WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

PUBLIC NOTICE

The Westmont Public Library will hold its regular meeting of the Board of Trustees on Tuesday, April 21, 2015 at 7:00 P.M. in the Kwasek Meeting Room at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

Agenda

1) Call to Order

2) Roll Call

3) Pledge of Allegiance

4) Approval of Consent Agenda

   a. Minutes of the regular board meeting: March 24, 2015
   b. Communications log: April, 2015
   c. Librarian's report: April, 2015

5) Open Forum

   a. Public
   b. Board
   c. Director
      - Recognition of Lynn Thomas and Alia Hussain
      - Recognition of Amy Porter and Chris Gorman
   d. Staff
      - Amy Prechel, Head of Access Services, will demo new library catalog and highlight new features

6) Additions & Deletions

7) Treasurers Report

8) Bills and Salaries

9) Unfinished Business

10) New Business

   a. Discussion and announcement of Bylaws revisions
   b. Discussion and resolution to approve Borrower Registration Policy
   c. Discussion and resolution to approve Interlibary Loan Service Policy
   d. Discussion and resolution to approve Reference Service Policy

e. Discussion and resolution to approve Ordinance authorizing non-resident cards for FY16
f. Discussion and resolution to approve Schedule of Fines and Fees for FY16
g. Discussion and resolution to approve library insurance for a cost not to exceed $16,500.
h. Discussion and resolution to approve FY16 budget
i. Discussion and resolution to destroy executive session recordings from July 7, 2003 through July 16, 2013

11) Executive Session

12) Resume Open Session

13) Final action on Executive Session Discussion

14) Adjournment

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

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

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REGULAR MEETING OF THE BOARD
MARCH 24, 2015

MINUTES

The meeting was called to order at 7:01 p.m. by Board President Amy Porter on Tuesday, March 24, 2015 at the Westmont Public Library.

Roll Call:
Present: Trustee Elaine Carmichael, Secretary Jason Fichtel, Trustee Chris Gorman, Vice President John Martens, Trustee Kerry O'Connor, Treasurer Megan Stern and President Amy Porter

Also present: Director Julia Coen, Assistant Director Kate Buckson, Administrative Assistant Theresa Barry, Kerry Barnett Graphic Design Associate, Village of Westmont Finance Director Spencer Parker, Westmont resident Annie Delano and Westmont resident Mark Stern

Pledge of Allegiance

Consent Agenda

Minutes of the Regular Board Meeting: February 17, 2015
Communications Log: March 2015
Librarian's Report: March 2015

Martens moved to approve the Consent Agenda, Gorman seconded. All in favor, motion passed.

Open Forum:

a. **Public – Annie Delano** – Currently running for the position of trustee.

   Mark Stern – Currently running for the position of trustee as a write in candidate.

b. **Staff – Buckson** – System "go live" date on April 14. Check out the bookmarks and the website for additional support information. Patron café will go away at the end of April and Rogers Vending will provide a full service café vending machine.

c. **Trustees – Carmichael** – The article that Brittany wrote for the Westmont Progress was excellent. Recycled Life Event this weekend at Westmont High School.

   Gorman – Fine Arts festival tomorrow night at Westmont High School.

   Martens – WCCTB Annual Awards dinner on Wednesday, March 25 at the Hilton/Chicago Oakbrook.

d. **Director – Coen** – Was accepted into the State's Library Management course in Springfield and will be away for a week, May 31-June 5. Still awaiting Per Capita money. Meeting with Dan Ruzic of Chicago Project Management on Thursday to start the capital asset outlay project. New reference desk arrived this week and granite counter top is being made. Tagging is going very well. Some shelves in non-fiction have been removed and new seating for patrons was arranged. Digital signing project is going well and will be on the agenda for the Village Planning and Zoning meeting on April 8 at 7:00. Two variances: Timing to leave the sign turned on and the size of actual digital.

Additions and Deletions:

Additional Communications:

Email: 03.23.2015 Coen to Board – FY16 Levy and Tax Rate
Email: 03.24.2015 Coen to Board – FY16 Draft Budget

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**
AMAZON		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$1,078.18
CONSERVATION FOUNDATION, THE		INVOICE 03172015-GG	CONSERVATION AT HOME PROGRAM	11.4501	$50.00
FIRST BANKCARD (WINTRUST)		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$437.84
GALE/CENGAGE LEARNING		INVOICE 54720889	ADULT - BOOKS	11.4211	$80.33
GALE/CENGAGE LEARNING		INVOICE 54726552	ADULT - BOOKS	11.4211	$46.78
GALE/CENGAGE LEARNING		INVOICE 54731723	ADULT - BOOKS	11.4211	$58.20
INDUSTRIAL APPRAISAL		INVOICE 8377400	INSURANCE REVALUTION SERVICES	11.4819	$155.00
KLEIN, THORPE & JENKINS		INVOICE 174512	LEGAL SERVICES	11.4811	$760.00
LAKESHORE LEARNING		INVOICE 5267510315 - GRANT	PROGRAMMING SUPPLIES	11.4508	$421.90
LEHNE, ROSEMARY		INVOICE 03132015-GG	GENEOLOGY PRESENTATION	11.4501	$125.00
LOGSDON OFFICE SUPPLY		INVOICE 0936348-001	PROGRAMMING SUPPLIES	11.4505	$16.45
LOGSDON OFFICE SUPPLY		INVOICE 0936348-001	OFFICE SUPPLIES	11.4411	$21.95
MAGIC PURE LLC		INVOICE 03112015	ELKAY 3000 GALLON FILTER	11.4611	$99.00
PENGUIN RANDOM HOUSE		INVOICE 1082946551	ADULT - AV	11.4213	$30.00
PETTY CASH		INVOICE 03242015-REPLENISH IN HOUSE	SEE ATTACHED	00.0000	$343.30
PITNEY BOWES GLOBAL FINANCIAL SVCS		INVOICE 8375032 - MARCH	POSTAGE MACHINE - LEASE	11.4727	$67.00
SERVICE MASTER		INVOICE 172986	MONTHLY CUSTODIAL SERVICES	11.4612	$1,337.00
ULINE		INVOICE 65889396	CLEAR JEWEL CASES X 4 CASES	11.4416	$227.56
				TOTAL	**$5,355.49**
LIBRARIAN'S CHECKING A/C #8582					-
LACONI	1085	INVOICE 01282015-B. SMITH	PERFORMANCE EVALUATIONS - CONF.	11.4131	**$30.00**
					-
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	
LIBRARY FURNITURE INTERNATIONAL	1326	INVOICE 01142015-JC	ADULT SERVICE DESK - DEPOSIT	70.4866	$2,749.00
LIBRARY FURNITURE INTERNATIONAL	1327	INVOICE 01142015-JC	ADULT SERVICE DESK - BALANCE	70.4866	$2,749.00

3M - CHICAGO	1330	INVOICE UM25354	SELF CHECK OUT UNITS	70.4832	$17,196.00
				TOTAL	**$22,694.00**
TOTAL TO BE ADDED TO THE BILLS PRRSENTED ON MARCH 24, 2015 $28,049.49					
3M - CHICAGO	1328	INVOICE UM24748-DIGILIBASSISTANT	RFID DETECTION SYSTEM	70.4832	$13,782.00
PRODUCT ARCHITECTURE & DESIGN	1329	INVOICE 1452.3 - 1ST FLOOR REDESIGN	MASTERPLAN COMPLETION	70.4862	5,000.00
Payments to 3M for $13,782 and to Product Architecture & Design for $5,000 were approved on February 17. Check numbers were listed incorrectly as 1326 and 1327 and should have been listed as 1328 and 1329.					

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

Treasurer's Report:

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

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

Bills and Salaries:

Stern moved to approve Bills and Salaries together with the Additions and Deletions, Martens seconded. All in favor, motion passed.

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

Unfinished Business:

Discussion and demonstration of the new website:

Kerry Barnett presented the new website which will be much lighter, more dynamic and more user friendly.

None:

New Business:

Discussion and resolution to approve a 2 year cleaning contract for an amount not to exceed $34,000:

Six submissions were received by the deadline. Coen recommended signing a new contract with Service Master after clarifying our expectations.

Gorman moved to approve a 2 year cleaning contract with Service Master for an amount not to exceed $34,000 Carmichael seconded.

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

Discussion of time estimates and phasing of main floor renovation project:

Coen provided some time estimates and costs for the upcoming re-design projects. Porter asked Coen to run numbers to compare savings if all projects were done together using a loan vs. phasing them out and using the operating budget. Coen said she would to speak with the architect and the bank about the comparisons for savings.

Discussion and resolution to approve FY16 Levy:

Carmichael moved to approve the FY16 Levy as presented for $1,788,438.50, Stern seconded.

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

Discussion of FY16 Draft budget:

Coen reported that we were still awaiting Per Capita Grant money. Draft budget was reviewed and Coen invited the board to submit any suggested changes.

Carmichael moved to adjourn at 8:16 p.m. to go into Executive Session for the purpose of the discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. (5ILCS 120/2 (c) (21)), Martens seconded. All in favor.

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

Executive Session:

Regular meeting was called back to order at 8:27 p.m. by Board President Amy Porter.

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

Final action on Executive Session Discussion:

Adjournment:

Carmichael moved to adjourn at 8:28 p.m., O'Connor seconded. All in favor, motion passed.

Respectfully submitted,

Jason Fichtel
Westmont Public Library
Board of Trustees, Secretary

COMMUNICATIONS LOG
REGULAR MEETING OF THE BOARD OF TRUSTEES: APRIL 21, 2015

Email: 04.07.2015	Coen to Board – Per Capita Grant money received - $30,856.25
Email: 04.08.2015	Coen to Board – Update on staff

ADDITIONAL COMMUNICATION:

Email: 04.21.2015	Coen to Board – Number crunching – Main floor re-design

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LIBRARIAN'S REPORT April 2015

Our self-check units and security gates will be installed on April 20 and 21 by 3M. We will be going live with self-check on Monday, April 27. We have been preparing for this since November so we are very excited to roll out this new service to residents.

THE NUMBERS FOR MARCH 2015

CHECK-OUTS

Physical checkouts
March 2015: 22,999
March 2014: 20,409
12.7% increase in 2015

Digital checkouts
March 2015: 1,407
March 2014: 1,237
13.7 % increase in 2015

Total Checkout
March 2015: 24,406
March 2014: 21,646
12.8 % increase in 2015

WEBSITE VISITS

Homepage visits:
March 2015: 4,430
March 2014: 4,604
3.8% decrease in 2015

Digital Branch
March 2015: 825
March 2014: NA

In the Spotlight
March 2015: 75
March 2014: 189
60.3% decrease in 2015

VISITORS

Program attendance:
March 2015: 1,657
March 2014: 1,258
31.7% increase in 2015

Social Media
March 2015: 1,225
March 2014: 935
31% more followers in 2015

Visitor count:
March 2015: 21,647
March 2014: we didn't start until June 2014

STRATEGIC PRIORITIES

Stimulating the Imagination

An exciting feature of the new catalog is the ability to checkout and download digital content directly from the search/results page of the catalog. Rather than having to separately log into one of our third party vendors accounts (Overdrive, 3M, Zinio), patrons can perform one search and access the material right from the catalog. In addition, when patrons log into their library account, they will see their digital checkouts and holds listed from all vendors. These new features will help patrons access and manage ebooks, eaudiobooks, and other digital checkouts.

Satisfying Curiosity

In cooperation with the Village of Westmont Environmental Improvement Commission, we are celebrating Earth Month with a slate of programs to help educate residents on sustainability, water conservation, and energy efficiency. The kick-off event will take place at the library on Earth Day, April 22. The library will be giving away seed packets from the seed library, the village will be giving out tree seedlings, and patrons will have the opportunity to visit the rain barrel display in the library lobby.

Encouraging Early Literacy

New signage for the reading garden will be installed in the coming month. We ordered signage holders from LFI, the company who supplied the browsing bins. Kerry Barnett will design our custom signage that will be printed and inserted into sign holders.

Engaging Technology

IT staff have been busy getting our systems and computers ready to meet the requirements for the new library software. They have also been getting our self-check units prepared for go-live on April 27 and ensuring PCI compliance (for credit card transactions).

THE STAFF

I have worked 4 hours at our three service desks this past month. 3/31 at the adult services desk, 4/1 at the main desk, 4/2 at the youth services desk, and 4/14 at the main desk.

The Westmont Public Library and Carmen Higgins received mention in the latest edition of *Illinois Literacy, a* newsletter published by the Secretary of State's office. The article features a student whose literacy journey began at WPL. It is a perfect example of how our staff and library help change lives every day. The article can be found here: http://www.cyberdriveillinois.com/publications/pdf_publications/illiteracy_spring15.pdf

Westmont staff have coordinated a staff swap with staff from LaGrange Public Library. LaGrange is going live with 3M self check on April 21, one week before we go live with 3M self check. Five WPL staff members (for a total of 20 hours) will work at LaGrange during the week of April 21 to encourage and help their patrons use self check machines. Five LaGrange staff members will work at WPL during the week of April 27 (for a total of 20 hours) to encourage and help our patrons use self check machines. It will be a good exercise for staff and beneficial for our patrons.

As I reported to the board earlier this month, we received resignations from two staff members who will be leaving us this month. Lynn Thomas will be leaving her position as Youth Services Coordinator on April 21 to start her job as manager of a youth department at a county library in Indiana. Alia Hussain will be leaving her Public Service Associate job to move back to New Jersey to be closer to family. We will miss them both, thank them for their dedication, and wish them luck on their new adventures!

We will be closed on May 15 for our annual staff in-service. Staff will be engaged in a customer service training, communication and active listening exercises, department meetings, CPR training, a zombie apocalypse scenario, and Summer Reading preparation.

THE FACILITY

On March 26, Kate, Theresa, and I met with Dan Ruzic from Chicago Project Management to start the capital outlay project. The first meeting included a walk-through of the facility to identify the items/projects/assets that needed to be included in our report. We recorded this list, researched various aspects related to the maintenance, and documented this data on a spreadsheet. We met again on April 6 to discuss follow-up steps, which we are currently working on.

On April 2, Theresa and I met with ServiceMaster to discuss the details of the cleaning contract and set some guidelines to ensure service is operating smoothly and up to standards. We then signed the contract for service.

Facility issues that were addressed this past month

- Configure electrical and IT wiring for self check units in lobby and youth area, and security gates at front door

- Installation of new adult services desk and granite countertop
- Repair/replacement of broken roof tiles by Mortensen
- Repair of broken actuator above lobby ceiling and malfunctioning HVAC pressure
- Replacement of bearings in elevator door

Upcoming facility issues that will be addressed

- Repair entrance wall to storytime room. We've decided to square it out instead of continuing to repair curvy wall shape.
- Replace carpet squares in storytime room.
- Installation of stoppers in elevator door
- Relocate emergency exit sign in meeting room from outside staff lounge to main doors.
- Westside mechanical HVAC to repair leaking pipe outside women's restroom in lobby.
- Removal of display case outside of men's restroom on 1st floor to make room for shelving and coffee machine

SWAN

We are live with our new library software! Patrons have a new online catalog which features enhanced searching capabilities, options for text notifications, Pickup Anywhere service, and one-click ebook and eaudiobook downloading. Amy Prechel, Head of Access Services, will be offering several orientation sessions for patrons throughout the spring.

Staff are also using new software to complete circulation, cataloging, reference, interlibrary loan, and acquisitions transactions. Staff at all SWAN libraries have been training since last fall in order to make it a seamless transition. I am proud of our staff's hard work and positive attitude throughout the transition.

OUTREACH

We received a thank you letter from DuPage County Health Department for our cooperation and partnership in providing space for health care counselors to meet with residents for ACA enrollment.

So far we have received $775 in cash donations from community organizations to support Summer Read. This already exceeds last year's total $325 donations.

In 2013-2014 (from May through March) we facilitated 54 outreach meetings or events. During that same timeframe in 2014-2015, we facilitated 120 events or meetings.

Outreach events this past month

- On April 8, 10 students from the **College of DuPage's** LTA Class visited WPL for a tour and presentation on library services.
- On March 28 staff set up at the **Recycled Life event** at WHS and provided information on library services to 38 attendees.
- On March 17, 7 first year teachers from **South School Teacher Mentor** program visited WPL for a tour and presentation on library services and collections.

Upcoming outreach events

- On April 18 staff will attend the **Illinois Reads** launch event at WHS. We will have a table with information about the library and our Summer Reading program.
- On April 23 **South School** parents will visit WPL for a tour, demo, and library card registration.
- On April 25 WPL staff will have a table at **Healthy Kids Day at the YMCA.**
- On May 5 Westmont parents and family of students at **El Sierra School** in DG will visit WPL for a tour and card registration.

- On May 13 faculty from **CUSD201** will visit the library during their staff in-service day to have a tour and demo of library resources.

THE BOARD

There will be a finance committee meeting in May. Discussion will include the capital outlay plan and cash flow analysis. It would be ideal to have the new trustees sworn in and committee in place so I recommend we schedule this meeting for late May.

Second reminder: all Westmont Public Library Trustees should have received an email or letter from DuPage County with instructions on filing the 2015 Statement of Economic Interest. If you did not receive this, please let me know. The filing deadline is May 1, 2015.

Respectfully,
Julia Coen

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

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

Julia Coen — 4/21/2015
Julia Coen, Director — Date

Kate Buckson — 4/20/15
Kate Buckson, Assistant Director — Date

ADDENDUM TO BILLS PRE_ _NTED ON APRIL 21, 2015

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	**AMOUNT**
A. PANZICA ENTERPRISE LTD.		INVOICE 624	ELECRICAL WORK & DEMOLITION	11.4611	$2,282.56
AMAZON		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$4,623.98
BRODART CO.		INVOICE B3856803	ADULT GRAPHIC NOVEL	11.4211	$7.09
BRODART CO.		INVOICE B3856803	YOUTH GRAPHIC NOBEL	11.4221	$7.69
BRODART CO.		INVOICE B3853495	YOUTH BOOKS	11.4221	$11.53
BRODART CO.		INVOICE B3849793	YOUTH BOOK	11.4221	$8.27
CASELOTS INC.		INVOICE 004858	TOILET TISSUE AND C-FOLDS	11.4415	$217.20
CENTERPOINT LARGE PRINT		INVOICE 1274964	ADULT BOOKS	11.4211	$41.94
CHILREN'S PLUS INC.		INVOICE 110334	YOUTH BOOKS	11.4221	$56.84
D. ENGRAVING COMPANY		INVOICE 22087	SERVICE PLAQUES	11.4135	$132.00
FIRST BANKCARD (WINTRUST)		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$270.98
FOX VALLEY FIRE & SAFETY		INVOICE 901583	ANNUAL FIRE PUMP TEST	11.4624	$666.00
LIMRICC UCGA		INVOICE 04212015 - 1ST QUARTER	UNEMPLOYMENT GROUP ACCOUNT	11.4058	$923.92
NICOR GAS		INVOICE 798489- MAR15-APR15	NATURAL GAS	11.4631	$832.84
NORCOMM PUBLIC SAFETY		INVOICE 273-076392	RADIO EQUIPMENT LEASE	11.4624	$45.00
PETTY CASH		INVOICE 04212015-REPLENISH IN HOUSE	SEE ATTACHED	00.0000	$445.46
PITNEY BOWES PURCHASE POWER		INVOICE 8375032	POSTAGE SUPPLIES	11.4727	$48.48
PITNEY BOWES GLOBAL FINANCIAL SVCS		INVOICE 8375032-APRIL	MONTHLY LEASE - POSTAGE MACHINE	11.4727	$67.00
RMC INLAND		INVOICE SI2023238 - HVAC REPAIRS	REPAIRS TO HUMIDIFIER	11.4611	$2,872.32
RECORDED BOOKS		INVOICE 75112941	ADULT BOOK	11.4211	$1.25
RECORDED BOOKS		INVOICE 75112353	ADULT AV	11.4213	$239.20
UNIQUE MANAGEMENT		INVOICE 303662 - PLACEMENTS	COLLECTION SERVICES	11.4818	$53.70
UPS		INVOICE 0000687FOA145	DOCUMENT DELIVERY	11.4451	$23.17
VILLAGE OF WESTMONT		INVOICE 78160 - ACCOUNTING SVCS.	MARCH & APRIL 2015	11.4814	$1,050.00
VILLAGE OF WESTMONT		INVOICE 78162	COBRA INSURANCE - APRIL	11.2117	$810.77
WESTMONT PUBLIC LIBRARY		INVOICE 04212015 - REPLENISH	LIBRARIAN'S CHECKING ACCOUNT	00.0000	$0.00
3M - CHICAGO		INVOICE UM27071	ADULT EBOOK CONTENT	11.4213	$109.97
				TOTAL	**$15,849.16**
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		**MEMORANDUM**	**NOTE**	**WPL CODE**	
3M - CHICAGO	1331	INVOICE UM26494	SELF CHECK OUT UNITS	70.4832	$8,598.00
				TOTAL	**$8,598.00**
TOTAL TO BE ADDED TO THE BILLS PRRSENTED ON APRIL 21, 2015 $24,447.15					

AMAZON INVOICES TO BE PAID ON APRIL 21, 2015

DATE OF ORDER	INVOICE NUMBER		AMOUNT	WPL CODE		NOTES
02.27.2015	265275578119		$10.19	11.4223		YOUTH - AV
02.20.2015	140672684033		$51.56	11.4223		YOUTH - AV
02.20.2015	265273985045		$43.85	11.4223		YOUTH - AV
02.21.2015	140673184071		$28.76	11.4223		YOUTH - AV
02.19.2015	140675053082		$14.95	11.4223		YOUTH - AV
02.20.2015	265275912696		$6.96	11.4223		YOUTH - AV
02.20.2015	265270993497		$5.00	11.4223		YOUTH - AV
02.20.2015	140670074167		$3.99	11.4223		YOUTH - AV
02.20.2015	265272382821		$9.57	11.4223		YOUTH - AV
02.20.2015	265271219616		$156.19	11.4223		YOUTH - AV
02.19.2015	203772741129		$11.09	11.4223		YOUTH - AV
02.19.2015	265279822647		$133.91	11.4223		YOUTH - AV
02.19.2015	139250685901		$17.21	11.4223		YOUTH - AV
02.19.2015	265272545343		$94.40	11.4223		YOUTH - AV
02.19.2015	265273648996		$68.70	11.4223		YOUTH - AV
02.19.2015	265270031417		$31.30	11.4223		YOUTH - AV
02.19.2015	140675866818		$83.80	11.4223		YOUTH - AV
02.19.2015	236575991167		$18.50	11.4223		YOUTH - AV
02.19.2015	265273671951		$21.84	11.4223		YOUTH - AV
02.19.2015	265272936048		$27.31	11.4223		YOUTH - AV
02.19.2015	140674755435		$3.99	11.4223		YOUTH - AV
02.19.2015	265277932985		$146.63	11.4223		YOUTH - AV
02.09.2015	267617839025		$18.99	11.4223		YOUTH - AV
02.17.2015	69196255026		$157.94	11.4228		GRANT - YOUTH
02.17.2015	69192444679		$226.98	11.4228		GRANT - YOUTH
03.30.2015	146133525424		$39.99	11.4213		ADULT - AV
03.23.2015	297960287626		$100.95	11.4213		ADULT - AV
03.23.2015	146138220235		$59.96	11.4213		ADULT - AV
03.16.2015	146135519172		$317.84	11.4213		ADULT - AV
02.26.2015	297969782007		$41.18	11.4213		ADULT - AV
02.26.2015	46454883719		$12.18	11.4213		ADULT - AV
02.19.2015	206452713945		$59.96	11.4213		ADULT - AV
02.17.2015	183058832293		$12.99	11.4213		ADULT - AV
02.12.2015	146136692556		$27.36	11.4213		ADULT - AV
04.09.2015	248493835656		$229.99	11.4655		LAN MAINTENANCE
03.14.2015	208362522481		$56.00	11.4655		LAN MAINTENANCE
03.23.2015	446542840		$4.77	11.4416		ZIP TIES FOR PROCESSING
03.24.2015	156205542297		$5.53	11.4416		GOLD FOIL STARS FOR PROCESSING
03.24.2015	156200689713		$2.29	11.4416		AVERY STICKERS FOR PROCESSING

AMAZON INVOICES TO BE PAID ON APRIL 21, 2015

02.11.2015	37194496741		$18.62	11.4416		AVERY 6870 WHITE LABELS FOR PROCESSING
02.11.2015	119489985076		$55.86	11.4416		AVERY 6870 WHITE LABELS FOR PROCESSING
02.11.2015	119480100037		$55.86	11.4416		AVERY 6870 WHITE LABELS FOR PROCESSING
02.18.2015	166606834803		$129.16	11.4416		AVERY WATERPROOF LABELS FOR PROCESSING
03.20.2015	4638069490		$29.99	11.4416		POST-IT PAGE MARKERS FOR PROCESSING
03.23.2015	261179615129		$5.84	11.4416		CANOPY 2 YR SOFTWARE PROTECTION
03.24.2015	156202299635		$142.13	11.4427		DYMO LABEL WRITER 450 FOR PROCESSING
03.04.2015	287044502597		$98.99	11.4427		INK FOR BROTHER PRINTERS
03.05.2015	287045371502		$28.99	11.4427		INK FOR BROTHER PRINTERS
04.09.2015	273861468021		$289.99	11.4427		BROTHER WIRELESS COLOR PRINTER
04.09.2015	194261620953		$94.04	11.4427		INK FOR BROTHER PRINTERS
04.08.2015	108813312470		$124.47	11.4427		BROTHER PRINTER DRUM UNIT SET
04.08.2015	291915773741		$131.98	11.4427		INK FOR BROTHER PRINTERS
03.23.2015	129042784217		$57.98	11.4427		INK FOR BROTHER PRINTERS
03.14.2015	42097833339		$33.25	11.4427		ENDUST MONITOR CLEANER WIPES
02.19.2015	127305152433		$199.99	11.4655		ULTIMATE EARS WIRELESS SPEAKERS
02.19.2015	111837446916		$32.87	11.4425		ROLLING CART FOR HOMEBOUND DELIVERY
03.24.2015	16532941453		$63.58	11.4411		LAMINATING FILM
02.23.2015	213396030677		$46.21	11.4415		LYSOL DISINFECTING SPRAY & WIPES
02.23.2015	168772186442		$13.46	11.4415		CULLIGAN WATER FAUCET FILTER
03.18.2015	114114679726		$76.28	11.4417		SUGAR, CREAMER & HOT COCOA - CAFÉ
04.07.2015	237128849405		$23.34	11.4417		DIXIE 10 OZ PERFECT TOUCH CUPS
03.03.2015	226694394064		$35.00	11.4551		ACRYLIC SIGN HOLDERS X 2 5" X 7"
04.08.2015	163808249168		$235.75	11.4611		F28T5 LIGHTBULBS X 40
04.07.2015	163802741615		$235.75	11.4611		F28T5 LIGHTBULBS X 40
	TOTAL		**$4,623.98**			
TOTAL TO BE PAID TO AMAZON ON APRIL 21, 2015: $4,623.98						

AS CODED ABOVE
04.16.2015

FIRST BANKCARD (WINTRUST) TO BE PAID ON APRIL 21, 2015

DATE OF ORD	REQUESTED B	VENDOR	DETAILS	AMOUNT	WPL CODE	NOTE
03.11.2015	K. BARNETT	FONTDECK.COM	WEB TYPOGRAPHY FOR NEW WEBSITE - WESTMONTLIBRARY.ORG	$29.97	11.4658	NEW WEBSITE
03.13.2015	K. BARNETT	SMARTPRESS.COM	BOOKMARKS FOR SPRING MARKETING	$73.21	11.4551	INFO BOOKMARKS
03.27.2015	J. COEN	COMCAST CHICAGO	DSL FOR LIBRARY - AUTO PAY FOR MARCH 2015	$127.85	11.4635	DSL
04.03.2015	J. COEN	PROPAY INC	SECURE CREDIT CARD PAYMENT SOLUTION FOR FINES & FEES	$39.95	11.4658	ANNUAL FEE
			SUBTOTAL	$270.98		
		INTEREST		$0.00	11.4950	
		LATE FEE		$0.00	11.4950	
			TOTAL	**$270.98**		
TOTAL TO BE PAID TO FIRST BANKCARD (WINTRUST) ON APRIL 21, 2015 - $270.98						

04.16.2015
AS CODED ABOVE

PETTY CASH ACCOUNT DETAIL - CASH IN-HOUSE

CASH POUCH REGISTER FOR PERIOD - FEBRUARY 12 - APRIL 16, 2015

DATE	CASH ISSUED TO:	DESCRIPTION OF ITEMS	WPL CODE	DEPOSIT	AMOUNT PAID OUT	BALANCE
03.26.2015	T. BARRY			$343.30		$500.00
03.26.2015	A. HUSSAIN	REFRESHMENTS FOR BOLLYWOOD PROGRAM	11.4505		-$97.98	$402.02
04.02.2015	A. LITWIN	PROGRAM SUPPLIES	11.4505		-$17.25	$384.77
04.07.2015	C. HIGGINS	PROGRAM SUPPLIES	11.4505		-$26.84	$357.93
04.07.2015	L. THOMAS	PROGRAM SUPPLIES	11.4505		-$177.66	$180.27
04.10.2015	T. BARRY	BOTTLED WATER FOR EMERGENCY STAIRWELL	11.4411		-$5.98	$174.29
04.10.2015	G. GRAZIANI	SEED PACKETS TO GIVE AWAY - EARTH DAY	11.4505		-$49.75	$124.54
04.10.2015	D. HINRICHS	SEED PACKETS TO GIVE AWAY - EARTH DAY	11.4505		-$50.00	$74.54
04.16.2015	G. GRAZIANI	LACONI - BEST OF THE BEST ADULT PROGRAMMING	11.4131		-$20.00	$54.54
						$54.54
			TOTAL SPENT		-$445.46	

REQUEST TO PAY "PETTY CASH" THE AMOUNT OF : $445.46 TO REPLENISH IN-HOUSE FUNDS ON APRIL 21, 2015

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

SIGN OFF ON BALANCE: Theresa Barry

THERESA BARRY, ADMINISTRATIVE ASSISTANT

Kathleen Buckson

KATE BUCKSON, ASSISTANT DIRECTOR

WESTMONT PUBLIC LIBRARY - PETTY CASH/LIBRARIAN'S CHECKING- AC#8582

CHECK BOOK REGISTER FY MAY 2014 - APRIL 2015

DATE	CHECK	PAYABLE TO:	IN PAYMENT OF:	WPL CODE	DEPOSIT AMOUNT	DEBIT AMOUNT	BALANCE
11.19.2014					$419.98		$522.04
03.31.2015		INTEREST	EARNED	11.3304	0.02		$492.08
						BALANCE	$492.08
							-

REQUEST TO RE-PAY "LIBRARIANS" CHECKING ACCOUNT" ON APRIL 21, 2015 THE DIFFERENCE OF: $0.00

CC: JC, SP, RO, LJ, CLERK

04.16.2015

APPROVED

JC

Westmont Public Library
Bills Presented for Payment Addendum
As of April 21st, 2015

Type	Num	Memo	Account	Amount
3M - Chicago				
Bill	UM27071	Inv #UM27071	11-4213 · AV	-109.97
Bill	UM26494	Inv #UM26494	70-4832 · RFID/Security/Self-check Proj	-8,598.00
Total 3M - Chicago				-8,707.97
A. Panzica Enterpirse, LTD.				
Bill	624	INV 624	11-4611 · General Maintenance & Repair	-2,282.56
Total A. Panzica Enterpirse, LTD.				-2,282.56
Amazon.com				
Bill	265275578119	Inv #265275578119	11-4223 · AV	-10.19
Bill	140672684033	Inv #140672684033	11-4223 · AV	-51.56
Bill	265273985045	Inv #265273985045	11-4223 · AV	-43.85
Bill	140673184071	Inv #140673184071	11-4223 · AV	-28.76
Bill	140675053082	Inv #140675053082	11-4223 · AV	-14.95
Bill	265275912696	Inv #265275912696	11-4223 · AV	-6.96
Bill	265270993497	Inv #265270993497	11-4223 · AV	-5.00
Bill	140670074167	Inv #140670074167	11-4223 · AV	-3.99
Bill	265272382821	Inv #265272382821	11-4223 · AV	-9.57
Bill	265271219616	Inv #265271219616	11-4223 · AV	-156.19
Bill	203772741129	Inv #203772741129	11-4223 · AV	-11.09
Bill	265279822647	Inv #265279822647	11-4223 · AV	-133.91
Bill	139250685901	Inv #139250685901	11-4223 · AV	-17.21
Bill	265272545343	Inv #265272545343	11-4223 · AV	-94.40
Bill	265273648996	Inv #265273648996	11-4223 · AV	-68.70
Bill	265270031417	Inv #265270031417	11-4223 · AV	-31.30
Bill	140675866818	Inv #140675866818	11-4223 · AV	-83.80
Bill	236572991167	Inv #236572991167	11-4223 · AV	-18.50
Bill	265273671951	Inv #265273671951	11-4223 · AV	-21.84
Bill	265272936048	Inv #265272936048	11-4223 · AV	-27.31
Bill	140674755435	Inv #140674755435	11-4223 · AV	-3.99
Bill	265277932985	Inv #265277932985	11-4223 · AV	-146.63
Bill	267617839025	Inv #267617839025	11-4223 · AV	-18.99
Bill	69196255026	Inv #69196255026	11-4228 · Grants - Youth Materials	-157.94
Bill	69192444679	Inv #69192444679	11-4228 · Grants - Youth Materials	-226.98
Bill	146133525424	Inv #146133525424	11-4213 · AV	-39.99
Bill	297960287626	Inv #297960287626	11-4213 · AV	-100.95
Bill	146138220235	Inv #146138220235	11-4213 · AV	-59.96
Bill	146135519172	Inv #146135519172	11-4213 · AV	-317.84
Bill	297969782007	Inv #297969782007	11-4213 · AV	-41.18
Bill	46454883719	Inv #46454883719	11-4213 · AV	-12.18
Bill	206452713945	Inv #206452713945	11-4213 · AV	-59.96
Bill	183058832293	Inv #183058832293	11-4213 · AV	-12.99
Bill	146136692556	Inv #146136692556	11-4213 · AV	-27.36
Bill	248493835656	Inv #248493835656	11-4655 · LAN Maintenance	-229.99
Bill	208362522481	Inv #208362522481	11-4655 · LAN Maintenance	-56.00
Bill	446542840	Inv #446542840	11-4416 · Processing Supplies	-4.77
Bill	156205542297	Inv #156205542297	11-4416 · Processing Supplies	-5.53
Bill	156200689713	Inv #156200689713	11-4416 · Processing Supplies	-2.29

Westmont Public Library
Bills Presented for Payment Addendum
As of April 21st, 2015

Type	Num	Memo	Account	Amount
Bill	37194496741	Inv #37194496741	11-4416 · Processing Supplies	-18.62
Bill	119489985076	Inv #119489985076	11-4416 · Processing Supplies	-55.86
Bill	119480100037	Inv #119480100037	11-4416 · Processing Supplies	-55.86
Bill	166606834803	Inv #166606834803	11-4416 · Processing Supplies	-129.16
Bill	46378069490	Inv #46378069490	11-4416 · Processing Supplies	-29.99
Bill	261179615129	Inv #261179615129	11-4416 · Processing Supplies	-5.84
Bill	156202299635	Inv #156202299635	11-4427 · Computer & Printer Supplies	-142.13
Bill	287044502597	Inv #287044502597	11-4427 · Computer & Printer Supplies	-98.99
Bill	287045371502	Inv #287045371502	11-4427 · Computer & Printer Supplies	-28.99
Bill	273861468021	Inv #273861468021	11-4427 · Computer & Printer Supplies	-289.99
Bill	194261620953	Inv #194261620953	11-4427 · Computer & Printer Supplies	-94.04
Bill	108813312470	Inv #108813312470	11-4427 · Computer & Printer Supplies	-124.47
Bill	291915773741	Inv #291915773741	11-4427 · Computer & Printer Supplies	-131.98
Bill	129042784217	Inv #129042784217	11-4427 · Computer & Printer Supplies	-57.98
Bill	42097833339	Inv #42097833339	11-4427 · Computer & Printer Supplies	-33.25
Bill	127305152433	Inv #127305152433	11-4655 · LAN Maintenance	-199.99
Bill	111837446916	Inv #111837446916	11-4425 · Patron Services	-32.87
Bill	16532941453	Inv #16532941453	11-4411 · Office Supplies	-63.58
Bill	213396030677	Inv #213396030677	11-4415 · Custodial Supplies	-46.21
Bill	168772186442	Inv #168772186442	11-4415 · Custodial Supplies	-13.46
Bill	114114679726	Inv #114114679726	11-4417 · Cafe Supplies	-76.28
Bill	237128849405	Inv #237128849405	11-4417 · Cafe Supplies	-23.34
Bill	226694394064	Inv #226694394064	11-4551 · Public Communication	-35.00
Bill	163808249168	Inv #163808249168	11-4611 · General Maintenance & Repair	-235.75
Bill	163802741615	Inv #163802741615	11-4611 · General Maintenance & Repair	-235.75
Total Amazon.com				-4,623.98
BRODART Co.				
Bill	B3856803	INV #B3856803	11-4211 · Books	-7.09
Bill	B3856803	INV #B3856803	11-4221 · Books	-7.69
Bill	B3853495	INV #B3853495	11-4221 · Books	-11.53
Bill	B3849793	INV #B3849793	11-4221 · Books	-8.27
Total BRODART Co.				-34.58
Case Lots, Inc.				
Bill	004858	INV #004858	11-4415 · Custodial Supplies	-217.20
Total Case Lots, Inc.				-217.20
Center Point Large Print				
Bill	1274964	INV #1274964	11-4211 · Books	-41.94
Total Center Point Large Print				-41.94
Children's Plus Inc.				
Bill	110334	INV #110334	11-4221 · Books	-56.84
Total Children's Plus Inc.				-56.84

Westmont Public Library
Bills Presented for Payment Addendum
As of April 21st, 2015

Type	Num	Memo	Account	Amount
D. Engraving				
Bill	22087	INV #22087	11-4135 · Board Expense	-132.00
Total D. Engraving				-132.00
Fox Valley Fire & Safety				
Bill	901583	INV #901583	11-4624 · Fire Alarm System	-666.00
Total Fox Valley Fire & Safety				-666.00
Inland Mechanical Service Corp.				
Bill	SI2023238	Inv #SI2023238	11-4611 · General Maintenance & Repair	-2,872.32
Total Inland Mechanical Service Corp.				-2,872.32
LIMRiCC Unemployment Comp Group Account				
Bill	03312015	Inv #03312015-1st Qtr 2015 UC Contribution	11-4058 · Unemployment Insurance	-923.92
Total LIMRiCC Unemployment Comp Group Account				-923.92
Nicor Gas				
Bill	7984890000 0415	Inv #7984890000 0415 - 428 N. Cass	11-4631 · Natural Gas	-832.84
Total Nicor Gas				-832.84
Norcomm Public Safety				
Bill	273-076392	Inv #273-076392	11-4624 · Fire Alarm System	-45.00
Total Norcomm Public Safety				-45.00
Petty Cash				
Bill	04162015	Inv #04162015 - refreshments for Bollywood program	11-4505 · Program Expenses Other	-97.98
Bill	04162015	Inv #04162015 - program supplies	11-4505 · Program Expenses Other	-17.25
Bill	04162015	Inv #04162015 - program supplies	11-4505 · Program Expenses Other	-26.84
Bill	04162015	Inv #04162015 - program supplies	11-4505 · Program Expenses Other	-177.66
Bill	04162015	Inv #04162015 - supplies for emergency stairwell	11-4411 · Office Supplies	-5.98
Bill	04162015	Inv #04162015 - Earth Day giveaway	11-4505 · Program Expenses Other	-49.75
Bill	04162015	Inv #04162015 - Earth Day giveaway	11-4505 · Program Expenses Other	-50.00
Bill	04162015	Inv #04162015 - Laconi conference	11-4131 · Conferences & Training	-20.00
Total Petty Cash				-445.46
Pitney Bowes				
Bill	9932-0415	Inv #9932-0415	11-4451 · Postage	-48.48
Total Pitney Bowes				-48.48
Pitney Bowes - Lease				
Bill	8375032-APR15	Inv #8375032-APR15	11-4727 · Photocopier and Printing	-67.00
Total Pitney Bowes - Lease				-67.00
Recorded Books, Inc				
Bill	75112941	Inv #75112941	11-4211 · Books	-1.25
Bill	75112353	Inv #75112353	11-4213 · AV	-239.20
Total Recorded Books, Inc				-240.45

Westmont Public Library
Bills Presented for Payment Addendum
As of April 21st, 2015

Type	Num	Memo	Account	Amount
U.P.S.				
Bill	00000687F0A145	Inv #00000687F0A145	11-4451 · Postage	-23.17
Total U.P.S.				-23.17
Unique Management Services, Inc.				
Bill	303662	Inv #303662	11-4818 · Collection Agency Services	-53.70
Total Unique Management Services, Inc.				-53.70
VILLAGE OF WESTMONT				
Bill	78160	Inv #78160	11-4814 · Accounting/Auditing Service	-1,050.00
Bill	78162	Inv #78162	11-2117 · COBRA Liability	-810.77
Total VILLAGE OF WESTMONT				-1,860.77
Wintrust Mastercard				
Bill	March 2015	Inv #March 2015 - web typography for new website	11-4658 · Software	-29.97
Bill	March 2015	Inv #March 2015 - bookmarks for spring marketing	11-4551 · Public Communication	-73.21
Bill	March 2015	Inv #March 2015 - DSL for library, auto pay for March 2015	11-4635 · Telephone & Broadband	-127.85
Bill	March 2015	Inv #March 2015 - ProPay secure credit card payment sol...	11-4658 · Software	-39.95
Total Wintrust Mastercard				-270.98
TOTAL				**-24,447.16**

WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

Profit and Loss Budget versus Actual and Balance Sheet through March 2015

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. As of the end of March, we are **91%** through our fiscal year. These statements do not reflect the invoices to be paid at the April board meeting nor encumbered funds.

THE BALANCE SHEET

Balances

- The Operating Fund is still higher than our target 30% of expenses at year end. We will be spending this down during the last month of our fiscal year. However, with only one month left to go, we can be cautiously optimistic that we will likely be above target by the end of the fiscal year, and thus be able to transfer some operating funds to our special reserves.

- The grant fund balance has decreased since last month as a result of spending some of Early Literacy Grant money.

- The special reserve fund balance is approximately $342,071, which is in excess of our $150,000 minimum balance requirement.

THE PROFIT AND LOSS STATEMENT

#1. Budget lines that reflect higher than anticipated percentage rates year-to-date: program supplies, LAN maintenance (due to anticipated RFID costs), furniture and equipment, photocopier and printing. I do not anticipate that we will go over budget on these lines.

#2. We did go over on document delivery by $5 and marketing by $10. Included in the bills presented for April is an invoice for HVAC which will put us over by $157.55. We had a lot of large unanticipated HVAC repairs this spring.

#3. In the employee salaries and benefits accounts, the figures represent 23 and 4/14ths of a payroll. To estimate the total salaries, we would divide the total by 23.2857 and then multiply it by 26. Salaries, including bonuses, are projecting at about $819,000, which is about $90,000 under budget.

#4. IMRF is currently projecting at about $82,000. This does not include the almost $3,000 adjustment discovered as part of an IMRF Audit. Once this is deducted, IMRF is projected to be about $85,000 or $5,000 under budget before bonuses. With bonuses, we will still be slightly under budget.

Westmont Public Library
Balance Sheet
As of March 31, 2015

	March 31, 2015
ASSETS	
Current Assets	
Checking/Savings	
11-1100 · Checking & Investments	
11-1105 · Illinois Funds - General	837,228
11-1107 · CHB - General	
70-1107 · CHB - General (Reserves)	3,074
11-1107 · CHB - General - Other	48,849
Total 11-1107 · CHB - General	51,924
11-1108 · CHB - Librarian	470
11-1125 · CHB - Non-Interest Bearing	
70-1125 · CHB Non-Interest Bearing	104
11-1125 · CHB - Non-Interest Bearing - Other	48,484
Total 11-1125 · CHB - Non-Interest Bearing	48,588
Total 11-1100 · Checking & Investments	938,210
11-1110 · Cash	
11-1115 · Petty Cash	500
11-1118 · Cash Drawer	255
Total 11-1110 · Cash	755
70-1100 · Checking & Investment	
70-1158 · Illinois Funds -Special Reserve	338,892
Total 70-1100 · Checking & Investment	338,892
Total Checking/Savings	1,277,858
Accounts Receivable	
11-1000 · Accounts Receivable	
11-1015 · NSF Checks Receivable	66
11-1000 · Accounts Receivable - Other	40
Total 11-1000 · Accounts Receivable	106
Total Accounts Receivable	106
Other Current Assets	
11-1200 · Property Taxes Receivable	
11-1210 · Allowance for Uncollectable Tax	(17,532)
11-1200 · Property Taxes Receivable - Other	1,753,214
Total 11-1200 · Property Taxes Receivable	1,735,682
Total Other Current Assets	1,735,682
Total Current Assets	3,013,646

Westmont Public Library
Balance Sheet
As of March 31, 2015

	March 31, 2015
Fixed Assets	
12-1010 · Land	450,000
12-1020 · Buildings	
12-1025 · Accum Depreciation-Buildings	(2,606,956)
12-1020 · Buildings - Other	5,131,939
Total 12-1020 · Buildings	2,524,983
12-1030 · Furniture & Fixtures	
12-1035 · Accum Depreciation-F & F	(288,270)
12-1030 · Furniture & Fixtures - Other	407,034
Total 12-1030 · Furniture & Fixtures	118,764
Total Fixed Assets	3,093,747
TOTAL ASSETS	6,107,393
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11-2117 · COBRA Liability	2,432
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,735,682
Total 11-2200 · Deferred Revenue	1,735,682
Total Other Current Liabilities	1,738,114
Total Current Liabilities	1,738,114
Long Term Liabilities	
12-2005 · Capital Lease Payable-Longterm	23,668
12-2004 · Capital Lease Payable - Current	15,727
12-2003 · Bonds Payable - Current	81,000
12-2002 · Accrued Interest on Bonds	2,418
12-2001 · Bonds Payable	82,213
12-2000 · Compensated Absences	
12-2010 · Comp Absences - Current	8,272
12-2020 · Comp Absences - Long Term	33,090
Total 12-2000 · Compensated Absences	41,362
Total Long Term Liabilities	246,388
Total Liabilities	1,984,502

Westmont Public Library
Balance Sheet
As of March 31, 2015

	March 31, 2015
Equity	
11-3200 · Unrestricted Net Assets	536,480
11-3252 · Restricted - Per Capita Grant	37,497
70-3250 · Restricted Net Assets	488,947
12-3200 · Entity Wide - Unresticted	(94,916)
12-3000 · Invested in Capital Assets, Net	2,942,275
Net Income	212,608
Total Equity	4,122,891
TOTAL LIABILITIES & EQUITY	6,107,393

Operating Fund (11) Unrestricted	**895,964**
Target is 30% of Expenses ($561,095) at year end	
Operating Fund (11) Restricted for Grants	**37,497**
No Target - Use Grants during year	
Special Reserves Fund (70) - Restricted	**342,071**
Target is $150,000	
Entity Wide Conversion	**2,847,359**
No Target - Used for Audit conversion	
TOTAL EQUITY	4,122,891

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
OPERATING FUND (11)							
Income							
11-3000 · Property Tax Revenue							
11-3010 · Current	-	1,706,888	-	1,746,717	1,753,213	(6,496)	100%
11-3040 · Prior Years	-	252	-	293	100	193	293%
Total 11-3000 · Property Tax Revenue	-	1,707,141	-	1,747,010	1,753,313	(6,303)	100%
11-3300 · Interest Incomes							
11-3303 · Interest-Illinois Funds	14	213	13	149	500	(351)	30%
11-3304 · Interest-Clarendon Hills Bank	9	78	4	52	75	(23)	70%
11-3310 · Interest-Property Tax	-	46	-	32	50	(18)	64%
Total 11-3300 · Interest Incomes	23	337	18	234	625	(391)	37%
11-3650 · Fines & Fee Income	1,224	22,823	1,373	21,793	28,000	(6,207)	78%
11-3660 · Photocopying Income	771	8,897	908	9,497	10,000	(503)	95%
11-3670 · Lost & Paid Materials	116	2,888	138	2,428	3,000	(572)	81%
11-3680 · Non-Resident Fees	-	2,021	85	2,516	3,000	(484)	84%
11-3690 · Meeting Room Charges	75	395	120	450	500	(50)	90%
11-3695 · Computer Class Revenues	-	310	300	517	500	17	103%
11-3700 · Memorials & Donations	250	3,660	-	327	4,000	(3,673)	8%
11-3770 · Impact Fees - New Development	79	1,172	-	1,003	1,500	(497)	67%
11-3800 · Cafe Income							
11-3801 · Staff Cafe Income	-	-	-	-	-	-	0%
11-3800 · Cafe Income - Other	127	1,488	117	1,320	1,700	(380)	78%
Total 11-3800 · Cafe Income	127	1,488	117	1,320	1,700	(380)	78%
11-3810 · Document Delivery	15	40	-	10	50	(40)	20%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	-	25,368	-	-	52,127	(52,127)	0%
11-3859 · Other Grants	-	-	-	-	10,000	(10,000)	0%
Total 11-3850 · Grant Revenue	-	25,368	-	-	62,127	(62,127)	0%
11-3900 · Miscellaneous Revenue	54	17,663	100	2,862	2,000	862	143%
Total Income	2,735	1,794,201	3,158	1,789,967	1,870,315	(80,348)	96%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
Expense							
11-6900 · Salaries & Wages	56,620	698,961	65,966	724,326	910,000	(185,674)	80%
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	5,590	61,383	6,283	70,815	90,000	(19,185)	79%
11-4054 · Workers Comp Insurance	-	3,493	-	-	3,487	(3,487)	0%
11-4055 · Employer FICA/MED Contributions	4,259	52,312	4,963	54,440	66,000	(11,560)	82%
11-4058 · Unemployment Insurance	-	1,810	-	1,368	4,000	(2,632)	34%
11-4059 · Employer IMRF Contributions	5,749	71,070	6,715	73,433	91,500	(18,067)	80%
Total 11-4050 · Employee Benefits	15,598	190,068	17,962	200,055	254,987	(54,932)	78%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	(19)	1,418	83	1,652	2,100	(448)	79%
11-4131 · Conferences & Training	545	8,004	65	8,353	18,000	(9,647)	46%
11-4132 · Professional Memberships	(35)	2,700	-	2,381	2,800	(419)	85%
11-4134 · Travel							
11-4136 · Travel - Grant Events	-	101	-	-	-	-	0%
11-4134 · Travel - Other	86	880	-	1,201	1,500	(299)	80%
Total 11-4134 · Travel	86	981	-	1,201	1,500	(299)	80%
11-4135 · Board Expense	21	1,373	-	779	1,800	(1,021)	43%
Total 11-4100 · Board/Staff Development	597	14,476	148	14,366	26,200	(11,834)	55%
11-4210 · Adult Library Materials							
11-4218 · Grant - Adult Library Material	-	5,025	-	-	7,000	(7,000)	0%
11-4211 · Books	4,922	37,223	3,541	50,572	-	50,572	100%
11-4212 · Reference Books	2,074	5,284	407	2,578	-	2,578	100%
11-4213 · AV	4,137	38,138	15,765	61,904	-	61,904	100%
11-4214 · Periodicals	9,116	10,371	689	16,519	-	16,519	100%
11-4215 · Professional Publications	30	2,222	-	1,791	-	1,791	100%
11-4217 · Electronic Res.	11,987	29,184	-	22,013	-	22,013	100%
11-4210 · Adult Library Materials - Other	-	1,080	-	-	183,000	(183,000)	0%
Total 11-4210 · Adult Library Materials	32,266	128,527	20,401	155,378	190,000	(34,622)	82%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
11-4220 · Youth Materials							
11-4228 · Grants - Youth Materials	6,500	6,500	3,319	3,319	5,856	(2,537)	57%
11-4221 · Books	3,639	21,798	3,174	33,374	-	33,374	100%
11-4223 · AV	314	7,077	573	11,060	-	11,060	100%
11-4224 · Periodicals	-	44	-	375	-	375	100%
11-4225 · Professional Publications	-	556	-	-	-	-	0%
11-4227 · Electronic Res.	1,040	9,429	-	7,481	-	7,481	100%
11-4229 · Kits	-	684	-	-	-	-	0%
11-4220 · Youth Materials - Other	-	-	-	-	60,500	(60,500)	0%
Total 11-4220 · Youth Materials	11,493	46,088	7,066	55,609	66,356	(10,747)	84%
11-4230 · Other Library Materials							
11-4232 · RBP/III Replacements	36	759	118	929	1,500	(571)	62%
11-4233 · Document Delivery	-	82	29	104	100	4	104%
Total 11-4230 · Other Library Materials	36	841	147	1,032	1,600	(568)	65%
11-4400 · Supplies							
11-4426 · VAS Processing	-	162	-	-	-	-	0%
11-4411 · Office Supplies	135	1,151	115	1,298	1,500	(202)	87%
11-4415 · Custodial Supplies	406	3,564	293	2,727	4,000	(1,273)	68%
11-4416 · Processing Supplies	530	5,627	1,355	10,460	14,183	(3,723)	74%
11-4417 · Cafe Supplies	144	1,572	53	1,040	1,500	(460)	69%
11-4425 · Patron Services	74	2,348	-	2,208	2,500	(292)	88%
11-4427 · Computer & Printer Supplies	-	7,751	20	3,944	8,000	(4,056)	49%
11-4451 · Postage	175	6,236	1,403	5,508	7,000	(1,492)	79%
Total 11-4400 · Supplies	1,464	28,411	3,238	27,184	38,683	(11,499)	70%
11-4500 · Program Expenses							
11-4505 · Program Expenses Other	225	8,935	400	9,071	9,500	(429)	95%
11-4508 · Grant - Program Expenses	146	2,628	422	3,423	23,000	(19,577)	15%
11-4501 · Programs	240	6,107	275	5,661	7,000	(1,339)	81%
Total 11-4500 · Program Expenses	612	17,669	1,097	18,155	39,500	(21,345)	46%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	-	1,875	316	3,510	3,500	10	100% #2
11-4558 · Grant - Marketing & Advertising	938	4,242	-	3,155	6,271	(3,116)	50%
11-4551 · Public Communication	3,466	19,457	3,821	15,695	17,000	(1,305)	92%
11-4550 · Marketing & Advertising - Other	-	-	-	-	-	-	0%
Total 11-4550 · Marketing & Advertising	4,403	25,574	4,137	22,360	26,771	(4,411)	84%
11-4610 · Building & Grounds Maintenance							
11-4611 · General Maintenance & Repair							
11-4613 · Building Maintenance	-	-	-	-	-	-	0%
11-4611 · General Maintenance & Repair - Other	4,085	31,501	603	18,939	43,000	(24,061)	44%
Total 11-4611 · General Maintenance & Repair	4,085	31,501	603	18,939	43,000	(24,061)	44%
11-4612 · Cleaning	1,337	23,793	2,674	16,044	26,000	(9,956)	62%
11-4615 · Grounds Maintenance	4,002	23,104	1,625	12,795	22,000	(9,206)	58%
11-4610 · Building & Grounds Maintenance - Other	-	-	-	-	-	-	0%
Total 11-4610 · Building & Grounds Maintenance	9,424	78,397	4,901	47,777	91,000	(43,223)	53%
11-4620 · Equipment Maintenance & Repair							
11-4626 · Camera Security System	-	-	-	-	-	-	0%
11-4621 · HVAC	-	11,822	2,735	16,069	17,000	(931)	95% #2
11-4622 · Elevator	3,153	10,247	3,245	3,654	6,000	(2,346)	61%
11-4624 · Fire Alarm System	-	3,363	-	1,664	3,500	(1,836)	48%
11-4625 · Telephone System	-	24	-	-	750	(750)	0%
11-4629 · Misc. Repairs & Inspections	-	1,540	-	800	1,500	(700)	53%
11-4620 · Equipment Maintenance & Repair - Other	-	141	-	-	-	-	0%
Total 11-4620 · Equipment Maintenance & Repair	3,153	27,136	5,980	22,187	28,750	(6,564)	77%
11-4630 · Utilities							
11-4631 · Natural Gas	-	7,225	-	8,206	8,000	206	103%
11-4632 · Water	-	1,416	-	1,482	1,600	(118)	93%
11-4633 · Sewer	71	444	-	370	600	(230)	62%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
11-4634 · Disposal	-	-	-	-	200	(200)	0%
11-4635 · Telephone & Broadband	620	5,634	672	6,489	8,000	(1,512)	81%
Total 11-4630 · Utilities	691	14,718	672	16,546	18,400	(1,854)	90%
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	6,872	6,872	-	18,053	20,000	(1,947)	90%
11-4656 · Automation Consulting	-	19,242	-	-	4,000	(4,000)	0%
11-4652 · SWAN Maintenance	-	22,483	-	23,152	30,000	(6,848)	77%
11-4655 · LAN Maintenance	-	6,875	270	31,152	33,500	(2,348)	93%
11-4658 · Software	-	4,883	-	1,178	5,918	(4,740)	20%
Total 11-4650 · Automation Services	6,872	60,355	270	73,534	93,418	(19,884)	79%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	-	3,934	1,000	5,959	6,000	(41)	99%
11-4727 · Photocopier and Printing	1,512	15,055	2,957	16,315	17,000	(685)	96%
Total 11-4700 · Furniture & Equipment	1,512	18,989	3,957	22,274	23,000	(726)	97%
11-4800 · Professional Services							
11-4812 · Consulting	-	8,000	-	2,850	4,000	(1,150)	71%
11-4813 · Strategic Planning	-	-	-	-	-	-	0%
11-4811 · Legal Services	60	4,085	980	2,668	10,000	(7,332)	27%
11-4814 · Accounting/Auditing Service	-	7,300	-	7,625	9,000	(1,375)	85%
11-4816 · Engineering Fees	-	-	-	-	700	(700)	0%
11-4818 · Collection Agency Services	123	615	83	414	700	(286)	59%
11-4819 · Industrial Appraisal	-	200	155	155	450	(295)	34%
Total 11-4800 · Professional Services	183	20,200	1,218	13,712	24,850	(11,138)	55%
11-4820 · Insurance							
11-4823 · Treasurer's Bond	-	763	-	763	900	(137)	85%
11-4822 · Errors & Omissions	-	1,621	-	1,371	1,000	371	137%
11-4821 · Building Insurance	-	10,352	-	13,854	14,000	(146)	99%
11-4820 · Insurance - Other	-	2,000	-	-	-	-	0%
Total 11-4820 · Insurance	-	14,736	-	15,988	15,900	88	101%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	60	724	0	0	400	(400)	0%
11-4960 · Contingency	-	-	-	-	500	(500)	0%
11-9999 · Transfer to Spec Reserve Fund	-	-	-	-	20,000	(20,000)	0%
11-4900 · Miscellaneous Expense - Other	-	55	-	-	-	-	0%
Total 11-4900 · Miscellaneous Expense	60	779	0	0	20,900	(20,900)	0%
Total Expense	144,984	1,385,925	137,160	1,430,483	1,870,315	(439,832)	76%
OPERATING FUND (11) NET INCOME	(142,249)	408,276	(134,001)	359,484	-	359,484	100%
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	539	6,592	450	6,261	8,900	(2,639)	70%
70-3303 · Interest-Illinois Funds	4	40	5	39	100	(61)	39%
70-3856 · Energy Grant	-	-	-	-	-	-	0%
70-3858 · Donations - Furniture	-	425	-	-	1,000	(1,000)	0%
70-3999 · Transfer From Library Fund	-	-	-	-	-	-	0%
Total Income	543	7,057	455	6,300	10,000	(3,700)	63%
Expense							
Capital Outlay							
70-4818 · Carpet	-	-	-	-	-	-	0%
70-4867 · Internal Wayfinding Signs	-	-	-	-	-	-	0%
70-4819 · Cass Ave Sign	-	-	-	-	-	-	0%
70-4817 · Fence	-	-	-	-	-	-	0%
70-4815 · Parking Lot Repair	-	-	-	-	-	-	0%
70-4868 · Staff Work Area	-	-	-	-	-	-	0%
70-4865 · Circulation/Main Desk	4,750	13,292	-	-	-	-	0%
70-4866 · Replace Adult Help Desk	-	-	-	5,498			
70-4854 · HVAC	-	94,694	-	-	-	-	0%
70-4862 · 1st Floor Remodel	-	13,913	-	10,026	-	10,026	100%

Westmont Public Library
Profit & Loss Budget vs. Actual
May 2014 through March 2015

	March 2014	May 2013 - March 2014	March 2015	May 2014 - March 2015	Budget	$ Over (Under) Budget	% of Budget
70-4852 · Technology Purchases	-	-	-	-	-	-	0%
70-4832 · RFID/Security/Self-check Proj	-	-	17,196	40,978	-	40,978	100%
70-4842 · Youth Services	-	-	-	8,693	-	8,693	100%
Total Capital Outlay	4,750	126,899	17,196	65,195	-	65,195	100%
Debt Service							
70-4890 · Debt Principal (Reserve)	-	96,673	-	81,000	-	81,000	100%
70-4895 · Debt Interest (Reserve)	-	11,256	-	6,982	-	6,982	100%
Total Debt Service	-	107,929	-	87,982	-	87,982	100%
Total Expense	4,750	234,828	17,196	153,177	-	153,177	100%
SPECIAL RESERVES (70) NET INCOME	(4,207)	(227,771)	(16,741)	(146,876)	10,000	(156,876)	-1469%
ALL FUNDS COMBINED							
Total Income All Funds	3,278	1,801,257	3,613	1,796,267	1,880,315	(84,048)	96%
Total Expenses All Funds	149,734	1,620,752	154,356	1,583,660	1,870,315	(286,655)	85%
Total Net Income	(146,456)	180,505	(150,742)	212,608	10,000	202,608	2126%
	(146,456)	180,505	(150,742)	212,608	10,000	202,608	2126%

WESTMONT PUBLIC LIBRARY

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Providing the community keys to lifelong learning

Approval of Invoices and Bills Presented to the Board for Payment

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

Julia Coen
Library Director

4/14/2015
Date

Kate Buckson
Assistant Director

4/14/15
Date

Westmont Public Library
Bills Presented for Payment
As of April 21, 2015

Type	Num	Memo	Account	Amount
Apple Books				
Bill	102313	INV 102313	11-4228 · Grants - Youth Materials	-97.14
Total Apple Books				-97.14
AT&T				
Bill	6309...	INV 630969562503	11-4635 · Telephone & Broadband	-500.31
Bill	630Z...	INV 630Z99783403	11-4635 · Telephone & Broadband	-320.81
Total AT&T				-821.12
Baker & Taylor-Mystery (L425445)				
Bill	2030...	INV 2030409209	11-4221 · Books	-326.76
Bill	2030...	INV 2030409209	11-4416 · Processing Supplies	-30.60
Bill	2030...	INV 2030406037	11-4221 · Books	-227.09
Bill	2030...		11-4416 · Processing Supplies	0.00
Bill	2030...	INV 2030386995	11-4221 · Books	-240.77
Bill	2030...	INV 2030386995	11-4416 · Processing Supplies	-16.70
Bill	2030...	INV 2030397834	11-4221 · Books	-769.28
Bill	2030...	INV 2030397834	11-4416 · Processing Supplies	-79.05
Bill	2030...	INV 2030421637	11-4221 · Books	-229.05
Bill	2030...	INV 2030421637	11-4416 · Processing Supplies	-22.60
Bill	2030...	INV 2030443535	11-4221 · Books	-276.08
Bill	2030...	INV 2030443535	11-4416 · Processing Supplies	-27.20
Bill	2030...	INV 2030467083	11-4221 · Books	-222.29
Bill	2030...	INV 2030467083	11-4416 · Processing Supplies	-18.35
Total Baker & Taylor-Mystery (L425445)				-2,485.82
Baker & Taylor - Processing (L425444)				
Bill	2030...	INV 2030458016	11-4211 · Books	-457.18
Bill	2030...	INV 2030458016	11-4416 · Processing Supplies	-38.30
Bill	2030...	INV 2030432955	11-4211 · Books	-449.27
Bill	2030...	INV 2030432955	11-4416 · Processing Supplies	-27.95
Bill	2030...	INV 2030404723	11-4211 · Books	-490.83
Bill	2030...	INV 2030404723	11-4416 · Processing Supplies	-49.25
Bill	2030...	INV 2030388215	11-4211 · Books	-1,400.32
Bill	2030...	INV 2030388215	11-4416 · Processing Supplies	-100.55
Bill	2030...	INV 2030397827	11-4211 · Books	-461.04
Bill	2030...	INV 2030397827	11-4416 · Processing Supplies	-32.65
Bill	2030...	INV 2030378965	11-4211 · Books	-488.82
Bill	2030...	INV 2030378965	11-4416 · Processing Supplies	-40.15
Bill	2030...	INV 2030409490	11-4211 · Books	-478.21
Bill	2030...	INV 2030409490	11-4416 · Processing Supplies	-29.05
Total Baker & Taylor - Processing (L425444)				-4,543.57
BRODART Co.				
Bill	B383...	INV B3833682	11-4228 · Grants - Youth Materials	-12.66
Bill	B383...	INV B3833739	11-4221 · Books	-10.59
Total BRODART Co.				-23.25

Westmont Public Library
Bills Presented for Payment
As of April 21, 2015

Type	Num	Memo	Account	Amount
Case Lots, Inc.				
Bill	004473	INV 004473	11-4415 · Custodial Supplies	-170.10
Total Case Lots, Inc.				-170.10
CENGAGE Learning				
Bill	5485...	INV 54859703	11-4211 · Books	-47.43
Bill	5482...	INV 54822291	11-4211 · Books	-26.23
Bill	5482...	INV 54821623	11-4211 · Books	-19.46
Total CENGAGE Learning				-93.12
Children's Plus Inc.				
Bill	109686	INV 109686	11-4221 · Books	-842.73
Bill	109830	INV 109830	11-4221 · Books	-25.90
Total Children's Plus Inc.				-868.63
Clowning Around Entertainment				
Bill	0423...	04232015 Summer Read Carnival 06/06/15	11-4501 · Programs	-517.00
Total Clowning Around Entertainment				-517.00
DEMCO				
Bill	5554...	INV 5554971	11-4416 · Processing Supplies	-770.01
Bill	5555...	INV 5555728	11-4416 · Processing Supplies	-194.66
Total DEMCO				-964.67
Downers Grove Sanitary District				
Bill	2C14...	2C144104281 04152015	11-4633 · Sewer	-82.28
Total Downers Grove Sanitary District				-82.28
EnvisionWare, Inc.				
Bill	INV-U...	INV-US-20495	11-4655 · LAN Maintenance	-25.50
Total EnvisionWare, Inc.				-25.50
Grainger				
Bill	9694...	INV 9694951808	11-4611 · General Maintenance & Repair	-41.95
Total Grainger				-41.95
Innovation Experts				
Bill	SalSu...	INV SalSur14-97	11-4215 · Professional Publications	-55.00
Total Innovation Experts				-55.00
Innovative Label Technology, Inc				
Bill	202425	INV 202425	11-4416 · Processing Supplies	-554.92
Total Innovative Label Technology, Inc				-554.92
La Mantia Enterprises, Inc				
Bill	124026	INV 124026	11-4615 · Grounds Maintenance	-1,480.00
Total La Mantia Enterprises, Inc				-1,480.00

Westmont Public Library
Bills Presented for Payment
As of April 21, 2015

Type	Num	Memo	Account	Amount
Learning Express, LLC				
Bill	7667	INV 7667	11-4217 · Electronic Res.	-2,055.00
Bill	7667	INV 7667	11-4217 · Electronic Res.	-770.00
Total Learning Express, LLC				-2,825.00
Lindloff, Catherine (reimbursement)				
Bill	0331...	INV 03312015 Reimbursement	11-4232 · RBP/Ill Replacements	-14.99
Total Lindloff, Catherine (reimbursement)				-14.99
Logsdon Office Supply				
Bill	0936...	INV 0936829-002	11-4411 · Office Supplies	-18.39
Bill	0938...	INV 0938024-001	11-4411 · Office Supplies	-64.96
Bill	0936...	INV 0936829-001	11-4427 · Computer & Printer Supplies	-159.75
Total Logsdon Office Supply				-243.10
Management Assoc of IL				
Bill	64546	INV 64546	11-4131 · Conferences & Training	-50.00
Total Management Assoc of IL				-50.00
Micro Tech Systems, Inc.				
Bill	96271	INV 96271	11-4658 · Software	-184.00
Total Micro Tech Systems, Inc.				-184.00
Midwest Tape				
Bill	9267...	INV 9267914	11-4213 · AV	-24.99
Bill	9267...	INV 92679611	11-4213 · AV	-69.98
Bill	9267...	INV 92679605	11-4213 · AV	-24.99
Bill	9267...	INV 92679604	11-4213 · AV	-17.98
Bill	9267...	INV 92679601	11-4213 · AV	-39.99
Bill	9267...	INV 92679606	11-4213 · AV	-286.79
Bill	9267...	INV 92679602	11-4213 · AV	-17.98
Bill	9267...	INV 92679613	11-4213 · AV	-10.99
Bill	9267...	INV 92679609	11-4213 · AV	-400.80
Bill	9267...	INV 92679608	11-4213 · AV	-347.87
Bill	9267...	INV 92679615	11-4213 · AV	-9.99
Bill	9265...	INV 92659680	11-4213 · AV	-24.99
Bill	9267...	INV 92679600	11-4213 · AV	-184.95
Bill	9267...	INV 92679610	11-4213 · AV	-95.96
Bill	9267...	INV 92679612	11-4213 · AV	-45.98
Bill	9267...	INV 92679616	11-4213 · AV	-22.99
Bill	9263...	INV 92638945	11-4213 · AV	-518.59
Bill	9263...	INV 92638948	11-4213 · AV	-470.61
Bill	9263...	INV 92638941	11-4213 · AV	-38.98
Bill	9263...	INV 92635607	11-4213 · AV	-14.99
Bill	9265...	INV 92658467	11-4213 · AV	-66.98
Bill	9265...	INV 92658468	11-4213 · AV	-39.99
Bill	9265...	INV 92658469	11-4213 · AV	-37.99
Bill	9265...	INV 92659670	11-4213 · AV	-22.97
Bill	9265...	INV 92659671	11-4213 · AV	-47.96

Westmont Public Library
Bills Presented for Payment
As of April 21, 2015

Type	Num	Memo	Account	Amount
Bill	9265...	INV 92659672	11-4213 · AV	-21.98
Bill	9265...	INV 92659674	11-4213 · AV	-240.91
Bill	9265...	INV 92659675	11-4213 · AV	-10.99
Bill	9265...	INV 92659676	11-4213 · AV	-451.79
Bill	9265...	INV 92659677	11-4213 · AV	-13.99
Bill	9265...	INV 92659679	11-4213 · AV	-34.98
Bill	9263...	INV 92638947	11-4213 · AV	-119.97
Bill	9263...	INV 92638940	11-4213 · AV	-64.98
Bill	9263...	INV 92635609	11-4213 · AV	-26.99
Bill	9263...	INV 92635606	11-4213 · AV	-31.97
Bill	9263...	INV 92635605	11-4213 · AV	-121.91
Bill	9261...	INV 92614488	11-4213 · AV	-34.98
Bill	9261...	INV 92614487	11-4213 · AV	-38.99
Bill	9261...	INV 92614486	11-4213 · AV	-36.97
Bill	9261...	INV 92614481	11-4213 · AV	-88.93
Bill	9261...	INV 92614480	11-4213 · AV	-19.99
Bill	9266...	INV 92669107	11-4213 · AV	-45.98
Bill	9261...	INV 92614069	11-4213 · AV	-24.99
Bill	9261...	INV 92614067	11-4213 · AV	-13.99
Bill	9261...	INV 92614066	11-4213 · AV	-15.98
Bill	9261...	INV 92614065	11-4213 · AV	-34.99
Bill	9261...	INV 92614068	11-4213 · AV	-200.91
Bill	9261...	INV 92614063	11-4213 · AV	-151.92
Bill	9263...	INV 92635603	11-4213 · AV	-91.96
Bill	9263...	INV 92635604	11-4213 · AV	-42.99
Bill	9261...	INV 92614483	11-4213 · AV	-31.98
Bill	9263...	INV 92635608	11-4213 · AV	-93.96
Bill	9267...	INV 92679603	11-4223 · AV	-47.95
Bill	9266...	INV 92667520	11-4223 · AV	-136.88
Bill	9258...	INV 92581984	11-4223 · AV	-468.62
Bill	9258...	INV 92581982	11-4223 · AV	-199.86
Bill	9259...	INV 92598763	11-4223 · AV	-397.72
Bill	9265...	INV 92659678	11-4223 · AV	-9.99
Bill	9263...	INV 92638944	11-4223 · AV	-25.97
Bill	9261...	INV 92614485	11-4223 · AV	-255.81
Bill	9261...	INV 92614484	11-4223 · AV	-137.89
Bill	9261...	INV 92614482	11-4223 · AV	-80.92
Bill	9263...	INV 92638942	11-4223 · AV	-72.94
Bill	9263...	INV 92638943	11-4223 · AV	-18.99
Bill	INV 9...	INV 92598762	11-4223 · AV	-455.61
Bill	9259...	INV 92598760	11-4223 · AV	-275.80
Bill	9264...	INV 92642050	11-4223 · AV	-743.61
Total Midwest Tape				-8,324.81
Multi-Cultural Books & Videos				
Bill	10655A	INV 10655A	11-4228 · Grants - Youth Materials	-97.81
Total Multi-Cultural Books & Videos				-97.81

Westmont Public Library
Bills Presented for Payment
As of April 21, 2015

Type	Num	Memo	Account	Amount
Recorded Books, Inc				
Bill	7503...	INV 75034589	11-4213 · AV	-87.20
Bill	7510...	INV 75104942	11-4213 · AV	-73.00
Total Recorded Books, Inc				-160.20
SWAN				
Bill	4441	INV 4441 FY15	11-4652 · SWAN Maintenance	-2,573.00
Bill	4441	INV 4441 FY16	11-4652 · SWAN Maintenance	-5,144.25
Total SWAN				-7,717.25
U.P.S.				
Bill	0000...	INV 0000687F0A125	11-4233 · Document Delivery	-1.76
Total U.P.S.				-1.76
VILLAGE OF WESTMONT				
Bill	78154	INV 78154	11-4629 · Misc. Repairs & Inspections	-300.00
Bill	3004...	300490000 03312015	11-4632 · Water	-336.36
Total VILLAGE OF WESTMONT				-636.36
Westside Mechanical, LLC				
Bill	W156...	W15604	11-4621 · HVAC	-1,088.55
Total Westside Mechanical, LLC				-1,088.55
TOTAL				**-34,167.90**

Westmont F. .lic Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
3M - Chicago				
Bill	UM25891	Inv #UM25891 Book Licenses	11-4213 · AV	-10,384.12
Bill	UM26224	Inv #UM26224	11-4213 · AV	-1,922.45
Total 3M - Chicago				-12,306.57
4imprint				
Bill	10159995	Inv #10159995	11-4555 · Marketing & Advertising - Other	-316.30
Total 4imprint				-316.30
Apple Books				
Bill	101969	Inv #101969	11-4221 · Books	-97.14
Total Apple Books				-97.14
Arco Plumbing, Co.				
Bill	51740	Inv #51740	11-4611 · General Maintenance & Repair	-95.00
Total Arco Plumbing, Co.				-95.00
AT&T				
Bill	630969562502	Inv #630969562502	11-4635 · Telephone & Broadband	-223.45
Bill	630Z99783402	Inv #630Z99783402	11-4635 · Telephone & Broadband	-320.81
Total AT&T				-544.26
Baker & Taylor-Continuations (C393006)				
Bill	5013520542	Inv #5013520542	11-4211 · Books	-5.00
Total Baker & Taylor-Continuations (C393006)				-5.00
Baker & Taylor-Mystery (L425445)				
Bill	2030334264	Inv #2030334264	11-4221 · Books	-196.92
Bill	2030334264	Inv #2030334264	11-4416 · Processing Supplies	-16.10
Bill	2030349650	Inv #2030349650	11-4221 · Books	-447.63
Bill	2030349650	Inv #2030349650	11-4416 · Processing Supplies	-52.00
Bill	2030310463	Inv #2030310463	11-4221 · Books	-1,253.96
Bill	2030310463	Inv #2030310463	11-4416 · Processing Supplies	-92.00
Bill	2030259179	Inv #2030259179	11-4221 · Books	-938.81
Bill	2030259179	Inv #2030259179	11-4416 · Processing Supplies	-74.15
Bill	2030310927	Inv #2030310927	11-4221 · Books	-1,067.18
Bill	2030310927	Inv #2030310927	11-4416 · Processing Supplies	-47.45
Bill	2030281054	Inv #2030281054	11-4221 · Books	-300.28
Bill	2030281054	Inv #2030281054	11-4416 · Processing Supplies	-22.80
Bill	2030359891	Inv #2030359891	11-4221 · Books	-357.08
Bill	2030359891	In v#2030359891	11-4416 · Processing Supplies	-30.60
Total Baker & Taylor-Mystery (L425445)				-4,896.96

Westmont P[illegible]lic Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Baker & Taylor - Processing (L425444)				
Bill	2030335092	Inv #2030335092	11-4211 · Books	-408.17
Bill	2030335092	Inv #2030335092	11-4416 · Processing Supplies	-46.05
Bill	2030326389	Inv #2030326389	11-4211 · Books	-317.08
Bill	2030326389	Inv #2030326389	11-4416 · Processing Supplies	-22.20
Bill	2030259175	Inv #2030259175	11-4211 · Books	-577.24
Bill	2030259175	Inv #2030259175	11-4416 · Processing Supplies	-34.80
Bill	2030298393	Inv #2030298393	11-4211 · Books	-380.08
Bill	2030298393	Inv #2030298393	11-4416 · Processing Supplies	-24.80
Bill	2030268208	Inv #2030268208	11-4211 · Books	-1,025.20
Bill	2030268208	Inv #2030268208	11-4416 · Processing Supplies	-98.20
Bill	2030358531	Inv #2030358531	11-4211 · Books	-382.42
Bill	2030358531	Inv #2030358531	11-4416 · Processing Supplies	-21.75
Total Baker & Taylor - Processing (L425444)				-3,337.99
BRODART Co.				
Bill	B3810989	Inv #B3810989	11-4211 · Books	-6.99
Bill	B3801372	Inv #B3801372	11-4211 · Books	-11.84
Bill	B3804713	Inv #B3804713	11-4211 · Books	-10.69
Bill	B3804713	Inv #B3804713	11-4221 · Books	-15.66
Bill	B3800432	Inv #B3800432	11-4211 · Books	-32.48
Bill	B3795361	Inv #B3795361	11-4211 · Books	-23.24
Bill	B3795361	Inv #B3795361	11-4221 · Books	-34.24
Bill	B3814089	Inv #B3814089	11-4221 · Books	-12.99
Bill	B3812798	Inv #B3812798	11-4221 · Books	-12.66
Bill	B3818022	Inv #B3818022	11-4221 · Books	-32.15
Total BRODART Co.				-192.94
Case Lots, Inc.				
Bill	004070	Inv #004070	11-4415 · Custodial Supplies	-137.40
Bill	003805	Inv #003805	11-4415 · Custodial Supplies	-124.70
Total Case Lots, Inc.				-262.10
Cavendish Square				
Bill	3012634	Inv #3012634	11-4221 · Books	-215.30
Total Cavendish Square				-215.30
CENGAGE Learning				
Bill	54607861	Inv #54607861	11-4211 · Books	-19.46
Bill	54491726	Inv #54491726	11-4211 · Books	-71.47
Total CENGAGE Learning				-90.93
Center Point Large Print				
Bill	1265694	Inv #1265694	11-4211 · Books	-41.94
Bill	1223244	Inv #1223244	11-4211 · Books	-41.94
Total Center Point Large Print				-83.88

Westmont Public Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Child's World				
Bill	NA127434	Inv #NA127434	11-4221 · Books	-309.15
Total Child's World				-309.15
Children's Plus Inc.				
Bill	108770	Inv #108770	11-4221 · Books	-944.45
Bill	108659	Inv #108659	11-4221 · Books	-68.75
Total Children's Plus Inc.				-1,013.20
D. Engraving				
Bill	21997	Inv #21997	11-4411 · Office Supplies	-13.75
Total D. Engraving				-13.75
Emerald Marketing, Inc.				
Bill	309	Inv #309	11-4551 · Public Communication	-800.00
Total Emerald Marketing, Inc.				-800.00
Financial Times				
Bill	2470943FTU2017	Inv #2470943FTU2017 - 2 year subscription	11-4214 · Periodicals	-689.00
Total Financial Times				-689.00
FIRST CHOICE COFFEE SVC				
Bill	350289	Inv #350289	11-4417 · Cafe Supplies	-53.06
Total FIRST CHOICE COFFEE SVC				-53.06
GE Capital				
Bill	62226302	Inv #62226302 - March and April 2015	11-4727 · Photocopier and Printing	-2,890.00
Total GE Capital				-2,890.00
Haines & Company, Inc				
Bill	392366	Inv #392366 - 12 month lease from 4/1/15	11-4212 · Reference Books	-406.50
Total Haines & Company, Inc				-406.50
Impact Networking LLC				
Bill	463064	Inv #463064	11-4427 · Computer & Printer Supplies	-19.50
Total Impact Networking LLC				-19.50
Inland Mechanical Service Corp.				
Bill	SI2021960	Inv #SI2021960	11-4621 · HVAC	-2,556.96
Total Inland Mechanical Service Corp.				-2,556.96
Kleemann, Karen (reimbursment)				
Bill	0114-02162015	Inv #0114-02162015 Refreshments-YA Special Interest Group Meeting at WPL	11-4505 · Program Expenses Other	-13.49
Bill	0114-02162015	Inv #0114-02162015 Make GAK for Mearker Science Fair	11-4505 · Program Expenses Other	-9.28
Bill	0114-02162015	Inv #0114-02162015 Supplies for Reader's Theatre Program	11-4505 · Program Expenses Other	-18.97
Bill	0114-02162015	Inv #0114-02162015 Performance of Reader's Theatre Program	11-4505 · Program Expenses Other	-13.97
Bill	0114-02162015	Inv #0114-02162015 Dinner for Reader's Theatre Participants	11-4505 · Program Expenses Other	-41.79
Total Kleemann, Karen (reimbursment)				-97.50

Westmont Public Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Klein, Thorpe and Jenkins, Ltd				
Bill	174012	Inv #174012	11-4811 · Legal Services	-220.00
Total Klein, Thorpe and Jenkins, Ltd				-220.00
Kostal, Jon				
Bill	03142015	Inv #03142015 - Uncle John's Music	11-4501 · Programs	-150.00
Total Kostal, Jon				-150.00
La Mantia Enterprises, Inc				
Bill	123959	Inv #123959 - Snow Removal/Salting	11-4615 · Grounds Maintenance	-1,624.50
Total La Mantia Enterprises, Inc				-1,624.50
Library Furniture International				
Bill	021315QUOTE	Inv #021315QUOTE - Deposit for Wood and Steel Shelving	11-4701 · Furniture & Equipment	-1,000.00
Total Library Furniture International				-1,000.00
Logsdon Office Supply				
Bill	0935048-001	Inv #0935048-001	11-4411 · Office Supplies	-38.48
Total Logsdon Office Supply				-38.48
Magic Pure LLC				
Bill	861	Inv #861	11-4611 · General Maintenance & Repair	-99.00
Total Magic Pure LLC				-99.00
Management Assoc of IL				
Bill	63943	Inv #63943	11-4411 · Office Supplies	-40.94
Total Management Assoc of IL				-40.94
Midwest Tape				
Bill	92580017	Inv #92580017	11-4213 · AV	-63.97
Bill	92598749	Inv #92598749	11-4213 · AV	-369.74
Bill	92598744	Inv #92598744	11-4213 · AV	-76.95
Bill	92598743	Inv #92598743	11-4223 · AV	-27.98
Bill	92598745	Inv #92598745	11-4213 · AV	-44.99
Bill	92598748	Inv #92598748	11-4213 · AV	-24.99
Bill	92598761	Inv #92598761	11-4213 · AV	-82.96
Bill	92598741	Inv #92598741	11-4213 · AV	-69.97
Bill	92598746	Inv #92598746	11-4213 · AV	-80.96
Bill	92598747	Inv #92598747	11-4213 · AV	-9.99
Bill	92581981	Inv #92581981	11-4213 · AV	-49.99
Bill	92581986	Inv #92581986	11-4213 · AV	-68.97
Bill	92581985	Inv #92581985	11-4213 · AV	-33.99
Bill	92565407	Inv #92565407	11-4213 · AV	-22.99
Bill	92580019	Inv #92580019	11-4213 · AV	-284.86
Bill	92565405	Inv #92565405	11-4213 · AV	-22.99
Bill	92544206	Inv #92544206	11-4213 · AV	-221.90
Bill	92581983	Inv #92581983	11-4213 · AV	-84.98
Bill	92560953	Inv #92560953	11-4213 · AV	-37.99
Bill	92560952	Inv #92560952	11-4213 · AV	-81.94

Westmont P[illegible]ic Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Bill	92560929	Inv #92560929	11-4213 · AV	-29.99
Bill	92560951	Inv #92560951	11-4213 · AV	-38.99
Bill	92560955	Inv #92560955	11-4213 · AV	-14.99
Bill	92580018	Inv #92580018	11-4213 · AV	-76.95
Bill	92581980	Inv #92581980	11-4213 · AV	-14.99
Bill	92580015	Inv #92580015	11-4213 · AV	-170.88
Bill	92560954	Inv #92560954	11-4213 · AV	-23.98
Bill	92544208	Inv #92544208	11-4213 · AV	-14.99
Bill	92544260	Inv #92544260	11-4213 · AV	-83.96
Bill	92544262	Inv #92544262	11-4213 · AV	-34.99
Bill	92544264	Inv #92544264	11-4213 · AV	-202.94
Bill	92544266	Inv #92544266	11-4213 · AV	-25.98
Bill	92544265	Inv #92544265	11-4213 · AV	-271.95
Bill	92560950	Inv #92560950	11-4223 · AV	-86.95
Bill	92560927	Inv #92560927	11-4223 · AV	-12.99
Bill	92544261	Inv #92544261	11-4223 · AV	-19.99
Bill	92582501	Inv #92582501	11-4223 · AV	-34.98
Bill	92544209	Inv #92544209	11-4213 · AV	-14.99
Bill	92544263	Inv #92544263	11-4223 · AV	-121.92
Total Midwest Tape				-3,060.50
Oriental Trading Company, Inc.				
Bill	670172504-01	Inv #670172504-01	11-4505 · Program Expenses Other	-51.58
Total Oriental Trading Company, Inc.				-51.58
Penguin Random House LLC				
Bill	1082876681	Inv #1082876681	11-4213 · AV	-30.00
Bill	1082744570	Inv #1082744570	11-4213 · AV	-30.00
Bill	1082810215	Inv #1082810215	11-4213 · AV	-33.75
Total Penguin Random House LLC				-93.75
Pitney Bowes				
Bill	9932-0315	Inv #9932-0315	11-4451 · Postage	-402.50
Total Pitney Bowes				-402.50
Precise Printing Network Inc.				
Bill	0034571	Inv #0034571	11-4551 · Public Communication	-2,946.50
Total Precise Printing Network Inc.				-2,946.50
Recorded Books, Inc				
Bill	75087977	Inv #75087977	11-4213 · AV	-73.60
Bill	75084363	Inv #75084363	11-4213 · AV	-87.20
Bill	75094596	Inv #75094596	11-4213 · AV	-87.20
Total Recorded Books, Inc				-248.00

Westmont Public Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Schindler Elevator				
Bill	8103959267	Inv #8103959267	11-4622 · Elevator	-2,914.68
Bill	7152110224	Inv #7152110224	11-4622 · Elevator	-330.00
Total Schindler Elevator				-3,244.68
Service Master - Carol Stream				
Bill	172493	Inv #172493	11-4612 · Cleaning	-1,337.00
Total Service Master - Carol Stream				-1,337.00
Shaw Media				
Bill	02151007517	Inv #02151007517 Newspaper Reference 1033726	11-4551 · Public Communication	-74.40
Total Shaw Media				-74.40
Showcases				
Bill	284126	Inv #284126	11-4416 · Processing Supplies	-273.89
Bill	284053	Inv #284053	11-4416 · Processing Supplies	-211.03
Total Showcases				-484.92
SWAN				
Bill	4367	Inv #4367 - Reciprocal Borrowing & Inter-Library Loans	11-4232 · RBP/Ill Replacements	-98.70
Bill	4367	Inv #4367 - Collection Agency Fee	11-4818 · Collection Agency Services	-20.00
Total SWAN				-118.70
U.P.S.				
Bill	0000687F0A085	Inv #0000687F0A085	11-4233 · Document Delivery	-29.38
Total U.P.S.				-29.38
Unique Management Services, Inc.				
Bill	302040	Inv #302040	11-4818 · Collection Agency Services	-62.65
Total Unique Management Services, Inc.				-62.65
United States Post Office				
Bill	04152015	Inv #04152015 - Newsletter Mailing (Summer)	11-4451 · Postage	-1,000.00
Total United States Post Office				-1,000.00
Vernon Library Supplies				
Bill	0076786-IN	Inv #0076786-IN	11-4416 · Processing Supplies	-59.41
Total Vernon Library Supplies				-59.41
Westside Mechanical, LLC				
Bill	W15316	Inv #W15316	11-4621 · HVAC	-178.00
Total Westside Mechanical, LLC				-178.00

Westmont Public Library
Bills Presented for Payment
As of March 24, 2015

Type	Num	Memo	Account	Amount
Wolenski, Robert (Reimbursement)				
Bill	02242015	Inv #02242015 - Returned Modern Times (sound recording) by Bob Dylan	11-4232 · RBP/Ill Replacements	-18.98
Total Wolenski, Robert (Reimbursement)				-18.98
TOTAL				**-47,876.86**

Westmont Public Library
Vendor YTD Report
May 2014 through April 2015

	May '14 - Apr 15	May '13 - Apr 14
3M - Chicago	75,030.25	0.00
3M - St Paul	11,549.00	0.00
4imprint	2,867.46	2,054.30
A W E	0.00	13,372.00
A. Panzica Enterpirse, LTD.	6,629.21	1,700.00
AAUW	0.00	78.00
Absolutely Delicious	0.00	75.00
Adjusting Entries	50.00	0.00
ALA American Library Association	472.00	275.00
ALA Annual Conference	0.00	1,095.00
Alessio, Amy	150.00	0.00
Alibris	0.00	91.65
Amazon.com	21,831.50	14,490.03
American Button Machines	508.85	0.00
American Library Association	160.00	1,428.37
American Library Association (Atlanta)	81.47	336.20
Anderson's Books, Inc (Bookshop)	219.00	110.00
Apple Books	2,599.11	3,038.27
Apple, Inc.	5,637.90	0.00
Arco Plumbing, Co.	3,376.00	2,327.00
Askari, Zainab	13.99	0.00
AT&T	6,308.17	5,891.93
AudioGo	0.00	320.00
B&B Networks, Inc.	0.00	23.75
B&H Photo, Video, Audio	1,061.94	0.00
Badge Bomb	0.00	339.80
Baker & Taylor-Adult (7500658 40010602)	0.00	14,035.15
Baker & Taylor-Continuations (C393006)	2,193.83	2,086.76
Baker & Taylor-Mystery (L425445)	21,913.52	209.21
Baker & Taylor - Adult (L039479)	10,932.20	46,791.27
Baker & Taylor - Juvenile (40010612)	929.14	0.00
Baker & Taylor - Processing (L425444)	31,571.89	955.46
Baker & Taylor - Prof Collection(L419127)	78.39	561.28
Baker & Taylor Books - Youth (L578096)	2,931.88	19,212.36
Baker Tilly	2,375.00	2,050.00
Bales Lumber & Supply/Bales Ace Hardware	61.77	241.86
Barkan, Guliz	0.00	14.00
Barry, Theresa (Reimbursement)	0.00	96.55
Bengtson, Robin J.	0.00	475.00
Bernan	30.00	0.00
Blackstone Audio, Inc.	29.38	200.00
Bockman, Jeffrey A	175.00	0.00
Book Page	720.00	720.00
BookLetters, LLC	0.00	1,080.00
Bower, Jack	210.00	280.00
BRODART Co.	4,695.58	10,261.30
Brodnicki, Charles	16.87	0.00

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	May '14 - Apr 15	May '13 - Apr 14
Brookfield Zoo	100.00	0.00
Bubble Wonders	0.00	495.00
Buckson, Kate (Reimbursement)	1,126.21	1,683.53
BUDGET LIBRARY SUPPLIES	0.00	1,253.00
Bulk Book Store, The	0.00	627.50
Business Section	0.00	7,006.82
Campus Corps	555.00	0.00
Carmichael, Elaine (Reimbursement)	0.00	75.00
Carrot - Top Industries Inc.	186.33	0.00
Case Lots, Inc.	1,780.80	2,944.90
Cavendish Square	1,044.70	190.65
CCA Restoration Inc.	0.00	5,152.87
CDW-G	0.00	384.44
CEITHAMI	0.00	200.00
CENGAGE Learning	2,421.14	2,997.71
Center Point Large Print	1,538.64	1,407.15
Central Restaurant Products	55.31	0.00
Centurion Technologies	672.00	95.37
Chicago Doorways	940.00	0.00
Chicago Memory Booth	0.00	550.00
Chicago Sun Times	353.60	286.00
Chicago Tribune	429.00	351.00
Child's World	309.15	0.00
Children's Plus Inc.	8,240.08	81.33
Clark, David	0.00	23,318.75
Clark, David G.	0.00	200.00
Classic Cinemas	0.00	20.00
Cleeland, Holly	385.00	0.00
Clowning Around Entertainment	517.00	0.00
Coen, Julia - reimbursements	1,010.94	0.00
Conservation Foundaton, The	50.00	0.00
Corral, Luvia	0.00	6.00
Cosentino, Kim	0.00	165.00
Costco Wholesale	55.00	55.00
Costume Specialists	140.00	0.00
Crimson Multimedia Distribution	120.00	6,590.70
Criollo, Gil	0.00	0.00
Cruz, Gabriela	250.00	250.00
CUMMINGS, HAJAR	0.00	225.00
D. Engraving	183.50	297.75
Daily Herald	417.00	417.00
Deck, Tammy L	200.00	0.00
DEMCO	2,337.76	4,201.11
DISPLAYS2GO	211.88	0.00
Documents to U - Minitex	20.00	0.00
Dolak, David	0.00	350.00
Dold, Jill (Reimbursment)	26.09	37.03

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	May '14 - Apr 15	May '13 - Apr 14
Dominican University	0.00	330.00
Downers Grove Sanitary District	452.03	513.41
DUBLIN WINLECTRIC	0.00	815.07
Duffy, Dawn	335.00	0.00
DuPage, NAMI	75.00	0.00
DVA Inc.	0.00	63.03
Dygus, Delaney - reimbursements	13.06	0.00
EBSCO Information Services	13,238.51	6,568.89
ECOS Del Pacifico Afroclombia	0.00	600.00
ELM USA, Inc	995.00	0.00
Elmhurst Memorial Hospital Foundation	0.00	50.00
Emerald Marketing, Inc.	4,800.00	8,800.00
EnvisionWare, Inc.	849.02	4,113.75
Evanced Solutions, LLC	0.00	1,312.50
Fair Game	0.00	426.00
Faronics Technologies USA, Inc.	165.00	0.00
Fat Catalog	1,725.78	0.00
Field Joinery & Design Studio	0.00	9,100.00
Financial Times	988.00	0.00
FIRST CHOICE COFFEE SVC	701.39	1,026.28
Flow-Technics	800.00	1,979.27
Forest Preserve of DuPage County	75.00	0.00
Fox Landscaping	4,457.10	5,042.10
Fox Valley Fire & Safety	3,673.60	1,767.00
Fun Ones, The	1,022.00	1,180.00
Gaylord Bros., Inc.	658.27	1,289.83
GE Capital	15,895.00	15,895.00
Global Equipment Inc.	0.00	235.18
GMIS Illinois	250.00	0.00
Government Finance Officers Association	160.00	0.00
Grainger	463.03	352.68
Graziani, Gail (reimbursement)	0.00	18.23
Great Courses	0.00	289.80
Grey House Publishing	254.20	617.50
Grosengner, David	0.00	1,385.00
Gumdrop Books	584.80	0.00
H.W. Wilson Company, The	0.00	295.70
Haines & Company, Inc	406.50	406.50
HAZELGROVE, WILLIAM	200.00	0.00
Held, Marybeth	0.00	46.75
HFK Presents	275.00	0.00
Higgens, Carmen (Reimbursement)	432.65	327.02
Hinsdale Bank & Trust	87,981.63	107,928.94
Hoffert, Richard	0.00	25.00
Home Depot	0.00	1,320.28
Honey-Do Handyman	1,412.00	0.00
Hoornaert, Brittany (reimbursement)	0.00	133.22

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Hornik Engineered Systems, Inc.	595.00	2,110.00
ID CARDS UNLIMITED	2,079.15	1,139.80
ILL STATE HISTORICAL SOCIETY	0.00	75.00
Illinois Library Association	1,055.00	1,865.00
Illinois Office of State Fire Marshall	0.00	70.00
Illinois State Genealogical Society	0.00	30.00
Impact Networking LLC	621.95	342.86
Indian Prairie Public Library	0.00	128.00
Industrial Appraisal Company	155.00	690.00
Infogroup	4,042.00	4,042.00
Information Today Inc.	504.00	385.05
Inland Mechanical Service Corp.	15,736.37	88,188.33
Innovation Experts	480.00	480.00
Innovative Label Technology, Inc	759.86	0.00
Iyer, Indira (Reimbursement)	6.99	0.00
Jamil, Amir	15.00	0.00
Jayaprakash, Themanamveedu	0.00	20.00
JD Photo & Design	0.00	200.00
Jim Gill Inc.	0.00	800.00
John Keister & Associates	0.00	12,500.00
Jones School Supply	218.66	0.00
Kadela, Ann (Reimbursement)	24.00	0.00
Kalyanasundaram, Gayathri	13.96	0.00
Kamm Insurance Group, Inc.	15,988.00	0.00
KAPCO	53.30	0.00
Kerr, William	0.00	11.00
Kleemann, Karen (reimbursment)	852.28	1,573.90
Klein, Thorpe and Jenkins, Ltd	2,660.00	9,498.54
Knishka, Mary	0.00	10.00
Kostal, Jon	250.00	0.00
Krohn, Deb	350.00	0.00
Krueger International, Inc.	0.00	3,514.40
Kubik, Kathy	50.00	0.00
Kuhn, Christine - reimbursements	0.00	2,666.09
Kuzlik, Robert	0.00	23.00
La Grange Upholstery	0.00	360.00
La Mantia Enterprises, Inc	9,817.40	18,325.00
LACONI	145.00	130.00
Lake View Nature Center	0.00	50.00
Lakeshore Learning Materials	1,341.33	57.49
Larson Engineering Inc	0.00	6,500.00
Leaneagh, Ronald D.	0.00	350.00
Learning Express, LLC	2,825.00	2,825.00
LEGO Brand Retail, Inc.	2,216.25	0.00
Lehne, Rosemary	125.00	0.00
Lewis, Latoya	0.00	27.95
Lexis Nexis Matthew Bender	211.06	202.06

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Librarica LLC	1,932.00	223.50
Library Furniture International	15,191.46	1,720.00
Library Journal	203.98	0.00
Library Store	0.00	57.89
Lieto, Rebekah (Cirque FX)	330.00	0.00
Lightning, Inc	216.00	0.00
LIMRiCC Unemployment Comp Group Account	1,367.53	3,487.39
Lindloff, Catherine (reimbursement)	14.99	0.00
Lindsey, Robert J.	300.00	0.00
Lisle Library District	22.95	0.00
Liwanag, Peter J.	0.00	16.00
Logsdon Office Supply	2,231.08	4,542.00
Luangdilok, Wilson	0.00	4.99
Maassen, Katherine	4.99	6.99
Magic Pure LLC	198.00	2,385.00
Malorny, Anita	59.99	0.00
Management Assoc of IL	6,115.94	4,395.94
Mango Languages	2,894.85	2,757.00
Manning, Kevin J.	0.00	450.00
Manufacturers' News, Inc.	441.35	436.90
Martin, Jamie	350.00	0.00
Mason Crest Publishers	620.16	566.76
Meade, Dr. Adam	100.00	150.00
Michalak, Ellen	70.00	700.00
Mickey, Linda	0.00	250.00
Micro Tech Systems, Inc.	184.00	0.00
Midwest Exterminating CO	0.00	720.00
Midwest Tape	45,129.98	21,929.39
Moser, Patricia	0.00	16.00
MPLC	171.11	168.58
MPS VIRGINIA	357.04	331.81
Multi-Cultural Books & Videos	227.56	432.51
Murphy, Terri	0.00	225.00
Myers-Briggs & Company, Inc.	0.00	17,979.00
NADA Used Car Guide	186.57	0.00
Nasco Fort Atkinson	151.85	0.00
Near West Youth Services	25.00	25.00
Nedumgottil, Julie (Reimbursement)	13.96	0.00
Neils, Christine	0.00	1,000.00
New Readers Press	448.36	0.00
Nicom, Inc.	0.00	100.00
Nicor Gas	8,206.07	9,186.54
No Corner Suns	300.00	0.00
Noland Sales	0.00	11,451.00
Norcomm Public Safety	195.00	240.00
Oriental Trading Company, Inc.	811.32	1,465.37
OverDrive Inc.	9,581.24	14,723.68

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	May '14 - Apr 15	May '13 - Apr 14
Overeem, David	250.00	0.00
Oxford University Press	0.00	68.93
Pack, William	0.00	300.00
Patricia Ptacek Consulting & Design, Inc	0.00	87.50
Paul Elias	200.00	250.00
PDR Network	64.30	59.95
Pella Windows & Doors, Inc.	0.00	71.50
Penguin Random House LLC	885.25	680.90
PennState	15.00	0.00
Penworthy	1,520.64	1,519.79
Perfect Systems	0.00	31,047.86
Petty Cash	3,030.23	4,129.51
Petty Cash Custodian - Theresa. Barry	0.00	238.55
Phillips Flowers	0.00	74.23
Pitney Bowes	1,355.48	1,958.37
Pitney Bowes - Lease	670.00	618.00
PLATINUM RESTORATION LLC	0.00	2,445.23
Pointon, Scott E.	0.00	165.00
Prechel, Amy (Reimbursement)	420.13	0.00
Precise Printing Network Inc.	12,802.15	0.00
Product Architecture & Design	10,025.76	0.00
Proforma Marketing	0.00	1,144.19
Proquest LLC	0.00	6,950.00
R.R Bowker, LLC	500.00	412.00
RAILS	9,416.50	9,097.46
Random House, Inc.	42.50	152.50
Record Information Services, Inc.	698.00	698.00
Recorded Books, Inc	8,047.99	0.00
Recorded Books, LLC	7,390.89	21,532.25
Reforma National Office	0.00	15.00
Riemma, Wyatt M	0.00	39.98
Robert Morris University	0.00	260.00
Robinson, Hugh	0.00	5.99
Rosenberg, Scott (Reimbursement)	0.00	305.00
Ruiz, Lynette	0.00	21.99
Rusco Windows & Doors, Inc	0.00	128.00
Safeguard Business Systems	0.00	556.14
Safestart Environmental	0.00	1,940.00
Sakalys, Ann	0.00	100.00
Salem Press	0.00	2,073.60
Sam's Club	0.00	265.30
Sarah's Pony Rides, Inc.	525.00	0.00
Sarsycki, Shawna	0.00	10.00
Scatchell, Anne	0.00	112.50
Schindler Elevator	4,772.18	10,246.88
Scholastic Library Publishing	434.90	269.33
School Outfitters (Schoolhouse Outfitters	2,686.40	131.31

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Schoolsin	158.85	0.00
Schultz, Jack (Reimbursement)	1,000.00	1,087.30
Scot Press Printing	376.70	1,622.54
Sergienko, Gennady	50.00	0.00
Service Master - Addison	1,337.00	14,486.00
Service Master - Carol Stream	14,707.00	2,674.00
Sharing The Health, LLC	0.00	75.00
Shaw Media	74.40	374.32
Showcases	585.04	0.00
Singer, Phil	0.00	100.00
Sledzinski, Bon (Reimbursement)	20.95	0.00
Smeets, Maurice	0.00	425.00
Smith, Brittany	1,583.50	0.00
Specialty Stores	0.00	1,080.10
Stange, Anna L.	0.00	0.00
STAPLES (OFFICE SUPPLIES)	494.63	0.00
Stephen's Plumbing	0.00	1,264.80
Strathmore	0.00	10,458.52
Studio A Recording & Sound	0.00	647.50
Suburban Door Check & Lock Service	462.30	1,892.77
Suburban Life Publications	69.00	38.00
SWAN	31,552.88	30,222.86
Sweet & Savory	150.00	0.00
Tantor Media	0.00	14.66
TBGEC	0.00	5,568.00
Tea House, The	0.00	250.00
TeachingBooks.net LLC	850.00	850.00
TechSoup Global	251.00	0.00
Thomas, Lynn (Reimbursement)	434.15	1,829.45
Thompson West	78.00	218.77
Thorton, Christine	0.00	300.00
Tompkins, Sarah	0.00	5.00
Tri-Angle Screen Print	0.00	740.00
Tumbleweed Press	334.33	267.33
U.P.S.	85.47	65.79
Uline	1,269.89	643.77
Ulrich, Carolyn	0.00	150.00
Unique Management Services, Inc.	393.80	608.60
United For Libraries (Div of ALA)	69.00	0.00
United States Post Office	4,440.00	3,390.89
University of Wisconsin-Extension	350.00	20.00
Upgrade Path, Inc./Clear PC	148.32	0.00
Vernon Library Supplies	2,674.05	1,141.20
VILLAGE OF WESTMONT	15,775.57	12,887.54
Viston, Robyn	0.00	125.00
Walker Display, Inc.	146.15	100.40
Ware, Joshua	0.00	29.95

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	May '14 - Apr 15	May '13 - Apr 14
Warehouse Direct Inc.	0.00	39.95
WCCTB Comunity Event	0.00	179.00
We Count People LLC	0.00	595.00
West Central Municipal Conference	209.88	0.00
West Suburban Humane Society	0.00	100.00
Westmont Chamber of Commerce	233.00	316.00
Westmont Holly Days	0.00	175.00
Westmont Public Library	0.00	26,473.71
Westmont Public Library- Librarian's Acct	465.14	0.00
Westmont Special Events Corp.	215.00	385.00
Westside Mechanical, LLC	1,266.55	0.00
WhenToWork	315.00	0.00
Winkler Tree Service	0.00	640.00
Wintrust Mastercard	8,279.10	12,039.00
Wolenski, Robert (Reimbursement)	18.98	0.00
Wronski, Nili Yelin (Storybook Mom)	125.00	0.00
Zastrow, Hope	0.00	17.99
Zink, Janice	12.00	0.00
No name	0.15	0.00
TOTAL	705,085.97	880,619.20

WESTMONT PUBLIC LIBRARY

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NEW BUSINESS

Discussion and resolution to approve Ordinance authorizing non-resident cards for FY16

The board of each public library is required by Illinois law to decide annually whether the library will participate in the state's non-resident fee program, and to inform the regional system about the board's action within 30 days. Attached is the proposed FY16 non-resident ordinance for WPL. It proposes that we continue to use the tax fee method, which means the library will apply the current tax rate to the non-resident's property assessed valuation to calculate the annual fee. For renters, we would charge 15% of one month's rent. Once approved, I will notify RAILS of our compliance and fee information.

Discussion and resolution to approve Schedule of Fines and Fees for FY16

The proposed Schedule includes the updated fee formula for the non-resident library cards and proposed increase to the fines/fees threshold to $10.01. Currently, the limit is $5.01. We are proposing an increase because with our new software, overdue fines are assessed in real time rather than at the time of check-in.

Discussion and resolution to approve library insurance for a cost not to exceed $16,500

We have used Kamm Insurance Group/Myers Briggs to go out to bid for our insurance since 2001. They receive a minimum of three quotes and present the most competitive options to us. In addition to these quotes, this year we also asked LIRA (Libraries of Illinois Risk Agency) for a quote. Attached is a spreadsheet that shows the most competitive prices for building insurance. To note:

- LIRA is a cooperative insurance pool among public libraries in Illinois that started in 2014 and is now in its second year
- If we sign with LIRA, we would have to make a 3 year commitment
- If we sign with LIRA, our second and third year premium would be dependent on the number of claims that other libraries make in previous years

Discussion and resolution to approve FY16 budget

Attached is a spreadsheet of the FY16 proposed budget. I have included two variations of the budget for the board to consider depending on whether they want to use money from the operating budget to pay off the remainder of the roof loan or pay for part of the renovation project.

Per board request:

- I have spoken to Tiffany Nash from Product Architecture and have a cost estimates of the entire renovation project if done in one phase versus six.
- I have the roof loan payoff amount and the savings in interest if we pay the entirety this summer versus two payments in July 2015 and January 2016.
- Kate and I met with Wintrust and Hinsdale bank representatives last week to discuss main floor renovation loan options and rates. We are waiting for preliminary loan rates from them.

I will provide a cost analysis of the renovation project with regards to construction costs and loan rates once I hear back from Wintrust. I will have this to you by this weekend so you can thoroughly review the options before the board meeting on April 21.

Discussion and resolution to destroy executive session recordings from July 7, 2003 through July 16, 2013
The Open Meetings Act states that the verbatim recording of an executive session may be destroyed after 18 months if the board approves the destruction and if there are approved minutes of the executive session. The attached list of recordings/meeting dates meet the above criteria.

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FY 2016 Annual Ordinance Authorizing Public Library Non-Resident Cards

Whereas, the Westmont Public Library is a tax-supported public library; and

Whereas, people residing within jurisdictional boundaries of the Westmont Public Library pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, PA 9200166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principle residence"; and

Whereas, the Board of Trustees of the Westmont Public Library has determined for its 2015-2016 fiscal year, commencing May 1, 2015 and ending April 30, 2016, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

Now, therefore, be it and it is hereby ordained by the Board of Library Trustees of the Westmont Public Library as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Westmont Public Library whose closest public library is the Westmont Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Westmont Public Library, may purchase a non-resident fee card calculated using the Tax Bill Method (23 Ad. Code 3050.60(b)).

Tax Bill Methods:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

2. Non-Resident Renter: The library shall either charge a minimum of 15 percent (15%) of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

Section 2: Individuals residing beyond the jurisdictional boundaries of the Westmont Public Library, but owning (as an individual, partner, principle stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Westmont Public Library, or serving as a senior administrative officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Westmont Public Library, notwithstanding anything to the contrary in this Ordinance, may obtain a non-resident card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property. Each non-resident

library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Westmont Public Library shall continue to honor all non-resident library cards heretofore issued by the library, for the full term purchase.

Section 5: The Westmont Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Westmont Public Library for service to non-residents, including the description of the library's service areas and methods of calculating fees, shall be available for public inspection at the library.

Section 7: A valid non-resident card issued by the Westmont Public Library pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Westmont Public Library.

Adopted by the Board of Trustees of the Westmont Public Library on this 21st day of April 2015.

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Schedule of Fines and Fees
Effective May 1, 2015

Borrowing and computer privileges will be suspended when an individual's fines and/or fees reach $10.01.

Library Cards

a) Residents, businesses, and property owners paying taxes to the Westmont Public Library (WPL), receive a library card at no additional fee.
b) Schools located within the boundaries of the Village of Westmont receive a library card at no additional fee.
c) Non-resident library card (household) annual fee: based on tax bill method. Assessed valuation will be multiplied by .002429, the same multiplier as residents. Non-resident renters will be assessed 15% of one month's rent and must present a copy of their lease to obtain a card.
d) Replacement of lost or damaged WPL card: $1.00.

Non-compliance fines

a) Overdue WPL materials: $.15 per day after a two-day grace period.
b) Overdue reciprocal borrowing materials for: $.15 per day with no grace period.
c) Overdue interlibrary loan materials within SWAN: $.15 per day with no grace period.
d) Lost or damaged WPL materials: replacement cost plus $5.00 processing fee (for staff time and supplies) OR replacement item (matching ISBN in new condition) plus $5.00 processing fee. Replacement media must be in original, sealed packaging.
e) Lost, damaged, or overdue interlibrary loans and reciprocally borrowed materials: all fines, fees and/or replacement costs will be passed on to the patron.
f) For each account sent to the collection agency: $20.00.
g) Checks returned from the bank with non-sufficient funds: $20.00.

Fee-based services

a) One day internet guest pass (for people without a public library card): $1.00.
b) Out-of-state interlibrary loan: $5.00 per item.
c) Printer and photocopier costs: $.10 per black & white, $.50 per color.
d) Meeting room use: $25.00/4 hour non-profits; $45.00/4 hour for-profits. Free to local, state, and national government agencies. Staff assistance: $15.00/hour or fraction thereof. Overtime (after library hours): $75 for every hour or fraction thereof.
e) Test proctoring: residents and WPL card holders receive test proctoring free of charge. Non-residents without a WPL card will be assessed a $20.00 per test fee.
f) Notary Service: $1.00 per transaction as allowed by state law.

Revised by the Board of Trustees of the Westmont Public Library on April 21, 2015

QUOTES FOR LIRARY INSURANCE FY16

	COST		DEDUCTIBLES	
COVERAGE	**LIRA**	**KAMM**	**LIRA**	**KAMM**
Property	included	included	$1,000.00	$2,500.00
General Liability	included	included		
Business Auto	included	included		
Commercial Crime	included	included		
Boiler and Machinery	included	included	$1,000.00	$2,500.00
Business Income	included	included		
Inland Marine	included	included		
		$10,932.00		
Directors and Officers	included	$1,371.00		
Crime	included	$763.00	$1,000.00	$1,000.00
Workers Comp	included	$3,159.00		
Umbrella	LIMIT: $5,000,000	LIMIT: $4,000,000		
	TOTAL	**TOTAL**	**$ DIFFERENCE**	**% DIFFERENCE**
	$15,736.00	**$16,225.00**	$489.00	3%

WESTMONT PUBLIC LIBRARY FY16 DRAFT BUDGET

REVENUE	FY14 budget	FY15 budget	FY15 through March 2015	FY16 budget proposed
Operating Fund (11)				
11-3000 Property Tax Revenue				
11-3010 Current	$ 1,696,715.00	$ 1,753,213.00	$ 1,746,717.00	$ 1,788,438.50
11-3040 Prior Years	$ 100.00	$ 100.00	$ 293.00	$ 500.00
Total 11-3000 Property Tax Revenue	$ 1,696,815.00	$ 1,753,313.00	$ 1,747,010.00	$ 1,788,938.50
11-3300 Interest Income				
11-3303 Interest Illinois Funds	$ 1,000.00	$ 500.00	$ 149.00	$ 100.00
11-3304 Interest Clarendon Hills Bank	$ 30.00	$ 75.00	$ 52.00	$ 100.00
11-3310 Interest Property Tax		$ 50.00	$ 32.00	$ 50.00
Total 11-3300 Interest Income	$ 1,030.00	$ 625.00	$ 233.00	$ 250.00
11-3650 Fines Income	$ 34,000.00	$ 28,000.00	$ 21,793.00	$ 32,000.00
11-3660 Photocopying Income	$ 10,000.00	$ 10,000.00	$ 9,497.00	$ 10,000.00
11-3670 Lost & Paid Materials	$ 4,200.00	$ 3,000.00	$ 2,428.00	$ 2,500.00
11-3680 Non-Resident Fees	$ 3,400.00	$ 3,000.00	$ 2,516.00	$ 3,000.00
11-3690 Meeting Room Charges	$ 800.00	$ 500.00	$ 450.00	$ 500.00
11-3695 Programming Revenues	$ 1,600.00	$ 500.00	$ 517.00	$ 3,000.00
11-3700 Memorials & Donations	$ 3,400.00	$ 4,000.00	$ 327.00	$ 3,000.00
11-3770 Impact Fees/New Development	$ 225.00	$ 1,500.00	$ 1,003.00	$ 1,000.00
11-3800 Café Income			$ 1,320.00	
11-3801 Staff Café Income	$ 1,000.00	$ -		$ -
11-3810 Document Delivery	$ 50.00	$ 50.00	$ 10.00	$ 30.00
11-3852 Per Capita Grant	$ 50,682.00	$ 52,127.00	$ -	$ 51,607.89
11-3859 Grants Other	$ 2,000.00	$ 10,000.00	$ -	$ 27,500.00
11-3900 Miscellaneous Revenue	$ 2,920.00	$ 2,000.00	$ 2,862.00	$ 3,000.00
Total Operating Fund Revenue	**$ 1,813,497.00**	**$ 1,870,315.00**	**$ 1,789,966.00**	**$ 1,926,326.39**

WESTMONT PUBLIC LIBRARY FY16 DRAFT BUDGET

EXPENDITURES	FY14 budget	FY15 budget	FY15 through March 2015	FY16 budget proposed version 1	FY16 budget proposed version 2
SALARIES AND WAGES	**$ 817,000.00**	**$ 910,000.00**	**$ 724,326.00**	**$ 890,000.00**	**$ 890,000.00**
EMPLOYEE BENEFITS					
11-4051 Medical/Dental Insurance	$ 74,000.00	$ 90,000.00	$ 70,815.00	$ 96,100.00	$ 96,100.00
11-4054 Workers Comp Insurance	$ 2,940.00	$ 3,487.00		$ -	$ -
11-4055 Employer FICA/MED Contributions	$ 63,125.00	$ 66,000.00	$ 54,440.00	$ 68,000.00	$ 68,000.00
11-4058 Unemployment Insurance	$ 3,260.00	$ 4,000.00	$ 1,368.00	$ 2,000.00	$ 2,000.00
11-4059 Employer IMRF Contributions	$ 82,300.00	$ 91,500.00	$ 73,433.00	$ 95,000.00	$ 95,000.00
Total 11-4050 Employee Benefits	**$ 225,625.00**	**$ 254,987.00**	**$ 200,056.00**	**$ 261,100.00**	**$ 261,100.00**
BOARD/STAFF DEVELOPMENT					
11-4125 Staff Appreciation	$ 2,200.00	$ 2,100.00	$ 1,652.00	$ 1,400.00	$ 1,400.00
11-4131 Conferences and Training	$ 12,000.00	$ 18,000.00	$ 8,353.00	$ 7,000.00	$ 7,000.00
11-4132 Professional Memberships	$ 2,800.00	$ 2,800.00	$ 2,381.00	$ 2,400.00	$ 2,400.00
11-4134 Travel	$ 1,500.00	$ 1,500.00	$ 1,201.00	$ 1,500.00	$ 1,500.00
11-4135 Board Expense	$ 2,000.00	$ 1,800.00	$ 779.00	$ 1,000.00	$ 1,000.00
Total 11-4100 Board/Staff Development	**$ 20,700.00**	**$ 26,200.00**	**$ 14,366.00**	**$ 13,300.00**	**$ 13,300.00**
ADULT LIBRARY MATERIALS					
11-4218 Grant Adult Library Materials	$ 6,000.00	$ 7,000.00		$ 12,000.00	$ 12,000.00
11-4210 Adult Library Materials	$ 184,000.00	$ 183,000.00		$ 180,000.00	$ 180,000.00
Total 11-4210 Adult Library Materials	**$ 190,000.00**	**$ 190,000.00**	**$ 155,378.00**	**$ 192,000.00**	**$ 192,000.00**
YOUTH LIBRARY MATERIALS					
11-4228 Grant Youth Library Materials	$ 6,500.00	$ 5,856.00		$ 12,000.00	$ 12,000.00
11-4220 Youth Library Materials	$ 60,000.00	$ 60,500.00		$ 54,000.00	$ 54,000.00
Total 11-4220 Youth Library Materials	**$ 66,500.00**	**$ 66,356.00**	**$ 55,609.00**	**$ 66,000.00**	**$ 66,000.00**
OTHER LIBRARY MATERIALS					
11-4232 RBP/ILL Replacements	$ 2,650.00	$ 1,500.00	$ 929.00	$ 900.00	$ 900.00
11-4233 Document Delivery	$ 50.00	$ 100.00	$ 104.00	$ 100.00	$ 100.00
Total 11-4230 Other Library Materials	**$ 2,700.00**	**$ 1,600.00**	**$ 1,033.00**	**$ 1,000.00**	**$ 1,000.00**
TOTAL ALL LIBRARY MATERIALS				**$ 259,000.00**	**$ 259,000.00**
SUPPLIES					
11-4411 Office Supplies	$ 2,000.00	$ 1,500.00	$ 1,298.00	$ 1,500.00	$ 1,500.00
11-4415 Custodial Supplies	$ 5,800.00	$ 4,000.00	$ 2,727.00	$ 2,900.00	$ 2,900.00
11-4416 Processing Supplies	$ 5,500.00	$ 14,183.00	$ 10,460.00	$ 11,000.00	$ 11,000.00
11-4425 Patron Services	$ 5,000.00	$ 2,500.00	$ 2,208.00	$ 875.00	$ 875.00

WESTMONT PUBLIC LIBRARY FY16 DRAFT BUDGET

EXPENDITURES	FY14 budget	FY15 budget	FY15 through March 2015	FY16 budget proposed version 1	FY16 budget proposed version 2
11-4427 Computer and Printer Supplies	$ 7,000.00	$ 8,000.00	$ 3,944.00	$ 4,493.00	$ 4,493.00
11-4451 Postage	$ 7,000.00	$ 7,000.00	$ 5,508.00	$ 6,000.00	$ 6,000.00
Total 11-4400 Supplies	**$ 39,300.00**	**$ 38,683.00**	**$ 27,131.00**	**$ 26,768.00**	**$ 26,768.00**
PROGRAM EXPENSES					
11-4505 Program Expenses Other	$ 10,500.00	$ 9,500.00	$ 9,071.00	$ -	$ -
11-4508 Grant Program Expenses	$ 10,000.00	$ 23,000.00	$ 3,423.00	$ 43,751.64	$ 43,751.64
11-4501 Programs	$ 12,500.00	$ 7,000.00	$ 5,661.00	$ 7,000.00	$ 7,000.00
Total 11-4500 Program Expenses	**$ 33,000.00**	**$ 39,500.00**	**$ 18,155.00**	**$ 50,751.64**	**$ 50,751.64**
MARKETING					
11-4555 Marketing and Advertising Other	$ 2,400.00	$ 3,500.00	$ 3,510.00	$ 5,000.00	$ 5,000.00
11-4558 Grant Marketing and Advertising	$ 9,500.00	$6,271.00	$3,155.00	$ 5,005.75	$ 5,005.75
11-4551 Public Communication	$ 19,600.00	$ 17,000.00	$ 15,695.00	$ 16,000.00	$ 16,000.00
Total 11-4550 Marketing and Advertising	**$ 31,500.00**	**$ 26,771.00**	**$ 22,360.00**	**$ 26,005.75**	**$ 26,005.75**
BUILDINGS AND GROUNDS					
11-4611 General Maintenance and Repair	$ 45,000.00	$ 43,000.00	$ 18,939.00	$ 30,000.00	$ 30,000.00
11-4612 Cleaning	$ 24,000.00	$ 26,000.00	$ 16,044.00	$ 17,000.00	$ 17,000.00
11-4615 Grounds Maintenance	$ 22,000.00	$ 22,000.00	$ 12,795.00	$ 20,000.00	$ 20,000.00
MAIN FLOOR				$ 165,000.00	$ -
Total 11-4610 Building and Grounds Maintenance	**$ 91,000.00**	**$ 91,000.00**	**$ 47,778.00**	**$ 232,000.00**	**$ 67,000.00**
EQUIPMENT MAINTENANCE AND REPAIR					
11-4621 HVAC	$ 23,150.00	$ 17,000.00	$ 16,069.00	$ 17,000.00	$ 17,000.00
11-4622 Elevator	$ 5,740.00	$ 6,000.00	$ 3,654.00	$ 4,200.00	$ 4,200.00
11-4624 Fire Alarm System	$ 5,060.00	$ 3,500.00	$ 1,664.00	$ 3,000.00	$ 3,000.00
11-4625 Telephone System	$ 1,000.00	$ 750.00		$ 250.00	$ 250.00
11-4629 Misc. Repairs and Inspections	$ 1,500.00	$ 1,500.00	$ 800.00	$ 850.00	$ 850.00
Total 11-4620 Equipment Maintenance and Repair	**$ 38,450.00**	**$ 28,750.00**	**$ 22,187.00**	**$ 25,300.00**	**$ 25,300.00**
UTILITIES					
11-4631 Natural Gas	$ 6,000.00	$ 8,000.00	$ 8,206.00	$ 10,000.00	$ 10,000.00
11-4632 Water	$ 1,800.00	$ 1,600.00	$ 1,482.00	$ 2,000.00	$ 2,000.00
11-4633 Sewer	$ 600.00	$ 600.00	$ 370.00	$ 500.00	$ 500.00
11-4634 Disposal	$ 200.00	$ 200.00		$ 75.00	$ 75.00
11-4635 Telephone and Broadband	$ 10,000.00	$ 8,000.00	$ 6,489.00	$ 9,000.00	$ 9,000.00
Total 11-4630 Utilities	**$ 18,600.00**	**$ 18,400.00**	**$ 16,547.00**	**$ 21,575.00**	**$ 21,575.00**
TECHNOLOGY SERVICES					

WESTMONT PUBLIC LIBRARY FY16 DRAFT BUDGET

EXPENDITURES	FY14 budget	FY15 budget	FY15 through March 2015	FY16 budget proposed version 1	FY16 budget proposed version 2
11-4657 Grant Automation	$ 17,168.00	$ 20,000.00	$ 18,053.00	$ 6,356.00	$ 6,356.00
11-4656 Automation Consulting	$ 9,000.00	$ 4,000.00			
11-4652 SWAN Maintenance	$ 30,000.00	$ 30,000.00	$ 23,152.00	$ 27,400.00	$ 27,400.00
11-4655 Technology	$ 12,000.00	$ 33,500.00	$ 31,152.00	$ 10,000.00	$ 10,000.00
11-4658 Software	$ 9,700.00	$ 5,918.00	$ 1,178.00	$ 1,500.00	$ 1,500.00
Total 11-4650 Automation Services	**$ 77,868.00**	**$ 93,418.00**	**$ 73,535.00**	**$ 45,256.00**	**$ 45,256.00**
FURNITURE AND EQUIPMENT					
11-4701 Furniture and Equipment	$ 4,500.00	$ 6,000.00	$ 5,959.00	$ 3,000.00	$ 3,000.00
11-4727 Photocopier and Printing	$ 18,350.00	$ 17,000.00	$ 16,315.00	$ 18,000.00	$ 18,000.00
Total 11-4700 Furniture and Equipment	**$ 22,850.00**	**$ 23,000.00**	**$ 22,274.00**	**$ 21,000.00**	**$ 21,000.00**
PROFESSIONAL SERVICES					
11-4812 Consulting	$ 4,000.00	$ 4,000.00	$ 2,850.00	$ 2,000.00	$ 2,000.00
11-4813 Strategic Planning		$ -		$ 200.00	$ 200.00
11-4811 Legal Services	$ 5,000.00	$ 10,000.00	$ 2,668.00	$ 5,000.00	$ 5,000.00
11-4814 Accounting/Auditing Service	$ 8,875.00	$ 9,000.00	$ 7,625.00	$ 10,000.00	$ 10,000.00
11-4818 Collection Agency Service	$ 700.00	$ 700.00	$ 414.00	$ 500.00	$ 500.00
11-4819 Industrial Appraisal	$ 450.00	$ 450.00	$ 155.00	$ 200.00	$ 200.00
Total 11-4800 Professional Services	**$ 19,900.00**	**$ 24,850.00**	**$ 13,712.00**	**$ 17,900.00**	**$ 17,900.00**
INSURANCE					
11-4823 Treasurer's Bond	$ 900.00	$ 900.00	$ 763.00	$ 770.00	$ 770.00
11-4822 Errors and Omissions	$ 1,000.00	$ 1,000.00	$ 1,371.00	$ 1,400.00	$ 1,400.00
11-4821 Building Insurance	$ 15,000.00	$ 14,000.00	$ 13,854.00	$ 14,200.00	$ 14,200.00
Total 11-4820 Insurance	**$ 16,900.00**	**$ 15,900.00**	**$ 15,988.00**	**$ 16,370.00**	**$ 16,370.00**
MISCELLANEOUS EXPENSE					
11-4950 Bank Fees	$ 400.00	$ 400.00	$ -	$ -	$ -
11-4960 Contingency	$ 1,204.00	$ 500.00	$ -	$ -	$ -
LOAN PAYMENT					$ 84,000.00
11-9999 Transfer to Special Reserves Fund	$ 100,000.00	$ 20,000.00	$ -	$ 20,000.00	$ 101,000.00
Total 11-4900 Miscellaneous Expense Other	**$ 101,604.00**	**$ 20,900.00**	**$ -**	**$ 20,000.00**	**$ 185,000.00**
TOTAL	**$ 1,813,497.00**	**$ 1,870,315.00**	**$ 1,430,435.00**	**$ 1,926,326.39**	**$ 1,926,326.39**
		TOTAL FY14 PER CAPITA		$ 20,751.64	$ 20,751.64
		TOTAL FY15 PER CAPITA		$ 30,856.25	$ 30,856.25
		TOTAL GRANT OTHER		$ 27,500.00	$ 27,500.00
		TOTAL MAIN FLOOR RENOVATION		$ 165,000.00	$ -
		TOTAL ROOF LOAN		$ -	$ 84,000.00
		TOTAL SPECIAL RESERVES		$ 20,000.00	$ 101,000.00

EXECUTIVE SESSION MINUTES

07.08.2003
08.12.2003
09.09.2003
03.09.2004
06.08.2004
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09.13.2005
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08.21.2007
11.27.2007
09.15.2008
10.14.2008
10.20.2009
06.06.2011
06.11.2011
07.19.2011
10.18.2011
12.20.2011
06.19.2012
10.16.2012
01.15.2013
06.18.2013
07.16.2013