



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING
BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, OCTOBER 24, 2022
7:00 PM

AGENDA

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
 - 1. Special Board Meeting – September 26, 2022 ACTION
(Budget & Appropriation Hearing)
 - 2. Board Meeting – September 26, 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 October 2022
 - 2. Financial Statements for September 2022
- H. Strategic Plan Presentation Omar Nuñez & Jennifer Winter
- I. Communications
 - 1. Per Capita Grant Application (IL State Library)
- J. Reports
 - 1. President Patricia Weninger
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Policy Committee Frank Fokta
 - 5. Strategic Planning Committee Patricia Weninger
- K. Unfinished Business
 - None

L. New Business

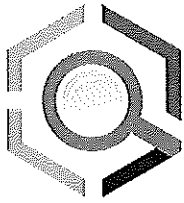
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| 1. | FY 2023 Per Capita Grant Application | DISCUSSION |
| 2. | Adopt Tentative Ordinance 22-06: An Ordinance Providing
for the Levying and Assessment of Taxes by the West
Chicago Public Library District for the Fiscal Year
Beginning July 1, 2022 and Ending June 30, 2023 | ACTION |
| a. | <u>Public Hearing Date – November 28, 2022 at 6:45 p.m.</u> | ACTION |
| 3. | Approval of the Strategic Plan | ACTION |
| 4. | Decision to remain with Sikich Technology or Sikich Auditing
(Per AICPA Independence Standards, effective 1/1/2023) | ACTION |

M. Closed Session

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

N. Return to Open Session

O. Adjournment



WEST CHICAGO PUBLIC LIBRARY DISTRICT

SPECIAL MEETING – PUBLIC HEARING

BOARD OF LIBRARY TRUSTEES

LIBRARY PROGRAM ROOM

MONDAY, SEPTEMBER 26, 2022

6:45 PM

MINUTES

1. Call to Order

The meeting was called to order by President Pro Tem Frank Fokta at 6:45 p.m.

2. Roll Call

The roll call was taken:

Library Trustees Present: Richard Bloom, Scott Grotto, Diane Kelsey, Patricia Weninger, Frank Fokta

Library Trustees Absent: Nancy Conradt, Corrine Jakacki-Dattomo

Library Staff Present: Benjamin Weseloh, Library Director

3. Public Present

There was no public present.

4. Public Hearing:

Ordinance 22-03: An Ordinance Providing for the Budget and Appropriations for the West Chicago Public Library District, DuPage County, Illinois for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

There was no discussion nor questions.

5. Adjournment

Frank Fokta adjourned the meeting at 7:00 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 26, 2022
7:00 P.M.

A. CALL TO ORDER: President Pro Tem-Vice President Fokta called the meeting to order at 7:01 p.m.

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - August 22, 2022: Mr. Bloom moved to approve the Minutes of the August 22, 2022 Regular Board Meeting; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS:

G. TREASURER'S REPORT:

1. Approval of the Bills for September 2022: Mr. Bloom moved to accept the bills for payment in the amount of \$178,533.42; seconded by Mr. Grotto.

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

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

H. COMMUNICATIONS: Election of Library Trustees - the Library's attorney provided the Library information and important dates relevant to the election of Library Trustees at the Consolidated Election scheduled for April 4, 2023.

I. REPORTS:

1. President:

a. Nominations for and Election of Library Board President: President Pro Tem Fokta stated that the board will elect a new president who will start serving in the role as of the October 2022 meeting. Ms. Kelsey moved to nominate Trustee Pat Weninger for the Office of President; seconded by Mr. Bloom.

Additional nominations were called for from the floor, and none were made. Nominations were closed.

Motion carried by unanimous voice vote to elect Pat Weninger to the Office of President.

Ms. Weninger stated she accepted the position reluctantly as she is looking forward to Ms. Conradt returning to board service as president.

2. Library Director: Director Weseloh stated the Library is 16.67%, or 17%, through the fiscal year elapsed after two months. The investment fund accounts continue to make much better interest this year than in the previous couple years. The Per Capita Grant funds were received in the amount of \$42,668.80; and a check was received from the City of West Chicago in the amount of \$215.15 for land cash, identified on the budget as developer donations.

The final field audit work scheduled for October 5 and 6, 2022 will be done remotely.

The Library has collected 59% of its total revenue budget in the amount of \$1,525,551, which represents 62% of the property tax revenue budget. Service fees collected to date are 30% of the budget line item. The Library has collected 59% of the overall budget revenue. Interest income is \$5,995.

The Library has spent 14% of total budget for the fiscal year elapsed. Line items which historically run ahead of budget are admin technology, electronic reference materials and subscriptions, and professional services, including insurance premiums.

Suburban Lock was onsite August 23, 2022 to repair lock issues on the back door, the exterior basement doors, and the basement storage room doors. The elevator buttons have been repaired.

The carpets were cleaned over the Labor Day holiday, and the contractor will return to clean the runners on Saturday, October 1, 2022; Service Master came out to clean seven chairs and three ottomans.

Midwest Mechanical was onsite to address dripping/leaking pipes in the basement; Mendel Plumbing was onsite to address a broken water spigot

which was moved to a different location away from the exterior wall.

Mr. Weseloh spoke with Mendel Plumbing about an alternative approach to making hot water available in the bathrooms, that being installing electrical heaters under each of the sinks. The contractor does not recommend electrical water heaters, stating that they don't hold up very well and they don't work very well. They offered other solutions to recirculate the water, they did some measuring, and they provided Mr. Weseloh a quote of approximately \$25,000. This amount will necessitate a competitive bid process.

Mr. Weseloh signed the new electrical pricing agreement with Constellation for the two-year term of 2022 to 2024, beginning on October 14, 2022. The Library's rate has increased to .09380, up from .05909.

Mr. Weseloh assembled the packets for prospective library trustee candidates. The packets are in the administrative office on the counter, and the materials are also available online.

The AT&T and Sikich technology technicians both worked onsite together on September 13 to establish the fiber Internet connection. Big Leaf Hardware will manage the IT traffic to give priority to the phone system.

The Water Tower Alebrijes in Adult Services is nearing completion and should be finished by the end of September. The sculpture will be kept at the library through the end of November, when it will be moved to either the gallery or the museum storage.

The Library will again upload the four questions to be answered by the candidates to the Board of Directors positions, if they choose to do so. The answers will be posted verbatim on the Library's website so the District residents can read the questions and answers.

3. Department Managers:

Adult Services: Summer reading numbers for adults were a total of 108 registrants, 53 finishers, and a total of 2,411 hours read.

Young Adult Services: Summer reading numbers were 66 registrants, 28 finishers, and 1,191 minutes read.

Youth Services: Summer reading program had the best numbers post COVID with 350 summer reading bags distributed; 119 people finished the program and turned in a drawing ticket.

Dominique invited the Board to October events, including Thursday,

October 13, Alebrijes at night on the lawn; Saturday, October 22 Cocoa on the Library Lawn; Saturday, October 29, the annual Trunk Or Treat, which this year will have a food truck in the Library parking.

Circulation Services: In August the Library received an email from the coordinator for the special education department at West Chicago Community High School, asking the Library to provide job practice for some of the special education students. This collaboration helps with the student growth and their independence skills, and creates a connection between the library and the high school. Three students from the program are volunteers in the Circulation Department three times a week.

Technical Services: 1,624 items were ordered; 1,688 items were invoiced/received; 923 items were withdrawn from the collection; 25 items were repaired in-house; 112 invoices were processed.

Administrative Services: The Library hosted a shredding event in August in the parking lot. The email for the event was opened by 2,000 people. Approximately 10,150 pounds of paper was collected. The event was hosted by State Representative Maura Hirschauer and State Senator Karina Villa, who were onsite helping load the truck.

The other email that was opened by 2,000 people was for the virtual event interview of Marlee Matlin, which had 34 people register through the West Chicago Library, and 2,935 people registered across all Illinois libraries.

The Alebrijes sculptures continue to dominate the Library's Facebook posts.

4. Strategic Planning Committee: Ms. Weninger reported that the Committee met September 13, 2022 at 1:00 p.m. Present were Diane Kelsey, Pat Weninger, Ben Weseloh, Jenny Winter, and Omar Nunez. The Committee covered some important material, and looked at and considered the suggestions from the library trustees.

The Committee will make a presentation on the strategic plan to the Board at the October board meeting. The Committee will meet for likely its last meeting on Tuesday, September 27, at 1:00 p.m.

J. UNFINISHED BUSINESS:

1. Ordinance 22-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and Ending June 30, 2023: Mr. Bloom moved to adopt Ordinance 22-03 Budget & Appropriations for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, and ending June 30, 2023 in a total

amount of \$3,871,000 on the appropriations. Seconded by Ms. Weninger. Roll Call Vote - Yes: Bloom, Fokta, Grotto, Kelsey, Weninger. Motion carried.

K. NEW BUSINESS:

1. Certificate of Estimate of Revenue: Mr. Weseloh stated the Certificate of Estimated Revenue By Source needs to be completed each year for filing with the County Clerk. Mr. Bloom moved to approve the Certificate of Estimated Revenue for July 1, 2022 through June 30, 2023 in the amount of \$3,840,175; seconded by Mr. Grotto.

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

2. Snow Removal Recommendation: Mr. Weseloh stated the Library received the updated proposal for this year for snow maintenance from Grant & Power. Grant & Power was the Library's snow contractor for last winter, and staff believe the contractor did an extremely good job. The cost for last winter was between \$24,000 and \$26,000. Mr. Weseloh recommended that the Library accept the three-year snow maintenance contract with Grant & Power for the season which covers up to 30 inches of snow for \$19,201 as a base price; 30.1 to 45 inches for an additional \$4,950; above 45 inches and up to 55 inches for an additional \$2,346. If the Library experiences a greater than 55-inch seasonal snow fall, the cost will be around \$30,000. The company is local to West Chicago.

Mr. Bloom moved to approve the Grant & Power proposal for snow removal for a three-year period, 2022 to 2023 at \$19,201; 2023 to 2024 at \$19,777; and 2024-2025 at \$20,370; with surcharges for each year as noted. Seconded by Mr. Grotto.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, 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 stated that the board would not be going into closed session; and there being no further business on the agenda, President Pro Tem Fokta adjourned the meeting at 7:50 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: October 24, 2022

FINANCIAL STATEMENT DATE: September 30, 2022

Payroll dated:

9/2/2022	Net Payroll	\$	34,887.01
	Federal Liability Payment	\$	10,311.75
	State Liability Payment	\$	2,168.44
	Paylocity Fee	\$	160.62
9/16/2022	Net Payroll	\$	35,110.54
	Federal Liability Payment	\$	10,677.88
	State Liability Payment	\$	2,192.89
	Paylocity Fee	\$	157.58
9/30/2022	Net Payroll	\$	32,692.83
	Federal Liability Payment	\$	9,745.56
	State Liability Payment	\$	2,032.19
	Paylocity Fee	\$	364.76

TOTAL		\$	140,502.05
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State Bank of IL

Operating - Manual Cks	Check No.	\$	14,707.10
Operating - System Cks	Check No.	\$	77,134.48
Operating - Credit Card	Check No.	\$	3,241.45
Librarian's Petty Cash	Check No.	\$	-

TOTAL		\$	95,083.03
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Total Bills for Approval		\$	235,585.08
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Bills Total

As of October 15, 2022

	Type	Date	Num	Memo	Split	Amount
Abbott Tree Care Professionals						
	Bill	10/01/2022	32254	October	45130 · EXTERIOR LANDSCAPING	489.25
Total Abbott Tree Care Professionals						489.25
Accurate Office Supplies						
	Bill	09/20/2022	577972	Envelopes	41334 · OFFICE SUPPLIES GENERAL	65.05
	Bill	09/20/2022	577973	Planners	41334 · OFFICE SUPPLIES GENERAL	43.70
	Bill	09/21/2022	578058	Misc.	45115 · JANITORIAL SUPPLIES	437.56
	Bill	10/05/2022	578965	Copy Paper	41334 · OFFICE SUPPLIES GENERAL	325.32
	Bill	10/05/2022	578966	Mop Head/Handle	45115 · JANITORIAL SUPPLIES	23.91
	Bill	10/11/2022	579383	Coffee/Tea	41334 · OFFICE SUPPLIES GENERAL	186.06
Total Accurate Office Supplies						1,081.60
Alarm Detection Systems						
	Bill	09/11/2022	204101-1064	10/01/22-12/31/22	45160 · CONTRACT INSPECTION & MAINTENAN	278.61
Total Alarm Detection Systems						278.61
All American Flag						
	Bill	09/28/2022	6401	Flagpole Repair	45140 · EXTERIOR R & M-OTHER	368.46
Total All American Flag						368.46
Amazon Capital Services						
	Bill	09/14/2022	1VQV-F396-33JM	Dehumidifier	45115 · JANITORIAL SUPPLIES	535.49
	Bill	09/18/2022	1NC1-9LL7-6FCL	Candy	44145 · EVENTS AND OUTREACH	384.47
	Bill	09/18/2022	1J3M-JDDQ-NMJM	Misc.	44140 · PROGRAMS-YOUTH	166.53
	Bill	09/19/2022	1VMX-67CT-4RTT	Black Light	44140 · PROGRAMS-YOUTH	57.99
	Bill	09/20/2022	1XHR-G9VN-H9QQ	Tea Bags	44220 · PROMO MATERIALS-ADULT	14.99
	Bill	09/20/2022	14KD-F7WM-H6QY	Hand Soap	41334 · OFFICE SUPPLIES GENERAL	9.58
	Bill	09/21/2022	1LQP-4M7X-HNNM	Misc.	41334 · OFFICE SUPPLIES GENERAL	67.67
	Bill	09/24/2022	1MWD-JYXH-MLKG	Misc.	41334 · OFFICE SUPPLIES GENERAL	136.10
	Bill	09/25/2022	1HQL-T16V-773D	Popcorn/Bags	44140 · PROGRAMS-YOUTH	88.96
	Bill	09/26/2022	1LGH-4RRW-1VDL	Books	44145 · EVENTS AND OUTREACH	17.99
	Bill	09/26/2022	1HQL-T16V-VPJM	Batteries	42500 · PROCESSING-TECHNICAL SERVICES	5.86
	Bill	09/26/2022	1H6V-VT4V-FFFF	Organizer	44130 · PROGRAMS-YOUNG ADULT	59.39
	Bill	09/27/2022	1HLJ-YCVN-6M6G	Misc.	44140 · PROGRAMS-YOUTH	212.26
	Bill	09/28/2022	1W4F-K7Y1-WNGD	Misc.	41334 · OFFICE SUPPLIES GENERAL	16.84
	Bill	09/28/2022	1YD7-RGCD-7PYN	Cable	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	6.99
	Bill	09/30/2022	1VQ6-MNV7-RMCC	Tote Rack	44140 · PROGRAMS-YOUTH	45.58
	Bill	10/02/2022	1VWQ-KHJP-3N7M	Label Printer Tape	41334 · OFFICE SUPPLIES GENERAL	17.59
	Bill	10/02/2022	1J64-J7RV-J7GX	Foam Board	44145 · EVENTS AND OUTREACH	26.95
	Bill	10/02/2022	1NNR-MQ31-C4WY	Misc.	44120 · PROGRAMS-ADULT	34.77

West Chicago Public Library District

Bills Total

As of October 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	10/02/2022	1CCF-CDXP-NP1N	Curtain Lights	44120 · PROGRAMS-ADULT	29.98
Bill	10/02/2022	1TVF-D1Q6-VFQK	Batteries/Shelf	41334 · OFFICE SUPPLIES GENERAL	124.54
Bill	10/04/2022	1FMW-GWQL-K4T9	Candy	44140 · PROGRAMS-YOUTH	16.23
Bill	10/04/2022	1YWG-MMLY-PHFL	Calculator Ribbon	41334 · OFFICE SUPPLIES GENERAL	7.00
Bill	10/04/2022	1VML-1KT4-NN7Y	Misc.	44120 · PROGRAMS-ADULT	135.31
Bill	10/05/2022	1WLL-XMLG-V7FY	Candy	44140 · PROGRAMS-YOUTH	19.99
Total Amazon Capital Services					2,239.05
American Library Association					
Bill	09/19/2022		WCPLD	41330 · ASSOCIATION DUES	500.00
Total American Library Association					500.00
Anderson Elevator Co.					
Bill	10/01/2022	63464-Y2C8	October	45160 · CONTRACT INSPECTION & MAINTENAN	175.00
Total Anderson Elevator Co.					175.00
Andy Frain					
Bill	10/12/2022	093022	September	45112 · SECURITY SERVICE	1,599.20
Total Andy Frain					1,599.20
Assa Abloy					
Bill	10/07/2022	1563302	Service Call	45165 · INTERIOR R & M-OTHER	1,776.31
Total Assa Abloy					1,776.31
Background Resources					
Bill	09/30/2022	21228	R. Zavala	41342 · ADMINISTRATIVE MISC	28.00
Total Background Resources					28.00
Buck Services					
Bill	09/30/2022	57729	September	45110 · JANITORIAL SERVICE	4,744.00
Total Buck Services					4,744.00
Children's Plus Inc.					
Bill	09/14/2022	218638	Books	42140 · BOOKS-YOUTH	635.09
Bill	09/23/2022	219072	Books	42140 · BOOKS-YOUTH	63.21
Total Children's Plus Inc.					698.30
Cintas Fire					
Bill	10/03/2022	94666430	Annual Inspection	45160 · CONTRACT INSPECTION & MAINTENAN	240.37
Total Cintas Fire					240.37
City of West Chicago					
Bill	10/01/2022		7/5/22-9/4/22	45340 · UTILITIES-WATER	847.96
Total City of West Chicago					847.96
Comcast					

West Chicago Public Library District

Bills Total

As of October 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	10/10/2022		10/29/22-11/28/22	42405 · INTERNET SERVICES	496.74
Total Comcast						496.74
ComEd						
	Bill	09/14/2022		08/12/22-09/13/22	45320 · UTILITIES-ELECTRIC	1,215.54
Total ComEd						1,215.54
De Lage Landen Financial						
	Bill	09/17/2022	77624685	October	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
Efficiency Reporting						
	Bill	09/20/2022	19417er	August Meeting	45605 · PROF SERVICES-SECRETARIAL	270.75
Total Efficiency Reporting						270.75
First Security Systems, Inc.						
	Bill	09/14/2022	S92879	Quarterly Billing	45160 · CONTRACT INSPECTION & MAINTENAN	694.75
Total First Security Systems, Inc.						694.75
Flood Brothers						
	Bill	10/08/2022		October	45350 · UTILITIES-TRASH	55.17
Total Flood Brothers						55.17
Francotyp-Postalia, Inc.						
	Bill	10/12/2022	105510317	10/12/22-01/11/23	41336 · OFFICE EQUIPMENT	111.00
Total Francotyp-Postalia, Inc.						111.00
Gehrke Technology Group						
	Bill	10/10/2022	2223035	October	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	10/01/2022	59312	October	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
HR Direct						
	Bill	10/02/2022	12188858	Poster Guard	41342 · ADMINISTRATIVE MISC	84.99
Total HR Direct						84.99
Ingram Library Services						
	Credit	09/26/2022	71758451	Books	42140 · BOOKS-YOUTH	-9.60
	Bill	09/02/2022	71341458	Books	-SPLIT-	95.24
	Bill	09/06/2022	71371753	Books	42130 · BOOKS-YOUNG ADULT	20.13
	Bill	09/06/2022	71371754	Books	42130 · BOOKS-YOUNG ADULT	32.46
	Bill	09/06/2022	71371755	Books	42500 · PROCESSING-TECHNICAL SERVICES	37.20
	Bill	09/07/2022	71397729	Books	-SPLIT-	381.20

West Chicago Public Library District

Bills Total

As of October 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	09/08/2022	71422532	Books	-SPLIT-	319.69
Bill	09/09/2022	71449634	Books	-SPLIT-	271.23
Bill	09/09/2022	71449635	Books	-SPLIT-	358.21
Bill	09/11/2022	71468060	Books	-SPLIT-	288.02
Bill	09/14/2022	71526713	Books	-SPLIT-	152.77
Bill	09/15/2022	71553844	Books	-SPLIT-	97.96
Bill	09/16/2022	71576868	Books	-SPLIT-	47.53
Bill	09/18/2022	71594579	Books	-SPLIT-	288.32
Bill	09/20/2022	71631037	Books	-SPLIT-	552.35
Bill	09/22/2022	71680221	Books	-SPLIT-	406.63
Bill	09/29/2022	71813169	Books	-SPLIT-	507.45
Total Ingram Library Services					3,846.79
LIMRICC					
Bill	10/11/2022		October	41110 · INS-HEALTH, DENTAL, LIFE, FSA	15,779.35
Total LIMRICC					15,779.35
LIMRICC-UCGA					
Bill	10/11/2022		3rd Quarter	41130 · UNEMPLOYMENT COMPENSATION	165.83
Total LIMRICC-UCGA					165.83
Lookout Books					
Bill	09/28/2022	0341342	Books	-SPLIT-	382.60
Total Lookout Books					382.60
Mendel Plumbing & Heating					
Bill	09/21/2022	412512	Service Call	45165 · INTERIOR R & M-OTHER	1,362.50
Total Mendel Plumbing & Heating					1,362.50
Midwest Mechanical					
Bill	10/03/2022	125877	October	45150 · HVAC R & M	932.00
Total Midwest Mechanical					932.00
Midwest Tape					
Bill	09/02/2022	502618641	AV Materials	42340 · AV MATERIALS-YOUTH	59.23
Bill	09/02/2022	502618642	AV Materials	42340 · AV MATERIALS-YOUTH	69.98
Bill	09/12/2022	502661753	AV Materials	42340 · AV MATERIALS-YOUTH	184.95
Bill	09/12/2022	502661754	AV Materials	42320 · AV MATERIALS-ADULT	159.97
Bill	09/12/2022	502661755	AV Materials	42320 · AV MATERIALS-ADULT	46.17
Bill	09/12/2022	502661757	AV Materials	42320 · AV MATERIALS-ADULT	300.62
Bill	09/16/2022	502687908	AV Materials	42320 · AV MATERIALS-ADULT	34.37
Bill	09/16/2022	502688020	AV Materials	42340 · AV MATERIALS-YOUTH	94.97
Bill	09/16/2022	502688021	AV Materials	42320 · AV MATERIALS-ADULT	79.98

West Chicago Public Library District

Bills Total

As of October 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	09/16/2022	502688022	AV Materials	42320 · AV MATERIALS-ADULT	40.48
Bill	09/16/2022	502688023	AV Materials	42340 · AV MATERIALS-YOUTH	14.99
Bill	09/22/2022	502716277	AV Materials	42320 · AV MATERIALS-ADULT	84.98
Bill	09/22/2022	502716279	AV Materials	42320 · AV MATERIALS-ADULT	22.49
Bill	09/22/2022	502717050	AV Materials	42340 · AV MATERIALS-YOUTH	22.99
Bill	09/30/2022	502753970	AV Materials	42340 · AV MATERIALS-YOUTH	44.97
Bill	09/30/2022	502753971	AV Materials	42320 · AV MATERIALS-ADULT	10.39
Bill	09/30/2022	502753973	AV Materials	42320 · AV MATERIALS-ADULT	34.17
Total Midwest Tape					1,305.70
Morgan Birge & Associates					
Bill	10/01/2022	69131	October	41415 · PHONE SYSTEM	200.00
Total Morgan Birge & Associates					200.00
NCPERS					
Bill	10/10/2022		November	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
Nicor					
Bill	10/10/2022			45310 · UTILITIES-GAS	285.90
Total Nicor					285.90
Orkin Pest Control					
Bill	09/22/2022	232877829	September	45155 · GENERAL BLDG SERVICES	82.58
Total Orkin Pest Control					82.58
OverDrive					
Bill	09/22/2022	22349320	Ebooks	42130 · BOOKS-YOUNG ADULT	356.19
Bill	09/22/2022	22349292	Ebooks	42320 · AV MATERIALS-ADULT	47.50
Bill	09/26/2022	22352254	Ebooks	42340 · AV MATERIALS-YOUTH	264.05
Total OverDrive					667.74
Peerless Network					
Bill	10/01/2022	9431	9/1/22-9/30/22	45330 · UTILITIES-TELEPHONE	455.04
Total Peerless Network					455.04
Peerless, Inc.					
Bill	10/13/2022	564060	10/15/22-11/14/22	45330 · UTILITIES-TELEPHONE	120.34
Total Peerless, Inc.					120.34
People Made Visible, Inc.					
Bill	10/02/2022	102022	November Cooking Class	44120 · PROGRAMS-ADULT	160.00
Total People Made Visible, Inc.					160.00
Peregrine, Stime, Newman, Ritzman					

West Chicago Public Library District

Bills Total

As of October 15, 2022

	Type	Date	Num	Memo	Split	Amount
	Bill	10/07/2022	62125	4/1/22-9/30/22	45510 · LEGAL	1,035.00
Total Peregrine, Stime, Newman, Ritzman						1,035.00
Postmaster						
	Bill	09/20/2022		BPM Destination Entry Fee	41338 · POSTAGE	275.00
Total Postmaster						275.00
Sikich LLP						
	Bill	09/15/2022	I455163	KnowBe4 Training	41410 · SOFTWARE STAFF	883.83
	Bill	09/19/2022	I455298	Apple MacBook Pro	41400 · IT EQUIPMENT UPGRADES-STAFF	7,321.00
	Bill	09/20/2022	N455320	11/28/22-11/27/23	41425 · WARRANTIES/EXTENDED CARE	7,240.32
	Bill	09/26/2022	I454363	Remote Support	42405 · INTERNET SERVICES	46.00
	Bill	09/27/2022	MS455954	October	41420 · TECHNOLOGY MANAGEMENT	4,621.80
	Bill	09/28/2022	I456354	October	41420 · TECHNOLOGY MANAGEMENT	512.00
	Bill	09/30/2022	I456205	On-Site Support	42405 · INTERNET SERVICES	1,380.00
Total Sikich LLP						22,004.95
Today's Business Solutions, Inc.						
	Bill	10/07/2022	13930	FY 22/23	42420 · SOFTWARE PUBLIC	2,974.82
Total Today's Business Solutions, Inc.						2,974.82
Tumbleweed Press, Inc.						
	Bill	10/13/2022	112077	10/25/22-10/25/23	42112 · REFERENCE-ELECTRONIC	1,074.28
Total Tumbleweed Press, Inc.						1,074.28
Unique Management Services						
	Bill	10/01/2022	6105063	September Placements	41346 · MATERIALS & RESOURCE RECOVERY	78.80
Total Unique Management Services						78.80
US Postal Service						
	Bill	10/01/2022		Program Guide	44245 · PROGRAM GUIDE	950.00
Total US Postal Service						950.00
Valley Fire Protection Services						
	Bill	10/05/2022	185350	Service Call	45165 · INTERIOR R & M-OTHER	1,265.00
Total Valley Fire Protection Services						1,265.00
Verizon						
	Bill	10/01/2022	9917025089	8/31/22-9/30/22	45330 · UTILITIES-TELEPHONE	328.80
Total Verizon						328.80
Waterlogic East, LLC						
	Bill	10/03/2022	1793483	10/1/22-12/31/22	45155 · GENERAL BLDG SERVICES	116.33
Total Waterlogic East, LLC						116.33
Xtreme Environmental Solutions						

West Chicago Public Library District

Bills Total

As of October 15, 2022

Type	Date	Num	Memo	Split	Amount
Bill	10/08/2022	93WCL	October	45350 - UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
TOTAL					77,134.48

West Chicago Public Library District Bills Total (Credit Card)

As of October 15, 2022

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	09/14/2022		Creative Cloud	31.86
	Credit Card Charge	09/14/2022		Creative Cloud	31.86
	Credit Card Charge	09/18/2022		Acrobat Pro	13.80
Total Adobe Inc.					77.52
Bigleaf Networks					
	Credit Card Charge	09/29/2022		SD-WAN	660.08
Total Bigleaf Networks					660.08
Canva					
	Credit Card Charge	09/17/2022		Subscription	119.40
Total Canva					119.40
Chicago Tribune					
	Credit Card Charge	09/23/2022		Subsricption	92.96
Total Chicago Tribune					92.96
Dollar Tree Store					
	Credit Card Charge	09/15/2022		Misc.	47.50
Total Dollar Tree Store					47.50
Facebook, Inc					
	Credit Card Charge	09/29/2022		Ad	75.00
	Credit Card Charge	09/30/2022		Ad	12.86
Total Facebook, Inc					87.86
FNBC Bank and Trust					
	Credit Card Charge	10/02/2022		Interest	72.73
Total FNBC Bank and Trust					72.73
Hobby Lobby					
	Credit Card Charge	09/28/2022		Misc.	58.95
	Credit Card Charge	09/28/2022		Misc.	32.98
Total Hobby Lobby					91.93
Junk King					
	Credit Card Charge	09/16/2022		Removal	600.00
Total Junk King					600.00
Menards					
	Credit Card Charge	09/12/2022		Misc.	29.78

West Chicago Public Library District Bills Total (Credit Card)

As of October 15, 2022

	Type	Date	Num	Memo	Open Balance
	Credit Card Charge	09/12/2022		Misc.	33.96
	Credit Card Charge	09/15/2022		LED	9.85
	Credit Card Charge	09/08/2022		HP Air Mover	499.94
Total Menards					573.53
Mobile Beacon					
	Credit Card Charge	09/16/2022		Hot Spot Renewal	120.00
Total Mobile Beacon					120.00
Oriental Trading Company					
	Credit Card Charge	09/22/2022		Misc.	90.06
	Credit Card Charge	09/29/2022		Misc.	188.88
Total Oriental Trading Company					278.94
Paypal					
	Credit Card Charge	09/08/2022		Misc.	89.00
Total Paypal					89.00
ServiceMaster					
	Credit Card Charge	09/08/2022		Chair Cleaning	330.00
Total ServiceMaster					330.00
TOTAL					3,241.45

4:27 PM
10/15/22

West Chicago Public Library District
Bill List - Check Detail #6031

As of September 30, 2022

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Check	09/22/2022	BP092222	Sept Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	09/30/2022	BP0930	Sept Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-95.75
Total Employee Benefits Corporation						-95.75
IMRF						
	Check	09/02/2022	BP090222	Aug 2022 Payroll	21040 · IMRF	-14,586.15
Total IMRF						-14,586.15
Kamm Insurance Group						
Total Kamm Insurance Group						
Philadelphia Insurance Co						
Total Philadelphia Insurance Co						
TOTAL						-14,707.10

Financial Report

For the 3 Month(s) Ended September 30, 2022
FISCAL YEAR 2023



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 3 Month(s) Ended September 30, 2022

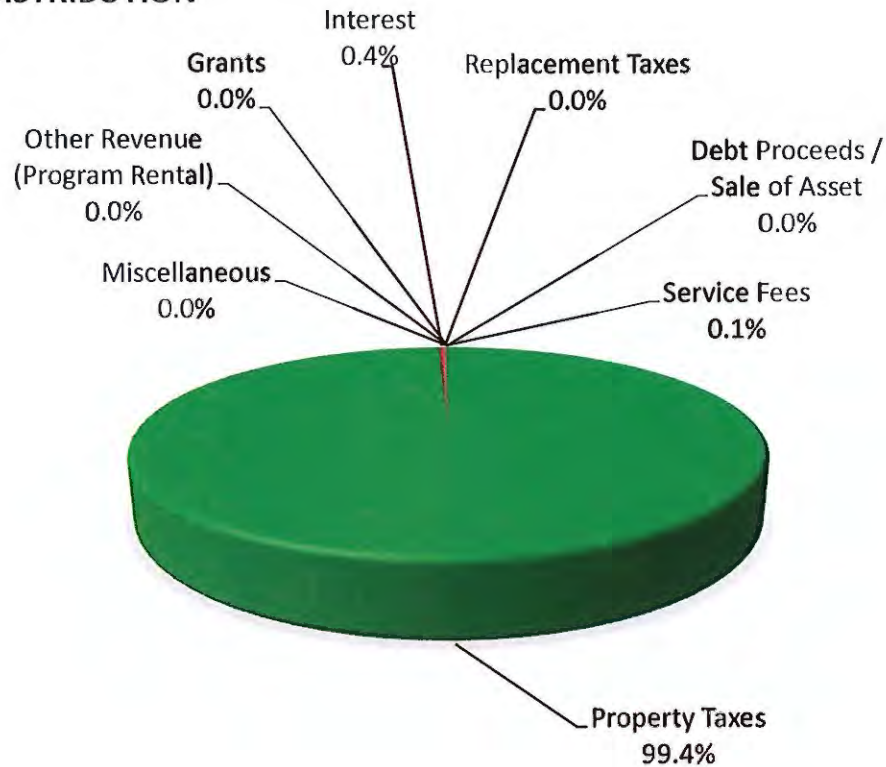
25% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,403,428	2,474,512	97%
Interest	10,379	1,000	1038%
Replacement Taxes	-	60,000	0%
Service Fees	2,889	8,000	36%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	215	5,200	4%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,416,911	2,591,380	93%
Budgeted Revenues	2,591,380		
% Diff	93%		
OPERATING EXPENDITURES			
Personnel	356,531	1,584,794	22%
IMRF	29,562	130,974	23%
Administrative	15,925	77,913	20%
Admin Technology	38,339	151,399	25%
Library Materials - Books	63,074	126,744	50%
Library Materials - Periodicals	431	9,000	5%
Library Materials - Audio & Visual	7,550	35,650	21%
Library Material - Maintenance	511	10,490	5%
Technology Services	14,303	97,543	15%
Programs	11,291	40,374	28%
Marketing & Promotion	8,993	32,536	28%
Facilities & Operations	34,759	158,187	22%
Utilities	5,055	47,675	11%
Professional Services	21,767	83,301	26%
Board Expenses	581	4,800	12%
Actual Expenditures	608,672	2,591,380	23%
Budgeted Expenditures	2,591,380		
% Diff	23%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,808,238	-	n/a
BEGINNING FUND BALANCE	1,248,795		
ENDING FUND BALANCE	3,057,033		

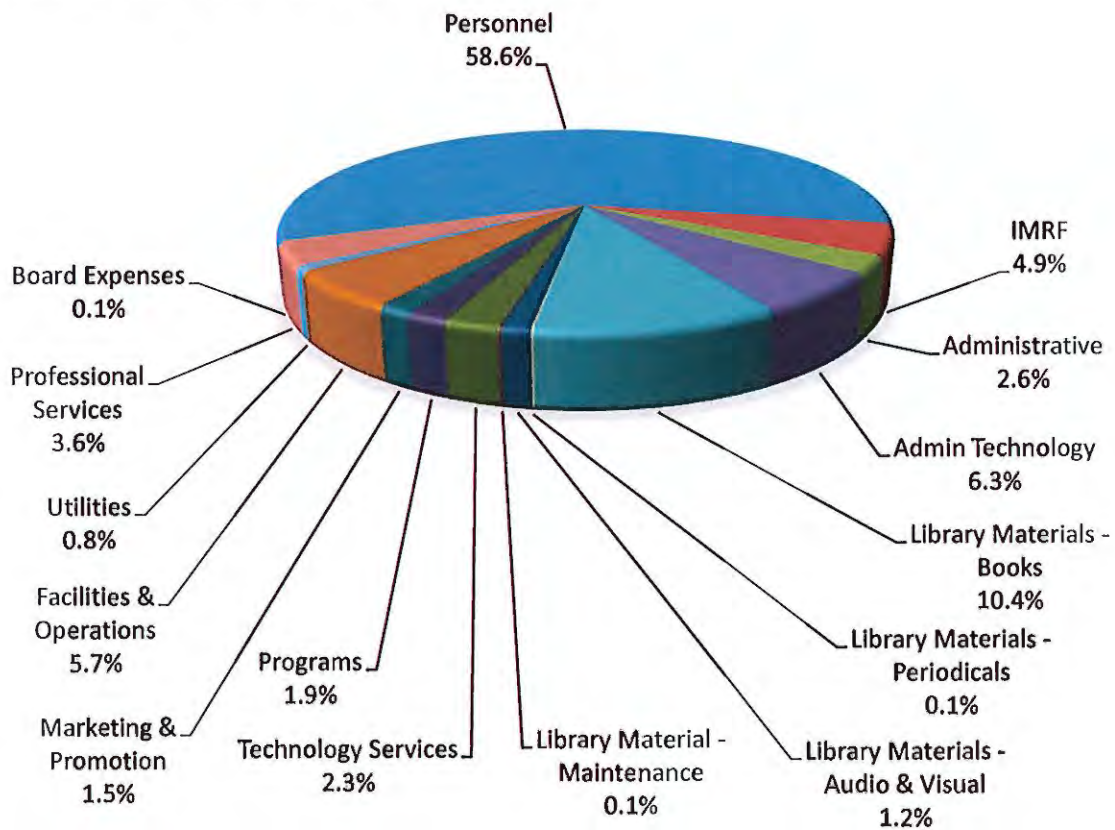
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 3 Month(s) Ended September 30, 2022

REVENUE DISTRIBUTION

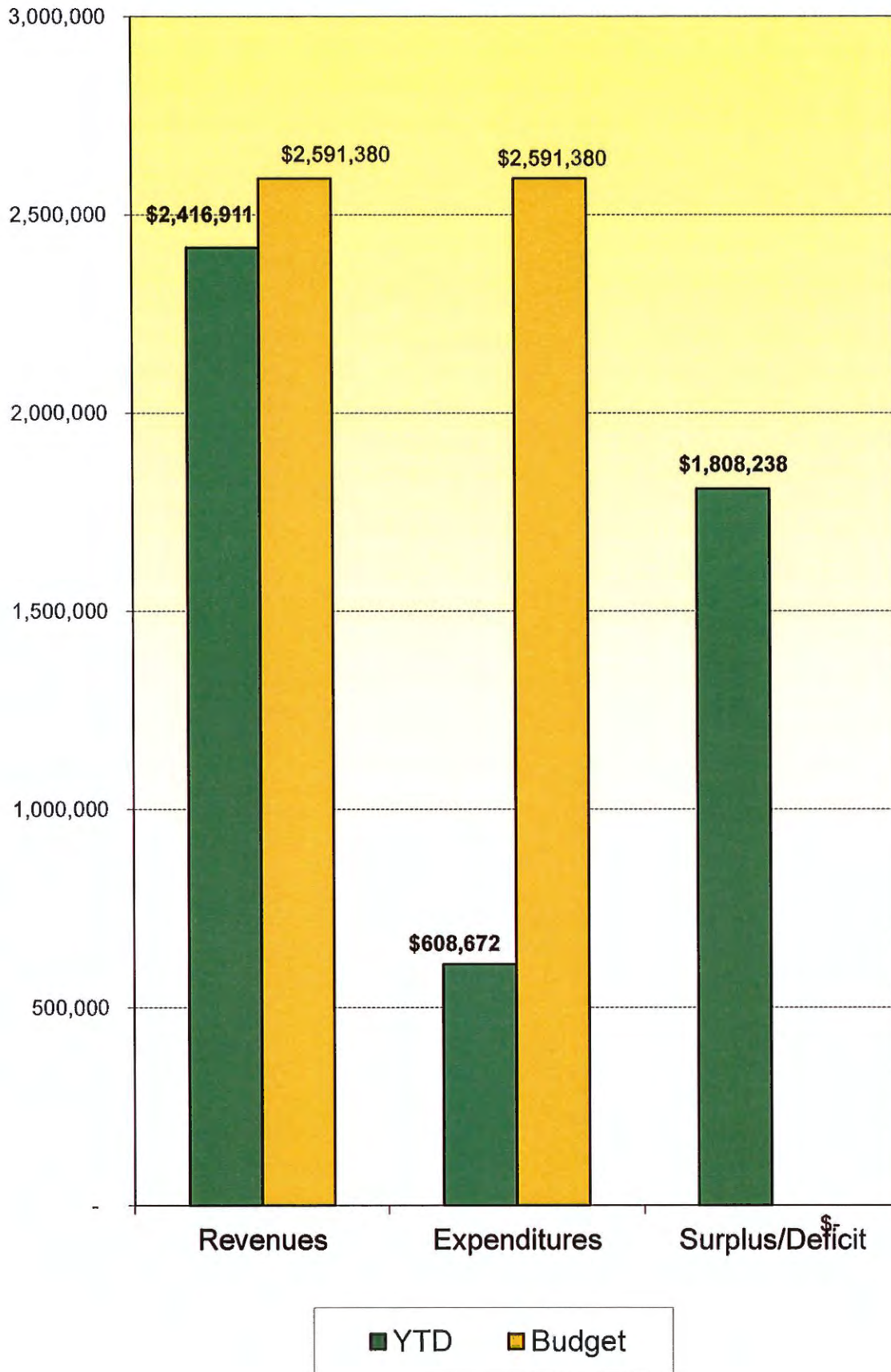


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 3 Month(s) Ended September 30, 2022



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 3 Month(s) Ended September 30, 2022

25% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
1 Property Taxes	2,278,951	124,477	-	2,403,428	2,474,512	97%
2 Interest	9,855	352	172	10,379	1,000	1038%
3 Replacement Taxes	-	-	-	-	60,000	0%
4 Service Fees	2,889	-	-	2,889	8,000	36%
5 Other Revenue (Program Rental)	-	-	-	-	-	0%
6 Grants	-	-	-	-	42,668	0%
7 Miscellaneous	215	-	-	215	5,200	4%
8 Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
9 Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,291,909	124,829	172	2,416,911	2,591,380	93%
Budgeted Revenues	2,460,406	130,974	-	2,591,380		
% Diff	93%	95%	n/a	93%		
OPERATING EXPENDITURES						
1 Personnel	356,531	-	-	356,531	1,584,794	22%
19 IMRF	-	29,562	-	29,562	130,974	23%
2 Administrative	15,925	-	-	15,925	77,913	20%
3 Admin Technology	38,339	-	-	38,339	151,399	25%
4 Library Materials - Books	62,788	285	-	63,074	126,744	50%
5 Library Materials - Periodicals	431	-	-	431	9,000	5%
6 Library Materials - Audio & Visual	7,550	-	-	7,550	35,650	21%
8 Library Material - Maintenance	511	-	-	511	10,490	5%
7 Technology Services	14,303	-	-	14,303	97,543	15%
9 Programs	11,291	-	-	11,291	40,374	28%
10 Marketing & Promotion	8,993	-	-	8,993	32,536	28%
11 Facilities & Operations	34,759	-	-	34,759	158,187	22%
12 Utilities	5,055	-	-	5,055	47,675	11%
13 Professional Services	21,767	-	-	21,767	83,301	26%
14 Board Expenses	581	-	-	581	4,800	12%
Actual Expenditures	578,825	29,847	-	608,672	2,591,380	23%
Budgeted Expenditures	2,460,406	130,974	-	2,591,380		
% Diff	24%	23%	n/a	23%		
TOTAL SURPLUS / (DEFICIT)						
	General	IMRF	Special Reserve	Total Actual	Total Budget	
	1,713,084	94,982	172	1,808,238	-	
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795	
ENDING FUND BALANCE	2,834,563	99,862	122,607	3,057,033	1,248,795	
Fund Balance as % of Total Expenditures	490%	335%	0%	502%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Detail

September 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	877,876.96	206,209.33	2,278,950.78	124,476.92	0.00	2,403,427.70	2,474,512.00	-71,084.30	97.13%
3	32010 - PERS PROPERTY REPLACEMENT TAX	0.00	5,000.00	0.00	0.00	0.00	0.00	60,000.00	-60,000.00	0.0%
2	33000 - INTEREST INCOME	4,316.37	83.33	9,854.82	352.03	0.00	10,206.85	1,000.00	9,206.85	1,020.69%
2	33040 - INTEREST-IL FUND BLDG CONST	67.57	0.00	0.00	0.00	172.47	172.47	0.00	172.47	100.0%
4	35100 - FINES	6.20	250.00	113.84	0.00	0.00	113.84	3,000.00	-2,886.16	3.8%
4	35150 - PHOTOCOPY/MICROFORM/COPY/FAX	435.99	250.00	1,290.52	0.00	0.00	1,290.52	3,000.00	-1,709.48	43.02%
4	35510 - LOST AND PAID MATERIALS	61.94	83.33	631.80	0.00	0.00	631.80	1,000.00	-368.20	63.18%
4	35710 - NON RESIDENT FEES	0.00	83.33	852.34	0.00	0.00	852.34	1,000.00	-147.66	85.23%
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	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
7	36035 - DONATIONS-SUMMER READING	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
7	36045 - DEVELOPER DONATIONS	215.15	0.00	215.15	0.00	0.00	215.15	0.00	215.15	100.0%
6	38010 - PER CAPITA GRANT	0.00	3,555.67	0.00	0.00	0.00	0.00	42,668.00	-42,668.00	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	258.33	0.00	0.00	0.00	0.00	3,100.00	-3,100.00	0.0%
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		882,980.18	215,948.33	2,291,909.25	124,828.95	172.47	2,416,910.67	2,591,380.00	-174,469.33	93.27%
Expenditures										
10Exp - Expense										
1E - PERSONNEL										
	41100 - SALARIES	139,859.85	106,025.67	291,331.88	0.00	0.00	291,331.88	1,272,308.00	-980,976.12	22.9%
	41110 - INS-HEALTH, DENTAL, LIFE, FSA	13,915.55	17,429.17	40,973.05	0.00	0.00	40,973.05	209,150.00	-168,176.95	19.59%
	41120 - FICA EXPENSE	7,553.07	8,166.67	21,548.75	0.00	0.00	21,548.75	98,000.00	-76,451.25	21.99%
	41130 - UNEMPLOYMENT COMPENSATION	0.00	250.00	312.65	0.00	0.00	312.65	3,000.00	-2,687.35	10.42%
	41140 - WORKERS COMPENSATION	0.00	194.67	2,365.00	0.00	0.00	2,365.00	2,336.00	29.00	101.24%
1	Subtotal	161,328.47	132,066.17	356,531.33	0.00	0.00	356,531.33	1,584,794.00	-1,228,262.67	22.5%
2E - ADMINISTRATIVE EXPENSES										
	41310 - PROFESSIONAL DEVELOPMENT	0.00	1,105.00	400.00	0.00	0.00	400.00	13,260.00	-12,860.00	3.02%
	41320 - TRAVEL	16.37	208.33	16.37	0.00	0.00	16.37	2,500.00	-2,483.63	0.66%
	41330 - ASSOCIATION DUES	919.00	448.58	1,886.86	0.00	0.00	1,886.86	5,383.00	-3,496.14	35.05%
	41332 - PAYROLL PROCESSING	682.96	541.67	1,904.68	0.00	0.00	1,904.68	6,500.00	-4,595.32	29.3%
	41334 - OFFICE SUPPLIES GENERAL	399.88	508.33	1,727.66	0.00	0.00	1,727.66	6,100.00	-4,372.34	28.32%
	41336 - OFFICE EQUIPMENT	1,549.08	1,929.17	6,772.01	0.00	0.00	6,772.01	23,150.00	-16,377.99	29.25%
	41338 - POSTAGE	275.00	568.33	1,790.52	0.00	0.00	1,790.52	6,820.00	-5,029.48	26.25%
	41342 - ADMINISTRATIVE MISC	28.00	175.00	77.99	0.00	0.00	77.99	2,100.00	-2,022.01	3.71%
	41344 - SUPPLIES-FOOD	0.00	500.00	133.99	0.00	0.00	133.99	6,000.00	-5,866.01	2.23%
	41346 - MATERIALS & RESOURCE RECOVERY	88.65	133.33	118.20	0.00	0.00	118.20	1,600.00	-1,481.80	7.39%
	41348 - CIRCULATION SERVICES SUPPLIES	0.00	375.00	1,096.98	0.00	0.00	1,096.98	4,500.00	-3,403.02	24.38%
2	Subtotal	3,958.94	6,492.75	15,925.26	0.00	0.00	15,925.26	77,913.00	-61,987.74	20.44%

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Detail

September 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	7,321.00	2,967.67	7,569.98	0.00	0.00	7,569.98	35,612.00	-28,042.02	21.26%
	41410 • SOFTWARE STAFF	1,080.75	2,733.92	1,586.03	0.00	0.00	1,586.03	32,807.00	-31,220.97	4.83%
	41415 • PHONE SYSTEM	200.00	200.00	600.00	0.00	0.00	600.00	2,400.00	-1,800.00	25.0%
	41420 • TECHNOLOGY MANAGEMENT	5,133.80	5,463.33	20,559.20	0.00	0.00	20,559.20	65,560.00	-45,000.80	31.36%
	41425 • WARRANTIES/EXTENDED CARE	7,240.32	1,251.67	8,024.28	0.00	0.00	8,024.28	15,020.00	-6,995.72	53.42%
3	Subtotal	20,975.87	12,616.58	38,339.49	0.00	0.00	38,339.49	151,399.00	-113,059.51	25.32%
4E	LIBRARY MATERIALS-BOOKS									
	42112 • REFERENCE-ELECTRONIC	7,000.00	4,031.17	43,248.99	0.00	0.00	43,248.99	48,374.00	-5,125.01	89.41%
	42120 • BOOKS-ADULT	3,081.15	4,000.00	9,930.23	285.32	0.00	10,215.55	48,000.00	-37,784.45	21.28%
	42122 • BOOKS-LITERACY	0.00	30.83	60.23	0.00	0.00	60.23	370.00	-309.77	16.28%
	42130 • BOOKS-YOUNG ADULT	691.71	458.33	1,681.19	0.00	0.00	1,681.19	5,500.00	-3,818.81	30.57%
	42140 • BOOKS-YOUTH	1,688.32	1,958.33	7,706.34	0.00	0.00	7,706.34	23,500.00	-15,793.66	32.79%
	42170 • RBP/ILL BOOK REPLACEMENT	0.00	83.33	161.30	0.00	0.00	161.30	1,000.00	-838.70	16.13%
4	Subtotal	12,461.18	10,562.00	62,788.28	285.32	0.00	63,073.60	126,744.00	-63,670.40	49.77%
5E	LIBRARY MATERIALS-PERIODICALS									
	42210 • PERIODICALS	92.96	750.00	431.42	0.00	0.00	431.42	9,000.00	-8,568.58	4.79%
5	Subtotal	92.96	750.00	431.42	0.00	0.00	431.42	9,000.00	-8,568.58	4.79%
6E	LIBRARY MATERIALS-AUDIO VISUAL									
	42320 • AV MATERIALS-ADULT	1,913.75	2,250.00	5,825.93	0.00	0.00	5,825.93	27,000.00	-21,174.07	21.58%
	42330 • AV MATERIALS-YOUNG ADULT	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
	42340 • AV MATERIALS-YOUTH	758.13	554.17	1,724.51	0.00	0.00	1,724.51	6,650.00	-4,925.49	25.93%
6	Subtotal	2,669.88	2,970.83	7,550.44	0.00	0.00	7,550.44	35,650.00	-6,925.49	21.18%
7E	TECHNOLOGY SERVICES									
	42400 • LIBRARY CONSORTIUM	0.00	2,911.25	8,733.50	0.00	0.00	8,733.50	34,935.00	-26,201.50	25.0%
	42405 • INTERNET SERVICES	2,553.72	1,658.33	3,810.13	0.00	0.00	3,810.13	19,900.00	-16,089.87	19.15%
	42420 • SOFTWARE PUBLIC	120.00	1,337.08	1,200.00	0.00	0.00	1,200.00	16,045.00	-14,845.00	7.48%
	42445 • IT EQUIPMENT/UPGRADES-PUBLIC	6.99	2,221.92	558.99	0.00	0.00	558.99	26,663.00	-26,104.01	2.1%
7	Subtotal	2,680.71	8,128.58	14,302.62	0.00	0.00	14,302.62	97,543.00	-40,949.01	14.66%
8E	LIBRARY MATERIAL MAINTENANCE									
	42500 • PROCESSING-TECHNICAL SERVICES	128.26	849.17	510.75	0.00	0.00	510.75	10,190.00	-9,679.25	5.01%
	42510 • CATALOGING TOOL	0.00	25.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
	42515 • DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8	Subtotal	128.26	874.17	510.75	0.00	0.00	510.75	10,490.00	-9,679.25	4.87%
9E	PROGRAMS									
	44120 • PROGRAMS-ADULT	554.51	833.33	3,213.64	0.00	0.00	3,213.64	10,000.00	-6,786.36	32.14%
	44130 • PROGRAMS-YOUNG ADULT	226.57	500.00	1,778.92	0.00	0.00	1,778.92	6,000.00	-4,221.08	29.65%
	44135 • PROGRAMS-SUMMER READING	0.00	491.67	19.90	0.00	0.00	19.90	5,900.00	-5,880.10	0.34%
	44140 • PROGRAMS-YOUTH	1,334.19	881.17	3,885.81	0.00	0.00	3,885.81	10,574.00	-6,688.19	36.75%
	44145 • EVENTS AND OUTREACH	680.07	658.33	2,392.38	0.00	0.00	2,392.38	7,900.00	-5,507.62	30.28%
9	Subtotal	2,795.34	3,364.50	11,290.65	0.00	0.00	11,290.65	40,374.00	-12,195.81	27.97%
10E	MARKETING & PROMOTIONS									
	44210 • MARKETING	1,198.86	603.83	2,618.21	0.00	0.00	2,618.21	7,246.00	-4,627.79	36.13%
	44215 • WEBSITE	449.99	457.50	449.99	0.00	0.00	449.99	5,490.00	-5,040.01	8.2%
	44220 • PROMO MATERIALS-ADULT	14.99	175.00	1,186.06	0.00	0.00	1,186.06	2,100.00	-913.94	56.48%
	44240 • PROMO MATERIALS-YOUTH	0.00	125.00	440.67	0.00	0.00	440.67	1,500.00	-1,059.33	29.38%
	44245 • PROGRAM GUIDE	0.00	1,316.67	3,914.38	0.00	0.00	3,914.38	15,800.00	-11,885.62	24.78%
	44250 • SURVEYS	0.00	33.33	384.00	0.00	0.00	384.00	400.00	-16.00	96.0%
10	Subtotal	1,663.84	2,711.33	8,993.31	0.00	0.00	8,993.31	32,536.00	-23,542.69	27.64%

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Detail

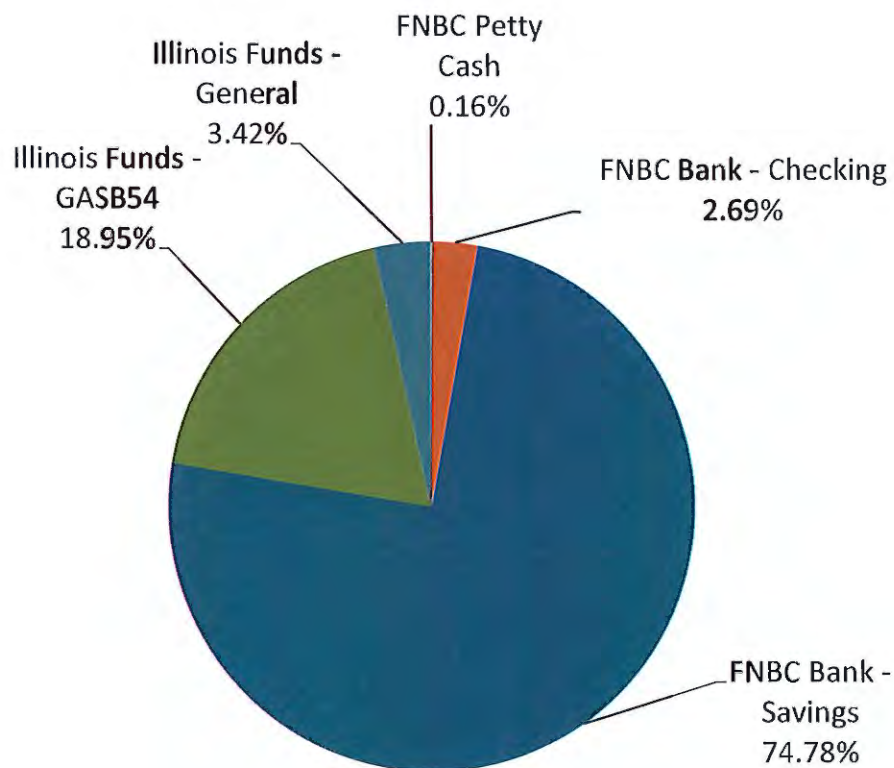
September 30, 2022

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		4,744.00	1,200.00	5,744.50	0.00	0.00	5,744.50	14,400.00	-8,655.50	39.89%
45112 · SECURITY SERVICE		0.00	1,792.50	3,398.30	0.00	0.00	3,398.30	21,510.00	-18,111.70	15.8%
45115 · JANITORIAL SUPPLIES		1,482.84	458.33	3,340.61	0.00	0.00	3,340.61	5,500.00	-2,159.39	60.74%
45116 · COVID 19 SUPPLIES		0.00	300.00	105.96	0.00	0.00	105.96	3,600.00	-3,494.04	2.94%
45117 · SECURITY CAMERAS		0.00	453.42	0.00	0.00	0.00	0.00	5,441.00	-5,441.00	0.0%
45120 · SNOW REMOVAL		0.00	2,166.67	0.00	0.00	0.00	0.00	26,000.00	-26,000.00	0.0%
45130 · EXTERIOR LANDSCAPING		489.25	587.50	5,920.25	0.00	0.00	5,920.25	7,050.00	-1,129.75	83.98%
45140 · EXTERIOR R & M-OTHER		368.46	804.17	416.56	0.00	0.00	416.56	9,650.00	-9,233.44	4.32%
45150 · HVAC R & M		1,057.00	2,083.33	4,696.50	0.00	0.00	4,696.50	25,000.00	-20,303.50	18.79%
45155 · GENERAL BLDG SERVICES		82.58	120.00	364.07	0.00	0.00	364.07	1,440.00	-1,075.93	25.28%
45160 · CONTRACT INSPECTION & MAINTENAN		2,110.03	1,087.17	6,671.55	0.00	0.00	6,671.55	13,046.00	-6,374.45	51.14%
45165 · INTERIOR R & M-OTHER		2,292.50	2,129.17	4,101.00	0.00	0.00	4,101.00	25,550.00	-21,449.00	16.05%
11 Subtotal		12,626.66	13,182.25	34,759.30	0.00	0.00	34,759.30	158,187.00	-123,427.70	21.97%
12E · UTILITIES										
45310 · UTILITIES-GAS		159.00	610.42	316.69	0.00	0.00	316.69	7,325.00	-7,008.31	4.32%
45320 · UTILITIES-ELECTRIC		1,215.54	1,970.83	3,092.87	0.00	0.00	3,092.87	23,650.00	-20,557.13	13.08%
45330 · UTILITIES-TELEPHONE		576.60	1,000.00	1,404.91	0.00	0.00	1,404.91	12,000.00	-10,595.09	11.71%
45340 · UTILITIES-WATER		0.00	300.00	0.00	0.00	0.00	0.00	3,600.00	-3,600.00	0.0%
45350 · UTILITIES-TRASH		80.17	91.67	240.51	0.00	0.00	240.51	1,100.00	-859.49	21.87%
12 Subtotal		2,031.31	3,972.92	5,054.98	0.00	0.00	5,054.98	47,675.00	-42,620.02	10.6%
13E · PROFESSIONAL SERVICES										
45500 · INSURANCE		0.00	1,420.17	17,042.00	0.00	0.00	17,042.00	17,042.00	0.00	100.0%
45505 · AUDIT		0.00	1,617.42	0.00	0.00	0.00	0.00	19,409.00	-19,409.00	0.0%
45510 · LEGAL		0.00	1,000.00	0.00	0.00	0.00	0.00	12,000.00	-12,000.00	0.0%
45515 · PROFESSIONAL SERVICES		0.00	1,279.17	0.00	0.00	0.00	0.00	15,350.00	-15,350.00	0.0%
45520 · ACCOUNTING		1,575.00	1,625.00	4,725.00	0.00	0.00	4,725.00	19,500.00	-14,775.00	24.23%
13 Subtotal		1,575.00	6,941.75	21,767.00	0.00	0.00	21,767.00	83,301.00	-61,534.00	26.13%
14E · LIBRARY BOARD EXPENSES										
45600 · CONFERENCE & TRAINING-BOARD		0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
45605 · PROF SERVICES-SECRETARIAL		270.75	275.00	541.50	0.00	0.00	541.50	3,300.00	-2,758.50	16.41%
45610 · LEGAL NOTICES AND ADS		0.00	83.33	39.10	0.00	0.00	39.10	1,000.00	-960.90	3.91%
14 Subtotal		270.75	400.00	580.60	0.00	0.00	580.60	4,800.00	-4,219.40	12.1%
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		14,357.92	10,914.50	0.00	29,561.64	0.00	29,561.64	130,974.00	-101,412.36	22.57%
19 Subtotal		14,357.92	10,914.50	0.00	29,561.64	0.00	29,561.64	130,974.00	-101,412.36	22.57%
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		239,617.09	215,948.33	578,825.43	29,846.96	0.00	608,672.39	2,591,380.00	-1,982,707.61	23.49%
Net Income		643,363.09	0.00	1,713,083.82	94,981.99	172.47	1,808,238.28	0.00	1,808,238.28	100.00%

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

Bank	Description	Type	Current Rate	Bank Value
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	0.09%	85,005
FNBC Bank - Savings	#0317	MM	1.58%	2,364,500
Illinois Funds - GASB54	#6950	MM	Various	599,111
Illinois Funds - General	#5519	MM	Various	108,159
Total				<u>\$ 3,161,937</u>



West Chicago Public Library District

Financial Analysis

For the 3 Month(s) Ended September 30, 2022



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

25% of Budget Year

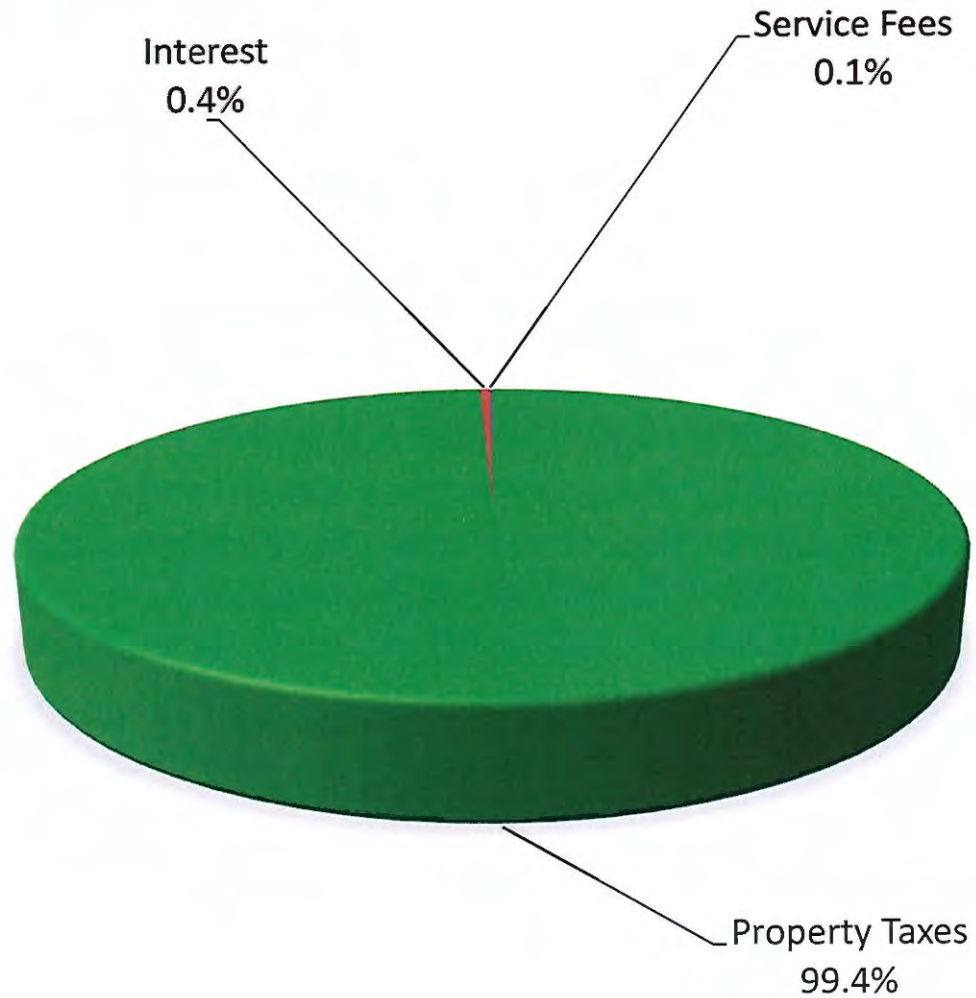
- 93% of Total Budget
- Property Taxes
 - Collected \$2,403,428 or 97% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - No Replacement Taxes collected
- Service Fees
 - Collected \$2,889 or 36% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,403,428	2,474,512	97%	2,313,578	4%
Interest	10,379	1,000	1038%	67	15378%
Replacement Taxes	-	60,000	0%	36,976	-100%
Service Fees	2,889	8,000	36%	2,406	20%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,668	0%	44,138	-100%
Miscellaneous	215	5,200	4%	326	-34%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,416,911	2,591,380	93%	2,397,491	1%
Budgeted Revenues	2,591,380				
% Diff	93%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

25% of Budget Year

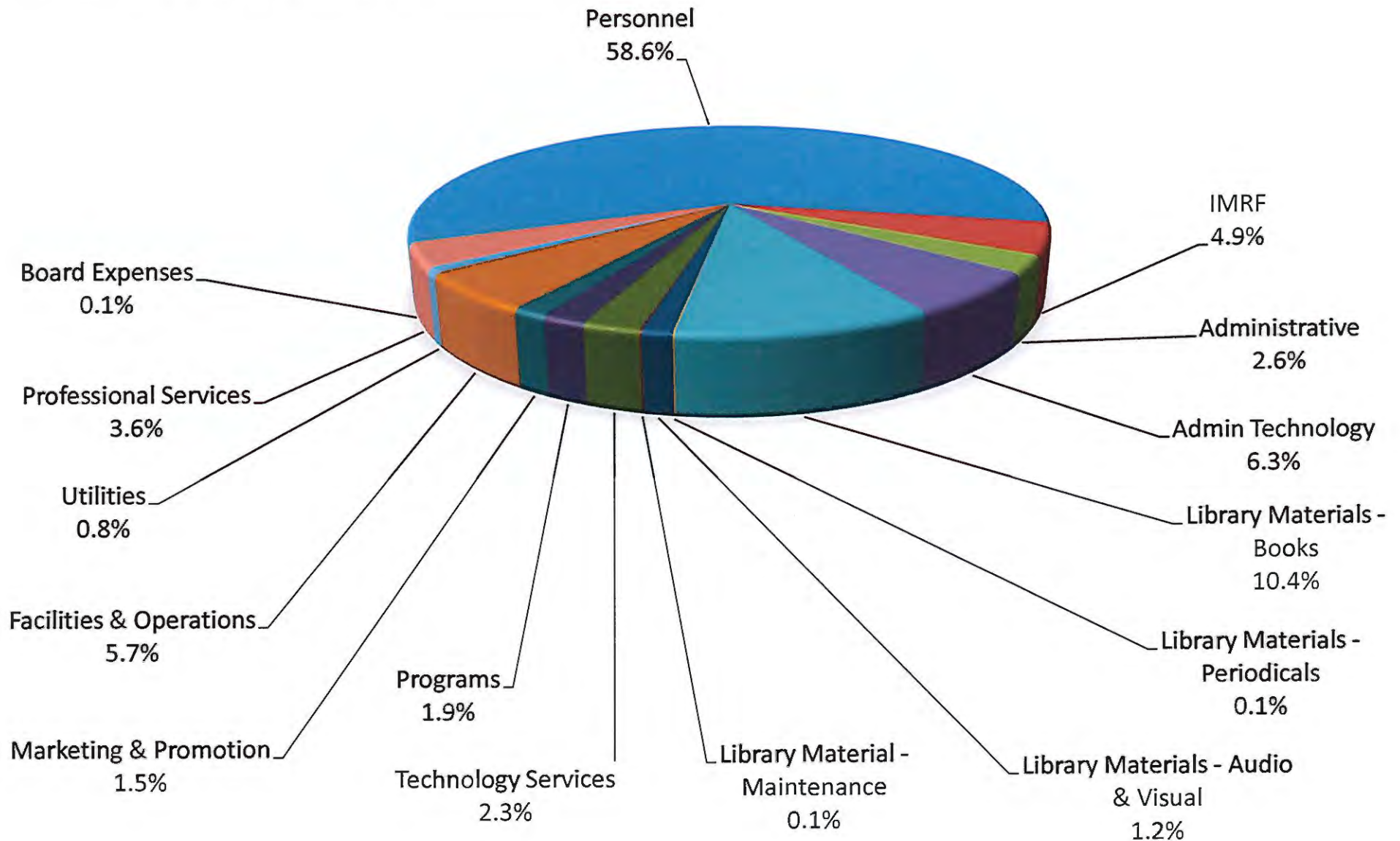
- 23% of Total Budget
- Admin. Technology
 - 25% of Budget
- Library Materials - Books
 - 50% of Budget
 - Electronic Reference Annual Subscriptions \$34,785
- Professional Services
 - 26% of Budget
 - Yearly Liability Ins. Premiums for \$17,042
- Facilities Maintenance
 - 22% of Budget
 - Exterior Landscaping project for \$4,452
 - Annual Fire Inspection from Cintas for \$2,235
- Utilities
 - 11% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	356,531	1,584,794	22%	315,236	13%
IMRF	29,562	130,974	23%	29,353	1%
Administrative	15,925	77,913	20%	16,556	-4%
Admin Technology	38,339	151,399	25%	47,347	-19%
Library Materials - Books	63,074	126,744	50%	46,818	35%
Library Materials - Periodicals	431	9,000	5%	377	15%
Library Materials - Audio & Visual	7,550	35,650	21%	4,356	73%
Library Material - Maintenance	14,303	97,543	15%	12,989	10%
Technology Services	511	10,490	5%	866	-41%
Programs	11,291	40,374	28%	5,750	96%
Marketing & Promotion	8,993	32,536	28%	6,453	39%
Facilities & Operations	34,759	158,187	22%	53,138	-35%
Utilities	5,055	47,675	11%	10,293	-51%
Professional Services	21,767	83,301	26%	30,086	-28%
Board Expenses	581	4,800	12%	542	7%
Actual Expenditures	608,672	2,591,380	23%	580,160	5%
Budgeted Expenditures	2,591,380				
% Diff	23%				

Expenditures

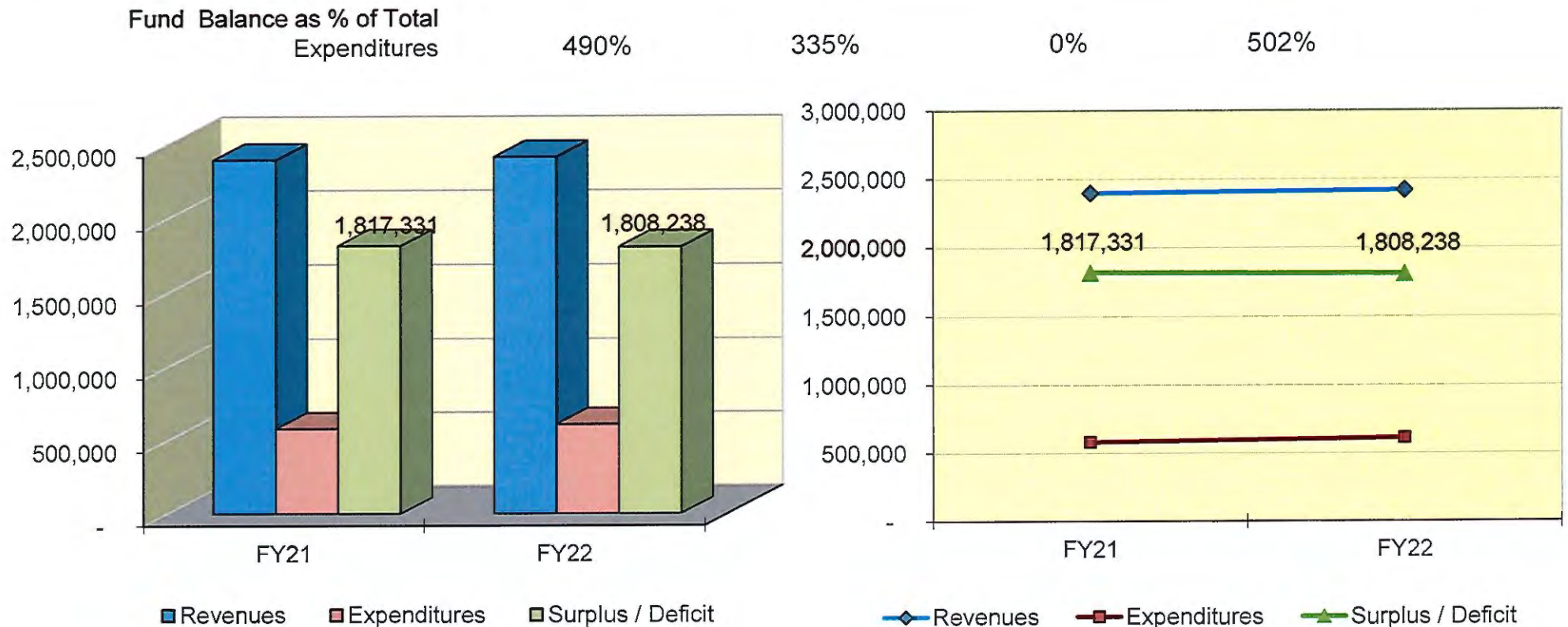
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

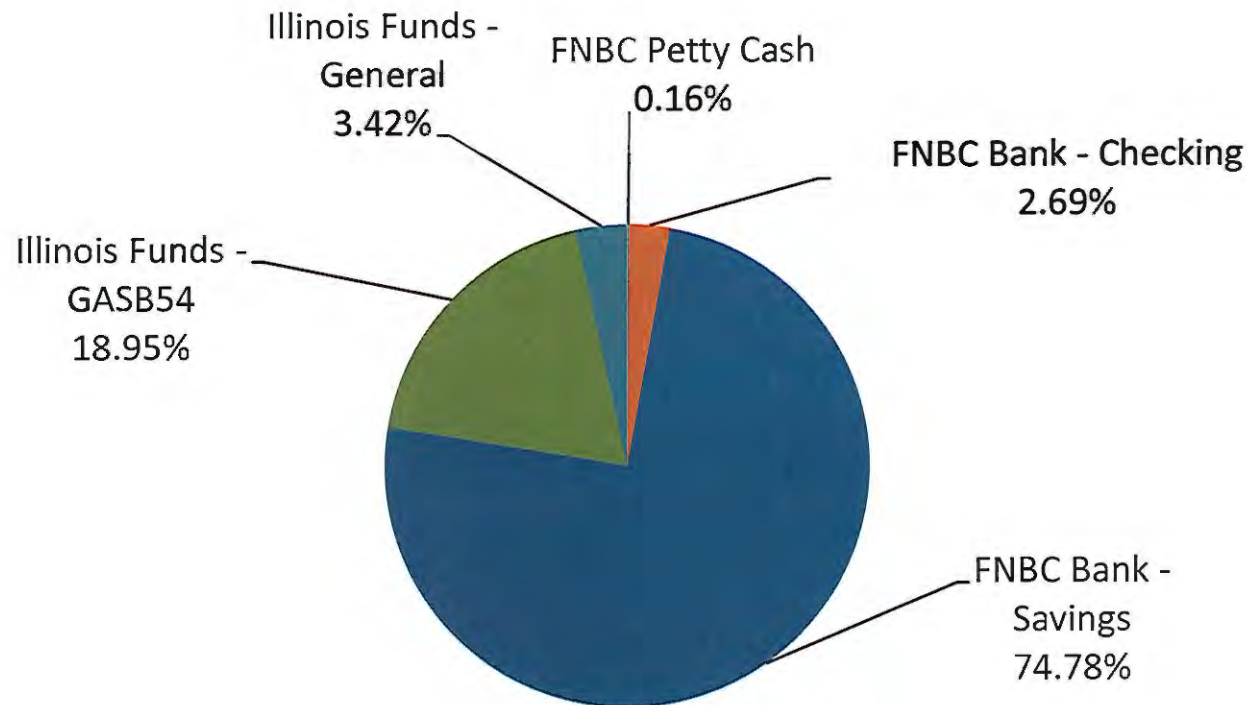
For the 3 Month(s) Ended September 30, 2022

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	1,713,084	94,982	172	1,808,238	-
BEGINNING FUND BALANCE	1,121,479	4,880	122,435	1,248,795	1,248,795
ENDING FUND BALANCE	<u>2,834,563</u>	<u>99,862</u>	<u>122,607</u>	<u>3,057,033</u>	<u>1,248,795</u>



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%	85,005
FNBC Bank - Savings	#0317	MM	1.67%	2,364,500
Illinois Funds - GASB54	#6950	MM	Various	599,111
Illinois Funds - General	#5519	MM	Various	108,159
Total				\$ 3,161,937



WCPLD Strategic Plan 2022-2025

Introduction: The West Chicago Public Library has created a strategic plan that focuses on increasing access to materials and services, strengthening outreach efforts to bring more library resources to the community, and making space utilization more flexible. The library's Strategic Planning Committee has designed this plan to reflect the feedback received from public surveys, staff input, and community leader interviews. Principles of equity, diversity, and inclusion will inform every step of implementing this plan. Detailed goals are listed below. The library will evaluate the strategic plan annually to measure our progress toward meeting these goals. Everything in this plan is dependent on the library's budget and available funding. Committees will be formed as needed.

Mission: To make library resources known and accessible to everyone.

Vision: To become a leader of community engagement in West Chicago.

Goals:

1. **Increase Access**
2. **Strengthen Outreach Efforts**
3. **Improve Space Utilization**

1. **Increase Access** = make materials and services easier to use

- Ongoing items to begin immediately
 - Educate the community more effectively about library services
 - Increase e-book collection to decrease wait time as needed
 - Continue to expand and weed Library of Things collection
 - Produce short educational videos about library services
- Redesign library's website by June 30, 2023
- Install drive-up book drop by June 30, 2023
- Implement ESL/Citizenship Program by March 31, 2024

2. **Strengthen Outreach Efforts** = bring library resources to the community

- Ongoing items to begin immediately
 - Assess community venues for programming options
 - Increase services in Spanish
 - Host at least 2 cultural/entertainment events in Spanish each calendar year
 - Current and future programs that can be bilingual, *will* be bilingual
 - Collaborate with other organizations to provide programming and services outside of the library (apartment complexes, factories, churches, assisted living communities)
 - Increase technological literacy in our community

- Appoint outreach committee by December 31, 2022
 - Implement mobile library services by May 1, 2025
- 3. Improve Space Utilization** = use our physical space more effectively and expand its possibilities
- Reconfigure Circulation and Tech Services by July 1, 2024
 - Reconfigure 2nd floor by July 1, 2024

Benjamin Weseloh

From: Sullivan, Sheila <SSullivan1@ILSOS.GOV>
Sent: Friday, September 23, 2022 10:03 AM
Subject: FY2023 Public Library Per Capita and Equalization Aid Grant Applications Are Now Being Accepted
Importance: High

The FY2023 Public Library Per Capita and Equalization Aid Grant application and the expenditure report(s) documenting disbursement of the FY2021 award(s) are due January 30, 2023.

To be eligible, a public library shall meet all statutory requirements including providing library services that meet or show progress toward meeting Illinois public library standards. 75 Illinois Compiled Statutes 10/8.1. The FY2023 application presents a series of questions to determine the status of the library in relationship to "Serving Our Public 4.0 Standards for Illinois Public Libraries." Review the checklist at the end of each chapter to navigate the application and evaluate if the library meets, is making progress towards meeting, or does not meet each standard.

Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries. The Equalization Aid Grant provides additional support to help public libraries with a low library tax base to ensure a minimum level of funding for library services.

FY2023 grant information can be found at [Public Library Per Capita and Equalization Aid Grants](#).

As you may know, our per capita grant coordinator for the last several years, Jake Magnuson, has accepted a new position as a public library director. All questions should be directed to the Illinois State Library at percap-grant@ilsos.gov or 217-524-8836.

Thank you,

Karen Egan, Associate Director
Grants & Programs, Library Development
Illinois State Library
kegan@ilsos.gov
217-782-7749

Jesse White, Secretary of State and State Librarian

Library Director Report

October 2022

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 25%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$599,111.40 (+ \$1,236.24)
 - New Building & Construction Fund: \$32,740.05 (+ \$67.57)
 - General (Corporate) Fund: \$75,419.34 (+ \$155.63)
- ❖ Final audit fieldwork took place virtually and in-person October 5 & 6
- ❖ The Tentative Levy Ordinance is on the agenda for adoption at tonight's meeting with the public hearing scheduled for 6:45 p.m. November 28, 2022; final approval will take place at the November board meeting

PHYSICAL PLANT

- ❖ Assa Abloy was on-site 9/23 and 10/4 for preventive maintenance and to replace the rollers on both sets of automatic doors
- ❖ Midwest Mechanical and Brock Industrial Services were on-site 9/26 to check for leaks (or confirm condensation) from a few pipes in the basement and gather information for re-insulating various pipes that have worn/damaged insulation
- ❖ Buck Services provided janitorial services on 9/30, 10/2, 9, and 16
- ❖ Valley Fire removed the non-working water softener and one of the backflow valves in the basement on 9/31
- ❖ Cintas Fire checked/updated all fire extinguishers on 10/2
- ❖ NIR Roof Care made repairs/replacement on 10/13 to the flashing around both chimneys, which is where water has been leaking from into the Adult Services department

PERSONNEL

- ❖ The Library Director:
 - Met with Kelley Chrissie, Economic Development Coordinator for the City of West Chicago on 9/22 to discuss ways that we could work together to promote programs and services to local businesses
 - Held Manager Advisory Meetings on 9/31 and 10/17
 - Attended the Rotary meeting on 10/5
 - Met with Molly Beck Dean, Program Director for WeGo Together for Kids, on 10/11 to get acquainted, discuss her new leadership role, and general questions and processes of Steering Committee meetings
 - Held the staff in-service on 10/14
 - Attended the Strategic Planning Committee meeting on 10/20

Library Director Report

October 2022

❖ Employee Highlights

- Lisa P. celebrated her 1-year anniversary on October 4
 - John W. celebrated his 3-year anniversary on October 21
 - Joan H. celebrated her 8-year anniversary on October 23
 - Benjamin W. celebrated his 16-year anniversary on October 23
 - Maria G. will celebrate her 5-year anniversary on October 30
-
- Rosario V. resigned from her position as Adult Services Assistant. Her last day will be November 4.
 - Youth Services Manager, Dominique M. resigned from her position. Her last day will be November 2.

TECHNOLOGY

- ❖ Peerless technicians, the project manager, and library staff had an overview meeting for the design/build of the Voice Over Internet Phone (VOIP) system that will replace the current phone system. Peerless performed a site-survey on 10/12 in advance of the installation of the VOIP system; anticipated November 2022.
- ❖ Sikich Technology was on-site 10/5 to resolve a failed port on one of the switches.
- ❖ Met with Sikich Technology on 10/7 for the Quarterly Business Review meeting. Highlights from that meeting included Sikich's assistance with the phone system installation with regard to networking and routing; computer purchases; planning for moving all servers to the cloud; and making a decision about whether to continue with Sikich Technology or Sikich Auditing per AICPA Independence Standards.

MISCELLANEOUS

- ❖ Candidate packets for the April 4, 2023 consolidated election are now available for pickup in the Library Administrative Office anytime the library is open. The filing period is between December 12 and 19; the candidate packets include more detailed filing instructions. Candidate packets are also available for download from the Library's web site:
<https://wcpd.info/public-library-district-board-trustee-elections/>
- ❖ If you are available, please consider joining us at the Library for the annual Trunk or Treat on Saturday, October 29 from 1:00 to 3:00 p.m. There will be lots of candy and activities, an inflatable corn maze, and even a food truck!

Department Reports

September 2022

ADMINISTRATIVE SERVICES

** Separate attachment

ADULT SERVICES

Engagement:

- **Programs:** A total of 13 programs were attended in September, held either virtually or in- person with a total of 112 attendees.

Healthy West Chicago Virtual Cooking Class: A total of 24 attended the virtual cooking class with food kits.

Take and Make Crafts: A total of 45 mini mandala make and takes were given to patrons.

Illinois Libraries Presents: A Conversation with Marlee Matlin. A total of 34 WC patrons registered for the program.

- **Technology Classes:** Adult Services staff taught 2 in-person computer classes in September (One in English and one in Spanish).
- **Sister Cities Tour of the Library:** On September 12th a group of 12 people from Taufkirchen, Germany came to visit the library and get a tour.
- **Staff Professional Development:** Jenny W. has joined the EDI Learning Cohort offered by RAILS. The cohort meets monthly from October and runs through May.

ADULT SERVICES: YOUNG ADULT

- A total of 10 programs were offered for teens in September with a total of 34 attendees.
- **Take and Make Crafts: Scratch Art:** There were 25 Make and Takes given to teens.
- **Outreach:** Jessica B. attended Leman Middle School's Curriculum Night and had a table in the school library to promote programming and service to teens. She spoke to 30 people about the library.
- **Staff Presentation:** Jessica B. Presented at the Ask us Anything: Public/School Library Partnerships on October 12, 2022.

CIRCULATION SERVICES

Circulation Statistics September 2022:

- 13,078 Total Items checked out, 5.88% increase from September 2021.
- 3,373 Electronic materials checked out, 36.78% increase from September 2021.
- The total value of the materials checked out by our patrons was \$87,473.75 during September 2022.
- During September 2022, we had 131 patrons using self-check and a total of 460 items checked out.

Patron Statistics September 2022:

- 5,698 Visitors to the Library, 8.82% decrease from September 2021.
- 90 New patrons added, 31.82% decrease from September 2021.
- 13,967 Card holders, 14.20% decrease from September 2021.
- 46.67% of the district population have library cards, 7.73% decrease from September 2021.

TECHNICAL SERVICES

Acquisitions:

- 1227 Items ordered.
- 1223 Items invoiced/received.
- 0 Items returned.

Cataloged:

- 2373 Items added to the collection.

Withdrawals:

- 540 Items withdrawn from the collection.

Material Maintenance:

- 5 Items repaired in house.

Other Activities:

- 565 Daily Health Questionnaires.
- 507 Items moved from new shelf to regular collection.
- 355 Postage processed.
- 123 Invoices processed.
- 93 Invoices archived.

- 43 Pre-cat records created.
- 27 Withdrawn books donated to Better World Books.
- 9 West Chicago Suburban Life scanned and converted to searchable PDF.
- 1 Title transfer.

YOUTH SERVICES

- **Engagement** -We held a total of 24 programs and 5 outreach events during the month of September.
- Total Outreach attendance -74
- All program attendance - 469

Sensory Saturday-Youth Services Librarian, Nicole Lapas, held Sensory Saturday for children who have special needs or sensory needs, she had a total of 40 people attend this program.

Outreach Request Form-There is now an outreach request form that can be completed on the library website for any organization or group that is looking for library outreach services. This will help streamline the number of outreach requests the library receives on a regular basis.

Pioneer Class 4th Grade Visit- We had 48 students at a 4th grade class visit from Pioneer School. The students were provided a full tour of the library and were able to check out books, if they had their library card with them.

ADMINISTRATIVE SERVICES

eNews: September

September was the month with the most links clicked in a long time. No surprise, the alebrijes took over once again. This month in the form of voting for the WeGo Alebrije's name. We had a total of 81 people click to vote via email, and a total of 135 people voted online overall. Some people voted in person, bringing our total vote count to a little over 160. "WeGo Amigo" was the name West Chicago voted for.

Another highlight of our eNews results is the response to our community collaborative programs with D33 Birth to 3 and Healthy West Chicago. Their program made the list of the top five most clicked links this month, and it goes to show how much value we can bring to these partner organizations AND our patrons.

Monthly Overview:

- Average Click Rate: **2%**
 - Last Month's Rate: **1%**
- Average Open Rate: **35%**
 - Last Month's Rate: **35%**

Top Emails:

09/08 – See a Squad Car

- Unique Opens: **2,001**
- Open Rate: **39 %** (Last Month: 40%)
- Unique Clicks: **9**
- Click Rate: **1%** (Last Month: 1%)

09/07 – Sunflower Crafternoon

- Unique Opens: **1,984**
- Open Rate: **38%** (Last Month: 39%)
- Unique Clicks: **43**
- Click Rate: **2%** (Last Month: 1%)

09/15 – Birth-3 To-Go Bags + Vote for the WeGo Alebrije's Name

- Unique Opens: **1,934**
- Open Rate: **37%** (Last Month: 37%)
- Unique Clicks: **71**
- Click Rate: **3%** (Last Month: 1%)

Top Links Clicked:

- WeGo Alebrije Voting – **81** (Last Month: 42)
- Birth-3 To-Go Bag Registration - **37** (Last Month: 29)
- Sunflower Crafternoon Registration – **33** (Last Month: 13)
- Paranormal Illinois Registration – **29** (Last Month: 13)
- HWC AS Coking Class Registration – **19** (Last Month: 12)

Facebook: September

Just like our eNews, the WeGo Alebrije dominated our Facebook page's engagement. People were excited to vote, as nearly 3,500 people in our community saw our voting post and 126 people engaged with the post by commenting, voting, or sharing the post. People were also excited to see the finished product. That's why our post inviting the community to our WeGo Alebrije dedication was so well received.

We had about 30 community members show up to the dedication on the second floor of the library. Including the Mayor, members of the Cultural Art's Commission, the artist who came up with the concept art for the WeGo Alebrije, the community volunteers and their families, and more.

Overall, the WeGo Alebrije project has been a very positive experience from a PR point of view. People have been engaging with the library online and in-person by voting, showing up to ask questions, volunteer, or simply admire the work-in-progress. The bonds the library has created with some of the volunteers and the community members will hopefully influence how they see the library and encourage them to support and advocate for this space.

Monthly Overview:

Total Post Reach: **38,156** (Last Month: 53,681)

Total Post Engagements: **1,633** (Last Month: 2,991)

Page Likes: **2,112** (Last Month: 2,018)

Top Posts:

09/07 **See a Squad Car**

Reach: **5,905** (Last Month: 2,652)

Engagement: **86** (Last Month: 32)

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

09/12 **WeGo Alebrije Voting**

Reach: **3,386** (Last Month: 1,840)

Engagement: **126** (Last Month: 25)

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

09/29 **WeGo Alebrije Dedication Promo**

Reach: **2,616** (Last Month: 1,818)

Engagement: **90** (Last Month: 38)

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

Instagram: September

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: **489** (Last Month: 478)

Top Posts:

08/18 **WeGo Alebrije Timelapse**

Reach: **199** (Last Month: 607)

Engagement: **3** (Last Month: 17)

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

09/06 **WeGo Alebrije Painting Promo**

Reach: **108** (Last Month: 162)

Engagement: **10** (Last Month: 10)

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

08/31 **WeGo Alebrije Voting**

Reach: **105** (Last Month: 134)

Engagement: **14** (Last Month: 15)

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

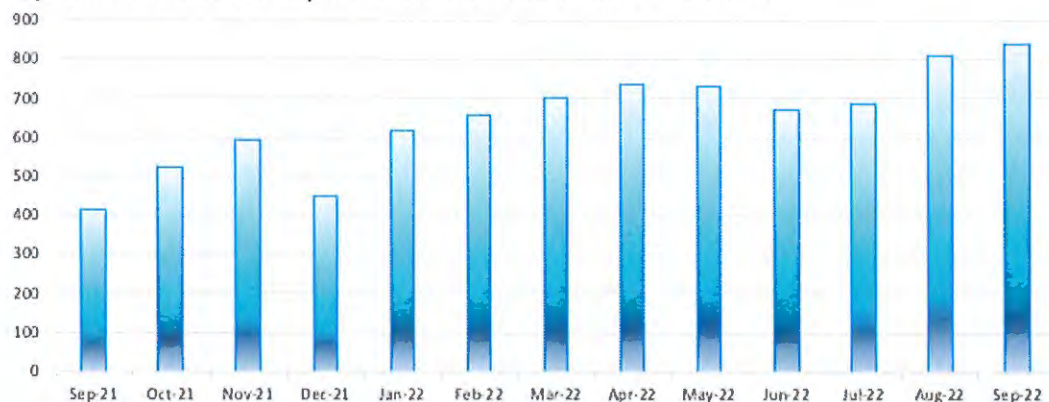
Creative Corridor: September

- Nicki decorated our display case to highlight our Library Card Sign-up Month prizes. The wall was used to place giant alebrije whales to promote the new library cards.

IT Report – September

Wireless Overview

September had 842 unique clients with 708.71Gb of data used.



September shows another rise in usage. Every month we are doubling the numbers from last year.

Website

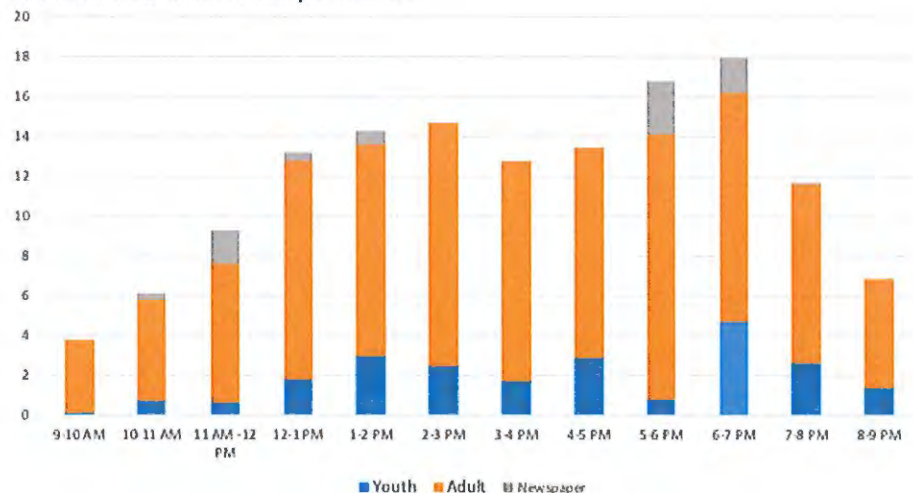
Last month we had 6839 website visits.

The top 5 pages in September were

1. Yearbooks (560 Visits in September, 484 Visits in August)
2. Employment (248 Visits in September, 299 Visits in August)
3. Print from Anywhere (190 Visits in September, 259 Visits in August)
4. Frequently Asked Questions (122 Visits in September, 220 Visits in August)
5. Research Databases (122 Visits in September, 121 Visits in August)

Computer Usage

We had 351 users in September.



September numbers show a popularity of the computers during the day in Youth and after school/work in all departments. I am happy to report that the newspaper computer is seeing growing regular usage after being gone for so long.



ORDINANCE NO.22-06

**AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES
BY THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE
FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023**

WHEREAS, on the 26th day of September 2022, an Ordinance entitled, "AN ORDINANCE PROVIDING FOR THE 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" was duly passed and approved and the same has been published according to the law, there having been appropriated for the fiscal year beginning July 1, 2022 and ending June 30, 2023, the sum of \$4,261,000 for library purposes of the West Chicago Public Library District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the West Chicago Public Library District as follows:

SECTION 1: That the Board of Library Trustees of the West Chicago Public Library District, in accordance with the provisions of the statute in such case made and provided, have duly ascertained the amount of appropriations for all corporate purposes legally made to be in the amount of FOUR MILLION TWO HUNDRED SIXTY-ONE THOUSAND DOLLARS (\$4,261,000) and do hereby determine that of that amount there shall be collected from this tax levy for the said year beginning July 1, 2022 and ending June 30, 2023, the sum of THREE MILLION SIX HUNDRED TWENTY TWO DOLLARS (\$3,622,000).

SECTION 2: The Budget and Appropriation Ordinance is incorporated by reference.

SECTION 3: That the purpose for which said appropriations and tax levy are made, and the sum or amounts appropriated to be collected and used for each purpose and amounts to be raised by tax levy and hereby ascertained to be as follows:

ACCOUNT	2022 APPROPRIATION	2022 LEVY
Salaries	1,500,000	1,400,000
Insurance-Health, Dental, Life	325,000	425,000
FICA	120,000	120,000
Unemployment Compensation	10,000	10,000
Worker's Compensation	10,000	10,000
Administrative Expenses	95,000	90,000
Administrative Technology Expense	185,000	180,000
Library Materials-Books	160,000	155,000
Library Materials-Periodicals	16,000	12,000
Library Materials-Audio Visual	45,000	40,000
Technology Services	200,000	200,000
Library Material Maintenance	25,000	15,000
Programs	50,000	45,000
Marketing & Promotions	75,000	75,000
Facilities & Operations	400,000	400,000
Utilities	95,000	95,000
Professional Services	150,000	150,000
Library Board Expenses	10,000	10,000
Capital Equipment Expenses	400,000	0
TOTAL LIBRARY FUND	\$ 3,871,000	3,432,000

The foregoing appropriations are hereby appropriated from the general property for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Illinois Municipal Retirement Fund Payments	190,000	190,000
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contribution to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Illinois Municipal Retirement Fund contributions in addition to all other library district taxes, as provided by law.

SPECIAL RESERVE FUND

Library Building, Equipment, Materials	200,000	0
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GENERAL OBLIGATION BOND FUND

General Obligation Bond Debt Service	0	0
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NEW BUILDING CONSTRUCTION FUND

New Building Construction Fund	0	0
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SUMMARY

<u>Account</u>	<u>Account Appropriated</u>	
Total Library Fund	\$ 3,871,000	3,432,000
Illinois Municipal Retirement Fund	\$ 190,000	190,000
Special Reserve Fund	\$ 200,000	0
General Obligation Bond Fund	0	0
New Building Construction Fund	0	0
GRAND TOTAL	\$ 4,261,000	3,622,000

SECTION 4: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage County within the time specified by law.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 28th day of November, 2022, pursuant to a roll call vote as follows:

Members Voting Aye:

Members Voting Nay:

Members Absent:

APPROVED by me this 28th day of November, 2022.

President, Board of Library Trustees
West Chicago Public Library District