WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

PUBLIC NOTICE

The Westmont Public Library will hold its regular meeting of the Board of Trustees on Tuesday, October 21, 2014 at 7:00 P.M. in the Kwasek Meeting Room 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 regular board meeting: September 16, 2014
   b. Communications log: October, 2014
   c. Librarian's report: October, 2014

(5) Open 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. Report from Policy Committee
   b. Resolution to approve Personnel Handbook's Nepotism section
   c. Resolution to approve Public Comment Policy
   d. Resolution to approve Public Use of the Internet Policy
   e. Resolution to approve Volunteer Policy
   f. Report from Building and Grounds Committee

g. Resolution to select architectural firm for main floor redesign project in an amount not to exceed $15,000 from Special Reserves
h. Discussion of proposals for RFID and Self-Check System
i. Discussion of Strategic Plan Update
j. Resolution to approve FY16 Levy for an amount not to exceed $1, 839,120
k. Discussion of Library Director's 6 month checkup

(11) Executive Session

(12) Resume Open Session

(13) Final action on Executive Session Discussion

(14) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Julia Coen, 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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REGULAR MEETINNG OF THE BOARD
SEPTEMBER 16, 2014

MINUTES

The meeting was called to order at 7:08 p.m. by Vice President John Martens on Tuesday, September 16, 2014 at the Westmont Public Library.

Roll Call:
Present: Trustee Elaine Carmichael, Secretary Jason Fichtel, Trustee Chris Gorman, Vice President John Martens, Trustee Kerry O'Connor and Treasurer Megan Stern
Also present: Director Julia Coen, Assistant Director Kate Buckson, Administrative Assistant Theresa Barry and Village of Westmont Finance Director Spencer Parker
Absent: President Amy Porter

Pledge of Allegiance

(President Amy Porter arrived at 7:09)

Consent Agenda

Minutes of the Regular Board Meeting: August 19, 2014
Communications Log: September 2014
Librarian's Report: September 2014

Stern moved to approve the Consent Agenda, Carmichael seconded. All in favor, motion passed.

Open Forum:

a. **Public – S. Parker** – Great example of customer service downstairs today when Reference Librarian Anna Behm helped a patron.

b. **Staff** – None

c. **Trustees – Carmichael –** Westmont Chamber Open House tomorrow night 5-7 at Westmont Centre. "Stuff a Truck" food drive kick-off. Silent parade October 10 7:00 pm-7:45 pm. Will be absent at the next board meeting on October 21.

   Porter – Oktoberfest at Holy Trinity this week Friday, 19, 4:30 p.m.-10:30 p.m. and Saturday 20, 11:00 a.m.-10:30 p.m. ~ food, fun, music, beer by Urban Legend.

Gorman – Referendum for CUSD201 back on the ballot this fall. Westmont Ale Harvest fest on Saturday, October 11 at Ty Warner Park 1:00 p.m.-5:00 p.m.

Martens – Ann Thompson passed away this week. A memorial service will be held for her on October 11 at St. Carmelite Church in Darien.

Fichtel – Great to see John again. Enjoyed attending the recent PVPN performance.

d. **Director – Coen –** Attending the Chamber open house with Carmen Higgins tomorrow night at 5 and attending the Westmont First meeting afterward. Walking in the WHS Homecoming parade on October 10 from 3:00-3:30 ~ all are welcome to join in. Library After Hours event with the Chamber will tentatively be held in May 2015. Levy will be discussed at the October board meeting. New Marketing Associate, Deb Hinrichs started today. New Access Services Manager will be starting in late October. Library trustee election packets will be available at the Village Hall on September 23 and may be turned in between December 15-22.

Additions and Deletions:

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	AMOUNT
A T & T		INVOICE 630969562508	SVC 07.26.14-08.25.14	11.4635	$222.64
A. PANZICA ENTERPRISE LTD		INVOICE 578	REPAIRS TO SUMPPRO BATTERY BOX	11.4611	$599.00
ANDERSON'S BOOKS INC.		INVOICE 1617	2014 LITERATURE CONFERENCE	11.4131	$109.00
ARCO PLUMBING		INVOICE 50835	SNAKE URINAL IN MENS ROOM	11.4611	$96.00
BRODART		INVOICE 3622246	YOUTH - BOOKS	11.4221	$42.97
BRODART		INVOICE 3622245	ADULT - BOOKS	11.4211	$14.18
BRODART		INVOICE 3622243	ADULT - BOOKS	11.4211	$10.77
BRODART		INVOICE 3622243	YOUTH - BOOKS	11.4221	$58.27
BRODART		INVOICE 3622068	YOUTH - BOOKS	11.4221	$8.77
EMERALD MARKETING		INVOICE 11694 - NEWSLETTER	OCT/NOV 2014 NEIGHBORS	11.4551	$800.00
FIRST CHOICE COFFEE		INVOICE 328033	PATRON'S CAFÉ	11.4417	$81.34
FOX LANDSCAPING		INVOICE 08312014 - AUGUST	GROUNDS MAINTENANCE	11.4615	$742.85
FOX VALLEY FIRE & SAFETY		INVOICE 856441 - FIRE PUMP EMERGENCY	INSPECT FAULTY FIRE PUMP	11.4611	$455.00
FOX VALLEY FIRE & SAFETY		INVOICE 857381 - FIRE PUMP REPAIRS	REPLACE DEFECTIVE CONTACTOR	11.4611	$1,750.00
G.E. CAPITAL		INVOICE 09102014	PHOTOCOPIER LEASE - SEPT.	11.4727	$1,445.00
MANAGEMENT ASSOCIATION		INVOICE 61202 - TEAM BUILDING	ON-SITE TRAINING	11.4131	$1,600.00
MIDWEST TAPE		INVOICE 92130218	ADULT - AV	11.4213	$92.97
MIDWEST TAPE		INVOICE 92130217	ADULT - AV	11.4213	$29.99
MIDWEST TAPE		INVOICE 92130216	YOUTH - AV	11.4223	$79.97
MIDWEST TAPE		INVOICE 92130214	ADULT - AV	11.4213	$13.99
NAMI DUPAGE		INVOICE 10012014-KB	STAFF TRAINING PROGRAM	11.4501	$75.00
NICOR GAS		INVOICE 798489 - AUG-SEP	NATURAL GAS	11.4631	$1,090.99
PENWORTHY COMPANY		INVOICE 0000994-IN	YOUTH - BOOKS	11.4221	$441.62
PITNEY BOWES GLOBAL FINANCIAL SVCS		INVOICE 8375032-SEPTEMBER	POSTAGE MACHINE - LEASE	11.4727	$67.00
RANDOM HOUSE LLC		INVOICE 9037420001	ADULT - AV	11.4213	$33.75

UNIQUE MANAGEMENT SERVICES, INC.		INVOICE 270442 - COLLECTION AGENCY	PLACEMENTS	11.4818	$17.90
VILLAGE OF WESTMONT		INVOICE 77593	COBRA - SEPTEMBER	11.2117	$810.77
WHEN 2 WORK, INC		INVOICE 33215655.60.12.14 - RENEWAL	ONLINE SCHEDULING	11.4658	$315.00
				TOTAL	**$11,104.74**
TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - SEPTEMBER 16, 2014 $11,104.74					

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

Treasurers Report:

Stern moved to approve the Treasurer's Report, Gorman seconded. All in favor, motion passed.

Coen reported that several items where re-coded so the report presented does not reflect that accurately. Marketing expenditures were closer to 38%.

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

Bills and Salaries:

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

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

Unfinished Business:

Discussion of and resolution to approve and adopt the Personnel Handbook: Coen explained that she followed up on things that were discussed at the last board meeting.

Bonus pay – Coen reported that some libraries awarded it and some did not. No percentages were available from other libraries. Martens commented that it should be at the director's discretion. Martens and Gorman recommended keeping a percentage amount in the policy. A consensus was reached to incorporate a percentage amount of "not to exceed 5% " and that bonus pay would be relative to extraordinary work completed and awarded at the discretion of the Library Director without prior approval from the board. All in favor.

Staff Use of Computers and Communication Systems – Coen explained there were a few edits and she would double check for consistency on style when writing Westmont Public Library or WPL. All in favor.

Personal Business Days – Coen reported that nearly all libraries gave full time staff sick time, vacation time and personal business days but not all libraries awarded paid time off to part time staff. Porter suggested leaving it as it was for the time being and re-visiting it again in April or May. Porter asked Coen to continue investigating salary schedules.

Tuition reimbursement –Coen recommended increasing the stay time to twelve months following an employee receiving reimbursement.

Fichtel moved to approve and adopt the Personnel Handbook as amended, Martens seconded.

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

Discussion of and resolution to approve the RFP for RFID and self-checkout unit:

Coen reported there were no major changes to the draft RFP with the exception of point 14 regarding negotiations with multiple vendors since we cannot do that. The times for publicizing the document were added.

Fichtel moved to approve the RFP for RFID, Martens seconded. All in favor, motion passed.

New Business:

Discussion of and resolution to approve days closed for 2015:

Fichtel moved to approve days closed for 2015, Carmichael seconded. All in favor, motion passed.

Discussion of and resolution to approve the FY15 Per Capita Grant application:

Board supported the FY15 Per Capita Grant application.

Discussion of and resolution to approve the transfer of FY14 budget surplus in the amount of $231,509.00 to Special Reserves:

Gorman moved to approve the transfer of FY14 budget surplus in the amount of $231,509.00 to Special Reserves, Stern seconded.

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

Executive Session:

None

Porter reported that she had met with Coen last month and discussed SWOT details from her start date until now in addition to setting measurable goals to be met within the next six months based on the strategic plan, buildings and grounds, budgeting, human resources, professional goals and setting goals for staff. Coen agreed to make a presentation at the October board meeting so the board would have something to measure her on. A 360 was also discussed and it was agreed that one would be carried out by staff which Buckson would facilitate.

Adjournment

Gorman moved to adjourn at 8:24 p.m., Martens 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: OCTOBER 21, 2014

Letter: 09.11.2014	Klein, Thorpe & Jenkins Ltd to Coen – 2015 Public Library Calendars
Letter: 10.07.2014	Board of Review Docket No. C-60020, 900 Oakmont, Westmont and Docket No. C-600021, 999 Oakmont, Westmont
Email: 10.07.2014	Coen to Board – Updates on upcoming Policy Committee and Building and Grounds meetings together with corresponding board packets

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LIBRARIAN'S REPORT October 2014

On October 10, several staff from WPL walked in the high school's homecoming parade through downtown Westmont. We were honored to participate and look forward to supporting the schools in the coming year.

THE NUMBERS

Check-outs: 25,666	**Website visits**	**Visitors**
Physical checkouts: 24,316	Homepage visits: 4,352	Visitor count: 21,516
Digital checkouts: 1,350	Digital Branch: 627	Program attendance: 1,208
September '13 checkouts: 20,767	In the Spotlight: 109	Social media followers: 1,093

STRATEGIC PRIORITIES

Stimulating the Imagination

Sheila and our wonderful volunteer Marilyn coordinated homebound delivery of books to 66 homes for the month of September. We will be investing in a rolling cart to help Marilyn deliver the material at the various locations throughout Westmont.

Satisfying Curiosity

47 people attended the last two Trivia Nights at Sweet & Savory Spot. Brittany and Anna are making plans for a very special Trivia night in December.

On November 1, our selectors will be changing their collection development assignments. Kate worked with the selectors to make sure they 1) get to select for at least one area of their choice, 2) get assigned new areas, and 3) changes were made with budgets in mind. These changes are being implemented so that our collections get a fresh set of eyes and our staff have the opportunity to develop their collection development skills.

Encouraging Early Literacy

Our storytime attendance numbers started strong this fall. We had over 100 attendees (children and caregivers) at the Thursday storytime during the first week. Since the numbers are so high and we want to be able to serve Westmont residents and children who prefer to learn in smaller groups, we will be offering a Westmont only storytime starting this spring. Staff are still working out the details but it will most likely be offered on Fridays.

Engaging Technology

Our laptops will be ready for circulation on November 1! The laptop cart is now located behind the circulation area so that staff can quickly and easily provide patrons with these devices. The laptops, both PC and Mac, can be checked out in-house only for a period of one day.

We have added a second printer in the computer lab (and it allows for 2-sided printing!). We have also removed the reference shelves from the computer area and rearranged the desks so that the area is more inviting and less cramped.

THE STAFF

I attended the Illinois Municipal League Conference at the Chicago Hilton on September 19. The sessions I attended discussed FOIA/OMA compliance, state grant opportunities, improving communication strategies across municipal organizations, and budgeting best practices. I found the conference to be extremely beneficial. I have already begun using what I have learned and look forward to attending more of their educational workshops in the furture.

Carmen is attending the Illinois Library Association conference this week in Springfield where she will be a member of a panel presentation discussing how to revitalize Friends of the Library organizations. Carmen's hard work with our Friends group has resulted in increased membership and the return of the popular FOL Book Sale.

The National Alliance on Mental Illness (NAMI) will be on site on October 15 to train staff on mental health issues and awareness. NAMI will be providing a brief, yet comprehensive presentation about mental illness that will help staff understand how people with serious mental disorders cope with the reality of their illnesses. This training was scheduled in response to staff requests for education and coping strategies for dealing with members of the public who may be suffering from mental illness.

THE FACILITY

Facility issues that were addressed this past month:

- Arco winterized the sillcocks.
- Backflow was inspected by FlowTechnics.
- Tony Panzica discovered that there were four MK 2690 Pneumatic Actuators that needed to be replaced or repaired. Inland RMC replaced two units and also repaired a leak above the boiler.
- Bill Hendricks, a local handyman, did some work at the facility. He dismantled and move empty shelving from the computer lab area, repaired a doorstop on the meeting room door to the staff lounge, put the hoses downstairs for winter, replaced several burnt out light bulbs in the basement and throughout the building.

Coming up:

- Tony Panzica will be installing the digital signage in Youth Services.
- Arco will be investigating a condensation issue on the PVC piping above the storytime room and evaluating some pipes on the main floor.
- We will be seeking two additional proposals for snow removal before we sign a contract.
- We have received 4 proposals for painting the meeting room and we will be moving forward with that soon.
- We will be submitting permit application for the concrete repairs to the southeast emergency exit to make it ADA compliant. We received three quotes for the actual work and we will be moving forward once we have the permit in hand.

SWAN

I attended a Change Management Workshop for Director's at SWAN on October 9 in anticipation of the software migration. I feel our staff is in a good place and we are ready and excited about the migration. Brittany and Anna also attended the same session for supervisors so they can be aware of any issues that may come up as we transition over the next 6 months. Our new Access Services Manager has worked with this software for the past several years and she will be a huge asset to us as we migrate to the new system.

On that note – the new software training has begun! Chris Watts attended a two-day training session at SWAN on October 13 and 14. More training will be happening over the next several months.

OUTREACH

Schools: Karen, Lynn, Jill, and Carmen visited 5 schools and shared information about the library and our resources to 507 children and adults.

Tours: 17 Holy Trinity 4th graders come by for a behind the scenes look and hands on experience at the library. Our librarians demonstrated how to search for materials and explore our digital branch.
Carmen led a group of 22 ESL students and instructors from the People's Resource Center on a tour and Jack demonstrated some of our useful online resources for English learners.

Partnerships: Gail and Carmen met with Erin McNuty, Community Partnership Coordinator for PRC, to discuss resources we offer and partnership opportunities for this coming year.

Carmen met with Bernie Steiger, Executive Director of Literacy DuPage, to discuss partnerships and recruiting initiatives for tutors and learners within the Westmont community. WPL will be hosting a literacy tutor orientation followed by literacy tutor training workshops this spring.

Carmen attended a meeting hosted by PADS to discuss the issues that public libraries face when serving the homeless population. PADS is a wonderful organization and having a contact at their organization who can assist with any issues that may arise, will help us better serve the homeless population.

Coming up:
On October 8, Carmen and Kate met with Laura Riley, teacher association liaison for district 201. We have been invited to attend and present at the next faculty Lunch -n-Learn scheduled at Manner/Miller, WJH, and WHS on December 3. Carmen is also coordinating a faculty field trip either April 15 or May 13 to WPL for a tour and demonstration.

THE BOARD

The next regular board meeting is Tuesday, November 18, 2014 at 7pm.

OTHER

We are currently accepting non-perishable items for the stuff-a-truck food drive through October 25. We will also be a drop-off location for the winter coat drive from October 20 – November 21.

We are planning a patron appreciation day for December. Once we have the date and plans arranged, I will share that information with board members.

MARK YOUR CALENDARS!
The Holly Days parade is Saturday, November 29 at 5pm. We will be serving hot chocolate in the WPL lobby and staff will be marching as characters from *The Wonderful Wizard of Oz* to promote our Westmont Reads program. Join us!

Respectfully,
Julia Coen
Library Director

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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
Director

10/21/14
Date

ADDENDUM TO BILLS PRESENTED ON OCTOBER 21, 2014

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	AMOUNT
AMERICAN LIBRARY ASSOCIATION		ANNUAL STUDENT MEMBERSHIP DUES	LYNN THOMAS OCT 14-OCT 15	11.4132	$35.00
AMAZON.COM		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$1,867.94
BLACKSTONE AUDIO INC.		INVOICE 728219	REPLACEMENT CD	11.4213	$10.69
BRODART CO.		INVOICE 3640739	SPANISH BOOKS - YOUTH	11.4221	$118.32
EBSCO		INVOICE 1464653-B	VALUE LINE ANNUAL SUBSCRIPTION	11.4217	$4,626.50
EBSCO		INVOICE 0034169 - USA TODAY NEWSPAPER	RATE ADJUSTMENT INV. 1464653	11.4214	$48.50
GE CAPITAL		INVOICE 61558536	PHOTO COPIER LEASE - OCTOBER	11.4727	$1,445.00
GOVERNMENT FINANCE OFFICERS ASSOC.		INVOICE 2769193-REGISTRATION-J.COEN	BUILDING A BETTER BUDGET DOC.	11.4131	$160.00
GREY HOUSE PUBLISHING		INVOICE 898045	PROFILES OF ILLINOIS 4TH EDITION	11.4215	$119.20
HEDRICK, BILL		INVOICE 0001 - FACILITY 10.09.2014	GENERAL MAINTENANCE	11.4611	$228.00
HEDRICK, BILL		INVOICE 0002 - FACILITY 10.15.2014	GENERAL MAINTENANCE	11.4611	$406.00
ID CARDS UNLIMITED		INVOICE 2014177	NEW LIBRARY CARDS X 5,500	11.4425	$2,079.15
KLEIN THORPE AND JENKINS LTD		INVOICE 171923	LEGAL SERVICES - GENERAL	11.4811	$660.00
LIMRICC - UCGA		INVOICE 10212014-JC-UCGA	UNEMPLOYMENT COMPENSATION	11.4058	$453.14
LOGSDON OFFICE SUPPLY		INVOICE 0922403.001	MISCELLANEOUS OFFICE SUPPLIES	11.4411	$35.55
LOGSDON OFFICE SUPPLY		INVOICE 0922934.001	MISCELLANEOUS OFFICE SUPPLIES	11.4411	$37.58
MAASSEN, KATHERINE		INVOICE 09222014-BS-RPB/ILL	LOST & PAID ITEM	11.4232	$4.99
OVERDRIVE INC.		INVOICE 1658.120557663.100314	MISCELLANEOUS EBOOKS - ADULT	11.4211	$114.54
PETTY CASH		INVOICE 10212014 REPLENISH INHOUSE	SEE ATTACHED	00.0000	$407.67
SERVICE MASTER INC.		INVOICE 170597	MONTHLY CLEANING SERVICES	11.4612	$1,337.00
SMITH, BRITTANY		INVOICE 10092014-JC	HOTEL FOR CIRCULATION CONF.	11.4134	$218.00
UNIQUE MANAGEMENT SERVICES INC		INVOICE 271837 - PLACEMENTS	COLLECTION SERVICES	11.4818	$8.95
UNIVERSITY OF WISCONSIN-EXTENSION		INVOICE 330707 - SHEILA HOPE	ON-LINE COURSE	11.4131	$200.00
VILLAGE OF WESTMONT		INVOICE 77675	COBRA OCTOBER	11.2117	$810.00
VILLAGE OF WESTMONT		INVOICE 77674 - SEPT & OCT 2014	ACCOUNTING SERVICES	11.4814	$1,050.00
WALKER DISPLAY, INC.		INVOICE 5749	HARDWARE FOR ART GALLERY	11.4411	$69.50
WESTMONT CHAMBER OF COMMERCE		INVOICE 20102171-STATE OF THE VILLAGE	COEN, BUCKSON, HIGGINS, SMITH	11.4131	$80.00
WINTRUST FIRST BANKCARD		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$1,286.89
				TOTAL	$17,918.11
TOTAL ADDED TO BILLS PRESENTED - BOARD MEETING - OCTOBER 21, 2014 $17,918.11					

AMAZON INVOICES TO BE PAID ON OCTOBER 21, 2014

DATE OF ORDER	INVOICE NUMBER	AMOUNT	WPL CODE	NOTES
10.01.2014	66517442748	$39.99	11.4223	SUPER SMASH BROS. NINTENDO 3
08.25.2014	169151894801	$119.98	11.4213	MADDEN NFL PLAYSTATION & XBOX 360
08.23.2014	104441942991	$37.98	11.4213	BLENDED DVD
08.28.2014	169152410702	$29.96	11.4213	PROFESSOR LAYTON VS PHOENIX WRIGHT 3DS
09.11.2014	47765105862	$125.47	11.4213	MISCELLANEOUS DVDS
09.15.2014	169159918156	$39.96	11.4213	THEATRHYTHM FINAL FANTASY
09.20.2014	52370120455	$53.97	11.4213	GODZILLA 2 DISC SPECIAL
09.22.2014	169153888243	$119.98	11.4213	FIFA 15 XBOX 360 & PLAYSTATION
09.29.2014	169156441968	$59.96	11.4213	PERSONA 4 ARENA ULTIMAX PLAY
10.04.2014	66510823035	-$0.03	11.4213	REFUND SUPER SMASH BROTHERS NINTENDO
09.25.2014	169159492160	-$0.03	11.4213	REFUND FIFA 15 PLAYSTATION 3
09.24.2014	169150203863	-$0.03	11.4213	REFUND FIFA 15 XBOX 360
08.28.2014	104448596618	-$8.00	11.4213	REFUND BLENDED DVD
10.07.2014	177776564597	$28.99	11.4427	SPEEDY INKS - COMPATIBLE BROTHER
09.15.2014	204344372414	$189.99	11.4655	SAMSUNG 23.6 INCH WIDE SCREEN MONITOR
09.15.2014	264721982811	$299.99	11.4655	BROTHER PRINTER FOR COMPUTER LAB
09.22.2014	88913156613	$11.98	11.4655	AMAZON BASICS HIGH-SPEED HDMI CABLES
09.23.2014	104438193538	$23.99	11.4655	LOGITECH WIRELESS DESKTOP MK32
09.29.2014	31530083274	$179.99	11.4655	SAMSUNG 23.6 INCH WIDE SCREEN MONITOR
08.27.2014	133344498297	$29.34	11.4415	ZIPLOC BAGS AND LYSOL WIPES
08.28.2014	67060391328	$74.07	11.4415	PURELL HAND SANITIZER X 4 HALF GALLONS
08.29.2014	80992420776	$31.16	11.4415	SCOTT NATURALS PAPER TOWELS X 30 ROLLS
10.01.2014	14334305831	$22.42	11.4415	GE LIGHTING ENERGY SMART BULBS X 2
10.01.2014	14331123418	$78.47	11.4415	GE LIGHTING ENERGY SMART BULBS X 7
10.01.2014	14332153267	$22.42	11.4415	GE LIGHTING ENERGY SMART BULBS X 2
10.01.2014	14339413659	$78.47	11.4415	GE LIGHTING ENERGY SMART BULBS X 7
10.01.2014	14335464720	$33.63	11.4415	GE LIGHTING ENERGY SMART BULBS X 3
10.01.2014	14331456729	$33.63	11.4415	GE LIGHTING ENERGY SMART BULBS X 3
10.01.2014	133345366513	$19.98	11.4411	ZIPLOC DOUBLE ZIPPER FREEZER BAGS
09.06.2014	286755080010	$16.99	11.4411	DURACELL 9 VOLT BATTERIES
		$36.50	11.4505	5 OZ DIXIE CUPS FOR STORYTIMES (SPLIT)
		$36.77	11.4417	5 OZ DIXIE CUPS FOR PATRRON CAFE (SPLIT)
TOTAL TO BE PAID TO AMAZON.COM ON OCTOBER 21, 2014		$1,867.94		

10.16.2014

PETTY CASH ACCOUNT DETAIL - CASH IN-HOUSE

CASH POUCH REGISTER FOR PERIOD - AUGUST 20 - OCTOBER 15, 2014

DATE	CASH ISSUED TO:	DESCRIPTION OF ITEMS	WPL CODE	DEPOSIT	AMOUNT PAID OUT	BALANCE
08.20.2014				$285.96		$500.00
09.12.2014	K. BUCKSON	SUPPLIES FOR STAFF APPRECIATION PICNIC	11.4125		-$67.32	$432.68
09.18.2014	L. THOMAS	VINEGAR TO CLEAN STORYTIME TOYS	11.4505		-$2.29	$430.39
09.19.2014	S. VLK	RBP/ILL PROCESSING FEE: COTTONWOOD P.L.	11.4232		-$5.00	$425.39
09.22.2014	K. BUCKSON	CRAFT SUPPLIES FOR PROGRAMS	11.4505		-$19.93	$405.46
09.23.2014	T. BARRY	SELECTION OF TEAS FOR BOARD MEETINGS	11.4135		-$9.75	$395.71
09.24.2014	T. BARRY	REFRESHMENTS FOR BOARD - BLDGS & GROUNDS MTG	11.4135		-$49.00	$346.71
09.30.2014	H. BOOTH	APPLES FOR STORYTIME	11.4505		-$6.91	$339.80
09.29.2014	T. BARRY	CERTIFIED COPIES FOR 2013 PER CAPITA GRANT	11.4811		-$8.00	$331.80
09.29.2014	T. BARRY	MILEAGE REIMBURSEMENT TO COUNTY CLERK'S OFC	11.4134		-$17.35	$314.45
10.01.2014	B. SMITH	GIFT CARDS - INCENTIVES FOR FOOD DRIVES	11.4505		-$20.00	$294.45
10.07.2014	S. ROSENBERG	TRENDNET 8PORT GBIT - MICROCENTER	11.4655		-$29.99	$264.46
10.07.2014	J. SCHULTZ	PIZZA FOR TEEN DECORATING PROGRAM	11.4505		-$58.84	$205.62
10.10.2014	K. BUCKSON	CANDY FOR W.H.S. HOMECOMING PARADE	11.4505		-$41.57	$164.05
10.10.2014	K. BUCKSON	10 OZ PERFECT TOUCH CUPS FOR PATRON CAFÉ	11.4417		-$12.99	$151.06
10.14.2014	T. BARRY	REFRESHMENTS FOR BOARD - POLICY & B&G MTGS	11.4135		-$58.73	$92.33
			TOTAL SPENT		-$407.67	

REQUEST TO PAY "PETTY CASH" THE AMOUNT OF : $407.67 TO REPLENISH IN-HOUSE FUNDS ON OCTOBER 21, 2014

CC: ADDENDA, MARGE, SP, LJ, RO, JC

10.16.2014
AS CODED $ 407.67
JC

FIRST BANKCARD WINTRUST PAID ON OCTOBER 21, 2014

DATE OF ORDER	REQUESTED BY	VENDOR	DETAILS	AMOUNT	WPL CODE	NOTE
09.16.2014	S. ROSENBERG	EBAY	1 X XEROX 109R00783 MAINTENANCE KIT XTRA CAPACITY	$100.00	11.4427	PRINTERS
09.16.2014	S. ROSENBERG	EBAY	1 X XEROX 109R00783 MAINTENANCE KIT XTRA CAPACITY	$88.00	11.4427	PRINTERS
09.16.2014	S. ROSENBERG	EBAY	1 FULL SET OF XEROX COLORQUBE 8570 INK X 10 STICKS	$475.00	11.4427	PRINTERS
09.22.2014	S. ROSENBERG	MICROCENTER	1 X 242586 DELL I3000 I3-4150/8/1/W7PRO	$549.99	11.4655	D.HINRICHS
09.27.2014	J. COEN	COMCAST	DSL FOR LIBRARY - MONTHLY AUTO PAY FOR SEPTEMBER 2014	$73.90	11.4635	WPL DSL
			SUBTOTAL	$1,286.89		
		INTEREST		$0.00	11.4950	
		LATE FEE		$0.00	11.4950	
			TOTAL	$1,286.89		

TOTAL TO BE PAID TO FIRST BANKCARD (WINTRUST) ON OCTOBER 21, 2014 $1,286.89

Westmont Public Library
Bills Presented for Payment Addendum
As of October 21 2014

Type	Num	Memo	Account	Amount
ALA American Library Association				
Bill	1287093 2014	2014 Student Membership Dues for 2014	11-4132 · Professional Memberships	-35.00
Total ALA American Library Association				-35.00
Amazon.com				
Credit	066510823035	Credit Memo #066510823035	11-4213 · AV	0.03
Credit	169159492160	Credit Memo #169159492160	11-4213 · AV	0.03
Credit	169150203863	Credit Memo #169150203863	11-4213 · AV	0.03
Credit	104448596618	Credit Memo #104448596618	11-4213 · AV	8.00
Bill	066517442748	Inv #066517442748	11-4223 · AV	-39.99
Bill	169151894801	Inv #169151894801	11-4213 · AV	-119.98
Bill	104441942991	Inv #1044419492991	11-4213 · AV	-37.98
Bill	169152410702	Inv #169152410702	11-4213 · AV	-29.96
Bill	047765105862	Inv #047765105862	11-4213 · AV	-125.47
Bill	169159918156	Inv #169159918156	11-4213 · AV	-39.96
Bill	052370120455	Inv #052370120455	11-4213 · AV	-53.97
Bill	169153888243	Inv #169153888243	11-4213 · AV	-119.98
Bill	169156441968	Inv #169156441968	11-4213 · AV	-59.96
Bill	177776564597	Inv #177776564597	11-4427 · Computer & Printer Supplies	-28.99
Bill	204344372414	Inv #204344372414	11-4655 · LAN Maintenance	-189.99
Bill	264721982811	Inv #264721982811	11-4655 · LAN Maintenance	-299.99
Bill	088913156613	Inv # 088913156613	11-4655 · LAN Maintenance	-11.98
Bill	104438193538	Inv #104438193538	11-4655 · LAN Maintenance	-23.99
Bill	031530083274	Inv #031530083274	11-4655 · LAN Maintenance	-179.99
Bill	133344498297	Inv #133344498297	11-4415 · Custodial Supplies	-29.34
Bill	067060391328	Inv #067060391328	11-4415 · Custodial Supplies	-74.07
Bill	080992420776	Inv #080992420776	11-4415 · Custodial Supplies	-31.16
Bill	014334305831	Inv #014334305831	11-4415 · Custodial Supplies	-22.42
Bill	014331123418	Inv #014331123418	11-4415 · Custodial Supplies	-78.47
Bill	014332153267	Inv #014332153267	11-4415 · Custodial Supplies	-22.42
Bill	014339413659	Inv #014339413659	11-4415 · Custodial Supplies	-78.47
Bill	014335464720	Inv #014335464720	11-4415 · Custodial Supplies	-33.63
Bill	014331456729	Inv #014331456729	11-4415 · Custodial Supplies	-33.63
Bill	133345366513	Inv #133345366513	11-4411 · Office Supplies	-19.98
Bill	286755080010	Inv #286755080010	11-4411 · Office Supplies	-16.99
Bill	286755080010	Inv #286755080010	11-4505 · Program Expenses Other	-36.50
Bill	286755080010	Inv #286755080010	11-4417 · Cafe Supplies	-36.77
Total Amazon.com				-1,867.94
Blackstone Audio, Inc.				
Bill	728219	Inv #728219	11-4213 · AV	-10.69
Total Blackstone Audio, Inc.				-10.69
BRODART Co.				
Bill	B3640739	Inv #B3640739	11-4221 · Books	-118.32
Total BRODART Co.				-118.32

Westmont Public Library
Bills Presented for Payment Addendum
As of October 21 2014

Type	Num	Memo	Account	Amount
EBSCO Information Services				
Bill	1464653	Inv #1464653	11-4217 · Electronic Res.	-4,626.50
Bill	0034169	Inv #0034169	11-4214 · Periodicals	-48.50
Total EBSCO Information Services				-4,675.00
GE Capital				
Bill	61558536	Inv #61558536	11-4727 · Photocopier and Printing	-1,445.00
Total GE Capital				-1,445.00
Government Finance Officers Association				
Bill	2769193	Inv #2769193 Class Registration - Building a Better Bu...	11-4131 · Conferences & Training	-160.00
Total Government Finance Officers Association				-160.00
Grey House Publishing				
Bill	898045	Inv #898045	11-4215 · Professional Publications	-119.20
Total Grey House Publishing				-119.20
Honey-Do Handyman				
Bill	00002	General Maintenance 10/15/14	11-4611 · General Maintenance & Repair	-406.00
Bill	00001	General Maintenance 10/09/14	11-4611 · General Maintenance & Repair	-228.00
Total Honey-Do Handyman				-634.00
ID CARDS UNLIMITED				
Bill	2014177	Inv #2014177	11-4425 · Patron Services	-2,079.15
Total ID CARDS UNLIMITED				-2,079.15
Klein, Thorpe and Jenkins, Ltd				
Bill	171923	Inv #171923	11-4811 · Legal Services	-660.00
Total Klein, Thorpe and Jenkins, Ltd				-660.00
LIMRiCC Unemployment Comp Group Account				
Bill	09302014	3rd Qtr 2014 UC Contributions	11-4058 · Unemployment Insurance	-453.14
Total LIMRiCC Unemployment Comp Group Account				-453.14
Logsdon Office Supply				
Bill	0922403-001	Inv #0922403-001	11-4411 · Office Supplies	-35.55
Bill	0922934-001	Inv #0922934-001	11-4411 · Office Supplies	-37.58
Total Logsdon Office Supply				-73.13
Maassen, Katherine				
Bill	10122014	Inv #10122014 - Cloud Capers	11-4232 · RBP/Ill Replacements	-4.99
Total Maassen, Katherine				-4.99
OverDrive Inc.				
Bill	1658-120557663...	Inv #1658-120557663-100314	11-4211 · Books	-114.54
Total OverDrive Inc.				-114.54

Westmont Public Library
Bills Presented for Payment Addendum
As of October 21 2014

Type	Num	Memo	Account	Amount
Petty Cash				
Bill	10152014	Staff Appreciation Picnic	11-4125 · Staff Appreciation	-67.32
Bill	10152014	Vinegar to clean storytime toys	11-4505 · Program Expenses Other	-2.29
Bill	10152014	RBP/II processing fee: Cottonwood P.L.	11-4232 · RBP/III Replacements	-5.00
Bill	10152014	Craft supplies for programs	11-4505 · Program Expenses Other	-19.93
Bill	10152014	Selection of teas for board meeting	11-4135 · Board Expense	-9.75
Bill	10152014	Refreshments for B & G Board Meeting	11-4135 · Board Expense	-49.00
Bill	10152014	Apples for Storytime	11-4505 · Program Expenses Other	-6.91
Bill	10152014	Certified copies for 2013 per capita grant	11-4811 · Legal Services	-8.00
Bill	10152014	Mileage reimbursement to county clerk's office	11-4134 · Travel	-17.35
Bill	10152014	Gift Cards - Incentives for food drives	11-4505 · Program Expenses Other	-20.00
Bill	10152014	Trendnet 8port gbit - microcenter	11-4655 · LAN Maintenance	-29.99
Bill	10152014	Pizza for teen decorating program	11-4505 · Program Expenses Other	-58.84
Bill	10152014	Candy for WHS homecoming parade	11-4505 · Program Expenses Other	-41.57
Bill	10152014	10 oz perfect touch cups for patron cafe	11-4417 · Cafe Supplies	-12.99
Bill	10152014	Refreshments for Board - Policy & B&G meetings	11-4135 · Board Expense	-58.73
Total Petty Cash				-407.67
Service Master - Carol Stream				
Bill	170597	Inv #170597 - November service	11-4612 · Cleaning	-1,337.00
Total Service Master - Carol Stream				-1,337.00
Smith, Brittany				
Bill	10092014	Inv #10092014 Hotel for Back in Circulation Again 201...	11-4134 · Travel	-218.00
Total Smith, Brittany				-218.00
Unique Management Services, Inc.				
Bill	271837	Inv #271837	11-4818 · Collection Agency Services	-8.95
Total Unique Management Services, Inc.				-8.95
University of Wisconsin				
Bill	330707	Inv #330707 Event Number 3063 for Sheila Hope	11-4131 · Conferences & Training	-200.00
Total University of Wisconsin				-200.00
VILLAGE OF WESTMONT				
Bill	77675	Inv #77675 - COBRA for September 2014	11-2117 · COBRA Liability	-810.00
Bill	77674	Inv #77674 Library Accounting Services September/Oc...	11-4814 · Accounting/Auditing Service	-1,050.00
Total VILLAGE OF WESTMONT				-1,860.00
Walker Display, Inc.				
Bill	5749	Inv #5749	11-4411 · Office Supplies	-69.50
Total Walker Display, Inc.				-69.50
Westmont Chamber of Commerce				
Bill	20102171	Inv #20102171 Westmont State of the Village Address	11-4131 · Conferences & Training	-80.00
Total Westmont Chamber of Commerce				-80.00

Westmont Public Library
Bills Presented for Payment Addendum
As of October 21 2014

Type	Num	Memo	Account	Amount
Wintrust Mastercard				
Bill	September 2014	Xerox 109R00783 Maintenance Kit Xtra Capacity	11-4427 · Computer & Printer Supplies	-100.00
Bill	September 2014	Xerox 109R00783 Maintenance Kit Xtra Capacity	11-4427 · Computer & Printer Supplies	-88.00
Bill	September 2014	Full Set of Xerox Colorqube 8570 Ink x 10 Sticks	11-4427 · Computer & Printer Supplies	-475.00
Bill	September 2014	242586 Dell I3000 13-4150/8/1/W7PRO	11-4655 · LAN Maintenance	-549.99
Bill	September 2014	DSL for Library-Monthly Auto Pay for September 2014	11-4635 · Telephone & Broadband	-73.90
Total Wintrust Mastercard				-1,286.89
TOTAL				**-17,918.11**

WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

Profit and Loss Budget versus Actual and Balance Sheet through September 2014

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. As of the end of September, we are **41%** through our fiscal year. These statements do not reflect the invoices to be paid at the October board meeting nor encumbered funds.

THE BALANCE SHEET

Operating Fund Unrestricted

Our goal is to have the general operating fund balance be at least 30% of the budgeted expenditures (or $561,095) by the end of the year. It is a little high now because we received our first major property tax payment in June and our second major payment in September. We will spend this down throughout the remainder of the year.

Special Reserves Fund Restricted

We have $438,273 available, which reflects the transfer that that Board approved at the last board meeting. However, at the top of the balance sheet, in the Cash section, you will see that Fund 70 is listed with only approximately $203,000 in Illinois Funds, plus another $3,000 in Clarendon Hills Bank (CHB). This is because while the transfer has been approved, so it is part of equity, the cash itself had not been transferred by the end of September. The difference of the transfer amount can be seen a little further down in the category labeled Other Assets. You can see that Fund 70 is owed the $231,509 from Fund 11, and that Fund 11 is listed as owing Fund 70 the $231,509. This is a timing issue, and should be resolved by the October statements. Because of these different pieces listed in different places, it may be most helpful to refer to the Equity section, which takes all of these items into consideration.

THE PROFIT AND LOSS STATEMENT

Projected budget to actual for salaries

1. Salaries represent 10.29 payrolls (11 less the 10 days accrued back to the prior year), and September represents payrolls. Based on year-to-date costs, our projected annual salary costs will be about $785,000, well below the budgeted $910,000.

Budget lines that reflect higher than anticipated percentage rates

2. Most are timing related and we do not project going over budget for professional memberships, postage, public communication, consulting, or insurance.

3. We are paying close attention to expenditures for programs, photocopier and printing, and utilities.

Westmont Public Library
Balance Sheet
As of September 30, 2014

	September 30, 2014
ASSETS	
Current Assets	
Checking/Savings	
11-1100 · Checking & Investments	
11-1105 · Illinois Funds - General	1,783,961
11-1107 · CHB - General	
70-1107 · CHB - General (Reserves)	3,074
11-1107 · CHB - General - Other	40,698
Total 11-1107 · CHB - General	43,773
11-1108 · CHB - Librarian	455
11-1125 · CHB - Non-Interest Bearing	
70-1125 · CHB Non-Interest Bearing	104
11-1125 · CHB - Non-Interest Bearing - Other	48,484
Total 11-1125 · CHB - Non-Interest Bearing	48,588
Total 11-1100 · Checking & Investments	1,876,777
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	203,585
Total 70-1100 · Checking & Investment	203,585
Total Checking/Savings	2,081,117
Accounts Receivable	
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	106
Other Current Assets	
11-1200 · Property Taxes Receivable	
11-1210 · Allowance for Uncollectable Tax	(17,532)
11-1200 · Property Taxes Receivable - Other	1,753,214
Total 11-1200 · Property Taxes Receivable	1,735,682
Total Other Current Assets	1,735,682
Total Current Assets	3,816,905

Westmont Public Library
Balance Sheet
As of September 30, 2014

	September 30, 2014
Fixed Assets	
12-1010 · Land	450,000
12-1020 · Buildings	
12-1025 · Accum Depreciation-Buildings	(2,606,956)
12-1020 · Buildings - Other	5,131,939
Total 12-1020 · Buildings	2,524,983
12-1030 · Furniture & Fixtures	
12-1035 · Accum Depreciation-F & F	(288,270)
12-1030 · Furniture & Fixtures - Other	407,034
Total 12-1030 · Furniture & Fixtures	118,764
Total Fixed Assets	3,093,747
Other Assets	
70-1300 · Due To/From Fund 11	231,509
11-1300 · Due To/From Fund 70	(231,509)
Total Other Assets	-
TOTAL ASSETS	6,910,652
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11-2000 · Accounts Payable	22,944
Total Accounts Payable	22,944
Other Current Liabilities	
11-2117 · COBRA Liability	811
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,735,682
Total Other Current Liabilities	1,736,492
Total Current Liabilities	1,759,436
Long Term Liabilities	
12-2005 · Capital Lease Payable-Longterm	23,668
12-2004 · Capital Lease Payable - Current	15,727
12-2003 · Bonds Payable - Current	81,000
12-2002 · Accrued Interest on Bonds	2,418
12-2001 · Bonds Payable	82,213
12-2000 · Compensated Absences	
12-2010 · Comp Absences - Current	8,272
12-2020 · Comp Absences - Long Term	33,090
Total 12-2000 · Compensated Absences	41,362
Total Long Term Liabilities	246,388
Total Liabilities	2,005,824

Westmont Public Library
Balance Sheet
As of September 30, 2014

	September 30, 2014
Equity	
11-3200 · Unrestricted Net Assets	529,700
11-3252 · Restricted - Per Capita Grant	44,277
12-3200 · Entity Wide - Unresticted	(94,916)
12-3000 · Invested in Capital Assets, Net	2,942,275
70-3250 · Restricted Net Assets	488,947
Net Income	994,545
Total Equity	4,904,828
TOTAL LIABILITIES & EQUITY	6,910,652
EQUITY BY FUND	
Operating Fund (11) Unrestricted	**1,574,919**
Target is 30% of Expenses ($561,095) at year end	
Operating Fund (11) Restricted for Grants	**44,277**
No Target - Use Grants during year	
Special Reserves Fund - Restricted	**438,273**
Target is $150,000	
Entity Wide Conversion	**2,847,359**
No Target - Used for Audit conversion	
TOTAL EQUITY	4,904,828

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
OPERATING FUND (11)							
Income							
11-3000 · Property Tax Revenue							
11-3010 · Current	743,063	1,633,939	728,742	1,638,033	1,753,213	(115,180)	93%
11-3040 · Prior Years	-	-	-	293	100	193	293%
Total 11-3000 · Property Tax Revenue	743,063	1,633,939	728,742	1,638,326	1,753,313	(114,987)	93%
11-3300 · Interest Incomes							
11-3303 · Interest-Illinois Funds	12	74	18	66	500	(434)	13%
11-3304 · Interest-Clarendon Hills Bank	7	28	3	30	75	(45)	40%
11-3310 · Interest-Property Tax	0	31	0	15	50	(35)	31%
Total 11-3300 · Interest Incomes	20	133	21	112	625	(513)	18%
11-3650 · Fines & Fee Income	1,252	10,819	1,379	10,012	28,000	(17,988)	36%
11-3660 · Photocopying Income	830	3,960	840	4,419	10,000	(5,581)	44%
11-3670 · Lost & Paid Materials	612	1,503	270	1,494	3,000	(1,506)	50%
11-3680 · Non-Resident Fees	-	751	-	879	3,000	(2,121)	29%
11-3690 · Meeting Room Charges	50	245	90	255	500	(245)	51%
11-3695 · Computer Class Revenues	60	145	-	65	500	(435)	13%
11-3700 · Memorials & Donations	-	2,115	-	2	4,000	(3,998)	0%
11-3770 · Impact Fees - New Development	-	759	77	631	1,500	(869)	42%
11-3800 · Cafe Income							
11-3801 · Staff Cafe Income	-	-	-	-	-	-	0%
11-3800 · Cafe Income - Other	133	699	103	601	1,700	(1,099)	35%
Total 11-3800 · Cafe Income	133	699	103	601	1,700	(1,099)	35%
11-3810 · Document Delivery	5	10	-	10	50	(40)	20%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	-	25,368	-	-	52,127	(52,127)	0%
11-3859 · Other Grants	-	-	-	-	10,000	(10,000)	0%
Total 11-3850 · Grant Revenue	-	25,368	-	-	62,127	(62,127)	0%
11-3900 · Miscellaneous Revenue	138	17,074	98	509	2,000	(1,491)	25%
Total Income	746,163	1,697,519	731,621	1,657,315	1,870,315	(213,000)	89%

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
Expense							
11-6900 · Salaries & Wages	60,476	307,224	60,733	304,915	910,000	(605,085)	34% 1
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	5,033	26,874	5,713	31,115	90,000	(58,885)	35%
11-4054 · Workers Comp Insurance	3,493	3,493	-	-	3,487	(3,487)	0%
11-4055 · Employer FICA/MED Contributions	4,512	22,885	4,563	22,871	66,000	(43,129)	35%
11-4058 · Unemployment Insurance	-	838	-	605	4,000	(3,395)	15%
11-4059 · Employer IMRF Contributions	6,202	31,337	6,437	31,105	91,500	(60,395)	34%
Total 11-4050 · Employee Benefits	19,239	85,427	16,713	85,695	254,987	(169,292)	34%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	82	153	-	497	2,100	(1,603)	24%
11-4131 · Conferences & Training	30	4,310	3,799	4,254	18,000	(13,746)	24%
11-4132 · Professional Memberships	250	1,710	125	1,298	2,800	(1,502)	46% 2
11-4134 · Travel							
11-4136 · Travel - Grant Events	-	-	-	-	-	-	0%
11-4134 · Travel - Other	-	272	50	556	1,500	(944)	37%
Total 11-4134 · Travel	-	272	50	556	1,500	(944)	37%
11-4135 · Board Expense	375	1,196	5	200	1,800	(1,600)	11%
Total 11-4100 · Board/Staff Development	737	7,641	3,979	6,806	26,200	(19,394)	26%
11-4210 · Adult Library Materials							
11-4218 · Grant - Adult Library Material	350	5,025	-	-	7,000	(7,000)	0%
11-4211 · Books	3,971	13,997	9,363	24,970	-	24,970	100%
11-4212 · Reference Books	492	1,216	932	1,327	-	1,327	100%
11-4213 · AV	3,895	13,599	5,340	17,564	-	17,564	100%
11-4214 · Periodicals	286	1,211	354	8,679	-	8,679	100%
11-4215 · Professional Publications	-	508	176	494	-	494	100%
11-4217 · Electronic Res.	48	9,888	-	8,500	-	8,500	100%
11-4210 · Adult Library Materials - Other	-	1,080	-	-	183,000	(183,000)	0%
Total 11-4210 · Adult Library Materials	9,042	46,523	16,164	61,533	190,000	(128,467)	32%

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
11-4220 · Youth Materials							
11-4228 · Grants - Youth Materials	-	-	-	-	5,856	(5,856)	0%
11-4221 · Books	1,940	6,889	5,676	13,487	-	13,487	100%
11-4223 · AV	1,218	3,276	957	4,610	-	4,610	100%
11-4224 · Periodicals	-	44	-	375	-	375	100%
11-4225 · Professional Publications	-	57	-	-	-	-	0%
11-4227 · Electronic Res.	-	3,832	334	2,462	-	2,462	100%
11-4229 · Kits	35	35	-	-	-	-	0%
11-4220 · Youth Materials - Other	-	-	-	-	60,500	(60,500)	0%
Total 11-4220 · Youth Materials	3,193	14,133	6,968	20,932	66,356	(45,424)	32%
11-4230 · Other Library Materials							
11-4232 · RBP/III Replacements	5	138	-	72	1,500	(1,428)	5%
11-4233 · Document Delivery	20	20	-	18	100	(82)	18%
Total 11-4230 · Other Library Materials	25	158	-	90	1,600	(1,510)	6%
11-4400 · Supplies							
11-4426 · VAS Processing	43	43	-	-	-	-	0%
11-4411 · Office Supplies	2	349	102	575	1,500	(925)	38%
11-4415 · Custodial Supplies	324	2,119	388	1,114	4,000	(2,886)	28%
11-4416 · Processing Supplies	443	3,121	1,138	2,938	14,183	(11,245)	21%
11-4417 · Cafe Supplies	215	982	81	466	1,500	(1,034)	31%
11-4425 · Patron Services	-	1,271	70	483	2,500	(2,017)	19%
11-4427 · Computer & Printer Supplies	526	2,926	737	1,705	8,000	(6,295)	21%
11-4451 · Postage	150	3,049	1,150	3,769	7,000	(3,231)	54% 2
Total 11-4400 · Supplies	1,703	13,858	3,666	11,051	38,683	(27,632)	29%
11-4500 · Program Expenses							
11-4505 · Program Expenses Other	275	5,313	773	5,786	9,500	(3,714)	61% 3
11-4508 · Grant - Program Expenses	-	-	-	2,000	23,000	(21,000)	9%
11-4501 · Programs	750	4,032	1,000	4,478	7,000	(2,522)	64% 3
Total 11-4500 · Program Expenses	1,025	9,345	1,773	12,264	39,500	(27,236)	31%

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	276	1,458	-	1,329	3,500	(2,171)	38%
11-4558 · Grant - Marketing & Advertising	-	2,905	-	1,118	6,271	(5,153)	18%
11-4551 · Public Communication	4,374	9,381	3,350	7,586	17,000	(9,414)	45% 2
Total 11-4550 · Marketing & Advertising	4,650	13,744	3,350	10,032	26,771	(16,739)	37%
11-4610 · Building & Grounds Maintenance							
11-4611 · General Maintenance & Repair							
11-4613 · Building Maintenance	-	-	-	-	-	-	0%
11-4611 · General Maintenance & Repair - Other	1,475	14,979	4,147	10,503	43,000	(32,497)	24%
Total 11-4611 · General Maintenance & Repair	1,475	14,979	4,147	10,503	43,000	(32,497)	24%
11-4612 · Cleaning	3,782	15,771	1,337	6,685	26,000	(19,315)	26%
11-4615 · Grounds Maintenance	1,014	4,595	1,486	3,714	22,000	(18,286)	17%
Total 11-4610 · Building & Grounds Maintenance	6,272	35,345	6,970	20,902	91,000	(70,098)	23%
11-4620 · Equipment Maintenance & Repair							
11-4626 · Camera Security System	-	-	-	-	-	-	0%
11-4621 · HVAC	-	6,694	-	3,884	17,000	(13,116)	23%
11-4622 · Elevator	-	7,094	409	409	6,000	(5,591)	7%
11-4624 · Fire Alarm System	53	2,447	-	987	3,500	(2,513)	28%
11-4625 · Telephone System	-	-	-	-	750	(750)	0%
11-4629 · Misc. Repairs & Inspections	123	(8)	-	-	1,500	(1,500)	0%
Total 11-4620 · Equipment Maintenance & Repair	175	16,227	409	5,280	28,750	(23,470)	18%
11-4630 · Utilities							
11-4631 · Natural Gas	618	4,262	1,091	6,340	8,000	(1,660)	79%
11-4632 · Water	-	662	301	896	1,600	(704)	56%
11-4633 · Sewer	83	188	90	187	600	(413)	31%
11-4634 · Disposal	-	-	-	-	200	(200)	0%
11-4635 · Telephone & Broadband	621	2,562	1,086	3,019	8,000	(4,981)	38%
Total 11-4630 · Utilities	1,322	7,674	2,568	10,443	18,400	(7,957)	57% 3

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	-	-	-	18,053	20,000	(1,947)	90%
11-4656 · Automation Consulting	220	8,113	-	-	4,000	(4,000)	0%
11-4652 · SWAN Maintenance	-	8,061	-	7,717	30,000	(22,283)	26%
11-4655 · LAN Maintenance	5	4,668	52	3,079	33,500	(30,421)	9%
11-4658 · Software	315	3,598	480	1,178	5,918	(4,740)	20%
Total 11-4650 · Automation Services	540	24,439	532	30,027	93,418	(63,391)	32%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	931	1,597	-	1,885	6,000	(4,115)	31%
11-4727 · Photocopier and Printing	2,957	7,461	1,512	7,310	17,000	(9,690)	43% 3
Total 11-4700 · Furniture & Equipment	3,888	9,057	1,512	9,195	23,000	(13,805)	40%
11-4800 · Professional Services							
11-4812 · Consulting	-	-	-	2,850	4,000	(1,150)	71% 2
11-4811 · Legal Services	-	738	-	340	10,000	(9,660)	3%
11-4814 · Accounting/Auditing Service	-	3,600	-	3,600	9,000	(5,400)	40%
11-4816 · Engineering Fees	-	-	-	-	700	(700)	0%
11-4818 · Collection Agency Services	36	277	18	152	700	(548)	22%
11-4819 · Industrial Appraisal	-	200	-	-	450	(450)	0%
Total 11-4800 · Professional Services	36	4,815	18	6,942	24,850	(17,908)	28%
11-4820 · Insurance							
11-4823 · Treasurer's Bond	-	763	-	763	900	(137)	85%
11-4822 · Errors & Omissions	-	1,621	-	1,371	1,000	371	137%
11-4821 · Building Insurance	10,352	10,352	-	13,854	14,000	(146)	99%
11-4820 · Insurance - Other	2,000	2,000	-	-	-	-	0%
Total 11-4820 · Insurance	12,352	14,736	-	15,988	15,900	88	101% 2

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	-	373	-	-	400	(400)	0%
11-4960 · Contingency	-	-	-	-	500	(500)	0%
11-9999 · Transfer to Spec Reserve Fund	-	-	-	-	20,000	(20,000)	0%
11-4900 · Miscellaneous Expense - Other	50	50	-	-	-	-	0%
Total 11-4900 · Miscellaneous Expense	50	423	-	-	20,900	(20,900)	0%
Total Expense	124,725	610,769	125,356	612,096	1,870,315	(1,258,219)	33%
OPERATING FUND (11) NET INCOME	621,438	1,086,750	606,264	1,045,219	-	1,045,219	100%
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	2,226	2,226	-	1,985	8,900	(6,915)	22%
70-3303 · Interest-Illinois Funds	2	17	2	12	100	(88)	12%
70-3856 · Energy Grant	-	-	-	-	-	-	0%
70-3858 · Donations - Furniture	100	425	-	-	1,000	(1,000)	0%
70-3999 · Transfer From Library Fund	-	-	-	-	-	-	0%
Total Income	2,328	2,668	2	1,998	10,000	(8,002)	20%
Expense							
Capital Outlay							
12-6001 · Loss on Disposal of Assets	-	-	-	-			
70-4868 · Staff Work Area	-	-	-	-	-	-	0%
70-4865 · Circulation/Main Desk	1,512	8,367	-	-	-	-	0%
70-4854 · HVAC	1,665	14,728	-	-	-	-	0%
70-4862 · 1st Floor Remodel	-	13,273	-	-	-	-	0%
70-4852 · Technology Purchases	-	-	-	-	-	-	0%
70-4832 · RFID/Security/Self-check Proj	-	-	-	-	-	-	0%
70-4842 · Youth Services	-	-	4,315	8,693	-	8,693	100%
Total Capital Outlay	3,177	36,368	4,315	8,693	-	8,693	100%

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

	September 2013	May 2013 - September 2013	September 2014	May 2014 - September 2014	Budget	$ Over (Under) Budget	% of Budget
Debt Service							
70-4895 · Debt Interest (Reserve)	-	6,327	-	3,978	-	3,978	100%
70-4890 · Debt Principal (Reserve)	-	57,673	-	40,000	-	40,000	100%
Total Debt Service	-	64,000	-	43,978	-	43,978	100%
Total Expense	3,177	100,368	4,315	52,672	-	52,672	100%
SPECIAL RESERVES (70) NET INCOME	(849)	(97,700)	(4,313)	(50,674)	10,000	(60,674)	-507%
ALL FUNDS COMBINED							
Total Income All Funds	748,491	1,700,188	731,623	1,659,313	1,880,315	(221,002)	88%
Total Expenses All Funds	127,902	711,137	129,671	664,768	1,870,315	(1,205,547)	36%
Total Net Income	620,589	989,050	601,951	994,545	10,000	984,545	9945%

WESTMONT PUBLIC LIBRARY

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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
Library Director

10/14/2014
Date

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
AT&T				
Bill	6309...	Inv # 63096956209	11-4635 · Telephone & Broadband	-222.64
Bill	630Z...	Inv #630Z99783409	11-4635 · Telephone & Broadband	-320.56
Total AT&T				-543.20
Baker & Taylor-Continuations (C393006)				
Bill	5013...	Inv # 5013278437	11-4211 · Books	-174.47
Total Baker & Taylor-Continuations (C393006)				-174.47
Baker & Taylor-Mystery (L425445)				
Bill	2029...	Inv # 2029815772	11-4221 · Books	-338.11
Bill	2029...	Inv # 2029815772	11-4416 · Processing Supplies	-22.50
Bill	2029...	Inv #2029811661	11-4221 · Books	-488.59
Bill	2029...	Inv #2029811661	11-4416 · Processing Supplies	-26.55
Bill	2029...	Inv # 2029790268	11-4221 · Books	-38.39
Bill	2029...	Inv # 2029790268	11-4416 · Processing Supplies	-5.75
Bill	2029...	Inv # 2029726974	11-4221 · Books	-97.89
Bill	2029...	Inv # 2029726974	11-4416 · Processing Supplies	-11.95
Bill	2029...	Inv # 2029758187	11-4221 · Books	-507.55
Bill	2029...	Inv # 2029758187	11-4416 · Processing Supplies	-50.75
Bill	2029...	Inv #2029747952	11-4221 · Books	-227.73
Bill	2029...	Inv #2029747952	11-4416 · Processing Supplies	-16.45
Bill	2029...	Inv #2029701643	11-4221 · Books	-206.00
Bill	2029...	Inv #2029701643	11-4416 · Processing Supplies	-9.55
Total Baker & Taylor-Mystery (L425445)				-2,047.76
Baker & Taylor - Adult (L039479)				
Bill	2029...	Inv #2029739298	11-4211 · Books	-273.30
Bill	2029...	Inv #2029808299	11-4211 · Books	-404.21
Bill	2029...	Inv #2029846051	11-4211 · Books	-1,377.94
Bill	2029...	Inv #2029771277	11-4211 · Books	-215.86
Bill	2029...	Inv #2029697258	11-4211 · Books	-147.94
Total Baker & Taylor - Adult (L039479)				-2,419.25
Baker & Taylor - Processing (L425444)				
Bill	2029...	Inv #2029811662	11-4211 · Books	-485.18
Bill	2029...	Inv #2029811662	11-4416 · Processing Supplies	-33.25
Bill	2029...	Inv #2029821268	11-4211 · Books	-533.14
Bill	2029...	Inv #2029821268	11-4416 · Processing Supplies	-53.65
Bill	2029...	Inv #2029780402	11-4211 · Books	-163.08
Bill	2029...	Inv #2029780402	11-4416 · Processing Supplies	-16.05
Bill	2029...	Inv #2029788695	11-4211 · Books	-42.96
Bill	2029...	Inv #2029788695	11-4416 · Processing Supplies	-4.90
Bill	2029...	Inv #2029768161	11-4211 · Books	-578.44
Bill	2029...	Inv #2029768161	11-4416 · Processing Supplies	-80.35
Bill	2029...	Inv #2029727160	11-4211 · Books	-212.70
Bill	2029...	Inv #2029727160	11-4416 · Processing Supplies	-11.05
Bill	2029...	Inv #2029713908	11-4211 · Books	-608.79
Bill	2029...	Inv #2029713908	11-4416 · Processing Supplies	-40.40

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
Bill	2029...	Inv #2029711138	11-4211 · Books	-326.51
Bill	2029...	Inv #2029711138	11-4416 · Processing Supplies	-19.90
Bill	2029...	Inv #2029764540	11-4211 · Books	-188.80
Bill	2029...	Inv #2029764540	11-4416 · Processing Supplies	-9.20
Total Baker & Taylor - Processing (L425444)				-3,408.35
Baker & Taylor - Prof Collection(L419127)				
Bill	2029...	Inv #2029694721	11-4215 · Professional Publications	-60.30
Total Baker & Taylor - Prof Collection(L419127)				-60.30
Baker & Taylor Books - Youth (L578096)				
Bill	2029...	Inv #2029790376	11-4221 · Books	-10.76
Bill	2029...	Inv #2029745149	11-4221 · Books	-8.48
Total Baker & Taylor Books - Youth (L578096)				-19.24
BRODART Co.				
Bill	B366...	Inv #B3668042	11-4211 · Books	-9.99
Bill	B365...	Inv #B3653246	11-4211 · Books	-167.11
Bill	B364...	Inv #B3649703	11-4221 · Books	-9.95
Bill	B364...	Inv #B3649702	11-4211 · Books	-15.97
Bill	B363...	Inv #B3638440	11-4211 · Books	-9.97
Bill	B362...	Inv #B3629446	11-4211 · Books	-98.22
Bill	B366...	Inv #B3660359	11-4211 · Books	-12.69
Bill	B362...	Inv #B3628055	11-4221 · Books	-26.15
Bill	B363...	Inv #B3635630	11-4211 · Books	-13.80
Total BRODART Co.				-363.85
Case Lots, Inc.				
Bill	000671	Inv #000671	11-4415 · Custodial Supplies	-300.10
Total Case Lots, Inc.				-300.10
Cavendish Square				
Bill	3009...	Inv #3009887	11-4221 · Books	-829.40
Total Cavendish Square				-829.40
CENGAGE Learning				
Bill	5332...	Inv #53327246	11-4211 · Books	-69.67
Bill	5315...	Inv #53157386	11-4211 · Books	-46.78
Bill	5331...	Inv #53319841	11-4211 · Books	-19.46
Bill	5325...	Inv #53252487	11-4211 · Books	-108.20
Total CENGAGE Learning				-244.11
Center Point Large Print				
Bill	1214...	Inv #1214516	11-4211 · Books	-503.28
Bill	1210...	Inv #1210367	11-4211 · Books	-41.94
Total Center Point Large Print				-545.22

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
Children's Plus Inc.				
Bill	104490	Inv #104490	11-4221 · Books	-997.45
Total Children's Plus Inc.				-997.45
Coen, Julia - reimbursements				
Bill	0920...	Illinois Municipal League 101st Annual Conference	11-4131 · Conferences & Training	-160.00
Bill	0920...	Parking for Conference	11-4134 · Travel	-24.00
Total Coen, Julia - reimbursements				-184.00
Costco Wholesale				
Bill	112014	November 2014 Annual Renewal	11-4132 · Professional Memberships	-55.00
Total Costco Wholesale				-55.00
Cruz, Gabriela				
Bill	1103...	Program for Zumba on 11/3/14	11-4501 · Programs	-50.00
Total Cruz, Gabriela				-50.00
Dold, Jill (Reimbursment)				
Bill	0915...	September 15, 2014 mileage NWYS Meeting - Passive Tween Progra...	11-4134 · Travel	-11.65
Bill	0927...	September 27, 2014 mileage Anderson's YA Conference	11-4134 · Travel	-14.44
Total Dold, Jill (Reimbursment)				-26.09
Duffy, Dawn				
Bill	1208...	Stress Management - Staff Meeting	11-4505 · Program Expenses Other	-150.00
Total Duffy, Dawn				-150.00
EnvisionWare, Inc.				
Bill	INV-U...	Inv #INV-US-18500	11-4655 · LAN Maintenance	-52.25
Total EnvisionWare, Inc.				-52.25
FIRST CHOICE COFFEE SVC				
Bill	331151	Inv #331151	11-4417 · Cafe Supplies	-45.77
Total FIRST CHOICE COFFEE SVC				-45.77
Fox Landscaping				
Bill	0930...	September 2014 Contract Installment	11-4615 · Grounds Maintenance	-742.85
Total Fox Landscaping				-742.85
Fox Valley Fire & Safety				
Bill	857043	Inv #857043	11-4624 · Fire Alarm System	-603.00
Total Fox Valley Fire & Safety				-603.00
GE Capital				
Bill	6133...	Inv #61335179	11-4727 · Photocopier and Printing	-1,445.00
Total GE Capital				-1,445.00

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
HFK Presents				
Bill	1206...	Inv #12062014 Program: Legend of St Nicholas	11-4501 · Programs	-275.00
Total HFK Presents				-275.00
Illinois Library Association				
Bill	1900...	Inv #1900870 Support Staff Membership	11-4131 · Conferences & Training	-25.00
Bill	1903...	Inv #1903080 Annual Conference 2014	11-4131 · Conferences & Training	-125.00
Bill	1903...	Inv #1903100 Annual Conference 2014	11-4131 · Conferences & Training	-15.00
Total Illinois Library Association				-165.00
Infogroup				
Bill	1000...	Inv #10002628375	11-4212 · Reference Books	-575.00
Total Infogroup				-575.00
LACONI				
Bill	1114...	Inv #11142014 Making the Numbers Add Up - Demystifying the Levy	11-4131 · Conferences & Training	-15.00
Total LACONI				-15.00
Logsdon Office Supply				
Bill	0920...	Inv #0920452-001	11-4416 · Processing Supplies	-164.88
Bill	0920...	Inv #0920452-001	11-4135 · Board Expense	-4.99
Bill	0920...	Inv #0920452-001	11-4427 · Computer & Printer Supplies	-319.50
Bill	0920...	Inv #0920452-001	11-4425 · Patron Services	-69.75
Bill	0921...	Inv #0921937-002	11-4411 · Office Supplies	-3.99
Bill	0921...	Inv #0921423-001	11-4411 · Office Supplies	-13.48
Bill	0921...	Inv #0921937-001	11-4411 · Office Supplies	-51.13
Bill	0921...	Inv #0921323-001	11-4411 · Office Supplies	-37.37
Bill	0922...	Inv #0922111-001	11-4411 · Office Supplies	-37.54
Total Logsdon Office Supply				-702.63
Management Assoc of IL				
Bill	62608	Inv #62608 2014 Library Survey-Member	11-4132 · Professional Memberships	-100.00
Bill	62490	Inv #62490 Instant Impact: Supervisory Fundamentals	11-4131 · Conferences & Training	-295.00
Total Management Assoc of IL				-395.00
Midwest Tape				
Bill	9220...	Inv #92209764	11-4213 · AV	-42.97
Bill	9216...	Inv #92166035	11-4223 · AV	-69.97
Bill	9216...	Inv #92166031	11-4223 · AV	-24.99
Bill	9220...	Inv #92209768	11-4213 · AV	-18.99
Bill	9220...	Inv #92209767	11-4213 · AV	-19.98
Bill	9220...	Inv #92209769	11-4213 · AV	-102.93
Bill	9220...	Inv #92209761	11-4213 · AV	-124.97
Bill	9220...	Inv #92209763	11-4223 · AV	-64.97
Bill	9220...	Inv #92209765	11-4213 · AV	-231.92
Bill	9220...	Inv #92209766	11-4213 · AV	-60.97
Bill	9219...	Inv #92190160	11-4213 · AV	-66.95
Bill	9219...	Inv #92190161	11-4213 · AV	-332.90
Bill	9218...	Inv #92185679	11-4213 · AV	-220.95

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
Bill	9218...	Inv #92185677	11-4213 · AV	-22.99
Bill	9216...	Inv #92166034	11-4213 · AV	-148.95
Bill	9216...	Inv #92166033	11-4213 · AV	-25.98
Bill	9216...	Inv #92166037	11-4213 · AV	-65.96
Bill	9216...	Inv #92166036	11-4213 · AV	-24.99
Bill	9219...	Inv #92190162	11-4213 · AV	-260.88
Bill	9215...	Inv #92151218	11-4223 · AV	-34.98
Bill	9215...	Inv #92151217	11-4213 · AV	-617.85
Bill	9215...	Inv #92151219	11-4213 · AV	-56.98
Bill	9215...	Inv #92151215	11-4213 · AV	-10.99
Bill	9215...	Inv #92151280	11-4213 · AV	-14.99
Bill	9213...	Inv #92130212	11-4213 · AV	-91.96
Bill	9213...	Inv #92130215	11-4213 · AV	-345.92
Bill	9219...	Credit Memo #92159789	11-4213 · AV	12.99
Total Midwest Tape				-3,093.89
Near West Youth Services				
Bill	1003...	2014-2015 Membership	11-4132 · Professional Memberships	-25.00
Total Near West Youth Services				-25.00
Penworthy				
Bill	0000...	Inv #0000983-IN	11-4221 · Books	-212.78
Total Penworthy				-212.78
RAILS				
Bill	2528	Inv #2528	11-4217 · Electronic Res.	-420.00
Total RAILS				-420.00
Random House LLC				
Bill	1081...	Inv #1081475570	11-4213 · AV	-40.00
Bill	1081...	Inv #1081289976	11-4213 · AV	-93.75
Total Random House LLC				-133.75
Recorded Books, LLC				
Bill	7500...	Inv #75007602	11-4213 · AV	-87.20
Bill	7500...	Inv #75004766	11-4213 · AV	-87.20
Bill	7500...	Inv #75002157	11-4213 · AV	-40.80
Bill	7500...	Inv #75009005	11-4213 · AV	-13.90
Total Recorded Books, LLC				-229.10
Schindler Elevator				
Bill	7152...	Inv #7152016867	11-4622 · Elevator	-408.93
Total Schindler Elevator				-408.93
Service Master - Carol Stream				
Bill	170149	Inv #170149	11-4612 · Cleaning	-1,337.00
Bill	167717	Inv #167717	11-4612 · Cleaning	-1,337.00
Total Service Master - Carol Stream				-2,674.00

Westmont Public Library
Bills Presented for Payment
As of October 21, 2014

Type	Num	Memo	Account	Amount
Smith, Brittany				
Bill	0918...	Inv #09182014 Conference: Back in Circulation Again	11-4131 · Conferences & Training	-300.00
Bill	1003...	Inv #10032014 Bus Ticket to Madison, WI Conference	11-4134 · Travel	-65.50
Total Smith, Brittany				-365.50
Suburban Door Check & Lock Service				
Bill	452645	Inv #452645	11-4611 · General Maintenance & Repair	-110.00
Bill	453412	Inv #453412	11-4611 · General Maintenance & Repair	-11.90
Total Suburban Door Check & Lock Service				-121.90
SWAN				
Bill	4175	Inv #4175	11-4652 · SWAN Maintenance	-7,717.25
Total SWAN				-7,717.25
Thomas, Lynn (Reimbursement)				
Bill	0930...	Inv #09302014 July and September Expenses	11-4505 · Program Expenses Other	-125.68
Total Thomas, Lynn (Reimbursement)				-125.68
Uline				
Bill	6158...	Inv #61584289	11-4416 · Processing Supplies	-50.94
Bill	6197...	Inv #61972172	11-4505 · Program Expenses Other	-75.42
Total Uline				-126.36
Vernon Library Supplies				
Bill	0073...	Inv #0073774-IN	11-4416 · Processing Supplies	-334.64
Bill	0074...	Inv #0074921-IN	11-4427 · Computer & Printer Supplies	-398.31
Total Vernon Library Supplies				-732.95
VILLAGE OF WESTMONT				
Bill	0003...	Inv #000300490000 09/30/14	11-4632 · Water	-301.37
Total VILLAGE OF WESTMONT				-301.37
TOTAL				**-34,122.75**

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	May '14 - Apr 15	May '13 - Apr 14
4imprint	1,772.89	2,054.30
A W E	0.00	13,372.00
A. Panzica Enterpirse, LTD.	3,788.21	1,700.00
AAUW	0.00	78.00
Absolutely Delicious	0.00	75.00
ALA American Library Association	217.00	275.00
ALA Annual Conference	0.00	1,095.00
Alessio, Amy	150.00	0.00
Alibris	0.00	91.65
Amazon.com	10,507.69	14,490.03
American Button Machines	359.95	0.00
American Library Association	160.00	1,428.37
American Library Association (Atlanta)	81.47	336.20
Anderson Books	109.00	110.00
Apple Books	2,063.91	3,038.27
Apple, Inc.	5,637.90	0.00
Arco Plumbing, Co.	1,471.00	2,327.00
Askari, Zainab	13.99	0.00
AT&T	2,723.78	5,891.93
AudioGo	0.00	320.00
B&B Networks, Inc.	0.00	23.75
B&H Photo, Video, Audio	1,061.94	0.00
Badge Bomb	0.00	339.80
Baker & Taylor-Adult (7500658 40010602)	0.00	14,035.15
Baker & Taylor-Continuations (C393006)	1,577.08	2,086.76
Baker & Taylor-Mystery (L425445)	3,996.44	209.21
Baker & Taylor - Adult (L039479)	10,191.92	46,791.27
Baker & Taylor - Juvenile (40010612)	929.14	0.00
Baker & Taylor - Processing (L425444)	8,872.01	955.46
Baker & Taylor - Prof Collection(L419127)	60.30	561.28
Baker & Taylor Books - Youth (L578096)	2,906.52	19,212.36
Baker Tilly	1,500.00	2,050.00
Bales Lumber & Supply Inc.	25.90	241.86
Barkan, Guliz	0.00	14.00
Barry, Theresa (Reimbursement)	0.00	96.55
Bengtson, Robin J.	0.00	475.00
Bernan	30.00	0.00
Blackstone Audio, Inc.	8.00	200.00
Bockman, Jeffrey A	175.00	0.00
Book Page	0.00	720.00
BookLetters, LLC	0.00	1,080.00
Bower, Jack	70.00	280.00
BRODART Co.	2,688.64	10,261.30
Brodnicki, Charles	16.87	0.00
Bubble Wonders	0.00	495.00
Buckson, Kate (Reimbursement)	126.21	1,683.53
BUDGET LIBRARY SUPPLIES	0.00	1,253.00
Bulk Book Store, The	0.00	627.50
Business Section	0.00	7,006.82
Carmichael, Elaine (Reimbursement)	0.00	75.00
Carrot - Top Industries Inc.	186.33	0.00
Case Lots, Inc.	759.65	2,944.90
Cavendish Square	829.40	190.65
CCA Restoration Inc.	0.00	5,152.87
CDW-G	0.00	384.44
CEITHAMI	0.00	200.00
CENGAGE Learning	1,270.33	2,997.71
Center Point Large Print	1,287.00	1,407.15
Central Restaurant Products	55.31	0.00
Centurion Technologies	672.00	95.37
Chicago Doorways	940.00	0.00
Chicago Memory Booth	0.00	550.00
Chicago Sun Times	353.60	286.00
Chicago Tribune	429.00	351.00
Children's Plus Inc.	997.45	81.33
Clark, David	0.00	23,318.75

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Clark, David G.	0.00	200.00
Classic Cinemas	0.00	20.00
Cleeland, Holly	385.00	0.00
Coen, Julia - reimbursements	184.00	0.00
Corral, Luvia	0.00	6.00
Cosentino, Kim	0.00	165.00
Costco Wholesale	55.00	55.00
Costume Specialists	140.00	0.00
Crimson Multimedia Distribution	120.00	6,590.70
Criollo, Gil	0.00	0.00
Cruz, Gabriela	150.00	250.00
CUMMINGS, HAJAR	0.00	225.00
D. Engraving	41.00	297.75
Daily Herald	417.00	417.00
DEMCO	247.55	4,201.11
DISPLAYS2GO	211.88	0.00
Dolak, David	0.00	350.00
Dold, Jill (Reimbursment)	26.09	37.03
Dominican University	0.00	330.00
Downers Grove Sanitary District	187.03	513.41
DUBLIN WINLECTRIC	0.00	815.07
Duffy, Dawn	335.00	0.00
DuPage, NAMI	75.00	0.00
DVA Inc.	0.00	63.03
Dygus, Delaney - reimbursements	13.06	0.00
EBSCO Information Services	7,555.51	6,568.89
ECOS Del Pacifico Afroclombia	0.00	600.00
Elmhurst Memorial Hospital Foundation	0.00	50.00
Emerald Marketing, Inc.	2,400.00	8,800.00
EnvisionWare, Inc.	131.75	4,113.75
Evanced Solutions, LLC	0.00	1,312.50
Fair Game	0.00	426.00
Faronics Technologies USA, Inc.	165.00	0.00
Fat Catalog	1,725.78	0.00
Field Joinery & Design Studio	0.00	9,100.00
Financial Times	299.00	0.00
FIRST CHOICE COFFEE SVC	416.65	1,026.28
Flow-Technics	0.00	1,979.27
Forest Preserve of DuPage County	75.00	0.00
Fox Landscaping	3,714.25	5,042.10
Fox Valley Fire & Safety	3,132.00	1,767.00
Fun Ones, The	1,022.00	1,180.00
Gaylord Bros., Inc.	658.27	1,289.83
GE Capital	8,670.00	15,895.00
Global Equipment Inc.	0.00	235.18
Grainger	154.92	352.68
Graziani, Gail (reimbursement)	0.00	18.23
Great Courses	0.00	289.80
Grey House Publishing	135.00	617.50
Grosengner, David	0.00	1,385.00
Gumdrop Books	584.80	0.00
H.W. Wilson Company, The	0.00	295.70
Haines & Company, Inc	0.00	406.50
HAZELGROVE, WILLIAM	200.00	0.00
Held, Marybeth	0.00	46.75
HFK Presents	275.00	0.00
Higgens, Carmen (Reimbursement)	0.00	327.02
Hinsdale Bank & Trust	43,978.31	107,928.94
Hoffert, Richard	0.00	25.00
Home Depot	0.00	1,320.28
Hoornaert, Brittany (reimbursement)	0.00	133.22
Hornik Engineered Systems, Inc.	0.00	2,110.00
ID CARDS UNLIMITED	0.00	1,139.80
ILL STATE HISTORICAL SOCIETY	0.00	75.00
Illinois Library Association	440.00	1,865.00
Illinois Office of State Fire Marshall	0.00	70.00

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	May '14 - Apr 15	May '13 - Apr 14
Illinois State Genealogical Society	0.00	30.00
Impact Networking LLC	268.40	342.86
Indian Prairie Public Library	0.00	128.00
Industrial Appraisal Company	0.00	690.00
Infogroup	575.00	4,042.00
Information Today Inc.	99.95	385.05
Inland Mechanical Service Corp.	3,728.84	88,188.33
Innovation Experts	0.00	480.00
Jamil, Amir	15.00	0.00
Jayaprakash, Themanamveedu	0.00	20.00
JD Photo & Design	0.00	200.00
Jim Gill Inc.	0.00	800.00
John Keister & Associates	0.00	12,500.00
Jones School Supply	218.66	0.00
Kalyanasundaram, Gayathri	13.96	0.00
Kamm Insurance Group, Inc.	15,988.00	0.00
KAPCO	53.30	0.00
Kerr, William	0.00	11.00
Kleemann, Karen (reimbursment)	599.48	1,573.90
Klein, Thorpe and Jenkins, Ltd	340.00	9,498.54
Knishka, Mary	0.00	10.00
Kostal, Jon	100.00	0.00
Krohn, Deb	350.00	0.00
Krueger International, Inc.	0.00	3,514.40
Kubik, Kathy	50.00	0.00
Kuhn, Christine - reimbursements	0.00	2,666.09
Kuzlik, Robert	0.00	23.00
La Grange Upholstery	0.00	360.00
La Mantia Enterprises, Inc	0.00	18,325.00
LACONI	15.00	130.00
Lake View Nature Center	0.00	50.00
Lakeshore Learning Materials	0.00	57.49
Larson Engineering Inc	0.00	6,500.00
Leaneagh, Ronald D.	0.00	350.00
Learning Express, LLC	0.00	2,825.00
LEGO Brand Retail, Inc.	2,216.25	0.00
Lewis, Latoya	0.00	27.95
Lexis Nexis Matthew Bender	105.53	202.06
Librarica LLC	1,932.00	223.50
Library Furniture International	8,693.46	1,720.00
Library Journal	203.98	0.00
Library Store	0.00	57.89
Lightning, Inc	216.00	0.00
LIMRiCC Unemployment Comp Group Account	604.56	3,487.39
Lindsey, Robert J.	300.00	0.00
Liwanag, Peter J.	0.00	16.00
Logsdon Office Supply	983.27	4,542.00
Luangdilok, Wilson	0.00	4.99
Maassen, Katherine	0.00	6.99
Magic Pure LLC	0.00	2,385.00
Management Assoc of IL	5,930.00	4,395.94
Mango Languages	0.00	2,757.00
Manning, Kevin J.	0.00	450.00
Manufacturers' News, Inc.	0.00	436.90
Martin, Jamie	350.00	0.00
Mason Crest Publishers	0.00	566.76
Meade, Dr. Adam	100.00	150.00
Michalak, Ellen	70.00	700.00
Mickey, Linda	0.00	250.00
Midwest Exterminating CO	0.00	720.00
Midwest Tape	17,817.30	21,929.39
Moser, Patricia	0.00	16.00
MPLC	171.11	168.58
MPS VIRGINIA	357.04	331.81
Multi-Cultural Books & Videos	74.85	432.51
Murphy, Terri	0.00	225.00

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Myers-Briggs & Company, Inc.	0.00	17,979.00
NADA Used Car Guide	186.57	0.00
Nasco Fort Atkinson	151.85	0.00
Near West Youth Services	25.00	25.00
Neils, Christine	0.00	1,000.00
Nicom, Inc.	0.00	100.00
Nicor Gas	6,340.40	9,186.54
Noland Sales	0.00	11,451.00
Norcomm Public Safety	60.00	240.00
Oriental Trading Company, Inc.	579.23	1,465.37
OverDrive Inc.	1,404.92	14,723.68
Overeem, David	250.00	0.00
Oxford University Press	0.00	68.93
Pack, William	0.00	300.00
Patricia Ptacek Consulting & Design, Inc	0.00	87.50
Paul Elias	0.00	250.00
PDR Network	0.00	59.95
Pella Windows & Doors, Inc.	0.00	71.50
Penworthy	654.40	1,519.79
Perfect Systems	0.00	31,047.86
Petty Cash	1,191.02	4,129.51
Petty Cash Custodian - Theresa. Barry	0.00	238.55
Phillips Flowers	0.00	74.23
Pitney Bowes	700.16	1,958.37
Pitney Bowes - Lease	335.00	618.00
PLATINUM RESTORATION LLC	0.00	2,445.23
Pointon, Scott E.	0.00	165.00
Precise Printing Network Inc.	5,180.00	0.00
Proforma Marketing	0.00	1,144.19
Proquest LLC	0.00	6,950.00
R.R Bowker, LLC	500.00	412.00
RAILS	9,416.50	9,097.46
Random House LLC	493.75	680.90
Random House, Inc.	42.50	152.50
Record Information Services, Inc.	698.00	698.00
Recorded Books, LLC	4,243.29	21,532.25
Reforma National Office	0.00	15.00
Riemma, Wyatt M	0.00	39.98
Robert Morris University	0.00	260.00
Robinson, Hugh	0.00	5.99
Rosenberg, Scott (Reimbursement)	0.00	305.00
Ruiz, Lynette	0.00	21.99
Rusco Windows & Doors, Inc	0.00	128.00
Safeguard Business Systems	0.00	556.14
Safestart Environmental	0.00	1,940.00
Sakalys, Ann	0.00	100.00
Salem Press	0.00	2,073.60
Sam's Club	0.00	265.30
Sarah's Pony Rides, Inc.	525.00	0.00
Sarsycki, Shawna	0.00	10.00
Scatchell, Anne	0.00	112.50
Schindler Elevator	1,527.50	10,246.88
Scholastic Library Publishing	434.90	269.33
School Outfitters	755.75	131.31
Schoolsin	158.85	0.00
Schultz, Jack (Reimbursement)	0.00	1,087.30
Scot Press Printing	376.70	1,622.54
Service Master - Addison	1,337.00	14,486.00
Service Master - Carol Stream	6,685.00	2,674.00
Sharing The Health, LLC	0.00	75.00
Shaw Media	0.00	374.32
Singer, Phil	0.00	100.00
Smeets, Maurice	0.00	425.00
Smith, Brittany	1,365.50	0.00
Specialty Stores	0.00	1,080.10
Stange, Anna L.	0.00	0.00

Westmont Public Library
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STAPLES (OFFICE SUPPLIES)	329.68	0.00
Stephen's Plumbing	0.00	1,264.80
Strathmore	0.00	10,458.52
Studio A Recording & Sound	0.00	647.50
Suburban Door Check & Lock Service	226.90	1,892.77
Suburban Life Publications	0.00	38.00
SWAN	15,434.50	30,222.86
Sweet & Savory	150.00	0.00
Tantor Media	0.00	14.66
TBGEC	0.00	5,568.00
Tea House, The	0.00	250.00
TeachingBooks.net LLC	0.00	850.00
TechSoup Global	251.00	0.00
Thomas, Lynn (Reimbursement)	308.45	1,829.45
Thompson West	78.00	218.77
Thorton, Christine	0.00	300.00
Tompkins, Sarah	0.00	5.00
Tri-Angle Screen Print	0.00	740.00
Tumbleweed Press	334.33	267.33
U.P.S.	17.72	65.79
Uline	126.36	643.77
Ulrich, Carolyn	0.00	150.00
Unique Management Services, Inc.	152.15	608.60
United States Post Office	3,220.00	3,390.89
University of Wisconsin	0.00	20.00
Vernon Library Supplies	1,538.15	1,141.20
VILLAGE OF WESTMONT	7,349.95	12,887.54
Viston, Robyn	0.00	125.00
Walker Display, Inc.	76.65	100.40
Ware, Joshua	0.00	29.95
Warehouse Direct Inc.	0.00	39.95
WCCTB Comunity Event	0.00	179.00
We Count People LLC	0.00	595.00
West Suburban Humane Society	0.00	100.00
Westmont Chamber of Commerce	0.00	316.00
Westmont Holly Days	0.00	175.00
Westmont Public Library	0.00	26,473.71
Westmont Special Events Corp.	0.00	385.00
WhenToWork	315.00	0.00
Winkler Tree Service	0.00	640.00
Wintrust Mastercard	4,183.17	12,039.00
Zastrow, Hope	0.00	17.99
Zink, Janice	12.00	0.00
TOTAL	291,657.42	880,619.20

WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

Resolution to select an architectural firm for main floor redesign project in an amount not to exceed $15,000 from Special Reserves
Architectural firms were on-site on October 14 for presentations and to answer questions about the proposals for our main floor redesign project. Based on those presentations and proposals, I am recommending the board select a firm so we can begin the long range redesign project.

Discussion of proposals for RFID and Self-Check System
Proposals for RFID and Self-Check System are due by October 21 at 5pm. We have formed a staff committee to work on selecting an RFID and Self-Check vendor. Our first meeting will be on October 23 to review the proposals and start the evaluation process. If there is any information or specific feedback the board would like from us, please let me know over the next few weeks. The staff committee will be making a recommendation to the board at the November 18 board meeting.

Discussion of Strategic Plan Update
Attached is a status report on our 2012-2017 Strategic Plan. Kate spearheaded the project and worked with staff to gather information on our progress toward meeting our strategic priorities. Since we are still in execution mode for this long range plan, we also included some of the large scale initiatives that are currently in development for each priority. Please let me know if you think we have not captured a current service or program and/or if you would like us to focus on developing specific initiatives.

Resolution to approve FY16 Levy for an amount not to exceed $1, 839,120
Attached is the spreadsheet with levy information for FY16. This levy amount reflects a 4.9% increase over the extended amount we received for FY15, which is being proposed in order to capture any CPI increase and new development fees. Our levy for FY15 is $1,753,213 and a 4.99% increase would result in an additional $85,907 but we will most likely be tax capped at a lower amount. In March, once we receive the tax rate information from the county and the total amount we can levy for under PTELL, the board will assess the fiscal climate and the proposed budget before finalizing the levy request.

A few things to remember:

- The total levy amount will be off-set by additional income that is not reflected in this spreadsheet – grant money, meeting room fees, fines and fees, donations, etc.
- The expenditures listed within each line on the levy column are not final and will be adjusted during the budgeting process.
- Our levy gets rolled into the Village of Westmont's levy request and is presented to the public at a Village board meeting where I will be present to answer any questions that may arise.

Discussion of Library Director's 6 month checkup
As directed, I have developed measurable goals to work on during the remainder of the year. These goals will be presented at the library board meeting.

Westmont Public Library
2014 Levy Request for FY16 Levy

Operating Fund	FY15 Budget	FY16 Appropriation	FY16 LEVY	
Wages	910,000	**960,000**	$ 920,000.00	
Benefits (FICA, WC, UI, HI & IMRF)	254,987	**300,000**	$ 260,000.00	
Board & Staff Dev.	26,200	**30,000**	$ 18,000.00	
Materials	257,956	**360,000**	$ 260,000.00	
Automation & Technology	93,418	**120,000**	$ 35,000.00	
Supplies	38,683	**60,000**	$ 35,120.00	
Programs	39,500	**50,000**	$ 10,000.00	
Marketing & Advertising	26,771	**35,000**	$ 15,000.00	
Building & Grounds Maint.	91,000	**150,000**	$ 130,000.00	$80,000 for redesign
Equipment Maint	28,750	**55,000**	$ 25,000.00	
Utilities	18,400	**30,000**	$ 25,000.00	
Furniture & Equipment	23,000	**60,000**	$ 49,000.00	$32,000 for redesign
Professional Services	24,850	**90,000**	$ 16,000.00	
Building Insurance	15,900	**21,000**	$ 16,000.00	
Reserves	20,000	**200,000**	$ 25,000.00	
Contingency	900	**2,700**		
Total Operating Fund Expenditures	1,870,315	**2,523,700**	$ 1,839,120.00	

DRAFT