



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING
BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, AUGUST 22, 2022
7:00 PM

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.

AGENDA

- A. Call to Order Frank Fokta, President Pro Tem
- B. Roll Call Secretary Pro Tem
- C. Approval of the Minutes
 - 1. Board Meeting -- July 25, 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 August 2022
 - 2. Financial Statements for July 2022
- H. Communications
- I. Reports
 - 1. President Frank Fokta, President Pro Tem
 - a. Secretary's Audit -- President appoints two (2) trustees to review the District's 7/1/2021 -- 6/30/2022 minutes [75 ILCS 16/30-65 (c)]
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Building and Grounds Committee Richard Bloom, Chair
 - 5. Strategic Planning Committee Patricia Weninger, Chair

J. Unfinished Business

K. New Business

1. Adopt the Tentative Budget & Appropriations Ordinance (22-03) for the West Chicago Public Library District for the fiscal year Beginning July 1, 2022 and ending June 30, 2023 ACTION
2. Ordinance 22-04: Freedom of Information Act ACTION
3. Ordinance 22-05: Ethics ACTION
4. Resolution 22-05: Estimate of Funds ACTION
5. Accept the Resignation of Nancy Conradt ACTION
6. Ordinance 22-06: Declaration of Vacancy on the Library Board ACTION

L. Closed Session

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

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JULY 25, 2022
7:00 P.M.

A. CALL TO ORDER: President Pro Tem Fokta called the meeting to order at 7:01 p.m.

B. ROLL CALL:

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

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Omar Nuñez, Public Relations Specialist; Mike Novy, Technical Services Manager, staff.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - June 27, 2022: Ms. Jakacki moved to approve the Minutes of Monday, June 27, 2022; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June and July, 2022: Ms. Jakacki moved to approve the payment of the bills in the amount of \$192,475.69; seconded by Trustee Bloom.

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

2. Financial Statements for June 2022: The financial statements for June 2022 were covered under the Director's Report, Item I-2. Trustee Jakacki noted the Library ended its fiscal year at the end of June.

H. COMMUNICATIONS:

1. Memo RE: Committee on Local Government Efficiency: Mr. Weseloh stated the Local Government Efficiency Act requires that library districts must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to

the county board. The committee must be formed by June 9, 2023, and the first report due no later than 18 months after the formation of the committee. That committee is made up of the seven members of the board, two residents that are appointed, and the library director.

2. Fiscal Year 2022 Per Capita Grant Award Letter: Mr. Weseloh stated the Per Capita Grant came in just after the fiscal year, in the amount of \$42,668.80, based on the 2020 census. The audits will attribute the deposit to the 2022 fiscal year.

I. REPORTS:

1. President: President Pro Tem Fokta had no report.

2. Library Director: Mr. Weseloh stated the Library reached its fiscal year elapsed of 100% at the end of June. The year ended with \$2,512,441 in revenue and actual expenditures of \$2,276,521, the difference being a surplus of \$235,920. These are not audited figures. The ending balance of IMRF is \$4,880. Interest income has continued to increase. Interest was budgeted at \$1,000, and the year-end figure is \$2,814.

Mr. Weseloh attended a webinar entitled Mastering the Art of Difficult Conversations presented by the Bureau of Labor. Key take-aways were feedback to subordinates should be provided periodically, not only at a performance appraisal or review time; for every one negative comment that you make to someone, they need to hear four or five positive comments to offset the negative impact; and appreciative feedback should be received and accepted, not deflected.

Mr. Weseloh attended the Alebrijes meeting with library staff and representatives from the City of West Chicago and the Cultural Arts Commission on July 12, 2022. A community-wide Alebrijes-building project is being planned. The community is invited to assist with the project with a planned completion at the end of September, and the display will be exhibited on the second floor of the library through November.

The director's report contained staff anniversary dates.

Mr. Weseloh signed a contract with AT&T Business to bring fiber Internet connection into the library.

The 60th anniversary traveling Beatles photo exhibit will be onsite at the Library August 1 through August 8, 2022.

A free microchipping event for pets will be held August 10, 2022, from 5:00 p.m. to 7:00 p.m. in the Library's parking lot. The event is organized as a partnership between the West Chicago Police Department

and the DuPage County Animal Services. Participants will receive services on a first-come-first-serve basis.

The electrical box in front of the library on Washington Street was damaged the morning of July 20, 2022 by a semi-trailer trying to make a U-turn on Washington Street around 2:45 a.m. The police asked for camera footage from the library, which Mr. Weseloh provided. The Library will participate in the National Night Out on August 2, 2022, from 6:00 p.m. to 8:00 p.m. at the police station.

Mr. Weseloh provided the Strategic Planning draft 7 to the trustees for review. Trustees were asked to provide their comments to the Director by July 29, 2022. The next Strategic Planning meeting will be held August 10, 2022.

3. Department Managers:

Administrative Services: The summer reading program was the top clicked link for June. The Facebook posts engagements increased five-fold, and clicks increased four-fold, mainly due to a lot of Facebook advertisements. The summer reading reels on Instagram had very strong engagement. On Creative Corridor staff set up a summer reading showcase to highlight the summer reading prizes for adults and young adults. A banner was hung on the wall identifying all the summer reading donors to show the Library's appreciation.

Adult Services: Seven programs were held virtually or in person in June with a total of 49 attendees. Adult Services Librarian Sara and Adult Services Assistant Ian presented outreach in person at Brooklyn Senior Residences and Aperion Care, with a total of 27 residents in attendance.

Young Adult Services: Young Adult Librarian Jessica spoke to 50 teachers at a summer school event in June to promote the YA summer reading program and programming for teens and teachers.

Youth Services: During the summer reading kickoff the Library gave out 247 summer reading bags to children. Representatives from Cosley Zoo made a presentation at the library on local wildlife, and the youth were able to see animals up close.

The first Stories and Alebrijes event was held at Cantigny in June with a total of 27 people attending. The last story session will be August 17, 2022.

Circulation Services: The total items checked out in June was 16,127, a 21.7% increase over June 2021; electronic materials checked out were 4,031, for the first time breaking 4,000, a 55% increase from June of

2021.

In June 2022, 181 patrons used the self-checkout machine for a total of 701 items checked out. The Library had 4,543 visitors onsite in June, a 42.91% increase from June 2021 which was affected by the pandemic. June cardholders numbers are 14,937, an 8.73% decrease from June 2021 due to the purge of inactive library patrons; 49.92% of the district population has a library card as of June 2022.

Mr. Weseloh asked Gabe Cardenas to investigate the cost of replacing the security gates. Three quotes have been obtained which will be available to the trustees for review prior to the August Regular Board Meeting.

Technical Services: In the month of June, 235 items were received, 2,665 items added, 419 items were withdrawn, 66 items were repaired in-house, and 138 invoices were processed.

Mr. Weseloh reported that Wise Plastics Company in 2021 borrowed a lectern from the Library for a ribbon-cutting event they were planning. This year they have asked to borrow the lectern again. The use of this item lends itself to the Library of Things concept where the Library offers more than just books to the public.

4. Policy Committee: Mr. Fokta reported that the Policy Committee met July 14, 2022, at 6:00 p.m. Present were Mr. Fokta, Chair; Mr. Bloom and Ms. Weninger as members. The Committee continues to work through the Emergency and Disaster Plan and expects to have the document finalized within the next three months. The meeting ended at 7:30 p.m.

5. Strategic Planning Committee: Ms. Weninger reported that the Committee met on July 12, 2022, at 1:00 p.m. Present were trustees Diane Kelsey and Pat Weninger; and staff members Ben Weseloh, Omar Nuñez, and Jenny Winter. They continued to review and revise the strategic plan. The next meeting is August 10, 2022; and the Committee hopes to present to the Board at the August Regular Meeting.

6. Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta reported that the Committee met July 16, 2022, at 1:00 p.m. Present were Diane Kelsey and Frank Fokta. The Committee went into closed session for the purpose of reviewing the closed session minutes and verbal minutes that could be deleted 18 months after the meeting date. Two dates were found to have minutes that the committee will recommend for the deletion in accordance with the regulations. The dates were voted on for deletion Under New Business.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Draft Ordinance 22-03 Budget & Appropriations of the West Chicago Public Library District for Fiscal Year Beginning July 1, 2022, and ending June 30, 2023: The hearing will be held on August 22, 2022, at 6:45 p.m. before the board meeting.

2. Resolution 22-04 Revising Library Closing Schedule for 2022:

Ms. Jakacki moved to approve Resolution 22-04; seconded by

Ms. Weninger. The revision adds Monday, December 26, 2022, as a closed date for the Library in observance of Christmas Day. Motion carried by unanimous voice vote.

3. Ms. Kelsey stated that the Review Committee recommends that the Closed Session Minutes of May 23, 2018, verbal minutes only, be removed, as they are older than 18 months. Motion carried by unanimous voice vote.

Ms. Kelsey stated that the Review Committee recommends that the Closed Session verbal minutes of May 18, 2020, be removed, as they are older than 18 months. Motion carried by unanimous voice vote.

4. Final Estimate of Revenue for Fiscal Year 2023: Mr. Weseloh distributed to the Board the Final Estimate of Revenue for Fiscal Year 2023 for the trustees' review.

5. Final Budget for Fiscal Year 2023: Mr. Weseloh distributed to the Board the final Budget for Fiscal Year 2023 for the trustees' review.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta stated that the Board will not be going into closed session and therefore adjourned the meeting at 7:42 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: August 22, 2022

FINANCIAL STATEMENT DATE: July 31, 2022

Payroll dated:

7/8/2022	Net Payroll	\$	33,893.15
	Federal Liability Payment	\$	10,082.40
	State Liability Payment	\$	2,118.17
	Paylocity Fee	\$	157.58

7/22/2022	Net Payroll	\$	35,086.45
	Federal Liability Payment	\$	10,310.66
	State Liability Payment	\$	2,158.60
	Paylocity Fee	\$	367.04

	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL		\$	94,174.05
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State Bank of IL

Operating - Manual Cks	Check No.	\$	19,524.16
Operating - System Cks	Check No.	\$	78,416.17
Operating - Credit Card	Check No.	\$	1,900.63
Librarian's Petty Cash	Check No.	\$	55.86

TOTAL		\$	99,896.82
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Total Bills for Approval		\$	194,070.87
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Bills Total

As of August 13, 2022

	Type	Date	Num	Memo	Split	Amount
Abbott Tree Care Professionals						
	Bill	08/01/2022	31390	August	45130 · EXTERIOR LANDSCAPING	489.25
	Bill	08/04/2022	31457	Landscaping	45130 · EXTERIOR LANDSCAPING	4,452.50
Total Abbott Tree Care Professionals						4,941.75
Accurate Office Supplies						
	Credit	08/02/2022	574612	Bath Tissue	45115 · JANITORIAL SUPPLIES	-215.28
	Bill	07/14/2022	573345	Paper Towels/Cleaners/Toilet Paper	45115 · JANITORIAL SUPPLIES	1,004.55
	Bill	07/15/2022	573428	Liners	45115 · JANITORIAL SUPPLIES	38.49
	Bill	07/19/2022	573718	Folders/Binders	41334 · OFFICE SUPPLIES GENERAL	74.09
	Bill	08/01/2022	574477	Toilet Tissue	45115 · JANITORIAL SUPPLIES	215.28
	Bill	08/02/2022	574531	Batteries	45115 · JANITORIAL SUPPLIES	11.99
	Bill	08/08/2022	574933	AA Batteries	45115 · JANITORIAL SUPPLIES	12.86
Total Accurate Office Supplies						1,141.98
Albertsons-Safeway						
	Bill	07/21/2022		Misc.	44140 · PROGRAMS-YOUTH	70.62
Total Albertsons-Safeway						70.62
Amazon Capital Services						
	Bill	07/08/2022	1KY9-6WHC-TW7D	Table/Chairs	44140 · PROGRAMS-YOUTH	475.66
	Bill	07/10/2022	1KWX-V1Y9-LJ3C	Misc.	44120 · PROGRAMS-ADULT	139.71
	Bill	07/10/2022	1XJM-TP3P-LDQP	Misc.	44120 · PROGRAMS-ADULT	89.77
	Bill	07/16/2022	1WQY-JTVT-D11X	Disposable Masks	45116 · COVID 19 SUPPLIES	105.96
	Bill	07/17/2022	1GCM-VXWT-WLFF	Misc.	42340 · AV MATERIALS-YOUTH	434.22
	Bill	07/18/2022	1TWV-LPY9-Y36G	Misc.	44120 · PROGRAMS-ADULT	10.99
	Bill	07/19/2022	1D7M-DYYV-JT6K	Misc.	44145 · EVENTS AND OUTREACH	111.97
	Bill	07/23/2022	1MY1-TV3P-P3F7	Foam Flooring Tiles	44140 · PROGRAMS-YOUTH	50.70
	Bill	07/24/2022	144Q-7GMV-47J3	Misc.	44140 · PROGRAMS-YOUTH	172.21
	Bill	07/24/2022	1QJW-XCT3-491F	Misc.	44140 · PROGRAMS-YOUTH	68.14
	Bill	07/24/2022	1XT1-1K19-4HTL	Misc.	44140 · PROGRAMS-YOUTH	300.29
	Bill	07/25/2022	1VJV-MKQW-7R39	Macrame Cord	44140 · PROGRAMS-YOUTH	9.99
	Bill	08/01/2022	11WM-PG7Q-DKYT	Paper Coffee Cups	41334 · OFFICE SUPPLIES GENERAL	49.99
	Bill	08/02/2022	1447-4P3C-GLNV	Misc.	44140 · PROGRAMS-YOUTH	91.94
	Bill	08/02/2022	11D7-DY67-1XKF	Misc.	44130 · PROGRAMS-YOUNG ADULT	340.73
	Bill	08/03/2022	1KFM-MGYG-4TYH	Misc.	44140 · PROGRAMS-YOUTH	86.90
	Bill	08/03/2022	1376-NRVX-FD6N	Misc.	44145 · EVENTS AND OUTREACH	244.13
	Bill	08/06/2022	1CLJ-KC1H-MG9J	Game	44135 · PROGRAMS-SUMMER READING	19.90
	Bill	08/07/2022	1XKD-JHRK-NNWP	Misc.	41334 · OFFICE SUPPLIES GENERAL	53.97
	Bill	08/07/2022	1FTF-TVVW-RQQY	Pocket Folders	44140 · PROGRAMS-YOUTH	16.48

West Chicago Public Library District Bills Total

As of August 13, 2022

	Type	Date	Num	Memo	Split	Amount
Total Amazon Capital Services						2,873.65
Anderson Elevator Co.						
	Bill	08/01/2022	60944-J6K8	August	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.						175.00
Andy Frain						
	Bill	07/31/2022	324019	July	45112 · SECURITY SERVICE	1,499.25
Total Andy Frain						1,499.25
Buck Services						
	Bill	07/31/2022	57309	Add't July	45110 · JANITORIAL SERVICE	138.00
Total Buck Services						138.00
Cengage Learning						
	Bill	07/13/2022	78155392	Books	42120 · BOOKS-ADULT	30.39
	Bill	07/19/2022	78161595	Books	42120 · BOOKS-ADULT	30.39
Total Cengage Learning						60.78
Central Technology, Inc.						
	Bill	07/01/2022	1782	7/22/22-7/21/23	41348 · CIRCULATION SERVICES SUPPLIES	1,096.98
Total Central Technology, Inc.						1,096.98
Chad Lewis						
	Bill	06/02/2022		Program Presenter	44120 · PROGRAMS-ADULT	200.00
Total Chad Lewis						200.00
Cintas Fire						
	Bill	08/11/2022	OF94663027	Annual Inspection	45160 · CONTRACT INSPECTION & MAINTENAN	2,234.56
Total Cintas Fire						2,234.56
City of West Chicago						
	Bill	08/01/2022		5/5/21-7/4/22	45340 · UTILITIES-WATER	517.81
Total City of West Chicago						517.81
Comcast						
	Bill	06/10/2022		8/29/22-9/28/22	42405 · INTERNET SERVICES	467.63
Total Comcast						467.63
ComEd						
	Bill	07/15/2022		6/14/22-7/14/22	45320 · UTILITIES-ELECTRIC	1,276.39
Total ComEd						1,276.39
Dancing Cranes Yoga						
	Bill	06/02/2022		Program Presenter	44120 · PROGRAMS-ADULT	180.00
Total Dancing Cranes Yoga						180.00
De Lage Landen Financial						

West Chicago Public Library District

Bills Total

As of August 13, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	08/01/2022	77148265	August	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
Delta Building Technologies						
	Bill	08/01/2022	001606	8/1/22-10/31/22	45150 · HVAC R & M	1,560.50
Total Delta Building Technologies						1,560.50
Efficiency Reporting						
	Bill	06/30/2022	19315er	June Board Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
Fitzgerald Lighting						
	Bill	07/08/2022	36429	Service Call	45165 · INTERIOR R & M-OTHER	364.50
Total Fitzgerald Lighting						364.50
Flood Brothers						
	Bill	08/05/2022	6298084	August	45350 · UTILITIES-TRASH	55.17
Total Flood Brothers						55.17
FNBC Bank and Trust						
	Bill	08/13/2022		July CC Purchase 7/3 - 8/2/2022	-SPLIT-	1,902.33
Total FNBC Bank and Trust						1,902.33
Gehrke Technology Group						
	Bill	08/10/2022	2222413	August	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	08/01/2022	59265	August	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
Ingram Library Services						
	Credit	07/28/2022	70727100	Books	42140 · BOOKS-YOUTH	-10.99
	Bill	07/05/2022	70327060	Books	-SPLIT-	239.16
	Bill	07/06/2022	70354362	Books	42130 · BOOKS-YOUNG ADULT	101.36
	Bill	07/06/2022	70354363	Books	42500 · PROCESSING-TECHNICAL SERVICES	57.00
	Bill	07/07/2022	70374312	Books	-SPLIT-	536.11
	Bill	07/08/2022	70395188	Books	-SPLIT-	589.03
	Bill	07/14/2022	70485140	Books	-SPLIT-	432.74
	Bill	07/17/2022	70524158	Books	-SPLIT-	271.96
	Bill	07/18/2022	70533421	Books	-SPLIT-	513.69
	Bill	07/21/2022	70597231	Books	-SPLIT-	813.78
	Bill	07/25/2022	70646781	Books	-SPLIT-	748.01
	Bill	07/26/2022	70672043	Books	-SPLIT-	605.14
	Bill	07/27/2022	70694162	Books	-SPLIT-	302.87

West Chicago Public Library District

Bills Total

As of August 13, 2022

Type	Date	Num	Memo	Split	Amount
Bill	07/27/2022	70691256	Books	-SPLIT-	476.26
Bill	07/28/2022	70712095	Books	-SPLIT-	268.54
Bill	07/29/2022	70732438	Books	42500 · PROCESSING-TECHNICAL SERVICES	62.00
Bill	07/29/2022	70732437	Books	42130 · BOOKS-YOUNG ADULT	23.37
Bill	07/29/2022	70732436	Books	42130 · BOOKS-YOUNG ADULT	60.41
Total Ingram Library Services					6,090.44
LIMRICC					
Bill	08/04/2022		August	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,847.00
Total LIMRICC					14,847.00
Midwest Mechanical					
Bill	08/10/2022		August	45150 · HVAC R & M	897.00
Total Midwest Mechanical					897.00
Midwest Tape					
Bill	07/05/2022	502345877	AV Materials	42320 · AV MATERIALS-ADULT	18.74
Bill	07/19/2022	502409272	AV Materials	42340 · AV MATERIALS-YOUTH	203.12
Bill	07/25/2022	502439718	AV Materials	42340 · AV MATERIALS-YOUTH	29.98
Bill	07/25/2022	502439719	AV Materials	42320 · AV MATERIALS-ADULT	155.18
Bill	07/29/2022	502460657	AV Materials	42340 · AV MATERIALS-YOUTH	23.24
Bill	07/29/2022	502456930	AV Materials	42340 · AV MATERIALS-YOUTH	22.48
Bill	07/29/2022	502456931	AV Materials	42320 · AV MATERIALS-ADULT	361.44
Bill	07/29/2022	502456932	AV Materials	42320 · AV MATERIALS-ADULT	494.87
Bill	07/29/2022	502456933	AV Materials	42320 · AV MATERIALS-ADULT	13.99
Total Midwest Tape					1,323.04
Mobile Beacon					
Bill	08/08/2022		Renewal of 9 Hotspots	42420 · SOFTWARE PUBLIC	1,080.00
Total Mobile Beacon					1,080.00
Morgan Birge & Associates					
Bill	08/01/2022	68310	August	41415 · PHONE SYSTEM	200.00
Total Morgan Birge & Associates					200.00
Mosio					
Bill	07/18/2022	2048	7/1/22-6/30/22	42112 · REFERENCE-ELECTRONIC	576.00
Total Mosio					576.00
Natasha Lehrer Lewis Art					
Bill	08/02/2022	72	Program Presenter	44120 · PROGRAMS-ADULT	300.00
Total Natasha Lehrer Lewis Art					300.00
NCPERS					
Bill	08/10/2022		August	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00

West Chicago Public Library District

Bills Total

As of August 13, 2022

	Type	Date	Num	Memo	Split	Amount
Total NCPERS						16.00
New Readers Press						
	Bill	08/02/2022	12665	Subscription	42122 · BOOKS-LITERACY	60.23
Total New Readers Press						60.23
NewsBank						
	Bill	08/09/2022	1033071	11/22-10/23	42112 · REFERENCE-ELECTRONIC	1,464.00
Total NewsBank						1,464.00
Nicor						
	Bill	08/09/2022		7/6/22-8/4/22	45310 · UTILITIES-GAS	157.69
Total Nicor						157.69
Ollis Book Corporation						
	Bill	06/30/2022	248338	Books	42140 · BOOKS-YOUTH	97.79
	Bill	07/01/2022	248339	Books	42140 · BOOKS-YOUTH	293.45
Total Ollis Book Corporation						391.24
OverDrive						
	Bill	07/14/2022	22274890	Ebooks	42320 · AV MATERIALS-ADULT	1,448.13
	Bill	07/20/2022	22280302	Ebooks	42130 · BOOKS-YOUNG ADULT	14.99
	Bill	07/20/2022	22280301	Ebooks	42130 · BOOKS-YOUNG ADULT	78.99
	Bill	07/31/2022	22288675	Ebooks	42120 · BOOKS-ADULT	19.99
Total OverDrive						1,562.10
Peerless Network						
	Bill	08/01/2022	7775	July	45330 · UTILITIES-TELEPHONE	445.47
Total Peerless Network						445.47
Peerless, Inc.						
	Bill	07/15/2022		7/15/22-8/14/22	45330 · UTILITIES-TELEPHONE	121.77
	Bill	08/12/2022	1210183	8/15/22-9/14/22	45330 · UTILITIES-TELEPHONE	121.56
Total Peerless, Inc.						243.33
People Made Visible, Inc.						
	Bill	08/02/2022	092022	September Cooking Class	44120 · PROGRAMS-ADULT	160.00
Total People Made Visible, Inc.						160.00
Royal Publishing						
	Bill	07/14/2022	8057494	Banner Ad	44210 · MARKETING	545.00
Total Royal Publishing						545.00
ServiceMaster						
	Bill	07/22/2022	01-15813.001	Chair Cleaning	45165 · INTERIOR R & M-OTHER	160.00
Total ServiceMaster						160.00

West Chicago Public Library District Bills Total

As of August 13, 2022

	Type	Date	Num	Memo	Split	Amount
Shaw Media						
	Bill	07/01/2022		Subscription Renewal	42210 · PERIODICALS	78.00
Total Shaw Media						78.00
SHRM						
	Bill	07/01/2022	1810369	9/1/22-8/31/22	41330 · ASSOCIATION DUES	229.00
Total SHRM						229.00
Sikich LLP						
	Bill	06/30/2022	I450037	Remote Support	-SPLIT-	414.00
	Bill	07/19/2022	I448775	Remote Support	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	552.00
	Bill	07/25/2022	MS449817	August	41420 · TECHNOLOGY MANAGEMENT	4,621.80
	Bill	07/29/2022	I450634	August	41420 · TECHNOLOGY MANAGEMENT	512.00
Total Sikich LLP						6,099.80
Swan						
	Bill	07/01/2022	9569	7/1/22-9/30/22	42400 · LIBRARY CONSORTIUM	8,733.50
	Bill	07/01/2022	9654	EBSCO Database 7/1/22-6/30/22	42112 · REFERENCE-ELECTRONIC	5,521.00
	Bill	07/12/2022	9663	Credit Card Swipes	41400 · IT EQUIPMENT UPGRADES-STAFF	180.00
	Bill	07/13/2022	9727	Misc.	42170 · RBP/ILL BOOK REPLACEMENT	40.40
Total Swan						14,474.90
Unique Management Services						
	Bill	08/01/2022	6103109	July Placements	41346 · MATERIALS & RESOURCE RECOVERY	29.55
Total Unique Management Services						29.55
US Postal Service (CMRS-FP)						
	Bill	07/01/2022		Postage Meter	41338 · POSTAGE	1,500.00
Total US Postal Service (CMRS-FP)						1,500.00
VISOgraphic						
	Bill	08/09/2022	233376	Fall Program Guide	44245 · PROGRAM GUIDE	2,964.38
Total VISOgraphic						2,964.38
Wheaton Public Library						
	Bill	08/04/2022		Lost Materials	42170 · RBP/ILL BOOK REPLACEMENT	120.90
Total Wheaton Public Library						120.90
Xtreme Environmental Solutions						
	Bill	08/12/2022	91-WCL	August	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						80,316.80

West Chicago Public Library District

Bill List - Check Detail #6031

As of July 31, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Check	07/01/2022	BP070122B	June Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
	Check	07/29/2022	BP072922	July payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-50.40
Avidia						
	Check	07/06/2022	BP070622	Unknow reason for withdrawl	21055 · HSA AVIDIA	-0.01
Total Avidia						-0.01
Employee Benefits Corporation						
	Check	07/29/2022	BP072922B	July Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-95.75
Total Employee Benefits Corporation						-95.75
IMRF						
Total IMRF						
Kamm Insurance Group						
	Check	07/01/2022	BP070122	Insuarnce 7/1/22 - 6/30/22	-SPLIT-	-13,695.00
Total Kamm Insurance Group						-13,695.00
Philadelphia Insurance Co						
	Check	07/05/2022	BP070522	Insuarnce 7/1/22 - 6/30/22	45500 · INSURANCE	-5,683.00
Total Philadelphia Insurance Co						-5,683.00
TOTAL						-19,524.16

West Chicago Public Library District
Bills List - Petty Cash Acct #0874

July 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
United States Treasury							
	Check	07/26/2022	5001	United States Treasury	Form 720	41110 · INS-HEALTH, DENTAL, LIFE, FSA	55.86
~ Total United States Treasury							55.86
TOTAL							55.86

West Chicago Public Library District Bills Total (Credit Card)

As of August 13, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	07/14/2022		Creative Cloud	31.86
	Credit Card Charge	07/14/2022		Creative Cloud	31.86
	Credit Card Charge	07/18/2022		Acrobat Pro	13.80
Total Adobe Inc.					77.52
Amazon Capital Services					
	Credit Card Charge	08/01/2022		Gift Cards	55.00
Total Amazon Capital Services					55.00
B&H					
	Credit Card Charge	07/20/2022		Printer Supplies	630.90
Total B&H					630.90
Facebook, Inc					
	Credit Card Charge	07/24/2022		Ad	75.00
	Credit Card Charge	07/31/2022		Ad	56.05
Total Facebook, Inc					131.05
FNBC Bank and Trust					
	Credit Card Credit	07/03/2022		Finance Charge Reversal	-62.01
	Credit Card Charge	08/02/2022		Finance Charge	60.31
Total FNBC Bank and Trust					-1.70
GoDaddy					
	Credit Card Charge	07/12/2022		Website Renewal One Year	179.88
Total GoDaddy					179.88
Illinois Library Association					
	Credit Card Charge	07/06/2022		A. Ghobrial	100.00
Total Illinois Library Association					100.00
Menards					
	Credit Card Charge	07/18/2022		Misc.	52.62
	Credit Card Charge	07/24/2022		Steel U-POS	11.87
	Credit Card Charge	07/31/2022		Misc.	57.84
	Credit Card Charge	07/28/2022		Screwdriver	15.49
	Credit Card Charge	07/28/2022		Sign	39.84
Total Menards					177.66
Michaels					

West Chicago Public Library District

Bills Total (Credit Card)

As of August 13, 2022

	Type	Date	Num	Memo	Open Balance
	Credit Card Charge	07/12/2022		Circuit Supplies	23.37
Total Michaels					23.37
Mojang Studios					
	Credit Card Charge	07/11/2022		Misc.	29.99
	Credit Card Charge	07/11/2022		Misc.	29.99
	Credit Card Charge	07/11/2022		Misc.	29.99
	Credit Card Charge	07/11/2022		Int'l Trans. Fee	0.90
Total Mojang Studios					90.87
Oriental Trading Company					
	Credit Card Charge	07/14/2022		Misc.	25.47
	Credit Card Charge	07/28/2022		Misc.	314.53
Total Oriental Trading Company					340.00
Walmart					
	Credit Card Charge	07/18/2022		Misc.	96.08
Total Walmart					96.08
TOTAL					1,900.63

Financial Report

For the 1 Month(s) Ended July 31, 2022
FISCAL YEAR 2023



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 1 Month(s) Ended July 31, 2022

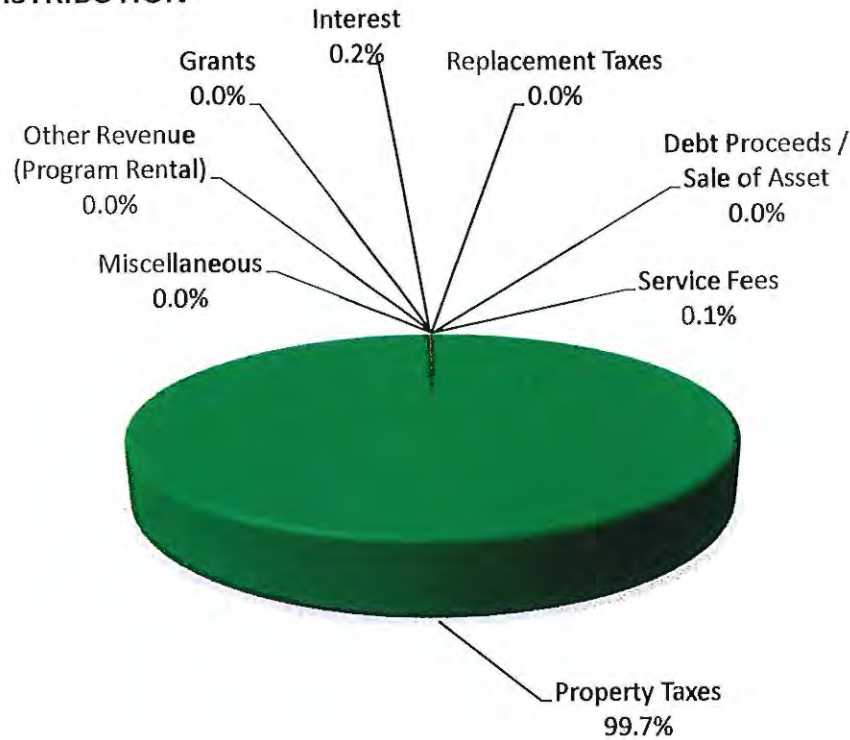
8% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	1,350,710	2,474,512	55%
Interest	2,475	1,000	248%
Replacement Taxes	-	60,000	0%
Service Fees	971	8,000	12%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	-	5,200	0%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	1,354,157	2,591,380	52%
Budgeted Revenues	2,591,380		
% Diff	52%		
OPERATING EXPENDITURES			
Personnel	79,799	1,584,794	5%
IMRF	5,553	130,974	4%
Administrative	5,976	77,913	8%
Admin Technology	10,929	151,399	7%
Library Materials - Books	41,109	126,744	32%
Library Materials - Periodicals	246	9,000	3%
Library Materials - Audio & Visual	3,221	35,650	9%
Library Material - Maintenance	288	10,490	3%
Technology Services	9,752	97,543	10%
Programs	2,994	40,374	7%
Marketing & Promotion	1,666	32,536	5%
Facilities & Operations	5,404	158,187	3%
Utilities	798	47,675	2%
Professional Services	18,617	83,301	22%
Board Expenses	-	4,800	0%
Actual Expenditures	186,350	2,591,380	7%
Budgeted Expenditures	2,591,380		
% Diff	7%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,167,806	-	n/a
BEGINNING FUND BALANCE	1,248,795		
ENDING FUND BALANCE	2,416,601		

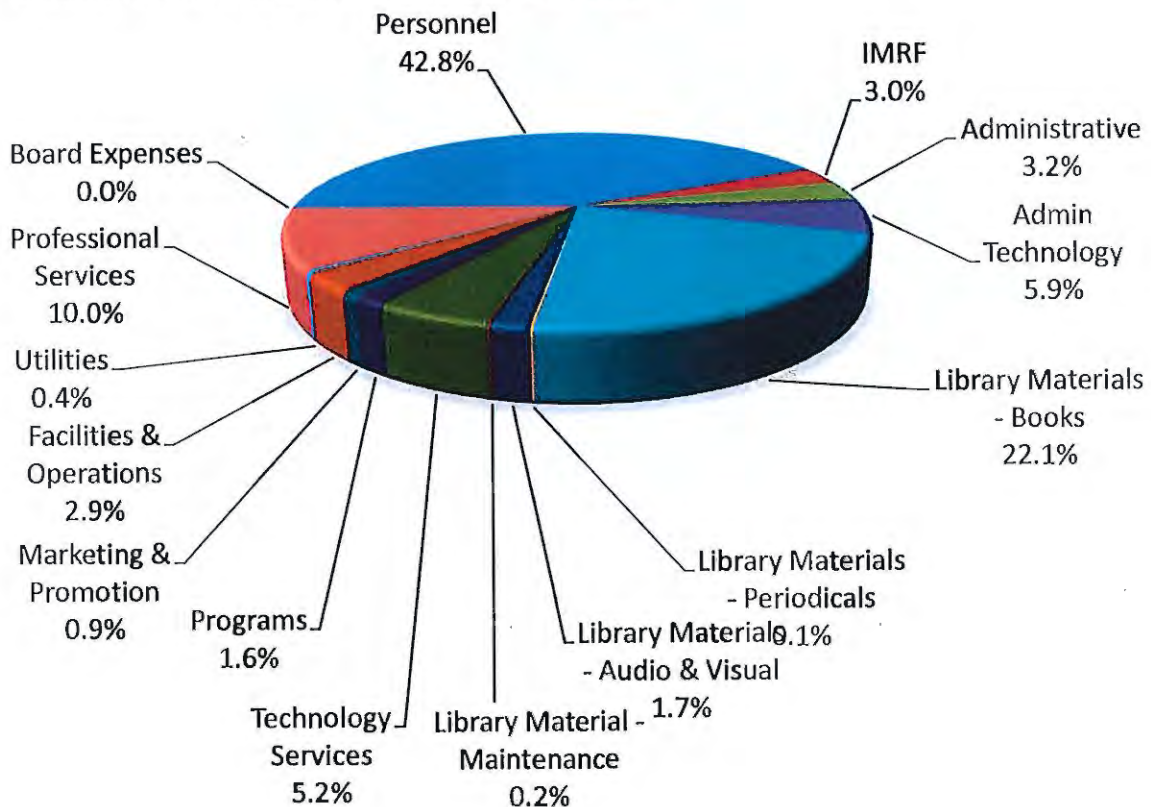
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 1 Month(s) Ended July 31, 2022

REVENUE DISTRIBUTION

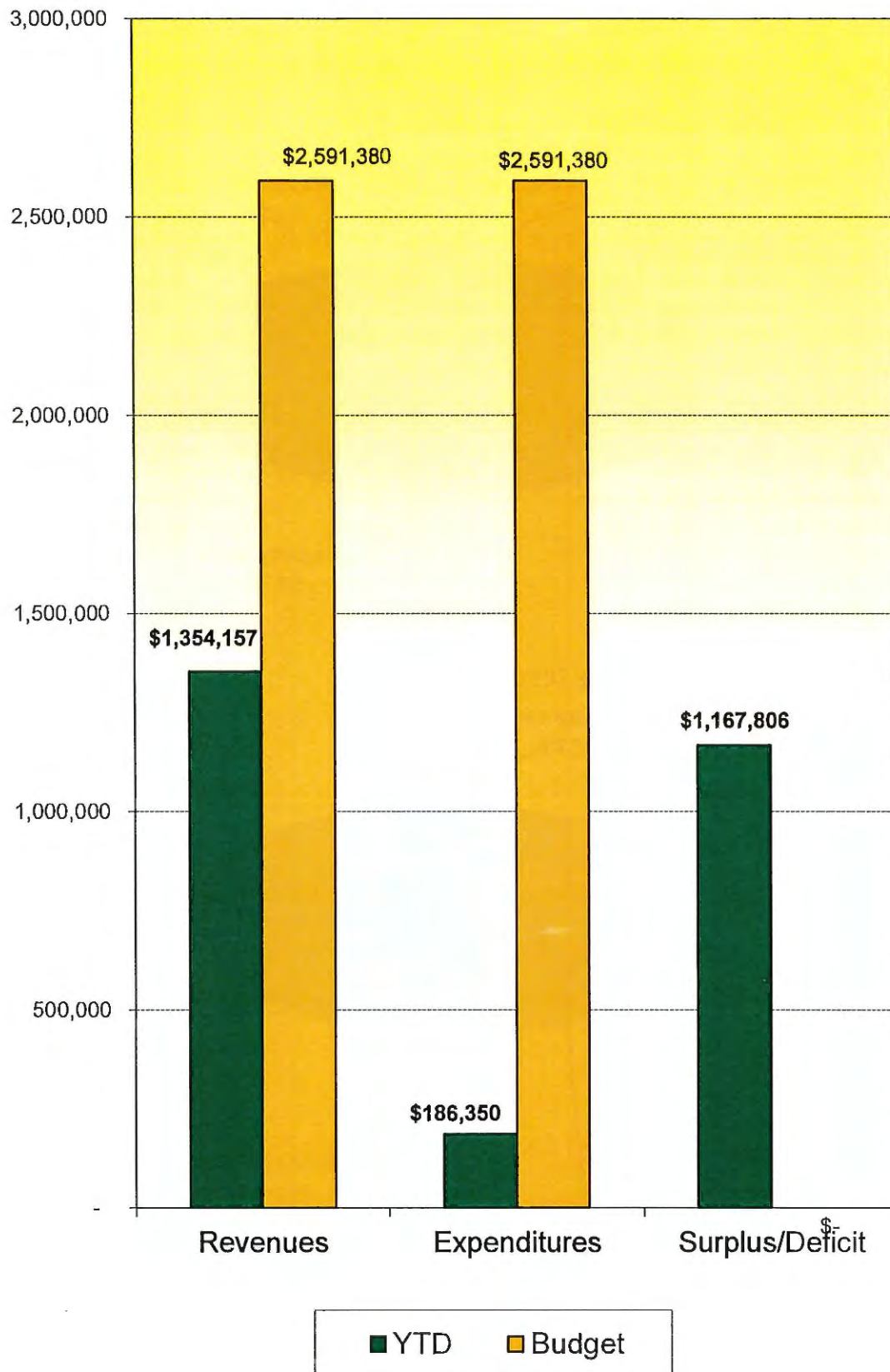


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 1 Month(s) Ended July 31, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 1 Month(s) Ended July 31, 2022

8% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
1 Property Taxes	1,280,755	69,955	-	1,350,710	2,474,512	55%
2 Interest	2,431	-	44	2,475	1,000	248%
3 Replacement Taxes	-	-	-	-	60,000	0%
4 Service Fees	971	-	-	971	8,000	12%
5 Other Revenue (Program Rental)	-	-	-	-	-	0%
6 Grants	-	-	-	-	42,668	0%
7 Miscellaneous	-	-	-	-	5,200	0%
8 Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
9 Transfer-In	-	-	-	-	-	0%
Actual Revenues	1,284,157	69,955	44	1,354,157	2,591,380	52%
Budgeted Revenues	2,460,406	130,974	-	2,591,380		
% Diff	52%	53%	n/a	52%		
OPERATING EXPENDITURES						
1 Personnel	79,799	-	-	79,799	1,584,794	5%
19 IMRF	-	5,553	-	5,553	130,974	4%
2 Administrative	5,976	-	-	5,976	77,913	8%
3 Admin Technology	10,929	-	-	10,929	151,399	7%
4 Library Materials - Books	41,109	-	-	41,109	126,744	32%
5 Library Materials - Periodicals	246	-	-	246	9,000	3%
6 Library Materials - Audio & Visual	3,221	-	-	3,221	35,650	9%
8 Library Material - Maintenance	288	-	-	288	10,490	3%
7 Technology Services	9,752	-	-	9,752	97,543	10%
9 Programs	2,994	-	-	2,994	40,374	7%
10 Marketing & Promotion	1,666	-	-	1,666	32,536	5%
11 Facilities & Operations	5,404	-	-	5,404	158,187	3%
12 Utilities	798	-	-	798	47,675	2%
13 Professional Services	18,617	-	-	18,617	83,301	22%
14 Board Expenses	-	-	-	-	4,800	0%
Actual Expenditures	180,798	5,553	-	186,350	2,591,380	7%
Budgeted Expenditures	2,460,406	130,974	-	2,591,380		
% Diff	7%	4%	n/a	7%		
TOTAL SURPLUS / (DEFICIT)						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	1,103,360	64,402	44	1,167,806	-	
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795	
ENDING FUND BALANCE	2,224,839	69,283	122,479	2,416,601	1,248,795	
Fund Balance as % of Total Expenditures	1231%	1248%	0%	1297%		

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

DONT DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues										
1	30010 · PROPERTY TAXES	1,350,710.49	206,209.33	1,280,755.28	69,955.21	0.00	1,350,710.49	2,474,512.00	-1,123,801.51	54.59%
3	32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,000.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
2	33000 · INTEREST INCOME	2,430.72	83.33	2,430.72	0.00	0.00	2,430.72	1,000.00	1,430.72	243.07%
2	33040 · INTEREST-IL FUND BLDG CONST	44.41	0.00	0.00	0.00	44.41	44.41	0.00	44.41	100.0%
4	35100 · FINES	48.33	250.00	48.33	0.00	0.00	48.33	3,000.00	-2,951.67	1.61%
4	35150 · PHOTOCOPY/MICROFORM/COPY/FAX	345.95	250.00	345.95	0.00	0.00	345.95	3,000.00	-2,654.05	11.53%
4	35510 · LOST AND PAID MATERIALS	320.13	83.33	320.13	0.00	0.00	320.13	1,000.00	-679.87	32.01%
4	35710 · NON RESIDENT FEES	256.65	83.33	256.65	0.00	0.00	256.65	1,000.00	-743.35	25.67%
4	35810 · BOOK SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	36030 · MEMORIALS AND DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
7	36035 · DONATIONS-SUMMER READING	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7	36045 · DEVELOPER DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6	38010 · PER CAPITA GRANT	0.00	3,555.67	0.00	0.00	0.00	0.00	42,668.00	-42,668.00	0.0%
6	38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6	38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	39010 · OTHER INCOME	0.00	258.33	0.00	0.00	0.00	0.00	3,100.00	-3,100.00	0.0%
5	39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5	39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9	39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Revenues		1,354,156.68	215,948.33	1,284,157.06	69,955.21	44.41	1,354,156.68	2,591,380.00	-1,237,223.32	52.26%
Expenditures										
10Exp · Expense										
1E · PERSONNEL										
	41100 · SALARIES	56,426.80	106,025.67	56,426.80	0.00	0.00	56,426.80	1,272,308.00	-1,215,881.20	4.44%
	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,039.14	17,429.17	14,039.14	0.00	0.00	14,039.14	209,150.00	-195,110.86	6.71%
	41120 · FICA EXPENSE	6,997.38	8,166.67	6,997.38	0.00	0.00	6,997.38	98,000.00	-91,002.62	7.14%
	41130 · UNEMPLOYMENT COMPENSATION	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
	41140 · WORKERS COMPENSATION	2,336.00	194.67	2,336.00	0.00	0.00	2,336.00	2,336.00	0.00	100.0%
1	Subtotal	79,799.32	132,066.17	79,799.32	0.00	0.00	79,799.32	1,584,794.00	-1,504,994.68	5.04%
2E · ADMINISTRATIVE EXPENSES										
	41310 · PROFESSIONAL DEVELOPMENT	0.00	1,105.00	0.00	0.00	0.00	0.00	13,260.00	-13,260.00	0.0%
	41320 · TRAVEL	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
	41330 · ASSOCIATION DUES	493.00	448.58	493.00	0.00	0.00	493.00	5,383.00	-4,890.00	9.16%
	41332 · PAYROLL PROCESSING	389.55	541.67	389.55	0.00	0.00	389.55	6,500.00	-6,110.45	5.99%
	41334 · OFFICE SUPPLIES GENERAL	838.97	508.33	838.97	0.00	0.00	838.97	6,100.00	-5,261.03	13.75%
	41336 · OFFICE EQUIPMENT	1,660.08	1,929.17	1,660.08	0.00	0.00	1,660.08	23,150.00	-21,489.92	7.17%
	41338 · POSTAGE	1,500.00	568.33	1,500.00	0.00	0.00	1,500.00	6,820.00	-5,320.00	21.99%
	41342 · ADMINISTRATIVE MISC	-62.01	175.00	-62.01	0.00	0.00	-62.01	2,100.00	-2,162.01	-2.95%
	41344 · SUPPLIES-FOOD	58.99	500.00	58.99	0.00	0.00	58.99	6,000.00	-5,941.01	0.98%
	41346 · MATERIALS & RESOURCE RECOVERY	0.00	133.33	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
	41348 · CIRCULATION SERVICES SUPPLIES	1,096.98	375.00	1,096.98	0.00	0.00	1,096.98	4,500.00	-3,403.02	24.38%
2	Subtotal	5,975.56	6,492.75	5,975.56	0.00	0.00	5,975.56	77,913.00	-71,937.44	7.67%

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

DON'T DELETE

		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	180.00	2,967.67	180.00	0.00	0.00	180.00	35,612.00	-35,432.00	0.51%
	41410 · SOFTWARE STAFF	77.52	2,733.92	77.52	0.00	0.00	77.52	32,807.00	-32,729.48	0.24%
	41415 · PHONE SYSTEM	200.00	200.00	200.00	0.00	0.00	200.00	2,400.00	-2,200.00	8.33%
	41420 · TECHNOLOGY MANAGEMENT	10,291.60	5,463.33	10,291.60	0.00	0.00	10,291.60	65,560.00	-55,268.40	15.7%
	41425 · WARRANTIES/EXTENDED CARE	179.88	1,251.67	179.88	0.00	0.00	179.88	15,020.00	-14,840.12	1.2%
3	Subtotal	10,929.00	12,616.58	10,929.00	0.00	0.00	10,929.00	151,399.00	-140,470.00	7.22%
4E	LIBRARY MATERIALS-BOOKS									
	42112 · REFERENCE-ELECTRONIC	34,784.99	4,031.17	34,784.99	0.00	0.00	34,784.99	48,374.00	-13,589.01	71.91%
	42120 · BOOKS-ADULT	3,238.66	4,000.00	3,238.66	0.00	0.00	3,238.66	48,000.00	-44,761.34	6.75%
	42122 · BOOKS-LITERACY	0.00	30.83	0.00	0.00	0.00	0.00	370.00	-370.00	0.0%
	42130 · BOOKS-YOUNG ADULT	428.72	458.33	428.72	0.00	0.00	428.72	5,500.00	-5,071.28	7.8%
	42140 · BOOKS-YOUTH	2,616.64	1,958.33	2,616.64	0.00	0.00	2,616.64	23,500.00	-20,883.36	11.14%
	42170 · RBP/ILL BOOK REPLACEMENT	40.40	83.33	40.40	0.00	0.00	40.40	1,000.00	-959.60	4.04%
4	Subtotal	41,109.41	10,562.00	41,109.41	0.00	0.00	41,109.41	126,744.00	-85,634.59	32.44%
5E	LIBRARY MATERIALS-PERIODICALS									
	42210 · PERIODICALS	245.50	750.00	245.50	0.00	0.00	245.50	9,000.00	-8,754.50	2.73%
5	Subtotal	245.50	750.00	245.50	0.00	0.00	245.50	9,000.00	-8,754.50	2.73%
6E	LIBRARY MATERIALS-AUDIO VISUAL									
	42320 · AV MATERIALS-ADULT	2,507.48	2,250.00	2,507.48	0.00	0.00	2,507.48	27,000.00	-24,492.52	9.29%
	42330 · AV MATERIALS-YOUNG ADULT	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
	42340 · AV MATERIALS-YOUTH	713.04	554.17	713.04	0.00	0.00	713.04	6,550.00	-5,936.96	10.72%
6	Subtotal	3,220.52	2,970.83	3,220.52	0.00	0.00	3,220.52	35,550.00	-7,936.96	9.03%
7E	TECHNOLOGY SERVICES									
	42400 · LIBRARY CONSORTIUM	8,733.50	2,911.25	8,733.50	0.00	0.00	8,733.50	34,935.00	-26,201.50	25.0%
	42405 · INTERNET SERVICES	466.78	1,658.33	466.78	0.00	0.00	466.78	19,900.00	-19,433.22	2.35%
	42420 · SOFTWARE PUBLIC	0.00	1,337.08	0.00	0.00	0.00	0.00	16,045.00	-16,045.00	0.0%
	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	552.00	2,221.92	552.00	0.00	0.00	552.00	26,663.00	-26,111.00	2.07%
7	Subtotal	9,752.28	8,128.58	9,752.28	0.00	0.00	9,752.28	97,543.00	-42,156.00	10.0%
8E	LIBRARY MATERIAL MAINTENANCE									
	42500 · PROCESSING-TECHNICAL SERVICES	287.61	849.17	287.61	0.00	0.00	287.61	10,190.00	-9,902.39	2.82%
	42510 · CATALOGING TOOL	0.00	25.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
	42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	Subtotal	287.61	874.17	287.61	0.00	0.00	287.61	10,490.00	-9,902.39	2.74%
9E	PROGRAMS									
	44120 · PROGRAMS-ADULT	989.22	833.33	989.22	0.00	0.00	989.22	10,000.00	-9,010.78	9.89%
	44130 · PROGRAMS-YOUNG ADULT	90.87	500.00	90.87	0.00	0.00	90.87	6,000.00	-5,909.13	1.52%
	44135 · PROGRAMS-SUMMER READING	0.00	491.67	0.00	0.00	0.00	0.00	5,900.00	-5,900.00	0.0%
	44140 · PROGRAMS-YOUTH	1,719.15	881.17	1,719.15	0.00	0.00	1,719.15	10,574.00	-8,854.85	16.26%
	44145 · EVENTS AND OUTREACH	194.80	658.33	194.80	0.00	0.00	194.80	7,900.00	-7,705.20	2.47%
9	Subtotal	2,994.04	3,364.50	2,994.04	0.00	0.00	2,994.04	40,374.00	-16,560.05	7.42%
10E	MARKETING & PROMOTIONS									
	44210 · MARKETING	715.89	603.83	715.89	0.00	0.00	715.89	7,246.00	-6,530.11	9.88%
	44215 · WEBSITE	0.00	457.50	0.00	0.00	0.00	0.00	5,490.00	-5,490.00	0.0%
	44220 · PROMO MATERIALS-ADULT	0.00	175.00	0.00	0.00	0.00	0.00	2,100.00	-2,100.00	0.0%
	44240 · PROMO MATERIALS-YOUTH	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
	44245 · PROGRAM GUIDE	950.00	1,316.67	950.00	0.00	0.00	950.00	15,800.00	-14,850.00	6.01%
	44250 · SURVEYS	0.00	33.33	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
10	Subtotal	1,665.89	2,711.33	1,665.89	0.00	0.00	1,665.89	32,536.00	-30,870.11	5.12%

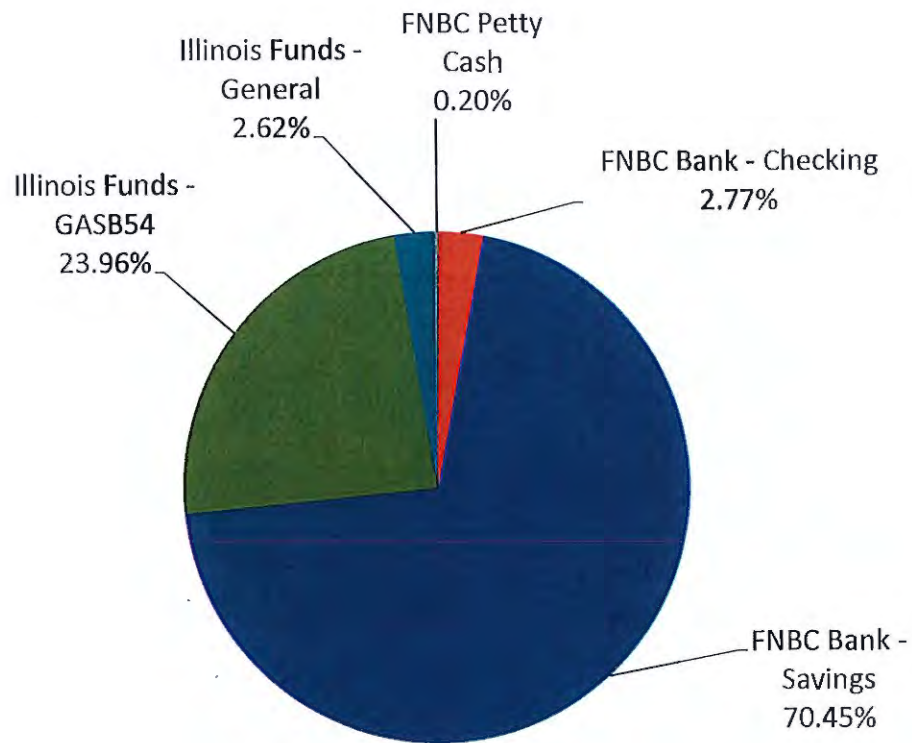
WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
July 31, 2022

DON'T DELETE

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	138.00	1,200.00	138.00	0.00	0.00	138.00	14,400.00	-14,262.00	0.96%
45112 - SECURITY SERVICE	1,499.25	1,792.50	1,499.25	0.00	0.00	1,499.25	21,510.00	-20,010.75	6.97%
45115 - JANITORIAL SUPPLIES	1,043.04	458.33	1,043.04	0.00	0.00	1,043.04	5,500.00	-4,456.96	18.96%
45116 - COVID 19 SUPPLIES	105.96	300.00	105.96	0.00	0.00	105.96	3,600.00	-3,494.04	2.94%
45117 - SECURITY CAMERAS	0.00	453.42	0.00	0.00	0.00	0.00	5,441.00	-5,441.00	0.0%
45120 - SNOW REMOVAL	0.00	2,166.67	0.00	0.00	0.00	0.00	26,000.00	-26,000.00	0.0%
45130 - EXTERIOR LANDSCAPING	489.25	587.50	489.25	0.00	0.00	489.25	7,050.00	-6,560.75	6.94%
45140 - EXTERIOR R & M-OTHER	11.87	804.17	11.87	0.00	0.00	11.87	9,650.00	-9,638.13	0.12%
45150 - HVAC R & M	1,022.00	2,083.33	1,022.00	0.00	0.00	1,022.00	25,000.00	-23,978.00	4.09%
45155 - GENERAL BLDG SERVICES	116.33	120.00	116.33	0.00	0.00	116.33	1,440.00	-1,323.67	8.08%
45160 - CONTRACT INSPECTION & MAINTENAN	453.61	1,087.17	453.61	0.00	0.00	453.61	13,046.00	-12,592.39	3.48%
45165 - INTERIOR R & M-OTHER	524.50	2,129.17	524.50	0.00	0.00	524.50	25,550.00	-25,025.50	2.05%
Subtotal	5,403.81	13,182.25	5,403.81	0.00	0.00	5,403.81	158,187.00	-152,783.19	3.42%
12E - UTILITIES									
45310 - UTILITIES-GAS	0.00	610.42	0.00	0.00	0.00	0.00	7,325.00	-7,325.00	0.0%
45320 - UTILITIES-ELECTRIC	595.65	1,970.83	595.65	0.00	0.00	595.65	23,650.00	-23,054.35	2.52%
45330 - UTILITIES-TELEPHONE	121.77	1,000.00	121.77	0.00	0.00	121.77	12,000.00	-11,878.23	1.02%
45340 - UTILITIES-WATER	0.00	300.00	0.00	0.00	0.00	0.00	3,600.00	-3,600.00	0.0%
45350 - UTILITIES-TRASH	80.17	91.67	80.17	0.00	0.00	80.17	1,100.00	-1,019.83	7.29%
Subtotal	797.59	3,972.92	797.59	0.00	0.00	797.59	47,675.00	-46,877.41	1.67%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	17,042.00	1,420.17	17,042.00	0.00	0.00	17,042.00	17,042.00	0.00	100.0%
45505 - AUDIT	0.00	1,617.42	0.00	0.00	0.00	0.00	19,409.00	-19,409.00	0.0%
45510 - LEGAL	0.00	1,000.00	0.00	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
45515 - PROFESSIONAL SERVICES	0.00	1,279.17	0.00	0.00	0.00	0.00	15,350.00	-15,350.00	0.0%
45520 - ACCOUNTING	1,575.00	1,625.00	1,575.00	0.00	0.00	1,575.00	19,500.00	-17,925.00	8.08%
Subtotal	18,617.00	6,941.75	18,617.00	0.00	0.00	18,617.00	83,301.00	-64,684.00	22.35%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
45605 - PROF SERVICES-SECRETARIAL	0.00	275.00	0.00	0.00	0.00	0.00	3,300.00	-3,300.00	0.0%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Subtotal	0.00	400.00	0.00	0.00	0.00	0.00	4,800.00	-4,800.00	0.0%
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	5,552.72	10,914.50	0.00	5,552.72	0.00	5,552.72	130,974.00	-125,421.28	4.24%
Subtotal	5,552.72	10,914.50	0.00	5,552.72	0.00	5,552.72	130,974.00	-125,421.28	4.24%
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	186,350.25	215,948.33	180,797.53	5,552.72	0.00	186,350.25	2,591,380.00	-2,405,029.75	7.19%
Net Income	1,167,806.43	0.00	1,103,359.53	64,402.49	44.41	1,167,806.43	0.00	1,167,806.43	100.00%

**West Chicago Public Library District
Investments
July 31, 2022**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	69,017
FNBC Bank - Savings	#0317	MM	0.67%	1,754,550
Illinois Funds - GASB54	#6950	MM	Various	596,768
Illinois Funds - General	#5519	MM	Various	65,131
Total				\$ 2,490,626



West Chicago Public Library District

Financial Analysis

For the 1 Month(s) Ended July 31, 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

8% of Budget Year

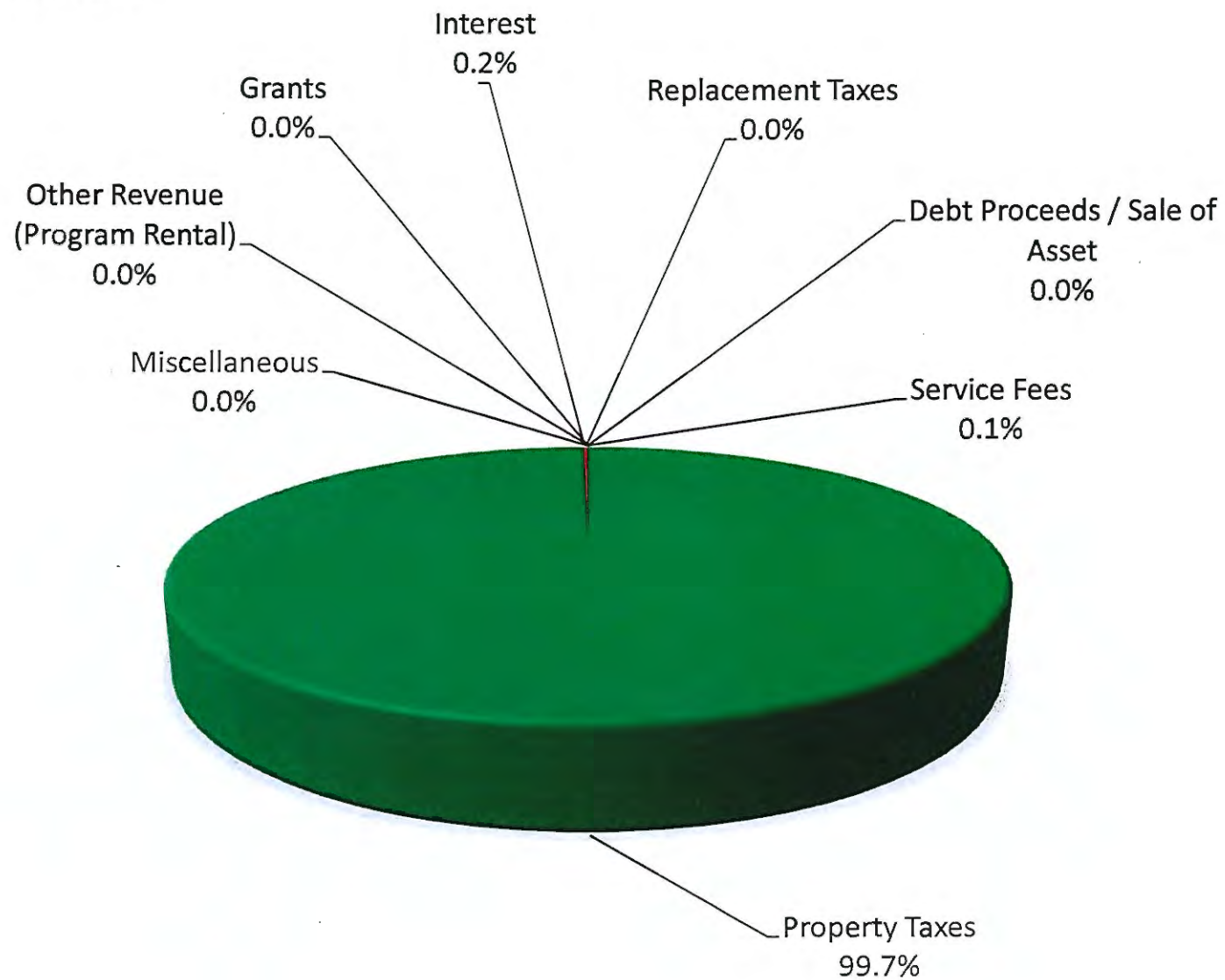
- 52% of Total Budget
- Property Taxes
 - Collected \$1,350,710 or 55% of Budgeted Property Taxes (1st Installment from DuPage County)
 - 6% increase from last year
- Replacement Taxes
 - No Replacement Taxes collected
- Service Fees
 - Collected \$971 or 12% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	1,350,710	2,474,512	55%	1,268,898	6%
Interest	2,475	1,000	248%	16	15399%
Replacement Taxes	-	60,000	0%	36,976	-100%
Service Fees	971	8,000	12%	659	47%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,668	0%	-	n/a
Miscellaneous	-	5,200	0%	221	-100%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	1,354,157	2,591,380	52%	1,306,769	4%
Budgeted Revenues	2,591,380				
% Diff	52%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

8% of Budget Year

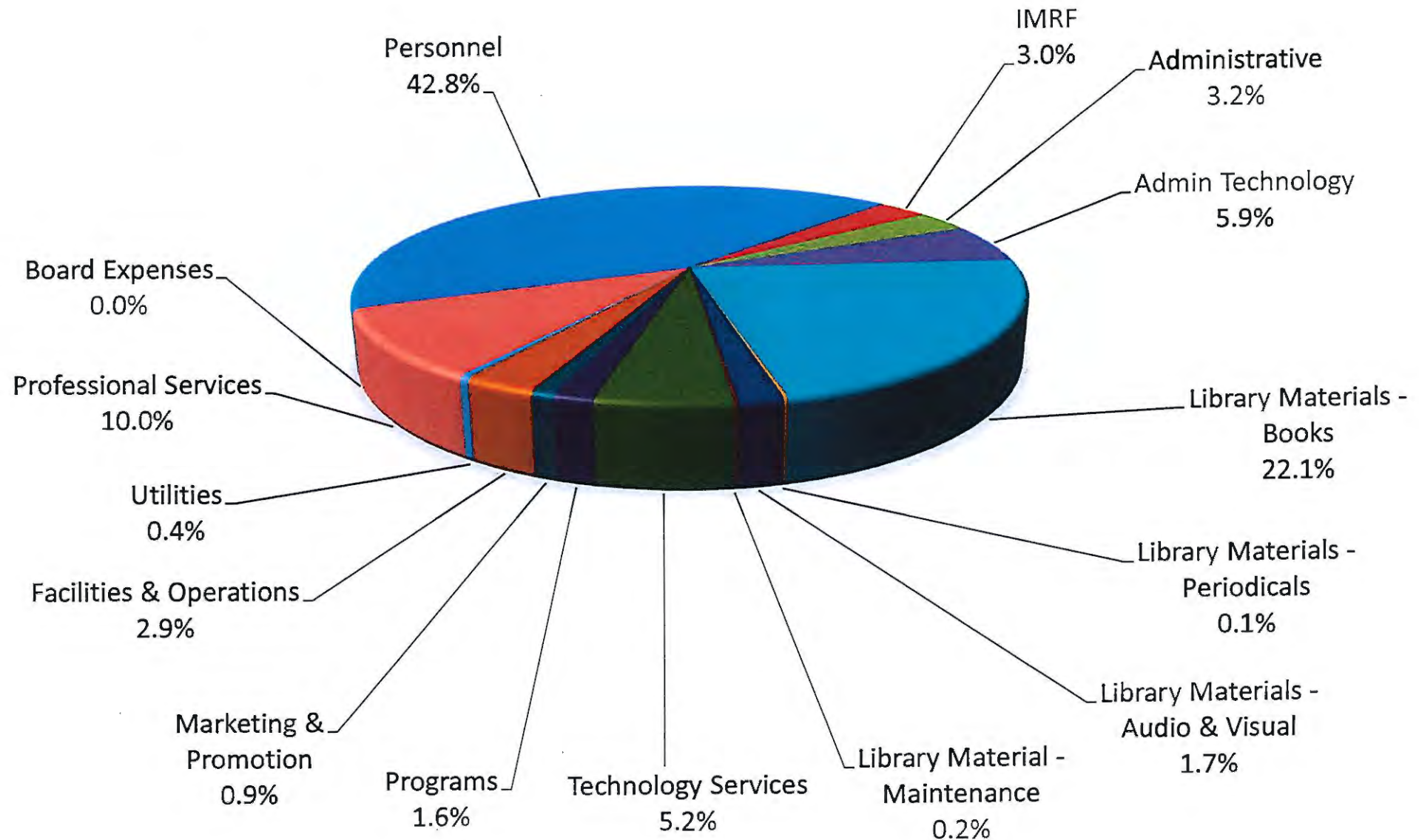
- 7% of Total Budget
- Admin. Technology
 - 7% of Budget
- Library Materials - Books
 - 32% of Budget
 - Electronic Reference Annual Subscriptions \$34,785
- Professional Services
 - 22% of Budget
 - Yearly Liability Ins. Premiums for \$17,042
- Facilities Maintenance
 - 3% of Budget
- Utilities
 - 2% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	79,799	1,584,794	5%	111,835	-29%
IMRF	5,553	130,974	4%	10,221	-46%
Administrative	5,976	77,913	8%	5,596	7%
Admin Technology	10,929	151,399	7%	34,447	-68%
Library Materials - Books	41,109	126,744	32%	30,696	34%
Library Materials - Periodicals	246	9,000	3%	187	31%
Library Materials - Audio & Visual	3,221	35,650	9%	2,379	35%
Library Material - Maintenance	9,752	97,543	10%	1,712	470%
Technology Services	288	10,490	3%	7	3781%
Programs	2,994	40,374	7%	978	206%
Marketing & Promotion	1,666	32,536	5%	1,080	54%
Facilities & Operations	5,404	158,187	3%	27,821	-81%
Utilities	798	47,675	2%	3,128	-75%
Professional Services	18,617	83,301	22%	18,343	1%
Board Expenses	-	4,800	0%	-	n/a
Actual Expenditures	186,350	2,591,380	7%	248,430	-25%
Budgeted Expenditures	2,591,380				
% Diff	7%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

For the 1 Month(s) Ended July 31, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	1,103,360	64,402	44	1,167,806	-
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795
ENDING FUND BALANCE	2,224,839	69,283	122,479	2,416,601	1,248,795

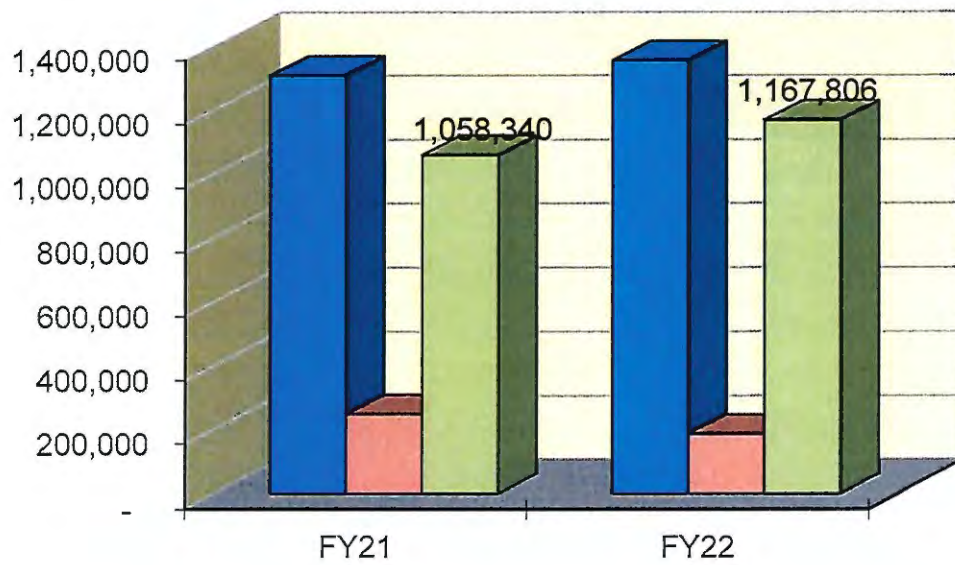
Fund Balance as % of Total Expenditures

1231%

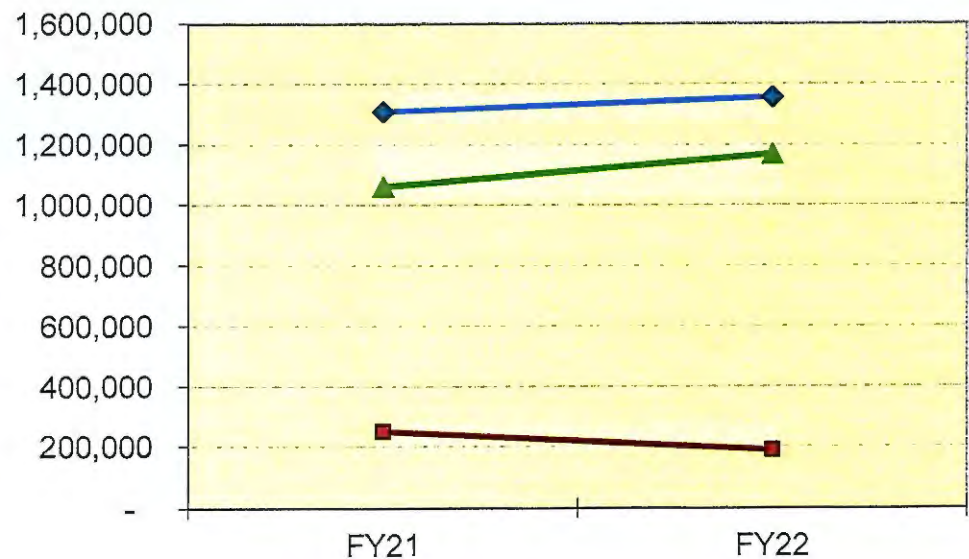
1248%

0%

1297%



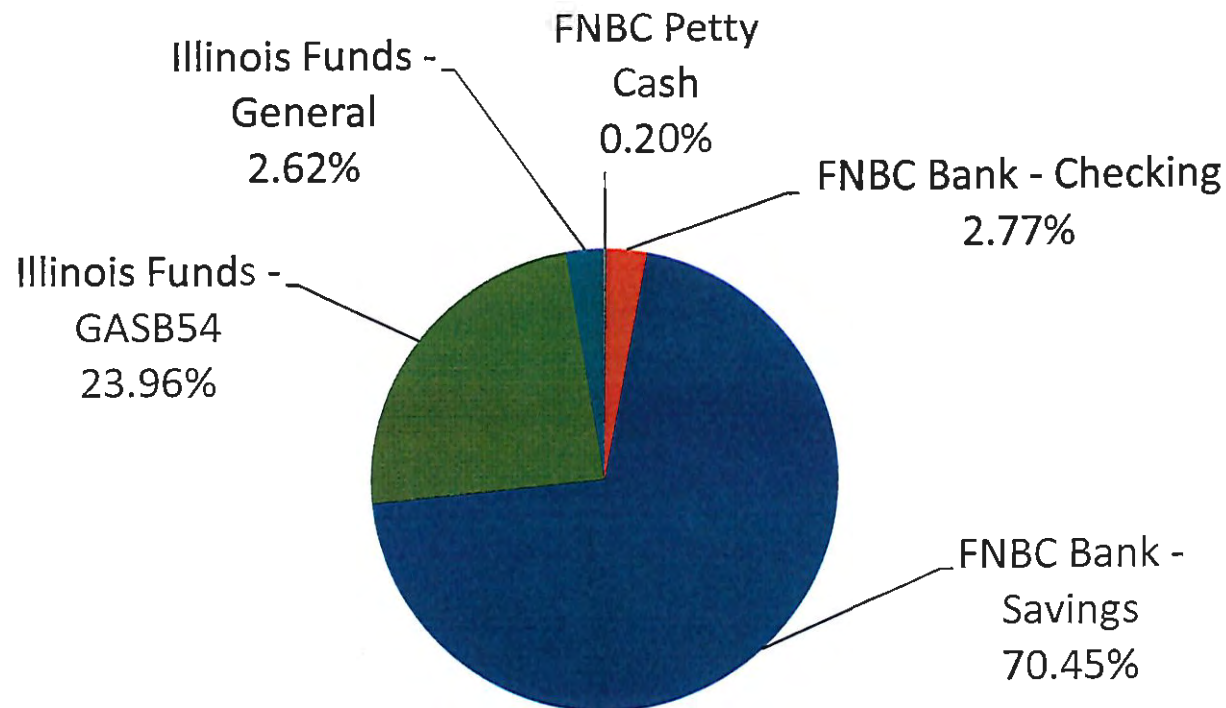
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	69,017
FNBC Bank - Savings	#0317	MM	0.67%	1,754,550
Illinois Funds - GASB54	#6950	MM	Various	596,768
Illinois Funds - General	#5519	MM	Various	65,131
Total				\$ 2,490,626



Library Director Report

August 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 8.33%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$596,768.29 (+ \$36,515.11)[Transfer \$35,720]
 - New Building & Construction Fund: \$32,611.99 (+ \$44.41)
 - General (Corporate) Fund: \$32,518.58 (+ \$44.28)
- ❖ The annual Treasurer's Report was completed August 16th.

PHYSICAL PLANT

- ❖ Orkin performed preventive maintenance on 7/22 and 8/16
- ❖ Midwest Mechanical performed quarterly maintenance on 7/26
- ❖ Abbott Landscaping was on-site 8/4 and installed new burning bushes at the rear entrance replacing existing dead and diseased bushes; and native grasses, day lilies, and knockout roses in three islands along the parking lot. They also repaired an area of crushed gravel in the center island of the parking lot that had been disturbed and added a fresh layer of gravel
- ❖ Buck Services provided janitorial services on 8/9
- ❖ Anderson Elevator addressed a malfunction with the elevator bypass buttons on 8/10
- ❖ Cintas Fire Services inspected the emergency lights on 8/11; six (6) of the emergency lights needed batteries replaced
- ❖ American National Sprinkler was on-site 8/12 to replace 5 broken sprinkler heads and adjusted the timing on the zones covering the newly planted foliage
- ❖ Mendel Plumbing was on-site 8/12 to repair a leaking drinking fountain in the Adult Services department and a malfunctioning flush handle in a staff bathroom.
- ❖ The spare chilled water pump and new fittings were delivered on 8/12 by Midwest Mechanical
- ❖ NIR Roofing was on-site for an initial site survey to determine the next steps for the roofing assessment and to address the leaks we have been having in the Adult Services department. I signed a preventive maintenance contract with NIR Roofing on August 16, which will provide us with an assessment and report of the roof's condition twice annually. Additionally, they will clean debris from the roof and clean the gutters during the two visits.

Library Director Report

August 2022

PERSONNEL

❖ The Library Director:

- Attended Rotary meetings on 7/20 and 8/17
- Attended the Board Meeting on 7/25
- Worked with the Adult Services department and WorkNet DuPage on July 27 to install the Job Center kiosk on the second floor of the library
- Met with a College of DuPage (COD) student on 7/29 to discuss completing his practicum for the Library Technical Associate's (LTA) certificate.
- Hosted Managers Advisory Meetings on 8/1 & 15
- Participated in the Building & Grounds Committee meeting on 8/1
- Participated in the WeGo Together for Kids Neighborhood Network Quarterly Reporting interview on 8/8
- Participated in the Strategic Planning Committee meeting on 8/10
- Participated in an interview on 8/17 for the WeGo Together for Kids Program Director
- Attended the semi-annual LIMRiCC meeting with the HR Manager on 8/17

❖ Employee Anniversaries

- Sara L. celebrated 5 years on 7/25
- Nicole H. celebrated her 20 years on 8/12
- Maureen B. celebrated 16 years on 8/14
- Rosario G. celebrated her 3 years on 8/19

❖ Employee Hires

- Zitziqui A-G. was hired as Circulation Clerk on 8/8

TECHNOLOGY

- ❖ AT&T performed a site survey on 8/8 to ensure that the fiber connection doesn't require any additional work prior to implementation of the second ISP connection (the anticipated "go live" date is 9/13)
- ❖ The final order and associated service agreements for the VOIP phone system were completed with Peerless Network on 8/11. Next steps and a timeline for implementation are forthcoming.
- ❖ The IT Librarian and Administration have been working on gathering and organizing old electronic devices including computers, peripherals, television(s), fans, etc. for recycling. The anticipated pickup date is 8/23. The library will receive a certificate for the items removed.

MISCELLANEOUS

Library Director Report

August 2022

- ❖ The Versiti Blood Drive hosted at the Library on 8/3 collected 13 units of blood, which will save up to 39 lives.
- ❖ The free microchip event hosted in the Library's parking lot on 8/10 in partnership with the West Chicago Police Department and the DuPage County Animal Shelter was very successful. During the event, 38 pets had a microchip implanted.
- ❖ The West Chicago Park District is celebrating 50 years in the community and has announced a special Anniversary Celebration event for Saturday, August 20 from 3 p.m. to 8 p.m. at Reed-Keppler Park to commemorate the occasion. The event will feature live music performances from American English, a Beatles tribute band, and also Sammy and the Knights, a rock and roll cover band. In addition to live music, there will be food and drinks along with family-friendly entertainment that include a roller rink, car show, balloon artist, henna tattooist, and more.
- ❖ The City of West Chicago is hosting its annual downtown Food Festival on Main Street August 27th. This event will feature a variety of food and beverage trucks (24 vendors) throughout the downtown area with three bands playing live music during the event.

Department Reports

July 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 14 programs were attended in July held either virtually or in-person with a total of 109 attendees.

Healthy West Chicago Virtual Cooking Class: A total of 36 attended the July virtual cooking class with food kits.

Take and Make Crafts: Origami Fruit Corner Bookmarks: A total of 56 kits were taken from our make and take station for patrons in the month of July.

Lawn Games: A total of 36 attended the Lawn games in July.

- **Technology Classes:** Adult Services staff taught 2 in-person computer classes in July (One in English and one in Spanish) with a total of 7 attendees.
- **Alebrije in the AS department:** The West Chicago Cultural Arts Commission has started working on the water tower alebrije in the Adult Services Department. They work on it on Wednesdays and Saturdays and community members can join in to help.

ADULT SERVICES: YOUNG ADULT

- A total of 6 programs were offered for teens in July with a total of 19 attendees.
- **Middle School visit Tours:** Young Adult Librarian, Jessica gave tours to 64 students from Leman Middle school this summer to show the YA Area in the library and informed them about YA programming.
- **Take and Make Crafts: Origami Cranes:** This craft was offered as a make and take for teens in July.

CIRCULATION SERVICES

Circulation Statistics July 2022:

- 15,579 Total Items checked out, 16.12% increase from July 2021.
- 4,222 Electronic materials checked out, 38.02% increase from July 2021.
- The total value of the materials checked out by our patrons was \$87,853 during July 2022.
- During July 2022, we had 140 patrons using self-check and a total of 450 items checked out.

Patron Statistics July 2022:

- 4,398 Visitors to the Library, 11.68% increase from July 2021.
- 70 New patrons added, 19.54% decrease from July 2021.
- 14,876 Card holders, 9.44% decrease from July 2021.
- 49.71% of the district population have library cards, 5.18% decrease from July 2021.

TECHNICAL SERVICES

Acquisitions:

- 915 Items ordered.
- 841 Items invoiced/received.
- 0 Items returned.

Cataloged:

- 1830 Items added to the collection.

Withdrawals:

- 142 Items withdrawn from the collection.

Material Maintenance:

- 64 Items repaired in house.

Other Activities:

- 468 Daily Health Questionnaires.
- 278 Items moved from new shelf to regular collection.
- 262 Postage processed.
- 144 Invoices archived.
- 93 Invoices processed.
- 22 Withdrawn books donated to Better World Books.

- 6 Pre-cat records created.
- 1 Title transfers.
- 1 E/J Kit Records updated.

YOUTH SERVICES

- **Engagement** -We held a total of 26 programs and 7 outreach events during the month of July.
- Total Outreach attendance-170
- All program attendance-380

School Visits-We had 6 summer school visits during the month of July. We had classes from grades 1-5 visiting the children's department and learning about the services that we offer. A total of 148 students were given information and a library tour.

National Night Out-3 library staff members attended National Night out on August 2nd. We talked to over 300 people and gave out library information. We also had a prize wheel that was very popular.

Early Literacy Area-Many play items were added to the Early Literacy area in the Youth Department. These include a Lego table, a play kitchen with play food, baby mats, a doll house and new toddler tables. This has been very well received by the public and we keep hearing compliments from parents about the new set up.

ADMINISTRATIVE SERVICES

eNews: July

The Beatles dominated our emails this month taking the number 1 and 4 spot for the top links clicked this month. The number 1 spot was for the 60 Years of Beatles program and the number 4 spot was for the 4EVER4 Exhibit. The 60 Years of Beatles program got a total of 68 people registered, and a total of 36 people showed up for the program. We got a total of 18 people to respond to our program's survey. The program got a rating of 4.9 out of 5 (one person rated it 4 stars and the rest rated it 5 stars). Most people (11/18) mentioned they heard about the program through email. Many left comments about how great it was and how much they loved the speaker. Amanda mentioned that one of the patrons told her that they had not come to a library program in years, and that this had excited them enough to return.

Monthly Overview:

- Average Click Rate: **1%**
 - Last Month's Rate: **1%**
- Average Open Rate: **34%**
 - Last Month's Rate: **33%**

Top Emails:

07/20 - Registration (July 25-31)

- Unique Opens: **1,991**
- Open Rate: **38 %** (Last Month: 40%)
- Unique Clicks: **11**
- Click Rate: **1%** (Last Month: 1%)

07/13 - Registration (July 18-24)

- Unique Opens: **1,970**
- Open Rate: **38%** (Last Month: 37%)
- Unique Clicks: **22**
- Click Rate: **1%** (Last Month: 1%)

07/25 - 60 Years of Beatles

- Unique Opens: **1927**
- Open Rate: **37%** (Last Month: 33%)
- Unique Clicks: **23**
- Click Rate: **1%** (Last Month: 1%)

Top Links Clicked:

- 60 Years of Beatles - **32** (Last Month: 50)
- Summer Reading Page – **26** (Last Month: 31)
- Versiti Blood Drive – **23** (Last Month: 31)
- 4EVER4 Exhibit – **13** (Last Month: 8)
- HWC Adult Cooking Class– **6** (Last Month: 8)

Facebook: July

Alebrijes dominated our Top Posts for the month taking over the number 1 spot for our post on our alebrije storytime at Cantigny (see below), the number 4 spot for the post about the alebrije wall cling on Washington St. (not listed), and the number 5 spot for our post about the construction of the West Chicago alebrije inside the library (not listed). We are excited to continue to embrace the alebrijes for our programming in the fall, especially for Library Card Sign-up Month!

Monthly Overview:

Total Post Reach: **47,298** (Last Month: 53,524)

Total Post Engagements: **2,751** (Last Month: 2,245)

Page Likes: **1,931** (Last Month: 1,891)

Top Posts:

07/19 Stories and Alebrijes Promo

Reach: **10,498** (Last Month: 8,918)

Engagement: **345** (Last Month: 190)

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

07/20 60th Anniversary Exhibit and Program Promo

Reach: **5,180** (Last Month: 8,375)

Engagement: **296** (Last Month: 1,693)

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

07/28 WorkNet Kiosk Photo Promo

Reach: **3,589** (Last Month: 5,516)

Engagement: **170** (Last Month: 217)

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

Instagram: June

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: **478** (Last Month: 470)

Top Posts:

07/26 Alebrije Wall Cling Photo Promo

Reach: **79** (Last Month: 948)

Engagement: **20** (Last Month: 12)

Views: **NA** (Last Month: 989)

07/25 West Chicago Alebrije Photo Prom

Reach: **64** (Last Month: 195)

Engagement: **10** (Last Month: 7)

Views: **NA** (Last Month: 203)

07/28 WorkNet Kiosk Photo Promo

Reach: **49** (Last Month: 193)

Engagement: **7** (Last Month: 6)

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

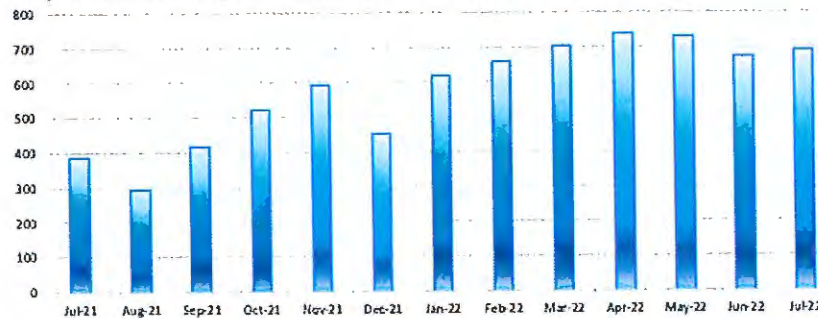
Creative Corridor: July

- o Summer Reading continued to adorn our corridor. We had the AS and YA Summer Reading Grand Prizes on display, and we had a 4'x8' banner thanking all our donors on our wall.

IT Report – July

Wireless Overview

July had 688 unique clients with 630.21Gb of data used.



We are keeping steady with our numbers. A little higher than the previous month and still double the numbers we had last year..

Website

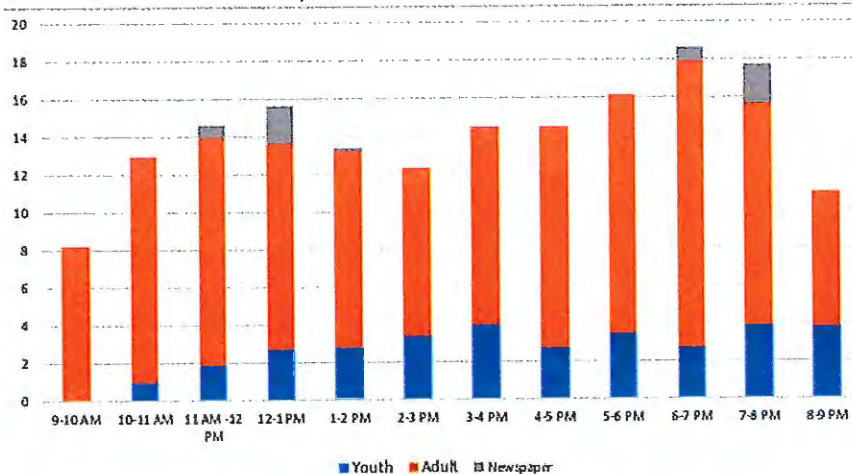
Last month we had 6351 website visits.

The top 5 pages in July were

1. Yearbooks (395 Visits in July, 407 Visits in June)
2. Summer Reading 2022 (256 Visits in July, 593 Visits in June)
3. Print from Anywhere (175 Visits in July, 201 Visits in June)
4. Employment (172 Visits in July, 233 Visits in June)
5. Research Databases (115 Visits in July, 146 Visits in June)

Computer Usage

We had 697 users in July.



Computer usage rose again for the month of July. This was helped by the newspaper archive computer that is seeing popularity in the late morning and later evening hours.

Meeting Summary

Building & Grounds Committee

The Building & Grounds Committee met on August 1, 2022. During the meeting the committee discussed the 2022 facilities assessment and its findings. The recommended projects listed in the facilities assessment, including some identified in the draft strategic plan, were then separated into the following categories:

YEAR ONE

- Add ejector pump alarm (elevator)
- Purchase five (5) VAV boxes and actuator arms
- Electrical panel scan
- Electrical panel maintenance

YEARS ONE TO THREE

- Olympic Engineering Report (structural issues)
- Canopy/gutter over the stairwell
- Handicap Parking

YEARS THREE TO FIVE

- Fire alarm system

WISH LIST (variable timing)

- Hot water return installation
- Renovation of Circulation, Technical Services and part of Youth Services
- Reconfiguration/renovation of library second floor

POTENTIAL EMERGENCY PROJECTS (variable timing)

- Replace air handling units one and two
- Install humidifier (to be determined)
- Replace boilers
- Replace chilled water pump



**WEST CHICAGO
PUBLIC LIBRARY DISTRICT**

Secretary's Audit 2021-2022

This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2021-2022.

Library Board Trustee

Library Board Trustee

August 22, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

TENTATIVE

ORDINANCE 22-03

**BUDGET AND APPROPRIATIONS
OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT,
DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023**

PART I

ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2022, all funds	2,643,910
Item 2:	Taxes to be received in 2022-2023 fiscal year from levy of 2021 and prior years	2,400,000
Item 3:	Taxes to be received in 2022-2023 fiscal year from levy of 2022 (to be spent in 23-24)	2,600,000
Item 4:	Replacement tax	60,000
Item 5:	Interest	1,000
Item 6:	Other receipts (fines, fees, gifts, etc.)	55,768
Item 7:	Estimated Amount Available	7,760,678

PART II

<u>PART II</u>		<u>BUDGET</u>	<u>APPROPRIATIONS</u>
Item 1:	Salaries	1,283,108	1,800,000
Item 2:	Insurance-Health, Dental, Life	198,350	400,000
Item 3:	FICA	98,000	120,000
Item 4:	Unemployment Compensation	3,000	10,000
Item 5:	Worker's Compensation	2,335	10,000
Item 6:	Administrative Expenses	77,913	95,000
Item 7:	Administrative Technology Expense	151,399	185,000
Item 8:	Library Materials-Books	126,744	160,000
Item 9:	Library Materials-Periodicals	9,000	16,000
Item 10:	Library Materials-Audio Visual	35,650	45,000
Item 11:	Technology Services	97,543	200,000
Item 12:	Library Material Maintenance	10,490	25,000
Item 13:	Programs	40,374	50,000
Item 14:	Marketing & Promotions	32,536	75,000
Item 15:	Facilities & Operations	158,187	650,000
Item 16:	Utilities	47,675	95,000
Item 17:	Professional Services	83,301	180,000
Item 18:	Library Board Expenses	4,800	10,000
Item 20:	Capital Equipment Expenses	0	400,000
Item 21:	Estimated Expenditures-Corporate	2,460,405	4,526,000

PART III

SPECIAL FUND ESTIMATED EXPENDITURES

Item 1:	Illinois Municipal Retirement Fund	130,974	190,000
Item 2:	Estimated Expenditures	130,974	190,000

PART IV

SPECIAL RESERVE FUND ESTIMATED EXPENDITURES

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

PART V

SUMMARY

Total Appropriation for Corporate Fund	2,460,405	4,526,000
Total Appropriation for IMRF	130,974	190,000
Total Appropriation for Special Reserve Fund	0	200,000
Total Appropriation	2,591,379	4,916,000

ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2022

Estimated Amount Available All Funds: Part 1 - Item 7	0	7,760,678
minus Part II - Item 21	2,460,405	-4,526,000
minus Part III - Item 1	130,974	-190,000
minus Part IV - Item 1	0	-200,000
Estimated balance to be on hand at June 30, 2023	2,591,379	2,844,678

PART VI

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

PASSED by the Board of Library Trustees on August 22, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Frank J. Fokta, President Pro Tem
Board of Library Trustees
West Chicago Public Library District

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

SEAL



WEST CHICAGO PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT ORDINANCE 22-04 ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT

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

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

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

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

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

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

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

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

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

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

PASSED this 22nd day of August 2022, by the Board of Library Trustees of the West Chicago Public Library District, County of DuPage, Illinois, by a roll call vote as follows:

AYES: _____ NAYS: _____ ABSENT: _____

APPROVED this 22nd day of August 2022, by the Board of Library Trustees, West Chicago Public Library District, County of DuPage, Illinois.

President Pro Tem, Board of Library Trustees

ATTEST:

Secretary Pro Tem, Board of Library Trustees



WEST CHICAGO PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT THE ILLINOIS FREEDOM OF INFORMATION ACT

ORGANIZATIONAL DIRECTORY

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

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2022-2023 is: \$2,591,380
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
- D. The office is located at this address:
118 West Washington Street – West Chicago, IL 60185
- E. We have the following number of persons employed:
 - 1. Full-time 18
 - 2. Part-time 16
- F. The following organization exercises control over our policies and procedures: *The West Chicago Public Library Board of Library Trustees*, which meets monthly on the 4th Monday of each month, 7:00 p.m., at the library.

Its members are: Nancy Conradt, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Corrine Jakacki-Dattomo, Treasurer; Richard Bloom, Pat Weninger, Scott Grotto.

- G. The following organization operates in an advisory capacity regarding our operation:
Its members are: N/A.
- H. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

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

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

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

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

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

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

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

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

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

Financial Records

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

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

Board of Trustees Records

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

Library Administrative Records

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

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

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

Disclosure of records:

☐ Inspection (supervised)
☐ Copy
☐ Certification

Format requested:

☐ Paper
☐ Electronic (if available)
☐ Other

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Signature: _____ Date of Request: _____

Request Received by: _____

Date Received: _____

Date of Response to Request: _____



**ORDINANCE 22-05
ETHICS**

PREAMBLE

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

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

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

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

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

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

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

ARTICLE 1

DEFINITIONS

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

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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

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

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

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

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

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

"Employer" means the West Chicago Public Library District.

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

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

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

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

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

"Prohibited political activity" means:

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

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

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

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

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

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

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

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

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

(10) Preparing or reviewing responses to candidate questionnaires.

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

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

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

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

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

"Prohibited source" means any person or entity who:

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

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

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

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

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

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

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

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

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

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

ARTICLE 10

GIFT BAN

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

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

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

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

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

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

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

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

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

ARTICLE 15

ETHICS ADVISOR

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

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

ARTICLE 25

PENALTIES

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

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

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

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

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

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

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

Adopted this 22nd day of August, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED:

President Pro Tem, Board of Library Trustees
West Chicago Public Library District

ATTEST:

Secretary Pro Tem, Board of Library Trustees
West Chicago Public Library District



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 22-05

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

WEST CHICAGO PUBLIC LIBRARY DISTRICT

DUPAGE COUNTY, ILLINOIS, ESTIMATE OF FUNDS NEEDED FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

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

I do hereby certify that the following is an estimate of funds needed, by source anticipated to be received by the West Chicago Public Library District in the fiscal year beginning July 1, 2022 and ending June 30, 2023.

<u>Estimated Revenue</u>		
1.	Balance on Hand July 1, 2021, all funds	\$ 1,012,875
2.	Taxes to be received in 2021-2022 fiscal year from levy of 2021 and prior years	2,381,000
3.	Taxes to be received in 2022-2023 fiscal year from levy of 2022 (to be spent in 23-24)	2,475,000
4.	Replacement tax	60,000
5.	Interest	1,000
6.	Other receipts (fines, fees, gifts, etc.)	55,868
	TOTAL	<u>5,985,743</u>

I do further certify that the above estimate of revenues anticipated to be received in the fiscal year beginning July 1, 2022, and ending June 30, 2023 was made in full compliance with the provisions of 35 ILCS 200/18-50, as amended.

Corrine Jakacki-Dattomo, Treasurer
And Chief Fiscal Officer,
Board of Library Trustees,
West Chicago Public Library District

(Seal)



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 22-06

ORDINANCE DECLARING A VACANCY

(Nancy Conradt Resignation)

WHEREAS, Nancy Conradt was elected Library Trustee to a term expiring in 2023; and

WHEREAS, Nancy Conradt submitted her resignation to be effective at the end of the Board meeting on August 22, 2022; and

WHEREAS, the result of the foregoing is that there will be a vacancy on the Board of Library Trustees (Library Board); and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq (the "Act"), provides that vacancies in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, the Library Board hereby ordains as follows:

- A. A vacancy in the office of Library Trustee is declared effective as of the end of the Board meeting on August 22, 2022;
- B. By separate Ordinance, the Library Board will appoint someone to serve as Library Trustee until the next regular election in April, 2023.

This Ordinance adopted August 22, 2022.

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

By: _____
Frank J. Fokta, President Pro Tem
Board of Library Trustees
West Chicago Public Library District

ATTEST:

Secretary Pro Tem
Board of Library Trustees
West Chicago Public Library District