



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, AUGUST 25, 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 –July 28, 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 August 2025
2. Financial Statements for July 2025
- H. Communications
1. Opioid Medication and Trained Library Staff ATTACHMENT
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
2. Payment of Nonresident Fees ATTACHMENT
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
- I. Reports
1. President Corrine Jakacki-Dattomo
- a. Secretary’s Audit – President appoints two (2) trustees to review the District’s 7/1/2024 – 6/30/2025 minutes [75 ILCS 16/30-65 (c)]
2. Library Director ATTACHMENT
3. Department Managers (IT & PR Presentation) ATTACHMENT

J. Unfinished Business

None

K. New Business

1. Initiatives and Goals for FY 2026
2. Strategic Plan
3. Building & Grounds Committee Review

DISCUSSION
DISCUSSION
DISCUSSION

L. Closed Session

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

ACTION

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JULY 28, 2025
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Maureen Navadomskis, Treasurer; Laura Finch, Secretary Pro Tem; Aimee Cavataio, Laura Finch, Members. (Scott Grotto and Pat Weninger, absent; Michael Wonderly arrived late.)

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - June 23, 2025: Ms. Navadomskis moved to approve the Board Meeting Minutes of June 23, 2025 as amended; seconded by Ms. Finch. The following items were discussed:

(Michael Wonderly entered)

- Page 1, Item G, discussion was had regarding the timing of the monthly bill payment approval and reports on the financial statements.

- Page 1, Item H-1, change "Marcaine" to "Narcan."

- Page 3, Item I-2, second paragraph, the first line should read: "A report was received from the Illinois State Library..."

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jim Murray.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June and July 2025: Ms Navadomskis moved to approve payment of the bills for July 2025 in the amount of \$277,778.63; seconded by Ms. Cavataio.

Roll Call Vote - Yes: Cavataio, Finch, Jakacki, Navadomskis, Wonderly. Motion carried.

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

DRAFT MINUTES ONLY

H. COMMUNICATIONS:

1. Per Capita Grant Award Letter: The West Chicago Library is anticipating this fiscal year a Per Capita Grant Award of approximately \$42,668.08 based on the 2020 census figures and the updated per capita count. Unknown at this time is whether the grant funds will be available next fiscal year based on federal budget cuts.

Discussion was had regarding the use of funds from the Per Capita Grant Award, that the Library's overall budget would need to be reduced going forward if/when these funds are not available.

2. B & A Ordinance Reminder: The Library's legal counsel provided a reminder of the process for passing its final Budget & Appropriation Ordinance. Mr. Weseloh reviewed with the board the key steps of the process.

I. REPORTS:

1. President's Report: President Jakacki asked the trustees to let her know in advance when they have a planned absence from a board meeting. This is helpful to Ms. Jakacki as she and Mr. Weseloh create the meeting agenda which includes board discussion items.

Each of the trustees holding office titles on the board are new to their positions, and Ms. Jakacki asked that all trustees extend to each other grace and patience as everyone learns how the library works and how their new respective roles work.

New trustees were reminded to complete the OMA training for new trustees and provide the completion certificate to Mr. Weseloh.

President Jakacki reviewed items the board will be addressing in the next couple months: Develop a board focus with consideration of available amount of time, resources, and money; consider the creation of a new strategic plan. Ms. Jakacki stated that in the last couple years the board focus has been on capital improvements, which are ongoing this year. Trustees were asked to consider what they would like the board to focus on as they lead the Library's role in serving its patrons, and bring their thoughts to the August board meeting.

President Jakacki stated that the Library's current strategic plan expires in 2025. She recommended that the new trustees review on the Library's website the 2022-2025 Strategic Plan. The Board will be forming a Strategic Plan committee comprised of library trustees, library staff, and members of the public. The committee will meet regularly for approximately one year, and will review goals for library technology and patron needs and wants.

The acceptable reasons for trustees to remotely attend a board meeting

DRAFT MINUTES ONLY

were identified: sickness, work commitments, family emergency, declaration of State emergency. The policy is listed, along with other library policies, on the Library's website under "Governance."

2. Library Director: Mr. Weseloh stated the fiscal year elapsed is at 100% and the expenditures at fiscal year end were 94%. The Library collected 103% of its anticipated revenues. The fiscal year ended with \$233,000 remaining in revenue over expenditures on an unaudited basis. Adjusting entries will be made in the beginning of the fiscal year as the audit process begins, and on-site audit field work is scheduled for September 15 and 17, 2025.

Director Weseloh provided Republic Bank with the Minutes of the June Board Meeting, which identifies the two new signers on the Library's financial accounts. Republic Bank will be asked to have the paperwork available for Ms. Navadomskis and Mr. Grotto to visit the bank and sign the necessary documents.

The Library's administrative office has filled three open positions: Circulation Clerk, Teen Librarian, Adult Services Librarian. The Bookkeeper will be reducing her hours beginning August 4, 2025 and will be retiring effective September 5th, 2025. The Library will be seeking to hire a part-time Technical Services Assistant following the Bookkeeper's departure.

The dead trees and tree limbs on the library's property around the detention pond will be removed July 29, 2025.

The Swan consortium new online patron registration portal will be called Patron Point and is anticipated to go live August 26, 2025.

Mr. Weseloh had a conversation with WeGo Together for Kids regarding the possibility of starting participation in a Dolly Parton Imagination Library. This is an opportunity for the Library to introduce young children to literacy and reading and includes a book a month that is sent to kids. There is a fee associated with the program, and the State would subsidize half the cost. The program includes bilingual materials.

Director Weseloh has a meeting scheduled on August 6, 2025 with the director of WeGo Together and a Health Department representative regarding the inclusion of the Narcan station at the library. They will discuss library staff training on the recognition and response to opioid overdose.

The Library is moving to a new phone system, 8x8, and the cutover is scheduled for August 5, 2025 at 10:00 a.m.

DRAFT MINUTES ONLY

Mr. Weseloh has been participating on the West Chicago Train Committee which has created a program called Full Steam Ahead. The committee is comprised of people from the West Chicago Parks Foundation, West Chicago City Museum, West Chicago Public Library District, WeGo Together for kids, the City of West Chicago, and the Cultural Arts Commission. This public arts initiative will place artistically painted train sculptures throughout West Chicago in celebration of the community's railroad heritage and feature multiple culturally diverse artists.

The project will launch in May 2026, will align with America's 250th anniversary, and promote pride, tourism, and engagement while having the goals of revitalizing public spaces, celebrating local artists and diversity, and honoring the railroad history in West Chicago. Features of the project are designed to educate and engage through activities, tours, exhibits, and programs planned. The Library is one of the planned locations for a train sculpture, to be placed on the front lawn.

National Night Out is Tuesday, August 5, at Reed-Keppler. The Library will be onsite from 6:00 to 8:00 p.m. to share information and promote library services.

The City Museum's historic Train Depot will be open on Saturdays, August 9 and 23, 2025 from 10:00 a.m. to 12:00 p.m. to view the inside of the building.

The Library Staff In-Service will be held Friday, August 1, 2025. The Library will be closed to the public all day.

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

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: Ms. Navadomskis moved to adopt the 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; seconded by Mr. Wonderly.

Discussion was had regarding the distinction between the budget and appropriations monies. Mr. Weseloh stated he has added additional money in the budget this year for the Library Materials, Periodicals Line Item 9 because of increasing costs.

Roll Call Vote - Yes: Cavataio, Finch, Jakacki, Navadomskis, Wonderly.

DRAFT MINUTES ONLY

Motion carried.

2. Library Tour: At 7:45 p.m. the meeting recessed while the trustees and the director toured the library building.

(Recess had.)

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: At 8:40 p.m. President Jakacki stated there was no reason to move into closed session, therefore there was no need to return to open session; and she adjourned the meeting at 8:40 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 25-Aug-25

FINANCIAL STATEMENT DATE: July 31, 2025

Payroll dated:

7/3/2025	Net Payroll	\$	36,847.45
	Federal Liability Payment	\$	11,060.33
	State Liability Payment	\$	2,274.92
	Paylocity Fee	\$	164.61

7/18/2025	Net Payroll	\$	40,452.48
	Federal Liability Payment	\$	12,282.73
	State Liability Payment	\$	2,477.37
	Paylocity Fee	\$	397.52

Net Payroll
Federal Liability Payment
State Liability Payment
Paylocity Fee

TOTAL		\$	105,957.41
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Republic Bank

Operating - Manual Cks	Check No.	\$	34,727.56
Operating - System Cks	Check No.	\$	85,491.58
Operating - Credit Card	Check No.	\$	7,613.99
Librarian's Petty Cash	Check No.	\$	569.90

TOTAL		\$	128,403.03
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Total Bills for Approval		\$	234,360.44
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Board Approval

Signature:

Board Approval Date: _____

West Chicago Public Library District

Unpaid Bills Detail

As of August 18, 2025

Transaction Type	Date	Num	Due Date	Open Balance
Bill	07/15/2025	14049488	08/14/2025	322.21
				\$ 322.21
Bill	08/11/2025		09/10/2025	613.64
Bill	08/14/2025	640755	09/13/2025	165.93
				\$ 779.57
Bill	07/23/2025	639405	08/22/2025	11.19
Bill	07/23/2025	639404	08/22/2025	44.81
Bill	08/06/2025	640287	09/05/2025	90.26
				\$ 146.26
Bill	07/17/2025	1RPP-FTQF-HDG4	08/16/2025	191.08
Bill	07/17/2025	1R6L-LKR6-CRMQ	08/16/2025	584.76
Bill	07/17/2025	1GR9-CJ7T-G4H6	08/16/2025	57.55
Bill	07/19/2025	1J9W-DD1N-WXNR	08/18/2025	352.80
Bill	07/19/2025	1NPD-Y7NP-JHDQ	08/18/2025	37.84
Bill	07/19/2025	16D7-XHG3-1TPW	08/18/2025	44.25
Bill	07/19/2025	1Q4K-L7YG-F4WJ	08/18/2025	49.98
Bill	07/19/2025	1CPT-VD9Q-WY6J	08/18/2025	65.61
Bill	07/21/2025	14D7-LD6T-9FQK	08/20/2025	36.08

4 Imprint
877-446-7746

Total for 4 Imprint
ACC Business
800-322-3076

Total for ACC Business
Accurate Office Supplies
630-784-4700

Total for Accurate Office Supplies
Amazon Capital Services

Bill	07/21/2025	16FR-GJ1X-9PHH	08/20/2025	25.43
Bill	07/21/2025	1FR9-K9T1-96HP	08/20/2025	25.11
Bill	07/24/2025	1QPW-TQLK-7MTL	08/23/2025	26.59
Bill	07/26/2025	1K41-1FLY-RDVY	08/25/2025	17.99
Bill	07/28/2025	1RWK-W3RV-DCX3	08/27/2025	24.99
Bill	07/28/2025	1XD7-KV96-9X97	08/27/2025	215.05
Bill	07/28/2025	1YVW-C6V9-9WD4	08/27/2025	39.82
Bill	07/29/2025	1PJC-R3X4-4QQD	08/28/2025	27.59
Bill	07/30/2025	1MQR-NKKQ-J1LN	08/29/2025	18.98
Bill	07/30/2025	14VL-4D7T-J6MV	08/29/2025	25.77
Bill	07/31/2025	1697-FCKQ-T4DF	08/30/2025	65.97
Bill	07/31/2025	1HGW-HF4T-V133	08/30/2025	84.30
Bill	08/01/2025	16PR-DQ7W-44RJ	08/31/2025	13.06
Bill	08/04/2025	1KKF-T64D-CKQJ	09/03/2025	31.06
Bill	08/07/2025	1MCC-WRWN-JYYW	09/06/2025	24.27
Bill	08/07/2025	1FDT-K9P4-MPT4	09/06/2025	27.98
Bill	08/07/2025	1KVH-CXHF-1FWP	09/06/2025	93.73
Bill	08/11/2025	1FY4-DWX7-3F4L	09/10/2025	24.99
				\$ 2,232.63
Bill	08/11/2025	83409350	09/10/2025	86.60
				\$ 86.60
Bill	08/01/2025	INV-106532-V2F9	08/31/2025	193.00
				\$ 193.00
Bill	07/31/2025	380187	08/30/2025	1,873.80

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.
Andy Frain
630-820-3820

Total for Andy Frain
Assa Abloy
704-290-5700

\$ 1,873.80

Bill	07/21/2025	1884924	08/20/2025	8.92
Bill	07/21/2025	1884496	08/20/2025	361.00
				<u>\$ 369.92</u>

Total for Assa Abloy
Background Resources
630-873-2270

Bill	07/31/2025	24147	08/30/2025	48.00
				<u>\$ 48.00</u>

Total for Background Resources
Benjamin Weseloh

Bill	08/13/2025		09/12/2025	102.68
				<u>\$ 102.68</u>

Total for Benjamin Weseloh
Bigleaf Networks, Inc.
888-244-3133

Bill	08/01/2025	INV129067	08/31/2025	499.00
				<u>\$ 499.00</u>

Total for Bigleaf Networks, Inc.
Cengage Learning
800-877-4253

Bill	08/11/2025	999100790818	09/10/2025	131.16
				<u>\$ 131.16</u>

Total for Cengage Learning
Cinco Books

Bill	08/05/2025	51199	09/04/2025	352.00
				<u>\$ 352.00</u>

Total for Cinco Books
Cintas Corporation
847-228-3970

Bill	07/17/2025	5281234906	08/16/2025	70.63
Bill	07/17/2025	5281307608	08/16/2025	28.62
Bill	07/29/2025	5283272108	08/28/2025	238.94
Bill	07/31/2025	9331829072	08/30/2025	100.00
Bill	07/31/2025	9331829069	08/30/2025	50.50
Bill	08/12/2025	5285722601	09/11/2025	41.93

Total for Cintas Corporation City of West Chicago 630-293-2200	Bill	08/14/2025	5286191805	09/13/2025	53.36
					\$ 583.98
Total for City of West Chicago Comcast 800-391-3000	Bill	08/01/2025		08/31/2025	2,545.78
					\$ 2,545.78
Total for Comcast Comcast Business	Bill	08/10/2025		09/09/2025	343.34
					\$ 343.34
Total for Comcast Business ComEd 877-426-6331	Bill	08/01/2025	248079620	08/31/2025	560.00
					\$ 560.00
Total for ComEd De Lage Landen Financial 800-736-0220	Bill	07/21/2025		08/20/2025	1,550.70
					\$ 1,550.70
Total for De Lage Landen Financial Delta Building Technologies 630-589-3800	Bill	08/07/2025	591326411	09/06/2025	1,496.23
					\$ 1,496.23
Total for Delta Building Technologies Efficiency Reporting 630-682-8887	Bill	08/01/2025	MC003050	08/31/2025	1,584.00
					\$ 1,584.00
Total for Efficiency Reporting Flood Brothers	Bill	06/30/2025	20723er	07/30/2025	340.00
					\$ 340.00
Total for Flood Brothers	Bill	08/05/2025	8359664	09/04/2025	66.14
					\$ 66.14

Gehrke Technology Group
847-487-9110

Total for Gehrke Technology Group

Globe Life

Bill	08/11/2025	2502692	09/10/2025	125.00
				<u>\$ 125.00</u>

Total for Globe Life

Governmental Accounting, Inc.
847-991-3909

Bill	08/10/2025		09/09/2025	55.00
				<u>\$ 55.00</u>

Total for Governmental Accounting, Inc.

Grant and Power Landscaping
630-231-0069

Bill	08/01/2025	60320	08/31/2025	1,575.00
				<u>\$ 1,575.00</u>

Total for Grant and Power Landscaping

IHLS-OCLC
618-619-2076

Bill	07/31/2025	53015	08/30/2025	12,000.00
Bill	07/31/2025	52528	08/30/2025	630.00
				<u>\$ 12,630.00</u>

Total for IHLS-OCLC

Ingram Library Services
800-937-8200

Bill	08/06/2025	33185	09/05/2025	40.52
				<u>\$ 40.52</u>

Bill	07/02/2025	88973004	08/01/2025	29.55
Bill	07/03/2025	89003270	08/02/2025	28.38
Bill	07/07/2025	89023924	08/06/2025	619.73
Bill	07/15/2025	89196620	08/14/2025	272.91
Bill	07/16/2025	89218809	08/15/2025	291.78
Bill	07/17/2025	89246361	08/16/2025	686.09
Bill	07/17/2025	8925495	08/16/2025	280.94
Bill	07/23/2025	89352876	08/22/2025	247.70
Bill	07/24/2025	89375341	08/23/2025	750.00
				<u>\$ 3,207.08</u>

Total for Ingram Library Services

LIMRICC
630-393-1483

Bill	08/06/2025	09/05/2025	23,046.73
			<u>\$ 23,046.73</u>

Total for LIMRICC
Midwest Mechanical
630-850-2300

Bill	07/29/2025	08/28/2025	1,849.00
Bill	08/03/2025	09/02/2025	1,007.37
			<u>\$ 2,856.37</u>

Total for Midwest Mechanical
NCPERS

Bill	08/10/2025	09/09/2025	16.00
			<u>\$ 16.00</u>

Total for NCPERS
Nicor
888-642-6748

Bill	08/06/2025	09/05/2025	619.50
			<u>\$ 619.50</u>

Total for Nicor
Orkin Pest Control
630-505-7258

Bill	08/11/2025	09/10/2025	111.00
			<u>\$ 111.00</u>

Total for Orkin Pest Control
OverDrive
216-573-6886

Bill	07/31/2025	08/30/2025	74.88
Bill	07/31/2025	08/30/2025	129.75
Bill	08/04/2025	09/03/2025	721.19
Bill	08/04/2025	09/03/2025	648.97
			<u>\$ 1,574.79</u>

Total for OverDrive
Peerless Network
800-440-9440

Bill	08/15/2025	09/14/2025	4.85
			<u>\$ 4.85</u>

Total for Peerless Network
Rails
630-734-5115

Bill 07/18/2025 1462 08/17/2025 1,650.00
 Bill 08/01/2025 14959 08/31/2025 1,067.00
\$ 2,717.00

Total for Rails
Sikich LLP
630-566-8400

Bill 07/15/2025 MS543782 08/14/2025 5,688.23
 Bill 07/15/2025 I543948 08/14/2025 264.00
 Bill 07/21/2025 N544312 08/20/2025 1,090.38
 Bill 07/31/2025 I544915 08/30/2025 856.00
\$ 7,898.61

Total for Sikich LLP
Swan
630-326-7146

Bill 07/21/2025 12061 08/20/2025 45.94
\$ 45.94

Total for Swan
T-Mobile

Bill 08/01/2025 08/31/2025 178.35
\$ 178.35

Total for T-Mobile

The Conservation Foundation

Bill 08/13/2025 09/12/2025 100.00
\$ 100.00

Total for The Conservation Foundation
Unique Management Services
800-879-5453

Bill 08/01/2025 6141962 08/31/2025 40.00
 Bill 08/01/2025 6142057 08/31/2025 137.90
\$ 177.90

Total for Unique Management Services
US Postal Service (CMRS-FP)

Bill 08/07/2025 09/06/2025 1,500.00
\$ 1,500.00

Total for US Postal Service (CMRS-FP)

VISA

Bill 07/02/2025 2119 7.31.25 08/01/2025 976.36
 Bill 07/02/2025 2127 7.31.25 08/01/2025 987.65

Total for VISA VISOgraphic 630-590-6100									
	Bill	07/02/2025	2135 7.31.25	08/01/2025		175.00			
	Bill	07/02/2025	2093 7/31/25	08/01/2025		3,751.98			
	Bill	07/02/2025	2101 7.31.25	08/01/2025		1,723.00			
						<u>\$ 7,613.99</u>			
Total for VISOgraphic Xtreme Environmental Solutions 630-293-7880									
	Bill	08/07/2025	247141	09/06/2025		3,165.95			
						<u>\$ 3,165.95</u>			
Total for Xtreme Environmental Solutions TOTAL									
	Bill	08/15/2025	129-WCL	09/14/2025		25.00			
						<u>\$ 25.00</u>			
						<u>\$ 85,491.58</u>			

Monday, Aug 18, 2025 07:57:18 AM GMT-7

West Chicago Public Library District

Transaction Detail by Account

July 2025

Date	Transaction Type	Numb	Name	Memo/Description	Split	Amount	
11CC TCM Bank							
CARD 31 Director - #2093							
07/01/2025	Expenditure		Travelers Insurance	Liability Insurance		922.00	
07/01/2025	Expenditure		Dimples Donuts	Donuts		67.97	
07/15/2025	Expenditure		The Hairy Ant	Hoodies		2,351.00	
07/23/2025	Expenditure		US Postal Service	Postage		16.47	
07/24/2025	Expenditure		Illinois Library Association	Conference		350.00	
07/29/2025	Expenditure		Walmart	Misc		44.54	
Total for CARD 31 Director - #2093						\$3,751.98	
CARD 41 AS- #2101							
07/01/2025	Expenditure		Universal Yuums	YUM YUM BOX		29.00	
07/01/2025	Expenditure		HR Source	Class		1,100.00	
07/07/2025	Expenditure		Illinois Library Association	A. Ghobrial		100.00	
07/15/2025	Expenditure		Chicago Tribune	Daily Herald		144.00	
07/28/2025	Expenditure		Illinois Library Association	Annual Conference		350.00	
Total for CARD 41 AS- #2101						\$1,723.00	
CARD 51 YS- #2119							
07/07/2025	Expenditure		Party Characters For Kids	Robot Bumblebee/Robot Optimus		480.00	
07/07/2025	Expenditure		Walmart	Misc		26.92	
07/10/2025	Expenditure		FairyTale Entertainment	Blue Monster and Entertainer		150.00	
07/10/2025	Expenditure		Oriental Trading Company	Misc		22.16	
07/10/2025	Expenditure		Oriental Trading Company	Misc		90.17	
07/10/2025	Expenditure		Oriental Trading Company	Misc		124.14	
07/16/2025	Expenditure		Menards	Large Box		12.40	
07/17/2025	Expenditure		Walmart	Misc.		70.57	
Total for CARD 51 YS- #2119						\$ 976.36	
CARD 61 PR- #2135							
Total for CARD 61 PR- #2135							\$ 175.00
CARD 71 IT- #2127							
07/01/2025	Expenditure		Constant Contact	July 2025		175.00	
07/01/2025	Expenditure		Mobile Beacon	Hotspot		120.00	
07/08/2025	Expenditure		Printix	July		71.77	
07/10/2025	Expenditure		Adobe Inc.	Acrobat Pro/Creative Cloud All Apps		131.23	
07/16/2025	Expenditure		Mobile Beacon	Hotspots		600.00	
07/18/2025	Expenditure		Adobe Inc.	Creative Cloud		28.17	

07/21/2025	Expenditure	Adobe Inc.	Creative Cloud	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	24.49
07/25/2025	Expenditure	Spotify	Spotify Premium	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99
					<u>\$ 987.65</u>
					<u>\$7,613.99</u>

Total for CARD 71 IT- #2127
Total for 11CC TCM Bank

Check Detail Report

West Chicago Public Library District

July 2025

Transaction date	Transaction type	Num	Name	Memo	Cleared Amount
07/03/2025	Check	6003	Nicholas Del Giudice	Vision Benefit Reimbursement	46.50
07/29/2025	Bill Payment (Check)	6005	ACC Business		-616.40
				Total	-569.90

10600 Republic Bank Petty Cash

34597

34905

Check Detail Report
West Chicago Public Library District
 July 2025

Transaction date	Transaction type	Num	Name	Memo	Cleared Amount
07/11/2025	Check	7.11.25	Ampion	July 2025 Billing	518.68
07/11/2025	Check	7.11.25 2	Ampion	July 2025 Billing	739.38
07/18/2025	Check	July 2025	IMRF	July Payroll 2025	15,492.50
07/31/2025	Check	7.31.25	Employee Benefits Corporation	July Fee Invoicing	60.00
07/10/2025	Check	ACH 7.10.25	Hanover Insurance Group	7/1/25-7/1/26 Business owners with Umbrella policy	15,539.00
07/10/2025	Check	ACH 7.10.25	Hanover Insurance Group	7/1/25-7/1/26 Workers Compensation Policy	2,378.00
Total					34,727.56

10300 FNBC Bank - Checking - 6031

10650 Republic Bank Checking 4130

West Chicago Public Library District

Financial Analysis

For the 1 Month(s) Ended July 31, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

8% of Budget Year

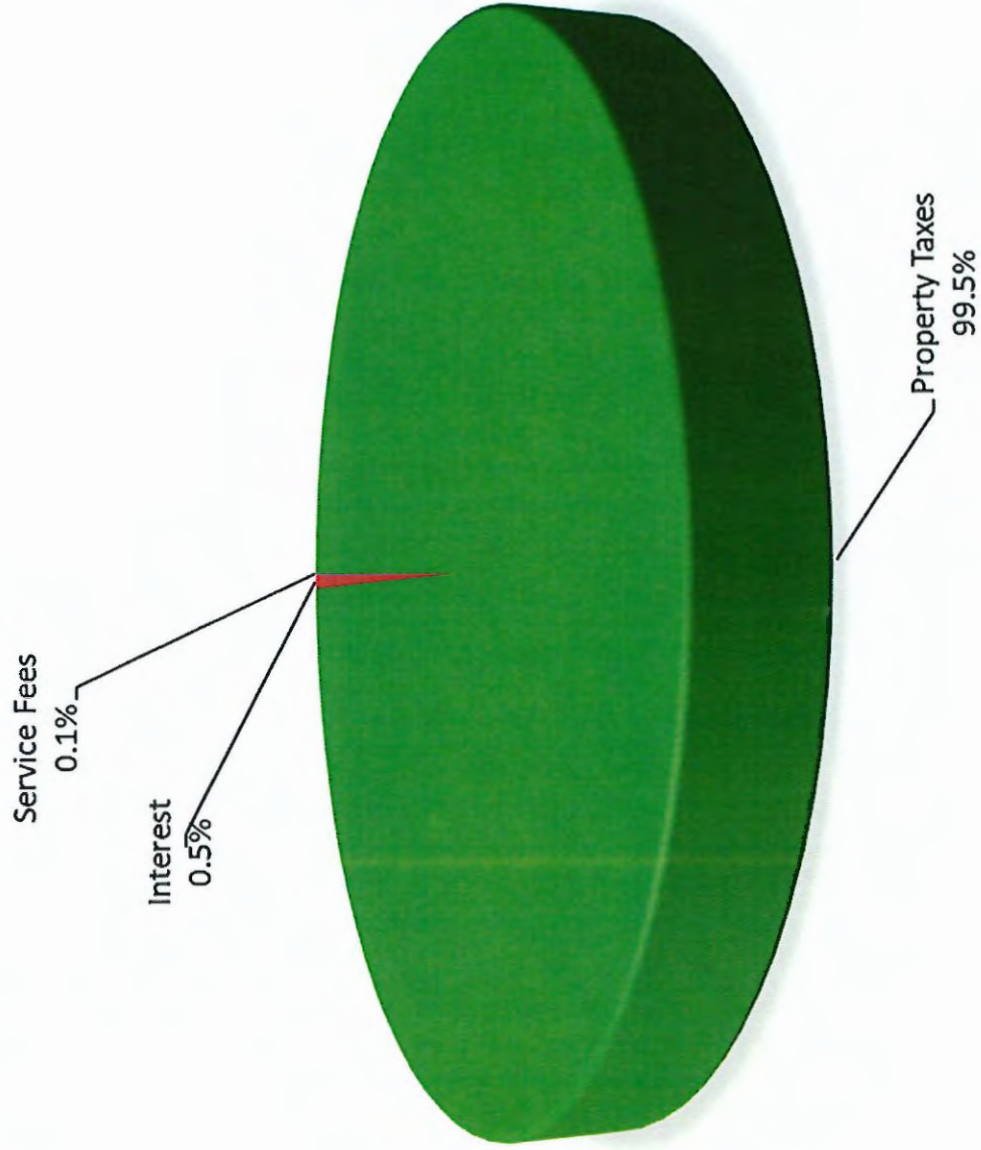
- 51% of Total Budget
- Property Taxes
 - Collected \$1,603,528 or 54% of Budgeted Property Taxes (1st Installment from DuPage County)
- Replacement Taxes
 - Collected \$0 or 0%
- Interest
 - Collected \$7,746 or 10% of Budget
- Service Fees
 - Collected \$849 or 7% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	1,603,528	2,976,853	54%	1,532,406	5%
Interest	7,746	76,350	10%	9,274	-16%
Replacement Taxes	-	50,952	0%	-	n/a
Service Fees	849	12,200	7%	1,600	-47%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	-	1,500	0%	73	-100%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	1,612,123	3,160,813	51%	1,543,352	4%
Budgeted Revenues	3,160,813				
% Diff	51%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

8% of Budget Year

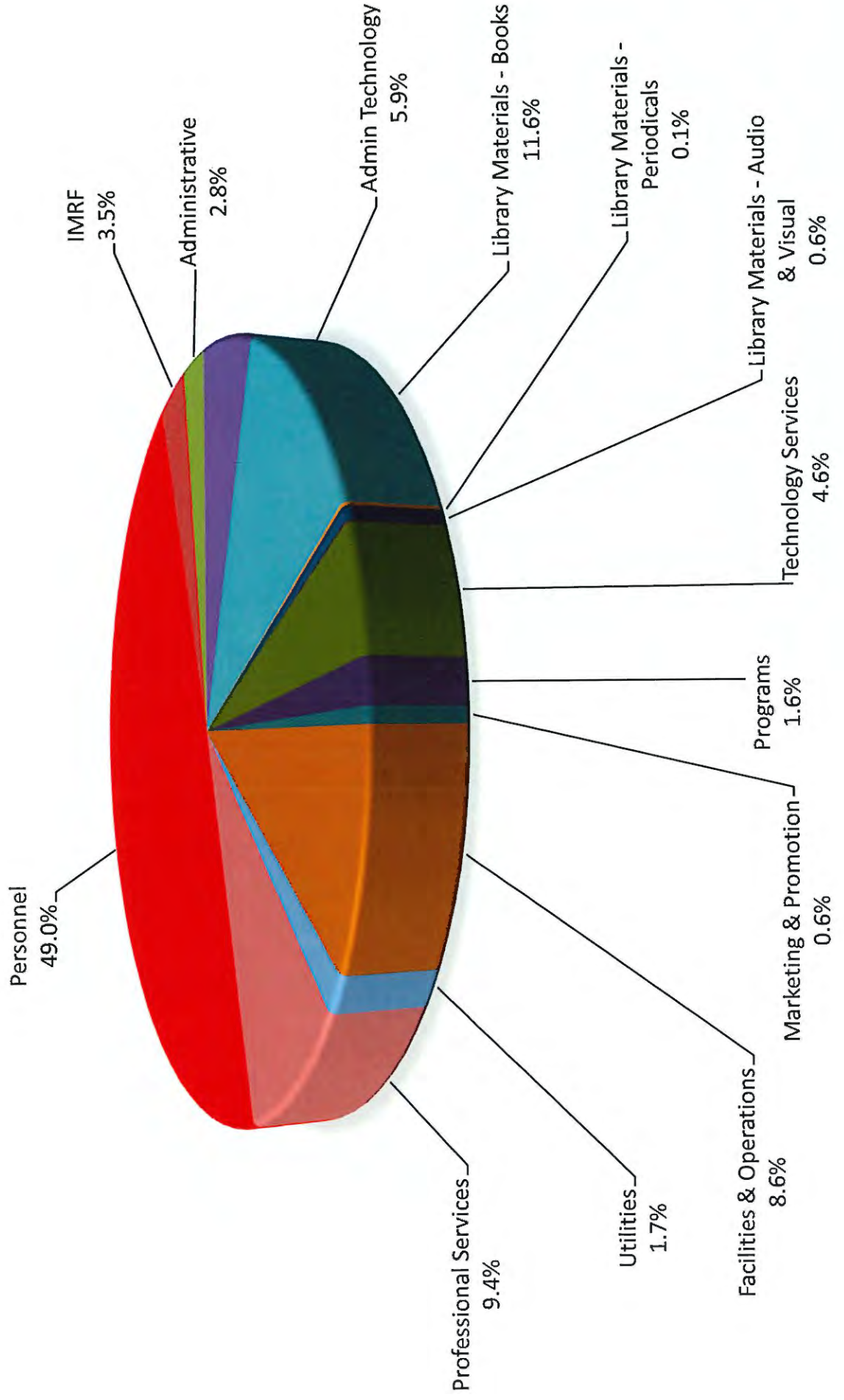
- 8% of Total Budget
- Personnel
 - 7% of Budget
- Admin. Technology
 - 9% of Budget
- Library Materials
 - 15% of Budget
- Professional Services
 - 38% of Budget
 - Hanover Insurance payment \$15,539
- Facilities & Operations
 - 11% of Budget
- Utilities
 - 5% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	130,467	1,999,073	7%	69,840	87%
IMRF	9,369	127,000	7%	4,139	126%
Administrative	7,392	90,162	8%	6,220	19%
Admin Technology	15,755	172,358	9%	38,552	-59%
Library Materials - Books	30,927	129,315	24%	40,667	-24%
Library Materials - Periodicals	378	10,950	3%	304	24%
Library Materials - Audio & Visual	1,536	59,535	3%	3,666	-58%
Library Material - Maintenance	12,231	96,573	13%	16,702	-27%
Technology Services	126	10,520	1%	133	-5%
Programs	4,240	41,149	10%	4,214	1%
Marketing & Promotion	1,561	31,005	5%	2,502	-38%
Facilities & Operations	22,888	215,901	11%	13,738	67%
Utilities	4,476	99,102	5%	3,338	34%
Professional Services	24,939	65,570	38%	2,484	904%
Board Expenses	-	12,600	0%	41	-100%
Actual Expenditures	266,284	3,160,813	8%	206,539	29%
Budgeted Expenditures	3,160,813				
% Diff	8%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	-	325,000	0%	-	n/a
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	-	325,000	0%	-	n/a
Budgeted Expenditures	325,000				
% Diff	0%				

Expenditures

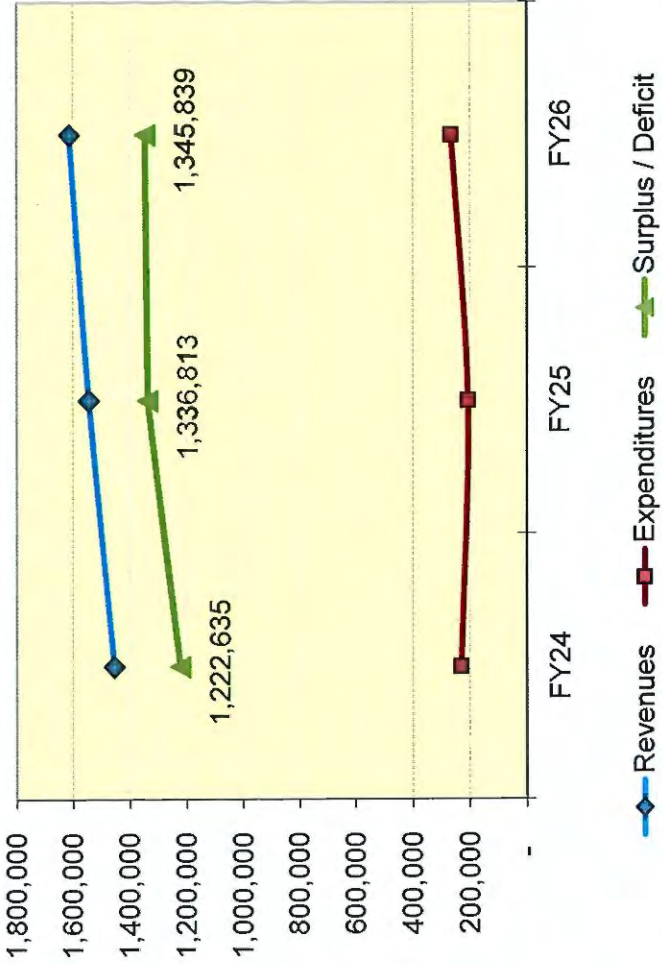
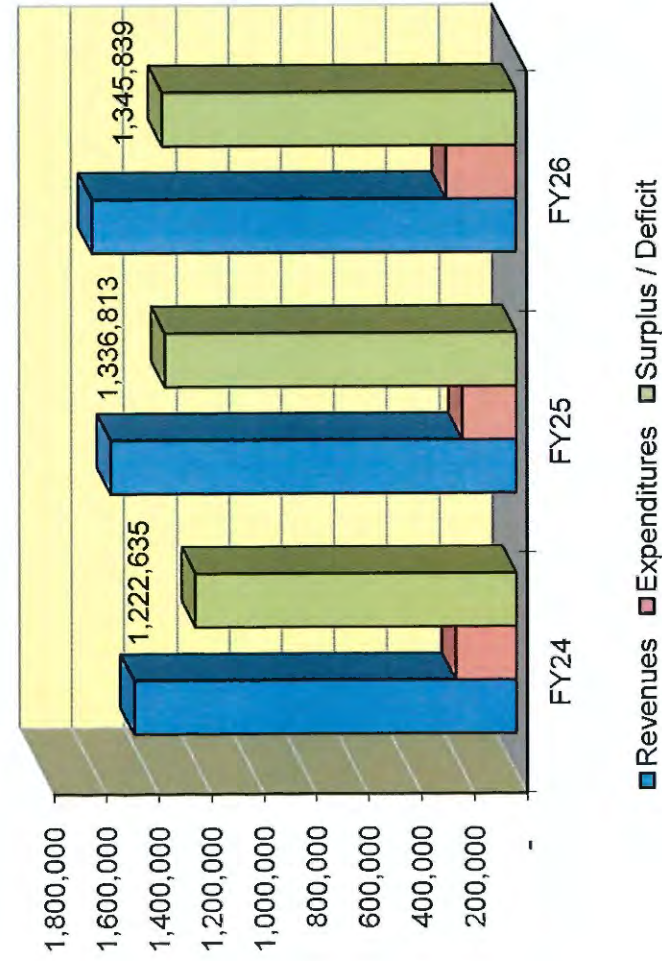
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

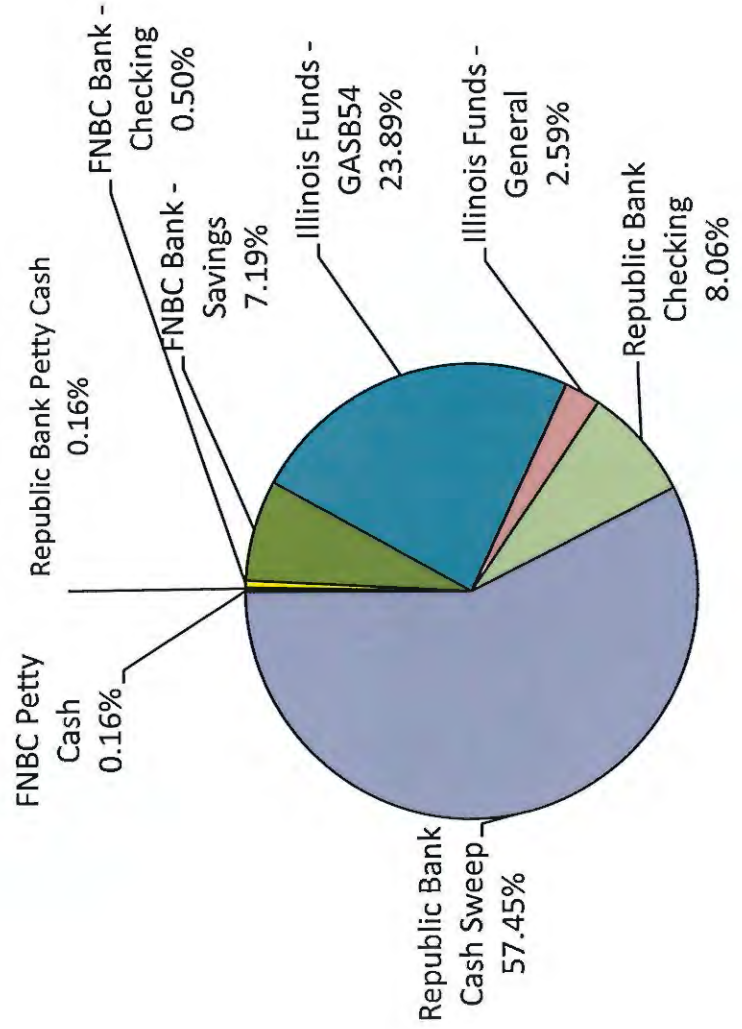
For the 1 Month(s) Ended July 31, 2025

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	1,271,531	74,166	141	1,345,839	(325,000)
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313
ENDING FUND BALANCE	2,708,341	137,418	127,392	2,973,152	1,302,313
Fund Balance as % of Total Expenditures	1054%	1467%	n/a	1117%	



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	4,975
FNBC Bank - Checking	#6031	A/P	0.09%	15,515
FNBC Bank - Savings	#0317	MM	2.59%	223,107
Illinois Funds - GASB54	#6950	MM	Various	741,331
Illinois Funds - General	#5519 / 1507	MM	Various	80,367
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,782,708
Total				\$ 3,103,164



Financial Report

For the 1 Month(s) Ended July 31, 2025
FISCAL YEAR 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

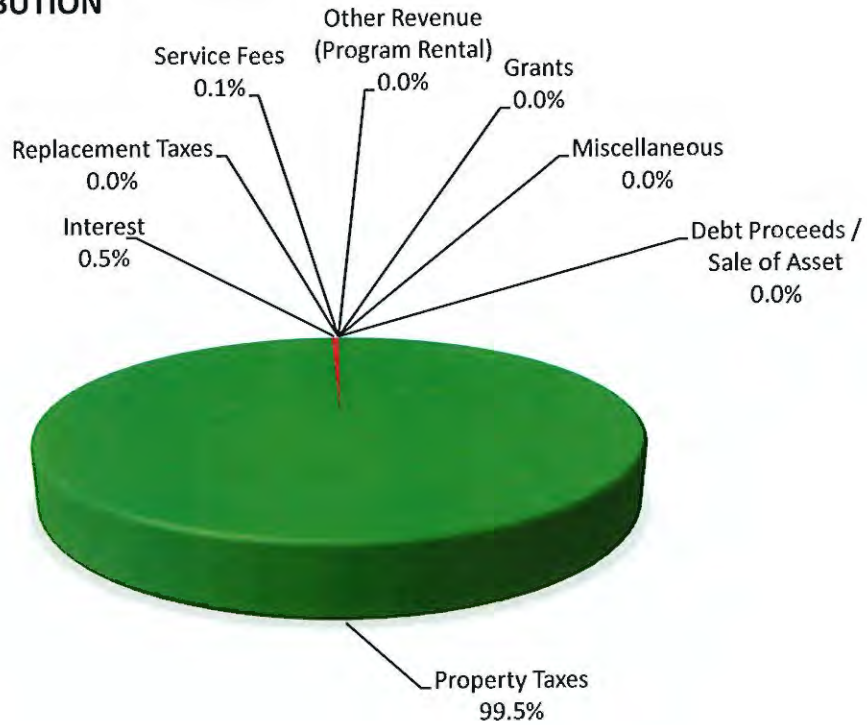
Budget vs. Actual Summary
For the 1 Month(s) Ended July 31, 2025

8% of Fiscal Year

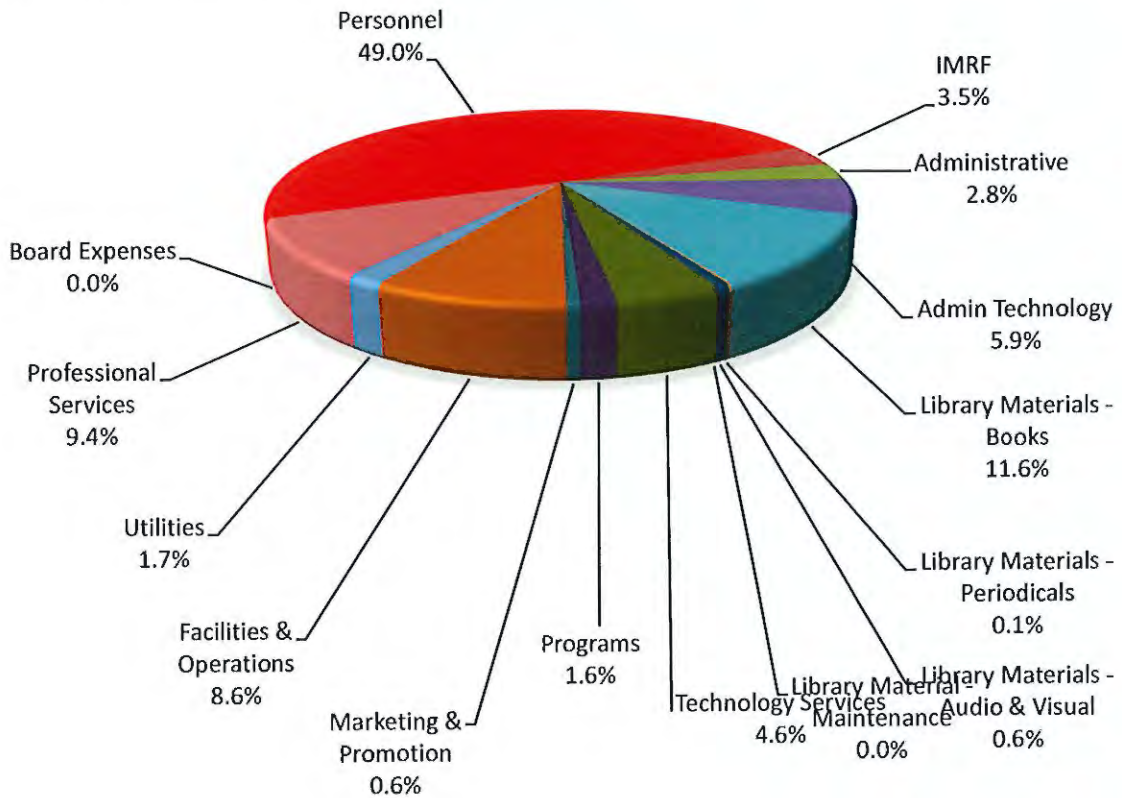
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	1,603,528	2,976,853	54%
Interest	7,746	76,350	10%
Replacement Taxes	-	50,952	0%
Service Fees	849	12,200	7%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,958	0%
Miscellaneous	-	1,500	0%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>1,612,123</u>	<u>3,160,813</u>	<u>51%</u>
Budgeted Revenues	<u>3,160,813</u>		
% Diff	51%		
OPERATING EXPENDITURES			
Personnel	130,467	1,999,073	7%
IMRF	9,369	127,000	7%
Administrative	7,392	90,162	8%
Admin Technology	15,755	172,358	9%
Library Materials - Books	30,927	129,315	24%
Library Materials - Periodicals	378	10,950	3%
Library Materials - Audio & Visual	1,536	59,535	3%
Library Material - Maintenance	126	10,520	1%
Technology Services	12,231	96,573	13%
Programs	4,240	41,149	10%
Marketing & Promotion	1,561	31,005	5%
Facilities & Operations	22,888	215,901	11%
Utilities	4,476	99,102	5%
Professional Services	24,939	65,570	38%
Board Expenses	-	12,600	0%
Actual Expenditures	<u>266,284</u>	<u>3,160,813</u>	<u>8%</u>
Budgeted Expenditures	<u>3,160,813</u>		
% Diff	8%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,345,839</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	-	325,000	0%
Actual Expenditures	<u>-</u>	<u>325,000</u>	<u>0%</u>
Budgeted Expenditures	<u>325,000</u>		
% Diff	0%		
TOTAL SURPLUS / (DEFICIT)	<u>1,345,839</u>	<u>(325,000)</u>	
BEGINNING FUND BALANCE	<u>1,627,313</u>		
ENDING FUND BALANCE	<u>2,973,152</u>		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 1 Month(s) Ended July 31, 2025

REVENUE DISTRIBUTION

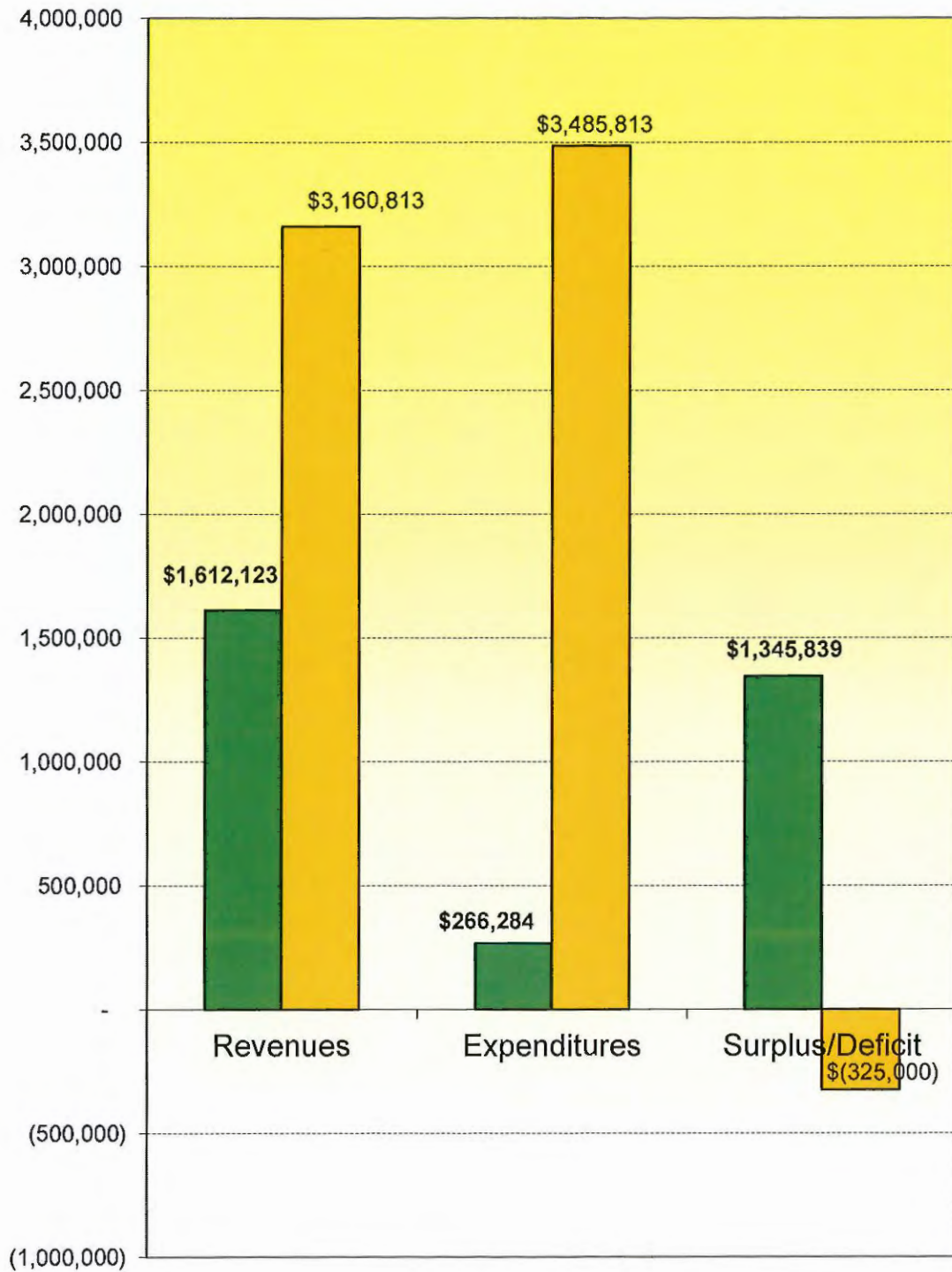


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 1 Month(s) Ended July 31, 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 1 Month(s) Ended July 31, 2025

8% Of Fiscal Year	Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE							
	Property Taxes	1,520,235	83,293	-	1,603,528	2,976,853	54%
	Interest	7,363	242	141	7,746	76,350	10%
	Replacement Taxes	-	-	-	-	50,952	0%
	Service Fees	849	-	-	849	12,200	7%
	Other Revenue (Program Rental)	-	-	-	-	-	0%
	Grants	-	-	-	-	42,958	0%
	Miscellaneous	-	-	-	-	1,500	0%
	Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
	Transfer-In	-	-	-	-	-	0%
	Actual Revenues	1,528,447	83,535	141	1,612,123	3,160,813	51%
	Budgeted Revenues	3,042,663	118,150	-	3,160,813		
	% Diff	50%	71%	n/a	51%		
OPERATING EXPENDITURES							
	Personnel	130,467	-	-	130,467	1,999,073	7%
	IMRF	-	9,369	-	9,369	127,000	7%
	Administrative	7,392	-	-	7,392	90,162	8%
	Admin Technology	15,755	-	-	15,755	172,358	9%
	Library Materials - Books	30,927	-	-	30,927	129,315	24%
	Library Materials - Periodicals	378	-	-	378	10,950	3%
	Library Materials - Audio & Visual	1,536	-	-	1,536	59,535	3%
	Library Material - Maintenance	126	-	-	126	10,520	1%
	Technology Services	12,231	-	-	12,231	96,573	13%
	Programs	4,240	-	-	4,240	41,149	10%
	Marketing & Promotion	1,561	-	-	1,561	31,005	5%
	Facilities & Operations	22,888	-	-	22,888	215,901	11%
	Utilities	4,476	-	-	4,476	99,102	5%
	Professional Services	24,939	-	-	24,939	65,570	38%
	Board Expenses	-	-	-	-	12,600	0%
	Actual Expenditures	256,916	9,369	-	266,284	3,160,813	8%
	Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
	% Diff	8%	7%	n/a	8%		
CAPITAL EXPENDITURES & DEBT SERVICE							
	Equipment & Building	-	-	-	-	325,000	0%
	Actual Expenditures	-	-	-	-	325,000	n/a
	Budgeted Expenditures	-	-	325,000	325,000		
	% Diff	n/a	n/a	n/a	n/a		
	TOTAL SURPLUS / (DEFICIT)	1,271,531	74,166	141	1,345,839	Total Budget (325,000)	
	BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
	ENDING FUND BALANCE	2,708,341	137,418	127,392	2,973,152	1,302,313	
	Fund Balance as % of Total Expenditures	1054%	1467%	n/a	1117%		

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	1,603,527.86	248,071.08	1,520,235.07	83,292.79	0.00	1,603,527.86	2,976,853.00	-1,373,325.14	53.87%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	4,246.00	0.00	0.00	0.00	0.00	50,952.00	-50,952.00	0.0%
33000 · INTEREST INCOME	7,604.99	6,250.00	7,363.08	241.91	0.00	7,604.99	75,000.00	-67,395.01	10.14%
33040 · INTEREST-IL FUND BLDG CONST	141.33	112.50	0.00	0.00	141.33	141.33	1,350.00	-1,208.67	10.47%
35100 · FINES	1.60	0.00	1.60	0.00	0.00	1.60	0.00	1.60	100.0%
35150 · PHOTOCOPY/MICROFORM/COPYFAX	744.12	791.67	744.12	0.00	0.00	744.12	9,500.00	-8,755.88	7.83%
35510 · LOST AND PAID MATERIALS	102.98	100.00	102.98	0.00	0.00	102.98	1,200.00	-1,097.02	8.58%
35710 · NON RESIDENT FEES	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
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	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
38010 · PER CAPITA GRANT	0.00	3,579.83	0.00	0.00	0.00	0.00	42,958.00	-42,958.00	0.0%
38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	16.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	<u>1,612,122.86</u>	<u>263,401.08</u>	<u>1,528,446.85</u>	<u>83,534.70</u>	<u>141.33</u>	<u>1,612,122.88</u>	<u>3,160,813.00</u>	<u>-1,548,690.12</u>	<u>51.0%</u>
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	101,690.10	132,148.08	101,690.10	0.00	0.00	101,690.10	1,585,777.00	-1,484,086.90	6.41%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	18,899.66	24,734.83	18,899.66	0.00	0.00	18,899.66	296,818.00	-277,918.34	6.37%
41120 · FICA EXPENSE	7,499.31	9,333.33	7,499.31	0.00	0.00	7,499.31	112,000.00	-104,500.69	6.7%
41130 · UNEMPLOYMENT COMPENSATION	0.00	175.00	0.00	0.00	0.00	0.00	2,100.00	-2,100.00	0.0%
41140 · WORKERS COMPENSATION	2,378.00	198.17	2,378.00	0.00	0.00	2,378.00	2,378.00	0.00	100.0%
Subtotal	<u>130,467.07</u>	<u>166,589.42</u>	<u>130,467.07</u>	<u>0.00</u>	<u>0.00</u>	<u>130,467.07</u>	<u>1,999,073.00</u>	<u>-1,868,605.93</u>	<u>6.53%</u>
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	1,800.00	1,184.58	1,800.00	0.00	0.00	1,800.00	14,215.00	-12,415.00	12.66%
41320 · TRAVEL	0.00	424.67	0.00	0.00	0.00	0.00	5,096.00	-5,096.00	0.0%
41330 · ASSOCIATION DUES	100.00	504.25	100.00	0.00	0.00	100.00	6,051.00	-5,951.00	1.65%
41332 · PAYROLL PROCESSING	505.88	745.33	505.88	0.00	0.00	505.88	8,944.00	-8,438.12	5.66%
41334 · OFFICE SUPPLIES GENERAL	892.68	975.00	892.68	0.00	0.00	892.68	11,700.00	-10,807.32	7.63%
41336 · OFFICE EQUIPMENT	1,496.23	1,535.83	1,496.23	0.00	0.00	1,496.23	18,430.00	-16,933.77	8.12%
41338 · POSTAGE	16.47	750.00	16.47	0.00	0.00	16.47	9,000.00	-8,983.53	0.18%
41342 · ADMINISTRATIVE MISC	92.54	135.50	92.54	0.00	0.00	92.54	1,826.00	-1,733.46	5.69%
41344 · SUPPLIES-FOOD	2,418.97	791.67	2,418.97	0.00	0.00	2,418.97	9,500.00	-7,081.03	25.46%
41346 · MATERIALS & RESOURCE RECOVERY	0.00	133.33	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
41348 · CIRCULATION SERVICES SUPPLIES	69.47	333.33	69.47	0.00	0.00	69.47	4,000.00	-3,930.53	1.74%
Subtotal	<u>7,392.24</u>	<u>7,513.50</u>	<u>7,392.24</u>	<u>0.00</u>	<u>0.00</u>	<u>7,392.24</u>	<u>90,162.00</u>	<u>-82,769.76</u>	<u>8.2%</u>

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

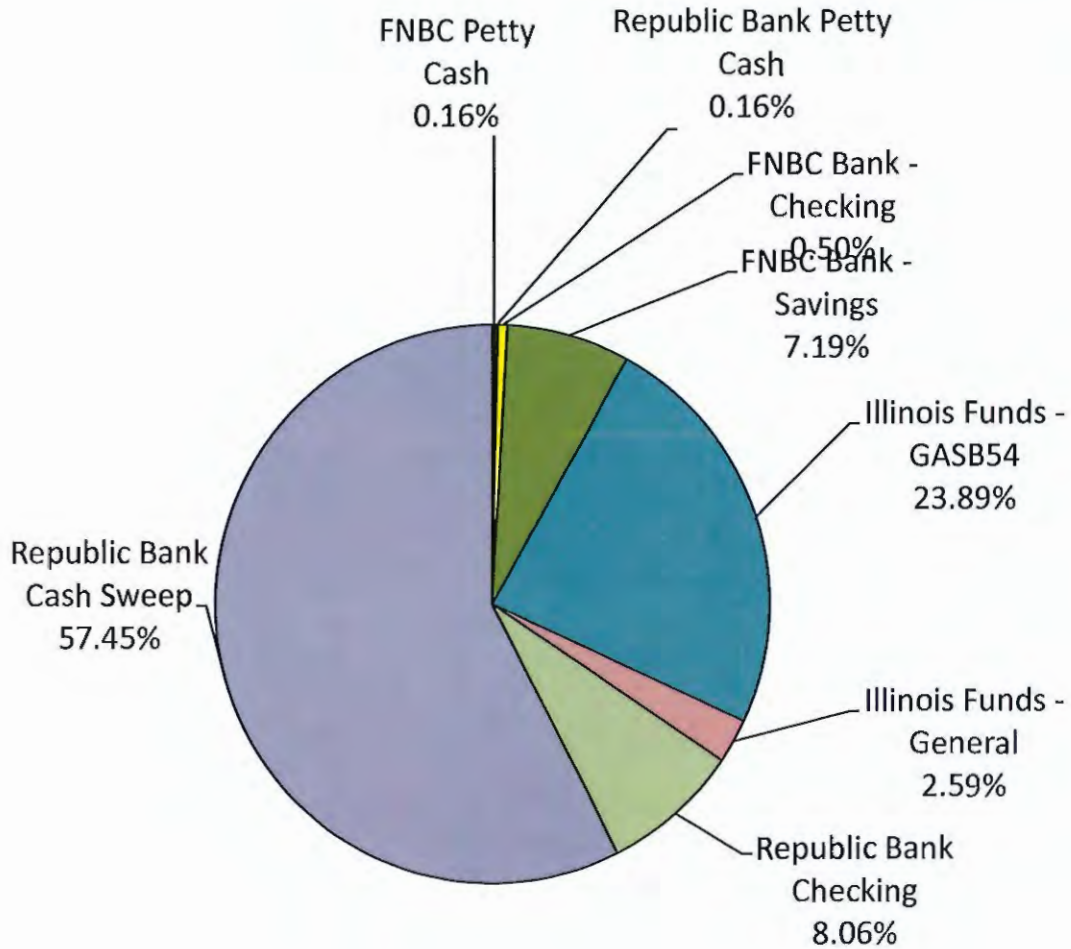
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	856.00	710.58	856.00	0.00	0.00	856.00	8,527.00	-7,671.00	10.04%
41410 - SOFTWARE STAFF	235.88	4,345.42	235.88	0.00	0.00	235.88	52,145.00	-51,909.12	0.45%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	13,453.61	8,209.67	13,453.61	0.00	0.00	13,453.61	98,516.00	-85,062.39	13.66%
41425 - WARRANTIES/EXTENDED CARE	1,209.41	1,097.50	1,209.41	0.00	0.00	1,209.41	13,170.00	-11,960.59	9.18%
Subtotal	15,754.90	14,363.17	15,754.90	0.00	0.00	15,754.90	172,358.00	-156,603.10	9.14%
4E - LIBRARY MATERIALS-BOOKS									
42112 - REFERENCE-ELECTRONIC	27,325.86	2,950.58	27,325.86	0.00	0.00	27,325.86	35,407.00	-8,081.14	77.18%
42120 - BOOKS-ADULT	2,626.28	5,750.00	2,626.28	0.00	0.00	2,626.28	69,000.00	-66,373.72	3.81%
42122 - BOOKS-LITERACY	0.00	30.83	0.00	0.00	0.00	0.00	370.00	-370.00	0.0%
42130 - BOOKS-YOUNG ADULT	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
42140 - BOOKS-YOUTH	928.55	1,711.50	928.55	0.00	0.00	928.55	20,538.00	-19,609.45	4.52%
42170 - RBPILL BOOK REPLACEMENT	45.94	83.33	45.94	0.00	0.00	45.94	1,000.00	-954.06	4.59%
Subtotal	30,926.63	10,776.25	30,926.63	0.00	0.00	30,926.63	129,315.00	-98,388.37	23.92%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	378.00	912.50	378.00	0.00	0.00	378.00	10,950.00	-10,572.00	3.45%
Subtotal	378.00	912.50	378.00	0.00	0.00	378.00	10,950.00	-10,572.00	3.45%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	1,447.82	3,833.33	1,447.82	0.00	0.00	1,447.82	46,000.00	-44,552.18	3.15%
42330 - AV MATERIALS-YOUNG ADULT	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
42340 - AV MATERIALS-YOUTH	87.68	836.25	87.68	0.00	0.00	87.68	10,035.00	-9,947.32	0.87%
Subtotal	1,535.50	4,961.25	1,535.50	0.00	0.00	1,535.50	59,535.00	-13,447.32	2.58%
7E - TECHNOLOGY SERVICES									
42400 - LIBRARY CONSORTIUM	8,632.50	2,877.50	8,632.50	0.00	0.00	8,632.50	34,530.00	-25,897.50	25.0%
42405 - INTERNET SERVICES	2,020.40	2,072.67	2,020.40	0.00	0.00	2,020.40	24,872.00	-22,851.60	8.12%
42420 - SOFTWARE PUBLIC	720.00	1,976.50	720.00	0.00	0.00	720.00	23,718.00	-22,998.00	3.04%
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	858.55	1,121.08	858.55	0.00	0.00	858.55	13,453.00	-12,594.45	6.38%
Subtotal	12,231.45	8,047.75	12,231.45	0.00	0.00	12,231.45	96,573.00	-35,592.45	12.67%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	126.13	857.50	126.13	0.00	0.00	126.13	10,290.00	-10,163.87	1.23%
42510 - CATALOGING TOOL	0.00	19.17	0.00	0.00	0.00	0.00	230.00	-230.00	0.0%
42515 - DIGITALIZATION PROJECTS	126.13	876.67	126.13	0.00	0.00	126.13	10,520.00	-10,163.87	1.2%
Subtotal	252.26	1,753.34	252.26	0.00	0.00	252.26	21,040.00	-20,661.74	1.2%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	2,008.70	1,075.42	2,008.70	0.00	0.00	2,008.70	12,905.00	-10,896.30	15.57%
44130 - PROGRAMS-YOUNG ADULT	65.08	291.67	65.08	0.00	0.00	65.08	3,500.00	-3,434.92	1.86%
44135 - PROGRAMS-SUMMER READING	0.00	344.92	0.00	0.00	0.00	0.00	4,139.00	-4,139.00	0.0%
44140 - PROGRAMS-YOUTH	1,064.48	833.75	1,064.48	0.00	0.00	1,064.48	10,005.00	-8,940.52	10.64%
44145 - EVENTS AND OUTREACH	1,101.56	883.33	1,101.56	0.00	0.00	1,101.56	10,600.00	-9,498.44	10.39%
Subtotal	4,239.82	3,429.08	4,239.82	0.00	0.00	4,239.82	41,149.00	-18,438.96	10.3%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	175.00	297.25	175.00	0.00	0.00	175.00	3,567.00	-3,392.00	4.91%
44215 - WEBSITE	0.00	408.50	0.00	0.00	0.00	0.00	4,902.00	-4,902.00	0.0%
44220 - PROMO MATERIALS-ADULT	135.78	266.67	135.78	0.00	0.00	135.78	3,200.00	-3,064.22	4.24%
44240 - PROMO MATERIALS-YOUTH	0.00	141.67	0.00	0.00	0.00	0.00	1,700.00	-1,700.00	0.0%
44245 - PROGRAM GUIDE	1,250.00	1,469.67	1,250.00	0.00	0.00	1,250.00	17,636.00	-16,386.00	7.09%
44250 - SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	1,560.78	2,583.75	1,560.78	0.00	0.00	1,560.78	31,005.00	-29,444.22	5.03%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	2,416.66	2,416.67	2,416.66	0.00	0.00	2,416.66	29,000.00	-26,583.34	8.33%
45112 - SECURITY SERVICE	1,873.80	1,846.08	1,873.80	0.00	0.00	1,873.80	22,153.00	-20,279.20	8.46%
45115 - JANITORIAL SUPPLIES	577.32	508.33	577.32	0.00	0.00	577.32	6,100.00	-5,522.68	9.46%
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	414.58	0.00	0.00	0.00	0.00	4,975.00	-4,975.00	0.0%
45120 - SNOW REMOVAL	0.00	2,317.92	0.00	0.00	0.00	0.00	27,815.00	-27,815.00	0.0%
45130 - EXTERIOR LANDSCAPING	12,630.00	2,146.42	12,630.00	0.00	0.00	12,630.00	25,757.00	-13,127.00	49.04%
45140 - EXTERIOR R & M-OTHER	525.00	766.67	525.00	0.00	0.00	525.00	9,200.00	-8,675.00	5.71%
45150 - HVAC R & M	2,943.00	2,083.33	2,943.00	0.00	0.00	2,943.00	25,000.00	-22,057.00	11.77%
45155 - GENERAL BLDG SERVICES	412.00	836.67	412.00	0.00	0.00	412.00	10,040.00	-9,628.00	4.1%
45160 - CONTRACT INSPECTION & MAINTENAN	1,013.13	2,071.75	1,013.13	0.00	0.00	1,013.13	24,861.00	-23,847.87	4.08%
45165 - INTERIOR R & M-OTHER	497.50	2,583.33	497.50	0.00	0.00	497.50	31,000.00	-30,502.50	1.61%
Subtotal	22,888.41	17,991.75	22,888.41	0.00	0.00	22,888.41	215,901.00	-193,012.59	10.6%
12E - UTILITIES									
45310 - UTILITIES-GAS	558.50	1,041.67	558.50	0.00	0.00	558.50	12,500.00	-11,941.50	4.47%
45320 - UTILITIES-ELECTRIC	2,808.76	4,333.33	2,808.76	0.00	0.00	2,808.76	52,000.00	-49,191.24	5.4%
45330 - UTILITIES-TELEPHONE	1,017.74	1,951.67	1,017.74	0.00	0.00	1,017.74	23,420.00	-22,402.26	4.35%
45340 - UTILITIES-WATER	0.00	833.33	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
45350 - UTILITIES-TRASH	91.14	98.50	91.14	0.00	0.00	91.14	1,182.00	-1,090.86	7.71%
Subtotal	4,476.14	8,258.50	4,476.14	0.00	0.00	4,476.14	99,102.00	-94,625.86	4.52%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	16,461.00	1,928.33	16,461.00	0.00	0.00	16,461.00	23,140.00	-6,679.00	71.14%
45505 - AUDIT	0.00	960.83	0.00	0.00	0.00	0.00	11,530.00	-11,530.00	0.0%
45510 - LEGAL	6,772.50	1,000.00	6,772.50	0.00	0.00	6,772.50	12,000.00	-5,227.50	56.44%
45515 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45520 - ACCOUNTING	1,705.00	1,575.00	1,705.00	0.00	0.00	1,705.00	18,900.00	-17,195.00	9.02%
Subtotal	24,938.50	5,464.17	24,938.50	0.00	0.00	24,938.50	65,570.00	-40,631.50	38.03%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
45605 - PROF SERVICES-SECRETARIAL	0.00	341.67	0.00	0.00	0.00	0.00	4,100.00	-4,100.00	0.0%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Subtotal	0.00	1,050.00	0.00	0.00	0.00	0.00	12,600.00	-12,600.00	0.0%
15E - CAPITAL EQUIPMENT									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	27,083.33	0.00	0.00	0.00	0.00	325,000.00	-325,000.00	0.0%
46610 - CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	27,083.33	0.00	0.00	0.00	0.00	325,000.00	-325,000.00	0.0%
16E - GRANT EXPENSES									
49600 - GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 - GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E - IMRF EXPENSES									
92500 - IMRF EXPENSE	9,368.76	10,583.33	0.00	9,368.76	0.00	9,368.76	127,000.00	-117,631.24	7.38%
Subtotal	9,368.76	10,583.33	0.00	9,368.76	0.00	9,368.76	127,000.00	-117,631.24	7.38%
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	1,345,838.55	27,083.33	1,271,531.28	74,165.94	141.33	1,345,838.55	-325,000.00	1,570,838.55	-414.10%

**West Chicago Public Library District
Investments
July 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	4,975
FNBC Bank - Checking	#6031	A/P	0.09%	15,515
FNBC Bank - Savings	#0317	MM	2.59%	223,107
Illinois Funds - GASB54	#6950	MM	Various	741,331
Illinois Funds - General	#5519 / 1507	MM	Various	80,367
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,782,708
Total				\$ 3,103,164



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MARK A. RITZMAN

OPIOID MEDICATION AND TRAINED LIBRARY STAFF

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: August 6, 2025

This Memorandum supplements our Memorandum sent June 3, 2025 about 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.

According to a press release from Governor Pritzker’s office (copy attached), House Bill 1910 was signed by the Governor. According to the press release, House Bill 1910 is effective January 1, 2026.

A copy of the House Bill 1910 is attached.

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

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https://panrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Opioid Medication and trained library staff - 2025 - updated 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.



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Bill Actions

Gov. Pritzker Takes Bill Action

AUGUST 1, 2025



Office of the Governor
JB Pritzker



FOR IMMEDIATE RELEASE: Friday, August 1, 2025

CONTACT: Gov.Press@illinois.gov

Today, Governor JB Pritzker signed the following bills into law:

Bill Number: HB0032

Description: Amends the Township Code. Permits a temporary deputy township supervisor to administer the township's general assistance program and allows township parks and recreations departments to employ minors for youth sports activities.

Action: Signed

Effective: Immediately

Bill Number: HB1715

Description: Repeals the statutory authority for the Department of Children and Family Services to appoint members of a police and security force.

Action: Signed

Effective: Immediately

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X

Bill Number: HB1754

Description: Creates the Tracking Infectious Cases Knowledgeably (TICK) Act, requiring DPH to provide education materials and undertake a public awareness campaign on the tick-borne allergy, alpha-gal syndrome.

Action: Signed

Effective: Immediately

Bill Number: HB1806

Description: Prohibits licensed mental health professionals from using AI to make independent therapeutic decisions and closes a loophole that allows unlicensed persons to advertise themselves as 'therapists'.

Action: Signed

Effective: Immediately

Bill Number: HB1865

Description: Amends Illinois Insurance Code to address financial exploitation in nursing homes, provides that it is a deceptive practice to solicit a nursing home resident to purchase accident or health insurance without meeting specified conditions.

Action: Signed

Effective: January 1, 2026



Bill Number: HB1910

Description: Requires all libraries in Illinois to maintain a supply of opioid antagonists and take steps necessary to have at least one person trained to identify the signs of opioid overdose and administer an antagonist present during operating hours.

Action: Signed

Effective: January 1, 2026

Bill Number: HB2336

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ROGER A. RITZMAN
MARK A. RITZMAN

PAYMENT OF NONRESIDENT FEES

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: August 12, 2025

This Memorandum advises of recent amendments to the Library District Act and the Local Library Act relevant to payment of nonresident fees.

Specifically, the amendments provide discretion to Boards of Library Trustees to allow payment of non-resident fees quarterly or biannually.

The amendment to the Local Library Act provides:

“Costs paid by persons residing outside of the city, incorporated town, village, or township may be paid quarterly or biannually if permitted by board regulations.”

The amendment to the Library District Act provides:

“Costs paid by persons residing outside of the district may be paid quarterly or biannually if permitted by board regulations.”

Note use of the word “may” in both amendments. This affords discretion to Boards as to payment.

Attached is a copy of the relevant legislation, i.e., HB0042 enacted as Public Act I04-0036 (effective August 1, 2025).

We recommend that Boards which intend to allow payment of nonresident fees quarterly or biannually confirm their intentions via written policy. Perhaps by amending existing policies applicable to non-resident fees.

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https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Payment of Nonresident Fees doc

AN ACT concerning local government.

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

Section 5. The Illinois Local Library Act is amended by changing Section 4-7 as follows:

(75 ILCS 5/4-7) (from Ch. 81, par. 4-7)

Sec. 4-7. Each board of library trustees of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing, supporting and maintaining a public library or libraries for providing library service and, in addition to but without limiting other powers conferred by this Act, shall have the following powers:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;

2. To have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library fund;

3. To have the exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose;

4. To purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library established hereunder, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State, except that contracts for installment purchases of real estate shall provide for not more than 75% of the total consideration to be repaid by installments, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, except that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years;

5. To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purposes or needs;

6. To sell or otherwise dispose of any real or

personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted but the corporate authorities shall have the first right to purchase or lease except that in the case of the City of Chicago, this power shall be governed and limited by the Chicago Public Library Act;

7. To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board, but these powers are subject to Division 1 of Article 10 of the Illinois Municipal Code in municipalities in which that Division is in force. The board may also retain counsel and professional consultants as needed;

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this Act. This contractual power includes, but is not limited to, participating in interstate library compacts and library systems, contracting to supply library services, and expending of any federal or State funds made available to

any county, municipality, township or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of this Act, the terms of that contract will recognize the principle of equity or cost of services to non-residents expressed in this Section of this Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract;

9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards;

10. To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of "The Board of Library Trustees of the (city, village, incorporated town or township) of" and by that name to sue and be sued;

11. To exclude from the use of the library any person who wilfully violates the rules prescribed by the board;

12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city,

incorporated town, village, or township. If the board exercises this power, the privilege of library use shall be upon such terms and conditions as the board shall from time to time by its regulations prescribe, and for such privileges and use, the board shall charge a nonresident fee at least equal to the cost paid by residents of the city, incorporated town, village or township, with the cost to be determined according to the formula established by the Illinois State Library. Costs paid by persons residing outside of the city, incorporated town, village, or township may be paid quarterly or biannually if permitted by board regulations. A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to: privilege and use provided under the terms of the library's membership in a library system operating under the provisions of the Illinois Library System Act, under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service; a nonresident who as an individual or as a partner, principal stockholder, or other joint owner owns or leases property that is taxed for library service or is a senior

administrative officer of a firm, business, or other corporation owning taxable property within the city, incorporated town, village or township upon the presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property; or a nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. The board may adopt regulations waiving the nonresident fee for persons under the age of 18;

13. To exercise the power of eminent domain subject to the prior approval of the corporate authorities under Sections 5-1 and 5-2 of this Act;

14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of library development and librarianship; to provide for the payment of annual membership dues, fees and assessments and act by, through and in the name of such instrumentality by providing and disseminating information and research services, employing personnel and doing any and all other acts for the purpose of improving library development;

15. To invest funds pursuant to the Public Funds Investment Act; and

16. To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

(Source: P.A. 101-632, eff. 6-5-20; 102-843, eff. 5-13-22.)

Section 10. The Public Library District Act of 1991 is amended by changing Section 30-55.60 as follows:

(75 ILCS 16/30-55.60)

Sec. 30-55.60. Use of library by nonresidents. The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district. If the board exercises this power, the privilege of library use shall be upon terms and conditions prescribed by the board in its regulations. The board shall charge a nonresident fee for the privileges and use of the library at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. Costs paid by persons residing outside of the district may be paid quarterly or biannually if permitted by board regulations. A person residing outside of a public library service area must

apply for a non-resident library card at the public library closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to any of the following:

(1) Privileges and use provided (i) under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or (ii) under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service.

(2) Residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district.

(3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property.

(4) A nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.

Public Act 104-0036

HB0042 Enrolled

LRB104 02955 JDS 12971 b

The board may adopt regulations waiving the nonresident fee for persons under the age of 18.

(Source: P.A. 101-632, eff. 6-5-20; 102-843, eff. 5-13-22.)

Section 99. Effective date. This Act takes effect upon becoming law.

Library Director Report

August 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 8.33%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$741,331.21 (+ \$2,787.04)
 - New Building & Construction Fund: \$37,591.83 (+ \$141.33)
 - General (Corporate) Fund: \$42,774.96 (\$160.83)
- ❖ The Assistant Library Director, Bookkeeper, and I have been working on reviewing documents and gathering and uploading required documents to the secure portal for the annual audit. Lauterbach & Amen will be on-site 9/15-17 for audit fieldwork.

PERSONNEL

- ❖ The Library Director:
 - Attended the Library Board meeting and provided a library tour for library trustees on 7/28
 - Met with Morgan Birge on 7/29; 8/1 & 5; and received training on the administrative module of the 8x8 phone system on 8/11
 - Had the notice of the public hearing for the Tentative Budget & Appropriation Ordinance sent to the Daily Herald and the West Chicago Voice on 7/29
 - Hosted the staff in-service on 8/1
 - Attended National Night Out at Reed Keppler Park on 8/4
 - Met with Alarm Detection Systems (ADS) representatives and the facilities assistant on 8/5 to discuss card readers/door access on 8/5
 - Met with the WeGo Together for Kids Director and a representative from the DuPage County Health Department on 8/6 to discuss placement of a Narcan kiosk in the library
 - Attended and presented at the District 94 new teachers luncheon at Cantigny Park on 8/7
 - Held a managers advisory meeting on 8/11
 - Met with a representative from Olympik Signs and the facilities assistant on 8/19 to discuss digital signage for the library
 - Took vacation days on 8/4, 8, & 12-15
- ❖ Employee Highlights
 - Nicole H., Youth Services Assistant, celebrated her 23-year anniversary on 8/12
 - Karina Z., Circulation Clerk, celebrated her 1-year anniversary on 8/1
 - Abigail Z., Circulation Clerk, celebrated her 1-year anniversary on 8/27
 - Allison H., Adult Services Librarian, began on 7/28

Facilities Monthly Report – August 2025

Vendor Coordination and Contracts

- Coordinated with American National Sprinkler:
 - Reported and scheduled repair of a leak by the rear staff entry door.
- BESAM installed rain hood cover, no more “ghosting of door” sensor issues.
- Requested updated Certificates of Insurance (COI) from all active vendors.
- Contacted ADS Systems for alternative card reader system proposal to compare with First Security.

Building and Grounds

- Pressure washer used to clean the rear concrete areas and all doors around the property.
- Informed West Chicago Police of encampment activity and requested patrols
- Supported Grant & Power’s groundskeeping work:
 - Cleared dead growth along tree line.
 - Addressed encampment concerns by policing grounds.
 - Refreshed driveway island landscaping.
 - Relocated an abundance of tiger lilies and completed new plantings.
 - Applied mulch in high-profile areas.

Facility Improvements and Furniture

- Scheduled managers visit to Merchandise Mart for September 12 with Garvey’s to review furniture options.
- Counted and staged surplus magazine file holders and posted on Rails.

Projects and Signage

- Coordinated with Olympik Signs and the City of West Chicago regarding digital sign project and zoning requirements.

Administrative and Internal Support

- Completed Peerless phone equipment return downtown and conducted inventory of Peerless items; coordinated reconciliation with Peerless representative.
- Worked with Hairy Ant to produce in-service sweatshirts.

Grants and Community Engagement

- Completed and submitted Nicor Pillars of Giving grant with The Library Foundation President.
- Began preparation for ComEd Light Up the Holidays grant application.

Please rate the Office 365, MS Teams, SharePoint, & OneDrive Training		Please rate the phone training	Please rate the Department Activities	How could we have improved the Office 365 training?	How could we improve the phone training?	How could we improve the Department Activities?
ID						
1	10	10	10			
2	8	7	10			
3	9	7	8			
4	1	5	8	It should have been done shortly after transitioning to Sharepoint/teams. Or it should have been broken up into 1hr blocks. It was informative but too dry for a lengthy presentation.		
5	2	8	8	More advanced training for those of us with the basics covered. I know many staff really needed this level of training, but it was a bit hard to sit through, as I have been using similar programs since I was in middle school.		
6	7	7	10			
7	5	5	7			
8	8	10	10			
9	7	7	10			
10	10	7	10			
11	10	8	10			
12	1	8	10	The training could have been in an email. I think majority of people knew how to work teams. I learned a few new things like how to sync.		
13	9	7	10			
14	4	4	8	too long needed a break in between and the training was not specific to the library and how we use office 365	the speaker didn't seem to know much about the phones	
15	3	5	8	too basic		
16	8	7	9			
17	6	9	10			
18	10	10	10			
19	10	6	10			
20	1	6	8	It was too long and repetitive		
21	2	2	8	In segments or on our own. A lot of information was repeated several times and it was overload.		
22	10	7	10			
23	6	7	9			
24	7	6	10			

Department Reports

July 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email campaigns – July
 - Total opens: 28,456
 - June '25 -2%
 - May '25 -3.23%
 - July '24 -20.2%
 - Biweekly Program Newsletters x 8
 - § Total opens: 12,938
 - June '25 -23.6%
 - May '25 -14%
 - July '24 -19.7%
 - Special Program Highlight Emails x 10
 - June '25 +42.8%
 - May '25 +25%
 - July '24 --
 - § Total opens: 15,518
 - June '25 +26%
 - May '25 +8.3%
 - July '24 -21.6%
 - § Events promoted by an SPH email include:
 - Flo's Soda Shoppe
 - AS Crafts
 - YS Storytimes
 - Sidewalk Murals
 - Renter's Rights & Responsibilities
 - Puzzle Swap
 - HWC Pickling & Fermenting Class
 - Hokusai Events
 - Back to School Bash
 - Classical Guitar Concert featuring Brad Conroy
- Social Media Campaigns
 - Social Posts x 15
 - June '25 +50%
 - May '25 -32%
 - July '24 -34.8%
 - Total impressions: 4,990

- June '25 +14.2%
- May '25 +0.2%
- July '24 -48.7%
- Total reach: 3,643
 - June '25 +7.7%
 - May '25 -13%
 - July '24 -60%
- Physical Materials & Other Work
 - Program Guide
 - § Autumn Program Guide was created, it has since mailed to patrons.
 - In-Service Closure Posters
 - Prepared posters & traffic flow signage for early-August shredding event with community partners, State Rep. Maura Hirschauer, KCT Credit Union, and SHRED First Inc.
 - Medicare program poster created and posted.
 - In-Service training attended.

ADULT SERVICES

Engagement:

Programs: A total of 7 programs were offered in July with a total attendance of 52. Some programs included Page Turner Junction Book Club, HWC Yoga on the Lawn, Crafternoon Dragonfly Whisks, Gettin' Crafty Fruit Bookmarks, Needlecrafters, Microsoft Word and Excel.

Reading Challenges: We concluded our Summer Reading Challenge

Here are the final counts:

- 49 Adults registered, 42 were "active readers," 31 completed the challenge, and there were 78 additional activities completed.
- We also helped to host 3 pop up shops where patrons redeemed prizes at several stages throughout the summer reading challenge.

Take and Make Kits: A total of 62 take and make Watermelon fans and constellation cards were taken in July.

Seed Library: a total of 45 seed packets were taken from the seed library in July.

Outreach and Program Promotion:

Adult Services staff delivered materials as well as leading a craft program for 15 at Franciscan Court assisted living facility in July.

Adult Services staff created 4 book and material displays to promote programs and the collection.

ADULT SERVICES: TEEN

Programming: A total of 16 teens attended 3 programs in July.

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

30 Teens picked up take and Make crafts in July.

Summer Reading: 35 Teens registered, 30 were “active readers,” 23 completed the challenge, and there were 80 additional activities completed.

CIRCULATION SERVICES

Circulation Statistics July 2025:

- 15,480 Total Items checked out, 3.02% increase from July 2024.
- 3,306 Electronic materials checked out, 6.82% decrease from July 2024.
- The total value of the materials checked out by our patrons was \$110,374.56 during July 2025.
- During July 2025, we had 213 patrons using self-check and a total of 900 items checked out.

Patron Statistics July 2025:

- 6,519 Visitors to the library during July 2025.
- 92 New patrons added, 17.95% decrease from July 2024.
- 8,828 Card holders, 14.47% increase from July 2024.
- 30.78% of the district population have library cards, a 4.41% decrease from July 2024.

TECHNICAL SERVICES

Acquisitions:

- 872 Items ordered.
- 804 Items invoiced/received.
- 189 Items on-order.
- 93 Items received not processed.
- 9 Items returned.
- 9 Donations.
- 5 Items cancelled.
- 0 Replacements.

Cataloged:

- 2835 Items added to the collection.

Withdrawals:

- 165 Items withdrawn from the collection.

Material Maintenance:

- 101 Items repaired in house.

Other Activities:

- 372 Items moved from the new shelf to the regular collection.
- 243 Postage processed.
- 172 Invoices archived.
- 126 Invoices processed.
- 23 Records created.
- 23 West Chicago Suburban Life scanned and converted to searchable PDF.
- 19 J Toys added to collection.
- 7 E/J Kit Records Updated.
- 5 Missing items reclaimed.
- 0 Title transfers.

YOUTH SERVICES

Programs

- Youth Services implemented seven Storytime programs in July with 120 patrons attending. Eight further in-person programs including two staple monthly events and six specialty programs brought in 85 patrons. The second of three pop-up shops connected to the Summer Reading Challenge saw a further 55 patrons to the library, for a total of 255 people in attendance at in-person programs.

Program Highlights

- The Summer Reading Challenge, Cruisin' Through Summer, came to a screeching halt on Monday, July 28th. The Youth Services Department had 257 patrons sign up with 122 completing the entire challenge. This year, as the challenge was designed around taking a road trip down Route 66, readers could collect 'Book Bucks' by reaching reading milestones throughout the summer. Perhaps the most engaging and successful aspect of this year's challenge was our three pop-up shops where patrons across age groups could cash in their reward money for prizes. This form of engagement with the community was invaluable and library staff hope to repeat it in the 2026 summer challenge.
- Flo's Soda Shoppe & Drive-In was a successful event where patrons were treated to an old-fashioned drive-in movie with ice cream sundaes. The program room was designed as a 50s Diner, completed with 6 cars designed from cardboard. Forty lucky patrons enjoyed a film and treats in a unique, celebratory atmosphere.

Passive Programming

- In addition to the Summer Reading Challenge, Youth Services created 15 passive programs including take & make projects, cut & paste crafts, and in-house building projects. These asynchronous programs served 282 patrons.

Outreach

- Typically a slow part of the year for outreach, 6 programs were held in July. Three programs for the Birth to Three daycare program were held at the library. One program was held for the Girl Scouts of America at the library as well. Two very successful programs were presented at Kindercare and Cantigny, with 50 and 59 patrons attending respectively. All told, 145 patrons attended outreach events in July.

Professional Development

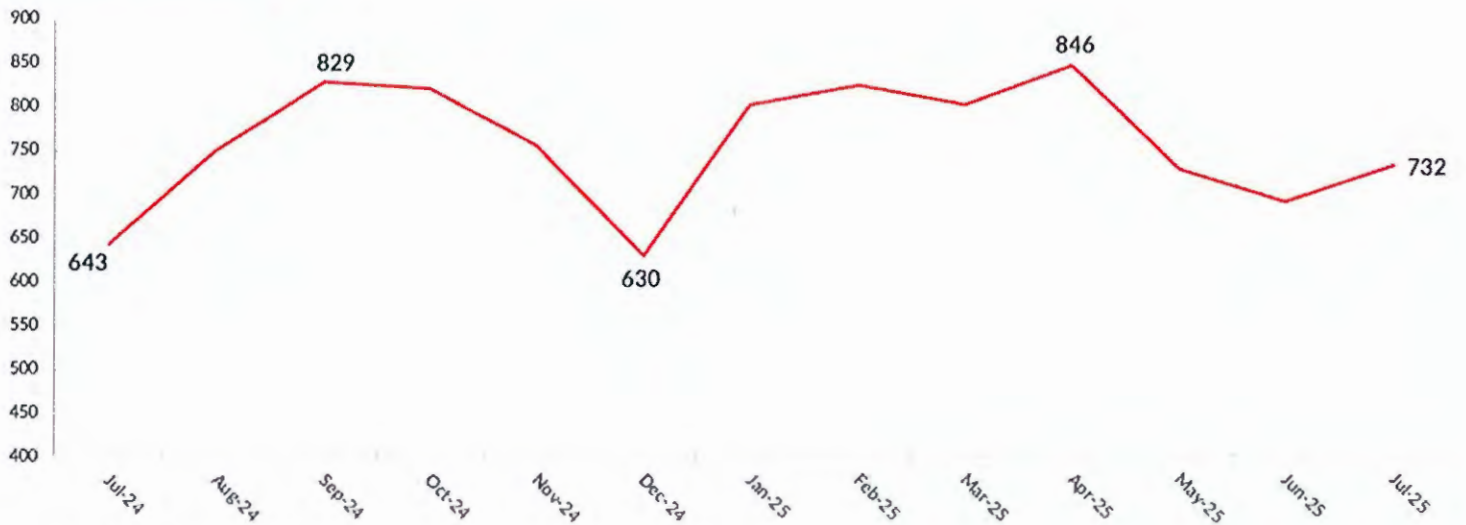
- Librarians attended various webinars and Zoom conferences on collection development and material publication.

IT Report – July

Wireless Overview

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

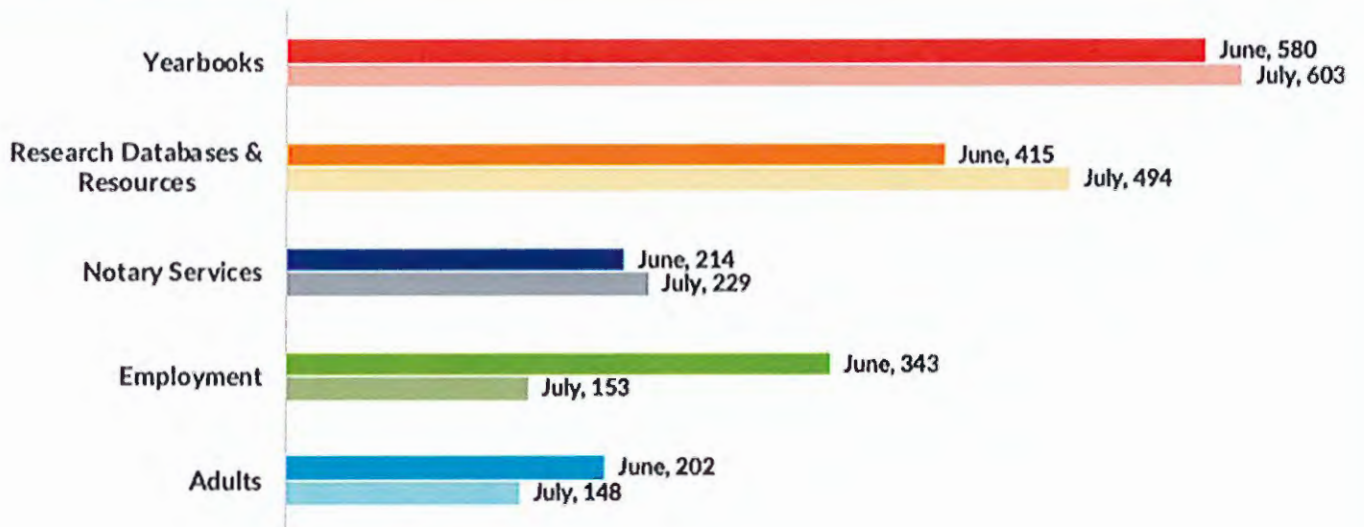
WiFi Usage July 2025



Website

In July we had **8,004 website visits**.

Top 5 Pages in July



Computer Usage

We had 559 users in July. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (June)	Average Time Per Session (June)	Total Logins (July)	Average Time Per Session (July)
Adult	408	44 Minutes	447	47 Minutes
Youth	54	43 Minutes	106	38 Minutes
Newspaper	2	1 Hour 8 Minutes	6	35 Minutes

- New accounts needed to be set up for our incoming employees. We had a new circ clerk, teen librarian, and adult services librarian join the team. They had their M365 accounts created and were invited to join Library Aware, Canva, and our Event Calendar
- Due to increased demand the public computers in Adult Services had audio and video players installed that supported more modern formats. Also, computer #6 in Adult Services now has the full adobe creative cloud suite installed on it. Patrons will be able to edit PDF's, or use Photoshop, Illustrator, Premier Pro, In Design, and Audition.
- Another major update needed to happen to all computers with Deepfreeze. Updates were coordinated to minimize any inconvenience caused to patrons. The update went off without a hitch.
- A major firmware update was pushed out for the server and firewall to keep up with the regular maintenance schedule. It was completed after hours so no services were interrupted.
- The seed library webpage was updated to reflect the changing of the seasons and which selections we have that are appropriate for the time of the year.
- To keep up with the tightening standards of our security, the training laptops had their hard drive's encryption updated.



**WEST CHICAGO
PUBLIC LIBRARY DISTRICT**

**Secretary's Audit
2024-2025**

This is to testify that we have examined the Secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2024-2025.

Library Board Trustee

Library Board Trustee

August 25, 2025