



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING

MONDAY, JUNE 23, 2025

7:00 PM

LIBRARY PROGRAM ROOM

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 Corrine Jakacki-Dattomo, President

B. Roll Call Patricia Weninger, Secretary

C. Approval of the Minutes
1. Board Meeting – May 27, 2025 ACTION

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

G. Treasurer's Report Maureen Navadomskis, Treasurer
1. Approval of the Bills for June 2025
2. Financial Statements for May 2025

H. Communications ATTACHMENT
1. Opioid Medication and Trained Library Staff
(Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)

I. Reports Corrine Jakacki-Dattomo
1. President ATTACHMENT
2. Library Director ATTACHMENT
3. Department Managers

J. Unfinished Business ACTION
1. Bylaws of the Board of Library Trustees

K. New Business Mark Ritzman
1. Library Board Trustee Orientation and Q & A

- | | | |
|----|--|---------------|
| 2. | Ordinance 25-01: Meeting Date and Time 2026 | ACTION |
| 3. | Resolution 25-01: Non-Resident Library Card Participation
FY 2025-2026 | ACTION |
| 4. | Resolution 25-02: Library Closing Schedule 2026 | ACTION |
| 5. | Public Hearing Date for Tentative Budget and Appropriations
Ordinance (50 ILCS 330/3) September 22, 2025 at 6:45 p.m. | ACTION |

L. Closed Session

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

ACTION

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 27, 2025
7:00 P.M.

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

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 28, 2025: Ms. Jakacki moved to approve the April 28, 2025 meeting Minutes as amended; seconded by Mr. Fokta.

- Page 1, Item G-1, the total of the bills approved for payment was corrected to be \$222,226.

- Page 7, Item M, the return to open session information was added, including the time of return to open session, the unanimous roll call vote on the approval of an increase in the Director's salary to \$116,050.60 for FY2026, and the time of the meeting's adjournment at 8:50 p.m.

Motion carried by unanimous voice vote.

2. Closed Session Minutes - April 28, 2025 (Library Director Evaluation): President Weninger provided the trustees with folders containing the Closed Session Minutes, which they were to return when review of the Minutes was completed.

Ms. Jakacki moved to approve the Minutes of the April 28, 2025 Closed Session; seconded by Mr. Fokta. It was noted that there was a spelling error in Item No. 3.

Motion carried by unanimous voice vote.

3. Semi-Annual Review of Closed Session Minutes and Recordings - May 24, 2025 (Open Session): Ms. Jakacki moved to approve the Minutes of the Open Session of the Semi-Annual Review of Closed Session Minutes and Recordings; seconded by Mr. Fokta.

Motion carried by unanimous voice vote.

4. Semi-Annual Review of Closed Session Minutes and Recordings - May

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24, 2025 (Closed Session): Ms. Jakacki moved to approve the Minutes of the Closed Session of the Semi-Annual Review of Closed Session Minutes and Recordings; seconded by Mr. Fokta. The typo needs to be fixed where the "@" is supposed to be "(c)."

Motion carried by unanimous voice vote.

The closed session minutes were returned to President Weninger.

5. Policy Meeting - May 21, 2025: Mr. Grotto moved to approve the Minutes of the May 21, 2025 Policy Meeting; seconded by Ms. Jakacki, as drafted.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Aimee Cavataio, Joe Cavataio, Laura Finch, Bruce Kelsey, Julia Marsden, Kevin Nguyen, Heather Nizilek, Kaylee Nizilek, Ayva Salter, and Michael Wonderly.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2025: Ms. Jakacki moved that the Board approve payment of the bills for May 20, 2025 in the amount of \$320,458.92; seconded by Mr. Grotto.

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

2. Financial Statements: Ms. Jakacki stated that the Library is 83% of the way through its fiscal year elapsed. To date, the Library has collected 100% of its anticipated revenues; and expenditures are at 74% of the budget in the fiscal year.

H. COMMUNICATIONS:

1. DuPage County Election Division Official Canvass of Votes for the Consolidated Election - April 1, 2025: The letter from the DuPage County Election Division confirmed the election of the three new trustees who will be sworn in: Aimee Cavataio, Laura Finch, and Michael Wonderly.

I. REPORTS:

1. President's Report: Ms. Weninger expressed thanks to the retiring board members and to the incoming board members for their willingness to serve on the board, and their service to the Library and the patrons of the library. She stated that when the new trustees are sworn in, the terms of the retiring board members will be complete. Mr. Bloom, Mr. Fokta, and Ms. Kelsey were given gifts of appreciation for their contributions to the Board and the Library. The combined number of

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years of service of these three board members is approximately 50. President Weninger stated that she knows the new trustees will provide their own brand of commitment and leadership; and the continuing trustees look forward to working with the new members.

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 83%, and expenses are running about 9% behind at approximately 74%. Noteworthy expenses are: administrative technology, facilities, operations, and utilities - for increases in gas and electric costs.

The Library has had a considerable amount of HVAC work completed. The building is 30 years old, so its age is becoming a factor in the cost of upkeep and maintenance. Midwest Mechanical was onsite in May, and their technician heard a sound in the air handling unit that usually precedes failure. A quote was received for replacement of the motor. Without the air handling unit, the air conditioning system does not run; and if that were to occur on very humid days, mold could form in materials.

The paperwork has been completed for the transfer of banking services from FNBC Bank & Trust to Republic Bank; and paperwork was submitted to the County Clerk's office in time to have property tax distribution deposited into the Library's account at Republic Bank rather than FNBC.

The Library will begin a contract in FY2026 with Alarm Detection Systems (ADS) for fire systems maintenance, fire suppression, and security. The company installed a radio signal on the fire alarm panel for alerts and monitoring.

Signorama installed permanent signs for the exterior book drop. There has been an uptick in traffic to the drive-up book drop. Some changes were made in the circulation work room: the facilities assistant installed two additional book shelves to accommodate materials from The Library of Things.

The two uninterrupted power sources to the server rack had been failing, and have now been repaired.

Sikich is continuing to configure and distribute the security fobs to staff in critical positions and trustees. Mr. Weseloh distributed the fobs to the four remaining trustees and the three new trustees. The fobs provide for multi-factor authentication from offsite to get into the Library's Microsoft Office email and applications. Sikich will be contacting each of the trustees to set up their access.

Planning for the installation of the Golden Read-Triever Little Free Library in Nancy Conradt's memory and honor is underway. Ms. Conradt served as Library Board President for 11 years. The LFL will be

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installed at Wiggly Field dog park in Reed-Keppler Park. Mr. Weseloh met with Park District personnel and discussed the location for installation, which will be scheduled and the dedication arranged. A plaque has been made with funds provided by the Library Board and the Library Foundation.

Under the employee highlights, Amanda will transition to the role of Assistant Director beginning June 1, 2025; she currently is the Adult and Teen Services Manager. She is replacing Maureen Bajor, who has retired after 19 years with the Library. Jenn G from Adult Services will transition into the role of the Adult Services Manager. Resignations have been received from the Teen Librarian and a Circulation Clerk; both positions have been posted.

There will be a celebration of the 20th Anniversary of We-Go Together for Kids on June 1, 2025 at Reed Keppler Park, at 1:00-3:00 p.m. Also on June 1, 2025 a fundraiser will be held at Hawthorne's Backyard for a sensory garden installation at Reed Keppler Park. The installation will be in honor of long-time Park District employee Melissa Medeiros, who passed away last year.

Mr. Weseloh invited the trustees to attend the Cruisen Through the Afternoon program on June 14, 2025, at 1:00 p.m. at the library, which will feature activities for all ages and a collection of cars and trucks in the parking lot.

New trustees were asked to provide their contact information to Mr. Weseloh, including their preferences for email, phone, and text.

Mr. Weseloh provided a handout to the new trustees on the Illinois Library Laws and Rules. Once the officers are elected, a training schedule will be created after the start of the new fiscal year.

Staff are scheduling a library tour for the trustees. Mr. Weseloh will contact the retiring trustees and provide them the date and time if they would like to attend as guests, because the tour was continued several times over the past couple years and never completed.

3. Department Managers: Written reports were included in the board packets.

4. Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Ms. Kelsey and Mr. Fokta conducted the semiannual review of the closed session meeting minutes per 5 ILCS 120/2(c)21. Their recommendation for the destruction of the recording of 5/28/23 closed session meeting was listed later on in the board agenda.

5. Policy Committee: The policy committee met May 8, 2025, at 6:00 p.m.

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Present were Frank Fokta, chair; Mr. Bloom, member; Ms. Weninger, ex officio; and Mr. Weseloh, staff. The Committee approved the Minutes of April 10, 2025, and discussed the Closed Session Policy and Closed Session Meeting Procedure.

Mr. Fokta reported that the Closed Session Minutes approval process and the Semiannual Review of Closed Session Minutes Policies have been problematic for quite some time. With the closed session minutes review, the board would end up in a perpetual cycle of approving minutes and creating a new set of minutes, which the trustees wanted to eliminate. The closed session policy and the procedure for review of the closed session minutes semiannually were in the same policy, and the Committee decided to separate those policies and the procedure into separate documents.

The role of the secretary includes entering in the log the occurrence of closed session minutes, which was present in the policy but was not present in the bylaws, so the bylaws need to be changed. Mr. Weseloh and Mr. Fokta met with Mr. Ritzman, the Library's counsel, regarding the closed session policy and procedure. The committee created a worksheet to assist trustees with consistently following the procedure.

On May 21, 2025 at 2:30 p.m., Mr. Fokta, Mr. Bloom, and Mr. Weseloh met for another policy meeting. They approved the Minutes of the May 8, 2025 committee meeting. The committee reviewed the Closed Session Policy and the Closed Session Minutes Review Procedure and made a recommendation for the board to approve these documents as well as change the bylaws. After making the recommendation to change the bylaws, the trustees have a month to review the change and then vote on the change at the June board meeting.

6. Finance Committee: Mr. Jakacki reported the Finance Committee met on May 27, 2025 at six o'clock. Present were Ms. Jakacki, chair; Ms. Kelsey, member; Ms. Weninger, ex officio, Ms. Bajor and Mr. Weseloh, staff. The Committee approved the Minutes from their April 21, 2025 meeting.

The Committee discussed the Library's income projection for FY2026 and the budget for FY2026. Some of the insurance policy costs were not yet available. The meeting adjourned at 6:12 p.m.

7. Nominating Committee: Ms. Jakacki reported the Nominating Committee, comprised of herself and Mr. Grotto, met April 10, 2025, to discuss the slate of officers for the incoming board. The Nominating Committee provided the slate under New Business Item 8.

J. Unfinished Business: None.

DRAFT MINUTES ONLY**K. New Business:**

1. Income Projection for Fiscal Year 2026: Ms. Jakacki stated the Finance Committee recommends the approval of the income projection for FY2026 in the total revenue amount of \$3,160,813. Red highlights in the document indicate final numbers are yet to be received.

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

2. Working Budget for Fiscal Year 2026: Ms. Jakacki stated the Finance Committee recommends that the board approve the working budget for Fiscal Year 2026 in the amount of \$3,485,813. The numbers in red indicate some of the changes.

Roll call vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

3. Bylaws of the Board of Library Trustees: Mr. Fokta stated the Policy Committee recommends to the Board an amendment to the Bylaws of the Board of Library Trustees. Lines 108 to 111 of the bylaws include the change to the role of the secretary. The Board will take action on this bylaws change at the June board meeting.

4. Closed Session Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Closed Session Policy including the Closed Session Meeting Minutes requirements. Discussion was had regarding separating the policy from the Closed Meeting Minutes Review Procedure. Some of the verbiage was cleaned up, but the intent is the same. Motion carried by unanimous voice vote.

5. Closed Meeting Minutes Review Procedure: Mr. Fokta stated the Policy Committee recommends the Board approve the Closed Session Minutes Review Procedure as written. The worksheet was added to the procedure. The Library's attorney reviewed the procedure and was pleased with it. Motion carried by unanimous voice vote.

6. Committee Recommendations from Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta stated the Committee recommends to the Board that no minutes that are currently closed should be opened for public inspection; and one recording from May 9, 2023, which meets the eligibility requirements to be destroyed, is recommended to be destroyed. Motion carried by unanimous voice vote.

7. Oath of Office - New Trustees: The three new trustees were sworn in and then seated.

President Weninger appointed Ms. Jakacki as temporary acting secretary.

L. Roll Call: Aimee Cavataio, Laura Finch, Scott Grotto, Corrine Jakacki, Maureen Navadomskis, Michael Wonderly, Pat Weninger.

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Ms. Weninger welcomed the new trustees to the Board.

Ms. Jakacki, as a member of the Nominating Committee, provided the slate of officers as follows: President, Corrine Jakacki; Vice President, Scott Grotto; Secretary, Pat Weninger; Treasurer, Maureen Navadomskis.

1 . Election of Officers for FY 2025-2026.

a. Ms. Weninger twice asked for nominations from the floor for the office of President. No names were submitted from the floor.

Ms. Weninger stated the Nominating Committee has submitted the name of Corrine Jakacki for the office of President, no names were submitted from the floor, and the nominations are closed. Ms. Jakacki was elected for the office of President by a unanimous voice vote.

b. Vice President: Ms. Weninger twice asked for nominations from the floor for the office of Vice President. No names were submitted from the floor. Ms. Weninger stated the Nominating Committee has submitted the name of Scott Grotto for the office of Vice President, no names were submitted from the floor, and the nominations are closed.

Mr. Grotto was elected for the office of Vice President by unanimous voice vote.

c. Secretary: Ms. Weninger twice asked for nominations from the floor for the office of Secretary. No names were submitted from the floor. Ms. Weninger stated the Nominating Committee has submitted the name of Pat Weninger for the office of Secretary, no names were submitted from the floor, and the nominations are closed. Ms. Weninger was elected to the office of Secretary by unanimous voice vote.

d. Ms. Weninger twice asked for nominations from the floor for the office of Treasurer. No names were submitted from the floor.

Ms. Weninger stated the Nominating Committee has submitted the name of Maureen Navadomskis for the office of Treasurer, no names were submitted from the floor, and the nominations are closed.

Ms. Navadomskis was elected to the office of Treasurer by unanimous voice vote.

Ms. Weninger stated that she had disbanded the Nominating Committee; and Ms. Jakacki, as the newly elected President of the West Chicago Library board, will be in charge of making appointments.

2. Presidential Appointments:

a. Appointment of the Ethics Officer: Ms. Jakacki stated that she appoints Scott Grotto as the Ethics Officer, which is traditionally held by the board Vice President.

b. Appointment of the Parliamentarian: Ms. Jakacki appointed Michael Wonderly as parliamentarian; Mr. Wonderly accepted the appointment.

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c. Appointment of Finance Committee: Ms. Jakacki appointed Ms. Navadomskis as chair of the Finance Committee, a position customarily held by the Library Board Treasurer. The members of the Finance Committee are Ms. Weninger and Ms. Cavataio.

d. Appointment of Policy Committee: Ms. Jakacki appointed Mr. Grotto as chair of the Policy Committee, which is customarily held by the Library Board Vice President. The members of the Policy Committee are Mr. Wonderly and Ms. Finch.

3. Board Signatories on the Financial and Investment Accounts: Four signatories are needed for the financial accounts. Ms. Jakacki and Ms. Weninger are already listed as signatories.

Mr. Grotto moved that the board discuss which of the trustees will serve as signatories on the Library's financial accounts. Ms. Jakacki stated that traditionally it has been the four members who hold offices.

Mr. Grotto moved that the Board add Mr. Grotto and Ms. Navadomskis as signatories to the financial and investment accounts of the Library; seconded by Ms. Navadomskis. Motion carried by unanimous voice vote.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated that there being no reason to enter into closed session, the meeting was adjourned at 8:08 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 23-Jun-25

FINANCIAL STATEMENT DATE: May 31, 2025

Payroll dated:

5/9/2025	Net Payroll	\$	39,463.25
	Federal Liability Payment	\$	11,582.26
	State Liability Payment	\$	2,419.76
	Paylocity Fee	\$	173.87

5/23/2025	Net Payroll	\$	40,892.09
	Federal Liability Payment	\$	11,916.70
	State Liability Payment	\$	2,493.85
	Paylocity Fee	\$	44.45

Net Payroll
Federal Liability Payment
State Liability Payment
Paylocity Fee

TOTAL		\$	108,986.23
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State Bank of IL

Operating - Manual Cks	Check No.	\$	16,672.38
Operating - System Cks	Check No.	\$	127,746.61
Operating - Credit Card	Check No.	\$	3,831.33
Librarian's Petty Cash	Check No.	\$	766.18

TOTAL		\$	149,016.50
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Total Bills for Approval		\$	258,002.73
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Unpaid Bills Detail

As of June 13, 2025

Transaction Type	Date	Num	Open Balance	Memo/Description
4 Imprint 877-446-7746				
Bill	05/15/2025	13822831	1,264.62	Misc.
Total for 4 Imprint ACC Business 800-322-3076			\$ 1,264.62	
Total for ACC Business Accurate Office Supplies 630-784-4700				
Bill	05/11/2025	1085421013	613.64	4/11/25-5/10/25
			\$ 613.64	
Bill	05/19/2025	636042	21.50	Tea
Bill	05/29/2025	636548	41.79	Trash Bags
Bill	05/30/2025	636669	48.40	Trash Liners
Vendor Credit	06/02/2025	636675	-41.79	Trash Bags
Total for Accurate Office Supplies Alarm Detection Systems 630-844-6306			\$ 69.90	
Bill	05/11/2025	204101-1077	2,640.00	Annual Inspection
Bill	05/21/2025	632579	60.97	Installation of Radio
Total for Alarm Detection Systems Amazon Capital Services			\$ 2,700.97	
Bill	05/12/2025	1XWD-4CCW-C3XT	394.51	Misc.
Bill	05/13/2025	1L4K-PVQ3-744K	19.99	Mini Flowers
Bill	05/13/2025	16TF-TR41-7N4C	328.43	Misc.
Bill	05/13/2025	1PF6-JNL1-716D	86.52	Misc.
Bill	05/13/2025	19Q7-Q47H-6VHY	128.83	Misc.
Bill	05/16/2025	1J9P-HN97-VN14	1,019.94	Games
Bill	05/17/2025	1LMY-HFQH-637N	346.39	Toys

Bill	05/19/2025	1P9W-J3WM- PHPL	172.12	Misc.
Bill	05/19/2025	1LX3-KRVT-L9MQ 1H1J-YQTW-	692.83	Misc.
Bill	05/19/2025	PNMR	284.92	Misc.
Bill	05/19/2025	16DM-LRYR-LYGD	171.69	Flash Cards/Puppets/Puzzles
Bill	05/19/2025	1QCT-RPFM- NH1V	159.83	Books
Bill	05/19/2025	17L4-JHFH-MNCW	130.22	Books
Bill	05/19/2025	17LD-MCLG-PXCP	121.83	Misc.
Bill	05/20/2025	1TJH-9YJK-1D4N 1C7X-KJNQ-	71.62	Toys
Bill	05/20/2025	YWDM	297.49	Misc.
Bill	05/20/2025	1H1J-YQTW- YXMW	404.47	Misc.
Bill	05/20/2025	1MYT-F19G-3LGV	9.98	Puzzle Ball
Bill	05/20/2025	16DM-LRYR- QYMK	61.36	CDs
Bill	05/21/2025	13VR-13CW-6R9P	510.49	Books
Bill	05/21/2025	1MYT-F19G-F3JM	13.71	Puppet
Bill	05/21/2025	1CL6-MWH1-6PQ9	18.00	Book
Bill	05/21/2025	1XJK-YJKD-D7PC	51.76	Misc.
Bill	05/21/2025	166C-D1GQ-GFFM	132.24	Misc.
Bill	05/22/2025	1T31-VDXQ-PFKT	41.35	Misc.
Bill	05/22/2025	1XMT-7NL6-PJWC	353.86	Misc.
Bill	05/22/2025	1VP4-L1GC-LHPP	180.95	Wagon/Rolling Cart
Bill	05/22/2025	1RMH-HCGY-FJJT	26.79	Tonies Ariel
Bill	05/24/2025	1GGX-9X9G-9DMX	233.03	Books
Bill	05/24/2025	1DGF-7DNQ-19LP	199.68	Books
Bill	05/24/2025	14HL-DFD4-7QRG 13WC-113P-	393.31	Books
Bill	05/24/2025	7MPW	211.39	Toys
Bill	05/25/2025	1LVL-FX1V-GQN3 19HW-9G1V-	76.11	Books
Bill	05/25/2025	GMTK	91.75	Misc.

Bill	05/25/2025	1NGR-3F96-GR4C	685.85	Toys
Bill	05/26/2025	1FVR-PKTD-3X67	17.39	Book
Bill	05/26/2025	1H4P-94C7-4YDW	10.61	Books
Bill	05/27/2025	1WGY-XVWH-7RJJ	885.24	Toys
Bill	05/27/2025	1G71-WL3V-7VPK	11.99	Sheet Protectors
Bill	05/27/2025	1FK3-CXC4-9DQH	34.97	Toys
Bill	05/28/2025	1D1V-MTTM-6CFK	203.48	Toys
Bill	05/29/2025	1FWX-3MRF-6J6J	63.92	Robert's Rules of Order
Bill	05/29/2025	1YPL-L69F-4R19	15.89	Books
Bill	06/06/2025	1TF3-KYFW-V94W	21.46	Books
Bill	06/10/2025	19TQ-9NYR-VNDT	174.31	Books
Bill	06/11/2025	1FNH-YVJX-CR4X	226.02	Toys
Vendor Credit	06/11/2025	1T3C-6YLH-C4P7	-185.49	Toys
Vendor Credit	06/05/2025	14KP-XTGN-H71H	-151.62	Books
Vendor Credit	06/11/2025	1XHJ-3GGC-9XMD	-41.97	Toys
Vendor Credit	06/05/2025	1RCW-RH4Q-HD1X	-22.55	Books
Vendor Credit	06/01/2025	1KVN-CWRH-RWXL	-17.95	Toys
Vendor Credit	05/13/2025	17JH-G4X4-CD7M	-18.99	Controller Charger Dock
Vendor Credit	05/13/2025	16L1-6HNW-CCQQ	-9.88	Stickers
			<u>\$ 9,340.07</u>	
Bill	05/19/2025	76702369	630.00	Sprinkler System Start Up
			<u>\$ 630.00</u>	
Bill	06/01/2025	104120-F6C8	193.00	June 2025
Bill	06/09/2025	104309-MSJ0	547.00	Annual Inspection
			<u>\$ 740.00</u>	
Bill	05/19/2025	2039085587	255.41	Charger Vox Boxes
Total for Amazon Capital Services American Nat'l Sprinkler 847-566-0099				
Total for American Nat'l Sprinkler Anderson Elevator Co. 708-345-9710				
Total for Anderson Elevator Co. Baker & Taylor 800-340-5370				

Total for Baker & Taylor Benjamin Weseloh				<u>\$ 255.41</u>	
Total for Benjamin Weseloh Bigleaf Networks, Inc. 888-244-3133	Bill	06/13/2025		54.32	
				<u>\$ 54.32</u>	
Total for Bigleaf Networks, Inc. Buck Services 630-876-8184	Bill	06/01/2025 123757		499.00	June 2025
				<u>\$ 499.00</u>	
Total for Buck Services Cengage Learning 800-877-4253	Bill	05/14/2025 64021		1,065.00	May 2025
	Bill	05/31/2025 64067		6,173.00	Custodial Services May 2025/Carpet Cleaning
				<u>\$ 7,238.00</u>	
Total for Cengage Learning Cintas Corporation 847-228-3970	Bill	06/10/2025 999100551610		257.52	Books
				<u>\$ 257.52</u>	
Total for Cintas Corporation City of West Chicago 630-293-2200	Bill	05/19/2025 5270914902		43.75	First Aid Cabinet
	Bill	05/27/2025 5272222601		42.57	Water Cooler Cleaning
	Bill	05/31/2025 9323413756		100.00	Lifeline Agreement
	Bill	05/31/2025 9323413751		50.50	Water Cooler Agreement
Total for City of West Chicago Comcast 800-391-3000				<u>\$ 236.82</u>	
	Bill	06/01/2025		738.67	3/4/25-5/4/25
Total for Comcast Comcast Business				<u>\$ 738.67</u>	
	Bill	06/10/2025		345.00	06/29/25-07/28/25
Total for Comcast Business				<u>\$ 345.00</u>	
	Bill	06/01/2025 243026162		560.00	June 2025
				<u>\$ 560.00</u>	

ComEd 877-426-6331	Bill	05/21/2025	1,877.82	4/17/25-5/20/25
Total for ComEd			<u>\$ 1,877.82</u>	
Cook and Kocher Insurance Group				Directors and Officers Policy
Total for Cook and Kocher Insurance Group	Bill	06/02/2025 3454	6,679.00	
De Lage Landen Financial 800-736-0220			<u>\$ 6,679.00</u>	
Total for De Lage Landen Financial	Bill	06/06/2025 590411989	1,496.23	June 2025
Delta Building Technologies 630-589-3800			<u>\$ 1,496.23</u>	
Total for Delta Building Technologies	Bill	05/01/2025 2921	1,584.00	5/1/25-7/31/25
Demco 800-962-4463			<u>\$ 1,584.00</u>	
	Bill	05/16/2025 7648124	538.68	Tape/Bags
	Bill	05/20/2025 7648993	850.04	Book Support/Sign Holders
	Bill	06/03/2025 7654444	254.76	Tape
	Bill	06/03/2025 7654443	382.14	Tape
Total for Demco			<u>\$ 2,025.62</u>	
Efficiency Reporting 630-682-8887				
Total for Efficiency Reporting	Bill	05/22/2025 20654	340.00	April 2025
Flood Brothers			<u>\$ 340.00</u>	
Total for Flood Brothers	Bill	06/05/2025 8234711	66.14	June 2025
Francotyp-Postalia, Inc. 800-341-6052			<u>\$ 66.14</u>	
Total for Francotyp-Postalia, Inc.	Bill	05/19/2025 6655060	111.00	
Gehrke Technology Group 847-487-9110			<u>\$ 111.00</u>	
	Bill	06/09/2025 2501990	125.00	June 2025

Total for Gehrke Technology Group Globe Life				<u>\$ 125.00</u>	
Total for Globe Life Governmental Accounting, Inc. 847-991-3909	Bill	05/01/2025		<u>55.00</u>	May 2025
				<u>\$ 55.00</u>	
Total for Governmental Accounting, Inc. Grant and Power Landscaping 630-231-0069	Bill	06/02/2025 60256		<u>1,575.00</u>	June 2025
				<u>\$ 1,575.00</u>	
Total for Grant and Power Landscaping IHLS-OCLC 618-619-2076	Bill	06/04/2025 47053		<u>5,295.00</u>	Enhancement/Repair
				<u>\$ 5,295.00</u>	
Total for IHLS-OCLC Illinois Library Association 312-644-1896	Bill	06/05/2025 32286		<u>35.52</u>	May 2025
				<u>\$ 35.52</u>	
Total for Illinois Library Association Imperial Service Systems, Inc. 630-925-1800	Bill	04/27/2025 307889		<u>225.00</u>	WPCLD
	Bill	05/20/2025 307975		<u>250.00</u>	B. Weseioh
				<u>\$ 475.00</u>	
Total for Imperial Service Systems, Inc. Indus MIS, Inc 608-786-0300	Bill	05/31/2025 179281		<u>530.00</u>	Wash Outside Windows
				<u>\$ 530.00</u>	
Total for Indus MIS, Inc Ingram Library Services 800-937-8200	Bill	03/24/2025 6003		<u>3,250.00</u>	Annual Maintenance 5/1/25-4/30/26
				<u>\$ 3,250.00</u>	
	Bill	05/01/2025 87911510		<u>1,425.46</u>	Books
	Bill	05/01/2025 87917205		<u>241.46</u>	Books
	Bill	05/02/2025 87934636		<u>190.14</u>	Books
	Bill	05/06/2025 87988640		<u>1,263.66</u>	Books
	Bill	05/07/2025 88016405		<u>548.27</u>	Books

Total for Ingram Library Services Kellenberger Electric, Inc.	Bill	05/08/2025	88037244	759.33	Books
	Bill	05/08/2025	88043915	426.52	Books
	Bill	05/09/2025	88059873	956.60	Books
	Bill	05/13/2025	88119652	230.28	Books
	Bill	05/13/2025	88111945	87.32	Books
	Bill	05/14/2025	88138335	398.94	Books
	Bill	05/15/2025	88159373	19.39	Books
	Bill	05/16/2025	88182281	1,540.58	Books
	Bill	05/16/2025	88182280	114.27	Books
	Bill	05/19/2025	88214078	315.91	Books
	Bill	05/20/2025	88235109	1,249.92	Books
	Bill	05/20/2025	88235108	342.76	Books
	Bill	05/22/2025	88283450	127.99	Books
	Bill	05/23/2025	88314098	514.09	Books
	Bill	05/29/2025	88389763	317.25	Books
	Bill	05/29/2025	88389764	89.53	Books
	Bill	05/30/2025	88412515	44.20	Books
	Bill	05/31/2025	88431178	70.80	Books
	Vendor Credit	05/16/2025	88198158	-27.99	
	Vendor Credit	05/27/2025	88358515	-5.24	Books
	Vendor Credit	05/21/2025	88277255	-15.82	Books
			\$ 11,225.62		
Total for Kellenberger Electric, Inc. LIMRICC 630-393-1483	Bill	05/29/2025	1039	16,877.00	Remove/Replace Light Poles
				\$ 16,877.00	
Total for LIMRICC Midwest Mechanical 630-850-2300	Bill	06/10/2025		23,669.49	June 2025
				\$ 23,669.49	
Total for Midwest Mechanical	Bill	06/03/2025	144663	969.00	June 2025
				\$ 969.00	

Midwest Tape
800-875-2785

Bill	05/05/2025	507130721	92.21	AV Materials
Bill	05/05/2025	507130720	9.74	AV Materials
Bill	05/05/2025	507130723	49.17	AV Materials
Bill	05/05/2025	507130629	347.92	AV Materials
Bill	05/05/2025	507130722	66.72	AV Materials
Bill	05/09/2025	507148476	84.98	AV Materials
Bill	05/09/2025	507148477	42.99	AV Materials
Bill	05/09/2025	507148479	24.74	AV Materials
Bill	05/09/2025	507148474	134.66	AV Materials
Bill	05/09/2025	507148478	18.74	AV Materials
Bill	05/19/2025	507192987	79.98	AV Materials
Bill	05/19/2025	507193385	42.99	AV Materials
Bill	05/19/2025	507193384	807.05	AV Materials
Bill	05/19/2025	507193383	234.63	AV Materials
Bill	05/19/2025	507193381	111.98	AV Materials
Bill	05/19/2025	507192988	69.99	AV Materials
Bill	05/19/2025	507192989	17.99	AV Materials
Bill	05/19/2025	507193382	41.99	AV Materials
Bill	05/23/2025	507218638	144.68	AV Materials
Bill	05/23/2025	507218639	252.95	AV Materials
Bill	05/23/2025	507219111	39.99	AV Materials
Bill	05/29/2025	507246176	23.24	AV Materials
Bill	05/29/2025	507246173	118.44	AV Materials
Bill	05/29/2025	507246174	29.99	AV Materials
			<u>\$ 2,887.76</u>	

Total for Midwest Tape
NCPERS

June 2025	16.00
<u>\$</u>	<u>16.00</u>

Total for NCPERS
Nicor
888-642-6748

5/6/25-6/5/25	745.54
<u>\$</u>	<u>745.54</u>

Total for Nicor

Orkin Pest Control
630-505-7258

Total for Orkin Pest Control OverDrive 216-573-6886	Bill	05/21/2025	277825640	111.00	May 2025
				\$ 111.00	
Total for OverDrive Peerless Network 800-440-9440	Bill	05/15/2025	25155709	653.47	eBooks
	Bill	05/15/2025	25155713	663.05	eBooks
	Bill	05/31/2025	25172690	52.97	eBooks
	Bill	05/31/2025	25171484	102.48	eBooks
				\$ 1,471.97	
Total for Peerless Network Scott Green Magic Inc.	Bill	06/13/2025		1,058.00	5/15/25-6/14/25
				\$ 1,058.00	
Total for Scott Green Magic Inc. Signarama 630-293-7300	Bill	06/05/2025		599.00	Foam Party
				\$ 599.00	
Total for Signarama Sikich LLP 630-566-8400	Bill	05/20/2025	5666	100.46	Poster
				\$ 100.46	
Total for Sikich LLP Triliant, LLC	Bill	05/15/2025	MS539614	5,708.23	June 2025
	Bill	05/15/2025	I539321	264.00	June 2025
	Bill	05/20/2025	I538683	4,226.50	Remote Support
	Bill	05/23/2025	I539931	1,123.50	Planning/Travel/Support
	Bill	05/27/2025	I540265	599.00	Hard Drive
	Bill	05/29/2025	I540378	107.00	Remote Support
	Bill	06/05/2025	I540889	695.50	Remote Support
	Bill	06/05/2025	I540457	1,391.00	Token Requests
				\$ 14,114.73	
	Bill	04/18/2025	17812	2,317.50	Course TBD

Total for Triliant, LLC Unique Management Services 800-879-5453						<u>\$ 2,317.50</u>
	Bill	04/01/2025	6138453		Curbside Comm. April 2025	40.00
	Bill	06/01/2025	6139788		May Placements	108.35
	Bill	06/01/2025	6140644		Curbside Comm. June 2025	40.00
Total for Unique Management Services Verizon 800-922-0204						<u>\$ 188.35</u>
Total for Verizon Xtreme Environmental Solutions 630-293-7880	Bill	05/30/2025	6114813433		May 2025	305.92
						<u>\$ 305.92</u>
Total for Xtreme Environmental Solutions TOTAL	Bill	06/12/2025	127-WCL		June 2025	25.00
						<u>\$ 25.00</u>
						<u>\$127,746.61</u>

West Chicago Public Library District

Transaction Detail by Account

May 2025

Date	Transaction Type	Name	Memo/Description	Split	Amount
11CC TCM Bank					
CARD 21 AS - #1176					
Total for CARD 21 AS - #1176					
CARD 31 Director - #2093					
05/22/2025	Expenditure		Daily Heard	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	144.00
					\$ 144.00
Total for CARD 31 Director - #2093					
05/06/2025	Expenditure	Menards	Misc.	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	26.70
05/12/2025	Expenditure	American Association of Notaries	M. Garcia-Carrosco	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	98.25
05/13/2025	Expenditure	Kindred Coffee Roasters	Sandwich/Coffee	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	48.82
05/16/2025	Expenditure	The Hairy Ant	Misc.	-Split-	265.00
05/22/2025	Expenditure	Kindred Coffee Roasters	Gift Cards	45600 Expense:LIBRARY BOARD EXPENSES:CONFERENCE & TRAINING-BOARD	150.00
05/27/2025	Expenditure	Nothing Bundt Cakes	Cakes	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	201.00
					\$ 789.77
Total for CARD 31 Director - #2093					
CARD 41 AS- #2101					
05/01/2025	Expenditure	Universal Yums	Yum Yum Box	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00
05/01/2025	Expenditure	Oriental Trading Company	Misc.	44120 Expense:PROGRAMS:PROGRAMS-ADULT	47.70
05/06/2025	Expenditure	Walmart	Misc.	44120 Expense:PROGRAMS:PROGRAMS-ADULT	26.39
05/19/2025	Expenditure	Amazon Capital Services	Gift Cards	44135 Expense:PROGRAMS:PROGRAMS-SUMMER READING	204.95
05/24/2025	Credit Card Credit	Oriental Trading Company	Sales Tax Reimbursement	44120 Expense:PROGRAMS:PROGRAMS-ADULT	-3.74
					\$ 304.30
Total for CARD 41 AS- #2101					
CARD 51 YS- #2119					
05/07/2025	Expenditure	Costco	Goldfish Crackers	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	12.00
05/07/2025	Expenditure	H/Mart	Candy	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	24.96
05/09/2025	Expenditure	The Mobile Adventure Company	Event	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	401.07
05/12/2025	Expenditure	Oriental Trading Company	Misc.	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	102.96
05/12/2025	Expenditure	Oriental Trading Company	Misc.	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	109.98
05/14/2025	Expenditure	Anderson Book Store	Books	42140 Expense:LIBRARY MATERIALS-BOOKS:BOOKS-YOUTH	1,246.94
05/15/2025	Expenditure	Amazon Capital Services	Gift Card	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	54.95
05/28/2025	Expenditure	Mobile Room Escape	Mobile Racing Challenge	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	401.06
					\$2,353.92
Total for CARD 51 YS- #2119					
CARD 61 PR- #2135					
05/01/2025	Expenditure	Constant Contact	May 2025	44210 Expense:MARKETING & PROMOTIONS:MARKETING	157.00
					\$ 157.00
Total for CARD 61 PR- #2135					
CARD 71 IT- #2127					
05/07/2025	Expenditure	Printix	May 2025	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	70.35
05/25/2025	Expenditure	Spotify	Premium May 2025	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99
					\$ 82.34
Total for CARD 71 IT- #2127					
Total for 11CC TCM Bank					
					\$3,831.33

Check Detail Report

West Chicago Public Library District

May 2025

	Transaction date	Transaction type	Num	Name	Line description	Amount
10300 FNBC Bank - Checking - 6031						
34446	05/12/2025	Check	5.12.25	Ampion	May 2025 Billing	497.84
34447	05/12/2025	Check	5.12.25 2	Ampion	May 2025 Billing	552.01
34448	05/12/2025	Check	5.12.25	IMRF	May Payroll 2025	15,562.53
34449	05/30/2025	Check	5.30.25	Employee Benefits Corporation	May Fee Invoicing	60.00

West Chicago Public Library District

Transaction Detail by Account

May 2025

		Transact	Memo/Desc		Split	Amount
Date	ion Type	Num	Name	ription		
10Bank Bank Accounts						
10600 Republic Bank Petty Cash						
05/12/2025	Check	6002	LIMRICC-UCGA 1st Quarter	41130 Expense:PERSONNEL:UNEMPLOYMENT COMPENSATION		-766.18
Total for 10600 Republic Bank Petty Cash						<u>-766.18</u>

Financial Report

For the 11 Month(s) Ended May 31, 2025
FISCAL YEAR 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2025

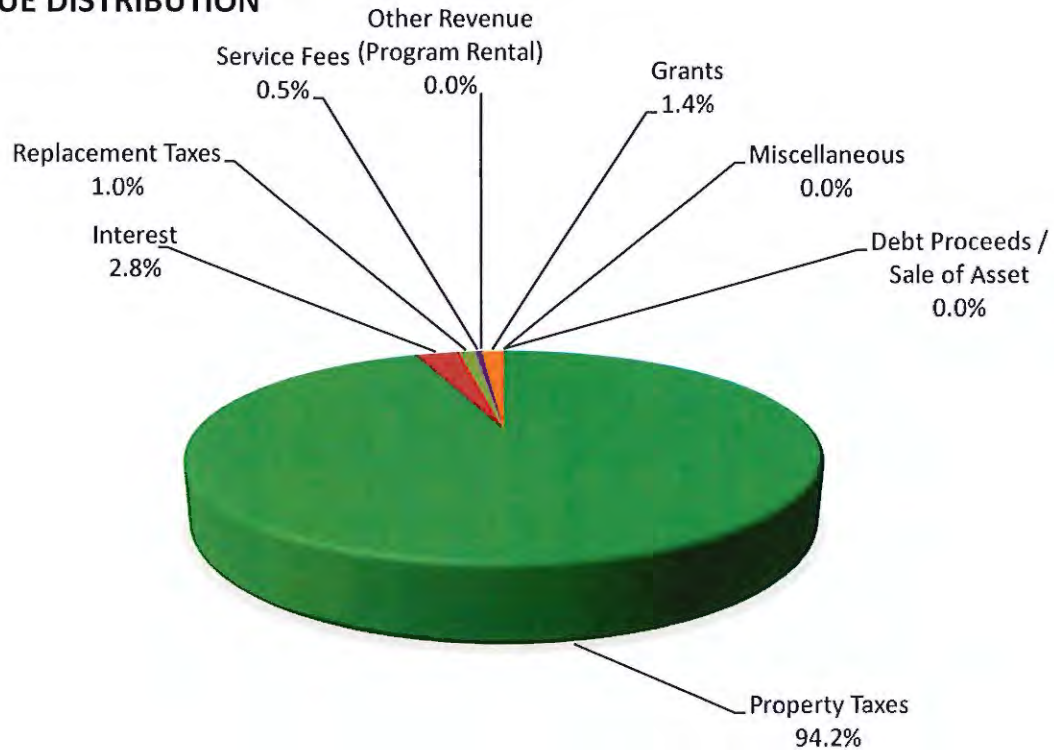
92% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,830,194	2,845,551	99%
Interest	85,326	46,000	185%
Replacement Taxes	30,212	65,000	46%
Service Fees	14,562	7,700	189%
Other Revenue (Program Rental)	30	-	0%
Grants	42,958	42,958	100%
Miscellaneous	271	2,100	13%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	3,003,554	3,009,309	100%
Budgeted Revenues	3,009,309		
% Diff	100%		
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,518,752	1,842,626	82%
IMRF	102,119	149,876	68%
Administrative	72,990	82,215	89%
Admin Technology	177,921	167,895	106%
Library Materials - Books	130,224	153,999	85%
Library Materials - Periodicals	10,614	9,500	112%
Library Materials - Audio & Visual	40,570	49,850	81%
Library Material - Maintenance	9,859	10,560	93%
Technology Services	91,487	119,248	77%
Programs	32,500	42,886	76%
Marketing & Promotion	28,040	28,398	99%
Facilities & Operations	178,652	184,360	97%
Utilities	73,653	79,660	92%
Professional Services	58,554	80,636	73%
Board Expenses	4,851	7,600	64%
Actual Expenditures	2,530,787	3,009,309	84%
Budgeted Expenditures	3,009,309		
% Diff	84%		
SURPLUS / (DEFICIT) FROM OPERATIONS	472,767	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	304,072	350,000	87%
Actual Expenditures	304,072	350,000	87%
Budgeted Expenditures	350,000		
% Diff	87%		
TOTAL SURPLUS / (DEFICIT)	168,695	(350,000)	
BEGINNING FUND BALANCE	1,729,043		
ENDING FUND BALANCE	1,897,738		

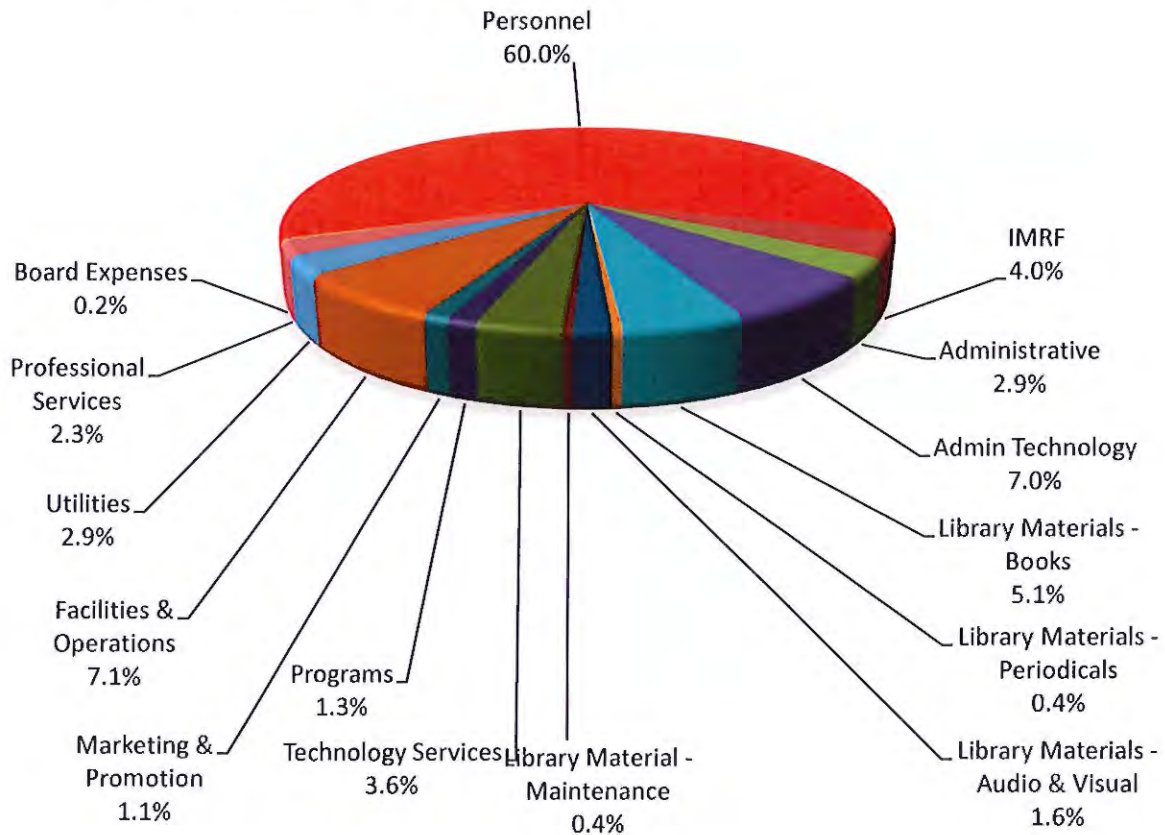
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2025

REVENUE DISTRIBUTION

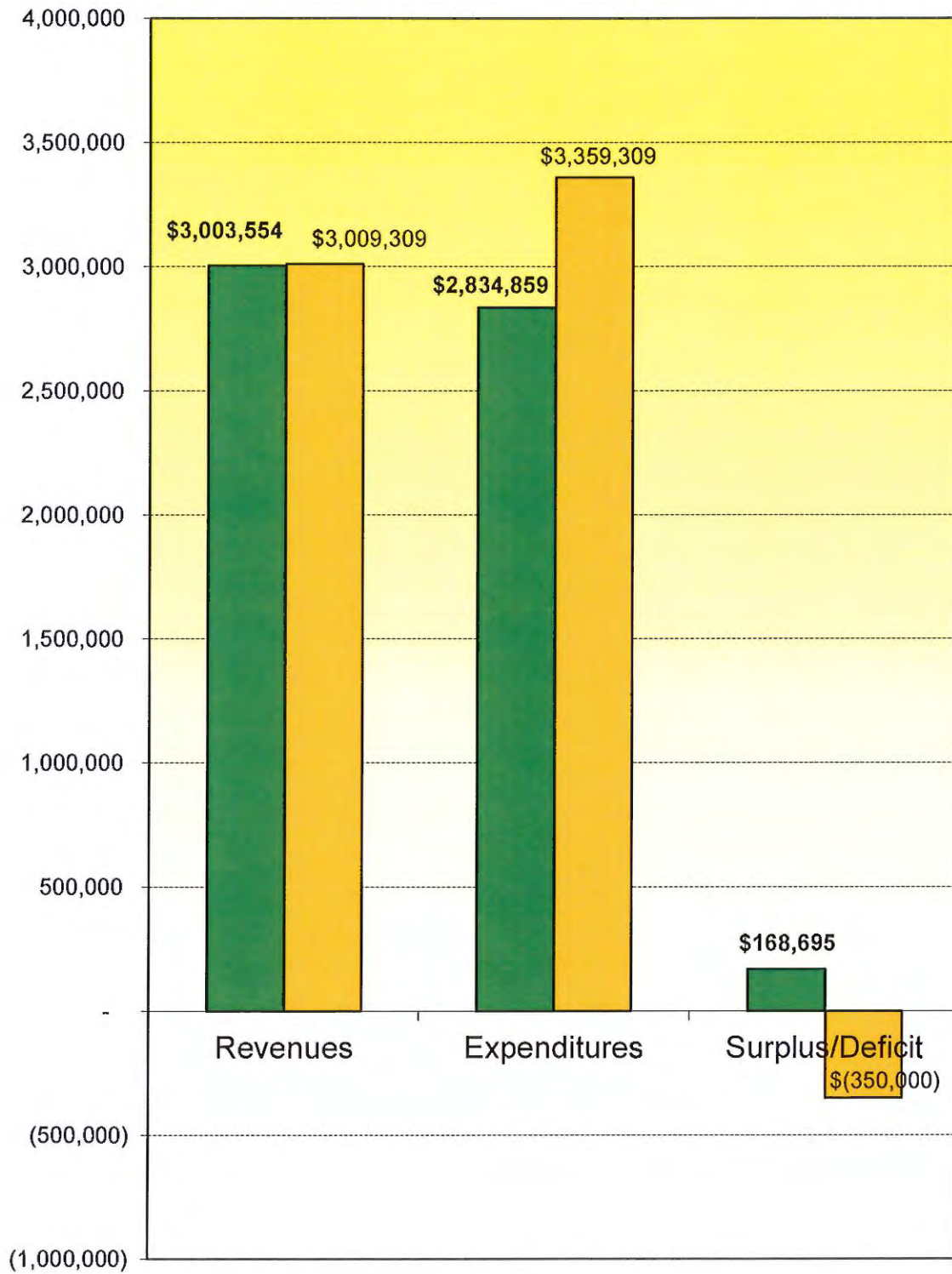


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2025



■ YTD ■ Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2025

92% 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	81,214	2,498	1,614	85,326	46,000	185%
Replacement Taxes	30,212	-	-	30,212	65,000	46%
Service Fees	14,562	-	-	14,562	7,700	189%
Other Revenue (Program Rental)	30	-	-	30	-	0%
Grants	42,958	-	-	42,958	42,958	100%
Miscellaneous	271	-	-	271	2,100	13%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,852,431	149,508	1,614	3,003,554	3,009,309	100%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	100%	100%	n/a	100%		
OPERATING EXPENDITURES						
Personnel	1,518,752	-	-	1,518,752	1,842,626	82%
IMRF	-	102,119	-	102,119	149,876	68%
Administrative	72,916	-	73	72,990	82,215	89%
Admin. Technology	177,921	-	-	177,921	167,895	106%
Library Materials - Books	130,224	-	-	130,224	153,999	85%
Library Materials - Periodicals	10,614	-	-	10,614	9,500	112%
Library Materials - Audio & Visual	40,570	-	-	40,570	49,850	81%
Library Material - Maintenance	9,859	-	-	9,859	10,560	93%
Technology Services	91,487	-	-	91,487	119,248	77%
Programs	32,500	-	-	32,500	42,886	76%
Marketing & Promotion	28,040	-	-	28,040	28,398	99%
Facilities & Operations	178,652	-	-	178,652	184,360	97%
Utilities	73,653	-	-	73,653	79,660	92%
Professional Services	58,554	-	-	58,554	80,636	73%
Board Expenses	4,851	-	-	4,851	7,600	64%
Actual Expenditures	2,428,594	102,119	73	2,530,787	3,009,309	84%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	85%	68%	n/a	84%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	304,072	-	-	304,072	350,000	87%
Actual Expenditures	304,072	-	-	304,072	350,000	n/a
Budgeted Expenditures	-	-	350,000	350,000		
% Diff	n/a	n/a	n/a	n/a		
General	119,765	47,389	1,541	168,695	(350,000)	
TOTAL SURPLUS / (DEFICIT)						
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	1,692,672	77,951	127,115	1,897,738	1,379,043	
Fund Balance as % of Total Expenditures	62%	76%	n/a	67%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Detail

May 31, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	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	5,190.27	3,750.00	81,213.85	2,498.09	0.00	83,711.94	45,000.00	38,711.94	186.03%
33040 · INTEREST-IL FUND BLDG CONST	139.38	83.33	0.00	0.00	1,614.24	1,614.24	1,000.00	614.24	161.42%
35100 · FINES	10.00	0.00	61.47	0.00	0.00	61.47	0.00	61.47	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	766.46	375.00	9,606.66	0.00	0.00	9,606.66	4,500.00	5,106.66	213.48%
35510 · LOST AND PAID MATERIALS	626.70	100.00	2,157.39	0.00	0.00	2,157.39	1,200.00	957.39	179.78%
35710 · NON RESIDENT FEES	1,858.21	166.67	2,736.18	0.00	0.00	2,736.18	2,000.00	736.18	136.81%
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	42,958.08	0.00	0.00	42,958.08	42,958.00	0.08	100.0%
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	8.00	25.00	214.78	0.00	0.00	214.78	300.00	-85.22	71.59%
39015 · PROGRAM ROOM RENTAL	0.00	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%
	8,599.02	250,775.75	2,852,431.31	149,508.17	1,614.24	3,003,553.72	3,009,309.00	-5,755.28	99.81%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	108,133.44	121,715.17	1,211,488.68	0.00	0.00	1,211,488.68	1,460,582.00	-249,093.32	82.95%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,082.39	22,395.33	213,099.60	0.00	0.00	213,099.60	268,744.00	-55,644.40	79.3%
41120 · FICA EXPENSE	8,749.34	9,083.33	90,884.01	0.00	0.00	90,884.01	109,000.00	-18,115.99	83.38%
41130 · UNEMPLOYMENT COMPENSATION	766.18	166.67	1,220.39	0.00	0.00	1,220.39	2,000.00	-779.61	61.02%
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	137,711.35	153,552.17	1,518,751.68	0.00	0.00	1,518,751.68	1,842,626.00	-323,874.32	82.42%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	2,317.50	1,181.67	13,566.35	0.00	0.00	13,566.35	14,180.00	-613.65	95.67%
41320 · TRAVEL	0.00	316.33	1,181.34	0.00	0.00	1,181.34	3,796.00	-2,614.66	31.12%
41330 · ASSOCIATION DUES	1,795.00	520.42	6,188.99	0.00	0.00	6,188.99	6,245.00	-56.01	99.1%
41332 · PAYROLL PROCESSING	618.32	683.33	7,153.73	0.00	0.00	7,153.73	8,200.00	-1,046.27	87.24%
41334 · OFFICE SUPPLIES GENERAL	281.64	495.83	6,184.32	0.00	73.47	6,257.79	5,950.00	307.79	105.17%
41336 · OFFICE EQUIPMENT	1,607.23	1,695.33	17,047.28	0.00	0.00	17,047.28	20,344.00	-3,296.72	83.8%
41338 · POSTAGE	1,500.00	583.33	6,507.86	0.00	0.00	6,507.86	7,000.00	-492.14	92.97%
41342 · ADMINISTRATIVE MISC	198.25	116.67	2,313.27	0.00	0.00	2,313.27	1,400.00	913.27	165.23%
41344 · SUPPLIES-FOOD	274.82	583.33	5,176.39	0.00	0.00	5,176.39	7,000.00	-1,823.61	73.95%
41346 · MATERIALS & RESOURCE RECOVERY	98.50	133.33	1,536.60	0.00	0.00	1,536.60	1,600.00	-63.40	96.04%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	541.67	6,080.27	0.00	0.00	6,080.27	6,500.00	-419.73	93.24%
Subtotal	8,681.26	6,851.25	72,916.40	0.00	73.47	72,989.87	82,215.00	-9,225.13	88.76%

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

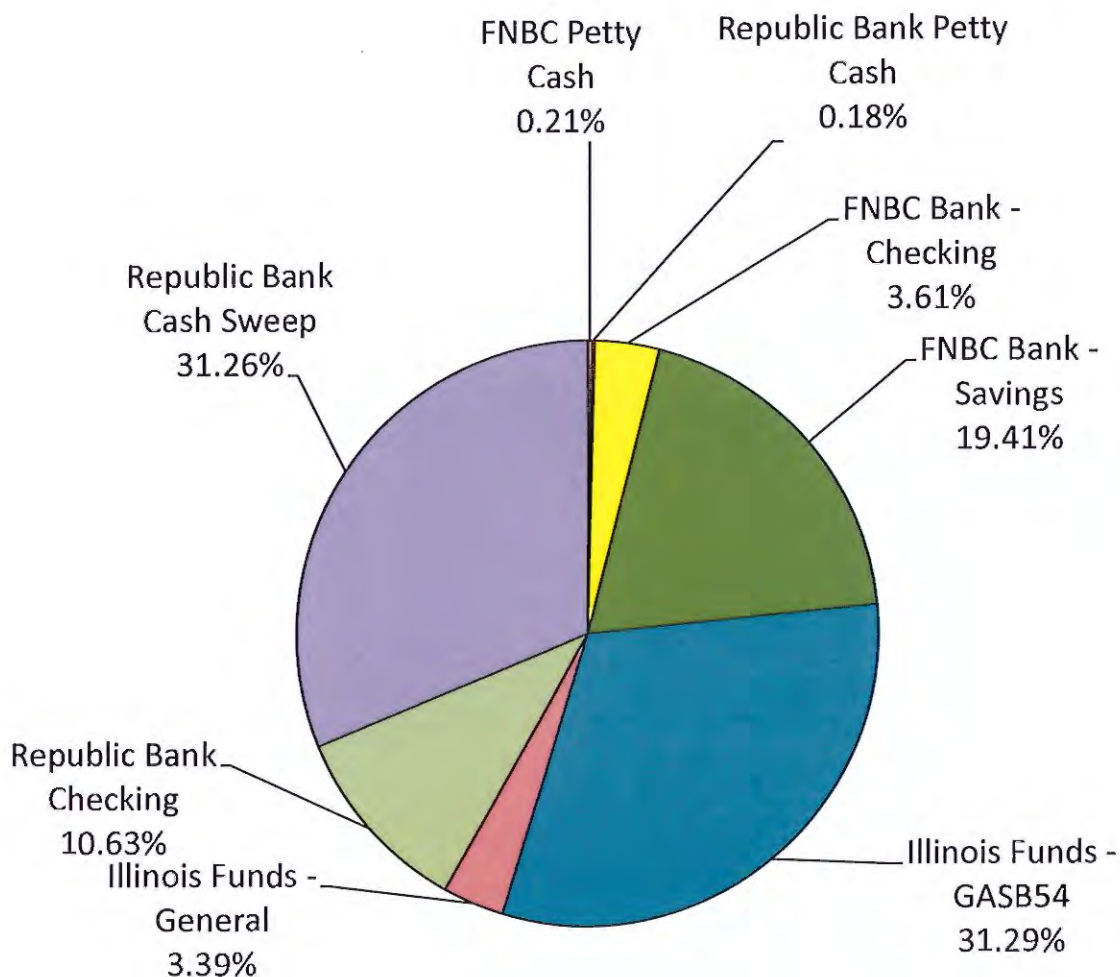
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	920.00	2,709.25	76,539.53	0.00	0.00	76,539.53	32,511.00	44,028.53	235.43%
41410 - SOFTWARE STAFF	3,729.99	3,553.75	12,183.13	0.00	0.00	12,183.13	42,645.00	-30,461.87	28.57%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	6,042.58	6,410.42	76,964.49	0.00	0.00	76,964.49	76,925.00	39.49	100.05%
41425 - WARRANTIES/EXTENDED CARE	3,250.00	1,317.83	12,233.94	0.00	0.00	12,233.94	15,814.00	-3,580.06	77.36%
Subtotal	13,942.57	13,991.25	177,921.09	0.00	0.00	177,921.09	167,895.00	10,026.09	105.97%
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	7,623.88	5,891.67	58,441.79	0.00	0.00	58,441.79	70,700.00	-12,258.21	82.66%
42122 - BOOKS-LITERACY	68.90	30.83	134.75	0.00	0.00	134.75	370.00	-235.25	36.42%
42130 - BOOKS-YOUNG ADULT	976.30	416.67	3,035.41	0.00	0.00	3,035.41	5,000.00	-1,964.59	60.71%
42140 - BOOKS-YOUTH	6,807.43	2,141.67	22,982.74	0.00	0.00	22,982.74	25,700.00	-2,717.26	89.43%
42170 - RBP/ILL BOOK REPLACEMENT	0.00	83.33	1,183.52	0.00	0.00	1,183.52	1,000.00	183.52	118.35%
Subtotal	15,476.51	12,833.25	130,224.08	0.00	0.00	130,224.08	153,999.00	-23,774.92	84.56%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	397.00	791.67	10,614.49	0.00	0.00	10,614.49	9,500.00	1,114.49	111.73%
Subtotal	397.00	791.67	10,614.49	0.00	0.00	10,614.49	9,500.00	1,114.49	111.73%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	3,471.23	2,958.33	29,256.47	0.00	0.00	29,256.47	35,500.00	-6,243.53	82.41%
42330 - AV MATERIALS-YOUNG ADULT	1,015.95	208.33	1,784.09	0.00	0.00	1,784.09	2,500.00	-715.91	71.36%
42340 - AV MATERIALS-YOUTH	2,633.04	987.50	9,529.18	0.00	0.00	9,529.18	11,850.00	-2,320.82	80.42%
Subtotal	7,120.22	4,154.17	40,569.74	0.00	0.00	40,569.74	49,850.00	-3,036.73	81.38%
7E - TECHNOLOGY SERVICES									
42400 - LIBRARY CONSORTIUM	0.00	2,778.50	33,362.00	0.00	0.00	33,362.00	33,342.00	20.00	100.06%
42405 - INTERNET SERVICES	2,017.64	2,004.00	22,138.59	0.00	0.00	22,138.59	24,048.00	-1,909.41	92.06%
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	1,498.00	3,978.33	27,338.77	0.00	0.00	27,338.77	47,740.00	-20,401.23	57.27%
Subtotal	3,515.64	9,937.33	91,487.06	0.00	0.00	91,487.06	119,248.00	-25,871.53	76.72%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	4,275.41	862.50	9,643.43	0.00	0.00	9,643.43	10,350.00	-706.57	93.17%
42510 - CATALOGING TOOL	0.00	17.50	216.03	0.00	0.00	216.03	210.00	6.03	102.87%
42515 - DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	4,275.41	880.00	9,859.46	0.00	0.00	9,859.46	10,560.00	-706.57	93.37%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	853.04	1,000.00	9,706.28	0.00	0.00	9,706.28	12,000.00	-2,293.72	80.89%
44130 - PROGRAMS-YOUNG ADULT	186.82	333.33	1,406.39	0.00	0.00	1,406.39	4,000.00	-2,593.61	35.16%
44135 - PROGRAMS-SUMMER READING	1,754.49	416.67	1,792.23	0.00	0.00	1,792.23	5,000.00	-3,207.77	35.85%
44140 - PROGRAMS-YOUTH	4,200.61	1,057.17	10,853.23	0.00	0.00	10,853.23	12,686.00	-1,832.77	85.55%
44145 - EVENTS AND OUTREACH	1,475.47	766.67	8,742.21	0.00	0.00	8,742.21	9,200.00	-457.79	95.02%
Subtotal	8,470.43	3,573.83	32,500.34	0.00	0.00	32,500.34	42,886.00	-2,290.56	75.78%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	157.00	333.33	2,390.00	0.00	0.00	2,390.00	4,000.00	-1,610.00	59.75%
44215 - WEBSITE	0.00	191.50	4,049.76	0.00	0.00	4,049.76	2,298.00	1,751.76	176.23%
44220 - PROMO MATERIALS-ADULT	0.00	200.00	2,123.75	0.00	0.00	2,123.75	2,400.00	-276.25	88.49%
44240 - PROMO MATERIALS-YOUTH	64.97	208.33	2,116.51	0.00	0.00	2,116.51	2,500.00	-383.49	84.66%
44245 - PROGRAM GUIDE	3,158.41	1,433.33	17,359.64	0.00	0.00	17,359.64	17,200.00	159.64	100.93%
44250 - SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	3,380.38	2,366.50	28,039.66	0.00	0.00	28,039.66	28,398.00	-358.34	98.74%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	7,238.00	2,058.33	33,948.00	0.00	0.00	33,948.00	24,700.00	9,248.00	137.44%
45112 - SECURITY SERVICE	0.00	1,775.00	16,836.90	0.00	0.00	16,836.90	21,300.00	-4,463.10	79.05%
45115 - JANITORIAL SUPPLIES	511.02	508.33	4,891.69	0.00	0.00	4,891.69	6,100.00	-1,208.31	80.19%
45116 - COVID 19 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45117 - SECURITY CAMERAS	0.00	483.33	4,975.00	0.00	0.00	4,975.00	5,800.00	-825.00	85.78%
45120 - SNOW REMOVAL	0.00	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	4,690.97	933.33	19,575.81	0.00	0.00	19,575.81	11,200.00	8,375.81	174.78%
45150 - HVAC R & M	1,094.00	2,083.33	33,762.78	0.00	0.00	33,762.78	25,000.00	8,762.78	135.05%
45155 - GENERAL BLDG SERVICES	261.50	155.00	2,510.44	0.00	0.00	2,510.44	1,860.00	650.44	134.97%
45160 - CONTRACT INSPECTION & MAINTENAN	5,107.97	2,000.00	26,526.14	0.00	0.00	26,526.14	24,000.00	2,526.14	110.53%
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	18,903.45	15,353.33	178,652.46	0.00	0.00	178,652.46	184,360.00	-5,707.54	96.9%
12E - UTILITIES									
45310 - UTILITIES-GAS	910.89	816.67	11,174.74	0.00	0.00	11,174.74	9,800.00	1,374.74	114.03%
45320 - UTILITIES-ELECTRIC	2,927.67	3,496.67	39,093.39	0.00	0.00	39,093.39	41,960.00	-2,866.61	93.17%
45330 - UTILITIES-TELEPHONE	1,353.15	1,600.00	15,925.23	0.00	0.00	15,925.23	19,200.00	-3,273.77	82.95%
45340 - UTILITIES-WATER	0.00	625.00	6,377.63	0.00	0.00	6,377.63	7,500.00	-1,122.37	85.04%
45350 - UTILITIES-TRASH	91.14	100.00	1,081.19	0.00	0.00	1,081.19	1,200.00	-118.81	90.1%
Subtotal	5,292.85	6,638.33	73,653.18	0.00	0.00	73,653.18	79,660.00	-6,006.82	92.46%
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	5,199.00	0.00	0.00	5,199.00	12,000.00	-6,801.00	43.33%
45515 - PROFESSIONAL SERVICES	0.00	1,701.50	1,701.50	0.00	0.00	1,701.50	15,000.00	-13,298.50	11.34%
45520 - ACCOUNTING	1,690.00	1,583.33	17,557.15	0.00	0.00	17,557.15	19,000.00	-1,442.85	92.41%
Subtotal	1,690.00	6,719.67	58,553.65	0.00	0.00	58,553.65	80,636.00	-22,082.35	72.62%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	506.38	208.33	1,416.38	0.00	0.00	1,416.38	2,500.00	-1,083.62	56.66%
45605 - PROF SERVICES-SECRETARIAL	340.00	341.67	3,060.00	0.00	0.00	3,060.00	4,100.00	-1,040.00	74.63%
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	4,851.05	0.00	0.00	4,851.05	7,600.00	-2,748.95	63.83%
15E - CAPITAL EQUIPMENT									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	29,186.67	0.00	0.00	0.00	0.00	350,000.00	-350,000.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	125,545.00	0.00	304,072.00	0.00	0.00	304,072.00	0.00	304,072.00	100.0%
Subtotal	125,545.00	29,186.67	304,072.00	0.00	0.00	304,072.00	350,000.00	-45,928.00	86.88%
16E - GRANT EXPENSES									
49600 - GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 - GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E - IMRF EXPENSES									
92500 - IMRF EXPENSE	9,246.12	12,489.67	0.00	102,118.79	0.00	102,118.79	149,876.00	-47,757.21	68.14%
Subtotal	9,246.12	12,489.67	0.00	102,118.79	0.00	102,118.79	149,876.00	-47,757.21	68.14%
70E - SPECIAL RESERVE EXPENDITURES									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E - TRANSFERS OUT									
90000 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	363,998.20	279,942.42	2,732,666.34	102,118.79	73.47	2,834,858.60	3,359,309.00	-524,450.40	84.39%
	-355,399.18	-29,166.67	119,764.97	47,389.38	1,540.77	168,695.12	-350,000.00	518,695.12	-48.20%

**West Chicago Public Library District
Investments
May 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	4,234
FNBC Bank - Checking	#6031	A/P	0.09%	85,004
FNBC Bank - Savings	#0317	MM	2.59%	456,396
Illinois Funds - GASB54	#6950	MM	Various	735,865
Illinois Funds - General	#5519 / 1507	MM	Various	79,774
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	735,063
Total				\$ 2,351,497



West Chicago Public Library District

Financial Analysis

For the 11 Month(s) Ended May 31, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

92% of Budget Year

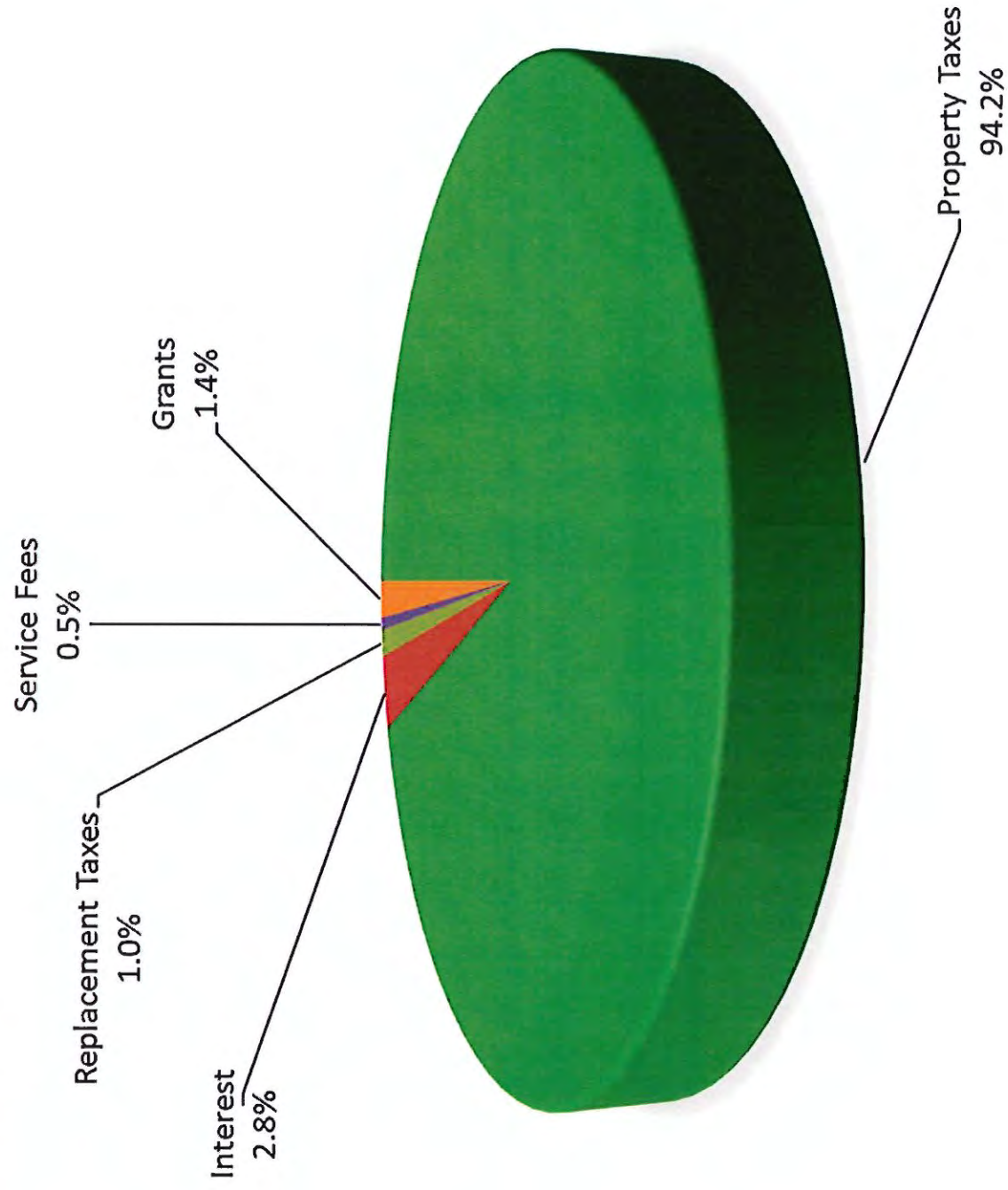
- 100% of Total Budget
- Property Taxes
 - Collected \$2,830,194 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$30,212 or 46%
- Interest
 - Collected \$85,326 or 185% of Budget
- Service Fees
 - Collected \$14,562 or 189% of Budget

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%	2,648,007	7%
Interest	85,326	46,000	185%	90,504	-6%
Replacement Taxes	30,212	65,000	46%	47,953	-37%
Service Fees	14,562	7,700	189%	12,491	17%
Other Revenue (Program Rental)	30	-	n/a	20	50%
Grants	42,958	42,958	100%	-	n/a
Miscellaneous	271	2,100	13%	11,929	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,003,554	3,009,309	100%	2,810,905	7%
Budgeted Revenues	3,009,309				
% Diff	100%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

92% of Budget Year

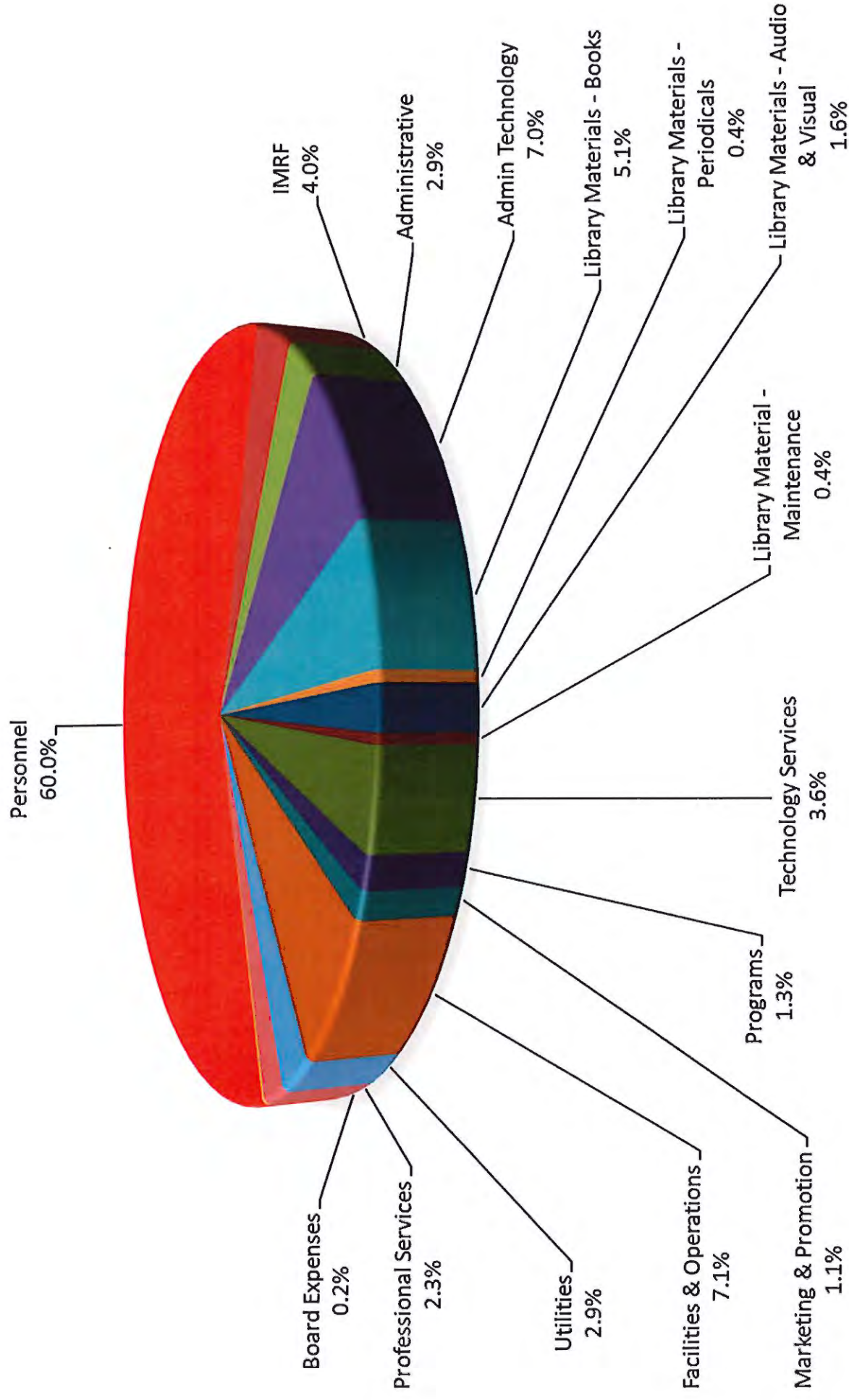
- 84% of Total Budget
- Personnel
 - 82% of Budget
- Admin. Technology
 - 106% of Budget
- Library Materials
 - 82% of Budget
- Professional Services
 - 73% of Budget
- Facilities & Operations
 - 97% of Budget
- Utilities
 - 92% of Budget

Expenditures

Account Description		Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES						
Personnel		1,518,752	1,842,626	82%	1,435,866	6%
IMRF		102,119	149,876	68%	105,679	-3%
Administrative		72,990	82,215	89%	55,559	31%
Admin Technology		177,921	167,895	106%	114,915	55%
Library Materials - Books		130,224	153,999	85%	132,971	-2%
Library Materials - Periodicals		10,614	9,500	112%	9,759	9%
Library Materials - Audio & Visual		40,570	49,850	81%	37,817	7%
Library Material - Maintenance		91,487	119,248	77%	113,068	-19%
Technology Services		9,859	10,560	93%	9,905	0%
Programs		32,500	42,886	76%	30,966	5%
Marketing & Promotion		28,040	28,398	99%	45,685	-39%
Facilities & Operations		178,652	184,360	97%	243,046	-26%
Utilities		73,653	79,660	92%	69,672	6%
Professional Services		58,554	80,636	73%	46,100	27%
Board Expenses		4,851	7,600	64%	4,205	15%
Actual Expenditures		2,530,787	3,009,309	84%	2,455,211	3%
Budgeted Expenditures		3,009,309				
% Diff		84%				
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building		304,072	350,000	87%	-	n/a
Grant Expenses		-	-	n/a	-	n/a
Actual Expenditures		304,072	350,000	87%	-	n/a
Budgeted Expenditures		350,000				
% Diff		87%				

Expenditures

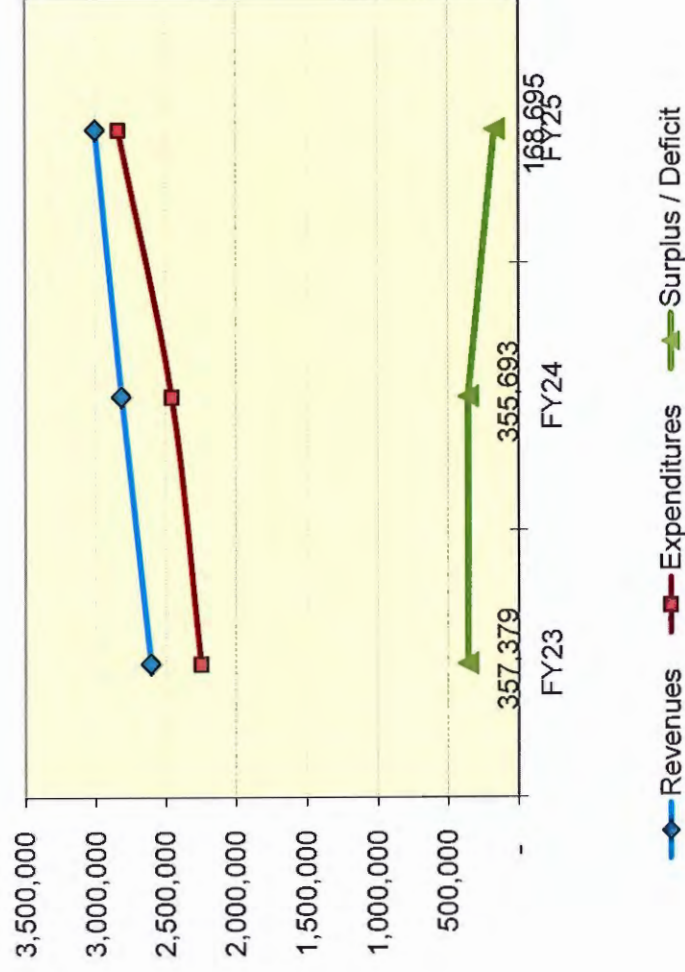
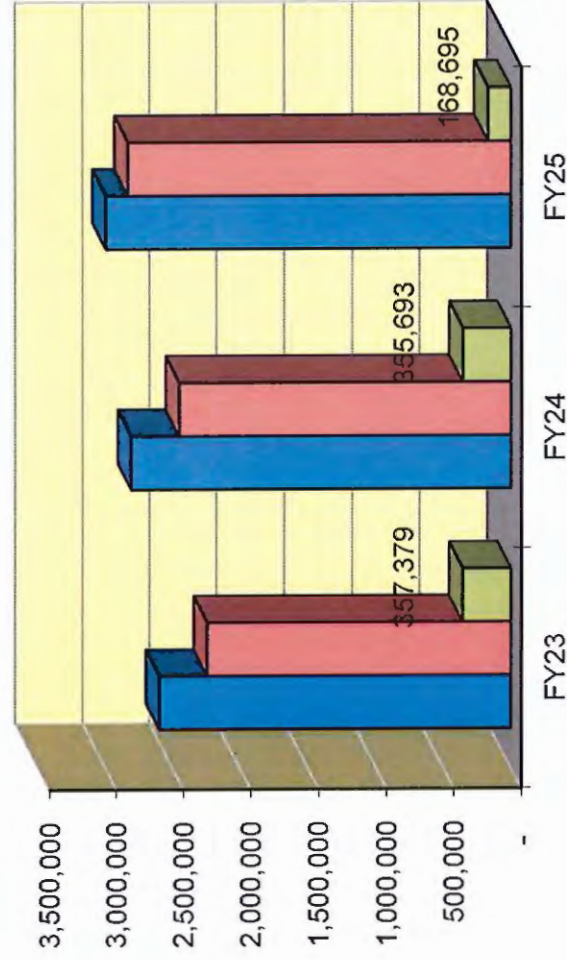
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

For the 11 Month(s) Ended May 31, 2025

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	119,765	47,389	1,541	168,695
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	1,692,672	77,951	127,115	1,897,738
Fund Balance as % of Total Expenditures	62%	76%	n/a	67%

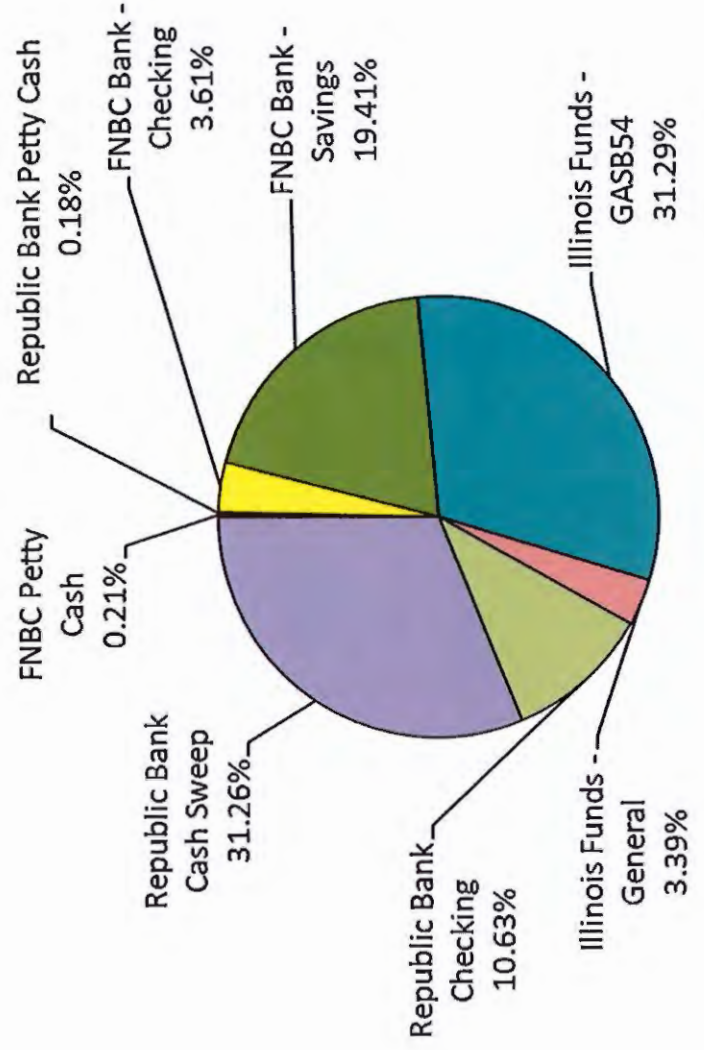


■ Revenues ■ Expenditures ■ Surplus / Deficit

◆ 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
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	4,234
FNBC Bank - Checking	#6031	A/P	0.09%	85,004
FNBC Bank - Savings	#0317	MM	2.59%	456,396
Illinois Funds - GASB54	#6950	MM	Various	735,865
Illinois Funds - General	#5519 / 1507	MM	Various	79,774
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	735,063
Total				\$ 2,351,497



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

OPIOID MEDICATION AND TRAINED LIBRARY STAFF

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: June 3, 2025

This memorandum advises you of proposed legislation (Illinois House Bill 1910) requiring Public Libraries (at least “Local Libraries”) to:

- a. Maintain on site opioid medication (opioid antagonists);
- b. Have at least one person present during operating hours who has completed training in how to recognize and respond to opioid overdose, including the administration of an opioid antagonist.

Relevant excerpts from the synopsis of this House Bill are:

“Provides that all libraries open to the general public in the State shall maintain a supply of opioid antagonists in an accessible location. Provides that any authorized personnel may administer an opioid antagonist to any person whom the authorized personnel believes, in good faith, to be having an opioid overdose (i) on library grounds; (ii) in the immediate vicinity of the library; or (iii) at a library-sponsored event. Requires libraries to ensure that during all operating hours, there is at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist. Requires the Director of the Department of Public Health to identify organizations qualified to offer the training. Provides that the health department of any county where a library is located may provide, either directly or through providing necessary funds, a supply of opioid antagonists to the library.”

A copy of the House Bill 1910 is attached.

According to the Legislature's website, as of May 21, 2025, House Bill 1910 "Passed Both Houses." The bill awaits Governor Pritzker's signature.

While House Bill 1910 amends the Local Library Act (adds a new section, i.e., 75 ILCS 5/1-8), the bill refers to "all libraries open to the general public."

Did the Legislature intend to include Library Districts?

We will monitor developments and provide follow up information. Please stay tuned.

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

https://psnrb.com/sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Opiod Medication and trained library staff - 2025 doc

1 AN ACT concerning local government.

2 Be it enacted by the People of the State of Illinois,
3 represented in the General Assembly:

4 Section 5. The Illinois Local Library Act is amended by
5 adding Section 1-8 as follows:

6 (75 ILCS 5/1-8 new)

7 Sec. 1-8. Opioid antagonists.

8 (a) As used in this Section:

9 "Authorized personnel" means an employee or volunteer of
10 the library who has completed training under subsection (d).

11 "Department" means the Department of Human Services.

12 "Library" means a public library established under or
13 otherwise subject to the requirements of this Act.

14 "Opioid antagonist" means a drug approved by the federal
15 Food and Drug Administration or recommended for use by the
16 World Health Organization that, when administered, negates or
17 neutralizes in whole or in part the pharmacological effects of
18 an opioid in the body. "Opioid antagonist" shall be limited to
19 medications approved by the Department for such purpose.

20 (b) All libraries open to the general public in this State
21 shall maintain a supply of opioid antagonists in an accessible
22 location.

23 (c) Any authorized personnel may administer an opioid

1 antagonist to any person whom the authorized personnel
2 believes, in good faith, to be having an opioid overdose (i) on
3 library grounds, (ii) in the immediate vicinity of the
4 library, or (iii) at a library-sponsored event. Authorized
5 personnel may carry an opioid antagonist while in the library
6 or at a library-sponsored activity.

7 (d) During operating hours, a library shall take
8 reasonable steps necessary to have at least one person present
9 in the library who has completed training in how to recognize
10 and respond to an opioid overdose, including the
11 administration of an opioid antagonist. Training may be
12 conducted by an organization recognized for providing such
13 training or may be created by the library using free resources
14 available on the website of the Department or the website of
15 the Department of Public Health.

16 (e) A library and its authorized personnel are immune from
17 liability for the administration of an opioid antagonist under
18 this Section, except for wilful or wanton misconduct.

19 (f) The Director of Public Health may identify
20 organizations qualified to offer the training required by
21 subsection (d) and may make a list of such organizations
22 available on the Department's website.

23 (g) A public library may receive an opioid antagonist from
24 any lawful source.

Library Director Report

June 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 91.7%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$735,865.33 (+ \$2,749.12)
 - New Building & Construction Fund: \$37,314.66 (+ \$139.38)
 - General (Corporate) Fund: \$42,459.55 (\$158.60)
- ❖ The library anticipates receipt of the second PPRT check by the end of June, 2025 covering the time period of January to June.

PERSONNEL

- ❖ The Library Director:
 - Attended the WeGo Together for Kids 20th Anniversary celebration at Reed Keppler Park on 6/1
 - Accepted, on behalf of the library, a Certificate of Participation from the West Chicago Environmental Commission on 6/4 for the library's participation in the holiday light collection program (recycling)
 - Attended the SWAN Directors and Administrators Quarterly Meeting on 6/5 at the Oak Brook Public Library
 - Hosted the Managers Advisory Meeting on 6/9
 - Attended three interviews (total) for the Teen Librarian position on 6/10 & 17
 - Responded to two FOIA requests; one on 6/10 and the other on 6/13
 - Attended the Waves of DuPage Art Celebration at gallery 200 on 6/13, which celebrated the installation of a vibrant new mural by Naperville artist Rich Lo, featuring a stylized ukiyo-e depiction of West Chicago Community High School, which will mark its 100-year anniversary in 2026
 - Attended the Cruisin' thru the Afternoon library event on 6/14
 - Attended the Rotary meeting on 6/16
- ❖ Employee Highlights
 - Kelsey K., Adult Services Assistant, celebrated her 3-year anniversary on 6/6
 - Ed H., Senior Circulation Clerk, celebrated his 15-year anniversary on 6/18
 - Jackeline S., Circulation Clerk, will celebrate her 1-year anniversary on 6/24

We have interviewed three candidates for the Teen Librarian position and one candidate for Circulation Clerk since the last meeting. The posting for the Adult Services Librarian is live and we are currently receiving and reviewing résumés.

Monthly Facilities Report – June 2025

Grant & Power completed the removal of four large trees and stump grinding along the library's property. They also repaired the retaining wall, which had been deteriorating. Follow-up maintenance included routine exterior cleanup and daily watering of the newly installed plantings.

Mechanical systems required significant attention. Boiler #1 entered lockout alarm status; Midwest Mechanical responded and successfully performed over 25 test cycles. The issue appears to be related to fluctuating draft conditions during windy periods, as there are no barometric dampers in the flue piping. Further investigation is needed. There have been no alarms since the technician left on 6/16 at 10:50am. Boiler #2 remains offline pending a repair quote for a failed transformer and flame sensor. Indoor heating issues were managed by adjusting system settings, and we continue to monitor building temperatures closely. Additionally, the air handling unit was found to have bearing issues in the motor. A quote for the motor replacement has been received and is under review. Indoor temperature inconsistencies were managed by adjusting system settings, and we continue to monitor conditions closely.

We finalized a three-year janitorial contract with Buck Services, which includes janitorial service, carpet cleaning, and floor stripping and waxing as part of an all-inclusive package. Carpet cleaning was completed on May 25 by Buck Services, and exterior window cleaning was completed on May 30 by Imperial Services. The library also passed its annual fire inspection with ADS and the results were posted to Inspection Reports Online (IROL).

Monthly preventative services remained on schedule. Orkin performed routine pest control maintenance with no issues reported. Cintas checked supply levels and expiration dates for first aid supplies and restocked our first aid kit as needed. American National Sprinkler inspected our sprinkler system—no issues were found. Midwest Mechanical conducted their air handler maintenance and replaced the filters and belts and greased the bearings.

Department Reports

May 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – May
 - Total opens: 29,375
 - § April '25 -6.1%
 - § March '25 +3.1%
 - § May '24 +21.4%
 - Biweekly Program Newsletters x 8
 - § Total opens: 15,043
 - April '25 +1.1%
 - March '25 -11%
 - May '24 -0.1%
 - Special Program Highlight Emails x 8
 - April '25 +1 in May '25
 - March '25 +2 in May '25
 - May '24 +3 in May '25
 - § Total opens: 14,332
 - April '25 +11.4%
 - March '25 +19.2%
 - May '24 +44%
 - § Events promoted by an SPH Email include:
 - Parking lot asphalt work & door closure
 - Our Wild Neighbors
 - High School Study Lounge
 - Container Gardening
 - Summer Library Challenge
 - Cruisin' Thru the Afternoon
 - History of Motown Program
 - How to be a Dragon Trainer
 - Emails drafted:
 - § Some Special Program Highlights for the Summer quarter were sent
 - § Regular program newsletters were drafted and scheduled for the Summer quarter, June through August.
- Social Media Campaigns
 - Social Posts x 22
 - § April '25 +4.6%
 - § March '25 +13.7%

- § May '24 -12%
- Total Impressions: 4,977
 - § April '25 +7.1%
 - § March '25 +27.7%
 - § May '24 -28%
- Total Reach: 4,183
 - § April '25 +1.4%
 - § March '25 +24.5%
 - § May '24 -36%
- Physical Materials & Other Work
 - More TV Slides were developed and posted
 - Served as liaison to and contact person for automobile clubs we tried to get to our Cruisin' Thru the Afternoon program.
 - Additional posters designed, printed, and posted in-house, including the first batch of posters for the Summer quarter.

ADULT SERVICES

Engagement:

Programs: A total of 9 programs were offered in May with a total attendance of 66. Some programs included New Genealogy Sources and Ideas, Mother's Day Pillow Sublimation Craft, HWC Qigong, and a Container Gardening presentation by the Illinois Extension Program.

Take and Make Kits: A total of 35 take and make butterfly bookmarks and 30 Mother's Day cards were taken by patrons in May.

Seed Library: a total of 153 seed packets were taken from the seed library in May.

Outreach and Program Promotion:

Adult Services staff delivered materials to 31 patrons in assisted living facilities.

Adult Services staff created 5 book displays to promote programs and the collection.

ADULT SERVICES: TEEN

Programming: A total of 9 teens attended 3 programs in May.

Some programs held were Snack Testers, Video game club and Tabletop n Treats

In the Teen area, there were 15 Take 'n' Makes brought home in May.

CIRCULATION SERVICES

Circulation Statistics May 2025:

- 12,511 Total Items checked out, 4.58% decrease from May 2024.
- 3,027 Electronic materials checked out, 15.07% decrease from May 2024.
- The total value of the materials checked out by our patrons was \$103,706.04 during May 2025.
- During May 2025, we had 135 patrons using self-check and a total of 478 items checked out.

Patron Statistics May 2025:

- 4,014 Visitors to the library (During May 9th and May 31st). Our main entrance was closed between May 1st and May 8th.
- 72 New patrons added, 16.28% decrease from May 2024.
- 8,738 Card holders, 16.31% decrease from May 2024.
- 30.21% of the district population have library cards, a 5.89% decrease from May 2024.

Other activities:

- Through our partnership with Gallery 200, you can find our program guide and the Youth Services calendar of activities conveniently located there.
- Luke and Gabriel also visited local businesses to distribute flyers for the Summer Reading Kick-off Party.

TECHNICAL SERVICES

Acquisitions:

- 2467 Items invoiced/received.
- 2206 Items ordered.
- 254 Items received not processed.

- 171 Items on-order.
- 4 Items cancelled.
- 3 Items returned.
- 0 Donations.
- 0 Replacements.

Cataloged:

- 3651 Items added to the collection.

Withdrawals:

- 322 Items withdrawn from the collection.

Material Maintenance:

- 46 Items repaired in house.

Other Activities:

- 269 Items moved from the new shelf to the regular collection.
- 253 Postage processed.
- 143 Invoices processed.
- 139 Invoices archived.
- 50 Records created.
- 50 Title transfers.
- 11 E/J Kit Records Updated.
- 7 West Chicago Suburban Life scanned and converted to searchable PDF.
- 6 Missing items reclaimed.

YOUTH SERVICES

Programs

- The Youth Services Department offered two storytime programs in May, bringing thirty-six patrons to the library. Other in-person programs included a sublimation printer program for Mothers' Day, a wrist strap crafting program, a Totoro craft program and Sensational Saturday where children can play with various sensory toys and implements. These programs brought an additional twenty-seven patrons to the library.

Program Highlight

- This year's Bloomingfest was one of the most successful engagements with the community in 2025. The department created bags with colorful flowerpots and program promotions which they handed out to four hundred and twenty-two children in the community. Visitors to the library table also engaged in a Spring related game where winners were treated to bendable plant characters.

Passive Activities

- A special May Day take home bag was designed for forty-eight children to enjoy. Another forty-eight patrons enjoyed take-home bags with instructions and supplies to create their own stress balloons. Other passive programming included an Asian American and Pacific Islander based series run the week of May 11th. Countries represented in this program included Vietnam, India, Japan, Samoa, and Kazakhstan. Other in-house crafts and activities were created for Mothers' Day, Star Wars, math activities, butterflies, and rainbows. A further one hundred and sixty-four members of the community enjoyed these activities.

Outreach

- In addition to the success of this year's Bloomingfest outreach, May was a highly productive month for outreach with staff visiting various schools to promote summer programming, the Summer Reading Challenge, and other aspects of library service. Staff attended the We Go Together for Kids program at the Morton Arboretum and engaged with one hundred and twenty-two community members. They attended the Innovative Arts Connection Dance Recital and handed out eighty goody bags to the children. In addition, members of the staff visited several schools to present literature on the Summer Reading Challenge and summer programming. During these visits, we engaged with three hundred and sixteen students and parents.
- Weekly Storytimes were presented to the Birth-to-Three program throughout May. Fifty-seven patrons enjoyed stories, songs and movement activities during this community partnership. Further, stories are presented by a librarian to various District 33 classrooms for special needs students. This program saw one hundred and one patrons.

Professional Development/Community Collaboration

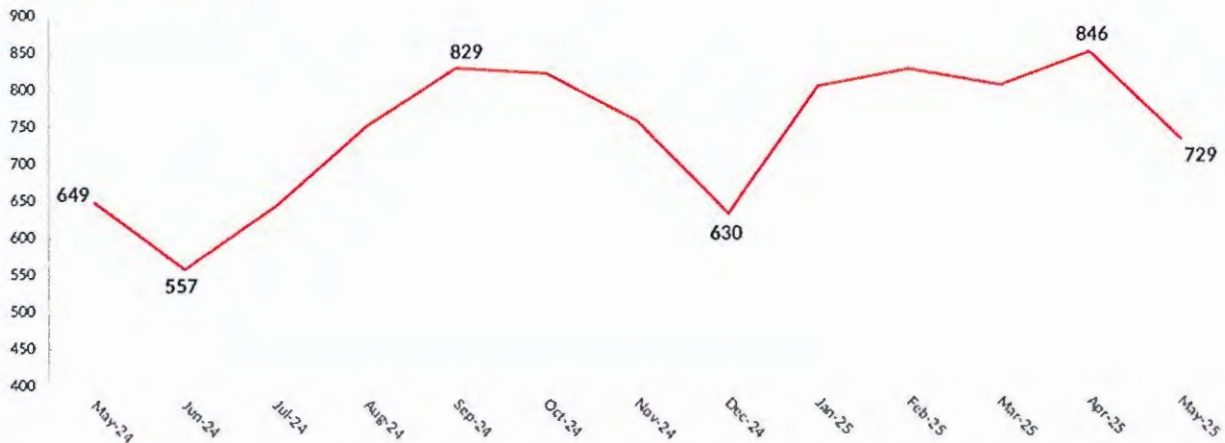
- Department staff attended various organizational meetings and collection development webinars offered by library review and publishing entities.

IT Report – May

Wireless Overview

May had **729 unique clients** with 1.13Tb of data used.

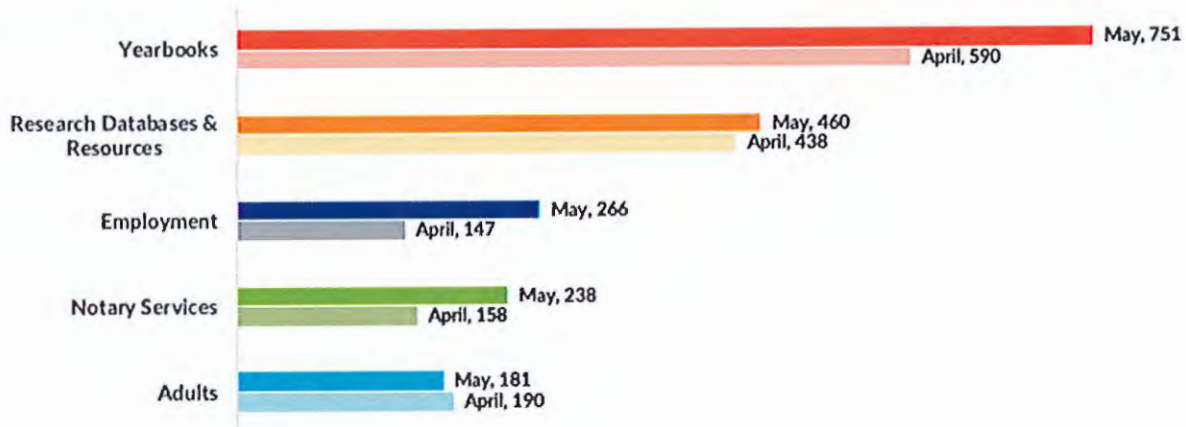
WiFi Usage May 2025



Website

In May we had **11,239 website visits**.

Top 5 Pages in May



Computer Usage

We had 415 users in May. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (April)	Average Time Per Session (April)	Total Logins (May)	Average Time Per Session (May)
Adult	440	54 Minutes	385	44 Minutes
Youth	36	34 Minutes	25	38 Minutes
Newspaper	0	0 Minutes	5	1 Hour 5 Minutes

- We updated to a new version of our mobile printing service, ePrintIT. This version uses newer technology making it more stable, secure, and able to handle a wider variety of file types.
- Hardware tokens were set up and passed out to the remaining management team members and to the Trustees. These tokens add another level of security to our network. With authentication enabled only the person with possession of the token has access to the sensitive files on our network.
- The firmware for the sublimation printer was updated to its newest version. With that came a series of updates to all mobile training lab computers to bring the print drivers up to date. This allows our adult services and youth services librarians to take advantage of all the features of our sublimation printer when running the library's popular maker programs.
- With the recent staff changes and trustee changes a variety of projects needed to be completed. All outgoing trustees and staff members needed to have their accounts securely locked. Their OneDrive's were archived. In the case of certain staff, online projects in Canva and Library Market were transferred to their manager's accounts. Individual computers and network security clearance were reconfigured for staff who assumed higher level positions.
- To better present the technology offerings the West Chicago Library has for patrons, the Library Technology page (<https://wcpld.info/library-tech/>) was reconfigured to highlight more of what we have.
- The library transitioned its mobile phones from Verizon to T-Mobile for cost savings.

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

5
6 **Article I. Name**

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

10
11 **Article II. Purpose**

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

16
17 **Article III. Trustees**
18

19 **Section 1**

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

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

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

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

37 **Section 2**

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

42 In the case of the resignation of a majority of Trustees, it may be necessary to vary the term
43 length of some Trustees standing for election. With the permission of the Board of Elections, in
44 order to reestablish Trustee election rotation, three or four Trustees may run for two-year
45 terms.
46

47 **Section 3**

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

- 51
- 52 • Levy, budget, and invest funds for the maintenance of the library and library services
 - 53 • Acquire, maintain, and improve library property
 - 54 • Appoint, set the compensation for and the responsibilities of the Library Director
 - 55 • Set library policies
 - 56 • Participate in associations for the benefit of the library district
 - 57 • Exercise other powers granted to it by law when necessary

58 **Section 4**

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

63

64 **Section 5**

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

67

68 **Section 6**

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

70

71

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

73

74 **Section 1**

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

80

81 Oath of Office:

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

86

87 **Section 2**

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

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

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

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

103
104 The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain
105 permanent minutes of the Board's proceedings including the date, time and place of the
106 meetings, the names of those in attendance, the ordinances enacted, the resolutions and
107 regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of
108 each member upon every question, or if absent or failing to vote, indicating the fact). [The
109 Secretary is also responsible for keeping an accurate record of all closed session meetings,
110 including the Date, Time, and Subject Matter. The record is to be updated after each closed
111 session meeting. The record is to be kept in the locked Board file.](#)

112
113 The Secretary may administer the oath of office.

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

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

127
128 The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure.
129 The presiding officer shall decide all questions of order.

130
131 The Ethics Officer shall advise the presiding officer on questions of ethical matters and
132 corresponding procedure.

133
134 Elections of officers shall be held annually. Before holding an election of officers the President
135 may call for nominations from the floor or use a nominating committee. Once a slate of

136 candidates has been nominated, an election will be held. An election takes effect immediately if
137 the candidate is present and does not decline.

138
139 If a Board member who holds an office resigns that office or is removed from the Board, the
140 President shall hold an election to fill the office for the remainder of the term of the vacant
141 office.

142 143 144 **Article V. Meetings**

145 146 **Section 1**

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

149 150 **Section 2**

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

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

160
161 A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a
162 quorum shall determine the passage of any motion, resolution or ordinance, unless a larger
163 majority is required by law.

164 165 **Section 3**

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

168 169 **Section 4**

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

174 175 176 **Article VI. Parliamentary Authority**

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

182 **Article VII. Order of Business**

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

- 184 a. Call to Order
185 b. Roll Call
186 c. Approval of the Minutes
187 d. Recognition of the Public
188 e. Public Comments
189 f. Agenda – Additions/Deletions
190 g. Treasurer’s Report
191 a. Approval of Bills
192 b. Financial Statements
193 h. Communications
194 i. Reports
195 j. Unfinished Business
196 k. New Business
197 l. (Optional) Closed Session and Reconvening in Open Session
198 m. Adjournment
199
200

201 **Article VIII. Roll Call Voting**

202
203 All motions of the Board which concern cash expenditures shall be voted by roll call vote.
204 Privilege of calling for a roll call vote may be exercised by any Trustee.
205
206

207 **Article IX. Committees and Appointed Representatives**

208 **Section 1**

209 Committees are appointed by the President. Committees have advisory powers unless granted
210 specific power by Board action. There are two (2) standing committees of three (3) members
211 each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-
212 President).
213

214 The President shall appoint special committees as needed.
215

216 **Section 2**

217 The Finance Committee shall establish and review the financial practices of the Library. The
218 Committee shall review and revise the operating budget, the Budget and Appropriation
219 Ordinance, and the Levy Ordinance.
220

221 The Policy Committee shall establish a schedule for reviewing the bylaws and all policies. It shall
222 be responsible for the review and revision of bylaws and policies subject to final approval by
223 the Board.
224

225 **Article X. Library Director**

226 The Board shall appoint and fix the compensation for a qualified Librarian to act as
227 administrator of the district’s daily operations. The Board is responsible for conducting an

228 annual performance review and appraisal. When appropriate, the Board is responsible for the
229 termination of the employment of an Library Director.

230
231 **Article XI. Policies**

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

234
235 **Article XII. Indemnification**

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

238
239 **Article XIII. Severability**

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

242
243 **Article XIV. Amendments**

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

249
250
251
252 Approved by Board of Library Trustees: 11/22/2010; 4/28/2014; 6/26/2017; 7/26/2021;
253 9/23/2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 25-01

An Ordinance Establishing the Meeting Date and Time for the Regular Meeting of The Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois.

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL, on the 23rd day of June 2025, at 7:00 PM, the following ordinance was enacted in accordance with 5 ILCS 120/2.03) – Schedule of Meetings.

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

The following ordinance was moved by Trustee _____ seconded by

Trustee _____.

The Board Resolves:

1. To approve the 4th Monday of every month at 7:00 PM as the regular meeting date and time of the Library Board of Trustees.

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

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

Ordinance Declared Adopted:

Corrine Jakacki-Dattomo, President

Patricia Weninger, Secretary

Date: _____

* Posted 23rd of June 2025

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 25-01

Be it ordained that the regular meeting of The West Chicago Public Library District Board of Library Trustees shall be held at 7:00 PM at The West Chicago Public Library, 118 West Washington Street, West Chicago, Illinois on the following dates in the year 2026: (5ILCS 120/2.03).

Schedule of meetings:

Monday, January 26	Monday, July 27
Monday, February 23	Monday, August 24
Monday, March 23	Monday, September 28
Monday, April 27	Monday, October 26
Tuesday, May 26	Monday, November 23
Monday, June 22	Monday, December 28 CANCELLED

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting of the Board of Library Trustees, 23rd of June 2025.

Board of Library Trustees,
West Chicago Public Library District

Corinne Jakacki-Dattomo, President

ATTEST:

Patricia Weninger, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 25-01

Non-Resident Library Card Participation for Illinois

Public Law 92-0166

July 1, 2025 – June 30, 2026

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 23rd day of June 2025 the following Resolution was enacted.

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Non-Resident Library Card Participation Form of Illinois Public Law 92-0166. July 1, 2025 - June 30, 2026.

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

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees on the 23rd day of June 2025:

Patricia Weninger, Secretary

** This resolution is effective upon adoption.*

** Posted June 23, 2025*

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

Non-Resident Library Card Participation Form for
Illinois Public Law 92-0166
July 1, 2025 – June 30, 2026

Name of Library: West Chicago Public Library District

☒ will participate in the non-resident card program
☐ will NOT participate in the non-resident card program
for the year beginning July 1, 2025 – June 30, 2026.

The fee formula for the non-resident taxpayer's card will be (check one):

☐ General Mathematical Formula in the amount of \$_____

☒ Tax Bill Method

☐ Average non-resident fee in the system area

The amount \$_____

Application to the State Library for use of System Area Average was made?

Yes _____ No _____

Application approved? Yes _____ No _____

The fee formula for the non-resident renter's card will be (check one):

☐ General Mathematical Formula

☒ A minimum of 15% of the monthly rent. Percentage used? 15%

☐ Other formula (please explain)

Date action taken by the Library Board: 23rd day of June 2025

Action taken: ☒ Resolution ☐ Motion ☐ Ordinance

Library Director Signature

Date

* This resolution is effective upon adoption.

* Posted June 23, 2025

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 25-02 Library Closing Schedule 2026

JANUARY	1	THURSDAY	NEW YEAR'S DAY
MARCH	6	FRIDAY	STAFF IN-SERVICE
APRIL	5	SUNDAY	EASTER
MAY	25	MONDAY	MEMORIAL DAY (Library is closed Sundays (May 24) through Labor Day weekend (September 6))
JULY	3	FRIDAY	LIBRARY CLOSES AT 5:00 pm
JULY	4	SATURDAY	INDEPENDENCE DAY
AUGUST	7	FRIDAY	STAFF IN-SERVICE
SEPTEMBER	7	MONDAY	LABOR DAY
NOVEMBER	6	FRIDAY	STAFF IN-SERVICE
NOVEMBER	25	WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSES AT 5:00 pm
NOVEMBER	26	THURSDAY	THANKSGIVING DAY
DECEMBER	24	THURSDAY	CHRISTMAS EVE
DECEMBER	25	FRIDAY	CHRISTMAS DAY
DECEMBER	31	THURSDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 23rd day of June 2025 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 25-02

ESTABLISHING THE LIBRARY CLOSING SCHEDULE FOR 2026

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2026.

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

Cavataio _____ Finch _____ Grotto _____ Jakacki-Dattomo _____

Navadomskis _____ Weninger _____ Wonderly _____

Resolution Declared Adopted: _____

Patricia Weninger, Secretary

Corrine Jakacki-Dattomo, President

** This resolution is effective upon adoption.*