



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, SEPTEMBER 28, 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 – August 24, 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 September 2020
 - 2. Financial Statements for August 2020
- H. Communications
 - 1. Extension of Quarantine for Items in RAILS Delivery (RAILS)
 - 2. Public Libraries Closed on November 3, 2020? (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
 - 3. Patron Letter (Jacquelyn Fabiszak)
- I. Reports
 - 1. President Nancy Conradt
 - 2. Library Director **ATTACHMENT**
 - 3. Department Managers **ATTACHMENT**
- J. Unfinished Business

K. New Business

L. Closed Session

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

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, AUGUST 24, 2020
7:06 P.M.
ONLINE VIA ZOOM

A. CALL TO ORDER: President Pro Tem Fokta called the meeting to order at 7:06 p.m. President Pro Tem Fokta stated he determined that an in-person meeting is not practical or prudent due to the pandemic; and therefore the meeting would be held virtually. President Pro Tem Fokta further stated that he 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: Frank Fokta, President Pro Tem/Vice President; Richard Bloom, Treasurer; Diane Kelsey, Secretary; Corrine Jakacki, member.

President Pro Tem Fokta 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 July 27, 2020: Mr. Bloom moved, and Ms. Jakacki seconded, to approve the minutes of July 27, 2020, as amended.

i. Item G 1, Page 2, second paragraph should read "Reference, Electronics, \$6,000.00 bill for Library Ideas is e-books..."

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

D. RECOGNITION OF THE PUBLIC: Jenny Winter, staff.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: New Business items on the Agenda should be numbered 1, 2, and 3, instead of 2, 3, and 4.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2020: Mr. Bloom moved that the

Board accept for approval expenditures in the amount of \$138,790.46; seconded by Ms. Jakacki. A couple items on the Claims List were briefly discussed.

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

2. Financial Statements: Mr. Weseloh addressed the Financial Statements under his Administrative Report, Item I-2.

H. COMMUNICATIONS:

1. B & A Ordinance Reminder - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Notice of the Pubic 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, was published in advance of the meeting.
2. Public Libraries Closed on November 3, 2020 - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Legislation was passed for which there remains a question whether it intended to have all government offices include local governments, like libraries and park districts, to be closed on election day. Library counsel will follow up.
3. Personal Devices and FOIA - Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.: Library trustees and staff should not use personal devices or personal email accounts to communicate about library business.
4. West Chicago Movement Challenge and Virtual 5K Fun Run - Healthy West Chicago: Healthy West Chicago is promoting a movement challenge for the public.

I. REPORTS:

1. President: Mr. Fokta stated Diane Kelsey and Corrine Jakacki were appointed to perform the secretary's audit of the Board Minutes for 7/1/2019 to 6/30/2020. The library's attorney stated because no stipulation was made as to what the format needs to be, the audit can be performed by online review.
2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 8.33%. Expenditures are just over 9% due to several front-loaded expenses such as online databases and insurance premiums. The AJE's have not yet been completed. Janitorial supplies are at 79% because of the additional supplies to address COVID-related cleaning. To date COVID-related expenses have been \$8,725.00; the insurance expense is almost \$7,000.00.

The primary sump pump failed, but the backup was working. The failed

device was replaced with a 1-horsepower motor versus 3/4 horsepower on recommendation of the vendor.

Legend Exteriors came out to provide a quote on repair of a piece of flashing on the south side of the building that came loose during a wind storm. They will also be recommending a solution to the rain water infiltrating the building from the rear stairwell.

CertaPro Painters was onsite and completed painting of the exterior doors.

The Library remains closed to the public until further notice due to the COVID-19 pandemic. The curbside pickup hours remain the same; and all programming for the foreseeable future is planned to be virtual. The management team has discussed allowing a limited number of patrons into the library for computer, printer, and copier use, with restrictions.

The Library has acquired some new Chrome Books through the census grant; so rather than trying to relocate existing computers from the second floor to the first floor, the Chrome Books can be used in the Program Room for patrons to get on the Internet and to print. Staff are talking about implementing internet kits with four or five Chrome Books for patrons to check out for a limited time and use at their homes. At that time the Library We-Go Counts Committee can make a final push for completing Census 2020.

COVID positivity rates in DuPage County continue to fluctuate with a positivity rate now below 10%. Mr. Weseloh would like to see the positivity rate for West Chicago level off at 8% or less prior to re-opening the Library to the public.

The public continues to access the Library's Wi-Fi from the exterior of the building. Some of the DuPage Library Directors have stated their libraries cut off their Wi-Fi at night; West Chicago Library does not.

Healthy West Chicago and the Library are going to work together to provide an in-person exercise program on the Library lawn. People will maintain a distance 10 feet apart with circles drawn on the lawn with temporary chalk paint.

The ILA annual on-site conference was cancelled and is going to be held virtually on October 20 to 22. If a trustee would like to attend the conference virtually, they are to let Mr. Weseloh or Ms. Happel know, and they will complete the registration.

The Library in-service was held August 14, virtually; the agenda was in the Board packets. Circulation did a presentation on curbside service from start to finish. Gail Johnson made three presentations on three different subjects: Generation Who, different generations in the workplace and in communities; Mask Up, how to communicate through our masks; and Change, Stress and Resiliency During This COVID Fatigue. The in-service survey was completed by staff.

The video of the curbside service was shown to the trustees during the virtual board meeting. The video will be made available for viewing by trustees who did not attend the virtual August board meeting.

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

Adult Services: The new News Bank database provides access to over 250 news sources, including the Beacon News, Daily Herald, and Chicago Sun-Times. This can be accessed through the Library's website under the news papers and magazines tab.

Young Adults: Created a Dungeons & Dragons program based on a request from some of the teens.

Circulation: The cardholder statistic is holding at 54.6%.

Technical Services: 5,126 items were handled during August.

Youth Services: Story times and programming has done very well in the virtual environment.

IT: The Library's Internet service saw 167 unique clients with an average of 26 per day during July. The Facebook reach from June 17 to July 31, 2020 was 42,001 for total post reach.

J. UNFINISHED BUSINESS:

1. Ordinance 20-3 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2020, and Ending June 30, 2021: Mr. Bloom moved that the Board approve Ordinance 20-03 with a corporate budget amount of \$2,249,614.00, and IMRF budget of 130,531.00, for a total budget of \$2,380,145.00; a corporate appropriation of \$3,996,000.00, an IMRF appropriation of \$190,000.00, and a Special Reserve appropriation of \$200,000.00, for a total appropriation of \$4,386,000.00. Seconded by Ms. Jakacki.

Roll Call Vote - Yes: Richard Bloom, Corrine Jakacki, Frank Fokta, Diane Kelsey. (Absent: David Reynolds, Tom Tawney, Nancy Conradt.)

K. NEW BUSINESS:

1. Ordinance 20-04, Ethics: Ordinance 20-04 Ethics was moved for approval by Mr. Bloom; seconded by Ms. Jakacki.

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

2. Ordinance 20-05 for the Freedom of Information Act: Mr. Bloom moved approval; seconded by Ms. Jakacki.

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

3. Resolution 20-03 Estimate of Funds: Mr. Bloom moved that the Board approve Resolution 20-03 for the Estimate of Funds in the amount of \$6,506,896; seconded by Ms. Jakacki.

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

L. CLOSED SESSION: None held.

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

N. ADJOURNMENT: There being no further business, President Pro Tem Fokta adjourned the meeting at 8:07 p.m.

Catherine A. Rajcan
Recording Secretary

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE:

SEPTEMBER 28, 2020 MEETING

FINANCIAL STATEMENT DATE:

AUGUST 31, 2020

Payroll dated:

August 7, 2020	Net Payroll	32,040.82
	Federal Liability Payment	9,495.66
	State Liability Payment	1,995.79
	Paylocity fee	125.35
August 21, 2020	Net Payroll	32,087.85
	Federal Liability Payment	9,472.68
	State Liability Payment	1,992.48
	Paylocity fee	276.39

TOTAL

87,487.02

State Bank of IL

Operating-Manual Cks Check No.

Operating-System Cks

Check No.

65,649.53

Librarian's Petty Cash

Check No.

TOTAL

65,649.53

Total Bills for Approval

153,136.55

Board Approval

Signature:

Board Approval Date:

Claims List September

VENDOR	DESCRIPTION	ACCT NO		TOTAL	Check #
Carahsoft Technology Corporation	Reference Electronic	1142112	\$7,000.00	\$7,000.00	23201
Abbott Tree Care Professionals	Exterior Landscaping	1145130	\$475.00	\$3,773.00	23202
Abbott Tree Care Professionals	Exterior Landscaping	1145130	\$3,298.00		
Accurate Office Supplies	Office Supplies-General	1141334	\$202.28	\$1,531.78	23203
Accurate Office Supplies	Janitorial Supplies	1145115	\$43.00		
Accurate Office Supplies	Interior R&M-Other	1145165	\$1,286.50		
Alarm Detection Systems	Contract Inspection & Maintenance	1145160	\$266.85	\$266.85	23204
Amazon	Office Supplies-General	1141334	\$260.26	\$1,128.76	23205
Amazon	IT/Equipment Upgrades-Public	1142445	\$150.79		
Amazon	Processing-Technical Serv	1142500	\$95.88		
Amazon	Programs-Youth	1144140	\$621.83		
American National Sprinkler	Exterior R & M	1145140	\$400.05	\$400.05	23206
Anderson Elevator Co.	Contract Inspection & Maintenance	1145160	\$165.00	\$165.00	23207
Baker & Taylor	AV Materials-Adult	1142320	\$180.00	\$180.00	23208
Beth Sair	Programs-Adult	1144120	\$150.00	\$150.00	23209
Call One	Utilities-Telephone	1145330	\$605.92	\$605.92	23210
Cengage Learning	Books-Adult	1142120	\$99.41	\$247.55	23211
Cengage Learning	Books-Adult	1142120	\$24.69		
Cengage Learning	Books-Adult	1142120	\$123.45		
Certapro Painters	Exterior R & M	1145140	\$898.75	\$898.75	23212
Cintas	Office Supplies-General	1141334	\$88.75	\$88.75	23213
Cintas Fire	Interior R&M-Other	1145165	\$429.68	\$429.68	23214
COMCAST	Internet Services	1142405	\$522.90	\$522.90	23215
ComEd	Utilities-Electric	1145320	\$1,810.24	\$1,810.24	23216
De Lage Landen	Office Equipment	1141336	\$1,549.08	\$1,549.08	23217
Demco	Processing-Technical Serv	1142500	\$250.39	\$250.39	23218
EBSCO	Periodicals	1142210	\$5.18	\$5.18	23219
Edith Clayton	Professional Development	1141310	\$400.00	\$400.00	23220
Efficiency Reporting	Professional Services- Secretarial	1145605	\$270.75	\$270.75	23221
First Security Systems	Contract Inspection & Maintenance	1145160	\$646.50	\$646.50	23222
Fitzgerald Lighting Maintenance	Interior R&M-Other	1145165	\$1,388.25	\$1,388.25	23223
Flood Brothers Disposal	Utilities-Trash	1145350	\$52.00	\$52.00	23224
FNBC Bank and Trust	Association Dues	1141330	\$275.00	\$1,315.33	23225
FNBC Bank and Trust	Software Staff	1141410	\$63.72		
FNBC Bank and Trust	Software Public	1142420	\$125.66		
FNBC Bank and Trust	IT/Equipment Upgrades-Public	1142445	\$150.00		
FNBC Bank and Trust	Programs-Adult	1144120	\$150.00		
FNBC Bank and Trust	Programs-Young Adult	1144130	\$150.00		
FNBC Bank and Trust	Marketing	1144210	\$16.95		
FNBC Bank and Trust	Surveys	1144250	\$384.00		
Gehrke Technology Group	HVAC R&M	1145150	\$125.00	\$125.00	23226
Image Systems & Business Solutions	Office Equipment	1141336	\$391.12	\$391.12	23227
Ingram	Books-Adult	1142120	\$3,024.67	\$3,893.17	23228
Ingram	Books-Young Adult	1142130	\$383.52		
Ingram	Books-Youth	1142140	\$453.95		
Ingram	Processing-Technical Serv	1142500	\$31.03		
LIMRICC	Insurance Health & Dental	1141110	\$13,633.43	\$13,633.43	23229
Martina Mathisen	Programs-Adult	1144120	\$200.00	\$200.00	23230
Mendel Plumbing & Heating, Inc.	Interior R&M-Other	1145165	\$3,633.50	\$3,633.50	23231
Midwest Mechanical	HVAC R&M	1145150	\$897.00	\$897.00	23232
Midwest Tape	AV Materials-Adult	1142320	\$1,275.97	\$1,812.84	23233
Midwest Tape	AV Materials-Young Adult	1142330	\$536.87		
Morgan Birge & Associates, Inc.	Phone System	1141415	\$120.00	\$120.00	23234
NCPERS	Insurance Health & Dental	1141110	\$32.00	\$32.00	23235
NewsBank, Inc	Reference Electronic	1142112	\$1,000.00	\$1,233.00	23236
NewsBank, Inc	Periodicals	1142210	\$233.00		

Nicor	Utilities-Gas	1145310	\$121.00	\$121.00	23237
Oriental Trading	Programs-Youth	1144140	\$138.81	\$138.81	23238
Orkin Pest Control	General Building Services	1145155	\$75.58	\$75.58	23239
OverDrive	Books-Adult	1142120	\$188.19	\$188.19	23240
Rachel Kaplan	Programs-Young Adult	1144130	\$50.00	\$50.00	23241
Sikich, LLP	Technology Management	1141420	\$4,406.00	\$8,121.50	23242
Sikich, LLP	Technology Management	1141420	\$682.00		
Sikich, LLP	Technology Management	1141420	\$88.00		
Sikich, LLP	IT Equipment/Upgrades Staff	1141400	\$981.83		
Sikich, LLP	IT/Equipment Upgrades-Public	1142445	\$1,963.67		
Sprint	Utilities-Telephone	1145330	\$304.93	\$304.93	23243
Suburban Door & Lock	Interior R&M-Other	1145165	\$161.00	\$161.00	23244
Watson Label Products	Processing-Technical Serv	1142500	\$447.33	\$447.33	23245
West Chicago Public Library/Director's Petty	Petty Cash Reimbursment	1020000	\$148.42	\$148.42	23246
William A. Lau and Co. Ltd.	Accounting	1145520	\$995.00	\$4,820.00	23247
William A. Lau and Co. Ltd.	Accounting	1145520	\$3,825.00		
Xtreme Environmental Solutions	Utilities-Trash	1145350	\$25.00	\$25.00	23248

Please date checks 9/28/2020

Total \$65,649.53 \$65,649.53

WEST CHICAGO PUBLIC LIBRARY DISTRICT
FINANCIAL STATEMENTS
AUGUST 31, 2020

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
FINANCIAL REPORT**

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

Management is responsible for the accompanying financial statements of the governmental activities, each fund, and the aggregate remaining fund information of WEST CHICAGO PUBLIC LIBRARY DISTRICT as of August 31, 2020 for the one and two months then ended which collectively comprise the Library's basic financial statements as listed in the table of contents in accordance with the cash-basis of accounting, and for determining that the cash-basis is an acceptable financial reporting framework. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements or supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements

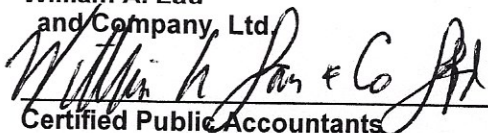
The financial statements are prepared in accordance with the cash-basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

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

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

William A. Lau

and Company, Ltd.


Certified Public AccountantsSeptember 16, 2020
Homewood, Illinois

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

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
ASSETS					
10100 - PETTY CASH	\$ 100	\$ -	\$ -	\$ -	\$ 100
10200 - FNBC BANK - PETTY CASH	4,913	-	-	-	4,913
10250 - PETTY CASH-CIRCULATION	60	-	-	-	60
10300 - FNBC BANK-CHECKING	17,306	-	-	-	17,306
10350 - FNBC BANK - SAVINGS	1,224,758	-	-	-	1,224,758
10450 - ILLINOIS FUNDS-GASB 54	500,524	-	-	-	500,524
10500 - ILLINOIS FUNDS-GENERAL	32,356	-	-	32,466	64,822
DUE (TO) FROM OTHER FUNDS	(91,329)	63,246	-	29,887	1,804
TOTAL ASSETS	\$ 1,688,688	\$ 63,246	\$ -	\$ 62,353	\$ 1,814,287
LIABILITIES & FUND EQUITY					
LIABILITIES:					
21050 - FLEX SPENDING W/H	\$ 6,292	\$ -	\$ -	\$ -	\$ 6,292
21055 - HSA AVIDIA	(1,800)	-	-	-	(1,800)
TOTAL LIABILITIES	\$ 4,492	\$ -	\$ -	\$ -	\$ 4,492
FUND EQUITY:					
RESTRICTED	\$ -	\$ 63,246	\$ -	\$ -	\$ 63,246
COMMITTED	-	-	-	62,353	62,353
ASSIGNED	393,485	-	-	-	393,485
UNASSIGNED	1,290,711	-	-	-	1,290,711
TOTAL FUND EQUITY	\$ 1,684,196	\$ 63,246	\$ -	\$ 62,353	\$ 1,809,795
TOTAL NET ASSETS	\$ 1,688,688	\$ 63,246	\$ -	\$ 62,353	\$ 1,814,287

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

REVENUES:	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TOTAL FUNDS
30010 - PROPERTY TAXES	\$ 1,305,334	\$ 78,901	\$ -	\$ -	\$ 1,384,235
33000 - INTEREST INCOME	241	15	-	-	256
33110 - INTEREST-TAX REVENUE	51	3	-	-	54
35100 - FINES	167	-	-	-	167
35810 - BOOK SALES	(25)	-	-	-	(25)
36030 - MEMORIALS AND DONATIONS	50	-	-	-	50
TOTAL REVENUES	\$ 1,305,818	\$ 78,919	\$ -	\$ -	\$ 1,384,737
EXPENDITURES:					
TOTAL EXPENDITURES	\$ 356,633	\$ 20,153	\$ -	\$ -	\$ 376,786
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ 949,185	\$ 58,766	\$ -	\$ -	\$ 1,007,951
OTHER INCOME, (EXPENSE):					
FUND BALANCE - JULY 1	733,211	4,480	-	62,353	800,044
FUND BALANCE - CURRENT	\$ 1,682,396	\$ 63,246	\$ -	\$ 62,353	\$ 1,807,995

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

	<u>LIBRARY FUND</u>
ASSETS	
10100 - PETTY CASH	\$ 100
10200 - FNBC BANK -PETTY CASH	4,913
10250 - PETTY CASH-CIRCULATION	60
10300 - FNBC BANK-CHECKING	17,306
10350 - FNBC BANK - SAVINGS	1,224,758
10450 - ILLINOIS FUNDS-GASB 54	500,524
10500 - ILLINOIS FUNDS-GENERAL	32,356
DUE (TO) FROM OTHER FUNDS	<u>(91,329)</u>
TOTAL ASSETS	<u><u>\$ 1,688,688</u></u>
 LIABILITIES & FUND EQUITY	
LIABILITIES:	
21050 - FLEX SPENDING W/H	\$ 6,292
21055 - HSA AVIDIA	<u>(1,800)</u>
TOTAL LIABILITIES	<u>\$ 4,492</u>
 FUND EQUITY:	
ASSIGNED	\$ 393,485
UNASSIGNED	<u>1,290,711</u>
TOTAL FUND EQUITY	<u>\$ 1,684,196</u>
TOTAL NET ASSETS	<u><u>\$ 1,688,688</u></u>

SEE ACCOUNTANTS' COMPILATION REPORT

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

REVENUES:	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
30010 - PROPERTY TAXES	\$ 159,378	\$ 1,305,334	\$ 2,155,659	60.55	\$ 850,325
32010 - PERS PROPERTY REPLACEMENT TAX	-	-	35,000	-	35,000
33000 - INTEREST INCOME	99	241	1,000	24.10	759
33110 - INTEREST-TAX REVENUE	-	51	-	-	(51)
35100 - FINES	76	167	7,000	2.39	6,833
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
36030 - MEMORIALS AND DONATIONS	-	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
TOTAL REVENUES	\$ 159,553	\$ 1,305,818	\$ 2,249,614	58.05	\$ 943,796
EXPENDITURES:					
TOTAL EXPENDITURES	144,764	356,633	2,249,614	15.85	1,892,981
EXCESS REVENUES OVER (UNDER) EXPENDITURES	\$ 14,789	\$ 949,185	-	42.20	\$ (949,185)
FUND BALANCE - JULY 1	-	733,211	-	-	(733,211)
FUND BALANCE - CURRENT	\$ 14,789	\$ 1,682,396	-	42.20	\$ (1,682,396)

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

	CURRENT MONTH	YEAR - TO - DATE	ANNUAL BUDGET	PERCENT OF BUDGET	(OVER), UNDER BUDGET
<u>EXPENDITURES:</u>					
<u>PERSONNEL:</u>					
41100 - SALARIES	\$ 87,583	\$ 177,261	\$ 1,208,045	14.67	\$ 1,030,784
41110 - INS-HEALTH, DENTAL, LIFE, FSA	12,013	23,955	167,000	14.34	143,045
41120 - FICA EXPENSE	6,515	12,871	93,000	13.84	80,129
41130 - UNEMPLOYMENT COMPENSATION	-	290	2,000	14.50	1,710
41140 - WORKERS COMPENSATION	-	2,426	4,800	50.54	2,374
TOTAL PERSONNEL	\$ 106,111	\$ 216,803	\$ 1,474,845	14.70	\$ 1,258,042
<u>ADMINISTRATIVE EXPENSES:</u>					
41310 - PROFESSIONAL DEVELOPMENT	\$ 2,445	\$ 3,640	\$ 14,000	26.00	\$ 10,360
41320 - TRAVEL	-	-	2,700	-	2,700
41330 - ASSOCIATION DUES	559	1,807	5,800	31.16	3,993
41332 - PAYROLL PROCESSING	402	806	5,500	14.65	4,694
41334 - OFFICE SUPPLIES GENERAL	773	2,004	6,000	33.40	3,996
41336 - OFFICE EQUIPMENT	1,549	4,493	20,700	21.71	16,207
41338 - POSTAGE	-	1,740	6,800	25.59	5,060
41342 - ADMINISTRATIVE MISC	14	14	1,800	0.78	1,786
41344 - SUPPLIES-FOOD	58	71	3,240	2.19	3,169
41346 - MATERIALS & RESOURCE RECOVERY	-	-	1,600	-	1,600
41348 - ACCESS SERVICE SUPPLIES	532	662	4,500	14.71	3,838
TOTAL ADMINISTRATIVE EXPENSES	\$ 6,332	\$ 15,237	\$ 72,640	20.98	\$ 57,403
<u>ADMINISTRATIVE TECHNOLOGY EXPENSES:</u>					
41400 - IT EQUIPMENT UPGRADES-STAFF	\$ -	\$ 155	\$ 1,929	8.04	\$ 1,774
41410 - SOFTWARE-STAFF	64	127	27,102	0.47	26,975
41415 - PHONE SYSTEM	120	240	1,440	16.67	1,200
41420 - TECHNOLOGY MANAGEMENT	5,085	10,170	62,400	16.30	52,230
41425 - WARRANTIES/EXTENDED CARE	-	-	2,960	-	2,960
TOTAL ADMINISTRATIVE TECHNOLOGY EXP	\$ 5,269	\$ 10,692	\$ 95,831	11.16	\$ 85,139

SEE ACCOUNTANTS' COMPILATION REPORT

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

<u>LIBRARY MATERIALS-BOOKS:</u>						
42112 - REFERENCE-ELECTRONIC	\$	- \$	32,413 \$	44,695	72.52 \$	12,282
42120 - BOOKS-ADULT		5,608	8,484	47,000	18.05	38,516
42122 - BOOKS-LITERACY		-	57	370	15.41	313
42130 - BOOKS-YOUNG ADULT		614	715	6,000	11.92	5,285
42140 - BOOKS-YOUTH		1,762	3,155	24,000	13.15	20,845
42170 - RBP/ILL BOOK REPLACEMENT		-	-	1,000	-	1,000
TOTAL LIBRARY MATERIALS-BOOKS	\$	7,984 \$	44,824 \$	123,065	36.42 \$	78,241
<u>LIBRARY MATERIALS-PERIODICALS:</u>						
42210 - PERIODICALS						
	\$	- \$	- \$	14,000	- \$	14,000
TOTAL LIBRARY MATERIALS-PERIODICALS	\$	- \$	- \$	14,000	- \$	14,000
<u>LIBRARY MATERIALS-AUDIO VISUAL:</u>						
42320 - AV MATERIALS-ADULT	\$	2,892 \$	4,618 \$	26,500	17.43 \$	21,882
42330 - AV MATERIALS-YOUNG ADULT		-	-	3,000	-	3,000
42340 - AV MATERIALS-YOUTH		11	95	7,500	1.27	7,405
TOTAL LIBRARY MATERIALS-AUDIO VISUAL	\$	2,903 \$	4,713 \$	37,000	12.74 \$	32,287

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

TECHNOLOGY SERVICES:									
42400 - LIBRARY CONSORTIUM	\$	(101) \$	8,356 \$	33,377	25.04 \$	25,021			
42405 - INTERNET SERVICES		523	1,056	6,360	16.60	5,304			
42420 - SOFTWARE-PUBLIC		1,290	1,290	10,036	12.85	8,746			
42445 - IT EQUIPMENT/UPGRADES-PUBLIC		-	-	31,325	-	31,325			
TOTAL TECHNOLOGY SERVICES	\$	1,712 \$	10,702 \$	81,098	13.20 \$	70,396			
LIBRARY MATERIAL MAINTENANCE:									
42500 - PROCESSING-TECHNICAL SERVICES	\$	702 \$	718 \$	12,800	5.61 \$	12,082			
TOTAL LIBRARY MATERIAL MAINTENANCE	\$	702 \$	718 \$	12,800	5.61 \$	12,082			
PROGRAMS:									
44120 - PROGRAMS-ADULT	\$	677 \$	1,351 \$	6,400	21.11 \$	5,049			
44130 - PROGRAMS-YOUNG ADULT		308	532	5,500	9.67	4,968			
44135 - PROGRAMS-SUMMER READING		25	1,130	5,900	19.15	4,770			
44140 - PROGRAMS-YOUTH		921	1,095	7,800	14.04	6,705			
44145 - EVENTS AND OUTREACH		-	-	5,200	-	5,200			
TOTAL PROGRAMS	\$	1,931 \$	4,108 \$	30,800	13.34 \$	26,692			
MARKETING & PROMOTIONS:									
44210 - MARKETING	\$	- \$	13 \$	5,701	0.23 \$	5,688			
44215 - WEBSITE		180	180	550	32.73	370			
44220 - PROMO MATERIALS-ADULT		-	-	1,500	-	1,500			
44240 - PROMO MATERIALS-YOUTH		694	694	1,600	43.38	906			
44245 - NEWSLETTER		-	-	15,600	-	15,600			
44250 - SURVEYS		-	-	384	-	384			
TOTAL MARKETING & PROMOTIONS	\$	874 \$	887 \$	25,335	3.50 \$	24,448			

SEE ACCOUNTANTS' COMPILATION REPORT

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

<u>FACILITIES & OPERATIONS:</u>					
45110 - JANITORIAL SERVICE	\$	-	\$	-	\$
45112 - SECURITY SERVICE		-	-	-	-
45115 - JANITORIAL SUPPLIES		(321)	4,447	6,000	74.12
45117 - SECURITY CAMERAS		-	-	5,500	1,553
45120 - SNOW REMOVAL		-	-	32,000	5,500
45130 - EXTERIOR LANDSCAPING		475	950	8,235	32,000
45140 - EXTERIOR R & M - OTHER		-	238	29,000	7,285
45150 - HVAC & R & M		1,022	2,044	25,000	28,762
45155 - GENERAL BLDG SERVICES		76	256	1,400	22,956
45160 - CONTRACT INSPECTION & MAINTENANCE		340	2,352	14,000	1,144
45165 - INTERIOR R & M - OTHER		1,355	2,659	18,000	11,648
					14.77
					15,341
TOTAL FACILITIES & OPERATIONS	\$	2,947	\$ 12,946	\$ 165,135	7.84
					\$ 152,189

<u>UTILITIES:</u>					
45310 - UTILITIES-GAS	\$	120	\$	241	\$
45320 - UTILITIES-ELECTRIC		2,263	4,458	7,200	3.35
45330 - UTILITIES-TELEPHONE		918	1,836	22,000	20.26
45340 - UTILITIES-WATER		111	111	11,000	16.69
45350 - UTILITIES-TRASH		77	149	3,600	3.08
				1,600	9.31
					1,451
TOTAL UTILITIES	\$	3,489	\$ 6,795	\$ 45,400	14.97
					\$ 38,605

<u>PROFESSIONAL SERVICES:</u>					
45500 - INSURANCE	\$	-	\$	17,255	\$
45505 - AUDIT		1,500	1,500	17,708	97.44
45510 - LEGAL		-	720	17,557	8.54
45520 - ACCOUNTING		2,970	3,965	12,600	5.71
				19,000	20.87
					15,035
TOTAL PROFESSIONAL SERVICES	\$	4,470	\$ 23,440	\$ 66,865	35.06
					\$ 43,425

SEE ACCOUNTANTS' COMPILATION REPORT

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

<u>LIBRARY BOARD EXPENSES:</u>									
45600 - CONFERENCE & TRAINING-BOARD	\$	-	\$	-	\$	500	-	\$	500
45605 - PROF SERVICES-SECRETARIAL		-		542		3,300	16.42		2,758
45610 - LEGAL NOTICES AND ADVERTISMNTS		40		40		1,000	4.00		960
TOTAL LIBRARY BOARD EXPENSES	\$	40	\$	582	\$	4,800	12.13	\$	4,218
<u>CAPITAL EQUIPMENT:</u>									
46500 - CAPITAL EQUIPMENT & BUILDING	\$	-	\$	-	\$	-	-	\$	-
46510 - CAPITAL PROJECTS-INTERIOR		-		-		-	-		-
TOTAL CAPITAL EQUIPMENT	\$	-	\$	-	\$	-	-	\$	-
<u>GRANT EXPENSES:</u>									
49600 - CENSUS 2020 GRANT EXP	\$	-	\$	4,186	\$	-	-	\$	(4,186)
49605 - GRANT EXP FAMILY LITERACY		-		-		-	-		-
TOTAL GRANT EXPENSES	\$	-	\$	4,186	\$	-	-	\$	(4,186)
TOTAL EXPENDITURES	\$	144,764	\$	356,633	\$	2,249,614	15.85	\$	1,892,981

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

	<u>IMRF</u>	<u>TOTAL FUNDS</u>
<u>ASSETS</u>		
DUE (TO) FROM OTHER FUNDS	\$ 63,246	\$ 63,246
TOTAL ASSETS	<u>\$ 63,246</u>	<u>\$ 63,246</u>
 <u>LIABILITIES & FUND EQUITY</u>		
LIABILITIES:		
 FUND EQUITY:		
RESTRICTED	\$ 63,246	\$ 63,246
UNASSIGNED		
TOTAL FUND EQUITY	<u>\$ 63,246</u>	<u>\$ 63,246</u>
 TOTAL NET ASSETS	<u>\$ 63,246</u>	<u>\$ 63,246</u>

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY

STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

SPECIAL REVENUE FUNDS
FOR THE PERIOD ENDED AUGUST 31, 2020

	ANNUAL BUDGET	IMRF	(OVER) UNDER BUDGET
REVENUES:			
30010 - PROPERTY TAXES	\$ 130,531	\$ 78,901	\$ 51,630
33000 - INTEREST INCOME	-	15	(15)
33110 - INTEREST-TAX REVENUE	-	3	(3)
TOTAL REVENUES	\$ 130,531	\$ 78,919	\$ 51,612
EXPENDITURES:			
92500 - IMRF EXPENSE	\$ 130,531	\$ 20,153	\$ 110,378
TOTAL EXPENDITURES	\$ 130,531	\$ 20,153	\$ 110,378
EXCESS REVENUES OVER, (UNDER) EXPENDITURES	\$ -	\$ 58,766	\$ (58,766)
FUND BALANCE - JULY 1	-	4,480	(4,480)
FUND BALANCE - CURRENT	\$ -	\$ 63,246	\$ (63,246)

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

AUGUST 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 AUGUST 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
AUGUST 31, 2020

	<u>CAPITAL PROJECTS</u>	<u>SPECIAL RESERVE</u>	<u>TOTAL</u>
ASSETS			
10500 - ILLINOIS FUNDS-GENERAL	\$ -	\$ 32,466	\$ 32,466
DUE (TO) FROM OTHER FUNDS	<u>-</u>	<u>29,887</u>	<u>29,887</u>
TOTAL ASSETS	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>
LIABILITIES & FUND EQUITY			
LIABILITIES:	\$ -	\$ -	\$ -
FUND EQUITY:			
COMMITTED	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>
TOTAL NET ASSETS	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

SEE ACCOUNTANTS' COMPILATION REPORT

WEST CHICAGO PUBLIC LIBRARY
STATEMENT OF CASH RECEIPTS & DISBURSEMENTS

CAPITAL PROJECTS FUND
FOR THE PERIOD ENDED AUGUST 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	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,353</u>	<u>\$ 62,353</u>

26 August 2020

TO: RAILS

FROM: Deirdre Brennan

SUBJECT: Extension of Quarantine for items in RAILS delivery

RAILS staff have been closely monitoring information from the REALM study (Test 3 results released on August 18 are the most recent), as well as increasing infection rates in Illinois as reported by Governor Pritzker and the Illinois Department of Public Health (IDPH).

After very careful and detailed analysis of all of this information, we have made the very difficult decision to increase our quarantine requirements for items moving through RAILS Delivery from 3 to 7 days, effective Monday, August 31. Our primary motivating factor is the health and safety of our staff. The following is a brief recap of the REALM research and other factors that led us to this decision.

Battelle, the scientific laboratory actually conducting the REALM research, has now completed three tests and is in the process of a fourth, which is a redo of Test 1 materials in a stacked configuration. The results of Test 4 are expected in mid-September.

Test 1

Test 1 dealt with these materials: hardback book cover, softback book, plain paper pages inside a closed book, plastic book covering, and DVD case. [Review Test 1 results.](#)

Test 2

Test 2 included braille paper pages, glossy paper pages from a coffee table book, magazine pages, children's board book, and archival folders in a stacked configuration. *"Samples from each item were inoculated and placed inside the closed book or magazine. The items were then configured to mimic common storage conditions such as stacked or shelved books, or a pile of folders or magazines."*

After two days of quarantine, the SARS-CoV-2 virus was not detectable on the archival folders. After four days, it was not detectable on the braille pages, glossy book pages, and board book. The magazine pages showed a trace amount of the virus at four days (the final timepoint tested). *"Compared to the results of Test 1, the results of Test 2 indicate that a longer quarantine time for these types of cellulose-based paper materials may be required to render SARS-CoV-2 undetectable."* [Review Test 2 results.](#)

Test 3

Test 3 included library materials (including cases for talking books and DVD discs), storage materials (storage bags and tubs like RAILS uses to transport materials for delivery), as well as plexiglass, which could be partitions in display cases and other areas. These materials were not stacked. Results show that *"after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), plexiglass, and the USB cassette all showed detectable virus at five days. Day five was the final timepoint tested."*

"Compared to the results of Test 1 and 2, this data suggests that a slightly longer quarantine time for these types of plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. Alternatively, based on the materials' nonporous nature, suitable liquid disinfection methods may promote a more rapid decontamination than the quarantine method." Review Test 3 results.

After studying all of this information, as well as the overall progress of the pandemic in Illinois, RAILS has made the decision to increase our quarantine requirements from 3 to 7 days, beginning August 31. With the overarching goal of ensuring the health and safety of our staff, these two major points are driving our decision:

1. Test 2 showed the virus remaining detectable longer in a stacked configuration. Our delivery, of course, is stacked. This is different than in individual libraries where materials can be given more space.
2. Throughout Illinois, the number of COVID-19 cases is rising. As summer comes to an end and schools and colleges resume (some in person), people begin to retreat inside and historically illnesses increase throughout the general population. We can only assume that COVID-19 infections will also increase, even more than they have in the past few weeks.

We hope we are wrong and will continue to monitor the situation closely and will make changes to our quarantine period as necessary moving forward. Hopefully, future test results will allow a more optimistic outlook, and infection rates and deaths will decline again. But, for now, we see no other reasonable option than to extend our quarantine requirements to 7 days.

We also recognize that not everyone will agree with this decision. However, until there is certainty about what level of virus is safe on materials that RAILS and library staff and library users handle, we believe we have no other choice than to take the most conservative approach possible.

When making decisions about their own collections, libraries may also want to consider a generally longer quarantine of at least four or five days for their materials as they are returned from patron contact. Based on the limit of quantitation in Test 2 and Test 3, this seems like a prudent practice. When concerning items from Test 3 like plexiglass and plastic cases, it is well documented that a very viable way to kill the virus quickly is to use an acceptable cleaner and wipe down items.

Thank you for your continued attention and dedication to your library staff and communities during these times of uncertainty. We will continue to provide you with the best information and recommendations that we can, and we are grateful that the REALM study is ongoing.

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: rritzman@psnrb.com

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

PUBLIC LIBRARIES CLOSED ON NOVEMBER 3, 2020?

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: September 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).

As we noted in our Memorandum of August 11, 2020:

- a. 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.
- b. 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.

The Attorney for the Illinois Municipal League advised that a decision in the pending lawsuit is expected on October 15, 2020.

While a decision in the pending lawsuit is binding only on the parties to the lawsuit, the decision would be "persuasive authority" applicable to other units of local government.

Included in the pleadings filed in the pending lawsuit by the Illinois Municipal League is the following exchange during a 5/21/20 meeting of the House Executive Committee:

Rep. Butler: So, is it just a state holiday for schools?

Rep. Burke: So, it's currently a state holiday, General Election Day is currently a state holiday for purposes of government facilities.

Rep. Butler: For state employees.

Rep. Burke: For state employees, yes. So, this will add schools and university staff.

Rep. Butler: Not local government? Not private business? This is just for schools?

Rep. Burke: Correct.

Stated simply, the Illinois Municipal League's position in the lawsuit is that the Legislature's intent was to extend the existing state employees holiday only to schools and state universities.

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
(630) 665-1900
(630) 665-0407 Fax

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Library Director Benjamin Wesseloh
Board of Library Trustees
118 W Washington St
West Chicago, IL 60185

Dear Board and Director,

It has been said that the library is the soul of a community—that by looking at a library one may discern the culture and values of a community. I hope that West Chicago tells a favorable story about itself through its library, and I hope that its citizens appreciate the privilege of a public library, though I know that public appreciation is rarely voiced if felt. Allow me to express my own fervent gratitude for the library that welcomed me in when I was young, the librarians who allowed me to find friendship and purpose inside its walls, and the staff who protected my privilege to read and exist freely.

Libraries, in fact, are one of the few places in our society where we are allowed to exist freely without expectation. We may browse, sit, talk, and explore without time or monetary constraint. A Canadian study on the place of a library in society described the library as a “neutral space, as a democratic, non-sectarian territory. Urban cultures need free space as much as they need working space and selling space: the life of towns needs convivial public spaces.” I am concerned that the West Chicago library has ceased to be a sheltered space in a time when our country needs shelter and care more than ever. The students who seek a quiet place to study and relax, the parents who look for safe places to bring their children, the homeless who rely on the library for a space to sit without being cast out, and the children who seek refuge from chaotic homes have all been told that these privileges (for privileges they are) are unimportant in the face of fear.

Knowing that safety was your motivation for closing, I greatly appreciate your commitment to the well-being of your staff and our city. I will, however, point out that there are numerous businesses that present a safe model for serving their patrons inside their buildings. Churches have operated in West Chicago for months now, safely, without incident, by observing the governor’s guidelines in mask-wearing, distancing and cleaning. Restaurants have opened with distanced seating and masked staff without compromising the health or experience of their employees and customers. Libraries, in fact, are open and thriving in Batavia, Bloomingdale, Carol Stream, and dozens of other surrounding cities, and while we should not follow out of mere imitation, we should take their examples of successful ways to open, operate, and serve the public, for what is the library but a vehicle of service?

Many studies have been published on the function and benefit of libraries in times of economic crisis, which I would like to point out as undoubtedly relevant to our country today. These studies consistently find that Americans affected by economic crises use the library exponentially more. Why then, has the board opted to dramatically decrease the library’s available services? At the time of our last census, 11% of our citizens were living in poverty and 15% had no broadband internet access. Since the beginning of the shut-down in March, how much more could these community members have benefited from the library’s free internet, computer use, employment services, and entertainment sources? What of those who lost their jobs or took pay cuts in the aftermath of the shut-down, or those who were forced to work and educate their children from home? For over 5 months now, the library has lost its opportunity to show those persons the true value of the library as a service-oriented community space. It is my

opinion that by keeping the library's doors closed, instead of protecting and promoting the community's interest, you send a message that says West Chicago does not value those in need of personal care.

As we head into an unprecedented year of virtual schooling your patrons need you more than ever before as a place of research, study, discovery, and even escape from homes which will be crowded with students struggling to succeed in their online classes. College students in particular will benefit from a place to study away from their family, and students of all ages will need more supplementary materials, being denied their school libraries and being forced to learn independently. You have stopped providing access to learning kits at a time when students are in desperate need of non-virtual stimulation, when there is no possible increase in danger by checking out these items, especially when your staff is quarantining items after they are returned.

In fact, your circulation staff seems to be working hard to provide us as patrons the same amount of service as before, as I have seen them offer to go above and beyond what is asked of them. I am so glad that they are working to earn the pay that we provide in our taxes, but I would ask, what are your other staff members doing to earn their paychecks? If not in the library, how are they providing the same level of service as they once were? Once again, in a time of instability, you ought to be increasing your services and I hope, as stewards of your citizens' money, you and all of your staff are doing all you can to enhance our library, because it is *our* library, belonging to our community and representing our city's interests.

When the library began storytimes at Cantigny and at Kindred Coffee Roasters, I was proud that we had librarians who were reaching out into the community, and in this time of economic and social uncertainty, we should be supporting more community partnerships, not closing ourselves off. The aforementioned study pointed out that libraries are meant to be inclusive partnerships:

"The social practices that transpire inside the library are themselves expressions of shared meanings and values of public life. The acts of conversation; of reading, writing, and learning; of viewing; of socializing; of playing and working in the presence of others are the active practice of our technologies, values, ideals, and public culture. The underlying ideology of central public libraries is thus inherently democratic, neutral, educational, and inclusive."

I ask the Board and Director to prove this true of our library. Prove that we are inclusive and educational, that we value community and service even when it takes extra effort to make that community safe. Please do not turn our library into a place of fear and enigma. Use your status as community leaders to demonstrate what a strong, safe, joyful community looks like.

Thank you for your time,
Jacquelyn Fabiszak

Library Director Report

September 2020

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 16.67%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$500,524.32 (+ \$67.80)
 - New Building & Construction Fund: \$32,465.82 (+ \$4.39)
 - General (Corporate) Fund: \$32,355.72 (+ \$4.37)
- ❖ The Sikich auditing team and library staff continued to work on the audit fieldwork remotely on 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.
- ❖ Fitzgerald Electric was on-site to replace drivers in several lights that were out and to replace an emergency exit light that needed to be replaced.
- ❖ Abbott Landscaping removed weeds and brush along the retention pond parallel to Washington Street in response to a City of West Chicago ordinance violation.
- ❖ First Security performed the sprinkler inspection. No issues were found.

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 virtual. The management team has worked out a plan to allow a limited number of patrons into the library for computer, printer, copier, scanner, and fax use with restrictions beginning Wednesday, September 30, 2020. The management team decided also to circulate Chromebooks and Hotspots together as a kit (5 kits) for patrons to pick up curbside and make possible Internet Access at home for those who may not feel comfortable coming to the library or have other restrictions. The number of Covid-19 cases in West Chicago is 1134 as of 9/23 and that represents a 10.0% increase in cases during the month of September to date. The increase of Covid-19 cases during the month of August was 19.3%; July was 10%; and the month of June was 9%. The overall positivity rate for West Chicago as of 9/23 is 9.8% according to IDPH figures.

Library Director Report

September 2020

PERSONNEL

❖ The Library Director:

- Held weekly Managers' Advisory Meetings on 8/24, 31, 9/8, 15, & 21
- Attended the virtual board meeting on 8/24
- Attended the WeGo Together Governance Structure meeting on 8/26 & 9/23
- Held the Admin team meeting on 8/27
- Attended the SWAN special Fireside Chat on 8/28 to discuss longer quarantine of materials
- Met with Melissa Nachman from League of Women Voters on 8/29 to discuss logistics of a drive-up / walk-up voter registration program at the Library
- Attended the SWAN Quarterly Meeting on 9/3
- Met with staff to discuss the reopening plans on 9/9, 16, and 21
- Participated in the annual audit process on 9/10 & 11 virtually
- Attended the annual LIMRiCC meeting on 9/15
- Met with CallOne representative to discuss moving the phone lines from POTS lines to digital
- Attended the WeGo Together Financial Oversight Committee meeting on 9/17
- Attended the WeGo Together Steering Committee meeting on 9/23
- Attended HR Workshop on 9/24 & 25 hosted virtually by HR Source

❖ Celebrating Staff Members:

- David Sampiller, Maintenance Assistant – 19 Years
- Jennifer Winter, Adult Services Librarian – 17 Years

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.
- Nominating petition packets, for the April 6, 2021 consolidated general election for Library Trustees, are available in hard copy at the library using curbside pickup or they can be downloaded from the Library's web site under the 2021 Consolidated Election menu tab.
- The L2 Calendar from RAILS (www.librarylearning.info) has been revised. This is the calendar libraries can use for listings of meetings and professional development opportunities and other library information. Check it out when you have a minute.

Department Reports

August 2020

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

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

Social Media posts: Adult Services staff developed 17 promotional spots, booklists and booktalks for social media in July

Programs: A total of 78 attended virtual programming in August

Virtual Spanish Conversation Group: Four staff members in Adult Services(Jenny Winter, Sara Lock, Theresa Daunheimer and Rosario Villacorta) began the new Spanish Conversation Group for patron interested in conversing in Spanish, this program has been well attended with a total of 47 patrons attending four sessions in August. The patron program evaluations are positive and thankful for this new program.

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

Virtual Summer Reading 2020 for Adults and Teens:

This year we conducted the Summer Reading Program virtually through the Wandoo Reader. We offered e-gift cards as the grand prize drawing for both teens and adults. Those who completed the program were entered into the drawing. We also had a community reading goal as an incentive. A combined total of 100 adults and teens registered for the program and a total of 2,128 hours were logged.

Adult:

76 registered and a total of 1729 hours read
Community Reading Goal: 56%

Teen:

24 registered and a total of 399 hours read

ADULT SERVICES: YOUNG ADULT

- In August, a total of 29 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:

- 8,028 Total Items checked out, 53.06% decrease from August 2019.
- 2,790 Electronic materials checked out, 17.18% increase from August 2019.
- The total value of the materials checked out by our patrons was \$73,299.99 during August.

Patron Statistics:

- 28 New patrons added, 69.23% decrease from August 2019.
- 16,358 Card holders, 2.71% increase from August 2019.
- 54.67% of the district population have library cards, 1.44% increase from August 2019.

TECHNICAL SERVICES

Acquisitions:

- 2003 Items added to the collection.
 - 4 Replacements
 - 11 Donations
- 379 items ordered.
 - 4 Replacements ordered
- 330 items invoiced/received.
 - 144 Items on-order
 - 14 Items received still in-process
- 14 Items returned to vendor.

Withdrawals:

- 924 Items withdrawn from the collection.

Material Maintenance:

- 31 Items repaired in house.

Other Activities:

- 5166 Total materials handled.
- 785 Items moved from new shelf to regular collection.
- 208 Daily Health Questionnaires.
 - 187 Staff
 - 21 Vendors
- 133 Invoices processed.
- 120 Withdrawn books donated to Better World Books.
 - 36 Books reused/sold
 - 84 Books recycled
 - Sales and Commission Data (see Miscellaneous)
- 70 Postage processed
 - 53 Delivered
 - 17 Mailed
- 66 Pre-cat records created.
- 48 Award titles updated.
- 46 Title transfers.
- 8 Digital movies added to the collection.
- 1 Missing item reclaimed.

Miscellaneous

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	9.05
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
August	210.41	40.28	170.13	8.58	25.27
Totals	\$ 683.88	\$ 134.33	\$ 549.54	\$ 27.06	\$ 80.78

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection.
 - 928 bookplates viewed via the Illinois Digital Archives
 - Top 3 bookplates viewed:
 - Mrs. G. Linnæus Banks
 - Creator: T. C.
 - Views: 229
 - Institute of International Education
 - Creator: Charles Richard Selkirk
 - Views: 14
 - Mary Longworth Stettinius Perkins
 - Creator: Tiffany and Company
 - Views: 12

YOUTH SERVICES

- **Engagement:** During the month of August, Youth Services provided these online programs with the following views:
 - Storytime with Miss Nicole-773
 - Cuentos con Mireya-256
 - At Home with Miss Nicki-49
 - Wiggle Worms Storytime Via Zoom- 9 live viewers
- **Online Library Card Demos-** Demo videos for online library card sign up were created in English and Spanish by Nicole Urso and Dominique Mendez. These demo videos were shared with the Middle and Grade school librarians of District 33.
- **Staff in the Building-**During the month of August, youth services staff members have been working in the Youth Services Department to:
 - Weed and shift the collection
 - Clear out the toys and games to prepare for social distancing
 - Check out items for online storytimes
 - Organizing orders that have been received
 - Prepping for Fall programs and Kit hand outs

ADMINISTRATIVE SERVICES

eNews: August 1 – 31:

In-Service Reminder

- 8/03 successfully delivered to **4,971** subscribers
- Unique Opens: **1,177**
- Open Rate: **24%** (Industry avg. 20%)
- Unique Clicks: **27**
- Click Rate: **2%** (Industry avg. 7%)

Registration: August Craft Share

- 8/12 successfully delivered to **4,967** subscribers
- Unique Opens: **982**
- Open Rate: **20%** (Industry avg. 20%)
- Unique Clicks: **17**
- Click Rate: **2%** (Industry avg. 7%)

Registration: ESL Conversation Group

- 8/28 successfully delivered to **4,937** subscribers
- Unique Opens: **1,155**
- Open Rate: **20%** (Industry avg. 20%)
- Unique Clicks: **18**
- Click Rate: **2%** (Industry avg. 7%)

Top Links Clicked:

- Route 66 Registration - **37**
- Spanish Conversation Registration – **34**
- Mind Games Registration - **14**

Facebook: August 1 - 31

Total Post Reach: **23,777**

Total Post Engagements: **775**

Page Followers: **1,583**

Top Posts:

8/30 **Smash Brothers Tournament Promo**
Reach: **1,679**
Engagement: **42**
Views: **N/A**

8/02 **Storytime Video: Boonoonoonous Hair!**

Reach: **1,518**

Engagement: **40**

Views: **394**

8/20 **Getting' Crafty Video: Zentangle**

Reach: **1,468**

Engagement: **50**

Views: **300**

Instagram: August 1 – 31

Page Followers: **285** (Last period: 273)

Top Posts:

8/17 **Route 66 Promo**

Reach: **127**

Engagement: **5**

8/12 **Smash Brothers Tournament Promo**

Reach: **102**

Engagement: **6**

8/16 **YA Book Group Promo**

Reach: **95**

Engagement: **8**

Creative Corridor: August

- o None due to library's closure

IT Report – August

Wireless Overview

We had 20196 connections in August.

August had 290 unique clients with an average of 31 clients per day and an average usage of 487.1 MB.

Website

Last month we had 6681 website visits.

The top 5 pages in August were

1. Curbside Service Announcement
2. Yearbooks
3. eBooks & eAudiobooks
4. Research Databases
5. Contact Us