

# REMINDER

## *Special Board Meeting*

**6:45 p.m.**

**ONLINE VIA ZOOM**

Public Hearing Providing for the Budget and Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## BOARD OF LIBRARY TRUSTEES SPECIAL MEETING

MONDAY, AUGUST 24, 2020  
6:45PM

ONLINE VIA ZOOM

### AGENDA

1. Call to Order
2. Roll Call
3. Public Hearing:  
Ordinance 20-03: An Ordinance Providing for the Budget and Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021.
4. Public Comment
5. Adjournment



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MONDAY, AUGUST 24, 2020

7:00 PM

ONLINE VIA ZOOM

## AGENDA

- A. Call to Order Nancy Conradt, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
  - 1. Board Meeting - July 27, 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 August 2020
  - 2. Financial Statements for July 2020
- H. Communications
  - 1. B & A Ordinance Reminder - *Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*
  - 2. Public Libraries Closed on November 3, 2020? -- *Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*
  - 3. Personal Devices and FOIA - *Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*
  - 4. West Chicago Movement Challenge and Virtual SK Fun Run - *Healthy West Chicago*
- I. Reports
  - 1. President Nancy Conradt
    - a. Secretary's Audit - President appoints two (2) trustees to review the District's 7/1/2019 -6/30/2020 minutes [75 ILCS 16/30-65 (c)]
  - 2. Library Director **ATTACHMENT**
    - a. In-Service Agenda **ATTACHMENT**
    - b. In-Service Survey **ATTACHMENT**
    - c. In-Service Survey Results **ATTACHMENT**
  - 3. Department Managers **ATTACHMENT**

J. Unfinished Business

- |    |  |               |
|----|--|---------------|
| 1. | Ordinance 20-03 Budget & Appropriations for the West Chicago Public Library District for the fiscal year Beginning July 1, 2020 and ending June 30, 2021 | <b>ACTION</b> |
|----|--|---------------|

K. New Business

- |    |   |               |
|----|---|---------------|
| 2. | Ordinance 20-04: Ethics                     | <b>ACTION</b> |
| 3. | Ordinance 20-05: Freedom of Information Act | <b>ACTION</b> |
| 4. | Resolution 20-03: Estimate of Funds         | <b>ACTION</b> |

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, JULY 27, 2020  
7:00 P.M.  
ONLINE VIA ZOOM

A. CALL TO ORDER: President Conradt called the meeting to order at 7:00 p.m. President Conradt stated she determined that an in-person meeting is not practical or prudent due to the pandemic; and therefore the meeting would be held virtually. President Conradt further stated that she determined that due to the pandemic, it is not feasible to have Library Trustees, the Library Director, or the Library's attorney present at the library.

B. ROLL CALL:

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

President Conradt confirmed that everyone present for the meeting was able to hear the proceedings.

STAFF PRESENT: Ben Weseloh, Library Director.

C. APPROVAL OF THE MINUTES:

1. Motion for Approval of the Minutes of June 22, 2020: Ms. Jakacki moved to approve the Minutes of the June 22, 2020 Regular Board Meeting; seconded by Mr. Bloom. No comments or corrections were made.

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter and Theresa Dawn Heim, staff; Joe Vavrik, public.

E. PUBLIC COMMENTS: Joe Vavrik thanked the staff for reopening the Library for the curbside pickup, which he believes is going very well.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for July 2020: Mr. Bloom moved that the Board approve expenditures in the amount of \$209,693.79; seconded by Mr. Fokta.

Discussion was had regarding the Claims List, including an increase in janitorial supplies expenditures to keep the Library clean for staff during the pandemic, and for patrons when they are permitted to return. Reference, Electric, a \$6,000.00 bill for Library Ideas is e-books; Supplies, Food, \$13.64, Mr. Weseloh brought the staff doughnuts as a morale booster for the first day of curbside service.

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

2. Financial Statements for May 2020: Mr. Bloom reported that neither Mr. Weseloh nor Mr. Bloom have been able to get in touch with the Library's accountants. On Financials, Page 4, Revenues, and Page 11, IMRF, a property tax receipt has been entered in the amount of \$1,047,589.00 as of June 2020. These funds should have been applied to a deferred revenue account.

The Library has two levy funds: Corporate, and IMRF. DuPage County transfers property tax distributions in a lump sum, and the accounting firm distributes those funds to Corporate and IMRF based on the percentage of levy document. Mr. Bloom has requested clarification from William Lau on the percentage rates. When the library receives a revised statement from the accountants, the Trustees will be provided a copy of the document.

The balance in Special Reserve should be \$62,353.00. Operating Expenses, Item No. 2, without personnel expenditures is \$117,182.00: May was \$56,751.00, June was 55,581.00. Reference, Electronic is heavily front-loaded, as are the insurance renewals, due July 1. Bulk purchases were made through SWAN and RAILS for janitorial supplies at a reduced cost, and for COVID-19 PPE.

Fiscal Year 19-20, which elapsed as of June 30, 2020, Administrative Technology is \$9,752.00 over budget; Technology Services is \$7,786.00 over budget; Professional Services -- audit, legal, and accounting -- is \$5,003.00 over budget; for a combined over-budget amount of \$22,541.00. Financials were \$203,816.00 under budget before AJEs.

#### H. COMMUNICATIONS:

1. WeGo Together newsletter: Mr. Weseloh stated that he is co-chair on the steering committee for WeGo Together for Kids. The communication provides a snapshot of the WeGo Together COVID-19 response efforts, including, 384 deliveries to homes for essential household items; \$31,355 for direct financial assistance for rent and mortgage payments; and with food access through pop-up distributions throughout the

community, at least 450 families have been able to take advantage of these food opportunities. Lunches were available through a partnership with Cantigny Park and the McCormick Foundation three days a week through July 31, 2020.

2. Midwest Industrial Fund Certificate of Occupancy.

3. Health Department Reminds Residents COVID-19 is Still Pending.

I. REPORTS:

1. President: No Report.

2. Library Director: Mr. Weseloh reported that the fiscal year elapsed is at 100% as of June 30, 2020.

New lighting installation in the parking lot was scheduled for this year; however, the Library needed to upgrade a server at a cost nearly equivalent, so the lighting installation was delayed and server upgrade was performed. This resulted in an overage in the technology budget and the exterior R&R being under budget.

Interest income for the Library's fund accounts has diminished from the previous month. The preliminary audit field work started virtually using a secure portal from Sikich.

American National Sprinkler came out to pressurize the irrigation system. A leak was found in the parking lot island. The piping was replaced and has a four-year warranty.

Curbside service of materials pickup continues to go well and has been well received by the patrons. Discussion in management meetings has included increasing our services where possible. Staff look forward to eventually re-opening the Library; infection rates in the community do not presently permit reopening. Additional staff discussion will be had regarding rearranging the library furniture to allow for safety while people are in the library.

The Board discussed different approaches to reopening the Library to the public, such as requiring patrons to make appointments to enter the library in order to monitor the number of people in the building at any one particular time; or using a door counter to count and tally the number of people in the library building. Mr. Weseloh stated he received an email from the DuPage Directors group which asked for input on best practices to allow the public to return inside the library building. Mr. Weseloh will compile a description of the various approaches.

Interlibrary loans from participating libraries has resumed. Staff have been considering an appointment process for computer use as the next logical step for allowing people in the library. Discussion was had regarding relocating the 2nd Floor public desktop computers to 1st Floor so the patrons don't have to go further into the library. Infrastructure would need to be upgraded on the 1st Floor to support that plan. Alternately, a schedule for computer use on the 2nd Floor could accommodate patrons with a rotation using Computers 1, 3, 5, 7, and 9; then use 2, 4, 6, 8, 10, with cleaning occurring in between the rotation.

The City of West Chicago currently has a 14% positivity rate for Coronavirus. Mr. Weseloh would like to see the number below 10% prior to re-opening the Library to the public.

West Chicago Police detectives contacted the Library to review exterior camera footage for their investigation into graffiti marking which occurred along Turner Court.

Mr. Weseloh has moved the bookkeeper position into Technical Services from the Administrative Office. The bookkeeper will eventually physically move into the Technical Services Department and report to Mike Novy, Technical Services Manager. Omar Nunez, the Public Relations Specialist, will be moving into the Administrative Office. This will be a lateral move for both positions. Mike Novy has completed professional development courses, has a financial background, and has earned the additional responsibility.

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

Adult Services: The Library added several new e-resources: Small Business Reference Center, Home Improvement Reference Center, Legal Information Reference Center, Writers Reference Center, and Hobbies and Crafts Reference.

Electronic materials still continue to show high circulation numbers; hard copy items continue show reduced circulation numbers.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Draft Ordinance 20-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021: The Draft Ordinance 20-03 was provided for the

# **DRAFT MINUTES ONLY**

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Trustees' review. No questions nor comments were voiced regarding the Draft Budget & Appropriations Ordinance.

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: There being no further business, President Conradt adjourned the meeting at 8:01 p.m.

Catherine A. Rajcan  
Recording Secretary

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE:**

**AUGUST 24, 2020 MEETING**

**FINANCIAL STATEMENT DATE:**

**JULY 31, 2020**

Payroll dated:

July 10, 2020	Net Payroll	31,638.06
	Federal Liability Payment	9,258.09
	State Liability Payment	1,973.94
	Paylocity fee	125.35
July 24, 2020	Net Payroll	32,115.83
	Federal Liability Payment	9,479.61
	State Liability Payment	1,993.96
	Paylocity fee	279.39

TOTAL

86,864.23

State Bank of IL

Operating-Manual Cks    Check No.

Operating-System Cks

Check No.

51,926.23

Librarian's Petty Cash

Check No.

TOTAL

51,926.23

Total Bills for Approval

138,790.46

Board Approval

Signature:

Board Approval Date:



**Claims List August 2020**

VENDOR	DESCRIPTION	ACCT NO		TOTAL	Check #
4 Imprint	Promo Mats-Youth	1144240	\$298.05	\$694.13	23152
4 Imprint	Promo Mats-Youth	1144240	\$396.08		
Abbott Tree Care Professionals	Exterior Landscaping	1145130	\$475.00	\$475.00	23153
Accurate Office Supplies	Office Supplies-General	1141334	\$534.47	\$1,084.95	23154
Accurate Office Supplies	Circulation Services Supplies	1141348	\$391.74		
Accurate Office Supplies	Janitorial Supplies	1145115	\$158.74		
Albertsons/Safeway	Programs-Youth	1144140	\$100.36	\$100.36	23155
Amazon	Office Supplies-General	1141334	\$24.49	\$811.72	23156
Amazon	Circulation Services Supplies	1141348	\$139.96		
Amazon	Processing-Technical Serv	1142500	\$91.48		
Amazon	Programs-Adult	1144120	\$6.88		
Amazon	Programs-Young Adult	1144130	\$207.79		
Amazon	Programs-Youth	1144140	\$821.12		
Amazon	Janitorial Supplies	1145115	-\$480.00		
American National Sprinkler	Contract Inspection & Main	1145160	\$175.00	\$175.00	23157
Anderson Elevator Co.	Contract Inspection & Maintenance	1145160	\$165.00	\$165.00	23158
Baker & Taylor	AV Materials-Adult	1142320	\$167.98	\$167.98	23159
Call One	Utilities-Telephone	1145330	\$618.24	\$618.24	23160
Cengage Learning	Books-Adult	1142120	\$27.19	\$27.19	23161
Cengage Learning	Books-Adult	1142120	\$172.83	\$345.66	23162
Cengage Learning	Books-Adult	1142120	\$172.83		
Christine Thornton	Programs-Adult	1144120	\$250.00	\$250.00	23163
Cintas Fire	Interior R&M-Other	1145165	\$1,355.08	\$1,355.08	23164
City of West Chicago	Utilities-Water	1145340	\$110.62	\$110.62	23165
COMCAST	Internet Services	1142405	\$522.90	\$522.90	23166
ComEd	Utilities-Electric	1145320	\$2,262.53	\$2,262.53	23167
Costco	Association Dues	1141330	\$240.00	\$240.00	23168
Dancing Cranes Yoga	Programs-Adult	1144120	\$120.00	\$120.00	23169
David G. Clark	Programs-Adult	1144120	\$200.00	\$200.00	23170
De Lage Landen	Office Equipment	1141336	\$1,549.08	\$1,549.08	23171
Demco	Processing-Technical Serv	1142500	\$457.83	\$457.83	23172
Face to Face Communications and Training	Professional Development	1141310	\$2,000.00	\$2,000.00	23173
Flood Brothers Disposal	Utilities-Trash	1145350	\$52.00	\$52.00	23174
FNBC Bank and Trust	Professional Development	1141310	\$445.00	\$978.97	23175
FNBC Bank and Trust	Association Dues	1141330	\$219.00		
FNBC Bank and Trust	Supplies-Food	1141344	\$57.57		
FNBC Bank and Trust	Software Staff	1141410	\$63.72		
FNBC Bank and Trust	Processing-Technical Serv	1142500	\$13.80		
FNBC Bank and Trust	Web Site	1144215	\$179.88		
Gehrke Technology Group	HVAC R&M	1145150	\$125.00	\$125.00	23176
Illinois Library Association	Association Dues	1141330	\$100.00	\$100.00	23177
Illinois Library Association	Programs-Summer Reading	1144135	\$24.75	\$24.75	23178
Ingram	Books-Adult	1142120	\$4,616.54	\$6,292.23	23179
Ingram	Books-Young Adult	1142130	\$373.10		
Ingram	Books-Youth	1142140	\$1,163.95		
Ingram	Processing-Technical Serv	1142500	\$138.64		
LIMRICC	Insurance Health & Dental	1141110	\$13,633.43	\$13,633.43	23180
Midwest Mechanical	HVAC R&M	1145150	\$897.00	\$897.00	23181
Midwest Tape	AV Materials-Adult	1142320	\$858.13	\$869.37	23182
Midwest Tape	AV Materials-Youth	1142340	\$11.24		
Mobile Beacon	Software Public	1142420	\$1,200.00	\$1,200.00	23183
Morgan Birge & Associates, Inc.	Phone System	1141415	\$120.00	\$120.00	23184
Murphy Ace Hardware	Administrative Misc.	1141342	\$14.36	\$14.36	23185
NCPERS	Insurance Health & Dental	1141110	\$32.00	\$32.00	23186
Nicor	Utilities-Gas	1145310	\$120.47	\$120.47	23187
Orkin Pest Control	General Building Services	1145155	\$75.58	\$75.58	23188
OverDrive	Books-Adult	1142120	\$618.60	\$3,323.01	23189

OverDrive	Books-Young Adult	1142130	\$240.48		
OverDrive	Books-Youth	1142140	\$597.94		
OverDrive	AV Materials-Adult	1142320	\$1,865.99		
Paddock Publications, Inc.	Legal Notices & Ads	1145610	\$40.25	\$40.25	23190
Rachel Kaplan	Programs-Young Adult	1144130	\$50.00	\$50.00	23191
Rachel Kaplan	Programs-Young Adult	1144130	\$50.00	\$50.00	23192
Sam Maranto	Programs-Adult	1144120	\$100.00	\$100.00	23193
Sikich	Audit	1145505	\$1,500.00	\$1,500.00	23194
Sikich, LLP	Technology Management	1141420	\$4,400.00	\$5,085.00	23195
Sikich, LLP	Technology Management	1141420	\$685.00		
Sprint	Utilities-Telephone	1145330	\$300.04	\$300.04	23196
Swan	Office Supplies-General	1141334	\$214.50	\$214.50	23197
William A. Lau and Co. Ltd.	Accounting	1145520	\$995.00	\$995.00	23198
William A. Lau and Co. Ltd.	Accounting	1145520	\$1,975.00	\$1,975.00	23199
Xtreme Environmental Solutions	Utilities-Trash	1145350	\$25.00	\$25.00	23200

Please date checks 8/24/20

Total \$51,926.23 \$51,926.23



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**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
FINANCIAL REPORT**

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**Independent Accountant's Compilation Report**

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

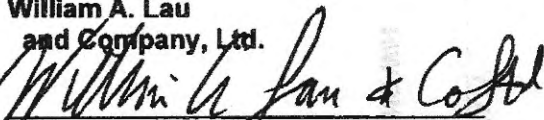
Management is responsible for the accompanying financial statements of the governmental activities, each fund, and the aggregate remaining fund information of WEST CHICAGO PUBLIC LIBRARY DISTRICT as of July 31, 2020 for the one month then ended which collectively comprise the Library's basic financial 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

August 17, 2020  
Homewood, Illinois

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

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>TOTAL FUNDS</u>
<b><u>ASSETS</u></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	(44,427)	-	-	-	(44,427)
10350 - FNBC BANK - SAVINGS	1,271,968	-	-	-	1,271,968
10450 - ILLINOIS FUNDS-GASB 54	500,457	-	-	-	500,457
10500 - ILLINOIS FUNDS-GENERAL	32,351	-	-	32,461	64,812
DUE (TO) FROM OTHER FUNDS	(91,622)	63,528	-	29,892	1,798
<b>TOTAL ASSETS</b>	<b>\$ 1,673,890</b>	<b>\$ 63,528</b>	<b>\$ -</b>	<b>\$ 62,353</b>	<b>\$ 1,799,771</b>
<b><u>LIABILITIES &amp; FUND EQUITY</u></b>					
<b>LIABILITIES:</b>					
21050 - FLEX SPENDING W/H	\$ 6,292	\$ -	\$ -	\$ -	\$ 6,292
21055 - HSA AVIDIA	(1,800)	-	-	-	(1,800)
<b>TOTAL LIABILITIES</b>	<b>\$ 4,492</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,492</b>
<b>FUND EQUITY:</b>					
RESTRICTED	\$ -	\$ 63,528	\$ -	\$ -	\$ 63,528
COMMITTED	-	-	-	62,353	62,353
ASSIGNED	393,485	-	-	-	393,485
UNASSIGNED	1,275,913	-	-	-	1,275,913
<b>TOTAL FUND EQUITY</b>	<b>\$ 1,669,398</b>	<b>\$ 63,528</b>	<b>\$ -</b>	<b>\$ 62,353</b>	<b>\$ 1,795,279</b>
<b>TOTAL NET ASSETS</b>	<b>\$ 1,673,890</b>	<b>\$ 63,528</b>	<b>\$ -</b>	<b>\$ 62,353</b>	<b>\$ 1,799,771</b>

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

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
<b>REVENUES:</b>					
30010 - PROPERTY TAXES	\$ 1,145,955	\$ 69,267	\$ -	\$ -	\$ 1,215,222
33000 - INTEREST INCOME	142	9	-	-	151
33110 - INTEREST-TAX REVENUE	51	3	-	-	54
35100 - FINES	91	-	-	-	91
35810 - BOOK SALES	(25)	-	-	-	(25)
36030 - MEMORIALS AND DONATIONS	50	-	-	-	50
<b>TOTAL REVENUES</b>	<b>\$ 1,146,264</b>	<b>\$ 69,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,215,543</b>
<b>EXPENDITURES:</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ 211,877</b>	<b>\$ 10,231</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 222,108</b>
<b>EXCESS REVENUES OVER, (UNDER) EXPENDITURES</b>	<b>\$ 934,387</b>	<b>\$ 59,048</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 993,435</b>
<b>OTHER INCOME, (EXPENSE):</b>					
<b>FUND BALANCE - JULY 1</b>	<b>733,211</b>	<b>4,480</b>	<b>-</b>	<b>62,353</b>	<b>800,044</b>
<b>FUND BALANCE - CURRENT</b>	<b>\$ 1,667,598</b>	<b>\$ 63,528</b>	<b>\$ -</b>	<b>\$ 62,353</b>	<b>\$ 1,793,479</b>

**WEST CHICAGO PUBLIC LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES & FUND EQUITY**  
**LIBRARY FUND**  
**JULY 31, 2020**

	<u>LIBRARY FUND</u>
<b><u>ASSETS</u></b>	
10100 - PETTY CASH	\$ 100
10200 - FNBC BANK -PETTY CASH	5,003
10250 - PETTY CASH-CIRCULATION	60
10300 - FNBC BANK-CHECKING	(44,427)
10350 - FNBC BANK - SAVINGS	1,271,968
10450 - ILLINOIS FUNDS-GASB 54	500,457
10500 - ILLINOIS FUNDS-GENERAL	32,351
DUE (TO) FROM OTHER FUNDS	<u>(91,622)</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,673,890</u></b>
 <b><u>LIABILITIES &amp; FUND EQUITY</u></b>	
<b>LIABILITIES:</b>	
21050 - FLEX SPENDING W/H	\$ 6,292
21055 - HSA AVIDIA	<u>(1,800)</u>
<b>TOTAL LIABILITIES</b>	<b><u>\$ 4,492</u></b>
 <b>FUND EQUITY:</b>	
ASSIGNED	\$ 393,485
UNASSIGNED	<u>1,275,913</u>
<b>TOTAL FUND EQUITY</b>	<b><u>\$ 1,669,398</u></b>
<b>TOTAL NET ASSETS</b>	<b><u>\$ 1,673,890</u></b>

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

**FOR THE ONE MONTH & PERIOD ENDED JULY 31, 2020**

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
<b>REVENUES:</b>					
30010 - PROPERTY TAXES	\$ 1,145,955	\$ 1,145,955	\$ 2,155,659	53.16	\$ 1,009,704
32010 - PERS PROPERTY REPLACEMENT TAX	-	-	35,000	-	35,000
33000 - INTEREST INCOME	142	142	1,000	14.20	858
33110 - INTEREST-TAX REVENUE	51	51	-	-	(51)
35100 - FINES	91	91	7,000	1.30	6,909
35150 - PHOTOCOPY/MICROFORM/COPY/FAX	-	-	6,250	-	6,250
35510 - LOST AND PAID MATERIALS	-	-	500	-	500
35710 - NON RESIDENT FEES	-	-	2,400	-	2,400
35810 - BOOK SALES	(25)	(25)	-	-	25
36030 - MEMORIALS AND DONATIONS	50	50	-	-	(50)
36035 - DONATIONS SUMMER READING	-	-	1,200	-	1,200
36045 - DEVELOPER DONATIONS	-	-	200	-	200
38010 - PER CAPITA GRANT	-	-	37,405	-	37,405
39010 - OTHER INCOME	-	-	3,000	-	3,000
<b>TOTAL REVENUES</b>	<b>\$ 1,146,264</b>	<b>\$ 1,146,264</b>	<b>\$ 2,249,614</b>	<b>50.95</b>	<b>\$ 1,103,350</b>
<b>EXPENDITURES:</b>					
<b>TOTAL EXPENDITURES</b>	<b>211,877</b>	<b>211,877</b>	<b>2,249,614</b>	<b>9.42</b>	<b>2,037,737</b>
<b>EXCESS REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 934,387</b>	<b>\$ 934,387</b>	<b>\$ -</b>	<b>41.53</b>	<b>\$ (934,387)</b>
<b>FUND BALANCE - JULY 1</b>	<b>-</b>	<b>733,211</b>	<b>-</b>	<b>-</b>	<b>(733,211)</b>
<b>FUND BALANCE - CURRENT</b>	<b>\$ 934,387</b>	<b>\$ 1,667,598</b>	<b>\$ -</b>	<b>41.53</b>	<b>\$ (1,667,598)</b>

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

	<u>CURRENT MONTH</u>	<u>YEAR - TO - DATE</u>	<u>ANNUAL BUDGET</u>	<u>PERCENT OF BUDGET</u>	<u>(OVER), UNDER BUDGET</u>
<b>EXPENDITURES:</b>					
<b>PERSONNEL:</b>					
41100 - SALARIES	\$ 89,679	\$ 89,679	\$ 1,208,045	7.42	\$ 1,118,366
41110 - INS-HEALTH, DENTAL, LIFE, FSA	11,942	11,942	167,000	7.15	155,058
41120 - FICA EXPENSE	6,356	6,356	93,000	6.83	86,644
41130 - UNEMPLOYMENT COMPENSATION	290	290	2,000	14.50	1,710
41140 - WORKERS COMPENSATION	2,426	2,426	4,800	50.54	2,374
<b>TOTAL PERSONNEL</b>	<b>\$ 110,693</b>	<b>\$ 110,693</b>	<b>\$ 1,474,845</b>	<b>7.51</b>	<b>\$ 1,364,152</b>
<b>ADMINISTRATIVE EXPENSES:</b>					
41310 - PROFESSIONAL DEVELOPMENT	\$ 1,195	\$ 1,195	\$ 14,000	8.54	\$ 12,805
41320 - TRAVEL	-	-	2,700	-	2,700
41330 - ASSOCIATION DUES	1,248	1,248	5,800	21.52	4,552
41332 - PAYROLL PROCESSING	405	405	5,500	7.36	5,095
41334 - OFFICE SUPPLIES GENERAL	1,231	1,231	6,000	20.52	4,769
41336 - OFFICE EQUIPMENT	2,944	2,944	20,700	14.22	17,756
41338 - POSTAGE	1,740	1,740	6,800	25.59	5,060
41342 - ADMINISTRATIVE MISC	-	-	1,800	-	1,800
41344 - SUPPLIES-FOOD	14	14	3,240	0.43	3,226
41346 - MATERIALS & RESOURCE RECOVERY	-	-	1,600	-	1,600
41348 - ACCESS SERVICE SUPPLIES	131	131	4,500	2.91	4,369
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>\$ 8,908</b>	<b>\$ 8,908</b>	<b>\$ 72,640</b>	<b>12.26</b>	<b>63,732</b>
<b>ADMINISTRATIVE TECHNOLOGY EXPENSES:</b>					
41400 - IT EQUIPMENT UPGRADES-STAFF	\$ 155	\$ 155	\$ 1,929	8.04	\$ 1,774
41410 - SOFTWARE-STAFF	64	64	27,102	0.24	27,038
41415 - PHONE SYSTEM	120	120	1,440	8.33	1,320
41420 - TECHNOLOGY MANAGEMENT	5,085	5,085	62,400	8.15	57,315
41425 - WARRANTIES/EXTENDED CARE	-	-	2,960	-	2,960
<b>TOTAL ADMINISTRATIVE TECHNOLOGY EXP</b>	<b>\$ 5,424</b>	<b>\$ 5,424</b>	<b>\$ 95,831</b>	<b>5.66</b>	<b>\$ 90,407</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 JULY 31, 2020**

**LIBRARY MATERIALS-BOOKS:**

42112 - REFERENCE-ELECTRONIC	\$ 32,413	\$ 32,413	\$ 44,695	72.52	\$ 12,282
42120 - BOOKS-ADULT	2,876	2,876	47,000	6.12	44,124
42122 - BOOKS-LITERACY	57	57	370	15.41	313
42130 - BOOKS-YOUNG ADULT	102	102	6,000	1.70	5,898
42140 - BOOKS-YOUTH	1,393	1,393	24,000	5.80	22,607
42170 - RBP/ILL BOOK REPLACEMENT	-	-	1,000	-	1,000

**TOTAL LIBRARY MATERIALS-BOOKS**

\$ 36,841	\$ 36,841	\$ 123,065	29.94	\$ 86,224
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**LIBRARY MATERIALS-PERIODICALS:**

42210 - PERIODICALS	\$ -	\$ -	\$ 14,000	-	\$ 14,000
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**TOTAL LIBRARY MATERIALS-PERIODICALS**

\$ -	\$ -	\$ 14,000	-	\$ 14,000
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**LIBRARY MATERIALS-AUDIO VISUAL:**

42320 - AV MATERIALS-ADULT	\$ 1,726	\$ 1,726	\$ 26,500	6.51	\$ 24,774
42330 - AV MATERIALS-YOUNG ADULT	-	-	3,000	-	3,000
42340 - AV MATERIALS-YOUTH	84	84	7,500	1.12	7,416

**TOTAL LIBRARY MATERIALS- AUDIO VISUAL**

\$ 1,810	\$ 1,810	\$ 37,000	4.89	\$ 35,190
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**WEST CHICAGO PUBLIC LIBRARY  
COMBINED STATEMENT OF CASH DISBURSEMENTS COMPARED TO BUDGET  
LIBRARY FUND  
FOR THE ONE MONTH & PERIOD ENDED JULY 31, 2020**

**TECHNOLOGY SERVICES:**

42400 - LIBRARY CONSORTIUM	\$ 8,457	\$ 8,457	\$ 33,377	25.34	\$ 24,920
42405 - INTERNET SERVICES	533	533	6,360	8.38	5,827
42420 - SOFTWARE-PUBLIC	-	-	10,036	-	10,036
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	-	-	31,325	-	31,325

<b>TOTAL TECHNOLOGY SERVICES</b>	<b>\$ 8,990</b>	<b>\$ 8,990</b>	<b>\$ 81,098</b>	<b>11.09</b>	<b>\$ 72,108</b>
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**LIBRARY MATERIAL MAINTENANCE:**

42500 - PROCESSING-TECHNICAL SERVICES	\$ 16	\$ 16	\$ 12,800	0.13	\$ 12,784
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<b>TOTAL LIBRARY MATERIAL MAINTENANCE</b>	<b>\$ 16</b>	<b>\$ 16</b>	<b>\$ 12,800</b>	<b>0.13</b>	<b>\$ 12,784</b>
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**PROGRAMS:**

44120 - PROGRAMS-ADULT	\$ 674	\$ 674	\$ 6,400	10.53	\$ 5,726
44130 - PROGRAMS-YOUNG ADULT	224	224	5,500	4.07	5,276
44135 - PROGRAMS-SUMMER READING	1,106	1,106	5,900	18.75	4,794
44140 - PROGRAMS-YOUTH	174	174	7,800	2.23	7,626
44145 - EVENTS AND OUTREACH	-	-	5,200	-	5,200

<b>TOTAL PROGRAMS</b>	<b>\$ 2,178</b>	<b>\$ 2,178</b>	<b>\$ 30,800</b>	<b>7.07</b>	<b>\$ 28,622</b>
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**MARKETING & PROMOTIONS:**

44210 - MARKETING	\$ 13	\$ 13	\$ 5,701	0.23	\$ 5,688
44215 - WEBSITE	-	-	550	-	550
44220 - PROMO MATERIALS-ADULT	-	-	1,500	-	1,500
44240 - PROMO MATERIALS-YOUTH	-	-	1,600	-	1,600
44245 - NEWSLETTER	-	-	15,600	-	15,600
44250 - SURVEYS	-	-	384	-	384

<b>TOTAL MARKETING &amp; PROMOTIONS</b>	<b>\$ 13</b>	<b>\$ 13</b>	<b>\$ 25,335</b>	<b>0.05</b>	<b>\$ 25,322</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 JULY 31, 2020**

**FACILITIES & OPERATIONS:**

45110 - JANITORIAL SERVICE	\$ -	\$ -	\$ 12,000	- \$	12,000
45112 - SECURITY SERVICE	-	-	14,000	-	14,000
45115 - JANITORIAL SUPPLIES	4,768	4,768	6,000	79.47	1,232
45117 - SECURITY CAMERAS	-	-	5,500	-	5,500
45120 - SNOW REMOVAL	-	-	32,000	-	32,000
45130 - EXTERIOR LANDSCAPING	475	475	8,235	5.77	7,760
45140 - EXTERIOR R & M - OTHER	238	238	29,000	0.82	28,762
45150 - HVAC & R & M	1,022	1,022	25,000	4.09	23,978
45155 - GENERAL BLDG SERVICES	181	181	1,400	12.93	1,219
45160 - CONTRACT INSPECTION & MAINTENANCE	2,012	2,012	14,000	14.37	11,988
45165 - INTERIOR R & M - OTHER	1,304	1,304	18,000	7.24	16,696

**TOTAL FACILITIES & OPERATIONS**

\$ 10,000	\$ 10,000	\$ 165,135	6.06	\$ 155,135
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**UTILITIES:**

45310 - UTILITIES-GAS	\$ 120	\$ 120	\$ 7,200	1.67	\$ 7,080
45320 - UTILITIES-ELECTRIC	2,196	2,196	22,000	9.98	19,804
45330 - UTILITIES-TELEPHONE	917	917	11,000	8.34	10,083
45340 - UTILITIES-WATER	-	-	3,600	-	3,600
45350 - UTILITIES-TRASH	72	72	1,600	4.50	1,528

**TOTAL UTILITIES**

\$ 3,305	\$ 3,305	\$ 45,400	7.28	\$ 42,095
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**PROFESSIONAL SERVICES:**

45500 - INSURANCE	\$ 17,255	\$ 17,255	\$ 17,708	97.44	\$ 453
45505 - AUDIT	-	-	17,557	-	17,557
45510 - LEGAL	720	720	12,600	5.71	11,880
45520 - ACCOUNTING	995	995	19,000	5.24	18,005

**TOTAL PROFESSIONAL SERVICES**

\$ 18,970	\$ 18,970	\$ 66,865	28.37	\$ 47,895
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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 JULY 31, 2020**

**LIBRARY BOARD EXPENSES:**

45600 - CONFERENCE & TRAINING-BOARD	\$	-	\$	-	\$	500	-	\$	500
45605 - PROF SERVICES-SECRETARIAL		542		542		3,300		16.42	2,758
45610 - LEGAL NOTICES AND ADVERTISMNTS		-		-		1,000		-	1,000

<b>TOTAL LIBRARY BOARD EXPENSES</b>	<b>\$</b>	<b>542</b>	<b>\$</b>	<b>542</b>	<b>\$</b>	<b>4,800</b>	<b>11.29</b>	<b>\$</b>	<b>4,258</b>
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**CAPITAL EQUIPMENT:**

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

<b>TOTAL CAPITAL EQUIPMENT</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>-</b>
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**GRANT EXPENSES:**

49600 - CENSUS 2020 GRANT EXP	\$	4,186	\$	4,186	\$	-	-	\$	(4,186)
49605 - GRANT EXP FAMILY LITERACY		-		-		-	-		-

<b>TOTAL GRANT EPENSES</b>	<b>\$</b>	<b>4,186</b>	<b>\$</b>	<b>4,186</b>	<b>\$</b>	<b>-</b>	<b>-</b>	<b>\$</b>	<b>(4,186)</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>211,876</b>	<b>\$</b>	<b>211,876</b>	<b>\$</b>	<b>2,249,614</b>	<b>9.42</b>	<b>\$</b>	<b>2,037,738</b>
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WEST CHICAGO PUBLIC LIBRARY  
**COMBINED STATEMENT OF ASSETS, LIABILITIES &  
 FUND EQUITY - SPECIAL REVENUE FUNDS**  
 JULY 31, 2020

	<u>IMRF</u>	<u>TOTAL FUNDS</u>
<b>ASSETS</b>		
DUE (TO) FROM OTHER FUNDS	\$ 63,528	\$ 63,528
<b>TOTAL ASSETS</b>	<u>\$ 63,528</u>	<u>\$ 63,528</u>
<b>LIABILITIES &amp; FUND EQUITY</b>		
<b>LIABILITIES:</b>		
<b>FUND EQUITY:</b>		
RESTRICTED	\$ 63,528	\$ 63,528
UNASSIGNED		
<b>TOTAL FUND EQUITY</b>	<u>\$ 63,528</u>	<u>\$ 63,528</u>
<b>TOTAL NET ASSETS</b>	<u>\$ 63,528</u>	<u>\$ 63,528</u>

SEE ACCOUNTANTS' COMPILATION REPORT

**WEST CHICAGO PUBLIC LIBRARY**

**STATEMENT OF CASH RECEIPTS & DISBURSEMENTS**

**SPECIAL REVENUE FUNDS  
FOR THE PERIOD ENDED JULY 31, 2020**

	<u>ANNUAL BUDGET</u>	<u>IMRF</u>	<u>(OVER) UNDER BUDGET</u>
<b>REVENUES:</b>			
30010 - PROPERTY TAXES	\$ 130,531	\$ 69,267	\$ 61,264
33000 - INTEREST INCOME	-	9	(9)
33110 - INTEREST-TAX REVENUE	-	3	(3)
<b>TOTAL REVENUES</b>	<u>\$ 130,531</u>	<u>\$ 69,279</u>	<u>\$ 61,252</u>
<b>EXPENDITURES:</b>			
92500 - IMRF EXPENSE	\$ 130,531	\$ 10,231	\$ 120,300
<b>TOTAL EXPENDITURES</b>	<u>\$ 130,531</u>	<u>\$ 10,231</u>	<u>\$ 120,300</u>
<b>EXCESS REVENUES OVER, (UNDER) EXPENDITURES</b>	\$ -	\$ 59,048	\$ (59,048)
<b>FUND BALANCE - JULY 1</b>	-	4,480	(4,480)
<b>FUND BALANCE - CURRENT</b>	<u>\$ -</u>	<u>\$ 63,528</u>	<u>\$ (63,528)</u>

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

**JULY 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 JULY 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**  
**JULY 31, 2020**

	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
10500 - ILLINOIS FUNDS-GENERAL	\$ -	\$ 32,461	\$ 32,461
DUE (TO) FROM OTHER FUNDS	-	<u>29,892</u>	<u>29,892</u>
<b>TOTAL ASSETS</b>	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

**LIABILITIES & FUND EQUITY**

<b>LIABILITIES:</b>	\$ -	\$ -	\$ -
<b>FUND EQUITY:</b>			
COMMITTED	\$ -	\$ 62,353	\$ 62,353
<b>TOTAL NET ASSETS</b>	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

**WEST CHICAGO PUBLIC LIBRARY**  
**STATEMENT OF CASH RECEIPTS & DISBURSEMENTS**  
**CAPITAL PROJECTS FUND**  
**FOR THE PERIOD ENDED JULY 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	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES OVER,				
FUND BALANCE - JULY 1	-	-	62,353	62,353
FUND BALANCE - CURRENT	\$ -	\$ -	\$ 62,353	\$ 62,353



THE LAW OFFICES OF

*Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

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

8/5/20

## **B & A ORDINANCE REMINDER**

### **A. LIBRARY DISTRICTS**

The deadline for passing your final Budget & Appropriation Ordinance is Tuesday, September 22, 2020 (the fourth Tuesday in September).

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Your final B & A Ordinance should be:

- a. Published in the newspaper;
  - b. Filed with the County Clerk.
- 

NOTE: Prior to passing the final B&A Ordinance, a public hearing on a tentative B&A Ordinance is required. Notice of the public hearing must be published in a newspaper 30 days or more before the public hearing.

### **B. CITY/VILLAGE LIBRARIES**

City Libraries and Village Libraries should confirm with City Officials/Village officials that all requested levy/financial information has been provided (or will be provided within the timeframe established by the City/Village).

- NOTES:
- a. Per the Local Library Act, the Library must submit to the City/Village not less than 60 days prior to the date for the certification of the City/Village tax levy a "statement of financial requirements of the library . . . the amount of money, which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance." 75 ILCS 5/4-10
  - b. As stated above, communication with City/Village officials is essential to confirm the time frame for providing to the City/Village the Library's "financial requirements."

RAR:fh 8/5/20 M:\LIBRARYDIST\ORDINANCE\B&A Reminder 2020 Docx

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**PUBLIC LIBRARIES CLOSED ON NOVEMBER 3, 2020?**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 11, 2020

---

Must Public Libraries close on November 3, 2020 (General Election Day) per Public Act 101-0642?

P.A. 101-0642 provides, in relevant part, as follows:

Notwithstanding any other provision of State law to the contrary, November 3, 2020 shall be a State holiday known as 2020 General Election Day and shall be observed throughout the State. November 3, 2020 shall be deemed a legal school holiday for purposes of the School Code, State Universities Civil Service Act, and any other law designating a holiday. All government offices, with the exception of election authorities, shall be closed unless authorized to be used as a location for election day services or as a polling place (emphasis supplied).

Questions arose shortly after this legislation was passed as to whether the Legislature intended that the words "all government offices" included units of local government, e.g., Public Libraries, Municipalities, Park Districts, etc.

In an effort to clarify the Legislature's intent as to what government offices must close, a lawsuit was filed against the State Board of Election on July 29, 2020 in Sangamon County by the Illinois Municipal League, the Village of Bolingbrook and the Village of Southern View.

We will monitor the lawsuit and provide follow up information.

Roger A. Ritzman/Mark A. Ritzman  
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RAR:flh 8/10/20 MA\_1LIBRARYDISTMEMOMemo Re Libraries Closed 11-3-20.Docx

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MARK A. RITZMAN

**PERSONAL DEVICES AND FOIA**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 18, 2020

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This Memo addresses a recent Appellate Court decision about FOIA and use of personal devices by public officials.

Are emails or texts about Library business on Library Trustees' personal devices (cell phones/PC's) subject to production in response to a FOIA request?

In Better Government Association v. City of Chicago Office of Mayor, 2020 IL App (1<sup>st</sup>) 190038, (August 5, 2020), the First District Appellate Court ruled that communications to/from public officials (e.g., Library Trustees) about public business on personal devices and to/from personal email accounts and are subject to production under FOIA<sup>1</sup>.

The issue of production under FOIA of emails and text messages about public business on personal devices and/or personal email accounts has been troublesome. In commenting on this issue and the recent First District Appellate Court decision, Attorneys Julie Tappendorf and Eugene Bolotnikov observed:

The 1st District acknowledged that individual officials are not themselves public bodies under FOIA. However, the court determined that this does not mean their communications about public business are not public records that were prepared for, used by, received by, possessed by, nor controlled by a public body. The 1st District cited the 4th District's opinion in *Champaign v. Madigan*, which determined that individual city council member communications that were sent or received from personal accounts while the public body was conducting business were public records in the public body's possession. Although the 4th District concluded that the city council

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<sup>1</sup> Compare and contrast this ruling with City of Champaign v. Madigan, 2013 IL App (4th) 120662 where the Appellate Court determined that City Council members' texts and emails sent on their private devices are only subject to FOIA in very limited circumstances, i.e., (1) if sent during a city council meeting; (2) if sent to a majority of the city council; and (3) if forwarded to/from a city account.

was conducting public business only in certain limited circumstances (such as when a quorum of council members was involved) the 1st District did not restrict its ruling to these circumstances. Instead, the 1st District held that individual officials *could* function as a public body (and their communications be subject to FOIA) in other circumstances beyond a meeting or a quorum. In this case, the 1st District found that the individual City officials could function as public bodies without any official meeting having been convened because some of them had the authority to make unilateral decisions that would be binding on the City. The 1st District reasoned that concluding otherwise would allow public officials to shield information from the public's view by using their personal accounts rather than their government-issued ones, which would be inconsistent with FOIA's goals of transparency, accountability, and promoting public access to information.<sup>2</sup>

We noted in a previous Memo (4/6/18) that the Circuit Court of Cook County ruled that emails on the personal devices of Chicago Police Officers which related to police business/public business are subject to production in response to a FOIA request.<sup>3</sup>

### RECOMMENDATION

Library Trustees and Staff should not use personal devices or personal email accounts to communicate about Library business.

Use of personal devices/personal email accounts could subject Library Trustees/Staff to a search of their devices/accounts by a third party, e.g., the Public Access Counselor or a Judge, to determine if texts/emails related to Library business.

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<sup>2</sup> Municipal Minute, August 10, 2020 (1st District Issues Opinion On FOIA and Emails/Texts on Personal Devices)

<sup>3</sup> City of Chicago v. Attorney General of the State of Illinois and CNN, 16 CH 12085 (Cook County Circuit Court, September 20, 2017).





# WEST CHICAGO MOVEMENT CHALLENGE

**MOVE**

**WITH THE**

**MAYOR™**

**WEST CHICAGO**

## HOW TO PARTICIPATE

Download our MWTM Walking Challenge App on August 1st.

Join two of our four virtual physical activity events during the months of August and September. Following each event a QR code will appear, scan the code to be rewarded bonus steps in the Walking Challenge and earn a T-shirt!

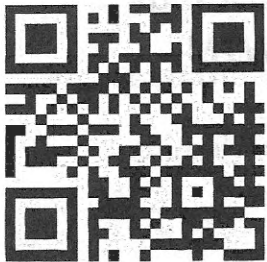
### WALKING CHALLENGE APP

Join our end of summer movement challenge for heart health!

Start the challenge by downloading our MWTM Walking Challenge App by going to: **[www.hekahealth.com/wchicago](http://www.hekahealth.com/wchicago)**  
Or scan the MWTM App QR Code



**MWTM App**



**5k Fun Run**

### VIRTUAL 5K FUN RUN

Run our 5k in a variety of places, such as around your neighborhood or even on your treadmill at home. You can run your race and post results anytime between **August 22 and August 23, 2020!**

**Register at: [www.raceroster.com/29234](http://www.raceroster.com/29234)**  
Or scan the 5k Fun Run QR Code

### VIRTUAL WORKOUTS

Join us Saturday morning for a free virtual workout from the comfort of your own home!

**Saturdays: 9/12 and 9/26 at 9:00 AM -Live**  
**Workouts will stream all weekend long!**

**Register at: [healthywestchicago.org/new-events](http://healthywestchicago.org/new-events)**  
Or scan the Virtual Workout QR Code



**Virtual Workout**

### #KEEPMOVING SCAVENGER HUNT

Look for our Healthy West Chicago signs with QR code at the entrance of walking trails in West Chicago on **Saturdays in September!** Scan in to earn your extra steps and to enter our weekly September gift card raffles.

**For more information on locations: [healthywestchicago.org](http://healthywestchicago.org)**



# DESAFIO DE MOVIMIENTO DE WEST CHICAGO

**MOVE**

**WITH THE**

**MAYOR™**

**WEST CHICAGO**

## COMO PARTICIPAR

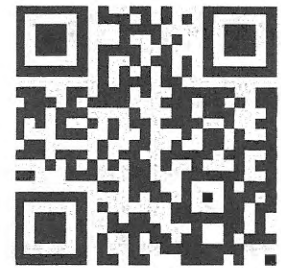
Baje nuestra Aplicación del Desafío de Caminata de MWTM el 1ro de agosto.

Únase a dos de nuestros cuatro eventos de actividad física virtual durante los meses de agosto y septiembre.  
¡En seguida de cada evento un código QR aparecerá, escanee el código para ser entregado pasos adicionales en la Aplicación de Desafío de Caminata y ganarse una playera!

## APLICACIÓN DE DESAFÍO DE CAMINATA

¡Únase a nuestro desafío de movimiento de fin de verano para la salud del corazón!

Empiece el desafío al bajar la Aplicación del Desafío de Caminata de MWTM al ir a: **www.hekahealth.com/wchicago** O escanear el código QR de la Aplicación de MWTM



Aplicación de  
**MWTM**



**Carrera  
Divertida 5k**

### CARRERA DIVERTIDAD VIRTUAL 5K

Corra nuestro 5k en una variedad de lugares, tales como alrededor de su vecindario o hasta en su máquina de correr en casa.

¡Usted puede correr su carrera y poner sus resultados a cualquier momento entre el

**22 de agosto y 23 de agosto de 2020!**

Regístrese en: **www.raceroster.com/29234**

O escanee el Código QR de la Carrera Divertida de 5k

## EJERCICIO VIRTUAL

¡Acompañenos el sábado por la mañana para ejercicio virtual desde la comodidad de su casa!

**sábados: 9/12 y 9/26 a las 9:00 AM - en vivo**

**¡Los ejercicios estarán en línea todo el fin de semana!**

Regístrese en: **healthywestchicago.org/new-events**

O escanee el Código QR de Ejercicio Virtual



**Ejercicio Virtual**

## #KEEPMOVING JUEGO DE BÚSQUEDA

¡Busque los letreros de Healthy West Chicago con código QR en la entrada de senderos para caminar en West Chicago los **sábados en septiembre!** Escaneelos para ganarse pasos adicionales y ser puesto en nuestras rifas semanales de septiembre para una tarjeta de regalo.

Para más información sobre sitios: **healthvwestchicagoo.org**



# Virtual 5K Fun Run!



Register



## August 22-23, 2020

Choose your own course and submit a photo of yourself or a screenshot of your run!



All participants will receive a race shirt and a gift from Dick Pond Athletics Inc.

Register online at:

Register at: [www.raceroster.com/29234](http://www.raceroster.com/29234)

[www.healthywestchicago.com](http://www.healthywestchicago.com)

# ¡Carrera Divertida 5K Virtual!

Regístrese



## 22-23 de agosto de 2020

¡Escoja su propio curso y entregue una foto de usted o una captura de pantalla de su carrera!



Todos los participantes recibirán una playera de carrera y un regalo de Dick Pond Athletics Inc.

**Regístrese en línea:**

**Regístrese en: [www.raceroster.com/29234](http://www.raceroster.com/29234)**

**[www.healthywestchicago.com](http://www.healthywestchicago.com)**



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## **Secretary's Audit 2019-2020**

**"This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2019-2020."**

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**Board of Library Trustee**

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**Board of Library Trustee**

**August 24, 2020**

# Library Director Report

August 2020

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 8.33%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$500,456.52 (+ \$105.33)
  - New Building & Construction Fund: \$32,461.43 (+ \$6.84)
  - General (Corporate) Fund: \$32,351.35 (+ \$6.81)
- ❖ Preliminary audit fieldwork has begun online via a secure portal where documents have been uploaded for review by the Sikich auditing team. The next date for additional fieldwork is tentatively scheduled for September 10 and 11.

## PHYSICAL PLANT

- ❖ Facilities vendors that need to perform essential maintenance continue to be scheduled and perform the required maintenance including Anderson Elevator, Gehrke Water Treatment, Midwest Mechanical, and Orkin.
- ❖ Cintas was on-site for annual inspection and maintenance for our exit lights and fire extinguishers. Two exit lights needed new bulbs and one fixture needs to be replaced. Fitzgerald Lighting will be scheduled to perform the exit light installation.
- ❖ Mendel Plumbing was called for an alarm on the sump pump in the basement. The main pump has failed, the backup pump is still functioning. This has been an issue because of the volume of water that comes into the sump basin and the length of piping the water must be pumped through. Mendel recommended a higher horsepower pump (1hp vs. 3/4hp) that will pump the water faster and further. Installation is scheduled for August 20 or 21. Related to this project, a general contractor has been contacted to provide an estimate for installation of a gutter along the roof that hangs over the basement stairwell in the hope that some of the water flow from rainstorms would be redirected and mitigate the large inflow of water into the sump basin.
- ❖ A piece of flashing has come loose on the south side of the building. The same general contractor providing the estimate for the gutter will also address the flashing issue.
- ❖ CertaPro Painters is scheduled to paint the exterior doors on 8/24

## LIBRARY CLOSURE AND COVID-19

- ❖ The Library remains closed to the public until further notice, but staff continue to provide curbside service Monday through Thursday 11:00 a.m. – 6:00 p.m.; and Friday and Saturday 10:00 a.m. to 4:00 p.m. All planned programming for the foreseeable future will continue to be

# Library Director Report

*August 2020*

virtual. The management team continued to meet to discuss allowing a limited number of patrons into the library for computer, printer, and copier use with restrictions. The timing of implementing this service is contingent upon the Covid-19 numbers and the ability to create a safe environment for the patrons and staff. The management team decided also to circulate Chromebooks and Hotspots together as a kit for patrons to pick up curbside and make possible Internet Access at home. The number of Covid-19 cases in West Chicago is 975 as of 8/20 and that represents a 15.5% increase in cases during the month of August to date. The increase of Covid-19 cases during the month of July was 10% and the month of June was 9%. The positivity rate for West Chicago as of 8/20 is 12.25% according to IDPH figures.

## PERSONNEL

### ❖ The Library Director:

- Held weekly Managers' Advisory Meetings on 7/27, 8/3, 8/10, and 8/17
- Attended the virtual board meeting on 7/27
- Attended the United Way and WeGo Together quarterly neighborhood network virtual meeting on 7/27
- Met virtually with Carly Smitherman and Sara Phalen on 8/4 to discuss the Healthy West Chicago partnership to provide space on the Library Lawn for exercise classes
- Had a phone conversation with a Call One representative on 8/5 regarding digital phone services in the future
- Planned and hosted the staff in-service virtually on 8/14
- Attended the Healthy West Chicago Task Force Meeting on 8/18
- Met virtually with management staff and the IT Librarian on 8/20 to discuss details about implementing methods to provide computer and printer/copier access to patrons.
- Met with an Andy Frain representative to ensure a security monitor will be available for us when we begin to allow patrons to enter the building.

## MISCELLANEOUS

- The ILA Annual Conference was canceled in-person this year because of the pandemic, but will still be held virtually. Registration information for this year's conference which takes place from October 20-22 can be found on the ILA web site at <https://www.ila.org/events/annual-conference> . If you would like to attend the conference virtually, please let me or Joan know so we can register on your behalf.
- The Library will be partnering with Healthy West Chicago to provide space on the lawn for exercise classes with appropriate restrictions in place. These classes are tentatively scheduled to begin in September.





# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## **IN-SERVICE**

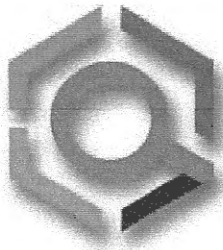
August 14, 2020

9:00 a.m. – 1:00 p.m.

*VIRTUAL VIA ZOOM*

## **AGENDA**

- I. Welcome, Introductions, Updates (9:00a – 9:30a) – Ben & Maureen
- II. Census 2020 Presentation (9:30a – 10:00a) – Omar & Dominique
- III. Face2Face Communications (10:00a – 10:20a)
- IV. Circulation Services Updates and Presentation (10:25a – 10:40a)
- V. Youth Services Updates and Presentation (10:40a – 11:20a)
- VI. Face2Face Communications (11:20a – 11:40a)
- VII. Adult Services/Young Adult Services Updates and Presentation (11:40a – 12:30p)
- VIII. Face2Face Communications (12:30p – 12:50p)
- IX. Wrap-up and Survey (12:50p – 1:00p)
- X. Dismissal (1:00p)



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

*...The Place You Want To Be!*

In-Service August 14, 2020

**1. What is one or more thing(s) that you learned at today's in-service?**

**2. How will the information you learned today impact how you do your job?**

**3. Do you have any questions or concerns about returning to the workplace? If so, please explain.**



Q1 What is one or more thing(s) that you learned at today's in-service?

Answered: 22      Skipped: 0

#	RESPONSES	DATE
1	We often don't "recognize" people like we used to because everybody is wearing a mask. We tend to "look past them" or not "see" them and we often to not engage because we are trying to maintain our distance. The need to speak louder and more clearly will be essential because it is more difficult to speak with a mask on and still have patrons hear what we are saying. 55% of communication is visual and having masks can make it difficult to communicate with others. "Covid fatigue" is having a profound effect on the general populace. It is helpful for us to share our feelings and to focus on our success while challenging negative thoughts.	8/17/2020 12:52 PM
2	It was nice to hear what the other libraries were doing from home.	8/15/2020 1:30 PM
3	Gail's exercises at the end and the laughing yoga were both activities I was not aware of. These exercises can be used for a multitude of reasons and gave me some ideas of how I can implement them in outreach and storytimes.	8/14/2020 4:21 PM
4	I learned what a good job our co-workers are doing to serve our patrons.	8/14/2020 3:33 PM
5	Everyone has a laughing bean in their pocket. But that sounds like a knock off version of everybody has a laughing place	8/14/2020 1:16 PM
6	I learned more details about what everyone else is doing and how they're putting together projects/programs, etc., which was great. I'm impressed with everyone's creativity and collaboration.	8/14/2020 1:15 PM
7	Learning of the Youth and Adult Databases available and the Booklists available was the most interesting.	8/14/2020 1:12 PM
8	Everyone has a laughter pill in their pocket.	8/14/2020 1:08 PM
9	Review new online resources and how to deal with issues at this time	8/14/2020 1:06 PM
10	how to talk better with masks how to get started with editing videos laughter yoga - silly but might help!	8/14/2020 1:04 PM
11	All about the new databases the library has to offer. All the behind the scenes that takes place for virtual programing.	8/14/2020 1:03 PM
12	I learned more about what other departments in the Library have been doing during the time we've been working from home. I also learned some ways to decompress at home when feeling stressed from COVID fatigue.	8/14/2020 1:03 PM
13	Generations	8/14/2020 1:03 PM
14	- How Nicole puts her story time videos together - To practice speaking clearly and loudly while wearing a face mask - Laughter yoga!	8/14/2020 1:02 PM
15	Most of what was presented I knew. It was interesting to hear about communicating with the masks.	8/14/2020 1:01 PM
16	Great database information!	8/14/2020 1:01 PM
17	I learned a lot about what YS was working on. I will make sure to increase my volume when speaking with a mask on. I enjoyed seeing circulation's process. It was good to feel a sense of community that I have been missing with my coworkers.	8/14/2020 1:00 PM
18	I learned about the library's database services.	8/14/2020 12:59 PM
19	learning about the generation and how there's 5 generation in a work place is great, I didn't know this before. especially learning how each generation came communicate with each other.	8/14/2020 12:58 PM
20	I learned what other departments are doing during this pandemic.	8/14/2020 12:56 PM
21	What other departments are doing at home & in the building.	8/14/2020 12:54 PM
22	I like the video from circulation and youth services showing how they make their videos	8/14/2020 12:51 PM

## Q2 How will the information you learned today impact how you do your job?

Answered: 22 Skipped: 0

1	More understanding of other staff and their department work
2	Have more information to know in terms of how to reach various departments.
3	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
4	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
5	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
6	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
7	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
8	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
9	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
10	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
11	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
12	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
13	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
14	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
15	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
16	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
17	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
18	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
19	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
20	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
21	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.
22	I have some ideas for other things we can be doing in the community, using virtual and in-person methods.

#	RESPONSES	DATE
1	For public service employees like us, it will be important for us to continue "seeing" the patrons we are helping and do the best we can to make them feel welcomed when they enter the building, while maintaining social distancing. I will make a greater effort to speak not only louder, but clearer to avoid communication issues, which can make an already difficult situation worse and cause the patron frustration. I am going to try and remember to "celebrate" the successes and good things that we are doing and not "dwell on" the negative aspects of what makes or has made my job difficult. This should help me and my co-workers create a positive environment.	8/17/2020 12:52 PM
2	Most things I was already aware of, but I appreciate the moment to check in and see other employees.	8/15/2020 1:30 PM
3	I really appreciated Gail's segment about masks and the patrons and dealing with issues surrounding that topic. Some of the best practices that she showed us, with enunciating and volume with talking will help me deliver better patron services.	8/14/2020 4:21 PM
4	The presentation by Gail reminded us of the necessity to be patient with others as we deal with this new way of working.	8/14/2020 3:33 PM
5	I now know where to go when I want to write my will.	8/14/2020 1:16 PM
6	I'll do a better job of speaking loudly, clearly, and patiently with people. It never hurts to be reminded that we're ALL stressed out right now. And I'll try out laughter yoga. Ha ha ha, hee hee hee, ho ho ho . . .	8/14/2020 1:15 PM
7	Learning of databases and booklists gives me more understanding of how Youth and Adult Services departments operate and what patrons can expect in the way of assistance from the librarians.	8/14/2020 1:12 PM
8	I will endeavor to speak more clearly through a mask.	8/14/2020 1:08 PM
9	Always view, listen and learn from each other's	8/14/2020 1:06 PM
10	help with eventually interacting with patrons with masks and personalizing name tags motivation to learn something new and overwhelming, like making/editing videos	8/14/2020 1:04 PM
11	Makes me want to work even harder to keep library patrons engaged.	8/14/2020 1:03 PM
12	It will help me implement some measures when feeling fatigued. And after hearing all of what we're doing, it makes me want to continue putting out good work to support the community.	8/14/2020 1:03 PM
13	Don't know	8/14/2020 1:03 PM
14	When I'm working with patrons again I'll be better able to communicate with them from behind the mask.	8/14/2020 1:02 PM
15	I think this will help the staff be closer and understand each other better. This could ultimately lead to better teamwork and productivity.	8/14/2020 1:01 PM
16	Communication with patrons.	8/14/2020 1:01 PM
17	I am more informed and can answer patron's questions better.	8/14/2020 1:00 PM
18	I will be better equipped to recommend databases to patrons	8/14/2020 12:59 PM
19	knowing what other departments are doing, is great because it helps know where to send patrons for specific questions they have,	8/14/2020 12:58 PM
20	I have some ideas for other things we can be doing for the community using virtual services and curbside pick up.	8/14/2020 12:56 PM
21	Have more information of how to reach the needs of patrons through various databases.	8/14/2020 12:54 PM
22	Being more understanding of other staff (not in my department) work	8/14/2020 12:51 PM

### Q3 Do you have any questions or concerns about returning to the workplace? If so, please explain.

Answered: 21 Skipped: 1

#	RESPONSES	DATE
1	My concern is the public and IF they will cooperate with the rules put in place. Many outside the library don't wear a mask properly or take it off completely while in the stores, potentially spreading the virus. As more businesses and the schools reopen I am concerned about being able to procure and have on hand enough cleaning supplies and other cleaning products that we will need throughout the library to maintain a sanitized environment for staff and patrons.	8/17/2020 12:52 PM
2	Na	8/15/2020 1:30 PM
3	No issues as long as it continues to be a safe and healthy place from the virus.	8/14/2020 4:21 PM
4	No	8/14/2020 1:16 PM
5	I'm concerned about dealing with anti-maskers. Even with security, we'll still be dealing with some people who don't take the virus seriously. I'm more nervous about riding Metra than about being in the library. (This is Jenny, obviously.)	8/14/2020 1:15 PM
6	No questions; beyond knowing the timeframes for reopening?	8/14/2020 1:12 PM
7	No questions or concerns. Circ's video was very entertaining.	8/14/2020 1:08 PM
8	It makes me a little nervous. Hopefully things get better. Would like to thank you for the leadership you've shown. I really appreciate it. When I decided West Chicago Library. I did the right choice. Thank you so much	8/14/2020 1:06 PM
9	Gail's comments about people not wearing masks concerned me. I hope security will have the authority to not allow people without masks into the building. I understand the idea of keeping people on the first floor, but the upstairs area with computers is much more open than the program room. We would have to have VERY few people in that room for it to be safe. I would be concerned to be in there as a staff member.	8/14/2020 1:04 PM
10	None at this time	8/14/2020 1:03 PM
11	I spoke to my manager and Maureen already about concerns I had about returning.	8/14/2020 1:03 PM
12	No	8/14/2020 1:03 PM
13	No concerns that weren't already addressed, but I'm looking forward to seeing everyone again.	8/14/2020 1:02 PM
14	No, it seems we are being very cautious and that seems the best decision.	8/14/2020 1:01 PM
15	No.	8/14/2020 1:01 PM
16	Concerned about non-compliant patrons. Glad that we will have security in the library, but patrons can be wildcards. People speak quietly in the library and I usually get closer to hear them better. Now, we will have to stand farther apart. Many patrons need assistance with the printer and/or computers and I'm not sure how to help them while maintaining a safe distance.	8/14/2020 1:00 PM
17	I am completely comfortable being back in the library. I am simply concerned that we are delaying returning for so long and am anxious to resume the regular services that our community has come to rely on.	8/14/2020 12:59 PM
18	no	8/14/2020 12:58 PM
19	I just want to make sure everyone who enters the building is healthy and safe.	8/14/2020 12:56 PM
20	Nope.	8/14/2020 12:54 PM
21	I don't	8/14/2020 12:51 PM

# Department Reports

## July 2020

### ADMINISTRATIVE SERVICES

\*\* Separate attachment

### ADULT SERVICES

#### **Engagement:**

- In July, the Adult Services staff created demos for social media and ran virtual programming for adults.

Social Media posts: Adult Services staff developed 16 promotional spots, booklists and booktalks for social media in July

Programs: A total of 32 attended or viewed the virtual programming in July

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

#### **New Databases added to the website:**

**Newsbank:** Chicago News Collection offers access to over 250 news sources including Beacon News, Daily Herald and Chicago Sun Times, visit our website in the digital library under the newspaper and magazine tab to access this new e-resource.

### ADULT SERVICES: YOUNG ADULT

- In July, a total of 26 teens attended virtual programming for teens. A new Dungeons and Dragons program has been created base on requests from teens, Jessica Banko created Booktalks for new books that have been posted on Facebook in July.

### CIRCULATION SERVICES

#### **Circulation Statistics:**

- 8,106 Total Items checked out, 59.07% decrease from July 2019.
- 2,984 Electronic materials checked out, 20.76% increase from July 2019.
- The total value of the materials checked out by our patrons was \$63,616.80 during July.



### **Patron Statistics:**

- 19 New patrons added, 74.67% decrease from July 2019.
- 16,339 Card holders, 3.09% increase from July 2019.
- 54.60% of the district population have library cards, 1.64% increase from July 2019.

### **TECHNICAL SERVICES**

#### **Acquisitions:**

- 2497 items added to the collection.
  - 3 replacements.
  - 11 donations.
- 947 items ordered.
  - 3 replacements ordered.
- 440 items invoiced/received.
  - 263 items on-order.
  - 9 items received still in-process.
- 3 items returned to vendor.

#### **Withdrawals:**

- 418 items withdrawn from the collection.

#### **Material Maintenance:**

- 38 items repaired in house.

#### **Other Activities:**

- 5126 total materials handled.
- 386 items moved from new shelf to regular collection.
- 238 Daily Health Questionnaires
  - 232 Staff
  - 6 Vendors
- 33 title transfers.
- 33 pre-cat records created.
- 62 Postage Processed
  - Delivered 51
  - Mailed 11
- 15 withdrawn books donated to Better World Books.
  - 15 books reused/sold.
  - 0 books recycled.
  - Sales and Commission Data (see Miscellaneous)
- 11 missing items reclaimed.
- 5 Return to Work Acknowledgement Forms

## Miscellaneous

- Illinois Digital Archives:
  - Purchased vintage 1912 picture postcard *White City Hill West Chicago Illinois* with written message from an employee of the Union Tool Company of West Chicago.

BWB Sales Summary	Gross Sales	Market Commission	Net Sales	NPLP Commission	Client Commission
January	120.63	25.68	94.95	4.75	14.24
February	87.45	16.66	70.79	3.54	10.62
March	78.33	14.97	63.35	2.91	9.22
April	76.62	14.03	62.59	2.83	9.06
May	81.74	17.08	64.66	3.21	9.51
June	23.59	4.68	18.91	1.03	2.28
July	5.11	0.95	4.16	0.21	0.59
Totals	\$ 473.47	\$ 94.05	\$ 379.41	\$ 18.48	\$ 55.51

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection
  - 724 bookplates viewed via the Illinois Digital Archives
    - Top 3 bookplates viewed:
      - Mrs. G. Linnæus Banks
        - Creator: T. C.
        - Views: 28
      - Octavius and Mary Newell
        - Creator: unknown
        - Views: 14
      - Institute of International Education
        - Creator: Charles Richard Selkirk
        - Views: 13

## YOUTH SERVICES

- **Engagement:** During the month of July, Youth Services provided these online programs with the following monthly views:
  - Storytime with Miss Nicole-849
  - Cuentos con Mireya-377
  - Sidewalk Chalk Wednesday-284
  - 100 Days to Halloween-522
  - Christmas in July-179
- **Summer Reading 2020-** In order to accommodate summer reading at a distance, the library utilized an online platform called Wandoo for Summer Reading. Children were able to log their reading and complete challenges for prizes. We had 102 registrants and 675 books logged by our patrons from birth to 5<sup>th</sup> grade.



## **ADMINISTRATIVE SERVICES**

### **eNews: June 17 – July 31:**

#### **Curbside Pickup**

- 6/18 successfully delivered to **5,024** subscribers
- Unique Opens: **1,436**
- Open Rate: **25%** (Industry avg. 20%)
- Unique Clicks: **117**
- Click Rate: **9%** (Industry avg. 7%)

#### **Virtual Gardening (Zoom Registration)**

- 7/21 successfully delivered to **4,953** subscribers
- Unique Opens: **1,228**
- Open Rate: **21%** (Industry avg. 20%)
- Unique Clicks: **44**
- Click Rate: **4%** (Industry avg. 7%)

#### **Virtual Owl Drawing (Registration)**

- 6/30 successfully delivered to **5,018** subscribers
- Unique Opens: **1,155**
- Open Rate: **21%** (Industry avg. 20%)
- Unique Clicks: **47**
- Click Rate: **5%** (Industry avg. 7%)

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

- Curbside Pickup Page - **87**
- Owl Drawing Registration – **37**
- Virtual Gardening Registration - **33**

### **Facebook: June 17 – July 31**

Total Post Reach: **42,011**

Total Post Engagements: **1,880**

Page Followers: **1,568**

#### **Top Posts:**

6/18    **Curbside Pickup Announcement**  
Reach: **1,784**  
Engagement: **162**  
Views: **N/A**

6/24 **Agriculture Bags from the DuPage County Farm Bureau**

Reach: 1,545

Engagement: 208

Views: N/A

7/08 **Getting' Crafty Video: Paper Flower Frame**

Reach: 1,500

Engagement: 83

Views: 354

**Instagram: June 17 – July 31**

Page Followers: 273 (Last period: 256)

**Top Posts:**

7/13 **Trivia Night Promo**

Reach: 121

Engagement: 4

7/19 **Roving the Red Planet Promo**

Reach: 101

Engagement: 7

7/23 **Dungeons & Dragons Promo**

Reach: 94

Engagement: 6

**Creative Corridor: June/July**

- None due to library's closure

## IT Report – July

### Wireless Overview

We had 10359 connections in July.

July had 267 unique clients with an average of 26 clients per day and an average usage of 380.7 MB.

### Website

Last month we had 6829 website visits.

The top 5 pages in July were

1. Curbside Service Announcement
2. Yearbooks
3. Summer Reading 2020
4. eBooks & eAudiobooks
5. Research Databases





# WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 20-03

## BUDGET AND APPROPRIATIONS

OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT,  
DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

### PART I

#### ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2020, all funds	1,932,941
Item 2:	Taxes to be received in 2020-2021 fiscal year from levy of 2019 and prior years	2,240,000
Item 3:	Taxes to be received in 2020-2021 fiscal year from levy of 2020 (to be spent in 21-22)	2,240,000
Item 4:	Replacement tax	35,000
Item 5:	Interest	1,000
Item 6:	Other receipts (fines, fees, gifts, etc.)	57,955
Item 7:	Estimated Amount Available	6,506,896

### PART II

#### CORPORATE FUND ESTIMATED EXPENDITURES

	<u>BUDGET</u>	<u>APPROPRIATIONS</u>
Item 1:	Salaries	1,208,045
Item 2:	Insurance-Health, Dental, Life	167,000
Item 3:	FICA	93,000
Item 4:	Unemployment Compensation	2,000
Item 5:	Worker's Compensation	4,800
Item 6:	Administrative Expenses	72,640
Item 7:	Administrative Technology Expense	95,831
Item 8:	Library Materials-Books	123,065
Item 9:	Library Materials-Periodicals	14,000
Item 10:	Library Materials-Audio Visual	37,000
Item 11:	Technology Services	81,098
Item 12:	Library Material Maintenance	12,800
Item 13:	Programs	30,800
Item 14:	Marketing & Promotions	25,335
Item 15:	Facilities & Operations	165,135
Item 16:	Utilities	45,400
Item 17:	Professional Services	66,865
Item 18:	Library Board Expenses	4,800
Item 20:	Capital Equipment Expenses	0
Item 21:	Estimated Expenditures-Corporate	2,249,614

1,500,000
240,000
120,000
10,000
10,000
85,000
185,000
160,000
16,000
45,000
200,000
25,000
50,000
75,000
650,000
95,000
120,000
10,000
400,000
3,996,000



Part III

SPECIAL FUND ESTIMATED EXPENDITURES

Item 1:	Illinois Municipal Retirement Fund	130,531	190,000
Item 2:	Estimated Expenditures	130,531	190,000

Part IV

SPECIAL RESERVE FUND ESTIMATED EXPENDITURES

Item 1:	Special Reserve Fund	0	200,000
		0	200,000

PART V

SUMMARY

Total Appropriation for Corporate Fund	2,249,614	3,996,000
Total Appropriation for IMRF	130,531	190,000
Total Appropriation for Special Reserve Fund	0	200,000
Total Appropriation	2,380,145	4,386,000

ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2021

Estimated Amount Available All Funds: Part 1 - Item 7	6,506,896
minus Part II - Item 21	-3,996,000
minus Part III - Item 1	-190,000
minus Part IV - Item 1	-200,000
Estimated balance to be on hand at June 30, 2021	2,120,896

PART VI

All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on \_\_\_\_\_

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Nancy Conradt, *President*  
Board of Library Trustees  
West Chicago Public Library District

ATTEST:

\_\_\_\_\_  
Diane Kelsey, *Secretary*  
Board of Library Trustees  
West Chicago Public Library District

SEAL



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

STATE OF ILLINOIS     )  
                                      )  
COUNTY OF DUPAGE    )

## SECRETARY'S CERTIFICATE

I, Diane Kelsey, do hereby certify that I am the duly appointed, qualified, and acting Secretary of the West Chicago Public Library District, DuPage County, Illinois.

I do further certify that the above and attached is a true and correct copy of an Ordinance entitled:

**AN ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS  
OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT,  
DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021**

Passed by the Board of Trustees of the West Chicago Public Library District at a regular meeting of said Board of Trustees on the 24th day of August 2020 and that said Ordinance was duly approved by the President of the Board of Trustees of the West Chicago Public Library District on the same date.

I do further certify that said Ordinance is entrusted to my care and custody, that the same is duly spread upon the records of said meeting, and I am the custodian of all records of the West Chicago Public Library District, including the Journal of Proceedings, Ordinances, and Resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said West Chicago Public Library District, DuPage County, Illinois, this 24th day of August 2020.

\_\_\_\_\_  
Diane Kelsey, Secretary  
Board of Library Trustees  
West Chicago Public Library District

(Seal)

Notary \_\_\_\_\_ Date \_\_\_\_\_



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## ORDINANCE 20-04 ETHICS

### PREAMBLE

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

**WHEREAS**, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

**WHEREAS**, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

**WHEREAS**, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, AS FOLLOWS:**

**SECTION 1:** The Code of Ordinances of West Chicago Public Library District is hereby amended by the addition of the following provisions:

### ARTICLE 1

#### DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any

executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the West Chicago Public Library District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the West Chicago Public Library District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.



"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

## **ARTICLE 5**

### **PROHIBITED POLITICAL ACTIVITIES**

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the West Chicago Public Library District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

## ARTICLE 10

### GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- 8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered"

means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

## **ARTICLE 15**

### **ETHICS ADVISOR**

Section 15-1. The Board President, with the advice and consent of the Board of Library Trustees shall designate an Ethics Advisor for the West Chicago Public Library District. The duties of the Ethics Advisor may be delegated to an officer or employee of the West Chicago Public Library District unless the position has been created as an office by the West Chicago Public Library District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the West Chicago Public Library District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Library Trustees.

## ARTICLE 25

### PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the West Chicago Public Library District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the West Chicago Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

**SECTION 2:** This Ordinance shall be in effect upon its passage, approval and publication [*if required*] as provided by law.

Adopted this 24th day of August, 2020, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
President, Board of Library Trustees  
West Chicago Public Library District

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees  
West Chicago Public Library District





# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## WEST CHICAGO PUBLIC LIBRARY DISTRICT ORDINANCE 20-05

### ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT

WHEREAS, THE General Assembly has enacted Public Act 83-1013, the short title of which is the "Freedom of Information Act", and such Act took effect on July 1, 1984 (as amended); and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for The West Chicago Public Library District to establish practices and procedures ensuring its full compliance with said Act, so that the public body stated therein can be carried out effectively and efficiently with respect to the records of The Library.

BE IT ORDAINED by the President and the Board of Library Trustees of the West Chicago Public Library, DuPage County, as follows:

SECTION 1: The Library Director is hereby designated as the person to whom all initial requests for access to records of the Library are to be referred. Such requests are to be made at the administrative office at 118 West Washington Street, West Chicago, IL. In the event that the Library Director is not available, the Person-In-Charge (PIC) is designated as the person to whom such initial requests are to be made.

SECTION 2: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the Library Director or an employee of the Library acting under the direction of the Library Director. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Library.

SECTION 3: The Library Director shall maintain a written schedule of current fees in the administrative office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

SECTION 4: In the event that a request to inspect Library Records is denied by the Library Director, the requester will be notified of the right to appeal the denial to the Attorney General's Public Access Counselor or the courts.

SECTION 5: The Library Director shall prepare a Library Information Directory: (a) an organizational chart giving its functional subdivisions, (b) the total amount of its operating budget, (c) location of its offices, (d) an approximate number of full and part-time employees, (e) the membership on its board; all of which shall be a part of this document.

SECTION 6: THIS ORDINANCE shall be in full force and effect immediately upon its passage and approval as required by law.

PASSED this 24<sup>th</sup> day of August 2020, by the Board of Library Trustees of the West Chicago Public Library District, County of DuPage, Illinois, by a roll call vote as follows:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_

APPROVED this 24<sup>th</sup> day of August 2020, by the Board of Library Trustees, West Chicago Public Library District, County of DuPage, Illinois.

\_\_\_\_\_  
Board of Library Trustees, President

ATTEST:

\_\_\_\_\_  
Board of Library Trustees, Secretary





# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## WEST CHICAGO PUBLIC LIBRARY DISTRICT THE ILLINOIS FREEDOM OF INFORMATION ACT ORGANIZATIONAL DIRECTORY

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2020-2021 is: \$2,380,145  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
  - 1. Corporate purposes (for general operating expenditures)
  - 2. IMRF (provides for employee's retirement and related expenses)
- D. The office is located at this address:  
118 West Washington Street – West Chicago, IL 60185
- E. We have the following number of persons employed:
  - 1. Full-time 17
  - 2. Part-time 15
- F. The following organization exercises control over our policies and procedures: *The West Chicago Public Library Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Monday of each month, 7:00 p.m., at the library.  
Its members are: Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom, Treasurer; Corrine Jakacki-Dattomo, Thomas Tawney, and David Reynolds, Sr.
- G. The following organization operates in an advisory capacity regarding our operation:  
Its members are: N/A.
- H. We are required to report and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

**West Chicago Public Library District  
The Illinois Freedom of Information Act (continued)**

- II. Any person requesting records of the West Chicago Public Library District may make such a request either in person or in writing.

Your request should be directed to:  
Library Director, Chief FOIA Officer  
West Chicago Public Library District, Administrative Office  
118 W. Washington Street  
West Chicago, IL 60185

You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones. If inspected, an employee must be present throughout the inspection.

The fees for any records to be copied are as follows:

- The first 50 pages of black and white, letter or legal paper are free.
- After the first 50 pages, the library will charge \$ .15 per page.
- Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.
- Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium.
- Certified copies are \$1.00
- Fees may be waived or reduced if waiver is in the public interest
- Attachments to email are free of charge.

The FOIA Officer must respond within five (5) business days after receipt of a Request, twenty-one (21) days if the request is for a commercial purpose. An extension of five (5) days may be permitted under certain circumstances.

If a request is denied, the requester will be notified of the right to appeal the denial to the Attorney General's Public Access Counselor or the courts.

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

Financial Records

- Audit Reports
- Bank Statements
- Bills and Invoices
- Budget and Appropriation Ordinances
- Budget Worksheets
- Cancelled Checks
- Daily Cash Receipts Reports
- Levy Ordinances
- Monthly Bill Approval Lists

- Monthly Combined Statements of Assets, Liabilities, and Fund Balances
- Petty Cash Reimbursement Reports
- Receipts for Expenditures
- Receipts for Revenue
- Working Budgets

#### Board of Trustees Records

- Agendas
- Legal Notices
- Minutes
- Monthly Meeting Packets
- Ordinances
- Policy Statements
- Resolutions
- Strategic Long-Range Plan

#### Library Administrative Records

- Annual Reports
- Bid Documents
- Building and Equipment Maintenance/Service Contracts
- Correspondence from Library
- Correspondence to Library
- Employee Timesheets and Payroll Records
- Forms
- Insurance Policies
- Job Descriptions
- Memoranda
- Organization Chart
- Per Capita Grant Applications
- Personnel Files and Records
- Personnel Policy Handbook
- Salary Schedules

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST FORM (OPTIONAL)**

Description of public records requested pursuant to the Illinois Public Records Act:

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Disclosure of records:

\_\_\_\_\_ Inspection (supervised)  
\_\_\_\_\_ Copy  
\_\_\_\_\_ Certification

Format requested:

\_\_\_\_\_ Paper  
\_\_\_\_\_ Electronic (if available)  
\_\_\_\_\_ Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Request Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Response to Request: \_\_\_\_\_



**RESOLUTION 20-03**

STATE OF ILLINOIS       )  
                                      )  
COUNTY OF DUPAGE     )

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**DUPAGE COUNTY, ILLINOIS, ESTIMATE OF FUNDS NEEDED  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020  
AND ENDING JUNE 30, 2021**

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I, Richard Bloom, do hereby certify that I am the regularly appointed, qualified, and acting Treasurer of the West Chicago Public Library District, DuPage County, Illinois, and that as such, I am the chief fiscal officer of said Library District.

I do thereby certify that the following is an estimate of funds needed, by source anticipated to be received by the West Chicago Public Library District in the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**Estimated Revenue**

1.	Balance on Hand July 1, 2020, all funds	\$ 1,932,941
2.	Taxes to be received in 2020-2021 fiscal year from levy of 2019 and prior years	2,240,000
3.	Taxes to be received in 2020-2021 fiscal year from levy of 2020 (to be spent in 21-22)	2,240,000
4.	Replacement tax	35,000
5.	Interest	1,000
6.	Other receipts (fines, fees, gifts, etc.)	57,955
	<b>TOTAL</b>	<b><u>\$6,506,896</u></b>

I do further certify that the above estimate of revenues anticipated to be received in the fiscal year beginning July 1, 2020 and ending June 30, 2021 was made in full compliance with the provisions of 35 ILCS 200/18-50, as amended.

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Richard Bloom, Treasurer  
And Chief Fiscal Officer,  
Board of Library Trustees,  
West Chicago Public Library District

(Seal)