



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES  
BOARD MEETING  
LIBRARY PROGRAM ROOM  
MONDAY, APRIL 25, 2022  
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](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

A. Call to Order Nancy Conradt, President

B. Roll Call Diane Kelsey, Secretary

C. Approval of the Minutes  
1. March 28, 2022

**ACTION**

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

G. Treasurer's Report Corrine Jakacki-Dattomo, Treasurer  
1. Approval of the Bills for April 2022  
2. Financial Statements for March 2022

H. Communications  
1. Notice of Certificate of Occupancy (OSI Industries, LLC) **ATTACHMENT**

I. Reports  
1. President Nancy Conradt  
2. Library Director **ATTACHMENT**  
3. Department Managers **ATTACHMENT**  
4. Policy Committee Benjamin Weseloh  
5. Strategic Planning Committee Pat Weninger  
6. Finance Committee Corrine Jakacki-Dattomo

J. Unfinished Business  
1. Facilities Assessment Priorities and Planning -- Reinstall Building & Grounds Committee **ACTION**

K. New Business

1. Ordinance 22-01 Providing for Real Estate Tax Abatement For the OSI Industries, LLC Property **ACTION**
2. Set a Meeting Date for the Library Director's Annual Performance Evaluation **ACTION**
3. Recommendation to Transfer from Corporate Carryover To GASB 54 Fund **ACTION**
4. Recommendation to Transfer from Corporate Carryover To Special Reserve **ACTION**
5. Library Closure for Library Staff Event **DISCUSSION**

L. Closed Session

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

5 ILCS 120/2(c)(21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06.

M. Return to Open Session

N. Adjournment

# DRAFT MINUTES ONLY

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, MARCH 25, 2022  
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: President Pro Tem/Treasurer Corrine Jakacki; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger (virtually), members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Omar Nuñez, Public Relations Specialist; staff.

C. APPROVAL OF THE MINUTES:

1. February 28, 2022: Ms. Weninger moved to approve the Minutes from the February 28, 2022 regular board meeting; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: James Howard, accountant.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Items removed from the Agenda include I.2. President's Report, because the president was absent; Item I.4. Policy Committee, because Mr. Fokta was absent and Ms. Weninger did not have her notes; Item I.6. Ad Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings, because Mr. Fokta was absent; New Business Item K.1. Recommendations from the Semi-Annual Review of Closed Session Minutes and Recordings.

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2022: Mr. Bloom moved to approve the bills in the amount of \$187,198.83; seconded by Mr. Grotto.

Roll Call Vote - Yes: Richard Bloom, Scott Grotto, Corrine Jakacki, Diane Kelsey, Pat Weninger. Motion carried.

2. Financial Statements for February 2022: Mr. Howard provided a financial report including these highlights: The Library is 67% of the way through the fiscal year and has received to date 98% of its total revenue. Taxes from DuPage County have been received at the rate of 100% of budget, \$2.4 million.

If the Library decides to levy above 5%, based on the Truth in Taxation Act, the Library will need to publish the levy request in the newspaper. If the Library were to plan new construction, funds for that purpose are not considered in the 5% levy limitation.

Service fees are at \$6,200.00, 13% better than budget; replacement taxes have been received in the amount of \$35,000.00, 5% better than budget.

On the expenditures side, the Library has expended 63% of its total budget. Library materials for books are 74% expended; professional services 66% expended; facilities, maintenance 59% expended. Personnel expense of \$905,000.00 against a budget of \$1.5 million, or 60% expended; and IMRF is 63% expended.

The investment fund balance position is approximately \$2 million. The Federal Reserve has increased interest rates, and therefore the Library's investments should see an increase in interest income.

#### H. COMMUNICATIONS:

1. Annual Reminder RE: Board Member Changes and Vacancies (Illinois State Library): Any changes made to the make-up or composition of the board needs to be reported to the Illinois State Library and County Clerk.

2. Chronology for the Annual Financial Ordinances: The Library's attorney sends to the Library each year a timeline for the key deadlines for the financial obligations the Library has as a public body. The levy is the most important deadline, which is due by the last Tuesday in December.

#### I. REPORTS:

1. President: Item deleted.

2. Library Director: Mr. Weseloh reported the fiscal year elapsed is 67%.

ADS was onsite to provide a quote on adding additional card swipes to some of the doors in the library. One of the ceiling tiles in the administrative office fell to the floor from a water leak at a valve that is part of the HVAC system. Midwest Mechanical was onsite for planned maintenance and also addressed this leak.

Mr. Weseloh contacted several commercial roofing companies to obtain quotes to inform the budget conversation which will begin in April. The Library Director met with Questmark Flooring on two occasions regarding replacing the flooring in the lobby which is broken and

spalling. The repair is expected to take two to three days and may be scheduled for Memorial Day weekend. Midwest Sealcoat is also scheduled to be onsite on Memorial Day weekend to do the sealcoating and striping of the parking lot.

The Director had a quarterly business review meeting with Sikich. The admin technology expense rate is 106%, ahead of where it should be. Staff believe there is a billing discrepancy and that the Library is due a credit or a repayment.

Mr. Weseloh attended a FOIA for Public Bodies webinar on February 14, 2022. A new Circulation Services clerk was hired; there is one more Circulation Services clerk position to fill.

### 3. Department Managers:

Adult Services: A total of 115 persons attended 14 programs in February. Healthy West Chicago virtual cooking class had a total of 26 people attend.

Young Adults: A total of seven programs were offered for teens in February, with a total of 28 attendees. The Young Adult Librarian visited Leman Middle School, including the after-school book group and working with students on creating items with tools from the mobile Makerspace. A total of 21 teens were at the event.

Circulation: 12,176 items were checked out in February, a 37.43% increase from February 2021. The Library had 117 patrons use the self-checkout, checking out a total of 404 items. The Library has 15,106 cardholders, a small decrease from February of 2021. Cardholdership is still above 50%: 50.48%.

Tech Services: 1,513 items were ordered; 240 items were withdrawn from the collection; 22 items were repaired in-house.

Youth Services: A total of 31 programs were held in February; and 118 persons attended the story time. Online outreach was 105 contacts. The Black History Month kit was provided to 46 individuals; Mardi Gras to-go kits were provided to 47 individuals.

The winter reading program had a total of 236 children participate; a 315% increase from winter reading program 2021.

Administrative Services: The newsletter open rate and click rate went up by 1%. 72 people clicked on the donate blood post. The Healthy West Chicago classes made the list for most-checked link. The Facebook page reached the 1800 mark; and all of the top posts were pictures or videos.

IT: The wireless services were used by 600 people, an increase from 200 people in February 2021. Website visits were 6,976; and computer usage increased, primarily right after school lets out, 2:00 p.m. to 7:00 p.m.

4. Policy Committee: Item deleted.

5. Strategic Planning Committee: Ms. Weninger stated the committee met March 2, 2022 at 2:00 p.m. Present were Pat Weninger, Diane Kelsey, Ben Weseloh, Omar Nuñez, and Jenny White. Discussion was had regarding the positive responses to the online surveys Omar developed, as well as the focus groups which are planned to be held in April.

In May Jenny and Omar will begin writing the final report. The committee will be on track for reporting to the board by the end of June. The meeting adjourned at 2:50 p.m. The next meeting is scheduled for April 26, 2022.

6. Ad-Hoc Committee to Perform the Semi-Annual Review of Closed Session Minutes and Recordings: Item deleted.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Recommendations from the Semi-annual Review of Closed Session Minutes and Recordings: Item deleted.

2. Facilities Assessment Priority and Planning: The board consensus is to form a Building and Facilities Committee which will report to the full board, and the full board will make final decisions on recommended work described in the Elara report. The formation of a committee will be placed on the April agenda when the president can make committee appointments.

L. CLOSED SESSION: No closed session was held.

M. RETURN TO OPEN SESSION: No return to open session needed.

N. ADJOURNMENT: President Pro Tem Jakacki adjourned the meeting at 7:35 p.m.

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: April 25, 2022

FINANCIAL STATEMENT DATE: March 31, 2022

Payroll dated:

3/4/2022	Net Payroll	\$	34,751.32
	Federal Liability Payment	\$	10,141.28
	State Liability Payment	\$	2,151.04
	Paylocity Fee	\$	141.68

3/18/2022	Net Payroll	\$	33,793.43
	Federal Liability Payment	\$	10,015.49
	State Liability Payment	\$	2,094.41
	Paylocity Fee	\$	338.15

	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL		\$	93,426.80
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State Bank of IL

Operating - Manual Cks	Check No.	\$	14,229.36
Operating - System Cks	Check No.	\$	67,105.02
Operating - Credit Card	Check No.	\$	1,433.55
Librarian's Petty Cash	Check No.	\$	675.00

TOTAL		\$	83,442.93
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Total Bills for Approval		\$	176,869.73
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Board Approval

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

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

# West Chicago Public Library District

## Bills Total

As of April 15, 2022

	Type	Date	Num	Memo	Split	Amount
<b>4 Imprint</b>						
	Bill	04/11/2022	22637713	Sportpack	44135 · PROGRAMS-SUMMER READING	518.82
	Bill	04/11/2022	22636841	Sportpack	44135 · PROGRAMS-SUMMER READING	366.91
Total 4 Imprint						885.73
<b>Abbott Tree Care Professionals</b>						
	Bill	04/01/2022	28748	April	45130 · EXTERIOR LANDSCAPING	475.00
Total Abbott Tree Care Professionals						475.00
<b>Accurate Office Supplies</b>						
	Bill	03/28/2022	566318	Creamer/Sugar	41334 · OFFICE SUPPLIES GENERAL	11.49
	Bill	03/28/2022	566259	Misc.	45115 · JANITORIAL SUPPLIES	232.22
	Bill	03/29/2022	566334	Magic Eraser	45115 · JANITORIAL SUPPLIES	8.93
	Bill	03/31/2022	566514	Vacuum Cleaner Bags	45115 · JANITORIAL SUPPLIES	35.07
Total Accurate Office Supplies						287.71
<b>Amazon Capital Services</b>						
	Credit	03/21/2022	1RJG-7PWV-1Y49	Dinnerware Set	44145 · EVENTS AND OUTREACH	-25.63
	Bill	03/14/2022	11TM-6HGX-3FJ6	Misc.	44135 · PROGRAMS-SUMMER READING	226.49
	Bill	03/14/2022	1NK7-QNNK-NKJM	Dinnerware Set	44145 · EVENTS AND OUTREACH	25.63
	Bill	03/15/2022	1D4R-194J-HTQW	Misc.	-SPLIT-	96.46
	Bill	03/16/2022	16MX-39LW-DFXP	Batteries	41348 · CIRCULATION SERVICES SUPPLIES	18.46
	Bill	03/16/2022	16MX-39LW-6H4N	Misc.	42320 · AV MATERIALS-ADULT	198.33
	Bill	03/24/2022	1NJG-XHVV-36CL	Envelopes	41334 · OFFICE SUPPLIES GENERAL	36.98
	Bill	03/24/2022	1N6N-L4T9-649Q	Telescope	44135 · PROGRAMS-SUMMER READING	15.71
	Bill	03/24/2022	16GF-QCXF-77FQ	Diaper Refill Bags	45115 · JANITORIAL SUPPLIES	15.49
	Bill	03/26/2022	1DKY-FWLC-GQGM	Misc.	44130 · PROGRAMS-YOUNG ADULT	410.99
	Bill	03/31/2022	16PK-W1FL-6M17	SD Card	42340 · AV MATERIALS-YOUTH	32.98
	Bill	04/03/2022	1GHD-VWLH-WFWJ	Coffee Mug	44130 · PROGRAMS-YOUNG ADULT	44.97
	Bill	04/06/2022	1KHD-6RWT-6WQ9	Bookmark Set	44130 · PROGRAMS-YOUNG ADULT	54.95
	Bill	04/07/2022	16F9-7G7J-9RCV	Circuit Mug Press	44130 · PROGRAMS-YOUNG ADULT	189.00
	Bill	04/07/2022	1CJ6-KXPX-F6PD	Misc.	44140 · PROGRAMS-YOUTH	15.99
Total Amazon Capital Services						1,356.80
<b>American Library Association</b>						
	Bill	03/16/2022		J. Winter	41330 · ASSOCIATION DUES	228.00
Total American Library Association						228.00
<b>Anderson Elevator Co.</b>						
	Bill	04/01/2022	55938-B7L7	April	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.						175.00
<b>Andy Frain</b>						



# West Chicago Public Library District

## Bills Total

As of April 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	03/31/2022	317985	March	45112 · SECURITY SERVICE	2,218.89
Total Andy Frain						2,218.89
<b>Background Resources</b>						
	Bill	03/31/2022	20626	N. Garcia	41342 · ADMINISTRATIVE MISC	28.00
Total Background Resources						28.00
<b>Cengage Learning</b>						
	Bill	03/15/2022	77449272	Books	42120 · BOOKS-ADULT	91.17
	Bill	03/25/2022	77508554	Books	42120 · BOOKS-ADULT	61.58
Total Cengage Learning						152.75
<b>Central Programs</b>						
	Bill	03/08/2022	133351	Books	42140 · BOOKS-YOUTH	805.97
	Bill	03/16/2022	133457	Books	42140 · BOOKS-YOUTH	1,070.24
Total Central Programs						1,876.21
<b>City of West Chicago</b>						
	Bill	04/01/2022		1/5/22-3/4/22	45340 · UTILITIES-WATER	323.73
Total City of West Chicago						323.73
<b>Comcast</b>						
	Bill	04/10/2022		May	42405 · INTERNET SERVICES	466.98
Total Comcast						466.98
<b>ComEd</b>						
	Bill	03/17/2022		2/15/22-3/16/22	45320 · UTILITIES-ELECTRIC	1,833.02
Total ComEd						1,833.02
<b>De Lage Landen Financial</b>						
	Bill	03/29/2022	75915088	4/1/22-4/30/22	41336 · OFFICE EQUIPMENT	1,626.54
Total De Lage Landen Financial						1,626.54
<b>Demco</b>						
	Bill	03/17/2022	7097580	Key Dock	41348 · CIRCULATION SERVICES SUPPLIES	232.50
	Bill	03/25/2022	7103135	Book Jacket Cover	42500 · PROCESSING-TECHNICAL SERVICES	169.72
Total Demco						402.22
<b>East West Books</b>						
	Bill	03/22/2022	3311887	Books	42140 · BOOKS-YOUTH	112.95
Total East West Books						112.95
<b>EBSCO</b>						
	Bill	04/13/2022	2205287	Car Guide	42210 · PERIODICALS	10.35
Total EBSCO						10.35
<b>Efficiency Reporting</b>						

# West Chicago Public Library District

## Bills Total

As of April 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	03/24/2022	19165er	February Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
<b>Flood Brothers</b>						
	Bill	04/06/2022	6067424	March	45350 · UTILITIES-TRASH	53.56
Total Flood Brothers						53.56
<b>FNBC Bank and Trust</b>						
	Bill	03/02/2022	Mar 2022	Mar CC Purchase 3/3 - 4/2/2022	-SPLIT-	1,433.55
Total FNBC Bank and Trust						1,433.55
<b>FP Mailing Solutions</b>						
	Bill	04/14/2022	105292554	4/12/22-7/11/22	41336 · OFFICE EQUIPMENT	111.00
Total FP Mailing Solutions						111.00
<b>Gabriel Cardenas</b>						
	Bill	03/31/2022		Outreach	41320 · TRAVEL	9.41
Total Gabriel Cardenas						9.41
<b>Gehrke Technology Group</b>						
	Bill	04/11/2022	2221083	April	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
<b>Governmental Accounting, Inc.</b>						
	Bill	04/01/2022	59173	April	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
<b>Illinois Library Association</b>						
	Bill	12/13/2021	208011	IREAD	44135 · PROGRAMS-SUMMER READING	15.00
	Bill	04/04/2022	212745	B. Weseloh	41330 · ASSOCIATION DUES	250.00
	Bill	04/13/2022	213655	T-Shirts	41348 · CIRCULATION SERVICES SUPPLIES	199.02
Total Illinois Library Association						464.02
<b>Indus MIS, Inc</b>						
	Bill	04/13/2022	5635	5/1/22-4/30/23	41425 · WARRANTIES/EXTENDED CARE	3,250.00
Total Indus MIS, Inc						3,250.00
<b>Ingram Library Services</b>						
	Credit	03/07/2022	58249703	Books	42120 · BOOKS-ADULT	-36.44
	Credit	03/21/2022	58530461	Books	42120 · BOOKS-ADULT	-32.82
	Bill	03/01/2022	58119331	Books	-SPLIT-	35.04
	Bill	03/02/2022	58144401	Books	42120 · BOOKS-ADULT	16.95
	Bill	03/02/2022	58144398	Books	42140 · BOOKS-YOUTH	12.40
	Bill	03/02/2022	58144399	Books	-SPLIT-	642.22
	Bill	03/02/2022	58144400	Books	42120 · BOOKS-ADULT	15.82
	Bill	03/03/2022	58179650	Books	42120 · BOOKS-ADULT	124.48

West Chicago Public Library District

**Bills Total**

As of April 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	03/04/2022	58196565	Books	42140 · BOOKS-YOUTH	9.60
Bill	03/04/2022	58206685	Books	-SPLIT-	33.90
Bill	03/06/2022	58219144	Books	42130 · BOOKS-YOUNG ADULT	6.49
Bill	03/06/2022	58219145	Books	42500 · PROCESSING-TECHNICAL SERVICES	5.70
Bill	03/06/2022	58219792	Books	42140 · BOOKS-YOUTH	14.11
Bill	03/07/2022	58234125	Books	-SPLIT-	13.15
Bill	03/07/2022	58234127	Books	-SPLIT-	488.91
Bill	03/07/2022	58234126	Books	42120 · BOOKS-ADULT	32.78
Bill	03/08/2022	58269943	Books	42120 · BOOKS-ADULT	35.35
Bill	03/09/2022	58293802	Books	-SPLIT-	69.05
Bill	03/10/2022	58326835	Books	42120 · BOOKS-ADULT	15.25
Bill	03/11/2022	58345904	Books	-SPLIT-	494.07
Bill	03/11/2022	58357445	Books	-SPLIT-	101.85
Bill	03/13/2022	58372049	Books	-SPLIT-	10.88
Bill	03/14/2022	58384006	Books	-SPLIT-	207.19
Bill	03/14/2022	58384003	Books	42120 · BOOKS-ADULT	15.82
Bill	03/14/2022	58384004	Books	42120 · BOOKS-ADULT	62.72
Bill	03/14/2022	58384005	Books	42120 · BOOKS-ADULT	81.90
Bill	03/15/2022	58414066	Books	42122 · BOOKS-LITERACY	27.71
Bill	03/16/2022	58435544	Books	-SPLIT-	120.72
Bill	03/17/2022	58465743	Books	-SPLIT-	19.89
Bill	03/17/2022	58456798	Books	42140 · BOOKS-YOUTH	8.45
Bill	03/18/2022	58488006	Books	-SPLIT-	23.30
Bill	03/21/2022	58512071	Books	-SPLIT-	1,112.57
Bill	03/21/2022	58512072	Books	42120 · BOOKS-ADULT	46.88
Bill	03/21/2022	58512073	Books	42120 · BOOKS-ADULT	31.64
Bill	03/23/2022	58563543	Books	-SPLIT-	563.17
Bill	03/23/2022	58563544	Books	42120 · BOOKS-ADULT	35.99
Bill	03/23/2022	58572256	Books	42140 · BOOKS-YOUTH	4.51
Bill	03/25/2022	58621420	Books	-SPLIT-	109.77
Bill	03/28/2022	58645982	Books	-SPLIT-	1,032.29
Bill	03/29/2022	58667276	Books	-SPLIT-	119.54
Bill	03/29/2022	58675959	Books	-SPLIT-	88.60
Bill	03/29/2022	58675960	Books	-SPLIT-	253.10
Bill	03/30/2022	58696112	Books	-SPLIT-	38.53
Bill	03/31/2022	58727821	Books	-SPLIT-	10.88
Bill	03/31/2022	58727822	Books	42120 · BOOKS-ADULT	356.30

# West Chicago Public Library District

## Bills Total

As of April 15, 2022

	Type	Date	Num	Memo	Split	Amount
Total Ingram Library Services						6,480.21
LIMRICC						
	Bill	04/05/2022		April	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,813.00
Total LIMRICC						14,813.00
Midwest Mechanical						
	Bill	03/24/2022	112127989	Service Call	45150 · HVAC R & M	736.19
	Bill	04/01/2022		April	45150 · HVAC R & M	897.00
Total Midwest Mechanical						1,633.19
Midwest Sealcoat						
	Bill	03/30/2022		Deposit for Sealcoating	45140 · EXTERIOR R & M-OTHER	2,250.00
Total Midwest Sealcoat						2,250.00
Midwest Tape						
	Bill	03/01/2022	501756870	AV Materials	42320 · AV MATERIALS-ADULT	23.24
	Bill	03/01/2022	501756871	AV Materials	42320 · AV MATERIALS-ADULT	25.98
	Bill	03/05/2022	501779140	AV Materials	42340 · AV MATERIALS-YOUTH	90.71
	Bill	03/05/2022	501779141	AV Materials	42320 · AV MATERIALS-ADULT	26.98
	Bill	03/05/2022	501779143	AV Materials	42320 · AV MATERIALS-ADULT	14.99
	Bill	03/05/2022	501779144	AV Materials	42320 · AV MATERIALS-ADULT	69.72
	Bill	03/14/2022	501820280	AV Materials	42320 · AV MATERIALS-ADULT	44.99
	Bill	03/14/2022	501820282	AV Materials	42320 · AV MATERIALS-ADULT	193.39
	Bill	03/14/2022	501820283	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	03/14/2022	501820284	AV Materials	42340 · AV MATERIALS-YOUTH	110.19
	Bill	03/19/2022	501846144	AV Materials	42320 · AV MATERIALS-ADULT	32.77
	Bill	03/19/2022	501846146	AV Materials	42320 · AV MATERIALS-ADULT	235.94
	Bill	03/19/2022	501846148	AV Materials	42320 · AV MATERIALS-ADULT	84.70
	Bill	03/19/2022	501846147	AV Materials	42340 · AV MATERIALS-YOUTH	37.49
	Bill	03/29/2022	501895697	AV Materials	42340 · AV MATERIALS-YOUTH	183.70
	Bill	03/29/2022	501895695	AV Materials	42320 · AV MATERIALS-ADULT	38.99
	Bill	03/29/2022	501895693	AV Materials	42320 · AV MATERIALS-ADULT	26.98
	Bill	03/29/2022	501895692	AV Materials	42320 · AV MATERIALS-ADULT	136.43
	Bill	03/29/2022	501895696	AV Materials	42320 · AV MATERIALS-ADULT	9.99
	Bill	03/30/2022	501899503	AV Materials	42320 · AV MATERIALS-ADULT	23.24
Total Midwest Tape						1,432.91
Morgan Birge & Associates						
	Bill	04/01/2022	66635	April	41415 · PHONE SYSTEM	120.00
Total Morgan Birge & Associates						120.00
NCPERS						

# West Chicago Public Library District

## Bills Total

As of April 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	04/10/2022		April	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
<b>Nicor</b>					
Bill	04/07/2022		03/07/22-04/05/22	45310 · UTILITIES-GAS	851.91
Total Nicor					851.91
<b>Orkin Pest Control</b>					
Bill	03/23/2022	225310906	March	45155 · GENERAL BLDG SERVICES	75.58
Total Orkin Pest Control					75.58
<b>OverDrive</b>					
Bill	03/11/2022	22085009	Ebooks	42120 · BOOKS-ADULT	208.04
Bill	03/11/2022	22085014	Ebooks	42120 · BOOKS-ADULT	31.87
Bill	03/11/2022	22085015	Ebooks	42120 · BOOKS-ADULT	186.50
Bill	03/11/2022	22085027	Ebooks	42120 · BOOKS-ADULT	155.13
Bill	03/11/2022	22085029	Ebooks	42120 · BOOKS-ADULT	47.50
Bill	03/15/2022	22087885	Ebooks	42320 · AV MATERIALS-ADULT	1,531.94
Bill	03/23/2022	22097348	Ebooks	42340 · AV MATERIALS-YOUTH	286.12
Total OverDrive					2,447.10
<b>Peerless Network</b>					
Bill	04/01/2022	4805	03/01/22-03/31/22	45330 · UTILITIES-TELEPHONE	536.26
Total Peerless Network					536.26
<b>QuestMark Flooring</b>					
Bill	04/14/2022		Entry Tile Replacement Deposit	45165 · INTERIOR R & M-OTHER	2,432.00
Total QuestMark Flooring					2,432.00
<b>Robert F. Kaplafka</b>					
Bill	04/14/2022		Virtual Program	44120 · PROGRAMS-ADULT	125.00
Total Robert F. Kaplafka					125.00
<b>Sikich LLP</b>					
Bill	03/21/2022	N438246	6/1/22-5/31/23	41410 · SOFTWARE STAFF	92.56
Bill	03/22/2022	I437576	April	41420 · TECHNOLOGY MANAGEMENT	536.00
Bill	03/22/2022	MS438077	April	41420 · TECHNOLOGY MANAGEMENT	4,638.90
Bill	03/25/2022	N438655	Faronics Main. Renewal	41425 · WARRANTIES/EXTENDED CARE	377.00
Total Sikich LLP					5,644.46
<b>Sprint</b>					
Bill	03/21/2022	764530510-241	2/18/22-3/17/22	45330 · UTILITIES-TELEPHONE	288.40
Total Sprint					288.40
<b>Swan</b>					

# West Chicago Public Library District

## Bills Total

As of April 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	04/01/2022	9414	3rd Quarter	42400 · LIBRARY CONSORTIUM	8,513.25
Total Swan						8,513.25
Unique Management Services						
	Bill	04/03/2022	6099276	March Placements	41346 · MATERIALS & RESOURCE RECOVERY	35.80
Total Unique Management Services						35.80
US Postal Service						
	Bill	04/12/2022		Postage for Program Guide	44245 · PROGRAM GUIDE	950.00
Total US Postal Service						950.00
Waterlogic East, LLC						
	Bill	04/01/2022	1363051	4/1/22-6/30/22	45155 · GENERAL BLDG SERVICES	116.33
Total Waterlogic East, LLC						116.33
Xtreme Environmental Solutions						
	Bill	04/12/2022	87-WCL	April	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
<b>TOTAL</b>						<b>68,538.57</b>

# West Chicago Public Library District

## Bills Total (Credit Card)

As of April 15, 2022

	Type	Date	Num	Memo	Open Balance
<b>Adobe Inc.</b>					
	Credit Card Charge	03/14/2022		Creative Cloud	31.86
	Credit Card Charge	03/14/2022		Creative Cloud	31.86
	Credit Card Charge	03/18/2022		Creative Cloud	13.80
Total Adobe Inc.					77.52
<b>Amazon Capital Services</b>					
	Credit Card Charge	03/07/2022		Netflix Gift Card	60.00
	Credit Card Charge	03/21/2022		Gift Cards	177.90
Total Amazon Capital Services					237.90
<b>Chicago Tribune</b>					
	Credit Card Charge	03/11/2022		Subscription	71.92
Total Chicago Tribune					71.92
<b>FNBC Bank and Trust</b>					
	Credit Card Credit	03/02/2022		Refund of interest charge charged Feb. 22	-19.73
Total FNBC Bank and Trust					-19.73
<b>GameStop, Inc.</b>					
	Credit Card Charge	03/21/2022		Gift Card	50.00
Total GameStop, Inc.					50.00
<b>Kindred Coffee Roasters</b>					
	Credit Card Charge	03/16/2022		Gift Cards	45.00
	Credit Card Charge	03/16/2022		Gift Card	30.00
Total Kindred Coffee Roasters					75.00
<b>Main Event Entertainment, Inc.</b>					
	Credit Card Charge	03/03/2022		Gift Card	50.00
Total Main Event Entertainment, Inc.					50.00
<b>Menards</b>					
	Credit Card Charge	03/03/2022		Gift Card	50.00
Total Menards					50.00
<b>Michaels</b>					
	Credit Card Charge	03/30/2022		Misc.	160.74
Total Michaels					160.74
<b>Nintendo of North America</b>					
	Credit Card Charge	03/30/2022		Egame	63.74
	Credit Card Charge	03/30/2022		Egame	63.74
	Credit Card Charge	03/30/2022		Egame	19.11
	Credit Card Charge	03/30/2022		Egame	63.74
Total Nintendo of North America					210.33

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
 As of April 15, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Office of the State Fire Marshall</b>					
	Credit Card Charge	03/29/2022		Conveyance Cert.	76.69
<b>Total Office of the State Fire Marshall</b>					<u>76.69</u>
<b>Oriental Trading Company</b>					
	Credit Card Charge	03/07/2022		Misc.	164.45
<b>Total Oriental Trading Company</b>					<u>164.45</u>
<b>Target</b>					
	Credit Card Charge	03/28/2022		Anker	23.75
<b>Total Target</b>					<u>23.75</u>
<b>US Postal Service</b>					
	Credit Card Charge	03/04/2022		Media Mail	5.08
<b>Total US Postal Service</b>					<u>5.08</u>
<b>We Grow Dreams, Inc.</b>					
	Credit Card Charge	03/17/2022		Gift Card	50.00
<b>Total We Grow Dreams, Inc.</b>					<u>50.00</u>
<b>Zoom Video Communications</b>					
	Credit Card Charge	03/27/2022		Renewal	149.90
<b>Total Zoom Video Communications</b>					<u>149.90</u>
<b>TOTAL</b>					<u><u>1,433.55</u></u>



**West Chicago Public Library District**  
**Bills Total - Manual Checks**

As of April 15, 2022

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
AFLAC Ins.						
	Bill	03/11/2022	Feb 2022	Feb Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	25.20
Total AFLAC Ins.						25.20
Employee Benefits Corporation						
	Bill	03/31/2022	Mar 2022	Fee Invoicing for Mar 2022	41110 · INS-HEALTH, DENTAL, LIFE, FSA	95.75
Total Employee Benefits Corporation						95.75
IMRF						
	Bill	03/10/2022	Feb 2022	Feb Payroll	21040 · IMRF	14,108.41
Total IMRF						14,108.41
<b>TOTAL</b>						<b>14,229.36</b>

3:04 PM  
04/15/22  
Accrual Basis

West Chicago Public Library District  
Bills List - Petty Cash Acct

	Type	Date	Num	Memo	March 2022 Split	Amount	Balance
WEBLiNX							
	Check	03/08/2022	4952	Web Site Tune-Up	44215 · WEBSITE	675.00	675.00
Total WEBLiNX						675.00	675.00
TOTAL						675.00	675.00

# Financial Report

For the 9 Month(s) Ended March 31, 2022  
FISCAL YEAR 2022



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## Budget vs. Actual Summary

For the 9 Month(s) Ended March 31, 2022

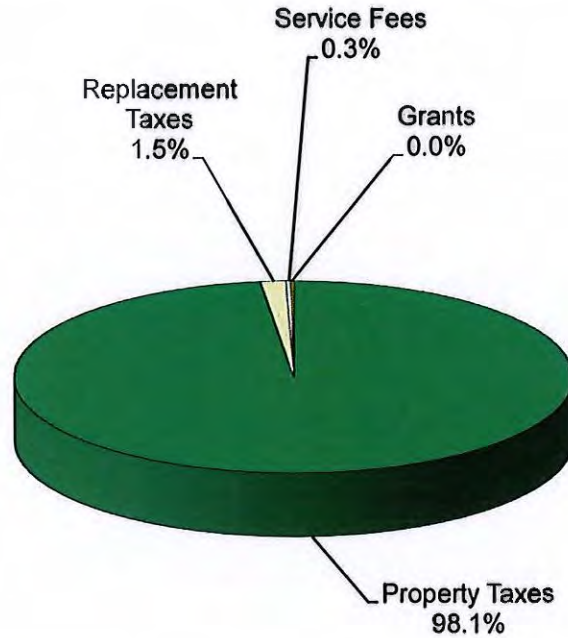
75% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>			
Property Taxes	2,375,485	2,380,317	100%
Interest	452	1,000	45%
Replacement Taxes	35,216	35,000	101%
Service Fees	6,983	5,500	127%
Other Revenue (Program Rental)	-	-	0%
Grants	-	37,405	0%
Miscellaneous	3,643	3,100	118%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,421,780	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		
<b>OPERATING EXPENDITURES</b>			
Personnel	981,368	1,514,720	65%
IMRF	93,504	133,347	70%
Administrative	47,972	75,320	64%
Technology	125,328	112,403	111%
Library Materials - Books	100,735	124,190	81%
Library Materials - Periodicals	8,285	13,000	64%
Library Materials - Audio & Visual	19,788	38,000	52%
Library Material - Maintenance	3,194	12,800	25%
Technology Services	48,097	74,180	65%
Programs	28,907	28,800	100%
Marketing & Promotion	17,350	31,000	56%
Facilities & Operations	120,433	173,450	69%
Utilities	30,686	45,900	67%
Professional Services	55,794	80,312	69%
Board Expenses	2,574	4,900	53%
Actual Expenditures	1,684,015	2,462,322	68%
Budgeted Expenditures	2,462,322		
% Diff	68%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	737,765	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	1,750,640		

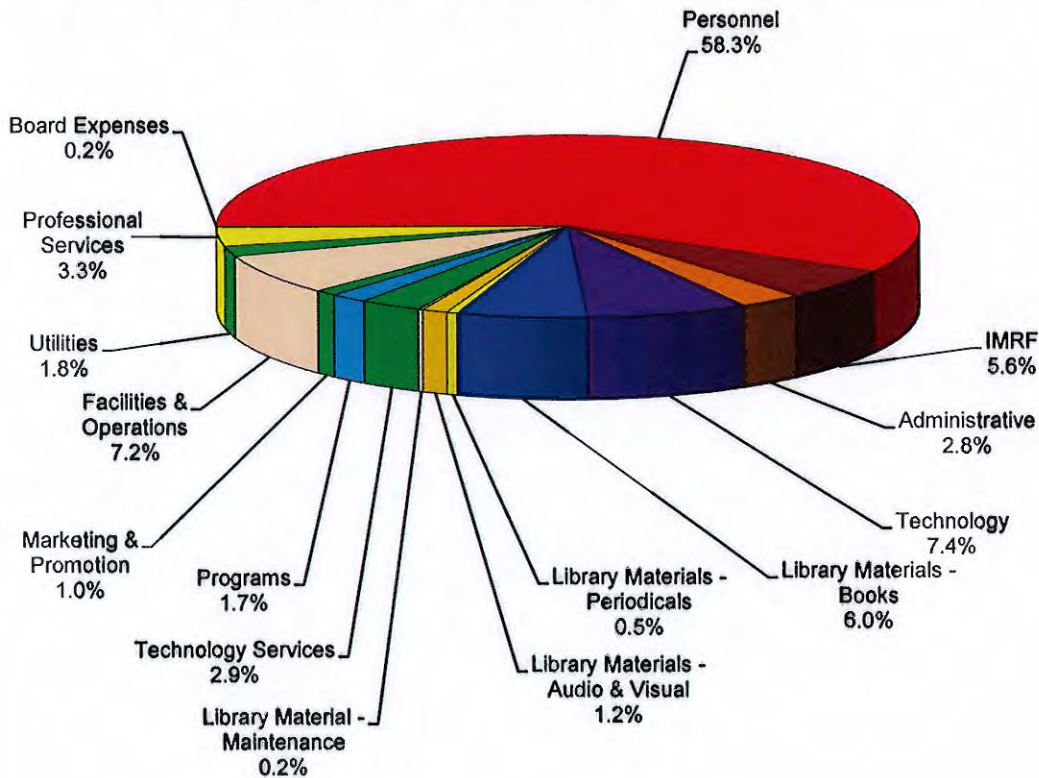
## WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 9 Month(s) Ended March 31, 2022

### Revenue Distribution

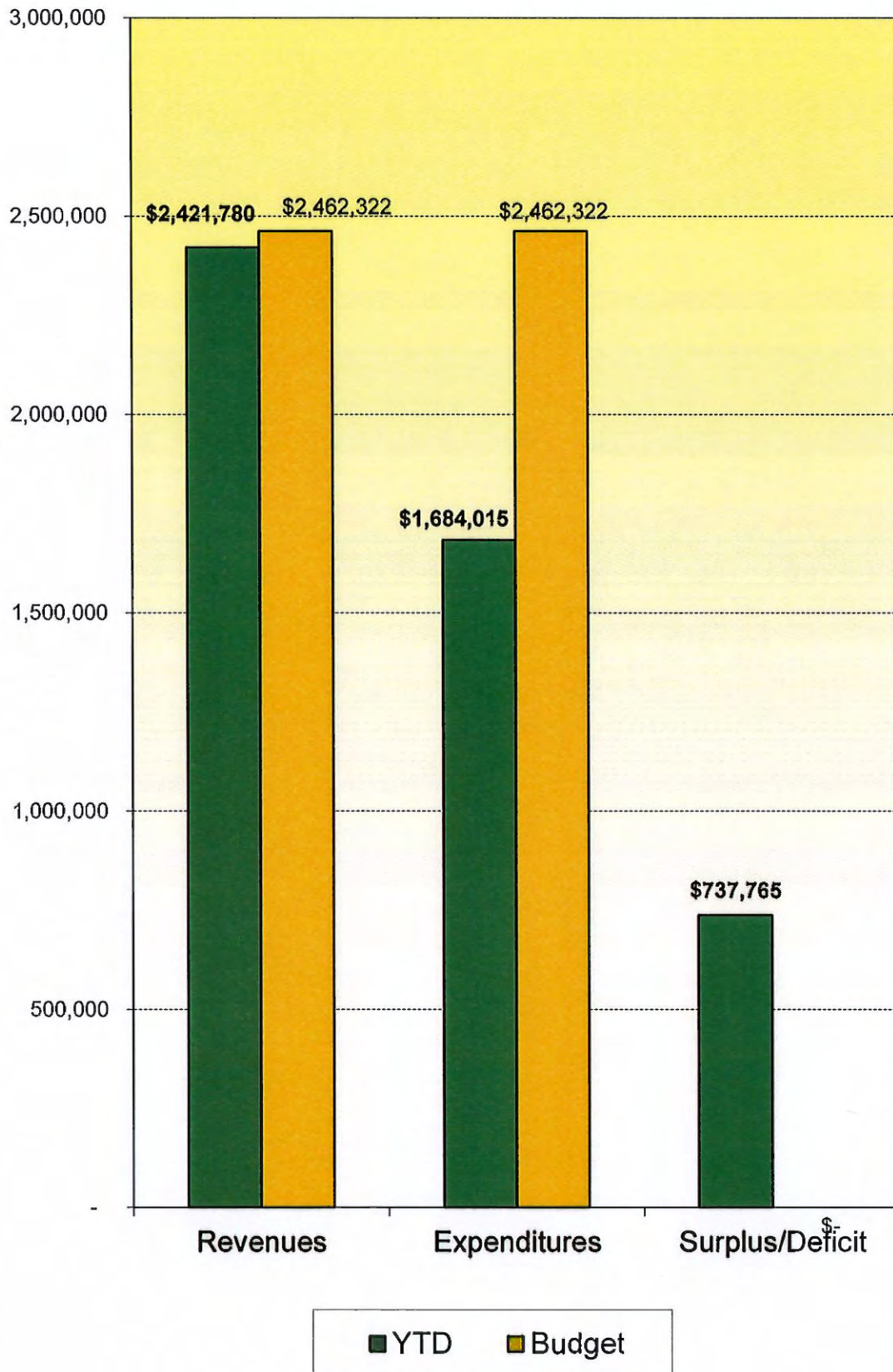


### Operational Expenditure Distribution



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 9 Month(s) Ended March 31, 2022



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 9 Month(s) Ended March 31, 2022

75% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	2,243,375	132,111	-	2,375,485	2,380,317	100%
Interest	435	-	17	452	1,000	45%
Replacement Taxes	35,216	-	-	35,216	35,000	101%
Service Fees	6,983	-	-	6,983	5,500	127%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	37,405	0%
Miscellaneous	3,643	-	-	3,643	3,100	118%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,289,652	132,111	17	2,421,780	2,462,322	98%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	98%	99%	n/a	98%		
<b>OPERATING EXPENDITURES</b>						
Personnel	981,368	-	-	981,368	1,514,720	65%
IMRF	-	93,504	-	93,504	133,347	70%
Administrative	47,972	-	-	47,972	75,320	64%
Technology	125,328	-	-	125,328	112,403	111%
Library Materials - Books	100,735	-	-	100,735	124,190	81%
Library Materials - Periodicals	8,285	-	-	8,285	13,000	64%
Library Materials - Audio & Visual	19,788	-	-	19,788	38,000	52%
Library Material - Maintenance	3,194	-	-	3,194	12,800	25%
Technology Services	48,097	-	-	48,097	74,180	65%
Programs	28,907	-	-	28,907	28,800	100%
Marketing & Promotion	17,350	-	-	17,350	31,000	56%
Facilities & Operations	120,433	-	-	120,433	173,450	69%
Utilities	30,686	-	-	30,686	45,900	67%
Professional Services	55,794	-	-	55,794	80,312	69%
Board Expenses	2,574	-	-	2,574	4,900	53%
Actual Expenditures	1,590,511	93,504	-	1,684,015	2,462,322	68%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	68%	70%	n/a	68%		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>699,141</b>	<b>38,607</b>	<b>17</b>	<b>737,765</b>	<b>-</b>	
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875	
ENDING FUND BALANCE	1,586,316	41,954	122,370	1,750,640	1,012,875	
Fund Balance as % of Total Expenditures	100%	45%	0%	104%		



WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
March 31, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
30010 • PROPERTY TAXES	0.00	198,359.75	2,243,374.55	132,110.77	0.00	2,375,485.32	2,380,317.00	-4,831.68	99.8%
32010 • PERS PROPERTY REPLACEMENT TAX	0.00	2,916.67	35,216.18	0.00	0.00	35,216.18	35,000.00	216.18	100.62%
33000 • INTEREST INCOME	163.62	83.33	434.71	0.00	0.00	434.71	1,000.00	-565.29	43.47%
33040 • INTEREST-IL FUND BLDG CONST	7.61	0.00	0.00	0.00	17.31	17.31	0.00	17.31	100.0%
35100 • FINES	207.46	250.00	1,898.14	0.00	0.00	1,898.14	3,000.00	-1,101.86	63.27%
35150 • PHOTOCOPY/MICROFORM/COPY/FAX	474.73	208.33	3,141.12	0.00	0.00	3,141.12	2,500.00	641.12	125.65%
35510 • LOST AND PAID MATERIALS	108.91	0.00	1,446.47	0.00	0.00	1,446.47	0.00	1,446.47	100.0%
35710 • NON RESIDENT FEES	0.00	0.00	497.22	0.00	0.00	497.22	0.00	497.22	100.0%
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	0.00	326.00	0.00	0.00	326.00	0.00	326.00	100.0%
36035 • DONATIONS-SUMMER READING	400.00	0.00	400.00	0.00	0.00	400.00	0.00	400.00	100.0%
36045 • DEVELOPER DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
38010 • PER CAPITA GRANT	0.00	3,117.08	0.00	0.00	0.00	0.00	37,405.00	-37,405.00	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	250.00	2,917.26	0.00	0.00	2,917.26	3,000.00	-82.74	97.24%
39015 • PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 • PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 • DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 • TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Revenues</b>	<b>1,362.33</b>	<b>205,193.50</b>	<b>2,289,651.65</b>	<b>132,110.77</b>	<b>17.31</b>	<b>2,421,779.73</b>	<b>2,462,322.00</b>	<b>-40,542.27</b>	<b>98.35%</b>
<b>Expenditures</b>									
<b>10Exp • Expense</b>									
<b>1E • PERSONNEL</b>									
41100 • SALARIES	93,297.54	103,332.58	810,078.91	0.00	0.00	810,078.91	1,239,991.00	-429,912.09	65.33%
41110 • INS-HEALTH, DENTAL, LIFE, FSA	13,062.70	14,875.00	108,628.35	0.00	0.00	108,628.35	178,500.00	-69,871.65	60.86%
41120 • FICA EXPENSE	6,934.37	7,583.33	59,909.23	0.00	0.00	59,909.23	91,000.00	-31,090.77	65.83%
41130 • UNEMPLOYMENT COMPENSATION	0.00	250.00	522.60	0.00	0.00	522.60	3,000.00	-2,477.40	17.42%
41140 • WORKERS COMPENSATION	0.00	185.75	2,229.00	0.00	0.00	2,229.00	2,229.00	0.00	100.0%
<b>Subtotal</b>	<b>113,294.61</b>	<b>126,226.67</b>	<b>981,368.09</b>	<b>0.00</b>	<b>0.00</b>	<b>981,368.09</b>	<b>1,514,720.00</b>	<b>-533,351.91</b>	<b>64.79%</b>
<b>2E • ADMINISTRATIVE EXPENSES</b>									
41310 • PROFESSIONAL DEVELOPMENT	0.00	1,216.67	5,158.75	0.00	0.00	5,158.75	14,600.00	-9,441.25	35.33%
41320 • TRAVEL	32.81	225.00	32.81	0.00	0.00	32.81	2,700.00	-2,667.19	1.22%
41330 • ASSOCIATION DUES	228.00	483.33	3,743.00	0.00	0.00	3,743.00	5,800.00	-2,057.00	64.53%
41332 • PAYROLL PROCESSING	479.83	458.33	4,643.56	0.00	0.00	4,643.56	5,500.00	-856.44	84.43%
41334 • OFFICE SUPPLIES GENERAL	684.87	405.83	4,044.00	0.00	0.00	4,044.00	4,870.00	-826.00	83.04%
41336 • OFFICE EQUIPMENT	1,626.54	1,929.17	17,799.18	0.00	0.00	17,799.18	23,150.00	-5,350.82	76.89%
41338 • POSTAGE	299.84	650.00	5,354.78	0.00	0.00	5,354.78	7,800.00	-2,445.22	68.65%
41342 • ADMINISTRATIVE MISC	28.00	150.00	893.46	0.00	0.00	893.46	1,800.00	-906.54	49.64%
41344 • SUPPLIES-FOOD	92.62	250.00	371.54	0.00	0.00	371.54	3,000.00	-2,628.46	12.39%
41346 • MATERIALS & RESOURCE RECOVERY	35.80	133.33	1,002.40	0.00	0.00	1,002.40	1,600.00	-597.60	62.65%
41348 • CIRCULATION SERVICES SUPPLIES	250.96	375.00	4,928.30	0.00	0.00	4,928.30	4,500.00	428.30	109.52%
<b>Subtotal</b>	<b>3,759.27</b>	<b>6,276.67</b>	<b>47,971.78</b>	<b>0.00</b>	<b>0.00</b>	<b>47,971.78</b>	<b>75,320.00</b>	<b>-27,348.22</b>	<b>63.69%</b>



WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
March 31, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>3E - ADMINISTRATIVE TECHNOLOGY EXPEN</b>									
41400 - IT EQUIPMENT UPGRADES-STAFF	23.75	2,849.17	60,044.02	0.00	0.00	60,044.02	34,190.00	25,854.02	175.62%
41410 - SOFTWARE STAFF	170.08	479.00	2,240.55	0.00	0.00	2,240.55	5,748.00	-3,507.45	38.98%
41415 - PHONE SYSTEM	120.00	120.00	1,080.00	0.00	0.00	1,080.00	1,440.00	-360.00	75.0%
41420 - TECHNOLOGY MANAGEMENT	5,174.90	5,005.00	50,581.70	0.00	0.00	50,581.70	60,060.00	-9,478.30	84.22%
41425 - WARRANTIES/EXTENDED CARE	526.90	913.75	11,382.12	0.00	0.00	11,382.12	10,965.00	417.12	103.8%
Subtotal	6,015.63	9,366.92	125,328.39	0.00	0.00	125,328.39	112,403.00	12,925.39	111.5%
<b>4E - LIBRARY MATERIALS-BOOKS</b>									
42112 - REFERENCE-ELECTRONIC	0.00	3,735.00	44,734.32	0.00	0.00	44,734.32	44,820.00	-85.68	99.81%
42120 - BOOKS-ADULT	5,767.07	4,000.00	32,878.17	0.00	0.00	32,878.17	48,000.00	-15,121.83	68.5%
42122 - BOOKS-LITERACY	37.31	30.83	94.25	0.00	0.00	94.25	370.00	-275.75	25.47%
42130 - BOOKS-YOUNG ADULT	739.29	500.00	2,828.35	0.00	0.00	2,828.35	6,000.00	-3,171.65	47.14%
42140 - BOOKS-YOUTH	2,905.95	2,000.00	19,713.09	0.00	0.00	19,713.09	24,000.00	-4,286.91	82.14%
42170 - RBP/ILL BOOK REPLACEMENT	0.00	83.33	487.22	0.00	0.00	487.22	1,000.00	-512.78	48.72%
Subtotal	9,449.62	10,349.17	100,735.40	0.00	0.00	100,735.40	124,190.00	-23,454.60	81.11%
<b>5E - LIBRARY MATERIALS-PERIODICALS</b>									
42210 - PERIODICALS	145.42	1,083.33	8,285.45	0.00	0.00	8,285.45	13,000.00	-4,714.55	63.73%
Subtotal	145.42	1,083.33	8,285.45	0.00	0.00	8,285.45	13,000.00	-4,714.55	63.73%
<b>6E - LIBRARY MATERIALS-AUDIO VISUAL</b>									
42320 - AV MATERIALS-ADULT	4,174.47	2,291.67	16,888.69	0.00	0.00	16,888.69	27,500.00	-10,611.31	61.41%
42330 - AV MATERIALS-YOUNG ADULT	0.00	250.00	1,141.48	0.00	0.00	1,141.48	3,000.00	-1,858.52	38.05%
42340 - AV MATERIALS-YOUTH	951.52	625.00	1,757.46	0.00	0.00	1,757.46	7,500.00	-5,742.54	23.43%
Subtotal	5,125.99	3,166.67	19,787.63	0.00	0.00	19,787.63	38,000.00	-7,601.06	52.07%
<b>7E - TECHNOLOGY SERVICES</b>									
42400 - LIBRARY CONSORTIUM	0.00	2,798.58	25,494.47	0.00	0.00	25,494.47	33,583.00	-8,088.53	75.92%
42405 - INTERNET SERVICES	465.98	1,076.25	4,340.84	0.00	0.00	4,340.84	12,915.00	-8,574.16	33.61%
42420 - SOFTWARE PUBLIC	0.00	684.67	5,044.82	0.00	0.00	5,044.82	8,216.00	-3,171.18	61.4%
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	33.98	1,622.17	13,216.66	0.00	0.00	13,216.66	19,466.00	-6,249.34	67.9%
Subtotal	499.96	6,181.67	48,096.79	0.00	0.00	48,096.79	74,180.00	-9,420.52	64.84%
<b>8E - LIBRARY MATERIAL MAINTENANCE</b>									
42500 - PROCESSING-TECHNICAL SERVICES	223.76	1,044.50	3,193.70	0.00	0.00	3,193.70	12,534.00	-9,340.30	25.48%
42510 - CATALOGING TOOL	0.00	22.17	0.00	0.00	0.00	0.00	266.00	-266.00	0.0%
42515 - DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	223.76	1,066.67	3,193.70	0.00	0.00	3,193.70	12,800.00	-9,340.30	24.95%
<b>9E - PROGRAMS</b>									
44120 - PROGRAMS-ADULT	46.46	533.33	5,874.75	0.00	0.00	5,874.75	6,400.00	-525.25	91.79%
44130 - PROGRAMS-YOUNG ADULT	1,166.24	458.33	4,648.60	0.00	0.00	4,648.60	5,500.00	-851.40	84.52%
44135 - PROGRAMS-SUMMER READING	532.20	491.67	4,118.47	0.00	0.00	4,118.47	5,900.00	-1,781.53	69.81%
44140 - PROGRAMS-YOUTH	160.74	750.00	7,451.64	0.00	0.00	7,451.64	9,000.00	-1,548.36	82.8%
44145 - EVENTS AND OUTREACH	293.67	166.67	6,813.59	0.00	0.00	6,813.59	2,000.00	4,813.59	340.68%
Subtotal	2,199.31	2,400.00	28,907.05	0.00	0.00	28,907.05	28,800.00	3,265.23	100.37%
<b>10E - MARKETING &amp; PROMOTIONS</b>									
44210 - MARKETING	26.98	613.83	3,110.70	0.00	0.00	3,110.70	7,366.00	-4,255.30	42.23%
44215 - WEBSITE	675.00	420.83	854.88	0.00	0.00	854.88	5,050.00	-4,195.12	16.93%
44220 - PROMO MATERIALS-ADULT	0.00	83.33	952.56	0.00	0.00	952.56	1,000.00	-47.44	95.26%
44240 - PROMO MATERIALS-YOUTH	0.00	133.33	1,336.00	0.00	0.00	1,336.00	1,600.00	-264.00	83.5%
44245 - PROGRAM GUIDE	0.00	1,300.00	10,711.51	0.00	0.00	10,711.51	15,600.00	-4,888.49	68.66%
44250 - SURVEYS	0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
Subtotal	701.98	2,583.33	17,349.65	0.00	0.00	17,349.65	31,000.00	-13,650.35	55.97%

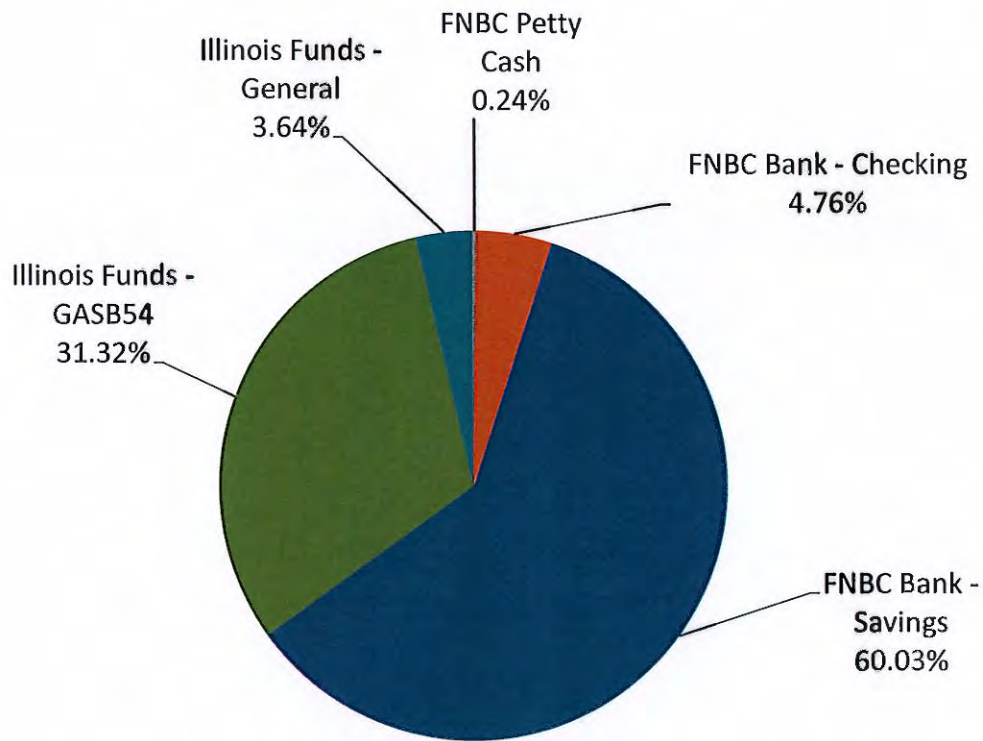


WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
March 31, 2022

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>11E - FACILITIES &amp; OPERATIONS</b>									
45110 - JANITORIAL SERVICE	0.00	1,333.33	5,395.00	0.00	0.00	5,395.00	16,000.00	-10,605.00	33.72%
45112 - SECURITY SERVICE	7,193.89	1,791.67	23,453.25	0.00	0.00	23,453.25	21,500.00	1,953.25	109.09%
45115 - JANITORIAL SUPPLIES	291.71	500.00	3,791.72	0.00	0.00	3,791.72	6,000.00	-2,208.28	63.2%
45116 - COVID 19 SUPPLIES	0.00	1,064.58	643.78	0.00	0.00	643.78	12,775.00	-12,131.22	5.04%
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	4,657.00	3,000.00	22,757.00	0.00	0.00	22,757.00	36,000.00	-13,243.00	63.21%
45130 - EXTERIOR LANDSCAPING	0.00	670.83	10,775.00	0.00	0.00	10,775.00	8,050.00	2,725.00	133.85%
45140 - EXTERIOR R & M-OTHER	2,250.00	1,170.83	14,181.06	0.00	0.00	14,181.06	14,050.00	131.06	100.93%
45150 - HVAC R & M	1,758.19	2,083.33	12,994.68	0.00	0.00	12,994.68	25,000.00	-12,005.32	51.98%
45155 - GENERAL BLDG SERVICES	75.58	125.00	1,011.78	0.00	0.00	1,011.78	1,500.00	-488.22	67.45%
45160 - CONTRACT INSPECTION & MAINTENAN	523.61	1,166.67	18,329.53	0.00	0.00	18,329.53	14,000.00	4,329.53	130.93%
45165 - INTERIOR R & M-OTHER	623.00	1,133.33	7,100.57	0.00	0.00	7,100.57	13,600.00	-6,499.43	52.21%
<b>Subtotal</b>	<b>17,372.98</b>	<b>14,454.17</b>	<b>120,433.37</b>	<b>0.00</b>	<b>0.00</b>	<b>120,433.37</b>	<b>173,450.00</b>	<b>-53,016.63</b>	<b>69.43%</b>
<b>12E - UTILITIES</b>									
45310 - UTILITIES-GAS	1,199.33	600.00	5,198.41	0.00	0.00	5,198.41	7,200.00	-2,001.59	72.2%
45320 - UTILITIES-ELECTRIC	1,833.02	1,833.33	13,848.70	0.00	0.00	13,848.70	22,000.00	-8,151.30	62.95%
45330 - UTILITIES-TELEPHONE	382.25	1,000.00	8,781.27	0.00	0.00	8,781.27	12,000.00	-3,218.73	73.18%
45340 - UTILITIES-WATER	0.00	300.00	2,150.41	0.00	0.00	2,150.41	3,600.00	-1,449.59	59.73%
45350 - UTILITIES-TRASH	78.56	91.67	707.04	0.00	0.00	707.04	1,100.00	-392.96	64.28%
<b>Subtotal</b>	<b>3,493.16</b>	<b>3,825.00</b>	<b>30,685.83</b>	<b>0.00</b>	<b>0.00</b>	<b>30,685.83</b>	<b>45,900.00</b>	<b>-15,214.17</b>	<b>66.85%</b>
<b>13E - PROFESSIONAL SERVICES</b>									
45500 - INSURANCE	0.00	1,401.92	16,285.00	0.00	0.00	16,285.00	16,823.00	-538.00	96.8%
45505 - AUDIT	0.00	1,354.42	11,572.00	0.00	0.00	11,572.00	16,253.00	-4,681.00	71.2%
45510 - LEGAL	0.00	1,000.00	2,206.50	0.00	0.00	2,206.50	12,000.00	-9,793.50	18.39%
45515 - PROFESSIONAL SERVICES	1,230.00	1,186.33	12,300.00	0.00	0.00	12,300.00	14,236.00	-1,936.00	86.4%
45520 - ACCOUNTING	1,575.00	1,750.00	13,430.00	0.00	0.00	13,430.00	21,000.00	-7,570.00	63.95%
<b>Subtotal</b>	<b>2,805.00</b>	<b>6,692.67</b>	<b>55,793.50</b>	<b>0.00</b>	<b>0.00</b>	<b>55,793.50</b>	<b>80,312.00</b>	<b>-24,518.50</b>	<b>69.47%</b>
<b>14E - LIBRARY BOARD EXPENSES</b>									
45600 - CONFERENCE & TRAINING-BOARD	0.00	50.00	0.00	0.00	0.00	0.00	600.00	-600.00	0.0%
45605 - PROF SERVICES-SECRETARIAL	270.75	275.00	1,895.25	0.00	0.00	1,895.25	3,300.00	-1,404.75	57.43%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	679.08	0.00	0.00	679.08	1,000.00	-320.92	67.91%
<b>Subtotal</b>	<b>270.75</b>	<b>408.33</b>	<b>2,574.33</b>	<b>0.00</b>	<b>0.00</b>	<b>2,574.33</b>	<b>4,900.00</b>	<b>-2,325.67</b>	<b>52.54%</b>
<b>15E - CAPITAL EQUIPMENT</b>									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>16E - GRANT EXPENSES</b>									
49600 - GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 - GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>19E - IMRF EXPENSES</b>									
92500 - IMRF EXPENSE	9,493.72	11,112.25	0.00	93,504.00	0.00	93,504.00	133,347.00	-39,843.00	70.12%
<b>Subtotal</b>	<b>9,493.72</b>	<b>11,112.25</b>	<b>0.00</b>	<b>93,504.00</b>	<b>0.00</b>	<b>93,504.00</b>	<b>133,347.00</b>	<b>-39,843.00</b>	<b>70.12%</b>
<b>70E - SPECIAL RESERVE EXPENDITURES</b>									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>90E - TRANSFERS OUT</b>									
90000 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>174,851.16</b>	<b>205,193.50</b>	<b>1,590,510.96</b>	<b>93,504.00</b>	<b>0.00</b>	<b>1,684,014.96</b>	<b>2,462,322.00</b>	<b>-778,307.04</b>	<b>68.39%</b>
<b>Net Income</b>	<b>-173,488.83</b>	<b>0.00</b>	<b>699,140.69</b>	<b>38,606.77</b>	<b>17.31</b>	<b>737,764.77</b>	<b>0.00</b>	<b>737,764.77</b>	<b>100.00%</b>

**West Chicago Public Library District  
Investments  
March 31, 2022**

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>This Year</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	4,326
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	0.10%	1,071,489
Illinois Funds - GASB54	#6950	MM	Various	559,139
Illinois Funds - General	#5519	MM	Various	64,913
<b>Total</b>				<b><u>\$ 1,785,030</u></b>





# West Chicago Public Library District

Financial Analysis

For the 9 Month(s) Ended March 31, 2022



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# Revenue Highlights

75% of Budget Year

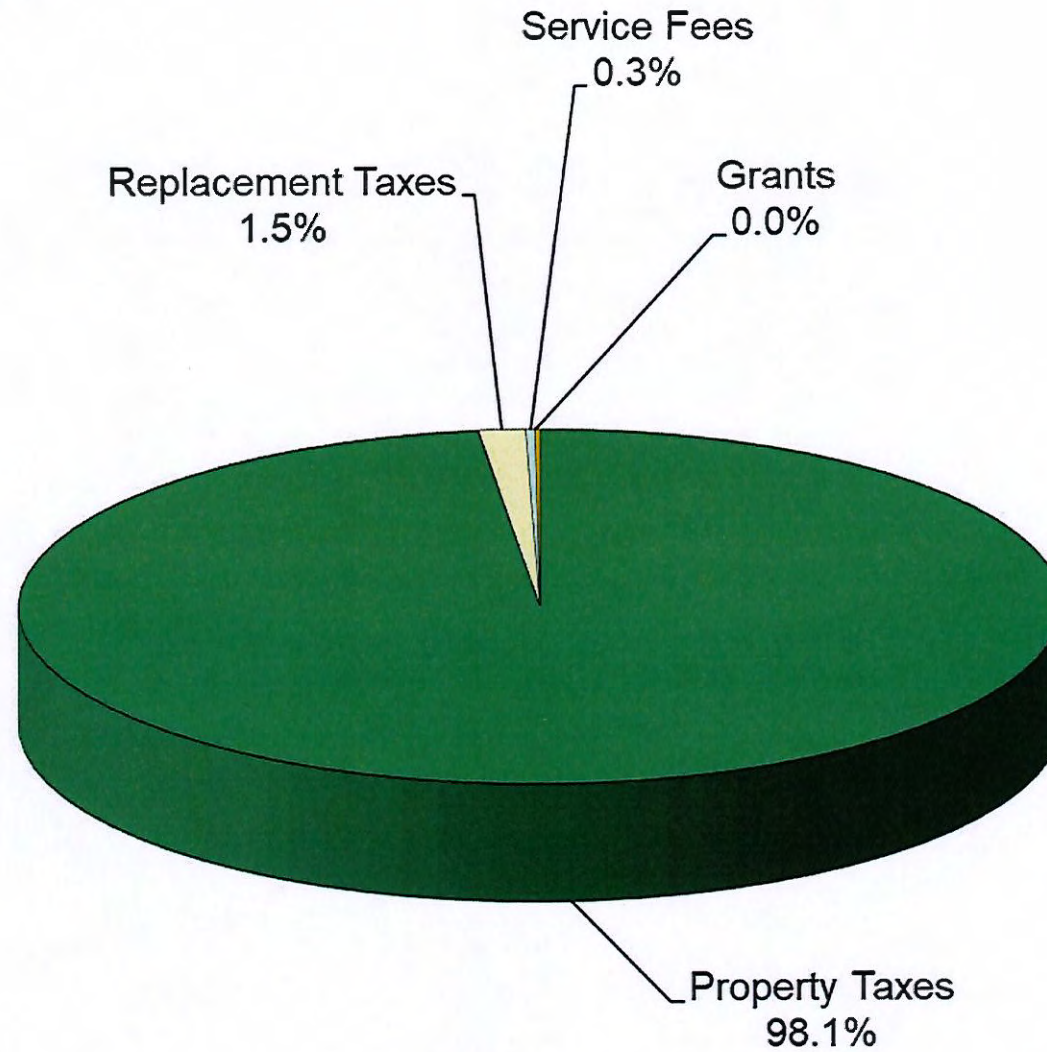
- 98% of Total Budget
- Property Taxes
  - Collected \$2,375,485 or 100% of Budgeted Property Taxes (1<sup>st</sup> and 2<sup>nd</sup> Installment from DuPage County)
- Service Fees
  - Collected \$6,973 or 127% of Budget
- Replacement Taxes
  - Collected \$35,216 or 105% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	452	1,000	45%
Replacement Taxes	35,216	35,000	101%
Service Fees	6,983	5,500	127%
Other Revenue (Program Rental)	-	-	n/a
Grants	-	37,405	0%
Miscellaneous	3,643	3,100	118%
Debt Proceeds / Sale of Asset	-	-	n/a
Transfer-In	-	-	n/a
Actual Revenues	2,421,780	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		

# Revenues

## Revenue Distribution



# Expenditure Highlights

75% of Budget Year

- 68% of Total Budget
- Operating Expenditures
  - 68% of Budget
- Admin. Technology
  - 111% of Budget
  - Sikich Workstation Refresh for \$26,502
  - Sikich In-house/Remote Support & New Laptops for \$19,646
- Library Materials - Books
  - 81% of Budget
  - Electronic Reference Annual Subscription \$28,886
- Professional Services
  - 69% of Budget
  - Sikich Audit for \$9,772
- Facilities Maintenance
  - 69% of Budget
  - Lighting Final Payment for \$11,931
  - CCTV Maint. for \$4,975

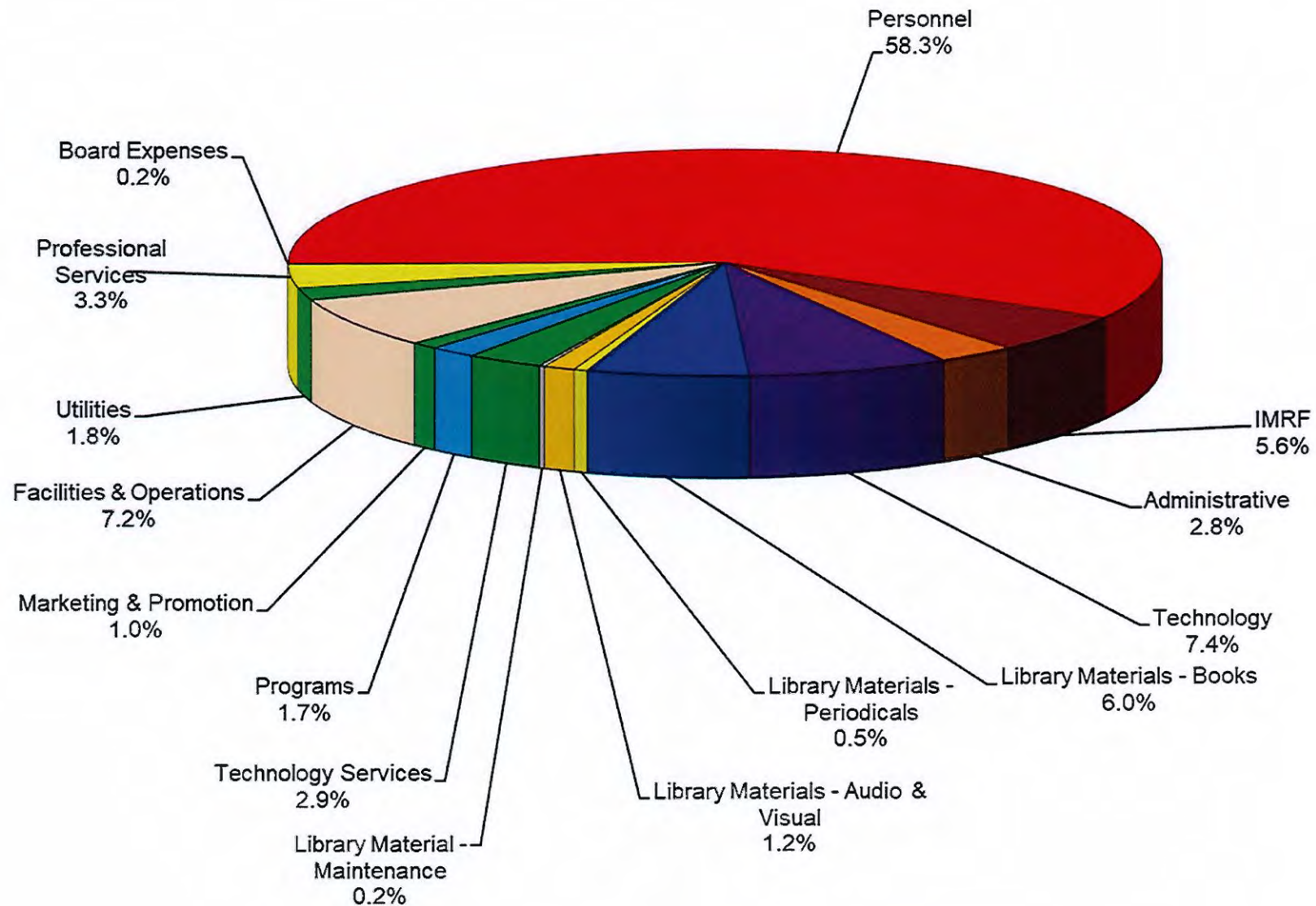


# Expenditures

Account Description	Total Actual	Total Budget	% of Budget
<b>OPERATING EXPENDITURES</b>			
Personnel	981,368	1,514,720	65%
IMRF	93,504	133,347	70%
Administrative	47,972	75,320	64%
Technology	125,328	112,403	111%
Library Materials - Books	100,735	124,190	81%
Library Materials - Periodicals	8,285	13,000	64%
Library Materials - Audio & Visual	19,788	38,000	52%
Library Material - Maintenance	48,097	74,180	65%
Technology Services	3,194	12,800	25%
Programs	28,907	28,800	100%
Marketing & Promotion	17,350	31,000	56%
Facilities & Operations	120,433	173,450	69%
Utilities	30,686	45,900	67%
Professional Services	55,794	80,312	69%
Board Expenses	2,574	4,900	53%
Actual Expenditures	1,684,015	2,462,322	68%
Budgeted Expenditures	2,462,322		
% Diff	68%		

# Expenditures

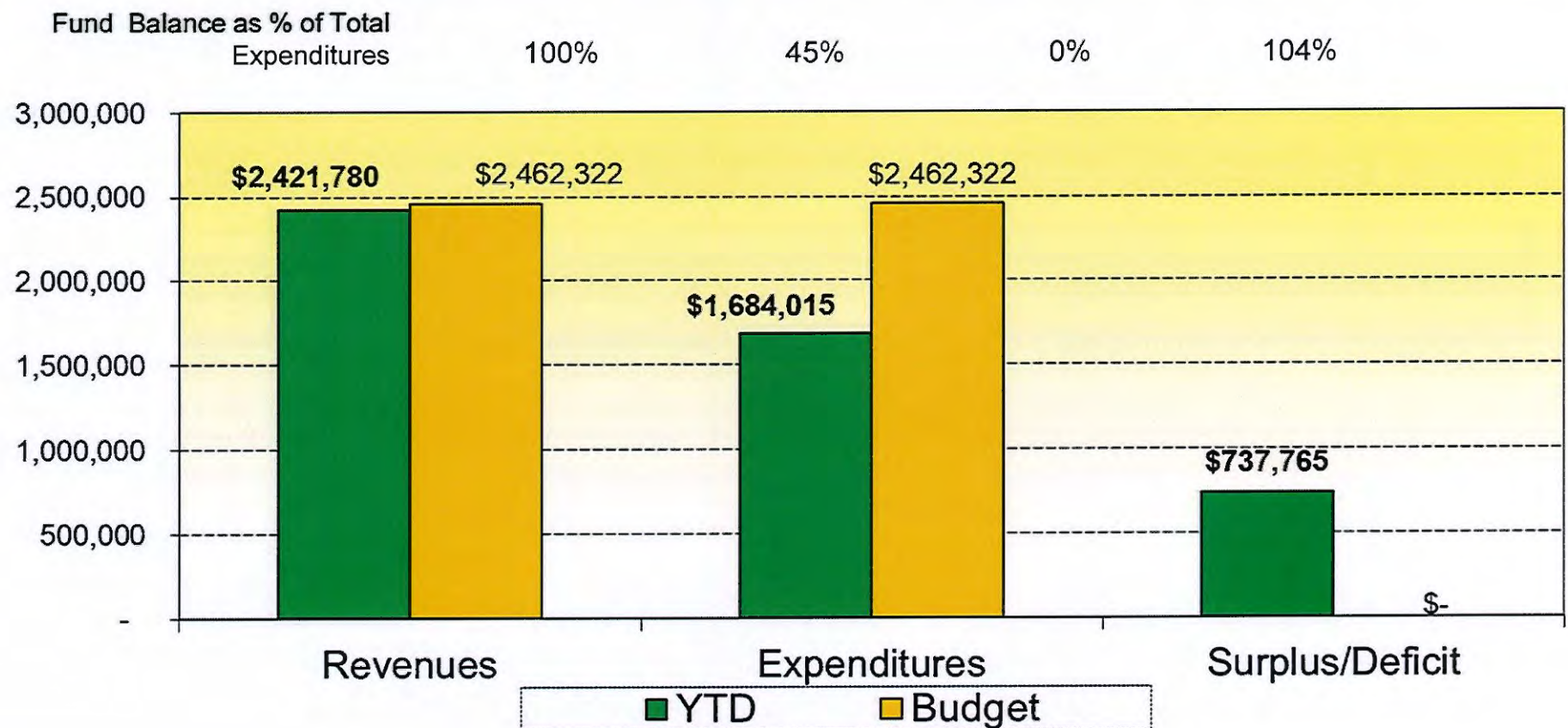
## Operational Expenditure Distribution



# Revenue, Expenditure & Fund Balance

## For the 9 Month(s) Ended March 31, 2022

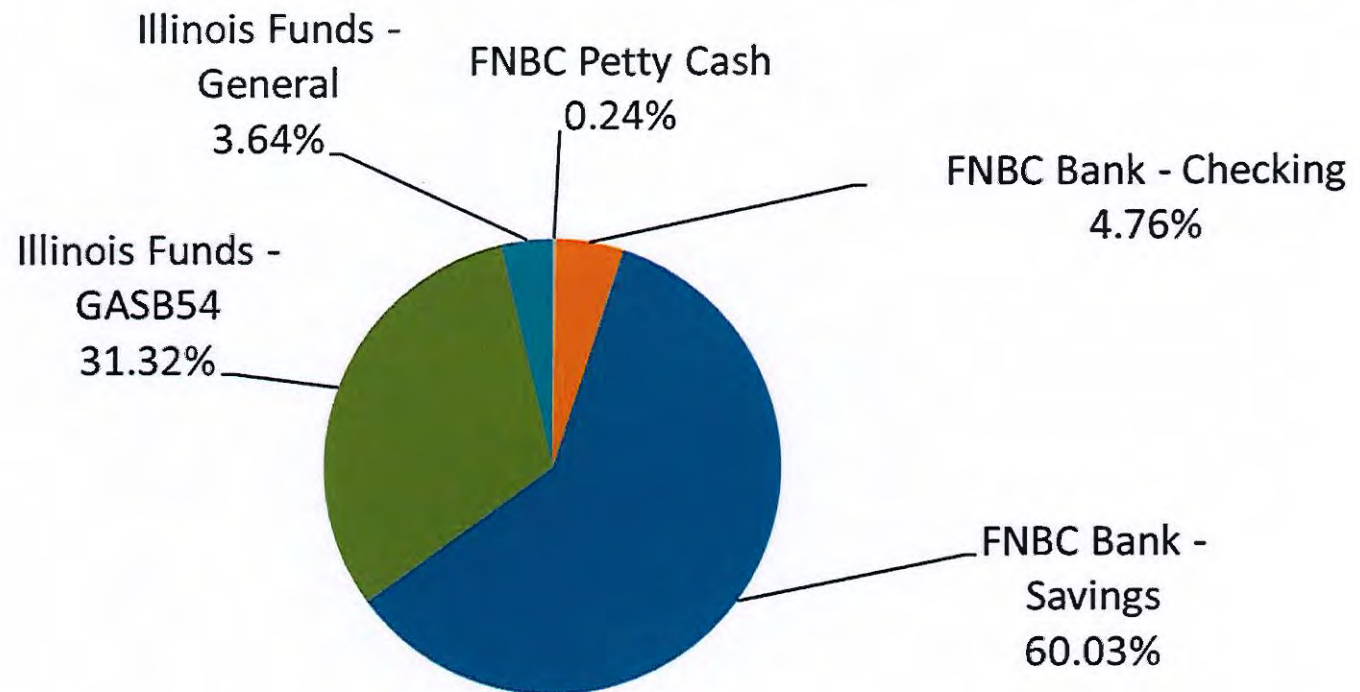
	General	IMRF	Special Reserve	Total Actual	Total Budget
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>699,141</b>	<b>38,607</b>	<b>17</b>	<b>737,765</b>	<b>-</b>
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	<u>1,586,316</u>	<u>41,954</u>	<u>122,370</u>	<u>1,750,640</u>	<u>1,012,875</u>





# Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	4,326
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.05%	85,004
FNBC Bank - Savings	#0317	MM	0.05%	1,071,489
Illinois Funds - GASB54	#6950	MM	Various	559,139
Illinois Funds - General	#5519	MM	Various	64,913
Total				<b>\$ 1,785,030</b>





March 31, 2022

West Chicago Library District  
118 West Washington Street  
West Chicago, Illinois 60185

Attn: President

To Whom It May Concern:

We are writing to provide notice in accordance with section 2 of the Intergovernmental Agreement between OSI Industries, LLC and the City of West Chicago, Dupage Airport Authority, West Chicago Library District, West Chicago Fire Protection District, West Chicago Elementary School District 33, and Community High School District 94. The Agreement is for a property tax abatement relative to the development of the OSI Industries property commonly known as 2555 Enterprise Drive, West Chicago, Illinois 60185.

Section 2(B) of the Agreement provides, "The Developer shall notify each of the Units of Government of the Commencement Date in writing within fourteen (14) days after the Commencement Date has occurred." The Commencement Date is "The date the Developer receives the last of the certificates of occupancy or final approvals for the Project..." Accordingly, we are notifying each of the applicable units of government that the Commencement Date of the Agreement is March 25, 2022 (see attached Certificate of Occupancy).

Pursuant to Section 3(A) of the Agreement, we request that each applicable unit of government "adopt the ordinance, or resolution, attached hereto as Exhibit D and made a part hereof ("Abatement Ordinance / Resolution"), and send a certified copy of the Abatement Ordinance / Resolution to the DuPage County Clerk ("Clerk")..."

If there are any questions about this notice or request, please feel free to reach out to us.

Regards,

Mark Richardson  
VP, Senior Executive  
OSI Group, LLC  
1225 Corporate Blvd.  
Aurora, IL 60505

E: [mrichardson@osigroup.com](mailto:mrichardson@osigroup.com)

**Copies to:**

West Chicago Library District  
118 West Washington Street  
West Chicago, Illinois 60185  
Attn: Executive Director

Peregrine, Stime, Newman,  
Ritzman, & Bruckner, Ltd.  
221 East Illinois Street  
Wheaton, Illinois 60187  
Attn: Mark Ritzman



OSI INDUSTRIES, LLC  
2555 ENTERPRISE CIRCLE  
WEST CHICAGO, IL 60185

## CERTIFICATE of OCCUPANCY

Permission is hereby granted to OSI INDUSTRIES, LLC, to use the premises at 2555 ENTERPRISE CIRCLE, in the City of West Chicago for OFFICE AREA AND CURRENT PRODUCTION SET UP in conformance with provisions of the municipal code of the City of West Chicago.

CERTIFICATE NO. CE21020031 issued this 25th day of March, 2022.

Zoning Administrator:

Building Commissioner:

NOTICE: Use of property for any other purpose than authorized above, constitutes a violation of the Zoning Code of the City of West Chicago. VIOLATORS WILL BE PROSECUTED ACCORDINGLY.

475 Main Street  
West Chicago, Illinois  
60185

T (630) 293-2200  
F (630) 293-3078  
[www.westchicago.org](http://www.westchicago.org)

Ruben Pineda  
MAYOR  
Nancy M. Smith  
CITY CLERK

Michael L. Guttman  
CITY ADMINISTRATOR

# Library Director Report

April 2022

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 75.0%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$559,139.37 (+\$130.66)
  - New Building & Construction Fund: \$32,502.87 (+ \$7.61)
  - General (Corporate) Fund: \$32,409.75 (+ \$7.60)

## PHYSICAL PLANT

- ❖ Buck Services Staff provided cleaning services on the following dates: 3/27 & 31, 4/1, 2, 3, 5, 10, 17 & 20
- ❖ Midwest Mechanical was on-site 4/7 to replace the Glycol Pump
- ❖ Fitzgerald Electric was on-site 4/12 to address exterior spot lights that were out/flickering.
- ❖ I received a roofing estimate from Mac Brady to provide testing and a roofing assessment to determine if there are roof leaks. I am awaiting additional quotes now that the form of testing has been further clarified to not include thermal imaging as that may not be effective with the concrete roofing tiles.
- ❖ I signed the proposal with Questmark Flooring to replace the flooring in the entryway, which has several broken and striated tiles and damaged grout lines. This project will be completed over the Memorial Day Weekend to avoid closure of the library and/or re-routing of entrance access.
- ❖ Sealcoating and Striping of the parking lot by Midwest Sealcoat is scheduled for Memorial Day Weekend, weather permitting.

## PERSONNEL

- ❖ The Library Director:
  - Attended the WeGo Together Steering Committee meeting on 3/23
  - Attended the Board Meeting on 3/28
  - Met with the HR Manager and Cook & Kocher insurance on 4/5 to discuss insurance programs
  - Attended the Healthy West Chicago Advisory Board meeting on 4/6
  - Attended Rotary on 4/6 and 4/20
  - Hosted the Director's Dialogue on 4/9 (*none registered; no attendance. This is the second month in a row with no registrations and no attendance. There have been no attendees in 2022. As a result of no attendance, I have cancelled the May and June Director's Dialogues*)
  - Met with the Public Relations Specialist and Republic Bank representatives on 4/11 to discuss the 60<sup>th</sup> anniversary Beatles travelling panel exhibit that will be on display at the library August 1-8
  - Held Managers Advisory Meeting on 4/11
  - Attended the Open Meetings Act – Better Understanding and Compliance webinar on 4/12 hosted by the Public Access Counselor
  - Attended the West Suburban Library Directors meeting at the Warrenville Public Library on 4/13
  - Attended the Policy Meeting on 4/14
- ❖ We had a new Circulation Services Clerk begin on April 18
- ❖ We are seeking a part-time Adult Services Assistant
- ❖ All staff completed online training for Unconscious Bias and Diversity, Inclusion, and Sensitivity

# Library Director Report

April 2022

## MISCELLANEOUS

- ❖ REMINDER: Statement of Economic Interest is due by May 2, 2022. Please submit your SEI by the deadline to avoid any fines or penalties.
- ❖ SB 3789 Decennial Committees on Local Government Efficiency Act. Originally introduced as the Decennial Committees on Local Government Consolidation and Efficiency Act, its language regarding "consolidation" was removed by amendment in February. In brief, this act, which we expect to be signed into law following June 1, would require units of local government to form a committee to "study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located." The composition of the committees is outlined in the bill. The bill defines "governmental units" as "all units of local government that may levy any tax, except municipalities and counties." District libraries are their own units.

## **Statutes Amended In Order of Appearance**

### **New Act**

30 ILCS 805/8.46 new

### **Synopsis As Introduced**

Creates the Decennial Committees on Local Government Consolidation and Efficiency Act. Provides that, within one year after the effective date of the Act and at least once every 10 years thereafter, each unit of local government that may levy any tax (except municipalities and counties) must form a committee to: study local efficiencies, including an analysis of whether to consolidate with another unit of local government, municipality, or county; and create a report with recommendations regarding efficiencies, increased accountability, and consolidation. Provides that the duties of the committee include, but are not limited to, the study of the unit of local government's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other units of local government and the State. Provides that the committee shall collect data, research, analysis, and public input. Dissolves the committee after completion of its report. Provides for committee membership, meetings, and report requirements. Amends the State Mandates Act to require implementation without reimbursement. Effective immediately.

### **Senate Floor Amendment No. 1**

Adds reference to:

[105 ILCS 5/17-1.1](#)



Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes: Renames the Act to the Decennial Committees on Local Government Efficiency Act. Removes a requirement that a committee study whether the governmental unit should consolidate with another governmental unit, municipality, or county and makes conforming changes. Amends the School Code. Provides that the report that accompanies the school district's annual financial report must be adopted at an open meeting that allows for public comment. Amends the State Mandates Act to require implementation without reimbursement.



# Department Reports

## *March 2022*

### ADMINISTRATIVE SERVICES

\*\* Separate attachment

### ADULT SERVICES

#### **Engagement:**

- **Programs:** A total of 136 attended 12 programs in March held both virtually and in-person.

**Healthy West Chicago Virtual Cooking Class:** A total of 15 attended the March virtual cooking class with food kit.

**Beginning Bird Watching:** A total of 23 attended the Beginning Bird Watching program presented by the DuPage Birding Club.

**Behind the Beautiful Dress:** The second program in our Illinois Humanities Road Scholar program series, had a total of 28 attend the virtual presentation.

- **Outreach:** There were 30 to-go bags assembled and distributed to Puente Del Pueblo at Main Park apartments in March. The bags included flower seeds, promotional materials for databases, a container gardening book list, and a trifold of programming for Youth, Teens and Adults.
- **Technology:** Adult Services staff taught 2 in-person computer classes in March (One in English and one in Spanish) with a total of 2 attendees.

### ADULT SERVICES: YOUNG ADULT

- A total of 8 programs were offered for teens in March with a total of 28 attendees.
- Instagram/TikTok posts: The Young Adult Librarian created 3 posts for social media to promote the YA area and YA programming that had 316 views.

## **CIRCULATION SERVICES**

### **Circulation Statistics March 2022:**

- 14,436 Total Items checked out, 33.80% increase from March 2021.
- 3,665 Electronic materials checked out, 23.57% increase from March 2021.
- The total value of the materials checked out by our patrons was \$87,365.69 during March 2022.
- During March 2022, we had 145 patrons using self-check and a total of 552 items checked out.

### **Patron Statistics February 2022:**

- 72 New patrons added, 300% increase from March 2021.
- 15,067 Card holders, 8.27% decrease from March 2021.
- 50.35% of the district population have library cards, 4.54% decrease from March 2021.

### **Other Activities:**

- 200 books and DVDs were donated to Aperion Care Nursing Home - West Chicago.
- 68 books were placed in the Little Free Library locations around West Chicago.

## **TECHNICAL SERVICES**

### **Acquisitions:**

- 1790 Items ordered.
- 1599 Items invoiced/received.
- 3 Items returned.

### **Cataloged:**

- 2229 Items added to the collection.

### **Withdrawals:**

- 800 Items withdrawn from the collection.

### **Material Maintenance:**

- 20 Items repaired in house.

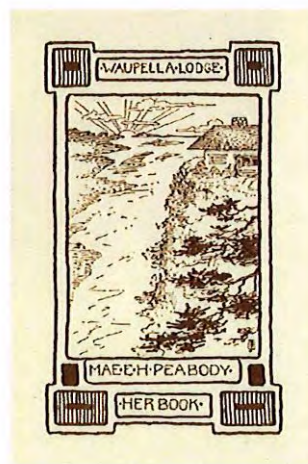
### **Other Activities:**

- 556 Daily Health Questionnaires.
- 535 Postage processed.
- 251 Invoices archived.

- 215 Items moved from new shelf to regular collection.
- 145 Invoices processed.
- 37 Withdrawn books donated to Better World Books.
- 36 Title transfers.
- 26 Pre-cat records created.
- 5 Digital movies added.

### **Miscellaneous:**

- A resident of Iowa requested a copy of Bookplate #42 - *Mae E. H. Peabody*. According to the requestor, the bookplate is very meaningful to their family because they reside in the house depicted in the image.



### **YOUTH SERVICES**

- **Engagement** -We held a total of **45** programs during the month of March, these are our attendance numbers:
  - Storytimes-**140**
  - Total Outreach (online)-**174**
  - All programs-**507**
- **Kits for Pickup**-The following to go bags were given out during the month March
  - Make and Take Water Color Sets-**24**
  - ABC's to go-**26**
  - St. Patrick's Day to Go-**43**
  - Boredom Buster-**48**
  - Birthday Bag-**8**

**District 33 Preschool Outreach**-Gabriel Cardeñas and Dominique Mendez did a virtual outreach with the parents of the District 33 preschools. This event resulted in 370 program guides going into the backpacks of the district preschoolers.

## **ADMINISTRATIVE SERVICES**

### **eNews: Mar.**

Our open rate increased by 3% and our click rate stayed at 2%. Our most opened email was for our Strategic Planning Survey. We had 185 people click to take our survey leading us to double the number of surveys we collected from the community compared to our pre-pandemic strategic planning survey efforts. A total of 181 surveys were collected. Our Book Club Registrations for April email was the second most opened email, yet it did not receive a high click rate. Having such a high open rate combined with a low click rate lets us know that people are interested in the type of programming, but not necessarily in our offerings. Our third most opened email was our Mask Optional Update email.

### **Monthly Overview:**

- Average Click Rate: **2%**
  - Last Month's Rate: **2%**
- Average Open Rate: **33%**
  - Last Month's Rate: **30%**

### **Top Emails:**

#### **03/02 - Strategic Planning Survey**

- Unique Opens: **1,880**
- Open Rate: **37%** (Last Month: 35%)
- Unique Clicks: **194**
- Click Rate: **10%** (Last Month: 4%)

#### **03/23 - Book Club Registrations for April**

- Unique Opens: **1,891**
- Open Rate: **36%** (Last Month: 30%)
- Unique Clicks: **14**
- Click Rate: **1%** (Last Month: 1%)

#### **03/1 - Mask Optional Update**

- Unique Opens: **1,880**
- Open Rate: **35%** (Last Month: 29%)
- Unique Clicks: **30**
- Click Rate: **2%** (Last Month: 3%)

### **Top Links Clicked:**

- Strategic Planning Survey - **185** (Last Month: 72)
- Bird Watching Registration – **28** (Last Month: 32)
- Behind the Beautiful Dress – **19** (Last Month: 23)
- One Tough Cookie Registration – **17** (Last Month: 18)
- Eggstastic Experiments - **14** (Last Month: 13)

### **Facebook: Mar.**

All our top posts were promotions this month as we did not have any videos or pictures to share. Our most popular post was for our birdwatching program, and it accumulated 49 registrations. Our Family Cooking Club promotion was the second most popular post, and most of the programs for the Spring season were full. Healthy West Chicago reported that our promotional efforts were the place most of their attendees were hearing about their cooking programs, which supports how well their promotions have done on social media and email. Our third most popular post was the Eggstastic Experiments Promo, and that program was able to fill up all their registration spots (both virtually and in-person) to reach a total of 29 registrants.

### **Monthly Overview:**

Total Post Reach: **14,346** (Last Month: 16,127)

Total Post Engagements: **424** (Last Month: 641)

Page Followers: **1,814** (Last Month: 1,806)

### **Top Posts:**

#### **03/15 Birdwatching Promo**

Reach: **1,175** (Last Month: 1,700)

Engagement: **27** (Last Month: 97)

Views: **NA** (Last Month: 1,000)

#### **03/03 Family Cooking Club Promo**

Reach: **1,044** (Last Month: 1,059)

Engagement: **28** (Last Month: 21)

Views: **NA** (Last Month: NA)

#### **03/28 Eggstastic Experiments Promo**

Reach: **942** (Last Month: 794)

Engagement: **24** (Last Month: 96)

Views: **NA** (Last Month: NA)

### **Instagram: Mar.**

Instagram continues to function as a support in our social media. It works to remind people of things, but it is not the main source of engagement. Our main goal is to grow it slowly until it can deliver comparable results to our Facebook Page. Until then, the narrative will remain the same. You can expect to see the numbers fluctuate in accordance with Facebook's performance.

## Monthly Overview:

Page Followers: **437** (Last Month: 431)

## Top Posts:

03/23 **The One Hundred Years of Lenni and Margot AS Book Talk**

Reach: **10,065** (Last Month: 464)

Engagement: **24** (Last Month: 1)

Views: **483** (Last Month: 483)

03/23 **Puppy Place: Biggie BOTW Video**

Reach: **9,802** (Last Month: 302)

Engagement: **63** (Last Month: 4)

Views: **10,061** (Last Month: 320)

03/30 **Empire of Pian AS Book Talk**

Reach: **9,058** (Last Month: 172)

Engagement: **61** (Last Month: 30)

Views: **9,082** (Last Month: NA)

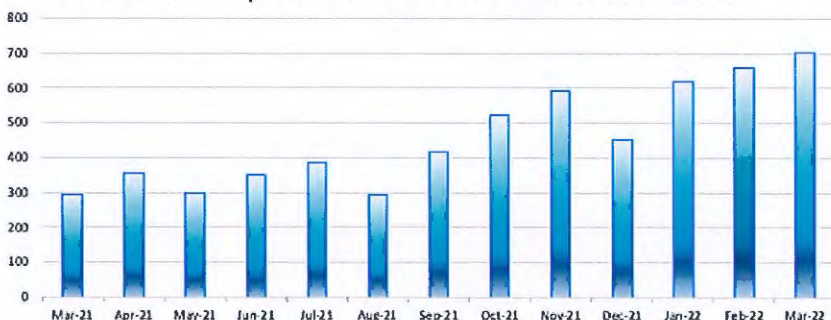
## Creative Corridor: Mar.

- o Maureen brought in several collectible public transportation vehicles to put up in our display case and they continue to be on display through March.

## IT Report – March

### Wireless Overview

March had 702 unique clients with 737.35Gb of data used.



The rise in usage continues. We barely made it to 300 unique clients at this time last year and now we are over 700. It is safe to say at this time that our numbers will rise until Summer.

### Website

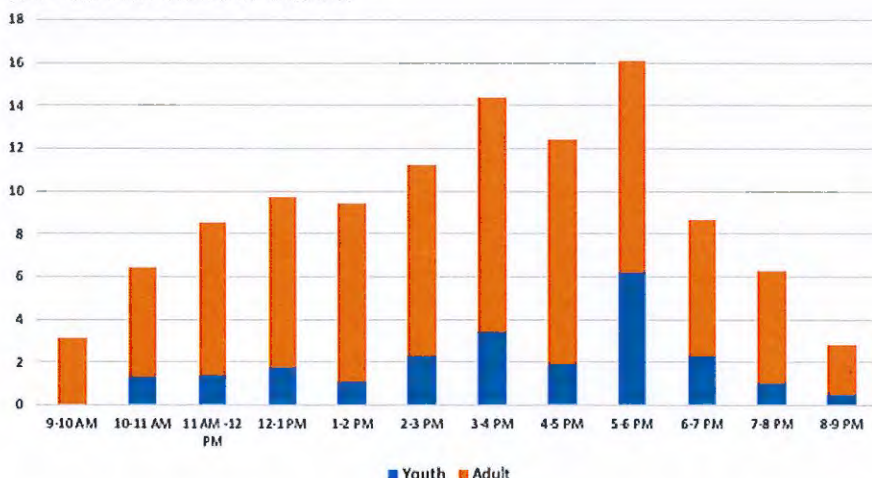
Last month we had 7229 website visits.

The top 5 pages in March were

1. Yearbooks (542 Visits in March, 571 Visits in February)
2. Employment (263 Visits in March, 269 Visits in February)
3. Print from Anywhere (199 Visits in March, 204 Visits in February)
4. eBooks & eAudiobooks (139 Visits in March, 120 Visits in February)
5. Research Databases (129 Visits in March, 140 Visits in February)

### Computer Usage

We had 365 users in March.



We, once again, have an increase in users for both Adult and Youth computers. With the opening of all the computers in April I predict even more users will be added next month.

**EXHIBIT D**

**Abatement Ordinance**

(attached)





# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## ORDINANCE 22-01:

### PROVIDING FOR REAL ESTATE TAX ABATEMENT FOR THE OSI INDUSTRIES PROPERTY

**WHEREAS**, the Illinois Property Tax Code, 35 ILCS 200/18-165, authorizes any taxing district to abate its taxes in relation to a specific property; and

**WHEREAS**, in "An Intergovernmental Agreement Between the City of West Chicago, DuPage Airport Authority, West Chicago Public Library District, West Chicago Fire Protection District, West Chicago Elementary School District 33, Community High School District 94 and OSI Industries, LLC in Regard to a Property Tax Abatement Relative to the Development of the OSI Industries Property," dated June 21, 2021 ("IGA"), the Board of Library Trustees of the West Chicago Public Library District previously determined it to be in its best interests to abate a portion of its taxes on the real estate legally described in Exhibit 1, attached hereto and made a part hereof ("Subject Property"), in order to encourage a commercial firm to redevelop the Subject Property; and

**WHEREAS**, the conditions of the IGA for the abatement of a portion of the taxes on the Subject Property have been met; and

**WHEREAS**, in the IGA, this Board of Library Trustees previously determined such abatement of taxes to be in the best interests of its tax payers in order to encourage a commercial firm to redevelop the Subject Property, increase the tax base, and increase employment opportunities; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois, as follows:

**Section 1.** This Board of Library Trustees hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does now incorporate the same herein by reference.

**Section 2.** The County Clerk of DuPage County, Illinois is hereby ordered to abate the real estate taxes to be extended on the Subject Property, on behalf of the West Chicago Public Library District according to the rate set forth in Section 3 below, but excluding any levy or levies for debt service ("Abatement Rate"), commencing at the start of the next calendar year after the year in which this Ordinance is passed. However, in no event shall the aggregate abatement of real estate taxes levied against the Subject Property by the West Chicago Public Library District, together with real estate taxes levied against the Subject Property and abated in previous and future years by all other taxing districts, exceed the total of Four Million and No/100 Dollars (\$4,000,000.00).

**Section 3.** The Abatement Rate shall be Forty Percent (40%) of the real estate taxes to be extended on the Subject Property on behalf of the West Chicago Public Library District.

**Section 4.** The President and Secretary of this West Chicago Public Library District are hereby authorized and directed to execute this Ordinance and cause a certified copy of the same to be filed with the County Clerk of DuPage County, Illinois.

**Section 5.** This Ordinance shall be in full force and effect upon its adoption and publication.

**ADOPTED** this 25th day of April, 2022 by a majority vote of the Corporate Authorities of the West Chicago Public Library District on a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President of the West Chicago Public Library District on the 25th day of April, 2022.

\_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

**EXHIBIT 1**

**LEGAL DESCRIPTION OF THE SUBJECT PROPERTY**

(attached)

LOT 16 IN DUPAGE BUSINESS CENTER – SOUTH ASSESSMENT PLAT LOTS 15 AND 16, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 1, 2019 AS DOCUMENT NUMBER R2019-100888 IN THE DUPAGE COUNTY RECORDER'S OFFICE, IN DUPAGE COUNTY, ILLINOIS.

P.I.N.: 04-18-100-017

Common address: 2555 Enterprise Drive, West Chicago, Illinois 60185