

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES BOARD MEETING

MONDAY, JULY 25, 2022
7:00 PM

LIBRARY PROGRAM ROOM

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.

AGENDA

- A. Call to Order Nancy Conradt, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
 - 1. Board Meeting – June 27, 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 final June & July 2022
 - 2. Financial Statements for June 2022
- H. Communications
 - 1. Memo RE: Committees on Local Government Efficiency ATTACHMENT
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
 - 2. Fiscal Year 2022 Per Capita Grant Award Letter ATTACHMENT
(Office of the Secretary of State)
- I. Reports
 - 1. President Nancy Conradt
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Policy Committee Frank Fokta
 - 5. Strategic Planning Committee Patricia Weninger

- | | | |
|----|--|-------------|
| 6. | Committee for Semi-Annual Review of Closed Session
Minutes and Recordings | Frank Fokta |
|----|--|-------------|

J. Unfinished Business

K. New Business

- | | | |
|----|--|---------------------|
| 1. | <u>DRAFT</u> Ordinance 22-03 Budget & Appropriations of
the West Chicago Public Library District for the fiscal year
beginning July 1, 2022 and ending June 30, 2023 | ATTACHMENT |
| 2. | Resolution 22-04 Revising Library Closing Schedule for 2022 | ACTION |
| 3. | Recommendation(s) from Semi-Annual Review of Closed
Session Minutes & Recordings | ACTION |
| 4. | Final Estimate of Revenue for Fiscal Year 2023 | DISTRIBUTION |
| 5. | Final Budget for Fiscal Year 2023 | DISTRIBUTION |

L. Closed Session

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

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

1

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JUNE 27, 2022
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Frank Fokta, President Pro Tem-Vice President; Diane Kelsey, Secretary; Corrine Jakacki, Treasurer; Richard Bloom, and Pat Weninger, members.

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 23, 2022: Ms. Jakacki moved to approve the Minutes of Monday, May 23, 2022; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

2. Special Board Meeting (open session) - May 23, 2022: Mr. Bloom moved to approve the Minutes of the May 23, 2022, Special Board Meeting; seconded by Ms. Jakacki. Ms. Weninger stated her name was misspelled in the Minutes. Motion carried by unanimous voice vote.

3. Special Board Meeting (closed session) - May 23, 2022: Ms. Jakacki moved to approve the Minutes of the May 23, 2022, Special Board Meeting closed session; seconded by Ms. Weninger. Ms. Jakacki stated her name was spelled incorrectly - the correct spelling is Dattomo; and Item No. 4 is listed twice. Ms. Weninger stated she did not participate in that meeting. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2022: Trustee Jakacki moved that the board approve bills in the amount of \$188,060.80; seconded by Trustee Weninger.

Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Corrine Jakacki,

Diane Kelsey, Pat Weninger. Motion carried.

2. Financial Statements for May 2022: The financial statements for May, 2022 were covered under the Director's Report, Item I-2.

H. COMMUNICATIONS:

1. Memo RE: Filling Trustee Vacancies: This law, effective May 27, 2022, is relevant to library districts and authorizes the State Librarian to appoint a person to fill a board vacancy if the Board fails to fill the vacancy within 90 days. The State Librarian has 60 days to appoint a person from the district to fill the vacancy.

2. Memo RE: Appointing a Treasurer: Mr. Weseloh stated Public Act 102-0977, effective May 27, 2022, allows library districts to appoint a nontrustee to serve as treasurer and compensate such treasurer.

3. Memo RE: Collecting Information About Vendors: Public Act 102-0265 provides for the collecting and reporting of information about vendors. This act does not apply to the West Chicago Library because it is required of library districts with an annual tax levy of more than \$5 million. The library districts affected by this act will make a good-faith effort to collect information as to whether a vendor is a minority, woman, or veteran-owned business.

I. REPORTS:

1. President: President Pro Tem Fokta had no report.

2. Library Director: Mr. Weseloh stated the Library is 92% of the way through its fiscal year elapsed. Property taxes have been collected at the rate of 100%, only \$5,000 short of budget. The replacement taxes received are at 101% of the budget with a PPRT check received June 27, 2022, covering January through June 2022, in the amount of \$84,418.06. Total revenue is \$37,000 under anticipated budget. The Per Capita Grant has not yet been received for this fiscal year; the anticipated amount to be approximately \$42,000.

The Library is in a good revenue position this fiscal year. Expenditures are at 84% at the 11-month mark, approximately 8% under budget for the fiscal year.

Admin technology is over budget this year at 105% due to the expense for the computer purchases. The only other area over budget is programs at 112%, due to the Healthy West Chicago donation of \$5,000.

Interest income is continuing to look better every month: The GASB 54 Emergency Fund earned \$379.60 interest in May, compared to March 2022 interest of \$49.89; the New Building & Construction Fund earned \$22.03

interest in May, compared to March 2022 interest of \$2.90; the General Fund earned \$21.97 interest in May, compared to March 2022 interest of \$2.90. The IRS has raised the standard mileage rate for the second half of 2022, effective July 1, 2022, from 58 to 62.5 cents per mile for the employees who use their vehicles to conduct business.

Bibliotheca, the security gate vendor, on May 26, 2022 removed the security gates so Quest Mark could repair and replace the flooring at the library entrance. The doors were removed and replaced by Assa Abloy. Mr. Weseloh is requesting pricing for new security gates.

Regarding physical plant: Midwest Seal Coat sealcoated and striped the parking lot. Mr. Weseloh ordered the backup chilled water pump from Midwest Mechanical. Legend Exterior was onsite June 8th and 16th to inspect and assess the roof. There were several cracked tiles on the roof, and the company will provide pricing on replacement tiles. They also viewed the interior where the leaks appear in the Adult Services department. Mr. Weseloh is waiting to receive a quote on the cost to do a water test at least in those areas.

Mr. Weseloh contacted AT&T Business regarding bringing Fiber Internet into the library as a secondary VOIP connection. All communications connections will migrate to fiber, and Comcast cable will become the backup service.

West Chicago Railroad Days will be held at Pioneer Park July 7 to 10, 2022. Mr. Weseloh will be participating in the parade with the Rotary and Lions groups.

An Adult Services assistant has been hired. Mr. Weseloh thanked the Board for allowing the staff to go to Cantigny for a Staff Development Outing on June 17, 2022. Approximately 20 staff members attended. The Alebrijes exhibit was on display, and staff were able to see many of the sculptures. The group returned to the library and participated in several team-building activities.

3. Department Managers:

Administrative Services: The top email was for Summer Reading, with 71 people responding. The top Facebook post was for the Skill Up program, a collaboration with Worknet to help the unemployed persons return to the workforce, which had a registration of 18 people.

The Summer Reading website has been published and is live; information and links for sign-up are accessible. Youth can download reading logs. The Library was approved for Google nonprofit ads with a grant of approximately \$10,000 per month, \$120,000 for the year, to publish advertisements on Google. This was accomplished through the Library

District Foundation as a 501(c)(3). Ads for the Summer Reading program have been published, and the page has jumped to second-most viewed on the Library's Web page. A Facebook ad was posted and garnered 191 clicks within eight days for Summer Reading.

Lawn banners were placed in front of the library highlighting library activities. The Library has published several events using the poster printer, including thanking all the Summer Reading program donors.

Adult Services: The League of Women Voters held in May a voter registration and electronic voting equipment demonstration. Staff organized a craft program in May at which people made a quilt butterfly magnet.

Program participants are provided an evaluation form to fill out following their attending programs. Comments received in May include:

- "I sincerely love all the programs that the West Chicago Library offers. I brag to everyone about how amazingly wonderful our library is."
- "I love all the activities that you provide for adults and children. They're always fun and enjoyable activities."

Young Adult Services: Young Adult Librarian Jessica did her annual Summer Reading presentation in the middle school, which was presented virtually. She provided a 10-minute video tour of the library. Subsequently several teens visited the library, wanting to use the gaming station and to access other services. The number of young adults who have signed up for Summer Reading has exceeded the number from last year.

Technical Services: Professor Maria Gabriella Limarzi of the Art and Music High School "Antonio Canova" of Forli, Italy, requested permission to use an image of the bookplate #211 W. G. Bowdoin for three seconds in a video animation made by students at the school.

Youth Services: The department held a story time at the Sensory Garden in Lisle, which is part of the Western DuPage Special Recreation Association. Fifteen children were present. Nicole has been doing a lot of outreach to children with disabilities. The Library has seen increased visits from children with disabilities who are accompanied by their speech therapists or occupational therapists.

4. Finance Committee: Ms. Jakacki reported the Finance Committee met on June 6, 2022 at 6:00 p.m. In attendance was Corrine Jakacki, Diane Kelsey, Ben Weseloh, and Maureen Bajor. Discussion was had regarding the draft income projection for FY22-23 and also the draft budget for FY22-23. Recommendations followed later in the board meeting under New

Business.

The Committee also discussed transferring money from Corporate Carryover to Special Reserve, as well as spoke about the Library paying certain recurring monthly bills via ACH in order to avoid late fees. This action item was also addressed under New Business later in the board meeting. The Committee meeting ended at 6:38 p.m.

5. Strategic Planning Committee: Ms. Weninger reported that the Committee met Tuesday, June 21, 2022. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Omar Nuñez, and Jenny Winter. The Committee went through line by line the draft plan that Omar and Jenny developed, made adjustments, and talked about next steps. They believe the plan will be complete by August. The Committee will next meet on July 12.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Draft Income Projection for FY 2022-2023: Ms. Jakacki reported the Finance Committee recommends the Board approve the Income Projection for FY22-23 in the total revenue amount of \$2,591,380.00. The PPRT payment of \$84,000 this year was much high than usual due to increased development in West Chicago, and is not expected to be as high next year. The projection for FY22-23 is \$60,000.

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

2. Draft Working Budget for FY2022-2023: Ms. Jakacki reported the Finance Committee recommends the Board approve the Working Budget for FY22-23 in the total amount of \$2,591,380. The Finance Committee met, and with the help of Mr. Weseloh and Ms. Bajor went through the budget line by line, and discussed changes year over year.

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

3. Ordinance 22-02: Meeting Date and Time 2023: Mr. Bloom moved to approve Ordinance 22-02, Meeting Date and Time 2023; seconded by Ms. Jakacki.

Motion carried by unanimous voice vote.

4. Resolution 22-02: Non-Resident Library Card Participation FY2022-2023: Mr. Bloom moved to approve Resolution 20-02, Non-Resident Library Card Participation FY2022-2023; seconded by Ms. Jakacki. The formula for the nonresident taxpayer card is the tax bill method. Motion carried by unanimous voice vote.

5. Resolution 22-03: Library Closing Schedule 2023: Ms. Jakacki moved

to approve Resolution 22-03, Library Closing Schedule 2023; seconded by Mr. Bloom. The closed date of Monday, January 2, 2023, is in observation of the New Year's Day holiday.
Motion carried by unanimous voice vote.

6. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) August 22, 2022, at 6:45 p.m.: Ms. Jakacki moved to approve the Public Hearing Date for the Tentative Budget and Appropriations Ordinance of August 22, 2022, at 6:45 p.m.; seconded by Mr. Bloom.
Motion carried by unanimous voice vote.

7. Approval to pay via ACH for General Liability, Workers Compensation, and Directors & Officers Insurance Renewal: Ms. Jakacki stated the Finance Committee recommends approval of payment via ACH for General Liability, Workmen's Compensation, and Directors and Officers insurance renewal as an annual expense.
Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

8. Approval to pay via ACH for LIMMRiCC Insurance: Ms. Jakacki stated the Finance Committee recommends payment via ACH for the Library staff's health insurance coverage through LIMMRiCC as a monthly expense.
Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Weninger. Motion carried.

9. Intergovernmental Agreement to Participate in the Illinois Libraries Presents 2022-2023 Season: Mr. Bloom moved to participate in the Illinois Libraries Presents 2022-2023 Season; seconded by Ms. Jakacki.

This is a collaborative of the Northbrook Public Library, RAILS, and libraries across the state that are wanting to participate for programming as a consortium. At a cost of approximately \$750.00 the West Chicago Library can have access to very high profile presenters. Their mission is to provide high quality online events for equitable prices to participating members. Each library's cost is aligned with the size of their respective operating budgets.

Approximately 140 libraries are participating in this program at the moment. Twelve programs would be available over ten months; one young adult-focussed, one youth services-focussed, and the remainder would be adult-focussed. Participation includes professionally designed marketing materials, easy online sign-ups, and post-program attendance statistics.

West Chicago Library staff will inquire if the Library would have any

limitations on the number of patrons attending per program, and whether the library will be able to promote the various programs in the West Chicago Library's Program Guide.

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

L. CLOSED SESSION: No closed session was held.

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

N. ADJOURNMENT: Mr. Fokta adjourned the meeting at 8:03 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: July 25, 2022

FINANCIAL STATEMENT DATE: June 30, 2022

Payroll dated:

6/10/2022	Net Payroll	\$	33,657.91
	Federal Liability Payment	\$	9,993.09
	State Liability Payment	\$	2,098.77
	Paylocity Fee	\$	157.58

6/24/2022	Net Payroll	\$	34,554.29
	Federal Liability Payment	\$	10,130.08
	State Liability Payment	\$	2,144.44
	Paylocity Fee	\$	372.52

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

TOTAL		\$	93,108.68
-------	--	----	-----------

State Bank of IL

Operating - Manual Cks	Check No.	\$	28,639.49
Operating - System Cks	Check No.	\$	66,856.93
Operating - Credit Card	Check No.	\$	3,870.59
Librarian's Petty Cash	Check No.	\$	-

TOTAL		\$	99,367.01
-------	--	----	-----------

Total Bills for Approval		\$	192,475.69
--------------------------	--	----	------------

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
A to Z Databases						
	Bill	07/01/2022	109015	7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	1,895.00
Total A to Z Databases						1,895.00
Abbott Tree Care Professionals						
	Bill	07/01/2022	30722	July	45130 · EXTERIOR LANDSCAPING	489.25
Total Abbott Tree Care Professionals						489.25
Accurate Office Supplies						
	Bill	07/06/2022	572867	Coffee/Creamer	41334 · OFFICE SUPPLIES GENERAL	118.49
Total Accurate Office Supplies						118.49
Alarm Detection Systems						
	Bill	07/01/2022	204101-1063	July-Sept.	45160 · CONTRACT INSPECTION & MAINTENAN	278.61
Total Alarm Detection Systems						278.61
Albersons-Safeway						
	Bill	06/08/2022		Misc.	44145 · EVENTS AND OUTREACH	20.85
Total Albersons-Safeway						20.85
Amazon Capital Services						
	Bill	06/15/2022	1L9V-97XK-33MX	Toner	41334 · OFFICE SUPPLIES GENERAL	45.99
	Bill	06/20/2022	1FP9-G134-4MN6	Dog Waste Bags/Signs	45140 · EXTERIOR R & M-OTHER	21.98
	Bill	06/20/2022	1JVH-TJFM-4WX7	Pet Scooper	45140 · EXTERIOR R & M-OTHER	18.99
	Bill	06/22/2022	197T-34Q3-LM7Y	Hotspot Travel Cases	42500 · PROCESSING-TECHNICAL SERVICES	44.97
	Bill	07/03/2022	1N3K-VR61-VCMX	Paint	44120 · PROGRAMS-ADULT	18.75
	Bill	07/06/2022	1QHJ-Y3TH-4RGG	Tent Bag	42320 · AV MATERIALS-ADULT	15.13
	Bill	07/07/2022	1F3G-NKNM-MKJX	Soccer Net Set	44145 · EVENTS AND OUTREACH	24.99
	Bill	07/07/2022	1DLW-79WC-FHLX	Laminating Pouches	42500 · PROCESSING-TECHNICAL SERVICES	12.99
	Bill	07/10/2022	1FRC-DMJM-PK9X	Misc.	44140 · PROGRAMS-YOUTH	59.47
Total Amazon Capital Services						263.26
American Library Association						
	Bill	07/01/2022		J. Bosas	41330 · ASSOCIATION DUES	164.00
Total American Library Association						164.00
Anderson Elevator Co.						
	Bill	07/01/2022	59580-X7K3	July	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.						175.00
Andy Frain						
	Bill	06/30/2022	322746	June	45112 · SECURITY SERVICE	1,859.07
Total Andy Frain						1,859.07
Assa Abloy						
	Bill	06/09/2022	1529699	Service Call	45165 · INTERIOR R & M-OTHER	2,423.24

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
Total Assa Abloy						2,423.24
Beacon News						
	Bill	07/01/2022		Through 9/6/22	42210 · PERIODICALS	89.50
Total Beacon News						89.50
Buck Services						
	Bill	06/30/2022	57111	June	45110 · JANITORIAL SERVICE	520.00
Total Buck Services						520.00
Cengage Learning						
	Bill	06/15/2022	77989483	Books	42120 · BOOKS-ADULT	60.78
	Bill	06/24/2022	78036132	Books	42120 · BOOKS-ADULT	182.34
Total Cengage Learning						243.12
Cintas Corporation						
	Bill	06/23/2022	5113661197	First Aid Supplies	41334 · OFFICE SUPPLIES GENERAL	101.48
Total Cintas Corporation						101.48
Comcast						
	Bill	07/10/2022		7/29/22-8/28/22	42405 · INTERNET SERVICES	466.78
Total Comcast						466.78
Dancing Cranes Yoga						
	Bill	07/01/2022		Yoga	44120 · PROGRAMS-ADULT	60.00
Total Dancing Cranes Yoga						60.00
De Lage Landen Financial						
	Bill	07/01/2022	76827641	7/1/22-7/31/22	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
Debra Ann Miller						
	Bill	07/01/2022		Program Fee	44120 · PROGRAMS-ADULT	350.00
Total Debra Ann Miller						350.00
EBSCO						
	Bill	07/01/2022	1000186259-1	7/1/22-6/30/22	42112 · REFERENCE-ELECTRONIC	2,310.00
Total EBSCO						2,310.00
Efficiency Reporting						
	Bill	06/21/2022	19280	5/23/22 Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
Flood Brothers						
	Bill	07/06/2022		July	45350 · UTILITIES-TRASH	53.56
Total Flood Brothers						53.56
FNBC Bank and Trust						

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	07/04/2022		June CC Purchase 6/3 - 7/2/2022	-SPLIT-	3,870.59
Total FNBC Bank and Trust						3,870.59
FP Mailing Solutions						
	Bill	07/12/2022	105396786	7/12/22-10/11/22	41336 · OFFICE EQUIPMENT	111.00
Total FP Mailing Solutions						111.00
Gehrke Technology Group						
	Bill	07/11/2022	2222099	July	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	07/01/2022	59242	July	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
Ingram Library Services						
	Credit	06/02/2022	59839859	Books	42140 · BOOKS-YOUTH	-56.46
	Credit	06/10/2022	59978432	Books	42140 · BOOKS-YOUTH	-35.85
	Credit	06/15/2022	70049295	Books	42140 · BOOKS-YOUTH	-10.16
	Bill	06/02/2022	59824427	Books	-SPLIT-	526.02
	Bill	06/06/2022	59875512	Books	-SPLIT-	384.81
	Bill	06/16/2022	70054594	Books	-SPLIT-	377.18
	Bill	06/22/2022	70137556	Books	-SPLIT-	347.56
	Bill	06/23/2022	70165824	Books	-SPLIT-	105.66
	Bill	06/26/2022	70200587	Books	-SPLIT-	181.51
	Bill	06/27/2022	70212490	Books	42130 · BOOKS-YOUNG ADULT	90.58
	Bill	06/27/2022	70212491	Books	42130 · BOOKS-YOUNG ADULT	9.74
	Bill	06/27/2022	70212492	Books	42500 · PROCESSING-TECHNICAL SERVICES	45.60
	Bill	06/28/2022	70232112	Books	-SPLIT-	38.49
Total Ingram Library Services						2,004.68
Joan Happel						
	Bill	06/30/2022		Bank/County Clerk	41320 · TRAVEL	9.89
Total Joan Happel						9.89
Library Ideas						
	Bill	07/01/2022	90977	Freegal	42112 · REFERENCE-ELECTRONIC	6,103.00
Total Library Ideas						6,103.00
LIMRICC						
	Bill	07/06/2022		July	41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,847.00
Total LIMRICC						14,847.00
Midwest Mechanical						
	Bill	07/10/2022		July	45150 · HVAC R & M	897.00

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
Total Midwest Mechanical						897.00
Midwest Tape						
	Bill	06/03/2022	502205850	AV Materials	42320 · AV MATERIALS-ADULT	13.99
	Bill	06/03/2022	502205852	AV Materials	42340 · AV MATERIALS-YOUTH	74.97
	Bill	06/03/2022	502205853	AV Materials	42320 · AV MATERIALS-ADULT	103.44
	Bill	06/03/2022	502205854	AV Materials	42320 · AV MATERIALS-ADULT	20.99
	Bill	06/03/2022	502205855	AV Materials	42340 · AV MATERIALS-YOUTH	47.99
	Bill	06/10/2022	502239097	AV Materials	42120 · BOOKS-ADULT	24.78
	Bill	06/10/2022	502239099	AV Materials	42320 · AV MATERIALS-ADULT	48.72
	Bill	06/10/2022	502239120	AV Materials	42320 · AV MATERIALS-ADULT	44.99
	Bill	06/10/2022	502239121	AV Materials	42320 · AV MATERIALS-ADULT	45.99
	Bill	06/10/2022	502239122	AV Materials	42340 · AV MATERIALS-YOUTH	247.97
	Bill	06/10/2022	502239123	AV Materials	42340 · AV MATERIALS-YOUTH	17.99
	Bill	06/17/2022	502267175	AV Materials	42340 · AV MATERIALS-YOUTH	9.99
	Bill	06/17/2022	502267176	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	06/17/2022	502267177	AV Materials	42340 · AV MATERIALS-YOUTH	99.98
	Bill	06/17/2022	502267178	AV Materials	42320 · AV MATERIALS-ADULT	34.99
	Bill	06/28/2022	502315616	AV Materials	42320 · AV MATERIALS-ADULT	18.74
Total Midwest Tape						867.51
Morgan Birge & Associates						
	Bill	07/01/2022	67893	July	41415 · PHONE SYSTEM	200.00
Total Morgan Birge & Associates						200.00
NCPERS						
	Bill	07/10/2022		July	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	06/30/2022		6/6/22-7/5/22	45310 · UTILITIES-GAS	162.02
Total Nicor						162.02
Ollis Book Corporation						
	Bill	02/25/2022	248158	Books	42140 · BOOKS-YOUTH	75.80
	Bill	02/25/2022	248159	Books	42140 · BOOKS-YOUTH	18.99
Total Ollis Book Corporation						94.79
Orkin Pest Control						
	Bill	05/18/2022	227584404	May	45155 · GENERAL BLDG SERVICES	82.58
Total Orkin Pest Control						82.58
OverDrive						
	Bill	06/30/2022	22209071	Ebooks	42120 · BOOKS-ADULT	8.99

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
Total OverDrive						8.99
Peerless Network						
	Bill	06/15/2022	1210183	6/15/22-7/14/22	45330 · UTILITIES-TELEPHONE	120.54
	Bill	06/30/2022	7017	6/1/22-6/30/22	45330 · UTILITIES-TELEPHONE	440.52
Total Peerless Network						561.06
People Made Visible, Inc.						
	Bill	07/01/2022	072022	July Class	44120 · PROGRAMS-ADULT	160.00
	Bill	07/01/2022	802022	August Class	44120 · PROGRAMS-ADULT	160.00
Total People Made Visible, Inc.						320.00
Pronunciator						
	Bill	07/01/2022	25971	7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	1,400.00
Total Pronunciator						1,400.00
ProQuest						
	Bill	07/01/2022	70734825	7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	2,900.98
Total ProQuest						2,900.98
Rails						
	Bill	07/01/2022	9473	Axis 360 7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	1,302.00
	Bill	07/01/2022	9295	Overdrive 7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	6,418.01
Total Rails						7,720.01
Record Information Services						
	Bill	07/01/2022	51886	7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	2,591.00
Total Record Information Services						2,591.00
Shaw Media						
	Bill	07/15/2022		Renewal	42210 · PERIODICALS	78.00
Total Shaw Media						78.00
Sikich LLP						
	Bill	06/30/2022	I447648	Remote Support	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	414.00
	Bill	07/01/2022	MS447039	July	41420 · TECHNOLOGY MANAGEMENT	4,621.80
	Bill	07/01/2022	I447115	July	41420 · TECHNOLOGY MANAGEMENT	536.00
Total Sikich LLP						5,571.80
Unique Management Services						
	Bill	06/30/2022	6102142	June Placements	41346 · MATERIALS & RESOURCE RECOVERY	49.25
Total Unique Management Services						49.25
US Postal Service						
	Bill	07/13/2022		Postage	44245 · PROGRAM GUIDE	950.00
Total US Postal Service						950.00

West Chicago Public Library District

Bills Total

As of July 15, 2022

	Type	Date	Num	Memo	Split	Amount
Waterlogic East, LLC						
	Bill	07/01/2022	1559561	7/1/22-9/30/22	45155 · GENERAL BLDG SERVICES	116.33
Total Waterlogic East, LLC						116.33
World Book, Inc						
	Bill	07/01/2022	1639742	7/1/22-6/30/23	42112 · REFERENCE-ELECTRONIC	3,268.00
Total World Book, Inc						3,268.00
World Trade Press						
	Bill	07/15/2022	677558	7/15/22-7/14-23	42112 · REFERENCE-ELECTRONIC	500.00
Total World Trade Press						500.00
Xtreme Environmental Solutions						
	Bill	07/14/2022	90-WCL	July	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						<u><u>70,727.52</u></u>

West Chicago Public Library District

Bills Total (Credit Card)

As of July 14, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	06/18/2022		Acrobat Pro	13.80
	Credit Card Charge	06/14/2022		Creative Cloud	31.86
	Credit Card Charge	06/14/2022		Creative Cloud	31.86
Total Adobe Inc.					77.52
Barnes & Noble					
	Credit Card Charge	06/16/2022		Games	56.97
Total Barnes & Noble					56.97
Boomer T's					
	Credit Card Charge	06/06/2022		T-Shirts	318.00
Total Boomer T's					318.00
BuyShade					
	Credit Card Charge	06/03/2022		Tent	1,604.00
Total BuyShade					1,604.00
Chicago Tribune					
	Credit Card Charge	06/16/2022		Subscription	92.96
Total Chicago Tribune					92.96
Dimples Donuts					
	Credit Card Charge	07/01/2022		Staff Donuts	58.99
Total Dimples Donuts					58.99
Dominos Pizza					
	Credit Card Charge	06/11/2022		Pizza	65.68
Total Dominos Pizza					65.68
Dunkin Donut					
	Credit Card Charge	06/16/2022		Gift Cards	50.00
Total Dunkin Donut					50.00
ESL Productions					
	Credit Card Charge	06/06/2022		Popcorn Machine	90.99
Total ESL Productions					90.99
Facebook, Inc					
	Credit Card Charge	06/10/2022		Ads	50.00
	Credit Card Charge	06/28/2022		Ads	50.00
	Credit Card Charge	06/22/2022		Ads	50.00

West Chicago Public Library District

Bills Total (Credit Card)

As of July 14, 2022

	Type	Date	Num	Memo	Open Balance
	Credit Card Charge	06/30/2022		Ads	12.58
Total Facebook, Inc					162.58
FNBC Bank and Trust					
	Credit Card Charge	06/30/2022		Finance Charge	62.01
Total FNBC Bank and Trust					62.01
Hobby Lobby					
	Credit Card Charge	06/16/2022		Crafts	2.69
Total Hobby Lobby					2.69
Jewel Osco					
	Credit Card Charge	06/16/2022		Candy	6.48
Total Jewel Osco					6.48
Kindred Coffee Roasters					
	Credit Card Charge	06/16/2022		Gift Cards	50.00
Total Kindred Coffee Roasters					50.00
Menards					
	Credit Card Charge	06/09/2022		Misc.	51.82
Total Menards					51.82
Mobile Beacon					
	Credit Card Charge	06/08/2022		Hot Spot	720.00
Total Mobile Beacon					720.00
Portillo's					
	Credit Card Charge	06/28/2022		Lunch	399.90
Total Portillo's					399.90
TOTAL					3,870.59

West Chicago Public Library District

Bill List - Check Detail #6031

As of June 30, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Check	06/03/2022	BP060322	May Contributions	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Employee Benefits Corporation						
	Check	06/30/2022	BP063022	June Fee invoicing - 220630	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-95.75
Total Employee Benefits Corporation						-95.75
IMRF						
	Check	06/10/2022	BP061022	May 2022 Payroll	21040 · IMRF	-14,173.95
	Check	06/28/2022	BP062822	June 2022 Payroll	21040 · IMRF	-14,344.59
Total IMRF						-28,518.54
TOTAL						-28,639.49

Financial Report

For the 12 Month(s) Ended June 30, 2022
FISCAL YEAR 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 12 Month(s) Ended June 30, 2022

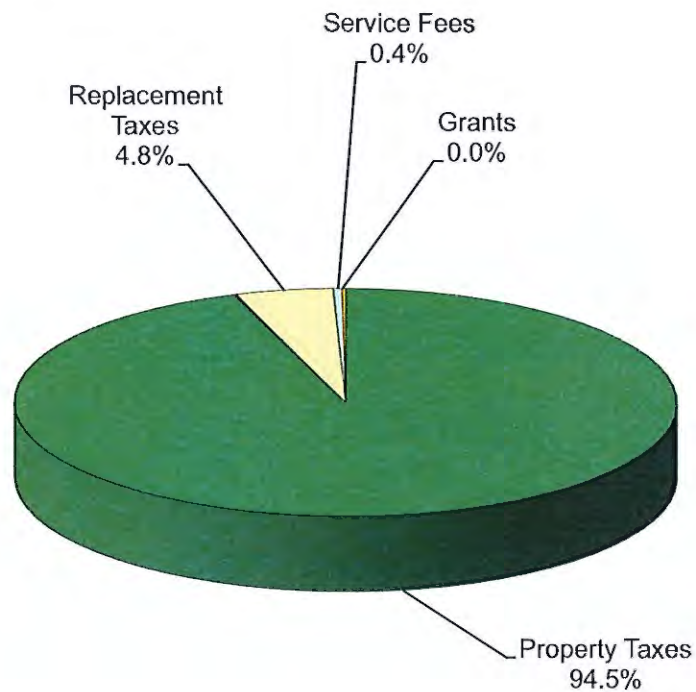
100% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,375,485	2,380,317	100%
Interest	2,814	1,000	281%
Replacement Taxes	119,634	35,000	342%
Service Fees	10,264	5,500	187%
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	2,512,441	2,462,322	102%
Budgeted Revenues	2,462,322		
% Diff	102%		
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,411,358	1,514,720	93%
IMRF	130,639	133,347	98%
Administrative	62,331	75,320	83%
Admin Technology	118,625	112,403	106%
Library Materials - Books	116,153	124,190	94%
Library Materials - Periodicals	8,534	13,000	66%
Library Materials - Audio & Visual	30,133	38,000	79%
Library Material - Maintenance	8,476	12,800	66%
Technology Services	60,210	74,180	81%
Programs	34,090	28,800	118%
Marketing & Promotion	22,299	31,000	72%
Facilities & Operations	160,293	173,450	92%
Utilities	41,871	45,900	91%
Professional Services	68,125	80,312	85%
Board Expenses	3,387	4,900	69%
Actual Expenditures	2,276,521	2,462,322	92%
Budgeted Expenditures	2,462,322		
% Diff	92%		
SURPLUS / (DEFICIT) FROM OPERATIONS	235,920	-	n/a
BEGINNING FUND BALANCE	1,012,875		
ENDING FUND BALANCE	1,248,795		

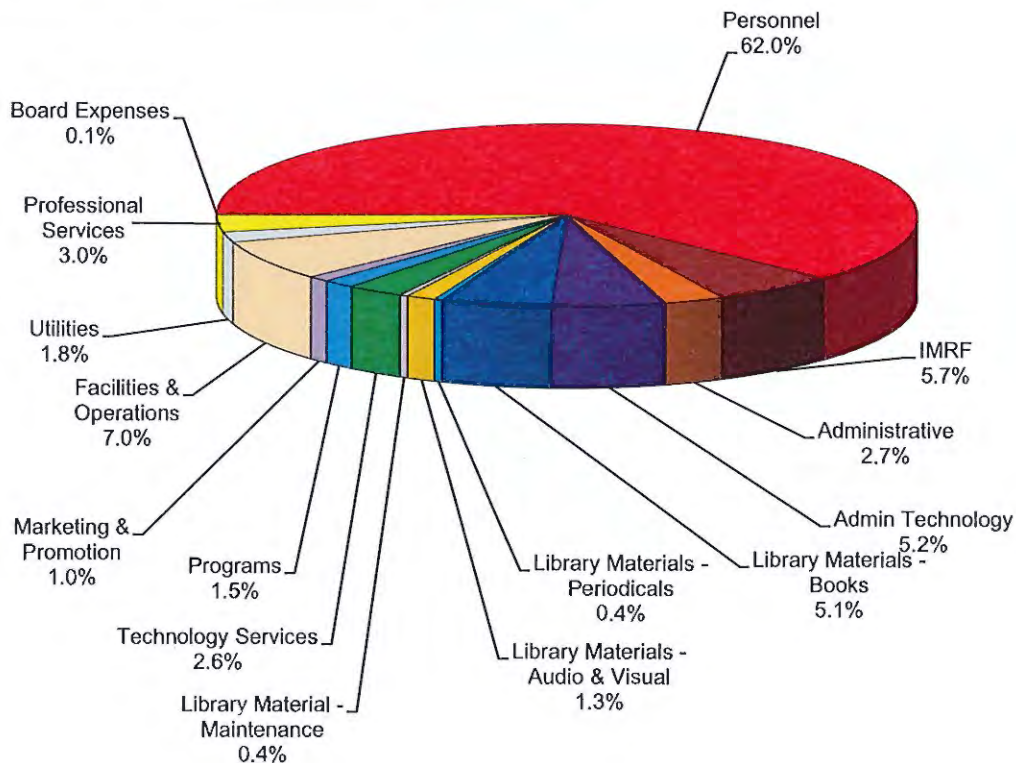
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2022

Revenue Distribution

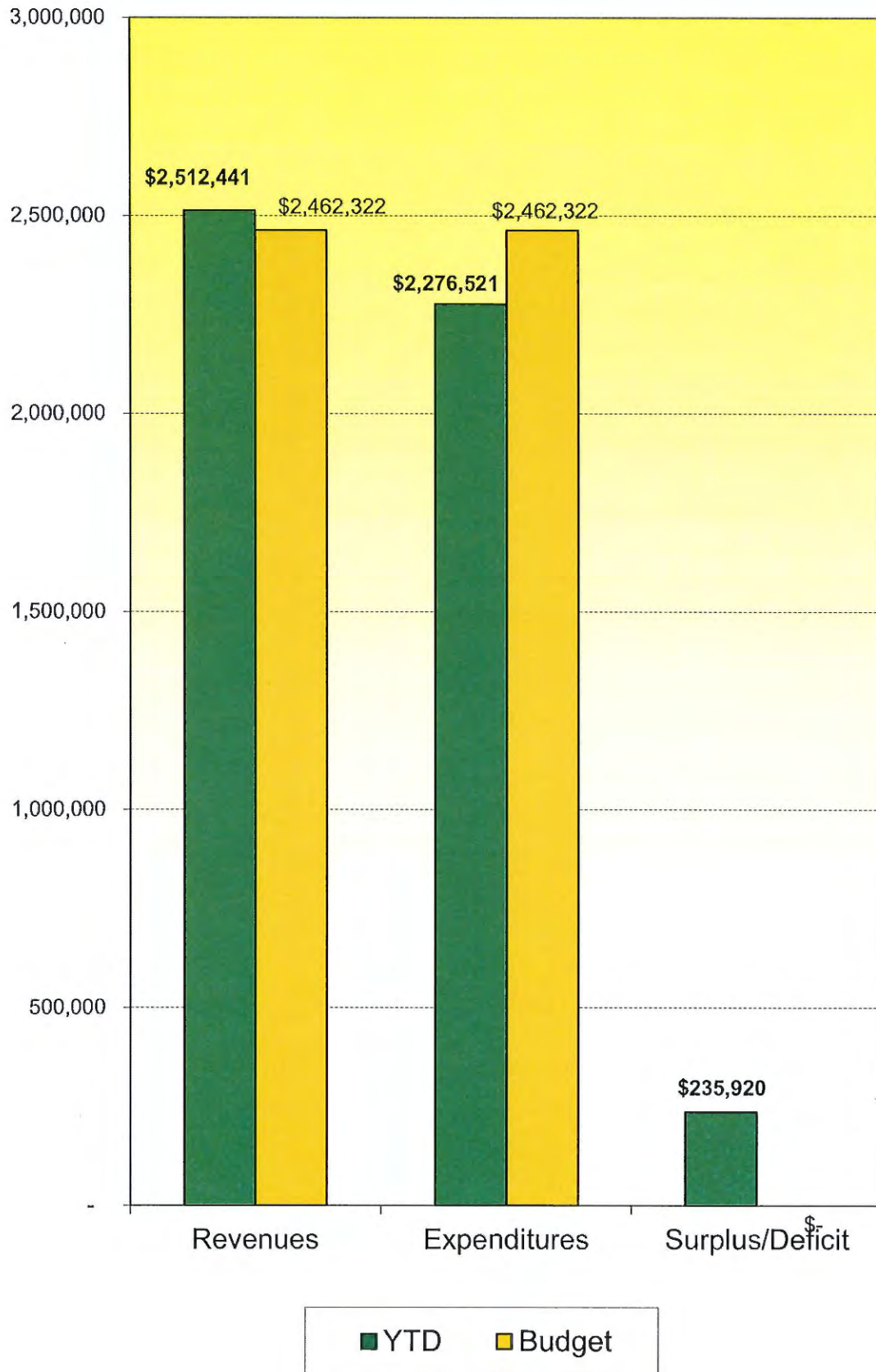


Operational Expenditure Distribution



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2022

100% 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	2,668	64	82	2,814	1,000	281%
3 Replacement Taxes	119,634	-	-	119,634	35,000	342%
4 Service Fees	10,264	-	-	10,264	5,500	187%
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	2,380,184	132,175	82	2,512,441	2,462,322	102%
Budgeted Revenues	2,328,975	133,347	-	2,462,322		
% Diff	102%	99%	n/a	102%		
OPERATING EXPENDITURES						
1 Personnel	1,411,358	-	-	1,411,358	1,514,720	93%
19 IMRF	-	130,639	-	130,639	133,347	98%
2 Administrative	62,331	-	-	62,331	75,320	83%
3 Admin Technology	118,625	-	-	118,625	112,403	106%
4 Library Materials - Books	116,153	-	-	116,153	124,190	94%
5 Library Materials - Periodicals	8,534	-	-	8,534	13,000	66%
6 Library Materials - Audio & Visual	30,133	-	-	30,133	38,000	79%
8 Library Material - Maintenance	8,473	3	-	8,476	12,800	66%
7 Technology Services	60,210	-	-	60,210	74,180	81%
9 Programs	34,090	-	-	34,090	28,800	118%
10 Marketing & Promotion	22,299	-	-	22,299	31,000	72%
11 Facilities & Operations	160,293	-	-	160,293	173,450	92%
12 Utilities	41,871	-	-	41,871	45,900	91%
13 Professional Services	68,125	-	-	68,125	80,312	85%
14 Board Expenses	3,387	-	-	3,387	4,900	69%
Actual Expenditures	2,145,880	130,641	-	2,276,521	2,462,322	92%
Budgeted Expenditures	2,328,975	133,347	-	2,462,322		
% Diff	92%	98%	n/a	92%		
TOTAL SURPLUS / (DEFICIT)						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	234,304	1,533	82	235,920	-	
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875	
ENDING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,012,875	
Fund Balance as % of Total Expenditures	52%	4%	0%	55%		

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

DON'T 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	84,418.06	2,916.67	119,634.24	0.00	0.00	119,634.24	35,000.00	84,634.24	341.81%
2	33000 - INTEREST INCOME	1,395.79	83.33	2,668.38	63.81	0.00	2,732.19	1,000.00	1,732.19	273.22%
2	33040 - INTEREST-IL FUND BLDG CONST	29.91	0.00	0.00	0.00	82.02	82.02	0.00	82.02	100.0%
4	35100 - FINES	588.77	250.00	2,724.84	0.00	0.00	2,724.84	3,000.00	-275.16	90.83%
4	35150 - PHOTOCOPY/MICROFORM/COPY/FAX	474.64	208.33	4,483.02	0.00	0.00	4,483.02	2,500.00	1,983.02	179.32%
4	35510 - LOST AND PAID MATERIALS	110.19	0.00	1,708.45	0.00	0.00	1,708.45	0.00	1,708.45	100.0%
4	35710 - NON RESIDENT FEES	0.00	0.00	1,347.59	0.00	0.00	1,347.59	0.00	1,347.59	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	0.00	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		87,017.36	205,193.50	2,380,184.33	132,174.58	82.02	2,512,440.93	2,462,322.00	50,118.93	102.04%
Expenditures										
10Exp - Expense										
1E - PERSONNEL										
	41100 - SALARIES	133,365.98	103,332.58	1,176,755.83	0.00	0.00	1,176,755.83	1,239,991.00	-63,235.17	94.9%
	41110 - INS-HEALTH, DENTAL, LIFE, FSA	11,960.56	14,875.00	147,090.95	0.00	0.00	147,090.95	178,500.00	-31,409.05	82.4%
	41120 - FICA EXPENSE	6,930.96	7,583.33	84,066.73	0.00	0.00	84,066.73	91,000.00	-6,933.27	92.38%
	41130 - UNEMPLOYMENT COMPENSATION	-200.00	250.00	1,215.12	0.00	0.00	1,215.12	3,000.00	-1,784.88	40.5%
	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	152,057.50	126,226.67	1,411,357.63	0.00	0.00	1,411,357.63	1,514,720.00	-103,362.37	93.18%
2E - ADMINISTRATIVE EXPENSES										
	41310 - PROFESSIONAL DEVELOPMENT	0.00	1,216.67	7,525.55	0.00	0.00	7,525.55	14,600.00	-7,074.45	51.55%
	41320 - TRAVEL	9.89	225.00	61.54	0.00	0.00	61.54	2,700.00	-2,638.46	2.28%
	41330 - ASSOCIATION DUES	0.00	483.33	5,353.00	0.00	0.00	5,353.00	5,800.00	-447.00	92.29%
	41332 - PAYROLL PROCESSING	665.17	458.33	6,476.25	0.00	0.00	6,476.25	5,500.00	976.25	117.75%
	41334 - OFFICE SUPPLIES GENERAL	147.47	405.83	4,603.64	0.00	0.00	4,603.64	4,870.00	-266.36	94.53%
	41336 - OFFICE EQUIPMENT	0.00	1,929.17	21,550.49	0.00	0.00	21,550.49	23,150.00	-1,599.51	93.09%
	41338 - POSTAGE	0.00	650.00	6,899.59	0.00	0.00	6,899.59	7,800.00	-900.41	88.46%
	41342 - ADMINISTRATIVE MISC	262.16	150.00	2,022.70	0.00	0.00	2,022.70	1,800.00	222.70	112.37%
	41344 - SUPPLIES-FOOD	1,162.80	250.00	1,534.34	0.00	0.00	1,534.34	3,000.00	-1,465.66	51.15%
	41346 - MATERIALS & RESOURCE RECOVERY	108.35	133.33	1,176.10	0.00	0.00	1,176.10	1,600.00	-423.90	73.51%
	41348 - CIRCULATION SERVICES SUPPLIES	0.00	375.00	5,127.32	0.00	0.00	5,127.32	4,500.00	627.32	113.94%
2	Subtotal	2,355.84	6,276.67	62,330.52	0.00	0.00	62,330.52	75,320.00	-12,989.48	82.75%

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

DON'T 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	0.00	2,849.17	36,925.82	0.00	0.00	36,925.82	34,190.00	2,735.82	108.0%
41410 · SOFTWARE STAFF	77.52	479.00	2,630.19	0.00	0.00	2,630.19	5,748.00	-3,117.81	45.76%
41415 · PHONE SYSTEM	200.00	120.00	1,520.00	0.00	0.00	1,520.00	1,440.00	80.00	105.56%
41420 · TECHNOLOGY MANAGEMENT	0.00	5,005.00	60,931.50	0.00	0.00	60,931.50	60,060.00	871.50	101.45%
41425 · WARRANTIES/EXTENDED CARE	0.00	913.75	16,617.12	0.00	0.00	16,617.12	10,965.00	5,652.12	151.55%
3 Subtotal	277.52	9,366.92	118,624.63	0.00	0.00	118,624.63	112,403.00	6,221.63	105.54%
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	1,960.56	4,000.00	43,496.44	0.00	0.00	43,496.44	48,000.00	-4,503.56	90.62%
42122 · BOOKS-LITERACY	0.00	30.83	196.49	0.00	0.00	196.49	370.00	-173.51	53.11%
42130 · BOOKS-YOUNG ADULT	302.57	500.00	3,993.11	0.00	0.00	3,993.11	6,000.00	-2,006.89	66.55%
42140 · BOOKS-YOUTH	122.32	2,000.00	22,699.28	0.00	0.00	22,699.28	24,000.00	-1,300.72	94.58%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	1,033.62	0.00	0.00	1,033.62	1,000.00	33.62	103.36%
4 Subtotal	2,385.45	10,349.17	116,153.26	0.00	0.00	116,153.26	124,190.00	-8,036.74	93.53%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	92.96	1,083.33	8,534.18	0.00	0.00	8,534.18	13,000.00	-4,465.82	65.65%
5 Subtotal	92.96	1,083.33	8,534.18	0.00	0.00	8,534.18	13,000.00	-4,465.82	65.65%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	333.85	2,291.67	23,118.47	0.00	0.00	23,118.47	27,500.00	-4,381.53	84.07%
42330 · AV MATERIALS-YOUNG ADULT	19.41	250.00	2,378.79	0.00	0.00	2,378.79	3,000.00	-621.21	79.29%
42340 · AV MATERIALS-YOUTH	498.89	625.00	4,635.24	0.00	0.00	4,635.24	7,500.00	-2,864.76	61.8%
6 Subtotal	852.15	3,166.67	30,132.50	0.00	0.00	30,132.50	38,000.00	-3,485.97	79.3%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,798.58	34,007.72	0.00	0.00	34,007.72	33,583.00	424.72	101.27%
42405 · INTERNET SERVICES	466.78	1,076.25	5,741.38	0.00	0.00	5,741.38	12,915.00	-7,173.62	44.46%
42420 · SOFTWARE PUBLIC	720.00	684.67	6,783.80	0.00	0.00	6,783.80	8,216.00	-1,432.20	82.57%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	460.00	1,622.17	13,676.66	0.00	0.00	13,676.66	19,466.00	-5,789.34	70.26%
7 Subtotal	1,646.78	6,181.67	60,209.56	0.00	0.00	60,209.56	74,180.00	-7,221.54	81.17%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	133.21	1,044.50	8,277.73	2.50	0.00	8,280.23	12,534.00	-4,253.77	66.06%
42510 · CATALOGING TOOL	0.00	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	133.21	1,066.67	8,473.06	2.50	0.00	8,475.56	12,800.00	-4,253.77	66.22%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	0.00	533.33	6,356.86	0.00	0.00	6,356.86	6,400.00	-43.14	99.33%
44130 · PROGRAMS-YOUNG ADULT	0.00	458.33	5,026.61	0.00	0.00	5,026.61	5,500.00	-473.39	91.39%
44135 · PROGRAMS-SUMMER READING	369.82	491.67	5,663.55	0.00	0.00	5,663.55	5,900.00	-236.45	95.99%
44140 · PROGRAMS-YOUTH	-29.96	750.00	8,236.34	0.00	0.00	8,236.34	9,000.00	-763.66	91.52%
44145 · EVENTS AND OUTREACH	1,624.85	166.67	8,806.70	0.00	0.00	8,806.70	2,000.00	6,806.70	440.34%
9 Subtotal	1,964.71	2,400.00	34,090.06	0.00	0.00	34,090.06	28,800.00	6,043.04	118.37%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	162.58	613.83	4,252.76	0.00	0.00	4,252.76	7,366.00	-3,113.24	57.74%
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	0.00	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	0.00	1,300.00	14,490.94	0.00	0.00	14,490.94	15,600.00	-1,109.06	92.89%
44250 · SURVEYS	0.00	32.00	384.00	0.00	0.00	384.00	384.00	0.00	100.0%
10 Subtotal	162.58	2,583.33	22,299.06	0.00	0.00	22,299.06	31,000.00	-8,700.94	71.93%

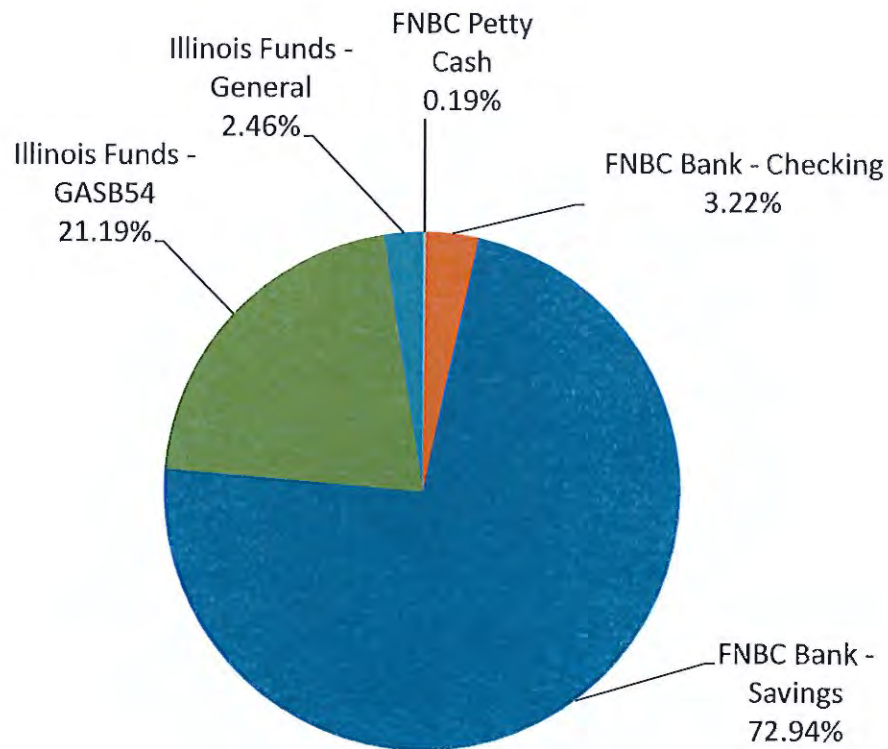
WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
June 30, 2022

DON'T DELETE

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	520.00	1,333.33	7,572.50	0.00	0.00	7,572.50	16,000.00	-8,427.50	47.33%
45112 - SECURITY SERVICE	1,859.07	1,791.67	28,870.55	0.00	0.00	28,870.55	21,500.00	7,370.55	134.28%
45115 - JANITORIAL SUPPLIES	6.99	500.00	4,825.59	0.00	0.00	4,825.59	6,000.00	-1,174.41	80.43%
45116 - COVID 19 SUPPLIES	1,875.83	1,064.58	3,214.20	0.00	0.00	3,214.20	12,775.00	-9,560.80	25.16%
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	489.25	670.83	12,214.25	0.00	0.00	12,214.25	8,050.00	4,164.25	151.73%
45140 - EXTERIOR R & M-OTHER	5,290.97	1,170.83	19,472.03	0.00	0.00	19,472.03	14,050.00	5,422.03	138.59%
45150 - HVAC R & M	1,022.00	2,083.33	20,863.66	0.00	0.00	20,863.66	25,000.00	-4,136.34	83.46%
45155 - GENERAL BLDG SERVICES	165.16	125.00	1,375.85	0.00	0.00	1,375.85	1,500.00	-124.15	91.72%
45160 - CONTRACT INSPECTION & MAINTENAN	1,085.00	1,166.67	22,235.78	0.00	0.00	22,235.78	14,000.00	8,235.78	158.83%
45165 - INTERIOR R & M-OTHER	2,423.24	1,133.33	16,891.81	0.00	0.00	16,891.81	13,600.00	3,291.81	124.2%
11 Subtotal	14,737.51	14,454.17	160,293.22	0.00	0.00	160,293.22	173,450.00	-13,156.78	92.42%
12E - UTILITIES									
45310 - UTILITIES-GAS	471.05	600.00	7,356.31	0.00	0.00	7,356.31	7,200.00	156.31	102.17%
45320 - UTILITIES-ELECTRIC	1,224.85	1,833.33	18,977.91	0.00	0.00	18,977.91	22,000.00	-3,022.09	86.26%
45330 - UTILITIES-TELEPHONE	1,612.96	1,000.00	11,745.37	0.00	0.00	11,745.37	12,000.00	-254.63	97.88%
45340 - UTILITIES-WATER	374.72	300.00	2,848.86	0.00	0.00	2,848.86	3,600.00	-751.14	79.14%
45350 - UTILITIES-TRASH	78.56	91.67	942.72	0.00	0.00	942.72	1,100.00	-157.28	85.7%
12 Subtotal	3,762.14	3,825.00	41,871.17	0.00	0.00	41,871.17	45,900.00	-4,028.83	91.22%
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	16,253.00	0.00	0.00	16,253.00	16,253.00	0.00	100.0%
45510 - LEGAL	0.00	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	18,155.00	0.00	0.00	18,155.00	21,000.00	-2,845.00	86.45%
13 Subtotal	1,575.00	6,692.67	68,124.50	0.00	0.00	68,124.50	80,312.00	-12,187.50	84.83%
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	2,707.50	0.00	0.00	2,707.50	3,300.00	-592.50	82.05%
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	3,386.58	0.00	0.00	3,386.58	4,900.00	-1,513.42	69.11%
15E - CAPITAL EQUIPMENT									
46500 - CAPTIAL 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	13,652.57	11,112.25	0.00	130,638.89	0.00	130,638.89	133,347.00	-2,708.11	97.97%
19 Subtotal	13,652.57	11,112.25	0.00	130,638.89	0.00	130,638.89	133,347.00	-2,708.11	97.97%
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	195,926.67	205,193.50	2,145,879.93	130,641.39	0.00	2,276,521.32	2,462,322.00	-185,800.68	92.45%
Net Income	-108,909.31	0.00	234,304.40	1,533.19	82.02	235,919.61	0.00	235,919.61	100.00%

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

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	0.67%	1,928,450
Illinois Funds - GASB54	#6950	MM	Various	560,253
Illinois Funds - General	#5519	MM	Various	65,042
			Total	\$ 2,643,910



West Chicago Public Library District

Financial Analysis

For the 12 Month(s) Ended June 30, 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

100% of Budget Year

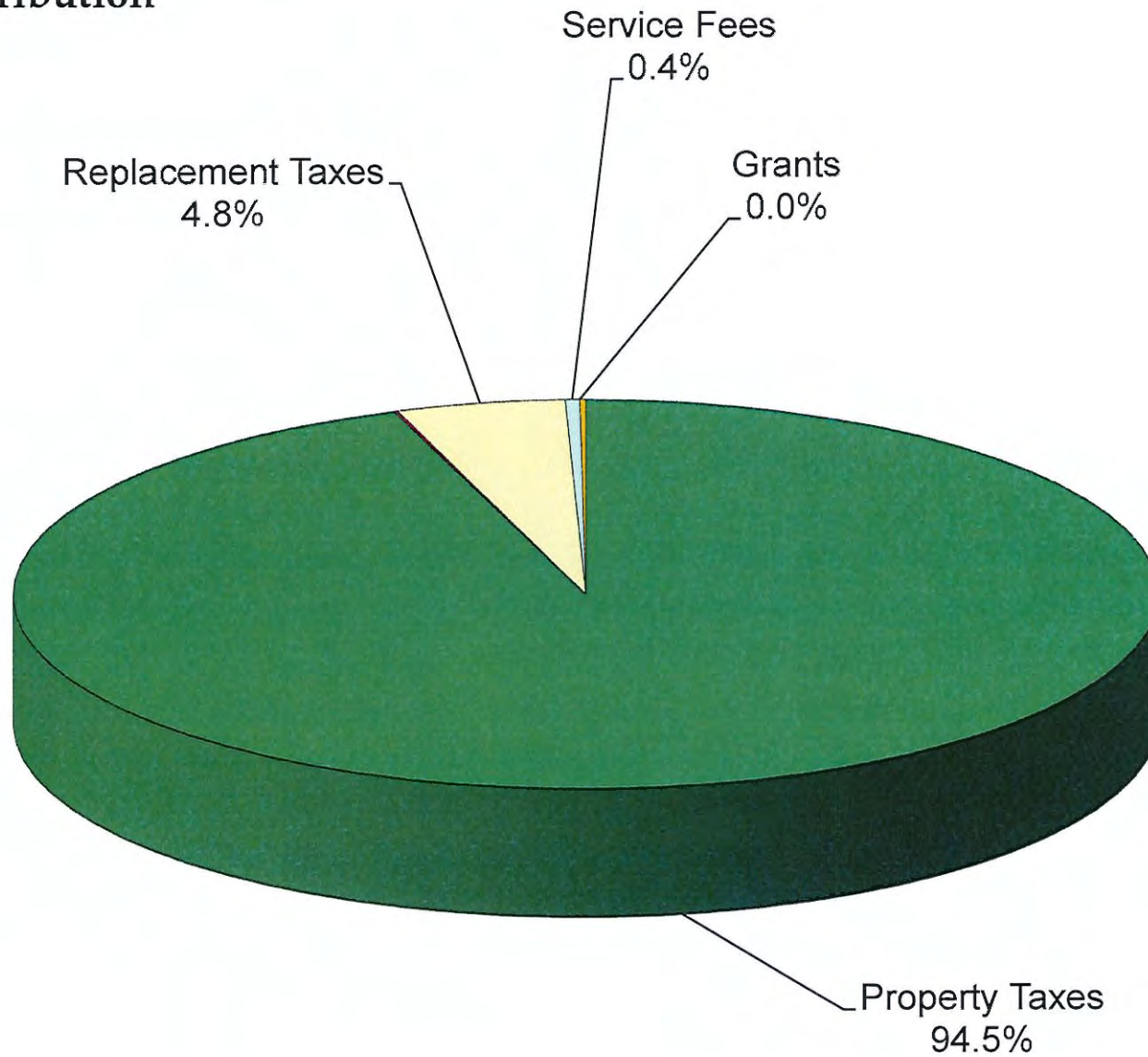
- 102% of Total Budget
- Property Taxes
 - Collected \$2,375,485 or 100% of Budgeted Property Taxes (1st and 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$119,634 or 342% of Budget
- Service Fees
 - Collected \$10,264 or 187% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget
Property Taxes	2,375,485	2,380,317	100%
Interest	2,814	1,000	281%
Replacement Taxes	119,634	35,000	342%
Service Fees	10,264	5,500	187%
Other Revenue (Program Rental)	-	-	n/a
Grants	-	37,405	0%
Miscellaneous	4,243	3,100	137%
Debt Proceeds / Sale of Asset	-	-	n/a
Transfer-In	-	-	n/a
Actual Revenues	2,512,441	2,462,322	102%
Budgeted Revenues	2,462,322		
% Diff	102%		

Revenues

Revenue Distribution



Expenditure Highlights

100% of Budget Year

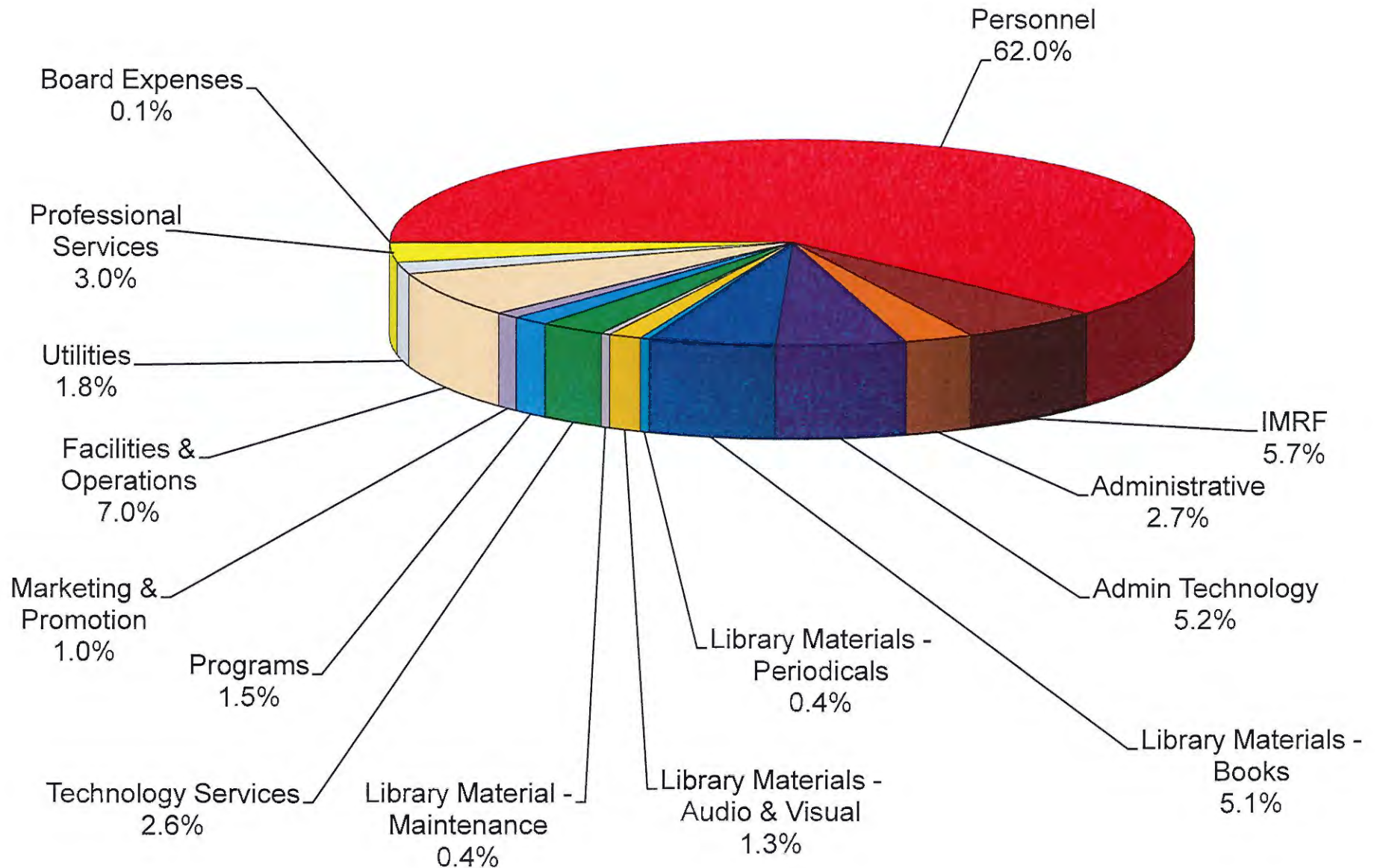
- 92% of Total Budget
- Admin. Technology
 - 106% of Budget
 - Sikich Workstation Refresh for \$10,199
 - Received \$24,125 refund from Sikich for returns & items not received yet
 - Sikich In-house/Remote Support & New Laptops for \$19,646
- Library Materials - Books
 - 94% of Budget
 - Electronic Reference Annual Subscription \$28,886
- Professional Services
 - 85% of Budget
 - Sikich Audit for \$11,572
- Facilities Maintenance
 - 92% of Budget
 - Parking lot sealcoating for \$5,250

Expenditures

Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,411,358	1,514,720	93%
IMRF	130,639	133,347	98%
Administrative	62,331	75,320	83%
Admin Technology	118,625	112,403	106%
Library Materials - Books	116,153	124,190	94%
Library Materials - Periodicals	8,534	13,000	66%
Library Materials - Audio & Visual	30,133	38,000	79%
Library Material - Maintenance	60,210	74,180	81%
Technology Services	8,476	12,800	66%
Programs	34,090	28,800	118%
Marketing & Promotion	22,299	31,000	72%
Facilities & Operations	160,293	173,450	92%
Utilities	41,871	45,900	91%
Professional Services	68,125	80,312	85%
Board Expenses	3,387	4,900	69%
Actual Expenditures	2,276,521	2,462,322	92%
Budgeted Expenditures	2,462,322		
% Diff	92%		

Expenditures

Operational Expenditure Distribution



Revenue, Expenditure & Fund Balance

For the 12 Month(s) Ended June 30, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	234,304	1,533	82	235,920	-
BEGINNING FUND BALANCE	887,175	3,347	122,353	1,012,875	1,012,875
ENDING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,012,875

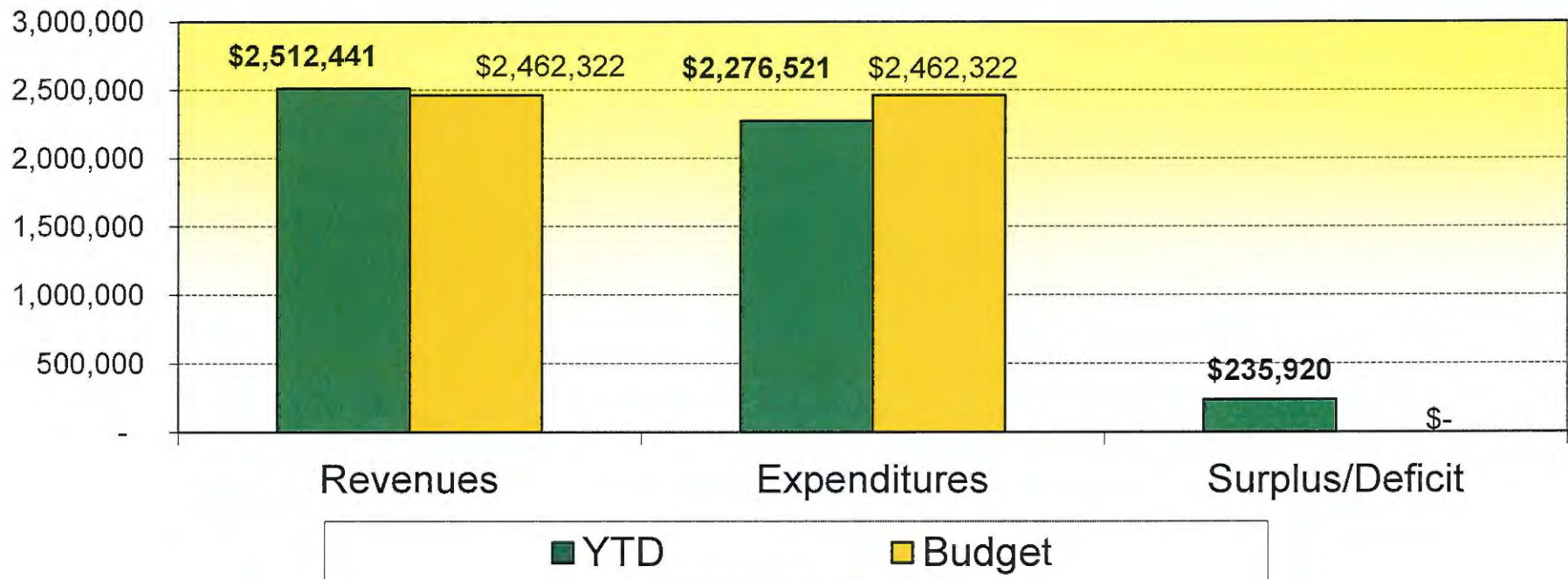
Fund Balance as % of Total Expenditures

52%

4%

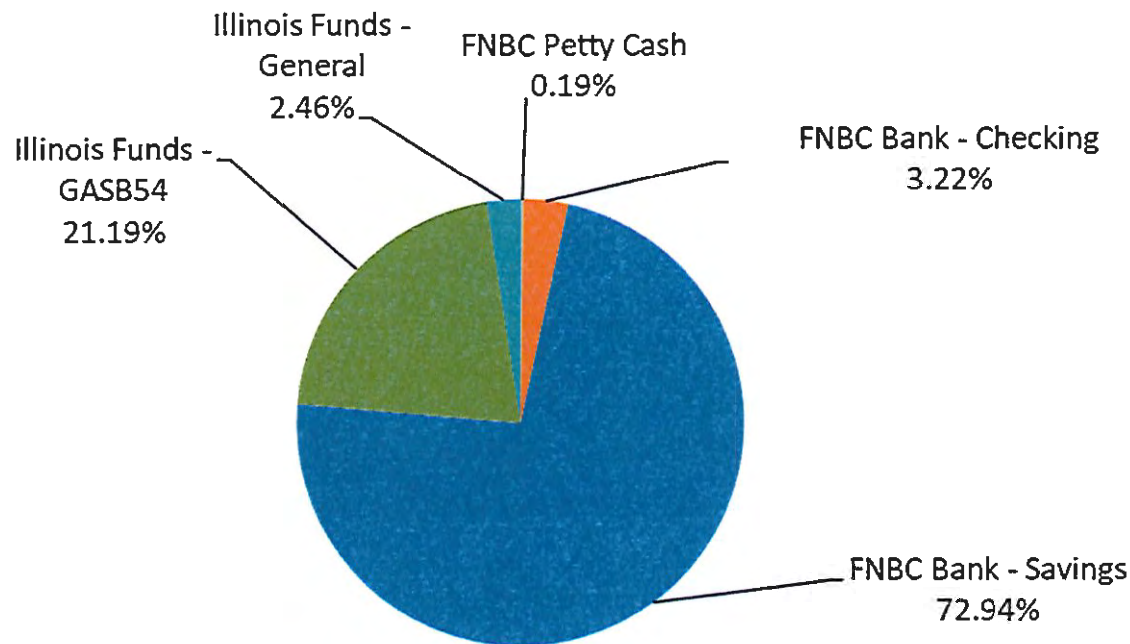
0%

55%



Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	0.67%	1,928,450
Illinois Funds - GASB54	#6950	MM	Various	560,253
Illinois Funds - General	#5519	MM	Various	65,042
Total				\$ 2,643,910



*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

MEMO RE: COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 24, 2022

The Memo addresses requirements applicable to Library Districts per Public Act 102-1088 (Decennial Committees on Local Government Efficiency Act) ("the Act"; copy attached).

In plain English, before June 9, 2023 (next June), Library Districts "must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board".

NOTES ON APPLICABILITY OF THE ACT

1. The Act applies to governmental units defined as "units of local government that may levy any tax, except municipalities and counties".
2. Local Libraries (City and Village Libraries) do not have authority to levy taxes. Accordingly, the requirements of the Act do not apply to Local Libraries.
3. Municipalities and Counties are excluded from the requirements of the Act.

NOTES ON COMPLIANCE TIMEFRAME

1. The Act is effective June 10, 2022.

2. The Committee must be formed within one year after the effective date of the Act (June 9, 2023).
3. The first report is due “no later than 18 months after the formation of the Committee”.
4. The Act also requires at least one additional report within the next 10 years.

NOTES ON COMMITTEES

1. Membership of the Committee:

Each Committee’s membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents of the governmental unit, who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and any chief executive officer or other officer of the governmental unit.

2. Committee Meetings:

- a. Committees shall meet at least 3 times.

- b. Committees may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the Committee meeting is listed as part of the board of the governmental unit’s agenda; and (3) at least a majority of the members of each Committee are present at the Committee’s meeting.

- c. The Committee shall meet in accordance with the Open Meetings Act and the Committee shall be a public body to which the Freedom of Information Act applies.

3. Committee Role/Duties:

The duties of the Committee include, but are not limited to, the study of the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State.

4. Committee Report:

Each Committee shall summarize its work and findings in a written report to the County Board which shall include recommendations in respect to increased accountability and efficiency.

AN ACT concerning local government.

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

Section 1. Short title. This Act may be cited as the
Decennial Committees on Local Government Efficiency Act.

Section 5. Definition. As used in this Act, "governmental
unit" includes all units of local government that may levy any
tax, except municipalities and counties.

Section 10. Formation of committee; members; vacancy;
administrative support.

(a) Within one year after the effective date of this Act
and at least once every 10 years thereafter, each governmental
unit must 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.

(b) Each committee's membership shall include the elected
or appointed members of the governing board of the
governmental unit; at least 2 residents of the governmental
unit, who are appointed by the chair of the board of the
governmental unit, with the advice and consent of the board;
and any chief executive officer or other officer of the
governmental unit. The committee shall be chaired by the
president or chief elected or appointed official of the
governing board of the governmental unit, or his or her
designee. The chairperson may appoint additional members to
the committee as he or she deems appropriate.

Committee members shall serve without compensation but may
be reimbursed by the governmental unit for their expenses
incurred in performing their duties.

(c) A committee may employ or use the services of
specialists in public administration and governmental
management and any other trained consultants, analysts,
investigators, and assistants it considers appropriate, and it
may seek assistance from community colleges and universities
as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the
vacancy shall be filled in the same manner as the appointments
under subsection (b).

(e) Each governmental unit shall provide administrative
and other support to its committee.

Section 15. Duties of a committee. The duties of a
committee include, but are not limited to, the study of the
governmental unit's governing statutes, ordinances, rules,
procedures, powers, jurisdiction, shared services,
intergovernmental agreements, and interrelationships with
other governmental units and the State. The committee shall
also collect data, research, and analysis as necessary to
prepare the report described in Section 25.

Section 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting.

Section 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee. The report shall be made available to the public.

Section 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

Section 85. The School Code is amended by changing Section 17-1.1 as follows:

(105 ILCS 5/17-1.1)

Sec. 17-1.1. Shared service reporting and fiscal efficiency.

(a) Annually, each school district shall complete a report developed by the State Board of Education, to accompany the annual financial report and to be published on the State Board of Education's Internet website, that summarizes district attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year. The report must be primarily in checklist form and approximately one page in length. It shall include, but shall not be limited to, the incidence of the following shared service options: insurance; employee benefits; transportation; personnel recruitment; shared personnel; technology services; energy purchasing; supply and equipment purchasing; food services; legal services; investment pools; special education cooperatives, vocational cooperatives, and other shared educational programs; curriculum planning; professional development; custodial services; maintenance services; grounds maintenance services; food services; grant writing; and science, technology, engineering, and mathematics (STEM) program offerings. The report shall also include a list of potential shared services or outsourcing the district may consider or investigate for the next fiscal year and any anticipated barriers to implementation. This report must be approved by the school board at an open meeting that allows for public comment, and it shall be published on the Internet website of the school district, if any.

(b) Based on data supplied by school districts through the annual financial report, regional superintendents of schools shall publish annually a regional report summarizing district attempts to improve fiscal efficiency through shared services or outsourcing within the educational service region. This report shall include a list of all joint purchasing initiatives, joint agreements between districts, attempts to reduce or eliminate duplication of services and duplicative expenditures, and identification of any overlapping regional service delivery systems.

(c) For school districts required to develop and submit to the State Board of Education a deficit reduction plan under Section 17-1 of this Code, the regional superintendent of schools and the school district shall jointly prepare a shared services and outsourcing plan that considers actions that may improve the district's fiscal efficiency and how future savings associated with shared services or outsourcing are to be utilized.

(Source: P.A. 97-357, eff. 1-1-12.)

Section 90. The State Mandates Act is amended by adding Section 8.46 as follows:

(30 ILCS 805/8.46 new)

Sec. 8.46. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act.

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

Effective Date: 6/10/2022



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

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

Dear Director Weseloh:

I am pleased to award the West Chicago Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$42,668.80. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 28,928. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Nancy Conradt
West Chicago Public Library District Per Capita File
JW:isl

Library Director Report

July 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 100.0%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$560,253.18 (+ \$515.01)
 - New Building & Construction Fund: \$32,567.58 (+ \$29.91)
 - General (Corporate) Fund: \$32,474.30 (+ \$29.85)
- ❖ The Library received notification of its Per Capita Grant Award from the Illinois State Library. The Per Capita Grant Award for fiscal 2022 was \$42,668.80.

PHYSICAL PLANT

- ❖ Buck Services was on-site for cleaning services on 6/28 and 7/19 to cover for the Maintenance Assistant
- ❖ Fitzgerald Electric repaired two light fixtures on 7/8; (Youth Services & Circulation Workrooms)
- ❖ Anderson Elevator completed preventive maintenance on 7/11
- ❖ Gehrke completed its monthly maintenance on 7/11
- ❖ WaterLogic was on-site 7/19 to repair the hot water spigot on the water cooler

PERSONNEL

- ❖ The Library Director:
 - Attended the Sikich quarterly business review meeting with the IT Librarian on 6/22
 - Attended a webinar titled "Mastering the Art of Difficult Conversations" on 6/23
 - Attended the Building & Grounds Committee Meeting on 6/27
 - Attended the Library Board meeting on 6/27
 - Took time off from 6/29 through 7/5
 - Held the Managers Advisory Meeting on 7/11
 - Attended an Alebrijes meeting with Library staff and representatives from the City of West Chicago and the Cultural Arts Commission on 7/12
 - Attended the Strategic Planning Committee meeting on 7/12
 - Met with WeGo Together for Kids Interim Coordinator of Partnerships and Metropolitan Family Services staff members to discuss the Administrative Sponsor agreement and the hiring process for the next WeGo Together for Kids Director of Partnerships on 7/13
 - Attended the Policy Meeting on 7/16
- ❖ Debbie W. celebrated her one-year anniversary on 7/8.
- ❖ Mike Novy celebrated his 14th year anniversary on 6/30

Library Director Report

July 2022

TECHNOLOGY

- ❖ The hard drives on computers one and nine in Adult Services failed. HP replaced the hard drives and Sikich reimaged the computers. Issues have persisted and further investigation into the computers have led Sikich to believe it is a motherboard issue for both computers. HP will be contacted for the replacement of the motherboards as the next step to resolve the issue for these two computers.
- ❖ I signed a contract with AT&T Business on July 7 to bring a fiber Internet connection into the library (50 Mbps). The next step will include a site survey to ensure that the connection is "good to go" as-is. Assuming that the connection is ready, the implementation could be as soon as 30 to 45 days; if additional work needs to be performed, it may take up to 90 days for implementation.

MISCELLANEOUS

- ❖ A 60th Anniversary traveling Beatles Photo Exhibit titled 4EVER4, sponsored by Republic Bank, will be in the Library from August 1-8. August 1 John F. Lyons will present 60 Years of Beatles. This presentation will examine the impact of the Beatles on the Chicago metropolitan area. Prior to the presentation at 6:00 p.m. tea and scones will be served and with time to view the traveling photo exhibits throughout the library.

Department Reports

June 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 7 programs were attended in June held either virtually or in-person with a total of 49 attendees.

Healthy West Chicago Virtual Cooking Class: A total of 28 attended the June virtual cooking class with food kits.

Healthy West Chicago Yoga on the Lawn: A total of 21 attended yoga in June

Make and Take Crafts: Zentangle Bookmarks: A total of 100 zentangle bookmarks were taken from our make and take station for patrons in the month of June.

- **Technology Classes:** Adult Services staff taught 2 in-person computer classes in June (One in English and one in Spanish) with a total of 6 attendees.
- **Outreach:** Adult Services Librarian, Sara and Adult Services Assistant, Edith presented outreach in person at Wood Glen Senior Residences and Aperion Care in June. A total of 27 residents attended these outreach crafting events.
- **Summer Reading Kickoff: Adult:** A total of 91 adults come to pick up starter bags for the Summer Reading Program in June. Since that day 134 bags have been given in total.

ADULT SERVICES: YOUNG ADULT

- A total of 5 programs were offered for teens in June with a total of 21 attendees.
- **Outreach: Summer School Presentation:** Young Adult Librarian, Jessica spoke to 50 teachers at a summer school- teacher event in June to promote the YA summer reading program and programming for teens to teachers.

- **Make and Take Crafts: Gods's Eyes:** This camp craft was offered as a make and take for teens in June and 20 were taken to complete at home.
- **Summer Reading Kickoff: Young Adult A** total of 53 YA registration bags were handed out on the day of the kickoff for Summer Reading. Since that day 100 bags have been given in total.

CIRCULATION SERVICES

Circulation Statistics June 2022:

- 16,127 Total Items checked out, 21.7% increase from June 2021.
- 4,031 Electronic materials checked out, 55.34% increase from June 2021.
- The total value of the materials checked out by our patrons was \$79,429.17 during June 2022.
- During June 2022, we had 181 patrons using self-check and a total of 701 items checked out.

Patron Statistics June 2022:

- 4,543 Visitors to the Library, 42.91% increase from June 2021.
- 114 New patrons added, 107.27% increase from June 2021.
- 14,937 Card holders, 8.73% decrease from June 2021.
- 49.92% of the district population have library cards, 4.78% decrease from June 2021.

Other Activities:

- Gabriel Cárdenas researched the cost of installing a new set of security gates.

TECHNICAL SERVICES

Acquisitions:

- 57 Items ordered.
- 235 Items invoiced/received.
- 0 Items returned.

Cataloged:

- 2665 Items added to the collection.

Withdrawals:

- 419 Items withdrawn from the collection.

Material Maintenance:

- 66 Items repaired in house.

Other Activities:

- 537 Daily Health Questionnaires.
- 402 Items moved from new shelf to regular collection.
- 267 Postage processed.
- 144 Invoices archived.
- 138 Invoices processed.
- 25 Withdrawn books donated to Better World Books.
- 5 Title transfers.
- 4 Pre-cat records created.
- 4 E/J Kit Records Updated.

YOUTH SERVICES

- **Engagement** -We held a total of **22** programs during the month of June
- **Total Outreach (online)-94**
- **All programs-834**

Summer Reading Kick Off-Our Summer Reading kick off was a huge success, we gave out 247 summer reading bags to children and had 142 drawing tickets turned in for the kick off drawing. Cosley Zoo came and did a presentation on local wildlife and children were able to see animals up close and personal.

Stories and Alebrijes-Through a partnership with Cantigny, we are doing bilingual stories with the alebrijes on display at the park this summer. We had 27 people attend our first session.

Sensory Saturday-Youth Services Librarian, Nicole Lapas put on a sensory program for children with special needs. Children are able to listen to a story and play with manipulatives in the main program room. We had a total of 17 patrons attend this program.

ADMINISTRATIVE SERVICES

eNews: June

Our click rate and open rate did not change this month. All our top emails did not require a link click to learn more or register. If they had required a link to register or to learn more, our click rate would have been double what it was. For the second month in a row, our Summer Reading Page continues to be our top link clicked.

Monthly Overview:

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

Top Emails:

06/06 - Staff Development Notice

- Unique Opens: **2,068**
- Open Rate: **40%** (Last Month: 38%)
- Unique Clicks: **28**
- Click Rate: **1%** (Last Month: 1%)

06/23 - Paletas Storytime

- Unique Opens: **1,916**
- Open Rate: **37%** (Last Month: 37%)
- Unique Clicks: **2**
- Click Rate: **1%** (Last Month: 2%)

06/15 - Cooling Center

- Unique Opens: **1,750**
- Open Rate: **33%** (Last Month: 37%)
- Unique Clicks: **2**
- Click Rate: **1%** (Last Month: 3%)

Top Links Clicked:

- Summer Reading Page - **50** (Last Month: 71)
- HWC AS Cooking Class – **31** (Last Month: 22)
- Library's website – **31** (Last Month: 21)

- West Chicago Mining Company – 8 (Last Month: 20)
- Virtual Chair Yoga – 8 (Last Month: 7)

Facebook: June

Our post reach grew by about five times and our engagements grew by about 4 times what it was last month. Our Summer Reading efforts and our Stories and Alebrijes at Cantigny promo can be credited for those results.

Monthly Overview:

Total Post Reach: **53,524** (Last Month: 13,309)

Total Post Engagements: **2,245** (Last Month: 627)

Page Likes: **1,891** (Last Month: 1,863)

Top Posts:

06/06 Stories and Alebrijes Promo

Reach: **8,918** (Last Month: 1,732)

Engagement: **190** (Last Month: 61)

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

06/16 SR Promo: Clear the Clouds Away Video

Reach: **8,375** (Last Month: 1,648)

Engagement: **1,693** (Last Month: 35)

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

06/03 SR Banner Promo

Reach: **5,516** (Last Month: 890)

Engagement: **217** (Last Month: 65)

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

Instagram: June

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: **470** (Last Month: 463)

Top Posts:

06/23 Summer Reading Reel: Clear the Clouds Away

Reach: **948** (Last Month: 2,313)

Engagement: **12** (Last Month: 44)

Views: **989** (Last Month: 2,306)

06/02 Summer Reading Reel: Adults Too

Reach: **206** (Last Month: 195)

Engagement: **9** (Last Month: 7)

Views: **229** (Last Month: 203)

06/23 Summer Reading Kickoff Photos

Reach: **79** (Last Month: 193)

Engagement: **12** (Last Month: 6)

Views: **NA** (Last Month: 202)

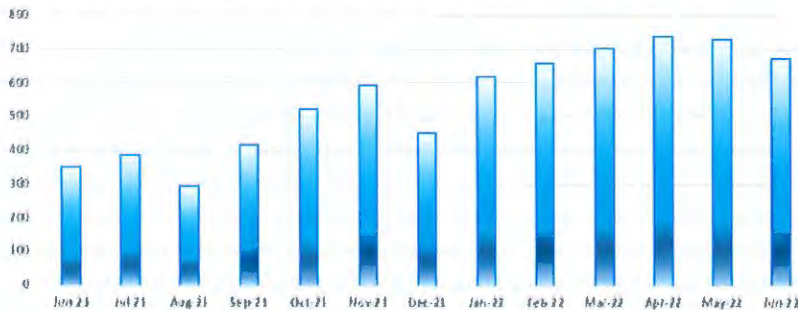
Creative Corridor: June

- Summer Reading has taken over our corridor. We have the AS and YA Summer Reading Grand Prizes on display, and we have hung a 4'x8' banner thanking all our donors on our wall.

IT Report – June

Wireless Overview

June had 672 unique clients with 662.73Gb of data used.



Our numbers went down a bit as predicted, but we are still holding at nearly double what we were last year.

Website

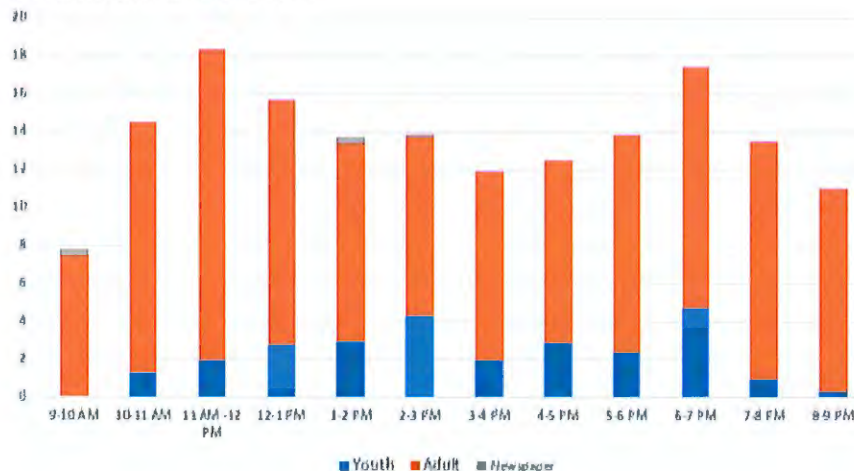
Last month we had 8282 website visits.

The top 5 pages in June were

1. Summer Reading 2022 (593 Visits in June, 320 Visits in May)
2. Yearbooks (407 Visits in June, 440 Visits in May)
3. Employment (233 Visits in June, 255 Visits in May)
4. Print from Anywhere (201 Visits in June, 184 Visits in May)
5. Research Databases (146 Visits in June, 103 Visits in May)

Computer Usage

We had 443 users in June.



June marks the return of the Newspaper Archive computer. Overall, we had another rise in computer usage from the previous month as SRP brings people in. The SRP page took over the top spot from Yearbooks and we are definitely seeing that popularity translate to increased usage.

DRAFT

ORDINANCE 22-03

BUDGET AND APPROPRIATIONS OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023

PART I

ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2022, all funds	2,643,910
Item 2:	Taxes to be received in 2022-2023 fiscal year from levy of 2021 and prior years	2,400,000
Item 3:	Taxes to be received in 2022-2023 fiscal year from levy of 2022 (to be spent in 23-24)	2,600,000
Item 4:	Replacement tax	60,000
Item 5:	Interest	1,000
Item 6:	Other receipts (fines, fees, gifts, etc.)	55,768
Item 7:	Estimated Amount Available	7,760,678

PART II

<u>PART II</u>		<u>BUDGET</u>	<u>APPROPRIATIONS</u>
Item 1:	Salaries	1,283,108	1,800,000
Item 2:	Insurance-Health, Dental, Life	198,350	400,000
Item 3:	FICA	98,000	120,000
Item 4:	Unemployment Compensation	3,000	10,000
Item 5:	Worker's Compensation	2,335	10,000
Item 6:	Administrative Expenses	77,913	95,000
Item 7:	Administrative Technology Expense	151,399	185,000
Item 8:	Library Materials-Books	126,744	160,000
Item 9:	Library Materials-Periodicals	9,000	16,000
Item 10:	Library Materials-Audio Visual	35,650	45,000
Item 11:	Technology Services	97,543	200,000
Item 12:	Library Material Maintenance	10,490	25,000
Item 13:	Programs	40,374	50,000
Item 14:	Marketing & Promotions	32,536	75,000
Item 15:	Facilities & Operations	158,187	650,000
Item 16:	Utilities	47,675	95,000
Item 17:	Professional Services	83,301	180,000
Item 18:	Library Board Expenses	4,800	10,000
Item 20:	Capital Equipment Expenses	0	400,000
Item 21:	Estimated Expenditures-Corporate	2,460,405	4,526,000

PART III

SPECIAL FUND ESTIMATED EXPENDITURES

Item 1:	Illinois Municipal Retirement Fund	130,974	190,000
Item 2:	Estimated Expenditures	130,974	190,000

PART IV

SPECIAL RESERVE FUND ESTIMATED EXPENDITURES

Item 1:	Special Reserve Fund	0	200,000
		0	200,000

PART V

SUMMARY

Total Appropriation for Corporate Fund	2,460,405	4,526,000
Total Appropriation for IMRF	130,974	190,000
Total Appropriation for Special Reserve Fund	0	200,000
Total Appropriation	2,591,379	4,916,000

ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2022

Estimated Amount Available All Funds: Part 1 - Item 7	0	7,760,678
minus Part II - Item 21	2,460,405	-4,526,000
minus Part III - Item 1	130,974	-190,000
minus Part IV - Item 1	0	-200,000
Estimated balance to be on hand at June 30, 2023	2,591,379	2,844,678

PART VI

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

PASSED by the Board of Library Trustees on August 22, 2022

AYES:

NAYS:

ABSENT:

ABSTAIN:

Nancy Conradt, President
Board of Library Trustees
West Chicago Public Library District

ATTEST:

Diane Kelsey, Secretary
Board of Library Trustees
West Chicago Public Library District

SEAL



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 22-04

A Resolution to Revise Resolution 21-02 and Establish the Revised Library Closing Schedule for 2022

JANUARY	1 SATURDAY	NEW YEAR'S DAY
APRIL	17 SUNDAY	EASTER
MAY	30 MONDAY	MEMORIAL DAY (Library is closed Sundays (May 29) through Labor Day weekend (September 4))
JULY	4 MONDAY	INDEPENDENCE DAY
SEPTEMBER	5 MONDAY	LABOR DAY
OCTOBER	14 FRIDAY	STAFF IN-SERVICE
NOVEMBER	23 WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSSES AT 5:00 pm
NOVEMBER	24 THURSDAY	THANKSGIVING DAY
DECEMBER	24 SATURDAY	CHRISTMAS EVE
DECEMBER	25 SUNDAY	CHRISTMAS DAY
DECEMBER	26 MONDAY	CHRISTMAS DAY OBSERVED
DECEMBER	31 SATURDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 25th day of July 2022 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Resolution 22-04

A Resolution to Revise Resolution 21-02 and Establish the Revised Library Closing Schedule for 2022

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2022.

Ayes:

Nays:

Absent:

Resolution Declared Adopted:

Diane Kelsey, Secretary

Nancy Conradt, President

Date: July 25, 2022

INCOME PROJECTION

FY 2022/2023

FINAL 6/27/2022

Library Fund	FY 19-20 Anticipated	FY 19-20 Actual	FY 20-21 Anticipated	FY 20-21 Actual	FY 21-22 Anticipated	FY 21-22 Actual April 2022	FY 22-23 Anticipated	FY 22-23 Actual
Tax Levy-Corp Fund	\$2,115,484	\$2,110,830	\$2,155,659	\$2,150,565	\$2,246,970	\$2,243,374	\$2,343,538	
Personal Prop.Replac.Taxes	\$38,000	\$43,271	\$35,000	\$54,884	\$35,000	\$35,216	\$60,000	
Interest - Allocated	\$20,000	\$20,165	\$1,000	\$1,162	\$1,000	\$713	\$1,000	
Dividend Income		\$421						
Fines (Service Fee)	\$10,000	\$6,975	\$7,000	\$3,198	\$3,000	\$1,933	\$3,000	
Copiers (Service Fee)	\$5,000	\$4,962	\$6,250	\$663	\$2,500	\$3,594	\$3,000	
Non-Resident (Service Fee)	\$1,800	\$823	\$2,400	\$899		\$1,101	\$1,000	
Lost & Paid Books (Service Fee)	\$1,200	\$713	\$500	\$187		\$1,515	\$1,000	
Per Capita Grant	\$37,405		\$37,405	\$37,405	\$37,405		\$42,668	
Donations-Summer Reading Program (Misc.)	\$1,500	\$950	\$1,200			\$1,000	\$2,000	
Memorials and Donations (Misc.)				\$100		\$326	\$100	
Other Income (Misc.)	\$3,000	\$3,510	\$3,000	\$7,244	\$3,000	\$2,917	\$3,000	
Other Grants	\$1,500	\$2,140		\$497				
Other Grants - Census 2020		\$8,565						
Impact Fees - Developer Donations (Misc.)	\$200		\$200	\$45	\$100		\$100	
Library Fund	\$2,235,089	\$2,203,325	\$2,249,614	\$2,256,849	\$2,328,975	\$2,291,689	\$2,460,406	
Special Revenue Fund - IMRF	\$123,730	\$78,740	\$130,531	\$129,992	\$133,347	\$132,111	\$130,974	
TOTAL REVENUE	\$2,358,819	\$2,282,065	\$2,380,145	\$2,386,841	\$2,462,322	\$2,423,800	\$2,591,380	

ACCT #	ACCOUNT NAME	FY 20/21 Proposed	FY 21/22 Proposed	FY 22/23 Proposed	FY 21/22 COMMENTS FINAL 6-27-2022
LIBRARY FUND					
PERSONNEL:					
41100	Salaries	1,197,245	1,229,191	1,272,308	Based on 33 staff (ft18, pt15) Includes \$14,000 merit pool
41100	ER Health Savings	10,800	10,800	10,800	H.S.A. - 8 participants @ \$1,200, 1 extra
41110	Ins-Health & Dental, Life, EBC	167,000	178,500	198,350	18 Eligible employees (17 elected), 18 budgeted
41120	FICA	93,000	91,000	98,000	Medicare and OASDI (Social Security)
41130	Unemployment	2,000	3,000	3,000	
41140	Worker's Compensation	4,800	2,229	2,336	Hanover
		1,474,845	1,514,720	1,584,794	
ADMINISTRATIVE EXPENSES:					
41310	Professional Development	14,000	14,600	13,260	Staff development (ALA, PLA, ILA, LACONI, Webinars, Reaching Forward)(\$7,060), Tuition reimbursement for LTA (\$1,200), Staff training (\$5,000)
41320	Travel	2,700	2,700	2,500	Hotel, mileage reimbursement for Circulation, Adult Services, Youth Services, Public Relations (\$2,500)
41330	Association Dues	5,800	5,800	5,383	Institutional and professional memberships (ILA, ALA, PLA, YALSA, ALSC, SHRM, HR Source, Chamber of Commerce, Rotary) for staff and WCPLD
41332	Payroll Processing	5,500	5,500	6,500	Web Pay, Web Time, W2 processing
41334	Office Supplies-General	6,000	4,870	6,100	YS (\$600), AS (\$300), PR (\$1850), Admin (\$500), General office supplies \$3345 (postage meter supplies \$330, misc. office supplies \$1370, printer/copier paper \$1650)
41336	Office Equipment	20,700	23,150	23,150	ISBS copier/fax usage/printer (\$1550 mo./\$18,600 yr), YS, HR Printers (1000/qtr= \$4000/annual), postage meter \$450/yr
41338	Postage	6,800	7,800	6,820	Board packets, inter-library loans, overdue notices, certified mail, homebound mail, bulk mail permit \$245
41342	Administrative Miscellaneous	1,800	1,800	2,100	Bank fees, background check fee=\$28 each, contingency, HR Direct - Poster Guard (\$95), Nayax copier fees \$225/annual, notary fees \$400, Costco \$240/annual, Amazon Capital \$180/annual
41344	Supplies-Recognition	3,240	3,000	6,000	Board retreat, in-service, hosting of meetings, Christmas dinner, other events (\$500 per event), staff recognition \$3000
41346	Materials & Resource Recovery	1,600	1,600	1,600	Cost associated to recover material that is overdue through Unique Material Recovery Service.
41348	Circulation Services Supplies	4,500	4,500	4,500	This line is used to purchase Library Cards \$2100, Postcards \$400, Receipt Printer Paper \$100, Tote bags \$400, Plastic bags \$1500
		72,640	75,320	77,913	

ADMINISTRATIVE TECHNOLOGY EXPENSE:					
41400	IT Equipment/Upgrades - Staff	1,929	34,190	35,612	The price of 2 10.9-inch iPad Air Wi-Fi 256GB - Space Gray with appcare @ \$880 each= total \$1,760. The price of 9 wireless mice for managers and others with laptop computers \$90 each \$810. 6 nylon braded HDMI cords @ \$16 each \$96. 8 new staff computers for Circulation and Youth @ \$1,707 each + 4 hours setup time per computer @ \$184 per hour = \$19,544, 2 new staff laptops for Youth @ \$1,199 each + 4 hours setup time per computer @ \$184 per hour = \$3,870, 3 year HP care pack for laptops @ \$131 each = \$262, Apple MacBook Pro 16.2" Notebook for PR @ \$3,273 + 4 hours setup @ \$184 per hour = \$4,009, Kensington Docking station @ \$381, HP ZBook Firefly G8 Mobile Workstation @ \$3,494 + 4 hours setup time @ \$184 per hour = \$4,230, HP Thunderbolt Dock @ \$552, 3 year HP care pack for Firefly @ \$98
41410	Software - Staff	27,102	5,748	32,807	Yearly cost of 4 licenses of Adobe Creative Cloud through Techsoup @ \$382 each = \$1,529. Access to Cricut image and font database @ \$108, Canva Pro @ \$140, Parallels desktop for Mac \$110, Curbside Communicator @ \$120/qtr = \$480. Yearly cost of KnowBe4 security training \$900. Yearly cost of Microsoft Open Value Agreement \$170. Yearly cost of Microsoft Software Assurance Renewal \$100. Move Staff to Cloud (Azure hosting @ \$475 monthly/\$5,700 yearly, Licensing \$350, Cloud printing \$60 monthly/\$720 yearly, Azure services setup \$6,000, File Migration \$14,000, cloud printing setup \$2,500) = \$29,270 total
41415	Phone System	1,440	1,440	2,400	Morgan Birge \$200/mo.

41420	Technology Management	62,400	60,060	65,560	Sikich managed services cost \$58,212, StorageCraft Backup costs @ \$368/mo = \$4,416, Skykick Email Backup @ \$200/mo = \$2,400, Azure Active Directory @ \$6/mo=\$72, 5 hours travel time to set up new computers @ \$92 per hour = \$460.
41425	Warranties/Extended Care	2,960	10,965	15,020	HP Tech Care Essential service for the HP DL380 Gen9 Server @ \$1750, HP Tech Care Basic service for HP DL380 G7 Server @ \$800, Faronics DeepFreeze @ \$400, Mimecast Support Renewal @ \$6,170, Zoom Pro renewal 3@ \$150=\$450, Sonicwall Support @ \$2,200, Maintenance Renewal for the Indus Bookscanner @ \$3,250
		95,831	112,403	151,399	
LIBRARY MATERIALS-BOOKS:					
42112	Reference-Electronic	44,695	44,820	48,374	Freegal \$6,103, EBSCO SWAN Database Package \$5,687 Library Aware \$983, Learning Express Library \$1,327 Pronunciator \$1,400 A to Z Databases 1,895 (year 1 of 3 pricing contract) A to Z World Maps \$250, A to Z World Foods \$250 World Book Online \$2,078, Public Records /Check Illinois-\$2,591 Mosio Chat Reference \$576, Ancestry/ Heritage Quest- \$2,901 Overdrive/DLIL estimate \$6,600 (including Digital magazines) Eread Illinois estimate- 1,700 Lynda/Linked in Learning-7,000 Newsbank estimate- 1,600 , GVRL Admin Fee est. \$100 YS Tumble Books and Math \$1,075 YS World Book Spanish \$397, YS World Book Early Learning \$793 Museum Adventure Pass \$275, North Star \$600 Beanstack \$899 (year 2 of 3 pricing contract), Comic Plus \$1294
42120	Books-Adult	47,000	48,000	48,000	000s : \$700 (approx 20 books/ebooks) 100s: \$800 (approx 30 books/ebooks) 200s: \$600 (approx 41 books) 300s: \$4,900 (several subject areas in the 300s to order/approx 256 books/ebooks) 400s: \$400 (approx 28 books/ebooks) 500s:\$700 (approx 71 books/ebooks) 600s: \$4,400 (approx 231 books/ebooks) 700s: \$2,000 (approx 71 books) 800s: \$ 900 (approx 48 books /ebooks) 900s: \$2,000 (approx 75 books/ebooks) Biographies:\$1,800 (approx 88 books/ebooks) Spanish Language: \$3,500 (approx 247 books/ebooks) Fiction: \$11,000 (approx 647 books) Favorite Authors Program:\$4,600 Bestsellers: \$3,700 (approx 170 books) Large Pring Standing orders: \$3,000 (approx 144 books) Reference: \$3000 (approx 12-15 titles)
42122	Books-Literacy	370	370	370	New Readers & ESL materials (approx 15 books and News for renewal)
42130	Books-Young Adult	6,000	6,000	5,500	Print Materials (Fiction, Non-Fiction, & Graphic Novels) (Approximately 400 titles)\$3,500 eBook/eAudiobooks (Approximately 150 eMaterials)\$2,000
42140	Books-Youth	24,000	24,000	23,500	Approx 1,100 books at an average cost of \$18 each, 400 picture books, 300 Spanish titles, 400 chapter books (\$19,800) (individual book prices vary from \$5 to \$40) \$700 for books that belong in various kits, science, history, Spanish. \$1,500 for book replacements. \$1,500 for prize books given out for Summer Reading, Winter Reading and Fall reading challenge, approx 500 books @\$3 through scholastic literacy partnership.
42170	RBP/ILL Book Replacement	1,000	1,000	1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan.
		123,065	124,190	126,744	
LIBRARY MATERIALS-PERIODICALS:					
42210	Periodicals	14,000	13,000	9,000	Flipster Digital Magazines ext. \$2,000 EBSCO subscriptions for print magazines \$5,000 Newspaper subscriptions increases est \$2,000
		14,000	13,000	9,000	

LIBRARY MATERIALS-AUDIO VISUAL:					
42320	AV Materials-Adult	26,500	27,500	27,000	DVDs,(Movies, TV Series, NonFiction) \$7,000 (approx 215 DVDs) Audiobooks \$6,000 (approx 130 audiobooks) Popular CDs \$1,000 (approx 49 cds) eBooks (Overdrive Advantage Program/ Unbound Program in eRead \$12,000(approx 203 ebooks and eaudiobooks) Library Of Things Items \$ 1,000
42330	AV Materials-YA	3,000	3,000	2,000	Video Games \$1,000 Audiobooks\$1,000
42340	AV Materials-Youth	7,500	7,500	6,650	30 Video games for Nintendo, Playstation, and Xbox at an average of \$40 each (\$1,200). \$700 for 2 additional Ninento Switch systems(\$350 ea.) to circulate. 125 new and replacement DVDs @ \$20 each (\$2,500). Audiobooks and e-audiobooks, 45 @ \$50 each (\$2,250)
		37,000	38,000	35,650	
TECHNOLOGY SERVICES:					
42400	Library Consortium	33,377	33,583	34,935	SWAN
42405	Internet Services	6,360	12,915	19,900	Comcast Business \$475/mo=\$5700, 20x20 Fiber \$600/mo=\$7,200, BigLeaf 500x500 SD-Wan appliance \$500, Cost to setup the secondary connection \$6,500
42420	Software - Public	10,036	8,216	16,045	Evanced Spaces and Sign Up \$872, MyPC \$654, Papercut \$238, ePrintit \$395, 2 credit card payment tower @ \$1,598=\$3196, and the yearly cost of the hotspots is 35 @ \$120 per device= \$4200, Autopilot PC Provisioning & EndPoint Manager Base Policy Configuration \$6,490
42445	IT Equipment/Upgrades - Public	31,325	19,466	26,663	XP-PEN Artist 15.6 Pro \$400, 24" replacement TV for the DVD converter @ \$300, Mobile Beacon 10 hotspots \$15.00 each through Techsoup \$150 total, 5 new public computers for Youth Services @ \$1,707 each + 4 hours estimated setup time per computer @ \$184 per hour = \$12,215 total, 2 new e-sports gaming computers @ \$5,646 each + 4 hours setup time per computer @ \$184 per hour = \$12,764 total, 2 gaming monitors @ \$417 each = \$834 total
		81,098	74,180	97,543	
LIBRARY MATERIAL MAINTENANCE					
42500	Processing--Technical Services	12,800	12,534	10,190	Processing (\$9,440), General Department Supplies (\$350), Archival collection supplies and digital archive development (\$400). Amounts based on previous expenses.
42510	Cataloguing Tool	0	266	300	WebDewey
42515	Digitization Projects	0	0	0	
		12,800	12,800	10,490	
PROGRAMS:					
44120	Programs-Adult	6,400	6,400	10,000	Craft programs (Gettin'Crafty, Crafternoon, and senior outreach crafts): \$3,525 Presenters: \$3,300 Healthy West Chicago Cooking Classes \$2,000 Movie license AS portion \$175 Summer Reading: \$ 1,000
44130	Programs-Young Adult	5,500	5,500	6,000	Program Supplies \$2,500 Movie License \$175 Take & Make/To-Go Bag Supplies \$600 Promo Supplies \$600 Summer Reading \$1,000 Food\$600 Volunteer Kit Supplies\$525
44135	Programs-Summer Reading	5,900	5,900	5,900	Performers \$500, final prizes \$1,500, Program materials \$1,500, Small prizes \$900, Summer Reading kick off reserve funds \$500. \$1,000 for Adult and Young Adult summer reading.

44140	Programs-Youth	7,800	9,000	10,574	Movie License \$174. Work room supplies; markers, crayons, glue, construction paper, craft supplies: \$2,000. Early literacy kits, Spanish Kits and Maker Kits replacement parts. \$1,200. \$2,000 for larger Youth programs, these include the Trunk or Treat, Day of the Dead, and Winter Reading Program \$2,000 for ongoing programs throughout the year, movie days, storytimes, and STEAM programs. \$200 for 3d printer replacement filament. \$500 for Cricut replacement materials. \$2,000 for Youth library to go kits. \$500 to replace toddler table in the early literacy section.
44145	Events and Outreach	5,200	2,000	7,900	For supplies, materials and promotions for library events Library Card Signup Month: \$2,000, Trunk or Treat: \$1,000 Holiday Open House: \$2,000, Library Lover's Month: \$200 National Library Week: \$150, Bloomingfest: \$500 Summer Reading Kickoff: \$1,850, National Night Out: \$200
		30,800	28,800	40,374	
MARKETING & PROMOTIONS:					
44210	Marketing	5,701	7,366	7,246	Constant Contact \$798, BookPage \$348, Facebook Boosts \$100, Canva Images \$120, Adobe Creative Cloud @ 12x/y \$385, Royal Publishing \$495, Giveaways/Logo Materials \$2,500, Marketing Promotional Materials \$2,500
44215	Web Site	550	5,050	5,490	Cost of hosting on GoDaddy @ \$180 per year. Cost of Wildcard SSL Certificate @ \$450 per year. Weblinx website redesign work estimate \$4,860
44220	Promo Mats-Adult	1,500	1,000	2,100	To- go Bags: \$600 Promotional Materials: \$1,500
44240	Promo Mats-Youth	1,600	1,600	1,500	4imprint Library Logo Materials for Youth \$800, ALA promotional materials \$300, \$400 summer reading promotional giveaways.
44245	Program Guide	15,600	15,600	15,800	12,450 pieces @ 4x/year \$12,000, Postage 4x/year \$3,800
44250	Surveys	384	384	400	Price is given by SurveyMonkey in the upcoming charges records on the account.
		25,335	31,000	32,536	
FACILITIES & OPERATIONS:					
45110	Janitorial Service	12,000	16,000	14,400	Annual carpet cleaning (\$2,700), Floor cleaning (\$2,700), janitor time off coverage (\$9,000) Buck Services is \$32.50/hr.
45112	Security Service	14,000	21,500	21,510	Security Monitor 20 hours/wk @ \$19.99/hr= \$20,790, 6 special events \$720
45115	Janitorial Supplies	6,000	6,000	5,500	Paper products \$2136, waste can liners \$1244 , diaper can liners \$62, foam soap \$559, cleaning products and equipment \$672, batteries \$32, vacuum cleaner supplies \$70, hardware/tools \$75, Icemelt \$360, misc. \$300 (base on current usage)
45116	Covid 19 Supplies	0	12,775	3,600	Hand sanitizer \$575, Masks \$1500, Santizing wipes \$475,
45117	Security Cameras	5,500	4,975	5,441	Annual surveillance camera service agreement thru 2/28/2024
45120	Snow Removal	32,000	36,000	26,000	Snow removal (less than 55 inches anticipated)
45130	Exterior Landscaping	8,235	8,050	7,050	Monthly landscape maintenance (8@\$475/mo.= \$3,800), Mulch (\$2,250), Bushes removal (\$1,000)
45140	Exterior R&M - Other	29,000	14,050	9,650	Paver Repairs (\$2,500), Window Washing (\$650) Sprinkler system repairs (\$500), misc. repairs (\$6,000)
45150	HVAC R&M	25,000	25,000	25,000	HVAC Service agreement (\$2,796/qtr=\$11,184), Gehrke water treatment (\$125/mo.= \$1,500), HVAC repairs unanticipated
45155	Gen'l Building Services	1,400	1,500	1,440	Orkin (\$960/annual.), Water Logic-Water Filtration (\$120/qtr.)
45160	Contract Inspection & Maint	14,000	14,000	13,046	ADS (\$1,120/annual), Allegiant Fire Detection-Fire Sprinklers (\$375/annual), Anderson Elevator (\$180/mo.-\$2,160 annual), American National Sprinkler (\$370/semi-annual), Assa Abloy (\$975/annual), Bibliotheca (\$2,075/annual), Cintas Fire-fire extinguishers (\$1,791/annual), IL State Fire Marshall Conveyance Certificate (\$150/annual), Elevator Category 1 Testing (\$650), Just Elevator (QEI) elevator inspection (\$170/annual), First Security Elevator Inspection \$150/annual, First Security (\$2,860/annual), SenSource door counter (\$200/annual) ,
45165	Interior R&M - Other	18,000	13,600	25,550	Display Case/Art Wall Supplies (PR \$300), Shelving unit (Library of Things) \$1400, Floor repair (\$3,000), misc. repairs \$9,650 (lighting, plumbing, ceiling repair, elevator), exterior/interior card swipes \$11,200
		165,135	173,450	158,187	

UTILITIES					
45310	Utilities-Gas	7,200	7,200	7,325	Satori-Constellation-Natural gas supplier - fixed price April 2021 through March 2024
45320	Utilities-Electric	22,000	22,000	23,650	Satori-Direct Energy fixed price 10/2019 to 10/2022 (tax/delivery incr.)
45330	Utilities-Telephone	11,000	12,000	12,000	Peerless (\$700/mo.), Verrizon (\$300/mo.)
45340	Utilities-Water	3,600	3,600	3,600	City of West Chicago (based on current usage)
45350	Utilities-Trash	1,600	1,100	1,100	Flood Bros. (\$650/annual , Xtreme \$360/annual)
		45,400	45,900	47,675	
PROFESSIONAL SERVICES					
45500	Insurance	17,708	16,823	17,042	Property , liability, umbrella package \$10,622 Directors & officers liability \$5,683, Crime policy (treasurer) \$737
45505	Audit	17,557	16,253	19,409	Audit \$15,949, \$600 GASB 87 Leases, OPEB \$2,860
45510	Legal	12,600	12,000	12,000	Attorney
45515	Professional Services	0	14,236	15,350	Roof testing \$4,350, Hydrogeologist \$5,000, Architechual design for Adult Services dept. \$6,000
45520	Accounting	19,000	21,000	19,500	Governmental Accounting - James Howard
		66,865	80,312	83,301	
LIBRARY BOARD EXPENSES					
45600	Conf & Training-Board	500	600	500	Legislative Luncheon
45605	Prof Services-Secretarial	3,300	3,300	3,300	Efficiency reporting (\$275/mo)
45610	Legal Notices & Ads	1,000	1,000	1,000	Required publishing of legal documents
		4,800	4,900	4,800	
CAPITAL EQUIPMENT EXPENSES					
46500	Capital Equipment & Building	0	0	0	
46510	Capital Projects - Interior	0	0	0	
	SUBTOTAL LIBRARY FUND	2,249,614	2,328,975	2,460,406	
GRANT EXPENSES					
49600	Grant Expenditures		0	0	
	TOTAL LIBRARY EXPENDITURES				
SPECIAL REVENUE EXPENSES					
	IMRF	130,531	133,347	130,974	Levy \$130,974
SPECIAL RESERVE EXPENSES					
	TOTAL LIBRARY & SPECIAL	2,380,145	2,462,322	2,591,380	