



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
LIBRARY PROGRAM ROOM  
MONDAY, SEPTEMBER 23, 2024  
7:00 PM

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

## AGENDA

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
1. Board Meeting – August 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 September 2024
  2. Financial Statements for August 2024
- H. Communications
- I. Presentations
1. ILEAD Trustee Training Leanne Furby
  2. Managed Care IT Update Tamara Korbel
- J. Reports
1. President Patricia Weninger
    - a. Appointment of a Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Recordings
  2. Library Director ATTACHMENT

3. Department Managers – Circulation Services
4. Policy Committee

**ATTACHMENT**  
Frank Fokta

**K. Unfinished Business**

1. Bylaws of the Board of Library Trustees

**ACTION**

**L. New Business**

1. Adoption of Certified Estimate of Revenues by Source
2. Freedom of Information Act Policy
3. Public Comment Policy
4. Exhibits, Displays, and Artwork Policy
5. Policy Audit and Review Procedures
6. Service to Patrons with Disabilities
7. Display or Distribution of Notices, Pamphlets, or other  
Printed Materials
8. Library Tour for Library Trustees

**ACTION**

**ACTION**

**ACTION**

**ACTION**

**ACTION**

**ACTION**

**ACTION**

**M. Closed Session**

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

**ACTION**

**N. Return to Open Session**

**O. Adjournment**

**DRAFT MINUTES ONLY**

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

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

B. ROLL CALL:

TRUSTEES PRESENT: Patricia Weninger, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom and Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Luke Sutton, Youth Services Manager; Gabriel Cardenas, Circulation Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - Ms. Jakacki moved to approve as read the Minutes of the July 22, 2024, board meeting; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Monica Lidral attended to observe the meeting.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2024: Ms. Jakacki moved to approve the bills for August 2024 in the amount of \$239,230.97; seconded by Mr. Fokta.

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

2. Financial Statements for July 2024: Ms. Jakacki reported 51% of the Library's budgeted revenue has been received from the District property tax installment. The Library's expenditures are running about 7-8%, which is normal for this time in the fiscal year.

Mr. Weseloh provided a report on the Financial Statements in his Director's Report, Item I-2.

H. COMMUNICATIONS:

1. B&A Ordinance Reminder: The deadline for passing the Budget and Appropriations ordinance is September 24, 2024. The ordinance was

**DRAFT MINUTES ONLY**

published in the Daily Herald and will be filed with the County Clerk.

2. The Library's attorneys provided a timeline for candidates seeking to run in the consolidated election of April 1, 2025 for the three open Library Board Trustee seats. To date two people have picked up packets. The packets will be filed at the administrative office between November 12-18, 2024 and the prospective candidates' information will be turned in to the Election Commission so the ballot is finalized by January 23, 2025. Packets are also available on the Library's website for download.

**I. REPORTS:**

1. President's Report: President Weninger appointed Richard and Corrine to perform the secretary's audit.

Ms. Weninger encouraged the trustees to speak with people they know who may be a good candidate for the open board positions for the 2025 consolidated election.

Mr. Bloom is working on the Little Free Library project in honor of Nancy Conradt. He is going to try to build the project with the dog theme the board had originally discussed.

2. Library Director: At 8% through the fiscal year elapsed, the budget has been expended at the rate of 7%. Interest earned is \$9,000 for the month across all bank accounts.

The annual audit field work is scheduled for September 11-13, 2024. Peerless Network finally provided a dollar amount which the Library was owed -- \$990 credit -- and the current amount the Library is now in arrears is \$11,735.30. The arrearage was accumulated during the time the Library was waiting for the vendor to determine the amount owed to the Library.

Boiler 2 malfunctioned and went into alarm mode. The unit is 30 years old. A part was replaced, and a week later it went into alarm mode again. The unit was cleaned and seemed to work; however, the unit may need to be replaced.

The roofer was onsite and replaced 50 broken tiles. When Mr. Weseloh reviewed the photos, he noticed an additional two cracked tiles depicted, which have been recommended to be replaced. There were initially 40-42 tiles broken. The initial 50 tiles purchased were all used; so more tiles will be purchased. The roof leak has been resolved.

Mr. Ritzman completed the rider for the capital improvements project and proposal, which was then forwarded to Midwest Mechanical. Once the timelines are developed, an on-site meeting at the library will be scheduled to determine time frame for completing the work.

**DRAFT MINUTES ONLY**

Staff anniversaries were reviewed. There has been a lot of turnover in the circulation department with workers returning to school after fulfilling their clinical requirement at the library.

Mr. Weseloh attended two workshops with a few managers put on by HR Source. Topics were legal issues for supervisors, and The Tricky Trifecta: ADA, FMLA, and Workers' Compensation.

Five West Chicago staff members attended the SWAN expo which recognized SWAN's 50th anniversary. A retired police officer spoke about responding to patrons in the library with mental illness or that are having struggles, and to know when to call the police.

Staff is looking into working with the school superintendent and students at the high school and other schools in the district to enable students to sign up for library cards at school registration time.

One training session was presented by Chicago Public Library staff and addressed servicing immigrants who have been bussed up from Texas into the Chicago area. The 80 Chicago Public Libraries have been dealing with this influx of many people that they weren't prepared or ready to deal with; and some of these displaced persons may be relocated to the suburbs. The Chicago Public Library personnel are willing to be resources to the suburban libraries.

Artificial intelligence and code writing were discussed; and the importance of librarians continuing to serve the role of providing verifiable information.

The library staff and Mr. Weseloh finished the IPLAR report, which is due for submission on September 1, 2024. A paper-shredding event was held August 24, 2024, in partnership with State Representative Maura Hirschauer's office.

3. Department Managers: Amanda reported on Adult and Young Adult Services Departments. The presentation included a list of the services the departments provide to patrons and a breakdown of the time spent by reference staff in delivering the different services, with most of their time spent on informational services, which is reference work and tech.

Department staff serve as proctors for patron test-taking, and this service has increased in frequency with the increase of online classes. Staff proctor approximately six tests a month. The library procedures have been changed to limit the proctoring to only being provided for West Chicago residents. The requests must be scheduled in advance.

**DRAFT MINUTES ONLY**

There has been an increase in patrons asking for community services such as social services, job assistance, and filling out legal forms. Staff created a community resource tool kit for internal use so that when patrons ask these types of questions, staff have resources to share with the patrons.

There has been an upward trend in the book-a-librarian and concierge appointments. If the assistance is more than 20 minutes, the services are designated as a concierge appointment. A book-a-librarian is a booking of a staff member upstairs for a half hour one-on-one session. The concierge appointments have doubled from 2022 to 2023 which indicates that staff are spending more time with patrons than ever before. Staff have also seen a trend in increased study room reservations.

In addressing the strategic plan goals, the Library of Things collection has continued to expand, as well as staff have been weeding the Library of Things collection. Checkouts have increased 20% from last year, and 11 kits have been added this year and three withdrawn. More items will be ordered this year.

The e-book collection has been increased to decrease wait time for some materials. E-books continue to be a challenge for libraries because they are very costly. Several different lending models are offered. An automatic weeding plan has been implemented to help with collection maintenance where items are automatically weeded once they have expired from the collection.

The West Chicago Library had worked with Literacy DuPage for several years, during which time they had an average of three people attend the sessions. The Learning Circle ended when the Library began its partnership with College of DuPage in January of 2024 and a Saturday class was offered through the spring semester -- which averaged 16 students per class. The room setup did not work for COD or for the Library's programming schedule to continue that arrangement. The Library is connecting with Literacy DuPage again to try to resume the ESL sessions. The Library will look into citizenship programming in the future.

The staff in the departments have been collaborating with other organizations to provide programming and services outside of the library. The Young Adult Librarians make a lot of connections at the high school and middle school levels; and the young adult outreach this year has increased 76% from last year. Staff visit various local senior residences on a quarterly basis and present programs at these facilities, including crafts, games, and trivia programs, as well as offer advice and one-on-one technology assistance.

**DRAFT MINUTES ONLY**

Bilingual programming and services in Spanish have been increased. Some programs that are taught in English may be offered as bilingual upon request. The Healthy West Chicago classes can be bilingual with the engagement of a Spanish interpreter, some historical programs have been offered as bilingual, and one bilingual craft program is offered each quarter.

Other Library departments submitted written reports which were provided in the board packets.

**J. Unfinished Business:**

1. FY 2025 Working Budget Revision: The Library's accountant indicated that the bottom line number on the working budget and the budget appropriation should match, and the budget appropriations must be published. If the board is going to add an addendum to the budget and appropriation to include the proposal number, that will also need to be published. The Corporate Carryover funds will be used to pay for the \$350,000 capital improvements projects, as indicated on Line 46010 on Page 6.

Ms. Jakacki moved to approve the FY 2025 Working Budget; seconded by Ms. Navadomskis.

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

**K. New Business:**

1. Ordinance 20-03 Budget & Appropriation of the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2024, and ending June 30, 2025: Ms. Jakacki moved to approve Ordinance 20-03 Budget & Appropriation of the West Chicago Library District for the fiscal year beginning July 1, 2024, and ending June 30, 2025; seconded by Ms. Navadomskis.

Line Item 19 states the Capital Projects Expenses are "Paid from Corporate Carryover, not current tax levy."

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

(Staff left)

2. Short Takes for Library Trustees: Board Self Evaluation: The trustees watched the video on Board Self Evaluation and then had a short conversation on the importance of doing a self evaluation.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:09 p.m.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE: September 23, 2024**

**FINANCIAL STATEMENT DATE: August 31, 2024**

Payroll dated:

8/2/2024	Net Payroll	\$	39,059.45
	Federal Liability Payment	\$	11,184.00
	State Liability Payment	\$	2,389.62
	Paylocity Fee	\$	171.52
8/16/2024	Net Payroll	\$	39,763.12
	Federal Liability Payment	\$	11,284.99
	State Liability Payment	\$	2,414.47
	Paylocity Fee	\$	326.64
8/30/2024	Net Payroll	\$	39,812.36
	Federal Liability Payment	\$	11,278.53
	State Liability Payment	\$	2,413.20
	Paylocity Fee	\$	266.46

TOTAL \$ 160,364.36

State Bank of IL

Operating - Manual Cks	Check No.	\$	15,842.01
Operating - System Cks	Check No.	\$	241,445.10
Operating - Credit Card	Check No.	\$	5,171.06
Librarian's Petty Cash	Check No.	\$	2,500.00

TOTAL \$ 264,958.17

Total Bills for Approval \$ 425,322.53

Board Approval

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

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



**West Chicago Public Library District**  
**Bills Total**  
As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
<b>ACC Business</b>					
Bill	08/27/2024	242281022	7/11/24-8/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business					<u>608.66</u>
<b>Accurate Office Supplies</b>					
Bill	08/28/2024	621424	Coffee/Tea/Sugar/Cups	41334 · OFFICE SUPPLIES GENERAL	237.86
Bill	08/30/2024	621605	Paper Towels/Toilet Paper	45115 · JANITORIAL SUPPLIES	591.24
Bill	09/13/2024	622325	Coffee/Plates/Legal Pads	41334 · OFFICE SUPPLIES GENERAL	157.69
Total Accurate Office Supplies					<u>986.79</u>
<b>Alarm Detection Systems</b>					
Bill	09/08/2024	204101-1072	October 2024-December 2024	45160 · CONTRACT INSPECTION & MAINTEN	304.26
Total Alarm Detection Systems					<u>304.26</u>
<b>Albertsons-Safeway</b>					
Bill	09/12/2024	802063-082224-3338	Snacks	44130 · PROGRAMS-YOUNG ADULT	133.17
Total Albertsons-Safeway					<u>133.17</u>
<b>All American Flag</b>					
Bill	09/04/2024	7467	Flag Pole Repair	45140 · EXTERIOR R & M-OTHER	368.46
Total All American Flag					<u>368.46</u>
<b>Amanda Ghobrial</b>					
Bill	08/26/2024		Mileage Reimbursement	41320 · TRAVEL	111.11
Bill	09/11/2024		Mileage Reimbursement	41320 · TRAVEL	42.88
Total Amanda Ghobrial					<u>153.99</u>
<b>Amazon Capital Services</b>					
Bill	08/15/2024	1DFN-CD7Y-7YDJ	Beads/Craft Sticks/Washi Tape	44130 · PROGRAMS-YOUNG ADULT	29.10
Bill	08/19/2024	1CRM-3HH9-1D1T	Audio CD	42320 · AV MATERIALS-ADULT	14.79
Bill	08/21/2024	1LFF-PJV4-GJC6	CD	42320 · AV MATERIALS-ADULT	15.98
Bill	08/29/2024	1N7L-YHXD-7GRQ	Books/Paper	44145 · EVENTS AND OUTREACH	132.25
Bill	08/29/2024	19VN-W74X-D91N	Misc.	42320 · AV MATERIALS-ADULT	159.58
Bill	08/31/2024	1FPL-HHLT-DQXH	Misc.	44120 · PROGRAMS-ADULT	41.39
Bill	09/01/2024	196G-XVN1-TOV6	Misc.	44120 · PROGRAMS-ADULT	46.14
Bill	09/02/2024	1FVD-TPKV-Y3P6	Business Prime Membership Fee	41330 · ASSOCIATION DUES	179.00
Bill	09/02/2024	1FDV-QVX9-4YF4	Games	42330 · AV MATERIALS-YOUNG ADULT	346.60
Bill	09/05/2024	1679-3XF7-93VF	Misc.	44120 · PROGRAMS-ADULT	134.33
Bill	09/05/2024	1M9X-XVYV-7YDV	Misc.	44120 · PROGRAMS-ADULT	86.90
Bill	09/08/2024	1YK6-G7VP-3H6V	String Flags	44140 · PROGRAMS-YOUTH	8.99
Bill	09/08/2024	1Q13-36YJ-XYF6	Misc.	42140 · BOOKS-YOUTH	161.15
Bill	09/08/2024	11RM-DY31-WP4N	Misc.	44145 · EVENTS AND OUTREACH	88.23
Total Amazon Capital Services					<u>1,444.43</u>

**West Chicago Public Library District**  
**Bills Total**  
As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
<b>American Nat'l Sprinkler</b>					
Bill	08/19/2024	47933925	Springkler Repair	45140 · EXTERIOR R & M-OTHER	143.45
Total American Nat'l Sprinkler					143.45
<b>Anderson Elevator Co.</b>					
Bill	09/01/2024	92538-J6W5	September 2024	45160 · CONTRACT INSPECTION & MAINTEN	187.00
Total Anderson Elevator Co.					187.00
<b>Background Resources</b>					
Bill	08/31/2024	23245	K. Zar, S Hernandez, A. Zacatci	41342 · ADMINISTRATIVE MISC	66.00
Total Background Resources					66.00
<b>Benjamin Weseloh</b>					
Bill	09/11/2024		Mileage Reimbursement	41320 · TRAVEL	86.70
Total Benjamin Weseloh					86.70
<b>Bigleaf Networks, Inc.</b>					
Bill	09/01/2024	100036	September 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
<b>Cengage Learning</b>					
Bill	09/05/2024	85336911	Books	42120 · BOOKS-ADULT	196.74
Total Cengage Learning					196.74
<b>Chicago Sun Times</b>					
Bill	09/10/2024		Annual Subscription	42210 · PERIODICALS	496.27
Total Chicago Sun Times					496.27
<b>Cintas Corporation</b>					
Bill	09/01/2024	9286407560	September 2024	45155 · GENERAL BLDG SERVICES	50.50
Bill	09/13/2024	5229835361	1st Aid Supplies	41334 · OFFICE SUPPLIES GENERAL	46.26
Total Cintas Corporation					96.76
<b>Cintas Fire</b>					
Bill	08/28/2024	0F94726041	Inspection	45160 · CONTRACT INSPECTION & MAINTEN	4,155.15
Total Cintas Fire					4,155.15
<b>Comcast</b>					
Bill	09/12/2024		October 2024	42405 · INTERNET SERVICES	337.00
Total Comcast					337.00
<b>Comcast Business</b>					
Bill	09/01/2024	217334413	September 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business					560.00
<b>ComEd</b>					
Bill	08/16/2024		7/18/24-8/15/24	45320 · UTILITIES-ELECTRIC	2,061.71
Total ComEd					2,061.71

**West Chicago Public Library District**  
**Bills Total**  
As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
<b>David Villalobos</b>					
Bill	09/04/2024		Swan Expo	41320 · TRAVEL	47.59
Total David Villalobos					47.59
<b>De Lage Landen Financial</b>					
Bill	09/06/2024	588290047	September 2024	41336 · OFFICE EQUIPMENT	1,496.23
Total De Lage Landen Financial					1,496.23
<b>Demco</b>					
Bill	09/05/2024	7530435	Labels	42500 · PROCESSING-TECHNICAL SERVICE	33.93
Total Demco					33.93
<b>Efficiency Reporting</b>					
Bill	08/22/2024	20316er	July 2024 Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting					340.00
<b>First Security Systems, Inc.</b>					
Bill	08/20/2024	95800	Low Frequency Cards	41342 · ADMINISTRATIVE MISC	146.00
Bill	08/29/2024	95893	Fire Alarm System	45160 · CONTRACT INSPECTION & MAINTEN	747.75
Total First Security Systems, Inc.					893.75
<b>Flood Brothers</b>					
Bill	09/06/2024	7711996	September 2024	45350 · UTILITIES-TRASH	172.99
Total Flood Brothers					172.99
<b>Francesca Tso</b>					
Bill	08/27/2024		Storytime Training	41320 · TRAVEL	22.78
Total Francesca Tso					22.78
<b>Gehrke Technology Group</b>					
Bill	09/11/2024	2402980	September 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
<b>Globe Life</b>					
Bill	09/01/2024		September 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	55.00
Total Globe Life					55.00
<b>Governmental Accounting, Inc.</b>					
Bill	09/01/2024	59963	September 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
<b>Incrediblebats Inc.</b>					
Bill	08/16/2024	10192024	Program Performer	44140 · PROGRAMS-YOUTH	400.00
Total Incrediblebats Inc.					400.00
<b>Ingram Library Services</b>					
Credit	08/14/2024	83198618	Books	42120 · BOOKS-ADULT	-48.86
Credit	08/05/2024	83050740	Books	42140 · BOOKS-YOUTH	-11.29

**West Chicago Public Library District**  
**Bills Total**  
As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
Credit	08/22/2024	83335328	Books	42120 · BOOKS-ADULT	-18.36
Credit	08/26/2024	83392338	Books	-SPLIT-	-20.38
Bill	08/07/2024	83077211	Books	-SPLIT-	383.43
Bill	08/09/2024	83115365	Books	-SPLIT-	132.80
Bill	08/11/2024	83129327	Books	-SPLIT-	278.95
Bill	08/14/2024	83184366	Books	-SPLIT-	132.95
Bill	08/14/2024	83188794	Books	-SPLIT-	21.08
Bill	08/16/2024	83223292	Books	-SPLIT-	52.69
Bill	08/19/2024	83248797	Books	-SPLIT-	81.54
Bill	08/20/2024	83269146	Books	-SPLIT-	94.84
Bill	08/23/2024	83341274	Books	-SPLIT-	128.51
Bill	08/23/2024	83350925	Books	-SPLIT-	47.93
Bill	08/27/2024	83399787	Books	-SPLIT-	1,247.73
Bill	08/28/2024	83425112	Books	-SPLIT-	327.30
Bill	08/29/2024	83452811	Books	-SPLIT-	238.25
Bill	08/29/2024	83457237	Books	-SPLIT-	132.97
<b>Total Ingram Library Services</b>					<b>3,202.08</b>
<b>LIMRICC</b>					
Bill	09/05/2024		September 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	18,964.67
<b>Total LIMRICC</b>					<b>18,964.67</b>
<b>LinkedIn Corporation</b>					
Bill	09/13/2024		LinkedIn Learning for Libraries	42112 · REFERENCE-ELECTRONIC	7,000.00
<b>Total LinkedIn Corporation</b>					<b>7,000.00</b>
<b>Midwest Mechanical</b>					
Bill	08/22/2024	112159767	Service Call	45150 · HVAC R & M	6,681.00
Bill	08/31/2024	112160089	Service Call	45150 · HVAC R & M	745.50
Bill	08/31/2024	112160169	Service Call	45150 · HVAC R & M	835.00
Bill	09/03/2024	139632	September 2024	45150 · HVAC R & M	969.00
Bill	09/12/2024	S24176WP-01	Proposal 2024050800 50% Mobilization	46510 · CAPITAL PROJECTS-INTERIOR	155,956.00
<b>Total Midwest Mechanical</b>					<b>165,186.50</b>
<b>Midwest Tape</b>					
Bill	08/05/2024	505857501	AV Materials	42340 · AV MATERIALS-YOUTH	18.74
Bill	08/05/2024	505857503	AV Materials	42320 · AV MATERIALS-ADULT	50.23
Bill	08/09/2024	505881980	AV Materials	42320 · AV MATERIALS-ADULT	14.99
Bill	08/09/2024	505881982	AV Materials	42320 · AV MATERIALS-ADULT	36.73
Bill	08/16/2024	505910577	AV Materials	42320 · AV MATERIALS-ADULT	31.99
Bill	08/16/2024	505910579	AV Materials	42320 · AV MATERIALS-ADULT	28.48

West Chicago Public Library District

**Bills Total**

As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
Bill	08/22/2024	505939166	AV Materials	42320 · AV MATERIALS-ADULT	18.74
Bill	08/30/2024	505978592	AV Materials	42340 · AV MATERIALS-YOUTH	31.99
Bill	08/30/2024	505978594	AV Materials	42320 · AV MATERIALS-ADULT	26.99
Total Midwest Tape					258.88
<b>NCPERS</b>					
Bill	09/10/2024		September 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
<b>Nicor</b>					
Bill	09/05/2024		8/6/24-9/4/24	45310 · UTILITIES-GAS	758.88
Total Nicor					758.88
<b>OverDrive</b>					
Bill	08/31/2024	24256183	Ebooks	42320 · AV MATERIALS-ADULT	910.92
Total OverDrive					910.92
<b>Peerless Network</b>					
Bill	09/13/2024		9/15/24-10/14/24	45330 · UTILITIES-TELEPHONE	1,172.20
Total Peerless Network					1,172.20
<b>Penworthy</b>					
Bill	09/06/2024	0601904	Books	42140 · BOOKS-YOUTH	573.45
Total Penworthy					573.45
<b>Sebert Landscaping</b>					
Bill	09/01/2024	280773	September 2024	45130 · EXTERIOR LANDSCAPING	1,200.00
Total Sebert Landscaping					1,200.00
<b>Sikich LLP</b>					
Bill	06/30/2024	1519130	Server Rack Proposal	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	304.50
Bill	08/15/2024	MS518259	September 2024	41420 · TECHNOLOGY MANAGEMENT	5,450.69
Bill	08/15/2024	1518482	September 2024	41420 · TECHNOLOGY MANAGEMENT	264.00
Bill	08/16/2024	MS518585	September 2024	41420 · TECHNOLOGY MANAGEMENT	115.14
Bill	08/16/2024	1517940	Laptop Refresh	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	1,319.50
Bill	08/16/2024	1517460	Laptop Refresh	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	101.50
Bill	08/29/2024	519130	Server Rack Proposal	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	253.75
Bill	08/29/2024	1519087	Server Migration Project	41400 · IT EQUIPMENT UPGRADES-STAFF	7,054.25
Bill	09/11/2024	1520088	Remote Support	41400 · IT EQUIPMENT UPGRADES-STAFF	7,714.00
Total Sikich LLP					22,577.33
<b>Terrence Lynch</b>					
Bill	09/01/2024		Monster Mayhem of the Midwest	44120 · PROGRAMS-ADULT	300.00
Total Terrence Lynch					300.00
<b>The Fun Ones</b>					

West Chicago Public Library District

**Bills Total**

As of September 16, 2024

Type	Date	Num	Memo	Split	Amount
Bill	08/16/2024	85480	Two Bounce Houses	44145 · EVENTS AND OUTREACH	<u>739.50</u>
Total The Fun Ones					739.50
<b>Unique Management Services</b>					
Bill	09/01/2024	6130664	Curbside Comm. September 2024	41410 · SOFTWARE STAFF	40.00
Bill	09/01/2024	6129757	August Placements	41346 · MATERIALS & RESOURCE RECOVER	<u>118.20</u>
Total Unique Management Services					158.20
<b>Verizon</b>					
Bill	08/30/2024	9972709598	August 2024	45330 · UTILITIES-TELEPHONE	<u>353.68</u>
Total Verizon					353.68
<b>Xtreme Environmental Solutions</b>					
Bill	09/12/2024	118 WCL	September 2024	45350 · UTILITIES-TRASH	<u>25.00</u>
Total Xtreme Environmental Solutions					25.00
<b>TOTAL</b>					<u><u>241,445.10</u></u>

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
As of September 16, 2024

	Type	Date	Num	Memo	Open Balance
<b>Adobe Inc.</b>					
	Credit Card Charge	08/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					110.45
<b>Carnicerias</b>					
	Credit Card Charge	08/21/2024		Misc.	42.95
Total Carnicerias					42.95
<b>Chicago Tribune</b>					
	Credit Card Charge	08/11/2024		Chicago Tribune Subscription	400.00
	Credit Card Charge	08/19/2024		Daily Herald Subscription	96.00
Total Chicago Tribune					496.00
<b>Constant Contact</b>					
	Credit Card Charge	08/01/2024		August 2024	87.00
Total Constant Contact					87.00
<b>Costco</b>					
	Credit Card Charge	08/08/2024		Misc.	287.17
	Credit Card Charge	08/13/2024		Misc.	26.98
Total Costco					314.15
<b>Deluxe Corporation</b>					
	Credit Card Charge	08/03/2024		Checks	614.21
Total Deluxe Corporation					614.21
<b>Eventbrite</b>					
	Credit Card Charge	08/08/2024		Marketing and Outreach	209.94
Total Eventbrite					209.94
<b>Jewel Osco</b>					
	Credit Card Charge	08/10/2024		Ketchup	12.49
	Credit Card Charge	08/01/2024		Cookies/Brownies	16.24
Total Jewel Osco					28.73
<b>La Birria Loca</b>					
	Credit Card Charge	08/31/2024		Tacos	1,172.33
Total La Birria Loca					1,172.33
<b>Menards</b>					
	Credit Card Charge	08/23/2024		Safety Cones	248.29
Total Menards					248.29

## West Chicago Public Library District Bills Total (Credit Card)

As of September 16, 2024

	Type	Date	Num	Memo	Open Balance
<b>Parallels</b>					
	Credit Card Charge	08/19/2024		Parallels Desktop For Mac	165.36
Total Parallels					<u>165.36</u>
<b>Party City</b>					
	Credit Card Charge	08/20/2024		Misc.	132.00
Total Party City					<u>132.00</u>
<b>Portillo's</b>					
	Credit Card Charge	08/08/2024		Veggie Hot Dogs	39.84
Total Portillo's					<u>39.84</u>
<b>Rosati's Pizza</b>					
	Credit Card Charge	08/08/2024		Pizza/Wings	142.93
Total Rosati's Pizza					<u>142.93</u>
<b>Sirsidynix Library</b>					
	Credit Card Charge	08/13/2024		Annual Meeting and Program	20.00
Total Sirsidynix Library					<u>20.00</u>
<b>Spotify</b>					
	Credit Card Charge	08/25/2024		August 2024	11.99
Total Spotify					<u>11.99</u>
<b>Techsoup</b>					
	Credit Card Charge	08/13/2024		11 Hotspots	198.00
Total Techsoup					<u>198.00</u>
<b>Tony's Steamers</b>					
	Credit Card Charge	08/10/2024		Hot Dogs	1,006.12
Total Tony's Steamers					<u>1,006.12</u>
<b>Universal Yums</b>					
	Credit Card Charge	08/01/2024		Yum Yum Box	29.00
Total Universal Yums					<u>29.00</u>
<b>Yoast</b>					
	Credit Card Charge	08/28/2024		Yoast SEO Premium	99.00
	Credit Card Charge	08/28/2024		International Transaction Fee	2.77
Total Yoast					<u>101.77</u>
<b>TOTAL</b>					<u><u>5,171.06</u></u>



West Chicago Public Library District  
**Bills List - Petty Cash Acct #0874**  
August 2024

Type	Date	Num	Name	Memo	Split	Amount
<b>West Chicago Public Library / Petty Cash</b>						
Check	08/20/2024	5037	West Chicago Public Library / Petty Cash	Transfer to Republic Bank 10600	· Republic Bank Petty Cash	2,500.00
Total West Chicago Public Library / Petty Cash						<u>2,500.00</u>
<b>TOTAL</b>						<u><u>2,500.00</u></u>

**West Chicago Public Library District**  
**Bill List - Check Detail #6031**  
As of August 31, 2024

	Type	Date	Num	Memo	Split	Amount
<b>AFLAC Ins.</b>						
	Check	08/12/2024	BP081224	August Payroll	41110 · INS-HEALTH, DENTAL, LIFE, F&	-25.20
	Check	08/22/2024	BP082224	August Payroll	41110 · INS-HEALTH, DENTAL, LIFE, F&	-25.20
Total AFLAC Ins.						-50.40
<b>Ampion Commenergy</b>						
	Check	08/12/2024	BP08122024	August Billing	45320 · UTILITIES-ELECTRIC	-387.49
	Check	08/12/2024	BP08122024B	August Billing	45320 · UTILITIES-ELECTRIC	-1,133.48
Total Ampion Commenergy						-1,520.97
<b>Avidia</b>						
Total Avidia						
<b>Employee Benefits Corporation</b>						
	Check	08/30/2024	BP083124	August Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, F&	-60.00
Total Employee Benefits Corporation						-60.00
<b>IMRF</b>						
	Check	08/08/2024	BP080824	August 2024 Payroll	21040 · IMRF	-14,210.64
Total IMRF						-14,210.64
<b>Kamm Insurance Group</b>						
Total Kamm Insurance Group						
<b>Maguire Insurance</b>						
Total Maguire Insurance						
<b>Paylocity</b>						
Total Paylocity						
<b>Philadelphia Insurance Co</b>						
Total Philadelphia Insurance Co						
<b>Relation Insurance Services Great Lakes</b>						
Total Relation Insurance Services Great Lakes						
<b>TOTAL</b>						<b>-15,842.01</b>

# Financial Report

For the 2 Month(s) Ended August 31, 2024  
FISCAL YEAR 2024



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2024

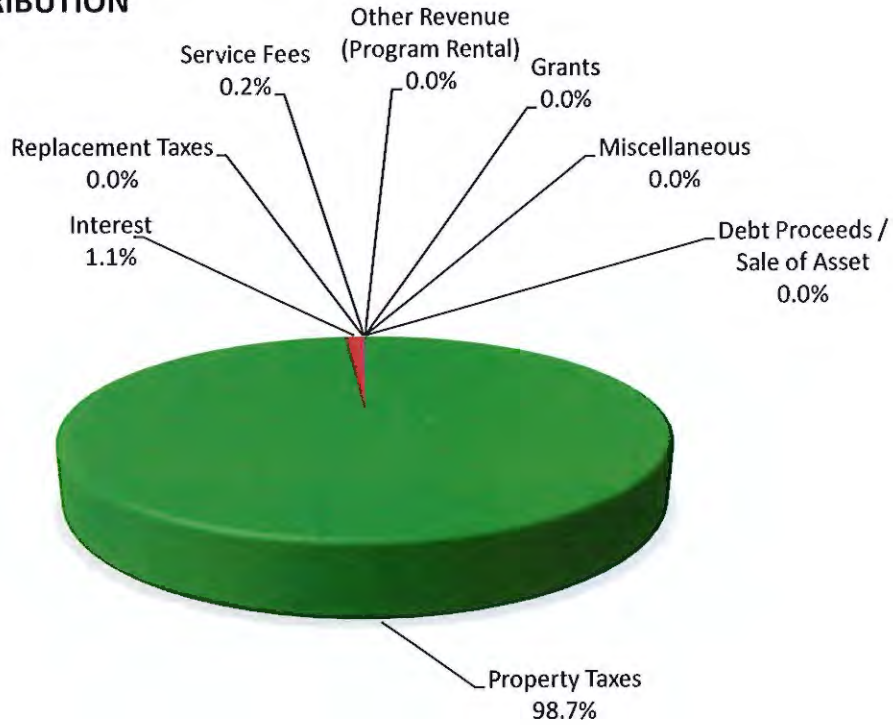
17% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>			
Property Taxes	1,567,053	2,845,551	55%
Interest	18,146	46,000	39%
Replacement Taxes	-	65,000	0%
Service Fees	2,595	7,700	34%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,958	0%
Miscellaneous	184	2,100	9%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>1,587,979</u>	<u>3,009,309</u>	<u>53%</u>
Budgeted Revenues	<u>3,009,309</u>		
% Diff	53%		
<b>OPERATING EXPENDITURES</b>			
Personnel	260,290	1,842,626	14%
IMRF	17,697	149,876	12%
Administrative	12,405	82,215	15%
Admin Technology	58,838	167,895	35%
Library Materials - Books	44,543	153,999	29%
Library Materials - Periodicals	800	9,500	8%
Library Materials - Audio & Visual	5,901	49,850	12%
Library Material - Maintenance	323	10,560	3%
Technology Services	22,828	119,248	19%
Programs	8,740	42,886	20%
Marketing & Promotion	7,511	28,398	26%
Facilities & Operations	37,642	184,360	20%
Utilities	12,894	79,660	16%
Professional Services	24,124	80,636	30%
Board Expenses	381	7,600	5%
Actual Expenditures	<u>514,915</u>	<u>3,009,309</u>	<u>17%</u>
Budgeted Expenditures	<u>3,009,309</u>		
% Diff	17%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<u>1,073,063</u>	<u>-</u>	<u>n/a</u>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>			
Equipment & Building	-	350,000	0%
Actual Expenditures	<u>-</u>	<u>350,000</u>	<u>0%</u>
Budgeted Expenditures	<u>350,000</u>		
% Diff	0%		
<b>TOTAL SURPLUS / (DEFICIT)</b>	<u>1,073,063</u>	<u>(350,000)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,729,043</u>		
<b>ENDING FUND BALANCE</b>	<u>2,802,106</u>		

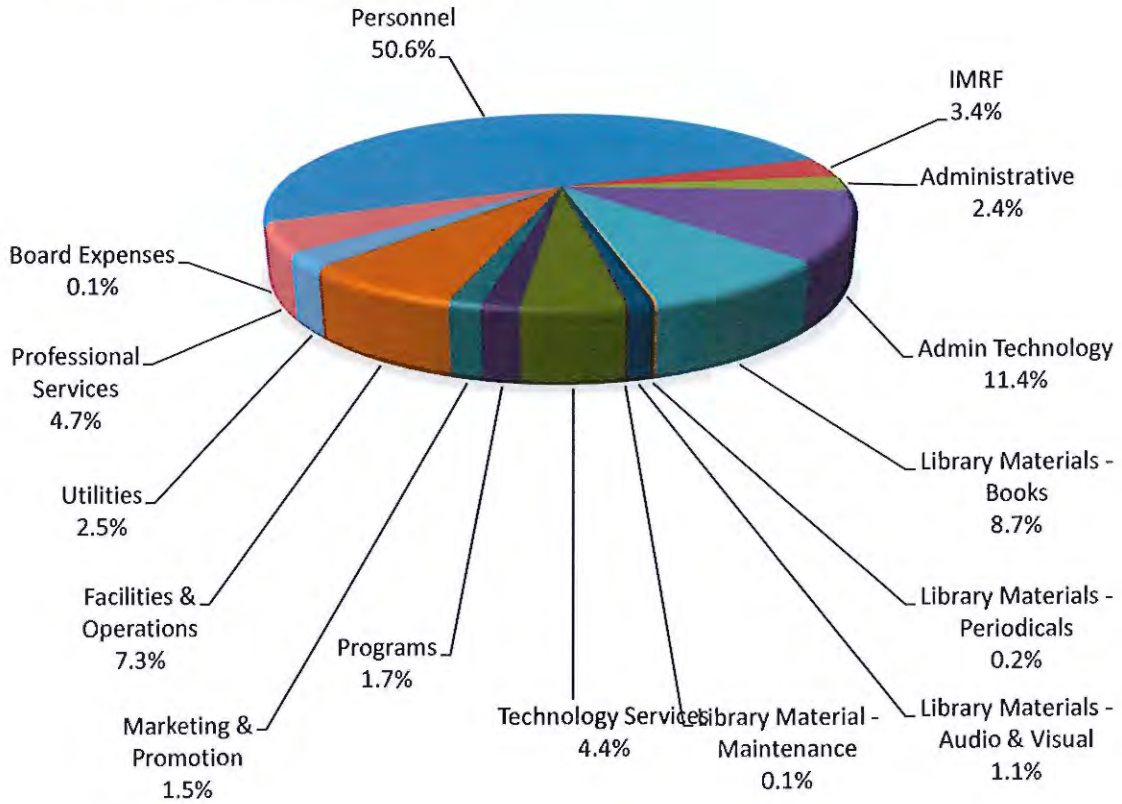
# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2024

## REVENUE DISTRIBUTION

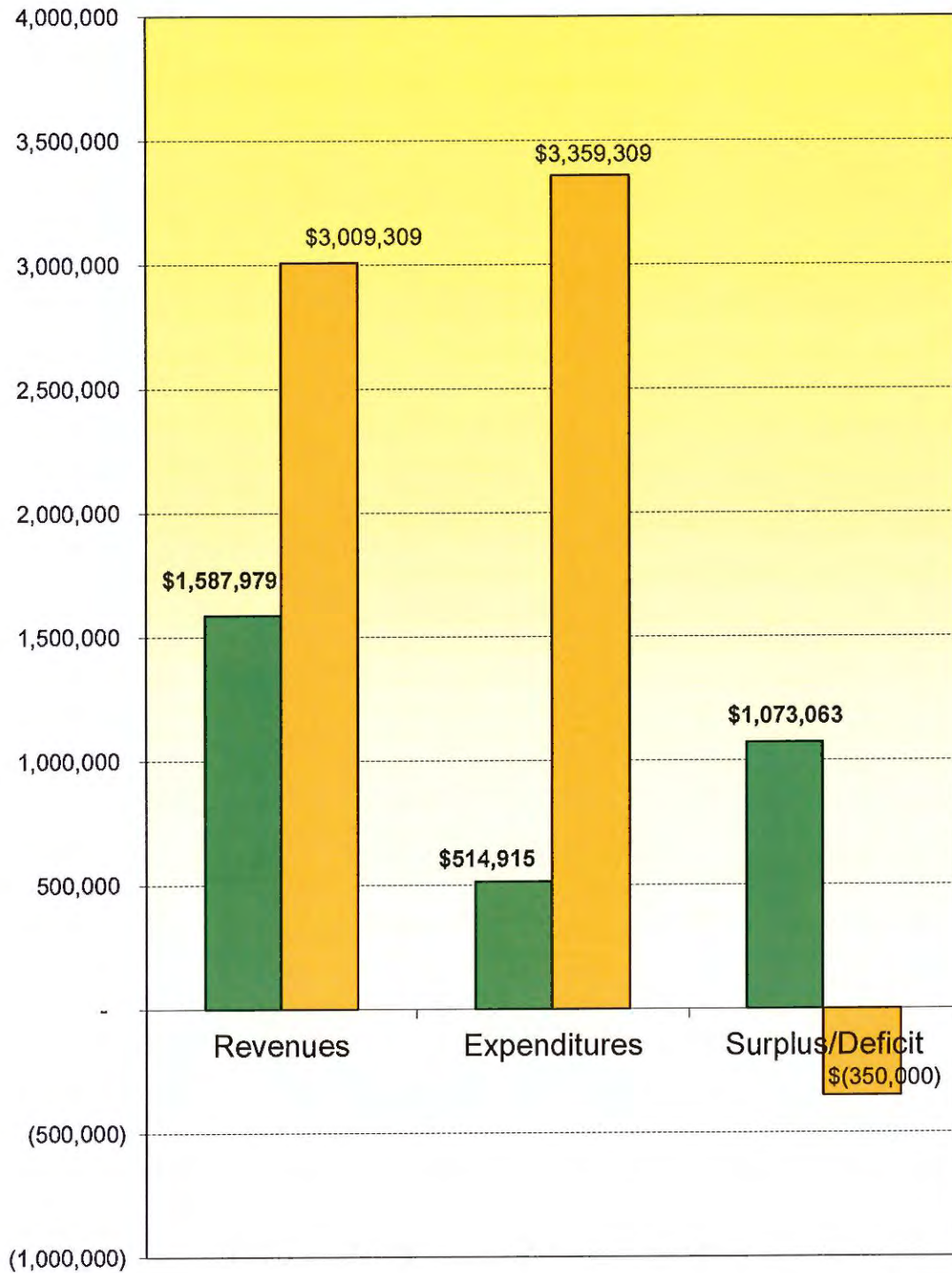


## OPERATIONAL EXPENDITURE DISTRIBUTION



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2024



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
 Budget vs. Actual Summary  
 For the 2 Month(s) Ended August 31, 2024

17% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	1,485,655	81,398	-	1,567,053	2,845,551	55%
Interest	17,263	556	327	18,146	46,000	39%
Replacement Taxes	-	-	-	-	65,000	0%
Service Fees	2,595	-	-	2,595	7,700	34%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	184	-	-	184	2,100	9%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	1,505,698	81,954	327	1,587,979	3,009,309	53%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	53%	55%	n/a	53%		
<b>OPERATING EXPENDITURES</b>						
Personnel	260,290	-	-	260,290	1,842,626	14%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	12,405	-	-	12,405	82,215	15%
Admin Technology	58,838	-	-	58,838	167,895	35%
Library Materials - Books	44,543	-	-	44,543	153,999	29%
Library Materials - Periodicals	800	-	-	800	9,500	8%
Library Materials - Audio & Visual	5,901	-	-	5,901	49,850	12%
Library Material - Maintenance	323	-	-	323	10,560	3%
Technology Services	22,828	-	-	22,828	119,248	19%
Programs	8,740	-	-	8,740	42,886	20%
Marketing & Promotion	7,511	-	-	7,511	28,398	26%
Facilities & Operations	37,642	-	-	37,642	184,360	20%
Utilities	12,894	-	-	12,894	79,660	16%
Professional Services	24,124	-	-	24,124	80,636	30%
Board Expenses	381	-	-	381	7,600	5%
Actual Expenditures	497,218	17,697	-	514,915	3,009,309	17%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	17%	12%	n/a	17%		
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Equipment & Building	-	-	-	-	350,000	0%
Actual Expenditures	-	-	-	-	350,000	n/a
Budgeted Expenditures	-	-	350,000	350,000		
% Diff	n/a	n/a	n/a	n/a		
	<b>General</b>	<b>IMRF</b>	<b>Special Reserve</b>	<b>Total Actual</b>	<b>Total Budget</b>	
<b>TOTAL SURPLUS / (DEFICIT)</b>	1,008,480	64,257	327	1,073,063	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,581,387	94,819	125,901	2,802,106	1,379,043	
Fund Balance as % of Total Expenditures	519%	536%	n/a	544%		

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**Budget vs. Actual Detail**  
**August 31, 2024**

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
30010 · PROPERTY TAXES	34,647.89	237,129.25	1,485,655.23	81,398.18	0.00	1,567,053.41	2,845,551.00	-1,278,497.59	55.07%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
33000 · INTEREST INCOME	8,707.42	3,750.00	17,262.90	555.71	0.00	17,818.61	45,000.00	-27,181.39	39.6%
33040 · INTEREST-IL FUND BLDG CONST	163.72	83.33	0.00	0.00	326.95	326.95	1,000.00	-673.05	32.7%
35100 · FINES	0.00	0.00	38.27	0.00	0.00	38.27	0.00	38.27	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	900.42	375.00	1,666.03	0.00	0.00	1,666.03	4,500.00	-2,833.97	37.02%
35510 · LOST AND PAID MATERIALS	94.84	100.00	627.72	0.00	0.00	627.72	1,200.00	-572.28	52.31%
35710 · NON RESIDENT FEES	0.00	166.67	263.24	0.00	0.00	263.24	2,000.00	-1,736.76	13.16%
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	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
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	56.53	0.00	0.00	56.53	200.00	-143.47	28.27%
38010 · PER CAPITA GRANT	0.00	3,579.83	0.00	0.00	0.00	0.00	42,958.00	-42,958.00	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	111.78	25.00	127.78	0.00	0.00	127.78	300.00	-172.22	42.59%
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%
	<b>44,626.07</b>	<b>250,775.75</b>	<b>1,505,697.70</b>	<b>81,953.89</b>	<b>326.95</b>	<b>1,587,978.54</b>	<b>3,009,309.00</b>	<b>-1,421,330.46</b>	<b>52.77%</b>
<b>Expenditures</b>									
<b>1E · PERSONNEL</b>									
41100 · SALARIES	159,601.18	121,715.17	208,708.17	0.00	0.00	208,708.17	1,460,582.00	-1,251,873.83	14.29%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	16,592.98	22,395.33	33,477.98	0.00	0.00	33,477.98	268,744.00	-235,266.02	12.46%
41120 · FICA EXPENSE	11,955.93	9,083.33	15,607.77	0.00	0.00	15,607.77	109,000.00	-93,392.23	14.32%
41130 · UNEMPLOYMENT COMPENSATION	0.00	166.67	195.81	0.00	0.00	195.81	2,000.00	-1,804.19	9.79%
41140 · WORKERS COMPENSATION	2,300.00	191.67	2,300.00	0.00	0.00	2,300.00	2,300.00	0.00	100.0%
<b>Subtotal</b>	<b>190,450.09</b>	<b>153,552.17</b>	<b>260,289.73</b>	<b>0.00</b>	<b>0.00</b>	<b>260,289.73</b>	<b>1,842,626.00</b>	<b>-1,582,336.27</b>	<b>14.13%</b>
<b>2E · ADMINISTRATIVE EXPENSES</b>									
41310 · PROFESSIONAL DEVELOPMENT	229.94	1,181.67	1,828.09	0.00	0.00	1,828.09	14,180.00	-12,351.91	12.89%
41320 · TRAVEL	133.89	316.33	133.89	0.00	0.00	133.89	3,796.00	-3,662.11	3.53%
41330 · ASSOCIATION DUES	1,260.00	520.42	1,360.00	0.00	0.00	1,360.00	6,245.00	-4,885.00	21.78%
41332 · PAYROLL PROCESSING	830.64	683.33	1,235.93	0.00	0.00	1,235.93	8,200.00	-6,964.07	15.07%
41334 · OFFICE SUPPLIES GENERAL	871.88	495.83	1,657.77	0.00	0.00	1,657.77	5,950.00	-4,292.23	27.86%
41336 · OFFICE EQUIPMENT	1,496.23	1,695.33	3,103.46	0.00	0.00	3,103.46	20,344.00	-17,240.54	15.26%
41338 · POSTAGE	0.00	583.33	1,500.00	0.00	0.00	1,500.00	7,000.00	-5,500.00	21.43%
41342 · ADMINISTRATIVE MISC	242.00	116.67	352.00	0.00	0.00	352.00	1,400.00	-1,048.00	25.14%
41344 · SUPPLIES-FOOD	159.17	583.33	237.16	0.00	0.00	237.16	7,000.00	-6,762.84	3.39%
41346 · MATERIALS & RESOURCE RECOVERY	108.35	133.33	108.35	0.00	0.00	108.35	1,600.00	-1,491.65	6.77%
41348 · CIRCULATION SERVICES SUPPLIES	852.87	541.67	887.97	0.00	0.00	887.97	6,500.00	-5,612.03	13.66%
<b>Subtotal</b>	<b>6,184.97</b>	<b>6,851.25</b>	<b>12,404.62</b>	<b>0.00</b>	<b>0.00</b>	<b>12,404.62</b>	<b>82,215.00</b>	<b>-69,810.38</b>	<b>15.09%</b>



WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
August 31, 2024

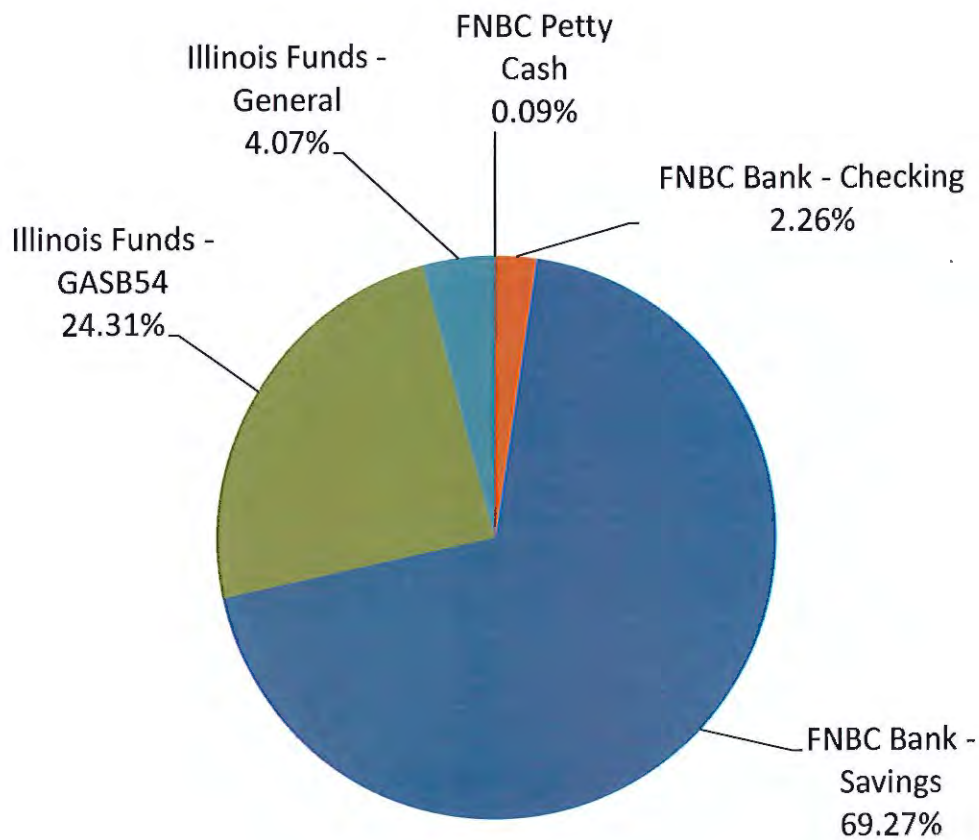
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>3E · ADMINISTRATIVE TECHNOLOGY EXPEN</b>									
41400 · IT EQUIPMENT UPGRADES-STAFF	12,092.25	2,709.25	35,806.00	0.00	0.00	35,806.00	32,511.00	3,295.00	110.14%
41410 · SOFTWARE STAFF	420.36	3,553.75	1,981.64	0.00	0.00	1,981.64	42,645.00	-40,663.36	4.65%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,829.83	6,410.42	17,955.21	0.00	0.00	17,955.21	76,925.00	-58,969.79	23.34%
41425 · WARRANTIES/EXTENDED CARE	1,943.00	1,317.83	3,094.82	0.00	0.00	3,094.82	15,814.00	-12,719.18	19.57%
<b>Subtotal</b>	<b>20,285.44</b>	<b>13,991.25</b>	<b>58,837.67</b>	<b>0.00</b>	<b>0.00</b>	<b>58,837.67</b>	<b>167,895.00</b>	<b>-109,057.33</b>	<b>35.04%</b>
<b>4E · LIBRARY MATERIALS-BOOKS</b>									
42112 · REFERENCE-ELECTRONIC	620.00	4,269.08	34,615.87	0.00	0.00	34,615.87	51,229.00	-16,613.13	67.57%
42120 · BOOKS-ADULT	2,807.33	5,891.67	8,055.64	0.00	0.00	8,055.64	70,700.00	-62,644.36	11.39%
42122 · BOOKS-LITERACY	0.00	30.83	65.85	0.00	0.00	65.85	370.00	-304.15	17.8%
42130 · BOOKS-YOUNG ADULT	0.00	416.67	20.89	0.00	0.00	20.89	5,000.00	-4,979.11	0.42%
42140 · BOOKS-YOUTH	448.91	2,141.67	955.72	0.00	0.00	955.72	25,700.00	-24,744.28	3.72%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	828.99	0.00	0.00	828.99	1,000.00	-171.01	82.9%
<b>Subtotal</b>	<b>3,876.24</b>	<b>12,833.25</b>	<b>44,542.96</b>	<b>0.00</b>	<b>0.00</b>	<b>44,542.96</b>	<b>153,999.00</b>	<b>-109,456.04</b>	<b>28.92%</b>
<b>5E · LIBRARY MATERIALS-PERIODICALS</b>									
42210 · PERIODICALS	496.00	791.67	800.00	0.00	0.00	800.00	9,500.00	-8,700.00	8.42%
<b>Subtotal</b>	<b>496.00</b>	<b>791.67</b>	<b>800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>800.00</b>	<b>9,500.00</b>	<b>-8,700.00</b>	<b>8.42%</b>
<b>6E · LIBRARY MATERIALS-AUDIO VISUAL</b>									
42320 · AV MATERIALS-ADULT	2,184.22	2,958.33	5,025.02	0.00	0.00	5,025.02	35,500.00	-30,474.98	14.16%
42330 · AV MATERIALS-YOUNG ADULT	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
42340 · AV MATERIALS-YOUTH	50.73	987.50	875.62	0.00	0.00	875.62	11,850.00	-10,974.38	7.39%
<b>Subtotal</b>	<b>2,234.95</b>	<b>4,154.17</b>	<b>5,900.64</b>	<b>0.00</b>	<b>0.00</b>	<b>5,900.64</b>	<b>49,850.00</b>	<b>-13,474.38</b>	<b>11.84%</b>
<b>7E · TECHNOLOGY SERVICES</b>									
42400 · LIBRARY CONSORTIUM	0.00	2,778.50	8,368.75	0.00	0.00	8,368.75	33,342.00	-24,973.25	25.1%
42405 · INTERNET SERVICES	2,004.66	2,004.00	4,008.32	0.00	0.00	4,008.32	24,048.00	-20,039.68	16.67%
42420 · SOFTWARE PUBLIC	2,248.00	1,176.50	3,475.50	0.00	0.00	3,475.50	14,118.00	-10,642.50	24.62%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	1,872.75	3,978.33	6,974.97	0.00	0.00	6,974.97	47,740.00	-40,765.03	14.61%
<b>Subtotal</b>	<b>6,125.41</b>	<b>9,937.33</b>	<b>22,827.54</b>	<b>0.00</b>	<b>0.00</b>	<b>22,827.54</b>	<b>119,248.00</b>	<b>-51,407.53</b>	<b>19.14%</b>
<b>8E · LIBRARY MATERIAL MAINTENANCE</b>									
42500 · PROCESSING-TECHNICAL SERVICES	189.49	862.50	322.74	0.00	0.00	322.74	10,350.00	-10,027.26	3.12%
42510 · CATALOGING TOOL	0.00	17.50	0.00	0.00	0.00	0.00	210.00	-210.00	0.0%
42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>189.49</b>	<b>880.00</b>	<b>322.74</b>	<b>0.00</b>	<b>0.00</b>	<b>322.74</b>	<b>10,560.00</b>	<b>-10,027.26</b>	<b>3.06%</b>
<b>9E · PROGRAMS</b>									
44120 · PROGRAMS-ADULT	41.39	1,000.00	2,796.31	0.00	0.00	2,796.31	12,000.00	-9,203.69	23.3%
44130 · PROGRAMS-YOUNG ADULT	58.10	333.33	123.76	0.00	0.00	123.76	4,000.00	-3,876.24	3.09%
44135 · PROGRAMS-SUMMER READING	17.97	416.67	17.97	0.00	0.00	17.97	5,000.00	-4,982.03	0.36%
44140 · PROGRAMS-YOUTH	443.97	1,057.17	888.35	0.00	0.00	888.35	12,686.00	-11,797.65	7.0%
44145 · EVENTS AND OUTREACH	3,964.65	766.67	4,913.21	0.00	0.00	4,913.21	9,200.00	-4,286.79	53.4%
<b>Subtotal</b>	<b>4,526.08</b>	<b>3,573.83</b>	<b>8,739.60</b>	<b>0.00</b>	<b>0.00</b>	<b>8,739.60</b>	<b>42,886.00</b>	<b>-16,084.44</b>	<b>20.38%</b>
<b>10E · MARKETING &amp; PROMOTIONS</b>									
44210 · MARKETING	87.00	333.33	939.00	0.00	0.00	939.00	4,000.00	-3,061.00	23.48%
44215 · WEBSITE	1,850.77	191.50	2,300.76	0.00	0.00	2,300.76	2,298.00	2.76	100.12%
44220 · PROMO MATERIALS-ADULT	0.00	200.00	0.00	0.00	0.00	0.00	2,400.00	-2,400.00	0.0%
44240 · PROMO MATERIALS-YOUTH	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
44245 · PROGRAM GUIDE	3,071.41	1,433.33	4,271.41	0.00	0.00	4,271.41	17,200.00	-12,928.59	24.83%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>5,009.18</b>	<b>2,366.50</b>	<b>7,511.17</b>	<b>0.00</b>	<b>0.00</b>	<b>7,511.17</b>	<b>28,398.00</b>	<b>-20,886.83</b>	<b>26.45%</b>

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
August 31, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>11E · FACILITIES &amp; OPERATIONS</b>									
45110 · JANITORIAL SERVICE	1,065.00	2,058.33	2,130.00	0.00	0.00	2,130.00	24,700.00	-22,570.00	8.62%
45112 · SECURITY SERVICE	0.00	1,775.00	1,699.15	0.00	0.00	1,699.15	21,300.00	-19,600.85	7.98%
45115 · JANITORIAL SUPPLIES	962.80	508.33	1,885.06	0.00	0.00	1,885.06	6,100.00	-4,214.94	30.9%
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	483.33	0.00	0.00	0.00	0.00	5,800.00	-5,800.00	0.0%
45120 · SNOW REMOVAL	0.00	2,166.67	0.00	0.00	0.00	0.00	26,000.00	-26,000.00	0.0%
45130 · EXTERIOR LANDSCAPING	1,248.00	2,075.00	2,496.00	0.00	0.00	2,496.00	24,900.00	-22,404.00	10.02%
45140 · EXTERIOR R & M-OTHER	143.45	933.33	8,718.45	0.00	0.00	8,718.45	11,200.00	-2,481.55	77.84%
45150 · HVAC R & M	10,548.50	2,083.33	12,824.89	0.00	0.00	12,824.89	25,000.00	-12,175.11	51.3%
45155 · GENERAL BLDG SERVICES	150.49	155.00	300.98	0.00	0.00	300.98	1,860.00	-1,559.02	16.18%
45160 · CONTRACT INSPECTION & MAINTENAN	9,785.90	2,000.00	11,267.68	0.00	0.00	11,267.68	24,000.00	-12,732.32	46.95%
45165 · INTERIOR R & M-OTHER	0.00	1,125.00	-3,680.00	0.00	0.00	-3,680.00	13,500.00	-17,180.00	-27.26%
<b>Subtotal</b>	<b>23,904.14</b>	<b>15,363.33</b>	<b>37,642.21</b>	<b>0.00</b>	<b>0.00</b>	<b>37,642.21</b>	<b>184,360.00</b>	<b>-146,717.79</b>	<b>20.42%</b>
<b>12E · UTILITIES</b>									
45310 · UTILITIES-GAS	1,378.89	816.67	2,165.80	0.00	0.00	2,165.80	9,800.00	-7,634.20	22.1%
45320 · UTILITIES-ELECTRIC	5,374.88	3,496.67	7,492.34	0.00	0.00	7,492.34	41,960.00	-34,467.66	17.86%
45330 · UTILITIES-TELEPHONE	2,713.75	1,600.00	3,062.43	0.00	0.00	3,062.43	19,200.00	-16,137.57	15.95%
45340 · UTILITIES-WATER	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
45350 · UTILITIES-TRASH	87.99	100.00	172.98	0.00	0.00	172.98	1,200.00	-1,027.02	14.42%
<b>Subtotal</b>	<b>9,555.51</b>	<b>6,638.33</b>	<b>12,893.55</b>	<b>0.00</b>	<b>0.00</b>	<b>12,893.55</b>	<b>79,660.00</b>	<b>-66,766.45</b>	<b>16.19%</b>
<b>13E · PROFESSIONAL SERVICES</b>									
45500 · INSURANCE	19,897.00	1,733.83	20,806.00	0.00	0.00	20,806.00	20,806.00	0.00	100.0%
45505 · AUDIT	0.00	1,152.50	0.00	0.00	0.00	0.00	13,830.00	-13,830.00	0.0%
45510 · LEGAL	168.00	1,000.00	168.00	0.00	0.00	168.00	12,000.00	-11,832.00	1.4%
45515 · PROFESSIONAL SERVICES	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
45520 · ACCOUNTING	1,575.00	1,583.33	3,150.00	0.00	0.00	3,150.00	19,000.00	-15,850.00	16.58%
<b>Subtotal</b>	<b>21,640.00</b>	<b>6,719.67</b>	<b>24,124.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,124.00</b>	<b>80,636.00</b>	<b>-56,512.00</b>	<b>29.92%</b>
<b>14E · LIBRARY BOARD EXPENSES</b>									
45600 · CONFERENCE & TRAINING-BOARD	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	340.00	0.00	0.00	340.00	4,100.00	-3,760.00	8.29%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	41.40	0.00	0.00	41.40	1,000.00	-958.60	4.14%
<b>Subtotal</b>	<b>340.00</b>	<b>633.33</b>	<b>381.40</b>	<b>0.00</b>	<b>0.00</b>	<b>381.40</b>	<b>7,600.00</b>	<b>-7,218.60</b>	<b>5.02%</b>
<b>15E · CAPITAL EQUIPMENT</b>									
46500 · CAPITAL EQUIPMENT & BUILDING	0.00	29,166.67	0.00	0.00	0.00	0.00	350,000.00	-350,000.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>29,166.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350,000.00</b>	<b>-350,000.00</b>	<b>0.0%</b>
<b>16E · GRANT EXPENSES</b>									
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%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>19E · IMRF EXPENSES</b>									
92500 · IMRF EXPENSE	13,558.69	12,489.67	0.00	17,697.39	0.00	17,697.39	149,876.00	-132,178.61	11.81%
<b>Subtotal</b>	<b>13,558.69</b>	<b>12,489.67</b>	<b>0.00</b>	<b>17,697.39</b>	<b>0.00</b>	<b>17,697.39</b>	<b>149,876.00</b>	<b>-132,178.61</b>	<b>11.81%</b>
<b>70E · SPECIAL RESERVE EXPENDITURES</b>									
70000 · HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>90E · TRANSFERS OUT</b>									
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
	308,376.19	279,942.42	497,217.83	17,697.39	0.00	514,915.22	3,359,309.00	-2,844,393.78	15.33%
<b>Net Income</b>	<b>-263,750.12</b>	<b>-29,166.67</b>	<b>1,008,479.87</b>	<b>64,256.50</b>	<b>326.95</b>	<b>1,073,063.32</b>	<b>-350,000.00</b>	<b>1,423,063.32</b>	<b>-306.59%</b>

**West Chicago Public Library District  
Investments  
August 31, 2024**

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>Bank Value</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	2,500
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	66,176
FNBC Bank - Savings	#0317	MM	2.79%	2,025,373
Illinois Funds - GASB54	#6950	MM	Various	710,666
Illinois Funds - General	#5519 / 1507	MM	Various	118,943
<b>Total</b>				<b>\$ 2,923,818</b>



# West Chicago Public Library District

Financial Analysis

For the 2 Month(s) Ended August 31, 2024



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# Revenue Highlights

17% of Budget Year

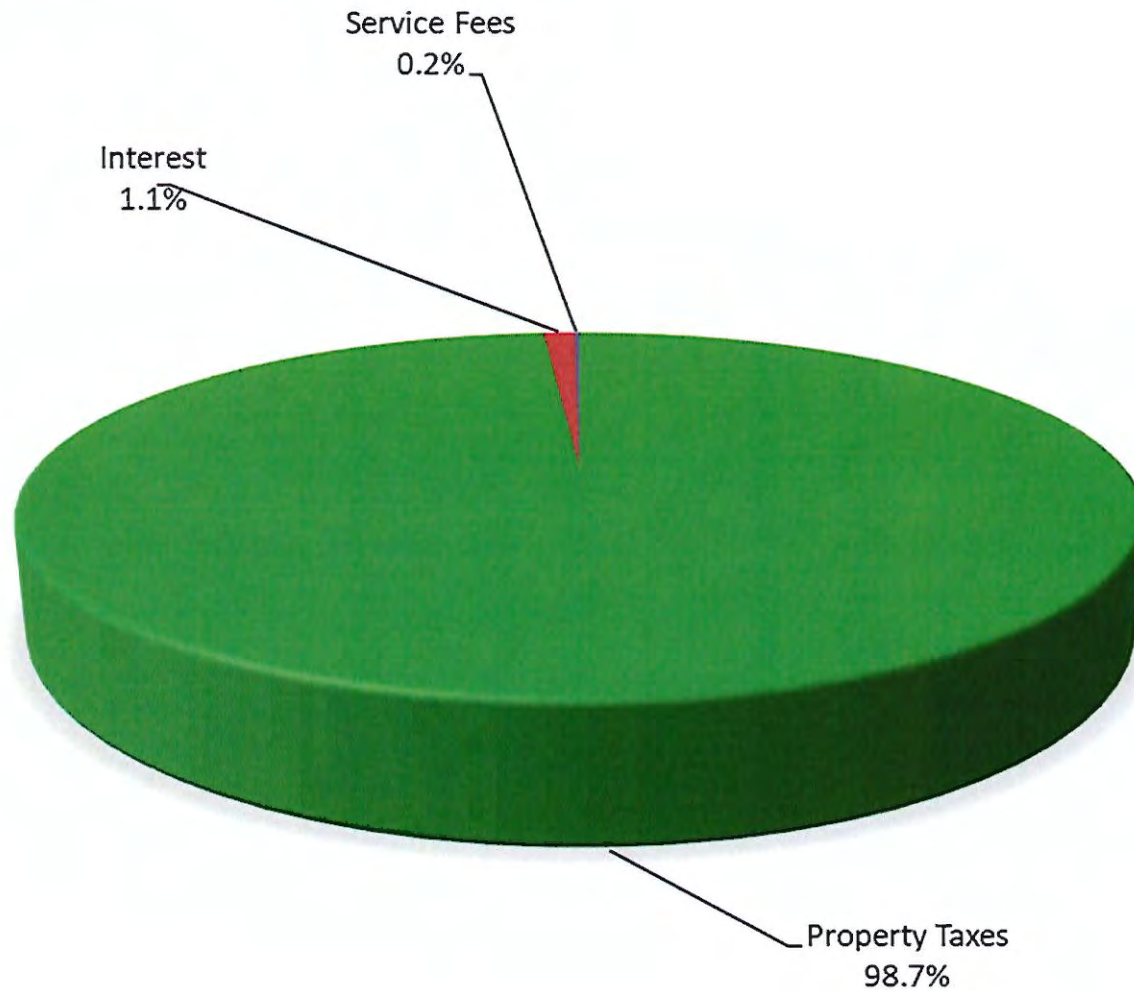
- 53% of Total Budget
- Property Taxes
  - Collected \$1,567,053 or 55% of Budgeted Property Taxes (1<sup>st</sup> Installment from DuPage County)
- Replacement Taxes
  - Collected \$0 or 0%
- Interest
  - Collected \$18,146 or 39% of Budget
- Service Fees
  - Collected \$2,595 or 34% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	1,567,053	2,845,551	55%	1,595,252	-2%
Interest	18,146	46,000	39%	16,284	11%
Replacement Taxes	-	65,000	0%	-	n/a
Service Fees	2,595	7,700	34%	2,292	13%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	-184	2,100	9%	11,541	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
<b>Actual Revenues</b>	<b>1,587,979</b>	<b>3,009,309</b>	<b>53%</b>	<b>1,625,369</b>	<b>-2%</b>
<b>Budgeted Revenues</b>	<b>3,009,309</b>				
<b>% Diff</b>	<b>53%</b>				

# Revenues

## REVENUE DISTRIBUTION



# Expenditure Highlights

17% of Budget Year

- 17% of Total Budget
- Admin. Technology
  - 35% of Budget
- Library Materials
  - 22% of Budget
- Professional Services
  - 30% of Budget
- Facilities & Operations
  - 20% of Budget
- Utilities
  - 16% of Budget

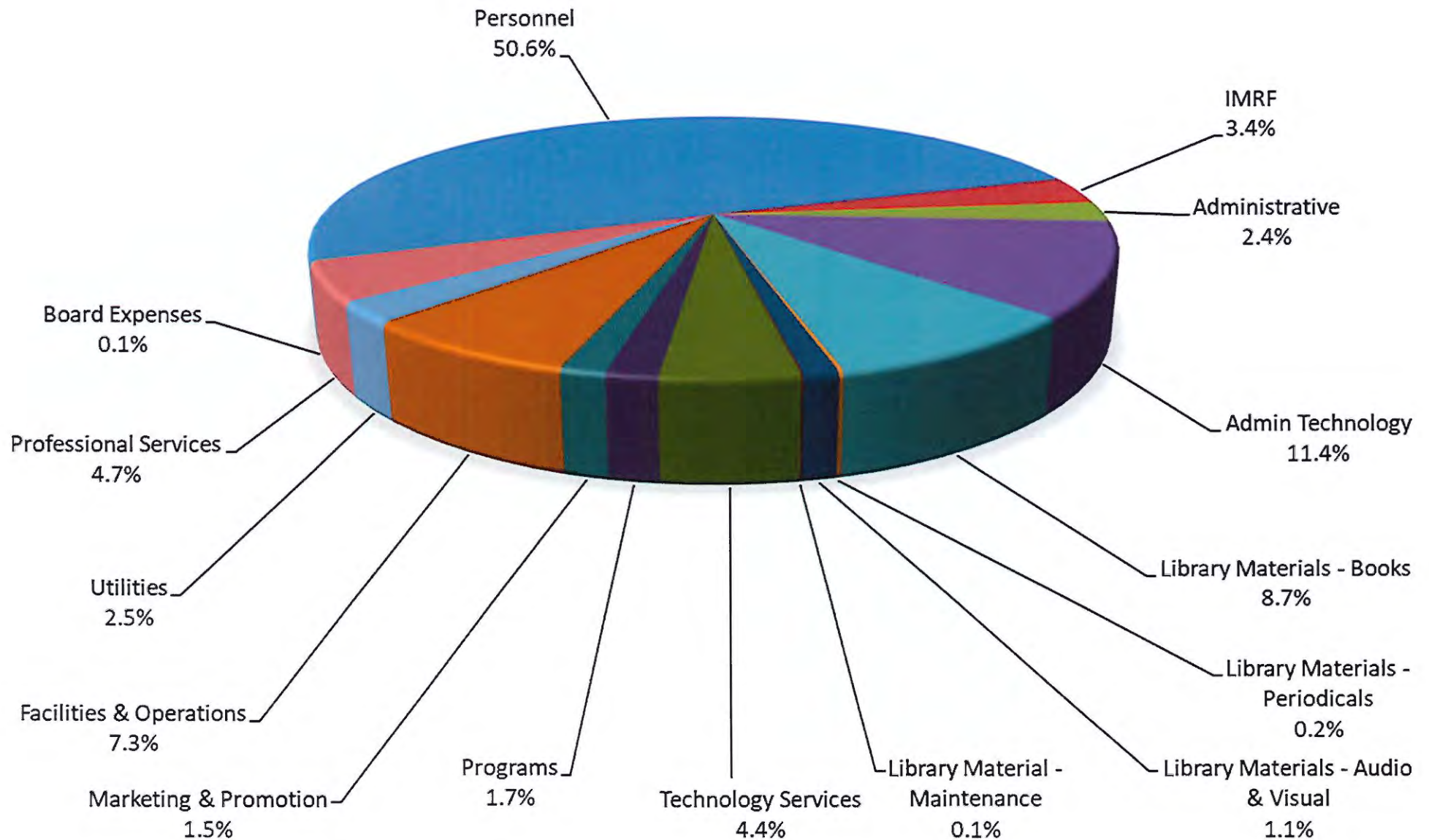


# Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	260,290	1,842,626	14%	193,227	35%
IMRF	17,697	149,876	12%	13,759	29%
Administrative	12,405	82,215	15%	12,518	-1%
Admin Technology	58,838	167,895	35%	29,795	97%
Library Materials - Books	44,543	153,999	29%	49,971	-11%
Library Materials - Periodicals	800	9,500	8%	374	114%
Library Materials - Audio & Visual	5,901	49,850	12%	5,822	1%
Library Material - Maintenance	22,828	119,248	19%	36,016	-37%
Technology Services	323	10,560	3%	338	-5%
Programs	8,740	42,886	20%	4,731	85%
Marketing & Promotion	7,511	28,398	26%	4,757	58%
Facilities & Operations	37,642	184,360	20%	25,212	49%
Utilities	12,894	79,660	16%	13,165	-2%
Professional Services	24,124	80,636	30%	4,300	461%
Board Expenses	381	7,600	5%	378	1%
Actual Expenditures	514,915	3,009,309	17%	394,363	31%
Budgeted Expenditures	3,009,309				
% Diff	17%				
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Equipment & Building	-	350,000	0%	-	n/a
Grant Expenses	-	-	n/a	2,677	-100%
Actual Expenditures	-	350,000	0%	2,677	-100%
Budgeted Expenditures	350,000				
% Diff	0%				

# Expenditures

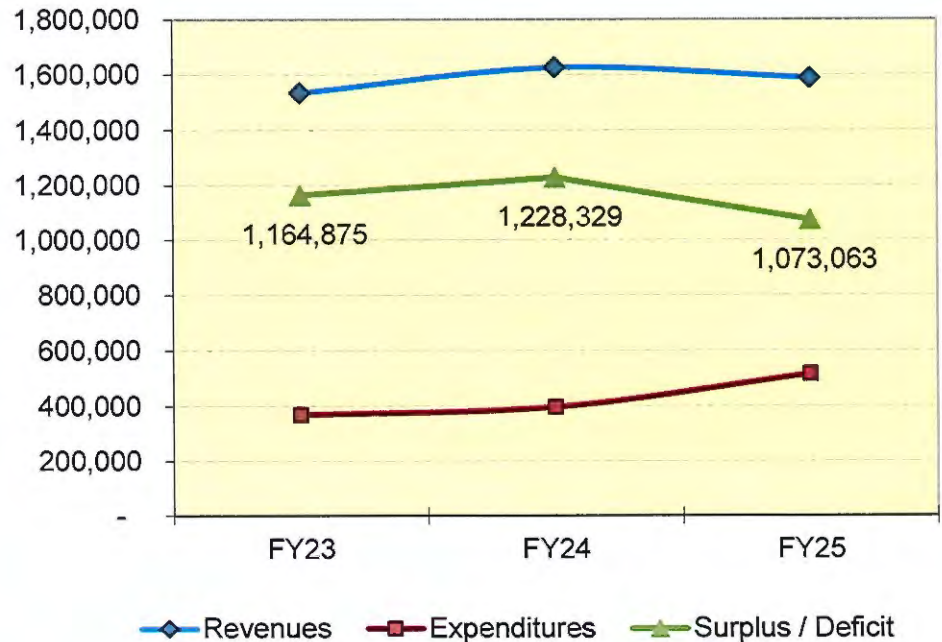
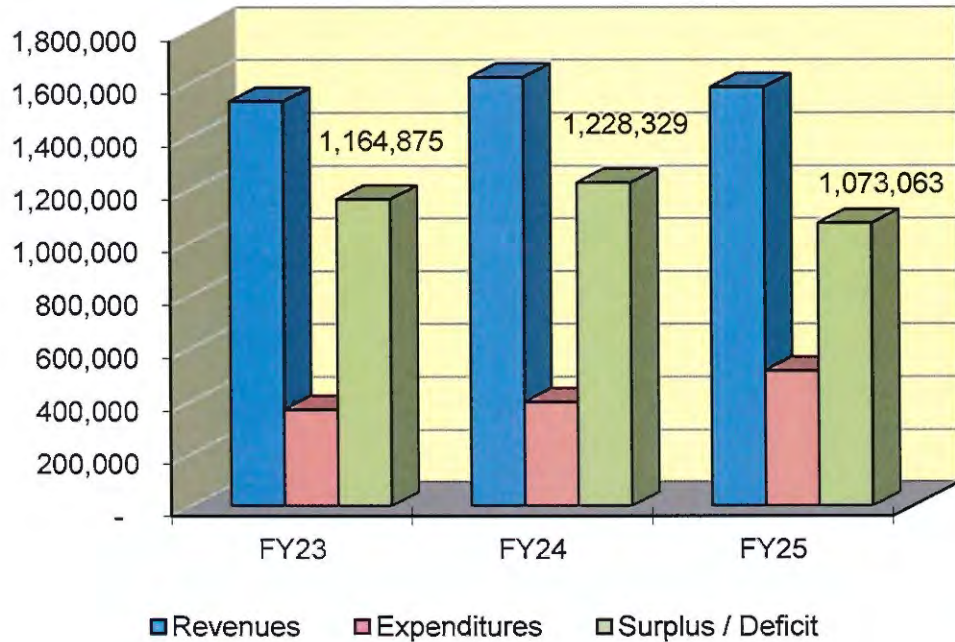
## OPERATIONAL EXPENDITURE DISTRIBUTION



# Revenue, Expenditure & Fund Balance

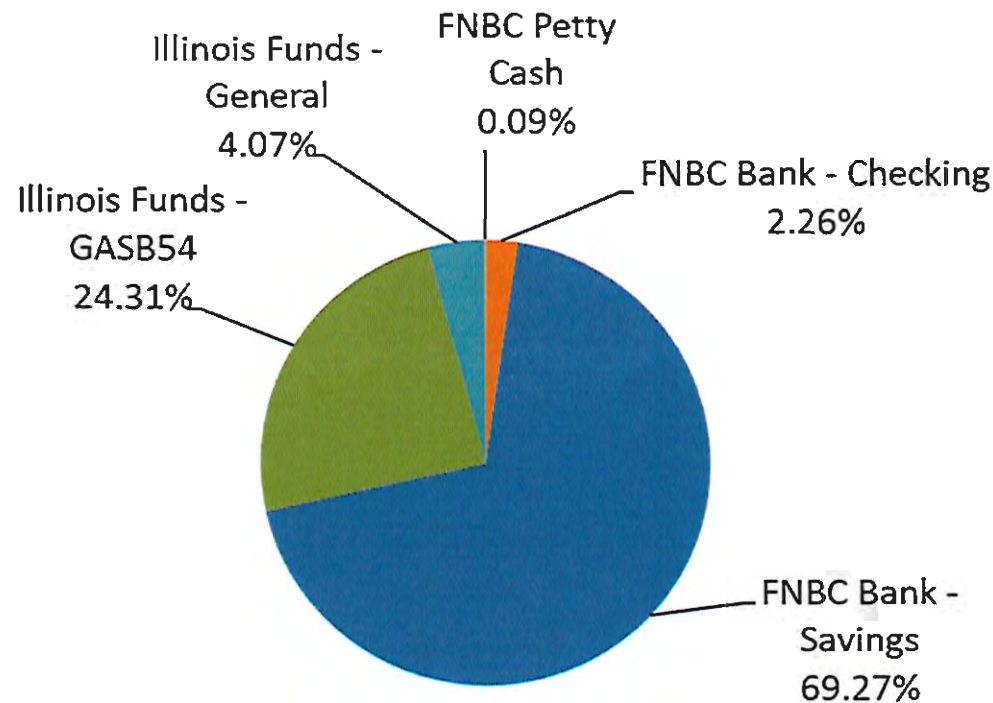
For the 2 Month(s) Ended August 31, 2024

	General	IMRF	Special Reserve	Total Actual
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,008,480</b>	<b>64,257</b>	<b>327</b>	<b>1,073,063</b>
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	2,581,387	94,819	125,901	2,802,106
Fund Balance as % of Total Expenditures	519%	536%	n/a	544%



# Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	2,500
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	66,176
FNBC Bank - Savings	#0317	MM	2.79%	2,025,373
Illinois Funds - GASB54	#6950	MM	Various	710,666
Illinois Funds - General	#5519 / 1507	MM	Various	118,943
<b>Total</b>				<b>\$ 2,923,818</b>



# Library Director Report

September 23, 2024

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 16.67%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$710,666.04 (+ \$18,200.29)
  - New Building & Construction Fund: \$36,036.84 (+ \$163.72)
  - General (Corporate) Fund: \$82,906.34 (+ \$376.63)
- ❖ Lauterbach and Amen were on-site 9/11 & 12 for audit fieldwork.

## PHYSICAL PLANT

- ❖ Gehrke Water Treatment provided preventive maintenance on the glycol system on 8/19; all levels were where they should be
- ❖ First Security tested flows and tampers on 8/21; no issues were found
- ❖ Midwest Mechanical was on-site 8/21, 29, 9/16 & 19 for boiler troubleshooting and repairs
- ❖ Buck Services performed janitorial services on the following dates: 8/20, 24, 31; 9/7, 14
- ❖ Kellenberger Electric replaced five light fixtures on 8/27
- ❖ Anderson Elevator provided preventive maintenance on 8/29 & 9/17
- ❖ All American Flag Company repaired the lines and hooks on the flag pole 8/30

## TECHNOLOGY

- ❖ New computers for staff are being deployed now that the serverless migration has taken place.
- ❖ An upgraded television will be placed in the alcove to resolve issues running the library's informational slideshow.
- ❖ New hotspots have been purchased and put into circulation as part of the LOT.

## PERSONNEL

- ❖ The Library Director:
  - Attended Rotary meetings on 8/21; 9/4 & 18
  - Attended the SWAN Expo on 8/23
  - Assisted with State Representative Hirschauer's Shred Event held at the library on 8/24
  - Attended the public hearing for the Budget & Appropriations Ordinance and the regular board meeting on 8/26
  - Had the Facilities Assistant position posted on the library web site 8/26
  - Met with a prospective library board trustee on 8/28

# Library Director Report

September 23, 2024

- Posted the Facilities Assistant position on WorkNet DuPage on 8/29
- Submitted IPLAR to the state library on 8/29
- Worked with Satori to negotiate a new electricity supply agreement on 9/6. The current agreement with Constellation ends on 10/13 and is \$.09380 per kWh. The agreement I signed is with Dynegy for an 18-month term and will be \$.07865 per kWh.
- Attended the 10-year anniversary of the park district's ARC on 9/7
- Had the Adult Services Librarian position posted on the RAILS Job List on 9/10
- Met with the project manager for the capital projects on 9/10 & 19
- Attended the policy meeting on 9/12
- Created four (4) L2 accounts for library trustees on 9/12 in preparation for the ILEAD Trustee training on 9/23
- Completed the cross-connection (*a physical connection between a possible source of contamination and the public drinking water system piping*) survey on 9/12 provided by Backflow Solutions, Inc. on behalf of the City of West Chicago.
- Attended the JRB meetings on 9/16 for the three TIF districts of which the library is included.

## ❖ Employee Highlights

- We had the following employees begin in the Circulation department:
  - Peggy G., 8/19
  - Abigail Z., 8/27
- The following anniversaries were or will be celebrated:
  - David S., 23 years on 9/18
  - Jennifer W., 21 years on 9/29
  - Jason R., 8 years on 9/26
  - Nicole L., 5 years on 9/16
  - Rosario Z., 2 years on 9/29

## ❖ MISCELLANEOUS

- The library is participating in the city-wide Loteria with the Cultural Arts Commission. Game boards are available through the City's web site or printed copies are available at the library. Our game card is on the front door.
- District 94 will soon begin working on creating a new five-year strategic plan. I will be participating in the process.
- The library's Trunk or Treat is Saturday, October 26 in conjunction with the City's downtown trick or treat. If you're available, please consider attending to see what is typically one of the largest events of the year that we host. There will be games, entertainment, and of course, candy!

# Department Reports

## *August 2024*

### ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns - August
  - Total opens: 28,312
    - July -20.65%
    - June +20.88%
  - Biweekly Program Newsletters x 9
    - Total opens: 16,299
      - July +1.2%
      - June +16.37%
  - Special Program Highlight Emails x 6
    - July -33%
    - June +50%
    - Total opens: 12,013
      - July -38.5%
      - June +27.6%
    - Events promoted with an SPH email include:
      - Latinos in Illinois and the USA: Music as a Cultural History/Latinos en Illinois y Estados Unidos: la música como historia cultural – Bilingual/Bilingüe – Illinois Humanities
      - Creepy Camp-In
      - Pavement Painters
      - Summer Concert Series – Hector Fernandez
      - History of Billy Joel
      - Hispanic Heritage Month Event
  - Emails Drafted
    - Drafted and scheduled 28 emails for the upcoming Autumn quarter during the month of August.
      - September Update: After seeing quite a few issues with emails in which old copy/content was sent out, despite my having edited and re-saved the new content. This issue has happened with some frequency over the past year. I have been repeatedly reporting this issue to Constant Contact throughout that time.
      - During September, I was finally able to have a Constant Contact representative replicate the issue. It was another known issue the whole time in which they updated their editing software/digital interface, and emails created and scheduled in

the “old” interface are corrupted and unable to be edited now that there is a new editor.

- Unfortunately, I will have to REDO 100% of this upcoming quarter's emails in the new editor to account for this software issue.
  - Constant Contact is giving us \$45 off our subscription fee for one month as compensation.
  
- Social Media Campaigns
  - Social Posts x 25
    - July +8.7%
    - June -16.7%
  - Total impressions: 7,176
    - July -24.8%
    - June -47.34%
  - Total reach: 6,651
    - July -27.73%
    - June -48.15%
  - Total engagement: 197
    - July +8.8%
    - June -46.28%
  
- Physical Materials
  - First new posters for the Autumn quarter were created and hung up.
  - Sandwich Boards for Shred Event created and put out.
  
- Website
  - Shared content development and expansion materials with departments again to restart the process. Content should now be in development.
  - Added LOTE4Kids Database as a resource to the website.
    - After discussion with Luke, the resource is getting some seemingly excellent usage by our patrons!
  
- Other Work Completed
  - Coordinated with Rep. Maura Hirschauer's team to host the Shred Event.
    - People seemed extremely grateful, and it was consistently busy!
      - Thank you to Board Member, Dr. Frank Fokta for attending!
      - Another special thank you to City Administrator Michael J. Guttman and Assistant Director of Public Works, David Shah for their assistance with making this happen.
  - Helped connect new Outreach Chair with West Chicago Park District Communications staff for ARC Anniversary.



## ADULT SERVICES

### **Engagement:**

**Programs:** A total of 12 programs were offered in August with a total attendance of 98.

**Take and Make Kits/Seed Library:** There were 53 Take- and -Make kits and 45 seed packets from the seed library taken in August.

**Summer Concert Series:** Our third and final concert of our summer series was a performance by the flamenco guitarist, Hector Fernández. It was held at Reed Kepler Park on August 28<sup>th</sup>, with a total of 44 attendees.

**Summer Reading Program:** We had 121 adults register for the Summer Reading Challenge and 44 complete the program. There were 3 prize drawings throughout the program and the final grand prize drawing was for a Kindle Fire tablet.

## PROFESSIONAL DEVELOPMENT

- Kelsey, David and Amanda attended the SWAN EXPO in August.

## ADULT SERVICES: TEEN

### TEEN SUMMER CHALLENGE

- This year's Teen Summer Challenge had 45 teens registered with 17 teens completing the challenge. The giveaways were books, pop sockets and universal chargers.
- The teens were particularly thrilled at this year's grand prize: a Nintendo Switch.

### PROGRAMS:

- In August, 3 programs were offered for teens with a total of 10 participants.
  - The teens had fun at this month's Snack Testers with snacks from India, most of which were far spicier than our usual month's offerings.
  - We had our first YA council meeting as the teens were getting ready for back to school and we welcomed new members, while we outlined some of the fun volunteering activities available for YAAC members in the Fall.

## TEEN AREA

- In August, 30 cord organizer kits were taken as part of our Teen Take 'n' Make craft kit series.
- 24 teens posted their answers with sticky notes on the 'What Are You Reading This Summer' chalkboard.
- On the bulletin board, 12 teens posted their origami creations on the seascape background.

## CIRCULATION SERVICES

### **Circulation Statistics August 2024:**

- 14,995 Total Items checked out, 6.89% increase from August 2023.
- 3,823 Electronic materials checked out, 15.53% increase from August 2023.
- The total value of the materials checked out by our patrons was \$102,042.73 during August 2024.
- During August 2024, we had 162 patrons using self-check and a total of 607 items checked out.

### **Patron Statistics August 2024:**

- 6,621 Visitors to the library, 18.85% increase from August 2023.
- 112 New patrons added, 16.67% increase from August 2023.
- 10,197 Card holders, 17.99% decrease from August 2023.
- 35.25% of the district population have library cards, a 7.73% decrease from August 2023.

## TECHNICAL SERVICES

### **Acquisitions:**

- 484 Items invoiced/received.
- 336 Items ordered.
- 213 Items on-order.
- 100 Items received not processed.
- 4 Items returned.

- 3 Items cancelled.
- 1 Donations.

**Cataloged:**

- 3371 Items added to the collection.

**Withdrawals:**

- 36 Items withdrawn from the collection.

**Material Maintenance:**

- 105 Items repaired in house.

**Other Activities:**

- 340 Items moved from the new shelf to the regular collection.
- 300 Postage processed.
- 203 Call number transfers.
- 115 Invoices processed.
- 90 Invoices archived.
- 75 Withdrawn books donated to Better World Books.
- 40 High School Summer Reading books converted back to regular collection.
- 33 E/J Kit records updated.
- 13 West Chicago Suburban Life scanned and converted to searchable PDF.
- 6 Missing items reclaimed.
- 4 Pre-cat records created.
- 1 Title transfers.

**Miscellaneous:**

- We received a check from Better World Books in the amount of \$111.78

## **YOUTH SERVICES**

### **Summer Reading Challenge summary**

The Summer Reading Program took place from June 10<sup>th</sup>-August 10<sup>th</sup>. Participants appeared to enjoy the program, complimenting prize drawings and universal prizes alike, however, participation remained below pre-pandemic levels. Twenty-eight more participants registered for the program than last year, however, fewer (108) completed the challenge. To encourage online registration, we offered prize drawing tickets to patrons who registered digitally, initiating a good amount of early interest. Forty-seven patrons participated with paper logs. Staff were encouraged to see more school-aged students take part. Going

forward, we will continue to seek partnership with District 33 and explore better ways to engage our young community throughout the summer.

### **Program Highlight: End-of-summer Picnic**

Our end-of-summer picnic was a great success! At this library-wide event, more than two hundred patrons enjoyed a hot dog and chips along with outdoor games and activities, live music and a visit from a blue dog character (based on the popular children's show, Bluey). Well over half of the attendees (124 patrons) came to see the blue dog mascot and partake of crafts in the YS Department.

### **Programs**

The department offered three programs in August. The Cricut machine, designed for cutting vinyl, paper, wood and other craft materials, has been an exciting addition for staff and patrons alike. For one program this month, patrons were invited to work alongside library staff and create their own nightlights using Cricut. At the Creepy Camp-in event, which took place on the library lawn, families sat around a faux campsite to hear a spooky story, hunt for a bear, play relay games and make smores. To end the month, we beautified the library sidewalks with various chinks and paints at the Pavement Painters event. All told, sixty patrons took part in active programming hosted by Youth Services.

### **Passive Activities**

The Department developed a number of passive make-and-take crafts and to-go bags, many related to the community's return to school. Crayon, school bus and tie-dye door hanger crafts were offered as well as a back-to-school bag filled with various supplies and activities. In an effort to reach middle grade students, make-and-take kits for DIY pencil pouches and various Pokémon related crafts were created specifically for patrons aged 8-11. Community members took part in 165 passive activity crafts and to-go bags throughout the month.

### **Outreach**

One representative from the Youth Services Department attended the National Night Out program at the West Chicago Police Department. Information was disseminated to 195 patrons from the community.

### **Professional Development**

The Youth Services Manager attended a seminar at HR Source regarding the ADA, FMLA and Workers' Compensation with the Library Director, HR Manager and Adult Services Manager. Three librarians attended various webinars regarding print collection development and back-to-school readiness.

# IT Report

## Wireless Overview

August had **751 unique clients** with 1.01Tb of data used.

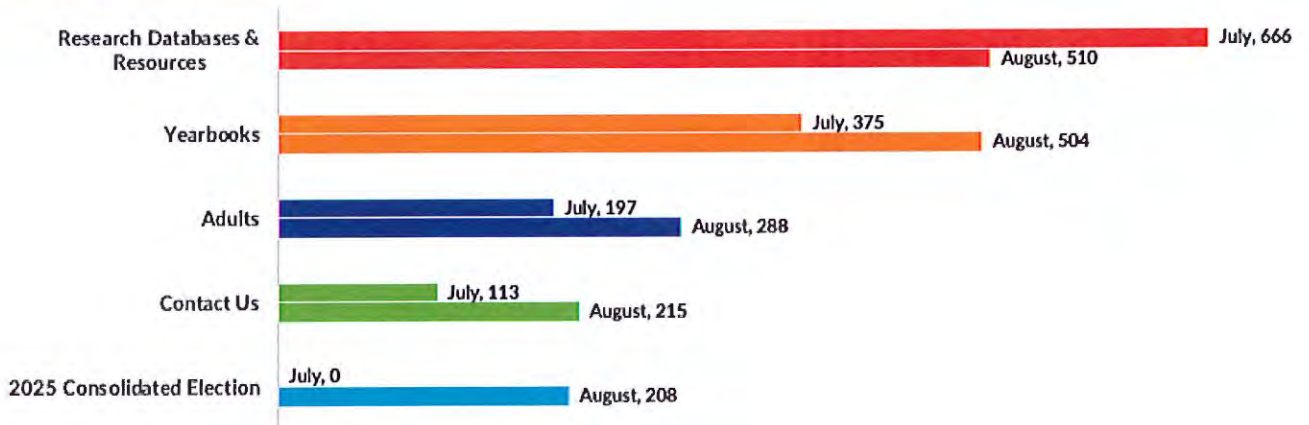
### WiFi Usage August 2023 - August 2024



## Website

In August we had **9,140 website visits**.

### Top 5 Pages in August



## Computer Usage

We had **545 users in August**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (July)	Average Time Per Session (July)	Total Logins (August)	Average Time Per Session (August)
Adult	397	45 Minutes	468	44 Minutes
Youth	43	40 Minutes	71	39 Minutes
Newspaper	1	1 Hour 37 Minutes	6	1 Hour 4 Minutes

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT  
2  
3 BYLAWS OF THE BOARD OF LIBRARY TRUSTEES  
4

5  
6 **Article I. Name**

7 The name of this organization shall be Board of Library Trustees of the West Chicago Public  
8 Library District, Du Page County, Illinois.  
9

10  
11 **Article II. Purpose**

12 The purpose of the West Chicago Public Library District is to provide and maintain a local public  
13 institution for the general education, information needs, and personal enrichment of the  
14 residents and taxpayers of the library district.  
15

16  
17 **Article III. Trustees**

18  
19 **Section 1**

20 The West Chicago Public Library District shall be governed by a seven-person Board of Trustees  
21 elected at large. All Trustees shall have one vote on the Board of the West Chicago Public  
22 Library District.  
23

24 Trustees must be qualified to serve consistent with 75 ILCS 16/30-et seq.  
25

26 The Board shall be elected at large in a regularly scheduled election by all voters residing in the  
27 District and their terms shall be staggered, such that, in accordance with the election code,  
28 three or four trustees are elected in each odd numbered year on the date specified by the State  
29 Election Laws.  
30

31 Nomination of candidates for election as Trustees shall be by petition, signed by the required  
32 number of voters as prescribed by election law, residing within the District and filed with the  
33 Secretary of the Library Board within the time provided by the election code. Terms of office  
34 begin on or after the third Monday of the next month following the election. The oath of office  
35 may be administered by the Secretary of the Board or a notary public.  
36

37 **Section 2**

38 Term length of Board members shall be four years. Trustees shall remain in office until their  
39 successors are elected. If a Trustee declines, fails, or is unable to serve the four year term, a  
40 vacancy shall be declared by the Board.  
41

42 In the case of the resignation of a majority of Trustees, it may be necessary to vary the term  
43 length of some Trustees standing for election. With the permission of the Board of Elections, in  
44 order to reestablish Trustee election rotation, three or four Trustees may run for two year  
45 terms.  
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**Section 3**

Using the powers granted by Illinois law, in order to accomplish the purpose of the West Chicago Public Library District, the Board of Trustees of the West Chicago Public Library District has the duty and responsibility to:

- Levy, budget, and invest funds for the maintenance of the library and library services
- Acquire, maintain, and improve library property
- Appoint, set the compensation for and the responsibilities of the Library Director
- Set library policies
- Participate in associations for the benefit of the library district
- Exercise other powers granted to it by law when necessary

**Section 4**

Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until the next Trustee election as provided by law. Interested persons submit a letter of application to the President of the Board. Potential candidates are interviewed by the Board as a whole. The selected candidate is sworn in at the following regular Board meeting.

**Section 5**

It is the responsibility of the Library Trustees to adhere absolutely to ethical standards in the performance of their duties.

**Section 6**

The Board shall remove a Trustee for just cause and declare a vacancy as provided by law.

**Article IV. Oath of Office/Election of Board Officers**

**Section 1**

Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board. The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. Terms of office shall be for one year or until a successor is elected.

Oath of Office:

Do you \_\_\_\_\_, solemnly swear or affirm that you will support the Constitution of the United States, and the Constitution of the State of Illinois, and that you will faithfully discharge the duties of the Office of Trustee of The West Chicago Public Library District to the best of your ability.

**Section 2**

The president is the presiding officer of the Board of Library Trustees. The vice president is empowered to serve in the absence or disability of the president. The secretary keeps the official records of Board actions. The Treasurer keeps and maintains financial accounts and

91 records. A Parliamentarian **and Ethics Officer** assists the President and the Board on questions  
92 of **parliamentary** procedure.

93  
94 The President shall preside at all meetings, serve as executive officer of the Board, be an ex-  
95 officio member of all committees, and serve as official spokesperson for the Board. The President  
96 shall appoint members of committees. The President shall appoint the Parliamentarian **and the**  
97 **Ethics Officer**. The President shall have the right to vote on all questions before the Board. The  
98 President shall not have or exercise veto powers. The President or his/her designee shall have  
99 the sole authority to consult with the Board attorney.

100  
101 The Vice-President shall preside in the absence of the President and shall also serve as chairman  
102 of the Policy Committee.

103  
104 The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain  
105 permanent minutes of the Board's proceedings including the date, time and place of the  
106 meetings, the names of those in attendance, the ordinances enacted, the resolutions and  
107 regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of  
108 each member upon every question, or if absent or failing to vote, indicating the fact.) The  
109 Secretary may administer the oath of office.

110  
111 Within sixty days after the organization of the Board, the secretary shall file with the clerk of  
112 the county and with the Illinois State Librarian, the names and addresses of the trustees and  
113 officers and their respective terms of office. The Secretary shall report a vacancy to the County  
114 Clerk and the State Librarian within sixty days after it occurs, and shall report the filling of a  
115 vacancy within sixty days after it is filled.

116  
117 The Treasurer shall be responsible for the maintenance of accounts and records of the Library  
118 District including a record of all receipts, disbursements, and the balance of any funds. The  
119 Treasurer is responsible for the receipt and accounting of all tax distributions and the  
120 investment of Library funds. The Treasurer shall present monthly and annual financial reports.  
121 The Treasurer shall, also, serve as Chair of the Finance Committee, and is the Chief Financial  
122 Officer of the district.

123  
124 The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure.  
125 The presiding officer shall decide all questions of order.

126  
127 **The Ethics Officer shall advise the presiding officer on questions of ethical matters and**  
128 **corresponding procedure.**

129  
130 Elections of officers shall be held annually. Before holding an election of officers the President  
131 may call for nominations from the floor or use a nominating committee. Once a slate of  
132 candidates has been nominated, an election will be held. An election takes effect immediately if  
133 the candidate is present and does not decline.

134



135 If a Board member who holds an office resigns that office or is removed from the Board, the  
136 President shall hold an election to fill the office for the remainder of the term of the vacant  
137 office.

138  
139

## 140 **Article V. Meetings**

141  
142

### 142 **Section 1**

143 The Board of Library Trustees of the West Chicago Public Library District shall meet monthly to  
144 conduct the business of the district.

145  
146

### 146 **Section 2**

147 The regular meetings of the Board of Library Trustees shall be held at 7:00 p.m. on the fourth  
148 Monday of each month. Any exceptions shall be listed on the calendar of meetings posted at the  
149 library.

150  
151

151 Special meetings may be called by the President or the Secretary or by any four Trustees. Notice  
152 of the special meeting and an agenda shall be posted in the Library, on the Library's website, and  
153 delivered to any news media that has filed an annual request for such notice no later than 48  
154 hours preceding the special meeting. The best notice possible will be given in the case of a stated  
155 emergency.

156  
157

157 A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a  
158 quorum shall determine the passage of any motion, resolution or ordinance, unless a larger  
159 majority is required by law.

160  
161

### 161 **Section 3**

162 All meetings will be open to the public and conducted in accordance with the Illinois Open  
163 Meetings Act.

164  
165

### 165 **Section 4**

166 An agenda for each meeting of the Board of Library Trustees shall be prepared by the Library  
167 Director in cooperation with the President. Board members who wish to have items included on  
168 the published agenda for a regular meeting shall present such items to the President a week in  
169 advance of the scheduled Board meeting.

170  
171

## 172 **Article VI. Parliamentary Authority**

173 The latest edition of *Robert's Rules of Order* will be followed in matters of procedure not  
174 specifically covered in these bylaws. Failure to follow *Robert's Rules of Order* shall not invalidate  
175 an otherwise valid decision.

176  
177

## 178 **Article VII. Order of Business**

179 The Order of Business at the regular monthly meeting shall be as follows:

180 a. Call to Order

- 181 b. Roll Call
- 182 c. Approval of the Minutes
- 183 d. Recognition of the Public
- 184 e. Public Comments
- 185 f. Agenda – Additions/Deletions
- 186 g. Treasurer’s Report
  - 187 a. Approval of Bills
  - 188 b. Financial Statements
- 189 h. Communications
- 190 i. Reports
- 191 j. Unfinished Business
- 192 k. New Business
- 193 l. (Optional) Closed Session and Reconvening in Open Session
- 194 m. Adjournment

195  
196  
197 **Article VIII. Roll Call Voting**

198  
199 All motions of the Board which concern cash expenditures shall be voted by roll call vote.  
200 Privilege of calling for a roll call vote may be exercised by any Trustee.

201  
202 **Article IX. Committees and Appointed Representatives**

203 **Section 1**

204 Committees are appointed by the President. Committees have advisory powers unless granted  
205 specific power by Board action. There are two (2) standing committees of three (3) members  
206 each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-  
207 President).

208  
209 The President shall appoint special committees as needed.

210  
211 **Section 2**

212 The Finance Committee shall establish and review the financial practices of the Library. The  
213 Committee shall review and revise the operating budget, the Budget and Appropriation  
214 Ordinance, and the Levy Ordinance.

215  
216 The Policy Committee shall establish a schedule for reviewing the bylaws and all policies. It shall  
217 be responsible for the review and revision of bylaws and policies subject to final approval by  
218 the Board.

219  
220 **Article X. Library Director**

221 The Board shall appoint and fix the compensation for a qualified Librarian to act as  
222 administrator of the district’s daily operations. The Board is responsible for conducting an  
223 annual performance review and appraisal. When appropriate, the Board is responsible for the  
224 termination of the employment of an Library Director.

226 **Article XI. Policies**

227 The Library is governed by a set of policies adopted by the Board. The Board may amend and  
228 enact policies from time to time as needed.

229  
230 **Article XII. Indemnification**

231 The Library shall indemnify its trustees and officers for claims based on an injury allegedly arising  
232 out of an act or omission occurring within the scope of his/her duties as trustee.

233  
234 **Article XIII. Severability**

235 If any provision of these bylaws is held invalid after their effective date, such invalidity does not  
236 affect other provisions or applications of these provisions.

237  
238 **Article XIV. Amendments**

239 Amendments to these bylaws may be proposed at any regular meeting, but may become  
240 effective only after a favorable **two thirds (2/3)** vote at a subsequent meeting. Any of the  
241 foregoing bylaws may be temporarily suspended by unanimous vote of all the Trustees present  
242 at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into  
243 the official record.

244  
245 Reviewed by Board of Library Trustees: August 23, 2010

246 Reviewed by Board of Library Trustees: October 25, 2010

247 Revision Approved by Board of Library Trustees: November 22, 2010

248 Revision Approved by Board of Library Trustees: April 28, 2014

249 Revision Approved by Board of Library Trustees: June 26, 2017

250 Revision Approved by Board of Library Trustees: July 26, 2021

251



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

(JULY 1, 2024 AND ENDING JUNE 30, 2025 FISCAL YEAR)

Balance on Hand July 1, 2024, all funds	\$	1,729,043
Property Taxes	\$	2,845,551
Replacement Tax	\$	65,000
Interest	\$	46,000
Grants	\$	42,958
Other Receipts (fines, fees, gifts, etc.)	\$	9,500
Estimated Amount Available	\$	4,738,052

\_\_\_\_\_  
Corrine Jakacki-Dattomo, Treasurer

\_\_\_\_\_  
Date

(Seal)

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 FREEDOM OF INFORMATION ACT POLICY ~~AND ORGANIZATIONAL DIRECTORY~~

3  
4 Policy

5  
6 It is the policy of the Board of Library Trustees of the West Chicago Public Library District to  
7 permit access to and copying of its public records in accordance with the Illinois Freedom of  
8 Information Act (the "Act") (5 ILCS 140/3.5), effective July 1, 1984, as amended, balanced,  
9 however, by the limited exceptions recognized in the Act to safeguard individual privacy and  
10 the efficient operation of the Library.

11  
12 The Library Director is hereby authorized to serve as the Library's Chief Freedom of  
13 Information Act Officer and directed to designate additional employees to serve as FOIA  
14 Officers.

15  
16  
17  
18 Procedures

19  
20 Procedure for Requesting Records

- 21 1. Written requests may be submitted to the Library either by personal delivery,  
22 mail, fax, email, or other means available to the Library. The Library may honor  
23 oral requests for inspection or copying.  
24 2. The request should be made at the Library District's Administrative Office at 118  
25 West Washington Street, West Chicago, IL 60185 ~~during normal working hours~~  
26 ~~(i.e., 9:00 AM to 5:00 PM, Monday through Friday).~~  
27 3. All requests for inspection and copying received by the Library shall immediately  
28 be forwarded to its Freedom of Information officer.  
29

30 Fees Schedule

- 31 • The first 50 pages of black and white, letter or legal paper are free.  
32 • After the first 50 pages, the library will ~~will~~ may charge \$ .15 per page.  
33 • Colored copies and copies sized other than legal or letter size will be charged  
34 at the actual cost of reproduction.  
35 • Cost of electronic records will be charged at the actual cost of the  
36 recording medium, ~~if necessary~~.  
37 • Certified copies are \$1.00 each  
38 • Attachments to email are free of charge  
39 • Fees may be waived or reduced if waiver is in the public interest.  
40

41 Retrieval and Copying of Records and Board Notification

42 Only the FOIA Officer, or his or her designee, may retrieve and/or copy records. The FOIA  
43 Officer of the Library shall notify the Board President by telephone of the request for  
44 records within twenty-four (24) hours of receipt of the request for records. The Board  
45 President shall provide guidance as requested by the designated employees of the Library.

46  
47 Responses to Request for Records

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

- 51  
52 A. Upon receiving a request for a public record, the Freedom of Information officer shall:
- 53 1. Note the date the public body receives the written request;
  - 54 2. Compute the day on which the period for response will expire and make a  
55 notation of that date on the request;
  - 56 3. Maintain an electronic or paper copy of a request, including all documents  
57 submitted with the request until the request has been complied with or denied;  
58 and
  - 59 4. Create a file for the retention of the original request, a copy of the response, a  
60 record of communications with the requester, and a copy of other  
61 communications.
- 62
- 63 B. If a request is denied:
- 64 1. Give a detailed factual basis and provide a citation to legal authority;
  - 65 2. Name the FOIA Officer responsible for the denial;
  - 66 3. Notify the requester that the requester has the right to appeal the denial to  
67 the Attorney General's Public Access Counselor or the courts;
  - 68 4. Provide the Attorney General's Public Access Counselor's address and  
69 telephone number to the requester.
- 70  
71  
72

73 Index of Available Public Records

74  
75 ~~The following list of public records available for inspection is not meant to be exhaustive but~~  
76 ~~to give assistance to the public as to the type of records which can be accessed. Each request~~  
77 ~~will be evaluated on its merits on a case-by-case basis in accordance with the "Open~~  
78 ~~Meetings Act" (Chapter 5 Act 120 Paragraph 1 – 6 Illinois Compiled Statutes). Guidelines and~~  
79 ~~criteria for responses to requests are stated in the Library District's "Freedom of Information~~  
80 ~~Policy Statement and Administrative Guidelines."~~

81  
82 Financial Records

- 83 ● Audit Reports
- 84 ● Bank Statements

85	●—Bills and Invoices
86	●—Budget and Appropriation Ordinances
87	●—Budget Worksheets
88	●—Cancelled Checks
89	●—Daily Cash Receipts Reports
90	●—Levy Ordinances
91	●—Monthly Bill Approval Lists
92	●—Monthly Combined Statements of Assets, Liabilities, and Fund Balances
93	●—Petty Cash Reimbursement Reports
94	●—Receipts for Expenditures
95	●—Receipts for Revenue
96	●—Working Budgets
97	
98	<u>Board of Trustees Records</u>
99	●—Agendas
100	●—Legal Notices
101	●—Open Meeting Minutes
102	●—Monthly Meeting Packets
103	●—Ordinances
104	●—Policy Statements
105	●—Resolutions
106	●—Strategic Long-Range Plan
107	
108	<u>Library Administrative Records</u>
109	●—Annual Reports
110	●—Bid Documents
111	●—Building and Equipment Maintenance/Service Contracts
112	●—Correspondence from Library
113	●—Correspondence to Library
114	●—Employee Timesheets and Payroll Records
115	●—Forms
116	●—Insurance Policies
117	●—Job Descriptions
118	●—Memoranda
119	●—Organization Chart
120	●—Per Capita Grant Applications
121	●—Personnel Files and Records
122	●—Personnel Policy Handbook
123	●—Salary Schedules
124	_____

125 **ORGANIZATIONAL DIRECTORY**

126  
127 ~~I. A brief description of our public body is as follows:~~

128  
129 ~~A. Our purpose is to provide materials and services for the recreational, social,~~  
130 ~~informational, and educational needs of the community.~~

131  
132 ~~B. An organizational chart is attached to this policy.~~

133  
134 ~~C. The total amount of our operating budget for FY 2024-2025 is: \$3,009,309. Funding~~  
135 ~~sources are property and personal property replacement taxes, state and federal~~  
136 ~~grants, fines, charges, and donations. Tax levies are:~~

137  
138 ~~1. Corporate purposes (for general operating expenditures)~~

139 ~~2. IMRF (provides for employee's retirement and related expenses)~~

140  
141 ~~D. The office is located at this address:~~

142 ~~118 West Washington Street — West Chicago, IL 60185~~

143  
144 ~~E. We have the following number of persons employed:~~

145  
1. Full-time 18

2. Part-time 17

146 ~~F. The following organization exercises control over our policies, hiring and oversight of~~  
147 ~~the Library Director, and financial operations: *The West Chicago Public Library District*~~  
148 ~~*Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Monday of each month,~~  
149 ~~7:00 p.m., at the library.~~

150  
151 ~~H. We are required to report and be answerable for our operations to:~~

152 ~~*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi~~  
153 ~~Giannoulas (Secretary of State); Director of State Library, Greg McCormick; and~~  
154 ~~various other staff.~~

155  
156 ~~II. Any person requesting records of the West Chicago Public Library District may make such~~  
157 ~~a request either in person or in writing. All requests are governed by the Library's~~  
158 ~~Freedom of Information Act Policy.~~



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

160  
161  
162  
163  
164  
165  
166  
168  
169  
171  
173

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disclosure of records:

Format requested:

\_\_\_\_\_ Inspection (supervised)  
\_\_\_\_\_ Copy  
\_\_\_\_\_ Certification

\_\_\_\_\_ Paper  
\_\_\_\_\_ Electronic (if available)  
\_\_\_\_\_ Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

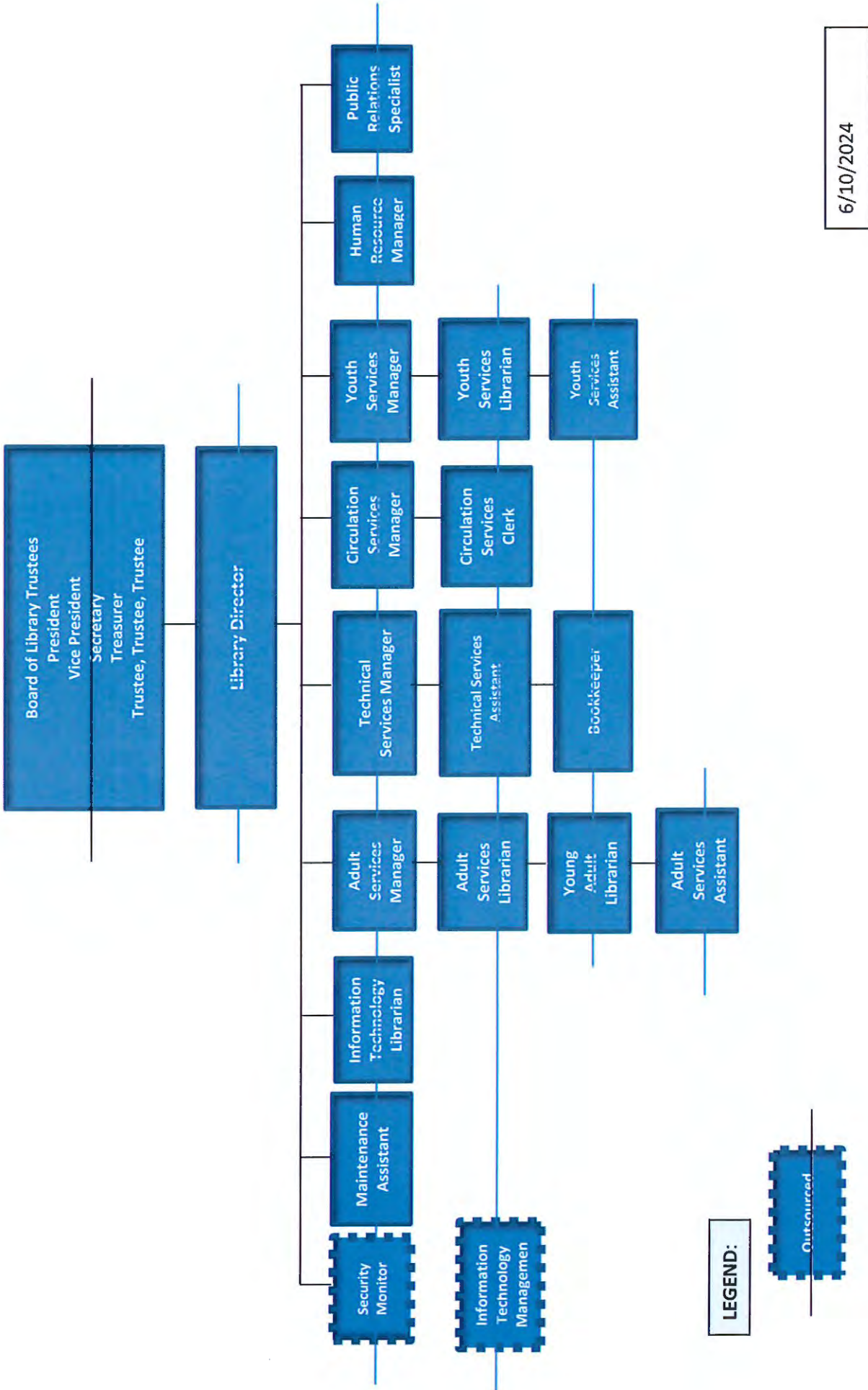
Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Request Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Response to Request: \_\_\_\_\_



6/10/2024

Approved by Board of Library Trustees: December 18, 1995  
Revision Approved by Board of Library Trustees: September 27, 2004  
Revision Approved by Board of Library Trustees: August 27, 2007  
Approved by Board of Library Trustees: August 24, 2009  
Approved by Board of Library Trustees: January 25, 2010  
Approved by Board of Library Trustees: September 23, 2013  
Approved by Board of Library Trustees January 23, 2017  
Revision Approved by Board of Library Trustees: July 26, 2021

1  
2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

3  
4 **PUBLIC COMMENT POLICY**

5  
6 **Policy**

7  
8 The Board of Trustees of the West Chicago Library District is interested in hearing from the  
9 public and provides the opportunity for the public to speak during the Public Comment section  
10 of the meeting. In order for the Board of Trustees to fulfill its obligation to complete the  
11 scheduled meeting agenda in an effective and efficient fashion, a maximum of 15 minutes of  
12 public participation will be permitted at each meeting when the public is present.  
13

14  
15 **Procedures**

16  
17 The following rules shall govern speakers who address the Board:

- 18
- 19 1. Speakers wishing to speak must be present at the meeting. Public comment by  
20 use of any telecommunications device to speak at any regular or special meeting  
21 will not be permitted, except in the case of individuals with disabilities that  
22 prevent them from attending in person. Individuals who cannot attend due to  
23 disability or who require disability related accommodations to allow them to  
24 observe and /or participate are requested to contact the library in advance, if  
25 possible, to allow the library to try to arrange reasonable accommodations.  
26
  - 27 2. Members of the public wishing to speak are urged but not required to sign in  
28 with the Library Director or Board President prior to the commencement of the  
29 Board Meeting and provide their name, address and topic on which they wish to  
30 speak. If applicable, the individual will provide the organization or association  
31 with which they are affiliated.  
32
  - 33 3. Public participation and comment will be permitted during the "Public  
34 Comment" portion of the Agenda.  
35
  - 36 4. The Board President or person presiding over the meeting will ask if anyone  
37 wishes to address the Board and will determine the order in which the speakers  
38 are recognized. In order to promote effective and efficient "Public Comment,"  
39 preference will be given to speakers who sign in.  
40
  - 41 5. The time allowed for each person to speak will be three (3) minutes. Speakers  
42 are asked to strictly adhere to time allocated and to be brief and to the point.  
43

- 44 6. Speakers are urged to identify themselves, their residence address, topic(s) and  
45 group affiliation, if any, before speaking.  
46
- 47 7. Speakers may provide written copies of their concern to the Board. Requests to  
48 append written statements or correspondence to the meeting minutes will not  
49 be honored as meeting minutes are a summary of the Board's discussion and  
50 actions. Written materials presented to the Board may be included in the  
51 Board's files, but will not be attached to the meeting minutes.  
52
- 53 8. Groups are asked to designate a single spokesperson.  
54
- 55 9. Any individual may record statements made during the Public Comment Period,  
56 however, recordings should be conducted in such a manner so as not to interfere  
57 with the business of the Board.  
58
- 59 10. Board members will generally not respond to comments from speakers. The  
60 Board President or other presiding officer may respond as appropriate and, for  
61 example, ask questions for clarification or direct speakers to the appropriate  
62 staff member for assistance. Issues requiring possible action by the Board may  
63 be added to a future agenda. Issues that may need to be addressed by the  
64 administration will be duly noted.  
65
- 66 11. Individuals addressing the Board must at all times adhere to the library policies  
67 and other rules as may be necessary for the efficient and orderly conduct of the  
68 meeting.  
69
- 70 12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker  
71 may be extended at the discretion of the Board President or presiding officer for  
72 a specific meeting.  
73
- 74 13. Members of the public should not discuss individual personnel issues or  
75 confidential patron matters, and the speakers' concerns or comments should be  
76 limited to library business. Comments on the performance of specific library  
77 employees must be addressed to the Library Director separate from the Board  
78 meeting. When needed, discussion with the Board about an employee will be  
79 held in closed Executive Session.  
80
- 81 14. All public comment shall be addressed to the Board as a whole and no comments  
82 shall be addressed to individual members of the Board, Library staff or other  
83 members of the public.  
84
- 85 15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or  
86 personal attacks will not be permitted and shall promptly be ruled out of order  
87 by the President or other presiding officer.

88           16.    The Board vests in the Board President or presiding officer, the authority to  
89                    terminate the remarks of speakers who fail to adhere to the above rules. Failure  
90                    to adhere to the above rules or other Library policies may result in removal of  
91                    the speaker from Library property.  
92

93    The Board of Trustees appreciates all who participate in open and orderly meetings.  
94  
95

96    Revision Approved by Board of Library Trustees: February 28, 2005

97    Revision Approved by Board of Library Trustees: January 28, 2008

98    Revision Approved by Board of Library Trustees: October 24, 2011

99    Reviewed by Policy Committee: October 20, 2014

100   Revision Approved by Board of Library Trustees: October 27, 2014

101   Approved by Board of Library Trustees: August 28, 2017

102   Approved by Board of Library Trustees: October 23, 2017

103   Revision Approved by Board of Library Trustees: July 26, 2021

104

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 EXHIBITS, DISPLAYS, AND ARTWORK  
3 Waiver and Release from Liability Form  
4

5  
6 Policy  
7

8 The West Chicago Public Library District's (WCPLD) exhibit and display spaces are available to  
9 organizations and individuals engaged in cultural, recreational, educational, historical, civic, or charitable  
10 activities.  
11

12  
13 Procedures

14 Preference will be given to exhibits and displays at the WCPLD subject to the following priorities:

- 15 1. Those created for Library-sponsored events or whose primary purpose is to benefit the Library or  
16 Library-sponsored activities
- 17 2. Those created by WCPLD residents
- 18 3. Those created by non-profit organizations
- 19 4. Those created by students attending West Chicago Schools
- 20 5. Those created by units of local government

21 Library staff will manage the exhibits and displays schedule.

22 Display of materials does not imply Library endorsement of content, nor will the Library accept  
23 responsibility for the accuracy of the statements made in such materials.

24 Items from individuals or organizations advertising child care, tutoring, music lessons, items for sale,  
25 boutiques, garage sales, fundraising drives, or similar items, or for solicitation or recruitment will not be  
26 accepted for display.

27 Displays or exhibits of a proselytizing nature or those of individuals or organizations which are of an  
28 extreme or potentially offensive nature will not be accepted for display. Postings or display of notices,  
29 announcements, or materials will not be permitted or allowed that are in violation of any local, state, or  
30 other ordinance or statute. Only displays or exhibits consistent with the Library's mission to "promote  
31 lifelong learning by providing materials, programs, and services that are inspiring, enriching, and engaging  
32 to individuals of every age, economic status, and cultural background to meet the recreational and  
33 informational needs of the residents of the District" will be permitted.

34 If questions arise concerning acceptance criteria, the Library Director has final approval of any exhibits,  
35 displays, and artwork.

36 The Library provides a Waiver and Release from Liability form which must be completed by the exhibitor  
37 before exhibiting and filed in the Administrative Office.

38 Approved by Board of Library Trustees: December 18, 1995

39 Revision Approved by Board of Library Trustees: February 2002

40 Approved by Board of Library Trustees: August 22, 2005

- 41 Revision Approved by Board of Library Trustees: August 25, 2008
- 42 Approved by Board of Library Trustees: November 28, 2011
- 43 Revision Approved by Board of Library Trustees: January 26, 2015
- 44 Approved by Board of Library Trustees: January 22, 2018
- 45 Revision Approved by Board of Library Trustees: August 23, 2021
- 46



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**WAIVER AND RELEASE FROM LIABILITY**

I have discussed with representatives from the West Chicago Public Library District (WCPLD) the display/exhibit on library premises of certain property belonging to me described as:

In connection with the display of said property, I understand, agree and acknowledge that:

1. I assume all risk and full responsibility for any loss or damage to the display property or Library property which may occur during the period of display.
2. Neither the WCPLD nor any employee or Board of Library Trustees of the WCPLD shall be liable for any loss or damage to the property.
3. I hereby and forever release and discharge the WCPLD and its employees and Board of Library Trustees from any and all claims, damages, demands, rights of action, causes of action, present or future, resulting from or arising out of display of the property.
4. I understand that obtaining insurance coverage, if any, concerning loss or damage to the property shall be my sole responsibility.
5. I assume full responsibility for any loss or damage to Library property which may occur as a result during the installation or removal of the display.

Date: \_\_\_\_\_

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

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2  
3 POLICY AUDIT AND REVIEW PROCEDURES POLICY

4  
5 Policy

6  
7 Library Board policies will be reviewed as scheduled on the List of Policies maintained by the library  
8 staff.

9  
10 Procedures

- 11
- 12 1. Policies mandated by law and those requiring annual review will take priority.
  - 13
  - 14 2. No later than January of each year the Chairman of the Policy Committee and the Library  
15 Director will agree upon the review schedule for the calendar year for those policies that  
16 have not been reviewed in the interim.
  - 17
  - 18 3. The Library Director shall solicit proposed revisions from the management team.
  - 19
  - 20 4. The Library Director will detail suggested policy changes in its submission for  
21 recommendations. The Policy Committee shall review all changes and resolve problems by:  
22 • sending the changes back to the Library Director for further consideration  
23 • ~~by submitting~~ recommending the policy to the Board
  - 24
  - 25 5. Upon completion of the review of any policies or sections which correspond to a local, state,  
26 or other ordinance or statute or at the recommendation of the Policy Committee, that  
27 section with the changes clearly indicated will be forwarded for review to Counsel and then  
28 for approval by the Board. If the policy is declined by Counsel, or substantive changes need  
29 to be made, the Library Director will communicate this to the Chairman of the Policy  
30 Committee.
  - 31
  - 32 6. Upon approval by the Board at a regularly scheduled meeting, the staff liaison shall date and  
33 archive the superseded policy. The new policy shall be clearly dated and substituted into the  
34 appropriate section on the web site, saved to ~~the cloud a network drive~~, and inserted into  
35 the Policies Binder in Administration. The List of Policies documenting which policies have  
36 been changed will be kept on file.
  - 37
  - 38 7. Nothing in this procedure shall preclude the Board of Library Trustees during their ordinary  
39 course of activities from considering changes to library policies. These procedures  
40 emphasize only the mandatory annual review of the library's policies.

41  
42 Approved by Board of Library Trustees: October 25, 2004

43 Approved by Board of Library Trustees: November 26, 2007

44 Revision Approved by Board of Library Trustees: May 28, 2008

45 Revision Approved by Board of Library Trustees: October 24, 2011

- 46 Revision Approved by Board of Library Trustees: January 26, 2015
- 47 Approved by Board of Library Trustees: January 22, 2018
- 48 Approved by Board of Library Trustees: July 26, 2021
- 49



34 such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a  
35 wheelchair, alerting and protecting a person who is having a seizure, reminding a person with  
36 mental illness to take prescribed medications, calming a person with Post Traumatic Stress  
37 Disorder during an anxiety attack or performing other duties. The work or task that the dog has  
38 been trained to provide must be directly related to the person's disability.

39 Some service animals may wear special collars, harnesses, vests or capes and some are licensed  
40 and certified and have identification papers. However, special identification and certification  
41 are not required by the ADA. Employees may only ask an individual who accesses the Library  
42 with a service animal the following two questions: (1) whether the animal is a service animal  
43 and (2) what work or task the service animal has been trained to perform. Employees may not  
44 require identification documents for the animal and may not ask about the person's disability.

45 A service animal may be removed from the premises only if (1) the animal is out of control and  
46 the handler does not take effective action to control it, or (2) the animal is not housebroken.  
47 Service animals must be harnessed, leashed, or tethered, unless such devices interfere with the  
48 animal's work or the individual's disability prevents using such devices, in which case the  
49 service animal must be otherwise under the handler's control (e.g., voice control, signals, or  
50 other effective means).

51 When there is a legitimate reason to remove a service animal, staff will offer the person with  
52 the disability the opportunity to obtain Library materials or services without the animal's  
53 presence. Staff is not required to provide care, food or a special location for the animal.

#### 54 **Article V. Programming & Meeting Accessibility**

55 All notices and advertising for Library-sponsored programming will contain an appropriate ADA  
56 notice (such as the following):

57 *Any person needing an accommodation for a disability in order to access the benefits of the*  
58 *Library's services, programs, or activities under the Americans with Disabilities Act should*  
59 *contact a Library manager by telephone at (630) 231-1552, by email at ask@wcpld.info or in*  
60 *writing, not less than five (5) working days prior to the program.*

61 All notices for library board or committee meetings will contain an appropriate Library notice  
62 (such as the following):

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

#### 66 **Article VI. Accommodations to Persons with a Disability**

67 Library staff will assist a patron with a disability in any reasonable way needed, including  
68 opening doors, carrying and retrieving library materials, and reading and/or completing library

69 forms. Library staff are available to provide ADA assistance and to assist a patron in filling out  
70 the forms, if needed.

71 The Library is committed to ensuring that communication with individuals with disabilities is as  
72 effective as with individuals without disabilities. In addition, in order to assist persons with  
73 visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a  
74 variety of formats: conventional print, large type, DVD, CD, electronic download, streaming  
75 services. When materials are not available in all needed formats, the Library attempts to  
76 provide equivalent or similar items for use by persons with disabilities.

77 Despite the Library's best efforts, not all library materials may be available in accessible  
78 formats, not all areas of the Library are available to individuals with disabilities, and not every  
79 Library program, service and activity can be made accessible to every disabled person without  
80 fundamentally altering the nature of the service, activity or program. However, the Library does  
81 make every reasonable effort to provide assistance to individuals with disabilities upon request.

## 82 **Article VII. Threats to Health and Safety**

83 If an individual with a disability poses a direct threat to the health and safety of others the  
84 Library may refuse or revoke said individual's reasonable accommodation. However, in  
85 determining whether an individual with a disability poses a direct health and/or safety threat  
86 the Library will make an individualized assessment, based on reasonable judgment that relies  
87 on current medical knowledge or on the best available objective evidence, to ascertain: The  
88 nature, duration, and severity of the risk; the probability that the potential injury will actually  
89 occur; and whether reasonable modifications of policies, practices, or procedures or the  
90 provision of auxiliary aids or services will mitigate the risk.

## 91 **Article VIII. Meeting Room Users**

92 Groups using the meeting room and presenters are required to meet the requirements of the  
93 Americans with Disabilities Act. The Library offers the facility as a service to community groups,  
94 but has no responsibility for the groups using the room.

## 95 **Article IX. Grievance Procedures**

96 Any person who believes that the Library has discriminated against that person because of the  
97 person's disability may file a written complaint with the Library's Compliance Officer, or the  
98 Library Director. The complaint will provide information about the alleged discrimination,  
99 including the date, location, persons involved, and other particulars. The complaint will include  
100 the name, address, and telephone number of the person filing the claim. Upon request, the  
101 Library will provide alternate means for filing a complaint, such as a personal interview or tape  
102 or digital recording, to a person with a disability.

103 The Library's ADA Compliance Officer or Library Director will make every effort to work  
104 cooperatively with a complainant to resolve the issue forming the basis of the complaint. In the  
105 event the response of the Library's Compliance Officer or Library Director does not satisfactorily

106 resolve the problem, an individual may choose to file an administrative complaint with the  
107 following government agencies:

108 Employees may file an administrative complaint with the U.S. Equal Employment Opportunity  
109 Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for  
110 injunctive relief and damages.

111 Members of the public may file an administrative complaint with the U.S. Department of  
112 Justice, Civil Rights Division, Disability Rights Section or with the U.S. Department of Education,  
113 Office for Civil Rights.

114 Any or all of these methods may be pursued at the same time.

115 Individuals are protected from retaliation or coercion when pursuing their rights or  
116 responsibilities under the ADA.

117 **For further information**

118 In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants,  
119 beneficiaries, and other interested persons are advised that further information may be  
120 obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil  
121 Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530.  
122 Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

123 To the extent that any existing policies, procedures or guidelines of the Library are inconsistent  
124 with this policy, this policy shall prevail.

125

126 Approved by Board of Library Trustees: February 28, 2005

127 Revision Approved by Board of Library Trustees: January 28, 2008

128 Revision Approved by Board of Library Trustees: October 24, 2011

129 Revision Approved by Board of Library Trustees: January 26, 2015

130 Approved by Board of Library Trustees: January 22, 2018

131 Approved by Board of Library Trustees: July 26, 2021

132

133

134

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2  
3 DISPLAY OR DISTRIBUTION OF NOTICES,  
4 PAMPHLETS, OR OTHER PRINTED MATERIAL POLICY

5 Policy

6 The West Chicago Public Library District (WCPLD) may provide bulletin board(s), display rack(s), or  
7 other display areas for all written or graphic announcements of upcoming events of a cultural,  
8 recreational, educational or community service nature consistent with the Library's mission, which is to  
9 promote lifelong learning by providing materials, programs, and services that are inspiring, enriching, and  
10 engaging to individuals of every age, economic status, and cultural background to meet the recreational  
11 and informational needs of the residents of the District.

12  
13 Procedures

14  
15 Library staff will manage the display or distribution of notices, pamphlets or other printed material.  
16 Materials not approved by the Administrative office may be discarded. Distribution of materials does  
17 not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of  
18 the statements made in such materials.

19  
20 Requests to post displays, notices and materials from outside agencies must be made through the  
21 Library Administrative Offices.

22  
23 All such displays shall be governed by the following priorities:

- 24 1. Library Programs
- 25 2. Programs co-sponsored by the Library
- 26 3. Programs sponsored by other tax-supported agencies
- 27 4. Programs of a cultural, recreational, educational or community service nature sponsored  
28 by non-profit organizations
- 29 5. Programs of a cultural, recreational, educational or community service nature sponsored  
30 by for-profit organizations

31 Items from individuals or organizations including but not limited to advertising childcare, tutoring,  
32 music lessons, items for sale, boutiques, garage sales, fundraising drives, or similar items, or for  
33 solicitation or recruitment will not be accepted for display.

34 Approved by the Board of Library Trustees: February 24, 1997

35 Approved by Board of Library Trustees: August 22, 2005

36 Revision Approved by Board of Library Trustees: August 25, 2008

37 Approved by Board of Library Trustees: November 28, 2011

38 Revision Approved by Board of Library Trustees: January 26, 2015

39 Approved by Board of Library Trustees: January 22, 2018

40 Revision Approved by Board of Library Trustees: July 26, 2021