

Board meeting notices have been posted at Village Hall and the Metra Station. The Board meeting agenda has been posted on the WPL legal bulletin board and has been distributed to WPL staff members and the President of the Friends of the Library. The agenda and attachments are available on the web and in a binder at the Reference Desk.

## WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA

Tuesday, May 15, 2018 at 7:30 pm in the staff lounge

- I. Call to Order and Roll Call.
- II. April Monthly Board Meeting Minutes. **Attachment 1**
- III. Presentation. None.
- IV. Public Comment.
- V. Treasurer's Report
  - A. Financial Reports for April. **Attachment 2**
  - B. Bills and Salaries for April. **Attachment 3**
- VI. Action Items.
  - A. Ordinance No. 2017/18-188, Ordinance Setting Schedule for Regular Meetings of the Board. Please note proposed changes in July and September meeting dates. **Attachment 4**
  - B. Annual Decision to Participate in the Public Library Non-Resident Services Program. **Attachment 5**
  - C. Proposals for Mezzanine Roof-Top HVAC Screen. The Village requires a screen to camouflage the unit. All proposals include installation. Hill is WPL's current HVAC service provider; it provides a 90-day warranty. *GHC* is an Illinois HVAC firm; it provides a 1-year warranty; personnel visited WPL. *Cityscapes* is an Ohio firm that manufactures screens; it does not provide a warranty; personnel did not visit WPL. WPL staff recommend acceptance of the *GHC* proposal. **Attachment 6**
  - D. Proposed Changes to Fees & Fines Schedule (page 11 of WPL Policy Manual). Eliminations are indicated by strikeouts. Additions are indicated in **red**. **Attachment 7**
- VII. Discussion Items.
  - A. Trustees Contact vs. Individual Trustee Emails on the Website. **Attachment 8**
- VIII. Director's Report. Statistics and additional information are here. **Attachment 9**
- IX. Committee Reports.
  - A. Finance Committee. Committee members are trustees Rodgers (chair), Johnson, McDonald, and O'Laughlin as ex-officio. The committee will meet immediately before the May WPL Board meeting to discuss the WPL budget and the Budget and Appropriation Ordinance (B&AO) for fiscal year 2018-19 (07.01.18 – 06.30.19).

Here is the schedule for the approval of the B&AO which includes the WPL budget:

    1. June Board meeting – WPL budget and WPL tentative B&AO are on agenda as action items.
    2. Tentative B&AO is sent to WPL attorney and is posted on legal bulletin board and web page. Public hearing notice is published in newspaper and is posted on legal bulletin board, web page, metra station and village hall.
    3. July Board meeting – Trustees conduct public hearing 15 minutes before meeting to allow public discussion of B&AO before finalization. Final B&AO is on agenda as action item.
    4. Once approved, final B&AO is sent to WPL attorney, posted on legal bulletin board and web page, published in local newspaper, and filed at the County Clerk's office within 30 days of passage.
  - B. PLA and OBER April 22<sup>nd</sup> Presentation. Trustee McDonald will report on these events.

C. Landscape Steering Committee. Trustee George will summarize the May 2, 2018 meeting. Included here is trustee's Johnson letter to Village Board trustees; he would like WPL trustee input. Betty and Kathleen met with Jodi from Teska and John Zachara of IFS on Mon. May 14. For more information on IFS, please go to <http://www.ifspm.com/who-we-are/our-team/john-zachara/> **Attachment 10**

D. ILA Representative. Trustee Barshis will review newsletters dated April 16 and April 30. **Attachment 11**

X. Information Items.

A. Amor Towle's discussed *A Gentleman in Moscow*, the One Book, Everybody Reads (OBER) selection, on Sunday, April 22 at the Wilmette Jr. High Auditorium. The Library has offered a full roster of related programs. Mr. Towle's discussion at the 2017 National Book Festival (similar to the content of his talk in Wilmette) and details about the book are at [www.wilmettelibrary.info/onebook](http://www.wilmettelibrary.info/onebook). One Book programming is funded by the Friends.

B. The Library will be closed for Memorial Day on Monday, May 28.

C. Summer hours at WPL will be in effect from Sunday, June 17 through Sunday, August 19. WPL will close at 5:00 pm on Sundays. The Library will return to regular evening hours on Sunday, August 26.

D. National Library Legislative Day 2018 was held in Washington, D.C. on May 7 & 8. No WPL trustees attended this year.

E. The LACONI Annual Trustee Banquet is Friday, May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner and networking. Every Library Executive Director John Chrastka will discuss "How People Listen Determines what Stories to Tell". The cost is \$60.00 per person. LACONI is the Library Administrators Conference of Northern Illinois. For more information, visit <https://www.eventbrite.com/e/laconi-trustee-banquet-2018-tickets-43671350184>

F. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members are scheduled to attend. Please see [www.ala.org/annual](http://www.ala.org/annual) for additional information.

G. WPL has been awarded a FY2018 Illinois Public Library Per Capita Grant of \$33,858.75. The FY2017 Illinois Public Library Per Capita Grant was for \$21,031.43. **Attachment 12**

H. Cooperative Projects

1. On Wednesday, April 25, Youth Services librarian Alice Joseph presented information about the new catalog program, Polaris, to Boy Scouts who were interested on working on their Reading Badge. Ms. Joseph provided them with lists of materials and demonstrated the catalog. The Boy Scouts searched and found library materials and used the self-checkout machine.

2. On Saturday, April 28, Youth Services librarian Janet Piehl presented a program on WPL's technology resources to New Trier area parents and teachers at the New Trier Township Innovation and Technology Expo. Ms. Piehl distributed brochures about digital resources and offered robots to play with.

3. From April 17 through April 26, Youth Services librarian Ruth Bell visited 13 preschool and kindergarten enrichment classes at the park district's early childhood enrichment center. The classes read books about spring, did spring rhymes, and danced and sang with egg shakers.

4. On Saturday, April 28, Youth Services librarian Ruth Bell participated in the Spring Community Play Day at Gillson Park. She set up a mini library, created a reading blanket, and did a parachute storytime.

I. Communication. **Attachment 13**

XI. New Business / Old Business.

XII. Adjournment.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 17, 2018 at 7:30 pm in the staff lounge

A1

PRESENT: Jan Barshis, Virginia George, Kathleen O'Laughlin, Ronald Rodgers, Stuart Wolf.  
ABSENT: Dan Johnson, Lisa McDonald

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:39 pm.
- II. Approve March Minutes. Trustee Wolf moved to approve the minutes of the March 2018 WPL Board meeting. Trustee Barshis seconded the motion.  
MOTION CARRIED BY VOICE VOTE
- III. Presentation. This is Director McCammond-Watts last WPL Board meeting. President O'Laughlin thanked the Director for the job she has done over the past 1 1/4 years. President O'Laughlin also thanked the WPL staff as well as Gail Rosenberg Justman and Betty Giorgi who have agreed to be co-directors during this time of change.
- IV. Public Comment. None.
- V. Treasurer's Report
  - A. Financial Reports for March. Treasurer Rodgers summarized the March financial reports. The two largest sources of revenue were from Real Estate taxes and from the Kenilworth Library District. Total General fund expenses are below the nine month rate of 75%.
  - B. Bills and Salaries for March. Trustee Rodgers moved to approve the March bills and salaries. Trustee George seconded the motion.  
Aye – Barshis, George, O'Laughlin, Rodgers, Wolf  
Nay – None  
Absent or not voting – Johnson, McDonald  
MOTION CARRIED
- VI. Action Items. None.
- VII. Discussion Items.
  - A. Proposal from Old World Bricks Paving to repair uneven and separated pavers, remove and re-install existing pavers, install new foundation, and sand over approximately 3,771 square feet of the WPL parking lot for a cost of \$19,500. The proposal was included in agenda packets as attachment 4. At the meeting, it was decided that WPL staff will attempt to get additional proposals for this project.
  - B. Resolution Amending a Plan and Estimating Costs. The proposed resolution was included in agenda packets as attachment 5. At the meeting the resolution was reviewed for budget considerations and was compared to the previous resolution.
- VIII. Director's Report. Monthly statistics and additional information from the Director were included in agenda packets as attachment 6. Director McCammond-Watts reviewed all sections of the report. The director thanked the trustees for all of their efforts during her tenure at WPL. She stated that the first part of the compensation review will be done immediately. This will bring staff whose salary is currently below the minimum salary for their category up to the minimum indicated on the review. The director also clarified the proposed landscaping plan. She recommends that the co-directors assign staff to over-see different parts of the Strategic Plan.
- IX. Committee Reports.
  - A. ILA Representative. Illinois Library Association Newsletters dated March 22, March 28, and April 6 were included in agenda packets as attachment 7. Trustee Barshis reviewed the newsletters at the meeting. Trustee Barshis distributed an article on Librarian of Congress Carla Hayden.

B. Finance Committee. Committee members are trustees Rodgers (chair), Johnson, McDonald, and O’Laughlin as ex-officio. The committee will meet prior to the May WPL Board meeting. The purpose of the meeting is to discuss the WPL budget and the Budget and Appropriation Ordinance (B&AO) for fiscal year 2018-19 (July 1, 2018 – June 30, 2019). The B&AO includes the WPL budget. The committee may make changes to the budget and ordinance. At the May WPL Board meeting, the Finance Committee recommends passage of the B&AO in tentative form. Once passed in tentative form, the B&AO may be reviewed by the attorney and the public. It is mailed to the WPL attorney and posted on the WPL legal bulletin board and on the WPL web page. A public hearing is conducted 15 minutes before the June or July WPL Board meeting. The purpose of the hearing is to allow public discussion of the B&AO before it is finalized. A quorum of Board members must attend the hearing. At least 30 days prior to the hearing, a notice is published in the legal section of the local newspaper. After the hearing, WPL Board members approve the B&AO in final form. The final B&AO is filed at the County Clerk’s office within 30 days of passage.

X. Information Items.

A. Director Heather McCammond-Watts last day at WPL is Friday, April 20, 2018. Betty Giorgi and Gayle Rosenberg Justman will be interim co-directors until a new director has been selected. The firm Bradbury Miller Associates will assist the WPL Board in the search for a new director. Trustees will meet with members of the search firm from 3:00 pm – 4:30 pm on Wednesday, May 9. Leadership Team members and WPL staff also will meet with the search firm on Wednesday, May 9.

B. Please remember that the Statement of Economic Interest (SEI) for 2017 is due by May 1, 2018. SEIs are filled out and filed online at: <http://www.cookcountyclerk.com/ethics/econinterest>. You should have received Filer ID/Username information via email from the Cook County Clerk’s Ethics Department.

C. Amor Towle’s discussion of One Book, Everybody Reads (OBER) selection *A Gentleman in Moscow* is scheduled for Sunday, April 22 at 3:00 pm at the Wilmette Jr. High Auditorium, 620 Locust Rd. The Library has offered a full roster of related programs. Details are at [www.wilmettelibrary.info/onebook](http://www.wilmettelibrary.info/onebook). One Book programming is funded by the Friends.

D. National Library Week was observed April 8-14, 2018 with the theme, "Libraries Lead." First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. Circulation and Youth Services provided giveaways. Youth Services also had information about Book Mark contest winners.

E. Registration for National Library Legislative Day 2018 has opened. The event will be held in Washington, D.C. on May 7 & 8. For more information, see [www.ala.org/nlld](http://www.ala.org/nlld).

F. The LACONI Annual Trustee Banquet is Friday, May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner and networking. Every Library Executive Director John Chrastka will discuss “How People Listen Determines what Stories to Tell”. The cost is \$60.00 per person. LACONI is the Library Administrators Conference of Northern Illinois. For more information, visit <https://www.eventbrite.com/e/laconi-trustee-banquet-2018-tickets-43671350184>.

G. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members will attend. Please see [www.ala.org/annual](http://www.ala.org/annual) for additional information.

H. Cooperative Projects

1. On March 5, Youth Services staff members Ruth Bell and Amanda Jacover attended Screen Break Week – “Fun with Monarch” at the Wilmette Park District Community Rec. Center. They designed and ran eight activity stations related to books from the 2018 Monarch Children’s Choice Award nominees. In addition to making spider cookies and offering lion yoga, they had all of the Monarch Books available for kids to look at and check out. The event was open to the public and six classes from the After Rec. program attended as well.

2. On March 11, Ruth Bell and Jillian McKeown represented Youth Services and Adult Services at the *Going Green Matters* fair at the Michigan Shores Club. They distributed forms for the children's book mark contest, discussed library services including e-books and upcoming programs, and discussed green-themed books. They also held a raffle to give away Dr. Bronner's cleaning products for those attendees who answered the question, "If you could have everyone on the planet's attention for one minute, what would you say about the environment?" Over 30 attendees participated in the raffle.
3. On March 12 and March 19, Ruth Bell led the Wilmette Park District Afterschool Recreation Program. The subject was Wind Tunnel Experimentation. She read the story *Rosie Revere, Engineer* by Andrea Beaty and led a short discussion about engineering, experimentation and perseverance with the kids. They then designed, built, and experimented with objects to fly in wind tunnels.
4. On March 21, Ruth Bell visited two morning preschool classes at Joyful Noise Preschool. The subject was Color Storytime. She read books and led members of the classes in dancing and singing.

I. Communication. Trustees reviewed communication items included in agenda packets as attachment 8.

XI. New Business / Old Business. None.

XII. Close Open Meeting and Convene in Closed Meeting. Trustee Wolf moved to close the regular meeting and to convene in a closed meeting to discuss the Director search. Trustee Barshis seconded the motion.  
 Aye – Barshis, George, O'Laughlin, Rodgers, Wolf  
 Nay – None  
 Absent or not voting – Johnson, McDonald  
 MOTION CARRIED. The regular meeting closed at 8:21 pm.

XIII. Close Closed Meeting and Convene in Open Meeting. In compliance with the Open Meetings Act, WPL Board President Kathleen O'Laughlin called the Open Meeting to order and announced the recommendation made by WPL Board members in closed meeting which is that co-directors Betty Giorgi and Gayle Rosenberg Justman receive an additional \$7,500.00 from their start date as co-directors, April 21, 2018, through the date the new director starts. Trustee Rodgers moved to endorse in open meeting the recommendation to the Board made in closed meeting. Trustee Wolf seconded the motion.  
 MOTION CARRIED BY VOICE VOTE

XIV. Adjourn Open Meeting. Trustee Wolf moved to adjourn the open meeting. Trustee Barshis seconded the motion.  
 Aye – Barshis, George, O'Laughlin, Rodgers, Wolf  
 Nay – None  
 Absent or not voting – Johnson, McDonald  
 MOTION CARRIED. The meeting was adjourned at 8:45 pm.

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President or President pro-tem  
 Board of Library Trustees of the  
 Wilmette Public Library District, Cook County, IL

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Secretary or Secretary pro-tem  
 Board of Library Trustees of the  
 Wilmette Public Library District, Cook County, IL

A2

Wilmette Public Library  
Notes on Financial Reports for April, 2018

**Revenue Report**

During April, WPL received \$35,437.78 in Real Estate Taxes, \$21,031.43 from the Per Capita Grant, \$ 9,820.78 in Replacement Taxes and \$8,173.57 in General Fund interest.

**Expenditure Report**

Total General Fund expenses at 71.99% of budget are below the ten-month rate of 83.33%.

Six accounts show expenses that are near or above 100.00%. Account 53000, Promotion is over budget; Account 54000, Grant Expense reflects funds collected during the year-end campaign being disbursed to the ALA fund to help flood damage to Libraries; Account 70200, Professional fees is over budget due to the Benchmarking Study; Account 70320, Office Supplies is again over budget; Account 70325, Coffee Pods reflects unbudgeted expenses for the new coffee machine.

**Check Detail, April 1 - 30, 2018**

The largest General Fund checks were written to Wellness Insurance Network (\$42,391.13), Baker Taylor (\$9,397.39, 6,122.54, 5,145.32), OverDrive (\$7,434.74, \$8,061.56), Cooperative Computer Services (\$7,216.16), Midwest Tape (\$7,000.00), Computer View (\$5,284.00) and Bradbury Miller Associates (\$5,000.00.)

Two checks were written out of the Special Reserve Fund to Teska Associates (\$10,333.62) and Hill Mechanical Services (\$7,865.95)

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (4/13/18 for \$111,942.20 and 4/27/18 for \$114,976.81.)

**Certificate of Deposit Activity**

Of the \$8,173.57 in General Fund interest received during April, \$7,692.55 was earned by the funds invested in the GF Certificates of Deposit.

**Statement of Assets, Liabilities Fund Balances**

The Operating Account, Payroll Account and HRA/FSA Account have unusually high balances due to transfers from the Deposit account in order to ensure the continuity of operations during the interim period.

**Wilmette Public Library**  
**Statement of Assets, Liabilities Fund Balances**  
**As of April 30, 2018**

	April 30, 2018
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10001 · Deposit Account	2,335,551.09
10005 · Rutherford Trust Funds	171,141.67
10010 · Pvt Bk MM Account - GF	1,746.06
10100 · Operating Checking	1,076,177.41
10200 · Payroll Checking	69,757.42
10300 · HRA & FSA Checking	26,865.14
10500 · Wells Fargo - ProPay	245.44
10610 · B/E MMF	92,980.42
10710 · Endowment MMF	37,353.39
10810 · Illinois Funds	30,448.36
10900 · Fifth Third Securities	24,843.99
11000 · CD's General Fund Total	6,618,084.76
16000 · CD's B/E Fund Total	5,697,603.01
<b>Total Checking/Savings</b>	<b>16,182,798.16</b>
<b>TOTAL ASSETS</b>	<b>16,182,798.16</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 · Beginning Fund Balances	14,351,357.84
Net Income	1,831,440.32
<b>Total Equity</b>	<b>16,182,798.16</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>16,182,798.16</b>

Wilmette Public Library  
Revenue Actual vs Budget  
April 2018

	Current Month	July 2017- June 2018	FY 2017-18 Budget	\$ Over(Under) Budget	% of Budget
<b>INCOME</b>					
* 43010 · GF Interest	8,173.57	72,509.29	52,513.00	19,993.29	138.07%
44100 · Replacement Taxes	9,820.78	36,757.04	45,273.00	(8,515.96)	81.19%
44200 · Kenilworth	0.00	138,229.50	185,507.00	(47,277.50)	74.51%
45000 · Grants	21,031.43	21,031.43	21,031.00	0.43	100.0%
46100 · Fines	2,653.14	35,077.40	25,000.00	10,077.40	140.31%
46200 · Lost Materials	623.89	7,919.51	9,623.00	(1,703.49)	82.3%
46400 · Service Fees	0.00	31.00	50.00	(19.00)	62.0%
47000 · Miscellaneous Income	2,420.25	33,996.18	41,207.00	(7,210.82)	82.5%
47100 · Copier Receipts	1,115.57	10,330.75	11,487.00	(1,156.25)	89.93%
47200 · Room Rental	420.00	3,405.00	5,000.00	(1,595.00)	68.1%
48000 · Gifts/Donations	1,850.50	56,369.91	78,214.00	(21,844.09)	72.07%
<b>INCOME SUB-TOTAL</b>	<b>48,109.13</b>	<b>415,654.01</b>	<b>474,905.00</b>	<b>(59,250.99)</b>	<b>87.52%</b>
41010 · GF Taxes	35,437.78	5,509,681.68	5,314,203.00	195,478.68	103.68%
<b>TOTAL INCOME</b>	<b>83,546.91</b>	<b>5,925,335.69</b>	<b>5,789,108.00</b>	<b>136,227.69</b>	<b>102.35%</b>

\* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, B/E or Endowment interest.

\*\* In order to compare with annual budget, figures include only GF taxes, not SS/IMRF, Audit, or Liability taxes.



Wilmette Public Library  
Expenditure Actual vs. Budget  
April 2018

EXPENSE	Current Month	July 2017 - June 2018	FY 2017-18 Budget	\$ Over(Under) Budget	% of Budget
50100 · Books	24,959.33	198,163.91	264,500.00	(66,346.09)	74.92%
50200 · Continuations	1,499.87	39,992.68	52,000.00	(12,007.32)	76.91%
50250 · Library of Things	0.00	212.70	8,000.00	(7,787.30)	2.66%
50300 · Audio Visual Materials	8,621.20	84,538.56	118,000.00	(33,461.44)	71.64%
50400 · Periodicals	611.45	45,989.48	70,000.00	(24,010.52)	65.70%
50500 · Electronic Resources	39,265.85	367,665.48	463,000.00	(95,334.52)	79.41%
50700 · Programming	2,387.75	26,004.42	45,000.00	(18,995.58)	57.79%
50810 · ILL Expense	87.89	912.44	1,500.00	(587.56)	60.83%
52000 · Newsletter	0.00	27,352.00	47,000.00	(19,648.00)	58.20%
53000 · Promotion	3,294.95	15,394.98	15,000.00	394.98	102.63%
54000 · Grant Expense	2,275.50	2,275.50	1,000.00	1,275.50	227.55%
56000 · Rutherford Trust Expense	125.00	3,647.00	9,000.00	(5,353.00)	40.52%
58500 · Friends Purchases	3,221.88	30,526.92	45,000.00	(14,473.08)	67.84%
61000 · Personnel	210,759.75	2,259,324.61	3,118,541.00	(859,216.39)	72.45%
62000 · Professional Memberships	213.00	3,869.00	7,000.00	(3,141.00)	55.13%
63000 · Registrations	150.00	4,641.10	10,000.00	(5,358.90)	46.41%
64000 · Travel/Mileage	2,824.84	14,173.86	35,000.00	(20,826.15)	40.50%
65000 · Staff Development	6,912.12	21,508.80	40,000.00	(18,491.20)	53.77%
66000 · Insurance - Employee	45,817.36	393,849.72	523,028.00	(129,181.28)	75.30%
67000 · Reimbursable Employee Insurance	1,194.69	20,316.37	22,000.00	(1,683.63)	92.35%
70100 · Accounting/ PR, Bank, Cr Cd fees	702.52	10,227.27	12,000.00	(1,772.73)	85.23%
70200 · Professional Fees	116.24	38,827.51	32,500.00	6,327.51	119.47%
70310 · Library Supplies	2,651.40	17,138.73	40,000.00	(22,861.27)	42.85%
70320 · Office Supplies	2,684.86	33,134.73	30,000.00	3,134.73	110.45%
70325 · Coffee Pods	425.64	1,491.54	0.00	1,491.54	100.00%
70400 · Copiers	2,680.01	21,874.45	28,000.00	(6,125.55)	78.12%
70500 · Printing	0.00	8,118.40	12,000.00	(3,881.60)	67.65%
70600 · Postage/Shipping	47.86	4,436.22	14,000.00	(9,563.78)	31.69%
70700 · Telephone	813.43	8,512.17	15,000.00	(6,487.83)	56.75%
74100 · Equipment/Furnishings/Computers	7,492.81	84,903.27	125,000.00	(40,096.73)	67.92%
74150 · Equipment/Computer Maintenance	6,605.79	55,566.99	90,000.00	(34,433.01)	61.74%
75000 · Insurance - Property/Casualty	0.00	16,552.00	25,000.00	(8,448.00)	66.21%
76100 · Building Improvement	0.00	279.63	20,000.00	(19,720.37)	1.40%
76200 · Building Supplies	710.35	15,727.25	25,000.00	(9,272.75)	62.91%
76300 · Building Maintenance	4,629.63	61,168.66	85,995.00	(24,826.34)	71.13%
76350 · Building Maint Contracts	7,172.00	70,736.00	100,000.00	(29,264.00)	70.74%
76400 · Grounds Maintenance	5,540.09	23,423.19	48,750.00	(25,326.81)	48.05%
76450 · Parking Lot Rent	0.00	8,550.00	12,000.00	(3,450.00)	71.25%
76800 · Utilities	1,318.36	14,894.46	24,000.00	(9,105.54)	62.08%
77000 · Sales & Use Tax Expense	0.00	19.00	100.00	(81.00)	19.00%
78000 · Kenilworth Expenses	0.00	24.01	0.00	24.01	
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>397,823.42</b>	<b>4,055,942.00</b>	<b>5,633,914.00</b>	<b>(1,577,972.00)</b>	<b>71.99%</b>
92000 · SS/MRF Fund	48,943.23	371,706.03	468,000.00	(96,293.97)	79.42%
93000 · Audit Expense	0.00	9,550.00	9,263.00	287.00	103.10%
94000 · Liability Fund	533.63	36,822.88	43,875.00	(7,052.32)	83.93%
96000 · B/E Special Reserve Fund	18,199.57	120,079.54	0.00	120,079.54	
97000 · Endowment Fund	0.00	33.10	0.00	33.10	
<b>TOTAL OTHER FUNDS</b>	<b>67,676.43</b>	<b>538,191.35</b>	<b>521,138.00</b>	<b>17,053.35</b>	<b>103.27%</b>
<b>TOTAL GENERAL &amp; SPECIAL RESERVE</b>	<b>465,499.85</b>	<b>4,594,133.35</b>	<b>6,155,052.00</b>	<b>(1,560,918.65)</b>	<b>74.64%</b>

All CDs Sorted by Maturity  
Date April 30, 2018

Purchase Date	Maturity Date	Bank	CD	CD #	Interest Rate	Amount
<b>General Fund</b>						
May 5, 2016	May 4, 2018	5th/3rd Investors	GF 6	46176PFA8	1.00%	250,000.00
May 10, 2016	May 10, 2018	5th/3rd Merrick Bk	GF 7	59013JNX3	1.00%	250,000.00
August 24, 2016	August 24, 2018	5/3 HSBC Bk USA	GF 15	40434YBG1	1.10%	250,000.00
August 25, 2016	August 27, 2018	5/3 Ally Bk Midvale	GF 19	02006LK69	1.10%	250,000.00
September 14, 2016	September 14, 2018	5/3 Wells Fargo Bk	GF 21	949763AY2	1.15%	250,000.00
September 28, 2016	September 28, 2018	5/3 Capital One NA	GF 23	14042RCE9	1.15%	250,000.00
September 2, 2016	October 2, 2018	5/3 First Farmers Bk	GF 20	320165HS5	1.05%	250,000.00
November 18, 2016	November 19, 2018	5th/3rd Nationwide Bk	GF 13	63861NAA3	1.10%	250,000.00
November 21, 2016	November 21, 2018	5th/3rd Franklin Syn	GF 14	35471TCR1	1.10%	250,000.00
February 1, 2017	February 1, 2019	CIBC/Private Bank	GF 12	6920313/1	0.75%	515,609.01
April 15, 2017	April 15, 2019	NSCB/Wintust	GF 1	340182997	1.45%	522,469.42
May 13, 2017	May 13, 2019	CIBC/Private Bank	GF 11	6832170	1.45%	520,436.47
July 29, 2017	July 29, 2019	NSCB/Wintrust	GF 17	2733	1.55%	523,788.53
August 23, 2017	August 23, 2019	5/3 Goldman Sachs Bk	GF 10	38148PDN5	1.70%	250,000.00
August 24, 2017	August 26, 2019	5/3 Morgan Stanley Bk	GF 16	61747MYJ4	1.70%	250,000.00
October 18, 2017	October 18, 2019	5/3WEX Bank	GF 8	92937CGAO	1.70%	250,000.00
November 24, 2017	November 24, 2019	NSCB/Wintrust	GF 2	3804744799	1.69%	500,694.52
February 2, 2018	February 2, 2020	NSCB/Wintrust	GF 3	3804991322	2.40%	512,550.54
March 19, 2018	March 19, 2020	NSCB/Wintrust	GF 9	3804889432	2.40%	522,536.27
<b>Total GF</b>				<b>Weighted Avg Yield</b>	<b>1.47%</b>	<b>6,618,084.76</b>
<b>B/E Fund</b>						
May 12, 2016	May 12, 2018	CIBC/Private Bank	BE 10	134430	0.70%	548,307.68
June 30, 2016	June 30, 2018	NSCB/Wintrust	BE 15	3804025908	0.65%	524,086.56
August 16, 2016	August 16, 2018	5/3 JP Morgan Chase	BE 5	48126XAM7	1.10%	250,000.00
September 28, 2016	September 28, 2018	5/3 Customers Bk	BE 11	23204HEJ3	1.15%	250,000.00
October 31, 2016	October 31, 2018	5th 3rd Comenity Cap	BE21	20033ASV9	1.20%	148,000.00
November 4, 2016	November 2, 2018	5th 3rd Everbank	BE 20	29976DV98	1.15%	250,000.00
January 8, 2017	January 8, 2019	CIBC/Private Bank	BE 8	6956404	0.75%	526,862.63
January 8, 2017	January 8, 2019	CIBC/Private Bank	BE 16	6939573	0.75%	370,368.77

All CDs Sorted by Maturity  
Date April 30, 2018

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
February 6, 2017	February 15, 2019	5th 3rd Captial One USA	BE 9	140420W48	1.55%	200,000.00
March 19, 2017	March 19, 2019	NSCB/Wintrust	BE 3	64886	1.45%	527,527.29
August 3, 2017	August 9, 2019	5th 3rd Sallie Mae	BE 14	80280JLG4	1.70%	250,000.00
August 22, 2017	August 22, 2019	5/3 American Expr Cent.	BE 2	02587DW61	1.70%	250,000.00
October 15, 2017	October 15, 2019	CIBC/Private Bank	BE 6	96545	1.70%	527,450.08
November 22, 2017	November 22, 2019	5th/3rd Citizens St Bk	BE 1, wasGF 4	254672WR5	1.75%	250,000.00
November 29, 2017	November 29, 2019	5th/3rd Kennebec Svg Bk	BE 4	33767ARJ2	1.70%	250,000.00
February 22, 2018	February 24, 2020	5/3 Discover Bank	BE13	254673ML7	2.35%	250,000.00
February 21, 2018	February 21, 2020	5/3 First Nat'l Bk Omaha	BE 12	332135HH82	2.30%	75,000.00
March 7, 2018	May 7, 2020	5th 3rd Rockford B&T IL	BE 7	77315PBN1	2.30%	250,000.00
<i>Total B/E Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>1.31%</i>	<i>5,697,603.01</i>
<b>TOTAL CD's</b>				<b>Weighted Avg Yield</b>	<b>1.40%</b>	<b>12,315,687.77</b>