WESTMONT PUBLIC LIBRARY

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

Providing the community with the keys to lifelong learning.

PUBLIC NOTICE

The Westmont Public Library will hold its regular meeting of the Board of Trustees on Tuesday, February 21, 2017 at 7:00 P.M. in the Community 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: January 17, 2017
   b. Communications log: February 2017
   c. Director's report: February 2017

5) Open Forum

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

6) Additions & Deletions

7) Treasurer's Report

8) Bills and Salaries

9) Unfinished Business

10) New Business
   a. Approval of the Investment of Public Funds Policy
   b. Approval to open meeting minutes from January 20, 2015 and March 24, 2015
   c. Approval of the Bylaws amendment
   d. Discussion of potential change to future length of Library Trustee terms
   e. Discussion of Director's Annual Evaluation

11) Executive Session

12) Resume Open Session

13) 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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MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD
JANUARY 17, 2017

1) **Call to Order**
The meeting was called to order at 7:01 pm by Board President Jason Fichtel on Tuesday, January, 17, 2017 at the Westmont Public Library.

2) **Roll Call**
Present: Trustee Heather Booth, Secretary Elaine Carmichael, Trustee Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, and President Jason Fichtel.
Absent: Trustee Mark Stern
Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

3) **Pledge of Allegiance**

4) **Approval of Consent Agenda**
   a. Minutes of the regular board meeting on December 20, 2016
   b. Communications log: January 2017
   c. Director's report: January 2017

Motion: Martens moved to approve the consent agenda, Carmichael seconded.
Discussion: Visitor count on the Director's Report should say December 2015 not November 2015.
Vote: All in favor
Absent: Stern
Motion passed

5) **Open Forum**
   a. **Public**
   Ruth Olsson, Village of Westmont Assistant Finance Director, present to answer questions.

   b. **Board**
   Booth: Her family enjoyed attending the Alice in Wonderland event on January 14.
   Martens: The 2017 annual ILA trustee workshop will be on Saturday, February 18.
   Fichtel: The 2017 annual ILA trustee workshop will be on Saturday, February 18 at the Oakbrook Marriot. The morning session will cover issues of censorship in public libraries. The afternoon session will cover legal issues.

   c. **Director**
   Coen will send out information on the trustee workshop and we'll register interested Trustees. Trustees will be receiving an email from DuPage County with a link to fill out the statements of economic interest beginning in March. There were approximately 150 people at the Alice in Wonderland event on January 14. Renovations are on schedule and on budget.

DRAFT

d. **Staff**

Smith: New PSA, Nicole, will be starting next week. She currently works at Brookfield Library part time.

6) **Additions and Deletions**

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590				
RECIPIENT	**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$1,279.28
BIBLIOTHECA + 3M	INVOICE SI0022943-US	DIGITAL CONTENT - ADULT	11.4216	$215.98
BIBLIOTHECA + 3M	INVOICE SI0022968-US	DIGITAL CONTENT - YOUTH	11.4226	$53.91
BIBLIOTHECA + 3M	INVOICE SI0022955-US	DIGITAL CONTENT - YOUTH	11.4226	$103.37
BIBLIOTHECA + 3M	INVOICE SI0022900-US	DIGITAL CONTENT - ADULT	11.4216	$490.43
BIBLIOTHECA + 3M	INVOICE SI0022941-US	DIGITAL CONTENT - ADULT	11.4216	$223.97
BIBLIOTHECA + 3M	INVOICE SI0022876-US	DIGITAL CONTENT - ADULT	11.4216	$743.20
BIBLIOTHECA + 3M	INVOICE SI0022851-US	DIGITAL CONTENT - ADULT	11.4216	$1,077.45
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$668.32
CLAUS, THERESA	INVOICE 01072017	PROGRAMMING	11.4501	$150.00
FT FINANCIAL TIMES	INVOICE 01122017	PERIODICAL	114214	$406.00
ILLINOIS LIBRARY ASSOCIATION	INVOICE 125818	BOARD EXPENSE - MARTENS	11.4135	$75.00
ILLINOIS LIBRARY ASSOCIATION	INVOICE 125830	BOARD EXPENSE -CARMICHAEL	11.4135	$75.00
IMPACT NETWORKING	INVOICE 763153	PHOTOCOPIER & PRINTING	11.4724	$299.18
LIMRiCC UCGA	INVOICE 12312015 - 4TH QTR	UNEMPLOYMENT COMPENSATION	11.4058	$169.87
MEANS WILLS, BETSEY	INVOICE 01312017	PROGRAMMING	11.4501	$300.00
NISSEN, CYNTHIA	INVOICE 01242017	PROGRAMMING	11.4501	$75.00
PETTY CASH	INVOICE 12202016	SEE ATTACHED	00.0000	$113.33
NORCOMM PUBLIC SAFETY	INVOICE 273-097408 - QRTLY	RADIO EQUIPMENT LEASE	11.4624	$60.00
			TOTAL	**$6,579.29**
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JANUARY 17, 2017: $6,579.29				

Motion: O'Connor moved to include Additions and Deletions with Bills and Salaries, Martens seconded.
Discussion: None
Vote: All in favor
Motion passed

7) **Treasurers Report**

Motion: Martens moved to file the treasurer's report for audit, Carmichael seconded.
Discussion: None.
Vote:
Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Stern
Motion passed

8) **Bills and Salaries**

Motion: Booth moved to approve Bills and Salaries Report, Martens seconded.
Discussion: Carmichael asked about the expense to Chicago Project Management. Coen responded that it was for project management of the bid packets and bidding process for the masonry restoration project. The Board has approved up to $3,000 for project management.
Vote:
Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Stern
Motion passed

9) **Unfinished Business:** None

10) **New Business:**

a. **Award bid for the masonry restoration project to Master Project, Inc. in the amount of $27,600 for the base bid and $24.00 per additional brick replacement and $12.00 per linear foot of coping stone sealant**

Motion: Delano moved to award the bid for the masonry restoration project to Master Project, Inc. in the amount of $27,600 for the base bid and $24.00 per additional brick replacement and $12.00 per linear foot of coping stone sealant, O'Connor seconded.

Discussion: Ruzic said once the wall is disassembled we'll know the number of replacement bricks necessary over the 650 included in the base bid. The bid packets included language requiring contractors pay prevailing wage. Certified payroll will be submitted for our records once work commences. Reference checks were carried out on the contractor relating to similar projects. O'Connor inquired when and how much was originally budgeted for this project in the capital outlay report. Coen reported that the original plan was to repair the chiller yard enclosure masonry but upon recommendation from mason contractors we will demolish that enclosure and replace with a cheaper structure. The masonry in the front of the building is still reparable so we've moved up that project timeline. The original estimation was closer to $15,000.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

Motion passed

b. **Approval of up to $35,000 from special reserves for the masonry restoration project**

Motion: Martens moved to approve up to $35,000 from special reserves for the masonry restoration project, Delano seconded.

Discussion: None

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

Motion passed

c. **Approval of the Volunteer Policy**

Motion: Martens moved to approve the Volunteer Policy, Delano seconded.

Discussion: The Board agreed to the changes in the proposed revision. No further changes were recommended.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

Motion passed

d. **Approval of the Conflict of Interest Policy**

Motion: Martens moved to approve the Conflict of Interest Policy, Delano seconded.

Discussion: This is a newly developed policy. Coen shared comments from Trustee Stern. Under Purpose, the Board agreed it should state, "The purpose of this policy is to set guidelines so all policies and financial decisions of the Westmont Public Library are impartially applied and determined." Under Definitions, the Board agreed it should state, "No presumption is created by the mere existence of a social relationship between Trustees or employees or their family members with outside parties that perform Library business." Under Disclosure and Disqualification, the Board agreed it should state, "To the extent known, any Trustee or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library, shall disclose the nature and extent of such interest to the Library Director, and to the President of the Library Board (for Trustees) or to such employee's immediate supervisor, as soon as he or she has knowledge of such actual or prospective interest."

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6

Nays: None

Absent: Stern

Motion passed

e. **Approval of the Borrower Registration Policy**

Motion: Martens moved to approve the Borrower Registration Policy, Booth seconded.

Discussion: The Board agreed to the changes in the proposed revisions. Under Westmont Businesses, the Board agreed it should state, "Persons who operate a business within the boundaries of the Village of Westmont are entitled to a business library card."

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Stern
Motion passed

f. **Discussion and reading of recommended changes to the Bylaws to be approved at the next regular board meeting**

Martens read that the proposed changes under the Committee section of the Bylaws. It will state, "there shall be two standing committees of the Board of Trustees: a Finance Committee and a Policy Committee. Appointments to standing committees shall be made by the President at the Annual Meeting. The Library Board has authority to approve committee meeting minutes at the regular Board meetings."

g. **Discussion of Director's Annual Evaluation**

Fichtel emailed a draft evaluation form to all of the trustees. The Board agreed to use the form for discussion purposes during the evaluation in February. The Board agreed to ask staff and direct reports for upward evaluations of the Director. Delano suggested reducing the number of questions from previous years. Delano agreed to facilitate the staff evaluations and send a summary to the Board. The Board agreed that a written self-evaluation from Coen would be the best way to gather her input for the evaluation.

11) **Executive Session**

Martens moved to go into Executive Session at 7:45 pm for the purpose of reviewing executive session minutes as according to 5ILS 120/2, each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Booth seconded.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Stern
Motion passed

Resume Open Session

Regular meeting was called back into open session at 7:56 pm by Board President Jason Fichtel.

Roll call

Present: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel
Absent: Stern
Staff present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

Fichtel reported that all current executive minutes will remain closed.

13) **New business (continued)**

h. **Approval of the destruction of executive session recordings for January 20, 2015, February 17, 2015, and March 24, 2015**

Martens moved to approve the destruction of executive session recordings for January 20, 2015, February 17, 2015, and March 24, 2015, Carmichael seconded.

Vote:

Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Stern
Motion passed

14) **Adjournment:**

Motion: Carmichael moved to adjourn at 8:00 pm, O'Connor seconded.

Vote: All in favor
Motion passed

Respectfully submitted,

Elaine Carmichael
Westmont Public Library
Board of Trustees, Secretary

DRAFT

COMMUNICATIONS LOG: FEBRUARY 2017

Communications in January 2017

Email: 01.10.2017	Coen to Board – January Regular Board Meeting packet & Bylaws & Policy Committee packet
Email: 01.17.2017	Coen to Board – Updated agendas for Policy Board Packet & Regular Board Packets on January 17, 2017

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DIRECTOR'S REPORT FEBRUARY 2017

The first of 5 murals to commemorate Westmont's 100 year anniversary in 2021 has been installed on the brick wall in the library's lobby. Fanny Moy, a Westmont resident and artist, painted the canvas to represent pre-1921 Westmont.

THE NUMBERS FOR JANUARY 2017

Physical items that were added to the collection in January: 933
26 teen volunteers provided 62.5 hours of service, including members of Westmont Junior High School's Early Act Club

CHECK-OUTS

Physical checkouts
January 2017: 21,188
January 2016: 24,609
14% decrease in 2017

Digital checkouts
January 2017: 2,007
January 2016: 1,562
28% increase in 2017

Total Checkout
January 2017: 23,195
January 2016: 26,171
11% decrease in 2017

WEBSITE VISITS

Homepage visits
January 2017: 6,961
January 2016: 6,849
2% increase in 2017

Digital Branch
January 2017: 2,244
January 2016: 795
182% increase in 2017

Computer lab hours
January 2017: 1,584
January 2016: 2,121
25% decrease in 2017

VISITORS

Program attendance
January 2017: 1,073
January 2016: 645
66% increase in 2017

Social Media
January 2017: 1,934
January 2016: 1,508
426 more followers in 2017

Visitor count
January 2017: 13,547
January 2016: 15,245
11 % decrease in 2017

STRATEGIC PRIORITIES

Stimulating Curiosity

- Adult programs in January included Paint and Sip, Agatha Christie, and Neuroplasticity. All received very strong positive feedback with a combined attendance of 72.
- Adrian Litwin and Jordan Bumber planned and hosted the Alice's Wonderland Extravaganza program on January 14 for 144 attendees. It included two PVPN performances of *Alice in Wonderland*, a photo opportunity with an Alice themed background (designed by Kerry Barnett), flamingo croquet in the Reading Garden, and tea cup decorating, pin the grin on the Cheshire Cat, and painting roses red in the meeting room.
- All 300 copies of the Westmont Reads *Alice in Wonderland* books have been distributed to patrons. Book discussions will be taking place in February for all age groups.
- Jordan Bumber provided a passive program throughout January in the teen area that allowed teens to create mini winter hats. Over 10 hats were created and all of the material was used.
- Book displays in January included Elizabeth Miller's "Diversity" and Jordan Bumber's "Looking Back: The Best of 2016."

- Alea Perez presented Science Exploration: Microscopes on January 31. Seven attendees were able to compare multiple plant specimens at 4x, 10x, and 40x magnification. YS will soon have digital microscopes for this type of programming.

Enhancing Literacies

- R.E.A.D. with a Therapy Pet, presented by the Hinsdale Humane Society, had 3 participants on January 23. The children are enthusiastic about reading to dogs, and occasionally, a cat!
- A large amount of popular materials have been ordered to fill the new shelves we are receiving in the lobby as part of the main floor renovation project. These shelves will allow us to showcase and merchandise new and most wanted materials.
- Adult and youth services staff continue to spend down their collection budgets as we near the end of the fiscal year.
- Youth services is busy planning for the summer reading program. This is a program to help children read throughout the summer to avoid loss in literacy skills. Though primarily a youth event, there will be an adult component this year.
- Alex will be meeting with tech services to discuss additional labeling for the adult fiction collections that have been interfiled. We have received fairly consistent feedback since we combined collections that it can be difficult to visually browse certain genres.

Connecting with Technologies

- Zinio was renewed for another year. Alex is discussing adding Flipster, another digital magazine application that would allow us to offer several exclusive magazines that we cannot get through Zinio.
- We increased the number of checkouts and holds that a patron can have at one time on Media on Demand and Cloud Library from five each to ten. This will help combat the long hold times that some patrons are currently experiencing. Alex is also considering adding Overdrive Advantage, a program that would allow us to purchase ebook titles with priority lending to Westmont patrons.
- Adult services staff hosted 6 one-hour book-a -librarian appointments in January to provide residents with help using library resources, conducting research, and answering other informational inquiries.
- Technology programming included Jordan Bumber's vinyl cutter program for teens and Jack Schultz's 3D scanning and printing class that was tied to Westmont Reads.
- Electronics equipment that had been deaccessioned including 10 UPSs, 4 PCs, 3 flat screen monitors, 4 switches and various cords were picked up by E-Scrap Technologies, Inc. This was our first pick up with this vendor. At no charge to us, E-Scrap Technologies picks up equipment, securely destroys any data, and recycles or otherwise disposes of all material in accordance with EPA guidelines and State regulations.
- The Makery committee met twice in January to draft a budget for FY18 and plan program style presentations for the staff in-service.
- A GoPro camera was purchased with per capita grant funds to circulate as part of the Makery collection. Staff are familiarizing themselves with the equipment before we create loan rules and documentation for the circulating kit.

Engaging Communities

- Jordan Bumber and Alez Perez made lunch visits to Westview Hills Junior High and Westmont Junior High. A combined 305 students visited their tables and participated in a post-it note art project.
- District 201 First Year Teachers visited the library on January 17. Elizabeth Miller, Alex Carlson, and Carmen Higgins gave a presentation about library resources and gave a tour of the facility.
- Elizabeth Miller represented the library at the Maercker Science Fair on January 28. She interacted with 127 children and their families, who were able to try brush bots (motorized toothbrushes) for racing and art. Maercker presented us with a certificate of appreciation for attending.
- Our Trivia partnership with Neat Kitchen + Bar continues to be very successful. This month we had combined 78 participants at the two events.
- We made delivery of library material to 8 homebound residents on January 11.

- Sheila Hope hosted a book discussion at Mayslake for 10 residents on January 12.
- The People's Resource Center hosted a creative writing and art program at the library for 3-5 graders on January 16, 23, and 30. The hands-on program focused on two-dimensional art projects like drawing, painting, and collage, as well as creative writing exercises.
- The Village of Westmont's *Westmont First* and *Environmental Improvement Commission* committees had their meetings at the library on January 9 and 23.
- Youth services provided a special storytime for Miller School kindergartners on January 30 for 22 students.
- Alea Perez and Carmen Higgins will be giving a tour of the library to the residents of Bridge Communities in February.

THE STAFF

- Staff have been preparing basic reports and providing feedback to their managers on the FY18 draft budget. Managers had a budget meeting on January 25 to compile all information and discuss follow-up steps.
- Staff were given the opportunity to vote on their choice of appreciation party on March 24. A dinner party at Neat was the winner.
- The staff in-service day was on January 27. The agenda included a review of the past year, goals for the upcoming year, customer service training, and team building exercises. In addition staff had hands-on Makery training with either the 3D printer, sewing machine, or vinyl cutter. 3D printer participants designed their own rings. Sewing machine participants made their own microwaveable hand warmer. Vinyl cutter attendees made their own personalized handkerchiefs with iron-on decals. In addition to training, the following staff were recognized for their years of service at the in-service.

  15 years: Sheila and Joanne
  10 years: Geri, Theresa, Susan O., Julia
  5 years: Joe
  1 year: Michelle, Alea, Jordan, Alex, Christine, Marcy, Britta

- Kerry Barnett and Amy Prechel attended a Makerspace meeting with staff from other area libraries at the Barrington Public Library on January 24. They brought back new ideas for programming and got first hand exposure the Carvey, a CNC machine the Makery is considering purchasing.
- Alea Perez was part of the YALSA Great Graphic Novels for Teens committee meetings at ALA Midwinter on January 21 and 22. The results can be seen here:
  http://www.ala.org/yalsa/2017-great-graphic-novels-teens-top-ten (Top Ten)
  http://www.ala.org/yalsa/2017-great-graphic-novels-teens (Full list)
- Carmen Higgins has taken the volunteer program. She will be overseeing the schedule, training, and community service worker paperwork.

THE FACILITY

- Phase 1 of the 3 phase project is complete. Staff are still moving into offices and finding homes for equipment and files.
- Phase 2 is underway and expected to be complete the week of March 6. The marketing team have updated signage, social media, and the website with information on phase 2. Staff are also updated as the project progresses so they can answer questions from the public. During this phase, the Community Room is available as a quiet study space for patrons who find the noise from construction to be disruptive.
- Phase 3, the main floor bathroom renovations, are estimated to take 5 weeks. During that phase, all patrons and staff will have to use the youth services bathrooms. To help alleviate any bathroom emergencies during peak youth hours, we will reserve one bathroom for children. During the remainder of the time, both will be available to all patrons and staff.

Facility issues that were addressed since the last board meeting:

- T. Panzica installed shelving in our back room for tech services supplies that were originally on the rolling shelves.
- Schindler carried out the elevator inspection on January 20.
- Arco carried out annual backflow assembly test on January 26. We passed.
- Schindler carried out the annual elevator hydraulic pressure test on February 6.
- T. Panzica broke down the old adult services office furniture, moved DVD shelving to new location, moved filing cabinets to new locations, replaced lightbulbs in various locations, installed the hardware on the wall for the anniversary mural, and replaced the lightbulb in the southwest emergency stairwell.

Upcoming facility projects:

- Install hardware for the digital screen above the main desk.
- Move Friends of the Library book sale to the new location in the lobby per the masterplan.
- Install gallery hardware in lobby per the masterplan.
- Westside to repair the HVAC vav box in youth services and carry out quarterly maintenance.
- Fox Valley Fire and Safety to make recommended repairs to the fire pump system.

SWAN

SWAN is looking at the membership fee structure. Fees were frozen for FY15, FY16, and FY17 so changes would become effective in FY18.

FRIENDS OF THE LIBRARY

Election of officers took place at the February 7 FOL meeting. Rajesh Parikh is President, Lalitha Darbha is Vice President, Janis Madaus is Secretary, and Steven Vargas is Treasurer. Other FOL udpates:

- Cucinova at 800 E Ogden in Westmont will be hosting a fundraiser for the FOL on March 1. Fifteen percent of proceeds purchased during the hours of 4-9pm will be donated to the FOL.
- The Friends voted to provide $1000 to the library to support the summer reading program.
- Twelve boxes of withdrawn material were sent to Thriftbooks in January. Sales at Thriftbooks in December brought in $84.96 revenue for the Friends of the Library.

THE BOARD

The regular Board meeting is **March 28, 2017.** The meeting is scheduled for the fourth Tuesday of the month to hopefully coincide with the County's tax levy filing requirements. The agenda includes a review of the draft FY18 budget. There is no committee meeting in March.

Respectfully,
Julia Coen
Library Director

ADDENDUM TO BILLS PRESENTED ON FEBRUARY 21, 2017

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT	**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**	
AMAZON	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$3,365.73	
A. PANZICA ENTERPRISES	INVOICE 759	GENERAL MAINTENANCE	11.4611	$933.00	
A. PANZICA ENTERPRISES	INVOICE 760	GENERAL MAINTENANCE	11.4611	$430.00	
A. PANZICA ENTERPRISES	INVOICE 761	GENERAL MAINTENANCE	11.4611	$610.00	
A. PANZICA ENTERPRISES	INVOICE 762	GENERAL MAINTENANCE	11.4611	$865.00	
BLOOMING COLOR	INVOICE 218054	OFFICE SUPPLIES	11.4411	$196.93	
BRODART	INVOICE B4884913	ADULT BOOKS	11.4211	$28.54	
D. ENGRAVING COMPANY	INVOICE 23069	OFFICE SUPPLIES	11.4411	$55.00	
FIRST BANKCARD (WINTRUST)	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$954.90	
GALE/CENGAGE LEARNING CO	INVOICE 60007669	ADULT BOOKS	11.4211	$19.46	
INTERIOR INVESTMENTS	INVOICE 136867	FACILITY IMPROVEMENTS	11.4616	$7,402.92	
INTERIOR INVESTMENTS	INVOICE 136866	FACILITY IMPROVEMENTS	11.4701	$3,657.43	
MAGIC PURE LLC	INVOICE 1624	GENERAL MAINTENANCE	11.4611	$240.00	
MANAGEMENT ASSOCIATION	INVOICE 4560	CONFERENCES & TRAINING	11.4131	$445.00	
MANAGEMENT ASSOCIATION	INVOICE 4577	CONFERENCES & TRAINING	11.4131	$295.00	
MANAGEMENT ASSOCIATION	INVOICE 4576	CONFERENCES & TRAINING	11.4131	$95.00	
MANAGEMENT ASSOCIATION	INVOICE 4586	CONFERENCES & TRAINING	11.4131	$200.00	
MIDWEST TAPE	INVOICE 94741450	ADULT AV	11.4213	$69.98	
MIDWEST TAPE	INVOICE 94741452	YOUTH AV	11.4223	$49.99	
MIDWEST TAPE	INVOICE 94742431	ADULT AV	11.4213	$29.99	
MIDWEST TAPE	INVOICE 94742430	ADULT AV	11.4213	$68.97	
MIDWEST TAPE	INVOICE 94742432	ADULT AV	11.4213	$267.89	
MIDWEST TAPE	INVOICE 94729359	ADULT AV	11.4213	$44.99	
MIDWEST TAPE	INVOICE 94761676	ADULT AV	11.4213	$233.91	
MIDWEST TAPE	INVOICE 94761677	ADULT AV	11.4213	$49.98	
MIDWEST TAPE	INVOICE 94761678	ADULT AV	11.4213	$81.96	
MIDWEST TAPE	INVOICE 94762080	YOUTH AV	11.4223	$22.98	
MIDWEST TAPE	INVOICE 94762081	ADULT AV	11.4213	$41.97	
PETTY CASH	INVOICE 02212017	SEE ATTACHED	00.0000	$499.81	
RANDALL, ELIZABETH	INVOICE 02282017	PROGRAMMING	11.4501	$225.00	
UNIVERSITY OF ILLINOIS	INVOICE 03082017	PROGRAMMING	11.4501	$100.00	
WESTMONT CHAMBER OF COMMERCE	INVOICE 2113	PUBLIC COMMUNICATION	11.4551	$63.00	
WORLD BOOK, INC.	INVOICE 0001550594	YOUTH BOOKS	11.4221	$350.00	
			TOTAL	**$21,994.33**	
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON FEBRUARY 21, 2017 $21,994.33					

2.20.2017
AS CODED ABOVE

AMAZON INVOICES TO BE PAID ON FEBRUARY 21, 2017

Date	Invoice #	Code	SkuDesc	QTY	Ex Price	Total Invoice		
01/10/2017	023578917238	11.4501	Super Jumbo Playing Cards	1	$9.99			
01/10/2017	023578917238	11.4501	Flash Furniture Kid's Plastic	1	$58.69			
01/10/2017	023578917238	11.4501	Sargent Art 22-6020 8-Ounce Wa	2	$14.02			
						$82.70	$82.70	
01/10/2017	254957889951	11.4210	[Upgraded] Anker 24W Dual USB	4	$43.96			
						$43.96	$43.96	
01/12/2017	197545951079	11.4655	Eaglewood (TM) 15W 3.1A Dual P	6	$59.94			
						$59.94	$59.94	
01/13/2017	120850683720	11.4210	Anker USB 3.0 Card Reader 8-in	1	$7.99			
						$7.99	$7.99	
01/13/2017	261742424651	11.4655	CyberPower CP1500PFCLCD PFC Si	3	$596.28			
						$596.28	$596.28	
01/13/2017	142345256988	11.4655	Ubiquiti UVC-G3-DOME 4 Megapix	2	$269.98			
						$269.98	$269.98	
01/13/2017	163039435964	11.4657	Silhouette Premium Blade	2	$28.76			
01/13/2017	163039435964	11.4657	SanDisk Extreme 128GB microSDX	1	$60.99			
01/13/2017	163039435964	11.4657	AmazonBasics Carrying Case for	1	$15.99			
01/13/2017	163039435964	11.4657	GoPro HERO5 Black	1	$394.99			
01/13/2017	163039435964	11.4657	GoPro 3-Way Grip, Arm, Tripod	1	$69.00			
01/13/2017	163039435964	11.4657	Black Pro Basic Common Outdoor	1	$23.99			
01/13/2017	163039435964	11.4657	Silhouette Fabric Blade	2	$15.58			
						$609.30	$609.30	
01/15/2017	273304976636	11.4213	Seraph of the End: Vampire Rei	1	$39.99			
01/15/2017	273304976636	11.4213	Blood Blockade Battlefront: Th	1	$39.99			
01/15/2017	273304976636	11.4213	Barakamon: The Complete Series	1	$45.69			
01/15/2017	273304976636	11.4213	Overlord: The Complete Series	1	$52.99			
01/15/2017	273304976636	11.4213	Snow White With the Red Hair:	1	$43.79			
						$222.45	$222.45	
01/18/2017	103064266635	11.4213	Dishonored 2 Limited Edition -	1	$39.99			
						$39.99	$39.99	
01/22/2017	037418229284	11.4213	The Accountant (DVD)	1	$15.96			
01/22/2017	037418229284	11.4213	Dirk Gently's Holistic Detecti	1	$19.96			
						$35.92	$35.92	
01/23/2017	178457324917	11.4501	#1 Lavohome Trolley Universal	1	$27.95			
						$27.95	$27.95	

AMAZON INVOICES TO BE PAID ON FEBRUARY 21, 2017

01/24/2017	075195508973	11.4501	AmScope PS50 Prepared Microsco	1	$33.75			
01/24/2017	075195508973	11.4501	SHIPPING	1	$5.52			
						$39.27	$39.27	
01/24/2017	043900005341	11.4416	Stanley 11-921L 50-Pack Heavy	1	$5.98			
01/24/2017	043900005341	11.4416	Avery White Laser Labels for C	2	$23.90			
01/24/2017	043900005341	11.4416	Eureka Presto-Stick(R) Foil St	1	$1.99			
						$31.87	$31.87	
01/24/2017	013552319350	11.4555	Epson Premium Presentation Pap	4	$59.96			
						$59.96	$59.96	
01/25/2017	233051932030	11.4211	Maoh: Juvenile Remix, Vol. 4	1	$7.30			
01/25/2017	233051932030	11.4211	SHIPPING AND TAX	1	$3.99			
						$11.29	$11.29	
01/26/2017	152341290974	11.4657	Silhouette Cameo Replacement C	1	$8.86			
01/26/2017	152341290974	11.4657	Silhouette CAMEO Light Hold Cu	2	$21.76			
						$30.62	$30.62	
02/02/2017	117697482941	11.4501	CoolOwlMaps 2016 United States	2	$25.98			
02/02/2017	117697482941	11.4501	SHIPPING AND TAX	1	$4.99			
						$30.97	$30.97	
02/02/2017	152362157394	11.4655	Sabrent 4-Port USB 3.0 Hub wit	2	$19.98			
02/02/2017	152362157394	11.4501	T O K G O - Multicolor Rainbow	1	$5.99			
02/02/2017	152362157394	11.4701	Honeywell HY-280 QuietSet Whol	1	$49.99			
						$75.96	$75.96	
02/08/2017	188310012853	11.4501	BLUE Thermochromic Pigment 10g	1	$14.99			
02/08/2017	188310012853	11.4501	RED Thermochromic Pigment 10g	1	$14.99			
						$29.98	$29.98	
02/08/2017	114189900140	11.4213	Abzu - PlayStation 4	1	$19.99			
02/08/2017	114189900140	11.4213	Final Fantasy XV - PlayStation	1	$47.00			
02/08/2017	114189900140	11.4213	Dead Rising 4 - Xbox One	1	$41.68			
02/08/2017	114189900140	11.4213	Gravity Rush 2 - PlayStation 4	1	$59.99			
02/08/2017	114189900140	11.4213	The Last Guardian - PlayStatio	1	$39.99			
02/08/2017	114189900140	11.4213	Resident Evil 7: Biohazard - P	1	$56.99			
02/08/2017	114189900140	11.4213	Tales of Berseria - PlayStatio	1	$52.00			
02/08/2017	114189900140	11.4213	For Honor - Xbox One	1	$59.88			
02/08/2017	114189900140	11.4213	Shantae: Half-Genie Hero - Ris	1	$29.96			
02/08/2017	114189900140	11.4213	Resident Evil 7 Biohazard - Xb	1	$59.00			

AMAZON INVOICES TO BE PAID ON FEBRUARY 21, 2017

02/08/2017	114189900140	11.4213	Kingdom Hearts HD 2.8 Final Ch	1	$56.99			
02/08/2017	114189900140	11.4213	PS4 Nioh - PlayStation 4	1	$59.99			
02/08/2017	114189900140	11.4213	For Honor - PlayStation 4	1	$59.88			
02/08/2017	114189900140	11.4213	Hitman: The Complete First Sea	1	$58.39			
						$701.73	$701.73	
02/08/2017	107705829950	11.4655	LQM 20V 2.25A Laptop Ac Adapte	2	$29.98			
02/08/2017	107705829950	11.4655	Self-Locking Nylon Cable Ties	1	$7.99			
02/08/2017	107705829950	11.4655	Keyboard Wrist Rest Pad - Mous	1	$12.87			
02/08/2017	107705829950	11.4655	VELCRO Brand - Sticky Back - 3	1	$9.02			
						$59.86	$59.86	
02/08/2017	058450318741	11.4501	Elmer's All Purpose School Glu	1	$9.86			
02/08/2017	058450318741	11.4501	SmartMax Extension Set - 6 Cur	2	$25.98			
02/08/2017	058450318741	11.4501	Brown Bear Felt Figures for Fl	1	$19.95			
						$55.79	$55.79	
02/08/2017	182810824148	11.4213	Beyond The Walls Of Death	1	$13.83			
02/08/2017	182810824148	11.4213	The Basement Tapes Complete: T	1	$106.99			
02/08/2017	182810824148	11.4213	Labyrinthine Heart	1	$14.67			
02/08/2017	182810824148	11.4213	SHIPPING	1	$0.92			
						$136.41	$136.41	
02/08/2017	049909764242	11.4211	All About the USA 2: A Cultura	1	$34.03			
02/08/2017	049909764242	11.4211	All About the USA 3: A Cultura	1	$34.21			
02/08/2017	049909764242	11.4211	All About the USA 1: A Cultura	1	$37.32			
						$105.56	$105.56	
						TOTAL	$3,365.73	

FIRST BANKCARD WINTRUST TO BE PAID ON FEBRUARY 21, 2017

DATE	REQUESTED BY	VENDOR	DETAILS	AMOUNT	WPL CODE	NOTE
01.27.2017	J. COEN	COMCAST	DSL & TELEPHONES - LIBRARY - AUTO PAY FOR 01.27.20176	$351.09	11.4635	TELEPHONES & BROADBAND
01.30.2017	J. COEN	WOODGRAIN PIZZA	CONFERENCES & TRAINING	$135.83	11.4131	ANNUAL STAFF IN-SERVICE
01.30.2017	J. COEN	PANERA BREAD	CONFERENCES & TRAINING	$81.98	11.4131	ANNUAL STAFF IN-SERVICE
02.06.2017	A. PEREZ	LACONI	CONFERENCES & TRAINING	$30.00	11.4131	DEVELOPMENTAL TRAINING
02.06.2017	S. ROSENBERG	TECH SOUP	TECHNOLOGY	$356.00	11.4655	TECHNOLOGY ITEMS
		INTEREST		$0.00	11.4950	
		LATE FEE		$0.00	11.4950	
			TOTAL	$954.90		
REQUEST TO PAY FIRST BANKCARD (WINTRUST) $954.90 TO BE PAID ON FEBRUARY 21, 2017						

2.17.2017
AS CODED ABOVE

PETTY CASH ACCOUNT DETAIL - CASH IN-HOUSE

CASH POUCH REGISTER FOR PERIOD - JANUARY 9 - FEBRUARY 6, 2017

DATE	CASH ISSUED TO:	DESCRIPTION OF ITEMS	WPL CODE	DEPOSIT	AMOUNT PAID OUT	BALANCE
01.18.2017	T. BARRY			$113.33		$500.00
01.09.2017	A. LITWIN	PROGRAMMING SUPPLIES	11.4501		-$121.44	$378.56
01.11.2017	J. BUMBER	PROGRAMMING SUPPLIES	11.4501		-$19.36	$359.20
01.13.2017	A. CARLSON	PROGRAMMING SUPPLIES	11.4501		-$37.93	$321.27
01.14.2017	A. PERZ	PROGRAMMING SUPPLIES	11.4501		-$20.93	$300.34
01.14.2017	A. LITWIN	PROGRAMMING SUPPLIES	11.4501		-$23.20	$277.14
01.18.2017	A. PERZ	PROGRAMMING SUPPLIES	11.4501		-$44.85	$232.29
01.19.2017	K. BARNETT	MARKETING	11.4555		-$24.99	$207.30
01.21.2017	E. MILLER	PROGRAMMING SUPPLIES	11.4501		-$23.99	$183.31
01.25.2017	A. LITWIN	PROGRAMMING SUPPLIES	11.4501		-$47.05	$136.26
01.26.2017	A. PRECHEL	STAFF APPRECIATION	11.4125		-$49.49	$86.77
02.01.2017	A. PEREZ	PROGRAMMING SUPPLIES	11.4501		-$13.60	$73.17
02.03.2017	K. BARNETT	MARKETING	11.4555		-$47.98	$25.19
02.06.2017	J. BUMBER	PROGRAMMING SUPPLIES	11.4501		-$25.00	$0.19
						$0.19
			TOTAL SPENT		-$499.81	

REQUEST TO PAY "PETTY CASH" THE AMOUNT OF : $499.81 TO REPLENISH IN-HOUSE FUNDS ON FEBRIARY 21, 2017

CC: EK, SP, RO, JC

SIGN OFF ON BALANCE: Brittany H Smith

BRITTANY SMITH, ASSISTANT DIRECTOR

Julia Coen

JULIA COEN, DIRECTOR

Westmont Public Library
Bills Presented for Payment Addendum
As of February 21, 2017

Type	Num	Account	Amount
A. Panzica Enterprise, LTD.			
Bill	762	11-4611 · General Maintenance & Repair	865.00
Bill	759	11-4611 · General Maintenance & Repair	933.00
Bill	760	11-4611 · General Maintenance & Repair	430.00
Bill	761	11-4611 · General Maintenance & Repair	610.00
Total A. Panzica Enterprise, LTD.			2,838.00
Amazon.com			
Bill	023578917238	11-4501 · Programs	82.70
Bill	254957889951	11-4210 · Adult Library Materials	43.96
Bill	197545951079	11-4655 · Technology	59.94
Bill	120850683720	11-4210 · Adult Library Materials	7.99
Bill	261742424651	11-4655 · Technology	596.28
Bill	142345256988	11-4655 · Technology	269.98
Bill	163039435964	11-4657 · Grant (Per Capita) -Automation	609.30
Bill	273304976636	11-4213 · AV	222.45
Bill	103064266635	11-4213 · AV	39.99
Bill	037418229284	11-4213 · AV	35.92
Bill	178457324917	11-4501 · Programs	27.95
Bill	075195508973	11-4501 · Programs	39.27
Bill	043900005341	11-4416 · Processing Supplies	31.87
Bill	013552319350	11-4555 · Marketing & Advertising - Other	59.96
Bill	233051932030	11-4211 · Books	11.29
Bill	152341290974	11-4657 · Grant (Per Capita) -Automation	30.62
Bill	117697482941	11-4501 · Programs	30.97
Bill	152362157394	11-4655 · Technology	19.98
Bill	152362157394	11-4501 · Programs	5.99
Bill	152362157394	11-4701 · Furniture & Equipment	49.99
Bill	188310012853	11-4501 · Programs	29.98
Bill	114189900140	11-4213 · AV	701.73
Bill	107705829950	11-4655 · Technology	59.86
Bill	058450318741	11-4501 · Programs	55.79
Bill	182810824148	11-4213 · AV	136.41
Bill	049909764242	11-4211 · Books	105.56
Total Amazon.com			3,365.73
Blooming Color, Inc.			
Bill	218054	11-4411 · Office Supplies	196.93
Total Blooming Color, Inc.			196.93
Brodart Co.			
Bill	B4884913	11-4211 · Books	28.54
Total Brodart Co.			28.54
CENGAGE Learning			
Bill	60007669	11-4211 · Books	19.46
Total CENGAGE Learning			19.46
D Engraving Company			

Westmont Public Library
Bills Presented for Payment Addendum
As of February 21, 2017

Type	Num	Account	Amount
Bill	23069	11-4411 · Office Supplies	55.00
Total D Engraving Company			55.00
First Bankcard - Wintrust Mastercard			
Bill	February 2017	11-4635 · Telephone & Broadband	351.09
Bill	February 2017	11-4131 · Conferences & Training	135.83
Bill	February 2017	11-4131 · Conferences & Training	81.98
Bill	February 2017	11-4131 · Conferences & Training	30.00
Bill	February 2017	11-4655 · Technology	356.00
Total First Bankcard - Wintrust Mastercard			954.90
Interior Investments, LLC			
Bill	136867	11-4616 · Facility Improvements	7,402.92
Bill	136866	11-4701 · Furniture & Equipment	3,657.43
Total Interior Investments, LLC			11,060.35
Magic Pure LLC			
Bill	1624	11-4611 · General Maintenance & Repair	240.00
Total Magic Pure LLC			240.00
Management Assoc of IL			
Bill	4560	11-4131 · Conferences & Training	445.00
Bill	4576	11-4131 · Conferences & Training	95.00
Bill	4586	11-4131 · Conferences & Training	200.00
Bill	4577	11-4131 · Conferences & Training	295.00
Total Management Assoc of IL			1,035.00
Midwest Tape			
Bill	94741450	11-4213 · AV	69.98
Bill	94741452	11-4223 · AV	49.99
Bill	94742431	11-4213 · AV	29.99
Bill	94742430	11-4213 · AV	68.97
Bill	94742432	11-4213 · AV	267.89
Bill	94729359	11-4213 · AV	44.99
Bill	94761676	11-4213 · AV	233.91
Bill	94761677	11-4213 · AV	49.98
Bill	94761678	11-4213 · AV	81.96
Bill	94762080	11-4223 · AV	22.98
Bill	94762081	11-4213 · AV	41.97
Total Midwest Tape			962.61
Petty Cash			
Bill	02212017	11-4501 · Programs	121.44
Bill	02212017	11-4501 · Programs	19.36
Bill	02212017	11-4501 · Programs	37.93
Bill	02212017	11-4501 · Programs	20.93
Bill	02212017	11-4501 · Programs	23.20
Bill	02212017	11-4501 · Programs	44.85
Bill	02212017	11-4555 · Marketing & Advertising - Other	24.99

Westmont Public Library
Bills Presented for Payment Addendum
As of February 21, 2017

Type	Num	Account	Amount
Bill	02212017	11-4501 · Programs	23.99
Bill	02212017	11-4501 · Programs	47.05
Bill	02212017	11-4125 · Staff Appreciation	49.49
Bill	02212017	11-4501 · Programs	13.60
Bill	02212017	11-4555 · Marketing & Advertising - Other	47.98
Bill	02212017	11-4501 · Programs	25.00
Total Petty Cash			499.81
Randall; Elizabeth Dawn			
Bill	02282017	11-4501 · Programs	225.00
Total Randall; Elizabeth Dawn			225.00
University of Illinois Extension			
Bill	03082017	11-4501 · Programs	100.00
Total University of Illinois Extension			100.00
Westmont Chamber of Commerce			
Bill	2113	11-4551 · Public Communication	63.00
Total Westmont Chamber of Commerce			63.00
World Book Inc.			
Bill	0001550594	11-4221 · Books	350.00
Total World Book Inc.			350.00
TOTAL			**21,994.33**

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
Director

2/20/2017
Date

Brittany Smith
Assistant Director

2/20/17
Date

WESTMONT PUBLIC LIBRARY

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Profit and Loss Budget versus Actual and Balance Sheet through January 2017

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. As of the end January, we are approximately 75% through our fiscal year. These statements do not reflect the FY17 invoices to be paid at the February Board meeting nor encumbered funds.

THE BALANCE SHEET

- In the equity section of the Balance Sheet Report it shows we currently have $1,252,900 in the Operating fund. We have received most of our property tax revenue, so we are now simply spending down that balance.
- In the equity section of the Balance Sheet Report it shows we currently have $548,329 in Special Reserves. Approximately $235,817 from this fund has been approved by the Library Board for the main floor renovation project. Additionally, the Library Board approved up to $35,000 for the masonry project.
- In the equity section of the Balance Sheet Report, it shows we currently have $10,235 in the Restricted for Grants fund. This is the remaining balance of the $19,028 FY16 Per Capita grant funds we received.
- The current prepaid balance (11-1400), which is listed as Other Assets on the Balance Sheet, is $4,620. It consists of $2,309.80 3M Lan Service Agreement for FY 2017-18, and $2,309.80 3M Lan Service Agreement for FY 2018-19

THE PROFIT AND LOSS STATEMENT

Revenues

- We have exceeded our property tax revenue budget by $458, which rounds to 100% of our budget.
- We have received 65% for fines and fees and 65% for photcopying income, which is slightly below target for this point in the fiscal year.
- As part of the final audit adjustment, the per capita grant revenue is now zero since our FY16 funds were received in the last fiscal year.
- So far this year, we have received more than anticipated in lost and paid (147%), memorials and donations (128%), and less than anticipated in non-resident fees (46%).

Expenses

1. Expense lines that are higher than 75% due to anticipated seasonal or early year expenses/purchases: postage (78%), grant programs and automation (85% and 84%), SWAN maintenance (88%), elevator (90%), photocopier and printing (79%), strategic planning (83%), collection agency service (94%), and insurance (99%).
2. Budgets over 75% that we are monitoring: custodial supplies (80%), HVAC repair (92%), fire alarm system (94%).
3. We have spent $389 over on our reciprocal boworrer/replacement costs due to a Westmont patron who did not pay for a large quantity of lost items that were checked out at other SWAN libraries.
4. We have spent about 63% of the budget, though the our large expenditure in Facility Improvements has not yet been spent.

Westmont Public Library
Balance Sheet
As of January 31, 2017

	January 31, 2017
ASSETS	
Current Assets	
Checking/Savings	
11-1100 · Checking & Investments	
11-1157 · CHB Max Safe	
70-1157 · CHB Max Safe - Reserve	492,916
11-1157 · CHB Max Safe - Other	1,110,898
Total 11-1157 · CHB Max Safe	1,603,814
11-1127 · Propay Merchant Bank Account	1,069
11-1105 · Illinois Funds - General	50,310
11-1107 · CHB - General	
70-1107 · CHB - General (Reserves)	5,049
11-1107 · CHB - General - Other	52,990
Total 11-1107 · CHB - General	58,039
11-1108 · CHB - Librarian	410
11-1125 · CHB - Non-Interest Bearing	
70-1125 · CHB Non-Interest Bearing	104
11-1125 · CHB - Non-Interest Bearing - Other	41,924
Total 11-1125 · CHB - Non-Interest Bearing	42,028
Total 11-1100 · Checking & Investments	1,755,670
11-1110 · Cash	
11-1119 · Copier Change Machine	54
11-1115 · Petty Cash	500
11-1118 · Cash Drawer	255
Total 11-1110 · Cash	809
70-1100 · Checking & Investment	
70-1158 · Illinois Funds -Special Reserve	50,260
Total 70-1100 · Checking & Investment	50,260
Total Checking/Savings	1,806,739
Accounts Receivable	
11-1000 · Accounts Receivable	
11-1015 · NSF Checks Receivable	65
11-1000 · Accounts Receivable - Other	40
Total 11-1000 · Accounts Receivable	105
Total Accounts Receivable	105

Westmont Public Library
Balance Sheet
As of January 31, 2017

	January 31, 2017
Other Current Assets	
11-1200 · Property Taxes Receivable	
11-1210 · Allowance for Uncollectable Tax	(18,145)
11-1200 · Property Taxes Receivable - Other	1,814,543
Total 11-1200 · Property Taxes Receivable	1,796,398
Total Other Current Assets	1,796,398
Total Current Assets	3,603,242
Fixed Assets	
12-1010 · Land	450,000
12-1020 · Buildings	
12-1025 · Accum Depreciation-Buildings	(2,901,510)
12-1020 · Buildings - Other	5,269,558
Total 12-1020 · Buildings	2,368,048
12-1030 · Furniture & Fixtures	
12-1035 · Accum Depreciation-F & F	(275,045)
12-1030 · Furniture & Fixtures - Other	468,546
Total 12-1030 · Furniture & Fixtures	193,501
Total Fixed Assets	3,011,549
Other Assets	
12-1501 · Deferred Outflows - IMRF	275,768
11-1400 · Prepaid Expense	4,620
Total Other Assets	280,388
TOTAL ASSETS	**6,895,179**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,796,398
Total 11-2200 · Deferred Revenue	1,796,398
Total Other Current Liabilities	1,796,398
Total Current Liabilities	1,796,398

Westmont Public Library
Balance Sheet
As of January 31, 2017

	January 31, 2017
Long Term Liabilities	
12-2601 · Net Pension Liability	447,696
12-2004 · Capital Lease Payable - Current	7,136
12-2000 · Compensated Absences	
12-2010 · Comp Absences - Current	5,983
12-2020 · Comp Absences - Long Term	23,931
Total 12-2000 · Compensated Absences	29,914
Total Long Term Liabilities	484,746
Total Liabilities	2,281,143
Equity	
11-3200 · Unrestricted Net Assets	592,048
11-3252 · Restricted - Per Capita Grant	26,902
12-3200 · Entity Wide - Unresticted	(397,613)
12-3000 · Invested in Capital Assets, Net	3,200,184
70-3250 · Restricted Net Assets	545,826
Net Income	646,688
Total Equity	4,614,036
TOTAL LIABILITIES & EQUITY	6,895,179
EQUITY BY FUND	
Operating Fund (11) Unrestricted	**1,252,900**
Target is 30% of Expenses ($569,000) at year end	
Operating Fund (11) Restricted for Grants	**10,235**
No Target - Use Grants during year	
Special Reserves Fund (70) - Restricted	**548,329**
Target is no less than $150,000	
Entity Wide Conversion	**2,802,571**
No Target - Used for Audit conversion	
TOTAL EQUITY	4,614,036

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget
OPERATING FUND (11)							
Income							
11-3000 · Property Tax Revenue							
11-3010 · Current	-	1,782,716	-	1,808,223	1,807,765	458	100%
11-3040 · Prior Years	-	381	-	-	800	(800)	0%
Total 11-3000 · Property Tax Revenue	-	1,783,096	-	1,808,223	1,808,565	(342)	100%
11-3300 · Interest Incomes							
11-3303 · Interest-Illinois Funds	203	635	25	158	-	158	100%
11-3304 · Interest-Clarendon Hills Bank	5	38	371	3,173	3,050	123	104%
11-3310 · Interest-Property Tax	-	-	-	-	-	-	0%
Total 11-3300 · Interest Incomes	208	673	397	3,331	3,050	281	109%
11-3650 · Fines & Fee Income	2,523	21,501	2,360	18,805	29,000	(10,195)	65%
11-3660 · Photocopying Income	720	8,189	679	7,111	11,000	(3,889)	65%
11-3670 · Lost & Paid Materials	116	698	125	1,251	850	401	147%
11-3680 · Non-Resident Fees	146	2,784	542	1,844	4,000	(2,156)	46%
11-3690 · Meeting Room Charges	70	220	-	-	-	-	0%
11-3695 · Programming Revenues	-	1,587	-	-	5,000	(5,000)	0%
11-3700 · Memorials & Donations	25	116	50	255	200	55	128%
11-3770 · Impact Fees - New Development	-	4,342	-	271	5,500	(5,229)	5%
11-3800 · Cafe Income	-	-	-	-	-	-	0%
11-3810 · Document Delivery	-	-	-	-	-	-	0%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	-	-	-	0	-	0	100%
11-3859 · Other Grants	-	3,000	-	-	20,000	(20,000)	0%
Total 11-3850 · Grant Revenue	-	3,000	-	0	20,000	(20,000)	0%
11-3900 · Miscellaneous Revenue	21,669	59,496	1,082	2,173	3,000	(827)	72%
Total Income	25,478	1,885,702	5,235	1,843,264	1,890,165	(46,901)	98%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget
Expense							
11-6900 · Salaries & Wages	64,980	617,806	66,969	634,977	907,500	(272,523)	70%
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	6,570	64,134	6,678	63,359	95,000	(31,641)	67%
11-4054 · Workers Comp Insurance	-	-	-	-	-	-	0%
11-4055 · Employer FICA/MED Contributions	4,882	46,433	5,045	48,080	67,000	(18,920)	72%
11-4058 · Unemployment Insurance	212	900	170	688	2,000	(1,312)	34%
11-4059 · Employer IMRF Contributions	6,451	61,486	6,842	64,147	86,000	(21,853)	75%
Total 11-4050 · Employee Benefits	18,115	172,953	18,735	176,273	250,000	(73,727)	71%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	-	426	-	363	1,400	(1,037)	26%
11-4131 · Conferences & Training	(382)	4,003	198	2,595	9,100	(6,505)	29%
11-4132 · Professional Memberships	607	2,358	272	2,462	3,400	(938)	72%
11-4134 · Travel							
11-4136 · Travel - Grant Events	-	-	-	-	-	-	0%
11-4134 · Travel - Other	15	671	-	1,568	3,000	(1,432)	52%
Total 11-4134 · Travel	15	671	-	1,568	3,000	(1,432)	52%
11-4135 · Board Expense	150	452	150	225	1,000	(775)	23%
Total 11-4100 · Board/Staff Development	390	7,910	620	7,212	17,900	(10,688)	40%
11-4210 · Adult Library Materials							
11-4216 · Digital Content	4,172	8,114	2,751	22,700			
11-4211 · Books	4,450	35,314	2,385	32,724	-	32,724	100%
11-4212 · Reference Books	-	-	-	-	-	-	0%
11-4213 · AV	3,498	33,426	2,079	25,136	-	25,136	100%
11-4214 · Periodicals	-	6,504	406	6,813	-	6,813	100%
11-4215 · Professional Publications	100	738	-	242	-	242	100%
11-4217 · Electronic Res.	(380)	25,117	83	27,285	-	27,285	100%
11-4210 · Adult Library Materials - Other	-	-	-	-	180,000	(180,000)	0%
Total 11-4210 · Adult Library Materials	11,840	109,213	7,704	114,898	180,000	(65,102)	64%
11-4218 · Grant - Adult Library Material	-	-	-	-	2,000	(2,000)	0%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget	
11-4220 · Youth Materials								
11-4226 · Digital Content	525	525	157	930				
11-4221 · Books	4,554	16,246	951	15,757	-	15,757	100%	
11-4223 · AV	987	5,460	301	2,360	-	2,360	100%	
11-4224 · Periodicals	-	240	-	303	-	303	100%	
11-4225 · Professional Publications	-	-	-	174				
11-4227 · Electronic Res.	1,000	7,143	850	6,736	-	6,736	100%	
11-4229 · Kits	-	-	-	-	-	-	0%	
11-4220 · Youth Materials - Other	-	-	-	-	54,000	(54,000)	0%	
Total 11-4220 · Youth Materials	7,066	29,613	2,260	26,260	54,000	(27,740)	49%	
11-4228 · Grants - Youth Materials	-	3,212	-	-	2,000	(2,000)	0%	
11-4230 · Other Library Materials								
11-4232 · RBP/Ill Replacements	30	80	-	1,589	1,200	389	132%	#3
11-4233 · Document Delivery	-	-	-	-	-	-	0%	
Total 11-4230 · Other Library Materials	30	80	-	1,589	1,200	389	132%	
11-4400 · Supplies								
11-4411 · Office Supplies	45	586	15	470	1,000	(530)	47%	
11-4415 · Custodial Supplies	245	2,334	-	2,415	3,000	(585)	80%	#2
11-4416 · Processing Supplies	1,023	6,659	211	6,092	10,000	(3,908)	61%	
11-4417 · Cafe Supplies	-	-	-	-	-	-	0%	
11-4425 · Patron Services	-	-	-	-	-	-	0%	
11-4427 · Computer & Printer Supplies	131	2,709	222	1,560	4,500	(2,940)	35%	
11-4451 · Postage	5	3,725	60	5,772	7,400	(1,628)	78%	#1
Total 11-4400 · Supplies	1,449	16,013	508	16,309	25,900	(9,591)	63%	
11-4500 · Program Expenses								
11-4505 · Program Expenses Other	-	-	-	-	-	-	0%	
11-4508 · Grant - Program Expenses	870	36,545	-	4,670	5,504	(834)	85%	#4
11-4501 · Programs	-	7,000	1,436	15,065	30,000	(14,935)	50%	
Total 11-4500 · Program Expenses	870	43,546	1,436	19,736	35,504	(15,769)	56%	

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	20	2,660	231	2,961	5,000	(2,039)	59%
11-4558 · Grant - Marketing & Advertising	-	-	-	1,642	3,879	(2,237)	42%
11-4551 · Public Communication	92	13,154	77	11,531	17,000	(5,469)	68%
Total 11-4550 · Marketing & Advertising	112	15,815	307	16,134	25,879	(9,745)	62%
11-4610 · Building & Grounds Maintenance							
11-4616 · Facility Improvements	97,370	119,423	-	43,878	155,000	(111,122)	28%
11-4611 · General Maintenance & Repair							
11-4613 · Building Maintenance	-	-	-	-	-	-	0%
11-4611 · General Maintenance & Repair - Other	2,446	10,315	-	8,139	20,000	(11,861)	41%
Total 11-4611 · General Maintenance & Repair	2,446	10,315	-	8,139	20,000	(11,861)	41%
11-4612 · Cleaning	1,370	12,150	1,400	12,600	17,000	(4,400)	74%
11-4615 · Grounds Maintenance	1,033	7,264	3,057	7,765	19,000	(11,235)	41%
Total 11-4610 · Building & Grounds Maintenance	102,219	149,152	4,457	72,382	211,000	(138,618)	34%
11-4620 · Equipment Maintenance & Repair							
11-4621 · HVAC	1,943	13,370	-	16,581	18,000	(1,419)	92% #2
11-4622 · Elevator	350	2,387	-	2,868	3,200	(332)	90% #2
11-4624 · Fire Alarm System	60	1,273	60	2,818	3,000	(182)	94% #1
11-4625 · Telephone System	-	-	-	-	440	(440)	0%
11-4629 · Misc. Repairs & Inspections	-	875	-	875	1,000	(125)	88%
Total 11-4620 · Equipment Maintenance & Repair	2,353	17,905	60	23,143	25,640	(2,497)	90%
11-4630 · Utilities							
11-4631 · Natural Gas	-	1,639	-	1,263	8,000	(6,737)	16%
11-4632 · Water	-	1,074	-	1,441	2,000	(559)	72%
11-4633 · Sewer	88	367	111	370	500	(130)	74%
11-4634 · Disposal	-	-	-	-	-	-	0%
11-4635 · Telephone & Broadband	673	5,966	352	2,767	9,000	(6,233)	31%
Total 11-4630 · Utilities	762	9,046	463	5,842	19,500	(13,658)	30%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	-	2,168	25	10,355	12,299	(1,944)	84%
11-4652 · SWAN Maintenance	-	13,647	6,824	25,021	28,400	(3,379)	88%
11-4655 · Technology	-	4,811	538	16,039	25,725	(9,686)	62%
11-4658 · Software	-	1,550	-	-	-	-	0%
Total 11-4650 · Automation Services	-	22,175	7,386	51,415	66,424	(15,009)	77%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	-	1,304	-	2,364	7,000	(4,636)	34%
11-4727 · Photocopier and Printing	-	11,957	299	8,640	11,000	(2,360)	79%
Total 11-4700 · Furniture & Equipment	-	13,261	299	11,004	18,000	(6,996)	61%
11-4800 · Professional Services							
11-4812 · Consulting	-	450	-	-	-	-	0%
11-4813 · Strategic Planning	-	-	-	1,578	1,900	(322)	83%
11-4811 · Legal Services	160	3,503	442	843	6,000	(5,157)	14%
11-4814 · Accounting/Auditing Service	1,050	6,625	-	5,700	11,500	(5,800)	50%
11-4818 · Collection Agency Services	107	501	63	564	600	(36)	94%
11-4819 · Industrial Appraisal	-	-	-	-	400	(400)	0%
Total 11-4800 · Professional Services	1,317	11,080	504	8,685	20,400	(11,715)	43%
11-4820 · Insurance							
11-4823 · Treasurer's Bond	-	763	-	648	763	(115)	85%
11-4822 · Errors & Omissions	-	1,286	-	-	838	(838)	0%
11-4821 · Building Insurance	-	13,658	-	9,947	9,250	697	108%
11-4820 · Insurance - Other	-	-	-	1,977	1,901	76	104%
Total 11-4820 · Insurance	-	15,707	-	12,572	12,752	(180)	99%
11-4890 · Debt Service							
11-4894 · Bond Principal	-	-	-	-	-	-	0%
11-4895 · Debt Service Interest	-	-	-	-	-	-	0%
Total 11-4890 · Debt Service	-	-	-	-	-	-	0%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2016 through January 2017

	January 2016	May 2015 - January 2016	January 2017	May 2016 - January 2017	Budget	$ Over (Under) Budget	% of Budget
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	67	704	57	648	800	(152)	81%
11-9999 · Transfer to Spec Reserve Fund	-	-	-	-	20,000	(20,000)	0%
11-4960 · Contingency	-	-	-	-	-	-	0%
Total 11-4900 · Miscellaneous Expense	67	704	57	648	20,800	(20,152)	3%
Total Expense	211,569	1,255,190	111,766	1,199,078	1,896,399	(697,321)	63%
OPERATING FUND (11) NET INCOME	(186,091)	630,511	(106,531)	644,185	(6,234)	650,420	-10333%
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	1,490	5,937	453	4,245	-	4,245	100%
70-3303 · Interest Income	81	206	25	158	-	158	100%
70-3999 · Transfer From Library Fund	-	-	-	-	-	-	0%
Total Income	1,571	6,144	478	4,403	-	4,403	100%
Expenses							
Capital Outlay							
70-4819 · Cass Ave Sign	-	-	-	-	-	-	0%
70-4868 · Staff Work Area	-	-	-	-	-	-	0%
70-4865 · Circulation/Main Desk	-	-	-	-	-	-	0%
70-4814 · Tuckpointing & Brick Repairs	-	-	1,900	1,900	-	1,900	100%
70-4862 · 1st Floor Remodel	-	-	-	-	-	-	0%
70-4842 · Youth Services	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	1,900	1,900	-	1,900	100%
Debt Service							
70-4890 · Debt Principal (Reserve)	-	82,213	-	-	-	-	0%
70-4895 · Debt Interest (Reserve)	-	1,648	-	-	-	-	0%
Total Debt Service	-	83,861	-	-	-	-	0%
Total Expense	-	83,861	1,900	1,900	-	1,900	100%
SPECIAL RESERVES (70) NET INCOME	1,571	(77,717)	(1,422)	2,503	-	2,503	100%
ALL FUNDS COMBINED							
Total Income All Funds	27,049	1,891,845	5,713	1,847,667	1,890,165	(42,498)	98%
Total Expenses All Funds	211,569	1,339,051	113,666	1,200,978	1,896,399	(695,421)	63%
Total Net Income	(184,520)	552,794	(107,953)	646,688	(6,234)	652,923	-10373%

WESTMONT PUBLIC LIBRARY

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Providing the community with the 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

2/14/2017
Date

Brittany Hoornaert Smith
Assistant Director

2/14/17
Date

Westmont Public Library
Bills Presented for Payment
As of February 21, 2017

Type	Num	Account	Amount
Baker & Taylor-Continuations (C393006)			
Bill	5014348323	11-4211 · Books	62.54
Bill	5014383315	11-4211 · Books	50.68
Bill	5014416945	11-4211 · Books	103.33
Total Baker & Taylor-Continuations (C393006)			216.55
Baker & Taylor-Mystery (L425445)			
Bill	2032311746	11-4221 · Books	179.94
Bill	2032311746	11-4416 · Processing Supplies	11.50
Bill	2032571192	11-4221 · Books	121.47
Bill	2032571192	11-4416 · Processing Supplies	8.95
Bill	2032561343	11-4221 · Books	417.60
Bill	2032561343	11-4416 · Processing Supplies	19.20
Bill	2032555758	11-4221 · Books	185.24
Bill	2032555758	11-4416 · Processing Supplies	11.95
Bill	2032581983	11-4221 · Books	298.24
Bill	2032581983	11-4416 · Processing Supplies	24.15
Bill	2032585620	11-4221 · Books	87.53
Bill	2032585620	11-4416 · Processing Supplies	6.35
Bill	2032603334	11-4221 · Books	278.02
Bill	2032603334	11-4416 · Processing Supplies	26.30
Bill	2032613208	11-4221 · Books	529.18
Bill	2032613208	11-4416 · Processing Supplies	41.05
Bill	2032623594	11-4221 · Books	520.97
Bill	2032623594	11-4416 · Processing Supplies	29.85
Total Baker & Taylor-Mystery (L425445)			2,797.49
Baker & Taylor - Processing (L425444)			
Bill	2032536084	11-4211 · Books	256.02
Bill	2032536084	11-4416 · Processing Supplies	20.50
Bill	2032574058	11-4211 · Books	270.24
Bill	2032574058	11-4416 · Processing Supplies	38.35
Bill	2032569457	11-4211 · Books	428.59
Bill	2032569457	11-4416 · Processing Supplies	25.95
Bill	2032561110	11-4211 · Books	473.88
Bill	2032561110	11-4416 · Processing Supplies	33.70
Bill	2032551231	11-4211 · Books	462.96
Bill	2032551231	11-4416 · Processing Supplies	27.40
Bill	2032585158	11-4211 · Books	817.04
Bill	2032585158	11-4416 · Processing Supplies	50.80
Bill	2032585219	11-4211 · Books	461.74
Bill	2032585219	11-4416 · Processing Supplies	30.55
Bill	2032609236	11-4211 · Books	261.20
Bill	2032609236	11-4416 · Processing Supplies	35.50
Bill	2032604670	11-4211 · Books	234.27
Bill	2032604670	11-4416 · Processing Supplies	30.10
Bill	2032591508	11-4211 · Books	647.68
Bill	2032591508	11-4416 · Processing Supplies	36.35
Bill	2032600484	11-4211 · Books	467.56

Westmont Public Library
Bills Presented for Payment
As of February 21, 2017

Type	Num	Account	Amount
Bill	2032600484	11-4416 · Processing Supplies	32.10
Bill	2032600505	11-4211 · Books	285.02
Bill	2032600505	11-4416 · Processing Supplies	34.45
Bill	2032629601	11-4211 · Books	1,054.69
Bill	2032629601	11-4416 · Processing Supplies	128.60
Bill	2032615638	11-4211 · Books	384.59
Bill	2032615638	11-4416 · Processing Supplies	33.20
Total Baker & Taylor - Processing (L425444)			7,063.03
Barnett; Kerry (reimbursement)			
Bill	01112017	11-4555 · Marketing & Advertising - Other	47.98
Bill	01112017	11-4501 · Programs	43.48
Total Barnett; Kerry (reimbursement)			91.46
Bert, Marthony			
Bill	31320003439606	11-4232 · RBP/Ill Replacements	18.00
Total Bert, Marthony			18.00
Brodart Co.			
Bill	B4847328	11-4211 · Books	154.45
Bill	B4847448	11-4213 · AV	74.54
Bill	B4863143	11-4211 · Books	86.59
Total Brodart Co.			315.58
Case Lots, Inc.			
Bill	001270	11-4415 · Custodial Supplies	176.40
Total Case Lots, Inc.			176.40
CENGAGE Learning			
Bill	59768378	11-4211 · Books	22.13
Bill	59770659	11-4211 · Books	19.46
Bill	59794455	11-4211 · Books	52.46
Bill	59638185	11-4211 · Books	54.10
Bill	59607450	11-4211 · Books	50.03
Total CENGAGE Learning			198.18
Center Point Large Print			
Bill	1444988	11-4211 · Books	43.14
Total Center Point Large Print			43.14
Construction Consulting & Disbursement			
Bill	1	11-4616 · Facility Improvements	34,425.00
Total Construction Consulting & Disbursement			34,425.00
EnvisionWare, Inc.			
Bill	INV-US-29493	11-4635 · Telephone & Broadband	532.48
Total EnvisionWare, Inc.			532.48

Westmont Public Library
Bills Presented for Payment
As of February 21, 2017

Type	Num	Account	Amount
Illinois Library Association			
Bill	127561	11-4135 · Board Expense	385.00
Total Illinois Library Association			385.00
Impact Networking LLC			
Bill	767822	11-4451 · Postage	19.50
Bill	777308	11-4727 · Photocopier and Printing	299.18
Total Impact Networking LLC			318.68
Infogroup			
Bill	10003097799	11-4217 · Electronic Res.	4,467.00
Total Infogroup			4,467.00
Klein, Thorpe and Jenkins, Ltd			
Bill	187135	11-4811 · Legal Services	120.00
Total Klein, Thorpe and Jenkins, Ltd			120.00
La Mantia Enterprises, Inc			
Bill	125003	11-4615 · Grounds Maintenance	1,116.00
Total La Mantia Enterprises, Inc			1,116.00
Logsdon Office Supply			
Bill	0989060-001	11-4411 · Office Supplies	7.80
Bill	0989060-001	11-4415 · Custodial Supplies	32.89
Bill	0990426-001	11-4415 · Custodial Supplies	32.89
Bill	0991557-001	11-4415 · Custodial Supplies	32.89
Bill	0991557-001	11-4427 · Computer & Printer Supplies	159.75
Total Logsdon Office Supply			266.22
Magnaye; Rassel			
Bill	32081001865973	11-4232 · RBP/Ill Replacements	14.96
Total Magnaye; Rassel			14.96
Midwest Tape			
Bill	94690169	11-4213 · AV	68.97
Bill	94706004	11-4213 · AV	11.99
Bill	94706006	11-4213 · AV	90.94
Bill	94706007	11-4213 · AV	141.94
Bill	94706003	11-4213 · AV	130.95
Bill	94690275	11-4213 · AV	67.95
Bill	94690271	11-4213 · AV	44.98
Bill	94690272	11-4213 · AV	70.97
Bill	94690273	11-4213 · AV	109.97
Bill	94690274	11-4223 · AV	21.98
Bill	94706002	11-4213 · AV	24.99
Bill	94706001	11-4213 · AV	45.98
Bill	94706005	11-4213 · AV	91.96
Bill	94683037	11-4213 · AV	59.98

Westmont Public Library
Bills Presented for Payment
As of February 21, 2017

Type	Num	Account	Amount
Bill	94665429	11-4213 · AV	13.99
Bill	94669780	11-4213 · AV	29.99
Bill	94669781	11-4213 · AV	50.98
Bill	94669782	11-4213 · AV	442.86
Bill	94651261	11-4213 · AV	297.89
Bill	94660111	11-4213 · AV	69.98
Bill	94705949	11-4213 · AV	391.90
Bill	94726458	11-4213 · AV	130.94
Bill	94726459	11-4213 · AV	24.99
Bill	94726550	11-4223 · AV	45.98
Bill	94726551	11-4213 · AV	77.95
Bill	94728756	11-4213 · AV	478.80
Total Midwest Tape			3,039.80
Netgate			
Bill	59635	11-4655 · Technology	1,058.49
Total Netgate			1,058.49
Pathmann Construction Management			
Bill	98	11-4616 · Facility Improvements	15,400.00
Total Pathmann Construction Management			15,400.00
Pitney Bowes - Lease			
Bill	3100996016	11-4451 · Postage	60.00
Total Pitney Bowes - Lease			60.00
Prechel, Amy (Reimbursement)			
Bill	01242017	11-4134 · Travel	36.72
Bill	02032017	11-4131 · Conferences & Training	144.00
Total Prechel, Amy (Reimbursement)			180.72
Product Architecture + Design			
Bill	1650.90	11-4616 · Facility Improvements	1,936.86
Total Product Architecture + Design			1,936.86
RAILS			
Bill	3940	11-4217 · Electronic Res.	1,415.35
Total RAILS			1,415.35
Sanchez; Maria Angelica			
Bill	01132017	11-4501 · Programs	35.00
Bill	02272017	11-4501 · Programs	35.00
Total Sanchez; Maria Angelica			70.00
Service Master - Carol Stream			
Bill	183530	11-4612 · Cleaning	1,400.00
Total Service Master - Carol Stream			1,400.00

Westmont Public Library
Bills Presented for Payment
As of February 21, 2017

Type	Num	Account	Amount
Service Plus, Inc.			
Bill	15914	11-4616 · Facility Improvements	6,480.60
Total Service Plus, Inc.			6,480.60
Simply Yoga, LLC			
Bill	201612_WL	11-4501 · Programs	150.00
Total Simply Yoga, LLC			150.00
SWAN			
Bill	5324	11-4232 · RBP/Ill Replacements	161.50
Total SWAN			161.50
Unique Management Services, Inc.			
Bill	439845	11-4818 · Collection Agency Services	44.75
Total Unique Management Services, Inc.			44.75
VILLAGE OF WESTMONT			
Bill	000300490000 0117	11-4632 · Water	332.76
Total VILLAGE OF WESTMONT			332.76
West Central Municipal Conference			
Bill	0008496-IN	11-4131 · Conferences & Training	635.58
Total West Central Municipal Conference			635.58
Westside Mechanical LLC			
Bill	C002629	11-4621 · HVAC	1,350.00
Total Westside Mechanical LLC			1,350.00
TOTAL			**86,281.58**

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	May '16 - Apr 17	May '15 - Apr 16
3M - Chicago	0.00	12,207.80
3M - St Paul	0.00	18,022.74
4imprint	1,714.64	2,777.98
A. Panzica Enterprise, LTD.	3,465.00	9,873.00
Abbatacola; Anthony	200.00	0.00
Absolutely Delicious	0.00	313.00
Adduci; Diane M.	25.00	0.00
Adult Reading Round Table	0.00	10.00
African American Publications	0.00	379.90
ALA American Library Association	165.00	402.00
Aleph Objects, Inc.	0.00	3,548.00
All Custom Glass	0.00	4,220.00
Alvarez, Barbara	0.00	339.15
Amazon.com	19,817.04	30,652.04
American Button Machines	248.50	672.28
American Library Association	183.15	478.00
Anderson's Books, Inc (Bookshop)	0.00	118.00
Apple Books	424.27	1,354.33
Arco Plumbing, Co.	260.00	2,655.00
AT&T	0.00	4,576.95
AV TechSource, Inc.	0.00	13,974.22
B&H Photo, Video, Audio	0.00	880.95
Baker & Taylor-Continuations (C393006)	548.77	1,880.36
Baker & Taylor-Mystery (L425445)	17,703.19	26,069.94
Baker & Taylor - Adult (L039479)	1,008.82	4,172.03
Baker & Taylor - Processing (L425444)	36,809.87	45,218.18
Baker & Taylor - Prof Collection(L419127)	0.00	106.54
Baker & Taylor Books - Youth (L578096)	0.00	603.14
Baker Tilly	1,500.00	2,425.00
Baldwin, Annette M.	275.00	0.00
Barnett; Kerry (reimbursement)	191.96	19.99
Battle Royale Inc.	360.00	0.00
Becky Spratford	300.00	0.00
Berg, Carol	0.00	24.00
Bert, Marthony	18.00	0.00
Bibliotheca, LLC	26,770.98	6,849.79
Big Run Wolf Ranch	400.00	0.00
Blackstone Audio, Inc.	0.00	21.41
Book Page	500.00	0.00
Brigham; Adrian	150.00	0.00
Brodart Co.	1,134.01	2,378.51
BUDGET LIBRARY SUPPLIES	171.00	611.42
Bumber; Jordan (Reimbursement)	99.73	0.00
Cain, Tamara	0.00	500.00
Calito, Dennis	0.00	1,300.00
Carlson; Alexander - Reimburement	26.46	0.00
Carol A Thomas	0.00	275.00
Case Lots, Inc.	1,913.15	2,427.10
Cavendish Square	0.00	502.95
CENGAGE Learning	1,969.61	2,788.18
Center Point Large Print	1,495.56	1,598.60
Centurion Technologies	225.18	180.00
Charlie Kottman	0.00	22.99
Chicago Project Management	1,900.00	450.00
Chicago Sound Works	0.00	1,735.00
Chicago Sun Times	416.00	353.60
Chicago Tribune	637.00	533.00
Children's Plus Inc.	0.00	636.70
Clarendon Hills Bank	0.00	84,039.07
Clark, David G.	0.00	150.00
Classic Cinemas	20.00	0.00
Claus; Theresa	150.00	0.00
Clowning Around Entertainment	0.00	517.00
Coen, Julia - reimbursements	0.00	486.32
Colley Elevator Co.	0.00	2,287.00
Communication Revolving Fund	152.00	684.00

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	May '16 - Apr 17	May '15 - Apr 16
Conference Services	0.00	50.00
Construction Consulting & Disbursement	34,425.00	0.00
Costume Specialists	440.00	0.00
Crump; Flannery - Reimbursement	57.48	0.00
D Engraving Company	76.25	206.35
Daily Herald	547.00	474.20
Deck, Tammy L	0.00	425.00
Demco, Inc.	1,467.13	4,168.35
DEO Consulting, Inc.	325.00	0.00
Dominguez; Maria	19.98	0.00
Downers Grove Sanitary District	370.41	548.75
Duffy, Dawn	0.00	175.00
DuPage AEYC	45.00	0.00
DuPage River Salt Creek Workgroup	25.00	0.00
EBSCO Information Services	2,927.00	0.00
Ehret, Melissa	0.00	29.99
Elevator Inspection Service Company, Inc.	280.00	0.00
Embury, Ltd.	0.00	8,836.14
Emerald Marketing, Inc.	0.00	2,400.00
Engstrom, Roxanne	250.00	0.00
EnvisionWare, Inc.	738.73	944.77
Evanced Solutions, LLC	1,378.00	1,378.00
Faronics	55.00	55.00
Financial Times	406.00	0.00
First Bankcard - Wintrust Mastercard	13,170.97	14,008.79
Fisher; Beth A.	750.00	0.00
Flow-Technics	1,300.00	1,186.53
Focus HR, Andrea Herran	0.00	400.00
Forest Preserve of DuPage County	0.00	150.00
Fox Landscaping	4,685.68	5,221.38
Fox Valley Fire & Safety	2,840.45	2,519.00
Fred Pryor Seminars - CareerTrack	0.00	149.00
Gail Galivan	0.00	200.00
GE Capital	2,890.00	18,785.00
Glen Ellyn Public Library	0.00	2,000.00
Glen, Gregory T.	0.00	12.95
GMIS Illinois	175.00	0.00
GMIS International	0.00	175.00
Great Courses	0.00	167.40
Ground Penetrating Radar Systems	0.00	600.00
Guiliano, Gianni	0.00	7.00
H-O-H Water Technology, Inc.	1,700.00	0.00
Harrison & Company	0.00	157.49
Hazelgrove; William	250.00	0.00
Hinrichs, Deb	17.60	0.00
Hope, Sheila - Reimbursment	10.58	0.00
Hornik Engineered Systems, Inc.	0.00	595.00
ID CARDS UNLIMITED	0.00	597.85
ILL. DEPT OF EMPLOYMENT SECURITY	0.00	70.00
Illinois Library Association	1,015.00	2,055.00
Illinois Office of the State Fire Marshal	345.00	100.00
Impact Networking LLC	1,124.20	801.04
Indecor, Inc.	0.00	3,250.00
Industrial Appraisal Company	0.00	410.00
Infogroup	4,467.00	4,467.00
Innovative Label Technology, Inc	396.47	584.92
Interior Investments, LLC	5,448.00	0.00
Island Enterprises, Inc.	150.00	0.00
ITC Systems Inc.	0.00	175.00
Jamil, Amir	0.00	5.00
Jean Ceithaml	0.00	280.00
Julie Stiegemeyer	0.00	200.00
Kamm Insurance Group, Inc.	724.00	15,707.00
Kleemann, Karen (reimbursment)	66.31	0.00
Klein, Thorpe and Jenkins, Ltd	921.50	4,083.40
Kostal, Heather Lea	400.00	0.00

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	May '16 - Apr 17	May '15 - Apr 16
Kostal, Jon	0.00	200.00
Krueger International, Inc.	0.00	3,955.52
La Mantia Enterprises, Inc	4,172.80	6,479.50
LACONI, Inc.	100.00	100.00
Lakeshore Learning Materials	309.45	1,390.37
Learning Resouces/Educational Insights	0.00	31.30
Leopardo Companies, Inc.	0.00	42,106.00
Librarica LLC	0.00	660.60
Libraries First	150.00	205.00
Library Furniture International	16,028.00	14,567.00
Library Journal	101.99	0.00
LIMRiCC Unemployment Comp Group Account	687.57	1,492.69
Lisle Library District	15.00	21.98
Litwin, Adrian	0.00	53.61
Logsdon Office Supply	1,164.86	1,389.83
Lynda.com, Inc.	4,500.00	4,500.00
Magic Pure LLC	0.00	240.00
Magnaye; Rassel	14.96	0.00
Mahmoud, Jamie A.	0.00	0.00
Management Assoc of IL	1,585.00	1,610.00
Mango Languages	3,190.00	3,039.59
Martin Enterprises Heating & Air, Inc.	0.00	5,950.00
McBrien, Chris, The Magic Storyteller	0.00	350.00
Means Wills; Betsy	300.00	0.00
Micro Tech Systems, Inc.	0.00	184.00
Midwest Exterminating CO	0.00	1,200.00
Midwest Tape	24,084.84	48,749.29
Mortenson Roofing Co. Inc.	2,312.00	0.00
MPLC	177.50	174.02
Multi-Cultural Books & Videos	0.00	291.47
Murphy, Terri	0.00	275.00
Nasco Fort Atkinson	106.20	104.65
Netgate	1,058.49	0.00
New Readers Press	0.00	57.50
Newegg Business Inc.	6,350.53	0.00
Nicor Gas	1,263.46	1,639.16
Nissen; Cynthia	75.00	0.00
Norcomm Public Safety Communication Inc.	180.00	240.00
O'Malley; Victoria K.	27.95	0.00
On Time Label	0.00	119.00
Oriental Trading Company, Inc.	187.93	354.66
OverDrive Inc.	0.00	3,000.00
Paniagua Group, Inc.	0.00	5,222.00
Pathmann Construction Management	17,900.00	25,218.70
Penguin Random House LLC	341.25	1,245.25
Penworthy	0.00	635.83
Perez, Alea (Do Not Use)	0.00	24.94
Perez, Alea (Reimbursement)	628.70	596.76
Petersen; Michelle	543.70	0.00
Petty Cash	2,257.32	3,103.34
Pitney Bowes - Lease	667.00	804.00
Pitney Bowes - Supplies	37.59	67.99
Pitney Bowes / Purchase Power	510.00	600.00
Ploense; Christine A.	300.00	0.00
Prechel, Amy (Reimbursement)	258.94	60.68
Precise Printing Network Inc.	10,779.00	12,985.89
Product Architecture + Design	23,640.72	15,052.90
Proquest LLC	3,809.00	3,674.00
RAILS	10,877.85	9,016.50
Rainbow Book Company	552.47	0.00
Ralph Covert Performance LLC	0.00	750.00
Record Information Services, Inc.	698.00	698.00
Recorded Books, Inc	832.00	11,274.47
Reich, Fabiola	0.00	19.00
Research Technology International	0.00	198.72
Rivistas Subscription Services LLC	0.00	10,237.42

Westmont Public Library
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May 2016 through April 2017

	May '16 - Apr 17	May '15 - Apr 16
Rodriguez, Robert	250.00	0.00
Roman Endeavors, Inc.	0.00	75.00
Sanchez; Maria Angelica	315.00	385.00
Schindler Elevator	0.00	3,345.84
Schlacks, Robert W.	90.00	0.00
Scholastic Book Fairs	137.00	0.00
Scholastic Library Publishing	246.66	0.00
School Outfitters (Schoolhouse Outfitters	0.00	502.54
Schultz, Jack (Reimbursement)	0.00	1,034.75
Serikaku; Kathleen	31.97	0.00
Service Master - Carol Stream	14,000.00	16,290.00
Service Plus, Inc.	6,480.60	20,158.00
Shaw Media	180.12	145.32
Shelfwiz	0.00	203.50
Showcases	0.00	723.95
Simply Yoga, LLC	150.00	0.00
Small Potatoes	0.00	300.00
Smith, Brittany (Reimbursement)	400.99	1,616.21
Sparkles Entertainment, Inc.	0.00	500.00
Specialty Stores	0.00	118.04
Spence, Dirk	300.00	0.00
Steve Darnall	0.00	250.00
Strohmaier; Dana	37.98	0.00
Suburban Door Check & Lock Service	434.80	263.50
Suburban Life Media	69.00	0.00
Sullivan, Matthew P.	0.00	22.91
SWAN	26,638.77	23,775.84
Sweet & Savory	0.00	100.00
T-Rexplorers	300.00	0.00
TeachingBooks.net LLC	850.00	850.00
Team One Repair, Inc.	0.00	478.80
The Hartford	1,901.00	0.00
Thompson West	0.00	226.26
Tim's Professional Painting, Inc.	0.00	1,727.00
Today's Business Solutions	3,822.72	0.00
Top Notch Rental Services, LLC	0.00	156.37
Tri-Angle Screen Print	0.00	157.00
Trustwave Holdings Inc	0.00	194.76
Tumbleweed Press, Inc.	401.33	334.33
U.S. Toy Co/Constructive Playthings	80.49	146.66
Uline	0.00	427.17
Unique Management Services, Inc.	608.60	644.40
United For Libraries (Div of ALA)	80.00	80.00
United States Alliance Fire Protect, Inc.	0.00	1,866.79
United States Post Office	3,515.00	3,450.00
University of Illinois Extension	0.00	100.00
UPS	3.55	0.00
Urban Gateways	0.00	500.00
Urban Legend Brewery	100.00	0.00
Utica National Insurance Group	9,947.00	0.00
Value Line Institutional Sales & Services	5,000.00	5,000.00
Vernon Library Supplies Inc.	438.12	0.00
VILLAGE OF WESTMONT	5,974.12	70,410.83
Walker Display, Inc.	109.39	0.00
Wells Fargo Financial Leasing	5,780.00	0.00
West Central Municipal Conference	635.58	1,061.28
West Suburban Symphony Orchestra	0.00	350.00
Westmont Chamber of Commerce	387.00	475.50
Westmont Holly Days	175.00	175.00
Westmont Special Events Corp.	0.00	240.00
Weston Woods Studios	0.00	359.40
Westside Mechanical LLC	15,961.00	21,965.57
Wilsey; Timothy	200.00	0.00
Wired on Waverly	200.00	0.00
World Book Inc.	0.00	827.05
Yolanda Xochitl Bada	0.00	400.00

Westmont Public Library
Vendor YTD Report
May 2016 through April 2017

	May '16 - Apr 17	May '15 - Apr 16
TOTAL	459,039.49	826,747.16

WESTMONT PUBLIC LIBRARY

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

Providing the community with the keys to lifelong learning.

NEW BUSINESS

a. Approval of the Investment of Public Funds Policy
Please see the Finance Packet for supporting documentation.

b. Approval to open meeting minutes from January 20, 2015 and March 24, 2015
Following the bi-yearly review of the executive session minutes in January 2017, the Board requested we add this item to the agenda.

c. Approval of the Bylaws amendment
The attached Bylaws draft was discussed at the last Board meeting. The proposed changes would allow the Board to approve committee meeting minutes at regular board meetings. It also clarifies that committee appointments are made by the Board President at the annual meeting. The Bylaws may be amended (by a majority vote) at any regular meeting of the Board at which a quorum is present, provided notice of the proposed amendment and language thereof, have been given at the last preceding regular meeting. Notice and the proposed changes were read aloud at the January 17, 2017 Board meeting.

d. Discussion of potential change to future length of Library Trustee terms
At the request of a Westmont Library Trustee, I have spoken to our attorney regarding the possibility of changing our trustee terms from 6 years to 4 years. Per the Local Library Act, trustees are elected for 6 year terms unless they adopt a resolution as set forth below. Any change would not affect current terms - just those terms going forward and one of those would have to be switched to a two year term to balance out the future elections.

The Statute states: As the terms of the library trustees elected in any incorporated town or village expire, (except a village under the commission form of government) their successors shall be elected in accordance with the general election law to hold their office for 6 years until their successors are elected and qualified. Any board may provide by resolution that the term of its trustees shall be 4 years. If the board adopts such a resolution, then if 3 trustees are to be elected at the next election or if 2 trustees are to be elected at each of the next 2 elections, one of the trustees elected at the first election, to be determined by lot at the first meeting after that election, shall serve a 2 year term.

e. Discussion of Director's Annual Evaluation
Attached separately from the board packet is my self-evaluation form as part of my annual evaluation.

WESTMONT PUBLIC LIBRARY

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Bylaws of the Westmont Public Library
These are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the Boards of Library Trustees.

Name
The name shall be Westmont Public Library.

Board of Trustees
The Board of Trustees shall consist of seven (7) trustees to be elected in accordance with the Statutes of the State of Illinois.

Role of the Board of Trustees
The responsibility of the Library Board of Trustees is to develop the mission of the library and appropriate strategic goals for service; to seek and authorize adequate funding to achieve the goals of the library; to adopt written policies to govern the operation of the library; to be aware of issues in library service and legislation affecting libraries; to communicate actively with local government and the general public; and to employ a competent and qualified Library Director.

Role of the Library Director
The Library Director, as the sole employee of the Board of Trustees, shall administer the policies adopted by the Board and expend funds within established guidelines. Among duties and responsibilities of the Director shall be that of hiring personnel, directing, supervising, and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedures as will promote the efficiency and service of the library.

Quorum
A quorum for the transaction of business shall consist of four (4) members of the Board.

Fiscal Year
The fiscal year of the library shall be the same as the fiscal year of the Village of Westmont (May 1st – April 30th).

Parliamentary Procedure
The latest version of *Robert's Rules of Order* shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

Meetings
The regular meeting of the Board of Library Trustees of the Westmont Public Library shall be on the third Tuesday of each month at 7pm or at such time and place as determined with respect to any particular meeting by majority vote of the Board. At the beginning of each fiscal year, the board shall specify regular meeting dates and times. The Library Director shall post the schedule of meetings in the library and on the website. Both notices shall have the

dates, times, and places of such meetings. All meetings shall be held in accordance with the Illinois Open Meetings Act [5 ILCS 120].

Order of Business

The order of Business at the regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Consent Agenda (Minutes, Communications, Committee Reports, Director's Report)
5. Open Forum (opportunity for public to speak)
6. Additions and Deletions
7. Treasurer's Report
8. Bills and Salaries
9. Unfinished Business
10. New Business
11. Executive Session
12. Final Action on Executive Session Discussion
13. Adjournment

Special Meetings

Special meetings shall be held at any time when called by the president or by any three trustees of the board, provided that notice with the agenda of the special meeting is posted at least 48 hours in advance, except in the case of a bona fide emergency. Notice will be given in accordance with the Open Meetings Act.

Executive Sessions

All regular and special meetings of the board and its committees shall be open to the public and to the press, except executive sessions as authorized by the Open Meetings Act. The executive session must be approved in open meeting by a majority vote and the purpose of the executive session recorded in the minutes of the open meeting. Only topics specified in the vote to close may be considered in the executive session. No final action may be taken in executive session. All proceedings of an executive session shall be kept in strict confidence by all those in attendance.

Annual Meeting

The annual meeting of the Board of Trustees shall be the first regular meeting held in the fiscal year. At this meeting the officers, committees, and annual meeting dates shall be approved.

Officers

All officers are elected by majority vote of the Board for a term of one year. All officers of the Board are elected yearly and shall be chosen at the regular annual meeting, and shall be as follows: President, Vice President, Secretary, and Treasurer.

President

The President shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, have the authority to countersign all checks approved by the Board, and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the Library Director. The President shall be the only spokesperson for the Board of Library Trustees who, when necessary, provides official media statements regarding board action.

Vice President
The Vice President, in the absence of the President, shall assume all duties of the President. In the absence of the Treasurer, the Vice President may perform the duties of the Treasurer.

Secretary
The Secretary shall review and sign all minutes of all Board meetings, record attendance, and record votes. The Secretary shall record attendance and take minutes during executive sessions. The normal depository of all minutes shall be the library.

Treasurer
The Treasurer shall exercise general authority over the funds of the library, shall serve on the finance committee, and have the authority to countersign all checks approved by the Board. The normal depository of all financial records shall be the library. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount to be approved by the Board.

Committees
There shall be two standing committees of the Board of Trustees ~~selected by the Board as follows~~: a Finance Committee and a Policy Committee. Appointments to standing committees shall be made by the President at the Annual Meeting. The Library Board has authority to approve committee meeting minutes at the regular Board meetings.

Finance Committee
The Finance Committee shall be comprised of four members of the Library Board of Trustees (including the Treasurer) and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full Board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

Policy Committee
The Policy Committee shall be comprised of four members of the Library Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the library policies. The committee shall review sections of existing policy in a systematic fashion to insure that all policies are reviewed at an interval not to exceed three years. The Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. All library policies must be approved by Board vote and made readily available to the public.

Special Committees
Special committees for the study and investigation of special problems may be appointed by the President to serve until the completion of the work for which they appointed.

Amendments
These Bylaws may be amended (by a majority vote) at any regular meeting of the Board at which a quorum is present, provided notice of the proposed amendment and language thereof, have been given at the last preceding regular meeting.