



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

ONLINE VIA ZOOM

TUESDAY, MAY 26, 2020

7:00 PM

## AGENDA

A. Call to Order

Nancy Conradt, President

B. Roll Call

Diane Kelsey, Secretary

C. Approval of the Minutes

1. Board Meeting – April 27, 2020
2. Special Board Meeting – May 18, 2020
3. Closed Session Meeting – May 18, 2020

**ACTION**

**ACTION**

**ACTION**

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

G. Treasurer's Report

Richard Bloom, Treasurer

1. Approval of the Bills for May 2020
2. Financial Statements for April 2020

H. Communications

I. Reports

1. President
  - a. Election of Officers for FY 2020-2021
  - b. Appointment of the Ethics Officer
  - c. Appointment of the Parliamentarian
  - d. Appointment of Finance Committee
  - e. Appointment of Policy Committee
2. Library Director
3. Department Managers
4. Finance Committee
5. Everything Library Trustees Need to Know During Covid 19 (Webinar)

Nancy Conradt

**ATTACHMENT**

**ATTACHMENT**

Richard Bloom, Chair  
Diane Kelsey

J. Unfinished Business

K. New Business

1. Insurance Renewal
2. Income Projection for 2020-2021 Fiscal Year

**ACTION**

**ACTION**

3. Operating Budget for 2020-2021 Fiscal Year

**ACTION**

L. Closed Session

The President may entertain a motion to enter into closed session in accordance with the Illinois Open Meetings Act.

**ACTION**

M. Return to Open Session

N. Adjournment

# DRAFT MINUTES ONLY

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WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, APRIL 27, 2020  
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki, and Tom Tawney, members.

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. February 24, 2020 - Ms. Jakacki moved to approve the Minutes of the February 24, 2020 Regular Board Meeting as amended; seconded by Mr. Fokta.

i. Page 3, Item I.1., third paragraph should read: "...that is not counted, the state loses \$1,800/year per person."

ii. Page 5, item 4, 7th line down, the word "accounting" in reference to Sikich should be replaced with "auditors."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Discussion was had regarding audio recording of the meeting. Board consensus was because there is no legal requirement to audio record the meeting, and the minutes are being prepared by the recording secretary, no audio recording would be made.

Item No. 6 will be added to Reports for an update for the Closed Session Meeting Review.

A request was made for a discussion under New Business on the plan for reopening the Library when it is permitted to do so.

**G. TREASURER'S REPORT:**

1. Approval of the Bills for March 2020: Mr. Bloom moved that the Board approve for payment expenditures from March 2020 in the amount of \$213,758.94; seconded by Mr. Fokta. No comments nor questions on the claims list were made.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Corrine Jakacki, Diane Kelsey, Tom Tawney, Nancy Conradt. Motion carried.

2. Financial Statements for February 2020: Mr. Weseloh will report on the Financial Statements under Item I.2.

3. Approval of the Bills for April 2020: Mr. Bloom moved that the Board approve the April 2020 expenditures in the amount of \$209,124.67; seconded by Ms. Jakacki.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Frank Fokta, Diane Kelsey, Tom Tawney, Nancy Conradt. Motion carried.

4. Financial Statements for March 2020: Mr. Weseloh will report on the Financial Statements under Item I.2.

**H. COMMUNICATIONS:**

1. Message from Senator Richard J. Durbin: Mr. Weseloh contacted Senator Durbin regarding library advocacy and library funding through legislation.

2. Chronology for Annual Financial Ordinances: The Ritzman law firm provided the Library an annual ordinance calendar.

3. Delegation of Authority: The Ritzman law firm provided the Library the legal requirements necessary for Districts to follow when pursuing a delegation of authority from the board to staff. Because the Board is currently meeting via Zoom, in compliance with the Governor's Order, the Board consensus was there is no reason it would need to delegate responsibility to President Conradt and Director Weseloh at this time.

4. Illinois Sustainable Investment Act P.A. 101-0473: The Ritzman law firm advised Mr. Weseloh that this legislation mandates that each of the Illinois Library Districts change their investment policy language to be compliant with the law. Mr. Weseloh added the language to the policy.

5. Washington Street Reconstruction Project Newsletter #5: The construction expected completion date is June 15, 2020.

**I. REPORTS:**

1. President: President Conradt reminded the Trustees that they have to complete the Director evaluation prior to the May meeting. Ms. Kelsey



# DRAFT MINUTES ONLY

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reviewed the evaluation form under New Business Item 4.

2. Library Director: Mr. Weseloh stated the Library is 75% through the fiscal year elapsed. Sikich submitted an audit proposal for the next three years. The administrative staff have been very pleased with Sikich's auditing services.

Mr. Weseloh and some managers have been attending SWAN Fireside Chats Tuesdays at 11:00 a.m.; topics of discussion have covered issues related to the COVID-19 situation, library closings, and planned reopenings. SWAN is trying to help coordinate a large group purchase of the PPE needed to reopen member libraries.

Wednesday is a SWAN committee-of-the-whole meeting for administrators and library directors. The emphasis will be on reopening procedures. RAILS is in contact with the State legislature to remind them to consider libraries when creating business reopening plans and procedures.

The Board discussed reopening plans including reduced building occupancy, removing some tables off of the floor and spacing out the computers for social distancing, taping off the floor at service desks, mask-wearing for patrons and staff, materials handling and processing, and quarantining returned materials.

Staff will return to the library for some number of days prior to opening the doors to the public. Initially patrons will be provided curbside services prior to the library building reopening to the public.

Materials due dates have been extended, late fines have been suspended; online registration has been initiated with an initial three-month temporary library card for new patrons. Patrons are only able to access the electronic materials, and staff have allocated some of the print book budget to the electronic materials budget to increase materials available to the patrons. E-book certificates have increased from 2,000 to approximately 3,700.

Mr. Weseloh reported that staff have created a running list of items to be purchased prior to reopening to address staff and public safety, including one or two contactless thermometers.

Reduced staff hours and telework are being considered in the reopening plans.

RAILS has promoted a site that allows libraries and other businesses that have free Wi-Fi to enter their information on the site so

community members know where they can access free Wi-Fi.

The Trustees' economic interest statements are due May 1, 2020.

a. The chiller project has been completed, the system is connected and functioning, and it can be monitored from off-site.

The facilities vendors that typically perform interior work have been postponed until the building is reopened, and garbage pickup has been stopped while the building is closed.

The landscapers have started cleaning up the yard and have removed the shrubbery between the parking lanes as planned. When fresh fill has been added and compacted, fresh ground gravel will be installed.

The parking lot lamp posts and picnic tables are scheduled to be painted, weather permitting. The exterior doors will be painted when the building is reopened.

b. Minimum Wage Report: Mr. Weseloh provided the trustees a paper outlining the minimum wage increase timeline, starting FY 21-22 at \$12/hour and ending in FY 24-25 at \$15/hour. The recommendation to the Board is an annual 5% increase for Grade 1 and 2.5% for Grades 2 through 6. The annual projected increases were developed prior to the COVID-related economic collapse.

3. Department Managers: Written Department Reports were included in the Board packets. Mr. Weseloh stated a lot of programming has stalled while departments try to move to an electronic remote/ mobile platform.

Circulation Services: For March, 3,569 electronic materials were checked out, a 70.85% increase from March of 2019. Due to the March library closure, circulation for hard copies is significantly down at 9,862; and door count is down as well.

Complete Count 2020 Census efforts continued to move forward with social media messaging and remote committee meetings. The census self-reporting deadline has been postponed until October 31, 2020.

4. Finance Committee: Mr. Bloom reported the Finance Committee met April 16, 2020 at 10:00 p.m. on the Zoom platform. Present were: Richard Bloom, Chair; Diane Kelsey, Member; Nancy Conradt, ex officio; Ben Weseloh, Maureen Bajor, and Jason Rock, staff.

The Committee approved the Minutes of the February 24 meeting. They addressed the change in the Investment of Public Funds policy; the

# DRAFT MINUTES ONLY

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Committee recommends a reinforcement of the Board's commitment to secure and properly invest taxpayers' dollars in safe instruments.

In reviewing the proposed 20-21 budget, and in consideration of the precipitous national economic downturn, the Committee made adjustments on the revenue side regarding interest income and copier income -- a \$6500 reduction. The Committee recommended to the Library Director reductions in expenses in the categories of administrative expenses, technology, programming, library materials, and outreach programs.

Mr. Weseloh provided the Committee a presentation on the plan procedure for reopening of the Library, which may be between June 10 and 15, 2020. Discussion has been had on the initial reduction of hours the Library will be open and the reduction of staff hours and payroll expense.

The Committee meeting adjourned at 11:52. The next Finance Committee meeting will be in May, via Internet, to review and approve a final budget which will then be brought to the Board at the May Regular Meeting.

5. Strategic Planning Committee: Ms. Jakacki reported the Committee met March 4, 2020. The Committee closed the public and staff survey; 145 public responses to our survey were received, in both English and Spanish. The common themes were identified -- the majority of complaints about the parking lot were regarding the bushes in between the two different parking lanes. The Committee has started to draft some primary and secondary goals. The next meeting will be in mid May.

6. Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Tapes: Mr. Fokta reported the committee has learned a lot through the process. They have changed the scope of review, and will be making changes to the way meeting minutes are placed into the file cabinet.

Mr. Fokta and Mr. Weseloh have spoken with the Library's attorney with regard to implementing some procedures. Shortly thereafter the Library closed in compliance with the Governor's stay-at-home order. The recording review process will resume after the Library reopens.

Mr. Fokta stated a Policy Committee meeting will be scheduled with the committee members meeting online.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Investment of Public Funds Policy: Mr. Bloom reported the Finance Committee recommends the approval of the Revised Illinois Investment Policy, including the Sustainable Investments language, as presented to the Board.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Corrine Jakacki, Diane Kelsey, Tom Tawney, Nancy Conradt. Motion carried.

2. Audit proposal from Sikich, LLP: Mr. Bloom moved to approve the audit proposal from Sikich for the fiscal year audits of 2020, 2021 and 2022, as follows: The June 30, 2020 audit for \$10,369.00, the conversion from cash basis to modified accrual for \$4,488.00, and a total cost of \$14,857.00; the June 30, 2021 audit for \$10,681.00, the conversion from cash basis to modified accrual for \$4,712.00, a \$600 fee for implementation of GASB 87, if needed, and a total of \$15,993.00; and the June 30, 2022 audit for \$11,001.00, the conversion from cash basis to modified accrual for \$4,948.00, and a total audit of \$15,949.00. Seconded by Ms. Jakacki.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Frank Fokta, Diane Kelsey, Tom Tawney, Nancy Conradt. Motion carried.

3. Establish Date and Time for Library Director's Annual Performance Review: President Conradt stated that prior to meeting to perform the performance review, the trustees need to decide whether they are going to change the form, and Mr. Weseloh needs to provide the Board his self-evaluation. The Trustees will meet Monday, May 18 at 7:00 p.m.

4. Recommendations To Change The Evaluation Questionnaire For the Library Director's Annual Performance Review: Trustee Kelsey made the following recommendations to change the Director's Evaluation form: Remove Section 3, on Page 3, "Collection and Programming Development;" reword in Section 1, on Page 2, "Administrative Services," to reflect the oversight duties that Mr. Weseloh has with collection and program development as follows: "maintains responsible oversight through monthly department meetings, regular review of the library's budget, individual and informal discussion with staff and patrons, and monthly reporting to the board," and "keeps current with emerging resources, technologies, and equipment; and oversees their implementation within the library environment, both to improve the daily operations of the library, and to keep the library proactive in its service to the public."

Discussion was had regarding the suggested wording.

# DRAFT MINUTES ONLY

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Ms. Jakacki moved to amend the evaluation form as discussed above; seconded by Richard Bloom. Motion carried by unanimous voice vote.

Mr. Weseloh will submit to the Board his self-evaluation by Friday, May 15, 2020.

5. Library Reopening Subsequent to Governor's Stay-at-Home Order: The consensus of the Board was that the reopening plan had been sufficiently addressed under previous portions of the agenda. The baseline for reopening is the safety of the Library patrons and staff.

Mr. Weseloh reported that the elevator pit flooded with water when both the sump pump and the backup pump failed. The equipment was replaced at a cost of \$6,800.00. The maintenance person checks the building every three days with a walk-through, checks plumbing, looks for any damage, vandalism, et cetera.

To date the external sprinkler system has not been started up for the season. Mr. Weseloh believes there's a leak somewhere in the front of the building. The vendor will be asked to come out after the staff have returned to the building and can be present during testing. The exterior water will not be turned on until after the leak is identified and repaired.

L. CLOSED SESSION: None held. Discussion was had regarding whether the Board could hold a closed session during the time of the Stay-at-Home order. The IT librarian Jason can set the meeting up and not be present during any part of the meeting. Ms. Jakacki also offered to be a designated "host" of a closed session meeting on another platform. A closed session meeting, by law, will be recorded if held.

M. RETURN TO OPEN SESSION: No Return to Open Session held.

N. ADJOURNMENT: President Conradt stated that no closed session will be held, and adjourned the meeting at 8:31 p.m., business having been completed.

Catherine A. Rajcan  
Recording Secretary

BOARD OF LIBRARY TRUSTEES  
SPECIAL BOARD MEETING – ONLINE VIA ZOOM  
MEETING MINUTES  
MONDAY, MAY 18, 2020  
7:00 PM

A. Call to Order

The meeting was called to order at 7:07 PM by Nancy Conradt, President.

B. Roll Call

TRUSTEES PRESENT: Nancy Conradt President; Frank Fokta, Vice-President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki-Dattomo, Trustee.  
ABSENT: David Reynolds, Tom Tawney

C. Approval of Minutes

None to approve.

D. Recognition of Public

None present.

E. Public Comments – Limited to 3 minutes

None.

F. Agenda – Additions/Deletions

None.

G. Treasurer's Report

None given.

H. Communications

None

I. Reports

None.

J. Unfinished Business

None

K. New Business

1. Library Director Evaluation

L. Closed Session

At 7:19 PM Mr. Fokta moved to enter into closed session in accordance with Illinois Open Meetings Act (5ILCS 120/2(C)(1) and 5 ILCS 120/(C)(21); seconded by Ms. Jakacki.

Roll Call Vote: Yes – Richard Bloom, Frank Fokta, Corrine Jakacki, Diane Kelsey,  
Nancy Conradt.  
Motion carried.

M. Return to Open Session: At 7:50 PM Mr. Bloom moved to return to Open Session;  
seconded by Mr. Fokta.

Roll Call Vote: Yes – Richard Bloom, Frank Fokta, Corrine Jakacki, Diane Kelsey,  
Nancy Conradt.  
Motion carried.

Ms. Jakacki moved to offer the Director a 3% raise in salary; seconded by Mr. Bloom.

Roll Call Vote: Yes – Richard Bloom, Frank Fokta, Corrine Jakacki, Diane Kelsey,  
Nancy Conradt.  
Motion carried.

N. Adjournment

Meeting was adjourned at 7:54 PM



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE:**

**MAY 26, 2020 MEETING**

**FINANCIAL STATEMENT DATE:**

**APRIL 30, 2020**

Payroll dated:

April 3, 2020	Net Payroll	32,750.21
	Federal Liability Payment	9,716.15
	State Liability Payment	2,037.59
	Paylocity fee	2,284.20
April 17, 2020	Net Payroll	33,223.46
	Federal Liability Payment	9,808.31
	State Liability Payment	2,057.82
	Paylocity fee	283.20

TOTAL

92,160.94

State Bank of IL

Operating-Manual Cks      Check No.

Operating-System Cks      Check No.

56,751.89

Librarian's Petty Cash      Check No.

TOTAL

56,751.89

Total Bills for Approval

148,912.83

Board Approval

Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_



Claims List May 2020

VENDOR	DESCRIPTION	ACCT NO		TOTAL	Check #
Abbott	Exterior Landscaping	1145130	\$475.00	\$475.00	23014
Accurate Office Supplies	Office Supplies-General	1141334	\$661.18	\$791.76	23015
Accurate Office Supplies	Office Supplies-General	1141334	\$130.58		
Anderson Elevator Co.	Contract Inspection & Maintenance	1145160	\$165.00	\$165.00	23016
BookPage	Marketing	1144210	\$354.00	\$354.00	23017
Call One	Utilities-Telephone	1145330	\$549.72	\$549.72	23018
Certapro Painters of Fox Valley	Exterior R&M	1145140	\$545.00	\$545.00	23019
COMCAST	Internet Services	1142405	\$532.90	\$532.90	23020
ComEd	Utilities-Electric	1145320	\$1,254.40	\$1,254.40	23021
De Lage Landen	Office Equipment	1141336	\$1,654.45	\$1,654.45	23022
Demco Software	Programs-Summer Reading	1144135	\$500.00	\$500.00	23023
Ebsco	Reference Electronic	1142112	\$385.00	\$385.00	23024
Ebsco	Periodicals	1142210	\$9.32	\$9.32	23025
FNBC Bank and Trust	Administrative Misc.	1141342	\$100.00	\$100.00	23026
FNBC Bank and Trust	Professional Development	1141310	\$726.00	\$1,197.29	23027
FNBC Bank and Trust	Postage	1141338	\$166.40		
FNBC Bank and Trust	Administrative Misc.	1141342	\$25.00		
FNBC Bank and Trust	Software Staff	1141410	\$63.72		
FNBC Bank and Trust	Programs-Summer Reading	1144135	\$96.77		
FNBC Bank and Trust	Marketing	1144210	\$119.40		
Gehrke Technology Group	HVAC R&M	1145150	\$125.00	\$125.00	23028
IHLS	Cataloguing Tool	1142510	\$191.50	\$191.50	23029
Illinois Library Association	Association Dues	1141330	\$250.00	\$250.00	23030
Leslie Goddard	Programs-Adult	1144120	\$300.00	\$300.00	23031
LIMRICC	Insurance Health & Dental	1141110	\$14,490.78	\$14,490.78	23032
Mendel Plumbing	Interior R&M-Other	1145165	\$6,872.00	\$6,872.00	23033
Midwest Mechanical	HVAC R&M	1145150	\$897.00	\$897.00	23034
Midwest Mechanical	Special Reserve Expenditures	7070000	\$5,790.00	\$5,790.00	23035
Morgan Birge & Associates, Inc.	Phone System	1141415	\$120.00	\$120.00	23036
NCPERS	Insurance Health & Dental	1141110	\$32.00	\$32.00	23037
Nicor	Utilities-Gas	1145310	\$782.96	\$782.96	23038
OverDrive	Books-Adult	1142120	\$1,857.19	\$7,370.11	23039
OverDrive	Books-Young Adult	1142130	\$1,232.46		
OverDrive	Books-Youth	1142140	\$741.92		
OverDrive	AV Materials-Adult	1142320	\$3,538.54		
Peregrine, Stime, Newman, Ritzman	Legal	1145510	\$1,687.50	\$1,687.50	23040
SenSource	Contract Inspection & Maintenance	1145160	\$200.00	\$200.00	23041
Sikich, LLP	Technology Management	1141420	\$4,400.00	\$5,727.00	23042
Sikich, LLP	Technology Management	1141420	\$545.00		
Sikich, LLP	Technology Management	1141420	\$352.00		
Sikich, LLP	IT Equipment/Upgrades Staff	1141400	\$143.00		
Sikich, LLP	IT Equipment/Upgrades Public	1142445	\$287.00		
SmithAmundsen	Legal	1145510	\$607.50	\$607.50	23043
Sprint	Utilities-Telephone	1145330	\$306.26	\$306.26	23044
Swan	RBP/ILL Book Replacement	1142170	\$163.84	\$163.84	23045
Tovar Snow Professionals	Snow Removal	1145120	\$1,329.60	\$1,329.60	23046
William A. Lau and Co. Ltd.	Accounting	1145520	\$995.00	\$995.00	23047

Please date checks 5/26/2020

Total \$56,751.89 \$56,751.89

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**FINANCIAL STATEMENTS**

**APRIL 30, 2020**

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
FINANCIAL REPORT**

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**Board of Directors  
WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Management is responsible for the accompanying financial statements of the governmental activities, each fund, and the aggregate remaining fund information of WEST CHICAGO PUBLIC LIBRARY DISTRICT as of April 30, 2020 for the one and ten months then ended which collectively comprise the Library's basic financial statements as listed in the table of contents in accordance with the cash-basis of accounting, and for determining that the cash-basis is an acceptable financial reporting framework. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements or supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements

The financial statements are prepared in accordance with the cash-basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has omitted the management's discussion and analysis information that is required to be presented for purposes of additional analysis. Such missing information, Although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the cash-basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

William A. Lau  
and Company, Ltd.

  
Certified Public Accountants

May 18, 2020  
Homewood, Illinois

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY**  
**ALL FUND TYPES**  
**APRIL 30, 2020**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
<b>ASSETS</b>					
10100 - PETTY CASH	\$ 100	\$ -	\$ -	\$ -	\$ 100
10200 - FNBC BANK -PETTY CASH	5,003	-	-	-	5,003
10250 - PETTY CASH-CIRCULATION	60	-	-	-	60
10300 - FNBC BANK-CHECKING	(129,831)	-	-	-	(129,831)
10350 - FNBC BANK - SAVINGS	712,479	-	-	-	712,479
10450 - ILLINOIS FUNDS-GASB 54	499,854	-	-	-	499,854
10500 - ILLINOIS FUNDS-GENERAL	32,312	-	-	32,422	64,734
DUE (TO) FROM OTHER FUNDS	(64,035)	30,496	-	35,721	2,182
<b>TOTAL ASSETS</b>	<b>\$ 1,055,942</b>	<b>\$ 30,496</b>	<b>\$ -</b>	<b>\$ 68,143</b>	<b>\$ 1,154,581</b>
<b>LIABILITIES &amp; FUND EQUITY</b>					
<b>LIABILITIES:</b>					
21050 - FLEX SPENDING W/H	\$ 6,438	\$ -	\$ -	\$ -	\$ 6,438
21055 - HSA AVIDIA	(2,179)	-	-	-	(2,179)
<b>TOTAL LIABILITIES</b>	<b>\$ 4,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,259</b>
<b>FUND EQUITY:</b>					
RESTRICTED	\$ -	\$ 30,496	\$ -	\$ -	\$ 30,496
COMMITTED	-	-	-	68,143	68,143
ASSIGNED	393,485	-	-	-	393,485
UNASSIGNED	658,198	-	-	-	658,198
<b>TOTAL FUND EQUITY</b>	<b>\$ 1,051,683</b>	<b>\$ 30,496</b>	<b>\$ -</b>	<b>\$ 68,143</b>	<b>\$ 1,150,322</b>
<b>TOTAL NET ASSETS</b>	<b>\$ 1,055,942</b>	<b>\$ 30,496</b>	<b>\$ -</b>	<b>\$ 68,143</b>	<b>\$ 1,154,581</b>

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH RECEIPTS & DISBURSEMENTS**  
**ALL FUND TYPES**  
**FOR THE PERIOD ENDED APRIL 30, 2020**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
<b>REVENUES:</b>					
30010 - PROPERTY TAXES	\$ 2,110,830	\$ 123,562	\$ -	\$ -	\$ 2,234,392
32010 - PERS PROPERTY REPLACEMENT TAX	20,057	-	-	-	20,057
33000 - INTEREST INCOME	19,279	1,129	-	-	20,408
33110 - INTEREST-TAX REVENUE	296	17	-	-	313
33115 - DIVIDEND INCOME	421	-	-	-	421
35100 - FINES	6,826	-	-	-	6,826
35150 - PHOTOCOPY/MICROFORM/COPY/FAX	4,918	-	-	-	4,918
35510 - LOST AND PAID MATERIALS	713	-	-	-	713
35710 - NON RESIDENT FEES	823	-	-	-	823
35810 - BOOK SALES	(36)	-	-	-	(36)
36035 - DONATIONS SUMMER READING	950	-	-	-	950
38020 - OTHER GRANTS	2,140	-	-	-	2,140
39010 - OTHER INCOME	3,510	-	-	-	3,510
<b>TOTAL REVENUES</b>	<b>\$ 2,170,727</b>	<b>\$ 124,708</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,295,435</b>
<b>EXPENDITURES:</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,682,403</b>	<b>\$ 99,640</b>	<b>\$ -</b>	<b>\$ 123,313</b>	<b>\$ 1,905,356</b>
<b>EXCESS REVENUES OVER, (UNDER) EXPENDITURES</b>	<b>\$ 488,324</b>	<b>\$ 25,068</b>	<b>\$ -</b>	<b>\$ (123,313)</b>	<b>\$ 390,079</b>
<b>OTHER INCOME, (EXPENSE):</b>					
<b>FUND BALANCE - JULY 1</b>	<b>561,180</b>	<b>5,428</b>	<b>-</b>	<b>191,456</b>	<b>758,064</b>
<b>FUND BALANCE - CURRENT</b>	<b>\$ 1,049,504</b>	<b>\$ 30,496</b>	<b>\$ -</b>	<b>\$ 68,143</b>	<b>\$ 1,148,143</b>

WEST CHICAGO PUBLIC LIBRARY  
STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY  
LIBRARY FUND  
APRIL 30, 2020

	<u>LIBRARY FUND</u>
<u>ASSETS</u>	
10100 - PETTY CASH	\$ 100
10200 - FNBC BANK -PETTY CASH	5,003
10250 - PETTY CASH-CIRCULATION	60
10300 - FNBC BANK-CHECKING	(129,831)
10350 - FNBC BANK - SAVINGS	712,479
10450 - ILLINOIS FUNDS-GASB 54	499,854
10500 - ILLINOIS FUNDS-GENERAL	32,312
DUE (TO) FROM OTHER FUNDS	<u>(64,035)</u>
TOTAL ASSETS	<u>\$ 1,055,942</u>
 <u>LIABILITIES &amp; FUND EQUITY</u>	
LIABILITIES:	
21050 - FLEX SPENDING W/H	\$ 6,438
21055 - HSA AVIDIA	<u>(2,179)</u>
TOTAL LIABILITIES	<u>\$ 4,259</u>
FUND EQUITY:	
ASSIGNED	\$ 393,485
UNASSIGNED	<u>658,198</u>
TOTAL FUND EQUITY	<u>\$ 1,051,683</u>
TOTAL NET ASSETS	<u>\$ 1,055,942</u>

SEE ACCOUNTANTS' COMPILATION REPORT



**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH RECEIPTS & DISBURSEMENTS**  
**LIBRARY FUND**

**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
<b>REVENUES:</b>					
30010 - PROPERTY TAXES	\$ -	\$ 2,110,830	\$ 2,115,484	99.78	\$ 4,654
32010 - PERS PROPERTY REPLACEMENT TAX	-	20,057	38,000	52.78	17,943
33000 - INTEREST INCOME	475	19,279	20,000	96.40	721
33110 - INTEREST-TAX REVENUE	295	296	-	-	(296)
33115 - DIVIDEND INCOME	-	421	-	-	(421)
35100 - FINES	539	6,826	10,000	68.26	3,174
35150 - PHOTOCOPY/MICROFORM/COPY/FAX	-	4,918	5,000	98.36	82
35510 - LOST AND PAID MATERIALS	-	713	1,200	59.42	487
35710 - NON RESIDENT FEES	-	823	1,800	45.72	977
35810 - BOOK SALES	-	(36)	-	-	36
36035 - DONATIONS SUMMER READING	-	950	1,500	63.33	550
36045 - DEVELOPER DONATIONS	-	-	200	-	200
38010 - PER CAPITA GRANT	-	-	37,405	-	37,405
38020 - OTHER GRANTS	-	2,140	1,500	142.67	(640)
39010 - OTHER INCOME	-	3,510	3,000	117.00	(510)
<b>TOTAL REVENUES</b>	<b>\$ 1,309</b>	<b>\$ 2,170,727</b>	<b>\$ 2,235,089</b>	<b>97.12</b>	<b>\$ 64,362</b>
<b>EXPENDITURES:</b>					
<b>TOTAL EXPENDITURES</b>	<b>161,698</b>	<b>1,682,403</b>	<b>2,235,089</b>	<b>75.27</b>	<b>552,686</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (160,389)</b>	<b>\$ 488,324</b>	<b>\$ -</b>	<b>21.85</b>	<b>\$ (488,324)</b>
<b>FUND BALANCE - JULY 1</b>	<b>-</b>	<b>561,180</b>	<b>-</b>	<b>-</b>	<b>(561,180)</b>
<b>FUND BALANCE - CURRENT</b>	<b>\$ (160,389)</b>	<b>\$ 1,049,504</b>	<b>\$ -</b>	<b>21.85</b>	<b>\$ (1,049,504)</b>



**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET**  
**LIBRARY FUND**  
**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
<b>EXPENDITURES:</b>					
<b><u>PERSONNEL:</u></b>					
41100 - SALARIES	\$ 92,753	\$ 891,227	\$ 1,178,605	75.62	\$ 287,378
41110 - INS-HEALTH, DENTAL, LIFE, FSA	12,815	122,467	177,000	69.19	54,533
41120 - FICA EXPENSE	6,712	65,187	90,000	72.43	24,813
41130 - UNEMPLOYMENT COMPENSATION	758	1,477	2,700	54.70	1,223
41140 - WORKERS COMPENSATION	-	4,346	4,600	94.48	254
<b>TOTAL PERSONNEL</b>	<b>\$ 113,038</b>	<b>\$ 1,084,704</b>	<b>\$ 1,452,905</b>	<b>74.66</b>	<b>\$ 368,201</b>
<b><u>ADMINISTRATIVE EXPENSES:</u></b>					
41310 - PROFESSIONAL DEVELOPMENT	\$ -	\$ 2,769	\$ 10,800	25.64	\$ 8,031
41320 - TRAVEL	-	1,513	3,500	43.23	1,987
41330 - ASSOCIATION DUES	66	3,398	5,700	59.61	2,302
41332 - PAYROLL PROCESSING	2,567	7,346	5,400	136.04	(1,946)
41334 - OFFICE SUPPLIES GENERAL	-	4,782	6,600	72.45	1,818
41336 - OFFICE EQUIPMENT	1,988	17,640	21,525	81.95	3,885
41338 - POSTAGE	49	5,209	6,800	76.60	1,591
41342 - ADMINISTRATIVE MISC	25	1,608	1,800	89.33	192
41344 - SUPPLIES-FOOD	-	2,043	4,000	51.08	1,957
41346 - MATERIALS & RESOURCE RECOVERY	54	967	1,600	60.44	633
41348 - ACCESS SERVICE SUPPLIES	-	2,789	4,500	61.98	1,711
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 4,749</b>	<b>\$ 50,064</b>	<b>\$ 72,225</b>	<b>69.32</b>	<b>22,161</b>
<b><u>ADMINISTRATIVE TECHNOLOGY EXPENSES:</u></b>					
41400 - IT EQUIPMENT UPGRADES-STAFF	\$ 2,491	\$ 28,099	\$ 21,550	130.39	\$ (6,549)
41410 - SOFTWARE-STAFF	523	5,917	4,485	131.93	(1,432)
41415 - PHONE SYSTEM	120	1,200	1,440	83.33	240
41420 - TECHNOLOGY MANAGEMENT	5,011	49,999	59,691	83.76	9,692
41425 - WARRANTIES/EXTENDED CARE	522	1,275	3,937	32.39	2,662
<b>TOTAL ADMINISTRATIVE TECHNOLOGY EXP</b>	<b>\$ 8,667</b>	<b>\$ 86,490</b>	<b>\$ 91,103</b>	<b>94.94</b>	<b>\$ 4,613</b>

SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET**  
**LIBRARY FUND**  
**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

**LIBRARY MATERIALS-BOOKS:**

42112 - REFERENCE-ELECTRONIC	\$ -	\$ 46,417	\$ 49,000	94.73	\$ 2,583
42120 - BOOKS-ADULT	2,290	29,770	49,000	60.76	19,230
42122 - BOOKS-LITERACY	-	-	370	-	370
42130 - BOOKS-YOUNG ADULT	125	3,049	6,000	50.82	2,951
42140 - BOOKS-YOUTH	921	19,018	24,500	77.62	5,482
42170 - RBP/ILL BOOK REPLACEMENT	-	453	1,000	45.30	547

**TOTAL LIBRARY MATERIALS-BOOKS**

\$ 3,336	\$ 98,707	\$ 129,870	76.00	\$ 31,163
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**LIBRARY MATERIALS-PERIODICALS:**

42210 - PERIODICALS	\$ -	\$ 12,433	\$ 14,000	88.81	\$ 1,567
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**TOTAL LIBRARY MATERIALS-PERIODICALS**

\$ -	\$ 12,433	\$ 14,000	88.81	\$ 1,567
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**LIBRARY MATERIALS-AUDIO VISUAL:**

42320 - AV MATERIALS-ADULT	\$ 368	\$ 14,765	\$ 24,000	61.52	\$ 9,235
42330 - AV MATERIALS-YOUNG ADULT	140	1,946	2,800	69.50	854
42340 - AV MATERIALS-YOUTH	74	4,785	7,500	63.80	2,715

**TOTAL LIBRARY MATERIALS- AUDIO VISUAL**

\$ 582	\$ 21,496	\$ 34,300	62.67	\$ 12,804
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**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET**  
**LIBRARY FUND**  
**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

**TECHNOLOGY SERVICES:**

42400 - LIBRARY CONSORTIUM	\$	8,344	\$	33,377	\$	33,378	100.00	\$	1
42405 - INTERNET SERVICES		496		4,909		6,000	81.82		1,091
42420 - SOFTWARE-PUBLIC		1,991		7,533		9,575	78.67		2,042
42445 - IT EQUIPMENT/UPGRADES-PUBLIC		2,491		31,961		26,200	121.99		(5,761)

<b>TOTAL TECHNOLOGY SERVICES</b>	<b>\$</b>	<b>13,322</b>	<b>\$</b>	<b>77,780</b>	<b>\$</b>	<b>75,153</b>	<b>103.50</b>	<b>\$</b>	<b>(2,627)</b>
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**LIBRARY MATERIAL MAINTENANCE:**

42500 - PROCESSING-TECHNICAL SERVICES	\$	183	\$	4,858	\$	13,600	35.72	\$	8,742
42510 - CATALOGUING TOOL		-		-		330	-		330

<b>TOTAL LIBRARY MATERIAL MAINTENANCE</b>	<b>\$</b>	<b>183</b>	<b>\$</b>	<b>4,858</b>	<b>\$</b>	<b>13,930</b>	<b>34.87</b>	<b>\$</b>	<b>9,072</b>
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**PROGRAMS:**

44120 - PROGRAMS-ADULT	\$	99	\$	5,108	\$	6,400	79.81	\$	1,292
44130 - PROGRAMS-YOUNG ADULT		334		2,533		5,500	46.05		2,967
44135 - PROGRAMS-SUMMER READING		18		964		5,900	16.34		4,936
44140 - PROGRAMS-YOUTH		10		6,421		7,800	82.32		1,379
44145 - EVENTS AND OUTREACH		371		3,134		5,300	59.13		2,166

<b>TOTAL PROGRAMS</b>	<b>\$</b>	<b>832</b>	<b>\$</b>	<b>18,160</b>	<b>\$</b>	<b>30,900</b>	<b>58.77</b>	<b>\$</b>	<b>12,740</b>
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**MARKETING & PROMOTIONS:**

44210 - MARKETING	\$	39	\$	2,082	\$	4,520	46.06	\$	2,438
44215 - WEBSITE		-		700		1,571	44.56		871
44220 - PROMO MATERIALS-ADULT		-		930		1,500	62.00		570
44240 - PROMO MATERIALS-YOUTH		-		1,056		1,600	66.00		544
44245 - NEWSLETTER		-		11,629		16,100	72.23		4,471
44250 - SURVEYS		-		384		360	106.67		(24)

<b>TOTAL MARKETING &amp; PROMOTIONS</b>	<b>\$</b>	<b>39</b>	<b>\$</b>	<b>16,781</b>	<b>\$</b>	<b>25,651</b>	<b>65.42</b>	<b>\$</b>	<b>8,870</b>
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SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET**  
**LIBRARY FUND**  
**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

**FACILITIES & OPERATIONS:**

45110 - JANITORIAL SERVICE	\$ 366	\$ 2,928	\$ 9,000	32.53	\$ 6,072
45112 - SECURITY SERVICE	2,178	11,153	16,000	69.71	4,847
45115 - JANITORIAL SUPPLIES	-	5,127	6,000	85.45	873
45117 - SECURITY CAMERAS	-	542	5,500	9.85	4,958
45120 - SNOW REMOVAL	277	28,382	32,000	88.69	3,618
45130 - EXTERIOR LANDSCAPING	3,975	6,544	11,000	59.49	4,456
45140 - EXTERIOR R & M - OTHER	1,798	5,838	28,560	20.44	22,722
45150 - HVAC & R & M	1,739	17,334	30,000	57.78	12,666
45155 - GENERAL BLDG SERVICES	105	1,262	1,775	71.10	513
45160 - CONTRACT INSPECTION & MAINTENANCE	427	11,351	12,000	94.59	649
45165 - INTERIOR R & M - OTHER	-	18,477	32,200	57.38	13,723

**TOTAL FACILITIES & OPERATIONS**

\$ 10,865	\$ 108,938	\$ 184,035	59.19	\$ 75,097
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**UTILITIES:**

45310 - UTILITIES-GAS	\$ 995	\$ 6,038	\$ 8,225	73.41	\$ 2,187
45320 - UTILITIES-ELECTRIC	1,721	17,683	22,000	80.38	4,317
45330 - UTILITIES-TELEPHONE	809	7,927	11,000	72.06	3,073
45340 - UTILITIES-WATER	438	1,212	2,000	60.60	788
45350 - UTILITIES-TRASH	-	911	1,600	56.94	689

**TOTAL UTILITIES**

\$ 3,963	\$ 33,771	\$ 44,825	75.34	\$ 11,054
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**PROFESSIONAL SERVICES:**

45500 - INSURANCE	\$ -	\$ 16,802	\$ 17,400	96.56	\$ 598
45505 - AUDIT	-	15,192	15,192	100.00	-
45510 - LEGAL	-	11,295	9,000	125.50	(2,295)
45520 - ACCOUNTING	995	17,146	18,800	91.20	1,654

**TOTAL PROFESSIONAL SERVICES**

\$ 995	\$ 60,435	\$ 60,392	100.07	\$ (43)
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SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET**  
**LIBRARY FUND**  
**FOR THE ONE MONTH & PERIOD ENDED APRIL 30, 2020**

**LIBRARY BOARD EXPENSES:**

45600 - CONFERENCE & TRAINING-BOARD	\$	-	\$	643	\$	1,000	64.30	\$	357
45605 - PROF SERVICES-SECRETARIAL		-		2,166		3,300	65.64		1,134
45610 - LEGAL NOTICES AND ADVERTISMNTS		-		566		1,500	37.73		934

**TOTAL LIBRARY BOARD EXPENSES**

\$	-	\$	3,375	\$	5,800	58.19	\$	2,425
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**CAPITAL EQUIPMENT:**

46500 - CAPITAL EQUIPMENT & BUILDING	\$	-	\$	-	\$	-	-	\$	-
46510 - CAPITAL PROJECTS-INTERIOR		-		-		-	-		-

**TOTAL CAPITAL EQUIPMENT**

\$	-	\$	-	\$	-	-	\$	-
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**GRANT EXPENSES:**

49600 - CENSUS 2020 GRANT EXP	\$	1,127	\$	4,415	\$	-	-	\$	(4,415)
49605 - GRANT EXP FAMILY LITERACY		-		-		-	-		-

**TOTAL GRANT EPENSES**

\$	1,127	\$	4,415	\$	-	-	\$	(4,415)
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**TOTAL EXPENDITURES**

\$	161,698	\$	1,682,407	\$	2,235,089	75.27	\$	552,682
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SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY**  
**COMBINED STATEMENT OF ASSETS, LIABILITIES &**  
**FUND EQUITY - SPECIAL REVENUE FUNDS**  
**APRIL 30, 2020**

	<u>IMRF</u>	<u>TOTAL FUNDS</u>
<b><u>ASSETS</u></b>		
DUE (TO) FROM OTHER FUNDS	\$ 30,496	\$ 30,496
<b>TOTAL ASSETS</b>	<b><u>\$ 30,496</u></b>	<b><u>\$ 30,496</u></b>
<b><u>LIABILITIES &amp; FUND EQUITY</u></b>		
<b>LIABILITIES:</b>		
<b>FUND EQUITY:</b>		
RESTRICTED	\$ 30,496	\$ 30,496
UNASSIGNED		
<b>TOTAL FUND EQUITY</b>	<b><u>\$ 30,496</u></b>	<b><u>\$ 30,496</u></b>
<b>TOTAL NET ASSETS</b>	<b><u>\$ 30,496</u></b>	<b><u>\$ 30,496</u></b>

SEE ACCOUNTANTS' COMPILATION REPORT

# WEST CHICAGO PUBLIC LIBRARY

## STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

### SPECIAL REVENUE FUNDS FOR THE PERIOD ENDED APRIL 30, 2020

	ANNUAL BUDGET	IMRF	(OVER) UNDER BUDGET
<b>REVENUES:</b>			
30010 - PROPERTY TAXES	\$ 123,730	\$ 123,562	\$ 168
33000 - INTEREST INCOME	-	1,129	(1,129)
33110 - INTEREST-TAX REVENUE	-	17	(17)
<b>TOTAL REVENUES</b>	<b>\$ 123,730</b>	<b>\$ 124,708</b>	<b>\$ (978)</b>
<b>EXPENDITURES:</b>			
92500 - IMRF EXPENSE	\$ 123,730	\$ 99,640	\$ 24,090
<b>TOTAL EXPENDITURES</b>	<b>\$ 123,730</b>	<b>\$ 99,640</b>	<b>\$ 24,090</b>
<b>EXCESS REVENUES OVER, (UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 25,068</b>	<b>\$ (25,068)</b>
<b>FUND BALANCE - JULY 1</b>	<b>-</b>	<b>5,428</b>	<b>(5,428)</b>
<b>FUND BALANCE - CURRENT</b>	<b>\$ -</b>	<b>\$ 30,496</b>	<b>\$ (30,496)</b>

WEST CHICAGO PUBLIC LIBRARY  
STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY  
DEBT SERVICE FUND

APRIL 30, 2020

DEBT  
SERVICE

ASSETS

LIABILITIES & FUND EQUITY

LIABILITIES:

FUND EQUITY:

SEE ACCOUNTANTS' COMPILATION REPORT



WEST CHICAGO PUBLIC LIBRARY  
STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

DEBT SERVICE FUND  
FOR THE PERIOD ENDED APRIL 30, 2020

ANNUAL  
BUDGET

YEAR - TO -  
DATE

REVENUES:

EXPENDITURES:

EXCESS REVENUES OVER,

**WEST CHICAGO PUBLIC LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY**  
**CAPITAL PROJECTS FUND**  
**APRIL 30, 2020**

	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
10500 - ILLINOIS FUNDS-GENERAL	\$ -	\$ 32,422	\$ 32,422
DUE (TO) FROM OTHER FUNDS	<u>-</u>	<u>35,721</u>	<u>35,721</u>
<b>TOTAL ASSETS</b>	<b><u>\$ -</u></b>	<b><u>\$ 68,143</u></b>	<b><u>\$ 68,143</u></b>
<b><u>LIABILITIES &amp; FUND EQUITY</u></b>			
<b>LIABILITIES:</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b>FUND EQUITY:</b>			
COMMITTED	<u>\$ -</u>	<u>\$ 68,143</u>	<u>\$ 68,143</u>
<b>TOTAL NET ASSETS</b>	<b><u>\$ -</u></b>	<b><u>\$ 68,143</u></b>	<b><u>\$ 68,143</u></b>

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY  
STATEMENT OF CASH RECEIPTS & DISBURSEMENTS  
CAPITAL PROJECTS FUND  
FOR THE PERIOD ENDED APRIL 30, 2020

	<u>ANNUAL BUDGET</u>	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
<u>REVENUES:</u>				
<u>EXPENDITURES:</u>				
TOTAL EXPENDITURES	\$ -	\$ -	\$ 123,313	\$ 123,313
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ -	\$ -	\$ (123,313)	\$ (123,313)
FUND BALANCE - JULY 1	-	-	191,456	191,456
FUND BALANCE - CURRENT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,143</u>	<u>\$ 68,143</u>

# Library Director Report

May 2020

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 83.3%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$499,853.66 (+ \$412.09)
  - New Building & Construction Fund: \$32,422.32 (+ \$26.74)
  - General (Corporate) Fund: \$32,312.37 (+ \$26.63)
- ❖ Preliminary audit fieldwork for the fiscal year ended June 30, 2020 is scheduled for June 15. If we are not yet in the building at that time, we will perform the work virtually and then complete the work in October, assuming the Library has reopened fully by that time.

## PHYSICAL PLANT

- ❖ Facilities vendors that needed to perform essential maintenance have been scheduled including Midwest Mechanical, Gehrke, Anderson Elevator, and Mendel Plumbing. Midwest Mechanical replaced the HVAC filters and performed preventive maintenance. Mendel plumbing replaced the sump pumps in the elevator pit and Anderson Elevator provided maintenance on the elevator. Anderson Elevator confirmed the elevator's working condition following the water episode in the elevator pit. Mendel Plumbing was also called to confirm the ejector pumps were functioning properly as there have been several alarm notifications generated by the Controls System during the rainstorms. Some water did enter the basement (there was no damage), but it was determined that the water entered under the basement doors because the stairwell drain was clogged. The drain has since been cleaned and no water has entered the basement since.
- ❖ Garbage pickup will resume as cleaning of the building will create waste and refuse.
- ❖ The parking lot light posts and the picnic tables were painted. The painting of the exterior doors will wait until we reopen.

## SWAN

- ❖ SWAN and RAILS are hosting a "Fireside Chat" every Tuesday at 11:00 a.m. where they have been addressing various issues relating to library closures. These meetings allow a question and answer sessions for SWAN staff and members. If interested in viewing the information, you can check out notes and/or meeting recordings at ( <https://support.swanlibraries.net/covid-19/fireside-chats> ). SWAN initiated a group purchase of various personal protective equipment (PPE). We have been purchasing a variety of items for the library prior to their group purchase, but we were able to procure face shields for all staff members through SWAN. I picked those up from the SWAN office on 5/19. Also purchased by SWAN is a product to help us communicate with patrons for curbside service. The product is called "Curbside

# Library Director Report

May 2020

Communicator" and it allows patrons to communicate with library staff via text when they arrive to pick up materials waiting for them. We are working through the process of configuring the settings to implement it when we are ready to provide curbside service.

## PERSONNEL

### ❖ The Library Director:

- Hosted weekly Managers' Advisory Meetings on 4/20, 4/27, 5/4, 5/11, & 5/18
- Attended SWAN Fireside Chat meetings on 4/21, 4/28, 5/5, 5/12, & 5/19
- Attended the Adult Services team meeting on 4/22
- Attended the RAILS weekly Census meetings on 4/23, 2/30, 5/7, & 5/14
- Attended the virtual board meeting on 4/27
- Attended the SWAN COW meeting on 4/29
- Attended a WeGo Together meeting on 4/30
- Attended the Healthy West Chicago Advisory Committee Meeting on 5/6
- Attended a WeGo Together meeting on 5/6
- Met with Dominique Mendez and Omar Nuñez regarding the RAILS Census Grant on 5/6
- Hosted a managers' meeting on 5/8
- Attended the Rotary District 6440 annual meeting on 5/9
- Attended the Finance Committee Meeting on 5/13
- Attended the Paylocity webinar titled *Life After Covid: The New Normal* on 5/13
- Attended the Paylocity webinar titled *Getting Back to Work* on 5/14
- Attended the RAILS webinar titled *Everything Library Trustees Need to Know During Covid-19*
- Attended a Financial Meeting for WeGo Together on 4/19

- ❖ Employees have not only been working tirelessly to transition to virtual programs and services, but we are also meeting regularly to discuss reopening plans and steps needed to reopen the library, when it is determined safe to do so. This includes the creation of an infectious disease plan and a phased reopening plan. We have purchased or have on order the following supplies: nitrile gloves (500); masks (500); 40 gallons of hand sanitizer and pump bottles; face shields (33); 60 soap refills for washroom soap dispensers; 6 softsoap dispensers for individual sinks throughout the library and 12 gallons of soft-soap to refill; cleaning and disinfectant products on the EPA's "List N" for general cleaning; 1000 paper "grocery" bags for curbside service. Desk shields still need to be ordered.

## MISCELLANEOUS

- ❖ The Illinois Library Association (ILA) made the decision to cancel its annual convention in October 2020.
- ❖ As of 5/20/2020, according to the DuPage Department of Health, West Chicago is in the top two for the highest number of positive Covid-19 cases in DuPage County. A spreadsheet with the numbers of positive cases and its sharp rise has been included for your review following my report.

# **Department Reports**

## ***April 2020***

### **ADMINISTRATIVE SERVICES**

**\*\* Separate attachment**

### **ADULT SERVICES**

- In April, The Adult Services Team began planning and creating virtual programming and promotional videos. These are posted on social media and through our program calendar on the website. Many of the programs start in May and include virtual book groups, virtual programs with presenters ( Tea for Three with Leslie Goddard), tutorial videos on how to use e-resources like Ancestry, Lynda.com, Consumer Reports(Flipster), Freegal, using the ebook platforms, weekly virtual staff favorites, and links for crafts that can be done at home.
- In April, Adult Services selectors, have also ordered more e-materials for the advantage program in Overdrive and ordering patrons' requests digitally.
- In April, AS and YA staff began doing virtual reference by monitoring the ask account and chat account Monday-Friday.

### **ADULT SERVICES: YOUNG ADULT**

- In April, Young Adult Librarian Jessica Banko, began planning and creating virtual programming for teens which began in May. She is holding virtual YA Council meetings, Virtual Gamers Haven, Virtual Book Group for Teens and Creating Booktalks for each of the Abraham Lincoln award Winners to be posted on Facebook.

### **CIRCULATION SERVICES**

#### **Circulation Statistics:**

- 3,706 Total Items checked out, 78.45% decrease from April 2019.
- 3,706 Electronic materials checked out, 112.01% increase from April 2019.
- The total value of the materials checked out by our patrons was \$33,295.00 during April.

**Patron Statistics:**

- 23 New patrons added, 66.67% decrease from April 2019.
- 16,304 Card holders, 4.23% increase from April 2019.
- 54.48% of the district population have library cards, 2.21% increase from April 2019.

**Other Activities during March:**

- Vanessa and Gabriel recorded a message in English and Spanish "How to get an Online Library Card".
- Gabriel wrote a plan to keep social distancing for Circulation staff during curbside phase.

**TECHNICAL SERVICES****Acquisitions:**

- 1475 items added to the collection.
- 1487 items ordered.
- 1487 items invoiced/received.
- 151 items on hold from shipment from vendors
- 91 items backordered.

**Withdrawals:**

- 0 items withdrawn from the collection.

**Material Maintenance:**

- 0 items repaired in house.

**Other Activities:**

- 1878 total materials handled.
- 391 item record updates.
- 3.5 hrs. bookplate metadata and authority control updates.
- 60 hours of Professional Development.

**Miscellaneous**

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection.
  - 833/887 (Mar/Apr) bookplates viewed via the Illinois Digital Archives.
- Ordered programing materials from Amazon for Youth Services to use for virtual programming.
- Contacted Baker & Taylor to enable Axis 360 Unbound Program in order to administer user accounts and facilitate purchasing of digital content.

## **YOUTH SERVICES**

- **Engagement:** During the month of April, the Youth Services department was in the planning phases of implementing online programming and engagement. During this phase, the Youth Services staff was planning on doing online storytimes, online coding, outreach to e-learning classes at the local schools and a few craft programs. Each online program will also include a message about the 2020 census.
- **Staff Development:** The Youth Services staff has been using the time at home to take various online webinars and training opportunities to enhance their knowledge of how to apply library services to our current situation.



## **ADMINISTRATIVE SERVICES**

### **eNews: March 17 – April 16:**

#### **Covid-19 Update**

- 3/31 successfully delivered to **4,941** subscribers
- Unique Opens: **1,637**
- Open Rate: **33%** (Industry avg. 20%)
- Unique Clicks: **10**
- Click Rate: **1%** (Industry avg. 7%)

#### **2020 Census (English)**

- 3/28 successfully delivered to **4,950** subscribers
- Unique Opens: **1,280**
- Open Rate: **26%** (Industry avg. 20%)
- Unique Clicks: **76**
- Click Rate: **6%** (Industry avg. 7%)

#### **2020 Census (Spanish)**

- 3/28 successfully delivered to **4,950** subscribers
- Unique Opens: **1,038**
- Open Rate: **21%** (Industry avg. 20%)
- Unique Clicks: **24**
- Click Rate: **2%** (Industry avg. 7%)

#### **Census Day**

- 3/31 successfully delivered to **49,41** subscribers
- Unique Opens: **836**
- Open Rate: **17%** (Industry avg. 20%)
- Unique Clicks: **25**
- Click Rate: **3%** (Industry avg. 7%)

#### **Top Links Clicked:**

- my2020census.gov - **86**
- Library's Facebook Page- **23**
- Library's Homepage- **20**

### **Facebook: March 17 – April 16**

Total Post Reach: **19,638**

Total Post Engagements: **2,232**

Page Followers: **1,494**

**Top Posts:**

4/1 **Hugo's Elvis: Census Day Concert**

Reach: **2,400**

Engagement: **766**

4/8 **Digital Library Card**

Reach: **1,630**

Engagement: **141**

3/31 **Census Day Lineup**

Reach: **1,212**

Engagement: **60**

**Instagram: March 17 – April 16**

Page Followers: **240** (March: 209)

**Top Posts:**

1/17 **Census Message from the Schools**

Reach: **202**

Engagement: **12**

1/31 **Census Message from Puente del Pueblo**

Reach: **146**

Engagement: **9**

1/27 **OverDrive Harry Potter Promo**

Reach: **118**

Engagement: **6**

**Creative Corridor: April**

- None due to library's closure

**Census Efforts**

Due to the unprecedented closure of the library, all our Census operations were moved online.

Seeing that there was an increased on online activity during the quarantine, we took the opportunity to publish our March 4<sup>th</sup> and be Counted influencer videos on social media. We were able to reach 2,473 people through these videos.

The closure also gave the library an unprecedented opportunity to move our Census Day event (April 1<sup>st</sup>) to Facebook Live. This opportunity allowed the library to partner with Kindred Coffee for storytime, Maria (a YouTuber who specializes in Spanish crafts and cuisine) for two Spanish crafts, Ciara Thomas from BPAT (Black Parents and Teachers) and District 33 for storytime, WeGo Student Organizations (WeGo Drama, Mariachi los Rayos de Leman Middle School, and D33 Ballet Folklórico) for a school showcase, Dominique Mendez for a Census storytime, and Hugo's Elvis for a Census Day concert.

Our Census Day event on Facebook Live was able to reach 5,557 people. Additionally, we saw the Census response rates advance nearly 5% on this day.

As requested by RAILS, we have taken part in social media "thunderclaps" on Facebook to help promote the Census. The results of these "thunderclaps" have not had the same impact as the library's own social media efforts.

## IT Report – April 2020

### Wireless Overview

We had 8838 connections in April.

We had 116 unique clients with an average of 14 clients per day and an average usage of 273.2 MB.

### Website

Last month we had 6462 website visits in April

The top 5 pages were

1. Yearbooks
2. eBooks & eAudiobooks
3. Covid 19 Pandemic
4. Free TumbleBooks
5. Research Databases

# West Chicago Public Library

## Insurance Renewal 7/1/20 Marketing Summary

### Premium Summary Comparison Management Liability:

	Philadelphia	Travelers	USLI
<b>COVERAGE PARTS</b>			
Directors & Officers Limit	1,000,000	1,000,000	1,000,000
Deductible	5,000	5,000	1,000
Employment Practices Limit	1,000,000	1,000,000	1,000,000
Deductible	5,000	10,000	2,500
Aggregate Limit	2,000,000	2,000,000	2,000,000
<b>Premium</b>	<b>\$ 3,517</b>	<b>\$ 3,013</b>	<b>\$ 2,335</b>
Workplace Violence	1,000,000	250,000	
Deductible	5,000	5,000	
Internet Liability	500,000		
Deductible	5,000		
<b>Premium Options</b>	<b>\$ 1,501</b>	<b>0</b>	
<b>Total Premium</b>	<b>\$ 5,018</b>	<b>\$ 3,013</b>	<b>\$ 2,335</b>
<b>Defense Costs Outside Limit</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Third Party Liability</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

Notes: Great American - Declined

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5/20/20

# West Chicago Public Library

## Insurance Renewal 7/1/20 Marketing Summary

### Premium Summary Comparison:

	Hanover	Chubb	Hartford
<b>COVERAGE AREAS</b>			
Building (\$270 sq. ft.)	7,300,000	7,300,000	7,076,782
Furnishings/Library Collection	2,923,217	2,923,217	2,923,217
Business Income/Extra Expense	Actual Loss	Actual Loss	Actual Loss
Computer Equipment	175,000	175,000	175,000
Flood	1,000,000	100,000	1,000,000
Earthquake	10,734,377	5,000,000	1,000,000
Sewer/Drain Back-Up	Included	Included	50,000
General Liability Occur/Aggregate	1M/2M	1M/2M	1M/2M
Hired/Non-Owned Auto Liability	1,000,000	1,000,000	1,000,000
<b>Package Premium</b>	<b>10,017</b>	<b>9,255</b>	<b>16,329</b>
<b>Umbrella Premium</b>	<b>925</b>	<b>1,050</b>	<b>709</b>
<b>Workers Comp Premium</b>	<b>4,682</b>	<b>3,039</b>	<b>2,858</b>
<b>Grand Total Premium</b>	<b>\$ 15,624</b>	<b>\$ 13,344</b>	<b>\$ 19,986</b>
<b>With CNA Work Comp</b>	<b>\$ 13,368</b>		
<b>Cyber Liability</b>	25,000	25,000	
<b>Data Breach</b>	25,000	10,000	
<b>Abuse/Molestation Exclusion</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>

### Workers Compensation Additional Quotes:

Accident Fund: \$ 5,292

CNA: \$ 2,426

Notes: CNA - Declined

Liberty Mutual - Declined

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**5/20/20**

DRAFT

**INCOME PROJECTION  
FY 2020/2021**

Library Fund	FY 17-18 Anticipated	FY 17-18 Actual	FY 18-19 Anticipated	FY 18-19 Actual	FY 19-20 Anticipated	FY 19-20 Actual thru Feb.	FY 20-21 Anticipated	FY 20-21 Actual
Tax Levy-Corp Fund	\$2,020,332	\$2,018,341	\$2,052,037	\$2,089,554	\$2,115,484	\$2,110,830	\$2,155,659	
Personal Prop.Replac.Taxes	\$40,000	\$36,540	\$27,000	\$39,530	\$38,000	\$20,057	\$35,000	
Interest - Allocated	\$3,000	\$12,405	\$6,000	\$28,446	\$20,000	\$17,886	\$1,000	
Dividend Income						421		
Fines	\$20,000	\$17,030	\$15,000	\$9,538	\$10,000	\$6,242	\$7,000	
Copiers	\$6,000	\$5,196	\$5,000	\$5,701	\$5,000	\$4,804	\$6,250	
Non-Resident Fees	\$1,800	\$1,477	\$1,800	\$2,452	\$1,800	\$823	\$2,400	
Lost & Paid Books	\$1,200	\$1,145	\$1,200	\$374	\$1,200	\$646	\$500	
Per Capita Grant	\$23,234	\$37,405	\$37,405	\$37,405	\$37,405		\$37,405	
Donations-Summer Reading Program	\$2,500	\$1,350	\$1,500	\$1,530	\$1,500	\$150	\$1,200	
Memorials and Donations	\$200	\$6,037						
Other Income	\$2,000	\$3,108	\$3,000	\$103,768	\$3,000	\$3,510	\$3,000	
Other Grants	\$2,500		\$2,000	\$14,571		\$2,140		
Impact Fees (Developer Donations)	400	176	300	150	200		200	
<b>Library Fund</b>	<b>\$2,124,166</b>	<b>\$2,140,210</b>	<b>\$2,152,242</b>	<b>\$2,333,019</b>	<b>\$2,233,589</b>	<b>\$2,167,509</b>	<b>\$2,249,614</b>	
<b>Special Revenue Fund - IMRF</b>	<b>\$112,278</b>	<b>\$112,747</b>	<b>\$136,039</b>	<b>\$137,856</b>	<b>\$123,730</b>	<b>\$78,740</b>	<b>\$130,531</b>	
<b>TOTAL REVENUE</b>	<b>\$2,236,444</b>	<b>\$2,252,957</b>	<b>\$2,288,281</b>	<b>\$2,470,875</b>	<b>\$2,357,319</b>	<b>\$2,246,249</b>	<b>\$2,380,145</b>	



ACCT #	ACCOUNT NAME	FY18/19 year end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS	DRAFT
<b>LIBRARY FUND</b>							
<b>PERSONNEL:</b>							
41100	Salaries	1,098,921	1,171,405	798,475	1,197,245	Based on 33 staff (ft18, pt15) Includes \$14000 merit pool	
41100	ER Health Savings		7,200		10,800	H.S.A. - 8 participants @1200, 1 extra	
41110	Ins-Health & Dental, Life, FSA	160,287	177,000	111,511	167,000	18 Eligible employees, 18 budgeted	
41120	FICA	80,435	90,000	58,475	93,000		
41130	Unemployment Compensation	1,522	2,700	1,477	2,000		
41140	Worker's Compensation	4,059	4,600	4,346	4,800	Quote \$4600	
			1,452,905		1,474,845		
<b>ADMINISTRATIVE EXPENSES:</b>							
41310	Professional Development	2,725	10,800	2,769	14,000	ALA, PLA, ILA, LACONI, Webinars, Reaching Forward, Tuition reimbursement (\$7200)	
41320	Travel	1,888	3,500	1,514	2,700	Hotel, mileage reimbursement per IRS requirement	
41330	Association Dues	5,054	5,700	3,332	5,800	Institutional and professional memberships	
41332	Payroll Processing	5,190	5,400	3,916	5,500	Web Pay, Web Time, W2 processing, ACA reporting	
41334	Office Supplies- General	6,560	6,600	4,782	6,000	YS (\$600), AS (\$200), PR (\$600), Admin (\$500), General office supplies \$4170 (postage meter supplies \$170, misc. office supplies \$1300, printer/copier paper \$1500, letterhead, envelopes, business cards \$700)	
41336	Office Equipment	19,230	21,525	15,653	20,700	ISBS copier/fax usage/printer (\$1550 mo./\$ yr), postage meter \$450/yr, YS (\$1275)	
41338	Postage	5,079	6,800	5,160	6,800	Board packets, inter-library loans, overdue notices, certified mail, homebound mail, bulk mail permit \$225	
41342	Administrative Miscellaneous	1,182	1,800	1,582	1,800	Bank fees, background check fee, contingency, HR Direct - Poster Guard (\$85), Nayax copier fees \$215/annual	
41344	Supplies-Food	2,648	4,000	2,044	3,240	Board retreat, in-services, hosting of meetings, Christmas dinner, other events	
41346	Materials & Resource Recovery	1,092	1,600	914	1,600	No increase needed	
41348	Circulation Services Supplies	4,143	4,500	2,790	4,500	This line item is also used to purchase, Library Cards, Postcards, Receipt Printer Paper, Tote bags, Plastic bags	
			72,225		72,640		
<b>ADMINISTRATIVE TECHNOLOGY EXPENSE:</b>							
41400	IT Equipment/Upgrades - Staff	6,647	21,550	25,607	1,929	10.2-inch iPad Wi-Fi 128GB \$429.00, 4 Chip Readers \$300 each \$1200 total, XP-PEN Artist15.6 15.6 Inch IPS Drawing Monitor \$299.99,	
41410	Software - Staff	4,574	4,485	5,395	27,102	Yearly cost of 2 licenses of Adobe Creative Cloud through Techsoup @ \$382.32 each total \$764.64. Sikich quotes \$4150 for Mimecast. Year Subscription to Cricut Access \$95.88, SonicWall Upgrade \$3451, Microsoft 365 E3 Licensing \$140 @ \$14 each, BitLocker Drive encryption \$2000, KnowBe4 Licensing \$2000 + labor \$2000, Teams + OneDrive labor cost \$5000, Mimecast migration labor cost \$7500	
41415	Phone System	9,703	1,440	1,080	1,440	Morgan Birge 120/mo	
41420	Technology Management	71,737	59,691	44,988	62,400	Sikich managed services cost @ \$4400 /month. StorageCraft Backup costs @ \$400/month, Skykick Email Backup @ \$400/month.	
41425	Warranties/Extended Care	7,535	3,937	753	2,960	Annual renewal for HP/Servers @ \$2,420, Deep Freeze \$540	
			91,103		95,831		
<b>LIBRARY MATERIALS-BOOKS:</b>							
42112	Reference-Electronic	46,733	49,000	46,417	44,695	Freegal \$6,103.00, ESBSO Database Package (SWAN/RAILS) \$5003, Library Aware \$771.00, Learning Express \$2583, Pronunciator \$1,400, AtoZ Databases \$1,880, AtoZ World Foods and Maps \$500, World Book Online \$1885, Public Records/Check Illinois \$2591, Mosio Chat \$576, Ancestry/Heritage Quest \$2816.49, ABC CLIO \$835, World News Digest and Writers Resource \$890.24, DLI( Overdrive) \$5933.36, Eread Illinois \$1550est, Lynda.com \$7000, GVRL Admion Fee \$100est, YS Tumble Books + Tumble Math \$1250, YS World Book Spanish \$299, YS World Book Early Learning \$730	



42120	Books-Adult	41,299	49,000	27,480	47,000	Nonfiction, Fiction, ESL, Bestsellers, Favorite Authors, Reference, Standing orders, Spanish
42122	Books-Literacy	313	370	0	370	new readers and ESL materials
42130	Books-Young Adult	6,512	6,000	2,925	6,000	YA Fiction, YA Manga, YA Graphic Novels, YA Non Fiction, YA ebooks.
42140	Books-Youth	18,652	24,500	18,098	24,000	Approximately 1100 books at an average cost of \$18 each. \$1000 for books that belong in various kits, science, history, Spanish. \$2500 for books from Guadalajara Book Fair. \$700 for book replacements.
42170	RBP/ILL Book Replacement	309	1,000	453	1,000	
			129,870		123,065	
<b>LIBRARY MATERIALS-PERIODICALS:</b>						
42210	Periodicals	12,409	14,000	12,433	14,000	Flipster Digital Magazines (additional magazines), EBSCO subscriptions for print magazines, and newspaper subscriptions increases
			14,000		14,000	
<b>LIBRARY MATERIALS-AUDIO VISUAL:</b>						
42320	AV Materials-Adult	16,648	24,000	13,697	26,500	DVDs, TV series and non fiction (7,000) Audiobooks(5,500), popular CDs(1,000) eBooks for the advantage program in overdrive(10,000). Hardware for circulation(2,000). (1,000 for kindle title update 2 times a year)
42330	AV Materials-YA	2,110	2,800	1,806	3,000	To purchase teen video games, audiobooks and anime DVDs
42340	AV Materials-Youth	6,374	7,500	4,711	7,500	Video games, in house and circulating, Playaways, DVD's in both English and Spanish, Audio books.
			34,300		37,000	
<b>TECHNOLOGY SERVICES:</b>						
42400	Library Consortium	30,591	33,378	25,033	33,377	SWAN
42405	Internet Services	6,078	6,000	4,413	6,360	Comcast Business \$500 /month, Fail over connection \$30 /month
42420	Software - Public	8,352	9,575	5,542	10,036	Evanced \$790.71, My PC \$654, PaperCut \$237, ePrintIT \$395, Microsoft Open Value Agreement \$375, 6 Windows 10 Licenses through TechSoup @ \$20 each plus professional services for installation @ \$4224, and the yearly cost of the hotspots is \$3.240 @ \$120 per device
42445	IT Equipment/Upgrades - Public	9,366	26,200	29,469	31,325	Cricut Explore Air™ 2, Raspberry + Everything Bundle \$587.30, 5 Dell U2415 Monitors \$399.99 each 2587.25 total, Sikich quotes a server upgrade will cost \$15000, Mobile Beacon hotspots \$15.00 each through Techsoup \$150 total, Wide format printer price \$1500, Access point upgrade project will cost \$6000 for new access points and \$5000 for labor, Audio-Technica AT2020 Condenser Studio Microphone with Knox Studio Stand, Pop Filter and XLR Cable \$110, M-Audio Oxygen 25 IV   USB Keyboard and Pad MIDI Controller Featuring Pad/Velocity - Sensitive Keys \$130, Focusrite Scarlett 212 3rd Gen USB Audio Interface \$160
			75,153		81,098	
<b>LIBRARY MATERIAL MAINTENANCE</b>						
42500	Processing-Technical Services	7,618	13,600	4,675	12,800	Book jacket covers, security strips, RF security tapes, label protectors, spine labels, barcodes, book tape, kit bags, and processing supplies. Pre-covered books, laminated paperback covers, prebound books and repair items. Archival collection supplies and
42510	Cataloguing Tool	0	330	0	0	
42515	Digitization Projects	4,850	0	0	0	
			13,930		12,800	
<b>PROGRAMS:</b>						
44120	Programs-Adult	6,648	6,400	5,009	6,400	Craft programs (1,500.00), Presenters (2,000.00) Audio/visual equipment (1,700.00), Museum Adventure Pass (275.00), SRP (1,000.00) Program/book group supplies/new initiatives: (951.00)
44130	Programs-Young Adult	4,970	5,500	2,199	5,500	Approx. 80 programs a year (\$3,300.00) Summer and reading programs (1,466) Movie License (174) Summer Reading Books (500.00). Crunchy Roll subs (60.00)
44135	Programs-Summer Reading	3,378	5,900	947	5,900	Performers \$600, book prizes \$700, Program materials \$1000, Small prizes \$600, final prizes \$2000. \$1000 for Adult and Young Adult summer reading.



44140	Programs-Youth	6,899	7,800	6,411	7,800	Movie License \$170. Museum Pass program \$137. Work room supplies; markers, crayons, glue, construction paper, craft supplies: \$600. Early literacy kits, Spanish Kits and Maker Kits replacement parts and display case items, \$1200. \$3000 for larger Youth programs, these include the Trunk or Treat, Day of the Dead, Winter Reading Program, Posadas and 3 Kings day. \$2000 for ongoing programs throughout the year, movie days, storytimes, and STEAM programs. \$350 for school outreach supplies and crafts. \$300 for 3d printer replacement filament.
44145	Events and Outreach	6,030	5,300	2,764	5,200	\$1000 for SRP finale program. \$1500 for summer reading 2021 kick-off events. \$1000 promotional items for Bloomingfest, National Library week, Library card sign up month and other large events. \$1500 Holiday open house. \$200 AS outreach
			30,900		30,800	
<b>MARKETING &amp; PROMOTIONS:</b>						
44210	Marketing	4,093	4,520	2,042	5,701	Constant Contact \$798, BookPage \$348, Facebook Boosts \$50, Canva Images \$120, Adobe Creative Cloud @ 12x/y \$385 (Right Category?), Giveaways/Logo Materials \$1,500, Marketing Promotional Materials \$2,000, Photography Equipment \$500
44215	Web Site	578	1,571	700	550	Cost of hosting on GoDaddy @ \$179.88 per year. Cost of Wildcard SSL Certificate @ 369.99 per year.
44220	Promo Mats-Adult	1,807	1,500	930	1,500	YA Fiction, YA Manga, YA Graphic Novels, YA Non Fiction, YA ebooks.
44240	Promo Mats-Youth	1,512	1,600	1,056	1,600	Promo Direct and 4imprint Library Logo Materials for Youth \$900, ALA promotional materials \$300, \$400 summer reading promotional giveaways.
44245	Program Guide	14,930	16,100	11,629	15,600	12,450 pieces @ 4x/year \$12,00, Postage 4x/year \$3,600
44250	Surveys	360	360	384	384	Number provided the SurveyMonkey Customer Engagement Representative
			25,651		25,335	
<b>FACILITIES &amp; OPERATIONS:</b>						
45110	Janitorial Service	10,203	9,000	2,562	12,000	Annual carpet cleaning (\$2500), Floor cleaning ( \$2500), Annual window cleaning (\$700), janitor time off coverage (\$2980)
45112	Security Service	12,351	16,000	8,977	14,000	Security Monitor service
45115	Janitorial Supplies	4,954	6,000	5,127	6,000	Paper products, waste can liners , diaper can liners, foam soap, cleaning products, cleaning equipment, sanitizer, batteries, vacuum cleaner supplies, tools
45117	Security Cameras	74,512	5,500	542	5,500	Annual surveillance camera service agreement
45120	Snow Removal	45,306	32,000	28,105	32,000	Snow removal (3 yr. rolling average)
45130	Exterior Landscaping	8,972	11,000	2,569	8,235	Monthly landscape maintenance (8@\$475/mo.= \$3800), Mulch (\$2250), paver repairs (\$2185),
45140	Exterior R&M - Other	11,843	28,560	4,040	29,000	Tuckpoint Repair (\$4200), exterior lighting - 18 pole lights, 2 sconces (\$20,000), commercial exterior painting, picnic table repair (\$3000), sprinkler system repairs, misc. repairs (1800)
45150	HVAC R&M	22,089	30,000	15,595	25,000	HVAC Service agreement (\$897/mo.= \$10,764), Gehrke water treatment (\$125/mo.= \$1500), HVAC repairs unanticipated
45155	Gen'l Building Services	1,323	1,775	1,157	1,400	Orkin ( \$80/mo.), Water Logic-Water Filtration (\$110/qtr.),
45160	Contract Inspection & Maint	13,824	12,000	10,925	14,000	ADS (\$1068/annual), Allegiant Fire Detection-Fire Sprinklers (\$350/annual), Anderson Elevator (\$165/mo.-\$1980 annual), American National Sprinkler (\$175/semi-annual), Assa Abloy (\$935/annual), Bibliotheca (\$2050/annual), Cintas Fire-fire extinguishers (\$210/annual), IL State Fire Marshall Conveyance Certificate (\$150/annual), Elevator Category 1 Testing (\$600), Just Elevator (QEI) elevator inspection (\$170/annual), First Security (\$2531/annual), SenSource door counter (\$180/annual) , Meraki wireless maintenance fee \$1500
45165	Interior R&M - Other	35,813	32,200	18,477	18,000	Walker System/Art Wall Supplies (PR \$675), Marmoleum floor repair (\$3000), misc. repairs \$4200 (lighting, plumbing, ceiling repair, elevator), interior signage \$10,000)
			184,035		165,135	
<b>UTILITIES</b>						
45310	Utilities-Gas	6,468	8,225	5,043	7,200	Satori-Constellation-Natural gas supplier - fixed price April 2018 through March 2021
45320	Utilities-Electric	18,692	22,000	15,963	22,000	Satori-Direct Energy
45330	Utilities-Telephone	16,097	11,000	7,118	11,000	Call One (\$600/mo.) fax lines added, Sprint (average \$300/mo)
45340	Utilities-Water	0	2,000	774	3,600	City of West Chicago
45350	Utilities-Trash	1,533	1,600	911	1,600	Waste Management, Xtreme

			44,825		45,400	
<b>PROFESSIONAL SERVICES</b>						
45500	Insurance	16,663	17,400	16,802	17,708	Property , liability, umbrella package \$11,406, Directors & officers liability \$400, treasurers bond 1400
45505	Audit	15,748	15,192	15,192	17,557	Audit \$14,857 OPEB \$2700
45510	Legal	9,225	9,000	11,295	12,600	Attorney
45515	Professional Services	0	0	0	0	
45520	Accounting	15,063	18,800	16,151	19,000	WAL 11,940, Treasurer's Report 2700, Tax forms \$125, A/E 1100, COA 2500
			60,392		66,855	
<b>LIBRARY BOARD EXPENSES</b>						
45600	Conf & Training-Board	135	1,000	293	500	
45605	Prof Services-Secretarial	2,913	3,300	2,166	3,300	Efficiency reporting (270/mo)
45610	Legal Notices & Ads	458	1,500	586	1,000	Required publishing of legal documents
			5,800		4,800	
<b>CAPITAL EQUIPMENT EXPENSES</b>						
46500	Capital Equipment & Building	0	0	0	0	
46510	Capital Projects - Interior	0	0	0	0	
	<b>SUBTOTAL LIBRARY FUND</b>		2,235,089		2,249,614	
<b>GRANT EXPENSES</b>						
49600	Grant Expenditures	16,686				
	<b>TOTAL LIBRARY EXPENDITURES</b>		2,235,089	1,518,156		
<b>SPECIAL REVENUE EXPENSES</b>						
	IMRF		123,730		130,531	Levy \$130,531
<b>SPECIAL RESERVE EXPENSES</b>						
	HVAC		120,000			HVAC Control System and VAV boxes
	<b>TOTAL LIBRARY &amp; SPECIAL</b>		2,478,819		2,380,145	





Positive Cases of Covid-19 in West Chicago

