



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, JUNE 22, 2020

7:00 PM – VIA ZOOM

AGENDA

- A. Call to Order Nancy Conradt, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
1. Board Meeting – May 26, 2020 **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 June 2020
2. Financial Statements for May 2020
- H. Communications
1. Dedicated Communication Effort on Covid-19 – Mayor Pineda
2. Per Capita Grant Award Letter – Jesse White
3. Special Legislative Update – ILA
4. Open Meetings Act: Amendments for "Virtual Meetings" During COVID-19 Pandemic –
 Peregrine, Stine, Newman, Ritzman & Bruckner, Ltd.
- I. Reports
1. President Nancy Conradt
2. Library Director **ATTACHMENT**
3. Department Managers **ATTACHMENT**
- J. Unfinished Business
- K. New Business
1. Final Income Projection for FY 2020-2021 **ATTACHMENT**
2. Final Working Budget for FY 2020-2021 **ATTACHMENT**
3. Ordinance 20-02: Meeting Date and Time 2021 **ACTION**
4. Resolution 20-01: Non-Resident Library Card **ACTION**
 Participation
5. Resolution 20-02: Library Closing Schedule 2021 **ACTION**
6. Public Hearing Date for Tentative Budget and **ACTION**
 Appropriations (50 ILCS 330/3)
- August 24, 2020 at 6:45 p.m.**

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

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MAY 26, 2020
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:03 p.m.

B. ROLL CALL:

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

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 27, 2020: Mr. Bloom moved to approve of the Board Minutes of April 27, 2020; seconded by Corrine Jakacki. No comments or corrections.

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

2. Special Board Meeting - May 18, 2020: Ms. Jakacki moved to approve the Minutes of Special Board Meeting on May 18, 2020, as amended; seconded by Mr. Bloom.

i. The Director's salary will be reflected in the amount of \$100,500.00, not as a percentage increase in salary.

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

3. Closed Session Meeting - May 18, 2020: Ms. Jakacki moved to approve the Closed Meeting Minutes of May 18, 2020; seconded by Ms. Kelsey.

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

D. RECOGNITION OF THE PUBLIC: Joan Happel and Jennie Winter.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2020: Mr. Bloom moved that the Board approve May expenses in the amount of \$148,912.83. The expenditure from Midwest Mechanical, which is being charged against Special Reserve in the amount of \$5,790.00, is the final bill for the project.

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

Mr. Bloom reported that the Library's current GASB 54 Emergency Fund balance is \$499,854. Policy permits the Library to have a value of 25% of the current budget to be reserved for emergencies in this fund; if the Board approves the FY 20-21 budget on this date, the 25% figure will be \$595,036.00.

When finance committee meets in November and the FY 19-20 audited figures will be available, the Committee will probably recommend a transfer of \$95,182.00 to the GASB 54 Fund; and at that point the fund will be fully funded at 25%. From that point forward the Board would be transferring only an incremental year-over-year increase in the anticipated revenue stream to maintain the 25% fund rate.

Additional funds at close of the a fiscal year that have historically been deposited into the GASB 54 Fund for the last four years can then be directed to Special Reserve, which is for construction, building update projects, and other expenditures on the construction line. The Special Reserve Fund has a current balance of \$62,383.00.

2. Financial Statements for April 2020: Mr. Weseloh reported on the Financial Statements under Item I.2.

H. COMMUNICATIONS: None.**I. REPORTS:**

1. President: President Conradt and Mr. Weseloh met on Thursday, May 22, via Microsoft Teams. They discussed the Director's Performance Review as developed by the Trustees from their May 18, 2020 meeting.

a. Election of Officers for FY 2020-2021: Mr. Bloom moved that the Board approve the Slate of Officers for FY 20-21 as follows: Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom, Treasurer; seconded by Ms. Jakacki. Discussion was had regarding the ability for a trustee to self-nominate.

Motion carried by unanimous voice vote.

- b. Appointment of the Ethics Officer: President Conradt appointed Frank Fokta as Ethics Officer.
- c. Appointment of the Parliamentarian: President Conradt appointed Richard Bloom as the Parliamentarian.
- d. Appointment of Finance Committee: President Conradt appointed Richard Bloom, Chair; Corrine Jakacki and Diane Kelsey, Members.
- e. Appointment of Policy Committee: President Conradt appointed Frank Fokta, Chair; Tom Tawney and David Reynolds, Members.

2. Library Director: Mr. Weseloh reported that the Library is 84.3% through the fiscal year elapsed. Revenues are currently at 97.12% collected, which is \$64,000.00 under projections. The variance is primarily due to the Library has not yet received the Personal Property Replacement Tax, PPRT, of approximately \$18,000.00; and the Per Capita Grant of approximately \$37,405.00.

Mr. Weseloh believes the Library will complete the fiscal year between \$125,000.00 and 150,000.00 under budget.

The Library's attorneys have been asked to review several matters relating to legal questions and clarification on items related to the COVID-19 pandemic. The legal services line item has been increased in the proposed FY 20-21 budget.

The Library signed off on the audit agreement with Sikich. The auditors wanted to be onsite June 15, 2020, and Mr. Weseloh informed them the date for the Library reopening is not certain at this point. The auditors can do most of their work from offsite, and the remaining work can be completed in October.

Some vendors have been onsite to do essential maintenance: Midwest Mechanical changed the filters in the HVAC system; Gehrke tested the quality of the water; Anderson Elevator did a service call; Dell Plumbing repaired the primary sump pump and battery backup. The pumps are working properly and the drain has been cleared.

Garbage pickup will resume the last week of May. The maintenance man is cleaning throughout the library and sanitizing surfaces. Painting of the parking lot light posts and picnic tables was completed.

The SWAN Fireside Chats are being reduced from every Tuesday to every other Tuesday because attendance has dropped off. The June meetings

will be Tuesdays, June 9, and June 23, 2020. Then SWAN will reassess at that point whether the Fireside Chats will continue afterwards based on attendance. Mr. Weseloh will email the trustees the dates of the SWAN virtual fireside chats.

SWAN made available a product called Curbside Communicator, which staff is setting up to implement for curbside service. This is a texting service that allows the patrons to let staff know when they are there and their materials can be brought out and placed in their trunk. SWAN was able to save money on the purchase of the Curbside Communicator product and is making it available to the Consortium libraries.

The employees have really been diligently working from home; they're doing a great job coming up with innovative ways to provide the programs and services that the community looks to the Library for, and a lot of video and virtual programming is happening. Mr. Weseloh had an all-staff Zoom meeting on Friday, May 22, with 28 participants. Most staff would like to get back into the library.

ILA made the decision to cancel its annual convention in October; however, they are now offering a virtual option.

West Chicago, unfortunately, has the second highest number of individuals with COVID-19 in DuPage communities. Addison has the highest number of reported cases. The sharp increase in these positive cases continues to go up considerably. The State of Illinois will be starting Stage 3 of reopening, but West Chicago is not at the desired reduced number of cases for State guidelines, and the decision will need to be made at the local level as to when particular services can safely reopen.

Discussion was had regarding providing COVID-19 safety guidelines in Spanish to the Hispanic population in the city. Omar Nuñez has expanded Hispanic outreach in the community and has targeted that demographic. The Library has been disseminating to the community information from the DuPage County Health Department and the Illinois Department of Public Health.

Discussion was had with respect to the water infiltration from outside into the elevator pit, and the possibility of placing a canopy or awning over the outside back entranceway. A gutter and downspout would reduce the volume of water making its way from the rear door below grade.

3. Department Managers: Written Department Reports were included in the

Board packets.

The Library's Program Room can accommodate 60 people for programs; and when programs are offered virtually, up to 100 people can attend via Zoom.

Circulation: Statistics, the number of items checked out during April represents a 80% decrease from April of 2019. Electronic materials checked out reflects a 112% increase over electronic materials last year. The Library posted \$7,000.00 in April for materials purchased on Overdrive. Staff is shifting resources into the electronic realm so patrons can have access to the materials they are looking for. Approximately 55% of District patrons have library cards.

Youth Services: The department is planning online story times, coding programs, and other programming.

Of the five or six newspapers that are delivered to the Library, the West Chicago Press comes through the mail, and the other newspapers are being brought inside.

Census 2020: To date only about 60 percent of West Chicago residents have completed the census. Some portion of the District's patrons do not have computer access at home to see Census information from the Library nor to complete the Census online. West Chicago has some hard-to-count areas that were underrepresented in the 2010 Census. DuPage County is at 75%-76% response rate as of mid May.

The We-Go Counts Committee purchased mailing lists with grant money, identified the hard-to-count census tracts from the 2010 Census, had approximately 5,000 post cards made up, and sent two mailings out for those areas. Staff continue to, at the end or beginning of each virtual program, push the Census 2020 and the responding to the Census. Mr. Weseloh will provide more detail on the Census efforts at the June Board Meeting.

4. Finance Committee: Mr. Bloom reported the Finance Committee met May 13, 2020 at 10:00 a.m. via Zoom. Present were Richard Bloom, Chair; Diane Kelsey and Corrine Jakacki, Members; Nancy Conradt, ex officio; Ben Weseloh, Maureen Bajor, and Jason Rock, Staff. They approved the Minutes of the April 16, 2020 meeting.

The Committee reviewed the recommended changes that were discussed during the April 16 meeting. A \$5,250 reduction was made in the projected revenue stream, the bulk of that coming out of anticipated

interest, which went from \$5,000.00 down to \$1,000.00.

They reviewed the expense side of the budget, and the trustee committee members were concerned over the amount of reduction in reference materials and electronics. The Committee agreed on the approval of the expense side of the budget for FY 20-21.

Discussion was had regarding the external interviewing of accounting firms. Because of COVID-19 closures that interviewing did not take place. The Committee will table this process until prior to the November Board Meeting.

The Finance Committee will recommend to the Board this evening the adoption of the revenue and expense sides of the FY 20-21 budget. The meeting adjourned at 10:34 a.m.

5. Everything Library Trustees Need to Know During COVID-19 (Webinar): Ms. Kelsey and Mr. Fokta attended the ILA webinar, which provided information about COVID-19. The ILA website has a link titled "Bigger Than a Building" which lists the talking points of the webinar.

Some of the topics covered include: How to look for cash-flow issues; how to address reduction-in-force alternatives, if libraries come to that; funding to cover the PPE and cleaning supplies; that a disaster plan should be a part of the Library's strategic plan; and the Director and the Board President should be the two talking heads of the library disseminating information. A Board should ask the Director what kind of help and support he/she needs from the trustees.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Insurance Renewal: The management liability insurance quotes were from Philadelphia, Traveller's and USLI. The Library currently has workplace violence coverage up to \$1 million and Internet liability coverage, both from Philadelphia. Mr. Weseloh is going to renew the coverage with Philadelphia because the cost is within his financial authority to expend.

Hanover, Chubb, and Hartford were the companies that quoted the full package of coverage for general liability, including earthquake coverage, which could be cover substantial damage if the area suffered an earthquake. The Library's insurance broker recommended selecting Hanover for the general liability and umbrella premium, which includes \$15,000.00 more coverage in data breach and \$5,700,000.00 of earthquake coverage; and CNA for the Worker's Comp. Hanover is the

incumbent insurer. Staff has been satisfied with the coverage and costs.

Mr. Bloom moved for approval of Hanover for the general liability insurance and umbrella coverage at \$10,942.00, and CNA for Worker's Comp at \$2,426.00, for a total of \$13,368.00 for FY 2020-2021; seconded by Ms. Jakacki

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

2. The Income Projection for 2020-2021 Fiscal Year: Mr. Bloom stated the Finance Committee recommends the Board approves a revenue projection stream for FY 2020-2021 in the amount of the Library Fund \$2,249,614.00; IMRF fund of \$130,531.00; for a total Library District revenue stream of \$2,380,145.00.

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

3. Operating Budget for 2020-2021 Fiscal Year: Mr. Bloom stated the Finance Committee recommends the Board approves the expenditures side of the FY 20-21 Budget in the amount of, for corporate, \$2,249,614.00; IMRF expenditure of \$130,531.00; for a total expenditure line item of \$2,380,145.00.

Mr. Bloom commended Mr. Weseloh and his staff for the work and the effort they performed to develop the budget together.

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

L. CLOSED SESSION: None 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 business having been completed, adjourned the meeting at 8:31 p.m.

Catherine A. Rajcan
Recording Secretary

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: JUNE 22, 2020 MEETING

FINANCIAL STATEMENT DATE: MAY 31, 2020

Payroll dated:

May 1, 2020	Net Payroll	32,999.60
	Federal Liability Payment	9,769.27
	State Liability Payment	2,049.70
	Paylocity fee	127.44

May 15, 2020	Net Payroll	33,223.41
	Federal Liability Payment	9,808.36
	State Liability Payment	2,057.82
	Paylocity fee	127.44

May 29, 2020	Net Payroll	33,828.78
	Federal Liability Payment	9973.24
	State Liability Payment	2,094.95
	Paylocity fee	283.20

TOTAL	136,343.21
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State Bank of IL

Operating-Manual Cks Check No.

Operating-System Cks	Check No.	55,581.35
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Librarian's Petty Cash Check No.

TOTAL

Total Bills for Approval	191,924.56
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Board Approval

Signature: _____

Board Approval Date: _____

Claims List June 2020

VENDOR	DESCRIPTION	ACCT NO		TOTAL	Check #
4 Imprint	Programs-Summer Reading	1144135	\$834.09	\$834.09	23048
Abbott Tree Care Professionals	Exterior Landscaping	1145130	\$475.00	\$475.00	23049
Accurate Office Supplies	Office Supplies-General	1141334	\$821.53	\$990.18	23050
Accurate Office Supplies	Janitorial Supplies	1145115	\$168.85		
Amazon	Books-Youth	1142140	\$97.20	\$800.57	23051
Amazon	IT/Equipment Upgrades-Public	1142445	\$286.70		
Amazon	Programs-Youth	1144140	\$416.67		
Anderson Elevator Co.	Contract Inspection & Maintenance	1145160	\$165.00	\$165.00	23052
Baker & Taylor	Books-Young Adult	1142130	\$510.72	\$880.13	23053
Baker & Taylor	AV Materials-Adult	1142320	\$369.41		
Beacon News	Periodicals	1142210	\$156.00	\$156.00	23054
Broad Reach	Books-Youth	1142140	\$191.55	\$191.55	23055
Call One	Utilities-Telephone	1145330	\$677.55	\$677.55	23056
Christine Thornton	Programs-Adult	1144120	\$250.00	\$250.00	23057
City of West Chicago	Utilities-Water	1145340	\$164.49	\$164.49	23058
COMCAST	Internet Services	1142405	\$568.70	\$568.70	23059
ComEd	Utilities-Electric	1145320	\$1,000.55	\$1,000.55	23060
De Lage Landen	Office Equipment	1141336	\$1,549.08	\$1,549.08	23061
Demco	Office Equipment	1141336	\$1,734.86	\$1,734.86	23062
Edith Clayton	Professional Development	1141310	\$400.00	\$400.00	23063
Efficiency Reporting	Professional Services- Secretarial	1145605	\$270.75	\$541.50	23064
Efficiency Reporting	Professional Services- Secretarial	1145605	\$270.75		
FNBC Bank and Trust	Professional Development	1141310	\$54.00	\$1,319.66	23065
FNBC Bank and Trust	Administrative Misc.	1141342	\$39.95		
FNBC Bank and Trust	Software Staff	1141410	\$63.72		
FNBC Bank and Trust	Programs-Summer Reading	1144135	\$15.00		
FNBC Bank and Trust	Marketing	1144210	\$777.00		
FNBC Bank and Trust	Web Site	1144215	\$369.99		
Frank Cooney Company	Office Supplies-General	1141334	\$1,053.00	\$1,053.00	23066
Gehrke Technology Group	HVAC R&M	1145150	\$125.00	\$125.00	23067
Illinois Library Association	Association Dues	1141330	\$225.00	\$225.00	23068
LIMRICC	Insurance Health & Dental	1141110	\$14,490.78	\$14,490.78	23069
Midwest Mechanical	HVAC R&M	1145150	\$897.00	\$897.00	23070
Morgan Birge & Associates, Inc.	Phone System	1141415	\$120.00	\$120.00	23071
NCPERS	Insurance Health & Dental	1141110	\$32.00	\$32.00	23072
Nicor	Utilities-Gas	1145310	\$576.34	\$576.34	23073
OverDrive	Books-Adult	1142120	\$3,744.41	\$8,172.64	23074
OverDrive	Books-Young Adult	1142130	\$545.45		
OverDrive	Books-Youth	1142140	\$176.01		
OverDrive	AV Materials-Adult	1142320	\$1,706.77		
Pace	Security Services	1145112	\$4,975.00	\$4,975.00	23075
Sikich, LLP	Technology Management	1141420	\$4,400.00	\$12,041.00	23076
Sikich, LLP	Technology Management	1141420	\$885.00		
Sikich, LLP	Technology Management	1141420	\$45.00		
Sikich, LLP	IT/Equipment Upgrades-Public	1142445	\$733.33		
Sikich, LLP	IT Equipment/Upgrades Staff	1141400	\$366.67		
Sikich, LLP	IT/Equipment Upgrades-Public	1142445	\$2,750.66		
Sikich, LLP	IT Equipment/Upgrades Staff	1141400	\$1,390.34		
Sikich, LLP	Warranties/Extended Care	1141425	\$1,670.00		
Smith Amundsen	Legal	1145510	\$675.00	\$675.00	23077
Sprint	Utilities-Telephone	1145330	\$304.68	\$304.68	23078
Susan Maddox	Programs-Adult	1144120	\$200.00	\$200.00	23079
William A. Lau and Co. Ltd.	Accounting	1145520	\$995.00	\$995.00	23080

Please date checks 6/22/20

Total \$55,581.35 \$55,581.35

WEST CHICAGO PUBLIC LIBRARY DISTRICT

FINANCIAL STATEMENTS

MAY 31, 2020

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
FINANCIAL REPORT**

TABLE OF CONTENTS

INTRODUCTORY SECTION

Title Page
Table of Contents

FINANCIAL SECTION

PAGE

Independent Accountant's Compilation Report

Combined Statement of Assets, Liabilities, & Fund Equity - All Fund Types.....	1
Combined Statement of Cash Receipts & Disbursements - All Fund Types.....	2
Statement of Assets, Liabilities, & Fund Equity - Library Fund.....	3
Combined Statement of Cash Receipts & Disbursements - Library Fund.....	4
Combined Statement of Cash Disbursements Compared to Budget - Library Fund.....	5-9
Combined Statement of Assets, Liabilities, & Fund Equity - Special Revenue Funds.....	10
Combined Statement of Cash Receipts & Disbursements - Special Revenue Funds.....	11
Statement of Assets, Liabilities, & Fund Equity - Debt Service Fund.....	12
Statement of Cash Receipts & Disbursements - Debt Service Fund.....	13
Statement of Assets, Liabilities, & Fund Equity - Capital Projects Fund.....	14
Statement of Cash Receipts & Disbursements - Capital Projects Fund.....	15

**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 May 31, 2020 for the one and eleven 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

June 16, 2020
Homewood, Illinois

WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY
ALL FUND TYPES
MAY 31, 2020

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
ASSETS					
10100 - PETTY CASH	\$ 100	\$ -	\$ -	\$ -	\$ 100
10200 - FNBC BANK -PETTY CASH	5,003	-	-	-	5,003
10250 - PETTY CASH-CIRCULATION	60	-	-	-	60
10300 - FNBC BANK-CHECKING	(40,890)	-	-	-	(40,890)
10350 - FNBC BANK - SAVINGS	427,207	-	-	-	427,207
10450 - ILLINOIS FUNDS-GASB 54	500,166	-	-	-	500,166
10500 - ILLINOIS FUNDS-GENERAL	32,333	-	-	32,443	64,776
DUE (TO) FROM OTHER FUNDS	(44,328)	16,216	-	29,910	1,798
TOTAL ASSETS	\$ 879,651	\$ 16,216	\$ -	\$ 62,353	\$ 958,220
LIABILITIES & FUND EQUITY					
LIABILITIES:					
21050 - FLEX SPENDING W/H	\$ 6,438	\$ -	\$ -	\$ -	\$ 6,438
21055 - HSA AVIDIA	(1,800)	-	-	-	(1,800)
TOTAL LIABILITIES	\$ 4,638	\$ -	\$ -	\$ -	\$ 4,638
FUND EQUITY:					
RESTRICTED	\$ -	\$ 16,216	\$ -	\$ -	\$ 16,216
COMMITTED	-	-	-	62,353	62,353
ASSIGNED	393,485	-	-	-	393,485
UNASSIGNED	481,528	-	-	-	481,528
TOTAL FUND EQUITY	\$ 875,013	\$ 16,216	\$ -	\$ 62,353	\$ 953,582
TOTAL NET ASSETS	\$ 879,651	\$ 16,216	\$ -	\$ 62,353	\$ 958,220

**WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH RECEIPTS & DISBURSEMENTS
ALL FUND TYPES
FOR THE PERIOD ENDED MAY 31, 2020**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
REVENUES:					
30010 - PROPERTY TAXES	\$ 2,129,364	\$ 124,647	\$ -	\$ -	\$ 2,254,011
32010 - PERS PROPERTY REPLACEMENT TAX	20,057	-	-	-	20,057
33000 - INTEREST INCOME	19,637	1,149	-	-	20,786
33110 - INTEREST-TAX REVENUE	305	18	-	-	323
33115 - DIVIDEND INCOME	421	-	-	-	421
35100 - FINES	6,853	-	-	-	6,853
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
TOTAL REVENUES	\$ 2,189,655	\$ 125,814	\$ -	\$ -	\$ 2,315,469
EXPENDITURES:					
TOTAL EXPENDITURES	\$ 1,877,622	\$ 115,026	\$ -	\$ 129,103	\$ 2,121,751
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ 312,033	\$ 10,788	\$ -	\$ (129,103)	\$ 193,718
OTHER INCOME, (EXPENSE):					
FUND BALANCE - JULY 1	561,180	5,428	-	191,456	758,064
FUND BALANCE - CURRENT	\$ 873,213	\$ 16,216	\$ -	\$ 62,353	\$ 951,782

WEST CHICAGO PUBLIC LIBRARY
STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY
LIBRARY FUND
MAY 31, 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	(40,890)
10350 - FNBC BANK - SAVINGS	427,207
10450 - ILLINOIS FUNDS-GASB 54	500,166
10500 - ILLINOIS FUNDS-GENERAL	32,333
DUE (TO) FROM OTHER FUNDS	<u>(44,328)</u>
TOTAL ASSETS	<u>\$ 879,651</u>
 <u>LIABILITIES & FUND EQUITY</u>	
LIABILITIES:	
21050 - FLEX SPENDING W/H	\$ 6,438
21055 - HSA AVIDIA	<u>(1,800)</u>
TOTAL LIABILITIES	<u>\$ 4,638</u>
 FUND EQUITY:	
ASSIGNED	\$ 393,485
UNASSIGNED	<u>481,528</u>
TOTAL FUND EQUITY	<u>\$ 875,013</u>
TOTAL NET ASSETS	<u>\$ 879,651</u>

**WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH RECEIPTS & DISBURSEMENTS
LIBRARY FUND
FOR THE ONE MONTH & PERIOD ENDED MAY 31, 2020**

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
REVENUES:					
30610 - PROPERTY TAXES	\$ 18,534	\$ 2,129,364	\$ 2,115,484	100.66	\$ (13,880)
32010 - PERS PROPERTY REPLACEMENT TAX	-	20,057	38,000	52.78	17,943
33000 - INTEREST INCOME	357	19,637	20,000	98.19	363
33110 - INTEREST-TAX REVENUE	10	305	-	-	(305)
33115 - DIVIDEND INCOME	-	421	-	-	(421)
35100 - FINES	27	6,853	10,000	68.53	3,147
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)
TOTAL REVENUES	\$ 18,928	\$ 2,189,655	\$ 2,235,089	97.97	\$ 45,434
EXPENDITURES:					
TOTAL EXPENDITURES	195,217	1,877,622	2,235,089	84.01	357,457
EXCESS REVENUES OVER (UNDER) EXPENDITURES	\$ (176,289)	\$ 312,033	\$ -	13.96	\$ (312,033)
FUND BALANCE - JULY 1	-	561,180	-	-	(561,180)
FUND BALANCE - CURRENT	\$ (176,289)	\$ 873,213	\$ -	13.96	\$ (873,213)

WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET
LIBRARY FUND
FOR THE ONE MONTH & PERIOD ENDED MAY 31, 2020

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
EXPENDITURES:					
PERSONNEL:					
41100 - SALARIES	\$ 135,441	\$ 1,026,668	\$ 1,178,605	87.11	\$ 151,937
41110 - INS-HEALTH, DENTAL, LIFE, FSA	12,802	135,269	177,000	76.42	41,731
41120 - FICA EXPENSE	10,147	75,333	90,000	83.70	14,667
41130 - UNEMPLOYMENT COMPENSATION	-	1,477	2,700	54.70	1,223
41140 - WORKERS COMPENSATION	-	4,346	4,600	94.48	254
TOTAL PERSONNEL	\$ 158,390	\$ 1,243,093	\$ 1,452,905	85.56	\$ 209,812
ADMINISTRATIVE EXPENSES:					
41310 - PROFESSIONAL DEVELOPMENT	\$ 576	\$ 3,345	\$ 10,800	30.97	\$ 7,455
41320 - TRAVEL	-	1,513	3,500	43.23	1,987
41330 - ASSOCIATION DUES	250	3,648	5,700	64.00	2,052
41332 - PAYROLL PROCESSING	538	7,884	5,400	146.00	(2,484)
41334 - OFFICE SUPPLIES GENERAL	792	5,574	6,600	84.45	1,026
41336 - OFFICE EQUIPMENT	1,654	19,294	21,525	89.64	2,231
41338 - POSTAGE	166	5,375	6,800	79.04	1,425
41342 - ADMINISTRATIVE MISC	125	1,733	1,800	96.28	67
41344 - SUPPLIES-FOOD	-	2,043	4,000	51.08	1,957
41346 - MATERIALS & RESOURCE RECOVERY	-	967	1,600	60.44	633
41348 - ACCESS SERVICE SUPPLIES	-	2,789	4,500	61.98	1,711
TOTAL ADMINISTRATIVE EXPENSES	\$ 4,101	\$ 54,165	\$ 72,225	74.99	18,060
ADMINISTRATIVE TECHNOLOGY EXPENSES:					
41400 - IT EQUIPMENT UPGRADES-STAFF	\$ 143	\$ 28,242	\$ 21,550	131.05	\$ (6,692)
41410 - SOFTWARE-STAFF	64	5,981	4,485	133.36	(1,496)
41415 - PHONE SYSTEM	120	1,320	1,440	91.67	120
41420 - TECHNOLOGY MANAGEMENT	5,297	55,296	59,691	92.64	4,395
41425 - WARRANTIES/EXTENDED CARE	-	1,275	3,937	32.39	2,662
TOTAL ADMINISTRATIVE TECHNOLOGY EXP	\$ 5,624	\$ 92,114	\$ 91,103	101.11	\$ (1,011)

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET
LIBRARY FUND
FOR THE ONE MONTH & PERIOD ENDED MAY 31, 2020

LIBRARY MATERIALS-BOOKS:

42112 - REFERENCE-ELECTRONIC	\$ 385	\$ 46,802	\$ 49,000	95.51	\$ 2,198
42120 - BOOKS-ADULT	1,857	31,627	49,000	64.54	17,373
42122 - BOOKS-LITERACY	-	-	370	-	370
42130 - BOOKS-YOUNG ADULT	1,232	4,282	6,000	71.37	1,718
42140 - BOOKS-YOUTH	742	19,760	24,500	80.85	4,740
42170 - RBP/ILL BOOK REPLACEMENT	164	617	1,000	61.70	383

TOTAL LIBRARY MATERIALS-BOOKS

\$ 4,380	\$ 103,088	\$ 129,870	79.38	\$ 26,782
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LIBRARY MATERIALS-PERIODICALS:

42210 - PERIODICALS

\$ 9	\$ 12,443	\$ 14,000	88.88	\$ 1,557
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TOTAL LIBRARY MATERIALS-PERIODICALS

\$ 9	\$ 12,443	\$ 14,000	88.88	\$ 1,557
------	-----------	-----------	-------	----------

LIBRARY MATERIALS-AUDIO VISUAL:

42320 - AV MATERIALS-ADULT	\$ 3,539	\$ 18,303	\$ 24,000	76.26	\$ 5,697
42330 - AV MATERIALS-YOUNG ADULT	-	1,946	2,800	69.50	854
42340 - AV MATERIALS-YOUTH	-	4,785	7,500	63.80	2,715

TOTAL LIBRARY MATERIALS- AUDIO VISUAL

\$ 3,539	\$ 25,034	\$ 34,300	72.99	\$ 9,266
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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 MAY 31, 2020

TECHNOLOGY SERVICES:

42400 - LIBRARY CONSORTIUM	\$	-	\$	33,377	\$	33,378	100.00	\$	1
42405 - INTERNET SERVICES		533		5,442		8,000	90.70		558
42420 - SOFTWARE-PUBLIC		-		7,533		9,575	78.67		2,042
42445 - IT EQUIPMENT/UPGRADES-PUBLIC		287		32,248		26,200	123.08		(6,048)
TOTAL TECHNOLOGY SERVICES	\$	820	\$	78,600	\$	75,153	104.69	\$	(3,447)

LIBRARY MATERIAL MAINTENANCE:

42500 - PROCESSING-TECHNICAL SERVICES	\$	-	\$	4,858	\$	13,600	35.72	\$	8,742
42510 - CATALOGUING TOOL		192		192		330	58.18		138
TOTAL LIBRARY MATERIAL MAINTENANCE	\$	192	\$	5,050	\$	13,930	36.25	\$	8,880

PROGRAMS:

44120 - PROGRAMS-ADULT	\$	300	\$	5,408	\$	6,400	84.50	\$	992
44130 - PROGRAMS-YOUNG ADULT		-		2,533		5,500	46.05		2,967
44135 - PROGRAMS-SUMMER READING		597		1,561		5,900	26.46		4,339
44140 - PROGRAMS-YOUTH		-		6,421		7,800	82.32		1,379
44145 - EVENTS AND OUTREACH		-		3,134		5,300	59.13		2,166
TOTAL PROGRAMS	\$	897	\$	19,057	\$	30,900	61.67	\$	11,843

MARKETING & PROMOTIONS:

44210 - MARKETING	\$	473	\$	2,555	\$	4,520	56.53	\$	1,965
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)
TOTAL MARKETING & PROMOTIONS	\$	473	\$	17,254	\$	25,651	67.26	\$	8,397

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET
LIBRARY FUND
FOR THE ONE MONTH & PERIOD ENDED MAY 31, 2020

FACILITIES & OPERATIONS:

45110 - JANITORIAL SERVICE	\$	-	\$	2,928	\$	9,000	32.53	\$	6,072
45112 - SECURITY SERVICE		-		11,153		16,080	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		1,330		29,711		32,000	92.85		2,289
45130 - EXTERIOR LANDSCAPING		475		7,019		11,000	63.81		3,981
45140 - EXTERIOR R & M - OTHER		545		6,383		28,560	22.35		22,177
45150 - HVAC & R & M		1,022		18,356		30,000	61.19		11,644
45155 - GENERAL BLDG SERVICES		-		1,262		1,775	71.10		513
45160 - CONTRACT INSPECTION & MAINTENANCE		365		11,716		12,000	97.63		284
45165 - INTERIOR R & M - OTHER		6,872		25,349		32,200	78.72		6,851
TOTAL FACILITIES & OPERATIONS	\$	10,609	\$	119,546	\$	184,035	64.96	\$	64,489

UTILITIES:

45310 - UTILITIES-GAS	\$	783	\$	6,821	\$	8,225	82.93	\$	1,404
45320 - UTILITIES-ELECTRIC		1,254		18,938		22,000	86.08		3,062
45330 - UTILITIES-TELEPHONE		856		8,783		11,000	79.85		2,217
45340 - UTILITIES-WATER		-		1,212		2,000	60.60		788
45350 - UTILITIES-TRASH		-		911		1,600	56.94		689
TOTAL UTILITIES	\$	2,893	\$	36,665	\$	44,825	81.80	\$	8,160

PROFESSIONAL SERVICES:

45500 - INSURANCE	\$	-	\$	16,802	\$	17,400	96.56	\$	598
45505 - AUDIT		-		15,192		15,192	100.00		-
45510 - LEGAL		2,295		13,590		9,000	151.00		(4,590)
45520 - ACCOUNTING		995		18,141		18,800	96.49		659
TOTAL PROFESSIONAL SERVICES	\$	3,290	\$	63,725	\$	60,392	105.52	\$	(3,333)

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET
LIBRARY FUND
FOR THE ONE MONTH & PERIOD ENDED MAY 31, 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	\$	-	\$	4,415	\$	-	-	\$	(4,415)
49605 - GRANT EXP FAMILY LITERACY		-		-		-	-		-

TOTAL GRANT EPENSES	\$	-	\$	4,415	\$	-	-	\$	(4,415)
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TOTAL EXPENDITURES	\$	195,217	\$	1,877,624	\$	2,235,089	84.01	\$	357,465
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SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY
COMBINED STATEMENT OF ASSETS, LIABILITIES &
FUND EQUITY - SPECIAL REVENUE FUNDS
MAY 31, 2020**

	<u>IMRF</u>	<u>TOTAL FUNDS</u>
<u>ASSETS</u>		
DUE (TO) FROM OTHER FUNDS	\$ 16,216	\$ 16,216
TOTAL ASSETS	<u>\$ 16,216</u>	<u>\$ 16,216</u>
 <u>LIABILITIES & FUND EQUITY</u>		
LIABILITIES:		
 FUND EQUITY:		
RESTRICTED	\$ 16,216	\$ 16,216
UNASSIGNED		
TOTAL FUND EQUITY	<u>\$ 16,216</u>	<u>\$ 16,216</u>
 TOTAL NET ASSETS	<u>\$ 16,216</u>	<u>\$ 16,216</u>

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS & DISBURSEMENTS
SPECIAL REVENUE FUNDS
FOR THE PERIOD ENDED MAY 31, 2020

	<u>ANNUAL BUDGET</u>	<u>IMRF</u>	<u>(OVER) UNDER BUDGET</u>
REVENUES:			
30010 - PROPERTY TAXES	\$ 123,730	\$ 124,647	\$ (917)
33000 - INTEREST INCOME	-	1,149	(1,149)
33110 - INTEREST-TAX REVENUE	-	18	(18)
TOTAL REVENUES	<u>\$ 123,730</u>	<u>\$ 125,814</u>	<u>\$ (2,084)</u>
EXPENDITURES:			
92500 - IMRF EXPENSE	\$ 123,730	\$ 115,026	\$ 8,704
TOTAL EXPENDITURES	<u>\$ 123,730</u>	<u>\$ 115,026</u>	<u>\$ 8,704</u>
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ -	\$ 10,788	\$ (10,788)
FUND BALANCE - JULY 1	-	5,428	(5,428)
FUND BALANCE - CURRENT	<u>\$ -</u>	<u>\$ 16,216</u>	<u>\$ (16,216)</u>

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

MAY 31, 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 MAY 31, 2020

ANNUAL
BUDGET

YEAR - TO -
DATE

REVENUES: _____

EXPENDITURES: _____

EXCESS REVENUES OVER,

WEST CHICAGO PUBLIC LIBRARY
STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY
CAPITAL PROJECTS FUND
MAY 31, 2020

	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
<u>ASSETS</u>			
10500 - ILLINOIS FUNDS-GENERAL	\$ -	\$ 32,443	\$ 32,443
DUE (TO) FROM OTHER FUNDS	<u>-</u>	<u>29,910</u>	<u>29,910</u>
TOTAL ASSETS	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>
 <u>LIABILITIES & FUND EQUITY</u>			
LIABILITIES:	\$ -	\$ -	\$ -
FUND EQUITY:			
COMMITTED	\$ -	\$ 62,353	\$ 62,353
TOTAL NET ASSETS	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS & DISBURSEMENTS
CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED MAY 31, 2020

	<u>ANNUAL BUDGET</u>	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
<u>REVENUES:</u>				
<u>EXPENDITURES:</u>				
TOTAL EXPENDITURES	\$ -	\$ -	\$ 129,103	\$ 129,103
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ -	\$ -	\$ (129,103)	\$ (129,103)
FUND BALANCE - JULY 1	-	-	191,456	191,456
FUND BALANCE - CURRENT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

June 8, 2020

Dear Community Partner,

I hope this letter finds you well and managing the COVID-19 crisis that is plaguing our community and our world. There is no doubt these are stressful times. Our lives have been turned upside down by this faceless enemy, and it has taken a terrible toll on our residents and businesses. The need to remain united as a community has never been more critical.

As you know, our community has been one of the hardest hit by the devastating impact of the COVID-19 virus in DuPage County. We have all watched the numbers grow through daily updates from the DuPage County Health Department (DCHD) COVID-19 dashboard. As of June 2, 2020, there were 710 confirmed cases in West Chicago.

According to the DCHD, the case rate among Hispanic or Latino DuPage County residents is 5.5 times higher than that of non-Hispanic or Latino DuPage County residents. It is alarming to see this segment of our population suffering disproportionately.

We are aware of the inherent challenges that make our communication efforts so difficult, one possible reason for these large case numbers – the lack of access to digital technology, language and cultural barriers, and socioeconomic factors. The most effective communication strategy we have used in the past to communicate with this segment of the population, face-to-face sessions, has become an impossibility due to the nature of the virus which requires social distancing and prevents organized group gatherings. Therefore, we must find other ways to provide the education and information on the dangers and necessary preventative measures of this disease.

We need to focus a dedicated communication effort on COVID-19 for our Hispanic and Latino neighbors, who account for more than half of West Chicago's population. I am calling for a collective effort from elected officials, schools, faith communities, hospitals, park district, library, restaurants and other local businesses to become part of a Latino COVID-19 Communication Network.

To this end, I have directed our Administration staff to curate COVID-19 information and materials from authorized sources for ongoing distribution to your organization, and ask that once received, you forward the information to the public or copy and hang in appropriate businesses (i.e. supermarkets etc.). I would also ask you to follow the City's social media channels (<https://www.facebook.com/WestChicago> and <https://twitter.com/WestChicagoIL>) and repost or retweet COVID-related messages on your accounts.

Please take a moment to provide the name and email address of the person or persons in your organization who handles your communications to rmackey@westchicago.org so we may get started immediately.

Your participation is vital to the success of this information campaign, and I thank you on behalf of the entire community.

Respectfully,



Ruben Pineda
Mayor

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West Chicago, Illinois
60185

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Ruben Pineda
MAYOR
Nancy M. Smith
CITY CLERK

Michael L. Guttman
CITY ADMINISTRATOR



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Mr. Benjamin Weseloh, Library Director
West Chicago Public Library District
118 West Washington Street
West Chicago, Illinois 60185-2803

Dear Mr. Weseloh:

I am pleased to award the West Chicago Public Library District a FY2020 Illinois Public Library Per Capita Grant in the amount of \$37,405.00. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

Jesse White, Secretary of State
and State Librarian

cc: Nancy Conradt, West Chicago Public Library District Board President

JW:isl

From: Illinois Library Association <ila@ila.org>
Sent: Tuesday, June 16, 2020 5:01 PM
To: Benjamin Weseloh
Subject: Special ILA Legislative Update

[View this email in your browser](#)



Dear Illinois Library Community,

We are especially pleased to announce that Governor Pritzker signed **the FY2020-21 budget** (Public Act 101-0638) on June 12, 2020, and that this budget includes increases in the per capita grant rate for both school and public libraries, from \$0.75 per student to \$0.885; and from \$1.25 per resident to \$1.475. These statutory amounts have not been raised since 1995. This success is a direct result of long-term advocacy on the part of all of our members to make the case for

libraries' value to our elected officials, and a specific proposal from ILA this year. We thank Governor Pritzker, Speaker of the House Michael Madigan, Senate Majority Leader Don Harmon, and Secretary of State Jesse White for their support of Illinois libraries in this manner. It will require follow-up action to change the underlying statute in the fall, which we will see through.

Other legislation of interest to libraries passed by the Illinois General Assembly in its abbreviated session from May 20-23, 2020 reported earlier has also now been signed into law, including changes to the Open Meetings Act that codifies practices into legislation (formerly addressed by executive orders) regarding the ability to convene a public body's quorum virtually and the Cards for Kids Act enabling students in unserved areas to access library cards at no charge, are noted on the **ILA website**.

ILA's new governance year begins July 1, and that includes the Public Policy Committee (PPC). Please use the "Contact Us" button on **PPC's web page** to share with ILA Executive Director Diane Foote and incoming PPC Chair Daniel Matthews, Moraine Valley Community College, your ideas for areas of focus. Budget? Annexation of districts, municipal libraries, unserved areas? State-level policies that affect school or academic libraries? Increasing access to library services? Net neutrality? Addressing persistent inequities via legislation following the public outcry over the killing of George Floyd? COVID-19 related relief? We may not be able to tackle everything at once, but we need--and will take seriously--input from our members. Thank you.



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Our mailing address is:

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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

OPEN MEETINGS ACT

Amendments For "Virtual Meetings" During COVID-19 Pandemic

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: June 16, 2020

On June 12, 2020, Governor Pritzker signed into law the Government Emergency Administration Act (P.A. 100-0640) (the Act).

The Act, effective immediately (6/12/20), includes several amendments to the Open Meetings Act (OMA) during the COVID virus pandemic.*

In large part, the OMA amendments mirror changes to OMA rules made by Governor Pritzker's previous Executive Orders which allowed for "virtual meetings".

A copy of the portion of the Act relevant to OMA changes is attached.

The Changes

1. All open session discussions must be recorded. Previously, only closed session discussions required recording;
2. A determination by the Board President must be made that an in-person meeting is not practical or prudent due to the disaster. We recommend making this determination at the beginning of a meeting;

* The modified OMA rules are in effect if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns.

Example: Library Board President states at the beginning of the meeting:

"This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster";

3. At least one Trustee or the Library Director or the Library's Attorney must be physically present at the regular meeting location. Typically, either the Library Director and/or Board President would be present.

Note the Act does not require physical presence at the regular meeting location if such physical presence is "unfeasible due to the disaster" (see Section (e) (5) of the attached). The Act does not define "unfeasible due to the disaster" or who determines "unfeasible." It may be that physical presence is "unfeasible" based on the Board President's determination that an in-person meeting is not practical or prudent.

Perhaps the Board President's statement at the beginning of the meeting could address "unfeasible", e.g.:

"This meeting is held as a virtual meeting given that the Illinois Governor has declared the coronavirus pandemic a disaster. I have determined that an in person meeting is not practical or prudent because of the disaster. I have also determined that it is not feasible, due to the disaster and the disaster declaration, to have a Library Trustee, the Library Director, or the Library's Attorney present at the Library."

4. Each Trustee should verify/confirm at the beginning of the meeting he/she can hear all discussions;
5. The Notice of Meeting/Agenda should include a statement that the meeting will proceed without a quorum physically present, i.e., a "virtual meeting";
6. Arrangements for public access, via phone or web-based link, must be made to enable the public to hear Trustee discussions, votes, etc. We recommend including these arrangements on the Notice of Meeting/Agenda;
7. A roll call vote is required for all Motions.

OMA Excerpts From P.A. 100-0640 (eff. 6/12/20)

(e) Subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:

(1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area;

(2) the head of the public body as defined in subsection (e) of Section 2 of the Freedom of Information Act determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster;

(3) all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;

(4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice pursuant to this Section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

(5) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and

(6) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members of the public body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of this Act. If the public body declares a bona fide emergency:

(A) Notice shall be given pursuant to subsection (a) of Section 2.02 of this Act, and the presiding officer shall state the nature of the emergency at the beginning of the meeting.

(B) The public body must comply with the verbatim recording requirements set forth in Section 2.06 of this Act.

(8) Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(9) In addition to the requirements for open meetings under Section 2.06, public bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06.

(10) The public body shall bear all costs associated with compliance with this subsection (e).

Library Director Report

June 2020

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 91.7%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$500,165.85 (+ \$312.19)
 - New Building & Construction Fund: \$32,442.56 (+ \$20.24)
 - General (Corporate) Fund: \$32,332.55 (+ \$20.18)
- ❖ Preliminary audit fieldwork was scheduled for June 15, but reopening plans and preparation for curbside service along with some staffing issues caused the rescheduling of the preliminary fieldwork for a later date in either July or August.

PHYSICAL PLANT

- ❖ Facilities vendors that need to perform essential maintenance have been scheduled including Midwest Mechanical, Gehrke, Anderson Elevator, Abbott Landscaping, First Security, and American National Sprinkler. First security is scheduled for quarterly testing of the fire suppression system. Abbott is cutting the lawn and handling exterior grounds maintenance. They will complete the installation of day lilies at the parking island end caps once the irrigation system is turned on for the season. American National Sprinkler has been scheduled to address the potential leak in the front of the library, resolve if positive for a leak, and then turn on the irrigation system for the season.

SWAN

- ❖ SWAN " Fireside Chats" have become "Poolside Chats" and are now held every other Tuesday at 11:00 a.m. where they have been addressing various issues relating to library reopening processes and procedures necessary for libraries to reopen for limited library services.
- ❖ Staff have been working with SWAN and preparing for the implementation of curbside service for West Chicago Library Cardholders. A limited number of library staff will begin entering the library the week of 6/15 to prepare and process materials for curbside pickup. The first day of curbside service is scheduled for 6/24.

REOPENING PLAN

- ❖ Library staff will begin providing curbside service on 6/24. Reduced library hours for curbside service will be Monday through Thursday 11:00 a.m. – 6:00 p.m.; and Friday and Saturday 10:00 a.m. to 4:00 p.m. If the positivity rate and number of Covid-19 cases continues to fall, the library will expand its hours and allow patrons entry into the library with limited capacity and safety precautions in place.

Library Director Report

June 2020

PERSONNEL

❖ The Library Director:

- Held weekly Managers' Advisory Meetings on 5/26, 6/1, 6/8, and 6/15
- Attended SWAN Fireside Chat meetings on 5/26 & 6/9
- Attended the Curbside Communicator webinar on 6/2
- Attended the RAILS weekly Census meetings on 5/21, 5/28, 6/4, 6/11
- Hosted "All Staff" meetings on 5/22 and 6/12
- Attended the virtual board meeting on 5/26
- Attended a meeting on 5/29 with WeGo Together Co-Chair Ryan Kennedy and representatives from Pie.org, who will be assisting WeGo Together with assessment and reporting of achievements and goals.
- Attended a WeGo Together Steering Committee meeting on 6/2
- Attended a GoTo Meeting titled *COVID-19's Impact on Illinois: A Conversation with U.S. Senator Dick Durbin* on 6/3
- Met with Dominique Mendez and Omar Nuñez regarding the RAILS Census Grant on 5/26, 5/28, 6/1, 6/5, and 6/8
- Held an Admin Team Meeting on 6/11

❖ Youth Services Librarian Magdalena Teske resigned from her position.

Department Reports

May 2020

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- In May, the Adult Services staff created demos for social media and ran virtual programming for adults.
 - Social Media Engagement:
 - Writing Challenge of the Week
 - Gettin' Crafty: Craft ideas (String Art/Origami)
 - Weekly Staff Digital Picks
 - Sressbuster: Free Coloring Pages/Flipster
 - More if you like booklists added to website
 - Step by Step Demos for e-resources for Social Media:
 - Freegal
 - Ancestry
 - Lynda
 - Consumer Reports
 - How to register on Zoom for programs
 - Programs: A total of 89 attended the virtual programming in May
 - **Tea For Three:** Leslie Goddard presented a virtual program on zoom portraying Lady Bird Johnson, Pat Nixon and Betty Ford. A total of 85 attended this virtual event.
 - **Books from the inside:** Sara Lock and Jenny Winter began hosting books from the inside, a discussion group for participants to share what they are reading.

Professional Development: All Adult Services and Young Adult staff have been viewing webinars, training on e-resources and researching new programming ideas.

ADULT SERVICES: YOUNG ADULT

- In May, a total of 27 teens attended virtual programming. Jessica Banko created Booktalks of the Abraham Lincoln Award nominees that have been posted on Facebook in May.

CIRCULATION SERVICES

Circulation Statistics:

- 3,744 Total Items checked out, 76.36% decrease from May 2019.
- 3,744 Electronic materials checked out, 72.14% increase from May 2019.
- The total value of the materials checked out by our patrons was \$34,365.00 during May.

Patron Statistics:

- 16 New patrons added, 77.46% decrease from May 2019.
- 16,312 Card holders, 3.81% increase from May 2019.
- 54.51% of the district population have library cards, 2.00% increase from May 2019.

Other Activities during May:

- Gabriel recorded a video in Spanish for Summer reading program.
- Gabriel created a message for "Curbside at West Chicago Public Library" starting June 24th

TECHNICAL SERVICES

Acquisitions:

- 1900 items added to the collection.
- 2009 items ordered.
- 2009 items invoiced/received.
- 300 items on hold for shipment from vendors.
- 187 items backordered.

Withdrawals:

- 0 items withdrawn from the collection.

Material Maintenance:

- 0 items repaired in house.

Other Activities:

- 2009 total materials handled.

Miscellaneous

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection.
 - 775 bookplates viewed via the Illinois Digital Archives.
 - Top bookplate viewed:
 - *Curtis Noble Douglas*
 - Creator: Gavit and Company
 - Views: 48
- Ordered programing materials from Amazon for Youth Services to use for virtual programming.
- Ordered PPE, cleaning supplies, and other materials for WCPLD re-opening.
- Set-up Baker & Taylor's Title Source 360 ordering platform to administer user accounts and purchasing of digital content for Axis 360 Unbound program.

YOUTH SERVICES

- **Engagement:** During the month of May, Youth Services provided the following online programs:
 - Storytime
 - Spanish Storytime
 - Sidewalk Chalk Wednesday
 - Tumblebooks en Español demo
 - Coding Club
- **Online Engagement:** In addition to online programs, the Youth Services Department has provided lists of various resources that parents can use to engage with their children such as booklists, online field trips and online scavenger hunts.
- **Community Partnerships:** In partnership with the Mexican Cultural Center, Dominique Mendez conducted 2 online interviews for the Miss Mexican Heritage pageant that will tentatively take place in September 2020.

ADMINISTRATIVE SERVICES

eNews: April 17 – May 16:

Week 1 of Online Programming

- 5/02 successfully delivered to **5,065** subscribers
- Unique Opens: **1,506**
- Open Rate: **30%** (Industry avg. 20%)
- Unique Clicks: **26**
- Click Rate: **2%** (Industry avg. 7%)

Welcome Email (New Patrons)

- 4/02 successfully delivered to **20** subscribers
- Unique Opens: **11**
- Open Rate: **55%** (Industry avg. 20%)
- Unique Clicks: **2**
- Click Rate: **18%** (Industry avg. 7%)

Top Links Clicked:

- Chat with a Librarian - **9**
- Library's Homepage- **8**
- YA Council Application- **4**

Facebook: April 17 – May 16

Total Post Reach: **16,852**

Total Post Engagements: **881**

Page Followers: **1,508**

Top Posts:

5/11 Miss Nicole's Storytime: Dog's Colorful Day (Week 2)

Reach: **2,556**

Engagement: **124**

Views: **986**

5/13 Sidewalk Chalk with Miss Nicki: Baby Yoda (Week 2)

Reach: **1,763**

Engagement: **83**

Views: **709**

5/06 Book Talk with Miss Jessica: Truly, Devious (Week1)

Reach: **1,053**

Engagement: **51**

Views: **269**

Instagram: April 17 – May 16

Page Followers: **252** (March: 240)

Top Posts:

5/06 **Adult/YA Digital Favorites: The Dutch House**

Reach: 112

Engagement: 8

5/11 **#MotherNatureMonday (Louie)**

Reach: 100

Engagement: 6

5/02 **Library Update**

Reach: 96

Engagement: 11

Creative Corridor: April

- o None due to library's closure

Census Efforts

Seeing how successful our Census Day programming was on Facebook, we have decided to integrate our census message into all our online programming videos.

Our first program video (Miss Nicole's Storytime: Someone Bigger) premiered on May 4th to great success. The storytime reached 1,071 people and was viewed 390 times.

Our most successful online programming video for this report period was also part of Miss Nicole's Storytime program. It premiered on the second week of online programming only to surpass its week 1 counterpart. Miss Nicole's Storytime: Dog's Colorful Day has reached 2,556 people and has been viewed 988 times.

We have published a total of 13 online programming videos with census messaging since May 4. The reception has been great so far.

We are continuing to develop new programs to expand our reach across the community. Some of the programs in the works are in Spanish because we believe there is a huge hunger for Spanish content in our community. Since our videos could potentially reach a lot of the hard-to-count populations in our community, we are optimistic that they will encourage more people to get counted.

IT Report – May 2020

Wireless Overview

We had 8172 connections in May.

May had 124 unique clients with an average of 14 clients per day and an average usage of 480.2 MB per client.

Website

Last month we had 4253 website visits in May.

The top 5 pages in May were

1. Yearbooks
2. eBooks & eAudiobooks
3. Covid 19 Pandemic
4. Research Databases
5. Frequently Asked Questions

FINAL

**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	
Dorations-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	
Library Fund	\$2,124,166	\$2,140,210	\$2,152,242	\$2,333,019	\$2,233,589	\$2,167,509	\$2,249,614	
Special Revenue Fund - IMRF	\$112,278	\$112,747	\$136,039	\$137,856	\$123,730	\$78,740	\$130,531	
TOTAL REVENUE	\$2,236,444	\$2,252,957	\$2,288,281	\$2,470,875	\$2,357,319	\$2,246,249	\$2,380,145	

ACCT #	ACCOUNT NAME	FY18/19 year end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS	Final
LIBRARY FUND							
PERSONNEL:							
41100	Salaries	1,098,921	1,171,405	798,475	1,197,245	Based on 33 staff (ft18, pt15) includes \$14000 merit pool	
41100	HR 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	PICA	80,435	90,000	58,475	93,000		
41130	Unemployment Compensation	1,433	2,700	1,472	2,000		
41140	Worker's Compensation	4,059	4,600	4,346	4,800	Quote \$4600	
			1,452,905		1,474,845		
ADMINISTRATIVE EXPENSES:							
41310	Professional Development	2,725	10,800	2,769	14,000	ALA, PLA, IIA, 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		
ADMINISTRATIVE TECHNOLOGY EXPENSE:							
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/Server @ \$2,470, Deep Freeze \$540	
			91,103		95,831		
LIBRARY MATERIALS-BOOKS:							
42112	Reference-Electronic	46,733	49,000	46,417	44,695	Proquest \$6,103.00, EBSCO 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, DLJ Overdrive) \$5933.36, Eread Illinois \$1550west, Lynda.com \$7000, GVRL Admin Fee \$100est, YS Tumble Books + Tumble Math \$1250, YS World Book Spanish \$298, 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	

ACCT #	ACCOUNT NAME	FY18/19 year-end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS
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	1000/ILL Book Replacement	309	1,000	453	1,000	
			129,870		123,065	
LIBRARY MATERIALS-PRINT/ONLINE:						
42210	Periodicals	12,409	14,000	12,433	14,000	Ripster Digital Magazines (additional magazines), EBSCO subscriptions for print magazines, and newspaper subscriptions increases
			14,000		14,000	
LIBRARY MATERIALS-AUDIO VISUAL:						
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	7,800	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, Playways, DVD's in both English and Spanish, Audio books.
			34,300		37,000	
TECHNOLOGY SERVICES:						
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, 5 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, Sidich 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 2i2 3rd Gen USB Audio Interface \$160
			75,153		81,098	
LIBRARY MATERIAL MAINTENANCE						
42500	Processing- Technical Services	7,618	13,600	4,675	12,800	Book jacket covers, security strips, AV security cases, 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	
PROGRAMS:						
44120	Programs-Adult	6,648	6,400	5,009	6,400	Craft programs (1,600.00), Presenters: (2,400.00)Movie license AS portion (174.00), 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.

ACCT #	ACCOUNT NAME	FY18/19 year end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS	SIGNAL
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. \$1300 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		
MARKETING & PROMOTIONS:							
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 \$12,000, Postage 4x/year \$3,600	
44250	Surveys	360	360	384	384	Number provided the SurveyMonkey Customer Engagement Representative	
			25,651		25,335		
FACILITIES & OPERATIONS:							
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	942	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	2,560	8,235	Monthly landscape maintenance (8@ \$475/mo.=\$3800), Mulch (\$2250), paver repairs (\$2385).	
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	18,821	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), Asa Abloy (\$935/annual), Bibliotheca (\$2050/annual), Cintias Fire-fire extinguishers (\$210/annual), IL State Fire Marshall Conveyance Certificate (\$150/annual), Elevator Category 1 Testing (\$600), Just Elevator (QUS) 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 (PK \$675), Marmoleum floor repair (\$3000), misc. repairs \$4200 (lighting, plumbing, ceiling repair, elevator), interior signage \$10,000	
			194,035		165,135		
UTILITIES							
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)	

ACCT #	ACCOUNT NAME	FY18/19 year end	FY 19/20 Proposed	FY 19/20 YTD	FY 20/21 Proposed	FY 20/21 COMMENTS	FINAL
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		
PROFESSIONAL SERVICES							
45500	Insurance	16,663	17,400	16,802	17,708	Property, liability, umbrella package \$11,406, Directors & officers liability \$4902, 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 2300	
			60,392		66,865		
LIBRARY BOARD EXPENSES							
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		
CAPITAL EQUIPMENT EXPENSES							
46500	Capital Equipment & Building	0	0	0	0		
46510	Capital Projects - Interior	0	0	0	0		
	SUBTOTAL LIBRARY FUND		2,235,089		2,249,614		
GRANT EXPENSES							
49600	Grant Expenditures	16,686					
	TOTAL LIBRARY EXPENDITURES		2,235,089	1,518,156			
SPECIAL REVENUE EXPENSES							
	IMRF		123,730		130,531	Levy \$130,531	
SPECIAL RESERVE EXPENSES							
	HVAC		120,000			HVAC Control System and VAV boxes	
	TOTAL LIBRARY & SPECIAL		2,478,819		2,380,145		



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 20-02

West Chicago Public Library District
Meeting Date and Time 2021

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL, on the 22nd day of June 2020, at 7:00 PM, the following ordinance was enacted in accordance with 5 ILCS 120/2.03) – Schedule of Meetings.

Ordinance Establishing the Meeting Date and Time for the Regular Meeting of “The Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois”.

Present:

Absent:

The following ordinance was moved by Trustee _____ seconded by

Trustee _____.

The Board Resolves:

1. To approve the 4th Monday of every month at 7:00 PM as the regular meeting date and time of the Library Board of Trustees.

Ayes:

Nays:

Absent:

Ordinance Declared Adopted:

Diane Kelsey, Secretary

Nancy Conradt, President

Date: _____



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 20-02

Be it ordained that the regular meeting of The West Chicago Public Library District Board of Library Trustees shall be held at 7:00 PM at The West Chicago Public Library, 118 West Washington Street, West Chicago, Illinois on the following dates in the year 2021: (5ILCS 120/2.03) – Schedule of meetings,

Monday, January 25	Monday, July 26
Monday, February 22	Monday, August 23
Monday, March 22	Monday, September 27
Monday, April 26	Monday, October 25
Monday, May 24	Monday, November 22
Monday, June 28	Monday, December 27 CANCELLED

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting of the Board of Library Trustees, 22nd of June 2020.

Posted 22nd of June 2020.

Board of Library Trustees,
West Chicago Public Library District

Nancy Conradt, President

ATTEST:

Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 20-01
Non-Resident Library Card Participation for Illinois
Public Law 92-0166
July 1, 2020 – June 30, 2021

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 22nd day of June 2020 the following Resolution was enacted:

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____,

The Board of Library Trustees Resolves:

1. To approve the proposed Non-Resident Library Card Participation Form of Illinois Public Law 92-0166. July 1, 2020 - June 30, 2021.

Ayes:

Nays:

Absent:

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees:

22nd day of June 2020



Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Non-Resident Library Card Participation Form for Illinois Public Law 92-0166 July 1, 2020 – June 30, 2021

Name of Library: West Chicago Public Library District

☒ will participate in the non-resident card program
☐ will NOT participate in the non-resident card program
for the year beginning July 1, 2020 – June 30, 2021.

The fee formula for the non-resident taxpayer's card will be (check one):

☐ General Mathematical Formula in the amount of \$ _____

☒ Tax Bill Method

☐ Average non-resident fee in the system area

The amount \$ _____

Application to the State Library for use of System Area Average was made?

Yes ☐ No ☐

Application approved? Yes ☐ No ☐

The fee formula for the non-resident renter's card will be (check one):

☐ General Mathematical Formula

☒ A minimum of 15% of the monthly rent. Percentage used? 15%

☐ Other formula (please explain)

Date action taken by the Library Board: 22nd day of June 2020

Action taken: ☒ Resolution ☐ Motion ☐ Ordinance

Library Director Signature

Date



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 20-02 Library Closing Schedule 2021

JANUARY	1 FRIDAY	NEW YEAR'S DAY
APRIL	4 SUNDAY	EASTER
MAY	31 MONDAY	MEMORIAL DAY (Library is closed Sundays {May 30} through Labor Day weekend {September 5})
JULY	5 MONDAY	INDEPENDENCE DAY (Sunday, July 4; Observed Monday, July 5)
AUGUST	13 FRIDAY	STAFF IN-SERVICE
SEPTEMBER	6 MONDAY	LABOR DAY
NOVEMBER	24 WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSSES AT 5:00 pm
NOVEMBER	26 THURSDAY	THANKSGIVING DAY
DECEMBER	24 FRIDAY	CHRISTMAS EVE
DECEMBER	25 SATURDAY	CHRISTMAS DAY
DECEMBER	31 FRIDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 22nd day of June 2020 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 20-02 ESTABLISHING THE LIBRARY CLOSING SCHEDULE FOR 2021

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2021.

Ayes:

Nays:

Absent:

Resolution Declared Adopted:

Diane Kelsey, Secretary

Nancy Conradt, President

Date: June 22, 2020