



WEST CHICAGO PUBLIC LIBRARY DISTRICT

MEETING AGENDA
BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, MAY 28, 2024
7:00 PM

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info 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 – April 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 May 2024
2. Financial Statements for April 2024
- H. Communications
1. MEMO RE: New Rules on Web Content/ADA Accessibility
(Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
- I. Reports
1. Nominating Committee Kelsey/Navadomskis
2. President
a. Election of Officers for FY 2024-2025
i. President
ii. Vice President
iii. Secretary
iv. Treasurer
b. Appointment of the Ethics Officer
c. Appointment of the Parliamentarian
d. Appointment of Finance Committee
e. Appointment of Policy Committee
3. Library Director ATTACHMENT
4. Department Managers ATTACHMENT
- J. Unfinished Business

K. New Business

1. Capital Projects Proposal – Scope of Work to Include: **ACTION**
 - a. Heaters (Entry Air Curtain & Lobby Washrooms)
 - b. Exterior Lighting
 - c. Concrete Work
 - d. VAV Boxes
 - e. Exterior Furniture Replacement (Benches & Bike Rack)
2. Establish Signatories on the Financial and Investment Accounts **ACTION**
3. Short Takes for Library Trustees: Ethics
(*video training series*)

L. Closed Session

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

M. Return to Open Session

N. Adjournment

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, APRIL 22, 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; Corrine Jakacki, Treasurer; Diane Kelsey, Secretary; Richard Bloom, and Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Melisa Martinez, Youth Services Manager; Gabe Cardenas, Circulation Services Manager; Jason Rock, IT Specialist;

C. APPROVAL OF THE MINUTES:

1. Board Meeting - March 25, 2024: Ms. Jakacki moved to approve the minutes of March 25, 2024 as amended; seconded by Ms. Kelsey. Motion carried by unanimous voice vote.

- Page 5, Reports, Item 6, second sentence should read "Ms. Jakacki and Director Weseloh recommend the Library move its accounts to Republic Bank."

- Page 7, New Business, Item 4, the Committee recommendation for the COLA increase was 1.25%.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for April 2024: Ms. Jakacki moved to approve the bills for April 2024 in the amount of \$244,446.22; seconded by Ms. Navadomskis.

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

2. Financial Statements for March 2024: Mr. Weseloh covered the March 2024 financial statements during his Director's Report, Item J-2.

H. Banking Services Presentation: Omar Espinosa, Mike Minetti, and Adela Gonzalez were present and gave a presentation to the board, as a

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follow-up to the presentations made by the bank's representatives at the March Finance Committee meeting. The board will consider under New Business the recommendation to move the Library's banking business to Republic Bank.

The representatives of Republic Bank introduced themselves and described their connections to and involvement with the West Chicago business and residential community. The bank has been serving the community for approximately 10 years, invests in the community, and has participated with the Library and the City of West Chicago in community events such as Frosty Fest, hosting Mr. and Mrs. Claus at the bank during the holiday season, and is involved with the local Rotary Club and Lion's Club.

Republic Bank is a family-owned banking institution; it was started in 1964, and currently has 19 locations, all in Illinois; and it manages close to \$3 billion in assets. Its corporate headquarters is in Oak Brook, Illinois; and the bank has two branches in West Chicago.

Republic Bank provides checking and savings accounts, loans and lines of credit, treasury management, Positive Pay fraud prevention, merchant services, payroll services, and online and mobile banking.

Discussion was had regarding the Library utilizing the Illinois Funds investment portfolio for the Per Capita Grant funds; using direct deposit for property tax income; account transfers; and sweep accounts. While the bank uses the 13-week treasury rate as a guide, their interest rates are not necessarily pegged to it anymore.

I. COMMUNICATIONS: None.

J. REPORTS:

1. President's Report: The President complimented Jason and Nick on the rollout of the new website, stating it is user friendly. Other board comments were that the website is bright and uncluttered, and easy to locate.

President Weninger has been looking at designs for the Little Library box that will be placed at the dog park in memory of former Library Board President Nancy Conrardt. The process is time-consuming; and Ms. Weninger invited other board members to also do some research into the different boxes that are available. She is having trouble finding a dog-themed library box. Ms. Weninger would like to have the box installed sometime this summer.

President Weninger asked Ms. Kelsey and Ms. Navadomskis to serve as the nominating committee and present a slate of officers at the May board

meeting. Nominations will also be taken from the floor at the May meeting.

The current Youth Services Manager is retiring, and Ms. Weninger thanked Melissa for her time and efforts while working with the West Chicago Library.

2. Library Director: Mr. Weseloh stated the Library is 75% through its fiscal year elapsed and expenses are currently running at 72% of the budget. Utilities and facilities continue to run ahead of budgeted figures. Sikich provides the Library an estimated cost of technology hardware and services, and the actual costs can vary slightly above or below the estimate. Staff continue to monitor those line items as the fiscal year draws to an end.

The server rack in the hallway of the circulation workroom was identified as a potential issue for security rating. Mr. Weseloh received a quote to investigate the cost of moving the rack into the electrical room in the basement. That work may be planned for FY25.

Mr. Weseloh attended the Council of Governments meeting, at which an updated appraisal for the nonresidential and residential properties for land values was discussed with reference to the West Chicago Land Cash Ordinance. There are seven different units of government that will share equally the cost of the appraisal. The quote from Polach Appraisal Group, Inc., is \$5,750.

The tax extension and abatement worksheets arrived from the County Clerk on April 8, 2024. Mr. Weseloh completed and submitted those worksheets to the County on the due date, April 10, 2024. The Library is waiting for the final version of the tax extension that is used for the revenue and budget calculation. The first draft of the budget will be presented at the Finance Committee meeting on May 15, 2024. The tax extension is roughly \$2.8 million, and the tax abatement amount is roughly \$82,000. The remaining money that should be received from the tax abatement companies is approximately \$99,000.

The Library's elevator is out of service as of Wednesday, April 17, 2024. A valve malfunctioned, and the elevator stopped on the lower level. Anderson Elevator said the part is going to take two to three weeks to arrive. The parts and labor are covered under the contract. Mr. Weseloh will provide updates as they are received, and the status of the elevator will be posted on the website and through social media.

Mr. Weseloh continues to work with Midwest Mechanical on the various scopes of work for capital projects planned for completion during FY25, including pavement replacement, concrete work, additional exterior

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lighting, a heat curtain at the front entrance, and replacement of a few VAV boxes. The total cost is expected to be approximately \$275,000; and a recommendation was made to have a 10%, or \$27,500, contingency for changes or fluctuation in price, for a total of \$302,500.

Mr. Weseloh will be asking for recommendation for approval of the budget that will incorporate these capital expenditures.

The Director submitted the Annual Library Certification and Interlibrary Loan and Statistical Survey through RAILS, which is required annually as a member of RAILS.

The Youth Services Manager open position has been posted internally, on the website, and on RAILS. Mr. Weseloh noted staff anniversaries.

The library will be closed May 10, 2024 for in-service, and May 24, 2024 for electrical panel maintenance.

Last fall the City of West Chicago received \$750,000 through a Department of Commerce and Economic Opportunity grant for 2024. The fund will be used for the Fremont Street water tower rehabilitation project. The scope will include sandblasting, interior coating, exterior coating, landscape improvements, and OSHA compliance safety systems that include rails and fall protection. Noise may be an issue during the project.

The West Chicago Fire Protection District has launched a new website. The Fire Protection District will hold an open house Saturday, October 12, 2024 from 11:00 to 3:00 p.m. at Fire Station 6, at 200 Fremont Street.

Blooming Fest is Saturday, May 18, 2024. The Library will have a table at the event; and the Library gave permission to the City for use of the library parking lot during the event, and to use the library building as an inclement weather location.

The May board meeting is a day later, May 28 instead of May 27, 2024 due to Memorial Day.

3. Department Managers:

Adult Services held 17 programs, with a total of 148 people in attendance. One program was a talk about Betty White and her life, with 15 people attending; and another was the History of American Pie. The Library partnered with Cocoa Notes and ordered pies for the program.

The seed library will be available starting May 2, 2024 on the second floor. An old card catalog from the Winfield Museum will house the seeds. May 2, 2024 from 6:00 to 8:00 p.m. is the kickoff with Healthy

West Chicago. 135 varieties of seeds will be available, including beans, broccoli, carrots, cucumbers, cantaloupe, watermelon. Patrons can pick up four packets of seeds at a time.

Young Adults: A total of 24 kids attended the five programs. A staff member attended a conference on artificial intelligence related to libraries.

Circulation: 14,029 items were checked out in March, a 8.55% decrease from March 2023; 3,456 electronic materials were checked out, a 6.03% decrease from March 2023. The month ended with 10,538 cardholders, a 31.30% decrease from March 2023.

The Library saw visitor traffic of 719 persons on Monday, April 8, 2024, for the solar eclipse, compared to 218 on the first Monday in April 2023. 113 people attended library programs related to the eclipse.

Youth Services: The department hosted 28 programs, including Puppet Stories in Spring and Black Light Paintings, with a total of 554 attendees. One of the biggest programs was the Glow in the Dark Egg Hunt, with 33 delighted children and 29 adults participating in the program for Easter.

For outreach in March, staff saw 94 children between the ages of 0 and 11 years old, and 79 adults. Staff completed 15 visits. A staff member attended an interesting professional development opportunity at the DuPage Children's Museum called DCM Wonder Club, at which library staff learned about STEM programming and how they can bring it to a small library.

IT: 721 people connected to the Library's Wi-Fi in March, slightly down from March 2023. The website had 8,290 site visits, slightly down from around 10,000. The number destination for website visitors remains yearbooks. People use the mobile print service quite a bit; and patrons are looking for employment as well as looking at the frequently asked questions. The FAQs reviewed mostly have to do with people looking to obtain a library card. E-books and audio books remains in the top five for the website destination.

Onsite Computer usage is up almost 200 people from February 2024. The number of patrons searching the newspaper archives is up to 3 from 1, and the average time spent is almost two hours.

4. Ms. Jakacki reported the Finance Committee met at 6:00 p.m. on April 18, 2024. Present were Corrine Jakacki, Chair; Scott Grotto and Diane Kelsey, Members; Pat Weninger, ex officio; and Maureen Bajor

and Benjamin Weseloh, staff.

Staff approached the committee regarding looking for a new insurance broker. The Library's current insurance brokerage firm has been acquired by a new company, and the Library's primary contact has indicated she will be retiring. The two entities -- Crum-Halsted from Geneva, Illinois, and Cook & Kocher from Park Ridge -- provided presentations to the committee. This broker will be obtaining quotes with respect to liability insurance, not health insurance.

Director Weseloh spoke with the committee about planned capital improvement projects for FY25 in the amount of \$300,250; and the Finance Committee discussed using reserve monies to fund those projects. The meeting adjourned at 7:23 p.m. The committee will schedule a meeting to discuss the budget.

K. Unfinished Business:

1. Healthy West Chicago Donation Request: The City of West Chicago will make a maximum match of \$5,000 when the Library makes a donation of \$5,000 to Healthy West Chicago.

Ms. Jakacki moved to Support Healthy West Chicago with a donation of \$5,000 for the next three years, January '25, January '26, January '27; seconded by Mr. Bloom.

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

L. New Business:

1. Selection of Insurance Broker for Fiscal Year 2025: Ms. Jakacki stated the Finance Committee recommends the selection of Cook & Kocher Insurance Group to be the Library's insurance broker moving forward. Cook & Kocher does a significant amount of work with Libraries.
Motion carried by unanimous voice vote.

2. Selection of Bank for Banking Services: Ms. Jakacki stated the Finance Committee recommends that the Library switch banking institutions to Republic Bank of West Chicago. The Library hopes to get the accounts switched over by the beginning of the new fiscal year.
Motion carried by unanimous voice vote.

3. Approval of Reserve Monies Expenditures to Fund Capital Projects in Fiscal Year 2025: Ms. Jakacki stated the Finance Committee recommends the Library add a budget line item for capital projects for FY25, with the funds to be removed from corporate carryover. The projects include pavers, concrete work, an air curtain, exterior lighting, and VAV boxes. The Finance Committee is not recommending depleting the building fund, which currently has approximately \$33,000 in it.

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

(Staff left.)

4. Short Takes for Trustees: Board Meetings: The trustees were provided a handout of resources for conducting board meetings.

(Video played)

The trustees discussed the possibility of reviewing the Library's strategic plan at each board meeting or quarterly or semiannually at a board meeting.

President Weninger indicated she is open to receiving comments or feedback from the trustees as to the board business.

Mr. Weseloh stated that if the Board would like to change the order of the board meeting agenda with respect to when to hear public comment, making such a change would require a change in the Bylaws.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:33 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: May 28, 2024

FINANCIAL STATEMENT DATE: April 30, 2024

Payroll dated:

4/12/2024	Net Payroll	\$	37,617.83
	Federal Liability Payment	\$	10,822.76
	State Liability Payment	\$	2,290.54
	Paylocity Fee	\$	165.12
4/26/2024	Net Payroll	\$	38,055.93
	Federal Liability Payment	\$	10,881.92
	State Liability Payment	\$	2,294.94
	Paylocity Fee	\$	545.78

TOTAL \$ 102,674.82

State Bank of IL

Operating - Manual Cks	Check No.	\$	85.20
Operating - System Cks	Check No.	\$	123,611.11
Operating - Credit Card	Check No.	\$	1,288.49
Librarian's Petty Cash	Check No.	\$	1,125.00

TOTAL \$ 126,109.80

Total Bills for Approval \$ 228,784.62

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Bills Total
As of May 16, 2024

Type	Date	Num	Memo	Split	Amount
4 Imprint					
Credit	05/15/2024	930409	Freight Credit	44130 · PROGRAMS-YOUNG ADULT	-55.47
Bill	04/10/2024	12377418	Notebooks/Post-Its/Grow Kits	44220 · PROMO MATERIALS-ADULT	1,380.93
Bill	05/07/2024	12485897	Pop-Sockets/Charging Cable/Phone Holder	-SPLIT-	1,245.72
Total 4 Imprint					2,571.18
ACC Business					
Bill	04/27/2024	241060297	3/11/24-4/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business					608.66
Accurate Office Supplies					
Bill	04/15/2024	613527	Disinfectant	45115 · JANITORIAL SUPPLIES	23.88
Bill	04/25/2024	614198	Envelopes/Folders	42500 · PROCESSING-TECHNICAL SERVICES	81.86
Bill	05/01/2024	614465	Coffee/Tea/Paper Plates	41334 · OFFICE SUPPLIES GENERAL	196.41
Bill	05/02/2024	614523	Napkins	41334 · OFFICE SUPPLIES GENERAL	58.28
Bill	05/07/2024	514823	Paper Towels/Trash Liners	45115 · JANITORIAL SUPPLIES	380.88
Bill	05/08/2024	514895	Disinfectant	45115 · JANITORIAL SUPPLIES	39.90
Bill	05/15/2024	615340	Binder Clips/File Folders/Calc Ribbon	42500 · PROCESSING-TECHNICAL SERVICES	47.22
Total Accurate Office Supplies					828.43
Albertsons-Safeway					
Bill	05/07/2024	668232-050424-3338	Snacks	44140 · PROGRAMS-YOUTH	34.74
Total Albertsons-Safeway					34.74
Amazon Capital Services					
Credit	04/26/2024	1X41-3JML-6PV1	Craft Beads	44140 · PROGRAMS-YOUTH	-7.99
Bill	04/04/2024	1VC1-HKT6-HY1T	Candy	44220 · PROMO MATERIALS-ADULT	43.79
Bill	04/10/2024	1PXT-34X7-3CY7	Misc.	44140 · PROGRAMS-YOUTH	58.13
Bill	04/10/2024	17C9-HW3C-6F94	Misc.	44120 · PROGRAMS-ADULT	53.41
Bill	04/11/2024	1V4N-WKX6-91MJ	Nintendo Controller	42320 · AV MATERIALS-ADULT	10.99
Bill	04/13/2024	1KX1-7R7Y-QKRR	Books	44140 · PROGRAMS-YOUTH	93.82
Bill	04/16/2024	1DG3-1J78-DP4M	Power Cord	42500 · PROCESSING-TECHNICAL SERVICES	8.95
Bill	04/16/2024	1KPH-HQ9N-9TYT	Games	42340 · AV MATERIALS-YOUTH	614.68
Bill	04/19/2024	1LDG-WDF7-61L9	Misc.	44140 · PROGRAMS-YOUTH	208.23
Bill	04/21/2024	163M-JW3Q-M39Y	Garland	44140 · PROGRAMS-YOUTH	19.99
Bill	04/21/2024	1JDR-NJXC-LKDV	Nintendo Case	42500 · PROCESSING-TECHNICAL SERVICES	14.99
Bill	04/25/2024	1T9J-DLMT-Q74H	Book	42120 · BOOKS-ADULT	23.44
Bill	04/29/2024	1CTR-9PHL-P6QY	Misc.	-SPLIT-	38.98
Bill	05/01/2024	1J4P-76H7-NH6D	Beads	44140 · PROGRAMS-YOUTH	7.99
Bill	05/01/2024	1FJC-7VKT-HRV9	Misc.	44140 · PROGRAMS-YOUTH	241.75
Bill	05/02/2024	1DPT-GQ1H-YNRL	Misc.	44120 · PROGRAMS-ADULT	125.09
Bill	05/02/2024	1PPD-G674-V46F	Puzzle	44140 · PROGRAMS-YOUTH	11.98
Bill	05/02/2024	1CWT-7W4G-VMJ9	Books	42140 · BOOKS-YOUTH	14.18
Bill	05/03/2024	1JEG-YD7C-3KF1	Misc.	44145 · EVENTS AND OUTREACH	115.45
Bill	05/03/2024	1LJG-FKV4-4YWD	Decorations	44135 · PROGRAMS-SUMMER READING	15.98
Bill	05/03/2024	1CX1-XFJH-7QYF	Writing Pads/Stickers	44140 · PROGRAMS-YOUTH	56.59
Bill	05/03/2024	1PRN-LFQ1-79D6	Clay Pots	44120 · PROGRAMS-ADULT	36.98
Bill	05/05/2024	1FDR-44JV-M133	Nintendo Switch/Game	44135 · PROGRAMS-SUMMER READING	324.89
Bill	05/05/2024	17VP-RPT1-MF4X	Lysol Wipes	45115 · JANITORIAL SUPPLIES	25.94

West Chicago Public Library District
Bills Total
As of May 16, 2024

Type	Date	Num	Memo	Split	Amount
Bill	05/05/2024	1PMD-9X7P-H9HN	Misc.	-SPLIT-	211.99
Bill	05/05/2024	13XH-J3GX-J6Y3	Misc.	44135 · PROGRAMS-SUMMER READING	87.68
Bill	05/05/2024	1PMD-9X7P-MFY1	Books/Toys	44135 · PROGRAMS-SUMMER READING	82.87
Bill	05/06/2024	1WWW-4WYK-O9TP	Stickers	44140 · PROGRAMS-YOUTH	8.79
Bill	05/06/2024	17VP-RPT1-PPYN	Fire Table/Bookmarks	44135 · PROGRAMS-SUMMER READING	188.98
Bill	05/06/2024	1Q63-RPLG-VJ6W	Misc.	42320 · AV MATERIALS-ADULT	190.33
Bill	05/06/2024	1FWN-DOYH-RDWY	Toys	44140 · PRDGRAMS-YOUTH	288.70
Bill	05/06/2024	1DTD-PW3C-XQ1N	Acrylic Holders	44240 · PROMO MATERIALS-YOUTH	104.80
Bill	05/06/2024	1TP1-YGRT-QHXH	Books	-SPLIT-	122.34
Bill	05/06/2024	1FWN-DQYH-N3GK	Books	-SPLIT-	291.69
Bill	05/07/2024	1HSQ-XTJ6-VRFN	Misc.	44140 · PROGRAMS-YOUTH	381.98
Bill	05/08/2024	1LQN-NCDL-3TV6	Toys	42340 · AV MATERIALS-YOUTH	231.56
Bill	05/10/2024	16PJ-FPNC-JYFN	Misc.	44120 · PROGRAMS-ADULT	168.69
Bill	05/11/2024	19NK-X19M-Q9CY	Bookmarks	44120 · PRDGRAMS-ADULT	26.97
Bill	05/12/2024	1N4V-F7RL-VOTV	Misc.	44120 · PRDGRAMS-ADULT	182.93
Bill	05/12/2024	1PTP-J6Y1-WR94	Packing Tape	42500 · PROCESSING-TECHNICAL SERVICES	113.80
Bill	05/13/2024	1PWR-JJWJ-1X7X	Markers/Post-Its	42500 · PROCESSING-TECHNICAL SERVICES	51.73
Total Amazon Capital Services					4,872.06
Anderson Elevator Co.					
Bill	05/01/2024	87315-Q854	May 2024	45160 · CONTRACT INSPECTION & MAINTENAN	187.00
Total Anderson Elevator Co.					187.00
Andy Frain					
Bill	04/30/2024	357769	April 2024	45112 · SECURITY SERVICE	1,799.10
Total Andy Frain					1,799.10
Armbrust Plumbing and Heating					
Bill	04/25/2024	67092163	Service Call	45165 · INTERIOR R & M-OTHER	507.00
Total Armbrust Plumbing and Heating					507.00
Bigleaf Networks, Inc.					
Bill	05/01/2024	89752	May 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
Buck Services					
Bill	04/10/2024	61464	April 2024	45110 · JANITORIAL SERVICE	1,009.50
Bill	04/30/2024	61516	April 2024 Extra Custodial Services	45110 · JANITORIAL SERVICE	1,040.00
Bill	05/09/2024	61662	May 2024	45110 · JANITORIAL SERVICE	1,009.50
Total Buck Services					3,059.00
Cengage Learning					
Bill	04/11/2024	84181225	Books	42120 · BOOKS-ADULT	98.37
Bill	05/09/2024	84278385	Books	42120 · BOOKS-ADULT	163.95
Total Cengage Learning					262.32
Cintas Corporation					
Bill	05/01/2024	9270129545	Water Cooler May 2024	45155 · GENERAL BLDG SERVICES	50.50
Total Cintas Corporation					50.50
Comcast					
Bill	05/15/2024		June 2024	42405 · INTERNET SERVICES	336.00
Total Comcast					336.00

West Chicago Public Library District
Bills Total
As of May 16, 2024

Type	Date	Num	Memo	Split	Amount
Comcast Business					
Bill	05/01/2024	201501151	May 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business					560.00
ComEd					
Bill	04/18/2024		3/19/24-4/17/24	45320 · UTILITIES-ELECTRIC	3,370.92
Total ComEd					3,370.92
De Lage Landen Financial					
Bill	05/11/2024	82550207	May 2024	41336 · OFFICE EQUIPMENT	1,477.73
Total De Lage Landen Financial					1,477.73
Delta Building Technologies					
Bill	05/01/2024	2411	5/1/24-7/31/24	45160 · CONTRACT INSPECTION & MAINTENAN	1,584.00
Total Delta Building Technologies					1,584.00
Demco					
Bill	04/30/2024	7476730	Paper Tape	42500 · PROCESSING-TECHNICAL SERVICES	1,363.24
Bill	05/09/2024	7482114	Book Tape	42500 · PROCESSING-TECHNICAL SERVICES	639.10
Bill	05/10/2024	7482542	Filament Tape	42500 · PROCESSING-TECHNICAL SERVICES	332.76
Bill	05/10/2024	7482538	Kapco Book Cover	42500 · PROCESSING-TECHNICAL SERVICES	793.60
Bill	05/10/2024	7482535	Book Jackets	42500 · PROCESSING-TECHNICAL SERVICES	623.12
Total Demco					3,751.82
EBSCO					
Bill	05/13/2024	2406041	Wall Street Journal	42210 · PERIODICALS	116.73
Total EBSCO					116.73
Econoprint Inc.					
Bill	04/24/2024	959039	Website Hosting 4/124-3/31/25	44215 · WEBSITE	1,749.00
Bill	04/26/2024	959281	Monthly Progress Billing	44215 · WEBSITE	932.00
Total Econoprint Inc.					2,681.00
Efficiency Reporting					
Bill	04/19/2024	20161	March 2024 Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting					340.00
First Security Systems, Inc.					
Bill	05/03/2024	3402242	Installation of 6 Wireless Locks	45165 · INTERIOR R & M-OTHER	21,617.00
Total First Security Systems, Inc.					21,617.00
Flood Brothers					
Bill	05/07/2024	7471562	May 2024	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers					59.99
FNBC Bank and Trust					
Bill	05/01/2024		Safe Deposit Box	41342 · ADMINISTRATIVE MISC	100.00
Total FNBC Bank and Trust					100.00
Gehrke Technology Group					
Bill	05/09/2024	2401599	May 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					
Bill	05/01/2024	59839	May 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00

West Chicago Public Library District
Bills Total
As of May 16, 2024

Type	Date	Num	Memo	Split	Amount
IHLS-OCLC					
Bill	04/11/2024	30044	IFM Debits March 2024	41338 · POSTAGE	15.26
Bill	05/08/2024	30274	IFM Debits April 2024	41338 · POSTAGE	10.26
Total IHLS-OCLC					25.52
Illinois Library Association					
Bill	04/23/2024	282756	WCPLD ILA Membership	41330 · ASSOCIATION DUES	225.00
Total Illinois Library Association					225.00
Ingram Library Services					
Credit	04/03/2024	81297917	Books	42120 · BOOKS-ADULT	-33.89
Credit	04/04/2024	81317387	Books	-SPLIT-	-14.16
Bill	04/03/2024	81280405	Books	-SPLIT-	339.97
Bill	04/03/2024	81284967	Books	-SPLIT-	193.34
Bill	04/04/2024	81303982	Books	-SPLIT-	90.32
Bill	04/05/2024	81322265	Books	-SPLIT-	30.38
Bill	04/05/2024	81322266	Books	-SPLIT-	133.51
Bill	04/09/2024	81364279	Books	-SPLIT-	684.56
Bill	04/11/2024	81406546	Books	-SPLIT-	1,062.33
Bill	04/12/2024	81432549	Books	-SPLIT-	111.11
Bill	04/16/2024	81469953	Books	-SPLIT-	1,386.43
Bill	04/17/2024	81491922	Books	-SPLIT-	19.94
Bill	04/18/2024	81512301	Books	-SPLIT-	315.18
Bill	04/18/2024	81512300	Books	-SPLIT-	116.51
Bill	04/21/2024	81547504	Books	-SPLIT-	406.92
Bill	04/24/2024	81596951	Books	-SPLIT-	390.55
Bill	04/29/2024	81662868	Books	-SPLIT-	562.89
Bill	04/30/2024	81681194	Books	-SPLIT-	235.22
Bill	04/30/2024	81685858	Books	-SPLIT-	197.88
Total Ingram Library Services					6,228.97
Janway Company					
Bill	04/19/2024	145098	Bags	42500 · PROCESSING-TECHNICAL SERVICES	972.63
Total Janway Company					972.63
Jeremy Beyer					
Bill	04/30/2024		New Vintage Strings Concert	44120 · PROGRAMS-ADULT	400.00
Total Jeremy Beyer					400.00
Joan Happel					
Bill	05/15/2024		Mileage Reimbursement	41320 · TRAVEL	6.70
Bill	05/15/2024		Mileage Reimbursement	41320 · TRAVEL	15.28
Total Joan Happel					21.98
Kellenberger Electric, Inc.					
Bill	04/17/2024	31111-01	Electrical Service	45165 · INTERIOR R & M-OTHER	2,111.00
Bill	04/18/2024	31111-02	Electrical Service	45140 · EXTERIOR R & M-OTHER	10,495.00
Total Kellenberger Electric, Inc.					12,606.00
Klein, Thorpe and Jenkins, LTD					
Bill	04/17/2024	240960	3/11/24-3/12/24	45510 · LEGAL	192.00
Bill	05/15/2024	241563	Labor and Employment	45510 · LEGAL	264.00

West Chicago Public Library District
Bills Total
As of May 16, 2024

	Type	Date	Num	Memo	Split	Amount
Total Klein, Thorpe and Jenkins, LTD						456.00
LIMRICC						
	Bill	05/01/2024		May 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	18,972.42
Total LIMRICC						18,972.42
Lucas Holdings, LLC						
	Bill	04/25/2024	70028	Library Cards	42500 · PROCESSING-TECHNICAL SERVICES	365.50
Total Lucas Holdings, LLC						365.50
Midwest Mechanical						
	Bill	05/03/2024	137300	May 2024	45150 · HVAC R & M	932.00
Total Midwest Mechanical						932.00
Midwest Tape						
	Bill	04/01/2024	505270065	AV Materials	42320 · AV MATERIALS-ADULT	23.24
	Bill	04/01/2024	505270064	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	04/05/2024	505294432	AV Materials	42320 · AV MATERIALS-ADULT	17.24
	Bill	04/05/2024	505294433	AV Materials	42320 · AV MATERIALS-ADULT	11.99
	Bill	04/05/2024	505294435	AV Materials	42320 · AV MATERIALS-ADULT	294.93
	Bill	04/05/2024	505294436	AV Materials	42320 · AV MATERIALS-ADULT	82.45
	Bill	04/15/2024	505334231	AV Materials	42320 · AV MATERIALS-ADULT	114.97
	Bill	04/15/2024	505334232	AV Materials	42320 · AV MATERIALS-ADULT	15.99
	Bill	04/15/2024	505334233	AV Materials	42320 · AV MATERIALS-ADULT	75.70
	Bill	04/15/2024	505334234	AV Materials	42320 · AV MATERIALS-ADULT	15.99
	Bill	04/15/2024	505334235	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	04/22/2024	505365231	AV Materials	42320 · AV MATERIALS-ADULT	96.72
	Bill	04/22/2024	505365232	AV Materials	42320 · AV MATERIALS-ADULT	52.99
	Bill	04/22/2024	505365233	AV Materials	42320 · AV MATERIALS-ADULT	46.48
	Bill	04/22/2024	505365234	AV Materials	42320 · AV MATERIALS-ADULT	12.99
	Bill	04/22/2024	505365236	AV Materials	42320 · AV MATERIALS-ADULT	25.49
	Bill	04/29/2024	505399662	AV Materials	42320 · AV MATERIALS-ADULT	25.23
	Bill	04/29/2024	505399663	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	04/29/2024	505399664	AV Materials	42320 · AV MATERIALS-ADULT	165.96
Total Midwest Tape						1,136.33
NCPERS						
	Bill	05/10/2024		May 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	05/06/2024		4/3/24-5/2/24	45310 · UTILITIES-GAS	837.84
Total Nicor						837.84
Oriental Trading Company						
	Bill	05/02/2024	73096615601	Misc.	44135 · PROGRAMS-SUMMER READING	41.96
	Bill	05/03/2024	73097834202	Misc.	44135 · PROGRAMS-SUMMER READING	387.39
Total Oriental Trading Company						429.35
Orkin Pest Control						
	Bill	04/26/2024	260537947	April 2024	45155 · GENERAL BLDG SERVICES	99.99
	Bill	05/15/2024	261897626	May 2024	45155 · GENERAL BLDG SERVICES	99.99
Total Orkin Pest Control						199.98

West Chicago Public Library District
Bills Total
As of May 16, 2024

	Type	Date	Num	Memo	Split	Amount
OverDrive						
	BIII	04/14/2024	24114194	Ebooks	42340 · AV MATERIALS-YOUTH	986.08
	BIII	04/30/2024	24132408	EBooks	42320 · AV MATERIALS-ADULT	1,141.09
	BIII	05/13/2024	24146796	EBooks	42320 · AV MATERIALS-ADULT	3,526.99
Total OverDrive						5,654.16
Peerless Network						
	BIII	05/01/2024	50188	April 2024	45330 · UTILITIES-TELEPHONE	150.05
	BIII	05/15/2024	50981	4/15/24-5/14/24	45330 · UTILITIES-TELEPHONE	195.30
Total Peerless Network						345.35
People Made Visible, Inc.						
	BIII	05/09/2024	062024	June 2024 Cooking Class	44120 · PROGRAMS-ADULT	110.00
Total People Made Visible, Inc.						110.00
Sebert Landscaping						
	BIII	05/01/2024	274935	May 2024	45130 · EXTERIOR LANDSCAPING	1,200.00
Total Sebert Landscaping						1,200.00
Sikich LLP						
	BIII	04/15/2024	MS508304	May 2024	41420 · TECHNOLOGY MANAGEMENT	5,672.15
	BIII	04/15/2024	I508521	May 2024	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
	BIII	05/07/2024	I509839	Remote Support	44215 · WEBSITE	203.00
	BIII	05/07/2024	I509782	SPO Migration	41400 · IT EQUIPMENT UPGRADES-STAFF	675.50
Total Sikich LLP						6,814.65
Suburban Door & Lock						
	BIII	05/09/2024	569842	Service Call	45165 · INTERIOR R & M-OTHER	167.00
Total Suburban Door & Lock						167.00
Swan						
	BIII	04/05/2024	11054	Swan Fees 4/1/24-6/30/24	42400 · LIBRARY CONSORTIUM	8,995.50
Total Swan						8,995.50
Unique Management Services						
	BIII	05/01/2024	6126211	Curbside Communicator 5/24	41410 · SOFTWARE STAFF	40.00
	BIII	05/01/2024	6125289	April 2024 Placements	41346 · MATERIALS & RESOURCE RECOVERY	59.10
Total Unique Management Services						99.10
Verizon						
	BIII	04/30/2024	9962931957	April 2024	45330 · UTILITIES-TELEPHONE	329.24
Total Verizon						329.24
VISOgraphic						
	BIII	05/09/2024	241304	Program Guide-Summer 2024	44245 · PROGRAM GUIDE	3,071.41
Total VISOgraphic						3,071.41
Xtreme Environmental Solutions						
	BIII	05/12/2024	114WCL	May 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						123,611.11

West Chicago Public Library District
Bills List - Petty Cash Acct #0874
 April 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
De Lage Landen Financial							
	Check	04/05/2024	5028	De Lage Landen Financial	Return Check Payment Fee	41336 · OFFICE EQUIPMENT	25.00
Total De Lage Landen Financial							25.00
US Postal Service							
	Check	04/29/2024	5029	US Postal Service	Program Guide Summer 2024	44245 · PROGRAM GUIDE	1,100.00
Total US Postal Service							1,100.00
TOTAL							1,125.00

West Chicago Public Library District
Bills Total (Credit Card)
As of May 16, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Adobe Inc.					
	Credit Card Charge	04/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					<u>110.45</u>
American Associatin of Notaries					
	Credit Card Charge	04/17/2024		Notary Training for K. Kenneally	29.00
Total American Associatin of Notaries					<u>29.00</u>
Chicago Tribune					
	Credit Card Charge	04/08/2024		Daily Herald	96.00
	Credit Card Charge	04/29/2024		Chicago Tribune	272.00
Total Chicago Tribune					<u>368.00</u>
Constant Contact					
	Credit Card Charge	04/01/2024		April 2024	87.00
Total Constant Contact					<u>87.00</u>
Cricut					
	Credit Card Charge	04/15/2024		Annual Subscription 2024	95.88
Total Cricut					<u>95.88</u>
Illinois Library Association					
	Credit Card Charge	04/02/2024		Reaching Forward E. Clayton	175.00
Total Illinois Library Association					<u>175.00</u>
Liguori Publications					
	Credit Card Charge	04/12/2024		Periodical Subscription	28.00
Total Liguori Publications					<u>28.00</u>
Menards					
	Credit Card Charge	04/09/2024		Misc.	19.44
	Credit Card Charge	04/08/2024		Misc.	11.40
Total Menards					<u>30.84</u>
Pro Pay					
	Credit Card Charge	04/29/2024		Annual Fee	39.95
Total Pro Pay					<u>39.95</u>
Signarama					
	Credit Card Charge	04/08/2024		Foam Board Display	45.00
Total Signarama					<u>45.00</u>
Spotify					
	Credit Card Charge	04/24/2024		Premium Individual	10.99

West Chicago Public Library District
Bills Total (Credit Card)
As of May 16, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Total Spotify					10.99
Target					
	Credit Card Charge	04/23/2024		Snacks/Games	229.66
Total Target					229.66
Universal Yums					
	Credit Card Charge	04/01/2024		Yum Yum Box	29.00
Total Universal Yums					29.00
Walmart					
	Credit Card Charge	04/28/2024		Candy	9.72
Total Walmart					9.72
TOTAL					1,288.49

Financial Report

For the 10 Month(s) Ended April 30, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 10 Month(s) Ended April 30, 2024

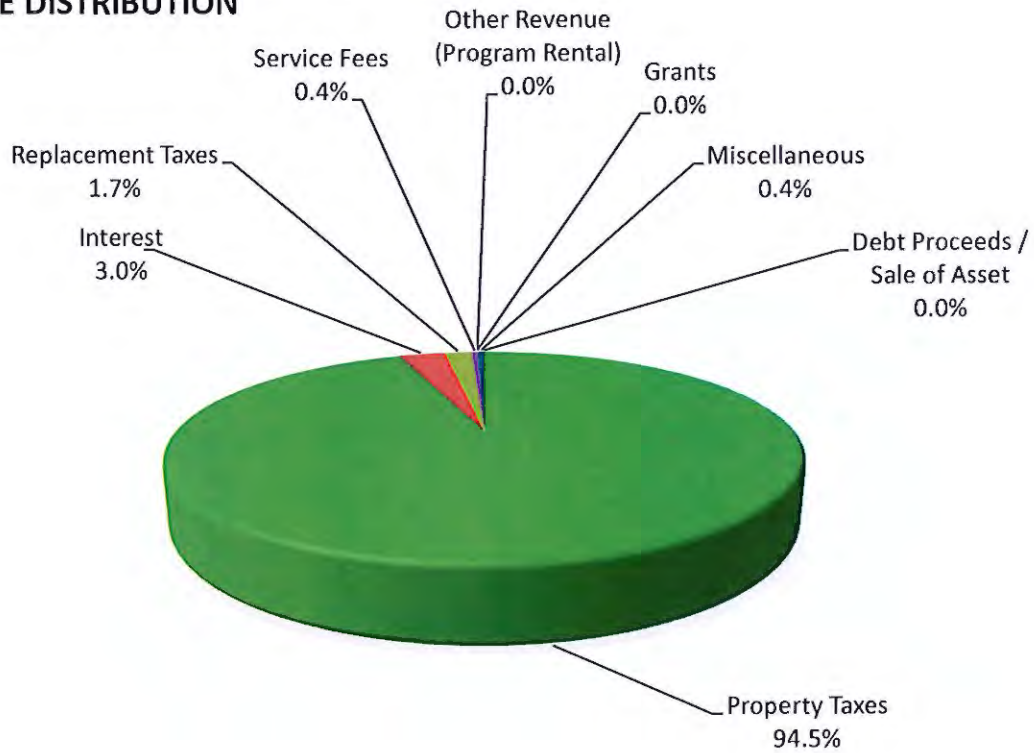
83% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,648,007	2,647,868	100%
Interest	83,849	45,800	183%
Replacement Taxes	47,953	60,000	80%
Service Fees	10,672	6,500	164%
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> 2,802,410	<u>2,804,936</u>	<u>100%</u>
	<u>Budgeted Revenues</u> 2,804,936		
	% Diff		100%
OPERATING EXPENDITURES			
Personnel	1,309,877	1,687,936	78%
IMRF	97,058	140,836	69%
Administrative	49,017	79,014	62%
Admin Technology	107,593	163,550	66%
Library Materials - Books	123,094	148,915	83%
Library Materials - Periodicals	9,546	8,850	108%
Library Materials - Audio & Visual	29,042	42,500	68%
Library Material - Maintenance	6,747	10,410	65%
Technology Services	108,800	110,450	99%
Programs	23,844	39,674	60%
Marketing & Promotion	41,007	36,208	113%
Facilities & Operations	199,787	198,563	101%
Utilities	64,211	52,000	123%
Professional Services	44,261	79,930	55%
Board Expenses	3,865	6,100	63%
	<u>Actual Expenditures</u> 2,217,750	<u>2,804,936</u>	<u>79%</u>
	<u>Budgeted Expenditures</u> 2,804,936		
	% Diff		79%
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>584,660</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>2,112,171</u>		

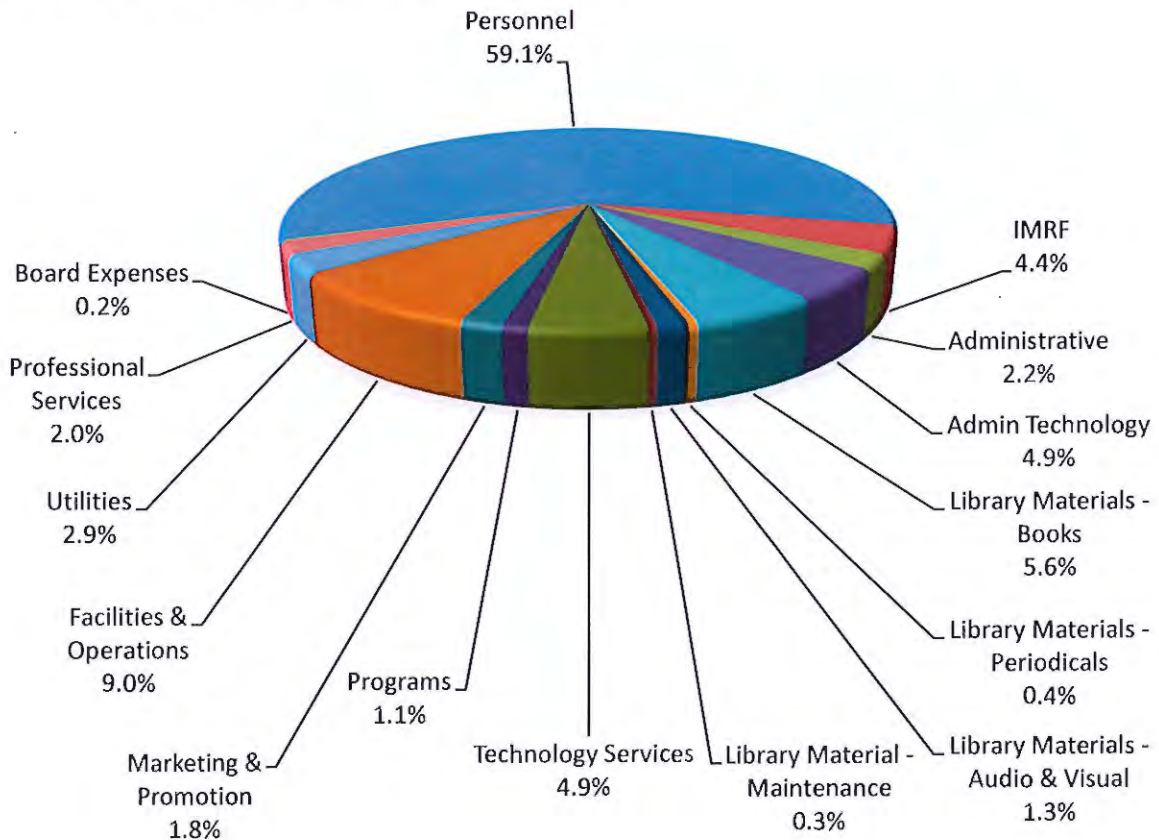
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2024

REVENUE DISTRIBUTION

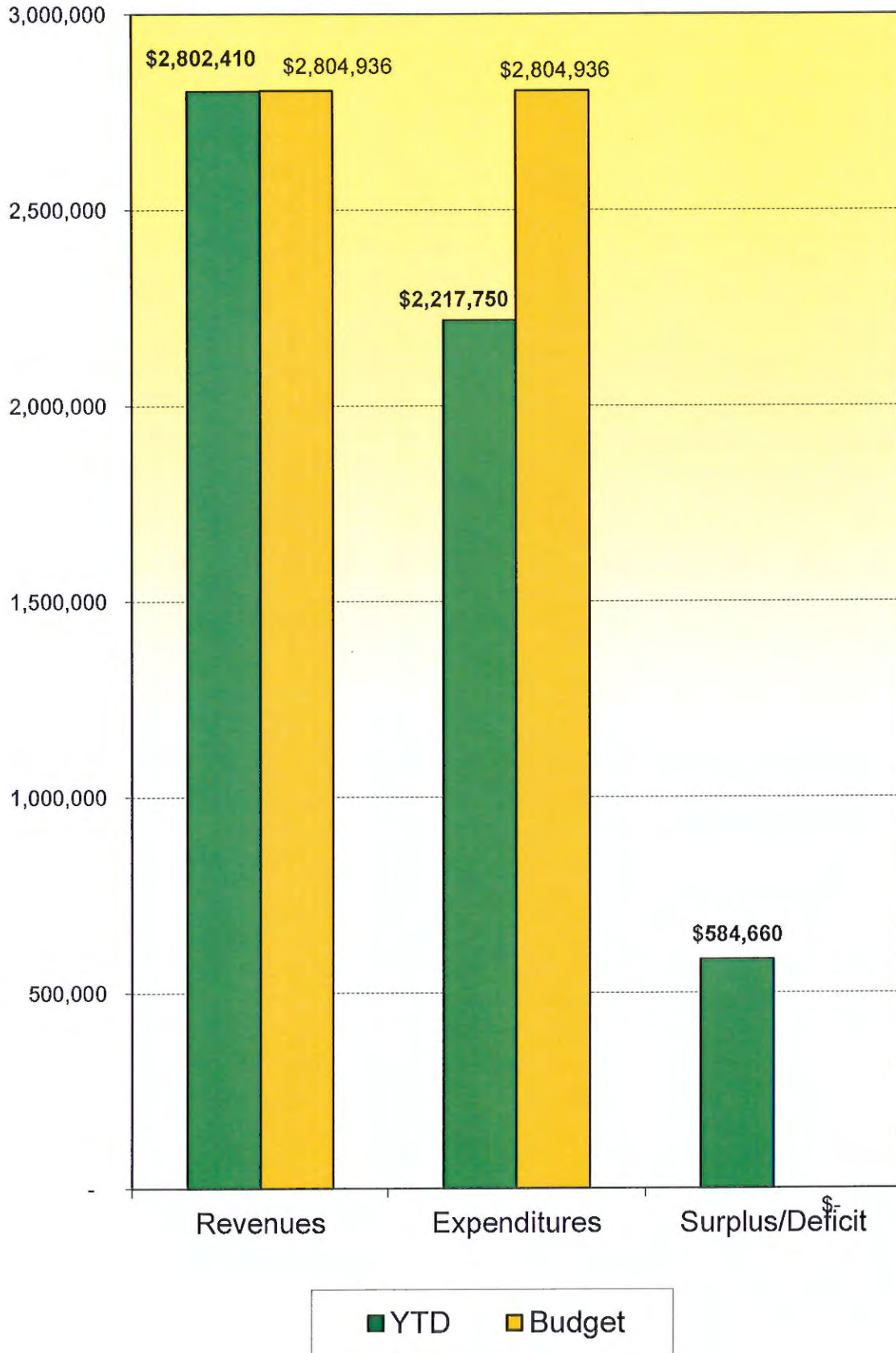


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2024

83% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,510,460	137,547	-	2,648,007	2,647,868	100%
Interest	79,749	2,531	1,569	83,849	45,800	183%
Replacement Taxes	47,953	-	-	47,953	60,000	80%
Service Fees	10,672	-	-	10,672	6,500	164%
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	2,660,763	140,077	1,569	2,802,410	2,804,936	100%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	100%	99%	n/a	100%		
OPERATING EXPENDITURES						
Personnel	1,309,877	-	-	1,309,877	1,687,936	78%
IMRF	-	97,058	-	97,058	140,836	69%
Administrative	49,017	-	-	49,017	79,014	62%
Admin Technology	107,593	-	-	107,593	163,550	66%
Library Materials - Books	123,094	-	-	123,094	148,915	83%
Library Materials - Periodicals	9,546	-	-	9,546	8,850	108%
Library Materials - Audio & Visual	29,042	-	-	29,042	42,500	68%
Library Material - Maintenance	6,747	-	-	6,747	10,410	65%
Technology Services	108,800	-	-	108,800	110,450	99%
Programs	23,844	-	-	23,844	39,674	60%
Marketing & Promotion	41,007	-	-	41,007	36,208	113%
Facilities & Operations	199,787	-	-	199,787	198,563	101%
Utilities	64,211	-	-	64,211	52,000	123%
Professional Services	44,261	-	-	44,261	79,930	55%
Board Expenses	3,865	-	-	3,865	6,100	63%
Actual Expenditures	2,120,692	97,058	-	2,217,750	2,804,936	79%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	80%	69%	n/a	79%		
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	n/a	
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	540,071	43,020	1,569	584,660	-	
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511	
ENDING FUND BALANCE	1,935,326	51,589	125,256	2,112,171	1,527,511	
Fund Balance as % of Total Expenditures	91%	53%	0%	95%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 - PROPERTY TAXES	386.54	220,655.67	2,510,460.29	137,546.65	0.00	2,648,006.94	2,647,868.00	138.94	100.01%
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	6,720.94	3,750.00	79,748.53	2,530.76	0.00	82,279.29	45,000.00	37,279.29	182.84%
33040 - INTEREST-IL FUND BLDG CONST	156.99	66.67	0.00	0.00	1,569.31	1,569.31	800.00	769.31	196.16%
35100 - FINES	1.00	0.00	98.26	0.00	0.00	98.26	0.00	98.26	100.0%
35150 - PHOTOCOPY/MICROFORM/COPY/FAX	717.86	333.33	5,966.00	0.00	0.00	5,966.00	4,000.00	1,966.00	149.15%
35510 - LOST AND PAID MATERIALS	234.44	83.33	1,383.32	0.00	0.00	1,383.32	1,000.00	383.32	138.33%
35710 - NON RESIDENT FEES	858.40	125.00	3,224.04	0.00	0.00	3,224.04	1,500.00	1,724.04	214.94%
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%
	<u>9,076.17</u>	<u>233,744.67</u>	<u>2,660,762.84</u>	<u>140,077.41</u>	<u>1,569.31</u>	<u>2,802,409.56</u>	<u>2,804,936.00</u>	<u>-2,526.44</u>	<u>99.91%</u>
Expenditures									
1E - PERSONNEL									
41100 - SALARIES	105,771.87	111,708.33	1,068,489.11	0.00	0.00	1,068,489.11	1,340,500.00	-272,010.89	79.71%
41110 - INS-HEALTH, DENTAL, LIFE, FSA	17,764.15	19,903.00	160,421.27	0.00	0.00	160,421.27	238,836.00	-78,414.73	67.17%
41120 - FICA EXPENSE	7,663.51	8,583.33	79,126.98	0.00	0.00	79,126.98	103,000.00	-23,873.02	76.82%
41130 - UNEMPLOYMENT COMPENSATION	-1,062.90	250.00	-465.58	0.00	0.00	-465.58	3,000.00	-3,465.58	-15.52%
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	<u>130,136.63</u>	<u>140,661.33</u>	<u>1,309,876.78</u>	<u>0.00</u>	<u>0.00</u>	<u>1,309,876.78</u>	<u>1,687,936.00</u>	<u>-378,059.22</u>	<u>77.6%</u>
2E - ADMINISTRATIVE EXPENSES									
41310 - PROFESSIONAL DEVELOPMENT	175.00	1,248.33	2,822.00	0.00	0.00	2,822.00	14,980.00	-12,158.00	18.84%
41320 - TRAVEL	72.19	183.33	934.58	0.00	0.00	934.58	2,200.00	-1,265.42	42.48%
41330 - ASSOCIATION DUES	225.00	508.33	5,022.00	0.00	0.00	5,022.00	6,100.00	-1,078.00	82.33%
41332 - PAYROLL PROCESSING	710.90	608.33	7,209.63	0.00	0.00	7,209.63	7,300.00	-90.37	98.76%
41334 - OFFICE SUPPLIES GENERAL	3.74	458.33	4,682.19	0.00	0.00	4,682.19	5,500.00	-817.81	85.13%
41336 - OFFICE EQUIPMENT	1,763.55	1,786.17	15,400.52	0.00	0.00	15,400.52	21,434.00	-6,033.48	71.85%
41338 - POSTAGE	15.26	541.67	5,040.70	0.00	0.00	5,040.70	6,500.00	-1,459.30	77.55%
41342 - ADMINISTRATIVE MISC	68.95	291.67	2,299.63	0.00	0.00	2,299.63	3,500.00	-1,200.37	65.7%
41344 - SUPPLIES-FOOD	9.72	500.00	1,202.71	0.00	0.00	1,202.71	6,000.00	-4,797.29	20.05%
41346 - MATERIALS & RESOURCE RECOVERY	137.90	83.33	1,132.75	0.00	0.00	1,132.75	1,000.00	132.75	113.28%
41348 - CIRCULATION SERVICES SUPPLIES	0.00	375.00	3,270.62	0.00	0.00	3,270.62	4,500.00	-1,229.38	72.68%
Subtotal	<u>3,182.21</u>	<u>6,584.50</u>	<u>49,017.33</u>	<u>0.00</u>	<u>0.00</u>	<u>49,017.33</u>	<u>79,014.00</u>	<u>-29,996.67</u>	<u>62.04%</u>

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2024

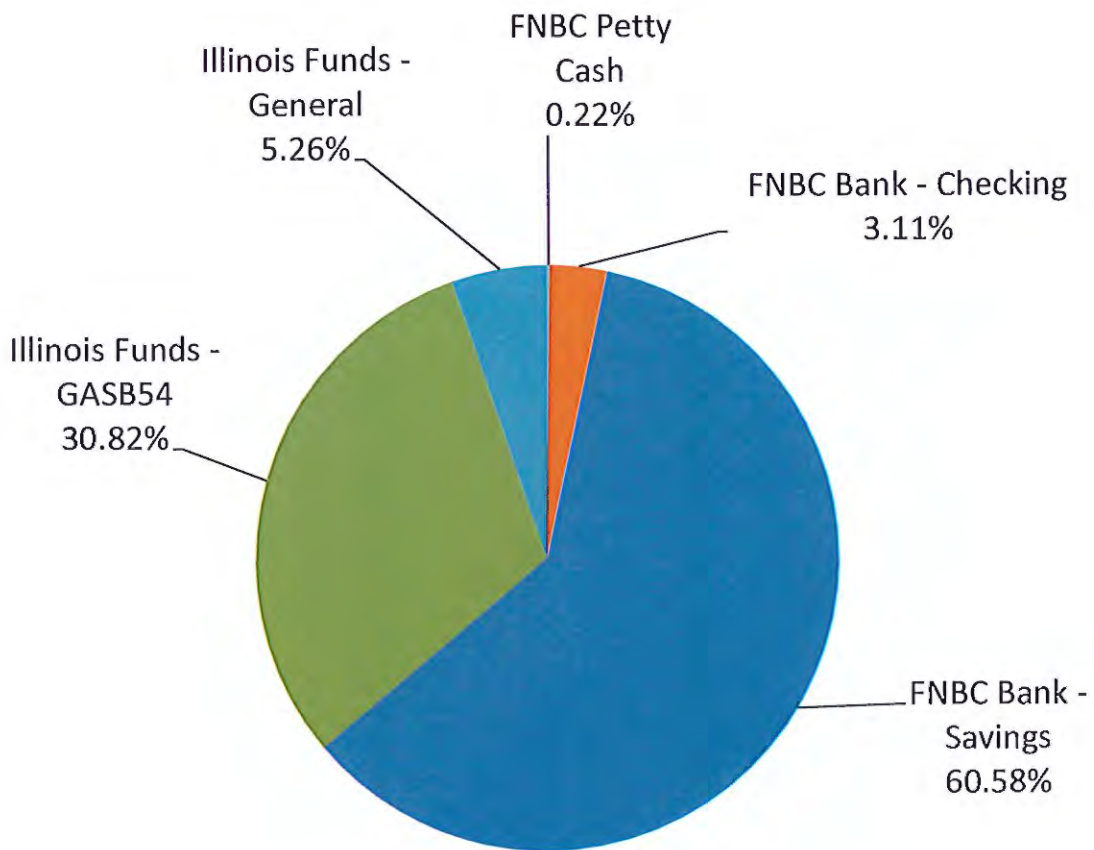
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	0.00	6,268.33	22,665.42	0.00	0.00	22,665.42	75,220.00	-52,554.58	30.13%
41410 - SOFTWARE STAFF	257.32	284.17	3,236.46	0.00	0.00	3,236.46	3,410.00	-173.54	94.91%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	5,672.15	5,447.33	61,328.60	0.00	0.00	61,328.60	55,368.00	-4,039.40	93.82%
41425 - WARRANTIES/EXTENDED CARE	0.00	1,629.33	20,362.93	0.00	0.00	20,362.93	19,552.00	810.93	104.15%
Subtotal	5,929.47	13,629.17	107,593.41	0.00	0.00	107,593.41	163,550.00	-55,956.59	65.79%
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	6,060.17	5,891.67	54,375.60	0.00	0.00	54,375.60	70,700.00	-16,324.40	76.91%
42122 - BOOKS-LITERACY	10.77	30.83	191.99	0.00	0.00	191.99	370.00	-178.01	51.89%
42130 - BOOKS-YOUNG ADULT	0.00	458.33	3,436.89	0.00	0.00	3,436.89	5,500.00	-2,063.11	62.49%
42140 - BOOKS-YOUTH	206.94	1,958.33	17,489.72	0.00	0.00	17,489.72	23,500.00	-6,010.28	74.42%
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	6,277.88	12,409.58	123,093.94	0.00	0.00	123,093.94	148,915.00	-25,821.06	82.66%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	376.00	737.50	9,545.86	0.00	0.00	9,545.86	8,850.00	695.86	107.86%
Subtotal	376.00	737.50	9,545.86	0.00	0.00	9,545.86	8,850.00	695.86	107.86%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	2,288.41	2,750.00	24,170.52	0.00	0.00	24,170.52	33,000.00	-8,829.48	73.24%
42330 - AV MATERIALS-YOUNG ADULT	0.00	166.67	1,153.70	0.00	0.00	1,153.70	2,000.00	-846.30	57.69%
42340 - AV MATERIALS-YOUTH	1,600.76	625.00	3,718.02	0.00	0.00	3,718.02	7,500.00	-3,781.98	49.57%
Subtotal	3,889.17	3,541.67	29,042.24	0.00	0.00	29,042.24	42,500.00	-4,628.28	68.34%
7E - TECHNOLOGY SERVICES									
42400 - LIBRARY CONSORTIUM	8,995.50	2,998.50	35,981.50	0.00	0.00	35,981.50	35,982.00	-0.50	100.0%
42405 - INTERNET SERVICES	2,003.66	2,341.67	21,850.25	0.00	0.00	21,850.25	28,100.00	-6,249.75	77.76%
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	264.00	2,445.83	41,768.74	0.00	0.00	41,768.74	29,350.00	12,418.74	142.31%
Subtotal	11,263.16	9,204.17	108,800.35	0.00	0.00	108,800.35	110,450.00	4,600.50	98.51%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	4,916.55	850.83	6,386.53	0.00	0.00	6,386.53	10,210.00	-3,823.47	62.55%
42510 - CATALOGING TOOL	209.74	16.67	360.63	0.00	0.00	360.63	200.00	160.63	180.32%
42515 - DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	5,126.39	867.50	6,747.16	0.00	0.00	6,747.16	10,410.00	-3,823.47	64.81%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	798.31	955.83	8,329.97	0.00	0.00	8,329.97	11,470.00	-3,140.03	72.62%
44130 - PROGRAMS-YOUNG ADULT	39.62	416.67	2,802.37	0.00	0.00	2,802.37	5,000.00	-2,197.63	56.05%
44135 - PROGRAMS-SUMMER READING	-300.00	355.83	-295.81	0.00	0.00	-295.81	4,270.00	-4,565.81	-6.93%
44140 - PROGRAMS-YOUTH	625.07	861.17	7,708.45	0.00	0.00	7,708.45	10,334.00	-2,625.55	74.59%
44145 - EVENTS AND OUTREACH	23.92	716.67	5,298.79	0.00	0.00	5,298.79	8,600.00	-3,301.21	61.61%
Subtotal	1,186.92	3,306.17	23,843.77	0.00	0.00	23,843.77	39,674.00	-5,926.76	60.1%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	87.00	328.33	2,159.46	0.00	0.00	2,159.46	3,940.00	-1,780.54	54.81%
44215 - WEBSITE	932.00	833.33	21,876.88	0.00	0.00	21,876.88	10,000.00	11,876.88	218.77%
44220 - PROMO MATERIALS-ADULT	1,469.72	250.00	2,182.24	0.00	0.00	2,182.24	3,000.00	-817.76	72.74%
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	1,100.00	1,358.33	13,364.23	0.00	0.00	13,364.23	16,300.00	-2,935.77	81.99%
44250 - SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
Subtotal	3,588.72	3,017.33	41,007.27	0.00	0.00	41,007.27	36,208.00	4,799.27	113.26%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2024

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	2,049.50	1,450.00	15,809.00	0.00	0.00	15,809.00	17,400.00	-1,591.00	90.86%
45112 - SECURITY SERVICE	1,799.10	1,775.50	16,961.52	0.00	0.00	16,961.52	21,300.00	-4,338.48	79.63%
45115 - JANITORIAL SUPPLIES	23.88	466.67	4,695.12	0.00	0.00	4,695.12	5,600.00	-904.88	83.84%
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	4,975.00	0.00	0.00	4,975.00	5,500.00	-525.00	90.46%
45120 - SNOW REMOVAL	0.00	2,166.67	19,200.00	0.00	0.00	19,200.00	26,000.00	-6,800.00	73.85%
45130 - EXTERIOR LANDSCAPING	0.00	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	10,495.00	1,868.33	41,101.97	0.00	0.00	41,101.97	22,420.00	18,681.97	183.33%
45150 - HVAC R & M	1,057.00	2,083.33	43,489.05	0.00	0.00	43,489.05	25,000.00	18,489.05	173.96%
45155 - GENERAL BLDG SERVICES	150.49	125.00	1,376.22	0.00	0.00	1,376.22	1,500.00	-123.78	91.75%
45160 - CONTRACT INSPECTION & MAINTENAN	415.00	1,563.58	21,811.21	0.00	0.00	21,811.21	18,763.00	3,048.21	116.25%
45165 - INTERIOR R & M-OTHER	2,618.00	3,766.67	24,485.70	0.00	0.00	24,485.70	45,200.00	-20,714.30	54.17%
Subtotal	18,607.97	16,546.92	199,787.29	0.00	0.00	199,787.29	198,563.00	1,224.29	100.62%
12E - UTILITIES									
45310 - UTILITIES-GAS	1,259.92	716.67	8,501.09	0.00	0.00	8,501.09	8,600.00	-98.91	98.85%
45320 - UTILITIES-ELECTRIC	3,370.92	2,333.33	37,468.94	0.00	0.00	37,468.94	28,000.00	9,468.94	133.82%
45330 - UTILITIES-TELEPHONE	806.43	850.00	8,487.21	0.00	0.00	8,487.21	10,200.00	-1,712.79	83.21%
45340 - UTILITIES-WATER	667.04	333.33	8,903.82	0.00	0.00	8,903.82	4,000.00	4,903.82	222.6%
45350 - UTILITIES-TRASH	84.99	100.00	849.90	0.00	0.00	849.90	1,200.00	-350.10	70.83%
Subtotal	6,189.30	4,333.33	64,210.96	0.00	0.00	64,210.96	52,000.00	12,210.96	123.48%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	0.00	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	1,879.50	1,000.00	5,320.90	0.00	0.00	5,320.90	12,000.00	-6,679.10	44.34%
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	15,750.00	0.00	0.00	15,750.00	19,000.00	-3,250.00	82.9%
Subtotal	3,454.50	6,660.83	44,260.90	0.00	0.00	44,260.90	79,930.00	-35,669.10	55.38%
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	2,720.00	0.00	0.00	2,720.00	4,100.00	-1,380.00	66.34%
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	3,865.07	0.00	0.00	3,865.07	6,100.00	-2,234.93	63.36%
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	8,924.66	11,736.33	0.00	97,057.61	0.00	97,057.61	140,836.00	-43,778.39	68.92%
Subtotal	8,924.66	11,736.33	0.00	97,057.61	0.00	97,057.61	140,836.00	-43,778.39	68.92%
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%
	208,472.98	233,744.67	2,120,692.33	97,057.61	0.00	2,217,749.94	2,804,936.00	-587,186.06	79.07%
Net Income	-199,396.81	0.00	540,070.51	43,019.80	1,569.31	584,659.62	0.00	584,659.62	100.00%

**West Chicago Public Library District
Investments
April 30, 2024**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	4,975
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	68,906
FNBC Bank - Savings	#0317	MM	2.79%	1,342,781
Illinois Funds - GASB54	#6950	MM	Various	683,106
Illinois Funds - General	#5519 / 1507	MM	Various	116,553
Total				\$ 2,216,481



West Chicago Public Library District

Financial Analysis

For the 10 Month(s) Ended April 30, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

83% of Budget Year

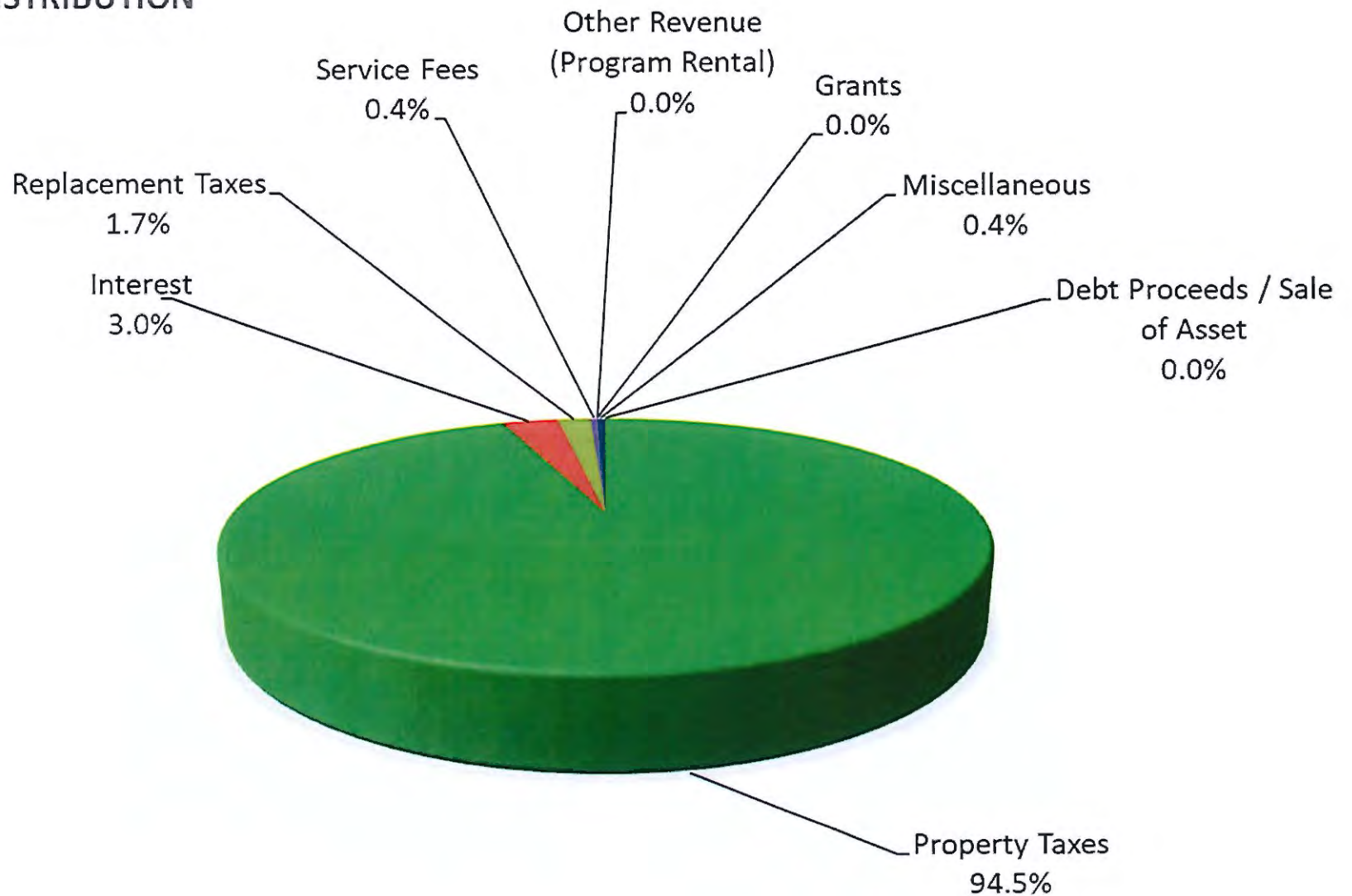
- 100% of Total Budget
- Property Taxes
 - Collected \$2,648,007 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$47,953 or 80%
- Interest
 - Collected \$83,849 or 183% of Budget
- Other Income
 - Collected \$11,929 as a TIF Rebate/Refund
- Service Fees
 - Collected \$10,672 or 164% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,648,007	2,647,868	100%	2,470,247	7%
Interest	83,849	45,800	183%	52,350	60%
Replacement Taxes	47,953	60,000	80%	61,652	-22%
Service Fees	10,672	6,500	164%	9,991	7%
Other Revenue (Program Rental)	-	-	n/a	80	-100%
Grants	-	42,668	0%	-	n/a
Miscellaneous	11,929	2,100	568%	981	1115%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,802,410	2,804,936	100%	2,595,302	8%
Budgeted Revenues	2,804,936				
% Diff	100%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

83% of Budget Year

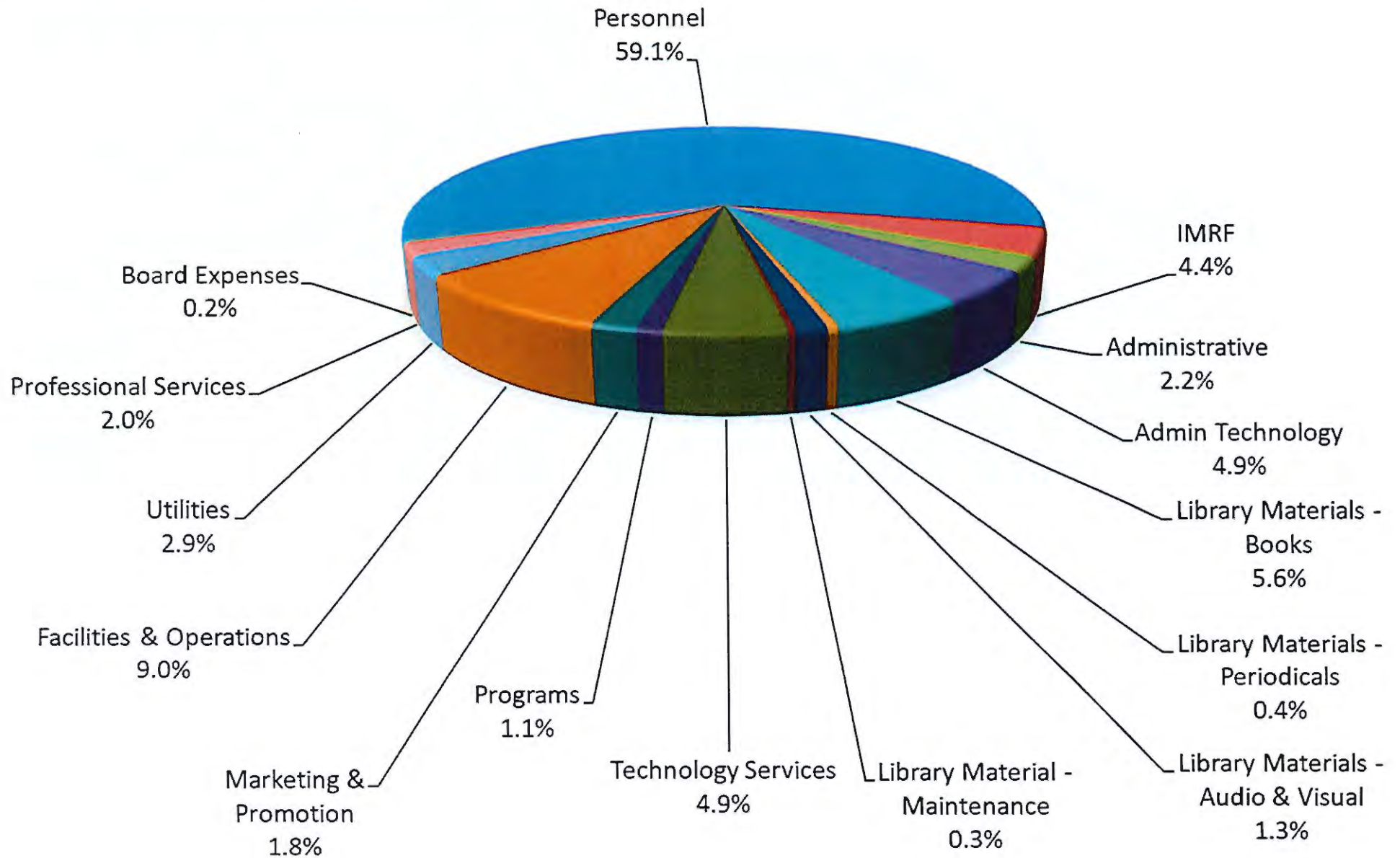
- 79% of Total Budget
- Admin. Technology
 - 66% of Budget
- Library Materials
 - 83% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
 - \$7,300 for IT Project Install & Migration
- Professional Services
 - 55% of Budget
 - \$14,500 for new Website
- Facilities & Operations
 - 101% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 123% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,309,877	1,687,936	78%	1,230,106	6%
IMRF	97,058	140,836	69%	102,930	-6%
Administrative	49,017	79,014	62%	52,596	-7%
Admin Technology	107,593	163,550	66%	116,093	-7%
Library Materials - Books	123,094	148,915	83%	106,275	16%
Library Materials - Periodicals	9,546	8,850	108%	7,500	27%
Library Materials - Audio & Visual	29,042	42,500	68%	27,311	6%
Library Material - Maintenance	108,800	110,450	99%	73,643	48%
Technology Services	6,747	10,410	65%	4,109	64%
Programs	23,844	39,674	60%	32,588	-27%
Marketing & Promotion	41,007	36,208	113%	20,438	101%
Facilities & Operations	199,787	198,563	101%	150,783	32%
Utilities	64,211	52,000	123%	34,802	85%
Professional Services	44,261	79,930	55%	51,481	-14%
Board Expenses	3,865	6,100	63%	2,707	43%
Actual Expenditures	2,217,750	2,804,936	79%	2,013,362	10%
Budgeted Expenditures	2,804,936				
% Diff	79%				

Expenditures

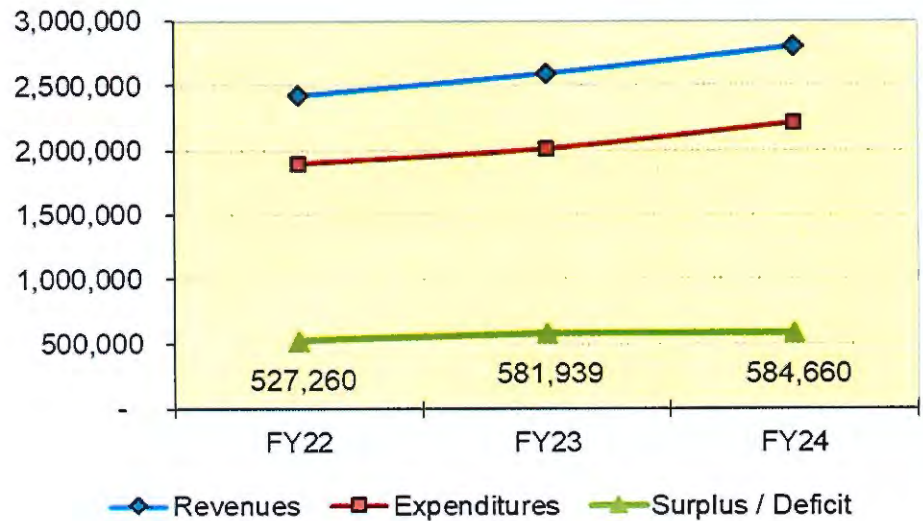
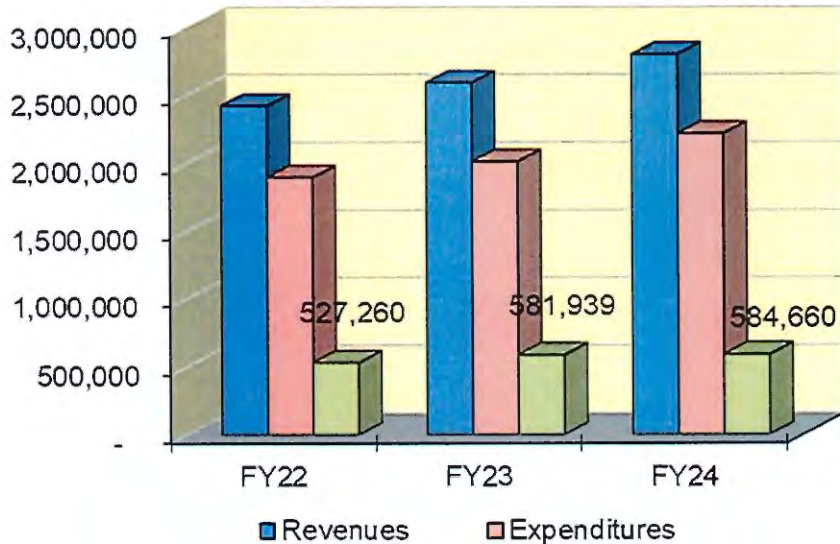
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

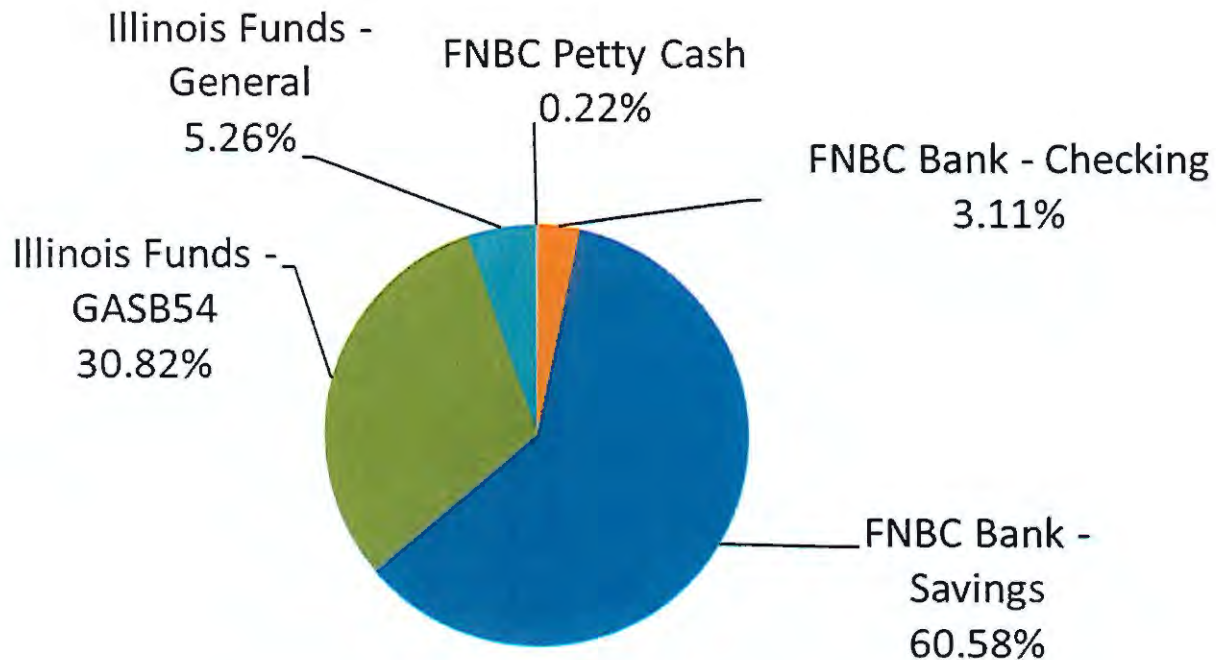
For the 10 Month(s) Ended April 30, 2024

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	540,071	43,020	1,569	584,660
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511
ENDING FUND BALANCE	1,935,326	51,589	125,256	2,112,171
Fund Balance as % of Total Expenditures	91%	53%	0%	95%



Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	4,975
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	68,906
FNBC Bank - Savings	#0317	MM	2.79%	1,342,781
Illinois Funds - GASB54	#6950	MM	Various	683,106
Illinois Funds - General	#5519 / 1507	MM	Various	116,553
Total				\$ 2,216,481



*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: NEW RULES ON WEB CONTENT/ADA ACCESSIBILITY

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: May 2, 2024

The Memo provides notice of new rules issued by the U.S. Department of Justice requiring units of local government to assure website accessibility to people with disabilities.

Of significance is the timetable for compliance with the new rules, i.e.:

Compliance dates: A public entity, other than a special district government, with a total population of 50,000 or more shall begin complying with this new rule April 24, 2026. A public entity with a total population of less than 50,000 or any public entity that is a special district government shall begin complying with this rule April 26, 2027.

These new ADA rules were announced in the last 10 days.

As noted, we have time to comply as compliance deadlines are in 2026 or 2027.

Please stay tuned for more information in the coming months.

Library Director Report

May 2024

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 83.3%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$683,105.65 (+ \$3,030.39)
 - New Building & Construction Fund: \$35,388.20 (+ \$156.99)
 - General (Corporate) Fund: \$81,165.19 (+ \$360.08)

PHYSICAL PLANT

- ❖ The elevator experienced a valve failure on 4/18 and was out of service until its repair on 5/15
- ❖ First Security was on-site 4/18, 19, 22-24, 26 & 5/3 to install card readers and make minor adjustments on six (6) doors in the Adult Services department
- ❖ Buck Services performed janitorial services from 4/19 – 5/18
- ❖ Met with First Security on 4/24 to discuss and plan the next round of card readers to be installed (for budget purposes); mainly on the first floor
- ❖ Armbrust Plumbing made adjustments to the switches and floats in the sump pump pit on 4/25
- ❖ Orkin provided preventive pest maintenance on 4/26 and 5/15
- ❖ Suburban Lock was on-site 5/7 to identify issues with the staff entry door and the locking mechanisms and alignment on three other doors. Locksmiths returned on 5/21 to make the repairs and resolve the closure issues with all four doors.
- ❖ Midwest Mechanical completed preventive maintenance on 5/9 & 16 and identified the cooling fans on the variable frequency drive need to be replaced. The quote has been signed and the work will be scheduled once the fans arrive.
- ❖ Gehrke provided preventive maintenance on the glycol system on 5/15

TECHNOLOGY

- ❖ ISBS completed service on 5/8 for the copier in Technical Services and returned on 5/17 for service on the copier in Administration
- ❖ A new calendar system (Library Market) was launched on 5/22, which replaced our old calendar system (Evanced), which was no longer being supported
- ❖ Sikich completed creation of all SharePoint sites for the serverless migration project. Testing the accuracy for staff access and the correct permissions should be completed by the end of May.
- ❖ Following an email from Peerless Network regarding our past due amount for the phone system, I contacted the Better Business Bureau to mediate the billing situation and hopefully bring resolution and clarification to this ongoing issue. I am seeking contact from Peerless Network to definitively state why we received this large invoice (now over \$11,000) so long

Library Director Report

May 2024

after the installation of the unified communications phone system and clarification of what exactly our monthly cost should be for the phone system.

PERSONNEL

❖ The Library Director:

- Held the Administrative Team Meeting on 4/18 & 5/16
- Attended the regular board meeting on 4/22
- Met with the HR Manager and the IMRF Representative about the new IMRF employer access web site
- Met with Midwest Mechanical to finalize the capital projects scope of work on 4/25
- Conducted two interviews with the HR Manager on 4/25 for the Youth Services Manager position
- Hosted the Managers Advisory Meetings on 4/29 and 5/6 & 16
- Attended Rotary meetings on 5/1 & 15
- Attended the May the Fourth be with You event (free comic book day) at the library on 5/4
- Attended the Event Committee meeting on 5/9
- Hosted the staff in-service on 5/10
- Completed and submitted Library Director self-evaluation document to the Library Board President
- Attended Blooming Fest on 5/18
- Presented the draft budget to the Finance Committee on 5/20
- Attended the annual LIMRiCC meeting on 5/21

❖ Employee Highlights

- Edith C., Adult Services Assistant, celebrated six (6) years on 5/3
- Mireya Garcia-Carrasco, Youth Services Assistant, celebrated 12 years on 5/14
- Luke Sutton is the new Youth Services Manager, effective May 6, 2024
- The advertisement for a Youth Services Librarian has been posted on the library's web site and the RAILS Job Line

MISCELLANEOUS

- Carly Smitherman, Director of Healthy West Chicago, has resigned her position. There will be a farewell gathering to honor Carly's work on Wednesday, May 29 from 4:30 to 6:00 p.m. at Gallery 200. Please consider attending, if you are able.
- In partnership with the Mexican Cultural Center, the Library will be a host site this summer for one of the Olmec Heads that will be painted by visiting artists. The Olmec Head will be placed in the front of the building in front of the wall that bears the library's name. More information about this project can be found online at <https://www.theccma.org/olmectrails>.

Department Reports

April 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – April
 - Total opens: 28,666
 - March -5.48%
 - February +20.5%
 - Total click-throughs/engagements: 215
 - March -44.3%
 - In general, not as many registration required programs this month in comparison to drop-in programs.
 - February -13.3%
 - Biweekly Program Newsletters x 9 --
 - Total opens: 15,695
 - March -7.52%
 - February -11.2%
 - Total click-throughs/engagements: 129
 - March -35.2%
 - February -28%
 - Special Program Highlight Emails x 6 (+1 from April, +3 from March)
 - Total opens: 12,971 -2.8%
 - March -2.8%
 - February +105%
 - Total click-throughs/engagements: 86
 - March -54.1%
 - 2/6 April SPH's had registration links, the rest were for drop-in programs, or only contained links in support of the program.
 - February +30.3%
 - Events promoted with an SPH email include:
 - April storytimes
 - A Brief History of the Reintroduction of the Native Americans into Illinois
 - Día de los Niños Fiesta
 - Elevator out-of-order
 - May the Fourth
 - Genealogy Program
- Social Media Campaigns
 - Social Posts x 28 +40%
 - Total impressions: 13,243 +91.6%
 - Total reach: 12,515 +93.5%
 - Total engagements: 393 +82.8%
- Program Guide
 - Mailed to residents on May 10th, 2024.
 - New look to coordinate with our other communications products

ADULT SERVICES

Engagement:

Programs: A total of 17 programs were offered in April with a total attendance of 140.

Program Highlights:

Spoon River Anthology: A total of 18 patrons attended this performance based on Edgar Lee Masters' Spoon River Anthology.

IL Humanities Road Scholars: A Brief History of the Reintroduction of the Native Americans into Illinois: A total of 13 patrons attended this lecture from Chief White Winnebago who introduced participants to the culture and history of the HoChunk nation.

Take and Make Kits: There were 132 take and make kits taken by patrons in April.

College of DuPage ELA Classes: Four classes were held in April with a total attendance of 47.

New initiative: Summer Concert Series

Professional Development: Amanda G. attended the PDA Event: Mental Health in Library Settings Training Course held by CARLI (Consortium of Academic and Research Libraries in Illinois). This abbreviated session touched on some tips and trauma informed responses and provided a basic overview of common mental health situations that may arise in library settings, with the goal of emphasizing an empathic understanding for the patrons experiencing mental health challenges.

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

- In April, a total of 6 programs were offered for teens with a total of 37 attendees.
 - Our Super Smash Bros. Tournament was a success with 10 participants. The players had great fun, and all wanted to know when we'll hold the next Smash tournament. There were prize bags for the top 6 players.
 - YA Cafe: Open Mic- we had a great turnout of 12 participants, considering the high school students had a partial day due to SAT testing. We heard some great poetry and some teens brought instruments and played Mariachi style music.

YOUNG ADULT AREA

- In April, 30 kits of the Pressed Flower Frames were taken as part of our Teen Take 'n' Make craft kit series.
- In the YA corner, we added a spring back drop on the bulletin for teens to add origami flowers.

LIBRARY WIDE EVENT: ECLIPSE PROGRAM

We had a total of 136 people attend the day of the Eclipse program for the events on the lawn and to watch the eclipse here at the library.

CIRCULATION SERVICES

Circulation Statistics April 2024:

- 13,789 Total Items checked out, 0.11% increase from April 2023.
- 3,619 Electronic materials checked out, 2.78% increase from April 2023.
- The total value of the materials checked out by our patrons was \$94,456.86 during April 2024.
- During April 2024, we had 131 patrons using self-check and a total of 423 items checked out.

Patron Statistics April 2024:

- 6,531 Visitors to the library, 44.59% increase from April 2023.
- 79 New patrons added, 7.00% decrease from April 2023.
- 10,487 Card holders, 15.85% decrease from April 2023.
- 36.25% of the district population have library cards, a 6.83% decrease from April 2023.

Other Activities:

Highschoolers and Transition group:

The job training sessions for both the high school and transition program students have been successfully completed for this school year. During these sessions, students received comprehensive training focusing on developing practical skills and workplace etiquette. This immersive experience provided them with valuable insights into

expectations and responsibilities of professional settings. We are confident that the knowledge and confidence gained through this program will contribute significantly to their future success in the workforce. We are looking forward to welcoming another group of students next semester.

TECHNICAL SERVICES

Acquisitions:

- 2390 Items invoiced/received.
- 2343 Items ordered.
- 205 Items on-order.
- 56 Items received not processed.
- 4 Item returned.
- 3 Replacements.
- 2 Donations.
- 1 Items cancelled.

Cataloged:

- 5018 Items added to the collection.

Withdrawals:

- 161 Items withdrawn from the collection.

Material Maintenance:

- 86 Items repaired in house.

Other Activities:

- 655 Items moved from the new shelf to the regular collection.
- 278 Postage processed.
- 150 Invoices processed.
- 112 Invoices Archived.
- 81 Call # transfers.
- 62 Award Titles Updated.
- 24 Pre-cat records created.
- 19 Withdrawn books donated to Better World Books.
- 17 Title transfers.
- 16 West Chicago Suburban Life scanned and converted to searchable PDF.
- 3 E/J Kit records updated.
- 2 Items scanned for WCPLD Digital Archives.
- 1 Digital movie added to the collection.

YOUTH SERVICES

Programs

Twenty (20) programs were presented in April by Youth Services staff with 113 children and 83 adult attendees totaling 196 patrons. A variety of programs for children birth – age 11 were offered including story times, crafting & bilingual programs for children and families.

Program Highlight:

¡Día de Los Niños Fiesta!

Each year, Mexico and other Latino countries celebrate children by recognizing their importance to the community and society in general. The YS department brought the character Mirabel from the movie Encanto in for a visit. In addition, we played the movie, created a butterfly craft, added a Mexican market dramatic play station to the play area and gave out books and stickers.

Passive Activities

In addition to our regular programming, 7 passive activities were offered in the department throughout the month highlighting Earth Day, National Library Week and National Poetry Month. Seventy-five (75) total activities were offered including crafts and take & makes. Our passive activities give the community an opportunity to enjoy activities beyond our scheduled programs.

To-go bags

Four (4) themed to-go bags with a total of 128 were offered throughout the month. In conjunction with the Solar Eclipse, we put out 2 themed bags containing crafts, activities for ages 4-7 and one for ages 8-11. To align with our diversity initiatives, we offered a to-go bag on Eid al-Fitr to celebrate the end of Ramadan.

Outreach

This month we visited 10 classrooms where we saw 64 children. These classes included our weekly visits to the District 33 special needs classrooms at Indian Knoll and Currier schools, a monthly visit to Kepler-Academy at the Park District, and our weekly visits at the library from District 33's Birth- 3 initiative.

Professional Development

Nicole Hernandez viewed a video tutorial to learn the **Beanstack** interface in order to prepare for the Summer Library Challenge.

Kelli Simmerman prepared for the transition to **Library Market** by viewing a training webinar and implementing changes to the new calendar system.

IT Report

Wireless Overview

April had **736 unique clients** with 817.03Gb of data used.

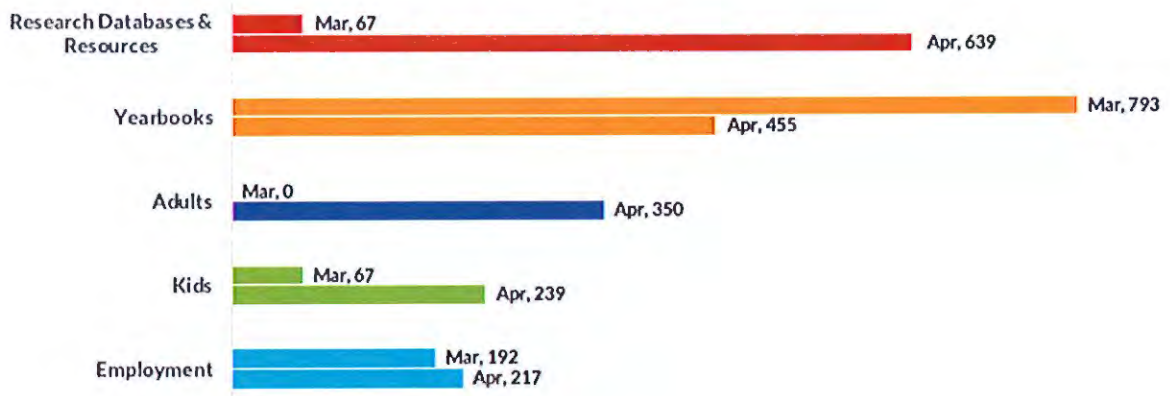
WiFi Usage Apr 2023 - Apr 2024



Website

In April we had **12658 website visits**

Top 5 Pages in Apr



Computer Usage

We had **524 users in April**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (Mar)	Average Time Per Session (Mar)	Total Logins (Apr)	Average Time Per Session (Apr)
Adult	435	40 Minutes	469	41 Minutes
Youth	60	28 Minutes	53	30 Minutes
Newspaper	3	1 Hour 55 Minutes	2	57 Minutes



May 8th, 2023

Mr. Benjamin R. Weseloh
Library Director
West Chicago Public Library District
118 W Washington St.
West Chicago, IL 60185

Re: 2024 Improvements
RQN Proposal: 2024050800

Dear Mr. Weseloh:

Midwest Mechanical proposes improvements at West Chicago Public Library per our coordination with you.

General

- Project Billing will include a 50% mobilization billing on 7/15/24. Monthly progress billings to follow.
- Provide all necessary permit documentation and processing of the permit application. **We do not have permit fees included.**
- Provide necessary Project and Construction Management and coordinate all site activities associated with the project.
- Provide Off-site disposal for demolished equipment and materials.
- Provide necessary technical check-out, start-up, commissioning and testing of new equipment to ensure proper operation.
- Moving, storage, floor protection, equipment protection, and security of existing building furnishings, equipment, as needed to accommodate project, will be the responsibility of the library.
- This project includes a one-year warranty on the labor and installation.
- This price is guaranteed with no change orders, unless there is an owner directed scope change.

Scope of Work - Heaters:

- Provide one (1) Air Curtin in the main entrance vestibule.
- Provide two (2) electric ceiling mounted heaters in the main restrooms.
- Provide all required electrical work.
- Provide drywall openings and framing.

Scope of Work - Exterior Lighting:

- Installation of (3) Type S1 12' site poles with (3) new LED heads to match existing site lighting.
- Installation of (1) Type S1A LED head to match existing site lighting.
- Excavation and directional boring as required for job completion.
- Conduit and wire installation for powering new LED site poles.
- New site poles to be tied into existing photocell.

Scope of Work - Concrete:

- Remove and properly dispose of all pavers and concrete as required.
- Provide expansion joint material between the existing building, columns and curb.
- Replace recessed entry curb and gutter.
- Provide ADA tactile panels at drop-off point.
- All grades are to meet ADA.
- IEPA Form 663 Processing.
- West Front Entry
 - Main entrance would be closed.
 - Protect light pole bases and adjacent aluminum/glass entrance.
 - Sawcut two (2) planter curbs from the perimeter curbs.
 - Replace all pavers with concrete sidewalk with tooled joints.
 - Provide four (4) benches (10-week lead time) as selected by owner.
- Back Entrance
 - Provide added stone base and properly compact the base.
 - Create straight concrete path to double doors for dumpster.
 - Provide one (1) benches as selected by owner.
- Bike Rack Wall
 - Sawcut sidewalk before starting demolition.
 - Break concrete wall below grade of new sidewalk.
 - Infill old bike rack wall with new concrete sidewalk.
 - Receive inventory and install covered bike rack (8 week lead time).
- Replace Curbs
 - Sawcut curbs in fifteen (15) locations.
 - Dowel and pour new curbs.
 - Paint curbs yellow if previously painted.
- Patch Curbs
 - Sawcut/grind curb in twenty-four (24) locations.
 - Clean out cracks and provide caulk and backer rod.
 - Pin concrete patches into existing concrete.
- Replace Sidwalk
 - Sawcut sidewalk in nine (9) locations.
 - Stone and compact as required.
 - Slope new sidewalk to match adjacent sidewalks.



Scope of Work - VAV's:

- Use four (4) VAV boxes, controller/actuators, hot water control valves and actuators, discharge air sensors, transformers, coil paks and set of flexible hoses from attic/shelf stock.
- Provide three (3) new VAV boxes, controller/actuators, hot water control valves and actuators, discharge air sensors, transformers, coil paks and set of flexible hoses
- Remove ceiling as required.
- Drain piping as required.
- Disconnect piping, controls, power and ductwork.
- Remove the existing VAV boxes.
- Install new VAV boxes.
- Reconnect piping, controls, power and ductwork.
- Fill piping and leak check.
- Provide code required insulation.
- Provide all control wiring as required.
- Integrate new boxes into the control system.
- Test and balance the new boxes.
- Reinstall ceiling.

Total Base Price..... \$299,671.00

Alternate #1 – New Sidewalk – Add \$8,630.00 **Accepted:** _____

- Provide a sidewalk from EM Exit door to north sidewalk. (utility locate, excavate and haul out spoils including existing stoop, stone, compact, place new concrete),
- Reroute lawn sprinkler heads.

Alternate #2 – New Patio – Add \$3,610.00 **Accepted:** _____

- Provide concrete patio adjacent to cover bike rack (utility locate, excavate and haul out spoils, stone, compact, frame & place new concrete)

Alternate #3 – Caulking – Add \$2,705.00 **Accepted:** _____

- Caulking of expansion joints at the front entry.

The proposed scope of work does not include the following:

- Any permits or associated fees. Midwest will support the library in suppling necessary documentation (equipment submittals, shop drawings, etc)
- Any HVAC related work in the library facilities or on equipment not listed above.
- Painting (except for the yellow curb paint)



Midwest Mechanical

Building Efficiency and Sustainability

A Service Logic Company

- Asbestos abatement.
- Any work associated with fire alarm and life safety systems.
- Replacing unsuitable soils.
- Moving of landscaping lighting.
- Landscaping repairs.
- The project does not include tax.
- Any work done on premium time.
- City Council, Plan Commission or Board Meetings, PUD, Variance or Special Use approvals, topo or plat of survey, Civil engineering, soil borings, permit fees, 3D renderings or anything else not specifically listed herein.

Midwest Mechanical greatly appreciates our opportunity to work with West Chicago Public Library and look forward to exceeding your expectations throughout the project. Please contact me if you have any questions or concerns.

Thank you for your consideration.

Sincerely,

Chad W. Powell

Project Sales Engineer

Accepted By: _____

Date: _____

Terms and Conditions

1. Midwest Mechanical Group warrants that the workmanship, equipment and materials furnished and installed under this agreement shall be free from defects for one year (365 days) from date of installation.
2. Customer shall permit Midwest Mechanical Group free and timely access to areas and equipment and allow Midwest Mechanical Group to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Midwest Mechanical Group's normal working hours.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Midwest Mechanical Group may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and material basis at Midwest Mechanical Group's rates then in effect) over the sum stated in this Agreement.
6. In the event Midwest Mechanical Group must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Midwest Mechanical Group all court costs and attorneys' fees incurred by Midwest Mechanical Group.
7. Any legal action relating to this Agreement, or the breach thereof, shall be commenced with one (1) year from the date of the work.
8. Midwest Mechanical Group shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Midwest Mechanical Group's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Midwest Mechanical Group, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to reasonable attorneys' fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Midwest Mechanical Group's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
11. Midwest Mechanical Group expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility.
12. Midwest Mechanical Group's obligation under this proposal and any subsequent Agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered Midwest Mechanical group's sole obligation will be to notify the Customer of the existence of such products and materials. Midwest Mechanical Group shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
13. Under no circumstances, whether arising in contract, tort (including negligence), equity or otherwise, will Midwest Mechanical Group be responsible for loss of use, loss of profit, increased operating or maintenance expenses, claims or customer's tenants or clients, or any special, indirect or consequential damages.