WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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PUBLIC NOTICE

The Westmont Public Library will hold its regular meeting of the Board of Trustees on Tuesday, February 18, 2014 at 7:00 P.M. at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

Agenda

(1) Call to Order

(2) Roll Call

(3) Pledge of Allegiance

(4) Approval of Consent Agenda

a. Minutes of the By-Law & Policy Committee Meeting, January 21, 2014
Minutes of the Regular Board Meeting, January 21, 2014
Minutes of the Special Board Meeting, February 4, 2014
Minutes of the Special Board Meeting, February 11, 2014
b. Communications Log: February, 2014
c. Librarian's Report: February, 2014

(5) Public Forum

a. Public
b. Board
c. Director
d. Staff

(6) Additions & Deletions

(7) Treasurers Report

(8) Bills and Salaries

(9) Unfinished Business

(10) New Business

a. Discussion of interview questions for director candidates
b. Discussion of exterior library signage
c. Discussion of budget process
d. Discussion of and resolution to add flood and earthquake insurance for a cost not to exceed $227, prorated until April 30, 2014
e. Discussion of and resolution to approve Capital Assets Policy
f. Discussion of and resolution to approve the vendor approval process
g. Discussion of and resolution to approval I-Business Banking enrollment

(11) Closed Session

(12) Resume Open Session

(13) Final action on Closed Session Discussion

(14) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Ms. Julia Coen, Interim Library Director, 9:00 A.M. to 5:00 P.M. Monday through Friday, Westmont Public Library, Westmont, Illinois, 60559; Telephone (630) 969-5625 x 221 or email jcoen@westmontlibrary.org, within a reasonable time before the meeting.

All interested persons in attendance will be allowed to express their views in accordance with policy.

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BY-LAW & POLICY COMMITTEE MEETING
JANUARY 21, 2014

MINUTES

The By-Law & Policy Committee Meeting was called to order at 6.02 p.m. by Committee Chair, Jason Fichtel, on Tuesday, January 21 at the Westmont Public Library.

Roll Call:
Present: J. Fichtel (Chair), E. Carmichael, J. Martens and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, A. Behm, Adult Service Coordinator and trustee candidate Kerry O'Connor

Pledge of Allegiance:

Review and recommend the Collection Development Policy:

Coen reported that she worked with Kate Buckson and other selectors to refine the policy and the draft she was presenting was primarily condensed.

Coen explained that in the final version The Library Bill of Rights, The Freedom to Read Statement and The Freedom to View Statement would be hyperlinked within the policy accordingly. Fichtel submitted nominal grammatical change suggestions to Coen. Carmichael asked if both the words Mission and statement should be capitalized. Fichtel suggested deferring to Kate Buckson for confirmation of what was in line with the new style guide. Carmichael suggested Coen include more details under the re-consideration of library materials such as adding the procedure back in. Coen explained that she had condensed the procedure within the policy. Porter said the new policy was more directional. However, an additional note at the bottom of the form might be helpful such as indicating that the person requesting the re-consideration would receive a written response from the Director of the library. Subsequently, that letter would state that should the patron remain dissatisfied the next step would be the patron writing to the Board President.

Review and recommend the Library Use and Conduct Policy:

A recommendation from legal counsel at RAILS was to add wording in light of concealed carry. Coen said she would confirm precise wording with WPL attorneys, Klein, Thorpe & Jenkins.

Discussion of the Policy index and recommend next revision assignment:

Fichtel reported that the Exhibit and Display policy was amended in January 2013 and approved in February 2013. Coen will investigate and report back.

Porter was interested in revisiting the meeting room policy to afford some margins to local non-profit organizations by letting them use the room for free. Fichtel suggested tabling the matter until the next policy meeting.

Carmichael moved to adjourn at 6:29 p.m. Fichtel seconded. All in favor.

Respectfully submitted,

Jason Fichtel
Secretary
Westmont Public Library Board of Trustees

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REGULAR MEETINNG OF THE BOARD
JANUARY 21, 2014

MINUTES

The meeting was called to order at 7:03 p.m. by Amy Porter, President of the Board, on Tuesday, January 21, 2014 at the Westmont Public Library.

Roll Call:
Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, M. Stern and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, A. Richards, Finance Department, Village of Westmont, K. Buckson, Marketing & Program Coordinator, John Chorney, Westmont Special Events, Joe Lightcap, Auditor, Baker Tilly and candidates for trustee vacancy: Kerry O'Connor, Nader Cheboub, Tom Noonan and Janet Stock.

Pledge of Allegiance

Consent Agenda

Martens moved to accept the Consent Agenda, Carmichael seconded. All in favor, motion passed.

Porter asked Coen if the new handyman, Tony Panzica, was a Westmont resident and Coen responded that he was. Porter asked Coen to investigate high-low units with a water bottle refill attachment should the drinking fountain need to be replaced. Porter asked Coen if the Volunteer Coordinator position would be refilled following the departure of Ms. Miklos. Coen explained that Miklos would still be volunteering and carrying out the same duties but off payroll to allow her more freedom to travel on occasion. Porter asked Buckson if summer programming could include walking in the Memorial Day parade. Buckson said she would put it on the calendar. Coen said that working at the Taste would be different this year with library staff working the entire event allowing the trustees to join in at their convenience. Gorman asked Buckson what themes were being considered. Buckson responded that the three finalists were Pop Read (science), Ticket to Read (transportation) or Reading Rodeo or Round-up (western). Carmichael asked Buckson if she wanted trustees to assist during the patron appreciation day. Buckson said any extra people in attendance would be welcome.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Public Forum:

Public – Alicja Richards – Finance Department, Village of Westmont, was present to answer questions.

Nader Cheboub – Local resident, who manages various apartments in town, is associated with the Westmont Renaissance Alliance Group and is interested in becoming more involved with the library.

Kerry O'Connor – Local resident who frequents the library often and is interested in becoming more involved in the library.

John Chorney – Attending on behalf of the Parks District and Special Events Committee to discuss opportunities for joint purchase of a digital "community board".

Joseph Lightcap – Senior Manager, Baker Tilly Auditors, to discuss the audit.

Tom Noonan – Local resident who also frequents the library and would like to become more involved with the library and community.

Janet Stock – Local resident interested in becoming more involved with the library and the community.

John Chorney – Discussed the possibility of the joint purchase of a community message board and said it was possible the sign might be located on library property although the public parking lot behind Manning School was also being considered. The three types of signs being considered were monument style, monopole style or a dual pole sign. Chorney added that he had spoken with Baum Signs who suggested YESCO Electric as they make excellent custom signs. Chorney encouraged the board to discuss further to see if they wanted to move forward even if it was not located on library property. Check out other signs around town and submit feedback to Buckson.

a. **Staff** – Kate Buckson – Excited about the possibility of purchasing a joint community board to promote local events.

b. **Trustees – Carmichael** –WCCTB luncheon on January 29, 11:30 at Westmont Center and WCCTB Winter Open House on February 19, 5:00-7:00.

Stern – Standard Market Bite Club (food and drinks sampling) January 24, 5:00-7:00.

Porter – Encouraged board members to stop in to the annual WPL staff and volunteer appreciation dinner at Sweet & Savory Spot, Westmont, January 24, 5:30-7:30. PVPN and Friends fundraising event January 25, 7:00-9:00, next Friends' meeting, February 4, 7:00, Special board meeting with John Keister, February 11, 7:00, ILA Legislative luncheon in Oak Brook, February 14, ILA Trustee workshop, February 15, Finance Committee meeting at 6:00, Regular board meeting at 7:00, February 18, Multi Chamber Economic outlook luncheon, February 27.

c. **Interim Director – Coen** – PVPN will perform two separate radio shows about 45 minutes each with a 15 minute intermission on January 25, 7:00-9:00. Concessions will be available for a modest price. Statements of Economic Interest should be received shortly.

Additions and Deletions:

Additional Communications:

Email: 01.14.2014 Coen to Board: Special Board Meeting to be held on Tuesday, February 11, 2014

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**
AMAZON CORPORATE		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$725.64
AMERICAN LIBRARY ASSOCIATION		INVOICE 1227750 - J. COEN - CHICAGO	MEMBERSHIP RENEWAL	11.4132	$133.00
AMERICAN LIBRARY ASSOCIATION		INVOICE 33161157 - ATLANTA	PROMO POSTERS	11.4555	$43.20
EMERALD MARKETING, INC.		INVOICE 11694-FEB/MAR 2014	NEIGHBORS MAGAZINE	11.4551	$1,600.00
G.E. CAPITAL		INVOICE 59873787	COPIER LEASE - JAN 14	11.4727	$1,445.00
GALE/CENGAGE LEARNING		INVOICE 50341074 & 50688107	ADULT BOOKS	11.4211	$133.61
ILLINOIS LIBRARY ASSOCIATION		INVOICE 2105610 - A. PORTER	MEMBERSHIP RENEWAL	11.4132	$75.00
ILLINOIS LIBRARY ASSOCIATION		INVOICE 01172014-JC	2014 TRUSTEE WORKSHOP	11.4131	$635.00
LIMRICC		INVOICE 01172014-JC	UNEMPLOYMENT GROUP	11.4058	$343.85
MICKEY, LINDA		INVOICE 01152014-JACK	WESTMONT READS! PROGRAM	11.4501	$250.00
NORCOMM		INVOICE 273-062071 QRTLY	RADIO EQUIPMENT LEASE	11.4624	$60.00
PETTY CASH		INVOICE 01212014-IN HOUSE	SEE ATTACHED	00.0000	$488.58
PITNEY BOWES PURCHASE POWER		INVOICE 01212014-JANUARY	POSTAGE	11.4451	$150.00
PITNEY BOWES GLOBAL FINANCIAL		INVOICE 8375032- JAN14	LEASE - 8375032	11.4727	$67.00
RECORDED BOOKS		INVOICE 12192013-JC	RB DIGITAL - INDIEFLIX ANNUAL	11.4217	$1,350.00
SWAN		INVOICE 3535-JAN 1 - MAR 31	FEES & MAINTENANCE	11.4652	$7,211.00
TOMPKINS, SARA		INVOICE 01172014-CIRC	LOST & PAID	11.4232	$5.00
WESTMONT PUBLIC LIBRARY		INVOICE 01212014-JC	TRANSFER OF GRANT MONIES	11.4950	$25,367.54
WINTRUST (FIRST BANKCARD)		MISCELLANEOUS INVOICES-AC 5256	SEE ATTACHED	00.0000	$778.96
				TOTAL	**$40,862.38**
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	
HINSDALE BANK & TRUST	1310	INVOICE 01102014-JC - LOAN PYMT	SEE ATTACHED	00.0000	$43,928.94
				TOTAL-SR	**$43,928.94**
TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - JANUARY 21, 2014 - $84,791.32					

Carmichael moved to include additional invoices with Bills and Salaries, Fichtel seconded. All in favor, motion passed.

Treasurers Report:

Gorman moved to approve the Treasurer's Report, Stern seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Carmichael asked Coen to re-code Hoornaert's reimbursement to grant travel.

Bills and Salaries:

Stern moved to approve Bills and Salaries together with the Additions and Deletions, Carmichael seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed

Unfinished Business:

Discussion of and resolution to approve library director job description:

Martens moved to approve the job description, Gorman seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed

New Business:

Discussion of Library Trustee vacancy applications and approval of interview selections:

Coen shared copies of applications for the five candidates. Coen suggested setting a date for the interviews which would be open to the public. The decision of whom to hire would then be made in closed session. Porter suggested Tuesday, February 4 at 7:00 p.m. Coen suggested the board craft the interview questions and then she would coordinate times with the candidates. Gorman suggested using the questions that were used when Stern was appointed and suggested meeting at 6:30 to briefly discuss the questions and the method in which they would be asked.

Discussion of and resolution to approve Collection Development Policy:

Fichtel reported that the Policy Committee recommended the board approve the newly written Collection Development Policy.

Martens moved to approve the Collection Development Policy as amended, Gorman seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed

Discussion of and resolution to approve Library Use and Conduct Policy:

Fichtel reported that the Policy Committee recommended the board accept the amended Library Use and Conduct policy inclusive of new language in association with concealed carry law.

Stern moved to approve the Library Use and Conduct Policy as amended, Carmichael seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Discussion of and resolution to assign next By-Law & Policy Committee assignments:

Fichtel asked the board to assign the committee to review the Ethics Act policy and Meeting Room policy prior to the next Policy Committee meeting which would be held in April. The Exhibit & Display policy was approved in January 2013 but remained un-signed and un-posted. Coen would locate and post.

Stern moved to approve the assignment to review the Ethics Act and the Meeting Room policies, Martens seconded. All in favor, motion passed.

Discussion of and resolution to accept library audit by Baker Tilly: *(Spencer Parker arrived at 8:00 p.m.)*

Lightcap presented a brief explanation of the audit and reported that Baker Tilly felt the audit was acceptable.

Stern moved to accept the library audit, Martens seconded. *(Kevin Field of FJDS arrived at 8:05 p.m.)*

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter –6 Ayes, 0 Nays. Motion passed.

Porter invited Field to give a brief presentation on the status of the main desk. Field proposed a different shade of varnish that introduced a little more warmth and light. All in favor.

Fichtel moved to go into closed session for the purpose of discussing; Meetings between internal or external auditors and governmental audit committees, finance committees, and the equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2 c 29.

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2 c 21, Stern seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, Stern and Porter – 6 ayes, 0 nays.

Regular Session adjourned at 8:17 p.m.

Closed Session

Porter called the Regular meeting back to order at 8:44 p.m.

Roll Call:
Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, M. Stern and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant and S. Parker, Finance Department, Village of Westmont

Adjournment

Martens moved to adjourn at 8:45 p.m., Fichtel seconded. All in favor, motion passed.

Respectfully submitted

Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary

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SPECIAL MEETINNG OF THE BOARD
FEBRUARY 4, 2014

MINUTES

The meeting was called to order at 6:22 p.m. by Amy Porter, President of the Board, on Tuesday, February 4, 2014 at the Westmont Public Library.

Roll Call:
Present: E. Carmichael, J. Fichtel, J. Martens, and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant and K. Buckson, Marketing & Program Coordinator and Annie DeLano, trustee candidate
Absent: C. Gorman and M. Stern

Pledge of Allegiance

Interview with candidate Annie Delano 6:30

Delano was welcomed by Porter and asked what experience she had and what skills she thought she could bring to the board. Delano responded that she had previous experience working with the Friends at North Riverside Library and that her experience with general operations management would be very beneficial to the board. Delano was pleased with all of the programming and materials the library had to offer and was eager to share that information throughout the community.

Gorman arrived at 6:50 p.m.

Interview with candidate Nader Cheboub 7:00

Cheboub was welcomed by Porter and asked what experience he had and what skills he thought he could bring to the board. Cheboub responded that his management experience and his educational background might benefit the board and felt confident that his current advocacy within the community would benefit both the board and the residents.

Interview with candidate Kerry O'Connor 7:30

O'Connor was welcomed by Porter and asked what experience he had and what skills he thought he could bring to the board. O'Connor responded that his background in structural engineering and strong math skills would be useful. His coaching skills, entertainment background with PVPN and his eagerness to advocate the library throughout the community would be very beneficial to the board and patrons.

Interview with candidate Thomas Noonan 8:00

Noonan was welcomed by Porter and asked what experience he had and what skills he thought he could bring to the board. Noonan responded that his love of the library would be a great way to advocate. His fundraising and business development expertise was very strong.

Martens moved to go into Closed Session for the purpose of discussing; The selection of a person to fill a public office, when the public office is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2 c 3., Fichtel seconded. All in favor.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens and Porter – 5 Ayes, 0 Nays. Motion passed.
Absent: Stern

Regular Session adjourned at 8:24 p.m.

Closed Session

Porter called the Special meeting back to order at 9:27 p.m.

Roll Call present:
Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant
Absent: M. Stern

Gorman moved to appoint Kerry O'Connor to the open position for library trustee until the next scheduled election, Carmichael seconded.

Gorman expressed her gratitude that four people had applied offering to serve the board and that anyone who was not appointed would consider running in the next election and hoped that they would consider serving the Friends of the Library. Fichtel and Porter agreed.

Roll Call Vote: Carmichael, Fichtel, Gorman – 3 Ayes, Martens and Porter –2 Nays. Motion passed.
Absent: Stern

Adjournment

Fichtel moved to adjourn at 9:40 p.m., Gorman seconded. All in favor, motion passed.

Respectfully submitted,

Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary

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SPECIAL MEETINNG OF THE BOARD
FEBRUARY 11 2014

MINUTES

The meeting was called to order at 7:05 p.m. by Amy Porter, President of the Board, on Tuesday, February 11, 2014 at the Westmont Public Library.

Roll Call:
Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, M. Stern and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, Kerry O'Connor, newly appointed Trustee and John Keister of John Keister & Associates
Absent:

Pledge of Allegiance

Public Forum: None

New Business:

Gorman moved to swear in newly appointed trustee, Kerry O'Connor, Martens seconded. All in favor.

Board explained that O'Connor would be sitting on two committees; Finance Committee and By-Law & Policy Committee.

Unfinished Business:

John Keister explained that the board would review the recommended candidates in closed session to determine whether or not they would be interviewed and then return to open session to discuss the interviewing process.

Gorman moved to adjourn to go into closed session for the purpose of discussing: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2 c 1., Carmichael seconded.

Roll Call Vote: Carmichael, Fichtel, Gorman, Martens, O'Connor, Stern and Porter –7 Ayes, 0 Nays. Motion passed

Regular Session adjourned at 7:09 p.m.

Closed Session

Porter called the Regular meeting back to order at 8:10 p.m.

Roll Call:
Present: E. Carmichael, J. Fichtel, C. Gorman, J. Martens, K. O'Connor, M. Stern and A. Porter
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant and John Keister of John Keister & Associates

Keister asked the board to take a look at the list of suggested interview questions. He recommended keeping the questions relatively brief and to follow up with dialogue. He explained that the questions he presented were merely suggestions. He also suggested the board review their wants and needs in what they ultimately wanted in a new director.

Keister suggested a multi-step matrix schedule on a Friday when candidates can meet the staff on a rotation basis by visiting the various departments. Afterwards light refreshments could be served during which trustees, staff and candidates can mingle, converse, observe and evaluate. Fichtel suggested extending the time to an hour and a half. Coen suggested having the candidates meet the staff on a Thursday as we were more fully staffed. Fichtel and Porter suggested excusing the candidates after refreshments and conducting the interviews on Friday and Saturday. Keister recommended Coen direct the staff to submit their opinions shortly after meeting candidates.

The board agreed to meet and greet on Thursday, April 3, followed by interviews on the Friday 4, and Saturday 5. All in favor.

Gorman moved to direct Keister to coordinate interviews for the five selected candidates on April 4 and April 5 Fichtel seconded. All in favor.

Adjournment

Carmichael moved to adjourn at 8:47 p.m., Stern seconded. All in favor, motion passed.

Respectfully submitted,

Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary

COMMUNICATIONS LOG
REGULAR MEETING OF THE BOARD OF TRUSTEES: FEBRUARY 18, 2014

Email: 01.22.2014	Coen to Board – Trustee interviews
Email: 01.31.2014	Coen to Board – February 4, agenda
Email: 02.05.2014	Coen to Board – Updates – February 11, meeting, new trustee and update on Director search
Email: 02.05.2014	Porter to Board – Updates –Welcome Kerry
Letter: 02.10.2014	Rathje / Woodward Attorneys at Law – Filing of an Application for Non-homestead Property Tax Exemption status – 415 N Warwick, IL
Email: 02.12.2014	Coen to Board – Director Interviews

Additional Communications:

Email: 02.14.2014	Coen to Board – Alternative dates for Director Interviews

Subject: Trustee interviews
From: Julia Coen <jcoen@westmontlibrary.org>
Date: 1/22/2014 11:01 AM
To: Amy Porter <akarmazon@hotmail.com>, "martens.john@comcast.net" <martens.john@comcast.net>, Chris <chris-gorman@sbcglobal.net>, elaine carmichael <zaknefian@att.net>, Jason Fichtel <docjay101@gmail.com>, Megan Uildriks <muildriks@mail.bradley.edu>
CC: Theresa Barry <tbarry@westmontlibrary.org>

Hello, all.

Below are a list of interview questions that John sent this morning. They are the questions from a previous Trustee appointment.

I have also attached a document that John found in an email from Christine in 2009. You may or may not find it useful.

Finally, I would like to suggest that you interview all five Trustee candidates. This would give all of them a chance to articulate why they want to serve the community and library. Please let me know if you agree with this plan or have other thoughts on the matter. I will then coordinate interview times with the candidates on February 4th.

Julia Coen
Interim Director
Westmont Public Library
630.969.5625 ext. 221

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---------- Forwarded message ----------
From: <martens.john@comcast.net>
Date: Wed, Jan 22, 2014 at 10:07 AM
Subject: Interview questions
To: jcoen@westmontlibrary.org

Hi Julia,

I found a copy of the questions we used when Shana was chosen as Trustee. Please forward them to the others. Thanks,

John

1. What experience do you have that you feel would help make you a good Library Board member? Specifically, what skill will you bring to this Board and how do you see it being put to use as a Board

member?

2. Do you view being a Board member as political? If so, in what way? If not, why not?

3. What suggestions would you make for increasing community support for the library?

4. If part of the Board was in support of a policy that you were opposed to, how would you go about reaching a consensus of the Board?

5. Do you have fundraising or referendum experience?

6. Our Board is responsible on behalf of the people of Westmont to review the bills, serve on committees, and attend Board meetings and workshops. With this in mind, how committed and flexible are your hours to fulfill your duties as a Board member?

7. Are you willing to work on behalf of the Library at Chamber meetings, village events, Taste of Westmont, march in parades, etc.? Are you willing to wear different hats both literally and figuratively?

8. Have you worked with a Board in any other organization? For how long? Were you elected or appointed? How would you evaluate the experience? (This question I added to the original 7.)

—Attachments: ———————————————————————————————

Quals of a Trustee.pdf 40.0 KB

The Library Trustee: A Practical Guidebook 5th ed.
Edited by Virginia G. Young
American Library Association 1995
"Qualifications and Appointment of Trustees" Pages 14 - 15

Excerpt

Desirable Qualifications for a Trustee

Surveys of the library literature and lists compiled by trustee organizations agree on the following qualifications for effective trusteeship:

1. Interest in the library, in the community, and in the library's relationship to the community.

2. Readiness to devote time and effort to carry out the duties of trusteeship.

3. Recognition of the library's importance as a center of information, of community culture, recreation, and continuing education.

4. Close acquaintance with community social and economic conditions, and with groups within the community.

5. Ability to work well with others: board members, librarian and staff members, and the public served by the library.

6. An open mind, intellectual curiosity, and respect for the opinions of others.

7. Initiative and ability to establish policies for successful operation of the library and impartial service to all the its patrons.

8. Courage to plan creatively, to carry out plans effectively, and to withstand pressures, prejudices, and provincialism.

9. Ability to envision library development to include internal improvement and external expansion.

10. Devotion to the library, its welfare and progress.

To this list of attributes held in common by all good trustees, every individual board member brings personal experiences and skills which may serve the library well. Professional experience in law, architecture, education, and accounting, for example, can be very valuable to a board member. Practical business experience, executive ability, management skills, and plain common sense are useful contributions. Often the

library board has cause to grateful to board members with political know-how. The qualities listed are of nearly equal importance, although one has frequently been overlooked as essential. No library trustee can give full measure of service without willingness to give time and effort to the duties of trusteeship. The most brilliantly endowed trustee who does not attend board meetings will not render as much real service to the library as one less gifted who is faithful and diligent in performance.

Devotion to the library's welfare and progress is perhaps the most important single qualification, for all others stem from it. It would be better for the trustee who lacks this devotion not to be on the board at all, for as Barrie's Maggie Shand said of charm, "If you don't have it, it doesn't much matter what else you have."

U:\BOARD\TRSTQUA.WPD

Subject: Feb 4th agenda
From: Julia Coen <jcoen@westmontlibrary.org>
Date: 1/31/2014 4:55 PM
To: Amy Porter <akarmazon@hotmail.com>, "martens.john@comcast.net" <martens.john@comcast.net>, Jason Fichtel <docjay101@gmail.com>, Megan Uildriks <muildriks@mail.bradley.edu>, Chris <chris-gorman@sbcglobal.net>, elaine carmichael <zaknefian@att.net>
CC: Theresa Barry <tbarry@westmontlibrary.org>

Trustees,

Attached is the agenda for the Special Meeting on Tuesday, February 4th. Janet Stock withdrew her name for consideration for the Trustee position citing family and other commitments. She wanted me to express her appreciation to the Board.

Please let me know if you have any questions.

Have a great weekend!

Julia Coen
Interim Director
Westmont Public Library
630.969.5625 ext. 221

The information transmitted is intended only for the person or entity to which it is addressed. Any review, re-transmission, dissemination or other use of this information by persons or entities other than the intended recipient is prohibited.

Attachments:

2014_2_4_Agenda_Special_Meeting.pdf	217 KB

Subject: Updates
From: Julia Coen <jcoen@westmontlibrary.org>
Date: 2/5/2014 5:10 PM
To: Amy Porter <akarmazon@hotmail.com>, "martens.john@comcast.net" <martens.john@comcast.net>, Megan Uildriks <muildriks@mail.bradley.edu>, Chris <chris-gorman@sbcglobal.net>, Jason Fichtel <docjay101@gmail.com>, elaine carmichael <zaknefian@att.net>, "Kerry O'Connor" <imahandsomeblackman@yahoo.com>, Theresa Barry <tbarry@westmontlibrary.org>

Hello everyone!

I have a few updates to share:

The meeting on Feb 11 will start at 7pm. The first item on the agenda will be the swearing-in of Kerry O'Connor as the new library trustee. (Welcome, Kerry!)

John Keister will provide cover letters, resumes, and the answers to essay questions for each of the recommended director candidates by this Friday. I will share all of that with you as soon as I receive it. John asked that you review all of the documents before the meeting on Tuesday so you are ready to discuss the candidates.

On Tuesday you will discuss the candidates in closed session. You will discuss options for the interviewing process and date(s) for interviews in open session.

I asked John if he could bring the list of all applicants who applied. His response is below:

All depends on how one defines applicant. With recruiting, I approach people and may ask for a resume. I follow up with interviews and the person may or may not be in the recommended group I'll discuss next week. Not really applicants.

Then there are the people who respond to my website - and there are a lot of them. Some are students, most are not from the library world. Often people will apply to anything they see online. I would not consider them applicants. I track hits on the website. As of today. over 900 people have viewed the search website.

In reality, there is no such thing as a list of applicants.

What I can do is take the board through the Westmont search process, some of the interesting conversations, etc.

Julia Coen
Interim Director
Westmont Public Library
630.969.5625 ext. 221

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Subject: Re: Updates
From: Amy Karmazon Porter <akarmazon@hotmail.com>
Date: 2/5/2014 5:17 PM
To: Julia Coen <jcoen@westmontlibrary.org>
CC: "martens.john@comcast.net" <martens.john@comcast.net>, Megan Uildriks <muildriks@mail.bradley.edu>, Chris <chris-gorman@sbcglobal.net>, Jason Fichtel <docjay101@gmail.com>, elaine carmichael <zaknefian@att.net>, Kerry O'Connor <imahandsomeblackman@yahoo.com>, Theresa Barry <tbarry@westmontlibrary.org>

WELCOME Kerry!!!!

Another date to consider is the annual ILA Trustee Workshop on Saturday, Feb. 15th from 8am-4pm in Oak Brook. Several of us are attending. Check your calendar and follow up with Julia for registration.

Stay warm!
Amy

Sent from Amy's iPhone

On Feb 5, 2014, at 5:10 PM, "Julia Coen" <jcoen@westmontlibrary.org> wrote:

> Hello everyone!
>
> I have a few updates to share:
>
> The meeting on Feb 11 will start at 7pm. The first item on the agenda will be the swearing-in of Kerry O'Connor as the new library trustee. (Welcome, Kerry!)
>
> John Keister will provide cover letters, resumes, and the answers to essay questions for each of the recommended director candidates by this Friday. I will share all of that with you as soon as I receive it. John asked that you review all of the documents before the meeting on Tuesday so you are ready to discuss the candidates.
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> On Tuesday you will discuss the candidates in closed session. You will discuss options for the interviewing process and date(s) for interviews in open session.
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>
> *Then there are the people who respond to my website - and there are a lot of them. Some are students, most are not from the library world. Often people will apply to anything they see online. I would not consider them applicants. I track hits on the website. As of today. over 900 people have viewed the search website.*
>
> *In reality, there is no such thing as a list of applicants.*
>
> *What I can do is take the board through the Westmont search process, some of the interesting conversations, etc.*
>
> Julia Coen
> Interim Director
> Westmont Public Library
> 630.969.5625 ext. 221
>
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Correspondence

RATHJE | WOODWARD LLC
ATTORNEYS AT LAW, ESTABLISHED 1938.

◆ 75 YEARS *of* SERVICE ◆

MAIN TELEPHONE: (630) 668-8500
FACSIMILE: (630) 668-9218
WRITER'S DIRECT TELEPHONE: (630) 510-4932
WRITER'S EMAIL: amlperez@rathjewoodward.com

February 10, 2014

Via Certified Mail, Return Receipt Requested
Westmont Public Library
428 N. Cass Ave.
Westmont, IL 60559

RE: Filing of an Application for Non-homestead Property Tax Exemption status – 415 Warwick, Westmont, IL

Dear Taxing Body:

Notice is hereby tendered to you indicating that the Village of Westmont intends to file an Application for Non-homestead Property Tax Exemption status ("Application") on property recently purchased by the Village of Westmont to assist in a stormwater detention mitigation program. The property is commonly known as 415 N. Warwick, Westmont, IL 60559 and the PIN is: 09-03-305-005. With the filing of this Application, it is intended that the structures on the property will be demolished and the property's assessed value will be reduced by $100,000.00.

If you have any questions, please feel free to Village Manager Ronald Searl or Village Attorney John Zemenak or the undersigned Assistant Village Attorney.

Sincerely,
VILLAGE OF WESTMONT

Ann Marie Lampariello-Perez
Assistant Village Attorney

AMLP/kb

Subject: Director interviews
From: Julia Coen <jcoen@westmontlibrary.org>
Date: 2/12/2014 9:35 AM
To: Amy Porter <akarmazon@hotmail.com>, "martens.john@comcast.net" <martens.john@comcast.net>, Jason Fichtel <docjay101@gmail.com>, Megan Uildriks <muildriks@mail.bradley.edu>, Chris <chris-gorman@sbcglobal.net>, elaine carmichael <zaknefian@att.net>, "Kerry O'Connor" <imahandsomeblackman@yahoo.com>
CC: Theresa Barry <tbarry@westmontlibrary.org>

John Keister has asked if April 10,11, and 12 work for the director interviews?

He said many schools have spring break over April 3,4,5 and candidates have family vacations planned.

Once I hear back from everyone I will let John know and keep everyone posted on the dates.

Julia Coen
Interim Director
Westmont Public Library
630.969.5625 ext. 221

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Subject: Re: Director interviews
From: Julia Coen <jcoen@westmontlibrary.org>
Date: 2/14/2014 1:51 PM
To: Amy Porter <akarmazon@hotmail.com>, "martens.john@comcast.net" <martens.john@comcast.net>, Jason Fichtel <docjay101@gmail.com>, Megan Uildriks <muildriks@mail.bradley.edu>, Chris <chris-gorman@sbcglobal.net>, elaine carmichael <zaknefian@att.net>, "Kerry O'Connor" <imahandsomeblackman@yahoo.com>
CC: Theresa Barry <tbarry@westmontlibrary.org>

Hello again.

I suggest that we do the staff meetings with the candidates on Thursday, April 10th followed by board interviews of 2 or 3 candidates that Thursday evening. The second batch of interviews would be Saturday morning, April 12th. I believe that this will help a couple trustees who have prior commitments on the evening of Friday, the 11th. I have spoken to John Keister and he is on board with this plan.

Please let me know if this works for everyone and I will send out a final (and hopefully last) confirmation to all.

Julia Coen
Interim Director
Westmont Public Library
630.969.5625 ext. 221

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On Wed, Feb 12, 2014 at 9:35 AM, Julia Coen <jcoen@westmontlibrary.org> wrote:

> John Keister has asked if April 10,11, and 12 work for the director interviews?
>
> He said many schools have spring break over April 3,4,5 and candidates have family vacations planned.
>
> Once I hear back from everyone I will let John know and keep everyone posted on the dates.
>
> Julia Coen
> Interim Director
> Westmont Public Library
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WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community keys to lifelong learning

Librarian's Report 2/7/2014

We've shifted collections and moved some furniture to improve patron experience. In case you haven't seen the changes yourselves, Kate created a video that provides an overview of the changes. You can view the video on our YouTube channel or via our Facebook page. Check it out!

Stimulating the Imagination

We have added Indieflix, a streaming service featuring thousands of independent films from around the world. Patrons have unlimited access to award-winning shorts, feature films, and documentaries. They can access the service from home via their WPL card 24/7.

Westmont Reads runs through the end of February. We gave away the last of our 500 copies of *Hound of the Baskervilles* during the last week in January and have been receiving great feedback from the community on the programs. We have many ways to evaluate participation and success of the program including program attendance, books handed out, and community partnerships. In addition, we will be promoting a short, online survey during the month of March to solicit feedback from the community to better understand how they responded to the program.

Satisfying Curiosity

Karen Kleemann went to Maercker School's Science Fair Day on February 1st. She had 144 kids visit her table to make science slime and spoke to many parents about WPL services. Kids had a messy and fun time! Our Science Saturday programs are always very popular at WPL so this was a great opportunity to share our science program with children who live south of 55th.

On Saturday, February 1 we hosted our first non-fiction book club. Gail, the WPL host, was happy to have four in attendance, a great turnout for a first book club meeting!

Encouraging Early Literacy

We have ordered four AWE Early Literacy Station computers to replace the tot-spot computers. The AWE computers, for ages 2-8, require no internet connection so they are safe and secure. The latest version features more than 60 educational software programs spanning seven curricular areas. The educational titles are pre-loaded on the computer, are interactive via touchscreen capabilities, and are available in the Spanish language. We will be promoting these computers to our early literacy and

home-school audiences. We purchased these units with money from our FY12 Per Capita Grant funds, which was intended for these audiences.

Engaging Technology

Over the past month staff has attended several webinars and demos for tech gadgets and services as we decide how to use our FY13 Per Capita Grant money. Staff have begun to narrow down the options and we will start spending the money in the next month.

The Numbers

Check-outs: In January 2014 we checked-out 18,801 items.
Program attendance in January 2014: 913!

The Staff

January staff appreciation awards go to...

Karen Mars, Youth Services Public Service Associate, has worked at WPL since 1988

Karen Mars is a patient, kind, and upbeat member of the Youth Services team. We are thankful for her constant effort to make each patron's experience in youth services an enjoyable one. Patrons often tell us they appreciate the time she takes to talk to their children and make each of them feel special. Karen's positive energy is infectious and we are proud to have her on the WPL team!

Scott Smith, Page, has worked at WPL since 1999

Scott is an important member of the WPL team. He always steps up to help with new projects and is incredibly helpful with moving collections and breaking down shelves. He is a hard worker and always brings a positive attitude to work. Most importantly, Scott is helpful to patrons when they need to find an item. We are very fortunate to have him as a member of the team!

The Facility

Tony Panzica has fixed the hole in the wall due to a pipe that burst during the extreme cold. He also replaced emergency exit lights, fixed a few furniture issues, and secured permits from VOW for the electrical work that will need to be done for the main desk installation.

Arco Plumbing completed our annual backflow assembly test and the inspection report has been submitted to the Village.

New Life Electronics Recycling has begun hauling away our burnt-out light bulbs from the basement. Once they are cleared out, staff will continue cleaning and organizing the space down there.

SWAN

The SWAN ILS Search Committee have narrowed the selection to one vendor and they are in final negotiations. A vote will be conducted in March, and implementation and migration will happen from

March to September 2014. Training for staff will be under way as soon as the new ILS contract is voted on and signed.

Outreach

Karen Kleemann will be at the 8th grade Information Night at WHS on February 12.
WPL is scheduled to participate in the Healthy Kids event at YMCA in April.
WPL is scheduled to participate in Mayslake Village Healthy Expo in April.

Carmen submitted an application to World Book Night and it was accepted. As givers, we will receive 20 free books to distribute to light and non-readers in our community on April 23, 2014. Across the country, over 25,000 givers will be giving away a book to those who are not regular readers or do not have access to printed books due to hardship. For that reason, Carmen has chosen People's Resource Center as the site to distribute our book. World Book Night asks that we "spread the love of reading person to person" and that is what we plan to do!

Friends of the Library: on February 4, 2014 they had their quarterly meeting. They elected officers and decided to meet every other month so they can encourage a more active membership. They are going to host an open house in May to drive membership. Elected officers are:

President: Karol Sole
Vice President: Greg Baranowski
Treasurer: Jean Law
Secretary: Kathryn Boscardin

Other

Secretary of State and State Librarian Jessie White has awarded us $30,856.25 in Per Capita Grant Funds for our FY14 application. The application states that the money will go toward a market study, promotion, and more staff hours for our early literacy and storytime programs. The funds must be obligated and expended by June 30, 2015. We are very appreciative of the support from the state and will use this money to improve our services.

Board

Kerry O'Connor was sworn-in on February 11, 2014. Welcome!
Our next board regular board meeting is Tuesday, March 25, 2014. This is the **fourth** Tuesday of the month.

Respectfully,

Julia Coen
Interim Director
Westmont Public Library

WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community keys to lifelong learning

Approval of Addendum to Invoices and Bills Presented to the Board for Payment

I have reviewed the attached addendum invoice listing together with supporting documentation. Based on this documentation, and my personal knowledge of the purchase and/or activity, I recommend payment subject to the final approval by the Library Board of Trustees.

Julia Coen
Interim Library Director

2/14/2014
Date

ADDENDUM TO BILLS PRESENTED ON FEBRUARY 18, 2014

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**
AMAZON CORPORATE		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$159.34
D. MCGEES INC dba D. ENGRAVING		INVOICE 21399	NAME BADGES & NAME PLATE	11.4411	$42.25
FIRST BANKCARD (WINTRUST)		MISCELLANEOUS INVOICES-AC 7024	SEE ATTACHED	00.0000	$1,586.10
G.E. CAPITAL		INVOICE 60250809	COPIER LEASE - FEB 14	11.4727	$1,445.00
HORNIK ENGINEERED SYSTEMS INC		INVOICE 2942 - aka ARCO PLUMBING	ANNUAL BACKFLOW TESTING	11.4611	$615.00
ILLINOIS LIBRARY ASSOCIATION		INVOICE 1846480 - CHICAGO	MBRSHP RNWL - C. GORMAN	11.4132	$75.00
ILLINOIS LIBRARY ASSOCIATION		INVOICE 1614030 - CHICAGO	TRUSTEE WRKSHP - O'CONNOR	11.4131	$150.00
ILLINOIS LIBRARY ASSOCIATION		INVOICE 1614410 - CHICAGO	LEGISLATIVE LUNCHEON - BHS	11.4131	$35.00
IMPACT NETWORKING		INVOICE 338549	OVERAGE CHARGE NOV-JAN	11.4727	$34.74
JOHN KEISTER & ASSOCIATES		INVOICE JKA0211 - DIRECTOR SEARCH	CONSULTING SERVICES	11.4812	$4,000.00
KLEIN THORPE JENKINS, LTD		INVOICES 167751 & 167752	LEAGAL SERVICES	11.4811	$2,523.74
LA MANTIA ENTERPRISES, INC.		INVOICE 123356	SNOW REMOVAL - JAN	11.4615	$6,343.00
PETTY CASH		INVOICE 02182014-IN HOUSE	SEE ATTACHED	00.0000	$309.08
PITNEY BOWES PURCHASE POWER		INVOICE 02182014-JANUARY	POSTAGE	11.4451	$150.00
PITNEY BOWES GLOBAL FINANCIAL		INVOICE 8375032- FEB14	LEASE - 8375032	11.4727	$67.00
RMC INLAND MECHANICAL		INVOICE 126510	MAINTENANCE PER CONTRACT	11.4621	$1,539.00
RAILS		INVOICE 1824	ASCLA WEBCAST	11.4131	$100.00
SPECIALTY STORE SERVICES		INVOICE 533245	SHELVING FOR Y.S. TEEN AREA	11.4701	$412.91
U.P.S.		INVOICE 0000687FOA054	DOCUMENT DELIVERY OCLC	11.4233	$21.76
ULINE		INVOICE 56570429 - TECH SERVICES	DYMO WRITER LABELS	11.4416	$139.31
UNIQUE MANAGEMENT SERVICES		INVOICE 251601	PLACEMENTS	11.4818	$71.60
VILLAGE OF WESTMONT		INVOICE 76954 - FINANCE	COBRA LIABILITY - FEBRUARY	11.2117	$810.77
				TOTAL	**$20,630.60**
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	
BUSINESS SECTION	1311	INVOICE 050012 - LOUNGE SEATING	FINAL PAYMENT	**TOTAL-SR**	**$2,819.79**
TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - FEBRUARY 18, 2014 - $23,450.39					

amazon.com

Amazon.com Corporate Credit Line

Online Credit Center

Purchase Details

Invoice #: 210862324893
Transaction #: 0

Date of Sale : 2014-01-14
Authorization: 001005

P.O#:
Store: 0001
Register#:

S.K.U	Description	Quantity	Unit	Price	Ex Price
B007B64P7A	Nesco CU-30 Professional Coffe	2	EA	55.73	111.46

****
Sub 111.46

Tax 0.00

****
Total Invoice 111.46

2.13.2014 JC

Print Close

11.4425 $111.46

GECRB Web Site Usage Agreement

amazon.com

Amazon.com Corporate Credit Line

Online Credit Center

Purchase Details

Invoice #: 112137545032
Transaction #: 0

Date of Sale : 2014-01-29
Authorization: 000958

P.O#:
Store: 0001
Register#:

S.K.U	Description	Quantity	Unit	Price	Ex Price
B005K4Q1VI	Grove Square Hot Cocoa, Milk C	4	EA	11.97	47.88

****
Sub 47.88

Tax 0.00

****
Total Invoice 47.88

2.13.2014 JC

11.4417 $47.88

Print Close

GECRB Web Site Usage Agreement

WINTRUST - FIRST BANKCARD CREDIT CARD - PRESENTED on FEBRUARY 18, 2014 - ACCOUNT ENDING: 7024

DATE	REQUESTED BY	VENDOR		PURCHASE	WPL CODE
12.12.2013	K. BUCKSON	SWEET & SAVORY SPOT	REFRESHMENTS FOR FOCUS GROUP (SOUTH OF 55TH)	$97.43	11.4508
12.30.2013	K. BUCKSON	WACKY BUTTONS INC	PRIZES - WESTMONT READS! SCAVENGER HUNT	$82.64	11.4505
12.27.2013	J. COEN	COMCAST.COM	DSL FOR LIBRARY - MONTHLY AUTO-PAY - JANUARY 2014	$73.90	11.4635
01.24.2014	S. ROSENBERG	NETWORK RESOURCES INC	XEROX COLORQUBE INK STICKS 13 STICKS FOR $399.00 + SHIPPING	$407.99	11.4427
01.24.2014	J. COEN	SWEET & SAVORY SPOT	ANNUAL STAFF & VOLUNTEER APPRECIATION DINNER	$845.65	11.4125
01.27.2014	J. COEN	COMCAST.COM	DSL FOR LIBRARY - MONTHLY AUTO-PAY FEBRUARY 2014	$73.90	11.4635
			SUBTOTAL	$1,581.51	
		INTEREST		$4.59	11.4950
			TOTAL	**$1,586.10**	

02.18.2014 REQUEST TO PAY FIRST BANKCARD (WINTRUST) $1,586.10

FROM GENERAL OPERATING ACCOUNT / CLARENDON HILLS BANK A/C #8590

CC: JC, AR, SP

PETTY CASH ACCOUNT DETAIL - CASH IN-HOUSE

CASH POUCH REGISTER FOR PERIOD - JANUARY 17, 2014-FEBRUARY 14, 2014

DATE	CASH ISSUED TO:	DESCRIPTION OF ITEMS	WPL CODE	DEPOSIT	AMOUNT PAID OUT	BALANCE
01.23.2014				$488.58		$500.00
1.21.2014	T. BARRY	SUPPLIES FOR COMMITTEE & BOARD MTGS	11.4135		-$19.01	$480.99
1.23.2014	T. BARRY	DÉCORATIONS FOR ANNUAL APPRECIATION DINNER	11.4125		-$17.70	$463.29
1.23.2014	C. HIGGINS	SUPPLIES FOR P.V.P.N. FOL FUNDRAISING EVENT	11.4505		-$30.50	$432.79
1.24.2014	T. BARRY	SUPPLIES FOR P.V.P.N. FOL FUNDRAISING EVENT	11.4505		-$49.62	$383.17
1.30.2014	S. KISH HOPE	SUPPLIES FOR TEA & SCONE PROGRAM	11.4505		-$11.85	$371.32
1.31.2014	J. COEN	GIFT CARDS X 3 - STAFF APPRECIATION	11.4125		-$60.00	$311.32
2.3.2014	G. GRAZIANI	SUPPLIES FOR TEA & SCONE PROGRAM	11.4505		-$24.43	$286.89
2.3.2014	C. HIGGINS	LACONI - BRING WORLD BOOK NIGHT TO YOUR COMMUNITY	11.4131		-$15.00	$271.89
2.4.2014	S. KISH HOPE	LACONI - BRING WORLD BOOK NIGHT TO YOUR COMMUNITY	11.4131		-$15.00	$256.89
2.6.2014	T. BARRY	REFRESHMENTS - SPECIAL BOARD MEETING	11.4135		-$39.00	$217.89
	J. COEN	REFRESHMENTS - ZONE MEETING - A.BEHM	11.4131		-$26.97	$190.92
			TOTAL SPENT		-$309.08	
			HAVE	$190.92		

REQUEST TO PAY "PETTY CASH" THE AMOUNT OF : $309.08 TO REPLENISH IN-HOUSE FUNDS

CC: ADDENDA, AR, SP, LJ, JC

Westmont Public Library
Bills Presented for Payment Addendum
As of February 18th, 2014

Type	Num	Memo	Account	Amount
Amazon.com				
Check		210862324893	11-4425 · Patron Services	-111.46
Check		112137545032	11-4417 · Cafe Supplies	-47.88
Total Amazon.com				-159.34
Business Section				
Check	1311	050012 - Lounge Seating	70-4862 · 1st Floor Remodel	-2,819.79
Total Business Section				-2,819.79
D. Engraving				
Check		21399	11-4411 · Office Supplies	-42.25
Total D. Engraving				-42.25
GE Capital				
Check		60250809	11-4727 · Photocopier and Printing	-1,445.00
Total GE Capital				-1,445.00
Hornik Engineered Systems, Inc.				
Check		2942	11-4611 · General Maintenance & Repair	-615.00
Total Hornik Engineered Systems, Inc.				-615.00
Illinois Library Association				
Check		1846480	11-4132 · Professional Memberships	-75.00
Check		1614030	11-4131 · Conferences & Training	-150.00
Check		1614410	11-4131 · Conferences & Training	-35.00
Total Illinois Library Association				-260.00
Impact Networking LLC				
Check		338549	11-4727 · Photocopier and Printing	-34.74
Total Impact Networking LLC				-34.74
Inland Mechanical Service Corp.				
Check		126510	11-4621 · HVAC	-1,539.00
Total Inland Mechanical Service Corp.				-1,539.00
John Keister & Associates				
Check		JKA0211	11-4812 · Consulting	-4,000.00
Total John Keister & Associates				-4,000.00
Klein, Thorpe and Jenkins, Ltd				
Check		3285-001	11-4811 · Legal Services	-117.00
Check		3285-002	11-4811 · Legal Services	-2,406.74
Total Klein, Thorpe and Jenkins, Ltd				-2,523.74
La Mantia Enterprises, Inc				
Check		123356	11-4615 · Grounds Maintenance	-6,343.00
Total La Mantia Enterprises, Inc				-6,343.00

Westmont Public Library
Bills Presented for Payment Addendum
As of February 18th, 2014

Type	Num	Memo	Account	Amount
Petty Cash				
Check		T. Barry - Supplies for Committee & Board Mtgs	11-4135 · Board Expense	-19.01
Check		T. Barry - Decorations for Annual Appreciation Dinner	11-4125 · Staff Appreciation	-17.70
Check		C. Higgins - Supplies for PVPN FOL Fundraising Event	11-4505 · Program Expenses Other	-30.50
Check		T. Barry - Supplies for PVPN FOL Fundraising Event	11-4505 · Program Expenses Other	-49.62
Check		S. Kish Hope - Supplies for Tea and Scone Program	11-4505 · Program Expenses Other	-11.85
Check		J. Coen - Gift Cads x 3 Staff Appreciation	11-4125 · Staff Appreciation	-60.00
Check		G. Graziani - Supples for Tea & Scone Program	11-4505 · Program Expenses Other	-24.43
Check		Higgins - Laconi	11-4131 · Conferences & Training	-15.00
Check		S. Kish Hope - Laconi	11-4131 · Conferences & Training	-15.00
Check		T. Barry - Refreshments - Special Meeting	11-4135 · Board Expense	-39.00
Check		J. Coen - Zone Meeting - A. Behm	11-4131 · Conferences & Training	-26.97
Total Petty Cash				-309.08
Pitney Bowes				
Check		8000-9090-0579-9932 - Feb 2014	11-4451 · Postage	-150.00
Total Pitney Bowes				-150.00
Pitney Bowes - Lease				
Check		8375032 - JA14	11-4727 · Photocopier and Printing	-67.00
Total Pitney Bowes - Lease				-67.00
RAILS				
Check		1824	11-4131 · Conferences & Training	-100.00
Total RAILS				-100.00
Specialty Stores				
Check		533245	11-4701 · Furniture & Equipment	-412.91
Total Specialty Stores				-412.91
U.P.S.				
Check		0000687F0A054	11-4233 · Document Delivery	-21.76
Total U.P.S.				-21.76
Uline				
Check		56570429	11-4416 · Processing Supplies	-139.31
Total Uline				-139.31
Unique Management Services, Inc.				
Check		251601	11-4818 · Collection Agency Services	-71.60
Total Unique Management Services, Inc.				-71.60
VILLAGE OF WESTMONT				
Check		76954	11-2117 · COBRA Liability	-810.77
Total VILLAGE OF WESTMONT				-810.77

Westmont Public Library
Bills Presented for Payment Addendum
As of February 18th, 2014

Type	Num	Memo	Account	Amount
Wintrust Mastercard				
Check		Sweet & Savory Spot - Focus Group	11-4508 · Grant - Program Expenses	-97.43
Check		Wacky Buttons Inc - Westmont Reads	11-4505 · Program Expenses Other	-82.64
Check		Comcast - DSL December	11-4635 · Telephone & Broadband	-73.90
Check		Sweet & Savory Spot - Buffet Full Course Dinner	11-4125 · Staff Appreciation	-845.65
Check		Ebay - Xerox Colorqube Ink	11-4427 · Computer & Printer Supplies	-407.99
Check		Comcast - DSL January	11-4635 · Telephone & Broadband	-73.90
Check		Interest	11-4950 · Bank Fees	-4.59
Total Wintrust Mastercard				-1,586.10
TOTAL				**-23,450.39**

WESTMONT PUBLIC LIBRARY

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Profit and Loss Budget versus Actual through January 2014

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. As of the end of January, we are 76.9% through our fiscal year. These statements do not reflect the invoices to be paid at the January Board Meeting nor encumbered funds.

General note: the reports do include the audit adjustments.

The Balance Sheet

* The $43,753 in the Non-Interest Bearing account includes $25,367.54 for the FY13 Per Capita Grant. The remaining is from the previous year. $13,372 has now been expended on early literacy stations (see librarian's report.) The remaining will be spent this month.

** Due to Village of Westmont in the amount of $38,060 was for the January 31st payroll. The actual transfer of the money was in February, rather than January, so effective January 31st, it is reported as owing the Village.

The Profit and Loss Statement

#1 These reports reflect the adjustments made during the audit, and the salary account has been reduced by the bonuses that were accrued back to last year.

#2 The Adult Library Materials account has expensed 47% of the budget, up from 40% last month. The Youth Materials account has expensed 48% of the budget, up from 43% last month. We are working to spend this money responsibly and maintain the increased pace.

#3 Public Communication includes the cost for the newsletter and pages in *Neighbors* magazine. The original plan was for Friends to pay for two pages of *Neighbors* to promote their programs and membership. Instead we have been using to promote some of our grant initiatives. We are going to recode some of the cost to our grant fund and this will allow us to stay within budget.

Westmont Public Library
Balance Sheet
As of January 31, 2014

	January 31, 2014
ASSETS	
Current Assets	
Checking/Savings	
11-1100 · Checking & Investments	
11-1105 · Illinois Funds - General	1,105,892
11-1107 · CHB - General	
70-1107 · CHB - General (Reserves)	3,074
11-1107 · CHB - General - Other	115,457
Total 11-1107 · CHB - General	118,531
11-1108 · CHB - Librarian	500
11-1125 · CHB - Non-Interest Bearing	
70-1125 · CHB Non-Interest Bearing	104
11-1125 · CHB - Non-Interest Bearing - Other	43,649
Total 11-1125 · CHB - Non-Interest Bearing	43,753
Total 11-1100 · Checking & Investments	1,268,676
11-1110 · Cash	
11-1115 · Petty Cash	500
11-1118 · Cash Drawer	255
Total 11-1110 · Cash	755
70-1100 · Checking & Investment	
70-1158 · Illinois Funds -Special Reserve	260,499
Total 70-1100 · Checking & Investment	260,499
Total Checking/Savings	1,529,930
Accounts Receivable	
70-1000 · Special Reserve Receivables	
70-1031 · Pers Prop Repl Tax Receivable	2,061
Total 70-1000 · Special Reserve Receivables	2,061
11-1000 · Accounts Receivable	
11-1015 · NSF Checks Receivable	66
11-1000 · Accounts Receivable - Other	40
Total 11-1000 · Accounts Receivable	106
Total Accounts Receivable	2,167
Other Current Assets	
11-1200 · Property Taxes Receivable	
11-1210 · Allowance for Uncollectable Tax	(17,143)
11-1200 · Property Taxes Receivable - Other	1,714,264
Total 11-1200 · Property Taxes Receivable	1,697,121
Total Other Current Assets	1,697,121
Total Current Assets	3,229,219

Westmont Public Library
Balance Sheet
As of January 31, 2014

	January 31, 2014
Fixed Assets	
12-1010 · Land	450,000
12-1020 · Buildings	
12-1025 · Accum Depreciation-Buildings	(2,461,849)
12-1020 · Buildings - Other	5,055,149
Total 12-1020 · Buildings	2,593,300
12-1030 · Furniture & Fixtures	
12-1035 · Accum Depreciation-F & F	(272,367)
12-1030 · Furniture & Fixtures - Other	390,067
Total 12-1030 · Furniture & Fixtures	117,700
Total Fixed Assets	3,161,000
TOTAL ASSETS	6,390,219
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11-2117 · COBRA Liability	811
11-2115 · Due to Village of Westmont	38,060 ***
11-2101 · Accrued Payroll	29,795
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,697,121
Total 11-2200 · Deferred Revenue	1,697,121
Total Other Current Liabilities	1,765,786
Total Current Liabilities	1,765,786
Long Term Liabilities	
12-2005 · Capital Lease Payable-Longterm	39,395
12-2004 · Capital Lease Payable - Current	14,962
12-2003 · Bonds Payable - Current	100,337
12-2002 · Accrued Interest on Bonds	8,059
12-2001 · Bonds Payable	159,549
12-2000 · Compensated Absences	
12-2010 · Comp Absences - Current	8,495
12-2020 · Comp Absences - Long Term	33,980
Total 12-2000 · Compensated Absences	42,475
Total Long Term Liabilities	364,777
Total Liabilities	2,130,563

Westmont Public Library
Balance Sheet
As of January 31, 2014

	January 31, 2014
Equity	
11-3200 · Unrestricted Net Assets	573,976
12-3000 · Invested in Capital Assets, Net	2,796,223
70-3250 · Restricted Net Assets	484,425
Net Income	405,032
Total Equity	4,259,656
TOTAL LIABILITIES & EQUITY	6,390,219

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
OPERATING FUND (11)							
Income							
11-3000 · Property Tax Revenue							
11-3010 · Current	-	1,699,555	11,236	1,707,000	1,696,715	10,285	101%
11-3040 · Prior Years	-	23	-	-	100	(100)	0%
Total 11-3000 · Property Tax Revenue	-	1,699,578	11,236	1,707,000	1,696,815	10,185	101%
11-3300 · Interest Incomes							
11-3303 · Interest-Illinois Funds	51	1,012	15	189	1,000	(811)	19%
11-3304 · Interest-Clarendon Hills Bank	3	20	8	61	30	31	205%
11-3310 · Interest-Property Tax	-	14	0	46	-	46	100%
Total 11-3300 · Interest Incomes	55	1,046	23	296	1,030	(734)	29%
11-3650 · Fines & Fee Income	1,234	18,415	2,130	19,003	34,000	(14,997)	56%
11-3660 · Photocopying Income	549	7,595	799	7,282	10,000	(2,718)	73%
11-3670 · Lost & Paid Materials	469	3,386	218	2,674	4,200	(1,526)	64%
11-3680 · Non-Resident Fees	134	1,950	256	1,944	3,400	(1,456)	57%
11-3690 · Meeting Room Charges	150	650	25	320	800	(480)	40%
11-3700 · Memorials & Donations	-	2,705	-	3,410	3,400	10	100%
11-3770 · Impact Fees - New Development	-	503	257	1,093	225	868	486%
11-3800 · Cafe Income							
11-3801 · Staff Cafe Income	-	-	-	-	1,000	(1,000)	0%
11-3800 · Cafe Income - Other	101	965	192	1,245	1,375	(130)	91%
Total 11-3800 · Cafe Income	101	965	192	1,245	2,375	(1,130)	52%
11-3810 · Document Delivery	-	-	-	15	50	(35)	30%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	-	25,314	-	25,368	50,682	(25,314)	50%
11-3859 · Other Grants	-	-	-	-	2,000	(2,000)	0%
Total 11-3850 · Grant Revenue	-	25,314	-	25,368	52,682	(27,314)	48%
11-3900 · Miscellaneous Revenue	71	10,954	77	17,553	2,920	14,633	601%
11-3695 · Computer Class Revenues	65	1,115	-	310	1,600	(1,290)	19%
Total Income	2,828	1,774,177	15,213	1,787,511	1,813,497	(25,986)	99%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
Expense							
11-6900 · Salaries & Wages	61,742	591,666	86,922	610,822	817,000	(206,178)	75%
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	4,929	47,378	8,386	50,203	74,000	(23,797)	68%
11-4054 · Workers Comp Insurance	(1,053)	2,340	-	3,493	2,940	553	119%
11-4055 · Employer FICA/MED Contributions	4,610	44,217	6,533	45,668	63,125	(17,457)	72%
11-4058 · Unemployment Insurance	185	1,165	344	1,810	3,260	(1,450)	56%
11-4059 · Employer IMRF Contributions	6,427	63,306	8,509	61,725	82,300	(20,575)	75%
Total 11-4050 · Employee Benefits	15,099	158,407	23,772	162,898	225,625	(62,727)	72%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	22	493	377	769	2,200	(1,431)	35%
11-4131 · Conferences & Training	418	3,159	1,020	6,482	12,000	(5,518)	54%
11-4132 · Professional Memberships	-	1,789	384	2,585	2,800	(215)	92%
11-4134 · Travel							
11-4136 · Travel - Grant Events	-	-	71	101	200	(99)	51%
11-4134 · Travel - Other	-	259	-	795	1,500	(705)	53%
Total 11-4134 · Travel	-	259	71	896	1,700	(804)	53%
11-4135 · Board Expense	13	190	690	1,894	2,000	(106)	95%
Total 11-4100 · Board/Staff Development	453	5,890	2,541	12,625	20,700	(8,075)	61%
11-4210 · Adult Library Materials							
11-4218 · Grant - Adult Library Material	-	-	-	5,025	6,000	(975)	84%
11-4211 · Books	4,507	40,491	4,257	29,389	-	29,389	100%
11-4212 · Reference Books	701	3,703	216	2,630	-	2,630	100%
11-4213 · AV	7,134	38,082	7,462	32,516	-	32,516	100%
11-4214 · Periodicals	-	1,398	-	1,255	-	1,255	100%
11-4215 · Professional Publications	260	946	-	2,192	-	2,192	100%
11-4217 · Electronic Res.	8,308	18,602	1,762	14,846	-	14,846	100%
11-4210 · Adult Library Materials - Other	-	-	-	1,080	184,000	(182,920)	1%
Total 11-4210 · Adult Library Materials	20,910	103,222	13,698	88,933	190,000	(101,067)	47%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
11-4220 · Youth Materials							
11-4228 · Grants - Youth Materials	-	-	-	-	6,500	(6,500)	0%
11-4221 · Books	1,175	15,630	1,864	16,743	-	16,743	100%
11-4222 · Reference Books	-	91	-	-	-	-	0%
11-4223 · AV	1,050	9,266	1,554	6,681	-	6,681	100%
11-4224 · Periodicals	-	-	-	44	-	44	100%
11-4225 · Professional Publications	143	240	-	556	-	556	100%
11-4227 · Electronic Res.	-	3,311	-	7,389	-	7,389	100%
11-4229 · Kits	-	101	223	684	-	684	100%
11-4220 · Youth Materials - Other	-	-	-	-	60,000	(60,000)	0%
Total 11-4220 · Youth Materials	2,368	28,638	3,641	32,098	66,500	(34,402)	48%
11-4230 · Other Library Materials							
11-4232 · RBP/III Replacements	12	1,922	16	723	2,650	(1,927)	27%
11-4233 · Document Delivery	-	15	15	60	50	10	120%
Total 11-4230 · Other Library Materials	12	1,937	31	783	2,700	(1,917)	29%
11-4400 · Supplies							
11-4426 · VAS Processing	-	-	-	162	5,500	(5,338)	3%
11-4411 · Office Supplies	60	1,320	-	820	2,000	(1,180)	41%
11-4415 · Custodial Supplies	182	4,277	342	3,058	5,800	(2,742)	53%
11-4416 · Processing Supplies	497	9,263	701	4,793	5,500	(707)	87%
11-4417 · Cafe Supplies	224	1,169	74	1,337	1,500	(163)	89%
11-4425 · Patron Services	77	2,174	-	2,162	5,000	(2,838)	43%
11-4427 · Computer & Printer Supplies	889	4,467	777	7,004	7,000	4	100%
11-4451 · Postage	1,150	6,069	150	4,720	7,000	(2,280)	67%
Total 11-4400 · Supplies	3,080	28,739	2,044	24,056	39,300	(15,244)	61%
11-4500 · Program Expenses							
11-4505 · Program Expenses Other	-	-	1,514	8,547	10,500	(1,953)	81%
11-4508 · Grant - Program Expenses	-	-	37	3,124	10,000	(6,876)	31%
11-4501 · Programs	2,302	16,292	590	5,376	12,500	(7,124)	43%
11-4500 · Program Expenses - Other	-	103	-	-	-	-	0%

#2

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
Total 11-4500 · Program Expenses	2,302	16,395	2,140	17,047	33,000	(15,953)	52%
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	-	-	43	1,875	2,400	(525)	78%
11-4558 · Grant - Marketing & Advertising	-	-	-	2,199	9,500	(7,301)	23%
11-4551 · Public Communication	2,832	15,106	1,600	17,811	19,600	(1,789)	91%
Total 11-4550 · Marketing & Advertising	2,832	15,106	1,643	21,885	31,500	(9,615)	69%
11-4610 · Building & Grounds Maintenance							
11-4611 · General Maintenance & Repair	1,853	26,927	468	26,801	45,000	(18,199)	60%
11-4612 · Cleaning	1,778	20,051	1,337	21,119	24,000	(2,881)	88%
11-4615 · Grounds Maintenance	60	7,793	5,223	12,388	22,000	(9,612)	56%
Total 11-4610 · Building & Grounds Maintenance	3,691	54,771	7,027	60,308	91,000	(30,692)	66%
11-4620 · Equipment Maintenance & Repair							
11-4626 · Camera Security System	-	-	-	-	2,000	(2,000)	0%
11-4621 · HVAC	-	8,595	-	10,283	23,150	(12,867)	44%
11-4622 · Elevator	-	832	-	7,094	5,740	1,354	124%
11-4624 · Fire Alarm System	775	1,955	60	3,363	5,060	(1,697)	66%
11-4625 · Telephone System	-	319	24	24	1,000	(976)	2%
11-4629 · Misc. Repairs & Inspections	-	821	-	1,540	1,500	40	103%
11-4620 · Equipment Maintenance & Repair - Other	-	-	-	141	-	141	100%
Total 11-4620 · Equipment Maintenance & Repair	775	12,522	84	22,444	38,450	(16,006)	58%
11-4630 · Utilities							
11-4631 · Natural Gas	-	3,352	-	7,225	6,000	1,225	120%
11-4632 · Water	-	872	-	1,200	1,800	(600)	67%
11-4633 · Sewer	96	358	92	373	600	(227)	62%
11-4634 · Disposal	-	-	-	-	200	(200)	0%
11-4635 · Telephone & Broadband	546	4,323	627	4,325	10,000	(5,675)	43%
Total 11-4630 · Utilities	642	8,905	719	13,122	18,600	(5,478)	71%

#3

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	-	-	-	-	17,168	(17,168)	0%
11-4656 · Automation Consulting	-	3,767	-	19,242	9,000	10,242	214%
11-4652 · SWAN Maintenance	-	16,612	7,211	22,483	30,000	(7,517)	75%
11-4655 · LAN Maintenance	1,136	5,732	133	6,875	12,000	(5,125)	57%
11-4658 · Software	-	8,153	15	4,883	9,700	(4,817)	50%
Total 11-4650 · Automation Services	1,136	34,264	7,359	53,483	77,868	(24,385)	69%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	220	876	-	3,521	4,500	(979)	78%
11-4727 · Photocopier and Printing	(192)	12,772	1,512	11,997	18,350	(6,354)	65%
Total 11-4700 · Furniture & Equipment	28	13,648	1,512	15,517	22,850	(7,333)	68%
11-4800 · Professional Services							
11-4812 · Consulting	-	-	-	4,000	4,000	-	100%
11-4811 · Legal Services	1,073	2,301	332	1,502	5,000	(3,499)	30%
11-4814 · Accounting/Auditing Service	1,050	6,750	550	6,250	8,875	(2,625)	70%
11-4816 · Engineering Fees	-	-	-	-	875	(875)	0%
11-4818 · Collection Agency Services	-	415	63	421	700	(279)	60%
11-4819 · Industrial Appraisal	-	325	-	200	450	(250)	44%
Total 11-4800 · Professional Services	2,123	9,791	944	12,372	19,900	(7,528)	62%
11-4820 · Insurance							
11-4823 · Treasurer's Bond	-	900	-	763	900	(137)	85%
11-4822 · Errors & Omissions	-	1,000	-	1,621	1,000	621	162%
11-4821 · Building Insurance	-	11,546	-	10,352	15,000	(4,648)	69%
11-4820 · Insurance - Other	-	-	-	2,000	-	2,000	100%
Total 11-4820 · Insurance	-	13,446	-	14,736	16,900	(2,164)	87%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	-	444	26	608	400	208	152%
11-4960 · Contingency	150	262	-	-	1,204	(1,204)	0%
11-9999 · Transfer to Spec Reserve Fund	-	-	-	-	100,000	(100,000)	0%
11-4900 · Miscellaneous Expense - Other	-	-	-	55	-	55	100%
Total 11-4900 · Miscellaneous Expense	150	706	26	663	101,604	(100,941)	1%
Total Expense	117,341.55	1,098,052	154,103	1,163,793	1,813,497	(649,704)	64%
OPERATING FUND (11) NET INCOME	(114,514)	676,125	(138,890)	623,718	-	623,718	100%
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	1,983	6,932	1,817	8,113	7,000	1,113	116%
70-3303 · Interest-Illinois Funds	12	199	3	33	200	(167)	17%
70-3856 · Energy Grant	-	-	-	-	5,000	(5,000)	0%
70-3858 · Donations - Furniture	325	735	-	425	12,000	(11,575)	4%
Total Income	2,320	7,866	1,820	8,572	24,200	(15,628)	35%
Expenses							
Capital Outlay							
70-4818 · Carpet	-	-	-	-	20,000	(20,000)	0%
70-4867 · Internal Wayfinding Signs	-	-	-	-	10,000	(10,000)	0%
70-4819 · Cass Ave Sign	-	-	-	-	20,000	(20,000)	0%
70-4817 · Fence	-	-	-	-	5,000	(5,000)	0%
70-4815 · Parking Lot Repair	-	-	-	-	15,000	(15,000)	0%
70-4868 · Staff Work Area	70	70	-	-	2,200	(2,200)	0%
70-4865 · Circulation/Main Desk	-	-	-	8,542	36,000	(27,458)	24%
70-4854 · HVAC	-	-	-	94,694	90,000	4,694	105%
70-4862 · 1st Floor Remodel	70	9,106	-	16,093	50,300	(34,207)	32%
70-4852 · Technology Purchases	554	3,745	-	-	25,000	(25,000)	0%
70-4832 · RFID/Security/Self-check Proj	-	-	-	-	25,000	(25,000)	0%
70-4842 · Youth Services	-	506	-	-	2,500	(2,500)	0%
Total Capital Outlay	694	13,428	-	119,329	301,000	(181,671)	40%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2013 through January 2014

	January 2013	May 2012 - January 2013	January 2014	May 2013 - January 2014	Budget	$ Over (Under) Budget	% of Budget
Debt Service							
70-4890 · Debt Principal (Reserve)	-	193,316	39,000	96,608	100,336	(3,728)	96%
70-4895 · Debt Interest (Reserve)	-	18,684	4,929	11,321	11,664	(343)	97%
Total Debt Service	-	212,000	43,929	107,929	112,000	(4,071)	96%
Total Expense	694	225,428	43,929	227,258	413,000	(185,742)	55%
SPECIAL RESERVES (70) NET INCOME	1,626	(217,562)	(42,109)	(218,686)	(388,800)	170,114	56%
ALL FUNDS COMBINED							
Total Income All Funds	5,148	1,782,043	17,033	1,796,083	1,837,697	(41,614)	98%
Total Expenses All Funds	118,036	1,323,479	198,032	1,391,051	2,226,497	(835,446)	62%
Total Net Income	(112,888)	458,563	(180,999)	405,032	(388,800)	793,832	-104%

WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community keys to lifelong learning

Approval of Invoices and Bills Presented to the Board for Payment

I have reviewed the attached invoice listing with the supporting documentation. Based on this documentation, and my personal knowledge of the purchase and/or activity, I recommend payment subject to the final approval by the Library Board of Trustees.

Julia Coen
Interim Library Director

2/12/2014
Date

Westmont Public Library
Bills Presented for Payment
As of February 18, 2014

Type	Num	Memo	Account	Amount
AT&T				
Check		630969562501 0114	11-4635 · Telephone & Broadband	220.64
Check		630Z99783401 0114	11-4635 · Telephone & Broadband	320.56
Total AT&T				541.20
Baker & Taylor-Adult (7500658 40010602)				
Check		M33586512	11-4213 · AV	13.48
Check		M33586511	11-4213 · AV	12.73
Check		M33586510	11-4213 · AV	14.98
Total Baker & Taylor-Adult (7500658 40010602)				41.19
Baker & Taylor-Continuations (C393006)				
Check		5012915336	11-4211 · Books	126.38
Check		5012954545	11-4212 · Reference Books	180.79
Total Baker & Taylor-Continuations (C393006)				307.17
Baker & Taylor - Adult (L039479)				
Check		2028914114	11-4211 · Books	193.79
Check		2028943578	11-4211 · Books	349.46
Check		2028975721	11-4211 · Books	331.54
Check		2028987753	11-4211 · Books	1,080.77
Total Baker & Taylor - Adult (L039479)				1,955.56
Baker & Taylor Books - Youth (L578096)				
Check		2028919191	11-4221 · Books	189.35
Check		2028924352	11-4221 · Books	169.73
Check		2028926052	11-4221 · Books	220.73
Check		2028941676	11-4221 · Books	258.48
Check		2028971388	11-4221 · Books	43.67
Total Baker & Taylor Books - Youth (L578096)				881.96
Bower, Jack				
Check		01222014JS	11-4501 · Programs	210.00
Total Bower, Jack				210.00
BRODART Co.				
Check		B3336944	11-4223 · AV	32.96
Check		B3355266	11-4211 · Books	129.83
Check		B3349411	11-4211 · Books	96.99
Check		B3358165	11-4211 · Books	32.98
Check		B3344654	11-4211 · Books	305.43
Check		B3344649	11-4211 · Books	21.70
Check		B3339972	11-4211 · Books	18.06
Check		B3338459	11-4211 · Books	13.40
Check		B3341409	11-4505 · Program Expenses Other	5.19
Check		B3347704	11-4505 · Program Expenses Other	12.37
Check		B3342844	11-4221 · Books	20.50
Check		B3336945	11-4221 · Books	38.44
Check		B3349412	11-4221 · Books	9.99

Westmont Public Library
Bills Presented for Payment
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Type	Num	Memo	Account	Amount
Check		B3344655	11-4221 · Books	36.50
Check		B3338563	11-4221 · Books	13.00
Check		B3355267	11-4221 · Books	392.65
Check		B3341409	11-4221 · Books	7.96
Check		B3347704	11-4221 · Books	14.36
Total BRODART Co.				1,202.31
Carmichael, Elaine (Reimbursement)				
Check		1/21/14 - ILA Annual Membership	11-4132 · Professional Memberships	75.00
Total Carmichael, Elaine (Reimbursement)				75.00
Case Lots, Inc.				
Check		054015	11-4415 · Custodial Supplies	100.65
Check		054081	11-4615 · Grounds Maintenance	100.80
Total Case Lots, Inc.				201.45
CENGAGE Learning				
Check		51059339	11-4211 · Books	29.51
Check		51079738	11-4211 · Books	94.21
Check		51372660	11-4211 · Books	19.46
Check		51368521	11-4211 · Books	26.23
Total CENGAGE Learning				169.41
Center Point Large Print				
Check		1144792	11-4211 · Books	41.94
Total Center Point Large Print				41.94
Cosentino, Kim				
Check		03/11/14 - DeClutter Box	11-4501 · Programs	50.00
Total Cosentino, Kim				50.00
CUMMINGS, HAJAR				
Check		03/06/14 - Henna Program	11-4501 · Programs	225.00
Total CUMMINGS, HAJAR				225.00
FIRST CHOICE COFFEE SVC				
Check		299151	11-4417 · Cafe Supplies	43.65
Total FIRST CHOICE COFFEE SVC				43.65
ILL STATE HISTORICAL SOCIETY				
Check		3512118 - 2014	11-4212 · Reference Books	75.00
Total ILL STATE HISTORICAL SOCIETY				75.00
Illinois Library Association				
Check		Conf# 1612030 - Carmichael	11-4135 · Board Expense	35.00
Total Illinois Library Association				35.00
Kleemann, Karen (reimbursment)				

Westmont Public Library
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Type	Num	Memo	Account	Amount
Check		1/30/14 - Chalkboard - Sci Fair & ge...	11-4505 · Program Expenses Other	37.98
Check		1/30/14 - Jewel - Fabric Starch Sci ...	11-4505 · Program Expenses Other	7.98
Check		1/30/14 - GFS - Cups & lids for Sci ...	11-4505 · Program Expenses Other	9.68
Total Kleemann, Karen (reimbursment)				55.64
Lexis Nexis Matthew Bender				
Check		56229720	11-4212 · Reference Books	103.73
Total Lexis Nexis Matthew Bender				103.73
Logsdon Office Supply				
Check		0900318-001	11-4427 · Computer & Printer Supplies	339.27
Check		0900318-001	11-4411 · Office Supplies	65.63
Check		0900318-001	11-4505 · Program Expenses Other	117.73
Check		0897954-001	11-4416 · Processing Supplies	164.88
Total Logsdon Office Supply				687.51
Manufacturers' News, Inc.				
Check		861200-00	11-4212 · Reference Books	220.45
Total Manufacturers' News, Inc.				220.45
Michalak, Ellen				
Check		205-207	11-4501 · Programs	210.00
Total Michalak, Ellen				210.00
Midwest Exterminating CO				
Check		1407	11-4615 · Grounds Maintenance	270.00
Total Midwest Exterminating CO				270.00
Midwest Tape				
Check		91524976	11-4213 · AV	29.99
Check		91524973	11-4213 · AV	45.98
Check		91524979	11-4213 · AV	59.98
Check		91524975	11-4213 · AV	29.99
Check		91524978	11-4213 · AV	39.99
Check		91525510	11-4213 · AV	29.99
Check		91541598	11-4213 · AV	29.99
Check		91541597	11-4213 · AV	34.99
Check		91541596	11-4213 · AV	71.97
Check		91558853	11-4213 · AV	49.99
Check		91541595	11-4213 · AV	71.97
Check		91541592	11-4213 · AV	22.99
Check		91541594	11-4213 · AV	22.99
Check		91541599	11-4213 · AV	112.95
Check		91524977	11-4213 · AV	49.98
Check		91558858	11-4213 · AV	14.99
Check		91558857	11-4213 · AV	19.99
Check		91558856	11-4213 · AV	39.99
Check		91575880	11-4213 · AV	32.99
Check		91575847	11-4213 · AV	42.99

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Type	Num	Memo	Account	Amount
Check		91575849	11-4213 · AV	174.96
Check		91575883	11-4213 · AV	36.98
Check		91575881	11-4213 · AV	18.99
Check		91575882	11-4213 · AV	14.99
Check		91564639 - Credit Memo	11-4213 · AV	-24.99
Check		91558855	11-4223 · AV	47.98
Total Midwest Tape				1,123.60
Oriental Trading Company, Inc.				
Check		661670275-01	11-4505 · Program Expenses Other	47.00
Total Oriental Trading Company, Inc.				47.00
OverDrive Inc.				
Check		H-0019772	11-4217 · Electronic Res.	2,000.00
Check		H-0019772	11-4227 · Electronic Res.	1,000.00
Total OverDrive Inc.				3,000.00
Pointon, Scott E.				
Check		04/08/14 - You Can Brew It!	11-4501 · Programs	165.00
Total Pointon, Scott E.				165.00
RAILS				
Check		1787	11-4217 · Electronic Res.	350.96
Total RAILS				350.96
Random House LLC				
Check		1089070798	11-4213 · AV	56.25
Check		1089108152	11-4213 · AV	71.25
Check		1089123391	11-4213 · AV	20.00
Total Random House LLC				147.50
Recorded Books, LLC				
Check		74855259	11-4213 · AV	153.60
Check		74866202	11-4213 · AV	87.20
Check		74858511	11-4213 · AV	174.40
Total Recorded Books, LLC				415.20
Sevice Master - Carol Stream				
Check		166418	11-4612 · Cleaning	1,337.00
Total Sevice Master - Carol Stream				1,337.00
Thorton, Christine				
Check		04/22/14 - Drawing Workshops for ...	11-4501 · Programs	300.00
Total Thorton, Christine				300.00
United States Post Office				
Check		01/22/14 - Newsletter Mailing (Sum...	11-4551 · Public Communication	1,000.00

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Type	Num	Memo	Account	Amount
Total United States Post Office				1,000.00
VILLAGE OF WESTMONT				
Check		76889	11-4814 · Accounting/Auditing Service	1,050.00
Check		0003004900-00 01/31/14	11-4632 · Water	216.27
Total VILLAGE OF WESTMONT				1,266.27
Westmont Special Events Corp.				
Check		03/01/14 - Taste of Westmont - Non...	11-4501 · Programs	215.00
Total Westmont Special Events Corp.				215.00
TOTAL				**16,970.70**

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	May '13 - Apr 14	May '12 - Apr 13
4imprint	-2,799.05	-2,691.92
AAUW	-78.00	-79.00
Absolutely Delicious	-75.00	0.00
AccuCut Education	0.00	-672.50
Addison Public Library	0.00	-25.00
Adjusting Entries	-84.97	84.97
ALA American Library Association	-275.00	-303.85
ALA Annual Conference	-1,095.00	0.00
Alibris	-91.65	-494.93
Alm, Susan - Reimbursment	0.00	-16.99
Amazon.com	-4,937.84	-15,144.59
American Academy of Sleep Medicine	0.00	-25.00
American Library Association	-1,281.37	-399.95
American Library Association (Atlanta)	-336.20	-253.85
Anderson Books	-110.00	-55.00
Andrew, Terry	0.00	-200.00
ANIMALS FOR AWARENESS	0.00	-462.00
Apple Books	-3,038.27	-6,436.49
Arco Plumbing, Co.	-1,337.00	-444.00
ASHWORTH, MARGOT	0.00	-5.00
AT&T	-4,252.03	-6,812.84
AudioGo	-320.00	-2,902.78
Aurora Window Cleaning	0.00	-2,750.00
B&B Networks, Inc.	-23.75	0.00
Badge Bomb	-339.80	0.00
Baish Excavating Inc	0.00	-17,897.00
Baker & Taylor-Adult (7500658 40010602)	-13,625.37	-35,362.87
Baker & Taylor-Continuations (C393006)	-2,019.01	-1,744.34
Baker & Taylor-Mystery (L425445)	-209.21	0.00
Baker & Taylor - Adult (L039479)	-26,789.96	-48,261.94
Baker & Taylor - Juvenile (40010612)	0.00	-477.97
Baker & Taylor - Processing (L425444)	-955.46	0.00
Baker & Taylor - Prof Collection(L419127)	-561.28	-670.17
Baker & Taylor Books - Youth (L578096)	-10,598.03	-2,671.85
Baker Tilly	-2,050.00	-2,000.00
Bales Lumber & Supply Inc.	-203.92	-169.66
Barkan, Guliz	-14.00	0.00
Barry, Theresa (Reimbursement)	-40.85	-127.77
Bengtson, Robin J.	-475.00	0.00
Bill Isles	0.00	0.00
Blackstone Audio, Inc.	-200.00	0.00
Bonnett, Mary	0.00	-200.00
Book Page	-720.00	-684.00
BookLetters, LLC	-1,080.00	0.00
Bower, Jack	-280.00	0.00
Bradford Systems Corporation	0.00	-270.00
BRODART Co.	-7,691.24	-16,798.75

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	May '13 - Apr 14	May '12 - Apr 13
Bubble Wonders	-495.00	0.00
Buckson, Kate (Reimbursement)	-1,463.18	-1,648.89
BUDGET LIBRARY SUPPLIES	-601.00	-3,402.00
Bulk, Christine	0.00	-275.00
Business Section	-4,187.03	-1,367.24
Candeloro, Dominic	0.00	-100.00
Carmichael, Elaine (Reimbursement)	-75.00	0.00
Carrot - Top Industries Inc.	0.00	-185.60
Case Lots, Inc.	-1,949.50	-2,346.00
CCA Restoration Inc.	-5,152.87	0.00
CEITHAMI	-200.00	-110.00
CENGAGE Learning	-2,157.83	0.00
Center Point Large Print	-1,035.36	-1,020.96
Centurion Technologies	-95.37	0.00
Chicago Memory Booth	-550.00	0.00
Chicago Sun Times	-286.00	-286.00
Chicago Tribune	-351.00	-351.00
Children's Plus Inc.	-81.33	-1,519.17
Chung, Alice	0.00	-10.99
Cinema Academy	0.00	-1,755.00
Ciucci, Joe (Reimbursement)	0.00	-408.00
Clarendon Hills Bank	0.00	-127.49
Clarendon Hills Public Library	0.00	-10.00
Clark, David	-23,318.75	-38,911.25
Clark, David G.	-200.00	0.00
Classic Cinemas	-20.00	0.00
Community Media Workshop	0.00	-125.00
Cooper, Joyce	0.00	-21.99
Corral, Luvia	-6.00	-23.00
Cosentino, Kim	-50.00	0.00
Costco Wholesale	-55.00	0.00
Crete Public Library District	0.00	-40.00
Crimson Multimedia Distribution	-6,576.52	-7,020.74
Criollo, Gil	0.00	0.00
Cruz, Gabriela	-200.00	-350.00
CUMMINGS, HAJAR	-225.00	-150.00
D. Engraving	-210.50	-119.00
D. Pollack Glass & Mirror, Inc.	0.00	-81.84
Daily Herald	-417.00	-414.00
DEMCO	-2,527.57	-1,199.71
Dolak, David	-350.00	0.00
Dold, Jill (Reimbursment)	-6.99	-85.61
Dominican University	-330.00	-75.00
DONORS FORUM	0.00	-159.00
Downers Grove Public Library	0.00	-113.20
Downers Grove Sanitary District	-372.90	-532.75
Downing, Jennifer	0.00	-200.00

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	May '13 - Apr 14	May '12 - Apr 13
DUBLIN WINLECTRIC	-815.07	-625.00
DuPage County Clerk	0.00	-4.00
DuPage Election Commission	0.00	-10.00
DVA Inc.	-63.03	-211.63
EBSCO Information Services	-1,217.83	-21,756.48
ECHEVERRIA-CROWLEY, MARIA G.	0.00	-9.99
ECOS Del Pacifico Afroclombia	-600.00	0.00
ELK GROVE VILLAGE PUBLIC LIBRARY	0.00	-14.00
Elmhurst Memorial Hospital Foundation	-50.00	0.00
Emerald Marketing, Inc.	-8,000.00	-1,600.00
Erd, Patricia	0.00	-150.00
Eureka Solutions, Inc	0.00	-500.00
Evanced Solutions, LLC	0.00	-3,775.00
Expression Dance Studio	0.00	-50.00
Fair Game	-426.00	0.00
Field Joinery & Design Studio	-4,650.00	0.00
Financial Times	0.00	-348.00
FIRST CHOICE COFFEE SVC	-789.45	-1,254.80
Flow-Technics	-1,979.27	-800.00
Fox Landscaping	-4,299.25	-7,128.38
Fox Valley Fire & Safety	-1,767.00	-2,095.00
Fun Ones, The	-1,180.00	-1,095.00
Gale	0.00	-2,721.83
Gaylord Bros., Inc.	-838.69	-1,488.57
GE Capital	-11,560.00	-20,133.68
Gliosci, Terrence	0.00	-10.00
Global Equipment Inc.	-109.93	0.00
Gonzales, Blanca	0.00	-24.99
Goodman, Clarence	0.00	-150.00
Grainger	-352.68	-723.02
Graziani, Gail (reimbursement)	-18.23	0.00
Great Courses	-20.00	-2,394.70
Gregorich, Barbara	0.00	-325.00
Gregory, Terri	0.00	-125.00
Grey House Publishing	-314.00	-603.50
Grosengner, David	-1,385.00	0.00
Gumdrop Books	0.00	-2,047.34
GUMMADI, ABHILASH	0.00	-13.99
Hadley School for the Blind	0.00	-50.00
Haines & Company, Inc	0.00	-406.50
Held, Marybeth	-46.75	0.00
HELEN M PLUM MEMORIAL LIBRARY	0.00	-386.70
Hernandez, Jose	0.00	-10.00
Higgens, Carmen (Reimbursement)	-327.02	0.00
HIGGINBOTHAM, RICHARD	0.00	-12.95
HIGH SPEED WELDING INC	0.00	-365.00
Highsmith Inc.	0.00	-1,062.13

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	May '13 - Apr 14	May '12 - Apr 13
HILLSIDE PUBLIC LIBRARY	0.00	-25.00
Hinsdale Bank & Trust	-107,928.94	-212,000.00
Hoffert, Richard	-25.00	0.00
Home Depot	-1,320.28	-1,885.17
HOOKED ON PHONICS	0.00	-2.95
Hoornaert, Brittany (reimbursement)	-133.22	0.00
HORIZON DISTRIBUTORS INC	0.00	-142.27
Hornik Engineered Systems, Inc.	-1,495.00	-61.00
Hugo Cuaya	0.00	-3.99
ID CARDS UNLIMITED	-1,139.80	-781.39
ILL STATE HISTORICAL SOCIETY	-75.00	0.00
Illinois Chamber of Commerce	0.00	-136.00
Illinois Library Association	-1,570.00	-1,410.00
Illinois Office of State Fire Marshall	-70.00	0.00
Impact Networking LLC	-265.02	-251.13
India For Everyone	0.00	-313.34
Indian Prairie Public Library	-128.00	-443.56
Industrial Appraisal Company	-200.00	-325.00
Infogroup	-575.00	-4,042.00
Information Today Inc.	-385.05	-366.05
Inland Mechanical Service Corp.	-86,341.33	-13,606.14
Innovation Experts	-480.00	-755.00
Jayaprakash, Themanamveedu	-20.00	0.00
JD Photo & Design	-200.00	0.00
Jim Gill Inc.	-800.00	0.00
John Keister & Associates	-4,000.00	0.00
John Wiley & Sons Inc.	0.00	-745.61
Jones School Supply	0.00	-128.63
Kent, Christine	0.00	-300.00
Kerr, William	-11.00	0.00
Keyboard Services, Inc	0.00	-380.00
Kleemann, Karen (reimbursment)	-609.35	-1,163.81
Klein, Thorpe and Jenkins, Ltd	-6,274.80	-2,418.00
Knishka, Mary	-10.00	0.00
Krueger International, Inc.	-1,266.84	0.00
Kubik, Kathy	0.00	-150.00
Kuhn, Christine - reimbursements	-2,666.09	-2,033.67
Kuzlik, Robert	-23.00	0.00
Kwik Kopy	0.00	-483.34
La Grange Upholstery	-360.00	-6,330.00
La Mantia Enterprises, Inc	-5,207.00	-7,626.00
LACONI	-130.00	-100.00
Lake View Nature Center	-50.00	0.00
Lakeshore Learning Materials	-57.49	-543.65
Larson Engineering Inc	-6,500.00	0.00
Leaneagh, Ronald D.	-350.00	0.00
Learning Express, LLC	0.00	-2,825.00

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	May '13 - Apr 14	May '12 - Apr 13
Legoland Discovery Center	0.00	-250.00
Lewis, Latoya	-27.95	0.00
Lexis Nexis Matthew Bender	-202.06	-178.58
Librarica LLC	-223.50	0.00
Library Furniture International	-1,720.00	0.00
Library Store	-57.89	-888.72
Library Video Network	0.00	-107.00
LIMRICC Unemployment Comp Group Account	-2,060.01	-3,852.46
Linda Hall Library	0.00	-16.00
Lisle Library District	0.00	-65.50
Lithoprint, Inc.	0.00	-1,035.13
Liwanag, Peter J.	-16.00	0.00
Logsdon Office Supply	-3,750.12	-4,830.57
Luangdilok, Wilson	-4.99	0.00
Lyons Public Library	0.00	-31.00
M.E. Sharpe Inc. Publisher	0.00	-174.30
Maassen, Katherine	-6.99	0.00
Management Assoc of IL	-1,195.94	-835.00
Mango Languages	-2,757.00	0.00
Manning, Kevin J.	-450.00	0.00
Manufacturers' News, Inc.	-436.90	-436.90
Maria Echeverria Crowley	0.00	-121.83
Mark Kiser Piano	0.00	-90.00
McConnell, Alex	0.00	-15.00
McCully, Nancy	0.00	-190.00
Meade, Dr. Adam	-150.00	0.00
Meyer, Frances	0.00	-412.52
Michalak, Ellen	-700.00	-2,380.00
Mickey, Linda	-250.00	0.00
Midwest Exterminating CO	-720.00	0.00
Midwest Tape	-11,721.72	-7,906.32
Moor, Dianne	0.00	-250.00
Moore, Anna G	0.00	-26.99
Moser, Patricia	-16.00	0.00
MPLC	-168.58	-165.76
MPS VIRGINIA	-331.81	-316.55
Multi-Cultural Books & Videos	-167.16	0.00
MUNSIE, STEPHEN	0.00	-19.00
Murphy, Terri	-225.00	0.00
Myers-Briggs & Company, Inc.	-17,979.00	-15,839.00
MyOfficeProducts	0.00	-33.61
NARCISSE, EMMANUEL	0.00	-21.99
Nasco Fort Atkinson	0.00	-419.13
NATIONAL EDUCATION SYSTEM INC	0.00	-409.00
Near West Youth Services	-25.00	-25.00
Neils, Christine	-1,000.00	0.00
New Readers Press	0.00	-957.79

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	May '13 - Apr 14	May '12 - Apr 13
Nicom, Inc.	-100.00	0.00
Nicor Gas	-7,224.73	-4,213.69
Noland Sales	-11,451.00	0.00
Norcomm Public Safety	-180.00	-240.00
NORTH WEST DRAPERY	0.00	-774.00
Oak Lawn Public Library	0.00	-23.00
Oriental Trading Company, Inc.	-1,138.90	-1,524.35
Out of the Sky Woodworking	0.00	-250.00
OverDrive Inc.	-3,909.66	-5,543.66
Owens, Judith	0.00	-3.99
Oxford University Press	-68.93	-207.65
Pack, William	-300.00	0.00
Passen, Phil	0.00	-250.00
Patricia Ptacek Consulting & Design, Inc	-87.50	0.00
Paul Elias	-250.00	-100.00
PDR Network	-59.95	-64.30
Pella Windows & Doors, Inc.	-71.50	0.00
PennState	0.00	-15.00
Penworthy	-1,519.79	-1,366.86
Perfect Systems	-31,047.86	-20,578.81
Petty Cash	-2,543.35	-1,026.95
Petty Cash Custodian - Theresa. Barry	-238.55	-481.12
Phillips Flowers	-74.23	0.00
Pitney Bowes	-1,358.37	-2,055.69
Pitney Bowes - Lease	-417.00	-595.00
PLA	0.00	-250.00
PLATINUM RESTORATION LLC	-2,445.23	-1,298.86
Poderys, Andrea	0.00	-12.00
Pointon, Scott E.	-165.00	0.00
Positano's Custome Upholsetery	0.00	-160.00
Precision Fence & Iron, Inc.	0.00	-1,475.00
Proforma Marketing	-158.54	0.00
Proquest LLC	-3,425.00	-3,332.00
Quickbook	0.00	-324.98
R.R Bowker, LLC	-412.00	-400.00
RAILS	-8,454.96	0.00
Random House LLC	-415.50	0.00
Random House, Inc.	-152.50	-1,248.87
Record Information Services, Inc.	-698.00	-665.00
Recorded Books, LLC	-10,163.35	-15,922.38
Rediscover Music	0.00	-287.00
Reforma National Office	-15.00	0.00
Riemma, Wyatt M	-39.98	0.00
Robert Morris University	-260.00	-260.00
Rodriguez, Robert	0.00	-150.00
ROSE PRODUCTIONS	0.00	-350.00
Ruiz, Lynette	-21.99	0.00

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	May '13 - Apr 14	May '12 - Apr 13
Runco Office Supply	0.00	-87.76
Rusco Windows & Doors, Inc	-128.00	0.00
Safeguard Business Systems	-556.14	0.00
Safestart Environmental	-1,940.00	0.00
Sakalys, Ann	-100.00	0.00
Salem Press	0.00	-420.00
Salt Creek Ballet	0.00	-200.00
Sam's Club	-265.30	-833.19
Sarsycki, Shawna	-10.00	0.00
Scatchell, Anne	-112.50	0.00
Schiller Park Public Library	0.00	-15.00
Schindler Elevator	-7,094.00	-4,371.91
Scholastic Library Publishing	-269.33	-116.27
School Outfitters	-131.31	0.00
Schultz, Jack (Reimbursement)	-1,058.63	-110.26
Scot Press Printing	-671.72	-9,386.84
Screaming Galaxy LLC	0.00	-400.00
Sergienko, Gennady	0.00	-500.00
Service Forms and Graphics, Inc	0.00	-237.80
Service Master - Addison	-13,149.00	-21,378.24
Sevice Master - Carol Stream	-1,337.00	0.00
SHANNON, JULIE	0.00	-8.95
SHARMA, DEEKSHA	0.00	-10.00
Shaw Media	-374.32	0.00
Shen Yun Show Chicago	0.00	-75.00
Shiller Park Public Library	0.00	0.00
Shilt, Kristen	0.00	-200.00
Singer, Phil	-100.00	0.00
SKOKIE PUBLIC LIBRARY	0.00	-30.00
Smeets, Maurice	-425.00	-140.00
Specialty Stores	-53.90	-559.60
STAPLES (OFFICE SUPPLIES)	0.00	-1,330.28
Stephen's Plumbing	-1,264.80	0.00
STEPHENS, CAROLE	0.00	-572.00
Strange, Anna	0.00	-125.00
Strathmore	-7,834.52	-5,159.66
Strohmaier, Dana	0.00	-200.00
Studio A Recording & Sound	-647.50	0.00
Suburban Door Check & Lock Service	-1,892.77	-68.30
Suburban Life Publications	-38.00	-80.90
SWAN	-22,922.20	-34,267.06
TBGEC	-5,568.00	-16,793.40
Tea House, The	-250.00	0.00
The Mystery Shop	0.00	-500.00
Thomas, Lynn (Reimbursement)	-1,598.76	-2,098.42
Thompson West	-218.77	-76.00
Thorton, Christine	-300.00	0.00

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	May '13 - Apr 14	May '12 - Apr 13
Tinley Park Public Library	0.00	-32.00
Tompkins, Sarah	-5.00	0.00
Tri-Angle Screen Print	-740.00	0.00
Tumbleweed Press	-267.33	-267.33
TWIST OFFICE PRODUICTS	0.00	-503.50
U.P.S.	-30.04	-114.25
U.S. Toy Co/Constructive Playthings	0.00	-305.92
Uline	-504.46	-347.54
Ulrich, Carolyn	-150.00	0.00
Unique Management Services, Inc.	-420.65	-572.80
United States Post Office	-3,200.00	-4,080.00
University of Wisconsin	-20.00	-250.00
Vazquez, Maria S.	0.00	-9.99
VENETIS, JULIA R (reimbursement)	0.00	-103.62
Vernon Library Supplies	-1,141.20	-446.20
VILLAGE OF WESTMONT	-9,159.93	-8,619.82
Viston, Robyn	-125.00	0.00
Waddick, Jack	0.00	-590.00
Ware, Joshua	-29.95	0.00
Warehouse Direct Inc.	-39.95	0.00
Watts, Adam - Reimbursment	0.00	-490.98
Watts, Chris, Reimbursement	0.00	-19.78
WCCTB Comunity Event	-179.00	0.00
We Count People LLC	-595.00	0.00
Weld All Inc	0.00	-950.00
West Suburban Humane Society	-100.00	0.00
Westmont Chamber of Commerce	-121.00	-375.00
Westmont Holly Days	-175.00	-50.00
Westmont Interior Supply House	0.00	-130.56
Westmont Park District	0.00	-75.00
Westmont Public Library	-26,230.97	-646.52
Westmont Public Library- Librarian's Acct	0.00	-814.63
Westmont Public Library-Non Int Acct	0.00	-25,314.47
Westmont Public Library - Petty Cash	0.00	-676.52
Westmont Special Events Corp.	-385.00	-85.00
WhenToWork	0.00	-315.00
Winkler Tree Service	-640.00	0.00
Wintrust Mastercard	-5,881.38	-9,851.47
Zastrow, Hope	-17.99	0.00
TOTAL	-668,713.68	-832,372.90

WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community keys to lifelong learning

Discussion of budget process

I met with coordinators on Monday, February 10 to explain the budgeting process and provide them with our current and previous years' budgets. The coordinators will be communicating with staff in their departments on the process and reporting any specific requests over the next couple of weeks. I will share any information I have received from staff by February 18 with the board. I will share any feedback I receive from the board on February 18 with staff. I will be meeting with staff again on Monday, February 24 to answer questions, continue the discussion, and draft a budget.

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Discussion of and resolution to add flood and earthquake insurance for a cost not to exceed $227, prorated until April 30, 2014

To add the flood coverage for a $1M limit of liability and a $50,000 deductible (standard terms) and to add earthquake coverage for $1M with a 10% deductible (again, standard), it would be $1,137 annually. If we were to add this insurance for the remainder of this fiscal year it would be pro-rated for $227. If we add it now, we can still opt out at renewal time if we so choose. For the renewal we will make sure we have the separate premium amounts for flood and earthquake. Typically, the flood premium is higher than earthquake so the flood is driving the figure.

We are within budget on insurance payments this fiscal year so I recommend we add this coverage.