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, May 19, 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) Swearing-in of new trustees

5) Roll Call

6) Election of new officers

7) Approval of Consent Agenda

   a. Minutes of the regular board meeting: April 21, 2015
   b. Communications log: May, 2015
   c. Librarian's report: May, 2015

8) Open Forum

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

9) Additions & Deletions

10) Treasurers Report

11) Bills and Salaries

12) Unfinished Business

13) New Business

   a. Resolution to approve regular board meeting dates for FY16

b. Resolution to approve Bylaws of the Westmont Public Library Board of Trustees
c. Election of trustee committee assignments
d. Resolution to approve FY16 Appropriation
e. Resolution to approve Intergovernmental Agreement with the Village of Westmont regarding electronic signs
f. Resolution to approve the transfer $30,856.25 from general fund to non-interest bearing account for FY15 Per Capita Grant

14) Executive Session

15) Resume Open Session

16) Final action on Executive Session Discussion

17) 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
APRIL 21, 2015

MINUTES

The meeting was called to order at 7:04 p.m. by Board President Amy Porter on Tuesday, April 21, 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, Alia Hussain, Amy Prechel, Lynn Thomas and Westmont residents Annie Delano, Mark O. Stern and Katie Volmer.

Pledge of Allegiance

Consent Agenda

Minutes of the Regular Board Meeting: March 24, 2015
Communications Log: April 2015
Librarian's Report: April 2015

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

Open Forum:

a. **Public – Katie Volmer –** Goodbye and good luck to Lynn Thomas.

b. **Staff – Kate Buckson –** Thank you to Lynn Thomas, Alia Hussain and trustees Gorman and Porter. Appreciate your support over the years.

   Alia Hussain – Thanked everyone for the opportunity to work at the library.

   Lynn Thomas – Thanked everyone for the opportunity to work at the library.

   Amy Prechel – Demonstrated the new Enterprise software. Exciting new on-line catalog.

   (Spencer Parker, Village Finance Director arrived at 7:24 p.m.)

c. **Trustees – Carmichael –** Rotary reverse raffle tomorrow night. Doug has a free concert on Sunday, April 26. Congratulations to Mark and Annie.

   Stern & Martens – We will miss everybody who's leaving the Board and staff.

Porter – Thanks everyone it's been an honor serving on the Board.

Fichtel – Best wishes to everyone. New system is up. New website is awesome. Self check machines will be downstairs next week.

d. **Director – Coen** – Very busy month! We have nearly finished tagging the collection. Self check units and security gates were installed today and will Go-live on Monday, April 27. New ILS in the system. SWAN has really been helpful. Check out our new website and beautiful new reference desk. Granite top was donated by RID Stone. Thank you for the beautiful flowers. Finance committee meeting in late May or early June to discuss the Capital Outlay Plan and Cash Flow Analysis. Planning and zoning meeting a couple of weeks ago to ask the Village for a variance for our digital signage; size of content and turn off time. Will attend a Village board meeting on April 30 to present to the Village Board. Coen thanked Lynn Thomas and Alia Hussain for their years of service and excellent customer service. Coen also recognized Chris Gorman and Amy Porter for their dedication and years of service.

Additions and Deletions:

ENERAL 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					

Martens moved to include additional invoices with Bills and Salaries, Stern 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, O'Conner 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:

None:

New Business:

Discussion and announcement of Bylaws revisions:

Fichtel reported the policy committee discussed the Bylaws and said the suggested changes were written in red. Under Special Meetings the Secretary currently had the option to call special meetings. Coen to investigate and report back as to whether or not it had to legally be part of the bylaws.

Discussion and resolution to approve Borrower Registration Policy:

The only change was made to proof of residency with regard to renters and non-residents. Committee recommended that the board approve the Borrower Registration policy as amended.

Stern moved to approve the Borrower Registration Policy as amended, Carmichael seconded.

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

Discussion and resolution to approve Interlibrary Loan Service Policy:

Martens moved to approve the Interlibrary Loan Service Policy as amended, Stern seconded.

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

Discussion and resolution to approve Reference Service Policy:

Committee recommended that the board approve the Reference Service policy as amended.

Stern moved to approve the Reference Service Policy as amended, Carmichael seconded.

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

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

Gorman moved to approve the Ordinance authorizing non-resident cards for FY16.

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

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

Gorman moved to approve the Schedule of Fines and Fees for FY16 as presented, Martens seconded.

Coen recommended the board increase the cut off limit from $5 to $10.

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

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

Gorman moved to approve library insurance for a cost not to exceed $16,500, Stern seconded.

Coen recommended continuing to do business with our current agent, Myers-Briggs and Co. Inc.

(Prechel departed at 7:58 pm).

Porter suggested that Coen request a discount.

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

Discussion and resolution to approve FY16 budget:

Fichtel moved to approve the FY16 budget, Stern seconded.

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

Porter recommended working with money from the budget to start some redesign projects and re-address once the new board was installed. Coen recommended version 1.

Fichtel moved to amend the original motion to approve the FY16 budget in proposed version 1, Stern seconded.

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

Martens moved to approve the FY16 budget as amended, Gorman seconded.

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

Discussion and resolution to destroy executive session recordings from July 7, 2003 through July 16, 2013:

Stern moved to approve the destruction of executive session recordings from July 7-July 16 2013, Martens seconded.

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

Executive Session

Resume Open Session

Adjournment

Gorman moved to adjourn at 8:47 p.m., Carmichael 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: MAY 20, 2015

Email: 05.04.2015	Coen to Board – Staff update

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LIBRARIAN'S REPORT May 2015

The Westmont Public Library will offer our annual fine forgiveness program, Food4Fines, during open hours June 7-13. Westmont library cardholders with overdue fines may exchange one box or can of non-perishable food for $1 worth of fines, up to $20 total. All donations will be given to the People's Resource Center Food Pantry in Westmont.

THE NUMBERS FOR APRIL 2015

CHECK-OUTS

Physical checkouts
April 2015: 24,322
April 2014: 17,445
39.5% increase in 2015

Digital checkouts
April 2015: 1,407
April 2014: 1,208
16.5 % increase in 2015

Total Checkout
April 2015: 25,729
April 2014: 18,653
37.9% increase in 2015

WEBSITE VISITS

Homepage visits:
April 2015: 5,062
April 2014: 4,387
15.4% increase in 2015

Digital Branch
April 2015: 694
April 2014: NA

In the Spotlight
April 2015: 60
April 2014: 200
70% decrease in 2015

VISITORS

Program attendance:
April 2015: 1,515
April 2014: 1,646
7.9% decrease in 2015

Social Media
April 2015: 1,260
April 2014: 957
31.7% more followers in 2015

Visitor count:
April 2015: 22,023
April 2014: we didn't start until June 2014

STRATEGIC PRIORITIES

Stimulating the Imagination

On June 6 we will kick off our annual 10 week reading program. This year's theme is *Invent Your Summer*! Youth participants will receive an activity booklet that will encourage them to read, learn, explore, and grow all summer long. Teens and adults will track reading via an online log. To encourage enrollment and participation, we will kick off the program with a carnival on June 6 at the library from 1-4pm. Attractions include character visits, games, face painting, food, and more.

Satisfying Curiosity

Look for our librarians out and about every Thursday at the Westmont Street Fair from June-August. Between the hours of 6 - 8pm, we will be at the fair to promote services, resources, and the summer reading program. In addition, we will provide attendees with a craft or activity.

Encouraging Early Literacy

Using early literacy grant money we received from the Secretary of State, staff have plans to revamp the storytime room into an interactive play center. The addition of manipulative toys and interactive tools will encourage the development of

problem solving skills, verbal communication skills, and small muscle development during play. Grant money will be obligated by June 30 and expended by August 15 as required by Per Capita Grant guidelines.

Engaging Technology

Self check is live, RFID has been turned on, and the security gates are working. Once we have more data I will report on the usage of self-check. Shelving for our holds (materials that patrons request from other libraries) will be moved into the lobby in the coming month. We anticipate this will increase the use of self-check. At the moment, patrons still have to go to the front desk for their hold items.

THE STAFF

Anna Behm, Adult Services Coordinator, will be leaving WPL on May 27 for another job. We have posted the job ad for Head of Adult Services, which will be open until May 27.

Interviews have begun for Head of Youth Services and the vacant Public Services Associate position. We anticipate they will be filled by mid-June.

I have worked 3 hours at our three service desks this past month. We will be short staffed due to recent vacancies so I will be working extra hours on the desk in the coming weeks – this will make up for the fourth hour.

We will be closed on May 15 for our annual staff in-service. Staff will be engaged in customer service training, communication and active listening exercises, department meetings, CPR training, Summer Reading preparations, and work on other projects.

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 met again on April 6 to discuss our progress and follow up steps. We had our third and final meeting on April 28. Dan has all the data and will be submitting a report shortly. We will discuss this report at our next finance committee meeting.

Facility issues that were addressed this past month

- The entryway to the storytime room was fixed and squared off due to a crack in the rounded wall
- Arco Plumbing summarized our sillcocks and ran a water line to the new coffee machine
- Repaired the timer for parking lot lights, which was not working
- Removed display cases from lobby to make room for holds shelving
- Norcomm fixed the radio equipment that was malfunctioning and not sending signals to fire dispatch as was

Upcoming facility issues that will be addressed

On May 15 (during our in service):

- The storytime room will be repainted as well as a wall in the youth department and the top of the stairway
- RID Stone will seal our granite at our service desks and install grommets
- Westside Mechanical will repair a leaking HVAC pipe above the lobby
- Staff will be doing a slight shift of youth collections to give the J fiction collection more room to grow

SWAN

SWAN is still working out some kinks from the migration. As was anticipated, we are encountering issues that require SWAN's attention to fix. SWAN staff have been very responsive and we appreciate their hard work these past months. Overall, staff are relieved to have the migration over so we can move onto other projects to improve service.

OUTREACH

We have begun planning for our Taste of Westmont booth attraction this year. The Taste is July 10-13 and staff will be working the booth and providing a fun activity for those who stop by our booth.

Outreach events this past month

- On April 23 **South School** hosted **Parent Night** at WPL for 26 attendees. Staff provided a tour, demo and library card registration.
- On April 25 staff attended **YMCA's Healthy Kids Day** where 194 people stopped by our booth to learn about our summer reading, programs, and services.
- On April 27 **Miller School** brought 38 students to WPL for Spanish storytime.
- On May 5 **El Sierra School** (Downers Grove) hosted **Family Night** at WPL for 21 attendees. Staff provided a tour, storytime for children, and library card registration.

Upcoming outreach events

- On May 14 **Maerker** will host ELL Night at WPL
- On May 20 **Manning School** will have Family Read Night at WPL
- Throughout May, staff will be visiting Westmont schools to promote our summer read program

THE BOARD

We planned for a finance committee meeting in late May/early June. I still don't have the definitive date for the completion of the capital outlay plan. I will be out of town at Statewide Public Library Management Institute from May 31-June 5. Therefore, I recommend we meet before our regular board meeting on June 16. Discussion will include the capital outlay plan and cash flow analysis.

Included on the agenda for June will be the IPLAR (Illinois Public Library Annual Report) as mandated by Illinois law. We will also be approving the roof loan payment due in the beginning of July.

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
Director

5/18/15
Date

Kate Buckson
Assistant Director

5/18/15
Date

ADDENDUM TO BILLS PRESENTED ON MAY 19, 2015

GENERAL ACCOUNT / CLARENDON HILLS BANK A/C #8590					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	AMOUNT
A. PANZICA ENTERPRISE LTD		INVOICE 629	ELECTRICAL SUPPLIES & LABOR	11.4611	$708.00
AMAZON		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$1,561.20
AMERICAN BUTTON MACHINES		INVOICE 104676	BUTTON SET	11.4501	$71.93
BAKER & TAYLOR		INVOICE 2030577977	YOUTH AV	11.4221	$128.19
BAKER & TAYLOR		INVOICE 2030577977	VAS PROCESSING	11.4416	$13.10
BAKER & TAYLOR		INVOICE 2030599494	ADULT BOOKS	11.4211	$212.30
FIRST BANKCARD (WINTRUST)		INVOICE 2030599494	VAS PROCESSING	11.4416	$14.95
GALE/CENGAGE LEARNING		MISCELLANEOUS INVOICES	SEE ATTACHED	00.0000	$823.22
GALE/CENGAGE LEARNING		INVOICE 54919520	ADULT BOOKS	11.4211	$23.39
GALE/CENGAGE LEARNING		INVOICE 54986327	ADULT BOOKS	11.4211	$19.46
GALE/CENGAGE LEARNING		INVOICE 55089375	ADULT BOOKS	11.4211	$94.21
J. FLEMING'S ABSOLUTELY DELICIOUS		INVOICE 54869420	ADULT BOOKS	11.4211	$29.51
LIBRARY FURNITURE INTERNATIONAL		INVOICE 05142015 - LUNCH X 26	ANNUAL STAFF IN-SERVICE DAY	11.4131	$313.00
NICOR GAS		INVOICE 4807 - GRANT	ACRYLIC SIGNAGE FOR Y.S.	11.4508	$4,404.00
PETTY CASH		INVOICE 798489- APR15-MAY15	NATURAL GAS	11.4631	$413.22
PITNEY BOWES PURCHASE POWER		INVOICE 05192015 - REPLENISH	SEE ATTACHED	00.0000	$217.66
RECORDED BOOKS		INVOICE 48496830 - APRIL	POSTAGE	11.4727	$150.00
RIVISTAS LLC		INVOICE 75131945	ADULT AV	11.4213	$87.20
RIVISTAS LLC		INVOICE 2248 - RENEWALS	ADULT PERIODICALS	11.4214	$5,143.34
SWAN		INVOICE 2248 - RENEWALS	YOUTH PERIODICALS	11.4224	$239.62
STIEGEMEYER, JULIE		INVOICE 4491 - LOST MATERIALS	RBP/ILL REPLACEMENTS	11.4232	$433.79
UNIQUE MANAGEMENT		INVOICE 05132015-KB	CREATIVE WRITING PROGRAM	11.4501	$200.00
VILLAGE OF WESTMONT		INVOICE 305903 - PLACEMENTS	COLLECTION SERVICES	11.4818	$8.95
VILLAGE OF WESTMONT		INVOICE 78161	COBRA INSURANCE - MARCH	11.2117	$810.77
WESTMONT CHAMBER OF COMMERCE		INVOICE 78212	COBRA INSURANCE - MAY	11.2117	$810.77
WESTMONT PUBLIC LIBRARY		INVOICE 548	MONTHLY PROGRAM PARTICIPATION	11.4551	$39.00
3M - CHICAGO		INVOICE 05192015 - REPLENISH	LIBRARIAN'S CHECKING ACCOUNT	00.0000	$0.00
		INVOICE UM27480	EBOOK CONTENT	11.4211	$3,529.04
				TOTAL	$20,499.82
SPECIAL RESERVES / ILLINOIS FUNDS A/C #1589					
RECIPIENT		MEMORANDUM	NOTE	WPL CODE	
				TOTAL	$0.00
TOTAL TO BE ADDED TO THE BILLS PRRSENTED ON MAY 19, 2015 $20,499.82					

AMAZON INVOICES TO PAID ON MAY 19, 2015

DATE OF ORDER	INVOICE NUMBER		AMOUNT	WPL CODE		NOTES
05.01.2015	13353237		$9.97	11.4415		LYSOL DISINFECTING WIPES 3 PACK
05.01.2015	O6751671		$30.99	11.4415		KLEEN SCREEN - MENS BATHROOM 12 PACK
05.01.2015	O5353886		$34.02	11.4415		KLEENEX TISSUES 18 PACK
04.29.2015	21160244		$9.44	11.4505		COUNTRY TIME LEMONADE - PROGRAMS/TOURS
04.29.2015	21160263		$170.99	11.4611		F28T5 4FT LIGHTBULBS 40 PACK
04.28.2015	O1667858		$15.98	11.4655		AMAZON BASICS APPLE CERTIFIED 3
04.27.2015	20645978		$40.69	11.4213		TROPICO 5 (PS4) PLAYSTATION
04.27.2015	13561043		$1,198.00	11.4655		LENOVO FLEX 2 14 INCH TOUCHSCREEN X 2
03.09.2015	O2405956		$14.32	11.4416		BUSINESS SOURCE LABELS
02.20.2015	14067693		$20.80	11.4223		YOUTH AV
02.20.2015	14067009		$9.99	11.4223		YOUTH AV
02.19.2015	14067481		$6.01	11.4223		YOUTH AV
	TOTAL		$1,561.20			
TOTAL TO BE PAID TO AMAZON ON MAY 19, 2015: $1,561.20						

FIRST BANKCARD (WINTRUST), TO BE PAID ON MAY 19, 2015

DATE OF ORD	REQUESTED B	VENDOR	DETAILS	AMOUNT	WPL CODE	NOTE
04.14.2015	T. BARRY	NANCY'S PIZZA	PIZZA FOR POST TAGGING PARTY - STAFF APPRECIATION	$123.02	11.4125	LUNCH & DINNER
04.15.2015	K. BUCKSON	PAPA PASSERO'S	PIZZA FOR POST TAGGING PARTY - STAFF APPRECIATION	$114.02	11.4125	LUNCH & DINNER
04.15.2015	K. BUCKSON	PAPA PASSERO'S	PIZZA FOR POST TAGGING PARTY - STAFF APPRECIATION	$38.34	11.4125	LUNCH & DINNER
04.27.2015	J. COEN	COMCAST CHICAGO	DSL FOR LIBRARY - AUTO PAY FOR APRIL 2015	$127.85	11.4635	DSL
04.29.2015	A. PRECHEL	TECHSOUP	SOFTWARE FOR PUBLIC COMPUTUERS X 15	$120.00	11.4658	WINDOWS PRO
04.30.2015	A. PRECHEL	MICRO CENTER	DELL COMPUTER REPLACEMENT FOR YOUTH SERVICES	$299.99	11.4655	COMPUTER
			SUBTOTAL	$823.22		
		INTEREST		$0.00	11.4950	
		LATE FEE		$0.00	11.4950	
			TOTAL	$823.22		

TOTAL TO BE PAID TO FIRST BANKCARD (WINTRUST) ON MAY 19, 2015 - $823.22

PETTY CASH ACCOUNT DETAIL - CASH IN-HOUSE

CASH POUCH REGISTER FOR PERIOD - APRIL 17- APRIL 30, 2015

DATE	CASH ISSUED TO:	DESCRIPTION OF ITEMS	WPL CODE	DEPOSIT	AMOUNT PAID OUT	BALANCE
04.22.2015	T. BARRY					
04.21.2015	C. HIGGINS	SUPPLIES FOR ELEMENTARY SCHOOL TOUR		$445.46		$500.00
04.23.2015	D. HINRICHS	BALLOON BOUQUET FOR SELF-CHECK LAUNCH	11.4501		-$11.46	$488.54
04.27.2015	D. HINRICHS	COOKIES FOR SELF-CHECK LAUNCH	11.4501		-$9.91	$478.63
04.30.2015	K. BUCKSON	TRAVEL TO SCHAUMBURG FOR TRAINING	11.4501		-$47.94	$430.69
04.30.2015	K. BUCKSON	PIES FOR TRUSTEE EXIT - BOARD MEETING	11.4134		-$50.00	$380.69
04.30.2015	K. BUCKSON	DONUTS - STAFF APPRECIATION RFID & SELF CHECK	11.4135		-$52.44	$328.25
04.30.2015	K. BUCKSON	TJ MAX - MUGS & TREATS - VOLUNTEER APPRECIATION	11.4125		-$20.85	$307.40
			11.4125		-$25.06	$282.34
						$282.34
			TOTAL SPENT		-$217.66	$282.34

REQUEST TO PAY "PETTY CASH" THE AMOUNT OF : $217.66 TO REPLENISH IN-HOUSE FUNDS ON MAY 19, 2015

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

SIGN OFF ON BALANCE: Theresa Host Barry

THERESA BARRY, ADMINISTRATIVE ASSISTANT

KATE BUCKSON, ASSISTANT DIRECTOR

Westmont Public Library
FY15 Bills Presented for Payment Addendum
As of May 19, 2015

Type	Num	Memo	Account	Amount
Amazon.com				
Bill	01667858	Inv #01667858	11-4655 · Technology	-15.98
Bill	13561043	Inv #13561043	11-4655 · Technology	-1,198.00
Bill	02405956	Inv #02405956	11-4416 · Processing Supplies	-14.32
Total Amazon.com				-1,228.30
CENGAGE Learning				
Bill	54919520	Inv #54919520	11-4211 · Books	-23.39
Bill	54986327	Inv #54986327	11-4211 · Books	-19.46
Bill	54869420	Inv #54869420	11-4211 · Books	-29.51
Total CENGAGE Learning				-72.36
Petty Cash				
Bill	04302015	Inv #04302015 supplies for elementary school tour	11-4501 · Programs	-11.46
Bill	04302015	Inv #04302015 supplies for self check launch	11-4501 · Programs	-9.91
Bill	04302015	Inv #04302015 refreshments for self check launch	11-4501 · Programs	-47.94
Bill	04302015	Inv #04302015 travel for training	11-4134 · Travel	-50.00
Bill	04302015	Inv #04302015 refreshments for trustee exit board meeting	11-4135 · Board Expense	-52.44
Bill	04302015	Inv #04302015 refreshments staff appreciation	11-4125 · Staff Appreciation	-20.85
Bill	04302015	Inv #04302015 supplies, volunteer appreciation	11-4125 · Staff Appreciation	-25.06
Total Petty Cash				-217.66
Pitney Bowes				
Bill	9932-0515	Inv #9932-0515	11-4451 · Postage	-150.00
Total Pitney Bowes				-150.00
SWAN				
Bill	4491	Inv #4491	11-4232 · RBP/III Replacements	-433.79
Total SWAN				-433.79
Unique Management Services, Inc.				
Bill	305903	Inv #305903	11-4818 · Collection Agency Services	-8.95
Total Unique Management Services, Inc.				-8.95
VILLAGE OF WESTMONT				
Bill	78161	Inv #78161	11-2117 · COBRA Liability	-810.77
Total VILLAGE OF WESTMONT				-810.77
Westmont Chamber of Commerce				
Bill	548	Inv #548	11-4551 · Public Communication	-39.00
Total Westmont Chamber of Commerce				-39.00

Westmont Public Library
FY15 Bills Presented for Payment Addendum
As of May 19, 2015

Type	Num	Memo	Account	Amount
Wintrust Mastercard				
Bill	April 2015	Inv #April 2015 staff appreciation meals	11-4125 · Staff Appreciation	-123.02
Bill	April 2015	Inv #April 2015 staff appreciation meals	11-4125 · Staff Appreciation	-114.02
Bill	April 2015	Inv #April 2015 staff appreciation meals	11-4125 · Staff Appreciation	-38.34
Bill	April 2015	Inv #April 2015 DSL monthly invoice	11-4635 · Telephone & Broadband	-127.85
Bill	April 2015	Inv #April 2015 software for public computers	11-4658 · Software	-120.00
Bill	April 2015	Inv #April 2015 computer replacement youth services	11-4655 · Technology	-299.99
Total Wintrust Mastercard				-823.22
TOTAL				**-3,784.05**

Westmont Public Library
FY16 Bills Presented for Payment Addendum
As of May 19, 2015

Type	Num	Split	Amount
3M - Chicago			
Bill	UM27480	11-4211 · Books	3,529.04
Total 3M - Chicago			3,529.04
A. Panzica Enterpirse, LTD.			
Bill	629	11-4611 · General Maintenance & Repair	708.00
Total A. Panzica Enterpirse, LTD.			708.00
Absolutely Delicious			
Bill	05152015	11-4131 · Conferences & Training	313.00
Total Absolutely Delicious			313.00
Amazon.com			
Bill	13353237	11-4415 · Custodial Supplies	9.97
Bill	06751671	11-4415 · Custodial Supplies	30.99
Bill	05353886	11-4415 · Custodial Supplies	34.02
Bill	21160244	11-4505 · Program Expenses Other	9.44
Bill	21160263	11-4611 · General Maintenance & Repair	170.99
Bill	20645978	11-4213 · AV	40.69
Bill	14067693	11-4223 · AV	20.80
Bill	14067009	11-4223 · AV	9.99
Bill	14067481	11-4223 · AV	6.01
Total Amazon.com			332.90
American Button Machines			
Bill	104676	11-4501 · Programs	71.93
Total American Button Machines			71.93
Baker & Taylor-Mystery (L425445)			
Bill	2030577977	11-4221 · Books	128.19
Bill	2030577977	11-4416 · Processing Supplies	13.10
Total Baker & Taylor-Mystery (L425445)			141.29
Baker & Taylor - Processing (L425444)			
Bill	2030599494	11-4211 · Books	212.30
Bill	2030599494	11-4416 · Processing Supplies	14.95
Total Baker & Taylor - Processing (L425444)			227.25
CENGAGE Learning			
Bill	55089375	11-4211 · Books	94.21
Total CENGAGE Learning			94.21
Julie Stiegemeyer			
Bill	05132015	11-4501 · Programs	200.00
Total Julie Stiegemeyer			200.00

Westmont Public Library
FY16 Bills Presented for Payment Addendum
As of May 19, 2015

Type	Num	Split	Amount
Library Furniture International			
Bill	4807	11-4508 · Grant - Program Expenses	4,404.00
Total Library Furniture International			4,404.00
Nicor Gas			
Bill	79848900001 0515	11-4631 · Natural Gas	413.22
Total Nicor Gas			413.22
Recorded Books, Inc			
Bill	75131945	11-4213 · AV	87.20
Total Recorded Books, Inc			87.20
Rivistas Subscription Services LLC			
Bill	4068	11-4214 · Periodicals	5,143.34
Bill	4068	11-4224 · Periodicals	239.62
Total Rivistas Subscription Services LLC			5,382.96
VILLAGE OF WESTMONT			
Bill	78212	11-2117 · COBRA Liability	810.77
Total VILLAGE OF WESTMONT			810.77
TOTAL			**16,715.77**

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 April 2015

What follows are clarifying details on the Balance Sheet and Profit and Loss Statement. The reports do include expenses on the Bills Presented list in this board packet. These are not final totals; the accounts will have additional expenses including items on the addendum and items paid at future meetings for product or services within FY15. Several accrual adjustments will be entered over the next several months, and then finalized after the audit.

THE BALANCE SHEET

Balances

- We currently have an unrestricted balance of $748,156 listed in the Equity section of the Balance Sheet. This is about $187,000 over our target balance. However, because expenditures will increase, this surplus over our target will decrease. The anticipated final balance above the target will be between $100,000 and $150,000. If this is the amount that is transferred to Special Reserves, the equity in Special Reserves would be between $436,000 and $486,000.

- In the Equity section, you will see that the amount restricted for Grants is $68,353. This is an increase from last month because we received just over $30,000 for the programming grant.

- The special reserve fund balance is approximately $336,233, which is in excess of our $150,000 minimum balance requirement.

THE PROFIT AND LOSS STATEMENT

The Operating Fund did very well compared to budget figures. The net income in this fund is $242,532 better than expected, with expenses being 13% under budget.

1. The salary and benefit line does not yet include accruals from the 1st payroll in May. It is anticipated that this will increase salaries by about $28,000. Salaries are projecting at about $828,000, about $81,000 under budget.

2. The materials budgets are currently a little under budget (within 10%), but as additional expenses are accrued, these will get closer to budget. In contrast, two years ago expenses for material were under budget by 25%.

3. Budget lines that went over this year: Document Delivery ($5), Office Supplies (this will be adjusted to $10 over due to a credit), Programs ($10), Marketing and Advertising ($10), HVAC ($158 due to unexpected repairs), Natural Gas and Water ($1,257).

4. At the bottom of the Operating Fund Section (11-9999) and the top of the Special Reserve Fund (70-3999), you will see that the $20,000 designated for Special Reserves has not currently been processed. Since we anticipate a larger surplus than $20,000 we will do the transfer when we have firmer numbers.

5. You will also notice that Fund 12, our Entity Wide Conversion Fund does not yet have figures for this fiscal year. These figures will be compiled over the next few months.

   A note from Spencer on Fund 12

   Fund 12 is what is called the Entity-Wide conversion fund. It is used once a year to prepare a schedule in the annual financial report. Governments have historically done accounting a little differently from businesses. They focus on current year revenues and expenditures (because that's what determines how much you need to tax each year), while businesses focus on overall economic viability. A few years ago governments were mandated to present their financial information both as governments (by individual fund) and as businesses (from an entity-wide perspective). Funds 11 and Fund 70 present the information from the historic government perspective. Fund 12, when added to Funds 11 and Fund 70, will present the financial information in a way that allows people to see the entire entity of the Library more like a business. These entries are done at the end of the year, and are made in conjunction with the audit. Over the next few months we will be making some of these entries, but final entries will be made once the audit is completed.

Westmont Public Library
Balance Sheet
As of April 30, 2015

	April 30, 2015
ASSETS	
Current Assets	
Checking/Savings	
11-1100 · Checking & Investments	
11-1105 · Illinois Funds - General	719,843
11-1107 · CHB - General	
70-1107 · CHB - General (Reserves)	3,074
11-1107 · CHB - General - Other	50,544
Total 11-1107 · CHB - General	53,619
11-1108 · CHB - Librarian	410
11-1125 · CHB - Non-Interest Bearing	
70-1125 · CHB Non-Interest Bearing	104
11-1125 · CHB - Non-Interest Bearing - Other	48,484
Total 11-1125 · CHB - Non-Interest Bearing	48,588.30
Total 11-1100 · Checking & Investments	822,460
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	333,055
Total 70-1100 · Checking & Investment	333,055
Total Checking/Savings	1,156,270
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	
11-1400 · Prepaid Expense	8,546
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	1,744,228
Total Current Assets	2,900,604

Westmont Public Library
Balance Sheet
As of April 30, 2015

	April 30, 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	5,994,351
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11-2000 · Accounts Payable	10,284
Other Current Liabilities	
11-2117 · COBRA Liability	1,622
11-2200 · Deferred Revenue	
11-2220 · Property Tax	1,735,682
11-2200 · Deferred Revenue - Other	275
Total 11-2200 · Deferred Revenue	1,735,957
Total Other Current Liabilities	1,737,578
Total Current Liabilities	1,747,862
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	1,994,250

Westmont Public Library
Balance Sheet
As of April 30, 2015

	April 30, 2015
Equity	
11-3200 · Unrestricted Net Assets	505,624
11-3252 · Restricted - Per Capita Grant	68,353
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	89,819
Total Equity	4,000,102
TOTAL LIABILITIES & EQUITY	5,994,351
Operating Fund (11) Unrestricted	**748,156**
Target is 30% of Expenses ($561,095) at year end	
Operating Fund (11) Restricted for Grants	**68,353**
No Target - Use Grants during year	
Special Reserves Fund (70) - Restricted	**336,233**
Target is $150,000	
Entity Wide Conversion	**2,847,359**
No Target - Used for Audit conversion	
TOTAL EQUITY	4,000,102

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
OPERATING FUND (11)							
Income							
11-3695 · Programming Revenues	-	310	-	517	500	17	103%
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	9	222	16	165	500	(335)	33%
11-3304 · Interest-Clarendon Hills Bank	9	87	4	56	75	(19)	75%
11-3310 · Interest-Property Tax	-	46	-	32	50	(18)	64%
Total 11-3300 · Interest Incomes	18	355	20	254	625	(371)	41%
11-3650 · Fines & Fee Income	1,203	24,026	948	22,740	28,000	(5,260)	81%
11-3660 · Photocopying Income	845	9,742	852	10,350	10,000	350	103%
11-3670 · Lost & Paid Materials	80	2,967	56	2,484	3,000	(516)	83%
11-3680 · Non-Resident Fees	446	2,467	-	2,516	3,000	(484)	84%
11-3690 · Meeting Room Charges	90	485	-	450	500	(50)	90%
11-3700 · Memorials & Donations	135	3,795	25	352	4,000	(3,648)	9%
11-3770 · Impact Fees - New Development	-	1,172	-	1,003	1,500	(497)	67%
11-3800 · Cafe Income							
11-3801 · Staff Cafe Income	-	-	-	-	-	-	0%
11-3800 · Cafe Income - Other	132	1,620	124	1,444	1,700	(256)	85%
Total 11-3800 · Cafe Income	132	1,620	124	1,444	1,700	(256)	85%
11-3810 · Document Delivery	5	45	-	10	50	(40)	20%
11-3850 · Grant Revenue							
11-3852 · Per Capita Grant	30,856	56,224	30,856	30,856	52,127	(21,271)	59%
11-3859 · Other Grants	-	-	-	-	10,000	(10,000)	0%
Total 11-3850 · Grant Revenue	30,856	56,224	30,856	30,856	62,127	(31,271)	50%
11-3900 · Miscellaneous Revenue	(15,352)	2,311	427	3,289	2,000	1,289	164%
Total Income	18,458	1,812,659	33,309	1,823,276	1,870,315	(47,039)	97%

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
Expense							
11-6900 · Salaries & Wages	84,285	793,246	76,343	800,668	910,000	(109,332)	88% #1
11-4050 · Employee Benefits							
11-4051 · Medical/Dental Insurance	5,590	66,974	6,283	77,098	90,000	(12,902)	86%
11-4054 · Workers Comp Insurance	-	3,493	-	-	3,487	(3,487)	0%
11-4055 · Employer FICA/MED Contributions	6,365	58,676	5,757	60,197	66,000	(5,803)	91%
11-4058 · Unemployment Insurance	1,427	3,237	924	2,291	4,000	(1,709)	57%
11-4059 · Employer IMRF Contributions	8,104	79,173	10,875	84,308	91,500	(7,192)	92%
Total 11-4050 · Employee Benefits	21,486	211,554	23,839	223,894	254,987	(31,093)	88%
11-4100 · Board/Staff Development							
11-4125 · Staff Appreciation	612	2,029	(1)	1,652	2,100	(448)	79%
11-4131 · Conferences & Training	3,725	11,729	70	8,423	18,000	(9,577)	47%
11-4132 · Professional Memberships	182	2,832	-	2,331	2,800	(419)	85%
11-4134 · Travel							
11-4136 · Travel - Grant Events	-	101	-	-	-	-	0%
11-4134 · Travel - Other	563	1,443	-	1,201	1,500	(299)	80%
Total 11-4134 · Travel	563	1,545	-	1,201	1,500	(299)	80%
11-4135 · Board Expense	377	1,750	132	911	1,800	(889)	51%
Total 11-4100 · Board/Staff Development	5,459	19,935	201	14,567	26,200	(11,633)	56%
11-4210 · Adult Library Materials							
11-4218 · Grant - Adult Library Material	-	5,025	-	-	7,000	(7,000)	0%
11-4211 · Books	15,672	52,895	5,494	56,066	-	56,066	100%
11-4212 · Reference Books	561	5,844	-	2,578	-	2,578	100%
11-4213 · AV	18,373	56,510	6,942	68,846	-	68,846	100%
11-4214 · Periodicals	-	10,371	-	16,519	-	16,519	100%
11-4215 · Professional Publications	296	2,518	55	1,846	-	1,846	100%
11-4217 · Electronic Res.	4,515	33,699	-	22,013	-	22,013	100%
11-4210 · Adult Library Materials - Other	-	1,080	-	-	183,000	(183,000)	0%
Total 11-4210 · Adult Library Materials	39,416	167,943	12,491	167,869	190,000	(22,131)	88% #2

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
11-4220 · Youth Materials							
11-4228 · Grants - Youth Materials	-	6,500	593	3,912	5,856	(1,944)	67%
11-4221 · Books	6,368	28,165	3,255	36,629	-	36,629	100%
11-4223 · AV	4,278	11,354	4,337	15,397	-	15,397	100%
11-4224 · Periodicals	166	210	-	375	-	375	100%
11-4225 · Professional Publications	-	550	-	-	-	-	0%
11-4227 · Electronic Res.	1,690	11,119	-	7,481	-	7,481	100%
11-4229 · Kits	58	742	-	-	-	-	0%
11-4220 · Youth Materials - Other	-	-	-	-	60,500	(60,500)	0%
Total 11-4220 · Youth Materials	12,560	58,647	8,185	63,794	66,356	(2,562)	96% #2
11-4230 · Other Library Materials							
11-4232 · RBP/III Replacements	-	759	45	973	1,500	(527)	65%
11-4233 · Document Delivery	14	96	2	105	100	5	105% #3
Total 11-4230 · Other Library Materials	14	855	47	1,079	1,600	(521)	67%
11-4400 · Supplies							
11-4426 · VAS Processing	-	162	-	-	-	-	0%
11-4411 · Office Supplies	302	1,452	321	1,619	1,500	119	108% #3
11-4415 · Custodial Supplies	605	4,169	447	3,173	4,000	(827)	79%
11-4416 · Processing Supplies	917	6,544	3,006	13,466	14,183	(717)	95%
11-4417 · Cafe Supplies	279	1,851	100	1,139	1,500	(361)	76%
11-4425 · Patron Services	866	3,214	33	2,240	2,500	(260)	90%
11-4427 · Computer & Printer Supplies	433	8,185	1,247	5,191	8,000	(2,809)	65%
11-4451 · Postage	300	6,536	72	5,580	7,000	(1,420)	80%
Total 11-4400 · Supplies	3,702	32,113	5,225	32,409	38,683	(6,274)	84%
11-4500 · Program Expenses							
11-4505 · Program Expenses Other	609	9,543	419	9,490	9,500	(10)	100%
11-4508 · Grant - Program Expenses	(2,628)	-	-	3,423	23,000	(19,577)	15%
11-4501 · Programs	2,747	8,853	53	5,714	7,000	(1,286)	82%
Total 11-4500 · Program Expenses	728	18,397	472	18,627	39,500	(20,873)	47%

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
11-4550 · Marketing & Advertising							
11-4555 · Marketing & Advertising - Other	502	2,376	-	3,510	3,500	10	100% #3
11-4558 · Grant - Marketing & Advertising	3,571	7,813	-	3,155	6,271	(3,116)	50%
11-4551 · Public Communication	1,086	20,543	379	16,074	17,000	(926)	95%
Total 11-4550 · Marketing & Advertising	5,159	30,733	379	22,739	26,771	(4,032)	85%
11-4610 · Building & Grounds Maintenance							
11-4616 · Facility Improvements	-	-	-	-	-	-	0%
11-4611 · General Maintenance & Repair							
11-4613 · Building Maintenance	990	990	-	-	-	-	0%
11-4611 · General Maintenance & Repair - Other	(810)	30,691	9,974	28,913	43,000	(14,087)	67%
Total 11-4611 · General Maintenance & Repair	180	31,681	9,974	28,913	43,000	(14,087)	67%
11-4612 · Cleaning	(4,341)	19,452	-	16,044	26,000	(9,956)	62%
11-4615 · Grounds Maintenance	3,516	26,620	2,223	15,017	22,000	(6,983)	68%
Total 11-4610 · Building & Grounds Maintenance	(645)	77,752	12,197	59,974	91,000	(31,026)	66%
11-4620 · Equipment Maintenance & Repair							
11-4621 · HVAC	308	12,130	1,089	17,158	17,000	158	101% #3
11-4622 · Elevator	(8,072)	2,175	-	3,654	6,000	(2,346)	61%
11-4624 · Fire Alarm System	60	3,423	711	2,375	3,500	(1,125)	68%
11-4625 · Telephone System	-	24	-	-	750	(750)	0%
11-4629 · Misc. Repairs & Inspections	-	1,540	300	1,100	1,500	(400)	73%
11-4620 · Equipment Maintenance & Repair - Other	-	141	-	-	-	-	0%
Total 11-4620 · Equipment Maintenance & Repair	(7,704)	19,432	2,100	24,286	28,750	(4,464)	84%
11-4630 · Utilities							
11-4631 · Natural Gas	1,100	8,325	833	9,039	8,000	1,039	113% #3
11-4632 · Water	245	1,661	336	1,818	1,600	218	114%
11-4633 · Sewer	70	513	177	547	600	(53)	91%
11-4634 · Disposal	-	-	-	-	200	(200)	0%
11-4635 · Telephone & Broadband	1,168	6,802	1,627	8,116	8,000	116	101%
Total 11-4630 · Utilities	2,583	17,301	2,973	19,519	18,400	1,119	106%

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
11-4650 · Automation Services							
11-4657 · Grant (Per Capita) -Automation	4,096	10,968	-	18,053	20,000	(1,947)	90%
11-4656 · Automation Consulting	-	19,242	-	-	4,000	(4,000)	0%
11-4652 · SWAN Maintenance	7,211	29,694	2,573	25,725	30,000	(4,275)	86%
11-4655 · Technology	4,232	11,108	511	31,663	33,500	(1,837)	95%
11-4658 · Software	1,881	6,764	433	1,611	5,918	(4,307)	27%
Total 11-4650 · Automation Services	17,420	77,776	3,518	77,052	93,418	(16,366)	82%
11-4700 · Furniture & Equipment							
11-4701 · Furniture & Equipment	-	3,934	-	5,959	6,000	(41)	99%
11-4727 · Photocopier and Printing	(14,322)	733	67	16,382	17,000	(618)	96%
Total 11-4700 · Furniture & Equipment	(14,322)	4,667	67	22,341	23,000	(659)	97%
11-4800 · Professional Services							
11-4812 · Consulting	4,500	12,500	800	3,650	4,000	(350)	91%
11-4813 · Strategic Planning	-	-	-	-	-	-	0%
11-4811 · Legal Services	640	4,725	100	2,768	10,000	(7,232)	28%
11-4814 · Accounting/Auditing Service	1,050	8,350	1,050	8,675	9,000	(325)	96%
11-4816 · Engineering Fees	-	-	-	-	700	(700)	0%
11-4818 · Collection Agency Services	54	669	54	468	700	(233)	67%
11-4819 · Industrial Appraisal	490	690	220	375	450	(75)	83%
Total 11-4800 · Professional Services	6,734	26,934	2,224	15,936	24,850	(8,915)	64%
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	1,000	11,352	-	13,854	14,000	(146)	99%
11-4820 · Insurance - Other	-	2,000	-	-	-	-	0%
Total 11-4820 · Insurance	1,000	15,736	-	15,988	15,900	88	101%
11-4890 · Debt Service							
11-4895 · Debt Service Interest	2,378	2,378	-	-			
Total 11-4890 · Debt Service	2,378	2,378	-	-			

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
11-4900 · Miscellaneous Expense							
11-4950 · Bank Fees	10	734	-	0	400	(400)	0%
11-4894 · Bond Principal	14,962						
11-4960 · Contingency	-	-	-	-	500	(500)	0%
11-9999 · Transfer to Spec Reserve Fund	231,509	231,509	-	-	20,000	(20,000)	0%
11-4900 · Miscellaneous Expense - Other	-	55	-	-	-	-	0%
Total 11-4900 · Miscellaneous Expense	246,481	247,260	-	0	20,900	(20,900)	0%
Total Expense	426,733	1,812,658	150,261	1,580,744	1,870,315	(289,572)	85%
OPERATING FUND (11) NET INCOME	(408,275)	1	(116,952)	242,532	-	242,532	100%
SPECIAL RESERVES FUND (70)							
Income							
70-3100 · Replacement Tax	4,190	10,782	2,754	9,015	8,900	115	101%
70-3303 · Interest-Illinois Funds	3	43	7	46	100	(54)	46%
70-3856 · Energy Grant	-	-	-	-	-	-	0%
70-3858 · Donations - Furniture	-	425	-	-	1,000	(1,000)	0%
70-3999 · Transfer From Library Fund	231,509	231,509	-	-	-	-	0%
Total Income	235,702	242,758	2,761	9,061	10,000	(939)	91%
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%
12-6001 · Loss on Disposal of Assets	4,720	4,720	-	-			
70-4868 · Staff Work Area	2,795	2,795	-	-	-	-	0%
70-4865 · Circulation/Main Desk	-	13,292	-	-	-	-	0%
70-4866 · Replace Adult Help Desk	-	-	-	5,498			
70-4854 · HVAC	-	94,694	-	-	-	-	0%

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

	April 2014	May 2013 - April 2014	April 2015	May 2014 - April 2015	Budget	$ Over (Under) Budget	% of Budget
70-4862 · 1st Floor Remodel	-	18,913	-	10,026	-	10,026	100%
70-4852 · Technology Purchases	-	-	-	-	-	-	0%
70-4832 · RFID/Security/Self-check Proj	-	-	8,598	49,576	-	49,576	100%
70-4842 · Youth Services	613	613	-	8,693	-	8,693	100%
Total Capital Outlay	8,128	135,027	8,598	73,793	-	73,793	100%
Debt Service							
70-4895 · Debt Interest (Reserve)	-	11,256	-	6,982	-	6,982	100%
70-4890 · Debt Principal (Reserve)	-	96,673	-	81,000	-	81,000	100%
Total Debt Service	-	107,929	-	87,982	-	87,982	100%
Total Expense	8,128	242,956	8,598	161,775	-	161,775	100%
SPECIAL RESERVES (70) NET INCOME	227,574	(198)	(5,837)	(152,714)	10,000	(162,714)	-1527%
ENTITY WIDE CONVERSION (12)							
Income							
Expenses							
12-6000 · Capital Asset Purchases	(105,341)	(105,341)	-	-	-	-	0%
12-4896 · Principal Payment Capital Lease	(14,962)	(14,962)	-	-	-	-	0%
12-4894 · Principal Payments on Bonds	(96,673)	(96,673)	-	-	-	-	0%
12-5000 · Change in Comp Abs	(1,113)	(1,113)	-	-	-	-	0%
12-6002 · Depreciation	167,874	167,874	-	-	-	-	0%
12-4895 · Bond Interest	(5,641)	(5,641)	-	-	-	-	0%
Total Expense	(55,856)	(55,856)	-	-	-	-	0%
ENTITY WIDE CONVERSION FUND (12) NET INCOME	55,856	55,856	-	-	-	-	0%
ALL FUNDS COMBINED							
Total Income All Funds	254,160	2,055,417	36,069	1,832,337	1,880,315	(47,978)	97%
Total Expenses All Funds	379,006	1,999,758	158,859	1,742,518	1,870,315	(127,797)	93%
Total Net Income	(124,846)	55,659	(122,789)	89,819	10,000	79,819	898%

WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
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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

5/17/15
Date

Kate Buckson
Assistant Director

5/12/15
Date

Westmont Public Library
FY15 Bills Presented for Payment
As of May 19, 2015

Type	Num	Memo	Account	Amount
4imprint				
Bill	10405186	Inv #10405186	11-4551 · Public Communication	-261.02
Total 4imprint				-261.02
A. Panzica Enterpirse, LTD.				
Bill	626	Inv #626	11-4611 · General Maintenance & Repair	-1,530.00
Total A. Panzica Enterpirse, LTD.				-1,530.00
Arco Plumbing, Co.				
Bill	52105	Inv #52105	11-4611 · General Maintenance & Repair	-292.00
Bill	52144	Inv #52144	11-4611 · General Maintenance & Repair	-96.00
Total Arco Plumbing, Co.				-388.00
AT&T				
Bill	630969625404 0415	Inv #630969562504 0415	11-4635 · Telephone & Broadband	-357.32
Bill	630Z99783404 0415	Inv #630Z99783404 0415	11-4635 · Telephone & Broadband	-320.81
Total AT&T				-678.13
Baker & Taylor - Processing (L425444)				
Bill	2030558253	Inv #2030558253	11-4211 · Books	-202.85
Bill	2030558253	Inv #2030558253	11-4416 · Processing Supplies	-11.60
Bill	2030483718	Inv #2030483718	11-4211 · Books	-507.04
Bill	2030483718	Inv #2030483718	11-4416 · Processing Supplies	-38.00
Bill	2030520905	Inv #2030520905	11-4211 · Books	-395.02
Bill	2030520905	Inv #2030520905	11-4416 · Processing Supplies	-27.00
Total Baker & Taylor - Processing (L425444)				-1,181.51
BRODART Co.				
Bill	B3880519	Inv #B3880519	11-4211 · Books	-6.99
Bill	B3869136	Inv #B3869136	11-4211 · Books	-12.99
Total BRODART Co.				-19.98
Centurion Technologies				
Bill	169382	Inv #169382	11-4658 · Software	-179.40
Total Centurion Technologies				-179.40
Chicago Project Management				
Bill	04282015	Inv # 04282015	11-4812 · Consulting	-800.00
Total Chicago Project Management				-800.00
Deck, Tammy L				
Bill	05042015	Inv #05042015	11-4501 · Programs	-53.00
Total Deck, Tammy L				-53.00
DEMCO				
Bill	5575426	Inv #5575426	11-4416 · Processing Supplies	-283.50
Total DEMCO				-283.50

Westmont Public Library
FY15 Bills Presented for Payment
As of May 19, 2015

Type	Num	Memo	Account	Amount
Downers Grove Sanitary District				
Bill	2C144104281 051515	Inv #2C144104281 051515	11-4633 · Sewer	-94.67
Total Downers Grove Sanitary District				-94.67
EnvisionWare, Inc.				
Bill	INV-US-21117	Inv #INV-US-21117	11-4427 · Computer & Printer Supplies	-48.75
Bill	INV-US-20979	Inv #INV-US-20979	11-4427 · Computer & Printer Supplies	-37.00
Total EnvisionWare, Inc.				-85.75
Fox Landscaping				
Bill	04302015	Inv #04302015 April Contract Installment	11-4615 · Grounds Maintenance	-742.85
Total Fox Landscaping				-742.85
Great Courses				
Bill	SINV03911001	Inv #SINV03911001	11-4213 · AV	-334.80
Total Great Courses				-334.80
Industrial Appraisal Company				
Bill	8377400C	Inv #8377400C	11-4819 · Industrial Appraisal	-220.00
Total Industrial Appraisal Company				-220.00
Klein, Thorpe and Jenkins, Ltd				
Bill	174993	Inv #174993	11-4811 · Legal Services	-100.00
Total Klein, Thorpe and Jenkins, Ltd				-100.00
Logsdon Office Supply				
Credit	0932429-001	CM #0932429-001	11-4411 · Office Supplies	99.60
Bill	0940279-001	Inv #0940279-001	11-4411 · Office Supplies	-167.94
Total Logsdon Office Supply				-68.34
Midwest Tape				
Bill	92759129	Inv #92759129	11-4213 · AV	-47.98
Bill	92759332	Inv #92759332	11-4213 · AV	-29.99
Bill	92759333	Inv #92759333	11-4213 · AV	-39.99
Bill	92783514	Inv #92783514	11-4213 · AV	-69.97
Bill	92783512	Inv #92783512	11-4213 · AV	-9.99
Bill	92783511	Inv #92783511	11-4213 · AV	-62.97
Bill	92783510	Inv #92783510	11-4213 · AV	-24.99
Total Midwest Tape				-285.88
Mortenson Roofing Co. Inc.				
Bill	7032	Inv #7032	11-4611 · General Maintenance & Repair	-1,488.00
Total Mortenson Roofing Co. Inc.				-1,488.00

Westmont Public Library
FY15 Bills Presented for Payment
As of May 19, 2015

Type	Num	Memo	Account	Amount
Recorded Books, Inc				
Bill	75114255	Inv #75114255	11-4213 · AV	-56.00
Bill	75123082	Inv #75123082	11-4213 · AV	-87.20
Total Recorded Books, Inc				-143.20
RID Stone				
Bill	1894	Inv #1894	11-4611 · General Maintenance & Repair	-900.00
Total RID Stone				-900.00
Tikhiy, Maria				
Bill	04282015	Inv #04282015 "Love? Maybe"	11-4232 · RBP/III Replacements	-16.99
Total Tikhiy, Maria				-16.99
Tilapa, Maria				
Bill	04272015	Inv #04272015 "Summer in Napa"	11-4232 · RBP/III Replacements	-13.00
Total Tilapa, Maria				-13.00
Uline				
Bill	67125503	Inv #67125503	11-4416 · Processing Supplies	-175.49
Bill	66736109	Inv #66736109	11-4416 · Processing Supplies	-130.64
Total Uline				-306.13
Westmont Chamber of Commerce				
Bill	510	Inv #510	11-4551 · Public Communication	-10.00
Total Westmont Chamber of Commerce				-10.00
TOTAL				**-10,184.15**

Westmont Public Library
FY16 Bills Presented for Payment
As of May 19, 2015

Type	Num	Split	Amount
American Library Association			
Bill	1262028 05312015	11-4132 · Professional Memberships	135.00
Bill	1207421 05312015	11-4132 · Professional Memberships	48.00
Total American Library Association			183.00
Baker & Taylor-Continuations (C393006)			
Bill	5013610506	11-4211 · Books	135.60
Total Baker & Taylor-Continuations (C393006)			135.60
Baker & Taylor-Mystery (L425445)			
Bill	2030497537	11-4221 · Books	213.99
Bill	2030534177	11-4221 · Books	50.00
Bill	2030534177	11-4416 · Processing Supplies	5.25
Bill	2030497537	11-4416 · Processing Supplies	13.10
Total Baker & Taylor-Mystery (L425445)			282.34
Case Lots, Inc.			
Bill	005403	11-4415 · Custodial Supplies	173.80
Total Case Lots, Inc.			173.80
Center Point Large Print			
Bill	1284963	11-4211 · Books	41.94
Total Center Point Large Print			41.94
Clowning Around Entertainment			
Bill	03092015	11-4501 · Programs	517.00
Total Clowning Around Entertainment			517.00
Conference Services			
Bill	05012015	11-4131 · Conferences & Training	50.00
Total Conference Services			50.00
Evanced Solutions, LLC			
Bill	5558821	11-4508 · Grant - Program Expenses	1,378.00
Total Evanced Solutions, LLC			1,378.00
GE Capital			
Bill	62573041	11-4727 · Photocopier and Printing	1,445.00
Total GE Capital			1,445.00
Illinois Library Association			
Bill	1940300	11-4131 · Conferences & Training	280.00
Total Illinois Library Association			280.00
Management Assoc of IL			
Bill	FY16-58987	11-4132 · Professional Memberships	920.00
Total Management Assoc of IL			920.00

Westmont Public Library
FY16 Bills Presented for Payment
As of May 19, 2015

Type	Num	Split	Amount
Midwest Tape			
Bill	92804683	11-4213 · AV	14.99
Bill	92804208	11-4211 · Books	34.99
Bill	92804206	11-4211 · Books	29.99
Bill	92804680	11-4213 · AV	5.99
Bill	92804682	11-4213 · AV	19.99
Bill	92783349	11-4223 · AV	10.99
Bill	92759127	11-4223 · AV	14.99
Bill	92759331	11-4223 · AV	14.99
Bill	92759330	11-4213 · AV	69.97
Total Midwest Tape			216.89
Penguin Random House LLC			
Bill	1083585887	11-4213 · AV	412.50
Total Penguin Random House LLC			412.50
Pitney Bowes - Lease			
Bill	8375032-MAY15	11-4727 · Photocopier and Printing	67.00
Total Pitney Bowes - Lease			67.00
Proquest LLC			
Bill	US10020101	11-4227 · Electronic Res.	1,095.00
Bill	US1656111	11-4217 · Electronic Res.	2,579.00
Total Proquest LLC			3,674.00
Ralph Covert Performance LLC			
Bill	03132015	11-4501 · Programs	750.00
Total Ralph Covert Performance LLC			750.00
Service Master - Carol Stream			
Bill	173451	11-4612 · Cleaning	1,400.00
Total Service Master - Carol Stream			1,400.00
Sparkles Entertainment, Inc.			
Bill	04152015	11-4501 · Programs	500.00
Total Sparkles Entertainment, Inc.			500.00
University of Illinois Extension			
Bill	05012015	11-4501 · Programs	100.00
Total University of Illinois Extension			100.00
West Central Municipal Conference			
Bill	0008076-IN	11-4132 · Professional Memberships	425.70
Total West Central Municipal Conference			425.70
TOTAL			**12,952.77**

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
3M - Chicago	0.00	83,738.22
3M - St Paul	0.00	11,549.00
4imprint	0.00	3,128.48
A. Panzica Enterpirse, LTD.	0.00	10,441.77
Adjusting Entries	0.00	50.00
ALA American Library Association	0.00	472.00
Alessio, Amy	0.00	150.00
Amazon.com	0.00	26,455.48
American Button Machines	0.00	508.85
American Library Association	183.00	160.00
American Library Association (Atlanta)	0.00	81.47
Anderson's Books, Inc (Bookshop)	0.00	219.00
Apple Books	0.00	2,599.11
Apple, Inc.	0.00	5,637.90
Arco Plumbing, Co.	0.00	3,764.00
Askari, Zainab	0.00	13.99
AT&T	0.00	6,986.30
B&H Photo, Video, Audio	0.00	1,061.94
Baker & Taylor-Continuations (C393006)	135.60	2,193.83
Baker & Taylor-Mystery (L425445)	282.34	21,913.52
Baker & Taylor - Adult (L039479)	0.00	10,932.20
Baker & Taylor - Juvenile (40010612)	0.00	929.14
Baker & Taylor - Processing (L425444)	0.00	32,753.40
Baker & Taylor - Prof Collection(L419127)	0.00	78.39
Baker & Taylor Books - Youth (L578096)	0.00	2,931.88
Baker Tilly	0.00	2,375.00
Bales Lumber & Supply/Bales Ace Hardware	0.00	61.77
Bernan	0.00	30.00
Blackstone Audio, Inc.	0.00	29.38
Bockman, Jeffrey A	0.00	175.00
Book Page	0.00	720.00
Bower, Jack	0.00	210.00
BRODART Co.	0.00	4,750.14
Brodnicki, Charles	0.00	16.87
Brookfield Zoo	0.00	100.00
Buckson, Kate (Reimbursement)	0.00	1,126.21
Campus Corps	0.00	555.00
Carrot - Top Industries Inc.	0.00	186.33
Case Lots, Inc.	173.80	1,998.00
Cavendish Square	0.00	1,044.70
CENGAGE Learning	0.00	2,421.14
Center Point Large Print	41.94	1,580.58
Central Restaurant Products	0.00	55.31
Centurion Technologies	0.00	851.40
Chicago Doorways	0.00	940.00
Chicago Project Management	0.00	800.00
Chicago Sun Times	0.00	353.60

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
Chicago Tribune	0.00	429.00
Child's World	0.00	309.15
Children's Plus Inc.	0.00	8,296.92
Cleeland, Holly	0.00	385.00
Clowning Around Entertainment	517.00	517.00
Coen, Julia - reimbursements	0.00	1,010.94
Conference Services	50.00	0.00
Conservation Foundaton, The	0.00	50.00
Costco Wholesale	0.00	55.00
Costume Specialists	0.00	140.00
Crimson Multimedia Distribution	0.00	120.00
Cruz, Gabriela	0.00	250.00
D. Engraving	0.00	315.50
Daily Herald	0.00	417.00
Deck, Tammy L	0.00	253.00
DEMCO	0.00	2,621.26
DISPLAYS2GO	0.00	211.88
Documents to U - Minitex	0.00	20.00
Dold, Jill (Reimbursment)	0.00	26.09
Downers Grove Sanitary District	0.00	546.70
Duffy, Dawn	0.00	335.00
DuPage, NAMI	0.00	75.00
Dygus, Delaney - reimbursements	0.00	13.06
EBSCO Information Services	0.00	13,238.51
ELM USA, Inc	0.00	995.00
Emerald Marketing, Inc.	0.00	4,800.00
EnvisionWare, Inc.	0.00	934.77
Evanced Solutions, LLC	1,378.00	0.00
Faronics Technologies USA, Inc.	0.00	165.00
Fat Catalog	0.00	1,725.78
Financial Times	0.00	988.00
FIRST CHOICE COFFEE SVC	0.00	701.39
Flow-Technics	0.00	800.00
Forest Preserve of DuPage County	0.00	75.00
Fox Landscaping	0.00	5,199.95
Fox Valley Fire & Safety	0.00	4,339.60
Fun Ones, The	0.00	1,022.00
Gaylord Bros., Inc.	0.00	658.27
GE Capital	1,445.00	15,895.00
GMIS Illinois	0.00	250.00
Government Finance Officers Association	0.00	160.00
Grainger	0.00	463.03
Great Courses	0.00	334.80
Grey House Publishing	0.00	254.20
Gumdrop Books	0.00	584.80
Haines & Company, Inc	0.00	406.50
HAZELGROVE, WILLIAM	0.00	200.00

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
HFK Presents	0.00	275.00
Higgens, Carmen (Reimbursement)	0.00	432.65
Hinsdale Bank & Trust	0.00	87,981.63
Honey-Do Handyman	0.00	1,412.00
Hornik Engineered Systems, Inc.	0.00	595.00
ID CARDS UNLIMITED	0.00	2,079.15
Illinois Library Association	280.00	1,055.00
Impact Networking LLC	0.00	621.95
Industrial Appraisal Company	0.00	375.00
Infogroup	0.00	4,042.00
Information Today Inc.	0.00	504.00
Inland Mechanical Service Corp.	0.00	18,608.69
Innovation Experts	0.00	480.00
Innovative Label Technology, Inc	0.00	759.86
Iyer, Indira (Reimbursement)	0.00	6.99
Jamil, Amir	0.00	15.00
Jones School Supply	0.00	218.66
Kadela, Ann (Reimbursement)	0.00	24.00
Kalyanasundaram, Gayathri	0.00	13.96
Kamm Insurance Group, Inc.	0.00	15,988.00
KAPCO	0.00	53.30
Kleemann, Karen (reimbursment)	0.00	852.28
Klein, Thorpe and Jenkins, Ltd	0.00	2,760.00
Kostal, Jon	0.00	250.00
Krohn, Deb	0.00	350.00
Kubik, Kathy	0.00	50.00
La Mantia Enterprises, Inc	0.00	9,817.40
LACONI	0.00	145.00
Lakeshore Learning Materials	0.00	1,341.33
Learning Express, LLC	0.00	2,825.00
LEGO Brand Retail, Inc.	0.00	2,216.25
Lehne, Rosemary	0.00	125.00
Lexis Nexis Matthew Bender	0.00	211.06
Librarica LLC	0.00	1,932.00
Library Furniture International	0.00	15,191.46
Library Journal	0.00	203.98
Lieto, Rebekah (Cirque FX)	0.00	330.00
Lightning, Inc	0.00	216.00
LIMRiCC Unemployment Comp Group Account	0.00	2,291.45
Lindloff, Catherine (reimbursement)	0.00	14.99
Lindsey, Robert J.	0.00	300.00
Lisle Library District	0.00	22.95
Logsdon Office Supply	-99.60	2,399.02
Maassen, Katherine	0.00	4.99
Magic Pure LLC	0.00	198.00
Malorny, Anita	0.00	59.99
Management Assoc of IL	920.00	6,115.94

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
Mango Languages	0.00	2,894.85
Manufacturers' News, Inc.	0.00	441.35
Martin, Jamie	0.00	350.00
Mason Crest Publishers	0.00	620.16
Meade, Dr. Adam	0.00	100.00
Michalak, Ellen	0.00	70.00
Micro Tech Systems, Inc.	0.00	184.00
Midwest Tape	216.89	45,415.86
Mortenson Roofing Co. Inc.	0.00	1,488.00
MPLC	0.00	171.11
MPS VIRGINIA	0.00	357.04
Multi-Cultural Books & Videos	0.00	227.56
NADA Used Car Guide	0.00	186.57
Nasco Fort Atkinson	0.00	151.85
Near West Youth Services	0.00	25.00
Nedumgottil, Julie (Reimbursement)	0.00	13.96
New Readers Press	0.00	448.36
Nicor Gas	0.00	9,038.91
No Corner Suns	0.00	300.00
Norcomm Public Safety	0.00	240.00
Oriental Trading Company, Inc.	0.00	811.32
OverDrive Inc.	0.00	9,581.24
Overeem, David	0.00	250.00
Paul Elias	0.00	200.00
PDR Network	0.00	64.30
Penguin Random House LLC	412.50	885.25
PennState	0.00	15.00
Penworthy	0.00	1,520.64
Petty Cash	0.00	3,475.69
Pitney Bowes	0.00	1,403.96
Pitney Bowes - Lease	67.00	737.00
Prechel, Amy (Reimbursement)	0.00	420.13
Precise Printing Network Inc.	0.00	12,802.15
Product Architecture & Design	0.00	10,025.76
Proquest LLC	3,674.00	0.00
R.R Bowker, LLC	0.00	500.00
RAILS	0.00	9,416.50
Ralph Covert Performance LLC	750.00	0.00
Random House, Inc.	0.00	42.50
Record Information Services, Inc.	0.00	698.00
Recorded Books, Inc	0.00	8,431.64
Recorded Books, LLC	0.00	7,390.89
RID Stone	0.00	900.00
Sarah's Pony Rides, Inc.	0.00	525.00
Schindler Elevator	0.00	4,772.18
Scholastic Library Publishing	0.00	434.90
School Outfitters (Schoolhouse Outfitters	0.00	2,686.40

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
Schoolsin	0.00	158.85
Schultz, Jack (Reimbursement)	0.00	1,000.00
Scot Press Printing	0.00	376.70
Sergienko, Gennady	0.00	50.00
Service Master - Addison	0.00	1,337.00
Service Master - Carol Stream	1,400.00	14,707.00
Shaw Media	0.00	74.40
Showcases	0.00	585.04
Sledzinski, Bon (Reimbursement)	0.00	20.95
Smith, Brittany	0.00	1,583.50
Sparkles Entertainment, Inc.	500.00	0.00
Stange, Anna L.	0.00	0.00
STAPLES (OFFICE SUPPLIES)	0.00	494.63
Suburban Door Check & Lock Service	0.00	462.30
Suburban Life Publications	0.00	69.00
SWAN	0.00	31,552.88
Sweet & Savory	0.00	150.00
TeachingBooks.net LLC	0.00	850.00
TechSoup Global	0.00	251.00
Thomas, Lynn (Reimbursement)	0.00	434.15
Thompson West	0.00	78.00
Tikhiy, Maria	0.00	16.99
Tilapa, Maria	0.00	13.00
Tumbleweed Press	0.00	334.33
U.P.S.	0.00	108.64
Uline	0.00	1,576.02
Unique Management Services, Inc.	0.00	447.50
United For Libraries (Div of ALA)	0.00	69.00
United States Post Office	0.00	4,440.00
University of Illinois Extension	100.00	0.00
University of Wisconsin-Extension	0.00	350.00
Upgrade Path, Inc./Clear PC	0.00	148.32
Vernon Library Supplies	0.00	2,674.05
VILLAGE OF WESTMONT	0.00	17,636.34
Walker Display, Inc.	0.00	146.15
West Central Municipal Conference	425.70	209.88
Westmont Chamber of Commerce	0.00	243.00
Westmont Public Library- Librarian's Acct	0.00	465.14
Westmont Special Events Corp.	0.00	215.00
Westside Mechanical, LLC	0.00	1,266.55
WhenToWork	0.00	315.00
Wintrust Mastercard	0.00	8,550.08
Wolenski, Robert (Reimbursement)	0.00	18.98
Wronski, Nili Yelin (Storybook Mom)	0.00	125.00

Westmont Public Library
Vendor YTD Report
May 2015 through April 2016

	May '15 - Apr 16	May '14 - Apr 15
Zink, Janice	0.00	12.00
No name	0.00	0.15
TOTAL	12,853.17	739,816.88

WESTMONT PUBLIC LIBRARY

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

Providing the community keys to lifelong learning

NEW BUSINESS

Resolution to approve regular board meeting dates for FY16

June 16	October 20	February 16
July 21	November 17	March 22*
August 18	December 15	April 19
September 15	January 19	

*March 22 is the fourth Tuesday of the month. We do this to coincide with tax levy filing requirements.

Resolution to approve Bylaws of the Westmont Public Library Board of Trustees
The Bylaws and Policy Committee reviewed the Bylaws at their committee meeting on April 21. Per the Bylaws, amendments must be approved by majority vote provided that notice of the proposed amendment and language thereof, have been given at the last preceding regular meeting. The revisions were announced and discussed at the regular board meeting on April 21. The final draft is attached.

Resolution to approve the FY16 Appropriation
Attached is the FY16 Appropriation. The library board is required to approve a library appropriation by Illinois law. It is important to remember that appropriation amounts exceed budgeted amounts so that if unexpected income is received by the library, those funds can legally be expended. For example, if the library receives a large donation, grants, or awards, we would be able to spend this money as long as it is appropriated. For this reason, appropriation numbers may seem high – in order to account for any unexpected revenue.

Once the library board approves the appropriation it will be submitted to the village (the "corporate authority") for inclusion in the municipality's appropriations for the ensuing fiscal year. I will attend the village board meeting when this item is on the agenda to answer any questions from village board members or members of the public.

Resolution to approve Intergovernmental Agreement with the Village of Westmont regarding electronic signs
Library staff have been working with the village on a project to install two electronic signs in the village – one on library property and one at the fire department headquarters. The purpose of the signs is to promote public service messages and events within the community. Attached is the Intergovernmental Agreement that provides details on the display, operation, funding, maintenance guidelines that will exist between the village and library. The village board approved the IGA at their board meeting on April 30 as well as two variance requests for the library sign (sign size and shutoff time).

Resolution to approve the transfer $30,856.25 from general fund to non-interest bearing account for FY15 Per Capita Grant
We received $30,856.25 from the Secretary of State's office for the FY15 Per Capita Grant. This money will be used to provide programs and technological support for programs for our residents. We cannot make interest from grant money, therefor the funds must be transferred into our non-interest bearing account.

WESTMONT PUBLIC LIBRARY

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

Name
The name shall be Westmont Public Library.

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

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

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

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

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

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

Meetings
The regular meeting of the Board of Library Trustees of the Westmont Public Library shall be on the third Tuesday of each month at 7pm or at such time and place as determined with respect to any particular meeting by majority vote of the Board. At the beginning of each fiscal year, the board shall specify regular meeting dates and times. The Library Director shall post the schedule of meetings in the library and on the website. Both notices shall have the dates, times, and places of such meetings. All meetings shall be held in accordance with the Illinois Open Meetings Act [5 ILCS 120].

DRAFT

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

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

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

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

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

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

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

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

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

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

Committees
There shall be two standing committees of the Board of Trustees, selected by the Board as follows:

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

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

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

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

Approved by the Library Board of Trustees on May 21, 2015

DRAFT

Westmont Public Library
FY16 Budget and Appropriation

Operating Fund	FY15 Budget	FY16 Budget	FY16 Appropriation
Wages	910,000	890,000	910,000
Benefits (FICA, WC, UI, HI & IMRF)	254,987	261,100	300,000
Board & Staff Dev.	26,200	13,300	20,000
Materials	257,956	259,000	400,000
Automation & Technology	93,418	45,256	200,000
Supplies	38,683	26,768	40,000
Programs	39,500	50,752	75,000
Marketing & Advertising	26,771	26,006	45,000
Building & Grounds Maint.	91,000	232,000	600,000
Equipment Maint.	28,750	25,300	40,000
Utilities	18,400	21,575	40,000
Furniture & Equipment	23,000	21,000	50,000
Professional Services	24,850	17,900	100,000
Building Insurance	15,900	16,370	20,000
Reserves	20,000	20,000	200,000
Contingency	900	0	2,000
Total Operating Fund	1,870,315	1,926,326	3,042,000

Special Reserve Fund/Capital Improvements	FY16 Budget	FY16 Appropriation
Debt service	90,000	
Electronic sign	55,000	
Capital outlay	100,000	
Total Special Reserve Fund/Capital Improvements	245,000	500,000

Total Appropriation 3,542,000

Whereas the Appropriation passed in May 2014 mistakenly had FY16 listed on the document, this Appropriation, passed by the Library Board of Trustees in May of 2015, has the correct date of FY16.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF WESTMONT AND THE WESTMONT PUBLIC LIBRARY FOR ELECTRONIC MESSAGE BOARD SIGNS

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is dated this _____ day of April, 2015 and is entered into between the Village of Westmont ("Village") and the Board of Library Trustees of the Village of Westmont ("Library")(individual parties to this Agreement may be referred to as a "Party"; collectively, all parties to this Agreement may be referred to as the "Parties").

WHEREAS, the Village is an Illinois municipal corporation which owns and operates a fire station located at 6015 S. Cass Avenue, Westmont, Illinois ("Fire Station Property"); and

WHEREAS, the Library is a public library which operates a public library located at 428 N. Cass Avenue, Westmont, Illinois ("Library Property"); and

WHEREAS, the Village and the Library desire to work collaboratively to purchase, install, maintain and program electronic message board signs (individually, the "Sign" and collectively the "Signs"), with a single Sign located upon the Fire Station Property and a single Sign located upon the Library Property, for the purpose of displaying public information pertaining to the Village, the Library, and limited community events; and

WHEREAS, the Parties desire to set forth the terms of their respective obligations regarding the Signs in this Agreement; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution and 5 ILCS 220/1 through 220/9 provide authority for the intergovernmental cooperation contemplated by this Agreement; and

WHEREAS, it is determined to be in the best interest of the Parties and the public to enter into this Agreement, and it is determined that the proposed Signs will promote and serve the public interest by conveying information of use and importance to the public.

NOW, THEREFORE, in consideration of the foregoing mutual covenants, conditions and obligations of the Parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Recitals. The above-stated Recitals are hereby restated and incorporated into this Section 1 as though fully set forth herein.

2. Sign Specifications. The Parties agree that the draft Sign specifications for each Sign are set forth in Exhibit "A" attached hereto and incorporated herein. The Parties may mutually agree to amend these specifications without the need to amend this Agreement. The Parties intend that each Sign will be identical or nearly identical in design and cost. Each Party will own its individual Sign on its respective property.

3. Sign Costs and Purchase. The Parties shall share equally in the purchase costs of the Signs. The Signs shall be purchased using a competitive bid process. .

4. Sign Installation and Location. Following a competitive bid process, the Parties shall mutually agree upon and jointly hire an independent contractor (which may or may not be the company selling the Signs) to install the Signs on their respective properties, as well as install the necessary electrical connections to the Signs. Each Party shall pay for the Sign and electrical installation costs attributable to its respective property. The Signs shall not be installed in the public rights-of-way.

5. Zoning Ordinance Variances, Code Waivers, Fee Waivers and Permits. The Village shall process any and all required variance requests from the Village's Zoning Ordinance for the Signs. The Village and the Library shall be co-applicants and the Village shall waive all variance application fees and the Village shall pay any required publication costs associated therewith. The Village shall also process any and all required waiver requests from applicable Village Codes (i.e., Building Code) for the Signs and the Village and the Library shall also be co-applicants on any such waiver requests.

Each Party shall apply for and obtain a sign permit from the Village for its respective Sign; the Village shall waive the sign permit fees and any other Village fees attributable to the Signs for each party.

6. Electricity. Each Sign shall be served by electricity originating from the Library building and the Village Fire Station, respectively. Each Party shall be responsible for paying its own electricity costs attributable to its respective Sign.

7. Sign Representatives. Each Party to this Agreement shall designate a representative who shall oversee administrative decisions about the purchase, programming, operations and maintenance of the Signs. Decisions about purchasing, programming, operations and maintenance shall be made by the joint agreement of the Village representative and the Library representative. In the event that the two representatives cannot agree on certain administrative decisions, they may refer such matters to their respective elected boards for discussion and determination. Each party may change its sign representative at any time.

8. Sign Maintenance. The Parties agree to be individually responsible for the maintenance of its respective Sign at its own expense and each Party agrees to use reasonable efforts to maintain their respective Sign in proper working order. The Parties' sign representatives shall mutually determine the maintenance needs from time to time and the appropriate person or entity to perform such maintenance. Each Party will pay for any repair costs for its Sign that are in addition to routine maintenance costs.

9. Use and Contents of Signs. The sign representative for each Party shall determine the public messages to be displayed on its respective Sign. Messages and information on the Signs shall directly relate to the operations/business of the Parties and shall be public and informative in nature (i.e., displaying information on upcoming Village or Library events or meetings or other public service and safety announcements). If agreed to by the sign representatives, Village

messages and information may appear on the Library Sign and Library messages and information may appear on the Village sign. The sign representatives shall determine the method, type and location of computer equipment required to input Sign messages and information and shall determine the appropriate personnel to input such messages. Each sign message or information shall comply with the Village's Zoning Ordinance pertaining to sign regulations, subject to any variances granted in connection therewith.

In addition to Village and Library-related messages and information, the Parties may allow not-for-profit organizations based in Westmont or that serve Westmont residents to display messages and information pertaining to public events. Each Party shall determine the not-for-profit organizations that may display messages and information on its Sign based on each Party's own guidelines. The sign representatives for each Party shall make the final determination regarding participating not-for-profit organizations and proposed sign content for its respective Sign.

10. Term. This Agreement shall have an initial term of one (1) year, and thereafter shall automatically renew for successive terms of one (1) year each. Any Party may elect to terminate this Agreement by providing at least ninety (90) days advance written notice to the other Party. Neither Party shall be entitled to any reimbursement of costs upon termination. Upon such termination, each Party shall have independent responsibility for the use, maintenance and programming of its respective Sign.

11. Insurance. Each Party shall maintain insurance on its own respective Sign in commercially reasonable amounts to cover repair or replacement of the Sign. In the event that a Sign is damaged or destroyed by an occurrence for which there is insurance coverage, the Party whose Sign was damaged or destroyed shall promptly process an insurance claim and shall ensure that the Sign is repaired or replaced using insurance proceeds, or otherwise.

12. Mutual Indemnification. Each Party to this Agreement, its respective officials, officers, employees, agents, successors and assigns agree to indemnify and hold harmless the other Party to this Agreement, along with its respective officials, officers, employees, agents, successors and assigns, with respect to any loss, liability, claim, demand or cause of action, including reasonable attorneys' fees, which in any manner may arise, either directly or indirectly, out of the acts or omissions of the indemnifying Party. This Mutual Indemnification provision shall survive termination of this Agreement.

13. Severability. If any provision of this Agreement is construed or held to be void, invalid, or unenforceable in any respect, the remaining provisions of this Agreement shall not be affected thereby but shall remain in full force and effect, and this Agreement shall be construed and enforced as though the void, invalid or unenforceable provision were removed.

14. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the Parties and there are no representations, covenants, promises, or obligations not contained in this Agreement that form any part of this Agreement or upon which any Party is relying in entering into this Agreement. This Agreement, and all covenants and provisions contained

herein, shall bind and inure to the benefit of each Party hereto and its respective successors and assigns.

15. Amendments and Modifications. This Agreement shall not be modified, changed, altered or amended without the duly authorized and written consent of each of the Parties by its respective elected officials.

16. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Illinois. Venue for any legal dispute involving this Agreement or the contents thereof shall be the Circuit Court of DuPage County, Illinois.

17. Notices. All notices required or desired to be sent pursuant to this Agreement shall be in writing and shall be served personally or sent by First Class U.S. Mail, postage prepaid, addressed as follows:

If to the Village:
Village Manager
Village of Westmont
31 W. Quincy Street
Westmont, IL 60559

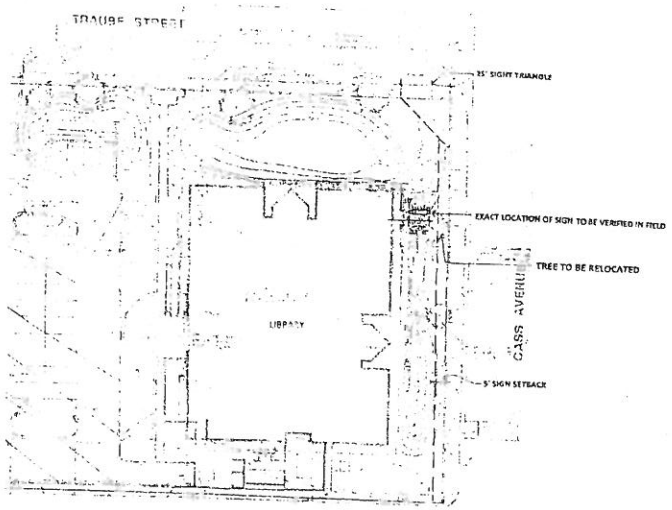
If to the Library:
Executive Director
Westmont Library
428 N. Cass Avenue
Westmont, IL 60559

18. Counterparts. This Agreement may be executed in counterparts by the Parties, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

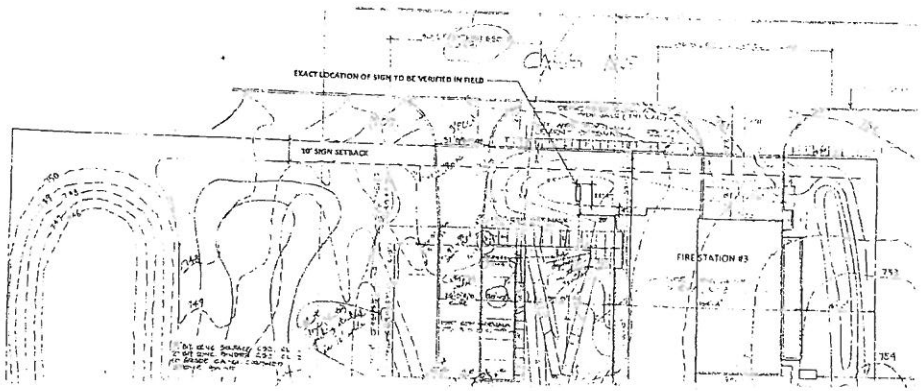
[Signature Page to Follow]

EXHIBIT "A"

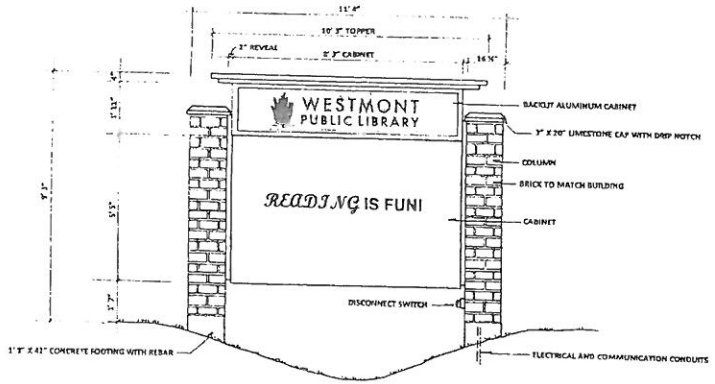
SIGN SPECIFICATIONS



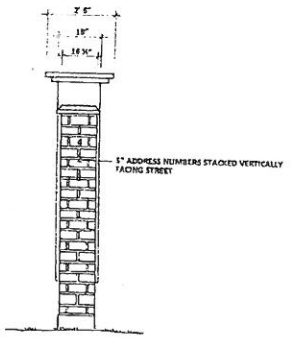
LIBRARY SIGN SITE PLAN
1" = 30'



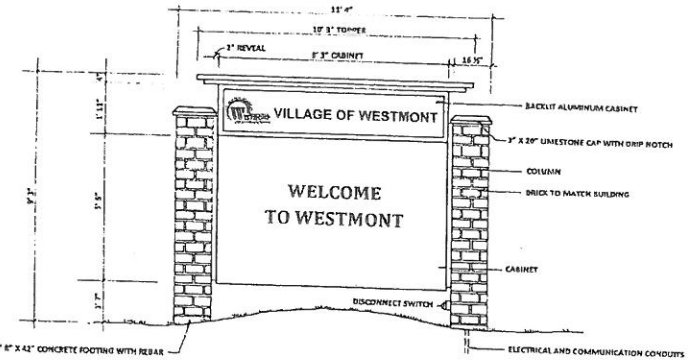
FIRE STATION #3 SIGN SITE PLAN
1" = 30'



LIBRARY SIGN ELEVATION
½" = 1'



SIGN SECTION



FIRE STATION #3 SIGN ELEVATION
½" = 1'

GENERAL NOTES

1. The extent of allowance is as shown on the plans and includes all work done inside, within, in easements or in right of ways
2. Before entering any materials or doing any work the Contractor and/or each sub-contractor shall verify all dimensions and elevations at the site and be responsible for the correctness of same relating to existing utilities, sanitary sewers, storm sewers, water mains, curbs, driveways, etc. If any deviations are noted they shall be reported to the Owner's representatives prior to proceeding with the work.
3. Sidewalk shall be reconstructed in accordance with the specifications, ordinances, rules, regulations and details, as applicable of the
   A. Village of Westmont
   B. Project plans with specifications and details as noted here within
4. The Contractor(s) shall notify J.U.L.I.E. (800-892-0123) 48 hours prior to the start of construction for the location of utilities and be responsible for the protection of the same.
5. All necessary permits and licenses shall be obtained by the Contractor and shall be the Village of Clarendon Hills construction shall notify all governmental agencies having jurisdiction 48 hours in advance of construction of underground work. No underground work shall be covered until same has been inspected.
6. Any delay or extra cost to the contractor caused by pipelines or any other underground structures or obstructions not shown by the drawings or found in locations different from those indicated shall not constitute a claim for extra work, additional payment, or damages.
7. The Contractor shall carefully preserve all construction staking, property markers, and reference markers during construction.
8. The Contractor must assume all risks as to the nature and quantity of the soil for excavating and furnishing, including its conditions as to the presence or absence of water. The contractor shall do all shoring, bracing, pumping and bailing, build up dams and drains, and do all work to keep foundations excavations, trenches, etc. clear of ground water, storm water or sewage during the progress of work.
9. The Contractor shall be responsible for removing all mud, dirt, and debris deposited on parking lots and roadways from vehicles entering or exiting the site.
10. Contractors are cautioned against instituting any changes or substitutions to the project as represented by these drawings without prior written approval by the Owner. Deviation to these plans and specifications without prior written consent may be cause for the work to be deemed unacceptable. Visual content with these drawings shall constitute evidence of acceptance of these next steps.
11. Before acceptance by the Owner, all work shall be inspected and approved by the governmental agency and the Owner
12. Each contractor/subcontractor shall be registered and bonded with the Village of Westmont.
13. All materials to be removed by the contractor and not specified to remain on site shall be disposed of offsite and in a legal manner
14. All existing utilities, improvements (sidewalk, pathways, turf, etc.), including pavement and parkway damaged or removed during construction not intended for removal shall be promptly restored to their respective original condition by the Contractor at his/her own expense.

SIGN NOTES

1. Sign Contractor shall furnish and install two (2) 5'-5" x 3'-3" double faces EMC digital signs. Signs to be 16mm full color LED or 10mm Mono-Chrome red LED units, mounted back to back. Contractor shall price the 10mm Mono-chrome option as Alternate #1
2. Cabinet and reveals to be aluminum painted PMS 188 Burgundy
3. Faces on double sided 5' 11" x 18" upper cabinet to be white polycarbonate with Avery 800-151 black-out vinyl painted PMS Cool Grey 1
4. Reverse cut white with logo graphics to be provided by the Westmont Public Library and the Village of Westmont digitally printed on translucent white vinyl.
5. Logo text in he 3M3630-49 Burgundy translucent vinyl. Font type to be provided by the Village and Library
6. Logo colored to be backlit.
7. Reveals to be 2"-0" aluminum.
8. Upper cabinet to be illuminated with fluorescent lamps and electronic ballasts.
9. Brick columns to match each building as noted on the sign detail. Masonry shall be brick veneer over CMU block core with weep holes at footing.
10. Column cap to be 3" limestone as noted on sign detail
11. Address numbers to be 3" thick acrylic painted black, satin finish stud mount.
12. Signs to be mounted to a 2'-6" steel column with mounting plates set in the concrete footing
13. Provide two (2) 20 amp/120 volt circuits to sign in rigid conduit from building
14. All electrical work shall meet the Village of Westmont requirements electric code.
15. All electric rough shall be inspected before backfilling trench. All electrical shall be inspected and approved by the Village before final and successful operation of both signs
16. Refer to sign details for additional information.
17. Sign Contractor must submit colored proofs of each sign complete with the Village and Library logos and at ½" = 1' for review. Fabrication of the signs may not commence until both agencies have submitted approved proofs complete with signature of a duly authorized representative.

WESTMONT
DIGITAL COMMUNITY SIGNS

Village of Westmont 31 W. Quincy St. Westmont, IL 60559	Westmont Public Library 428 N. Cass Ave. Westmont, IL 60559	SHEET 1 of 1 JANUARY 28, 2015

Paragraph 12: Mutual Indemnification

"Each Party to this Agreement, **and** its respective ~~officials, officers, employees, agents,~~ successors and assigns, agree to indemnify and hold harmless the other Party to this Agreement, along with its respective officials, officers, employees, agents, successors and assigns, with respect to any loss, liability, claim, demand or cause of action, including reasonable attorneys' fees, which in any manner may arise, either directly or indirectly, out of the acts or omissions of the indemnifying Party **related to performance of this Agreement**.