

# REMINDER

## *Special Board Meeting*

**6:45 p.m.**

**Library Program Room**

Public Hearing Providing for the Budget and Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## SPECIAL MEETING -- PUBLIC HEARING

BOARD OF LIBRARY TRUSTEES  
LIBRARY PROGRAM ROOM  
MONDAY, SEPTEMBER 26, 2022  
6:45 PM

### AGENDA

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

1. Call to Order
2. Roll Call
3. Public Present
4. Public Hearing:  
Ordinance 22-03: An Ordinance Providing for the Budget and Appropriations for the West Chicago Public Library District, DuPage County, Illinois for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.
5. Adjournment



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

**BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
LIBRARY PROGRAM ROOM  
MONDAY, SEPTEMBER 26, 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](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

## **AGENDA**

- |  |                                    |
|--|------------------------------------|
| A. Call to Order   | President Pro Tem                  |
| B. Roll Call   | Diane Kelsey, Secretary            |
| C. Approval of the Minutes   |                                    |
| 1. Board Meeting – August 22, 2022   | <b>ACTION</b>                      |
| 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 September 2022  |                                    |
| 2. Financial Statements for August 2022  |                                    |
| H. Communications  |                                    |
| 1. Election of Library Trustees<br>(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd) | <b>ATTACHMENT</b>                  |
| I. Reports   |                                    |
| 1. President   | President Pro Tem                  |
| a. Nominations for and Election of Library<br>Board President                          | <b>ACTION</b>                      |
| 2. Library Director  | <b>ATTACHMENT</b>                  |
| 3. Department Managers   | <b>ATTACHMENT</b>                  |
| 4. Strategic Planning Committee  | Patricia Weninger, Chair           |

J. Unfinished Business

- |    |   |               |
|----|---|---------------|
| 1. | Ordinance 22-03 Budget & Appropriations for the West<br>Chicago Public Library District for the fiscal year beginning<br>July1, 2022 and ending June 30, 2023 | <b>ACTION</b> |
|----|---|---------------|

K. New Business

- |    |                                    |               |
|----|------------------------------------|---------------|
| 1. | Certificate of Estimate of Revenue | <b>ACTION</b> |
| 2. | Snow Removal Recommendation        | <b>ACTION</b> |

L. Closed Session

- |  |               |
|--|---------------|
| The President may entertain a motion to enter closed session<br>in accordance with the Illinois Open Meetings Act. | <b>ACTION</b> |
|--|---------------|

M. Return to Open Session

N. Adjournment

# DRAFT MINUTES ONLY

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WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, AUGUST 22, 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; Pat Weninger, Secretary Pro Tem; Corrine Jakacki, Treasurer; Richard Bloom and Scott Grotto, members.

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - July 25, 2022: Ms. Jakacki moved to approve the Minutes of July 25, 2022; seconded by Mr. Bloom.  
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Clarification on New Business Item K5 was changed to accept the resignation from the Office of Presidency of Nancy Conradt. New Business item K6, Ordinance 22-06, Declaration of Vacancy on the Library Board was stricken altogether.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2022: Ms. Jakacki moved to approve paying the bills for August 2022 in the amount of \$194,070.87; seconded by Mr. Bloom.  
Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

2. Financial Statements for July 2022: The financial statements for June 2022 were covered under the Director's Report, Item I-2.

H. COMMUNICATIONS: None.

# DRAFT MINUTES ONLY

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## I. REPORTS:

1. President: President Pro Tem Fokta appointed Mr. Bloom and Mr. Grotto to perform the Secretary's Audit and review the Library District's Minutes from 7/1/2021 to 6/30/2022, per 75 ILCS 16/30-65 (c). Mr. Bloom and Mr. Grotto accepted the appointments.

2. Library Director: Mr. Weseloh reported that the Library is 8.3% through the fiscal year elapsed, and the expenditures are at 7%. The Library has front-loaded expenses of insurance and online databases. Fifty two percent of the total expected revenue from property tax has been received through the first installment from DuPage County. This line item increased 6% over the previous year.

No replacement taxes have been received for this fiscal year to date. The service fees collected are \$971, or 12% of budget. The Annual Treasurer's Report was completed August 16, 2022.

Abbott Landscaping installed on the parking islands roses, day lilies, and native grasses. Five sprinkler heads were replaced by American Sprinkler, and the watering schedule has been increased to water the new plants. Some dead bushes toward the staff entrance were replaced with burning bushes.

Mendel Plumbing was onsite to repair a drinking fountain leak in Adult Services and a flush handle in the staff bathroom. Cintas Fire Services was onsite to inspect the emergency lights, and six lights had batteries replaced. The spare chilled water pump and new fittings for the HVAC system were delivered on August 12, 2022.

NIR Roofing was onsite for an initial site survey to determine next steps for the roofing assessment and address the leaks in the library in Adult Services during this year. Mr. Weseloh signed a preventive maintenance contract with NIR roofing which would require an assessment and investigation of the roof twice each year. The leaking has become more steady.

The Library is working with Anderson Elevator to replace two buttons in the elevator which malfunctioned.

Mr. Weseloh worked with the Adult Services Department at workNetDuPage and installed the job center kiosk on the second floor of the library. Patrons can look at the jobs and different grants that they may be eligible for which help with training. The kiosk is managed by workNetDuPage.

A College of DuPage student met with Mr. Weseloh regarding completing a practicum at the West Chicago Library to fulfill a requirement of their

# DRAFT MINUTES ONLY

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LTA certificate program. This student was a member of the Library's Young Adult Council some years ago.

Mr. Weseloh and HR Manager Bajor attended the semiannual LIMMRiCC meeting on August 17, 2022. The West Chicago Library's LIMMRiCC fees increased by approximately 12.8%.

Employee anniversaries were reviewed. The library hired one new employee as circulation clerk on August 8, 2022.

AT&T performed a site survey on August 8, 2022 for the fiber connection, which should occur on September 13, 2022. Mr. Weseloh made the final order associated with the service agreement for the Voice Over Internet Protocol phone system with Peerless Network on August 11, 2022.

The IT librarian and administration have been working on gathering and organizing old electronic devices including computers, peripherals, a televisions, fans, et cetera for recycling. The items were picked up August 8, 2022. The Library will receive a certificate of destruction for the items that were removed.

A Versiti Blood Drive was held at the library on August 3, 2022; and a pet microchipping event was held at the library on August 10, 2022.

West Chicago Park District is celebrating 50 years in the community; a special anniversary celebration event was held August 20, 2022 at Reed Keppler Park. On August 27, 2022, the City of West Chicago is hosting its annual downtown Food Festival.

### 3. Department Managers:

Administrative Services: The No. 1 program was the 60 Years of Beatles, and the No. 4 spot was for the Forever Four exhibit. The 60 Years of Beatles program had 68 people registered and 36 people attend. Eighteen people responded to the post-program survey and rated it 4.9 out of 5 stars; 11 of the 18 mentioned they heard about the program through Library emails.

The top Facebook posts were for the Alebrijes-related events, story time, and the Cantigny display. The No. 4 position for popular Facebook posts was for the Alebrijes wall painting on Washington Street, and No. 5 was for the construction of the West Chicago Alebrijes on the second floor of the library.

Adult Services: The Cultural Art Commission is doing a community art project called Portals of a Dream World, and they have been meeting in the Library Program Room. They are creating small books made out of

## **DRAFT MINUTES ONLY**

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actual book pages taken out of circulation. Every book has "dream" in the title, and they are created in English or Spanish.

Young Adult Services: Three middle school tours were held in July, with a total of 64 students. One tour had the participants utilizing the mobile Makerspace to create acrylic key chains.

Circulation Services: Staff have been working with the Mexican Cultural Center of DuPage to highlight the Alebrijes. September is Library Card Sign-Up Month, and the Library received permission from the Cultural Center to use a graphic of the mural; two designs will be offered.

Technical Services: 915 items were ordered; 1,830 items added to the collection; 142 items were withdrawn; 64 items repaired in-house; and 841 invoices were processed.

Youth Services: Six summer school class visits occurred during July, across grades 1 through 5, with a total of 148 students. The department updated its literacy area, and replaced the toddler table with two toddler tables, one being a Lego table, as well as a play kitchen with play food. New baby mats have been added so parents can safely place their infants on the floor.

4. Building and Grounds Committee: Mr. Bloom reported the Committee met on August 1, 2022 at 6:02 p.m. Present were Richard Bloom, Chair; Frank Fokta and Corrine Jakacki, members; and Director Weseloh. The Committee approved the Minutes of the June 27, 2022 meeting.

The Committee broke anticipated projects down into a time line of year one, one to three years, and three to five years. They also designated projected items as emergency or wish list.

The Committee reviewed the Elara Engineering report and established rough estimates of what the individuals projects would cost; an aggregate cost is estimated to be approximately \$1.4 million. Projects include replacing the lobby circulation desk, reconfiguring technical services, and expanding the youth services area. The Committee also discussed improving the second floor youth services area to accommodate the changing demands of the patrons.

The Committee arrived at a resolution to the hot water issue in the bathroom: Instead of installing return pipes for hot water, they discussed installing tankless water heaters underneath the sinks at a cost of approximately \$250.00 each.

The meeting adjourned at 7:15 p.m.



## **DRAFT MINUTES ONLY**

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5. Strategic Planning Committee: Ms. Weninger reported the Committee met August 10, 2022 at 1:00 p.m. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Omar Nuñez, and Jenny Winter.

Jenny and Omar have volunteered make a presentation to the Board when the Committee submits its report. The Committee will next meet on September 13, 2022.

The Committee believes the plan is ambitious; and it wants to make sure the community sees that that the Library is responding to what patrons have requested.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Adopt the Tentative Budget and Appropriations Ordinance 22-03 for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and ending June 30, 2023: Ms. Jakacki moved to approve the Tentative Budget and Appropriations Ordinance 22-03; seconded by Mr. Grotto.

Mr. Weseloh stated the public hearing notice will be published in the Daily Herald on August 23, 2022. The public hearing will be held on September 26, 2022, at 6:45 p.m.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

2. Ordinance 22-04, Freedom of Information Act: Mr. Weseloh stated this item is the annual ordinance that outlines the fact that the Library complied with all topics related to the Freedom of Information Act. Mr. Bloom moved to approve Ordinance 22-04, Freedom of Information Act; seconded by Ms. Jakacki.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

3. Ordinance 22-05: Ethics: Ms. Jakacki moved to approve the Illinois Ethics Act; seconded by Ms. Weninger.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

4. Resolution 22-05: Estimate of Funds: Ms. Jakacki moved to approve Resolution 22-05, Estimate of Funds; seconded by Ms. Weninger.

Mr. Weseloh stated this is the Estimate of Funds needed for the Library's fiscal year beginning July 1, 2022 and ending June 30, 2023. Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Weninger. Motion carried.

5. Accept the Resignation of Nancy Conradt: The Board noted acceptance

## ***DRAFT MINUTES ONLY***

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of the resignation of the Nancy Conradt from the Office of President of the Library District Board.

6. Deleted.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta adjourned the meeting at 7:51 p.m.

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: September 26, 2022

FINANCIAL STATEMENT DATE: August 31, 2022

Payroll dated:

8/5/2022	Net Payroll	\$	34,284.03
	Federal Liability Payment	\$	10,203.08
	State Liability Payment	\$	2,140.18
	Paylocity Fee	\$	154.54

8/19/2022	Net Payroll	\$	34,453.70
	Federal Liability Payment	\$	10,208.13
	State Liability Payment	\$	2,138.84
	Paylocity Fee	\$	368.55

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

TOTAL		\$	93,951.05
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State Bank of IL

Operating - Manual Cks	Check No.	\$	15,262.02
Operating - System Cks	Check No.	\$	64,731.26
Operating - Credit Card	Check No.	\$	4,157.44
Librarian's Petty Cash	Check No.	\$	431.65

TOTAL		\$	84,582.37
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Total Bills for Approval		\$	178,533.42
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Board Approval

Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## West Chicago Public Library District

## Bills Total

As of September 18, 2022

	Type	Date	Num	Memo	Split	Amount
4 Imprint						
	Bill	08/23/2022	10286410	Power Banks/Coffee Mugs	-SPLIT-	1,169.57
	Bill	08/26/2022	10313450	Tote Bags	44145 · EVENTS AND OUTREACH	624.11
	Bill	08/29/2022	10316908	Crayon Sets	44240 · PRQMO MATERIALS-YOUTH	440.67
	Bill	08/31/2022	10325208	Pens/Power Clip	44220 · PROMO MATERIALS-ADULT	516.17
Total 4 Imprint						2,750.52
Abbott Tree Care Professionals						
	Bill	09/01/2022	31921	September	45130 · EXTERIOR LANDSCAPING	489.25
Total Abbott Tree Care Professionals						489.25
Accurate Office Supplies						
	Bill	08/18/2022	575795	Batteries	45115 · JANITORIAL SUPPLIES	12.86
	Bill	08/26/2022	576305	Paper Products	45115 · JANITORIAL SUPPLIES	316.28
	Bill	08/26/2022	576304	Batteries	41334 · OFFICE SUPPLIES GENERAL	24.85
	Bill	08/30/2022	576612	Breakroom Supplies	41334 · OFFICE SUPPLIES GENERAL	187.31
Total Accurate Office Supplies						541.30
Albertsons-Safeway						
	Bill	09/07/2022		Misc.	44130 · PROGRAMS-YOUNG ADULT	100.92
Total Albertsons-Safeway						100.92
Amazon Capital Services						
	Credit	08/29/2022	1PYP-VCJ9-9WDR	Kids' Tablets	44145 · EVENTS AND OUTREACH	-139.98
	Bill	08/09/2022	1HTP-XPN7-4R66	Misc.	44140 · PROGRAMS-YOUTH	147.93
	Bill	08/10/2022	1CLD-HXCM-3V7C	Misc.	44130 · PROGRAMS-YOUNG ADULT	75.95
	Bill	08/10/2022	1CVY-NX33-31Q9	USB	41400 · IT EQUIPMENT UPGRADES-STAFF	68.98
	Bill	08/14/2022	1X9G-HNMM-VT6D	Misc.	44140 · PROGRAMS-YOUTH	197.64
	Bill	08/14/2022	1FTJ-6W7H-PRD1	Bookmarks	44120 · PROGRAMS-ADULT	71.94
	Bill	08/14/2022	1JNM-DQDW-T3FM	Misc.	44120 · PROGRAMS-ADULT	204.33
	Bill	08/14/2022	1G7M-YQFL-QCQP	Vinyl Bundle	44130 · PROGRAMS-YOUNG ADULT	10.99
	Bill	08/16/2022	1CDW-K3NK-6NNC	Treat Bags	44140 · PROGRAMS-YOUTH	7.99
	Bill	08/16/2022	1FM7-MQJP-FDW3	Planner	41334 · OFFICE SUPPLIES GENERAL	15.99
	Bill	08/16/2022	11R3-CL4T-DG69	Misc.	44140 · PROGRAMS-YOUTH	29.49
	Bill	08/16/2022	1HG4-TH61-4L3P	Kids Tablet	44145 · EVENTS AND OUTREACH	139.98
	Bill	08/17/2022	1N6C-X7TM-797R	Fence Post Driver	45115 · JANITORIAL SUPPLIES	89.90
	Bill	08/19/2022	11K3-Y4H9-CW1J	Misc.	44145 · EVENTS AND OUTREACH	233.93
	Bill	08/21/2022	1NR7-DJGP-TRKT	Misc.	44130 · PROGRAMS-YOUNG ADULT	72.35
	Bill	08/21/2022	1L17-RTF3-YMJT	Misc.	41334 · OFFICE SUPPLIES GENERAL	28.94
	Bill	08/21/2022	11K3-Y4H9-V3PQ	Heat Transfer Bundle	44140 · PROGRAMS-YOUTH	21.99
	Bill	08/22/2022	1FGN-Y63Q-36HG	3 Drawer Cart	44130 · PROGRAMS-YOUNG ADULT	50.00
	Bill	08/23/2022	1LF9-6NNF-9L7T	Vinyl Stickers	44220 · PROMO MATERIALS-ADULT	6.99
	Bill	08/25/2022	1DCG-N3NN-9VHK	Wooden Beads	44120 · PROGRAMS-ADULT	12.55
	Bill	08/26/2022	1DFL-HDRL-JYLD	Diaper Pail Refill	45115 · JANITORIAL SUPPLIES	47.99
	Bill	08/27/2022	1R9C-HJNY-4HKH	Misc.	44130 · PROGRAMS-YOUNG ADULT	41.23

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

Type	Date	Num	Memo	Split	Amount
Bill	08/28/2022	1PM1-VGNK-PD3K	Misc.	44130 · PROGRAMS-YOUNG ADULT	49.23
Bill	08/28/2022	1K91-PQGR-D7MM	Mini Projectors	42320 · AV MATERIALS-ADULT	109.88
Bill	08/28/2022	1KXJ-YK1P-P7C1	Misc.	44130 · PROGRAMS-YOUNG ADULT	131.32
Bill	08/28/2022	1R9C-HJNY-TTKM	Cocoa/Tea	44130 · PROGRAMS-YOUNG ADULT	44.84
Bill	08/31/2022	11TL-J7JP-G943	Misc.	44220 · PROMO MATERIALS-ADULT	109.95
Bill	08/31/2022	1YX6-4MKR-3WWR	Misc.	44120 · PROGRAMS-ADULT	151.23
Bill	09/01/2022	1CVJ-P9QM-N1JR	Stickers	44130 · PROGRAMS-YOUNG ADULT	9.88
Bill	09/02/2022	1RRH-KFTX-4TQY	Business Prime Annual Fee	41330 · ASSOCIATION DUES	179.00
Bill	09/02/2022	1RRH-KFTX-1CRM	Wooden Beads	44120 · PROGRAMS-ADULT	12.55
Bill	09/03/2022	1JLD-LYFD-TM7L	Misc.	44140 · PROGRAMS-YOUTH	65.84
Bill	09/04/2022	1FD4-GJCP-FGYN	Scrapbook Paper	44120 · PROGRAMS-ADULT	15.99
Bill	09/05/2022	1R4G-TYKL-KVT3	Paint Pens	44120 · PROGRAMS-ADULT	15.97
Bill	09/05/2022	1V49-7R3K-DYYN	Paper	44140 · PROGRAMS-YOUTH	16.49
Bill	09/05/2022	1XC3-WTWR-96KV	Planner	41334 · OFFICE SUPPLIES GENERAL	11.99
Bill	09/08/2022	13FP-RVCK-7RVJ	Stickers	44130 · PROGRAMS-YOUNG ADULT	8.88
Bill	09/08/2022	16LE-GQXR-CXGJ	Book	42120 · BOOKS-ADULT	12.99
Bill	09/08/2022	16L3-GQXR-GM7Y	Laminating Pouches	41334 · OFFICE SUPPLIES GENERAL	14.99
Bill	09/11/2022	11T3-6VW4-33JF	Book	42120 · BOOKS-ADULT	18.97
Total Amazon Capital Services					2,417.09
American National Sprinkler & Lighting Co					
Bill	08/12/2022	410660	Sprinkler Activation	45160 · CONTRACT INSPECTION & MAINTENAN	398.35
Total American National Sprinkler & Lighting Co					398.35
Anderson Elevator Co.					
Bill	09/01/2022	62289-S5W3	September	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.					175.00
Andy Frain					
Bill	08/31/2022	325627	August	45112 · SECURITY SERVICE	1,899.05
Total Andy Frain					1,899.05
Assa Abloy					
Bill	09/02/2022	69885	7/24/22-7/31/23	45160 · CONTRACT INSPECTION & MAINTENAN	961.67
Total Assa Abloy					961.67
Background Resources					
Bill	08/31/2022	21138	August	41342 · ADMINISTRATIVE MISC	28.00
Total Background Resources					28.00
Baker & Taylor					
Bill	08/16/2022	2036953288	Ebooks	42320 · AV MATERIALS-ADULT	129.99
Total Baker & Taylor					129.99
Buck Services					
Bill	08/31/2022	57531	August	45110 · JANITORIAL SERVICE	862.50
Total Buck Services					862.50
Cengage Learning					

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

	Type	Date	Num	Memo	Split	Amount
	Bill	09/11/2022	7288499	Books	42120 · BOOKS-ADULT	151.95
	Bill	09/07/2022	78990977	Books	42120 · BOOKS-ADULT	152.75
Total Cengage Learning						304.70
Cintas Corporation						
	Bill	08/17/2022	5120835299	First Aid Supplies	41334 · OFFICE SUPPLIES GENERAL	112.80
Total Cintas Corporation						112.80
City of West Chicago						
	Bill	09/06/2022	0000580	Inflatable for Halloween Event	44140 · PROGRAMS-YOUTH	557.50
Total City of West Chicago						557.50
Comcast						
	Bill	09/10/2022		09/29/22-10/28/22	42405 · INTERNET SERVICES	467.64
Total Comcast						467.64
ComEd						
	General Journal	06/30/2022	A/P Adj	6/14/22 - 6/30/22 (16 of 30 days)	45320 · UTILITIES-ELECTRIC	680.74
	General Journal	07/01/2022	A/P AdjR	6/14/22 - 6/30/22 (16 of 30 days)	45320 · UTILITIES-ELECTRIC	-680.74
	Bill	08/15/2022		7/14/22-8/12/22	45320 · UTILITIES-ELECTRIC	1,281.68
Total ComEd						1,281.68
Costco						
	Bill	09/01/2022		Membership Renewal	41330 · ASSOCIATION DUES	240.00
Total Costco						240.00
De Lage Landen Financial						
	Bill	08/17/2022	77312856	September	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
Demco						
	Bill	08/30/2022	7176768	Journal/Bookmarks	44220 · PROMO MATERIALS-ADULT	148.11
Total Demco						148.11
Edith Clayton						
	Bill	08/29/2022		Tuition Reimbursement	41310 · PROFESSIONAL DEVELOPMENT	400.00
Total Edith Clayton						400.00
Efficiency Reporting						
	Bill	07/26/2022	19324er	July	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
Flood Brothers						
	Bill	09/08/2022	6354908	September	45350 · UTILITIES-TRASH	55.17
Total Flood Brothers						55.17
Gehrke Technology Group						
	Bill	09/12/2022	2222735	August	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	09/01/2022	59288	September	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00

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

	Type	Date	Num	Memo	Split	Amount
<b>IHLS-OCLC</b>						
	Bill	08/17/2022	27031	IFM Debits/Adm.Fee	41338 · POSTAGE	15.52
Total IHLS-OCLC						15.52
<b>Image Systems &amp; Business Solutions</b>						
	Bill	08/23/2022	364752	8/17/22-11/16/22	41336 · OFFICE EQUIPMENT	464.69
Total Image Systems & Business Solutions						464.69
<b>Ingram Library Services</b>						
	Credit	08/09/2022	70913020	Books	42130 · BOOKS-YOUNG ADULT	-12.42
	Credit	08/23/2022	71162884	Books	42140 · BOOKS-YOUTH	-4.79
	Credit	08/23/2022	71162885	Books	42120 · BOOKS-ADULT	-14.13
	Bill	08/04/2022	70826261	Books	-SPLIT-	351.97
	Bill	08/04/2022	70828781	Books	42500 · PROCESSING-TECHNICAL SERVICES	24.80
	Bill	08/04/2022	70828779	Books	42130 · BOOKS-YOUNG ADULT	8.44
	Bill	08/04/2022	70828780	Books	42130 · BOOKS-YOUNG ADULT	25.32
	Bill	08/08/2022	70875147	Books	-SPLIT-	502.43
	Bill	08/09/2022	70900308	Books	-SPLIT-	318.75
	Bill	08/12/2022	70964596	Books	-SPLIT-	573.90
	Bill	08/15/2022	70993662	Books	-SPLIT-	380.96
	Bill	08/17/2022	71047539	Books	-SPLIT-	296.80
	Bill	08/17/2022	71039858	Books	-SPLIT-	205.58
	Bill	08/18/2022	71071653	Books	-SPLIT-	124.30
	Bill	08/25/2022	71192798	Books	-SPLIT-	368.99
	Bill	08/25/2022	71192799	Books	-SPLIT-	436.12
	Bill	08/29/2022	71243416	Books	-SPLIT-	753.34
	Bill	08/31/2022	71301581	Books	-SPLIT-	338.36
Total Ingram Library Services						4,678.72
<b>Joan Happel</b>						
	Bill	09/06/2022		Mileage Reimbursement	41320 · TRAVEL	12.75
	Bill	09/06/2022		Mileage Reimbursement	41320 · TRAVEL	3.62
Total Joan Happel						16.37
<b>Kamm Insurance Group</b>						
	Bill	08/28/2022	543511	Premium Audit	41140 · WORKERS COMPENSATION	29.00
Total Kamm Insurance Group						29.00
<b>LIMRICC</b>						
	Bill	09/04/2022		September	41110 · INS-HEALTH, DENTAL, LIFE, FSA	15,779.35
Total LIMRICC						15,779.35
<b>LinkedIn Corporation</b>						
	Bill	09/14/2022		9/18/22-9/17/23	42112 · REFERENCE-ELECTRONIC	7,000.00
Total LinkedIn Corporation						7,000.00
<b>Megan Wells</b>						
	Bill	09/06/2022		Presenter	44120 · PROGRAMS-ADULT	350.00

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

	Type	Date	Num	Memo	Split	Amount
Total Megan Wells						350.00
Mendel Plumbing & Heating						
	Bill	08/17/2022	410772	Service Call	45165 · INTERIOR R & M-OTHER	728.00
Total Mendel Plumbing & Heating						728.00
Midwest Mechanical						
	Bill	09/10/2022		September	45150 · HVAC R & M	932.00
Total Midwest Mechanical						932.00
Midwest Tape						
	Bill	08/08/2022	502493191	AV Materials	42340 · AV MATERIALS-YOUTH	57.71
	Bill	08/08/2022	502493192	AV Materials	42320 · AV MATERIALS-ADULT	71.96
	Bill	08/08/2022	502493193	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	08/12/2022	502522063	AV Materials	42320 · AV MATERIALS-ADULT	67.95
	Bill	08/12/2022	502522065	AV Materials	42320 · AV MATERIALS-ADULT	27.73
	Bill	08/19/2022	502552614	AV Materials	42340 · AV MATERIALS-YOUTH	82.44
	Bill	08/19/2022	502552615	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	08/19/2022	502552616	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	08/19/2022	502552613	AV Materials	42340 · AV MATERIALS-YOUTH	11.99
	Bill	08/26/2022	502586576	AV Materials	42320 · AV MATERIALS-ADULT	46.99
	Bill	08/26/2022	502586578	AV Materials	42340 · AV MATERIALS-YOUTH	68.21
	Bill	08/26/2022	502586579	AV Materials	42340 · AV MATERIALS-YOUTH	34.99
Total Midwest Tape						505.94
Morgan Birge & Associates						
	Bill	09/01/2022	68734	September	41415 · PHONE SYSTEM	200.00
Total Morgan Birge & Associates						200.00
NCPERS						
	Bill	09/10/2022		September	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	09/08/2022		8/4/22-9/3/22	45310 · UTILITIES-GAS	159.00
Total Nicor						159.00
NIR Roof Care, Inc.						
	Bill	08/16/2022	157079	FY 22-23	45160 · CONTRACT INSPECTION & MAINTENAN	1,300.00
Total NIR Roof Care, Inc.						1,300.00
Orkin Pest Control						
	Bill	07/22/2022	230152318	July	45155 · GENERAL BLDG SERVICES	82.58
	Bill	08/16/2022	231341134	August	45155 · GENERAL BLDG SERVICES	82.58
Total Orkin Pest Control						165.16
OverDrive						
	Bill	08/16/2022	22306774	Ebooks	42130 · BOOKS-YOUNG ADULT	250.97
	Bill	08/16/2022	22307170	Ebooks	42320 · AV MATERIALS-ADULT	914.23
	Bill	08/22/2022	22312066	Ebooks	42130 · BOOKS-YOUNG ADULT	97.63



# West Chicago Public Library District

## Bills Total

As of September 18, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	09/03/2022	22328521	Ebooks	42320 · AV MATERIALS-ADULT	1,052.63
	Bill	09/08/2022	22333500	Ebooks	42130 · BOOKS-YOUNG ADULT	114.99
Total OverDrive						2,430.45
Paddock Publications						
	Bill	08/27/2022	226819	B&A Notice	45610 · LEGAL NOTICES AND ADS	39.10
Total Paddock Publications						39.10
Peerless Network						
	Bill	09/01/2022	8609	August	45330 · UTILITIES-TELEPHONE	455.04
Total Peerless Network						455.04
Peerless, Inc.						
	Bill	09/15/2022	555830	9/15/22-10/14/22	45330 · UTILITIES-TELEPHONE	121.56
Total Peerless, Inc.						121.56
Penworthy						
	Bill	08/26/2022	0584009	Books	42140 · BOOKS-YOUTH	286.55
	Bill	08/26/2022	0584007	Books	42140 · BOOKS-YOUTH	239.53
	Bill	08/26/2022	0584003	Books	42140 · BOOKS-YOUTH	1,775.66
	Bill	08/30/2022	0584094	Books	42140 · BOOKS-YOUTH	471.75
Total Penworthy						2,773.49
People Made Visible, Inc.						
	Bill	09/02/2022	102022	October Cooking Class	44120 · PROGRAMS-ADULT	160.00
Total People Made Visible, Inc.						160.00
Signarama						
	Bill	08/17/2022	3283	Banner	44210 · MARKETING	273.92
	Bill	08/26/2022	3228	Banner	44210 · MARKETING	273.92
Total Signarama						547.84
Sikich LLP						
	Bill	05/20/2022	I443640	On-site Support	41400 · IT EQUIPMENT UPGRADES-STAFF	1,518.00
	Bill	08/24/2022	I453259	September	41420 · TECHNOLOGY MANAGEMENT	512.00
	Bill	08/29/2022	MS452934	September	41420 · TECHNOLOGY MANAGEMENT	4,621.80
	Bill	08/29/2022	I452279	Remote Support	42405 · INTERNET SERVICES	322.00
Total Sikich LLP						6,973.80
Suburban Door & Lock						
	Bill	08/25/2022	IN550881	Service Call	45165 · INTERIOR R & M-OTHER	556.00
Total Suburban Door & Lock						556.00
Swan						
	Bill	08/17/2022	9761	4/1/22-6/30/22	41410 · SOFTWARE STAFF	120.00
	Bill	08/17/2022	9751	1/1/22-3/31/22	41410 · SOFTWARE STAFF	120.00
Total Swan						240.00
Unique Management Services						
	Bill	09/01/2022	6104075	August Placements	41346 · MATERIALS & RESOURCE RECOVERY	88.65
Total Unique Management Services						88.65

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

	Type	Date	Num	Memo	Split	Amount
Verizon						
	Bill	08/01/2022	9914684772	7/31/22-8/30/22	45330 · UTILITIES-TELEPHONE	139.51
Total Verizon						139.51
Xtreme Environmental Solutions						
	Bill	09/15/2022	92WCL	September	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						64,731.26

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
As of September 18, 2022

	Type	Date	Num	Memo	Open Balance
<b>Ace Hardware</b>					
	Credit Card Charge	08/17/2022		Driver Post	46.99
Total Ace Hardware					46.99
<b>Adobe Inc.</b>					
	Credit Card Charge	08/18/2022		Acrobat Pro DC	13.80
	Credit Card Charge	08/14/2022		Creative Cloud	31.86
	Credit Card Charge	08/14/2022		Creative Cloud	31.86
Total Adobe Inc.					77.52
<b>American Library Association</b>					
	Credit Card Charge	08/22/2022		D. Mendez	278.00
	Credit Card Charge	08/22/2022		Books	196.86
Total American Library Association					474.86
<b>Chicago Tribune</b>					
	Credit Card Charge	08/08/2022		Subscription	92.96
Total Chicago Tribune					92.96
<b>Constant Contact</b>					
	Credit Card Charge	09/01/2022		Subscription	1,022.00
Total Constant Contact					1,022.00
<b>Facebook, Inc</b>					
	Credit Card Charge	08/24/2022		Ad	75.00
	Credit Card Charge	08/29/2022		Ad	75.00
	Credit Card Charge	08/31/2022		Ad	5.62
Total Facebook, Inc					155.62
<b>FNBC Bank and Trust</b>					
	Credit Card Credit	08/02/2022		Finance Charge Credit	-60.31
Total FNBC Bank and Trust					-60.31
<b>GoDaddy</b>					
	Credit Card Charge	08/09/2022		Domain Renewal	604.08
Total GoDaddy					604.08
<b>Jewel Osco</b>					
	Credit Card Charge	08/10/2022		Gift Cards	60.00
Total Jewel Osco					60.00
<b>Joann Stores</b>					
	Credit Card Charge	08/24/2022		Misc.	37.90
Total Joann Stores					37.90
<b>Kindred Coffee Roasters</b>					

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
As of September 18, 2022

	Type	Date	Num	Memo	Open Balance
	Credit Card Charge	08/10/2022		Gift Card	15.00
Total Kindred Coffee Roasters					15.00
<b>Menards</b>					
	Credit Card Charge	08/16/2022		Post Driver	32.99
	Credit Card Charge	08/16/2022		Tape Measure	2.97
	Credit Card Credit	08/17/2022		Post Driver/Tape Measure	-35.96
	Credit Card Charge	08/17/2022		Tape Measure	3.97
	Credit Card Charge	08/26/2022		Misc.	33.91
	Credit Card Charge	08/27/2022		Misc.	2.32
	Credit Card Charge	08/29/2022		Mounting Tape	10.99
Total Menards					51.19
<b>Michaels</b>					
	Credit Card Charge	08/23/2022		Misc.	141.95
Total Michaels					141.95
<b>Oriental Trading Company</b>					
	Credit Card Charge	08/05/2022		Misc.	176.83
	Credit Card Charge	08/04/2022		Misc.	70.33
	Credit Card Charge	08/22/2022		Misc.	153.09
	Credit Card Charge	08/10/2022		Candy	249.95
Total Oriental Trading Company					650.20
<b>Parallels</b>					
	Credit Card Charge	08/19/2022		Parallels Desktop for Mac Business Ed	110.24
Total Parallels					110.24
<b>Survey Monkey</b>					
	Credit Card Charge	08/09/2022		Annual Subscription	384.00
Total Survey Monkey					384.00
<b>US Flag</b>					
	Credit Card Charge	08/26/2022		Outdoor Flags	275.86
Total US Flag					275.86
<b>Walmart</b>					
	Credit Card Charge	08/10/2022		Sugar	17.38
Total Walmart					17.38
<b>TOTAL</b>					<b>4,157.44</b>

West Chicago Public Library District  
Bill List - Check Detail #6031

As of August 31, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Check	08/25/2022	BP082522	Aug Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	08/31/2022	BP083122	Aug Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-95.75
Total Employee Benefits Corporation						-95.75
IMRF						
	Check	08/10/2022	BP081022	July 2022 Payroll	21040 · IMRF	-15,141.07
Total IMRF						-15,141.07
Kamm Insurance Group						
Total Kamm Insurance Group						
Philadelphia Insurance Co						
Total Philadelphia Insurance Co						
<b>TOTAL</b>						<b>-15,262.02</b>

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

August 2022

	Type	Date	Num	Name	Memo	Split	Amount
LIMRICC-UCGA							
	Check	08/16/2022	5002	LIMRICC-UCGA	2nd Quarter UCGA	41130 · UNEMPLOYMENT COMPENSATION	312.65
Total LIMRICC-UCGA							312.65
Midwest Mechanical							
	Check	08/22/2022	5003	Midwest Mechanical	August	45150 · HVAC R & M	35.00
Total Midwest Mechanical							35.00
Midwest Recyclers							
	Check	08/22/2022	5004	Midwest Recyclers	Electronics Recycling	41342 · ADMINISTRATIVE MISC	84.00
Total Midwest Recyclers							84.00
TOTAL							431.65

# Financial Report

For the 2 Month(s) Ended August 31, 2022  
FISCAL YEAR 2023



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## Budget vs. Actual Summary

For the 2 Month(s) Ended August 31, 2022

17% of Fiscal Year

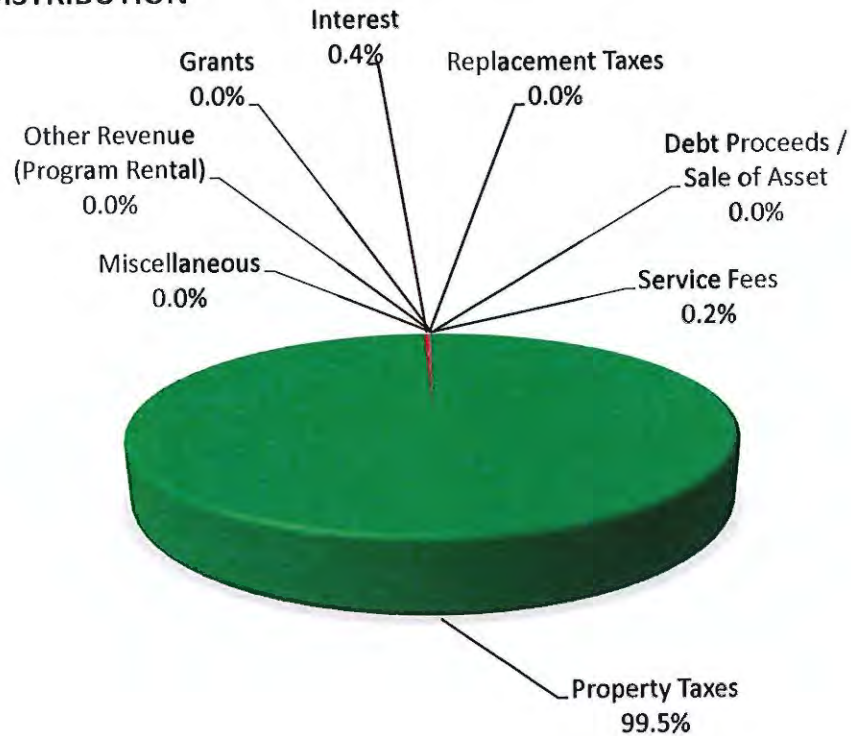
Account Description	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>			
Property Taxes	1,525,551	2,474,512	62%
Interest	5,995	1,000	600%
Replacement Taxes	-	60,000	0%
Service Fees	2,384	8,000	30%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	-	5,200	0%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	1,533,930	2,591,380	59%
Budgeted Revenues	2,591,380		
% Diff	59%		
<b>OPERATING EXPENDITURES</b>			
Personnel	195,203	1,584,794	12%
IMRF	15,204	130,974	12%
Administrative	11,966	77,913	15%
Admin Technology	17,364	151,399	11%
Library Materials - Books	50,612	126,744	40%
Library Materials - Periodicals	338	9,000	4%
Library Materials - Audio & Visual	4,881	35,650	14%
Library Material - Maintenance	382	10,490	4%
Technology Services	11,622	97,543	12%
Programs	8,495	40,374	21%
Marketing & Promotion	7,329	32,536	23%
Facilities & Operations	22,133	158,187	14%
Utilities	3,024	47,675	6%
Professional Services	20,192	83,301	24%
Board Expenses	310	4,800	6%
Actual Expenditures	369,055	2,591,380	14%
Budgeted Expenditures	2,591,380		
% Diff	14%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,164,875	-	n/a
BEGINNING FUND BALANCE	1,248,795		
ENDING FUND BALANCE	2,413,670		



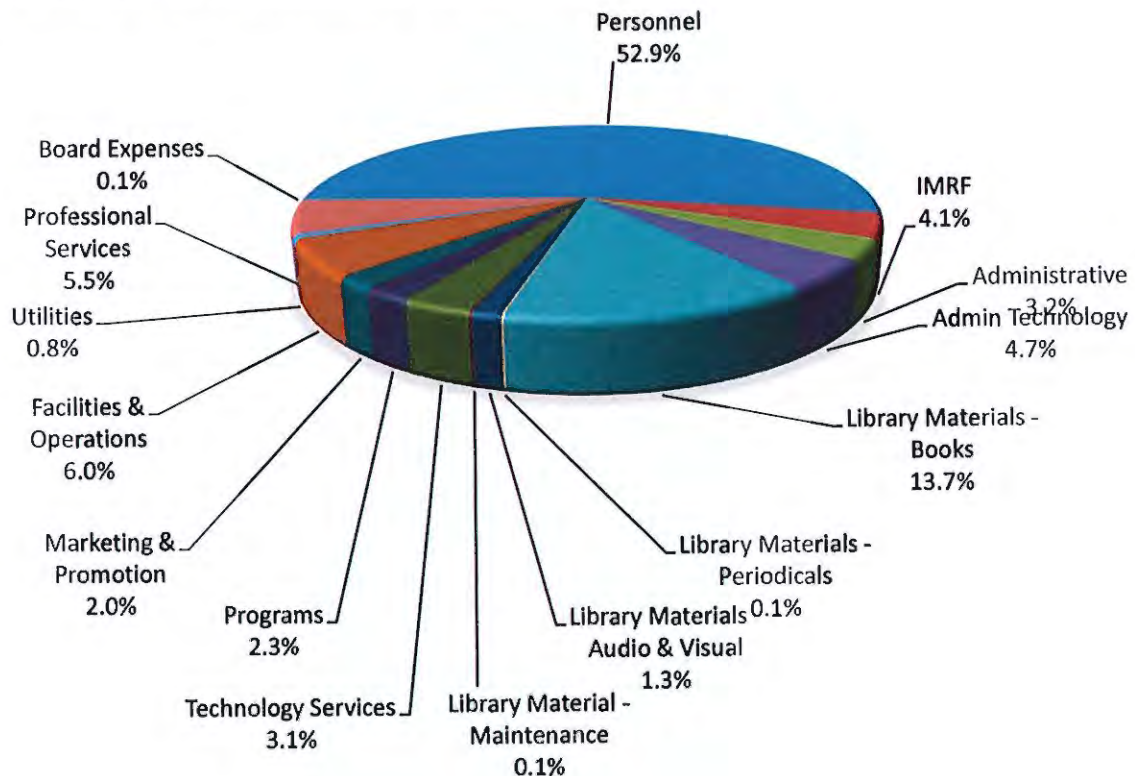
## WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2022

### REVENUE DISTRIBUTION

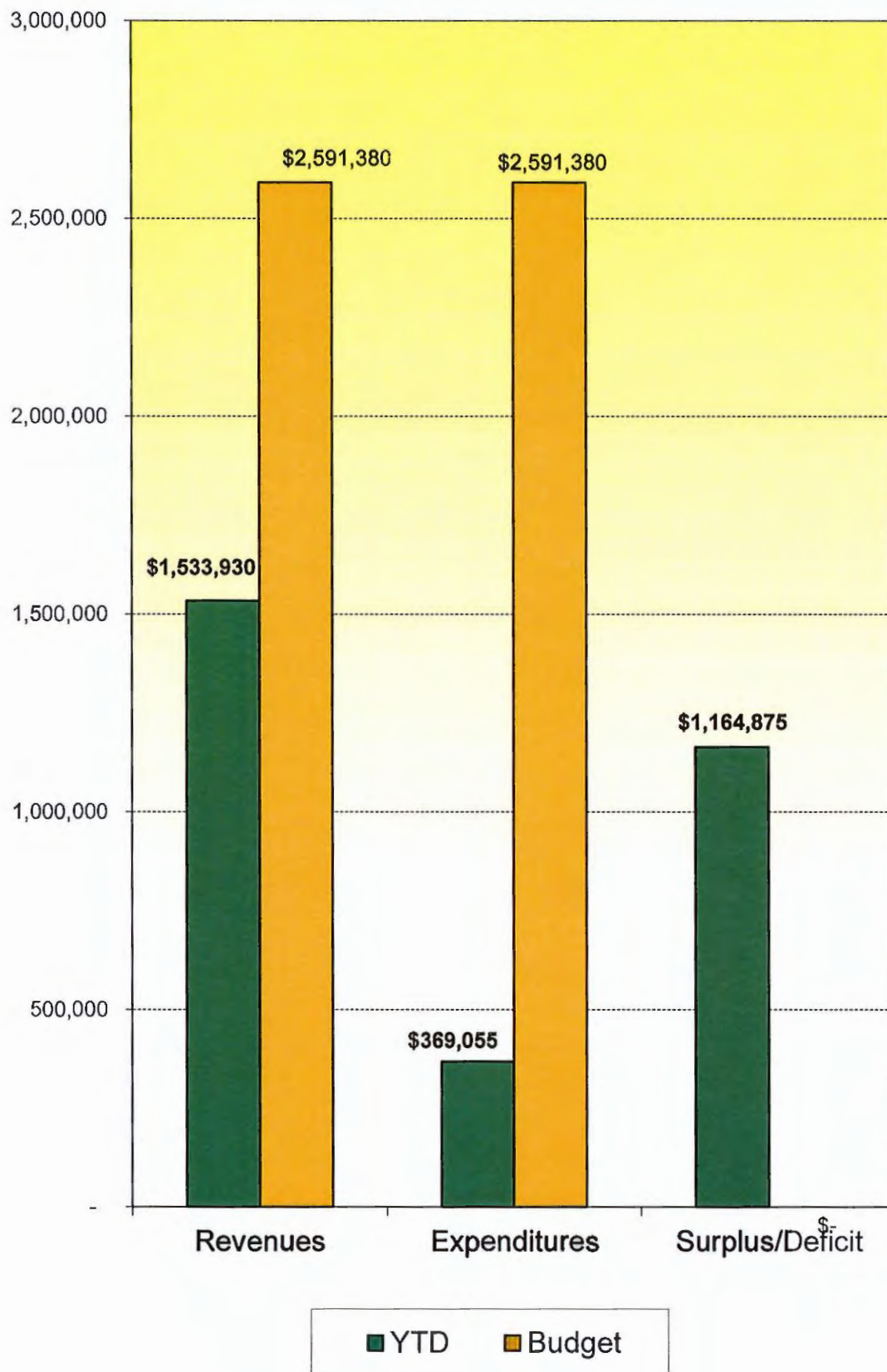


### OPERATIONAL EXPENDITURE DISTRIBUTION



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2022



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 2 Month(s) Ended August 31, 2022

17% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
1 Property Taxes	1,446,540	79,010	-	1,525,551	2,474,512	62%
2 Interest	5,690	200	105	5,995	1,000	600%
3 Replacement Taxes	-	-	-	-	60,000	0%
4 Service Fees	2,384	-	-	2,384	8,000	30%
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	1,454,615	79,211	105	1,533,930	2,591,380	59%
Budgeted Revenues	2,460,406	130,974	-	2,591,380		
% Diff	59%	60%	n/a	59%		
<b>OPERATING EXPENDITURES</b>						
1 Personnel	195,203	-	-	195,203	1,584,794	12%
19 IMRF	-	15,204	-	15,204	130,974	12%
2 Administrative	11,966	-	-	11,966	77,913	15%
3 Admin Technology	17,364	-	-	17,364	151,399	11%
4 Library Materials - Books	50,612	-	-	50,612	126,744	40%
5 Library Materials - Periodicals	338	-	-	338	9,000	4%
6 Library Materials - Audio & Visual	4,881	-	-	4,881	35,650	14%
8 Library Material - Maintenance	382	-	-	382	10,490	4%
7 Technology Services	11,622	-	-	11,622	97,543	12%
9 Programs	8,495	-	-	8,495	40,374	21%
10 Marketing & Promotion	7,329	-	-	7,329	32,536	23%
11 Facilities & Operations	22,133	-	-	22,133	158,187	14%
12 Utilities	3,024	-	-	3,024	47,675	6%
13 Professional Services	20,192	-	-	20,192	83,301	24%
14 Board Expenses	310	-	-	310	4,800	6%
Actual Expenditures	353,852	15,204	-	369,055	2,591,380	14%
Budgeted Expenditures	2,460,406	130,974	-	2,591,380		
% Diff	14%	12%	n/a	14%		
<b>TOTAL SURPLUS / (DEFICIT)</b>						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	1,100,763	64,007	105	1,164,875	-	
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795	
ENDING FUND BALANCE	2,222,243	68,887	122,540	2,413,670	1,248,795	
Fund Balance as % of Total Expenditures	628%	453%	0%	654%		



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

DONT DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>										
1	30010 - PROPERTY TAXES	174,840.25	206,209.33	1,446,540.31	79,010.43	0.00	1,525,550.74	2,474,512.00	-948,961.26	61.65%
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	3,459.76	83.33	5,690.17	200.31	0.00	5,890.48	1,000.00	4,890.48	589.05%
2	33040 - INTEREST-IL FUND BLDG CONST	60.49	0.00	0.00	0.00	104.90	104.90	0.00	104.90	100.0%
4	35100 - FINES	59.31	250.00	107.64	0.00	0.00	107.64	3,000.00	-2,892.36	3.59%
4	35150 - PHOTOCOPY/MICROFORM/COPY/FAX	508.58	250.00	854.53	0.00	0.00	854.53	3,000.00	-2,145.47	28.48%
4	35510 - LOST AND PAID MATERIALS	249.73	83.33	569.86	0.00	0.00	569.86	1,000.00	-430.14	56.99%
4	35710 - NON RESIDENT FEES	595.69	83.33	852.34	0.00	0.00	852.34	1,000.00	-147.66	85.23%
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%
<b>Total Revenues</b>		<b>179,773.81</b>	<b>215,948.33</b>	<b>1,454,614.85</b>	<b>79,210.74</b>	<b>104.90</b>	<b>1,533,930.49</b>	<b>2,591,380.00</b>	<b>-1,057,449.51</b>	<b>59.19%</b>
<b>Expenditures</b>										
<b>10Exp - Expense</b>										
<b>1E - PERSONNEL</b>										
	41100 - SALARIES	95,045.23	106,025.67	151,472.03	0.00	0.00	151,472.03	1,272,308.00	-1,120,835.97	11.91%
	41110 - INS-HEALTH, DENTAL, LIFE, FSA	13,018.36	17,429.17	27,057.50	0.00	0.00	27,057.50	209,150.00	-182,092.50	12.94%
	41120 - FICA EXPENSE	6,998.30	8,166.67	13,995.68	0.00	0.00	13,995.68	98,000.00	-84,004.32	14.28%
	41130 - UNEMPLOYMENT COMPENSATION	312.65	250.00	312.65	0.00	0.00	312.65	3,000.00	-2,687.35	10.42%
	41140 - WORKERS COMPENSATION	29.00	194.67	2,365.00	0.00	0.00	2,365.00	2,336.00	29.00	101.24%
1	<b>Subtotal</b>	<b>115,403.54</b>	<b>132,066.17</b>	<b>195,202.86</b>	<b>0.00</b>	<b>0.00</b>	<b>195,202.86</b>	<b>1,584,794.00</b>	<b>-1,389,591.14</b>	<b>12.32%</b>
<b>2E - ADMINISTRATIVE EXPENSES</b>										
	41310 - PROFESSIONAL DEVELOPMENT	400.00	1,105.00	400.00	0.00	0.00	400.00	13,260.00	-12,860.00	3.02%
	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	474.86	448.58	967.86	0.00	0.00	967.86	5,383.00	-4,415.14	17.98%
	41332 - PAYROLL PROCESSING	832.17	541.67	1,221.72	0.00	0.00	1,221.72	6,500.00	-5,278.28	18.8%
	41334 - OFFICE SUPPLIES GENERAL	488.81	508.33	1,327.78	0.00	0.00	1,327.78	6,100.00	-4,772.22	21.77%
	41336 - OFFICE EQUIPMENT	3,562.85	1,929.17	5,222.93	0.00	0.00	5,222.93	23,150.00	-17,927.07	22.56%
	41338 - POSTAGE	15.52	568.33	1,515.52	0.00	0.00	1,515.52	6,820.00	-5,304.48	22.22%
	41342 - ADMINISTRATIVE MISC	112.00	175.00	49.99	0.00	0.00	49.99	2,100.00	-2,050.01	2.38%
	41344 - SUPPLIES-FOOD	75.00	500.00	133.99	0.00	0.00	133.99	6,000.00	-5,866.01	2.23%
	41346 - MATERIALS & RESOURCE RECOVERY	29.55	133.33	29.55	0.00	0.00	29.55	1,600.00	-1,570.45	1.85%
	41348 - CIRCULATION SERVICES SUPPLIES	0.00	375.00	1,096.98	0.00	0.00	1,096.98	4,500.00	-3,403.02	24.38%
2	<b>Subtotal</b>	<b>5,990.76</b>	<b>6,492.75</b>	<b>11,966.32</b>	<b>0.00</b>	<b>0.00</b>	<b>11,966.32</b>	<b>77,913.00</b>	<b>-65,946.68</b>	<b>15.36%</b>



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

DONT 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	68.98	2,967.67	248.98	0.00	0.00	248.98	35,612.00	-35,363.02	0.7%
	41410 • SOFTWARE STAFF	427.76	2,733.92	505.28	0.00	0.00	505.28	32,807.00	-32,301.72	1.54%
	41415 • PHONE SYSTEM	200.00	200.00	400.00	0.00	0.00	400.00	2,400.00	-2,000.00	16.67%
	41420 • TECHNOLOGY MANAGEMENT	5,133.80	5,463.33	15,425.40	0.00	0.00	15,425.40	65,560.00	-50,134.60	23.53%
	41425 • WARRANTIES/EXTENDED CARE	604.08	1,251.67	783.96	0.00	0.00	783.96	15,020.00	-14,236.04	5.22%
3	Subtotal	6,434.62	12,616.58	17,363.62	0.00	0.00	17,363.62	151,399.00	-134,035.38	11.47%
4E	LIBRARY MATERIALS-BOOKS									
	42112 • REFERENCE-ELECTRONIC	1,464.00	4,031.17	36,248.99	0.00	0.00	36,248.99	48,374.00	-12,125.01	74.94%
	42120 • BOOKS-ADULT	3,895.74	4,000.00	7,134.40	0.00	0.00	7,134.40	48,000.00	-40,865.60	14.86%
	42122 • BOOKS-LITERACY	60.23	30.83	60.23	0.00	0.00	60.23	370.00	-309.77	16.28%
	42130 • BOOKS-YOUNG ADULT	560.76	458.33	989.48	0.00	0.00	989.48	5,500.00	-4,510.52	17.99%
	42140 • BOOKS-YOUTH	3,401.38	1,958.33	6,018.02	0.00	0.00	6,018.02	23,500.00	-17,481.98	25.61%
	42170 • RBP/ILL BOOK REPLACEMENT	120.90	83.33	161.30	0.00	0.00	161.30	1,000.00	-838.70	16.13%
4	Subtotal	9,503.01	10,562.00	50,612.42	0.00	0.00	50,612.42	126,744.00	-76,131.58	39.93%
5E	LIBRARY MATERIALS-PERIODICALS									
	42210 • PERIODICALS	92.96	750.00	338.46	0.00	0.00	338.46	9,000.00	-8,661.54	3.76%
5	Subtotal	92.96	750.00	338.46	0.00	0.00	338.46	9,000.00	-8,661.54	3.76%
6E	LIBRARY MATERIALS-AUDIO VISUAL									
	42320 • AV MATERIALS-ADULT	1,404.70	2,250.00	3,912.18	0.00	0.00	3,912.18	27,000.00	-23,087.82	14.49%
	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	255.34	554.17	968.38	0.00	0.00	968.38	6,650.00	-5,681.62	14.56%
6	Subtotal	1,660.04	2,970.83	4,880.56	0.00	0.00	4,880.56	35,650.00	-7,681.62	13.69%
7E	TECHNOLOGY SERVICES									
	42400 • LIBRARY CONSORTIUM	0.00	2,911.25	8,733.50	0.00	0.00	8,733.50	34,935.00	-26,201.50	25.0%
	42405 • INTERNET SERVICES	789.63	1,658.33	1,256.41	0.00	0.00	1,256.41	19,900.00	-18,643.59	6.31%
	42420 • SOFTWARE PUBLIC	1,080.00	1,337.08	1,080.00	0.00	0.00	1,080.00	16,045.00	-14,965.00	6.73%
	42445 • IT EQUIPMENT/UPGRADES-PUBLIC	0.00	2,221.92	552.00	0.00	0.00	552.00	26,663.00	-26,111.00	2.07%
7	Subtotal	1,869.63	8,128.58	11,621.91	0.00	0.00	11,621.91	97,543.00	-41,076.00	11.92%
8E	LIBRARY MATERIAL MAINTENANCE									
	42500 • PROCESSING-TECHNICAL SERVICES	94.88	849.17	382.49	0.00	0.00	382.49	10,190.00	-9,807.51	3.75%
	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	94.88	874.17	382.49	0.00	0.00	382.49	10,490.00	-9,807.51	3.65%
9E	PROGRAMS									
	44120 • PROGRAMS-ADULT	1,669.91	833.33	2,659.13	0.00	0.00	2,659.13	10,000.00	-7,340.87	26.59%
	44130 • PROGRAMS-YOUNG ADULT	1,461.48	500.00	1,552.35	0.00	0.00	1,552.35	6,000.00	-4,447.65	25.87%
	44135 • PROGRAMS-SUMMER READING	19.90	491.67	19.90	0.00	0.00	19.90	5,900.00	-5,880.10	0.34%
	44140 • PROGRAMS-YOUTH	832.47	881.17	2,551.62	0.00	0.00	2,551.62	10,574.00	-8,022.38	24.13%
	44145 • EVENTS AND OUTREACH	1,517.51	658.33	1,712.31	0.00	0.00	1,712.31	7,900.00	-6,187.69	21.68%
9	Subtotal	5,501.27	3,364.50	8,495.31	0.00	0.00	8,495.31	40,374.00	-14,210.07	21.04%
10E	MARKETING & PROMOTIONS									
	44210 • MARKETING	703.46	603.83	1,419.35	0.00	0.00	1,419.35	7,246.00	-5,826.65	19.59%
	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	1,171.07	175.00	1,171.07	0.00	0.00	1,171.07	2,100.00	-928.93	55.77%
	44240 • PROMO MATERIALS-YOUTH	440.67	125.00	440.67	0.00	0.00	440.67	1,500.00	-1,059.33	29.38%
	44245 • PROGRAM GUIDE	2,964.38	1,316.67	3,914.38	0.00	0.00	3,914.38	15,800.00	-11,885.62	24.78%
	44250 • SURVEYS	384.00	33.33	384.00	0.00	0.00	384.00	400.00	-16.00	96.0%
10	Subtotal	5,663.58	2,711.33	7,329.47	0.00	0.00	7,329.47	32,536.00	-25,206.53	22.53%



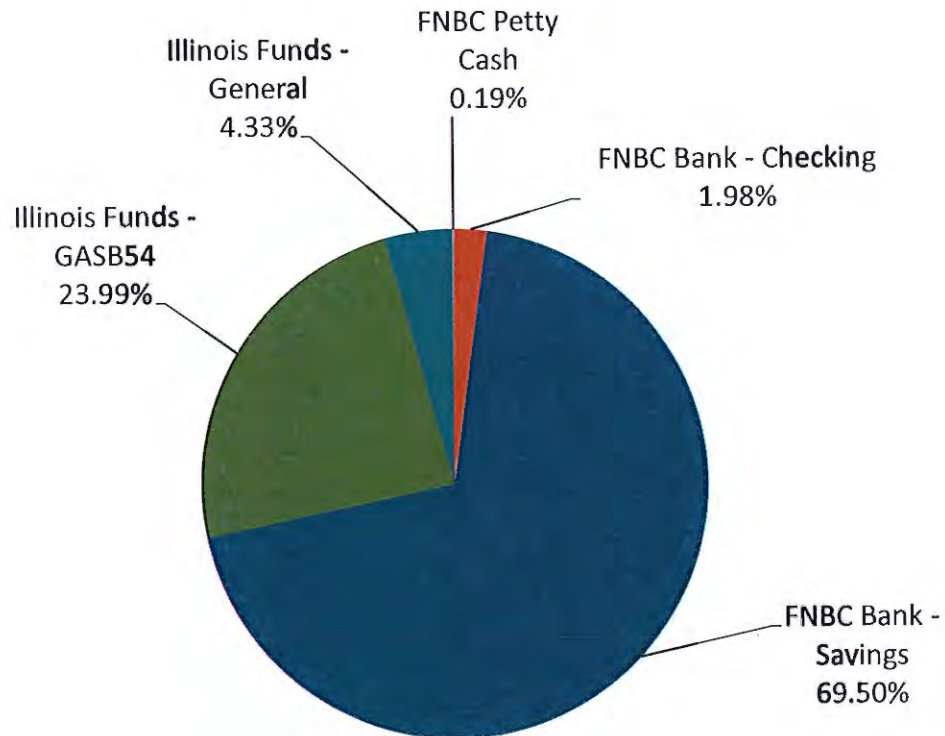
WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
August 31, 2022

DONT DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E	FACILITIES & OPERATIONS									
	45110 - JANITORIAL SERVICE	862.50	1,200.00	1,000.50	0.00	0.00	1,000.50	14,400.00	-13,399.50	6.95%
	45112 - SECURITY SERVICE	1,899.05	1,792.50	3,398.30	0.00	0.00	3,398.30	21,510.00	-18,111.70	15.8%
	45115 - JANITORIAL SUPPLIES	814.73	458.33	1,857.77	0.00	0.00	1,857.77	5,500.00	-3,642.23	33.78%
	45116 - COVID 19 SUPPLIES	0.00	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	4,941.75	587.50	5,431.00	0.00	0.00	5,431.00	7,050.00	-1,619.00	77.04%
	45140 - EXTERIOR R & M-OTHER	36.23	804.17	48.10	0.00	0.00	48.10	9,650.00	-9,601.90	0.5%
	45150 - HVAC R & M	2,617.50	2,083.33	3,639.50	0.00	0.00	3,639.50	25,000.00	-21,360.50	14.56%
	45155 - GENERAL BLDG SERVICES	165.16	120.00	281.49	0.00	0.00	281.49	1,440.00	-1,158.51	19.55%
	45160 - CONTRACT INSPECTION & MAINTENAN	4,107.91	1,087.17	4,561.52	0.00	0.00	4,561.52	13,046.00	-8,484.48	34.97%
	45165 - INTERIOR R & M-OTHER	1,284.00	2,129.17	1,808.50	0.00	0.00	1,808.50	25,550.00	-23,741.50	7.08%
11	Subtotal	16,728.83	13,182.25	22,132.64	0.00	0.00	22,132.64	158,187.00	-136,054.36	13.99%
12E	UTILITIES									
	45310 - UTILITIES-GAS	157.69	610.42	157.69	0.00	0.00	157.69	7,325.00	-7,167.31	2.15%
	45320 - UTILITIES-ELECTRIC	1,281.68	1,970.83	1,877.33	0.00	0.00	1,877.33	23,650.00	-21,772.67	7.94%
	45330 - UTILITIES-TELEPHONE	706.54	1,000.00	828.31	0.00	0.00	828.31	12,000.00	-11,171.69	6.9%
	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	160.34	0.00	0.00	160.34	1,100.00	-939.66	14.58%
12	Subtotal	2,226.08	3,972.92	3,023.67	0.00	0.00	3,023.67	47,675.00	-44,651.33	6.34%
13E	PROFESSIONAL SERVICES									
	45500 - INSURANCE	0.00	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	3,150.00	0.00	0.00	3,150.00	19,500.00	-16,350.00	16.15%
13	Subtotal	1,575.00	6,941.75	20,192.00	0.00	0.00	20,192.00	83,301.00	-63,109.00	24.24%
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	270.75	275.00	270.75	0.00	0.00	270.75	3,300.00	-3,029.25	8.21%
	45610 - LEGAL NOTICES AND ADS	39.10	83.33	39.10	0.00	0.00	39.10	1,000.00	-960.90	3.91%
14	Subtotal	309.85	400.00	309.85	0.00	0.00	309.85	4,800.00	-4,490.15	6.46%
15E	CAPITAL EQUIPMENT									
	46500 - CAPTIAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	46510 - CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
15	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%
16	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E	IMRF EXPENSES									
	92500 - IMRF EXPENSE	9,651.00	10,914.50	0.00	15,203.72	0.00	15,203.72	130,974.00	-115,770.28	11.61%
19	Subtotal	9,651.00	10,914.50	0.00	15,203.72	0.00	15,203.72	130,974.00	-115,770.28	11.61%
70E	SPECIAL RESERVE EXPENDITURES									
	70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
70	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%
90	Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expenditures		182,705.05	215,948.33	353,851.58	15,203.72	0.00	369,055.30	2,591,380.00	-2,222,324.70	14.24%
Net Income		-2,931.24	0.00	1,100,763.27	64,007.02	104.90	1,164,875.19	0.00	1,164,875.19	100.00%

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

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>Bank Value</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	4,653
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	49,423
FNBC Bank - Savings	#0317	MM	1.58%	1,731,865
Illinois Funds - GASB54	#6950	MM	Various	597,875
Illinois Funds - General	#5519	MM	Various	107,936
<b>Total</b>				<b><u>\$ 2,491,913</u></b>



# West Chicago Public Library District

Financial Analysis

For the 2 Month(s) Ended August 31, 2022





# Revenue Highlights

17% of Budget Year

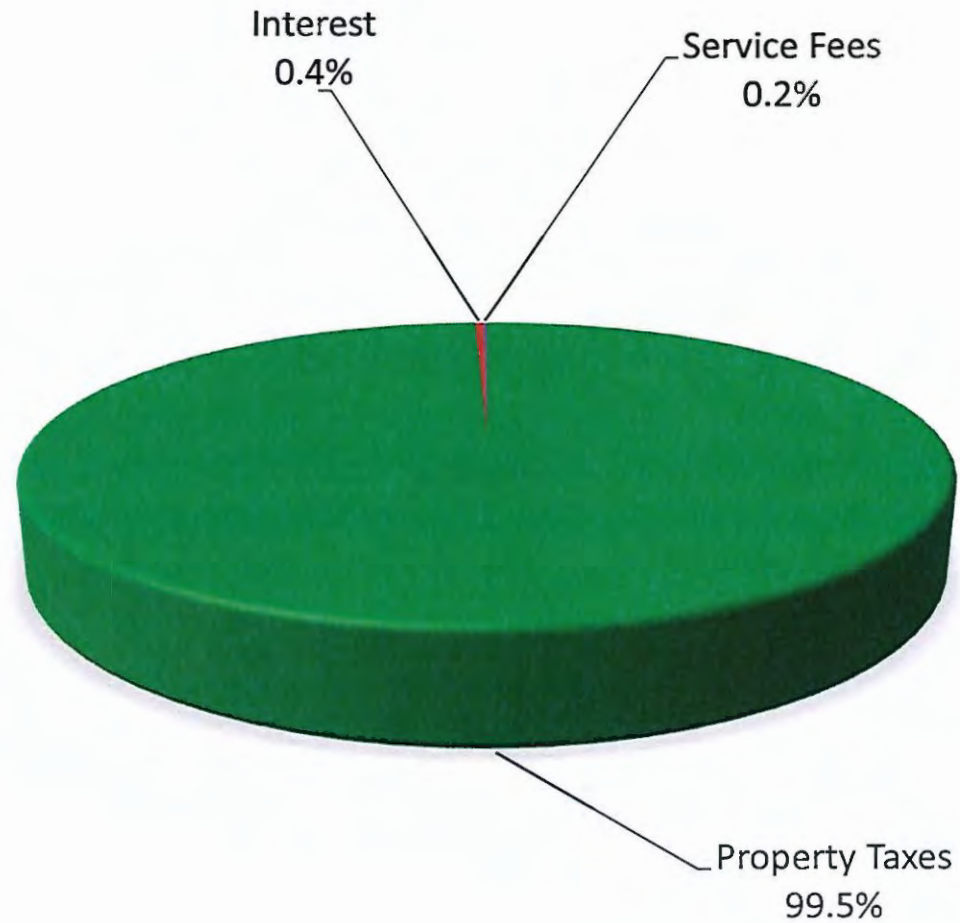
- 59% of Total Budget
- Property Taxes
  - Collected \$1,525,551 or 62% of Budgeted Property Taxes (1<sup>st</sup> Installment from DuPage County)
- Replacement Taxes
  - No Replacement Taxes collected
- Service Fees
  - Collected \$2,384 or 30% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	1,525,551	2,474,512	62%	1,568,553	-3%
Interest	5,995	1,000	600%	45	13292%
Replacement Taxes	-	60,000	0%	36,976	-100%
Service Fees	2,384	8,000	30%	1,031	131%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,668	0%	44,138	-100%
Miscellaneous	-	5,200	0%	221	-100%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	1,533,930	2,591,380	59%	1,650,964	-7%
Budgeted Revenues	2,591,380				
% Diff	59%				

# Revenues

## REVENUE DISTRIBUTION



# Expenditure Highlights

17% of Budget Year

- 14% of Total Budget
- Admin. Technology
  - 15% of Budget
- Library Materials - Books
  - 40% of Budget
  - Electronic Reference Annual Subscriptions \$34,785
- Professional Services
  - 24% of Budget
  - Yearly Liability Ins. Premiums for \$17,042
- Facilities Maintenance
  - 14% of Budget
  - Exterior Landscaping project for \$4,452
  - Annual Fire Inspection from Cintas for \$2,235
- Utilities
  - 6% of Budget

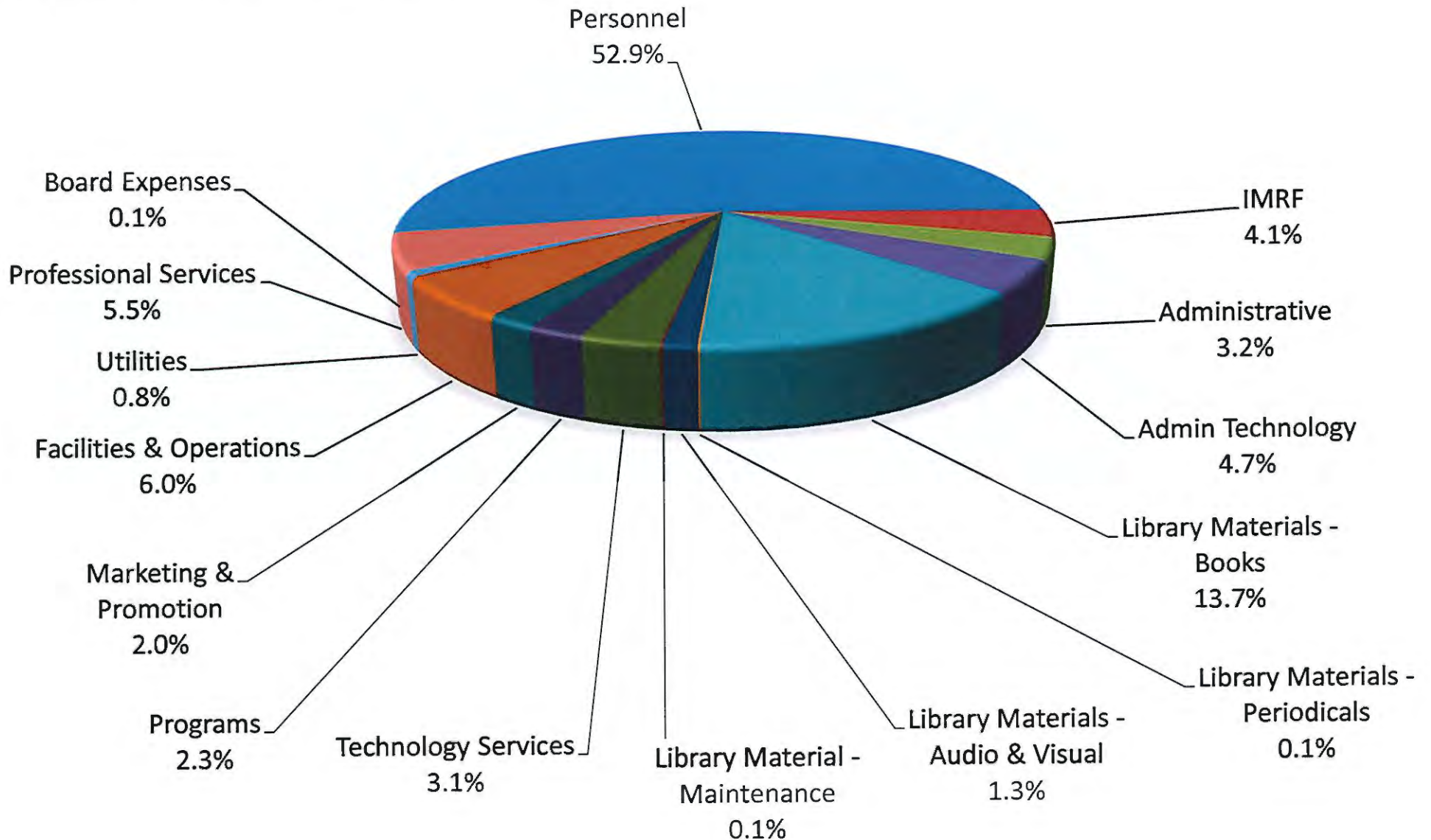
# Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	195,203	1,584,794	12%	214,445	-9%
IMRF	15,204	130,974	12%	19,833	-23%
Administrative	11,966	77,913	15%	10,586	13%
Admin Technology	17,364	151,399	11%	41,333	-58%
Library Materials - Books	50,612	126,744	40%	40,734	24%
Library Materials - Periodicals	338	9,000	4%	252	34%
Library Materials - Audio & Visual	4,881	35,650	14%	2,978	64%
Library Material - Maintenance	11,622	97,543	12%	12,795	-9%
Technology Services	382	10,490	4%	826	-54%
Programs	8,495	40,374	21%	3,726	128%
Marketing & Promotion	7,329	32,536	23%	5,309	38%
Facilities & Operations	22,133	158,187	14%	42,328	-48%
Utilities	3,024	47,675	6%	6,759	-55%
Professional Services	20,192	83,301	24%	28,511	-29%
Board Expenses	310	4,800	6%	271	14%
Actual Expenditures	369,055	2,591,380	14%	430,686	-14%
Budgeted Expenditures	2,591,380				
% Diff	14%				



# Expenditures

## OPERATIONAL EXPENDITURE DISTRIBUTION



# Revenue, Expenditure & Fund Balance

## For the 2 Month(s) Ended August 31, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,100,763</b>	<b>64,007</b>	<b>105</b>	<b>1,164,875</b>	<b>-</b>
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795
ENDING FUND BALANCE	2,222,243	68,887	122,540	2,413,670	1,248,795

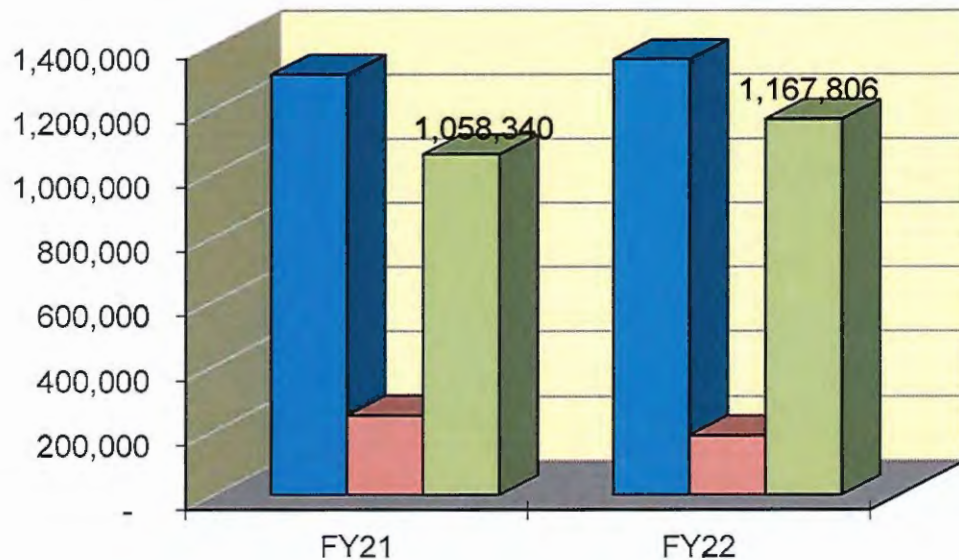
Fund Balance as % of Total Expenditures

628%

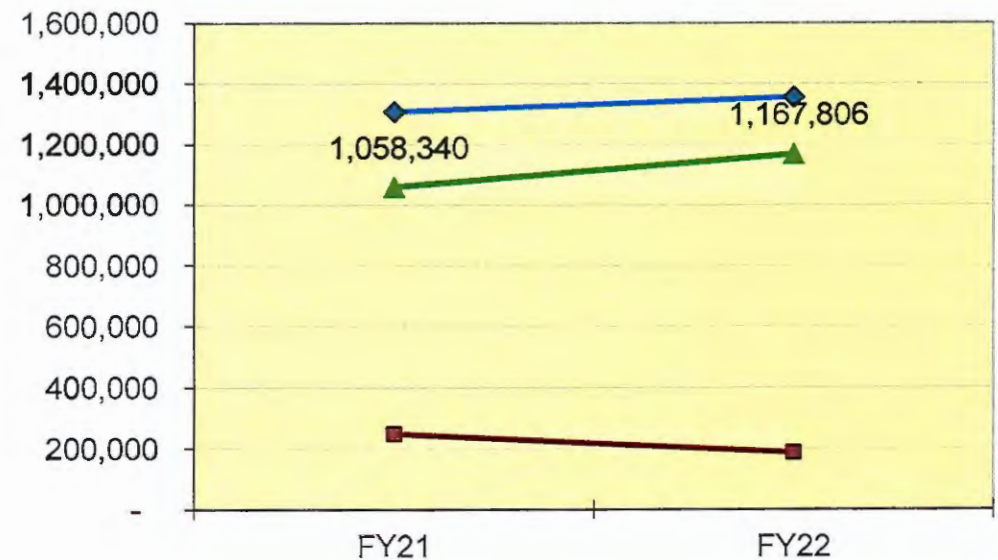
453%

0%

654%



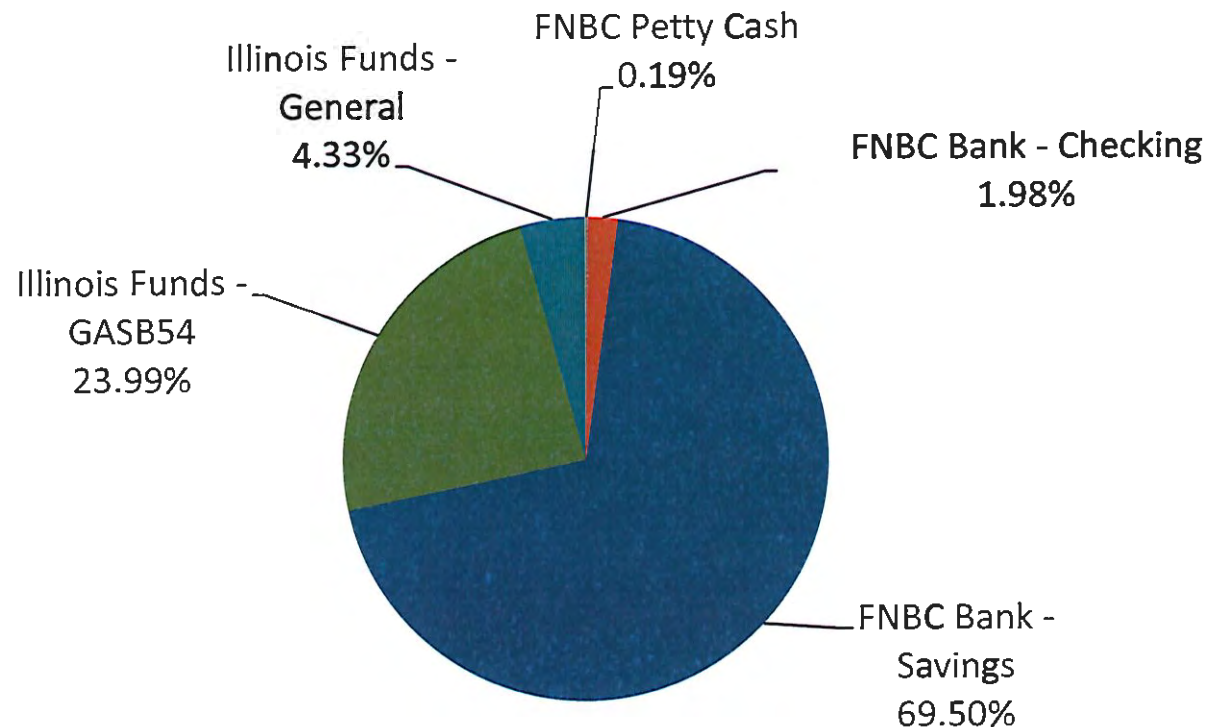
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ 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%	4,653
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	49,423
FNBC Bank - Savings	#0317	MM	1.58%	1,731,865
Illinois Funds - GASB54	#6950	MM	Various	597,875
Illinois Funds - General	#5519	MM	Various	107,936
Total				<b>\$ 2,491,913</b>





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

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

HARTMAN E. STIME (1927-1991)  
ROY I. PEREGRINE (1928 – 2022)  
THOMAS M. NEWMAN  
ROGER A. RITZMAN  
MARK A. RITZMAN

**ELECTION OF LIBRARY TRUSTEES**

**Consolidated Election April 4, 2023**

TO: Public Library Clients  
FROM: Roger Ritzman/Mark Ritzman  
DATE: August 31, 2022

---

This memorandum reminds you of dates relevant to election of Library Trustees at the Consolidated Election scheduled for April 4, 2023.

**TRUSTEES - LIBRARY DISTRICTS**

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>1</sup>
Monday, December 12, 2022 to Monday, December 19, 2022:	Seven (7) day period within which to file nominating petitions with Library Board Secretary
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) - certification is made by the Secretary of the Library Board serving as the “Local Election Official”
Tuesday, April 4, 2023:	Consolidated Election

---

<sup>1</sup> Nominations of candidates for election as Library Trustees shall be by petition, signed by a number of qualified voters equivalent to at least 2% of the votes cast at the last election for Library Trustee or 50, whichever is less, residing within the District, and filed with the Secretary of the District within the time provided by the Election Code. No party name or affiliation may appear on the petition. 75 ILCS 16/30-20.

## TRUSTEES - VILLAGE LIBRARIES

Tuesday, September 20, 2022:	First day to circulate nominating petitions <sup>2</sup>
Monday, December 12, 2022 to Monday, December 19, 2022	Seven (7) day period within which to file nominating petitions with Village Clerk
Thursday, January 26, 2023:	Last day for certification of candidates (certified to the County Clerk) certification is made by the Village Clerk as the "Local Election Official"
Tuesday, April 4, 2023:	Consolidated Election

## CANDIDATE'S GUIDE

Attached for reference are excerpts from the Candidate's Guide, 2023, issued by the State Board of Elections.

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

RAR:tmh 8/31/22 [https://psnrb.com/Sharepoint/Com/Sites/PS/Shared Documents/General/\\_LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022 Doc](https://psnrb.com/Sharepoint/Com/Sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Consolidatedelection-Librarytrustees2022 Doc)

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<sup>2</sup> Nominations for the position of Library Trustee shall be by petition, signed by at least 25 legal voters residing in the Village (except a village under the commission form of government) and filed with the clerk of such Village, within the time prescribed by the Election Code. Such clerk shall certify the candidates for Library Trustees to the proper election authorities. All candidates must be residents of their Village 75 ILCS 5/4-3.3.

# CANDIDATE FILING PERIODS (AND CAUCUS DATE INFORMATION)

## ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

**November 21-28, 2022** (10 ILCS 5/7-12(3), 10-6(4))

(Filed not more than 99 nor less than 92 days prior to the date of the primary election)

Filing period for candidates seeking nomination at the **FEBRUARY 28, 2023, Consolidated Primary Election**, see page 3.

Petitions may NOT be circulated prior to August 30, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

## RECIPIENT, NEW PARTY, COMMISSIONER, MUNICIPAL, AND NON-MUNICIPAL NONPARTISAN OFFICE CANDIDATES

**December 12-19, 2022** (10 ILCS 5/10-6(2))

(Not more than 113 nor less than 106 days prior to the consolidated election)

Filing period for candidates seeking election at the **APRIL 4, 2023, Consolidated Election**, see page 5.

Petitions may NOT be circulated prior to September 20, 2022. (10 ILCS 5/10-4)

(Not more than 90 days preceding the last day for the filing of the petition)

**New political parties:** The SBE does not require new political parties to submit a full-slate of candidates, in accordance with the Seventh Circuit's 2017 ruling which found the full-slate requirement unconstitutional. *Libertarian Party of Illinois v. Scholz, et al.*, 872 F.3d 518 (7th Cir. 2017).

## CAUCUS DATE INFORMATION

In **MUNICIPALITIES** of 5,000 or less population, established political parties hold their caucuses on **December 5, 2022**, and file their certificates of nomination with the municipal clerk during the filing period, December 12-19, 2022. (10 ILCS 5/10-1(a))

**NOTE:** Municipalities of 5,000 or less may determine by ordinance (by November 15, 2022) that established political parties shall nominate candidates for municipal offices by primary election. (10 ILCS 5/7-1(b))

# PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

## Public Library District

### NOMINATION PAPERS

**Petitions: Nonpartisan** (SBE Form P-4)

**Statement of Candidacy: Nonpartisan** (SBE Form P-1A)

**Loyalty Oath (optional):** All candidates (SBE Form P-1C)

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

### SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Library District Secretary.

### TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

### TERM BEGINS

The third Monday of the month (May 15, 2023) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# LOCAL LIBRARY BOARD – TRUSTEE

## Municipal – Township

**NOTE:** In villages under the commission form of government, the Library Board of Trustees are appointed by the village council. (75 ILCS 5/4-2)

### NOMINATION PAPERS

**Petitions:** Nonpartisan (SBE Form P-4)

**Statement of Candidacy:** Nonpartisan (SBE Form P-1A)

**Loyalty Oath (optional):** All candidates (SBE Form P-1C)

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Resident of incorporated town, village, or township involved. (75 ILCS 5/4-3.3)

### SIGNATURE REQUIREMENTS

Petition must be signed by at least 25 legal voters residing in the incorporated town, village (except a village under the commission form of government), or township. (75 ILCS 5/4-3.3)

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

Local municipal or township clerk.

### TERM

7 Trustees: 6 years for incorporated towns, villages, and library boards. (Library Board may change to 4-year terms by resolution). (75 ILCS 5/4-3.1)

7 Trustees: 4 years for Township Public Libraries. (75 ILCS 5/4-3.2)

### TERM BEGINS

Trustees hold office until their successors are elected and qualified. (75 ILCS 5/4-3.1) Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. (75 ILCS 5/4-6)

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

# Library Director Report

September 2022

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 16.67%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$596,768.29 (+ \$1,106.87)
  - New Building & Construction Fund: \$32,672.48 (+ \$60.49)
  - General (Corporate) Fund: \$32,518.58 (+ \$42,745.13) [PCG \$42,668.80]
- ❖ The library received a check from the City of West Chicago in the amount of \$215.15 for land cash.
- ❖ Final audit fieldwork is scheduled for October 5 & 6

## PHYSICAL PLANT

- ❖ Suburban Lock was on-site 8/23 to address lock issues on the exterior basement door and interior storage room doors; and closure issues on the staff entrance
- ❖ Anderson Elevator addressed elevator bypass button issues on 8/26, 9/8, 12, & 19
- ❖ First Security tested flows and tampers on 9/2
- ❖ The carpets were cleaned on 9/4 by Hi-Tech Carpet
- ❖ Service Master cleaned 7 chairs and 3 Ottomans on 9/7
- ❖ Midwest Mechanical was assessed dripping/leaking from pipes in the basement on 9/8
- ❖ Midwest Sealcoat painted handicap markings on the staff handicap parking space and installed additional signage on 9/8
- ❖ Buck Services provided janitorial services on 8/30-9/4; and 9/7-17 to cover the Maintenance Assistant during vacation
- ❖ Mendel Plumbing was on-site to 9/14 & 20 to assess a broken water pipe in the basement and consider ideas for implementing hot water at each of the sinks; the broken water pipe was repaired on 9/21
- ❖ Assa Abloy performed routine maintenance on 9/15 and recommended that the wheels on both sets of sliding doors be replaced; the quote has been signed and the work will be scheduled once the parts are received
- ❖ Junk King was on-site September 16 to remove old, unused and broken items that had accumulated in the basement
- ❖ I signed the new electrical pricing agreement and locked in the lowest price per kilowatt hour for the two-year 2022-2024 term (10/14/2022 – 10/13/2024). Constellation is the supplier and the new rate will be \$.09380. The current supplier is AEP and the rate is \$.05909.



# Library Director Report

September 2022

## PERSONNEL

### ❖ The Library Director:

- Attended Rotary meeting on 8/17 and 9/21
- Participated in the interview process on 8/17 for the next Director of WeGo Together for Kids (WGTK) collaboration
- Attended the Board Meeting on 8/22
- Ensured publication of the notice of the public hearing for the Budget & Appropriations Ordinance; notice was published in the Daily Herald on 8/23
- Attended financial oversight meeting for WGTK ON 8/29
- Hosted Managers Advisory Meetings on 8/29 and 9/12
- Responded to two (2) FOIA requests from SmartProcure regarding employee business contact information and purchasing records on 8/29 and 8/30 respectively
- Attended and chaired the WGTK Steering Committee meeting on 8/31
- Attended the SWAN Quarterly Meeting on 9/1 at the Oak Brook Public Library
- Met with Scott Hutchings of Grant & Power on 9/7 to discuss the snow removal contract and a quote for lawn maintenance
- Attended the Library Foundation meeting on 9/12
- Participated in the Strategic Planning Committee meeting on 9/13
- Assembled candidate packets for prospective Library Board Trustee candidates

### ❖ Employee Highlights

- Omar N. celebrated 3 years on 9/3
- Rosario V. celebrated 9 years on 9/11
- Nicole L. celebrated 3 years on 9/16
- Dave S. celebrated 21 years on 9/18
- Jason R. celebrates 6 years on 9/26
- Jennifer W. will celebrate 19 years on 9/29
- 
- Abil Vellikara resigned from his position as Circulation Clerk after nearly 4 years of service; his last day was August 27
- Sara Lock resigned her position as Adult Services Librarian after 5 years of service; her last day was September 7

## TECHNOLOGY

- ❖ AT&T and Sikich Technology technicians were on-site 9/13 to establish the fiber Internet connection
- ❖ A technician from Hewlett Packard was on-site 9/15 to replace hardware under warranty for computer 9 in Adult Services.

# Library Director Report

*September 2022*

- ❖ Worked with Sikich Technology and signed the KnowBe4 (spam and phishing training) quote and quote for computer purchases for the PR Specialist and Technical Services Manager.

## MISCELLANEOUS

- ❖ The water tower alebrijes being constructed in the Adult Services department is nearing completion and is expected to be finished by the end of September. Votes are being cast to give the alebrije a name. If you haven't already done so, please view the progress made on this special art creation and cast your vote today!
- ❖ Candidate packets for the April 4, 2023 consolidated election are now available for pickup in the Library Administrative Office anytime the library is open. The filing period is between December 12 and 19; the candidate packets include more detailed filing instructions. Candidate packets are also available for download from the Library's web site:  
<https://wcpld.info/public-library-district-board-trustee-elections/>



**YOU'RE INVITED!**  
**October Events @ The Library**

**THURSDAY, OCTOBER 13TH, 6-8PM:**



**ALEBRIJES AT NIGHT**



**SATURDAY, OCTOBER 22ND 5:30-7:30PM:**



**"COCO" ON THE LAWN**



**SATURDAY, OCTOBER 29TH, 1-3PM:**



**LIBRARY TRUNK OR TREAT**



# Department Reports

## *August 2022*

### ADMINISTRATIVE SERVICES

\*\* Separate attachment

### ADULT SERVICES

#### **Engagement:**

- **Programs:** A total of 10 programs were attended in August, held either virtually or in-person with a total of 84 attendees.

**Visit with Jane Austin:** A total of 25 people attended the Jane Austin program performed by Debra from Historical Women of Letters.

**Healthy West Chicago Virtual Cooking Class:** A total of 25 attended the August virtual cooking class with food kits.

**Take and Make Crafts:** A total of 46 kits were taken from our make and take station for patrons in the month of August.

- **Technology Classes:** Adult Services staff taught 2 in-person computer classes in August (One in English and one in Spanish).
- **Summer Reading Program- Adults:** This year, our reading program was online on Beanstack. We had a total of 108 registrants, 53 Finishers and a total of 2,411 hours read.

### ADULT SERVICES: YOUNG ADULT

- A total of 8 programs were offered for teens in August with a total of 31 attendees.
- **Take and Make Crafts: Origami Cranes:** 20 bags were taken in August.
- **Summer Reading Program-Young Adults:** This year, our reading program was online on Beanstack. We had a total of 66 registrants, 28 finishers and 1,191 minutes read.

## **CIRCULATION SERVICES**

### **Circulation Statistics August 2022:**

- 15,571 Total Items checked out, 23.34% increase from August 2021.
- 4,360 Electronic materials checked out, 69.12% increase from August 2021.
- The total value of the materials checked out by our patrons was \$105,014.47 during August 2022.
- During August 2022, we had 134 patrons using self-check and a total of 488 items checked out.

### **Patron Statistics August 2022:**

- 4,829 Visitors to the Library, 6.16% increase from August 2021.
- 94 New patrons added, 28.77% increase from August 2021.
- 14,014 Card holders, 13.35% decrease from August 2021.
- 46.83% of the district population have library cards, 7.21% decrease from August 2021.

## **TECHNICAL SERVICES**

### **Acquisitions:**

- 1624 Items ordered.
- 1688 Items invoiced/received.
- 9 Items returned.

### **Cataloged:**

- 3435 Items added to the collection.

### **Withdrawals:**

- 923 Items withdrawn from the collection.

### **Material Maintenance:**

- 25 Items repaired in house.

### **Other Activities:**

- 570 Daily Health Questionnaires.
- 512 Items moved from new shelf to regular collection.
- 336 Postage processed.
- 112 Invoices processed.
- 74 Withdrawn books donated to Better World Books.



- 44 Pre-cat records created.
- 27 Title transfers.
- 22 West Chicago Suburban Life scanned and converted to searchable PDF.
- 2 E/J Kit Records updated.

## YOUTH SERVICES

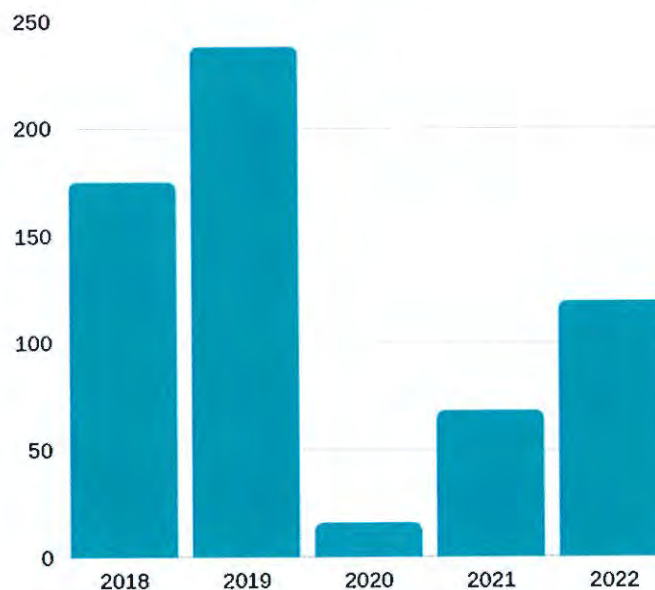
- **Engagement** -We held a total of 7 programs and 3 outreach events during the month of August.
- Total Outreach attendance-604
- All program attendance-380

**Stories and Alebrijes**-The last Alebrije Storytime was held at Cantigny with a total of 40 attendees.

**Summer Reading**-We have had our best summer reading numbers post-Covid.

- 350 summer reading bags were given out
- 119 people finished the program and turned in a drawing ticket
- 60 people claimed their free book

SRP Finishers



## ADMINISTRATIVE SERVICES

### eNews: August

The Shredding Event email was our most opened email of the month. 2,061 people opened that email, and it was a great indicator of how successful that event would be. We had about 200 cars show up and we collected 10,150 pounds of paper (about half the weight of a school bus), which ended up filling up the paper shredding truck. Rep. Maura Hirschauer and Sen. Karina Villa attended the entire event and helped patrons unload their cars and load the paper shredding bins. Traffic was managed extremely well, with little to no backup during the event. That event was made possible by KCT, who paid for the shredding truck, Sen. Karina Villa and Rep. Maura Hirschauer's office, who provided the volunteers, and the library, who hosted the event, planned the setup, coordinated with the police to ensure it would not be an issue with traffic, and the city to get all the traffic signs for the event.

The other highlight of the month was our Marlee Matlin event (our first Illinois Libraries Present (ILP) program). About 2,049 people opened this email, 34 people registered for the program, and a total of 2,935 people registered across all the Illinois library members combined. Out of over 200 libraries across the state, we made the top 20 of the libraries with the most patrons registered for the program.

### **Monthly Overview:**

- Average Click Rate: **1%**
  - Last Month's Rate: **1%**
- Average Open Rate: **35%**
  - Last Month's Rate: **34%**

### **Top Emails:**

#### **08/22 - Shredding Event**

- Unique Opens: **2,061**
- Open Rate: **40 %** (Last Month: 38%)
- Unique Clicks: **10**
- Click Rate: **1%** (Last Month: 1%)

#### **08/18 - Marlee Matlin**

- Unique Opens: **2,049**
- Open Rate: **39%** (Last Month: 38%)
- Unique Clicks: **29**
- Click Rate: **1%** (Last Month: 1%)

### **08/25 - Fall Reading**

- Unique Opens: **1,938**
- Open Rate: **37%** (Last Month: 37%)
- Unique Clicks: **16**
- Click Rate: **1%** (Last Month: 1%)

### **Top Links Clicked:**

- Marlee Matlin Program Registration - **42** (Last Month: 32)
- WCPLD .INFO – **29** (Last Month: 26)
- YA Cricut Mugs Registration – **13** (Last Month: 23)
- City of West Chicago Year of Alebrije Page – **13** (Last Month: 13)
- Fall Reading – **12** (Last Month: 6)

### **Facebook: August**

Alebrijes continued to dominate our posts. People were really excited to see the progress of the WeGo Alebrije being built. We even had some people from the community come and help us build and paint. The shredding event topped this list as well as the second most viewed post of the month.

### **Monthly Overview:**

Total Post Reach: **53,681** (Last Month: 47,298)

Total Post Engagements: **2,881** (Last Month: 2,751)

Page Likes: **2,018** (Last Month: 1,931)

### **Top Posts:**

#### **08/22 WEGO Alebrije: Help Us Build Post**

Reach: **2,652** (Last Month: 10,498)

Engagement: **32** (Last Month: 345)

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

#### **08/22 Shredding Event Promo**

Reach: **1,840** (Last Month: 8,172)

Engagement: **25** (Last Month: 296)

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

#### **08/03 Alebrije Dream Portals Promo**

Reach: **1,818** (Last Month: 3,589)

Engagement: **38** (Last Month: 170)

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



### **Instagram: August**

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: **489** (Last Month: 478)

### **Top Posts:**

#### **08/18 WeGo Alebrije Timelapse**

Reach: **607** (Last Month: 79)

Engagement: **17** (Last Month: 20)

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

#### **08/18 Marlee Matlin Promo**

Reach: **162** (Last Month: 64)

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

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

#### **08/31 Library Card Sing-up Month**

Reach: **134** (Last Month: 49)

Engagement: **15** (Last Month: 7)

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

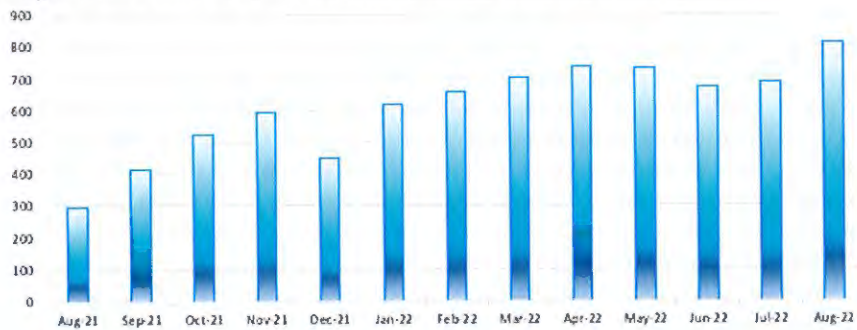
### **Creative Corridor: August**

- Theresa hosted a craft exhibit in the display case for the month of August. She featured many of the crafts she has created with patrons and promoted upcoming craft programs.

## IT Report – August

### Wireless Overview

August had 811 unique clients with 623.10Gb of data used.



With the beginning of the school year, we've had a jump in usage of our Wifi. Last year we had close to 300 connections, and we are now over 800 for the month of August.

### Website

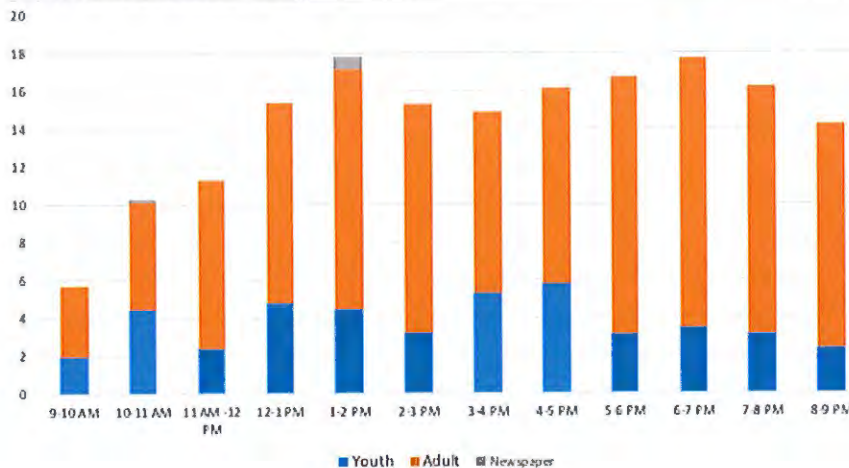
Last month we had 7745 website visits.

The top 5 pages in August were

1. Yearbooks (484 Visits in August, 395 Visits in July)
2. Employment (299 Visits in August, 172 Visits in July)
3. Print from Anywhere (259 Visits in August, 175 Visits in July)
4. Library of Things (235 Visits in August, 45 Visits in July)
5. eBooks and eAudiobooks (136 Visits in August, 99 Visits in July)

### Computer Usage

We had 419 users in August.



August saw adult services dealing with technical issues with two of their public computers. Due to this our usage numbers went down a bit. The newspaper archive continues to see popularity in the morning hours as our regulars enjoy the services again.



# 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	1,248,795
Item 2:	Property Taxes	2,474,512
Item 3:	Replacement tax	60,000
Item 4:	Interest	1,000
Item 5:	Grants	42,668
Item 6:	Other receipts (fines, fees, gifts, etc.)	13,200
Item 7:	Estimated Amount Available	3,840,175

**PART II**

<u>PART II</u>		<u>BUDGET</u>	<u>APPROPRIATIONS</u>
Item 1:	Salaries	1,283,108	1,500,000
Item 2:	Insurance-Health, Dental, Life	198,350	325,000
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	400,000
Item 16:	Utilities	47,675	95,000
Item 17:	Professional Services	83,301	150,000
Item 18:	Library Board Expenses	4,800	10,000
Item 20:	Capital Equipment Expenses	0	400,000
Item 21:	Estimated Expenditures/Appropriations	2,460,405	3,871,000

**PART III**

**SPECIAL FUND ESTIMATED EXPENDITURES/APPROPRIATIONS**

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

**PART IV**

**SPECIAL RESERVE FUND ESTIMATED EXPENDITURES/APPROPRIATIONS**

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

**PART V**

**SUMMARY**

Total Budget and Appropriation for Corporate Fund	2,460,405	3,871,000
Total Budget and Appropriation for IMRF	130,974	190,000
Total Budget and Appropriation for Special Reserve Fund	0	200,000
Total Budget and Appropriation	2,591,379	4,261,000

**ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2023**

Estimated Amount Available All Funds: Part 1 - Item 7	3,840,175	3,840,175
minus Part II - Item 21	-2,460,405	-3,871,000
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	1,248,796	-420,825

**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 September 26, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

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

ATTEST:

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

SEAL



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

STATE OF ILLINOIS       )  
  )  
COUNTY OF DUPAGE     )

## SECRETARY'S CERTIFICATE

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

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

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

Passed by the Board of Trustees of the West Chicago Public Library District at a regular meeting of said Board of Trustees on the 26th day of September 2022 and that said Ordinance was duly approved by the President of the Board of Trustees of the West Chicago Public Library District on the same date.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said West Chicago Public Library District, DuPage County, Illinois, this 26th day of September 2022.

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

(Seal)

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



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE BY SOURCE FOR THE WEST CHICAGO PUBLIC LIBRARY DISTRICT DUPAGE COUNTY, ILLINOIS

(JULY 1, 2022 AND ENDING JUNE 30, 2023 FISCAL YEAR)

Balance on Hand July 1, 2022, all funds	\$	1,248,795
Property Taxes	\$	2,474,512
Replacement Tax	\$	60,000
Interest	\$	1,000
Grants	\$	42,688
Other Receipts (fines, fees, gifts, etc.)	\$	13,200
Estimated Amount Available	\$	3,840,175

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Corrine Jakacki-Dattomo, Treasurer

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Date

(Seal)

## SNOW MAINTENANCE PROPOSAL

CLIENT NAME/LOCATION
WEST CHICAGO PUBLIC LIBRARY 118 W WASHINGTON ST WEST CHICAGO, IL 60185 BEN WESELOH (630) 523-2030

JOB NAME/LOCATION
WEST CHICAGO PUBLIC LIBRARY 118 W WASHINGTON ST WEST CHICAGO, IL 60185 BEN WESELOH (630) 523-2030

SNOW MAINTENANCE PER PUSH PROGRAM WITH PUBLIC WALKS	2022/2023	2023/2024	2024/2025
<b>PER PUSH</b>			
1-2" SNOWFALL	\$214	\$220	\$227
2.1-4" SNOWFALL	\$246	\$253	\$261
4.1-6" SNOWFALL	\$342	\$352	\$363
6.1-8" SNOWFALL	\$395	\$407	\$419
<b>SALTING OPERATIONS-PARKING LOT SURFACES</b>			
per application	\$177	\$182	\$188
<b>SALTING OPERATIONS-SIDEWALK SURFACES</b>			
per application	\$478	\$492	\$507
<b>SHOVELING OPERATIONS</b>			
per occurrence 1-2"	\$305	\$314	\$324
per occurrence 2.1-4"	\$351	\$361	\$372
per occurrence 4.1-6"	\$488	\$503	\$518
per occurrence 6.1-8"	\$564	\$581	\$599
I AGREE TO THIS CONTRACT FOR EACH YEAR I HAVE INITIALLED			

SNOW MAINTENANCE FIXED FEE WITH PUBLIC WALKS - 3 YEAR	2022/2023	2023/2024	2024/2025
BASE CONTRACT 1-30"	\$19,201	\$19,777	\$20,370
SURCHARGE 30.01-45"	\$4,940	\$5,088	\$5,241
SURCHARGE 45.01-55"	\$2,346	\$2,417	\$2,489
SURCHARGE 55.01" OR GREATER	\$2,346	\$2,417	\$2,489
FIVE EQUAL MONTHLY PAYMENTS	\$3,840	\$3,955	\$4,074

YOUR SIGNATURE OR THAT OF ANY AUTHORIZED REPRESENTATIVE IMPLIES YOUR ACCEPTANCE OF THE TERMS OF THE ATTACHED SNOW MAINTENANCE CONTRACT.

NET 30 DAYS. 1 1/2% PER MONTH LATE CHARGE ADDED TO PAYMENTS DUE OVER 30 DAYS.

The term of the "per push" contract is from November 1 of the current year until March 31 of the next year, unless the 2-year or 3-year option was selected.  
The term of the "fixed fee" contract is from November 1 of the current year until March 31 of the third year.

### ACCEPTANCE OF PROPOSAL

This proposal is subject to the covenants, conditions, restrictions, limitations, and provisions contained in the attachment of this document and attached specifications. Signature assumes that all terms and conditions of this document and attached specifications whether in original form or in the form of a facsimile are accepted in total. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature \_\_\_\_\_

Date 09/06/2022

Client Signature \_\_\_\_\_

Date \_\_\_\_\_