WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
BOARD MEETING
LIBRARY PROGRAM ROOM
MONDAY, FEBRUARY 28, 2022
7:00 PM

AGENDA

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

A. Call to Order — Nancy Conradt, President

B. Roll Call — Diane Kelsey, Secretary

C. Approval of the Minutes
   1. January 24, 2022 — ACTION

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

G. Presentation
   1. Facilities Assessment Update & Structural Report — Elara Engineering, Inc.

H. Treasurer's Report — Corrine Jakacki-Dattomo, Treasurer
   1. Approval of the Bills for February 2022
   2. Financial Statements for January 2022

I. Communications

J. Reports
   1. President — Nancy Conradt
   2. Library Director — **ATTACHMENT**
   3. Department Managers — **ATTACHMENT**
   4. Finance Committee — Corrine Jakacki-Dattomo
   5. Policy Committee — Frank Fokta
   6. Strategic Planning Committee — Pat Weninger
   7. Ad-Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings — Frank Fokta

K. Unfinished Business
   None

L. New Business

1. Recommendation for COLA Increase for FY 2022-2023 **ACTION**
2. Recommendation for Merit Pool for FY 2022-2023 **ACTION**
3. Semi-Annual Review of Closed Session Minutes and Recordings -- Recommendations **ACTION**

M. Closed Session

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

N. Return to Open Session

O. Adjournment

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 24, 2022
7:00 P.M.

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

B. ROLL CALL:
TRUSTEES PRESENT: Frank Fokta, President Pro Tem/Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger, members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Amanda Ghobrial, Adult Services Manager; Omar Nuñez, Public Relations Specialist; staff.

C. APPROVAL OF THE MINUTES:
1. Special Board Meeting - November 22, 2021 (Levy): Ms. Jakacki moved to approve the Special Board Meeting Minutes of November 22, 2021 as amended; seconded by Ms. Weninger.

i. The Minutes were corrected to reflect that Nancy Conradt, Scott Grotto, and Pat Weninger were not present.
Motion carried by unanimous voice vote.

2. Board Meeting - November 22, 2021: Ms. Jakacki moved to approve the Minutes from the November 22, 2021 Board Meeting; seconded by Ms. Weninger. Discussion was had on the last paragraph of Item G Downtown TIF District regarding inclusion of the Kerr-McGee thorium settlement with the City of West Chicago.
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. Presentation:
1. Annual Financial Report (Audit), Year Ended June 30, 2021: Brian LeFevre, auditor, provided the Board a detailed overview of District's Audit for year ended June 30, 2021, comprised of two documents, the first being the Annual Financial Report. Mr. LeFevre reported that the auditors are pleased to present an unmodified or clean opinion, which is the highest level of opinion that the District can receive on its

financial statements.

Some of the sections that were reviewed include: The Statement of Net Position, long-term liabilities, capital assets, restricted funds in IMRF; Income Statement; Expenses including depreciation on the capital assets; the charges the Library imposes for services such as program revenue and fines; operating grants including the Per Capita Grant; General revenues of property taxes and replacement taxes received by the Library. The Change in Net Position reflects that the Library is economically better off as a result of the year of operations.

Also briefly reviewed were the fund financial statements reflected in the modified accrual basis of accounting; the Library's assigned fund balance for emergency reserves, the unassigned balance, special reserve fund balance, and IMRF. In the transfer section, the Board approved a $60,000 transfer to the Special Reserve Fund.

The notes to the financial statement include the summary of significant accounting policies, the accounting policies the district follows in the preparation of its financial statements. Note 2, deposits with financial institutions, the banks that the District has deposits at are FDIC-insured; and the District's deposits were all fully collateralized.

The Library's assets at market value are $3,982,000.00. The Library collected property tax revenue at a rate of 99.66% in the 2019 tax year as extended by the County, which is the Library's largest revenue stream.

The Auditor's Communication to Board Trustees provides information the auditors are required to communicate to the Board. The only new accounting policy that the District adopted was GASB 95, which postponed the effective date of certain standards by a couple years -- the COVID standard -- to give local governments more time to get ready for some of the upcoming standards.

The Auditors had a couple recommended adjustments to the financial statements, and these have been provided to the Library's accountant. The new standard, GASB 87 on leases, is effective for the June 30, 2022 audit, and requires that operating and capital leases are accounted for. The auditors will assist the District as necessary in implementing this standard for the next fiscal year audit.

Mr. Weseloh stated that the Library spoke with Sikich about using the services of both Sikich Technology and Sikich Audit and the possibility of retaining both services from the different divisions of the company. The standard that the AICPA was moving forward with would indicate that

the managed services that Sikich provides the Library in technology would be an independence conflict on the audit side. The AICPA has deferred that standard for one year.
(Mr. LeFevre left.)

H. TREASURER'S REPORT:
1. Approval of the Bills for December 2021 and January 2022:
Ms. Jakacki moved to approve the December bills in the amount of $190,924.02; seconded by Mr. Grotto.
Roll Call Vote - Yes: Richard Bloom; Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger. Motion carried.

Ms. Jakacki moved to approve the January bills in the amount of $165,071.25; seconded by Mr. Bloom.
Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, and Pat Weninger. Motion carried.

2. Financial Statements for November/December 2021: James Howard, accountant, reported to the Board as follows: The CPI came out at 7%, the highest the accountant has seen since the tax cap was implemented. He would recommend a slightly higher levy in order to capture the new growth with the District. If the Library goes above 5%, it will need to publish the notice of hearing with the black border to comply with the Truth in Taxation Act.

Ms. Jakacki stated a Finance Committee meeting will be held in February.

Mr. Howard provided a six-month review ending December 31, 2021. At 50% of the way through the fiscal year, the Library has collected 100% of its total revenue budget. Property tax income was $2.4 million; service fees income $4700, 85% of budget; replacement taxes $37,000; Per Capita Grant 44,000, 18% over budget.

Expenditures review: The total expenditures at six months into the fiscal year is 48% of budget; professional services at 57%; facilities at 48%. Technology is higher at 53% due to large item purchases. Distribution-wise personnel is the largest expense at 57%; IMRF 5%; admin 3%; technology 9%; materials 6%; facilities and operations 7%; utilities 26%, professional services 4%. The Library has a balanced budget in place.
(Mr. Howard left.)

I. COMMUNICATIONS:
1. MEMO: Draft Tax Increment Financing (TIF) Plan And Exhibits for the Proposed City of West Chicago Downtown 2 TIF District: The Library had representation at both meetings held by the City on January 4, and

January 6, 2021. Another hearing will be held February, 21, at 7:00 p.m.

The TIF is intended to bring development into the downtown area. The current EAV of the TIF district is around $5.5 million; and the City anticipates an EAV at the end of the 23rd year of between 40 and 50 million dollars.

Mr. Bloom asked whether the City provided the Library information on what impact the TIF will have on the Library's revenue stream related to gain of tax dollars from the areas removed from the TIF district. Mr. Weseloh stated that information was not provided, and he indicated he will contact Mr. Guttman to ask the question.

J. REPORTS:
1. President: President Conradt had asked Mr. Fokta to appoint a committee for the semiannual review of closed session minutes and executive session tapes. Mr. Fokta appointed himself and Diane Kelsey to perform the semiannual review. Mr. Fokta stated they will provide a report on the review at the February board meeting.

2. Library Director: Mr Weseloh reported that he transferred from the general fund to the Illinois Funds the amount of $44,137.90 from the Per Capita Grant. The Library received on January 3, 2022 a Personal Property Replacement Tax check for July through December 2021 in the amount of $35,216.18.

Midwest Mechanical and Delta Controls were onsite a few times to check VAV boxes in various areas that are cold. The companies also provided preventative maintenance on the building automation system.

The front doors had been opening and closing on their own, and Assa Abloy was out to check the doors, which needed a new sensor. Anderson Elevator was out to perform typical maintenance.

Elara Engineering was onsite to gather information for the updated facilities assessment, anticipated to be completed by the end of January 2022. A structural evaluation of the building will be included with facilities assessment. Elara will be asked to provide a report at the February board meeting.

Mr. Weseloh hosted the Director's Dialogue on December 11, 2021, and January 8, 2022. One person registered for each meeting, but no attendees joined the call. A suggestion was made to have an invitation on the Library's website that invites the public to reserve a time to have a conversation with the library director.

Mr. Weseloh submitted the 2022 Per Capita Grant application and the 2020 expenditures report on January 15, 2022.

The full-time Youth Services Department librarian position has been filled; their first day was December 6, 2021.

The West Suburban Library Legislative Meeting was held virtually on January 24, 2022 at 10:00 a.m. The organization has two legislative priorities this year, one being securing universal broadband for libraries, recognizing the digital divide that communities face and that libraries are the ones who primarily are providing computer access to the public for their use; secondly, the organization is going to work on leveling the playing field on the price of books purchased by libraries versus, for example, at Costco, where the cost of a book can be five times more expensive for libraries to purchase compared to Costco.

Discussion was had at the meeting regarding an incident at the St. Charles Library when some persons choosing not to follow the mask mandate were making threats to library staff. The St. Charles Library temporary closed to in-person services as a result of the incident.

Also discussed at the meeting was the topic of new library funding opportunities from local, state, and federal governments as a result of the Infrastructure Investment and Jobs Act which was passed by Congress. As a result, some grants are available through the Institute for Museum and Library Services and the Library Services and Technology Act, including $7.7 million available for accessibility issues nationwide. The American Rescue Plan Act also has made monies available to libraries.

3. Department Managers:
Administrative Services: Omar reported that the Library's November e-news had an open rate of 30%; the click rates were down, possibly related to the holiday season. The Holiday Open House was promoted, and attendees were required to register in person.

Increased patron interest in the digital offerings was seen, the digital BookPage went from 8 clicks in November to 30 clicks in December.

The Facebook posts that drew the most engagement were Trunk or Treat photos and the Holiday Open House for November, and in December the Latin Hip Hop Promo, Read & Roll Ribbon Cutting, and the Open House photos.

Adult Services: A total of 10 virtual and in-person programs were held

with a total of 100 people attending in November and December. The Healthy West Chicago virtual cooking classes had a total of 47 people attend in November and December.

The department has started providing outreach bags to the locations at which it used to do in-person outreach. The Adult Services assistant created to-go bags, attended a holiday drive-through food pantry at St. Andrew's Lutheran Church, and handed out the bags and talked about the library to the people in the cars.

Young Adult Services: Nine programs were held in November and December with a total of 31 people attending. The Young Adult librarian created a mobile maker cart for programming for teens using the Cricut machine.

For the Open House each department created window displays, and patrons were invited to vote for their favorite display. The voting was open through December, and a total of 130 people voted. The winner was the Circulation Department window.

Circulation: A total of 12,045 items were checked out in November, a 37% increase from November 2020. A total of 11,563 items were checked out in December, a 1% decrease from December 2020.

The Library has 15,094 cardholders, a decrease from December 2020; 50.44% of the District population has cards.

Youth Services: Twenty five Nutcracker to-go bags were provided at the Open House. Throughout the month of December 140 to-go bags were distributed, 60 on the night of the Open House. Two healthy West Chicago cooking classes were held in November, with a total of 40 people attending.

Technical Services: In November and December 390 and 438 items were received, respectively; 701 and 122 items were withdrawn, respectively, from the collection.

IT: In November 593 unique clients connected to the wi-fi; and in December there were 451 unique clients, a decrease attributed to the holiday season.

4. Policy Committee: Mr. Fokta stated no policy meeting was held in December or January. The American Library Association endorsements were on the agenda for approval under New Business; the policies have not been changed by the West Chicago Public Library District's Policy Committee. The Face Covering/Mask Use Policy was on the Agenda for approval under New Business.

5. Strategic Planning Committee: Ms. Weninger stated a meeting was held on November 30, 2021. They reviewed the Strategic Plans other local libraries. The Committee is going to be very busy for the next several months because the members would like to wrap up the process in the early part of the summer. Ms. Kelsey sent out a survey to some community leaders to see when they could get together for a focus group.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:
1. American Library Association Endorsements:
(a) Code of Ethics: Mr. Bloom moved to approve the ALA Code of Ethics; seconded by Ms. Weninger. Motion carried by unanimous voice vote.
(b) Freedom to Read: Ms. Jakacki moved to approve the Freedom to Read statement; seconded by Ms. Weninger. The document was the full policy rather than the abridged version which the Library had previously endorsed. Motion carried by unanimous voice vote.
(c) Freedom to View: Mr. Grotto moved to approve the Freedom to View statement from ALA; seconded by Ms. Jakacki. Mr. Weseloh stated the board had endorsed the statement in 2012 and again in 2016. Motion carried by unanimous voice vote.
(d) Library Bill of Rights: Ms. Jakacki moved to approve the Library Bill of Rights from ALA; seconded by Mr. Grotto. This Bill of Rights was new in 2019. Motion carried by unanimous voice vote.
(e) Public Library Trustee Ethics Statement: Ms. Weninger moved to approve of the Public Library Trustee Ethics Statement; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

2. Face Covering/Mask Use Policy: Ms. Jakacki moved to approve the West Chicago Library's COVID-19 Face Covering/Mask Use Policy as amended; seconded by Ms. Weninger.

Discussion was had regarding Lines 39 to 42, and Mr. Fokta stated he had a conversation with the Library's attorney, who recommended adding the word "board" in that section. The consensus of the Board was to use the phrase "discretion of the library" rather than "library board in cooperation with the library director."
Motion carried by unanimous voice vote.

M. CLOSED SESSION: No closed session was held.

N. RETURN TO OPEN SESSION: No return to open session needed.

O. ADJOURNMENT: President Pro Tem Fokta adjourned the meeting at 8:22 p.m.

West Chicago Public Library

Published:	February 18, 2022
Facility Location:	118 W. Washington St., West Chicago, IL 60185
Elara Job #	21282
Elara Team	Cem Diniz, Matt Johnson, Sam Edwards, Trevor Goselin

INDEX OF TABLES & FIGURES

I. EXECUTIVE SUMMARY

West Chicago Public Library has enlisted Elara Engineering to perform an assessment of the major mechanical, electrical, plumbing, and fire protection (MEPFP) systems serving the West Chicago Public Library. This report will provide an overview of these systems and their condition, identify feasible projects for improvement, and provide estimated budgets associated with our recommendations. The MEPFP assessment will specifically include the following scope of work:

- A review of the existing conditions of the buildings major mechanical, plumbing, electrical, and fire protection systems.
- A review of the immediate needs of the systems, their existing condition, and expected service life.
- A review and inspection of the operation of all significant energy consuming systems within the building including heating, domestic water, pumps, and electrical service.
- An analysis of the last two years of electricity, natural gas, water and sewer utility consumption.
- An evaluation of existing operating, maintenance, and comfort related issues.
- A review of all existing maintenance related service contracts.
- Identification of opportunities to improve the operation of the building to reduce costs.
- Prioritization of our recommendations based on the critical needs, the increase in comfort and opportunity for savings.
- Inclusion of implementation cost estimates for projects recommended.
- A review of the identified recommendations applicability to available incentive programs.

Summary of Recommended Actions (RAs)

Within the scope of this report, (9) recommended actions (RAs) were identified to improve building operation, occupant comfort, and equipment reliability.

The table below provides a summary of the recommended actions included in this report and in order of priority. The priority of each recommended action is driven primarily by building operation, equipment reliability, occupant comfort, and energy efficiency. Note that the recommended actions in Table 1 are based on conceptual design, and their subsequent descriptions are not intended to be used in the place of a properly engineered system. The following implementation timeline is recommended for each priority category:

- Priority #1: 1-2 years
- Priority #2: 3-4 years
- Priority #3: 5 and later

Below recommendations are prioritized and recommended to be implemented in presented sequence as budget permits. Finally, consideration should be given to advanced planning for each project. Based on the current volatility in equipment lead times and supply chain, we recommend that Elara should be engaged a year before the expected construction timeline for projects requiring major equipment replacement such as RA #3 and RA #4 to provide necessary engineering design services.

Table 1: Summary of Recommended Actions

Item	Description	Priority	Timing/ Frequency	Estimated Budgetary Investment	Notes
RA #1	Add Circulation Pump to Domestic Hot Water System	Priority #1	ASAP as budget permits	-	Driven by the building's desire to reduce the time waiting for hot water to arrive at plumbing fixtures. A schematic has been provided for obtaining bids from a plumbing contractor.
RA #2	Add Ejector Pump Alarm to BAS	Priority #1	ASAP as budget permits	$2,000 - $4,000	Driven by critical needs.
RA #3	Replace Air-Handling Unit AHU-1/AHU-2	Priority #2	3-5 years	$442,000	Driven by expected service life.
RA #4	Replace Boilers and HW Pumps	Priority #2	3-5 years	$325,000	Driven by expected service life.
RA #5	Replace Chilled Water Pump	Priority #2	ASAP	$50,000	Driven by expected service life and redundaney.
RA #6	VAV Replacement	Priority #3	Discretionary	-	Driven by improved energy efficiency.
RA #7	Fire Alarm System Replacement	Priority #3	5 years	$225,000	Driven by service life and current Fire Protection Code.
RA #8.1	Electrical Panel Thermal Scans	Priority #3	Annually	$4,000	Preventative maintenance aetivity.
RA #8.2	Electrical Panel Prevcntativc Maintenance	Priority #3	Every 5 years	$15,000	Preventativc maintenancc activity.

The costs presented in the table above are given as estimated probable costs at the date of this report writing. Due to relatively large volatility in materials, equipment and labor pricing, it is recommended that Elara be engaged for assistance with capital budgeting in the future. All prices listed are in 2022 dollars.

II. BUILDING DESCRIPTION

Figure 1: Street View of West Chicago Public Library

West Chicago Public Library was constructed in 1993. The building consists of two floors above grade and a basement and is approximately 26,700 square feet. The basement area is used for storage and houses the major mechanical equipment. The first and second floors have book stacks, small group study rooms, and computer rooms and tables in open areas for silent reading. Additional spaces on the first floor include the office areas associated with general library operation as well as the program room located near the lobby. The basement mechanical room contains the buildings primary heating equipment including existing boilers, domestic hot water heater, air handling unit, and other related equipment.

III. MECHANICAL SYSTEM DESCRIPTIONS

A. HEATING SYSTEM

The space heating for West Chicago Public Library is accomplished with the use of hot water. The hot water is circulated through the building's air handling unit (AHU) hot water coil as well as hot water reheat coils located within Variable Air Volume (VAV) boxes throughout the building. The hot water is generated by two natural gas fired Bryan Flex-tube boilers (pictured at right). Each boiler is equipped with modulating, forced draft, Gordon-Piatt burners. The boilers are rated for 1,500 MBH input and 1,200 MBH output. This results in a rated equipment combustion efficiency of 80%, though actual overall heating efficiency is lower based on system losses. Gordon-Piatt went out of business in 2009, but parts remain available. Even with proper maintenance, the combustion efficiency of these boilers would be expected to be slightly lower after 29+ years of operation. The boilers are redundant (i.e. only one boiler is required to operate throughout the heating season) and they are rotated automatically by the control system on a weekly basis to equalize their runtime. The boilers are vented in a combined chimney that originates in the mechanical room and terminates above roof level.

Figure 2: Existing Boilers (B-1 & B-2)

The hot water generated in the boilers is distributed throughout the building with two centrifugal pumps. Each pump is designed to deliver 114 gallons per minute (GPM) of hot water flow at 31 feet of head. Each pump is equipped with a 1.5 HP motor and is redundant. The AHU hot water coil is equipped with a three-way control valve and circulation pump that controls the discharge air temperature of the AHU and provides heating coil freeze protection.

A second three-way control valve allows water to be sent to the building heating hot water loop or to bypass the building and be sent directly back into the boilers' hot water return. This setpoint is reset based on outside air temperature. The following table provides a summary of the central heating plant equipment installed:

Table 2: Heating System Equipment Summary

Tag	Type	Location	Design Details	Services
B-1	Boiler	Basement Mech Rm	1,200 MBH Output	Space Heating
B-2	Boiler	Basement Mech Rm	1,200 MBH Output	Space Heating
BRN-1	Forced Draft Gas Burner	Basement Mech Rm	3 HP	Space Heating
BRN-2	Forced Draft Gas Burner	Basement Mech Rm	3 HP	Space Heating
P-1	Hot Water Pump	Basement Mech Rm	1 1/2 HP 114 GPM, 31 ft	Space Heating
P-2	Hot Water Pump	Basement Mech Rm	2 HP 114 GPM, 31 ft	Space Heating

The following is a list of operational observations made during the assessment and subsequent analysis:

1. The (2) existing boilers were manufactured in 1993 and are therefore approximately 29 years old and appeared in fair condition considering their age. From Elara's experience, the expected service life for similar equipment is approximately 20 years and can be up to 30 years with proper maintenance. This is a general service life, and it is expected that replacement of specific parts will be required throughout the life of the boilers. Typical replacement parts are burners, controls, and tubes.
2. It was reported to Elara that the (2) existing boilers alternate operation with one existing boiler running at a time. This means there is redundancy built into the plant.
3. The (2) existing hot water (HW) pumps are original to the building and are therefore approximately 29 years old and appeared in good condition. From Elara's experience, the expected service life for similar equipment is approximately 30 years and can be up to 35 years with proper maintenance.
4. It was noted that the motor for HW pump P-2 was replaced in 2013.
5. It was noted that HW pump P-1 and P-2 are redundant.
6. The VAV boxes reheat coils are equipped with 3-way valves, which modulate their position to either vary hot water flow through the reheat coils or to bypass the VAV entirely. However, this does not allow the VAV reheat coils to take advantage of variable hot water flow from the HW pumps, a potential energy saving measure. On the other hand, 2-way valves on each of the VAV boxes reheat coils would place them in series with each other, a configuration which could realize energy savings from a future variable flow hot water system. See Recommended Action RA #6 for further discussion on VAV valve replacements.
7. The building has a humidification unit equipped within AHU-1 and an associated water softener that is no longer in use. See Humidification System section below for more information.
8. It was noted that the boiler air intake can freeze a water line that is routed next to the boiler air intake duct. Consideration can be given to extending the boiler air intake duct closer to the boilers or relocate the water piping to avoid freezing.
9. Elara understands that the library experiences issues trying to keep the entryway warm. Due to frequent opening of the automatic doors, the vestibule VAV cannot keep up with the call for heat from the thermostat. The library can consider lengthening the vestibule or installing a revolving door to help resolve this issue. An architectural evaluation is recommended to be performed by a professional Architect if the library is interested in this potential project.
10. Preventative maintenance for the buildings HVAC systems is provided by Midwest Mechanical Service. It was noted during an interview with Midwest that the boilers are operating in fair condition. However, the VAV boxes demand most of their attention and they have been replacing them as they fail. It is anticipated that replacement of the remaining VAV boxes will be ongoing. Reference Recommended Action RA #6 for further discussion.
11. Gehrke Technology Group provides water treatment for the building's boilers.

Further information regarding the equipment comprising the building's heating system can be found in the equipment list developed by Elara and located in **Appendix I**.

B. HUMIDIFICATION SYSTEM

The building was originally designed and equipped with a humidification system designed to inject steam into the supply air stream of the air handling unit. The humidification system includes electric heating elements and a water softener. This type of system is typically maintenance and energy intensive to operate. Though the AHU was originally designed with this humidifying module and has an existing point monitored on the building automation system we understand that it is not currently being operated. We also understand that currently there is no critical space that needs humidification, and it is unknown if the current humidification system is operational. Should the building decide they want humidification they can utilize the existing humidifier and have their mechanical service contractor prepare the system for use, however due to the age and condition of the humidifier and water softener system, it is likely these would need to be replaced prior to use. Should the library not need humidification they can continue to abandon-in-place or demolish the system.

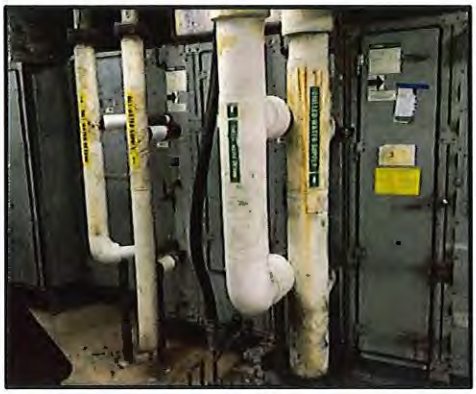


Figure 3: Existing AHU-1 with humidifying module between hot water and chilled water modules.

Figure 4: Humidifier on top of AHU-1 (not in use)

Figure 5: Water softening system connected to humidifier (not in use)

C. COOLING SYSTEM

Space cooling for the library is provided by chilled water that is supplied by an air-cooled chiller (pictured at right). The air-cooled chiller has a capacity of 80-tons and is manufactured by Trane. The associated chilled water system has a glycol solution to prevent the chilled water piping from freezing when outdoor air temperatures drop.

Figure 6: Existing Air-Cooled Chiller (ACC-1)

The chilled water generated by the existing air-cooled chiller is distributed to the AHU's cooling coil with one centrifugal pump. The chilled water pump is designed to deliver 204 gallons per minute (GPM) of chilled water flow at 59 feet of head. The chilled water pump is equipped with a 7.5 HP motor and is not redundant.

A chilled water coil is located in the air handling unit (AHU) to provide air conditioning to the building. As warm air passes over the coil, the chilled water inside the coil becomes warmer, absorbing the energy from the supply air stream, resulting in cooler supply air leaving the coil. An additional benefit to this cooling process is the resulting dehumidification of the supply air. This occurs when the air temperature is reduced to and below the supply air's dew point, causing moisture to drop out of the air. The following table provides a summary of the central heating plant equipment installed:

Table 3: Cooling System Equipment Summary

Tag	Type	Location	Design Details	Services
ACC-1	Air-Cooled Chiller	East Side Enclosure	1,200 MBH Output	Space Cooling
P-3	Chilled Water Pump	Basement Mech Rm	7.5 HP 204 GPM, 59 ft	Space Cooling

The following is a list of operational observations made during the assessment and subsequent analysis:

1. The existing air-cooled chiller (ACC-1) was recently replaced in 2020 and is approximately 1 year old. From Elara's experience, the expected service life for similar equipment is approximately 15 years and can be up to 20 years with proper maintenance. This is a general service life, and it is expected that replacement of specific parts will be required throughout the life of the boilers. Typical replacement parts are compressors, motors, and actuators.
2. The existing chilled water pump is original to the building and is therefore approximately 29 years old and was observed to be in good condition. From Elara's experience, the expected service life for similar equipment is approximately 30 years and can be up to 35 years with proper maintenance
3. The existing chilled water pump is not redundant. In the unfortunate event the existing chilled water pump fails, chilled water would be unable to be supplied to the building. See Recommended Action RA #5 for further discussion.

4. The new air-cooled chiller is not equipped with hot gas bypass as these newer more efficient chillers do not come with this option. Performance should not be impacted as newer models perform well under part load conditions.
5. In the previous facilities assessment, it was noted that a computer room on the 2nd floor created a need for cooling that the existing local VAV box could not satisfy, so Elara recommended supplemental cooling for that room. However, upon recent site visits it was noted that the computer equipment has been relocated in a more open space, negating the need for additional space cooling in the aforementioned 2nd floor room.

Further information regarding the equipment comprising the building's cooling system can be found in the equipment list developed by Elara and located in **Appendix I**.

D. TEMPERATURE CONTROL SYSTEM

The controls system at West Chicago Public Library was recently replaced from a Trane Summit System to Delta Controls System, a computer based control system that uses programmed logic to carry out control sequences. Equipment controlled by the building automation system (BAS) includes the boilers, air-cooled chiller, AHUs, and VAVs. Actuation of control valves and VAV Box dampers located throughout the building is done by electronic actuators. These actuators are utilized to move valves and dampers as required to maintain space temperatures as commanded by the control system's programmed sequence of operation. The control system has the following capabilities incorporated into its architecture and programming abilities:

- **Occupied/Unoccupied and Temperature Setbacks** – During periods of non-occupancy, ventilation is not required. Ventilation air is typically the largest heating load in a building. Therefore, any time the ventilation load can be reduced, energy savings result. During unoccupied mode a sequence including closing the outdoor air damper and reducing the heating temperature setpoint is activated.
- **Morning Warmup** – This allows the building to be warmed up before occupants enter. Included in this sequence is the opening of all VAV Box Dampers to 100%. The AHU Supply and Return fans are sped up and the building is warmed relatively quickly. Additionally, the outdoor air dampers remain closed as ventilation is not required before occupation.
- **Holiday Scheduling** – Holiday scheduling simply results in the unoccupied sequence to be run during a holiday period. This allows for holidays to be programmed into the computer and the correct sequence to occur.
- **Automatic Duty Cycling** – To ensure more even wear and runtime hours on equipment, redundant equipment (boilers and hot water pumps) are automatically rotated once a week.

The following is a list of operational observations made during the assessment and subsequent analysis:

1. The building has a maintenance contract with Delta Building Technologies that provides on-site and phone support for their building automation system (BAS) and maintains the software for updates. The BAS is hosted on a cloud server with remote access.
2. The (2) sump pumps' alarms are tied into the BAS, but consideration should be given to including an alarm for the mechanical room ejector pump as well. See Recommended Action RA #2 for further discussion.

E. VENTILATION SYSTEM

The ventilation system at the West Chicago Public Library is a variable air volume (VAV) system made up of a modular variable volume supply unit (AHU-1) comprised of seven modules and a modular variable volume return unit (AHU-2) comprised of two modules. Independent heating and cooling coils are incorporated into the supply unit (AHU-1). The supply fan pushes filtered, conditioned air out to the space while the return fan pulls it back to the unit for re-tempering. Both fans are equipped with variable frequency drives that allow them to slow down and speed up based on the amount of air required in the space.

Figure 7: Existing AHU-1

The amount of air delivered to each space is controlled by Trane VAV boxes. The VAV boxes are equipped with an internal flow station and damper that modulates to control air flow delivered to the space. This modulation is done based on temperature sensed in the space. When there is a call for heating or cooling, the damper modulates open allowing more air to enter the space. Further heating can be done to each space through the use of each VAV box's reheat coil. The amount of air required to maintain the pressure in the supply ductwork changes as the VAV dampers in the system modulate open and closed. The supply fan speed is modulated to maintain this pressure. The following table provides a summary of the central heating plant equipment installed:

Table 4: Ventilation System Equipment Summary

Tag	Type	Location	Design Details	Services
AHU-1	VAV	Basement Mech Rm	24,000 CFM	Ventilation (Supply)
AHU-2	VAV	Basement Mech Rm	21,000 CFM	Ventilation (Return/Exhaust)

The following is a list of operational observations made during the assessment and subsequent analysis:

1. The existing modular AHUs (AHU-1/AHU-2) are original to the building and are therefore approximately 29 years old and was observed to be in good condition. From Elara's experience, the expected service life for similar equipment is approximately 30 years and can be up to 35 years with proper maintenance. This is a general service life, and it is expected that replacement of specific parts will be required throughout the life of the air handling unit. Typical replacement parts are motors, coils, and actuators.
2. Elara understands that (6) VAV's have been replaced during the BAS upgrade in 2020.
3. The remaining (39) VAV's are approximately 29 years old. The expected service life for similar equipment is approximately 20 years. It is anticipated that replacement for the remaining VAV boxes will be ongoing. Reference Recommended Action RA #6 for further discussion.

4. We understand that all of the VAVs are equipped with 3-way valves on their hot water reheat coils, based on review of the existing building drawings and an interview with Delta Building Technologies, who installed the most recently replaced VAVs. 3-way valves can vary the amount of hot water flow delivered to a reheat coil in a given VAV box, based upon the space heating demand in the VAV's zone.

Further information regarding the equipment comprising the building's ventilation system can be found in the equipment list developed by Elara and located in **Appendix I**.

IV. ELECTRICAL SYSTEM DESCRIPTIONS

A. UTILITY SERVICE

The building receives its electrical power from the utility company, ComEd. ComEd has a pad-mounted service transformer which converts the utility's primary voltage to the voltage of the main building service (120/208V, 3-phase, 4-wire). It should be noted that ComEd's transformer equipment was not reviewed as part of this study, and access to the ComEd owned equipment is restricted.

B. MAIN ELECTRICAL SERVICES

The building receives a total of (1) main service as detailed below:

A. There is (1) main switchboard located in the lower-level main electrical room rated for 2,000A at 120/208V, 3-phase, 4-wire. The switchboard has (3) sections as detailed below:
   1. Section 1: Service entrance from utility transformer, utility meter, current transformer for utility meter, and a main bolted pressure fuse switch rated for 2,000A. This section also contains a surge protection.
   2. Section 2: There are (5) fuse switches for various electrical loads as detailed below:
      a) Fuse switch for panelboard 'PDP-B' rated for 400A.
      b) Fuse switch for the chiller 'AC-WC' rated for 600A.
      c) Fuse switch for panelboard 'LP-B' rated for 200A.
      d) Fuse switch for panelboard 'LP-M' rated for 200A.
      e) Fuse switch for panelboard 'LP-U' rated for 200A.
   3. Section 3: There are (2) fuse switches for HVAC electrical loads as detailed below:
      a) Fuse switch for air handling unit 'AHU-1' rated for 200A.
      b) Fuse switch for the 'HUMIDIFIER' rated for 200A.

Figure 8: Existing Main Switchboard

The following list of operational observations and key notes related to the typical electrical closets that were made during the assessment and subsequent analysis:

1. The main electrical equipment and associated panelboards throughout the building appear in good condition and there were no deficiencies observed, however it was noted from the building walkthrough that the building has not conducted any thermal scans or preventative maintenance on the existing electrical equipment.

2. There were various disconnect switches and starters located in the mechanical room that did not have proper clearance per current National Electrical Code requirement of 3' clearance in front of all electrical equipment. This should be noted, because in the future when it is time to replace, they will be required to be relocated to a location with the proper 3' clearance. There is no immediate action required for this at this time. See picture to the right for starters with improper clearance.
3. A surge protection device (SPD) has been installed on the main service since Elara's last report and recommendation dated from 2011.

Figure 9: Starters with Improper Clearance

C. BUILDING LIGHTING

The building features mostly LED 2' x 4' light fixtures, LED 2' x 2' light fixtures, and other various decorative light fixtures within the lobby and other spaces.

The building achieves NEC code required emergency lighting with battery backup light fixtures and battery backup "bug-eye" light fixtures which have an integral battery that turns on in the event of a power loss.

The following list of operational observations and key notes related to the building lighting that were made during the assessment and subsequent analysis:

1. It was noted during the building walkthrough and discussions with staff that the building continues to have issues with the existing light fixtures malfunctioning and requiring replacement even though the lighting installation project was completed in 2013, which is well below the expected life span of similar LED light fixtures. There are various possibilities of what could be causing these malfunctions which include temperature issues, shared neutral issues, over/under voltage dependent upon branch circuit length, driver problems, or grounding issues. A more in-depth analysis will have to be conducted to solve this issue. It is recommended that Elara provides a separate report in conjunction with an electrical contractor to best branch circuits and take a deeper look at which one of the above reasons might be causing the light fixture problem.

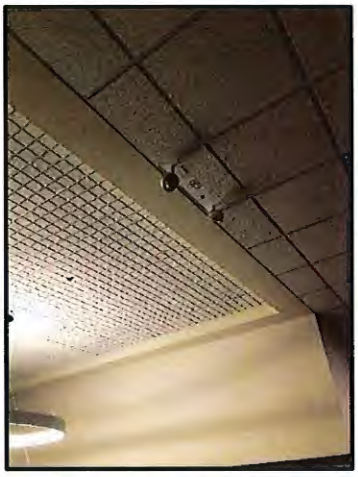


Figure 10: Battery Backup "Bug-eye" Light Fixture

Figure 11: Common Area 2'x 4' Light Fixture

D. FIRE ALARM SYSTEM

The main fire alarm control panel (FACP) is in the building main lobby and is manufactured by "Siemens – FireFinder XLS." The FACP serves the entire building's fire alarm system which consists of code required smoke detectors, heat detectors, audio and visual notification fire alarm devices, the elevator recall system, and other miscellaneous components to warn against a fire. The building is also sprinklered as well.

The following list of operational observations and key notes related to the fire alarm system that were made during the assessment and subsequent analysis:

1. The existing fire alarm control panel and system has not had any issues according to discussions with building staff, however based on the average expected lifespan of similar fire alarm control panels, the building should plan on replacing the fire alarm system within next five years.

Figure 12: Fire Alarm Control Panel

V. PLUMBING SYSTEM DESCRIPTIONS

A. FIRE PROTECTION SYSTEM

The building currently contains no fire pump and the existing fire protection system is designed to operate with pressure provided by the incoming service line.

Figure 13: Fire Water Service

B. DOMESTIC HOT WATER SYSTEM

Domestic hot water is provided to the building's plumbing fixtures by (1) electric domestic hot water heaters (DWH-1). DWH-1 is rated for 12 kW with a 40 gallon tank. No recirculation pumps or return water lines from fixture locations are present in the system. The following tables provides a summary of the domestic hot water system:

Figure 14: Domestic Water Heater (DWH-1)

Table 5: Domestic Water Heating Equipment Summary

Tag	Type	Location	Design Details	Services
DWH-1	Domestic Water Heater	Basement Mech Rm	12 kW, 40 gal	Domestic Hot Water

The following is a list of operational observations made during the assessment and subsequent analysis:

1. The existing (1) domestic hot water heater was manufactured in 2018 and is therefore approximately 3 years old. From Elara's experience, the expected service life for similar equipment is approximately 10 years and can be up to 15 years with proper maintenance.
2. It was reported to Elara that domestic hot water availability at the plumbing fixtures is limited. For typical use, hot water is not available at the fixtures. This was investigated further in a previous report by Elara; this is due to the fact that there is no domestic hot water recirculation line or recirculation pump. The system does not provide instantaneous domestic hot water. The water in the pipe cools when the domestic hot water is not used for a significant period of time. Patrons may not receive hot water if the faucet is not running for a sufficient period of time because of the time required for the domestic hot water to travel from the domestic hot water heater to the faucet. Consideration could be given to providing recirculation as an enhancement to the system. See Recommended Action RA #1 for further discussion.
3. Plumbing service is provided by Mendel Plumbing & Heating Inc.

Further information regarding the equipment comprising the building's domestic hot water system can be found in the equipment list developed by Elara and located in **Appendix I**.

C. SUMP PUMP SYSTEM

There are 2 sump pits and one ejector pit serving the building. These are described as follows:

- Elevator Sump Pit – This sump pit is located at the bottom of the elevator shaft. This sump pit collects ground water and the water from the building's drain tile. This system consists of a primary pump and a pump with a battery back-up.
- Stairwell Sump Pit – This sump pit is located between the boilers and the east wall. This sump pit collects water from the east exterior stairwell. This pit consists of one primary pump with battery back-up.
- Mechanical Room Ejector Pit – This ejector pit is located behind the boilers. It collects water from the floor drains in the basement mechanical room. This pit consists of one primary pump with battery back-up.

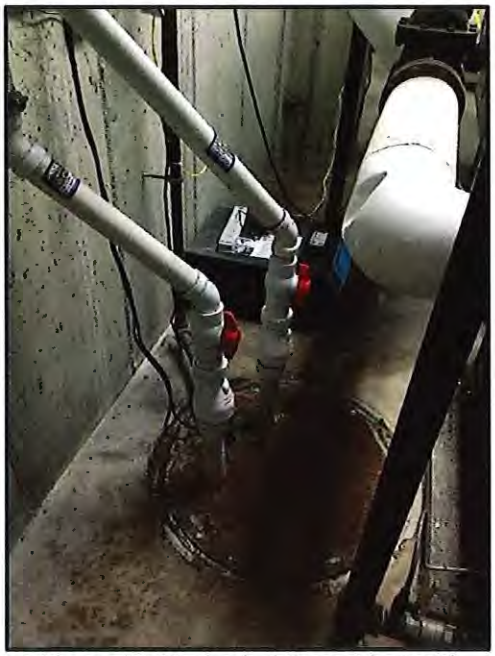


Figure 15: Mechanical Room Ejector Pit with battery backup

The following is a list of operational observations made during the assessment and subsequent analysis:

1. It was noted that (2) new pumps and (1) alternating switch was installed for the Mechanical Room Ejector Pit in August 2020 by Mendel Plumbing & Heating.
2. It was noted that (2) new sump pumps, (1) alternating switch system, (1) battery backup, and (1) wifi module were installed to replace the Elevator Sump Pit system in April 2020.
3. Battery backups are now being provided for the stairwell sump pit and the mechanical room ejector pit. In Elara's previous report dated from October 2011, these two pits did not have battery backups.
4. Both sump pump systems (stairwell and elevator) are equipped with remote alarms and monitored on the building automation system (BAS).
5. The BAS only shows a single graphic for a sump pump "level switch" alarm, but according to our interview with Delta, both sump pump systems are tied into the BAS.
6. The mechanical room ejector pump is not currently included in the BAS, but its inclusion should be considered. See Recommended Action RA #2 for further discussion.

VI. MAINTENANCE AGREEMENTS

The West Chicago Public Library's most recent maintenance agreements and annual maintenance agreement costs can be seen below. Further analysis and recommendations can be performed upon request if the Library desires:

- **First Security Systems** – $2,380/yr (October 2019 – October 2021) – Inspections of the fire alarm, and life safety systems (see appendix). This includes smoke detectors, manual pull stations, main fire alarm panel, strobes, and sprinkler waterflow/tamper switches. They also perform repairs on the burglar alarm system (not included in the service contract).
- **Gehrke Technology** - $1,500/yr – Gehrke is contracted to test chemical concentrations, add chemical to the system, and change the side stream filters on the independent chilled and hot water hydronic systems (see appendix). Gehrke tested the water softener in the past, but no longer has a testing location downstream of the water softener. However, the water softener is not in use because it only serves the humidifier which is not operational.
- **Mendel Plumbing and Heating Servicers** – This company answers commercial service calls for plumbing systems, such as for toilet repairs, drainpipe cleaning, boiler valve replacements, and pump replacements. The library is billed an hourly rate, material costs, and a commercial service call flat fee. The Library has spent a total of $17,280 in the past two years, which includes major repairs such as sump pump replacement. (See appendix for service tickets).
- **Midwest Mechanical** – $10,764/yr (09/30/2019 – 09/01/2021) – Provides monthly preventive maintenance and charges the building $897 monthly. The contract amount does not include repair items that are outside the scope of the agreement (see appendix).

VII. RECOMMENDED ACTIONS FOR CRITICAL NEEDS (RA)

The recommendations included in this section address critical needs of the buildings and are driven primarily by occupant comfort and equipment reliability, but energy efficiency improvements and savings are also considered as applicable. Further, the recommendations are in order based on priority established by existing equipment condition/reliability as well as critical maintenance issues that need to be addressed. The recommendations below are based on conceptual designs, and their descriptions are not intended to be used in place of a properly engineered system. All budget and cost savings estimates presented below are in today's dollars. Budgetary costs do not include the costs of asbestos abatement if required.

RA #1 – ADD CIRCULATION PUMP TO DOMESTIC WATER

It was reported that the hot water utilizing plumbing fixtures do not receive hot water quick enough. Based upon previous analysis and further discussions with the library, we understand this is because there is no domestic hot water return/circulation pump and return water lines serving the domestic hot water system. It is unknown why this functionality was not provided under the original building design.

Elara recommends installing a domestic hot water return/circulation pump to provide hot water to the plumbing fixtures. In order to facilitate domestic hot water circulation for plumbing fixtures, insulated return piping would have to be installed in addition to installation of a domestic hot water return/circulation pump. A schematic has been provided in Appendix II for reference. It should be noted that installation of new insulated return piping would require access to pipe chases in multiple locations and running domestic hot water return piping from the location of the existing domestic water heater to plumbing fixture locations. Therefore, this project will include some general contracting work to facilitate access to plumbing risers and provide floor openings for the new piping. As a result, a further investigation would be required to determine the required budget for this project.

Should the library decide to investigate further or proceed with this project, we recommend engaging an engineering firm, such as Elara, for design and construction administration services for this project. It should be noted that any updates to the system will require the system to comply with all current codes. Elara can provide a proposal for engineering services associated with this project upon request.

Budget: TBD

RA #2 – REMOTE ALARM FOR SEWAGE EJECTOR PUMP

The (2) sump pump systems have a "level switch" alarm monitored by the building automation system (BAS), but the mechanical room sewage ejector pump is not monitored by the BAS at all. We recommend adding a remote alarm to the ejector pump that can be monitored by the BAS. Should the building pursue this recommendation, we recommend engaging Delta Building Technologies, the building's existing BAS servicing contractor. Preliminary budgetary pricing has been included below.

Budget for Sewage Ejector Pump Alarm: $2,000 - $4,000

RA #3 – REPLACE AIR-HANDLING UNIT (AHU-1/AHU-2)

The existing modular air-handling unit (AHU-1/AHU-2) was manufactured in 1993 and is original to the building. From Elara's experience, the expected service life for similar air handling units is approximately 30 years, extending up to 35 years with proper maintenance. The AHU was observed to be in good condition however Elara recommends budgeting for replacement within 3-5 years. Consideration should also be given to heat recovery implementation. Heat recovery alternatives should be investigated for the air handling system further during the design phase based on physical limitations, but the recommended preliminary budget below is inclusive of that. Potential energy savings from a hypothetical energy recovery wheel are included below.

In addition, consideration should be given to adjusting the fan configuration. The current configuration has (1) supply and (1) return/exhaust fans; both are sized to ventilate/exhaust the whole building. However, a return air damper is outfitted downstream of the return/exhaust fan to partially divert air back to the supply airstream to pre-condition it. An exhaust damper allows the remaining return air to continue outside. One configuration that could potentially reduce return/exhaust fan energy is to configure dedicated, smaller "draw-through" exhaust fan(s) that is sized for just the airflow being exhausted to the outdoors in lieu of a larger return/exhaust fan that is sized for the whole building.

Another change to fan configuration to consider upon replacement of the AHU is implementation of fan wall technology with ECMs (electrically commutated motors). A grid of fans offers redundancy if any given fan fails, allowing ventilation needs to be met while one fan is replaced. ECMs on the fans allow variable speed operation, so many fans can use less energy running at lower speeds than a single large constant-volume fan while meeting the same ventilation needs.

It should be noted that while the existing humidification system connected to the AHU has been decommissioned and is out of use, it is still tied into the building automation system (BAS) and could be re-enabled if the building desires. However, this is not included in the recommended preliminary budget below.

Budget: $442,000

Prescriptive incentives offered by ComEd for enthalpy wheels on existing equipment may be applicable to this replacement and are estimated to be **$4,800**. It should be noted that the available incentive is not necessarily guaranteed to the Association as a result of project implementation. The actual amount awarded to the Association is up to the discretion of the local utility and the available program funds at the time of application.

RA #4 – REPLACE BOILERS AND HW PUMPS

The existing boilers and hot water pumps were manufactured in 1993 and are approximately 29 years old. From Elara's experience, the expected service life for similar equipment is approximately 20 years and can be up to 30 years with proper maintenance. The boilers and pumps appear to be in good condition. Based on the estimated useful service life above, the library should budget for the replacement of the boilers and pumps together in 3-5 years.

As the existing boilers are non-condensing, we recommend they be replaced with condensing boilers. Non-condensing boilers are designed to operate at stack temperatures high enough to avoid condensing water vapor in the flue gas. In contrast, condensing boilers allow water vapor to condense in order to recover heat from the condensation process and achieve higher efficiencies. Elara also

recommends the replacement pumps be equipped with electrically commutated motors (ECMs); to realize the energy savings from ECMs, see the discussion on VAV terminal units in recommended action RA #6. Note that the RA #6 must be complete before realizing the energy savings from ECMs on the HW pump.

Budget: $325,000

Energy Savings: $4,200

Prescriptive incentives offered by ComEd for condensing boilers and ECMs on pumps may be applicable to this replacement and are estimated to be **$10,100**. It should be noted that the available incentive is not necessarily guaranteed to the Association as a result of project implementation. The actual amount awarded to the Association is up to the discretion of the local utility and the available program funds at the time of application.

RA #5 – REPLACE CHILLED WATER PUMP

The existing chilled water pump was manufactured in 1993 and is approximately 29 years old. From Elara's experience, the expected service life for similar equipment is approximately 30 years. The chilled water pump appeared to be in good condition, however Elara recommends budgeting for the replacement of the chilled water pump within 1-2 years due to its age. In addition, there is currently no redundancy in the chilled water pumps, so should the one existing chilled water pump fail in the summer, the building would be without cooling until that pump is repaired/replaced. Therefore, we recommend installing a second chilled water pump and sequencing it on a lead-lag schedule with the replacement pump.

Budget : $50,000

RA #6 – VAV 2-WAY VALVE CONVERSION

The existing variable air volume (VAV) terminal units are being replaced as they fail. A total of (6) have been replaced so far, which are equipped with 3-way valves on their hot water reheat coils. 3-way valves modulate their position to either vary hot water flow through the reheat coils or to bypass the VAV entirely. However, this does not allow the VAV reheat coils to take advantage of variable hot water flow from the HW pumps, a potential energy saving measure.

Moving forward, consideration should be given to replacing future failed VAVs with VAVs that are equipped with 2-way valves instead of 3-way valves on the hot water coils. 2-way valves would place the VAVs in series with each other, such that reduction of hot water flow upstream reduces hot water flow downstream. This would enable the system to take advantage of energy savings by reducing hot water flow with electrically commutated motors (ECM). With ECMs, the HW pumps can vary their speed, reducing hot water flow when demand for space heating is low. It is crucial that the HW pumps be updated to variable flow with ECM motors *prior* to installing VAV's with 2-way valves. Potential energy savings from variable pump speed operation are included below.

Estimated budgetary pricing per VAV replacement is included below. Should the library investigate VAV replacement and find out that ductwork modifications and zone reconfiguration is necessary based on room layouts and architecture changes, an estimated budgetary price per square foot is also included below.

Budget per VAV replacement only: $7,000-12,000 per VAV

Budget per square foot if ductwork and zone reconfiguration required: $20-$25/square foot

Potential annual energy savings for this recommendation is estimated to be: $1,300

Prescriptive incentives offered by ComEd for ECMs on pumps may be applicable to this replacement and are estimated to be **$50** per motor. It should be noted that the available incentive is not necessarily guaranteed to the Association as a result of project implementation. The actual amount awarded to the Association is up to the discretion of the local utility and the available program funds at the time of application.

RA #7 – FIRE ALARM SYSTEM REPLACEMENT

It is recommended to budget for a complete fire alarm system replacement within the next five years based on the average lifespan of similar fire alarm systems. It should also be noted that new devices will be required to be added in spaces where there are not existing devices to bring the existing installation up to current Fire Protection Code.

Budget for Complete Fire Alarm System Replacement: $225,000

RA #8 – THERMAL SCANS AND PREVENTATIVE MAINTENANCE

It is recommended that a thermal scan be conducted every year to identify any potential electrical failures and to avoid any potential safety hazards. Thermal scans identify "hot spots" on electrical equipment before they become a potential safety hazard, and they can subsequently be repaired before any issues arise.

It is also recommended to perform preventative maintenance on the main electrical equipment which would include the main service equipment, distribution panelboards, and other main electrical equipment. Preventative maintenance can drastically increase the lifespan of electrical equipment. Preventative maintenance would include exercising all the main switchboards' fuse switches, lubricating all switch mechanisms, torquing the switchboard busbar bolts, clean and greasing all moving parts, tightening all cable connections, and clean/vacuuming the inside portion of the main switchboard. In our experience, preventative maintenance every five years on vital electrical equipment will extend the lifespan at least 10 years. It is recommended to perform this action every five years.

Budget for Thermal Scan (annually): $4,000 (All electrical equipment in building: main switchboard, distribution panelboards, starters, disconnect switches, etc.)

Budget for Preventative Maintenance (every 5 years): $5,000 (Main Switchboard Only)

VIII. UTILITY ANALYSIS

This section of the report details the energy consumption and commodity purchase rate structures for West Chicago Public Library. In this report, the building's electricity and natural gas consumptions were considered. Electricity is analyzed over a period of 24 months from December 2019 to November 2021 and natural gas is analyzed over a period of 23 months from December 2019 to September 2021.

ENERGY BASELINE

Electricity Rate

Ownership purchases electricity for the building through Direct Energy Business with servicing and delivery handled by Commonwealth Edison (ComEd). Electricity is distributed throughout the building through the network of electrical wiring and power panels. The electricity charges are broken down as follows:

- **Energy Charge** – Electricity is charged based on a fixed rate which is agreed on between the building and ComEd for a predetermined period of time.
- **Delivery Charge & Taxes** – Electricity is delivered by ComEd, a subsidiary of Exelon Energy. Charges for delivery include customer charges, metering charges, and energy efficiency charges.

Elara was given the total energy charge for electricity to use for calculation. The average total blended electricity cost from December 2019 to November 2021 was $0.094/KWh. It should be noted that the electricity rate used for calculations throughout this report is this complete bundled rate including energy charges, delivery charges, and taxes.

Natural Gas Rate

The natural gas utility is analyzed over the period from November 2019 to September 2021. Natural gas is purchased from Constellation Energy and delivered by Nicor Gas. The total cost for natural gas use is divided into the following two categories:

- **Energy Charge** – Natural gas is charged based on a fixed rate which is agreed on between the building and Constellation Energy for a predetermined period of time.
- **Delivery Charge & Taxes** – Natural gas is delivered by Nicor Gas. Charges for delivery include customer charges, metering charges, and energy efficiency charges.

Elara was given the total energy charge for natural gas to use for calculation. The average total blended natural gas cost from December 2019 to November 2021 was $0.61/therm. It should be noted that the natural gas rate used for calculations throughout this report is this complete bundled rate including energy charges, delivery charges, and taxes.

ENERGY BREAKDOWN

Comparing utility consumption from year to year is important and can provide useful information about the efficiency and operation of a building; however, in order to properly compare energy consumption, weather history and data must be taken into account. This is referred to as "normalizing" the consumption and is used to represent a *typical* weather period. Failing to account for weather data can result in misleading conclusions regarding a buildings performance and HVAC system efficiency. For example, a mild winter could result in a decrease in natural gas consumption; this data could be incorrectly interpreted as an increase in the efficiency of the boiler plant, when in reality the boilers could be operationally performing the same or even worse than the previous year. Additionally, normalized energy consumption should be analyzed separately from cost, as energy rates can change from year to year and recently have varied significantly. As such, all of the utility consumption presented below has been normalized in order to account for irregularities in weather patterns from year to year.

Electric End Use Estimation

Typically, electrical itemization of consumption is difficult due to the lack of detailed and defined metering at the site. Without metering information, the breakdown can be defined with reasonable accuracy for most loads by listing the capacity of the major electric sources and estimating their hours of operation. In order to aid in the calculations, the electrical utility consumption is typically broken down into three categories:

1. Baseline – Equipment that operates all year round and is not dependent on outdoor weather. This includes equipment such as fans, core water pumps, lighting, and plug loads.
2. Cooling – Energy in this category is active only in summer and varies depending on the outdoor conditions. This includes equipment such as the air-cooled chiller.
3. Heating – Equipment that is only active during winter. West Chicago Public Library does not contain any heating equipment that consumes electricity.

The table and associated graph below represent the breakdown in these three categories:

Table 6: Normalized Electrical Energy Breakdown

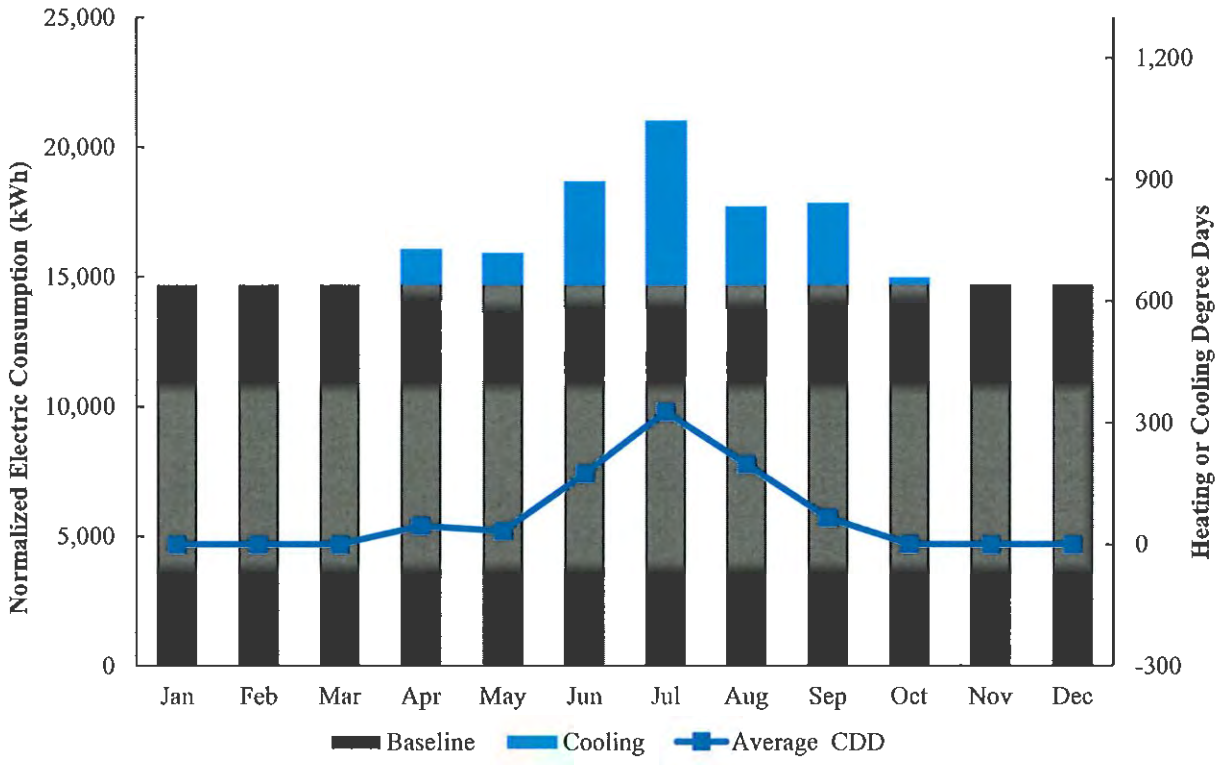
Average Year - Normalized (kWh)			
Month	Baseline	Cooling	Total
Jan	14,688	0	14,688
Feb	14,688	0	14,688
Mar	14,688	0	14,688
Apr	14,688	1,368	16,056
May	14,688	1,244	15,932
Jun	14,688	3,993	18,681
Jul	14,688	6,342	21,030
Aug	14,688	3,013	17,701
Sep	14,688	3,145	17,833
Oct	14,688	276	14,964
Nov	14,688	0	14,688
Dec	14,688	0	14,688
Total	**176,300**	**19,400**	**195,700**
Percentage	**90%**	**10%**	**100%**

The majority of the electrical consumption can be attributed to baseline uses, accounting for 90% of the total consumption. Approximately 10% can be attributed to the cooling systems, and 0% is attributed to heating, signifying that there is no electric heat in the building.

The average normalized annual common area electricity consumption for West Chicago Public Library is calculated as approximately 195,700 kWh with an associated cost of approximately $18,350/year based on our calculated average total blended electricity cost of $0.09/kWh.

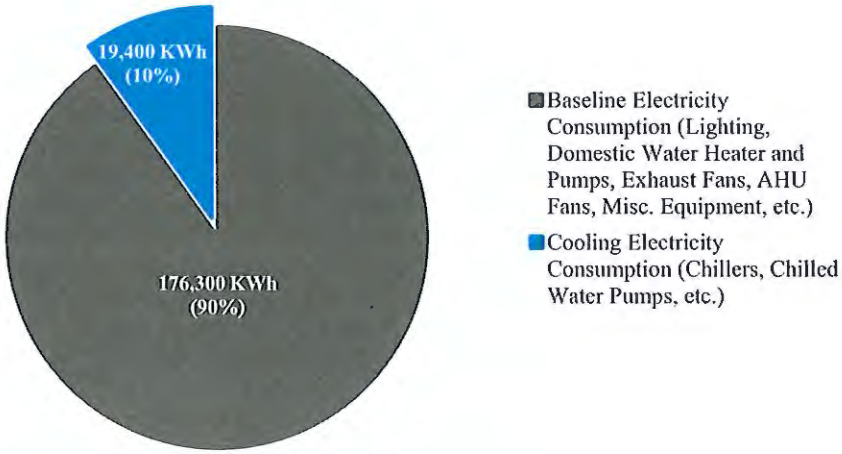
The following figure provides a breakdown of electricity consumption for common areas of the building:

Figure 16: Electrical Energy Breakdown for Common Areas (Normalized for Weather)



Using the detailed data collected during site visits, along with the information above, a further breakdown of the various electrical end users can be calculated. The estimated breakdown of annual electrical energy consumption is shown in the pie chart below:

Figure 17: Annual Electricity Consumption Breakdown (Normalized for Weather)



Natural Gas End Use Estimation

Typically, natural gas itemization of consumption is difficult due to the lack of detailed and defined metering at the site. Without metering information, the breakdown can be defined with reasonable accuracy for most loads by listing the capacity of the major natural gas sources and estimating their hours of operation. In order to aid in the calculations, the natural gas utility consumption is typically broken down into two categories:

1. Baseline – Equipment that operates all year round and is not dependent on outdoor weather. This would normally include domestic hot water heating equipment, but here domestic hot water is heated with electricity. Therefore, the natural gas baseline is 0 therms since no equipment is using natural gas consistently year-round.
2. Heating – Equipment that is only active during winter. This includes the boiler plant equipment.

The table and associated graph below represent the breakdown in these two categories:

Table 7: Normalized Natural Gas Energy Breakdown

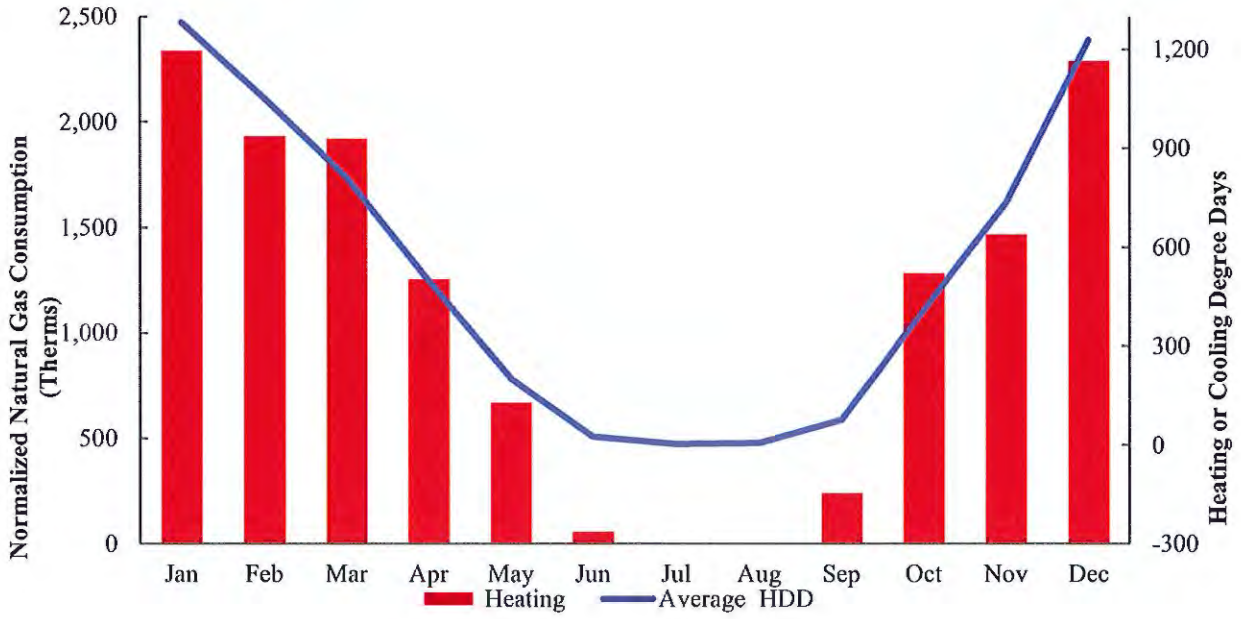
Average Year – Normalized (Therms)		
Month	Heating	Total
Jan	2,338	2,338
Feb	1,932	1,932
Mar	1,920	1,920
Apr	1,255	1,255
May	671	671
Jun	57	57
Jul	0	0
Aug	0	0
Sep	240	240
Oct	1,283	1,283
Nov	1,467	1,467
Dec	2,290	2,290
Total	**13,500**	**13,500**
Percentage	**100%**	**100%**

All of the natural gas consumption can be attributed to heating uses, accounting for 100% of the total consumption.

The average normalized annual natural gas consumption for West Chicago Public Library is calculated as approximately 13,500 therms with an associated cost of approximately $8,235/year based on our calculated average total blended natural gas cost of $0.61/therm.

The following figure provides a breakdown of natural gas consumption of the building:

Figure 18: Natural Gas Energy Breakdown for Common Areas (Normalized for Weather)



ENERGY EFFICIENCY CHARGES

Every month West Chicago Public Library pays into the energy efficiency programs of the local utilities, ComEd and Nicor Gas. These charges are included in every electricity and natural gas bill and are based on energy usage of that month. An example of what this may look like is given below. These charges are required by Illinois law and go towards funding energy efficiency projects within the territory that the utilities serve.

Implementation of energy efficiency projects, such as the ones included within this report, allow the building to recoup this money in the form of incentives. Potential incentive dollars are indicated in the budget summary in the recommended actions section of this report.

Figure 19: Energy Efficiency Charge on a Natural Gas Bill

Delivery Charges 10/05/2021 - 11/02/2021	**$205.43**
Monthly Customer Charge	$116.69
First 150 Therms 150.00 @ $0.131	$19.65
151 - 5000 Therms 529.75 @ $0.0599	$31.73
Environmental Cost Recovery 679.75 @ $0.0038 =	$2.58
Franchise Cost Adjustment	$0.22
Transportation Service Credit 679.75 Therms @ $-0.003 =	-$2.04
Balancing and Storage Adjustment	$14.76
Efficiency Program 679.75 @ $0.0072	$4.89
Tax Cost Adjustment 679.75 @ $0.0003	$0.20
Qualified Infrastructure Chrg $ 151.87 @ 10.35%	$15.72
Qualified Infrastructure Chrg $ 11.25 @ 9.17%	$1.03
Taxes	**$40.31**
Municipal Gas Use Tax for IL - West Chicago 679.75 @ $0.035 =	$23.79
Utility Fund Tax $205.43 @ 0.1%	$0.21
State Gas Use Tax 679.75 @ $0.024 =	$16.31
Total	**$245.74**

WATER UTILITY BREAKDOWN

Water utility bills from the City of West Chicago were provided by the building, capturing the cost of water and sewer along with total water use in gallons between the months of September 2019 and September 2021. The usage and cost breakdown in an average year is included in Table 8 below. The meter read date on the water utility bills occurred every two months, hence the grouping of every two months below with the data from the pairs of months being averaged.

Table 8: Water cost breakdown – Average year

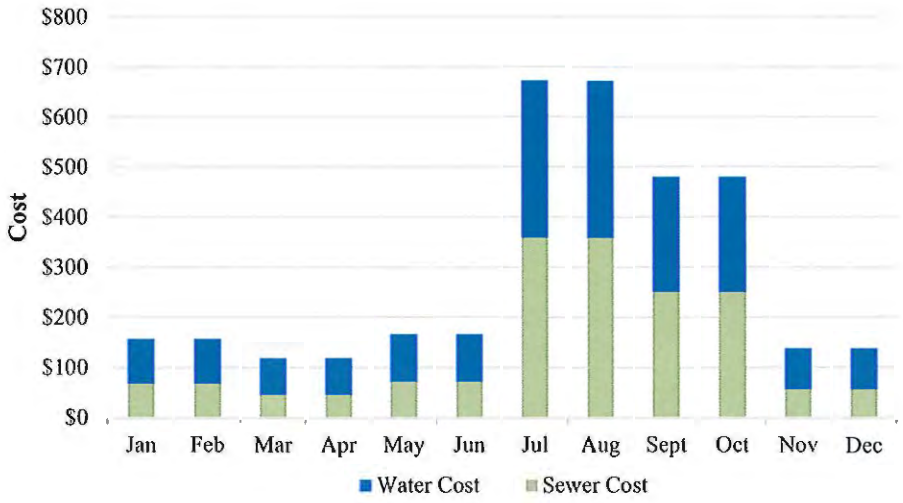
Average Year – Water Use and Cost				
Month	Usage (gal)	Sewer Cost	Water Cost	Total Cost
Jan	11,276	$68	$89	$157
Feb	11,276	$68	$89	$157
Mar	7,349	$45	$74	$119
Apr	7,349	$45	$74	$119
May	13,499	$72	$94	$166
Jun	13,499	$72	$94	$166
Jul	116,558	$358	$314	$672
Aug	116,558	$358	$314	$672
Sep	75,485	$250	$229	$479
Oct	75,485	$250	$229	$479
Nov	9,224	$56	$81	$137
Dec	9,224	$56	$81	$137
Total	467,000	$1,690	$1,760	$3,450
Percentage	-	49%	51%	100%

In an average year, 49% of the total water utility cost goes towards sewer water use and 51% goes towards other water use for a nearly even split in costs.

The average water utility use for West Chicago Public Library is calculated as approximately 467,000 gallons with an associated cost of approximately $3,450/year based on the bills provided between September 2019 and September 2021.

The following figure depicts a breakdown of water and sewer costs paid by the building in an average year:

Figure 20: Water and Sewer Cost Breakdown – Average Year



APPENDIX I: EQUIPMENT LIST

West Chicago Public Library
Equipment List

Total ft² = 26,700

#	Item	WCPL Tag	Type	Location	Priority Level	Design Capacity	Model # & Serial #	Notes	Year Installed	Average Service Life ASHRAE 2019	Expected Life with Continued Good Maintenance	Age	Years of Remaining life
1	AHU	AHU-1	VAV (with VFD)	Basement Mechanical Room	3	24,000 CFM	Module 01 Model # MCCA050MAD0CB00B0A00E00A0 Serial # K93B09617 MFG: Trane Custom Filter Module Model # 96648-408-II Serial # JB9209 MFG: Farr Company Module 02 Model # MCCA050BAD0C00A00000 HW Coil Model # DUWB331108A0BA075AAC00B00000 Serial # K93B09618 MFG: Trane Module 03 Model # MCCA050ABC0C0D0000A Serial # K93B09619 MFG: Trane Module 04 Model # MCCA050BBD0C0AA00000 CHW Coil Model # DUUB331108A0PD117CAAD00B00000 Serial # K93B09620 MFG: Trane Module 05 Model # MCCA050ABC0C0B00000 Serial # K93B09621 MFG: Trane Module 06 Model # MCCA050GAE0AD0A00M0CCA00D0ABA00DBA0AAA000 Serial # K93B09622 MFG: Trane	This is a modular supply fan section consisting of 7 modules. Six modules are manufactured by Trane and one custom filter module manufactured by the Farr Company.	1993	28.2	Coil - 35 ; Fan - 35	29	6
2	Return Fan	AHU-2	VAV (with VFD)	Basement Mechanical Room	3	21,500 CFM	MODULE 01 MODEL # MCCA040ABC0CBA000B0 SERIAL # K93B09151 MFG: TRANE MODULE 02 MODEL # MCCA040GAE0AD00B0F0CCA00D0ABA00BBA0AA0000 SERIAL # K93B09152 MFG: TRANE	This is a modular return fan section.	1993	28.2	Fan - 35	29	6
3	Pump	HWP-1	Base-Mounted Centrifugal Pump	Basement Mechanical Room	3	114 GPM	Model # PM2007 5.75 EC1A2L0 MFG: Taco		1993	21.5	30	29	1
4	Pump	HWP-2	Base-Mounted Centrifugal Pump	Basement Mechanical Room	3	114 GPM	Model # PM2007 5.75 EC1A2L0 MFG: Taco	Motor replaced	1993	21.5	30	29	1
5	Pump	CHWP-1	Base-Mounted Centrifugal Pump	Basement Mechanical Room	3	204 GPM	Model # PM2508 7.5 E2F182L0 MFG: Taco		1993	21.5	30	29	1
6	Chiller	Chiller	Air-Cooled Chiller	East Exterior of building	3	960 MBH	Model # CGAM 090A 2V02 AXD2 A1B1 A1AX XA1D 1A4A 1AXX XB1A 3A1D 1XXC XX Serial # U20A78813 MFG: Trane		2020	20	35	2	33
7	Boiler 1	Boiler	Forced Draft Non-Condensing Boiler	Basement Mechanical Room	3	1,500 MBH INPUT 1,200 MBH OUTPUT	Model # CL150-W-FD-BD Serial # 73578 MFG: Bryan		1993	21	30	29	1
8	Boiler 2	Boiler	Forced Draft Non-Condensing Boiler	Basement Mechanical Room	3	1,500 MBH INPUT 1,200 MBH OUTPUT	Model # CL150-W-FD-BD Serial # 73578 MFG: Bryan		1993	21	30	29	1
9	Domestic Water Heater	DWH	Electric Domestic Water Heater			12 kW, 40 Gallon		Just for hand washing, janitorial purposes	2018	17.5	20	4	16
10	Elevator Sump Pit Pump			Elevator Sump Pit				Collects groundwater and drain tile water					
11	Stairwell Sump Pit Pump			East Exterior Stairwell				Collects water from east exterior stairwell					
12	Ejector Pit Pump			Mechanical Room, behind boilers				Collects water from floor drains					

AHU = Air Handling Unit
RTU = Roof Top Unit
CU = Condensing Unit

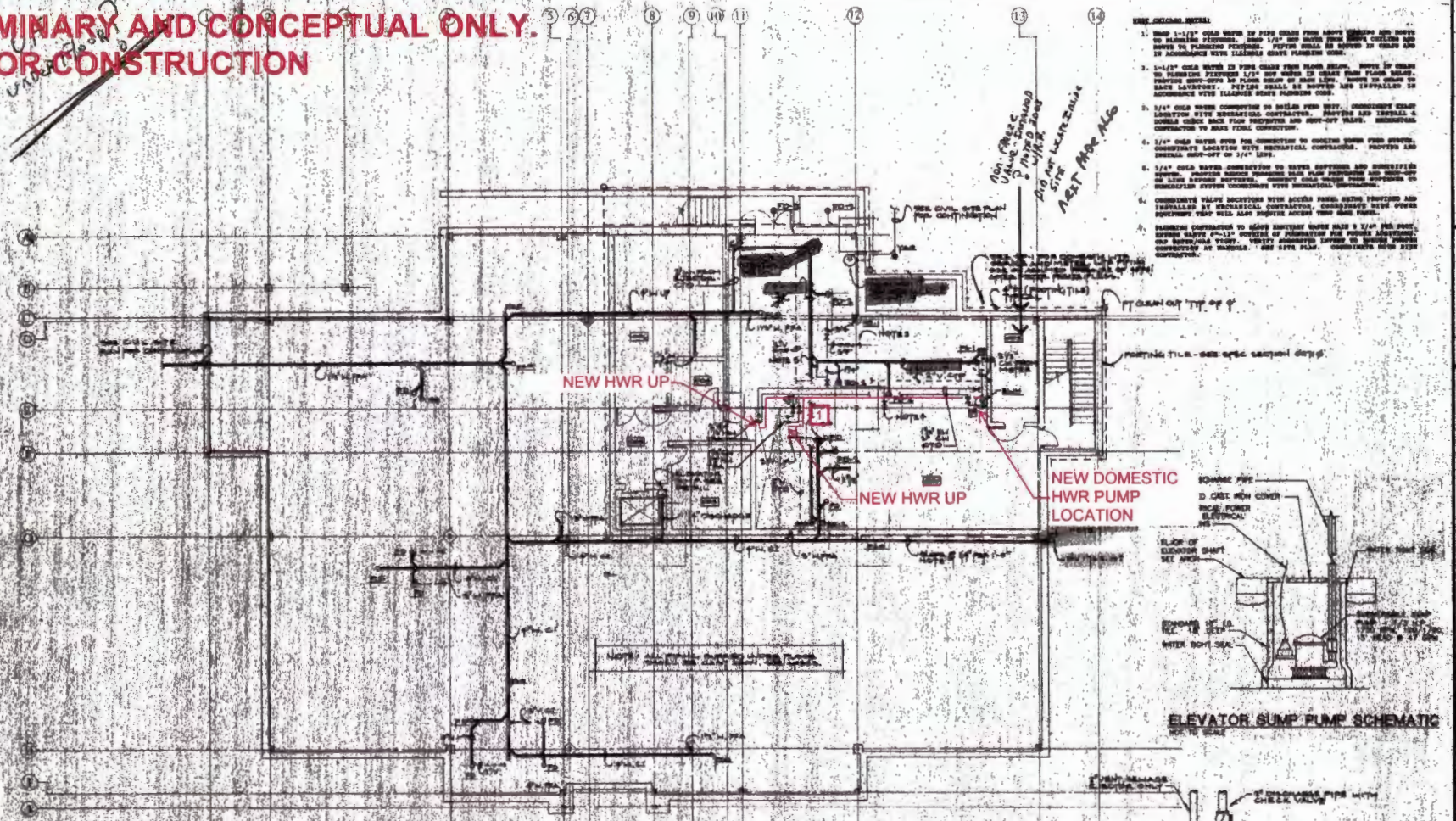
VFD = Variable Frequency Drive
VAV = Variable Air Volume
CHWP = Chilled Water Pump

HWP = Hot Water Pump
GPM = Gallons per Minute
CFM = Cubic Feet per Minute

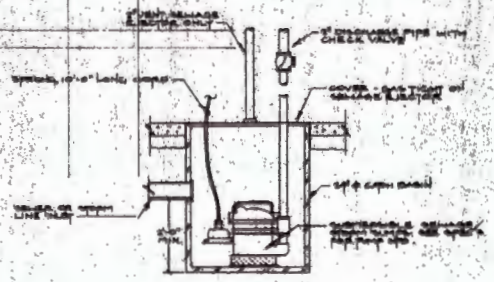
MBH = 1,000 Btu per hour

APPENDIX II: DOMESTIC HOT WATER SCHEMATIC

PRELIMINARY AND CONCEPTUAL ONLY.
NOT FOR CONSTRUCTION



ELEVATOR SUMP PUMP SCHEMATIC



SUMP PUMP & SEWAGE EJECTOR DTL.

LOWER LEVEL PLAN — PLUMBING

NOTE: SYSTEM VALVES, ACCESSORIES, AND HOT WATER BALANCING STATIONS ARE NOT SHOWN FOR CLARITY.

BACKFLOW PREVENTER (BP)

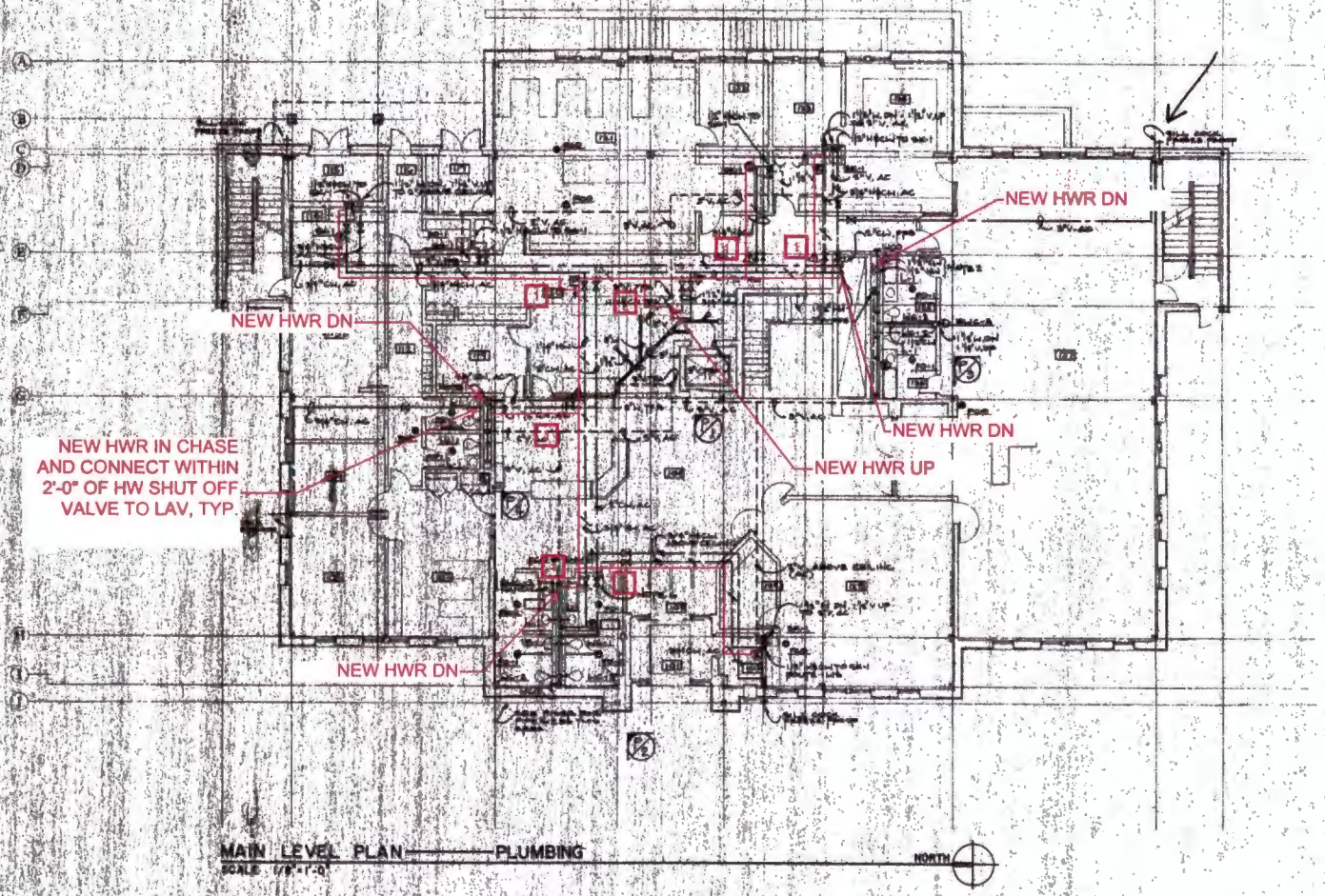
TAG	TYPE	PIPE SIZE	LOCATION	REMARKS
BP-1	REDUCED PRESSURE	3/4"	WATER SERVICE LINE	
BP-2	REDUCED PRESSURE	3/4"	BOILER FEED LINE	
BP-3	DOUBLE CHECK	3"	SPRINKLER LINE	AS PER APPROVED

New Library Building For
THE WEST CHICAGO PUBLIC LIBRARY DISTRICT
West Chicago, Illinois

LZTV ARCHITECTS PLANNERS

P-1

PRELIMINARY AND CONCEPTUAL ONLY.
NOT FOR CONSTRUCTION



NOTE: SYSTEM VALVES, ACCESSORIES, AND HOT WATER BALANCING STATIONS ARE NOT SHOWN FOR CLARITY.

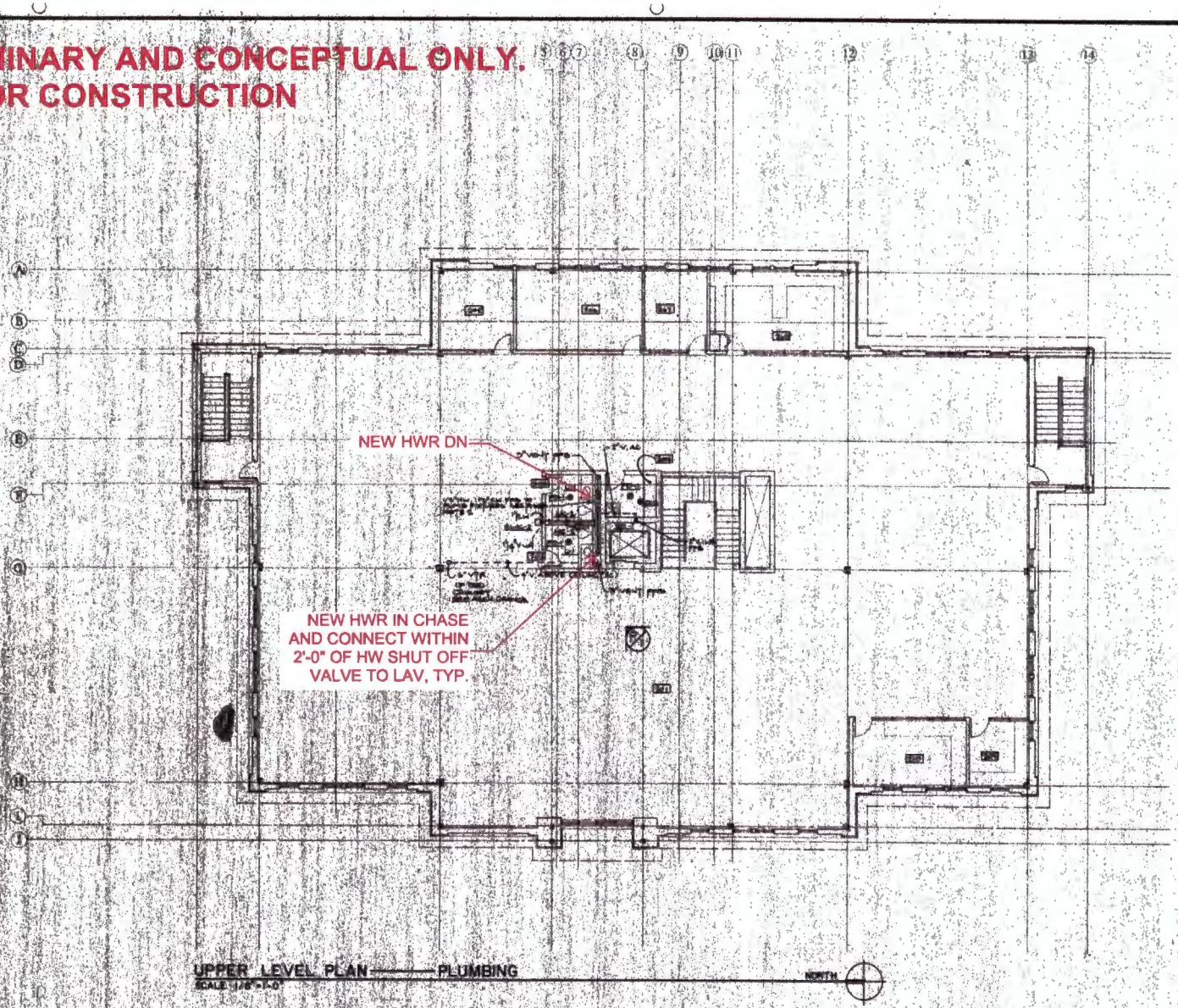
LZTA

New Library Building For
THE WEST CHICAGO PUBLIC LIBRARY DISTRICT
West Chicago, Illinois

MAIN LEVEL PLAN — PLUMBING

P-2

PRELIMINARY AND CONCEPTUAL ONLY.
NOT FOR CONSTRUCTION



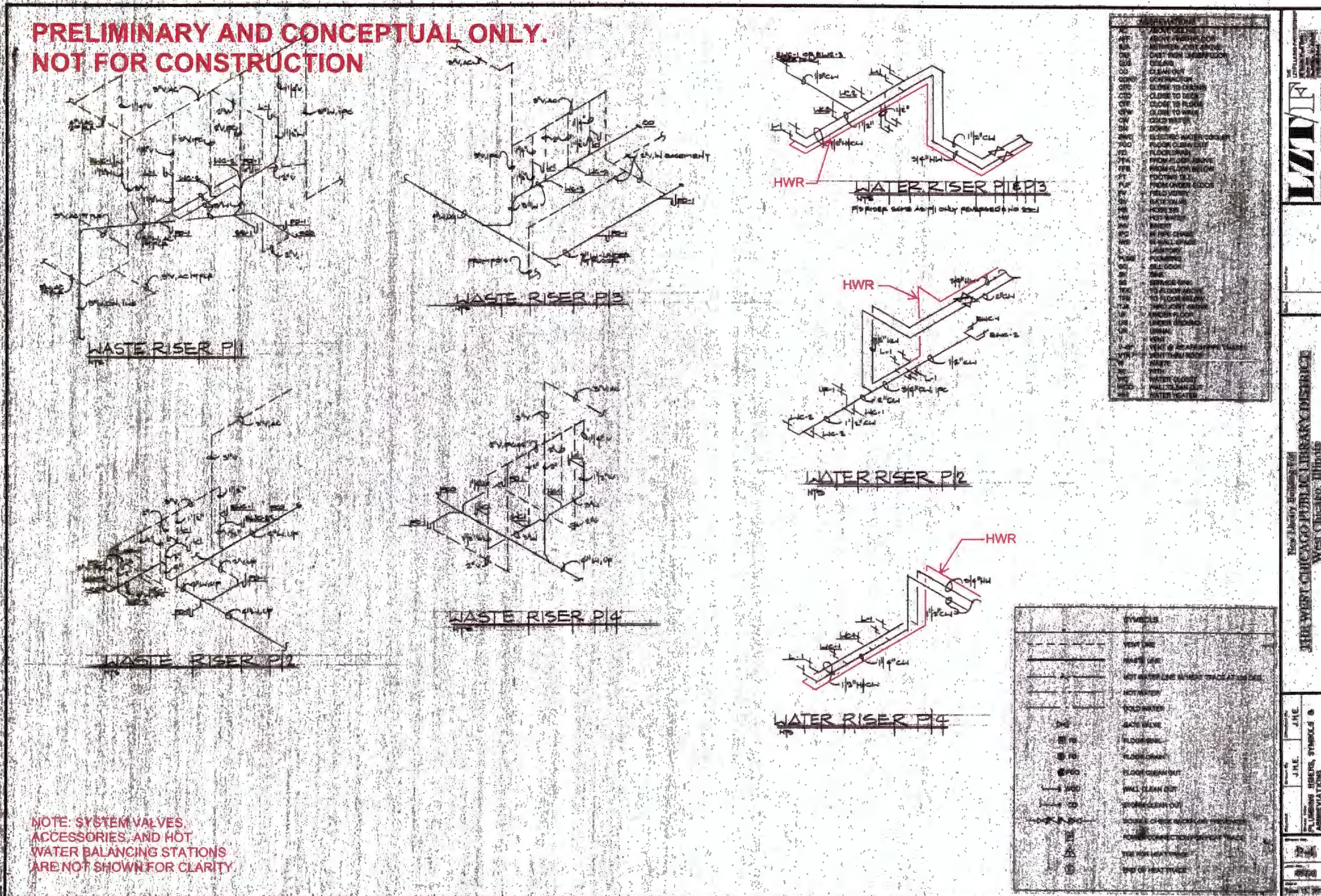
NOTE: SYSTEM VALVES, ACCESSORIES, AND HOT WATER BALANCING STATIONS ARE NOT SHOWN FOR CLARITY.

New Library Building For
THE WEST CHICAGO PUBLIC LIBRARY DISTRICT
West Chicago, Illinois

UPPER LEVEL PLAN — PLUMBING

P-3

PRELIMINARY AND CONCEPTUAL ONLY.
NOT FOR CONSTRUCTION



NOTE: SYSTEM VALVES, ACCESSORIES, AND HOT WATER BALANCING STATIONS ARE NOT SHOWN FOR CLARITY.

Olympic Engineering

Date: January 27, 2022
Project Address: 118 W. Washington St.
West Chicago, IL

From: John Daley
Olympic Engineering
825 S. Scoville
Oak Park, IL
60304

RE: Structural condition assessment

Olympic Engineering visited the subject address and observed the existing building to identify any structural issues that may diminish the continued safe operation of the facility.

Background:

The building is a two-story steel structure with partial basement built circa 1992. Original design drawings were available for review. Our assessment of the structural components is based on what we were able to visually identify during the site visit.

The basement is primarily devoted to mechanical equipment. The walls are cast-in-place reinforced concrete perimeter basement walls with concrete masonry unit (CMU) interior walls. Based on the existing drawings, the basement floor is a 5" conc. slab on grade. The interior column footings are reinforced conc. spread footings. Perimeter walls bear on continuous conc. footings. The architectural drawings indicate a perimeter drainage tile at the foundation level and foundation/basement wall damp-proofing on the exterior surface of the concrete.

The western portion of the first floor is a 5" conc. slab on grade similar to the basement. The floor over the basement is a 5" concrete and metal deck composite slab spanning between steel beams and girders. The girders are in-turn supported by steel wide flange columns extending down to the foundation on the interior and bear on the basement wall along the perimeter.

The second-floor framing is similar to the elevated portion of the first floor with a 5" concrete and metal deck composite slab supported on wide flange steel beams spanning between steel girders supported by steel columns both on the interior and exterior walls.

The roof is composed on concrete roofing tiles over 3" 22-gauge metal deck spanning between wide flange roof purlins supported on wide flange steel hips and valleys. These are supported by structural steel trusses supported on wide flange columns.

The perimeter walls of the building are concrete masonry unit with brick veneer spanning from the foundation wall up to the roof steel.

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

Observations:

Basement:

The library director expressed concerns about water entering the basement. While we can speak to the general surface conditions surrounding the building and provide our insight into how water may interact with the building, we would defer to a hydrologist or more specifically, a hydrogeologist to the subsurface water conditions present. Attached to the end of this report is our web research of the topography of the region showing the area watersheds and location of nearby basins. This is meant to provide our understanding of the subsurface conditions with relation to the library building.

As for the structure itself, we observed several locations throughout the basement where the floor slab is cracked. Several of the crack locations appear to have associated water stains indicating the presence of standing water. In the electrical room, the floor is extensively orange colored. These cracks and associated staining may be an indication of water percolating through the basement slab.

While alarming and unsightly, concrete cracks found in slabs-on-grade are not necessarily considered a structural failure. These cracks are often associated with thermal contraction of the slab. Concrete curing is an exothermal chemical reaction. As the concrete cures, it loses heat to the surrounding environment. The majority of the heat loss occurs at the slab surface. This heat loss sets up tension stresses within the slab. Concrete is a strong material in compression but considerably less so in tension. The tension forces in the slab are normally resisted by the steel reinforcement and strategically placed control joints that permit the cracks to develop in a controlled pattern. Unfortunately, cracks are still able to develop despite the best efforts to prevent them.

The basement slab was also constructed with an under-slab vapor barrier, exterior wall damp-proofing and a perimeter drainage tile around the foundation walls. The latter two are intended to prevent water vapor from entering the space and creating dampness. The former is intended to collect groundwater prior to it entering the basement and eject it through a sump pump.

The library is located in a relatively low flat area. Toward the east is Main Street which appears to be approximately one building story higher than the library. The library parking lot and green space around the library is relatively flat as well. There are no gutters around the roof (except for the west side near the entrance). The approx. 10,000 sq.ft. roof area discharges within 5'-0" of the foundation walls. Given the relatively flat grade next to the building, the rain runoff may be collecting and draining back toward the library building. The basement elevation is significantly lower than surrounding area toward the east so ground water infiltration is a real potential for water in the basement. If the basement sump pumps lose power or if the perimeter drainage system is clogged, groundwater may rise and enter the basement through various seams, cracks, openings, etc.

Another source of water entering the basement may be from the stairwell on the east side of the building. As stated above, the absence of roof gutters allows the east half of the roof to discharge into the stairwell. Incidentally, this is the area in the basement where we observe the most water stains on the floor. While not the sole suspect, it is possible the rust staining observed is from the grating and other metal elements/equipment in the vicinity of the stairwell.

We did see efflorescence on some of the interior masonry (CMU) walls. Since the CMU walls are not load bearing, they are technically not required to support the structure. The efflorescence normally forms when water passes through the wall and evaporates from the surface. As the water evaporates, the dissolved salts in the water remain and collect into a powder dust on the surface. The efflorescence can be removed and the surface treated with mild acid (dilute vinegar). This is a cosmetic solution. A more permanent solution is to identify the source of water and apply a hydrophobic sealant to prevent water from entering the wall.

First floor:

We observed only minor issues on the first floor mostly pertaining to foot traffic bringing water into the building. The floor tiles at the entrance are distressed likely due to de-icing salts, the cleaning chemicals and freeze thaw cycles in the vestibule that seems to be at exterior ambient temperature. Given the age of the tiles, we would recommend replacing the damaged floor tiles.

Second floor/roof:

We were not able to observe the structure above as it is concealed by the ceiling grid system; however, we saw numerous instances of water-stained lay-in ceiling tiles. This may be an indication of roof leaks. We reviewed the architectural drawings for the composition of the roof assembly. The roof is composed of concrete tile shingles, nail base insulation, treated notched battens, ice dam protection sitting on the 3" metal roof deck. We did not see a specific callout for underlayment that would prevent wind-driven moisture from finding its way through joints in the insulation and into the attic space. This part of the building envelope is best addressed by an architect or roofing consultant.

On the exterior wall at the east side of the building, we observed some vertical streaking stains on the skirt wall below the eave at the inside corner of the roof. This is above the mechanical area well. This streaking appears to be runoff related and should be addressed with the roofing consultant.

We would recommend contacting a roofing consultant with a thermal imaging camera that may identify the location of roof leaks (if any).

Perimeter walls:

The masonry walls along the perimeter appear to be in acceptable condition; however, we observed most of the caulk joints with severely deteriorated sealant. It is likely the sealant has reached it useful life. We recommend spot tuckpointing and joint sealant replacement around the perimeter. We did not observe any damage to interior wall finishes so we do not believe there is degradation of the wall cavity.

Site walls:

The site walls located at the east stairwell and the west bicycle rack wall are in poor condition. The masonry is cracked and stained with efflorescence, the concrete base is cracked and spalling. Based on historical images Google Maps/Street view, this deterioration appears to have been going on for a while. We recommend rebuilding these walls and ensuring the proper weather protection/sealants/flashing are installed.

[illegible]
Oak Park, IL 60304
708.224.9575

Discussion/Recommendations:

As mentioned earlier, the basement water issue is not exclusively a structural issue. While we did not observe any issues that would lead us believe the foundation is damaged or compromised, we believe a more specialized analysis performed by a hydrogeologist is prudent to address the concerns of the subsurface water movement, if any. They may install deep well monitoring stations around the site to map the subsurface conditions and possibly identify any underground streams.

While we did observe water stains on the floor slab and efflorescence on some wall surfaces, we did NOT observe significant defects within the walls such as large gap cracks, unlevel surfaces across cracks, horizontal or diagonal cracks, spalling surfaces or exposed/delaminating reinforcement. These would be indications of foundation settlement issues and/or deterioration of the walls. The floor cracks we observed did NOT appear to have any vertical offset across the surface, which would be an indication of upward pressure exerted on the floor slab.

The items identified above are generally related to moisture issues. We did not observe any issues that would raise significant concerns in terms of the structural stability of the building; however, left unchecked, the moisture incursions can lead to localized unsightly deterioration. Of primary concern is diverting the rain runoff from the building. We recommend contacting a roofing contractor to identify sources (if any) of roof leaks.

Maintenance/Repair costs

With the current state of supply line issues, inflation and high construction demand, it is difficult to precisely estimate the costs associated with the repair of the items above.
We would anticipate the repairs to the:

Rebuild site walls:	$15,000 to $25,000.
Spot tuckpointing/masonry repair:	$10,000
Re-caulk control joints:	$20,000
Basement wall surface cleaning:	$1,000 to $2,500
Basement crack sealing:	$2,000 to $4,000

Actual budget repair costs should be obtained from licensed contractor skilled in the work scope involved.

If you have any questions, please call me at 708.224.9575

Thank you.

John Daley, SE, PE
Olympic Engineering

Basis and Limitations

The condition assessment report and its associated writings are not warrantees or guarantees as to the future performance of the building. Our review is limited to the areas discussed in the report and is primarily visual in nature. No extensive destructive or nondestructive testing was performed. The scope of our work was only to develop the general scope of needed repairs. This report is not a repair specification and is not suitable for submission of a building permit. This report is not an exhaustive itemization of all potential repair or cost items. We have reported all known defects and it is not within the scope of our work to discover all defects, including those which may be hidden or latent. This report is based on our observations and judgment; others may have a different opinion or other interpretation of this or other information.

3. scalling on surface of basement masonry wall

4. possible efflorescence powder on basement floor surface

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

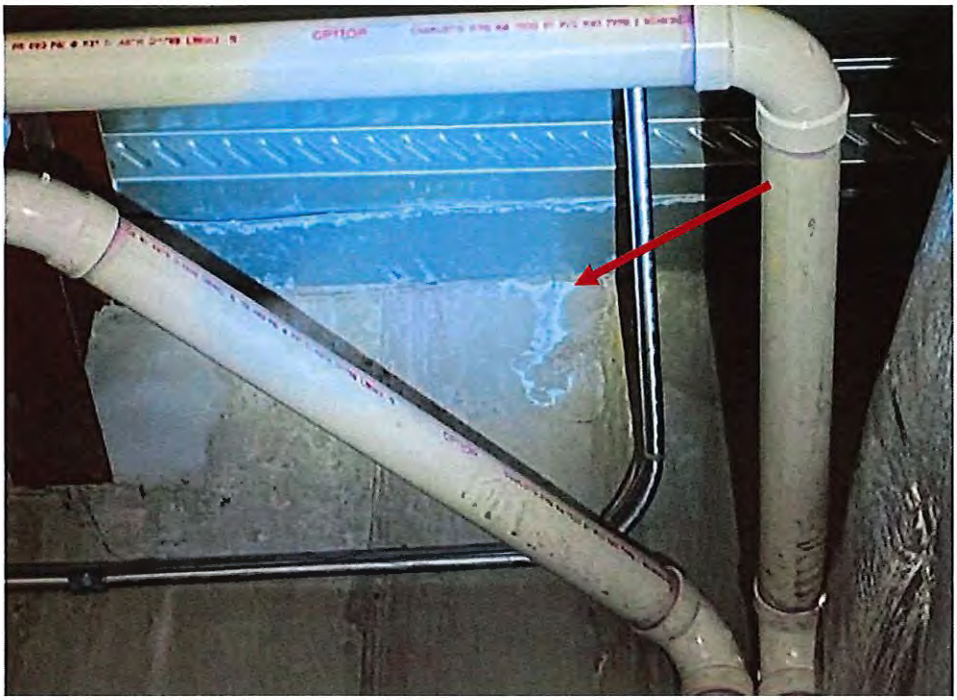
5. floor crack with water stains

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

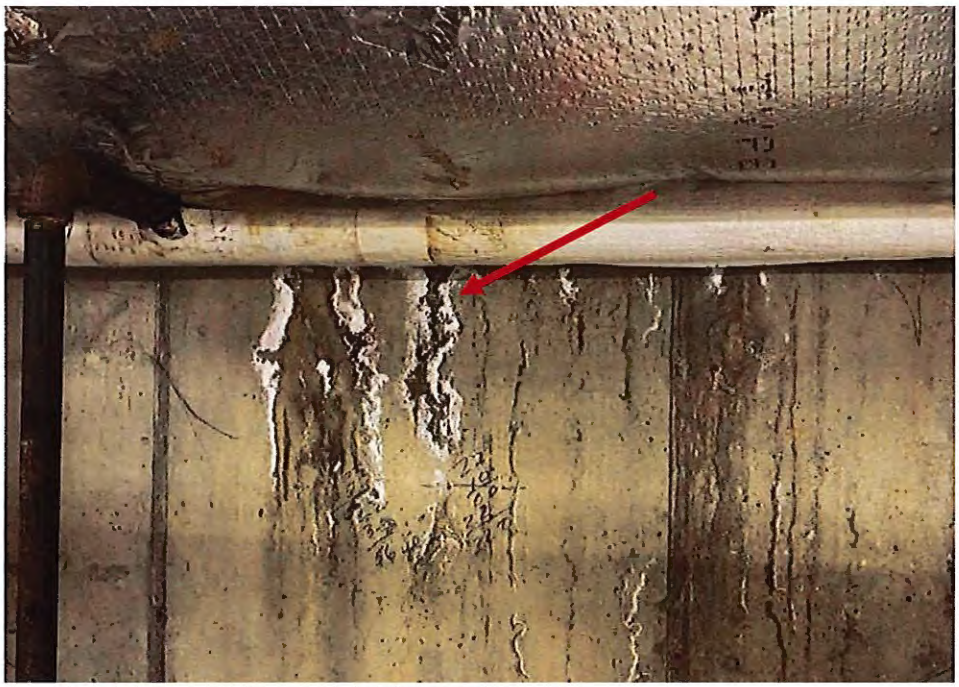
6. crazing cracks and rust stains on basement floor slab

7. crack in basement slab near air handler

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575



8. water stain at floor/wall connection



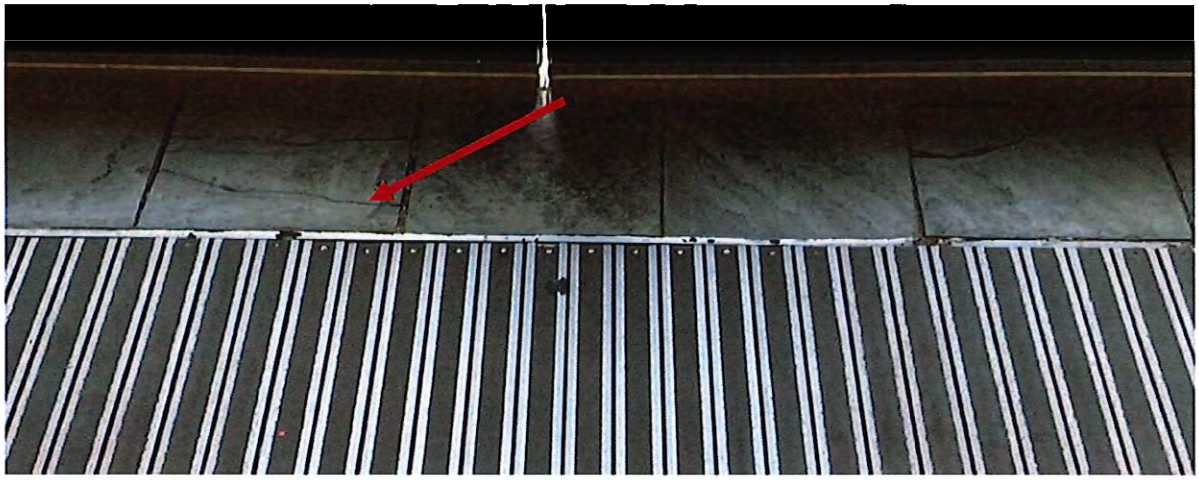
9. water stains on wall near air intake opening

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

10. water stained ceiling tile (typical condition throughout second floor ceiling)

11. distressed floor tile at entrance

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575



12. distressed floor tile at entrance

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

Exterior walls:

1. cracked limestone base

2. weathered/deteriorating masonry on face of wall at east stairwell

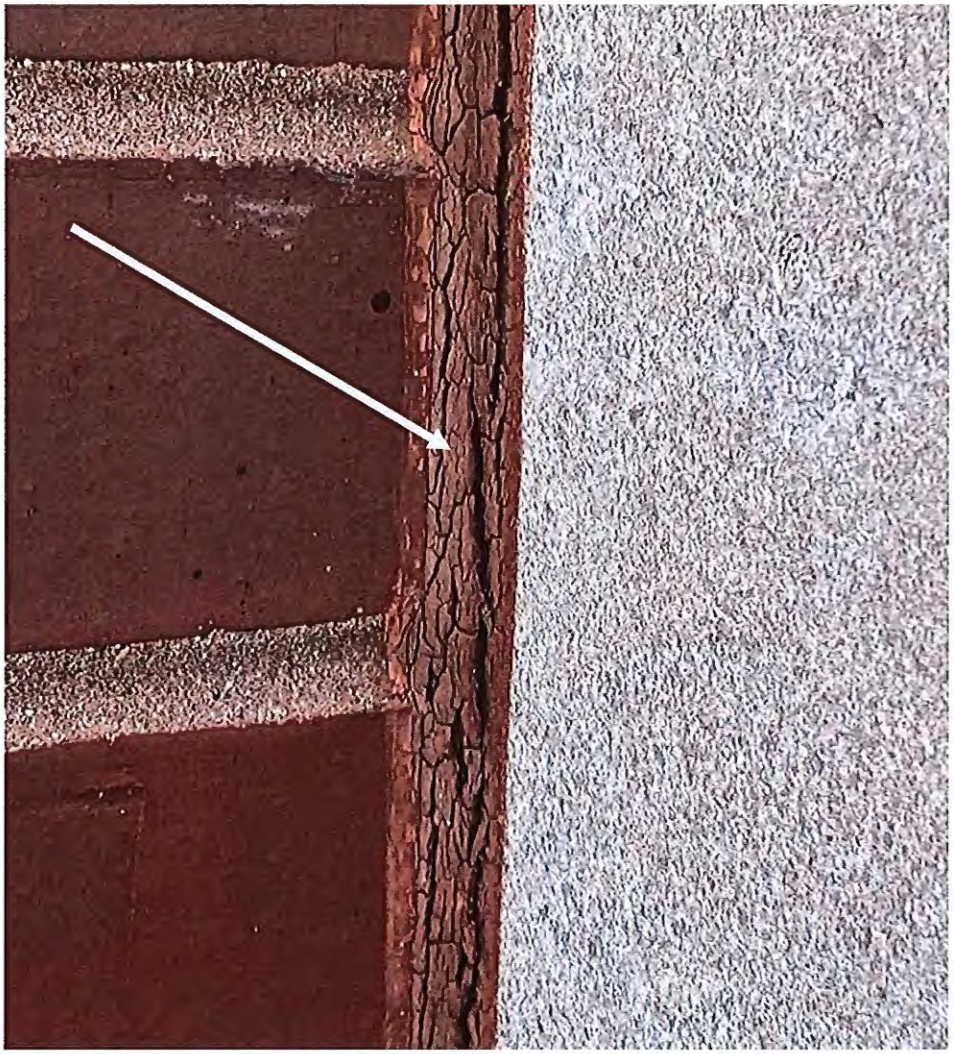
825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

3. water stained fascia under eave at southeast corner

4. severe weathering of exterior knee-wall

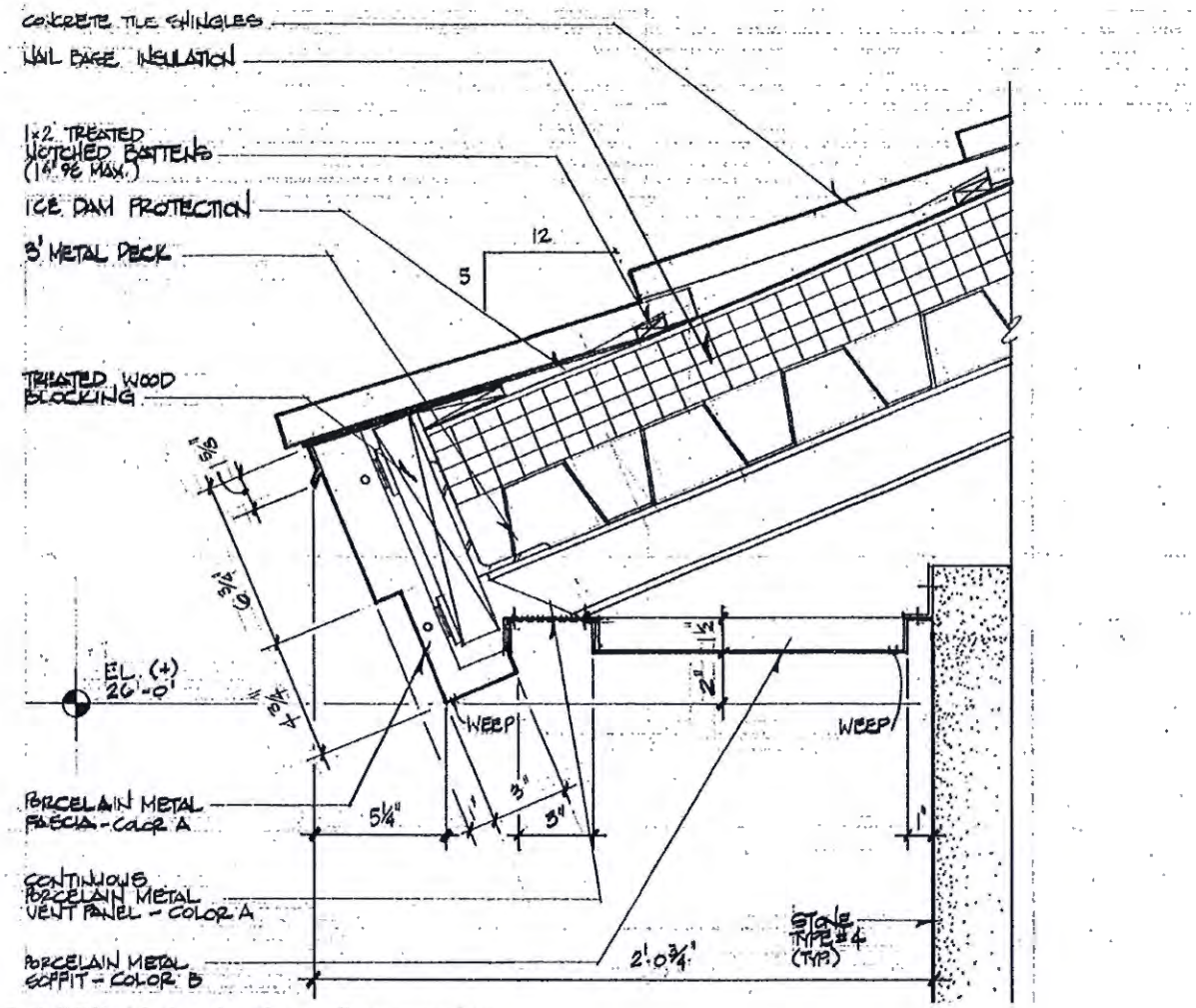
825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

5. scalling of limestone base near front entry



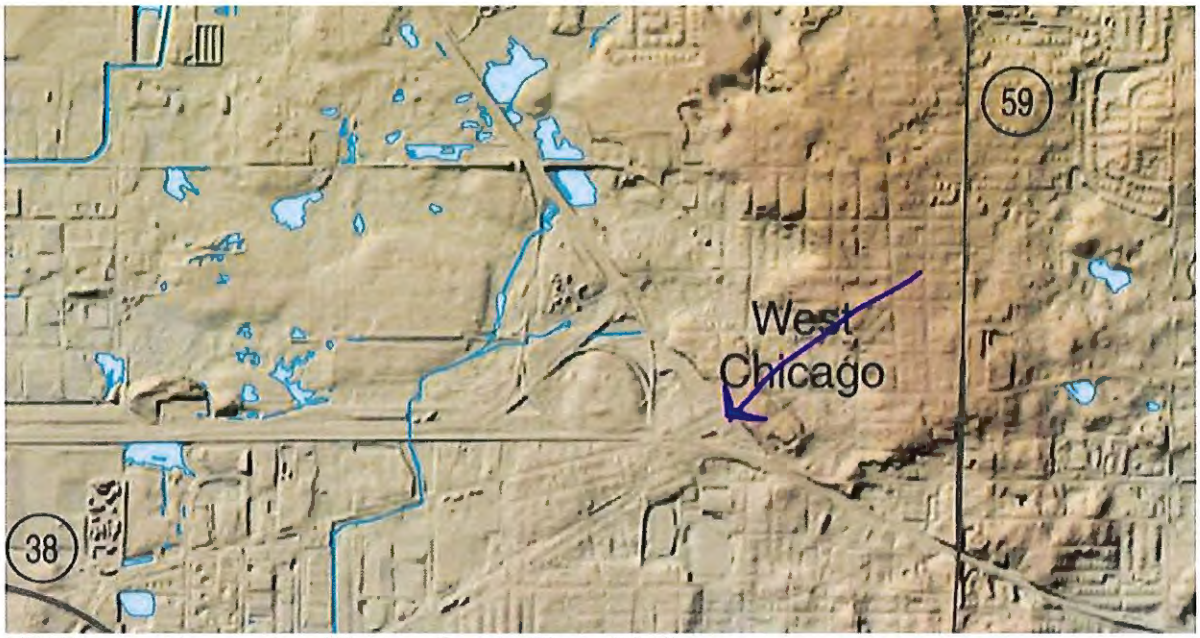
6. Severely weathered sealant typical condition throughout exterior walls

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

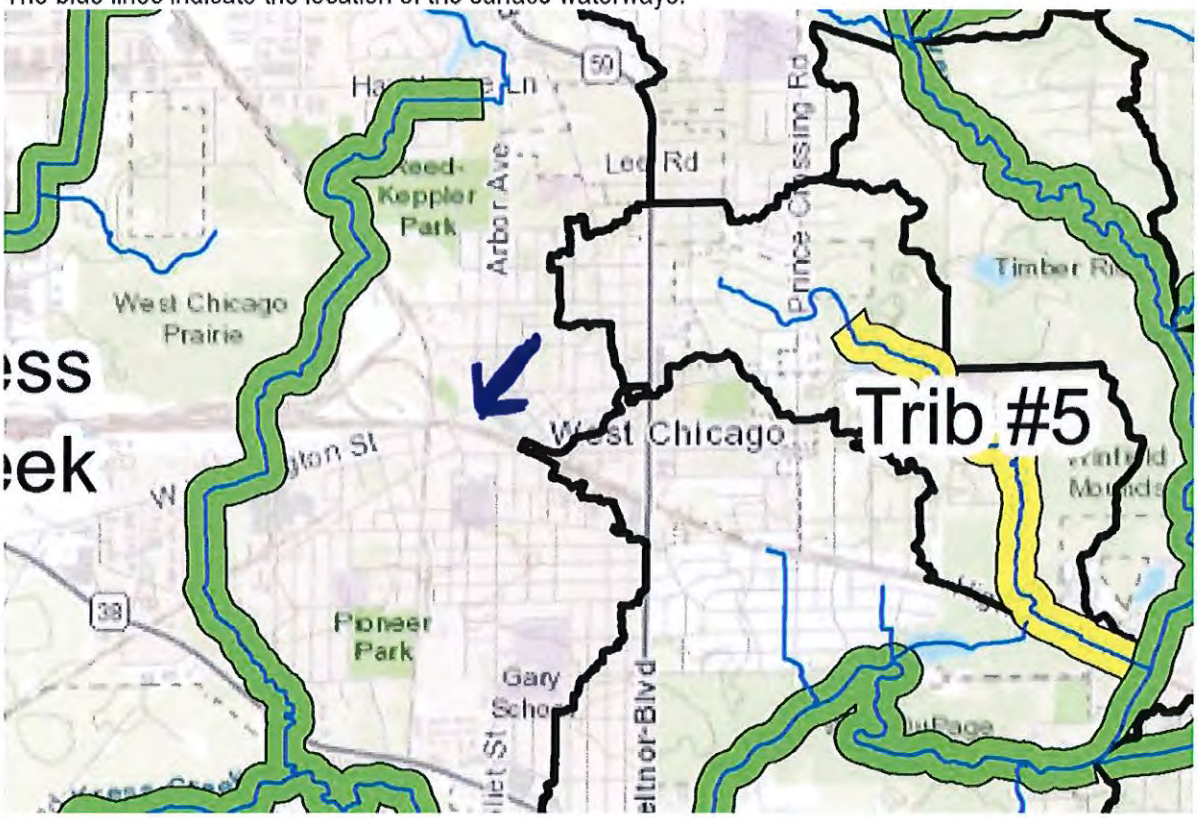


Detail 7/A-14 showing the roofing assembly.

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

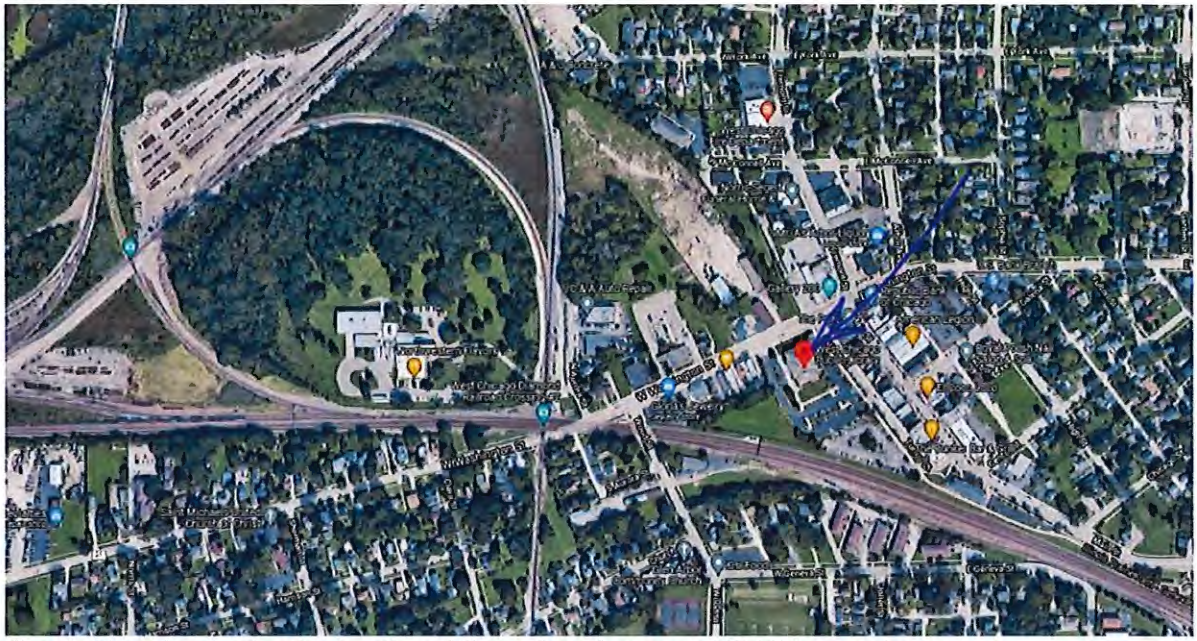


LiDAR surface topography of DuPage County, Illinois (2014)
Arrow is pointing to the library location
The blue lines indicate the location of the surface waterways.



Watershed Model Reference Map
DuPage County Stormwater Management
421 North County Farm Rd, Wheaton, IL

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575



Google Maps image showing location of library for reference to LiDAR image above

825 S. Scoville Ave.
Oak Park, IL 60304
708.224.9575

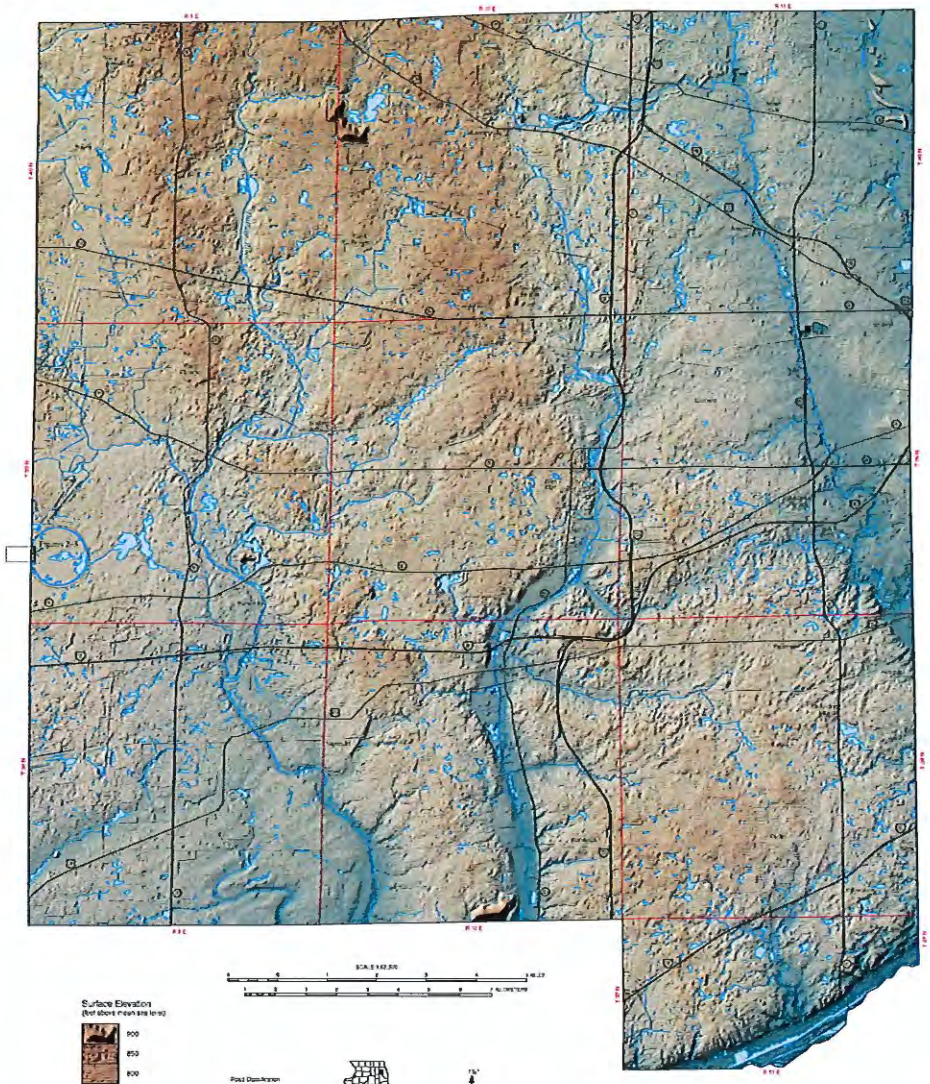
ILLINOIS STATE GEOLOGICAL SURVEY

ILLINOIS

LiDAR Surface Topography of DuPage County, Illinois

Jane E. Johnshoy Dornier and Donald E. Luman
2014

Illinois County Geologic Map
ICGM DuPage-ST



LiDAR Elevation Data

This surface topography map was created from enhanced elevation data acquired using airborne LiDAR (light detection and ranging) technology. This active remote sensing technique uses a pulsating laser sensor to scan the Earth's surface, and the intended application determines the sensitivity of the laser sensor used for data acquisition. For terrestrial applications such as topographic mapping, the principal wavelength selected for most airborne laser systems is 1,064 nm, which is within the near-infrared band of the electromagnetic spectrum.

The first object contacted by a laser pulse and reflected back to the sensor is designated as a "first return," which may be a hard target, such as a building rooftop or the ground surface, or a soft target, such as vegetation. When a laser pulse encounters a soft target, e.g., a tree, a portion of the laser beam continues down to and reflects from the underlying branches and trunk, providing additional returns recorded by the laser sensor (Fig. 1). The reflected light pulses are detected by instruments that record the accurate location of each return pulse in three dimensions—(x) and (y) horizontal coordinates and (z) elevation values. The processed returns, which number in the billions for a typical county area, are termed a "point cloud."

A portion of the processed returns represent the ground surface and are referred to as the "bare-earth" point cloud. To maximize the probability of acquiring sufficient ground returns in vegetated terrain, LiDAR is collected in the Midwest during the leaf-off portion of the year when deciduous tree canopies are barren, crops are absent, and most other vegetation types are dormant. However, whenever thereof the light can pass through vegetated canopy, a portion of the laser pulses reach the surface and produce ground returns.

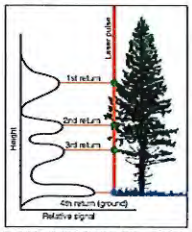


Figure 1. Simplified illustration of a single laser pulse interacting with a soft target (pine tree). A maximum of four returns are recorded from each pulse, and current airborne systems can emit more than 150,000 pulses per second. The waveform data collected from the target are processed into a LiDAR point cloud (colored dots), which is used to generate a three-dimensional representation of the target (revised from Mandlburger and Van Sickle 2008).

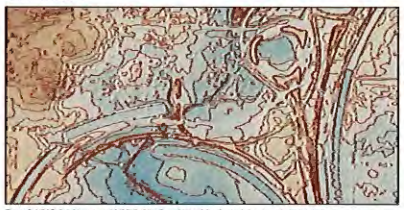


Figure 2. LiDAR digital terrain model (DTM) of the Fermi National Accelerator Laboratory site (T39N, R9E), showing portions of the two principal circular structures, the smaller Main Ring (a) and larger Tevatron (b). A DTM represents only the ground surface and is extracted from active or LiDAR data using automated filtering methods to produce what is commonly referred to as a "bare-earth" point cloud. Contours are shown at 2- and 5-foot intervals. Scale is 1:6,000 (1 in. = 500 ft).

Figure 3. LiDAR digital surface model (DSM, 1st return) shown in Figure 2. In contrast to a DTM, a DSM portrays all aboveground features. For example, note how the building structures, which are easily discernible on the DSM (a), have been removed on the DTM; woodland is best visible on the DSM south of the Main Ring (b); inside the Tevatron (c); and along Indian Creek (d). Bare soils have also been eliminated on the DTM, revealing the detail of the underlying topographic surface. Scale is 1:6,000 (1 in. = 500 ft).

The bare-earth point cloud, comprising only ground returns, was processed to create a digital terrain model (DTM), which was used to produce the *LiDAR Surface Topography of DuPage County, Illinois*. The extraordinary feature detail contained in the DTM is illustrated in the 1:6,000-scale enlargement of the Fermi National Accelerator Laboratory example in Figure 2. In contrast, processing all the returns in the LiDAR point cloud produces a digital surface model (DSM) that characterizes the remaining landscape features for the same area (Fig. 3). Wooded areas, buildings, and other structures associated with the Fermilab site are all apparent on the DSM. The returns representing these aboveground features are filtered from the all-return point cloud to create a DTM. The airborne LiDAR data collected for DuPage County and the surrounding counties (Fig. 4) averages at least one return for each square meter of land surface. This point density, coupled with the exceptional vertical accuracy of LiDAR enhanced elevation data, meets the National Standard for Spatial Data Accuracy for the creation of 2-foot contours (Fig. 2).

Figure 4. Generalized surface topography for a portion of northeastern Illinois produced from the U.S. Geological Survey one-third arc second resolution National Elevation Dataset (U.S. Geological Survey 2014).

References

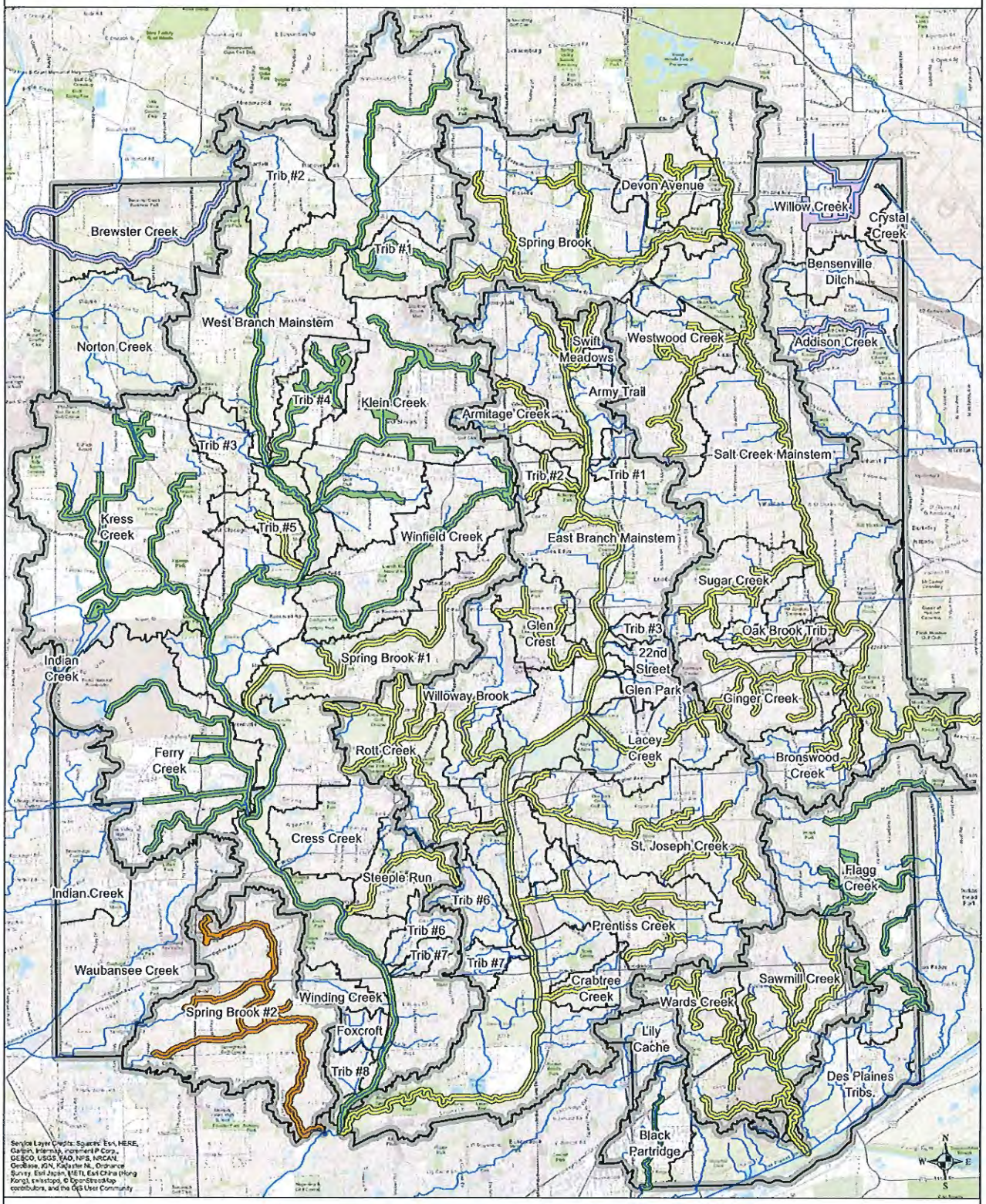
Mandlburger, R. and J. Van Sickle, 2008, Points of light: in Point of beginning, February 1, 2008, http://www.pobonline.com/articles/97492-points-of-light (accessed March 30, 2014).

U.S. Geological Survey, 2014, The National Map Viewer and Download Platform: http://viewer.nationalmap.gov/viewer/ (accessed March 30, 2014).

2008 LiDAR data for DuPage County, Illinois, made available through the DuPage County GIS Department and the Illinois Height Modernization Program (http://www.isgs.illinois.edu/maps-data-publications/ilhmp). Universal Transverse Mercator, zone 16, North American Datum of 1983 (NAD83(2007)). North American Vertical Datum of 1988. Vector base data from 2013 TIGER/Line Shapefiles provided by the United States Census Bureau.

Recommended citation:
Dornier, J.E.J., and D.E. Luman, 2014, LiDAR Surface Topography of DuPage County, Illinois: Illinois State Geological Survey, Illinois County Geologic Map, ICGM DuPage-ST, 1:62,500.

Watershed Model Reference Map



Watershed Model Status

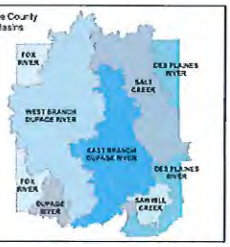
- FEMA APPROVED FLOODPLAIN MAP MODEL
- FLOODPLAIN MAP MODEL
- MODEL IN DEVELOPMENT
- WATERSHED PLAN MODEL
- WATERSHED PLAN MODEL USING HEC2/HEC-RAS
- WATERSHED PLAN MODEL/FLOODPLAIN MAP MODEL

FEQ Model Status Table

Watershed	Model Status	Watershed	Model Status
DP Flagg	Watershed Plan Model	WB Winfield	Watershed Plan Model
DP Flagg (Blvd)	Watershed Plan Model	WB Spring Brook #1	FEMA Approved Floodplain Map Model
DP Flagg (59th)	Watershed Plan Model	EB Rott	FEMA Approved Floodplain Map Model
DP Flagg (Plainfield)	Watershed Plan Model	WB Ferry	Watershed Plan Model
Spring Brook Main Stem	FEMA Approved Floodplain Map Model	DU Spring Brook #2	Model in Development
DP Flagg (79th)	Watershed Plan Model	DP Black Partridge	Watershed Plan Model
SW Wards	FEMA Approved Floodplain Map Model	SC Spring Brook	FEMA Approved Floodplain Map Model
Salt Creek Main Stem	FEMA Approved Floodplain Map Model	SC Devon Avenue	FEMA Approved Floodplain Map Model
SC Westwood	FEMA Approved Floodplain Map Model	East Branch DuPage Mainstem	FEMA Approved Floodplain Map Model
SC Sugar Creek	FEMA Approved Floodplain Map Model	EB Swift Meadows	FEMA Approved Floodplain Map Model
SC Oak Brook	FEMA Approved Floodplain Map Model	EB Army Trail	FEMA Approved Floodplain Map Model
SC Ginger Creek	FEMA Approved Floodplain Map Model	EB Armitage Creek	FEMA Approved Floodplain Map Model
SC Bronswood	FEMA Approved Floodplain Map Model	EB Trib #2	FEMA Approved Floodplain Map Model
WB Steeple Run	FEMA Approved Floodplain Map Model	EB Glen Crest	FEMA Approved Floodplain Map Model
West Branch DuPage River Mainstem	Watershed Plan Model	EB Willoway	FEMA Approved Floodplain Map Model
WB Trib #1/Keeneyville	Watershed Plan Model	EB Lacey	FEMA Approved Floodplain Map Model
WB Klein	Watershed Plan Model	EB Prentiss	FEMA Approved Floodplain Map Model
WB Trib #4	Watershed Plan Model	EB Crabtree	FEMA Approved Floodplain Map Model
WB Kress	Watershed Plan Model	WB Trib #5	FEMA Approved Floodplain Map Model

Watershed Model Status as of 12-14-2023

DuPage County River Basins



DuPage County
Stormwater Management
421 North County Farm Road
Wheaton, IL 60187
(630) 407-6700

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: **February 28, 2022**

FINANCIAL STATEMENT DATE: **January 31, 2022**

Payroll dated:

1/7/2022	Net Payroll	$	33,337.30
	Federal Liability Payment	$	9,702.14
	State Liability Payment	$	2,063.86
	Paylocity Fee	$	138.96
1/21/2022	Net Payroll	$	33,001.78
	Federal Liability Payment	$	9,566.68
	State Liability Payment	$	2,023.88
	Paylocity Fee	$	318.15
	Net Payroll	$	-
	Federal Liability Payment	$	-
	State Liability Payment	$	-
	Paylocity Fee	$	-
TOTAL		$	90,152.75

State Bank of IL

Operating - Manual Cks	Check No.	$	85.20
Operating - System Cks	Check No.	$	83,232.27
Operating - Credit Card	Check No.	$	900.08
Librarian's Petty Cash	Check No.	$	950.00
TOTAL		$	85,167.55

Total Bills for Approval	$	175,320.30

Board Approval
Signature: _____

_____

Board Approval Date: _____

West Chicago Public Library District
Bills Total (Credit Card)
As of February 14, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	01/18/2022		Creative Cloud	13.80
	Credit Card Charge	01/14/2022		Creative Cloud	31.86
	Credit Card Charge	01/14/2022		Creative Cloud	31.86
Total Adobe Inc.					77.52
Amazon Capital Services					
	Credit Card Charge	01/22/2022		Gift Card	25.00
Total Amazon Capital Services					25.00
Anderson Book Store					
	Credit Card Charge	01/13/2022		Event	65.00
Total Anderson Book Store					65.00
Book Page					
	Credit Card Charge	01/19/2022		Subscription	354.00
Total Book Page					354.00
Canva					
	Credit Card Charge	01/28/2022	36828041	Subscription	78.51
Total Canva					78.51
Chicago Books & Journals					
	Credit Card Charge	01/26/2022		Strategic Planning for PL	60.50
Total Chicago Books & Journals					60.50
Dollar Tree Store					
	Credit Card Charge	01/26/2022		Mugs	45.68
Total Dollar Tree Store					45.68
Facebook, Inc					
	Credit Card Charge	01/31/2022		Campaigns	19.61
Total Facebook, Inc					19.61
Oriental Trading Company					
	Credit Card Charge	01/03/2022		Misc.	24.36
Total Oriental Trading Company					24.36
Zoom Video Communications					
	Credit Card Charge	01/14/2022	129901822	1/25/22-1/24/23	149.90
Total Zoom Video Communications					149.90
TOTAL					900.08

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Bill	01/01/2022	Dec. 2021	Employee AFLAC Pmnt - Dec. 2021	41110 · INS-HEALTH, DENTAL, LIFE, FSA	25.20
Total AFLAC Ins.						25.20
Employee Benefits Corporation						
	Bill	01/01/2022	Jan Billing	Jan. 2022 Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	60.00
Total Employee Benefits Corporation						60.00
TOTAL						85.20

West Chicago Public Library District
Bills List - Petty Cash Acct
January 2022

	Type	Date	Num	Memo	Split	Amount	Balance
US Postal Service							
	Check	01/25/2022	4951	Deposit for Bulk Mail	44245 · PROGRAM GUIDE	950.00	950.00
Total US Postal Service						950.00	950.00
TOTAL						**950.00**	**950.00**

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
4 Imprint						
	Bill	02/04/2022	9670876	Clip-On Reflector	44240 · PROMO MATERIALS-YOUTH	221.72
Total 4 Imprint						221.72
Accurate Office Supplies						
	Bill	01/17/2022	561164	Labels	41334 · OFFICE SUPPLIES GENERAL	52.78
	Bill	01/24/2022	561774	Misc.	41334 · OFFICE SUPPLIES GENERAL	248.45
	Bill	02/04/2022	562730	Toilet Paper/Paper Towels	45115 · JANITORIAL SUPPLIES	669.43
	Bill	02/10/2022	563203	Disinfectant/Napkins	-SPLIT-	44.08
Total Accurate Office Supplies						1,014.74
Amazon Capital Services						
	Bill	01/11/2022	1TXK-GRV7-9WMY	Video Games	42330 · AV MATERIALS-YOUNG ADULT	723.57
	Bill	01/12/2022	1M1T-TYPP-1MM9	Bags	44140 · PROGRAMS-YOUTH	71.94
	Bill	01/13/2022	1W1N-P9PX-3947	Misc.	42340 · AV MATERIALS-YOUTH	126.88
	Bill	01/16/2022	1JNW-3KQQ-6TMG	Misc.	44120 · PROGRAMS-ADULT	67.80
	Bill	01/18/2022	1HWD-PVF7-1VNF	Misc.	44120 · PROGRAMS-ADULT	32.31
	Bill	01/18/2022	1NHT-KDT1-Y11V	Misc.	42340 · AV MATERIALS-YOUTH	9.96
	Bill	01/20/2022	1K4Q-R3YL-V4QD	Misc.	44130 · PROGRAMS-YOUNG ADULT	86.98
	Bill	01/23/2022	1R7R-TMT1-3CGC	Video Games	42330 · AV MATERIALS-YOUNG ADULT	75.98
	Bill	01/24/2022	1XV6-PLF7-HV4P	Felt Kit	44120 · PROGRAMS-ADULT	46.84
	Bill	01/26/2022	1MR9-7K49-3364	Paper Bags	41334 · OFFICE SUPPLIES GENERAL	101.88
	Bill	01/26/2022	1HCH-41JR-RJRD	Misc.	44120 · PROGRAMS-ADULT	91.09
	Bill	01/27/2022	1GQF-93T4-FMQY	Games	42330 · AV MATERIALS-YOUNG ADULT	54.99
	Bill	01/30/2022	1191-JFWG-L9NL	Misc.	44130 · PROGRAMS-YOUNG ADULT	308.97
	Bill	01/30/2022	1WQR-X1HG-JXFF	Felt Kit	44120 · PROGRAMS-ADULT	60.18
	Bill	01/30/2022	1WC4-G3GM-JWVX	Misc.	44130 · PROGRAMS-YOUNG ADULT	91.99
	Bill	02/06/2022	1NYQ-GPVC-VGJF	Diaper Genie Refill Bags	45115 · JANITORIAL SUPPLIES	30.78
Total Amazon Capital Services						1,982.14
American Library Association						
	Bill	01/12/2022		J. Banko	41330 · ASSOCIATION DUES	67.00
Total American Library Association						67.00
Anderson Elevator Co.						
	Bill	02/01/2022	53512-Y1K1	February	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.						175.00
Andy Frain						
	Bill	01/31/2022	314859	January	45112 · SECURITY SERVICE	2,009.00
Total Andy Frain						2,009.00
Assa Abloy						

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	01/18/2022	1489633	Sensor Upgrade	45165 · INTERIOR R & M-OTHER	3,500.00
Total Assa Abloy						3,500.00
Baker & Taylor						
	Bill	01/28/2022	2036498463	E-Books	42320 · AV MATERIALS-ADULT	92.50
Total Baker & Taylor						92.50
Beacon News						
	Bill	02/02/2022		Through 3/30/22	42210 · PERIODICALS	95.15
Total Beacon News						95.15
Buck Services						
	Bill	01/31/2022	56085	January	45110 · JANITORIAL SERVICE	260.00
Total Buck Services						260.00
Cengage Learning						
	Bill	01/19/2022	76697319	Books	42120 · BOOKS-ADULT	91.17
Total Cengage Learning						91.17
City of West Chicago						
	Bill	02/01/2022		Reading Date 11/5/21-1/4/22	45340 · UTILITIES-WATER	292.57
Total City of West Chicago						292.57
Comcast						
	Bill	02/10/2022		March	42405 · INTERNET SERVICES	465.98
Total Comcast						465.98
ComEd						
	Bill	01/18/2022		12/13/21-1/14/22	45320 · UTILITIES-ELECTRIC	1,774.29
Total ComEd						1,774.29
Dancing Cranes Yoga						
	Bill	02/03/2022		Yoga Class	44120 · PROGRAMS-ADULT	180.00
Total Dancing Cranes Yoga						180.00
De Lage Landen Financial						
	Bill	01/27/2022	75278458	February	41336 · OFFICE EQUIPMENT	1,626.54
Total De Lage Landen Financial						1,626.54
Delta Building Technologies						
	Bill	02/01/2022	001394	2/1/22-4/30/22	45160 · CONTRACT INSPECTION & MAINTENAN	1,560.50
Total Delta Building Technologies						1,560.50
Demco						
	Bill	02/10/2022	7079254	Book Covers	42500 · PROCESSING-TECHNICAL SERVICES	281.52
Total Demco						281.52
EBSCO						

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	01/19/2022	1000174714-1	Subscriptions	42210 · PERIODICALS	1,318.75
Total EBSCO						1,318.75
Elara Energy Services, Inc.						
	Bill	02/02/2022	21282-3	Engineering Services	45515 · PROFESSIONAL SERVICES	4,920.00
Total Elara Energy Services, Inc.						4,920.00
Flood Brothers						
	Bill	02/04/2022	5973833	February	45350 · UTILITIES-TRASH	53.56
Total Flood Brothers						53.56
Gehrke Technology Group						
	Bill	02/09/2022	2220453	February	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	02/01/2022	59132	February	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
Grant and Power Landscaping						
	Bill	02/01/2022	150665	February	45120 · SNOW REMOVAL	3,620.00
Total Grant and Power Landscaping						3,620.00
Ingram Library Services						
	Credit	01/18/2022	57198876	Books	42120 · BOOKS-ADULT	-160.58
	Bill	01/03/2022	56891692	Books	42120 · BOOKS-ADULT	16.39
	Bill	01/03/2022	56891693	Books	42120 · BOOKS-ADULT	79.10
	Bill	01/03/2022	56891694	Books	42120 · BOOKS-ADULT	285.54
	Bill	01/04/2022	56913275	Books	42140 · BOOKS-YOUTH	7.34
	Bill	01/05/2022	56947382	Books	42120 · BOOKS-ADULT	17.99
	Bill	01/05/2022	56957336	Books	42120 · BOOKS-ADULT	30.42
	Bill	01/10/2022	57021396	Books	42120 · BOOKS-ADULT	15.82
	Bill	01/10/2022	57021397	Books	42120 · BOOKS-ADULT	31.08
	Bill	01/10/2022	57021398	Books	-SPLIT-	719.85
	Bill	01/12/2022	57096816	Books	42120 · BOOKS-ADULT	41.78
	Bill	01/16/2022	57173778	Books	42120 · BOOKS-ADULT	103.69
	Bill	01/19/2022	57207283	Books	-SPLIT-	275.77
	Bill	01/19/2022	57207284	Books	42120 · BOOKS-ADULT	15.82
	Bill	01/19/2022	57207285	Books	42120 · BOOKS-ADULT	16.38
	Bill	01/19/2022	57207286	Books	42120 · BOOKS-ADULT	116.67
	Bill	01/19/2022	57221810	Books	42140 · BOOKS-YOUTH	4.19
	Bill	01/19/2022	57221811	Books	42500 · PROCESSING-TECHNICAL SERVICES	5.70
	Bill	01/19/2022	57221812	Books	42120 · BOOKS-ADULT	14.99

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	01/20/2022	57260898	Books	42120 · BOOKS-ADULT	8.97
	Bill	01/25/2022	57343791	Books	-SPLIT-	385.31
	Bill	01/25/2022	57356785	Books	42140 · BOOKS-YOUTH	5.64
	Bill	01/25/2022	57356786	Books	42120 · BOOKS-ADULT	28.31
	Bill	01/26/2022	57385235	Books	42120 · BOOKS-ADULT	147.12
	Bill	01/27/2022	57424440	Books	42120 · BOOKS-ADULT	14.98
	Bill	01/31/2022	57481673	Books	-SPLIT-	387.66
	Bill	01/31/2022	57481674	Books	42120 · BOOKS-ADULT	88.12
	Bill	01/31/2022	57481675	Books	42120 · BOOKS-ADULT	81.90
	Bill	01/31/2022	57481676	Books	42120 · BOOKS-ADULT	90.40
Total Ingram Library Services						2,876.35
Laconi						
	Bill	01/01/2022		January-December 2022	41330 · ASSOCIATION DUES	100.00
Total Laconi						100.00
LIMRICC						
	Bill	02/04/2022		February	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,820.75
Total LIMRICC						14,820.75
LIMRICC-UCGA						
	Bill	02/14/2022		4Q 2021 Unemployment Ins. Pmnt	41130 · UNEMPLOYMENT COMPENSATION	125.36
Total LIMRICC-UCGA						125.36
Manufacturers News						
	Bill	12/29/2021	861194-01	IL Services Directory	42120 · BOOKS-ADULT	235.90
	Bill	01/27/2022	861194-00	Directories	42120 · BOOKS-ADULT	243.90
Total Manufacturers News						479.80
Midwest Mechanical						
	Bill	01/14/2022	112126475	Service 1/4/22	45150 · HVAC R & M	886.89
	Bill	02/01/2022	122206	February	45150 · HVAC R & M	897.00
Total Midwest Mechanical						1,783.89
Midwest Tape						
	Bill	01/04/2022	501502661	AV Materials	42320 · AV MATERIALS-ADULT	14.99
	Bill	01/04/2022	501502662	AV Materials	42320 · AV MATERIALS-ADULT	18.74
	Bill	01/04/2022	501502663	AV Materials	42320 · AV MATERIALS-ADULT	32.99
	Bill	01/04/2022	501502665	AV Materials	42320 · AV MATERIALS-ADULT	39.99
	Bill	01/07/2022	501523578	AV Materials	42320 · AV MATERIALS-ADULT	66.72
	Bill	01/07/2022	501523579	AV Materials	42320 · AV MATERIALS-ADULT	44.99
	Bill	01/17/2022	501561615	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	01/17/2022	501561616	AV Materials	42320 · AV MATERIALS-ADULT	11.99

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	01/25/2022	501595003	AV Materials	42320 · AV MATERIALS-ADULT	86.98
	Bill	01/25/2022	501595005	AV Materials	42320 · AV MATERIALS-ADULT	143.16
	Bill	01/31/2022	501625035	AV Materials	42320 · AV MATERIALS-ADULT	286.93
	Bill	01/31/2022	501625036	AV Materials	42320 · AV MATERIALS-ADULT	155.89
	Bill	01/31/2022	501625037	AV Materials	42320 · AV MATERIALS-ADULT	34.99
	Bill	01/31/2022	501625038	AV Materials	42320 · AV MATERIALS-ADULT	37.37
	Bill	01/31/2022	501625510	AV Materials	42320 · AV MATERIALS-ADULT	23.99
Total Midwest Tape						1,022.21
Morgan Birge & Associates						
	Bill	02/01/2022	65759	February	41415 · PHONE SYSTEM	120.00
Total Morgan Birge & Associates						120.00
NCPERS						
	Bill	02/10/2022		February	41110 · INS-HEALTH, DENTAL, LIFE, FSA	32.00
Total NCPERS						32.00
Nicor						
	Bill	02/04/2022		1/5/22-2/2/22	45310 · UTILITIES-GAS	1,224.29
Total Nicor						1,224.29
Ollis Book Corporation						
	Bill	01/21/2022	248117	Books	42140 · BOOKS-YOUTH	18.98
	Bill	01/21/2022	248116	Books	42140 · BOOKS-YOUTH	178.13
	Bill	01/21/2022	248115	Books	42140 · BOOKS-YOUTH	1,531.97
Total Ollis Book Corporation						1,729.08
Orkin Pest Control						
	Bill	01/17/2022	222433752	January	45155 · GENERAL BLDG SERVICES	75.58
Total Orkin Pest Control						75.58
OverDrive						
	Bill	01/28/2022	22031429	AV Materials	42320 · AV MATERIALS-ADULT	806.39
Total OverDrive						806.39
Peerless Network						
	Bill	02/15/2022		2/15/22-3/14/22	45330 · UTILITIES-TELEPHONE	740.75
Total Peerless Network						740.75
Penworthy						
	Bill	01/11/2022	0578206	Books	42140 · BOOKS-YOUTH	244.10
	Bill	01/14/2022	0578346	Books	42140 · BOOKS-YOUTH	2,690.11
	Bill	02/02/2022	0578821	Books	42140 · BOOKS-YOUTH	1,698.72
Total Penworthy						4,632.93
Rails						

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	02/01/2022	8914	Overdrive Magazine Participation	42210 · PERIODICALS	503.23
Total Rails						503.23
Rotary Club of West Chicago						
	Bill	02/04/2022	0222	Annual Dues and Fees	41330 · ASSOCIATION DUES	600.00
Total Rotary Club of West Chicago						600.00
Scholastic Inc.						
	Bill	12/07/2021	35228993	Books	42140 · BOOKS-YOUTH	555.90
Total Scholastic Inc.						555.90
Sikich LLP						
	Bill	11/30/2021	I428510	Remote Support	41400 · IT EQUIPMENT UPGRADES-STAFF	792.00
	Bill	01/14/2022	MS432706	February	41420 · TECHNOLOGY MANAGEMENT	4,632.60
	Bill	01/14/2022	I432409	February	41420 · TECHNOLOGY MANAGEMENT	566.00
Total Sikich LLP						5,990.60
Sprint						
	Bill	01/21/2022	764530510-239	12/18/21-1/17/22	45330 · UTILITIES-TELEPHONE	288.40
Total Sprint						288.40
Swan						
	Bill	01/01/2022	9219	2nd Quarter	42400 · LIBRARY CONSORTIUM	8,513.25
	Bill	01/19/2022	9292	Curbside Communicator 10/1/21-12/31/21	41410 · SOFTWARE STAFF	120.00
Total Swan						8,633.25
Unique Management Services						
	Bill	02/01/2022	6097320	January Placements	41346 · MATERIALS & RESOURCE RECOVERY	98.45
Total Unique Management Services						98.45
US Postal Service (CMRS-FP)						
	Bill	02/01/2022		Postage for FP machine	41338 · POSTAGE	1,500.00
Total US Postal Service (CMRS-FP)						1,500.00
USA Today						
	Bill	02/01/2022		2/1/22-2/28/23	42210 · PERIODICALS	338.81
Total USA Today						338.81
Valley Fire Protection Services						
	Bill	01/26/2022	180019	Back Flow Preventer	45160 · CONTRACT INSPECTION & MAINTENAN	650.00
	Bill	01/29/2022	180062	5-year Inspection	45160 · CONTRACT INSPECTION & MAINTENAN	2,250.00
Total Valley Fire Protection Services						2,900.00
VISOgraphic						
	Bill	01/31/2022	231073	Spring Program Guide	44245 · PROGRAM GUIDE	2,733.12
Total VISOgraphic						2,733.12

West Chicago Public Library District
Bills Total
As of February 18, 2022

	Type	Date	Num	Memo	Split	Amount
Xtreme Environmental Solutions						
	Bill	02/14/2022	85-WCL	February	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
Zoobean, Inc.						
	Bill	02/03/2022	19496	1/28/22-1/27/23	-SPLIT-	1,194.00
Total Zoobean, Inc.						1,194.00
TOTAL						83,232.27

Financial Report

For the 7 Month(s) Ended January 31, 2022
FISCAL YEAR 2022

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 7 Month(s) Ended January 31, 2022

58% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,375,485	2,380,317	100%
Interest	218	1,000	22%
Replacement Taxes	35,216	35,000	101%
Service Fees	5,689	5,500	103%
Other Revenue (Program Rental)	-	-	0%
Grants	44,138	37,405	118%
Miscellaneous	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,463,989	2,462,322	100%
Budgeted Revenues	2,462,322		
% Diff	100%		

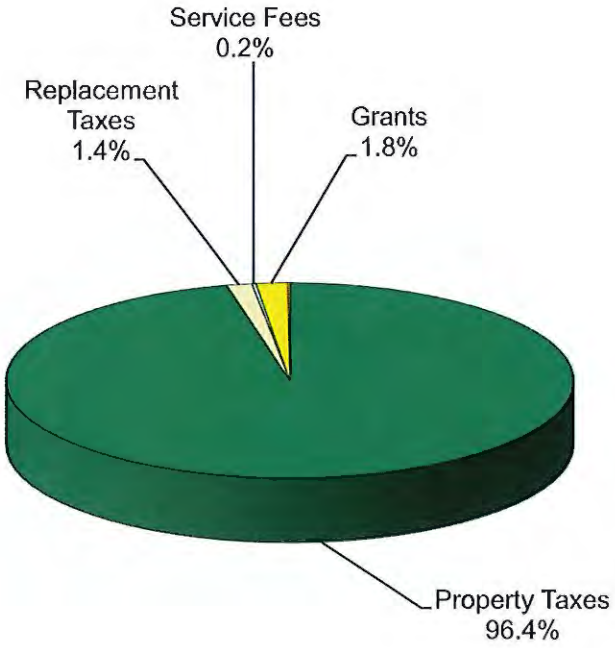
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	791,138	1,514,720	52%
IMRF	74,353	133,347	56%
Administrative	35,892	75,320	48%
Technology	112,135	112,403	100%
Library Materials - Books	77,816	124,190	63%
Library Materials - Periodicals	5,884	13,000	45%
Library Materials - Audio & Visual	11,814	38,000	31%
Library Material - Maintenance	2,444	12,800	19%
Technology Services	39,542	74,180	53%
Programs	19,871	28,800	69%
Marketing & Promotion	12,968	31,000	42%
Facilities & Operations	93,705	173,450	54%
Utilities	22,926	45,900	50%
Professional Services	49,772	80,312	62%
Board Expenses	2,304	4,900	47%
Actual Expenditures	1,352,563	2,462,322	55%
Budgeted Expenditures	2,462,322		
% Diff	55%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,111,427	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	2,124,301		

WEST CHICAGO PUBLIC LIBRARY DISTRICT

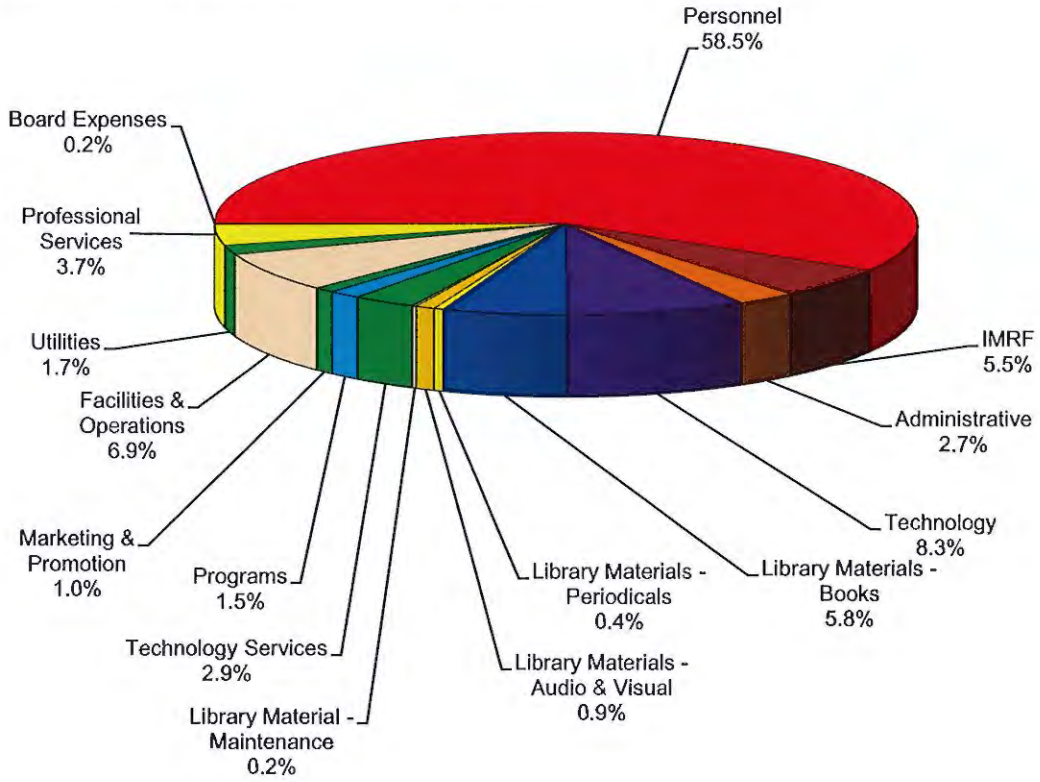
Budget vs. Actual Summary

For the 7 Month(s) Ended January 31, 2022

Revenue Distribution



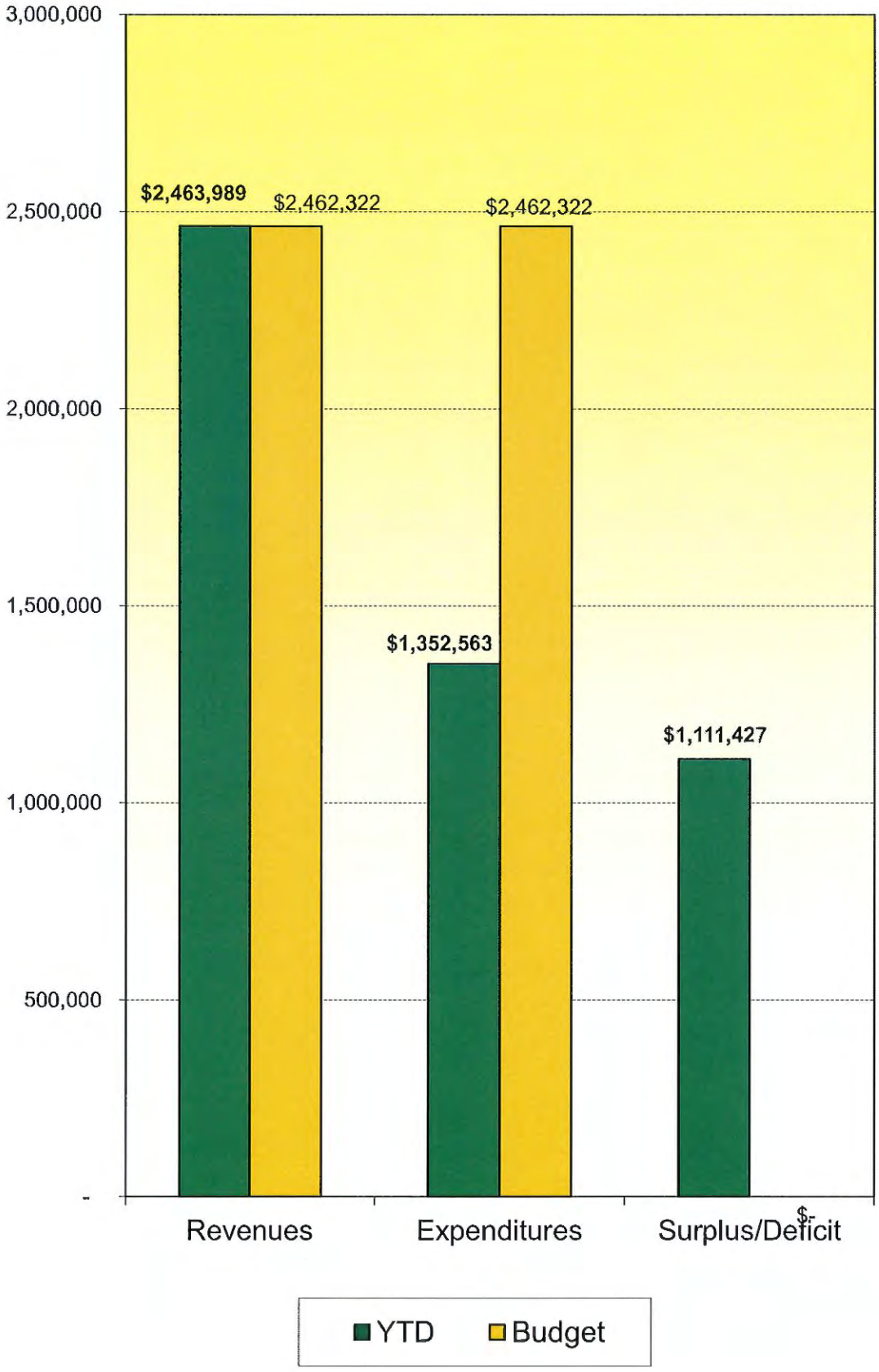
Operational Expenditure Distribution



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 7 Month(s) Ended January 31, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 7 Month(s) Ended January 31, 2022

58% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,243,375	132,111	-	2,375,485	2,380,317	100%
Interest	211	-	7	218	1,000	22%
Replacement Taxes	35,216	-	-	35,216	35,000	101%
Service Fees	5,689	-	-	5,689	5,500	103%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	44,138	-	-	44,138	37,405	118%
Miscellaneous	3,243	-	-	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,331,872	132,111	7	2,463,989	2,462,322	100%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	100%	99%	n/a	100%		
OPERATING EXPENDITURES	-					
Personnel	791,138	-	-	791,138	1,514,720	52%
IMRF	-	74,353	-	74,353	133,347	56%
Administrative	35,892	-	-	35,892	75,320	48%
Technology	112,135	-	-	112,135	112,403	100%
Library Materials - Books	77,816	-	-	77,816	124,190	63%
Library Materials - Periodicals	5,884	-	-	5,884	13,000	45%
Library Materials - Audio & Visual	11,814	-	-	11,814	38,000	31%
Library Material - Maintenance	2,444	-	-	2,444	12,800	19%
Technology Services	39,542	-	-	39,542	74,180	53%
Programs	19,871	-	-	19,871	28,800	69%
Marketing & Promotion	12,968	-	-	12,968	31,000	42%
Facilities & Operations	93,705	-	-	93,705	173,450	54%
Utilities	22,926	-	-	22,926	45,900	50%
Professional Services	49,772	-	-	49,772	80,312	62%
Board Expenses	2,304	-	-	2,304	4,900	47%
Actual Expenditures	1,278,210	74,353	-	1,352,563	2,462,322	55%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	55%	56%	n/a	55%		

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	**1,053,662**	**57,758**	**7**	**1,111,427**	**-**
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	1,940,837	61,105	122,360	2,124,301	1,012,875
Fund Balance as % of Total Expenditures	152%	82%	0%	157%	

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	110.69	198,359.75	2,243,374.55	132,110.77	0.00	2,375,485.32	2,380,317.00	-4,831.68	99.8%
32010 · PERS PROPERTY REPLACEMENT TAX	-1,759.62	2,916.67	35,216.18	0.00	0.00	35,216.18	35,000.00	216.18	100.62%
33000 · INTEREST INCOME	51.93	83.33	210.81	0.00	0.00	210.81	1,000.00	-789.19	21.08%
33040 · INTEREST-IL FUND BLDG CONST	2.11	0.00	0.00	0.00	6.80	6.80	0.00	6.80	100.0%
35100 · FINES	276.56	250.00	1,587.33	0.00	0.00	1,587.33	3,000.00	-1,412.67	52.91%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	362.65	208.33	2,407.07	0.00	0.00	2,407.07	2,500.00	-92.93	96.28%
35510 · LOST AND PAID MATERIALS	107.38	0.00	1,209.60	0.00	0.00	1,209.60	0.00	1,209.60	100.0%
35710 · NON RESIDENT FEES	245.00	0.00	497.22	0.00	0.00	497.22	0.00	497.22	100.0%
35810 · BOOK SALES	0.00	0.00	-12.00	0.00	0.00	-12.00	0.00	-12.00	100.0%
36030 · MEMORIALS AND DONATIONS	0.00	0.00	326.00	0.00	0.00	326.00	0.00	326.00	100.0%
36035 · DONATIONS-SUMMER READING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
38010 · PER CAPITA GRANT	0.00	3,117.08	44,137.90	0.00	0.00	44,137.90	37,405.00	6,732.90	118.0%
38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	250.00	2,917.26	0.00	0.00	2,917.26	3,000.00	-82.74	97.24%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Revenues	-603.30	205,193.50	2,331,871.92	132,110.77	6.80	2,463,989.49	2,462,322.00	1,667.49	100.07%
Expenditures									
10Exp · Expense									
1E · PERSONNEL									
41100 · SALARIES	92,800.16	103,332.58	657,267.57	0.00	0.00	657,267.57	1,239,991.00	-582,723.43	53.01%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	13,042.95	14,875.00	82,833.20	0.00	0.00	82,833.20	178,500.00	-95,666.80	46.41%
41120 · FICA EXPENSE	6,712.73	7,583.33	48,410.84	0.00	0.00	48,410.84	91,000.00	-42,589.16	53.2%
41130 · UNEMPLOYMENT COMPENSATION	0.00	250.00	397.24	0.00	0.00	397.24	3,000.00	-2,602.76	13.24%
41140 · WORKERS COMPENSATION	0.00	185.75	2,229.00	0.00	0.00	2,229.00	2,229.00	0.00	100.0%
Subtotal	112,555.84	126,226.67	791,137.85	0.00	0.00	791,137.85	1,514,720.00	-723,582.15	52.23%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	465.00	1,216.67	5,158.75	0.00	0.00	5,158.75	14,600.00	-9,441.25	35.33%
41320 · TRAVEL	0.00	225.00	103.88	0.00	0.00	103.88	2,700.00	-2,596.12	3.85%
41330 · ASSOCIATION DUES	482.00	483.33	2,748.00	0.00	0.00	2,748.00	5,800.00	-3,052.00	47.38%
41332 · PAYROLL PROCESSING	457.11	458.33	3,312.62	0.00	0.00	3,312.62	5,500.00	-2,187.38	60.23%
41334 · OFFICE SUPPLIES GENERAL	310.98	405.83	2,798.54	0.00	0.00	2,798.54	4,870.00	-2,071.46	57.47%
41336 · OFFICE EQUIPMENT	1,737.54	1,929.17	12,454.87	0.00	0.00	12,454.87	23,150.00	-10,695.13	53.8%
41338 · POSTAGE	0.00	650.00	3,565.19	0.00	0.00	3,565.19	7,800.00	-4,234.81	45.71%
41342 · ADMINISTRATIVE MISC	48.40	150.00	773.62	0.00	0.00	773.62	1,800.00	-1,026.38	42.98%
41344 · SUPPLIES-FOOD	0.00	250.00	133.67	0.00	0.00	133.67	3,000.00	-2,866.33	4.46%
41346 · MATERIALS & RESOURCE RECOVERY	80.55	133.33	868.15	0.00	0.00	868.15	1,600.00	-731.85	54.26%
41348 · CIRCULATION SERVICES SUPPLIES	129.99	375.00	3,974.26	0.00	0.00	3,974.26	4,500.00	-525.74	88.32%
Subtotal	3,711.57	6,276.67	35,891.55	0.00	0.00	35,891.55	75,320.00	-39,428.45	47.65%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2022

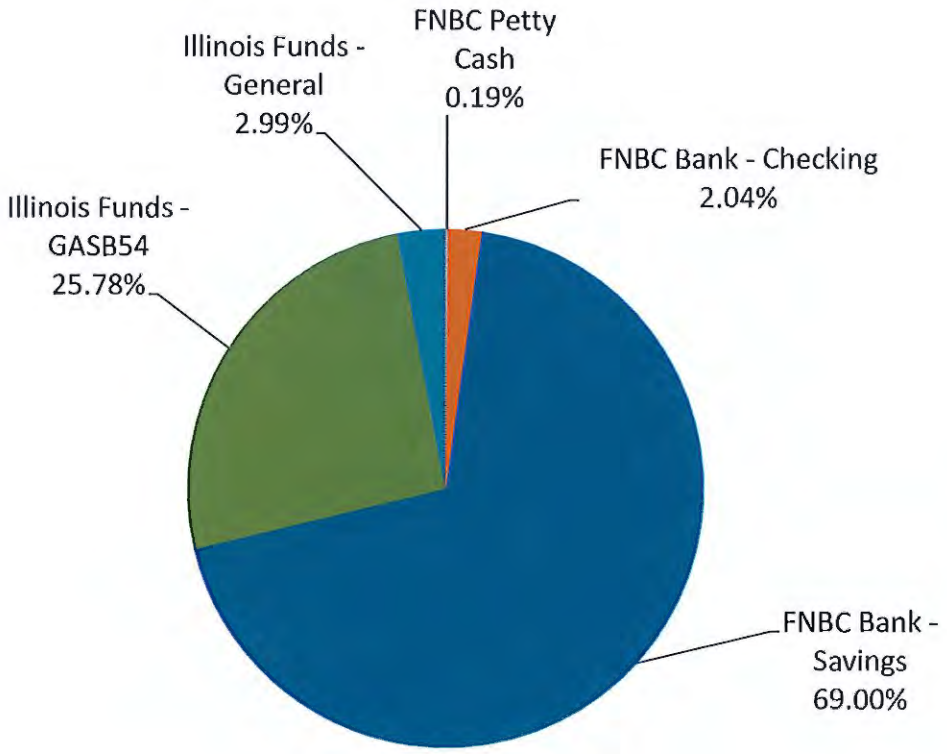
		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN										
41400 · IT EQUIPMENT UPGRADES-STAFF		770.00	2,849.17	60,090.03	0.00	0.00	60,090.03	34,190.00	25,900.03	175.75%
41410 · SOFTWARE STAFF		156.03	479.00	5,340.59	0.00	0.00	5,340.59	5,748.00	-407.41	92.91%
41415 · PHONE SYSTEM		120.00	120.00	840.00	0.00	0.00	840.00	1,440.00	-600.00	58.33%
41420 · TECHNOLOGY MANAGEMENT		5,195.60	5,005.00	35,009.60	0.00	0.00	35,009.60	60,060.00	-25,050.40	58.29%
41425 · WARRANTIES/EXTENDED CARE		149.90	913.75	10,855.22	0.00	0.00	10,855.22	10,965.00	-109.78	99.0%
	Subtotal	6,391.53	9,366.92	112,135.44	0.00	0.00	112,135.44	112,403.00	-267.56	99.76%
4E · LIBRARY MATERIALS-BOOKS										
42112 · REFERENCE-ELECTRONIC		0.00	3,735.00	43,834.32	0.00	0.00	43,834.32	44,820.00	-985.68	97.8%
42120 · BOOKS-ADULT		4,271.03	4,000.00	22,979.43	0.00	0.00	22,979.43	48,000.00	-25,020.57	47.87%
42122 · BOOKS-LITERACY		0.00	30.83	56.94	0.00	0.00	56.94	370.00	-313.06	15.39%
42130 · BOOKS-YOUNG ADULT		631.98	500.00	1,538.63	0.00	0.00	1,538.63	6,000.00	-4,461.37	25.64%
42140 · BOOKS-YOUTH		561.56	2,000.00	8,919.72	0.00	0.00	8,919.72	24,000.00	-15,080.28	37.17%
42170 · RBP/ILL BOOK REPLACEMENT		0.00	83.33	487.22	0.00	0.00	487.22	1,000.00	-512.78	48.72%
	Subtotal	5,464.57	10,349.17	77,816.26	0.00	0.00	77,816.26	124,190.00	-46,373.74	62.66%
5E · LIBRARY MATERIALS-PERIODICALS										
42210 · PERIODICALS		0.00	1,083.33	5,884.09	0.00	0.00	5,884.09	13,000.00	-7,115.91	45.26%
	Subtotal	0.00	1,083.33	5,884.09	0.00	0.00	5,884.09	13,000.00	-7,115.91	45.26%
6E · LIBRARY MATERIALS-AUDIO VISUAL										
42320 · AV MATERIALS-ADULT		1,760.62	2,291.67	9,964.44	0.00	0.00	9,964.44	27,500.00	-17,535.56	36.23%
42330 · AV MATERIALS-YOUNG ADULT		0.00	250.00	441.90	0.00	0.00	441.90	3,000.00	-2,558.10	14.73%
42340 · AV MATERIALS-YOUTH		59.98	625.00	1,407.53	0.00	0.00	1,407.53	7,500.00	-6,092.47	18.77%
	Subtotal	1,820.60	3,166.67	11,813.87	0.00	0.00	11,813.87	38,000.00	-8,650.57	31.09%
7E · TECHNOLOGY SERVICES										
42400 · LIBRARY CONSORTIUM		0.00	2,798.58	16,981.22	0.00	0.00	16,981.22	33,583.00	-16,601.78	50.57%
42405 · INTERNET SERVICES		487.78	1,076.25	3,408.88	0.00	0.00	3,408.88	12,915.00	-9,506.12	26.4%
42420 · SOFTWARE PUBLIC		0.00	684.67	5,044.82	0.00	0.00	5,044.82	8,216.00	-3,171.18	61.4%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC		0.00	1,622.17	14,106.68	0.00	0.00	14,106.68	19,466.00	-5,359.32	72.47%
	Subtotal	487.78	6,181.67	39,541.60	0.00	0.00	39,541.60	74,180.00	-8,530.50	53.31%
8E · LIBRARY MATERIAL MAINTENANCE										
42500 · PROCESSING-TECHNICAL SERVICES		54.36	1,044.50	2,444.00	0.00	0.00	2,444.00	12,534.00	-10,090.00	19.5%
42510 · CATALOGING TOOL		0.00	22.17	0.00	0.00	0.00	0.00	266.00	-266.00	0.0%
42515 · DIGITALIZATION PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Subtotal	54.36	1,066.67	2,444.00	0.00	0.00	2,444.00	12,800.00	-10,090.00	19.09%
9E · PROGRAMS										
44120 · PROGRAMS-ADULT		599.98	533.33	4,136.43	0.00	0.00	4,136.43	6,400.00	-2,263.57	64.63%
44130 · PROGRAMS-YOUNG ADULT		1,203.88	458.33	2,002.40	0.00	0.00	2,002.40	5,500.00	-3,497.60	36.41%
44135 · PROGRAMS-SUMMER READING		761.15	491.67	761.15	0.00	0.00	761.15	5,900.00	-5,138.85	12.9%
44140 · PROGRAMS-YOUTH		529.46	750.00	6,706.99	0.00	0.00	6,706.99	9,000.00	-2,293.01	74.52%
44145 · EVENTS AND OUTREACH		5,000.00	166.67	6,263.85	0.00	0.00	6,263.85	2,000.00	4,263.85	313.19%
	Subtotal	8,094.47	2,400.00	19,870.82	0.00	0.00	19,870.82	28,800.00	1,970.84	69.0%
10E · MARKETING & PROMOTIONS										
44210 · MARKETING		373.61	613.83	2,918.72	0.00	0.00	2,918.72	7,366.00	-4,447.28	39.62%
44215 · WEBSITE		0.00	420.83	179.88	0.00	0.00	179.88	5,050.00	-4,870.12	3.56%
44220 · PROMO MATERIALS-ADULT		0.00	83.33	559.18	0.00	0.00	559.18	1,000.00	-440.82	55.92%
44240 · PROMO MATERIALS-YOUTH		280.44	133.33	948.29	0.00	0.00	948.29	1,600.00	-651.71	59.27%
44245 · PROGRAM GUIDE		950.00	1,300.00	7,978.39	0.00	0.00	7,978.39	15,600.00	-7,621.61	51.14%
44250 · SURVEYS		0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
	Subtotal	1,604.05	2,583.33	12,968.46	0.00	0.00	12,968.46	31,000.00	-18,031.54	41.83%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	195.00	1,333.33	7,995.00	0.00	0.00	7,995.00	16,000.00	-8,005.00	49.97%
45112 · SECURITY SERVICE	1,924.04	1,791.67	17,523.73	0.00	0.00	17,523.73	21,500.00	-3,976.27	81.51%
45115 · JANITORIAL SUPPLIES	852.65	500.00	2,789.75	0.00	0.00	2,789.75	6,000.00	-3,210.25	46.5%
45116 · COVID 19 SUPPLIES	192.90	1,064.58	617.33	0.00	0.00	617.33	12,775.00	-12,157.67	4.83%
45117 · SECURITY CAMERAS	0.00	414.58	0.00	0.00	0.00	0.00	4,975.00	-4,975.00	0.0%
45120 · SNOW REMOVAL	3,620.00	3,000.00	14,480.00	0.00	0.00	14,480.00	36,000.00	-21,520.00	40.22%
45130 · EXTERIOR LANDSCAPING	0.00	670.83	10,775.00	0.00	0.00	10,775.00	8,050.00	2,725.00	133.85%
45140 · EXTERIOR R & M-OTHER	0.00	1,170.83	12,046.56	0.00	0.00	12,046.56	14,050.00	-2,003.44	85.74%
45150 · HVAC R & M	1,022.00	2,083.33	9,327.60	0.00	0.00	9,327.60	25,000.00	-15,672.40	37.31%
45155 · GENERAL BLDG SERVICES	110.52	125.00	860.62	0.00	0.00	860.62	1,500.00	-639.38	57.38%
45160 · CONTRACT INSPECTION & MAINTENAN	849.00	1,166.67	11,155.93	0.00	0.00	11,155.93	14,000.00	-2,844.07	79.69%
45165 · INTERIOR R & M-OTHER	1,632.39	1,133.33	6,133.57	0.00	0.00	6,133.57	13,600.00	-7,466.43	45.1%
Subtotal	10,398.50	14,454.17	93,705.09	0.00	0.00	93,705.09	173,450.00	-79,744.91	54.02%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,015.44	600.00	2,910.21	0.00	0.00	2,910.21	7,200.00	-4,289.79	40.42%
45320 · UTILITIES-ELECTRIC	1,705.64	1,833.33	10,220.54	0.00	0.00	10,220.54	22,000.00	-11,779.46	46.46%
45330 · UTILITIES-TELEPHONE	1,009.11	1,000.00	7,387.65	0.00	0.00	7,387.65	12,000.00	-4,612.35	61.56%
45340 · UTILITIES-WATER	0.00	300.00	1,857.84	0.00	0.00	1,857.84	3,600.00	-1,742.16	51.61%
45350 · UTILITIES-TRASH	78.56	91.67	549.92	0.00	0.00	549.92	1,100.00	-550.08	49.99%
Subtotal	3,808.75	3,825.00	22,926.16	0.00	0.00	22,926.16	45,900.00	-22,973.84	49.95%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	0.00	1,401.92	16,285.00	0.00	0.00	16,285.00	16,823.00	-538.00	96.8%
45505 · AUDIT	0.00	1,354.42	11,572.00	0.00	0.00	11,572.00	16,253.00	-4,681.00	71.2%
45510 · LEGAL	96.00	1,000.00	4,489.50	0.00	0.00	4,489.50	12,000.00	-7,510.50	37.41%
45515 · PROFESSIONAL SERVICES	2,054.10	1,186.33	6,150.00	0.00	0.00	6,150.00	14,236.00	-8,086.00	43.2%
45520 · ACCOUNTING	1,575.00	1,750.00	11,275.00	0.00	0.00	11,275.00	21,000.00	-9,725.00	53.69%
Subtotal	3,725.10	6,692.67	49,771.50	0.00	0.00	49,771.50	80,312.00	-30,540.50	61.97%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	50.00	0.00	0.00	0.00	0.00	600.00	-600.00	0.0%
45605 · PROF SERVICES-SECRETARIAL	270.75	275.00	1,624.50	0.00	0.00	1,624.50	3,300.00	-1,675.50	49.23%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	679.08	0.00	0.00	679.08	1,000.00	-320.92	67.91%
Subtotal	270.75	408.33	2,303.58	0.00	0.00	2,303.58	4,900.00	-2,596.42	47.01%
15E · CAPITAL EQUIPMENT									
46500 · CAPTIAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
16E · GRANT EXPENSES									
49600 · GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 · GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E · IMRF EXPENSES									
92500 · IMRF EXPENSE	10,552.33	11,112.25	0.00	74,352.65	0.00	74,352.65	133,347.00	-58,994.35	55.76%
Subtotal	10,552.33	11,112.25	0.00	74,352.65	0.00	74,352.65	133,347.00	-58,994.35	55.76%
70E · SPECIAL RESERVE EXPENDITURES									
70000 · HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E · TRANSFERS OUT									
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expenditures	168,940.20	205,193.50	1,278,210.27	74,352.65	0.00	1,352,562.92	2,462,322.00	-1,109,759.08	54.93%
Net Income	-169,543.50	0.00	1,053,661.65	57,758.12	6.80	1,111,426.57	0.00	1,111,426.57	100.00%

West Chicago Public Library District
Investments
January 31, 2022

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	4,050
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	44,171
FNBC Bank - Savings	#0317	MM	0.10%	1,495,919
Illinois Funds - GASB54	#6950	MM	Various	558,959
Illinois Funds - General	#5519	MM	Various	64,892
			Total	**$ 2,168,151**



West Chicago Public Library District

Financial Analysis

For the 7 Month(s) Ended January 31, 2022

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

58% of Budget Year

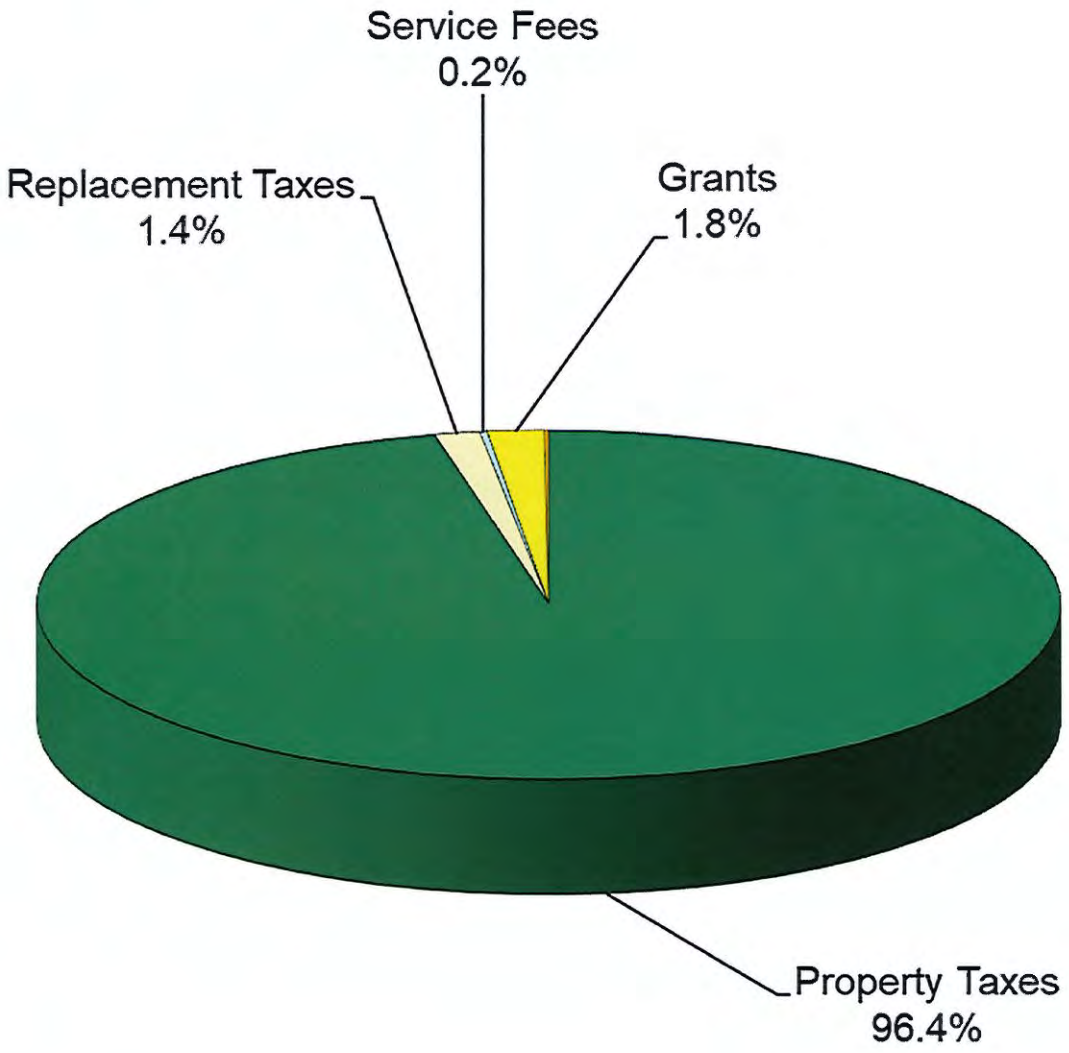
- 102% of Total Budget
- Property Taxes
  - Collected $2,375,485 or 100% of Budgeted Property Taxes (1st and 2nd Installment from DuPage County)
- Service Fees
  - Collected $5,689 or 103% of Budget
- Replacement Taxes
  - Collected $35,216 or 101% of Budget
- Per Capita Grant
  - $44,138 or 118% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	218	1,000	22%
Replacement Taxes	35,216	35,000	101%
Service Fees	5,689	5,500	103%
Other Revenue (Program Rental)	-	-	0%
Grants	44,138	37,405	118%
Miscellaneous	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,463,989	2,462,322	100%
Budgeted Revenues	2,462,322		
% Diff	100%		

Revenues

Revenue Distribution



Expenditure Highlights

58% of Budget Year

- 55% of Total Budget

- Operating Expenditures
  - 55% of Budget

- Admin. Technology
  - 100% of Budget
  - Sikich Workstation Refresh for $26,502
  - Sikich In-house/Remote Support & New Laptops for $19,646

- Library Materials - Books
  - 63% of Budget
  - Electronic Reference Annual Subscription $28,886

- Professional Services
  - 62% of Budget
  - Sikich Audit for $9,772

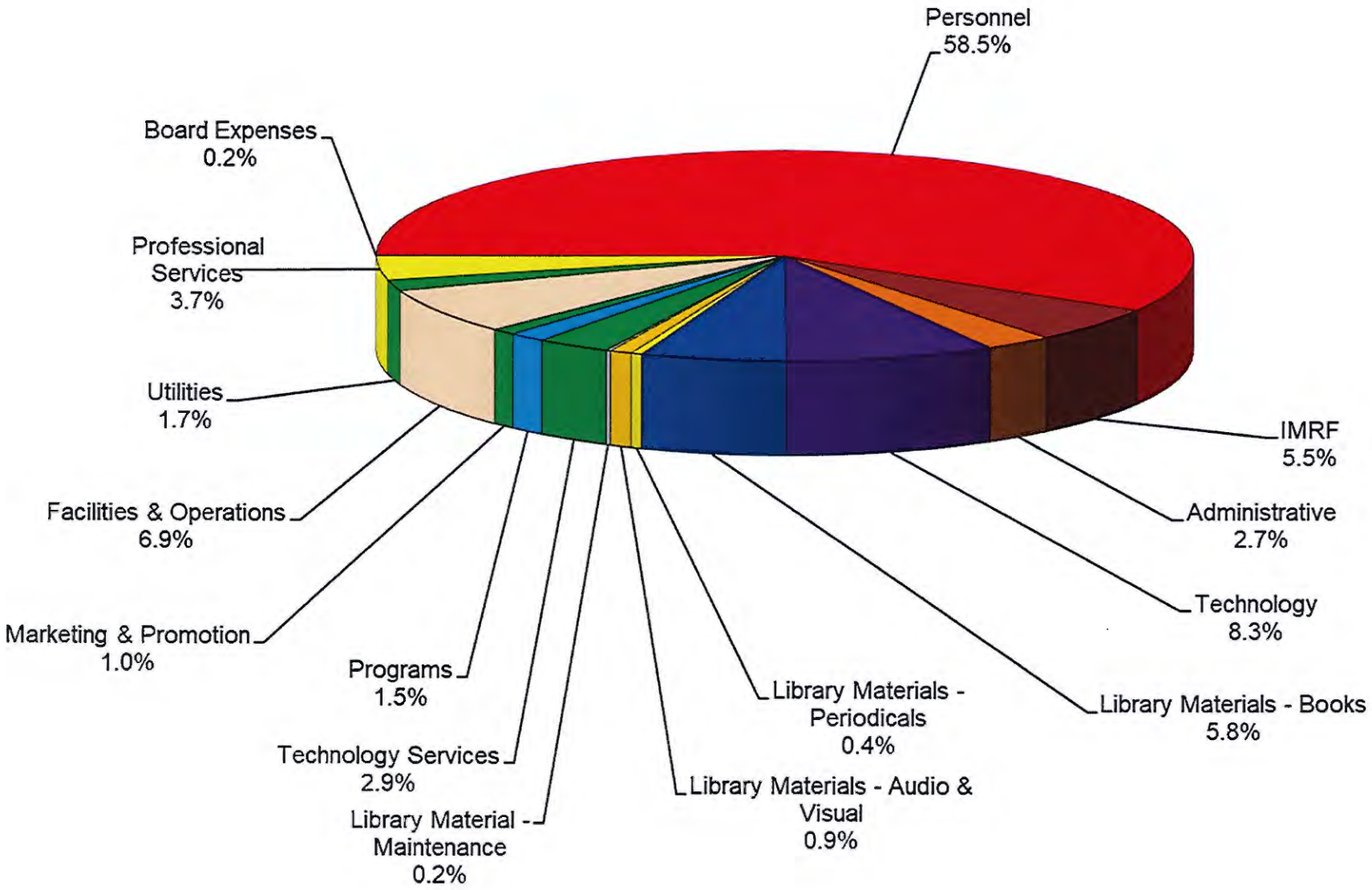
- Facilities Maintenance
  - 54% of Budget
  - Lighting Final Payment for $11,931

Expenditures

Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	791,138	1,514,720	52%
IMRF	74,353	133,347	56%
Administrative	35,892	75,320	48%
Technology	112,135	112,403	100%
Library Materials - Books	77,816	124,190	63%
Library Materials - Periodicals	5,884	13,000	45%
Library Materials - Audio & Visual	11,814	38,000	31%
Library Material - Maintenance	39,542	74,180	53%
Technology Services	2,444	12,800	19%
Programs	19,871	28,800	69%
Marketing & Promotion	12,968	31,000	42%
Facilities & Operations	93,705	173,450	54%
Utilities	22,926	45,900	50%
Professional Services	49,772	80,312	62%
Board Expenses	2,304	4,900	47%
Actual Expenditures	1,352,563	2,462,322	55%
Budgeted Expenditures	2,462,322		
% Diff	55%		

Expenditures

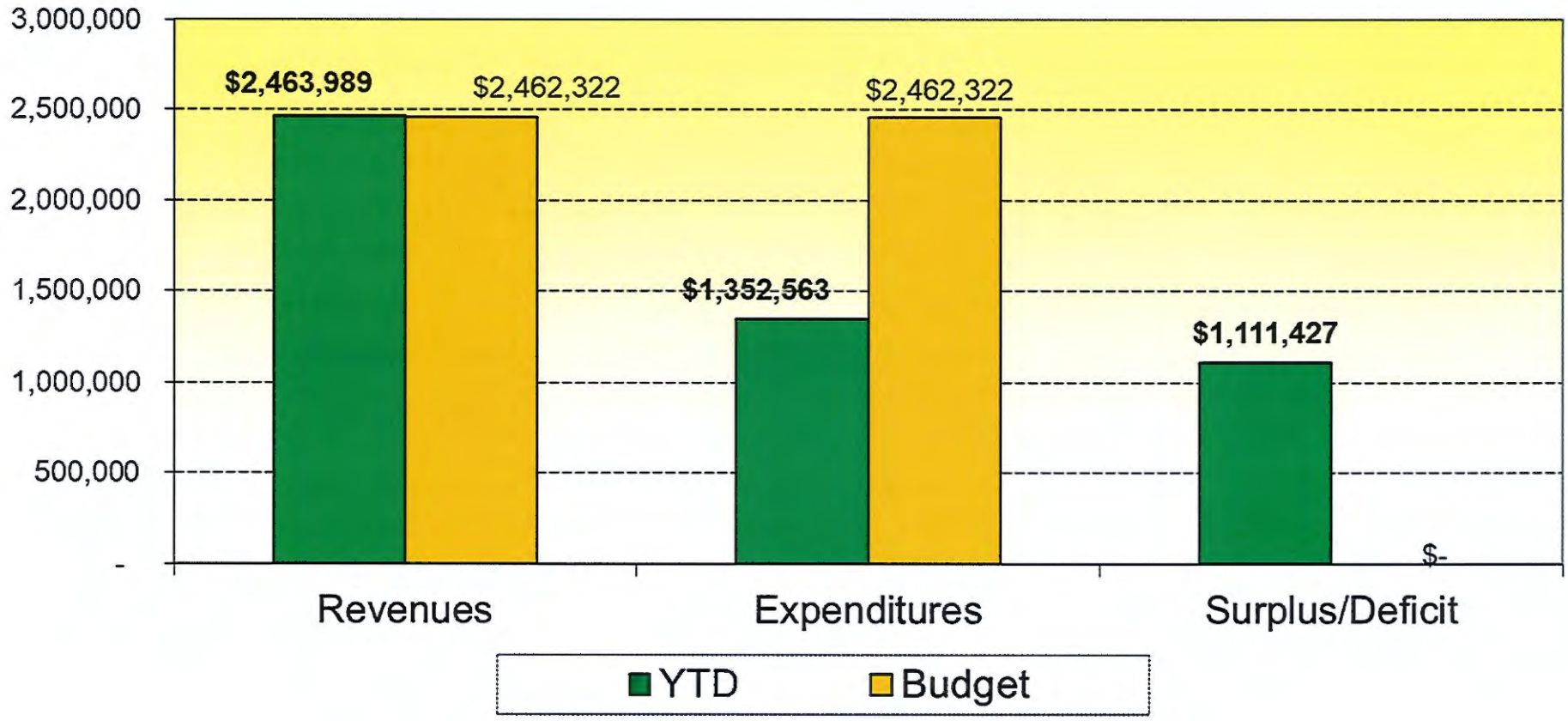
Operational Expenditure Distribution



Revenue, Expenditure & Fund Balance

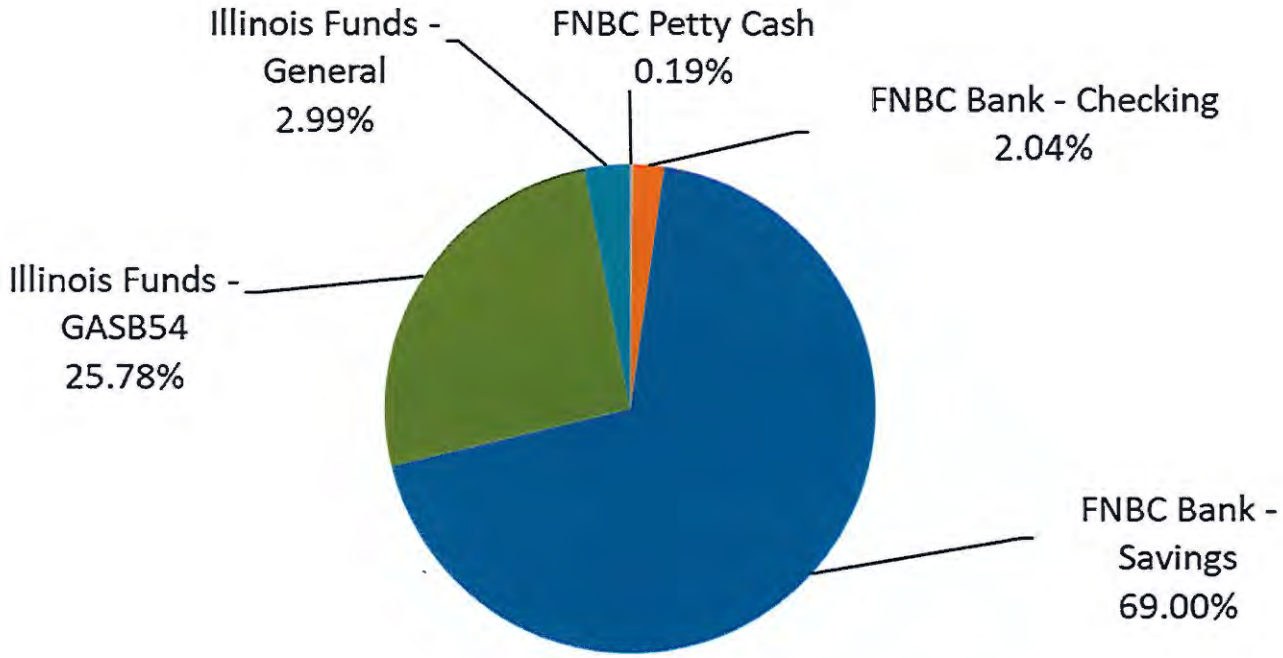
For the 7 Month(s) Ended January 31, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	**1,053,662**	**57,758**	**7**	**1,111,427**	**-**
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	1,940,837	61,105	122,360	2,124,301	1,012,875
Fund Balance as % of Total Expenditures	152%	82%	0%	157%	



Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	4,050
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	44,171
FNBC Bank - Savings	#0317	MM	0.10%	1,495,919
Illinois Funds - GASB54	#6950	MM	Various	558,959
Illinois Funds - General	#5519	MM	Various	64,892
			Total	**$ 2,168,151**



Library Director Report

February 2022

FINANCIAL UPDATE

- Fiscal Year Elapsed = 58.3%
- Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: $558,958.82 (+$36.15)
  - New Building & Construction Fund: $32,487.29 (+ $2.11)
  - General (Corporate) Fund: $76,526.44 (- $44,134.22 {$44,137.90} PCG)
- The Adjusted Journal Entries (AJEs) from the annual audit for FY 2022 have been included in the January financial statements
- Per Capita Grant funds were transferred from Illinois Funds to the FNBC Corporate account
- The FY 2023 SWAN budget will be on the agenda for approval at the March 3, 2022 SWAN Committee of the Whole Meeting

PHYSICAL PLANT

- Valley Fire Protection was on-site 1/21/22 for five-year internal testing on wet systems, pumps, valves and the hydrostatic fire department connection; and to replace outdated gauges. Valley Fire was also on-site 1/24/22 for backflow testing.
- Buck Services Staff provided cleaning services on the following dates: 1/23 & 30; 2/6, 13, 14 & 20.
- Gehrke was on-site 1/24 for preventive maintenance/water treatment.
- Elara Engineering was on-site 1/25 to complete their on-site work. They will complete the report and provide a presentation on the updated facilities assessment and structural report at the February 28 board meeting.
- Anderson Elevator was on-site 2/15 for the annual elevator inspection and testing; 2/17 for smoke and heat sensor testing; and 2/18 for fire alarm testing with First Security technicians.
- First Security as on-site 2/16 to change out the 3G radio in the fire panel with a 5G radio.
- Assa Abloy was on-site 2/18 for preventive maintenance on the front sliding doors.

TECHNOLOGY

- Peerless Network (formerly Call One) provided notification that our Plain Old Telephone Service (POTS) lines are scheduled to be shut down March 1, 2022. These are on obsolete infrastructure which is being decommissioned by its carrier partner, Winstream. A technician will come on-site 2/22/22 to install a device which will modernize our phone connection and keep the Library's service up and running. If significant downtime of the phone system is encountered, the library will push notifications via the web site and social media.

Library Director Report

February 2022

- As we reported previously, the library recently switched to a new online catalog called Aspen, which does not work with our current online fines/fees payment program (ProPay). As a result, the Library created a PayPal account to allow collection of fines/fees online through the Aspen catalog. In order to pay online, patrons must have a minimum of $1.00 in fines/fees.

PERSONNEL

- The Library Director:
  - Attended the West Suburban Legislative Update (virtually) on 1/24
  - Attended the Board Meeting on 1/24
  - Attended the Strategic Planning Committee meeting on 1/25
  - Attended the WeGo Together Steering Committee Meeting on 1/26
  - Attended a DuPage Library Director's Meeting on 1/27
  - Held Managers Advisory Meetings on 1/31 and 2/14
  - Attended the SWAN Committee of the Whole meeting on 2/1
  - Attended the Policy Meeting on 2/10
  - Hosted the Director's Dialogue on 2/12 (*1 registered; no attendance; email follow-up with registrant*)
  - Attended the Healthy West Chicago Advisory Board Meeting on 2/2
  - Attended Rotary meetings on 2/2 and 2/16
  - Attended a United Way Neighborhood Network strategic planning check-in meeting for WeGo Together for Kids (WGTK) with Joie Francovich and United Way representatives on 2/11
  - Attended the Finance Committee Meeting on 2/22

- John W. will become the new Technical Services Assistant taking over from Jackie L., who retired from her position effective 2/25 after 21 years of service. We welcome John and wish Jackie well!
- We are searching for and interviewing candidates to fill a vacant Circulation Services Assistant position

- Employee Anniversaries:
  - Mike (Technical Services) – 14 years

MISCELLANEOUS

- We offer our condolences to the family of Nancy Smith, who passed away on February 9, 2022. Nancy was the West Chicago City Clerk for 30 years.
- The Illinois Attorney General has updated its FOIA/OMA training portal. Board members can register for an account and take either or both training options at: https://foiapac.ilag.gov/ .

Department Reports
January 2021

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs**: A total of 78 attended 7 Adult Services live virtual and in person programs in January.

  Healthy West Chicago Virtual Cooking Class: A total of 20 attended the January cooking class with food kit.

- **Virtual posts and Social Media**: The Adult Services Team created 7 virtual posts, booklists, craft videos and book reviews in January.
- **Technology:** Adult Services staff taught 3 in person computer classes in January with a total of 7 attendees.
- **Outreach:** Adult Services Librarian, Sara and Adult Services Assistant, Edith, assembled and dropped off 30 Cozy To-Go Bags with tea bags, shortbread cookies package, digital magazines and digital newspapers flyers, bookmark promoting Latin Hip Hop as a New Poetry, Wits Workout, and other winter programs, printed crossword puzzles, Sudoku puzzles, and word searches for residents at the Wood Glen Senior Residences.

ADULT SERVICES: YOUNG ADULT

- A total of 7 programs were offered for teens in January with a total of 18 attendees.

CIRCULATION SERVICES

Circulation Statistics January 2022:

- 12,923 Total Items checked out, 46.74% increase from January 2021.
- 3,214 Electronic materials checked out, 10.90% increase from January 2021.
- The total value of the materials checked out by our patrons was $110,775.61 during January 2022.
- During January 2022, we had 103 patrons using self-check and a total of 315 items checked out.

Patron Statistics January 2022:

- 32 New patrons added, 62.35% decrease from January 2021.
- 15,117 Card holders, 8.29% decrease from January 2021.
- 50.52% of the district population have library cards, 4.57% decrease from January 2021.

TECHNICAL SERVICES

Acquisitions:

- 665 Items invoiced/received.
- 635 Items ordered.

Cataloged:

- 1742 Dec Items added to the collection.

Withdrawals:

- 1066 Items withdrawn from the collection.

Material Maintenance:

- 6 Items repaired in house.

Other Activities:

- 483 Daily Health Questionnaires.
- 149 Postage processed.
- 131 Invoices archived.
- 121 Invoices processed.
- 75 Pre-cat records created.
- 59 Items moved from new shelf to regular collection.
- 41 Withdrawn books donated to Better World Books.

- 3 Title transfers.
- 1 Digital movie added to the collection.

YOUTH SERVICES

- **Engagement** -We held a total of 27 programs during the month of January, these are our attendance numbers:
    - Storytimes-**55**
    - Toal Outreach (online)-**57**
    - All programs-**243**

- **Kits for Pickup-**The following kits were given out during the month January

    - Birthday Club-**21**
    - 3 Kings Day-**45**
    - Chinese New Year to Go-**48**
    - Artastic Adventures-**10**

Project Hope-We partnered with the District 33 Birth to three program to provide to-go bags to expectant mothers and parents with children aged birth-3. These to-go bags contained information about the free Birth to Three program in the district and activities for parents to do at home with their young children. We gave out a total of 75 bags.

ADMINISTRATIVE SERVICES

eNews: Jan.

Our open rate increased by 4% and our click rate went down by 1%. Even though our click rate went down, we did not see a negative effect on our registration numbers. Patrons were really interested in our Valentine's Day programs, to-go bags, our Winter Reading Program, and our cooking classes for adults and for the family with Healthy West Chicago.

Monthly Overview:

- Average Click Rate: **1%**
  - Last Month's Rate: **2%**
- Average Open Rate: **29%**
  - Last Month's Rate: **25%**

Top Emails:

01/26 - Celebrate Valentine's Day, Teen Programs, and More!

- Unique Opens: **1,828**
- Open Rate: **34%** (Last Month: 27%)
- Unique Clicks: **22**
- Click Rate: **1%** (Last Month: 2%)

01/1 - Start the year right with these programs and to-go bags!

- Unique Opens: **1,779**
- Open Rate: **33%** (Last Month: 27%)
- Unique Clicks: **16**
- Click Rate: **1%** (Last Month: 0%)

01/24 - Winter Reading Grand Prizes and the January BookPage!

- Unique Opens: **1,493**
- Open Rate: **28%** (Last Month: 26%)
- Unique Clicks: **6**
- Click Rate: **1%** (Last Month: 1%)

Top Links Clicked:

- HWC Family Cooking Club - **17** (Last Month: 30)
- Adult HWC Cooking – **14** (Last Month: 14)
- Cutting the Cable Cord- **12** (Last Month: 11)

- Crafting with Ms. Mireya - **7** (Last Month: 11)
- Behind the Beautiful Dress - **7** (Last Month: 9)

Facebook: Jan.

All our top posts were pictures or videos and not flyers. We have been noticing an increase in engagement highlighting the library during the frigid temperatures, so we have been experimenting sharing more pictures and videos of the library and our kits to engage our followers and it has been working. Our reach increased by around 3,000 screens and our engagement almost doubled compared to last month. Our followers have been growing as well. We are nearing 1,800 followers.

Monthly Overview:

Total Post Reach: **12,888** (Last Month: 9,601)
Total Post Engagements: **738** (Last Month: 484)
Page Followers: **1,796** (Last Month: 1,790)

Top Posts:

01/19 **ESL Holiday Picture**
Reach: **2,376** (Last Month: 2,003)
Engagement: **102** (Last Month: 109)
Views: **NA** (Last Month: NA)

01/25 **10 Degrees Outside Video**
Reach: **1,619** (Last Month: 1330)
Engagement: **103** (Last Month: 106)
Views: **861** (Last Month: NA)

01/31 **Birth-3 To-Go Bag**
Reach: **971** (Last Month: 1,185)
Engagement: **36** (Last Month: 78)
Views: **NA** (Last Month: NA)

Instagram: Jan.

Instagram continues to function as a support in our social media. It works to remind people of things, but it is not the main source of engagement. Our main goal is to grow it slowly until it can deliver comparable results to our Facebook Page. Until then, the narrative will remain the same. You can expect to see the numbers fluctuate in accordance with Facebook's performance.

Notable this month: The library has continued to successfully integrate Instagram Reels (Instagram's Version of TikTok videos which are up to 30 seconds long) to promote our Book Talks, big events, and services. The top three posts of the month were all Reels.

Monthly Overview:

Page Followers: **431** (Last Month: 424)

Top Posts:

01/19 **The Charms Offensive Book Talk**
Reach: **895** (Last Month: 534)
Engagement: **4** (Last Month: 1)
Views: **892** (Last Month: 540

01/24 **Turtle in Paradise BOTW Video**
Reach: **807** (Last Month: 271)
Engagement: **2** (Last Month: 1)
Views: **814** (Last Month: 294)

01/19 **Mitosis Flores Never Forgets**
Reach: **539** (Last Month: 242)
Engagement: **2** (Last Month: 1)
Views: **541** (Last Month: 243)

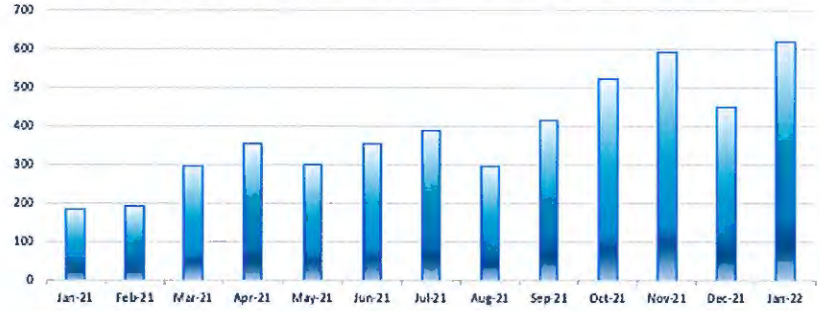
Creative Corridor: Jan.

- Circulations kept their Holiday Window Display up through mid-January (they got the most votes from the Holiday Open House), and People's Resource Center kept their artwork on display on the wall through about mid-January as well.

IT Report – January

Wireless Overview

January had 619 unique clients with 633.40Gb of data used.



With every month our numbers are growing. We are slowly moving back to normal with each passing day.

Website

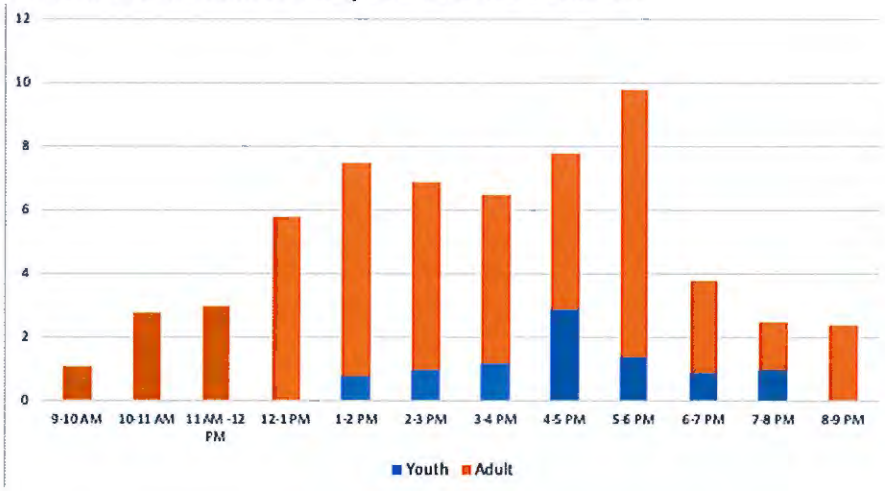
Last month we had 6909 website visits.

The top 5 pages in January were

1. Yearbooks (506 Visits in January, 488 Visits in December)
2. Print from Anywhere (144 Visits in January, 154 Visits in December)
3. eBooks and eAudiobooks (143 Visits in January, 127 Visits in December)
4. Research Databases (99 Visits in January, 108 Visits in December)
5. Important Covid Update (98 Visits in January, 42 Visits in December)

Computer Usage

We had 237 users in January and 271 in December.



As is typical around this time of year, our numbers were down. With school ramping up after winter break we will see the numbers pick up again in February.