



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, July 18, 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: June 20, 2017
 - b. Minutes of the special board meeting: June 29, 2017
 - c. Communications log: July 2017
 - d. Director's report: July 2017Documents: [Directors-Report-July-2017.pdf](#)
- 5) Open Forum
 - a. Public
 - b. Board
 - c. Director
 - d. Staff
- 6) Additions & Deletions
- 7) Treasurer's Report
Documents: [Balance-Sheet-2017_06_30.pdf](#)
[Budget-Variance-Report-2017_06_30.pdf](#)
- 8) Bills and Salaries
Documents: [Bills-Presented-2017_07_18_FY18.pdf](#)
[Vendor-Report-2017_07_18.pdf](#)
- 9) Unfinished Business
 - a. None
- 10) New Business
 - a. Approval of days closed for 2018 calendar year
 - b. Approval of the Exhibits and Displays Policy

- c. Approval of the Makerspace Policy
- d. Approval of the Disposal of Surplus Property Policy
- e. Approval of the Personnel Handbook review proposal by Management Association of Illinois for \$1,500
- f. Discussion of the potential study room and makerspace renovation

11) Executive Session

According to 5 ILCS 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.

12) Resume Open Session

13) New Business (continued)

- g. Approval of the destruction of executive session recordings for July 21, 2015, August 8, 2015, November 10, 2015, and November 17, 2015.

Under the Open Meetings Act, the public body can approve destruction of executive session recordings if the meetings have approved minutes and are older than 18 months.

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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MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD JUNE 20, 2017

1) Call to Order

The meeting was called to order at 7:00pm by Board President Jason Fichtel on Tuesday, June 20, 2017 at the Westmont Public Library.

2) Roll Call

Present: Secretary Elaine Carmichael, Trustee Annie Delano, Vice President John Martens, Treasurer Kerry O'Connor, and President Jason Fichtel

Absent: Trustee Heather Booth and Trustee Rajesh Parikh

Staff present: Director Julia Coen, Assistant Director Brittany Smith, Head of Access Services Amy Prechel, and Administrative Assistant Theresa Barry

3) Pledge of Allegiance

4) Approval of Consent Agenda

- a. Minutes of the regular board meeting: May 16, 2017
- b. Minutes of the finance committee meeting: May 16, 2017
- c. Minutes of the special board meeting: May 23, 2017
- d. Communications log: June 2017
- e. Director's report: June 2017

Motion: Martens moved to approve the consent agenda, Delano seconded.

Discussion: O'Connor mentioned a misspelling of his name in the minutes. Coen to correct.

Vote: All in favor

Motion passed

5) Open Forum:

a. Public

Spencer Parker, Finance Director Village of Westmont, present to answer questions.

b. Board

Delano: Great job Kerry on your recent performance at the local Expressions dance studio recital in the "Dad's Dance."

O'Connor: A friend attended the library program on natural wildlife in the backyard and was enthusiastically excited by it.

c. Director

Coen: Masonry project was completed. Dan Ruzic of Chicago Project Management is working with the brick manufacturer to analyze various bricks from the planters, bollards, chiller yard, and building. We will the results to the Board in July. Rajesh was sworn in on June 1, 2017. The agenda for the Joint Board meeting with the Village on June 29 at 6pm will be sent out shortly.

d. Staff

Smith: Enjoys working at the weekly street fair, 5:45-6:45, making crafts with kids and answering questions visitors may have. Over 100 people have visited our table each week for the past three fairs. We'll also have a booth at the Taste July 14-16.

Vote: All in favor
Motion passed

7) Treasurers Report

Motion: O'Connor moved to file the treasurer's report for audit, Martens seconded.
Discussion: None
Vote: All in favor
Motion passed

8) Bills and Salaries

Motion: Booth moved to approve the Bills and Salaries Report, Delano seconded.
Discussion: Carmichael asked about the recent expenses to Commercial Carpet Consultants. Coen explained that the FY18 payments were for flooring after the glass walls were removed. This was budgeted in the operating budget. The FY17 payments were for the first floor renovation. This was budgeted from special reserves.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Parikh
Motion passed

9) Unfinished Business: None

10) New Business:

a. Approval of the Prevailing Wage Resolution that ascertains the prevailing wages as required under the Prevailing Wage Act

Motion: O'Connor moved to approve, Delano seconded.
Discussion: Coen explained that it is mandatory that the Board pass a resolution that ascertains prevailing wages for construction projects at the library. Once approved, a legal notice in the newspaper will be published and a copy of the resolution and wages will be sent to the State.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Parikh
Motion passed

b. Approval of the FY17 Illinois Public Library Annual Report

Motion: Delano moved to approve, O'Connor seconded.
Discussion: Coen explained that the IPLAR is due to the state within 60 days of the end of our fiscal year. Coen will amend the information on question 5 to reflect that Delano is now the secretary. Once approved, Kerry Barnett will use some of the data to create a flyer that shows our impact in FY17 and share that with the community. Carmichael asked about the statistics for study room use. Coen explained that the library will be start using software in July for room reservations. This will allow us to accurately capture that data going forward. Booth asked Coen if any particular numbers stood out and Coen responded that program attendance and circulation numbers for youth had both increased.
Vote: Ayes: Booth, Carmichael, Delano, Martens, O'Connor, and Fichtel – 6
Nays: None
Absent: Parikh
Motion passed

c. Discussion of the Intergovernmental Agreement and Service Level Agreement with the Village of Westmont for IT Services

Discussion: Coen explained that this has been discussed at the previous Board meetings and approved in the FY18 budget. It is on this evening's agenda for discussion and will be on the agenda for the June 29 Joint Board meeting with the Village for approval. Glen Liljeberg, IT Director for the Village, and Amy Prechel, Access Services Manager, were present to answer questions. Delano asked about the response time of 4 hours for critical priority. Liljeberg explained that response times were nearly instantaneous but if it was outside normal working hours a response might take a little bit longer and they had up to 4 hours to respond. Regular IT hours are 6am – 8pm. O'Connor asked about term compensation and Coen said we would be billed bi-monthly. Booth asked if major upgrades would take place

during times that would inconvenience patrons. Liljeberg said that major upgrades are usually carried out very early in the morning or on weekends. The library will be on the same network infrastructure as the Village. O'Connor asked about the term cancellation rate and how that was calculated. Parker explained that it calculated based on the salary of the Village IT staff. The library would only pay this if they canceled before the end of the five year agreement for a reason outside of the terms of the agreement.

11) Executive Session

None

12) Adjournment:

Motion: Martens moved to adjourn at 7:22pm, Booth seconded.

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

Nays: None

Absent: Parikh

Motion passed

Respectfully submitted,

Annie Delano
Westmont Public Library
Board of Trustees, Secretary

DRAFT



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MINUTES OF JOINT MEETING OF THE LIBRARY BOARD AND THE VILLAGE OF WESTMONT BOARD OF TRUSTEES JUNE 29, 2017

1) Call to Order

The meeting was called to order at 6:00pm by Board President Jason Fichtel on Thursday, June 29, 2017 at the Westmont Village Hall.

2) Roll Call

Present: Trustee Heather Booth, Secretary Elaine Carmichael, Vice President John Martens, Treasurer Kerry O'Connor, Trustee Rajesh Parikh, and President Jason Fichtel.

Absent: Trustee Annie Delano

Staff present: Director Julia Coen and Assistant Director Brittany Smith

Village Board Present: Mayor Gunther, Clerk Szymiski, Trustee Barker, Trustee Barry, Trustee Guzzo, Trustee Liddle, Trustee Nero

Village Staff Present: Village Manager May, Finance Director Parker, Communications Director McIntyre

3) Pledge of Allegiance

4) Unfinished Business

a. Village of Westmont/Westmont Library Relationship Overview

Discussion: Staff provided an overview of the legal and financial relationship between the two organizations. Staff provided more information on library services and an overview of collaborative efforts between the village and library.

5) New Business

a. Approval of a Resolution approving an Intergovernmental Agreement between Westmont Public Library and the Village of Westmont for IT Services

Motion: Martens motioned to approve the Intergovernmental Agreement between Westmont Public Library and the Village of Westmont for IT Services

Discussion: It was noted that this agreement provides a benefit to both organizations. The library will receive more IT coverage, the compensation is cost effective, and the agreement allows for consolidation of services between two taxing bodies, which is something both organizations are support when possible.

Vote: Ayes: Booth, Carmichael, Fichtel, Martens, O'Connor, Parikh- 6

Nays: None

Absent: Delano

Motion Passed

b. Sister City Program Update

Discussion: Larry McIntyre, Village Communications Director, gave a brief overview of the Sister City Program with Hsinchu County, Taiwan. Mayor Gunter visited Taiwan in August 2016. Sometime in the next few months there will be a 'virtual' signing ceremony with the Governor of Hsinchu.

6) Adjournment:

Motion: Booth moved to adjourn at 6:57pm, Carmichael seconded.

Vote: Ayes: Booth, Carmichael, Fichtel, Martens, O'Connor, Parikh- 6
Nays: None
Absent: Delano
Motion passed

Respectfully submitted,

**Annie Delano
Westmont Public Library
Board of Trustees, Secretary**

DRAFT

COMMUNICATIONS LOG: JULY 18, 2017

Communications in June, 2017

Email: 06.13.2017 Coen to Board –June regular board meeting packet

Email: 06.26.2017 Coen to Board – June 29 joint board meeting agenda

Email: 06.28.2017 Coen to Board – Updated Library Village IGA for IT services 2017



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DIRECTOR'S REPORT July 2017

Taste of Westmont is July 14, 15, 16! The library will have a booth to showcase products made from our Makery tools. We'll also have giveaways for visitors who participate in a voting activity.

THE NUMBERS FOR MAY 2017

Physical items that were added to the collection in June: 1,078

CHECK-OUTS

Physical checkouts

June 2017: 20,017

June 2016: 25,041

20% decrease in 2017

WEBSITE VISITS

Homepage unique views

June 2017: 6,181

June 2016: 6,441

4% decrease in 2017

VISITORS

Program attendance

June 2017: 1,169

June 2016: 1,145

2% increase in 2017

Digital checkouts

June 2017: 2,045

June 2016: 1,620

26% increase in 2017

Digital Branch

June 2017: 1,927

June 2016: 314

513% increase in 2017

Social Media

June 2017: 2,002

June 2016: 1,743

259 more followers in 2017

Total Checkout

June 2017: 22,062

June 2016: 26,661

17% decrease in 2017

Computer lab hours

June 2017: 1,852

June 2016: 2,261

18% decrease in 2017

Visitor count

June 2017: 13,502

June 2016: 14,470

6% decrease in 2017

STRATEGIC PRIORITIES

Stimulating Curiosity

- The WPL Summer Learning program kicked off on Saturday, June 10 with a magic show, which had 113 attendees, and was followed by a magic workshop where 32 children were able to learn magic tricks of their own.
- A representative from the Lyman Woods Nature Center presented "What's the Buzz? Bees and Beekeepers" to 36 attendees.
- Kristy Kjell created a display for the local middle and high school required summer reading lists.

Enhancing Literacies

- As of July 10, 152 Summer Reading logs have been brought back so far by students for a total of at least 40,400 minutes, or 673.3 hours.
- As of July 10, 30 adults are participating in the adult Summer Reading program. We have not offered an adult component the last several years so these numbers are a pleasant surprise to staff.
- Elizabeth Miller has been working with members of the community, including Lalitha Darbha, to create a more authentic Telugu and Tamil world language collection for youth services.

- Storytimes and playtimes presented by Adiran Litwin this month included: 3 storytimes in June for 300 children and caregivers. Five Rhythm and Rhyme storytimes throughout June to 324 babies and their caregivers. A Pop-up Storytime on Wednesday, June 7 at Ty Warner Park for 85 attendees. Indoor Discovery Play on June 13 for 48 attendees and an Out and About Discovery Play on June 27 for 32 attendees.

Connecting with Technologies

- Meeting room and study room reservations are being handled by an online software called Spaces. Staff are now using this software exclusively to accept reservations. Patrons will soon be able to request a reservation online.
- Kerry Barnett is working on a minor website facelift this summer. There will be some stylistic changes and changes to navigation to help patrons easily access the information they are looking for when visiting the site.
- The winter 2017 newsletter will be printed in a larger format than the current newsletter. Changing the format to 8 1/2 x 11 will give us more space which will allow us to include news snippets throughout the newsletter rather than just on the first two pages. Kerry Barnett and Deb Hinrichs are working on the format change.
- Staff upgraded the computer management software from SmartShield to Deepfreeze on all Windows computers. Ten new, larger monitors with low blue light, better for patrons with low vision, were installed. Computer tower mounting brackets were also installed underneath the desks to provide more desktop space for each patron.

Engaging Communities

- Staff have represented the library at the Street Fair every Thursday evening in June.
- The Environmental Improvement Commission held their meetings at the library on June 5 and July 10.
- The DuPage County Farm Bureau presented a lesson and activity on soy beans on Thursday, June 15, to 16 youth participants. The attendees were able to create a plant starter necklace, which utilized body heat to warm a seed.

THE STAFF

- Staff are participating in a summer reading challenge! Spurred on by a little friendly competition, staff collectively read 171 titles and submitted 21 Book Recs reader's advisory posts.
- Our new Serials and Copy Cataloging associate, Jo Chiko, started June 19. She has previous library experience and we're happy to have her on the team.
- Brittany will be speaking at SWANstravangza on the *Stump the Circulation Supervisors* panel. This session had a full house last year.
- Veronica Norris was hired for the shelver position. She has an LTA certificate and is excited to join the WPL team.
- Several staff attended ALA Conference in Chicago in June:
 - Jo Chiko
 - Amber Dierking
 - Kathleen Gomez
 - Sheila Hope
 - Alyssa Johnson
 - Kristy Kjell
 - Christine Maleno
 - Elizabeth Miller
 - Alea Perez
 - Great Graphic Novels for Teens – June 23 and June 24
 - Moderator - "The Rise of Graphic Novels for Kids in Europe and the USA" – June 24
 - Jack Schultz
 - Justin Williams

THE FACILITY

Facility issues that were addressed since the last board meeting:

- On July 7, Westside Mechanical furnished and installed 2 new couplers on chilled water pumps, installed a new sensor panel in the chiller box, closed the damper unit in staff lounge for temperature control, and installed a new compressor contactor.

Upcoming facility projects:

- Arco will replace broken faucet in first floor staff workroom.
- Insulation technician will insulate valves in ceiling on second floor.
- Westside Mechanical will install a new pneumatic damper actuator.

SWAN

After a three year freeze, SWAN membership rates will be adjusted starting in July 2018. There is a committee discussing these issues and the fees calculation. More information will be presented in the next few months.

FRIENDS OF THE LIBRARY

The FOL have received tax exemption status from the State. Thanks to Carmen Higgins and the Friends members who worked to make this happen. The next FOL meeting is August 2, 2017 at 7pm.

THE BOARD

There is a Finance Committee meeting in August. Agenda items include review of the Purchasing Policy and Fine Forgiveness Program.

Respectfully,
Julia Coen
Library Director

ADDENDUM TO BILLS PRESENTED ON JULY 18, 2017

MEMORANDUM/INVOICE		NOTE	WPL CODE	AMOUNT
RECIPIENT	4265 - FY17	1ST FLOOR REDESIGN	70.4862	\$1,692.00
ALL CUSTOM GLASS	MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	\$1,406.90
AMAZON	70034	YOUTH BOOKS	11.4221	\$356.45
APPLE BOOKS	2032986668	ADULT BOOKS	11.4211	\$621.16
BAKER & TAYLOR	2032986668	PROCESSING	11.4416	\$46.10
BAKER & TAYLOR	2032985778	ADULT BOOKS	11.4211	\$301.95
BAKER & TAYLOR	2032985778	PROCESSING	11.4416	\$32.70
BAKER & TAYLOR	2032981331	ADULT BOOKS	11.4211	\$430.70
BAKER & TAYLOR	2032981331	PROCESSING	11.4416	\$34.55
BAKER & TAYLOR	2032986507	YOUTH BOOKS	11.4221	\$468.75
BAKER & TAYLOR	2032986507	PROCESSING	11.4416	\$37.85
CENTER POINT LARGE PRINT	5014619470	ADULT BOOKS	11.4211	\$98.28
CONSTRUCTION CONSULTING & DISBURSMENT SVCS	1485730	ADULT BOOKS	11.4211	\$44.34
CRITICAL TECHNOLOGY SOLUTIONS	INVOICE 6 - FY17	1ST FLOOR REDESIGN	70.4862	\$733.91
DEMCO	3155992	CONSULTING - IT	11.4812	\$3,350.00
FIRST BANKCARD (WINTRUST)	6162766	PROCESSING	11.4416	\$658.15
GALE/CENGAGE LEARNING	JULY 2017	SEE ATTACHED	00.0000	\$2,528.05
LESLIE GODDARD	60840743	ADULT BOOKS	11.4211	\$49.38
ILLINOIS LIBRARY ASSOCIATION	O8302017	PROGRAMMING - ADULT	11.4501	\$275.00
IMPACT NETWORKING	134884	PROFESSIONAL MEMBERSHIP	11.4132	\$150.00
LINKEDIN CORPORATION	866397	PHOTOCOPIER & PRINTING	11.4727	\$299.18
MIDWEST TAPE	10110201243	ELECTRONIC RESOURCE - ADULT	11.4217	\$4,500.00
MIDWEST TAPE	95200180	ADULT AV	11.4213	\$41.98
MIDWEST TAPE	95203034	ADULT AV	11.4213	\$188.91
MIDWEST TAPE	95217318	ADULT AV	11.4213	\$181.92
MIDWEST TAPE	95217316	ADULT AV	11.4213	\$572.74
MIDWEST TAPE	95217350	YOUTH AV	11.4223	\$119.93
MIDWEST TAPE	95217319	ADULT AV	11.4213	\$24.99
MIDWEST TAPE	95215316	ADULT AV	11.4213	\$28.98
MIDWEST TAPE	95215315	ADULT AV	11.4213	\$177.88
MIDWEST TAPE	95215314	YOUTH AV	11.4223	\$15.99
MIDWEST TAPE	95215312	YOUTH AV	11.4223	\$286.85
NORCOMM PUBLIC SAFETY COMMUNICATIONS	273-103612	FIRE ALARM SYSTEM	11.4624	\$60.00
ON TIME LABEL	20090	PROCESSING	11.4416	\$147.00
ORIENTAL TRADING	684548363-01	MARKETING & ADVERTISING	11.4555	\$89.97
PETTY CASH	O7182017	SEE ATTACHED	00.0000	\$93.25
PITNEY BOWES	3101406369	POSTAGE METER LEASE	11.4451	\$60.00
RAILS	4386	ELECTRONIC RESOURCE - ADULT	11.4217	\$7,387.00

ADDENDUM TO BILLS PRESENTED ON JULY 18, 2017

RAILS	4386	ELECTRONIC RESOURCE - YOUTH	11.4227	\$2,462.00
JACK SCHULTZ	06262017	TRAVEL	11.4134	\$44.40
UNIQUE MANAGEMENT SERVICES	446999	COLLECTION AGENCY SERVICES	11.4818	\$62.65
UNIVERSITY OF ILLINOIS EXTENSION	08092017	PROGRAMMING - ADULT	11.4501	\$100.00
JUSTIN WILLIAMS	06232017	TRAVEL	11.4134	\$60.87
WIRED ON WAVERLY	07272017	PROGRAMMING - ADULT	11.4501	\$200.00
TOTAL TO BE ADDED TO THE BILLS PRESENTED ON JULY \$30,522.71			TOTAL	\$30,522.71

07/17/17.
AS CODED ABOVE

AMAZON INVOICES TO BE PAID ON JULY 18, 2017

Date	Invoice #	Code	SkuDesc	Qty	Ex Price	Total	Total
06/12/2017	295744179638	11.4213	Person of Interest: Season 2	1	\$19.94		
06/12/2017	295744179638	11.4213	Marvel's Agent of S.H.I.E.L.D.	1	\$39.49		
06/12/2017	295744179638	11.4213	Lego Batman Movie, The (2017)	1	\$24.99		
06/12/2017	295744179638	11.4213	Marvel's Agent Carter - Season 1	1	\$20.18		
06/12/2017	295744179638	11.4213	Collateral Beauty (DVD)	1	\$15.99		
06/12/2017	295744179638	11.4213	Marvel's Jessica Jones: The Co	1	\$27.46		
06/12/2017	295744179638	11.4213	The Walk	1	\$9.98		
06/15/2017	194740291647	11.4213	ARMS - Nintendo Switch	1	\$50.99	\$158.03	\$158.03 ✓
06/16/2017	284710577841	11.4655	Mediabridge Ethernet Cable (15	2	\$11.98	\$50.99	\$50.99 ✓
06/16/2017	284710577841	11.4655	Asus UX501VW-X572 ZenBook Pro	1	\$1218.00		
06/16/2017	284710577841	11.4655	Belkin 8-Outlet Home/Office Se	2	\$41.04		
06/16/2017	284710577841	11.4655	GE 76579 4 Conductor 15-Foot L	2	\$8.00		
06/17/2017	194745575494	11.4213	Marvel's Guardians of the Gala	1	\$26.99	\$1279.02	\$1,279.02 ✓
06/17/2017	194745575494	11.4213	Marvel's Guardians of the Gala	1	\$24.99		
06/17/2017	194745575494	11.4213	Portal Knights: Gold Throne Ed	1	\$24.35		
06/17/2017	194745575494	11.4213	Lock's Quest - Xbox One	1	\$19.00		
06/17/2017	194745575494	11.4213	Lock's Quest - PlayStation 4	1	\$19.00		
06/17/2017	194745575494	11.4213	Disgaea 5 Complete - Nintendo	1	\$59.28		
06/17/2017	194745575494	11.4213	Portal Knights: Gold Throne Ed	1	\$24.35		
06/19/2017	194741896969	11.4213	Dead by Daylight - Xbox One	1	\$25.13	\$197.96	\$197.96 ✓
06/19/2017	194741896969	11.4213	Dead by Daylight - PlayStation	1	\$25.60		
06/20/2017	023935288634	11.4211	Marvel Zomnibus (Marvel Zombie	1	\$108.88	\$50.73	\$50.73 ✓
06/20/2017	023935288634	11.4211	SHIPPING	1	\$3.99		
06/20/2017	059883335543	11.4211	Providence Act 1 Final Printin	1	\$14.18	\$112.87	\$112.87 ✓
06/20/2017	059883335543	11.4211	SHIPPING	1	\$2.98		
06/21/2017	059883328958	11.4211	V For Vendetta (Turtleback Sch	1	\$31.19	\$17.16	\$17.16 ✓
06/21/2017	059883328958	11.4211	SHIPPING	1	\$2.99		
						\$34.18	\$34.18 ✓

AMAZON INVOICES TO BE PAID ON JULY 18, 2017

06/21/2017	276676099182	11.4213	Rat Pack Confidential	1	\$10.56			
06/21/2017	276676099182	11.4211	Elfsorrow (Legends of the Rave	1	\$12.08			
06/21/2017	116417764769	11.4501	18 Sheets of Silhouette Brand	1	\$24.99	\$22.64	\$22.64	✓
06/21/2017	116417764769	11.4501	Speedball Art Products Fabric	1	\$10.61			
06/21/2017	116417764769	11.4501	Augbunny 100% Cotton Canvas Sh	3	\$50.85			
06/21/2017	212819455508	11.4501	Silhouette Transfer Paper, 12-	2	\$15.58	\$86.45	\$86.45	✓
06/23/2017	276676500482	11.4213	Bad 25	1	\$24.61	\$15.58	\$15.58	✓
06/27/2017	284712914572	11.4655	Amazon.com Refund	1	\$-1204.74	\$24.61	\$24.61	✓
06/27/2017	194744758289	11.4213	Crash Bandicoot N. Sane Trilog	1	\$38.52	\$-1204.74	(\$1,204.74)	✓
06/27/2017	284710501099	11.4655	Amazon.com Refund	1	\$-13.26	\$38.52	\$38.52	✓
06/28/2017	152613415733	11.4416	Avery 0.5-inch Diameter Assorte	1	\$0.98	\$-13.26	(\$13.26)	✓
06/28/2017	152613415733	11.4416	Rubbermaid 65986 Unbreakable M	2	\$30.26			
06/28/2017	152613415733	11.4416	Post-it Notes, 1 3/8 in x 1 7/	1	\$7.98			
06/28/2017	152613415733	11.4416	Avery Easy Peel Return Address	1	\$18.90			
06/28/2017	152613415733	11.4416	Swingline Desk Stapler, Commer	1	\$4.67			
06/28/2017	177200583940	11.4502	Amazon.com Refund	1	\$-94.99	\$62.79	\$62.79	✓
06/28/2017	198006288660	11.4416	Label for Laser and Inkjet pri	1	\$8.88	\$-94.99	(\$94.99)	✓
06/29/2017	093056319683	11.4502	Fame Crafts Heat Transfer Viny	1	\$35.97	\$8.88	\$8.88	✓
06/29/2017	093056319683	11.4502	Amazon Basics 6-Outlet Surge Pr	1	\$9.37			
06/29/2017	093056319683	11.4502	Small Tote Bag 11"x9"x3", Natu	1	\$18.99			
06/29/2017	089094254062	11.4502	Kids Tool Apron Set Hammer Saw	15	\$149.85	\$64.33	\$64.33	✓
06/29/2017	089094254062	11.4502	SHIPPING	1	\$30.74			
07/03/2017	166300655765	11.4411	Rubbermaid Commercial FG295500	2	\$10.36	\$180.59	\$180.59	✓
07/03/2017	166300655765	11.4415	Genuine Joe GJO2540096 2-Ply S	1	\$33.91			✓

AMAZON INVOICES TO BE PAID ON JULY 18, 2017

07/03/2017	166300655765	11.4415	AmazonBasics C Cell Everyday A	2	\$22.98 ✓	\$67.25 ✓	\$67.25 ✓
07/03/2017	115699010219	11.4411	Office Depot Recycling Bin, 3.	3	\$15.87 ✓	\$15.87 ✓	\$15.87 ✓
07/05/2017	168961131930	11.4501	PYLE-PRO PSTND25 6 feet Tripod	1	\$24.97 ✓		
07/05/2017	168961131930	11.4501	LyxPro SPA-12 - 12" Compact Po	1	\$169.99 ✓		
07/05/2017	168961131930	11.4501	Real Premium Grade Gaffer Tape	1	\$16.01 ✓		
07/06/2017	132885302803	11.4425	1byone Easy Chime Wireless Doo	1	\$12.99 ✓	\$210.97 ✓	\$210.97 ✓
07/06/2017	213680755323	11.4425	Sharpie Permanent Markers, Ult	1	\$7.48 ✓	\$12.99 ✓	\$12.99 ✓
					TOTAL	\$7.48 ✓	\$1,406.90 ✓

7/11/17
 AS CODED ABOVE

JLC

FIRST BANKCARD (WINTRUST) TO BE PAID ON JULY 18, 2017

DATE	REQUESTED BY	VENDOR	DETAILS	AMOUNT	WPL CODE	NOTE
06.12.2017	A. PEREZ	INVENTABLES.INC	PROGRAMMING - YOUTH	\$40.00	11.4502	SUPPLIES
06.12.2017	A. PEREZ	INVENTABLES.INC	PROGRAMMING - ADULT	\$47.40	11.4501	SUPPLIES
06.12.2017	A. PEREZ	INVENTABLES.INC	MAKERY PURCHASES	\$16.47	11.4534	SUPPLIES
06.20.2017	K. BARNETT	SMARTPRESS	PUBLIC COMMUNICATION	\$65.28	11.4551	BANNER FOR TOW
06.21.2017	G. BARNETT	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	J. WILLIAMS	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	A. JOHNSON	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	K. GOMEZ	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	S. HOPE	ALA - CAREER	CONFERENCES & TRAINING	\$195.00	11.4131	ANNUAL CONFERENCE
06.21.2017	K. KJELL	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	C. MALENO	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	A. DIERKING	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.21.2017	J. SCHULTZ	ALA - CAREER	CONFERENCES & TRAINING	\$195.00	11.4131	ANNUAL CONFERENCE
06.21.2017	J. CHIKO	ALA - CAREER	CONFERENCES & TRAINING	\$205.00	11.4131	ANNUAL CONFERENCE
06.26.2017	J. COEN	COMCAST.COM	TELEPHONE & BROADBAND	\$351.45	11.4635	TELEPHONES & DSL
06.26.2017	G. BARNETT	ALA - CAREER	CONFERENCES & TRAINING	\$180.00	11.4131	CREDIT - ANNUAL CONFERENCE
06.29.2017	T. BARRY	HOME DEPOT	GENERAL MAINTENANCE	\$8.97	11.4611	SPRAY NOZZLE
06.29.2017	T. BARRY	HOME DEPOT	GENERAL MAINTENANCE	\$49.48	11.4611	LIGHTBULBS X 30 T8
06.30.2017	B. SMITH	AMAZON PRIME	POSTAGE	\$99.00	11.4451	ANNUAL RENEWAL
		INTEREST		\$0.00	11.4950	
		LATE FEE		\$0.00	11.4950	
			TOTAL	\$2,528.05		
REQUEST TO PAY FIRST BANKCARD (WINTRUST) \$2,528.05 TO BE PAID ON JUNE 20, 2017						

07.13.17

AS CODED ABOVE

Westmont Public Library

FY18 - Bills Presented for Payment Addendum

As of July 18, 2017

Type	Date	Num	Account	Amount
Amazon.com				
Credit	07/18/2017	284712914572	11-4655 · Technology	-1,204.74
Credit	07/18/2017	284710501099	11-4655 · Technology	-13.26
Credit	07/18/2017	177200583940	11-4502 · Youth Programs	-94.99
Bill	07/18/2017	295744179638	11-4213 · AV	158.03
Bill	07/18/2017	194740291647	11-4213 · AV	50.99
Bill	07/18/2017	284710577841	11-4655 · Technology	1,279.02
Bill	07/18/2017	194745575494	11-4213 · AV	197.96
Bill	07/18/2017	194741896969	11-4213 · AV	50.73
Bill	07/18/2017	023935288634	11-4211 · Books	112.87
Bill	07/18/2017	059883335543	11-4211 · Books	17.16
Bill	07/18/2017	059883328958	11-4211 · Books	34.18
Bill	07/18/2017	276676099182	11-4213 · AV	10.56
Bill	07/18/2017	276676099182	11-4211 · Books	12.08
Bill	07/18/2017	116417764769	11-4501 · Adult Programs	86.45
Bill	07/18/2017	212819455508	11-4501 · Adult Programs	15.58
Bill	07/18/2017	276676500482	11-4213 · AV	24.61
Bill	07/18/2017	194744758289	11-4213 · AV	38.52
Bill	07/18/2017	152613415733	11-4416 · Processing Supplies	62.79
Bill	07/18/2017	198006288660	11-4416 · Processing Supplies	8.88
Bill	07/18/2017	093056319683	11-4502 · Youth Programs	64.33
Bill	07/18/2017	089094254062	11-4502 · Youth Programs	180.59
Bill	07/18/2017	166300655765	11-4411 · Office Supplies	10.36
Bill	07/18/2017	166300655765	11-4415 · Custodial Supplies	56.89
Bill	07/18/2017	115699010219	11-4411 · Office Supplies	15.87
Bill	07/18/2017	168961131930	11-4501 · Adult Programs	210.97
Bill	07/18/2017	132885302803	11-4425 · Patron Services	12.99
Bill	07/18/2017	213680755323	11-4425 · Patron Services	7.48
Total Amazon.com				1,406.90
Apple Books				
Bill	07/18/2017	70034	11-4221 · Books	356.45
Total Apple Books				356.45
Baker & Taylor-Continuations (C393006)				
Bill	07/18/2017	5014619470	11-4211 · Books	98.28
Total Baker & Taylor-Continuations (C393006)				98.28
Baker & Taylor-Mystery (L425445)				
Bill	07/18/2017	20329866507	11-4221 · Books	468.75
Bill	07/18/2017	20329866507	11-4416 · Processing Supplies	37.85
Total Baker & Taylor-Mystery (L425445)				506.60
Baker & Taylor - Processing (L425444)				
Bill	07/18/2017	2032981331	11-4211 · Books	430.70
Bill	07/18/2017	2032981331	11-4416 · Processing Supplies	34.55
Bill	07/18/2017	2032985778	11-4211 · Books	301.95
Bill	07/18/2017	2032985778	11-4416 · Processing Supplies	32.70
Bill	07/18/2017	2032986668	11-4211 · Books	621.16

Westmont Public Library

FY18 - Bills Presented for Payment Addendum

As of July 18, 2017

Type	Date	Num	Account	Amount
Bill	07/18/2017	2032986668	11-4416 · Processing Supplies	46.10 ✓
Total Baker & Taylor - Processing (L425444)				1,467.16
CENGAGE Learning				
Bill	07/18/2017	60840743	11-4211 · Books	49.38 ✓
Total CENGAGE Learning				49.38
Center Point Large Print				
Bill	07/18/2017	1485730	11-4211 · Books	44.34 ✓
Total Center Point Large Print				44.34
Critical Technology Solutions, Inc.				
Bill	07/18/2017	3155992	11-4812 · Consulting	3,350.00 ✓
Total Critical Technology Solutions, Inc.				3,350.00
Demco Software				
Bill	07/18/2017	6162766	11-4416 · Processing Supplies	658.15 ✓
Total Demco Software				658.15
First Bankcard - Wintrust Mastercard				
Bill	07/18/2017	July 2017	11-4502 · Youth Programs	40.00 ✓
Bill	07/18/2017	July 2017	11-4501 · Adult Programs	47.40 ✓
Bill	07/18/2017	July 2017	11-4534 · Makery Purchases	16.47 ✓
Bill	07/18/2017	July 2017	11-4551 · Public Communication	65.28 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	195.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	205.00 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	195.00 ✓
Bill	07/18/2017	July 2017	11-4635 · Telephone & Broadband	351.45 ✓
Bill	07/18/2017	July 2017	11-4131 · Conferences & Training	-180.00 ✓
Bill	07/18/2017	July 2017	11-4611 · General Maintenance & Repair	8.97 ✓
Bill	07/18/2017	July 2017	11-4611 · General Maintenance & Repair	49.48 ✓
Bill	07/18/2017	July 2017	11-4451 · Postage	99.00 ✓
Total First Bankcard - Wintrust Mastercard				2,528.05
Goddard, Leslie				
Bill	07/18/2017	08302017	11-4501 · Adult Programs	275.00 ✓
Total Goddard, Leslie				275.00
Illinois Library Association				
Bill	07/18/2017	134884	11-4132 · Professional Memberships	150.00 ✓
Total Illinois Library Association				150.00

Westmont Public Library FY18 - Bills Presented for Payment Addendum As of July 18, 2017

Type	Date	Num	Account	Amount
Impact Networking LLC Bill	07/18/2017	866397	11-4727 · Photocopier and Printing	299.18 ✓
Total Impact Networking LLC				299.18
Linkedin Corporation Bill	07/18/2017	10110201243	11-4217 · Electronic Res.	4,500.00 ✓
Total LinkedIn Corporation				4,500.00
Midwest Tape Bill	07/18/2017	95200180	11-4213 · AV	41.98 ✓
Bill	07/18/2017	95203034	11-4213 · AV	188.91 ✓
Bill	07/18/2017	95215314	11-4223 · AV	15.99 ✓
Bill	07/18/2017	95215312	11-4223 · AV	286.85 ✓
Bill	07/18/2017	95215315	11-4213 · AV	177.88 ✓
Bill	07/18/2017	95215316	11-4213 · AV	28.98 ✓
Bill	07/18/2017	95217318	11-4213 · AV	572.74 ✓
Bill	07/18/2017	95217319	11-4213 · AV	181.92 ✓
Bill	07/18/2017	95217350	11-4223 · AV	24.99 ✓
Total Midwest Tape				119.93 ✓
Norcomm Public Safety Communication Inc. Bill	07/18/2017	273-103612	11-4624 · Fire Alarm System	1,640.17 ✓
Total Norcomm Public Safety Communication Inc.				60.00 ✓
On Time Label Bill	07/18/2017	20090	11-4416 · Processing Supplies	60.00 ✓
Total On Time Label				147.00 ✓
Oriental Trading Company, Inc. Bill	07/18/2017	684548363-01	11-4555 · Marketing & Advertising - Other	147.00 ✓
Total Oriental Trading Company, Inc.				89.97 ✓
Petty Cash Bill	07/18/2017	07182017	11-4502 · Youth Programs	89.97 ✓
Bill	07/18/2017	07182017	11-4502 · Youth Programs	4.19 ✓
Bill	07/18/2017	07182017	11-4502 · Youth Programs	5.45 ✓
Bill	07/18/2017	07182017	11-4125 · Staff Appreciation	21.15 ✓
Bill	07/18/2017	07182017	11-4502 · Youth Programs	33.52 ✓
Bill	07/18/2017	07182017	11-4502 · Youth Programs	16.00 ✓
Bill	07/18/2017	07182017	11-4501 · Adult Programs	4.99 ✓
Bill	07/18/2017	07182017	11-4501 · Adult Programs	7.95 ✓
Total Petty Cash				93.25
Pitney Bowes - Lease Bill	07/18/2017	3101406369	11-4451 · Postage	60.00 ✓
Total Pitney Bowes - Lease				60.00
RAILS				

Westmont Public Library
FY18 - Bills Presented for Payment Addendum
 As of July 18, 2017

Type	Date	Num	Account	Amount
Bill	07/18/2017	4386	11-4217 · Electronic Res.	7,387.00 ✓
Bill	07/18/2017	4386	11-4227 · Electronic Res.	2,462.00 ✓
Total RAILS				9,849.00
Bill	07/18/2017	06262017	11-4134 · Travel	44.40 ✓
Total Schultz, Jack (Reimbursement)				44.40
Bill	07/18/2017	446999	11-4818 · Collection Agency Services	62.65 ✓
Total Unique Management Services, Inc.				62.65
Bill	07/18/2017	08092017	11-4501 · Adult Programs	100.00 ✓
Total University of Illinois Extension				100.00
Bill	07/18/2017	06232017	11-4134 · Travel	60.87 ✓
Total Williams, Justin (Reimbursement)				60.87
Bill	07/18/2017	07272017	11-4501 · Adult Programs	200.00 ✓
Total Wired on Waverly				200.00
TOTAL				28,096.80

Westmont Public Library
FY17 - Bills Presented for Payment Addendum
As of July 18, 2017

Type	Date	Num	Account	Amount
All Custom Glass Bill	04/27/2017	4265	70-4862 · 1st Floor Remodel	1,692.00 ✓
Total All Custom Glass				1,692.00
Construction Consulting & Disbursement Bill	04/27/2017	6	70-4862 · 1st Floor Remodel	733.91 ✓
Total Construction Consulting & Disbursement				733.91
TOTAL				2,425.91

Westmont Public Library
FY17 - Bills Presented for Payment Addendum
As of July 18, 2017

Type	Date	Num	Account	Amount
All Custom Glass Bill	04/27/2017	4265	70-4862 · 1st Floor Remodel	1,692.00 ✓
Total All Custom Glass				1,692.00
Construction Consulting & Disbursement Bill	04/27/2017	6	70-4862 · 1st Floor Remodel	733.91 ✓
Total Construction Consulting & Disbursement				733.91
TOTAL				2,425.91



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

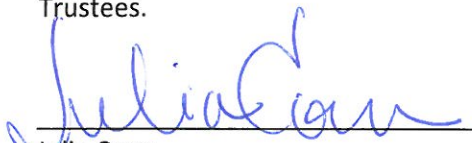
630 969 5625

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.



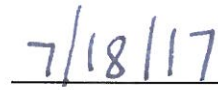
Julia Coen
Director



Date



Brittany Smith
Assistant Director



Date



WESTMONT PUBLIC LIBRARY

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

Providing the community with the keys to lifelong learning.

Balance Sheet and Budget versus Actual through June 2017

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. As of the end June, we are approximately 15% through our fiscal year. These statements do not reflect invoices to be paid on the June bills presented report, May addendum report, nor encumbered funds.

THE BALANCE SHEET

- In the equity section of the Balance Sheet Report it shows we currently have \$1,330,005 in the general account. This includes the June property tax distribution.
- In the equity section of the Balance Sheet Report it shows we currently have \$352,000 in Special Reserves but this does not take into account all renovation costs that will bring it to \$300,000.
- In the equity section of the Balance Sheet Report, it shows we currently have \$707 in the Restricted for Grants fund. This remaining balance is accounted for and will be coded to grants.
- In the liabilities section of the Balance Sheet Report it shows Due to Village of Westmont \$44,210. This is for the June 3 payroll transfer that was completed on July 3.

THE BUDGET VERSUS ACTUAL

Revenues

- Two months into the fiscal year, we have now received the first property tax distribution which gives us 51% of budgeted property tax revenues.
- We have received about 29% of what we expect to receive this year for fines and fees income. This is higher than anticipated but automatic renewel service started on June 14, which will have an impact on this budget line.

Expenses

1. Budgets significantly over 15% due to anticipated early year expenses: Professional Memberships (45%) due to early year renewals, patron services (52%) due to a large anticipated order of library cards, facility imprvemnts (46%) due to the completion of the youth renovations, elevator maintenance (59%) due to anticipated repairs to the backflow system, fire alarm system (47%) due to inspection and anticipated repairs, furniture and equipment (49%) due to budgeted staff furniture order.
2. We have spent 15% of the overall budget.

Westmont Public Library

Balance Sheet

As of June 30, 2017

Jun 30, 17

ASSETS

Current Assets

Checking/Savings

11-1100 · Checking & Investments

11-1157 · CHB Max Safe

70-1157 · CHB Max Safe - Reserve 242,916

11-1157 · CHB Max Safe - Other 1,157,878

Total 11-1157 · CHB Max Safe 1,400,794

11-1127 · Propay Merchant Bank Account 813

11-1105 · Illinois Funds - General 50,466

11-1107 · CHB - General

70-1107 · CHB - General (Reserves) 4,301

11-1107 · CHB - General - Other 103,303

Total 11-1107 · CHB - General 107,604

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 1,601,705

11-1110 · Cash

11-1119 · Copier Change Machine 54

11-1115 · Petty Cash 500

11-1118 · Cash Drawer 256

Total 11-1110 · Cash 810

70-1100 · Checking & Investment

70-1158 · Illinois Funds -Special Reserve 50,416

Total 70-1100 · Checking & Investment 50,416

Total Checking/Savings 1,652,930

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 June 30, 2017

Jun 30, 17

Other Current Assets	
11-1200 · Property Taxes Receivable	
11-1210 · Allowance for Uncollectable Tax	(18,372)
11-1200 · Property Taxes Receivable - Other	1,837,150
Total 11-1200 · Property Taxes Receivable	<u>1,818,778</u>
Total Other Current Assets	<u>1,818,778</u>
Total Current Assets	3,471,814
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	<u>2,368,048</u>
12-1030 · Furniture & Fixtures	
12-1035 · Accum Depreciation-F & F	(275,045)
12-1030 · Furniture & Fixtures - Other	468,546
Total 12-1030 · Furniture & Fixtures	<u>193,501</u>
Total Fixed Assets	3,011,549
Other Assets	
12-1501 · Deferred Outflows - IMRF	275,768
11-1400 · Prepaid Expense	19,623
Total Other Assets	<u>295,391</u>
TOTAL ASSETS	<u><u>6,778,754</u></u>

Westmont Public Library

Balance Sheet

As of June 30, 2017

Jun 30, 17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

11-2115 · Due to Village of Westmont	44,210
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,818,778
Total 11-2200 · Deferred Revenue	<u>1,818,778</u>

Total Other Current Liabilities 1,862,989

Total Current Liabilities 1,862,989

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	<u>29,914</u>

Total Long Term Liabilities 484,746

Total Liabilities 2,347,734

Equity

11-3200 · Unrestricted Net Assets	646,313
11-3252 · Restricted - Per Capita Grant	26,902
12-3000 · Invested in Capital Assets, Net	3,200,184
12-3200 · Entity Wide - Unrestricted	(397,613)
70-3250 · Restricted Net Assets	307,387
Net Income	647,847

Total Equity 4,431,020

TOTAL LIABILITIES & EQUITY 6,778,754

Westmont Public Library

Balance Sheet

As of June 30, 2017

Jun 30, 17

EQUITY BY FUND

Operating Fund (11) Unrestricted

1,330,005

Target is 30% of Expenses (\$563,000) at year end

Operating Fund (11) Restricted for Grants

707

No Target - Use Grants during year

Special Reserves Fund (70) - Restricted

297,737

Target is no less than \$150,000

Entity Wide Conversion

2,802,571

No Target - Used for Audit conversion

TOTAL EQUITY

4,431,020

Westmont Public Library

Profit Loss Budget vs. Actual

May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
Income							
11-3000 · Property Tax Revenue							
11-3010 · Current	912,321	912,321	939,555	939,555	1,837,150	(897,595)	51%
11-3040 · Prior Years	-	-	-	114	-	114	100%
11-3000 · Property Tax Revenue - Other	-	-	-	-	-	-	0%
Total 11-3000 · Property Tax Revenue	912,321	912,321	939,555	939,670	1,837,150	(897,480)	51%
11-3300 · Interest Incomes							
11-3303 · Interest-Illinois Funds	14	27	36	70	220	(150)	32%
11-3304 · Interest-Clarendon Hills Bank	303	525	763	1,086	4,300	(3,214)	25%
Total 11-3300 · Interest Incomes	317	551	799	1,157	4,520	(3,363)	26%
11-3650 · Fines & Fee Income	2,354	4,367	3,152	5,145	17,682	(12,537)	29%
11-3660 · Photocopying Income	734	1,656	751	1,651	9,100	(7,449)	18%
11-3670 · Lost & Paid Materials	440	604	116	131	1,600	(1,469)	8%
11-3680 · Non-Resident Fees	-	-	348	348	2,400	(2,052)	14%
11-3695 · Programming Revenues	-	-	-	-	-	-	0%
11-3700 · Memorials & Donations	-	-	-	-	300	(300)	0%
11-3770 · Impact Fees - New Development	-	-	79	79	500	(421)	16%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	0	0	-	-	-	-	0%
11-3859 · Other Grants	-	-	-	-	-	-	0%
Total 11-3850 · Grant Revenue	0	0	-	-	-	-	0%
11-3900 · Miscellaneous Revenue	371	384	108	109	3,000	(2,891)	4%
Total Income	916,536	919,882	944,908	948,288	1,876,252	(927,964)	51%

Westmont Public Library
Profit Loss Budget vs. Actual
 May 2017 through June 2017

Expense	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
11-6900 · Salaries & Wages	63,996	98,151	105,058	140,573	908,600	(768,027)	15%
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	6,023	12,319	10,018	16,696	90,690	(73,994)	18%
11-4055 · Employer FICA/MED Contributions	4,811	7,378	7,920	10,597	69,500	(58,903)	15%
11-4058 · Unemployment Insurance	-	-	-	-	1,200	(1,200)	0%
11-4059 · Employer IMRF Contributions	6,332	9,737	10,727	14,300	89,000	(74,700)	16%
Total 11-4050 · Employee Benefits	17,166	29,435	28,664	41,594	250,390	(208,796)	17%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	39	39	52	52	1,800	(1,748)	3%
11-4131 · Conferences & Training	435	1,186	1,028	1,178	8,314	(7,136)	14%
11-4132 · Professional Memberships	64	1,211	148	1,417	3,166	(1,749)	45% ##
11-4134 · Travel	122	139	106	141	5,875	(5,734)	2%
11-4135 · Board Expense	-	-	27	27	1,200	(1,173)	2%
Total 11-4100 · Board/Staff Development	659	2,575	1,362	2,816	20,355	(17,539)	14%
11-4210 · Adult Library Materials							
11-4219 · Technology Collections	-	-	54	54	-	54	100%
11-4216 · Digital Content	91	11,839	-	8,000	-	8,000	100%
11-4211 · Books	3,935	3,935	7,951	8,579	-	8,579	100%
11-4213 · AV	3,717	3,717	6,585	6,958	-	6,958	100%
11-4214 · Periodicals	-	-	727	727	-	727	100%
11-4215 · Professional Publications	102	102	-	-	-	-	0%
11-4217 · Electronic Res.	2,669	10,794	4,263	7,705	-	7,705	100%
11-4210 · Adult Library Materials - Other	-	-	-	-	207,000	(207,000)	0%
Total 11-4210 · Adult Library Materials	10,514	30,386	19,580	32,024	207,000	(174,976)	15%

Westmont Public Library
Profit Loss Budget vs. Actual
 May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
11-4218 · Grant - Adult Library Material	-	-	-	-	-	-	0%
11-4220 · Youth Materials							
11-4226 · Digital Content	-	138	-	-	-	-	0%
11-4221 · Books	2,926	2,926	830	830	-	830	100%
11-4223 · AV	114	114	34	74	-	74	100%
11-4224 · Periodicals	-	-	-	-	-	-	0%
11-4225 · Professional Publications	-	-	-	-	-	-	0%
11-4227 · Electronic Res.	-	1,140	50	1,678	-	1,678	100%
11-4220 · Youth Materials - Other	-	-	-	-	67,850	(67,850)	0%
Total 11-4220 · Youth Materials	3,040	4,317	914	2,581	67,850	(65,269)	4%
11-4228 · Grants - Youth Materials	-	-	-	-	-	-	0%
11-4230 · Other Library Materials							
11-4232 · RBP/III Replacements	-	-	-	-	2,800	(2,800)	0%
Total 11-4230 · Other Library Materials	-	-	-	-	2,800	(2,800)	0%
11-4400 · Supplies							
11-4411 · Office Supplies	-	79	87	137	850	(713)	16%
11-4415 · Custodial Supplies	88	444	307	395	2,500	(2,105)	16%
11-4416 · Processing Supplies	607	683	650	650	16,050	(15,400)	4%
11-4425 · Patron Services	-	-	2,713	2,713	5,200	(2,487)	52% ##
11-4427 · Computer & Printer Supplies	378	378	281	441	4,900	(4,459)	9%
11-4451 · Postage	1,310	1,377	1,160	1,390	6,500	(5,111)	21%
Total 11-4400 · Supplies	2,384	2,962	5,198	5,724	36,000	(30,276)	16%

Westmont Public Library

Profit Loss Budget vs. Actual

May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
11-4500 · Program Expenses							
11-4502 · Youth Programs	-	-	3,507	4,246	-	4,246	100%
11-4508 · Grant - Program Expenses	844	1,273	-	-	-	-	0%
11-4501 · Adult Programs	1,019	4,179	1,437	2,164	-	2,164	100%
11-4500 · Program Expenses - Other	-	-	-	-	30,850	(30,850)	0%
Total 11-4500 · Program Expenses	1,863	5,451	4,944	6,410	30,850	(24,440)	21%
11-4530 · The Makery							
11-4535 · Makery Programs	-	-	-	-	1,500	(1,500)	0%
11-4534 · Makery Purchases	-	-	87	87	4,500	(4,413)	2%
Total 11-4530 · The Makery	-	-	87	87	6,000	(5,913)	1%
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	580	743	571	589	6,000	(5,411)	10%
11-4558 · Grant - Marketing & Advertising	880	880	-	-	-	-	0%
11-4551 · Public Communication	3,771	3,771	3,590	3,590	19,600	(16,010)	18%
Total 11-4550 · Marketing & Advertising	5,231	5,394	4,161	4,179	25,600	(21,421)	16%
11-4610 · Building & Grounds Maintenance							
11-4616 · Facility Improvements	-	-	13,809	13,809	29,730	(15,921)	46%
11-4611 · General Maintenance & Repair	722	788	3,440	4,003	18,000	(13,997)	22%
11-4612 · Cleaning	1,400	2,800	1,470	2,870	19,500	(16,630)	15%
11-4615 · Grounds Maintenance	764	764	764	764	16,500	(15,736)	5%
Total 11-4610 · Building & Grounds Maintenance	2,886	4,353	19,483	21,447	83,730	(62,283)	26%

Westmont Public Library

Profit Loss Budget vs. Actual

May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
11-4620 · Equipment Maintenance & Repair							
11-4621 · HVAC	511	1,861	1,076	2,426	25,000	(22,574)	10%
11-4622 · Elevator	-	-	-	3,120	5,300	(2,180)	59% 55%
11-4624 · Fire Alarm System	-	-	1,474	1,474	3,160	(1,686)	47% 45%
11-4625 · Telephone System	-	-	-	-	-	-	0%
11-4629 · Misc. Repairs & Inspections	-	-	-	-	900	(900)	0%
Total 11-4620 · Equipment Maintenance & Repair	511	1,861	2,550	7,020	34,360	(27,340)	20%
11-4630 · Utilities							
11-4631 · Natural Gas	-	-	-	-	6,000	(6,000)	0%
11-4632 · Water	354	354	-	-	2,400	(2,400)	0%
11-4633 · Sewer	-	-	-	-	550	(550)	0%
11-4635 · Telephone & Broadband	346	346	952	952	7,100	(6,148)	13%
Total 11-4630 · Utilities	699	699	952	952	16,050	(15,098)	6%
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	-	-	-	-	-	-	0%
11-4656 · Automation Consulting	-	-	-	-	61,000	(61,000)	0%
11-4652 · SWAN Maintenance	-	4,551	-	-	28,400	(28,400)	0%
11-4655 · Technology	1,545	1,545	1,296	1,394	29,567	(28,173)	5%
Total 11-4650 · Automation Services	1,545	6,095	1,296	1,394	118,967	(117,573)	1%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	-	-	11,241	11,241	23,000	(11,759)	49% 45%
11-4727 · Photocopier and Printing	1,445	1,445	299	598	7,800	(7,202)	8%
Total 11-4700 · Furniture & Equipment	1,445	1,445	11,541	11,840	30,800	(18,960)	38%

Westmont Public Library

Profit Loss Budget vs. Actual

May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
11-4800 · Professional Services							
11-4812 · Consulting	-	-	30	30	3,000	(2,970)	1%
11-4813 · Strategic Planning	-	-	-	-	-	-	0%
11-4811 · Legal Services	-	-	-	-	6,000	(6,000)	0%
11-4814 · Accounting/Auditing Service	1,050	1,050	-	-	12,800	(12,800)	0%
11-4818 · Collection Agency Services	54	54	72	72	850	(778)	8%
11-4819 · Industrial Appraisal	-	-	-	-	450	(450)	0%
Total 11-4800 · Professional Services	1,104	1,104	102	102	23,100	(22,998)	0%
11-4820 · Insurance							
11-4823 · Treasurer's Bond	648	648	-	778	780	(2)	100%
11-4822 · Errors & Omissions	-	-	-	-	-	-	0%
11-4821 · Building Insurance	9,947	9,947	-	11,120	11,120	-	100%
11-4820 · Insurance - Other	-	1,901	-	-	-	-	0%
Total 11-4820 · Insurance	10,595	12,496	-	11,898	11,900	(2)	100%
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	132	201	90	151	900	(749)	17%
11-9999 · Transfer to Spec Reserve Fund	-	-	-	-	-	-	0%
11-4960 · Contingency	-	-	-	-	1,000	(1,000)	0%
Total 11-4900 · Miscellaneous Expense	132	201	90	151	1,900	(1,749)	8%
Total Expense	123,769	206,924	205,981	290,791	1,876,252	(1,585,461)	15% ± 2
OPERATING FUND (11) NET INCOME	792,768	712,958	738,927	657,497	-	657,497	100%

Westmont Public Library
Profit Loss Budget vs. Actual
 May 2017 through June 2017

	June 2016	May 2016 - June 2016	June 2017	May 2017 - June 2017	Budget	\$ Over (Under) Budget	% of Budget
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	-	-	-	-	-	-	0%
70-3303 · Interest-Illinois Funds	14	27	36	70	70	70	100%
Total Income	14	27	36	70	70	70	100%
Expenses							
Capital Outlay							
70-4814 · Tuckpointing & Brick Repairs	-	-	8,120	8,120	-	8,120	100%
70-4862 · 1st Floor Remodel	-	-	1,600	1,600	-	1,600	100%
Total Capital Outlay	-	-	9,720	9,720	-	9,720	100%
Debt Service							
70-4890 · Debt Principal (Reserve)	-	-	-	-	-	-	0%
70-4895 · Debt Interest (Reserve)	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%
Total Expense	-	-	9,720	9,720	-	9,720	100%
SPECIAL RESERVES (70) NET INCOME	14	27	(9,684)	(9,650)	-	(9,650)	100%
ALL FUNDS COMBINED							
Total Income All Funds	916,550	919,909	944,944	948,358	1,876,252	(927,894)	51%
Total Expenses All Funds	123,769	206,924	215,701	300,511	1,876,252	(1,575,741)	16%
Total Net Income	792,782	712,985	729,243	647,847	-	647,847	100%



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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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

7/11/2017
Date

Brittany Hoornaert Smith
Assistant Director

7/11/17
Date

Westmont Public Library Bills Presented for Payment

As of July 18, 2017

Type	Num	Account	Amount
4imprint			
Bill	5507329	11-4555 · Marketing & Advertising - Other	905.62 /
Total 4imprint			905.62
A. Panzica Enterprise, LTD.			
Bill	783	11-4611 · General Maintenance & Repair	978.75 /
Total A. Panzica Enterprise, LTD.			978.75
Apple Books			
Bill	70035	11-4221 · Books	22.13 /
Total Apple Books			22.13
Aurico Reports. LLC			
Bill	AUR1029889	11-4812 · Consulting	30.00 /
Total Aurico Reports. LLC			30.00
Baker & Taylor-Mystery (L4254445)			
Bill	2032920459	11-4221 · Books	356.52 /
Bill	2032920459	11-4416 · Processing Supplies	27.80 /
Bill	2032920677	11-4221 · Books	464.68 /
Bill	2032920677	11-4416 · Processing Supplies	35.60 /
Bill	2032920810	11-4221 · Books	349.33 /
Bill	2032920810	11-4416 · Processing Supplies	26.40 /
Bill	2032923271	11-4221 · Books	65.82 /
Bill	2032923271	11-4416 · Processing Supplies	5.10 /
Bill	2032925627	11-4221 · Books	351.00 /
Bill	2032925627	11-4416 · Processing Supplies	26.15 /
Bill	2032925880	11-4221 · Books	452.88 /
Bill	2032925880	11-4416 · Processing Supplies	27.05 /
Bill	2032954296	11-4221 · Books	366.39 /
Bill	2032954296	11-4416 · Processing Supplies	29.50 /
Bill	2032956894	11-4221 · Books	275.63 /
Bill	2032956894	11-4416 · Processing Supplies	46.00 /
Bill	2032963382	11-4221 · Books	208.62 /
Bill	2032963382	11-4416 · Processing Supplies	16.05 /
Bill	2032965094	11-4221 · Books	664.82 /
Bill	2032965094	11-4416 · Processing Supplies	47.05 /
Bill	2032965574	11-4221 · Books	294.50 /
Bill	2032965574	11-4416 · Processing Supplies	16.80 /
Total Baker & Taylor-Mystery (L4254445)			4,153.69
Baker & Taylor - Processing (L4254444)			
Bill	2032920201	11-4211 · Books	578.92 /
Bill	2032920201	11-4416 · Processing Supplies	40.60 /
Bill	2032923376	11-4211 · Books	137.89 /
Bill	2032923376	11-4416 · Processing Supplies	14.20 /
Bill	2032928646	11-4211 · Books	429.96 /
Bill	2032928646	11-4416 · Processing Supplies	32.40 /
Bill	2032946573	11-4211 · Books	609.79 /

Westmont Public Library Bills Presented for Payment

As of July 18, 2017

Type	Num	Account	Amount
Bill	2032946573	11-4416 · Processing Supplies	39.90
Bill	2032954433	11-4211 · Books	454.47
Bill	2032954433	11-4416 · Processing Supplies	33.20
Bill	2032961059	11-4211 · Books	517.86
Bill	2032961059	11-4416 · Processing Supplies	37.10
Bill	2032963302	11-4211 · Books	293.01
Bill	2032963302	11-4416 · Processing Supplies	19.35
Total Baker & Taylor - Processing (L425444)			3,238.65
Bibliotheca, LLC			
Bill	S10028166-US	11-4216 · Digital Content	219.28
Bill	S10028165-US	11-4216 · Digital Content	729.01
Bill	S10028783-US	11-4655 · Technology	499.00
Total Bibliotheca, LLC			1,447.29
Brodart Co.			
Bill	B5029570	11-4211 · Books	12.37
Total Brodart Co.			12.37
CENGAGE Learning			
Bill	60669835	11-4211 · Books	19.46
Bill	60712401	11-4211 · Books	126.05
Bill	60810303	11-4211 · Books	19.46
Total CENGAGE Learning			164.97
Center Point Large Print			
Bill	1491556	11-4211 · Books	560.88
Total Center Point Large Print			560.88
Chiko, Kristina Jo (Reimbursement)			
Bill	06252017	11-4134 · Travel	44.40
Total Chiko, Kristina Jo (Reimbursement)			44.40
Dierking, Amber (Reimbursement)			
Bill	06242017	11-4134 · Travel	8.00
Total Dierking, Amber (Reimbursement)			8.00
Downers Grove Sanitary District			
Bill	2C144104281 051517	11-4633 · Sewer	108.31
Total Downers Grove Sanitary District			108.31
Fox Landscaping			
Bill	06282017	11-4615 · Grounds Maintenance	764.28
Total Fox Landscaping			764.28
Gomez, Kathleen (Reimbursement)			
Bill	06242017	11-4134 · Travel	23.00

Westmont Public Library Bills Presented for Payment As of July 18, 2017

Type	Num	Account	Amount
Total Gomez, Kathleen (Reimbursement)			
Illinois Library Association	134209		23.00
Bill			
Total Illinois Library Association		11-4132 · Professional Memberships	40.00
Kish Hope, Sheila (Reimbursement)	06242017		40.00
Bill			
Total Kish Hope, Sheila (Reimbursement)		11-4134 · Travel	21.40
Klein, Thorpe and Jenkins, Ltd	189929		21.40
Bill			
Total Klein, Thorpe and Jenkins, Ltd		11-4811 · Legal Services	471.50
LIMRICC Unemployment Comp Group Account	06302017		471.50
Bill			
Total LIMRICC Unemployment Comp Group Account		11-4058 · Unemployment Insurance	312.18
Logsdon Office Supply	1001225-001		312.18
Bill			
Total Logsdon Office Supply		11-4415 · Custodial Supplies	82.21
Maleno, Christine (Reimbursement)	1001831-001		159.75
Bill			
Total Logsdon Office Supply		11-4411 · Office Supplies	12.05
Maleno, Christine (Reimbursement)	06242017		254.01
Bill			
Total Maleno, Christine (Reimbursement)		11-4134 · Travel	44.40
Midwest Tape	95143853		44.40
Bill			
Total Midwest Tape		11-4213 · AV	92.94
Midwest Tape	95143855		160.93
Bill			
Total Midwest Tape		11-4213 · AV	62.97
Midwest Tape	95143856		68.97
Bill			
Total Midwest Tape		11-4213 · AV	236.90
Midwest Tape	95143857		115.96
Bill			
Total Midwest Tape		11-4213 · AV	24.99
Midwest Tape	95143858		262.89
Bill			
Total Midwest Tape		11-4213 · AV	244.84
Midwest Tape	95165395		55.99
Bill			
Total Midwest Tape		11-4213 · AV	134.95
Midwest Tape	95165397		45.98
Bill			
Total Midwest Tape		11-4213 · AV	66.97
Midwest Tape	95165398		48.97
Bill			
Total Midwest Tape		11-4213 · AV	4.99
Midwest Tape	95165399		74.97
Bill			
Total Midwest Tape		11-4223 · AV	14.99
Midwest Tape	95165520		1,719.20
Bill			
Total Midwest Tape		11-4213 · AV	

Westmont Public Library Bills Presented for Payment

As of July 18, 2017

Type	Num	Account	Amount
Miller, Elizabeth (Reimbursement) Bill	06242017	11-4134 · Travel	23.00
Total Miller, Elizabeth (Reimbursement)			23.00
Newegg Business Inc. Bill	1300403477	11-4655 · Technology	343.98
Bill	1300401947	11-4655 · Technology	719.96
Total Newegg Business Inc.			1,063.94
Oriental Trading Company, Inc. Bill	684256809-01	11-4555 · Marketing & Advertising - Other	203.92
Total Oriental Trading Company, Inc.			203.92
Penguin Random House LLC Bill	1082881506	11-4213 · AV	34.75
Bill	1082982558	11-4213 · AV	10.00
Total Penguin Random House LLC			44.75
Perez, Alea (Reimbursement) Bill	06252017	11-4134 · Travel	33.00
Total Perez, Alea (Reimbursement)			33.00
Recorded Books, Inc Bill	75553443	11-4213 · AV	87.20
Bill	75558339	11-4213 · AV	73.60
Total Recorded Books, Inc			160.80
Science Alliance; The Bill	1	11-4502 · Youth Programs	50.00
Total Science Alliance; The			50.00
ServiceMaster - Carol Stream Bill	185975	11-4612 · Cleaning	1,470.00
Total ServiceMaster - Carol Stream			1,470.00
Shaw Media Bill	1429357	11-4811 · Legal Services	34.80
Total Shaw Media			34.80
Suburban Door Check & Lock Service Bill	IN489076	11-4611 · General Maintenance & Repair	13.70
Total Suburban Door Check & Lock Service			13.70
SWAN Bill	5669	11-4652 · SWAN Maintenance	6,823.50
Total SWAN			6,823.50
United States Post Office			

Westmont Public Library Bills Presented for Payment As of July 18, 2017

Type	Num	Account	Amount
Bill	6/20/17 PI #12	11-4451 · Postage	225.00
Total United States Post Office			
Walker Display, Inc.			225.00
Bill	14181	11-4701 · Furniture & Equipment	42.99
Total Walker Display, Inc.			
Westmont Chamber of Commerce			42.99
Bill	2201	11-4551 · Public Communication	90.00
Total Westmont Chamber of Commerce			
Westmont Holly Days			90.00
Bill	2017 Holly Days	11-4555 · Marketing & Advertising - Other	175.00
Total Westmont Holly Days			
Westmont; Village of			175.00
Bill	79594	11-4051 · Medical/Dental Insurance	631.44
Total Westmont; Village of			
Westside Mechanical LLC			631.44
Bill	S96258	11-4621 · HVAC	1,091.25
Bill	019027	11-4621 · HVAC	2,400.00
Total Westside Mechanical LLC			
			3,491.25
TOTAL			29,902.12

Westmont Public Library
 Vendor YTD Report
 May 2017 through April 2018

	May '17 - Apr 18	May '16 - Apr 17
4imprint	905.62	3,175.44
A. Panzica Enterprise, LTD.	978.75	9,559.32
Abbatocola; Anthony	0.00	200.00
Adduci; Diane M.	0.00	25.00
ALA American Library Association	68.00	689.00
Amazon.com	3,338.58	35,310.86
American Button Machines	124.67	248.50
American Library Association	0.00	183.15
American Library Association (Atlanta)	0.00	84.34
Apple Books	22.13	789.49
Apple, Inc.	0.00	4,931.00
Arco Plumbing, Co.	0.00	810.00
Aurico Reports. LLC	60.00	160.00
Baker & Taylor-Continuations (C393006)	41.91	562.54
Baker & Taylor-Mystery (L425445)	4,649.63	28,590.11
Baker & Taylor - Adult (L039479)	100.00	6,917.84
Baker & Taylor - Processing (L425444)	11,195.51	53,894.68
Baker & Taylor Books - Youth (L578096)	0.00	416.88
Baker Tilly Virchow Krause, LLP	0.00	2,475.00
Baldwin, Annette M.	0.00	275.00
Bales Lumber & Supply/Bales Ace Hardware	0.00	32.47
Barnett, Geri (Reimbursement)	13.54	0.00
Barnett; Kerry (reimbursement)	0.00	191.96
Battle Royale Inc.	0.00	360.00
BayScan Technologies, LLC	344.00	0.00
Becky Spratford	0.00	300.00
Bert, Marthony	0.00	18.00
Biala, Marcella (Reimbursement)	500.00	0.00
Bibliotheca, LLC	1,447.29	45,702.50
Big Run Wolf Ranch	0.00	400.00
Blooming Color, Inc.	0.00	196.93
Book Page	0.00	500.00
Brigham; Adrian	0.00	150.00
Brodart Co.	71.44	1,397.52
BUDGET LIBRARY SUPPLIES	0.00	171.00
Bumber; Jordan (Reimbursement)	0.00	99.73
Carlson; Alexander - Reimburement	35.31	347.73
Case Lots, Inc.	143.60	2,202.05
CDW Government	295.65	0.00
Ceithaml, Jean	0.00	250.00
CENGAGE Learning	559.22	2,792.14
Center Point Large Print	647.16	1,581.84
Centurion Technologies	0.00	225.18
Chicago Project Management	500.00	3,100.00
Chicago Sun Times	0.00	416.00
Chicago Tribune	727.48	637.00
Chiko, Kristina Jo (Reimbursement)	44.40	0.00
Cinnabar Media Ventures, Inc.	0.00	413.55
Classic Cinemas	0.00	350.00
Claus; Theresa	0.00	150.00
Commercial Carpet Consultants, Inc.	1,058.13	55,320.88
Communication Revolving Fund	0.00	152.00
Community Playthings	0.00	905.00
Construction Consulting & Disbursement	5,917.10	87,361.52
Costume Specialists	0.00	440.00
Crump; Flannery - Reimbursement	0.00	57.48
D Engraving Company	68.25	145.00
Daily Herald	0.00	547.00
Dave Rudolf Inc.	400.00	0.00
Dell Marketing L.P.	0.00	483.75
Demco Software	1,645.00	1,378.00
Demco, Inc.	0.00	2,027.89
DEO Consulting, Inc.	0.00	325.00
Dierking, Amber (Reimbursement)	8.00	0.00
Dominguez; Maria	0.00	19.98
Downers Grove Sanitary District	108.31	544.91

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	May '17 - Apr 18	May '16 - Apr 17
DuPage AEYC	0.00	45.00
DuPage River Salt Creek Workgroup	0.00	25.00
EBSCO Information Services	2,994.76	2,927.00
Elevator Inspection Service Company, Inc.	0.00	280.00
Engstrom, Roxanne	0.00	250.00
EnvisionWare, Inc.	0.00	1,065.48
Evanced Solutions, LLC	0.00	1,378.00
Faronics	1,000.00	55.00
FASTSIGNS	0.00	300.00
Financial Times	0.00	406.00
First Bankcard - Wintrust Mastercard	2,093.37	23,553.44
Fisher; Beth A.	0.00	750.00
Flow-Technics	0.00	1,300.00
Fox Landscaping	1,528.56	5,449.96
Fox Valley Fire & Safety	4,913.65	4,606.95
GE Capital	0.00	2,890.00
GMIS Illinois	0.00	175.00
Gomez, Kathleen (Reimbursement)	23.00	0.00
Great Courses	198.90	56.95
Ground Penetrating Radar Systems	0.00	600.00
H-O-H Water Technology, Inc.	0.00	1,700.00
Hazelgrove; William	0.00	250.00
Heartland Cabinet Supply	0.00	11,868.00
Higgins, Carmen (Reimbursement)	0.00	9.58
Hinrichs, Deb	0.00	17.60
Hornik Engineered Systems, Inc.	0.00	480.00
ID CARDS UNLIMITED	2,368.80	247.50
Illinois Library Association	415.00	1,165.00
Illinois Office of the State Fire Marshal	0.00	345.00
Impact Networking LLC	617.86	2,021.74
Industrial Appraisal Company	0.00	395.00
Infogroup	0.00	4,467.00
Innovative Label Technology, Inc	0.00	396.47
Interior Investments, LLC	11,241.36	16,508.35
Island Enterprises, Inc.	0.00	150.00
Kamm Insurance Group, Inc.	11,898.00	724.00
Kish Hope, Sheila (Reimbursment)	50.82	10.58
Kleemann, Karen (reimbursment)	0.00	66.31
Klein, Thorpe and Jenkins, Ltd	471.50	2,740.17
Kollum, Jason	350.00	0.00
Kostal, Heather Lea	0.00	400.00
Kostal, Jon	150.00	0.00
La Mantia Enterprises, Inc	0.00	5,276.80
LACONI, Inc.	0.00	100.00
Lakeshore Learning Materials	0.00	538.29
Leopardo Companies, Inc.	2,880.00	17,268.00
Libraries First	0.00	150.00
Library Furniture International	0.00	32,055.00
Library Journal	0.00	101.99
LIMRiCC Unemployment Comp Group Account	312.18	1,286.51
Lisle Library District	0.00	15.00
Logsdon Office Supply	463.56	1,501.13
Lynda.com, Inc.	0.00	4,500.00
Magic of Gary Kantor	500.00	0.00
Magic Pure LLC	0.00	240.00
Magnaye; Rassel	0.00	14.96
Maleno, Christine (Reimbursement)	72.32	0.00
Management Assoc of IL	1,330.00	4,915.00
Mango Languages	0.00	3,190.00
Mariano's	225.00	180.00
Martin Enterprises Heating & Air, Inc.	0.00	19,000.00
Master Project, Inc.	7,620.00	34,416.00
McClelland; Edward	0.00	300.00
Means Wills; Betsy	0.00	300.00
Midwest Tape	15,006.91	35,398.85
Miller, Elizabeth (Reimbursement)	23.00	0.00

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	May '17 - Apr 18	May '16 - Apr 17
Monoprice, Inc.	0.00	1,630.38
Mortenson Roofing Co. Inc.	0.00	2,312.00
Movie Licensing USA	621.00	0.00
MPLC	0.00	177.50
Murphy, Terri	275.00	0.00
NAEYC	64.00	0.00
Nasco Fort Atkinson	0.00	238.99
Neat Kitchen + Bar	0.00	504.00
Netgate	0.00	1,058.49
New Readers Press	0.00	730.62
Newegg Business Inc.	1,063.94	10,355.53
Nicor Gas	0.00	1,263.46
Nissen; Cynthia	0.00	75.00
No Corner Suns	400.00	0.00
Norcomm Public Safety Communication Inc.	0.00	240.00
O'Malley; Victoria K.	0.00	27.95
Omega Plumbing Inc.	0.00	21,530.00
Oriental Trading Company, Inc.	203.92	187.93
OverDrive Inc.	0.00	3,000.00
Pathmann Construction Management, Inc.	1,254.00	46,651.09
Penguin Random House LLC	725.25	341.25
Perez, Alea (Reimbursement)	33.00	1,079.19
Petersen; Michelle	0.00	543.70
Petty Cash	495.57	3,626.97
Pitney Bowes - Lease	120.00	787.00
Pitney Bowes - Supplies	0.00	37.59
Pitney Bowes / Purchase Power	150.00	660.00
Ploense; Christine A.	0.00	300.00
Prechel, Amy (Reimbursement)	0.00	535.94
Precise Printing Network Inc.	3,529.95	14,307.70
Product Architecture + Design	1,600.00	25,640.72
Proquest LLC	3,945.00	3,809.00
RAILS	0.00	10,877.85
Rainbow Book Company	316.15	552.47
Randall; Elizabeth Dawn	0.00	225.00
Record Information Services, Inc.	698.00	698.00
Recorded Books, Inc	664.47	7,028.73
Rivistas Subscription Services LLC	0.00	5,666.21
Rodriguez, Robert	0.00	250.00
Rosenberg, Scott (Reimbursement)	0.00	203.00
Sadikoska, Spresa	0.00	15.95
Sanchez; Maria Angelica	0.00	525.00
Schaffer; Cynthia D.	0.00	250.00
Schindler Elevator	3,119.88	395.00
Schlacks, Robert W.	100.00	90.00
Scholastic Book Fairs	0.00	137.00
Scholastic Inc.	1,179.73	0.00
Scholastic Library Publishing	0.00	246.66
Schultz, Jack (Reimbursement)	0.00	50.82
Science Alliance; The	50.00	0.00
Sentimental Productions	0.00	125.00
Serikaku; Kathleen	0.00	31.97
Service Plus, Inc.	2,700.00	36,428.00
ServiceMaster - Carol Stream	4,340.00	16,800.00
Shaw Media	34.80	180.12
Shelfwiz	0.00	68.50
Showcases	78.67	0.00
Simply Yoga, LLC	0.00	150.00
Smith, Brittany (Reimbursement)	0.00	472.68
Sparkles Entertainment, Inc.	0.00	250.00
Specialty Store Services	0.00	353.35
Spence, Dirk	0.00	300.00
Strohmaier; Dana	0.00	37.98
Suburban Door Check & Lock Service	13.70	434.80
Suburban Life Media	0.00	69.00
SWAN	6,823.50	34,580.69

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	May '17 - Apr 18	May '16 - Apr 17
T-Rexplorers	0.00	300.00
TeachingBooks.net LLC	0.00	850.00
The Hartford	0.00	1,901.00
Today's Business Solutions Inc.	0.00	3,864.72
Tri-Angle Screen Print	0.00	233.00
Tumbleweed Press, Inc.	0.00	401.33
U.S. Toy Co/Constructive Playthings	0.00	80.49
Uline	0.00	449.27
Unique Management Services, Inc.	71.60	859.20
United For Libraries (Div of ALA)	80.00	80.00
United States Post Office	1,325.00	4,615.00
University of Illinois Extension	0.00	100.00
University of Wisconsin-Extension	0.00	125.00
UPS	0.00	3.55
Urban Legend Brewery	0.00	100.00
USA Fire Protection, Inc.	0.00	2,934.00
Utica National Insurance Group	0.00	9,947.00
Value Line Institutional Sales & Services	0.00	5,000.00
Van Nuis, Petra	0.00	300.00
Vernon Library Supplies Inc.	0.00	438.12
Wagner, Nicole (Reimbursement)	35.12	0.00
Walker Display, Inc.	42.99	437.99
Wells Fargo Financial Leasing	0.00	5,780.00
West Central Municipal Conference	0.00	635.58
Westmont Chamber of Commerce	150.00	523.50
Westmont Holly Days	175.00	175.00
Westmont Special Events Corp.	200.00	0.00
Westmont; Village of	631.44	9,193.88
Westside Mechanical LLC	5,917.60	16,861.00
Wilsey; Timothy	0.00	200.00
Wired on Waverly	0.00	200.00
Woodgrain	100.00	0.00
World Book Inc.	0.00	350.00
TOTAL	148,095.51	937,900.18



WESTMONT PUBLIC LIBRARY

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630 969 5625

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Providing the community with the keys to lifelong learning.

Approval of days closed for 2018 calendar year

Monday, January 1 New Year's Day

Friday, January 26 for annual staff in-service

Sunday, April 1 Easter (not paid unless employee works 51% or more of Sundays in the year)

Sunday, May 27 Memorial Day Eve (not paid unless employee works 51% or more of Sundays in the year)

Monday, May 28 Memorial Day

Wednesday, July 4 Independence Day

Sunday, September 2 Labor Day Eve (not paid unless employee works 51% or more of Sundays in the year)

Monday, September 3 Labor Day

Wednesday, November 21 Thanksgiving Eve early closing at 5pm (not paid)

Thursday, November 22 Thanksgiving

Monday, December 24 Christmas Eve

Tuesday, December 25 Christmas

Monday, December 31 New Year's Eve