



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING  
LIBRARY PROGRAM ROOM  
MONDAY, NOVEMBER 28, 2022  
7:00 PM

*Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at [admin@wcpld.info](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

## AGENDA

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
  - 1. Board Meeting – October 24, 2022 ACTION
  - 2. Strategic Planning Committee Meeting – October 20, 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 November 2022
  - 2. Financial Statements for October 2022
- H. Communications W.C. Cultural Arts Commission
  - 1. WeGo Amigo Experience
- I. Reports
  - 1. President Patricia Weninger
  - 2. Library Director ATTACHMENT
  - 3. Department Managers ATTACHMENT
  - 4. Policy Committee Frank Fokta
  - 5. Finance Committee Corrine Jakacki-Dattomo
- J. Unfinished Business

K. New Business

- |    |   |            |
|----|---|------------|
| 1. | FY22 Per Capita Grant Application: Serving Our Public 4.0   | DISCUSSION |
| 2. | Ordinance 22-06: An Ordinance Providing for the<br>Levying and Assessment of Taxes by the West<br>Chicago Public Library District for the Fiscal Year<br>Beginning July 1, 2022 and Ending June 30, 2023 in the<br>Amount of \$3,622,000. | ACTION     |
| 3. | Salary Schedule for Calendar Year 2023  | ACTION     |
| 4. | Approval of Management's Discussion & Analysis (MD&A)   | ACTION     |
| 5. | Approval of Library Purchasing Policy   | ACTION     |
| 6. | Approval of Library Credit Card Policy  | ACTION     |
| 7. | Approval of the Emergency Situations Procedures and<br>Disaster Manual  | ACTION     |

L. Closed Session

- |   |        |
|---|--------|
| The President may entertain a motion to enter into closed session<br>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, OCTOBER 24, 2022  
6:59 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: Pat Weninger, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; Richard Bloom and Scott Grotto, members.

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

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - September 26, 2022: Mr. Grotto moved to approve the Minutes of the Special Board Meeting of September 26, 2022; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

2. Board Meeting - September 26, 2022: Mr. Bloom moved to approve the Minutes of the Regular Board Meeting of September 26, 2022; seconded by Mr. Fokta. 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 October 2022: Mr. Grotto moved to approve the bills for the month of October in the amount of \$235,585.08; Seconded by Mr. Fokta. Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Diane Kelsey, Pat Weninger. Motion carried.

2. Financial statements for September 2022: Director Weseloh covered this topic under his report, Item J-2.

H. Strategic plan presentation: Omar Nuñez and Jennifer Winter provided a presentation on the strategic plan, which will cover years 2022 through 2025. The first part of the strategic plan reenvisions the mission and vision statements. The Mission Statement is: To make the

## **DRAFT MINUTES ONLY**

2

library resources known and accessible to everyone. The Vision Statement is: To become a leader of community engagement in West Chicago.

In the fall of 2019 a new strategic plan committee was formed with staff and board members. They were just gaining momentum when the pandemic broke out, suspending progress for a year and a half. The committee reconvened in the latter half of 2021.

A public survey was created in both English and Spanish and made available for several weeks. Mr. Nuñez met with each department at the library to gather staff input on the new strategic plan and the library in general. Diane Kelsey and Jennifer Winter conducted several Zoom focus group meetings with community leaders to obtain their input. From all of these sources valuable information was received about what the Library is doing well and how it can improve. The Library would like to make services and materials more accessible, more well known, and easier to understand.

Additional goals include strengthening outreach and improved space utilization to better serve the community and help the staff work more efficiently. The core values of the plan are the principles of equity, diversity, inclusion, and accessibility.

As responsible stewards of public funds, the Library will evaluate the strategic plan at least twice yearly to measure the progress toward meeting these goals and will adjust the plan as necessary. Every aspect of the plan is dependent on available funding and staff time. Committees will be formed as needed.

The Library of Things has proven quite popular; this service will be monitored and weeded and expanded accordingly. The library's website will be updated to improve ease of use. Patrons often ask if the Library offers ESL classes and/or citizenship classes. Staff will research the programs currently offered in the area to see if any missing services can be added. Outreach efforts will be strengthened, including assessing community venues for programming options. Collaboration with local organizations will be explored to provide additional programming and services outside of the library.

Staff will increase services in Spanish, making more current and future programs bilingual, and plan to host two large-scale Spanish cultural events each year. Staff would like to increase technological literacy in the community and increase access to digital resources.

Mobile library services will be pursued to provide services and programming to patrons who do not have access to transportation.

An outreach committee will make recommendations on how best to achieve the mobile services, including seeking funding sources such as grants, donations, and fundraisers.

Improved space utilization will consider reconfiguration of the first floor, creating a new youth services program room, reconfiguring the technical and circulation services area, creating a dedicated Makerspace, expanding the YA area and possibly enclose part of it for programming and/or gaming, and increasing the number of study rooms.

The new strategic plan will be marketed to the patrons to make them aware of the proposed changes. Marketing materials will include a trifold flyer, bookmarks, a post card, information displayed on the in-house TV screens, and information-sharing through partners in the community.

I. COMMUNICATIONS: Mr. Weseloh received an email from the Illinois State Library regarding the Per Capita Grant application, which is due by January 30, 2023. The 2021 expenditures report will be included with the application.

The Board will discuss the Per Capita Grant and Serving Our Public 4.0 at the November meeting. Mr. Weseloh will report on what the staff has achieved and some of their future plans. Board members were asked to review the sections pertaining to trustees.

J. REPORTS:

1. President: Ms. Weninger stated she is on a learning curve as newly elected president, and she will be relying on all trustees in leading the board.

2. Library Director: Mr. Weseloh reported the Library is 25 percent through the fiscal year elapsed, and the expenditures are at 23 percent. The two 2022 tax installments during DuPage County have resulted in 93 percent of the Library's income from property tax having been collected. PPRT income will be received in January. Interest income is up over 1,000%.

Some of the year-to-date expenses are: Administrative Technology, 25%; library materials, books, databases, which are front-loaded, 50%; professional services 26%; facilities maintenance 22%.

The electric rate was renegotiated; both electric and gas rates are currently very high, reflecting an increase of \$766.40 for the month. Assuming an increase of between \$750-\$800 per month, the increased annual expense will be between \$9,600-\$10,000.

## **DRAFT MINUTES ONLY**

4

The final audit field work was completed on-site on October 5 and 6, 2022. The public hearing on the tax levy will be held at 6:45 p.m. on November 28, 2022. The Truth in Taxation notice will be published in the newspaper.

Assa Abloy was onsite September 23 and October 24 for the preventive maintenance and replacement of rollers on both sets of automatic doors. Midwest Mechanical and Brock Industrial Services were onsite on September 26 to check for leaks because of condensation on some pipes in the basement. When the chiller system shuts down in December, the contractor will return to investigate and rewrap the pipes.

Valley Fire removed a water softener which had not been operable for many years. Cintas Fire checked and updated all the fire extinguishers on October 2. NIR Roof Care made repairs and replaced flashing around the two chimneys at the roofline where rainwater has been leaking in the Adult Services department for some time. The library now has a maintenance contract with NIR.

A staff in-service was held on October 14, 2022. There was a community Internet interruption that day, so the in-service survey has to be completed manually. Results will be available at the November board meeting. The fire department and police chief spoke with the staff on safety, active shooter, and emergency/disaster training. Mr. Weseloh asked about using a fire extinguisher, and the fire personnel said if an individual knows how to use it, do so; and if they don't know how to use it, then don't. Discussion was had by the board as to the possibility of holding a training in the use of fire extinguishers.

Director Weseloh reviewed personnel anniversaries and resignations.

The VOIP phone system is planned to be installed in November 2022. The Quarterly Business Review meeting was held with Sikich Technology on October 7, 2022. Services discussed were the phone system installation, the computer purchases for the coming year, and the continued migration of data storage from onsite servers to the cloud. Discussion of the continued engagement of Sikich Technology, in accordance with AICPA dependence standards, was discussed under New Business Item 4.

The hard copy board candidate packets for the 2023 consolidated election are available for pickup at the administrative office, and are also available for download from the Library's website. The filing period is December 12 to 19, 2022.

The trustees were invited to attend the Library's annual Trunk Or Treat event on Saturday, October 29, 2022 from 1:00 to 3:00 p.m.

3. Department Managers:

Adult Services: October 24, 2022 was the kickoff of the Binge Boxes for adults. Staff have created a label with the Cricut machine to reflect a theme. Three to five books are included in the theme, as well as some theme-related items which will rotate depending on the month. The first box will include an apple cider drink packet, shortbread cookies, a mug with the library logo, a pen, a notebook, and book-themed stickers or bookmarks. Another theme is movies, which includes three to four books, microwave popcorn, Junior Mints, Dots, and Tootsie Pops.

Young Adult Services: The Binge Boxes will be personalized based on a form the patron fills out online, identifying their interests, what they like to read, authors they like, series they like, what they would like to avoid, and what they want to enjoy.

Youth Services: During September, 24 programs and 5 outreach events were held. Sensory Saturday was held in the program room for children with sensory needs; 40 people attended in September.

Circulation Services: The Alebrijes patron cards are now available. Eighty five cards have been provided to new patrons, and 130 patrons have replaced their old cards with the new cards.

the transition high school student volunteers have completed the first part of their training where they were sorting and processing materials that would be sent to other libraries. They are now focussing on shelving.

Technical Services: 1,227 items were ordered, 2,373 items were added to the collection, 1,223 items were received, 540 items withdrawn, and 5 items were repaired in-house.

Administrative Services: The Alebrijes dominated social media and email. "WeGo Amigo" was chosen for the name of the alebrije constructed in the library, with 135 people casting their votes. Approximately 30 people attended the dedication, and the West Chicago Mayor gave a short speech.

4. Policy Committee: Mr. Fokta reported the committee met October 13, 2022 at 6:00 p.m. Present were Mr. Fokta, Ms. Weninger, Mr. Bloom, and Mr. Weseloh. Discussion was had regarding the current version of the Library's emergency response plan. The plan will be presented by the committee with its recommendation at the November board meeting. The committee meeting lasted an hour.

5. Strategic Planning Committee: Mr. Weseloh stated the committee met on October 18, 2022. Jenny and Omar provided a presentation, which was

followed by discussion and minor tweaking of the plan including some comments received from the board. The committee recommended approval of the plan under Agenda Item L-3.

K. UNFINISHED BUSINESS: None.

L. NEW BUSINESS:

1. FY 2023 Per Capita Grant Application: Mr. Weseloh stated discussion will be had regarding the Per Capita Grant application at the November board meeting, which will include review of Serving Our Public 4.0.

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: Mr. Grotto moved that the Board adopt the Tentative Ordinance 22-06 for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2022, ending June 30, 2023, for a total of \$3,622,000; seconded by Mr. Bloom. Roll Call Vote - Yes: Richard Bloom, Frank Fokta, Scott Grotto, Diane Kelsey, Pat Weninger. Motion carried.

a. Public Hearing Date - November 28, 2022 at 6:45 p.m.: Mr. Grotto moved to approve the Public Hearing date of November 28, 2022, at 6:45 p.m.; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

3. Approval of the Strategic Plan: Ms. Kelsey moved that the Board approve the 2022-2025 Strategic Plan; seconded by Mr. Grotto.

Discussion was had regarding the many stakeholders who provided input into the development of the plan, including Library District patrons, the Superintendent of High School District 94, the Western DuPage Chamber of Commerce, the Superintendent of District 33, and the West Chicago City Museum.

Staff will review the plan twice annually, implement due dates for milestones, and check quantifiable data such as the success of programs and projects.

Patrons would like to have drive-up materials checkout, which is not part of this plan. The Building & Grounds team is looking at how to reconfigure the outside space for handicapped parking.

Fifty two percent of the District's population is Hispanic, but the majority of patrons who visit the library are white non-Hispanic. Discussion was had regarding the strategic plan addressing how to engage the Hispanic population, including outreach and mobile library services to high density communities that do not have transportation



## **DRAFT MINUTES ONLY**

7

access. The library has a diverse staff; and patrons would also like to see the Library offer bilingual programming, ESL classes, and citizenship classes.

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

4. Decision to Remain with Sikich Technology or Sikich Auditing:  
Mr. Bloom moved that the Library remain with Sikich Technology as its provider of technology services; seconded by Ms. Kelsey.

In order to comply with the AICPA standards, the Library must make a decision to remain with either Sikich Technology or Sikich Auditing, it cannot continue to receive services from both these Sikich providers. The Library engages with the technology provider on an almost daily basis; and the auditing provider is engaged with the Library for approximately five days on an annual basis. The decision to choose which provider to remain with must be made by the end of the calendar year, which leaves very little time to search for, review, and engage a possibly a different provider. Auditing service providers can be reviewed and a new provider selected prior to May, when the preliminary audit must be performed.

Discussion was had regarding the recommended business practice when engaging auditing services is to rotate external auditors every few years. Sikich Technology's services with the Library have been clear and concise, and they have timely reacted to any difficult situations the Library has had.

Mr. Bloom recommended continuing to engage the services of Sikich Technology. The director and the Board know that they will have to do move forward with selecting a new auditor. The contract with Sikich Auditing terminates at the end of the current year, 2022.

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

M. CLOSED SESSION: No closed session was held.

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

O. ADJOURNMENT: There being no further business, President Weninger adjourned the meeting at 8:27 p.m.



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

STRATEGIC PLANNING COMMITTEE

WEST CHICAGO PUBLIC LIBRARY BOARD

OCTOBER 20, 2022

1:00 P.M.

PROGRAM ROOM

MEETING MINUTES

A. CALL TO ORDER

*The meeting was called to order at 1:11 p.m.*

B. ROLL CALL

*Members present: Diane Kelsey, Omar Nuñez (remotely), Ben Weseloh, Jenny Winter, Pat Weninger*

C. APPROVAL OF MINUTES

*A motion to approve the minutes for September 27, 2022. The motion was made by Diane Kelsey and seconded by Ben Weseloh. The vote to approve was unanimous. Motion passed.*

D. RECOGNITION OF PUBLIC

*No public*

E. PUBLIC COMMENT

*None*

F. AGENDA-ADDITIONS/DELETIONS

*None*

G. COMMITTEE CHAIR REPORT

*None*

#### H. OLD BUSINESS

##### a. Review the presentation to the Board of Trustees

*Jenny and Omar presented the power point that was prepared for the Board of Trustees. The committee made some minor recommendations to their presentation. The feedback of the committee was that the power point was well done. The committee feels that the presentation needs to be informative and that it reflect the opinions expressed in our surveys, focus groups, and staff interviews. Ultimately, we hope to convey to the Board that the plan is clearly stated, goal oriented and a true reflection of the needs of the community of West Chicago.*

##### b. Discuss distribution process

*Jenny and Omar will add information to the power point regarding distribution of the Strategic Plan. The committee discussed the need to use multiple avenues of distribution: Brochures, bookmarks, web page, email, social media, and through our partner organizations.*

#### I. NEW BUSINESS

##### a. Recommend to the Board of Trustees the approval of the 2022-2025 WCPLD Strategic Plan.

Diane moved that the committee recommend the Strategic Plan for approval at the October 24, 2022 board meeting, seconded by Ben. The vote to approve was unanimous. The motion passed.

#### J. ADJOURNMENT

The meeting adjourned at 2:26 p.m.

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: November 28, 2022

FINANCIAL STATEMENT DATE: October 31, 2022

Payroll dated:

|            |                           |    |           |
|------------|---------------------------|----|-----------|
| 10/14/2022 | Net Payroll               | \$ | 34,778.71 |
|            | Federal Liability Payment | \$ | 9,869.52  |
|            | State Liability Payment   | \$ | 2,060.25  |
|            | Paylocity Fee             | \$ | 292.56    |

|           |                           |    |           |
|-----------|---------------------------|----|-----------|
| 9/16/2022 | Net Payroll               | \$ | 34,539.32 |
|           | Federal Liability Payment | \$ | 10,290.73 |
|           | State Liability Payment   | \$ | 2,142.14  |
|           | Paylocity Fee             | \$ | 229.78    |

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

|       |  |    |           |
|-------|--|----|-----------|
| TOTAL |  | \$ | 94,203.01 |
|-------|--|----|-----------|

State Bank of IL

|                         |           |    |           |
|-------------------------|-----------|----|-----------|
| Operating - Manual Cks  | Check No. | \$ | 21,827.61 |
| Operating - System Cks  | Check No. | \$ | 90,719.24 |
| Operating - Credit Card | Check No. | \$ | 2,913.10  |
| Librarian's Petty Cash  | Check No. | \$ | 252.73    |

|       |  |    |            |
|-------|--|----|------------|
| TOTAL |  | \$ | 115,712.68 |
|-------|--|----|------------|

|                          |  |    |            |
|--------------------------|--|----|------------|
| Total Bills for Approval |  | \$ | 209,915.69 |
|--------------------------|--|----|------------|

Board Approval

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

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

## West Chicago Public Library District

## Bills Total

As of November 20, 2022

|                                       | Type   | Date       | Num            | Memo                          | Split                                 | Amount |
|---------------------------------------|--------|------------|----------------|-------------------------------|---------------------------------------|--------|
| <b>Abbott Tree Care Professionals</b> |        |            |                |                               |                                       |        |
|                                       | Bill   | 11/01/2022 | 32834          | November                      | 45130 · EXTERIOR LANDSCAPING          | 503.50 |
| Total Abbott Tree Care Professionals  |        |            |                |                               |                                       | 503.50 |
| <b>ACC Business</b>                   |        |            |                |                               |                                       |        |
|                                       | Bill   | 10/27/2022 | 222853557      | 9/13/22-10/10/22              | 42405 · INTERNET SERVICES             | 555.02 |
| Total ACC Business                    |        |            |                |                               |                                       | 555.02 |
| <b>Accurate Office Supplies</b>       |        |            |                |                               |                                       |        |
|                                       | Bill   | 10/12/2022 | 579400         | Dolly                         | 45115 · JANITORIAL SUPPLIES           | 99.41  |
|                                       | Bill   | 10/13/2022 | 579473         | Dolly                         | 45115 · JANITORIAL SUPPLIES           | 99.41  |
|                                       | Bill   | 11/16/2022 | 581752         | Coffee/Paper Plates           | 41334 · OFFICE SUPPLIES GENERAL       | 108.62 |
|                                       | Bill   | 11/17/2022 | 581833         | Cups/Splenda                  | 41334 · OFFICE SUPPLIES GENERAL       | 17.97  |
| Total Accurate Office Supplies        |        |            |                |                               |                                       | 325.41 |
| <b>Albertsons-Safeway</b>             |        |            |                |                               |                                       |        |
|                                       | Bill   | 11/10/2022 |                | Misc.                         | 44130 · PROGRAMS-YOUNG ADULT          | 103.08 |
| Total Albertsons-Safeway              |        |            |                |                               |                                       | 103.08 |
| <b>Amazon Capital Services</b>        |        |            |                |                               |                                       |        |
|                                       | Credit | 11/11/2022 | 119D-91FF-RJLR | Games                         | 42330 · AV MATERIALS-YOUNG ADULT      | -2.00  |
|                                       | Credit | 11/10/2022 | 1L9X-F7KL-R1WG | Games                         | 42330 · AV MATERIALS-YOUNG ADULT      | -1.13  |
|                                       | Bill   | 10/04/2022 | 1GFK-3DGT-M6JD | Christmas Decor               | 44145 · EVENTS AND OUTREACH           | 329.08 |
|                                       | Bill   | 10/10/2022 | 1N7T-X4CL-JCTJ | Paper Cups                    | 41334 · OFFICE SUPPLIES GENERAL       | 24.99  |
|                                       | Bill   | 10/11/2022 | 13RT-HRLV-DGK4 | Nintendo Switch               | 42340 · AV MATERIALS-YOUTH            | 199.00 |
|                                       | Bill   | 10/13/2022 | 1446-VYDG-N4MH | Trash Bags/Holder             | 42500 · PROCESSING-TECHNICAL SERVICES | 68.73  |
|                                       | Bill   | 10/16/2022 | 1TNX-TNCC-9GGJ | Wireless Adapter/Power Supply | 41400 · IT EQUIPMENT UPGRADES-STAFF   | 424.80 |
|                                       | Bill   | 10/16/2022 | 16F7-J9CC-9P7R | Labels                        | 41334 · OFFICE SUPPLIES GENERAL       | 1.58   |
|                                       | Bill   | 10/17/2022 | 137N-K1YR-TP1Y | Popcorn/Cookies               | 44120 · PROGRAMS-ADULT                | 43.27  |
|                                       | Bill   | 10/18/2022 | 1GKL-FGRV-GDQ6 | Misc.                         | 44140 · PROGRAMS-YOUTH                | 33.16  |
|                                       | Bill   | 10/18/2022 | 13QC-XWVQ-KJ97 | Candy                         | 44120 · PROGRAMS-ADULT                | 35.06  |
|                                       | Bill   | 10/22/2022 | 13YR-CCC7-C346 | Misc.                         | 44120 · PROGRAMS-ADULT                | 93.88  |
|                                       | Bill   | 10/25/2022 | 1H9T-4GVJ-JW9J | Misc.                         | 44130 · PROGRAMS-YOUNG ADULT          | 111.79 |
|                                       | Bill   | 10/26/2022 | 1Q7D-HWLR-G619 | Bookshelf                     | 44130 · PROGRAMS-YOUNG ADULT          | 29.99  |
|                                       | Bill   | 10/26/2022 | 1D4D-YQ3Q-1NK6 | Keyboard Cover                | 42500 · PROCESSING-TECHNICAL SERVICES | 6.49   |
|                                       | Bill   | 10/26/2022 | 1XKN-9V6Q-FKDJ | Paint                         | 44120 · PROGRAMS-ADULT                | 5.07   |
|                                       | Bill   | 10/29/2022 | 1K36-MLNW-VXKQ | Games                         | 42330 · AV MATERIALS-YOUNG ADULT      | 539.10 |
|                                       | Bill   | 10/29/2022 | 1QLC-PYVF-QGYR | Arch Frame                    | 44145 · EVENTS AND OUTREACH           | 69.69  |
|                                       | Bill   | 10/31/2022 | 13N6-GKPQ-L6TF | Batteries                     | 44120 · PROGRAMS-ADULT                | 21.26  |
|                                       | Bill   | 10/31/2022 | 1LF7-QQD1-1KCW | Ethernet Cable                | 41400 · IT EQUIPMENT UPGRADES-STAFF   | 73.76  |
|                                       | Bill   | 11/01/2022 | 1JD3-C6H4-31DQ | Label Printer                 | 41334 · OFFICE SUPPLIES GENERAL       | 299.99 |
|                                       | Bill   | 11/02/2022 | 1XFP-KV3T-PDGM | Kraft Paper Roll              | 44145 · EVENTS AND OUTREACH           | 67.42  |
|                                       | Bill   | 11/04/2022 | 1RHG-VKK3-19DY | Game                          | 42330 · AV MATERIALS-YOUNG ADULT      | 59.99  |

West Chicago Public Library District

Bills Total

As of November 20, 2022

| Type  | Date       | Num            | Memo                       | Split                                   | Amount   |
|---|------------|----------------|----------------------------|---|----------|
| Bill  | 11/06/2022 | 1JNQ-THG7-GC1M | Misc.                      | 44140 · PROGRAMS-YOUTH                  | 101.98   |
| Bill  | 11/06/2022 | 1PTL-DRPR-DKT1 | Misc.                      | 44140 · PROGRAMS-YOUTH                  | 75.83    |
| Bill  | 11/06/2022 | 13V7-41DK-CRWT | Misc.                      | 44140 · PROGRAMS-YOUTH                  | 35.43    |
| Bill  | 11/06/2022 | 1Q69-MPQX-GJ1G | Misc.                      | 42320 · AV MATERIALS-ADULT              | 53.91    |
| Bill  | 11/06/2022 | 1LHJ-DCWF-HFY4 | DVDs                       | 44145 · EVENTS AND OUTREACH             | 26.47    |
| Bill  | 11/10/2022 | 1PQ4-JMMH-QRN7 | Games                      | 42330 · AV MATERIALS-YOUNG ADULT        | 179.97   |
| Bill  | 11/10/2022 | 1793-TGYY-MP3K | Misc.                      | 44140 · PROGRAMS-YOUTH                  | 43.45    |
| Bill  | 11/10/2022 | 1NFT-H3QH-NQCP | Misc.                      | 44145 · EVENTS AND OUTREACH             | 241.44   |
| Bill  | 11/12/2022 | 1R4K-M31X-YDGH | Misc.                      | 44120 · PROGRAMS-ADULT                  | 70.84    |
| Bill  | 11/13/2022 | 1CR4-3RTP-7HTN | Hot Chocolate              | 44145 · EVENTS AND OUTREACH             | 19.17    |
| Total Amazon Capital Services                     |            |                |                            |   | 3,383.48 |
| <b>American National Sprinkler &amp; Lighting</b> |            |                |                            |   |          |
| Bill  | 10/22/2022 | 418831         | Repair Leak                | 45140 · EXTERIOR R & M-OTHER            | 79.60    |
| Bill  | 11/05/2022 |                | Winterize Sprinkler System | 45160 · CONTRACT INSPECTION & MAINTENAN | 175.00   |
| Total American National Sprinkler & Lighting      |            |                |                            |   | 254.60   |
| <b>Anderson Elevator Co.</b>                      |            |                |                            |   |          |
| Bill  | 11/01/2022 | 64946-P2X3     | November                   | 45160 · CONTRACT INSPECTION & MAINTENAN | 175.00   |
| Total Anderson Elevator Co.                       |            |                |                            |   | 175.00   |
| <b>Andy Frain</b>                                 |            |                |                            |   |          |
| Bill  | 10/31/2022 | 328952         | October                    | 45112 · SECURITY SERVICE                | 1,839.08 |
| Total Andy Frain                                  |            |                |                            |   | 1,839.08 |
| <b>Bigleaf Networks, Inc.</b>                     |            |                |                            |   |          |
| Bill  | 11/01/2022 | 46165          | November                   | 42405 · INTERNET SERVICES               | 499.00   |
| Total Bigleaf Networks, Inc.                      |            |                |                            |   | 499.00   |
| <b>Buck Services</b>                              |            |                |                            |   |          |
| Bill  | 10/31/2022 | 57948          | October                    | 45110 · JANITORIAL SERVICE              | 828.00   |
| Total Buck Services                               |            |                |                            |   | 828.00   |
| <b>Cengage Learning</b>                           |            |                |                            |   |          |
| Bill  | 10/11/2022 | 79452405       | Books                      | 42120 · BOOKS-ADULT                     | 152.75   |
| Bill  | 10/24/2022 | 79536779       | Books                      | 42120 · BOOKS-ADULT                     | 30.39    |
| Bill  | 11/10/2022 | 79638812       | Books                      | 42120 · BOOKS-ADULT                     | 123.16   |
| Total Cengage Learning                            |            |                |                            |   | 306.30   |
| <b>Chicago Sun Times</b>                          |            |                |                            |   |          |
| Bill  | 10/19/2022 |                | Annual Renewal             | 42210 · PERIODICALS                     | 416.00   |
| Total Chicago Sun Times                           |            |                |                            |   | 416.00   |
| <b>Children's Plus Inc.</b>                       |            |                |                            |   |          |
| Bill  | 10/11/2022 | 219749         | Books                      | 42140 · BOOKS-YOUTH                     | 114.50   |
| Bill  | 10/20/2022 | 220192         | Books                      | 42140 · BOOKS-YOUTH                     | 41.80    |
| Total Children's Plus Inc.                        |            |                |                            |   | 156.30   |

# West Chicago Public Library District

## Bills Total

### As of November 20, 2022

|                                     | Type   | Date       | Num        | Memo                 | Split                                   | Amount   |
|-------------------------------------|--------|------------|------------|----------------------|---|----------|
| <b>Cintas Corporation</b>           |        |            |            |                      |   |          |
|                                     | Bill   | 10/13/2022 | 5128651209 | 1st Aid Supplies     | 41334 · OFFICE SUPPLIES GENERAL         | 132.24   |
| Total Cintas Corporation            |        |            |            |                      |   | 132.24   |
| <b>Comcast</b>                      |        |            |            |                      |   |          |
|                                     | Bill   | 11/10/2022 |            | 11/29/22-12/28/22    | 42405 · INTERNET SERVICES               | 510.63   |
| Total Comcast                       |        |            |            |                      |   | 510.63   |
| <b>ComEd</b>                        |        |            |            |                      |   |          |
|                                     | Bill   | 10/13/2022 |            | 9/13/22-10/12/22     | 45320 · UTILITIES-ELECTRIC              | 1,169.16 |
| Total ComEd                         |        |            |            |                      |   | 1,169.16 |
| <b>Cover One</b>                    |        |            |            |                      |   |          |
|                                     | Bill   | 11/11/2022 | 21528      | Glue Strips          | 42500 · PROCESSING-TECHNICAL SERVICES   | 99.00    |
| Total Cover One                     |        |            |            |                      |   | 99.00    |
| <b>Dancing Cranes Yoga</b>          |        |            |            |                      |   |          |
|                                     | Bill   | 11/03/2022 |            | Virtual Program      | 44120 · PROGRAMS-ADULT                  | 180.00   |
| Total Dancing Cranes Yoga           |        |            |            |                      |   | 180.00   |
| <b>De Lage Landen Financial</b>     |        |            |            |                      |   |          |
|                                     | Bill   | 10/17/2022 | 77917492   | 11/1/22-11/30/22     | 41336 · OFFICE EQUIPMENT                | 1,549.08 |
| Total De Lage Landen Financial      |        |            |            |                      |   | 1,549.08 |
| <b>Delta Building Technologies</b>  |        |            |            |                      |   |          |
|                                     | Bill   | 11/01/2022 | 001707     | 11/1/22-1/31/23      | 45160 · CONTRACT INSPECTION & MAINTENAN | 1,560.50 |
| Total Delta Building Technologies   |        |            |            |                      |   | 1,560.50 |
| <b>Demco</b>                        |        |            |            |                      |   |          |
|                                     | Bill   | 10/14/2022 | 7202633    | Media Rack           | 45165 · INTERIOR R & M-OTHER            | 1,427.03 |
| Total Demco                         |        |            |            |                      |   | 1,427.03 |
| <b>EBSCO</b>                        |        |            |            |                      |   |          |
|                                     | Credit | 11/02/2022 | 2204125    | Cancellation         | 42210 · PERIODICALS                     | -24.00   |
|                                     | Credit | 11/02/2022 | 2205581    | Cancellation         | 42210 · PERIODICALS                     | -183.89  |
|                                     | Credit | 11/02/2022 | 2206157    | Cancellation         | 42210 · PERIODICALS                     | -20.95   |
|                                     | Bill   | 11/02/2022 | 1672206    | Annual Renewal       | -SPLIT-                                 | 4,872.62 |
|                                     | Bill   | 11/13/2022 | 2301798    | Supplemental Invoice | 42210 · PERIODICALS                     | 31.05    |
| Total EBSCO                         |        |            |            |                      |   | 4,674.83 |
| <b>First Security Systems, Inc.</b> |        |            |            |                      |   |          |
|                                     | Bill   | 10/17/2022 | 92996      | 11/01/22-10/31/23    | 45160 · CONTRACT INSPECTION & MAINTENAN | 420.00   |
| Total First Security Systems, Inc.  |        |            |            |                      |   | 420.00   |
| <b>Flood Brothers</b>               |        |            |            |                      |   |          |
|                                     | Bill   | 11/08/2022 | 6480058    | November             | 45350 · UTILITIES-TRASH                 | 69.63    |
| Total Flood Brothers                |        |            |            |                      |   | 69.63    |
| <b>Francotyp-Postalia, Inc.</b>     |        |            |            |                      |   |          |
|                                     | Bill   | 11/07/2022 | 105538745  | Inkjet Cartridge     | 41334 · OFFICE SUPPLIES GENERAL         | 310.76   |

**West Chicago Public Library District**  
**Bills Total**  
**As of November 20, 2022**

|  | Type   | Date       | Num      | Memo     | Split                                 | Amount   |
|--|--------|------------|----------|----------|---------------------------------------|----------|
| Total Francotyp-Postalia, Inc.           |        |            |          |          |                                       | 310.76   |
| Gehrke Technology Group                  |        |            |          |          |                                       |          |
|  | Bill   | 11/09/2022 | 2223395  | November | 45150 · HVAC R & M                    | 125.00   |
| Total Gehrke Technology Group            |        |            |          |          |                                       | 125.00   |
| Governmental Accounting, Inc.            |        |            |          |          |                                       |          |
|  | Bill   | 11/01/2022 | 59333    | November | 45520 · ACCOUNTING                    | 1,575.00 |
| Total Governmental Accounting, Inc.      |        |            |          |          |                                       | 1,575.00 |
| Grant and Power Landscaping              |        |            |          |          |                                       |          |
|  | Bill   | 11/16/2022 | 154238   | November | 45120 · SNOW REMOVAL                  | 3,728.00 |
| Total Grant and Power Landscaping        |        |            |          |          |                                       | 3,728.00 |
| Image Systems & Business Solutions       |        |            |          |          |                                       |          |
|  | Bill   | 10/24/2022 | 102022   | Toner    | 41334 · OFFICE SUPPLIES GENERAL       | 110.00   |
| Total Image Systems & Business Solutions |        |            |          |          |                                       | 110.00   |
| Ingram Library Services                  |        |            |          |          |                                       |          |
|  | Credit | 10/25/2022 | 72278960 | Books    | 42130 · BOOKS-YOUNG ADULT             | -22.02   |
|  | Bill   | 10/02/2022 | 71859955 | Books    | -SPLIT-                               | 287.74   |
|  | Bill   | 10/03/2022 | 71873669 | Books    | -SPLIT-                               | 414.78   |
|  | Bill   | 10/05/2022 | 71928152 | Books    | -SPLIT-                               | 59.45    |
|  | Bill   | 10/06/2022 | 71951806 | Books    | -SPLIT-                               | 45.82    |
|  | Bill   | 10/07/2022 | 71972478 | Books    | -SPLIT-                               | 407.42   |
|  | Bill   | 10/09/2022 | 71989585 | Books    | -SPLIT-                               | 127.20   |
|  | Bill   | 10/12/2022 | 72041444 | Books    | -SPLIT-                               | 69.64    |
|  | Bill   | 10/12/2022 | 72041445 | Books    | -SPLIT-                               | 105.19   |
|  | Bill   | 10/13/2022 | 72064331 | Books    | -SPLIT-                               | 47.31    |
|  | Bill   | 10/17/2022 | 72116671 | Books    | 42500 · PROCESSING-TECHNICAL SERVICES | 49.60    |
|  | Bill   | 10/17/2022 | 72116672 | Books    | -SPLIT-                               | 387.05   |
|  | Bill   | 10/17/2022 | 72116670 | Books    | 42130 · BOOKS-YOUNG ADULT             | 64.92    |
|  | Bill   | 10/18/2022 | 72141279 | Books    | -SPLIT-                               | 30.11    |
|  | Bill   | 10/19/2022 | 72165886 | Books    | -SPLIT-                               | 43.68    |
|  | Bill   | 10/21/2022 | 72212361 | Books    | -SPLIT-                               | 252.13   |
|  | Bill   | 10/24/2022 | 72240201 | Books    | 42500 · PROCESSING-TECHNICAL SERVICES | 12.40    |
|  | Bill   | 10/24/2022 | 72240200 | Books    | 42130 · BOOKS-YOUNG ADULT             | 14.93    |
|  | Bill   | 10/26/2022 | 72285877 | Books    | -SPLIT-                               | 295.57   |
|  | Bill   | 10/27/2022 | 72309938 | Books    | -SPLIT-                               | 712.83   |
|  | Bill   | 10/30/2022 | 72351312 | Books    | -SPLIT-                               | 312.24   |
|  | Bill   | 10/31/2022 | 72362961 | Books    | 42130 · BOOKS-YOUNG ADULT             | 33.12    |
|  | Bill   | 10/31/2022 | 72362962 | Books    | 42500 · PROCESSING-TECHNICAL SERVICES | 24.80    |
| Total Ingram Library Services            |        |            |          |          |                                       | 3,775.91 |
| Joan Happel                              |        |            |          |          |                                       |          |



**West Chicago Public Library District**  
**Bills Total**  
**As of November 20, 2022**

|                                   | Type   | Date       | Num       | Memo                              | Split                                 | Amount    |
|-----------------------------------|--------|------------|-----------|-----------------------------------|---------------------------------------|-----------|
|                                   | Bill   | 11/17/2022 |           | Mileage Reimbursement             | 41320 · TRAVEL                        | 8.31      |
|                                   | Bill   | 11/17/2022 |           | Mileage Reimbursement             | 41320 · TRAVEL                        | 7.00      |
| Total Joan Happel                 |        |            |           |                                   |                                       | 15.31     |
| <b>Know Buddy Resources</b>       |        |            |           |                                   |                                       |           |
|                                   | Bill   | 10/26/2022 | 343479    | Books                             | 42140 · BOOKS-YOUTH                   | 126.10    |
| Total Know Buddy Resources        |        |            |           |                                   |                                       | 126.10    |
| <b>Lauterbach &amp; Amen, LLP</b> |        |            |           |                                   |                                       |           |
|                                   | Bill   | 10/31/2022 | 71050     | Actuarial Report FY 22 GASB 74/75 | 45505 · AUDIT                         | 2,860.00  |
| Total Lauterbach & Amen, LLP      |        |            |           |                                   |                                       | 2,860.00  |
| <b>LIMRICC</b>                    |        |            |           |                                   |                                       |           |
|                                   | Bill   | 11/03/2022 |           | November                          | 41110 · INS-HEALTH, DENTAL, LIFE, FSA | 15,779.35 |
| Total LIMRICC                     |        |            |           |                                   |                                       | 15,779.35 |
| <b>Lucas Holdings, LLC</b>        |        |            |           |                                   |                                       |           |
|                                   | Bill   | 10/10/2022 | 67749     | Library Cards                     | 41348 · CIRCULATION SERVICES SUPPLIES | 977.25    |
| Total Lucas Holdings, LLC         |        |            |           |                                   |                                       | 977.25    |
| <b>Midwest Mechanical</b>         |        |            |           |                                   |                                       |           |
|                                   | Bill   | 08/30/2022 | 112131780 | Service Call #2206-0170           | 45150 · HVAC R & M                    | 4,602.00  |
|                                   | Bill   | 11/03/2022 | 126723    | November                          | 45150 · HVAC R & M                    | 932.00    |
| Total Midwest Mechanical          |        |            |           |                                   |                                       | 5,534.00  |
| <b>Midwest Tape</b>               |        |            |           |                                   |                                       |           |
|                                   | Credit | 10/24/2022 | 502868476 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | -22.49    |
|                                   | Bill   | 10/07/2022 | 502782400 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 53.96     |
|                                   | Bill   | 10/07/2022 | 502782402 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 264.59    |
|                                   | Bill   | 10/07/2022 | 502782403 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 46.99     |
|                                   | Bill   | 10/07/2022 | 502782404 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 90.71     |
|                                   | Bill   | 10/07/2022 | 502782405 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 352.91    |
|                                   | Bill   | 10/10/2022 | 502798622 | AV Materials                      | 42340 · AV MATERIALS-YOUTH            | 23.24     |
|                                   | Bill   | 10/14/2022 | 502815388 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 74.98     |
|                                   | Bill   | 10/14/2022 | 502815389 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 36.73     |
|                                   | Bill   | 10/14/2022 | 502819810 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 79.98     |
|                                   | Bill   | 10/14/2022 | 502815387 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 167.15    |
|                                   | Bill   | 10/18/2022 | 502837407 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 22.49     |
|                                   | Bill   | 10/21/2022 | 502853438 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 23.24     |
|                                   | Bill   | 10/21/2022 | 502853439 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 22.49     |
|                                   | Bill   | 10/21/2022 | 502853436 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 74.98     |
|                                   | Bill   | 10/31/2022 | 502897707 | AV Materials                      | 42320 · AV MATERIALS-ADULT            | 70.46     |
|                                   | Bill   | 10/31/2022 | 502897708 | AV Materials                      | 42340 · AV MATERIALS-YOUTH            | 59.94     |
|                                   | Bill   | 10/31/2022 | 502897709 | AV Materials                      | 42340 · AV MATERIALS-YOUTH            | 15.99     |
| Total Midwest Tape                |        |            |           |                                   |                                       | 1,458.34  |

**West Chicago Public Library District**  
**Bills Total**  
**As of November 20, 2022**

|                                      | Type | Date       | Num       | Memo                           | Split                                 | Amount   |
|--------------------------------------|------|------------|-----------|--------------------------------|---------------------------------------|----------|
| <b>Mobile Beacon</b>                 |      |            |           |                                |                                       |          |
|                                      | Bill | 10/20/2022 |           | Hot Spot Renewal               | 42420 · SOFTWARE PUBLIC               | 840.00   |
| Total Mobile Beacon                  |      |            |           |                                |                                       | 840.00   |
| <b>Morgan Birge &amp; Associates</b> |      |            |           |                                |                                       |          |
|                                      | Bill | 11/01/2022 | 68591     | November                       | 41415 · PHONE SYSTEM                  | 200.00   |
| Total Morgan Birge & Associates      |      |            |           |                                |                                       | 200.00   |
| <b>NCPERS</b>                        |      |            |           |                                |                                       |          |
|                                      | Bill | 11/10/2022 |           | November                       | 41110 · INS-HEALTH, DENTAL, LIFE, FSA | 16.00    |
| Total NCPERS                         |      |            |           |                                |                                       | 16.00    |
| <b>Nicor</b>                         |      |            |           |                                |                                       |          |
|                                      | Bill | 11/07/2022 |           | 10/04/22-11/03/22              | 45310 · UTILITIES-GAS                 | 577.14   |
| Total Nicor                          |      |            |           |                                |                                       | 577.14   |
| <b>Orkin Pest Control</b>            |      |            |           |                                |                                       |          |
|                                      | Bill | 10/18/2022 | 234226894 | October                        | 45155 · GENERAL BLDG SERVICES         | 82.58    |
| Total Orkin Pest Control             |      |            |           |                                |                                       | 82.58    |
| <b>OverDrive</b>                     |      |            |           |                                |                                       |          |
|                                      | Bill | 11/03/2022 | 22402738  | Ebooks                         | 42320 · AV MATERIALS-ADULT            | 1,972.87 |
|                                      | Bill | 11/05/2022 | 22404736  | Ebooks                         | 42130 · BOOKS-YOUNG ADULT             | 72.07    |
|                                      | Bill | 11/15/2022 | 22413962  | Ebooks                         | 42340 · AV MATERIALS-YOUTH            | 306.60   |
| Total OverDrive                      |      |            |           |                                |                                       | 2,351.54 |
| <b>Paddock Publications</b>          |      |            |           |                                |                                       |          |
|                                      | Bill | 10/16/2022 | 231853    | Public Hearings Notices        | 45610 · LEGAL NOTICES AND ADS         | 265.65   |
| Total Paddock Publications           |      |            |           |                                |                                       | 265.65   |
| <b>Peerless Network</b>              |      |            |           |                                |                                       |          |
|                                      | Bill | 11/01/2022 | 10289     | 10/1/22-10/31/22               | 45330 · UTILITIES-TELEPHONE           | 452.84   |
| Total Peerless Network               |      |            |           |                                |                                       | 452.84   |
| <b>Peerless, Inc.</b>                |      |            |           |                                |                                       |          |
|                                      | Bill | 11/15/2022 | 572128    | 11/15/22-12/14/22              | 45330 · UTILITIES-TELEPHONE           | 120.34   |
| Total Peerless, Inc.                 |      |            |           |                                |                                       | 120.34   |
| <b>Rails</b>                         |      |            |           |                                |                                       |          |
|                                      | Bill | 10/17/2022 | 9968      | Gale Virtual Reference Library | 42112 · REFERENCE-ELECTRONIC          | 82.50    |
|                                      | Bill | 11/08/2022 | 10125     | IL Library Presents 9/22-6/23  | 44120 · PROGRAMS-ADULT                | 750.00   |
| Total Rails                          |      |            |           |                                |                                       | 832.50   |
| <b>Scholastic Inc.</b>               |      |            |           |                                |                                       |          |
|                                      | Bill | 11/04/2022 | 43918872  | Books                          | 42140 · BOOKS-YOUTH                   | 363.52   |
| Total Scholastic Inc.                |      |            |           |                                |                                       | 363.52   |
| <b>Signarama</b>                     |      |            |           |                                |                                       |          |
|                                      | Bill | 11/09/2022 | 3516      | Banner                         | 44145 · EVENTS AND OUTREACH           | 273.92   |
| Total Signarama                      |      |            |           |                                |                                       | 273.92   |

# West Chicago Public Library District

## Bills Total

As of November 20, 2022

|   | Type | Date       | Num        | Memo                                 | Split                                 | Amount           |
|---|------|------------|------------|--------------------------------------|---------------------------------------|------------------|
| <b>Sikich LLP</b>                         |      |            |            |                                      |                                       |                  |
|   | Bill | 10/25/2022 | 1459086    | DigiCert-SSL Certificate             | 42405 · INTERNET SERVICES             | 132.00           |
|   | Bill | 10/20/2022 | N458411    | SonicWall 12/9/22-12/8/23            | 41425 · WARRANTIES/EXTENDED CARE      | 2,286.00         |
|   | Bill | 10/21/2022 | MS458621   | November                             | 41420 · TECHNOLOGY MANAGEMENT         | 4,621.80         |
|   | Bill | 10/21/2022 | 1458274    | Quote 025019                         | 41400 · IT EQUIPMENT UPGRADES-STAFF   | 1,656.00         |
|   | Bill | 10/24/2022 | 1459027    | 5 Docking Stations                   | 41400 · IT EQUIPMENT UPGRADES-STAFF   | 1,630.00         |
|   | Bill | 10/27/2022 | 1458873    | November                             | 41420 · TECHNOLOGY MANAGEMENT         | 515.00           |
|   | Bill | 10/27/2022 | 1459331    | Quote 025019                         | 41400 · IT EQUIPMENT UPGRADES-STAFF   | 475.00           |
|   | Bill | 11/04/2022 | N459533    | 1/5/23-1/4/24                        | 41425 · WARRANTIES/EXTENDED CARE      | 931.00           |
| Total Sikich LLP                          |      |            |            |                                      |                                       | 12,246.80        |
| <b>Swan</b>                               |      |            |            |                                      |                                       |                  |
|   | Bill | 10/01/2022 | 9866       | 10/22-12/22                          | 42400 · LIBRARY CONSORTIUM            | 8,733.50         |
|   | Bill | 10/13/2022 | 9914       | Reciprocal Borrowing                 | 42170 · RBP/ILL BOOK REPLACEMENT      | 225.00           |
|   | Bill | 11/10/2022 | 9961       | Curbside Communicator 7/1/22-9/30/22 | 41410 · SOFTWARE STAFF                | 120.00           |
| Total Swan                                |      |            |            |                                      |                                       | 9,078.50         |
| <b>Unique Management Services</b>         |      |            |            |                                      |                                       |                  |
|   | Bill | 11/01/2022 | 6106053    | October                              | 41346 · MATERIALS & RESOURCE RECOVERY | 118.20           |
| Total Unique Management Services          |      |            |            |                                      |                                       | 118.20           |
| <b>US Postal Service (CMRS-FP)</b>        |      |            |            |                                      |                                       |                  |
|   | Bill | 11/01/2022 |            | Postage for meter machine            | 41338 · POSTAGE                       | 1,500.00         |
| Total US Postal Service (CMRS-FP)         |      |            |            |                                      |                                       | 1,500.00         |
| <b>Verizon</b>                            |      |            |            |                                      |                                       |                  |
|   | Bill | 10/30/2022 | 9919400857 | 10/31/22-11/30/22                    | 45330 · UTILITIES-TELEPHONE           | 323.44           |
| Total Verizon                             |      |            |            |                                      |                                       | 323.44           |
| <b>VISOgraphic</b>                        |      |            |            |                                      |                                       |                  |
|   | Bill | 11/16/2022 | 234680     | Winter 2022 Newsletter               | 44245 · PROGRAM GUIDE                 | 2,964.38         |
| Total VISOgraphic                         |      |            |            |                                      |                                       | 2,964.38         |
| <b>Western DuPage Chamber of Commerce</b> |      |            |            |                                      |                                       |                  |
|   | Bill | 11/10/2022 | 12641      | Annual Renewal                       | 41330 · ASSOCIATION DUES              | 275.00           |
| Total Western DuPage Chamber of Commerce  |      |            |            |                                      |                                       | 275.00           |
| <b>William Pack</b>                       |      |            |            |                                      |                                       |                  |
|   | Bill | 11/02/2022 |            | Essential Christmas Carol            | 44120 · PROGRAMS-ADULT                | 300.00           |
| Total William Pack                        |      |            |            |                                      |                                       | 300.00           |
| <b>Xtreme Environmental Solutions</b>     |      |            |            |                                      |                                       |                  |
|   | Bill | 11/16/2022 | 94WCL      | November                             | 45350 · UTILITIES-TRASH               | 25.00            |
| Total Xtreme Environmental Solutions      |      |            |            |                                      |                                       | 25.00            |
| <b>TOTAL</b>                              |      |            |            |                                      |                                       | <b>90,719.24</b> |

# West Chicago Public Library District

## Bill List - Check Detail #6031

| As of October 31, 2022              |            |          |                   |                                       |            |
|-------------------------------------|------------|----------|-------------------|---------------------------------------|------------|
| Type                                | Date       | Num      | Memo              | Split                                 | Amount     |
| AFLAC Ins.                          |            |          |                   |                                       |            |
| Check                               | 10/21/2022 | BP102122 | Oct Payroll       | 41110 · INS-HEALTH, DENTAL, LIFE, FSA | -25.20     |
| Total AFLAC Ins.                    |            |          |                   |                                       | -25.20     |
| Employee Benefits Corporation       |            |          |                   |                                       |            |
| Check                               | 10/31/2022 | BP103122 | Oct Fee Invoicing | 41110 · INS-HEALTH, DENTAL, LIFE, FSA | -95.75     |
| Total Employee Benefits Corporation |            |          |                   |                                       | -95.75     |
| IMRF                                |            |          |                   |                                       |            |
| Check                               | 10/07/2022 | BP100722 | Sept 2022 Payroll | 21040 · IMRF                          | -21,706.66 |
| Total IMRF                          |            |          |                   |                                       | -21,706.66 |
| TOTAL                               |            |          |                   |                                       | -21,827.61 |

# West Chicago Public Library District

## Bills Total (Credit Card)

As of November 20, 2022

|                                     | Type               | Date       | Num | Memo                  | Open Balance |
|-------------------------------------|--------------------|------------|-----|-----------------------|--------------|
| <b>Adobe Inc.</b>                   |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/18/2022 |     | AcrobatPro            | 13.80        |
|                                     | Credit Card Charge | 10/14/2022 |     | Creative Cloud        | 31.86        |
|                                     | Credit Card Charge | 10/14/2022 |     | Creative Cloud        | 31.86        |
| Total Adobe Inc.                    |                    |            |     |                       | 77.52        |
| <b>American Library Association</b> |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/23/2022 |     | A. Ghobrial           | 145.00       |
|                                     | Credit Card Charge | 10/26/2022 |     | A. Ghobrial           | 77.00        |
| Total American Library Association  |                    |            |     |                       | 222.00       |
| <b>Bigleaf Networks, Inc.</b>       |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/02/2022 |     | October               | 499.00       |
| Total Bigleaf Networks, Inc.        |                    |            |     |                       | 499.00       |
| <b>Costco</b>                       |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/24/2022 |     | Candy                 | 328.42       |
|                                     | Credit Card Charge | 10/13/2022 |     | Misc.                 | 68.65        |
| Total Costco                        |                    |            |     |                       | 397.07       |
| <b>Dollar Tree Store</b>            |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/31/2022 |     | Misc.                 | 25.55        |
| Total Dollar Tree Store             |                    |            |     |                       | 25.55        |
| <b>Dominos Pizza</b>                |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/29/2022 |     | Pizza                 | 135.15       |
| Total Dominos Pizza                 |                    |            |     |                       | 135.15       |
| <b>Facebook, Inc</b>                |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/06/2022 |     | Ad                    | 75.00        |
|                                     | Credit Card Charge | 10/15/2022 |     | Ad                    | 75.00        |
|                                     | Credit Card Charge | 10/31/2022 |     | Ad                    | 85.26        |
| Total Facebook, Inc                 |                    |            |     |                       | 235.26       |
| <b>Fairytale Entertainment</b>      |                    |            |     |                       |              |
|                                     | Credit Card Charge | 10/31/2022 |     | The Grouch            | 150.00       |
| Total Fairytale Entertainment       |                    |            |     |                       | 150.00       |
| <b>FNBC Bank and Trust</b>          |                    |            |     |                       |              |
|                                     | Credit Card Credit | 10/02/2022 |     | Finance Charge Credit | -72.73       |
| Total FNBC Bank and Trust           |                    |            |     |                       | -72.73       |

# West Chicago Public Library District

## Bills Total (Credit Card)

As of November 20, 2022

|                                 | Type               | Date       | Num | Memo          | Open Balance |
|---------------------------------|--------------------|------------|-----|---------------|--------------|
| <b>Gianorios Downtown</b>       |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/14/2022 |     | Lunch         | 402.64       |
| Total Gianorios Downtown        |                    |            |     |               | 402.64       |
| <b>Jewel Osco</b>               |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/13/2022 |     | Ice           | 5.53         |
|                                 | Credit Card Charge | 10/13/2022 |     | Ice           | 11.06        |
| Total Jewel Osco                |                    |            |     |               | 16.59        |
| <b>Menards</b>                  |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/14/2022 |     | Bandana       | 51.22        |
|                                 | Credit Card Charge | 10/12/2022 |     | Misc.         | 103.10       |
|                                 | Credit Card Charge | 10/09/2022 |     | Misc.         | 169.32       |
| Total Menards                   |                    |            |     |               | 323.64       |
| <b>Microsoft</b>                |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/04/2022 |     | Minecraft     | 32.38        |
|                                 | Credit Card Charge | 10/04/2022 |     | Minecraft     | 32.38        |
|                                 | Credit Card Charge | 10/04/2022 |     | Minecraft     | 32.38        |
|                                 | Credit Card Charge | 10/04/2022 |     | Minecraft     | 32.38        |
|                                 | Credit Card Charge | 10/04/2022 |     | Minecraft     | 32.38        |
| Total Microsoft                 |                    |            |     |               | 161.90       |
| <b>Murphy Ace Hardware</b>      |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/06/2022 |     | Key           | 12.91        |
|                                 | Credit Card Charge | 10/03/2022 |     | Key           | 12.05        |
| Total Murphy Ace Hardware       |                    |            |     |               | 24.96        |
| <b>Oriental Trading Company</b> |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/19/2022 |     | Grinch Pillow | 59.98        |
| Total Oriental Trading Company  |                    |            |     |               | 59.98        |
| <b>Pizza Now</b>                |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/25/2022 |     | Pizza         | 36.43        |
| Total Pizza Now                 |                    |            |     |               | 36.43        |
| <b>Target</b>                   |                    |            |     |               |              |
|                                 | Credit Card Charge | 10/05/2022 |     | Cricut        | 37.75        |
| Total Target                    |                    |            |     |               | 37.75        |
| <b>US Postal Service</b>        |                    |            |     |               |              |

# West Chicago Public Library District

## Bills Total (Credit Card)

As of November 20, 2022

|                         | Type               | Date       | Num | Memo                         | Open Balance |
|-------------------------|--------------------|------------|-----|------------------------------|--------------|
|                         | Credit Card Charge | 10/27/2022 |     | Postage for Canadian Invoice | 1.40         |
| Total US Postal Service |                    |            |     |                              | 1.40         |
| Walmart                 |                    |            |     |                              |              |
|                         | Credit Card Charge | 10/12/2022 |     | Simon                        | 45.94        |
|                         | Credit Card Charge | 10/13/2022 |     | Propel                       | 8.31         |
|                         | Credit Card Charge | 11/01/2022 |     | Misc.                        | 58.22        |
|                         | Credit Card Charge | 10/06/2022 |     | Misc.                        | 71.51        |
|                         | Credit Card Charge | 10/06/2022 |     | Misc.                        | 66.52        |
|                         | Credit Card Credit | 10/06/2022 |     | Misc.                        | -71.51       |
| Total Walmart           |                    |            |     |                              | 178.99       |
| TOTAL                   |                    |            |     |                              | 2,913.10     |

West Chicago Public Library District  
Bills List - Petty Cash Acct #0874

November 2022

|                              | Type  | Date       | Num  | Name                   | Memo                   | Split                                 | Amount |
|------------------------------|-------|------------|------|------------------------|------------------------|---------------------------------------|--------|
| Molly Page                   |       |            |      |                        |                        |                                       |        |
|                              | Check | 11/10/2022 | 5007 | Molly Page             | Smartphone Photography | 44120 · PROGRAMS-ADULT                | 250.00 |
| Total Molly Page             |       |            |      |                        |                        |                                       | 250.00 |
| United States Treasury       |       |            |      |                        |                        |                                       |        |
|                              | Check | 11/01/2022 | 5006 | United States Treasury | Form 720               | 41110 · INS-HEALTH, DENTAL, LIFE, FSA | 2.73   |
| Total United States Treasury |       |            |      |                        |                        |                                       | 2.73   |
| TOTAL                        |       |            |      |                        |                        |                                       | 252.73 |



# Financial Report

For the 4 Month(s) Ended October 31, 2022  
FISCAL YEAR 2023



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 4 Month(s) Ended October 31, 2022

33% of Fiscal Year

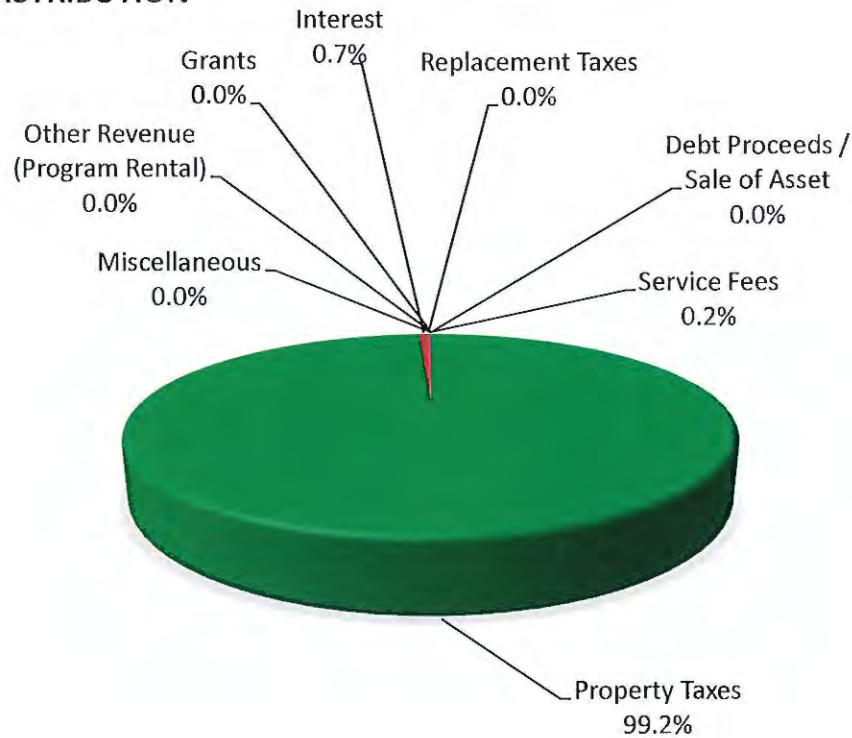
| Account Description                        | Total Actual | Total Budget | % of Budget |
|--|--------------|--------------|-------------|
| <b>REVENUE</b>                             |              |              |             |
| Property Taxes                             | 2,424,603    | 2,474,512    | 98%         |
| Interest                                   | 16,248       | 1,000        | 1625%       |
| Replacement Taxes                          | -            | 60,000       | 0%          |
| Service Fees                               | 4,097        | 8,000        | 51%         |
| Other Revenue (Program Rental)             | 50           | -            | 0%          |
| Grants                                     | -            | 42,668       | 0%          |
| Miscellaneous                              | 215          | 5,200        | 4%          |
| Debt Proceeds / Sale of Asset              | -            | -            | 0%          |
| Transfer-In                                | -            | -            | 0%          |
| Actual Revenues                            | 2,445,213    | 2,591,380    | 94%         |
| Budgeted Revenues                          | 2,591,380    |              |             |
| % Diff                                     | 94%          |              |             |
| <b>OPERATING EXPENDITURES</b>              |              |              |             |
| Personnel                                  | 474,647      | 1,584,794    | 30%         |
| IMRF                                       | 39,098       | 130,974      | 30%         |
| Administrative                             | 21,297       | 77,913       | 27%         |
| Admin Technology                           | 50,299       | 151,399      | 33%         |
| Library Materials - Books                  | 68,559       | 126,744      | 54%         |
| Library Materials - Periodicals            | 847          | 9,000        | 9%          |
| Library Materials - Audio & Visual         | 9,747        | 35,650       | 27%         |
| Library Material - Maintenance             | 724          | 10,490       | 7%          |
| Technology Services                        | 28,534       | 97,543       | 29%         |
| Programs                                   | 12,948       | 40,374       | 32%         |
| Marketing & Promotion                      | 10,283       | 32,536       | 32%         |
| Facilities & Operations                    | 51,849       | 158,187      | 33%         |
| Utilities                                  | 8,724        | 47,675       | 18%         |
| Professional Services                      | 27,237       | 83,301       | 33%         |
| Board Expenses                             | 846          | 4,800        | 18%         |
| Actual Expenditures                        | 805,639      | 2,591,380    | 31%         |
| Budgeted Expenditures                      | 2,591,380    |              |             |
| % Diff                                     | 31%          |              |             |
| <b>SURPLUS / (DEFICIT) FROM OPERATIONS</b> | 1,639,574    | -            | n/a         |
| BEGINNING FUND BALANCE                     | 1,248,795    |              |             |
| ENDING FUND BALANCE                        | 2,888,368    |              |             |

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

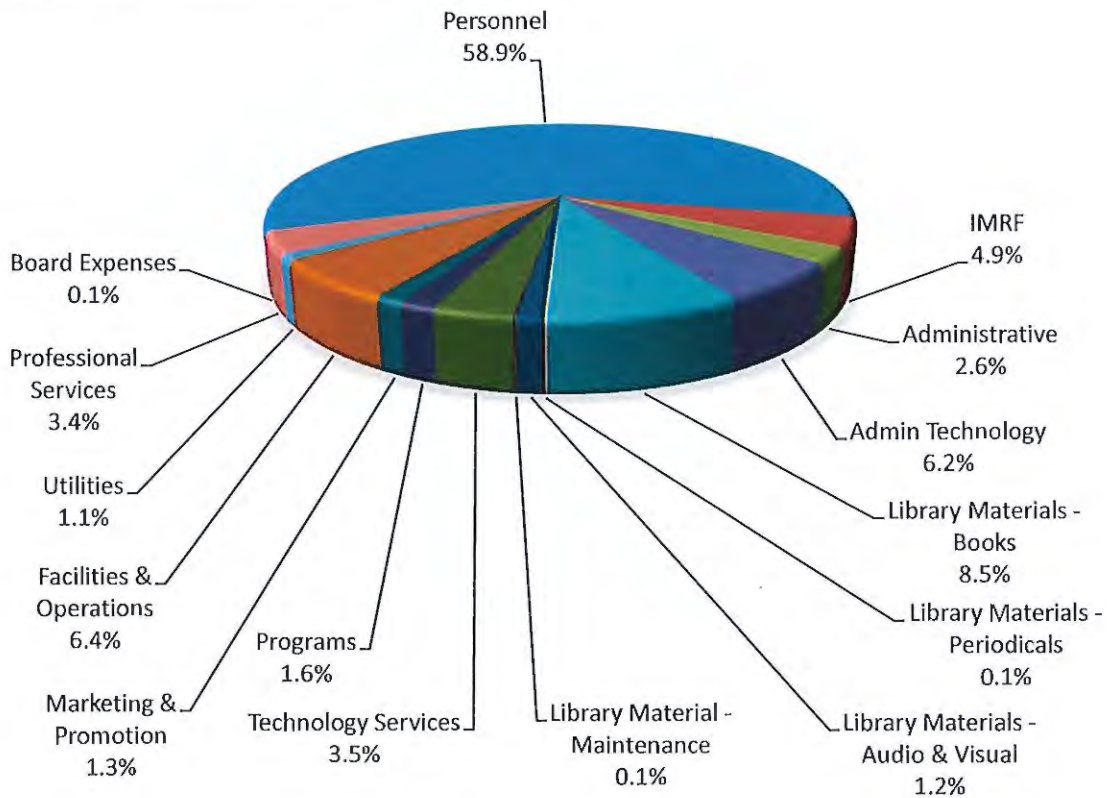
Budget vs. Actual Summary

For the 4 Month(s) Ended October 31, 2022

### REVENUE DISTRIBUTION

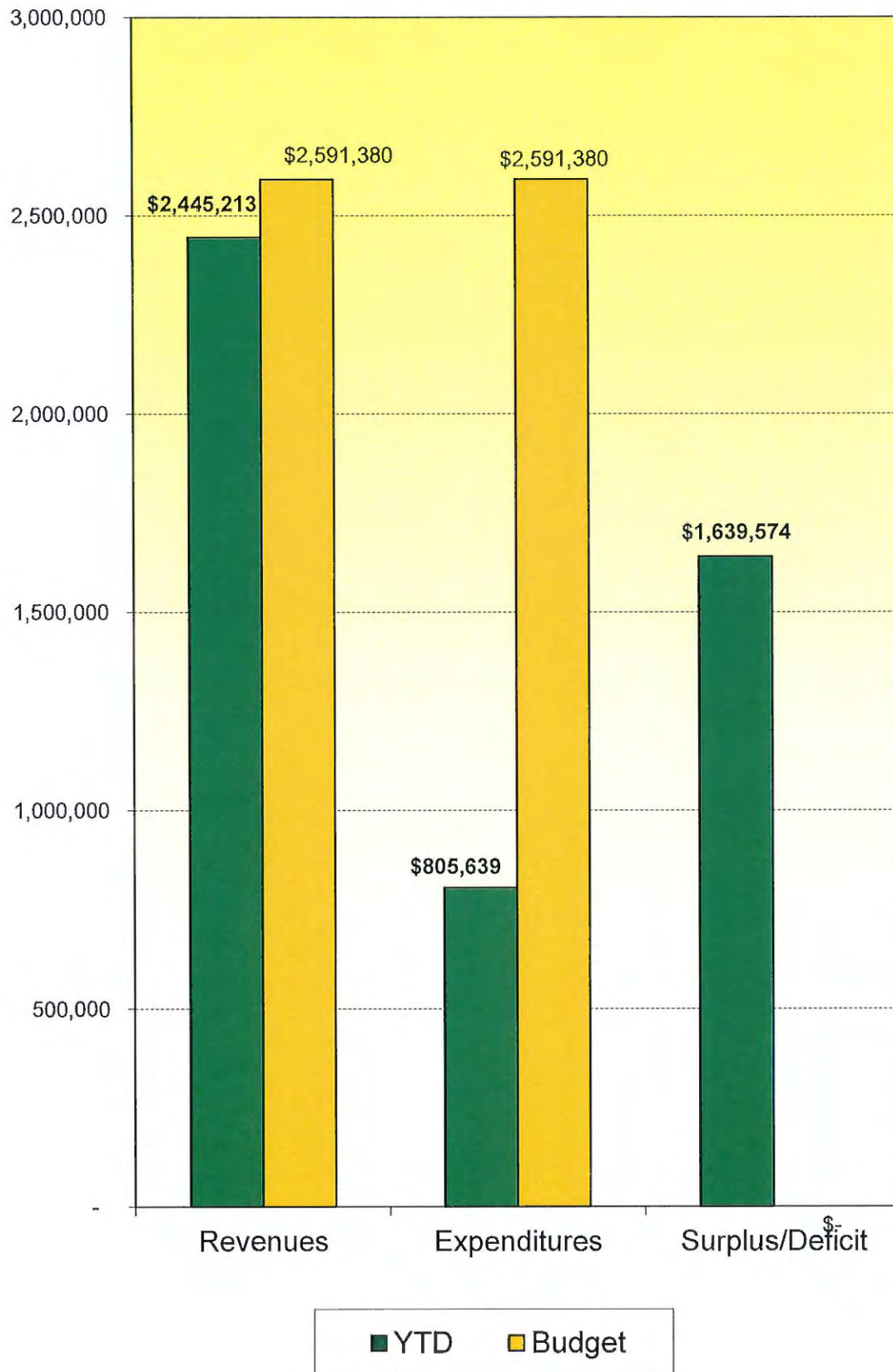


### OPERATIONAL EXPENDITURE DISTRIBUTION



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 4 Month(s) Ended October 31, 2022



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 4 Month(s) Ended October 31, 2022

33% Of Fiscal Year

| Account Description                     | General          | IMRF          | Special Reserve | Total Actual     | Total Budget | % of Budget |
|---|------------------|---------------|-----------------|------------------|--------------|-------------|
| <b>REVENUE</b>                          |                  |               |                 |                  |              |             |
| 1 Property Taxes                        | 2,299,029        | 125,574       | -               | 2,424,603        | 2,474,512    | 98%         |
| 2 Interest                              | 15,487           | 504           | 258             | 16,248           | 1,000        | 1625%       |
| 3 Replacement Taxes                     | -                | -             | -               | -                | 60,000       | 0%          |
| 4 Service Fees                          | 4,097            | -             | -               | 4,097            | 8,000        | 51%         |
| 5 Other Revenue (Program Rental)        | 50               | -             | -               | 50               | -            | 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                         | 2,318,878        | 126,077       | 258             | 2,445,213        | 2,591,380    | 94%         |
| Budgeted Revenues                       | 2,460,406        | 130,974       | -               | 2,591,380        |              |             |
| % Diff                                  | 94%              | 96%           | n/a             | 94%              |              |             |
| <b>OPERATING EXPENDITURES</b>           |                  |               |                 |                  |              |             |
| 1 Personnel                             | 474,647          | -             | -               | 474,647          | 1,584,794    | 30%         |
| 19 IMRF                                 | -                | 39,098        | -               | 39,098           | 130,974      | 30%         |
| 2 Administrative                        | 21,297           | -             | -               | 21,297           | 77,913       | 27%         |
| 3 Admin Technology                      | 50,299           | -             | -               | 50,299           | 151,399      | 33%         |
| 4 Library Materials - Books             | 68,274           | 285           | -               | 68,559           | 126,744      | 54%         |
| 5 Library Materials - Periodicals       | 847              | -             | -               | 847              | 9,000        | 9%          |
| 6 Library Materials - Audio & Visual    | 9,747            | -             | -               | 9,747            | 35,650       | 27%         |
| 8 Library Material - Maintenance        | 724              | -             | -               | 724              | 10,490       | 7%          |
| 7 Technology Services                   | 28,534           | -             | -               | 28,534           | 97,543       | 29%         |
| 9 Programs                              | 12,948           | -             | -               | 12,948           | 40,374       | 32%         |
| 10 Marketing & Promotion                | 10,283           | -             | -               | 10,283           | 32,536       | 32%         |
| 11 Facilities & Operations              | 51,849           | -             | -               | 51,849           | 158,187      | 33%         |
| 12 Utilities                            | 8,724            | -             | -               | 8,724            | 47,675       | 18%         |
| 13 Professional Services                | 27,237           | -             | -               | 27,237           | 83,301       | 33%         |
| 14 Board Expenses                       | 846              | -             | -               | 846              | 4,800        | 18%         |
| Actual Expenditures                     | 766,256          | 39,383        | -               | 805,639          | 2,591,380    | 31%         |
| Budgeted Expenditures                   | 2,460,406        | 130,974       | -               | 2,591,380        |              |             |
| % Diff                                  | 31%              | 30%           | n/a             | 31%              |              |             |
|   | General          | IMRF          | Special Reserve | Total Actual     | Total Budget |             |
| <b>TOTAL SURPLUS / (DEFICIT)</b>        | <b>1,552,622</b> | <b>86,694</b> | <b>258</b>      | <b>1,639,574</b> | <b>-</b>     |             |
| BEGINNING FUND BALANCE                  | 1,121,479        | 4,880         | 122,435         | 1,248,795        | 1,248,795    |             |
| ENDING FUND BALANCE                     | 2,674,101        | 91,574        | 122,693         | 2,888,368        | 1,248,795    |             |
| Fund Balance as % of Total Expenditures | 349%             | 233%          | 0%              | 359%             |              |             |



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

|  | Monthly Total | Monthly Budget | General      | IMRF       | Special Reserve | YTD Total    | YTD Budget   | \$ Over Budget | % of Budget |
|--|---------------|----------------|--------------|------------|-----------------|--------------|--------------|----------------|-------------|
| <b>Revenues</b>                        |               |                |              |            |                 |              |              |                |             |
| 30010 • PROPERTY TAXES                 | 21,174.96     | 206,209.33     | 2,299,029.06 | 125,573.60 | 0.00            | 2,424,602.66 | 2,474,512.00 | -49,909.34     | 97.98%      |
| 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%        |
| 33000 • INTEREST INCOME                | 5,783.93      | 83.33          | 15,486.99    | 503.79     | 0.00            | 15,990.78    | 1,000.00     | 14,990.78      | 1,599.08%   |
| 33040 • INTEREST-IL FUND BLDG CONST    | 85.11         | 0.00           | 0.00         | 0.00       | 257.58          | 257.58       | 0.00         | 257.58         | 100.0%      |
| 35100 • FINES                          | 84.94         | 250.00         | 198.78       | 0.00       | 0.00            | 198.78       | 3,000.00     | -2,801.22      | 6.63%       |
| 35150 • PHOTOCOPY/MICROFORM/COPY/FAX   | 627.00        | 250.00         | 1,917.52     | 0.00       | 0.00            | 1,917.52     | 3,000.00     | -1,082.48      | 63.92%      |
| 35510 • LOST AND PAID MATERIALS        | 179.24        | 83.33          | 811.04       | 0.00       | 0.00            | 811.04       | 1,000.00     | -188.96        | 81.1%       |
| 35710 • NQN RESIDENT FEES              | 316.88        | 83.33          | 1,169.22     | 0.00       | 0.00            | 1,169.22     | 1,000.00     | 169.22         | 116.92%     |
| 35810 • BOOK SALES                     | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
| 36030 • MEMORIALS AND DONATIONS        | 0.00          | 8.33           | 0.00         | 0.00       | 0.00            | 0.00         | 100.00       | -100.00        | 0.0%        |
| 36035 • DONATIONS-SUMMER READING       | 0.00          | 166.67         | 0.00         | 0.00       | 0.00            | 0.00         | 2,000.00     | -2,000.00      | 0.0%        |
| 36045 • DEVELOPER DONATIONS            | 0.00          | 0.00           | 215.15       | 0.00       | 0.00            | 215.15       | 0.00         | 215.15         | 100.0%      |
| 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%        |
| 38020 • OTHER GRANTS                   | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
| 38022 • FAMILY LITERACY GRANT          | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
| 39010 • OTHER INCOME                   | 0.00          | 258.33         | 0.00         | 0.00       | 0.00            | 0.00         | 3,100.00     | -3,100.00      | 0.0%        |
| 39015 • PROGRAM ROOM RENTAL            | 50.00         | 0.00           | 50.00        | 0.00       | 0.00            | 50.00        | 0.00         | 50.00          | 100.0%      |
| 39016 • PROGRAM ROOM REIMBURSEMENTS    | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
| 39100 • DEBT PROCEEDS / SALE OF ASSETS | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
| 39200 • TRANSFERS IN                   | 0.00          | 0.00           | 0.00         | 0.00       | 0.00            | 0.00         | 0.00         | 0.00           | 0.0%        |
|  | 28,302.06     | 215,948.33     | 2,318,877.76 | 126,077.39 | 257.58          | 2,445,212.73 | 2,591,380.00 | -146,167.27    | 94.36%      |
| <b>Expenditures</b>                    |               |                |              |            |                 |              |              |                |             |
| <b>1E • PERSONNEL</b>                  |               |                |              |            |                 |              |              |                |             |
| 41100 • SALARIES                       | 97,032.24     | 106,025.67     | 388,364.12   | 0.00       | 0.00            | 388,364.12   | 1,272,308.00 | -883,943.88    | 30.52%      |
| 41110 • INS-HEALTH, DENTAL, LIFE, FSA  | 14,011.05     | 17,429.17      | 54,984.10    | 0.00       | 0.00            | 54,984.10    | 209,150.00   | -154,165.90    | 26.29%      |
| 41120 • FICA EXPENSE                   | 6,906.48      | 8,166.67       | 28,455.23    | 0.00       | 0.00            | 28,455.23    | 98,000.00    | -69,544.77     | 29.04%      |
| 41130 • UNEMPLOYMENT COMPENSATION      | 165.83        | 250.00         | 478.48       | 0.00       | 0.00            | 478.48       | 3,000.00     | -2,521.52      | 15.95%      |
| 41140 • WORKERS COMPENSATION           | 0.00          | 194.67         | 2,365.00     | 0.00       | 0.00            | 2,365.00     | 2,336.00     | 29.00          | 101.24%     |
| Subtotal                               | 118,115.60    | 132,066.17     | 474,646.93   | 0.00       | 0.00            | 474,646.93   | 1,584,794.00 | -1,110,147.07  | 29.95%      |
| <b>2E • ADMINISTRATIVE EXPENSES</b>    |               |                |              |            |                 |              |              |                |             |
| 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                         | 0.00          | 208.33         | 16.37        | 0.00       | 0.00            | 16.37        | 2,500.00     | -2,483.63      | 0.66%       |
| 41330 • ASSOCIATION DUES               | 222.00        | 448.58         | 2,108.86     | 0.00       | 0.00            | 2,108.86     | 5,383.00     | -3,274.14      | 39.18%      |
| 41332 • PAYROLL PROCESSING             | 522.34        | 541.67         | 2,427.02     | 0.00       | 0.00            | 2,427.02     | 6,500.00     | -4,072.98      | 37.34%      |
| 41334 • OFFICE SUPPLIES GENERAL        | 929.32        | 508.33         | 2,656.98     | 0.00       | 0.00            | 2,656.98     | 6,100.00     | -3,443.02      | 43.56%      |
| 41336 • OFFICE EQUIPMENT               | 1,660.08      | 1,929.17       | 8,432.09     | 0.00       | 0.00            | 8,432.09     | 23,150.00    | -14,717.91     | 36.42%      |
| 41338 • POSTAGE                        | 1.40          | 568.33         | 1,791.92     | 0.00       | 0.00            | 1,791.92     | 6,820.00     | -5,028.08      | 26.27%      |
| 41342 • ADMINISTRATIVE MISC            | 109.95        | 175.00         | 187.94       | 0.00       | 0.00            | 187.94       | 2,100.00     | -1,912.06      | 8.95%       |
| 41344 • SUPPLIES-FOOD                  | 870.88        | 500.00         | 1,004.87     | 0.00       | 0.00            | 1,004.87     | 6,000.00     | -4,995.13      | 16.75%      |
| 41346 • MATERIALS & RESOURCE RECOVERY  | 78.80         | 133.33         | 197.00       | 0.00       | 0.00            | 197.00       | 1,600.00     | -1,403.00      | 12.31%      |
| 41348 • CIRCULATION SERVICES SUPPLIES  | 977.25        | 375.00         | 2,074.23     | 0.00       | 0.00            | 2,074.23     | 4,500.00     | -2,425.77      | 46.09%      |
| Subtotal                               | 5,372.02      | 6,492.75       | 21,297.28    | 0.00       | 0.00            | 21,297.28    | 77,913.00    | -56,615.72     | 27.34%      |



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

|   | Monthly Total    | Monthly Budget   | General          | IMRF          | Special Reserve | YTD Total        | YTD Budget        | \$ Over Budget     | % of Budget   |
|---|------------------|------------------|------------------|---------------|-----------------|------------------|-------------------|--------------------|---------------|
| <b>3E • ADMINISTRATIVE TECHNOLOGY EXPEN</b> |                  |                  |                  |               |                 |                  |                   |                    |               |
| 41400 • IT EQUIPMENT UPGRADES-STAFF         | 4,259.56         | 2,967.67         | 11,829.54        | 0.00          | 0.00            | 11,829.54        | 35,612.00         | -23,782.46         | 33.22%        |
| 41410 • SOFTWARE STAFF                      | 77.52            | 2,733.92         | 1,663.55         | 0.00          | 0.00            | 1,663.55         | 32,807.00         | -31,143.45         | 5.07%         |
| 41415 • PHONE SYSTEM                        | 200.00           | 200.00           | 800.00           | 0.00          | 0.00            | 800.00           | 2,400.00          | -1,600.00          | 33.33%        |
| 41420 • TECHNOLOGY MANAGEMENT               | 5,136.80         | 5,463.33         | 25,696.00        | 0.00          | 0.00            | 25,696.00        | 65,560.00         | -39,864.00         | 39.2%         |
| 41425 • WARRANTIES/EXTENDED CARE            | 2,286.00         | 1,251.67         | 10,310.28        | 0.00          | 0.00            | 10,310.28        | 15,020.00         | -4,709.72          | 68.64%        |
| <b>Subtotal</b>                             | <b>11,959.88</b> | <b>12,616.58</b> | <b>50,299.37</b> | <b>0.00</b>   | <b>0.00</b>     | <b>50,299.37</b> | <b>151,399.00</b> | <b>-101,099.63</b> | <b>33.22%</b> |
| <b>4E • LIBRARY MATERIALS-BOOKS</b>         |                  |                  |                  |               |                 |                  |                   |                    |               |
| 42112 • REFERENCE-ELECTRONIC                | 1,156.78         | 4,031.17         | 44,405.77        | 0.00          | 0.00            | 44,405.77        | 48,374.00         | -3,968.23          | 91.8%         |
| 42120 • BOOKS-ADULT                         | 3,457.75         | 4,000.00         | 13,387.98        | 285.32        | 0.00            | 13,673.30        | 48,000.00         | -34,326.70         | 28.49%        |
| 42122 • BOOKS-LITERACY                      | 9.60             | 30.83            | 69.83            | 0.00          | 0.00            | 69.83            | 370.00            | -300.17            | 18.87%        |
| 42130 • BOOKS-YOUNG ADULT                   | 290.26           | 458.33           | 1,971.45         | 0.00          | 0.00            | 1,971.45         | 5,500.00          | -3,528.55          | 35.85%        |
| 42140 • BOOKS-YOUTH                         | 346.07           | 1,958.33         | 8,052.41         | 0.00          | 0.00            | 8,052.41         | 23,500.00         | -15,447.59         | 34.27%        |
| 42170 • RBP/ILL BOOK REPLACEMENT            | 225.00           | 83.33            | 386.30           | 0.00          | 0.00            | 386.30           | 1,000.00          | -613.70            | 38.63%        |
| <b>Subtotal</b>                             | <b>5,485.46</b>  | <b>10,562.00</b> | <b>68,273.74</b> | <b>285.32</b> | <b>0.00</b>     | <b>68,559.06</b> | <b>126,744.00</b> | <b>-58,184.94</b>  | <b>54.09%</b> |
| <b>5E • LIBRARY MATERIALS-PERIODICALS</b>   |                  |                  |                  |               |                 |                  |                   |                    |               |
| 42210 • PERIODICALS                         | 416.00           | 750.00           | 847.42           | 0.00          | 0.00            | 847.42           | 9,000.00          | -8,152.58          | 9.42%         |
| <b>Subtotal</b>                             | <b>416.00</b>    | <b>750.00</b>    | <b>847.42</b>    | <b>0.00</b>   | <b>0.00</b>     | <b>847.42</b>    | <b>9,000.00</b>   | <b>-8,152.58</b>   | <b>9.42%</b>  |
| <b>6E • LIBRARY MATERIALS-AUDIO VISUAL</b>  |                  |                  |                  |               |                 |                  |                   |                    |               |
| 42320 • AV MATERIALS-ADULT                  | 1,359.17         | 2,250.00         | 7,185.10         | 0.00          | 0.00            | 7,185.10         | 27,000.00         | -19,814.90         | 26.61%        |
| 42330 • AV MATERIALS-YOUNG ADULT            | 539.10           | 166.67           | 539.10           | 0.00          | 0.00            | 539.10           | 2,000.00          | -1,460.90          | 26.96%        |
| 42340 • AV MATERIALS-YOUTH                  | 298.17           | 554.17           | 2,022.68         | 0.00          | 0.00            | 2,022.68         | 6,650.00          | -4,627.32          | 30.42%        |
| <b>Subtotal</b>                             | <b>2,196.44</b>  | <b>2,970.83</b>  | <b>9,746.88</b>  | <b>0.00</b>   | <b>0.00</b>     | <b>9,746.88</b>  | <b>35,650.00</b>  | <b>-6,088.22</b>   | <b>27.34%</b> |
| <b>7E • TECHNOLOGY SERVICES</b>             |                  |                  |                  |               |                 |                  |                   |                    |               |
| 42400 • LIBRARY CONSORTIUM                  | 8,733.50         | 2,911.25         | 17,467.00        | 0.00          | 0.00            | 17,467.00        | 34,935.00         | -17,468.00         | 50.0%         |
| 42405 • INTERNET SERVICES                   | 1,682.76         | 1,658.33         | 5,492.89         | 0.00          | 0.00            | 5,492.89         | 19,900.00         | -14,407.11         | 27.6%         |
| 42420 • SOFTWARE PUBLIC                     | 3,814.82         | 1,337.08         | 5,014.82         | 0.00          | 0.00            | 5,014.82         | 16,045.00         | -11,030.18         | 31.26%        |
| 42445 • IT EQUIPMENT/UPGRADES-PUBLIC        | 0.00             | 2,221.92         | 558.99           | 0.00          | 0.00            | 558.99           | 26,663.00         | -26,104.01         | 2.1%          |
| <b>Subtotal</b>                             | <b>14,231.08</b> | <b>8,128.58</b>  | <b>28,533.70</b> | <b>0.00</b>   | <b>0.00</b>     | <b>28,533.70</b> | <b>97,543.00</b>  | <b>-37,134.19</b>  | <b>29.25%</b> |
| <b>8E • LIBRARY MATERIAL MAINTENANCE</b>    |                  |                  |                  |               |                 |                  |                   |                    |               |
| 42500 • PROCESSING-TECHNICAL SERVICES       | 212.99           | 849.17           | 723.74           | 0.00          | 0.00            | 723.74           | 10,190.00         | -9,466.26          | 7.1%          |
| 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%          |
| <b>Subtotal</b>                             | <b>212.99</b>    | <b>874.17</b>    | <b>723.74</b>    | <b>0.00</b>   | <b>0.00</b>     | <b>723.74</b>    | <b>10,490.00</b>  | <b>-9,466.26</b>   | <b>6.9%</b>   |
| <b>9E • PROGRAMS</b>                        |                  |                  |                  |               |                 |                  |                   |                    |               |
| 44120 • PROGRAMS-ADULT                      | 558.60           | 833.33           | 3,772.24         | 0.00          | 0.00            | 3,772.24         | 10,000.00         | -6,227.76          | 37.72%        |
| 44130 • PROGRAMS-YOUNG ADULT                | 425.64           | 500.00           | 2,204.56         | 0.00          | 0.00            | 2,204.56         | 6,000.00          | -3,795.44          | 36.74%        |
| 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                      | 397.82           | 881.17           | 4,283.63         | 0.00          | 0.00            | 4,283.63         | 10,574.00         | -6,290.37          | 40.51%        |
| 44145 • EVENTS AND OUTREACH                 | 275.72           | 658.33           | 2,668.10         | 0.00          | 0.00            | 2,668.10         | 7,900.00          | -5,231.90          | 33.77%        |
| <b>Subtotal</b>                             | <b>1,657.78</b>  | <b>3,364.50</b>  | <b>12,948.43</b> | <b>0.00</b>   | <b>0.00</b>     | <b>12,948.43</b> | <b>40,374.00</b>  | <b>-11,522.27</b>  | <b>32.07%</b> |
| <b>10E • MARKETING &amp; PROMOTIONS</b>     |                  |                  |                  |               |                 |                  |                   |                    |               |
| 44210 • MARKETING                           | 339.53           | 603.83           | 2,957.74         | 0.00          | 0.00            | 2,957.74         | 7,246.00          | -4,288.26          | 40.82%        |
| 44215 • WEBSITE                             | 0.00             | 457.50           | 449.99           | 0.00          | 0.00            | 449.99           | 5,490.00          | -5,040.01          | 8.2%          |
| 44220 • PROMO MATERIALS-ADULT               | 0.00             | 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                       | 950.00           | 1,316.67         | 4,864.38         | 0.00          | 0.00            | 4,864.38         | 15,800.00         | -10,935.62         | 30.79%        |
| 44250 • SURVEYS                             | 0.00             | 33.33            | 384.00           | 0.00          | 0.00            | 384.00           | 400.00            | -16.00             | 96.0%         |
| <b>Subtotal</b>                             | <b>1,289.53</b>  | <b>2,711.33</b>  | <b>10,282.84</b> | <b>0.00</b>   | <b>0.00</b>     | <b>10,282.84</b> | <b>32,536.00</b>  | <b>-22,253.16</b>  | <b>31.6%</b>  |



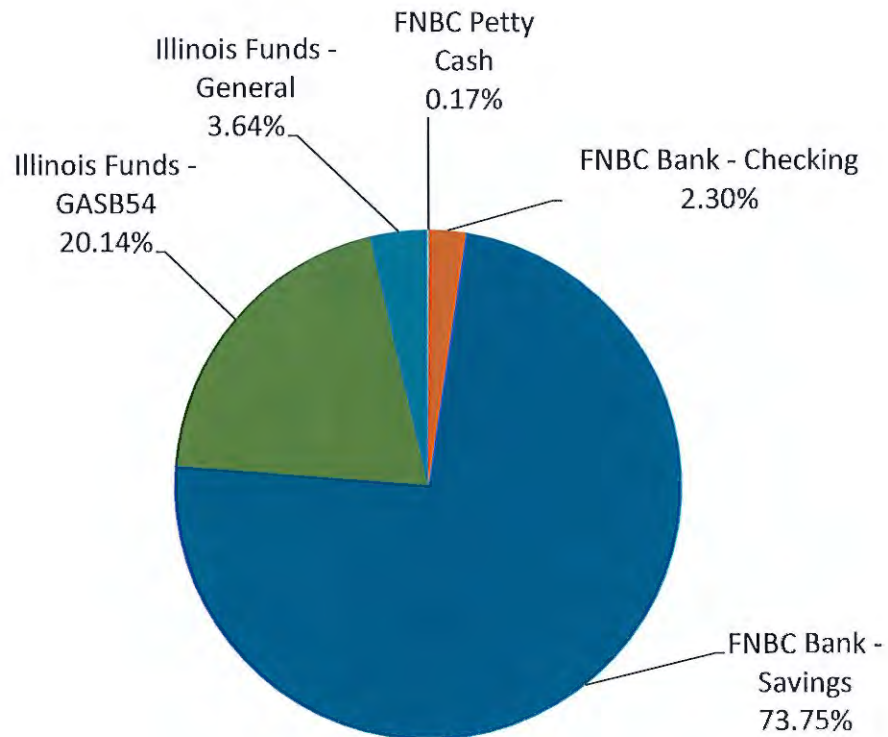
WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
October 31, 2022

|   | Monthly Total      | Monthly Budget    | General             | IMRF             | Special Reserve | YTD Total           | YTD Budget          | \$ Over Budget       | % of Budget    |
|---|--------------------|-------------------|---------------------|------------------|-----------------|---------------------|---------------------|----------------------|----------------|
| <b>11E · FACILITIES &amp; OPERATIONS</b>  |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 45110 · JANITORIAL SERVICE                | 828.00             | 1,200.00          | 6,572.50            | 0.00             | 0.00            | 6,572.50            | 14,400.00           | -7,827.50            | 45.64%         |
| 45112 · SECURITY SERVICE                  | 3,438.28           | 1,792.50          | 6,836.58            | 0.00             | 0.00            | 6,836.58            | 21,510.00           | -14,673.42           | 31.78%         |
| 45115 · JANITORIAL SUPPLIES               | 352.77             | 458.33            | 3,693.38            | 0.00             | 0.00            | 3,693.38            | 5,500.00            | -1,806.62            | 67.15%         |
| 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            | 6,409.50            | 0.00             | 0.00            | 6,409.50            | 7,050.00            | -640.50              | 90.92%         |
| 45140 · EXTERIOR R & M-OTHER              | 819.60             | 804.17            | 1,236.16            | 0.00             | 0.00            | 1,236.16            | 9,650.00            | -8,413.84            | 12.81%         |
| 45150 · HVAC R & M                        | 5,659.00           | 2,083.33          | 10,355.50           | 0.00             | 0.00            | 10,355.50           | 25,000.00           | -14,644.50           | 41.42%         |
| 45155 · GENERAL BLDG SERVICES             | 198.91             | 120.00            | 562.98              | 0.00             | 0.00            | 562.98              | 1,440.00            | -877.02              | 39.1%          |
| 45160 · CONTRACT INSPECTION & MAINTENAN   | 835.37             | 1,087.17          | 7,506.92            | 0.00             | 0.00            | 7,506.92            | 13,046.00           | -5,539.08            | 57.54%         |
| 45165 · INTERIOR R & M-OTHER              | 4,468.34           | 2,129.17          | 8,569.34            | 0.00             | 0.00            | 8,569.34            | 25,550.00           | -16,980.66           | 33.54%         |
| <b>Subtotal</b>                           | <b>17,089.52</b>   | <b>13,192.25</b>  | <b>51,848.82</b>    | <b>0.00</b>      | <b>0.00</b>     | <b>51,848.82</b>    | <b>158,187.00</b>   | <b>-106,338.18</b>   | <b>32.78%</b>  |
| <b>12E · UTILITIES</b>                    |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 45310 · UTILITIES-GAS                     | 285.90             | 610.42            | 602.59              | 0.00             | 0.00            | 602.59              | 7,325.00            | -6,722.41            | 8.23%          |
| 45320 · UTILITIES-ELECTRIC                | 1,169.16           | 1,970.83          | 4,262.03            | 0.00             | 0.00            | 4,262.03            | 23,650.00           | -19,387.97           | 18.02%         |
| 45330 · UTILITIES-TELEPHONE               | 1,227.62           | 1,000.00          | 2,632.53            | 0.00             | 0.00            | 2,632.53            | 12,000.00           | -9,367.47            | 21.94%         |
| 45340 · UTILITIES-WATER                   | 847.96             | 300.00            | 847.96              | 0.00             | 0.00            | 847.96              | 3,600.00            | -2,752.04            | 23.55%         |
| 45350 · UTILITIES-TRASH                   | 138.01             | 91.67             | 378.52              | 0.00             | 0.00            | 378.52              | 1,100.00            | -721.48              | 34.41%         |
| <b>Subtotal</b>                           | <b>3,668.65</b>    | <b>3,972.92</b>   | <b>8,723.63</b>     | <b>0.00</b>      | <b>0.00</b>     | <b>8,723.63</b>     | <b>47,675.00</b>    | <b>-38,951.37</b>    | <b>18.3%</b>   |
| <b>13E · PROFESSIONAL SERVICES</b>        |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 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                             | 2,860.00           | 1,617.42          | 2,860.00            | 0.00             | 0.00            | 2,860.00            | 19,409.00           | -16,549.00           | 14.74%         |
| 45510 · LEGAL                             | 1,035.00           | 1,000.00          | 1,035.00            | 0.00             | 0.00            | 1,035.00            | 12,000.00           | -10,965.00           | 8.63%          |
| 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          | 6,300.00            | 0.00             | 0.00            | 6,300.00            | 19,500.00           | -13,200.00           | 32.31%         |
| <b>Subtotal</b>                           | <b>5,470.00</b>    | <b>6,941.75</b>   | <b>27,237.00</b>    | <b>0.00</b>      | <b>0.00</b>     | <b>27,237.00</b>    | <b>83,301.00</b>    | <b>-56,064.00</b>    | <b>32.7%</b>   |
| <b>14E · LIBRARY BOARD EXPENSES</b>       |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 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         | 0.00               | 275.00            | 541.50              | 0.00             | 0.00            | 541.50              | 3,300.00            | -2,758.50            | 16.41%         |
| 45610 · LEGAL NOTICES AND ADS             | 265.65             | 83.33             | 304.75              | 0.00             | 0.00            | 304.75              | 1,000.00            | -695.25              | 30.48%         |
| <b>Subtotal</b>                           | <b>265.65</b>      | <b>400.00</b>     | <b>846.25</b>       | <b>0.00</b>      | <b>0.00</b>     | <b>846.25</b>       | <b>4,800.00</b>     | <b>-3,953.75</b>     | <b>17.63%</b>  |
| <b>15E · CAPITAL EQUIPMENT</b>            |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 46500 · CAPITAL EQUIPMENT & BUILDING      | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| 46510 · CAPITAL PROJECTS-INTERIOR         | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Subtotal</b>                           | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>16E · GRANT EXPENSES</b>               |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 49600 · GRANT EXPENDITURES                | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| 49605 · GRANT EXP FAMILY LITERACY         | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Subtotal</b>                           | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>19E · IMRF EXPENSES</b>                |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 92500 · IMRF EXPENSE                      | 9,536.22           | 10,914.50         | 0.00                | 39,097.86        | 0.00            | 39,097.86           | 130,974.00          | -91,876.14           | 29.85%         |
| <b>Subtotal</b>                           | <b>9,536.22</b>    | <b>10,914.50</b>  | <b>0.00</b>         | <b>39,097.86</b> | <b>0.00</b>     | <b>39,097.86</b>    | <b>130,974.00</b>   | <b>-91,876.14</b>    | <b>29.85%</b>  |
| <b>70E · SPECIAL RESERVE EXPENDITURES</b> |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 70000 · HVAC                              | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Subtotal</b>                           | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
| <b>90E · TRANSFERS OUT</b>                |                    |                   |                     |                  |                 |                     |                     |                      |                |
| 90000 · TRANSFERS OUT                     | 0.00               | 0.00              | 0.00                | 0.00             | 0.00            | 0.00                | 0.00                | 0.00                 | 0.0%           |
| <b>Subtotal</b>                           | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.0%</b>    |
|   | <b>196,966.82</b>  | <b>215,948.33</b> | <b>766,256.03</b>   | <b>39,383.18</b> | <b>0.00</b>     | <b>805,639.21</b>   | <b>2,591,380.00</b> | <b>-1,785,740.79</b> | <b>31.09%</b>  |
| <b>Net Income</b>                         | <b>-168,664.76</b> | <b>0.00</b>       | <b>1,552,621.73</b> | <b>86,694.21</b> | <b>257.58</b>   | <b>1,639,573.52</b> | <b>0.00</b>         | <b>1,639,573.52</b>  | <b>100.00%</b> |



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

| Bank                      | Description  | Type | Current Rate | Bank Value          |
|---------------------------|--------------|------|--------------|---------------------|
| Petty Cash                | Cash         | PC   | n/a          | 100                 |
| FNBC Petty Cash           | #0874        | PC   | 0.02%        | 4,943               |
| Petty Cash - Circulations | Cash         | PC   | n/a          | 60                  |
| FNBC Bank - Checking      | #6031        | A/P  | 0.09%        | 68,607              |
| FNBC Bank - Savings       | #0317        | MM   | 1.58%        | 2,199,545           |
| Illinois Funds - GASB54   | #6950        | MM   | Various      | 600,668             |
| Illinois Funds - General  | #5519 / 1507 | MM   | Various      | 108,440             |
| Total                     |              |      |              | <b>\$ 2,982,364</b> |



# West Chicago Public Library District

Financial Analysis

For the 4 Month(s) Ended October 31, 2022



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# Revenue Highlights

33% of Budget Year

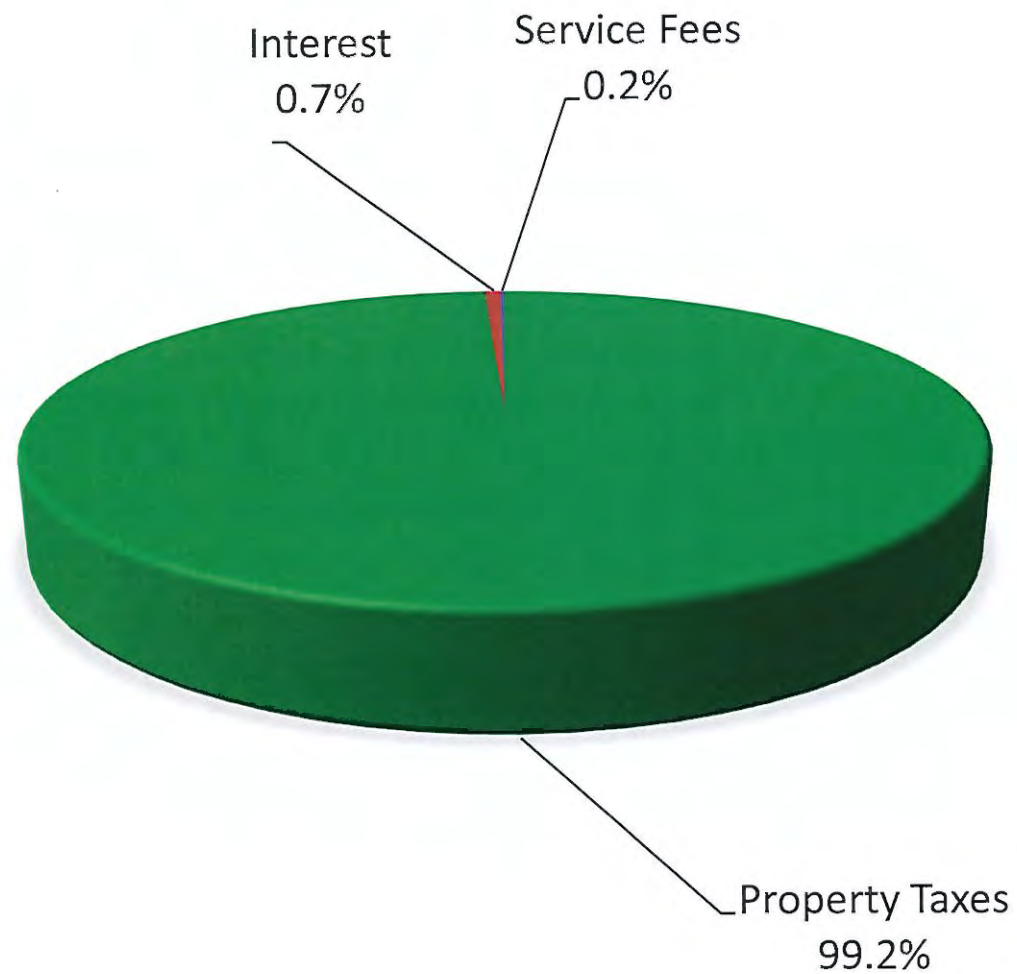
- 94% of Total Budget
- Property Taxes
  - Collected \$2,424,603 or 98% of Budgeted Property Taxes (1<sup>st</sup> & 2<sup>nd</sup> Installments from DuPage County)
- Replacement Taxes
  - No Replacement Taxes collected
- Interest
  - Collected \$16,248
- Service Fees
  - Collected \$4,097 or 51% of Budget

# Revenues

| Account Description            | Total Actual | Total Budget | % of Budget | Last Year | Inc/(Dec) from Last Year |
|--------------------------------|--------------|--------------|-------------|-----------|--------------------------|
| Property Taxes                 | 2,424,603    | 2,474,512    | 98%         | 2,338,636 | 4%                       |
| Interest                       | 16,248       | 1,000        | 1625%       | 94        | 17267%                   |
| Replacement Taxes              | -            | 60,000       | 0%          | 36,976    | -100%                    |
| Service Fees                   | 4,097        | 8,000        | 51%         | 3,306     | 24%                      |
| Other Revenue (Program Rental) | 50           | -            | n/a         | -         | n/a                      |
| Grants                         | -            | 42,668       | 0%          | 44,138    | -100%                    |
| Miscellaneous                  | 215          | 5,200        | 4%          | 3,243     | -93%                     |
| Debt Proceeds / Sale of Asset  | -            | -            | n/a         | -         | n/a                      |
| Transfer-In                    | -            | -            | n/a         | -         | n/a                      |
| Actual Revenues                | 2,445,213    | 2,591,380    | 94%         | 2,426,392 | 1%                       |
| Budgeted Revenues              | 2,591,380    |              |             |           |                          |
| % Diff                         | 94%          |              |             |           |                          |

# Revenues

## REVENUE DISTRIBUTION



# Expenditure Highlights

33% of Budget Year

- 31% of Total Budget
- Admin. Technology
  - 33% of Budget
- Library Materials - Books
  - 54% of Budget
  - Electronic Reference Annual Subscriptions \$34,785
- Professional Services
  - 33% of Budget
  - Yearly Liability Ins. Premiums for \$17,042
- Facilities Maintenance
  - 33% of Budget
  - Exterior Landscaping project for \$4,452
  - Annual Fire Inspection from Cintas for \$2,235
- Utilities
  - 18% of Budget

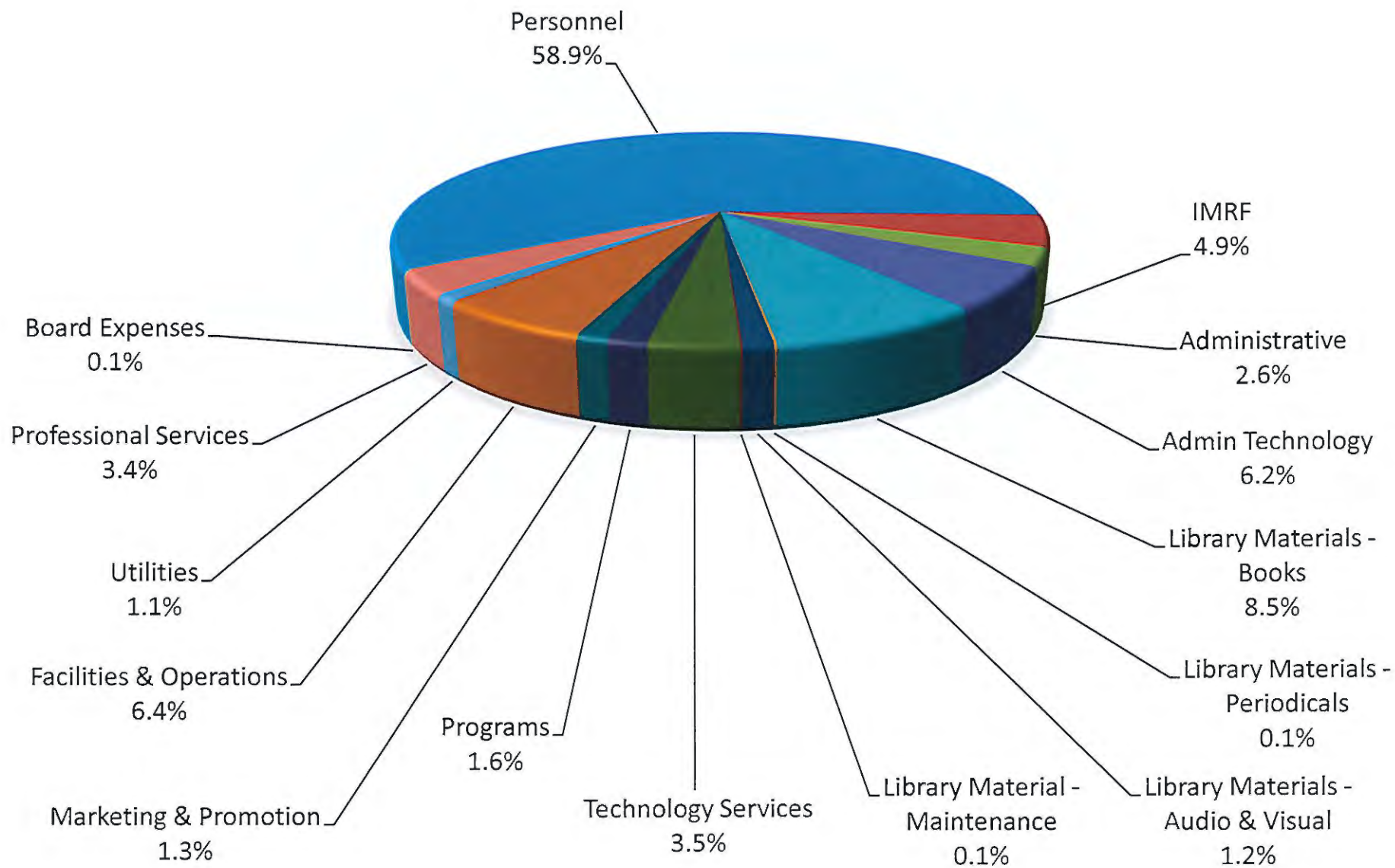
# Expenditures

## Account Description OPERATING EXPENDITURES

| Account Description                | Total Actual | Total Budget | % of Budget | Last Year | Inc/(Dec) from Last Year |
|------------------------------------|--------------|--------------|-------------|-----------|--------------------------|
| Personnel                          | 474,647      | 1,584,794    | 30%         | 463,409   | 2%                       |
| IMRF                               | 39,098       | 130,974      | 30%         | 43,473    | -10%                     |
| Administrative                     | 21,297       | 77,913       | 27%         | 21,475    | -1%                      |
| Admin Technology                   | 50,299       | 151,399      | 33%         | 72,019    | -30%                     |
| Library Materials - Books          | 68,559       | 126,744      | 54%         | 61,984    | 11%                      |
| Library Materials - Periodicals    | 847          | 9,000        | 9%          | 428       | 98%                      |
| Library Materials - Audio & Visual | 9,747        | 35,650       | 27%         | 5,288     | 84%                      |
| Library Material - Maintenance     | 28,534       | 97,543       | 29%         | 36,882    | -23%                     |
| Technology Services                | 724          | 10,490       | 7%          | 1,191     | -39%                     |
| Programs                           | 12,948       | 40,374       | 32%         | 8,045     | 61%                      |
| Marketing & Promotion              | 10,283       | 32,536       | 32%         | 8,171     | 26%                      |
| Facilities & Operations            | 51,849       | 158,187      | 33%         | 57,275    | -9%                      |
| Utilities                          | 8,724        | 47,675       | 18%         | 11,325    | -23%                     |
| Professional Services              | 27,237       | 83,301       | 33%         | 28,899    | -6%                      |
| Board Expenses                     | 846          | 4,800        | 18%         | 1,083     | -22%                     |
| Actual Expenditures                | 805,639      | 2,591,380    | 31%         | 820,945   | -2%                      |
| Budgeted Expenditures              | 2,591,380    |              |             |           |                          |
| % Diff                             | 31%          |              |             |           |                          |

# Expenditures

## OPERATIONAL EXPENDITURE DISTRIBUTION





# Revenue, Expenditure & Fund Balance

For the 4 Month(s) Ended October 31, 2022

|                                  | General          | IMRF          | Special Reserve | Total Actual     | Total Budget |
|----------------------------------|------------------|---------------|-----------------|------------------|--------------|
| <b>TOTAL SURPLUS / (DEFICIT)</b> | <b>1,552,622</b> | <b>86,694</b> | <b>258</b>      | <b>1,639,574</b> | <b>-</b>     |
| BEGINNING FUND BALANCE           | 1,121,479        | 4,880         | 122,435         | 1,248,795        | 1,248,795    |
| ENDING FUND BALANCE              | 2,674,101        | 91,574        | 122,693         | 2,888,368        | 1,248,795    |

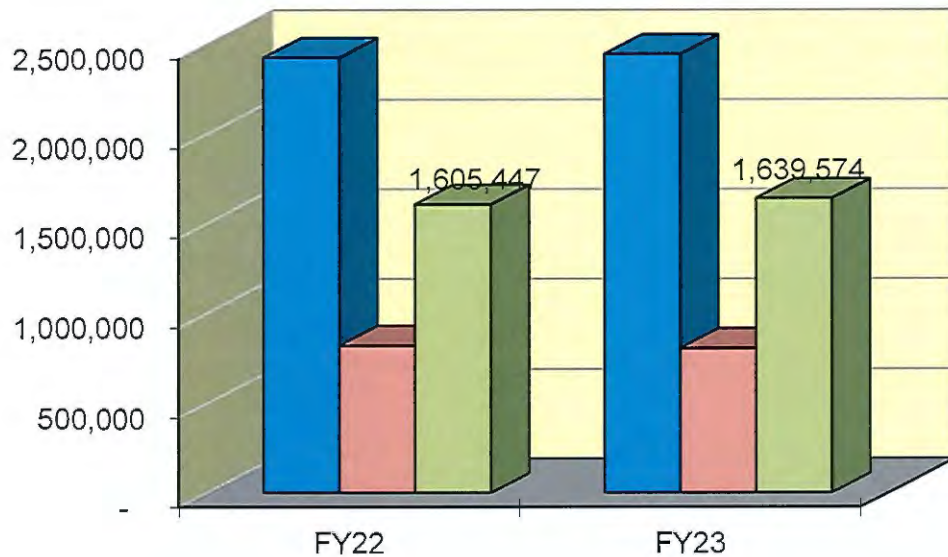
Fund Balance as % of Total Expenditures

349%

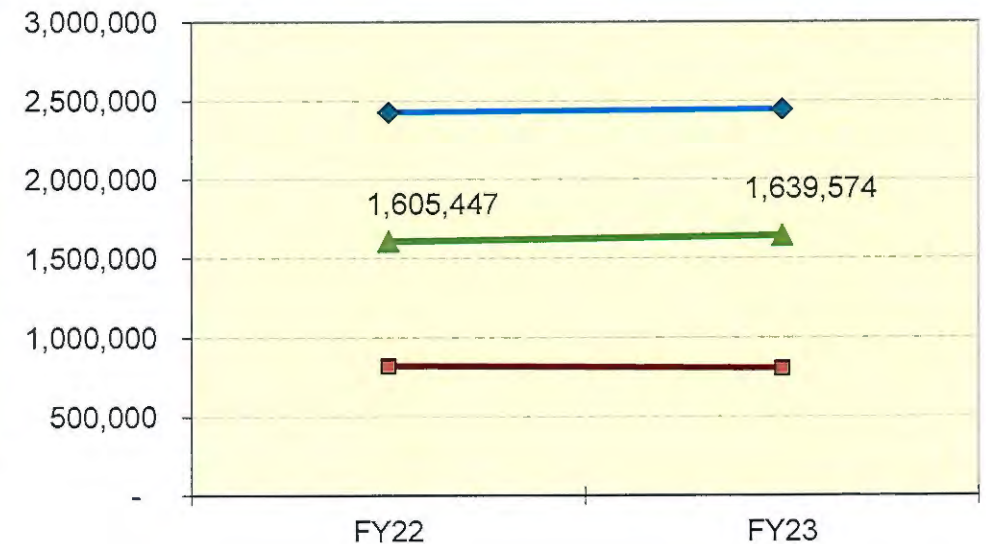
233%

0%

359%



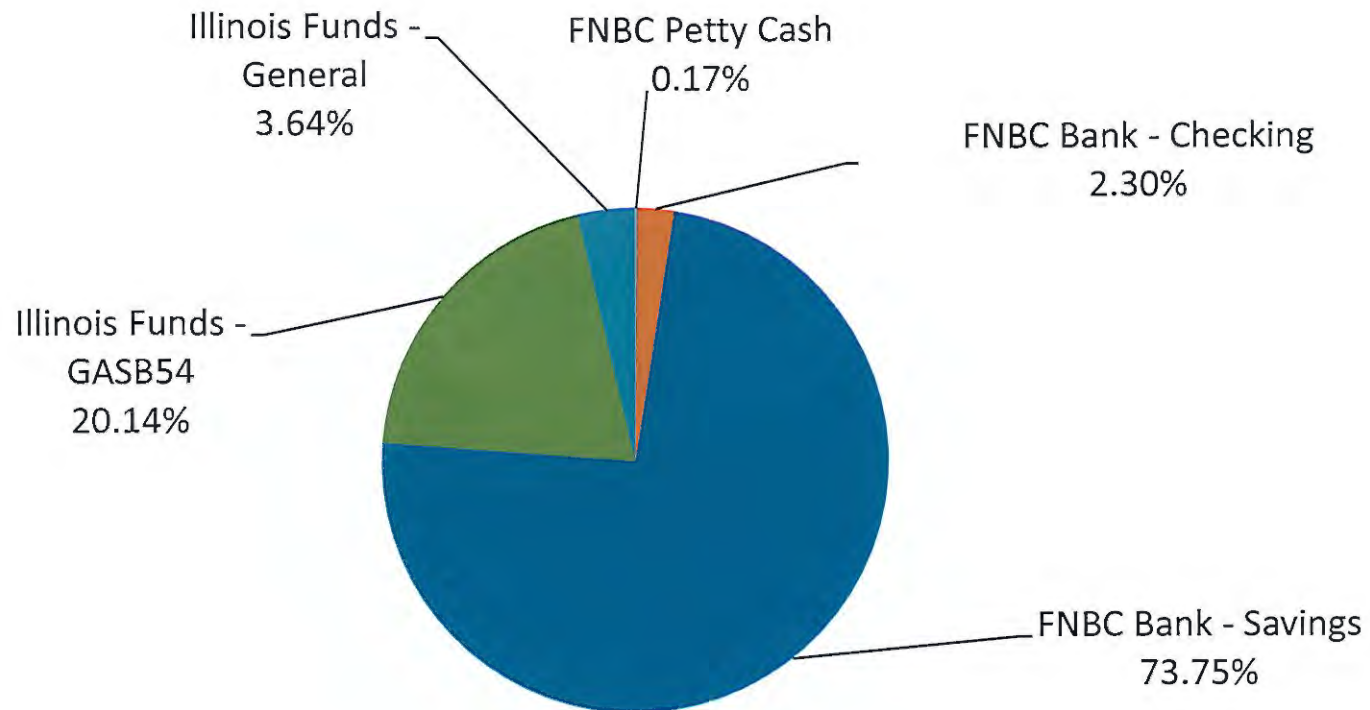
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

# Investments

| Bank                      | Description | Type | Current Rate | This Year           |
|---------------------------|-------------|------|--------------|---------------------|
| Petty Cash                | Cash        | PC   | n/a          | 100                 |
| FNBC Petty Cash           | #0874       | PC   | 0.02%        | 4,943               |
| Petty Cash - Circulations | Cash        | PC   | n/a          | 60                  |
| FNBC Bank - Checking      | #6031       | A/P  | 0.10%        | 68,607              |
| FNBC Bank - Savings       | #0317       | MM   | 1.67%        | 2,199,545           |
| Illinois Funds - GASB54   | #6950       | MM   | Various      | 600,668             |
| Illinois Funds - General  | #5519       | MM   | Various      | 108,440             |
| Total                     |             |      |              | <b>\$ 2,982,364</b> |



## Benjamin Weseloh

---

**From:** Heidi Kuharich [REDACTED]  
**Sent:** Friday, October 28, 2022 1:35 PM  
**To:** libraryboard  
**Cc:** Ruben Pineda; Benjamin Weseloh  
**Subject:** WeGo Amigo Experience

Writing on behalf of the entire West Chicago Cultural Arts Commission, I'd like you to know how pleased we are to have worked with the Library on the West Chicago Alebrije: WeGo Amigo.

Quite honestly, heading into this project, our expectations were high. We know and love the Library and its staff--how could it not go well? But the reality was so much more than that.

In a million little ways, we were made to feel part of the fabric of daily operations, like true partners. In all the times we passed through the door, we were greeted warmly. The staff saved materials for us. We were introduced to family members. We were told how nice it was to arrive for a shift and see us there working. Patron comments were conveyed to us at regular intervals. Any time the sun reached the window: "can I lower the blind for you?" The social media posts and online support bolstered us and pushed our creativity. Even the cleaning staff made a point to comment!

And throughout, we had a front-row seat to the inner workings of what the staff accomplishes all day, every day. The number and range of requests that bound through the door is staggering. They handle even the most random and baffling with grace and aplomb. I'm convinced now, that if you set out with the goal to trip up these folks, you could not achieve it!

In short, we are fans. We were before we started--we are smitten now! And we want you, as Trustees, to know how absolutely grateful we are for all facets of the experience. We look forward to continuing together for years to come! We agreed: it's our favorite project by a long shot and we're sad now that it's ended.

Most Sincerely,  
Heidi Kuharich, Commission Chair

# Library Director Report

November 2022

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 33.3%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$600,668.35 (+ \$1,556.95)
  - New Building & Construction Fund: \$32,825.16 (+ \$85.11)
  - General (Corporate) Fund: \$75,615.33 (+ \$195.99)
- ❖ The OPEB report was completed by Lauterbach & Amen, reviewed by Sikich, and finalized for inclusion in the annual financial report (audit). The Management's Discussion & Analysis (MD&A) of the audit is on the agenda for approval at tonight's meeting. The audit presentation will be made at the January 23, 2023 board meeting.
- ❖ The Levy Ordinance is on the agenda for approval at tonight's meeting

## PHYSICAL PLANT

- ❖ Buck Services performed janitorial services on 10/ 23, 25, & 30; and 11/6, 13, & 20
- ❖ Anderson Elevator was on-site 10/24 and 11/9 for preventive maintenance
- ❖ PACE Systems performed a check on the UPS (uninterrupted power supply) and semi-annual surveillance camera cleaning
- ❖ First Security performed testing of the flows and tampers on 11/4
- ❖ American National Sprinkler replaced a broken sprinkler head on 10/22 and shut down the irrigation system for the season on 11/5
- ❖ Delta Controls were on-site to determine what would be needed to link the elevator sump pump into the BAS (Building Automation System) and provide a quote to perform the work.
- ❖ Midwest Mechanical was on-site to address cold zones on 11/14 & 17. It was discovered that air had entered the water lines and the lines needed to be bled. Heating returned to normal following service.
- ❖ NIR Roof Care made repairs

## PERSONNEL

- ❖ The Library Director:
  - Attended the Board Meeting on 10/24
  - Held interviews for the Youth Services Manager position on 10/24, 25, 27; 11/7, & 8
  - Attended the WeGo Together for Kids Steering Committee meeting on 10/26
  - Attended the Library Trunk or Treat event on 10/29

# Library Director Report

November 2022

- Hosted the Managers Advisory meetings on 11/7 & 21
- Attended the Policy meeting on 11/10
- Attended the Rotary meeting on 11/16
- Attended the Finance meeting on 11/16

## ❖ Employee Highlights

- We have hired Melisa Martinez as the new Manager of Youth Services. Melisa will begin on December 5. She has previous experience at the Fountaindale Public Library in Bolingbrook; the Hinsdale Public Library; and the Aurora Public Library.

## TECHNOLOGY

- ❖ Peerless technicians are programming the phone system in advance of the installation; now projected to be installed in early December. The BigLeaf installation, necessary for phone deployment, was delayed because of scheduling issues in November.
- ❖ Sikich Technology is scheduled to be on-site 12/1 to install the BigLeaf device in preparation for the phone system installation. The Bigleaf product is an SDWAN device that sits on the outside of the firewall. This device will change the external IP address of the WCPLD network. As a result, any remote access by vendors, SWAN, or online databases, will require changes to the IP address used for access by those vendors. All vendors, databases, and SWAN have been notified of this change ahead of the BigLeaf cutover.

❖

## 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://wcpld.info/public-library-district-board-trustee-elections/>

# Department Reports

## *October 2022*

### ADMINISTRATIVE SERVICES

\*\* Separate attachment

### ADULT SERVICES

#### **Engagement:**

- **Programs:** A total of 16 programs were attended in October, held either virtually or in- person with a total of 1369 attendees.
  - Mary Shelley Love and Frankenstein:** A total of 37 attended this hybrid event either in person or virtually.
  - Voter Registration Table:** The League of Women Voters setup a table in October in the lobby and talked to 50 people about voting.
  - Healthy West Chicago Virtual Cooking Class:** A total of 10 attended the virtual cooking class with food kits.
  - Take and Make Crafts:** Pill bottle organizer make and takes were available in October for patrons and 38 were taken.
- **Technology Classes:** Adult Services staff taught 3 in-person computer classes in October (One in English and two in Spanish).
- **Trunk or Treat: Trivia and Booth:** Adult Services had a trivia and treats booth at Trunk or Treat this year and had a total of 1186 people stop at the tent.

### ADULT SERVICES: YOUNG ADULT

- A total of 11 programs were offered for teens in October with a total of 28 attendees.
- **Take and Make Crafts: Pipe Cleaner Pumpkins:** There were 25 Make and Take pumpkin crafts take in October.



## **CIRCULATION SERVICES**

### **Circulation Statistics October 2022:**

- 14,016 Total Items checked out, 8.86% increase from October 2021.
- 3,498 Electronic materials checked out, 17.03% increase from October 2021.
- The total value of the materials checked out by our patrons was \$75,794.39 during October 2022.
- During October 2022, we had 118 patrons using self-check and a total of 378 items checked out.

### **Patron Statistics October 2022:**

- 6,272 Visitors to the Library, 13.77% increase from October 2021.
- 111 New patrons added, 40.51% increase from October 2021.
- 13,911 Card holders, 8.51% decrease from October 2021.
- 46.49% of the district population have library cards, 4.32% decrease from October 2021.

### **Other Activities:**

- We have 482 patrons visiting the library during Trunk or Treat last October 29th. The average for a Saturday is around 175 visitors.
- I am including the graphics showing the material and patron statistics for the last 4 years. This is an update from March 2022. (Separate attachment)

## **TECHNICAL SERVICES**

### **Acquisitions:**

- 511 Items ordered.
- 716 Items invoiced/received.
- 2 Items returned.

### **Cataloged:**

- 2283 Items added to the collection.

### **Withdrawals:**

- 244 Items withdrawn from the collection.

### **Material Maintenance:**

- 114 Items repaired in house.

**Other Activities:**

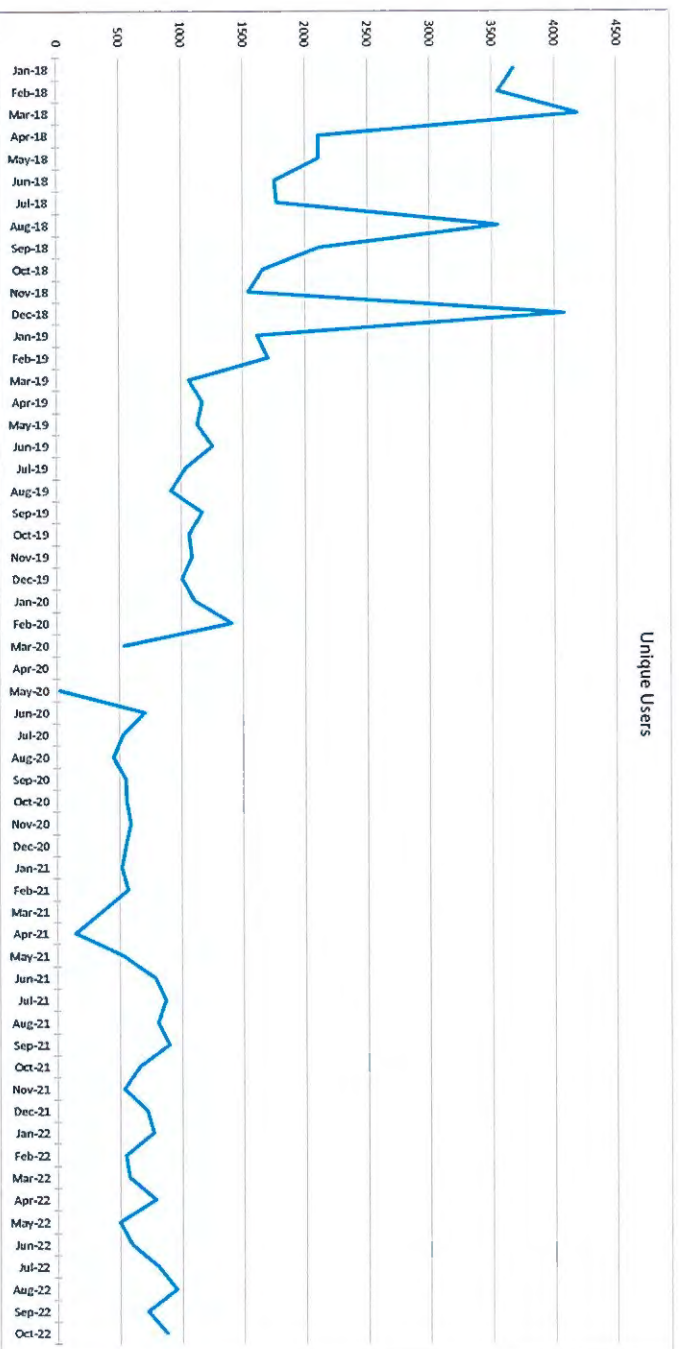
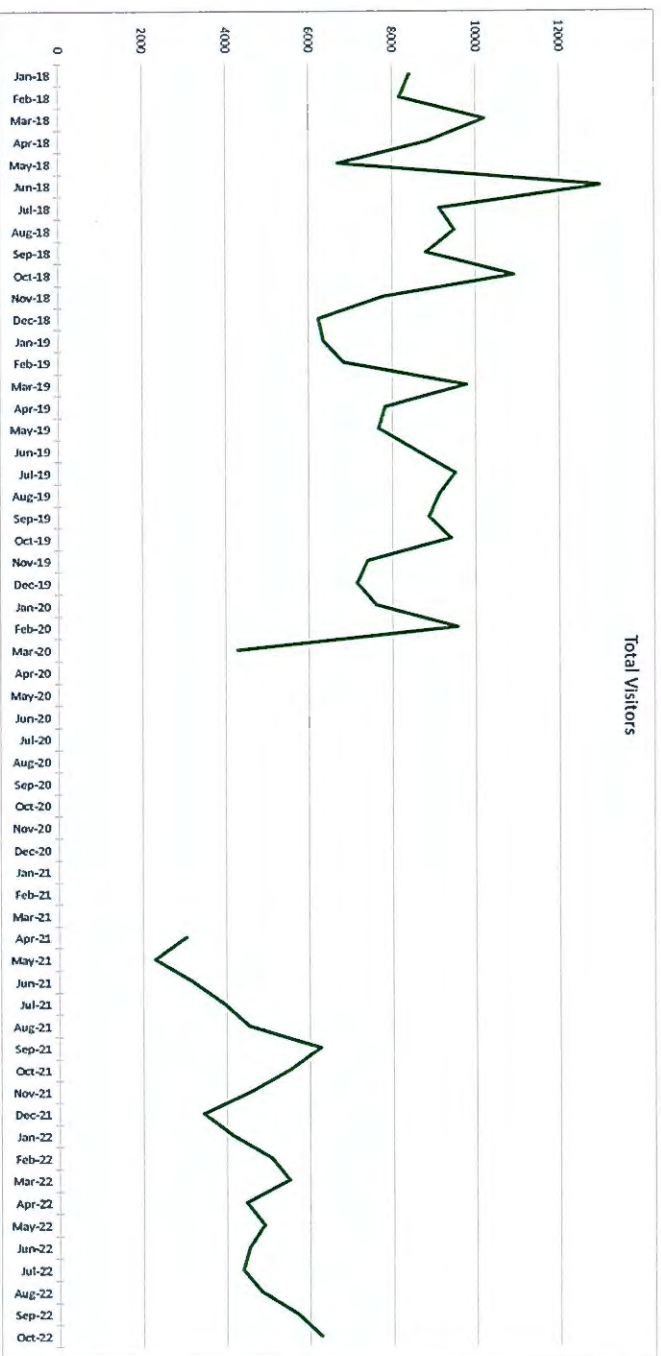
- 569 Daily Health Questionnaires.
- 539 Items moved from new shelf to regular collection.
- 331 Postage processed.
- 257 Invoices archived.
- 119 Invoices processed.
- 39 Withdrawn books donated to Better World Books.
- 26 West Chicago Suburban Life scanned and converted to searchable PDF.
- 16 Pre-cat records created.
- 1 WCCHS Challenge Yearbook scanned and converted to searchable PDF

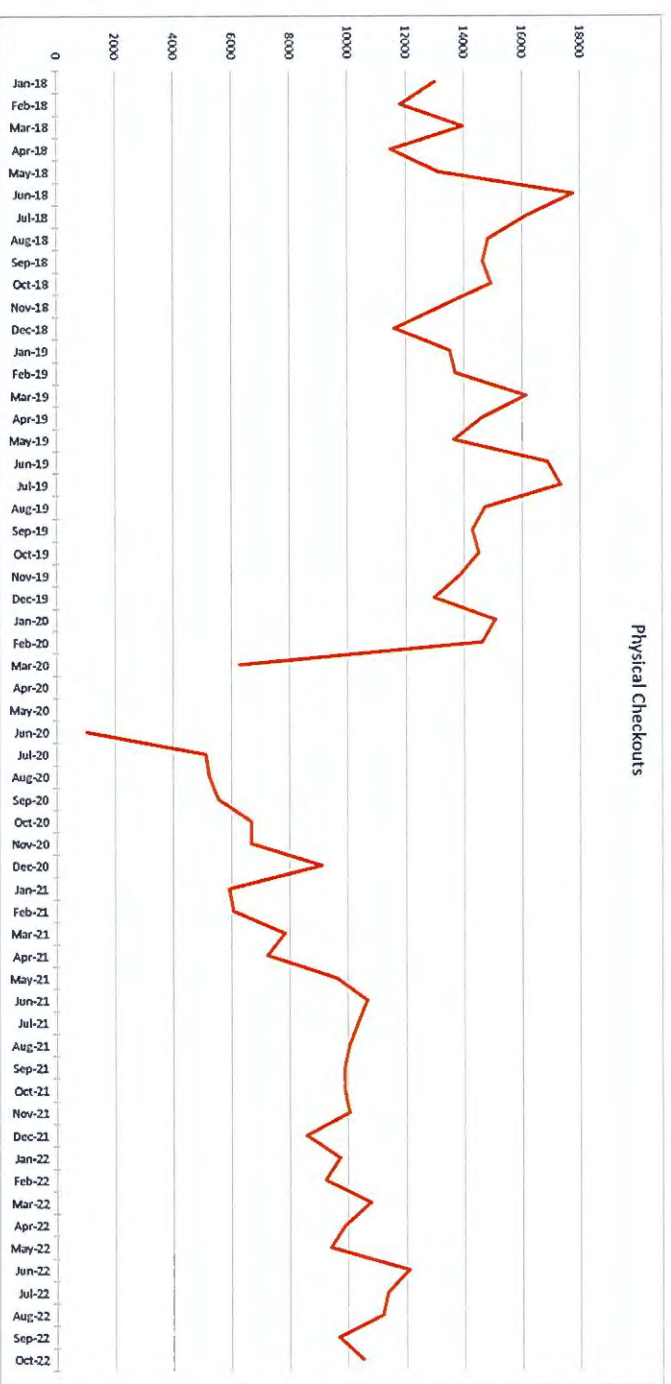
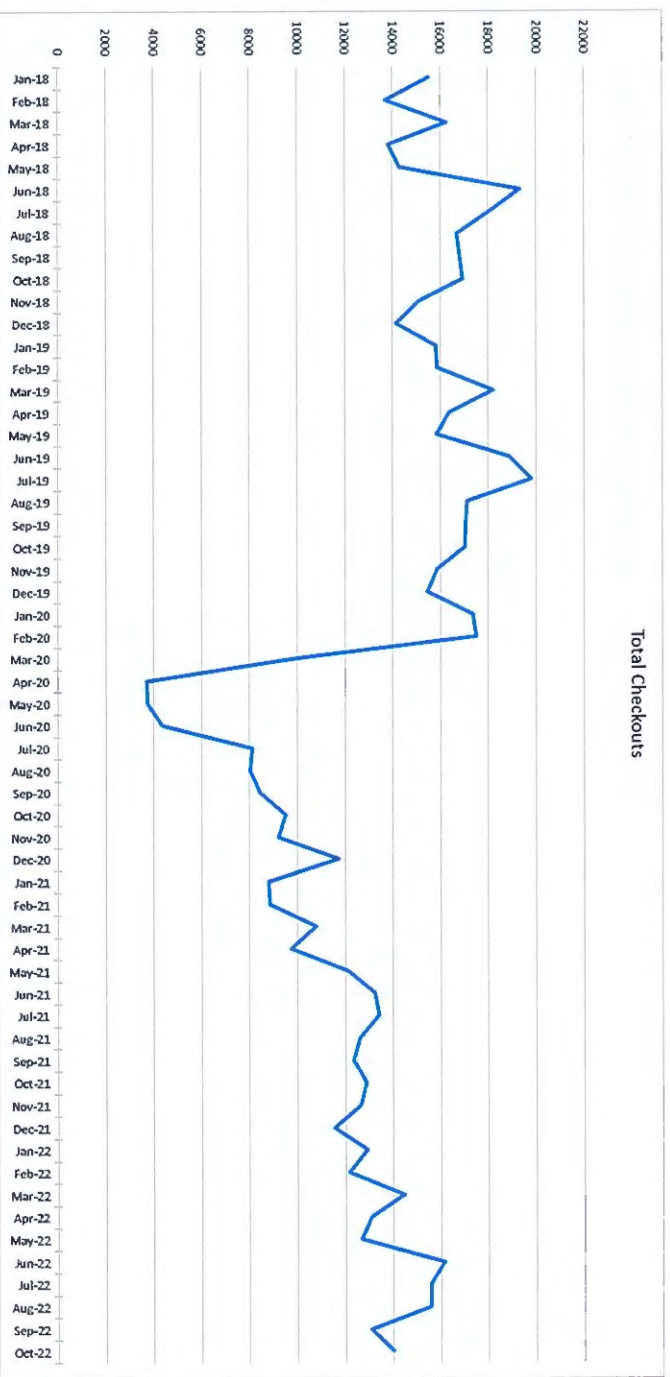
**YOUTH SERVICES**

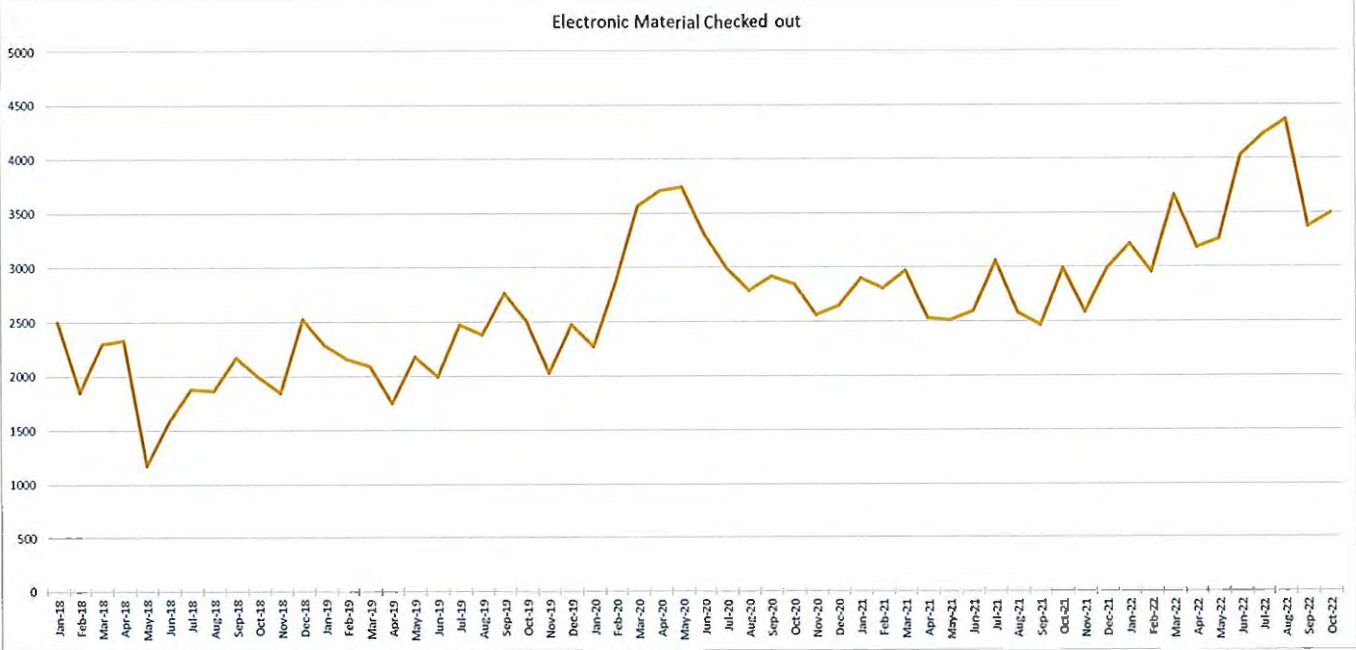
- **Engagement** -We held a total of **27 programs** and **6** outreach events during the month of **October**.
- Total Outreach attendance - **44**
- All program attendance - **808**

**Trunk or Treat**-The Trunk or Treat was very successful this year. We had 1202 people visit the library car and even more visit the library table. We had 19 trunks from different businesses and organizations participate and 2 organizations that had tables on the lawn. The Foundation table gave out over 500 full size candy bars to participants that completed the corn maze.









## ADMINISTRATIVE SERVICES

### eNews: October

Although the alebrijes did not make the top emails (because we did not send out a specific alebrije email), they still dominated our Top Links Clicked list. They took the number one spot with our Alebrijes at Night program, which ended up being a success (even though it had to be relocated indoors due to the excessive winds). About 60 people showed up for that Youth Services program.

### **Monthly Overview:**

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

### **Top Emails:**

#### **10/11 – Jesmyn Ward Canceled**

- Unique Opens: **2,070**
- Open Rate: **40%** (Last Month: 39%)
- Unique Clicks: **16**
- Click Rate: **1%** (Last Month: 1%)

#### **10/31 – Simplify Your Spending and Stress Management Registration**

- Unique Opens: **1,993**
- Open Rate: **38%** (Last Month: 38%)
- Unique Clicks: **37**
- Click Rate: **2%** (Last Month: 2%)

#### **10/17 – Puppets & Stories Canceled**

- Unique Opens: **1,866**
- Open Rate: **36%** (Last Month: 37%)
- Unique Clicks: **2**
- Click Rate: **1%** (Last Month: 3%)

### **Top Links Clicked:**

- Alebrijes at Night “Learn More” Link – **40** (Last Month: 81)
- Simplify Your Spending and Saving Strategies Registration - **23** (Last Month: 37)
- Stress Management & Mindfulness Registration – **19** (Last Month: 33)
- Family Fright Night To-go Bag “Learn More” Link – **17** (Last Month: 29)
- Halloween Fun Stations “Learn More” Link – **15** (Last Month: 19)

## **Facebook: October**

No surprise, the alebrijes dominated our social media once again. We posted several pictures promoting the arrival of the alebrije library cards, and those posts pushed our reach and engagements to more than double than last month.

In our posts we highlighted the artists who created the mural that we photographed for the cards, and we created a post and a Facebook ad to let the community know the cards were finally here.

### **Monthly Overview:**

Total Post Reach: **74,688** (Last Month: 38,156)

Total Post Engagements: **3,575** (Last Month: 1,633)

Page Likes: **1,974** (Last Month: 1,932)

### **Top Posts:**

#### **10/12 Alebrije Library Cards (“The Wait is Over” Post)**

Reach: **16,726** (Last Month: 5,905)

Engagement: **575** (Last Month: 86)

Views: NA (Last Month: NA)

#### **10/03 Alebrije Library Cards Ad**

Reach: **5,019** (Last Month: 3,386)

Engagement: **82** (Last Month: 126)

Views: NA (Last Month: NA)

#### **10/25 Alebrije Cards (Juan and Alberto Post)**

Reach: **3,802** (Last Month: 2,616)

Engagement: **119** (Last Month: 90)

Views: NA (Last Month: NA)

## **Instagram: October**

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: **504** (Last Month: 489)

### **Top Posts:**

#### **10/12 Alebrije Library Cards (“The Wait is Over” Post)**

Reach: **143** (Last Month: 199)

Engagement: **1** (Last Month: 3)

Views: NA (Last Month: NA)

**10/31 Trunk or Treat Photos Post**

Reach: **130** (Last Month: 108)

Engagement: **14** (Last Month: 10)

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

**10/05 WeGo Amigo Dedication**

Reach: **97** (Last Month: 105)

Engagement: **10** (Last Month: 14)

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

**Creative Corridor: October**

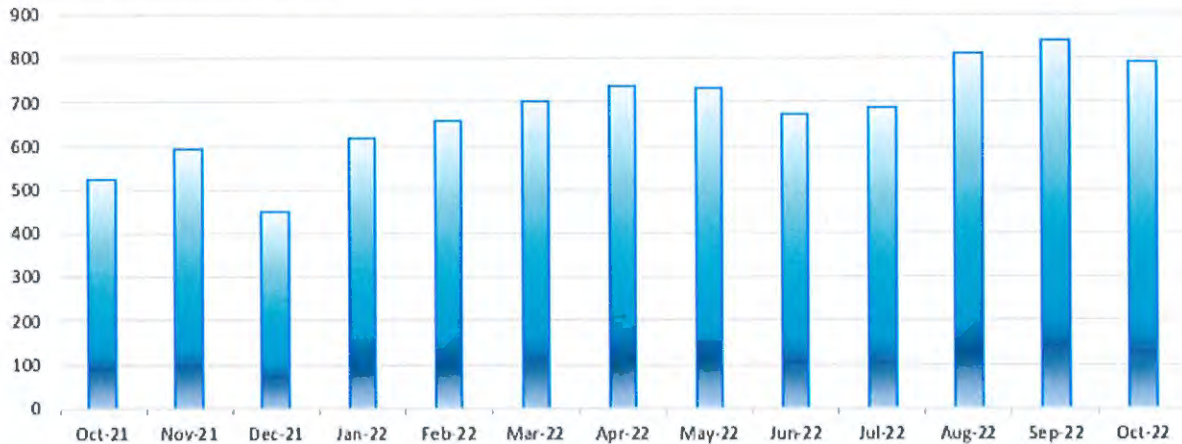
- The case was put on hold for a tentative exhibit of the West Chicago Community High School's alebrije sculpture. Unfortunately, the sculptures were not ready. Instead, we'll be showcasing them November through the end of December.



## IT Report – October

### Wireless Overview

October had 791 unique clients with 635.71Gb of data used.



### Website

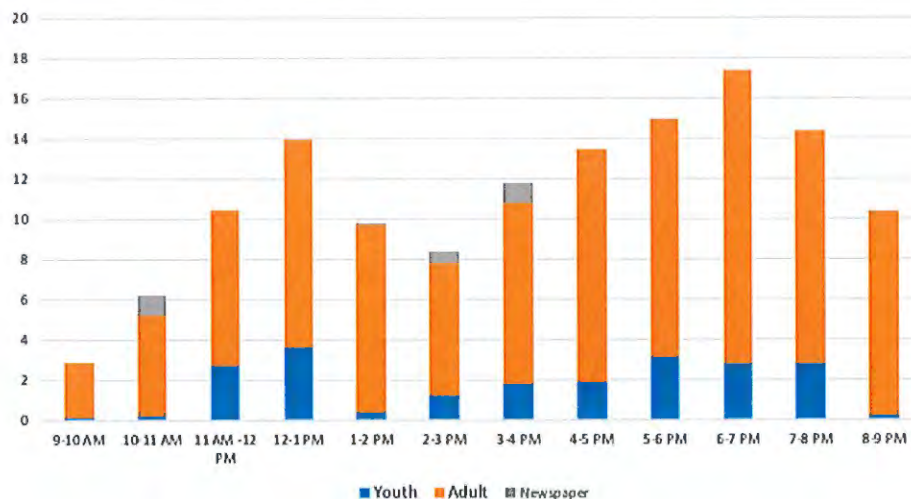
Last month we had 7133 website visits.

The top 5 pages in October were

1. Yearbooks (434 Visits in October, 560 Visits in September)
2. Employment (337 Visits in October, 248 Visits in September)
3. Print from Anywhere (202 Visits in October, 190 Visits in September)
4. Research Databases (138 Visits in October, 122 Visits in September)
5. Resources (115 Visits in October, 81 Visits in September)

### Computer Usage

We had 351 users in October.



October shows a growing usage of the adult computers after 3PM. This coupled with the increased visits to research databases and resources seems to show an increase in students using our services. We are getting close to the holidays, and we will see a slump in usage for the next few months.



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## 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                |
| <b>TOTAL LIBRARY FUND</b>         | <b>\$ 3,871,000</b> | <b>3,432,000</b> |



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 |
|---|---------|---------|

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 |
|--|---------|---|

GENERAL OBLIGATION BOND FUND

|                                      |   |   |
|--------------------------------------|---|---|
| General Obligation Bond Debt Service | 0 | 0 |
|--------------------------------------|---|---|

NEW BUILDING CONSTRUCTION FUND

|                                |   |   |
|--------------------------------|---|---|
| New Building Construction Fund | 0 | 0 |
|--------------------------------|---|---|

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



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

STATE OF ILLINOIS       )  
                                      )  
COUNTY OF DUPAGE     )       SS

## SECRETARY'S CERTIFICATE

I, Diane Kelsey, do hereby certify that I am the duly appointed, qualified, and acting Secretary of the West Chicago Public Library District, DuPage County, Illinois.

I do further certify that the above and attached is a true and correct copy of an Ordinance entitled:

**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**

Passed by the Board of Trustees of the West Chicago Public Library District at a regular meeting of said Board of Trustees on the 28<sup>th</sup> day of November, 2022, and that said Ordinance was duly approved by the President of the Board of Trustees of the West Chicago Public Library District, including the Journal of Proceedings, Ordinances, and Resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said West Chicago Public Library District, DuPage County, Illinois, this 28<sup>th</sup> day of November, 2022.

---

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



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## **“TRUTH IN TAXATION CERTIFICATE”**

The undersigned President of the Board of Trustees of The West Chicago Public Library District hereby certifies that I am the presiding officer of The West Chicago Public Library District, and as such presiding officer, I hereby certify that the 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, a copy of which is appended thereto, was adopted pursuant to, and is in all respects in compliance with the provisions of Section 4 through 7 of the “Truth in Taxation Act.”

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patricia Weninger  
President, Board of Library Trustees  
West Chicago Public Library District

Notary \_\_\_\_\_

Date \_\_\_\_\_

**DRAFT**

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**SALARY SCHEDULE 1/1/2023-12/31/2023**

| Pay Grade | TITLE  | MINIMUM          | MIDPOINT         | MAXIMUM          |
|-----------|--|------------------|------------------|------------------|
| 6         | Library Director   | SET BY BOARD     | SET BY BOARD     | SET BY BOARD     |
| 5         | Adult Services Manager<br>Youth Services Manager<br>Human Resources Manager<br>Circulation Services Manager<br>Technical Services Manager  | 50,734<br>49,256 | 64,865<br>62,975 | 78,996<br>76,695 |
| 4         | Adult Services Librarian<br>Young Adult Librarian<br>Youth Services Librarian<br>Technical Services Librarian<br>Information Technology Librarian<br>Public Relations Specialist | 42,412<br>41,177 | 54,299<br>52,718 | 66,186<br>64,258 |
| 3         | Technical Services Assistant<br>Adult Services Assistant<br>Youth Services Assistant<br>Administrative Assistant<br>Bookkeeper<br>Senior Circulation Clerk                       | 18.12<br>17.60   | 21.88<br>21.25   | 25.64<br>24.89   |
| 2         | Maintenance Assistant  | 16.99<br>16.50   | 20.24<br>19.65   | 23.48<br>22.80   |
| 1         | Circulation Clerk  | 13.00<br>12.00   | 15.09<br>14.33   | 17.17<br>16.67   |

Exempt Employees

Hourly Employees

Reviewed by Finance Committee: November 15, 2021; November 16, 2022

Approved by Board of Library Trustees: November 22, 2010; February 28, 2011; November 26, 2012; February 25, 2013; April 28, 2014; June 23, 2014; January 26, 2015; March 23, 2015; April 26, 2017; May 22, 2017; February 26, 2018; May 28, 2019; November 25, 2019; November 23, 2020; November 22, 2021

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**June 30, 2022**

---

As the management of the West Chicago Public Library District (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2022. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the District's financial statements (beginning on page 3).

This discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the District's financial activity, (3) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

**USING THE FINANCIAL SECTION OF THIS ANNUAL REPORT**

The District's financial statements present two kinds of statements, each with a different snapshot of the District's finances. The focus of the financial statements is on both the District as a whole (government-wide) and on the major individual funds. Both perspectives (government-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year-to-year or government-to-government), and enhance the District's accountability.

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. The focus of the Statement of Net Position presents information on all of the District's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the reported as net position. This statement combines and consolidates governmental funds' current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.



**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**Government-Wide Financial Statements (Continued)**

The Statement of Activities presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences).

The government-wide financial statements (see pages 3-4) describe functions of the District that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the District reflect the District's basic services, including materials collections, reference and readers' services, programming, interlibrary loan, and outreach services.

**Fund Financial Statements**

Traditional users of governmental financial statements will find the Fund Financial Statements (pages 5-8) to be more familiar. The focus of the presentation is on major funds rather than fund types. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are in one category: governmental funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**Fund Financial Statements (Continued)**

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and statement of revenues, expenditures, and changes in fund balances for the General Fund and Special Reserve both of which are considered to be major funds. Individual fund data for the non-major governmental fund (IMRF) is provided in the combining statements.

The District adopts an annual budget for each of its governmental funds. A budgetary comparison statement has been provided elsewhere in this report to demonstrate compliance with the budget. The major governmental fund financial statements can be found on pages 34-37 of this report.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 9-27 of this report.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's progress in funding its obligation to provide benefits to its employees. Required supplementary information can be found on pages 28-33 of this report.

The schedule referred to earlier in connection with the non-major governmental fund is presented immediately following the budgetary information for the major government funds. This schedule can be found on page 38 of this report.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**GOVERNMENT-WIDE STATEMENTS**

**Net Position**

The following table reflects the condensed Statement of Net Position.

**Table 1  
Statement of Net Position  
As of June 30, 2021, and June 30, 2022**

|  | <u><i>Governmental Activities</i></u> |                  |
|--|---------------------------------------|------------------|
|  | <i>6/30/2021</i>                      | <i>6/30/2022</i> |
| Current and Other Assets                               | 3,473,726                             | 3,852,647        |
| Capital Assets   | 1,497,222                             | 1,404,272        |
| <b>Total Assets</b>                                    | <b>4,970,948</b>                      | <b>5,256,919</b> |
| Pension items - IMRF                                   | 221,659                               | 147,086          |
| <b>Total Deferred Outflows of Resources</b>            | <b>221,659</b>                        | <b>147,086</b>   |
| <b>Total Assets/Deferred Outflows of Resources</b>     | <b>5,192,607</b>                      | <b>5,404,005</b> |
| Long-Term Liabilities                                  | 602,389                               | 215,207          |
| Other Liabilities                                      | 63,130                                | 76,360           |
| <b>Total Liabilities</b>                               | <b>665,519</b>                        | <b>269,468</b>   |
| Deferred revenue-property taxes                        | 2,397,721                             | 2,528,878        |
| Pension items - IMRF                                   | 384,616                               | 549,958          |
| <b>Total Deferred Inflows of Resources</b>             | <b>2,782,337</b>                      | <b>3,078,836</b> |
| <b>Total Liabilities/Deferred Inflows of Resources</b> | <b>3,447,856</b>                      | <b>3,348,304</b> |
| <b>Net Position</b>                                    |                                       |                  |
| Net Investment in Capital Assets                       | 1,497,222                             | 1,404,272        |
| Restricted for Specific Purpose                        | 3,347                                 | 4,883            |
| Unrestricted   | 244,182                               | 646,546          |
| <b>Total Net Position</b>                              | <b>1,744,751</b>                      | <b>2,055,701</b> |

The District's combined net position increased from \$1,744,751 to \$2,055,701 during 2022. The primary cause of this increase is due to the increase in the deferred inflows of revenue-property taxes and pension items-IMRF. See the Statement of Net Position on page 3.

(See independent auditor's report)



**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**GOVERNMENT-WIDE STATEMENTS (Continued)**

**Activities**

The following table summarizes the revenue and expenses of the District's activities for 2021 and 2022:

**Table 2  
Changes in Net Position  
For the Fiscal Year Ended June 30, 2021 and June 30, 2022**

| <b><u>Governmental Activities</u></b> |                  |                  |
|---------------------------------------|------------------|------------------|
|                                       | <b>6/30/2021</b> | <b>6/30/2022</b> |
| <b>Revenues</b>                       |                  |                  |
| Program Revenues                      |                  |                  |
| Charges for Services                  | 9,175            | 15,455           |
| Operating & Capital Grants            | 44,635           | 42,669           |
| General Revenues                      |                  |                  |
| Property Taxes                        | 2,280,557        | 2,375,485        |
| Replacement Taxes                     | 54,885           | 119,635          |
| Impact Fees                           | 45               | 0                |
| Investment Income                     | 1,233            | 2,813            |
| Miscellaneous                         | 100              | 1,326            |
| <b>Total Revenues</b>                 | <b>2,390,630</b> | <b>2,557,383</b> |
| <b>Expenses</b>                       |                  |                  |
| Culture and Recreation                | 2,199,060        | 2,246,433        |
| <b>Total Expenses</b>                 | <b>2,199,060</b> | <b>2,246,433</b> |
| <b>Changes in Net Position</b>        | <b>191,570</b>   | <b>310,950</b>   |
| <b>Total Net Position, JULY 1</b>     | <b>1,553,181</b> | <b>1,744,751</b> |
| <b>Total Net Position, JUNE 30</b>    | <b>1,744,751</b> | <b>2,055,701</b> |

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**2021-2022 FINANCIAL OVERVIEW  
WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**INCOME SOURCES**

|                                  |           |
|----------------------------------|-----------|
| Local Property Taxes             | 97.6%     |
| Fines, Service Fees, Photocopies | .6        |
| Grants, Gifts                    | 1.72      |
| Interest                         | .01       |
| Total Income:                    | 2,557,383 |

**EXPENSES BY CATEGORY**

|                                 |           |
|---------------------------------|-----------|
| Salaries and Benefits           | 68.76%    |
| Materials, Electronic Resources | 7.51      |
| Maintenance and Utilities       | 9.64      |
| Administration*                 | 2.48      |
| Automation                      | 7.85      |
| Public Programs, Printing       | 2.51      |
| Depreciation                    | 5.02      |
| Total Expenses:                 | 2,246,433 |

\*Building insurance, audit, postage, professional fees, contractual services, contingency, etc.

**Normal Impacts**

**Revenues**

**Effect of Tax Cap.** The **5.5%** increase in the District's total tax extension (to **\$2,528,878**) was up from last year's increase of **4.7%** (to **\$2,397,721**). The District collected **99.07%** of the total tax extension in 2020. Taxes collected (unavailable revenue) year ended June 30, 2021 was **46.91%**, compared to unavailable revenue collected as of June 30, 2020 of **49.47%**.

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

**Normal Impacts (Continued)**

**Revenues (Continued)**

See **Note 4 (page 17)** for further information regarding Property Taxes.

**Changing patterns in intergovernmental and grant revenue (both recurring and non-recurring).** Certain recurring revenues (State Per Capita Grant, etc.) may experience significant changes periodically while non-recurring or one-time grants are less predictable and often distort their impact on year-to-year comparisons.

**Market impacts on investment income.** The District's investment portfolio is managed using a similar average maturity to most other governments. Market conditions may cause investment income to fluctuate. Most funds are invested in the Illinois Funds and Illinois Cash Sweep (ICS), which offers a competitive return, liquidity, and safety, requisites of the District's investment policy.

**Expenses**

**Introduction of new programs.** Within functional expense categories, individual programs may be added or deleted in order to meet the changing needs of the District.

**Changes in authorized personnel.** Changes in service demand may cause the District Board to increase or decrease staffing levels. Personnel costs are the District's most significant operating costs.

**Salary increases (annual adjustments and merit).** The ability to attract and retain quality personnel requires the District to strive to have competitive salary ranges and pay practices.

**Inflation.** While overall inflation has been reasonably modest, some of the District's functions and services may experience unusual commodity-specific increases.

**Current-Year Impacts**

**Revenues**

For the fiscal year ended June 30, 2022, total revenues for all funds was **\$2,557,383** as compared to **\$2,390,630** the previous year.

(See independent auditor's report)

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**Current-Year Impacts (Continued)**

**Revenues (Continued)**

Property taxes, the District's single largest revenue source, amounted to **\$2,375,485** or **93%** of the total revenue. This was an increase of **\$94,928** from the previous fiscal year.

The 2020 assessed valuation of the District increased **6.7%** to **\$843,970,911** and the 2021 assessed valuation of the District increased **6.3%** to **\$897,083,241**.

Total income from all sources was **\$2,425,126** in the General Fund, up **7.27%** from last year's **\$2,260,568** due mainly to increases in revenues (see page 7). Charges for services, which include fines, photocopy fees, meeting room rental, non-resident card fees, and lost-materials fees, represent only **.6%** of total income. Grants, gifts, and interest account for **1.7%** of income.

The District received income from the Per Capita Grant, and gifts, including **\$42,669** from the state Per Capita Grant.

**Expenses**

The District's expenses were **\$2,246,433** in 2022.

Total expenses of **\$2,246,433** are up **2.1%** from 2021 expenses of **\$2,199,060**. Expenses for salaries and benefits were up **3.1%**. Expenses for materials and electronic resources were up **1.3%**.

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

As noted earlier, the West Chicago Public Library District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. As of June 30, 2022, the governmental funds (as presented on the balance sheet on page 5) had a combined fund balance of **\$1,269,508**. As of June 30, 2021, the governmental funds had a combined fund balance of **\$1,012,875**.

**Fund Balance**

The District has established fund balance reserve policies for its governmental funds. (See pages 9-15 for significant accounting policies)

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS (Continued)**

**Table 3  
General Fund Budgetary Highlights  
For the Fiscal Year Ended June 30, 2022**

|                               | <b>Original and<br/>Final Budget</b> | <b>Actual</b>    |
|-------------------------------|--------------------------------------|------------------|
| <b>Revenues</b>               |                                      |                  |
| Intergovernmental             | 37,405                               | 42,669           |
| Taxes                         | 2,281,970                            | 2,363,009        |
| Investment Income             | 1,000                                | 2,667            |
| Fines and Forfeits            | 3,000                                | 2,725            |
| Gifts and bequests            | 0                                    | 1,326            |
| Other                         | 5,500                                | 12,730           |
| Impact Fees                   | 100                                  | 0                |
| <b>Total Revenues</b>         | <b>2,328,975</b>                     | <b>2,425,126</b> |
| <b>Expenditures</b>           |                                      |                  |
| Library Materials             | 200,905                              | 168,931          |
| Administration                | 523,238                              | 505,390          |
| Personnel                     | 1,514,720                            | 1,414,333        |
| Contractual                   | 90,112                               | 81,457           |
| Capital outlay                | -                                    | -                |
| <b>Total Expenditures</b>     | <b>2,328,975</b>                     | <b>2,170,111</b> |
| <b>Change in Fund Balance</b> | <b>-</b>                             | <b>255,015</b>   |
| <b>Fund Balance, July 1</b>   |                                      | <b>887,175</b>   |
| <b>Fund Balance, June 30</b>  |                                      | <b>1,142,190</b> |

**Capital Assets**

The following schedule reflects the District's capital asset balances as of June 30, 2022:

(See independent auditor's report)

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**Table 4  
Capital Assets  
As of June 30, 2022**

**Governmental Activities**

Capital Assets Not Being Depreciated

|  |                |
|--|----------------|
| Land                                       | 664,500        |
| Construction in Progress                   |                |
| Total Capital Assets Not Being Depreciated | <u>664,500</u> |

Capital Assets Being Depreciated

|                                    |                |
|------------------------------------|----------------|
| Land improvements                  | 69,187         |
| Building and Building Improvements | 3,541,974      |
| Furniture and Equipment            | <u>411,787</u> |

|  |                  |
|--|------------------|
| Total Capital Assets Being Depreciated | <u>4,022,948</u> |
|--|------------------|

Less Accumulated Depreciation for

|                                     |                |
|-------------------------------------|----------------|
| Land improvements                   | 69,187         |
| Buildings and Building Improvements | 2,809,886      |
| Furniture and Equipment             | <u>404,103</u> |

|                                |                  |
|--------------------------------|------------------|
| Total Accumulated Depreciation | <u>3,283,176</u> |
|--------------------------------|------------------|

|   |                |
|---|----------------|
| Total Capital Assets Being Depreciated, Net | <u>739,772</u> |
|---|----------------|

|  |                         |
|--|-------------------------|
| <b>Governmental Activities Capital Assets, Net</b> | <u><b>1,404,272</b></u> |
|--|-------------------------|

At year-end, the District's investment in capital assets (net of accumulated depreciation) for its governmental-type activities was **\$1,404,272**. See Note 3 (page 17) for further information regarding capital assets.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
WEST CHICAGO ILLINOIS  
MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

**Long-Term Debt**

The table below summarizes the District's outstanding long-term debt (per note #5 page 18):

**Table 5  
Long-Term Debt  
Balances As of June 30, 2022**

|   |                       |
|---|-----------------------|
| Accrued Compensated Absences Payable    | 35,596                |
| Net Pension Liability                   | 116,266               |
| Total Postemployment Benefits Liability | <u>63,345</u>         |
| <b>Total Long-Term Liabilities</b>      | <b><u>215,207</u></b> |

The net pension liability for the District's participation in IMRF (per note #8 pages 19-24) is required to be reported on the government wide financial statements based on GASB Statement No. 68.

Other postemployment benefits (per note #9 pages 24-27) provided by the District are health care benefits (OPEB) for retired employees through a single-employer defined benefit plan. The activity of the plan is reported in the District's governmental activities in accordance with GASB Statement No. 75.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens with a general overview of the District's finances and to demonstrate accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Benjamin R. Weseloh, Library Director, West Chicago Public Library District, 118 West Washington Street, West Chicago, IL 60185.

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### PURCHASING POLICY

#### I. Bidding and Bid Solicitation

Generally, Purchases of the District in excess of \$25,000 related to buildings and equipment are subject to competitive bids pursuant to the Public Library District Act of 1991 (75 ILCS 16/1-1 et. seq.).

For purchases not requiring competitive bids, the District may request proposals.

#### II. Exemptions from Bidding

The Public Library District Act (75 ILCS 16/40-45) exempts from a competitive bidding process the following:

- A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- B. Contracts for the printing of finance committee reports and departmental reports;
- C. Contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- D. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with all manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- E. Purchases and contracts for the use, purchase, delivery, movements, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- F. Contracts for duplicating machines and supplies;
- G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- H. Contracts for goods or services procured from another governmental agency;
- I. Purchases of equipment previously owned by some entity other than the library itself;



- J. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports; and
- K. Purchases as identified by this policy of less than \$25,000.
- L. Contracts for emergency expenditures when the emergency expenditure is approved by  $\frac{3}{4}$  of the members of the Board.

### III. Cooperative Purchasing

The District shall have the authority to join with other units of local government in cooperative purchasing plans when the best interests of the District would be served thereby.

The District may also participate in the Illinois Joint Purchasing Program.

- A. The Governmental Joint Purchasing Act authorizes certain governmental units to purchase personal property, supplies, and services jointly with one or more other governmental units (30 ILCS 525/0.01 et seq.).
- B. The State of Illinois, through the Department of Central Management Services Bureau of Strategic Sourcing (BOSS), will establish all rules, regulations and procedures in accordance with its policies and the law. It reserves the right to refuse any request for purchase if, in its opinion, pooling of a particular item or items is not beneficial or workable.
- C. Legal authority must exist for governmental units to make purchases from contracts issued by the State of Illinois. Official action must have been taken by the governing body of the unit authorizing its purchasing officials to participate in such a program.
- D. The ordinance or resolution passed by the governing body of the governmental unit MUST be sent to the Joint Purchasing Coordinator, Department of Central Management Services, 804 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706. The official action shall be held in force until such time as it is withdrawn in writing.

### IV. Authorized Expenditures by Library Director

No commitment for expenditures of District monies shall be made without authorization issued according to the following conditions:

- A. Above ~~\$7,500~~ \$12,500 but less than \$25,000

All expenditures above ~~\$7,500~~ \$12,500 and less than \$25,000 shall be made only with prior Board approval. Upon the Library Director's request, the Board will determine whether the Director should request proposals. If the Board determines proposals to be necessary,

written quotations with the Contractor's signature applied and Performance Bond (if appropriate) will be submitted to the Board with a recommendation for Board action.

- B. With regard to the purchase of library insurance policies, the Finance Committee will choose an insurance broker.
- C. The Board authorizes the Library Director to select the most cost effective and beneficial utility option offered and report the price and selection to the Board at the next regular board meeting.
- D. \$7,500 \$12,500 or Below

All expenditures of \$7,500 \$12,500 or less can be made at the discretion of the Library Director. The Library Director will notify the board at the next scheduled board meeting of purchases of \$7,500 \$12,500 or less.

The District shall periodically evaluate vendor service and performance. Continued engagement must be earned and maintained by satisfactory performance and competitive pricing. Approved budget line items or budget contingency items can be made at the discretion of the Library Director without quotations.

#### V. Emergency Expenditures

Emergency expenditures over \$7,500 \$12,500 but less than \$25,000 can only be made with the approval of the Library Director and Board President or his/her designee.

Emergency expenditures \$7,500 \$12,500 or below can be made with the approval of the Library Director.

The Library Director shall notify the Board at its next meeting of any emergency purchase.

Approved by Board of Library Trustees: April 26, 2004; May 21, 2007; August 27, 2007; August 24, 2009; October 22, 2012; January 28, 2013; October 28, 2013; August 22, 2014; October 27, 2014; August 28, 2017; October 23, 2017; January 22, 2018; March 26, 2018; August 23, 2021  
Reviewed by Policy Committee: November 10, 2022



## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### LIBRARY CREDIT CARD AUTHORIZATION POLICY

#### Policy

The Board of Library Trustees of the West Chicago Public Library District authorizes the Library Director to issue credit cards ~~by the Library's bank~~ to be used by employees to conduct financial transactions for the Library District. The dollar limit determined by the Library Board is ~~\$5,000~~ **\$12,500** for the Library Director and ~~\$2,500~~ **\$3,000** for each of the four (4) cards issued to employees.

#### Procedures

The Library Director shall generate a letter of authorization to the ~~credit card issuer~~ **Library's bank** to authorize the ~~Library's bank to issue~~ **issuance of** a credit card to a specific Library employee. The Library Director shall notify the Library Board of the issuance of a new credit card or cancellation of an active credit card at the next regularly scheduled Board Meeting.

Each employee must sign the "Employee Library Credit Card Use Agreement" form prior to the issuance of a credit card. The acknowledgement form defines the use and responsibilities governing employee issued library credit cards.

Upon resignation or termination of an employee possessing a credit card, it will be the responsibility of the Library Director to immediately contact the ~~credit card issuer~~ **bank** by phone to cancel the purchasing rights of that employee, retrieve the credit card, and shred it. A written notification will be mailed to the ~~credit card issuer~~ **bank** by the Library Director on Library letterhead within twenty-four hours.

Approved by Board of Library Trustees: February 25, 2013; November 27, 2017; August 23, 2021

Reviewed by Policy Committee: November 10, 2022

## Employee Library Credit Card Use Agreement

This Library Credit Card Use Agreement ("Agreement") is between the West Chicago Public

Library District ("Company") and \_\_\_\_\_  
("Employee")

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Credit Card Number (exactly as shown on card)

I confirm that I am the employee named above and I received the above-listed credit card associated with the commercial credit account of the Company ("Card") and I confirm all my information is correct. By my signature on this Agreement, I will agree to comply with and be bound by the following conditions:

1. I understand this Card is Company property and I will be making financial commitments on behalf of the Company when using this Card. I agree that use of this Card is limited to business purposes authorized by the Company. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse will result in cancellation of this Card and may further result in disciplinary action up to and including termination of my employment.

2. I understand the Company may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I agree to be held personally liable for the total dollar amount of any improper charges incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized, or illegal charges made by me, including any administrative fees and/or finance charges assessed in connection with such charges, and paid for by the Company on my behalf will be considered a personal loan which may be repaid through payroll deduction. I understand that payroll deduction on my loan will be subject to the limits set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully reimburse the Company, I will repay the Company these amounts plus finance or other charges due in connection with the misuse of this Card and the Company may take appropriate legal action to collect the monies owed. If the Company is required to take legal action to collect monies owed under this Agreement, I agree to pay the Company's expenses, including attorney's fees, incurred in its collection efforts. I agree that I may be liable for improper charges that result from allowing others to use this Card.

3. I agree to inform the Bookkeeper and/or the Library Director of any purchases made with the Card and timely submit all receipts for expenses incurred in connection with this Card. If I fail to timely submit receipts for expenses incurred with this Card, the Company may consider the unsupported charges incurred in connection with this Card to be a personal loan and may collect those amounts from me as described herein.

4. I agree to return this Card immediately upon request by the Library Director or upon termination of my employment for any reason (including retirement) with the Company. I understand that this Agreement is revocable by me at any time upon written notice to my immediate supervisor at the Company. If revoked, I understand I must stop using the Card immediately and return it to the Library Director with my revocation notice. I understand that if revoked, I remain responsible for any misuse and remain indebted to the Company for any personal, unauthorized, or illegal charges made prior to the revocation and return of the Card.

5. I promise to immediately notify the Library Director upon discovering this Card has been lost, misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.

---

Date

Employee Signature

---

Date

Library Director Signature

