



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
BOARD MEETING
LIBRARY PROGRAM ROOM
MONDAY, MARCH 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.

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|---|------------------------------------|
| A. Call to Order | Nancy Conradt, President |
| B. Roll Call | Diane Kelsey, Secretary |
| C. Approval of the Minutes | |
| 1. February 28, 2022 | ACTION |
| D. Recognition of the Public | |
| E. Public Comments -- Limited to 3 Minutes | |
| F. Agenda -- Additions/Deletions | |
| G. Treasurer's Report | Corrine Jakacki-Dattomo, Treasurer |
| 1. Approval of the Bills for March 2022 | |
| 2. Financial Statements for February 2022 | |
| H. Communications | |
| 1. Annual Reminder RE: Board Member Changes and Vacancies (Illinois State Library) | ATTACHMENT |
| 2. Chronology for Annual Financial Ordinances (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd) | ATTACHMENT |
| I. Reports | |
| 1. President | Nancy Conradt |
| 2. Library Director | ATTACHMENT |
| 3. Department Managers | ATTACHMENT |
| 4. Policy Committee | Frank Fokta |
| 5. Strategic Planning Committee | Pat Weninger |
| 6. Ad-Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings | Frank Fokta |
| J. Unfinished Business | |
| None | |

K. New Business

1. Recommendations from the Semi-Annual Review of
Closed Session Minutes and Recordings
2. Facilities Assessment Priorities and Planning

ACTION

DISCUSSION

L. Closed Session

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

ACTION

5 ILCS 120/2(c)(21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06.

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 28 2022
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Frank Fokta, Vice President; 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; Gabe Cardenas, Circulation Librarian; Omar Nuñez, Public Relations Specialist; Mike Novy, Technical Services, staff.

C. APPROVAL OF THE MINUTES:

1. January 24, 2022: Ms. Jakacki moved to approve the Minutes of January 24, 2022 as amended; seconded by Mr. Bloom.

i. Page 4, Item J.2., Director's Reports, first sentence should read "...transferred from the Illinois Funds to the general fund..."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Under New Business, No. 4., add a discussion on staffing issues. The library currently has two staff openings.

G. PRESENTATION:

1. Facilities Assessment Update & Structural Report: Matthew Johnson, Cem Diniz, and John Daley, from Elara, reported on the findings of their review of the Library's mechanical, electrical, plumbing, and fire protection systems. The company performed a master plan study picking up from the study it had completed for the Library several years ago.

Elara's recommendations are primarily driven by maintaining comfort, sustaining the building occupancy, and energy efficiency; and the company prioritized the recommended work: Priority 1 is within the next

one to two years; Priority 2 is three to four years, and Priority 3 is five years and later.

Elara reviewed plumbing, HVAC, and building lighting. Engineers examined the expected service life of mechanicals, and determined nothing major looked at risk of imminent failure. It was noted that hot water is very difficult to receive at the plumbing fixtures in the building because the system does not include a recirculation pump. A fix of this problem would require running piping from the basement mechanical room to the fixture locations and would be expensive.

The two air handler units to the HVAC system have an estimated service life of approximately five years. The boilers and hot water pumps will also be approaching the end of their service life in the next three to five years. The chilled water pump is listed as needing replacement ASAP.

The fire alarm system replacement is set for five years. If or when the fire alarm system is updated or replaced, more fire alarms will need to be added. Elara recommends annual preventative maintenance for the electrical system and electrical panel.

The engineers inspected the basement of the library with respect to previous water infiltration. The inspection bore out no issues related to the basement walls that would indicate that the structure is compromised or settling. There are no gutters on the building, so the water drops down from the roof and lands roughly 5 feet away from the building. Staining exists on the skirt wall at the southeast corner of the building.

Stained ceiling tiles were observed on the second floor, where the Director stated some roof repairs had recently been performed. The site walls where the bicycle rack is and on the stairwell down to the basement are in bad shape and need to be replaced.

The maintenance repair cost section of the report is on Page 5, but does not include a cost for roofing, which would need to be obtained from a roofer.

(Matthew Johnson, Cem Diniz, and John Daley left.)

H. TREASURER'S REPORT:

1. Approval of the Bills for February 2022: Ms. Jakacki moved to approve the bills for February 2022 in the amount of \$175,320.30; seconded by Ms. Weninger.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Financial Statements for January 2022: Mr. Weseloh covered the Financial Statements under his report, Item J. 2.

I. COMMUNICATIONS: None.

J. REPORTS:

1. President: No report given.

2. Library Director: Mr. Weseloh reported the Library is 58.3% of the way through its fiscal year elapsed; it has collected 102% of its total revenue; and expenditures are around 55%. The property taxes collected are rounded up to 100% but are a couple thousand dollars behind. Service fees collected are at 103% of the budget; and replacement taxes are at 101% of the budget.

The work station refresh and remote support laptops expense of \$19,646 is being reviewed with Sikich because of a possible billing discrepancy.

Library material budget is at 63%; facilities maintenance is at 54% of the budget. Professional services budget is at 62%, which includes the Sikich audit and the Elara engineering costs.

Mr. Weseloh will place on the March Agenda as a discussion item the recommendations and priorities provided in the Elara report. Discussion was had regarding creating a Facilities Committee to discuss the recommendations and options for repairs.

The AJEs were completed from the annual audit. The Library's membership fees for SWAN will increase by \$910 for FY22-23.

Valley Fire Protection was onsite in January and performed a five-year internal testing on the Web system, the hydrostatic protection system, and replaced two gauges that were outdated. Anderson Elevator was onsite for the annual elevator inspection and testing; they also came out for the fire alarm testing with the First Security technician. First Security also was onsite to change out the radio in the fire panel to 5G.

Peerless Network was onsite to start the process of changing the Library's POTS lines to be VOIP lines by the end of the fiscal year. The online fee payment system has been changed from Pro Pay to PayPal because the former did not work with the Aspen catalog.

Mr. Weseloh held a Director's Dialogue event, there was one person registered, and that person did not show up. Mr. Weseloh followed up with an email to that person; and Mr. Weseloh had IT place on the

website his contact information and an invitation for people to make appointments with him if they would like to speak with the Director.

The West Chicago City Clerk, Nancy Smith, who was the City Clerk for 30 years, passed away on February 9, 2022.

3. Department Managers:

Administrative Services: The enews open rate increased by 4% in January, and the click rate went down by 1%. Registration numbers remained strong, including for the Valentine's Day Program, the to-go bags, the Winter Reading Program, and the Healthy West Chicago cooking classes.

All of the top Facebook posts were videos; the Library has close to 1800 followers. Instagram continues to perform well with Reels, and the Creative Corridor remains unchanged.

Adult Services: 78 people attended 7 virtual and in-person programs in January; Healthy West Chicago virtual cooking class with 20 people attending; chair yoga program with at least 20 people each time. Adult Services Librarians assembled some To-Go Bags to drop off at the Wood Glen Senior Residences for the residents to enjoy.

Young Adults: Seven programs were held in January with a total 18 attendees. Staff visited the middle school for the after-school book club and brought some mobile Makerspace materials, and the kids made 3D pens and curler beads.

Circulation: 12,923 items were checked out in January, an increase of 46.74% from the previous year when the library was closed; 3,214 electronic materials were checked out in January, a 10.9% increase from the previous year. The library has a total of 15,117 cardholders, which is an 8.29% decrease from January 2021.

Youth Services: A total of 243 people attended a total of 27 programs held in January. An online story time for the birth to 3 years old program had a total of 57 children attend. Popular kits for pickup in January were for the 3 Kings Day (45 pick-ups), and the Chinese New Year (48 pick-ups).

The Library partnered with District 33's Project Hope, a birth to 3-year-old program, providing to-go bags for expectant mothers and their children birth to 3 years old. A total of 75 bags were distributed.

Technical Services: 635 items were ordered, 1,742 items were added to the collection, 1,066 items were withdrawn from the collection.

4. Finance Committee: Ms. Jakacki reported that the Committee met Tuesday, January 22. Present were Corrine Jakacki, Chair; Scott Grotto and Diane Kelsey, members; and Ben Weseloh and Maureen Bajor, staff. The meeting was called to order at 6:00 p.m., and discussion was had on the topics of a COLA increase and the Merit Pool. The meeting adjourned at 6:45 p.m.

5. Policy Committee: Mr. Fokta reported the Policy Committee met February 25 at 6:00 p.m. Review and discussion was had on the emergency plan, and the review and discussion will continue at the next two Policy Committee meetings. The meeting lasted 1.5 hours.

6. Strategic Planning Committee: Ms. Weninger reported that the committee met at 12:00 p.m., January 25, 2022; and present were Pat Weninger, Diane Kelsey, Ben Weseloh, Omar Nuñez, and Jenny Winters. The committee discussed the survey responses, how to handle the focus groups, and the dates for those, and reviewed the timeline for project completion. The Committee hopes to have the Strategic Plan available for the June Board Meeting. The meeting adjourned at 1:20 p.m.

7. Ad hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta reported that he wanted to remove this item from the agenda because they were not able to meet since the January Board Meeting. A meeting is tentatively planned for March 19, 2022, and the Committee should have a report back to the Board for the March meeting.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. Recommendation for COLA Increase for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends a COLA increase of 1.5% for FY 2022-2023. Mr. Weseloh stated the committee looks at the HR Source Salary Survey as well as the CPI. The combined proposed merit and COLA increases would result in a total increase of 3.5%. The goal is to have the merit increase weighted more than the COLA.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Recommendation for Merit Pool for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends that the Merit Pool be \$14,000 for FY 2022-2023. The Merit Pool funds will be an approximate increase of 2%. Not all staff will receive a Merit Pool increase.

The salaries line item is approximately 54% of the budget. When employee benefits are added in, the expenditures represent just below

DRAFT MINUTES ONLY

6

70% of the budget.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

4. Staffing: Discussion was had regarding full staffing of the library, the total personnel expenses included in the library's budget, mandated minimum wage increases, and possible future opportunities to reduce personnel expenses such as reducing the library's opened hours or total number of staff.

The consensus of the board is that the director has that responsibility of personnel and employee decisions, and the board would be involved if there would be a recommendation for changing the hours of operation or exceeding the 70% of the budget on the personnel line item.

A statement was made regarding the law that employers cannot ask a potential employee for their salary history. The Director received the Board's support in determining what if any changes he needs to make regarding personnel coverage.

M. CLOSED SESSION: No closed session was held.

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

O. ADJOURNMENT: President Conradt adjourned the meeting at 8:23 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: March 28, 2022

FINANCIAL STATEMENT DATE: February 28, 2022

Payroll dated:

2/4/2022	Net Payroll	\$	33,810.24
	Federal Liability Payment	\$	9,887.17
	State Liability Payment	\$	2,093.77
	Paylocity Fee	\$	136.24
2/18/2022	Net Payroll	\$	35,044.29
	Federal Liability Payment	\$	10,203.31
	State Liability Payment	\$	2,163.69
	Paylocity Fee	\$	714.87
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL	\$	94,053.58
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State Bank of IL

Operating - Manual Cks	Check No.	\$	29,345.88
Operating - System Cks	Check No.	\$	61,900.77
Operating - Credit Card	Check No.	\$	1,898.60
Librarian's Petty Cash	Check No.	\$	-

TOTAL	\$	93,145.25
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Total Bills for Approval	\$	187,198.83
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Board Approval

Signature:

Board Approval Date:

West Chicago Public Library District

Bills Total

	Type	Date	As of March 19, 2022		Split	Amount
			Num	Memo		
4 Imprint						
	Bill	02/24/2022	9713963	Misc.	-SPLIT-	1,110.05
	Bill	03/01/2022	9725398	Tote/Tumbler	44130 · PROGRAMS-YOUNG ADULT	527.35
Total 4 Imprint						1,637.40
Accurate Office Supplies						
	Bill	03/03/2022	564625	Paper	41334 · OFFICE SUPPLIES GENERAL	374.04
Total Accurate Office Supplies						374.04
Alarm Detection Systems						
	Bill	03/06/2022	204101-1062	April-June	45160 · CONTRACT INSPECTION & MAINTENANCE	271.92
Total Alarm Detection Systems						271.92
Allegiant Fire Protection						
	Bill	12/16/2021	033623	Wet Sprinkler Annual	45160 · CONTRACT INSPECTION & MAINTENANCE	345.99
Total Allegiant Fire Protection						345.99
Amazon Capital Services						
	Bill	02/09/2022	1MN7-6RFG-4X3R	Misc.	41334 · OFFICE SUPPLIES GENERAL	100.63
	Bill	02/13/2022	111J-CYM9-YM16	Calendar	41334 · OFFICE SUPPLIES GENERAL	22.82
	Bill	02/14/2022	1LP7-YF94-FT6H	Misc.	44140 · PROGRAMS-YOUTH	64.26
	Bill	02/15/2022	1LQV-YVMT-9XX7	Misc.	44135 · PROGRAMS-SUMMER READING	353.64
	Bill	02/15/2022	11MG-YVLJ-4W9M	Hand Sanitizer	45116 · COVID 19 SUPPLIES	26.45
	Bill	02/15/2022	133P-4FQL-KWD9	Surge Protector	44130 · PROGRAMS-YOUNG ADULT	22.60
	Bill	02/16/2022	1CQ9-NJ1W-4YTQ	Misc.	44135 · PROGRAMS-SUMMER READING	420.90
	Bill	02/17/2022	1NM1-X67R-C3NC	Canopy Tent	44240 · PROMO MATERIALS-YOUTH	165.99
	Bill	02/20/2022	19R9-NNMX-V6TL	Misc.	44140 · PROGRAMS-YOUTH	78.12
	Bill	02/21/2022	1PCH-YCGP-9PF3	Misc.	44145 · EVENTS AND OUTREACH	72.22
	Bill	02/21/2022	17KF-4RWF-1WWR	Misc.	44140 · PROGRAMS-YOUTH	74.08
	Bill	02/22/2022	1RM1-WWMF-17F1	Misc.	44145 · EVENTS AND OUTREACH	128.59
	Bill	02/22/2022	1TTM-R933-7FKH	Misc.	44135 · PROGRAMS-SUMMER READING	264.50
	Bill	02/22/2022	1NFW-KNF4-9GJQ	Misc.	44140 · PROGRAMS-YOUTH	72.25
	Bill	02/22/2022	1NFW-KNF4-73J6	Misc.	42340 · AV MATERIALS-YOUTH	332.65
	Bill	02/27/2022	1Q3D-QQ4N-Q1LG	Misc.	44120 · PROGRAMS-ADULT	117.16
	Bill	02/27/2022	1L3K-NHTN-L4D6	Misc.	44120 · PROGRAMS-ADULT	45.27
	Bill	02/27/2022	1TGW-THRR-FT3Q	Misc.	44120 · PROGRAMS-ADULT	26.88
	Bill	02/27/2022	1FVY-6XW9-6C9X	Misc.	44120 · PROGRAMS-ADULT	81.42
	Bill	02/27/2022	1L1P-7P1V-9NKW	Misc.	44120 · PROGRAMS-ADULT	34.99
	Bill	02/27/2022	1D6L-XYR6-JXP9	Misc.	44120 · PROGRAMS-ADULT	156.90
	Bill	02/27/2022	1QHW-CH9G-L1T6	Misc.	44145 · EVENTS AND OUTREACH	55.26
	Bill	02/27/2022	1JCN-WRWQ-MTM7	Misc.	44140 · PROGRAMS-YOUTH	30.98
	Bill	02/27/2022	1QHW-CH9G-9Q4M	Misc.	44120 · PROGRAMS-ADULT	134.81

West Chicago Public Library District

Bills Total

As of March 19, 2022

Type	Date	Num	Memo	Split	Amount
Bill	03/01/2022	14VN-TKJN-7DXH	Misc.	44145 · EVENTS AND OUTREACH	58.57
Bill	03/07/2022	191M-PL9K-VVYW	Animal Hats	44210 · MARKETING	26.98
Bill	03/07/2022	13L4-XQVG-QD64	Misc.	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	33.98
Bill	03/07/2022	1WMY-6G9G-YK7R	Misc.	41334 · OFFICE SUPPLIES GENERAL	169.16
Bill	03/08/2022	1V6T-QPTQ-MRHW	Misc.	44145 · EVENTS AND OUTREACH	25.65
Total Amazon Capital Services					3,197.71
Anderson Elevator Co.					
Bill	02/25/2022	53903-Y7N4	Category 1 Test	45160 · CONTRACT INSPECTION & MAINTENANCE	810.00
Bill	02/28/2022	53937-M6Q7	Inspection w/First Security	45160 · CONTRACT INSPECTION & MAINTENANCE	213.75
Bill	03/01/2022	54743-Y2S3	March	45160 · CONTRACT INSPECTION & MAINTENANCE	175.00
Total Anderson Elevator Co.					1,198.75
Andy Frain					
Bill	02/28/2022	316173	February	45112 · SECURITY SERVICE	1,819.09
Total Andy Frain					1,819.09
Baker & Taylor					
Bill	03/01/2022	2036567934	AV Materials	42320 · AV MATERIALS-ADULT	93.33
Bill	03/15/2022	2036604698	AV Materials	42320 · AV MATERIALS-ADULT	95.98
Total Baker & Taylor					189.31
Beacon News					
Bill	03/07/2022		Thru 5/26/22	42210 · PERIODICALS	73.50
Total Beacon News					73.50
Buck Services					
Bill	02/28/2022	56289	February	45110 · JANITORIAL SERVICE	390.00
Total Buck Services					390.00
Cengage Learning					
Bill	02/17/2022	77290917	Books	42120 · BOOKS-ADULT	122.36
Bill	02/23/2022	77343363	Books	42120 · BOOKS-ADULT	60.78
Total Cengage Learning					183.14
Cintas Corporation					
Bill	03/04/2022	5098403550	1st Aid Supplies	41334 · OFFICE SUPPLIES GENERAL	93.20
Total Cintas Corporation					93.20
Comcast					
Bill	03/10/2022		April	42405 · INTERNET SERVICES	465.98
Total Comcast					465.98
ComEd					
Bill	02/16/2022		1/14/22-2/15/22	45320 · UTILITIES-ELECTRIC	2,005.50
Total ComEd					2,005.50
De Lage Landen Financial					

West Chicago Public Library District

Bills Total

As of March 19, 2022						
Type	Date	Num	Memo	Split	Amount	
Bill	02/28/2022	75608103	3/1/22-3/31/22	41336 · OFFICE EQUIPMENT	1,626.54	
Total De Lage Landen Financial Demco					1,626.54	
Bill	02/22/2022	7085213	Labels	42500 · PROCESSING-TECHNICAL SERVICE	159.07	
Bill	02/25/2022	7087075	Bookcart	41348 · CIRCULATION SERVICES SUPPLIE	703.08	
Total Demco					862.15	
Efficiency Reporting						
Bill	02/22/2022	19119	January Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75	
Total Efficiency Reporting					270.75	
Elara Energy Services, Inc.						
Bill	03/09/2022	21282-4	Facilities Assessment	45515 · PROFESSIONAL SERVICES	1,230.00	
Total Elara Energy Services, Inc.					1,230.00	
First Security Systems, Inc.						
Bill	02/18/2022	S91997	5G Radio Transmitter Install	45165 · INTERIOR R & M-OTHER	1,350.00	
Bill	02/24/2022	92036	Quarterly Maintenance	45160 · CONTRACT INSPECTION & MAINTENANCE	694.75	
Total First Security Systems, Inc.					2,044.75	
Flood Brothers						
Bill	03/05/2022	6018843	February	45350 · UTILITIES-TRASH	53.56	
Total Flood Brothers					53.56	
FP Mailing Solutions						
Bill	03/02/2022	105240954	Inkjet Cartridge	41338 · POSTAGE	294.76	
Total FP Mailing Solutions					294.76	
Gehrke Technology Group						
Bill	03/09/2022	2220760	March	45150 · HVAC R & M	125.00	
Total Gehrke Technology Group					125.00	
Governmental Accounting, Inc.						
Bill	03/01/2022	59152	March	45520 · ACCOUNTING	1,575.00	
Total Governmental Accounting, Inc.					1,575.00	
Grant and Power Landscaping						
Bill	03/11/2022	151286	Surcharge Over 30.01"	45120 · SNOW REMOVAL	4,657.00	
Total Grant and Power Landscaping					4,657.00	
Illinois Library Association						
Bill	02/24/2022	210728	Misc.	-SPLIT-	669.98	
Total Illinois Library Association					669.98	
Image Systems & Business Solutions						
Bill	02/17/2022	353453	Base Rate 2/17/22-5/16/22	41336 · OFFICE EQUIPMENT	464.69	
Total Image Systems & Business Solutions					464.69	

West Chicago Public Library District

Bills Total

As of March 19, 2022					
Type	Date	Num	Memo	Split	Amount
Ingram Library Services					
Credit	02/01/2022	57536489	Books	42120 · BOOKS-ADULT	-18.94
Credit	02/01/2022	57536490	Books	42120 · BOOKS-ADULT	-32.25
Credit	02/14/2022	57794181	Books	42130 · BOOKS-YOUNG ADULT	-24.96
Bill	02/01/2022	57507442	Books	42120 · BOOKS-ADULT	245.01
Bill	02/02/2022	57545409	Books	-SPLIT-	284.80
Bill	02/03/2022	57574808	Books	42120 · BOOKS-ADULT	85.23
Bill	02/03/2022	57574809	Books	42120 · BOOKS-ADULT	59.58
Bill	02/04/2022	57602872	Books	42140 · BOOKS-YOUTH	4.51
Bill	02/06/2022	57620306	Books	42130 · BOOKS-YOUNG ADULT	6.49
Bill	02/06/2022	57620307	Books	42500 · PROCESSING-TECHNICAL SERVICE	5.70
Bill	02/07/2022	57635994	Books	-SPLIT-	80.70
Bill	02/07/2022	57635995	Books	42120 · BOOKS-ADULT	31.65
Bill	02/07/2022	57635996	Books	42120 · BOOKS-ADULT	134.48
Bill	02/08/2022	57669815	Books	42140 · BOOKS-YOUTH	95.64
Bill	02/08/2022	57669816	Books	42120 · BOOKS-ADULT	38.42
Bill	02/09/2022	57695408	Books	-SPLIT-	125.95
Bill	02/10/2022	57728369	Books	42120 · BOOKS-ADULT	54.21
Bill	02/11/2022	57744227	Books	-SPLIT-	146.85
Bill	02/11/2022	57753259	Books	-SPLIT-	122.56
Bill	02/13/2022	57766538	Books	-SPLIT-	54.63
Bill	02/13/2022	57765921	Books	42130 · BOOKS-YOUNG ADULT	9.74
Bill	02/13/2022	57765922	Books	42500 · PROCESSING-TECHNICAL SERVICE	5.70
Bill	02/14/2022	57779375	Books	-SPLIT-	60.44
Bill	02/14/2022	57779376	Books	42120 · BOOKS-ADULT	31.64
Bill	02/14/2022	57779377	Books	-SPLIT-	304.00
Bill	02/16/2022	57834264	Books	42120 · BOOKS-ADULT	31.64
Bill	02/16/2022	57834265	Books	42120 · BOOKS-ADULT	34.74
Bill	02/16/2022	57843272	Books	42130 · BOOKS-YOUNG ADULT	9.74
Bill	02/16/2022	57843273	Books	42500 · PROCESSING-TECHNICAL SERVICE	5.70
Bill	02/17/2022	57869110	Books	42140 · BOOKS-YOUTH	5.08
Bill	02/17/2022	57869111	Books	42120 · BOOKS-ADULT	15.23
Bill	02/20/2022	57908585	Books	42140 · BOOKS-YOUTH	19.81
Bill	02/20/2022	57907978	Books	42500 · PROCESSING-TECHNICAL SERVICE	5.70
Bill	02/20/2022	57907977	Books	42130 · BOOKS-YOUNG ADULT	6.49
Bill	02/21/2022	57924456	Books	-SPLIT-	293.41
Bill	02/22/2022	57947141	Books	42140 · BOOKS-YOUTH	10.71
Bill	02/22/2022	57957869	Books	42120 · BOOKS-ADULT	10.17

West Chicago Public Library District

Bills Total

As of March 19, 2022					
Type	Date	Num	Memo	Split	Amount
Bill	02/23/2022	57984424	Books	42120 · BOOKS-ADULT	47.44
Bill	02/24/2022	58013511	Books	-SPLIT-	393.48
Bill	02/24/2022	58022924	Books	-SPLIT-	152.59
Bill	02/25/2022	58041087	Books	42120 · BOOKS-ADULT	121.58
Bill	02/27/2022	58068332	Books	-SPLIT-	34.55
Bill	02/28/2022	58082874	Books	42120 · BOOKS-ADULT	49.14
Bill	02/28/2022	58082873	Books	-SPLIT-	476.74
Bill	02/28/2022	58082872	Books	-SPLIT-	7.24
Bill	02/28/2022	58082875	Books	42120 · BOOKS-ADULT	116.38
Total Ingram Library Services					3,759.34
Just Elevator inspection Service, Inc.					
Bill	02/15/2022	6389	Annual Inspection	45160 · CONTRACT INSPECTION & MAINTENANCE	125.00
Total Just Elevator inspection Service, Inc.					125.00
Klein, Thorpe and Jenkins, LTD					
Bill	02/17/2022	223850	Labor and Employment	45510 · LEGAL	192.00
Total Klein, Thorpe and Jenkins, LTD					192.00
LIMRICC					
Bill	03/08/2022		March	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,820.75
Total LIMRICC					14,820.75
Mendel Plumbing & Heating					
Bill	03/07/2022	401691	Service Call	45165 · INTERIOR R & M-OTHER	623.00
Total Mendel Plumbing & Heating					623.00
Midwest Mechanical					
Bill	03/01/2022		March	45150 · HVAC R & M	897.00
Total Midwest Mechanical					897.00
Midwest Tape					
Bill	02/07/2022	501656743	AV Materials	42320 · AV MATERIALS-ADULT	12.79
Bill	02/07/2022	501656745	AV Materials	42320 · AV MATERIALS-ADULT	170.91
Bill	02/07/2022	501656746	AV Materials	42320 · AV MATERIALS-ADULT	59.98
Bill	02/07/2022	501656747	AV Materials	42320 · AV MATERIALS-ADULT	146.91
Bill	02/07/2022	501656748	AV Materials	42320 · AV MATERIALS-ADULT	84.98
Bill	02/15/2022	501689974	AV Materials	42320 · AV MATERIALS-ADULT	22.49
Bill	02/15/2022	501691087	AV Materials	42320 · AV MATERIALS-ADULT	102.68
Bill	02/15/2022	501691088	AV Materials	42320 · AV MATERIALS-ADULT	98.94
Bill	02/15/2022	501691089	AV Materials	42320 · AV MATERIALS-ADULT	179.96
Bill	02/15/2022	501691140	AV Materials	42320 · AV MATERIALS-ADULT	11.19
Bill	02/21/2022	501706893	AV Materials	42320 · AV MATERIALS-ADULT	158.91
Bill	02/21/2022	501706894	AV Materials	42320 · AV MATERIALS-ADULT	18.74

West Chicago Public Library District

Bills Total

As of March 19, 2022					
Type	Date	Num	Memo	Split	Amount
Bill	02/21/2022	501706895	AV Materials	42320 · AV MATERIALS-ADULT	27.98
Bill	02/21/2022	501706897	AV Materials	42320 · AV MATERIALS-ADULT	34.99
Bill	02/21/2022	501706898	AV Materials	42320 · AV MATERIALS-ADULT	39.99
Total Midwest Tape					1,171.44
Morgan Birge & Associates					
Bill	03/01/2022	66191	March	41415 · PHONE SYSTEM	120.00
Total Morgan Birge & Associates					120.00
NCPERS					
Bill	03/10/2022		March	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
Nicole Hernandez					
Bill	03/02/2022		Anderson's Lit. Breakfast	41320 · TRAVEL	23.40
Total Nicole Hernandez					23.40
Nicor					
Bill	03/09/2022		2/3/22-3/7/22	45310 · UTILITIES-GAS	1,199.33
Total Nicor					1,199.33
Orkin Pest Control					
Bill	02/18/2022	223787827	February	45155 · GENERAL BLDG SERVICES	75.58
Total Orkin Pest Control					75.58
OverDrive					
Bill	03/01/2022	22072180	AV Materials	42320 · AV MATERIALS-ADULT	1,244.07
Bill	03/03/2022	22075484	AV Materials	42120 · BOOKS-ADULT	197.50
Bill	03/03/2022	22075495	AV Materials	42120 · BOOKS-ADULT	27.50
Bill	03/03/2022	22075502	AV Materials	42120 · BOOKS-ADULT	27.50
Total OverDrive					1,496.57
Pace Systems					
Bill	03/01/2022	212032	CCTV Maintenance	45112 · SECURITY SERVICE	4,975.00
Total Pace Systems					4,975.00
Peerless Network					
Bill	03/01/2022	4230	Remote Work	45330 · UTILITIES-TELEPHONE	93.85
Total Peerless Network					93.85
People Made Visible, Inc.					
Bill	02/22/2022	022022	Zoom Class March, April, May	44120 · PROGRAMS-ADULT	480.00
Total People Made Visible, Inc.					480.00
Royal Publishing					
Bill	02/16/2022	8044184	Ad.	44210 · MARKETING	165.00
Total Royal Publishing					165.00
Sikich LLP					

West Chicago Public Library District

Bills Total

As of March 19, 2022					
Type	Date	Num	Memo	Split	Amount
Bill	02/21/2022	I435593	March	41420 · TECHNOLOGY MANAGEMENT	566.00
Bill	02/25/2022	MS435012	March	41420 · TECHNOLOGY MANAGEMENT	4,632.60
Total Sikich LLP					5,198.60
Sprint					
Bill	02/21/2022	764530510-204	1/18/22-2/17/22	45330 · UTILITIES-TELEPHONE	288.40
Total Sprint					288.40
Unique Management Services					
Bill	03/01/2022	6098303	February Placements	41346 · MATERIALS & RESOURCE RECOVER	35.80
Total Unique Management Services					35.80
Xtreme Environmental Solutions					
Bill	03/14/2022	86-WCL	March	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
TOTAL					61,900.77

West Chicago Public Library District

Bills Total (Credit Card)

As of March 16, 2022				
	Type	Date	Num	Open Balance
Adobe Inc.				
	Credit Card Charge	02/18/2022		13.80
	Credit Card Charge	02/14/2022		31.86
	Credit Card Charge	02/14/2022		31.86
Total Adobe Inc.				77.52
Canva				
	Credit Card Credit	02/17/2022		-78.51
Total Canva				-78.51
Circuit				
	Credit Card Charge	02/15/2022		101.87
Total Circuit				101.87
Dollar Tree Store				
	Credit Card Credit	02/09/2022		-3.68
	Credit Card Charge	02/21/2022		3.75
Total Dollar Tree Store				0.07
IL Humanities				
	Credit Card Charge	02/19/2022		75.00
Total IL Humanities				75.00
Jewel Osco				
	Credit Card Charge	02/25/2022		100.00
Total Jewel Osco				100.00
Nothing Bundt Cakes				
	Credit Card Charge	02/22/2022		145.25
Total Nothing Bundt Cakes				145.25
Oriental Trading Company				
	Credit Card Charge	02/10/2022		124.57
	Credit Card Charge	02/17/2022		63.96
	Credit Card Charge	02/18/2022		777.08
	Credit Card Charge	02/24/2022		399.44
Total Oriental Trading Company				1,365.05
Rosati's Pizza				
	Credit Card Charge	03/02/2022		92.62
Total Rosati's Pizza				92.62
FNBC Bank & Trust				
	Credit Card Charge	03/02/2022		19.73
FNBC Bank & Trust				19.73
TOTAL				1,898.60

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West Chicago Public Library District Check Detail

July 2021 through June 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	BP020822	02/08/2022	IMRF	Dec. 2021 IMRF Contribution Withholding Pmnt	10300 - FNBC Bank - Checking - 6031		-14,767.10
				Dec. 2021 IMRF Contribution Withholding Pmnt	21040 - IMRF	-14,767.10	14,767.10
TOTAL						-14,767.10	14,767.10
Check	BP021022A	02/10/2022	IMRF	Jan. 2022 IMRF Advice Pmnt	10300 - FNBC Bank - Checking - 6031		-57.36
				Jan. 2022 IMRF Advice Pmnt	21040 - IMRF	-57.36	57.36
TOTAL						-57.36	57.36
Check	BP021022B	02/10/2022	IMRF	Jan. 2022 IMRF Contribution Withholding Pmnt	10300 - FNBC Bank - Checking - 6031		-14,364.72
				Jan. 2022 IMRF Contribution Withholding Pmnt	21040 - IMRF	-14,364.72	14,364.72
TOTAL						-14,364.72	14,364.72
Check	BP021122	02/11/2022	AFLAC Ins.	Jan 2022 Aflac Withholding Pmnt.	10300 - FNBC Bank - Checking - 6031		-25.20
				Jan 2022 Aflac Withholding Pmnt.	41110 - INS-HEALTH, DENTAL, LIFE, FSA	-25.20	25.20
TOTAL						-25.20	25.20
Check	BP022822	02/28/2022	Employee Benefits Corporation	Feb 2022 Fee Invoicing	10300 - FNBC Bank - Checking - 6031		-131.50
				Feb 2022 Fee Invoicing	41110 - INS-HEALTH, DENTAL, LIFE, FSA	-131.50	131.50
TOTAL						-131.50	131.50
TOTAL							29,345.88

Financial Report

For the 9 Month(s) Ended February 28, 2022
FISCAL YEAR 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 8 Month(s) Ended February 28, 2022

67% of Fiscal Year

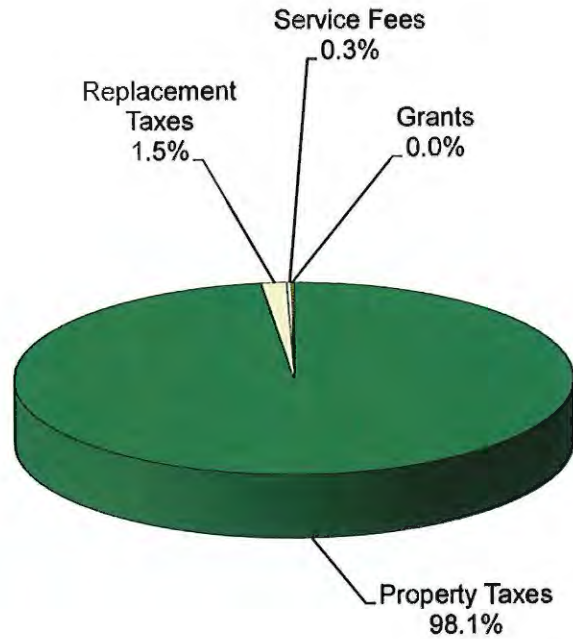
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,375,485	2,380,317	100%
Interest	281	1,000	28%
Replacement Taxes	35,216	35,000	101%
Service Fees	6,192	5,500	113%
Other Revenue (Program Rental)	-	-	0%
Grants	-	37,405	0%
Miscellaneous	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,420,417	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		
OPERATING EXPENDITURES			
Personnel	904,516	1,514,720	60%
IMRF	84,010	133,347	63%
Administrative	44,213	75,320	59%
Technology	119,313	112,403	106%
Library Materials - Books	91,286	124,190	74%
Library Materials - Periodicals	8,140	13,000	63%
Library Materials - Audio & Visual	14,662	38,000	39%
Library Material - Maintenance	2,970	12,800	23%
Technology Services	47,597	74,180	64%
Programs	27,220	28,800	95%
Marketing & Promotion	16,648	31,000	54%
Facilities & Operations	103,160	173,450	59%
Utilities	27,193	45,900	59%
Professional Services	52,989	80,312	66%
Board Expenses	2,304	4,900	47%
Actual Expenditures	1,546,218	2,462,322	63%
Budgeted Expenditures	2,462,322		
% Diff	63%		
SURPLUS / (DEFICIT) FROM OPERATIONS	874,199	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	1,887,074		

WEST CHICAGO PUBLIC LIBRARY DISTRICT

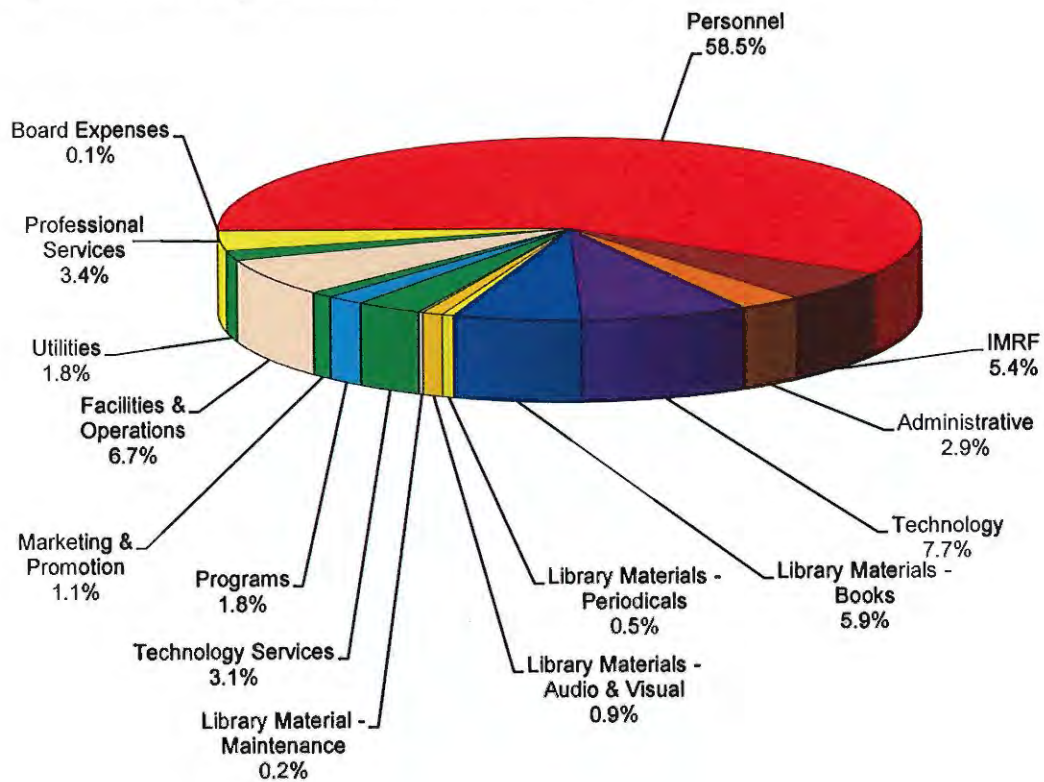
Budget vs. Actual Summary

For the 8 Month(s) Ended February 28, 2022

Revenue Distribution

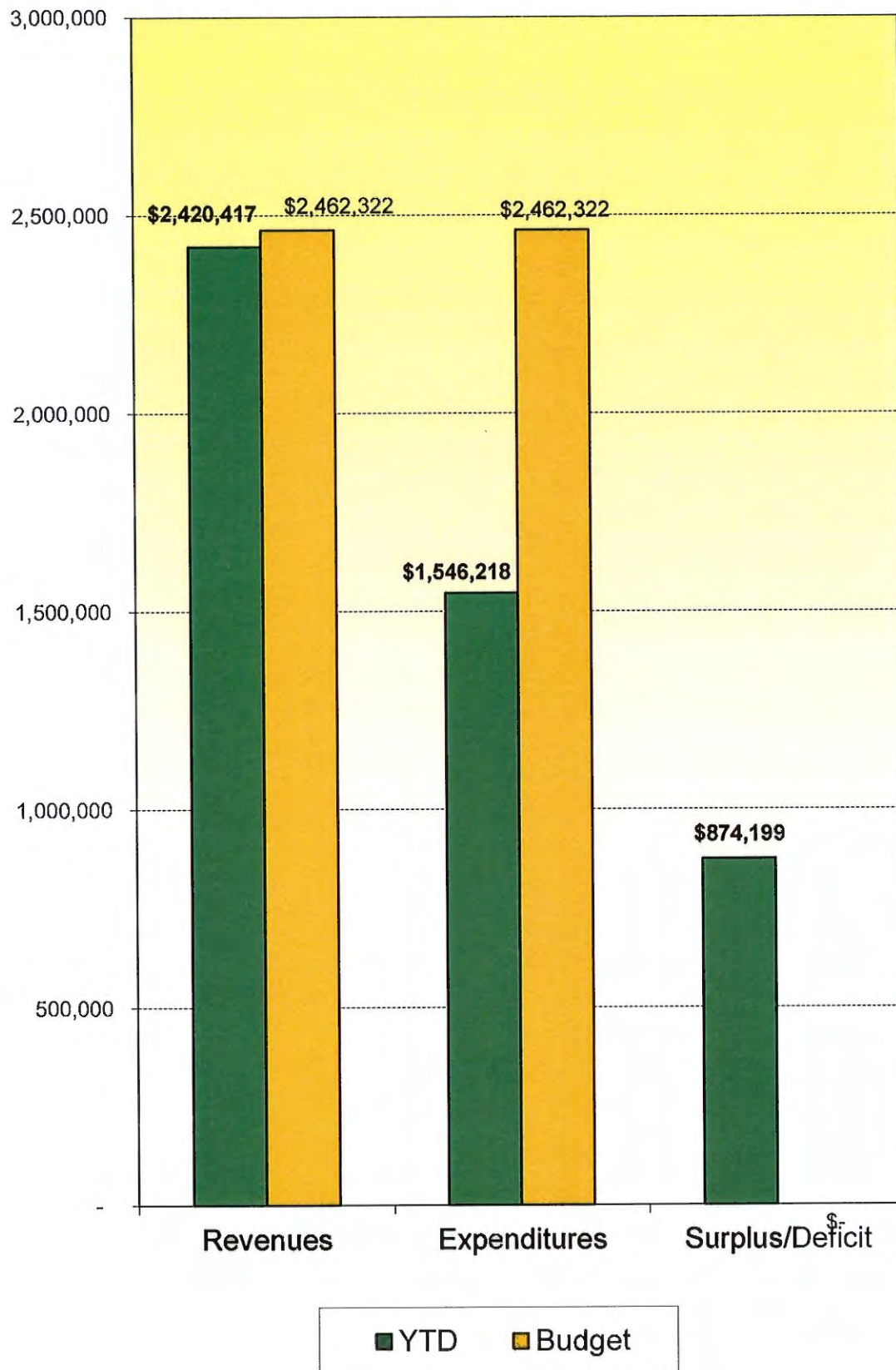


Operational Expenditure Distribution



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2022

67% 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	271	-	10	281	1,000	28%
Replacement Taxes	35,216	-	-	35,216	35,000	101%
Service Fees	6,192	-	-	6,192	5,500	113%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	37,405	0%
Miscellaneous	3,243	-	-	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,288,297	132,111	10	2,420,417	2,462,322	98%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	98%	99%	n/a	98%		
OPERATING EXPENDITURES						
Personnel	904,516	-	-	904,516	1,514,720	60%
IMRF	-	84,010	-	84,010	133,347	63%
Administrative	44,213	-	-	44,213	75,320	59%
Technology	119,313	-	-	119,313	112,403	106%
Library Materials - Books	91,286	-	-	91,286	124,190	74%
Library Materials - Periodicals	8,140	-	-	8,140	13,000	63%
Library Materials - Audio & Visual	14,662	-	-	14,662	38,000	39%
Library Material - Maintenance	2,970	-	-	2,970	12,800	23%
Technology Services	47,597	-	-	47,597	74,180	64%
Programs	27,220	-	-	27,220	28,800	95%
Marketing & Promotion	16,648	-	-	16,648	31,000	54%
Facilities & Operations	103,160	-	-	103,160	173,450	59%
Utilities	27,193	-	-	27,193	45,900	59%
Professional Services	52,989	-	-	52,989	80,312	66%
Board Expenses	2,304	-	-	2,304	4,900	47%
Actual Expenditures	1,462,208	84,010	-	1,546,218	2,462,322	63%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	63%	63%	n/a	63%		
TOTAL SURPLUS / (DEFICIT)						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	826,089	48,100	10	874,199	-	
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875	
ENDING FUND BALANCE	1,713,264	51,447	122,363	1,887,074	1,012,875	
Fund Balance as % of Total Expenditures	117%	61%	0%	122%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	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	0.00	2,916.67	35,216.18	0.00	0.00	35,216.18	35,000.00	216.18	100.62%
33000 · INTEREST INCOME	60.28	83.33	271.09	0.00	0.00	271.09	1,000.00	-728.91	27.11%
33040 · INTEREST-IL FUND BLDG CONST	2.90	0.00	0.00	0.00	9.70	9.70	0.00	9.70	100.0%
35100 · FINES	103.35	250.00	1,690.68	0.00	0.00	1,690.68	3,000.00	-1,309.32	56.36%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	259.32	208.33	2,666.39	0.00	0.00	2,666.39	2,500.00	166.39	106.66%
35510 · LOST AND PAID MATERIALS	127.96	0.00	1,337.56	0.00	0.00	1,337.56	0.00	1,337.56	100.0%
35710 · NON RESIDENT FEES	0.00	0.00	497.22	0.00	0.00	497.22	0.00	497.22	100.0%
35810 · BOOK SALES	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	37,405.00	-37,405.00	0.0%
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	565.81	205,193.50	2,288,296.93	132,110.77	9.70	2,420,417.40	2,462,322.00	-41,904.60	98.3%
Expenditures									
10Exp · Expense									
1E · PERSONNEL									
41100 · SALARIES	93,565.80	103,332.58	750,833.37	0.00	0.00	750,833.37	1,239,991.00	-489,157.63	60.55%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	12,732.45	14,875.00	95,565.65	0.00	0.00	95,565.65	178,500.00	-82,934.35	53.54%
41120 · FICA EXPENSE	6,954.89	7,583.33	55,365.73	0.00	0.00	55,365.73	91,000.00	-35,634.27	60.84%
41130 · UNEMPLOYMENT COMPENSATION	125.36	250.00	522.60	0.00	0.00	522.60	3,000.00	-2,477.40	17.42%
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	113,378.50	126,226.67	904,516.35	0.00	0.00	904,516.35	1,514,720.00	-610,203.65	59.72%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	0.00	1,216.67	5,158.75	0.00	0.00	5,158.75	14,600.00	-9,441.25	35.33%
41320 · TRAVEL	-103.88	225.00	0.00	0.00	0.00	0.00	2,700.00	-2,700.00	0.0%
41330 · ASSOCIATION DUES	767.00	483.33	3,515.00	0.00	0.00	3,515.00	5,800.00	-2,285.00	60.6%
41332 · PAYROLL PROCESSING	851.11	458.33	4,163.73	0.00	0.00	4,163.73	5,500.00	-1,336.27	75.7%
41334 · OFFICE SUPPLIES GENERAL	560.59	405.83	3,359.13	0.00	0.00	3,359.13	4,870.00	-1,510.87	68.98%
41336 · OFFICE EQUIPMENT	3,717.77	1,929.17	16,172.64	0.00	0.00	16,172.64	23,150.00	-6,977.36	69.86%
41338 · POSTAGE	1,489.75	650.00	5,054.94	0.00	0.00	5,054.94	7,800.00	-2,745.06	64.81%
41342 · ADMINISTRATIVE MISC	91.84	150.00	865.46	0.00	0.00	865.46	1,800.00	-934.54	48.08%
41344 · SUPPLIES-FOOD	145.25	250.00	278.92	0.00	0.00	278.92	3,000.00	-2,721.08	9.3%
41346 · MATERIALS & RESOURCE RECOVERY	98.45	133.33	966.60	0.00	0.00	966.60	1,600.00	-633.40	60.41%
41348 · CIRCULATION SERVICES SUPPLIES	703.08	375.00	4,677.34	0.00	0.00	4,677.34	4,500.00	177.34	103.94%
Subtotal	8,320.96	6,276.67	44,212.51	0.00	0.00	44,212.51	75,320.00	-31,107.49	58.7%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2022

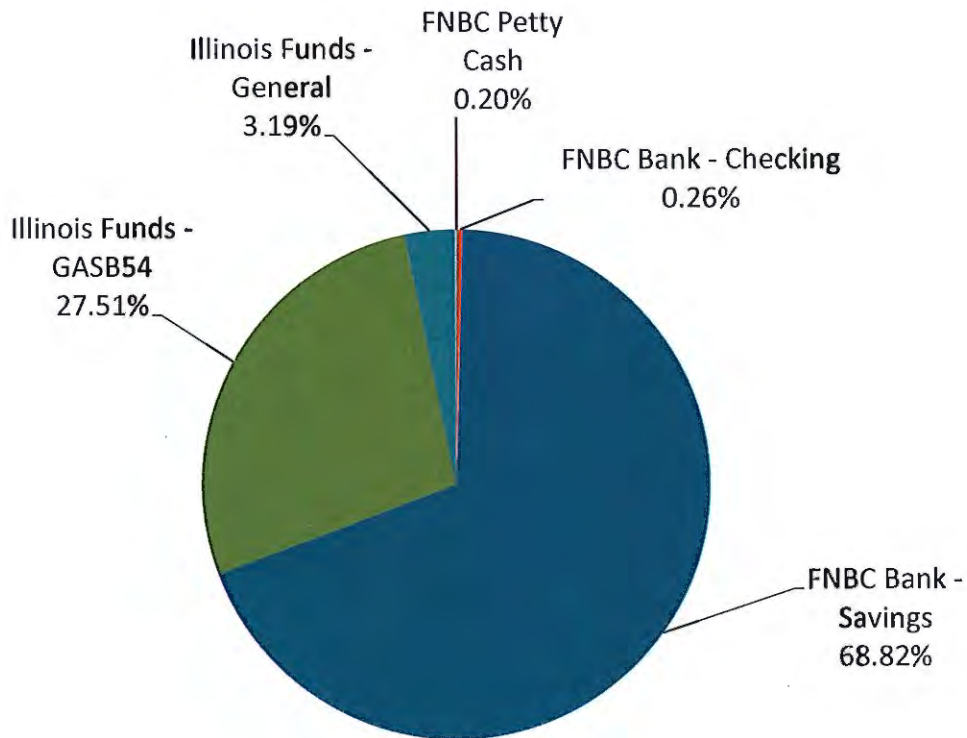
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	-69.76	2,849.17	60,020.27	0.00	0.00	60,020.27	34,190.00	25,830.27	175.55%
41410 · SOFTWARE STAFF	-3,270.12	479.00	2,070.47	0.00	0.00	2,070.47	5,748.00	-3,677.53	36.02%
41415 · PHONE SYSTEM	120.00	120.00	960.00	0.00	0.00	960.00	1,440.00	-480.00	66.67%
41420 · TECHNOLOGY MANAGEMENT	10,397.20	5,005.00	45,406.80	0.00	0.00	45,406.80	60,060.00	-14,653.20	75.6%
41425 · WARRANTIES/EXTENDED CARE	0.00	913.75	10,855.22	0.00	0.00	10,855.22	10,965.00	-109.78	99.0%
Subtotal	7,177.32	9,366.92	119,312.76	0.00	0.00	119,312.76	112,403.00	6,909.76	106.15%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	900.00	3,735.00	44,734.32	0.00	0.00	44,734.32	44,820.00	-85.68	99.81%
42120 · BOOKS-ADULT	4,217.32	4,000.00	27,196.75	0.00	0.00	27,196.75	48,000.00	-20,803.25	56.66%
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	501.59	500.00	2,040.22	0.00	0.00	2,040.22	6,000.00	-3,959.78	34.0%
42140 · BOOKS-YOUTH	7,850.61	2,000.00	16,770.33	0.00	0.00	16,770.33	24,000.00	-7,229.67	69.88%
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	13,469.52	10,349.17	91,285.78	0.00	0.00	91,285.78	124,190.00	-32,904.22	73.51%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	2,255.94	1,083.33	8,140.03	0.00	0.00	8,140.03	13,000.00	-4,859.97	62.62%
Subtotal	2,255.94	1,083.33	8,140.03	0.00	0.00	8,140.03	13,000.00	-4,859.97	62.62%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,749.78	2,291.67	12,714.22	0.00	0.00	12,714.22	27,500.00	-14,785.78	46.23%
42330 · AV MATERIALS-YOUNG ADULT	699.58	250.00	1,141.48	0.00	0.00	1,141.48	3,000.00	-1,858.52	38.05%
42340 · AV MATERIALS-YOUTH	-601.59	625.00	805.94	0.00	0.00	805.94	7,500.00	-6,694.06	10.75%
Subtotal	2,847.77	3,166.67	14,661.64	0.00	0.00	14,661.64	38,000.00	-8,552.58	38.58%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	8,513.25	2,798.58	25,494.47	0.00	0.00	25,494.47	33,583.00	-8,088.53	75.92%
42405 · INTERNET SERVICES	465.98	1,076.25	3,874.86	0.00	0.00	3,874.86	12,915.00	-9,040.14	30.0%
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	-924.00	1,622.17	13,182.68	0.00	0.00	13,182.68	19,466.00	-6,283.32	67.72%
Subtotal	8,055.23	6,181.67	47,596.83	0.00	0.00	47,596.83	74,180.00	-9,454.50	64.16%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	525.94	1,044.50	2,969.94	0.00	0.00	2,969.94	12,534.00	-9,564.06	23.7%
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	525.94	1,066.67	2,969.94	0.00	0.00	2,969.94	12,800.00	-9,564.06	23.2%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	1,691.86	533.33	5,828.29	0.00	0.00	5,828.29	6,400.00	-571.71	91.07%
44130 · PROGRAMS-YOUNG ADULT	2,007.31	458.33	4,009.71	0.00	0.00	4,009.71	5,500.00	-1,490.29	72.9%
44135 · PROGRAMS-SUMMER READING	2,810.12	491.67	3,571.27	0.00	0.00	3,571.27	5,900.00	-2,328.73	60.53%
44140 · PROGRAMS-YOUTH	583.91	750.00	7,290.90	0.00	0.00	7,290.90	9,000.00	-1,709.10	81.01%
44145 · EVENTS AND OUTREACH	256.07	166.67	6,519.92	0.00	0.00	6,519.92	2,000.00	4,519.92	326.0%
Subtotal	7,349.27	2,400.00	27,220.09	0.00	0.00	27,220.09	28,800.00	2,810.82	94.51%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	165.00	613.83	3,083.72	0.00	0.00	3,083.72	7,366.00	-4,282.28	41.86%
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	393.38	83.33	952.56	0.00	0.00	952.56	1,000.00	-47.44	95.26%
44240 · PROMO MATERIALS-YOUTH	387.71	133.33	1,336.00	0.00	0.00	1,336.00	1,600.00	-264.00	83.5%
44245 · PROGRAM GUIDE	2,733.12	1,300.00	10,711.51	0.00	0.00	10,711.51	15,600.00	-4,888.49	68.66%
44250 · SURVEYS	0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
Subtotal	3,679.21	2,583.33	16,647.67	0.00	0.00	16,647.67	31,000.00	-14,352.33	53.7%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	-2,600.00	1,333.33	5,395.00	0.00	0.00	5,395.00	16,000.00	-10,605.00	33.72%
45112 - SECURITY SERVICE	-1,264.37	1,791.67	16,259.36	0.00	0.00	16,259.36	21,500.00	-5,240.64	75.63%
45115 - JANITORIAL SUPPLIES	710.26	500.00	3,500.01	0.00	0.00	3,500.01	6,000.00	-2,499.99	58.33%
45116 - COVID 19 SUPPLIES	26.45	1,064.58	643.78	0.00	0.00	643.78	12,775.00	-12,131.22	5.04%
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	18,100.00	0.00	0.00	18,100.00	36,000.00	-17,900.00	50.28%
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	-115.50	1,170.83	11,931.06	0.00	0.00	11,931.06	14,050.00	-2,118.94	84.92%
45150 - HVAC R & M	1,908.89	2,083.33	11,236.49	0.00	0.00	11,236.49	25,000.00	-13,763.51	44.95%
45155 - GENERAL BLDG SERVICES	0.00	125.00	860.62	0.00	0.00	860.62	1,500.00	-639.38	57.38%
45160 - CONTRACT INSPECTION & MAINTENAN	6,824.99	1,166.67	17,980.92	0.00	0.00	17,980.92	14,000.00	3,980.92	128.44%
45165 - INTERIOR R & M-OTHER	344.00	1,133.33	6,477.57	0.00	0.00	6,477.57	13,600.00	-7,122.43	47.63%
Subtotal	9,454.72	14,454.17	103,159.81	0.00	0.00	103,159.81	173,450.00	-70,290.19	59.48%
12E - UTILITIES									
45310 - UTILITIES-GAS	1,088.87	600.00	3,999.08	0.00	0.00	3,999.08	7,200.00	-3,200.92	55.54%
45320 - UTILITIES-ELECTRIC	1,795.14	1,833.33	12,015.68	0.00	0.00	12,015.68	22,000.00	-9,984.32	54.62%
45330 - UTILITIES-TELEPHONE	1,011.37	1,000.00	8,399.02	0.00	0.00	8,399.02	12,000.00	-3,600.98	69.99%
45340 - UTILITIES-WATER	292.57	300.00	2,150.41	0.00	0.00	2,150.41	3,600.00	-1,449.59	59.73%
45350 - UTILITIES-TRASH	78.56	91.67	628.48	0.00	0.00	628.48	1,100.00	-471.52	57.14%
Subtotal	4,266.51	3,825.00	27,192.67	0.00	0.00	27,192.67	45,900.00	-18,707.33	59.24%
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	-2,283.00	1,000.00	2,206.50	0.00	0.00	2,206.50	12,000.00	-9,793.50	18.39%
45515 - PROFESSIONAL SERVICES	4,920.00	1,186.33	11,070.00	0.00	0.00	11,070.00	14,236.00	-3,166.00	77.76%
45520 - ACCOUNTING	580.00	1,750.00	11,855.00	0.00	0.00	11,855.00	21,000.00	-9,145.00	56.45%
Subtotal	3,217.00	6,692.67	52,988.50	0.00	0.00	52,988.50	80,312.00	-27,323.50	65.98%
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	0.00	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	0.00	408.33	2,303.58	0.00	0.00	2,303.58	4,900.00	-2,596.42	47.01%
15E - CAPITAL EQUIPMENT									
46500 - CAPITAL 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	9,657.63	11,112.25	0.00	84,010.28	0.00	84,010.28	133,347.00	-49,336.72	63.0%
Subtotal	9,657.63	11,112.25	0.00	84,010.28	0.00	84,010.28	133,347.00	-49,336.72	63.0%
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	193,655.52	205,193.50	1,462,208.16	84,010.28	0.00	1,546,218.44	2,462,322.00	-916,103.56	62.8%
Net Income	-193,089.71	0.00	826,088.77	48,100.49	9.70	874,198.96	0.00	874,198.96	100.00%

**West Chicago Public Library District
Investments
February 28, 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%	5,301
FNBC Bank - Savings	#0317	MM	0.10%	1,398,325
Illinois Funds - GASB54	#6950	MM	Various	559,009
Illinois Funds - General	#5519	MM	Various	64,897
Total				<u>\$ 2,031,743</u>



West Chicago Public Library District

Financial Analysis

For the 8 Month(s) Ended February 28, 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

67% of Budget Year

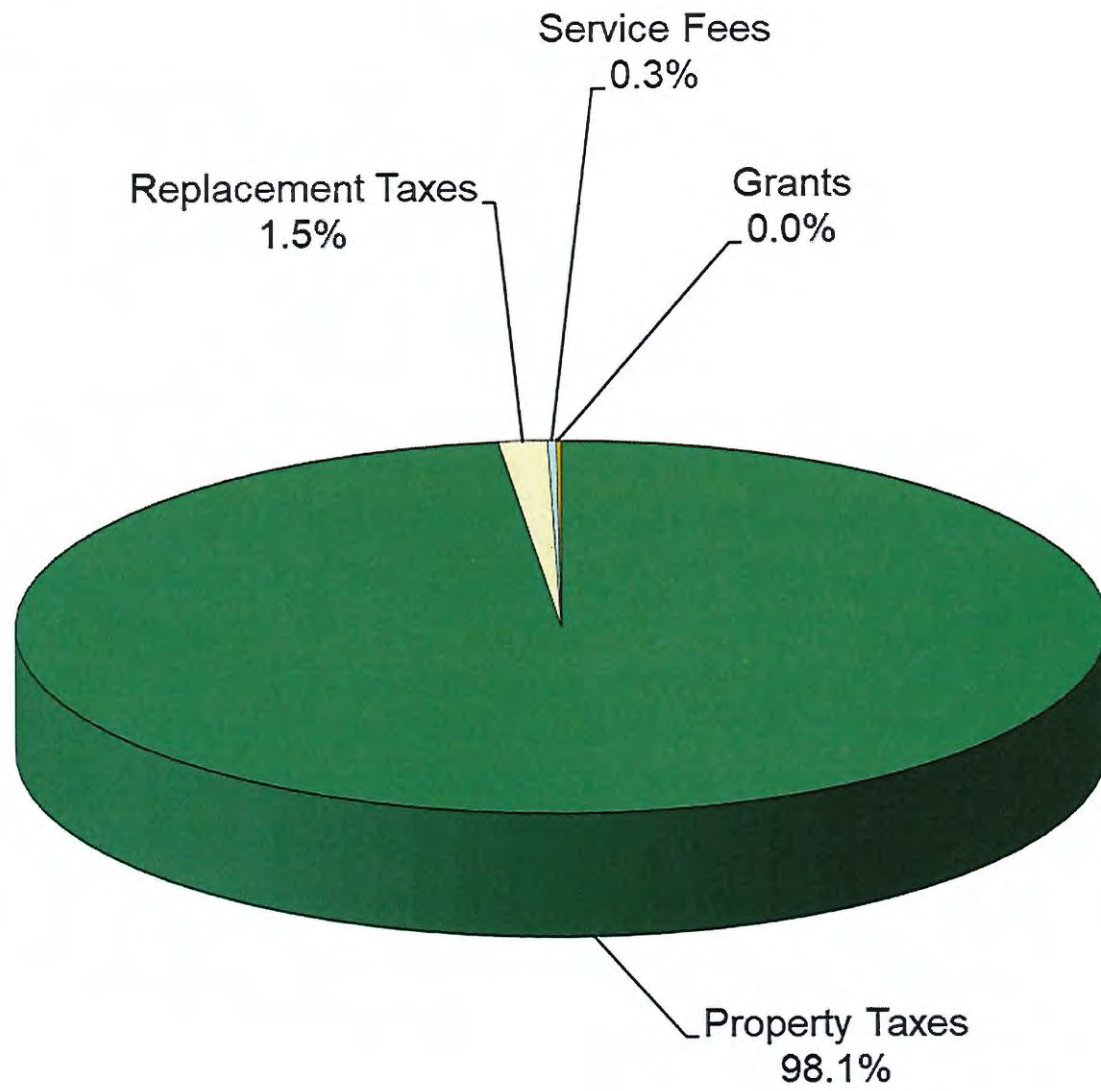
- 98% of Total Budget
- Property Taxes
 - Collected \$2,375,485 or 100% of Budgeted Property Taxes (1st and 2nd Installment from DuPage County)
- Service Fees
 - Collected \$6,192 or 113% of Budget
- Replacement Taxes
 - Collected \$35,216 or 105% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	281	1,000	28%
Replacement Taxes	35,216	35,000	101%
Service Fees	6,192	5,500	113%
Other Revenue (Program Rental)	-	-	n/a
Grants	-	37,405	0%
Miscellaneous	3,243	3,100	105%
Debt Proceeds / Sale of Asset	-	-	n/a
Transfer-In	-	-	n/a
Actual Revenues	2,420,417	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		

Revenues

Revenue Distribution



Expenditure Highlights

67% of Budget Year

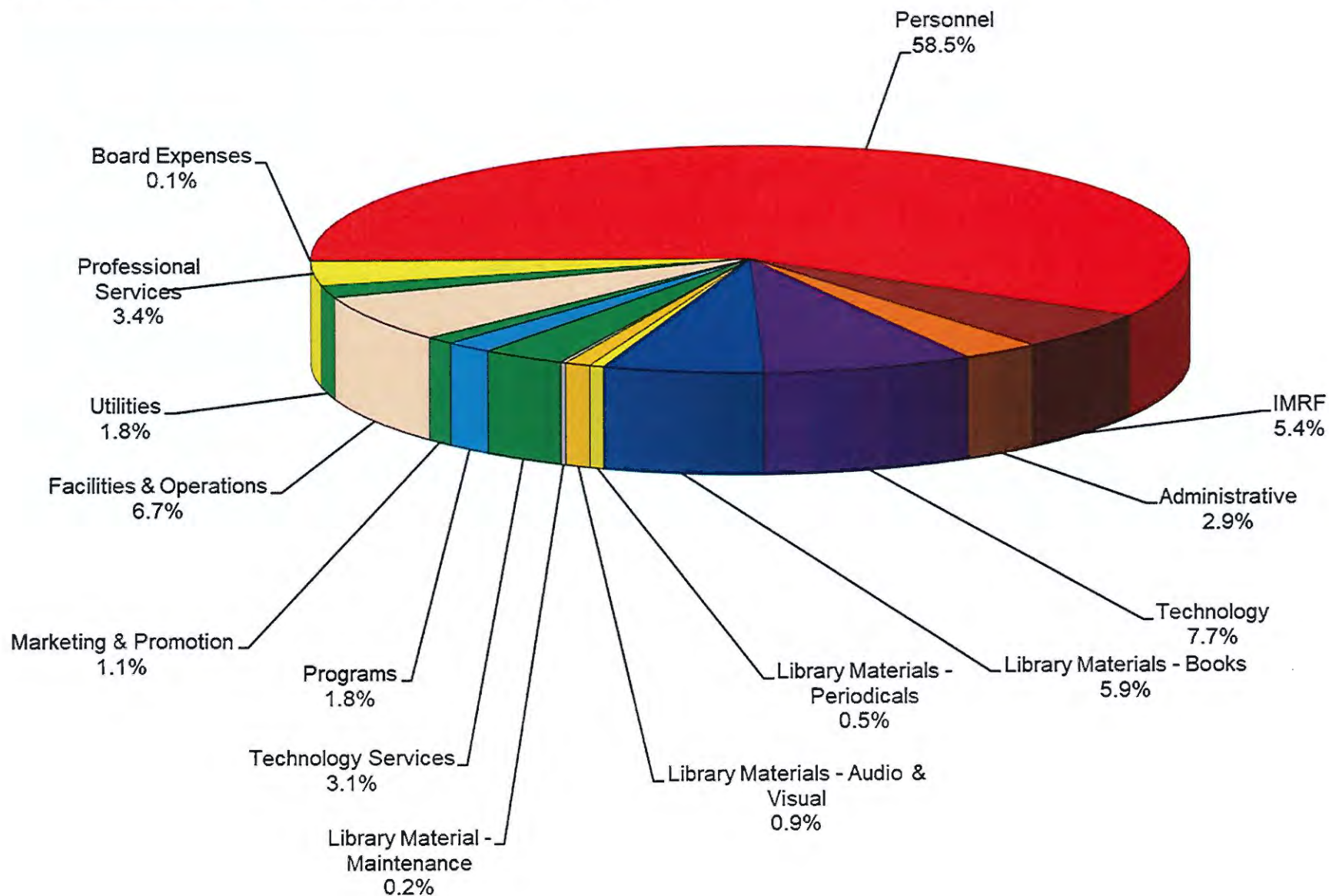
- 63% of Total Budget
- Operating Expenditures
 - 63% of Budget
- Admin. Technology
 - 106% of Budget
 - Sikich Workstation Refresh for \$26,502
 - Sikich In-house/Remote Support & New Laptops for \$19,646
- Library Materials - Books
 - 74% of Budget
 - Electronic Reference Annual Subscription \$28,886
- Professional Services
 - 66% of Budget
 - Sikich Audit for \$9,772
- Facilities Maintenance
 - 59% of Budget
 - Lighting Final Payment for \$11,931

Expenditures

Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	904,516	1,514,720	60%
IMRF	84,010	133,347	63%
Administrative	44,213	75,320	59%
Technology	119,313	112,403	106%
Library Materials - Books	91,286	124,190	74%
Library Materials - Periodicals	8,140	13,000	63%
Library Materials - Audio & Visual	14,662	38,000	39%
Library Material - Maintenance	47,597	74,180	64%
Technology Services	2,970	12,800	23%
Programs	27,220	28,800	95%
Marketing & Promotion	16,648	31,000	54%
Facilities & Operations	103,160	173,450	59%
Utilities	27,193	45,900	59%
Professional Services	52,989	80,312	66%
Board Expenses	2,304	4,900	47%
Actual Expenditures	1,546,218	2,462,322	63%
Budgeted Expenditures	2,462,322		
% Diff	63%		

Expenditures

Operational Expenditure Distribution



Revenue, Expenditure & Fund Balance

For the 8 Month(s) Ended February 28, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	826,089	48,100	10	874,199	-
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	<u>1,713,264</u>	<u>51,447</u>	<u>122,363</u>	<u>1,887,074</u>	<u>1,012,875</u>

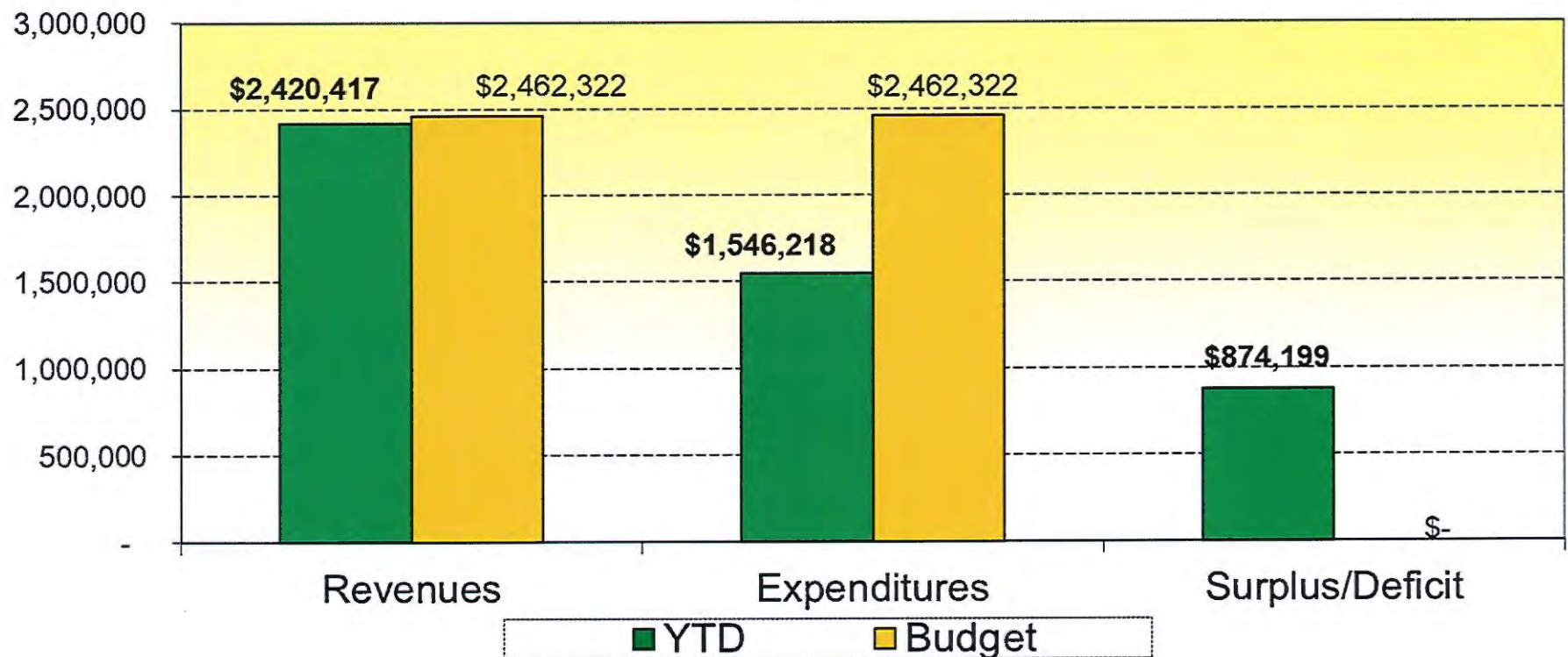
Fund Balance as % of Total Expenditures

155%

82%

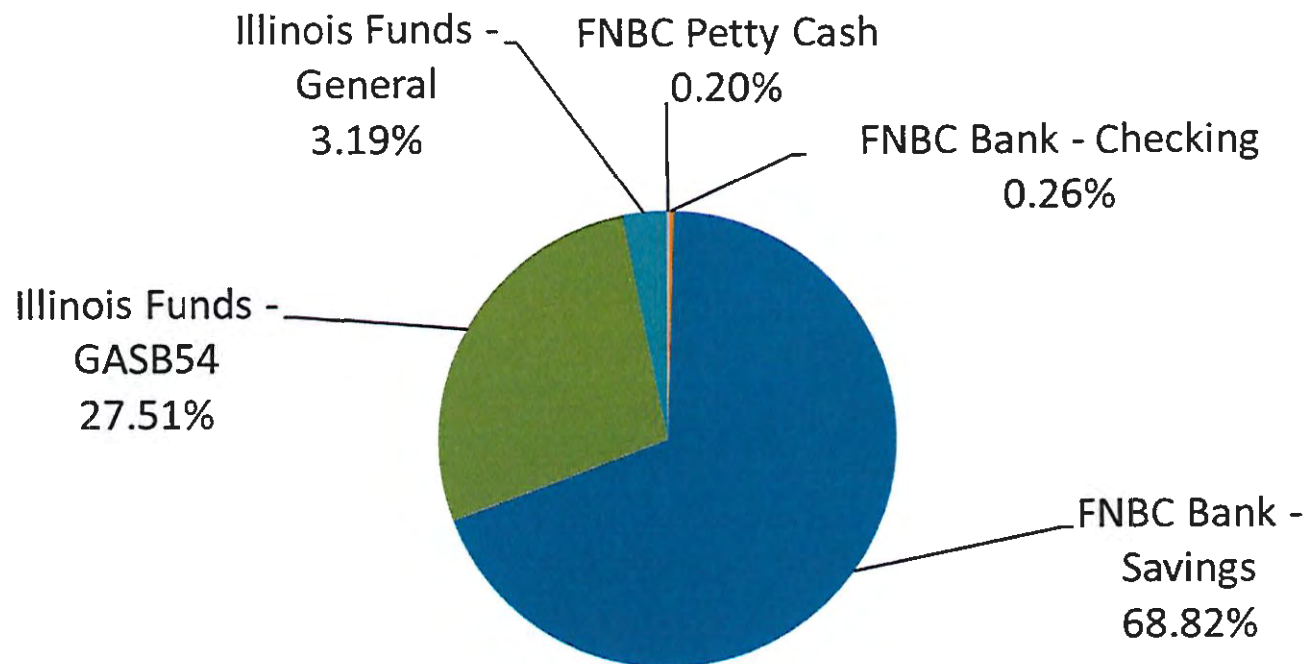
0%

160%



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	0.05%	5,301
FNBC Bank - Savings	#0317	MM	0.05%	1,398,325
Illinois Funds - GASB54	#6950	MM	Various	559,009
Illinois Funds - General	#5519	MM	Various	64,897
Total				\$ 2,031,743





OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

February 16, 2022

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

Dear Mr. Weseloh:

This is an annual reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member changes and vacancies.

As stipulated in the Public Library District Act of 1991, 75 ILCS 16/30-40(d), the secretary of the board of trustees shall report a vacancy on the board to the County Clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Information to be reported, including the name of the library district:

When a vacancy occurs:

- board member name
- effective date of resignation or date the vacancy occurred
- office held and the term expiration date

When a vacancy is filled:

- name of board member being replaced
- new board member name
- mailing address
- email address
- office and the term expiration date

Please submit the required information to the Illinois State Librarian by email to: ISL_districtboards@ilsos.gov.

Thank you for your cooperation.

Sincerely,

Greg McCormick, Director
Illinois State Library
GM:ldg

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

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

3/11/22

CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES

2022-2023 FISCAL YEAR

I. District Libraries

The chronology in this outline is intended to assist District Libraries follow the steps preliminary to the filing of the annual Levy Ordinance.

Applicable Statutes include:

- a) The Municipal Budget Law (50 ILCS 330/1 et seq.);
- b) The Public Library District Act (75 ILCS 16/1-1 et seq.);
- c) The Truth in Taxation Law (TITA) (35 ILCS 200/18-55 et seq.);
- d) The Revenue Act (35 ILCS 200/18-10 et seq.);
- e) The Property Tax Extension Limitation Act (PTELL) (the "tax cap") (35 ILCS 200/18-185 et seq.).

II. City/Village Libraries

City Libraries and Village Libraries are reminded to confer with City/Village representatives to confirm the time frame for providing the Library's levy for incorporation in the City/Village Levy Ordinance.

Reminder: Per the Local Library Act, the Library Board must submit to the City/Village, not less than 60 days prior to the date for the certification of the City/Village tax levy, a "statement of financial requirements of the library." 75 ILCS 5/4-10

The relevant statute provides as follows:

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code. (75 ILCS 5/4-10)

As stated above, communication with City/Village representatives is important to confirm the time frame for providing to the City/Village the Library's "financial requirements."

• • •

WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE CALENDAR NOT LATER THAN JUNE, 2022.

**Adopting a calendar assures compliance with deadlines
and coordinates required Board action with Board meeting dates.**

For your assistance, a Budget and Levy Calendar is attached.

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- A. Adopt Ordinance for
“Building and Maintenance Tax”
(.02% special tax).

July - November
(see Note on p.7)

NOTE: THIS ORDINANCE AND A PUBLIC NOTICE
MUST BE PUBLISHED WITHIN 15 DAYS AFTER THE
ORDINANCE IS ADOPTED.

This tax is subject to a backdoor
referendum – see Note on page 7.

We recommend adoption after July 1, 2022 and before
November 1, 2022 per backdoor referendum regulations.

- B. Adopt a tentative Budget and Appropriation Ordinance.¹

August 27, 2022

- C. Set a date for a public hearing to discuss
the tentative Budget and Appropriation
Ordinance.

August 27, 2022

The hearing may not coincide
with any hearing required under TITA.

- D. Publish notice of the public hearing
on the tentative Budget and
Appropriation Ordinance at least 30
days prior to the hearing.²

August 27, 2022

- E. Conduct the public hearing concerning
the tentative Budget and Appropriation
Ordinance.

September 27, 2022

- F. After the public hearing on the tentative
Budget and Appropriation Ordinance, adopt
the Budget and Appropriation Ordinance in
final form.³

September 27, 2022

- G. Publish the Budget and Appropriation Ordinance.

October 27, 2022

1 The tentative Budget and Appropriation Ordinance must be posted and available for public inspection.
50 ILCS 330/3

2 50 ILCS 330/3

3 The Public Library District Act provides that the Budget and Appropriation Ordinance shall be adopted no later
than the 4th Tuesday in September. 75 ILCS 16/30-85(a)

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- | | | |
|----|--|---|
| H. | File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption). ⁴ | October 27, 2022 |
| I. | Adopt a Certified Estimate of Revenues by Source. ⁵ | October 27, 2022 |
| J. | File with the County Clerk the Certified Estimate of Revenues by Source. | October 27, 2022 |
| K. | Adopt a Resolution To Determine Estimate of Funds Needed. This Resolution should be adopted even if further compliance with TITA is not required. ⁶ Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance. ⁷

The TITA hearing will not take place until after publication (see the following Paragraph L).

See Note on page 8 about the Truth in Taxation Act. | November 16, 2022 |
| L. | Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing. ⁸ | Publication date depends on hearing date (7 to 14 days) |

4 35 ILCS 200/18-50

5 This should be a separate document even if the same information is incorporated in the Budget and Appropriation Ordinance. 35 ILCS 200/18-50

6 This Resolution must be adopted not less than 20 days prior to the adoption of the Levy Ordinance. 35 ILCS 200/18-60. Accordingly, the statutory deadline is 20 days prior to the first Tuesday in December (the last day for adoption of the Levy Ordinance). We recommend adoption of the Resolution much earlier, however, for assistance in determining whether compliance with TITA is necessary.

NOTE: The relevant Statute does not require passage of a written Resolution. The Statute requires that the Board make a "determination" of the funds estimated to be necessary. The Statute does not specify the procedure for making this "determination", i.e., via Ordinance, Resolution, Motion, etc. Our recommendation is that, given the importance of compliance with TITA and establishing a "paper trail", the Library's "determination of funds estimated to be necessary" be done via a written Resolution.

NOTE: The "tax cap" laws (PTELL) did not change the need to comply with TITA and TITA's public hearing requirements.

7 35 ILCS 200/18-70

<u>SUGGESTED SEQUENCE OF EVENTS</u>	<u>STATUTORY DEADLINE</u>
M. Conduct the TITA public hearing.	December 6, 2022
N. Adopt the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after adoption of the Resolution To Determine Estimate of Funds Needed. ⁹	December 6, 2022
O. On or before the last Tuesday of December ¹⁰ file with the County Clerk a copy of the Levy Ordinance with the following certifications:	December 27, 2022
1. Certification of Authenticity (by the District Secretary);	
2. Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made.	

⁸ 35 ILCS 200/18-80

⁹ The Levy Ordinance must be enacted by the first Tuesday in December. (75 ILCS 16/30-85(b))

¹⁰ The Levy Ordinance filing deadline is the last Tuesday of December. (75 ILCS 16/30-85(c))

To avoid any problem with filing and County Clerk holiday schedules, we recommend filing the Levy Ordinance with the County Clerk promptly after the Levy Ordinance is adopted.

NOTES

I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated General Election to be held on Tuesday, April 4, 2023.

II. CALENDAR

When setting up your financial ordinance calendar, be careful about Saturdays, Sundays and holidays for filings, Board meetings, and newspaper publications. We recommend using a non-holiday weekday before the deadline.

III. ORDINANCES

The Public Library District Act provides that:

"Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment."¹¹

"Every ordinance shall be posted in a public area of the district library building within 3 days after the date of enactment and shall remain posted for 14 days." 75 ILCS 16/1-40

IV. FRONT DOOR REFERENDA

If you anticipate going to referendum (e.g., bond issue, rate increase), there are deadlines established by the Illinois Election Code (10 ILCS 5/1-1 et seq.) concerning certification of a referendum.

Please confirm the applicable deadlines/filing dates if you plan a referendum. Realistically, the next referendum date is November 8, 2022.¹²

¹¹ An Ordinance may recite "This Ordinance is effective immediately."

¹² June 28, 2022 is a possible date.

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

The period from July-November is the timeframe to adopt the special .02% tax for “Building & Maintenance” and publish notice of the adoption.

Per backdoor referendum regulations, for the 2022-2023 fiscal year we recommend the .02% levy be adopted and published before November 1, 2022.

The date of a prospective referendum to be included in the notice to be published is April 4, 2023.

A. Preliminary Comments

We recommend adopting the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax.

Note the relevant Statute refers to adoption of “an ordinance” and also uses the word “resolution”. An ordinance should be used.

B. Election Dates

For the 2022-2023 fiscal year (Levy Ordinance filed in the Fall, 2022), the date of the prospective referendum is April 4, 2023. For example, if the notice of the .02% Ordinance is published in October, 2022, and a backdoor referendum is sought, the Board will not know until after the April 4, 2023 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on April 4, 2023, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2022).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 4, 2023 is necessary and can plan accordingly.

C. No Backdoor Referendum Petition Filed

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

D. Pay Building/Maintenance Expenses From the General Fund/Corporate Fund

Some Libraries opt to pay expenses for building and maintenance from their General Fund/Corporate/Fund. If so, there is no need to pass an Ordinance and publish a notice relative to a special tax levy for building and maintenance expenses.

VI. TRUTH IN TAXATION LAW

Compliance with the Truth in Taxation Law (formerly Truth in Taxation Act, or TITA) requires newspaper publication of a “black border notice” and a public hearing if the proposed levy amount exceeds the prior year’s tax extension by more than 5%.

Note the comparison is not between the current levy and the previous levy. The comparison is between the current levy and the previous tax extension (the actual revenue as determined by the County Clerk). Typically, the tax extension amount/revenue is less than the amount levied. This reduction in the levy amount is based on limitations in revenue increases from year to year under the Property Tax Extension Limitation Law (PTELL) (“tax cap”).

Increases in revenue from year to year are limited by PTELL to the Consumer Price Index (CPI) or 5%, whichever is less. Historically, the CPI has been less than 5%.

A common strategy to maximize revenue without the need to publish the black border notice and hold a public hearing is to levy an amount slightly less than 5% higher than last year’s tax extension. For example, a levy amount which is 4.5% (or 4.99%) higher than last year’s tax extension should generate the maximum revenue without requiring a black border notice and a public hearing per TITA.

Example:

- a. Total previous year tax extension was \$2,500,000 (per the County Clerk’s spreadsheet/revenue calculations);
- b. Proposed levy for the current year is \$2,622,500, an increase of 4.9%, i.e., $\$2,500,000 \times 1.049 = \$2,622,500$. A black border notice and public hearing are not required.

If the levy is \$2,622,500, is it likely the District will receive \$2,622,500? No. Per PTELL limitations based on the CPI, the County Clerk will apply the CPI to the last tax extension to calculate revenue. If the CPI is 3%, the tax extension based on a levy of \$2,622,500 will be \$2,575,000, i.e., $\$2,500,000 \times 1.03 = \$2,575,000$.*

Caution: In Districts which have annexed territory and/or where there is significant new development, it may be prudent to levy an amount greater than 5% more than the previous tax extension (and comply with TITA) in order to receive the maximum revenue to which the District is entitled.

* Note that changes in the equalized assessed value (EAV) of property in the District are likely to affect the actual revenues/tax extension.

VII. ABATE BOND LEVY

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2022.

VIII. VENDOR INFORMATION

If the tax levy amount is more than \$5,000,000, the Library shall make a good faith effort to collect and publish data about vendors.

Public Act 102-0265 provides in relevant part as follows:

Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards.

Roger Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street
P.O. Box 564
Wheaton, Illinois 60187-0564
Telephone: (630) 665-1900 Ext. 114
Fax: (630) 665-0407
E-Mail: rritzman@psnrb.com

RAR:MAR:tmh 3/11/22 [https://psnrb.com.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/ORDINANCE/CHRON. 20222-23.doc](https://psnrb.com.sharepoint.com/sites/PS/Shared%20Documents/General/_LIBRARYDIST/ORDINANCE/CHRON.20222-23.doc)

BUDGET AND LEVY CALENDAR

2022-2023 FISCAL YEAR

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2022 (after 7/1/22 and before 11/1/22)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2022 (before 11/1/22)
C. Prepare a tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
D. Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
E. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2022 (before 8/27/22)
F. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2022 (before 9/27/22)
G. Publish the Budget and Appropriation Ordinance	_____, 2022 (before 10/27/22)
H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2022 (before 10/27/22)
I. Adopt a Certified Estimate of Revenues by Source	_____, 2022 (before 10/27/22)
J. File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2022 (before 10/27/22)
K. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2022 (before 11/16/22)
L. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2022

<u>Action</u>	<u>Dates</u>
M. Conduct the public hearing pursuant to T.I.T.A.	_____, 2022 (before 12/6/22)
N. Adopt the Levy Ordinance	_____, 2022 (before 12/6/22)
O. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2022 (before 12/27/22)

Library Director Report

March 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 66.6%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$559,008.71 (+\$49.89)
 - New Building & Construction Fund: \$32,495.26 (+ \$2.90)
 - General (Corporate) Fund: \$32,402.15 (+ \$2.90)
- ❖ The FY 2023 SWAN budget was approved at the March 3, 2022 SWAN Administrators' and Directors' Quarterly Meeting. The annual membership fees for SWAN will be \$34,963, which represents a 2.60% increase (\$910) over FY2022 fees.

PHYSICAL PLANT

- ❖ Buck Services Staff provided cleaning services on the following dates: 2/27, 3/6, 13, & 20
- ❖ Gehrke was on-site 3/1 for preventive maintenance/water treatment.
- ❖ Mendel Plumbing was on-site 3/7 for sump pump work
- ❖ Anderson Elevator was on-site 3/9 for preventive maintenance.
- ❖ ADS was on-site 3/11 and 3/18 to discuss adding card swipes to a few doors in the library
- ❖ Midwest Mechanical was on-site 3/17 and 3/21 for a leak in the Admin office area and preventive maintenance.
- ❖ I have contacted several commercial roofing companies to obtain quotes for a roofing assessment per the facilities assessment that was presented last month. I have contacted Clark Roofing, CSR Roofing, Centimark, and Mac Brady. The roofing assessment is to include thermal imaging or some other form of testing to determine if there are roof leaks.
- ❖ I met with Questmark Flooring of West Chicago on 3/15 and 3/18 to obtain a quote for the repair/replacement of the slate flooring in the entryway to the library, which has several broken and striated tiles and damaged grout lines. This was also identified in the facilities assessment – structural report.

TECHNOLOGY

- ❖ Peerless (formerly Call One) was on-site 2/22 and 2/25 to perform the switchover on the phone system from POTS (plain old telephone service) to a digital signal
- ❖ ISBS was on-site 3/13 to address a copier issue with the Admin copier
- ❖ Following the Sikich QBR meeting, it was determined that there was a discrepancy in the billing causing an overage in our account. They will confirm the amount of the discrepancy

Library Director Report

March 2022

once they have had an opportunity to have their team review the billing statements and will rectify the account(s) accordingly.

PERSONNEL

❖ The Library Director:

- Hosted a meeting on 2/23 with Daniel Peck, City of West Chicago Marketing & Communications Coordinator, and Omar Nuñez to discuss ways we could work together and mutually promote information
- Attended the Board Meeting on 2/28
- Attended the Healthy West Chicago Advisory Board Meeting on 3/2
- Attended the SWAN Quarterly Administrators' and Directors' Meeting on 3/3
- Held Managers Advisory Meetings on 3/7 and 3/21
- Attended a WeGo Together for Kids Steering Committee onboarding meeting on 3/9
- Completed this year's annual certification process, as required by the Illinois State Library for library system membership [23 Ill. Adm. Code 3030.200(a)(2)(I)]
- Attended the Policy Meeting on 3/10
- Hosted the Director's Dialogue on 3/12 (*none registered; no attendance*)
- Attended the Sikich Quarterly Business Review Meeting with Jason Rock on 3/16
- Attended the WeGo Together for Kids Financial Oversight Committee meeting on 3/17
- Attended the FOIA for Public Bodies webinar on 3/18
- Attended the WeGo Together for Kids Steering Committee Meeting on 3/23

- ❖ We have a new Circulation Services Clerk beginning March 22. We are searching for and interviewing candidates to fill another vacant Circulation Services Clerk position, which was recently vacated.

MISCELLANEOUS

- ❖ Joie Frankovich, Coordinator of Partnerships for WeGo Together for Kids, has resigned and her last day will be 3/25.

Department Reports

February 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 115 attended 14 programs in February
 - Hybrid Crafting Program:** The first hybrid crafting classes at the library and over zoom in February. There was a total of 11 patrons in house and on zoom.
 - Healthy West Chicago Virtual Cooking Class:** A total of 26 attended the February cooking class with food kit.
 - Chair Yoga:** A total of 23 attended virtual Chair yoga in February
 - Latin Hip Hop as the New Poetry:** The first program in our Illinois Humanities Road Scholar program series, had a total of 31 attend the virtual presentation.
- **Technology:** Adult Services staff taught 1 in-person computer class in February with a total of 2 attendees.

ADULT SERVICES: YOUNG ADULT

- A total of 7 programs were offered for teens in February with a total of 28 attendees.
- Outreach: The Young Adult Librarian visited Leman Middle school after-school book group and worked with students on creating items with the tools from the WCPLD mobile makerspace. A total of 21 teens were at the event.
- Instagram/TikTok posts: The Young Adult Librarian created 3 posts for social media to promote the YA area and YA programming that had 507 views

CIRCULATION SERVICES

Circulation Statistics February 2022:

- 12,176 Total Items checked out, 37.43% increase from February 2021.
- 2,952 Electronic materials checked out, 5.20% increase from February 2021.
- The total value of the materials checked out by our patrons was \$63,289.16 during February 2022.
- During February 2022, we had 117 patrons using self-check and a total of 404 items checked out.

Patron Statistics February 2022:

- 36 New patrons added, 157.14% decrease from February 2021.
- 15,106 Card holders, 8.19% decrease from February 2021.
- 50.48% of the district population have library cards, 4.50% decrease from February 2021.

TECHNICAL SERVICES

Acquisitions:

- 1513 Items ordered.
- 1359 Items invoiced/received.

Cataloged:

- 2312 Items added to the collection.

Withdrawals:

- 240 Items withdrawn from the collection.

Material Maintenance:

- 22 Items repaired in house.

Other Activities:

- 479 Daily Health Questionnaires.
- 292 Items moved from new shelf to regular collection.
- 236 Postage processed.
- 145 Invoices archived.
- 120 Invoices processed.
- 39 Pre-cat records created.
- 37 Withdrawn books donated to Better World Books.
- 37 Title transfers.

- 2 E/J Kit Records Updated.

YOUTH SERVICES

- **Engagement** -We held a total of 31 programs during the month of February, these are our attendance numbers:
 - Storytimes-**118**
 - Total Outreach (online)-**105**
 - All programs-**636**
- **Kits for Pickup**-The following to go bags were given out during the month January
 - Black History Month-**46**
 - Stories and More-**36**
 - Mardi Gras to Go-**47**

Winter Reading Program-We had a total of 236 children participate in our Winter Reading Program this year, which is a 315% increase from our Winter Reading Program in 2021. Children received a book and a reading log when they initially signed up, then were entered into a drawing once they completed their reading log.

ADMINISTRATIVE SERVICES

eNews: Feb.

Our open rate and our click rate increased by 1% each. We had 72 people click to donate blood and almost all of the appointments were filled for the day of the drive. Again, all the HWC cooking classes made our list of most clicked links and most of the classes are already booked through spring. What helped our email get better numbers than last month was having at least one program of high interest for the public each week. High interest programs get patrons to open our emails which allows them to be exposed to other programs that they might be interested in for that week.

Monthly Overview:

- Average Click Rate: **2%**
 - Last Month's Rate: **1%**
- Average Open Rate: **30%**
 - Last Month's Rate: **29%**

Top Emails:

02/17 - Blood Drive

- Unique Opens: **1,880**
- Open Rate: **35%** (Last Month: 34%)
- Unique Clicks: **79**
- Click Rate: **4%** (Last Month: 1%)

02/25 - March 7-13 Registration

- Unique Opens: **1,563**
- Open Rate: **30%** (Last Month: 33%)
- Unique Clicks: **17**
- Click Rate: **1%** (Last Month: 1%)

02/9 - Feb 21-27 Registration

- Unique Opens: **1,559**
- Open Rate: **29%** (Last Month: 28%)
- Unique Clicks: **42**
- Click Rate: **3%** (Last Month: 1%)

Top Links Clicked:

- Blood Drive Registration - **72** (Last Month: 17)

- HWC Family Cooking Registration – **32** (Last Month: 14)
- February's Digital BookPage – **23** (Last Month: 12)
- Virtual Yoga Registration – **18** (Last Month: 7)
- HWC Cooking at Home Registration - **13** (Last Month: 7)

Facebook: Feb.

For the second month in a row, all our top posts were pictures or videos and not flyers. Again, we noticed an increase in engagement highlighting the library during the snow days in February. Although none of this month's top posts reached last month's numbers, we were able to cumulatively surpass last month's total reach by about 4,000 screens. This month we finally reached a milestone of 1,806 followers. We expect to get more followers as our big events start coming back this Summer and Fall to hopefully get us to the 1,900-2,000-follower range.

Monthly Overview:

Total Post Reach: **16,127** (Last Month: 12,888)

Total Post Engagements: **641** (Last Month: 738)

Page Followers: **1,806** (Last Month: 1,796)

Top Posts:

02/02 The Library is Open (Snow Day Video)

Reach: **1,700** (Last Month: 2,376)

Engagement: **97** (Last Month: 102)

Views: **1,000** (Last Month: NA)

02/03 Nintendo Switch Promo Photo (Jessica)

Reach: **1,059** (Last Month: 1,619)

Engagement: **21** (Last Month: 103)

Views: **NA** (Last Month: 861)

02/16 Lego Building Challenge Voting Photos

Reach: **794** (Last Month: 971)

Engagement: **96** (Last Month: 36)

Views: **NA** (Last Month: NA)

Instagram: Feb.

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.

Monthly Overview:

Page Followers: **437** (Last Month: 431)

Top Posts:

02/07 Dragomir Academy BOTW Video

Reach: **464** (Last Month: 895)

Engagement: **1** (Last Month: 4)

Views: **483** (Last Month: 892)

02/15 Pete the Cat BOTW Video

Reach: **302** (Last Month: 807)

Engagement: **4** (Last Month: 2)

Views: **320** (Last Month: 814)

02/16 Lego Challenge Voting Photos

Reach: **172** (Last Month: 539)

Engagement: **30** (Last Month: 2)

Views: **NA** (Last Month: 541)

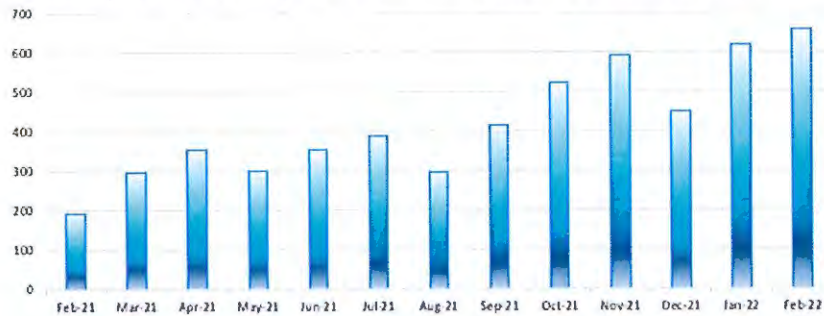
Creative Corridor: Feb.

- Maureen brought in several collectible public transportation vehicles to put up in our display case and we put up a Black History Month display on the wall highlighting important black role models and books for youth and adults to check out.

IT Report – February

Wireless Overview

February had 658 unique clients with 618.22Gb of data used.



We are continuing the upward trend in usage numbers. We went from a little below 200 users last year to over 600 at the same time this year.

Website

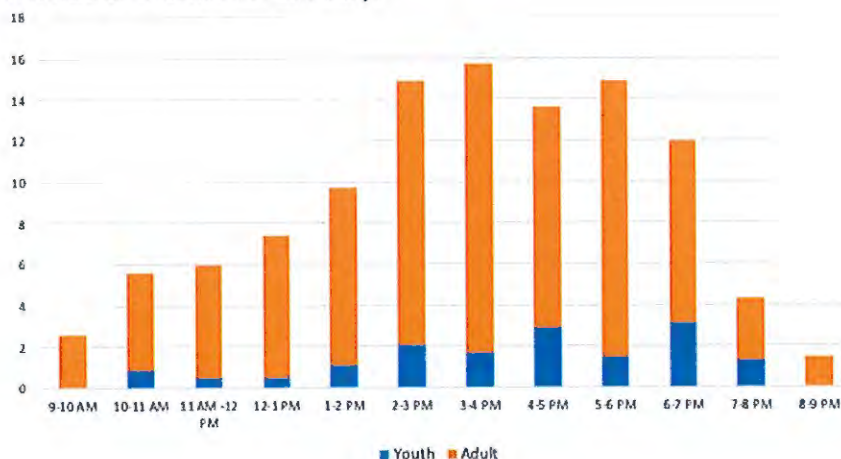
Last month we had 6979 website visits.

The top 5 pages in February were

1. Yearbooks (571 Visits in February, 506 Visits in January)
2. Employment (269 Visits in February, 84 Visits in January)
3. Print from Anywhere (204 Visits in February, 144 Visits in January)
4. Research Databases (140 Visits in February, 99 Visits in January)
5. eBooks and eAudiobooks (120 Visits in February, 143 Visits in January)

Computer Usage

We had 330 users in February.



As predicted, the numbers are back up again in February. A large influx of users come in around the time school ends and stay until the evening hours. This trend will more than likely continue during the rest of the school year.