



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, APRIL 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@wcpd.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 – March 25, 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 April 2024 | |
| 2. Financial Statements for March 2024 | |
| H. Banking Services Presentation | Republic Bank |
| I. Communications | |
| J. Reports | |
| 1. President | Patricia Weninger |
| 2. Library Director | ATTACHMENT |
| 3. Department Managers | ATTACHMENT |
| 4. Finance Committee | Corrine Jakacki-Dattomo |

K. Unfinished Business

1. Healthy West Chicago Donation Request **ACTION**

L. New Business

1. Selection of Insurance Broker for Fiscal Year 2025 **ACTION**
2. Selection of Bank for Banking Services **ACTION**
3. Approval of Reserve Monies Expenditures to Fund **ACTION**
Capital Projects in Fiscal Year 2025
4. Short Takes for Trustees: Board Meetings **DISCUSSION**

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

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 25, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:01 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President; Frank Fokta, Vice President; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, Scott Grotto, and Maureen Navadomskis, Members.

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

C. APPROVAL OF THE MINUTES:

1. Decennial Committee - February 26, 2024: Ms. Jakacki moved to approve the Minutes of the February 26, 2024, Decennial Committee meeting; seconded by Mr. Grotto.

Motion carried by unanimous voice vote.

2. Board Meeting - February 26, 2024: Ms. Jakacki moved to approve the February 26, 2024 Board Meeting Minutes as amended; seconded by Mr. Grotto.

- Page 5, Item 5, Decennial Committee, Trustee Navadomskis's name should be removed from being in attendance as she was not present. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: The Closed Session Minute review process was added as Item 7 under Reports.

(Carly Smitherman, from Healthy West Chicago, entered the meeting.)

G. TREASURER'S REPORT:

1. Approval of the Bills for March 2024: Ms. Jakacki moved that the board approve bills in the amount of \$219,047.49 for March 2024; seconded by Mr. Bloom.

Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey,

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Navadomskis, Weninger. Motion carried.

2. Financial Statements for February 2024: Mr. Weseloh covered the February 2024 financial statements in his Director's Report, Item 2.

I. COMMUNICATIONS:

1. Chronology for Annual Financial Ordinances: The Library's attorney provided the library administration with the annual fiscal calendar for financial ordinances and resolutions that need to be completed. The next local consolidated election, to be held on Tuesday, April 1, 2025, will include three candidate positions for the West Chicago Library Board trustees.

2. WeGo Together for Kids 2023 Annual Report: Mr. Weseloh has been past chair of the WeGo Together Kids steering committee, and the West Chicago Library has been an active partner with WeGo Together. WeGo Together has been very supportive of the West Chicago community and has been involved in numerous activities to help the city's residents, and Mr. Weseloh stated the Library has found WeGo Together to be a great community partner.

I. REPORTS:

1. President's Report: President Weninger stated the director's evaluation will be scheduled in April or May, which is the timeframe the evaluations have been completed in the past. President Weninger will contact the trustees via email in April to schedule the review.

2. Library Director: Director Weseloh stated the Library is 67% through the fiscal year elapsed; expenses are 62% expended; and revenues are at 99% of the total budget. Mr. Weseloh anticipates the total revenues will exceed the projected revenue budget by approximately \$100,000

The utilities budget should be sufficient for the year in terms of expenditures; and the facilities and operations expenses are likely to exceed category budget of \$198,000 due to several building issues this year as well as a couple of large invoiced items for work that had been completed in the previous fiscal year. Technology expenses will run close to budget.

Mr. Weseloh met with Midwest Mechanical and Nesko Electric to discuss utilizing the cooperative purchasing alliance in order to address the large-scale projects that the Building & Grounds Committee is considering.

The initial steps are in place to start addressing the paver replacement, additional lighting in the staff parking area, and concrete work of the curbs and bike rack. The B&G Committee is proposing a two-year timeline to complete these projects. Building

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tuckpointing and masonry work and gutter replacement are being planned for fiscal year 2025, and a total projects cost estimated to be \$550,000 over the next two years.

First Security completed a fire alarm system test. Sikich continues to work with the Library to price technology items to develop numbers for the FY24-5 budget. The first draft of the budget will be presented to the Finance Committee for review in late April or early May.

Mr. Weseloh has still not heard back from Peerless, the phone company, regarding an invoice dispute. Ms. Jakacki suggested the Library file a trouble ticket with Peerless.

Mr. Weseloh responded to three FOIA requests in February. The administrative staff is working with the Finance Committee to select insurance providers. Company presentations are being scheduled with supplemental insurance providers who will provide supplemental coverage for both full- and part-time staff.

At the close of the March board meeting the trustees were scheduled to view another Short Takes for Library Trustees video. Mr. Weseloh attended a RAILS meeting and learned of another trustee training opportunity with modules covering running efficient meetings, Open Meetings Act, et cetera.

3. Department Managers:

Administrative Services: Several program highlight emails garnered quite a bit of patron interest. The Illinois Libraries Present programs continue to be promoted; however, the Public Relations Specialist is not able at this time to track a correlation between impressions and attendance.

Staff is growing the Library's social media audience. The website remains on track to be published and go live on April 8, 2024.

The Library now displays promotional slides on all of the TVs in the library; news or television programs will no longer be broadcast in the library except in the event of historical moments or unprecedented situations when staff may decide to turn on the news.

Discussion was had regarding making the Library's logo in emails clickable to link the user to the Library's website. Staff will work on enabling that feature.

Adult Services: Seventeen programs were offered in February with a total attendance of 185 people. Programs for adults in February included ELA classes with 81 attendees, and Open Chess Night, and an

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Agatha Christie Body of Evidence with 24 attendees who watched Deborah Miller conduct a historical portrayal of Agatha Christie. Healthy West Chicago held two programs in February; a Winter Sewing Program had 29 attendees.

Young Adults: The librarian visited Lemay Middle School for their after-school book club. Students were able to make their own buttons with the library button maker.

Youth Services: Twenty two programs were held with a total attendance of 361 persons -- 108 children, 71 adults, and 207 were take-home activities. The early learning activities continue to be very popular, including the take-home activities.

The Toddler Obstacle Course for ages 2 to 5-year-olds enables children to test their gross motor skills. Outreach engaged with 190 children between the ages 0 through 11 years old.

The Youth Services Manager attended a webinar titled "Science of Reading: An Introduction for Librarians." The presentation addressed evidence-aligned reading instruction.

Circulation: In February 13,212 items were checked out, a 1.33% increase from February 2023; 3,296 electronic materials were checked out, a 4.19% decrease from February 2023; and the Library had 5,554 visitors in February, an increase from the previous year of 27.39%.

The Library has a total of 10,656 cardholders, a 21.8% decrease from 2023; and 36.84% of the district population has library cards, a 10.27% decrease from February 2023 -- the decrease primarily due to the purging of accounts which have been inactive for up to ten years. The decrease is offset to a degree by some new cardholder patrons. The approximately 200 patrons who owe \$100 or more in fines are not being removed from the patron rolls.

Technical Services: 732 items were ordered, 801 items were invoiced or received, 204 items were withdrawn, 18 items were repaired in-house, and 157 invoices were processed.

IT: 775 clients connected to the Library's Wi-Fi, slightly lower than last February; and the website had 12,693 visits. Previously it was rare that there were more than 10,000 website visits; recently it is rare that there are fewer than 10,000 website visits.

Computer usage was a little down at 290 persons. Following the relocation of the newspaper archive computer, the patron usage has increased from approximately one user per month to seven per month, and

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increased from approximately eight minutes of session time to 49 minutes of session time.

4. Policy Committee: The Policy Committee met March 21, 2024 at 6:02 p.m. and reviewed and discussed seven policies. Present were Frank Fokta, Chair; Richard Bloom, member; Pat Weninger, ex officio; and Director Weseloh.

5. Review of Closed Session Minutes & Recordings Committee: Ms. Kelsey stated that she and Mr. Fokta met March 16, 2024 and reviewed the closed session files. The trustees considered the Committee's recommendations later in the agenda.

Mr. Fokta reviewed a proposed process for regular review of the closed session minutes which would occur on the front end of a regularly scheduled monthly board meeting.

6. Finance Committee: Ms. Jakacki reported the Finance Committee met March 25, 2024 at 6:00 p.m. Present were Ms. Jakacki, Chair; Diane Kelsey and Scott Grotto, members; and Director Weseloh. Ms. Jakacki and Director Weseloh had previously met with a Republic Bank representative, Republic Bank made a presentation to the Finance Committee, and Ms. Jakacki and Director Weseloh recommend the Library move its accounts to FNBC. Republic Bank will present at the April board meeting.

The committee discussed the COLA and merit pool recommendations which would be listed on the March board meeting agenda for a vote. The committee meeting adjourned at 6:50 p.m.

J. Unfinished Business:

1. Decennial Committee on Local Government Efficiency Report: Mr. Bloom moved that the board approve the Decennial Committee and Local Government Efficiency Report; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

K. New Business:

1. Healthy West Chicago Donation Request: Carly Smitherman, the program administrator for Healthy West Chicago, thanked the board for the Library's past three years of contributions to the organization. Over the past three years the participant numbers and offerings of opportunities have increased.

Ms. Smitherman made a request to the Library to continue its financial contribution over the next three years, in which case the City has agreed to match the contribution for the next three years. The non-profit organization receives most of its funding through

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grants, partner donations, and taxing bodies; and it works with its partner entities to provide access to an optimal state of health and wellness for persons who work, live, and/or recreate in West Chicago. Programming is now being expanded into youth services and teen services, and a new Grow Them program, funded by a grant from the health department, is providing garden beds to individuals in the community who identify as food insecure.

2. Resolution 24-01 Amending Resolution 23-05 Closing Schedule for 2024: Director Weseloh described some electrical work that needs to be performed at the library and will require the electricity to be off throughout the library for approximately a whole day. The request is to close the library on May 24, 2024 for electrical repairs, as the only addition to the closing schedule.

Mr. Bloom moved that the board approve Resolution 24-01, Amending Resolution 23-05 for a Closing Schedule to include May 24, 2024 for electrical repairs; seconded by Mr. Grotto.
Roll Call Vote - Yes: Bloom, Fokta, Grotto, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

3. Library Policies:

a. Smoke-Free Library: Mr. Fokta stated the Policy Committee recommends to approve the Smoke-Free Library policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

b. Drug and Alcohol-Free Library: Mr. Fokta stated the Policy Committee recommends the board approve the Drug and Alcohol-Free policy as is. No changes were made to the policy.

Motion carried by unanimous voice vote.

c. Outreach Services: Mr. Fokta stated the Policy Committee recommends that the board of trustees approve the Outreach Services policy.

Motion carried by unanimous voice vote.

d. Rubber Signature Stamp: Mr. Fokta stated the Policy Committee recommends that the board of trustees approve the Rubber Signature Stamp policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

e. Employee Protection (Whistleblower): Mr. Fokta stated the Policy Committee recommends to the board of trustees that the Employee Protection (Whistleblower) policy be approved. No changes were made since the last review in 2021.

The Library's attorney rejected the committee's proposed recommendation and recommended the policy be approved as it was presented.

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Motion carried by unanimous voice vote.

f. Confidentiality of Library Records: Mr. Fokta stated the Policy Committee recommends to the board that the Confidentiality of Library Records policy be approved.

Motion carried by unanimous voice vote.

g. Meeting Room: Mr. Fokta stated the Policy Committee recommends to the board that the Meeting Room policy and application form be approved. The Library's lawyer amended the policy as presented for approval.

Motion carried by unanimous voice vote.

h. Study Room: Mr. Fokta stated that the Policy Committee recommends to the Board of Trustees that the Study Room policy be approved as amended.

Motion carried by unanimous voice vote.

4. COLA and Merit Pool Recommendation for FY 2025: Ms. Jakacki stated the Finance Committee recommends that the board approve the COLA increase of 17.25% and a merit pool of 2% which equates to \$12,000 for FY 2025. Discussion was had that the average COLA increase for local libraries is approximately 3.4%, but the Finance Committee opted to move more funds towards the merit pool.

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

5. Recommendation for Closed Session Minutes & Recordings: The Closed Session Committee recommends that the closed session recording of the May 23, 2022 meeting be removed and destroyed and the written Minutes stay closed.

Motion carried by unanimous voice vote.

6. Short Takes for Trustees: Evaluating the Library Director: Director Weseloh ran the video for the trustees to view.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:30 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: April 22, 2024

FINANCIAL STATEMENT DATE: March 31, 2024

Payroll dated:

3/1/2024	Net Payroll	\$	37,947.05
	Federal Liability Payment	\$	10,862.20
	State Liability Payment	\$	2,306.60
	Paylocity Fee	\$	168.32
3/15/2024	Net Payroll	\$	37,767.54
	Federal Liability Payment	\$	10,782.08
	State Liability Payment	\$	2,286.65
	Paylocity Fee	\$	165.12
3/29/2024	Net Payroll	\$	38,549.27
	Federal Liability Payment	\$	11,002.02
	State Liability Payment	\$	2,334.76
	Paylocity Fee	\$	568.98

TOTAL		\$	154,740.59
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State Bank of IL

Operating - Manual Cks	Check No.	\$	151.47
Operating - System Cks	Check No.	\$	87,672.57
Operating - Credit Card	Check No.	\$	1,881.59
Librarian's Petty Cash	Check No.	\$	-

TOTAL		\$	89,705.63
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Total Bills for Approval		\$	244,446.22
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Board Approval

Signature: _____

Board Approval Date: _____

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

	Type	Date	Num	Memo	Split	Amount
ACC Business						
	Bill	03/27/2024	240750114	2/11/24-3/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business						608.66
Albertsons-Safeway						
	Bill	04/07/2024		Misc.	-SPLIT-	170.92
Total Albertsons-Safeway						170.92
Amazon Capital Services						
	Credit	03/25/2024	1XXR-PXN3-CVXN	Slime Kit	44145 · EVENTS AND OUTREACH	-14.89
	Credit	04/03/2024	1CFW-TRFP-D4DC	Seed Starting Mix	44140 · PROGRAMS-YOUTH	-7.97
	Bill	03/04/2024	1MPX-4GQL-X34K	Misc.	44145 · EVENTS AND OUTREACH	132.42
	Bill	03/07/2024	1T1G-NFY6-HQLC	Glow Stars/Mounting Putty	44140 · PROGRAMS-YOUTH	15.48
	Bill	03/09/2024	1GPW-7JW6-K1PC	Books	-SPLIT-	306.88
	Bill	03/11/2024	1WLQ-KRLF-RJLX	Misc.	44130 · PROGRAMS-YOUNG ADULT	143.15
	Bill	03/12/2024	11GM-4MDC-XLHV	Hot Plate	44140 · PROGRAMS-YOUTH	19.99
	Bill	03/13/2024	14PL-MRCC-4Q1H	Painting Kit/Cardstock	44120 · PROGRAMS-ADULT	150.34
	Bill	03/15/2024	11K9-PJLR-KXX9	Misc.	44140 · PROGRAMS-YOUTH	249.72
	Bill	03/16/2024	1JNL-MMRP-M9DQ	Games	42330 · AV MATERIALS-YOUNG ADULT	563.71
	Bill	03/16/2024	1W13-GVPT-QYX3	Toys	44140 · PROGRAMS-YOUTH	395.97
	Bill	03/18/2024	1PV4-7LV6-W97K	Misc.	41334 · OFFICE SUPPLIES GENERAL	135.90
	Bill	03/19/2024	1RPV-D7CY-4TH3	Laminator Machine	41334 · OFFICE SUPPLIES GENERAL	111.66
	Bill	03/21/2024	1VNW-X67V-JRHF	Pens/Envelopes/Markers	41348 · CIRCULATION SERVICES SUPPLIES	162.47
	Bill	03/24/2024	1W4J-QP9Y-6FDV	Misc.	44140 · PROGRAMS-YOUTH	48.36
	Bill	03/24/2024	1GND-F3PY-7H44	Misc.	44130 · PROGRAMS-YOUNG ADULT	112.07
	Bill	03/25/2024	1H19-NVXK-DHTC	Self Watering Bulbs	44140 · PROGRAMS-YOUTH	9.99
	Bill	03/26/2024	1741-RNHJ-FFVK	Paper Hot Coffee Cups	41334 · OFFICE SUPPLIES GENERAL	76.12
	Bill	03/30/2024	1T3D-1NCY-N391	Hand Sanitizer	45115 · JANITORIAL SUPPLIES	23.56
	Bill	03/30/2024	1CYQ-FFFP-NLJP	Misc.	44145 · EVENTS AND OUTREACH	152.70
	Bill	04/01/2024	1F6W-QTVL-WXDR	Moon Pies/Water	44145 · EVENTS AND OUTREACH	23.92
	Bill	04/03/2024	1XCN-C99N-7LJH	Wooden Ornament/Stickers	44140 · PROGRAMS-YOUTH	28.97
	Bill	04/04/2024	1Q1Q-VK4G-GVJF	Laminator	42500 · PROCESSING-TECHNICAL SERVICES	29.93
	Bill	04/04/2024	13KC-97RP-1RTK	Artificial Flowers/Floral Tape	44120 · PROGRAMS-ADULT	74.57
	Bill	04/05/2024	1PLQ-364Q-4X3C	Book	42120 · BOOKS-ADULT	6.00
	Bill	04/09/2024	1DYF-KFG6-W9MY	Whiteboard Cleaning Spray	41334 · OFFICE SUPPLIES GENERAL	3.74
Total Amazon Capital Services						2,954.76
Anderson Elevator Co.						
	Bill	04/01/2024	86169W1C4	April 2024	45160 · CONTRACT INSPECTION & MAINTENAN	187.00
Total Anderson Elevator Co.						187.00
Andy Frain						
	Bill	03/31/2024	355998	March 2024	45112 · SECURITY SERVICE	1,599.20

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

Type	Date	Num	Memo	Split	Amount
Total Andy Frain					1,599.20
Bigleaf Networks, Inc.					
Bill	04/01/2024	87227	April 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
Buck Services					
Bill	03/31/2024	61320	March 2024	45110 · JANITORIAL SERVICE	650.00
Total Buck Services					650.00
Cengage Learning					
Bill	03/26/2024	84110356	Books	42120 · BOOKS-ADULT	63.18
Total Cengage Learning					63.18
Cintas Corporation					
Bill	03/28/2024	5204233757	First Aid Cabinet	41334 · OFFICE SUPPLIES GENERAL	100.21
Bill	04/01/2024	9265928966	April 2024	45155 · GENERAL BLDG SERVICES	50.50
Total Cintas Corporation					150.71
City of West Chicago					
Bill	04/01/2024		1/5/24-3/5/24	45340 · UTILITIES-WATER	667.04
Total City of West Chicago					667.04
Comcast					
Bill	04/12/2024		May 2024	42405 · INTERNET SERVICES	336.00
Total Comcast					336.00
Comcast Business					
Bill	04/01/2024	199006387	April 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business					560.00
ComEd					
Bill	03/20/2024		2/20/24-3/19/24	45320 · UTILITIES-ELECTRIC	3,274.59
Total ComEd					3,274.59
De Lage Landen Financial					
Bill	04/06/2024	82340566	April 2024	41336 · OFFICE EQUIPMENT	1,627.55
Total De Lage Landen Financial					1,627.55
Demco					
Bill	03/25/2024	7458494	Color-coded Paper	41348 · CIRCULATION SERVICES SUPPLIES	227.20
Total Demco					227.20
Econoprint Inc.					
Bill	03/28/2024	956308	Progress Billing	44215 · WEBSITE	14,500.00
Total Econoprint Inc.					14,500.00
Edith Clayton					
Bill	03/30/2024		Mileage Reimbursement	41320 · TRAVEL	7.50
Total Edith Clayton					7.50
Efficiency Reporting					

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

Type	Date	Num	Memo	Split	Amount
Bill	03/21/2024	2016er	February Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting					340.00
First Security Systems, Inc.					
Bill	03/29/2024	95312	Open Path Subscription 3/5/24-3/4/25	45160 · CONTRACT INSPECTION & MAINTENAN	720.00
Bill	03/29/2024	95219	Service for Fire Alarm Panel	45165 · INTERIOR R & M-OTHER	495.00
Total First Security Systems, Inc.					1,215.00
Flood Brothers					
Bill	04/07/2024	7416807	April 2024	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers					59.99
Francotyp-Postalia, Inc.					
Bill	04/12/2024	106190607	4/12/24-7/11/24	41336 · OFFICE EQUIPMENT	111.00
Total Francotyp-Postalia, Inc.					111.00
Gabriel Cardenas					
Bill	03/18/2024		Mileage Reimbursement	41320 · TRAVEL	40.20
Total Gabriel Cardenas					40.20
Gehrke Technology Group					
Bill	04/10/2024	2401258	April 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					
Bill	04/01/2024	59807	April 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Grant and Power Landscaping					
Bill	11/02/2023	2332	Snow Removal	45120 · SNOW REMOVAL	3,840.00
Total Grant and Power Landscaping					3,840.00
IHLS-OCLC					
Bill	04/11/2024	30187	Web Dewey 4/1/24-3/31/24	42510 · CATALOGING TOOL	209.74
Total IHLS-OCLC					209.74
Ingram Library Services					
Credit	03/06/2024	80858083	Books	-SPLIT-	-15.97
Credit	03/19/2024	81059551	Books	42120 · BOOKS-ADULT	-22.60
Credit	03/29/2024	81230570	Books	42120 · BOOKS-ADULT	-22.60
Bill	03/01/2024	80760214	Books	-SPLIT-	108.61
Bill	03/04/2024	80789905	Books	-SPLIT-	223.62
Bill	03/06/2024	80838725	Books	-SPLIT-	31.74
Bill	03/07/2024	80864107	Books	-SPLIT-	511.56
Bill	03/11/2024	80912339	Books	-SPLIT-	343.93
Bill	03/12/2024	80932772	Books	-SPLIT-	24.58
Bill	03/12/2024	80932773	Books	-SPLIT-	313.82
Bill	03/12/2024	80941006	Books	-SPLIT-	401.77

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

Type	Date	Num	Memo	Split	Amount
Bill	03/13/2024	80955821	Books	-SPLIT-	64.07
Bill	03/14/2024	80976370	Books	-SPLIT-	48.78
Bill	03/15/2024	80996791	Books	-SPLIT-	25.18
Bill	03/18/2024	81020595	Books	-SPLIT-	449.63
Bill	03/20/2024	81074650	Books	-SPLIT-	208.74
Bill	03/21/2024	81089525	Books	-SPLIT-	89.53
Bill	03/21/2024	81089524	Books	-SPLIT-	852.20
Bill	03/22/2024	81109132	Books	-SPLIT-	1,639.07
Bill	03/24/2024	81125063	Books	-SPLIT-	435.57
Bill	03/26/2024	81153204	Books	-SPLIT-	744.75
Bill	03/27/2024	81176643	Books	-SPLIT-	66.85
Bill	03/28/2024	81197362	Books	-SPLIT-	19.69
Bill	03/28/2024	81197363	Books	-SPLIT-	78.65
Bill	03/29/2024	81218201	Books	-SPLIT-	196.59
Total Ingram Library Services					6,817.76
Kelli Simmerman					
Bill	04/09/2024		Training at DuPage Children's Museum	41320 · TRAVEL	23.95
Total Kelli Simmerman					23.95
Klein, Thorpe and Jenkins, LTD					
Bill	03/19/2024	240290	Labor and Employment	45510 · LEGAL	192.00
Total Klein, Thorpe and Jenkins, LTD					192.00
LIMRICC					
Bill	04/09/2024		April 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,095.54
Total LIMRICC					20,095.54
Luke Sutton					
Bill	04/02/2024		Reimbursement for Program Materials	44140 · PROGRAMS-YOUTH	51.89
Bill	04/02/2024		Mileage Reimbursement	41320 · TRAVEL	22.11
Bill	04/02/2024		Mileage Reimbursement	41320 · TRAVEL	26.13
Total Luke Sutton					100.13
Margaret Kapustiak					
Bill	03/19/2024		Genealogy Program	44120 · PROGRAMS-ADULT	250.00
Total Margaret Kapustiak					250.00
Midwest Mechanical					
Bill	04/03/2024	136864	April 2024	45150 · HVAC R & M	932.00
Total Midwest Mechanical					932.00
Midwest Tape					
Bill	03/05/2024	505143952	AV Materials	42320 · AV MATERIALS-ADULT	108.70
Bill	03/05/2024	505143956	AV Materials	42340 · AV MATERIALS-YOUTH	31.18
Bill	03/05/2024	505143955	AV Materials	42340 · AV MATERIALS-YOUTH	194.87

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

Type	Date	Num	Memo	Split	Amount
Bill	03/05/2024	505143953	AV Materials	42340 · AV MATERIALS-YOUTH	31.99
Bill	03/08/2024	505164602	AV Materials	42320 · AV MATERIALS-ADULT	174.66
Bill	03/08/2024	505164428	AV Materials	42340 · AV MATERIALS-YOUTH	115.37
Bill	03/08/2024	505164429	AV Materials	42340 · AV MATERIALS-YOUTH	12.79
Bill	03/08/2024	505164601	AV Materials	42320 · AV MATERIALS-ADULT	39.99
Bill	03/08/2024	505164603	AV Materials	42340 · AV MATERIALS-YOUTH	19.99
Bill	03/18/2024	505209361	AV Materials	42320 · AV MATERIALS-ADULT	122.19
Bill	03/18/2024	505209365	AV Materials	42340 · AV MATERIALS-YOUTH	13.49
Bill	03/18/2024	505209360	AV Materials	42320 · AV MATERIALS-ADULT	98.98
Bill	03/18/2024	505209362	AV Materials	42320 · AV MATERIALS-ADULT	23.99
Bill	03/18/2024	505209363	AV Materials	42320 · AV MATERIALS-ADULT	14.39
Bill	03/25/2024	505236968	AV Materials	42320 · AV MATERIALS-ADULT	14.99
Bill	03/25/2024	505236969	AV Materials	42320 · AV MATERIALS-ADULT	12.79
Bill	03/25/2024	505237241	AV Materials	42320 · AV MATERIALS-ADULT	102.98
Total Midwest Tape					<u>1,133.34</u>
NCPERS					
Bill	04/10/2024		April 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					<u>16.00</u>
Nicor					
Bill	04/05/2024		3/5/24-4/3/24	45310 · UTILITIES-GAS	1,259.92
Total Nicor					<u>1,259.92</u>
Oriental Trading Company					
Bill	04/03/2024	73059037201	Misc.	44140 · PROGRAMS-YOUTH	84.93
Total Oriental Trading Company					<u>84.93</u>
OverDrive					
Bill	03/17/2024	24083266	Ebooks	42120 · BOOKS-ADULT	15.00
Bill	03/31/2024	24098469	Ebooks	42320 · AV MATERIALS-ADULT	556.15
Total OverDrive					<u>571.15</u>
Pace Systems, Inc.					
Bill	03/20/2024	214937	3/1/24-2/28/25	45117 · SECURITY CAMERAS	4,975.00
Total Pace Systems, Inc.					<u>4,975.00</u>
Peerless Network					
Bill	04/01/2024	47963	March 2024	45330 · UTILITIES-TELEPHONE	379.54
Bill	04/12/2024		3/15/24-4/14/24	45330 · UTILITIES-TELEPHONE	97.65
Total Peerless Network					<u>477.19</u>
People Made Visible, Inc.					
Bill	04/12/2024		April and May Cooking Classes	44120 · PROGRAMS-ADULT	220.00
Total People Made Visible, Inc.					<u>220.00</u>
Peregrine, Stime, Newman, Ritzman					

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

Type	Date	Num	Memo	Split	Amount
Bill	04/02/2024	62597	Work Performed 3/21/23-3/11/24	45510 · LEGAL	<u>1,687.50</u>
Total Peregrine, Stime, Newman, Ritzman					1,687.50
SenSource					
Bill	04/05/2024	59472	Data Hosting Service Fee 6/30/24-6/30/25	45160 · CONTRACT INSPECTION & MAINTENAN	<u>228.00</u>
Total SenSource					228.00
Sikich LLP					
Bill	03/17/2024	1505296	Remote Support for Patron Server Refresh	41400 · IT EQUIPMENT UPGRADES-STAFF	406.00
Bill	03/18/2024	MS505735	April 2024	41420 · TECHNOLOGY MANAGEMENT	5,654.15
Bill	03/19/2024	N506153	Faronics Deep Freeze Renewal 5/20/24-5/19/25	41425 · WARRANTIES/EXTENDED CARE	377.00
Bill	03/20/2024	1506064	April 2024	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
Bill	03/29/2024	1506671	SPO Migration	41400 · IT EQUIPMENT UPGRADES-STAFF	1,785.25
Bill	03/29/2024	1506848	Remote Support	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	<u>812.00</u>
Total Sikich LLP					9,298.40
Team One Repair, Inc.					
Bill	03/28/2024	1529632	Label Paper	41348 · CIRCULATION SERVICES SUPPLIES	<u>1,170.00</u>
Total Team One Repair, Inc.					1,170.00
Unique Management Services					
Bill	04/01/2024	6125084	Curbside Communicator April 2024	41410 · SOFTWARE STAFF	40.00
Bill	04/01/2024	6124160	March Placements	41346 · MATERIALS & RESOURCE RECOVERY	<u>137.90</u>
Total Unique Management Services					177.90
Verizon					
Bill	03/30/2024	9960439310	March 2024	45330 · UTILITIES-TELEPHONE	<u>324.36</u>
Total Verizon					324.36
Watson Label Product					
Bill	04/05/2024	103263	Labels	42500 · PROCESSING-TECHNICAL SERVICES	1,481.96
Bill	04/05/2024	103264	Labels	42500 · PROCESSING-TECHNICAL SERVICES	<u>531.30</u>
Total Watson Label Product					2,013.26
Xtreme Environmental Solutions					
Bill	04/12/2024	113WCL	April 2024	45350 · UTILITIES-TRASH	<u>25.00</u>
Total Xtreme Environmental Solutions					25.00
TOTAL					<u><u>87,672.57</u></u>

West Chicago Public Library District Bills Total (Credit Card)

As of April 15, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Adobe Inc.					
	Credit Card Charge	03/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					<u>110.45</u>
Chicago Tribune					
	Credit Card Charge	03/06/2024		Chicago Tribune	272.00
Total Chicago Tribune					<u>272.00</u>
Cocoa Notes					
	Credit Card Charge	03/12/2024		Pies	48.00
	Credit Card Charge	03/21/2024		Adm. Meeting	21.54
	Credit Card Charge	03/21/2024		Adm. Meeting	3.26
	Credit Card Charge	03/26/2024		Pies	48.00
Total Cocoa Notes					<u>120.80</u>
Constant Contact					
	Credit Card Charge	03/01/2024		March 2024	125.00
Total Constant Contact					<u>125.00</u>
Etsy					
	Credit Card Charge	03/22/2024		Toys	43.20
Total Etsy					<u>43.20</u>
HR Source					
	Credit Card Charge	03/04/2024		Legal Issues for Supervisors	225.00
	Credit Card Charge	03/18/2024		Altogether HR 2024	329.00
Total HR Source					<u>554.00</u>
Michaels					
	Credit Card Charge	03/16/2024		Frame	11.33
	Credit Card Charge	03/22/2024		Book Bin	53.88
Total Michaels					<u>65.21</u>
Office of the State Fire Marshall					
	Credit Card Charge	03/19/2024		Conveyance Certificate of Operation	76.69
Total Office of the State Fire Marshall					<u>76.69</u>
Oriental Trading Company					
	Credit Card Charge	03/22/2024		Misc.	226.42

West Chicago Public Library District Bills Total (Credit Card)

As of April 15, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
	Credit Card Charge	03/21/2024		Notepads/Candy	41.57
	Credit Card Charge	03/25/2024		Cardboard Cutout	46.37
Total Oriental Trading Company					<u>314.36</u>
Spotify					
	Credit Card Charge	03/24/2024		March 2024	10.99
Total Spotify					<u>10.99</u>
Universal Yums					
	Credit Card Charge	03/01/2024		Yum Yum Box	29.00
Total Universal Yums					<u>29.00</u>
Zoom Video Communications					
	Credit Card Charge	03/27/2024		4/27/24-4/26/24	159.89
Total Zoom Video Communications					<u>159.89</u>
TOTAL					<u><u>1,881.59</u></u>

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

As of March 31, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
AFLAC Ins.						
	Check	03/08/2024	BP030824	Mar Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-25.20
Ampion Commenergy						
	Check	03/12/2024	BP031224A	Feb Bill	45320 · UTILITIES-ELECTRIC	-66.27
Total Ampion Commenergy						-66.27
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	03/29/2024	BP032924	Mar Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
Total IMRF						
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						-151.47

West Chicago Public Library District

Financial Analysis

For the 9 Month(s) Ended March 31, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

75% of Budget Year

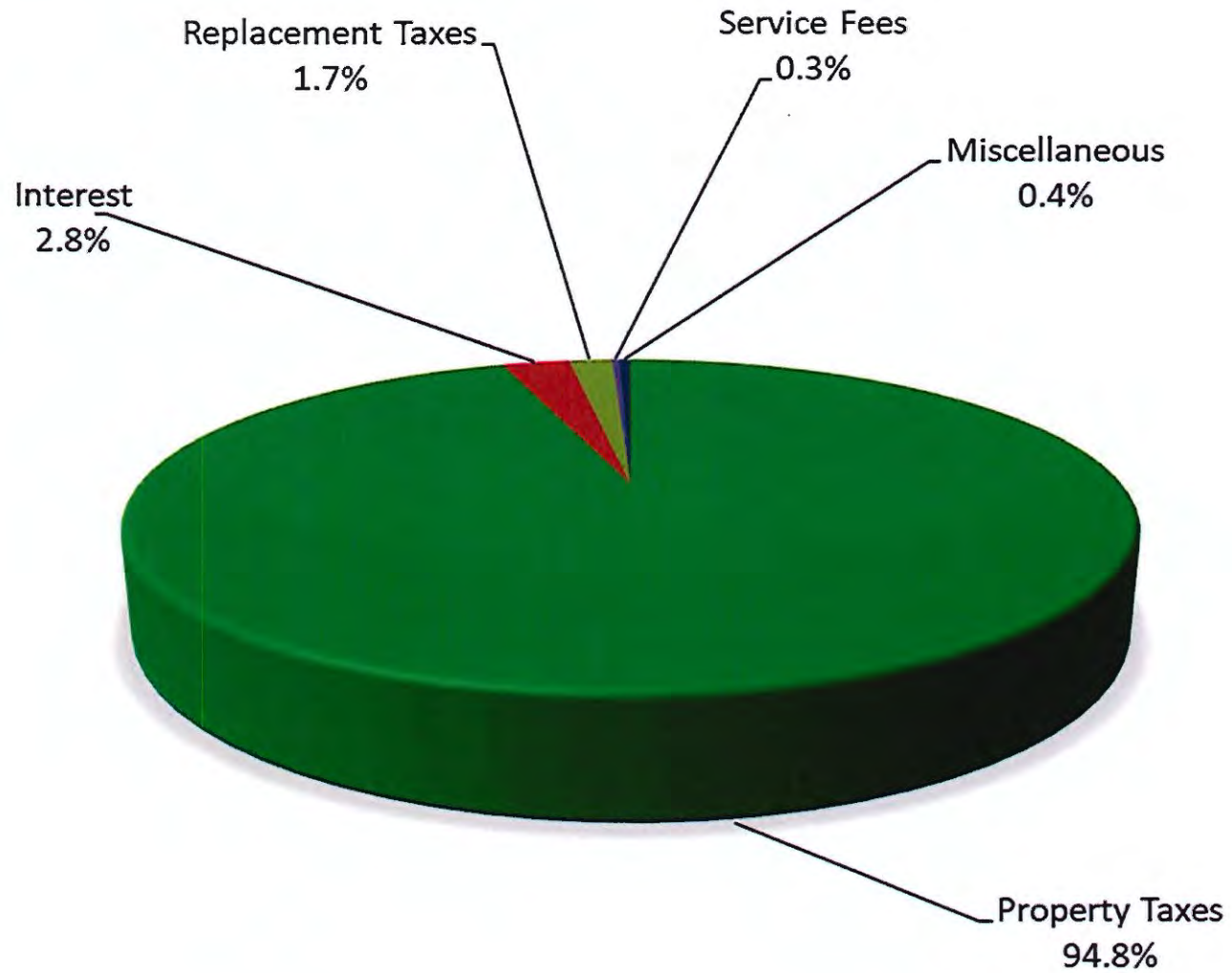
- 100% of Total Budget
- Property Taxes
 - Collected \$2,647,620 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$47,953 or 80%
- Interest
 - Collected \$76,971 or 168% of Budget
- Other Income
 - Collected \$11,929 as a TIF Rebate/Refund
- Service Fees
 - Collected \$8,860 or 136% 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%	2,470,247	7%
Interest	76,971	45,800	168%	46,712	65%
Replacement Taxes	47,953	60,000	80%	61,652	-22%
Service Fees	8,860	6,500	136%	8,683	2%
Other Revenue (Program Rental)	-	-	n/a	80	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,929	2,100	568%	331	3499%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,793,333	2,804,936	100%	2,587,704	8%
Budgeted Revenues	2,804,936				
% Diff	100%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

75% of Budget Year

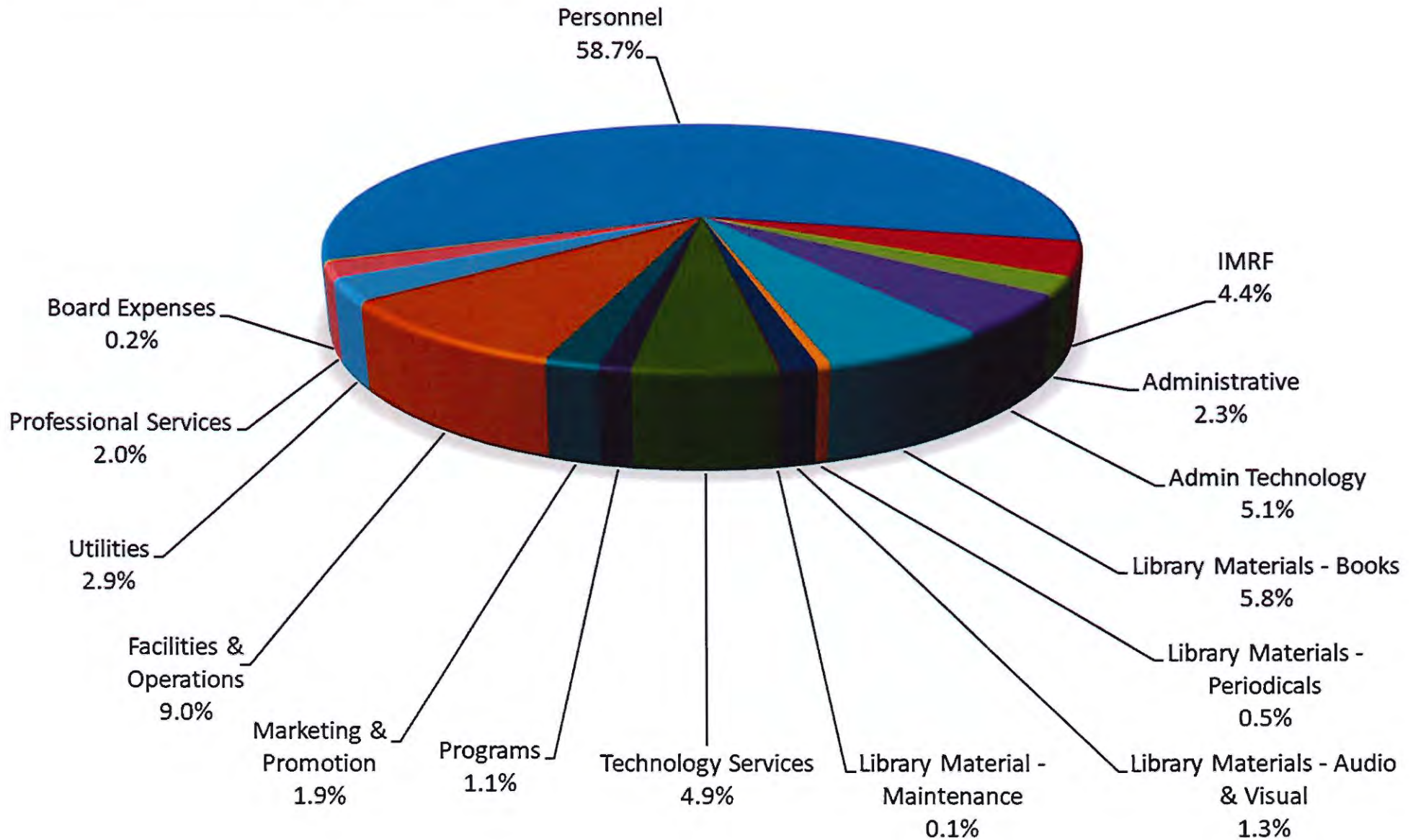
- 72% of Total Budget
- Admin. Technology
 - 62% of Budget
- Library Materials
 - 80% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
 - \$7,300 for IT Project Install & Migration
- Professional Services
 - 51% of Budget
 - \$14,500 for new Website
- Facilities Maintenance
 - 91% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 112% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,179,740	1,687,936	70%	1,109,308	6%
IMRF	88,133	140,836	63%	92,921	-5%
Administrative	45,835	79,014	58%	45,466	1%
Admin Technology	101,664	163,550	62%	110,387	-8%
Library Materials - Books	116,816	148,915	78%	99,306	18%
Library Materials - Periodicals	9,170	8,850	104%	7,292	26%
Library Materials - Audio & Visual	25,153	42,500	59%	24,764	2%
Library Material - Maintenance	97,537	110,450	88%	62,366	56%
Technology Services	1,621	10,410	16%	1,860	-13%
Programs	22,657	39,674	57%	26,549	-15%
Marketing & Promotion	37,419	36,208	103%	19,338	93%
Facilities & Operations	181,179	198,563	91%	123,802	46%
Utilities	58,022	52,000	112%	30,152	92%
Professional Services	40,806	79,930	51%	47,731	-15%
Board Expenses	3,525	6,100	58%	2,367	49%
Actual Expenditures	2,009,277	2,804,936	72%	1,803,610	11%
Budgeted Expenditures	2,804,936				
% Diff	72%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

For the 9 Month(s) Ended March 31, 2024

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	730,893	51,751	1,412	784,056	-
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511
ENDING FUND BALANCE	<u>2,126,148</u>	<u>60,321</u>	<u>125,099</u>	<u>2,311,567</u>	<u>1,527,511</u>

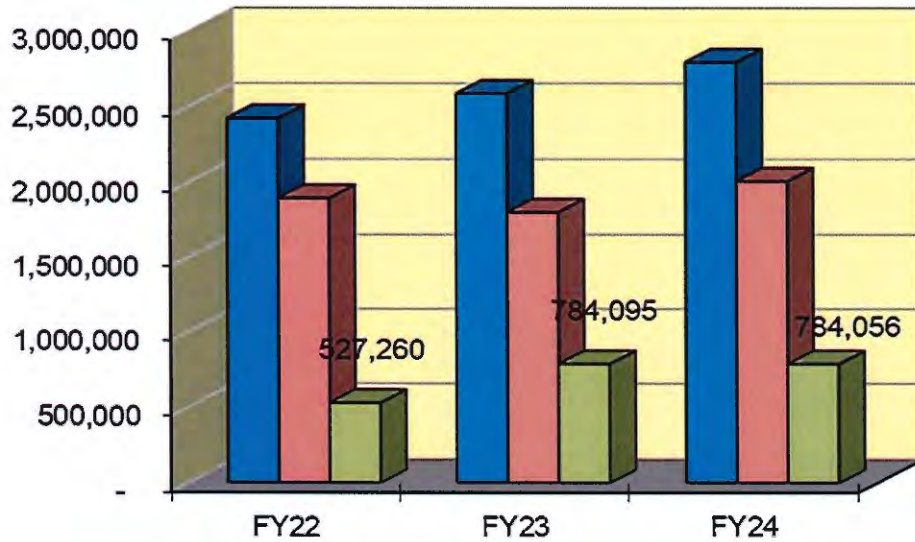
Fund Balance as % of Total Expenditures

111%

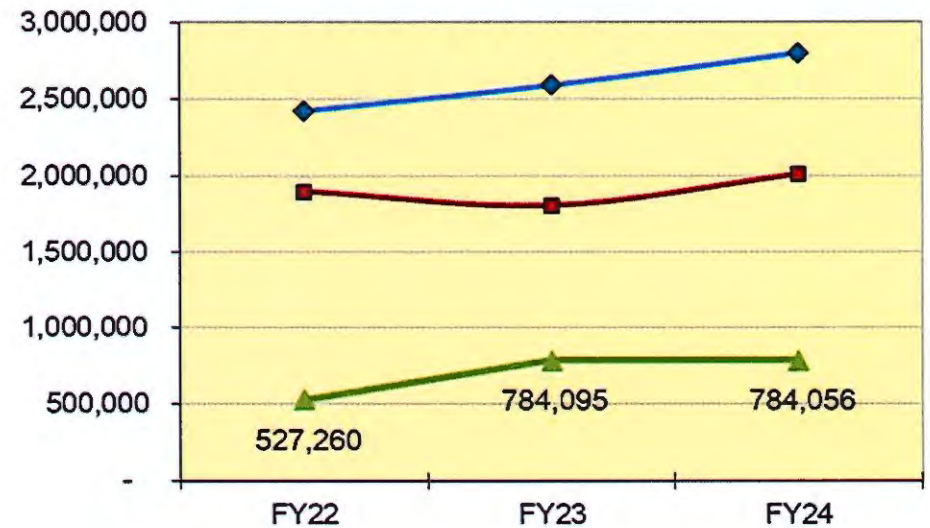
68%

0%

115%



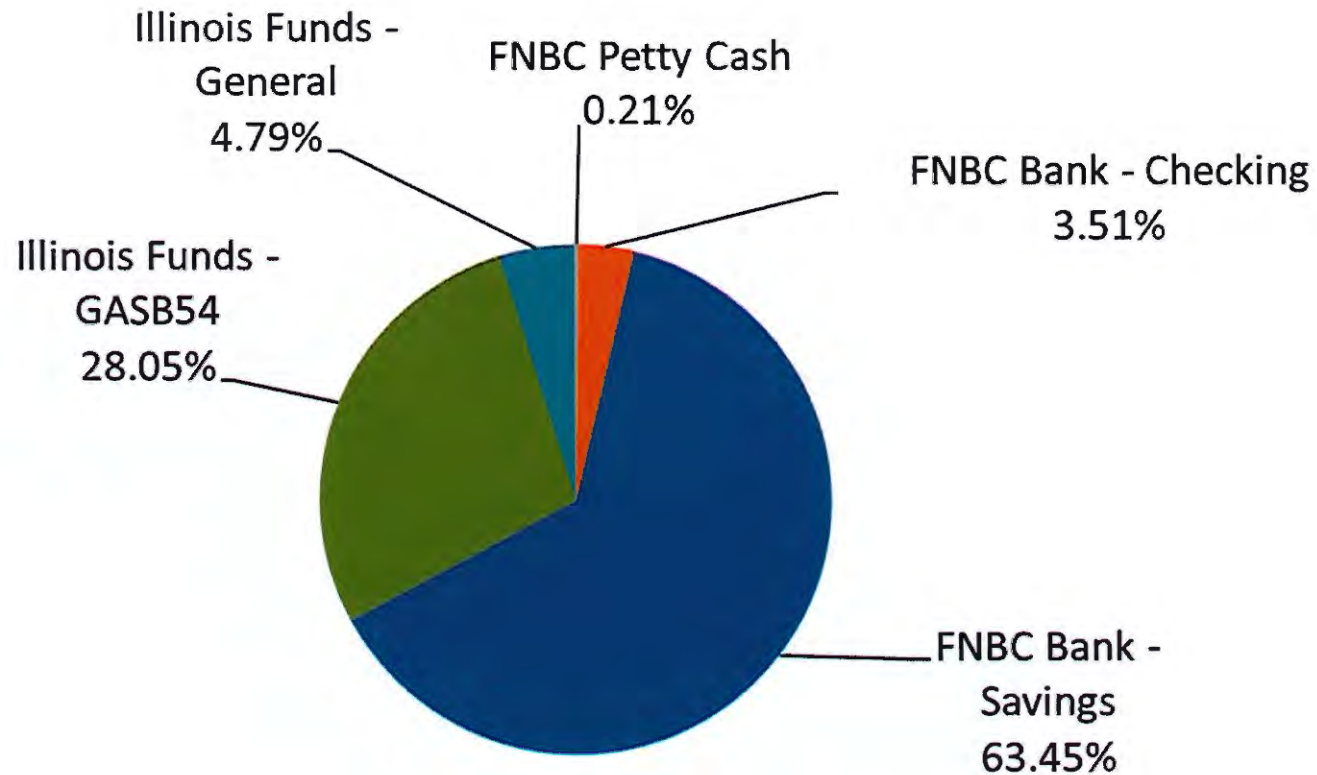
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ 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%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank – Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	2.79%	1,538,590
Illinois Funds - GASB54	#6950	MM	Various	680,075
Illinois Funds - General	#5519	MM	Various	116,036
Total				\$ 2,424,866



Financial Report

For the 9 Month(s) Ended March 31, 2024
FISCAL YEAR 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2024

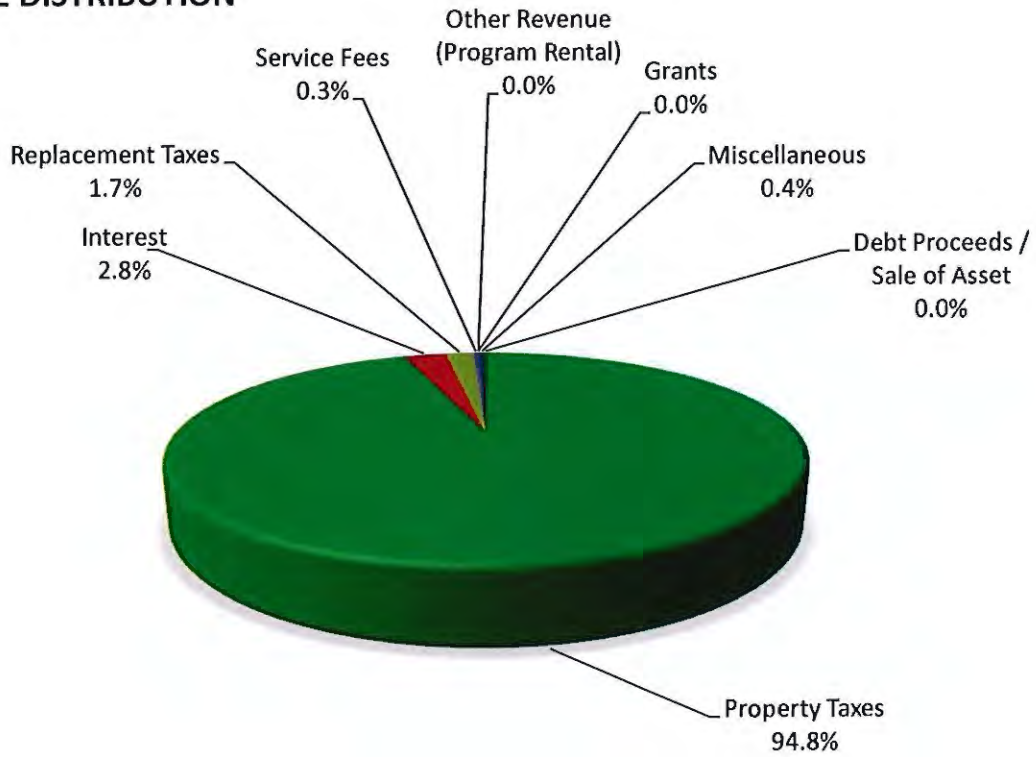
75% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,647,620	2,647,868	100%
Interest	76,971	45,800	168%
Replacement Taxes	47,953	60,000	80%
Service Fees	8,860	6,500	136%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,668	0%
Miscellaneous	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,793,333	<u>2,804,936</u>	<u>100%</u>
	<u>Budgeted Revenues</u> 2,804,936		
	% Diff 100%		
OPERATING EXPENDITURES			
Personnel	1,179,740	1,687,936	70%
IMRF	88,133	140,836	63%
Administrative	45,835	79,014	58%
Admin Technology	101,664	163,550	62%
Library Materials - Books	116,816	148,915	78%
Library Materials - Periodicals	9,170	8,850	104%
Library Materials - Audio & Visual	25,153	42,500	59%
Library Material - Maintenance	1,621	10,410	16%
Technology Services	97,537	110,450	88%
Programs	22,657	39,674	57%
Marketing & Promotion	37,419	36,208	103%
Facilities & Operations	181,179	198,563	91%
Utilities	58,022	52,000	112%
Professional Services	40,806	79,930	51%
Board Expenses	3,525	6,100	58%
	<u>Actual Expenditures</u> 2,009,277	<u>2,804,936</u>	<u>72%</u>
	<u>Budgeted Expenditures</u> 2,804,936		
	% Diff 72%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>784,056</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>2,311,567</u>		

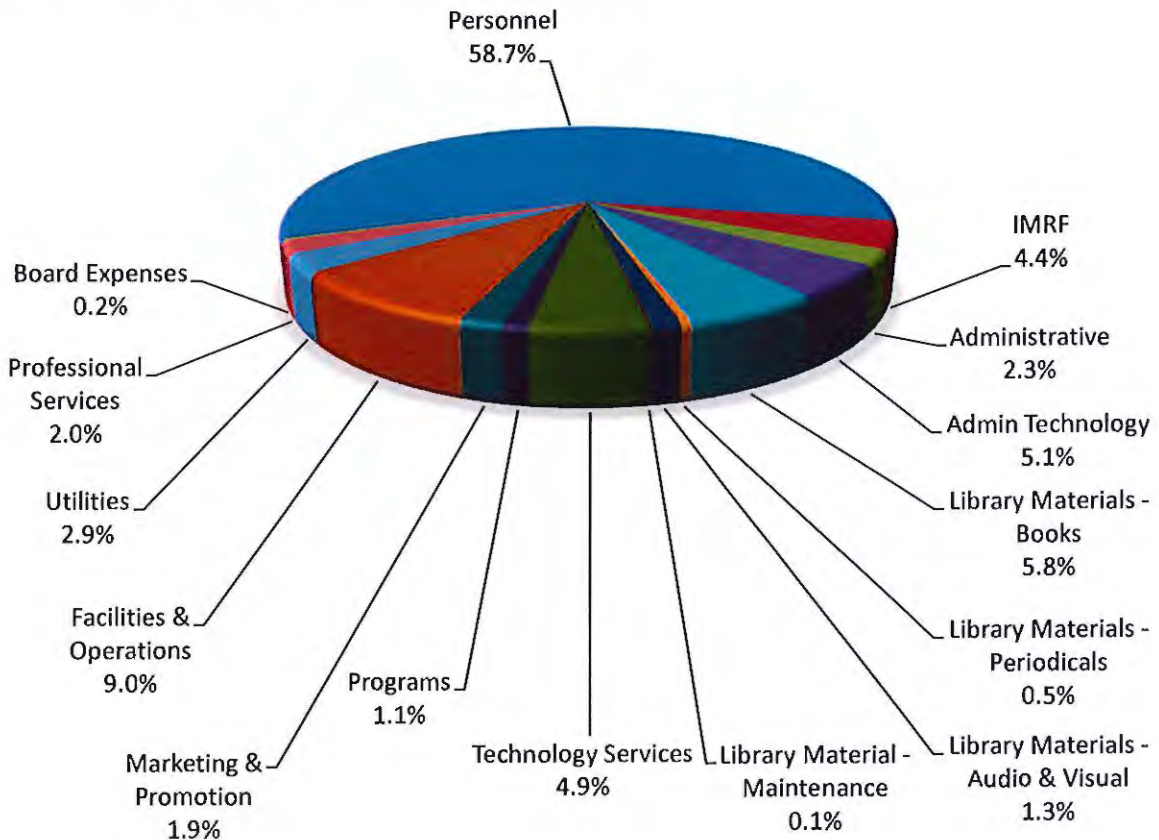
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2024

REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2024

75% 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	73,201	2,358	1,412	76,971	45,800	168%
Replacement Taxes	47,953	-	-	47,953	60,000	80%
Service Fees	8,860	-	-	8,860	6,500	136%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,929	-	-	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,652,037	139,884	1,412	2,793,333	2,804,936	100%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	100%	99%	n/a	100%		
OPERATING EXPENDITURES						
Personnel	1,179,740	-	-	1,179,740	1,687,936	70%
IMRF	-	88,133	-	88,133	140,836	63%
Administrative	45,835	-	-	45,835	79,014	58%
Admin Technology	101,664	-	-	101,664	163,550	62%
Library Materials - Books	116,816	-	-	116,816	148,915	78%
Library Materials - Periodicals	9,170	-	-	9,170	8,850	104%
Library Materials - Audio & Visual	25,153	-	-	25,153	42,500	59%
Library Material - Maintenance	1,621	-	-	1,621	10,410	16%
Technology Services	97,537	-	-	97,537	110,450	88%
Programs	22,657	-	-	22,657	39,674	57%
Marketing & Promotion	37,419	-	-	37,419	36,208	103%
Facilities & Operations	181,179	-	-	181,179	198,563	91%
Utilities	58,022	-	-	58,022	52,000	112%
Professional Services	40,806	-	-	40,806	79,930	51%
Board Expenses	3,525	-	-	3,525	6,100	58%
Actual Expenditures	1,921,144	88,133	-	2,009,277	2,804,936	72%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	72%	63%	n/a	72%		
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		
TOTAL SURPLUS / (DEFICIT)	730,893	51,751	1,412	784,056	-	
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511	
ENDING FUND BALANCE	2,126,148	60,321	125,099	2,311,567	1,527,511	
Fund Balance as % of Total Expenditures	111%	68%	0%	115%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 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	0.00	5,000.00	47,953.34	0.00	0.00	47,953.34	60,000.00	-12,046.66	79.92%
33000 · INTEREST INCOME	7,423.83	3,750.00	73,200.58	2,357.77	0.00	75,558.35	45,000.00	30,558.35	167.91%
33040 · INTEREST-IL FUND BLDG CONST	160.92	66.67	0.00	0.00	1,412.32	1,412.32	800.00	612.32	176.54%
35100 · FINES	3.10	0.00	97.26	0.00	0.00	97.26	0.00	97.26	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	716.79	333.33	5,248.14	0.00	0.00	5,248.14	4,000.00	1,248.14	131.2%
35510 · LOST AND PAID MATERIALS	9.00	83.33	1,148.88	0.00	0.00	1,148.88	1,000.00	148.88	114.89%
35710 · NON RESIDENT FEES	0.00	125.00	2,365.64	0.00	0.00	2,365.64	1,500.00	865.64	157.71%
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	220.00	0.00	0.00	220.00	100.00	120.00	220.0%
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	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%
	8,313.64	233,744.67	2,652,036.73	139,884.34	1,412.32	2,793,333.39	2,804,936.00	-11,602.61	99.59%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	154,015.50	111,708.33	962,717.24	0.00	0.00	962,717.24	1,340,500.00	-377,782.76	71.82%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	16,908.54	19,903.00	142,657.12	0.00	0.00	142,657.12	238,836.00	-96,178.88	59.73%
41120 · FICA EXPENSE	11,534.35	8,583.33	71,463.47	0.00	0.00	71,463.47	103,000.00	-31,536.53	69.38%
41130 · UNEMPLOYMENT COMPENSATION	0.00	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	182,458.39	140,661.33	1,179,740.15	0.00	0.00	1,179,740.15	1,687,936.00	-508,195.85	69.89%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	554.00	1,248.33	2,647.00	0.00	0.00	2,647.00	14,980.00	-12,333.00	17.67%
41320 · TRAVEL	69.64	183.33	862.39	0.00	0.00	862.39	2,200.00	-1,337.61	39.2%
41330 · ASSOCIATION DUES	0.00	508.33	4,797.00	0.00	0.00	4,797.00	6,100.00	-1,303.00	78.64%
41332 · PAYROLL PROCESSING	902.42	608.33	6,498.73	0.00	0.00	6,498.73	7,300.00	-801.27	89.02%
41334 · OFFICE SUPPLIES GENERAL	445.39	458.33	4,678.45	0.00	0.00	4,678.45	5,500.00	-821.55	85.06%
41336 · OFFICE EQUIPMENT	1,571.23	1,786.17	13,636.97	0.00	0.00	13,636.97	21,434.00	-7,797.03	63.62%
41338 · POSTAGE	15.52	541.67	5,025.44	0.00	0.00	5,025.44	6,500.00	-1,474.56	77.31%
41342 · ADMINISTRATIVE MISC	11.33	291.67	2,230.68	0.00	0.00	2,230.68	3,500.00	-1,269.32	63.73%
41344 · SUPPLIES-FOOD	24.80	500.00	1,192.99	0.00	0.00	1,192.99	6,000.00	-4,807.01	19.88%
41346 · MATERIALS & RESOURCE RECOVERY	187.15	83.33	994.85	0.00	0.00	994.85	1,000.00	-5.15	99.49%
41348 · CIRCULATION SERVICES SUPPLIES	1,559.67	375.00	3,270.62	0.00	0.00	3,270.62	4,500.00	-1,229.38	72.68%
Subtotal	5,341.15	6,584.50	45,835.12	0.00	0.00	45,835.12	79,014.00	-33,178.88	58.01%

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

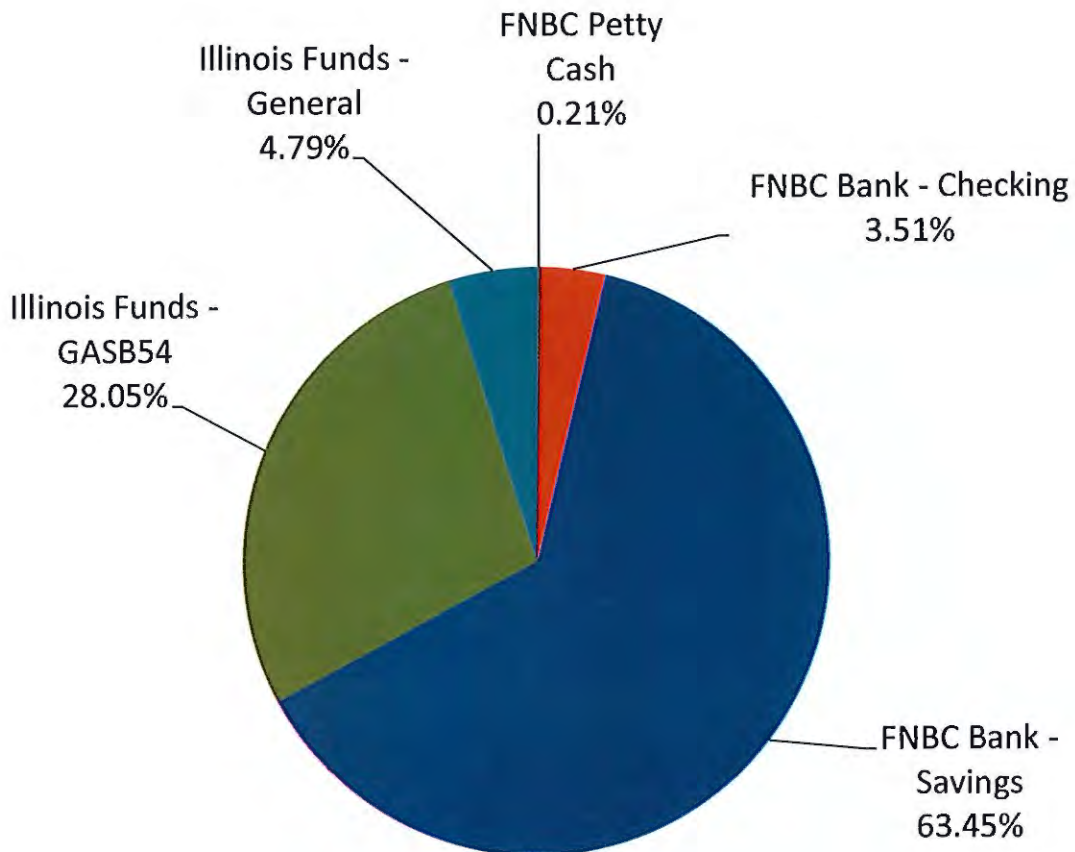
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	2,191.25	6,268.33	22,665.42	0.00	0.00	22,665.42	75,220.00	-52,554.58	30.13%
41410 · SOFTWARE STAFF	254.00	284.17	2,979.14	0.00	0.00	2,979.14	3,410.00	-430.86	87.37%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,654.15	5,447.33	55,656.45	0.00	0.00	55,656.45	65,368.00	-9,711.55	85.14%
41425 · WARRANTIES/EXTENDED CARE	3,786.89	1,629.33	20,362.93	0.00	0.00	20,362.93	19,552.00	810.93	104.15%
Subtotal	11,886.29	13,629.17	101,663.94	0.00	0.00	101,663.94	163,550.00	-61,886.06	62.16%
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	5,584.96	5,891.67	48,315.43	0.00	0.00	48,315.43	70,700.00	-22,384.57	68.34%
42122 · BOOKS-LITERACY	64.99	30.83	181.22	0.00	0.00	181.22	370.00	-188.78	48.98%
42130 · BOOKS-YOUNG ADULT	214.80	458.33	3,436.89	0.00	0.00	3,436.89	5,500.00	-2,063.11	62.49%
42140 · BOOKS-YOUTH	1,241.72	1,958.33	17,282.78	0.00	0.00	17,282.78	23,500.00	-6,217.22	73.54%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	411.73	0.00	0.00	411.73	1,000.00	-588.27	41.17%
Subtotal	7,106.47	12,409.58	116,816.06	0.00	0.00	116,816.06	148,915.00	-32,098.94	78.45%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	272.00	737.50	9,169.86	0.00	0.00	9,169.86	8,850.00	319.86	103.61%
Subtotal	272.00	737.50	9,169.86	0.00	0.00	9,169.86	8,850.00	319.86	103.61%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	1,269.81	2,750.00	21,882.11	0.00	0.00	21,882.11	33,000.00	-11,117.89	66.31%
42330 · AV MATERIALS-YOUNG ADULT	563.71	166.67	1,153.70	0.00	0.00	1,153.70	2,000.00	-846.30	57.69%
42340 · AV MATERIALS-YOUTH	419.68	625.00	2,117.26	0.00	0.00	2,117.26	7,500.00	-5,382.74	28.23%
Subtotal	2,253.20	3,541.67	25,153.07	0.00	0.00	25,153.07	42,500.00	-6,229.04	59.18%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,998.50	26,986.00	0.00	0.00	26,986.00	35,982.00	-8,996.00	75.0%
42405 · INTERNET SERVICES	2,003.66	2,341.67	19,846.59	0.00	0.00	19,846.59	28,100.00	-8,253.41	70.63%
42420 · SOFTWARE PUBLIC	0.00	1,418.17	9,199.86	0.00	0.00	9,199.86	17,018.00	-7,818.14	54.06%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	1,888.00	2,445.83	41,504.74	0.00	0.00	41,504.74	29,350.00	12,154.74	141.41%
Subtotal	3,891.66	9,204.17	97,537.19	0.00	0.00	97,537.19	110,450.00	4,336.60	88.31%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	218.67	850.83	1,469.88	0.00	0.00	1,469.88	10,210.00	-8,740.12	14.4%
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	218.67	867.50	1,620.77	0.00	0.00	1,620.77	10,410.00	-8,740.12	15.57%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	905.77	955.83	7,531.66	0.00	0.00	7,531.66	11,470.00	-3,938.34	65.66%
44130 · PROGRAMS-YOUNG ADULT	284.22	416.67	2,762.75	0.00	0.00	2,762.75	5,000.00	-2,237.25	55.26%
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	1,548.11	861.17	7,083.38	0.00	0.00	7,083.38	10,334.00	-3,250.62	68.54%
44145 · EVENTS AND OUTREACH	443.11	716.67	5,274.87	0.00	0.00	5,274.87	8,600.00	-3,325.13	61.34%
Subtotal	3,181.21	3,306.17	22,656.85	0.00	0.00	22,656.85	39,674.00	-6,575.75	57.11%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	125.00	328.33	2,072.46	0.00	0.00	2,072.46	3,940.00	-1,867.54	52.6%
44215 · WEBSITE	14,500.00	833.33	20,944.88	0.00	0.00	20,944.88	10,000.00	10,944.88	209.45%
44220 · PROMO MATERIALS-ADULT	41.57	250.00	712.52	0.00	0.00	712.52	3,000.00	-2,287.48	23.75%
44240 · PROMO MATERIALS-YOUTH	0.00	208.33	1,424.46	0.00	0.00	1,424.46	2,500.00	-1,075.54	56.98%
44245 · PROGRAM GUIDE	0.00	1,358.33	12,264.23	0.00	0.00	12,264.23	16,300.00	-4,035.77	75.24%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
Subtotal	14,666.57	3,017.33	37,418.55	0.00	0.00	37,418.55	36,208.00	1,210.55	103.34%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	1,659.50	1,450.00	13,759.50	0.00	0.00	13,759.50	17,400.00	-3,640.50	79.08%
45112 · SECURITY SERVICE	1,599.20	1,775.00	15,162.42	0.00	0.00	15,162.42	21,300.00	-6,137.58	71.19%
45115 · JANITORIAL SUPPLIES	1,517.98	466.67	4,671.24	0.00	0.00	4,671.24	5,600.00	-928.76	83.42%
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	4,975.00	458.33	4,975.00	0.00	0.00	4,975.00	5,500.00	-525.00	90.46%
45120 · SNOW REMOVAL	7,680.00	2,166.67	19,200.00	0.00	0.00	19,200.00	26,000.00	-6,800.00	73.85%
45130 · EXTERIOR LANDSCAPING	1,200.00	823.33	5,882.50	0.00	0.00	5,882.50	9,880.00	-3,997.50	59.54%
45140 · EXTERIOR R & M-OTHER	0.00	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	1,620.40	2,083.33	42,432.05	0.00	0.00	42,432.05	25,000.00	17,432.05	169.73%
45155 · GENERAL BLDG SERVICES	150.49	125.00	1,225.73	0.00	0.00	1,225.73	1,500.00	-274.27	81.72%
45160 · CONTRACT INSPECTION & MAINTENAN	2,015.59	1,563.58	21,396.21	0.00	0.00	21,396.21	18,763.00	2,633.21	114.03%
45165 · INTERIOR R & M-OTHER	495.00	3,766.67	21,867.70	0.00	0.00	21,867.70	45,200.00	-23,332.30	48.38%
Subtotal	22,913.16	16,546.92	181,179.32	0.00	0.00	181,179.32	198,563.00	-17,383.68	91.25%
12E · UTILITIES									
45310 · UTILITIES-GAS	989.30	716.67	7,241.17	0.00	0.00	7,241.17	8,600.00	-1,358.83	84.2%
45320 · UTILITIES-ELECTRIC	3,340.86	2,333.33	34,098.02	0.00	0.00	34,098.02	28,000.00	6,098.02	121.78%
45330 · UTILITIES-TELEPHONE	876.50	850.00	7,680.78	0.00	0.00	7,680.78	10,200.00	-2,519.22	75.3%
45340 · UTILITIES-WATER	0.00	333.33	8,236.78	0.00	0.00	8,236.78	4,000.00	4,236.78	205.92%
45350 · UTILITIES-TRASH	84.99	100.00	764.91	0.00	0.00	764.91	1,200.00	-435.09	63.74%
Subtotal	5,291.65	4,333.33	58,021.66	0.00	0.00	58,021.66	52,000.00	6,021.66	111.58%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	-11.00	1,539.17	12,320.00	0.00	0.00	12,320.00	18,470.00	-6,150.00	66.7%
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	192.00	1,000.00	3,441.40	0.00	0.00	3,441.40	12,000.00	-8,558.60	28.68%
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	14,175.00	0.00	0.00	14,175.00	19,000.00	-4,825.00	74.61%
Subtotal	1,756.00	6,660.83	40,806.40	0.00	0.00	40,806.40	79,930.00	-39,123.60	51.05%
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	2,380.00	0.00	0.00	2,380.00	4,100.00	-1,720.00	58.05%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	1,121.32	0.00	0.00	1,121.32	1,000.00	121.32	112.13%
Subtotal	340.00	508.33	3,525.07	0.00	0.00	3,525.07	6,100.00	-2,574.93	57.79%
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	13,339.44	11,736.33	0.00	88,132.95	0.00	88,132.95	140,836.00	-52,703.05	62.58%
Subtotal	13,339.44	11,736.33	0.00	88,132.95	0.00	88,132.95	140,836.00	-52,703.05	62.58%
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%
	274,915.86	233,744.67	1,921,144.01	88,132.95	0.00	2,009,276.96	2,804,936.00	-795,659.04	71.63%
Net Income	-266,602.22	0.00	730,892.72	51,751.39	1,412.32	784,056.43	0.00	784,056.43	100.00%

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

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	2.79%	1,538,590
Illinois Funds - GASB54	#6950	MM	Various	680,075
Illinois Funds - General	#5519 / 1507	MM	Various	116,036
Total				\$ 2,424,866



Library Director Report

March 2024

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 75.0%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$680,075.26 (+ \$3,106.45)
 - New Building & Construction Fund: \$35,231.21 (+ \$160.92)
 - General (Corporate) Fund: \$80,805.11 (+ \$369.12)

PHYSICAL PLANT

- ❖ Buck Services performed janitorial services on 3/21, 23, 26, 29, 30; 4/6, 9, 13
- ❖ Orkin provided preventive pest maintenance on 3/26
- ❖ Sebert Landscaping performed spring cleanup on 3/29 and returned for landscaping services on 4/17
- ❖ Anderson Elevator provided preventive maintenance on the elevator on 4/4
- ❖ Gehrke provided preventive maintenance on the glycol system on 4/15
- ❖ Midwest Mechanical was on-site 4/16 with multiple subcontractors to discuss scope of work on capital projects

TECHNOLOGY

- ❖ The new web site was launched during National Library Week
- ❖ Assignment of employee access to folders and files, the next step in the staff serverless migration, was completed and sent to Sikich on 4/17
- ❖ Sikich installed server firmware updates after hours on 4/15

PERSONNEL

- ❖ The Library Director:
 - Held the Administrative Team Meeting on 3/21
 - Submitted the required Annual Library Certification and Interlibrary Loan and Statistical Survey through RAILS on 3/21
 - Attended the iLEAD Trustee Learning Portal Workshop at the RAILS Burr Ridge Office on 3/22
 - Met with the Chair of the Building & Grounds Committee and Midwest Mechanical on 3/25 to discuss leveraging cooperative purchasing to complete several capital projects

Library Director Report

March 2024

- Attended the Finance Committee and Regular Board meeting on 3/25
- Took time off from 3/26 through 4/7
- Held the Management Advisory Meeting and attended the Eclipse program on 4/8
- Completed the DuPage County Tax Extension and Abatement Worksheets and returned them to the DuPage County Clerk on 4/10
- Hosted the Council of Governments meeting on 4/11
- Attended Rotary meeting on 4/17

❖ Employee Highlights

- Miriam H. celebrated 2 years at the library on 4/18
- Kelli S. celebrated 25 years at the library on 4/20
- Amanda G. will celebrate 20 years at the library on 4/26

Department Reports

March 2024

ADMINISTRATIVE SERVICES

WCPLD Public Relations Board Briefing

04/22/24

- Email Campaigns – March
 - Total opens: 29,978 +21.7%
 - Total click-throughs/engagements: 379 +46.4%
 - Biweekly Program Newsletters x 9
 - Total opens: 16,771 -4%
 - Total click-throughs/engagements: 196 +8.7%
 - Special Program Highlight Emails x 5 (+2 compared to last month)
 - Total opens: 13,207 +53.2%
 - Total click-throughs/engagements: 183 +74%
 - Events promoted with an SPH email include:
 - Glow-in-the-dark Egg Hunt
 - March Storytimes
 - Spoon River Anthology
 - Total Solar Eclipse
 - Adventures in Nature Play
- Social Media Campaigns
 - Social Posts x 20 +60%
 - Total impressions: 6,910 +4.3%
 - Total reach: 6,468 +2.6%
 - Total engagements: 215 +79.4%
- Website Redesign Committee
 - The website has launched. Thank you to all the committee members and other staff who have worked so hard to make this happen. We hope the patrons enjoy the new site and hope it will see even more use than the old site. At the end of May, we will develop a content plan and schedule for regularly expanding the website with Search Engine Optimized pages that showcase our useful services, knowledgebase, and staff.
- New Program Guide to be mailed on May 10th, 2024.

ADULT SERVICES

Engagement:

Programs: A total of 17 programs were offered in March with a total attendance of 148. We held a variety of programs for adults in March, some were book group, crafts, movies, and needlecrafters.

Program Highlights:

Betty White: A Lifetime of Laughter: Dr. Annette Bochenek, archivist and film historian presented the life of Betty White. A total of 15 attended this event.

The History of American Pies an Illinois is Well Represented: Presenter Catherine Lambrecht, Grand Champion and Best of Show winner for apple pie presented on the history of pies. For a treat for the attendees the library served pies, made by the new Cocoa Notes Bakeshop. A total of 20 attended this event.

Take and Make Kits: There were 215 take and make kits taken by patrons in March.

College of DuPage ELA Classes: Four classes were held in March with a total attendance of 59.

New initiative: Seed library coming soon!

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

- In March, a total of 5 programs were offered for teens with a total of 24 attendees.
 - At this month's session of YA Cafe, the sublimation printer was used to make DIY: Glass Tumblers. The designs transferred well onto the glass and the teens were happy with their creations.
 - At our Tabletop n Treats program, the teens have set out on a new Dungeons & Dragons adventure. The road will be long and treacherous, but the YA librarian has no doubt our adventures will be triumphant!

YOUNG ADULT AREA

In March, 30 kits of Origami baskets were taken as part of our Teen Take 'n' Make craft kit series.

PROFESSIONAL DEVELOPMENT:

- Nate W. attended the AI and Libraries conference: hosted by Library 2.0 - This conference covered many topics on AI: From AI and privacy, accessibility, and ethics to practical and creative applications. Overall, the conference was positive about the future of AI and libraries and how AI can be responsibly applied to library work and patron services. There were many

takeaways for how emerging technologies in AI can be applied to teen services and STEM program offerings for teens and youth.

CIRCULATION SERVICES

Circulation Statistics March 2024:

- 14,029 Total Items checked out, 8.55% decrease from March 2023.
- 3,456 Electronic materials checked out, 16.03% decrease from March 2023.
- The total value of the materials checked out by our patrons was \$91,849.60 during March 2024.
- During March 2024, we had 179 patrons using self-check and a total of 606 items checked out.

Patron Statistics March 2024:

- 5,802 Visitors to the library, 4.22% increase from March 2024.
- 72 New patrons added, 28.00% decrease from March 2024.
- 10,538 Card holders, 31.30% decrease from March 2024.
- 36.43% of the district population have library cards, a 16.60% decrease from March 2024.

Other Activities:

April 8th Total Eclipse:

- We distributed a total of 2,700 eclipse glasses between October 2023 and the recent April eclipse. This would not have been possible without the generous support of NASA, SEAL (Solar Eclipse Activities for Libraries), Adler Planetarium, and our state representative, who all donated hundreds of glasses each.
- The day of the eclipse the visitor traffic also reflected the event's success! We saw an impressive 719 visitors compared to our average Monday visitor count of 218.

TECHNICAL SERVICES

Acquisitions:

- 838 Items invoiced/received.
- 807 Items ordered.
- 152 Items on-order.
- 106 Items received not processed.
- 11 Donations.
- 3 Item returned.
- 2 Replacements.
- 1 Items cancelled.

Cataloged:

- 6348 Items added to the collection.

Withdrawals:

- 440 Items withdrawn from the collection.

Material Maintenance:

- 26 Items repaired in house.

Other Activities:

- 887 Items moved from the new shelf to the regular collection.
- 294 Postage processed.
- 125 Invoices processed.
- 137 Invoices Archived.
- 31 Pre-cat records created.
- 25 Withdrawn books donated to Better World Books.
- 19 E/J Kit records updated.
- 16 Title transfers.
- 8 Call # transfers.
- 6 Missing items reclaimed.

YOUTH SERVICES

Programs

- Youth Services hosted 28 programs including Puppet Stories in Spring, Messy Masterpieces, Blacklight Painting, and the Kibboomers Dance-a-thon. We had a **total program attendance of 564:** 185 child attendees, 121 adult attendees, and 258 were take home activities.
- One program that was a great success was The Glow in the Dark Egg Hunt. 33 delighted children and their 29 adults participated in our Glow in the Dark Egg Hunt. Our program room was transformed into a magical realm where

cardboard bunnies could be seen carrying eggs and painting them. Clear eggs with mini glow sticks to make the eggs glow were hidden throughout and under tables and chairs that had been covered and made to look like grass and hills. Goody bags containing stickers, small toys, and coloring sheets were exchanged for the five (5) eggs children needed to find. Six lucky winners discovered the 'golden egg' and were given a bonus prize. Numerous patrons took pictures with the cardboard bunnies making memories and they were also very complimentary about the children's programs the library offers. In addition, families were grateful for this free event.

Outreach

- We have seen **94 children between 0 through 11 years old, including 79 adults**. In total, we have completed 15 visits.
- This includes 4 bilingual in-library visits with participants of District 33 Birth to Three Program. We made our monthly visit to the Park District Preschool class for Storytime. We visited special needs classes at Indian Knoll Elementary School and Currier Elementary School for Storytime.

Professional Development

Luke Sutton and Kelli Simmerman had the wonderful opportunity to attend a free continuing education event at the DuPage Children's Museum on March 18th called DCM Wonder Clubs. This training session provided instruction on teaching a specific STEAM (Science, Technology, Engineering, Art, Math) based curriculum to PreK children. This year's theme is STEAM-Park, so all the lessons incorporate amusement parks, carnivals, and the circus. DCM staff provided instruction on nine (9) lessons they designed specifically for children five (5) and under. Not only did they walk us through each lesson (supplies, overview, learning outcomes, etc.) we had the chance to work hands-on with the materials in each lesson as a group and begin formulating how we would use these lessons at our library.

At the end of the day, we were also provided with all the materials including books for each lesson that we would need, for example: glue sticks, scissors, colored pencils, markers, crayons, paint, and more. We look forward to implementing and offering this early learning opportunity for our youngest patrons and their caregivers this summer. This was an amazing day of learning, sharing, and networking and we are both grateful to have had this opportunity to attend. Future Wonder Clubs are planned and over 100 libraries in the Chicagoland area participate in them. They also provide lessons for Grades 1-3 and Grades 4 & 5. Each year there is a new set of lessons and curriculum created, and we look forward to participating again in the future.

IT Report

Wireless Overview

March had **721 unique clients** with 873.3Gb of data used.

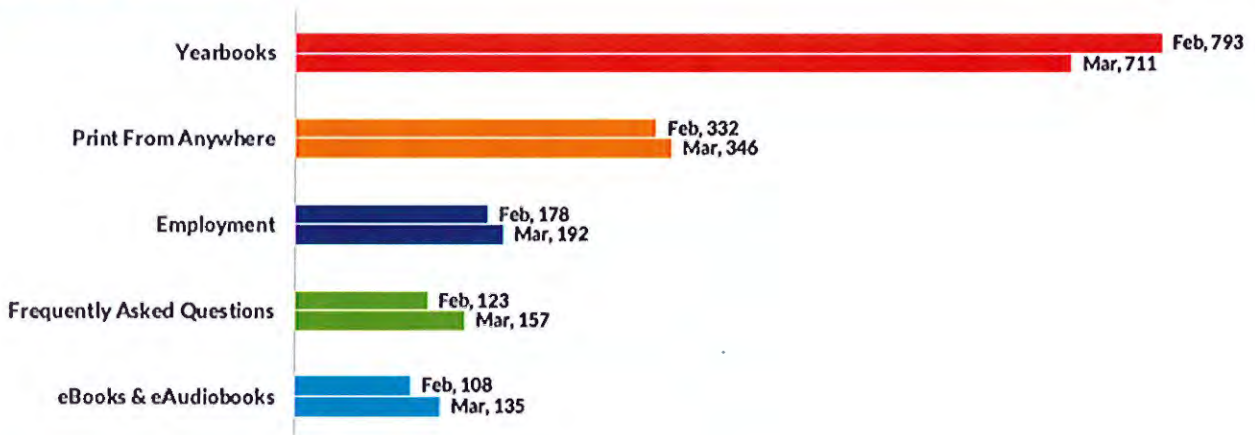
WiFi Usage Mar 2023 - Mar 2024



Website

In March we had **8290 website visits**

Top 5 Pages in Mar



Computer Usage

We had 498 users in March. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (Feb)	Average Time Per Session (Feb)	Total Logins (Mar)	Average Time Per Session (Mar)
Adult	226	33 Minutes	431	40 Minutes
Youth	57	22 Minutes	60	28 Minutes
Newspaper	7	49 Minutes	3	1 Hour 55 Minutes