



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING

LIBRARY PROGRAM ROOM

MONDAY, JULY 28, 2025

7:00 PM

AGENDA

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

A. Call to Order

Corrine Jakacki-Dattomo, President

B. Roll Call

Patricia Weninger, Secretary

C. Approval of the Minutes

1. Board Meeting – June 23, 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 Final June & July 2025
2. Financial Statements for June 2025

H. Communications

1. Per Capita Grant Award Letter
(Office of the Secretary of State)
2. B & A Ordinance Reminder
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)

ATTACHMENT

ATTACHMENT

I. Reports

1. President
2. Library Director
3. Department Managers

Corrine Jakacki-Dattomo

ATTACHMENT

ATTACHMENT

J. Unfinished Business

None

K. New Business

1. Adopt Tentative Ordinance 25-02 Budget & Appropriations of the West Chicago Public Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026
2. Library Tour

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, JUNE 23, 2025
7:02 P.M.

A. CALL TO ORDER: President Jakacki called the meeting to order at 7:02 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Scott Grotto, Vice President; Patricia Weninger, Secretary; Michael Wonderly and Laura Finch (via Zoom), Members.

Absent: Aimee Cavataio and Maureen Navadomskis.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Jason Rock, IT Specialist; Michael Novy, Technical Services; Jenn Gunn, Adult and Teen Services Manager.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 27, 2025: Mr. Grotto moved to approve the Minutes of the Regular Board Meeting of May 27, 2025 as amended; seconded by Ms. Weninger.

- Page 4, Item I-2, last paragraph, the last sentence should read, "...because the tour was postponed several times..."

- Page 6, Item K-1, the last sentence should read, "Red highlights in the document indicate the numbers have changed."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Mark Ritzman, Library Attorney.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: No oral report was provided from the Department Managers.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2025: Ms. Weninger moved to approve the June bills in the amount of 258,002.73; seconded by Mr. Grotto.

Roll Call Vote - Yes: Finch, Grotto, Jakacki, Weninger, Wonderly.

Motion carried.

2. Financial Statements: Mr. Weseloh Reported on the Financial Statements under Item I-2.

H. COMMUNICATIONS:

1. Opioid Medication and Trained Library Staff: The Library's legal team

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sent a letter in June regarding House Bill 1910, which requires Public Libraries to maintain onsite opioid medication (opioid antagonists) and 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. Mr. Weseloh read the text of the bill and stated the bill has passed both houses and awaits Governor Pritzker's signature. WeGo Together for Kids is coordinating with Northwestern Medicine to potentially have a Marcaine kiosk at the library, paid for by Northwestern Medicine.

I. REPORTS:

1. President's Report: President Jakacki let the new trustees know that the board packet will be available on Thursday or Friday prior to the board meeting, and Ms. Happel will let them know when the packet is ready to be picked up. Mr. Weseloh also sends the packets electronically within the week prior to the board meeting. If a trustee has something time-sensitive to share with the board and emails somebody on the board, a text should be sent to let them know about the email. Text messages should only be sent one on one, not in group threads.

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 91.6% and the expenditures are running roughly at 84%. The Library has collected 100% of its anticipated revenues, but receipts are on track to go over that. A PPRT check was received on June 20, 2025, in the amount of \$28,847.14, covering January to June of 2025.

The new trustee signatories on the financial accounts were asked to complete the paperwork at the end of the June board meeting. The new library trustees have 90 days following their oath of office to complete the public access counselor training. Once that has been completed, they must submit the final certificate of completion.

Mr. Weseloh attended the Waves of DuPage art celebration at Gallery 200, which celebrated the installation of a vibrant new mural by artist Rich Lo, featuring a stylized Ukiyo-e depiction of the West Chicago Community High School, which will mark its 100-year anniversary in 2026.

The Library admin staff have interviewed a few candidates for the Teen and Adult Library positions, two more interviews scheduled. A decision on these positions will be made within the next week. An offer was extended to an applicant for the circulation clerk.

Additional landscape work will be completed in July as well as the second round of capital projects will begin sometime in July, including brickwork, tuckpointing, and some of the facade work along the edges that are showing wear.

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Mr. Weseloh was elected to the SWAN board and attended his first SWAN board meeting in May. SWAN is working on an online registration portal for all the member libraries that allows patrons to sign up for their library card online, and it matches patrons with a library by using a GPS program.

A report was received from an individual on the Illinois State Library Advisory Committee which stated that the IMLS money which funds the Per Capita Grant had been received for FY '26; however, they do not anticipate that the grant monies will be available for 2027.

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

J. Unfinished Business:

1. Bylaws of the Board of Library Trustees: Mr. Grotto moved that the board approve the Bylaws of the Board of Trustees revised by the Policy Committee, lines 108 through 111 regarding logging the date, time, and subject matter of each closed session.

Roll Call Vote - Yes: Finch, Grotto, Jakacki, Weninger, Wonderly.
Motion carried.

K. New Business

1. Library Board Trustee Orientation and Q&A: Mr. Ritzman, the Library's attorney, covered several topics that affect board operations and duties, including the Open Meetings Act and what constitutes a meeting quorum; Freedom of Information Act; finances.

He reviewed what constitutes a meeting, that being interactive communication of a majority of quorum of the members of the public body. For a board comprised of seven trustees, a quorum would be four trustees; and a majority of a quorum is three. The Open Meetings Act applies to any meeting of the library trustees. For a committee meeting of three members a majority of quorum is two. Three factors constitute a meeting: A gathering, a majority of a quorum, and for purposes of discussing business. These characteristics apply whether the gathering is a special meeting, a committee meeting, or a regular board meeting.

If the board needs to convene a special meeting, Mr. Ritzman suggests sending every individual the same text message but separately, just to ask if they are available. Each trustee is assigned an email address set up on the West Chicago Public Library District email platform. All the trustees' communications should be conducted on the Library's email platform and not by text message.

The general purpose of an agenda is to appraise the public of the nature of what will be discussed and/or voted on during the meeting. An agenda needs to set forth the general subject matter of any resolution

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or ordinance that will be subject of final action at the meeting. No final actions can be taken on any items not listed on the agenda. The agenda needs to be published 48 hours in advance of regular meetings.

The Library Director will assist the committee chairs in preparing their committee agenda and seeing that the agenda is properly published. The committee chairs are to put together the minutes for their respective committee meetings. Minutes shall include, but not be limited to, the date, time, and place of the meeting; the names of members of the public body recorded as present or absent, noting whether the members were physically present or present by means of video or audio conference; and the summary of discussion of all matters proposed, deliberated, or decided, and a record of any vote taken.

In order to go into executive session, the board needs to have a reason, based upon the OMA, to do so. President Jakacki had discussed with Mr. Ritzman the guidelines to follow for when a trustee attends an executive session via electronic conferencing. Mr. Ritzman will follow up with a recommendation on that issue.

The consequence of leaking closed session information is censure, and a process is set up if such action continues. For public comment, any person shall be permitted an opportunity to address public officials under the rules established in accordance with the public body. The West Chicago Library Board has a practice of listing the public comment period at the beginning of the meeting Agenda. Each person speaking under public comment is limited to three minutes per person.

Mr. Ritzman stated that some of his clients commonly will have a public comment period at the beginning of the meeting and a public comment at the end of the meeting. The board can permit public comment as noted on the agenda, or may permit public comment on an issue on the agenda that is important to many of the patrons, within the board's rules of the public comment policy.

With regard to the Freedom of Information Act and producing public records, a best practice is to provide each trustee with their own individual business email. All FOIA requests go to the Library's designated FOIA officer. There is a list of exemptions to information provided which allows for redactions from FOIA documents; e.g. personal information such as personal email address. Mr. Ritzman recommends to err on the side of caution regarding protecting personal information.

Every spring Mr. Ritzman's firm sends out to the directors of libraries their firm represents a financial calendar. This document was provided to the library board members. The broad financial aspects of the board's responsibility includes the working budget, the budget and appropriation ordinance, and the levy. The levy is filed with the

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County Clerk by the last Tuesday of December each year.

Property Tax Extension Limitation Law (PTELL) controls the governing body's levy amount. The Library can levy for 5% more than the previous year, or equal to the CPI as published by the Illinois Department of Revenue, whichever is less. The tax extension is the amount of money that is extended to the Library by the County, which comes from the taxpayers, to run the library.

A taxpayer, group of taxpayers, or a corporation may file a tax objection, claiming that a government entity has sufficient money on hand and does not need to levy again. Mr. Ritzman's firm has been successful in either having this type of complaint withdrawn or negotiating settlements.

In Illinois there are library districts and municipal libraries. The West Chicago Library is a library district. If there is not a specific piece of law or statute in the Library District Act that guides a particular action of the Library, but there is guidance within a local library act, Mr. Ritzman's firm will look to the latter for guidance on how to handle an issue or action.

A benefit of being a library district is that it is a fully autonomous unit of local government. The Library submits its levy to the County Treasurer, and the County will levy that amount. When the library board, which has governing powers, creates policies, those policies are authorized by the board as a whole. Actions of the board are carried out by majority rule; and an individual trustees cannot enact policy.

The board-library director relationship: The board makes the high level decisions regarding the policies of the Library. The Library Director is responsible for day-to-day administration of the library. Patron or staff complaints are to be referred to the Library Director.

Board and attorney relationship: The library board is the lawyer's client. The Board President or the Library Director has authority to communicate directly with the library's attorney; however, the board president may authorize the attorney to speak directly with another trustee when that trustee is well versed on a particular issue.

The special reserve fund provides a means for the Library to plan for future capital projects. The Library is currently working under a 2021 facilities report which lists the associated cost estimates for each project. The Library has a GASB 54 account which is an emergency fund in case anything would happen where the tax distribution was late. The balance of that account is targeted at 25% of the annual operating budget.

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Conflict of Interest: If trustee has a potential conflict of interest, they should excuse themselves from a vote. Discussion was had regarding the difference between a resolution and an ordinance. Some specific statutory provisions delineate ordinance versus resolution, but often the practical effect is the same. Generally resolutions are for matters of internal governance or used internally and for a shorter term in duration. Ordinances are for matters with an external effect, and they can be indefinite in duration.

The number of trustees on the board is seven, and a quorum is four. The committees are assigned as three, but the ex officio is a fourth trustee in attendance at committee meetings and does get to vote, but who does not count toward a quorum. Mr. Ritzman will look into what happens if there is a tie at a committee meeting.

A trustee may want to go out into the public and speak with the public about different things happening at the library, changes that they would like to see at the library, all of which is fine as long as such communication only involves one trustee. The trustee could bring that information back to the board meetings.

Media policy: If a member of the media approaches a trustee and wants to know about something that happened at a meeting, or about the trustee's opinion on it, the board members are advised not to answer such question either on or off the record, but rather refer the member of the media to the designated library media person, which is the Library Director. If a patron shares with a trustee that they are unhappy about a policy, the trustee can ask the patron to please attend a board of trustees meeting and address the board or send a letter to the board.

(Mr. Ritzman left.)

A closed session meeting is included as listed on each month's agenda in the event an item comes up which needs to be discussed in closed session. The board goes into closed session for one of three reasons: 1, the director's review and evaluation; 2, employment matters regarding a specific staff member; 3, the review of the closed session minutes.

The board once had an OMA violation when the Closed Session Review Committee had not provided the Minutes of that meeting, which required all the trustees to take OMA training again. The Library's attorney will be asked whether an individual trustee can be held personally liable for an OMA violation.

Agenda items can be added by asking the board president to add the topic a week before the Monday board meeting.

The Finance Committee tends to meet April through June to work on the

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salary schedule, merit increases, COLA, the budget, and budget and appropriations. The Policy Committee reviews all policies every three years on a staggered timeline, not all in the same year. Many of the policies reviewed don't need any change, just a review to make sure if they need change, the committee makes a recommendation. Policies are approved by the board, as are the budget and appropriations ordinance and the working budget. Committees meet as needed on a date and time that works for the committee members.

2. Ordinance 25-01: Meeting Date and Time 2026: Mr. Grotto moved to approve an Ordinance Establishing the Meeting Date and Time of the Regular Meeting of the Board of Directors of West Chicago Library District, DuPage County, Illinois; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

3. Resolution 25-01: Non-Resident Library Card Participation FY 2025-2026: Ms. Weninger moved to approve the Non-Resident Library Card Participation for Illinois Public Law 92-0166 for July 1, 2025 through June 30, 2026; seconded by Mr. Grotto. Discussion was had regarding using the tax bill method for persons who are non-residents of the library district. Motion carried by unanimous voice vote.

4. Resolution 25-02: Library Closing Schedule 2026: Mr. Grotto moved to approve the Library Closing Schedule for Calendar Year 2026; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

Discussion was had regarding a roll call vote is for finance matters. If any trustee would like to call a roll call vote, that can be done.

5. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) September 22, 2025, at 6:45 p.m.: Ms. Weninger moved to approve the Public Hearing Date for the Tentative Budget and Appropriations Hearing; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated that the board does not have any reason to go into closed session, and she adjourned the meeting at 8:43 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 28-Jul-25

FINANCIAL STATEMENT DATE: June 30, 2025

Payroll dated:

6/6/2025	Net Payroll	\$	40,659.15
	Federal Liability Payment	\$	11,898.65
	State Liability Payment	\$	2,492.51
	Paylocity Fee	\$	175.17
5/23/2025	Net Payroll	\$	38,095.84
	Federal Liability Payment	\$	11,317.65
	State Liability Payment	\$	2,329.74
	Paylocity Fee	\$	415.45

Net Payroll
Federal Liability Payment
State Liability Payment
Paylocity Fee

TOTAL	\$	107,384.16
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State Bank of IL

Operating - Manual Cks	Check No.	\$	16,808.79
Operating - System Cks	Check No.	\$	150,686.87
Operating - Credit Card	Check No.	\$	2,873.99
Librarian's Petty Cash	Check No.	\$	24.82

TOTAL	\$	170,394.47
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Total Bills for Approval	\$	277,778.63
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Unpaid Bills Detail

As of July 17, 2025

	Transaction Type	Date	Num	Open Balance
A to Z Databases 877-428-0101				
	Bill	07/01/2025	129121	1,895.00
Total for A to Z Databases				\$ 1,895.00
ACC Business 800-322-3076				
	Bill	06/11/2025	9703373011	617.32
Total for ACC Business				\$ 617.32
Accurate Office Supplies 630-784-4700				
	Bill	06/18/2025	637613	74.82
	Bill	06/18/2025	637612	50.78
	Bill	06/23/2025	637815	83.32
	Bill	07/02/2025	638368	457.47
	Bill	07/09/2025	638610	12.04
	Bill	07/09/2025	638611	119.48
	Bill	07/15/2025	638848	312.22
	Bill	07/17/2025	638976	106.11
Total for Accurate Office Supplies				\$ 1,216.24
Alarm Detection Systems 630-844-6306				
	Bill	07/01/2025	204101-1078	450.21
Total for Alarm Detection Systems				\$ 450.21
Amazon Capital Services				
	Bill	05/29/2025	1GKV-QLMN- 6TQH	18.73

Bill	06/12/2025	1PWK-T6RF-MCNP	43.00
Bill	06/13/2025	1P7N-VNDW-RTM3	16.95
Bill	06/13/2025	1XQN-NX14-WN39	119.80
Bill	07/02/2025	1Q6R-FFY6-7GN9	12.97
Bill	07/07/2025	1LCW-KC4X-JM36	4.80
Bill	07/07/2025	1P9Q-TJP7-J7VT	170.19
Bill	07/07/2025	1F4K-FPDX-GGJ6	30.46
Bill	07/07/2025	14CD-9RFX-DPDL	13.50
Bill	07/09/2025	1QDN-PX3W-MCCW	34.99
Bill	07/10/2025	1V6G-733R-46TH	85.80
Bill	07/11/2025	1FMV-LD66-YGDX	273.79
Bill	07/14/2025	1TL9-HHVK-339W	19.94
Bill	07/14/2025	1JQV-D9GL-46W4	35.52
Bill	07/14/2025	17J9-4HQ4-6QFY	15.66
Bill	07/14/2025	1G7R-GW1G-36WL	11.92
Bill	07/14/2025	1GJ4-D7XH-73CQ	16.46
Bill	07/14/2025	1KRT-M9CP-14LG	12.80
Bill	07/14/2025	1FYY-FHJN-3R46	13.59
Bill	07/15/2025	14FV-34YJ-NC1D	23.33
Bill	07/15/2025	14QH-Y1PF-CPYC	6.64
Bill	07/16/2025	1G3Y-7DF7-394P	14.40
Bill	07/16/2025	19HP-DLYM-YCJK	33.97
Bill	07/16/2025	1QM4-3473-XHNW	21.79
Vendor Credit	06/18/2025	1QQX-HDDG-DKYT	-18.73
Total for Amazon Capital Services			\$ 1,032.27

Anderson Elevator Co.
708-345-9710

Total for Anderson Elevator Co.
Andy Frain
630-820-3820

Bill	07/01/2025	105278-F6D9	193.00
			<u>\$ 193.00</u>

Total for Andy Frain
Assa Abloy
704-290-5700

Bill	05/31/2025	377543	1,769.70
Bill	06/30/2025	378685	1,852.98
			<u>\$ 3,622.68</u>

Total for Assa Abloy
Background Resources
630-873-2270

Bill	07/08/2025	1880528	497.50
			<u>\$ 497.50</u>

Total for Background Resources
Bigleaf Networks, Inc.
888-244-3133

Bill	06/30/2025	24052	24.00
			<u>\$ 24.00</u>

Total for Bigleaf Networks, Inc.
Brad Conroy

Bill	07/01/2025	126419	499.00
			<u>\$ 499.00</u>

Total for Brad Conroy
Buck Services
630-876-8184

Bill	07/01/2025		300.00
			<u>\$ 300.00</u>

Total for Buck Services
Cengage Learning
800-877-4253

Bill	06/12/2025	64218	1,065.00
Bill	06/30/2025	64272	3,066.00
Bill	07/11/2025	64439	2,416.66
			<u>\$ 6,547.66</u>

Bill	07/14/2025	999100699869	131.16
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Total for Cengage Learning
Central Technology, Inc.
800-971-3780

\$ 131.16

Total for Central Technology, Inc.
Cintas Corporation
847-228-3970

Bill 07/01/2025 2127 1,209.41
\$ 1,209.41

Total for Cintas Corporation
Comcast
800-391-3000

Bill 06/16/2025 5275891702 26.04
Bill 07/01/2025 9327336755 100.00
Bill 07/01/2025 9327336751 50.50
\$ 176.54

Total for Comcast
Comcast Business

Bill 07/17/2025 345.00
\$ 345.00

Total for Comcast Business
ComEd
877-426-6331

Bill 07/01/2025 245543569 560.00
\$ 560.00

Total for ComEd
De Lage Landen Financial
800-736-0220

Bill 06/19/2025 1,000.50
\$ 1,000.50

Total for De Lage Landen Financial
Demco
800-962-4463

Bill 07/08/2025 590984975 1,496.23
\$ 1,496.23

Total for Demco
EBSCO
800-633-4604

Bill 05/21/2025 7649605 493.69
\$ 493.69

Bill 06/13/2025 2505471 232.10

Total for EBSCO Efficiency Reporting 630-682-8887				<u>\$</u>	<u>232.10</u>
Total for Efficiency Reporting Flood Brothers	Bill	06/17/2025	20684er		340.00
				<u>\$</u>	<u>340.00</u>
Total for Flood Brothers Gehrke Technology Group 847-487-9110	Bill	07/08/2025	8292876		66.14
				<u>\$</u>	<u>66.14</u>
Total for Gehrke Technology Group Globe Life	Bill	07/09/2025	2502337		125.00
				<u>\$</u>	<u>125.00</u>
Total for Globe Life Governmental Accounting, Inc. 847-991-3909	Bill	07/10/2025			55.00
				<u>\$</u>	<u>55.00</u>
Total for Governmental Accounting, Inc. Grant and Power Landscaping 630-231-0069	Bill	07/01/2025	60289		1,575.00
				<u>\$</u>	<u>1,575.00</u>
Total for Grant and Power Landscaping Illinois Library Association 312-644-1896	Bill	06/24/2025	48239		5,900.00
				<u>\$</u>	<u>5,900.00</u>
Total for Illinois Library Association Ingram Library Services 800-937-8200	Bill	07/01/2025	317029		1,230.00
				<u>\$</u>	<u>1,230.00</u>
	Bill	06/02/2025	88439500		276.57
	Bill	06/02/2025	88445681		9.74
	Bill	06/03/2025	88474282		58.97

Bill	06/04/2025	88498742	73.52
Bill	06/05/2025	88526232	63.73
Bill	06/09/2025	88564348	202.10
Bill	06/11/2025	88614201	86.34
Bill	06/12/2025	88644225	100.34
Bill	06/13/2025	88660446	26.64
Bill	06/18/2025	88748604	95.67
Bill	06/18/2025	88743099	436.41
Bill	06/26/2025	88874298	70.64
Bill	06/26/2025	88874299	27.60
			\$ 1,528.27

Total for Ingram Library Services
Kellenberger Electric, Inc.

Bill	07/10/2025	1068	525.00
			\$ 525.00

Total for Kellenberger Electric, Inc.
Libraries First
262-233-0005

Bill	07/01/2025	9102	219.00
			\$ 219.00

Total for Libraries First
LIMRICC
630-393-1483

Bill	07/03/2025		21,108.94
			\$ 21,108.94

Total for LIMRICC
Midwest Mechanical
630-850-2300

Bill	06/20/2025	S24176WP-04	31,625.00
Bill	06/24/2025	112171994	500.00
Bill	06/30/2025	112172446	872.00
Bill	07/03/2025	145419	969.00
			\$ 33,966.00

Total for Midwest Mechanical
Midwest Tape
800-875-2785

Bill	06/09/2025	507296269	84.71
Bill	06/09/2025	507296350	103.98
Bill	06/13/2025	507317402	45.73
Bill	06/24/2025	507362762	44.99
Bill	06/24/2025	507362763	44.99
Bill	06/27/2025	507382713	47.23
			\$ 371.63

Total for Midwest Tape
NCPERS

Bill	07/10/2025		16.00
			\$ 16.00

Total for NCPERS
Nicor
888-642-6748

Bill	07/09/2025		558.50
			\$ 558.50

Total for Nicor
Orkin Pest Control
630-505-7258

Bill	06/24/2025	279259319	111.00
Bill	06/27/2025	286245023	15.00
Bill	07/16/2025	280721885	111.00
			\$ 237.00

Total for Orkin Pest Control
OverDrive
216-573-6886

Bill	07/05/2025	25213133	65.00
Bill	07/05/2025	25213131	666.58
Bill	07/05/2025	25213132	586.49
			\$ 1,318.07

Total for OverDrive
Peerless Network
800-440-9440

Bill	07/15/2025	79132	1,017.74
			\$ 1,017.74

Total for Peerless Network
Peregrine, Stime, Newman, Ritzman
630-665-1900

Total for Peregrine, Stime, Newman, Ritzman
Rails
630-734-5115

Bill	07/02/2025	62887	6,772.50
			\$ 6,772.50

Total for Rails
Record Information Services
630-557-1000

Bill	07/01/2025	14059	6,436.86
Bill	07/01/2025	14180	3,578.00
Bill	07/08/2025	14290	5,247.00
			\$ 15,261.86

Total for Record Information Services
Shaw Media
815-255-8364

Bill	07/01/2025	56653	2,591.00
			\$ 2,591.00
Bill	07/01/2025		117.00
Bill	07/01/2025		117.00
			\$ 234.00

Total for Shaw Media
Sikich LLP
630-566-8400

Bill	06/18/2025	I542145	374.50
Bill	06/25/2025	I542442	1,765.50
Bill	06/30/2025	I543345	267.50
Bill	06/30/2025	I542788	1,819.00
Bill	07/01/2025	MS541728	5,723.23
Bill	07/01/2025	N542213	352.00
Bill	07/01/2025	I541906	264.00
			\$ 10,565.73

Total for Sikich LLP
Swan
630-326-7146

Bill	07/10/2025	12014	8,632.50
			\$ 8,632.50

Total for Swan
T-Mobile

Total for T-Mobile Transparent Language, Inc.	Bill	05/21/2025		3,896.59
				\$ 3,896.59
Total for Transparent Language, Inc. Unique Management Services 800-879-5453	Bill	07/01/2025	36109	1,512.00
				\$ 1,512.00
Total for Unique Management Services US Postal Service 800-275-8777	Bill	06/30/2025	6140891	137.90
	Bill	07/01/2025	6141762	40.00
				\$ 177.90
Total for US Postal Service VISA	Bill	07/15/2025		1,250.00
				\$ 1,250.00
Total for VISA World Book, Inc 800-338-8382	Bill	06/20/2025	6.30 2119	154.88
	Bill	06/20/2025	6.30 2093	1,399.26
	Bill	06/20/2025	6.30 2127	675.85
	Bill	06/20/2025	6.30 2101	469.00
	Bill	06/20/2025	6/30 2135	175.00
				\$ 2,873.99
Total for World Book, Inc World Trade Press 707-778-1124	Bill	07/01/2025	ARI0009317	3,322.00
				\$ 3,322.00
Total for World Trade Press Xtreme Environmental Solutions 630-293-7880	Bill	07/01/2025	682435	875.00
				\$ 875.00
	Bill	07/17/2025	128-WCL	25.00

Total for Xtreme Environmental Solutions
TOTAL

\$	25.00
\$	150,686.87

West Chicago Public Library District

Transaction Detail by Account

June 2025

Transaction		Name	Memo/Description	Split	Amount
Date	Type				
11CC TCM Bank					
CARD 31 Director - #2093					
06/04/2025	Expenditure	Best Buy	Webcam	41400 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:IT EQUIPMENT UPGRADES-STAFF	218.57
06/14/2025	Expenditure	Jewel Osco	Misc.	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	43.92
06/14/2025	Expenditure	Rosati's Pizza	Pizza	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	376.32
06/16/2025	Expenditure	West Chicago Park District	Passes	44135 Expense:PROGRAMS:PROGRAMS-SUMMER READING	750.00
06/24/2025	Expenditure	US Postal Service	Certified Mail	41338 Expense:ADMINISTRATIVE EXPENSES:POSTAGE	10.45
Total for CARD 31 Director - #2093					\$ 1,399.26
CARD 41 AS- #2101					
06/01/2025	Expenditure	Universal Yums	Yum Yum Box	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00
06/17/2025	Expenditure	Chicago Tribune	Chicago Tribune	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	440.00
Total for CARD 41 AS- #2101					\$ 469.00
CARD 51 YS- #2119					
06/02/2025	Expenditure	Costco	Misc.	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	99.88
06/12/2025	Expenditure	American Library Association	M. Garcia-Carrasco	41330 Expense:ADMINISTRATIVE EXPENSES:ASSOCIATION DUES	55.00
Total for CARD 51 YS- #2119					\$ 154.88
CARD 61 PR- #2135					
06/01/2025	Expenditure	Constant Contact	June 2025	44210 Expense:MARKETING & PROMOTIONS:MARKETING	175.00
Total for CARD 61 PR- #2135					\$ 175.00
CARD 71 IT- #2127					
06/02/2025	Expenditure	GoDaddy	SSL Renewal	44215 Expense:MARKETING & PROMOTIONS:WEBSITE	449.99
06/08/2025	Expenditure	Printix	June 2025	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	73.88
06/08/2025	Expenditure	Adobe Inc.	Acrobat Pro	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	8.76
06/10/2025	Expenditure	Adobe Inc.	Acrobat Pro/Creative Cloud	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	131.23
06/25/2025	Expenditure	Spotify	Premium	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99
Total for CARD 71 IT- #2127					\$ 675.85
Total for 11CC TCM Bank					\$ 2,873.99

June 2025

IMRF

Check Detail Report

West Chicago Public Library District

June 1-30, 2025

10600 Republic Bank Petty Cash
34659

Transaction date	Transaction type	Num	Name	Memo/Description	Cleared Amount
06/20/2025	Check	6004	Illinois State Treasurer	Unclaimed Property Abby Pagano	24.82
					<hr/> 24.82

Financial Report

For the 12 Month(s) Ended June 30, 2025
FISCAL YEAR 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2025

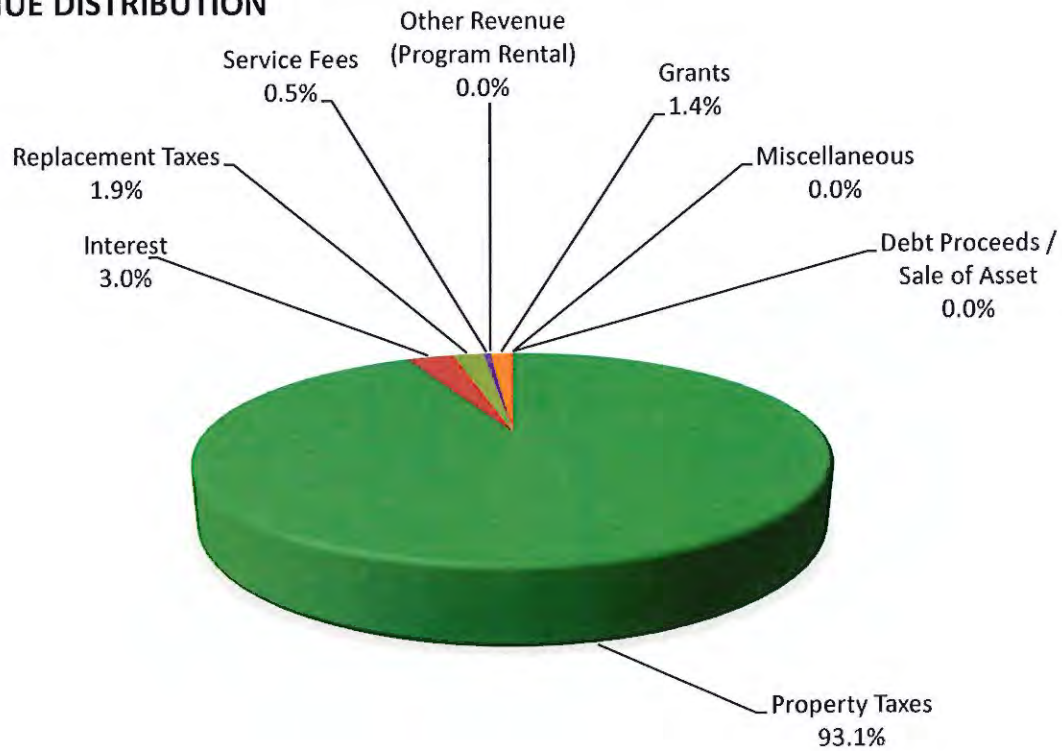
100% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,830,194	2,845,551	99%
Interest	92,074	46,000	200%
Replacement Taxes	59,059	65,000	91%
Service Fees	15,255	7,700	198%
Other Revenue (Program Rental)	30	-	0%
Grants	42,958	42,958	100%
Miscellaneous	288	2,100	14%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	3,039,858	3,009,309	101%
Budgeted Revenues	3,009,309		
% Diff	101%		
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,720,851	1,842,626	93%
IMRF	117,015	149,876	78%
Administrative	76,948	82,215	94%
Admin Technology	182,311	167,895	109%
Library Materials - Books	132,005	153,999	86%
Library Materials - Periodicals	11,287	9,500	119%
Library Materials - Audio & Visual	40,941	49,850	82%
Library Material - Maintenance	10,539	10,560	100%
Technology Services	93,776	119,248	79%
Programs	34,003	42,886	79%
Marketing & Promotion	28,665	28,398	101%
Facilities & Operations	200,934	184,360	109%
Utilities	82,361	79,660	103%
Professional Services	69,065	80,636	86%
Board Expenses	5,191	7,600	68%
Actual Expenditures	2,805,892	3,009,309	93%
Budgeted Expenditures	3,009,309		
% Diff	93%		
SURPLUS / (DEFICIT) FROM OPERATIONS	233,966	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	335,697	350,000	96%
Actual Expenditures	335,697	350,000	96%
Budgeted Expenditures	350,000		
% Diff	96%		
TOTAL SURPLUS / (DEFICIT)	(101,731)	(350,000)	
BEGINNING FUND BALANCE	1,729,043		
ENDING FUND BALANCE	1,627,312		

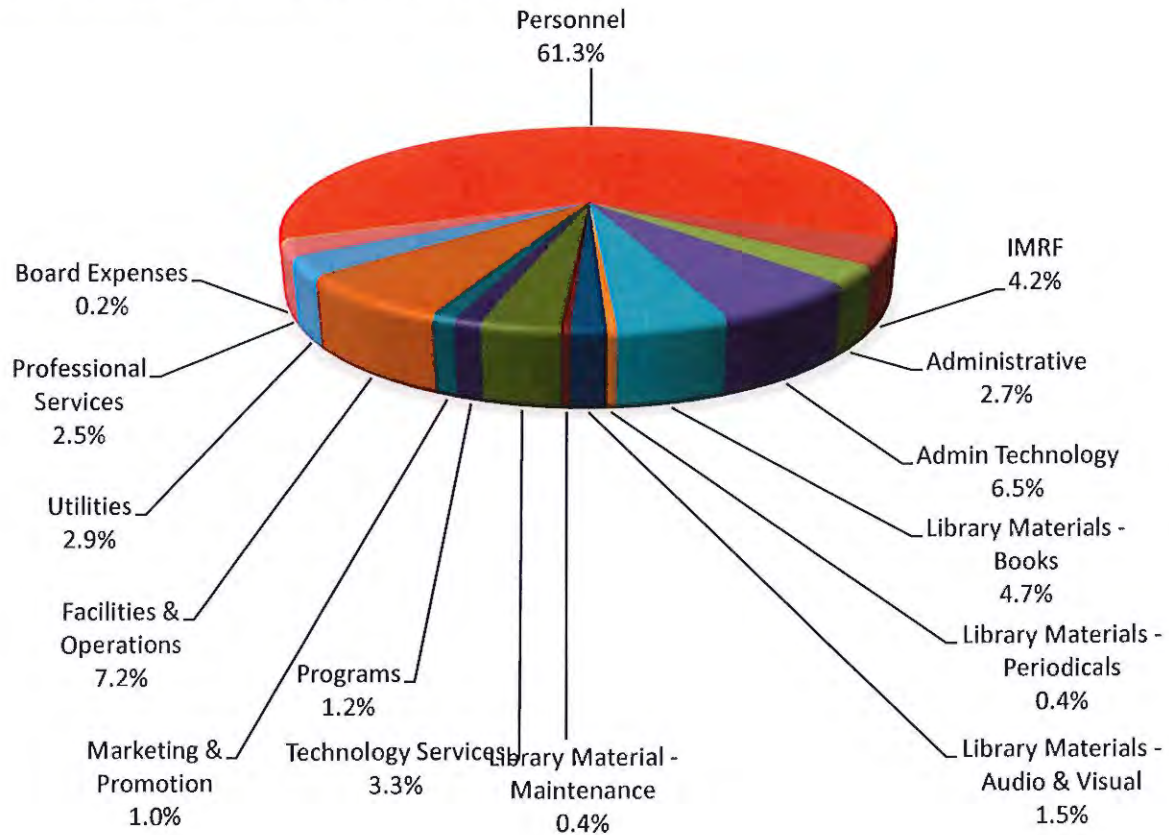
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2025

REVENUE DISTRIBUTION

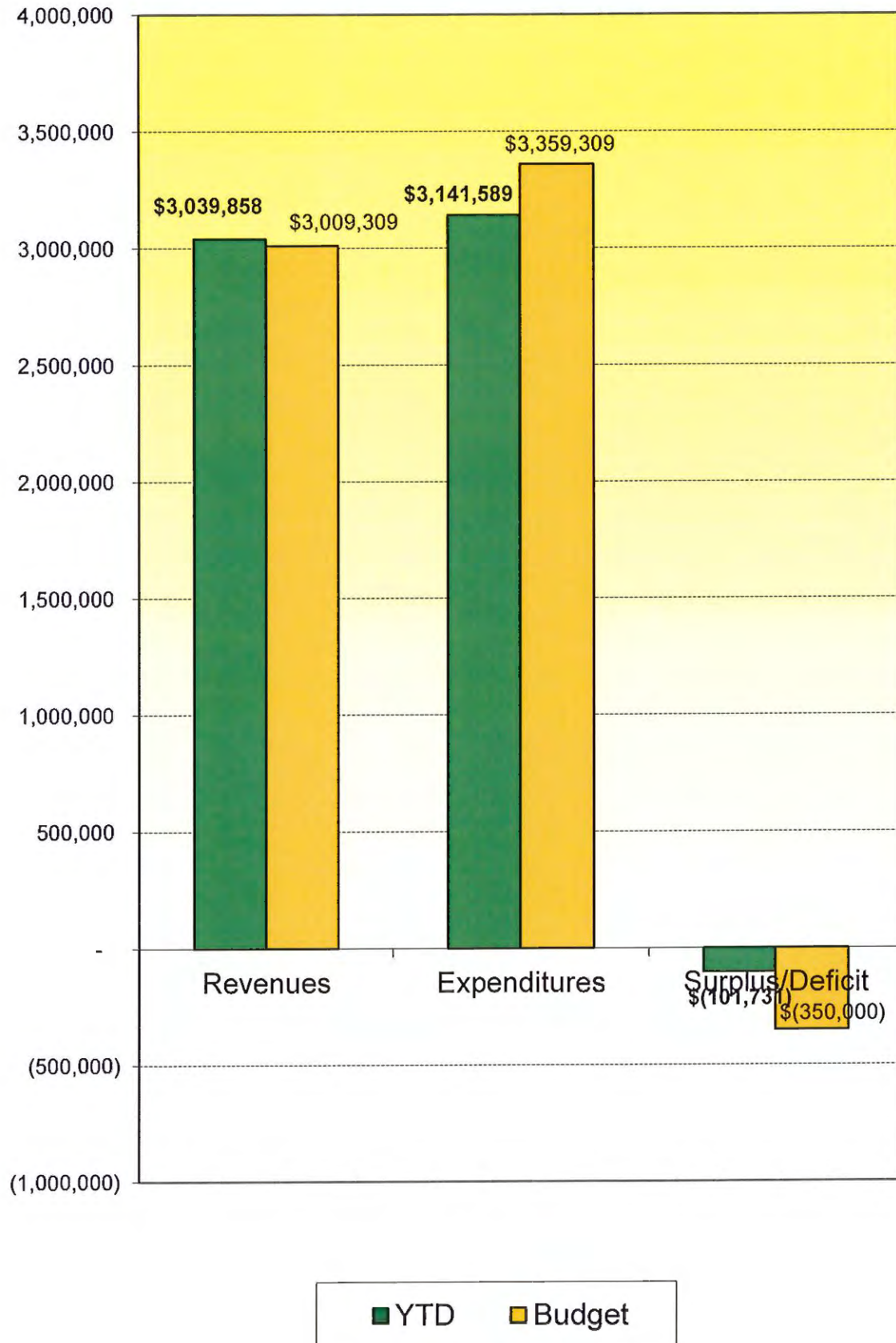


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2025

100% 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	87,629	2,694	1,750	92,074	46,000	200%
Replacement Taxes	59,059	-	-	59,059	65,000	91%
Service Fees	15,255	-	-	15,255	7,700	198%
Other Revenue (Program Rental)	30	-	-	30	-	0%
Grants	42,958	-	-	42,958	42,958	100%
Miscellaneous	288	-	-	288	2,100	14%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,888,404	149,704	1,750	3,039,858	3,009,309	101%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	101%	100%	n/a	101%		
OPERATING EXPENDITURES						
Personnel	1,720,851	-	-	1,720,851	1,842,626	93%
IMRF	-	117,015	-	117,015	149,876	78%
Administrative	76,875	-	73	76,948	82,215	94%
Admin Technology	182,311	-	-	182,311	167,895	109%
Library Materials - Books	132,005	-	-	132,005	153,999	86%
Library Materials - Periodicals	11,287	-	-	11,287	9,500	119%
Library Materials - Audio & Visual	40,941	-	-	40,941	49,850	82%
Library Material - Maintenance	10,539	-	-	10,539	10,560	100%
Technology Services	93,776	-	-	93,776	119,248	79%
Programs	34,003	-	-	34,003	42,886	79%
Marketing & Promotion	28,665	-	-	28,665	28,398	101%
Facilities & Operations	200,934	-	-	200,934	184,360	109%
Utilities	82,361	-	-	82,361	79,660	103%
Professional Services	69,065	-	-	69,065	80,636	86%
Board Expenses	5,191	-	-	5,191	7,600	68%
Actual Expenditures	2,688,804	117,015	73	2,805,892	3,009,309	93%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	94%	78%	n/a	93%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	335,697	-	-	335,697	350,000	96%
Actual Expenditures	335,697	-	-	335,697	350,000	n/a
Budgeted Expenditures	-	-	350,000	350,000		
% Diff	n/a	n/a	n/a	n/a		
TOTAL SURPLUS / (DEFICIT)						
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	1,436,810	63,252	127,251	1,627,312	1,379,043	
Fund Balance as % of Total Expenditures	48%	54%	n/a	52%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
June 30, 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	28,847.14	5,416.67	59,059.45	0.00	0.00	59,059.45	65,000.00	-5,940.55	90.86%
33000 - INTEREST INCOME	6,611.70	3,750.00	87,629.30	2,694.34	0.00	90,323.64	45,000.00	45,323.64	200.72%
33040 - INTEREST-IL FUND BLDG CONST	135.84	83.33	0.00	0.00	1,750.08	1,750.08	1,000.00	750.08	175.01%
35100 - FINES	0.00	0.00	61.47	0.00	0.00	61.47	0.00	61.47	100.0%
35150 - PHOTOCOPY/MICROFORM/COPY/FA	665.09	375.00	10,271.75	0.00	0.00	10,271.75	4,500.00	5,771.75	228.26%
35510 - LOST AND PAID MATERIALS	27.80	100.00	2,185.19	0.00	0.00	2,185.19	1,200.00	985.19	182.1%
35710 - NON RESIDENT FEES	0.00	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	16.80	25.00	231.58	0.00	0.00	231.58	300.00	-68.42	77.19%
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%
	36,304.37	250,775.75	2,888,403.59	149,704.42	1,750.08	3,039,858.09	3,009,309.00	30,549.09	101.02%
Expenditures									
1E - PERSONNEL									
41100 - SALARIES	168,435.22	121,715.17	1,379,923.90	0.00	0.00	1,379,923.90	1,460,582.00	-80,658.10	94.48%
41110 - INS-HEALTH, DENTAL, LIFE, FSA	20,793.60	22,395.33	233,893.20	0.00	0.00	233,893.20	268,744.00	-34,850.80	87.03%
41120 - FICA EXPENSE	12,870.67	9,083.33	103,754.68	0.00	0.00	103,754.68	109,000.00	-5,245.32	95.19%
41130 - UNEMPLOYMENT COMPENSATION	0.00	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%
	202,099.49	153,552.17	1,720,851.17	0.00	0.00	1,720,851.17	1,842,626.00	-121,774.83	93.39%
Subtotal									
2E - ADMINISTRATIVE EXPENSES									
41310 - PROFESSIONAL DEVELOPMENT	0.00	1,181.67	13,586.35	0.00	0.00	13,586.35	14,180.00	-613.65	95.67%
41320 - TRAVEL	54.32	316.33	1,235.66	0.00	0.00	1,235.66	3,796.00	-2,560.34	32.55%
41330 - ASSOCIATION DUES	55.00	520.42	6,243.99	0.00	0.00	6,243.99	6,245.00	-1.01	99.98%
41332 - PAYROLL PROCESSING	812.08	683.33	7,965.81	0.00	0.00	7,965.81	8,200.00	-234.19	97.14%
41334 - OFFICE SUPPLIES GENERAL	354.76	495.83	6,539.08	0.00	73.47	6,612.55	5,950.00	662.55	111.14%
41336 - OFFICE EQUIPMENT	1,496.23	1,695.33	18,543.51	0.00	0.00	18,543.51	20,344.00	-1,800.49	91.15%
41338 - POSTAGE	45.97	583.33	6,553.83	0.00	0.00	6,553.83	7,000.00	-446.17	93.63%
41342 - ADMINISTRATIVE MISC	24.00	116.67	2,337.27	0.00	0.00	2,337.27	1,400.00	937.27	166.95%
41344 - SUPPLIES-FOOD	376.32	583.33	5,552.71	0.00	0.00	5,552.71	7,000.00	-1,447.29	79.32%
41346 - MATERIALS & RESOURCE RECOVERY	246.25	133.33	1,782.85	0.00	0.00	1,782.85	1,600.00	182.85	111.43%
41348 - CIRCULATION SERVICES SUPPLIES	493.69	541.67	6,553.96	0.00	0.00	6,553.96	6,500.00	53.96	100.83%
	3,958.62	6,851.25	76,875.02	0.00	73.47	76,948.49	82,215.00	-5,266.51	93.59%
Subtotal									

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
June 30, 2025

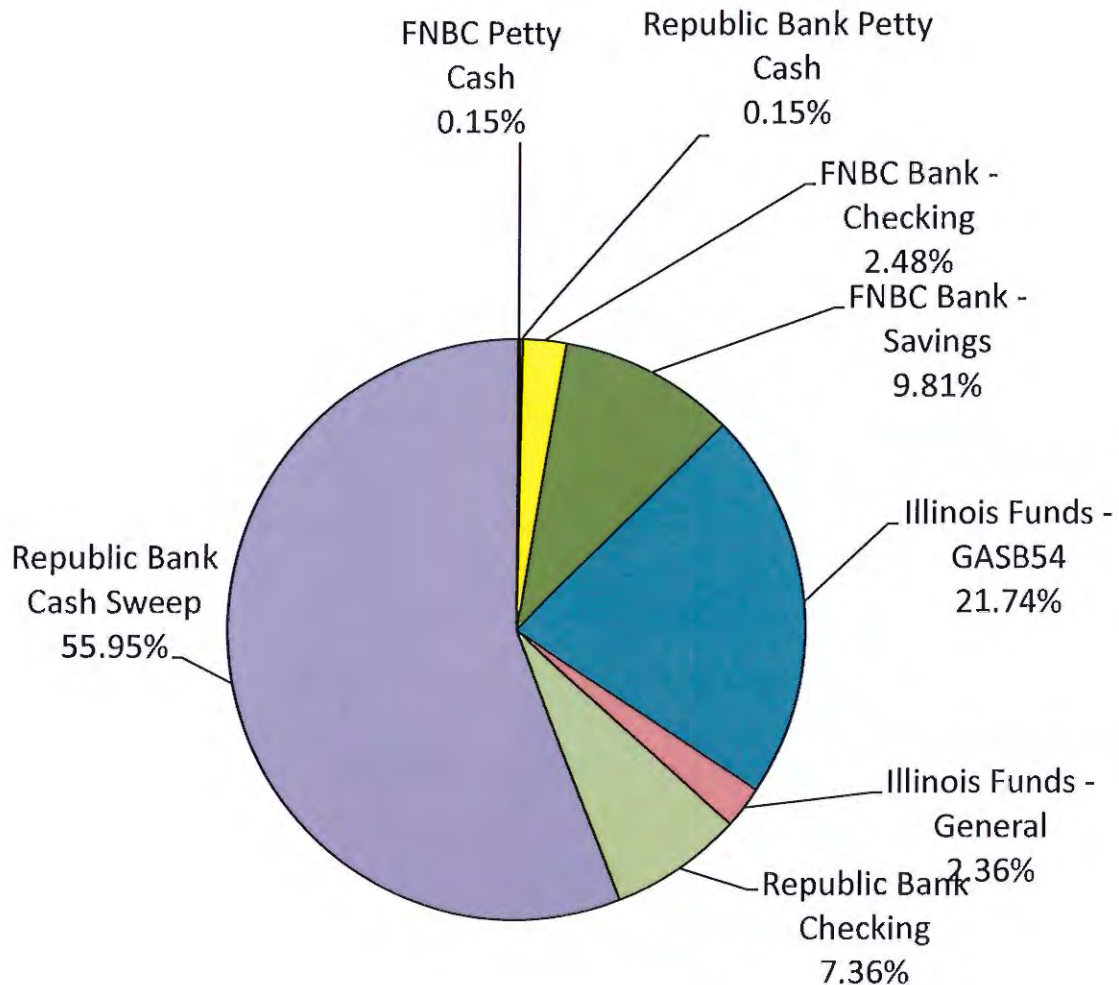
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	3,428.57	2,705.25	79,968.10	0.00	0.00	79,968.10	32,511.00	47,457.10	245.97%
41410 - SOFTWARE STAFF	887.48	3,553.75	13,070.61	0.00	0.00	13,070.61	42,645.00	-29,574.39	30.65%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	73.88	6,410.42	77,038.37	0.00	0.00	77,038.37	76,925.00	113.37	100.15%
41425 - WARRANTIES/EXTENDED CARE	0.00	1,317.83	12,233.94	0.00	0.00	12,233.94	15,814.00	-3,580.06	77.36%
Subtotal	4,388.93	13,991.25	182,311.02	0.00	0.00	182,311.02	167,895.00	14,416.02	108.59%
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	1,514.85	5,891.67	59,956.64	0.00	0.00	59,956.64	70,700.00	-10,743.36	84.8%
42122 - BOOKS-LITERACY	56.37	30.83	191.12	0.00	0.00	191.12	370.00	-178.88	51.65%
42130 - BOOKS-YOUNG ADULT	41.69	416.67	3,077.10	0.00	0.00	3,077.10	5,000.00	-1,922.90	61.54%
42140 - BOOKS-YOUTH	168.48	2,141.67	23,151.22	0.00	0.00	23,151.22	25,700.00	-2,548.78	90.08%
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	1,781.39	12,833.25	132,005.47	0.00	0.00	132,005.47	153,999.00	-21,993.53	85.72%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	672.10	791.67	11,286.59	0.00	0.00	11,286.59	9,500.00	1,786.59	118.81%
Subtotal	672.10	791.67	11,286.59	0.00	0.00	11,286.59	9,500.00	1,786.59	118.81%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	371.63	2,958.33	29,628.10	0.00	0.00	29,628.10	35,500.00	-5,871.90	83.46%
42330 - AV MATERIALS-YOUNG ADULT	0.00	208.33	1,784.09	0.00	0.00	1,784.09	2,500.00	-715.91	71.36%
42340 - AV MATERIALS-YOUTH	0.00	987.50	9,529.18	0.00	0.00	9,529.18	11,850.00	-2,320.82	80.42%
Subtotal	371.63	4,154.17	40,941.37	0.00	0.00	40,941.37	49,850.00	-3,036.73	82.13%
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	2,021.32	2,004.00	24,159.91	0.00	0.00	24,159.91	24,048.00	111.91	100.47%
42420 - SOFTWARE PUBLIC	267.50	1,176.50	8,915.20	0.00	0.00	8,915.20	14,118.00	-5,202.80	63.15%
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	0.00	3,978.33	27,338.77	0.00	0.00	27,338.77	47,740.00	-20,401.23	57.27%
Subtotal	2,288.82	9,937.33	93,775.88	0.00	0.00	93,775.88	119,248.00	-25,604.03	78.64%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	679.85	862.50	10,323.28	0.00	0.00	10,323.28	10,350.00	-26.72	99.74%
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	679.85	880.00	10,539.31	0.00	0.00	10,539.31	10,560.00	-26.72	99.8%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	0.00	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	29.00	333.33	1,435.39	0.00	0.00	1,435.39	4,000.00	-2,564.61	35.89%
44135 - PROGRAMS-SUMMER READING	750.00	416.67	2,542.23	0.00	0.00	2,542.23	5,000.00	-2,457.77	50.85%
44140 - PROGRAMS-YOUTH	579.61	1,057.17	11,432.84	0.00	0.00	11,432.84	12,686.00	-1,253.16	90.12%
44145 - EVENTS AND OUTREACH	143.80	766.67	8,886.01	0.00	0.00	8,886.01	9,200.00	-313.99	96.59%
Subtotal	1,502.41	3,573.33	34,002.75	0.00	0.00	34,002.75	42,886.00	-1,567.15	79.29%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	175.00	333.33	2,565.00	0.00	0.00	2,565.00	4,000.00	-1,435.00	64.13%
44215 - WEBSITE	449.99	191.50	4,499.75	0.00	0.00	4,499.75	2,298.00	2,201.75	195.81%
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	0.00	208.33	2,116.51	0.00	0.00	2,116.51	2,500.00	-383.49	84.66%
44245 - PROGRAM GUIDE	0.00	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	624.99	2,366.50	28,664.65	0.00	0.00	28,664.65	28,398.00	266.65	100.94%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
June 30, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	4,131.00	2,058.33	38,079.00	0.00	0.00	38,079.00	24,700.00	13,379.00	154.17%
45112 - SECURITY SERVICE	3,622.68	1,775.00	20,459.58	0.00	0.00	20,459.58	21,300.00	-840.42	96.05%
45115 - JANITORIAL SUPPLIES	-41.79	508.33	4,849.90	0.00	0.00	4,849.90	6,100.00	-1,250.10	79.51%
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	9,250.00	2,075.00	20,778.00	0.00	0.00	20,778.00	24,900.00	-4,122.00	83.45%
45140 - EXTERIOR R & M-OTHER	1,945.00	933.33	21,520.81	0.00	0.00	21,520.81	11,200.00	10,320.81	192.15%
45150 - HVAC R & M	2,466.00	2,083.33	36,228.78	0.00	0.00	36,228.78	25,000.00	11,228.78	144.92%
45155 - GENERAL BLDG SERVICES	126.00	155.00	2,636.44	0.00	0.00	2,636.44	1,860.00	776.44	141.74%
45160 - CONTRACT INSPECTION & MAINTENAN	740.00	2,000.00	27,266.14	0.00	0.00	27,266.14	24,000.00	3,266.14	113.61%
45165 - INTERIOR R & M-OTHER	43.00	1,125.00	4,420.70	0.00	0.00	4,420.70	13,500.00	-9,079.30	32.75%
Subtotal	22,281.89	15,363.33	200,934.35	0.00	0.00	200,934.35	184,360.00	16,574.35	108.99%
12E - UTILITIES									
45310 - UTILITIES-GAS	745.54	816.67	11,920.28	0.00	0.00	11,920.28	9,800.00	2,120.28	121.64%
45320 - UTILITIES-ELECTRIC	2,177.40	3,496.67	41,270.79	0.00	0.00	41,270.79	41,960.00	-689.21	98.36%
45330 - UTILITIES-TELEPHONE	4,954.59	1,600.00	20,880.82	0.00	0.00	20,880.82	19,200.00	1,680.82	108.75%
45340 - UTILITIES-WATER	738.67	625.00	7,116.30	0.00	0.00	7,116.30	7,500.00	-383.70	94.88%
45350 - UTILITIES-TRASH	91.14	100.00	1,172.33	0.00	0.00	1,172.33	1,200.00	-27.67	97.69%
Subtotal	8,707.34	6,638.33	82,360.52	0.00	0.00	82,360.52	79,660.00	2,700.52	103.39%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	6,679.00	1,733.83	27,485.00	0.00	0.00	27,485.00	20,806.00	6,679.00	132.1%
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	2,140.00	1,250.00	3,841.50	0.00	0.00	3,841.50	15,000.00	-11,158.50	25.61%
45520 - ACCOUNTING	1,692.15	1,583.33	19,249.30	0.00	0.00	19,249.30	19,000.00	249.30	101.31%
Subtotal	10,511.15	6,719.67	69,064.80	0.00	0.00	69,064.80	80,636.00	-11,571.20	85.65%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	0.00	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	3,400.00	0.00	0.00	3,400.00	4,100.00	-700.00	82.93%
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	5,191.05	0.00	0.00	5,191.05	7,600.00	-2,408.95	68.3%
15E - CAPITAL EQUIPMENT									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	29,166.67	0.00	0.00	0.00	0.00	350,000.00	-350,000.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	31,625.00	0.00	335,697.00	0.00	0.00	335,697.00	0.00	335,697.00	100.0%
Subtotal	31,625.00	29,166.67	335,697.00	0.00	0.00	335,697.00	350,000.00	-14,303.00	95.91%
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	14,895.90	12,489.67	0.00	117,014.69	0.00	117,014.69	149,876.00	-32,861.31	78.07%
Subtotal	14,895.90	12,489.67	0.00	117,014.69	0.00	117,014.69	149,876.00	-32,861.31	78.07%
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	306,730.51	279,942.42	3,024,500.95	117,014.69	73.47	3,141,589.11	3,359,309.00	-217,719.89	93.52%
	-270,426.14	-29,166.67	-136,097.36	32,689.73	1,676.61	-101,731.02	-350,000.00	248,268.98	29.07%

West Chicago Public Library District
Investments
June 30, 2025

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.09%	84,400
FNBC Bank - Savings	#0317	MM	2.59%	333,308
Illinois Funds - GASB54	#6950	MM	Various	738,544
Illinois Funds - General	#5519 / 1507	MM	Various	80,065
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,900,726
			Total	\$ 3,397,203



West Chicago Public Library District

Financial Analysis

For the 12 Month(s) Ended June 30, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

100% of Budget Year

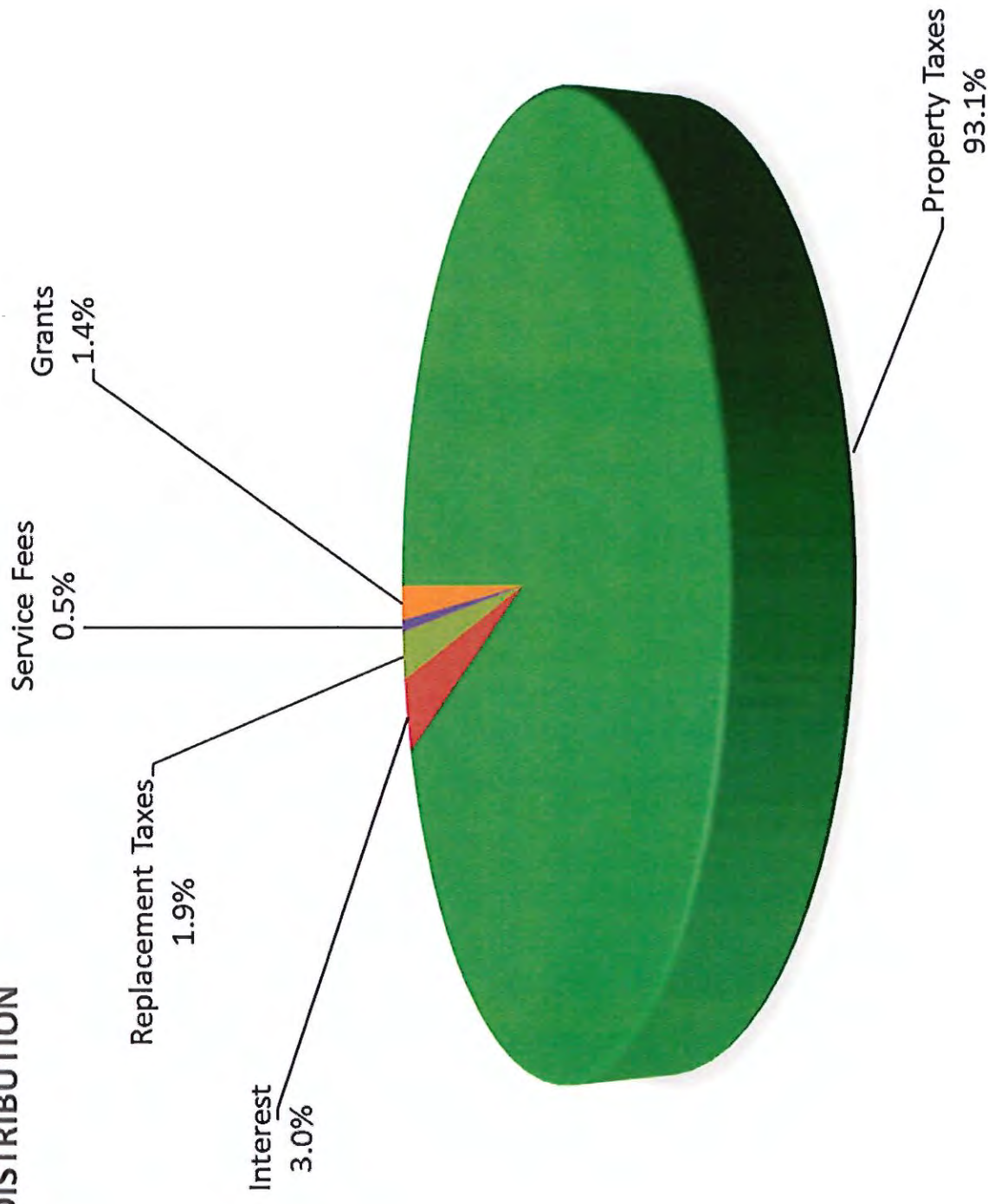
- 101% of Total Budget
- Property Taxes
 - Collected \$2,830,194 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$59,059 or 91%
- Interest
 - Collected \$92,074 or 200% of Budget
- Service Fees
 - Collected \$15,255 or 198% of Budget

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	92,074	46,000	200%	98,305	-6%
Replacement Taxes	59,059	65,000	91%	89,067	-34%
Service Fees	15,255	7,700	198%	13,123	16%
Other Revenue (Program Rental)	30	-	n/a	20	50%
Grants	42,958	42,958	100%	42,958	0%
Miscellaneous	288	2,100	14%	11,929	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,039,858	3,009,309	101%	2,903,410	5%
Budgeted Revenues	3,009,309				
% Diff	101%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

100% of Budget Year

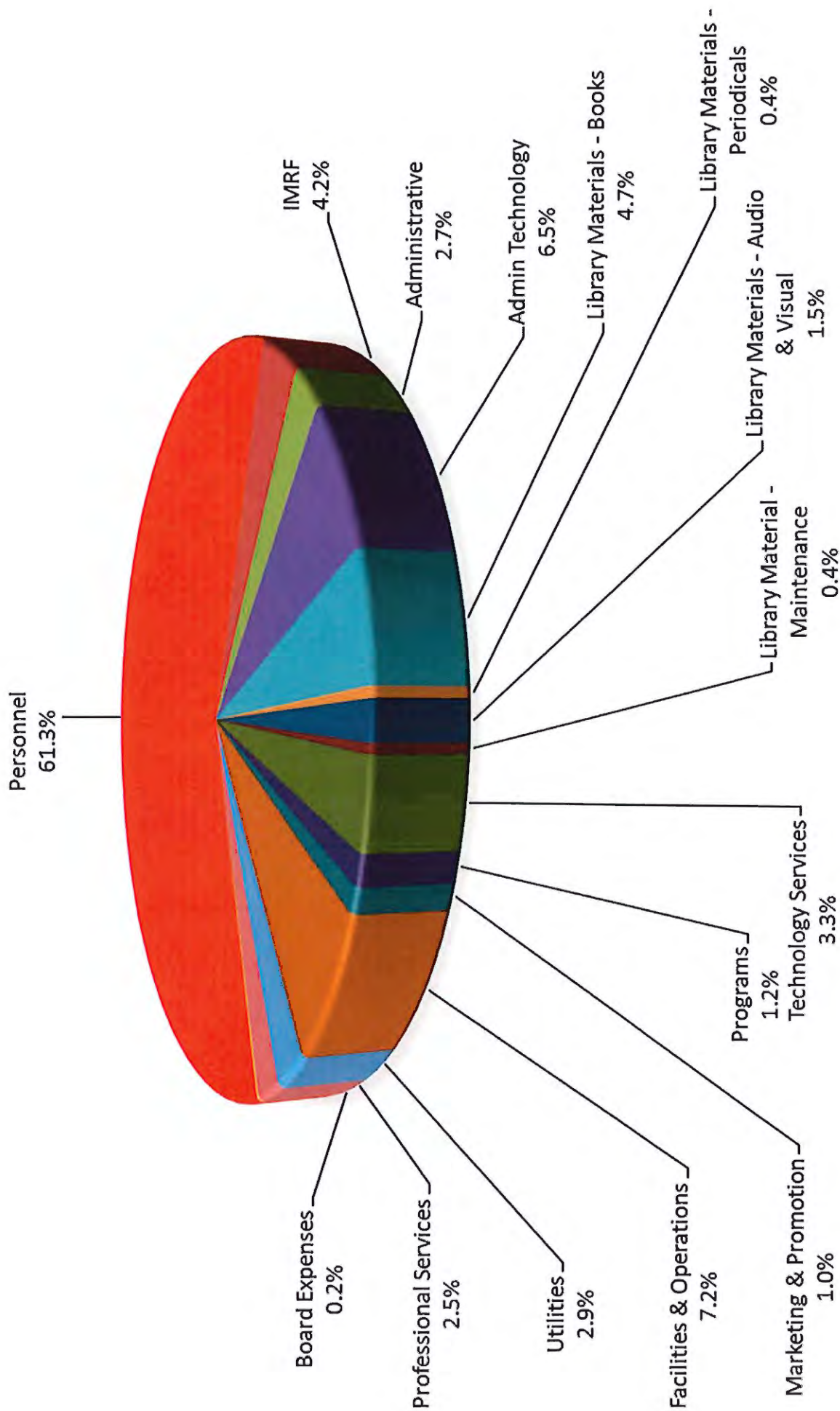
- 94% of Total Budget
- Personnel
 - 93% of Budget
- Admin. Technology
 - 109% of Budget
- Library Materials
 - 84% of Budget
- Professional Services
 - 86% of Budget
- Facilities & Operations
 - 109% of Budget
- Utilities
 - 103% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,720,851	1,842,626	93%	1,617,472	6%
IMRF	117,015	149,876	78%	118,383	-1%
Administrative	76,948	82,215	94%	58,424	32%
Admin Technology	182,311	167,895	109%	116,852	56%
Library Materials - Books	132,005	153,999	86%	134,531	-2%
Library Materials - Periodicals	11,287	9,500	119%	10,059	12%
Library Materials - Audio & Visual	40,941	49,850	82%	38,428	7%
Library Material - Maintenance	93,776	119,248	79%	115,478	-19%
Technology Services	10,539	10,560	100%	9,938	6%
Programs	34,003	42,886	79%	31,112	9%
Marketing & Promotion	28,665	28,398	101%	48,050	-40%
Facilities & Operations	200,934	184,360	109%	250,004	-20%
Utilities	82,361	79,660	103%	76,393	8%
Professional Services	69,065	80,636	86%	71,959	-4%
Board Expenses	5,191	7,600	68%	4,795	8%
Actual Expenditures	2,805,892	3,009,309	93%	2,701,877	4%
Budgeted Expenditures	3,009,309				
% Diff	93%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	335,697	350,000	96%	-	n/a
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	335,697	350,000	96%	-	n/a
Budgeted Expenditures	350,000				
% Diff	96%				

Expenditures

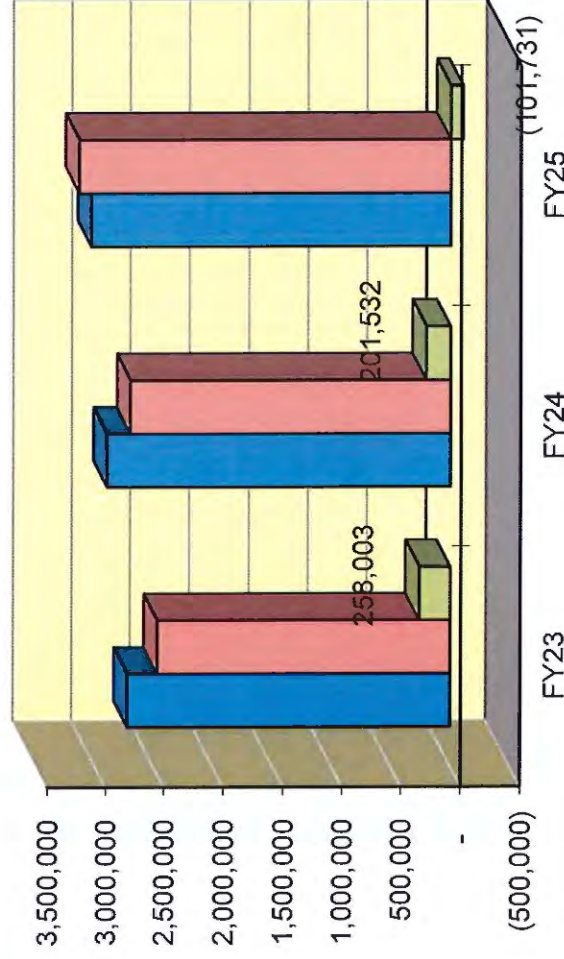
OPERATIONAL EXPENDITURE DISTRIBUTION



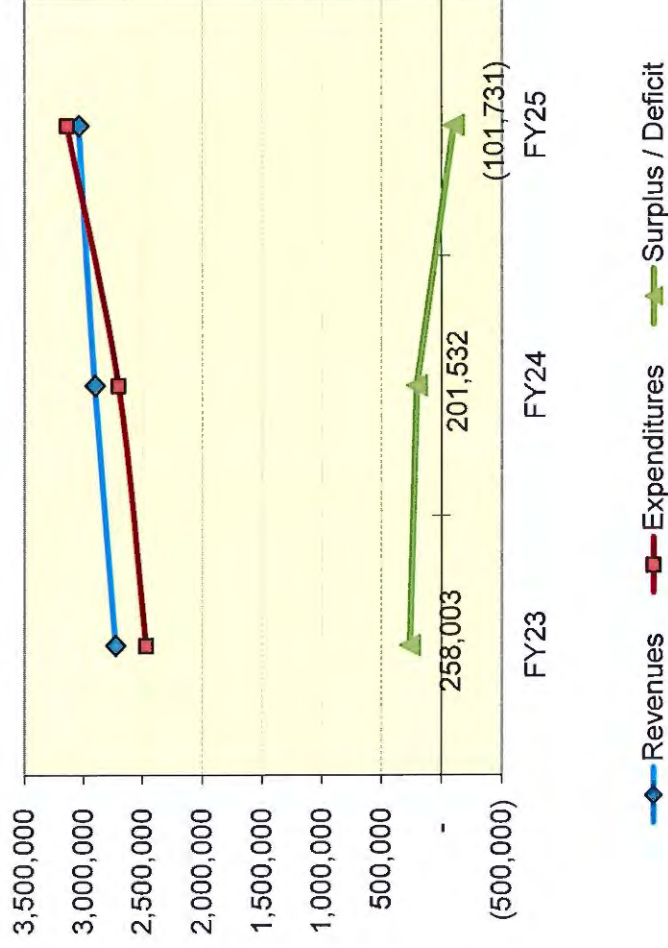
Revenue, Expenditure & Fund Balance

For the 12 Month(s) Ended June 30, 2025

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	(136,097)	32,690	1,677	(101,731)
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	1,436,810	63,252	127,251	1,627,312
Fund Balance as % of Total Expenditures	48%	54%	n/a	52%



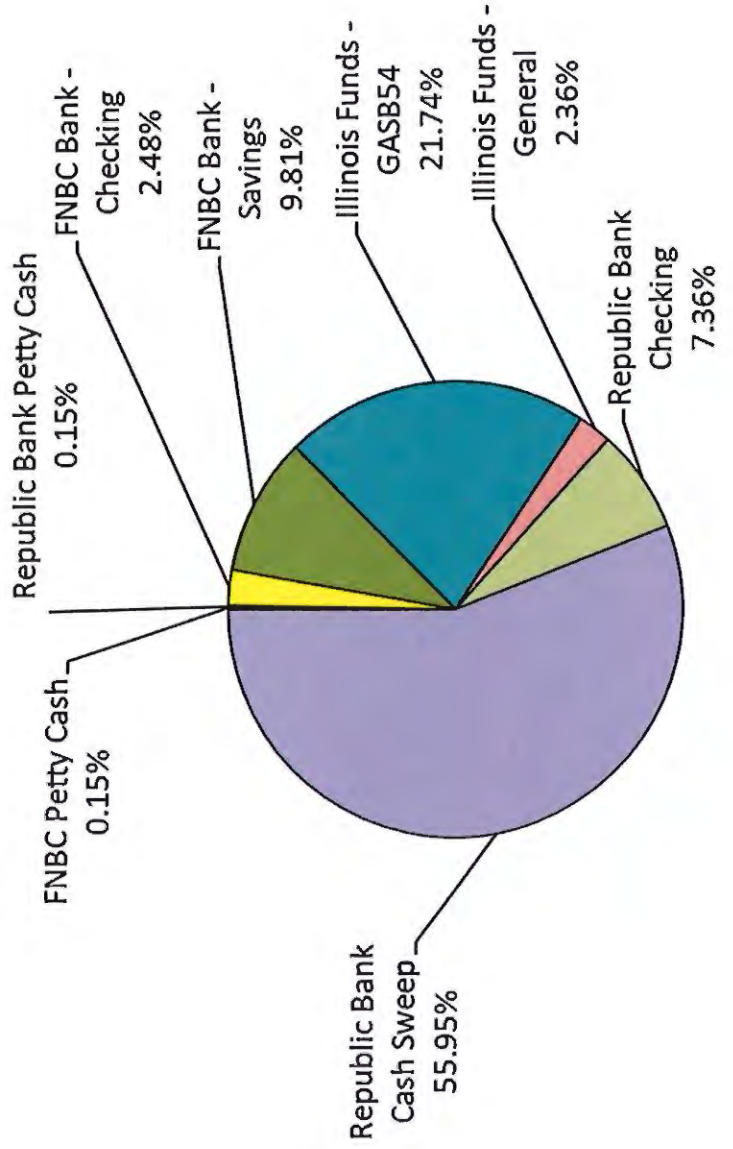
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	Bank Value
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Illinois Funds - General	#5519 / 1507	MM	Various	80,065
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,900,726
Total				\$ 3,397,203





OFFICE OF THE SECRETARY OF STATE
ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 27, 2025

Mr. Benjamin Weseloh, Library Director
West Chicago Public Library District
118 West Washington Street
West Chicago, Illinois 60185-2803

Dear Mr. Weseloh:

I am pleased to award the West Chicago Public Library District a Fiscal Year 2025 Illinois Public Library Per Capita Grant in the amount of \$42,668.80.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.Subpart A, State Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink, reading "Alexi Giannoulis", followed by a horizontal line.

Alexi Giannoulis, Secretary of State and
State Librarian

AG:isl

7/1/25

B & A ORDINANCE REMINDER

LIBRARY DISTRICTS

The deadline for passing your final Budget & Appropriation Ordinance is Tuesday, September 23, 2025 (the fourth Tuesday in September per 75 ILCS 16/30-85(a)).

Your final B & A Ordinance should be:

- a. Published in the newspaper;
 - b. Filed with the County Clerk.
-

NOTE: Prior to passing the final B&A Ordinance, a public hearing on a tentative B&A Ordinance is required. Notice of the public hearing must be published in a newspaper 30 days or more before the public hearing.

CITY/VILLAGE LIBRARIES

City Libraries and Village Libraries should confirm with City officials/Village officials that all requested levy/financial information has been provided (or will be provided within the timeframe established by the City/Village).

- NOTES:**
- a. Per the Local Library Act, the Library must submit to the City/Village not less than 60 days prior to the date for the certification of the City/Village tax levy a “statement of financial requirements of the library . . . the amount of money, which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance.” 75 ILCS 5/4-10
 - b. Communication with City/Village officials is essential to confirm the time frame for providing to the City/Village the Library’s “financial requirements.”

Library Director Report

July 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 100%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$738,544.17 (+ \$2,678.84)
 - New Building & Construction Fund: \$37,450.50 (+ \$135.84)
 - General (Corporate) Fund: \$42,614.13 (\$154.58)

PERSONNEL

- ❖ The Library Director:
 - Attended the SWAN Board meetings at the Midlothian Public Library on 6/20 and 7/18
 - Attended the Library Board meeting on 6/23
 - Participated in a zoom interview with a prospective candidate for the adult services librarian position on 6/24
 - Met with technicians from Morgan Birge on 6/24, 6/30, 7/1, 7/8, 7/15, & 7/22 to discuss the configuration, status, and steps to cutover to a new phone system (8x8) in early August
 - Attended the downtown business owners meeting on 6/24 at the American Legion Hall
 - Held managers advisory meetings on 7/14 & 15
 - Attended the BBB's *Navigating FSA, HSA, & Benefit Updates* on 7/15 with the Assistant Library Director
 - Met with the Facilities Assistant and representatives from Midwest Mechanical 7/16 to discuss the scope and timeline of the next round of capital improvements to the building
 - Met with the executive director of WeGo Together for Kids on 7/17 to discuss the possibility of the library participating in the Dolly Parton Imagination Library program.
 - Participated in the quarterly business review meeting with Sikich and the IT Librarian on 7/21
 - Attended the Public Affairs Committee meeting and part of the City Council meeting on 7/21
 - Took vacation days on 6/25-27 and 7/3

❖ Employee Highlights

- Francesca T., Youth Services Librarian, celebrated her 1-year anniversary on 7/15
- Therese S., began as the Teen Librarian on 7/15

Department Reports

June 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email campaigns – June
 - Total opens: 29,018
 - § May '25 -1.3%
 - § April '25 +5.22%
 - § June '24 +23.9%
 - Biweekly Program Newsletters x 9
 - § Total opens: 16,703
 - May '25 +11.04%
 - April '25 +12.27%
 - June '24 +19.26%
 - Special Program Highlight Emails x 7
 - May '25 -12.5%
 - April '25 -12.5%
 - June '24 -12.5%
 - § Total opens: 12,315
 - May '25 -4.18%
 - April '25 -3.1%
 - June '24 +30.8%
 - § Events promoted by an SPH Email include:
 - Family Dance Party
 - Lotería
 - AS Crafts – June
 - YS Storytimes – June
 - Cruisin' Thru the Afternoon
 - § Additional email campaigns created
 - SPH: HWC Pickling
 - SPH: Back to School Bash
 - SPH: Puzzle Swap
 - HWC: Renter's Rights
 - July YS Storytimes
 - July AS Crafts
 - SPH: Flo's Soda Shoppe
- Social Media Campaigns
 - Social Posts x 10
 - § May '25 -55.6%

- § April '25 -53.4%
 - § June '24 -66%
- Total impressions: 4,368
 - § May '25 -13.3%
 - § April '25 -4.48%
 - § June '24 -68.9%
- Total reach: 3,381
 - § May '25 -18.02%
 - § April '25 -26%
 - § June '24 -74.6%
- Physical Materials & Other Work
 - Mini-Posters
 - § 22 requested/ordered as a priority.
 - § 8 created & produced
 - § Another 10 or so drafted/begun.
 - § 2 total have been used/displayed to the public.
 - Additional posters for in the library have been created and posted.
 - Liaised with State Senator Villa's office in being a participating Books for Scoops location to encourage local youth summer reading with a reward of a free paleta from Jorge's!
 - Met with Kathy Hall of Three Fires Council to work on cooperation and assistance between the Scouts and WCPLD. We will be partnering on several upcoming programs.
 - 10+ TV Slides created highlighting current services and upcoming programs.
 - § TV Slides are currently down across the entire library as the go-between slideshow program we used is now out of business. Jason is working on finding and implementing a suitable alternative, hopefully also free.

ADULT SERVICES

Engagement:

Programs: A total of 7 programs were offered in June with a total attendance of 170. Some programs included The History of Motown, Personalized License Plates, Healthy West Chicago Mocktails, DIY Nautical Vases, Page Turner Junction Book Club and a Senior Center Library Talk.

Reading Challenges: We finished up our Books in Bloom Spring Reading Challenge with 36 registered, 35 active readers, 25 completed, 17 rewards redeemed. Our Summer Reading Challenge began on June 2nd. 56 Adults have registered.

Take and Make Kits: A total of 30 take and make butterfly bookmarks and 55 Watermelon Fans were taken in June.

Seed Library: a total of 127 seed packets were taken from the seed library in June.

Outreach and Program Promotion:

Adult Services staff delivered materials as well as leading a craft program for 44 patrons in 3 separate assisted living facilities in June.

Adult Services staff created 7 book and material displays to promote programs and the collection.

ADULT SERVICES: TEEN

Programming: A total of 26 teens attended 4 programs in June.

Some programs held were Snack Testers, Video game club, Tabletop n Treats and Teen Advisory Board.

30 Teens picked up take and Make crafts in June.

Summer Reading: 31 Teens have registered for Summer Reading so far.

CIRCULATION SERVICES

Circulation Statistics June 2025:

- 14,699 Total Items checked out, 5.25% increase from June 2024.
- 3,194 Electronic materials checked out, 1.18% decrease from June 2024.
- The total value of the materials checked out by our patrons was \$104,059.56 during June 2025.
- During June 2025, we had 208 patrons using self-check and a total of 878 items checked out.

Patron Statistics June 2025:

- 5,745 Visitors to the library during June 2025.
- 77 New patrons added, 17.20% decrease from June 2024.
- 8,828 Card holders, 14.47% decrease from June 2024.
- 30.52% of the district population have library cards, a 5.16% decrease from June 2024.

TECHNICAL SERVICES

Acquisitions:

- 146 Items invoiced/received.
- 126 Items on-order.
- 93 Items received not processed.
- 57 Items ordered.
- 20 Items returned.
- 1 Item cancelled.
- 0 Donations.
- 0 Replacements.

Cataloged:

- 3638 Items added to the collection.

Withdrawals:

- 431 Items withdrawn from the collection.

Material Maintenance:

- 107 Items repaired in house.

Other Activities:

- 301 Items moved from the new shelf to the regular collection.
- 246 Postage processed.
- 197 Invoices processed.
- 140 Invoices archived.
- 56 Records created.
- 26 Title transfers.
- 16 West Chicago Suburban Life scanned and converted to searchable PDF.
- 5 E/J Kit Records Updated.
- 5 Missing items reclaimed.
- 1 Award Title Updated.

YOUTH SERVICES

Programs

- After a few weeks away from Storytime programming, the Youth Services department began two Storytime programs the week of June 15th. On Mondays, Sunny Yoga stories saw patrons get their stretches and stories in on the library lawn. The Uke and a Luke program was presented with songs and themed stories in the last two months of June. In addition, our monthly Sensational Saturday sensory program brought in members of the community for sensory and tactile toys.
- The department showcased various in-person programs throughout June. Patrons enjoyed creating their own personalized license plates in a sublimation printer crafting program. Lotería was played on two separate occasions in June as well. An ever-popular Family Dance Party was held on the 19th, and a Toddler Obstacle Course was enjoyed by many near the end of the month. In all, 147 people attended 13 programs implemented by the YS Department in June.

Program Highlights

- Some program highlights included a Taylor Swift themed karaoke party. In connection with our summer reading challenge theme Cruisin' Through Summer, an especially successful Fast Films Friday presentation of the movie Cars 3 brought in 30 people to enjoy. In a How to be a Dragon Trainer program, attendees learned all about these magical creatures, enjoyed snacks, designed their own shields, and tested their skills on a dragon obstacle course.
- Summer Reading is cruising through a stellar start, surpassing the goal of 200 sign-ups by nearly 50 patrons as of mid-July. Many patrons have reached the midway point of the challenge, with several completing the challenge entirely. The first of three 'pop-up shops' took place on June 21st where readers cashed reading milestones for 'book bucks' to purchase various books, toys, and trinkets. Two further shopping events will take place in July. As more patrons have signed up and are on pace to complete the challenge than last year, staff are pleased with this year's results.

Passive Activities

- Staff designed a sea turtle grab & go bag in celebration of National Sea Turtle Day on June 16th. Other asynchronous activities included various worksheets, crafts, and scavenger hunts with themes of camping, sharks, counting and graphs, I-Spy and Independence Day. All told, 295 patrons took part in passive activities during the month of June.

Outreach

- The school year wound down with several Storytimes and Summer Reading Program presentations at various locations. In the first weeks of the month, 56 students were treated to puppet shows and stories at various schools.
- Staff partnered with Cantigny Park for the first of three summer readings based on the five senses. Dozens of visitors enjoyed stories, crafts, and garden exploration based on the sense of smell. Two more gatherings at the park will take place later in the summer.
- In addition to May's summer reading promotion, a further 260 students learned of the summer reading challenge and various prizes available to participants. All elementary schools in District 33 received information about programming and the summer reading challenge through various presentations in 2025.
- Weekly Storytime presentations began in mid-June continuing a partnership with the Birth-to-three Early Intervention organization. Twelve people stopped in the library for these programs. Outreach efforts in June reached a total of 382 people.

Professional Development/Community Collaboration

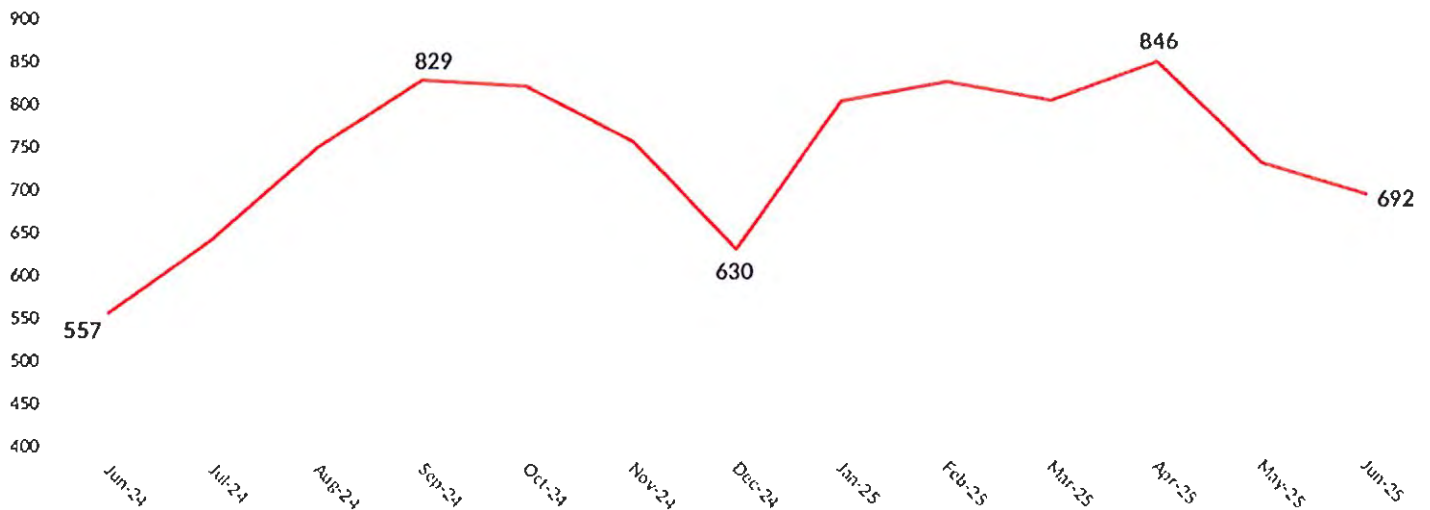
- Department staff attended various organizational meetings and collection development webinars offered by library review and publishing entities.

IT Report - JUNE

Wireless Overview

June had **692 unique clients** with 1.29Tb of data used.

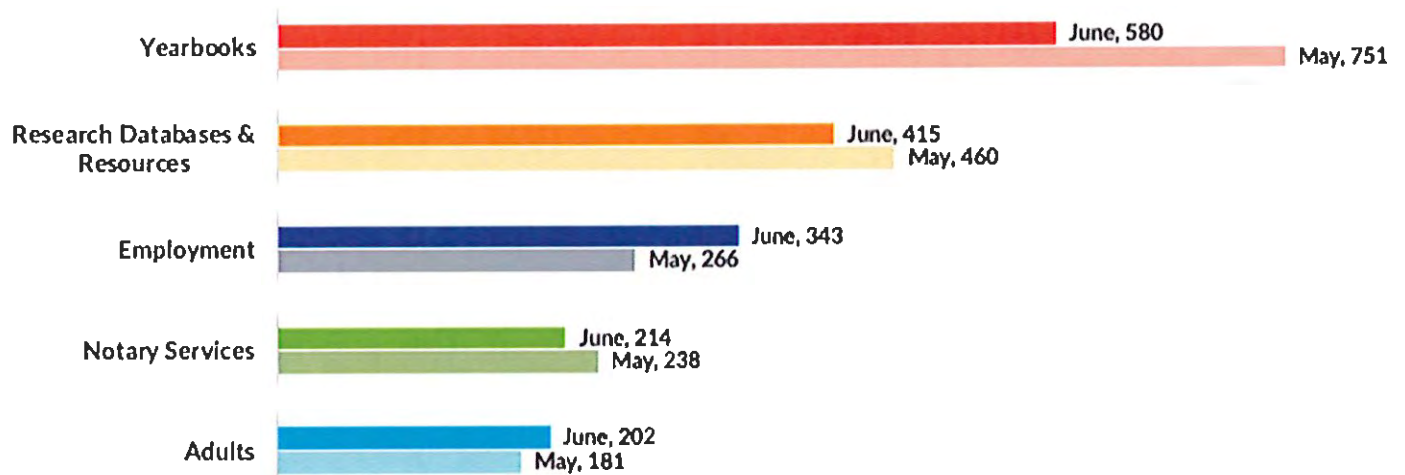
WiFi Usage June 2025



Website

In June we had **8,528 website visits.**

Top 5 Pages in June



Computer Usage

We had 464 users in June. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (May)	Average Time Per Session (May)	Total Logins (June)	Average Time Per Session (June)
Adult	385	44 Minutes	408	44 Minutes
Youth	25	38 Minutes	54	43 Minutes
Newspaper	5	1 Hour 5 Minutes	2	1 Hour 8 Minutes

- Two of our staff members left us, Erin, the Teen Librarian, and Norma, a circulation clerk. Their accounts needed to be locked down. Their OneDrives were archived. Finally, their Canva and Library Market projects were transferred to their manager's accounts.
- On June 30 we discontinued the music database Freegal. On July 1 we started a new database called BrainFuse. It's an online tutoring database that gives expert help on a variety of topics ranging from college exams to job hunting.
- A critical update needed to be completed on all computers with DeepFreeze installed to prevent our automated monitoring software from losing its connection. DeepFreeze is security software that freezes a computer's setup once enabled to block any malicious changes that may be attempted. All patron computers and training lab laptops needed to be updated in order to continue working properly with all our security software.
- One of our Youth computers needed to be wiped and rebuilt as Windows was not loading properly. This was the last option available to us after extensive testing was done to determine what was causing the issue.
- Changes were made to the firewall for smoother communication between the building automation system (BAS) and the software controlling it.

FACILITIES REPORT – JULY 2025

Throughout July, the facilities efforts focused on a combination of system maintenance, vendor coordination, and preparations for seasonal improvements and ongoing library operations.

Maintenance and Repairs

- Coordinated with Midwest Mechanical on multiple HVAC-related services:
 - Boiler #2: Replaced a failing ignition transformer, cable, UV scanner, and lamp indicator.
 - Boiler #1: Investigated and addressed a reported gas odor.
 - Replaced air filters throughout the building.
 - Replaced the hub motor due to noisy and failing motor bearings.
- Boiler #1 continued to experience recurring alarms. A deeper review of Delta alarm data suggested that the boilers lack a standby setpoint when the building is unscheduled. Adding overnight scheduling has been added (1am-3:30am) to minimize unnecessary fault conditions.
- Submitted a signed estimate and scheduled the installation of a rain hood over the front door sensor with ASSA ABLOY. This will prevent sensor malfunctions caused by rain ("ghosting"), which can pose safety risks. Installation is scheduled for July 18 at 8:00 a.m.
- Minor facility repairs included:
 - Repair of a window and closet door in the Youth Services Department.

Vendor Coordination and Proposals

- Coordinated with multiple vendors for project estimates and services:
 - Contacted First Security and confirmed termination of legacy fire monitoring services as we fully transitioned to ADS.
 - Met with vendor from American Holiday Lights and engaged Light Up the Burbs for holiday lighting proposals (awaiting estimates).
 - Contacted signage vendors for both holiday decor and permanent signage for our Study Rooms and Program Room

Facility Improvements and Furniture

- Ordered hanging rods for the Youth Services Department to expand item checkout capability.
- Numbered all exterior doors visibly for first responders, also provided west Chicago Fire and Police Department a map of our door location.
- Created a utility map of exterior electrical outlets and waterspouts to aid with event planning and vendor setup.

Holiday Lighting and Digital Signage

- Continued planning for the EMC signage project:
 - Spoke with vendor from Olympik Signs, he's been in communication with the City regarding potential zoning and historic district requirements.
- Initiated planning and vendor engagement for winter holiday lighting and decoration installation.

Administrative Tasks and Communication

- Continued communication with Delta Controls and Sikich to troubleshoot network and communication issues with our building automation system (BAS).

Preventative Maintenance

- Maintained regular pest control (Orkin), water quality testing (Gehrke), and first aid supply management (Cintas).
- American National Sprinkler conducted their sprinkler inspection—no issues were found.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

TENTATIVE

ORDINANCE 25-02

BUDGET AND APPROPRIATIONS OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026

PART I

ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2025, all funds	\$	1,627,312
Item 2:	Property Taxes	\$	2,976,853
Item 3:	Replacement tax	\$	50,952
Item 4:	Interest	\$	76,350
Item 5:	Grants	\$	42,958
Item 6:	Other receipts (fines, fees, gifts, etc.)	\$	13,700
Item 7:	Estimated Amount Available	\$	4,788,125

PART II

	BUDGET	APPROPRIATIONS
Item 1:	Salaries	\$ 1,585,777 \$ 1,665,000
Item 2:	Insurance-Health, Dental, Life	\$ 296,818 \$ 350,000
Item 3:	FICA	\$ 112,000 \$ 130,000
Item 4:	Unemployment Compensation	\$ 2,100 \$ 5,000
Item 5:	Worker's Compensation	\$ 2,378 \$ 6,000
Item 6:	Administrative Expenses	\$ 90,162 \$ 115,000
Item 7:	Administrative Technology Expense	\$ 172,358 \$ 250,000
Item 8:	Library Materials-Books	\$ 129,315 \$ 165,000
Item 9:	Library Materials-Periodicals	\$ 10,950 \$ 16,000
Item 10:	Library Materials-Audio Visual	\$ 59,535 \$ 75,000
Item 11:	Technology Services	\$ 96,573 \$ 175,000
Item 12:	Library Material Maintenance	\$ 10,520 \$ 16,000
Item 13:	Programs	\$ 41,149 \$ 60,000
Item 14:	Marketing & Promotions	\$ 31,005 \$ 60,000
Item 15:	Facilities & Operations	\$ 215,901 \$ 400,000
Item 16:	Utilities	\$ 99,102 \$ 130,000
Item 17:	Professional Services	\$ 65,570 \$ 100,000
Item 18:	Library Board Expenses	\$ 12,600 \$ 20,000
Item 19:	Capital Projects Expenses (Paid from Corporate Carryover, not current tax levy)	\$ 325,000 \$ 375,000
Item 20:	Estimated Expenditures/Appropriations	\$ 3,358,813 \$ 4,113,000

PART III

SPECIAL FUND ESTIMATED EXPENDITURES/APPROPRIATIONS

Item 1:	Illinois Municipal Retirement Fund	\$	127,000	\$	175,000
Item 2:	Estimated Expenditures/Appropriations	\$	127,000	\$	175,000

PART IV

SPECIAL RESERVE FUND ESTIMATED EXPENDITURES/APPROPRIATIONS

Item 1:	Special Reserve Fund	\$	-	\$	125,000
		\$	-	\$	125,000

PART V

SUMMARY

Total Budget and Appropriation for Corporate Fund	\$	3,358,813	\$	4,113,000
Total Budget and Appropriation for IMRF	\$	127,000	\$	175,000
Total Budget and Appropriation for Special Reserve Fund	\$	-	\$	125,000
Total Budget and Appropriation	\$	3,485,813	\$	4,413,000

ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2026

Estimated Amount Available All Funds: Part 1 - Item 7	\$	4,788,125	\$	4,788,125
minus Part II - Item 20	\$	(3,358,813)	\$	(4,113,000)
minus Part III - Item 1	\$	(127,000)	\$	(175,000)
minus Part IV - Item 1	\$	-	\$	(125,000)
Estimated balance to be on hand at June 30, 2026	\$	1,302,312	\$	375,125

PART VI

All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 22, 2025

VOTE: [Y = Yes; N = No; ABS = Absent; AB5T = Abstain]

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Corrine Jakacki-Dattomo, *President*
Board of Library Trustees

ATTEST:

Patricia Weninger, *Secretary*
Board of Library Trustees

SEAL

* This ordinance is effective 9/22/2025