



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, MARCH 25, 2024
7:00 PM

AGENDA

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

- | | |
|--|------------------------------------|
| A. Call to Order | Patricia Weninger, President |
| B. Roll Call | Diane Kelsey, Secretary |
| C. Approval of the Minutes | |
| 1. Decennial Committee – February 26, 2024 | ACTION |
| 2. Board Meeting – February 26, 2024 | ACTION |
| D. Recognition of the Public | |
| E. Public Comments -- Limited to 3 Minutes | |
| F. Agenda – Additions/Deletions | |
| G. Treasurer’s Report | Corrine Jakacki-Dattomo, Treasurer |
| 1. Approval of the Bills for March 2024 | |
| 2. Financial Statements for February 2024 | |
| H. Communications | |
| 1. Chronology for Annual Financial Ordinances
(Peregrine, Stime, Newman, Ritzman & Brucker, Ltd.) | ATTACHMENT |
| 2. WeGo Together for Kids 2023 Annual Report | ATTACHMENT |
| I. Reports | |
| 1. President | Patricia Weninger |
| 2. Library Director | ATTACHMENT |
| 3. Department Managers | ATTACHMENT |
| 4. Policy Committee | Frank Fokta |
| 5. Review of Closed Session Minutes & Recordings
Committee | Frank Fokta |
| 6. Finance Committee | Corrine Jakacki-Dattomo |

J. Unfinished Business

1. Decennial Committee on Local Government Efficiency Report ACTION

K. New Business

1. Healthy West Chicago Donation Request ACTION
2. Resolution 24-01 Amending Resolution 23-05 Closing Schedule for 2024 ACTION
3. Library Policies
 - a. Smoke Free Library ACTION
 - b. Drug and Alcohol-Free Library ACTION
 - c. Outreach Services ACTION
 - d. Rubber Signature Stamp ACTION
 - e. Employee Protection (Whistleblower) ACTION
 - f. Confidentiality of Library Records ACTION
 - g. Meeting Room ACTION
 - h. Study Room ACTION
4. COLA and Merit Pool Recommendation for FY 2025 ACTION
5. Recommendations for Closed Session Minutes & Recordings ACTION
6. Short Takes for Trustees: Evaluating the Library Director (e-learning) DISCUSSION

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



WEST CHICAGO PUBLIC LIBRARY DISTRICT

DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
MAIN PROGRAM ROOM
MONDAY, FEBRUARY 26, 2024
MEETING MINUTES
6:00 pm

A. Call to Order

The meeting was called to order at 6:06 PM by Pat Weninger, President

B. Roll Call

PRESENT: Pat Weninger, President, Diane Kelsey, Secretary, Richard Bloom, Trustee, Laura Finch, Heidi Kuharich, Melissa Spyrison, Community Members, Benjamin Weseloh, Library Director

ABSENT: Frank Fokta, Vice-President, Corrine Jakacki-Dattomo, Treasurer, Scott Grotto, Maureen Navadomskis, Trustees.

C. Approval of Minutes of November 27, 2023, Decennial Committee

Motion to approve made by Bloom; Kelsey seconded. The vote to approve was unanimous. Motion passes.

D. Recognition of the Public

None present.

E. Public Comments – Limited to 3 minutes

None

F. Agenda - Additions/Deletions

None

G. Unfinished Business

None.

H. New Business

1. Decennial Committee Report

Ben followed template provided by Ansel Glink 2023

To item IX: **What Have We Done Well**, Committee recommended adding:

Bilingual and Spanish language programing increased as response to Strategic Plan
Staff able to converse with patrons in Spanish.

To item X: **What Inefficiencies Did We Identify/What Are our Next Steps?** Committee recommended adding:

Library is constantly monitoring needs and suggestions of patrons. The newly revised Strategic Plan has already been implementing several suggestions made by patrons.

Improve communication with public/develop newsletter, possibly in conjunction with other public entities – local school district, fire protection district, park district, etc.

To item XII: – **Studies on Governmental Efficiencies**, Committee recommended the following statement:

The Committee acknowledges the importance of continually monitoring our programs and evaluating the service we provide to the community. The committee believes the library has a full array of measures in place to address any internal inefficiencies. Those areas are addressed through the implementation of our strategic plan and through our committee work. We have a professional and creative staff that continuously strives to create vibrant, creative, and meaningful programs.

2. Establish Date and Time for Next Meeting

This is the Committee's final meeting.

I. The meeting was adjourned at 6:44 PM.

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 26, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:03 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Diane Kelsey, Secretary; Richard Bloom, Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Nicholas Del Giudice, Public Relations Specialist; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - January 22, 2024: Ms. Kelsey moved to approve the Minutes of the Board Meeting of January 22, 2024, as amended; seconded by Mr. Bloom.

- Page 2, Paragraph 1, third sentence should read: "...which is an IMRF special revenue fund."

- Page 3, Item 2, third sentence should read "...approximately \$42,668 and \$102,000, respectively."

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 February 2004: Mr. Bloom moved that the Board approve expenditures in the amount of \$215,591.83; seconded by Ms. Navadomskis. Discussion was had regarding the payment of \$11,250.00 for the "Install of 5 Cameras" on the top of Page 6, which was for the five cameras that installed earlier in 2023.

Roll Call Vote - Yes: Bloom, Kelsey, Navadomskis, Weninger. Motion carried.

3. Financial statements for January 2023: Mr. Weseloh covered the January 2024 financial statements in his director's report.

I. COMMUNICATIONS:

1. Memo Re: Reports to IDES: Starting January 1, 2024, when independent contractors perform or present for the Library, the Library is to report to the IDES that the person was hired under this arrangement.

I. REPORTS:

1. President's Report: President Weninger thanked the Library Director and staff for their work in preparing the decennial report; and she thanked the department managers for attending the monthly board meetings and providing their respective department reports which make it possible for the board to have a much more complete picture of the day-to-day operations of the library.

President Weninger stated it is time for the board to prepare the director's annual review, and the same format will be used as the past several years. President Weninger will send out an email to each of the board members, and she would like to schedule a meeting at least a week before the April 22 board meeting.

2. Library Director: Mr. Weseloh stated that the library is 58.3% through its fiscal year elapsed. A few line items are running ahead: books, front-loaded databases, periodicals, technology services, facilities, operations, and utilities.

The first PPRT check of the year was received in the amount of \$47,953.34. The first PPRT check last year was in the amount of \$61,651.68, roughly 22% more than this year. The second check this year is expected to be approximately \$60,000.

Mr. Weseloh signed a contract with Santana Energy Services, the low bidder for natural gas, at a fixed rate of .3601 per therm for an 18-month period. The current contract with Constellation ends in April.

The library's elevator passed its annual inspection; and NIR roofing replaced approximately 50 broken or missing roofing tiles.

The library has had several plumbing issues throughout the month, including faulty sump pump switches; replacement the hot water valve on the lobby VAV box; a meter replacement of a backflow pipe, replacement of a rusty valve which was leaking; and replacement of an HVAC valve in an office space. The library has few shutoff valves throughout the building; so when and where they can, the contractor will install additional shutoffs when they are onsite doing repairs. Additionally, the building has mainly lead piping, not copper; and the former should be replaced with the latter when possible.

The director would like to take the board members on a tour of the

library in June.

Six new Adult Services computers were installed, a reduction from ten computers based on usage trends. Staff serverless migration is ongoing, and staff will be trained to work from the serverless infrastructure.

Administration is working through a billing issue with Peerless, the phone contractor. A bill was received for \$7,000, and a few days later the company increased the bill to \$9,000. The bill should only be about \$700. To date the company representative has not been responsive.

Mr. Weseloh submitted to the State the annual Per Capita Grant application and the expenditures report in January. Mr. Weseloh met with the public services manager and director of Timberlake Property Management Company to discuss some partnership and programming opportunities for the Timberlake community. Quarterly programming is provided for the apartments and community groups to come in and participate.

The SWAN committee of the whole meeting was held February 6, 2024 to discuss the SWAN draft budget, which will be voted on at the quarterly administrators and directors meeting on March 7, 2024. The SWAN fees are going to decrease for this coming year. Addison Public Library has joined the consortium; and SWAN is looking to downsize its physical space because many employees are working from home.

The Signal Cooperative Purchasing Alliance is being considered to meet some of the larger scale projects that were discussed in the Building and Grounds Committee meeting, including the lighting and paver replacement and a couple other projects. Midwest Mechanical will prepare some estimates for the projects which the Library can use to prepare the budget.

Mr. Weseloh is temporarily putting the hiring of an administrative assistant on hold. Debbie Walsh, an employee who works in Youth and Adult Services as needed, has been helping in the administrative office to clear through some of the clutter, and work on document retention and disposal that is required by the State Library. Once this project is completed, Mr. Weseloh will determine how much time is needed to fill the administrative assistant position.

Mr. Weseloh described a trustee training program called Short Takes for long-time trustees and newer trustees developed by RAILS and United for Libraries. Trustee Academy goes through five or six updated classes or concepts such as everyday advocacy; why the library matters; diversity, equity, and inclusion; and vendor negotiations.

3. Department Managers:

Administrative Services: The new program guides were delivered to the community. In the month of January the Library had just shy of 25,000 email opens.

The library has access to the Transparent Language Online app, which is a language-learning software similar to Duolingo, but it is free to the library patrons.

Nick will be taking photographs of staff members for the new website, which remains on track for an April 8th launch date. He has met with other West Chicago governmental communications employees and discussed with them some new email software options.

Adult Services: The Library has partnered with College of DuPage to start ESL classes at the library on Saturdays. One of the Library's strategic planning goals was to implement an ESL program by March 2024. The class has approximately 25 participants.

As part of the Library's partnership with Healthy West Chicago they have started an herb gardening program with 48 people who participated.

Young Adults: The Young Adults department has partnered with Northern Illinois Food Bank and are taking part in the Shelf Stable program which packs shelf stable meals that can be distributed at programs.

Circulation: 13,854 items were checked out; 3,854 electronic materials were checked out, which is a 4.19% increase from the previous year. The Library had 4,600 visitors in January. The Library worked with the local food pantry to create a new partnership; and the Library provided some books and some program guides for the pantry's space.

A group of 31 students from the West Chicago Community High School Transition Program are participating in different activities at the library. Some of the students spoke with the Young Adult Librarian and asked about the video game program; and three of the students then participated in the next gaming program.

Youth Services: The department hosted 25 programs in January, with a total program attendance of 466 for the month. Programs included Winter Tales Puppet Storytime, Wiggle Worms, and Toddler Obstacle Course.

For outreach the Youth Services department saw 90 children between 0 and 11 years old, and 74 adults. The department held four bilingual programs for children birth to 3 years old and their parents which centers around literacy and parent-child play.

4. Building & Grounds Committee: The Committee met February 8, 2024. at 6:35 p.m. Present were Chair, Richard Bloom; committee member Corrine Jakacki; Pat Weninger, ex officio; and the Library Director. The most recent meeting was August 1, 2022, which had adjourned with unfinished business: 50 broken roof tiles to be replaced; ejector pump alarms to be installed; and VAV boxes to be purchased.

New Business included tuckpointing and power washing the building exterior. The Library needs to determine whether to have the entire exterior of the building power washed at one time, or divide the project into two time periods of power washing, whichever is most economical.

The Committee also discussed the paver replacement with concrete, removal and replacement of the bike rack, and installation of a handicap ramp into the parking lot. The committee discussed adding commercial gutters to the building and how to disperse water once it reaches the ground; as well as considered the exterior lighting project and number of additional light poles needed in the lot.

The committee is recommending that whenever the electrical panel work is performed, that the library is closed for that day due to the necessity for roving blackouts throughout the day.

The committee will gather information regarding the different projects to prioritize the order in which they are addressed and then establish a calendar of accomplishing the work.

The meeting was adjourned at 7:27 p.m.

5. Decennial Committee on Local Government Efficiency: The committee met on February 26, 2024, and held its fourth and final meeting. In attendance were Trustees Pat Weninger, Diane Kelsey, Maureen Navadomskis, and Richard Bloom; Director Weseloh; and the three community members. The decennial report was reviewed in its entirety, and a few modifications were suggested. When the report is finalized, it will be brought before the Library Board for approval.

K. Unfinished Business: None.

L. New Business:

1. Decennial Committee on Local Government Efficiency Act - Report: This item was tabled until Director Weseloh completes the suggested changes to the report. When the changes are complete, the item will be placed on the next board agenda.

2. Short Takes for Trustees: What it Means to Be a Trustee: Each one

of the Short Takes 8 to 10-minute videos has a corresponding resource guide. The board viewed one of the Short Takes videos during the meeting: What It Means to Be a Trustee

There are ten different sections, which would take the board almost a year to get through if it reviews one per board meeting. Some of the topics are library ethics, setting policy, ethical and parliamentary standards, how to evaluate the library director and why you should, and self-evaluations of the trustees.

Mr. Weseloh will send the information on the Short Takes to President Weninger, and she can forward it to the trustees. A certificate of completion is available at the end.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: President Weninger adjourned the meeting at 8:17 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: March 25, 2024

FINANCIAL STATEMENT DATE: February 29, 2024

Payroll dated:

2/2/2024	Net Payroll	\$ 37,991.97
	Federal Liability Payment	\$ 10,858.89
	State Liability Payment	\$ 2,310.56
	Paylocity Fee	\$ 168.32
 2/16/2024	Net Payroll	 \$ 38,129.61
	Federal Liability Payment	\$ 10,890.55
	State Liability Payment	\$ 2,309.87
	Paylocity Fee	\$ 914.18
	 Net Payroll	 \$ -
	Federal Liability Payment	\$ -
	State Liability Payment	\$ -
	Paylocity Fee	\$ -

TOTAL	\$ 103,573.95
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State Bank of IL

Operating - Manual Cks	Check No.	\$ 30,077.11
Operating - System Cks	Check No.	\$ 83,765.18
Operating - Credit Card	Check No.	\$ 1,631.25
Librarian's Petty Cash	Check No.	\$ -

TOTAL	\$ 115,473.54
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Total Bills for Approval	\$ 219,047.49
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Bills Total
As of March 18, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
ACC Business						
	Bill	02/27/2024	240459958	1/11/24-2/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business						608.66
Accurate Office Supplies						
	Bill	02/27/2024	610642	Coffee/Paper	41334 · OFFICE SUPPLIES GENERAL	374.55
	Bill	03/05/2024	611035	Tissue/Paper Towels/Liners/Soap/Dusters	45115 · JANITORIAL SUPPLIES	1,494.42
Total Accurate Office Supplies						1,868.97
Alarm Detection Systems						
	Bill	03/10/2024	204101-1070	April 2024-June 2024	45160 · CONTRACT INSPECTION & MAINTENAN	291.15
Total Alarm Detection Systems						291.15
Amazon Capital Services						
	Bill	02/14/2024	11QH-HGCJ-4N41	Misc.	44120 · PROGRAMS-ADULT	95.90
	Bill	02/14/2024	1N3P-FKGY-7F4X	Floor Sign Display	44210 · MARKETING	183.96
	Bill	02/17/2024	1VD3-Q9XK-HRV9	Knitting Loom	42500 · PROCESSING-TECHNICAL SERVICES	17.98
	Bill	02/19/2024	11TN-LPQ7-N7RF	DVD	42320 · AV MATERIALS-ADULT	19.95
	Bill	02/19/2024	11TN-LPQ7-R1QF	Books	44140 · PROGRAMS-YOUTH	16.98
	Bill	02/24/2024	1L36-VDJ9-LKFV	Misc.	44145 · EVENTS AND OUTREACH	181.73
	Bill	02/26/2024	1QQ6-Y14L-1CKR	Paper Shredder	41334 · OFFICE SUPPLIES GENERAL	84.14
	Bill	02/29/2024	1FW9-P7T4-3NGY	Cables	41400 · IT EQUIPMENT UPGRADES-STAFF	27.43
	Bill	02/29/2024	1TG3-XJJV-9QRP	Book	42120 · BOOKS-ADULT	18.58
	Bill	03/01/2024	1QQP-NKN1-F464	Misc.	44140 · PROGRAMS-YOUTH	54.56
	Bill	03/03/2024	1YCQ-M9D1-R1M4	Cutting Blade	41334 · OFFICE SUPPLIES GENERAL	5.69
	Bill	03/03/2024	1C1F-VYVL-R6RD	Misc.	44145 · EVENTS AND OUTREACH	172.88
	Bill	03/03/2024	1PD1-QWXX-TKGR	Easter Eggs/Glo-sticks	44140 · PROGRAMS-YOUTH	22.24
	Bill	03/03/2024	1LQF-TN3D-TXFV	Toys	44140 · PROGRAMS-YOUTH	291.91
	Bill	03/04/2024	1MT7-3GMG-3TF3	Wood/Yarn	44120 · PROGRAMS-ADULT	109.43
	Bill	03/06/2024	16GJ-T9RG-H4VD	Cutting Mats	41334 · OFFICE SUPPLIES GENERAL	15.81
	Bill	03/06/2024	1C3F-YTKJ-6QHD	Book Pouches	42500 · PROCESSING-TECHNICAL SERVICES	33.99
Total Amazon Capital Services						1,353.16
American Library Association						
	Bill	02/15/2024		J. Winter	41330 · ASSOCIATION DUES	247.00
	Bill	02/27/2024		A. Ghobrial	41330 · ASSOCIATION DUES	229.00
Total American Library Association						476.00
Anderson Elevator Co.						
	Bill	03/01/2024	84875-F5Q0	March 2024	45160 · CONTRACT INSPECTION & MAINTENAN	180.00
Total Anderson Elevator Co.						180.00
Andy Frain						
	Bill	02/29/2024	354454	February 2024	45112 · SECURITY SERVICE	1,699.15
Total Andy Frain						1,699.15

West Chicago Public Library District
Bills Total
As of March 18, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Armbrust Plumbing and Heating						
	Bill	02/13/2024	64522684	Service Call	45165 · INTERIOR R & M-OTHER	887.74
	Bill	02/16/2024	65612182	Service Call	45165 · INTERIOR R & M-OTHER	318.00
	Bill	02/20/2024	65663652	Service Call	45165 · INTERIOR R & M-OTHER	318.00
Total Armbrust Plumbing and Heating						1,523.74
Bigleaf Networks, Inc.						
	Bill	03/01/2024	84629	March 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.						499.00
Buck Services						
	Bill	02/29/2024	61103	February 2024	45110 · JANITORIAL SERVICE	552.00
	Bill	03/07/2024	61247	March 2024	45110 · JANITORIAL SERVICE	1,009.50
Total Buck Services						1,561.50
Cengage Learning						
	Bill	03/06/2024	84010333	Books	42120 · BOOKS-ADULT	158.35
Total Cengage Learning						158.35
Cintas Corporation						
	Bill	03/01/2024	9261996232	March 2024	45155 · GENERAL BLDG SERVICES	50.50
Total Cintas Corporation						50.50
Comcast						
	Bill	03/15/2024		April 2024	42405 · INTERNET SERVICES	336.00
Total Comcast						336.00
Comcast Business						
	Bill	03/01/2024	196530691	March 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business						560.00
ComEd						
	Bill	02/22/2024		1/6/24-2/20/24	45320 · UTILITIES-ELECTRIC	3,444.06
Total ComEd						3,444.06
De Lage Landen Financial						
	Bill	03/09/2024	82181077	March 2024	41336 · OFFICE EQUIPMENT	1,571.23
Total De Lage Landen Financial						1,571.23
EBSCO						
	Bill	02/01/2024	1000224846-1	Flipster 2/1/24-1/31/25	42210 · PERIODICALS	1,318.75
Total EBSCO						1,318.75
Efficiency Reporting						
	Bill	02/20/2024	20085er	January Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting						340.00
Fairytales Entertainment						
	Bill	01/05/2024	21851	5/4/24 Program	44140 · PROGRAMS-YOUTH	260.00
	Bill	01/05/2024	21850	4/27/24 Program	44140 · PROGRAMS-YOUTH	120.00

West Chicago Public Library District
Bills Total
As of March 18, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total Fairytale Entertainment						380.00
First Security Systems, Inc.						
	Bill	03/01/2024	95156	Quarterly Maintenance for Fire Alarm System	45160 · CONTRACT INSPECTION & MAINTENAN	<u>747.75</u>
Total First Security Systems, Inc.						747.75
Flood Brothers						
	Bill	03/05/2024	7364800	March 2024	45350 · UTILITIES-TRASH	<u>59.99</u>
Total Flood Brothers						59.99
Gehrke Technology Group						
	Bill	03/11/2024	2400903	March 2024	45150 · HVAC R & M	<u>125.00</u>
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	03/01/2024	59776	March 2024	45520 · ACCOUNTING	<u>1,575.00</u>
Total Governmental Accounting, Inc.						1,575.00
Grant and Power Landscaping						
	Bill	03/01/2024	8678	March 2024	45120 · SNOW REMOVAL	<u>3,840.00</u>
Total Grant and Power Landscaping						3,840.00
IHLS-OCLC						
	Bill	03/13/2024	29930	IFM Debits for February 2024	41338 · POSTAGE	<u>15.52</u>
Total IHLS-OCLC						15.52
Indus MIS, Inc						
	Bill	03/07/2024	5902	Annual Maintenance 5/1/24-4/30/25	41425 · WARRANTIES/EXTENDED CARE	<u>3,250.00</u>
Total Indus MIS, Inc						3,250.00
Ingram Library Services						
	Credit	01/24/2024	80107342	Books	42130 · BOOKS-YOUNG ADULT	-42.48
	Credit	01/26/2024	80157319	Books	42120 · BOOKS-ADULT	-10.80
	Credit	02/13/2024	80467972	Books	42140 · BOOKS-YOUTH	-17.96
	Credit	02/19/2024	80558195	Books	42120 · BOOKS-ADULT	-35.30
	Credit	02/29/2024	80738963	Books	42120 · BOOKS-ADULT	-16.95
	Bill	02/02/2024	80266552	Books	-SPLIT-	26.52
	Bill	02/02/2024	80266553	Books	-SPLIT-	178.80
	Bill	02/05/2024	80295017	Books	-SPLIT-	435.70
	Bill	02/06/2024	80320312	Books	-SPLIT-	208.38
	Bill	02/06/2024	80328305	Books	-SPLIT-	147.24
	Bill	02/07/2024	80348528	Books	-SPLIT-	67.97
	Bill	02/09/2024	80396385	Books	-SPLIT-	57.96
	Bill	02/13/2024	80447348	Books	-SPLIT-	311.36
	Bill	02/14/2024	80479543	Books	-SPLIT-	220.68
	Bill	02/16/2024	80515916	Books	-SPLIT-	209.53
	Bill	02/19/2024	80545062	Books	-SPLIT-	301.03

West Chicago Public Library District
Bills Total
As of March 18, 2024

Type	Date	Num	Memo	Split	Amount
Bill	02/19/2024	80545063	Books	-SPLIT-	559.10
Bill	02/19/2024	80545064	Books	-SPLIT-	322.09
Bill	02/19/2024	80545061	Books	-SPLIT-	82.78
Bill	02/21/2024	80599074	Books	-SPLIT-	613.27
Bill	02/21/2024	80591457	Books	-SPLIT-	892.91
Bill	02/26/2024	80666171	Books	-SPLIT-	580.61
Bill	02/28/2024	80719331	Books	-SPLIT-	180.25
Bill	02/29/2024	80740294	Books	-SPLIT-	145.90
Total Ingram Library Services					5,418.59
Joan Happel					
Bill	03/08/2024		Mileage Reimbursement	41320 · TRAVEL	7.20
Bill	03/08/2024		Mileage Reimbursement	41320 · TRAVEL	14.74
Total Joan Happel					21.94
LIMRICC					
Bill	03/05/2024		March 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	19,252.53
Total LIMRICC					19,252.53
Midwest Mechanical					
Bill	02/22/2024	112152063	Hot Water Valve Replacement	45150 · HVAC R & M	2,556.00
Bill	02/29/2024	112152374	Service Call	45150 · HVAC R & M	1,441.00
Bill	03/03/2024	136279	March 2024	45150 · HVAC R & M	932.00
Bill	03/14/2024	112152877	Service Call	45150 · HVAC R & M	688.40
Total Midwest Mechanical					5,617.40
Midwest Tape					
Bill	02/06/2024	505018104	AV Materials	42320 · AV MATERIALS-ADULT	22.49
Bill	02/13/2024	505047100	AV Materials	42320 · AV MATERIALS-ADULT	165.67
Bill	02/13/2024	505047101	AV Materials	42320 · AV MATERIALS-ADULT	287.94
Bill	02/19/2024	505076655	AV Materials	42320 · AV MATERIALS-ADULT	116.98
Bill	02/19/2024	505076656	AV Materials	42320 · AV MATERIALS-ADULT	74.96
Bill	02/19/2024	505076657	AV Materials	42320 · AV MATERIALS-ADULT	11.99
Bill	02/27/2024	505110547	AV Materials	42320 · AV MATERIALS-ADULT	35.23
Bill	02/27/2024	505110548	AV Materials	42320 · AV MATERIALS-ADULT	13.49
Bill	02/27/2024	505110549	AV Materials	42340 · AV MATERIALS-YOUTH	205.38
Total Midwest Tape					934.13
NCPERS					
Bill	03/10/2024		March 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
Nicor					
Bill	03/06/2024		2/2/24-3/4/24	45310 · UTILITIES-GAS	989.30
Total Nicor					989.30

West Chicago Public Library District
Bills Total
As of March 18, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Orkin Pest Control						
	Bill	02/19/2024	257665586	February 2024	45155 · GENERAL BLDG SERVICES	99.99
	Bill	03/13/2024	259169094	March 2024	45155 · GENERAL BLDG SERVICES	99.99
Total Orkin Pest Control						<u>199.98</u>
OverDrive						
	Bill	02/28/2024	24062796	Ebooks	42320 · AV MATERIALS-ADULT	877.94
	Bill	02/29/2024	24064173	Ebooks	42320 · AV MATERIALS-ADULT	285.84
Total OverDrive						<u>1,163.78</u>
Patricia Anne Lynn						
	Bill	03/05/2024		Spoon River Anthology Program	44120 · PROGRAMS-ADULT	300.00
Total Patricia Anne Lynn						<u>300.00</u>
Peerless Network						
	Bill	03/01/2024	45756	February 2024	45330 · UTILITIES-TELEPHONE	454.49
	Bill	03/15/2024	46555	2/15/24-3/14/24	45330 · UTILITIES-TELEPHONE	97.65
Total Peerless Network						<u>552.14</u>
Penworthy						
	Bill	02/19/2024	0597353	Books	42140 · BOOKS-YOUTH	2,175.03
Total Penworthy						<u>2,175.03</u>
People Made Visible, Inc.						
	Bill	02/03/2024		March Cooking Class	44120 · PROGRAMS-ADULT	110.00
Total People Made Visible, Inc.						<u>110.00</u>
Premier Factory Safety, LLC						
	Bill	02/27/2024	20482	Evacuation Map	41342 · ADMINISTRATIVE MISC	156.66
Total Premier Factory Safety, LLC						<u>156.66</u>
Sebert Landscaping						
	Bill	03/13/2024		April 2024	45130 · EXTERIOR LANDSCAPING	1,200.00
Total Sebert Landscaping						<u>1,200.00</u>
Sikich LLP						
	Bill	02/21/2024	MS5503853	March 2024	41420 · TECHNOLOGY MANAGEMENT	5,695.15
	Bill	02/21/2024	I503693	Remote Support Quote#025733	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	152.25
	Bill	02/28/2024	I504193	Travel/Project Planning/install/Migrations	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	7,276.75
	Bill	02/28/2024	I504192	Project Planning/Migration	41400 · IT EQUIPMENT UPGRADES-STAFF	1,833.50
	Bill	02/29/2024	I503517	March 2024	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
	Bill	02/29/2024	I504046	Remote Support	-SPLIT-	1,116.50
	Bill	03/12/2024	I504745	Remote Support for Quote#025733	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	812.00
	Bill	03/14/2024	N505568	Microsoft Open Value/MS Software Assurance	41410 · SOFTWARE STAFF	92.56
Total Sikich LLP						<u>17,242.71</u>
Unique Management Services						
	Bill	03/01/2024	6123961	Curbside Communicator March 2024	41410 · SOFTWARE STAFF	40.00

West Chicago Public Library District
Bills Total
As of March 18, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
	Bill	03/01/2024	6123050	February Placements	41346 · MATERIALS & RESOURCE RECOVERY	<u>187.15</u>
Total Unique Management Services						227.15
Verizon						
	Bill	02/29/2024	9957943291	February 2024	45330 · UTILITIES-TELEPHONE	<u>329.36</u>
Total Verizon						329.36
Xtreme Environmental Solutions						
	Bill	03/10/2024	112WCL	March 2024	45350 · UTILITIES-TRASH	<u>25.00</u>
Total Xtreme Environmental Solutions						25.00
TOTAL						<u><u>83,765.18</u></u>

West Chicago Public Library District
Bill List - Check Detail #6031
 As of February 29, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
AFLAC Ins.						
	Check	02/09/2024	BP020924	Feb Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Ampion Commenergy						
	Check	02/12/2024	BP021224	Jan Bill	45320 · UTILITIES-ELECTRIC	-109.30
	Check	02/12/2024	BP021224B	Jan Bill	45320 · UTILITIES-ELECTRIC	-312.56
Total Ampion Commenergy						-421.86
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	02/29/2024	BP022924	Feb Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
	Check	02/05/2024	BP020524	Jan 2024 Payroll	21040 · IMRF	-14,946.25
	Check	02/20/2024	BP022024	Feb 2024 Payroll	21040 · IMRF	-14,623.80
Total IMRF						-29,570.05
Kamm Insurance Group						
Total Kamm Insurance Group						
Maguire Insurance						
Total Maguire Insurance						
Paylocity						
Total Paylocity						
Philadelphia Insurance Co						
Total Philadelphia Insurance Co						
Relation Insurance Services Great Lakes						
Total Relation Insurance Services Great Lakes						
TOTAL						<u><u>-30,077.11</u></u>

West Chicago Public Library District Bills Total (Credit Card)

As of March 18, 2024

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	02/10/2024		Creavtive Cloud/Acrobat Pro	110.45
Total Adobe Inc.					110.45
American Library Association					
	Credit Card Charge	02/19/2024		J. Rock	162.00
Total American Library Association					162.00
Chicago Tribune					
	Credit Card Charge	02/21/2024		Subscription	96.00
Total Chicago Tribune					96.00
Constant Contact					
	Credit Card Charge	02/01/2024		February 2024	70.00
Total Constant Contact					70.00
Costco					
	Credit Card Charge	02/29/2024		Snacks	87.83
Total Costco					87.83
HR Source					
	Credit Card Charge	02/14/2024		Supervisory Essentials	195.00
Total HR Source					195.00
Mobile Beacon					
	Credit Card Charge	02/15/2024		Renewal of 7 hotspots	840.00
Total Mobile Beacon					840.00
Old Time Pottery					
	Credit Card Charge	02/01/2024		Misc.	29.98
Total Old Time Pottery					29.98
Spotify					
	Credit Card Charge	02/24/2024		Premium Subscription	10.99
Total Spotify					10.99
Universal Yums					
	Credit Card Charge	02/01/2024		Yum Yum Box	29.00
Total Universal Yums					29.00
TOTAL					1,631.25

West Chicago Public Library District

Financial Analysis

For the 8 Month(s) Ended February 29, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

67% of Budget Year

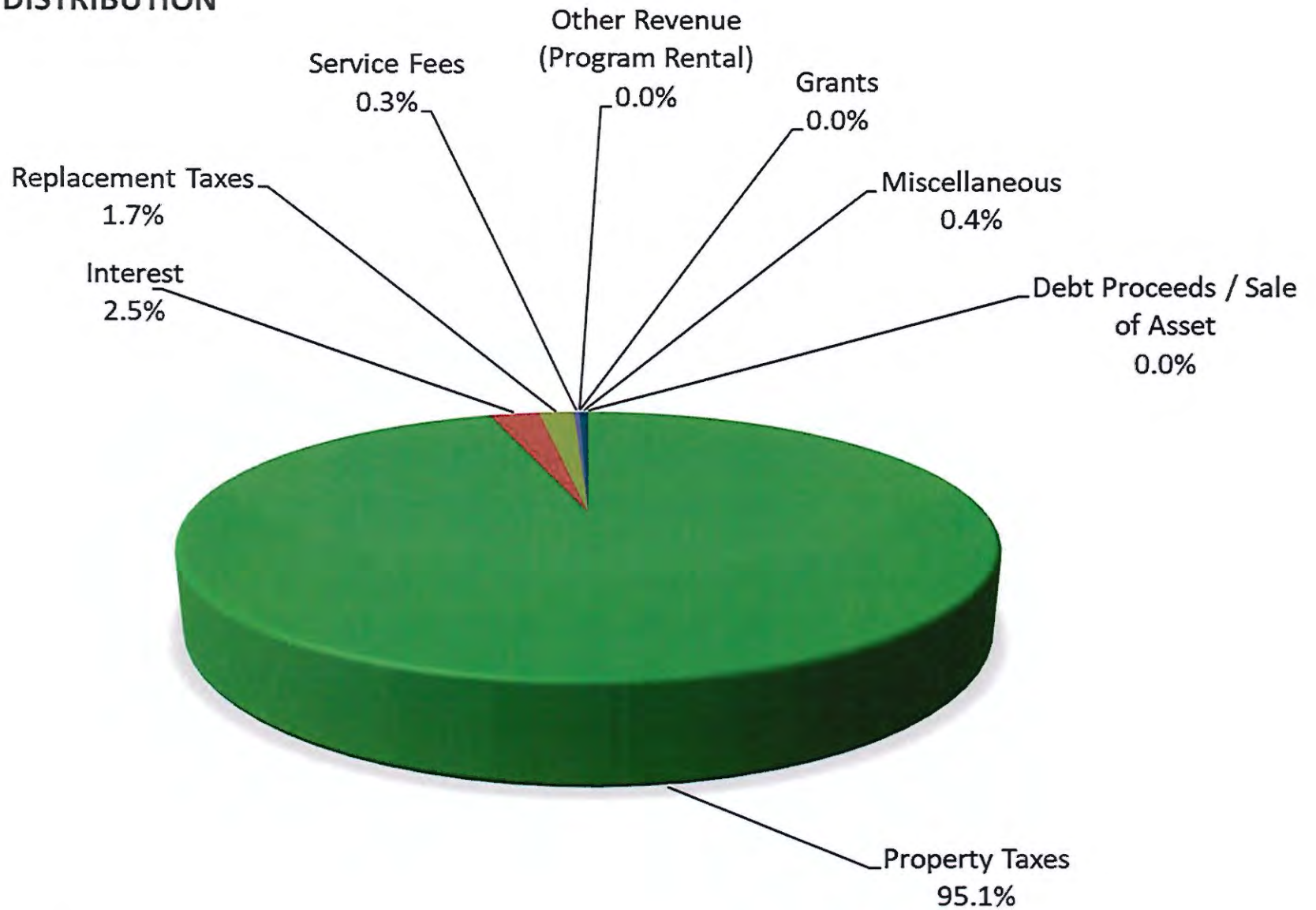
- 99% of Total Budget
- Property Taxes
 - Collected \$2,647,620 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$47,953 or 80%
- Interest
 - Collected \$69,386 or 151% of Budget
- Other Income
 - Collected \$11,929 as a TIF Rebate/Refund
- Service Fees
 - Collected \$8,131 or 125% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,647,620	2,647,868	100%	2,470,229	7%
Interest	69,386	45,800	151%	40,650	71%
Replacement Taxes	47,953	60,000	80%	61,652	-22%
Service Fees	8,131	6,500	125%	7,665	6%
Other Revenue (Program Rental)	-	-	n/a	80	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,929	2,100	568%	227	5166%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,785,020	2,804,936	99%	2,580,502	8%
Budgeted Revenues	2,804,936				
% Diff	99%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

67% of Budget Year

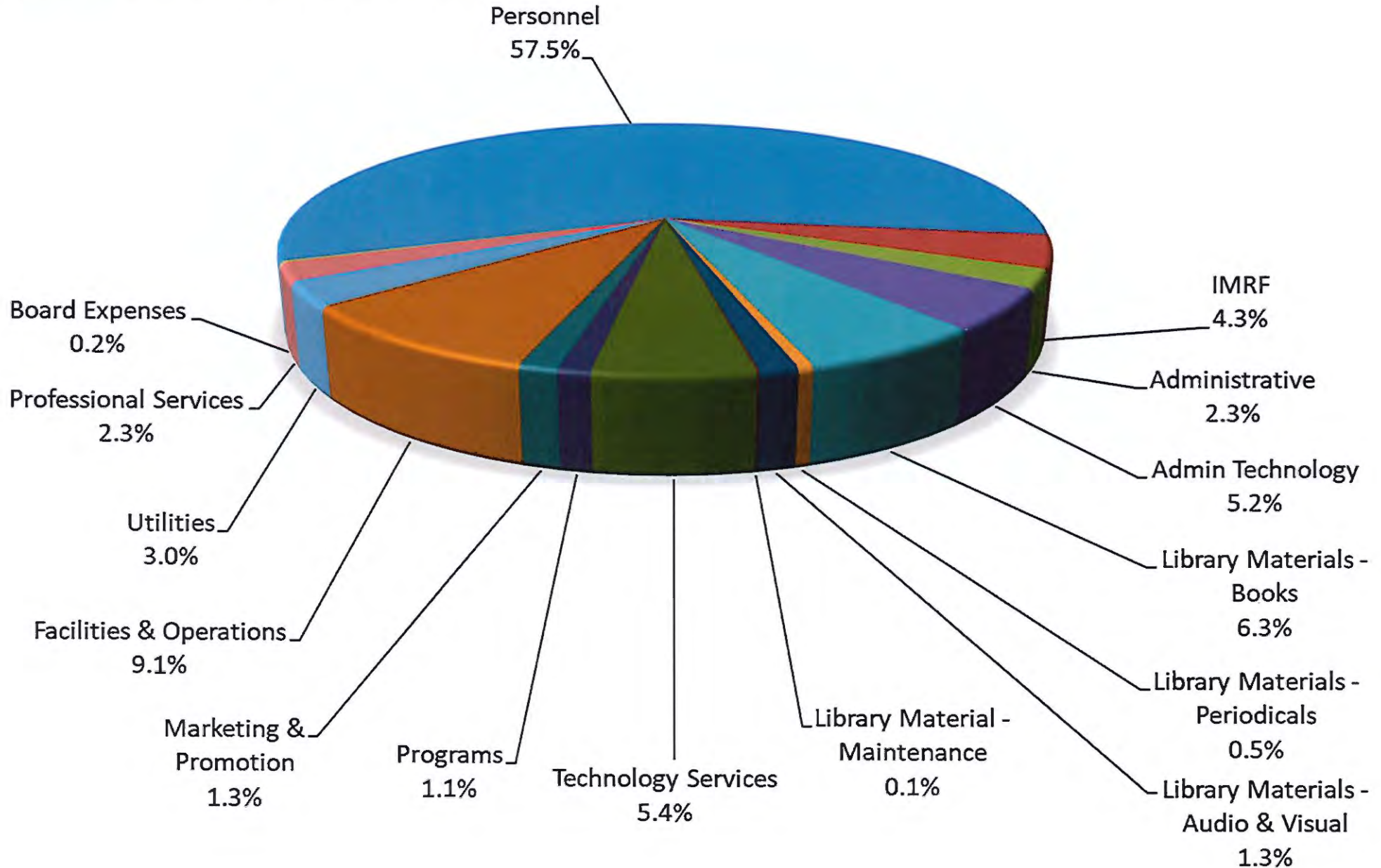
- 62% of Total Budget
- Admin. Technology
 - 51% of Budget
- Library Materials
 - 76% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
 - \$7,300 for IT Project Install & Migration
- Professional Services
 - 49% of Budget
- Facilities Maintenance
 - 80% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 101% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	997,282	1,687,936	59%	938,585	6%
IMRF	74,794	140,836	53%	77,984	-4%
Administrative	40,494	79,014	51%	40,069	1%
Admin Technology	89,778	163,550	55%	99,355	-10%
Library Materials - Books	109,710	148,915	74%	91,621	20%
Library Materials - Periodicals	8,898	8,850	101%	7,206	23%
Library Materials - Audio & Visual	22,900	42,500	54%	21,225	8%
Library Material - Maintenance	93,646	110,450	85%	60,499	55%
Technology Services	1,402	10,410	13%	1,644	-15%
Programs	19,476	39,674	49%	23,376	-17%
Marketing & Promotion	22,752	36,208	63%	18,538	23%
Facilities & Operations	158,266	198,563	80%	106,373	49%
Utilities	52,730	52,000	101%	26,275	101%
Professional Services	39,050	79,930	49%	46,156	-15%
Board Expenses	3,185	6,100	52%	1,985	60%
Actual Expenditures	1,734,361	2,804,936	62%	1,560,892	11%
Budgeted Expenditures	2,804,936				
% Diff	62%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

For the 8 Month(s) Ended February 29, 2024

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	984,522	64,886	1,251	1,050,659	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	<u>2,379,777</u>	<u>73,455</u>	<u>124,938</u>	<u>2,578,170</u>	<u>1,527,511</u>

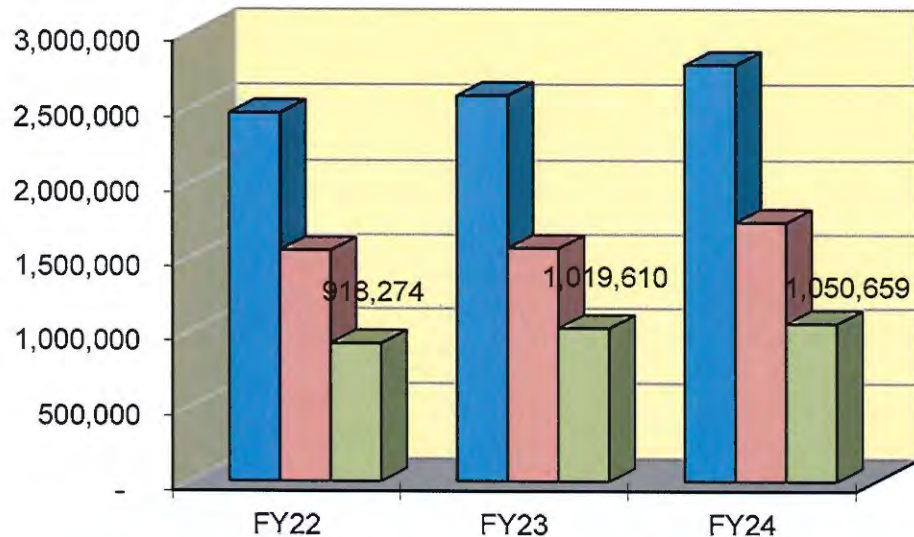
Fund Balance as % of Total Expenditures

143%

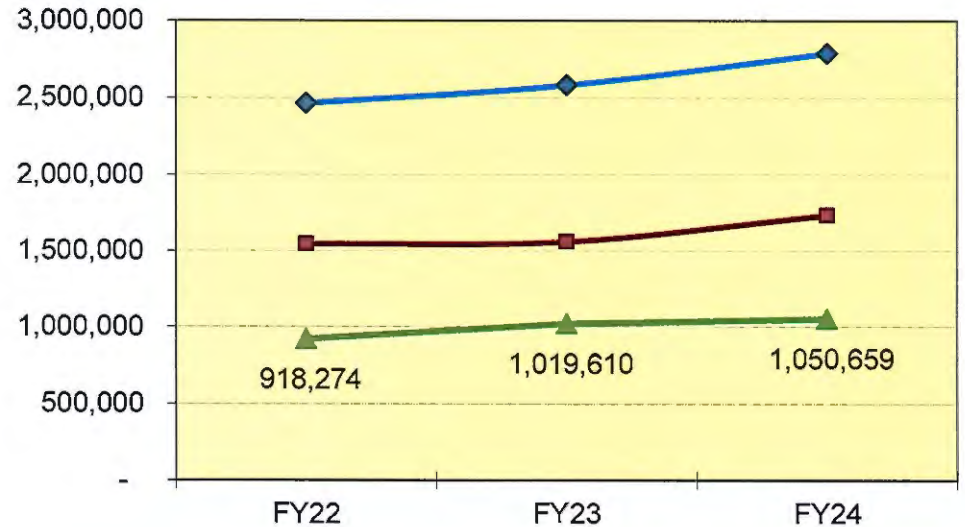
98%

0%

149%



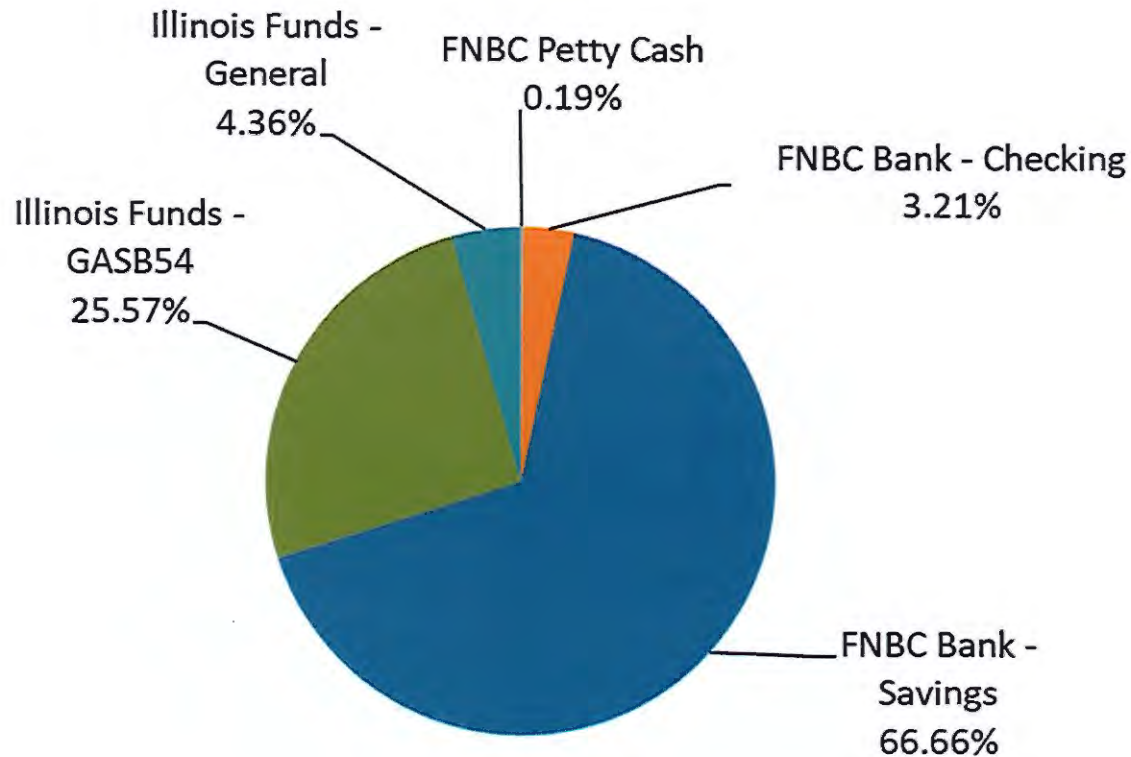
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank – Checking	#6031	A/P	0.10%	85,003
FNBC Bank - Savings	#0317	MM	2.79%	1,764,503
Illinois Funds - GASB54	#6950	MM	Various	676,969
Illinois Funds - General	#5519	MM	Various	115,506
Total				\$ 2,647,141



Financial Report

For the 8 Month(s) Ended February 29, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 29, 2024

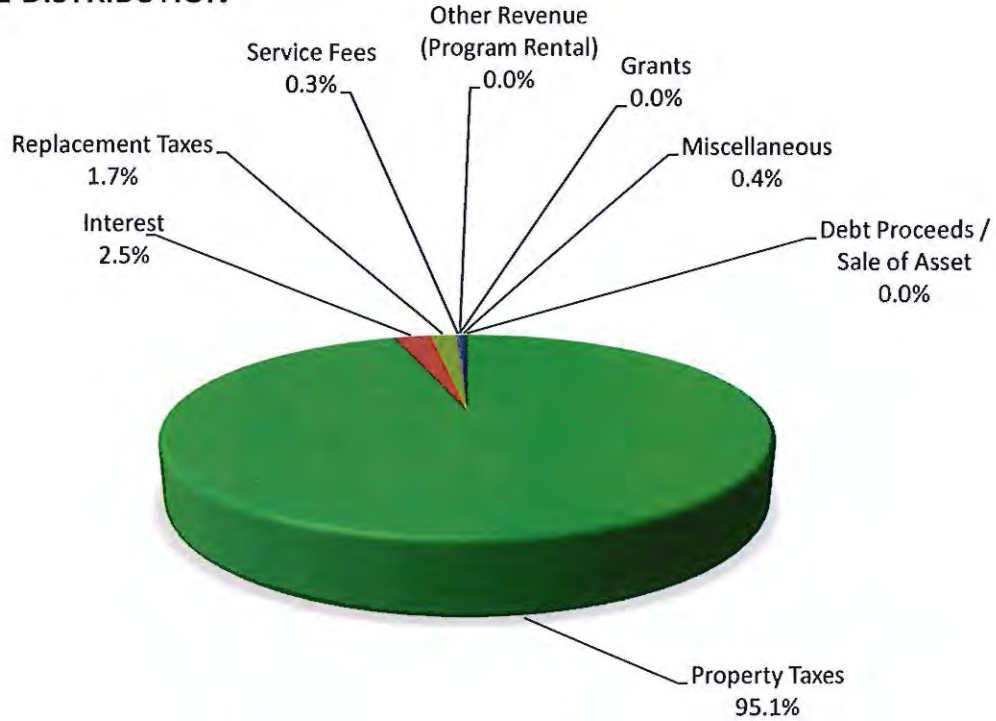
67% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,647,620	2,647,868	100%
Interest	69,386	45,800	151%
Replacement Taxes	47,953	60,000	80%
Service Fees	8,131	6,500	125%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,785,020	<u>2,804,936</u>	<u>99%</u>
	<u>Budgeted Revenues</u> 2,804,936		
	% Diff 99%		
OPERATING EXPENDITURES			
Personnel	997,282	1,687,936	59%
IMRF	74,794	140,836	53%
Administrative	40,494	79,014	51%
Admin Technology	89,778	163,550	55%
Library Materials - Books	109,710	148,915	74%
Library Materials - Periodicals	8,898	8,850	101%
Library Materials - Audio & Visual	22,900	42,500	54%
Library Material - Maintenance	1,402	10,410	13%
Technology Services	93,646	110,450	85%
Programs	19,476	39,674	49%
Marketing & Promotion	22,752	36,208	63%
Facilities & Operations	158,266	198,563	80%
Utilities	52,730	52,000	101%
Professional Services	39,050	79,930	49%
Board Expenses	3,185	6,100	52%
	<u>Actual Expenditures</u> 1,734,361	<u>2,804,936</u>	<u>62%</u>
	<u>Budgeted Expenditures</u> 2,804,936		
	% Diff 62%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,050,659</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>2,578,170</u>		

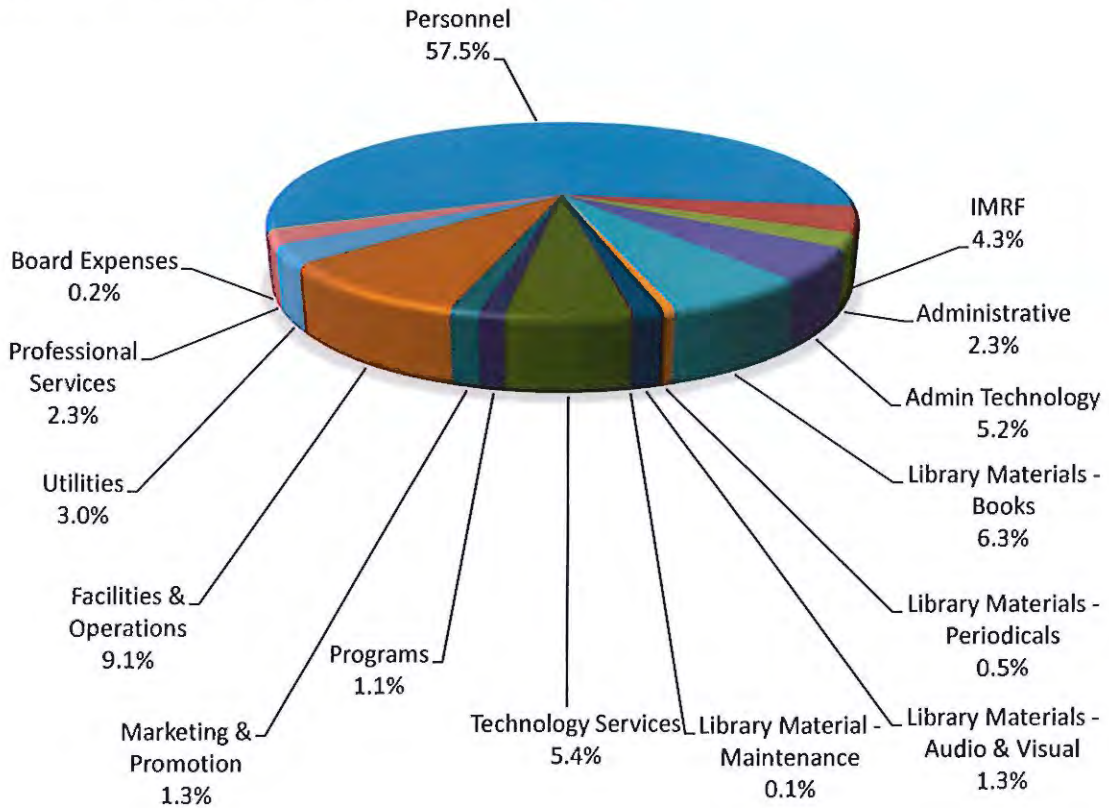
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 29, 2024

REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 29, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 8 Month(s) Ended February 29, 2024

67% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,510,094	137,527	-	2,647,620	2,647,868	100%
Interest	65,982	2,153	1,251	69,386	45,800	151%
Replacement Taxes	47,953	-	-	47,953	60,000	80%
Service Fees	8,131	-	-	8,131	6,500	125%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,929	-	-	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,644,089	139,679	1,251	2,785,020	2,804,936	99%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	99%	99%	n/a	99%		
OPERATING EXPENDITURES						
Personnel	997,282	-	-	997,282	1,687,936	59%
IMRF	-	74,794	-	74,794	140,836	53%
Administrative	40,494	-	-	40,494	79,014	51%
Admin Technology	89,778	-	-	89,778	163,550	55%
Library Materials - Books	109,710	-	-	109,710	148,915	74%
Library Materials - Periodicals	8,898	-	-	8,898	8,850	101%
Library Materials - Audio & Visual	22,900	-	-	22,900	42,500	54%
Library Material - Maintenance	1,402	-	-	1,402	10,410	13%
Technology Services	93,646	-	-	93,646	110,450	85%
Programs	19,476	-	-	19,476	39,674	49%
Marketing & Promotion	22,752	-	-	22,752	36,208	63%
Facilities & Operations	158,266	-	-	158,266	198,563	80%
Utilities	52,730	-	-	52,730	52,000	101%
Professional Services	39,050	-	-	39,050	79,930	49%
Board Expenses	3,185	-	-	3,185	6,100	52%
Actual Expenditures	1,659,568	74,794	-	1,734,361	2,804,936	62%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	62%	53%	n/a	62%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	-	-	-	-	-	0%
Grant Expenses	-	-	-	-	-	0%
Special Reserve Expenses	-	-	-	-	-	0%
Transfer-Out	-	-	-	-	-	0%
Actual Expenditures	-	-	-	-	-	n/a
Budgeted Expenditures	-	-	-	-		
% Diff	n/a	n/a	n/a	n/a		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	984,522	64,886	1,251	1,050,659	-	
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511	
ENDING FUND BALANCE	2,379,777	73,455	124,938	2,578,170	1,527,511	
Fund Balance as % of Total Expenditures	143%	98%	0%	149%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 29, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	220,655.67	2,510,093.83	137,526.57	0.00	2,647,620.40	2,647,868.00	-247.60	99.99%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,000.00	47,953.34	0.00	0.00	47,953.34	60,000.00	-12,046.66	79.92%
33000 · INTEREST INCOME	7,403.93	3,750.00	65,981.84	2,152.68	0.00	68,134.52	45,000.00	23,134.52	151.41%
33040 · INTEREST-IL FUND BLDG CONST	149.83	66.67	0.00	0.00	1,251.40	1,251.40	800.00	451.40	156.43%
35100 · FINES	1.00	0.00	94.16	0.00	0.00	94.16	0.00	94.16	100.00%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	614.51	333.33	4,531.35	0.00	0.00	4,531.35	4,000.00	531.35	113.28%
35510 · LOST AND PAID MATERIALS	286.31	83.33	1,139.88	0.00	0.00	1,139.88	1,000.00	139.88	113.99%
35710 · NON RESIDENT FEES	203.58	125.00	2,365.64	0.00	0.00	2,365.64	1,500.00	865.64	157.71%
35810 · BOOK SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
36030 · MEMORIALS AND DONATIONS	120.00	8.33	220.00	0.00	0.00	220.00	100.00	120.00	220.00%
36035 · DONATIONS-SUMMER READING	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	131.33	0.00	0.00	131.33	200.00	-68.67	65.67%
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%
38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	25.00	11,577.73	0.00	0.00	11,577.73	300.00	11,277.73	3,859.24%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	8,779.16	233,744.67	2,644,089.10	139,679.25	1,251.40	2,785,019.75	2,804,936.00	-19,916.25	99.29%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	103,483.27	111,708.33	808,701.74	0.00	0.00	808,701.74	1,340,500.00	-531,798.26	60.33%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	16,851.18	19,903.00	125,748.58	0.00	0.00	125,748.58	238,836.00	-113,087.42	52.65%
41120 · FICA EXPENSE	7,692.64	8,583.33	59,929.12	0.00	0.00	59,929.12	103,000.00	-43,070.88	58.18%
41130 · UNEMPLOYMENT COMPENSATION	0.00	250.00	597.32	0.00	0.00	597.32	3,000.00	-2,402.68	19.91%
41140 · WORKERS COMPENSATION	0.00	216.67	2,305.00	0.00	0.00	2,305.00	2,600.00	-295.00	88.65%
Subtotal	128,027.09	140,661.33	997,281.76	0.00	0.00	997,281.76	1,687,936.00	-690,654.24	59.08%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	195.00	1,248.33	2,093.00	0.00	0.00	2,093.00	14,980.00	-12,887.00	13.97%
41320 · TRAVEL	0.00	183.33	792.75	0.00	0.00	792.75	2,200.00	-1,407.25	36.03%
41330 · ASSOCIATION DUES	638.00	508.33	4,797.00	0.00	0.00	4,797.00	6,100.00	-1,303.00	78.64%
41332 · PAYROLL PROCESSING	1,082.50	608.33	5,596.31	0.00	0.00	5,596.31	7,300.00	-1,703.69	76.66%
41334 · OFFICE SUPPLIES GENERAL	721.22	458.33	4,233.06	0.00	0.00	4,233.06	5,500.00	-1,266.94	76.97%
41336 · OFFICE EQUIPMENT	22.15	1,786.17	12,065.74	0.00	0.00	12,065.74	21,434.00	-9,368.26	56.29%
41338 · POSTAGE	1,500.00	541.67	5,009.92	0.00	0.00	5,009.92	6,500.00	-1,490.08	77.08%
41342 · ADMINISTRATIVE MISC	156.66	291.67	2,219.35	0.00	0.00	2,219.35	3,500.00	-1,280.65	63.41%
41344 · SUPPLIES-FOOD	87.83	500.00	1,168.19	0.00	0.00	1,168.19	6,000.00	-4,831.81	19.47%
41346 · MATERIALS & RESOURCE RECOVERY	147.75	83.33	807.70	0.00	0.00	807.70	1,000.00	-192.30	80.77%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	375.00	1,710.95	0.00	0.00	1,710.95	4,500.00	-2,789.05	38.02%
Subtotal	4,551.11	6,584.50	40,493.97	0.00	0.00	40,493.97	79,014.00	-38,520.03	51.25%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 29, 2024

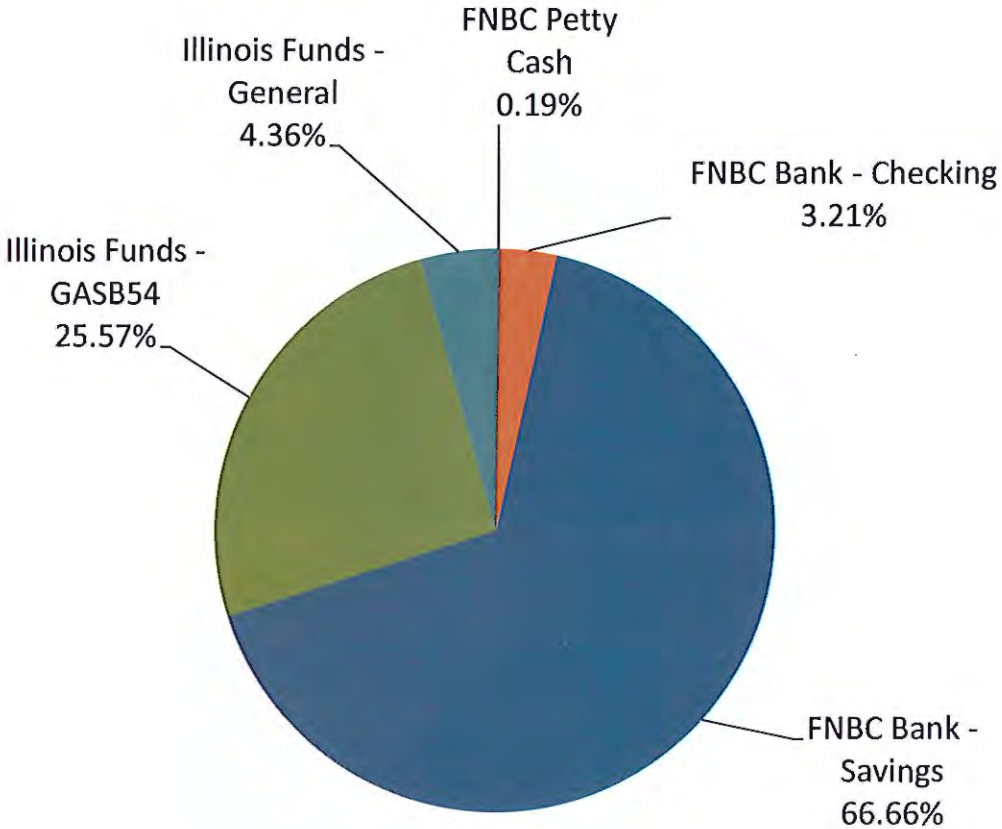
	Monthly					YTD Total	YTD Budget	\$ Over Budget	% of Budget
	Monthly Total	Budget	General	IMRF	Special Reserve				
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	3,637.18	6,268.33	20,474.17	0.00	0.00	20,474.17	75,220.00	-54,745.83	27.22%
41410 · SOFTWARE STAFF	161.44	284.17	2,725.14	0.00	0.00	2,725.14	3,410.00	-684.86	79.92%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,695.15	5,447.33	50,002.30	0.00	0.00	50,002.30	65,368.00	-15,365.70	76.49%
41425 · WARRANTIES/EXTENDED CARE	0.00	1,629.33	16,576.04	0.00	0.00	16,576.04	19,552.00	-2,975.96	84.78%
Subtotal	9,493.77	13,629.17	89,777.65	0.00	0.00	89,777.65	163,550.00	-73,772.35	54.89%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	0.00	3,987.08	47,188.01	0.00	0.00	47,188.01	47,845.00	-656.99	98.63%
42120 · BOOKS-ADULT	5,286.82	5,891.67	42,730.47	0.00	0.00	42,730.47	70,700.00	-27,969.53	60.44%
42122 · BOOKS-LITERACY	14.99	30.83	116.23	0.00	0.00	116.23	370.00	-253.77	31.41%
42130 · BOOKS-YOUNG ADULT	1,963.11	458.33	3,222.09	0.00	0.00	3,222.09	5,500.00	-2,277.91	58.58%
42140 · BOOKS-YOUTH	3,621.02	1,958.33	16,041.06	0.00	0.00	16,041.06	23,500.00	-7,458.94	68.26%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	411.73	0.00	0.00	411.73	1,000.00	-588.27	41.17%
Subtotal	10,885.94	12,409.58	109,709.59	0.00	0.00	109,709.59	148,915.00	-39,205.41	73.67%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	1,810.78	737.50	8,897.86	0.00	0.00	8,897.86	8,850.00	47.86	100.54%
Subtotal	1,810.78	737.50	8,897.86	0.00	0.00	8,897.86	8,850.00	47.86	100.54%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,032.48	2,750.00	20,612.30	0.00	0.00	20,612.30	33,000.00	-12,387.70	62.46%
42330 · AV MATERIALS-YOUNG ADULT	0.00	166.67	589.99	0.00	0.00	589.99	2,000.00	-1,410.01	29.5%
42340 · AV MATERIALS-YOUTH	205.38	625.00	1,697.58	0.00	0.00	1,697.58	7,500.00	-5,802.42	22.63%
Subtotal	2,237.86	3,541.67	22,899.87	0.00	0.00	22,899.87	42,500.00	-7,212.43	53.88%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,998.50	26,986.00	0.00	0.00	26,986.00	35,982.00	-8,996.00	75.0%
42405 · INTERNET SERVICES	2,002.66	2,341.67	17,842.93	0.00	0.00	17,842.93	28,100.00	-10,257.07	63.5%
42420 · SOFTWARE PUBLIC	1,144.50	1,418.17	9,199.86	0.00	0.00	9,199.86	17,018.00	-7,818.14	54.06%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	9,215.50	2,445.83	39,616.74	0.00	0.00	39,616.74	29,350.00	10,266.74	134.98%
Subtotal	12,362.66	9,204.17	93,645.53	0.00	0.00	93,645.53	110,450.00	2,448.60	84.79%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	298.12	850.83	1,251.21	0.00	0.00	1,251.21	10,210.00	-8,958.79	12.26%
42510 · CATALOGING TOOL	0.00	16.67	150.89	0.00	0.00	150.89	200.00	-49.11	75.45%
42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	298.12	867.50	1,402.10	0.00	0.00	1,402.10	10,410.00	-8,958.79	13.47%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	682.26	955.83	6,625.89	0.00	0.00	6,625.89	11,470.00	-4,844.11	57.77%
44130 · PROGRAMS-YOUNG ADULT	355.99	416.67	2,478.53	0.00	0.00	2,478.53	5,000.00	-2,521.47	49.57%
44135 · PROGRAMS-SUMMER READING	0.00	355.83	4.19	0.00	0.00	4.19	4,270.00	-4,265.81	0.1%
44140 · PROGRAMS-YOUTH	449.52	861.17	5,535.27	0.00	0.00	5,535.27	10,334.00	-4,798.73	53.56%
44145 · EVENTS AND OUTREACH	-353.27	716.67	4,831.76	0.00	0.00	4,831.76	8,600.00	-3,768.24	56.18%
Subtotal	1,134.50	3,306.17	19,475.64	0.00	0.00	19,475.64	39,674.00	-8,566.97	49.09%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	253.96	328.33	1,947.46	0.00	0.00	1,947.46	3,940.00	-1,992.54	49.43%
44215 · WEBSITE	0.00	833.33	6,444.88	0.00	0.00	6,444.88	10,000.00	-3,555.12	64.45%
44220 · PROMO MATERIALS-ADULT	0.00	250.00	670.95	0.00	0.00	670.95	3,000.00	-2,329.05	22.37%
44240 · PROMO MATERIALS-YOUTH	264.11	208.33	1,424.46	0.00	0.00	1,424.46	2,500.00	-1,075.54	56.98%
44245 · PROGRAM GUIDE	3,071.41	1,358.33	12,264.23	0.00	0.00	12,264.23	16,300.00	-4,035.77	75.24%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
Subtotal	3,589.48	3,017.33	22,751.98	0.00	0.00	22,751.98	36,208.00	-13,456.02	62.84%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 29, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	1,926.50	1,450.00	12,100.00	0.00	0.00	12,100.00	17,400.00	-5,300.00	69.54%
45112 · SECURITY SERVICE	1,699.15	1,775.00	13,563.22	0.00	0.00	13,563.22	21,300.00	-7,736.78	63.68%
45115 · JANITORIAL SUPPLIES	18.57	466.67	3,153.26	0.00	0.00	3,153.26	5,600.00	-2,446.74	56.31%
45116 · COVID 19 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45117 · SECURITY CAMERAS	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
45120 · SNOW REMOVAL	3,840.00	2,166.67	11,520.00	0.00	0.00	11,520.00	26,000.00	-14,480.00	44.31%
45130 · EXTERIOR LANDSCAPING	0.00	823.33	4,682.50	0.00	0.00	4,682.50	9,880.00	-5,197.50	47.39%
45140 · EXTERIOR R & M-OTHER	0.00	1,868.33	30,606.97	0.00	0.00	30,606.97	22,420.00	8,186.97	136.52%
45150 · HVAC R & M	5,054.00	2,083.33	40,811.65	0.00	0.00	40,811.65	25,000.00	15,811.65	163.25%
45155 · GENERAL BLDG SERVICES	150.49	125.00	1,075.24	0.00	0.00	1,075.24	1,500.00	-424.76	71.68%
45160 · CONTRACT INSPECTION & MAINTENAN	2,390.00	1,563.58	19,380.62	0.00	0.00	19,380.62	18,763.00	617.62	103.29%
45165 · INTERIOR R & M-OTHER	2,418.74	3,766.67	21,372.70	0.00	0.00	21,372.70	45,200.00	-23,827.30	47.29%
Subtotal	17,497.45	16,546.92	158,266.16	0.00	0.00	158,266.16	198,563.00	-40,296.84	79.71%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,166.38	716.67	6,251.87	0.00	0.00	6,251.87	8,600.00	-2,348.13	72.7%
45320 · UTILITIES-ELECTRIC	3,865.92	2,333.33	30,757.16	0.00	0.00	30,757.16	28,000.00	2,757.16	109.85%
45330 · UTILITIES-TELEPHONE	881.50	850.00	6,804.28	0.00	0.00	6,804.28	10,200.00	-3,395.72	66.71%
45340 · UTILITIES-WATER	607.11	333.33	8,236.78	0.00	0.00	8,236.78	4,000.00	4,236.78	205.92%
45350 · UTILITIES-TRASH	84.99	100.00	679.92	0.00	0.00	679.92	1,200.00	-520.08	56.66%
Subtotal	6,605.90	4,333.33	52,730.01	0.00	0.00	52,730.01	52,000.00	730.01	101.4%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	0.00	1,539.17	12,331.00	0.00	0.00	12,331.00	18,470.00	-6,139.00	66.76%
45505 · AUDIT	0.00	1,121.67	10,870.00	0.00	0.00	10,870.00	13,460.00	-2,590.00	80.76%
45510 · LEGAL	0.00	1,000.00	3,249.40	0.00	0.00	3,249.40	12,000.00	-8,750.60	27.08%
45515 · PROFESSIONAL SERVICES	0.00	1,416.67	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
45520 · ACCOUNTING	1,575.00	1,583.33	12,600.00	0.00	0.00	12,600.00	19,000.00	-6,400.00	66.32%
Subtotal	1,575.00	6,660.83	39,050.40	0.00	0.00	39,050.40	79,930.00	-40,879.60	48.86%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	83.33	23.75	0.00	0.00	23.75	1,000.00	-976.25	2.38%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	2,040.00	0.00	0.00	2,040.00	4,100.00	-2,060.00	49.76%
45610 · LEGAL NOTICES AND ADS	36.80	83.33	1,121.32	0.00	0.00	1,121.32	1,000.00	121.32	112.13%
Subtotal	376.80	508.33	3,185.07	0.00	0.00	3,185.07	6,100.00	-2,914.93	52.21%
15E · CAPITAL EQUIPMENT									
46500 · CAPITAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
16E · GRANT EXPENSES									
49600 · GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 · GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E · IMRF EXPENSES									
92500 · IMRF EXPENSE	9,035.61	11,736.33	0.00	74,793.51	0.00	74,793.51	140,836.00	-66,042.49	53.11%
Subtotal	9,035.61	11,736.33	0.00	74,793.51	0.00	74,793.51	140,836.00	-66,042.49	53.11%
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%
Net Income	209,482.07	233,744.67	1,659,567.59	74,793.51	0.00	1,734,361.10	2,804,936.00	-1,070,574.90	61.83%
	-200,702.91	0.00	984,521.51	64,885.74	1,251.40	1,050,658.65	0.00	1,050,658.65	100.00%

**West Chicago Public Library District
Investments
February 29, 2024**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,003
FNBC Bank - Savings	#0317	MM	2.79%	1,764,503
Illinois Funds - GASB54	#6950	MM	Various	676,969
Illinois Funds - General	#5519 / 1507	MM	Various	115,506
Total				\$ 2,647,141



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3/1/24

CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES

2024-2025 FISCAL YEAR

I. District Libraries

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

Applicable Statutes include:

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

II. City/Village Libraries

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

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

The relevant statute provides as follows:

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

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

• • •

**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE
CALENDAR NOT LATER THAN JUNE, 2024.**

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

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

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- A. Pass Ordinance for “Building and Maintenance Tax” (.02% special tax). July - November (see Note on p.7)

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

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

We recommend passage after July 1, 2024 and before November 1, 2024 per backdoor referendum regulations.

- B. Prepare a tentative Budget and Appropriation Ordinance.¹ August 24, 2024

- C. Set a date for a public hearing to discuss the tentative Budget and Appropriation Ordinance. August 24, 2024

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

- D. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance at least 30 days prior to the hearing.² August 24, 2024

- E. Conduct the public hearing concerning the tentative Budget and Appropriation Ordinance. September 24, 2024

- F. After the public hearing on the tentative Budget and Appropriation Ordinance, pass the Budget and Appropriation Ordinance in final form.³ September 24, 2024

- G. Publish the Budget and Appropriation Ordinance. October 24, 2024

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

2 50 ILCS 330/3

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

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption).⁴ October 24, 2024
- I. Adopt a Certified Estimate of Revenues by Source.⁵ October 24, 2024
- J. File with the County Clerk the Certified Estimate of Revenues by Source. October 24, 2024
- K. Pass a Resolution To Determine Estimate of Funds Needed. This Resolution should be passed even if further compliance with TITA is not required.⁶ Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance.⁷ November 13, 2024

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

See Note on page 8 about the Truth in Taxation Law.

- L. Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing.⁸ Publication date depends on hearing date (7 to 14 days)

4 35 ILCS 200/18-50

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

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

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

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

7 35 ILCS 200/18-70

8 35 ILCS 200/18-80

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- | | | |
|----|--|-------------------|
| M. | Conduct the TITA public hearing (if a public hearing is required). | December 3, 2024 |
| N. | Pass the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after passage of the Resolution To Determine Estimate of Funds Needed. ⁹ | December 3, 2024 |
| O. | On or before the last Tuesday of December ¹⁰ file with the County Clerk a copy of the Levy Ordinance with the following certifications: | December 31, 2024 |
| | 1. Certification of Authenticity (by the District Secretary); | |
| | 2. Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made. | |

TO AVOID ANY PROBLEM WITH FILING AND COUNTY CLERK HOLIDAY SCHEDULES, WE RECOMMEND FILING THE LEVY ORDINANCE WITH THE COUNTY CLERK PROMPTLY AFTER THE LEVY ORDINANCE IS PASSED.

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

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

NOTES

I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated Election to be held on Tuesday, April 1, 2025.

II. CALENDAR

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

III. ORDINANCES

The Public Library District Act provides that:

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

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

IV. FRONT DOOR REFERENDA

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

Please confirm the applicable deadlines/filing dates if you plan a referendum.

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

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

The period from July-November is the recommended timeframe to pass the special .02% tax for “Building & Maintenance” and publish Notice of the passage.

For backdoor referendum regulations, we recommend the .02% levy be passed and published before November 1, 2024.

The date of a prospective referendum to be included in the Notice to be published is April 1, 2025.

A. Preliminary Comments

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

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

B. Election Dates

For the 2024-2025 fiscal year (Levy Ordinance filed in the Fall, 2024), the date of the prospective referendum is April 1, 2025. For example, if the Notice of the .02% Ordinance is published in October, 2024, and a backdoor referendum is sought, the Board will not know until after the April 1, 2025 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on April 1, 2025, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2024).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 1, 2025 is necessary and can plan accordingly.

C. No Backdoor Rcf referendum Petition Filed

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

. . .

PAY BUILDING/MAINTENANCE EXPENSES FROM THE GENERAL FUND/CORPORATE FUND

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

VI. TRUTH IN TAXATION LAW

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

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

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

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

Example:

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

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

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

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

VII. ABATE BOND LEVY

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2024.

VIII. VENDOR INFORMATION

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

Public Act 102-0265 effective 8/6/21 provides in relevant part as follows:

Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards. 35 ILCS 200/18-50.2.

IX. PREPARATION OF TENTATIVE B&A ORDINANCE

The statute requiring preparation of a tentative B&A Ordinance (50 ILCS 330/3) in relevant part provides as follows:

Such budget and appropriation ordinance shall be prepared in tentative form by some person or persons designated by the governing body, and in such tentative form shall be made conveniently available to public inspection for at least thirty days prior to final action thereon.

For example, the Board may delegate to the Director authority for preparing a tentative B&A Ordinance. The Board may approve the tentative B&A Ordinance but Board approval is not required if the Board delegated authority to the Director.

Accordingly, notice of a public hearing on the tentative B&A Ordinance may be published without Board approval of the tentative B&A.

Board approval of a final version of the B&A Ordinance is required.

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

[https://psnrb.com/sharepoint.com/sites/PS/Shared Documents/General_ILIBRARYDIST/ORDINANCE/CHRON_2024-25.doc](https://psnrb.com/sharepoint.com/sites/PS/Shared%20Documents/General_ILIBRARYDIST/ORDINANCE/CHRON_2024-25.doc)

BUDGET AND LEVY CALENDAR

2024-2025 FISCAL YEAR

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2024 (after 7/1/24 and before 11/1/24)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2024 (before 11/1/24)
C. Prepare a tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
D. Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
E. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2024 (before 8/24/24)
F. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2024 (before 9/24/24)
G. Publish the Budget and Appropriation Ordinance	_____, 2024 (before 10/24/24)
H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2024 (before 10/24/24)
I. Adopt a Certified Estimate of Revenues by Source	_____, 2024 (before 10/24/24)
J. File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2024 (before 10/24/24)
K. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2024 (before 11/13/24)
L. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2024

Action

Dates

- | | | |
|----|---|----------------------------------|
| M. | Conduct the public hearing pursuant to T.I.T.A. | _____, 2024
(before 12/3/24) |
| N. | Adopt the Levy Ordinance | _____, 2024
(before 12/3/24) |
| O. | File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A. | _____, 2024
(before 12/31/24) |

together for our community!

2023 annual report



WeGo
Together
For Kids



MISSION

To support and enhance the health, safety, learning, and social-emotional well-being of children and families through a collaborative, coordinated, and comprehensive approach for the West Chicago community.

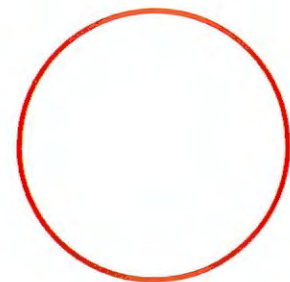
VISION

A vibrant and engaged community where children and families reach their full potential.



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Dear partners, neighbors, and friends,

Happy New Year! And cheers to another amazing year of partnership and collaboration with WeGo Together for Kids.

We believe one of the greatest beauties of WeGo Together for Kids is how this collaboration brings people from so many different backgrounds together, all for the good of our community! People from diverse backgrounds, all generations, different religious faiths, across all sectors of society – united in love for West Chicago residents and a common desire to see the strengthening and flourishing of this great community.

This year we added seven new community partners, for a total of 66 partners now engaged! It is exciting to welcome new voices and organizations to the work we do together. After you read this report and encounter just a taste of the many stories of impact from 2023, make sure to head to the website at wegotogetherforkids.com to see the updated partner list and to be inspired by more stories of partnership and community impact.

Let's keep going strong in 2024 and beyond. There is a great year ahead, and we are grateful for all who are a part of it!

In gratitude for all involved,

Kyle Reschke & Kara Murphy
Steering Committee Chair and Co-Chair





District 33 students participate in Small Bites, an after school program that focuses on making healthy snack choices. This program is funded by WeGo Together for Kids and led by Healthy West Chicago.

Dear WeGo Together for Kids,

This collaboration had an incredible 2023. As I look back on my first full year as Director, there are so many things to be thankful for and so, in the spirit of Spotify's Wrapped, here is our year in review.

We **learned** together.

12 partner meetings,
4 trainings and
more than 35 partner
visits with Molly.

We **dreamt** and **planned** together.

9 work groups,
5 planning teams,
18 grant applications.

We **showed** up for our **community** together.

1 playground built,
300+ jackets
distributed,
4 community events
attended,
1200 backpacks
distributed,
\$27,000+ granted
in rent and utility
assistance.

We **grew** together.

4 new grants secured,
5 programs launched,
1 staff person added,
27 local businesses
brought on as
sponsors and partners,
1 WGTK office opened
in West Chicago,
7 partners added!

We **cried** and **served** together.

104 neighbors
displaced by fire, over
\$80,000 raised in aide,
76 partners, agencies
and businesses
providing food,
resources and
volunteers.

You, we touched the lives of thousands of kids and their families this year in West Chicago. The effect of this work was both immediate and will ripple through individual lives, homes, and the community for years to come.

2024 brings new opportunities and challenges as we strive to meet the needs of young people in West Chicago. As a network, we will rise to the occasion with dedication to collaboration and joy in our work. We can do more together than any of us could ever do alone.

Thank you for an incredible year, WeGo Together for Kids. It's an honor to walk alongside this work.

Molly Beck Dean
Director, WeGo Together for Kids





Could A
Story Take
You?



ACADEMIC ACHIEVEMENT



Academic Achievement

focuses on West Chicago children and families having access to continuous learning opportunities. WeGo Together for Kids partners offer a variety of opportunities throughout the community.

2023 collaborations included a literacy event at Lemay Middle School. To foster a love of reading, students and parents were invited to a night of crafts, games, food and a workshop for parents around creating a space at home for students to do homework. Every student who attended received a free book. This first year was a great success with more than 300 people in attendance!

Literacy continued to be a focal point as laundromat libraries, originally set up by our partner SCARCE, were brought to new life at three local businesses. Kids often spend hours each month at laundromats. The libraries encourage kids to look at books and parents to read to their children. Each child is allowed to take a book home at the end of their visit. More than 100 books have been distributed since the summer and the hope is to expand to other locations in 2024.

“The most successful way to improve the reading achievement of low-income children is to increase their access to print.”

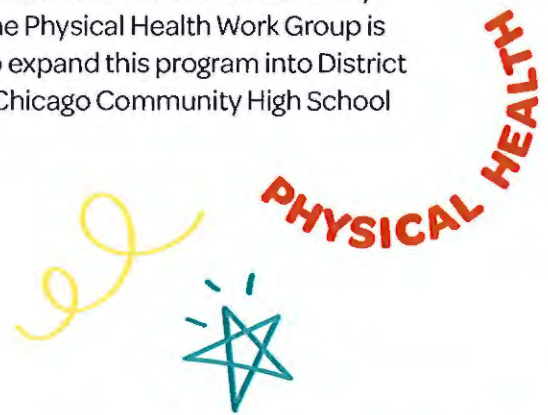
Newman, Sanford, et al. “American’s Child Care Crisis: A Crime Prevention Tragedy”; Fight Crime: Invest in Kids, 2000.

Youth and Family Health

focuses on families having a variety of opportunities to improve their physical health and emotional well-being.

Early in 2023 it was announced that Illinois residents on Medicaid would have to go through a redetermination process for the first time in years. There was much concern in West Chicago and throughout the region that those who are the most vulnerable would not have the information or resources to go through this process and therefore lose their medical insurance coverage. Alongside our partners, the DuPage Federation on Human Services Reform and the DuPage Health Coalition, WeGo Together for Kids hosted a county wide hybrid training for agencies, organizations, and businesses in direct contact with families. Interest in the event far exceeded expectation with almost 300 individuals registering and many more watching the recording after the event.

In an ongoing commitment to promote healthy eating choices to children and families, WGTK secured a grant to relaunch Small Bites, an after school snack club that teaches kids how to make nutritious choices and how to prepare healthy snacks. Small Bites was created by Healthy West Chicago and found much success when it debuted during the pandemic. Now Small Bites will be offered in every District 33 school with hundreds of kids having the opportunity to learn new skills and start to build healthy habits. The Physical Health Work Group is looking to expand this program into District 94 West Chicago Community High School in 2024.



YOUTH & FAMILY HEALTH





MENTAL HEALTH

Partners have named mental health as the priority for services in West Chicago. Children and their families face many obstacles in obtaining mental health services including long wait lists, lack of Spanish speaking providers, high costs due to lack of any or quality insurance, difficulty with transportation to appointments, compounded traumas resulting in the need for higher level services and a stigma around needing mental health services.

WeGo Together for Kids was awarded two new grants from DuPage Foundation and the DuPage Community Transformation Partnership in 2023 focusing on mental health. One supports the work of our two Mental Health Clinicians working in District 33 and hopes to expand that work with the addition of social work interns and/or new part time staff. The other grant funds a new program aimed at parents of teens, teaching them about mental

health red flags, resources that are available and adolescent development.

In addition, with financial support from Kids Matter, four Youth Mental Health First Aid Trainings were held this year. Dozens of adults from WGTK partner organizations and community members were trained using role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect young people to professional, peer, social, and self-help care. Two of these trainings were held in Spanish, a rare opportunity in the current landscape of this curriculum.

While work is done to try to expand professional services available to West Chicago kids, it is crucial that the adults in their lives know how to respond to mental health needs.

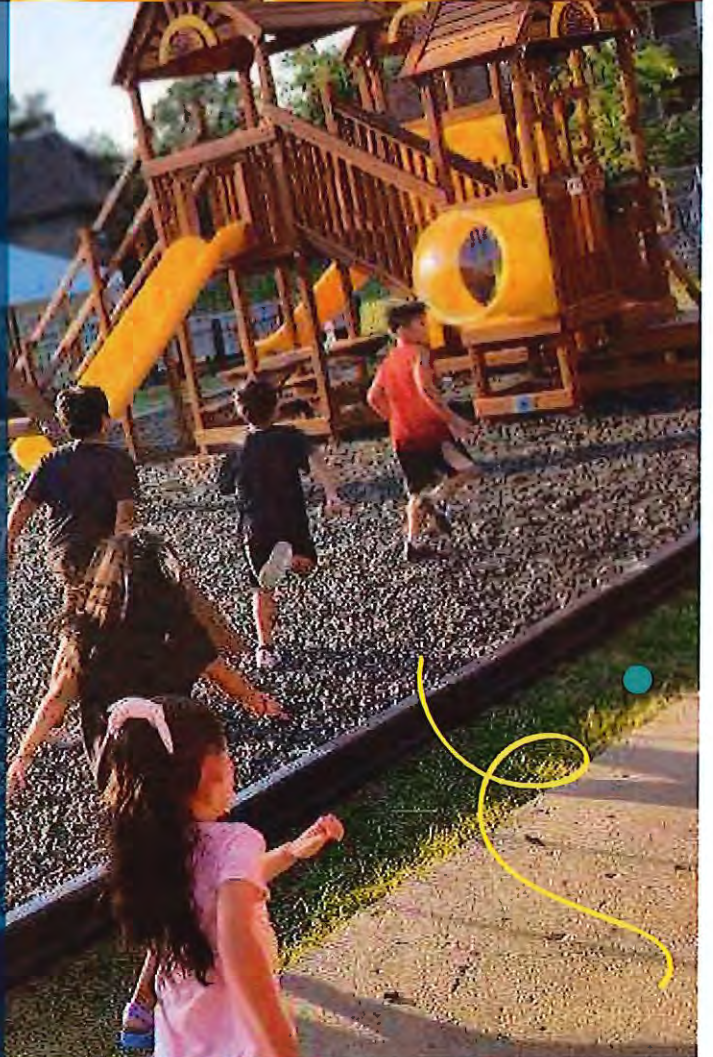
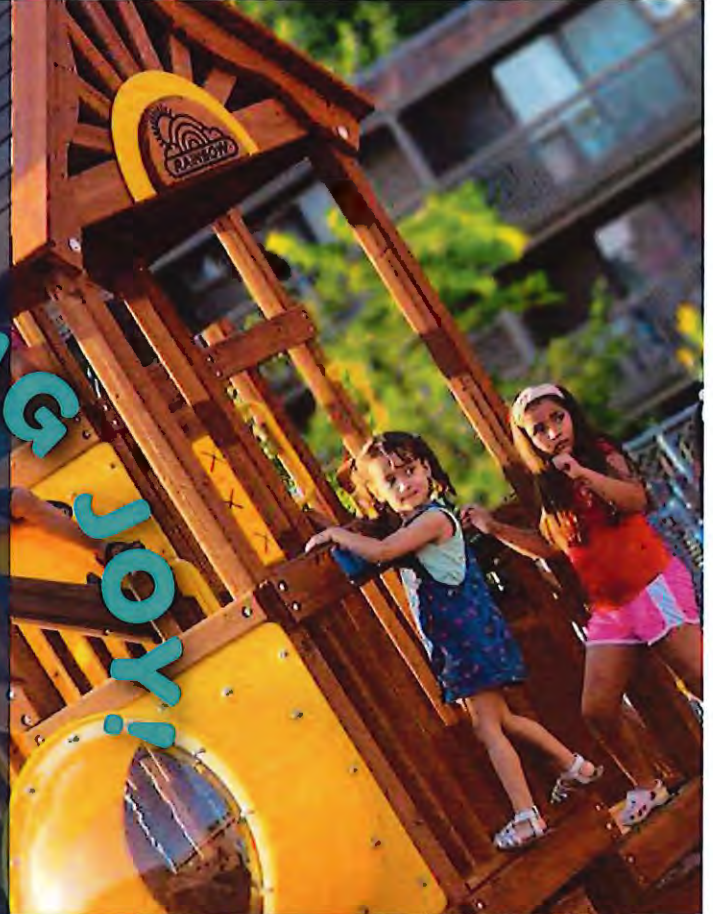


BUILDING

When the WeGo Together for Kids Physical Health Work Group learned that many low income children's activity level decreases during the summer months due to lack of access to recreational activities and parents working full time outside of the home, they made it their mission to make outdoor play more accessible through the building of a playground. The location chosen was Main Park Apartments due to its lack of current onsite equipment, not being within walking proximity to public parks and the trauma faced by complex residents late in 2022 when two buildings were destroyed by fire. Months of careful planning, sourcing and construction efforts went into building a vibrant and welcoming space for children.

On August 25th, the culmination of this journey was celebrated with a grand opening. The community eagerly gathered to witness the ribbon-cutting ceremony, marking the official opening of the playground. As the ribbon was cut, a wave of joy swept through the crowd. Kids and adults alike couldn't wait to explore the brand new playground with its thrilling swings, exciting slides, and challenging climbing areas. To make the day even sweeter, ice cream was served to all the attendees. It was a moment of pure joy for everyone involved.

The playground is a true testament to the power of community and collaboration to better the lives of children. It has become a vibrant hub of connection for families that will create lasting memories for years to come.





EARLY CHILDHOOD

The *Early Childhood* result area focuses on resources and support for families with children ages zero to eight years old to build strong relationships through access to play and learning opportunities. Those in the Early Childhood Work Group spent 2023 taking stock of how the needs of those with young children matched against the programs and resources offered. The DuPage Federation on Human Services Reform presented its Early Childhood research and practitioners agreed with the findings – that parents’ insufficient awareness of resources was of primary concern in West Chicago. Transportation was named a close second as an obstacle to getting and keeping young children and families enrolled in programming.

With their priorities set, the Early Childhood Work Group has been creatively brainstorming ideas to communicate better with families and to provide transportation assistance. The award of a Bright & Early Grant from the DuPage Foundation will springboard communication and awareness efforts through a series of events throughout West Chicago in early 2024. Short term and long term solutions to the transportation issue are being created and funds sought. Local, regional and statewide advocacy efforts are also being considered.

BUILDING RELATIONSHIPS AND ACCESS!



Community Engagement

refers to children's and families' sense of belonging in West Chicago, in which they are informed about and invested in contributing to the community. Throughout the year, WeGo Together for Kids actively promoted and participated in a wide range of community events created to do just that.

At Blooming Fest, WGTK and Healthy West Chicago partnered on a space that shared healthy eating tips and recipes as well as a fun vegetable garden relay race.

The West Chicago police department held a number of events in the summer including Touch-A-Truck, Freezer Pops from Cops and National Night Out. Many WGTK partners were present at these events to build trust with community members, share resources and have fun.

“ In WeGo, if something happens you know who to call or if you don't, start with WeGo Together for Kids and they can connect you to the right person. ”

- Community Partner

And don't forget the spooktacular Trunk or Treat event, where WGTK joined almost twenty other organizations in the West Chicago Library's parking lot to create a magical atmosphere with decorations, costumes and candy.

Through participation in events like these, WeGo Together for Kids continues to support the community and show West Chicago pride!





SETTING CHILDREN UP
FOR SUCCESS!

On August 21, WeGo Together for Kids held its annual Back to School Event at Cantigny Park. With engaging activities for kids, valuable resources for parents and entertainment for all, it was a truly memorable occasion. The highlight of the event was the giveaway of over 1000 backpacks. Educare West DuPage preschool students and District 33 students from kindergarten to 8th grade were thrilled to receive these essential supplies, setting them up for a successful academic year ahead.

More than 25 WGTK partners were present to provide a wide range of activities for kids. From games and crafts to interactive exhibits, children had a blast exploring and engaging with the different partners. The Back to School Event also offered valuable resources to parents and caregivers on education, health, and community services. Throughout the night, entertainment was provided by Lemay Middle School's Ballet Folklorico dancers, a string ensemble and a bubble performer.

This year's event included various health related partners who were prepared to help get kids ready for school. Families were given the opportunity to sign up for free hearing and vision screenings, vaccinations and haircuts as well as visit with the WIC mobile and learn about oral health from the Smile Squad.

Twenty-seven local businesses donated school supplies or made a financial donation. An Amazon Wishlist allowed individuals to donate supplies. Dozens of volunteers from partner organizations, business sponsors and the community worked for months to make this event a success. From supply collection and sorting to backpack packing and transportation to onsite hospitality and language interpretation, there was a job for everyone.

WeGo Together for Kids continues its commitment to making sure all kids have the tools they need for a new school year and that parents and caregivers feel supported by the community's resources and services.

“ I just want to say thank you for this amazing event for the families of West Chicago. Not only did you provide much needed resources & supplies, but you made us all feel loved, cared about, and valued. WeGo Together for Kids you are making such a difference in our community. Thank you to all of your partners. It means more to us than words can express. ”

- Parent

STABLE FAMILIES



The *Stable Families* result area helps to ensure that families have access to the resources they need to meet their basic needs and life goals. This takes shape in a variety of ways including:

- Distributing more than \$27,000 in financial assistance to ensure that families would be able to stay in their homes thanks to grants from the Seimer Institute and the Federal Government
- Referring families to community resources such as food pantries and legal assistance
- Partner providing ongoing case management services

The ultimate goal within this result area is for families to be empowered to navigate the resources available to help them reach their long-term goals.

The Food Access Work Group made strides in 2023 to collaborate in addressing food insecurity in West Chicago. A community food distribution calendar was created and distributed early in the calendar year. In the spring focus shifted to children's food needs over the summer when school is not in session. WeGo Together for Kids committed to be a distribution site through the Northern Illinois Food Bank's summer lunch program. Each Tuesday, Wednesday and Thursday during the summer, kids came to St. Andrew's Lutheran Church for a free lunch. Partners staffed the lunch and provided not only hospitality, but handouts for the parents and caregivers on various resources offered. Each child who attended also got to take home a free book.

“ We deeply appreciate your generosity...because of your help, our family was able to feel safe and secure about remaining in our home and alleviated a major stressor. Your blessing will impact us for years to come. ”

- Parent



SPREADING WARMTH
AND KINDNESS!

Early in 2023, WeGo Together for Kids was approached by the West Chicago Park District's Foundation as they were looking for a partner to do a winter jacket drive. The decision was made to host the coat drive in April, marketing it as a "spring cleaning" opportunity for the community. The response was tremendous and over 200 jackets were collected. The Foundation also donated \$1000 to WGTK for the purchasing of additional jackets and a portion of WGTK's budget was redirected to this important project.

More than 300 jackets have been distributed to partners including School District 33, School District 94, Evangelical Child and Family Services, DuPage County Health Department, Educare West DuPage and Puente del Pueblo. The drive and distribution were made possible by the dedication and hard work of the Park District Foundation Board, numerous community volunteers and Andrea Garcia, the WGTK Communications Manager.

The impact of this jacket distribution goes beyond providing physical warmth. It sends a message to children and their families that their community cares and supports them.





EMERGENCY PREPAREDNESS

The final result area is *Emergency Preparedness*. WeGo Together for Kids is committed to making sure partners are aware of and prepared for emergencies. Unfortunately, WGTK's ability to rise up and work together in the face of an emergency was tested again in 2023. On November 30, a large fire caused extensive damage at a local apartment complex. With 22 households displaced and five people injured, WGTK partners sprung into action. The West Chicago Fire District, Police Department and Puente del Pueblo were first on scene. New WGTK partner, New Hope Methodist Church, agreed to serve as the Red Cross Emergency Shelter and more than 80 people were moved there within hours of the fire starting.

The morning brought news that almost all the apartments were a complete lost. Families were homeless and starting from nothing. WGTK partners, community members and others from across the metro area stepped forward with resources and support. Clothing donations poured in. Financial gifts were offered. Mental health services provided. School children tended to. Gift cards handed out. Warm meals served. In total, at least 76 organizations, businesses and agencies provided aide and hope in a coordinated and compassionate manner.

It will be months before all households find new homes. Puente del Pueblo and Casa Michoacan continue daily case management for those displaced. In 2024, WGTK will look for ways to strengthen and deepen collaboration when disaster strikes as well as ways to train and prepare partners and community members to respond.





Director, Molly Beck Dean, and WGTK Mental Health Clinician, Emeli Solis, with Earl and Kay Harbaugh (center) who funded a new youth mental health initiative in West Chicago.

2023 FUNDERS

WeGo Together for Kids' mission is only forwarded because of the amazing funders who believe in this vision for the children of West Chicago. Thank you to all of these entities who supported WGTK in 2023.

United Way Metro Chicago

Siemer Institute

McCormick Foundation

DuPage Foundation

DuPage Community Transformation Partnerships

DuPage Foundation's Bright & Early DuPage Initiative

West Chicago Park District Foundation

Hawthorne's Backyard

West Chicago Rotary Club

This year, relationships with area businesses were expanded with an invitation to support the WeGo Together for Kids Back to School Event. The following business sponsors and partners gifted the event with school supplies, financial contributions and volunteers. Thank you for your dedication to the kids of West Chicago!

American Standard Circuits

Bank of America

Beacon Roofing Supply

Buck Services

Citizens for Hirschauer

Citizens for Karina Villa

Community Fellowship Church

Costco – Bloomingdale

Costco – St. Charles

Delnor Health & Fitness Center

Dynamic Utilities Solutions

Elgin Sweepers

Elite Printing Pros

Epsilon

Evans & Sons Blacktop

Faith Community Church

FNBC Bank & Trust

Form Tech

FXI

Graham Packaging

Groot

Hawthorne's Backyard

Hindu Swayamsevak Sangh

Inside Out

Jelsert

Lakeshore Recycling Systems (LRS)

Land Care

Marian Chicago

Nationwide

Norix

Pepsico

Porcayo & Associates

Sandi Llano and Associates

SEWA International Chicago Chapter

Target – St. Charles



Staff from Dynamic Utility Solutions brought five of their large trucks to haul 1200 backpacks from our storage location to the event.



COMMUNITY PARTNERS



We are thrilled to have more than 60 partners on our roster for 2023, including seven new partners! In 2023, 39 partners were engaged in one or more of our work groups, committees and planning teams. Organizations gather in-person or on Zoom the first Thursday of each month for partner meetings. This is a time of networking, learning, dreaming and fun.

Access Community Health Network
 Boy Scouts of America
 *Casa Michoacan
 Chicago Arts Partnerships in Education (CAPE)
 City of West Chicago
 City of West Chicago Police Department
 DayOne Pact, Child and Family Connections DuPage
 *DuPage Children’s Museum
 Dupage County
 DuPage County Health Department
 DuPage Federation on Human Services Reform
 DuPage Habitat for Humanity
 DuPage Health Coalition
 Easter Seals
 Educare West DuPage
 Evangelical Child & Family Agency
 Family Focus
 FSS of Metropolitan Family Services
 Glen Arbor Church
 H.A.S.
 H.O.M.E. DuPage
 Healthy West Chicago

Literacy DuPage
 Loaves & Fishes Community Services
 Metropolitan Family Services
 Mexican Cultural Center
 National Alliance on Mental Illness (NAMI)
 *National Hispanic Suicide Prevention Network
 Neighborhood Food Pantries
 *New Hope United Methodist
 Northern Illinois Food Bank
 Northwestern Memorial Healthcare Outreach
 *Peace Jam
 People Made Visible/Gallery 200
 People’s Resource Center
 Puente del Pueblo
 Representative Maura Hirschauer’s office
 Republic Bank
 SCARCE
 Senator Karina Villa’s office
 St. Andrew’s Lutheran Church
 Teen Parent Connection
 The Garden Works Project
 *Timber Lake Apartments
 United Way of Metro Chicago
 University of Illinois Extension
 VNA Health Care
 Wayne Township
 Wayne/Winfield Area Youth/Family Services (WAYS)
 West Chicago City Museum
 West Chicago Community High School District 94

“WeGo Together for Kids is like no other [collaboration]. Because of [partner] meetings, we have the awareness of all the programs and resources available in the community.”

– Community Partner

West Chicago Elementary School District 33
 West Chicago Park District
 West Chicago Public Library District
 Western DuPage Chamber of Commerce
 Western DuPage Special Recreation Association
 Wheaton Bible Church
 Wheaton College/ CODA Music Program
 Willow Creek Community Church
 Winfield Township
 World Relief Chicagoland
 *Youth Outlook
 YWCA Metropolitan Chicago

*NEW PARTNER IN 2023





2023 Steering Committee



Ben Weseloh

West Chicago Public Library

Kyle Reschke

Wheaton Bible Church

Brittney Walker

District 94

Mila Tsaglalis

DuPage County
Health Department

Dave Sabathne

Western DuPage
Chamber of Commerce

Robyn Arms

West Chicago Police Department

Gina Radun

West Chicago Park District

Sarah Norton

District 33

Joshua Simmons

United Way of Metro Chicago

Suzanne Baber

Teen Parent Connection

Kara Murphy

DuPage Health Coalition

Darby Pool/Allison Delgado

Metropolitan Family Services



WeGo Together for Kids grieved the unexpected death of Darby Pool in 2023.

Darby worked for Metropolitan Family Services for nearly 20 years, starting as a teacher and eventually becoming the DuPage Associate Director of Early Learning. She was passionate about the impact of early childhood education and making sure that children and families were safe, supported, and accepted. Darby was active in WGTK partner meetings and served on the Steering Committee.

In November 2023, MFS dedicated the Bensenville Early Learning Center's new playground in Darby's name.



West Chicago Police Community Officer Arms hands out cool treats on a summer day during their "Pops with Cops" program sponsored by Jel-Sert.



Volunteers at our Back to School Event prepare to hand out the last back pack!



Saturday food distribution at St. Andrew's Lutheran Church led by People's Resource Center and volunteers from across the county.



District 33's Birth to 3 end of the year celebration



WeGo
Together
For Kids



fb.com/WeGoTogetherWC @wegotogetherforkids
wegotogetherforkids.com

Library Director Report

March 2024

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 66.6%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$676,968.81 (+ \$2,892.58)
 - New Building & Construction Fund: \$35,070.29 (+ \$149.83)
 - General (Corporate) Fund: \$80,435.99 (+ \$343.69)

PHYSICAL PLANT

- ❖ Midwest Mechanical met with Nesko Electric on 2/23 to discuss the exterior lighting project in the staff parking area through the cooperative purchasing alliance.
- ❖ Buck Services was on-site for janitorial services 2/24, 27, 28; 3/2,7,9,12,16.
- ❖ Anderson Elevator provided preventive maintenance on 2/26 and 3/12
- ❖ First Security provided a complete test of the fire alarm system on 3/1. There were no deficiencies with the system, but it was noted that the battery for the fire panel was due for replacement. First Security returned on 3/18 and replaced the battery.
- ❖ Gehrke provided preventive maintenance on the glycol system on 3/4.
- ❖ Midwest Mechanical was on-site 3/5 to investigate the condition of the HVAC piping throughout the library after noting several junctions that were crusted over during recent visits for preventive maintenance and to repair leak. That same day Midwest completed the repair of the chilled water tank leak, which was leaking glycol.
- ❖ Orkin performed preventive maintenance on 3/13.

TECHNOLOGY

- ❖ HP was on-site 3/8 to perform warranty work and replace a failed hard drive on a youth services computer.
- ❖ Still working through reason and explanation for the unexpected invoice from Peerless for the phone system.
- ❖ Staff transition to serverless infrastructure environment is still in process; folders from the physical server are being migrated to the Azure cloud server; review of all folders for employee access assignment is the next step.
- ❖ Sikich is working with library staff to identify technology components for next year's budget.

Library Director Report

March 2024

PERSONNEL

❖ The Library Director:

- Responded to three FOIA requests since the last board meeting.
- Attended the Decennial Committee on Local Government Efficiency and regular board meetings on 2/26
- Met with Sebert Landscaping on 2/27 to discuss landscaping services. Subsequently, I signed an agreement for Sebert to provide landscaping services for the 2024 season.
- Completed Bloodborne Pathogen training on 2/29
- Helped setup on 3/2 for the Rotary/Lions pancake breakfast and participated on 3/3 with the pancake breakfast.
- Met initially with insurance brokers on 3/5 and 3/7 to discuss insurance.
- Attended Rotary meetings on 3/6 & 20.
- Attended the SWAN Quarterly meeting on 3/7
- Met with the Finance Committee Chair and Republic Bank on 3/7
- Met with Globe Life insurance on 3/12 to discuss supplemental insurance options for WCPLD employees.
- Met with Skich and the IT Librarian 3/13 for the Quarterly Business Review Meeting.
- Attended the Policy Committee Meeting on 3/14.
- Hosted the Managers Advisory Meeting on 3/18.
- Attended the WeGo Together Steering Committee meeting on 3/20.

❖ Employee Highlights

- Public Relations Specialist, Nick DG., celebrated his one-year anniversary on 3/6.
- Circulation Services Assistant, Norma G., celebrated her 2-year anniversary on 3/22.

Department Reports

February 2024

ADMINISTRATIVE SERVICES

WCPLD Public Relations Board Briefing 03/25/24

- Email Campaigns – February
 - Total Opens: 23,783
 - Total Click-Throughs: 245
 - Biweekly Program Newsletters x 9
 - Total Opens: 17,464
 - Total Click-Throughs: 179
 - Special Program Highlight Emails x 3
 - Total Opens: 6,319
 - Total Click-Throughs: 66
 - Events promoted with an SPH email include:
 - Agatha Christie: A Body of Evidence
 - 36 registered, 24 attended
 - Digital channels accounted for 13/34 conversion sources reported on feedback forms (each subject may have selected more than one source).
 - In-library and community print conversions only represented 3/34 reported conversions for a poster and hundreds of flyers printed and distributed.
 - The program guide is our second most effective means of conversion, only marginally beat by email marketing.
 - ILP: Julia Quinn, Romance & Regency
 - Special Program Highlight and Social Media posts totaled 5,417 solely for this program (and excluding regular program newsletters), some of our highest numbers for promotion of any ILP program, but it only got 2 attendees. Unfortunately, this further reinforces the trend that the amount of promotion for these programs is NOT positively correlated with attendance. It really seems to depend on the program itself whether or not our patrons are interested, regardless of promotion.
 - Betty White: Hometown to Hollywood
- Social Media Campaigns
 - Socials Posts x 8
 - Total Impressions: 6,687
 - Total Reach: 6,368
 - Total Engagements: 68
 - Our best performing social post last month was for ILP: Julia Quinn. Unfortunately, despite the incredible success of this post in getting the word out, the program's attendance was not commensurate with the promotion.
- Website Redesign Committee

- More proofs received of deeper pages and our “toolbox” to customize pages as we want/build out the site on a regular schedule.
- Website is under construction and has been for some time, according to PowderKeg, we are still on-target to launch during National Library Week.
- Other Work Completed
 - TV Slides created and implemented.
 - We no longer show any broadcast or cable television program on Library TVs, instead, they will show in-house created promotional materials about upcoming programs and services the library offers.

ADULT SERVICES

Engagement:

Programs: A total of 17 programs were offered in February with a total attendance of 185. We held a variety of programs for adults in February: Page Turner Junction Book Group, Wits Workout, ESL Learning Circle, Virtual Chair Yoga, Saturday Film Series, Open Chess Night, Crafternoon: Sew a coaster, Bilingual Getting' Crafty: Fringe Earrings.

Program Highlight: *Agatha Christie Body of Evidence*: A total of 24 attended to watch Deborah Miller conduct her historical portrayal Agatha Christie. Below are some comments from the program.

1. Thanks for having the speaker come to the library--love the guest speakers who reenact lives of famous people! 2. Debra Miller on repeat! She is amazing! 3. Deb is always a winner! 4. Excellent as always 5. Love this actress so much! I always bring my friend from Naperville and we've seen every one of these. 6. We have seen all of these performances and would see every one to come!!! 7. Great program--Thanks. 8. really loved quality 9. Utterly delightful :) 10. This has been one of the best programs I have attended. I loved it--quite inspiring--Debra Miller was fantastic.

Make and Takes Kits: There were 123 take and make kits taken by patrons in February.

Partner Programs in February

College of DuPage ELA Classes: Four classes were held in February with a total attendance of 81 for all 4 classes.

Healthy West Chicago Partnership: We have continued our partnership with HWC and offered 2 programs together in February.

Winter Sowing Program 29 attended.

In Person Cooking Class: Waffles with a healthy twist: 12 attended.

Illinois Library Presents

Jerry Craft and Julia Quinn presented in February.

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

Healthy West Chicago: Food Art Program

- A well-attended program and the participants had fun making colorful healthy creations that were 100% edible, thanks to the presentation provided by Healthy West Chicago. Although we did not have many teens as intended, it turned out to be a great featured program for younger kids and parents as well.

PROGRAMS:

- In addition to the Food Art and Amulet Scavenger Hunt programs: a total of 5 programs were offered for teens with a total of 23 attendees.
 - At this month's session of Video Game Club, the new TV on the YA games cart was used to accommodate gaming on the PlayStation 5. The teens had fun playing Rocket League for the first time on PS5.

YOUNG ADULT AREA

- In February, 33 kits of the DIY Valentine envelopes were taken as part of our Teen Take 'n' Make craft kit series.

OUTREACH

- The YA librarian visited Lemay Middle School for their after-school book club. The students were able to make their own custom buttons with the library button maker.

CIRCULATION SERVICES

Circulation Statistics February 2024:

- 13,212 Total Items checked out, 1.33% increase from February 2023.
- 3,296 Electronic materials checked out, 4.19% decrease from February 2023.
- The total value of the materials checked out by our patrons was \$73,165.36 during February 2024.
- During February 2024, we had 145 patrons using self-check and a total of 543 items checked out.

Patron Statistics February 2024:

- 5,554 Visitors to the library, 27.39% increase from February 2024.
- 87 New patrons added, 11.54% increase from February 2024.
- 10,656 Card holders, 21.80% decrease from February 2024.
- 36.84% of the district population have library cards, a 10.27% decrease from February 2024.

TECHNICAL SERVICES

Acquisitions:

- 801 Items invoiced/received.
- 732 Items ordered.
- 274 Items received not processed.
- 220 Items on-order.
- 8 Donations.
- 3 Items cancelled.
- 1 Item returned.

Cataloged:

- 5442 Items added to the collection.

Withdrawals:

- 204 Items withdrawn from the collection.

Material Maintenance:

- 18 Items repaired in house.

Other Activities:

- 1056 Books inventoried.
- 328 Items moved from the new shelf to the regular collection.
- 322 Postage processed.
- 157 Invoices processed.
- 76 Call # transfers.
- 58 Withdrawn books donated to Better World Books.
- 46 Pre-cat records created.
- 25 Title transfers.
- 8 Missing items reclaimed.
- 6 West Chicago Suburban Life scanned and converted to searchable PDF.
- 3 E/J Kit records updated.

YOUTH SERVICES

February 2024

Programs

- Youth Services hosted 22 programs such as Toddler Obstacle Course, Wiggle Worms, Lunar New Year To-Go Bags, Winter Tales Puppet Storytime, and Come & Play. We had a **total program attendance of 361**: 108 child attendees, 71 adult attendees, and 207 were take home activities.
- Our early learning and take-home activities continue to be our most successful programs this month.

- One of those early learning activities that was successful was the Toddler Obstacle Course. This passive program aimed for ages 2 through 5 is designed to test a child's gross motor skills as they do physical activities through an obstacle course. Physical activities include hopping, crawling, and other movements. To create the obstacle course, we used a child safe balance beam, crawling tunnels, pool noodle, jump ropes, and hula hoops. We also integrated interactive paths that children and parents need to read through to understand the movement. This program was done in cooperation with Healthy West Chicago. We will continue to provide this program for this audience soon. We also aim to build upon the program since it was well received by patrons.

Outreach

- We have seen **190 children between 0 through 11 years old, including 84 adults**. In total, we have completed 18 visits.
- This includes 3 bilingual in library visits with participants of District 33 Birth to Three Program. We made our monthly visit to the Park District Preschool class for Storytime. We visited special needs classes at Indian Knoll Elementary School and Currier Elementary School for storytime.
- Luke Sutton visited the first through fifth grade students at Pioneer Elementary School to re-introduce them to library services and resources. He read them a story, played conversational/interactive games with the students, handed out flyers on how to get a library card, and promoted spring programs.

Professional Development

Melisa Martinez attended the virtual webinar titled "Supervisory Essentials – Meeting the Challenge" by HR Source. The webinar covered topics that would be beneficial for all supervisors at different stages of their careers. The three topics we covered in the webinar were defining the supervisor position's role; the qualities of a supervisor; and key communication and delegation tips.

She also coordinated and attended the webinar titled "Science of Reading: An Introduction for Librarians" for the LACONI Youth Services Section. It was presented by Heidi-Beverine-Curry from The Reading League. This webinar was well received by librarians across the Chicago area that were interested in the changing method used to teach reading in schools. The presenter covered the awareness, understanding, and use of evidence-aligned reading instruction. This method moves students toward practicing word recognition and language comprehension to achieve reading comprehension.

IT Report

Wireless Overview

February had **775 unique clients** with 915.5Gb of data used.

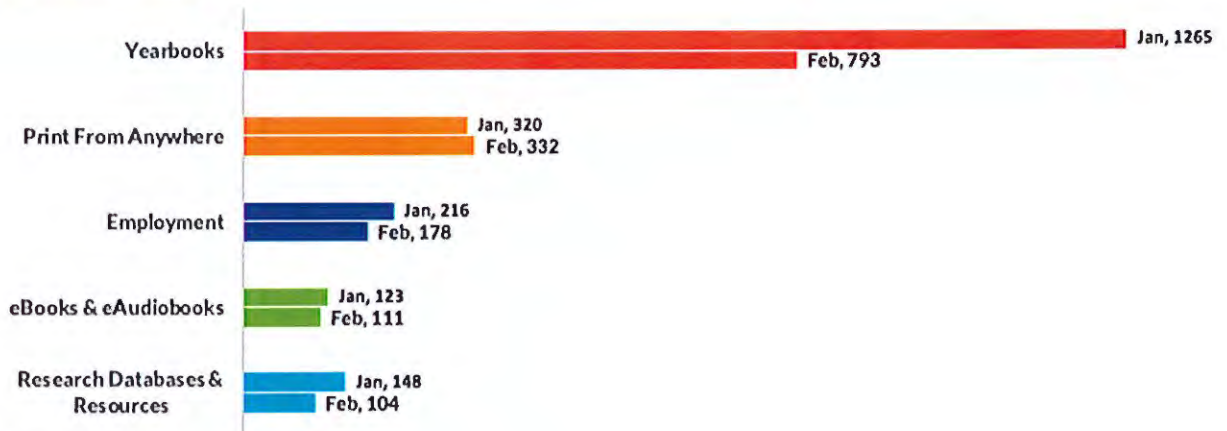
WiFi Usage Feb 2023 - Feb 2024



Website

In February we had **12693 website visits**

Top 5 Pages in Feb



Computer Usage

We had **290 users in February**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (Jan)	Average Time Per Session (Jan)	Total Logins (Feb)	Average Time Per Session (Feb)
Adult	Missing	Missing	226	33 Minutes
Youth	33	18 Minutes	57	22 Minutes
Newspaper	1	8 Minutes	7	49 Minutes

WEST CHICAGO PUBLIC LIBRARY DISTRICT

**REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON
LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: West Chicago Public Library District

Address of Main Library Office: 118 W. Washington St., West Chicago, IL 60185

II. Information about our Library

- A. We are located in DuPage County. There are 28 public libraries in our County.
- B. The population of the territory in which our Library is located is 28,928 (as of 2020 census).
- C. We have 34 employees (not including board members).
- D. Our annual budget for FY 2024 is: \$2,804,936.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$958,068,985.

III. Information about Our Committee

A. Committee Members:

Board President	<u>Patricia Weninger</u>
Trustee	<u>Frank J. Fokta</u>
Trustee	<u>Corrine Jakacki-Dattomo</u>
Trustee	<u>Diane Kelsey</u>
Trustee	<u>Richard J. Bloom</u>
Trustee	<u>Scott Grotto</u>
Trustee	<u>Maureen Navadomskis</u>

Library Director Benjamin R. Weseloh
Library Resident Laura Finch
Library Resident Melissa Spyrison
Library Resident Heidi Kuharich

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting: May 22, 2023
Second Meeting: September 25, 2023
Third Meeting: November 27, 2023
Fourth Meeting: February 26, 2024

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Collections of books, periodicals, newspapers, electronic databases, musical recordings, films, “things”, cultural materials, and other information sources
- Programming for all ages both hands-on and informational including story times, book discussions, musical performances, holiday celebrations, historical subjects, computer instruction, cooking, life planning, financial, medical, English as a second language (ESL), gaming, crafting, and health
- Research assistance and individual instruction
- Printing, copying, scanning, and faxing
- Meeting and study spaces
- Notary services

B. Other core services/programs we could possibly provide:

- Passport Services
- License Plate Renewal Stickers

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

- Earth Flag from SCARCE

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments:

<u>Entity:</u>	<u>Services Offered:</u>
District 33	Emergency Relocation Agreement
District 94	Emergency Relocation Agreement
City of West Chicago	Lease for space for the LoveEvenMore Sculpture
City of West Chicago	Lease for space for the Railroad Depot
City of West Chicago	Lease for Parking Lot
Greco/DeRosa (Cheese Merchants)	Tax Abatement
OSI Industries	Tax Abatement
Discovery Drive Investors	Tax Abatement
Discovery Drive Investors II	Tax Abatement
Alton Industries	Tax Abatement
Scannell	Tax Abatement
Norix	Tax Abatement
Midwest Industrial Funds	Tax Abatement
Ball Seed Horticultural	Tax Abatement
SWAN	Bibliographic Services and Support, cooperative purchasing
LIMRiCC	Insurance

Our Library’s efficiency has increased through intergovernmental cooperation in the following ways:

Most of these intergovernmental agreements have not increased the library’s efficiency in any way, but working together with the other governmental agencies has provided a symbiotic environment where each of the organizations benefit from the agreement. The exceptions to that statement include SWAN and LIMRiCC, both organizations which save the library money through its group purchasing power.

VII. Community Partnerships

We partner with the following organizations (*list as many as you have*):

<u>Organization:</u>	<u>Services Offered:</u>
Park District	Programming
Chamber of Commerce	Programming/Information/Business Opportunities
Cantigny Park	Programming
Little Prince Day Care	Programming
Kindred Coffee	Programming
People Made Visible	Programming
Healthy West Chicago	Programming
DuPage Literacy	Programming
WeGo Together for Kids	Programming/Information/Grant Opportunities
District 33	Programming
District 94	Programming
Kiddie Academy	Programming
City of West Chicago	Intergovernmental Cooperation
State Representative’s Office	Information/Programming

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Libraries
- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- Designation of FOIA Officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))

- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- Sexual harassment prevention training (775 ILCS 5/2-109(C))
- Our Intergovernmental Agreements
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- Our budget and financial documents
- Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);
- Serving Our Public 4.0: Standards for Illinois Public Libraries by the Illinois Library Association, 2020.

IX. What Have We Done Well?

- The library has maintained a very knowledgeable and responsive staff with relatively low turnover. This provides a consistent level of service to the community.
- Youth Services programming for birth – six years old are creative, culturally sensitive, and convenient and attendance numbers are substantial.
- The implementation of curbside service and a drive through book drop provides convenience for community members to pickup and drop off materials.
- The addition of new collections to the library including the Library of Things (various non-traditional library objects that patrons can check out) e.g. blood pressure monitor, tool kit, sound system, etc. New digital collections include working with the local high school to digitize and make available the school newspaper online.
- The creation of a new strategic plan, which reflects the community’s comments, concerns, and

suggestions, and provides guidance for where and how the library can grow and continue to improve its engagement within the community.

- The library executed intergovernmental agreements in cooperation with several other governmental agencies providing tax abatements to new industries, which creates more jobs and revenue now with the promise of even greater revenue at the end of the tax abatement process.
- The library routinely updates its policies and considers new policies as necessary.
- Family and large scale programming has been very successful in most cases for the library, recording hundreds of attendees.
- FOIA compliance with requests.
- Implementation of a fine free policy for patrons
- Offering regular opportunities for community input via staff and the Library Director or at board and committee meetings.
- Partnership with the high school transition program has been beneficial for the students to gain hands-on experience while helping with library tasks that need to be completed.
- Library staff have been very open to new partnerships and programming opportunities.
- The implementation of a self-check out machine to provide patrons with a self service option.
- Bilingual programming and roughly one third of the staff are able to speak Spanish.
- A Spanish language collection is made available to support our community's 50% Hispanic demographic.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

- A lack of meeting room spaces for individuals and various group sizes.
- A self-service option for materials holds.
- The provision of a maker space where patrons can learn, create, and engage with like-minded community members.
- Improved organization and navigation of the web site and online resources. The library is currently working with a web design company to create a new and engaging, well organized web site with improved navigation.
- Improved communication of information provided to the community.
- Onboarding and training for staff and trustees regarding the history of the library, policies and procedures, and expectations of each respective position. In addition, for continuity of service and management, the library should create a succession plan.

XI. What Can We Do Better or More Efficiently?

- Utilize the library's lawn space in a more productive way to provide exterior opportunities to enjoy the library.
- Educate patrons and improve communication about all services offered by the library including promotion of the vast variety of databases available.
- Provide a better variety of programming in general, but particularly programming that would improve adult and young adult attendance and engagement while being culturally and demographically responsive.
- Improve communication options for patrons to contact the staff, the Library Director, and the Library Board. Increase visibility of the Library Board, which may assist in recruiting new members.
- We need to consistently and constantly monitor the climate in which the library functions and adapt operations to accommodate the changing environment by implementing changes which may include patron diversity, materials and programs, new technologies available, building space(s) and amenities used to deliver services and meet the needs of the patrons.
- Create more space(s) that is/are inviting to patrons for reading and enjoyment.

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.

Our Committee’s Recommendations Regarding Increased Accountability and Efficiency:

After performing a thorough review of our core programs, awards and recognitions, intergovernmental agreements and community partnerships, the West Chicago Decennial Committee has concluded that we do not have any inefficiencies as it relates to intergovernmental collaboration.

The committee acknowledges the importance of continually monitoring the library’s programs and evaluating the services it provides to the community. The committee believes that the library has a full array of measures in place to address any internal inefficiencies. Those areas are addressed through the implementation of our strategic plan and through our committee work. We have a professional and creative staff that continuously strives to create vibrant, creative, and meaningful services and programs.

Submitted by: .

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: March 25, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-01 AMENDING RESOLUTION 23-05 LIBRARY CLOSING SCHEDULE 2024

JANUARY	1	MONDAY	NEW YEAR'S DAY
MARCH	31	SUNDAY	EASTER
MAY	10	FRIDAY	IN-SERVICE (Changed from October 13, 2023)
MAY	24	FRIDAY	Electrical Repairs
MAY	27	MONDAY	MEMORIAL DAY (Library is closed Sundays (May 26) through Labor Day weekend (September 1))
JULY	3	WEDNESDAY	LIBRARY CLOSES AT 5:00 pm
JULY	4	THURSDAY	INDEPENDENCE DAY
SEPTEMBER	2	MONDAY	LABOR DAY
OCTOBER	18	FRIDAY	STAFF IN-SERVICE
NOVEMBER	27	WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSES AT 5:00 pm
NOVEMBER	28	THURSDAY	THANKSGIVING DAY
DECEMBER	24	TUESDAY	CHRISTMAS EVE
DECEMBER	25	WEDNESDAY	CHRISTMAS DAY
DECEMBER	31	TUESDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 25th day of March 2024 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-01 AMENDING RESOLUTION 23-05 ESTABLISHING THE LIBRARY CLOSING SCHEDULE FOR 2024

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2024.

VOTE: [Y = Yes; N = No; ABS = Absent; ABST = Abstain]

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Resolution Declared Adopted: _____

Diane Kelsey, Secretary

Patricia Weninger, President

Date: March 25, 2024

❖ This resolution is effective upon its approval.

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

2
3 **SMOKE-FREE LIBRARY POLICY**

4
5
6 The Smoke-Free Illinois Act requires that public places and places of
7 employment must be completely smoke-free inside and within 15 feet from
8 entrances, exits, windows that open, and ventilation intakes. In the interest of
9 promoting health and safety, the Library’s smoke-free policy applies to the
10 Library facility, all Library employees, and all patrons and vendors who visit the
11 Library. Smoking is permitted only in designated smoking areas. The use of
12 smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes,
13 and or other similar items such as electronic cigarettes and “vaping” devices.
14

15
16 Public Act 095-0017
17
18
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25

26 Approved by Board of Library Trustees: January 28, 2008; August 24, 2009;
27 January 23, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020;
28 November 22, 2021
29

1
2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

3
4 **DRUG AND ALCOHOL-FREE LIBRARY POLICY**

5
6 The West Chicago Public Library District has long recognized that the non-medical use of controlled
7 substances is hazardous to the health of employees and patrons of the Library. Additionally, the use
8 of alcohol by employees or patrons is recognized as both hazardous and often illegal, and the
9 irresponsible use of alcohol is detrimental to the library environment. As such, the use, sale,
10 manufacture, distribution, possession or consumption of alcohol, cannabis, cannabis or THC-infused
11 products, illegal drugs or other controlled substances¹ without a prescription (“Illicit Substances”) is
12 prohibited on any Library property including, but not limited to:

- 13
14 - any Library-owned facility or grounds;
15 - property rented by the Library or used to run Library programs;
16 - Library rented, leased or owned vehicles; or
17 - while conducting Library business.

18
19 **Employees**

20 Employees may not report to work under the influence of Illicit Substances.

21
22 This Policy does not prohibit employees from the lawful use (in accordance with both federal and
23 state law) and possession of prescription and over-the-counter medications, when taken in standard
24 dosages and/or according to prescriptions from the employee's licensed health care provider,
25 provided that neither an employee nor his/ her work performance is impaired.

26
27 Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or
28 terminated pursuant to the rules and regulations of the Library and applicable state statutes. The
29 Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this
30 policy is violated. Sanctions against employees shall be in accordance with prescribed library
31 regulations and procedures. The Library’s employees, as a condition of their employment, agree to
32 abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction,
33 of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The
34 Library, if or when required by law, shall report such conviction to the appropriate authorities.

35
36 **Patrons**

37 A patron who violates the terms of this policy may be expelled from the library location involved or
38 any library location at the discretion of the Library and use privileges may be suspended for a
39 specified period of time. The Library may, in its discretion, refer incidents to appropriate legal

¹ For purposes of this policy, the term “controlled substances” means any and all controlled substances as defined by Illinois and Federal law.

40 authority for prosecution when this policy is violated. Sanctions against patrons shall be in
41 accordance with prescribed library regulations and procedures.

42

43 The Library shall obtain and make available materials from local, system, state, and national anti-
44 drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state
45 organizations with drug and alcohol information and rehabilitation programs to provide information
46 to the Library patrons and employees.

47

48 In order to make patrons and employees aware of the dangers of drug and alcohol abuse, Notice of
49 the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy
50 shall be distributed to all employees and prominently posted at the Library for patrons and employees
51 to see. In the event a violation of this policy involves a minor the minor's parents shall be contacted.
52 Employees shall receive copies of the Notice attached as an appendix to this policy.

53

54 The Library shall conduct a biennial review and evaluation of the measures taken by this policy to
55 determine its effectiveness and to implement changes to the program where needed. The biennial
56 review and evaluation shall determine whether or not the sanctions required by this policy are
57 consistently in force.

58 State Law: 30 ILCS 580/1, Federal Law: 42 USC 12114

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79 Approved by Board of Library Trustees: February 28, 2005; November 26, 2007; August 24, 2009;
80 February 27, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020; November 22, 2021

81

82 WEST CHICAGO PUBLIC LIBRARY DISTRICT

83
84 NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

85
86 The West Chicago Public Library District has long recognized that the non-medical use of controlled
87 substances is hazardous to the health of the patrons and employees of the Library. Additionally, the
88 use of alcohol by patrons and employees is recognized as both hazardous and often illegal, and the
89 irresponsible use of alcohol is detrimental to the library environment. As such, the use, sale,
90 manufacture, distribution, possession or consumption of alcohol, cannabis, cannabis or THC-infused
91 products, illegal drugs or other controlled substances without a prescription (“Illicit Substances”) is
92 prohibited on any Library property including, but not limited to:

- 93
94 - any Library-owned facility or grounds;
95 - property rented by the Library or used to run Library programs;
96 - Library rented, leased or owned vehicles; or
97 - while conducting Library business.
98

99 Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or
100 terminated pursuant to the rules and regulations of the Library and applicable state statutes. The
101 Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when
102 this policy is violated. Sanctions against employees shall be in accordance with prescribed library
103 regulations and procedures. The Library’s employees, as a condition of their employment, agree to
104 abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction,
105 of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The
106 Library, if or when required by law, shall report such conviction to the appropriate authorities.
107

108 A patron who violates the terms of this policy may be expelled from the library location involved or
109 any library location at the discretion of the Library and use privileges may be suspended for a
110 specified period of time. The Library may, in its discretion, refer incidents to appropriate legal
111 authority for prosecution when this policy is violated. Sanctions against patrons shall be in
112 accordance with prescribed library regulations and procedures. In the event a violation of this policy
113 involves a minor the minor’s parents shall be contacted.
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117

118 Approved by Board of Library Trustees: February 28, 2005; November 26, 2007; August 24, 2009;
119 February 27, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020; November 22, 2021
120

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

2 **OUTREACH SERVICES POLICY**

3
4 **POLICY**

5
6 The mission of Outreach Services of the West Chicago Public Library District is to
7 provide library materials to people who are not able to come into the library.
8

9 Materials available through Outreach Services include regular print and large print
10 books, audio books, films, and music. Applications for the Illinois State Library’s
11 Talking Book and Braille Service (TBBS) will be made available.
12

13
14 **PROCEDURE**

15
16 **Outreach to Homes**

- 17 • Materials are requested through the Adult Services Department by phone,
18 mail, or email.
19
20 • Materials will be mailed to the patron in reusable envelopes with return
21 postage included.
22
23 • Materials must be returned by the due date; contact the Library for renewals.
24

25
26 **Outreach to Organizations**

- 27 • Library visits to organizations within the Library District can be made by
28 request and is dependent on Library staff availability.
29

30
31
32
33 Approved by Board of Library Trustees: 2/23/2004; 5/21/2007; 7/26/2010; 9/23/2013;
34 1/23/2017; 5/24/2021

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

2 **RUBBER SIGNATURE STAMP POLICY**

3
4 **POLICY**

5
6 The Library Director will only apply the rubber stamp signature of the President,
7 Secretary, or Treasurer if written permission has been granted by the individuals
8 holding each of those respective offices. In the event of time-sensitive matters when
9 permission is required but not feasible to obtain, verbal permission may be granted, but
10 must be followed with documentation signed by the officer whose stamp was used (i.e.
11 attachment 1: The Rubber Signature Stamp Approval Form).

12
13 **PROCEDURE**

14 When authorized, the Library Director will use a rubber signature stamp, and will sign
15 or initial his or her name on the document directly beneath the stamped imprint of the
16 officer's signature.

17 The rubber signature stamps of the above officers of the Board of Library Trustees will
18 be in the possession of the Library Director, and will be kept in an appropriately secure
19 area when not in use.

20 This policy does not apply to the process by which checks are signed.

21 When an officer no longer serves, the rubber signature stamp will be destroyed.

22
23
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25 Approved by Board of Library Trustees: 2/28/2011; 4/28/2014; 5/22/2017; 5/24/2021
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ATTACHMENT 1

RUBBER SIGNATURE STAMP APPROVAL FORM

Date Stamped: _____

Officer Name: _____

Stamp Purpose: _____

Officer Signature: _____

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**
2 **EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

3
4 **POLICY**

5
6 The West Chicago Public Library District requires trustees, officers and employees to
7 observe high standards of business and personal ethics in the conduct of their duties
8 and responsibilities. As employees and representatives of the Library, we must practice
9 honesty and integrity in fulfilling our responsibilities, and comply with all applicable
10 laws and regulations.

11
12 **PROCEDURE**

13
14 **Reporting Responsibility**

15 It is the responsibility of all trustees, officers and employees to report violations or
16 suspected violations in accordance with this Whistleblower Policy.

17
18 **No Retaliation**

19 No trustee, officer, or employee who in good faith reports a violation shall suffer
20 harassment, retaliation or adverse employment consequence. An employee who
21 retaliates against someone who has reported a violation in good faith is subject to
22 discipline up to and including termination of employment. This Whistleblower Policy
23 is intended to encourage and enable employees and others to raise serious concerns
24 within the Library prior to seeking resolution outside the Library.

25
26 **Reporting Violations**

27 Employees should share their questions, concerns, suggestions or complaints with
28 someone who can address them properly. In most cases, an employee's supervisor is in
29 the best position to address an area of concern. However, if the employee is not
30 comfortable speaking with his/her supervisor or is not satisfied with the supervisor's
31 response, he/she is encouraged to speak with Human Resources or anyone in
32 management. Managers are required to report suspected violations to the Library's
33 Ethics Advisor, who has specific and exclusive responsibility to investigate all reported

34 violations. For suspected fraud, or when not satisfied or uncomfortable, individuals
35 should contact the Library's Ethics Advisor directly.

36

37 **Ethics Officer**

38 The Library's Ethics Officer is responsible for investigating and recommending action
39 on all reported complaints and allegations concerning violations and, at his/her
40 discretion, shall advise the Library Director. The Ethics Officer is required to report to
41 the Board of Library Trustees at least annually on compliance activity. The Library's
42 Ethics Officer is designated by the President of the Board of Library Trustees.

43

44 **Acting in Good Faith**

45 Anyone filing a complaint concerning a violation or suspected violation must be acting
46 in good faith and have reasonable grounds for believing the information disclosed
47 indicates a violation. Any allegations that prove not to be substantiated and which
48 prove to have been made maliciously or knowingly to be false will be viewed as a
49 serious disciplinary offense.

50

51 **Confidentiality**

52 Violations or suspected violations may be submitted on a confidential basis by the
53 complainant or may be submitted anonymously. Reports of violations or suspected
54 violations will be kept confidential to the extent possible, consistent with the need to
55 conduct an adequate investigation.

56

57 **Handling of Reported Violations**

58 The Ethics Advisor will notify the sender, if not anonymous, and acknowledge receipt
59 of the reported or suspected violation within five business days. All reports will be
60 promptly investigated and appropriate corrective action will be taken if warranted by
61 the investigation.

62

63

64 Approved by Board of Library Trustees: 3/28/2011; 4/28/2014; 5/22/2017; March 28,
65 2011; 5/24/2021

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2
3
4 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

5
6 **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

7
8
9 **POLICY**

10
11 The West Chicago Public Library District abides by Illinois Law which provides that the
12 circulation records and registration records of patrons are confidential. The West
13 Chicago Public Library District does not make available such records except as may be
14 required by the Library Records Confidentiality Act. (75 ILCS 70/1-2)

15
16 Circulation records, registration records and other records linking the names of library
17 users with specific materials are confidential. Access to such records is restricted to
18 library staff with a need to know and, in the case of missing or late materials, the parent
19 or legal guardian of a minor library card holder.

20
21 All library staff and employees are hereby advised that such records shall not be made
22 available to the public, the press, or any agency of state, federal or local government
23 except pursuant to such legal process, order or subpoena as may be authorized under
24 applicable laws.

25
26
27 **PROCEDURE**

28
29 Library staff shall observe the following procedures:

- 30
31 1. On receipt of any legal process, order or subpoena, the library staff member in
32 charge will immediately contact the Library Director. The Library Director will
33 notify the President of the Board of Library Trustees and will consult with the
34 Library Attorney to ensure that:
35 (a) the document is in proper legal form; and
36 (b) the document reflects issuance by a court or administrative body of
37 competent jurisdiction
38
39 2. Until authenticity of such process, order or subpoena has been confirmed, the
40 Library will resist providing the records sought.
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Employee/Trustee Acknowledgment

(Confidentiality)

I received and reviewed the current Confidentiality of Library Records Policy. I understand it is my responsibility to comply with the policies stated in said Ordinance.

Trustee/Employee Signature: _____

Date Signed: _____

Approved by Board of Library Trustees: 10/24/2005; 9/24/2007; 9/26/2011; 10/28/2013; 1/23/2017; 6/28/2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT
2 MEETING ROOM POLICY & APPLICATION FORM

3
4 POLICY

5
6 The ~~M~~maximum meeting room capacity is 60 people.

7
8 The meeting room is made available for the operational needs of the Library first, then to
9 provide accommodations for educational, informational, cultural and civic functions within
10 the District. When feasible, ~~T~~the ~~West Chicago Public Library District~~ may provides the
11 meeting room ~~space~~ to valid Library card holders with Library cards in good standing. All
12 ~~meetings~~ meeting room reservations should be scheduled during regular library business
13 hours through the ~~Library Administrative Office~~ Public Relations Specialist.

14
15 For purposes of this policy, the meeting room shall refer to the main program room on the
16 first floor of the library. For more information about the meeting room, see attachment two.
17 The Application for Use of the Meeting Room is attachment one.

18
19 The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s)
20 using the meeting room. Activities that are inconsistent with the Library's meeting room
21 policy will be denied or terminated. Use of the meeting room shall be governed by the
22 following procedures:

23
24 PROCEDURE

25
26 **Availability and Priority of Use Permissible Meetings**

- 27 1. Library-sponsored programs and activities, including functions of the West Chicago Public Library
28 District and its committees;
- 29 2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library
30 and related to its mission, collections and services;
- 31 3. Meetings of municipalities, agencies or departments of local government located within the district
32 boundaries;
- 33 4. Meetings of other organizations, such as the Rotary and Chambers of Commerce of which the
34 Library is a member and active partner;
- 35 5. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or
36 classified as a not-for-profit 501 (c)(3); and
- 37 6. Businesses and other groups within the district boundaries in need of space to conduct a meeting
38 or seminar consistent with the Library's mission.
39

- ~~1. Library sponsored groups shall be given priority. Other groups shall be granted reservations on a first come, first served basis.~~
- ~~2. Library sponsored/related meetings including without limitation meetings sponsored or conducted by the Library pertaining to the affairs of the Library.~~
- ~~3. Associations of which the Library is a member.~~
- ~~4. Local non profit organizations engaged in civic, cultural, educational, or charitable activities.~~

Limitations Exclusions

The Library's meeting room is not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the meeting room may not be used for includes but is not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the reservation.
3. Recitals or large performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
7. Any use through which a salary or fee is earned or business is solicited.
8. Commercial meetings for advertising or solicitation; to conduct market research; to interview job applicants or hold a job fair.

- ~~1. Commercial meetings for advertising or solicitation.~~
- ~~2. Commercial meetings to conduct market research or to interview job applicants.~~
- ~~3. Social events such as birthday parties or showers.~~
- ~~4. Any use that would disrupt the operations of the Library.~~
- ~~5. Any group that violates the Library's policy Regulating Conduct Within and Use of the Property and Facilities of the West Chicago Public Library District.~~
- ~~6. Programs or gatherings that present a clear and present danger to the welfare of the participants, library staff and patrons, and/or the community.~~

Fees

- ~~1. Non profit organizations \$10.00 per hour non refundable room reservation rental fee payable in advance.~~

78 **Eligibility for the Meeting Room**

- 79
- 80 1. Applicant must be 18 years of age or older, reside in the West Chicago Public Library District and
 - 81 have a current valid WCPLD library card in good standing.
 - 82 2. The applicant must remain in the room during the meeting.
 - 83 3. Applications must be made in advance ~~on~~ by completing the Library's application form. Please
 - 84 see attachment one of this policy.
 - 85 4. Applications must be completed, returned and include ~~a credit card number~~ payment before meeting
 - 86 ~~space can~~ the meeting room reservation can be confirmed.
 - 87
 - 88

89 **Indemnification**

90 For and in consideration of the use of the meeting room and Library facilities, any person or group

91 using them agrees to indemnify and hold harmless the West Chicago Public Library District, its Board

92 of Trustees, Officers and employees from any and all actions or suits relating to its use of the room and

93 facilities.

94

95

96 **General Regulations**

97 Users of the meeting room agree to abide by all Library policies and the regulations established herein.

98 Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of

99 future reservations. These regulations apply to the meeting room used for the purpose of bringing a

100 group together.

- 101 1. Light refreshments may be served, provided the items are "dry," such as cookies or crackers.
- 102 Beverages must be in individual containers with a lid. All food served must be commercially
- 103 prepared. Cooking is prohibited. All food and beverages must remain in the meeting room.
- 104 2. Smoking and consumption of alcohol and/or controlled substances are prohibited.
- 105 3. Any material that is deemed hazardous or dangerous is prohibited.
- 106 4. Children under nine (9) years of age must be supervised by a responsible caregiver at all times.
- 107 5. The Library is not responsible for items left unattended or forgotten.
- 108 6. No person or group may transfer a room reservation to another group.
- 109 7. An admission fee may not be charged by any person or group.
- 110 8. Organizations may not ask for personal information from program attendees.
- 111 9. Room fees are payable at the time of application.
- 112 10. The Library does not provide assistance in transporting supplies to the room or help with setup
- 113 beyond the initial setup, which is done by Library personnel. Library staff are not available to help
- 114 with meetings, take attendance or assist with registration.

- 115 11. Organizations may not reserve space more than one (1) time per month.
- 116 12. All meetings must be open to the public.
- 117 13. Room setup arrangements are required two weeks prior to the event.
- 118 14. Meeting room reservations are not allowed on Sundays.
- 119 15. All meetings must end thirty (30) minutes prior to the closing of the Library. Failure to do this may
120 result in the suspension of reservation privileges.
- 121 16. Rentals are not allowed before or after regular Library hours.
- 122 17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the
123 use of the room at any time. All reservations must adhere to the Library's Conduct Policy.
- 124 18. The person or group reserving the meeting room is responsible for ensuring that its meeting
125 complies with requirements of the Americans with Disabilities Act and compliance shall be at the
126 reserving group's own cost and expense.
- 127 19. The West Chicago Public Library District reserves the right to cancel a meeting room reservation
128 if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a
129 power outage or inclement weather. Staff will assist the individual in finding an alternate date or
130 will refund the reservation fees.
- 131 20. In the event there is damage to the meeting room during a reservation, the person or group reserving
132 the room must reimburse the Library for damages. Failure to reimburse the Library for the damages
133 incurred during use of the meeting room shall result in the suspension of Library and/or room
134 reservation privileges, and possible criminal charges.
- 135 21. Commercial entities may host informational and educational seminars, workshops, etc., but all such
136 meetings must be free and open to the public. Attendees may not be asked for contact information
137 as a condition of attending or participating.
- 138 22. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of
139 meeting room users. Individuals or groups using the Library's meeting room must:
140
- 141 a. Not state or imply that their activities are sponsored by the Library.
 - 142
 - 143 b. Not use the Library as a mailing address or list the Library's name, address, phone
144 number or web address as its headquarters.
 - 145
 - 146 c. Not publicize their meetings with posters, leaflets or other publicity ~~in the~~ on Library
147 property ~~building~~ without prior approval by the Library Director. Directional signs
148 and/or notices for day-of events must be approved by the Person-in-Charge prior to
149 posting and removed immediately after use of the meeting room.
 - 150
 - 151 d. Include the following Disclaimer in all publications and advertisements:
152

153 *"Use of the Library meeting room does not constitute endorsement or*
154 *approval of the organization, this program or its content by the West*
155 *Chicago Public Library District."*

156 23. The Library retains the right to monitor all meetings conducted on the premises to ensure
157 compliance with library regulations and policies. The Board of Trustees of the West Chicago Public
158 Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting
159 or refuse meeting room reservations.

160 24. The person or group will be responsible for returning the meeting room to its original condition. If
161 the Library's Maintenance Assistant must perform clean-up activities, the group shall be billed an
162 hourly rate for the amount of time required to return the meeting room to its original condition.
163

164 The meeting room may be booked during the following periods:

Rental Month	Reservations Open
166 January	December 1
167 February	January 1
168 March	February 1
169 April	March 1
170 May	April 1
171 June	May 1
172 July	June 1
173 August	July 1
174 September	August 1
175 October	September 1
176 November	October 1
177 December	November 1

179
180
181 **Rental Fees and Occupancy Limits**

182 The meeting room may be reserved ~~rented~~ for a maximum of three (3) hours.

183
184 Organizations, businesses, and associations must pay a \$10.00 per hour non-refundable room
185 reservation fee for use of the meeting room payable in advance, except for West Chicago Public Library
186 District partnerships.

187
188 ~~A valid credit card is required for all meeting room rentals. Rental fees may not be paid by checks or~~
189 ~~cash. By giving a credit card number, renters agree that any damages that occur during the rental will~~
190 ~~be charged to the credit card on file.~~

191
192 ~~There is no fee to use study rooms one and two or the small conference room.~~

193
194 Reservation fees are not charged to the following organizations: governmental agencies, park districts,
195 schools, libraries, IMRF, or library-sponsored or sanctioned programs.

196
197 The Library may waive reservation fees at the discretion of the Library Director.

198
199 **Equipment**

- 200 1. The following equipment may be available for use in the meeting room:
- 201 1. Chairs
- 202 2. Tables
- 203 3. 70" Television & HDMI cable (for projection purposes)
- 204 4. Podium
- 205 5. Garbage cans
- 206 6. Sink/counter
- 207 2. Groups using the meeting room shall be billed at replacement cost for any damage to
- 208 furnishings and/or equipment.
- 209 3. All fees for damage shall be paid within thirty days of the reservation meeting date.
- 210 Failure to do so shall result in forfeiture of the right to use the meeting room facilities.
- 211

212 **Food/Drink/Smoking**

- 213 ~~1. The Library complies with the Smoke Free Illinois Act (P.A. 095-0017) and therefore~~
- 214 ~~smoking is not allowed.~~
- 215 ~~2. Light refreshments may be served. All refreshments must remain in the meeting room.~~
- 216 ~~Alcoholic beverages are not allowed.~~
- 217 ~~3. Sponsoring organizations are responsible for exercising reasonable care in their use~~
- 218 ~~and disposal of food.~~
- 219

220 **Regulations**

- 221 ~~1. No fees may be charged for entrance or participation.~~
- 222 ~~2. Children under nine (9) must remain with their parent or guardian at all times while~~
- 223 ~~on the Library premises as per our policy Regulating Conduct Within and Use of the~~
- 224 ~~Property and Facilities of the West Chicago Public Library District.~~
- 225 ~~3. The groups shall abide by all local ordinances and applicable laws.~~
- 226 ~~4. No organization may use the Library as its official mailing address or telephone~~
- 227 ~~contact unless it is a Library sponsored group.~~
- 228 ~~5. No group shall be allowed to store its equipment or supplies at the Library.~~
- 229 ~~6. It shall be the sole responsibility of the group to recognize and adhere to Americans~~
- 230 ~~with Disabilities Act (ADA) regulations. Any cost associated with this compliance is~~
- 231 ~~the group's responsibility.~~
- 232 ~~7. The group will be responsible for returning the room to its original condition. If the~~
- 233 ~~Library's custodian must perform clean-up activities, the group shall be billed an~~
- 234 ~~hourly rate or fraction thereof.~~
- 235

236 Approved by Board of Library Trustees: 3/22/2004; 9/26/2005; 9/22/2008; 1/23/2012;

237 4/28/2014; 5/22/2017; 5/24/2021

238 **ADDENDUM ATTACHMENT 1**

239
240 **Application For Use of Meeting Room**

241
242
243 Application Date: _____

244
245 Person responsible for room:

246
247 Name _____

248
249 Address: _____

250
251 _____
252
253 Telephone _____

254
255 Name of Organization: _____

256
257 Is this a 501(c) nonprofit organization? _____ Yes _____ No

258
259 Purpose of Meeting: _____

260
261 Equipment Needed: _____ Chairs _____ Tables _____ Projection Screen _____ Podium

262
263 Date of meeting: _____ From: _____ To: _____

264
265 Do you have a copy of the Meeting Room Policy? _____ Yes _____ No

266
267
268 I have read and will comply with the Meeting Room Policy. I understand that
269 there is a \$10.00 per hour **reservation rental** charge for the use of the room. I
270 agree to pay this charge before my **reservation will be confirmed, if applicable**
271 **group is admitted to the room.** The room **rental reservation** fee is non-
272 refundable.

273
274 Signature _____ Date _____

275
276 Amount Paid: \$ _____ Check # _____ Cash _____ EPay _____

277
278 Staff Initials: _____ Date: _____

279
280
281
282
283

ADDENDUM ATTACHMENT 2

MEETING ROOM



284
285
286

287 Located on the first floor of the library, the Meeting room can be reserved for a fee by
288 calling the [Public Relations Specialist administrative office](#), (630) 231-1552 ext. 130. An
289 application ([attachment Addendum 1 one](#)) will need to be completed and [reservation fees](#)
290 [paid prior to reservation confirmation](#). The Meeting Room holds a [maximum of 60 people](#).

291

Equipment

- 292
- 293 1. The following equipment may be available for use in the meeting room:
 - 294 a. Chairs
 - 295 b. Tables
 - 296 c. 70" Television & HDMI cable (for projection purposes)
 - 297 d. Podium
 - 298 e. Garbage cans
 - 299 f. Sink/counter
 - 300 2. Groups using the meeting room shall be billed at replacement cost for any damage to
301 furnishings and/or equipment.
 - 302 3. All fees for damage shall be paid within thirty days. Failure to do so shall result in
303 forfeiture of the right to use the meeting room facilities.
- 304

WEST CHICAGO PUBLIC LIBRARY DISTRICT

STUDY ROOM POLICY

POLICY

The West Chicago Public Library District provides a variety of study rooms. Available study rooms are listed below. For more information about each study room, please see attachment one of this policy.

Study Room 1	6 person maximum capacity
Study Room 2	5 person maximum capacity
Conference Room	10 person maximum capacity

For purposes of this policy, study rooms shall refer to Study Room 1, Study Room 2, and the Conference Room.

The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s) using the study rooms. Activities that are inconsistent with the Library's study room policy will be denied or terminated. Use of a study room shall be governed by the following procedures:

PROCEDURE

AVAILABILITY AND USE

Library sponsored meetings, programs, events, and activities shall be given priority. Other individuals and groups shall be granted reservations on a first come, first served basis.

Limitations

The Library's study rooms are not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the study rooms may not be used for include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the reservation.

3. Performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
- ~~7. Legal conferences or proceedings, including but not limited to depositions.~~
- ~~8. Realty closings.~~
9. Any use through which a salary is earned, **a fee is charged**, or business is solicited.
10. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants **or host a job fair**.

ELIGIBILITY

Must be 12 years of age or older with a valid Library card in good standing to ~~use or~~ reserve a study room.

INDEMNIFICATION

For and in consideration of the use of the study rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District, **its Board of Trustees, officers and employees** from any and all actions or suits relating to its use of such rooms and facilities.

GENERAL REGULATIONS

Users of the study rooms agree to abide by all Library policies and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations.

1. Beverages must be in individual containers with a lid; **no food is permitted**.
2. Smoking, vaping, chewing tobacco and consumption of alcohol and/or controlled substances are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.

4. Children **under** nine (9) years of age ~~and under~~ must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No person or group may transfer a room reservation to another person or group.
7. Admission **fees** may not be charged by any person or group.
8. Study room users must leave at the closing of the Library. Failure to do this may result in the suspension of study room privileges.
9. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the study room at any time. Users must adhere to the Library's Conduct Policy.
10. The West Chicago Public Library District reserves the right to cancel a study room reservation if a conflict arises with a Library-sponsored need or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date.
11. By allowing use of its study rooms, the Library does not endorse the activities or viewpoints of study room users. Groups or individuals using the Library's study rooms must:
 - a. Not state or imply that their activities are sponsored by the Library.
 - b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity ~~in the~~ **on** Library property **building** without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the study room.
 - d. Include the following Disclaimer in all publications and advertisements:

"Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District."
12. The Library retains the right to monitor all room usage conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the West Chicago Public Library District or the Library Director shall reserve the option to pre-empt or cancel any study room usage or refuse study room reservations.

Study room users are responsible for returning the room to its original condition.

FEES

1. There is no fee to use or reserve study rooms.
2. Groups or individuals using a study room shall be billed at replacement cost for any damage to furnishings and/or equipment.
3. All fees for damage shall be paid within thirty days of the [reservation meeting date](#). Failure to do so shall result in forfeiture of the right to use the study rooms and possible criminal charges.

OCCUPANCY LIMITS

The occupancy limits for the study rooms can be found in attachment one of this policy.

ATTACHMENT 1

STUDY ROOMS

General Guidelines

- Study rooms may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Beverages must be in individual containers with a lid; no food is permitted.
- Reservations can be made up to one week in advance online, by phone or in-person.
- May be reserved by those ages 12 and above.
- Reservations will be removed if not filled within a half hour of the reserved time.
- Study rooms are not soundproof; therefore there should be no expectation of privacy and conversations should be kept low as not to disturb others.

CONFERENCE ROOM



- Located in the Adult Services Department, this conference room holds 1 to 10 people and its dimensions are 11'2" x 19'2".
- A flat screen and HDMI hookup are available in the room.
- A whiteboard is available in the room.
- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in-person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within a half hour of the reserved time.~~

ATTACHMENT 1

STUDY ROOM #1



- Located in the Adult Services Department, this study room is ideal for 1-6 people and its dimensions are 13'7" x 12'2".
- A whiteboard is available in the room.
- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within a half hour of the reserved time.~~

STUDY ROOM #2



ATTACHMENT 1

- Located in the Adult Services Department, this study room is ideal for 1-5 people and its dimensions are 11'1" x 9'10".
- A whiteboard is available in the room.
- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within one half hour of the reserved time.~~

* Approved by Board of Library Trustees: November 26, 2018