



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
MONDAY, JUNE 24, 2024
7:00 PM
LIBRARY PROGRAM ROOM

AGENDA

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

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
1. Board Meeting – May 28, 2024 ACTION
 2. Special Board Meeting (open session) – May 28, 2024 ACTION
 3. Special Board Meeting (closed session) – May 28, 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 June 2024
 2. Financial Statements for May 2024
- H. Communications
1. Public Library Per Capita Grant Award Letter (ILSOS) ATTACHMENT
- I. Reports
1. President Patricia Weninger
 - a. Little Free Library Memorial
 2. Library Director ATTACHMENT
 3. Department Managers ATTACHMENT
 4. Finance Committee Corrine Jakacki-Dattomo
 5. Policy Committee Frank Fokta

J. Unfinished Business

K. New Business

- | | | |
|----|--|--------|
| 1. | Income Projection for FY 2024-2025 | ACTION |
| 2. | Working Budget for FY 2024-2025 | ACTION |
| 3. | Fund Balance Policy | ACTION |
| 4. | Ordinance 24-02: Meeting Date and Time 2025 | ACTION |
| 5. | Resolution 24-02: Non-Resident Library Card
Participation FY 2024-2025 | ACTION |
| 6. | Resolution 24-03: Library Closing Schedule 2025 | ACTION |
| 7. | Resolution 24-04: Transfer from within the Corporate Fund
To the GASB 54 Fund | ACTION |
| 8. | Public Hearing Date for Tentative Budget and Appropriations
Ordinance (50 ILCS 330/3) August 26, 2024 at 6:45 p.m. | ACTION |
| 9. | Short Takes for Library Trustees – Library Policies | VIDEO |

L. Closed Session

- | | |
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| The President may entertain a motion to enter into closed session in
accordance with the Illinois Open Meetings Act. | ACTION |
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M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 28, 2024
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:12 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; Amanda Ghobrial, Adult Services Manager; Michael Novy, Technical Services; Jason Rock, IT Specialist.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - April 22, 2024: Ms. Jakacki moved to approve the Minutes as read for April 22, 2024; seconded by Mr. Grotto. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

Dan Brandolino and Chad Powell with Midwest Mechanical were present.

E. PUBLIC COMMENTS: A written public comment was received from a patron with a suggestion that the Library's handicapped parking signs should be updated for the fine amount. Mr. Weseloh stated the parking lot signs which designate handicapped parking have a fine amount of \$250 indicated on them; and the law states the fine may be between \$250 and \$600. The police only have jurisdiction if/when the Library asks them to come onsite. No patron email or phone number was provided on the comment form.

F. AGENDA - ADDITIONS/DELETIONS: The Midwest Mechanical presentation was moved up from New Business K-1 to the Reports section of the Agenda. A Finance Committee report was added as Item I-5

G. TREASURER'S REPORT:

1. Approval of the Bills for May 2024: Ms. Jakacki moved that the board approve the bills for May 2024 in the amount of \$228,784.62; seconded by Mr. Grotto.

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

2. Financial Statements for April 2024: Mr. Weseloh covered the April

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2024 financial statements during his Director's Report, Item I-3.

H. COMMUNICATIONS:

1. Memo Re: New Rules on Web Content/ADA Accessibility: The U.S. Department of Justice has published some new requirements for local units of government to assure that their websites are accessible to people with disabilities. Compliance is required by April 26, of 2027.

I. REPORTS:

1. Nominating Committee: Ms. Kelsey and Ms. Navadomskis, as the Nominating Committee, prepared the Slate of Officers for FY24-25 with the recommendations as follows: President, Pat Weninger; Vice President, Frank Fokta; Secretary, Diane Kelsey; Treasurer, Corrine Jakacki.

2. President:

a. Election of Officers for FY2024-2025:

i. President: Ms. Weninger asked for nominations from the floor for the Office of President. No nominations were made. The nominations were closed for the Office of President. Pat Weninger was elected as Board President by unanimous voice vote.

ii. Vice President: Ms. Weninger asked for nominations from the floor for the Office of Vice President. No nominations were made. The nominations were closed for the Office of Vice President. Frank Fokta was elected as Vice President of the Board of Trustees by unanimous voice vote.

iii. Secretary: Ms. Weninger asked for nominations from the floor for the Office of Secretary. No nominations were made. The nominations were closed for the Office of Secretary. Diane Kelsey was elected as Secretary of the Board of Trustees by unanimous voice vote.

iv. Treasurer: Ms. Weninger asked for nominations from the floor for the Office of Treasurer. No nominations were made. The nominations were closed for the Office of Treasurer. Corrine Jakacki was elected as Treasurer of the Board of Trustees by unanimous voice vote.

b. Appointment of the Ethics Officer: President Weninger appointed Frank Fokta as Ethics Officer.

c. Appointment of the Parliamentarian: President Weninger appointed Richard Bloom as Parliamentarian.

d. Appointment of Finance Committee: President Weninger appointed Corrine Jakacki as Chair of the Finance Committee and Diane Kelsey and Maureen Navadomskis as members.

e. Appointment of Policy Committee: President Weninger appointed Frank Fokta as Chair of the Policy Committee and Richard Bloom and Scott Grotto as members.

President Weninger disbanded the Nominating Committee.

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3. Library Director: Mr. Weseloh reported that the Library District is 83% of the way through its fiscal year, with 100% of the revenue budget collected. The second installment of the Per Capita Grant income is yet to be received, which will be approximately \$43,000; and the PPRT income is expected to be approximately \$41,000.

Expenditures are running at 79% of budget. Mr. Weseloh projected that expenditures for the year will be close to the budget amount. The Director reported that he hopes to have resolved before the end of the fiscal year the three or four large ticket items that have been incorrectly billed by vendors over the past year.

Facilities and operations expenditures, including utilities such as electric, are running high. Mr. Weseloh is looking into the reason for the increase in electric expense and will report back to the board at the June regular meeting. Printed materials, magazines and newspapers, including the Wall Street Journal are up considerably in cost.

The elevator was fixed after four weeks being out of service. Buck Services performed janitorial services for the Library from April 19 through May 18 because the Library's maintenance assistant was out during the time the elevator was broken. First Security was onsite to install card readers and make minor adjustments on the six doors in the Adult Services department. Suburban Lock was onsite to make some adjustments to the staff entry door.

Midwest Mechanical completed some preventive maintenance. A new calendar system called Library Market was launched on May 22, 2024; this replaced the Evanced calendar system. Sikich created all of the SharePoint sites for the serverless migration project. The testing for the accuracy of read and write access for the staff will be completed by the end of May, and implementation planned for June.

Mr. Weseloh sent a letter to the Better Business Bureau about the Peerless Network and phone system billing irregularity; and he is waiting to hear back from the BBB.

A staff in-service was held on May 10, 2024. The staff survey results will be available for sharing at the June board meeting. Mr. Weseloh and Ms. Bajor attended the annual LIMRiCC meeting in May; and staff are awaiting the health, dental, and vision insurance cost numbers for input into the budget planning process. As of January 1, 2025, BlueCross BlueShield of Illinois will be the carrier.

Employee highlights: Luke Sutton was a youth services librarian, applied for the Youth Department Manager position, and is now the manager of Youth Services. The advertisement to fill the newly vacated

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Youth Services Librarian position was posted on the Library's website and RAILS job line. Several resumés were received, and three interviews are scheduled. Mr. Weseloh received two resignations from circulation staff; their last day will be June 6, 2024. The Library hired a person for Circulation for the summer, May through August. The circulation positions have also been posted on RAILS and the Library's website.

Carly Smitherman from Healthy West Chicago has resigned her position. A farewell gathering is being held to honor her work on May 29, 2024, at 4:30 to 6:00 p.m. at Gallery 200.

In partnership with the Mexican Cultural Center, the Library will be a host site this summer for one of the Olmec Heads, which will be painted by visiting artists. Several of the Olmec Heads will be placed around West Chicago and DuPage County.

Mr. Weseloh would like to schedule a trustee tour of the Library before the June board meeting, at 6:15 p.m.

4. Department Managers:

Adult Services: Staff from all Library departments and Library Foundation members attended Blooming Fest on May 18, 2024, and manned a table to engage with the community members and share information on the types of services that the Library provides. A total of 774 people visited the table at Blooming Fest.

As part of the strategic plan, staff are connecting and collaborating with organizations to provide programming outside of the library, such as the summer concert series at the band shell in Reed Keppler Park. A string-themed concert series in partnership with the Park District will include New Vintage Strings on June 12; Jim Green Guitar on July 10; and Hector Fernandez who plays flamingo-style guitar on August 18. Performances are from 7:00 to 8:00 p.m. in Reed Keppler Park.

Young Adults: The department had an open mic night with 12 participants who recited poetry, played musical instruments, and provided mariachi music.

Circulation: Total checkouts increased by .11% from April 2023 to 13,789. Electronic materials checked out increased 2.78% from April 2023 to 3,619 this year. The total value of checked out materials was \$94,456.86 during April 2024.

Library visits surged by 44.95% from April 2023 to 6,531 visitors in April 2024. The number of cardholders dipped by 15.85%, resulting in 36.25% of the district population with a library card. The high school transition group training sessions program wrapped up for the school

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year. The students gained valuable hands-on experience with workplace skills.

Technical Services: 2,390 items were invoiced; 2,343 items were ordered; 161 items were withdrawn; and 86 items were repaired in-house.

IT: Wireless connections reached 736 unique clients in April 2024, down 183 from April 23. The new website had over 12,000 visits, and the most visited page is the research database and resources; second place is the year books. Two new pages created for the website are focused on adults and kids, both of which were in the top five for frequency of visits.

Computer usage was up slightly in April over March in Adult Services with 469 total log-ins.

5. Finance Committee: Ms. Jakacki stated the Finance Committee met on May 20, 2024; the meeting was called to order at 5:39 p.m. Present were Corrine Jakacki, Chair; Diane Kelsey and Scott Grotto, Members; Pat Weninger, ex officio; and Ben Weseloh and Maureen Bajor, Staff.

The Committee approved the Minutes from the previous finance committee meeting. No public was present. They addressed three tasks: Review of the proposed income projection for FY25; review of the proposed budget for FY25; and a recommendation to transfer money from the corporate carryover to the GASB 54 Fund. Each topic was discussed, and because the financial numbers were not finalized, the documents were tabled to the next Finance Committee meeting, which will be held June 10, 2024. The meeting was adjourned at 7:21 p.m.

6. Presentation by Midwest Mechanical: Chad Powell and Dan Brandolino from Midwest Mechanical made a presentation to the board on the topic of capital projects planned for FY 2025. The company has been working with Director Weseloh regarding some improvements at the Library and has developed a proposal to address the work. Nine or ten items were identified as needing to be addressed, and the proposal covers the most important work, to address safety and the well being of the building. Some of the improvements include heat in the vestibule and restrooms, exterior lighting, concrete work, removal of the bike rack, and replacement of VAV boxes.

The work can be accomplished through a cooperative purchasing agreement, which would allow the Library not to have to go through a consulting phase.

J. Unfinished Business: None.

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K. New Business:

1. Capital Projects Proposal - Scope of Work to Include: a, Heaters; b, Exterior Lighting; c, Concrete Work; d, VAV Boxes; e, Exterior Furniture Replacement.

Mr. Bloom moved that the board set aside out of corporate carryover a sum in the amount of \$325,000 for the Midwest Mechanical proposed upgrades to the Library; seconded by Mr. Grotto. The Alternative -- or addition -- No. 3, Calking, is not being recommended at this time. The dollar amount does not include the permit expenses from the City.

Mr. Bloom amended the motion to set aside from corporate carryover an amount not to exceed \$350,000 for the upgrades on the Midwest Mechanical proposal; seconded by Mr. Grotto.

Once the Capital Projects Proposal is approved, the documents will be forwarded to the Library's attorney for review. Discussion was had regarding the need for terms and conditions language; Item No. 7 which states that the Library is responsible for everyone's legal fees regardless of who initiates the litigation; and Item No. 13 which states that under no circumstances is the contractor responsible for their own negligence. In a similar situation in the past the Library's attorney added a rider to the Agreement.

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

2. Establish Signatories on the Financial and Investment Accounts:

President Weninger stated the newly elected officers will be the signatories on the investment accounts. Ms. Jakacki moved that the newly elected board officers -- Pat Weninger, President; Frank Fokta, Vice President; Diane Kelsey, Secretary; and Corrine Jakacki, Treasurer -- be established as the signatories on the financial investment accounts. Motion carried by unanimous voice vote.

3. Short Takes for Library Trustees: Ethics. The trustees watched the informational video on trustee ethics. Mr. Weseloh stated handouts are available for the trustees with information on ethics as referenced in the video.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:18 p.m.

BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING
MAIN PROGRAM ROOM
TUESDAY, MAY 28, 2024
6:00 PM

MEETING MINUTES

A. Call to Order

The meeting was called to order at 6:00 PM by Pat Weninger, President

B. Roll Call

TRUSTEES PRESENT: Pat Weninger President; Diane Kelsey Secretary, Corrine Jakacki-Dattomo, Treasurer, Richard Bloom, Scott Grotto, Maureen Navadomskis Trustees.

ABSENT: Frank Fokta, Vice-President

C. Recognition of the Public

None present.

D. Public Comments -- Limited to 3 Minutes

None.

E. Agenda – Additions/Deletions

None

F. Reports

1. President

Pat Weninger

None

G. Unfinished Business

None

H. Closed Session

ACTION

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

(5 ILCS 120/2(c)(1) – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

At 6:02 PM Corrine Jakacki-Dattomo moved to enter into closed session in accordance with Illinois Opening Meetings Act: seconded Scott Grotto.

Roll Call Vote: Yes – Richard Bloom, Scott Grotto, Corrine Jakacki -Dattomo, Diane Kelsey, Maureen Navadomskis, Pat Weninger.
Motion carried.

Frank Fokta arrived at 6:10

I. Return to open Session

At 7:01 PM Richard Bloom moved to return to open session, seconded by Scott Grotto.

Roll Call Vote: Yes – Richard Bloom, Frank Fokta, Corrine Jakacki-Dattomo, Diane Kelsey, Scott Grotto, Maureen Navadomskis, Pat Weninger.
Motion carried.

ROLL CALL: TRUSTEES PRESENT: Pat Weninger, President, Frank Fokta, Vice-President, Corrine Jakacki-Dattomo, Treasurer, Diane Kelsey, Secretary, Richard Bloom, Scott Grotto, Maureen Navadomskis, Trustees.

J. New Business

1. Library Director Evaluation

A motion was made by Richard Bloom to offer the Director a 2% raise that would increase his salary to \$111,857.00.
Seconded by Scott Grotto.

Roll Call Vote: Yes: Richard Bloom, Scott Grotto, Frank Fokta, Diane Kelsey, Maureen Navadomskis, Pat Weninger.
No: Corrine Jakacki-Dattommo.
Motion carried.

K. Adjournment

Meeting was adjourned at 7:02 PM by Pat Weninger, President.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: June 24, 2024

FINANCIAL STATEMENT DATE: May 31, 2024

Payroll dated:

5/10/2024	Net Payroll	\$	37,687.84
	Federal Liability Payment	\$	10,777.84
	State Liability Payment	\$	2,280.18
	Paylocity Fee	\$	165.12
5/24/2024	Net Payroll	\$	37,339.99
	Federal Liability Payment	\$	10,512.26
	State Liability Payment	\$	2,253.41
	Paylocity Fee	\$	(230.95)

TOTAL \$ 100,785.69

State Bank of IL

Operating - Manual Cks	Check No.	\$	36,730.20
Operating - System Cks	Check No.	\$	102,484.96
Operating - Credit Card	Check No.	\$	2,828.53
Librarian's Petty Cash	Check No.	\$	-

TOTAL \$ 142,043.69

Total Bills for Approval \$ 242,829.38

Board Approval

Signature: _____

Board Approval Date: _____

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
ACC Business						
	Bill	05/27/2024	1236036	4/11/24-5/10/24	42405 - INTERNET SERVICES	608.66
Total ACC Business						608.66
Accurate Office Supplies						
	Bill	06/11/2024	616745	Copy Paper	41334 - OFFICE SUPPLIES GENERAL	186.00
Total Accurate Office Supplies						186.00
Albertsons-Safeway						
	Bill	06/07/2024		Drinks	44130 - PROGRAMS-YOUNG ADULT	146.36
Total Albertsons-Safeway						146.36
Amazon Capital Services						
	Bill	05/13/2024	16GW-VJVM-6TPG	Book Pouches	42500 - PROCESSING-TECHNICAL SERVICES	57.99
	Bill	05/13/2024	1HCC-D4YP-1JGF	Snacks/Buzzer	44120 - PROGRAMS-ADULT	65.96
	Bill	05/13/2024	1NWH-JV4V-47Y6	Desk	41336 - OFFICE EQUIPMENT	286.31
	Bill	05/14/2024	1QFG-R73H-LJTV	Laminator/Paper/Rubber Bands	41348 - CIRCULATION SERVICES SUPPLIES	128.48
	Bill	05/15/2024	1CM9-JM41-J43M	Sunglasses/Buckets	44135 - PROGRAMS-SUMMER READING	191.54
	Bill	05/17/2024	1TNV-RMCN-9V7C	Toys	44140 - PROGRAMS-YOUTH	197.79
	Bill	05/18/2024	14XX-4V3K-9J6H	Misc.	44140 - PROGRAMS-YOUTH	93.56
	Bill	05/19/2024	1ORJ-19RQ-HCPG	Games	42330 - AV MATERIALS-YOUNG ADULT	790.74
	Bill	05/19/2024	1WLL-DYXP-LDNP	Audio Player	42340 - AV MATERIALS-YOUTH	17.09
	Bill	05/20/2024	1WQR-4HPV-M9PF	Case	42500 - PROCESSING-TECHNICAL SERVICES	14.99
	Bill	05/20/2024	1QRJ-19RQ-M479	Easels/Sign Holders	44240 - PROMO MATERIALS-YOUTH	63.94
	Bill	05/20/2024	19JD-WTLX-JCPH	Gaming Console	42340 - AV MATERIALS-YOUTH	159.99
	Bill	05/20/2024	1TXX-WY31-QTJH	Encyclopedias	42140 - BOOKS-YOUTH	1,199.00
	Bill	05/20/2024	136F-QY4T-JHHV	Toys	44140 - PROGRAMS-YOUTH	162.59
	Bill	05/20/2024	1JNV-H4DX-N3XT	Books	42140 - BOOKS-YOUTH	286.08
	Bill	05/20/2024	14GL-79P6-LK6O	Books	-SPLIT-	374.62
	Bill	05/20/2024	1YC4-NLQL-NJF9	Misc.	44220 - PROMO MATERIALS-ADULT	78.03
	Bill	05/20/2024	1P7C-T4N7-MNHX	Misc.	44135 - PROGRAMS-SUMMER READING	63.33
	Bill	05/20/2024	139Q-TLVK-RWY4	Misc.	41334 - OFFICE SUPPLIES GENERAL	137.45
	Bill	05/20/2024	1P7G-4X4F-HFG6	Misc.	44120 - PROGRAMS-ADULT	76.78
	Bill	05/20/2024	1H79-WKVD-QCK1	Games	44130 - PROGRAMS-YOUNG ADULT	227.53
	Bill	05/21/2024	16D9-YY1J-VMM9	Easels	41334 - OFFICE SUPPLIES GENERAL	104.85
	Bill	05/21/2024	1WF4-HTJW-TY9Y	Books	42140 - BOOKS-YOUTH	85.80
	Bill	05/22/2024	1DLD-QHCF-DHVV	Books	-SPLIT-	256.30
	Bill	05/27/2024	1CRJ-MY6W-RJ76	Books	42120 - BOOKS-ADULT	10.99
	Bill	05/28/2024	1YC7-PPYD-7N7T	Books	42120 - BOOKS-ADULT	10.99
	Bill	05/28/2024	1HLQ-M3K1-CX13	Light Sabers	44140 - PROGRAMS-YOUTH	25.98
	Bill	06/03/2024	1JKM-K9R1-MVY6	Book	42120 - BOOKS-ADULT	14.95
Total Amazon Capital Services						5,163.65

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

Type	Date	Num	Memo	Split	Amount
Anderson Elevator Co.					
Bill	06/01/2024	88514-Y5P4	June 2024	45160 - CONTRACT INSPECTION & MAINTENAN	187.00
Total Anderson Elevator Co.					187.00
Andy Frain					
Bill	05/31/2024	359401	May 2024	45112 - SECURITY SERVICE	1,779.11
Total Andy Frain					1,779.11
Background Resources					
Bill	05/31/2024	22959	D. Curry	41342 - ADMINISTRATIVE MISC	32.00
Total Background Resources					32.00
Bigleaf Networks, Inc.					
Bill	06/01/2024	92276	June 2024	42405 - INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					499.00
Buck Services					
Bill	05/31/2024	61700	May 2024 Coverage/Floor Cleaning	45110 - JANITORIAL SERVICE	4,843.00
Bill	06/11/2024	61859	June 2024	45110 - JANITORIAL SERVICE	1,009.50
Total Buck Services					5,852.50
Cengage Learning					
Bill	06/06/2024	84469719	Books	42120 - BODKS-ADULT	163.95
Total Cengage Learning					163.95
Children's Plus Inc.					
Bill	05/13/2024	246071	Books	42140 - BOOKS-YOUTH	107.79
Total Children's Plus Inc.					107.79
Cintas Corporation					
Bill	06/01/2024	9274382138	Water Cooler June 2024	45155 - GENERAL BLDG SERVICES	50.50
Total Cintas Corporation					50.50
City of West Chicago					
Bill	06/01/2024		3/6/24-5/4/24	45340 - UTILITIES-WATER	717.66
Total City of West Chicago					717.66
Comcast					
Bill	06/14/2024		July 2024	42405 - INTERNET SERVICES	336.00
Total Comcast					336.00
Comcast Business					
Bill	06/01/2024	204029065	June 2024	42405 - INTERNET SERVICES	560.00
Total Comcast Business					560.00
ComEd					
Bill	05/17/2024		4/17/24-5/16/24	45320 - UTILITIES-ELECTRIC	3,851.86
Total ComEd					3,851.86
Cook and Kocher Insurance Group					
Bill	06/05/2024	93214	Director's & Officer's Insurance 7/1/24-6/30/25	45500 - INSURANCE	6,505.00

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total Cook and Kocher Insurance Group						6,505.00
De Lage Landen Financial						
	Bill	06/07/2024	587739043	June 2024	41336 · OFFICE EQUIPMENT	1,496.23
Total De Lage Landen Financial						1,496.23
Demco						
	Bill	05/15/2024	7484222	Shelf	41348 · CIRCULATION SERVICES SUPPLIES	714.37
Total Demco						714.37
Edith Clayton						
	Bill	05/18/2024		Reaching Forward Conference	41320 · TRAVEL	51.17
Total Edith Clayton						51.17
Efficiency Reporting						
	Bill	05/21/2024	20206er	April 2024	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting						340.00
First Security Systems, Inc.						
	Bill	05/29/2024	95558	Quarterly Maintenance	45160 · CONTRACT INSPECTION & MAINTENAN	747.75
Total First Security Systems, Inc.						747.75
Flood Brothers						
	Bill	06/05/2024	7527403	June 2024	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers						59.99
Gabriel Cardenas						
	Bill	06/03/2024		Mileage Reimbursement	41320 · TRAVEL	4.02
	Bill	06/03/2024		Mileage Reimbursement	41320 · TRAVEL	6.03
Total Gabriel Cardenas						10.05
Gehrke Technology Group						
	Bill	06/12/2024	2401948	June 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	06/01/2024	59870	June 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
Hanover Insurance Group						
	Bill	06/06/2024		Businessowners Policy/Workers Compensation Polic	-SPLIT-	15,692.00
Total Hanover Insurance Group						15,692.00
HR Source						
	Bill	05/01/2024	25-58491	7/1/24-6/30/25	41330 · ASSOCIATION DUES	1,260.00
Total HR Source						1,260.00
Illinois Library Association						
	Bill	05/14/2024	282834	B. Weseloh	41330 · ASSOCIATION DUES	250.00
Total Illinois Library Association						250.00
Ingram Library Services						

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

Type	Date	Num	Memo	Split	Amount
Credit	05/09/2024	81845574	Books	42120 - BOOKS-ADULT	-16.38
Credit	05/28/2024	82098101	Books	42120 - BOOKS-ADULT	-11.37
Bill	05/01/2024	81704347	Books	-SPLIT-	81.30
Bill	05/02/2024	81723983	Books	-SPLIT-	70.17
Bill	05/03/2024	81743132	Books	-SPLIT-	60.78
Bill	05/06/2024	81767428	Books	-SPLIT-	637.44
Bill	05/07/2024	81788599	Books	-SPLIT-	223.92
Bill	05/08/2024	81810753	Books	-SPLIT-	159.51
Bill	05/09/2024	81832343	Books	-SPLIT-	191.56
Bill	05/10/2024	81850652	Books	-SPLIT-	639.59
Bill	05/10/2024	81858168	Books	-SPLIT-	280.47
Bill	05/14/2024	81896957	Books	-SPLIT-	570.94
Bill	05/16/2024	81938264	Books	-SPLIT-	1,737.41
Bill	05/17/2024	81958194	Books	-SPLIT-	40.92
Bill	05/19/2024	81974124	Books	-SPLIT-	187.17
Bill	05/20/2024	81982219	Books	-SPLIT-	320.65
Bill	05/20/2024	81982220	Books	-SPLIT-	485.42
Bill	05/22/2024	82023247	Books	-SPLIT-	107.52
Bill	05/23/2024	82042827	Books	-SPLIT-	42.50
Bill	05/23/2024	82046868	Books	-SPLIT-	406.72
Bill	05/29/2024	82106967	Books	-SPLIT-	266.21
Bill	05/29/2024	82106969	Books	-SPLIT-	574.95
Bill	05/29/2024	82106968	Books	-SPLIT-	741.29
Bill	05/30/2024	82131034	Books	-SPLIT-	191.75
Bill	05/31/2024	82149045	Books	-SPLIT-	59.49
Bill	06/03/2024	82174288	Books	-SPLIT-	124.62
Bill	06/04/2024	82196339	Books	-SPLIT-	67.05
Bill	06/05/2024	82224027	Books	-SPLIT-	168.85
Bill	06/05/2024	82219931	Books	-SPLIT-	90.67
Total Ingram Library Services					8,501.12
Janway Company					
Bill	05/24/2024	145444	Foam Putty	44240 - PROMO MATERIALS-YOUTH	325.58
Bill	05/24/2024	145451	Hacky Sack	44240 - PROMO MATERIALS-YOUTH	332.33
Bill	06/06/2024	145552	Fidget Spinners	44240 - PROMO MATERIALS-YOUTH	210.50
Total Janway Company					868.41
Library Ideas					
Bill	04/05/2024	112070	Books	-SPLIT-	1,366.13
Total Library Ideas					1,366.13
Library Market					

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
	Bill	05/30/2024	3103	Library Calendar Annual Subscription	42420 · SOFTWARE PUBLIC	2,000.00
Total Library Market						2,000.00
LIMRICC						
	Bill	06/04/2024		June 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	17,839.70
Total LIMRICC						17,839.70
Midwest Mechanical						
	Bill	05/30/2024	112155923	Service Call	45150 · HVAC R & M	897.89
	Bill	06/03/2024	137800	June 2024	45150 · HVAC R & M	932.00
Total Midwest Mechanical						1,829.89
Midwest Tape						
	Bill	05/03/2024	505424181	AV Materials	42320 · AV MATERIALS-ADULT	134.97
	Bill	05/03/2024	505424183	AV Materials	42320 · AV MATERIALS-ADULT	74.22
	Bill	05/03/2024	505424184	AV Materials	42320 · AV MATERIALS-ADULT	80.95
	Bill	05/14/2024	505468995	AV Materials	42320 · AV MATERIALS-ADULT	79.98
	Bill	05/14/2024	505468997	AV Materials	42320 · AV MATERIALS-ADULT	79.98
	Bill	05/14/2024	505468998	AV Materials	42320 · AV MATERIALS-ADULT	101.19
	Bill	05/14/2024	505468999	AV Materials	42320 · AV MATERIALS-ADULT	49.47
	Bill	05/20/2024	505497369	AV Materials	42320 · AV MATERIALS-ADULT	69.98
	Bill	05/20/2024	505497441	AV Materials	42320 · AV MATERIALS-ADULT	20.99
	Bill	05/20/2024	505497442	AV Materials	42320 · AV MATERIALS-ADULT	22.49
	Bill	05/29/2024	505541191	AV Materials	42320 · AV MATERIALS-ADULT	145.41
	Bill	05/29/2024	505541192	AV Materials	42320 · AV MATERIALS-ADULT	50.97
	Bill	05/29/2024	505541193	AV Materials	42320 · AV MATERIALS-ADULT	114.97
	Bill	05/29/2024	505541194	AV Materials	42340 · AV MATERIALS-YOUTH	84.97
	Bill	05/29/2024	505541196	AV Materials	42320 · AV MATERIALS-ADULT	25.49
	Bill	05/31/2024	505553316	AV Materials	42340 · AV MATERIALS-YOUTH	136.96
	Bill	05/31/2024	505553318	AV Materials	42340 · AV MATERIALS-YOUTH	32.98
	Bill	05/31/2024	505553319	AV Materials	42320 · AV MATERIALS-ADULT	34.99
	Bill	05/31/2024	505553420	AV Materials	42320 · AV MATERIALS-ADULT	26.24
Total Midwest Tape						1,367.20
NCPERS						
	Bill	06/10/2024		June 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	06/06/2024		5/3/24-6/4/24	45310 · UTILITIES-GAS	843.16
Total Nicor						843.16
Oriental Trading Company						
	Bill	05/20/2024	73120340102	Playhouse	44135 · PROGRAMS-SUMMER READING	45.24
	Bill	05/21/2024	73120340101	Misc.	44135 · PROGRAMS-SUMMER READING	853.01

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total Oriental Trading Company						898.25
OverDrive						
	Bill	05/20/2024	24153838	eBooks	42320 · AV MATERIALS-ADULT	69.99
	Bill	05/21/2024	24155027	eBooks	42340 · AV MATERIALS-YOUTH	506.70
	Bill	05/31/2024	24167707	eBooks	42320 · AV MATERIALS-ADULT	<u>631.21</u>
Total OverDrive						1,207.90
Peerless Network						
	Bill	06/01/2024	52375	May 2024	45330 · UTILITIES-TELEPHONE	<u>247.70</u>
Total Peerless Network						247.70
Sebert Landscaping						
	Bill	06/01/2024	276387	June 2024	45130 · EXTERIOR LANDSCAPING	<u>1,248.00</u>
Total Sebert Landscaping						1,248.00
Sikich LLP						
	Bill	05/15/2024	1511024	June 2024	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00
	Bill	05/15/2024	MS510939	June 2024	41420 · TECHNOLOGY MANAGEMENT	5,672.15
	Bill	05/29/2024	1511999	SPO Migration	41400 · IT EQUIPMENT UPGRADES-STAFF	<u>812.00</u>
Total Sikich LLP						6,748.15
Suburban Door & Lock						
	Bill	05/22/2024	570234	Door Repair	-SPLIT-	<u>1,906.55</u>
Total Suburban Door & Lock						1,906.55
Swan						
	Bill	04/11/2002	11116	Reciprocal Borrowing & ILL	42170 · RBP/ILL BOOK REPLACEMENT	<u>368.38</u>
Total Swan						368.38
Unique Management Services						
	Bill	06/01/2024	6126403	May Placements	41346 · MATERIALS & RESOURCE RECOVERY	98.50
	Bill	06/03/2024	6127333	Curbside Comm. June 2024	41410 · SOFTWARE STAFF	<u>40.00</u>
Total Unique Management Services						138.50
Verizon						
	Bill	05/30/2024	9965444684	May 2024	45330 · UTILITIES-TELEPHONE	<u>341.32</u>
Total Verizon						341.32
Wiring Inc.						
	Bill	05/15/2024	4623	Electrical Work	45165 · INTERIOR R & M-OTHER	3,680.00
	Bill	05/24/2024	3324	Electrical Work	45165 · INTERIOR R & M-OTHER	<u>1,975.00</u>
Total Wiring Inc.						5,655.00
Xtreme Environmental Solutions						
	Bill	06/12/2024	115WCL	June 2024	45350 · UTILITIES-TRASH	<u>25.00</u>
Total Xtreme Environmental Solutions						25.00
TOTAL						<u><u>102,484.96</u></u>

West Chicago Public Library District Bills Total (Credit Card)

As of June 17, 2024

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	05/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					110.45
Amazon Capital Services					
	Credit Card Charge	05/09/2024		Gift Card	50.00
Total Amazon Capital Services					50.00
American Associatin of Notaries					
	Credit Card Charge	05/25/2024		Notary Application for K. Kenneally	91.90
Total American Associatin of Notaries					91.90
American Library Association					
	Credit Card Charge	05/17/2024		L. Sutton	134.00
Total American Library Association					134.00
Brookfield Zoo					
	Credit Card Charge	05/01/2024		Membership	189.00
Total Brookfield Zoo					189.00
Chicago Distribution Center					
	Credit Card Charge	05/08/2024		Snoopy Library Cards	48.62
	Credit Card Credit	05/10/2024		Sales Tax Refund	-12.08
	Credit Card Charge	05/09/2024		Posters/Stickers	98.16
Total Chicago Distribution Center					134.70
Chicago Tribune					
	Credit Card Charge	05/22/2024		Daily Herald	96.00
Total Chicago Tribune					96.00
Constant Contact					
	Credit Card Charge	05/01/2024		May 2024	87.00
	Credit Card Charge	05/31/2024		June 2024	87.00
Total Constant Contact					174.00
Costco					
	Credit Card Charge	05/01/2024		Misc.	49.87
Total Costco					49.87
Dollar Tree Store					

West Chicago Public Library District Bills Total (Credit Card)

As of June 17, 2024

Type	Date	Num	Memo	Open Balance
Credit Card Charge	05/15/2024		Swim Rings	20.00
Total Dollar Tree Store				20.00
Dunkin Donut				
Credit Card Charge	05/10/2024		Coffee	47.98
Credit Card Charge	05/09/2024		Gift Cards	100.00
Total Dunkin Donut				147.98
Fairytale Entertainment				
Credit Card Charge	05/01/2024		Entertainment	100.00
Total Fairytale Entertainment				100.00
Hobby Lobby				
Credit Card Charge	05/01/2024		Crafts	37.78
Total Hobby Lobby				37.78
Jewel Osco				
Credit Card Charge	05/09/2024		Ice	11.17
Total Jewel Osco				11.17
Jimmy Johns				
Credit Card Charge	05/10/2024		Box Lunches	309.03
Total Jimmy Johns				309.03
Meijer				
Credit Card Charge	05/01/2024		Candy	34.87
Credit Card Charge	05/07/2024		Drinks	58.18
Total Meijer				93.05
Menards				
Credit Card Charge	05/30/2024		Paint	10.24
Total Menards				10.24
Morton Arboretum				
Credit Card Charge	05/01/2024		Membership	175.00
Total Morton Arboretum				175.00
Oriental Trading Company				
Credit Card Charge	05/15/2024		Misc.	56.95
Total Oriental Trading Company				56.95

West Chicago Public Library District Bills Total (Credit Card)

As of June 17, 2024

	Type	Date	Num	Memo	Open Balance
Pizza Now					
	Credit Card Charge	05/07/2024		Pizza	51.98
Total Pizza Now					<u>51.98</u>
Rhode Island Novelty					
	Credit Card Charge	05/01/2024		Plush	190.00
Total Rhode Island Novelty					<u>190.00</u>
Signarama					
	Credit Card Charge	05/08/2024		A-Frame Signacade	526.44
Total Signarama					<u>526.44</u>
Spotify					
	Credit Card Charge	05/24/2024		Premium	10.99
Total Spotify					<u>10.99</u>
Universal Yums					
	Credit Card Charge	05/01/2024		Yum Yum Box	29.00
	Credit Card Charge	05/31/2024		Yum Yum Box June 2024	29.00
Total Universal Yums					<u>58.00</u>
TOTAL					<u><u>2,828.53</u></u>

West Chicago Public Library District
Bill List - Check Detail #6031
As of May 31, 2024

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
AFLAC Ins.						
	Check	05/02/2024	BP050224	May Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
	Check	05/30/2024	BP053024	June Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.						-50.40
Ampion Commenergy						
Total Ampion Commenergy						
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	05/31/2024	BP053124	May Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
	Check	05/03/2024	BP050324	May 2024 Payroll	21040 · IMRF	-21,569.07
	Check	05/09/2024	BP050924	May 2024 Payroll	21040 · IMRF	-15,050.73
Total IMRF						-36,619.80
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						-36,730.20
TOTAL						<u><u>-36,730.20</u></u>

Financial Report

For the 11 Month(s) Ended May 31, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2024

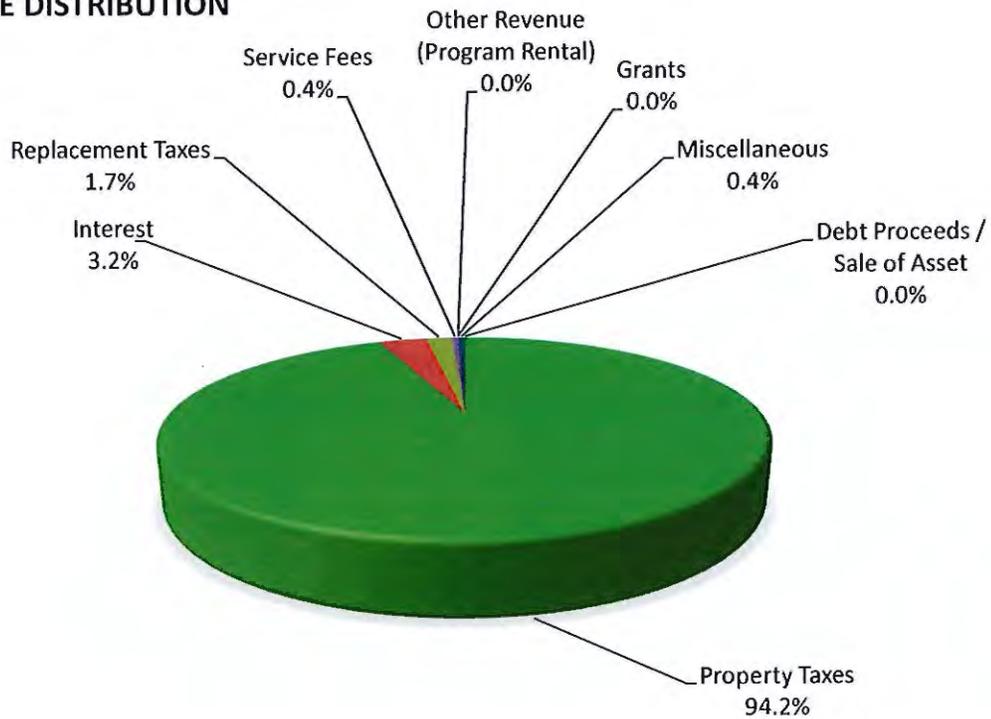
92% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,648,007	2,647,868	100%
Interest	90,504	45,800	198%
Replacement Taxes	47,953	60,000	80%
Service Fees	12,491	6,500	192%
Other Revenue (Program Rental)	20	-	0%
Grants	-	42,668	0%
Miscellaneous	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u>	<u>2,810,905</u>	<u>2,804,936</u>
	<u>Budgeted Revenues</u>	<u>2,804,936</u>	<u>100%</u>
	% Diff	100%	
OPERATING EXPENDITURES			
Personnel	1,435,866	1,687,936	85%
IMRF	105,679	140,836	75%
Administrative	55,559	79,014	70%
Admin Technology	114,915	163,550	70%
Library Materials - Books	132,971	148,915	89%
Library Materials - Periodicals	9,759	8,850	110%
Library Materials - Audio & Visual	37,817	42,500	89%
Library Material - Maintenance	9,905	10,410	95%
Technology Services	113,068	110,450	102%
Programs	30,966	39,674	78%
Marketing & Promotion	45,685	36,208	126%
Facilities & Operations	243,046	198,563	122%
Utilities	69,672	52,000	134%
Professional Services	46,100	79,930	58%
Board Expenses	4,205	6,100	69%
	<u>Actual Expenditures</u>	<u>2,455,211</u>	<u>2,804,936</u>
	<u>Budgeted Expenditures</u>	<u>2,804,936</u>	<u>88%</u>
	% Diff	88%	
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>355,693</u>	<u>-</u>	<u>n/a</u>
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>1,883,204</u>		

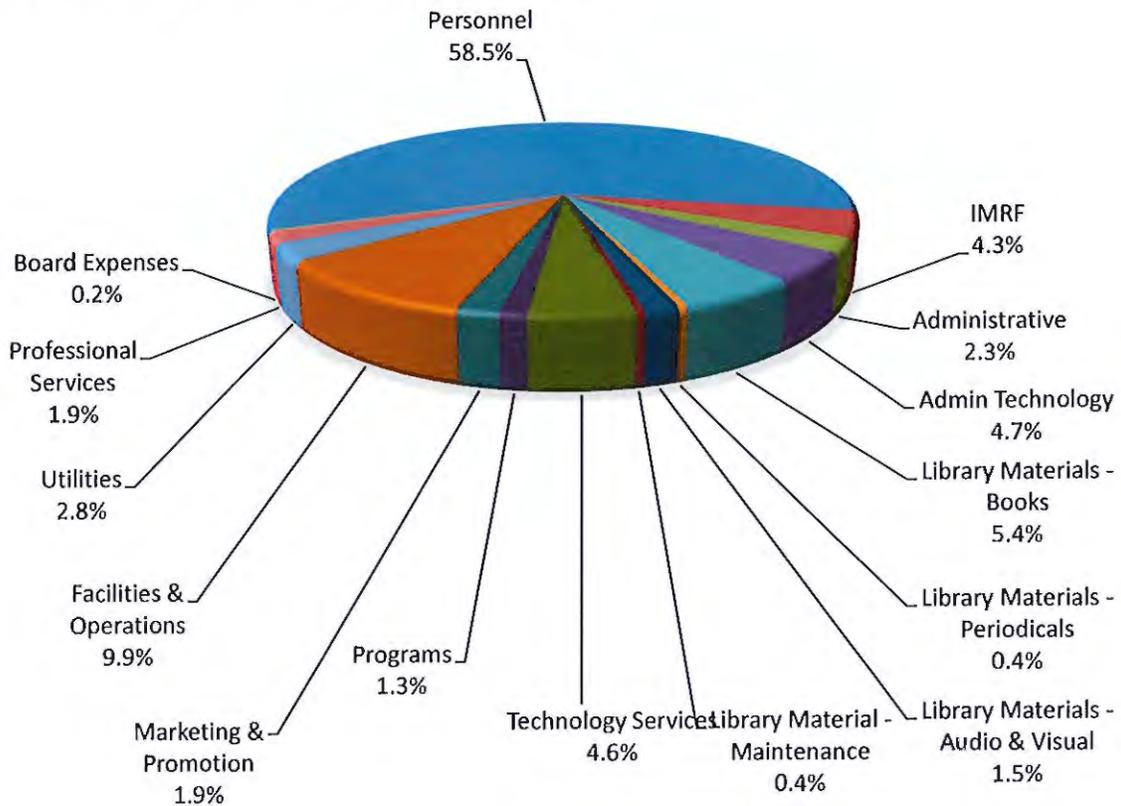
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2024

REVENUE DISTRIBUTION

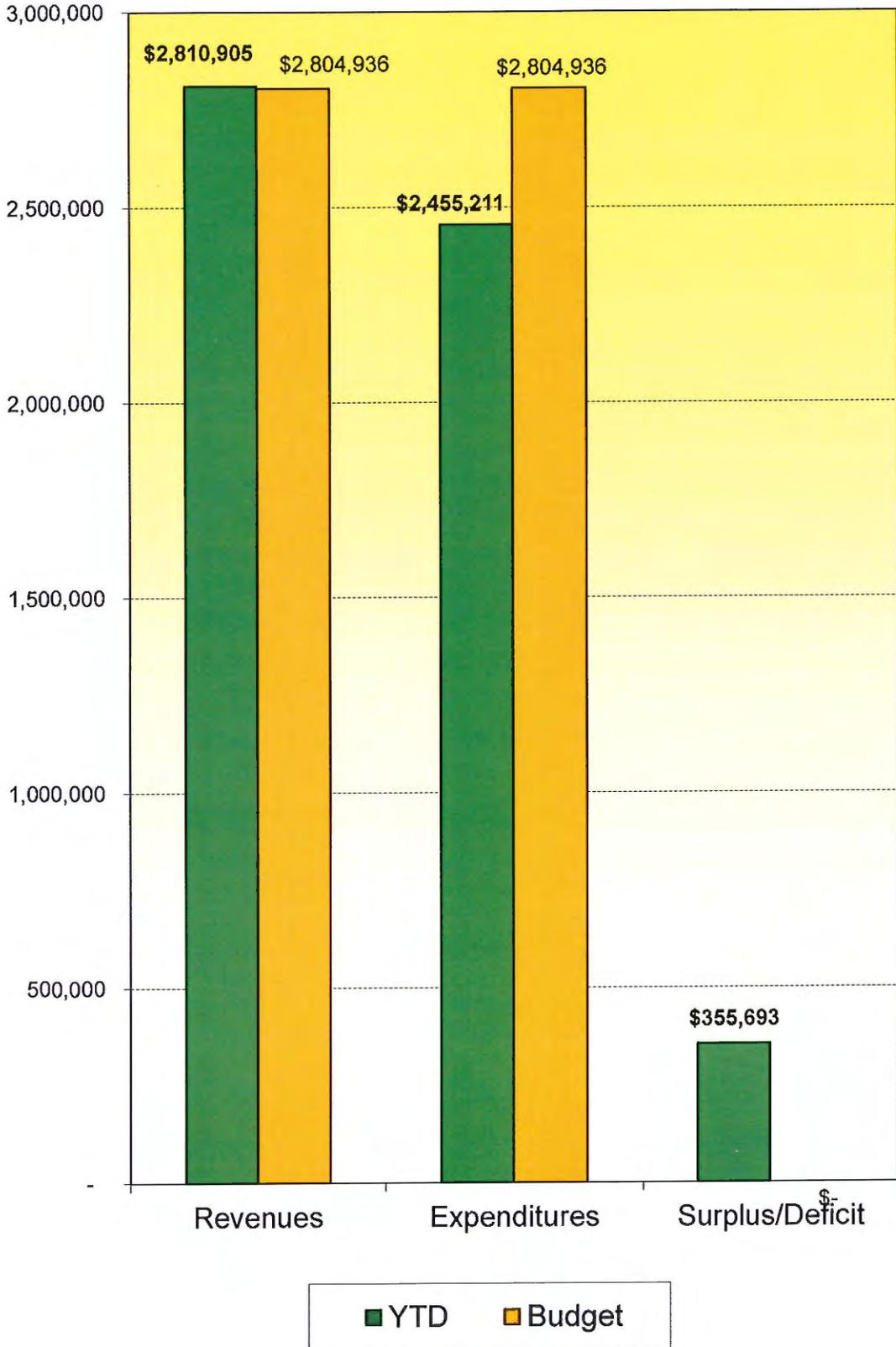


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 11 Month(s) Ended May 31, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 11 Month(s) Ended May 31, 2024

92% 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	86,087	2,685	1,732	90,504	45,800	198%
Replacement Taxes	47,953	-	-	47,953	60,000	80%
Service Fees	12,491	-	-	12,491	6,500	192%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	-	-	-	-	42,668	0%
Miscellaneous	11,929	-	-	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,668,941	140,232	1,732	2,810,905	2,804,936	100%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	100%	100%	n/a	100%		
OPERATING EXPENDITURES						
Personnel	1,435,866	-	-	1,435,866	1,687,936	85%
IMRF	-	105,679	-	105,679	140,836	75%
Administrative	55,559	-	-	55,559	79,014	70%
Admin Technology	114,915	-	-	114,915	163,550	70%
Library Materials - Books	132,971	-	-	132,971	148,915	89%
Library Materials - Periodicals	9,759	-	-	9,759	8,850	110%
Library Materials - Audio & Visual	37,817	-	-	37,817	42,500	89%
Library Material - Maintenance	9,902	-	3	9,905	10,410	95%
Technology Services	113,068	-	-	113,068	110,450	102%
Programs	30,889	77	-	30,966	39,674	78%
Marketing & Promotion	45,685	-	-	45,685	36,208	126%
Facilities & Operations	243,046	-	-	243,046	198,563	122%
Utilities	69,672	-	-	69,672	52,000	134%
Professional Services	46,100	-	-	46,100	79,930	58%
Board Expenses	4,205	-	-	4,205	6,100	69%
Actual Expenditures	2,349,452	105,756	3	2,455,211	2,804,936	88%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	88%	75%	n/a	88%		
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		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	319,488	34,476	1,729	355,693	-	
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511	
ENDING FUND BALANCE	1,714,744	43,045	125,416	1,883,204	1,527,511	
Fund Balance as % of Total Expenditures	73%	41%	n/a	77%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
May 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	2,510,460.29	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	6,492.84	3,750.00	86,086.91	2,685.22	0.00	88,772.13	45,000.00	43,772.13	197.27%
33040 - INTEREST-IL FUND BLDG CONST	162.96	66.67	0.00	0.00	1,732.27	1,732.27	800.00	932.27	216.53%
35100 - FINES	19.73	0.00	117.99	0.00	0.00	117.99	0.00	117.99	100.0%
35150 - PHOTOCOPY/MICROFORM/COPY/FAX	830.31	333.33	6,796.31	0.00	0.00	6,796.31	4,000.00	2,796.31	169.91%
35510 - LOST AND PAID MATERIALS	333.45	83.33	1,716.77	0.00	0.00	1,716.77	1,000.00	716.77	171.68%
35710 - NON RESIDENT FEES	635.83	125.00	3,859.87	0.00	0.00	3,859.87	1,500.00	2,359.87	257.33%
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	20.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 - PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 - DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 - TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	8,495.12	233,744.67	2,668,940.54	140,231.87	1,732.27	2,810,904.68	2,804,936.00	5,968.68	100.21%
Expenditures									
1E - PERSONNEL									
41100 - SALARIES	101,772.21	111,708.33	1,170,261.32	0.00	0.00	1,170,261.32	1,340,500.00	-170,238.68	87.3%
41110 - INS-HEALTH, DENTAL, LIFE, FSA	16,652.86	19,903.00	177,074.13	0.00	0.00	177,074.13	238,836.00	-61,761.87	74.14%
41120 - FICA EXPENSE	7,564.08	8,583.33	86,691.06	0.00	0.00	86,691.06	103,000.00	-16,308.94	84.17%
41130 - UNEMPLOYMENT COMPENSATION	0.00	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	125,989.15	140,661.33	1,435,865.93	0.00	0.00	1,435,865.93	1,687,936.00	-252,070.07	85.07%
2E - ADMINISTRATIVE EXPENSES									
41310 - PROFESSIONAL DEVELOPMENT	0.00	1,248.33	2,822.00	0.00	0.00	2,822.00	14,980.00	-12,158.00	18.84%
41320 - TRAVEL	73.15	183.33	1,007.73	0.00	0.00	1,007.73	2,200.00	-1,192.27	45.81%
41330 - ASSOCIATION DUES	1,644.00	508.33	6,666.00	0.00	0.00	6,666.00	6,100.00	566.00	109.28%
41332 - PAYROLL PROCESSING	-65.83	608.33	7,143.80	0.00	0.00	7,143.80	7,300.00	-156.20	97.86%
41334 - OFFICE SUPPLIES GENERAL	700.03	458.33	5,382.22	0.00	0.00	5,382.22	5,500.00	-117.78	97.86%
41336 - OFFICE EQUIPMENT	1,744.04	1,786.17	17,144.56	0.00	0.00	17,144.56	21,434.00	-4,289.44	79.99%
41338 - POSTAGE	10.26	541.67	5,050.96	0.00	0.00	5,050.96	6,500.00	-1,449.04	77.71%
41342 - ADMINISTRATIVE MISC	223.90	291.67	2,523.53	0.00	0.00	2,523.53	3,500.00	-976.47	72.1%
41344 - SUPPLIES-FOOD	1,175.32	500.00	2,378.03	0.00	0.00	2,378.03	6,000.00	-3,621.97	39.63%
41346 - MATERIALS & RESOURCE RECOVERY	59.10	83.33	1,191.85	0.00	0.00	1,191.85	1,000.00	191.85	119.19%
41348 - CIRCULATION SERVICES SUPPLIES	977.55	375.00	4,248.17	0.00	0.00	4,248.17	4,500.00	-251.83	94.4%
Subtotal	6,541.52	6,584.50	55,558.85	0.00	0.00	55,558.85	79,014.00	-23,455.15	70.32%

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

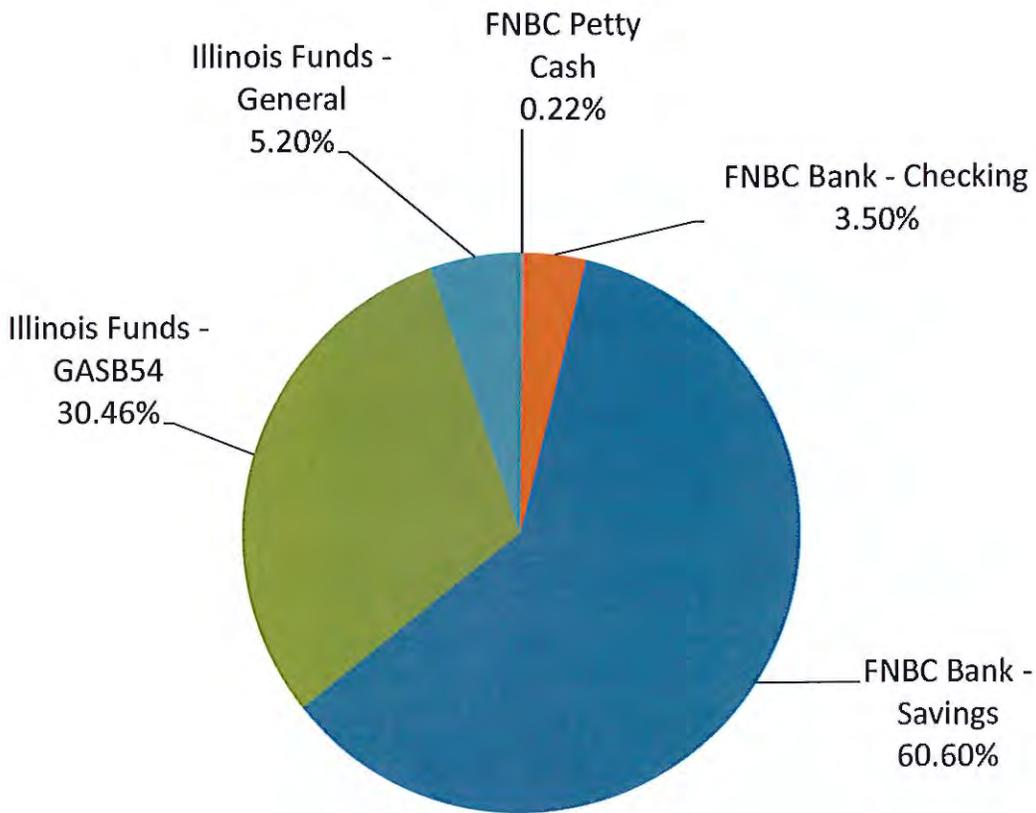
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	1,487.50	6,268.33	24,152.92	0.00	0.00	24,152.92	75,220.00	-51,067.08	32.11%
41410 · SOFTWARE STAFF	161.44	284.17	3,397.90	0.00	0.00	3,397.90	3,410.00	-12.10	99.65%
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	67,000.75	0.00	0.00	67,000.75	65,368.00	1,632.75	102.5%
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	7,321.09	13,629.17	114,914.50	0.00	0.00	114,914.50	163,550.00	-48,635.50	70.26%
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	5,429.93	5,891.67	59,805.53	0.00	0.00	59,805.53	70,700.00	-10,894.47	84.59%
42122 · BOOKS-LITERACY	0.00	30.83	191.99	0.00	0.00	191.99	370.00	-178.01	51.89%
42130 · BOOKS-YOUNG ADULT	500.61	458.33	3,937.50	0.00	0.00	3,937.50	5,500.00	-1,562.50	71.59%
42140 · BOOKS-YOUTH	3,946.49	1,958.33	21,436.21	0.00	0.00	21,436.21	23,500.00	-2,063.79	91.22%
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	9,877.03	12,409.58	132,970.97	0.00	0.00	132,970.97	148,915.00	-15,944.03	89.29%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	212.73	737.50	9,758.59	0.00	0.00	9,758.59	8,850.00	908.59	110.27%
Subtotal	212.73	737.50	9,758.59	0.00	0.00	9,758.59	8,850.00	908.59	110.27%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	5,530.81	2,750.00	29,701.33	0.00	0.00	29,701.33	33,000.00	-3,298.67	90.0%
42330 · AV MATERIALS-YOUNG ADULT	790.74	166.67	1,944.44	0.00	0.00	1,944.44	2,000.00	-55.56	97.22%
42340 · AV MATERIALS-YOUTH	2,453.00	625.00	6,171.02	0.00	0.00	6,171.02	7,500.00	-1,328.98	82.28%
Subtotal	8,774.55	3,541.67	37,816.79	0.00	0.00	37,816.79	42,500.00	-1,384.54	88.98%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	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	23,853.91	0.00	0.00	23,853.91	28,100.00	-4,246.09	84.89%
42420 · SOFTWARE PUBLIC	2,000.00	1,418.17	11,199.86	0.00	0.00	11,199.86	17,018.00	-5,818.14	65.81%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	264.00	2,445.83	42,032.74	0.00	0.00	42,032.74	29,350.00	12,682.74	143.21%
Subtotal	4,267.66	9,204.17	113,068.01	0.00	0.00	113,068.01	110,450.00	6,884.60	102.37%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	3,157.51	850.83	9,541.04	0.00	3.00	9,544.04	10,210.00	-665.96	93.48%
42510 · CATALOGING TOOL	0.00	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	3,157.51	867.50	9,901.67	0.00	3.00	9,904.67	10,410.00	-665.96	95.15%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	863.40	955.83	9,116.59	76.78	0.00	9,193.37	11,470.00	-2,276.63	80.15%
44130 · PROGRAMS-YOUNG ADULT	1,203.26	416.67	4,005.63	0.00	0.00	4,005.63	5,000.00	-994.37	80.11%
44135 · PROGRAMS-SUMMER READING	3,117.63	355.83	2,821.82	0.00	0.00	2,821.82	4,270.00	-1,448.18	66.09%
44140 · PROGRAMS-YOUTH	1,490.44	861.17	9,198.89	0.00	0.00	9,198.89	10,334.00	-1,135.11	89.02%
44145 · EVENTS AND OUTREACH	447.40	716.67	5,746.19	0.00	0.00	5,746.19	8,600.00	-2,853.81	66.82%
Subtotal	7,122.13	3,306.17	30,889.12	76.78	0.00	30,965.90	39,674.00	-3,988.92	78.05%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	174.00	328.33	2,333.46	0.00	0.00	2,333.46	3,940.00	-1,606.54	59.23%
44215 · WEBSITE	203.00	833.33	22,079.88	0.00	0.00	22,079.88	10,000.00	12,079.88	220.8%
44220 · PROMO MATERIALS-ADULT	402.53	250.00	2,584.77	0.00	0.00	2,584.77	3,000.00	-415.23	86.16%
44240 · PROMO MATERIALS-YOUTH	826.65	208.33	2,251.11	0.00	0.00	2,251.11	2,500.00	-248.89	90.04%
44245 · PROGRAM GUIDE	3,071.41	1,358.33	16,435.64	0.00	0.00	16,435.64	16,300.00	135.64	100.83%
44250 · SURVEYS	0.00	39.00	0.00	0.00	0.00	0.00	468.00	-468.00	0.0%
Subtotal	4,677.59	3,017.33	45,684.86	0.00	0.00	45,684.86	36,208.00	9,476.86	126.17%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	5,852.50	1,450.00	21,661.50	0.00	0.00	21,661.50	17,400.00	4,261.50	124.49%
45112 · SECURITY SERVICE	1,779.11	1,775.00	18,740.63	0.00	0.00	18,740.63	21,300.00	-2,559.37	87.98%
45115 · JANITORIAL SUPPLIES	446.72	466.67	5,141.84	0.00	0.00	5,141.84	5,600.00	-458.16	91.82%
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	1,200.00	823.33	7,082.50	0.00	0.00	7,082.50	9,880.00	-2,797.50	71.69%
45140 · EXTERIOR R & M-OTHER	1,154.17	1,868.33	42,256.14	0.00	0.00	42,256.14	22,420.00	19,836.14	188.48%
45150 · HVAC R & M	1,954.89	2,083.33	45,443.94	0.00	0.00	45,443.94	25,000.00	20,443.94	181.78%
45155 · GENERAL BLDG SERVICES	150.49	125.00	1,526.71	0.00	0.00	1,526.71	1,500.00	26.71	101.78%
45160 · CONTRACT INSPECTION & MAINTENAN	2,518.75	1,563.58	24,329.96	0.00	0.00	24,329.96	18,763.00	5,566.96	129.67%
45165 · INTERIOR R & M-OTHER	28,201.62	3,766.67	52,687.32	0.00	0.00	52,687.32	45,200.00	7,487.32	116.57%
Subtotal	43,258.25	16,546.92	243,045.54	0.00	0.00	243,045.54	198,563.00	44,482.54	122.4%
12E · UTILITIES									
45310 · UTILITIES-GAS	837.84	716.67	9,338.93	0.00	0.00	9,338.93	8,600.00	738.93	108.59%
45320 · UTILITIES-ELECTRIC	3,851.86	2,333.33	41,320.80	0.00	0.00	41,320.80	28,000.00	13,320.80	147.57%
45330 · UTILITIES-TELEPHONE	686.67	850.00	9,173.88	0.00	0.00	9,173.88	10,200.00	-1,026.12	89.94%
45340 · UTILITIES-WATER	0.00	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	934.89	0.00	0.00	934.89	1,200.00	-265.11	77.91%
Subtotal	5,461.36	4,333.33	69,672.32	0.00	0.00	69,672.32	52,000.00	17,672.32	133.99%
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	264.00	1,000.00	5,584.90	0.00	0.00	5,584.90	12,000.00	-6,415.10	46.54%
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	17,325.00	0.00	0.00	17,325.00	19,000.00	-1,675.00	91.18%
Subtotal	1,839.00	6,660.83	46,099.90	0.00	0.00	46,099.90	79,930.00	-33,830.10	57.68%
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	3,060.00	0.00	0.00	3,060.00	4,100.00	-1,040.00	74.63%
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	4,205.07	0.00	0.00	4,205.07	6,100.00	-1,894.93	68.94%
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	8,621.69	11,736.33	0.00	105,679.30	0.00	105,679.30	140,836.00	-35,156.70	75.04%
Subtotal	8,621.69	11,736.33	0.00	105,679.30	0.00	105,679.30	140,836.00	-35,156.70	75.04%
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%
	237,461.26	233,744.67	2,349,452.12	105,756.08	3.00	2,455,211.20	2,804,936.00	-349,724.80	87.53%
Net Income	-228,966.14	0.00	319,488.42	34,475.79	1,729.27	355,693.48	0.00	355,693.48	100.00%

**West Chicago Public Library District
Investments
May 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%	78,943
FNBC Bank - Savings	#0317	MM	2.79%	1,365,170
Illinois Funds - GASB54	#6950	MM	Various	686,251
Illinois Funds - General	#5519 / 1507	MM	Various	117,090
Total				\$ 2,252,614



West Chicago Public Library District

Financial Analysis

For the 11 Month(s) Ended May 31, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

92% of Budget Year

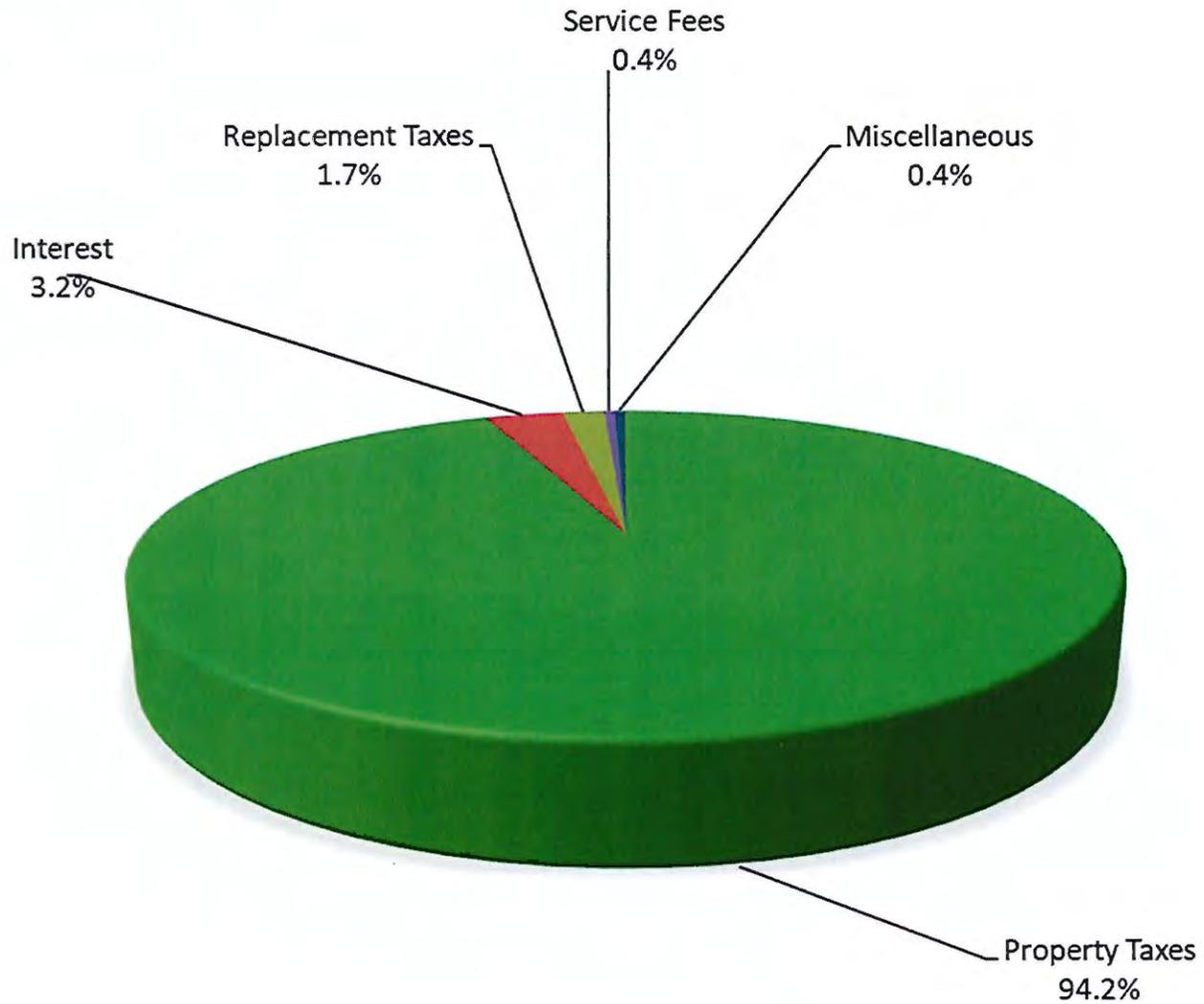
- 100% of Total Budget
- Property Taxes
 - Collected \$2,648,007 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$47,953 or 80%
- Interest
 - Collected \$90,504 or 197% of Budget
- Other Income
 - Collected \$11,929 as a TIF Rebate/Refund
- Service Fees
 - Collected \$12,491 or 192% 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	90,504	45,800	198%	57,919	56%
Replacement Taxes	47,953	60,000	80%	61,652	-22%
Service Fees	12,491	6,500	192%	10,942	14%
Other Revenue (Program Rental)	20	-	n/a	80	-75%
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	2,810,905	2,804,936	100%	2,601,821	8%
Budgeted Revenues	2,804,936				
% Diff	100%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

92% of Budget Year

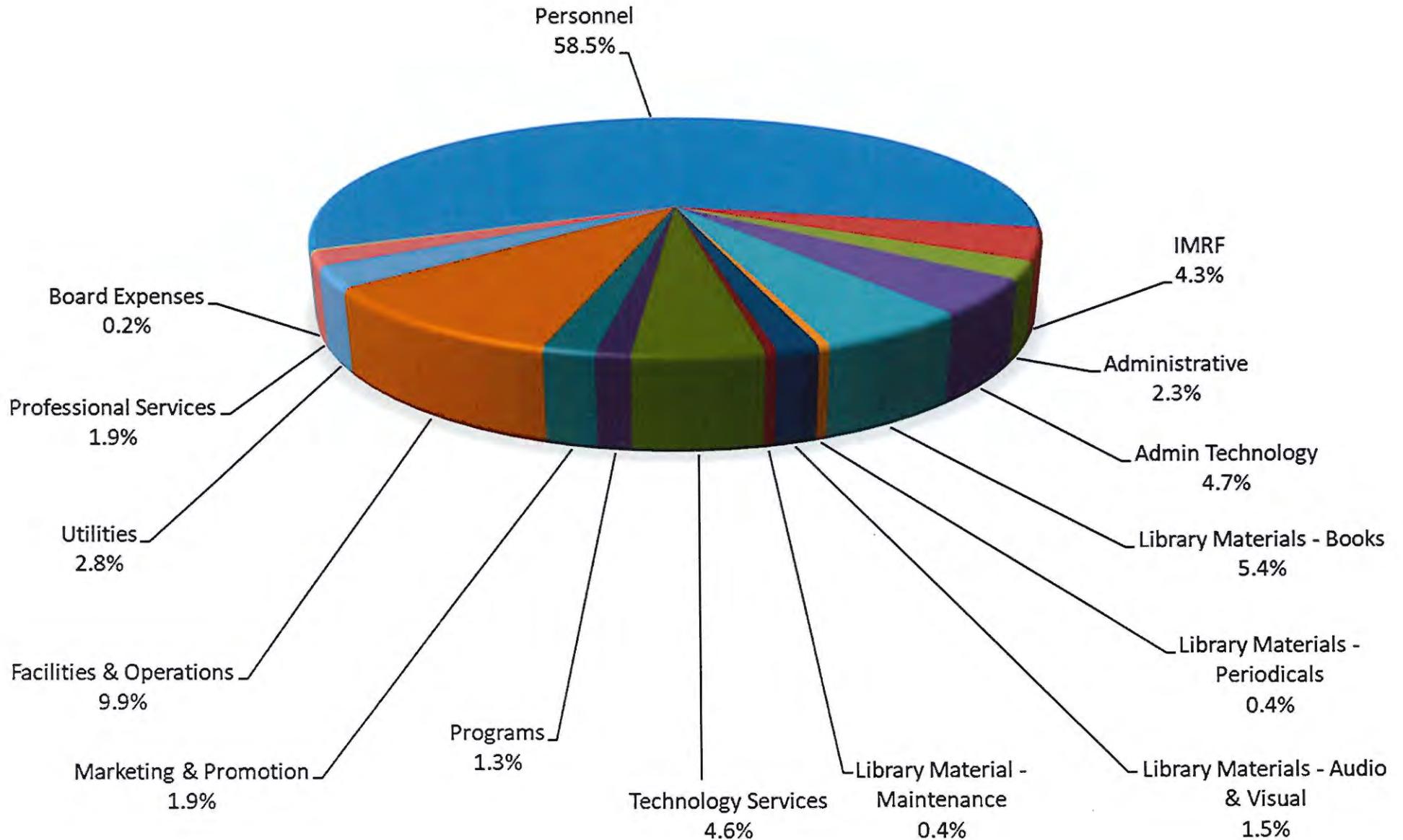
- 88% of Total Budget
- Admin. Technology
 - 70% of Budget
- Library Materials
 - 94% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
 - \$7,300 for IT Project Install & Migration
- Professional Services
 - 58% of Budget
 - \$14,500 for new Website
- Facilities & Operations
 - 122% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 134% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,435,866	1,687,936	85%	1,346,256	7%
IMRF	105,679	140,836	75%	112,296	-6%
Administrative	55,559	79,014	70%	61,318	-9%
Admin Technology	114,915	163,550	70%	131,769	-13%
Library Materials - Books	132,971	148,915	89%	115,590	15%
Library Materials - Periodicals	9,759	8,850	110%	7,684	27%
Library Materials - Audio & Visual	37,817	42,500	89%	33,242	14%
Library Material - Maintenance	113,068	110,450	102%	87,678	29%
Technology Services	9,905	10,410	95%	9,100	9%
Programs	30,966	39,674	78%	38,564	-20%
Marketing & Promotion	45,685	36,208	126%	24,575	86%
Facilities & Operations	243,046	198,563	122%	182,056	34%
Utilities	69,672	52,000	134%	38,210	82%
Professional Services	46,100	79,930	58%	53,056	-13%
Board Expenses	4,205	6,100	69%	3,047	38%
Actual Expenditures	2,455,211	2,804,936	88%	2,244,442	9%
Budgeted Expenditures	2,804,936				
% Diff	88%				

Expenditures

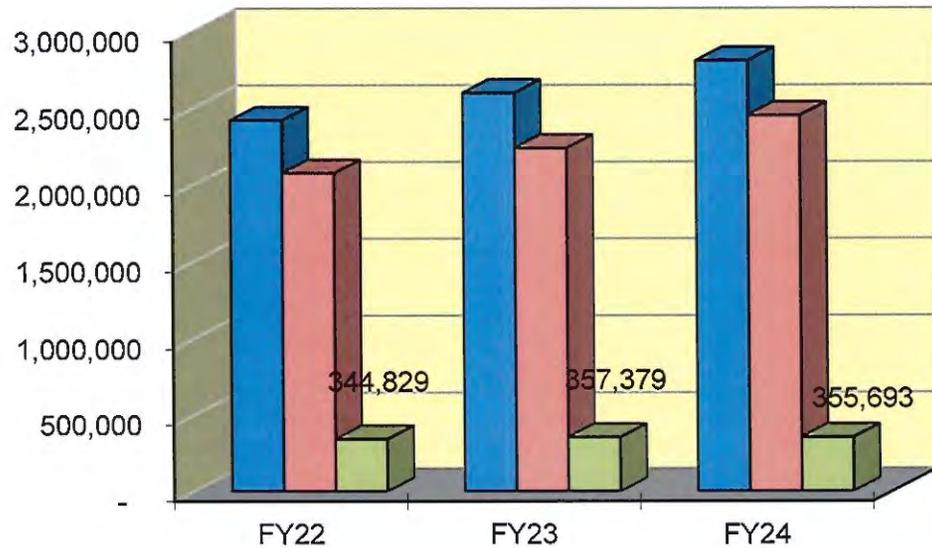
OPERATIONAL EXPENDITURE DISTRIBUTION



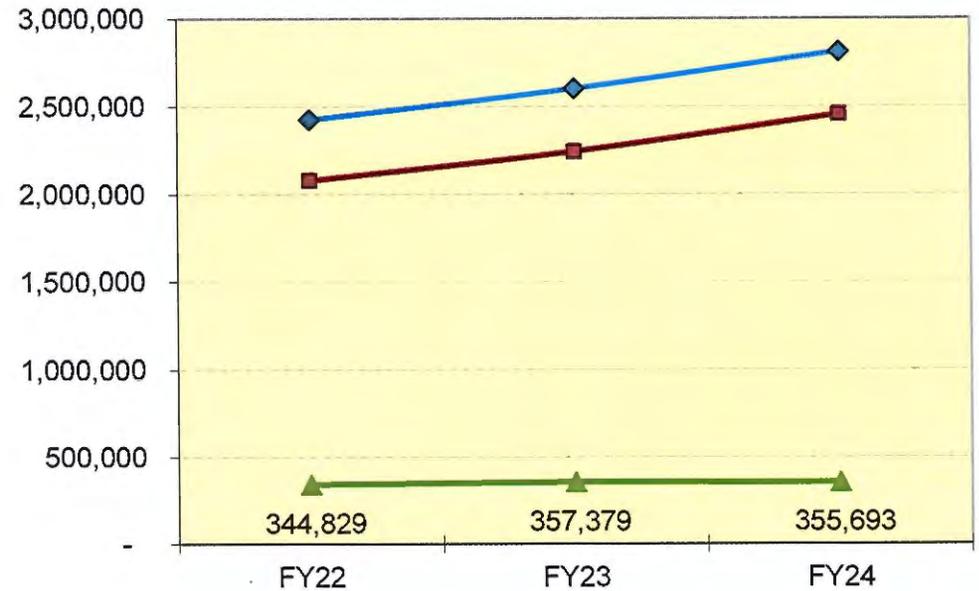
Revenue, Expenditure & Fund Balance

For the 11 Month(s) Ended May 31, 2024

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	319,488	34,476	1,729	355,693
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511
ENDING FUND BALANCE	1,714,744	43,045	125,416	1,883,204
Fund Balance as % of Total Expenditures	73%	41%	n/a	77%



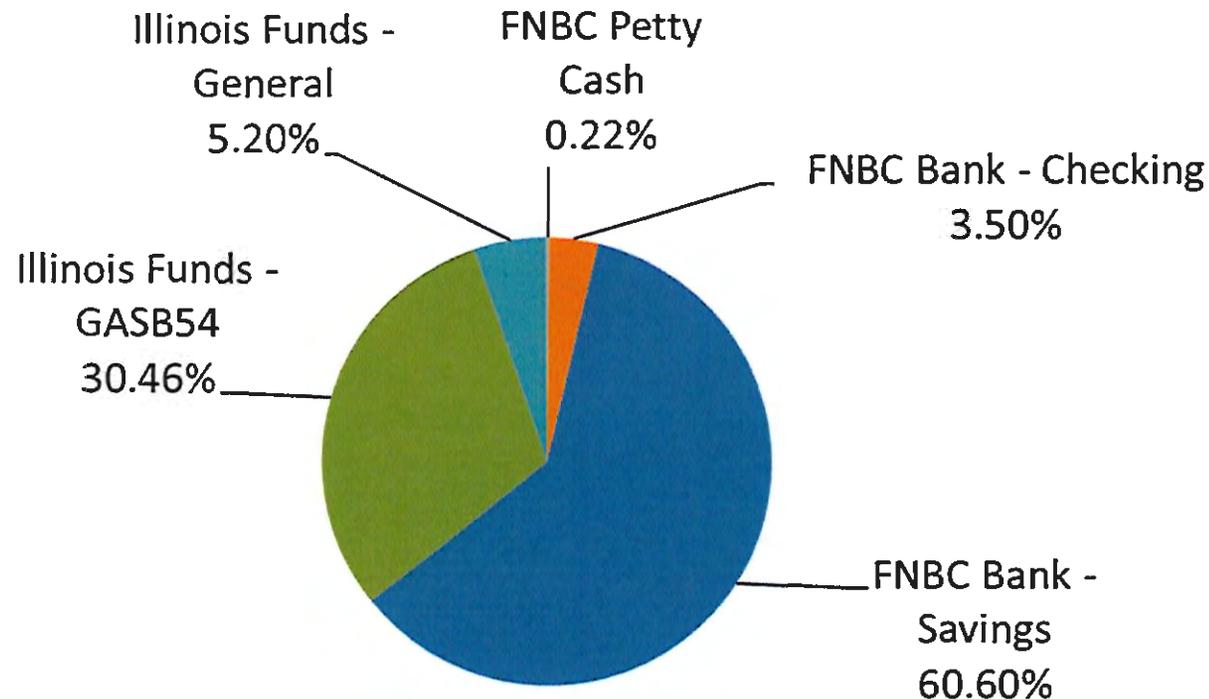
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

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%	78,943
FNBC Bank - Savings	#0317	MM	2.79%	1,365,170
Illinois Funds - GASB54	#6950	MM	Various	686,251
Illinois Funds - General	#5519 / 1507	MM	Various	117,090
Total				\$ 2,252,614





OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 3, 2024

Mr. Benjamin Weseloh, Library Director
West Chicago Public Library District
118 West Washington Street
West Chicago, Illinois 60185-2803

Dear Mr. Weseloh:

I am pleased to award the West Chicago Public Library District a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$42,958.08.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, West Chicago Public Library District

AG:isl

Library Director Report

June 24, 2024

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 91.6%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$686,251.26 (+ \$3,145.61)
 - New Building & Construction Fund: \$35,551.16 (+ \$162.96)
 - General (Corporate) Fund: \$81,538.94 (+ \$373.75)
- ❖ The Per Capita Grant Award Letter was received from the Secretary of State's office in the amount of \$42,958.08 for fiscal year 2024.

PHYSICAL PLANT

- ❖ Buck Services performed janitorial services on the following dates: 5/25, 6/1, 8, & 15
- ❖ Anderson Elevator provided preventive maintenance on 5/23 & 6/6
- ❖ The library was closed on 5/24 for electrical panel maintenance and rewiring of a few doubled up circuits that were identified during preventive maintenance of the electrical panel scans, per the facilities assessment.
- ❖ Buck Services provided cleaning and waxing of the hard surface flooring within the library on 5/26.
- ❖ Assa Abloy was on-site 6/3 to make adjustments to the interior sliding doors, which had been knocked off the track.
- ❖ The Olmec Head was installed on the Library Lawn along Washington Street on 6/12
- ❖ American National Sprinkler pressurized the irrigation system on 6/18 and made some minor repairs which were identified during initiation.

TECHNOLOGY

- ❖ I received several communications the week of 6/10 from Peerless Network regarding the past due invoice that has been in question for several months. There was some overlap in the billing from the old system to the new and credits need to be applied. They are working on resolving the billing issues and will provide me with a corrected invoice when the review is completed.
- ❖ Met with Sikich and the IT Librarian for the Quarterly Business Review meeting on 6/12. We discussed the status of the staff serverless project and the final step of staff training prior to the transition to the full serverless environment. Staff training is scheduled for the week of 6/24. We also discussed new licensing required for greater security features, particularly within the serverless environment. Our current A-1 licenses will be replaced by A-3 licenses.

Library Director Report

June 24, 2024

PERSONNEL

❖ The Library Director:

- Was on-site 5/24 to assist the electrician during maintenance repairs
- Attended the Library Board meeting on 5/28
- Contacted J.U.L.I.E. on 5/28 to mark the area where the Olmec Head would be placed; the markers were placed on 5/31
- Completed Active Shooter training on 5/29 online through Traliant (all staff members completed this online training during May)
- Attended the farewell reception for Carly Smitherman of Healthy West Chicago on 5/29 at Gallery 200.
- Attended the Olmec Trails Kickoff event at Republic Bank on 5/30
- Met with the Library Board President regarding the annual Library Director Review on 5/31.
- Held Managers Advisory Meetings on 6/3 & 17
- Met with a Sebert representative regarding landscaping needs on 6/4
- Attended the Rotary meeting on 6/5
- Attended the SWAN Quarterly meeting at the Oak Brook Public Library on 6/6
- Attended the Finance Meeting on 6/10
- Met with a representative from Best Version Media on 6/12 and discussed the possibility of contributions from library staff, if the media publication for West Chicago happens
- Attended the Policy Meeting on 6/17

❖ Employee Highlights

- Nate W., Young Adult Librarian, celebrated his 1-year anniversary on 6/5
- Kelsey K., Adult Services Assistant, celebrated her 2-year anniversary on 6/6
- Ed H., Circulation Services Assistant, celebrated his 14-year anniversary on 6/18
- Advertisements for a Youth Services Librarian and a Circulation Services Assistant have been posted on the library's web site and the RAILS Job Line. Many interviews for both positions have been conducted throughout the month of June.

Department Reports

May 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – May
 - Total opens: 23,094
 - April **-19.4%**
 - March **-2.9%**
 - Biweekly Program Newsletters x 8
 - Total opens: 15,054
 - April **-4.1%**
 - March **-13.8%**
 - Special Program Highlight Emails x 5 **-17% April +66%-March**
 - Total opens: 8,040
 - April **-38%**
 - March **+27.2%**
 - Events promoted with an SPH email include:
 - Elevator renovation
 - Memorial Day Weekend closure schedule
 - Library Market Calendar transition
 - Pet Training 101
- Social Media Campaigns
 - Social Posts x 25
 - April **-11%**
 - March **+312.5%**
 - Total impressions: 6,903
 - April **-48%**
 - March **+3.2%**
 - Total reach: 6,517
 - April **-48%**
 - March **+2.3%**
 - Total engagements: 141
 - April **-64.2%**
 - March **+207%**
- Approval Process rolled out!
 - I made a PR approvals process for public-facing materials created by the departments, and it is currently in use by all departments.
 - I presented this to the staff at our In-Service day!
- Website Committee
 - It is a Website Committee, not a redesign committee any longer!
 - Content development basics presented to staff during In-Service, we will have planned expansion coming “online” in the next month or so!
 - We have a web page for the Summer Library Challenge! If you haven’t seen it, please check it out!

- Physical Materials
 - New posters created for the new quarter and upcoming programs!
 - Created 1,000+ flyers for outreach activities during the month of May.
 - We seem to have had great success with the outreach at the Middle School using these flyers! Thanks Nate!
- Other Work:
 - Coordinated with City and The Mexican Cultural Center DuPage on the Olmec Trails installation!



ADULT SERVICES

Engagement:

Programs: A total of 16 programs were offered in May with a total attendance of 97.

Take and Make Kits/Seed Library: There were a total of 366 Take and Make kits and seeds from the seed library taken in May.

Professional Development:

Edith C. Attended the Reaching Forward Conference in May

I attended the 2024 Reaching Forward Conference on May 10. While I was sorry to have missed the WCPLD Staff In-Service that day, I enjoyed the day and got plenty of useful ideas and information.

The first program I attended was Building a Library of Things presented by the Orland Park Library. They explained how they set up and promote their Library of Things. Then they asked the audience, what are the most popular “things” at your library? Many of the answers were “things” we might consider adding to our collection, such as a coin counter, a pressure washer, camping gear, and escape-room games.

The next program I attended was Social Services in the Library: Support Your Community! Presented by the Director and the Social Worker on the staff of Highland Park Public Library. They began developing a social services department in response to the parade shooting there in 2022. Services they offer patrons include resume-writing assistance, making appointments with other agencies, and help enrolling in government safety-net programs. They emphasized the importance of forming partnerships and connections with other social service organizations in the community.

After lunch, I attended the program Thinking Inside the Box: Turning Subscription Boxes Into Successful Programming. Two librarians from Messenger Public Library talked about how they buy subscription boxes online for things like snack testing or murder mystery parties and use them for adult and YA programs. The boxes include everything they need, and sometimes they circulate them in their Library of Things or use them for senior outreach after the program.

During the last session of the day I attended the Adult Performers’ Showcase where three musicians each gave a short sample of the programs they do for libraries. My favorite was Fruteland Jackson who did an educational and entertaining performance about the history of Blues music. There was also a classical and jazz guitarist and a DJ.

Between programs, I visited some of the booths including RAILS, LACONI (professional development for libraries), and Laura F. Keyes who portrays women from history in educational programs.

It was a fun and interesting day for me, and I’m grateful I had the opportunity to attend.

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

- In May, 6 programs were offered for teens with a total of 18 participants
 - High school students participated in our Spring edition of High School Study Lounge. Our Main Program Room was reserved for students studying during finals week, where they could work alone or in groups.

YOUNG ADULT AREA

- In May, 30 kits of the Mother's Day Card were taken as part of our Teen Take 'n' Make craft kit series.

OUTREACH

- The Young Adult Librarian participated in 5 outreach events to promote YA programs and the Teen Summer Challenge, reaching 675 students during May.
 - The Lemman Middle School Reading Club visited the library and 15 students participated in a 'Book Scavenger' themed game in the library.
 - The YA librarian visited West Chicago Community High School library and interacted with 117 students.
 - The WCCHS Special Ed group of 22 students visited our library for a library tour.
 - The WCCHS ESL student group of 18 students visited our library for a tour.
 - The YA librarian visited Lemman Middle School library and conducted a presentation for 558 students.

CIRCULATION SERVICES

Circulation Statistics May 2024:

- 13,111 Total Items checked out, 2.53% decrease from May 2023.
- 3,564 Electronic materials checked out, 10.45% decrease from May 2023.
- The total value of the materials checked out by our patrons was \$108,483.77 during May 2024.
- During May 2024, we had 117 patrons using self-check and a total of 382 items checked out.

Patron Statistics May 2024:

- 5,044 Visitors to the library, 44.59% increase from May 2023.
- 86 New patrons added, 11.69% increase from May 2023.
- 10,441 Card holders, 16.17% decrease from May 2023.
- 36.09% of the district population have library cards, a 6.83% decrease from May 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:

- 1731 Items invoiced/received.
- 1673 Items ordered.
- 318 Items received not processed.
- 213 Items on-order.
- 7 Items cancelled.
- 2 Items returned.
- 2 Donations.

Cataloged:

- 4587 Items added to the collection.

Withdrawals:

- 334 Items withdrawn from the collection.

Material Maintenance:

- 30 Items repaired in house.

Other Activities:

- 293 Postage processed.
- 174 Invoices processed.
- 126 Invoices Archived.
- 108 Withdrawn books donated to Better World Books.
- 69 Items moved from the new shelf to the regular collection.
- 19 Pre-cat records created.
- 14 Title transfers.
- 10 E/J Kit records updated.
- 8 Call # transfers.
- 6 Award titles updated.
- 5 West Chicago Suburban Life scanned and converted to searchable PDF.
- 4 Items scanned for WCPLD Digital Archives.

Miscellaneous:

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection.
 - 1097 bookplates were viewed via the Illinois Digital Archives
 - Top five plates viewed:
 - Henry B. Anthony 2
 - Mary Tousey Wilson
 - Fred Agens Perine
 - Byrl Mathews
 - Rosa and Chuck Keller

YOUTH SERVICES

Programs

The Youth Services Department presented 11 Storytimes in May including puppet show stories, sensory stories and a themed weekly story based on manners. We saw 80 patrons at the story programs. In addition, we offered 69 to-go kits and make-and-take crafts of various themes throughout the month.

Program Highlights:

May the 4th Star Wars program

We hired two characters (Darth Vader and Jedi) to entertain our patrons during our May the 4th program. The program brought in 56 patrons to interact with characters in light saber battle, take pictures in front of our display cabinet, engage with various craft activities, and view a Star Wars themed movie. Eleven patrons participated in a scavenger hunt activity. One of the characters even shared a story with several children. As the first Saturday of May is considered Free Comic Book Day, we handed out free comic books throughout the day.

Super Simple Snacks was offered on a Wednesday evening where patrons made healthy, no-bake treats.

Passive Activities

In celebration of Asian-American and Pacific Islander Heritage month our staff offered 24 craft bags which included information on Hawaiian history and craft materials for making a lei. Other make-and-take kits created for patrons included a paper folding bird house, paper swans and an I-Spy summer craft with counting and grouping concepts. Various coloring sheets and paper cut and paste craft supplies are provided throughout each month.

Outreach

The YS staff had an active month of outreach visiting schools for summer reading promotion and Storytimes and attending high-profile community events. Notably, we participated in the Gary Elementary Math & Literacy Night and attended Pioneer Elementary's Academic Parent Teacher Team Night, dispensing promotional materials to 250 patrons. As Pioneer Elementary will be transitioning into a community wide preschool, we saw an opportunity to reach a substantial portion of the community entering the school district. In addition, we handed out 150 brochures to attendees of the city's Bloomingfest event. Overall, we engaged with nearly 800 members of the community through outreach visits and promotional materials.

IT Report

Wireless Overview

May had **649 unique clients** with 812.34Gb of data used.

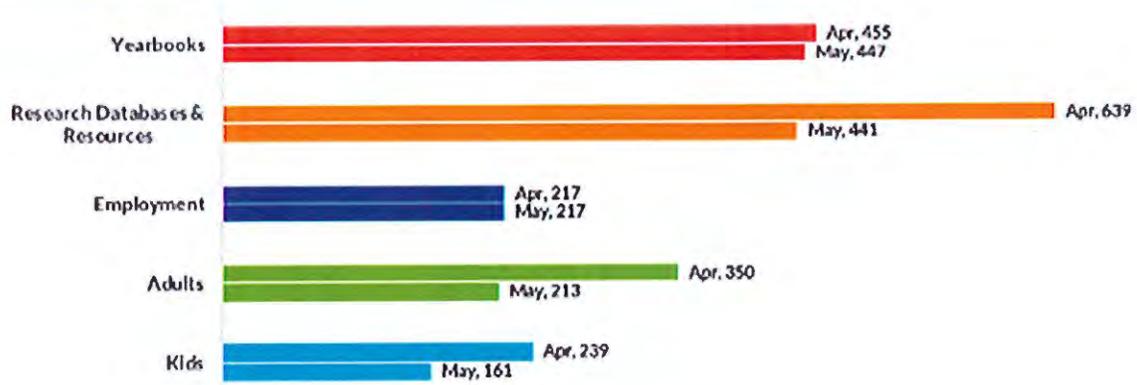
WiFi Usage May 2023 - May 2024



Website

In May we had **11703 website visits**.

Top 5 Pages in May



Computer Usage

We had 381 users in May. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (Apr)	Average Time Per Session (Apr)	Total Logins (May)	Average Time Per Session (May)
Adult	469	41 Minutes	338	41 Minutes
Youth	53	30 Minutes	43	27 Minutes
Newspaper	2	57 Minutes	0	0 Minutes

DRAFT
6.18.2024

INCOME PROJECTION
FY 2024/2025

Revenue	Library Fund	FY 20-21 Anticipated	FY 20-21 Actual	FY 21-22 Anticipated	FY 21-22 Actual	FY 22-23 Anticipated	FY 22-23 Actual 5-2023	FY 23-24 Anticipated	FY 23-24 Actual	FY 24-25 Anticipated
30010	Property Taxes (Tax Levy-Corp Fund)	\$2,155,659	\$2,150,565	\$2,246,970	\$2,375,485	\$2,343,538	\$2,470,249	\$2,535,051	\$2,648,007	\$2,772,698
32010	Personal Prop.Replac.Taxes	\$35,000	\$54,884	\$35,000	\$119,634	\$60,000	\$61,652	\$60,000	\$47,953	\$65,000
33000	Interest Income - IL Fund General & GASB	\$1,000	\$1,162	\$1,000	\$2,732	\$1,000	\$45,883	\$45,000	\$82,279	\$45,000
33040	Interest - IL Fund Bldg. Construction				\$82	\$0	\$828	\$800	\$1,569	\$1,000
35100	Fines (Service Fee)	\$7,000	\$3,198	\$3,000	\$2,725	\$3,000	\$517	\$0	\$98	\$0
35150	Copiers (Service Fee)	\$6,250	\$663	\$2,500	\$4,483	\$3,000	\$4,518	\$4,000	\$5,966	\$4,500
35510	Lost & Paid Books (Service Fee)	\$500	\$187		\$1,702	\$1,000	\$1,551	\$1,000	\$1,383	\$1,200
35710	Non-Resident (Service Fee)	\$2,400	\$899		\$1,101	\$1,000	\$2,097	\$1,500	\$3,224	\$2,000
36030	Memorials and Donations (Misc.)		\$100		\$326	\$100	\$105	\$100	\$220	\$100
36035	Donations-Summer Reading Program (Misc.)	\$1,200			\$1,000	\$2,000	\$0	\$1,500		\$1,500
36045	Impact Fees - Developer Donations (Misc.)	\$200	\$45	\$100		\$100	\$215	\$200	131	\$200
38010	Per Capita Grant	\$37,405	\$37,405	\$37,405		\$42,668	\$42,668	\$42,668		\$42,958
38020	Other Grants		\$497							
39010	Other Income (Misc.)	\$3,000	\$7,244	\$3,000	\$2,917	\$3,000	\$91	\$300	\$11,929	\$300
								\$2,692,119	\$2,802,759	\$2,936,456
	Non-Cap Funds							\$35,449		\$5,277
	Tax Abatements							-\$63,468		-\$82,300
	Corporate Fund	\$2,249,614	\$2,256,849	\$2,328,975	\$2,512,188	\$2,460,406	\$2,630,373	\$2,664,100	\$2,802,759	\$2,859,433
	Special Revenue Fund - IMRF	\$130,531	\$129,992	\$133,347	\$132,111	\$130,974	\$126,168.00	\$140,836	\$137,547	\$149,876
	TOTAL REVENUE	\$2,380,145	\$2,386,841	\$2,462,322	\$2,644,299	\$2,591,380	\$2,756,541	\$2,804,936	\$2,940,306	\$3,009,309

ACCT #	ACCOUNT NAME	FY 22/23 Proposed	FY 23/24 Proposed	FY 24/25 Proposed	COMMENTS
LIBRARY FUND					
PERSONNEL:					
41100	Salaries	1,272,308	1,340,500	1,460,582	Based on 35 staff (ft19, pt16) Includes \$12,000 merit pool
41100	ER Health Savings	10,800	9,600	12,000	H.S.A. - 9 participants @ \$1,200, 1 extra
41110	Ins-Health & Dental, Life, EBC	198,350	229,236	256,744	18 Eligible employees (17 elected), 18 budgeted
41120	FICA	98,000	103,000	109,000	Medicare and OASDI (Social Security)
41130	Unemployment	3,000	3,000	2,000	
41140	Worker's Compensation	2,336	2,600	2,300	Hanover
		1,584,794	1,687,936	1,842,626	
ADMINISTRATIVE EXPENSES:					
41310	Professional Development	13,260	14,980	14,180	Staff development (ALA , PLA , ILA , LACONI , Webinars, Reaching Forward) \$6,180, Tuition reimbursement for MLIS (\$2,000), Staff training (\$5,000), LD professional development (\$1,000)
41320	Travel	2,500	2,200	3,796	Hotel, mileage reimbursement for Circulation \$280, Adult Services \$2,166, Youth Services \$1,100, misc. \$250
41330	Association Dues	5,383	6,100	6,245	Institutional and professional memberships (ILA \$1,325, ALA \$1,759, PLA \$170, YALSA \$62, ALSC \$174, LACONI \$150, HR Source \$1260, Chamber of Commerce \$275, Rotary \$650, misc. \$420) for staff and WCPLD
41332	Payroll Processing	6,500	7,300	8,200	Web Pay, Web Time, W2 processing
41334	Office Supplies-General	6,100	5,500	5,950	White Board Markers, Cleaners, Erasers, Post its, envelopes, labels AS (\$300), YS (\$800), Admin (\$750), General office supplies (\$4,100) (postage meter supplies \$500, misc. office supplies \$1,600, printer/copier paper \$2000)
41336	Office Equipment	23,150	21,434	20,344	DeLage Landen copier lease (\$1,627 mo./\$19,524 yr), Francotyp-Postalia \$450/yr, Lobby rug \$270, suction cup sign holders \$100
41338	Postage	6,820	6,500	7,000	Postage mailings
41342	Administrative Miscellaneous	2,100	3,500	1,400	Bank fees, background check fee 5@\$32=\$160, contingency, HR Direct - Poster Guard (\$95), Nayax copier fees \$215/annual, notary fees \$300, Costco \$260/annual, Amazon Capital \$180/annual, Misc. \$290
41344	Supplies-Recognition	6,000	6,000	7,000	Board retreat, in-services , hosting of meetings, holiday dinner, other events (\$500 per event), staff recognition \$3500, misc. food items
41346	Materials & Resource Recovery	1,600	1,000	1,600	Cost associated to recover material through Unique Material Recovery Service.
41348	Circulation Services Supplies	4,500	4,500	6,500	This line is used to purchase Library Cards \$2,000, Printer Paper \$2,000, book carts \$2,000, office and department supplies \$500
		77,913	79,014	82,215	
ADMINISTRATIVE TECHNOLOGY EXPENSE:					
41400	IT Equipment/Upgrades - Staff	35,612	75,220	32,511	Safeld Token and Service project (Hardware \$700, Licenses \$300, Estimated Services \$7500) = \$8500, 2 Microsoft Surface Laptops @ \$3000 each = \$6000, 2 Microsoft Docking Stations @ \$290 each = \$580, 2 Microsoft 3 year warranties @ \$99 = \$198, Viewsonic 32" UHD Monitor = \$375, Viewsonic 34" Ultrawide Monitor = \$416, 6 HP Elitebook laptops @ \$1479 each = \$8874, 4 HP Docks @ \$189 each = \$756, 6 HP Care Pack 3 year warranties @ \$77 each = \$462, 8 Viewsonic 27" Monitors @ \$164 each = \$1312, Apple Macbook Pro = \$4639, Applecare 3 year warranty = \$399

41410	Software - Staff	32,807	3,410	42,645	Yearly cost of 4 licenses of Adobe Creative Cloud through Techsoup = \$1578.32, Access to Cricut image and font database @ \$119.88, Parallels desktop for Mac \$110.24, Curbside Communicator \$480 @ \$120 a quarter, Yearly cost of KnowBe4 security training \$900. Yearly cost of Microsoft Open Value Agreement \$1264. Yearly cost of Microsoft Software Assurance Renewal \$100, Managed security service provider (Upfront \$2000, Monthly \$3000 or \$36000 yearly) = \$38000, Quickbooks Online Plus = \$80
41420	Technology Management	65,560	65,368	76,925	Sikich managed services cost @ \$5093.55 monthly/July-Dec and \$5348.23 Jan - June = \$62650.68, Skykick Email Backup @ \$162 per month/\$1944 total, Azure Active Directory - CSP / Microsoft Defender for Office 365 (Plan 1) Faculty = \$1010, Datto Cloud Backup Service - 1 Year = \$3200, 36 hours of Professional services @ \$203 each = \$7308, 4 hours of Project Management @ \$203 each = \$812
41425	Warranties/Extended Care	15,020	19,552	15,814	Faronics DeepFreeze @ \$400, Mimecast Support Renewal 1 year \$7250, Zoom Pro renewal @ \$159.90, Sonicwall Support 1 year \$2750, Maintainance Renewal for the Indus Bookscanner @ \$3250, Cen-tech Self checkout kiosk \$1151.82, Digicert SSL 123 Certificate - remote.wcpd.infol 1 year \$132, Professional Services Certificate Renewal \$720
		148,999	163,550	167,895	
LIBRARY MATERIALS-BOOKS:					
42112	Reference-Electronic	48,374	47,845	51,229	Freegal 6,103.00 EBSCO SWAN Database Package estimate \$10,055.00 Library Aware \$1,032.00 Learning Express Library \$1,393.00 Transparent Language \$1,620.00 (year 2 of 2 pricing contract) A to Z Databases \$1,895.00 (year 3 of 3 pricing contract) A to Z World Maps \$250.00 A to Z World Foods \$250.00 A to Z World Traveler \$200.00- New A to Z USA \$175.00- New World Book Online \$2,291.00 Public Records /Check Illinois \$2,591.00 Ancestry/ Heritage Quest \$3,108 Overdrive/DLIL estimate \$6,600.00 (including digital magazines) Eread Illinois estimate \$1,650.00 LinkedIn Learning \$7,000.00 Newsbank estimate \$1,600.00 GVRL Admin Fee est. \$100.00 Museum Adventure Pass \$360.00 Beanstack \$944.00 YS World Book Spanish 438.00 YS World Book Early Learning 874.00 YS Lote4kids 700.00 New

42120	Books-Adult	48,000	70,700	70,700	Dewey Area Budget Breakdown 000s: <u>\$2,000</u> (approx. 111 books/eBooks) 100s: <u>\$1,800</u> (approx. 119 books/ebooks) 200s: <u>\$1,200</u> (approx. 120 books/ebooks) 300s: <u>\$8,000</u> (several subject areas in the 300s to order/approx. 444 books/ebooks) 400s: <u>\$600</u> (approx. 20 books/ebooks) 500s: <u>\$1,500</u> (approx. 68 books/ebooks) 600s: <u>\$9,000</u> (several subject areas to order approx. 449 books/ebooks) 700s: <u>\$5,000</u> (approx. 192 books/ebooks) 800s: <u>\$1,400</u> (approx. 98 books /ebooks) 900s: <u>\$4,000</u> (approx. 233books/ebooks) Biographies: <u>\$2,000</u> (approx. 90 books/ebooks) Spanish Language: <u>\$4,000</u> (approx. 250 books/ebooks) Fiction: <u>\$15,700</u> (approx. 1,000 books) Favorite Author's Program: <u>\$5,000</u> Bestsellers: <u>\$3,500</u> (approx. 194 books) Large Print Standing orders: <u>\$3,000</u> (approx. 120 books) Reference: <u>\$3,000</u> (approx. 12-15 titles)
42122	Books-Literacy	370	370	370	New Readers and ESL materials (approx. 20 books and News for You renewal)
42130	Books-Young Adult	5,500	5,500	5,000	Print Materials (Fiction, Non-Fiction, & Graphic Novels) (Approximately 400 titles) <u>\$3,000</u> eBook/eAudiobooks (Approximately 150 materials) <u>\$2,000</u>
42140	Books-Youth	23,500	23,500	25,700	Approx 1,600 books at an average cost of \$10.50 each including picture books, board books, juvenile fiction, juvenile nonfiction, and graphic novels (<u>\$16,800</u>). Approx 260 Spanish/bilingual books at an average cost of \$25 (<u>\$6,500</u>). Approx 250 board and picture books at an average cost of \$10.50 each for early learning kits, discovery on the go kits, and Spanish kits (<u>\$2,400</u>)
42170	RBP/ILL Book Replacement	1,000	1,000	1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan.
		126,744	148,915	153,999	
LIBRARY MATERIALS-PERIODICALS:					
42210	Periodicals	9,000	8,850	9,500	EBSCO subscriptions for print magazines \$6,000.00 Newspaper/magazine subscriptions increases est. \$3,500.00
		9,000	8,850	9,500	
LIBRARY MATERIALS-AUDIO VISUAL:					
42320	AV Materials-Adult	27,000	33,000	35,500	DVDs, (Movies, TV Series, Nonfiction) \$5,500 Audiobooks \$6,000 Popular CDs \$500 eBook eAudiobook fiction/Overdrive: CPC, OCOU, Metered titles \$22,500 Library Of Things Items \$1,000
42330	AV Materials-YA	2,000	2,000	2,500	Video Games \$1,500 Audiobooks \$1,000
42340	AV Materials-Youth	6,650	7,500	11,850	24 Video games for Nintendo, Playstation, and Xbox at an average of \$50 each (<u>\$1,200</u>). 80 new and replacement DVDs at an average cost of \$30 each (<u>\$2,400</u>). 25 Audiobooks and 45 e-digital content at an average cost of \$50 each (<u>\$3,500</u>). 14 music CDs at an average cost of \$20 each (<u>\$350</u>). 25 new and replacement Spanish DVDs at an average cost of \$20 each (<u>\$500</u>). 60 new VOX titles at an average cost of \$60 each (<u>\$3600</u>). 15 new Toni Box characters at an average cost of \$20 each (<u>\$300</u>).
		35,650	42,500	49,850	

TECHNOLOGY SERVICES:					
42400	Library Consortium	34,935	35,982	33,342	SWAN
42405	Internet Services	19,900	28,100	24,048	ACC Business \$609 per month = \$7308/yr, Comcast \$336 per month = \$4032 yearly, Comcast Business \$560 per month = \$6720 yearly. Big Leaf \$499 per month = \$5988 yearly
42420	Software - Public	16,045	17,018	14,118	Yearly cost of 10 licenses of Adobe Creative Cloud through TechSoup = \$3946, LibraryMarket annual subscription fee for calendar/room reservation @ \$2000, MyPC \$781, Papercut \$238, ePrintit \$395, 2 Kiosk @ \$1598, the yearly cost of 43 hotspots @ \$120 per device = \$5160
42445	IT Equipment/Upgrades - Public	26,663	29,350	47,740	11 5G hotspots through TechSoup @ \$30 per device = \$330, Main Firewall Replacement (Hardware \$5000, Software/Licensing \$2500 per year, Estimated Services \$15000) = \$22500, Review low voltage cabling (Estimated services \$5000) = \$5000, Entra ID Password Protection, Password Policy for Patron, Risky Sign-on project (Software/Licensing \$4000 per year, Estimated Services \$10000) = \$14000, Cricut Heat Press = \$800, Sublimation ink and box replacements = \$450, Sublimation paper = \$100, 28 Dell 24" Monitors @ \$145 each = \$4060, 43" TV for the lobby = \$500
		97,543	110,450	119,248	
LIBRARY MATERIAL MAINTENANCE					
42500	Processing--Technical Services	10,190	10,210	10,350	Processing (\$9,910), General Department Supplies (\$200), Archival collection supplies and digital archive development (\$100). Amounts based on previous expenses.
42510	Cataloguing Tool	300	200	210	WebDewey
42515	Digitization Projects	0	0	0	
		10,490	10,410	10,560	
PROGRAMS:					
44120	Programs-Adult	10,000	11,470	12,000	Craft programs (Gettin' Crafty, Crafternoon, senior outreach and Make and Take): \$3,900 Presenters: \$5,700 Healthy West Chicago Cooking Classes \$710 Movie license AS portion \$175 Book Group/writers group/movies: Snacks and supplies \$330 Illinois Libraries Presents \$685 Cricut and Maker programs \$500
44130	Programs-Young Adult	6,000	5,000	4,000	Snacks \$1,200 Presenters \$600 Take and Makes \$600 Snack Testers \$400 YA Council Supplies \$300 Video Game Club \$300 Table Top N Treats \$125 YA Cafe \$300 Movie License \$175
44135	Programs-Summer Reading	5,900	4,270	5,000	Youth Services summer reading that includes completion prizes (\$670), drawing prize (\$250), and prize books (100 books at \$10 each, total of \$2,080) and Adult and Young Adult summer reading (\$2,000).

44140	Programs-Youth	10,574	10,334	12,686	<p><u>\$3,400</u> Large scale programs <u>\$4,400</u> Department programming - Divided among 5 full-time employees and 1 part-time employee - Pre-packaged crafts - Activity books - Maker supplies: Cricut - Speciality items: Craft, sensory, specialty holiday supplies <u>\$2,400</u> Early Literacy, Spanish, and Discovery kits. 122 kits that each have 4 books included; manipulatives. <u>\$700</u> new and replacement toys for the Youth Services play area. <u>\$1,000</u> Reading Programs, including \$500 for a new reading program for school age children and \$500 to refresh the 1,000 Books Before Kindergarten program. <u>\$480</u> Read and Roll Materials, including 2 books each month at \$20 each. <u>\$174</u> Swank movie license. Spotify Premium @ \$10.99/mo. = \$132/yr.</p>
44145	Events and Outreach	7,900	8,600	9,200	<p>Materials for 6 large events including Summer Challenge (<u>\$2,000</u>), Hispanic Heritage Month (September -- <u>\$2,000</u>), Second Hispanic Event (<u>\$1,500</u>), Trunk-or-Treat (October -- <u>\$1,000</u>), Frosty Fest Partnership (December -- <u>\$1,000</u>), and 100th Anniversary Great Gatsby/National Library Week (April -- <u>\$1,000</u>). Materials for 2 large outreach events including National Night Out (<u>\$200</u>) and Bloomingfest (<u>\$500</u>).</p>
		40,374	39,674	42,886	
MARKETING & PROMOTIONS:					
44210	Marketing	7,246	3,940	4,000	<p>Constant Contact (or similar at a later date) \$145/month x 12 months = <u>\$1,740</u>, Poster Printing Supplies: 3 x [24" x 82" paper @ \$75.89 per roll] = <u>\$228</u>, Epson ink; 6 x [CMY 50 ml cartridges @ \$48 each] = <u>\$288</u>, Epson ink: 1 x [Black 80 ml cartridge @ \$58 each] = <u>\$58</u>, total printing budget = <u>\$574</u>, Royal Publishing [3 ad placements in WCCHS Athletic Programs] = <u>\$765</u>, Promotional Materials and Digital Advertising Budget = <u>\$921</u></p>
44215	Web Site	5,490	10,000	2,298	<p>Cost of hosting with PowderKeg @ \$1,749 per year. Cost of Wildcard SSL Certificate @ \$449.99 per year, Yoast SEO Premium = \$99 per year</p>
44220	Promo Mats-Adult	2,100	3,000	2,400	<p>Promotional Materials: \$2,100 Binge box supplies: \$300</p>
44240	Promo Mats-Youth	1,500	2,500	2,500	<p>Outreach, school literacy nights, National Night Out, Bloomingfest</p>
44245	Program Guide	15,800	16,300	17,200	<p>Mail Costs; \$1,200 deposit x 4 quarterly mailings = \$4,800 Production Costs with VisoGraphic; \$3,100 x 4 printings = \$12,400</p>
44250	Surveys	400	468	0	<p>SurveyMonkey has been dropped</p>
		32,536	36,208	28,398	
FACILITIES & OPERATIONS:					
45110	Janitorial Service	14,400	17,400	24,700	<p>Annual carpet cleaning (\$3,350), Floor cleaning (\$3,350), Maintenance Assistant time off coverage (\$18,000) Buck Services is</p>
45112	Security Service	21,510	21,300	21,300	<p>Security Monitor 20 hours/wk @ \$19.99/hr = \$20,790, 6 special events \$500 (4 hrs./event)</p>
45115	Janitorial Supplies	5,500	5,600	6,100	<p>Paper products <u>\$2,150</u>, waste can liners <u>\$1,275</u>, diaper can liners <u>\$75</u>, foam soap <u>\$650</u>, cleaning products and equipment <u>\$1,200</u>, batteries <u>\$200</u>, vacuum cleaner supplies <u>\$75</u>, hardware/tools <u>\$75</u>, misc. <u>\$400</u> (based on current usage)</p>
45117	Security Cameras	5,441	5,500	5,800	<p>Annual surveillance camera service agreement</p>
45120	Snow Removal	26,000	26,000	26,000	<p>Snow removal (less than 55 inches anticipated)</p>
45130	Exterior Landscaping	7,050	9,880	24,900	<p>Monthly landscape maintenance (8@ \$1,200/mo. = <u>\$9,600</u>), Mulch (<u>\$6,300</u>), various plantings (<u>\$2,500</u>), tree trimming and removal (<u>\$6,500</u>)</p>

45140	Exterior R&M - Other	9,650	22,420	11,200	Window Washing (\$700) Sprinkler system repairs (\$500), misc. repairs (\$10,000)
45150	HVAC R&M	25,000	25,000	25,000	HVAC Service agreement (\$2,908/qtr. = \$11,632), Gehrke water treatment (\$125/mo. = \$1,500), HVAC repairs unanticipated
45155	Gen'l Building Services	1,440	1,500	1,860	Orkin (\$1,200/annual), Cintas Filtration (\$165/qtr. = \$660)
45160	Contract Inspection & Maint	13,046	18,763	24,000	ADS (\$1,225/annual), Allegiant Fire Detection-Fire Sprinklers (\$375/annual), Anderson Elevator (\$190/mo. = \$2,280 annual), American National Sprinkler (\$400/semi-annual = \$800), Assa Abloy (\$975/annual), Cintas Fire-fire extinguishers (\$2,346/annual), IL State Fire Marshall Conveyance Certificate (\$80/annual) and Boiler Certification Fee (\$225), Valley Fire Back Flow Certification (\$650), Just Elevator (QEI) elevator inspection (\$135/annual), First Security Elevator Inspection (\$150/annual), Anderson Elevator Inspection (\$855/annual), First Security (\$3,000/annual), SenSource door counter (\$225/annual), Delta Technologies (\$1,640/quarter = \$6,560), NIR Roof care (\$1300)
45165	Interior R&M - Other	25,550	45,200	13,500	Misc. repairs \$10,000 (lighting, plumbing, ceiling repair, elevator), card reader (1) \$3,403
		154,587	198,563	184,360	
UTILITIES					
45310	Utilities-Gas	7,325	8,600	9,800	Santana gas supplier - fixed price April 2024 through October 2025, transmission fee increase; increased usage
45320	Utilities-Electric	23,650	28,000	41,960	Satori-Constellation fixed price 10/2022 to 10/2024) Rate and transmission fee increase; increased usage.
45330	Utilities-Telephone	12,000	10,200	19,200	Peerless (\$1,250/mo.), Verizon (\$350/mo.)
45340	Utilities-Water	3,600	4,000	7,500	City of West Chicago (\$7,500 based on current usage)
45350	Utilities-Trash	1,100	1,200	1,200	Flood Bros. (\$840/annual , Xtreme \$300/annual)
		47,675	52,000	79,660	
PROFESSIONAL SERVICES					
45500	Insurance	17,042	18,470	20,806	Property , liability, umbrella package. Directors & officers liability , Crime policy (treasurer)
45505	Audit	19,409	13,460	13,830	Audit \$10,200, \$600 GASB 87 Leases, OPEB \$3,030
45510	Legal	12,000	12,000	12,000	Attorney
45515	Professional Services	15,350	17,000	15,000	Architectual design for Adult Services dept. \$15,000
45520	Accounting	19,500	19,000	19,000	Governmental Accounting
		83,301	79,930	80,636	
LIBRARY BOARD EXPENSES					
45600	Conf & Training-Board	500	1,000	2,500	Board Training
45605	Prof Services-Secretarial	3,300	4,100	4,100	Efficiency reporting (\$340/mo)
45610	Legal Notices & Ads	1,000	1,000	1,000	Required publishing of legal documents
		4,800	6,100	7,600	
CAPITAL EQUIPMENT EXPENSES					
46500	Capital Equipment & Building	0	0	0	
46510	Capital Projects - Interior	0	0	350,000	** Paid for from Corporate Carryover, not from current tax levy
	SUBTOTAL LIBRARY FUND	2,454,406	2,664,100	2,859,433	
GRANT EXPENSES					
49600	Grant Expenditures	0		0	
SPECIAL REVENUE EXPENSES					
	IMRF	130,974	140,836	149,876	Levy \$149,876
SPECIAL RESERVE EXPENSES					
	TOTAL LIBRARY & SPECIAL	2,585,380	2,804,936	3,009,309	

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 FUND BALANCE POLICY

4
5
6 Purpose

7 A Fund Balance Policy establishes a hierarchy in the use of funds and a minimum level (target
8 range) at which end-of-year fund balances should be maintained. This policy is intended to
9 support financial stability, cash flow for operations, and maintenance of adequate fund balance
10 to mitigate future risks (e.g., revenue shortfalls, unexpected expenditures). Fund balance levels
11 are a crucial consideration in long-term financial planning.

12
13 Flow Assumption

14 Some programs/projects are funded by a variety of resources, both restricted and unrestricted.
15 Unrestricted resources are either committed, assigned or unassigned. When restricted funds
16 exist, those are to be used first, then unrestricted. For unrestricted funds, committed funds are
17 used first, then assigned, then unassigned.

18
19 Classification of Resources

20
21 *Restricted Fund Balance* – Net assets subject to external enforceable legal restrictions.

22
23 *Committed Fund Balance* – Net assets with self-imposed constraints or limitations approved by
24 Ordinance or action of the Board of Trustees. Formal action to commit fund balance must
25 occur before the end of the fiscal year. Modification or removal of the constraint/limitation
26 must use the same action used to commit the fund balance.

27
28 *Assigned Fund Balance* – Net assets with self-imposed constraints based on the intent to use
29 fund balance for a specific purpose. Intent may be denoted by the Board of Trustees; authority
30 to denote intent may be delegated to the Library Director.

31
32 *Unassigned Fund Balance* – Available expendable financial resources that are not restricted,
33 committed or assigned (i.e., not the object of a tentative management plan).

34
35 Fund Balance Levels

- 36
37 • General Fund – The General Fund is the general operating fund of the West Chicago
38 Public Library District (WCPLD). It is used to account for administrative, maintenance,
39 library and all financial resources except those accounted for in another fund.

40
41 Unrestricted fund balance targets should represent no less than three months and no
42 more than twelve months of operating expenditures. Balances above the maximum or

43 at fiscal yearend may be transferred to other funds such as the special reserve fund or
44 to capital projects.

- 45
- 46 ○ GASB 54 Emergency Reserve – This reserve within the General Fund is
47 established to set aside and account for financial resources needed (e.g. payroll
48 costs, operating expenses, utilities, etc.) for operations in emergency situations.
49 The fund balance ~~is targeted~~ will be maintained at an amount equal up to 25% of
50 the current fiscal year budget approved by the West Chicago Public Library
51 District Board of Library Trustees.
- 52
- 53 ● Special Revenue Funds – Special revenue funds are used to account for and report the
54 proceeds of specific revenue sources that are legally restricted to expenditure for
55 specified purposes other than debt service or capital projects. Fund balances are derived
56 from property taxes and are therefore legally restricted to the purpose of the fund.
- 57
- 58 ○ IMRF Fund – A non-major fund to account for expenditures resulting from the
59 WCPLD participation in the Illinois Municipal Retirement Fund. Revenues are
60 provided by a specific line item in the annual property tax levy sufficient to pay
61 contributions on behalf of WCPLD employees. Fund balances are legally
62 restricted to the purpose of the fund.

63

64 ~~The targeted restricted fund balance for each Special Revenue Fund shall be calculated~~
65 ~~as follows:~~

- 66
- 67 ~~■ A portion of the fund balance will be restricted based on the amount of~~
68 ~~deferred property tax revenue at fiscal year end.~~
 - 69
 - 70 ~~■ The remaining restricted fund balance will be targeted at a maximum~~
71 ~~level of up to 25% of annual budgeted expenditures, to be adjusted~~
72 ~~annually with the adoption by the Board of Library Trustees of the annual~~
73 ~~budget, calculated at a minimum of 3 months of budgeted expenditures~~
74 ~~for the specified purpose.~~
- 75
- 76 ● Debt Service Fund – This major fund is established for expenditures related to the
77 payment of principal and interest on bonds issued by the WCPLD. The WCPLD levies an
78 amount that approximates the principal and interest expected to be paid. The fund
79 balance is fully restricted for debt service; however, any fund balance remaining once all
80 bonds issued by the WCPLD are fully retired may be transferred to capital or retained
81 for future debt payments.
- 82
- 83 ● Capital Projects Fund – This major fund is established to account for and report financial
84 resources for capital maintenance and repair, construction and/or development; a sub-
85 fund is established for capital expenditures to address emergency situations and/or
86 permissible capital improvement projects and expenditures (Special Reserve). The fund

87 balance is reviewed in developing the Capital Spending Plan and is maintained at a level
88 appropriate in light of upcoming capital requirements.

89

90 Monitoring Targets

91 The Library Director in conjunction with the WCPLD Board of Library Trustees Finance
92 Committee will monitor revenue collections, expenditures and availability of cash by reviewing
93 monthly financial reports. The Library Director shall advise the WCPLD Board of Library Trustees
94 whenever revenue projections suggest that revenue will fall short of expectations or
95 unexpected expenditures exceed budget or if for any reason fund target(s) may not be met by
96 the end of the fiscal year. Further in this event, the Library Director will take the following
97 actions:

98

- 99 • Review expenses with management staff;
- 100 • Reduce capital expenditures for construction and development;
- 101 • Reduce operating expenditures where appropriate, maintaining priorities established by
102 the WCPLD Board of Library Trustees;
- 103 • Present to the WCPLD Board of Library Trustees other expense reduction and
104 expenditure control options, including those that might modify goals or directions
105 previously established by the Board.

106

107 **None of the major or minor funds of the WCPLD presented in this policy requires a minimum
108 dollar balance. Only the GASB 54 Fund has a desired maximum balance of 25% of the current
109 fiscal year budget.**

110

111

112 Approved by Board of Library Trustees: 5/23/2011; 8/27/2012; 2/26/2018; 8/23/2021



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 24-02

An Ordinance Establishing the Meeting Date and Time for the Regular Meeting of The Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois.

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL, on the 24th day of June 2024, at 7:00 PM, the following ordinance was enacted in accordance with 5 ILCS 120/2.03) – Schedule of Meetings.

Present:

Absent:

The following ordinance was moved by Trustee _____ seconded by
Trustee _____.

The Board Resolves:

1. To approve the 4th Monday of every month at 7:00 PM as the regular meeting date and time of the Library Board of Trustees.

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

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Ordinance Declared Adopted:

Patricia Weninger, President

Diane Kelsey, Secretary

Date: _____



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 24-02

Be it ordained that the regular meeting of The West Chicago Public Library District Board of Library Trustees shall be held at 7:00 PM at The West Chicago Public Library, 118 West Washington Street, West Chicago, Illinois on the following dates in the year 2025: (5ILCS 120/2.03).

Schedule of meetings:

Monday, January 27	Monday, July 28
Monday, February 24	Monday, August 25
Monday, March 24	Monday, September 22
Monday, April 28	Monday, October 27
Tuesday, May 27	Monday, November 24
Monday, June 23	Monday, December 22 CANCELLED

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting of the Board of Library Trustees, 24th of June 2024.

Posted 24th of June 2024.

Board of Library Trustees,
West Chicago Public Library District

Patricia Weninger, President

ATTEST:

Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-02

Non-Resident Library Card Participation for Illinois

Public Law 92-0166

July 1, 2024 – June 30, 2025

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 24th day of June 2024 the following Resolution was enacted.

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Non-Resident Library Card Participation Form of Illinois Public Law 92-0166. July 1, 2024 - June 30, 2025.

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

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees on the 24th day of June 2024:

Diane Kelsey, Secretary



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Non-Resident Library Card Participation Form for
Illinois Public Law 92-0166
July 1, 2024 – June 30, 2025

Name of Library: West Chicago Public Library District

- will participate in the non-resident card program
 will NOT participate in the non-resident card program
for the year beginning July 1, 2024 – June 30, 2025.

The fee formula for the non-resident taxpayer's card will be (check one):

General Mathematical Formula in the amount of \$_____

Tax Bill Method

Average non-resident fee in the system area

The amount \$_____

Application to the State Library for use of System Area Average was made?

Yes _____ No _____

Application approved? Yes _____ No _____

The fee formula for the non-resident renter's card will be (check one):

General Mathematical Formula

A minimum of 15% of the monthly rent. Percentage used? 15%

Other formula (please explain)

Date action taken by the Library Board: 24th day of June 2024

Action taken: Resolution Motion Ordinance

Library Director Signature

Date



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-03

ESTABLISHING THE LIBRARY CLOSING SCHEDULE FOR 2025

Present:

Absent:

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2025.

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

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Resolution Declared Adopted: _____
Diane Kelsey, Secretary

Patricia Weninger, President

Date: June 24, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-03 Library Closing Schedule 2025

JANUARY	1	WEDNESDAY	NEW YEAR'S DAY
MARCH	7	FRIDAY	STAFF IN-SERVICE
APRIL	20	SUNDAY	EASTER
MAY	26	MONDAY	MEMORIAL DAY (Library is closed Sundays (May 25) through Labor Day weekend (August 31))
JULY	3	THURSDAY	LIBRARY CLOSSES AT 5:00 pm
JULY	4	FRIDAY	INDEPENDENCE DAY
AUGUST	1	FRIDAY	STAFF IN-SERVICE
SEPTEMBER	1	MONDAY	LABOR DAY
NOVEMBER	7	FRIDAY	STAFF IN-SERVICE
NOVEMBER	26	WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSSES AT 5:00 pm
NOVEMBER	27	THURSDAY	THANKSGIVING DAY
DECEMBER	24	WEDNESDAY	CHRISTMAS EVE
DECEMBER	25	THURSDAY	CHRISTMAS DAY
DECEMBER	31	WEDNESDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 24th day of June 2024 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 24-04 Transfer from within the Corporate Fund To the GASB 54 Fund

Upon a motion duly made and seconded, the resolution that appears below was adopted by a vote of a majority of the Board of Library Trustees:

Resolved to transfer \$14,983 – from within the **Corporate Fund** to the **GASB 54 Fund**

1. GASB 54 \$14,983

Present:

Absent:

The Resolution is a recommendation from the Finance Committee by Corrine Jakacki-Dattomo, Finance Committee Chair.

The Board of Library Trustees Resolves:

1. To approve the transfer of **\$14,983** from within the **Corporate Fund** to the **GASB 54 Fund**

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

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees on the 24th of June 2024.

Diane Kelsey, Secretary