



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, FEBRUARY 26, 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 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. Board Meeting – January 22, 2024 | ACTION |
| D. Recognition of the Public | |
| E. Public Comments -- Limited to 3 Minutes | |
| F. Agenda – Additions/Deletions | |
| G. Treasurer's Report | Corrine Jakacki-Dattomo, Treasurer |
| 1. Approval of the Bills for February 2024 | |
| 2. Financial Statements for January 2024 | |
| H. Communications | |
| 1. MEMO RE: REPORTS TO IDES
(Peregrine, Stime, Newman, Ritzman, & Bruckner, Ltd.) | ATTACHMENT |
| I. Reports | |
| 1. President | Patricia Weninger |
| 2. Library Director | ATTACHMENT |
| 3. Department Managers | ATTACHMENT |
| 4. Building & Grounds Committee | Richard Bloom |
| 5. Decennial Committee on Local Government Efficiency | Patricia Weninger |
| J. Unfinished Business | |
| None | |
| K. New Business | |
| 1. Decennial Committee on Local Government Efficiency
Act – Report | ACTION |

2. Short Takes for Trustees: What it Means to be a Trustee (e-learning) DISCUSSION

L. Closed Session

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

ACTION

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 22, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:03 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Jason Rock, IT Specialist; Nicholas Del Giudice, Public Relations Specialist; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager; Michael Novy, Technical Services.

The board received a thank-you card from a Library employee for whom the board had approved tuition reimbursement for her to attend a college LTA program.

C. APPROVAL OF THE MINUTES:

1. Special Board Meeting - November 27, 2023: Mr. Bloom moved to approve the Minutes of the November 27, 2023 Special Board Meeting as read; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

2. Board Meeting - November 27, 2023: Mr. Bloom moved to approve the Minutes of the board meeting of November 27, 2023 as read; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Edwin Rivera, Lauterbach and Amen.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. PRESENTATION:

1. Annual Financial Report Year Ended June 30, 2023: Mr. Rivera provided the board an overview of the audit documents for fiscal year ending June 30, 2023. A Management Letter is provided to the Library District to convey the auditors' recommendations and comments, and to disclose any management difficulties or misrepresentations. Mr. Rivera reported that the auditors are happy to report there were no difficulties or misrepresentations encountered throughout the audit.

DRAFT MINUTES ONLY

The auditors provided an unmodified opinion in their report to the West Chicago Library District, the cleanest and highest condition. Mr. Rivera reviewed with the board the Management Discussion and Analysis. Some of the points covered in the review include: The district's net position has increased by \$217,560 for the year; a net positive increase for general fund of \$240,764; and a positive increase for nonmajor funds of \$4,935, which is an IMRF special reserve fund. The financial statements reflect a positive ending fund balance for both columns, the general fund being \$1,382,954, and nonmajor funds of \$132,253.

Page 21 through Page 38 are the Notes to the Financial Statements. The auditors recommend a review of the IMRF fund balance policy and adjust the verbiage specifically to what the IMRF fund is for and what the needs are for that fund specifically. The policy review can be performed by both the Finance and Policy Committees.

H. TREASURER'S REPORT:

1. Approval of the bills for December 2023: Mr. Grotto moved to approve the December 2023 bills for a total of \$201,542.20; seconded by Mr. Bloom.

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

2. Approval of the bills for January 2024: Mr. Grotto moved to approve the January 2024 bills for a total of \$229,624.53; seconded by Mr. Bloom.

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

3. Financial statements for November 2023: Mr. Weseloh covered the November 2023 financial statements in his director's report.

4. Financial Statements for December 2023: Mr. Weseloh covered the December 2023 financial statements in his Director's report.

I. COMMUNICATIONS:

1. Notice of Commencement Date - Warehouse Facility at 2595 Enterprise Circle: Greco/DeRosa Development: The warehouse facility has been completed, and they are looking for commencement of the actual tax abatement. The board will vote on this under New Business. This is notifying us that this is the ordinance that needs to be passed now.

2. Public Library District Board Notification Re Board Vacancies: The Library received an annual notification from the Illinois State Library regarding library board openings or vacancies. The Library would have 90 days to appoint a replacement to fill a board vacancy, after which time the State Library will appoint someone within 60 days if the position remains vacant.

DRAFT MINUTES ONLY

I. REPORTS:

1. President's Report:

(a) Appointment of a Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Recordings: President Weninger appointed Mr. Fokta and Ms. Kelsey to serve as the ad hoc committee to review the Minutes and recordings in a timely manner.

2. Library Director: Mr. Weseloh reported that the Library is 50% of the way through its fiscal year elapsed. One hundred percent of the property taxes have been received, only approximately \$250 below budget; and total revenues are at 97% of budget. The Per Capita Grant and the Personal Property Replacement Taxes are expected to come in at approximately \$100,000 and \$102,000, respectively. Interest is continuing to do very well.

Facilities and Operations, and Utilities each exceed the 50% mark of budget, utilities in part due to the water leaks that had occurred. Another facility-related issue has been a VAV box replacement.

The library was closed on January 12, 2024 due to subzero temperatures, and opened up late on January 13. Some areas in the building have been colder, particularly the front desk at Circulation because of the proximity to the front doors.

Mr. Weseloh spoke with both Delta and Midwest technicians and upper management regarding improved communication and breakout of proposals for work to be done. A fan motor in the lobby needs to be replaced.

Mr. Weseloh hopes to bring the topics of the VAV boxes, building automation system, and building infrastructure to the Building & Grounds Committee meeting in February. The building has 43 VAV boxes.

Some projects may be best addressed by working through the Signal Cooperative Alliance, which streamlines the project process and eliminates the necessity of sending a project out for bid.

Kellenberger Electric will be providing a new quote for between three and five outside lights. The contractor initially quoted a price of \$37,000 for three lights, but the Library had previously replaced two light poles at a cost of approximately \$3500 apiece.

The Library replaced the patron server in late December. The staff server migration is moving forward from the on-site shared server to the cloud.

The Library had to find a new calendar program and reservation system because the old system is no longer being technically supported. The new vendor is Library Market.

DRAFT MINUTES ONLY

3. Department Managers:

Administrative Services: The Library had approximately 37,000 email-opens over about 18 emails, and over 9,000 impressions on social media from the campaigns since the November board meeting. Some flyers went out in the community to promote specific programs, and the Library worked with School Districts 33 and 94 to make that happen.

A new Program Guide is expected to be distributed on approximately February 9, 2024. The new website project is progressing with a few home page design proofs. The tentative launch date is during National Library Week in April.

Adult Services: Thirty one programs were held for adults in November and December, virtually or in person, with a total of 196 attendees. Some programs include a classical guitarist, making Christmas Bread, and a Saturday Craft Reunion with a wine cork tree.

Librarians held four outreach visits in November and December to senior and assisted living facilities and saw a total of 66 residents during those visits.

Young Adults: The librarian has been working with the schools to plan and hold programming. An Open Mic Night was held and connected with a creative writing club at the high school. The first High School Study Lounge was held, which invited the kids to the library during finals week, to sit and relax or do their homework in the Program Room and have snacks. Twelve kids attended over the two days.

Circulation: Over November and December the Library had 138 new patrons registered. A total of 8,958 patrons visited in the library over the months of November and December. 26,777 items were checked out; and a total of 7,356 electronic materials were checked out.

Calendar year 2023 numbers were: 1,089 new patrons; 59,951 patrons visited; 123,304 physical items checked out; and 42,573 electronic materials checked out. The most circulated items were the Mobile Hotspot, One Piece Manga, and Nintendo Switch.

Beginning in 2024 the Library will have two groups of volunteers from the Transition Group at the High School. A total of seven students have participated in the program, and three students have graduated.

Technical Services: In December 2023, 537 items were ordered; 216 items were withdrawn; and 46 items were repaired in-house. The 2023 West Chicago Community High School yearbook was scanned and converted into searchable pdf.

DRAFT MINUTES ONLY

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Youth Services: In November the department hosted a total of 21 programs with a total of attendance of 316. For outreach in November the department saw 79 children between the age of 0 to 11. Youth very much enjoyed working with the sublimation printer and making drinkware.

In December the department hosted 20 programs with attendance of 365. The department did outreach to 182 children between the ages of 0 and 11, including a visit to Currier Elementary School to promote the Winter Reading Program. A Holiday Open House, Enchanted Winter's Evening, was hosted on Friday, December 1, 2023, and was a big success with 155 attendees.

IT: The Wi-Fi usage has gone down from 787 clients in November to 574 clients in December. People were not using the Wi-Fi over the holidays. The top page accessed for both November and December was the yearbooks. The high school newspapers have been uploaded to the server, and the archive houses almost every issue of the high school newspapers from 1923 to 2003 or 2013.

Computer usage was on par historically with 341 users in November, and 398 users in December.

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:
Mr. Bloom moved to adopt Ordinance 24-01 Providing for Real Estate Tax Abatement for Greco/DeRosa; seconded by Mr. Grotto.
Roll Call Vote - Yes: Bloom, Grotto, Kelsey, Weninger. Motion carried.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: President Weninger stated there was no need for a closed session and adjourned the meeting at 7:55 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: February 26, 2024

FINANCIAL STATEMENT DATE: January 31, 2024

Payroll dated:

1/5/2024	Net Payroll	\$	37,475.79
	Federal Liability Payment	\$	10,679.94
	State Liability Payment	\$	2,291.14
	Paylocity Fee	\$	(842.38)
1/19/2024	Net Payroll	\$	38,086.54
	Federal Liability Payment	\$	10,794.12
	State Liability Payment	\$	2,292.61
	Paylocity Fee	\$	548.98
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL \$ 101,326.74

State Bank of IL

Operating - Manual Cks	Check No.	\$	15,746.18
Operating - System Cks	Check No.	\$	95,759.79
Operating - Credit Card	Check No.	\$	1,659.12
Librarian's Petty Cash	Check No.	\$	1,100.00

TOTAL \$ 114,265.09

Total Bills for Approval \$ 215,591.83

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Bills Total
As of February 17, 2024

Type	Date	Num	Memo	Split	Amount
4 Imprint					
Bill	01/18/2024	12111978	Stadium Cups	44240 · PROMO MATERIALS-YOUTH	430.18
Total 4 Imprint					430.18
ACC Business					
Bill	01/27/2024	240149786	12/11/23-1/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business					608.66
Accurate Office Supplies					
Bill	01/30/2024	608973	Breakroom Supplies	41334 · OFFICE SUPPLIES GENERAL	32.61
Bill	01/30/2024	608972	Labels/Calculator Tape	42500 · PROCESSING-TECHNICAL SERVICES	40.01
Bill	02/14/2024	609912	Vacuum Bags	45115 · JANITORIAL SUPPLIES	18.57
Total Accurate Office Supplies					91.19
Albertsons-Safeway					
Bill	02/07/2024		Misc.	44140 · PROGRAMS-YOUTH	16.60
Total Albertsons-Safeway					16.60
Amazon Capital Services					
Bill	01/14/2024	1XMG-3C3H-6JY1	Lens Cleaning Wipes	42500 · PROCESSING-TECHNICAL SERVICES	4.95
Bill	01/15/2024	1CCX-HF1F-CDJ6	Tree Storage Bag	44145 · EVENTS AND OUTREACH	27.98
Bill	01/15/2024	17RG-3Q6K-DHGN	Binder Dividers	41334 · OFFICE SUPPLIES GENERAL	9.68
Bill	01/16/2024	1X3W-Q39M-GPQR	Misc.	44140 · PROGRAMS-YOUTH	41.88
Bill	01/19/2024	1M3N-9H9R-4JNT	Misc.	42320 · AV MATERIALS-ADULT	118.27
Bill	01/21/2024	1K9P-D4QW-K3CV	Misc.	44140 · PROGRAMS-YOUTH	94.85
Bill	01/21/2024	1NRT-DRPW-H1C6	Digital Voice Recorder	41400 · IT EQUIPMENT UPGRADES-STAFF	38.99
Bill	01/24/2024	1MCX-WDPD-7HYL	Paper/Oil Pastels	44140 · PROGRAMS-YOUTH	29.40
Bill	01/24/2024	1G7R-DXNM-7FWQ	Book	42120 · BOOKS-ADULT	20.00
Bill	01/26/2024	11D4-6RN9-VV39	Pendant/Necklace Cord	44140 · PROGRAMS-YOUTH	21.88
Bill	01/26/2024	1YMK-4XN9-R9FF	Beads/Charms/String	44120 · PROGRAMS-ADULT	34.97
Bill	01/28/2024	16GG-YXCR-9WKD	Books	44140 · PROGRAMS-YOUTH	34.66
Bill	01/28/2024	1FWL-MJ4V-6WGT	Games	-SPLIT-	238.40
Bill	01/28/2024	1XWX-DVCT-6QWX	Misc.	44120 · PROGRAMS-ADULT	114.63
Bill	01/28/2024	1J7M-GRQK-C6KK	Heart Stickers and Dollies	44130 · PROGRAMS-YOUNG ADULT	25.08
Bill	01/28/2024	1MR3-YYHR-CJWM	Misc.	44140 · PROGRAMS-YOUTH	50.82
Bill	01/29/2024	1D6W-GG6D-1L3D	Game	42330 · AV MATERIALS-YOUNG ADULT	49.94
Bill	02/01/2024	1C7Q-QNYR-C3RV	Rhinestones	44120 · PROGRAMS-ADULT	31.38
Bill	02/05/2024	116R-N6RT-D6C3	USB Cable	42500 · PROCESSING-TECHNICAL SERVICES	7.58
Bill	02/05/2024	1V6L-76VD-6PNQ	Books	44140 · PROGRAMS-YOUTH	35.94
Bill	02/07/2024	1W93-RFF4-Q1FX	TV	44130 · PROGRAMS-YOUNG ADULT	326.99
Bill	02/08/2024	1W7N-TJD4-37GH	EnvyPak	42500 · PROCESSING-TECHNICAL SERVICES	38.99
Bill	02/09/2024	1VYG-9FMT-7DQ1	Carrying Bag	42500 · PROCESSING-TECHNICAL SERVICES	67.21
Total Amazon Capital Services					1,464.47

West Chicago Public Library District
Bills Total
As of February 17, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
American Library Association						
	Bill	01/17/2024	2242660	N. Lapas	41330 · ASSOCIATION DUES	<u>285.00</u>
Total American Library Association						285.00
Anderson Elevator Co.						
	Bill	01/31/2024	82903-D4J6	Category 1 Test for Elevator	45160 · CONTRACT INSPECTION & MAINTENAN	855.00
	Bill	02/01/2024	83576-K5Y4	February 2024	45160 · CONTRACT INSPECTION & MAINTENAN	<u>180.00</u>
Total Anderson Elevator Co.						1,035.00
Andy Frain						
	Bill	01/31/2024	352751	January 2024	45112 · SECURITY SERVICE	<u>1,799.10</u>
Total Andy Frain						1,799.10
Annette Bochenek						
	Bill	01/30/2024		Betty White Program	44120 · PROGRAMS-ADULT	<u>350.00</u>
Total Annette Bochenek						350.00
Bigleaf Networks, Inc.						
	Bill	02/01/2024	82168	February 2024	42405 · INTERNET SERVICES	<u>499.00</u>
Total Bigleaf Networks, Inc.						499.00
Buck Services						
	Bill	01/16/2024	60848	January 2024	45110 · JANITORIAL SERVICE	1,009.50
	Bill	02/08/2024	61051	February 2024	45110 · JANITORIAL SERVICE	<u>1,374.50</u>
Total Buck Services						2,384.00
Cengage Learning						
	Bill	01/09/2024	83185885	Books	42120 · BOOKS-ADULT	31.99
	Bill	01/16/2024	83325202	Books	42120 · BOOKS-ADULT	30.39
	Bill	02/08/2024	83843009	Books	42120 · BOOKS-ADULT	<u>190.34</u>
Total Cengage Learning						252.72
Central Programs						
	Bill	02/05/2024	141312	Gumdrop Books	42130 · BOOKS-YOUNG ADULT	1,923.99
	Bill	02/07/2024	141372	Gumdrop Books	42140 · BOOKS-YOUTH	<u>380.64</u>
Total Central Programs						2,304.63
Children's Plus Inc.						
	Bill	02/15/2024	241572	Books	42140 · BOOKS-YOUTH	<u>34.66</u>
Total Children's Plus Inc.						34.66
Cintas Corporation						
	Bill	02/01/2024	5195743828	1st Aid Supplies	41334 · OFFICE SUPPLIES GENERAL	84.71
	Bill	02/01/2024	9258138984	Water Cooler Agreement	45155 · GENERAL BLDG SERVICES	<u>50.50</u>
Total Cintas Corporation						135.21
City of West Chicago						
	Bill	02/01/2024		11/05/23-1/4/24	45340 · UTILITIES-WATER	<u>607.11</u>
Total City of West Chicago						607.11

West Chicago Public Library District
Bills Total
As of February 17, 2024

Type	Date	Num	Memo	Split	Amount
Comcast					
Bill	02/16/2024		March 2024	42405 · INTERNET SERVICES	<u>335.00</u>
Total Comcast					335.00
Comcast Business					
Bill	02/01/2024	194072032	February 2024	42405 · INTERNET SERVICES	<u>560.00</u>
Total Comcast Business					560.00
ComEd					
Bill	01/17/2024		12/12/23-1/16/24	45320 · UTILITIES-ELECTRIC	<u>2,549.05</u>
Total ComEd					2,549.05
Dancing Cranes Yoga					
Bill	02/04/2024		Virtual Chair Yoga 3/13, 4/10, 5/8	44120 · PROGRAMS-ADULT	<u>195.00</u>
Total Dancing Cranes Yoga					195.00
De Lage Landen Financial					
Bill	02/10/2024	81986255	February 2024	41336 · OFFICE EQUIPMENT	<u>1,571.23</u>
Total De Lage Landen Financial					1,571.23
Delta Building Technologies					
Bill	02/01/2024	002291	2/1/24-4/30/24	45160 · CONTRACT INSPECTION & MAINTENAN	<u>1,560.00</u>
Total Delta Building Technologies					1,560.00
Demco					
Bill	02/09/2024	7435926	Book Jacket Cover	42500 · PROCESSING-TECHNICAL SERVICES	81.99
Bill	02/15/2024	7439446	Bookmarks	44240 · PROMO MATERIALS-YOUTH	<u>264.11</u>
Total Demco					346.10
Econoprint Inc.					
Bill	01/29/2024	950528	February 2024	44215 · WEBSITE	<u>1,200.00</u>
Total Econoprint Inc.					1,200.00
Flood Brothers					
Bill	02/06/2024	7313194	February 2024	45350 · UTILITIES-TRASH	<u>59.99</u>
Total Flood Brothers					59.99
Francotyp-Postalia, Inc.					
Bill	01/12/2024	106066883	1/12/24-4/11/24	41336 · OFFICE EQUIPMENT	111.00
Bill	02/05/2024	106097783	Supplies for Postage Meter	41334 · OFFICE SUPPLIES GENERAL	<u>177.82</u>
Total Francotyp-Postalia, Inc.					288.82
Gabriel Cardenas					
Bill	12/21/2023		Mileage Reimbursement	41320 · TRAVEL	<u>10.55</u>
Total Gabriel Cardenas					10.55
Gehrke Technology Group					
Bill	02/12/2024	2400557	February 2024	45150 · HVAC R & M	<u>125.00</u>
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					

West Chicago Public Library District
Bills Total
As of February 17, 2024

Type	Date	Num	Memo	Split	Amount
Bill	02/01/2024	59746	February 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Grant and Power Landscaping					
Bill	02/01/2024	7664	February 2024	45120 · SNOW REMOVAL	3,840.00
Total Grant and Power Landscaping					3,840.00
Ingram Library Services					
Credit	01/08/2024	79807110	Books	42120 · BOOKS-ADULT	-18.08
Credit	01/04/2024	79754015	Books	-SPLIT-	-45.99
Bill	01/03/2024	79701051	Books	-SPLIT-	326.48
Bill	01/08/2024	79796334	Books	-SPLIT-	475.29
Bill	01/09/2024	79815121	Books	-SPLIT-	375.01
Bill	01/10/2024	79853237	Books	-SPLIT-	19.38
Bill	01/11/2024	79879557	Books	-SPLIT-	385.02
Bill	01/12/2024	79901088	Books	-SPLIT-	79.23
Bill	01/12/2024	79908140	Books	-SPLIT-	473.38
Bill	01/16/2024	79932686	Books	-SPLIT-	480.61
Bill	01/19/2024	80002231	Books	-SPLIT-	77.98
Bill	01/21/2024	80016308	Books	-SPLIT-	117.21
Bill	01/22/2024	80026192	Books	-SPLIT-	550.33
Bill	01/23/2024	80064882	Books	-SPLIT-	79.59
Bill	01/23/2024	80056740	Books	-SPLIT-	1,163.63
Bill	01/24/2024	80085269	Books	-SPLIT-	19.94
Bill	01/24/2024	80085268	Books	-SPLIT-	780.22
Bill	01/25/2024	80114458	Books	-SPLIT-	54.70
Bill	01/25/2024	80114459	Books	-SPLIT-	387.14
Bill	01/26/2024	80135225	Books	-SPLIT-	68.57
Bill	01/26/2024	80135226	Books	-SPLIT-	758.74
Bill	01/26/2024	80142730	Books	-SPLIT-	352.27
Bill	01/29/2024	80169663	Books	-SPLIT-	85.49
Total Ingram Library Services					7,046.14
Just Elevator Inspection Service, Inc.					
Bill	01/25/2024	8474	Annual Elevator Inspection 2024	45160 · CONTRACT INSPECTION & MAINTENAN	125.00
Total Just Elevator Inspection Service, Inc.					125.00
LIMRICC					
Bill	02/06/2024		February 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	19,252.53
Total LIMRICC					19,252.53
Los Amigos Books					
Bill	01/04/2024	D131	Puzzles/Games	44140 · PROGRAMS-YOUTH	45.96
Bill	01/05/2024	D130 Fiction	Books	42140 · BOOKS-YOUTH	536.23

West Chicago Public Library District
Bills Total
As of February 17, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
	Bill	01/05/2024	D129 Nonfiction	Books	42140 · BOOKS-YOUTH	134.84
Total Los Amigos Books						717.03
Midwest Mechanical						
	Bill	02/03/2024	135655	February 2024	45150 · HVAC R & M	932.00
Total Midwest Mechanical						932.00
Midwest Tape						
	Bill	01/02/2024	504861569	AV Materials	42320 · AV MATERIALS-ADULT	14.99
	Bill	01/02/2024	504861681	AV Materials	42320 · AV MATERIALS-ADULT	34.99
	Bill	01/08/2024	504892843	AV Materials	42320 · AV MATERIALS-ADULT	163.41
	Bill	01/08/2024	504892844	AV Materials	42320 · AV MATERIALS-ADULT	142.97
	Bill	01/16/2024	504925470	AV Materials	42320 · AV MATERIALS-ADULT	152.16
	Bill	01/16/2024	504925471	AV Materials	42320 · AV MATERIALS-ADULT	206.95
	Bill	01/19/2024	504937922	AV Materials	42320 · AV MATERIALS-ADULT	27.98
	Bill	01/19/2024	504937924	AV Materials	42320 · AV MATERIALS-ADULT	34.99
	Bill	01/19/2024	504937925	AV Materials	42320 · AV MATERIALS-ADULT	48.73
Total Midwest Tape						827.17
MNI						
	Bill	01/24/2024	861194-24	Manufacturers and Services Directories	42120 · BOOKS-ADULT	332.90
Total MNI						332.90
NCPERS						
	Bill	02/10/2024		February 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	02/05/2024		1/4/24-2/2/24	45310 · UTILITIES-GAS	1,166.38
Total Nicor						1,166.38
Ollis Book Corporation						
	Bill	02/05/2024	248865	Books	42140 · BOOKS-YOUTH	28.97
	Bill	02/05/2024	248866	Books	42140 · BOOKS-YOUTH	18.99
	Bill	02/05/2024	248867	Books	42140 · BOOKS-YOUTH	395.61
Total Ollis Book Corporation						443.57
Orkin Pest Control						
	Bill	01/16/2024	256327591	January 2024	45155 · GENERAL BLDG SERVICES	89.99
Total Orkin Pest Control						89.99
OverDrive						
	Bill	01/17/2024	24015648	Ebooks	42320 · AV MATERIALS-ADULT	71.04
	Bill	01/26/2024	24024006	Ebooks	42320 · AV MATERIALS-ADULT	1,361.63
	Bill	02/12/2024	24044983	Ebooks	42320 · AV MATERIALS-ADULT	120.00
Total OverDrive						1,552.67
Pace Systems, Inc.						

West Chicago Public Library District
Bills Total
As of February 17, 2024

Type	Date	Num	Memo	Split	Amount
Bili	10/31/2023	214386	Install of 5 Cameras	45165 · INTERIOR R & M-OTHER	11,250.00
Total Pace Systems, Inc.					11,250.00
Paddock Publications					
Bili	02/12/2024	279555	Audit Report	45610 · LEGAL NOTICES AND ADS	36.80
Total Paddock Publications					36.80
Peerless Network					
Bili	02/01/2024	43494	January 2024	45330 · UTILITIES-TELEPHONE	454.49
Bili	02/15/2024	44295	1/15/24-2/14/24	45330 · UTILITIES-TELEPHONE	97.65
Total Peerless Network					552.14
Penworthy					
Bili	02/08/2024	0597055	Books	42140 · BOOKS-YOUTH	384.91
Total Penworthy					384.91
People Made Visible, Inc.					
Bili	02/01/2024	012024	Virtual Cooking Class for January	44120 · PROGRAMS-ADULT	110.00
Bili	02/01/2024	022024	Virtual Cooking Class for February	44120 · PROGRAMS-ADULT	110.00
Total People Made Visible, Inc.					220.00
Rails					
Bili	01/11/2024	11979	SWANK License	-SPLIT-	448.00
Total Rails					448.00
Sikich LLP					
Bili	01/16/2024	MS500676	February 2024	41420 · TECHNOLOGY MANAGEMENT	5,613.95
Bili	01/16/2024	I500812	February 2024	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
Bili	01/16/2024	N500184	3/13/24-3/12/27	41425 · WARRANTIES/EXTENDED CARE	1,566.00
Bili	01/22/2024	N501192	Open License Agreement 4/1/24-3/31/25	42420 · SOFTWARE PUBLIC	928.00
Bili	01/29/2024	I501259	Remote support for Workstation Refresh/Web Desigi	-SPLIT-	4,347.50
Bili	02/08/2024	I502301	Remote Support	-SPLIT-	2,233.00
Bili	02/16/2024	I502767	Workstation Refresh-Remote Support	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	253.75
Total Sikich LLP					15,206.20
Swan					
Bili	01/19/2024	10944	Reciprocal Borrowing & Inter-Library Loans	42170 · RBP/ILL BOOK REPLACEMENT	13.38
Total Swan					13.38
Unique Management Services					
Bili	02/01/2024	6121871	Curbside Comm. February 2024	41410 · SOFTWARE STAFF	40.00
Bili	02/01/2024	6121957	January Placements	41346 · MATERIALS & RESOURCE RECOVERY	147.75
Total Unique Management Services					187.75
US Postal Service (CMRS-FP)					
Bili	02/07/2024		Postage for Postage Meter	41338 · POSTAGE	1,500.00
Total US Postal Service (CMRS-FP)					1,500.00
USA Today					

West Chicago Public Library District
Bills Total
As of February 17, 2024

Type	Date	Num	Memo	Split	Amount
Bill	02/13/2024		3/1/24-2/28/25	42210 · PERIODICALS	<u>396.03</u>
Total USA Today					396.03
Valley Fire Protection Services					
Bill	02/15/2024	23005069	Backflow Inspection	45160 · CONTRACT INSPECTION & MAINTENAN	650.00
Bill	02/16/2024	23005087	Repair of Backflow	45140 · EXTERIOR R & M-OTHER	<u>895.00</u>
Total Valley Fire Protection Services					1,545.00
Verizon					
Bill	01/30/2024	9955487840	February 2024	45330 · UTILITIES-TELEPHONE	<u>329.36</u>
Total Verizon					329.36
VISOgraphic					
Bill	02/08/2024	240190	Spring Program Guide 2024	44245 · PROGRAM GUIDE	<u>3,071.41</u>
Total VISOgraphic					3,071.41
WEPA Libros, LLC					
Bill	01/15/2024	1210	Books	42140 · BOOKS-YOUTH	450.15
Bill	01/15/2024	1209	Books	42140 · BOOKS-YOUTH	159.68
Bill	01/15/2024	1208	Books	42140 · BOOKS-YOUTH	<u>969.33</u>
Total WEPA Libros, LLC					1,579.16
Xtreme Environmental Solutions					
Bill	02/10/2024	111WCL	February 2024	45350 · UTILITIES-TRASH	<u>25.00</u>
Total Xtreme Environmental Solutions					25.00
TOTAL					<u><u>95,759.79</u></u>

West Chicago Public Library District Bills Total (Credit Card)

As of February 17, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Adobe Inc.					
	Credit Card Charge	01/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					110.45
American Library Association					
	Credit Card Charge	01/22/2024		R. Zavala	43.00
Total American Library Association					43.00
Chicago Tribune					
	Credit Card Charge	01/10/2024		Daily Herald	96.00
	Credit Card Charge	01/15/2024		Chicago Tribune 1/16/24-3/11/24	272.00
Total Chicago Tribune					368.00
Constant Contact					
	Credit Card Charge	01/01/2024		January 2024	145.00
Total Constant Contact					145.00
Fairytale Entertainment					
	Credit Card Charge	01/05/2024		Character Apperance	80.00
	Credit Card Charge	01/05/2024		Character Apperance	170.00
Total Fairytale Entertainment					250.00
Menards					
	Credit Card Charge	01/13/2024		Shovels	29.12
Total Menards					29.12
Oriental Trading Company					
	Credit Card Charge	01/05/2024		Misc.	182.52
	Credit Card Charge	01/08/2024		Cardboard Cutout	32.99
Total Oriental Trading Company					215.51
Spotify					
	Credit Card Charge	01/23/2024		Premium Subscription	10.99
Total Spotify					10.99
Target					
	Credit Card Charge	01/05/2024		Gift Card	40.00
Total Target					40.00
Tractor Supply					

West Chicago Public Library District Bills Total (Credit Card)

As of February 17, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
	Credit Card Charge	01/13/2024		Plastic Feed Scoop	17.34
Total Tractor Supply					<u>17.34</u>
TrainHR Learning					
	Credit Card Charge	01/30/2024		Employee Training Module	195.00
Total TrainHR Learning					<u>195.00</u>
Universal Yums					
	Credit Card Charge	01/01/2024		Yum Yum Box	29.00
Total Universal Yums					<u>29.00</u>
Walmart					
	Credit Card Charge	01/05/2024		Latch Box	32.56
	Credit Card Credit	01/10/2024		Plastic Container	-15.88
Total Walmart					<u>16.68</u>
Zenwork					
	Credit Card Charge	01/30/2024		1099 Filing	29.13
Total Zenwork					<u>29.13</u>
Zoom Video Communications					
	Credit Card Charge	01/26/2024		1/25/24-1/24/25	159.90
Total Zoom Video Communications					<u>159.90</u>
TOTAL					<u><u>1,659.12</u></u>

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

As of January 31, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
AFLAC Ins.						
	Check	01/11/2024	BP011124	Jan Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Ampion Commenergy						
	Check	01/12/2024	BP011224A	Dec Bill	45320 · UTILITIES-ELECTRIC	-93.75
	Check	01/12/2024	BP011224B	Dec Bill	45320 · UTILITIES-ELECTRIC	-381.23
Total Ampion Commenergy						-474.98
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	01/30/2024	BP013024	Jan Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
	Check	01/10/2024	BP011024	Dec 2023 Payroll	21040 · IMRF	-15,186.00
Total IMRF						-15,186.00
Kamm Insurance Group						
Total Kamm Insurance Group						
Maguire Insurance						
Total Maguire Insurance						
Paylocity						
Total Paylocity						
Philadelphia Insurance Co						
Total Philadelphia Insurance Co						
Relation Insurance Services Great Lakes						
Total Relation Insurance Services Great Lakes						
TOTAL						<u>-15,746.18</u>

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

January 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
US Postal Service							
	Check	01/23/2024	5027	US Postal Service	Deposit to Bulk Mail Permit #79	44245 · PROGRAM GUIDE	1,100.00
Total US Postal Service							1,100.00
TOTAL							<u>1,100.00</u>

Financial Report

For the 7 Month(s) Ended January 31, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2024

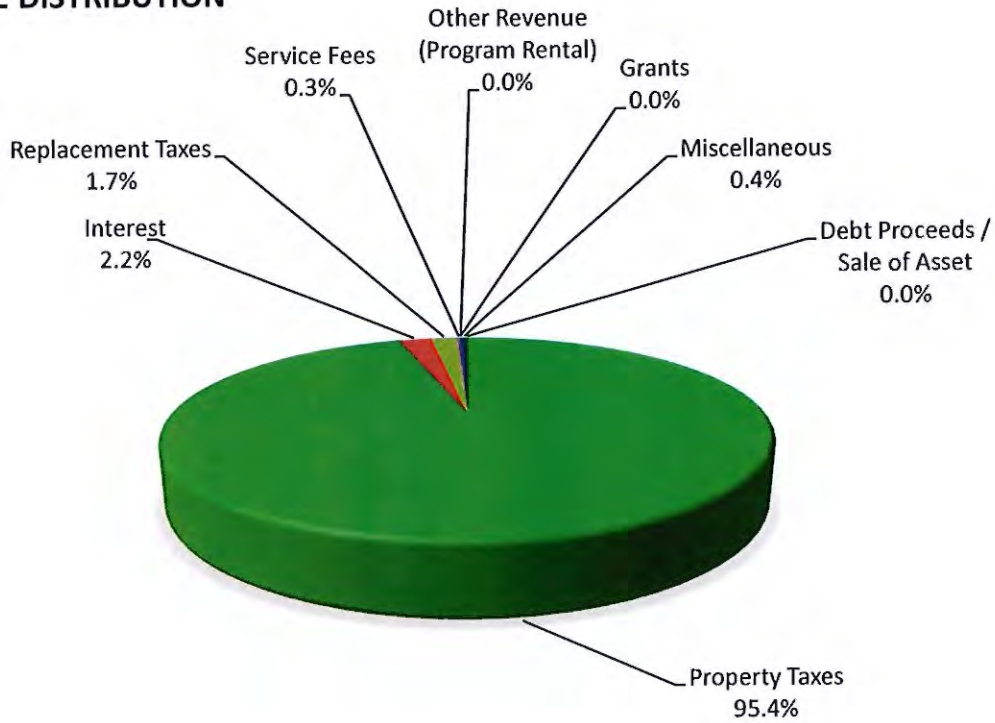
58% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,647,620	2,647,868	100%
Interest	61,832	45,800	135%
Replacement Taxes	47,953	60,000	80%
Service Fees	7,026	6,500	108%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	11,809	2,100	562%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,776,241	<u>2,804,936</u>	<u>99%</u>
	<u>Budgeted Revenues</u> 2,804,936		
	% Diff 99%		
OPERATING EXPENDITURES			
Personnel	869,255	1,687,936	51%
IMRF	65,758	140,836	47%
Administrative	35,943	79,014	45%
Admin Technology	80,284	163,550	49%
Library Materials - Books	98,824	148,915	66%
Library Materials - Periodicals	7,087	8,850	80%
Library Materials - Audio & Visual	20,662	42,500	49%
Library Material - Maintenance	1,104	10,410	11%
Technology Services	81,283	110,450	74%
Programs	18,341	39,674	46%
Marketing & Promotion	19,163	36,208	53%
Facilities & Operations	140,769	198,563	71%
Utilities	46,124	52,000	89%
Professional Services	37,475	79,930	47%
Board Expenses	2,808	6,100	46%
	<u>Actual Expenditures</u> 1,524,879	<u>2,804,936</u>	<u>54%</u>
	<u>Budgeted Expenditures</u> 2,804,936		
	% Diff 54%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,251,362</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	<u>1,527,511</u>		
ENDING FUND BALANCE	<u>2,778,872</u>		

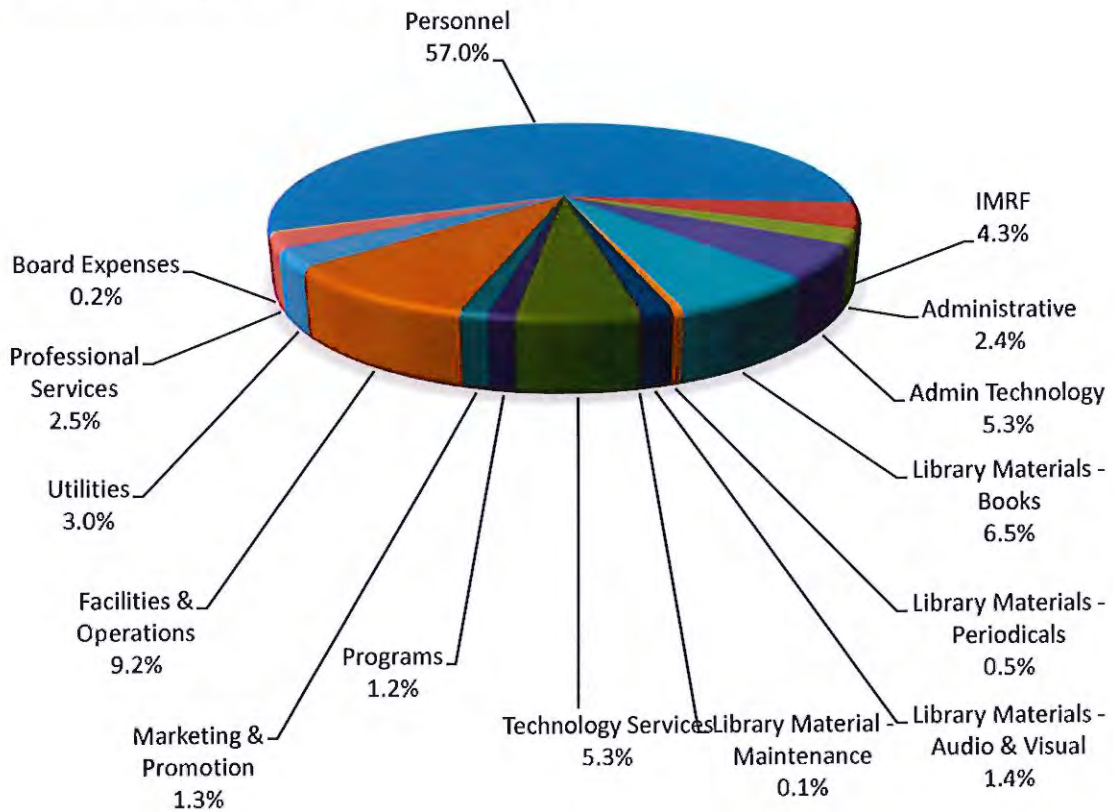
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2024

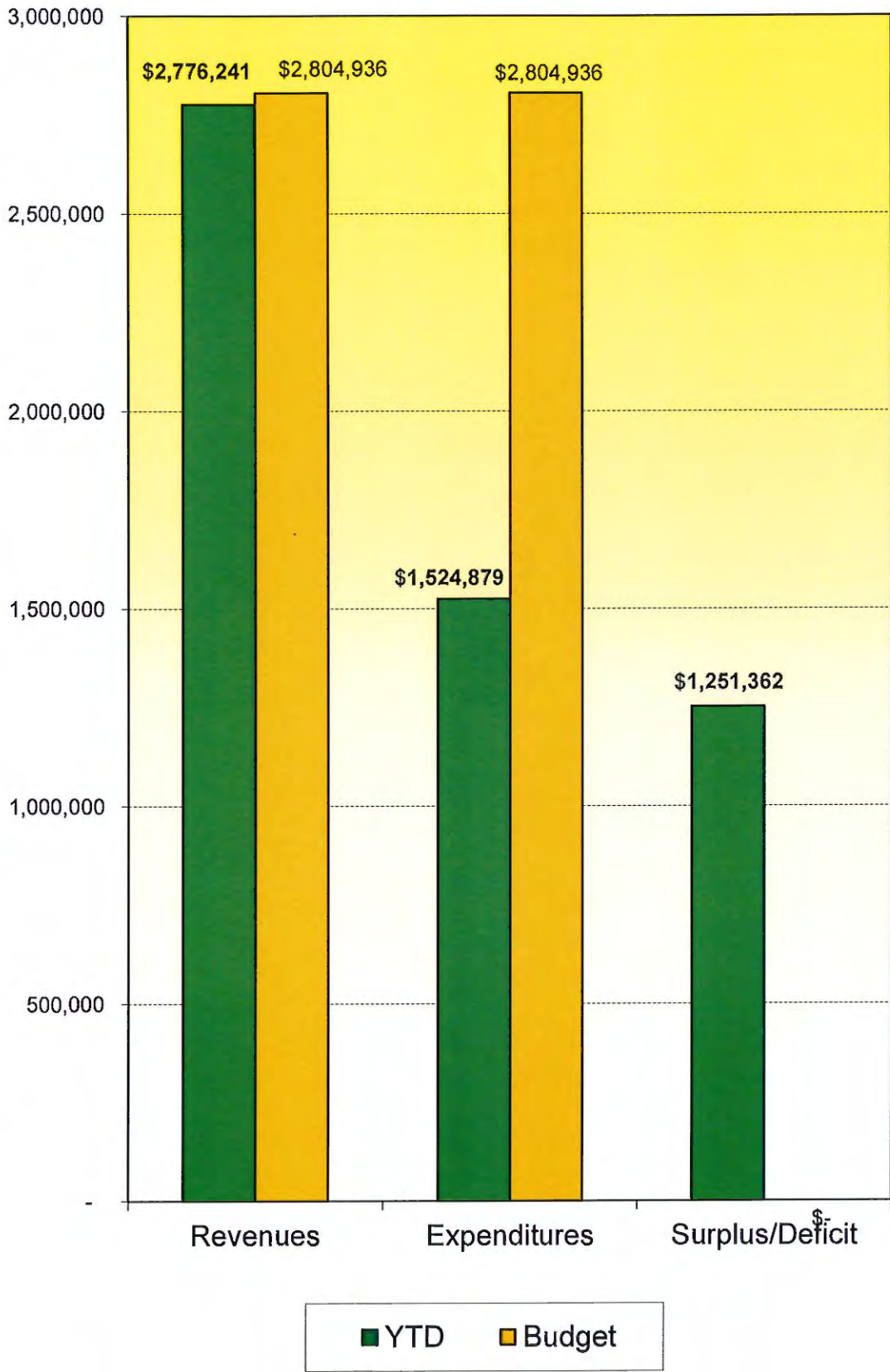
REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 7 Month(s) Ended January 31, 2024

58% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,510,094	137,527	-	2,647,620	2,647,868	100%
Interest	58,794	1,936	1,102	61,832	45,800	135%
Replacement Taxes	47,953	-	-	47,953	60,000	80%
Service Fees	7,026	-	-	7,026	6,500	108%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,809	-	-	11,809	2,100	562%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,635,676	139,463	1,102	2,776,241	2,804,936	99%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	99%	99%	n/a	99%		
OPERATING EXPENDITURES						
Personnel	869,255	-	-	869,255	1,687,936	51%
IMRF	-	65,758	-	65,758	140,836	47%
Administrative	35,943	-	-	35,943	79,014	45%
Admin Technology	80,284	-	-	80,284	163,550	49%
Library Materials - Books	98,824	-	-	98,824	148,915	66%
Library Materials - Periodicals	7,087	-	-	7,087	8,850	80%
Library Materials - Audio & Visual	20,662	-	-	20,662	42,500	49%
Library Material - Maintenance	1,104	-	-	1,104	10,410	11%
Technology Services	81,283	-	-	81,283	110,450	74%
Programs	18,341	-	-	18,341	39,674	46%
Marketing & Promotion	19,163	-	-	19,163	36,208	53%
Facilities & Operations	140,769	-	-	140,769	198,563	71%
Utilities	46,124	-	-	46,124	52,000	89%
Professional Services	37,475	-	-	37,475	79,930	47%
Board Expenses	2,808	-	-	2,808	6,100	46%
Actual Expenditures	1,459,121	65,758	-	1,524,879	2,804,936	54%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	55%	47%	n/a	54%		
CAPITAL EXPENDITURES & DEBT SERVICE						
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 7 Month(s) Ended January 31, 2024

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	1,176,555	73,705	1,102	1,251,362	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	2,571,811	82,274	124,788	2,778,872	1,527,511
Fund Balance as % of Total Expenditures	176%	125%	0%	182%	

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	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	47,953.34	5,000.00	47,953.34	0.00	0.00	47,953.34	60,000.00	-12,046.66	79.92%
33000 · INTEREST INCOME	8,328.23	3,750.00	58,794.39	1,936.20	0.00	60,730.59	45,000.00	15,730.59	134.96%
33040 · INTEREST-IL FUND BLDG CONST	159.22	66.67	0.00	0.00	1,101.57	1,101.57	800.00	301.57	137.7%
35100 · FINES	0.00	0.00	93.16	0.00	0.00	93.16	0.00	93.16	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	467.66	333.33	3,916.84	0.00	0.00	3,916.84	4,000.00	-83.16	97.92%
35510 · LOST AND PAID MATERIALS	212.37	83.33	853.57	0.00	0.00	853.57	1,000.00	-146.43	85.36%
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	131.33	16.67	131.33	0.00	0.00	131.33	200.00	-68.67	65.67%
38010 · PER CAPITA GRANT	0.00	3,555.67	0.00	0.00	0.00	0.00	42,668.00	-42,668.00	0.0%
38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	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%
	57,252.15	233,744.67	2,635,676.25	139,462.77	1,101.57	2,776,240.59	2,804,936.00	-28,695.41	98.98%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	105,148.50	111,708.33	705,218.47	0.00	0.00	705,218.47	1,340,500.00	-635,281.53	52.61%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	16,908.53	19,903.00	108,897.40	0.00	0.00	108,897.40	238,836.00	-129,938.60	45.6%
41120 · FICA EXPENSE	7,640.81	8,583.33	52,236.48	0.00	0.00	52,236.48	103,000.00	-50,763.52	50.72%
41130 · UNEMPLOYMENT COMPENSATION	91.82	250.00	597.32	0.00	0.00	597.32	3,000.00	-2,402.68	19.91%
41140 · WORKERS COMPENSATION	0.00	216.67	2,305.00	0.00	0.00	2,305.00	2,600.00	-295.00	88.65%
Subtotal	129,789.66	140,661.33	869,254.67	0.00	0.00	869,254.67	1,687,936.00	-818,681.33	51.5%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	595.00	1,248.33	1,898.00	0.00	0.00	1,898.00	14,980.00	-13,082.00	12.67%
41320 · TRAVEL	10.55	183.33	792.75	0.00	0.00	792.75	2,200.00	-1,407.25	36.03%
41330 · ASSOCIATION DUES	978.00	508.33	4,159.00	0.00	0.00	4,159.00	6,100.00	-1,941.00	68.18%
41332 · PAYROLL PROCESSING	-293.40	608.33	4,513.81	0.00	0.00	4,513.81	7,300.00	-2,786.19	61.83%
41334 · OFFICE SUPPLIES GENERAL	158.96	458.33	3,511.84	0.00	0.00	3,511.84	5,500.00	-1,988.16	63.85%
41336 · OFFICE EQUIPMENT	111.00	1,786.17	12,043.59	0.00	0.00	12,043.59	21,434.00	-9,390.41	56.19%
41338 · POSTAGE	17.26	541.67	3,509.92	0.00	0.00	3,509.92	6,500.00	-2,990.08	54.0%
41342 · ADMINISTRATIVE MISC	29.13	291.67	2,062.69	0.00	0.00	2,062.69	3,500.00	-1,437.31	58.93%
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	128.05	83.33	659.95	0.00	0.00	659.95	1,000.00	-340.05	66.0%
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%
Subtotal	1,734.55	6,584.50	35,942.86	0.00	0.00	35,942.86	79,014.00	-43,071.14	45.49%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2024

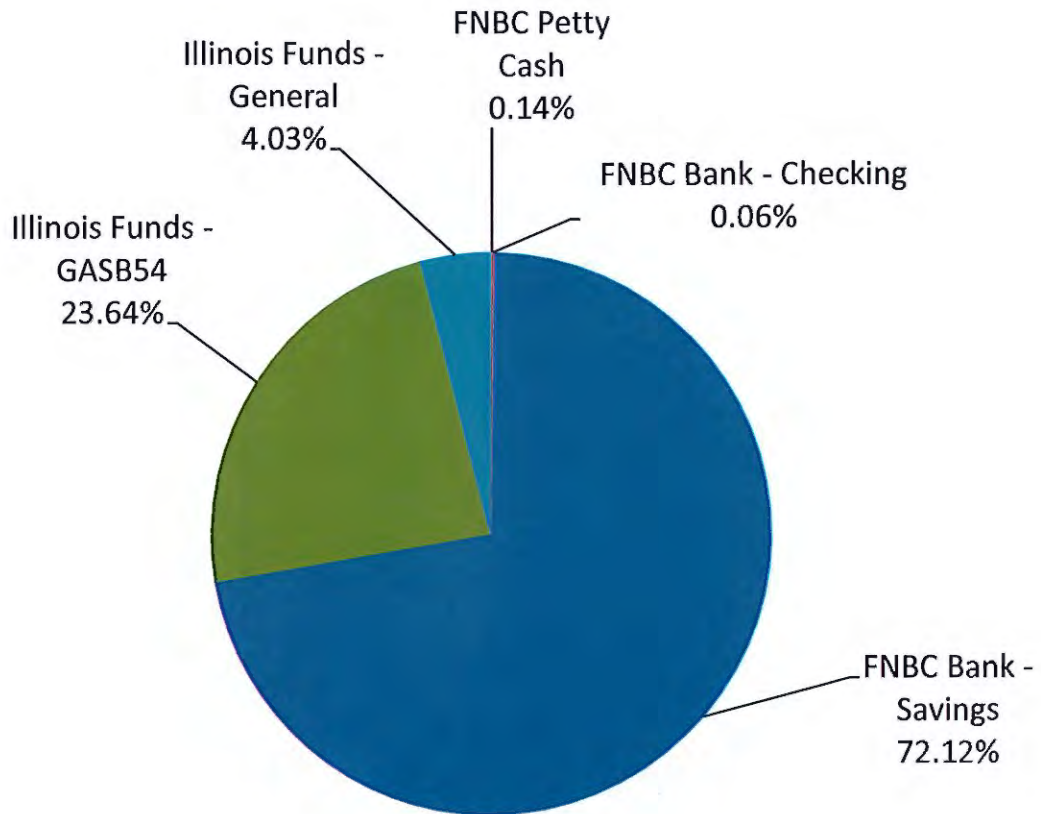
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	38.99	6,268.33	16,836.99	0.00	0.00	16,836.99	75,220.00	-58,383.01	22.38%
41410 · SOFTWARE STAFF	161.44	284.17	2,563.70	0.00	0.00	2,563.70	3,410.00	-846.30	75.18%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,613.95	5,447.33	44,307.15	0.00	0.00	44,307.15	65,368.00	-21,060.85	67.78%
41425 · WARRANTIES/EXTENDED CARE	1,725.90	1,629.33	16,576.04	0.00	0.00	16,576.04	19,552.00	-2,975.96	84.78%
Subtotal	7,540.28	13,629.17	80,283.88	0.00	0.00	80,283.88	163,550.00	-83,266.12	49.09%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	0.00	3,987.08	47,188.01	0.00	0.00	47,188.01	47,845.00	-656.99	98.63%
42120 · BOOKS-ADULT	6,139.73	5,891.67	37,443.65	0.00	0.00	37,443.65	70,700.00	-33,256.35	52.96%
42122 · BOOKS-LITERACY	11.97	30.83	101.24	0.00	0.00	101.24	370.00	-268.76	27.36%
42130 · BOOKS-YOUNG ADULT	513.65	458.33	1,258.98	0.00	0.00	1,258.98	5,500.00	-4,241.02	22.89%
42140 · BOOKS-YOUTH	3,155.55	1,958.33	12,420.04	0.00	0.00	12,420.04	23,500.00	-11,079.96	52.85%
42170 · RBP/ILL BOOK REPLACEMENT	52.32	83.33	411.73	0.00	0.00	411.73	1,000.00	-588.27	41.17%
Subtotal	9,873.22	12,409.58	98,823.65	0.00	0.00	98,823.65	148,915.00	-50,091.35	66.36%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	368.00	737.50	7,087.08	0.00	0.00	7,087.08	8,850.00	-1,762.92	80.08%
Subtotal	368.00	737.50	7,087.08	0.00	0.00	7,087.08	8,850.00	-1,762.92	80.08%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,354.87	2,750.00	18,579.82	0.00	0.00	18,579.82	33,000.00	-14,420.18	56.3%
42330 · AV MATERIALS-YOUNG ADULT	219.34	166.67	589.99	0.00	0.00	589.99	2,000.00	-1,410.01	29.5%
42340 · AV MATERIALS-YOUTH	23.24	625.00	1,492.20	0.00	0.00	1,492.20	7,500.00	-6,007.80	19.9%
Subtotal	2,597.45	3,541.67	20,662.01	0.00	0.00	20,662.01	42,500.00	-7,417.81	48.62%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	8,995.50	2,998.50	26,986.00	0.00	0.00	26,986.00	35,982.00	-8,996.00	75.0%
42405 · INTERNET SERVICES	2,017.66	2,341.67	15,840.27	0.00	0.00	15,840.27	28,100.00	-12,259.73	56.37%
42420 · SOFTWARE PUBLIC	928.00	1,418.17	8,055.36	0.00	0.00	8,055.36	17,018.00	-8,962.64	47.33%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	4,418.50	2,445.83	30,401.24	0.00	0.00	30,401.24	29,350.00	1,051.24	103.58%
Subtotal	16,359.66	9,204.17	81,282.87	0.00	0.00	81,282.87	110,450.00	-7,911.40	73.59%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	151.72	850.83	953.09	0.00	0.00	953.09	10,210.00	-9,256.91	9.34%
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%
Subtotal	151.72	867.50	1,103.98	0.00	0.00	1,103.98	10,410.00	-9,256.91	10.61%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	1,054.59	955.83	5,943.63	0.00	0.00	5,943.63	11,470.00	-5,526.37	51.82%
44130 · PROGRAMS-YOUNG ADULT	272.08	416.67	2,122.54	0.00	0.00	2,122.54	5,000.00	-2,877.46	42.45%
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	1,059.81	861.17	5,085.75	0.00	0.00	5,085.75	10,334.00	-5,248.25	49.21%
44145 · EVENTS AND OUTREACH	27.98	716.67	5,185.03	0.00	0.00	5,185.03	8,600.00	-3,414.97	60.29%
Subtotal	2,414.46	3,306.17	18,341.14	0.00	0.00	18,341.14	39,674.00	-8,663.22	46.23%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	145.00	328.33	1,693.50	0.00	0.00	1,693.50	3,940.00	-2,246.50	42.98%
44216 · WEBSITE	1,393.00	833.33	6,444.88	0.00	0.00	6,444.88	10,000.00	-3,555.12	64.45%
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	430.18	208.33	1,160.35	0.00	0.00	1,160.35	2,500.00	-1,339.65	46.41%
44245 · PROGRAM GUIDE	1,100.00	1,358.33	9,192.82	0.00	0.00	9,192.82	16,300.00	-7,107.18	56.4%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
Subtotal	3,068.18	3,017.33	19,162.50	0.00	0.00	19,162.50	36,208.00	-17,045.50	52.92%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	1,009.50	1,450.00	10,173.50	0.00	0.00	10,173.50	17,400.00	-7,226.50	58.47%
45112 · SECURITY SERVICE	1,799.10	1,775.00	11,864.07	0.00	0.00	11,864.07	21,300.00	-9,435.93	55.7%
45115 · JANITORIAL SUPPLIES	46.46	466.67	3,134.69	0.00	0.00	3,134.69	5,600.00	-2,465.31	55.98%
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	7,680.00	0.00	0.00	7,680.00	26,000.00	-18,320.00	29.54%
45130 · EXTERIOR LANDSCAPING	0.00	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	10,810.00	1,868.33	30,606.97	0.00	0.00	30,606.97	22,420.00	8,186.97	136.52%
45150 · HVAC R & M	1,057.00	2,083.33	35,757.65	0.00	0.00	35,757.65	25,000.00	10,757.65	143.03%
45155 · GENERAL BLDG SERVICES	89.99	125.00	924.75	0.00	0.00	924.75	1,500.00	-575.25	61.65%
45160 · CONTRACT INSPECTION & MAINTENAN	1,160.00	1,563.58	16,990.62	0.00	0.00	16,990.62	18,763.00	-1,772.38	90.55%
45165 · INTERIOR R & M-OTHER	11,250.00	3,766.67	18,953.96	0.00	0.00	18,953.96	45,200.00	-26,246.04	41.93%
Subtotal	31,062.05	16,546.92	140,768.71	0.00	0.00	140,768.71	198,563.00	-57,794.29	70.89%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,089.37	716.67	5,085.49	0.00	0.00	5,085.49	8,600.00	-3,514.51	59.13%
45320 · UTILITIES-ELECTRIC	3,024.03	2,333.33	26,891.24	0.00	0.00	26,891.24	28,000.00	-1,108.76	96.04%
45330 · UTILITIES-TELEPHONE	878.56	850.00	5,922.78	0.00	0.00	5,922.78	10,200.00	-4,277.22	58.07%
45340 · UTILITIES-WATER	0.00	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	594.93	0.00	0.00	594.93	1,200.00	-605.07	49.58%
Subtotal	5,076.95	4,333.33	46,124.11	0.00	0.00	46,124.11	52,000.00	-5,875.89	88.7%
13E · PROFESSIONAL SERVICES									
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	0.00	1,121.67	10,870.00	0.00	0.00	10,870.00	13,460.00	-2,590.00	80.76%
45510 · LEGAL	0.00	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	11,025.00	0.00	0.00	11,025.00	19,000.00	-7,975.00	58.03%
Subtotal	1,575.00	6,660.83	37,475.40	0.00	0.00	37,475.40	79,930.00	-42,454.60	46.89%
14E · LIBRARY BOARD EXPENSES									
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	340.00	341.67	1,700.00	0.00	0.00	1,700.00	4,100.00	-2,400.00	41.46%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	1,084.52	0.00	0.00	1,084.52	1,000.00	84.52	108.45%
Subtotal	340.00	508.33	2,808.27	0.00	0.00	2,808.27	6,100.00	-3,291.73	46.04%
15E · CAPITAL EQUIPMENT									
46500 · CAPITAL EQUIPMENT & BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
16E · GRANT EXPENSES									
49600 · GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 · GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E · IMRF EXPENSES									
92500 · IMRF EXPENSE	9,365.67	11,736.33	0.00	65,757.90	0.00	65,757.90	140,836.00	-75,078.10	46.69%
Subtotal	9,365.67	11,736.33	0.00	65,757.90	0.00	65,757.90	140,836.00	-75,078.10	46.69%
70E · SPECIAL RESERVE EXPENDITURES									
70000 · HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E · TRANSFERS OUT									
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	221,316.85	233,744.67	1,459,121.13	65,757.90	0.00	1,524,879.03	2,804,936.00	-1,280,056.97	54.36%
	-164,064.70	0.00	1,176,555.12	73,704.87	1,101.57	1,251,361.56	0.00	1,251,361.56	100.00%

**West Chicago Public Library District
Investments
January 31, 2024**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	3,902
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.08%	1,789
FNBC Bank - Savings	#0317	MM	2.79%	2,056,022
Illinois Funds - GASB54	#6950	MM	Various	674,076
Illinois Funds - General	#5519 / 1507	MM	Various	115,013
Total				\$ 2,850,962



West Chicago Public Library District

Financial Analysis

For the 7 Month(s) Ended January 31, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

58% of Budget Year

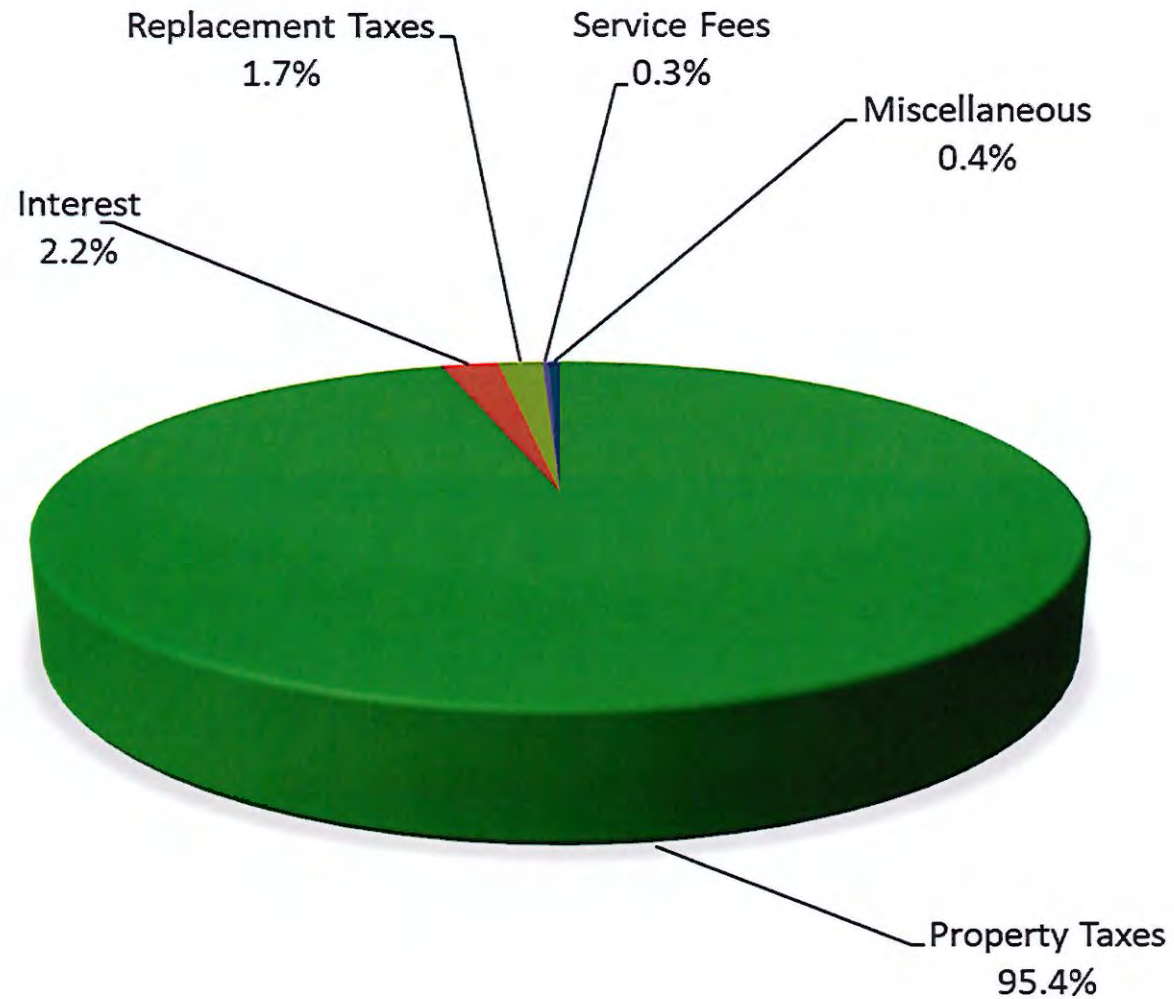
- 99% of Total Budget
- Property Taxes
 - Collected \$2,647,620 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$47,953 or 80%
- Interest
 - Collected \$61,832
- Other Income
 - Collected \$11,678 as a TIF Rebate/Refund
- Service Fees
 - Collected \$7,026 or 108% 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	61,832	45,800	135%	34,852	77%
Replacement Taxes	47,953	60,000	80%	61,652	-22%
Service Fees	7,026	6,500	108%	6,469	9%
Other Revenue (Program Rental)	-	-	n/a	80	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,809	2,100	562%	227	5113%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,776,241	2,804,936	99%	2,573,509	8%
Budgeted Revenues	2,804,936				
% Diff	99%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

58% of Budget Year

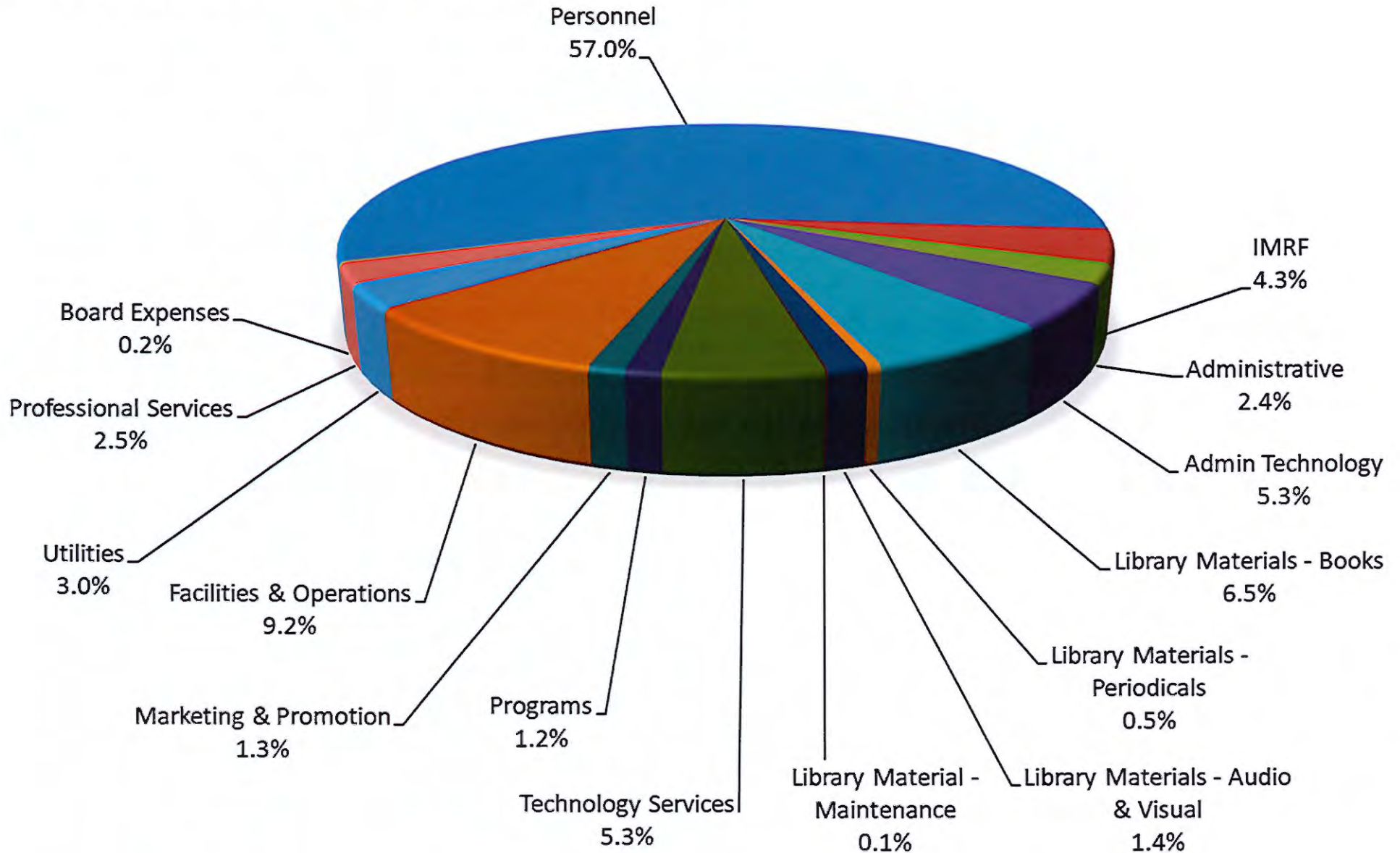
- 54% of Total Budget
- Admin. Technology
 - 45% of Budget
- Library Materials
 - 67% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
- Professional Services
 - 47% of Budget
- Facilities Maintenance
 - 71% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 89% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	869,255	1,687,936	51%	820,059	6%
IMRF	65,758	140,836	47%	68,082	-3%
Administrative	35,943	79,014	45%	37,207	-3%
Admin Technology	80,284	163,550	49%	71,644	12%
Library Materials - Books	98,824	148,915	66%	87,227	13%
Library Materials - Periodicals	7,087	8,850	80%	5,387	32%
Library Materials - Audio & Visual	20,662	42,500	49%	18,954	9%
Library Material - Maintenance	81,283	110,450	74%	46,826	74%
Technology Services	1,104	10,410	11%	1,431	-23%
Programs	18,341	39,674	46%	21,102	-13%
Marketing & Promotion	19,163	36,208	53%	18,472	4%
Facilities & Operations	140,769	198,563	71%	88,050	60%
Utilities	46,124	52,000	89%	21,791	112%
Professional Services	37,475	79,930	47%	41,625	-10%
Board Expenses	2,808	6,100	46%	1,645	71%
Actual Expenditures	1,524,879	2,804,936	54%	1,349,500	13%
Budgeted Expenditures	2,804,936				
% Diff	54%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

For the 7 Month(s) Ended January 31, 2024

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	1,176,555	73,705	1,102	1,251,362	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	<u>2,571,811</u>	<u>82,274</u>	<u>124,788</u>	<u>2,778,872</u>	<u>1,527,511</u>

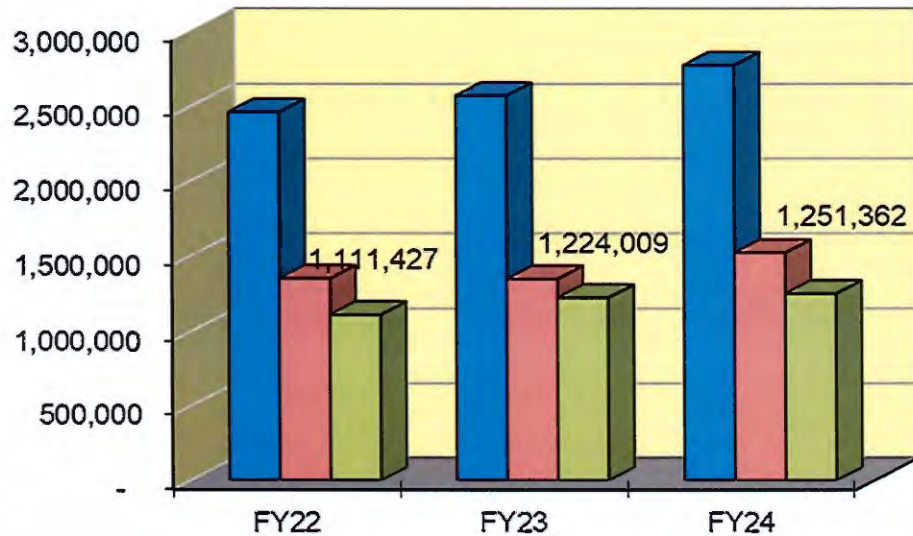
Fund Balance as % of Total Expenditures

176%

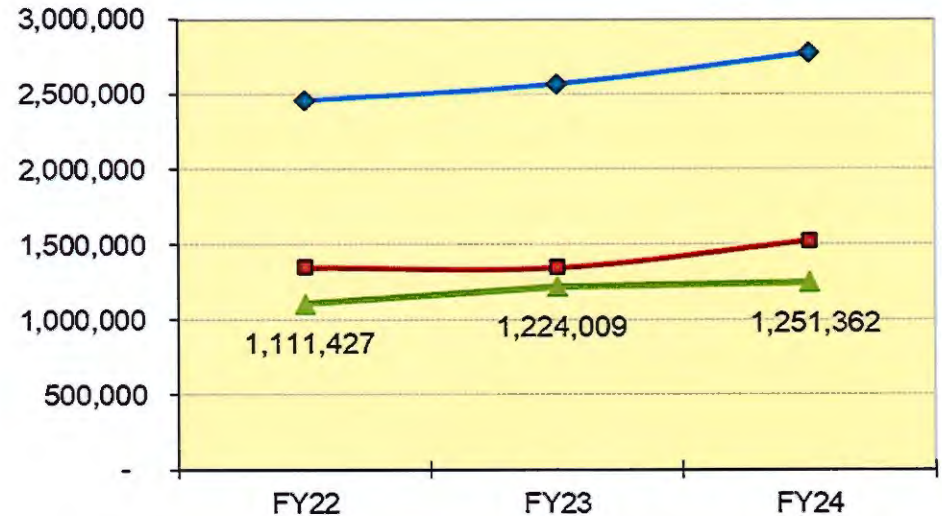
125%

0%

182%



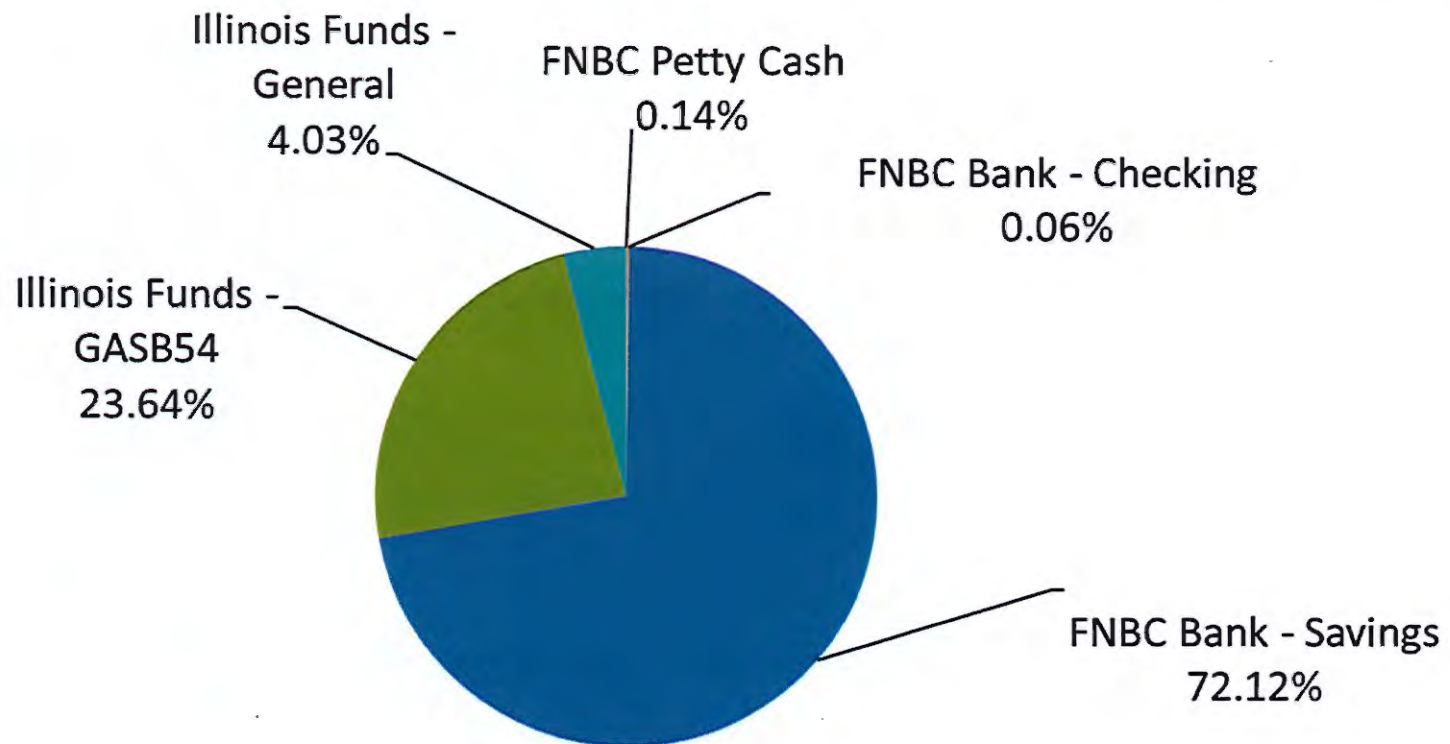
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ 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%	3,902
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank – Checking	#6031	A/P	0.08%	1,789
FNBC Bank - Savings	#0317	MM	2.79%	2,056,022
Illinois Funds - GASB54	#6950	MM	Various	674,076
Illinois Funds - General	#5519	MM	Various	115,013
Total				\$ 2,850,962



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

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

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

MEMO RE: REPORTS TO IDES

(report information about new employees and independent contractors)

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: January 23, 2024

The Memo reminds you that, effective January 1, 2024, you should report to the Illinois Department of Employment Security (IDES) information about independent contractors you hire.

Stated simply, Public Act 103-0343 effective 1/1/24, adds another category of individuals, i.e., independent contractors, to the IDES requirement to report information about newly hired employees.

The relevant language in Public Act 103-0343 provides as follows:

As used in this Section, “newly hired employees” means an individual who (i) is an employee within the meaning of Chapter 24 of the Internal Revenue Code of 1986 including an individual under an independent contractor arrangement.... 820 ILCS 405/1801.1.

Under this Public Act, information about individuals providing services as independent contractors must be reported to IDES.

This new requirement to report to IDES information about individuals providing services as independent contractors adds a new administrative responsibility. For example, individuals serving as “performers/presenters” for Library programs typically would be “independent contractors” subject to IDES reporting.

NOTES

1. Sanctions/penalties for knowing failure to report:

An employer which knowingly fails to comply with the reporting requirements established by this Section shall be subject to a civil penalty of \$15 for each individual whom it fails to report. An employer shall be considered to have knowingly failed to comply with the reporting requirements established by this Section with respect to an individual if the employer has been notified by the Department that it has failed to report an individual, and it fails, without reasonable cause, to supply the required information to the Department within 21 days after the date of mailing of the notice.

2. The reporting requirement applies to “individuals”, not companies.

https://psnrbcorn.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo on Reports to IDES.docx

Library Director Report

February 2024

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 58.3%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$674,076.23 (+ \$3,073.78)
 - New Building & Construction Fund: \$34,920.46 (+ \$159.22)
 - General (Corporate) Fund: \$80,092.30 (+ \$365.23)
- ❖ We received the first PPRT check for the fiscal year, covering July through December 2023, in the amount of \$47,953.34

PHYSICAL PLANT

- ❖ Buck Services was on-site for janitorial services 1/20, 23-25, 27; 2/3,6-7, 10, 17.
- ❖ Delta technicians were on-site 1/22 to address cold zones and controls throughout the library; technicians returned 2/2 for preventive maintenance on the building automation system.
- ❖ Anderson Elevator and an Inspector for the State of Illinois conducted the annual elevator inspection on 1/24. The library passed the inspection and the Library Director completed and mailed to the State Fire Marshal -- Elevator Safety Division the application for the annual Certificate of Operation on 2/9.
- ❖ NIR Roofing replaced approximately 50 broken or missing roofing tiles on 1/29.
- ❖ Armbrust Plumbing was on-site on 2/6 to check the sump pumps, which were in constant alarm mode. It was determined that the switches needed to be replaced on both pumps. The switches were replaced on 2/13. Following the rain on 2/18, the alarm was engaged again. Armbrust returned on 2/20 to confirm the new switches were functioning properly. The plumber confirmed that the switches and pumps were working as they should and that there is a good deal of water still draining from the rain over the weekend. The alarm should stop once the water level recedes. We were advised that if the alarm does not stop in a couple of days, to submit another service request.
- ❖ Midwest Mechanical replaced the hot water valve on the lobby VAV box on 2/12.
- ❖ Valley Fire was on-site 2/14 and replaced the meter and a valve that had been leaking previously on the backflow pipe.
- ❖ Armbrust Plumbing came out on 2/16 to investigate a leak which began on 2/15 in the Youth Services Manager's office. It was determined that it was an HVAC pipe and we were advised to contact our HVAC company. Midwest Mechanical arrived in the afternoon and stopped the leaking. Midwest returned on 2/19 to replace the faulty valve and perform preventive maintenance.
- ❖ Orkin provided preventive pest control service on 2/19.

Library Director Report

February 2024

TECHNOLOGY

- ❖ Image Systems Business Solutions (ISBS) addressed functionality issues staff had discovered since the installation of the copiers including USB device printing and locked printing from staff computers.
- ❖ The serverless staff migration project is ongoing. The next steps include migration of all of the files and folders from the staff shared drive to the cloud; development of the SharePoint and Microsoft Teams infrastructure; and then training for staff.
- ❖ I am currently working through a billing issue with Peerless (library phones) which is inflated. I am expecting a status update with an with a full explanation of the charges, which could not be provided at the time of my initial conversation with Peerless.

PERSONNEL

- ❖ The Library Director:
 - Attended the regular board meeting on 1/22.
 - Attended the WeGo Together Steering Committee Meeting on 1/23.
 - Submitted the Annual Per Capita Grant Application and Expenditures Report to the Illinois State Library on 1/29.
 - Met with Public Services Managers and the Director of the Timberlake Apartments' property management company (TI Communities) on 2/1 to discuss potential programming and partnership opportunities.
 - Attended the SWAN COW meeting via Zoom on 2/6 to discuss the SWAN draft budget. The SWAN budget will be voted on at the March 7 Quarterly Administrators and Directors meeting held at the Oak Brook Public Library.
 - Attended the Building & Grounds Committee meeting on 2/8.
 - Held the Managers Advisory Meeting on 2/12.
 - Met with SWAN IT Support on 2/13 to change the passwords for all department logins for our Workflows program.
 - Held the Administration Team meeting on 2/15.
 - Met with Management from Midwest Mechanical on 2/16 to discuss various HVAC issues within the library and next steps to strategically address those issues. We also discussed the possibility of using the cooperative purchasing alliance to potentially complete some of the other large-scale projects identified by the Building & Grounds Committee.
 - Attended an IMRF webinar on 2/20 which covered the new Employer Access changes that will go live on March 4. As the library's authorized agent, it was a mandatory webinar to attend. The HR Manager also attended the webinar on a different day.
 - Met with Sikich Management and Network Engineers and the IT Librarian on 2/20 to discuss the next steps of the serverless staff project.
 - Attended the Rotary meeting on 2/21.
- ❖ Employee Highlights
 - Circulation Services Manager, Gabriel C., celebrated his 16-year anniversary on 1/28
 - Technical Services Manager, Michael N., celebrated his 16-year anniversary on 2/12

Department Reports

January 2024

ADMINISTRATIVE SERVICES

WCPLD Public Relations Board Briefing 02/26/2024

- Email Campaigns – January
 - Total Opens: 24,904
 - Total Click-Throughs: 257
 - Biweekly Program Newsletters x 9
 - Total Opens: 16,229
 - Total Click-Throughs: 140
 - Special Program Highlight Emails x 4
 - Total Opens: 8,675
 - Total Click-Throughs: 117
 - Events promoted with an SPH email include:
 - January Storytimes-YS
 - Yeti Fest-YS
 - Emergency Closure
 - Transparent Language Online Database
 - This campaign has some of our best engagement ever. People really like receiving content about our services and resources.
- Social Media Campaigns
 - Social Posts on Instagram & Facebook x 11
 - Total Impressions: 5,615
 - Total Reach: 5,265
 - Total Engagements: 162
 - Post Breakdown
 - Holidays x 2
 - ILP
 - Closures and Cancellations x 4
 - Transparent Language Online Database
 - These posts got a lot of traction. People seem to respond well to content about our services and resources.
- Website Redesign Committee
 - As the weather improves, I will begin taking employee headshots for the website.
 - Hopefully within the next month or so we can work on getting Board Member headshots for the library website.
 - PowderKeg says we are still on-track for an April 8th launch, more proofs of other pages are expected this week.
- Other Work Completed
 - Spring Program Guide was created and mailed.
 - Met with West Chicago Inter-Governmental Communications Committee.

- Discussed alternative options for email/CMS software as there have been recurring issues with Constant Contact.

ADULT SERVICES

Engagement:

- **Programs:** A total of 16 programs were offered in January with a total attendance of 156.

College of DuPage ELA Classes: We have partnered with COD to begin English classes at the library. Classes began on January 27th and meet weekly on Saturdays from 9:30-1:30. This meets one of the goals from our strategic plan under the increase access goal to implement an ESL program.

Healthy West Chicago Partnership: Herb Gardening

We partnered with Healthy West Chicago to host an herb gardening program in January. We had 48 people attend the event where they learned about herbs, played a trivia game for prizes and were able to take an herb starter kit home.

Take and Make Craft Kits:

A total of 47 Make and Take kits were taken in January.

- **Outreach:**
 - Librarians Jennifer W. and Rosario Z. visited Wayne Township Senior Center in January to assist patrons with their tech questions.

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

- The library is now partnering with the Northern Illinois Food Bank - CACFP (Child and Adult Care Feeding Program) As part of CACFP, the library receives weekly deliveries of shelf stable meals to be served during our YA programs. The YA librarian has been trained and certified to serve meals for CACFP and the library has already started serving these meals during the January YA Cafe and Tabletop N Treats programs.
- A YA Advisory Council member volunteered to assist the Youth Department in Yeti Fest.
- In January, a total of 7 programs were offered for teens with a total of 41 attendees.
 - We used the sublimation printer for our YA Cafe: DIY drink coasters craft. The teens were pleased with their creations, as all the images transferred well from the sublimation paper onto the ceramic coasters.

YOUNG ADULT AREA

- In January, 25 kits of the Snowflake bookmarks were taken as part of our Teen Take 'n' Make craft kit series.

CIRCULATION SERVICES

Circulation Statistics January 2024:

- 13,854 Total Items checked out, 0.78% decrease from January 2023.
- 3,854 Electronic materials checked out, 4.19% increase from January 2023.
- The total value of the materials checked out by our patrons was \$89,487.66 during January 2024.
- During January 2024, we had 142 patrons using self-check and a total of 485 items checked out.

Patron Statistics January 2024:

- 4,600 Visitors to the library, 5.05% increase from January 2024.
- 76 New patrons added, 15.56% decrease from January 2024.
- 11,607 Card holders, 15.02% decrease from January 2024.
- 40.12% of the district population have library cards, a 7.09% decrease from January 2024.

Other Activities:

- On February 2nd, Luke S. from Youth Services and Gabriel C. from Circulation Services visited our local food pantry to explore potential partnerships. As a result of their visit, we're thrilled to announce a new collaboration where we'll be providing them with flyers, program guides, and book donations. This initiative aims to connect families with valuable resources and promote literacy within the community.
- A group of 31 students from West Chicago Community High School – Transition Program visited the library on February 2nd. Students were interested in the video game club offered by Young Adult librarian Nate W. We prepared flyers for them to take home and show their parents.

TECHNICAL SERVICES

Acquisitions:

- 1187 Items invoiced/received.
- 1136 Items ordered.
- 219 Items received not processed.
- 215 Items on-order.
- 2 Items cancelled.
- 2 Items returned.

Cataloged:

- 4038 Items added to the collection.

Withdrawals:

- 538 Items withdrawn from the collection.

Material Maintenance:

- 22 Items repaired in house.

Other Activities:

- 2010 Books inventoried.
- 348 Postage processed.
- 177 Items moved from the new shelf to the regular collection.
- 106 Invoices processed.
- 97 Pre-cat records created.
- 89 Invoices archived.
- 30 Withdrawn books donated to Better World Books.
- 19 Title transfers.
- 9 West Chicago Suburban Life scanned and converted to searchable PDF.
- 5 E/J Kit records updated.
- 5 Missing items reclaimed.
- 1 Digital movie added to the collection.
- 1 Items scanned for WCPLD Digital Archives.

YOUTH SERVICES

Programs

- Youth Services hosted 25 programs such as Winter Tales Puppet Storytime, Yeti Fest, Wiggle Worms, Toddler Obstacle Course, and Tween Things To-Go Bag. We had a **total program attendance of 466**: 76 child attendees, 45 adult attendees, and 353 were take home activities.
- Below is a table showing our total attendance divided into six categories.

Type of Program	Program Quantity	Children Attendees	Adult Attendees	Total
Storytimes	7	45	27	72
Take Home Activities/To-Go Kits	12	-	-	353
In-Person Programs (Including Storytime)	12	76	45	121
Programs for Families	15	223	26	249
Programs for Children birth to 5 years old	7	89	19	108
Programs for School Aged Children	3	50	-	50

Outreach

- We have seen **90 children between 0 through 11 years old, including 74 adults**. In total, we have completed 15 visits.
- This includes 4 bilingual in library visits with participants of District 33 Birth to Three Program. The partnership between the program and the library was created to encourage interaction between parent and child through literacy and play. We have been able to accomplish this goal and create meaningful relationships. The Park District's Preschool group made their monthly visit to the library. We have also visited special needs classes at Indian Knoll Elementary School and Currier Elementary School for storytimes.

IT Report

Wireless Overview

January had **752 unique clients** with 815.4Gb of data used.

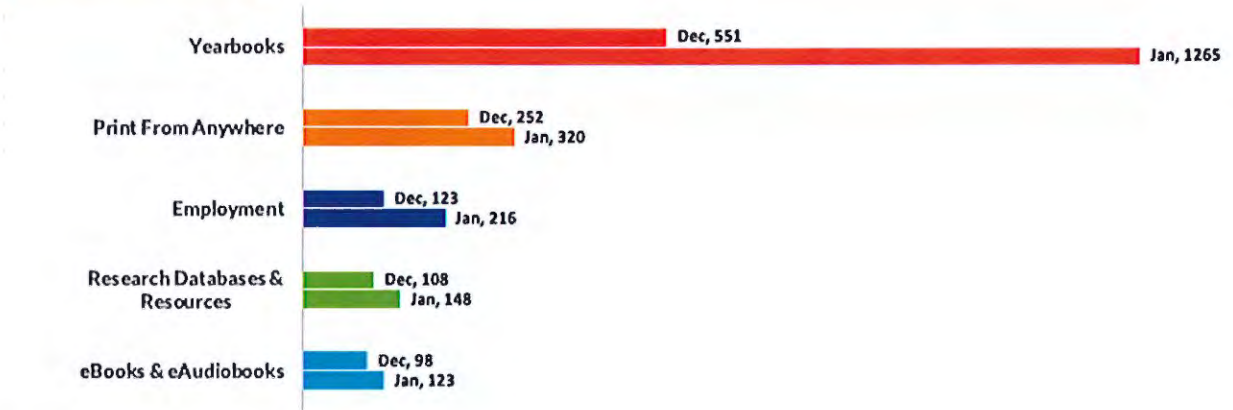
WiFi Usage Jan 2023 - Jan 2024



Website

In January we had **9010 website visits**

Top 5 Pages in Jan



Computer Usage

The reporting system is not showing Adult Services numbers for January. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (Dec)	Average Time Per Session (Dec)	Total Logins (Jan)	Average Time Per Session (Jan)
Adult	372	48 Minutes	Missing	Missing
Youth	21	36 Minutes	33	18 Minutes
Newspaper	5	38 Minutes	1	8 Minutes

WEST CHICAGO PUBLIC LIBRARY DISTRICT
REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON
LOCAL GOVERNMENT EFFICIENCY ACT

I. Unit of government submitting this report:

Name of Library: West Chicago Public Library District

Address of Main Library Office: 118 W. Washington St., West Chicago, IL 60185

II. Information about our Library

- A. We are located in DuPage County. There are 15 libraries in our County.
- B. The population of the territory in which our Library is located is 28,928 (as of 2020 census).
- C. We have 34 employees (not including board members).
- D. Our annual budget for FY 2024 is: \$2,804,936.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$958,068,985.

III. Information about Our Committee

A. Committee Members:

Board President	<u>Patricia Weninger</u>
Trustee	<u>Frank J. Fokta</u>
Trustee	<u>Corrine Jakacki-Dattomo</u>
Trustee	<u>Diane Kelsey</u>
Trustee	<u>Richard J. Bloom</u>
Trustee	<u>Scott Grotto</u>
Trustee	<u>Maureen Navadomskis</u>

Library Director	Benjamin R. Weseloh
Library Resident	Laura Finch
Library Resident	Melissa Spyrison
Library Resident	Heidi Kuharich

B. Dates that our Committee Met (50 ILCS 70/20)

- First Meeting: May 22, 2023
- Second Meeting: September 25, 2023
- Third Meeting: November 27, 2023
- Fourth Meeting: February 26, 2024

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Collections of books, periodicals, newspapers, electronic databases, musical recordings, films, “things”, cultural materials, and other information sources
- Programming for all ages both hands-on and informational including story times, book discussions, musical performances, holiday celebrations, historical subjects, computer instruction, cooking, life planning, financial, medical, English as a second language (ESL), gaming, crafting, and health
- Research assistance and individual instruction
- Printing, copying, scanning, and faxing
- Meeting and study spaces
- Notary services

B. Other core services/programs we could possibly provide:

- Passport Services
- License Plate Renewal Stickers

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

- Earth Flag from SCARCE

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments:

<u>Entity:</u>	<u>Services Offered:</u>
District 33	Emergency Relocation Agreement
District 94	Emergency Relocation Agreement
City of West Chicago	Lease for space for the LoveEvenMore Sculpture
City of West Chicago	Lease for space for the Railroad Depot
City of West Chicago	Lease for Parking Lot
Greco/DeRosa (Cheese Merchants)	Tax Abatement
OSI Industries	Tax Abatement
Discovery Drive Investors	Tax Abatement
Discovery Drive Investors II	Tax Abatement
Alton Industries	Tax Abatement
Scannell	Tax Abatement
Norix	Tax Abatement
Midwest Industrial Funds	Tax Abatement
Ball Seed Horticultural	Tax Abatement
SWAN	Bibliographic Services and Support, cooperative purchasing
LIMRiCC	Insurance

Our Library's efficiency has increased through intergovernmental cooperation in the following ways:

Most of these intergovernmental agreements have not increased the library's efficiency in any way, but working together with the other governmental agencies has provided a symbiotic environment where each of the organizations benefit from the agreement. The exceptions to that statement include SWAN and LIMRiCC, both organizations which save the library money through its group purchasing power.

VII. Community Partnerships

We partner with the following organizations (*list as many as you have*):

<u>Organization:</u>	<u>Services Offered:</u>
Park District	Programming
Chamber of Commerce	Programming/Information/Business Opportunities
Cantigny Park	Programming
Little Prince Day Care	Programming
Kindred Coffee	Programming
People Made Visible	Programming
Healthy West Chicago	Programming
DuPage Literacy	Programming
WeGo Together for Kids	Programming/Information/Grant Opportunities
District 33	Programming
District 94	Programming
Kiddie Academy	Programming
City of West Chicago	Intergovernmental Cooperation
State Representative's Office	Information/Programming

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Libraries
- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- Designation of FOIA Officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))

- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- Sexual harassment prevention training (775 ILCS 5/2-109(C))
- Our Intergovernmental Agreements
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- Our budget and financial documents
- Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);
- Serving Our Public 4.0: Standards for Illinois Public Libraries by the Illinois Library Association, 2020.

IX. What Have We Done Well?

- The library has maintained a very knowledgeable and responsive staff with relatively low turnover. This provides a consistent level of service to the community.
- Youth Services programming for birth – six years old are creative, culturally sensitive, and convenient and attendance numbers are substantial.
- The implementation of curbside service and a drive through book drop provides convenience for community members to pickup and drop off materials.
- The addition of new collections to the library including the Library of Things (various non-traditional library objects that patrons can check out) e.g. blood pressure monitor, tool kit, sound system, etc. New digital collections include working with the local high school to digitize and make available the school newspaper online.
- The creation of a new strategic plan, which reflects the community’s comments, concerns, and

suggestions, and provides guidance for where and how the library can grow and continue to improve its engagement within the community.

- The library executed intergovernmental agreements in cooperation with several other governmental agencies providing tax abatements to new industries, which creates more jobs and revenue now with the promise of even greater revenue at the end of the tax abatement process.
- The library routinely updates its policies and considers new policies as necessary.
- Family and large scale programming has been very successful in most cases for the library, recording hundreds of attendees.
- FOIA compliance with requests.
- Implementation of a fine free policy for patrons
- Offering regular opportunities for community input via staff and Ben or at board and committee meetings.
- Partnership with the high school transition program has been beneficial for the students to gain hands-on experience while helping with library tasks that need to be completed.
- Library staff have been very open to new partnerships and programming opportunities.
- The implementation of a self-check out machine to provide patrons with a self service option.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

- A lack of meeting room spaces for individuals and various group sizes.
- A self-service option for materials holds.
- The provision of a maker space where patrons can learn, create, and engage with like-minded community members.
- Improved organization and navigation of the web site and online resources. The library is currently working with a web design company to create a new and engaging, well organized web site with improved navigation.
- Improved communication of information provided to the community.
- Onboarding and training for staff and trustees regarding the history of the library, policies and procedures, and expectations of each respective position. In addition, for continuity of service and management, the library should create a succession plan.

XI. What Can We Do Better or More Efficiently?

- Utilize the library's lawn space in a more productive way to provide exterior opportunities to enjoy the library.
- Educate patrons and improve communication about all services offered by the library including promotion of the vast variety of databases available.
- Provide a better variety of programming in general, but particularly programming that would improve adult and young adult attendance and engagement while being culturally and demographically responsive.
- Improve communication options for patrons to contact the staff, the Library Director, and the Library Board. Increase visibility of the Library Board, which may assist in recruiting new members.
- We need to consistently and constantly monitor the climate in which the library functions and adapt operations to accommodate the changing environment by implementing changes which may include patron diversity, materials and programs, new technologies available, building space(s) and amenities used to deliver services and meet the needs of the patrons.
- Create more space(s) that is/are inviting to patrons for reading and enjoyment.

DRAFT

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.

Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Submitted by: .

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____