
3	McHenry Cty	Reverse CCO 001
4	McHenry Cty	Change in handle size from 36" to 66"
5	McHenry Cty	New "winter switch" for the automatic sliding door

2	Nedrow	Additional Cost Associated with Village of Winnetka Permit	875.00
3	Ostrander	Re-keying/Changing Cores of Existing Locksets	999.00
	All Five	Concrete cutting by All Five Concrete Cutting put into General Conditions	1,350.00

Total Contingency Used This Month

35,780.17

Contingency Balance End of Month

74,909.36

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER): Northfield/Winnetka Library 7686 Oak St Winnetka, IL		PROJECT: Parking Area Renovation	APPLICATION NO.: 1	Distribution to:	OWNER
CONTRACTOR: Ostrander Construction, Inc. 2001 Butterfield Rd. Downers Grove, IL 60515		VIA (ARCHITECT): Product Architecture	PERIOD FROM: 3/1/17	<input type="checkbox"/>	ARCHITECT
CONTRACT FOR: CARPENTRY/Demo			PERIOD TO: 3/31/17	<input type="checkbox"/>	CONTRACTOR
			ARCHITECT'S PROJECT NO.	<input type="checkbox"/>	
			CONTRACT DATE: 11/21/2017	<input type="checkbox"/>	

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

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

CONTRACTOR: Ostrander Construction, Inc.

By: *[Signature]* Date: 3/29/18

**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 \$ 233,000.00
3. CONTRACT SUM TO DATE \$ 78,900.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Schedule of Values)
5. RETAINAGE:
  - a. 10% of Completed Work \$ 7,890.00
  - b. 10% of Stored Material (Column D + E on Schedule of Values) \$

6. TOTAL EARNED LESS RETAINAGE \$ 71,010.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 7,000.00
8. CURRENT PAYMENT DUE \$ 71,010.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6) \$ 162,990.00

State of: ILLINOIS County of: DU PAGE  
 Subscribed and sworn to before me this 28th day of Mar 2018.  
 Notary Public: *Shannon Putnam*  
 My Commission Expires: April 27, 2019  
 AMOUNT CERTIFIED: \$

ARCHITECT: \_\_\_\_\_ Date: \_\_\_\_\_

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





**SCHEDULE OF VALUES**

**Winnetka/Northfield Library OSTRANDER CONSTRUCTION**

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

APPLICATION NUMBER: 1  
APPLICATION DATE: 03/28/18  
PERIOD TO: 04/01/18  
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
Item No.	Description of Work	Scheduled Value	Work From Previous Application (D+E)	Completed This Period	Materials Presently Stored (NOT IN D or E)	Total Completed and Stored	%(G/C)	Balance to Finish (C-G)	Retainage
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
	Mobilize	2,000.00		1,500.00		1,500.00	75%	500.00	150.00
	Temp Protection	4,000.00	0.00	2,500.00		2,500.00	63%	1,500.00	250.00
	Demo	63,500.00	0.00	54,000.00		54,000.00	85%	9,500.00	5,400.00
	Doors	27,000.00	0.00	6,400.00		6,400.00	24%	20,600.00	640.00
	Window Shades	12,200.00	0.00	3,000.00		3,000.00	25%	9,200.00	300.00
	Bathroom accessories	15,000.00	0.00	0.00		0.00	0%	15,000.00	0.00
	Millwork	56,760.00	0.00	0.00		0.00	0%	56,760.00	0.00
	Misc Carpentry	9,540.00	0.00	3,500.00		3,500.00	37%	6,040.00	350.00
	Masonry	15,000.00	0.00	5,000.00		5,000.00	33%	10,000.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
	Bonds	3,000.00	0.00	0.00		0.00	#DIV/0!	0.00	0.00
	Gen Conditions & Oh Fee	25,000.00	0.00	3,000.00		3,000.00	100%	0.00	300.00
			0.00	0.00		0.00	0%	25,000.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	#DIV/0!	0.00	0.00
			0.00	0.00		0.00	100%	0.00	0.00
	TOTAL 1P	233,000.00	0.00	78,900.00	0.00	78,900.00	34%	154,100.00	10,435.60

# PAYMENT APPLICATION

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

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

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

PROJECT NAME AND LOCATION: **Winnetka-Northfield Library**  
**Winnetka-Northfield Public Library Dist. Main**  
**768 Oak Street**  
**Winnetka, IL 60093**

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

CONSTRUCTION MANAGER: **Shales McNitt LLC**

APPLICATION # **2** Distribution to:  
 PERIOD THRU **03/31/2018**  OWNER  
 PROJECT #s:  CONSTRUCTION MANAGER  
 ARCHITECT  
 CONTRACTOR

DATE OF CONTRACT: **11/21/2017**

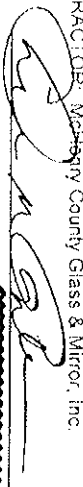
## CONTRACTOR'S SUMMARY OF WORK

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)	\$23,534.00	
5. RETAINAGE:			
a. 10.00% of Completed Work		\$2,353.00	
b. 10.00% of Material Stored		\$0.00	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		\$2,353.00	
6. TOTAL COMPLETED AND STORED LESS RETAINAGE		\$21,181.00	
(Line 4 minus Line 5 Total)			
7. LESS PREVIOUS PAYMENT APPLICATIONS		\$3,550.00	
8. PAYMENT DUE		\$17,631.00	
9. BALANCE TO COMPLETION		\$90,960.00	
(Line 3 minus Line 6)			
SUMMARY OF CHANGE ORDERS		ADDITIONS	DEDUCTIONS
Total changes approved in previous months		\$0.00	\$0.00
Total approved this month		\$2,019.00	(\$1,878.00)
TOTALS		\$2,019.00	(\$1,878.00)
NET CHANGES		\$141.00	

## PAYMENT APPLICATION

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: **03/23/2018**



State of **Illinois**  
 County of: **McHenry**  
 Subscribed and sworn to before me this **23rd** day of **March** 2018  
 Notary Public:   
 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: .....  
 (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.)  
 CONSTRUCTION MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_

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

CONTINUATION PAGE

Payment Application containing Contractor's signature is attached.

PROJECT: Winnetka-Northfield Library  
 Winnetka-Northfield Public Library Dist. Main  
 Level Renov.  
 APPLICATION #: 2  
 DATE OF APPLICATION: 03/23/2018  
 PERIOD THRU: 03/31/2018  
 PROJECT #:

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	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,300.00	\$0.00
2	Folding Doors	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,000.00	\$0.00
3	Exterior Glass	\$4,900.00	\$0.00	\$2,816.00	\$0.00	\$2,816.00	57%	\$2,084.00	\$282.00
4	Markeroards	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,200.00	\$0.00
5	All Glass Doors	\$7,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,200.00	\$0.00
6	Auto Doors	\$13,400.00	\$0.00	\$13,000.00	\$0.00	\$13,000.00	97%	\$400.00	\$1,300.00
7	Hardware	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,500.00	\$0.00
8	Misc. Material	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,400.00	\$0.00
9	Borrowed Lites	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$600.00	\$0.00
10	Fabrication Labor	\$3,820.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,820.00	\$0.00
12	Field Labor	\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$27,500.00	\$0.00
13	Shops/Submittals	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100%	\$0.00	\$1,500.00
14	Bonds	\$1,930.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	100%	\$0.00	\$1,930.00
15	MCG OH&P	\$19,750.00	\$515.00	\$3,632.00	\$0.00	\$4,147.00	21%	\$15,603.00	\$415.00
16	Change Order 1	\$1,243.00	\$0.00	\$1,243.00	\$0.00	\$1,243.00	100%	\$0.00	\$124.00
17	Change Order 2	(\$635.00)	\$0.00	(\$635.00)	\$0.00	(\$635.00)	100%	\$0.00	(\$63.00)
18	Change Order 3	(\$1,243.00)	\$0.00	(\$1,243.00)	\$0.00	(\$1,243.00)	100%	\$0.00	(\$124.00)
19	Change Order 4	\$64.00	\$0.00	\$64.00	\$0.00	\$64.00	100%	\$0.00	\$6.00
20	Change Order 5	\$712.00	\$0.00	\$712.00	\$0.00	\$712.00	100%	\$0.00	\$71.00
TOTALS		\$112,141.00	\$3,945.00	\$19,589.00	\$0.00	\$23,534.00	21%	\$88,607.00	\$2,383.00

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document:

**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

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

Application No: 1  
Period To: 3/31/2018  
Contract For: Drywall Work  
Contract Date: 11/21/2017  
Project Nos: 17-016

**CONTRACTOR'S APPLICATION FOR PAYMENT**

- 1) ORIGINAL CONTRACT SUM ..... \$80,006.00
- 2) Net change by Change Orders ..... \$24,559.00
- 3) CONTRACT SUM TO DATE ..... \$104,565.00
- 4) TOTAL COMPLETED & STORED TO DATE ..... \$80,881.00
- 5) Retainage:
  - a. Completed Work ..... \$8,088.10
  - b. Stored Material ..... \$0.00
- Total Retainage ..... \$8,088.10
- 6) Total Earned less Retainage ..... \$72,792.90
- 7) Less Previous Certificates for Payment ..... \$0.00
- 8) CURRENT PAYMENT DUE ..... \$72,792.90
- 9) Balance to Finish, including Retainage ..... \$31,772.10

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		0.00	0.00
Total approved this Month		24,559.00	0.00
	TOTALS	24,559.00	0.00
NET CHANGES by Change Order		24,559.00	

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.

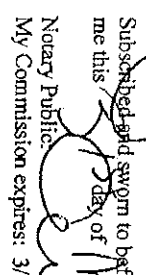
CONTRACTOR:

By:  Date: 3/13/18

State of Illinois

County of DeKalb

Subscribed and sworn to before me this 13th day of March 2018.

Notary Public:  AMANDA J GILLETTE  
NOTARY PUBLIC STATE OF ILLINOIS  
MY COMMISSION EXPIRES: 3/24/2020

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

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

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

**CONTINUATION SHEET**

**AIA DOCUMENT G703**

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: 1  
 Application Date: 3/26/2018  
 Period To: 3/31/2018  
 Architect's Project No: 17-016

A	B	C	D		E	F	G	H	I	
			PREVIOUS	THIS PERIOD	WORK COMPLETED					
Item No.	DESCRIPTION	SCHEDULED VALUE				STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
1	Framing Materials	7,595.00	0.00	6,850.00		0.00	6,850.00	90	745.00	685.00
2	Framing Labor	26,096.00	0.00	22,185.00		0.00	22,185.00	85	3,911.00	2,218.50
3	Hanging/Insulation Materials	6,860.00	0.00	5,831.00		0.00	5,831.00	85	1,029.00	583.10
4	Hanging/Insulation Labor	23,839.00	0.00	19,075.00		0.00	19,075.00	80	4,764.00	1,907.50
5	Taping Materials	886.00	0.00	800.00		0.00	800.00	90	86.00	80.00
6	Taping Labor	14,730.00	0.00	7,365.00		0.00	7,365.00	50	7,365.00	736.50
7	-----	0.00	0.00	0.00		0.00	0.00	***	0.00	0.00
8	CO#1 PCO#1 IFC Changes	2,782.00	0.00	2,782.00		0.00	2,782.00	100	0.00	278.20
9	CO#2 PCO#2 ASI 07 ACT Walls #1	10,059.00	0.00	10,059.00		0.00	10,059.00	100	0.00	1,005.90
10	CO#3 PCO#5 ASI 07 ACT Walls #4	2,723.00	0.00	2,723.00		0.00	2,723.00	100	0.00	272.30
11	CO#4 PCO#3 ASI 07 ACT Walls #2	5,784.00	0.00	0.00		0.00	0.00	0	5,784.00	0.00
12	CO#5 PCO#6 ASI 07 ACT Walls #5	3,211.00	0.00	3,211.00		0.00	3,211.00	100	0.00	321.10
		<b>\$ 104,565.00</b>	<b>\$ 0.00</b>	<b>\$ 80,881.00</b>	<b>\$ 0.00</b>	<b>\$ 80,881.00</b>	<b>77%</b>	<b>\$23,684.00</b>	<b>\$ 8,088.10</b>	

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO CONTRACTOR: Shales McNair, LLC  
 425 Renner Dr.  
 Elgin, IL 60123

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

FROM CONTRACTOR: VIA ARCHITECT:  
 Just Rice Architects, Inc.  
 1501 Estes Ave.  
 Elk Grove Village, IL 60007

CONTRACT FOR ACT: Wood, WP

## CONTRACTOR'S APPLICATION FOR PAYMENT

A 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 \$ 0.00  
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 267,000.00  
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 171,530.00

5. RETAINAGE:  
 a. 10 % of Completed Work \$ 17,153.00  
 (Column D + F on G703)  
 b. % of Stored Material \$  
 (Column F on G703)  
 Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 17,153.00

6. TOTAL EARNED LESS RETAINAGE \$ 154,377.00  
 (Line 4 less Line 5 Total)  
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00  
 8. CURRENT PAYMENT DUE \$ 154,377.00  
 9. BALANCE TO FINISH, INCLUDING RETAINAGE: \$ 112,623.00  
 (Line 3 less Line 6)

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

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA G-702  
 Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Documents Authenticity from the Licensee.

APPLICATION NO: 1  
 PERIOD TO: March 31, 2018  
 PROJECT NOS:  
 CONTRACT DATE:

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

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

CONTRACTOR: DINA VIVIRITO  
 OFFICIAL SEAL  
 NOTARY PUBLIC - STATE OF ILLINOIS  
 MY COMMISSION EXPIRES 12/05/21  
 Date: 3/27/18

By: [Signature] County of Cook  
 State of Illinois  
 Subject and sworn to before me this 27th day of March 2018  
 My Commission expires:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$ 154,377.00

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

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.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-4292

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

JOB NAME: Winnetka-Northfield Public Library  
 GENERAL CONT: Shales McNutt  
 APPLICATION DATE: 03/22/18  
 PERIOD TO: 03/31/18

ITEM #	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUS APPLICATIONS	WORK THIS PERIOD	STORED MATERIALS	TOTAL COMPLETE	%	BALANCE TO FINISH	RETAINAGE
1	ACT								
2	Labor	\$8,280	\$0	\$2,480		\$2,480	30%	\$5,800	\$248
3	Material	\$10,120	\$0	\$5,060		\$5,060	50%	\$5,060	\$506
4	Wood								
5	Labor	\$95,220	\$0	\$47,610		\$47,610	50%	\$47,610	\$4,761
6	Material	\$116,380	\$0	\$116,380		\$116,380	100%	\$0	\$11,638
7									
8	W/P								
9	Labor	\$12,950	\$0	\$0		\$0	0%	\$12,950	\$0
10	Material	\$24,050	\$0	\$0		\$0	0%	\$24,050	\$0
		\$267,000	\$0	\$171,530	\$0	\$171,530	64%	\$95,470	\$17,153

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER:  
Shales McNut, LLC.  
425 Renner Drive  
Egin, Illinois 60123

PROJECT: Winnetka/Northfield Library

APPLICATION NO: 1

1

Distribution to:

OWNER

ARCHITECT

CONTRACTOR

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

VIA ARCHITECT:

PERIOD TO: 3/31/18

PROJECT NOS:

CONTRACT DATE:

Contract For Flooring & Wall Tile

**CONTRACTORS APPLICATION FOR PAYMENT**

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

1. ORIGINAL CONTRACT SUM	\$	130,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	130,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	82,850.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	8,285.00
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	8,285.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	74,565.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	74,565.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	53,435.00

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

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

CONTRACTOR:

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED: ..... \$ \_\_\_\_\_

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

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







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Konen Insurance Agency, Inc. 2570 Beverly Drive Suite 100 Aurora, IL 60502		<b>CONTACT NAME:</b> Sandy Marchesi <b>PHONE (A/C, No, Ext):</b> 630 897-4239 <b>FAX (A/C, No):</b> 630 897-2385 <b>E-MAIL ADDRESS:</b> sandy@konen.com	
<b>INSURED</b> Douglas Floor Covering, Inc. P.O. Box 221 North Aurora, IL 60542		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
		INSURER A : Auto-Owners Insurance	
		INSURER B : The Hartford	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			07132273	03/31/2017 03/31/2018	03/31/2018 03/31/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			5113230100	03/31/2017 03/31/2018	03/31/2018 03/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$			5113230101	03/31/2017 03/31/2018	03/31/2018 03/31/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			83WECCD6315	03/31/2017 03/31/2018	03/31/2018 03/31/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	<b>Business Personal Property</b>			07132273	03/31/2017 03/31/2018	03/31/2018 03/31/2019	\$529,200 \$1,000 DED Special Form

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Winnetka Library, 768 Oak Street, Winnetka, IL 60093  
 Job Materials insured under coverage listed above.

<b>CERTIFICATE HOLDER</b>  Shales McNutt 425 Renner Dr. Elgin, IL 60123	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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# APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

**TO OWNER:**  
 AS AGENTS FOR OWNER  
 SHALES MCQUITTY CONSTRUCTION  
 423 REHNER DRIVE  
 ELGIN IL 60123

**PROJECT:**  
 WASHINGTON PUBLIC LIBRARY/NORTHFIELD  
 768 OAK STREET  
 WASHINGTON IL 60093

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

**VIA ARCHITECT:**

**APPLICATION NO:** 1  
**INVOICE NO:** J25424  
**PERIOD TO:** 03-31-18  
**PROJECT NO:**  
**CONTRACT JOB #:** PE-17205  
**CONTRACT DATE:** 11-28-17

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

**CONTRACT FOR:** Plumbing Work **Cont. 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.

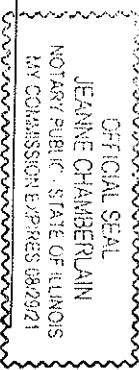
1. ORIGINAL CONTRACT SUM ..... \$ 35,600.00
2. Net change by Change Orders ..... \$
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 35,600.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 8,250.00
5. RETAINAGE:
  - a. 10.00 % of Completed Work (Column D + E on G703) ..... \$ 825.00
  - b. 10.00 % of Completed Work (Column F on G703) ..... \$ .00
 Total Retainage (Line 5a + 5b or Total in Column I of G703) ..... \$ 825.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) ..... \$ 7,425.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ .00
8. CURRENT PAYMENT DUE ..... \$ 7,425.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 8) ..... \$ 26,175.00

CHARGE ORDER SUMMARY	ADDITORS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>	00	00

AIA Document G702 • APPLICATION AND CERTIFICATE FOR PAYMENT • 1992 EDITION • AIA • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 HENRY AVENUE, N.W., WASHINGTON, D.C. 20006-5292

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: \_\_\_\_\_  
 State of: IL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 26th day of March, 2018



## 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:** ..... \$ 7,425.00  
*(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)*

**ARCHITECT:** \_\_\_\_\_  
 By: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES

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

APPLICATION NO.: 1 / J25424  
 APPLICATION DATE: 03/26/18  
 PERIOD TO: 03/31/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: PF17405

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (JSTH D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G - C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (% VARIABLE RATE)
			E FROM PREVIOUS APPLICATION (D + E)	F THIS PERIOD					
1	NORTHFIELD BRANCH								
2	DEMO	1,000.00	.00	500.00	.00	500.00	50.000	500.00	-50.00
3	AG ROUGH PLUMBING		.00	2,250.00	.00	2,250.00	50.000	2,250.00	-225.00
4	Material	4,500.00	.00	5,175.00	.00	5,175.00	50.000	5,175.00	-517.50
5	Labor	10,350.00	.00	325.00	.00	325.00	50.000	325.00	-32.50
6	Pipecovering	650.00	.00	.00	.00	.00	/D0	.00	.00
7	FIXTURES & TRIM		.00	.00	.00	.00	.000	.00	.000
8	Material	3,100.00	.00	.00	.00	.00	.000	3,100.00	.000
9	Labor	2,000.00	.00	.00	.00	.00	.000	2,000.00	.000
10	CENTRAL BRANCH		.00	.00	.00	.00	/D0	.00	.000
11	DEMO	1,000.00	.00	.00	.00	.00	/D0	1,000.00	.000
12	AG ROUGH PLUMBING		.00	.00	.00	.00	/D0	.00	.000
13	Material	2,500.00	.00	.00	.00	.00	.000	2,500.00	.000
14	Labor	5,700.00	.00	.00	.00	.00	.000	5,700.00	.000
15	Pipecovering	600.00	.00	.00	.00	.00	/D0	.00	.000
16	FIXTURES & TRIM		.00	.00	.00	.00	.000	.00	.000
17	Material	2,600.00	.00	.00	.00	.00	.000	2,600.00	.000
18	Labor	1,800.00	.00	.00	.00	.00	.000	1,800.00	.000
	SUB TOTAL:	35,600.00	.00	8,250.00	.00	8,250.00	23.174	27,350.00	-825.00

**CONTINUATION SHEET**

AIA DOCUMENT G703

PAGE 3 OF 3 PAGES

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

APPLICATION NO.: 17 J25424  
 APPLICATION DATE: 03/26/18  
 PERIOD TO: 03/31/18  
 ARCHITECT'S PROJECT NO.:  
 CONTRACTOR'S JOB NO.: PF17405

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (LOT III 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:	35,800.00	.00	8,250.00	.00	8,250.00	23.174	27,350.00	-825.00

AIA Document G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20005-4292

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

TO OWNER:  
 AS AGENTS FOR OWNER  
 SHALES MCNULT CONSTRUCTION  
 425 REMNER DRIVE  
 ELGIN, IL 60123

FROM CONTRACTOR:  
 Jensens Plumbing & Heating  
 870 East Calhoun St  
 Woodstock, IL 60098

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

VIA ARCHITECT:  
 C

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 ..... \$
- 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 64,674.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... \$ 25,232.00
- 5. RETAINAGE:
  - a. 10.00 % of Completed Work ..... \$ 2,523.20  
 (Column D + E on G703)
  - b. 10.00 % of Completed Work ..... \$ .00  
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column 1 of G703) ..... \$ 2,523.20
- 6. TOTAL EARNED LESS RETAINAGE ..... \$ 22,708.80  
 (Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$ 586.80
- 8. CURRENT PAYMENT DUE ..... \$ 22,122.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) ..... \$ 41,965.20

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: 2  
 INVOICE NO: J25436  
 PERIOD TO: 03/31/18  
 PROJECT NOS:  
 CONTRACT JOB #: HA17409  
 CONTRACT DATE: 11/30/17

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: Jensens Plumbing & Heating  
 By: \_\_\_\_\_ Date: 3/26/18  
 State of: IL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this 26th day of March, 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: ..... \$ \_\_\_\_\_  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: C  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

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

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

APPLICATION NO.: 2 / J25435

containing Contractor's signed Certification, is attached.

APPLICATION DATE: 03/26/18

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

PERIOD TO: 03/31/18

ARCHITECT'S PROJECT NO.: HA17409

CONTRACTOR'S JOB NO.: HA17409

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G+C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	NORTHFIELD BRANCH								
2	EUH-1	370.00	.00	.00		370.00	.000	370.00	.00
3	GRDS	170.00	.00	.00		170.00	.000	170.00	.00
4	Misc Ducts	500.00	.00	.00		500.00	.000	500.00	.00
5	Test & Balance	700.00	.00	.00		700.00	.000	700.00	.00
6	Labor/Pro/OH	1,860.00	286.00	.00		286.00	15.376	1,574.00	-28.60
7	CENTRAL BRANCH								
8	VAV-1	335.00	.00	.00		335.00	.000	335.00	.00
9	EF-1/2	335.00	.00	.00		335.00	.000	335.00	.00
10	GRDS	5,850.00	.00	.00		5,850.00	.000	5,850.00	.00
11	Duct/Misc	8,340.00	.00	.00		8,340.00	.000	8,340.00	.00
12	Insulation	5,200.00	.00	.00		5,200.00	.000	5,200.00	.00
13	Test & Balance	1,300.00	.00	.00		1,300.00	.000	1,300.00	.00
14	Controls	13,057.00	.00	.00		13,057.00	.000	13,057.00	.00
15	Labor/Pro/OH	26,657.00	366.00	.00		366.00	65.071	9,311.00	-1,734.60
SUB TOTAL:		64,674.00	652.00	24,560.00	.00	25,232.00	39.014	39,442.00	-2,523.20

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF PAGES

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

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

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

APPLICATION NO.: 2 / 125436

APPLICATION DATE: 03/29/18

PERIOD TO: 03/31/18

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 (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
	JOB TOTAL:	64,674.00	652.00	24,580.00		.00	25,232.00	39.014	39,442.00	-2,523.20



# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO: Shales McNitt Construction  
425 Remner Drive  
Elgin, IL 60123

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

ARCHITECT: ARCHITECT:  
ARCHITECT:

APPLICATION #: #00002  
PERIOD TO: 3/31/2018  
AEC PROJECT #: 10-17-3118  
CONTRACT DATE: 11/21/2017  
INVOICE #: 35004738

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM: Associated Electrical Contractors, LLC  
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 \$5,809.66
3. CONTRACT SUM TO DATE (Line 1 + 2) \$437,709.66
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet) \$128,377.78
5. RETAINAGE:
  - a. 10.00 % of Completed Work \$12,837.78  
(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) \$12,837.78
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$115,540.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$6,480.00
8. CURRENT PAYMENT DUE \$109,060.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less line 6) \$322,169.66

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	5,809.66	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>5,809.66</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>	<b>5,809.66</b>	

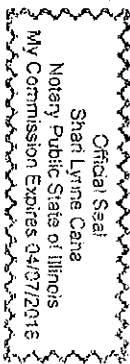
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

Contractor: Associated Electrical Contractors, LLC

By: Susan M. Kirby Date: 3/31/2018

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

Notary Public: Shan Lynne Cane  
My Commission expires: 04/07/2018



## 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 certifies 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: \_\_\_\_\_ Date: \_\_\_\_\_  
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 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.: #00002  
APPLICATION DATE: 3/31/2018  
PERIOD TO: 3/31/2018  
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 (INC TND 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	500.00	1,200.00		1,700.00	42.50	2,300.00	170.00
000-01-100	Miscellaneous Materials	23,000.00		12,000.00		12,000.00	52.17	11,000.00	1,200.00
000-01-200	Lighting Materials	216,000.00		60,000.00		60,000.00	27.78	156,000.00	6,000.00
000-01-300	Fire Alarm Materials	7,200.00		2,027.00		2,027.00	28.15	5,173.00	202.70
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	
000-02-700	Sub-Phone/Data	22,750.00		2,000.00		2,000.00	8.79	20,750.00	200.00
000-03-100	Equipment	2,200.00		700.00		700.00	31.82	1,500.00	70.00
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	1,600.00	25,000.00		26,600.00	55.07	21,700.00	2,650.00
000-06-700	Labor-Tim	42,195.00		3,000.00		3,000.00	7.11	39,195.00	300.00
000-07-000	Overhead & Profit	58,855.00	800.00	13,000.78		13,800.78	23.53	44,854.22	1,380.08
100-00-001	Change Order 001	532.47		250.00		250.00	46.95	282.47	25.00
100-00-002	Change Order 002	3,219.48		1,000.00		1,000.00	31.06	2,219.48	100.00
100-00-003	Change Order 003	2,057.71		500.00		500.00	24.30	1,557.71	50.00
	<b>TOTALS</b>	<b>437,709.66</b>	<b>7,200.00</b>	<b>121,177.78</b>	<b>0.00</b>	<b>128,377.78</b>	<b>29.33</b>	<b>309,331.88</b>	<b>12,837.78</b>

All Five Concrete Cutting



43360 N. Hwy 41  
Suite B  
Zion, IL 60099

Phone # 8478380510 rickfalls@allfivecc.com  
Fax # 8478380513 www.allfivecc.net

3/8/2018	8677
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Shales McNutt Construction  
425 Renner Dr  
Elgin, IL 60120

Winnetka Library		
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Project: 768 Oak St Winnetka, IL

3/7/2018: Hand saw (4) 5.5'x7"x2.5" trenches. Saw cut, chip out and remove to dumpster. Price includes show up on 3/6 but could not do job due to concrete being poured, rescheduled for 3/7

1,350.00

1,350.00

RECEIVED  
MAR 12 2018

17-016

01-070

BY: \_\_\_\_\_

(Ask Steve if this was included in our G.C. budget)

Take out of Contingency

Thank you for your business.

Total

\$1,350.00

## 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 **Six Hundred Eight Thousand Seven Hundred Ninety Two Dollars & 90/100 (\$608,792.90)** and other good and valuable considerations, the receipt hereof is hereby acknowledged, do hereby waive and release any and all lien, or claim or right to lien on said above described building and premises under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both, furnished up to this date, by the undersigned to or on account of the said Winnetka-Northfield Library for said building or premises.

Given under our hand and seal this 28th day of March, 2018.

Shales McNutt, LLC



Michael G. Shales  
Manager

**WAIVER OF LIEN TO DATE**

STATE OF ILLINOIS  
COUNTY OF McHENRY

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Shales McNutt, LLC  
to furnish Aluminum, Glass & Glazing Work  
for the premises known as Winnetka-Northfield Library District - Main Level Renovation  
of which Winnetka-Northfield Public Library District is the owner.

THE undersigned, for and in consideration of Three thousand five hundred fifty and 00/100  
\$3,550.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,  
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,  
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 2/16/18 COMPANY NAME McHENRY COUNTY GLASS & MIRROR, INC.  
ADDRESS 2809 BARNEY COURT McHENRY, IL 60051

SIGNATURE AND TITLE *Cher Carbone* - Assistant Secretary  
\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS  
COUNTY OF McHENRY

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) CHER CARBONE BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) ASSISTANT SECRETARY OF  
(COMPANY NAME) McHENRY COUNTY GLASS AND MIRROR, INC WHO IS THE  
CONTRACTOR FURNISHING ALUMINUM, GLASS & GLAZING WORK ON THE BUILDING  
LOCATED AT WINNETKA-NORTHFIELD LIBRARY DISTRICT - 768 OAK ST., WINNETKA, IL 60093  
OWNED BY WINNETKA-NORTHFIELD LIBRARY DISTRICT

That the total amount of the contract including extras\* is \$112,000.00 on which he or she has received payment of  
\$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties  
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work  
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all  
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLD EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
McHENRY COUNTY GLASS & MIRROR, INC.	LABOR & MATERIALS	\$57,500.00	\$0.00	\$3,550.00	\$53,950.00
Efeo Corporation - Monett, MO	Storefront Material	\$3,300.00	\$0.00	\$0.00	\$3,300.00
Oldcastle Glass- Perrysburg, OH	Glass	\$12,100.00	\$0.00	\$0.00	\$12,100.00
Solar Innovations - Pine Grove, PA	Folding Door System	\$14,000.00	\$0.00	\$0.00	\$14,000.00
Tee Jay Service Co. - Batavia, IL	Auto Doors	\$13,400.00	\$0.00	\$0.00	\$13,400.00
Goldray Industries - Calgary, Alberta	Makerboard Glass	\$3,200.00	\$0.00	\$0.00	\$3,200.00
JLM Wholesale - Oxford, MI	Hardware	\$8,500.00	\$0.00	\$0.00	\$8,500.00
All other material taken from fully paid stock and delivered to the job site via our own trucks.					
All labor is fully paid.					
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		\$112,000.00	\$0.00	\$3,550.00	\$108,450.00

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

DATE 2/16/18 SIGNATURE: *Cher Carbone*

SUBSCRIBED AND SWORN TO BEFORE ME THIS 16th DAY OF February, 2018

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

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



**WAIVER OF LIEN TO DATE**

STATE OF ILLINOIS  
COUNTY OF McHenry

Gty # \_\_\_\_\_  
Escrow # \_\_\_\_\_

To All Whom It May Concern:

WHEREAS the undersigned has been employed by Shales McNutt Construction  
to furnish HVAC Work

for the premises known as Winnetka-Northfield Public Library District  
of which Winnetka-Northfield Public Library District

, is the owner.

THE undersigned, for and in consideration of Five Hundred Eighty Six and 80/100  
( \$586.80 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)  
hereby, waive and release any and all lien or claim of or right to lien under the statutes of the State of Illinois relating to mechanics' liens,  
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery  
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, materials,  
fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 2/12/18

COMPANY NAME JENSEN'S PLUMBING & HEATING, INC.

ADDRESS 670 E. CALHOUN ST., WOODSTOCK, IL. 60098

SIGNATURE & TITLE

*Charles Snowdy*

GENERAL MGR

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

**CONTRACTOR'S AFFIDAVIT**

STATE OF ILLINOIS

} ss

COUNTY OF MCHENRY

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) CHARLES E. SNOWDY BEING DULY SWORN, DEPOSES  
AND SAYS THAT HE OR SHE IS (POSITION) GENERAL MANAGER OF  
(COMPANY NAME) JENSEN'S PLUMBING & HEATING, INC. WHO IS THE  
CONTRACTOR FURNISHING HVAC WORK ON THE BUILDING  
LOCATED AT 768 Oak Street, Winnetka, IL (Central Library) and 1785 Orchard Lane, Winnetka, IL (Northfield Branch)  
OWNED BY Winnetka-Northfield Public Library District

That the total amount of the contract including extras is \$ 64,674.00 on which he has received payment of  
\$ 0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that  
there is no other claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties  
who have furnished material or labor, or both for said work and all parties having contracts or sub contracts for specific portions of said work  
or for material entering into the construction thereof and the amount or to become due to each, and that the items mentioned include all  
labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
JENSEN'S PLUMBING & HEATING	LABOR/MISC/OH/PRO	28,517.00	0.00	586.80	27,930.20
JENSEN'S HOME IMPROVEMENT	MISC HVAC MATRLS	9,310.00	0.00	0.00	9,310.00
DELTA CONTROLS	CONTROLS	13,057.00	0.00	0.00	13,057.00
BRUCKER COMPANY	VAV-DIFF/GRILLES	5,900.00	0.00	0.00	5,900.00
LELUND ENTERPRISES	EUH-1, EF-1/2	690.00	0.00	0.00	690.00
DETTMAN INDUSTRIES	INSULATION	5,200.00	0.00	0.00	5,200.00
PROFESSIONAL SYSTEM ANALYSIS	TEST & BALANCE	2,000.00	0.00	0.00	2,000.00
<b>TOTAL LABOR &amp; MATERIALS</b>		<b>64,674.00</b>	<b>0.00</b>	<b>586.80</b>	<b>64,087.20</b>

There are no other contract for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work  
Of any kind done or to be done upon or in communication with said work other than above stated.

DATE February 12, 2018

SIGNATURE

*Charles Snowdy*

SUBSCRIBED AND SWORN TO BEFORE ME THIS 12th DAY OF

February

, 2018

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

*Jeanne Chamberlain*  
NOTARY PUBLIC





WAIVER OF LIEN TO DATE

State of Illinois  
County of McHenry

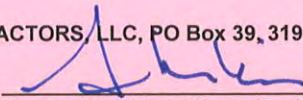
To Whom It May Concern:

WHEREAS the undersigned has been employed by **Shales McNutt LLC** to furnish **electrical** for the premises known as **Winnetka-Northfield Public Library District Main Level Renovation** of which **Winnetka-Northfield Public Library District** is the owner.

The undersigned, for and in consideration of the sum of **Six Thousand Four Hundred Eighty Dollars and 00/100's Dollars, (\$6,480.00)**, and other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby waive and release any and all lien or claim of, or right to lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the monies, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, furnished to this date by the undersigned for the above-described premises, including extras\*: all material and supplies that have been provided from our stock which is fully paid for, and delivered to the job site by our trucks. Our principal suppliers currently are – CED (Efengee Electric), Brook Electric, and Steiner Electric. Extras include but are not limited to change orders, both oral and written, to the contract.

Date: **1/31/2018**

**ASSOCIATED ELECTRICAL CONTRACTORS, LLC, PO Box 39, 319 Lamb Road, Woodstock, IL 60098**

  
\_\_\_\_\_  
Susan M. Kirby, Managing Member

State of Illinois  
County of McHenry

CONTRACTORS AFFIDAVIT

The undersigned, Susan M. Kirby, being duly sworn, deposes and says that she is Managing Member of Associated Electrical Contractors, LLC, who is the Contractor furnishing Electrical Work on the building located at **768 Oak Street, Winnetka, IL 60093** and owned by **Winnetka-Northfield Public Library District**.

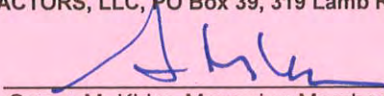
That the total amount of the contract including extras\*, is **\$431,900.00**, on which she has received payment(s) of **\$0.00** prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor or both for said work, and all parties having contracts or sub-contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and materials required to complete said work according to plans and specifications:

<i>Names and Addresses</i>	<i>What for</i>	<i>Contract Price Including Extras*</i>	<i>Amount Paid</i>	<i>This Payment</i>	<i>Balance Due</i>
<i>Associated Electrical Contractors</i>	<i>Electrical Labor &amp; Material</i>	<i>231,900.00</i>	<i>0.00</i>	<i>6,480.00</i>	<i>225,420.00</i>
<i>Steiner Electric</i>	<i>Fixtures, Mats</i>	<i>200,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>200,000.00</i>
<i>All material from fully paid stock and delivered on our trucks.</i>					
<i>Total Labor &amp; Material including extras* to complete:</i>		<i>431,900.00</i>	<i>0.00</i>	<i>6,480.00</i>	<i>425,420.00</i>

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

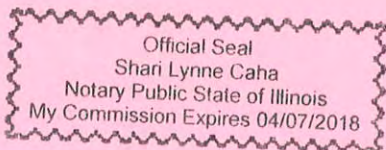
Date: **1/31/2018**

**ASSOCIATED ELECTRICAL CONTRACTORS, LLC, PO Box 39, 319 Lamb Road, Woodstock, IL 60098**

  
\_\_\_\_\_  
Susan M. Kirby, Managing Member

Subscribed and sworn to before me this **31st** day of **January, 2018**.

Seal:



  
\_\_\_\_\_  
Notary Public

## **Capital Project Projections**

Reviewed by the Board on October 16, 2017 to inform the Levy discussion.

In addition to the projects below and after the completion of the renovation. It is recommended that we update the Capital Asset Study completed in 2011 by Building Technology Consultants. The estimated cost is \$11,500.

### **Fiscal Year 2018 -2019 Projects**

#### **Landscape Master Plan Winnetka Part I (Northside)**

The Lakota Group and a committee made up of Trustees, staff, and community members met to discuss a master plan for the outdoor areas at the Winnetka Library. The discussed plan would happen in stages with the first areas under consideration being the North Entrance and West Garden. The Board discussed the options at the March 2017 Regular Meeting and a rendering was sought. The next step is a proposal which will be brought to the Board in December of 2017 for review.

The range of construction costs provided is dependent on the final material and design choices that will be made as the concepts are further developed. The expectation of cost is estimated at \$300,000.

#### **Renovation of the Northfield Branch Library: Patron Service Improvements**

The Winnetka Library Renovation Project started as an opportunity to re-envision the circulation service point and evolved into the current undertaking which addresses other long standing capital needs. It was proposed that we stage renovations for each desk as we didn't want to have mass disruption of services in both branches. The Northfield Service point is set to be looked at this year, with the focus of being a better experience for both staff and patrons. We will include:

- New desk
- Addition of RFID technology
  - Self-service checkout
  - 24/7 Hold Pickup Lockers

The expectation of cost is budgeted at \$200,000.

### **Fiscal Year 2019 – 2020**

#### **Landscape Master Plan Winnetka Part II**

The third area in the master plan for the outdoor spaces in Winnetka addresses the area on the south entrance. This part of the plan has not been developed in a more detailed scope but areas of concern are the ramp and railing (addressing ADA compliance), the bike rack, and the parking lot. In 2012, the District did investigate and address drainage issues but did not address the ramp and the erosion underneath it. The expectation of cost is ranged from \$250,000 to \$300,000 based on design and engineering.

#### **Flooring in the Lower Level of the Winnetka Library**

The carpeting in the lower level was replaced after the flood in 2006, because of the success of the Studio and the need for replacement of the carpet we should investigate new flooring options in the lower level. The expectation of cost is budgeted at \$20,000

### **Fiscal Year 2020 – 2021**

#### **Window Replacement and Possible Resealing**



## **Capital Project Projections**

The aluminum frame windows which are approximately 20 years old. The window wall system is original to the building and consists of single pane glass (reading room and youth room.) The recommendation would be to replace the window wall systems and assess the condition of the exterior aluminum frame windows. The window wall replacement was estimated at \$200,000 in our 2011 Capital Asset Study. It is reasonable to estimate that the costs for a window replacement project depending on scale and design to be \$200,000 to \$400,000.

### **Fiscal Year 2021 – 2022**

#### **Exterior Masonry Work at Winnetka Library**

Tuckpoint exterior of the Winnetka Building, repair deteriorated brick and limestone mortar joints. Estimated costs \$150,000 to \$200,000.

#### **Replacement Flooring Northfield Library**

In 2013, we replaced the carpet at the Northfield Library the carpet will be nine years old in a heavily trafficked and commercial space. It is estimated that replacement would be \$20,000.

**Winnetka-Northfield Public Library District**

**Budget Draft July 2018- June 2019**

January 2018 - 58%

	Budget 2017-18	Prorated Through Jan 2018	Jan 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change											
<b>Revenues</b>																			
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,121,405	\$ 2,536,697	\$ 3,636,694	100.0%	\$ -	\$ 3,725,392	2.4%	<table border="1"> <tr> <td colspan="2">Levy 18-19</td> </tr> <tr> <td>\$ 3,817,000</td> <td>Operating</td> </tr> <tr> <td>\$ 276,510</td> <td>other Funds</td> </tr> <tr> <td>\$ 4,093,510</td> <td>Total</td> </tr> <tr> <td>\$ 4,001,902</td> <td>Antcipated</td> </tr> </table>	Levy 18-19		\$ 3,817,000	Operating	\$ 276,510	other Funds	\$ 4,093,510	Total	\$ 4,001,902	Antcipated
Levy 18-19																			
\$ 3,817,000	Operating																		
\$ 276,510	other Funds																		
\$ 4,093,510	Total																		
\$ 4,001,902	Antcipated																		
<b>50 Audit Collection</b>	\$ 3,748.00	\$ 2,186.33	\$ 2,614.69	\$ 3,748.00	100.0%	\$ -	\$ 4,000	6.7%											
<b>40 Liability Collection</b>	\$ 14,996	\$ 8,748	\$ 10,460	\$ 14,996	100.0%	\$ -	\$ 12,500	-16.6%											
<b>Fund IMRF Collection</b>	\$ 88,104	\$ 51,394	\$ 61,456	\$ 88,104	100.0%	\$ -	\$ 90,000	2.2%											
<b>Fund FICA Collection</b>	\$ 20,620	\$ 12,028	\$ 14,383	\$ 20,620	100.0%	\$ -	\$ 20,000	-3.0%											
<b>Fund 79 Building/Equipment Collection</b>	\$ 144,343	\$ 84,200	\$ 100,683	\$ 144,343	100.0%	\$ -	\$ 150,000	3.9%											
<b>Unemployment</b>	\$ 10	\$ 6	\$ 0	\$ 10	100.0%	\$ -	\$ 10	0.0%											
Total 0004500 Interest	\$ 30,000	\$ 17,500	\$ 42,653	\$ 42,600	142.0%	\$ 12,600	\$ 18,000	-40.0%											
1004040 Replacement Tax	\$ 25,000	\$ 14,583	\$ 10,179	\$ 20,000	80.0%	\$ (5,000)	\$ 20,000	-20.0%											
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ -	\$ 14,107	100.0%	\$ -	\$ 14,107	0.0%											
1004060 Kenilworth Services	\$ 90,000	\$ 52,500	\$ 51,662	\$ 89,462	99.4%	\$ (538)	\$ 100,000	11.1%											
Total 1004100 Fines	\$ 40,000	\$ 23,333	\$ 17,635	\$ 34,435	86.1%	\$ (5,565)	\$ 35,000	-12.5%											
1004120 Studio Fees	\$ 4,500	\$ 2,625	\$ 1,710	\$ 3,600	80.0%	\$ (900)	\$ 4,500	0.0%											
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,917	\$ 2,059	\$ 4,159	83.2%	\$ (841)	\$ 4,500	-10.0%											
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 5,140	\$ 8,920	99.1%	\$ (80)	\$ 9,000	0.0%											
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 538	\$ 1,378	68.9%	\$ (622)	\$ 2,000	0.0%											
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,130	\$ 1,130		\$ 1,130	\$ -												
Total 1004800 Contributions	\$ 32,500	\$ 18,958	\$ 2,830	\$ 25,000	76.9%	\$ (7,500)	\$ 30,000	-7.7%											
<b>Total Revenues</b>	<b>\$ 4,160,622</b>	<b>\$ 2,427,030</b>	<b>\$ 2,861,828</b>	<b>\$ 4,153,305</b>	<b>99.8%</b>	<b>\$ (7,317)</b>	<b>\$ 4,239,009</b>	<b>1.9%</b>											
<b>Expenses</b>																			
<b>1000000 Fund 10 General Expenses</b>																			
<b>50 Audit</b>	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	\$ 8,600.00	88.7%	\$ (1,100)	\$ 9,800.00	1.0%											
<b>40 Liability</b>	\$ 36,040	\$ 21,023	\$ 23,422	\$ 23,422	65.0%	\$ (12,618)	\$ 35,000	-2.9%											
Total 10.5100 IT Services	\$ 171,000	\$ 99,750	\$ 70,680	\$ 172,000	100.6%	\$ 1,000	\$ 173,150	1.3%											
Total 1005000 Administrative Services	\$ 308,400	\$ 179,900	\$ 256,249	\$ 385,777	125.1%	\$ 77,377	\$ 311,625	1.0%	We have archtects fees in this										
Total 1005100 Personnel	\$ 1,992,210	\$ 1,162,123	\$ 1,015,104	\$ 1,871,754	94.0%	\$ (120,456)	\$ 2,000,503	0.4%											
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 42,058	\$ 43,539	\$ 72,100	100.0%	\$ -	\$ 81,100	12.5%											
Total 1015300 Adult Services - Winnetka	\$ 300,000	\$ 175,000	\$ 212,090	\$ 300,000	100.0%	\$ -	\$ 305,000	1.7%											
Total 1015345 - Books-Digital	\$ 140,000	\$ 81,667	\$ 102,781	\$ 161,581	115.4%	\$ 21,581	\$ 170,000	21.4%	See Materials										
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 32,608	\$ 26,580	\$ 55,900	100.0%	\$ 55,900	\$ 56,900	1.8%											
Total 1025300 Adult Services - Northfield	\$ 61,000	\$ 35,583	\$ 33,976	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%											
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 17,500	\$ 15,227.02	\$ 30,000	100.0%	\$ 32,000	\$ 32,500	8.3%											
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,157,917	\$ 119,756	\$ 2,100,000	105.8%	\$ 115,000	\$ 650,000	-67.3%											
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,161,350</b>	<b>\$ 3,010,788</b>	<b>\$ 1,928,004</b>	<b>\$ 5,242,134</b>	<b>101.6%</b>	<b>\$ 229,684</b>	<b>\$ 3,886,578</b>	<b>-24.7%</b>											
	<b>\$ 3,176,350</b>	<b>\$ 1,852,871</b>	<b>\$ 1,808,249</b>	<b>\$ 3,142,134</b>	<b>98.9%</b>	<b>\$ 114,684</b>	<b>\$ 3,236,578</b>	<b>1.9%</b>											

	Budget 2017-18	Prorated Through Jan 2018	Jan 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change
<b>Total Revenues</b>	\$ 4,160,622	\$ 2,427,030	\$ 2,861,828	\$ 4,153,305	99.8%	\$ (7,317)	\$ 4,239,009	1.9%
<b>Total Expenses</b>	\$ 5,734,157	\$ 3,344,925	\$ 2,223,638	\$ 5,805,075	101.2%	\$ 70,918	\$ 4,466,985	-22.1%
<b>Net Operating Income</b>	\$ (1,573,535)	\$ (917,895)	\$ 638,191	\$ (1,651,769)	105.0%	\$ 1,556,086	\$ (227,976)	

**Other Funds Expenses:**

<b>2005100 Fund 30 IMRF</b>	\$ 135,000	\$ 78,750	\$ 79,952	\$ 136,652	101.2%	\$ 1,652	\$ 140,000	3.7%
<b>3005100 Fund 30 FICA</b>	\$ 135,000	\$ 78,750	\$ 67,782	\$ 124,482	92.2%	\$ (10,518)	\$ 135,000	0.0%
<b>70050000 Fund 79 Building/Equipment</b>	\$ 301,807	\$ 176,054	\$ 147,900	\$ 301,807	100.0%	\$ -	\$ 304,407	0.9%
<b>6005100 Fund Unemployment</b>	\$ 1,000	\$ 583	\$ 0	\$ -	0.0%	\$ (1,000)	\$ 1,000	0.0%

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

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

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

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

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



Restricted Fund: Building and Sites Breakdown  
 BUDGET 2018-2019

April 16, 2018 DRAFT

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