



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES
BOARD MEETING
MONDAY, MAY 23, 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 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. Board Meeting – April 25, 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 May 2022
 - 2. Financial Statements for April 2022
- H. Communications
 - 1. Healthy West Chicago Quarterly Report ATTACHMENT
- I. Reports
 - 1. Nominating Committee Kelsey/Jakacki-Dattomo
 - 2. President Nancy Conradt
 - a. Election of Officers for FY 2022-2023
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - b. Appointment of the Ethics Officer
 - c. Appointment of the Parliamentarian
 - d. Appointment of Finance Committee
 - e. Appointment of Policy Committee
 - f. Appointment of Building & Grounds Committee
 - 3. Library Director ATTACHMENT
 - 4. Department Managers ATTACHMENT

5. Finance Committee
6. Policy Committee
7. Strategic Planning Committee

Corrine Jakacki-Dattomo, Chair
Frank Fokta, Chair
Patricia Weninger, Chair

J. Unfinished Business
None

K. New Business

1. Library Closure (June 17, 2022) -- Staff Development **ACTION**
2. Resolution 22-01: A Resolution to Transfer from **ACTION**
Within the Corporate Fund to the GASB 54 Fund
3. Insurance Renewal **ACTION**

L. Closed Session

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

M. Return to Open Session

N. Adjournment

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

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

B. ROLL CALL:

TRUSTEES PRESENT: Nancy Conradt, President; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Pat Weninger, members.

STAFF PRESENT: Ben Weseloh, Library Director; Dominique Mendez, Youth Services Manager; Omar Nuñez, Public Relations Specialist; Gabe Cardenas, Circulation Services Manager; Amanda Ghobrial, Adult Services Manager; Mike Novy, Technical Services Manager, staff.

C. APPROVAL OF THE MINUTES:

1. March 28, 2022: Ms. Weninger moved to approve the Minutes of the March 28, 2022 Regular Board Meeting; seconded by Richard Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: New Business Item 3, Recommendation to Transfer from Corporate Carryover to GASB 54 Fund, and Item 4, Recommendation to Transfer from Corporate Carryover to Special Reserve, were removed from the agenda. These items will appear on the May Board Agenda.

G. TREASURER'S REPORT:

1. Mr. Bloom moved to approve the bills of April 2022, expenditures in the amount of \$176,869.73; second by Pat Weninger.

Roll call Vote - Yes: Richard Bloom, Scott Grotto, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Financial Statements for March 2022: Reviewed under the Director's Report, Item I-2.

H. COMMUNICATIONS:

1. Notice of Certificate of Occupancy (OSI Industries): This notification informs the Library that the business which received a tax abatement from the local taxing bodies has now taken occupancy of their building. Action was taken under Agenda Item K-1.

I. REPORTS:

1. President: President Conradt stated with regard to the West Chicago Library District board election in 2023, some of the current trustees have indicated they will not be running for reelection, so new candidates will be needed to fill out the positions on the board. Mr. Bloom and Ms. Conradt would like to ask the Library staff who do outreach to the schools, when there are parents present, if the staff might bring a board member along to give a short discussion asking volunteers to consider serving on the Library Board of Trustees, and providing information on what the position would entail. The Library will make some announcements regarding the future open positions, including using the e-news platform.

Trustees were reminded to complete the Statement of Economic Interest by May 1, 2022. Discussion was had regarding the level of detail of the questions, including the request of some personal financial data. Mr. Grotto will check if he has access to a recording of a Webinar on the topic which he attended, and if it is available he will forward it to the Director.

Ms. Conradt will need to nominate a committee to select the board officers for the upcoming fiscal year; the committee may be comprised of Diane Kelsey and Corrine Jakacki.

President Conradt stated she would like to schedule a committee of the whole meeting to perform the Library Director's evaluation. She will send the evaluation forms, in electronic format, to the trustees. She will also gather salary information from other local libraries that have a similar tax base, most of which are posted online. After the trustees fill out the evaluation forms, they will receive a copy of Mr. Weseloh's self-evaluation.

The executive meeting to discuss the evaluation will be held an hour before the May Regular Board Meeting.

2. Library Director: Mr. Weseloh reported the library is 75% of the way through the fiscal year elapsed. Total revenue collected is at 98%; replacement taxes of \$35,216.00 are 100% of budget. A second installment is expected at the end of June.

The expenditures are at 68% of the total budget. Administrative technology is at 111% of budget, which includes some billing issues with Sikich, a \$10,000.00 unapplied credit from a downpayment on laptops, and a \$13,000.00 credit for which the Library is asking for reimbursement in the form of a check.

Library materials line item is at 81% of budget, professional services

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is at 69% of budget, and facilities maintenance is at 69% of budget. The GASB 54 funds earned \$130.00 interest for the month.

Fitzgerald Electric was onsite in April to repair three exterior spotlights. The replacement of the entire light fixture is less costly than replacing the drivers; the fixtures come with a seven-year warranty.

Mr. Weseloh received a roofing estimate from Mac Brady. In discussions with Elara Engineering, it was determined that the thermal imaging/testing is not necessary at this time, and the contractors can propose the type of testing they believe is needed to determine what if any leaks are present. The first quote came in at \$4300.

Mr. Weseloh signed the proposal with Questmark Flooring of West Chicago to replace the tiles in the lobby. The flooring and the parking lot striping will be performed over Memorial Day weekend.

The March Director's Dialogue was canceled by the director because the previous two months have had zero persons registered and zero attend. President Conradt noted that the Director has made himself more available to the public, as was requested by the board.

The Library will host a 60th anniversary Beatles exhibit from August 1 to 8, 2022, at the library. Additional programming will be planned to coincide with the exhibit.

Mr. Weseloh attended a West Suburban Library Directors meeting at the Warrenville Public Library on April 13, 2022, which was the first in-person meeting of the directors since prior to the pandemic. The libraries are dealing with the same issues of the minimum wage increase and struggling to get good candidates for employment.

A new Circulation Services clerk has been hired; and the Library is back to full staffing in the circulation department. A part-time Adult Services assistant is being sought at this time.

Staff completed two online training courses on unconscious bias and diversity sensitivity, for which they receive certificates.

Mr. Weseloh spoke about Senate Bill 3789, which 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. This would be an unfunded mandate. If the bill is approved, the committee would be comprised of all of the trustees and the

director.

3. Department Managers:

Administrative Services: The e-news open rate increased this month by 3%; the click rate stayed the same, 2%. The most-opened email was for the Strategic Plan Survey; 80 surveys were collected. The second-most opened email was for the book club registration for April. The third-most opened email was for the mask-optional update.

The most popular post was for a bird watching program with 29 people registered. The family cooking club promotion was the second-most popular post. Healthy West Chicago reported that the library's promotional efforts for their programming were the most seen by the community.

The top three videos on the Library's Instagram account reached approximately 10,000 viewers.

Adult Services and Young Adult Services: 136 people attended 12 programs in March, held virtually and in-person. 15 people attended the March Healthy West Chicago cooking classes, and 23 people attended the bird watching program.

Thirty to-go bags were assembled and distributed to Puente Del Pueblo in Main Park Apartments in March. Young Adult Services had eight programs for teens and a total of 28 attendees.

Circulation Services: In March 14,436 items were checked out, a 33.8% increase from the previous year. 3,665 items were electronic items; representing a 23.57% increase from the previous year. 72 new patrons were registered in March, resulting in a total of 15,067 cardholders -- 50.35% of the District's population.

200 books and DVDs were donated to Apparent Care, the nursing home in West Chicago; and 68 books were placed in the Little Libraries around West Chicago.

Technical Services: 1,790 items were ordered; 2,229 items were added; 800 items were withdrawn; and 20 items were repaired in-house.

Youth Services: In March 45 programs were presented, with a total of 507 attendees. The most popular to-go kits were St. Patrick's Day, 43; and Boredom Buster with a Spring Back kit, 48.

Gabe and Dominique performed a virtual preschool outreach with the three District 33 preschools, which resulted in 370 program guides going into the backpacks of preschoolers just before spring break.

In-person traffic based on the door counters reflects that fewer people are entering the library, but those persons are checking out more books on average compared to prior to the pandemic. Some patrons are exclusively taking advantage of the digital offerings and have established this new habit to do so.

Mr. Bloom stated he read in the State health report that DuPage County currently ranks in the top four counties in the state of Illinois with the increased level of positive COVID test results.

4. Policy Committee: Ms. Weninger reported that the committee continues to work on the Emergency Plan, which has been a large undertaking. The committee is working on the Emergency Situations Procedures and Disaster Manual, including removing redundant language while combining the two sources into one document. Mr. Fokta is personally performing a lot of work in the process. The goal is to clean it up and make it a more usable document.

5. Strategic Planning Committee: Ms. Weninger reported the committee has not met since last reported, but committee members have been very busy. Diane and Jenny have met with community leaders in virtual focus groups. Omar has been doing an incredible job of collecting data from the library staff and also has continued to work with the survey results.

The committee is scheduled to meet on May 12, 2022, when the writing process begins. The committee had a goal to complete its work by the end of June, but they have updated that timeline to complete later in the summer.

6. Finance Committee: Mr. Grotto reported the committee met and looked over next year's budget. Two recommendations items were struck from the Agenda under New Business because additional numbers need to be reviewed.

J. UNFINISHED BUSINESS:

1. Facilities Assessment Priorities and Planning - Reinstate Building & Grounds Committee: President Conradt stated two of the people she would like to appoint to the committee were not present at the April Board Meeting, and she has not had the opportunity to speak with them about their serving on the committee. This item was tabled until the May Regular Board Meeting.

K. NEW BUSINESS:

1. Ordinance 22-01 Providing for Real Estate Tax Abatement for the OSI Industries, LLC Property: Mr. Bloom moved to approve Ordinance 22-01 Providing for Real Estate Tax Abatement for OSI Industries; seconded by

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Ms. Weninger. Roll Call Vote - Yes: Richard Bloom, Scott Grotto, Diane Kelsey, Pat Weninger, Nancy Conradt. Motion carried.

2. Set a Meeting Date for the Library Director's Annual Performance Evaluation: President Conradt scheduled the trustees' meeting to review the Director's performance for May 23, 2022, at 6:00 p.m., prior to the Regular Board Meeting.

3. Withdrawn.

4. Withdrawn.

5. Library Closure for Library Staff Event: Because staff have been working for the last 2.5 years dealing with the pandemic, staff working remotely, as well as returning with masking and social distancing restrictions, Mr. Weseloh believes it would be beneficial for staff morale to close the library early on a scheduled date and have a staff retreat with some type of programatic activity to build camaraderie. Cantigny Museum and Park is arranging an exhibit called Alebrijes, and he believes the exhibit may provide a good opportunity for the staff to get together outside of the library.

Daniel Peck, the marketing and communications coordinator for the City of West Chicago, would like to have this exhibit as a theme the upcoming year, and the Library would like to host the exhibit onsite. Mr. Weseloh will provide more information at the May Board Meeting.

Elara Report: Mr. Weseloh has begun to address two items included on the Elara report: The condition of the roof of the building, and the HVAC system including replacing the chiller motor. Midwest Mechanical and Gehrke Water Treatment both recommended the purchase of a replacement motor for the chiller rather than purchasing a new, redundant chiller, which would require the pouring of another concrete pad for a second chiller. The cost estimate for a second chiller is approximately \$2500.00. Mr. Weseloh will provide an update on this matter at the May Board Meeting.

President Conradt stated she would like to have Mr. Bloom serve on the Building and Grounds Committee, as well as invited Mr. Grotto to attend the committee meetings.

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: There being no further business, President Conradt adjourned the meeting at 8:03 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: May 23, 2022

FINANCIAL STATEMENT DATE: April 30, 2022

Payroll dated:

4/1/2022	Net Payroll	\$	33,672.37
	Federal Liability Payment	\$	10,008.80
	State Liability Payment	\$	2,089.83
	Paylocity Fee	\$	144.40
4/15/2022	Net Payroll	\$	33,399.34
	Federal Liability Payment	\$	9,898.48
	State Liability Payment	\$	2,077.82
	Paylocity Fee	\$	141.68
4/29/2022	Net Payroll	\$	34,689.08
	Federal Liability Payment	\$	10,229.37
	State Liability Payment	\$	2,150.89
	Paylocity Fee	\$	332.47

TOTAL		\$	138,834.53
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State Bank of IL

Operating - Manual Cks	Check No.	\$	14,106.26
Operating - System Cks	Check No.	\$	67,151.27
Operating - Credit Card	Check No.	\$	695.94
Librarian's Petty Cash	Check No.	\$	910.79

TOTAL		\$	82,864.26
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Total Bills for Approval		\$	221,698.79
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Board Approval

Signature:

Board Approval Date:

West Chicago Public Library District

Bills Total

As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
Abbott Tree Care Professionals						
	Bill	05/01/2022	29200	May	45130 · EXTERIOR LANDSCAPING	475.00
Total Abbott Tree Care Professionals						475.00
Amazon Capital Services						
	Credit	05/02/2022	16RN-9KDF-1D97	Nintendo Switch	42340 · AV MATERIALS-YOUTH	-0.11
	Bill	04/07/2022	1YGP-VFMN-CCNQ	Books	42140 · BOOKS-YOUTH	53.13
	Bill	04/10/2022	1LRF-CCJG-TLKF	Popcorn/Candy	44140 · PROGRAMS-YOUTH	62.47
	Bill	04/12/2022	1T3G-DLGN-CPMW	Misc.	44135 · PROGRAMS-SUMMER READING	118.17
	Bill	04/16/2022	1KV9-N6HD-G1PX	Misc.	44210 · MARKETING	149.02
	Bill	04/18/2022	1XFF-VKRW-ML6J	Misc.	44135 · PROGRAMS-SUMMER READING	22.95
	Bill	04/19/2022	11H1-QYW7-1JVN	Misc.	41334 · OFFICE SUPPLIES GENERAL	107.84
	Bill	04/19/2022	1MVN-KCN9-D6ND	Misc.	42140 · BOOKS-YOUTH	47.96
	Bill	04/19/2022	1V3N-Q7WQ-3M6H	Pizza Boxes	44140 · PROGRAMS-YOUTH	19.98
	Bill	04/19/2022	1FTN-K3JG-VRD1	Glue Stick	44120 · PROGRAMS-ADULT	27.12
	Bill	04/21/2022	1FTF-YKG6-RV9M	Bookmarks	44220 · PROMO MATERIALS-ADULT	27.92
	Bill	04/21/2022	1NDP-4L4L-M7DR	Wireless Mouse	41400 · IT EQUIPMENT UPGRADES-STAFF	99.99
	Bill	04/24/2022	1NCY-GWQJ-XFGH	Headphones	41400 · IT EQUIPMENT UPGRADES-STAFF	147.99
	Bill	04/24/2022	1Y73-YPKC-347C	Misc.	42340 · AV MATERIALS-YOUTH	273.47
	Bill	04/25/2022	1LP4-DHGX-1Q7M	Misc.	44145 · EVENTS AND OUTREACH	46.29
	Bill	04/27/2022	1H3T-MCRF-CJVQ	Glue	44145 · EVENTS AND OUTREACH	6.97
	Bill	04/27/2022	1PT7-MYMV-FNFG	Misc.	41400 · IT EQUIPMENT UPGRADES-STAFF	26.56
	Bill	04/28/2022	1MV1-XX3P-MDKN	Misc.	44140 · PROGRAMS-YOUTH	51.88
	Bill	05/02/2022	169C-CL7C-7QXP	Flashdrives	41334 · OFFICE SUPPLIES GENERAL	45.89
	Bill	05/02/2022	1646-VM9T-HNFI	Misc.	45330 · UTILITIES-TELEPHONE	84.80
	Bill	05/02/2022	1RVL-N11T-WD9H	Misc.	42320 · AV MATERIALS-ADULT	377.86
	Bill	05/02/2022	169C-CL7C-GPVJ	Misc.	42340 · AV MATERIALS-YOUTH	104.96
Total Amazon Capital Services						1,903.11
Anderson Elevator Co.						
	Bill	05/01/2022	57138-Q4F4	May	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.						175.00
Background Resources						
	Bill	04/30/2022	20726	M. Hernandez	41342 · ADMINISTRATIVE MISC	28.00
Total Background Resources						28.00
Beacon News						
	Bill	04/16/2022		Through 7/16/22	42210 · PERIODICALS	73.50
Total Beacon News						73.50
Buck Services						

West Chicago Public Library District

Bills Total

As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	03/31/2022	56496	March	45110 · JANITORIAL SERVICE	585.00
Total Buck Services						585.00
Cengage Learning						
	Bill	04/15/2022	77621126	Books	42120 · BOOKS-ADULT	151.95
Total Cengage Learning						151.95
Cintas Corporation						
	Bill	04/27/2022	5105854543	First Aid Cabinet	41334 · OFFICE SUPPLIES GENERAL	96.42
Total Cintas Corporation						96.42
Comcast						
	Bill	05/10/2022		5/29/22-6/28/22	42405 · INTERNET SERVICES	466.78
Total Comcast						466.78
ComEd						
	Bill	04/15/2022		03/16/22-04/14/22	45320 · UTILITIES-ELECTRIC	1,842.10
Total ComEd						1,842.10
Dancing Cranes Yoga						
	Bill	05/04/2022		Program Presenter	44120 · PROGRAMS-ADULT	120.00
Total Dancing Cranes Yoga						120.00
De Lage Landen Financial						
	Bill	04/29/2022	76224569	5/1/22-5/31/22	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
Delta Building Technologies						
	Bill	05/01/2022	MC001500	5/1/22-7/31/22	45160 · CONTRACT INSPECTION & MAINTENAN	1,560.50
Total Delta Building Technologies						1,560.50
Demco						
	Bill	05/10/2022	7126452	Tape/Jacket Cover	42500 · PROCESSING-TECHNICAL SERVICES	882.81
Total Demco						882.81
Demco Software						
	Bill	04/15/2022	13931	6/1/22-5/31/22	42420 · SOFTWARE PUBLIC	871.76
Total Demco Software						871.76
Efficiency Reporting						
	Bill	04/19/2022	19197er	March Board Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
Flood Brothers						
	Bill	05/05/2022	6123202	May	45350 · UTILITIES-TRASH	53.56
Total Flood Brothers						53.56
FNBC Bank and Trust						

West Chicago Public Library District

Bills Total

As of May 16, 2022

Type	Date	Num	Memo	Split	Amount
Bill	05/02/2022		Box #1-1360	41342 · ADMINISTRATIVE MISC	100.00
Total FNBC Bank and Trust					100.00
Gehrke Technology Group					
Bill	05/09/2022	2221403	May	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					
Bill	05/01/2022	59194	May	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Grainger					
Bill	05/04/2022	9300520765	Plastic Shelf	45115 · JANITORIAL SUPPLIES	441.33
Total Grainger					441.33
HR Source					
Bill	05/04/2022	FY23-58491	Membership through 6/30/23	41330 · ASSOCIATION DUES	1,135.00
Total HR Source					1,135.00
IHLS-OCLC					
Bill	02/14/2022	25558	IFM Debits	41338 · POSTAGE	10.25
Bill	04/18/2022	25804	IFM Debits March	41338 · POSTAGE	15.25
Bill	04/18/2022	25839	WebDewey Group 4/1/22-3/31/23	42510 · CATALOGING TOOL	195.33
Total IHLS-OCLC					220.83
Illinois Library Association					
Bill	04/12/2022	212664	WCPLD 2022-2023	41330 · ASSOCIATION DUES	225.00
Total Illinois Library Association					225.00
Ingram Library Services					
Credit	04/01/2022	58757922	Books	42120 · BOOKS-ADULT	-19.82
Credit	04/05/2022	58818082	Books	42140 · BOOKS-YOUTH	-15.27
Bill	04/01/2022	58748854	Books	42130 · BOOKS-YOUNG ADULT	9.86
Bill	04/01/2022	58741170	Books	-SPLIT-	63.59
Bill	04/03/2022	58761600	Books	42140 · BOOKS-YOUTH	25.98
Bill	04/04/2022	58773352	Books	-SPLIT-	401.28
Bill	04/04/2022	58773353	Books	42120 · BOOKS-ADULT	48.60
Bill	04/05/2022	58794389	Books	-SPLIT-	30.95
Bill	04/05/2022	58794390	Books	42130 · BOOKS-YOUNG ADULT	10.73
Bill	04/05/2022	58802704	Books	42120 · BOOKS-ADULT	135.00
Bill	04/06/2022	58824477	Books	42120 · BOOKS-ADULT	74.66
Bill	04/07/2022	58854239	Books	42120 · BOOKS-ADULT	25.35
Bill	04/07/2022	58854237	Books	42130 · BOOKS-YOUNG ADULT	6.49
Bill	04/07/2022	58854238	Books	42500 · PROCESSING-TECHNICAL SERVICES	5.70

West Chicago Public Library District
Bills Total
As of May 16, 2022

Type	Date	Num	Memo	Split	Amount
Bill	04/08/2022	58871143	Books	-SPLIT-	21.76
Bill	04/08/2022	58871144	Books	42120 · BOOKS-ADULT	16.39
Bill	04/10/2022	58894080	Books	-SPLIT-	78.28
Bill	04/11/2022	58904440	Books	42120 · BOOKS-ADULT	221.49
Bill	04/11/2022	58904439	Books	-SPLIT-	703.33
Bill	04/12/2022	58936176	Books	42120 · BOOKS-ADULT	173.57
Bill	04/12/2022	58928402	Books	-SPLIT-	21.76
Bill	04/13/2022	58954700	Books	42120 · BOOKS-ADULT	88.58
Bill	04/14/2022	58985619	Books	-SPLIT-	109.99
Bill	04/14/2022	58985620	Books	42120 · BOOKS-ADULT	49.76
Bill	04/15/2022	59001443	Books	-SPLIT-	414.33
Bill	04/17/2022	59022746	Books	-SPLIT-	24.51
Bill	04/18/2022	59035603	Books	42120 · BOOKS-ADULT	31.63
Bill	04/18/2022	59035602	Books	42120 · BOOKS-ADULT	15.82
Bill	04/18/2022	59035604	Books	42120 · BOOKS-ADULT	674.68
Bill	04/19/2022	59061616	Books	-SPLIT-	28.78
Bill	04/20/2022	59081129	Books	-SPLIT-	323.82
Bill	04/21/2022	59112819	Books	42140 · BOOKS-YOUTH	22.49
Bill	04/21/2022	59105150	Books	42120 · BOOKS-ADULT	15.23
Bill	04/21/2022	59112820	Books	42120 · BOOKS-ADULT	159.59
Bill	04/26/2022	59176049	Books	-SPLIT-	212.56
Bill	04/27/2022	59214811	Books	-SPLIT-	43.99
Bill	04/28/2022	59229291	Books	-SPLIT-	84.45
Bill	04/28/2022	59229292	Books	-SPLIT-	822.94
Bill	04/28/2022	59229293	Books	-SPLIT-	493.01
Bill	04/29/2022	59252297	Books	-SPLIT-	396.16
Total Ingram Library Services					6,052.00
Lakeview Books					
Bill	05/10/2022	0337818	Books	42140 · BOOKS-YOUTH	63.97
Total Lakeview Books					63.97
LIMRICC					
Bill	05/05/2022		May	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,813.00
Total LIMRICC					14,813.00
Midwest Mechanical					
Bill	04/14/2022	112128515	Service Call	45150 · HVAC R & M	2,826.00
Bill	05/01/2022		May	45150 · HVAC R & M	897.00
Total Midwest Mechanical					3,723.00

West Chicago Public Library District
Bills Total
As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
Midwest Tape						
	Bill	04/01/2022	501904689	AV Materials	42320 · AV MATERIALS-ADULT	64.98
	Bill	04/01/2022	501913750	AV Materials	42340 · AV MATERIALS-YOUTH	11.24
	Bill	04/01/2022	501913751	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	04/01/2022	501913752	AV Materials	42320 · AV MATERIALS-ADULT	24.58
	Bill	04/01/2022	501913754	AV Materials	42320 · AV MATERIALS-ADULT	477.88
	Bill	04/01/2022	501913755	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	04/01/2022	501913756	AV Materials	42320 · AV MATERIALS-ADULT	29.38
	Bill	04/12/2022	501960321	AV Materials	42320 · AV MATERIALS-ADULT	22.38
	Bill	04/12/2022	501960323	AV Materials	42320 · AV MATERIALS-ADULT	170.95
	Bill	04/12/2022	501960324	AV Materials	42320 · AV MATERIALS-ADULT	69.98
	Bill	04/12/2022	501960325	AV Materials	42320 · AV MATERIALS-ADULT	20.99
	Bill	04/12/2022	501960326	AV Materials	42340 · AV MATERIALS-YOUTH	92.96
	Bill	04/12/2022	501960327	AV Materials	42320 · AV MATERIALS-ADULT	63.71
	Bill	04/15/2022	501978056	AV Materials	42340 · AV MATERIALS-YOUTH	14.99
	Bill	04/15/2022	501978057	AV Materials	42320 · AV MATERIALS-ADULT	39.99
	Bill	04/15/2022	501978058	AV Materials	42320 · AV MATERIALS-ADULT	12.79
	Bill	04/15/2022	501978170	AV Materials	42340 · AV MATERIALS-YOUTH	155.97
	Bill	04/15/2022	501978171	AV Materials	42340 · AV MATERIALS-YOUTH	59.99
	Bill	04/15/2022	501978052	AV Materials	42320 · AV MATERIALS-ADULT	272.88
	Bill	04/15/2022	501978053	AV Materials	42320 · AV MATERIALS-ADULT	37.48
	Bill	04/15/2022	501978054	AV Materials	42340 · AV MATERIALS-YOUTH	25.99
	Bill	04/15/2022	501978055	AV Materials	42120 · BOOKS-ADULT	58.46
	Bill	04/22/2022	502009514	AV Materials	42340 · AV MATERIALS-YOUTH	95.96
	Bill	04/22/2022	502009513	AV Materials	42120 · BOOKS-ADULT	76.45
	Bill	04/22/2022	502009516	AV Materials	42320 · AV MATERIALS-ADULT	145.41
Total Midwest Tape						2,079.87
Morgan Birge & Associates						
	Bill	05/01/2022	67064	May	41415 · PHONE SYSTEM	120.00
Total Morgan Birge & Associates						120.00
NCPERS						
	Bill	05/10/2022		May	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	05/09/2022		4/5/22-5/5/22	45310 · UTILITIES-GAS	834.94
Total Nicor						834.94
Orkin Pest Control						

West Chicago Public Library District
Bills Total
As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	04/20/2022	226455186	April	45155 · GENERAL BLDG SERVICES	82.58
Total Orkin Pest Control						82.58
OverDrive						
	Bill	03/11/2022	22085017	Ebooks	42120 · BOOKS-ADULT	57.99
	Bill	04/18/2022	22125624	Ebooks	42320 · AV MATERIALS-ADULT	1,175.94
	Bill	04/20/2022	22129449	Ebooks	42130 · BOOKS-YOUNG ADULT	67.94
	Bill	05/05/2022	22149364	Ebooks	42130 · BOOKS-YOUNG ADULT	1.99
Total OverDrive						1,303.86
Peerless Network						
	Bill	05/01/2022	5574	4/1/22-4/30/22	45330 · UTILITIES-TELEPHONE	440.52
Total Peerless Network						440.52
People Made Visible, Inc.						
	Bill	04/27/2022	042022	June Class	44120 · PROGRAMS-ADULT	160.00
Total People Made Visible, Inc.						160.00
Peregrine, Stime, Newman, Ritzman						
	Bill	04/19/2022	61636	10/1/21-3/31/22	45510 · LEGAL	2,925.00
Total Peregrine, Stime, Newman, Ritzman						2,925.00
Scholastic Inc.						
	Bill	04/14/2022	38466283	Books	42140 · BOOKS-YOUTH	554.55
Total Scholastic Inc.						554.55
SenSource						
	Bill	04/08/2022	52487	6/30/22-6/30/23	45160 · CONTRACT INSPECTION & MAINTENAN	216.00
Total SenSource						216.00
Sikich						
	Bill	05/02/2022	1524	Final Invoice for Audit	45505 · AUDIT	4,681.00
Total Sikich						4,681.00
Sikich LLP						
	Bill	12/20/2021	I430153	HP Docking Station for Notebook, x2	41400 · IT EQUIPMENT UPGRADES-STAFF	652.00
	Bill	04/15/2022	MS440446	May	41420 · TECHNOLOGY MANAGEMENT	4,638.90
	Bill	04/19/2022	I440911	May	41420 · TECHNOLOGY MANAGEMENT	536.00
Total Sikich LLP						5,826.90
Sprint						
	Bill	04/21/2022	764530510-242	3/18/22-4/17/22	45330 · UTILITIES-TELEPHONE	289.56
Total Sprint						289.56
Swan						
	Bill	04/12/2022	9454	Reciprocal Borrowing & ILL	42170 · RBP/ILL BOOK REPLACEMENT	546.40

West Chicago Public Library District

Bills Total

As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
Total Swan						546.40
Traliant, LLC						
	Bill	04/25/2022	17100	Employee Training	41310 · PROFESSIONAL DEVELOPMENT	1,884.84
Total Traliant, LLC						1,884.84
Unique Management Services						
	Bill	05/01/2022	6100246	April Placements	41346 · MATERIALS & RESOURCE RECOVERY	29.55
Total Unique Management Services						29.55
US Postal Service (CMRS-FP)						
	Bill	04/19/2022		Postage for Meter	41338 · POSTAGE	1,500.00
Total US Postal Service (CMRS-FP)						1,500.00
VISOgraphic						
	Bill	05/04/2022	232309	Program Guide-Summer 2022	44245 · PROGRAM GUIDE	2,829.43
Total VISOgraphic						2,829.43
Watson Label Product						
	Bill	05/04/2022	101324	Labels	42500 · PROCESSING-TECHNICAL SERVICES	610.48
	Bill	05/04/2022	101323	Labels	42500 · PROCESSING-TECHNICAL SERVICES	615.34
Total Watson Label Product						1,225.82
Xtreme Environmental Solutions						
	Bill	05/12/2022	89WCL	May	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						67,151.27

West Chicago Public Library District

Bills Total (Credit Card)

As of May 12, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	04/14/2022		Creative Cloud	31.86
	Credit Card Charge	04/14/2022		Creative Cloud	31.86
	Credit Card Charge	04/14/2022		Acrobat Pro DC	13.80
Total Adobe Inc.					77.52
Canva					
	Credit Card Charge	04/08/2022		Subscription	119.40
Total Canva					119.40
Graham Crackers Comics					
	Credit Card Charge	04/20/2022		Comics	107.70
Total Graham Crackers Comics					107.70
Mobile Beacon					
	Credit Card Charge	04/27/2022		Hot Spot Renewal	120.00
Total Mobile Beacon					120.00
Mojang Studios					
	Credit Card Charge	04/14/2022		Games	27.22
Total Mojang Studios					27.22
Oriental Trading Company					
	Credit Card Charge	04/12/2022	71623279901	Misc.	148.41
Total Oriental Trading Company					148.41
US Postal Service					
	Credit Card Charge	04/13/2022		Book Return	6.97
	Credit Card Charge	04/22/2022		Book Return	5.71
Total US Postal Service					12.68
Walmart					
	Credit Card Charge	04/27/2022		Swiffer Sweeper	37.11
	Credit Card Charge	04/27/2022		Misc.	31.96
	Credit Card Charge	04/27/2022		Misc.	13.94
Total Walmart					83.01
TOTAL					695.94

West Chicago Public Library District

Bills Total

As of May 16, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Bill	04/08/2022	Mar 2022	Mar 2022 Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	25.20
Total AFLAC Ins.						25.20
Employee Benefits Corporation						
	Bill	04/29/2022	Apr. 2022	Apr. 2022	41110 · INS-HEALTH, DENTAL, LIFE, FSA	95.75
Total Employee Benefits Corporation						95.75
IMRF						
	Bill	04/08/2022	Mar 2022	Mar 2022 Payroll	21040 · IMRF	13,985.31
Total IMRF						13,985.31
TOTAL						14,106.26

West Chicago Public Library District

Bills List - Petty Cash Acct

April 2022

	Type	Date	Num	Memo	Split	Amount	Balance
LIMRICC-UCGA							
	Check	04/19/2022	5000	UCGA Contribution Report	41130 · UNEMPLOYMENT COMPENSATION	892.52	892.52
Total LIMRICC-UCGA						892.52	892.52
United States Treasury							
	Check	04/04/2022	4953	941	41332 · PAYROLL PROCESSING	18.27	18.27
Total United States Treasury						18.27	18.27
TOTAL						910.79	910.79

Financial Report

For the 10 Month(s) Ended April 30, 2022
FISCAL YEAR 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 10 Month(s) Ended April 30, 2022

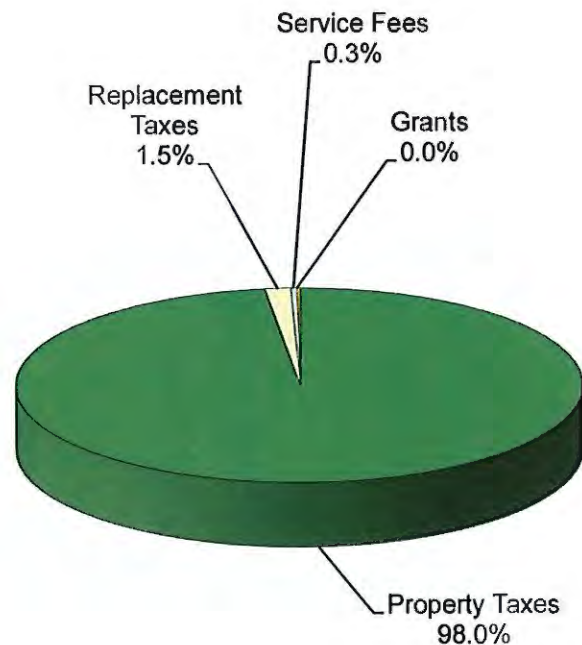
83% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,375,485	2,380,317	100%
Interest	743	1,000	74%
Replacement Taxes	35,216	35,000	101%
Service Fees	8,144	5,500	148%
Other Revenue (Program Rental)	-	-	0%
Grants	-	37,405	0%
Miscellaneous	4,243	3,100	137%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,423,831	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		
OPERATING EXPENDITURES			
Personnel	1,146,358	1,514,720	76%
IMRF	107,604	133,347	81%
Administrative	54,634	75,320	73%
Admin Technology	110,752	112,403	99%
Library Materials - Books	108,433	124,190	87%
Library Materials - Periodicals	8,369	13,000	64%
Library Materials - Audio & Visual	23,182	38,000	61%
Library Material - Maintenance	3,466	12,800	27%
Technology Services	58,096	74,180	78%
Programs	30,970	28,800	108%
Marketing & Promotion	18,596	31,000	60%
Facilities & Operations	128,363	173,450	74%
Utilities	34,608	45,900	75%
Professional Services	60,294	80,312	75%
Board Expenses	2,845	4,900	58%
Actual Expenditures	1,896,570	2,462,322	77%
Budgeted Expenditures	2,462,322		
% Diff	77%		
SURPLUS / (DEFICIT) FROM OPERATIONS	527,260	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	1,540,135		

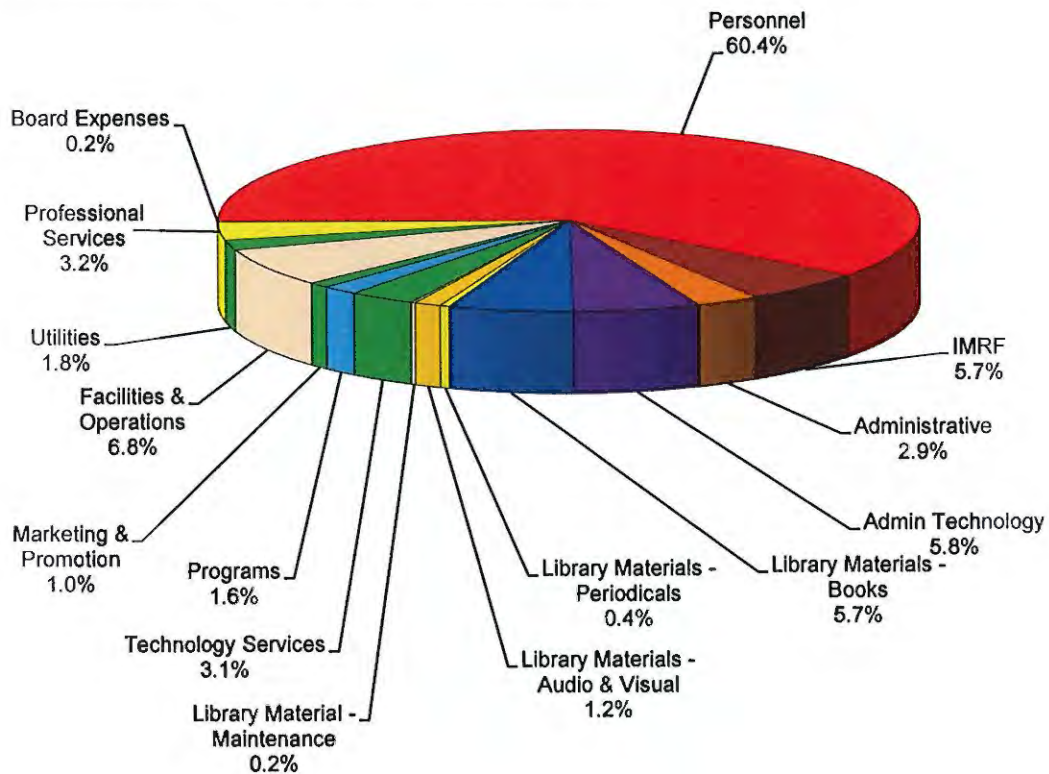
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2022

Revenue Distribution

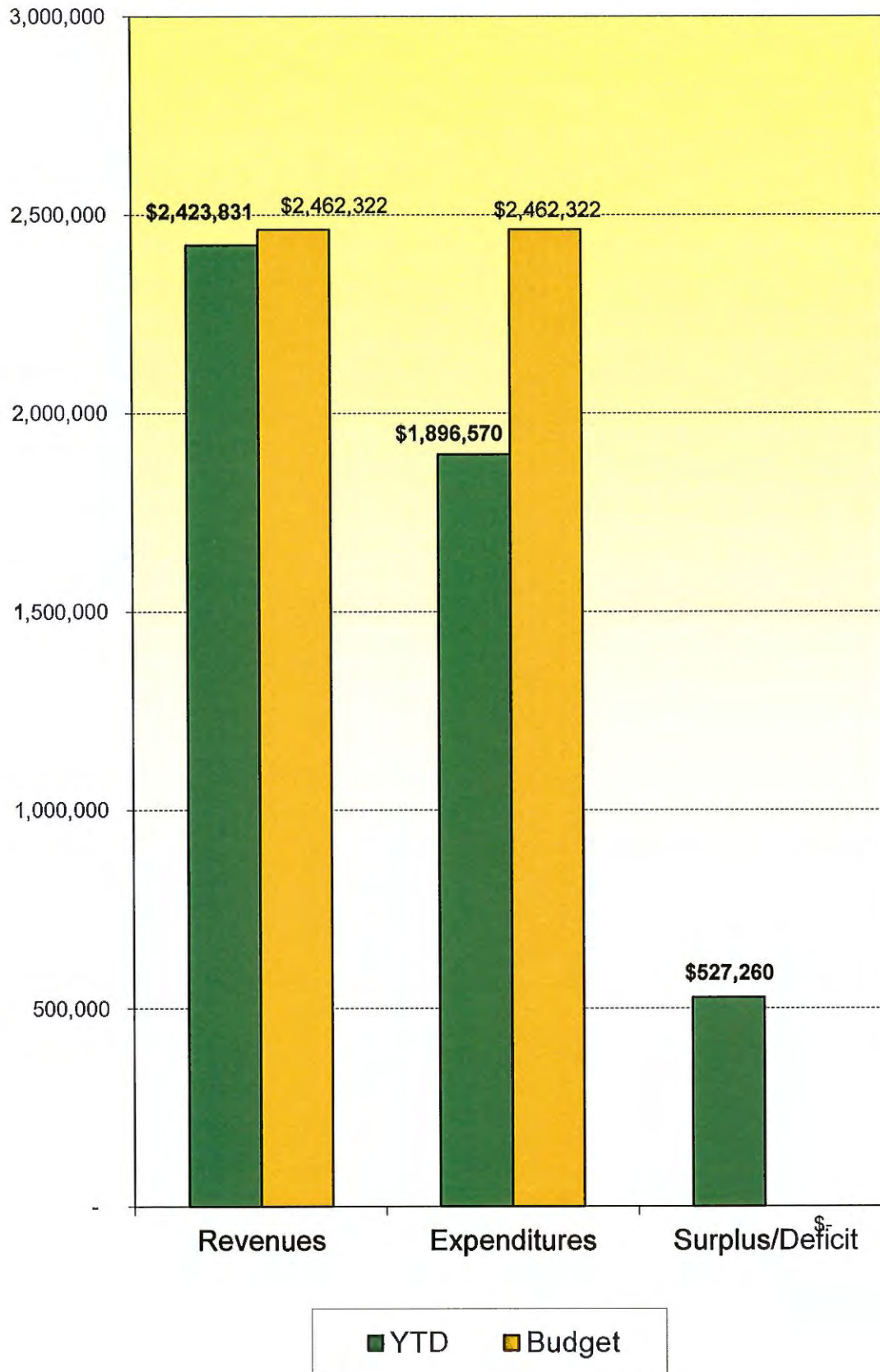


Operational Expenditure Distribution



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2022

83% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
1 Property Taxes	2,243,375	132,111	-	2,375,485	2,380,317	100%
2 Interest	713	-	30	743	1,000	74%
3 Replacement Taxes	35,216	-	-	35,216	35,000	101%
4 Service Fees	8,144	-	-	8,144	5,500	148%
5 Other Revenue (Program Rental)	-	-	-	-	-	0%
6 Grants	-	-	-	-	37,405	0%
7 Miscellaneous	4,243	-	-	4,243	3,100	137%
8 Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
9 Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,291,690	132,111	30	2,423,831	2,462,322	98%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	98%	99%	n/a	98%		
OPERATING EXPENDITURES						
1 Personnel	1,146,358	-	-	1,146,358	1,514,720	76%
19 IMRF	-	107,604	-	107,604	133,347	81%
2 Administrative	54,634	-	-	54,634	75,320	73%
3 Admin Technology	110,752	-	-	110,752	112,403	99%
4 Library Materials - Books	108,433	-	-	108,433	124,190	87%
5 Library Materials - Periodicals	8,369	-	-	8,369	13,000	64%
6 Library Materials - Audio & Visual	23,182	-	-	23,182	38,000	61%
8 Library Material - Maintenance	3,466	-	-	3,466	12,800	27%
7 Technology Services	58,096	-	-	58,096	74,180	78%
9 Programs	30,970	-	-	30,970	28,800	108%
10 Marketing & Promotion	18,596	-	-	18,596	31,000	60%
11 Facilities & Operations	128,363	-	-	128,363	173,450	74%
12 Utilities	34,608	-	-	34,608	45,900	75%
13 Professional Services	60,294	-	-	60,294	80,312	75%
14 Board Expenses	2,845	-	-	2,845	4,900	58%
Actual Expenditures	1,788,966	107,604	-	1,896,570	2,462,322	77%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	77%	81%	n/a	77%		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	502,724	24,506	30	527,260	-	
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875	
ENDING FUND BALANCE	1,389,899	27,853	122,383	1,540,135	1,012,875	
Fund Balance as % of Total Expenditures	78%	26%	0%	81%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2022

DONT DELETE

		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues										
1	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%
3	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%
2	33000 - INTEREST INCOME	277.89	83.33	712.60	0.00	0.00	712.60	1,000.00	-287.40	71.26%
2	33040 - INTEREST-IL FUND BLDG CONST	12.77	0.00	0.00	0.00	30.08	30.08	0.00	30.08	100.0%
4	35100 - FINES	35.09	250.00	1,933.23	0.00	0.00	1,933.23	3,000.00	-1,066.77	64.44%
4	35150 - PHOTOCOPY/MICROFORM/COPY/FAX	452.99	208.33	3,594.11	0.00	0.00	3,594.11	2,500.00	1,094.11	143.76%
4	35510 - LOST AND PAID MATERIALS	68.86	0.00	1,515.33	0.00	0.00	1,515.33	0.00	1,515.33	100.0%
4	35710 - NON RESIDENT FEES	603.62	0.00	1,100.84	0.00	0.00	1,100.84	0.00	1,100.84	100.0%
4	35810 - BOOK SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	36030 - MEMORIALS AND DONATIONS	0.00	0.00	326.00	0.00	0.00	326.00	0.00	326.00	100.0%
7	36035 - DONATIONS-SUMMER READING	600.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.0%
7	36045 - DEVELOPER DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6	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%
6	38020 - OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6	38022 - FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7	39010 - OTHER INCOME	0.00	250.00	2,917.26	0.00	0.00	2,917.26	3,000.00	-82.74	97.24%
5	39015 - PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5	39016 - PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	39100 - DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9	39200 - TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Revenues		2,051.22	205,193.50	2,291,690.10	132,110.77	30.08	2,423,830.95	2,462,322.00	-38,491.05	98.44%
Expenditures										
10Exp - Expense										
1E - PERSONNEL										
	41100 - SALARIES	140,687.92	103,332.58	950,766.83	0.00	0.00	950,766.83	1,239,991.00	-289,224.17	76.68%
	41110 - INS-HEALTH, DENTAL, LIFE, FSA	13,066.10	14,875.00	121,694.45	0.00	0.00	121,694.45	178,500.00	-56,805.55	68.18%
	41120 - FICA EXPENSE	10,343.18	7,583.33	70,252.41	0.00	0.00	70,252.41	91,000.00	-20,747.59	77.2%
	41130 - UNEMPLOYMENT COMPENSATION	892.52	250.00	1,415.12	0.00	0.00	1,415.12	3,000.00	-1,584.88	47.17%
	41140 - WORKERS COMPENSATION	0.00	185.75	2,229.00	0.00	0.00	2,229.00	2,229.00	0.00	100.0%
1	Subtotal	164,989.72	126,226.67	1,146,357.81	0.00	0.00	1,146,357.81	1,514,720.00	-368,362.19	75.68%
2E - ADMINISTRATIVE EXPENSES										
	41310 - PROFESSIONAL DEVELOPMENT	1,884.84	1,216.67	7,043.59	0.00	0.00	7,043.59	14,600.00	-7,556.41	48.24%
	41320 - TRAVEL	0.00	225.00	32.81	0.00	0.00	32.81	2,700.00	-2,667.19	1.22%
	41330 - ASSOCIATION DUES	475.00	483.33	4,218.00	0.00	0.00	4,218.00	5,800.00	-1,582.00	72.72%
	41332 - PAYROLL PROCESSING	636.82	458.33	5,280.38	0.00	0.00	5,280.38	5,500.00	-219.62	96.01%
	41334 - OFFICE SUPPLIES GENERAL	204.26	405.83	4,248.26	0.00	0.00	4,248.26	4,870.00	-621.74	87.23%
	41336 - OFFICE EQUIPMENT	1,660.08	1,929.17	19,459.26	0.00	0.00	19,459.26	23,150.00	-3,690.74	84.06%
	41338 - POSTAGE	1,538.18	650.00	6,892.96	0.00	0.00	6,892.96	7,800.00	-907.04	88.37%
	41342 - ADMINISTRATIVE MISC	28.00	150.00	921.46	0.00	0.00	921.46	1,800.00	-878.54	51.19%
	41344 - SUPPLIES-FOOD	0.00	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	1,038.20	0.00	0.00	1,038.20	1,600.00	-561.80	64.89%
	41348 - CIRCULATION SERVICES SUPPLIES	199.02	375.00	5,127.32	0.00	0.00	5,127.32	4,500.00	627.32	113.94%
2	Subtotal	6,662.00	6,276.67	54,633.78	0.00	0.00	54,633.78	75,320.00	-20,686.22	72.54%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2022

DONT DELETE

		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	-23,198.38	2,849.17	36,845.64	0.00	0.00	36,845.64	34,190.00	2,655.64	107.77%
	41410 · SOFTWARE STAFF	77.52	479.00	2,318.07	0.00	0.00	2,318.07	5,748.00	-3,429.93	40.33%
	41415 · PHONE SYSTEM	120.00	120.00	1,200.00	0.00	0.00	1,200.00	1,440.00	-240.00	83.33%
	41420 · TECHNOLOGY MANAGEMENT	5,174.90	5,005.00	55,756.60	0.00	0.00	55,756.60	60,060.00	-4,303.40	92.84%
	41425 · WARRANTIES/EXTENDED CARE	3,250.00	913.75	14,632.12	0.00	0.00	14,632.12	10,965.00	3,667.12	133.44%
3	Subtotal	-14,575.96	9,366.92	110,752.43	0.00	0.00	110,752.43	112,403.00	-1,650.57	98.53%
4E	LIBRARY MATERIALS-BOOKS									
	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	5,145.19	4,000.00	38,023.36	0.00	0.00	38,023.36	48,000.00	-9,976.64	79.22%
	42122 · BOOKS-LITERACY	9.00	30.83	103.25	0.00	0.00	103.25	370.00	-266.75	27.91%
	42130 · BOOKS-YOUNG ADULT	239.98	500.00	3,068.33	0.00	0.00	3,068.33	6,000.00	-2,931.67	51.14%
	42140 · BOOKS-YOUTH	1,756.66	2,000.00	21,469.75	0.00	0.00	21,469.75	24,000.00	-2,530.25	89.46%
	42170 · RBP/ILL BOOK REPLACEMENT	546.40	83.33	1,033.62	0.00	0.00	1,033.62	1,000.00	33.62	103.36%
4	Subtotal	7,697.23	10,349.17	108,432.63	0.00	0.00	108,432.63	124,190.00	-15,757.37	87.31%
5E	LIBRARY MATERIALS-PERIODICALS									
	42210 · PERIODICALS	83.85	1,083.33	8,369.30	0.00	0.00	8,369.30	13,000.00	-4,630.70	64.38%
5	Subtotal	83.85	1,083.33	8,369.30	0.00	0.00	8,369.30	13,000.00	-4,630.70	64.38%
6E	LIBRARY MATERIALS-AUDIO VISUAL									
	42320 · AV MATERIALS-ADULT	2,663.80	2,291.67	19,552.49	0.00	0.00	19,552.49	27,500.00	-7,947.51	71.1%
	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	730.57	625.00	2,488.03	0.00	0.00	2,488.03	7,500.00	-5,011.97	33.17%
6	Subtotal	3,394.37	3,166.67	23,182.00	0.00	0.00	23,182.00	38,000.00	-6,870.49	61.01%
7E	TECHNOLOGY SERVICES									
	42400 · LIBRARY CONSORTIUM	8,513.25	2,798.58	34,007.72	0.00	0.00	34,007.72	33,583.00	424.72	101.27%
	42405 · INTERNET SERVICES	466.98	1,076.25	4,807.82	0.00	0.00	4,807.82	12,915.00	-8,107.18	37.23%
	42420 · SOFTWARE PUBLIC	1,018.98	684.67	6,063.80	0.00	0.00	6,063.80	8,216.00	-2,152.20	73.81%
	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	0.00	1,622.17	13,216.66	0.00	0.00	13,216.66	19,466.00	-6,249.34	67.9%
7	Subtotal	9,999.21	6,181.67	58,096.00	0.00	0.00	58,096.00	74,180.00	-8,401.54	78.32%
8E	LIBRARY MATERIAL MAINTENANCE									
	42500 · PROCESSING-TECHNICAL SERVICES	77.30	1,044.50	3,271.00	0.00	0.00	3,271.00	12,534.00	-9,263.00	26.1%
	42510 · CATALOGING TOOL	195.33	22.17	195.33	0.00	0.00	195.33	266.00	-70.67	73.43%
	42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	Subtotal	272.63	1,066.67	3,466.33	0.00	0.00	3,466.33	12,800.00	-9,263.00	27.08%
9E	PROGRAMS									
	44120 · PROGRAMS-ADULT	312.12	533.33	6,186.87	0.00	0.00	6,186.87	6,400.00	-213.13	96.67%
	44130 · PROGRAMS-YOUNG ADULT	288.92	458.33	4,937.52	0.00	0.00	4,937.52	5,500.00	-562.48	89.77%
	44135 · PROGRAMS-SUMMER READING	1,175.26	491.67	5,293.73	0.00	0.00	5,293.73	5,900.00	-606.27	89.72%
	44140 · PROGRAMS-YOUTH	233.33	750.00	7,684.97	0.00	0.00	7,684.97	9,000.00	-1,315.03	85.39%
	44145 · EVENTS AND OUTREACH	53.26	166.67	6,866.85	0.00	0.00	6,866.85	2,000.00	4,866.85	343.34%
9	Subtotal	2,062.89	2,400.00	30,969.94	0.00	0.00	30,969.94	28,800.00	3,551.82	107.54%
10E	MARKETING & PROMOTIONS									
	44210 · MARKETING	268.42	613.83	3,379.12	0.00	0.00	3,379.12	7,366.00	-3,986.88	45.88%
	44215 · WEBSITE	0.00	420.83	854.88	0.00	0.00	854.88	5,050.00	-4,195.12	16.93%
	44220 · PROMO MATERIALS-ADULT	27.92	83.33	980.48	0.00	0.00	980.48	1,000.00	-19.52	98.05%
	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	950.00	1,300.00	11,661.51	0.00	0.00	11,661.51	15,600.00	-3,938.49	74.75%
	44250 · SURVEYS	0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
10	Subtotal	1,246.34	2,583.33	18,595.99	0.00	0.00	18,595.99	31,000.00	-12,404.01	59.99%

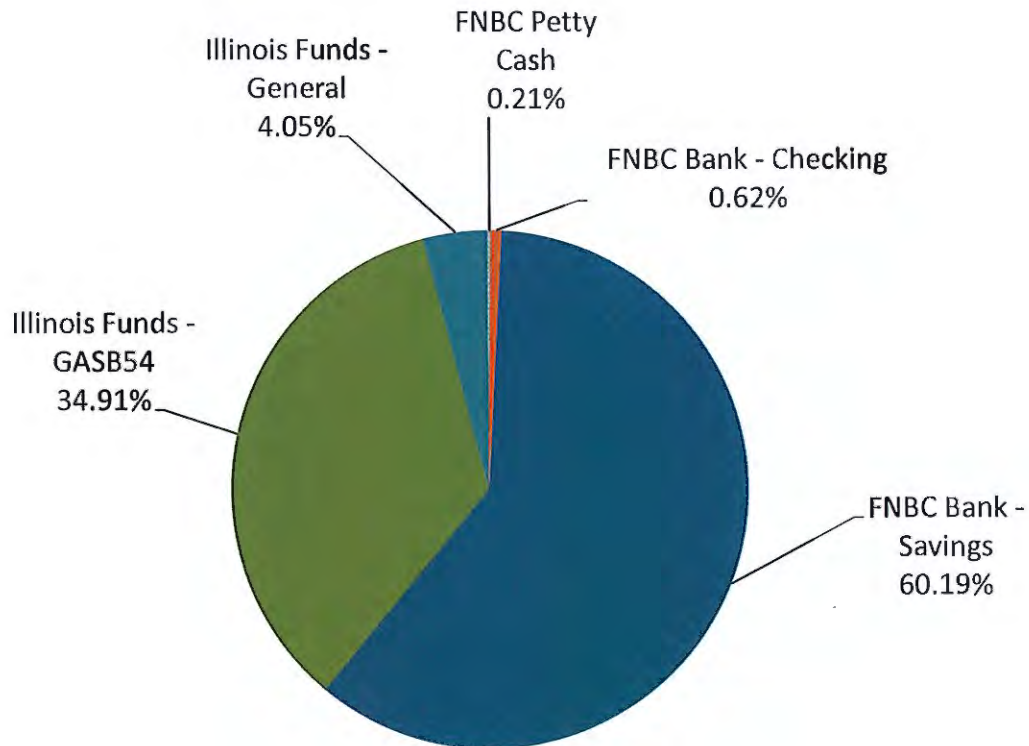
WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2022

DONT DELETE

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	585.00	1,333.33	5,980.00	0.00	0.00	5,980.00	16,000.00	-10,020.00	37.38%
45112 - SECURITY SERVICE	0.00	1,791.67	23,453.25	0.00	0.00	23,453.25	21,500.00	1,953.25	109.09%
45115 - JANITORIAL SUPPLIES	0.00	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	0.00	3,000.00	22,757.00	0.00	0.00	22,757.00	36,000.00	-13,243.00	63.21%
45130 - EXTERIOR LANDSCAPING	475.00	670.83	11,250.00	0.00	0.00	11,250.00	8,050.00	3,200.00	139.75%
45140 - EXTERIOR R & M-OTHER	0.00	1,170.83	14,181.06	0.00	0.00	14,181.06	14,050.00	131.06	100.93%
45150 - HVAC R & M	3,848.00	2,083.33	16,842.68	0.00	0.00	16,842.68	25,000.00	-8,157.32	67.37%
45155 - GENERAL BLDG SERVICES	198.91	125.00	1,210.69	0.00	0.00	1,210.69	1,500.00	-289.31	80.71%
45160 - CONTRACT INSPECTION & MAINTENAN	391.00	1,166.67	18,720.53	0.00	0.00	18,720.53	14,000.00	4,720.53	133.72%
45165 - INTERIOR R & M-OTHER	2,432.00	1,133.33	9,532.57	0.00	0.00	9,532.57	13,600.00	-4,067.43	70.09%
11 Subtotal	7,929.91	14,454.17	128,363.28	0.00	0.00	128,363.28	173,450.00	-45,086.72	74.01%
12E - UTILITIES									
45310 - UTILITIES-GAS	851.91	600.00	6,050.32	0.00	0.00	6,050.32	7,200.00	-1,149.68	84.03%
45320 - UTILITIES-ELECTRIC	1,842.10	1,833.33	15,690.80	0.00	0.00	15,690.80	22,000.00	-6,309.20	71.32%
45330 - UTILITIES-TELEPHONE	825.82	1,000.00	9,607.09	0.00	0.00	9,607.09	12,000.00	-2,392.91	80.06%
45340 - UTILITIES-WATER	323.73	300.00	2,474.14	0.00	0.00	2,474.14	3,600.00	-1,125.86	68.73%
45350 - UTILITIES-TRASH	78.56	91.67	785.60	0.00	0.00	785.60	1,100.00	-314.40	71.42%
12 Subtotal	3,922.12	3,825.00	34,607.95	0.00	0.00	34,607.95	45,900.00	-11,292.05	75.4%
13E - PROFESSIONAL SERVICES									
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	2,925.00	1,000.00	5,131.50	0.00	0.00	5,131.50	12,000.00	-6,868.50	42.76%
45515 - PROFESSIONAL SERVICES	0.00	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	15,005.00	0.00	0.00	15,005.00	21,000.00	-5,995.00	71.45%
13 Subtotal	4,500.00	6,692.67	60,293.50	0.00	0.00	60,293.50	80,312.00	-20,018.50	75.07%
14E - LIBRARY BOARD EXPENSES									
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	2,166.00	0.00	0.00	2,166.00	3,300.00	-1,134.00	65.64%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	679.08	0.00	0.00	679.08	1,000.00	-320.92	67.91%
14 Subtotal	270.75	408.33	2,845.08	0.00	0.00	2,845.08	4,900.00	-2,054.92	58.06%
15E - CAPITAL EQUIPMENT									
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%
15 Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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%
16 Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E - IMRF EXPENSES									
92500 - IMRF EXPENSE	14,100.46	11,112.25	0.00	107,604.46	0.00	107,604.46	133,347.00	-25,742.54	80.7%
19 Subtotal	14,100.46	11,112.25	0.00	107,604.46	0.00	107,604.46	133,347.00	-25,742.54	80.7%
70E - SPECIAL RESERVE EXPENDITURES									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
70 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%
90 Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expenditures	212,555.52	205,193.50	1,788,966.02	107,604.46	0.00	1,896,570.48	2,462,322.00	-565,751.52	77.02%
Net Income	-210,504.30	0.00	502,724.08	24,506.31	30.08	527,260.47	0.00	527,260.47	100.00%

**West Chicago Public Library District
Investments
April 30, 2022**

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	3,415
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	9,999
FNBC Bank - Savings	#0317	MM	0.09%	964,541
Illinois Funds - GASB54	#6950	MM	Various	559,359
Illinois Funds - General	#5519	MM	Various	64,938
Total				\$ 1,602,412



West Chicago Public Library District

Financial Analysis

For the 10 Month(s) Ended April 30, 2022



Revenue Highlights

83% of Budget Year

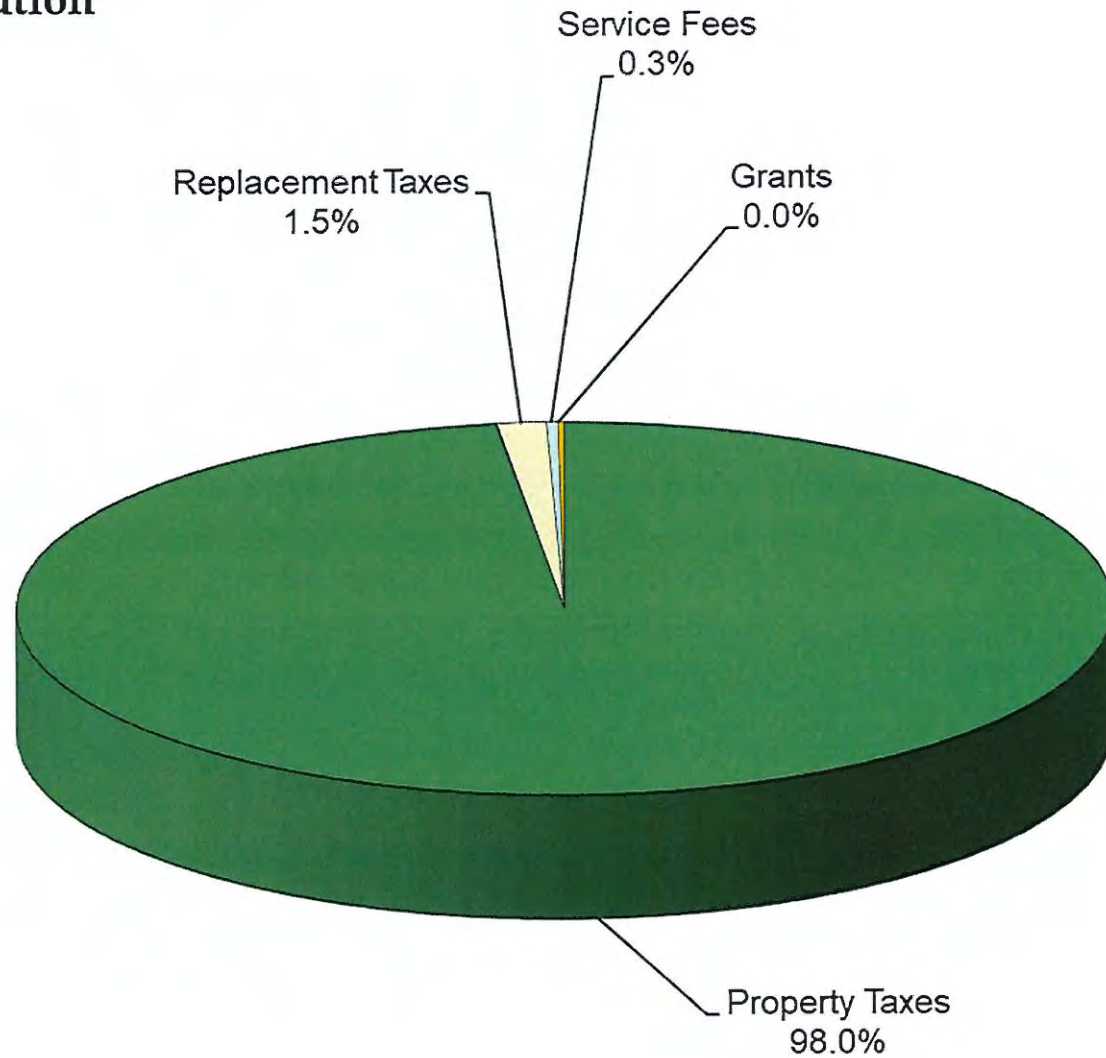
- 98% of Total Budget
- Property Taxes
 - Collected \$2,375,485 or 100% of Budgeted Property Taxes (1st and 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$35,216 or 101% of Budget
- Service Fees
 - Collected \$8,144 or 148% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	743	1,000	74%
Replacement Taxes	35,216	35,000	101%
Service Fees	8,144	5,500	148%
Other Revenue (Program Rental)	-	-	0%
Grants	-	37,405	0%
Miscellaneous	4,243	3,100	137%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,423,831	2,462,322	98%
Budgeted Revenues	2,462,322		
% Diff	98%		

Revenues

Revenue Distribution



Expenditure Highlights

83% of Budget Year

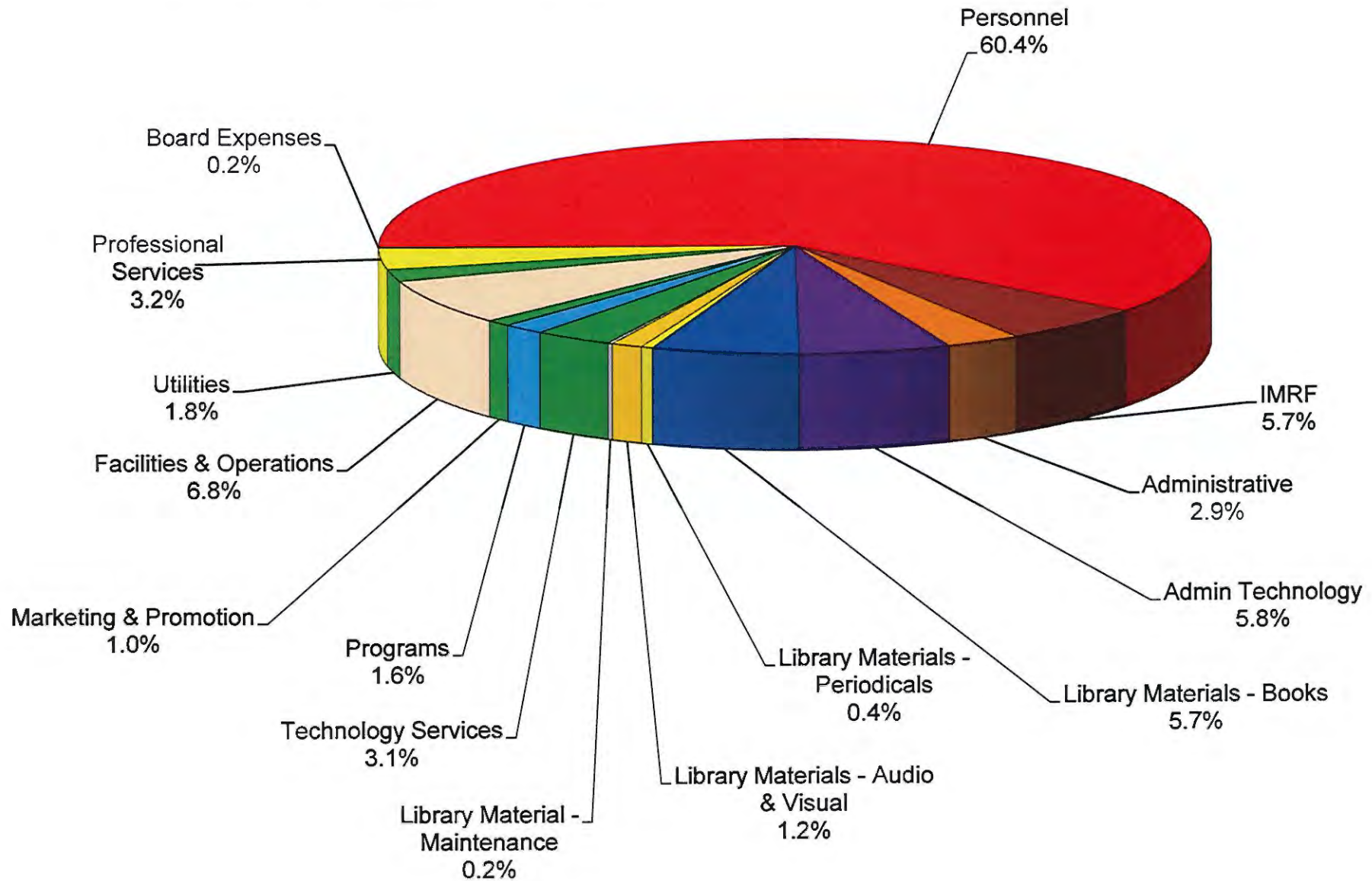
- 77% of Total Budget
- Operating Expenditures
 - 77% of Budget
- Admin. Technology
 - 99% of Budget
 - Sikich Workstation Refresh for \$10,199
 - Receiving \$24,125 refund from Sikich for returns & items not received yet
 - Sikich In-house/Remote Support & New Laptops for \$19,646
- Library Materials - Books
 - 87% of Budget
 - Electronic Reference Annual Subscription \$28,886
- Professional Services
 - 75% of Budget
 - Sikich Audit for \$11,572
- Facilities Maintenance
 - 74% of Budget
 - Lighting Final Payment for \$11,931
 - CCTV Maint. for \$4,975

Expenditures

Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,146,358	1,514,720	76%
IMRF	107,604	133,347	81%
Administrative	54,634	75,320	73%
Admin Technology	110,752	112,403	99%
Library Materials - Books	108,433	124,190	87%
Library Materials - Periodicals	8,369	13,000	64%
Library Materials - Audio & Visual	23,182	38,000	61%
Library Material - Maintenance	3,466	12,800	27%
Technology Services	58,096	74,180	78%
Programs	30,970	28,800	108%
Marketing & Promotion	18,596	31,000	60%
Facilities & Operations	128,363	173,450	74%
Utilities	34,608	45,900	75%
Professional Services	60,294	80,312	75%
Board Expenses	2,845	4,900	58%
Actual Expenditures	1,896,570	2,462,322	77%
Budgeted Expenditures	2,462,322		
% Diff	77%		

Expenditures

Operational Expenditure Distribution



Revenue, Expenditure & Fund Balance

For the 10 Month(s) Ended April 30, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	502,724	24,506	30	527,260	-
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	1,389,899	27,853	122,383	1,540,135	1,012,875

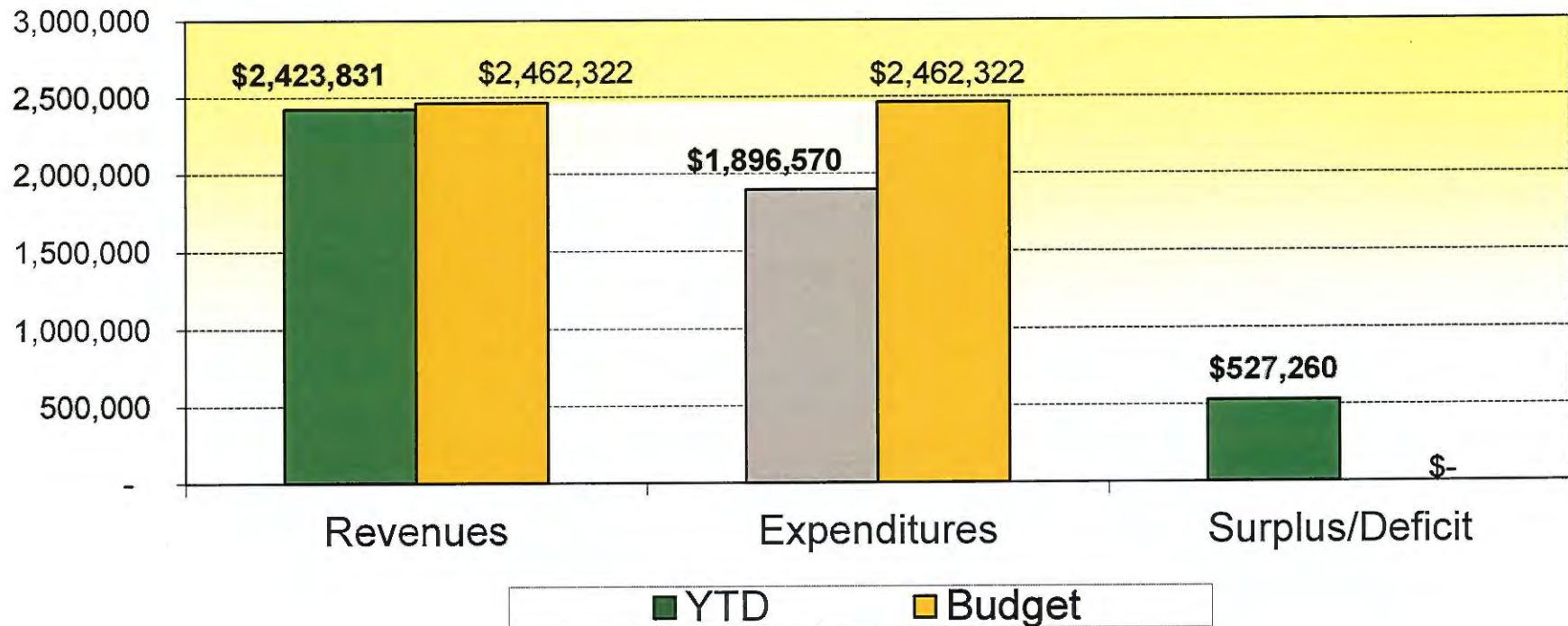
Fund Balance as % of Total Expenditures

78%

26%

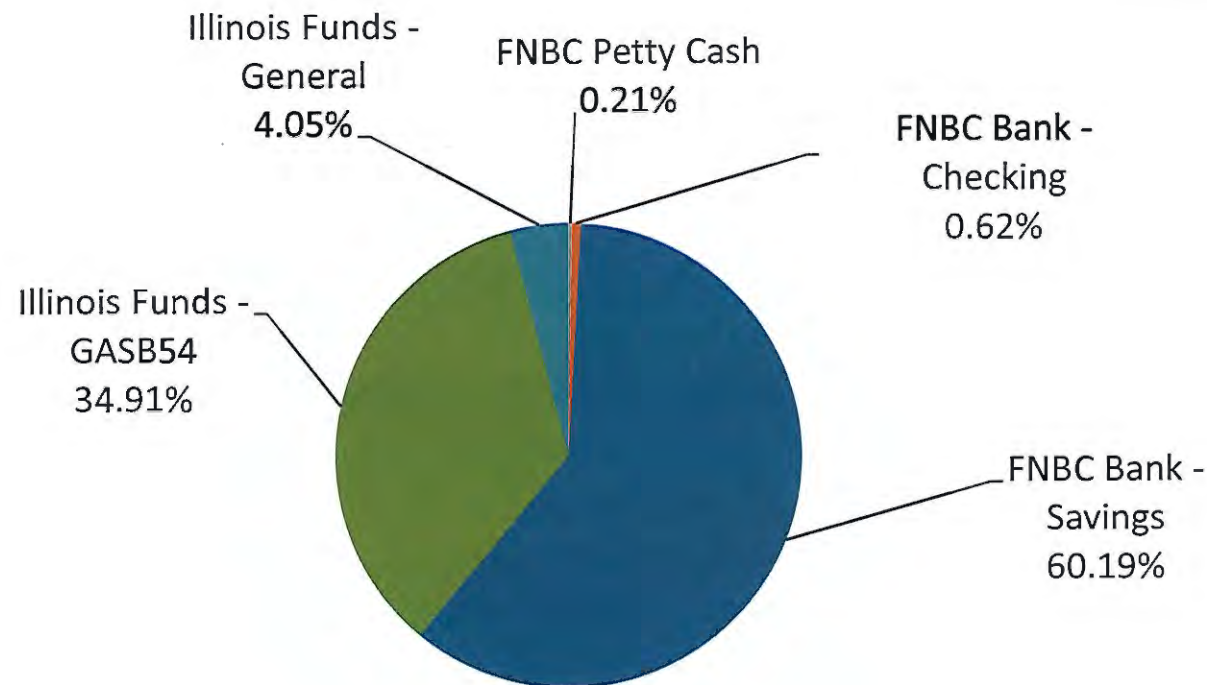
0%

81%



Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	3,415
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	9,999
FNBC Bank - Savings	#0317	MM	0.09%	964,541
Illinois Funds - GASB54	#6950	MM	Various	559,359
Illinois Funds - General	#5519	MM	Various	64,938
Total				\$ 1,602,412



HEALTHY WEST CHICAGO



Mission

To ensure all residents of West Chicago have access to an optimal state of health and wellness.

Nutrition Program

Monthly cook along with chef cooking program is hosted in partnership with the West Chicago Library District and Elementary School District 33.

Certified instructors demonstrate healthy family approved recipes with supplied recipe ingredients during each class, and families learn tips on eating healthy, saving time in the kitchen, how to involve kids in food preparation, and much more.

222
Participants
Served

9
Opportunities

UPCOMING EVENTS

Family Cooking Classes

Third Wed. of the month
6 PM-7 PM

SparkAmerica Fit City Challenge

April 15 - May 31
www.sparkwestchicago.com

Strolls Through History

Saturday, May 21 at 9:30 AM & 2 PM
Thursday, June 23 at 10 AM
West Chicago Museum

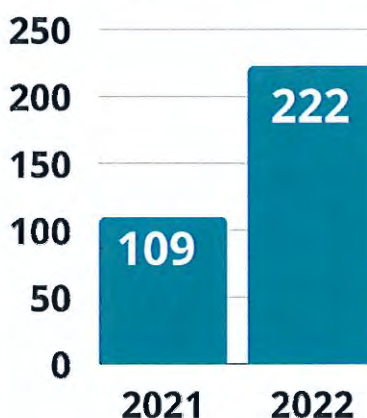
Yoga on the Lawn

Tuesday, June 7-28
6:30 PM-7:30 PM
West Chicago Library Lawn

Healthy West Chicago 5k Fun Run

Saturday, August 20
7:30 AM
Reed-Kepler Park

Participants Served



“

Thank you for making the wonderful opportunities available to our community!

-Community Member

”



Food kits contain food ingredients for one healthy meal with recipe, apron, and small cooking tools.



100% Participants reported they are extremely likely to sign up for another class.



83% Participants reported they learned something new in class.

"The class tonight was excellent! Thank you for this great program. I was very impressed with all the ingredients, and the apron was a fun addition! It was fun having all the ingredients provided, and the instructor was great. The dish was amazing, so good! Thank you so much for hosting this program. I enjoyed it very much. We'll done!!!"

Family Cooking Class
Community Member

2022-2024 Donors

PLATINUM LEVEL SPONSOR (\$10,000+ YEAR)



GOLD LEVEL SPONSORS (\$5,000+ YEAR)



BRONZE LEVEL SPONSOR (\$1,000-2,500 YEAR)



Healthy West Chicago Sponsors to Provide Over \$100,000 During 3-Year Period

APRIL 5, 2022 BY CITY OF WEST CHICAGO

On Tuesday, April 5, Healthy West Chicago's Program Administrator, Carly Smitherman, announced the addition of several new financial supporters of the not-for-profit organization.

Through Healthy West Chicago's Sponsorship Program, the organization has acquired seven new financial supporters that will provide over \$100,000 in additional funding over a 3-year period to help support the Healthy West Chicago Mission of ensuring West Chicago residents have access to an optimal state of health and wellness.

"This additional support from our local organizations is a solid investment in our community, and greatly strengthens our organization's Mission of providing optimal state of health and wellness," said Smitherman. "Our organization is extremely grateful for all our sponsors' contributions."

The Healthy West Chicago Sponsorship Program consists of three levels of sponsorship that provide varying financial support over a 3-year period. The following organizations have committed to sponsoring Healthy West Chicago:

- Platinum Level Sponsorship (\$10,000+/per year): Ball Horticultural Company (622 Town Road, West Chicago, IL 60185)
- Gold Level Sponsorship (\$5,000+/per year): OSI Industries LLC (711 Industrial Dr., West Chicago, IL 60185); Amazon (Fulfillment Center Warehouse: 27W501 North Ave., Suite 100, West Chicago, IL 60185); Pritzker Realty Group, LLC (444 W. Lake St., Suite 3500, Chicago, IL 60606); West Chicago Public Library District (118 W. Washington Street, West Chicago, IL 60185); West Chicago Elementary School District 33 (312 E. Forest Ave., West Chicago, IL 60185)
- Bronze Level Sponsor (\$1,000-2,500/ per year): DS Containers (2500 Enterprise Circle, West Chicago, IL 60185)

About Healthy West Chicago

Healthy West Chicago is a not-for-profit organization that consists of a collaboration of West Chicago community leaders that have organized to increase nutritional awareness and physical activity in the City of West Chicago through the development of community events and programs, and the production and dissemination of educational resources.

Library Director Report

May 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 83.3%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$559,358.94 (+ \$219.57)
 - New Building & Construction Fund: \$32,515.64 (+ \$12.77)
 - General (Corporate) Fund: \$32,422.48 (+ \$12.73)

PHYSICAL PLANT

- ❖ Buck Services was on-site for cleaning services on 5/1, 5/8, and 5/15
- ❖ Midwest Mechanical was on-site 5/3 & 4 to assess and repair hot temperatures in the HR Manager's office
- ❖ PACE Systems, Inc. was on-site 5/11 for bi-annual maintenance and cleaning of the surveillance cameras

PERSONNEL

- ❖ The Library Director:
 - Attended the monthly board meeting on 4/25
 - Held Managers' Advisory Meetings on 5/2 and 5/16.
 - Attended a WorkNet DuPage meeting on 5/11 to finalize the "Skill-Up DuPage" Library Event scheduled for June 1
 - Attended the Strategic Planning Committee meeting on 5/12
 - Attended the State of the City Address on 5/16 at City Hall
 - Completed annual review materials and submitted to the Library Board President on 5/16
 - Attended the annual spring LIMRiCC meeting on 5/17
 - Attended Rotary meeting on 5/18
 -
- ❖ Circulation Assistant James M.'s last day was 5/16.

TECHNOLOGY

- ❖ Sikich Technology was on-site 4/25 and 4/27 to work on the newspaper pc; install a dock; and rebuild two workstations to repurpose them within the library.
- ❖ I met with the HR Manager and Peerless technology for a demonstration and discussion to finalize the phone system needs of the library to move to a VOIP system.

Library Director Report

May 2022

- ❖ Worked with Verizon Business Mobile to procure new cell phones (4) for library staff use and switched from T-Mobile/Sprint. The new phone contract will save the library about ten dollars per month on the mobile phone bill.

MISCELLANEOUS

- ❖ The West Chicago Blooming Fest is Saturday, May 21 from 9:00 a.m. to 3:00 p.m. The Library will have a booth at the event on Main Street during the event to promote the library.

Department Reports

May 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 63 attended 8 programs in April held either virtually or in-person.

Healthy West Chicago Virtual Cooking Class: A total of 13 attended the April virtual cooking class with food kits

- **Technology:** Adult Services staff taught 2 in-person computer classes in April (One in English and one in Spanish) with a total of 1 attendee.

ADULT SERVICES: YOUNG ADULT

- A total of 9 programs were offered for teens in April with a total of 43 attendees.
- TikTok post: The Young Adult Librarian created a post for social media to promote the YA area paint by sticker display which had 370 views.
- **Outreach:** The Lemay Middle School after school- book club took a field trip with their teacher to the library in April to meet with the Young Adult Librarian. They came to work on a project with the Cricut machine and mobile maker space. Jessica created a logo for the group and the students printed the design and added it to cups. There were a total of 17 that attended this event.

CIRCULATION SERVICES

Circulation Statistics April 2022:

- 13,077 Total Items checked out, 34.03% increase from April 2021.
- 3,180 Electronic materials checked out, 25.84% increase from April 2021.
- The total value of the materials checked out by our patrons was \$74,375.95 during April 2022.
- During March 2022, we had 124 patrons using self-check and a total of 369 items checked out.

Patron Statistics April 2022:

- 4480 Visitors to the Library, 47.66% increase from April 2021. On April 12th 2021 the library reopened for walk-ins.
- 64 New patrons added, 36.17% increase from April 2021.
- 15,037 Card holders, 8.05% decrease from April 2021.
- 50.25% of the district population have library cards, 4.40% decrease from April 2021.

Other Activities:

- 186 books and were donated to Aperion Care Nursing Home - West Chicago.
- As brought up in the last board meeting, I am including the graphics showing the material and patron statistics for the last 4 years. (Separate attachment)

TECHNICAL SERVICES

Acquisitions:

- 873 Items ordered.
- 706 Items invoiced/received.
- 4 Items returned.

Cataloged:

- 2529 Items added to the collection.

Withdrawals:

- 171 Items withdrawn from the collection.

Material Maintenance:

- 34 Items repaired in house.

Other Activities:

- 527 Daily Health Questionnaires.
- 385 Items moved from new shelf to regular collection.
- 368 Postage processed.
- 143 Invoices archived.
- 142 Invoices processed.
- 49 Withdrawn books donated to Better World Books.
- 35 Award titles updated.
- 21 Pre-cat records created.
- 10 Title transfers.

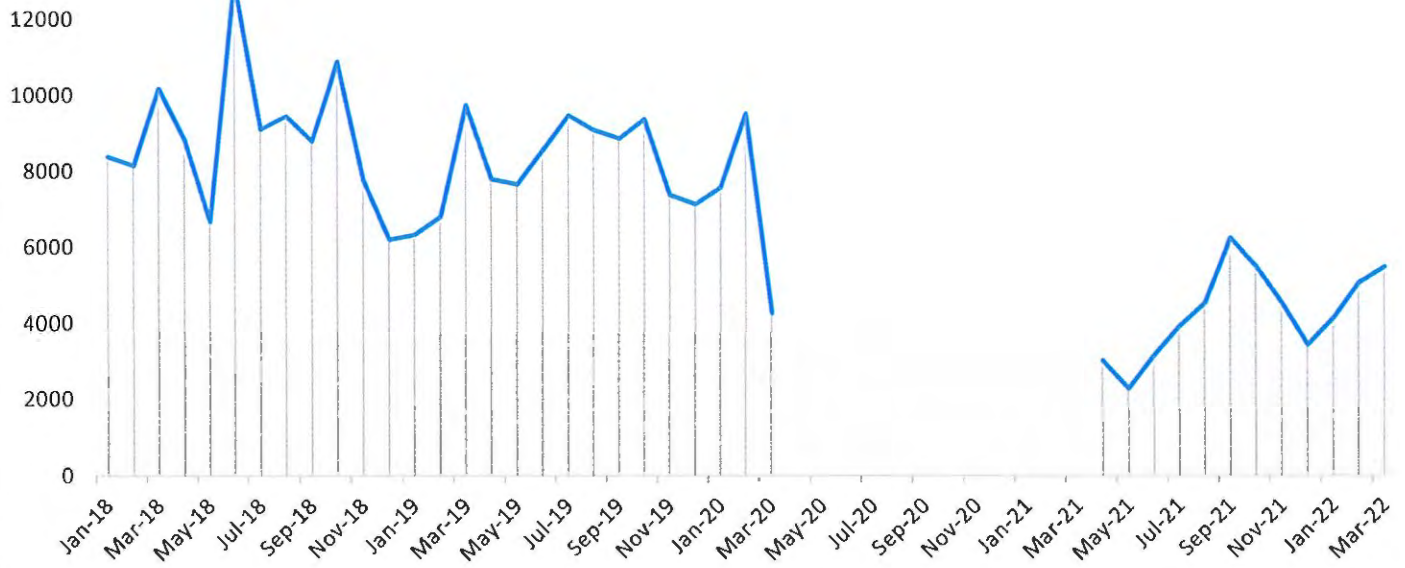
YOUTH SERVICES

- **Engagement** -We held a total of **40** programs during the month of April
- Storytimes-**207**
- Total Outreach (online)-**242**
- All programs-**663**
- **Kits for Pickup**-The following to go bags were given out during the month April
 - Super Hero To-go bags-**48**
 - Birthday Bag-**9**
 - Stories and More to go-**33**

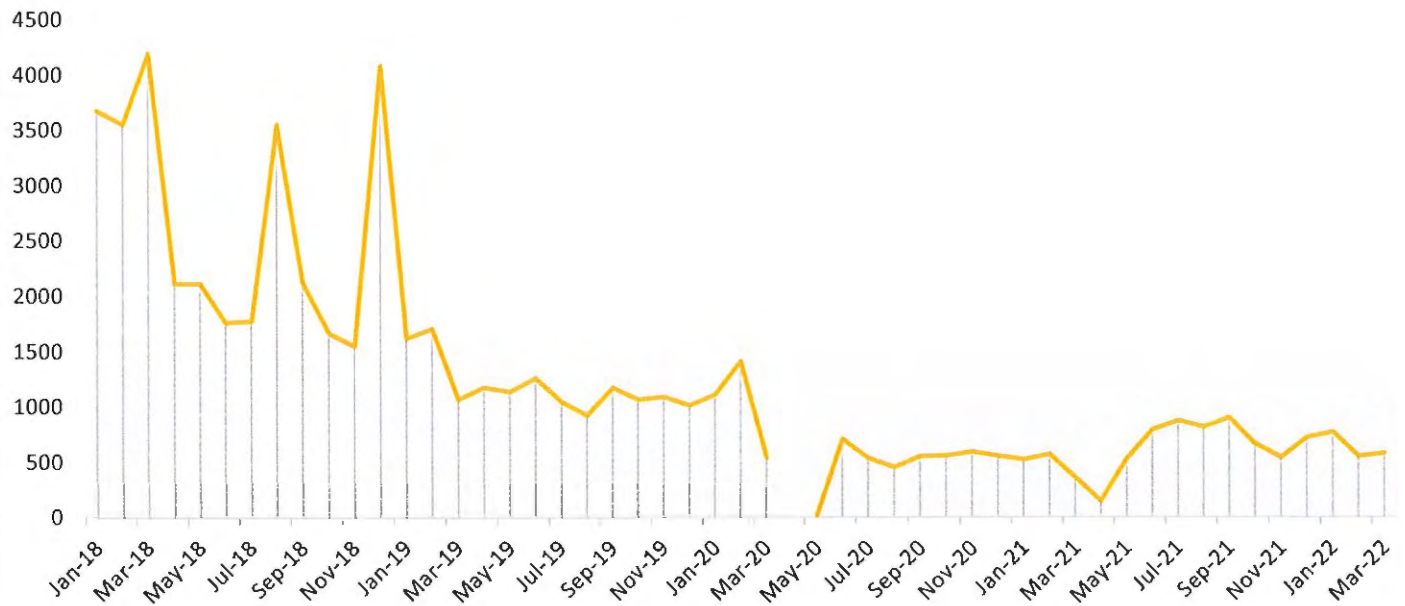
Childrens Book Day/Dia Del Niño-We had 39 patrons attend this program, where children were able to do a few crafts, and receive a few Spanish books. The Mexican Consulate of Chicago was able to come and provide books to children at no cost, as well as donate a cart of books to the library.

Pioneer Family Academic Night-Youth Services Librarian, Joann Bosas and Circ Assistant Alicia Corriveau attended Family Academic Night at Pioneer school for an in-person outreach event. They were able to speak to 70 people and get 4 library cards issued.

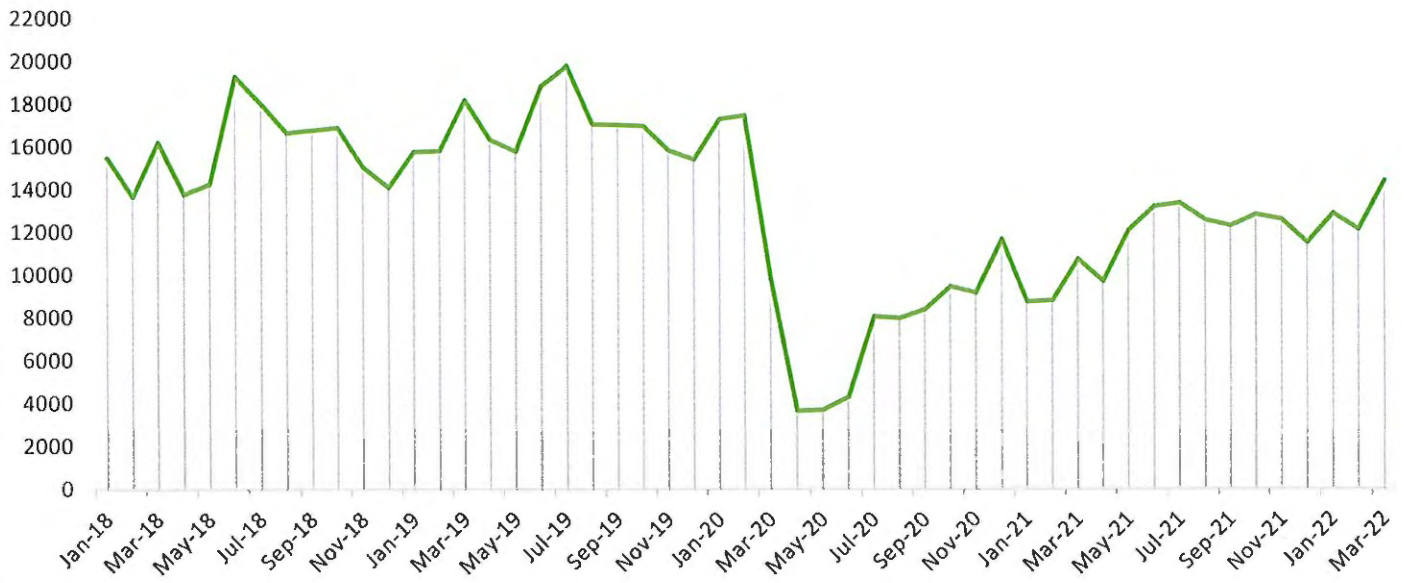
Total Visitors



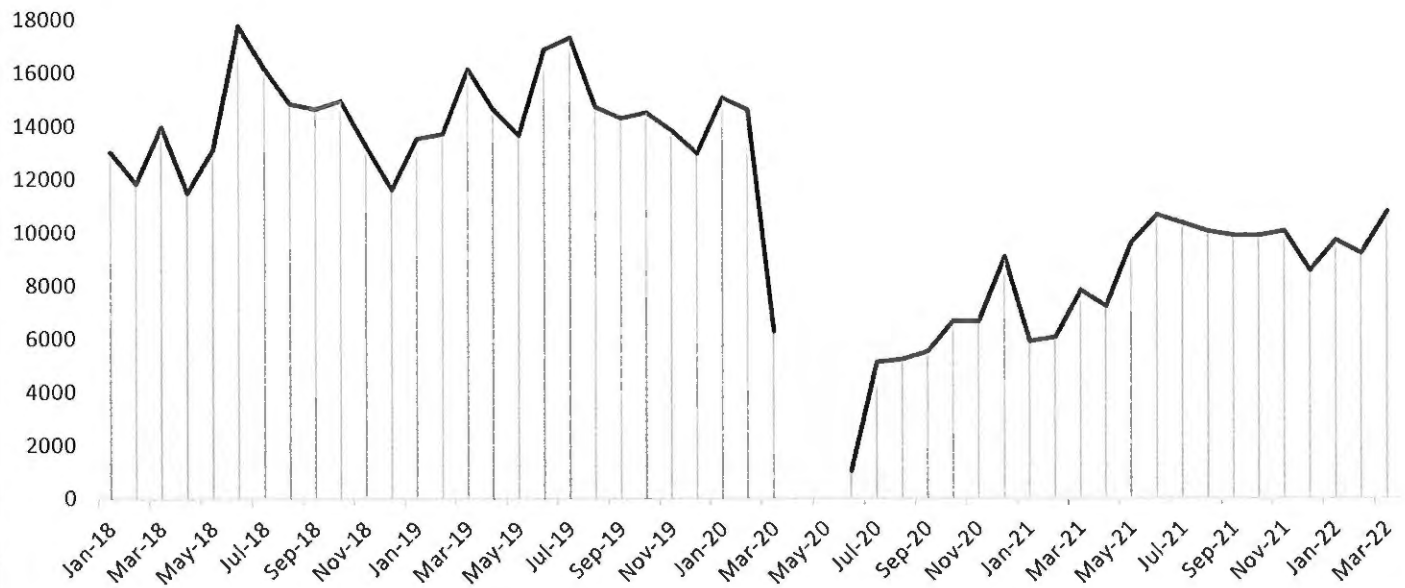
Unique Users



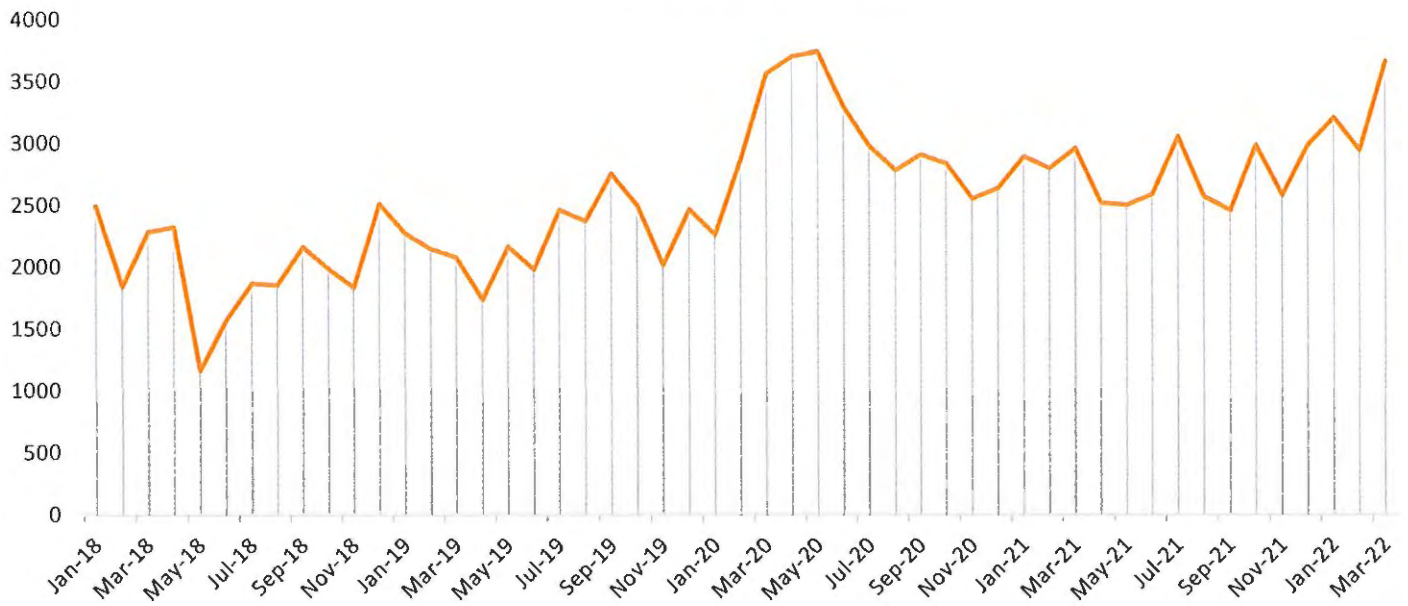
Total Checkouts



Physical Checkouts



Electronic Material Checked out



ADMINISTRATIVE SERVICES

eNews: Apr.

Our open rate and click rate decreased by 1%. Our most opened emails were for our Mobile DMV program (organized by Senator Karina Villa) and our Blood Pressure Clinic (organized by Northwestern Medicine). Neither of these programs required registration resulting in such a low click rate for each of the emails. Many of the programs in April's emails also did not require registration, which explains why we lost one percent of our clicks for this month. This month, three of our five top links were for booklists. The top two links were for our Virtual Chair Yoga Program which reached a total of 35 registrations for April, and the other was for April's Getting Crafty Program which reached a total of 20 registrations.

Monthly Overview:

- Average Click Rate: **1%**
 - Last Month's Rate: 2%
- Average Open Rate: **32%**
 - Last Month's Rate: 33%

Top Emails:

04/19 - Mobile DMV

- Unique Opens: **1,808**
- Open Rate: **34%** (Last Month: 37%)
- Unique Clicks: **12**
- Click Rate: **1%** (Last Month: 10%)

04/14 - Blood Pressure Clinic

- Unique Opens: **1,799**
- Open Rate: **34%** (Last Month: 36%)
- Unique Clicks: **8**
- Click Rate: **1%** (Last Month: 1%)

04/02 - April 11-17 Programs

- Unique Opens: **1,643**
- Open Rate: **31%** (Last Month: 35%)
- Unique Clicks: **19**
- Click Rate: **1%** (Last Month: 2%)

Top Links Clicked:

- Virtual Chair Yoga - **14** (Last Month: 185)
- DIY Journals – **8** (Last Month: 28)
- Happy Meals Booklist – **8** (Last Month: 19)
- February Hidden Gems Booklist – **7** (Last Month: 17)
- Sculpture Crafty Reads Booklist - **7** (Last Month: 14)

Facebook: Apr.

Our most popular posts were promotions for our Children's Day, Blood Pressure Clinic, and Mobile DMV programs. Our overall engagement stayed relatively the same this month and our reach decreased by about half. Although not as many people saw our posts, our most loyal followers continue to consistently engage in the programs that matter to them. We gained 29 new followers for the month.

Monthly Overview:

Total Post Reach: **7,256** (Last Month: 14,346)

Total Post Engagements: **358** (Last Month: 424)

Page Followers: **1,843** (Last Month: 1,814)

Top Posts:

04/19 Children's Day Promo

Reach: **998** (Last Month: 1,175)

Engagement: **50** (Last Month: 27)

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

04/14 Blood Pressure Clinic

Reach: **951** (Last Month: 1,044)

Engagement: **19** (Last Month: 28)

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

04/19 Mobile DMV Promo

Reach: **855** (Last Month: 942)

Engagement: **65** (Last Month: 24)

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

Instagram: Apr.

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: **457** (Last Month: 437)

Top Posts:

04/21 Mobile DMV

Reach: **1** (Last Month: 10,065)

Engagement: **2** (Last Month: 24)

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

04/21 Puppy Place: Biggie BOTW Video

Reach: **49** (Last Month: 9,802)

Engagement: **2** (Last Month: 63)

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

04/12 Empire of Pain AS Book Talk

Reach: **40** (Last Month: 9,058)

Engagement: **0** (Last Month: 61)

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

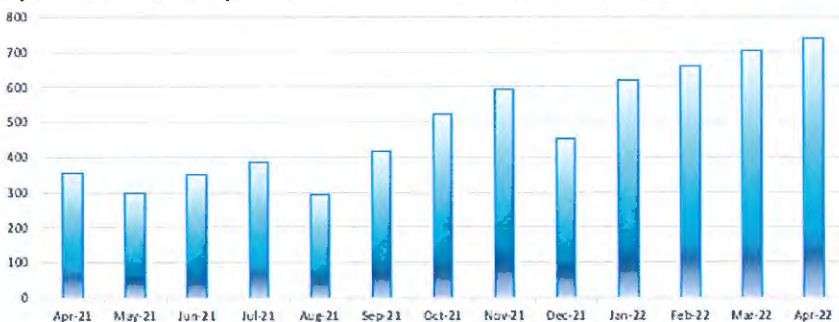
Creative Corridor: Apr.

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

IT Report – April

Wireless Overview

April had 739 unique clients with 636.41Gb of data used.



Almost twice as many unique users in April as we had at this time last year. We will hit a downturn once Summer hits, but our numbers are looking healthy.

Website

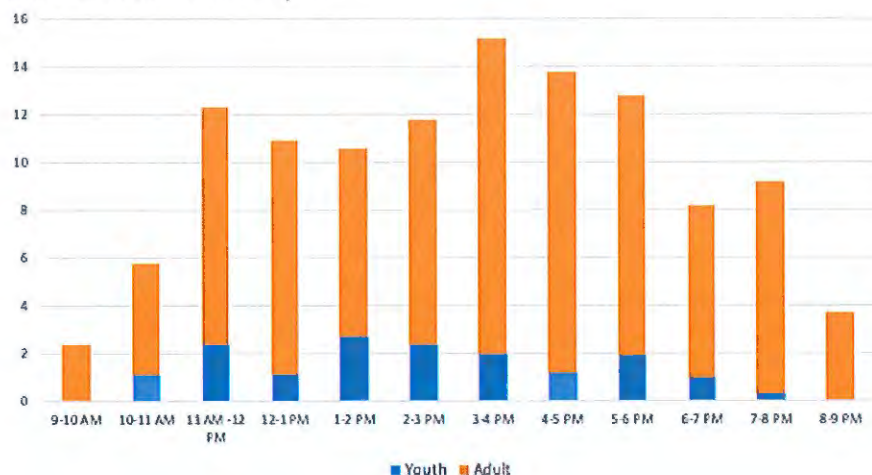
Last month we had 6932 website visits.

The top 5 pages in April were

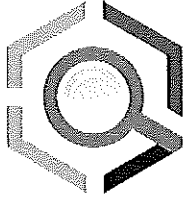
1. Yearbooks (501 Visits in April, 542 Visits in March)
2. Employment (254 Visits in April, 263 Visits in March)
3. Print from Anywhere (202 Visits in April, 199 Visits in March)
4. eBooks & eAudiobooks(130 Visits in April, 139 Visits in March)
5. Frequently Asked Questions (128 Visits in April, 94 Visits in March)

Computer Usage

We had 355 users in April.



Similar numbers to March will a extended spike in after school numbers for adult. Final projects and the end of school are being reflected. We are coming up to our summer lull, but SRP should keep our usage steady.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 22-01 Transfer from within the Corporate Fund To the GASB 54 Fund

Upon a motion duly made and seconded, the resolution that appears below was adopted by a vote of a majority of the Board of Library Trustees:

Resolved to transfer \$23,400 – from within the **Corporate Fund** to the **GASB 54 Fund**

1. GASB 54 \$23,400

Present:

Absent:

The Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the transfer of **\$23,400** from within the **Corporate Fund** to the **GASB 54 Fund**

Ayes:

Nays:

Absent:

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees.

23rd of May 2022

Secretary

WEST CHICAGO PUBLIC LIBRARY

RENEWAL PREMIUM SUMMARY 7/1/22

COVERAGE	PREMIUM 2021 – 2022	PREMIUM 2022 – 2023
Commercial Package	9,287	9,597
Business Auto – Hired/Non-Owned	Included	Included
Umbrella	925	1,025
Package Total	\$ 10,212	\$ 10,622
Workers Compensation	2,229	2,336
TOTAL	\$ 12,441	\$ 12,958
Crime	737	737
Management Liability	5,311	5,683
GRAND TOTAL	\$ 18,489	\$ 19,378