



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, APRIL 28, 2025
7:00 PM

AGENDA

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

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
1. Board Meeting – March 24, 2025 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 April 2025
 2. Financial Statements for March 2025
- H. Communications
- I. Reports
1. President Patricia Weninger
 - (a) Appointment of a Committee for Semi-Annual Review of Closed Session Minutes and Closed Session Recordings
 2. Library Director ATTACHMENT
 3. Department Managers (Circulation) ATTACHMENT
 4. Finance Committee Corrine Jakacki-Dattomo
 5. Policy Committee Frank Fokta

J. Unfinished Business

K. New Business

- | | |
|--|--------|
| 1. Meeting Room Policy | ACTION |
| 2. Library Card and Circulation Policy | ACTION |
| 3. Golden Read-Triever Little Free Library Intergovernmental Agreement | ACTION |
| 4. Salary Schedule | ACTION |
| 5. Capital Projects Proposal for FY 2026 | ACTION |
| 6. Library Director Evaluation | ACTION |

L. Closed Session

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

5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

M. Return to Open Session

N. Library Director Salary Adjustment ACTION

O. Adjournment

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 24, 2025
7:00 P.M.

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

B. ROLL CALL:

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

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Gabriel Cardenas, Circulation Manager; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - February 24, 2025: Mr. Fokta moved to approve the Minutes of the February 24, 2025 Board Meeting as amended; seconded by Ms. Jakacki. The amendments are:

- Page 1, Item G-2 Financial Statements, the percentage of 48% should be 58%.

- Page 2, Item I-2, Library Director's report, last full paragraph, the person who is pursuing their LTA practicum at the library is fulfilling a 75-hour internship and is not an employee of the library.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Sufyian Mohammed, Aimee Cavataio, and Laura Finch, all who are candidates for the positions of library district trustee on the April 2025 ballot. Long-standing board members Richard Bloom, Frank Fokta, and Diane Kelsey are not running for reelection.

E. PUBLIC COMMENTS: Each of the candidates briefly stated their interest in the Library and length of time of living in the community.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2025: Ms. Jakacki moved that the board approve payment of the bills for March 2025 in the amount of \$223,146.42; seconded by Mr. Bloom.

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

2. Financial statements: Ms. Jakacki stated the Library is

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approximately 67% of the way through the fiscal year and has collected approximately 98% of budgeted revenue. The Library has spent approximately 59 to 60% of the expenditures budget.

H. COMMUNICATIONS:

1. Chronology for Annual Financial Ordinances -- 2025-2026 Fiscal Year: The Library's attorneys sent a chronological listing of annual financial ordinances that the Library is required to file with the City or County Clerk's office.

I. REPORTS:

1. President's Report: President Weninger stated that she had sent an email to the trustees about the need to perform the board review of the library director; and she asked the trustees to return the questionnaire to her by April 18, 2025. The review is being completed early this year because of the significant turnover of board members after the April election.

The board members were reminded to complete their economic interest statements, which are due by May 1, 2025.

President Weninger appointed Ms. Jakacki and Mr. Grotto to serve on the Nominating Committee for new officers for FY2025-2026.

2. Library Director: Mr. Weseloh stated the library is 67% of the way through its fiscal year elapsed. Total expenditures are currently about 60%, with a few categories that are running ahead of schedule.

Mr. Weseloh handed out to the board members an updated bills list. Staff have started the budget process for FY25-26, and they will attend and present at the Finance Committee meeting in April.

Delta was onsite to perform a repair on the automation system, and they provided the new facilities assistant some onsite training on the system. Mr. Weseloh introduced Juan Martinez to the board members and stated that the Facilities Assistant has been very responsive to the requests of staff.

Following the heavier rains experienced this season at the library, there has been standing water near the staff entrance. The concrete had been replaced there, and perhaps the old drain tile was damaged in the construction process. Mr. Weseloh has talked with the project manager, and they are going to come out and take a look at it. A downspout extender has been purchased to direct the water away.

The Library Staff In-Service was held on March 7, 2025, and the library was closed. The In-Service Survey results were in the board the packets. This training included mandatory training covering CPR and AED

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training, first aid, and blood-borne pathogen training; fire safety, tornado training, fire extinguisher training. The next in-service will be library-centric-type training, and the third and last in-service will be a camaraderie/ team-building day.

Mr. Weseloh and the Facilities Assistant met with the project manager from Midwest Mechanical to discuss the budget figures for the capital projects planned for FY25-26. Projects for 4th quarter FY24-25 will include the paver replacements, curb repair, and sidewalk replacements, beginning April 21, 2025, weather permitting. The emergency entrance in the Youth Services department will be used for access into the building until the front entranceway work is completed.

Mr. Weseloh attended, and the Library hosted, a meeting of downtown businesses on March 13, 2025, organized by the City of West Chicago. Approximately 40 business owners attended from the Downtown TIF district. The meeting was the first of what is anticipated to be quarterly meetings of the downtown businesses. The conversation covered development of the downtown district, lack of parking, promoting businesses, and signage.

Mr. Weseloh attended with several of the board members and candidates, the Candidate Forum March 18, 2025. He thanked the trustees for attending.

The Director indicated that Mr. Martinez has been very attentive to addressing facilities and vendor-related issues. Mr. Martinez introduced himself, stating he has lived in the area for the past three years; and he looks forward working at the library and making the building a beautiful place for patrons to visit. He welcomes requests, suggestions, and questions regarding the upkeep and maintenance of the building.

3. Department Managers - Amanda Ghobrial, Adult Services Manager, presented an update on department activities and programs. The Adult Services staff answer an average of 608 questions a month and have answered over 4,200 questions in the seven-month period since the last department report.

The department now has seasonal reading programs for 6th grade all the way up through adults, and the library uses an online reading tracker called Beanstack, which also provides notifications for new programming. A total of 236 patrons participate in this app, and the average active reader completion rate is approximately 80%. Prizes are given upon completion of the program.

Patrons are being given pollination celebration seeds for pollinators in their gardens. The department's reading logs are always available in

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English and in Spanish.

Staff have been engaged in outreach to Franciscan Court and Aperion Care, the Library provides books to people in the facilities. Staff have visited Wayne Township Senior Center to do one-on-one device advice. Staff are beginning to attend Chamber of Commerce meetings; and have begun working with the business community to consider opportunities to outreach to businesses in town. In December David, the Library's outreach coordinator, arranged the Library's participation in the citywide window painting contest for Frosty Fest.

in October of 2024 the entire 6th grade class at Lemay Middle School visited the Library; and the former Young Adult Librarian and Ms. Ghobrial spoke to the teenagers that day.

A total of 588 seed packets were checked out from May to October; the planting season ended in October. The Library's website now contains a page dedicated to the seed library, which will be updated when the new seeds come out. Currently winter seeds are in the seed library, which are available February 3 through March 30, 2025. Staff have a call out for volunteers to help repackage the seeds for the seed library on April 2, 2025.

Binge Boxes and Flicks Picks are boxes created by staff for adults; the boxes contain books or videos, treats and instruction sheets, and a comment card. A total of 161 Flicks Picks have been checked out, and a total of 96 Binge Boxes have been checked out in two years. Some patron comments cards have included: "It was great that I picked a subject and enjoyed two out of three books"; "The snacks were great too"; and "Love reading books I would not have found on my own."

Staff create over 80 displays a year for the library to promote the collection and programs.

Staff members redeveloped the instructions to use copiers and printers at the library; the instructions are available in English and in Spanish.

The Guadalajara Book Fair is attended annually by a staff member, at which the Library orders Spanish materials for the youth and adult collections. Several upcoming specific unique programs were described on topics of: Mother Nature, Storm Chaser, a genealogist, a master gardener, Financial Fitness, Qigong Chinese exercise practice.

4. Finance Committee: Ms. Jakacki stated that the Finance Committee met before the board meeting, March 24, 2025, at 6:15. Present were Ms. Jakacki, Chair; Ms. Kelsey and Ms. Navadomskis, members; Ms. Weninger, ex officio; and Mr. Weseloh, staff. The committee

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discussed COLA and merit pool increases. The board vote on these matters was considered under New Business, Item K-1. The meeting ended at 6:36 p.m. The committee will be meeting April 21, 2025 at 6:00 p.m. for the first go-round of the budget.

J. Unfinished Business: None.

K. New Business:

1. COLA and Merit Pool Recommendations for FY2025: Ms. Jakacki stated the Finance Committee recommends the Board approve a COLA of 2.5%, and a merit pool of \$12,000, or 1.8%; a total of 4.3% for FY2026.

The Library will return to the fiscal year July 1 through June 30 period for salary schedule increases now that the incremental increase to the State's \$15 minimum wage law has been achieved. The salary schedule was recently approved in October/November 2024. In October 2026 the salary schedule will be considered along with the COLA and merit pool recommendation to inform the budget on a fiscal year timeline going forward.

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

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated the board will not be going into closed session, and she adjourned the meeting at 7:45 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 27-Apr-25

FINANCIAL STATEMENT DATE: March 31, 2025

Payroll dated:

3/14/2025	Net Payroll	\$	39,273.86
	Federal Liability Payment	\$	11,272.63
	State Liability Payment	\$	2,386.81
	Paylocity Fee	\$	165.12

3/28/2025	Net Payroll	\$	39,511.24
	Federal Liability Payment	\$	11,472.28
	State Liability Payment	\$	2,399.18
	Paylocity Fee	\$	431.17

Net Payroll
Federal Liability Payment
State Liability Payment
Paylocity Fee

TOTAL		\$	106,912.29
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State Bank of IL

Operating - Manual Cks	Check No.	\$	14,650.31
Operating - System Cks	Check No.	\$	97,065.27
Operating - Credit Card	Check No.	\$	3,698.13
Librarian's Petty Cash	Check No.	\$	-

TOTAL		\$	115,413.71
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Total Bills for Approval		\$	222,326.00
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Unpaid Bills Detail

As of April 17, 2025

	Transaction Type	Date	Num	Due Date	Open Balance
ACC Business 800-322-3076					
	Bill	03/27/2025	250698986	04/26/2025	613.64
Total for ACC Business					\$ 613.64
Accurate Office Supplies 630-784-4700					
	Bill	03/20/2025	632734	04/19/2025	215.28
	Bill	03/21/2025	632769	04/20/2025	119.48
	Bill	03/26/2025	633020	04/25/2025	153.98
	Bill	04/03/2025	633524	05/03/2025	25.85
Total for Accurate Office Supplies					\$ 514.59
Alarm Detection Systems 630-844-6306					
	Bill	03/09/2025	204101-1074	04/08/2025	304.26
Total for Alarm Detection Systems					\$ 304.26
Amazon Capital Services					
	Bill	03/13/2025	1X1P-3Q93-TY6F	04/12/2025	43.24
	Bill	03/13/2025	1H67-GKDD-QCXJ	04/12/2025	125.95
	Bill	03/13/2025	1X4T-MVDD-T6Q1	04/12/2025	83.00
	Bill	03/14/2025	16H7-VQDT-3TYC	04/13/2025	60.84
	Bill	03/14/2025	16NP-F6VC-4HJP	04/13/2025	94.75
	Bill	03/17/2025	11VG-9GM4-7LG9	04/16/2025	157.64
	Bill	03/17/2025	17D6-RFQK-6CYV	04/16/2025	7.90
	Bill	03/17/2025	16VV-KGQ3-7PKG	04/16/2025	56.62
	Bill	03/19/2025	141H-MQYD- WQRD	04/18/2025	152.88
	Bill	03/20/2025	16YL-XCWL-71VW	04/19/2025	23.27

Bill	03/20/2025	1PGG-K967-77TH	04/19/2025	19.49
Bill	03/21/2025	1FYG-MR7X-L7LQ	04/20/2025	44.65
Bill	03/23/2025	1GNP-YQF7-VYMD	04/22/2025	16.83
Bill	03/24/2025	11YM-CLLK-6Y97	04/23/2025	14.08
Bill	03/25/2025	1WK9-JTF7-KPVX	04/24/2025	89.95
Bill	03/26/2025	1MGM-PLXL-RDFC	04/25/2025	52.90
Bill	03/31/2025	1Y1R-J3RL-JRJP	04/30/2025	162.13
Bill	03/31/2025	1K3W-KXDT-77YR	04/30/2025	42.45
Bill	04/05/2025	17KD-KR3M-HHMM	05/05/2025	106.97
Bill	04/07/2025	1KD6-TT4D-43XV	05/07/2025	449.85
Bill	04/07/2025	16YL-HVKM-3XY6	05/07/2025	42.99
Bill	04/10/2025	1JD7-49WH-4HC6	05/10/2025	337.12
Bill	04/10/2025	1CQD-J13M-3XDV	05/10/2025	45.24
Bill	04/12/2025	19WK-M3HY-K4RT	05/12/2025	445.85
Bill	04/12/2025	1WM9-L7FK-LC1W	05/12/2025	29.95
Bill	04/14/2025	1RMG-W94C-34TJ	05/14/2025	13.29
Bill	04/14/2025	1KCN-TCWM-163X	05/14/2025	9.89
Vendor Credit	04/14/2025	19MP-TCVN-4YFX		-20.73
Vendor Credit	03/16/2025	1NKJ-FW1T-KRNJ		-83.00
Total for Amazon Capital Services				\$ 2,625.99
Anderson Elevator Co.				
708-345-9710				
Bill	04/01/2025	INV-101689-D5W5	05/01/2025	193.00
Total for Anderson Elevator Co.				\$ 193.00
Andy Frain				
630-820-3820				
Bill	02/28/2025	372659	03/30/2025	1,499.25
Bill	03/31/2025	374187	04/30/2025	1,769.70
Total for Andy Frain				\$ 3,268.95
Background Resources				
630-873-2270				
Bill	03/31/2025	23762	04/30/2025	48.00

Total for Background Resources					\$ 48.00
Bigleaf Networks, Inc. 888-244-3133					
	Bill	04/01/2025	INV118449	05/01/2025	499.00
Total for Bigleaf Networks, Inc.					\$ 499.00
Buck Services 630-876-8184					
	Bill	03/18/2025	63625	04/17/2025	1,065.00
	Bill	03/31/2025	63668	04/30/2025	3,066.00
	Bill	04/10/2025	63820	05/10/2025	1,065.00
Total for Buck Services					\$ 5,196.00
Cengage Learning 800-877-4253					
	Bill	03/20/2025	87057646	04/19/2025	65.58
Total for Cengage Learning					\$ 65.58
Cinco Books					
	Bill	03/17/2025	51080	04/16/2025	897.75
Total for Cinco Books					\$ 897.75
Cintas Corporation 847-228-3970					
	Bill	03/27/2025	5261438101	04/26/2025	6.54
	Bill	03/31/2025	9314805868	04/30/2025	150.50
Total for Cintas Corporation					\$ 157.04
City of West Chicago 630-293-2200					
	Bill	04/01/2025		05/01/2025	767.49
Total for City of West Chicago					\$ 767.49
Comcast 800-391-3000					
	Bill	04/10/2025		05/10/2025	350.00
Total for Comcast					\$ 350.00
Comcast Business					
	Bill	04/01/2025	237972409	05/01/2025	560.00
Total for Comcast Business					\$ 560.00

ComEd
877-426-6331

Bill 03/19/2025 04/18/2025 2,556.53

Total for ComEd

\$ 2,556.53

De Lage Landen Financial
800-736-0220

Bill 04/01/2025 589856708 05/01/2025 1,496.23

Total for De Lage Landen Financial

\$ 1,496.23

Demco
800-962-4463

Bill 03/28/2025 7624434 04/27/2025 81.99

Bill 04/08/2025 7629811 05/08/2025 114.75

Bill 04/08/2025 7629332 05/08/2025 1,597.09

Total for Demco

\$ 1,793.83

Efficiency Reporting
630-682-8887

Bill 02/27/2025 20519er 03/29/2025 340.00

Total for Efficiency Reporting

\$ 340.00

Flood Brothers

Bill 04/04/2025 8120900 05/04/2025 66.14

Total for Flood Brothers

\$ 66.14

Gehrke Technology Group
847-487-9110

Bill 04/09/2025 2501271 05/09/2025 125.00

Total for Gehrke Technology Group

\$ 125.00

Globe Life

Bill 04/10/2025 05/10/2025 55.00

Total for Globe Life

\$ 55.00

Governmental Accounting, Inc.
847-991-3909

Bill 04/01/2025 60191 05/01/2025 1,575.00

Total for Governmental Accounting, Inc.

\$ 1,575.00

IHLS-OCLC
618-619-2076

Bill 04/07/2025 32115 05/07/2025 216.03

Total for IHLS-OCLC
Ingram Library Services
800-937-8200

\$ 216.03

Bill	03/03/2025	86886698	04/02/2025	36.90
Bill	03/04/2025	86911549	04/03/2025	46.03
Bill	03/05/2025	86943012	04/04/2025	1,688.38
Bill	03/05/2025	86947020	04/04/2025	482.16
Bill	03/07/2025	86986249	04/06/2025	146.64
Bill	03/10/2025	87011200	04/09/2025	703.29
Bill	03/12/2025	87064521	04/11/2025	209.69
Bill	03/12/2025	87058867	04/11/2025	364.12
Bill	03/13/2025	87081990	04/12/2025	187.65
Bill	03/17/2025	87131411	04/16/2025	314.42
Bill	03/19/2025	87179637	04/18/2025	60.88
Bill	03/19/2025	87174488	04/18/2025	406.26
Bill	03/20/2025	87196680	04/19/2025	635.17
Bill	03/21/2025	87221390	04/20/2025	91.76
Bill	03/28/2025	87330980	04/27/2025	475.24
Vendor Credit	03/20/2025	87215216		-35.96

Total for Ingram Library Services

\$ 5,812.63

Joan Happel

Bill	03/31/2025		04/30/2025	15.82
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Total for Joan Happel

\$ 15.82

Lakeshore Learning Materials

Bill	04/01/2025	90552586	05/01/2025	287.44
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Total for Lakeshore Learning Materials

\$ 287.44

LIMRICC
630-393-1483

Bill	04/08/2025		05/08/2025	22,418.14
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Total for LIMRICC

\$ 22,418.14

Midwest Mechanical
630-850-2300

Bill	03/31/2025	112168734	04/30/2025	6,314.70
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	Bill	04/03/2025	143570	05/03/2025	969.00
Total for Midwest Mechanical					\$ 7,283.70

Midwest Tape
800-875-2785

Bill	03/07/2025	506850693	04/06/2025	51.73
Bill	03/07/2025	506850694	04/06/2025	63.99
Bill	03/07/2025	506850695	04/06/2025	109.98
Bill	03/14/2025	506888198	04/13/2025	111.98
Bill	03/14/2025	506888320	04/13/2025	76.46
Bill	03/14/2025	506888321	04/13/2025	42.99
Bill	03/25/2025	506937767	04/24/2025	39.99
Bill	03/25/2025	506937810	04/24/2025	73.47
Bill	03/25/2025	506937769	04/24/2025	52.99
Bill	03/31/2025	506962398	04/30/2025	36.99
Bill	03/31/2025	506962420	04/30/2025	85.98
Bill	03/31/2025	506962397	04/30/2025	24.74

Total for Midwest Tape
NCPERS

\$ 771.29

Total for NCPERS
Nicor
888-642-6748

Bill	04/10/2025		05/10/2025	16.00
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\$ 16.00

Total for Nicor
Orkin Pest Control
630-505-7258

Bill	04/07/2025		05/07/2025	951.41
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\$ 951.41

Total for Orkin Pest Control
OverDrive
216-573-6886

Bill	03/25/2025	275114927	04/24/2025	111.00
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\$ 111.00

Bill	03/31/2025	25100661	04/30/2025	228.75
Bill	04/03/2025	25108651	05/03/2025	622.25
Bill	04/03/2025	25108660	05/03/2025	661.17

Total for OverDrive					<u>\$ 1,512.17</u>
Peerless Network					
800-440-9440					
	Bill	04/15/2025	73565	05/15/2025	1,057.09
Total for Peerless Network					<u>\$ 1,057.09</u>
Peregrine, Stime, Newman, Ritzman					
630-665-1900					
	Bill	04/02/2025	62796	05/02/2025	742.50
Total for Peregrine, Stime, Newman, Ritzman					<u>\$ 742.50</u>
SenSource					
800-239-1226					
	Bill	04/01/2025	62818	05/01/2025	228.00
Total for SenSource					<u>\$ 228.00</u>
Sikich LLP					
630-566-8400					
	Bill	03/14/2025	N534734	04/13/2025	377.00
	Bill	03/17/2025	85836	04/16/2025	405.00
	Bill	03/17/2025	1535188	04/16/2025	264.00
	Bill	03/17/2025	MS535031	04/16/2025	5,713.23
	Bill	03/19/2025	N535498	04/18/2025	92.56
	Bill	03/31/2025	I535736	04/30/2025	4,440.50
	Bill	04/16/2025	L537634	05/16/2025	4,860.00
Total for Sikich LLP					<u>\$ 16,152.29</u>
Swan					
630-326-7146					
	Bill	04/03/2025	11855	05/03/2025	8,355.50
Total for Swan					<u>\$ 8,355.50</u>
Unique Management Services					
800-879-5453					
	Bill	04/01/2025	6137592	05/01/2025	98.50
Total for Unique Management Services					<u>\$ 98.50</u>
University of Illinois Extension					
	Bill	04/15/2025		05/15/2025	150.00
Total for University of Illinois Extension					<u>\$ 150.00</u>

US Postal Service
800-275-8777

Bill 04/16/2025 05/16/2025 1,200.00

Total for US Postal Service

\$ 1,200.00

Verizon
800-922-0204

Bill 03/30/2025 6109809325 04/29/2025 361.72

Total for Verizon

\$ 361.72

VISA

Bill 03/28/2025 2135 March 2025 04/27/2025 157.00

Bill 03/28/2025 2127 March 2025 04/27/2025 366.72

Bill 03/28/2025 2119 March 2025 04/27/2025 1,084.04

Bill 03/28/2025 2101 march 2025 04/27/2025 696.93

Bill 03/28/2025 2093 March 2025 04/27/2025 1,482.99

Total for VISA

\$ 3,787.68

Watson Label Product
314-493-9300

Bill 04/15/2025 104233 05/15/2025 860.88

Bill 04/15/2025 104232 05/15/2025 581.46

Total for Watson Label Product

\$ 1,442.34

Xtreme Environmental Solutions
630-293-7880

Bill 04/11/2025 125-WCL 05/11/2025 25.00

Total for Xtreme Environmental Solutions

\$ 25.00

TOTAL

\$ 97,065.27

Thursday, Apr 17, 2025 10:51:17 AM GMT-7

West Chicago Public Library District
Transaction Detail by Account
 March 2025

	Date	Transaction Type	Name	Memo/Description	Split	Amount
CARD 31 Director - #2093						
	03/01/2025	Expenditure	Jimmy Johns	Sandwiches	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	243.00
	03/04/2025	Expenditure	Kindred Coffee Roasters	Coffee	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	91.14
	03/04/2025	Expenditure	Kindred Coffee Roasters	Gift Cards	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	80.00
	03/04/2025	Expenditure	Ace Hardware	Vac Belt	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	8.20
	03/06/2025	Expenditure	Portillo's	Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	234.87
	03/06/2025	Expenditure	Walmart	Ice	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	9.32
	03/07/2025	Expenditure	Alonti Cafe & Catering	Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	427.44
	03/08/2025	Expenditure	Rosati's Pizza	Pizza	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	39.02
	03/17/2025	Expenditure	HR Source	M. Bajor	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	329.00
	03/27/2025	Expenditure	Monards	Misc	45140 Expense:FACILITIES & OPERATIONS:EXTERIOR R & M-OTHER	8.70
	03/29/2025	Expenditure	American Association of Notaries	Jennifer Gunn 3/28/2025-1/5/2027	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	32.50
Total for CARD 31 Director - #2093						\$1,482.99
CARD 41 AS- #2101						
	03/01/2025	Expenditure	Universal Yums	YUM YUM BOX	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00
	03/03/2025	Expenditure	Chicago Tribune	Subscription	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	440.00
	03/06/2025	Expenditure	Costco	Misc	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	227.93
Total for CARD 41 AS- #2101						\$ 696.93
CARD 51 YS- #2119						
	03/02/2025	Expenditure	Marriot Hotel & Confe	Francesca	41320 Expense:ADMINISTRATIVE EXPENSES:TRAVEL	161.28
	03/05/2025	Expenditure	Oriental Trading Company	Misc	44240 Expense:MARKETING & PROMOTIONS:PROMO MATERIALS-YOUTH	12.99
	03/05/2025	Expenditure	Walmart	Misc	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	50.43
	03/10/2025	Expenditure	Oriental Trading Company	Misc	44240 Expense:MARKETING & PROMOTIONS:PROMO MATERIALS-YOUTH	175.36
	03/12/2025	Expenditure	Urban Libraries Council	Class	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	299.19
	03/12/2025	Expenditure	Oriental Trading Company	Misc	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	92.16
	03/14/2025	Expenditure	LibraryWorks	Book	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	49.00
	03/20/2025	Expenditure	American Library Association	Award Seals	42500 Expense:LIBRARY MATERIAL MAINTENANCE:PROCESSING-TECHNICAL SERVICES	243.61
Total for CARD 51 YS- #2119						\$1,084.04
CARD 61 PR- #2135						
	03/01/2025	Expenditure	Constant Contact	March 2025	44210 Expense:MARKETING & PROMOTIONS:MARKETING	157.00
Total for CARD 61 PR- #2135						\$ 157.00
CARD 71 IT- #2127						
	03/07/2025	Expenditure	Printix	INTERNATIONAL TXN FEE	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	0.66
	03/07/2025	Expenditure	Printix	March 2025	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	65.67
	03/10/2025	Expenditure	Adobe Inc.	Monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	128.50
	03/18/2025	Expenditure	Adobe Inc.	Acrobat Pro/Creative Cloud	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	110.45
	03/25/2025	Expenditure	Spotify	Monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99
	03/27/2025	Expenditure	Zoom Video Communications	Monthly	41425 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:WARRANTIES/EXTENDED CARE	159.90
Total for CARD 71 IT- #2127						\$ 477.17
Total for 11CC TCM Bank						\$3,898.13

West Chicago Public Library District
Transaction Detail by Account
 March 2025

	Date	Transaction Type	Num	Name	Memo/Description	Split	Amount
10Bank Bank Accounts							
10300 FNBC Bank - Checking - 6031							
	03/06/2025	Check	ACH 3.12.25	Ampion	March Billing	45320 Expense:UTILITIES:UTILITIES-ELECTRIC	-120.27
	03/06/2025	Check	ACH 3.31.25	Employee Benefits Corporation	March Fee Invoicing	41110 Expense:PERSONNEL:INS-HEALTH, DENTAL, LIFE, FSA	-60.00
	03/06/2025	Check	ACH 3.6.25	IMRF	March Payroll 2025	21040 Payroll Liabilities:IMRF	-14,470.04
	Total for 10300 FNBC Bank - Checking - 6031						-\$14,650.31
Total for 10Bank Bank Accounts							-\$14,650.31

Thursday, Apr 17, 2025 08:02:29 AM GMT-7 - Accrual Basis

Financial Report

For the 9 Month(s) Ended March 31, 2025
FISCAL YEAR 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2025

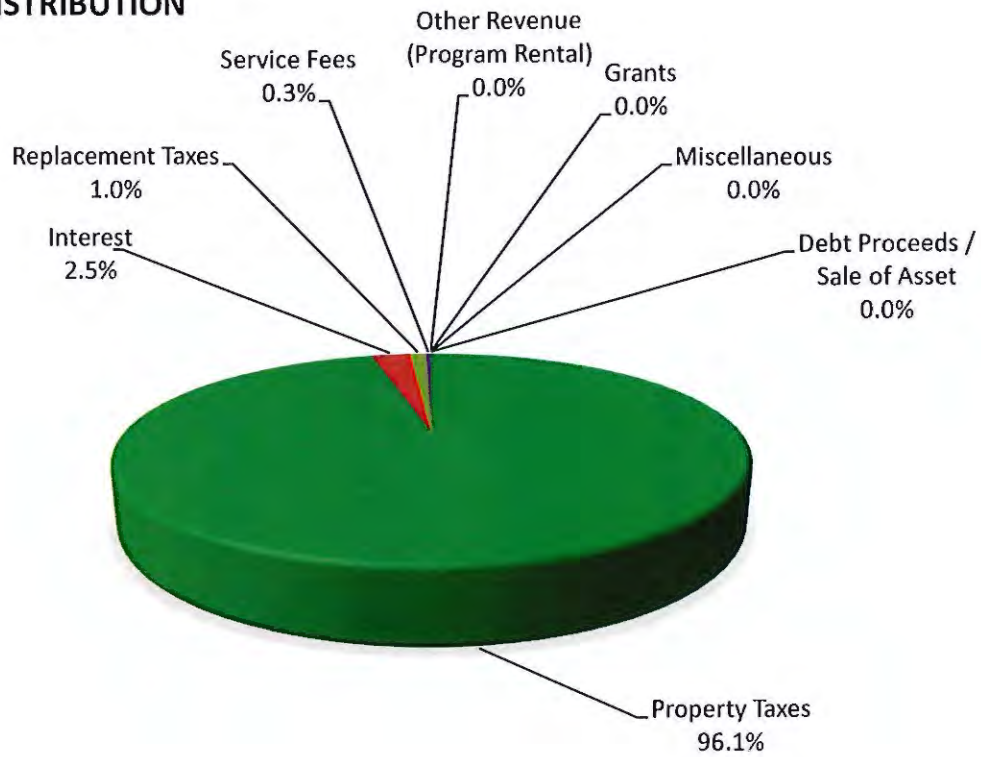
75% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,830,194	2,845,551	99%
Interest	74,475	46,000	162%
Replacement Taxes	30,212	65,000	46%
Service Fees	10,123	7,700	131%
Other Revenue (Program Rental)	30	-	0%
Grants	-	42,958	0%
Miscellaneous	244	2,100	12%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,945,279	<u>3,009,309</u>	<u>98%</u>
	<u>Budgeted Revenues</u> 3,009,309		
	% Diff 98%		
OPERATING EXPENDITURES			
Personnel	1,242,215	1,842,626	67%
IMRF	83,938	149,876	56%
Administrative	58,068	82,215	71%
Admin Technology	148,078	167,895	88%
Library Materials - Books	103,509	153,999	67%
Library Materials - Periodicals	9,606	9,500	101%
Library Materials - Audio & Visual	28,271	49,850	57%
Library Material - Maintenance	3,147	10,560	30%
Technology Services	77,593	119,248	65%
Programs	21,183	42,886	49%
Marketing & Promotion	19,690	28,398	69%
Facilities & Operations	150,740	184,360	82%
Utilities	62,992	79,660	79%
Professional Services	54,524	80,636	68%
Board Expenses	3,665	7,600	48%
	<u>Actual Expenditures</u> 2,067,219	<u>3,009,309</u>	<u>69%</u>
	<u>Budgeted Expenditures</u> 3,009,309		
	% Diff 69%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>878,060</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	178,527	350,000	51%
	<u>Actual Expenditures</u> 178,527	<u>350,000</u>	<u>51%</u>
	<u>Budgeted Expenditures</u> 350,000		
	% Diff 51%		
TOTAL SURPLUS / (DEFICIT)	<u>699,533</u>	<u>(350,000)</u>	
BEGINNING FUND BALANCE	<u>1,729,043</u>		
ENDING FUND BALANCE	<u>2,428,576</u>		

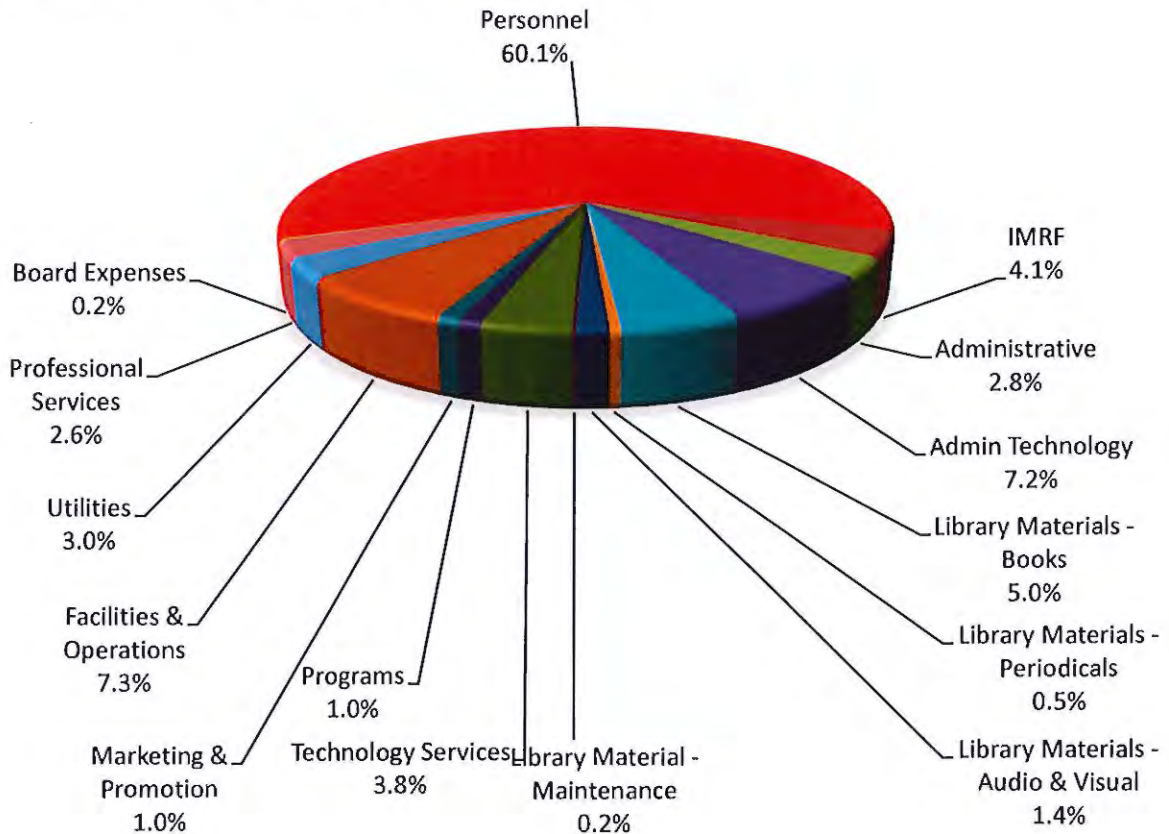
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2025

REVENUE DISTRIBUTION

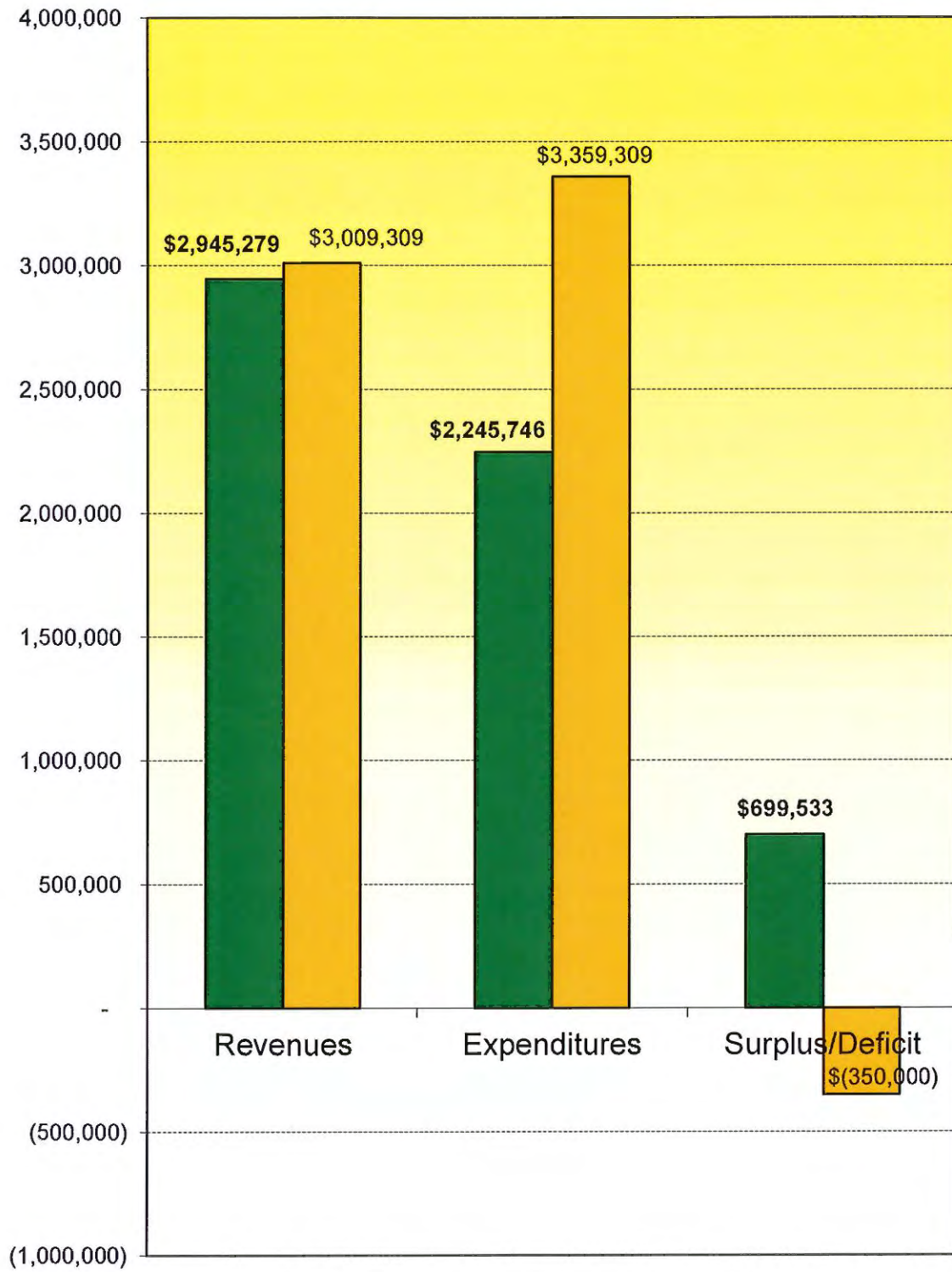


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2025



■ YTD ■ Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2025

75% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,683,184	147,010	-	2,830,194	2,845,551	99%
Interest	70,847	2,287	1,340	74,475	46,000	162%
Replacement Taxes	30,212	-	-	30,212	65,000	46%
Service Fees	10,123	-	-	10,123	7,700	131%
Other Revenue (Program Rental)	30	-	-	30	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	244	-	-	244	2,100	12%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,794,642	149,297	1,340	2,945,279	3,009,309	98%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	98%	100%	n/a	98%		
OPERATING EXPENDITURES						
Personnel	1,242,215	-	-	1,242,215	1,842,626	67%
IMRF	-	83,938	-	83,938	149,876	56%
Administrative	57,994	-	73	58,068	82,215	71%
Admin Technology	148,078	-	-	148,078	167,895	88%
Library Materials - Books	103,509	-	-	103,509	153,999	67%
Library Materials - Periodicals	9,606	-	-	9,606	9,500	101%
Library Materials - Audio & Visual	28,271	-	-	28,271	49,850	57%
Library Material - Maintenance	3,147	-	-	3,147	10,560	30%
Technology Services	77,593	-	-	77,593	119,248	65%
Programs	21,183	-	-	21,183	42,886	49%
Marketing & Promotion	19,690	-	-	19,690	28,398	69%
Facilities & Operations	150,740	-	-	150,740	184,360	82%
Utilities	62,992	-	-	62,992	79,660	79%
Professional Services	54,524	-	-	54,524	80,636	68%
Board Expenses	3,665	-	-	3,665	7,600	48%
Actual Expenditures	1,983,207	83,938	73	2,067,219	3,009,309	69%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	69%	56%	n/a	69%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	178,527	-	-	178,527	350,000	51%
Actual Expenditures	178,527	-	-	178,527	350,000	n/a
Budgeted Expenditures	-	-	350,000	350,000		
% Diff	n/a	n/a	n/a	n/a		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	632,907	65,359	1,266	699,533	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,205,814	95,921	126,840	2,428,576	1,379,043	
Fund Balance as % of Total Expenditures	102%	114%	n/a	108%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	1,494.58	237,129.25	2,683,184.06	147,010.08	0.00	2,830,194.14	2,845,551.00	-15,356.86	99.46%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,416.67	30,212.31	0.00	0.00	30,212.31	65,000.00	-34,787.69	46.48%
33000 · INTEREST INCOME	6,026.20	3,750.00	70,847.35	2,287.37	0.00	73,134.72	45,000.00	28,134.72	162.52%
33040 · INTEREST-IL FUND BLDG CONST	407.76	83.33	0.00	0.00	1,339.89	1,339.89	1,000.00	339.89	133.99%
35100 · FINES	0.00	0.00	51.47	0.00	0.00	51.47	0.00	51.47	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	965.81	375.00	7,696.31	0.00	0.00	7,696.31	4,500.00	3,196.31	171.03%
35510 · LOST AND PAID MATERIALS	180.92	100.00	1,497.74	0.00	0.00	1,497.74	1,200.00	297.74	124.81%
35710 · NON RESIDENT FEES	273.28	166.67	877.97	0.00	0.00	877.97	2,000.00	-1,122.03	43.9%
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	18.00	25.00	187.78	0.00	0.00	187.78	300.00	-112.22	62.59%
39015 · PROGRAM ROOM RENTAL	10.00	0.00	30.00	0.00	0.00	30.00	0.00	30.00	100.0%
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%
	9,376.55	250,775.75	2,794,641.52	149,297.45	1,339.89	2,945,278.86	3,009,309.00	-64,030.14	97.87%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	105,733.96	121,715.17	993,691.60	0.00	0.00	993,691.60	1,460,582.00	-466,890.40	68.03%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	21,864.20	22,395.33	171,861.28	0.00	0.00	171,861.28	268,744.00	-96,882.72	63.95%
41120 · FICA EXPENSE	7,959.93	9,083.33	74,148.94	0.00	0.00	74,148.94	109,000.00	-34,851.06	68.03%
41130 · UNEMPLOYMENT COMPENSATION	0.00	166.67	454.21	0.00	0.00	454.21	2,000.00	-1,545.79	22.71%
41140 · WORKERS COMPENSATION	0.00	191.67	2,059.00	0.00	0.00	2,059.00	2,300.00	-241.00	89.52%
Subtotal	135,558.09	153,552.17	1,242,215.03	0.00	0.00	1,242,215.03	1,842,626.00	-600,410.97	67.42%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	4,311.22	1,181.67	10,849.85	0.00	0.00	10,849.85	14,180.00	-3,330.15	76.52%
41320 · TRAVEL	404.43	316.33	1,171.82	0.00	0.00	1,171.82	3,796.00	-2,624.18	30.87%
41330 · ASSOCIATION DUES	0.00	520.42	3,733.99	0.00	0.00	3,733.99	6,245.00	-2,511.01	59.79%
41332 · PAYROLL PROCESSING	596.29	683.33	5,948.04	0.00	0.00	5,948.04	8,200.00	-2,251.96	72.54%
41334 · OFFICE SUPPLIES GENERAL	761.64	495.83	5,876.83	0.00	73.47	5,950.30	5,950.00	0.30	100.01%
41336 · OFFICE EQUIPMENT	1,496.23	1,695.33	13,943.82	0.00	0.00	13,943.82	20,344.00	-6,400.18	68.54%
41338 · POSTAGE	0.00	583.33	5,007.86	0.00	0.00	5,007.86	7,000.00	-1,992.14	71.54%
41342 · ADMINISTRATIVE MISC	170.45	116.67	1,908.86	0.00	0.00	1,908.86	1,400.00	508.86	136.35%
41344 · SUPPLIES-FOOD	1,332.52	583.33	4,901.57	0.00	0.00	4,901.57	7,000.00	-2,098.43	70.02%
41346 · MATERIALS & RESOURCE RECOVERY	108.35	133.33	1,339.60	0.00	0.00	1,339.60	1,600.00	-260.40	83.73%
41348 · CIRCULATION SERVICES SUPPLIES	56.80	541.67	3,311.84	0.00	0.00	3,311.84	6,500.00	-3,188.16	50.95%
Subtotal	9,237.93	6,851.25	57,994.08	0.00	73.47	58,067.55	82,215.00	-24,147.45	70.63%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 2025

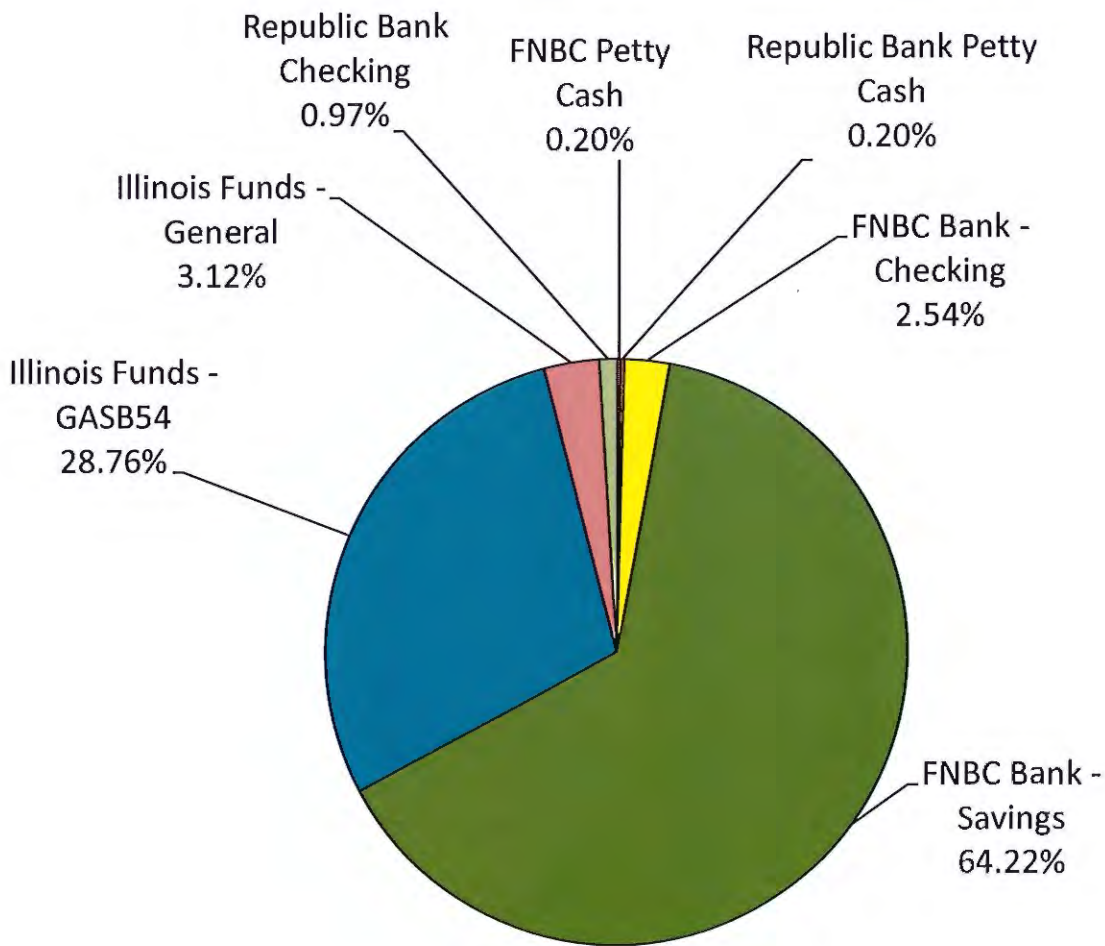
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	1,016.50	2,709.25	70,752.03	0.00	0.00	70,752.03	32,511.00	38,241.03	217.63%
41410 · SOFTWARE STAFF	788.50	3,553.75	8,327.22	0.00	0.00	8,327.22	42,645.00	-34,317.78	19.53%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	6,043.56	6,410.42	60,014.33	0.00	0.00	60,014.33	76,925.00	-16,910.67	78.02%
41425 · WARRANTIES/EXTENDED CARE	536.90	1,317.83	8,983.94	0.00	0.00	8,983.94	15,814.00	-6,830.06	56.81%
Subtotal	8,385.46	13,991.25	148,077.52	0.00	0.00	148,077.52	167,895.00	-19,817.48	88.2%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	0.00	4,269.08	44,445.87	0.00	0.00	44,445.87	51,229.00	-6,783.13	86.76%
42120 · BOOKS-ADULT	5,467.31	5,891.67	45,969.09	0.00	0.00	45,969.09	70,700.00	-24,730.91	65.02%
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	75.90	416.67	1,768.02	0.00	0.00	1,768.02	5,000.00	-3,231.98	35.36%
42140 · BOOKS-YOUTH	2,107.85	2,141.67	10,111.39	0.00	0.00	10,111.39	25,700.00	-15,588.61	39.34%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	1,149.19	0.00	0.00	1,149.19	1,000.00	149.19	114.92%
Subtotal	7,651.06	12,833.25	103,509.41	0.00	0.00	103,509.41	153,999.00	-50,489.59	67.21%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	440.00	791.67	9,605.99	0.00	0.00	9,605.99	9,500.00	105.99	101.12%
Subtotal	440.00	791.67	9,605.99	0.00	0.00	9,605.99	9,500.00	105.99	101.12%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,171.89	2,958.33	22,081.16	0.00	0.00	22,081.16	35,500.00	-13,418.84	62.2%
42330 · AV MATERIALS-YOUNG ADULT	0.00	208.33	768.14	0.00	0.00	768.14	2,500.00	-1,731.86	30.73%
42340 · AV MATERIALS-YOUTH	1,354.65	987.50	5,421.63	0.00	0.00	5,421.63	11,850.00	-6,428.37	45.75%
Subtotal	3,526.54	4,154.17	28,270.93	0.00	0.00	28,270.93	49,850.00	-8,160.23	56.71%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,778.50	25,006.50	0.00	0.00	25,006.50	33,342.00	-8,335.50	75.0%
42405 · INTERNET SERVICES	2,017.84	2,004.00	18,098.31	0.00	0.00	18,098.31	24,048.00	-5,949.69	75.26%
42420 · SOFTWARE PUBLIC	0.00	1,176.50	8,647.70	0.00	0.00	8,647.70	14,118.00	-5,470.30	61.25%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	3,424.00	3,978.33	25,840.77	0.00	0.00	25,840.77	47,740.00	-21,899.23	54.13%
Subtotal	5,441.64	9,937.33	77,593.28	0.00	0.00	77,593.28	119,248.00	-27,369.53	65.07%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	551.24	862.50	3,146.97	0.00	0.00	3,146.97	10,350.00	-7,203.03	30.41%
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%
Subtotal	551.24	880.00	3,146.97	0.00	0.00	3,146.97	10,560.00	-7,203.03	29.8%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	747.65	1,000.00	8,176.06	0.00	0.00	8,176.06	12,000.00	-3,823.94	68.13%
44130 · PROGRAMS-YOUNG ADULT	-120.00	333.33	1,169.80	0.00	0.00	1,169.80	4,000.00	-2,830.20	29.25%
44135 · PROGRAMS-SUMMER READING	0.00	416.67	37.74	0.00	0.00	37.74	5,000.00	-4,962.26	0.76%
44140 · PROGRAMS-YOUTH	825.34	1,057.17	4,532.65	0.00	0.00	4,532.65	12,686.00	-8,153.35	35.73%
44145 · EVENTS AND OUTREACH	343.05	766.67	7,266.74	0.00	0.00	7,266.74	9,200.00	-1,933.26	78.99%
Subtotal	1,796.04	3,573.83	21,182.99	0.00	0.00	21,182.99	42,886.00	-10,086.61	49.39%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	157.00	333.33	2,076.00	0.00	0.00	2,076.00	4,000.00	-1,924.00	51.9%
44215 · WEBSITE	0.00	191.50	2,300.76	0.00	0.00	2,300.76	2,298.00	2.76	100.12%
44220 · PROMO MATERIALS-ADULT	125.76	200.00	2,123.75	0.00	0.00	2,123.75	2,400.00	-276.25	88.49%
44240 · PROMO MATERIALS-YOUTH	188.37	208.33	188.37	0.00	0.00	188.37	2,500.00	-2,311.63	7.54%
44245 · PROGRAM GUIDE	0.00	1,433.33	13,001.23	0.00	0.00	13,001.23	17,200.00	-4,198.77	75.59%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	471.13	2,366.50	19,690.11	0.00	0.00	19,690.11	28,398.00	-8,707.89	69.34%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	4,131.00	2,058.33	22,433.00	0.00	0.00	22,433.00	24,700.00	-2,267.00	90.82%
45112 · SECURITY SERVICE	3,268.95	1,775.00	14,963.10	0.00	0.00	14,963.10	21,300.00	-6,336.90	70.25%
45115 · JANITORIAL SUPPLIES	508.49	508.33	4,309.44	0.00	0.00	4,309.44	6,100.00	-1,790.56	70.65%
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	4,975.00	483.33	4,975.00	0.00	0.00	4,975.00	5,800.00	-825.00	85.78%
45120 · SNOW REMOVAL	3,944.00	2,166.67	19,720.00	0.00	0.00	19,720.00	26,000.00	-6,280.00	75.85%
45130 · EXTERIOR LANDSCAPING	0.00	2,075.00	11,528.00	0.00	0.00	11,528.00	24,900.00	-13,372.00	46.3%
45140 · EXTERIOR R & M-OTHER	8.70	933.33	13,874.61	0.00	0.00	13,874.61	11,200.00	2,674.61	123.88%
45150 · HVAC R & M	7,408.70	2,083.33	31,574.78	0.00	0.00	31,574.78	25,000.00	6,574.78	126.3%
45155 · GENERAL BLDG SERVICES	261.50	155.00	1,987.44	0.00	0.00	1,987.44	1,860.00	127.44	106.85%
45160 · CONTRACT INSPECTION & MAINTENAN	854.26	2,000.00	20,997.17	0.00	0.00	20,997.17	24,000.00	-3,002.83	87.49%
45165 · INTERIOR R & M-OTHER	0.00	1,125.00	4,377.70	0.00	0.00	4,377.70	13,500.00	-9,122.30	32.43%
Subtotal	25,360.60	15,363.33	150,740.24	0.00	0.00	150,740.24	184,360.00	-33,619.76	81.76%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,301.62	816.67	9,312.44	0.00	0.00	9,312.44	9,800.00	-487.56	95.03%
45320 · UTILITIES-ELECTRIC	2,676.80	3,496.67	34,026.11	0.00	0.00	34,026.11	41,960.00	-7,933.89	81.09%
45330 · UTILITIES-TELEPHONE	1,411.72	1,600.00	13,144.31	0.00	0.00	13,144.31	19,200.00	-6,055.69	68.46%
45340 · UTILITIES-WATER	0.00	625.00	5,610.14	0.00	0.00	5,610.14	7,500.00	-1,889.86	74.8%
45350 · UTILITIES-TRASH	87.99	100.00	898.91	0.00	0.00	898.91	1,200.00	-301.09	74.91%
Subtotal	5,478.13	6,638.33	62,991.91	0.00	0.00	62,991.91	79,660.00	-16,668.09	79.08%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	0.00	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	13,290.00	0.00	0.00	13,290.00	13,830.00	-540.00	96.1%
45510 · LEGAL	0.00	1,000.00	4,456.50	0.00	0.00	4,456.50	12,000.00	-7,543.50	37.14%
45515 · PROFESSIONAL SERVICES	0.00	1,250.00	1,701.50	0.00	0.00	1,701.50	15,000.00	-13,298.50	11.34%
45520 · ACCOUNTING	1,670.00	1,583.33	14,270.00	0.00	0.00	14,270.00	19,000.00	-4,730.00	75.11%
Subtotal	1,670.00	6,719.67	54,524.00	0.00	0.00	54,524.00	80,636.00	-26,112.00	67.62%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	208.33	910.00	0.00	0.00	910.00	2,500.00	-1,590.00	36.4%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	2,380.00	0.00	0.00	2,380.00	4,100.00	-1,720.00	58.05%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	374.67	0.00	0.00	374.67	1,000.00	-625.33	37.47%
Subtotal	340.00	633.33	3,664.67	0.00	0.00	3,664.67	7,600.00	-3,935.33	48.22%
15E · CAPITAL EQUIPMENT									
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	178,527.00	0.00	0.00	178,527.00	0.00	178,527.00	100.0%
Subtotal	0.00	29,166.67	178,527.00	0.00	0.00	178,527.00	350,000.00	-171,473.00	51.01%
16E · GRANT EXPENSES									
49600 · GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 · GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E · IMRF EXPENSES									
92500 · IMRF EXPENSE	66,240.68	12,489.67	0.00	83,938.07	0.00	83,938.07	149,876.00	-65,937.93	56.01%
Subtotal	66,240.68	12,489.67	0.00	83,938.07	0.00	83,938.07	149,876.00	-65,937.93	56.01%
70E · SPECIAL RESERVE EXPENDITURES									
70000 · HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E · TRANSFERS OUT									
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	272,148.54	279,942.42	2,161,734.13	83,938.07	73.47	2,245,745.67	3,359,309.00	-1,113,563.33	66.85%
Net Income	-262,771.99	-29,166.67	632,907.39	65,359.38	1,266.42	699,533.19	-350,000.00	1,049,533.19	-199.87%

**West Chicago Public Library District
Investments
March 31, 2025**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.09%	64,430
FNBC Bank - Savings	#0317	MM	2.59%	1,631,095
Illinois Funds - GASB54	#6950	MM	Various	730,454
Illinois Funds - General	#5519 / 1507	MM	Various	79,188
Republic Bank Checking	#4130	A/P	n/a	24,580
Total				\$ 2,539,908



West Chicago Public Library District

Financial Analysis

For the 9 Month(s) Ended March 31, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

75% of Budget Year

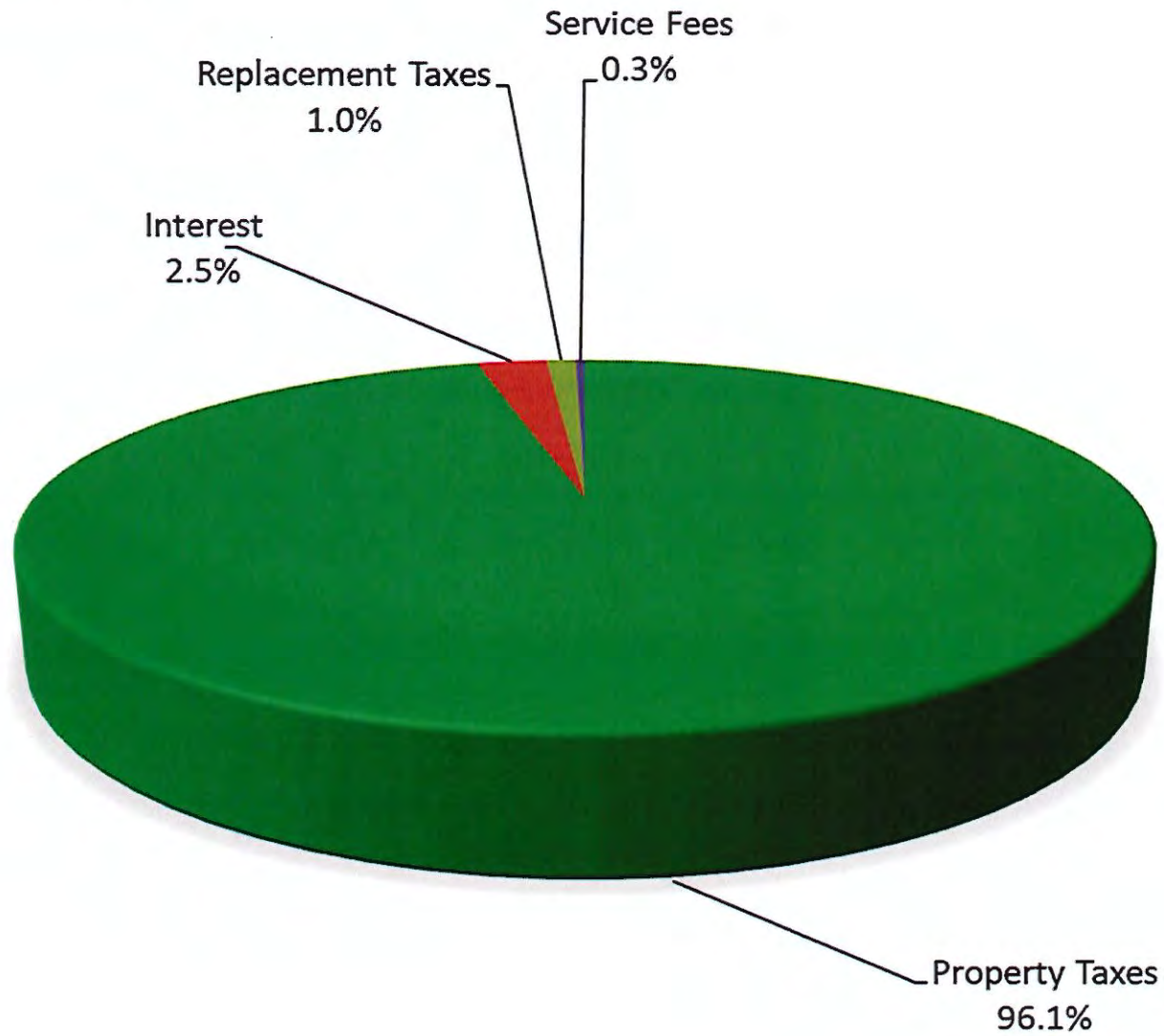
- 98% of Total Budget
- Property Taxes
 - Collected \$2,830,194 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$30,212 or 46%
- Interest
 - Collected \$74,475 or 162% of Budget
- Service Fees
 - Collected \$10,123 or 131% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,830,194	2,845,551	99%	2,647,620	7%
Interest	74,475	46,000	162%	76,971	-3%
Replacement Taxes	30,212	65,000	46%	47,953	-37%
Service Fees	10,123	7,700	131%	8,860	14%
Other Revenue (Program Rental)	30	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	244	2,100	12%	11,929	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,945,279	3,009,309	98%	2,793,333	5%
Budgeted Revenues	3,009,309				
% Diff	98%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

75% of Budget Year

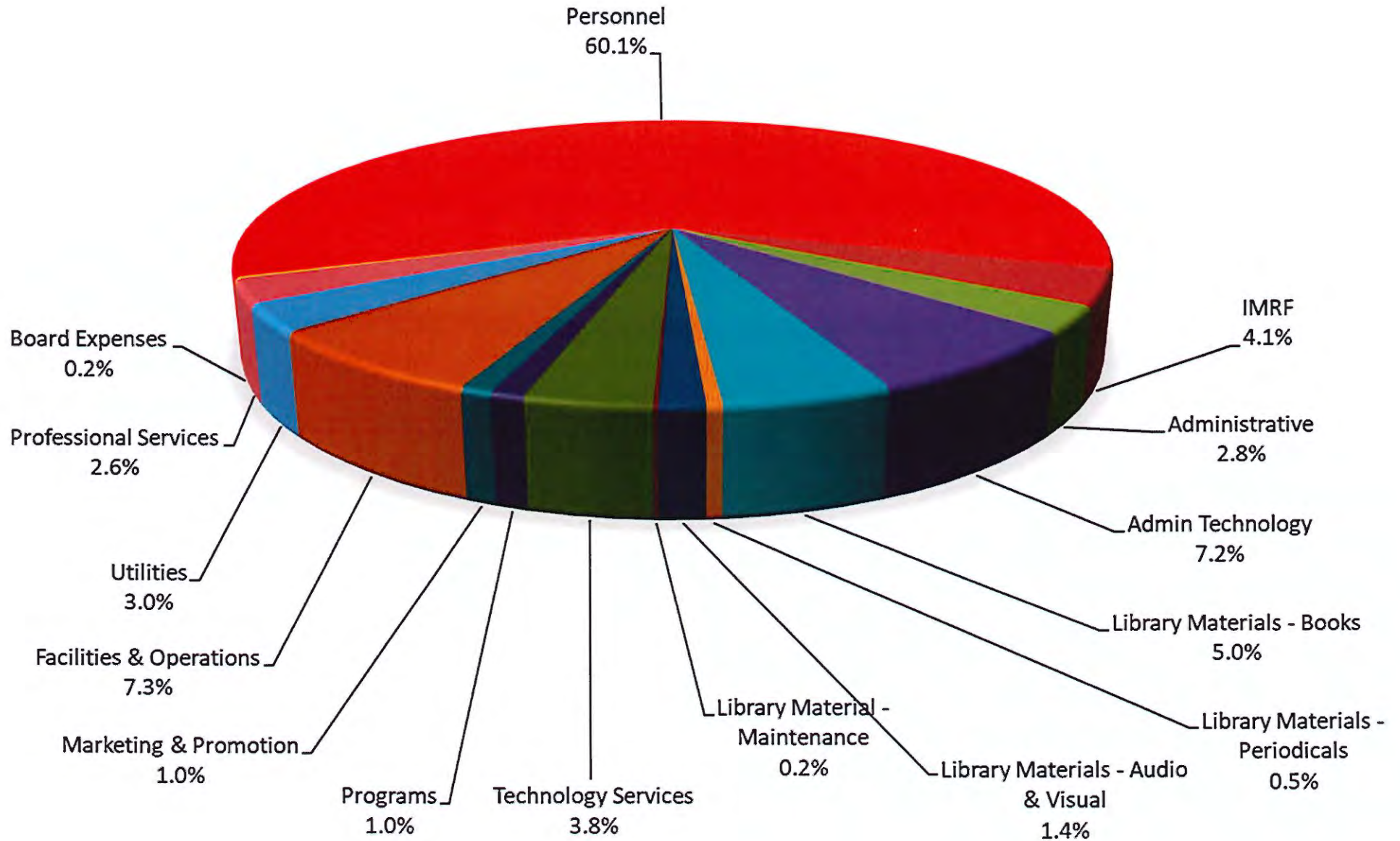
- 59% of Total Budget
- Personnel
 - 67% of Budget
- Admin. Technology
 - 88% of Budget
- Library Materials
 - 66% of Budget
- Professional Services
 - 68% of Budget
- Facilities & Operations
 - 82% of Budget
- Utilities
 - 79% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,242,215	1,842,626	67%	1,179,740	5%
IMRF	83,938	149,876	56%	88,133	-5%
Administrative	58,068	82,215	71%	45,835	27%
Admin Technology	148,078	167,895	88%	101,664	46%
Library Materials - Books	103,509	153,999	67%	116,816	-11%
Library Materials - Periodicals	9,606	9,500	101%	9,170	5%
Library Materials - Audio & Visual	28,271	49,850	57%	25,153	12%
Library Material - Maintenance	77,593	119,248	65%	97,537	-20%
Technology Services	3,147	10,560	30%	1,621	94%
Programs	21,183	42,886	49%	22,657	-7%
Marketing & Promotion	19,690	28,398	69%	37,419	-47%
Facilities & Operations	150,740	184,360	82%	181,179	-17%
Utilities	62,992	79,660	79%	58,022	9%
Professional Services	54,524	80,636	68%	40,806	34%
Board Expenses	3,665	7,600	48%	3,525	4%
Actual Expenditures	2,067,219	3,009,309	69%	2,009,277	3%
Budgeted Expenditures	3,009,309				
% Diff	69%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	178,527	350,000	51%	-	n/a
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	178,527	350,000	51%	-	n/a
Budgeted Expenditures	350,000				
% Diff	51%				

Expenditures

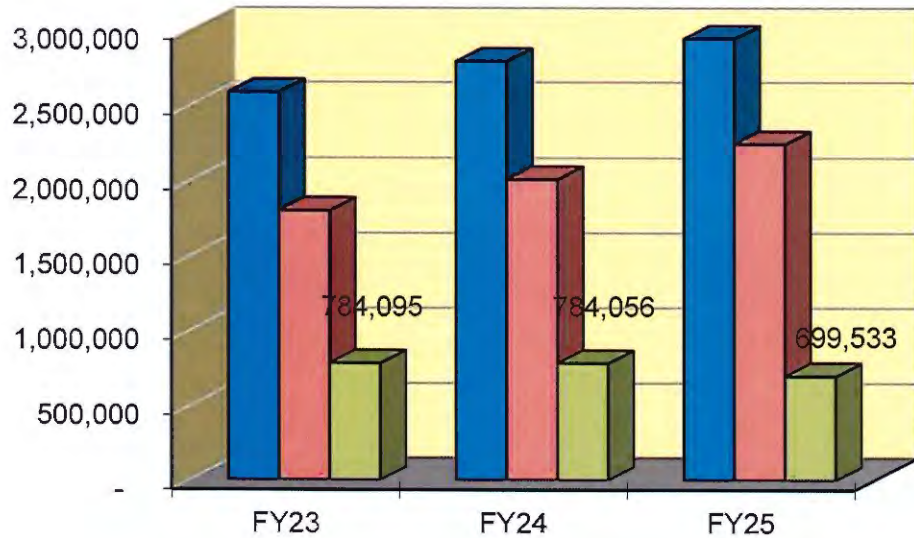
OPERATIONAL EXPENDITURE DISTRIBUTION



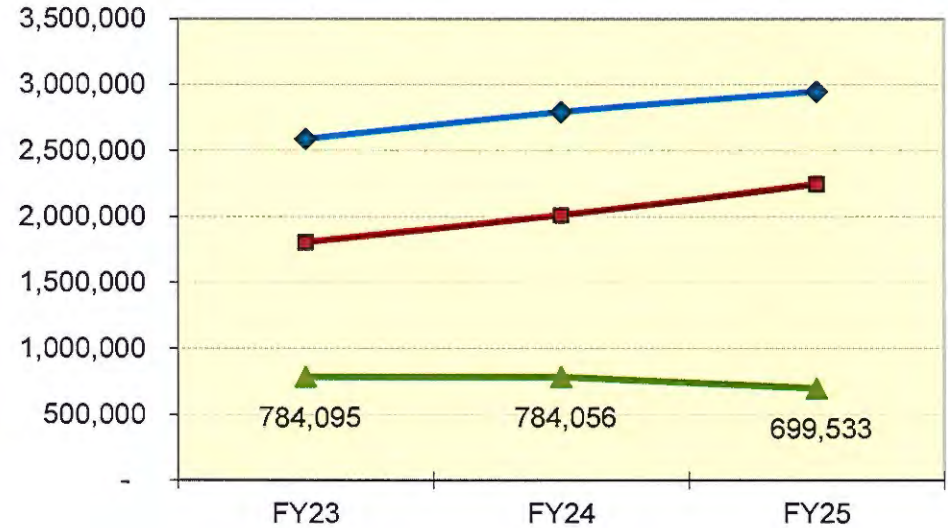
Revenue, Expenditure & Fund Balance

For the 9 Month(s) Ended March 31, 2025

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	632,907	65,359	1,266	699,533
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	2,205,814	95,921	126,840	2,428,576
Fund Balance as % of Total Expenditures	102%	114%	n/a	108%



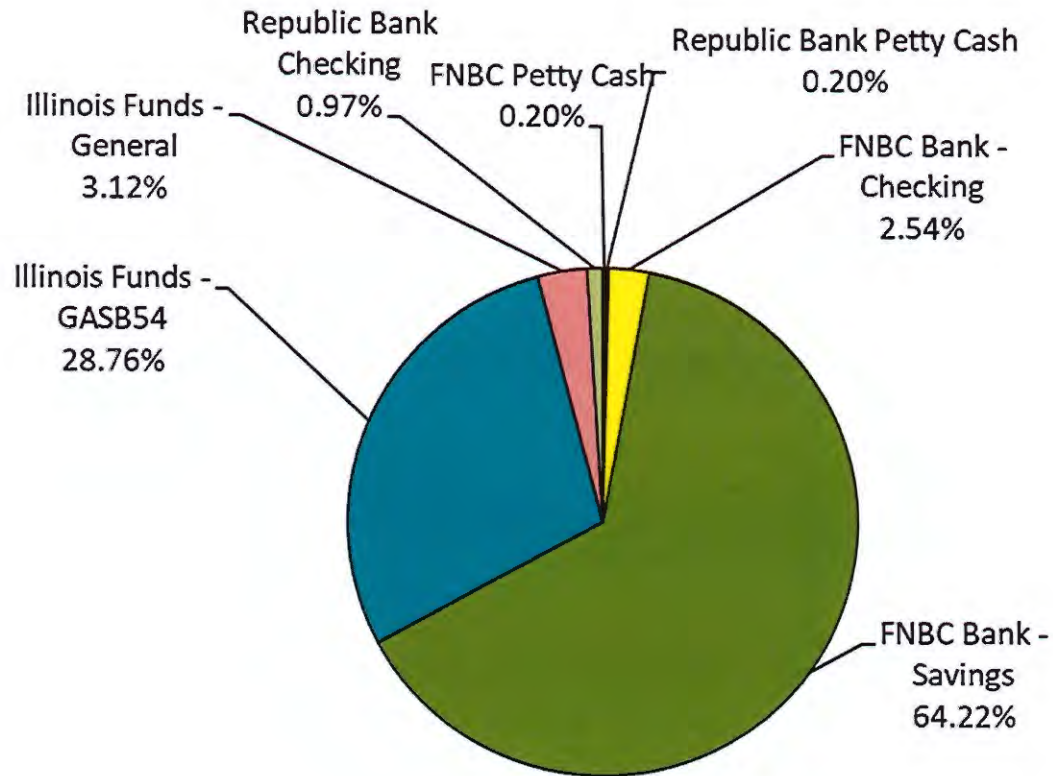
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
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FNBC Bank - Checking	#6031	A/P	0.09%	64,430
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Illinois Funds - General	#5519 / 1507	MM	Various	79,188
Republic Bank Checking	#4130	A/P	n/a	24,580
Total				\$ 2,539,908



Library Director Report

April 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 75.0%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$730,454.19 (+ \$2,740.45)
 - New Building & Construction Fund: \$37,040.31 (+ \$138.99)
 - General (Corporate) Fund: \$84,895.14 (-\$42,747.79 [\$42,958.08 pcgl])
- ❖ The draft working budget was presented to the finance committee on 4/21. There will be another finance meeting in May to confirm both the income projection and draft working budget prior to recommendation to the board for approval.
- ❖ The library received a check in the amount of \$11.00 from the Illinois State Treasurer's unclaimed property division.
- ❖ Following the setup of the ICS account with Republic Bank, I began the transfer of funds from from FNBC to Republic Bank on April 1 in the amount of \$600,000. The checks written this month are written from the Republic Bank corporate checking account.

PHYSICAL PLANT

- ❖ Buck Services continues to provide janitorial services weekly Monday through Saturday.
- ❖ Suburban Lock was on-site 4/17 to repair the emergency exit door off youth services, which was not opening and closing properly. The hinges and the closer arm were both replaced and all mechanical parts lubricated.
- ❖ Capital projects reconvened on 4/21 to complete the replacement of the pavers at the front entrance, removal and replacement of the light poles, and replacement of the four benches. While this work is completed the emergency door off the youth services department will be used as the temporary entrance. It is anticipated that the front entrance will reopen on May 9.
- ❖ I worked with the facilities assistant and staff to develop the sign designs and placements for the drive-up book return permanent signage. Signarama is working on creating the signs and they should be installed in May.
- ❖ The facilities assistant worked with Grant and Power to obtain a quote to repair damage to the end of the library's retention wall that runs along the front driveway. The retention wall blocks had to be special ordered and should arrive and be installed in early to mid-May.
- ❖ The facilities assistant installed two additional shelving stacks on 4/23 in the circulation workroom to accommodate additional materials.

TECHNOLOGY

- ❖ The Sikich quarterly business review meeting conversation focused on reviewing staff accounts and removing any accounts for staff who have recently left; updates needed on a few computers for encryption; and technology initiatives for the coming year including more

Library Director Report

April 2025

rigorous password management implementation on staff and patron networks; OneDrive, Teams, and SharePoint training for staff; anticipating a change in phone service providers and the need for Sikich support for access through the firewall during setup and configuration; and the need to purchase new Wi-Fi access points in fiscal 2027 as the end of support life is December 2026 for the current Aruba Wi-Fi access points.

PERSONNEL

❖ The Library Director:

- Participated in the Rotary/Lions pancake breakfast on 3/23 held at District 94
- Attended the finance and board meetings on 3/24
- Attended the Rotary meeting on 4/2
- Met with the management team to discuss and edit the working budget on 4/8
- Attended the policy committee meeting on 4/10
- Attended the Sikich Quarterly Business Review meeting with the IT Librarian on 4/15
- Attended the Finance committee meeting on 4/21
- Met with the Facilities Assistant and Chad P. from Midwest Mechanical to discuss next year's budget figures, progress on current capital improvements and proposed capital improvements for the 2026 fiscal year

❖ Employee Highlights

- Kelli S., Youth Services Assistant, celebrated her 26-year anniversary on 4/20
- Amanda G., Adult and Teen Services Manager, will celebrate her 21-year anniversary on 4/26
- Erin I. is the new Teen Services Librarian; her first day was 4/7

MISCELLANEOUS

- ❖ Economic Interest Statements were emailed to current library trustees and staff in early March. Responses must be submitted by May 1.
- ❖ Blooming Fest is Saturday, May 17 from 9:00 a.m. to 3:00 p.m. The library will have a booth on Main St. and we encourage you to stop by the library's booth!
- ❖ As a reminder, the May board meeting is Tuesday, May 27th, as the library is closed on our normal Monday meeting date because of Memorial Day.

Department Reports

March 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – March
 - Total opens: 28,478
 - § February '25 +37.3%
 - § January '25 -1.8%
 - Biweekly Program Newsletters x 9
 - § Total opens: 16,885
 - February '25 +11.42%
 - January '25 -1.8%
 - Special Program Highlight Emails x 6
 - February '25 +33%
 - January '25 -14.3%
 - § Total opens: 11,593
 - February '25 +51.4%
 - January '25 -1.8%
 - § Events promoted by an SPH Email include:
 - Retro Game Night
 - Super Smash Bros. (CANCELLED)
 - Wonder Clubs (YS)
 - Financial Fitness Series I & II
- Social Media Campaigns
 - Social posts x 19
 - § February '25 -5%
 - § January '25 -9.6%
 - Total impressions: 3,649
 - § February '25 -6.32%
 - § January '25 -43.6%
 - Total reach: 3,160
 - § February '25 -18.8%
 - § January '25 -48%
 - Total engagements: 61
 - § February '25 -44.1%
 - § January '25 -65.8%
- Physical Materials & Other Work
 - New Parking Lot Signage designed
 - Various event/informational flyers

- Several Program Room reservations handled for community partners and stakeholders.
- No Parking in Circular Drive A-Frame Posters designed, picked up, and put out.
- New TV Slides Created for the Spring Quarter

ADULT SERVICES

Engagement:

Programs: A total of 7 programs were offered in March with a total attendance of 62. Some programs included Recycling Beyond the Basics, A Tour of 5 National Parks, Healthy West Chicago: Mediterranean Dips.

There were 2 programs through Illinois Libraries Presents in March- Exploring Space with Coralie Adam and 9-5 the Story of a Movement.

Take and Make Kits: A total of 67 take and makes were taken by patrons in March. Some kits included a lucky charms craft and a mini basket craft.

Seed Library: a total of 185 seeds were taken from the seed library in March.

Outreach and Program Promotion:

Adult Services staff visited local businesses and organizations within the community to promote upcoming adult programs.

Adult services staff delivered materials to patrons in assisted living facilities.

Adult Services staff created 2 program posters, and 8 book displays to promote programs and the collection.

An Adult Services staff member attended the Chamber of Commerce Meeting.

Other:

Three adult services staff members received a thank you letter from a patron in March for assisting the patron with a large project.

ADULT SERVICES: TEEN

Programming: The YA Council met in March. Because of staffing issues, 2 programs were cancelled. In the YA area, there were 28 take and makes brought home in March. The craft was a pop tab fidget toy.

CIRCULATION SERVICES

Circulation Statistics March 2025:

- 14,193 Total Items checked out, 1.17% increase from March 2024.
- 3,402 Electronic materials checked out, 1.56% decrease from March 2024.
- The total value of the materials checked out by our patrons was \$103,221.53 during March 2025.
- During March 2025, we had 202 patrons using self-check and a total of 665 items checked out.

Patron Statistics March 2025:

- 5,844 Visitors to the library, 0.72% increase from March 2024.
- 83 New patrons added, 15.28% increase from March 2024.
- 10,044 Card holders, 4.69% decrease from March 2024.
- 34.72% of the district population have library cards, a 1.71% decrease from March 2024.

TECHNICAL SERVICES

Acquisitions:

- 874 Items invoiced/received.
- 807 Items ordered.
- 234 Items on-order.
- 209 Items received not processed.
- 2 Items cancelled.
- 4 Items returned.
- 10 Donations.
- 1 Replacement.

Cataloged:

- 4180 Items added to the collection.

Withdrawals:

- 119 Items withdrawn from the collection.

Material Maintenance:

- 8 Items repaired in house.

Other Activities:

- 231 Postage processed.

- 150 Invoices processed.
- 107 Invoices archived.
- 414 Items moved from the new shelf to the regular collection.
- 71 Records created.
- 68 Title transfers.
- 2 Missing items reclaimed.
- 2 West Chicago Suburban Life scanned and converted to searchable PDF.
- 11 E/J Kit Records Updated.
- 5 Items scanned for WCPLD Digital Archives.
- 120 Board books converted to Concept Books.
- 119 Award titles updated.

YOUTH SERVICES

Programs

- March Storytime programs brought 240 members of the community to the library. This is the strongest presence for storytime specific programming the YS Department has seen in some time. In addition, Sensory Saturday and Toddler Obstacle Course programs brought a further 24 guests.
- In-person programming beyond storytimes and monthly Sensory Saturday and Toddler Obstacle Course programs continue to be a challenge for engaging with the community. The department hosted five additional synchronous programs including an Oreo tasting get together, a gaming night, a macrame keychain program and a Cricut craft. These programs brought a further 24 patrons to the library. Two members of the team began programming during District 33's spring break utilizing materials and lessons provided by DuPage Children's Museum known as Wonder Club. More highlights from this program will be provided in the May Board Report.

Program Highlight

In connection with the NCAA basketball's March Madness, we jumped on the fan wagon this March to make our own March Music Madness bracket. This passive activity was available to all patrons and housed on the lobby wall. We had 4 different brackets: International Artists, Cover Songs, Disney Songs, and Songs Through the Decades. Each bracket has 32 songs battling it out to the number 1 spot. By the end of the four weeks, we had a total of 216 ballots turned in and four winners. The winners are ABBA from Sweden for the International Artists, Baby One More Time by Britney Spears for the Cover Songs, Remember Me from Coco for Disney Songs, and RESPECT by Aretha Franklin for the Songs Through the Decades. The most popular bracket was Disney Songs, and we saw numerous patrons and staff engage in friendly debate over the most outstanding music.

Passive Activities

- Ten passive programs, in addition to the March Music Madness bracket, were offered in March with 361 patrons partaking. To-go bags were created for Mario Day, Panda Awareness, Mardi Gras, and National Crayon Day. Several themed take and make crafts were also provided with themes of St. Patrick's Day, Spring and a backyard scavenger hunt.

Outreach

- Four Birth to Three Outreach programs were offered in the program room with 54 attendees.
- The department provided several special story programs for various District 33 schools as well as the park district engaging with 73 people.
- Wegner School held a Family Literacy Night on March 19th which was attended by one of the department's staff members. She engaged with 107 members of the Wegner School community providing program flyers, a calendar of forthcoming events and promotional materials. Attendees were asked their favorite book and with whom they most like to read.

Professional Development/Community Collaboration

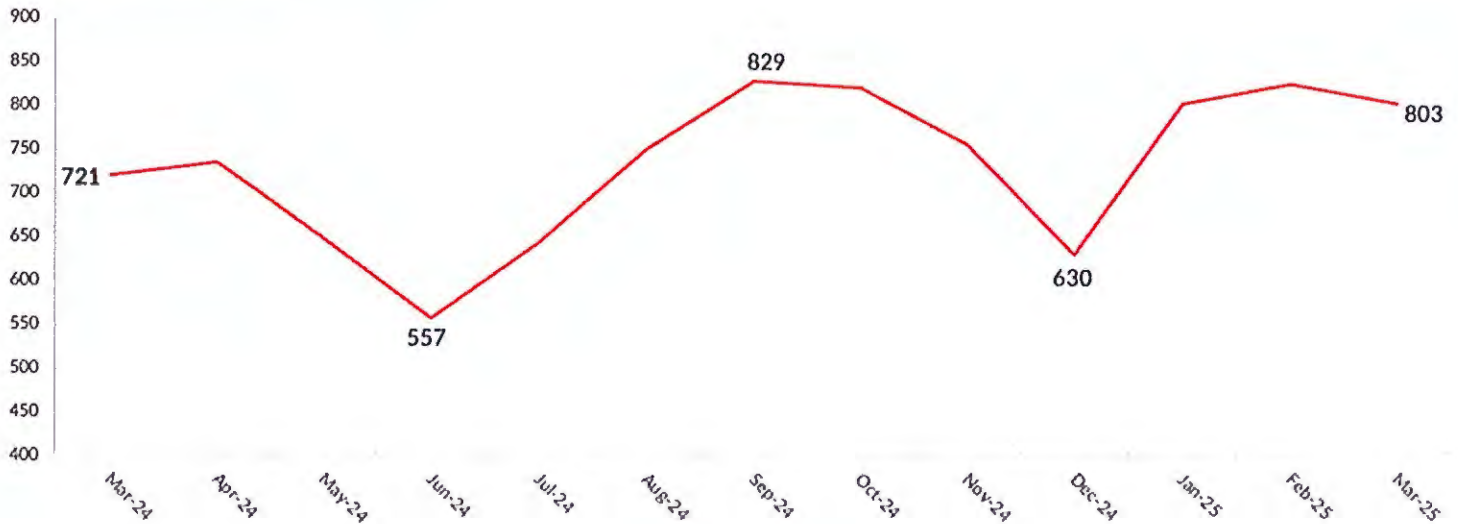
- Department staff attended various organizational meetings and collection development webinars offered by publishing entities.

IT Report – March

Wireless Overview

March had **803 unique clients** with 1.06Tb of data used.

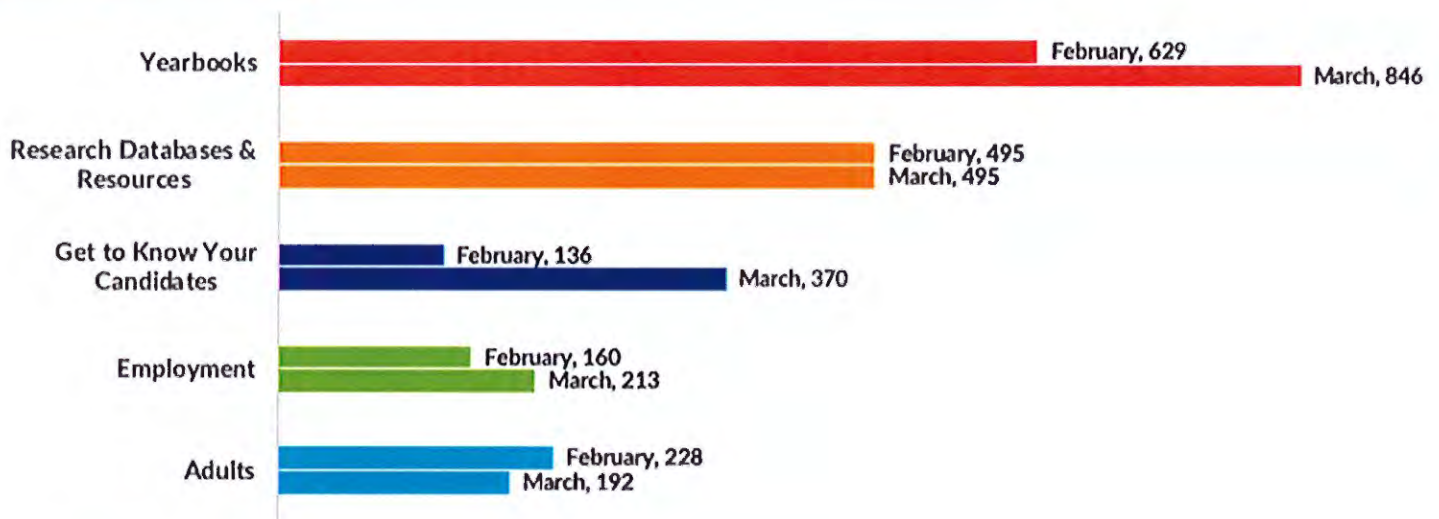
WiFi Usage March 2025



Website

In March we had **10,212 website visits**.

Top 5 Pages in March



Computer Usage

We had **465 users in March**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (February)	Average Time Per Session (February)	Total Logins (March)	Average Time Per Session (March)
Adult	336	43 Minutes	427	50 Minutes
Youth	49	28 Minutes	38	25 Minutes
Newspaper	2	21 Minutes	2	47 Minutes

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

3
4 POLICY

5
6 The maximum meeting room capacity is 60 people.
7

8 The meeting room is made available for the operational needs of the Library first, then to
9 provide accommodations for educational, informational, cultural and civic functions within
10 the District. When feasible, the Library may provide the meeting room to valid Library card
11 holders with Library cards in good standing. All meeting room reservations should be
12 scheduled during regular library business hours through the Public Relations Specialist, [at](#)
13 [least two weeks in advance of your proposed reservation date. Applications received after](#)
14 [that two week cutoff date may be denied.](#)
15

16 For purposes of this policy, the meeting room shall refer to the main program room on the
17 first floor of the library. For more information about the meeting room, see attachment two.
18 The Application for Use of the Meeting Room is attachment one.
19

20 The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s)
21 using the meeting room. Activities that are inconsistent with the Library's meeting room
22 policy will be denied or terminated. Use of the meeting room shall be governed by the
23 following procedures:
24

25 PROCEDURE

26
27 **Availability and Priority of Use**

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

40 Limitations

41
42 The Library's meeting room is not available for uses, events or activities which are contrary to the
43 Library's mission. Examples of uses and/or activities the meeting room may not be used for includes
44 but is not limited to:

- 45 1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
- 46 2. Uses, events or other activities which, by their nature, may be disruptive to normal Library
47 operation unless approved by the Library in advance of the reservation.
- 48 3. Recitals or large performances of a theatrical nature.
- 49 4. Fundraising activities, except for those that result in a direct benefit to the Library and have received
50 prior approval of the Library Director.
- 51 5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or
52 against any candidate, party, position, question, or referendum. Programs must maintain political
53 neutrality and should focus on educating and informing the public of its options (e.g. – candidates
54 forums with all candidates represented could be permitted).
- 55 6. Religious worship services.
- 56 7. Any use through which a salary or fee is earned or business is solicited.
- 57 8. Commercial meetings for advertising or solicitation; to conduct market research; to interview job
58 applicants or hold a job fair.

61 Eligibility for the Meeting Room

- 62
63 1. Applicant must be 18 years of age or older, reside in the West Chicago Public Library District and
64 have a current valid WCPLD library card in good standing.
- 65 2. The applicant must remain in the room during the meeting.
- 66 3. Applications must be submitted at least two weeks ~~made~~ in advance of the reservation date. ~~by~~
67 ~~completing~~ Applicants must complete the Library's application form online, or submit a printed
68 version in-person. Please see attachment one of this policy.
- 69 4. Applications must be completed and returned at least two weeks before the proposed reservation
70 date. The meeting room reservation will not be confirmed until payment is made, at least one week
71 prior to the reservation. ~~returned and include payment before the meeting room reservation can be~~
72 ~~confirmed.~~

75 Indemnification

76 For and in consideration of the use of the meeting room and Library facilities, any person or group
77 using them agrees to indemnify and hold harmless the West Chicago Public Library District, its Board

78 of Trustees, Officers and employees from any and all actions or suits relating to its use of the room and
79 facilities.

80
81

82 **General Regulations**

83
84 Users of the meeting room agree to abide by all Library polices and the regulations established herein.
85 Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of
86 future reservations. These regulations apply to the meeting room used for the purpose of bringing a
87 group together.

88 1. Light refreshments may be served, provided the items are “dry,” such as cookies or crackers.
89 Beverages must be in individual containers with a lid. All food served must be commercially
90 prepared. Cooking is prohibited. All food and beverages must remain in the meeting room.

91 2. Smoking and consumption of alcohol and/or controlled substances are prohibited.

92 3. Any material that is deemed hazardous or dangerous is prohibited.

93 4. Children under nine (9) years of age must be supervised by a responsible caregiver at all times.

94 5. The Library is not responsible for items left unattended or forgotten.

95 6. No person or group may transfer a room reservation to another group.

96 7. An admission fee may not be charged by any person or group.

97 8. Organizations may not ask for personal information from program attendees.

98 9. Room fees are payable at the time of application.

99 10. The Library does not provide assistance in transporting supplies to the room or help with setup
100 beyond the initial setup, which is done by Library personnel. Library staff are not available to help
101 with meetings, take attendance or assist with registration.

102 11. Organizations may not reserve space more than one (1) time per month.

103 12. All meetings must be open to the public.

104 13. Room setup arrangements are required two weeks prior to the event.

105 14. Meeting room reservations are not allowed on Sundays.

106 15. All meetings must end thirty (30) minutes prior to the closing of the Library. Failure to do this may
107 result in the suspension of reservation privileges.

108 16. Rentals are not allowed before or after regular Library hours.

109 17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the
110 use of the room at any time. All reservations must adhere to the Library’s Conduct Policy.

- 111 18. The person or group reserving the meeting room is responsible for ensuring that its meeting
112 complies with requirements of the Americans with Disabilities Act and compliance shall be at the
113 reserving group's own cost and expense.
- 114 19. The West Chicago Public Library District reserves the right to cancel a meeting room reservation
115 if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a
116 power outage or inclement weather. Staff will assist the individual in finding an alternate date or
117 will refund the reservation fees.
- 118 20. In the event there is damage to the meeting room during a reservation, the person or group reserving
119 the room must reimburse the Library for damages. Failure to reimburse the Library for the damages
120 incurred during use of the meeting room shall result in the suspension of Library and/or room
121 reservation privileges, and possible criminal charges.
- 122 21. Commercial entities may host informational and educational seminars, workshops, etc., but all such
123 meetings must be free and open to the public. Attendees may not be asked for contact information
124 as a condition of attending or participating.
- 125 22. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of
126 meeting room users. Individuals or groups using the Library's meeting room must:
127
- 128 a. Not state or imply that their activities are sponsored by the Library.
 - 129
 - 130 b. Not use the Library as a mailing address or list the Library's name, address, phone
131 number or web address as its headquarters.
 - 132
 - 133 c. Not publicize their meetings with posters, leaflets or other publicity on Library property
134 without prior approval by the Library Director. Directional signs and/or notices for day-
135 of events must be approved by the Person-in-Charge prior to posting and removed
136 immediately after use of the meeting room.
 - 137
 - 138 d. Include the following Disclaimer in all publications and advertisements:
139
- 140 *"Use of the Library meeting room does not constitute endorsement or*
141 *approval of the organization, this program or its content by the West*
142 *Chicago Public Library District."*
- 143 23. The Library retains the right to monitor all meetings conducted on the premises to ensure
144 compliance with library regulations and policies. The Board of Trustees of the West Chicago Public
145 Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting
146 or refuse meeting room reservations.
- 147 24. The person or group will be responsible for returning the meeting room to its original condition. If
148 the Library's Maintenance Assistant must perform clean-up activities, the group shall be billed an
149 hourly rate for the amount of time required to return the meeting room to its original condition.
150
151
152
153
154

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

156

157 **Rental Month Reservations Open**

158 January December 1

159 February January 1

160 March February 1

161 April March 1

162 May April 1

163 June May 1

164 July June 1

165 August July 1

166 September August 1

167 October September 1

168 November October 1

169 December November 1

170

171 [Applications must be submitted no later than two \(2\) calendar weeks prior to the proposed reservation](#)
172 [date. Applications received after the cutoff date may be denied.](#)

173

174 **Rental Fees and Occupancy Limits**

175

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

177

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

181

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

184

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

186

187 **Equipment**

188 1. The following equipment may be available for use in the meeting room:

189

1. Chairs

190

2. Tables

191

3. 70" Television & HDMI cable (for projection purposes)

192

4. Podium

193

5. Garbage cans

194

6. Sink/counter

195

2. Groups using the meeting room shall be billed at replacement cost for any damage to
196 furnishings and/or equipment.

197

3. All fees for damage shall be paid within thirty (30) days of the meeting date. Failure
198 to do so shall result in forfeiture of the right to use the meeting room facilities.

199

200 Approved by Board of Library Trustees: 3/22/2004; 9/26/2005; 9/22/2008; 1/23/2012;
201 4/28/2014; 5/22/2017; 5/24/2021; 3/25/2024

202 **ATTACHMENT 1**

203
204 **Application For Use of Meeting Room**

205
206
207 Application Date: _____

208
209 Person responsible for room:

210
211 Name _____

212
213 Address: _____

214
215
216
217 Telephone _____

218
219 Name of Organization: _____

220
221 Is this a 501(c) nonprofit organization? _____ Yes _____ No

222
223 Purpose of Meeting: _____

224
225 Equipment Needed: _____ Chairs _____ Tables _____ Projection Screen _____ Podium

226
227 Date of meeting: _____ From: _____ To: _____

228
229 Do you have a copy of the Meeting Room Policy? _____ Yes _____ No

230
231
232 **I have read and will comply with the Meeting Room Policy. I understand that**
233 **there is a \$10.00 per hour reservation charge for the use of the room. I agree to**
234 **pay this charge before my reservation will be confirmed. The room reservation**
235 **fee is non-refundable.**

236
237 Signature _____ Date _____

238
239 Amount Paid: \$ _____ Check # _____ Cash _____ EPay _____

240
241 Staff Initials: _____ Date: _____

243
244
245
246

ATTACHMENT 2

MEETING ROOM



247
248
249
250



251
252

253 Located on the first floor of the library, the Meeting room can be reserved for a fee by
254 calling the Public Relations Specialist, (630) 231-1552 ext. 130. An application (attachment
255 one) will need to be completed and reservation fees paid prior to reservation confirmation.
256 The Meeting Room holds a maximum of 60 people.

257 **Equipment**

- 258 1. The following equipment may be available for use in the meeting room:
- 259 a. Chairs
- 260 b. Tables
- 261 c. 70" Television & HDMI cable (for projection purposes)
- 262 d. Podium
- 263 e. Garbage cans
- 264 f. Sink/counter
- 265 2. Groups using the meeting room shall be billed at replacement cost for any damage to
- 266 furnishings and/or equipment.
- 267 3. All fees for damage shall be paid within thirty days. Failure to do so shall result in
- 268 forfeiture of the right to use the meeting room facilities.

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

LIBRARY CARD AND CIRCULATION

POLICY

It is the intent of the Library to make its collections as freely available as possible to patrons while still carrying out its responsibility to safeguard them for future use. [75 ILCS 16/30-55.70] The West Chicago Public Library District (WCPLD) affirms the "Freedom to Read Statement" and the Freedom to View Statement."

Library cards are issued without charge for a period of three (3) years to all residents or individual property taxpayers of the WCPLD. Businesses located in incorporated West Chicago are eligible for a business library card for a period of three (3) years. Non-residents of the Library District will be issued library cards upon payment of a yearly fee. A valid non-resident library card shall afford the non-resident library cardholder all the services the issuing public library provides to its residents including reciprocal borrowing privileges. All cardholder information, including titles of items checked out or on reserve, is confidential and will only be released to the persons named on the card or to the person who assumed responsibility for the minor.

Library Card Use

An individual must be registered as a cardholder in order to borrow materials. Cards are issued to individuals and are not to be used by another family member or person. Cards may not be honored, and can be confiscated, if found to be used by someone other than the person named on the card. The cardholder is responsible for all charges incurred through use of their library card.

Cardholders may borrow materials using a current photo I.D. instead of their library card. Parents or guardians must notify the Circulation Services Department if they wish to restrict this privilege for their child.

Suspension of Privileges

The Library will suspend borrowing privileges for the following reasons:

1. Unpaid fees for lost or damaged materials totaling \$10 or more on one card.
2. Delinquency of books for more than 42 days.
3. Excessive fines or fees (more than \$20) at another library.
4. Violation of library policy.
5. Defacing of library property.

The Library reserves the right to enforce its policies through collection agencies.

45 **PROCEDURES**

46
47 **Library Card Registration**

48 Library registration requires completion of an application form and verification of address.

49 There is no age requirement for a library card.

- 50 • Adults (age 18 and over) must register in person and provide proof of residency within the Library
51 District.
- 52 • Children (under the age of 18) receive library cards when registered in person by a parent or guardian
53 who provides proof of residency within the Library District.
- 54 • The parent or guardian assumes responsibility for all charges incurred through use of their child's
55 card, as well as the content of material the child checks out.
- 56

57 **Documents Considered Proof of Residency**

58 Two pieces of identification imprinted with the individual's name and current street address to verify
59 residency, as well as one piece of identification with the individual's name and photo to verify identity. All
60 documents used as identification must contain the individual's name.

61

62 Examples of acceptable identification proving residency (2 such documents from this list)

- 63 Driver's license or state ID
- 64 Consulate ID
- 65 Current property tax bill
- 66 Mortgage or lease documents
- 67 Certificate of Occupancy from the City of West Chicago
- 68 Current month utility bill (telephone, gas, electric, water, waste disposal)
- 69 Current month credit card, insurance, cable television or medical billing statement
- 70 Current bank statement, personal check, or pay check showing name and address
- 71

72 Examples of acceptable identification proving identity (1 such document from this list)

- 73 Driver's license or state ID
- 74 Military ID
- 75 Consulate ID
- 76 Passport
- 77 Naturalization Certificate
- 78

79 **Business Library Cards**

80 A business library card is available without charge to any business within the West Chicago Public Library
81 District. An application for a business card must be completed by an authorized agent of the business
82 presenting current documentation and identification. Business library cards are valid for a period of three
83 (3) years. Only one library card is issued per business and up to three employees may be authorized for
84 services and materials. The business is responsible for any overdue materials or charges that accrue on
85 the account.

86

87 **Non-Resident Cards (Out of District)**

88 Non-residents who live outside of the library district may purchase library cards using the tax-formula
89 method. The library rate or equivalent, including all special levies, is applied to the non-resident property
90 owner's principal residence's assessed valuation on an individual case-by-case basis. The property owner
91 will pay the same amount as would be paid if the property were in the library district. The non-resident

92 shall provide to the public library the most recent property tax bill. The formula is the net taxable value
93 times the current Library tax rate. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60]
94

95 Non-resident renters shall be charged 15 percent (15%) of the monthly rent as the annual non-resident
96 fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for
97 verification purposes.
98

99 **Non-Resident Taxpayers Cards**

100 Library cards are available without charge for a period of three (3) years to all persons who own property
101 within the boundaries of the West Chicago Public Library District, but do not reside within the same
102 boundaries. Those eligible include any partner, principal stockholder, joint owner, or senior
103 administration officer of the owner or tenant. Based on the provisions of Illinois State law (75 ILCS 16/30-
104 55.60), non-resident taxpayers must present their most current property tax statement along with an ID
105 at the time of their request.
106

107 **Renewal of Library Cards**

108 West Chicago Public Library cards are automatically renewed every three years for cardholders living
109 within the Library District.
110

111 Non-resident patrons must renew their library card annually and shall present either the most recent
112 property tax bill, a current rent receipt or cancelled rent check, or a rental lease agreement/contract at
113 the time of renewal for verification purposes.
114

115 **Replacement Cards**

116 Lost or stolen library cards must be reported to the Circulation Services Department immediately.
117 Presentation of a photo I.D with current address are required for each replacement. Children under age
118 18 must be accompanied by a parent or guardian with a photo ID with current address.
119

120 **Reciprocal Borrowing**

121 Reciprocal borrowers must present an unexpired library card issued by their local public library as well as
122 a current government issued photo id with a current address. Privileges will be verified with their
123 sponsoring library. Library cards will be honored for one year or less depending on the reciprocal library's
124 expiration date.
125

126 **Loan Periods**

127 The general loan period is three (3) weeks, with the exception of certain high-demand items or otherwise
128 designated materials. If there is no hold on an item, it may be renewed twice (2 times). Reference
129 books, current issues of magazines, and newspapers must remain in the library.
130

131 **Extended Loans**

132 It is possible to check out three (3) week items with no holds for a loan of six (6) weeks.
133

134 **Videos/Videogames/Kits**

135 Videos, Videogames, and kits may be checked out for a period of one (1) week, and may be renewed
136 twice (2 times) if there are no holds on the item(s).
137

138 TV Series may be checked out for a period of two (2) weeks, and may be renewed twice (2 times), if there
139 are no holds on the item(s).

140

141 **Renewals**

142 Materials checked out will be automatically renewed twice (2 times), if there are no holds on the item(s).

143

144 **Holds**

145 WCPLD card holders may place a hold on most materials held in the System Wide Automated Network
146 (SWAN) consortium. Patrons from other SWAN libraries may place a hold, through their home library, on
147 most WCPLD materials.

148

149 **Hardware Devices**

150 Hardware devices will be checked out to WCPLD patrons aged 18 or older with a valid West Chicago Public
151 Library District card and less than ten dollars (\$10.00) of fees on their account. WCPLD patrons under 18
152 years of age may only check out hardware devices from the youth and young adult collections. Unless
153 otherwise noted below, the loan period for hardware devices is three (3) weeks with two (2) renewals, if
154 there are no holds on the item. Only one hardware device may be checked out at one time per
155 cardholder, except for items received from the Business & Libraries Grant. A patron may check out up to
156 three (3) items from the Business & Libraries Grant concurrently.

157

158 Reciprocal borrowers may not check out hardware devices.

159

160 The e-readers and tablets are pre-loaded with e-books according to genre and may or may not allow
161 patrons to download additional e-books based upon each device's specifications. The patron who checks
162 out an e-reader or tablet is solely responsible for any purchases made on the electronic device while it is
163 checked out to them. The Library is neither liable nor responsible for any personal information that may
164 be compromised during the use of Library equipment. Patron use of an electronic device implies consent
165 and agreement to abide by the terms of the Library's Internet and Electronic Information Network policy.

166

167 Library hardware must be returned in-person to a library staff member and the device will be checked
168 upon return for condition and to verify that it is in good working order.

169

170 **Fines**

171 The West Chicago Public Library District is a fine-free Library. Users checking out materials at WCPLD will not
172 be assessed overdue fines unless otherwise stated in the Circulation Policy. WCPLD users checking out
173 materials at other libraries will be subject to that library's circulation policies including any overdue fines.

174 Patrons will be billed for the replacement cost for any material(s) after 42 days of being overdue.

175

176 **Material Replacement**

177 Borrowers are responsible for the replacement cost of library materials or devices declared or assumed
178 lost or damaged. The Library will not accept replacement of the actual item. If the materials are found
179 after replacement charges have been paid, there will be no refund of money or issue of credit. Once the
180 Library receives payment for lost or damaged materials, the item becomes the property of the patron.

181

182 Cost of the item is determined by its price as listed in the catalog record or a replacement cost provided
183 by the library vendor.

184 Approved by Board of Library Trustees: June 28, 1998, April 26, 2004, May 23, 2005; September 26, 2005;
185 November 28, 2005; October 22, 2007; May 28, 2008; August 25, 2008; September 26, 2011; October 24,
186 2011; October 28, 2013; October 27, 2014; August 24, 2015; January 23, 2017; June 25, 2018; April 26,
187 2021; February 27, 2023



WEST CHICAGO PUBLIC LIBRARY DISTRICT

APPLICATION FOR WEST CHICAGO PUBLIC LIBRARY DISTRICT BUSINESS LIBRARY CARD

188
189
190

The West Chicago Public Library District offers Library cards to businesses owning or renting property located within the Library District. The Business Library card may be issued upon presentation of current documentation (dated within the last year) such as a business license, property tax bill, or utility bill by the owner or manager of the business. Current documentation must show the name and address of the business. The business owner/manager takes responsibility for materials checked out and any charges assessed to the card.

197
198
199

Business:

Name: _____

200
201
202

Address: _____

City: West Chicago Zip Code: _____

203
204
205

Business owner/manager:

Name: _____

206
207

Address: _____

208
209

City: _____ Zip Code _____ Gender: ___ M ___ F

210
211

Phone Number: _____

212
213
214

Authorized Employees:

Name: _____

Name: _____

215
216

Email: _____

Email: _____

217
218

Name: _____

219
220

Email: _____

221
222
223

I understand the above named business assumes full responsibility for all materials checked out on this card and any charges assessed to this card. By signing, I agree to comply with all West Chicago Public Library policies and procedures. I will immediately report a lost or stolen card as well as authorized employees who have left the company.

225
226
227

I understand the business card is valid for 3 years only. Current business documentation will need to be presented upon renewal.

228
229

Signature of business owner/manager: _____ Date: _____

230
231

FOR STAFF USE

232

Barcode: _____ Staff Initials: _____ Expiration Date: _____

**Intergovernmental Agreement for the Creation and
Maintenance of the Golden Read-Triever Little Free Library
between
West Chicago Public Library District (“Library”)
and
West Chicago Park District (“Park District”)**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made this ___ day of _____, 2025, by and between the West Chicago Park District, an Illinois park district and unit of local government (“Park District”), and the West Chicago Public Library District, an Illinois library district and unit of local government (“Library”) for the creation and maintenance of a little free library. Park District and Library are hereinafter sometimes individually referred to as a “Party” and collectively as “Parties.”

RECITALS

WHEREAS, this Agreement is entered into by virtue of the provisions of Article VII, Section 10 of the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq.; and

WHEREAS, the purpose of the Intergovernmental Cooperation Act, and Article VII of the Constitution of the State of Illinois, includes fostering cooperation among governmental bodies; and

WHEREAS, the Parties desire to create and promote a Little Free Library project on certain designated portions of Park District Property (“Little Free Library”); and

WHEREAS, the Little Free Library Project consists of a little free library created in a dog motif and is attached to two posts installed on a certain designated portion of park district property; and

WHEREAS, the Little Free Library Project is designed to support and encourage literacy for all ages by combining the pleasures and benefits of reading with outdoor activity and exercise; and

WHEREAS, the Parties have determined that the Little Free Library Project contemplated by this Agreement is in the best interests of their respective residents and the general public and that the establishment of this Intergovernmental Agreement is consistent with this determination.

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. That the foregoing recitals are hereby incorporated and adopted as if fully set forth herein.
2. Park District Obligations. The Park District shall provide the following, subject to the terms and conditions of this Agreement:
 - a. Cooperation in using certain designated portions of Park District property for the installation of the Golden Read-Triever Little Free Library. The interpretive display shall consist of two rectangular shaped posts, secured with concrete footings. A sample of the interpretive display is attached hereto as "Exhibit A" for illustrative purposes.
 - b. A suitable location for the Little Free Library Project. The location of the Little Free Library Project and the placement of the interpretative display shall be mutually determined by the Park District and the Library.
 - c. Install and maintain the two rectangular shaped posts necessary to support the little free library, and the concrete footings associated with same, and to maintain the property and grounds around the Little Free Library Project to the keep the Little Free Library Project in a visually appealing condition.
 - d. Assistance in monitoring the condition of the posts, concrete footings and overall Little Free Library Project display.
 - e. Share in the cleaning of the display of the Little Free Library Project in alternate months with the Library to keep the Little Free Library Project free from dirt and debris.
 - f. Promote the Little Free Library Project through Park District press releases, social media, digital media, newsletter, and posters, and in the program guide.
 - g. Include the Library's name and logo in all publicity and/or press releases associated with the Little Free Library Project.
 - h. To the fullest extent permitted by law, the Park District shall protect, indemnify, save, defend and hold harmless the Library, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the Library and for which its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, death of person or loss of or damage to tangible property, arising indirectly or directly in connection with or under, or as a result of this Agreement, except to the extent caused in whole or in part by any negligent or wrongful act or omission of the Library, including its officers, officials, volunteers, employees and/or agents.
3. Library Obligations. The Library shall provide the following, subject to the terms and conditions of this Agreement:
 - a. Promote the Little Free Library Project through press releases, social media, digital media, newsletter, and posters.

- b. Include the Park Districts' name and logo in all publicity and press releases associated with the Little Free Library Project.
 - c. Include the Park Districts' name and logo on the Little Free Library.
 - d. Maintain the collection(s) inside the little free library.
 - e. The little free library shall be checked for contents not less than twelve (12) times per year.
 - f. Monitor the condition of the wooden posts, concrete footings, and the little free library and report deficiencies to the Park District.
 - g. Share in the cleaning of the posts and little free library of the Little Free Library Project in alternate months with the Park District to keep the little free library free from dirt and debris.
 - h. To the fullest extent permitted by law, the Library shall protect, indemnify, save, defend and hold harmless the Park District, including its officers, officials, volunteers, employees and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the Park District and for which its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, death of person or loss of or damage to tangible property, arising indirectly or directly in connection with or under, or as a result of this Agreement, except to the extent caused in whole or in part by any negligent or wrongful act or omission of the Park District, including its officers, officials, volunteers, employees and/or agents.
4. Damages and Repairs to the Little Free Library. The Library shall be responsible for any damages or repairs needed to the Little Free Library Project, except those directly caused by the Park District's mowing operations.
 5. Term and Termination. This Agreement shall commence upon execution by the Parties and shall continue in full force and effect indefinitely. Either party shall have the right to terminate this Agreement at any time by sending to the other Party 60 days' written notice.
 6. No Waiver of Tort Immunity. Nothing herein provided is intended to waive, nor shall it waive, any of the rights, defenses, and immunities afforded either party under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10 et seq., and the Parties shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended.
 7. Notice. Any notices between the parties hereto shall be in writing and shall be deemed given and received if (i) personally delivered on the day of delivery or (ii) sent by certified mail two business days after deposited with the United States mail, and shall be addressed as follows:

If to Park District:
West Chicago Park District
c/o Park District Director
201 West National Street
West Chicago, IL 60185

If to the Library:
West Chicago Public Library District
c/o Library Director, Benjamin R. Weseloh
118 W. Washington Street
West Chicago, IL 60185

Any address for notice can be changed by sending notice to the other Party as outlined above.

8. Authority of the Parties. The Parties each represent that the individual signing has the authority to bind his or her respective organization to the terms set forth in this Agreement.
9. Amendment. The Agreement may not be modified or amended except by a writing signed by both parties.
10. Assignment. Neither Party shall assign, transfer, or convey this Agreement or its obligations or interests hereunder to any person or entity, without the written consent of the other Party.
11. Execution. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original, and such counterparts together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their respective hands and seals the day and year set forth below.

WEST CHICAGO PARK DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

DRAFT

WEST CHICAGO PUBLIC LIBRARY DISTRICT
SALARY SCHEDULE 5/1/2025 – 6/30/2026

Pay Grade	TITLE	MINIMUM	MIDPOINT	MAXIMUM
7 6	Library Director	SET BY BOARD	SET BY BOARD	SET BY BOARD
6	Assistant Library Director	78,000	91,500	105,000
5	Adult Services Manager Youth Services Manager Human Resources Manager Circulation Services Manager Technical Services Manager	54,557	69,753	84,949
4	Adult Services Librarian Young Adult Librarian Youth Services Librarian Technical Services Librarian Information Technology Librarian Public Relations Specialist Facilities Assistant	45,608	58,391	71,174
3	Technical Services Assistant Adult Services Assistant Youth Services Assistant Administrative Assistant Bookkeeper Senior Circulation Clerk	19.39	23.42	27.45
2	Maintenance Assistant	18.55	21.84	25.13
1	Circulation Clerk Janitor	15.00	16.75	18.50

Exempt Employees

Hourly Employees

Approved by Board of Library Trustees: 11/22/2010; 02/28/2011; 11/26/2012; 02/25/2013; 04/28/2014; 06/23/2024; 01/26/2015; 03/23/2015; 04/26/2017; 05/22/2017; 02/26/2018; 05/28/2019/ 11/25/2019/ 11/23/2020; 11/22/2021; 11/28/2022; 11/27/2023; 10/28/2024



April 23rd, 2025

Mr. Benjamin R. Weseloh
Library Director
West Chicago Public Library District
118 W Washington St.
West Chicago, IL 60185

Re: 2025 Improvements
OMNIA Proposal #: 2025041803
OMNIA Contract #: 159053

Dear Mr. Weseloh:

Midwest Mechanical proposes improvements at West Chicago Public Library per our coordination with you.

General

- Project Billing will include a 50% mobilization billing on 7/15/25. Monthly progress billings to follow.
- Provide all necessary permit documentation and processing of the permit application if required. **We do not have permit fees included.**
- Provide necessary Project and Construction Management and coordinate all site activities associated with the project.
- Provide Off-site disposal for demolished equipment and materials.
- Provide necessary technical check-out, start-up, commissioning and testing of new equipment to ensure proper operation.
- Moving, storage, floor protection, equipment protection, and security of existing building furnishings, equipment, as needed to accommodate project, will be the responsibility of the library.
- Provide all necessary lifts to complete work.
- This project includes a one-year warranty on the labor and installation.
- This price is guaranteed with no change orders, unless there is an owner directed scope change.



Scope of Work – Tuckpointing & Rear Wall Repair:

- Provide minor tuckpointing on the front, rear and street side of the building.
- No tuckpointing of the parking lot side of the building included.
- Provide repairs to the rear wall for the basement exterior stairs including coping removal and proper flashing.

Scope of Work - Caulking:

- Caulk all masonry controls joints, windows and doors on all sides of the building.

Scope of Work - Gutters:

- Removal of existing gutter and downspout – approx. 130’
- Provide 24ga prefinished steel shop fabricated gutter and downspout in manufacturers standard color – approx. 560’ gutter and 10 downspout runs
- Gutter expansion joints as required
- Gutter joints caulked, lapped, and riveted
- Concrete splash blocks at bottom of downspout runs

Scope of Work - Stonework:

- Remove and properly dispose of stone at the front entrance.
- Provide new stonework to match existing.
- Properly caulk and seal stonework.

Scope of Work - VAV’s:

- Provide five (5) new VAV boxes, controller/actuators, hot water control valves and actuators, discharge air sensors, transformers, coil paks and set of flexible hoses
- Remove ceiling as required.
- Drain piping as required.
- Disconnect piping, controls, power and ductwork.
- Remove the existing VAV boxes.
- Install new VAV boxes.
- Reconnect piping, controls, power and ductwork.
- Fill piping and leak check.
- Provide code required insulation.
- Provide all control wiring as required.
- Integrate new boxes into the control system.
- Reinstall ceiling.

Total Base Price..... \$292,755.00



Midwest Mechanical

Building Efficiency and Sustainability

A Service Logic Company

The proposed scope of work does not include the following:

- Any permits or associated fees. Midwest will support the library in supplying necessary documentation (equipment submittals, shop drawings, etc)
- Any HVAC related work in the library facilities or on equipment not listed above.
- Painting
- Dust barriers
- Asbestos abatement.
- Any work associated with fire alarm and life safety systems.
- Landscaping repairs.
- The project does not include tax.
- Any work done on premium time.

Midwest Mechanical greatly appreciates our opportunity to work with West Chicago Public Library and look forward to exceeding your expectations throughout the project. Please contact me if you have any questions or concerns.

Thank you for your consideration.

Sincerely,

Chad W. Powell
Project Sales Engineer

Accepted By: _____

Date: _____

Terms and Conditions

1. Midwest Mechanical Group warrants that the workmanship, equipment and materials furnished and installed under this agreement shall be free from defects for one year (365 days) from date of installation.
2. Customer shall permit Midwest Mechanical Group free and timely access to areas and equipment and allow Midwest Mechanical Group to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Midwest Mechanical Group's normal working hours.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Midwest Mechanical Group may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and material basis at Midwest Mechanical Group's rates then in effect) over the sum stated in this Agreement.
6. In the event Midwest Mechanical Group must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Midwest Mechanical Group all court costs and attorneys' fees incurred by Midwest Mechanical Group.
7. Any legal action relating to this Agreement, or the breach thereof, shall be commenced with one (1) year from the date of the work.
8. Midwest Mechanical Group shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Midwest Mechanical Group's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Midwest Mechanical Group, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Midwest Mechanical Group's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
- ~~11. Midwest Mechanical Group expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility.~~
12. Midwest Mechanical Group's obligation under this proposal and any subsequent Agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered Midwest Mechanical group's sole obligation will be to notify the Customer of the existence of such products and materials. Midwest Mechanical Group shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
13. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Midwest Mechanical Group be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims or customer's tenants or clients, or any special, indirect or consequential damages.