



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING  
LIBRARY PROGRAM ROOM  
MONDAY, JANUARY 22, 2024  
7:00 PM

## AGENDA

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

- |  |   |
|--|---|
| A. Call to Order   | Patricia Weninger, President                        |
| B. Roll Call   | Diane Kelsey, Secretary                             |
| C. Approval of the Minutes   |   |
| 1. Special Board Meeting – November 27, 2023 (Levy)  | ACTION  |
| 2. Board Meeting – November 27, 2023   | ACTION  |
| D. Recognition of the Public   |   |
| E. Public Comments -- Limited to 3 Minutes   |   |
| F. Agenda – Additions/Deletions  |   |
| G. Presentation  |   |
| 1. Annual Financial Report (Audit)<br>Year Ended June 30, 2023   | Lauterbach & Amen                                   |
| H. Treasurer's Report  | Corrine Jakacki-Dattomo, Treasurer                  |
| 1. Approval of the Bills for December 2023   |   |
| 2. Approval of the Bills for January 2024  |   |
| 3. Financial Statements for November 2023  |   |
| 4. Financial Statements for December 2023  |   |
| I. Communications  |   |
| 1. Notice of Commencement Date --<br>Warehouse Facility at 2595 Enterprise Circle                                      | Greco/Derosa Investment<br>Group (Cheese Merchants) |
| 2. Public Library District Board Notification<br>RE: Board Vacancies   | IL Secretary of State                               |
| J. Reports   |   |
| 1. President   | Patricia Weninger                                   |
| (a) Appointment of a Committee for Semi-Annual<br>Review of Closed Session Minutes and Executive<br>Session Recordings |   |
| 2. Library Director  | ATTACHMENT  |

3. Department Managers

**ATTACHMENT**

K. Unfinished Business  
None

L. New Business

1. Ordinance 24-01 -- Providing for Real Estate Tax Abatement Greco/DeRosa (Cheese Merchants) Property at 2595 Enterprise Circle

**ACTION**

M. Closed Session

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

**ACTION**

N. Return to Open Session

O. Adjournment



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES  
SPECIAL MEETING – LEVY HEARING  
LIBRARY PROGRAM ROOM  
MONDAY, NOVEMBER 27, 2023  
6:45 PM

## MINUTES

### 1. Call to Order

*The meeting was called to order by President Weninger at 6:45 p.m.*

### 2. Roll Call

*Board members present: Richard Bloom, Frank Fokta, Corrine Jakacki-Dattomo, Diane Kelsey, Patricia Weninger*

*Board members absent: Scott Grotto, Maureen Navadomskis*

*Staff present: Benjamin Weseloh, Library Director*

*Public Present: Dan Goeckner, Mary Seidel, James Murray, Crystal Noland-Riani*

### 3. Public Hearing:

**Ordinance 23-06: An Ordinance Providing for the Levying and Assessment of Taxes for the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024 in the amount of \$3,730,000.**

*President Weninger invited comments or questions from any of the public members present regarding the fiscal 2024 levy ordinance.*

### 4. Public Comment

*Mr. Goeckner inquired as to why the levy amount was so high. Director Weseloh explained that this has been the Library's process for many years. He noted that the levy amount is not the amount the library receives each year; it is reduced considerably by the county. Mr. Weseloh then mentioned the aging building, interior mechanicals, and exterior issues that may need repair and/or replacement. As a result, that is why the library appropriates so much in the building repair and maintenance budget lines and levies to receive the full tax revenue due to the library to help pay for those repairs.*

*Ms. Noland-Riani mentioned that she thought the levy should be published in multiple locations and local news outlets, not just in the Daily Herald. She also felt that residents didn't have sufficient time to learn about the proposed levy. Library Director Weseloh acknowledged her comments and explained that the proposed levy was in the prior month's board packet and two legal notices were published in the Daily Herald prior to the November board meeting. Mr. Weseloh indicated that he will review the levy and communication process.*

## **5. Adjournment**

*The meeting was adjourned at 7:00 p.m.*

# **DRAFT MINUTES ONLY**

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WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, NOVEMBER 27, 2023  
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:00 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Member.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Jason Rock, IT Specialist; and Nicholas Del Giudice, Public Relations Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - October 23, 2023: Ms. Jakacki moved to approve the Minutes of October 23, 2023 as amended; seconded by Ms. Kelsey.

- Page 5, Item 2, change the Levying amount to \$5,333,000.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Roger Conradt, Crystal Noland-Riani, Mary Seidel, James Murray.

E. PUBLIC COMMENTS: Crystal Noland-Riani commented that she had not learned until recently, through the Daily Herald, that the Library District Board would be voting on the tax levy this evening. She stated that she knows of many other residents who also had not heard of the levy or that it would be on the agenda this evening. Ms. Noland-Riani asked that the vote be postponed inasmuch the levy represents a 40% increase from the previous year.

The Board and staff indicated that the levy ordinance has been planned for and posted on the Library's website, under legal notices; in the glass case within the library; as part of the agenda for the last couple meetings; and has been posted in the Daily Herald, the paper of circulation of record for the area.

Ms. Noland-Riani said it would be great if the information could be included in the Winfield Township Newsletter, the West Chicago paper bulletin, and on the City of West Chicago website.

# **DRAFT MINUTES ONLY**

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F. Presentation of Proclamation in Recognition of Nancy Conradt: West Chicago Public Library Board President Nancy Conradt, who passed away June 27, 2023, was recognized for her outstanding service and contributions to the Library District and the West Chicago community. Mrs. Conradt served on the West Chicago Public Library District Board of Trustees for approximately 15 years, from 2009 to 2023, holding the positions of Library Board President from 2011 to 2022, and Secretary in 2011.

President Weninger read the proclamation aloud in the meeting. The board had discussed how to recognize Nancy Conradt, who will be remembered for her amazing personality. Ms. Jakacki stated Nancy loved the Library, loved West Chicago, and loved the Dog Park. The Board decided to fund a Little Free Library at the Wiggly Field Dog Park adjacent to Reed-Keppler in West Chicago in recognition of Mrs. Conradt's years of service to the Library.

The Board is working with the Park District to have the Little Free Library installed. The Trustees and Director spoke with high regard of Mrs. Conradt's contributions to the Library. Roger Conradt thanked the Board for the recognition of Nancy and stated that his wife was always involved in academia from the time she was a student in high school and throughout her life, and she was always interested in libraries. Mr. Conradt stated that he thinks she would be very happy with the comments from the Board; and he thanked the Board on behalf of the family.

Director Weseloh stated installation of the Little Free Library is planned for the Spring of 2024; more information will be forthcoming.

AGENDA - ADDITIONS/DELETIONS: None.

## G. TREASURER'S REPORT:

1. Approval of the Bills for November 2023. Ms. Jakacki moved that the board approve the paying of bills for November 2023 in the amount of \$224,445.44; seconded by Mr. Bloom.

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

2. Financial Statements for October 2023: Director Weseloh provided a report on the Financial Statements during his report, Item I-2.

## H. COMMUNICATIONS:

1. Levy Ordinance Reminder: The Library's attorney, Roger Ritzman, provided a reminder that the deadline for passing the Levy Ordinance is Tuesday, December 5, 2023.

# **DRAFT MINUTES ONLY**

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## I. REPORTS:

1. President's Report: None.

2. Library Director: Director Weseloh reported the Library is one third through its fiscal year elapsed, or 33 percent of its budget. The investment funds continue to earn higher than budgeted interest income. Revenue has been received at a rate of 94% of the total budget, with 98% of the property taxes collected in the amount of \$2,599,014. The first payment of replacement taxes are anticipated to be received in January 2024 at approximately \$45,000; the second payment is expected in mid to late June. Interest collected is running ahead at approximately \$35,143.

The TIF rebate came in at \$11,541; service fees of \$4,500 were received. Utilities costs are higher than budgeted; and the unanticipated replacement of a VAV box in the study room cost approximately \$18,000.

Administrative technology is running ahead of budget due to the staff computers migration to a serverless execution model.

The audit has been completed; and the MD&A draft was on the November 27, 2023 board meeting agenda for approval. The auditors, Lauterbach and Amen, will provide the Board a presentation at the January 2024 board meeting. Mr. Weseloh will provide the trustees via email the audit document when it is received.

The final employee training of the calendar year was held on the topic of sexual harassment training, which is mandated by the State of Illinois. Mr. Weseloh participated in the Rotary Club of West Chicago service project of stuffing boxes to help support overseas veterans; volunteers stuffed 159 boxes.

An order of six public computers for the Adult Services department have arrived and will be installed in the next couple weeks. Based on usage numbers over the past couple years, the department will reduce its number of public computers from ten to six.

Addison Public Library is the newest member of SWAN Library Services.

Trustees were invited to attend the West Chicago Library's after-hours holiday open house event on December 1, 2023, from 5:00 p.m. to 8:00 p.m. Music, games, food, and visits from VIPs are planned for the event.

The ILA is holding its Western Suburbs Legislative Luncheon at the Oak Brook Marriott on December 6, 2023. Trustees who would like to



# **DRAFT MINUTES ONLY**

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attend were asked to let Mr. Weseloh know, and he will register them for the event. Ms. Weninger plans to attend.

### 3. Department Managers:

**Administrative Services:** Between the October board meeting and Monday, November 20, 2023 the Library's messaging made over 25,000 impressions with the community. Nine regular program newsletters were emailed, and six special program highlight emails were sent.

Social media posts including events on the October itinerary achieved over 7,000 impressions and 320 engagements. A large number of responses were due to posts of pictures from the Dia de los Muertos and Trunk Or Treat events. The Winter '23-'24 Program Guide has been mailed and distributed.

**Website Redesign Update:** Powder Keg has begun work on the first proofs for the website redesign; and committee members are writing the actual content to go on the website, which has an expected go-live date of February 9, 2024.

The blood drive with Versiti this quarter was cancelled due to a scheduling error. The blood drive will be rescheduled in 2024.

**Adult Services:** The department held 11 programs in October, virtually and in person, with a total of 57 attendees. The department had a booth at Trunk Or Treat called Trivia and Treats. People visited the booth table to answer trivia questions and receive treats.

The department assisted with a craft for the eclipse event, and also helped with the Dia de los Muertos event. Rosario attended the ILA conference for the first time in Springfield and wrote a report of her experience.

**Young Adults:** The department had seven programs in October, with a total of 74 attendees. The number of Young Adult Council Members has increased due to the Library's outreach efforts to the Community High School. The Young Adult Librarians have been working with Honor Society students.

A Young Adult Librarian and a Circulation staff member visited Leman Middle School for a School Literacy Night in October. They spoke with 74 students and parents at that evening.

**IT:** Wireless connections had 892 unique clients, on par with the number from last year. The website again hit the over-10,000-visits mark. Yearbooks continue to be the number one hit on the website, followed by Print From Anywhere, the online wireless printing option. Employment,



## **DRAFT MINUTES ONLY**

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e-books, and audio books are always in the top five destinations. Research databases hit the top five in October as well.

Adult Services and Youth Services departments had 433 users accessing the computers, an increase from the previous month.

Youth Services: The department had 33 programs in October, with a total of 392 attendees; and held 17 story times, with a total of 188 attendees. As a result of outreach efforts, staff saw a total of 65 children between the ages of 0 through 11 years old. Staff organized six visits in October, including four bilingual interlibrary visits with District 33 for their Project Hope program.

Eighteen local businesses and organizations were present in the parking lot for the Trunk Or Treat event. A total of 1,262 people participated in the event, which is an increase from last year.

4. Policy Committee: Mr. Fokta reported the Policy Committee met October 26, 2023 at 6:00 p.m. Present were Frank Fokta, chair; Richard Bloom and Maureen Navadomskis, members; Pat Weninger, ex officio; and Benjamin Weseloh, staff. The committee reviewed the Personnel Policies Handbook updates and a new Bomb Threat Procedure. These two items were on the Agenda for approval under New Business.

5. Finance Committee: Ms. Jakacki reported that the Finance Committee met Monday, November 27, 2023 at 5:45 p.m. Present were Corrine Jakacki, chair; Diane Kelsey, member; Pat Weninger, ex officio; and Benjamin Weseloh, staff. The committee discussed the Salary Schedule for the calendar year 2024. The Salary Schedule was on the Agenda for approval under New Business.

6. Decennial Committee on Local Government Efficiency: The committee met for the third time on Monday, November 27, 2023. Mr. Weseloh updated the committee on the information he has collected; and the committee discussed the library efficiencies, inefficiencies, and how to proceed. The next meeting will be held prior to the February 2024 board meeting.

J. Unfinished Business: None.

K. New Business:

1. FY23 Per Capita Grant Application: Serving Our Public 4.0. Mr. Weseloh will complete the report for the State before January 30, 2024. The trustees were asked to review Serving Our Public 4.0 and to email their comments to Mr. Weseloh which will help him put the report together by the deadline.

## **DRAFT MINUTES ONLY**

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Pursuant to the Illinois Library System Act, which has to do with the Book Ban Act provided by the State, the Library needs to authorize through the grant application whether or not the Library adopts the American Library Association's Library Bill of Rights. The Library's attorney offered some additional language to add to that, which was in the board packet.

2. Ordinance 23-06: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024 in the Amount of \$3,730,000. Ms. Jakacki moved to approve Ordinance 23-06; seconded by Mr. Bloom.

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

3. Salary Schedule for Calendar Year 2024: Ms. Jakacki stated that the Finance Committee recommends that the Board of Trustees approve the Salary Schedule provided in the board packet for the calendar year of 2024. Every year that the minimum wage moves up, adjustments need to be made on the minimum, midpoint, and maximum pay rates.

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

(Ms. Seidel and Ms. Noland-Riani left the meeting.)

4. Approval of Management's Discussion & Analysis: Ms. Jakacki moved to approval of the Management's Discussion & Analysis; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

5. Approval of Personnel Policies Handbook: Mr. Fokta stated the Policy Committee recommends the Board of Trustees approve the Personal Policies Handbook as included in the board packets. Discussion was had regarding Page 9, Lines 379 and 380 and the deletion of words after "cannabis-infused." Motion carried by unanimous voice vote.

6. Approval of Bomb Threat Procedure: Mr. Fokta stated the Policy Committee recommends that the Board of Trustees approve the Bomb Threat Procedure included in the board packets.

The Bomb Threat Procedure is based on the procedure of another local library. Mr. Weseloh had run the original policy by the police chief, who thought it was fine. Motion carried by unanimous voice vote.

7. Approval of the Collection Management Policy: The Collection Management Policy includes language regarding the Freedom to Read Statement that would apply to the Book Ban Act, and states that the

## **DRAFT MINUTES ONLY**

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Library adopts the ALA's Library Bill of Rights. The State Library requires this wording in order for Illinois libraries to receive the State grants.

Ms. Jakacki moved to approve the Collection Management Policy; seconded by Ms. Kelsey. Motion carried by unanimous voice vote.

8. ISBA Copier Lease Approval: Ms. Jakacki moved that the Board approve the copier lease; seconded by Mr. Fokta. Mr. Weseloh stated the updated lease is for a five-year term at a rate \$3 less than the previous lease agreement. The new copiers will arrive in December or early January.

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

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated the Board does not have a meeting in December. President Weninger thanked the Board for all their hard work and stated it has been a pleasure working with the trustees on the board.

The meeting adjourned at 8:00 p.m.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE:** December 20, 2023

**FINANCIAL STATEMENT DATE:** November 30, 2023

Payroll dated:

11/10/2023	Net Payroll	\$	36,592.83
	Federal Liability Payment	\$	10,532.84
	State Liability Payment	\$	2,238.89
	Paylocity Fee	\$	165.12
11/24/2023	Net Payroll	\$	37,481.17
	Federal Liability Payment	\$	10,795.80
	State Liability Payment	\$	2,295.65
	Paylocity Fee	\$	637.18
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

<b>TOTAL</b>		<b>\$</b>	<b>100,739.48</b>
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State Bank of IL

Operating - Manual Cks	Check No.	\$	16,242.59
Operating - System Cks	Check No.	\$	78,259.06
Operating - Credit Card	Check No.	\$	3,277.69
Librarian's Petty Cash	Check No.	\$	3,023.38

<b>TOTAL</b>		<b>\$</b>	<b>100,802.72</b>
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Total Bills for Approval		<b>\$</b>	<b>201,542.20</b>
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Board Approval

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

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

6:07 PM  
12/17/23

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
As of December 17, 2023

Type	Date	Num	Memo	Open Balance
<b>Adobe Inc.</b>				
Credit Card Charge	11/10/2023		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.				110.45
<b>American Associatin of Notaries</b>				
Credit Card Charge	11/05/2023		Renewal Gabriel	86.90
Total American Associatin of Notaries				86.90
<b>At Home</b>				
Credit Card Charge	11/16/2023		Misc.	62.35
Total At Home				62.35
<b>Chicago Tribune</b>				
Credit Card Charge	11/27/2023		11/27/2023-01/21/2024	268.08
Credit Card Charge	11/29/2023		Beacon News	96.00
Total Chicago Tribune				364.08
<b>Constant Contact</b>				
Credit Card Charge	11/01/2023		Monthly Billing	145.00
Total Constant Contact				145.00
<b>Gnarly Knots</b>				
Credit Card Charge	11/29/2023		Pretzel Bites	41.71
Credit Card Charge	11/29/2023		Pretzel Bites	20.29
Total Gnarly Knots				62.00
<b>HR Direct</b>				
Credit Card Charge	11/13/2023		Performance Management Forms	91.30
Total HR Direct				91.30
<b>HR Source</b>				
Credit Card Charge	11/28/2023		Professional Development Training	75.00
Total HR Source				75.00
<b>Jewel Osco</b>				
Credit Card Charge	11/16/2023		Ice	11.17
Total Jewel Osco				11.17
<b>Kindred Coffee Roasters</b>				
Credit Card Charge	11/29/2023		Hot Chocolate and Coffee Service	179.99
Total Kindred Coffee Roasters				179.99
<b>Michaels</b>				
Credit Card Charge	11/13/2023		Frames	23.75
Credit Card Credit	11/06/2023		Teal Palette Cardstock	-14.99
Total Michaels				8.76
<b>Oriental Trading Company</b>				
Credit Card Charge	11/22/2023		Seasonal Decorations	408.47
Credit Card Charge	10/31/2023		Seasonal Decorations	566.61
Credit Card Charge	11/01/2023		Cardboard Playhouse Cut Out	49.99
Total Oriental Trading Company				1,025.07
<b>Portillo's</b>				
Credit Card Charge	11/14/2023		Triple F	471.50
Total Portillo's				471.50

6:07 PM

12/17/23

**West Chicago Public Library District**  
**Bills Total (Credit Card)**  
As of December 17, 2023

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Type	Date	Num	Memo	Open Balance
<b>Rosati's Pizza</b>				
Credit Card Charge	11/16/2023		Triple F	146.46
Total Rosati's Pizza				146.46
<b>Spotify</b>				
Credit Card Charge	11/11/2023		Premium Subscription	10.99
Total Spotify				10.99
<b>Universal Yums</b>				
Credit Card Charge	11/01/2023		Yum Yum Box	29.00
Total Universal Yums				29.00
<b>Walmart</b>				
Credit Card Charge	11/15/2023		Soda	27.67
Total Walmart				27.67
<b>We Grow Dreams, Inc.</b>				
Credit Card Charge	11/07/2023		Reindeer	370.00
Total We Grow Dreams, Inc.				370.00
<b>TOTAL</b>				<b>3,277.69</b>

8:26 PM  
12/17/23

**West Chicago Public Library District**  
**Bill List - Check Detail #6031**  
As of November 30, 2023

Type	Date	Num	Memo	Split	Amount
<b>AFLAC Ins.</b>					
Check	11/17/2023	BP111723	Nov Payroll	41110 · INS-HEALTH, DEN...	-25.20
Total AFLAC Ins.					-25.20
<b>Ampion Commenergy</b>					
Check	11/13/2023	BP111323A	Oct Bill	45320 · UTILITIES-ELECTRIC	-47.84
Check	11/13/2023	BP111323B	Oct Bill	45320 · UTILITIES-ELECTRIC	-717.38
Total Ampion Commenergy					-765.22
<b>Avidia</b>					
Total Avidia					
<b>Employee Benefits Corporation</b>					
Check	11/30/2023	BP113023	Nov Fee Invoicing	41110 · INS-HEALTH, DEN...	-360.00
Total Employee Benefits Corporation					-360.00
<b>IMRF</b>					
Check	11/03/2023	BP110323	Sept 2023 Payroll	21040 · IMRF	-15,092.17
Total IMRF					-15,092.17
<b>Kamm Insurance Group</b>					
Total Kamm Insurance Group					
<b>Maguire Insurance</b>					
Total Maguire Insurance					
<b>Paylocity</b>					
Total Paylocity					
<b>Philadelphia Insurance Co</b>					
Total Philadelphia Insurance Co					
<b>Relation Insurance Services Great Lakes</b>					
Total Relation Insurance Services Great Lakes					
<b>TOTAL</b>					<b><u>-16,242.59</u></b>



6:08 PM  
12/17/23

**West Chicago Public Library District**  
**Bills Total**  
**As of December 17, 2023**

Type	Date	Num	Memo	Split	Amount
<b>ACC Business</b>					
Bill	11/27/2023	233180092	10/11-11/10/2023	42405 · INTERNET SERVICES	608.66
Total ACC Business					608.66
<b>Accurate Office Supplies</b>					
Bill	11/28/2023	605180	Coffee supplies	41334 · OFFICE SUPPLIES GENERAL	245.68
Bill	11/29/2023	605269	Coffee Supplies	41334 · OFFICE SUPPLIES GENERAL	23.90
Total Accurate Office Supplies					269.58
<b>Alarm Detection Systems</b>					
Bill	12/10/2023	204101-1069	Quarterly Charges / Jan-Mar	45160 · CONTRACT INSPECTION & M...	291.15
Total Alarm Detection Systems					291.15
<b>Albertsons-Safeway</b>					
Bill	12/07/2023		Misc.	44145 · EVENTS AND OUTREACH	90.90
Total Albertsons-Safeway					90.90
<b>Allegiant Fire Protection</b>					
Bill	12/07/2023	SO060515	Inspection Job #32139000 12/06/2023	45160 · CONTRACT INSPECTION & M...	673.99
Total Allegiant Fire Protection					673.99
<b>Amazon Capital Services</b>					
Credit	12/03/2023	1HV9-J6XT-Y...	6 PCS SHADOW BOX	44120 · PROGRAMS-ADULT	-43.99
Bill	11/14/2023	1LPX-37HK-6...	Misc.	44140 · PROGRAMS-YOUTH	106.31
Bill	11/14/2023	1N98-4NRH-7...	Packing Tape	41348 · CIRCULATION SERVICES SU...	55.09
Bill	11/14/2023	1HDC-QRH4-...	Shadow Box Frame	44120 · PROGRAMS-ADULT	43.99
Bill	11/16/2023	1TVY-DMHN-...	Book	42120 · BOOKS-ADULT	18.96
Bill	11/18/2023	17WC-HHV9-...	Game	42330 · AV MATERIALS-YOUNG ADULT	69.99
Bill	11/22/2023	14W9-MK6L-...	Christmas Decorations	44120 · PROGRAMS-ADULT	46.51
Bill	11/22/2023	1QG9-P4YG-...	Wine Corks	44120 · PROGRAMS-ADULT	49.54
Bill	11/22/2023	1431-C1T3-R...	Christmas Decorations	44145 · EVENTS AND OUTREACH	484.35
Bill	11/22/2023	174P-D7Q9-M...	Misc	44140 · PROGRAMS-YOUTH	199.94
Bill	11/24/2023	1VLG-6XK7-Y...	Craft Buttons	44120 · PROGRAMS-ADULT	19.98
Bill	11/26/2023	1QGM-DTXY-...	Game	42340 · AV MATERIALS-YOUTH	39.94
Bill	11/30/2023	1LY1-NHKH-4...	Lysol	45115 · JANITORIAL SUPPLIES	53.88
Bill	11/30/2023	1VG1-CP44-4...	Coffee Machine Descaler	41334 · OFFICE SUPPLIES GENERAL	13.71
Bill	12/03/2023	1KWX-YWGM...	Charging Cable	41334 · OFFICE SUPPLIES GENERAL	22.88
Bill	12/11/2023	1XNV-TF7K-1...	Plastic Craft Beads	44140 · PROGRAMS-YOUTH	15.99
Bill	12/12/2023	1QPW-46GF-...	Valentine Craft Supplies	44120 · PROGRAMS-ADULT	168.15
Bill	12/12/2023	139N-CDHP-7...	Books and Toys	44140 · PROGRAMS-YOUTH	167.26
Bill	12/14/2023	17RF-DM7W-...	CHRISTMAS AT EPHEBUS	42320 · AV MATERIALS-ADULT	13.97
Total Amazon Capital Services					1,546.45
<b>American Nat'l Sprinkler</b>					
Bill	11/06/2023	35002239	Sprinkler system winterization for the 2023 season	45160 · CONTRACT INSPECTION & M...	200.00
Total American Nat'l Sprinkler					200.00
<b>Anderson Elevator Co.</b>					
Bill	12/01/2023	80927-J1V8	December	45160 · CONTRACT INSPECTION & M...	180.00
Total Anderson Elevator Co.					180.00
<b>Bigleaf Networks, Inc.</b>					
Bill	12/01/2023	INV77301	December 2023	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
<b>Buck Services</b>					
Bill	12/08/2023	60636	Custodial Services December	45110 · JANITORIAL SERVICE	1,009.50
Total Buck Services					1,009.50
<b>Cengage Learning</b>					
Bill	12/07/2023	83043129	Books	42120 · BOOKS-ADULT	158.35
Total Cengage Learning					158.35
<b>Cintas Corporation</b>					
Bill	12/08/2023	5187547950	First Aid Cabinet	41334 · OFFICE SUPPLIES GENERAL	48.42
Total Cintas Corporation					48.42

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**West Chicago Public Library District**  
**Bills Total**  
As of December 17, 2023

Type	Date	Num	Memo	Split	Amount
<b>City of West Chicago</b>					
Bill	12/01/2023		9/2/23-11/4/23	45340 · UTILITIES-WATER	1,358.76
Total City of West Chicago					1,358.76
<b>Coast to Coast</b>					
Bill	11/27/2023	0110915	Tube Bubble Dispenser	44240 · PROMO MATERIALS-YOUTH	730.17
Total Coast to Coast					730.17
<b>Comcast</b>					
Bill	12/15/2023		January 2024	42405 · INTERNET SERVICES	350.00
Total Comcast					350.00
<b>Comcast Business</b>					
Bill	12/01/2023	189200669	December 2023	42405 · INTERNET SERVICES	560.00
Total Comcast Business					560.00
<b>ComEd</b>					
Bill	11/10/2023		Service 10/11/23-11/9/23	45320 · UTILITIES-ELECTRIC	2,476.91
Total ComEd					2,476.91
<b>De Lage Landen Financial</b>					
Bill	11/17/2023	81391851	December 2023	41336 · OFFICE EQUIPMENT	1,626.54
Total De Lage Landen Financial					1,626.54
<b>Delta Building Technologies</b>					
Bill	06/29/2023	SV102123	Sump Pump work Completed 6/16/2023	45165 · INTERIOR R & M-OTHER	6,571.00
Bill	11/01/2023	002168	11/1/23-1/31/24	45160 · CONTRACT INSPECTION & M...	1,560.50
Total Delta Building Technologies					8,131.50
<b>Efficiency Reporting</b>					
Bill	11/21/2023	20018er	October 2023	45605 · PROF SERVICES-SECRETARI...	340.00
Total Efficiency Reporting					340.00
<b>Flood Brothers</b>					
Bill	12/07/2023	7187304	Trash Service	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers					59.99
<b>Gehrke Technology Group</b>					
Bill	12/06/2023	2303906	December 2023	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
<b>Governmental Accounting, Inc.</b>					
Bill	12/01/2023	59685	December 2023	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
<b>Grant and Power Landscaping</b>					
Bill	12/01/2023	3257	Landscape Project 11/29/2023	45130 · EXTERIOR LANDSCAPING	757.50
Bill	12/01/2023	3256	Seasonal Snow December 2023	45120 · SNOW REMOVAL	3,840.00
Total Grant and Power Landscaping					4,597.50
<b>Ingram Library Services</b>					
Credit	11/28/2023	79067209	Books	-SPLIT-	-16.99
Bill	11/01/2023	78630183	Books	-SPLIT-	93.54
Bill	11/02/2023	78650850	Books	-SPLIT-	65.64
Bill	11/08/2023	78735516	Books	-SPLIT-	437.16
Bill	11/09/2023	78756979	Books	-SPLIT-	50.46
Bill	11/10/2023	78783871	Books	-SPLIT-	86.74
Bill	11/10/2023	78777055	Books	-SPLIT-	283.95
Bill	11/15/2023	78843676	Books	-SPLIT-	284.36
Bill	11/15/2023	78850133	Books	-SPLIT-	257.98
Bill	11/16/2023	78865054	Books	-SPLIT-	583.54
Bill	11/20/2023	78917043	Books	-SPLIT-	300.58
Bill	11/20/2023	78917044	Books	-SPLIT-	213.80
Bill	11/20/2023	78917045	Books	-SPLIT-	1,479.06
Bill	11/21/2023	78941572	Books	-SPLIT-	283.61
Bill	11/22/2023	78961272	Books	-SPLIT-	465.38
Bill	11/22/2023	78961271	Books	-SPLIT-	434.05
Bill	11/24/2023	78991255	Books	-SPLIT-	294.99
Bill	11/27/2023	79022394	Books	-SPLIT-	429.82

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12/17/23

## West Chicago Public Library District Bills Total As of December 17, 2023

Type	Date	Num	Memo	Split	Amount
Bill	11/28/2023	79045874	Books	-SPLIT-	36.89
Bill	11/30/2023	79107109	Books	-SPLIT-	166.00
Total Ingram Library Services					6,210.56
<b>Klein, Thorpe and Jenkins, LTD</b>					
Bill	11/30/2023	238151	Labor and Employment	45510 · LEGAL	48.40
Bill	12/07/2023	238212	Labor and Employment	45510 · LEGAL	936.00
Total Klein, Thorpe and Jenkins, LTD					984.40
<b>Laconi</b>					
Bill	12/05/2023		January-December 2024	41330 · ASSOCIATION DUES	150.00
Total Laconi					150.00
<b>Lauterbach &amp; Amen, LLP</b>					
Bill	12/12/2023	85680	June 30, 2023 Final Billing	45505 · AUDIT	2,000.00
Total Lauterbach & Amen, LLP					2,000.00
<b>Libraries First</b>					
Bill	12/08/2023	8796	Museum Adventure Pass for 2024	42112 · REFERENCE-ELECTRONIC	360.00
Total Libraries First					360.00
<b>LIMRICC</b>					
Bill	12/06/2023		December 2023	41110 · INS-HEALTH, DENTAL, LIFE, ...	17,395.79
Total LIMRICC					17,395.79
<b>Midwest Mechanical</b>					
Bill	11/21/2023	112147846	Hot Water System Pump #1	45150 · HVAC R & M	3,598.00
Bill	11/30/2023	112148165	Authorized work	45150 · HVAC R & M	462.89
Bill	12/03/2023	MC0000133950	Preventative Maintenance	45150 · HVAC R & M	932.00
Total Midwest Mechanical					4,992.89
<b>Midwest Tape</b>					
Bill	11/07/2023	504605566	AV Materials	42320 · AV MATERIALS-ADULT	93.71
Bill	11/07/2023	504605567	AV Materials	42320 · AV MATERIALS-ADULT	98.98
Bill	11/10/2023	504623296	AV Materials	42320 · AV MATERIALS-ADULT	26.24
Bill	11/10/2023	504623295	AV Materials	42320 · AV MATERIALS-ADULT	44.98
Bill	11/10/2023	504623293	AV Materials	42320 · AV MATERIALS-ADULT	239.95
Bill	11/20/2023	504657618	AV Materials	42320 · AV MATERIALS-ADULT	20.99
Bill	11/20/2023	504657619	AV Materials	42320 · AV MATERIALS-ADULT	14.24
Bill	11/20/2023	504664620	AV Materials	42320 · AV MATERIALS-ADULT	34.99
Bill	11/20/2023	504664621	AV Materials	42320 · AV MATERIALS-ADULT	11.99
Bill	11/27/2023	504701467	AV Materials	42320 · AV MATERIALS-ADULT	11.99
Total Midwest Tape					598.06
<b>NCPERS</b>					
Bill	12/13/2023		December 2023	41110 · INS-HEALTH, DENTAL, LIFE, ...	16.00
Total NCPERS					16.00
<b>Nicor</b>					
Bill	12/06/2023		11/30/23-12/04/23	45310 · UTILITIES-GAS	1,029.87
Total Nicor					1,029.87
<b>Orkin Pest Control</b>					
Bill	11/28/2023		November 2023	45155 · GENERAL BLDG SERVICES	89.99
Total Orkin Pest Control					89.99
<b>OverDrive</b>					
Bill	11/20/2023	01018CO2342...	Ebooks Audiobooks	42320 · AV MATERIALS-ADULT	1,691.49
Bill	11/30/2023	01018MA2343...	Ebooks Audiobook	42320 · AV MATERIALS-ADULT	259.99
Total OverDrive					1,951.48
<b>Paddock Publications</b>					
Bill	11/13/2023	270880	Tax Levy Hearing	45610 · LEGAL NOTICES AND ADS	21.00
Bill	11/18/2023	271335	Tax Levy	45610 · LEGAL NOTICES AND ADS	257.60
Total Paddock Publications					278.60

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**West Chicago Public Library District**  
**Bills Total**  
**As of December 17, 2023**

Type	Date	Num	Memo	Split	Amount
<b>Peerless Network</b>					
Bill	12/01/2023	38943	November 2023	45330 · UTILITIES-TELEPHONE	453.28
Bill	12/15/2023	39741	11/15/23-12/14/23	45330 · UTILITIES-TELEPHONE	94.70
Total Peerless Network					547.98
<b>Sikich LLP</b>					
Bill	11/20/2023	MS495706	December 2023	41420 · TECHNOLOGY MANAGEMENT	5,377.40
Bill	11/20/2023	1495843	December 2023	42445 · IT EQUIPMENT/UPGRADES-P...	264.00
Total Sikich LLP					5,641.40
<b>Stanley Steemer International, Inc.</b>					
Bill	12/15/2023	13669974-16	7 Chairs Cleaned	45165 · INTERIOR R & M-OTHER	145.00
Total Stanley Steemer International, Inc.					145.00
<b>Unique Management Services</b>					
Bill	12/01/2023	6119608	November Placements	41346 · MATERIALS & RESOURCE R...	108.35
Bill	12/04/2023	6120535	Curbside Communicator December 2023	41410 · SOFTWARE STAFF	40.00
Total Unique Management Services					148.35
<b>Valley Fire Protection Services</b>					
Bill	11/16/2023	23003616	Service Call	45165 · INTERIOR R & M-OTHER	570.00
Total Valley Fire Protection Services					570.00
<b>Verizon</b>					
Bill	11/30/2023	9950541964	Oct 31-Nov 30, 2023	45330 · UTILITIES-TELEPHONE	328.64
Total Verizon					328.64
<b>VISA</b>					
Bill	12/01/2023		Nov TCM VISA CC 11/1 - 12/1/23 - AS	CARD 21 · AS - #1176	3,099.64
Bill	12/01/2023		Nov TCM VISA CC 11/1 - 12/1/23 - Dir	CARD 11 · Director - #1168	4,188.04
Total VISA					7,287.68
<b>Xtreme Environmental Solutions</b>					
Bill	12/15/2023	109 - WCL	December 2023	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
<b>TOTAL</b>					<b>78,269.06</b>

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE:** January 22, 2024

**FINANCIAL STATEMENT DATE:** December 31, 2023

Payroll dated:

12/8/2023	Net Payroll	\$	37,223.78
	Federal Liability Payment	\$	10,775.06
	State Liability Payment	\$	2,280.56
	Paylocity Fee	\$	165.12
12/22/2023	Net Payroll	\$	37,868.99
	Federal Liability Payment	\$	10,992.32
	State Liability Payment	\$	2,313.17
	Paylocity Fee	\$	662.48
	 Net Payroll	 \$	 -
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL	\$	102,281.48
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State Bank of IL

Operating - Manual Cks	Check No.	\$	15,653.83
Operating - System Cks	Check No.	\$	109,734.71
Operating - Credit Card	Check No.	\$	1,502.67
Librarian's Petty Cash	Check No.	\$	451.84

TOTAL	\$	127,343.05
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Total Bills for Approval	\$	229,624.53
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Board Approval

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

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

West Chicago Public Library District

**Bills Total**

As of January 15, 2024

Type	Date	Num	Memo	Split	Amount
<b>ACC Business</b>					
Bill	12/27/2023	233480350	11/11-12/10/23	42405 · INTERNET SERVICES	608.66
Total ACC Business					608.66
<b>Accurate Office Supplies</b>					
Bill	12/27/2023	606954	Janitorial Supplies	45115 · JANITORIAL SUPPLIES	809.36
Total Accurate Office Supplies					809.36
<b>Albertsons-Safeway</b>					
Bill	12/07/2023	805944-120723-3338	Food for YA Program	44130 · PROGRAMS-YOUNG ADULT	155.70
Total Albertsons-Safeway					155.70
<b>Amazon Capital Services</b>					
Bill	12/14/2023	14TT-NH3N-V4FN	Phone Case	41400 · IT EQUIPMENT UPGRADES-STAFF	21.95
Bill	12/16/2023	1MVR-QYFF-FGGR	Books	44140 · PROGRAMS-YOUTH	117.06
Bill	12/16/2023	1Y4J-7WLX-J11C	Heart Stickers	44120 · PROGRAMS-ADULT	9.79
Bill	12/17/2023	1KNN-MWJD-MWGJ	Bubble Machine	44140 · PROGRAMS-YOUTH	43.53
Bill	12/21/2023	1M7W-JH1R-4MJJ	Craft Supplies	-SPLIT-	143.88
Bill	12/22/2023	1TFX-XDV1-DX1C	Microphone	42500 · PROCESSING-TECHNICAL SERVICES	9.99
Bill	12/26/2023	1PMD-DR4F-PT7K	Books	44140 · PROGRAMS-YOUTH	88.54
Bill	12/26/2023	19R4-XRYM-QMX4	Nintendo Switch Case	42500 · PROCESSING-TECHNICAL SERVICES	14.87
Bill	12/30/2023	1YV9-WYQP-NCKP	Book	42120 · BOOKS-ADULT	16.19
Bill	01/02/2024	1P7K-NFHL-63VK	Book	42120 · BOOKS-ADULT	16.59
Bill	01/06/2024	1D1M-H9C3-GC4G	Books	42140 · BOOKS-YOUTH	24.45
Bill	01/07/2024	1XXV-FDQJ-KYN9	Seed Starter Tray	44120 · PROGRAMS-ADULT	29.99
Bill	01/08/2024	1V43-DKYC-NWMD	Craft Supplies	44140 · PROGRAMS-YOUTH	69.17
Total Amazon Capital Services					606.00
<b>Anderson Elevator Co.</b>					
Bill	01/01/2024	INV-82285-T1B4	Elevator Maintenance January	45160 · CONTRACT INSPECTION & MAINTENAN	180.00
Total Anderson Elevator Co.					180.00
<b>Andy Frain</b>					
Bill	11/30/2023	349980	November 2023	45112 · SECURITY SERVICE	1,599.20
Bill	12/31/2023	351289	December 2023	45112 · SECURITY SERVICE	1,569.22
Total Andy Frain					3,168.42
<b>Bigleaf Networks, Inc.</b>					
Bill	01/01/2024	INV79731	January 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
<b>Cintas Corporation</b>					
Bill	12/18/2023	9251922485	Water Cooler Agreement	45155 · GENERAL BLDG SERVICES	50.50
Bill	01/03/2024	5191221609	First Aid Cabinet/Water Cooler Service	41334 · OFFICE SUPPLIES GENERAL	116.67

West Chicago Public Library District

**Bills Total**

As of January 15, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total Cintas Corporation						167.17
<b>Comcast</b>						
	Bill	01/12/2024		1/29/24-2/28/24	42405 · INTERNET SERVICES	350.00
Total Comcast						350.00
<b>Comcast Business</b>						
	Bill	01/01/2024	191631899	January 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business						560.00
<b>De Lage Landen Financial</b>						
	Bill	12/18/2023	81609244	01/01-01/31/2024	41336 · OFFICE EQUIPMENT	1,549.08
Total De Lage Landen Financial						1,549.08
<b>Debra Ann Miller</b>						
	Bill	01/03/2024		Agatha Christie Program	44120 · PROGRAMS-ADULT	375.00
Total Debra Ann Miller						375.00
<b>Econoprint Inc.</b>						
	Bill	12/28/2023	948075	Website Monthly	44215 · WEBSITE	2,700.00
Total Econoprint Inc.						2,700.00
<b>Edith Clayton</b>						
	Bill	01/04/2024		Tuition Reimbursement-LIBRA2600 Library Practic	41310 · PROFESSIONAL DEVELOPMENT	400.00
Total Edith Clayton						400.00
<b>Efficiency Reporting</b>						
	Bill	01/04/2024	20049er	November 2023	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting						340.00
<b>Flood Brothers</b>						
	Bill	01/08/2024	7257031	2 YD Trash Service	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers						59.99
<b>Gehrke Technology Group</b>						
	Bill	01/10/2024	2400220	January 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
<b>Governmental Accounting, Inc.</b>						
	Bill	01/01/2024	59716	January 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
<b>Grant and Power Landscaping</b>						
	Bill	01/02/2024	3825	January 2024	45120 · SNOW REMOVAL	3,840.00
Total Grant and Power Landscaping						3,840.00
<b>IHLS-OCLC</b>						
	Bill	12/18/2023	29626	11/1/23-11/30/23	41338 · POSTAGE	20.26
	Bill	01/09/2024	29726	12/1/23-12/31/23	41338 · POSTAGE	17.26



**West Chicago Public Library District**  
**Bills Total**  
As of January 15, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total IHLS-OCLC						37.52
<b>Ingram Library Services</b>						
	Credit	12/29/2023	79668889	Books	42120 · BOOKS-ADULT	-10.79
	Bill	12/04/2023	79158258	Books	-SPLIT-	173.24
	Bill	12/04/2023	79158257	Books	-SPLIT-	27.57
	Bill	12/06/2023	79221946	Books	-SPLIT-	56.17
	Bill	12/18/2023	79448610	Books	-SPLIT-	238.57
	Bill	12/19/2023	79477873	Books	-SPLIT-	99.00
	Bill	12/20/2023	79508463	Books	-SPLIT-	284.79
	Bill	12/21/2023	79532770	Books	-SPLIT-	466.92
	Bill	12/21/2023	79532769	Books	-SPLIT-	2,148.95
	Bill	12/21/2023	79539064	Books	-SPLIT-	169.98
	Bill	12/22/2023	79555424	Books	-SPLIT-	252.36
	Bill	12/27/2023	79604533	Books	-SPLIT-	273.32
	Bill	12/27/2023	79604532	Books	-SPLIT-	226.50
	Bill	12/29/2023	79657549	Books	-SPLIT-	468.04
Total Ingram Library Services						4,874.62
<b>Library Market</b>						
	Bill	12/18/2023	3102	Library Calendar Installation and Customization	42420 · SOFTWARE PUBLIC	2,000.00
Total Library Market						2,000.00
<b>LIMRICC</b>						
	Bill	01/04/2024		January 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	19,252.53
Total LIMRICC						19,252.53
<b>LIMRICC-UCGA</b>						
	Bill	01/11/2024		Quarter 4	41130 · UNEMPLOYMENT COMPENSATION	91.82
Total LIMRICC-UCGA						91.82
<b>Manufacturers News</b>						
	Bill	12/14/2023	861194-01-2024	2024 Illinois Services Directory	42120 · BOOKS-ADULT	238.90
Total Manufacturers News						238.90
<b>Midwest Mechanical</b>						
	Bill	11/14/2023	W23087-01	W23087 VAV-2 REPLAC	45150 · HVAC R & M	18,630.00
	Bill	12/15/2023	112148873	Service Call 2309-1725	45150 · HVAC R & M	3,083.80
	Bill	01/03/2024	135169	January 2024	45150 · HVAC R & M	932.00
Total Midwest Mechanical						22,645.80
<b>Midwest Tape</b>						
	Bill	12/05/2023	504737156	AV Materials	42320 · AV MATERIALS-ADULT	27.98
	Bill	12/05/2023	504737158	AV Materials	42320 · AV MATERIALS-ADULT	23.24

**West Chicago Public Library District**  
**Bills Total**  
As of January 15, 2024

Type	Date	Num	Memo	Split	Amount
Bill	12/09/2023	504759121	AV Materials	42320 · AV MATERIALS-ADULT	26.24
Bill	12/09/2023	504759122	AV Materials	42320 · AV MATERIALS-ADULT	322.92
Bill	12/09/2023	504759123	AV Materials	42320 · AV MATERIALS-ADULT	244.37
Bill	12/09/2023	504759124	AV Materials	42320 · AV MATERIALS-ADULT	15.99
Bill	12/09/2023	504759126	AV Materials	42320 · AV MATERIALS-ADULT	13.49
Bill	12/09/2023	504759127	AV Materials	42320 · AV MATERIALS-ADULT	44.99
Bill	12/18/2023	504782132	AV Materials	42320 · AV MATERIALS-ADULT	36.72
Bill	12/18/2023	504782134	AV Materials	42320 · AV MATERIALS-ADULT	175.40
Bill	12/18/2023	504782135	AV Materials	42320 · AV MATERIALS-ADULT	11.99
Bill	12/21/2023	504818735	AV Materials	42320 · AV MATERIALS-ADULT	34.99
Bill	12/21/2023	504818737	AV Materials	42320 · AV MATERIALS-ADULT	41.23
<b>Total Midwest Tape</b>					<u>1,019.55</u>
<b>NCPERS</b>					
Bill	01/13/2024		January	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
<b>Total NCPERS</b>					<u>16.00</u>
<b>Nicor</b>					
Bill	01/05/2024		12/04/2023-01/03/2024	45310 · UTILITIES-GAS	1,089.37
<b>Total Nicor</b>					<u>1,089.37</u>
<b>NIR Roof Care, Inc.</b>					
Bill	01/08/2024		Repair Tiles on Roof	45140 · EXTERIOR R & M-OTHER	10,810.00
<b>Total NIR Roof Care, Inc.</b>					<u>10,810.00</u>
<b>Orkin Pest Control</b>					
Bill	12/20/2023	254918387	December 2023	45155 · GENERAL BLDG SERVICES	89.99
<b>Total Orkin Pest Control</b>					<u>89.99</u>
<b>OverDrive</b>					
Bill	12/27/2023	01018CO23461473	Ebooks Audiobooks	42320 · AV MATERIALS-ADULT	1,911.88
Bill	01/01/2024	01018CO24000077	Ebooks Biography	42120 · BOOKS-ADULT	174.97
<b>Total OverDrive</b>					<u>2,086.85</u>
<b>Paddock Publications</b>					
Bill	12/17/2023	274291	Ad Issue Date 12/11/2023	45610 · LEGAL NOTICES AND ADS	434.70
<b>Total Paddock Publications</b>					<u>434.70</u>
<b>Peerless Network</b>					
Bill	01/01/2024	41234	December 2023	45330 · UTILITIES-TELEPHONE	453.28
Bill	01/13/2024	42025	12/15/23-01/14/24	45330 · UTILITIES-TELEPHONE	94.70
Bill	01/13/2024	42024	12/15/23-1/14/24	45330 · UTILITIES-TELEPHONE	1.22
<b>Total Peerless Network</b>					<u>549.20</u>
<b>People Made Visible, Inc.</b>					

West Chicago Public Library District

**Bills Total**

As of January 15, 2024

Type	Date	Num	Memo	Split	Amount
Bill	12/15/2023	122023	Zoom Cooking Class 12/20/2023	44120 · PROGRAMS-ADULT	110.00
Total People Made Visible, Inc.					110.00
<b>Rotary Club of West Chicago</b>					
Bill	01/12/2024	0224	Annual Dues 2024	41330 · ASSOCIATION DUES	650.00
Total Rotary Club of West Chicago					650.00
<b>Sikich LLP</b>					
Bill	12/18/2023	I498486	Monthly Billing for January	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
Bill	12/18/2023	MS498349	Monthly Billing for January	41420 · TECHNOLOGY MANAGEMENT	5,619.95
Bill	12/31/2023	I499136	Patron Server Refresh	41400 · IT EQUIPMENT UPGRADES-STAFF	5,597.00
Bill	12/31/2023	I499135	Staff Transition to Serverless	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	4,632.00
Total Sikich LLP					16,112.95
<b>Swan</b>					
Bill	01/05/2024	10867	1/1/24-3/31/24	42400 · LIBRARY CONSORTIUM	8,995.50
Total Swan					8,995.50
<b>Unique Management Services</b>					
Bill	01/01/2024	6120729	December Placements	41346 · MATERIALS & RESOURCE RECOVERY	128.05
Bill	01/02/2024	6121735	Curbside Communicator Jan 2024	41410 · SOFTWARE STAFF	40.00
Total Unique Management Services					168.05
<b>Verizon</b>					
Bill	12/30/2023	9953015616	Dec 1-Dec 30	45330 · UTILITIES-TELEPHONE	329.04
Total Verizon					329.04
<b>Wheaton Public Library</b>					
Bill	01/03/2024		Lost Items 35143007330498 35143009998300	42170 · RBP/ILL BOOK REPLACEMENT	38.94
Total Wheaton Public Library					38.94
<b>Xtreme Environmental Solutions</b>					
Bill	01/10/2024	110WCL	January 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
<b>TOTAL</b>					<b>109,734.71</b>

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

As of December 31, 2023

Type	Date	Num	Memo	Split	Amount
<b>AFLAC Ins.</b>					
Check	12/20/2023	BP122023	Dec Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.					-25.20
<b>Ampion Commenergy</b>					
Check	12/12/2023	BP121223	Nov Bill	45320 · UTILITIES-ELECTRIC	-506.22
Total Ampion Commenergy					-506.22
<b>Avidia</b>					
Total Avidia					
<b>Employee Benefits Corporation</b>					
Total Employee Benefits Corporation					
<b>IMRF</b>					
Check	12/08/2023	BP120823	Nov 2023 Payroll	21040 · IMRF	-15,122.41
Total IMRF					-15,122.41
<b>Kamm Insurance Group</b>					
Total Kamm Insurance Group					
<b>Maguire Insurance</b>					
Total Maguire Insurance					
<b>Paylocity</b>					
Total Paylocity					
<b>Philadelphia Insurance Co</b>					
Total Philadelphia Insurance Co					
<b>Relation Insurance Services Great Lakes</b>					
Total Relation Insurance Services Great Lakes					
<b>TOTAL</b>					<b><u>-15,653.83</u></b>

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

December 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
ComEd							
	Check	12/22/2023	5026	ComEd	11/9/23-12/12/23 difference from twice paid Nov pay 45320 · UTILITIES-ELECTRIC		451.84
Total ComEd							451.84
<b>TOTAL</b>							<b>451.84</b>

## West Chicago Public Library District Bills Total (Credit Card)

As of January 15, 2024

	Type	Date	Num	Memo	Open Balance
<b>Adobe Inc.</b>					
	Credit Card Charge	12/11/2023		Creative Cloud	110.45
Total Adobe Inc.					110.45
<b>Asurion Wireless</b>					
	Credit Card Charge	12/13/2023		Lost/Stolen Claims	279.00
Total Asurion Wireless					279.00
<b>CFS Flowers And Gifts</b>					
	Credit Card Charge	12/01/2023		Flowers	145.92
Total CFS Flowers And Gifts					145.92
<b>Constant Contact</b>					
	Credit Card Charge	12/01/2023		Monthly Billing	145.00
Total Constant Contact					145.00
<b>Costco</b>					
	Credit Card Charge	12/13/2023		Food	60.55
Total Costco					60.55
<b>Dollar Tree Store</b>					
	Credit Card Charge	12/07/2023		Stationery and Pens	4.05
Total Dollar Tree Store					4.05
<b>Fairytale Entertainment</b>					
	Credit Card Charge	12/08/2023		Snow Queen and Frozen Princess Ann 12/1/23	320.00
Total Fairytale Entertainment					320.00
<b>FTD Flowers</b>					
	Credit Card Charge	12/12/2023		Flowers	102.95
Total FTD Flowers					102.95
<b>Home Goods</b>					
	Credit Card Charge	12/05/2023		Stationery	10.79
Total Home Goods					10.79
<b>Menards</b>					
	Credit Card Charge	12/18/2023		Supplies	14.03
Total Menards					14.03
<b>Spotify</b>					

## West Chicago Public Library District Bills Total (Credit Card)

As of January 15, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
	Credit Card Charge	12/25/2023		Premium Subscription	10.99
Total Spotify					10.99
Universal Yums					
	Credit Card Charge	12/04/2023		Yum Yum Box	29.00
Total Universal Yums					29.00
US Postal Service					
	Credit Card Charge	12/06/2023		Stamps	26.40
Total US Postal Service					26.40
VISA					
	Credit Card Charge	12/03/2023		Overlimit Fee	39.00
Total VISA					39.00
Walmart					
	Credit Card Charge	12/01/2023		Food	204.54
Total Walmart					204.54
<b>TOTAL</b>					<b>1,502.67</b>



# West Chicago Public Library District

Financial Analysis

For the 5 Month(s) Ended November 30, 2023



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# Revenue Highlights

42% of Budget Year

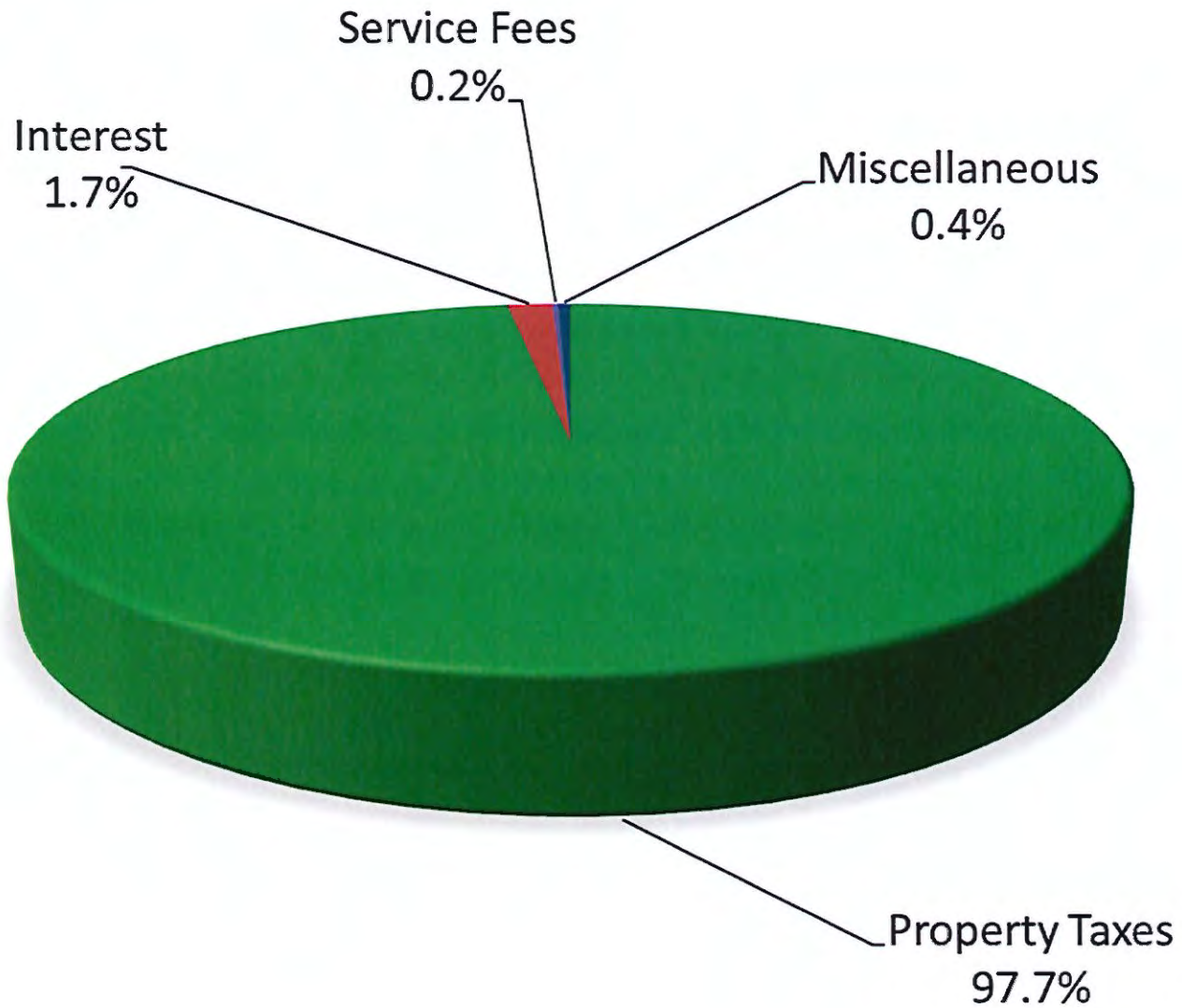
- 96% of Total Budget
- Property Taxes
  - Collected \$2,619,702 or 99% of Budgeted Property Taxes (1<sup>st</sup> & 2<sup>nd</sup> Installments from DuPage County)
- Replacement Taxes
  - Collected \$0 or 0%
- Interest
  - Collected \$44,317
- Other Income
  - Collected \$11,541 as a TIFF Rebate / Refund
- Service Fees
  - Collected \$5,943 or 91% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,619,702	2,647,868	99%	2,454,994	7%
Interest	44,317	45,800	97%	22,000	101%
Replacement Taxes	-	60,000	0%	-	n/a
Service Fees	5,943	6,500	91%	4,570	30%
Other Revenue (Program Rental)	-	-	n/a	50	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,660	2,100	555%	227	5047%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,681,623	2,804,936	96%	2,481,841	8%
Budgeted Revenues	2,804,936				
% Diff	96%				

# Revenues

## REVENUE DISTRIBUTION



# Expenditure Highlights

42% of Budget Year

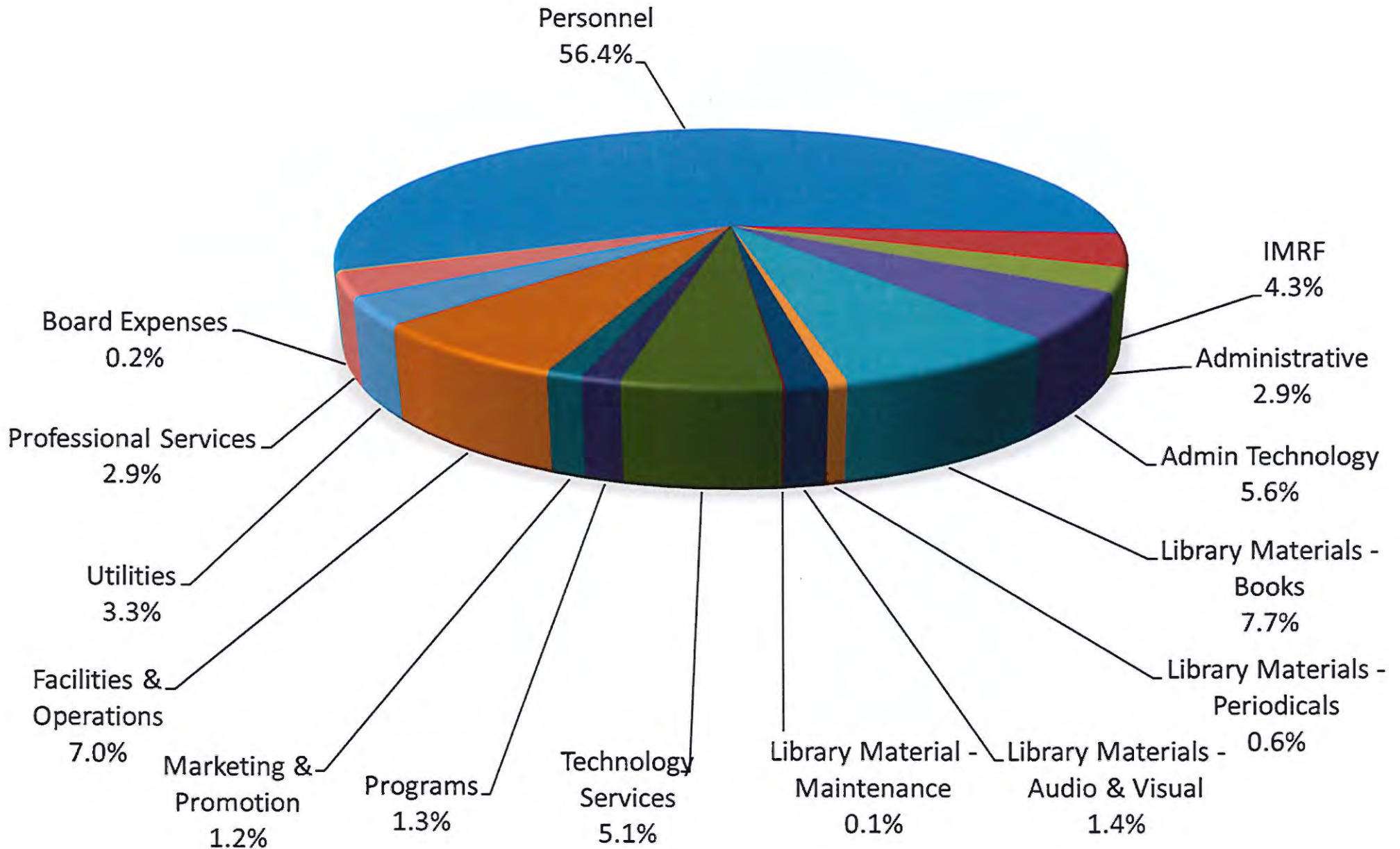
- 39% of Total Budget
- Admin. Technology
  - 38% of Budget
- Library Materials
  - 52% of Budget
    - \$36,345 for Electronic Reference Annual Subscriptions
    - \$19,700 for IT Server Maintenance
- Professional Services
  - 39% of Budget
- Facilities Maintenance
  - 38% of Budget
    - \$9,744 for New Drop Boxes
- Utilities
  - 70% of Budget
    - Main areas affected are Electric & Water/Sewer

# Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	614,403	1,687,936	36%	587,735	5%
IMRF	46,676	140,836	33%	48,556	-4%
Administrative	31,153	79,014	39%	26,604	17%
Admin Technology	61,343	163,550	38%	56,930	8%
Library Materials - Books	83,363	148,915	56%	75,402	11%
Library Materials - Periodicals	6,719	8,850	76%	5,075	32%
Library Materials - Audio & Visual	15,119	42,500	36%	14,103	7%
Library Material - Maintenance	56,010	110,450	51%	31,866	76%
Technology Services	866	10,410	8%	923	-6%
Programs	14,246	39,674	36%	16,864	-16%
Marketing & Promotion	13,249	36,208	37%	13,753	-4%
Facilities & Operations	75,906	198,563	38%	64,047	19%
Utilities	36,459	52,000	70%	11,943	205%
Professional Services	31,389	79,930	39%	28,812	9%
Board Expenses	2,034	6,100	33%	1,375	48%
Actual Expenditures	1,088,937	2,804,936	39%	983,988	11%
Budgeted Expenditures	2,804,936				
% Diff	39%				

# Expenditures

## OPERATIONAL EXPENDITURE DISTRIBUTION





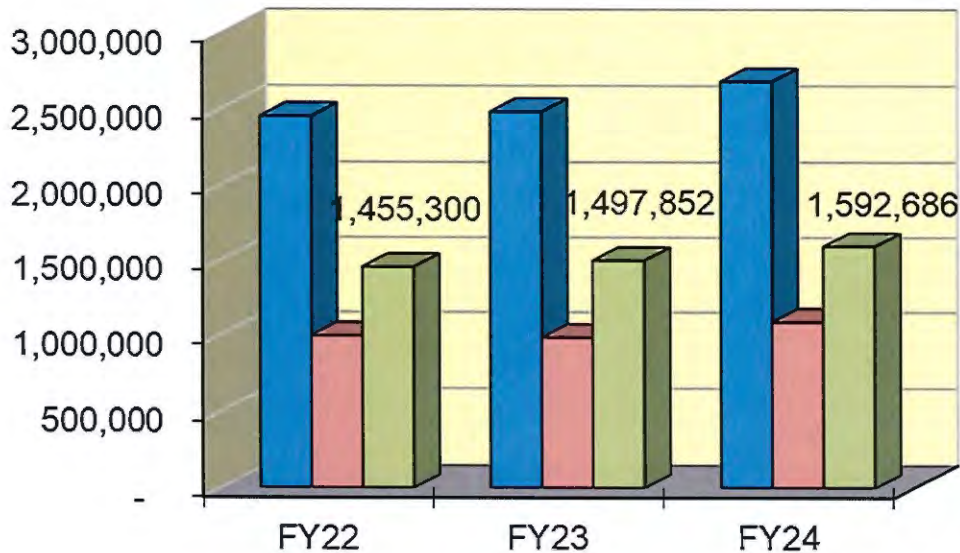
# Revenue, Expenditure & Fund Balance

For the 5 Month(s) Ended November 30, 2023

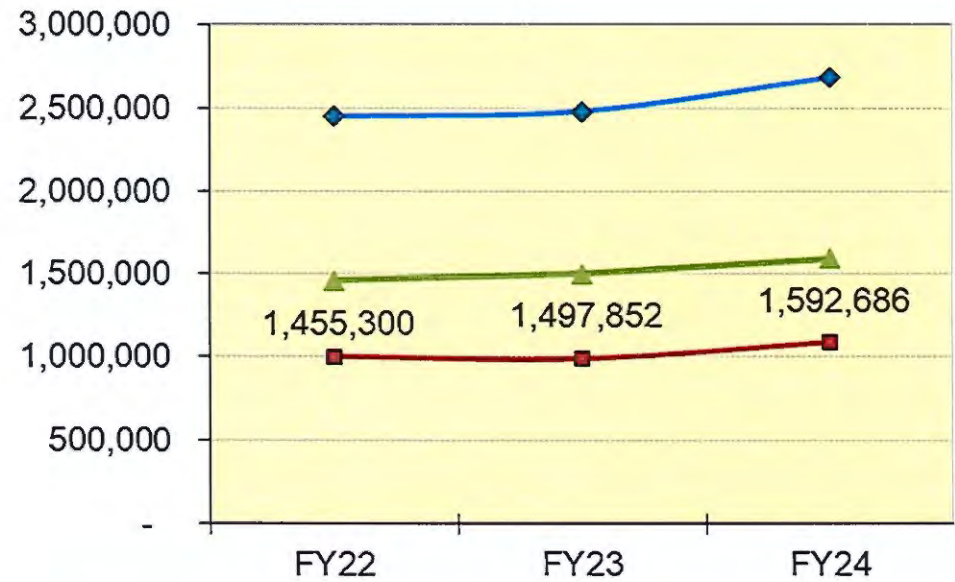
	General	IMRF	Special Reserve	Total Actual	Total Budget
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,501,102</b>	<b>90,802</b>	<b>782</b>	<b>1,592,686</b>	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	2,896,358	99,371	124,468	3,120,197	1,527,511

Fund Balance as % of Total Expenditures

278%                      213%                      0%                      287%



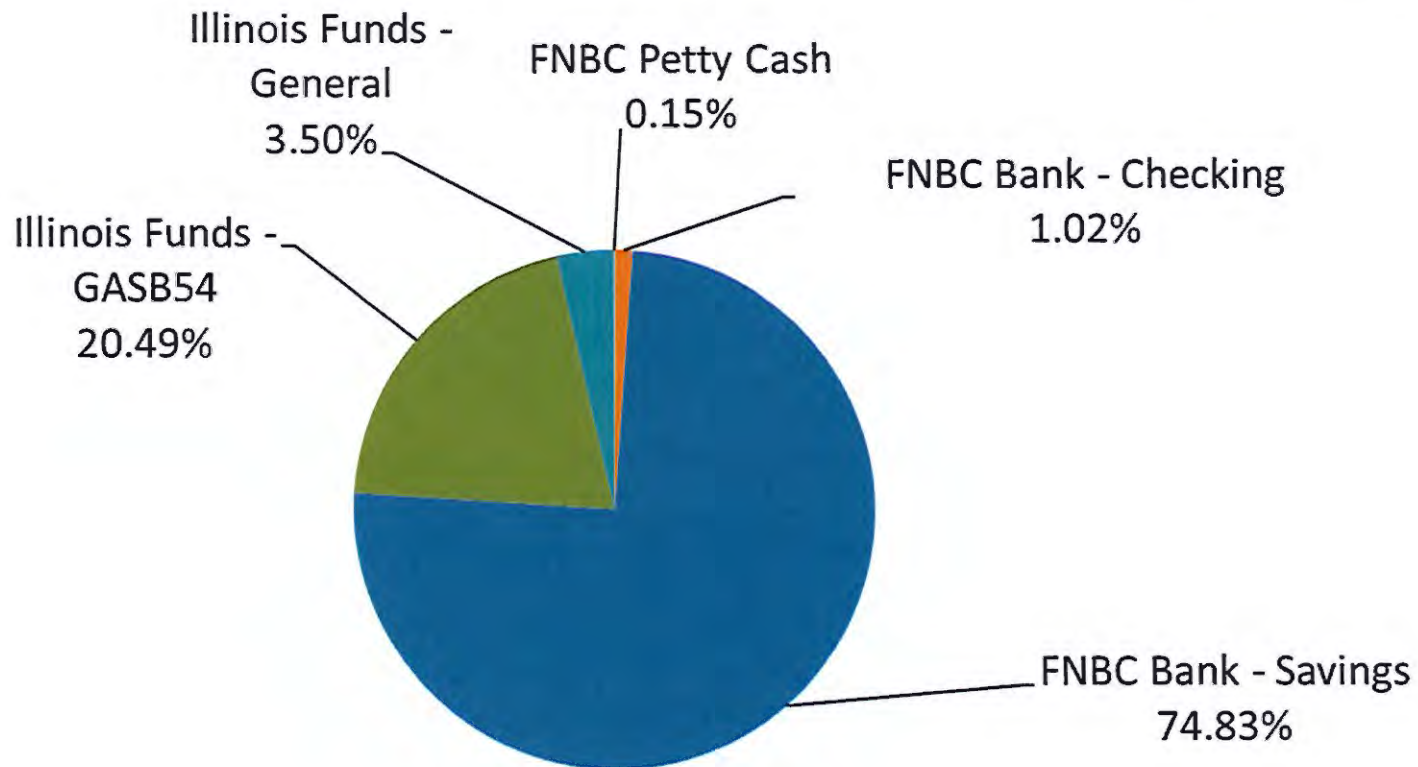
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

# Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,002
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank – Checking	#6031	A/P	0.10%	33,395
FNBC Bank - Savings	#0317	MM	2.79%	2,439,073
Illinois Funds - GASB54	#6950	MM	Various	667,904
Illinois Funds - General	#5519	MM	Various	113,960
			Total	<b>\$ 3,259,493</b>



# Financial Report

For the 5 Month(s) Ended November 30, 2023  
FISCAL YEAR 2024



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary

For the 5 Month(s) Ended November 30, 2023

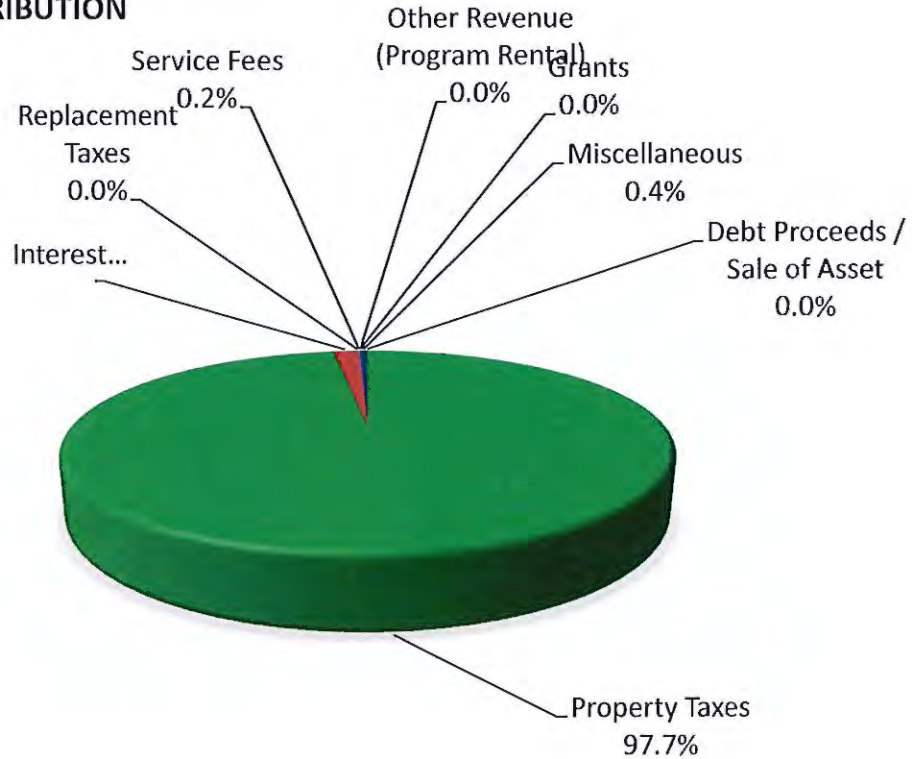
42% of Fiscal Year

<b>Account Description</b>	<b>Total Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>REVENUE</b>			
Property Taxes	2,619,702	2,647,868	99%
Interest	44,317	45,800	97%
Replacement Taxes	-	60,000	0%
Service Fees	5,943	6,500	91%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	11,660	2,100	555%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>2,681,623</u>	<u>2,804,936</u>	<u>96%</u>
Budgeted Revenues	<u>2,804,936</u>		
% Diff	96%		
<b>OPERATING EXPENDITURES</b>			
Personnel	614,403	1,687,936	36%
IMRF	46,676	140,836	33%
Administrative	31,153	79,014	39%
Admin Technology	61,343	163,550	38%
Library Materials - Books	83,363	148,915	56%
Library Materials - Periodicals	6,719	8,850	76%
Library Materials - Audio & Visual	15,119	42,500	36%
Library Material - Maintenance	866	10,410	8%
Technology Services	56,010	110,450	51%
Programs	14,246	39,674	36%
Marketing & Promotion	13,249	36,208	37%
Facilities & Operations	75,906	198,563	38%
Utilities	36,459	52,000	70%
Professional Services	31,389	79,930	39%
Board Expenses	2,034	6,100	33%
Actual Expenditures	<u>1,088,937</u>	<u>2,804,936</u>	<u>39%</u>
Budgeted Expenditures	<u>2,804,936</u>		
% Diff	39%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<u>1,592,686</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>3,120,197</u>		

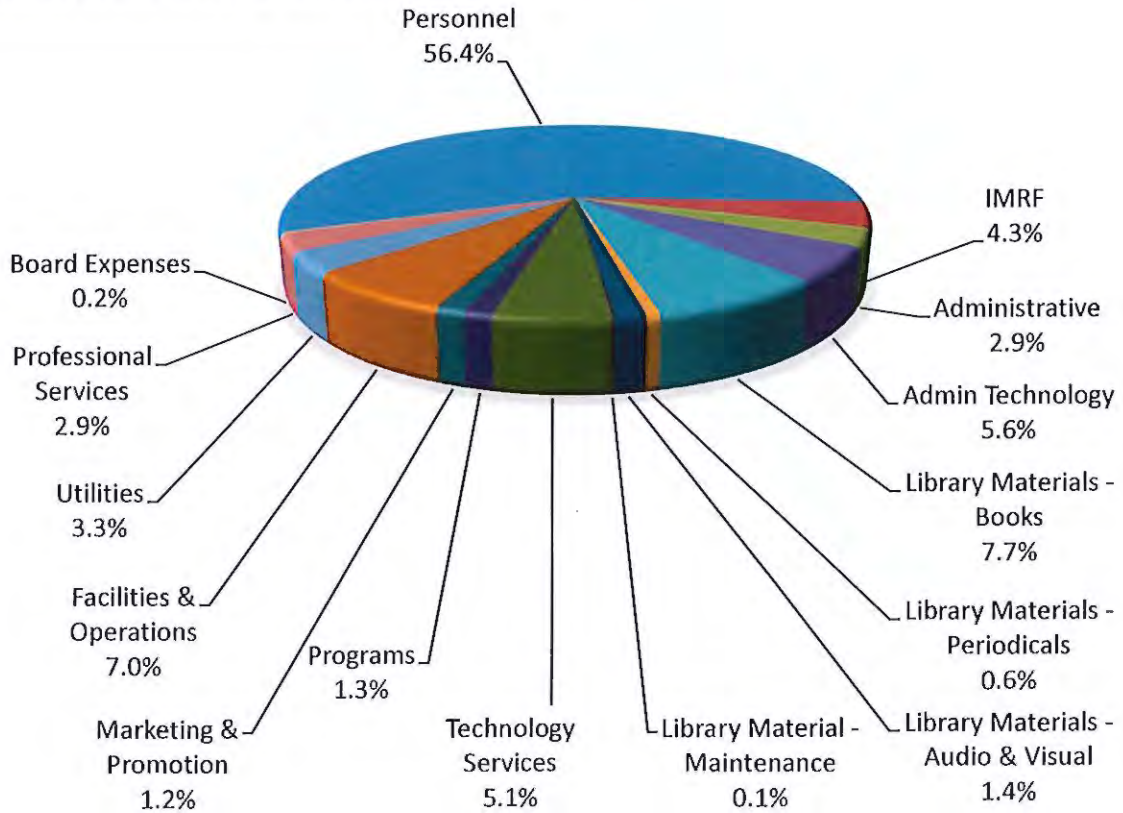


**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
 Budget vs. Actual Summary  
 For the 5 Month(s) Ended November 30, 2023

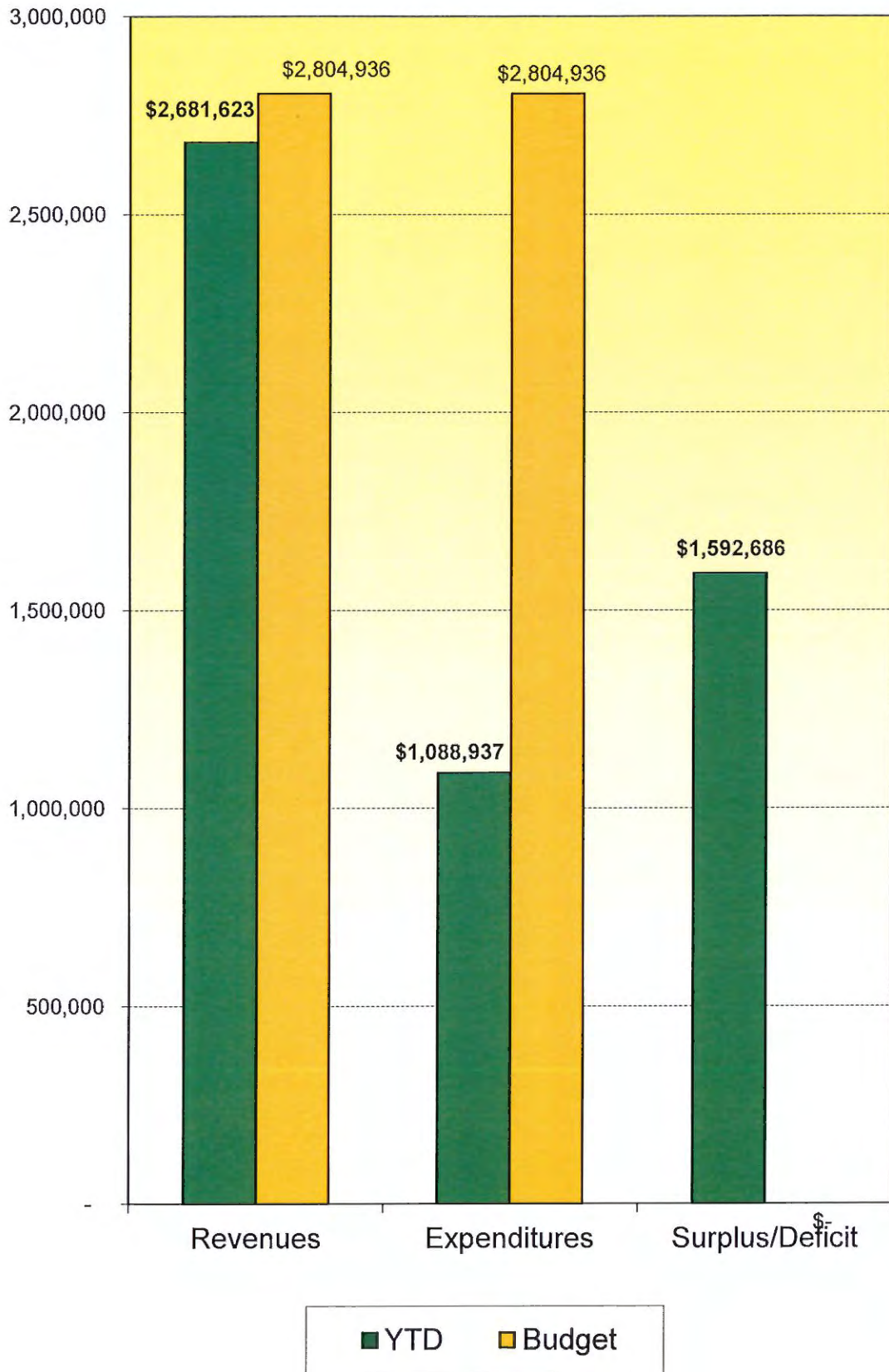
**REVENUE DISTRIBUTION**



**OPERATIONAL EXPENDITURE DISTRIBUTION**



WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Summary  
For the 5 Month(s) Ended November 30, 2023



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary

For the 5 Month(s) Ended November 30, 2023

42% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	2,483,626	136,076	-	2,619,702	2,647,868	99%
Interest	42,134	1,402	782	44,317	45,800	97%
Replacement Taxes	-	-	-	-	60,000	0%
Service Fees	5,943	-	-	5,943	6,500	91%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,660	-	-	11,660	2,100	555%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-in	-	-	-	-	-	0%
Actual Revenues	2,543,363	137,478	782	2,681,623	2,804,936	96%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	95%	98%	n/a	96%		
<b>OPERATING EXPENDITURES</b>						
Personnel	614,403	-	-	614,403	1,687,936	36%
IMRF	-	46,676	-	46,676	140,836	33%
Administrative	31,153	-	-	31,153	79,014	39%
Admin Technology	61,343	-	-	61,343	163,550	38%
Library Materials - Books	83,363	-	-	83,363	148,915	56%
Library Materials - Periodicals	6,719	-	-	6,719	8,850	76%
Library Materials - Audio & Visual	15,119	-	-	15,119	42,500	36%
Library Material - Maintenance	866	-	-	866	10,410	8%
Technology Services	56,010	-	-	56,010	110,450	51%
Programs	14,246	-	-	14,246	39,674	36%
Marketing & Promotion	13,249	-	-	13,249	36,208	37%
Facilities & Operations	75,906	-	-	75,906	198,563	38%
Utilities	36,459	-	-	36,459	52,000	70%
Professional Services	31,389	-	-	31,389	79,930	39%
Board Expenses	2,034	-	-	2,034	6,100	33%
Actual Expenditures	1,042,261	46,676	-	1,088,937	2,804,936	39%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	39%	33%	n/a	39%		
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Equipment & Building	-	-	-	-	-	0%
Grant Expenses	-	-	-	-	-	0%
Special Reserve Expenses	-	-	-	-	-	0%
Transfer-Out	-	-	-	-	-	0%
Actual Expenditures	-	-	-	-	-	n/a
Budgeted Expenditures	-	-	-	-		
% Diff	n/a	n/a	n/a	n/a		

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary

For the 5 Month(s) Ended November 30, 2023

	<b>General</b>	<b>IMRF</b>	<b>Special Reserve</b>	<b>Total Actual</b>	<b>Total Budget</b>
<i>TOTAL SURPLUS / (DEFICIT)</i>	1,501,102	90,802	782	1,592,686	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	2,896,358	99,371	124,468	3,120,197	1,527,511
Fund Balance as % of Total Expenditures	278%	213%	0%	287%	



WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
November 30, 2023

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
30010 · PROPERTY TAXES	35,065.25	220,655.67	2,483,625.94	136,076.41	0.00	2,619,702.35	2,647,868.00	-28,165.65	98.94%
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	18,705.21	3,750.00	42,133.61	1,401.73	0.00	43,535.34	45,000.00	-1,464.66	96.75%
33040 · INTEREST-IL FUND BLDG CONST	317.29	66.67	0.00	0.00	781.84	781.84	800.00	-18.16	97.73%
35100 · FINES	67.56	0.00	77.16	0.00	0.00	77.16	0.00	77.16	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	1,117.66	333.33	3,063.72	0.00	0.00	3,063.72	4,000.00	-936.28	76.59%
35510 · LOST AND PAID MATERIALS	250.93	83.33	640.20	0.00	0.00	640.20	1,000.00	-359.80	64.02%
35710 · NON RESIDENT FEES	1,345.02	125.00	2,162.06	0.00	0.00	2,162.06	1,500.00	662.06	144.14%
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	100.00	0.00	0.00	100.00	100.00	0.00	100.0%
36035 · DONATIONS-SUMMER READING	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
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	118.88	25.00	11,560.30	0.00	0.00	11,560.30	300.00	11,260.30	3,853.43%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	56,987.82	233,744.67	2,543,362.99	137,478.14	781.84	2,681,622.97	2,804,936.00	-123,313.03	95.6%
<b>Expenditures</b>									
<b>1E · PERSONNEL</b>									
41100 · SALARIES	201,569.24	111,708.33	497,849.64	0.00	0.00	497,849.64	1,340,500.00	-842,650.36	37.14%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	30,049.45	19,903.00	76,761.22	0.00	0.00	76,761.22	238,836.00	-162,074.78	32.14%
41120 · FICA EXPENSE	14,848.03	8,583.33	36,981.80	0.00	0.00	36,981.80	103,000.00	-66,018.20	35.91%
41130 · UNEMPLOYMENT COMPENSATION	196.66	250.00	505.50	0.00	0.00	505.50	3,000.00	-2,494.50	16.85%
41140 · WORKERS COMPENSATION	2,305.00	216.67	2,305.00	0.00	0.00	2,305.00	2,600.00	-295.00	88.65%
Subtotal	248,968.38	140,661.33	614,403.16	0.00	0.00	614,403.16	1,687,936.00	-1,073,532.84	36.4%
<b>2E · ADMINISTRATIVE EXPENSES</b>									
41310 · PROFESSIONAL DEVELOPMENT	1,033.00	1,248.33	1,303.00	0.00	0.00	1,303.00	14,980.00	-13,677.00	8.7%
41320 · TRAVEL	765.83	183.33	782.20	0.00	0.00	782.20	2,200.00	-1,417.80	35.56%
41330 · ASSOCIATION DUES	2,100.00	508.33	3,031.00	0.00	0.00	3,031.00	6,100.00	-3,069.00	49.69%
41332 · PAYROLL PROCESSING	1,596.83	608.33	3,979.61	0.00	0.00	3,979.61	7,300.00	-3,320.39	54.52%
41334 · OFFICE SUPPLIES GENERAL	1,416.53	458.33	3,277.53	0.00	0.00	3,277.53	5,500.00	-2,222.47	59.59%
41336 · OFFICE EQUIPMENT	3,286.62	1,786.17	10,383.51	0.00	0.00	10,383.51	21,434.00	-11,050.49	48.44%
41338 · POSTAGE	1,590.27	541.67	3,446.00	0.00	0.00	3,446.00	6,500.00	-3,054.00	53.02%
41342 · ADMINISTRATIVE MISC	1,379.47	291.67	1,734.90	0.00	0.00	1,734.90	3,500.00	-1,765.10	49.57%
41344 · SUPPLIES-FOOD	960.26	500.00	1,080.36	0.00	0.00	1,080.36	6,000.00	-4,919.64	18.01%
41346 · MATERIALS & RESOURCE RECOVERY	226.55	83.33	423.55	0.00	0.00	423.55	1,000.00	-576.45	42.36%
41348 · CIRCULATION SERVICES SUPPLIES	55.09	375.00	1,710.95	0.00	0.00	1,710.95	4,500.00	-2,789.05	38.02%
Subtotal	14,410.45	6,584.50	31,152.61	0.00	0.00	31,152.61	79,014.00	-47,861.39	39.43%

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
Budget vs. Actual Detail  
November 30, 2023

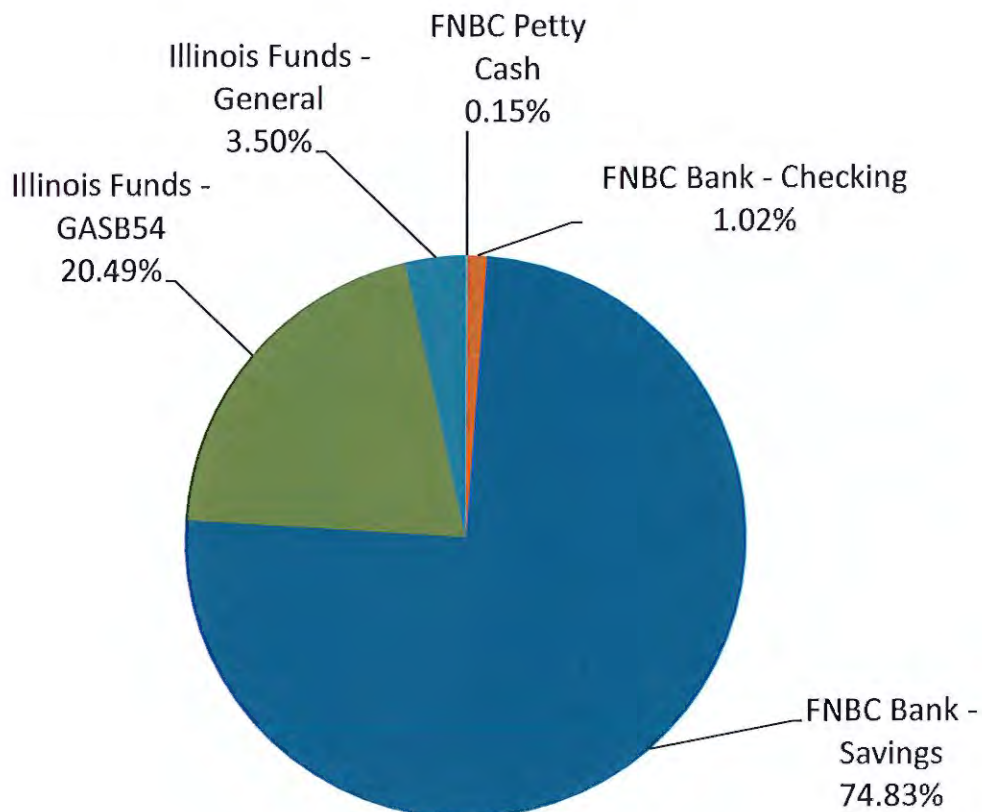
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>3E · ADMINISTRATIVE TECHNOLOGY EXPEN</b>									
41400 · IT EQUIPMENT UPGRADES-STAFF	164.46	6,268.33	11,179.05	0.00	0.00	11,179.05	75,220.00	-64,040.95	14.86%
41410 · SOFTWARE STAFF	564.81	284.17	2,240.82	0.00	0.00	2,240.82	3,410.00	-1,169.18	65.71%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	11,572.05	5,447.33	33,073.25	0.00	0.00	33,073.25	65,368.00	-32,294.75	50.6%
41425 · WARRANTIES/EXTENDED CARE	13,566.32	1,629.33	14,850.14	0.00	0.00	14,850.14	19,552.00	-4,701.86	75.95%
<b>Subtotal</b>	<b>25,867.64</b>	<b>13,629.17</b>	<b>61,343.26</b>	<b>0.00</b>	<b>0.00</b>	<b>61,343.26</b>	<b>163,550.00</b>	<b>-102,206.74</b>	<b>37.51%</b>
<b>4E · LIBRARY MATERIALS-BOOKS</b>									
42112 · REFERENCE-ELECTRONIC	1,074.28	3,987.08	46,828.01	0.00	0.00	46,828.01	47,845.00	-1,016.99	97.87%
42120 · BOOKS-ADULT	11,390.47	5,891.67	26,539.35	0.00	0.00	26,539.35	70,700.00	-44,160.65	37.54%
42122 · BOOKS-LITERACY	25.76	30.83	89.27	0.00	0.00	89.27	370.00	-280.73	24.13%
42130 · BOOKS-YOUNG ADULT	438.19	458.33	701.75	0.00	0.00	701.75	5,500.00	-4,798.25	12.76%
42140 · BOOKS-YOUTH	1,840.51	1,958.33	8,845.60	0.00	0.00	8,845.60	23,500.00	-14,654.40	37.64%
42170 · RBP/ILL BOOK REPLACEMENT	318.43	83.33	359.41	0.00	0.00	359.41	1,000.00	-640.59	35.94%
<b>Subtotal</b>	<b>15,087.64</b>	<b>12,409.58</b>	<b>83,363.39</b>	<b>0.00</b>	<b>0.00</b>	<b>83,363.39</b>	<b>148,915.00</b>	<b>-65,551.61</b>	<b>55.98%</b>
<b>5E · LIBRARY MATERIALS-PERIODICALS</b>									
42210 · PERIODICALS	6,008.94	737.50	6,719.08	0.00	0.00	6,719.08	8,850.00	-2,130.92	75.92%
<b>Subtotal</b>	<b>6,008.94</b>	<b>737.50</b>	<b>6,719.08</b>	<b>0.00</b>	<b>0.00</b>	<b>6,719.08</b>	<b>8,850.00</b>	<b>-2,130.92</b>	<b>75.92%</b>
<b>6E · LIBRARY MATERIALS-AUDIO VISUAL</b>									
42320 · AV MATERIALS-ADULT	5,785.83	2,750.00	13,279.55	0.00	0.00	13,279.55	33,000.00	-19,720.45	40.24%
42330 · AV MATERIALS-YOUNG ADULT	198.98	166.67	370.65	0.00	0.00	370.65	2,000.00	-1,629.35	18.53%
42340 · AV MATERIALS-YOUTH	394.58	625.00	1,468.96	0.00	0.00	1,468.96	7,500.00	-6,031.04	19.59%
<b>Subtotal</b>	<b>6,379.39</b>	<b>3,541.67</b>	<b>15,119.16</b>	<b>0.00</b>	<b>0.00</b>	<b>15,119.16</b>	<b>42,500.00</b>	<b>-7,660.39</b>	<b>35.57%</b>
<b>7E · TECHNOLOGY SERVICES</b>									
42400 · LIBRARY CONSORTIUM	8,995.50	2,998.50	17,990.50	0.00	0.00	17,990.50	35,982.00	-17,991.50	50.0%
42405 · INTERNET SERVICES	3,400.70	2,341.67	11,804.95	0.00	0.00	11,804.95	28,100.00	-16,295.05	42.01%
42420 · SOFTWARE PUBLIC	3,927.36	1,418.17	5,127.36	0.00	0.00	5,127.36	17,018.00	-11,890.64	30.13%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	605.29	2,445.83	21,086.74	0.00	0.00	21,086.74	29,350.00	-8,263.26	71.85%
<b>Subtotal</b>	<b>16,928.85</b>	<b>9,204.17</b>	<b>56,009.55</b>	<b>0.00</b>	<b>0.00</b>	<b>56,009.55</b>	<b>110,450.00</b>	<b>-20,153.90</b>	<b>50.71%</b>
<b>8E · LIBRARY MATERIAL MAINTENANCE</b>									
42500 · PROCESSING-TECHNICAL SERVICES	199.21	850.83	715.49	0.00	0.00	715.49	10,210.00	-9,494.51	7.01%
42510 · CATALOGING TOOL	150.89	16.67	150.89	0.00	0.00	150.89	200.00	-49.11	75.45%
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>350.10</b>	<b>867.50</b>	<b>866.38</b>	<b>0.00</b>	<b>0.00</b>	<b>866.38</b>	<b>10,410.00</b>	<b>-9,494.51</b>	<b>8.32%</b>
<b>9E · PROGRAMS</b>									
44120 · PROGRAMS-ADULT	3,294.69	955.83	4,512.60	0.00	0.00	4,512.60	11,470.00	-6,957.40	39.34%
44130 · PROGRAMS-YOUNG ADULT	784.70	416.67	1,665.76	0.00	0.00	1,665.76	5,000.00	-3,334.24	33.32%
44135 · PROGRAMS-SUMMER READING	4.19	355.83	4.19	0.00	0.00	4.19	4,270.00	-4,265.81	0.1%
44140 · PROGRAMS-YOUTH	1,949.19	861.17	3,521.62	0.00	0.00	3,521.62	10,334.00	-6,812.38	34.08%
44145 · EVENTS AND OUTREACH	2,687.75	716.67	4,541.61	0.00	0.00	4,541.61	8,600.00	-4,058.39	52.81%
<b>Subtotal</b>	<b>8,720.52</b>	<b>3,306.17</b>	<b>14,245.78</b>	<b>0.00</b>	<b>0.00</b>	<b>14,245.78</b>	<b>39,674.00</b>	<b>-10,870.77</b>	<b>35.91%</b>
<b>10E · MARKETING &amp; PROMOTIONS</b>									
44210 · MARKETING	692.00	328.33	1,403.50	0.00	0.00	1,403.50	3,940.00	-2,536.50	35.62%
44215 · WEBSITE	2,148.00	833.33	2,351.88	0.00	0.00	2,351.88	10,000.00	-7,648.12	23.52%
44220 · PROMO MATERIALS-ADULT	605.77	250.00	670.95	0.00	0.00	670.95	3,000.00	-2,329.05	22.37%
44240 · PROMO MATERIALS-YOUTH	730.17	208.33	730.17	0.00	0.00	730.17	2,500.00	-1,769.83	29.21%
44245 · PROGRAM GUIDE	4,171.41	1,358.33	8,092.82	0.00	0.00	8,092.82	16,300.00	-8,207.18	49.65%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
<b>Subtotal</b>	<b>8,347.35</b>	<b>3,017.33</b>	<b>13,249.32</b>	<b>0.00</b>	<b>0.00</b>	<b>13,249.32</b>	<b>36,208.00</b>	<b>-22,958.68</b>	<b>36.59%</b>

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**Budget vs. Actual Detail**  
**November 30, 2023**

	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	2,019.00	1,450.00	8,154.50	0.00	0.00	8,154.50	17,400.00	-9,245.50	46.87%
45112 · SECURITY SERVICE	3,498.25	1,775.00	6,896.55	0.00	0.00	6,896.55	21,300.00	-14,403.45	32.38%
45115 · JANITORIAL SUPPLIES	761.31	466.67	2,264.84	0.00	0.00	2,264.84	5,600.00	-3,335.16	40.44%
45116 · COVID 19 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45117 · SECURITY CAMERAS	0.00	456.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	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	1,570.00	823.33	3,925.00	0.00	0.00	3,925.00	9,880.00	-5,955.00	39.73%
45140 · EXTERIOR R & M-OTHER	0.00	1,868.33	19,796.97	0.00	0.00	19,796.97	22,420.00	-2,623.03	88.3%
45150 · HVAC R & M	8,295.96	2,083.33	11,929.85	0.00	0.00	11,929.85	25,000.00	-13,070.15	47.72%
45155 · GENERAL BLDG SERVICES	302.14	125.00	694.27	0.00	0.00	694.27	1,500.00	-805.73	46.29%
45160 · CONTRACT INSPECTION & MAINTENAN	6,335.36	1,563.58	14,685.48	0.00	0.00	14,685.48	18,763.00	-4,077.52	78.27%
45165 · INTERIOR R & M-OTHER	715.00	3,766.67	7,558.96	0.00	0.00	7,558.96	45,200.00	-37,641.04	16.72%
<b>Subtotal</b>	<b>23,497.02</b>	<b>16,546.92</b>	<b>75,906.42</b>	<b>0.00</b>	<b>0.00</b>	<b>75,906.42</b>	<b>198,563.00</b>	<b>-122,656.58</b>	<b>38.23%</b>
<b>12E · UTILITIES</b>									
45310 · UTILITIES-GAS	1,565.37	716.67	2,966.25	0.00	0.00	2,966.25	8,600.00	-5,633.75	34.49%
45320 · UTILITIES-ELECTRIC	8,907.49	2,333.33	22,909.15	0.00	0.00	22,909.15	28,000.00	-5,090.85	81.82%
45330 · UTILITIES-TELEPHONE	1,748.24	850.00	3,888.20	0.00	0.00	3,888.20	10,200.00	-6,311.80	38.12%
45340 · UTILITIES-WATER	4,448.47	333.33	6,270.91	0.00	0.00	6,270.91	4,000.00	2,270.91	156.77%
45350 · UTILITIES-TRASH	169.98	100.00	424.95	0.00	0.00	424.95	1,200.00	-775.05	35.41%
<b>Subtotal</b>	<b>16,839.55</b>	<b>4,333.33</b>	<b>36,459.46</b>	<b>0.00</b>	<b>0.00</b>	<b>36,459.46</b>	<b>52,000.00</b>	<b>-15,540.54</b>	<b>70.11%</b>
<b>13E · PROFESSIONAL SERVICES</b>									
45500 · INSURANCE	12,331.00	1,539.17	12,331.00	0.00	0.00	12,331.00	18,470.00	-6,139.00	66.76%
45505 · AUDIT	7,960.00	1,121.67	8,870.00	0.00	0.00	8,870.00	13,450.00	-4,590.00	65.9%
45510 · LEGAL	2,073.40	1,000.00	2,313.40	0.00	0.00	2,313.40	12,000.00	-9,686.60	19.28%
45515 · PROFESSIONAL SERVICES	0.00	1,416.67	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
45520 · ACCOUNTING	3,150.00	1,583.33	7,875.00	0.00	0.00	7,875.00	19,000.00	-11,125.00	41.45%
<b>Subtotal</b>	<b>25,514.40</b>	<b>6,660.83</b>	<b>31,389.40</b>	<b>0.00</b>	<b>0.00</b>	<b>31,389.40</b>	<b>79,930.00</b>	<b>-48,540.60</b>	<b>39.27%</b>
<b>14E · LIBRARY BOARD EXPENSES</b>									
45600 · CONFERENCE & TRAINING-BOARD	23.75	83.33	23.75	0.00	0.00	23.75	1,000.00	-976.25	2.38%
45605 · PROF SERVICES-SECRETARIAL	680.00	341.67	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 · LEGAL NOTICES AND ADS	278.60	83.33	649.82	0.00	0.00	649.82	1,000.00	-350.18	64.98%
<b>Subtotal</b>	<b>958.60</b>	<b>508.33</b>	<b>2,033.57</b>	<b>0.00</b>	<b>0.00</b>	<b>2,033.57</b>	<b>6,100.00</b>	<b>-4,066.43</b>	<b>33.34%</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	19,043.04	11,736.33	0.00	46,676.03	0.00	46,676.03	140,836.00	-94,159.97	33.14%
<b>Subtotal</b>	<b>19,043.04</b>	<b>11,736.33</b>	<b>0.00</b>	<b>46,676.03</b>	<b>0.00</b>	<b>46,676.03</b>	<b>140,836.00</b>	<b>-94,159.97</b>	<b>33.14%</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>Net Income</b>	<b>436,921.87</b>	<b>233,744.67</b>	<b>1,042,260.54</b>	<b>46,676.03</b>	<b>0.00</b>	<b>1,088,936.57</b>	<b>2,804,936.00</b>	<b>-1,715,999.43</b>	<b>38.82%</b>
	<b>-379,934.05</b>	<b>0.00</b>	<b>1,501,102.45</b>	<b>90,802.11</b>	<b>781.84</b>	<b>1,592,686.40</b>	<b>0.00</b>	<b>1,592,686.40</b>	<b>100.00%</b>

**West Chicago Public Library District  
Investments  
November 30, 2023**

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>Bank Value</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,002
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	33,395
FNBC Bank - Savings	#0317	MM	2.79%	2,439,073
Illinois Funds - GASB54	#6950	MM	Various	667,904
Illinois Funds - General	#5519 / 1507	MM	Various	113,960
<b>Total</b>				<b>\$ 3,259,493</b>



# West Chicago Public Library District

Financial Analysis

For the 6 Month(s) Ended December 31, 2023



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

# Revenue Highlights

50% of Budget Year

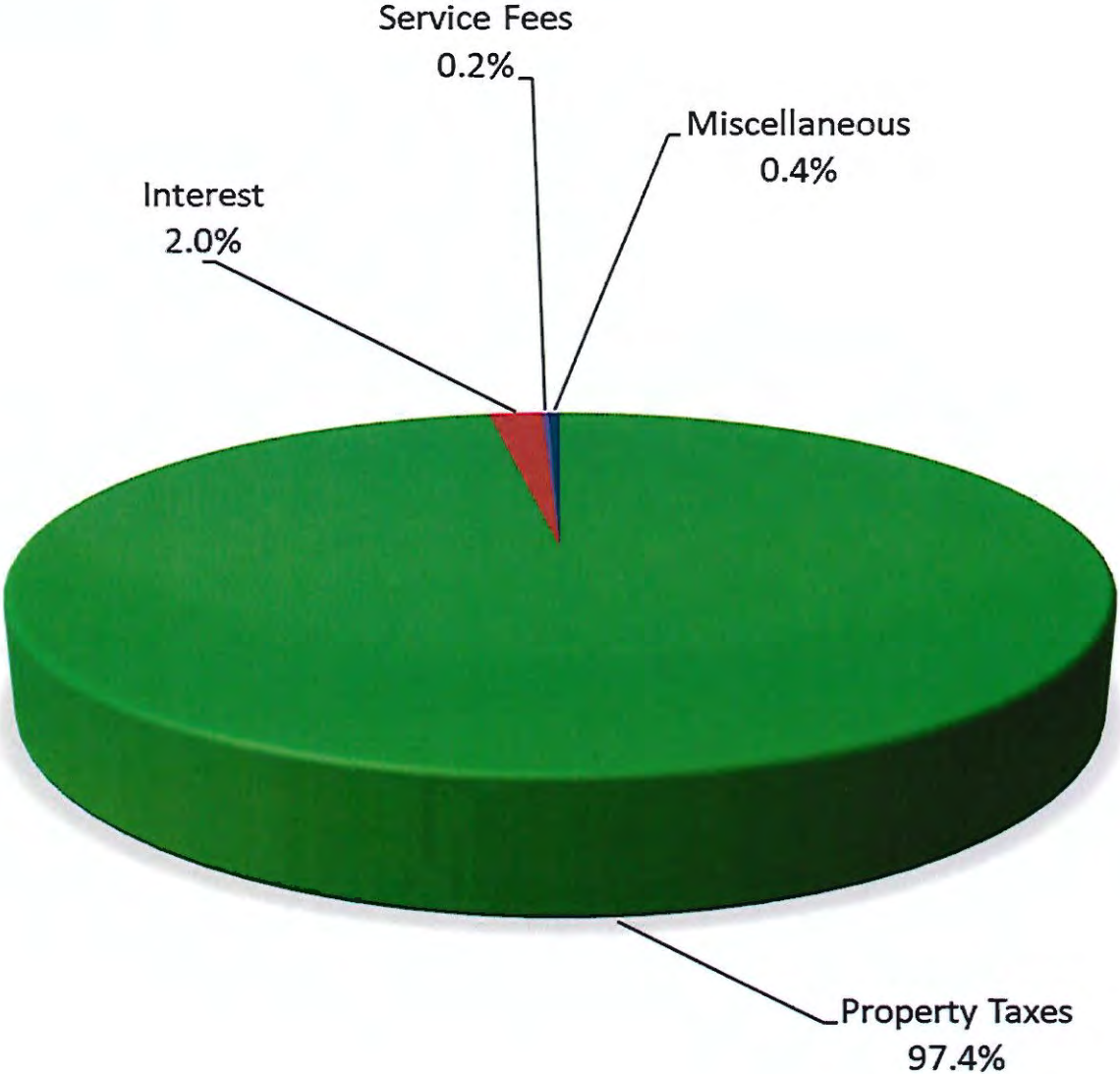
- 97% of Total Budget
- Property Taxes
  - Collected \$2,647,620 or 100% of Budgeted Property Taxes (1<sup>st</sup> & 2<sup>nd</sup> Installments from DuPage County)
- Replacement Taxes
  - Collected \$0 or 0%
- Interest
  - Collected \$53,345
- Other Income
  - Collected \$11,678 as a TIFF Rebate / Refund
- Service Fees
  - Collected \$6,346 or 91% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,647,620	2,647,868	100%	2,470,229	7%
Interest	53,345	45,800	116%	28,244	89%
Replacement Taxes	-	60,000	0%	61,652	-100%
Service Fees	6,346	6,500	98%	5,950	7%
Other Revenue (Program Rental)	-	-	n/a	80	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,678	2,100	556%	227	5055%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,718,988	2,804,936	97%	2,566,381	6%
Budgeted Revenues	2,804,936				
% Diff	97%				

# Revenues

## REVENUE DISTRIBUTION





# Expenditure Highlights

50% of Budget Year

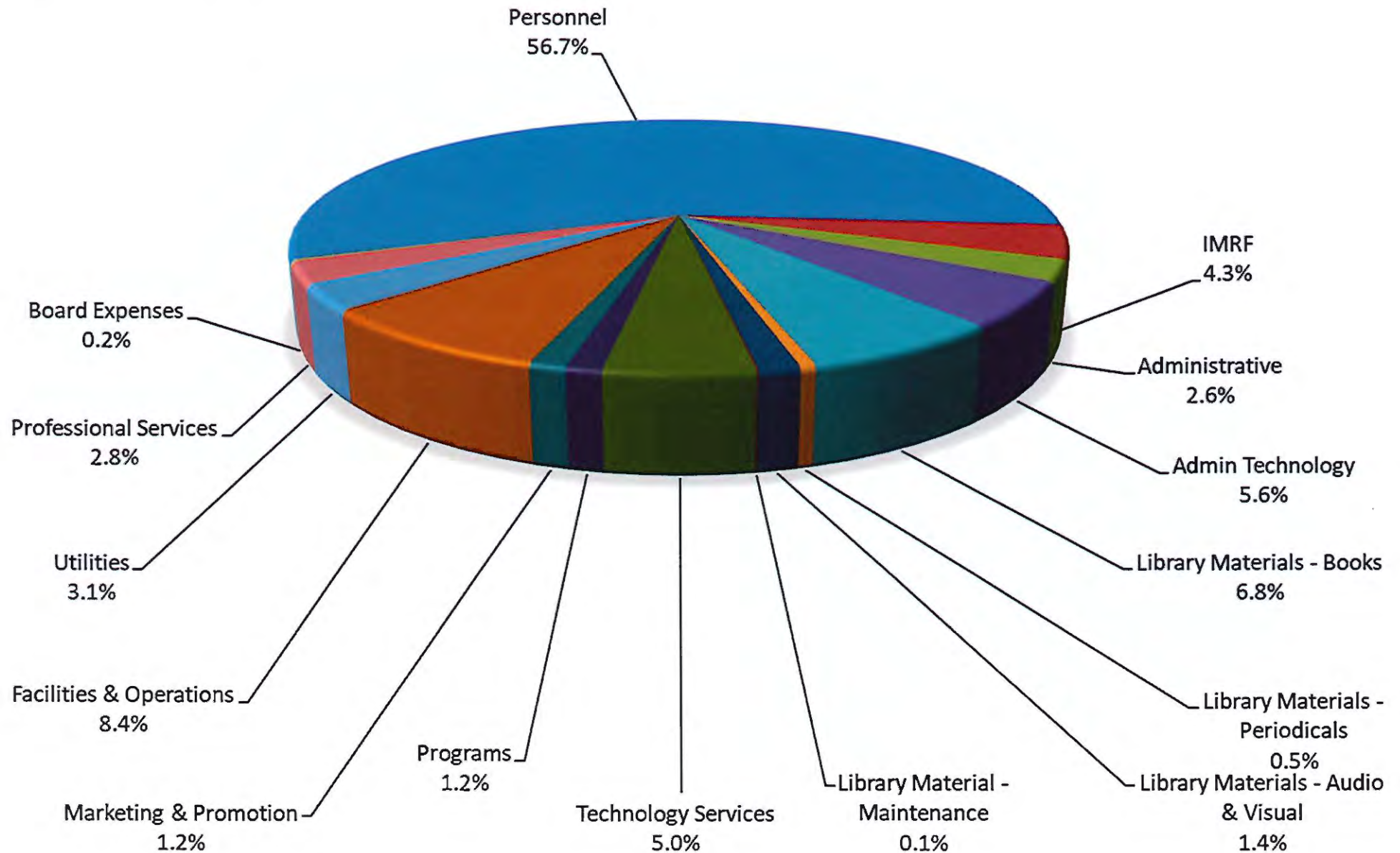
- 46% of Total Budget
- Admin. Technology
  - 44% of Budget
- Library Materials
  - 57% of Budget
    - \$36,345 for Electronic Reference Annual Subscriptions
    - \$19,700 for IT Server Maintenance
- Professional Services
  - 45% of Budget
- Facilities Maintenance
  - 55% of Budget
    - \$9,744 for New Drop Boxes
- Utilities
  - 79% of Budget
    - Main areas affected are Electric & Water/Sewer

# Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	739,465	1,687,936	44%	699,447	6%
IMRF	56,392	140,836	40%	58,142	-3%
Administrative	34,208	79,014	43%	31,245	9%
Admin Technology	72,744	163,550	44%	64,772	12%
Library Materials - Books	88,950	148,915	60%	80,132	11%
Library Materials - Periodicals	6,719	8,850	76%	5,179	30%
Library Materials - Audio & Visual	18,065	42,500	43%	16,646	9%
Library Material - Maintenance	64,923	110,450	59%	36,474	78%
Technology Services	952	10,410	9%	1,357	-30%
Programs	15,927	39,674	40%	19,197	-17%
Marketing & Promotion	16,094	36,208	44%	14,051	15%
Facilities & Operations	109,707	198,563	55%	77,343	42%
Utilities	41,047	52,000	79%	17,123	140%
Professional Services	35,900	79,930	45%	30,387	18%
Board Expenses	2,468	6,100	40%	1,645	50%
Actual Expenditures	1,303,562	2,804,936	46%	1,153,140	13%
Budgeted Expenditures	2,804,936				
% Diff	46%				

# Expenditures

## OPERATIONAL EXPENDITURE DISTRIBUTION



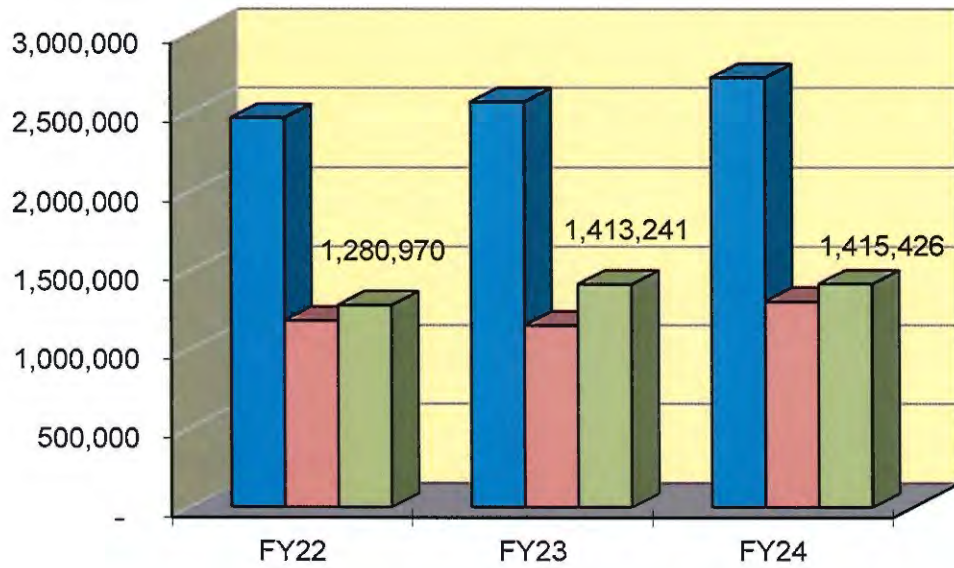
# Revenue, Expenditure & Fund Balance

## For the 6 Month(s) Ended December 31, 2023

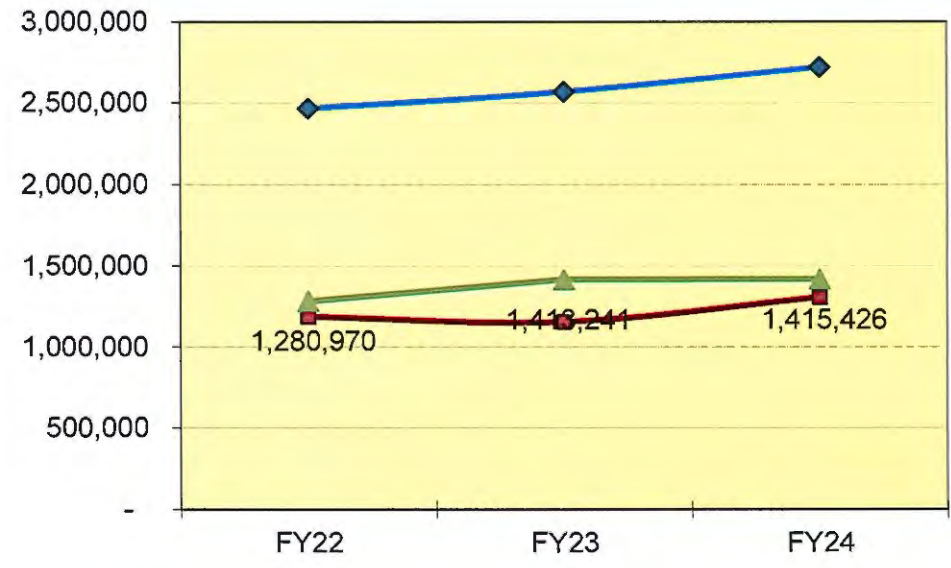
	General	IMRF	Special Reserve	Total Actual	Total Budget
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,331,667</b>	<b>82,817</b>	<b>942</b>	<b>1,415,426</b>	<b>-</b>
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	2,726,923	91,386	124,629	2,942,937	1,527,511

Fund Balance as % of Total Expenditures

219%                      162%                      0%                      226%



■ Revenues ■ Expenditures ■ Surplus / Deficit

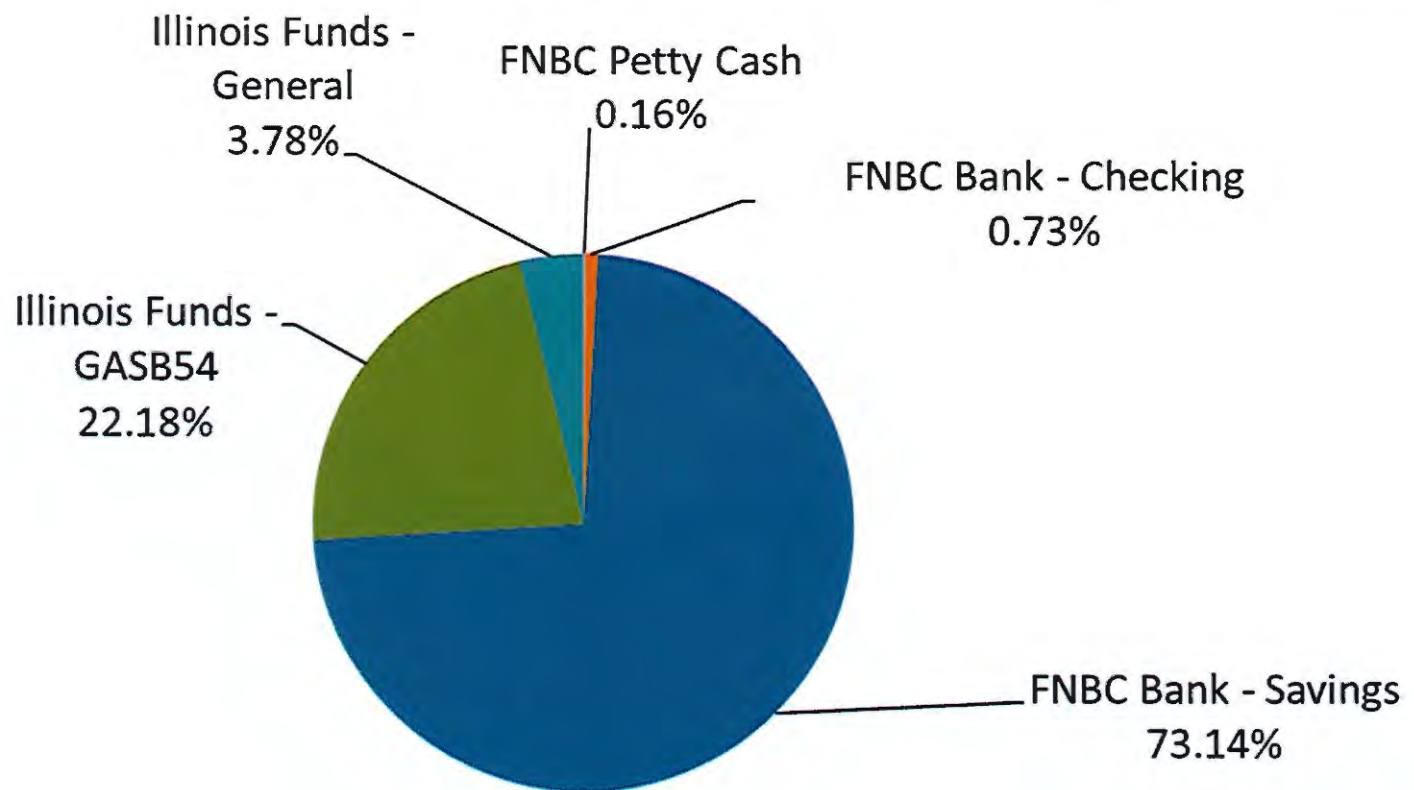


◆ Revenues ■ Expenditures ▲ Surplus / Deficit



# Investments

Bank	Description	Type	Current Rate	This Year
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	4,937
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank – Checking	#6031	A/P	0.10%	22,094
FNBC Bank - Savings	#0317	MM	2.79%	2,213,203
Illinois Funds - GASB54	#6950	MM	Various	671,002
Illinois Funds - General	#5519	MM	Various	114,488
			Total	<b>\$ 3,025,884</b>



# Financial Report

For the 6 Month(s) Ended December 31, 2023  
FISCAL YEAR 2024



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary

For the 6 Month(s) Ended December 31, 2023

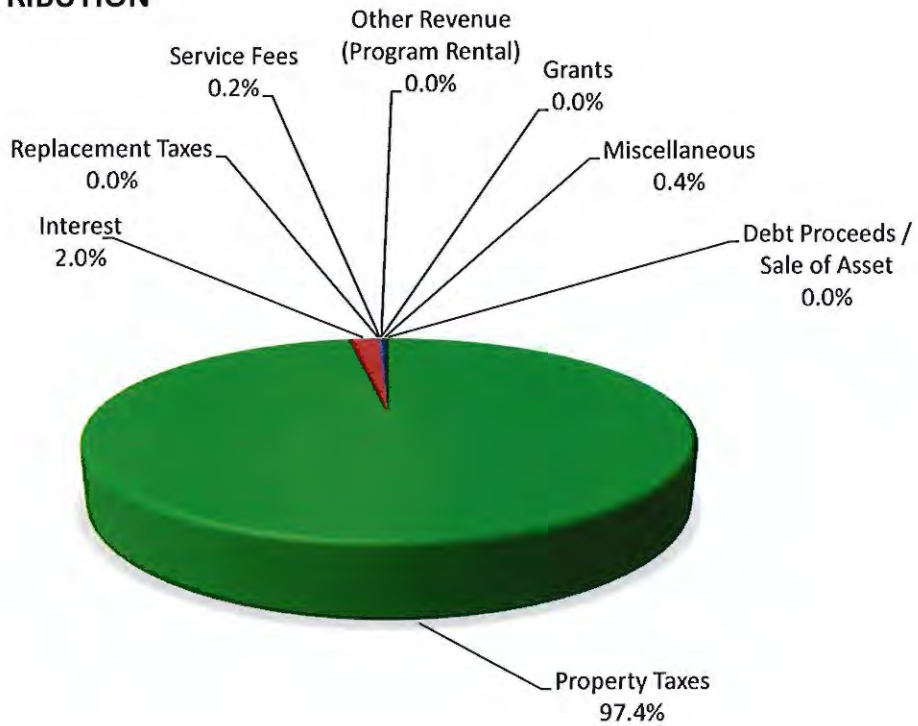
50% of Fiscal Year

<b>Account Description</b>	<b>Total Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>REVENUE</b>			
Property Taxes	2,647,620	2,647,868	100%
Interest	53,345	45,800	116%
Replacement Taxes	-	60,000	0%
Service Fees	6,346	6,500	98%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	11,678	2,100	556%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u>	<u>2,718,988</u>	<u>2,804,936</u>
	<u>Budgeted Revenues</u>	<u>2,804,936</u>	<u>97%</u>
	% Diff	97%	
<b>OPERATING EXPENDITURES</b>			
Personnel	739,465	1,687,936	44%
IMRF	56,392	140,836	40%
Administrative	34,208	79,014	43%
Admin Technology	72,744	163,550	44%
Library Materials - Books	88,950	148,915	60%
Library Materials - Periodicals	6,719	8,850	76%
Library Materials - Audio & Visual	18,065	42,500	43%
Library Material - Maintenance	952	10,410	9%
Technology Services	64,923	110,450	59%
Programs	15,927	39,674	40%
Marketing & Promotion	16,094	36,208	44%
Facilities & Operations	109,707	198,563	55%
Utilities	41,047	52,000	79%
Professional Services	35,900	79,930	45%
Board Expenses	2,468	6,100	40%
	<u>Actual Expenditures</u>	<u>1,303,562</u>	<u>2,804,936</u>
	<u>Budgeted Expenditures</u>	<u>2,804,936</u>	<u>46%</u>
	% Diff	46%	
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<u>1,415,426</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>2,942,937</u>		

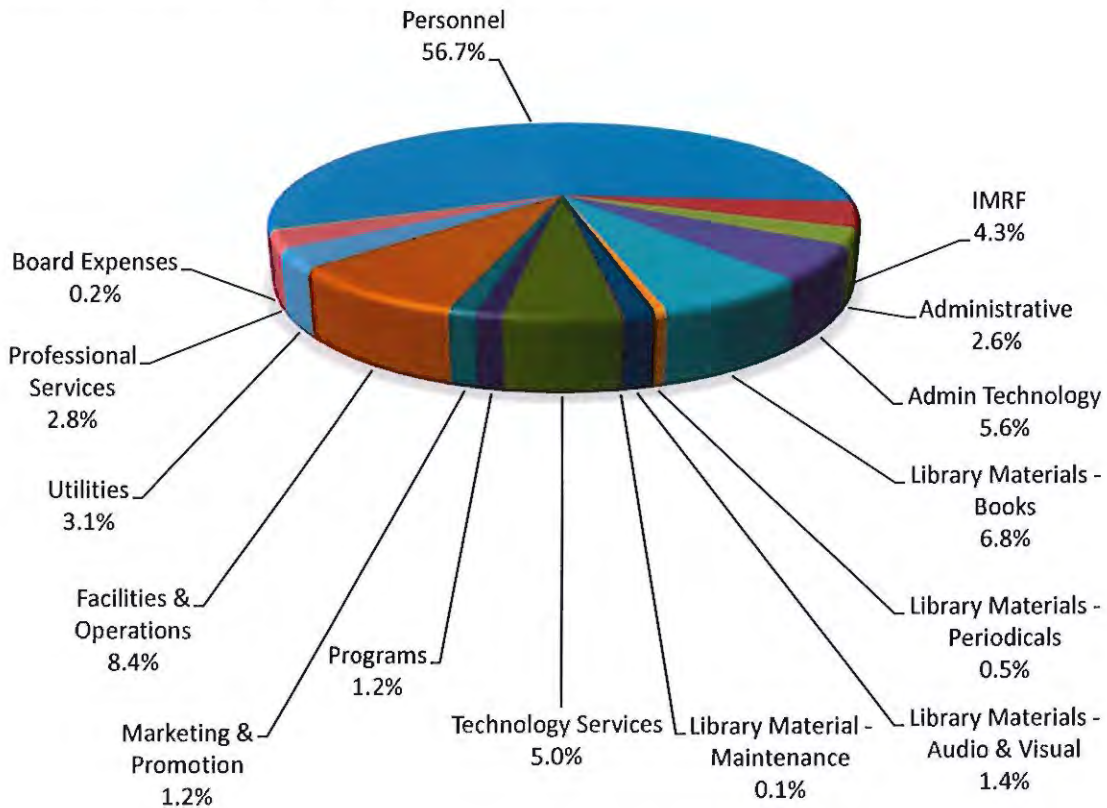
# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 6 Month(s) Ended December 31, 2023

## REVENUE DISTRIBUTION



## OPERATIONAL EXPENDITURE DISTRIBUTION





**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary

For the 6 Month(s) Ended December 31, 2023



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
 Budget vs. Actual Summary  
 For the 6 Month(s) Ended December 31, 2023

50% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	2,510,094	137,527	-	2,647,620	2,647,868	100%
Interest	50,720	1,682	942	53,345	45,800	116%
Replacement Taxes	-	-	-	-	60,000	0%
Service Fees	6,346	-	-	6,346	6,500	98%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,678	-	-	11,678	2,100	556%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,578,837	139,209	942	2,718,988	2,804,936	97%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	97%	99%	n/a	97%		
<b>OPERATING EXPENDITURES</b>						
Personnel	739,465	-	-	739,465	1,687,936	44%
IMRF	-	56,392	-	56,392	140,836	40%
Administrative	34,208	-	-	34,208	79,014	43%
Admin Technology	72,744	-	-	72,744	163,550	44%
Library Materials - Books	88,950	-	-	88,950	148,915	60%
Library Materials - Periodicals	6,719	-	-	6,719	8,850	76%
Library Materials - Audio & Visual	18,065	-	-	18,065	42,500	43%
Library Material - Maintenance	952	-	-	952	10,410	9%
Technology Services	64,923	-	-	64,923	110,450	59%
Programs	15,927	-	-	15,927	39,674	40%
Marketing & Promotion	16,094	-	-	16,094	36,208	44%
Facilities & Operations	109,707	-	-	109,707	198,563	55%
Utilities	41,047	-	-	41,047	52,000	79%
Professional Services	35,900	-	-	35,900	79,930	45%
Board Expenses	2,468	-	-	2,468	6,100	40%
Actual Expenditures	1,247,170	56,392	-	1,303,562	2,804,936	46%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	47%	40%	n/a	46%		
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Equipment & Building	-	-	-	-	-	0%
Grant Expenses	-	-	-	-	-	0%
Special Reserve Expenses	-	-	-	-	-	0%
Transfer-Out	-	-	-	-	-	0%
Actual Expenditures	-	-	-	-	-	n/a
Budgeted Expenditures	-	-	-	-		
% Diff	n/a	n/a	n/a	n/a		

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
 Budget vs. Actual Summary  
 For the 6 Month(s) Ended December 31, 2023

	<b>General</b>	<b>IMRF</b>	<b>Special Reserve</b>	<b>Total Actual</b>	<b>Total Budget</b>
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,331,667</b>	<b>82,817</b>	<b>942</b>	<b>1,415,426</b>	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	2,726,923	91,386	124,629	2,942,937	1,527,511
Fund Balance as % of Total Expenditures	219%	162%	0%	226%	

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**Budget vs. Actual Detail**  
**December 31, 2023**

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
30010 · PROPERTY TAXES	27,918.05	220,655.67	2,510,093.83	137,526.57	0.00	2,647,620.40	2,647,868.00	-247.60	99.99%
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	8,867.02	3,750.00	50,720.12	1,682.24	0.00	52,402.36	45,000.00	7,402.36	116.45%
33040 · INTEREST-IL FUND BLDG CONST	160.51	66.67	0.00	0.00	942.35	942.35	800.00	142.35	117.79%
35100 · FINES	16.00	0.00	93.16	0.00	0.00	93.16	0.00	93.16	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	385.46	333.33	3,449.18	0.00	0.00	3,449.18	4,000.00	-550.82	86.23%
35510 · LOST AND PAID MATERIALS	1.00	83.33	641.20	0.00	0.00	641.20	1,000.00	-358.80	64.12%
35710 · NON RESIDENT FEES	0.00	125.00	2,162.06	0.00	0.00	2,162.06	1,500.00	662.06	144.14%
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	100.00	0.00	0.00	100.00	100.00	0.00	100.0%
36035 · DONATIONS-SUMMER READING	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
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	17.43	25.00	11,577.73	0.00	0.00	11,577.73	300.00	11,277.73	3,859.24%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	<b>37,365.47</b>	<b>233,744.67</b>	<b>2,578,837.28</b>	<b>139,208.81</b>	<b>942.35</b>	<b>2,718,988.44</b>	<b>2,804,936.00</b>	<b>-85,947.56</b>	<b>96.94%</b>
<b>Expenditures</b>									
<b>1E · PERSONNEL</b>									
41100 · SALARIES	102,220.33	111,708.33	600,069.97	0.00	0.00	600,069.97	1,340,500.00	-740,430.03	44.77%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	15,227.65	19,903.00	91,988.87	0.00	0.00	91,988.87	238,836.00	-146,847.13	38.52%
41120 · FICA EXPENSE	7,613.87	8,583.33	44,595.67	0.00	0.00	44,595.67	103,000.00	-58,404.33	43.3%
41130 · UNEMPLOYMENT COMPENSATION	0.00	250.00	505.50	0.00	0.00	505.50	3,000.00	-2,494.50	16.85%
41140 · WORKERS COMPENSATION	0.00	216.67	2,305.00	0.00	0.00	2,305.00	2,600.00	-295.00	88.65%
<b>Subtotal</b>	<b>125,061.85</b>	<b>140,661.33</b>	<b>739,465.01</b>	<b>0.00</b>	<b>0.00</b>	<b>739,465.01</b>	<b>1,687,936.00</b>	<b>-948,470.99</b>	<b>43.81%</b>
<b>2E · ADMINISTRATIVE EXPENSES</b>									
41310 · PROFESSIONAL DEVELOPMENT	0.00	1,248.33	1,303.00	0.00	0.00	1,303.00	14,980.00	-13,677.00	8.7%
41320 · TRAVEL	0.00	183.33	782.20	0.00	0.00	782.20	2,200.00	-1,417.80	35.56%
41330 · ASSOCIATION DUES	150.00	508.33	3,181.00	0.00	0.00	3,181.00	6,100.00	-2,919.00	52.15%
41332 · PAYROLL PROCESSING	827.60	608.33	4,807.21	0.00	0.00	4,807.21	7,300.00	-2,492.79	65.85%
41334 · OFFICE SUPPLIES GENERAL	75.35	458.33	3,352.88	0.00	0.00	3,352.88	5,500.00	-2,147.12	60.96%
41336 · OFFICE EQUIPMENT	1,549.08	1,786.17	11,932.59	0.00	0.00	11,932.59	21,434.00	-9,501.41	55.67%
41338 · POSTAGE	46.66	541.67	3,492.66	0.00	0.00	3,492.66	6,500.00	-3,007.34	53.73%
41342 · ADMINISTRATIVE MISC	298.66	291.67	2,033.56	0.00	0.00	2,033.56	3,500.00	-1,466.44	58.1%
41344 · SUPPLIES-FOOD	0.00	500.00	1,080.36	0.00	0.00	1,080.36	6,000.00	-4,919.64	18.01%
41346 · MATERIALS & RESOURCE RECOVERY	108.35	83.33	531.90	0.00	0.00	531.90	1,000.00	-468.10	53.19%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	375.00	1,710.95	0.00	0.00	1,710.95	4,500.00	-2,789.05	38.02%
<b>Subtotal</b>	<b>3,055.70</b>	<b>6,584.50</b>	<b>34,208.31</b>	<b>0.00</b>	<b>0.00</b>	<b>34,208.31</b>	<b>79,014.00</b>	<b>-44,805.69</b>	<b>43.29%</b>



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**Budget vs. Actual Detail**  
**December 31, 2023**

	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	5,618.95	6,268.33	16,798.00	0.00	0.00	16,798.00	75,220.00	-58,422.00	22.33%
41410 · SOFTWARE STAFF	161.44	284.17	2,402.26	0.00	0.00	2,402.26	3,410.00	-1,007.74	70.45%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,619.95	5,447.33	38,693.20	0.00	0.00	38,693.20	65,368.00	-26,674.80	59.19%
41425 · WARRANTIES/EXTENDED CARE	0.00	1,629.33	14,850.14	0.00	0.00	14,850.14	19,552.00	-4,701.86	75.95%
<b>Subtotal</b>	<b>11,400.34</b>	<b>13,629.17</b>	<b>72,743.60</b>	<b>0.00</b>	<b>0.00</b>	<b>72,743.60</b>	<b>163,550.00</b>	<b>-90,806.40</b>	<b>44.48%</b>
<b>4E · LIBRARY MATERIALS-BOOKS</b>									
42112 · REFERENCE-ELECTRONIC	360.00	3,987.08	47,188.01	0.00	0.00	47,188.01	47,845.00	-656.99	98.63%
42120 · BOOKS-ADULT	4,764.57	5,891.67	31,303.92	0.00	0.00	31,303.92	70,700.00	-39,396.08	44.28%
42122 · BOOKS-LITERACY	0.00	30.83	89.27	0.00	0.00	89.27	370.00	-280.73	24.13%
42130 · BOOKS-YOUNG ADULT	43.58	458.33	745.33	0.00	0.00	745.33	5,500.00	-4,754.67	13.55%
42140 · BOOKS-YOUTH	418.89	1,958.33	9,264.49	0.00	0.00	9,264.49	23,500.00	-14,235.51	39.42%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	359.41	0.00	0.00	359.41	1,000.00	-640.59	35.94%
<b>Subtotal</b>	<b>5,587.04</b>	<b>12,409.58</b>	<b>88,950.43</b>	<b>0.00</b>	<b>0.00</b>	<b>88,950.43</b>	<b>148,915.00</b>	<b>-59,964.57</b>	<b>59.73%</b>
<b>5E · LIBRARY MATERIALS-PERIODICALS</b>									
42210 · PERIODICALS	0.00	737.50	6,719.08	0.00	0.00	6,719.08	8,850.00	-2,130.92	75.92%
<b>Subtotal</b>	<b>0.00</b>	<b>737.50</b>	<b>6,719.08</b>	<b>0.00</b>	<b>0.00</b>	<b>6,719.08</b>	<b>8,850.00</b>	<b>-2,130.92</b>	<b>75.92%</b>
<b>6E · LIBRARY MATERIALS-AUDIO VISUAL</b>									
42320 · AV MATERIALS-ADULT	2,945.40	2,750.00	16,224.95	0.00	0.00	16,224.95	33,000.00	-16,775.05	49.17%
42330 · AV MATERIALS-YOUNG ADULT	0.00	166.67	370.65	0.00	0.00	370.65	2,000.00	-1,629.35	18.53%
42340 · AV MATERIALS-YOUTH	0.00	625.00	1,468.96	0.00	0.00	1,468.96	7,500.00	-6,031.04	19.59%
<b>Subtotal</b>	<b>2,945.40</b>	<b>3,541.67</b>	<b>18,064.56</b>	<b>0.00</b>	<b>0.00</b>	<b>18,064.56</b>	<b>42,500.00</b>	<b>-7,660.39</b>	<b>42.51%</b>
<b>7E · TECHNOLOGY SERVICES</b>									
42400 · LIBRARY CONSORTIUM	0.00	2,998.50	17,990.50	0.00	0.00	17,990.50	35,982.00	-17,991.50	50.0%
42405 · INTERNET SERVICES	2,017.66	2,341.67	13,822.61	0.00	0.00	13,822.61	28,100.00	-14,277.39	49.19%
42420 · SOFTWARE PUBLIC	2,000.00	1,418.17	7,127.36	0.00	0.00	7,127.36	17,018.00	-9,890.64	41.88%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	4,896.00	2,445.83	25,982.74	0.00	0.00	25,982.74	29,350.00	-3,367.26	88.53%
<b>Subtotal</b>	<b>8,913.66</b>	<b>9,204.17</b>	<b>64,923.21</b>	<b>0.00</b>	<b>0.00</b>	<b>64,923.21</b>	<b>110,450.00</b>	<b>-13,257.90</b>	<b>58.78%</b>
<b>8E · LIBRARY MATERIAL MAINTENANCE</b>									
42500 · PROCESSING-TECHNICAL SERVICES	85.88	850.83	801.37	0.00	0.00	801.37	10,210.00	-9,408.63	7.85%
42510 · CATALOGING TOOL	0.00	16.67	150.89	0.00	0.00	150.89	200.00	-49.11	75.45%
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>85.88</b>	<b>867.50</b>	<b>952.26</b>	<b>0.00</b>	<b>0.00</b>	<b>952.26</b>	<b>10,410.00</b>	<b>-9,408.63</b>	<b>9.15%</b>
<b>9E · PROGRAMS</b>									
44120 · PROGRAMS-ADULT	376.44	955.83	4,889.04	0.00	0.00	4,889.04	11,470.00	-6,580.96	42.63%
44130 · PROGRAMS-YOUNG ADULT	184.70	416.67	1,850.46	0.00	0.00	1,850.46	5,000.00	-3,149.54	37.01%
44135 · PROGRAMS-SUMMER READING	0.00	355.83	4.19	0.00	0.00	4.19	4,270.00	-4,265.81	0.1%
44140 · PROGRAMS-YOUTH	504.32	861.17	4,025.94	0.00	0.00	4,025.94	10,334.00	-6,308.06	38.96%
44145 · EVENTS AND OUTREACH	615.44	716.67	5,157.05	0.00	0.00	5,157.05	8,600.00	-3,442.95	59.97%
<b>Subtotal</b>	<b>1,680.90</b>	<b>3,306.17</b>	<b>15,926.68</b>	<b>0.00</b>	<b>0.00</b>	<b>15,926.68</b>	<b>39,674.00</b>	<b>-9,751.01</b>	<b>40.14%</b>
<b>10E · MARKETING &amp; PROMOTIONS</b>									
44210 · MARKETING	145.00	328.33	1,548.50	0.00	0.00	1,548.50	3,940.00	-2,391.50	39.3%
44215 · WEBSITE	2,700.00	833.33	5,051.88	0.00	0.00	5,051.88	10,000.00	-4,948.12	50.52%
44220 · PROMO MATERIALS-ADULT	0.00	250.00	670.95	0.00	0.00	670.95	3,000.00	-2,329.05	22.37%
44240 · PROMO MATERIALS-YOUTH	0.00	208.33	730.17	0.00	0.00	730.17	2,500.00	-1,769.83	29.21%
44245 · PROGRAM GUIDE	0.00	1,358.33	8,092.82	0.00	0.00	8,092.82	16,300.00	-8,207.18	49.65%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
<b>Subtotal</b>	<b>2,845.00</b>	<b>3,017.33</b>	<b>16,094.32</b>	<b>0.00</b>	<b>0.00</b>	<b>16,094.32</b>	<b>36,208.00</b>	<b>-20,113.68</b>	<b>44.45%</b>

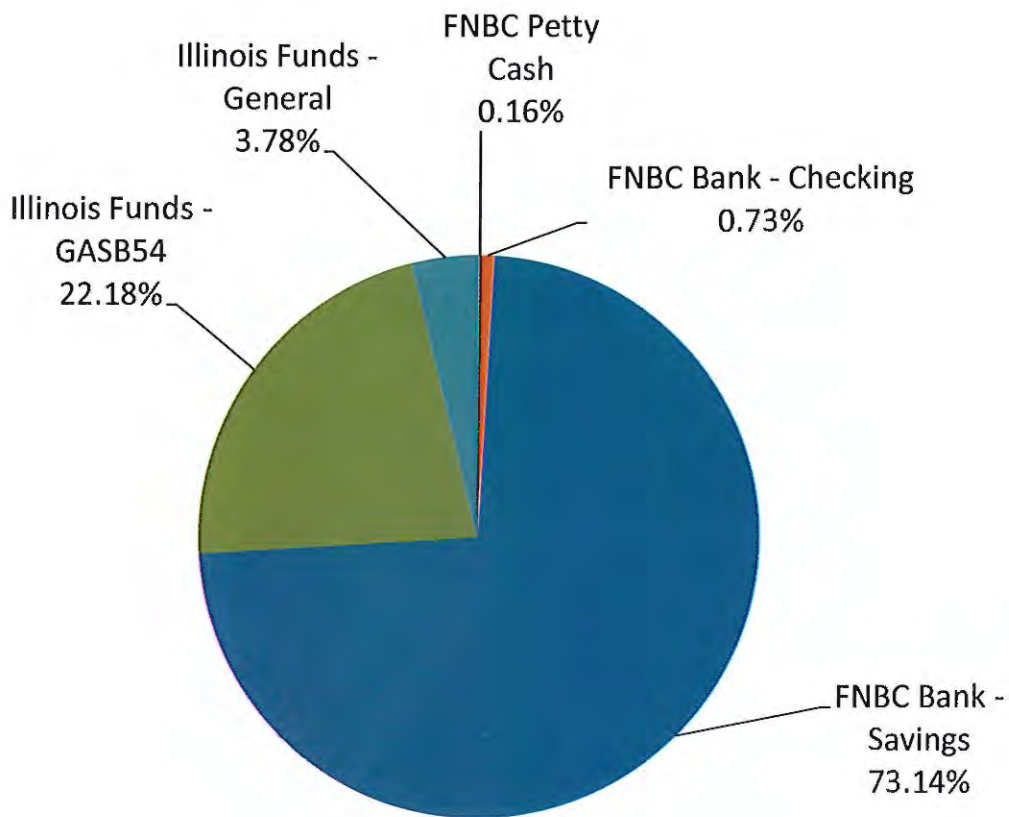


**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**Budget vs. Actual Detail**  
**December 31, 2023**

	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	1,009.50	1,450.00	9,164.00	0.00	0.00	9,164.00	17,400.00	-8,236.00	52.67%
45112 - SECURITY SERVICE	3,168.42	1,775.00	10,064.97	0.00	0.00	10,064.97	21,300.00	-11,235.03	47.25%
45115 - JANITORIAL SUPPLIES	823.39	466.67	3,088.23	0.00	0.00	3,088.23	5,600.00	-2,511.77	55.15%
45116 - COVID 19 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45117 - SECURITY CAMERAS	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
45120 - SNOW REMOVAL	3,840.00	2,166.67	3,840.00	0.00	0.00	3,840.00	26,000.00	-22,160.00	14.77%
45130 - EXTERIOR LANDSCAPING	757.50	823.33	4,682.50	0.00	0.00	4,682.50	9,880.00	-5,197.50	47.39%
45140 - EXTERIOR R & M-OTHER	0.00	1,868.33	19,796.97	0.00	0.00	19,796.97	22,420.00	-2,623.03	88.3%
45150 - HVAC R & M	22,770.80	2,083.33	34,700.65	0.00	0.00	34,700.65	25,000.00	9,700.65	138.8%
45155 - GENERAL BLDG SERVICES	140.49	125.00	834.76	0.00	0.00	834.76	1,500.00	-665.24	55.65%
45160 - CONTRACT INSPECTION & MAINTENAN	1,145.14	1,563.58	15,830.62	0.00	0.00	15,830.62	18,763.00	-2,932.38	84.37%
45165 - INTERIOR R & M-OTHER	145.00	3,766.67	7,703.96	0.00	0.00	7,703.96	45,200.00	-37,496.04	17.04%
<b>Subtotal</b>	<b>33,800.24</b>	<b>16,546.92</b>	<b>109,706.66</b>	<b>0.00</b>	<b>0.00</b>	<b>109,706.66</b>	<b>198,563.00</b>	<b>-88,856.34</b>	<b>55.25%</b>
<b>12E - UTILITIES</b>									
45310 - UTILITIES-GAS	1,029.87	716.67	3,996.12	0.00	0.00	3,996.12	8,600.00	-4,603.88	46.47%
45320 - UTILITIES-ELECTRIC	958.06	2,333.33	23,867.21	0.00	0.00	23,867.21	28,000.00	-4,132.79	85.24%
45330 - UTILITIES-TELEPHONE	1,156.02	850.00	5,044.22	0.00	0.00	5,044.22	10,200.00	-5,155.78	49.45%
45340 - UTILITIES-WATER	1,358.76	333.33	7,629.67	0.00	0.00	7,629.67	4,000.00	3,629.67	190.74%
45350 - UTILITIES-TRASH	84.99	100.00	509.94	0.00	0.00	509.94	1,200.00	-690.06	42.5%
<b>Subtotal</b>	<b>4,587.70</b>	<b>4,333.33</b>	<b>41,047.16</b>	<b>0.00</b>	<b>0.00</b>	<b>41,047.16</b>	<b>52,000.00</b>	<b>-10,952.84</b>	<b>78.94%</b>
<b>13E - PROFESSIONAL SERVICES</b>									
45500 - INSURANCE	0.00	1,539.17	12,331.00	0.00	0.00	12,331.00	18,470.00	-6,139.00	66.76%
45505 - AUDIT	2,000.00	1,121.67	10,870.00	0.00	0.00	10,870.00	13,460.00	-2,590.00	80.76%
45510 - LEGAL	936.00	1,000.00	3,249.40	0.00	0.00	3,249.40	12,000.00	-8,750.60	27.08%
45515 - PROFESSIONAL SERVICES	0.00	1,416.67	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
45520 - ACCOUNTING	1,575.00	1,583.33	9,450.00	0.00	0.00	9,450.00	19,000.00	-9,550.00	49.74%
<b>Subtotal</b>	<b>4,511.00</b>	<b>6,660.83</b>	<b>35,900.40</b>	<b>0.00</b>	<b>0.00</b>	<b>35,900.40</b>	<b>79,930.00</b>	<b>-44,029.60</b>	<b>44.92%</b>
<b>14E - LIBRARY BOARD EXPENSES</b>									
45600 - CONFERENCE & TRAINING-BOARD	0.00	83.33	23.75	0.00	0.00	23.75	1,000.00	-976.25	2.38%
45605 - PROF SERVICES-SECRETARIAL	0.00	341.67	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 - LEGAL NOTICES AND ADS	434.70	83.33	1,084.52	0.00	0.00	1,084.52	1,000.00	84.52	108.45%
<b>Subtotal</b>	<b>434.70</b>	<b>508.33</b>	<b>2,468.27</b>	<b>0.00</b>	<b>0.00</b>	<b>2,468.27</b>	<b>6,100.00</b>	<b>-3,631.73</b>	<b>40.46%</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	9,716.20	11,736.33	0.00	56,392.23	0.00	56,392.23	140,836.00	-84,443.77	40.04%
<b>Subtotal</b>	<b>9,716.20</b>	<b>11,736.33</b>	<b>0.00</b>	<b>56,392.23</b>	<b>0.00</b>	<b>56,392.23</b>	<b>140,836.00</b>	<b>-84,443.77</b>	<b>40.04%</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>Net Income</b>	<b>214,625.61</b>	<b>233,744.67</b>	<b>1,247,169.95</b>	<b>56,392.23</b>	<b>0.00</b>	<b>1,303,562.18</b>	<b>2,804,936.00</b>	<b>-1,501,373.82</b>	<b>46.47%</b>
	<b>-177,260.14</b>	<b>0.00</b>	<b>1,331,667.33</b>	<b>82,816.58</b>	<b>942.35</b>	<b>1,415,426.26</b>	<b>0.00</b>	<b>1,415,426.26</b>	<b>100.00%</b>

**West Chicago Public Library District  
Investments  
December 31, 2023**

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>Bank Value</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	4,937
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.09%	22,094
FNBC Bank - Savings	#0317	MM	2.79%	2,213,203
Illinois Funds - GASB54	#6950	MM	Various	671,002
Illinois Funds - General	#5519 / 1507	MM	Various	114,488
<b>Total</b>				<b>\$ 3,025,884</b>





## Benjamin Weseloh

---

**From:** Kelley Chrise <KChrise@westchicago.org>  
**Sent:** Wednesday, January 10, 2024 4:17 PM  
**To:** Benjamin Weseloh; doberg@d94.org; Mark Doles (mdoles@dupageairport.com); Patrick Tanner; apostolik (apostolik@wego33.org); Kristina Davis (davisk@wego33.org)  
**Cc:** Michael Guttman; John sterrett; Tom Dabareiner  
**Subject:** Notice of Commencement Date - Greco/DeRosa (Cheese Merchants) at 2595 Enterprise Circle  
**Attachments:** ORD-Cheese Merchants\_2595 Enterprise Cir\_Tax Abatement Ord\_011524.docx

Good Afternoon,

We have received the Notice of Commencement Date from Cheese Merchants for the completion of their warehouse facility at 2595 Enterprise Circle. Since the adoption of the IGA, there was an amendment to the IGA to update the property owner and provide clarification of the property subject to the abatement. Since then, the parcel has been assigned a new PIN. Attached is the Tax Abatement Ordinance with the most recent legal description, address, and PIN for your use. Note that the agreement states that they will receive a 50% abatement for 10 years or \$4M, whichever is reached first.

The City Council will be adopting this ordinance either later this month or in February. Please advise as to the expected date of adoption and let me know if I can be of any further assistance.

Regards,



Kelley Chrise, AICP  
*Economic Development Coordinator*  
**City of West Chicago**  
475 Main Street, West Chicago, IL 60185  
Office: 630.818.3331 | Cell: 224.523.4014  
[westchicagonow.org](http://westchicagonow.org) | [westchicago.org](http://westchicago.org)





## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

Illinois State Library  
Gwendolyn Brooks Building  
300 South Second Street  
Springfield, Illinois 62701

January 10, 2024

Dear Public Library District Director:

This letter serves as a reminder that public library districts are statutorily required to inform the Illinois State Librarian of board member vacancies and when vacancies are filled.

The Public Library District Act of 1991, 75 ILCS 16/30-40(d), stipulates that the secretary of the board of trustees shall report a vacancy on the board to the county clerk and the Illinois State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled.

Further, the Act indicates that vacancies shall be filled within 90 days after a vacancy has been declared. All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term.

If the board of trustees fails to appoint a new member within 90 days after a vacancy has been declared, the State Librarian has the authority to appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy. If the State Librarian fails to fill the vacancy within the 60 days after the trustees have failed to fill the vacancy, the vacancy is to be filled at the next regularly scheduled election.

Please use this [Public Library District Board Notification](#) reporting form when a vacancy occurs AND when a vacancy is filled. The form may be found at [https://www.ilsos.gov/publications/pdf\\_publications/lda297.pdf](https://www.ilsos.gov/publications/pdf_publications/lda297.pdf)

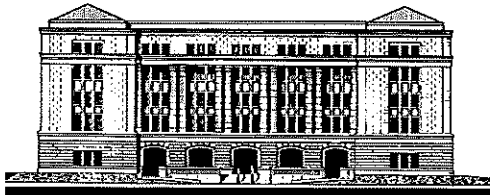
Submit the required information within the statutory timeframe to the Illinois State Librarian by email to: [ISLdistrictboards@ilsos.gov](mailto:ISLdistrictboards@ilsos.gov).

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Greg McCormick".

Greg McCormick, Director Illinois State Library  
GM:ldg  
Attachment



ALEXI GIANNOULIAS • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

### Public Library District Board Notifications

*The secretary shall report a vacancy on the board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled. 75 ILCS 16/30-40 (d)*

Library District Name: \_\_\_\_\_

#### Notification of a Vacancy

The following member is no longer serving on the library board:

Date vacancy was declared: \_\_\_\_\_

Name: \_\_\_\_\_

Office title: \_\_\_\_\_

Term expiration date: \_\_\_\_\_

Date seated: \_\_\_\_\_

- Four-year term, or  
 Six-year term

#### Notification that a Vacancy has been Filled

Name of board member being replaced: \_\_\_\_\_

New board member: \_\_\_\_\_

Office title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date seated: \_\_\_\_\_ Term expiration date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email the completed form to: ISLDistrictboards@ilsos.gov  
Illinois State Library, Library Development  
300 S. Second St.  
Springfield, IL 62701-1796  
217-524-8836

# Library Director Report

December 2023/January 2024

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 50%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$671,002.45 (+ \$6,114.70)
  - New Building & Construction Fund: \$34,761.24 (+ \$316.77)
  - General (Corporate) Fund: \$79,727.07 (+ \$726.54)
- ❖ The audit presentation will be provided by Lauterbach & Amen at the January 22 board meeting.

## PHYSICAL PLANT

- ❖ Buck Services was on-site for janitorial services 11/30; 12/2,9,16,23,30; 1/6,9,10,13,16
- ❖ Orkin provided pest control service on 11/30, 12/20, and 1/15
- ❖ Allegiant Fire performed the sprinkler inspection on 12/6
- ❖ Cintas installed a new water cooler on 12/7 and refreshed the first aid cabinet on 12/8 and 1/2
- ❖ Anderson Elevator provided monthly preventive maintenance on the elevator 12/11 and 1/2
- ❖ Stanley Steemer cleaned seven (7) chairs total from Adult Services and Administration
- ❖ Midwest Mechanical was on-site 1/2 for HVAC inspection and maintenance
- ❖ Kellenberger Electric installed a spotlight on 1/3 and will return on another date to replace the second spotlight (the replacement was faulty)
- ❖ Delta technicians were on-site 1/11 to make the connection from VAV-2 to the Building Automation System (BAS)

## TECHNOLOGY

- ❖ Met with Sikich 12/5 for the Quarterly Business Review Meeting. Conversations focused around next steps for the staff serverless migration; next steps for the patron server and switches replacement
- ❖ Sikich was on-site 12/29 after hours with the IT Librarian to install the new patron server and switches. Sikich returned on 1/5 to migrate the backups of the Patron DCs from StorageCraft to Datto and the offsite cloud upload of the initial backups on 1/7.
- ❖ HP was on-site 1/11 to replace a failed hard drive, which was under warranty, in a youth services computer.
- ❖ ISBS delivered the new fleet of copiers/printers on 1/11 and coordinated the configuration with Sikich personnel

# Library Director Report

*December 2023/January 2024*

## PERSONNEL

### ❖ The Library Director:

- Attended the Finance Committee, Decennial Committee on Local Government Efficiency, Levy Hearing, and the regular board meeting on 11/27
- Met with Healthy West Chicago on 11/29 to discuss the possibility of continuing the library's annual contribution toward the Healthy West Chicago initiative
- Attended the Holiday Open House at the Library on 12/1
- Participated in West Chicago's Frosty Fest by making hot chocolate with the Rotary group at Republic Bank on 12/2
- Attended Rotary meetings on 12/6 & 20, and 1/3 & 17
- Attended the SWAN Quarterly meeting on 12/7 at the Oak Brook Public Library
- Attended the Intergovernmental Meeting at the ARC on 1/11
- Held a Managers Advisory Meeting 1/8

### ❖ Employee Highlights

- Circulation Services Assistant, Yasmeen C., celebrated her 5-year anniversary on 12/27
- Circulation Services Assistant, Anna A., celebrated her 1-year anniversary on 12/6
- Youth Services Manager, Melisa M., celebrated her 1-year anniversary on 12/12
- Adult Services Assistant, David V., celebrated his 1-year anniversary on 12/12
- Adult Services Assistant, Leigh V., celebrated her 1-year anniversary on 1/3
- Adult Services Assistant, Theresa D., celebrated her 4-year anniversary on 1/6

# Department Reports

## *November/December 2023*

### ADMINISTRATIVE SERVICES

#### WCPLD Public Relations Board Briefing 01/22/2024

- Email Campaigns (Since 11/27/2023)
  - Biweekly Program Newsletters x 13
    - Total Opens: 25,545
    - Total Click-Throughs: 292
  - Special Program Highlight Emails x 5
    - Total Opens: 11,480
    - Total Click-Throughs: 95
    - Events promoted with an SPH email include:
      - Holiday Programs
      - December Storytimes
      - Winter Reading Program
      - January Storytimes
      - Yeti Fest
- Social Media Campaigns
  - Social Posts on Instagram & Facebook x 21
    - Total Impressions: 9,399
    - Total Reach: 8,815
    - Total Engagements: 227
    - Post Breakdown
      - Holiday Open House x 5
      - Illinois Libraries Present x 3
      - Closure Notice/Cancellation Announcement x 7
      - Holiday Messaging (Happy New Years, etc.) x 4
      - SWAN Libraries + App x 2
- Physical Materials
  - Posters
    - 5 posters were designed and displayed for this quarter so far.
      - Holiday Open House Poster was printed/hung 3x
      - Transparent Language Poster was printed/hung 3x
  - Flyers
    - Holiday Programs @ WCPLD & Holiday Open House
      - A flyer was created with Holiday adjacent programming on one side, featuring scannable and trackable QR codes to register. The opposite side was an advertisement for the Holiday Open House. Each flyer was half-sheet sized.
        - ~ 300 were created and distributed by AS.
      - FAFSA Workshop/YAAC Sign-Up double-sided half sheet flyer. These were created to promote the FAFSA workshop for YA, and were distributed at WCCHS as well as in the library.
        - ~150 were distributed.
  - Small Posters/Flyers

- Small posters and flyers were made and put in plastic sheathes around the library promoting the new SWAN Libraries + App, along with how to download it.
  - Program Guide
    - We are in another Program Guide Production cycle. The guide for the upcoming quarter will be mailed to patrons and district residences on 02/09/2024.
- Website Redesign Committee
  - We have an approved homepage proof from PowderKeg, we're very excited about how it looks and how it's laid out.
  - Jason coordinated with PowderKeg to ensure we will be able to successfully keep website functionality and smoothly transition to Library Market's Calendar application when we switch over in the coming months.
  - Content development
    - Each committee member has worked very hard over the last couple months to write the content for our web pages.
    - Since we last met, the committee has written, and edited (at least twice) over 27 web pages that are ready to be sent to PowderKeg when we reach that stage of the process.
    - The team has really put in a lot of hard work, and a new type of work for most of them, and I believe the product is something we can all have a little pride in our library for.
      - We have begun work on a continuing content schedule, and the internal workflow requirements to continually update our website, at least once a month with new content, per the best practices/standards in *Serving Our Public 4.0*.
  - Current Working Launch Date: National Library Week, Monday 04/08/2024.
- Other Work Completed
  - Met with West Chicago Inter-governmental Communications Committee to coordinate our communications and foster collaboration between local government entities.
  - I attended the Holiday Open House to take photographs of the event and assisted in the decoration process for the program.
  - Currently working with the Chicago Tribune's photo archives to see if we could use a photo they own of West Chicago Patrons in one of the old library building's on opening day in '54/'55. This photo would be a great asset to add to our "About Us" section of the website.

## ADULT SERVICES

### **Engagement:**

- **Programs:** A total of 31 programs were offered in November and December with a total attendance of 196.

### **Take and Make Craft Kits:**

A total of 186 Make and Take kits were taken in November and December.

- **Outreach:**
  - Librarians Jenny W. and Rosario Z. conducted device advice at the Wayne Township Senior Center in November.
  - Librarian, Lisa P. and Assistant Edith C. held 4 visits to senior and assisted living facilities in November and December and saw a total of 66 residents.

## ADULT SERVICES: YOUNG ADULT PROGRAMS:

- Our YA Advisory Council members volunteered for our Holiday Open House: Enchanted Winter's Evening.
- In November, a total of 7 programs were offered for teens with a total of 54 attendees.
  - We had 18 attendees for our first 'Open Mic' night as part of the YA Cafe teen program series. Teens shared their poetry and short stories with an audience of supportive peers.
- In December, a total of 8 programs were offered for teens with a total of 73 attendees.
  - We had 19 attendees for the FAFSA Student Aid workshop, presented by the Illinois Student Assistance Commission.
  - We had 12 attendees for our first High School Study Lounge sessions during finals week. Students were able to drop in at any time during the evening to study, snack, or just hang out in our Main Program Room for a study break.

## YOUNG ADULT AREA

- In November, 23 kits of the Origami Turkeys were taken as part of our Teen Take 'n' Make craft kit series.
- Teens were invited to contribute to an 'I am thankful for' display on the YA area chalkboard.
- In December, 25 kits of the DIY: Gift Bows were taken as part of our Teen Take 'n' Make craft kit series.

## OUTREACH

- The school librarians at West Chicago Community High School were instrumental in helping us promote our December FAFSA Student Aid workshop, presented by ISAC.

## CIRCULATION SERVICES

### **Circulation Statistics November 2023:**

- 13,753 Total Items checked out, 4.13% increase from November 2022.
- 3,750 Electronic materials checked out, 16.03% increase from November 2022.

- The total value of the materials checked out by our patrons was \$67,834.89 during November 2023.
- During November 2023, we had 140 patrons using self-check and a total of 519 items checked out.

**Patron Statistics November 2023:**

- 4,501 Visitors to the library, 6.72% decrease from November 2022.
- 76 New patrons added, 31.03% increase from November 2022.
- 11,692 Card holders, 7.33% decrease from November 2022.
- 40.42% of the district population have library cards, a 7.33% decrease from November 2022.

**Circulation Statistics December 2023:**

- 13,024 Total Items checked out, 5.31% increase from December 2022.
- 3,606 Electronic materials checked out, 9.07% increase from December 2022.
- The total value of the materials checked out by our patrons was \$84,430.71 during December 2023.
- During December 2023, we had 103 patrons using self-check and a total of 315 items checked out.

**Patron Statistics December 2023:**

- 4,457 Visitors to the Library, 14.37 increase from December 2022.
- 62 New patrons added, 37.78% increase from December 2022.
- 11,791 card holders, 14.22% decrease from December 2022.
- 40.52% of the district population have library cards, a 6.76% decrease from December 2022.

**Other Activities:**

- During 2023 we registered 1,089 new patrons.
- During 2023 we had a total of 59,951 patrons visiting the library.
- During 2023 we checked out 123,304 physical items.
- During 2023 patrons checked out 42,573 Electronic materials.
- The most circulated items during 2023 were the Mobile Hotspot, checked out 315 times, followed by One Piece (Young Adult Manga) checked out 182 times and Nintendo Switch checked out 161 times.
- 155 visitors attended the West Chicago Library Open House on December 3<sup>rd</sup>.



- The high school volunteers from the Transition Program successfully finished the first part of their training last December. Our partnership with West Chicago High School transition program continues and we are glad to have two groups starting on January 2024.

## **TECHNICAL SERVICES**

### **Acquisitions:**

- 1131 (Nov)/509 (Dec) Items invoiced/received.
- 1092 (Nov)/537 (Dec) Items ordered.
- 159 (Nov)/221 (Dec) Items on-order.
- 73 (Nov)/306 (Dec) Items received not processed.
- 9 (Nov)/11 (Dec) Items cancelled.
- 5 (Nov)/6 (Dec) Items returned.

### **Cataloged:**

- 4954 (Nov)/3856 (Dec) Items added to the collection.

### **Withdrawals:**

- 156 (Nov)/216 (Dec) Items withdrawn from the collection.

### **Material Maintenance:**

- 73 (Nov)/46 (Dec) Items repaired in house.

### **Other Activities:**

- 351 (Nov)/89 (Dec) Items moved from the new shelf to the regular collection.
- 290 (Nov)/231 (Dec) Books inventoried.
- 271 (Nov)/330 (Dec) Postage processed.
- 128 (Nov)/123 (Dec) Invoices processed.
- 92 (Nov)/138 (Dec) Invoices archived.
- 75 (Nov)/44 (Dec) Withdrawn books donated to Better World Books.
- 27 (Nov)/8 (Dec) West Chicago Suburban Life scanned and converted to searchable PDF.
- 20 (Nov)/16 (Dec) Pre-cat records created.
- 18 (Nov)/13 (Dec) Title transfers.
- 8 (Nov)/5 (Dec) E/J Kit records updated.
- 3 (Nov)/0 (Dec) Digital movies added to the collection.
- 0 (Nov)/9 (Dec) Items scanned for WCPLD Digital Archives.

### **Miscellaneous:**

- 2023 WCCHS Challenge Yearbook scanned and converted to searchable PDF.

## YOUTH SERVICES

### November

- Youth Services hosted a total of **21 programs** that highlighted topics such as storytime, movement/music, crafting, sensory, maker, and holidays. Most of our programs cover early learning skills in some manner. We had a **total program attendance of 316.**
- There was **one in-person bilingual program** with a **total of 16 attendees.**
- We presented **8 storytimes** with a total of **70 attendees.**
- We had **16 active, in-person programs** with a **total of 156 attendees.**
- We had **one passive, in-person program** with a **total of 10 attendees.**
- We created **4 to-go kits** that were all quickly collected by our patrons! There was a **total of 130 items.**
- The programs we have presented include 5 for families, 10 for children birth to 5 years old, and 6 for school aged children.

### *Outreach*

- We have seen a **total of 79 children** between the ages of 0 through 11 years old. In total, we have completed 8 visits.
- This includes 3 bilingual in library visits with District 33 Birth to Three Program's Project Hope group. We visited the Park District's Preschool group. We also visited Indian Knoll Elementary for storytime.

**Cricut Crafts: Atomic Drinkware, Saturday, November 4:** On Saturday November 4th Rosario Zavala and Nicki Hernandez conducted a Maker Space style program using the library's Cricut machine, the library's new sublimation printer, and the cup press. The project was Atomic Drinkware, attendees were able to make a sublimation soda can style cup and or use permanent vinyl on a clear glass. They had 10 people in attendance, and everyone seemed to be having fun. Everyone was very impressed with the sublimation printer and how easy the sublimation drinkware was to make. One attendee completed an evaluation form and said Rosario and Nicki made a "FANTASTIC team" and enjoyed the class and would like to see more classes like this.



### December

#### *Programs*

- Youth Services hosted a total of **20 programs** that highlighted topics such as storytime, movement/music, crafting, sensory, STEAM, and holidays. Most of our programs cover early learning skills in some manner. We had a **total program attendance of 365.**
- There were 2 bilingual programs. Two programs were in-person and the second was a to-go kit. They had a **total of 15 attendees.**
- We presented 7 storytimes with a total of 78 attendees.
- We had **9 active, in-person programs** with a **total of 95 attendees.**
- We had **2 passive, in-person programs** with a **total of 15 attendees.**
- We created **4 to-go kits and 5 take-and-make it kits** that were all quickly collected by our patrons! There was a **total of 255 items.**

- The programs we have presented include 10 for families, 5 for children birth to 5 years old, and 5 for school aged children.

#### *Outreach*

- We have seen a **total of 192 children between the** ages of 0 through 11 years old. In total, we have completed 14 visits.
- This includes 2 bilingual in library visits with District 33 Birth to Three Program's Project Hope group. We visited the Park District's Preschool group. We also visited Indian Knoll Elementary School and Turner Elementary School for storytime.

**Outreach Visits to Currier Elementary School:** During the week of December 18, Luke S. visited Currier school to meet with the school librarian and present to kindergarten and 1st grade classes. He saw four different classes on Monday, Tuesday and Thursday with Nicki H. attending the class on Friday. He introduced himself to each class that came to the library, inquired about their familiarity with the library, and invited them to explore various programs and services we offer. To showcase the winter reading program, he went over the contents of the program bag which also included material on getting a library card. Afterward, he read a picture book with each group. When class ended, he handed out a program bag to each student, encouraging them to show a caregiver at home in order to register. Currier's school librarian expressed interest in someone from the library visiting for the Summer Reading Program.

#### LARGE EVENTS

**Holiday Open House: Enchanted Winter's Evening, Friday, December 1:** We hosted our annual Holiday Open House and we themed it Enchanted Winter's Evening. We offered a variety of activities for families, including a special visit from the Snow Queen, her sister Elsa, and the West Chicago High School Chamber Choir. Examples of activities included a scavenger hunt, crafts, and treats. Youth Services provided games for children in the department such as plinko, bowling, and ring toss and a movie showing. Adult Services had crafts and our special guests were stationed in front of the tree. The Snow Queen and her sister ended the night with a sing along in the department. We had a total of 155 attendees for the event.



# IT Report – November/December

## Wireless Overview

November had **787 unique clients** with 871.6Gb of data used. December had **574 unique clients** with 581.4Gb of data used.

### WiFi Usage Nov 2022 - Dec 2023

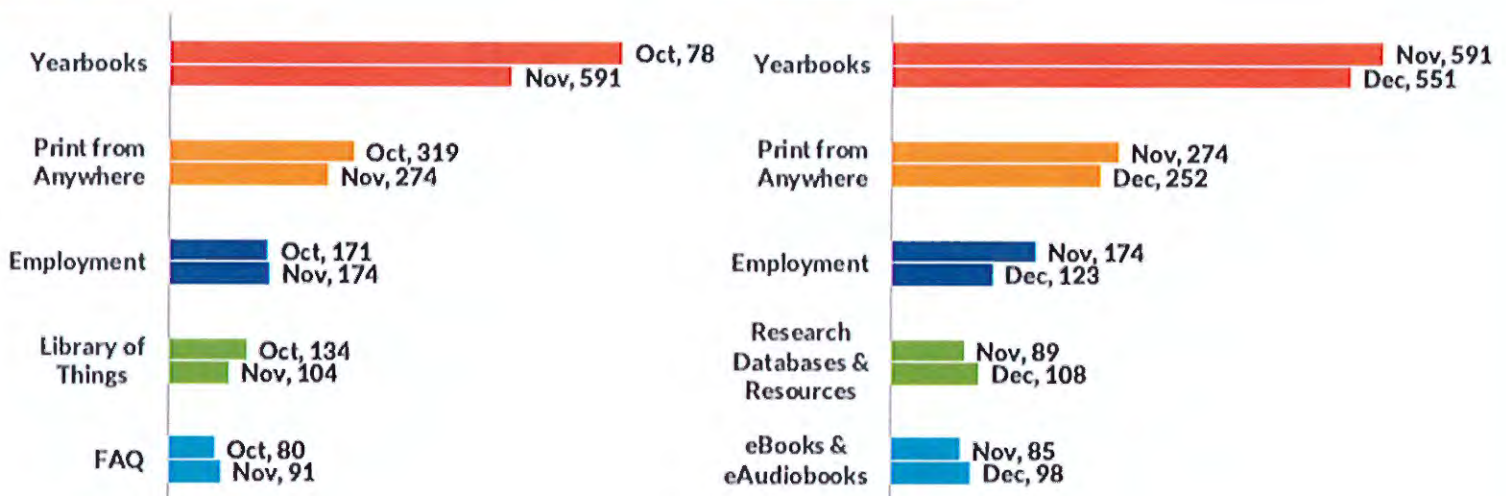


## Website

In November we had **6658 website visits** and in December we had **13499 website visits**

### Top 5 Pages in Nov

### Top 5 Pages in Dec



## Computer Usage

We had **341 users in November** and **398 users in December**. The chart below shows the total usage and average time logged in to a machine.



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## ORDINANCE NO. 24-01

### ORDINANCE PROVIDING FOR REAL ESTATE TAX ABATEMENT - GRECO/DEROSA (CHEESE MERCHANTS) PROPERTY AT 2595 ENTERPRISE CIRCLE

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

**WHEREAS**, the West Chicago Public Library District authorized the execution of "An Intergovernmental Agreement Between the City of West Chicago, DuPage Airport Authority, West Chicago Public Library District, West Chicago Fire Protection District, West Chicago Elementary School District 33, Community High School District 94 and Crest Hill Investment LLC in Regard to a Property Tax Abatement Relative to the Development of the Greco/DeRosa Property" on January 28, 2021 ("IGA") in order to encourage a commercial firm to redevelop the Subject Property; and

**WHEREAS**, the IGA was subsequently amended in "A First Amendment to the Intergovernmental Agreement Between the City of West Chicago, DuPage Airport Authority, West Chicago Public Library District, West Chicago Fire Protection District, West Chicago Elementary School District 33, Community High School District 94 and Crest Hill Investment LLC in Regard to a Property Tax Abatement Relative to the Development of the Greco/DeRosa Property," dated June 30, 2021 ("Amended IGA"), the West Chicago Public Library District previously determined it to be in its best interests to abate a portion of its taxes on the real estate legally described in **Exhibit 1**, attached hereto and made a part hereof ("Subject Property"); and

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

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

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

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

**Section 2.** The County Clerk of DuPage County, Illinois is hereby ordered to abate the real estate taxes to be extended on the Subject Property, on behalf of the West Chicago Public Library District according to the rate set forth in Section 3 below, but excluding any levy or levies for debt

service ("Abatement Rate"), commencing at the start of the next calendar year after the year in which this Ordinance is passed and continuing for a maximum of ten (10) years. However, in no event shall the aggregate abatement of real estate taxes levied against the Subject Property by the West Chicago Public Library District together with real estate taxes levied against the Subject Property and abated in previous and future years by all other taxing districts, exceed the total of Four Million and No/100 Dollars (\$4,000,000.00).

**Section 3.** The Abatement Rate shall be Fifty Percent (50%) of the real estate taxes to be extended on the Subject Property on behalf of the West Chicago Public Library District.

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

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

**ADOPTED** this 22<sup>nd</sup> day of January, 2024 by a majority vote of the Corporate Authorities of the West Chicago Public Library District on a roll call vote as follows:

[ Y = Yes; N = No; ABS = Absent; ABST = Abstain ]

**Bloom** \_\_\_\_\_ **Fokta** \_\_\_\_\_ **Grotto** \_\_\_\_\_ **Jakacki-Dattomo** \_\_\_\_\_

**Kelsey** \_\_\_\_\_ **Navadomskis** \_\_\_\_\_ **Weninger** \_\_\_\_\_

APPROVED by the President of the West Chicago Public Library District on the 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Patricia Weninger, President

ATTEST:

\_\_\_\_\_  
Diane Kelsey, Secretary

PUBLISHED: \_\_\_\_\_



EXHIBIT 1

Legal Description of Subject Property

P.I.N.: 04-18-100-019

Common address: 2595 Enterprise Circle, West Chicago, Illinois 60185

LOT 1 IN ENTERPRISE WEST CHICAGO, LLC ASSESSMENT PLAT, BEING A PART OF THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 29 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT RECORDED MARCH 4, 2021 AS DOCUMENT NUMBER R2021-035032 IN DUPAGE COUNTY, ILLINOIS.