



WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

AGENDA

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

- A. Call to Order Pat Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
 - 1. Board Meeting – June 24, 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 Final June & July 2024
 - 2. Financial Statements for June 2024
- H. Communications
- I. Reports
 - 1. President Pat Weninger
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Policy Committee Frank Fokta
- J. Unfinished Business
- K. New Business
 - 1. Adopt Tentative Ordinance 24-03 Budget & Appropriations ACTION
of the West Chicago Public Library District for the fiscal year
beginning July 1, 2024 and ending June 30, 2025
 - 2. Bloodborne Pathogens Policy ACTION

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|-----|---|------------------|
| 3. | Bylaws of the Board of Library Trustees | PROPOSAL |
| 4. | Electronic Communications Policy | ACTION |
| 5. | Identity Protection Policy | ACTION |
| 6. | Video Surveillance Policy | ACTION |
| 7. | Salary Schedule Revision | ACTION |
| 8. | Funds Determination for New Bank Accounts | ACTION |
| 9. | FY 2025 Working Budget Revision | ACTION |
| 10. | Short Takes for Library Trustees: Board Self Evaluation | VIDEO/DISCUSSION |
| 11. | Library Tour | |

L. Closed Session

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

ACTION

M. Return to Open Session

N. Adjournment

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JUNE 24 2024
7:00 P.M.

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

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - May 28, 2024: Ms. Jakacki moved to approve the Minutes of the May 28, 2024 Regular Board Meeting as amended; seconded by Mr. Bloom.

- Page 3, Item 3, the second sentence should read "The Per Capita Grant income is yet to be received, which will be approximately \$43,000; and the second installment of the PPRT income is expected to be approximately \$41,000."

Motion carried by unanimous voice vote.

2. Special Board Meeting (open session) - May 28, 2024: Ms. Jakacki moved to approve the Special Board Meeting Minutes of the May 28, 2024 as amended; seconded by Mr. Bloom.

- Page 2, Item J New Business, Roll Call Vote, the spelling of Ms. Navadomskis' name needs to be corrected

Motion carried by unanimous voice vote.

3. Special Board Meeting (closed session) - May 28, 2024: President Weninger provided the trustees copies of the draft Closed Session Minutes and asked that they return them after the vote. Ms. Jakacki moved to approve the Closed Session Meeting Minutes from May 28, 2024, as amended, and that they remain closed; seconded by Ms. Navadomskis.

- Items No. 2 and No. 3 will include the total compensation in parentheses.

Motion carried by unanimous voice vote.

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The draft Minutes were returned to President Weninger.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for June 2024: Ms. Jakacki moved to approve the bills for June 2024 in the amount of \$242,829.38; seconded by Mr. Bloom.

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

2. Financial Statements for April 2024: Ms. Jakacki stated the Library is 92% of the way through the fiscal year. All of the budgeted revenues have been received, and the Library is running at about 88% of the budgeted expenditures, but the numbers will likely track closer to budget at the end of June.

Mr. Weseloh provided a report on the Financial Statements as noted in his Director's Report, Item I-2.

H. COMMUNICATIONS:

1. Public Library Per Capital Grant Award Letter: Mr. Weseloh stated the Library received its annual Per Capita Grant award letter which lists the award as \$42,958.08 for FY 24, which is roughly \$290 higher than the amount received in 2023 that came in at \$42,668.80.

I. REPORTS:

1. President's Report: President Weninger addressed the staff and spoke to the Board's request to change the way department reporting is presented to the board at monthly meetings. The trustees value the department reports, which will continue to be part of the board packet. Going forward the staff leads will be asked to highlight on a rotating basis the trends, issues, and activities of their respective departments. Staff were recognized as being the face of the library to the community, and surveys conducted of individuals and community groups in planning for the strategic plan contained the most positive remarks regarding the Library staff.

a. President Weninger spent significant time researching and communicating with people involved with the Little Free Library network. Persons involved with the Little Free Library group have highly recommended that the unit purchased in memory of the late Library Board President Nancy Conradt be made of composite material

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when considering the factors of maintenance, price, and sustainability.

Ms. Weninger and Ms. Jakacki have searched for a dog-themed structure, but were unable to find an option that would meet the planned budget as well as does not require a lot of maintenance. The trustees will discuss the wording for the tribute plaque which will be placed on the memorial Little Free Library.

2. Library Director: Director Weseloh reported that the Library's tax dollars have been received, and a slight increase noted with a total likely near \$2.9 million. The line item is currently at \$2.81 million. The second PPRT check was received in the amount of \$41,113; and the Per Capita Grant funds in the amount of \$42,668 were transferred from Illinois Funds to the corporate account.

The utilities expenses are above the \$52,000 budget, at \$69,000; and the facilities and operations expenses is above the \$198,000 budget at \$243,000. Mr. Weseloh stated he believes income and expenses will likely end up very close to the bottom line on the Library's budget for the fiscal year.

Republic Bank is ready to begin creating the Library's accounts, and all of the signatory paperwork except one has been finalized. The Library can begin transferring some of the funds to those accounts. The receipt of the next fiscal year's tax dollars have already started to come in to the Library's FNBC account, so Mr. Weseloh did not want to interrupt the transfer.

The sculpture from the Illinois Olmec Trail was installed on June 12, 2024, and a total of 33 heads are installed throughout DuPage County.

SWAN is celebrating its 50th anniversary this year. The consortium has scheduled its SWAN expo at which training will be provided for SWAN members, to be held at Moraine Valley College in August. The ILA annual conference is October 8-10, 2024, registration will begin on July 22, 2024, early bird pricing will end on September 16, and all the registrations will close on September 26. Trustee day is October 10. The theme is Libraries Are Lit; Sparking Innovation & Imagination.

Tamara Korbelt, the VCIO from Sikich, will provide an update at the September board meeting on the technology implemented at the library this past year.

Director Weseloh sent a letter to the Better Business Bureau regarding Peerless Network's invoice discrepancies for the Library's phone system. The Better Business Bureau has now indicated they closed the inquiry because Peerless did not respond to the BBB. The Peerless representative contacted Mr. Weseloh, and she stated she is working

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through the invoices with the billing department. When Mr. Weseloh receives a corrected invoice, he will submit payment to the company.

The library tour was postponed over the library attorney's concerns about the Open Meetings Act because all of the trustees would be present together outside of a board meeting. The library tour will be placed on the July board meeting agenda, and the Director will lead the tour prior to adjournment of the meeting.

The Library's attorney has met with representatives from Midwest Mechanical to talk about the capital projects proposal and the terms and conditions. The attorney is reviewing the Cooperative Alliance and competitive bid statuses as they relate to the proposal, and the Library will receive a response soon.

Mr. Weseloh has selected a candidate for the Youth Services librarian. Pending the reference check, the offer will be extended and hopefully accepted. Interviews are being conducted for Circulation Services assistants. One person has been hired, and staff hope to have a second person hired by the July board meeting.

Mr. Weseloh met with a representative from Best Version Media regarding the possibility of a new publication for West Chicago. The individual is looking for sponsorships from the community and perhaps contributions in writing, such book reviews and book suggestions, from the library.

A statewide e-resource contract has been drafted between EBSCO and the Illinois State Library that would provide database packages to all Illinois communities without charge.

3. Department Managers:

Administrative Services, Public Relations: Staff have rolled out a new approval process for internal materials and materials that are available to the public, to ensure that staff are putting out consistent branding. The website pages are being built out for each of the departments to provide more information and usable pages for patrons.

Nick worked with Nate in the Young Adult Services department to create an outreach opportunity to the middle schools. Flyers were created to encourage young people to become involved with Young Adult Advisory Council and programming at the library.

Adult Services: The first concert in the concert series was held on June 12, 2024. There were 106 people in attendance for the event at the park. The summer reading program was promoted. Patrons picked up 289

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packets from the seed library in the month of May.

The outreach team created and brought events to Aperion Care, Woodland Senior Residences, and Franciscan Court. Residents were engaged in a trivia game at each location, and a combined attendance among the three facilities was 43 residents.

Young Adults: The Young Adult Librarian has seen a total of 675 middle school students over the past few weeks to promote the YA Council, young adult programming, and the summer reading program for teens. An after-hours event in July for young adult council members will include a zombie escape room. The library has the high school reading list books upstairs, they are set aside for West Chicago residents to check out during the summer if needed for the summer reading.

Circulation: The library had 5,044 visitors in the month of May, a 3.04% increase from the previous year, and 86 new patrons joined the library; Gabe and Luke visited Timberlake Apartments complex to deliver Youth Services materials and Program Guides.

Technical services: 1731 books invoices or received, 1673 items ordered.

IT: Wi-Fi usage was down in May with 649 clients connecting. The website had 11,703 visits. Yearbooks were the number one destination, followed by research databases and resources. Adults and kids departments have new designs on the website. Computer usage: 338 in Adult Services, 43 in children's.

Youth Services: The department had 11 story times in May, with 80 patrons attending. Seventy to-go kits were provided to patrons. On National Free Comic Book Day the department handed out comic books, and two Star Wars characters were hired, the Jedi and Darth Vader. 56 patrons participated and were taught how to have light saber battles.

For Asian-American Pacific Islander Heritage Month staff distributed bags with 24 crafts for the patrons. Other make-and-take kits were a paper-folding bird house, a paper swans folding activity.

4. Finance Committee: The Finance Committee met June 10, 2024 at 6:08 p.m. Present were Ms. Jakacki, Chair; Diane Kelsey, member; and Mr. Weseloh and Amanda, staff. The committee received the proposed income projection and proposed budget for FY25, and they talked about the recommendation to transfer money from corporate carryover to GASB 54 in accordance with policy. The meeting adjourned at 6:36 p.m.

5. Policy Committee: The committee met June 17, 2024 at 6:01 p.m. They

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reviewed two policies: Fund Balance Policy, which was amended and will be recommend for approval; and the check write-off policy, which was sent back to be revised as well as amended by the Library's attorney. Present was Mr. Fokta, Chair; Mr. Bloom, member; Ms. Weninger, ex officio; and Mr. Weseloh, staff. The meeting ended at 7:01 p.m.

J. Unfinished Business: None.

K. New Business:

1. Income Projection for FY 2024-2025: Ms. Jakacki stated the Finance Committee recommends adoption of the income projection for FY2024-2025 as stated in the amount of \$3,009,309 total revenue.

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

2. Working Budget for FY 2024-2025: Ms. Jakacki stated that the Finance Committee recommends the Board adopt the Working Budget for FY 2024-2025 in the amount of \$3,009,309.

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

3. Fund Balance Policy: Mr. Fokta stated the Policy Committee recommends to the board the approval of the Fund Balance Policy, as amended. Motion carried by unanimous voice vote.

4. Ordinance 24-02: Meeting Date and Time 2025: Mr. Bloom moved to adopt Ordinance 24-02; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

5. Resolution 24-02: Nonresident Library Card Participation FY 2024-2025: Mr. Bloom moved that the board adopt Resolution 24-02, Non-Resident Library Card Participation for Illinois residents; seconded by Ms. Jakacki. Motion carried by unanimous voice vote.

6. Resolution 24-03: Library Closing Schedule 2025: Ms. Jakacki moved to approve Resolution 24-03, Library Closing Schedule 2025; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

7. Resolution 24-04: Transfer from within the Corporate Fund to the GASB 54 Fund: Ms. Jakacki moved to approve Resolution 24-04, Transfer from within the Corporate Fund to the GASB 54 Fund; seconded by Mr. Bloom. The Finance Committee also reviewed this resolution, and its recommendation was to adopt this resolution. Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Navadomskis, Weninger. Motion carried.

8. Public Hearing Date for Tentative Budget and Appropriations Ordinance (50 ILCS 330/3) August 26, 2024 at 6:45 p.m.: Mr. Weseloh

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stated notice of the public hearing will be published in the Daily Herald or newspaper of record, and will also be posted on the Library's website. Ms. Jakacki moved to approve the Public Hearing Date for Tentative Budget and Appropriations Ordinance; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

(Staff left)

9. Short Takes For Library Trustees - Library Policies: The trustees viewed the video, and Mr. Weseloh provided the trustees handouts to go along with the video.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger adjourned the meeting at 8:17 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: July 22, 2024

FINANCIAL STATEMENT DATE: June 30, 2024

Payroll dated:

6/7/2024	Net Payroll	\$	36,621.02
	Federal Liability Payment	\$	10,339.51
	State Liability Payment	\$	2,223.10
	Paylocity Fee	\$	168.32
6/21/2024	Net Payroll	\$	37,312.91
	Federal Liability Payment	\$	10,569.55
	State Liability Payment	\$	2,262.50
	Paylocity Fee	\$	403.67

TOTAL		<u>\$ 99,900.58</u>
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State Bank of IL

Operating - Manual Cks	Check No.	\$	14,288.69
Operating - System Cks	Check No.	\$	96,272.93
Operating - Credit Card	Check No.	\$	529.55
Librarian's Petty Cash	Check No.	\$	1,016.65

TOTAL		<u>\$ 112,107.82</u>
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Total Bills for Approval		<u><u>\$ 212,008.40</u></u>
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
A to Z Databases					
Bill	07/01/2024	129120	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	1,895.00
Total A to Z Databases					1,895.00
ACC Business					
Bill	06/27/2024	241670686	05/11/24-06/10/24	42405 · INTERNET SERVICES	608.66
Total ACC Business					608.66
Accurate Office Supplies					
Bill	07/03/2024	617987	Tissue/Towels/Cleaner/Gloves/Liners	45115 · JANITORIAL SUPPLIES	814.95
Total Accurate Office Supplies					814.95
Alarm Detection Systems					
Bill	07/01/2024	204101-1071	July 2024-September 2024	45160 · CONTRACT INSPECTION & MAINTEN	304.26
Total Alarm Detection Systems					304.26
Amazon Capital Services					
Bill	07/09/2024	1VTR-6NWT-TRMR	Bookmarks/Tote Bags/Keychain	44120 · PROGRAMS-ADULT	119.95
Bill	07/10/2024	1MHF-Q9VL-XXDY	Envelopes	41334 · OFFICE SUPPLIES GENERAL	51.92
Bill	07/11/2024	1M39-49NY-6XFP	Misc.	44120 · PROGRAMS-ADULT	46.31
Total Amazon Capital Services					218.18
American Nat'l Sprinkler					
Bill	06/18/2024	46626449	Sprinkler System Start Up	45160 · CONTRACT INSPECTION & MAINTEN	425.35
Total American Nat'l Sprinkler					425.35
Anderson Elevator Co.					
Bill	07/01/2024	89804-B2D1	July 2024	45160 · CONTRACT INSPECTION & MAINTEN	187.00
Total Anderson Elevator Co.					187.00
Andy Frain					
Bill	06/30/2024	360860	June 2024	45112 · SECURITY SERVICE	1,599.20
Total Andy Frain					1,599.20
Background Resources					
Bill	06/30/2024	23055	K. Patel/J Schmidt	41342 · ADMINISTRATIVE MISC	32.00
Total Background Resources					32.00
Bigleaf Networks, Inc.					
Bill	07/01/2024	94798	July 2024	42405 · INTERNET SERVICES	499.00

West Chicago Public Library District

Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
Total Bigleaf Networks, Inc.					499.00
Buck Services					
Bill	06/30/2024	61904	June 2024	45110 · JANITORIAL SERVICE	650.00
Total Buck Services					650.00
Central Technology, Inc.					
Bill	07/01/2024	2010	July 2024-June 2025	41425 · WARRANTIES/EXTENDED CARE	1,151.82
Total Central Technology, Inc.					1,151.82
Cintas Corporation					
Bill	06/21/2024	5217210923	1st Aid Cabinet	41334 · OFFICE SUPPLIES GENERAL	63.09
Bill	07/01/2024	9278036675	July 2024	45155 · GENERAL BLDG SERVICES	50.50
Total Cintas Corporation					113.59
Comcast					
Bill	07/12/2024		August 2024	42405 · INTERNET SERVICES	336.00
Total Comcast					336.00
Comcast Business					
Bill	07/01/2024	209291624	July 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business					560.00
ComEd					
Bill	06/18/2024		5/16/24-6/17/24	45320 · UTILITIES-ELECTRIC	4,132.76
Total ComEd					4,132.76
De Lage Landen Financial					
Bill	07/07/2024	587963119	July 2024	41336 · OFFICE EQUIPMENT	1,496.23
Total De Lage Landen Financial					1,496.23
Debra Ann Miller					
Bill	07/08/2024		Nellie Bly Program	44120 · PROGRAMS-ADULT	375.00
Total Debra Ann Miller					375.00
EBSCO					
Bill	07/01/2024	1000234740-1	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	1,032.00
Total EBSCO					1,032.00
Efficiency Reporting					
Bill	06/18/2024	20242er	5/28/24 Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00

West Chicago Public Library District

Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
Total Efficiency Reporting					340.00
Fairytale Entertainment					
Bill	07/01/2024		End of Summer Picnic	44145 · EVENTS AND OUTREACH	150.00
Total Fairytale Entertainment					150.00
Flood Brothers					
Bill	07/05/2024	7590257	July 2024	45350 · UTILITIES-TRASH	59.99
Total Flood Brothers					59.99
Gehrke Technology Group					
Bill	07/10/2024	2402282	July 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Globe Life					
Bill	07/01/2024		July 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	55.00
Total Globe Life					55.00
Governmental Accounting, Inc.					
Bill	07/01/2024	59901	July 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Illinois Library Association					
Bill	07/08/2024	288552	A. Ghobrial	41330 · ASSOCIATION DUES	100.00
Total Illinois Library Association					100.00
Ingram Library Services					
Credit	06/13/2024	82364621	Books	-SPLIT-	-20.95
Bill	06/06/2024	82240712	Books	-SPLIT-	67.79
Bill	06/07/2024	82260260	Books	-SPLIT-	87.72
Bill	06/12/2024	82329124	Books	-SPLIT-	471.15
Bill	06/14/2024	82369502	Books	-SPLIT-	90.47
Bill	06/20/2024	82428778	Books	-SPLIT-	231.72
Bill	06/26/2024	82518028	Books	-SPLIT-	35.22
Total Ingram Library Services					963.12
Joan Happel					
Bill	06/30/2024		Mileage Reimbursement	41320 · TRAVEL	12.86
Total Joan Happel					12.86

West Chicago Public Library District Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
Katie Kostner					
Bill	07/01/2024		Concert Program	44145 · EVENTS AND OUTREACH	300.00
Total Katie Kostner					300.00
Library Ideas					
Bill	07/01/2024	114588	Freegal Music 7/1/24-6/30/24	42112 · REFERENCE-ELECTRONIC	6,103.00
Total Library Ideas					6,103.00
LIMRICC					
Bill	07/08/2024		July 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	17,839.70
Total LIMRICC					17,839.70
Midwest Mechanical					
Bill	06/19/2024	112156646	Replace Cooling Fans	45150 · HVAC R & M	507.00
Bill	07/03/2024	138350	July 2024	45150 · HVAC R & M	932.00
Bill	07/09/2024	112157681	Service Call	45150 · HVAC R & M	563.39
Total Midwest Mechanical					2,002.39
Midwest Sealcoat					
Bill	07/05/2024	24-1606	Sealcoating	45140 · EXTERIOR R & M-OTHER	8,575.00
Total Midwest Sealcoat					8,575.00
Midwest Tape					
Bill	06/11/2024	505604291	AV Materials	42320 · AV MATERIALS-ADULT	51.72
Bill	06/11/2024	505604292	AV Materials	42340 · AV MATERIALS-YOUTH	61.46
Bill	06/11/2024	505604293	AV Materials	42320 · AV MATERIALS-ADULT	11.24
Bill	06/11/2024	505604294	AV Materials	42320 · AV MATERIALS-ADULT	63.73
Bill	06/11/2024	505604295	AV Materials	42340 · AV MATERIALS-YOUTH	44.99
Bill	06/15/2024	505625285	AV Materials	42340 · AV MATERIALS-YOUTH	37.48
Bill	06/15/2024	505625286	AV Materials	42320 · AV MATERIALS-ADULT	30.74
Bill	06/21/2024	505658127	AV Materials	42320 · AV MATERIALS-ADULT	41.98
Bill	06/21/2024	505658128	AV Materials	42340 · AV MATERIALS-YOUTH	69.98
Bill	06/21/2024	505658180	AV Materials	42320 · AV MATERIALS-ADULT	14.99
Bill	06/21/2024	505658181	AV Materials	42340 · AV MATERIALS-YOUTH	32.24
Bill	06/24/2024	505686969	AV Materials	42340 · AV MATERIALS-YOUTH	16.49
Total Midwest Tape					477.04

West Chicago Public Library District Bills Total

As of July 15, 2024

	Type	Date	Num	Memo	Split	Amount
Mobile Beacon						
	Bill	07/10/2024		Renewal of 5 hotspots	42420 · SOFTWARE PUBLIC	600.00
Total Mobile Beacon						<u>600.00</u>
NCPERS						
	Bill	07/10/2024		July 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						<u>16.00</u>
Nicor						
	Bill	07/05/2024		6/5/24-7/3/24	45310 · UTILITIES-GAS	786.91
Total Nicor						<u>786.91</u>
Orkin Pest Control						
	Bill	06/20/2024	263296348	June 2024	45155 · GENERAL BLDG SERVICES	99.99
Total Orkin Pest Control						<u>99.99</u>
OverDrive						
	Bill	06/30/2024	24195957	Ebooks	42320 · AV MATERIALS-ADULT	133.67
Total OverDrive						<u>133.67</u>
Peerless Network						
	Bill	06/15/2024	53168	5/15/24-6/14/24	45330 · UTILITIES-TELEPHONE	105.73
	Bill	06/30/2024	54544	June 2024	45330 · UTILITIES-TELEPHONE	247.70
Total Peerless Network						<u>353.43</u>
Peregrine, Stime, Newman, Ritzman						
	Bill	06/30/2024	62627	Legal Services 4/29/24-6/27/24	45510 · LEGAL	4,387.50
Total Peregrine, Stime, Newman, Ritzman						<u>4,387.50</u>
ProQuest						
	Bill	07/01/2024	70847056	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	3,107.60
Total ProQuest						<u>3,107.60</u>
Rails						
	Bill	07/01/2024	12295	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	6,452.30
Total Rails						<u>6,452.30</u>
Record Information Services						
	Bill	07/01/2024	55071	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	2,591.00
Total Record Information Services						<u>2,591.00</u>

West Chicago Public Library District Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
Royal Publishing					
Bill	07/01/2024	8127762	Advertisement Fall/Winter/Spring	44210 · MARKETING	765.00
Total Royal Publishing					765.00
Sebert Landscaping					
Bill	07/01/2024	277893	July 2024	45130 · EXTERIOR LANDSCAPING	1,248.00
Total Sebert Landscaping					1,248.00
Shaw Media					
Bill	07/01/2024		Annual Subscription	42210 · PERIODICALS	104.00
Bill	07/01/2024		Annual Subscription	42210 · PERIODICALS	104.00
Total Shaw Media					208.00
Sikich LLP					
Credit	06/17/2024	I513348CM	Credit for I510656/I511491/I511905	44215 · WEBSITE	-253.75
Bill	05/23/2024	I510656	Remote Support Website	44215 · WEBSITE	203.00
Bill	05/29/2024	I511491	Remote Support Website	44215 · WEBSITE	203.00
Bill	05/31/2024	I511905	Remote Support Website	44215 · WEBSITE	101.50
Bill	06/17/2024	I512511	Remote Support for Website Redesign	44215 · WEBSITE	152.25
Bill	06/30/2024	I514313	Remote Support	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	406.00
Bill	06/30/2024	I514230	End-User Training for Staff Transition to S	41400 · IT EQUIPMENT UPGRADES-STAFF	1,776.25
Bill	07/01/2024	MS513659	July 2024	41420 · TECHNOLOGY MANAGEMENT	5,671.69
Bill	07/01/2024	N514064	MS Open Value Agreement 2024-2025	41410 · SOFTWARE STAFF	336.00
Bill	07/01/2024	I513980	July 2024	41420 · TECHNOLOGY MANAGEMENT	264.00
Bill	07/01/2024	D514476	Microsoft 365 A3/Microsoft Defender	41400 · IT EQUIPMENT UPGRADES-STAFF	3,912.00
Total Sikich LLP					12,771.94
Transparent Language, Inc.					
Bill	07/01/2024	35286	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	1,440.00
Total Transparent Language, Inc.					1,440.00
Unique Management Services					
Bill	06/30/2024	6127512	June 2024 Placements	41346 · MATERIALS & RESOURCE RECOVER	118.20
Bill	07/01/2024	6128423	Curbside Comm. July 2024	41410 · SOFTWARE STAFF	40.00
Total Unique Management Services					158.20
US Postal Service					

West Chicago Public Library District Bills Total

As of July 15, 2024

Type	Date	Num	Memo	Split	Amount
Bill	07/09/2024		Postage for Fall Program Guide	44245 · PROGRAM GUIDE	1,200.00
Total US Postal Service					1,200.00
Verizon					
Bill	06/30/2024	9967887168	June 2024	45330 · UTILITIES-TELEPHONE	341.32
Total Verizon					341.32
World Book, Inc					
Bill	07/01/2024	1662360	7/1/24-6/30/25	42112 · REFERENCE-ELECTRONIC	3,602.97
Total World Book, Inc					3,602.97
World Trade Press					
Bill	07/09/2024	680667	7/15/24-7/14/25	42112 · REFERENCE-ELECTRONIC	875.00
Total World Trade Press					875.00
Xtreme Environmental Solutions					
Bill	07/12/2024	116WCL	July 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions					25.00
TOTAL					<u>96,272.93</u>

West Chicago Public Library District Bills Total (Credit Card)

As of July 15, 2024

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	06/10/2024		Creative Cloud/Acrobat Pro	110.45
Total Adobe Inc.					<u>110.45</u>
Chicago Tribune					
	Credit Card Charge	06/17/2024		Chicago Tribune 6/18/24-8/12/24	300.00
Total Chicago Tribune					<u>300.00</u>
Crumbl					
	Credit Card Charge	06/06/2024		Pastries	49.55
Total Crumbl					<u>49.55</u>
Dunkin Donut					
	Credit Card Charge	06/06/2024		Donuts	58.56
Total Dunkin Donut					<u>58.56</u>
Spotify					
	Credit Card Charge	06/24/2024		Premium	10.99
Total Spotify					<u>10.99</u>
TOTAL					<u><u>529.55</u></u>

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

June 17 through July 15, 2024

Type	Date	Num	Name	Memo	Split	Amount
FNBC Bank and Trust						
Check	07/12/2024	5036	FNBC Bank and Trust	Safety Deposit Box	41342 · ADMINISTRATIVE MISC	100.00
Total FNBC Bank and Trust						100.00
Jim Green						
Check	07/01/2024	5034	Jim Green	Concert	44120 · PROGRAMS-ADULT	450.00
Total Jim Green						450.00
LIMRICC-UCGA						
Check	07/11/2024	5035	LIMRICC-UCGA	2nd Quarter 2024	41130 · UNEMPLOYMENT COMPENSATION	195.81
Total LIMRICC-UCGA						195.81
United States Treasury						
Check	06/25/2024	5032	United States Treasury	Form 720-V	41110 · INS-HEALTH, DENTAL, LIFE, FSA	70.84
Total United States Treasury						70.84
Valerie Gugala						
Check	07/01/2024	5033	Valerie Gugala	"But it's a Great Story" Program	44120 · PROGRAMS-ADULT	200.00
Total Valerie Gugala						200.00
TOTAL						1,016.65

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

As of June 30, 2024

Type	Date	Num	Memo	Split	Amount
AFLAC Ins.					
Check	06/12/2024	BP061224	June Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.					-25.20
Ampion Commenergy					
Total Ampion Commenergy					
Avidia					
Total Avidia					
Employee Benefits Corporation					
Check	06/28/2024	BP062824	June Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation					-60.00
IMRF					
Check	06/07/2024	BP060724	June 2024 Payroll	21040 · IMRF	-14,203.49
Total IMRF					-14,203.49
Kamm Insurance Group					
Total Kamm Insurance Group					
Maguire Insurance					
Total Maguire Insurance					
Paylocity					
Total Paylocity					
Philadelphia Insurance Co					
Total Philadelphia Insurance Co					
Relation Insurance Services Great Lakes					
Total Relation Insurance Services Great Lakes					
TOTAL					-14,288.69

Financial Report

For the 12 Month(s) Ended June 30, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

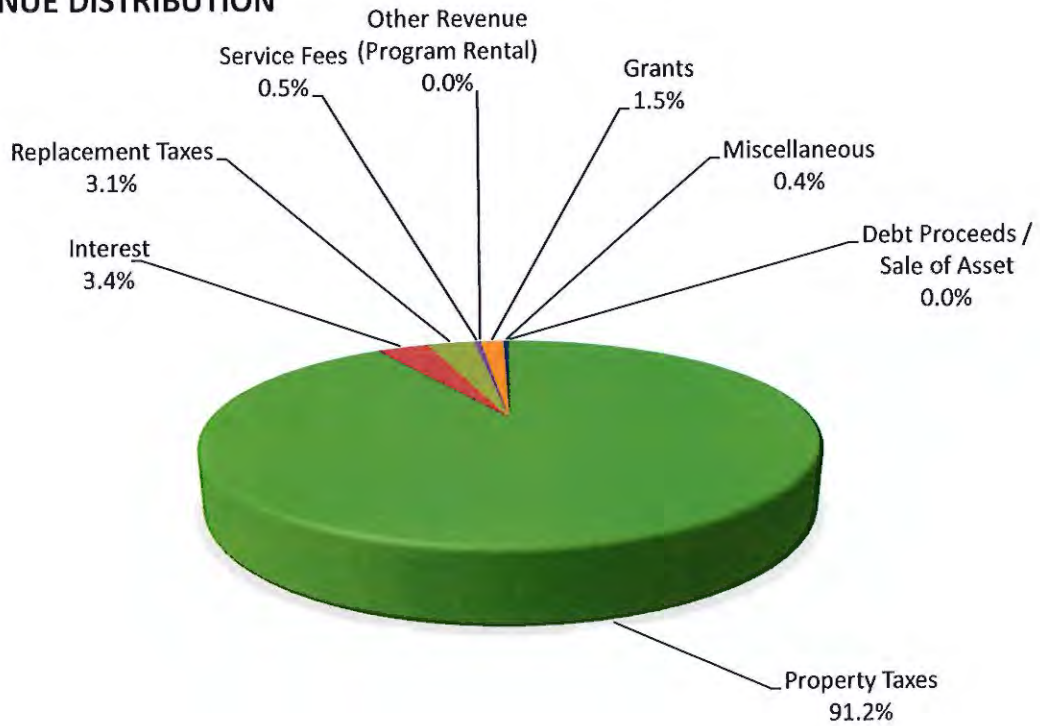
Budget vs. Actual Summary
For the 12 Month(s) Ended June 30, 2024

100% of Fiscal Year

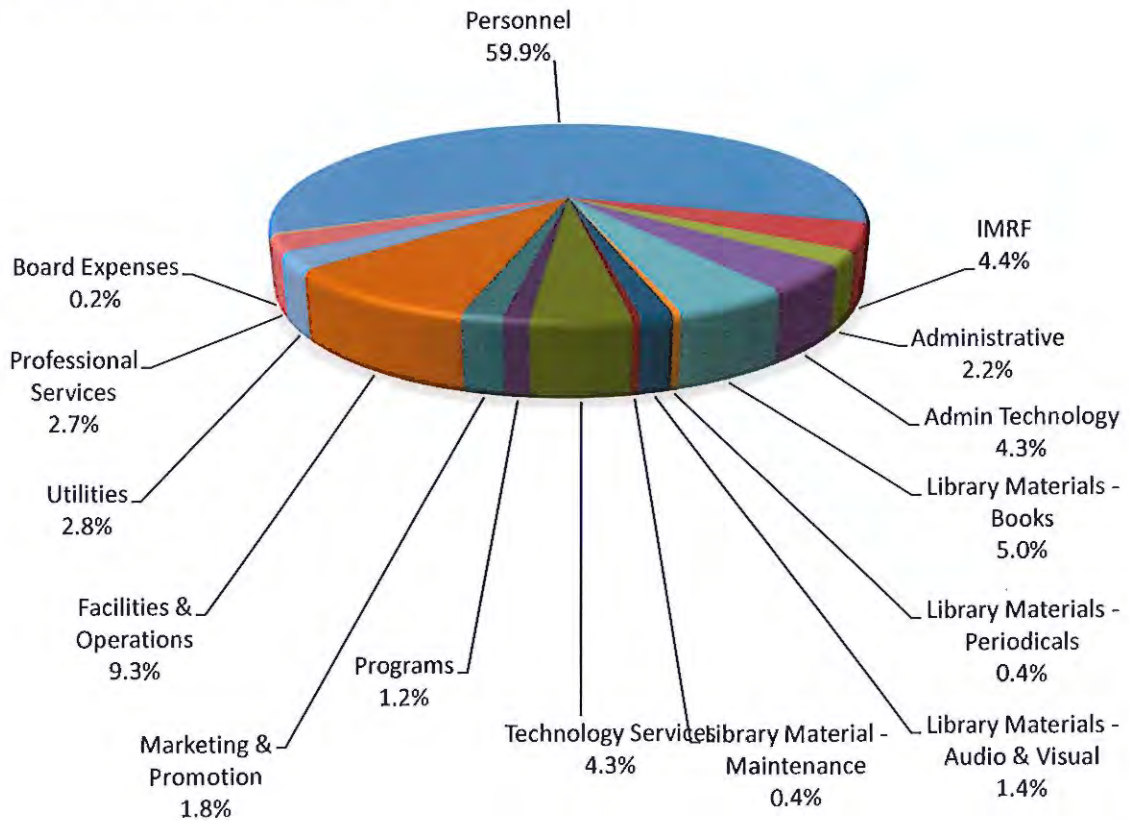
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,648,007	2,647,868	100%
Interest	98,305	45,800	215%
Replacement Taxes	89,067	60,000	148%
Service Fees	13,123	6,500	202%
Other Revenue (Program Rental)	20	-	0%
Grants	42,958	42,668	101%
Miscellaneous	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,903,410	<u>2,804,936</u>	<u>104%</u>
	<u>Budgeted Revenues</u> 2,804,936		
	% Diff 104%		
OPERATING EXPENDITURES			
Personnel	1,617,472	1,687,936	96%
IMRF	118,383	140,836	84%
Administrative	58,424	79,014	74%
Admin Technology	116,852	163,550	71%
Library Materials - Books	134,531	148,915	90%
Library Materials - Periodicals	10,059	8,850	114%
Library Materials - Audio & Visual	38,428	42,500	90%
Library Material - Maintenance	9,938	10,410	95%
Technology Services	115,478	110,450	105%
Programs	31,112	39,674	78%
Marketing & Promotion	48,050	36,208	133%
Facilities & Operations	250,004	198,563	126%
Utilities	76,393	52,000	147%
Professional Services	71,959	79,930	90%
Board Expenses	4,795	6,100	79%
	<u>Actual Expenditures</u> 2,701,877	<u>2,804,936</u>	<u>96%</u>
	<u>Budgeted Expenditures</u> 2,804,936		
	% Diff 96%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>201,532</u>	-	n/a
BEGINNING FUND BALANCE	1,527,511		
ENDING FUND BALANCE	<u>1,729,043</u>		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 12 Month(s) Ended June 30, 2024

REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 12 Month(s) Ended June 30, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 12 Month(s) Ended June 30, 2024

100% 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	93,508	2,906	1,891	98,305	45,800	215%
Replacement Taxes	89,067	-	-	89,067	60,000	148%
Service Fees	13,123	-	-	13,123	6,500	202%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	42,958	-	-	42,958	42,668	101%
Miscellaneous	11,929	-	-	11,929	2,100	568%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,761,066	140,452	1,891	2,903,410	2,804,936	104%
Budgeted Revenues	2,664,100	140,836	-	2,804,936		
% Diff	104%	100%	n/a	104%		
OPERATING EXPENDITURES						
Personnel	1,617,472	-	-	1,617,472	1,687,936	96%
IMRF	-	118,383	-	118,383	140,836	84%
Administrative	58,424	-	-	58,424	79,014	74%
Admin Technology	116,852	-	-	116,852	163,550	71%
Library Materials - Books	134,531	-	-	134,531	148,915	90%
Library Materials - Periodicals	10,059	-	-	10,059	8,850	114%
Library Materials - Audio & Visual	38,428	-	-	38,428	42,500	90%
Library Material - Maintenance	9,935	-	3	9,938	10,410	95%
Technology Services	115,478	-	-	115,478	110,450	105%
Programs	31,035	77	-	31,112	39,674	78%
Marketing & Promotion	48,050	-	-	48,050	36,208	133%
Facilities & Operations	250,004	-	-	250,004	198,563	126%
Utilities	76,393	-	-	76,393	52,000	147%
Professional Services	71,959	-	-	71,959	79,930	90%
Board Expenses	4,795	-	-	4,795	6,100	79%
Actual Expenditures	2,583,415	118,460	3	2,701,877	2,804,936	96%
Budgeted Expenditures	2,664,100	140,836	-	2,804,936		
% Diff	97%	84%	n/a	96%		
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)	177,652	21,993	1,888	201,532	-	
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511	1,527,511	
ENDING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,527,511	
Fund Balance as % of Total Expenditures	61%	26%	n/a	64%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
June 30, 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	41,113.71	5,000.00	89,067.05	0.00	0.00	89,067.05	60,000.00	29,067.05	148.45%
33000 · INTEREST INCOME	7,641.76	3,750.00	93,508.39	2,905.50	0.00	96,413.89	45,000.00	51,413.89	214.25%
33040 · INTEREST-IL FUND BLDG CONST	158.73	66.67	0.00	0.00	1,891.00	1,891.00	800.00	1,091.00	236.38%
35100 · FINES	0.10	0.00	118.09	0.00	0.00	118.09	0.00	118.09	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	592.99	333.33	7,389.30	0.00	0.00	7,389.30	4,000.00	3,389.30	184.73%
35510 · LOST AND PAID MATERIALS	39.45	83.33	1,756.22	0.00	0.00	1,756.22	1,000.00	756.22	175.62%
35710 · NON RESIDENT FEES	0.00	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	42,958.08	3,555.67	42,958.08	0.00	0.00	42,958.08	42,668.00	290.08	100.68%
38020 · OTHER GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	25.00	11,577.73	0.00	0.00	11,577.73	300.00	11,277.73	3,859.24%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	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%
	92,504.82	233,744.67	2,761,066.35	140,452.15	1,891.00	2,903,409.50	2,804,936.00	98,473.50	103.51%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	153,247.52	111,708.33	1,323,508.84	0.00	0.00	1,323,508.84	1,340,500.00	-16,991.16	98.73%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	14,091.24	19,903.00	191,165.37	0.00	0.00	191,165.37	238,836.00	-47,670.63	80.04%
41120 · FICA EXPENSE	11,171.53	8,583.33	97,862.59	0.00	0.00	97,862.59	103,000.00	-5,137.41	95.01%
41130 · UNEMPLOYMENT COMPENSATION	795.34	250.00	329.76	0.00	0.00	329.76	3,000.00	-2,670.24	10.99%
41140 · WORKERS COMPENSATION	2,300.00	216.67	4,605.00	0.00	0.00	4,605.00	2,600.00	2,005.00	177.12%
Subtotal	181,605.63	140,661.33	1,617,471.56	0.00	0.00	1,617,471.56	1,687,936.00	-70,464.44	95.83%
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	22.91	183.33	1,030.64	0.00	0.00	1,030.64	2,200.00	-1,169.36	46.85%
41330 · ASSOCIATION DUES	0.00	508.33	6,666.00	0.00	0.00	6,666.00	6,100.00	566.00	109.28%
41332 · PAYROLL PROCESSING	739.71	608.33	7,883.51	0.00	0.00	7,883.51	7,300.00	583.51	107.99%
41334 · OFFICE SUPPLIES GENERAL	249.09	458.33	5,631.31	0.00	0.00	5,631.31	5,500.00	131.31	102.39%
41336 · OFFICE EQUIPMENT	1,496.23	1,786.17	18,640.79	0.00	0.00	18,640.79	21,434.00	-2,793.21	86.97%
41338 · POSTAGE	0.00	541.67	5,050.96	0.00	0.00	5,050.96	6,500.00	-1,449.04	77.71%
41342 · ADMINISTRATIVE MISC	32.00	291.67	2,555.53	0.00	0.00	2,555.53	3,500.00	-944.47	73.02%
41344 · SUPPLIES-FOOD	108.11	500.00	2,486.14	0.00	0.00	2,486.14	6,000.00	-3,513.86	41.44%
41346 · MATERIALS & RESOURCE RECOVERY	216.70	83.33	1,408.55	0.00	0.00	1,408.55	1,000.00	408.55	140.86%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	375.00	4,248.17	0.00	0.00	4,248.17	4,500.00	-251.83	94.4%
Subtotal	2,864.75	6,584.50	58,423.60	0.00	0.00	58,423.60	79,014.00	-20,590.40	73.94%

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

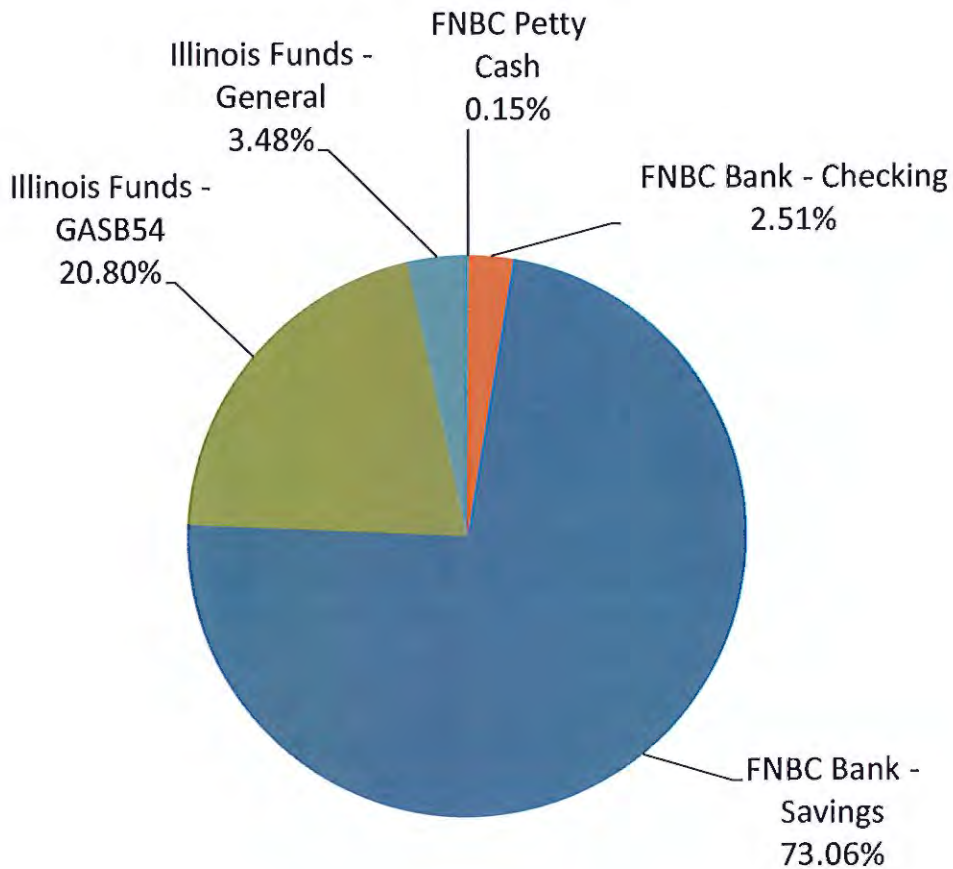
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	1,776.25	6,268.33	25,929.17	0.00	0.00	25,929.17	75,220.00	-49,290.83	34.47%
41410 · SOFTWARE STAFF	161.44	284.17	3,559.34	0.00	0.00	3,559.34	3,410.00	149.34	104.38%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	0.00	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	1,937.69	13,629.17	116,852.19	0.00	0.00	116,852.19	163,550.00	-46,697.81	71.45%
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	1,361.73	5,891.67	61,167.26	0.00	0.00	61,167.26	70,700.00	-9,532.74	86.52%
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	85.79	458.33	4,023.29	0.00	0.00	4,023.29	5,500.00	-1,476.71	73.15%
42140 · BOOKS-YOUTH	112.60	1,958.33	21,548.81	0.00	0.00	21,548.81	23,500.00	-1,951.19	91.7%
42170 · RBP/ALL BOOK REPLACEMENT	0.00	83.33	411.73	0.00	0.00	411.73	1,000.00	-588.27	41.17%
Subtotal	1,560.12	12,409.58	134,531.09	0.00	0.00	134,531.09	148,915.00	-14,383.91	90.34%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	300.00	737.50	10,058.59	0.00	0.00	10,058.59	8,850.00	1,208.59	113.66%
Subtotal	300.00	737.50	10,058.59	0.00	0.00	10,058.59	8,850.00	1,208.59	113.66%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	348.07	2,750.00	30,049.40	0.00	0.00	30,049.40	33,000.00	-2,950.60	91.06%
42330 · AV MATERIALS-YOUNG ADULT	0.00	166.67	1,944.44	0.00	0.00	1,944.44	2,000.00	-55.56	97.22%
42340 · AV MATERIALS-YOUTH	262.64	625.00	6,433.66	0.00	0.00	6,433.66	7,500.00	-1,066.34	85.78%
Subtotal	610.71	3,541.67	38,427.50	0.00	0.00	38,427.50	42,500.00	-1,121.90	90.42%
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	25,857.57	0.00	0.00	25,857.57	28,100.00	-2,242.43	92.02%
42420 · SOFTWARE PUBLIC	0.00	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	406.00	2,445.83	42,438.74	0.00	0.00	42,438.74	29,350.00	13,088.74	144.6%
Subtotal	2,409.66	9,204.17	115,477.67	0.00	0.00	115,477.67	110,450.00	7,270.60	104.55%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	33.09	850.83	9,574.13	0.00	3.00	9,577.13	10,210.00	-632.87	93.8%
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	33.09	867.50	9,934.76	0.00	3.00	9,937.76	10,410.00	-632.87	95.46%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	0.00	955.83	9,116.59	76.78	0.00	9,193.37	11,470.00	-2,276.63	80.15%
44130 · PROGRAMS-YOUNG ADULT	146.36	416.67	4,151.99	0.00	0.00	4,151.99	5,000.00	-848.01	83.04%
44135 · PROGRAMS-SUMMER READING	0.00	355.83	2,821.82	0.00	0.00	2,821.82	4,270.00	-1,448.18	66.09%
44140 · PROGRAMS-YOUTH	0.00	861.17	9,198.89	0.00	0.00	9,198.89	10,334.00	-1,135.11	89.02%
44145 · EVENTS AND OUTREACH	0.00	716.67	5,746.19	0.00	0.00	5,746.19	8,600.00	-2,853.81	66.82%
Subtotal	146.36	3,306.17	31,035.48	76.78	0.00	31,112.26	39,674.00	-3,988.92	78.42%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	0.00	328.33	2,333.46	0.00	0.00	2,333.46	3,940.00	-1,606.54	59.23%
44215 · WEBSITE	2,155.00	833.33	24,234.88	0.00	0.00	24,234.88	10,000.00	14,234.88	242.35%
44220 · PROMO MATERIALS-ADULT	0.00	250.00	2,584.77	0.00	0.00	2,584.77	3,000.00	-415.23	86.16%
44240 · PROMO MATERIALS-YOUTH	210.50	208.33	2,461.61	0.00	0.00	2,461.61	2,500.00	-38.39	98.46%
44245 · PROGRAM GUIDE	0.00	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	2,365.50	3,017.33	48,050.36	0.00	0.00	48,050.36	36,208.00	11,842.36	132.71%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	1,659.50	1,450.00	23,321.00	0.00	0.00	23,321.00	17,400.00	5,921.00	134.03%
45112 · SECURITY SERVICE	1,599.20	1,775.00	20,339.83	0.00	0.00	20,339.83	21,300.00	-960.17	95.49%
45115 · JANITORIAL SUPPLIES	0.00	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	1,248.00	823.33	8,330.50	0.00	0.00	8,330.50	9,880.00	-1,549.50	84.32%
45140 · EXTERIOR R & M-OTHER	0.00	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	1,689.00	2,083.33	47,132.94	0.00	0.00	47,132.94	25,000.00	22,132.94	188.53%
45155 · GENERAL BLDG SERVICES	150.49	125.00	1,677.20	0.00	0.00	1,677.20	1,500.00	177.20	111.81%
45160 · CONTRACT INSPECTION & MAINTENAN	612.35	1,563.58	24,942.31	0.00	0.00	24,942.31	18,763.00	6,179.31	132.93%
45165 · INTERIOR R & M-OTHER	0.00	3,766.67	52,687.32	0.00	0.00	52,687.32	45,200.00	7,487.32	116.57%
Subtotal	6,958.54	16,546.92	250,004.08	0.00	0.00	250,004.08	198,563.00	51,441.08	125.91%
12E · UTILITIES									
45310 · UTILITIES-GAS	843.16	716.67	10,182.09	0.00	0.00	10,182.09	8,600.00	1,582.09	118.4%
45320 · UTILITIES-ELECTRIC	4,132.76	2,333.33	45,453.56	0.00	0.00	45,453.56	28,000.00	17,453.56	162.33%
45330 · UTILITIES-TELEPHONE	942.45	850.00	10,116.33	0.00	0.00	10,116.33	10,200.00	-83.67	99.18%
45340 · UTILITIES-WATER	717.66	333.33	9,621.48	0.00	0.00	9,621.48	4,000.00	5,621.48	240.54%
45350 · UTILITIES-TRASH	84.99	100.00	1,019.88	0.00	0.00	1,019.88	1,200.00	-180.12	84.99%
Subtotal	6,721.02	4,333.33	76,393.34	0.00	0.00	76,393.34	52,000.00	24,393.34	146.91%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	19,897.00	1,539.17	32,217.00	0.00	0.00	32,217.00	18,470.00	13,747.00	174.43%
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	4,387.50	1,000.00	9,972.40	0.00	0.00	9,972.40	12,000.00	-2,027.60	83.1%
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	18,900.00	0.00	0.00	18,900.00	19,000.00	-100.00	99.47%
Subtotal	25,859.50	6,660.83	71,959.40	0.00	0.00	71,959.40	79,930.00	-7,970.60	90.03%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	250.00	83.33	273.75	0.00	0.00	273.75	1,000.00	-726.25	27.38%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	3,400.00	0.00	0.00	3,400.00	4,100.00	-700.00	82.93%
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	4,795.07	0.00	0.00	4,795.07	6,100.00	-1,304.93	78.61%
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	12,703.53	11,736.33	0.00	118,382.83	0.00	118,382.83	140,836.00	-22,453.17	84.06%
Subtotal	12,703.53	11,736.33	0.00	118,382.83	0.00	118,382.83	140,836.00	-22,453.17	84.06%
70E · SPECIAL RESERVE EXPENDITURES									
70000 · HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E · TRANSFERS OUT									
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	246,416.10	233,744.67	2,583,414.69	118,459.61	3.00	2,701,877.30	2,804,936.00	-103,058.70	96.33%
	-153,911.28	0.00	177,651.66	21,992.54	1,888.00	201,532.20	0.00	201,532.20	100.00%

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

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
FNBC Bank - Checking	#6031	A/P	0.10%	85,004
FNBC Bank - Savings	#0317	MM	2.79%	2,474,060
Illinois Funds - GASB54	#6950	MM	Various	704,309
Illinois Funds - General	#5519 / 1507	MM	Various	117,864
Total				\$ 3,386,397



West Chicago Public Library District

Financial Analysis

For the 12 Month(s) Ended June 30, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

100% of Budget Year

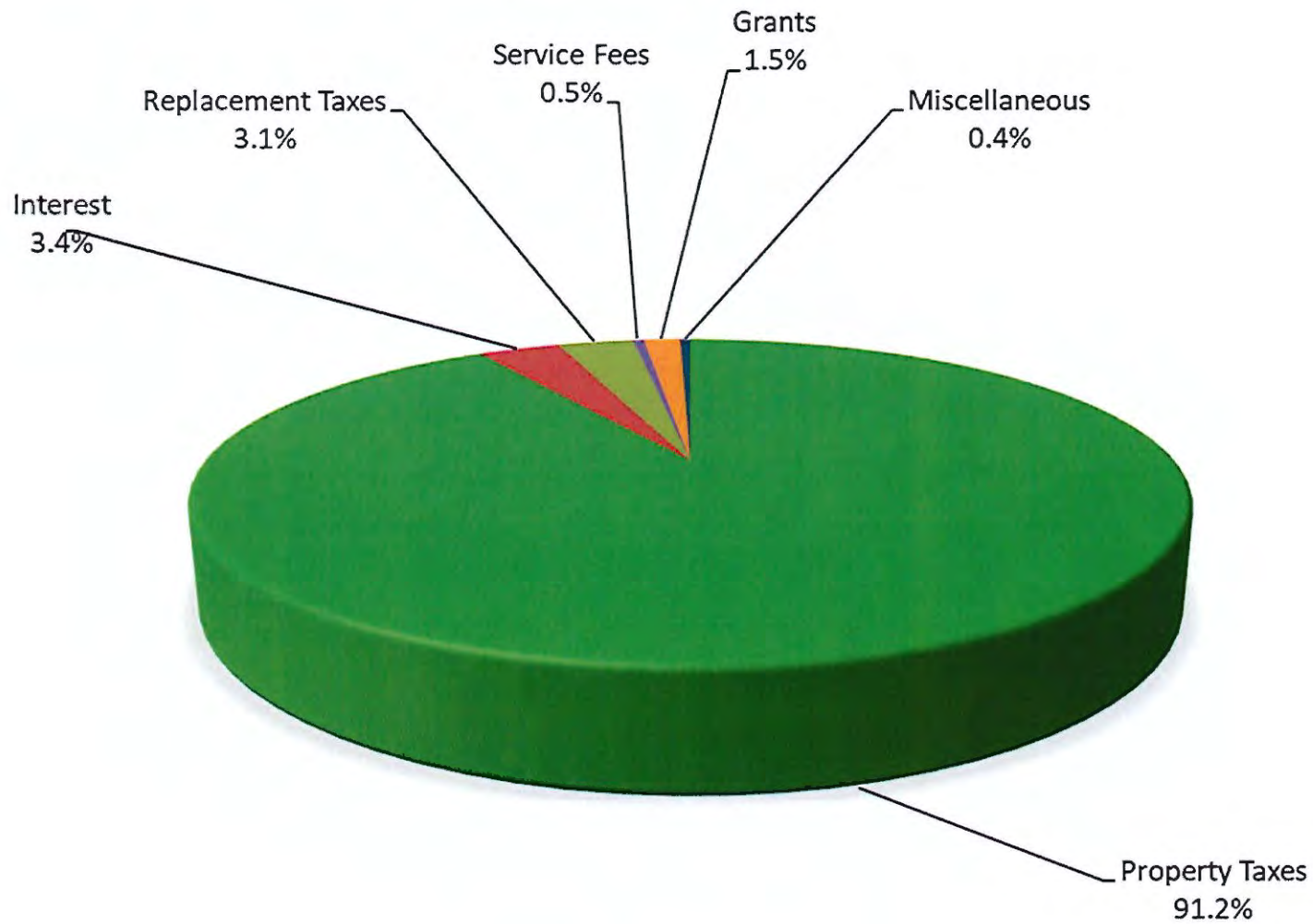
- 104% of Total Budget
- Property Taxes
 - Collected \$2,648,007 or 100% of Budgeted Property Taxes (1st & 2nd Installments from DuPage County)
- Replacement Taxes
 - Collected \$89,067 or 148%
- Interest
 - Collected \$98,305 or 215% of Budget
- Other Income
 - Collected \$11,929 as a TIF Rebate/Refund
- Service Fees
 - Collected \$13,123 or 202% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Total Actual	Inc/(Dec) from Last Year
Property Taxes	2,648,007	2,647,868	100%	2,470,247	7%
Interest	98,305	45,800	215%	64,665	52%
Replacement Taxes	89,067	60,000	148%	135,222	-34%
Service Fees	13,123	6,500	202%	11,932	10%
Other Revenue (Program Rental)	20	-	n/a	80	-75%
Grants	42,958	42,668	101%	42,668	1%
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	2,903,410	2,804,936	104%	2,725,795	7%
Budgeted Revenues	2,804,936				
% Diff	104%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

100% of Budget Year

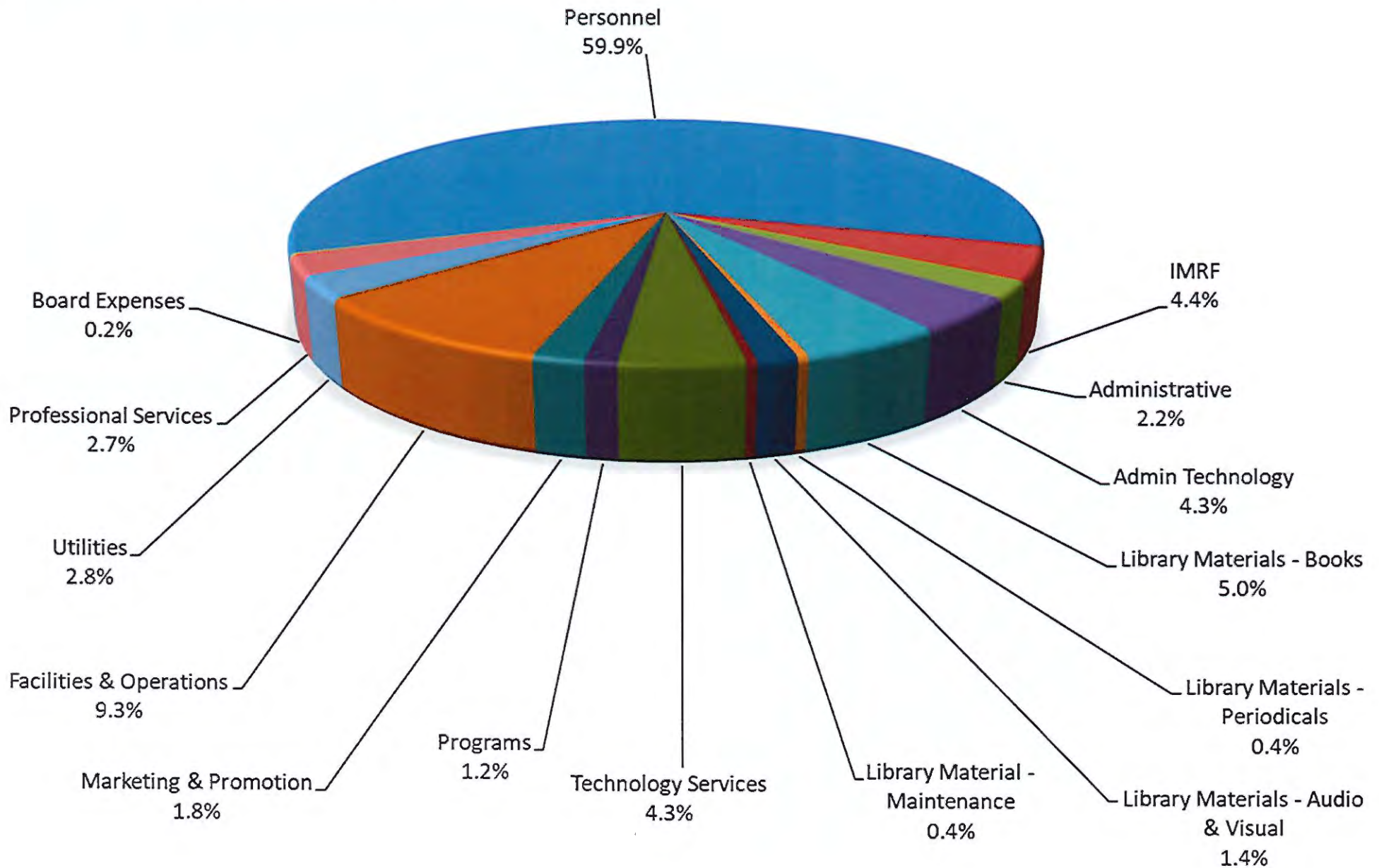
- 96% of Total Budget
- Admin. Technology
 - 71% of Budget
- Library Materials
 - 96% of Budget
 - \$36,345 for Electronic Reference Annual Subscriptions
 - \$19,700 for IT Server Maintenance
 - \$7,300 for IT Project Install & Migration
- Professional Services
 - 90% of Budget
 - \$14,500 for new Website
- Facilities & Operations
 - 126% of Budget
 - \$9,744 for New Drop Boxes
 - \$10,800 for Roof Repairs
 - \$11,250 for Camera Installation
- Utilities
 - 147% of Budget
 - Electric & Water/Sewer

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Total Actual	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,617,472	1,687,936	96%	1,518,570	7%
IMRF	118,383	140,836	84%	126,168	-6%
Administrative	58,424	79,014	74%	63,643	-8%
Admin Technology	116,852	163,550	71%	128,922	-9%
Library Materials - Books	134,531	148,915	90%	118,342	14%
Library Materials - Periodicals	10,059	8,850	114%	7,779	29%
Library Materials - Audio & Visual	38,428	42,500	90%	33,940	13%
Library Material - Maintenance	115,478	110,450	105%	90,509	28%
Technology Services	9,938	10,410	95%	9,792	1%
Programs	31,112	39,674	78%	39,181	-21%
Marketing & Promotion	48,050	36,208	133%	24,575	96%
Facilities & Operations	250,004	198,563	126%	196,375	27%
Utilities	76,393	52,000	147%	44,495	72%
Professional Services	71,959	79,930	90%	61,774	16%
Board Expenses	4,795	6,100	79%	3,727	29%
Actual Expenditures	2,701,877	2,804,936	96%	2,467,792	9%
Budgeted Expenditures	2,804,936				
% Diff	96%				

Expenditures

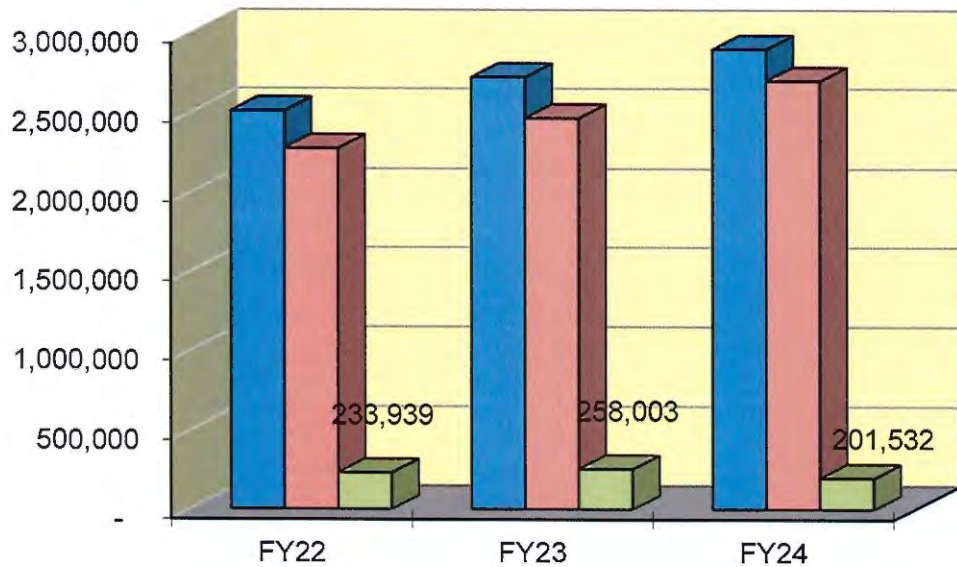
OPERATIONAL EXPENDITURE DISTRIBUTION



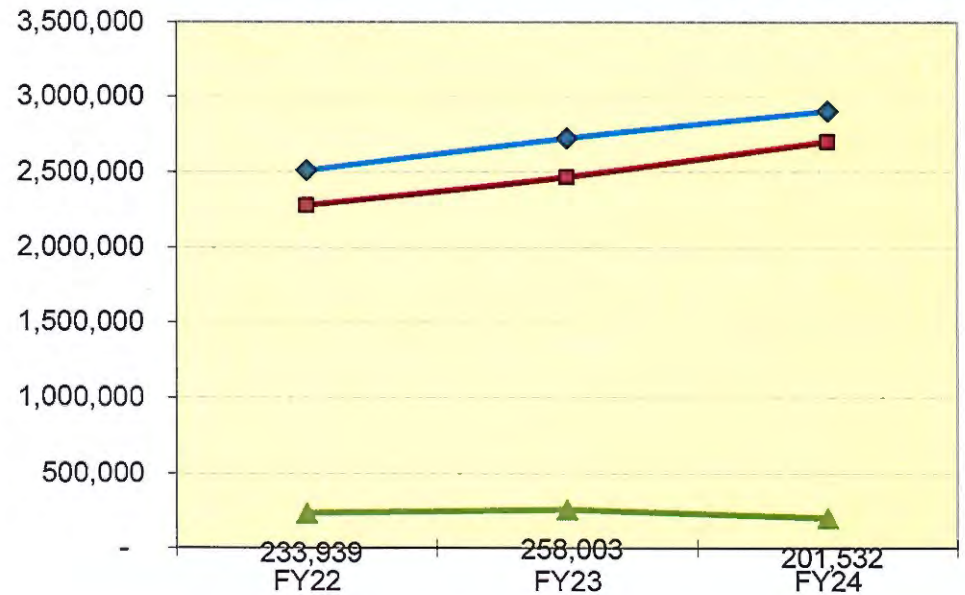
Revenue, Expenditure & Fund Balance

For the 12 Month(s) Ended June 30, 2024

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	177,652	21,993	1,888	201,532
BEGINNING FUND BALANCE	1,395,255	8,569	123,686	1,527,511
ENDING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
Fund Balance as % of Total Expenditures	61%	26%	n/a	64%



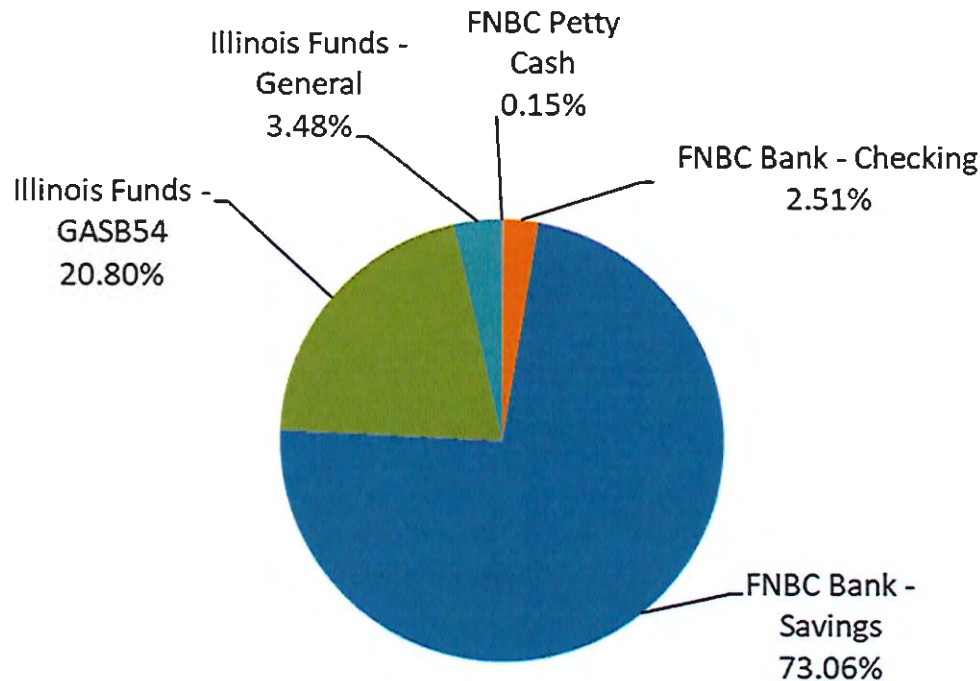
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	Bank Value
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Illinois Funds - GASB54	#6950	MM	Various	704,309
Illinois Funds - General	#5519 / 1507	MM	Various	117,864
Total				\$ 3,386,397



Library Director Report

July 22, 2024

The 2023-2024 fiscal year concluded as of June 30 and the 2024-2025 fiscal year has begun, as of July 1. Revenues came in about \$100,000 more than budgeted for the fiscal year, as I had predicted. Financial statements for June indicate actual expenditures roughly \$200,000 below actual revenue, but that will be less once adjusting entries are made and final June bills are paid. The audit process will begin with our initial meeting with Lauterbach & Amen on July 18. During that meeting dates will be established for completion of fieldwork, drafts of the management's discussion and analysis (MD&A), and the annual audit document. The Tentative Budget & Appropriations Ordinance is included in the packet for review and adoption at the July 22 board meeting and will have a public hearing on August 26 for public comment and final approval at the August 26 board meeting. The legal notice for the public hearing will be published in the Daily Herald and on our website and the public informed via social media and e-news.

ComEd turned off power on July 3 for roughly half a day (to repair an electrical pole along Turner Court). The library shut down for the morning and reopened at 1:00 p.m. Unfortunately, upon reopening the HVAC system didn't restart. Attempts to reset the system did not resolve the issue. Service was called for Friday morning repair. The technician scheduled Friday morning was sick and another technician was re-routed from another job to address the HVAC system. The technician arrived at approximately 10:45 a.m. on Friday, July 5. Upon arrival temperatures were in the mid to upper eighties throughout the library. It was determined that fuses were blown on the chilled water pump. Once replaced the system came back online and the library began to cool down. Temperatures were in the normal range by early afternoon. It is recommended that we monitor the chilled water pump activity and if it begins to show signs of any issues, replace it. As you may recall, we already have the chilled water pump on-site in the case replacement is necessary.

Midwest Sealcoat resealed the parking lot on July 4 and restriped the parking lot on July 5. Through conversation with Midwest Sealcoat for this project, it was determined that the minimum fine for handicap parking violations in West Chicago was recently increased to \$350. The state minimum is \$250. I am researching options and will make arrangements to update our handicap signage to reflect the \$350 minimum fine on all library handicap parking signs.

As I had mentioned in a previous board meeting, the treeline along the back of the Washington Street businesses is a liability for the library as the canopies of these trees hang over the library's property line. With the recent heavy storms and high winds on consecutive days, several large branches fell from the trees. I am going to be moving forward with obtaining quotes for tree trimming/removal for the trees along the property line behind the Washington Street businesses.

We have been reviewing applications and interviewing candidates for a few positions throughout the library. Our newest hire is Francesca T., Youth Services Librarian. Francesca began on July 15. She fills the librarian position that was vacated when Luke S. became the Youth Services Manager. In Circulation Services, we have hired one new employee, but are interviewing for two additional Circulation Services

Library Director Report

July 22, 2024

Assistants to replace two leaving in early August. Lastly, the Facilities Assistant job description has been revised and will be posted internally, on our web site, and on the RAILS Job Board by the end of July. This position will assist the Library Director with coordinating and handling the many facilities-related components of the property.

The library attorney is working on the rider to accompany the agreement for the capital projects approved through the Joint Purchasing Alliance. Once the terms have been finalized and agreed upon, the work will be scheduled.

In a joint statement from the Mexican Cultural Center (MCC) and the City of West Chicago, there will be no Mexican Independence Festival this year. The Olmec Head Trails Exhibit throughout DuPage County has taken a lot of time and it was determined that there was not enough time to plan a safe and successful event this year. While the library was in discussion with the MCC about ways to participate in the festival, the library will now take this opportunity to host an event on September 14 to celebrate Mexican Independence for the community including activities, live music, and food.

Members of the management team have been registered to attend two different learning opportunities from HR Source in the coming month. The first session is titled *Legal Issues for Supervisors* on July 30 at their Downers Grove headquarters from 9:00 a.m. to 1:00 p.m. There will be three managers attending that training. Four Managers are registered to attend the second training session titled "The Tricky Trifecta: ADA, FMLA, and Workers' Compensation; also hosted at the Downers Grove location.

The staff serverless transition is slated for completion on August 6, when the on-site server access will be cutoff for staff and all staff computing will occur in the cloud. This provides a more secure environment for staff computing and also allows for greater flexibility to access and share documents. Sikich provided two training sessions for all library staff. Those who couldn't attend the training sessions can view the recorded training sessions provided by Sikich and/or consult with the IT Librarian for training. This is a shift in mindset for how we access documents and files and collaborate with our colleagues. The learning curve is somewhat steep, but will provide greater flexibility and security as we continue to improve and advance our computing environment. Additionally, as we continue to consider ways to improve the security of our computing environment, multi-factor authentication is planned to be implemented for all staff by the end of summer.

As a reminder, July 22 is the beginning of early bird registration for the ILA Annual Conference in Peoria, Illinois. The dates of the conference are October 8-10. The Library Trustee Day is Thursday, October 10 and includes training options specifically geared toward library trustees. If you would like to attend, please let me know and we will register you for the conference.

Department Reports

June 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – June
 - Total opens: 23,421
 - May +1.4%
 - April -19.3%
 - Biweekly Program Newsletters x 8
 - Total opens: 14,006
 - May -7%
 - April -11.8%
 - Special Program Highlight Emails x 4
 - May -20%
 - At least one email from May was promoting Summer Quarter programming.
 - April -44%
 - Total opens: 9,415
 - May +17.9%
 - April -27.5%
 - Even though we did 56% more SPH emails in April, those 56% more emails were only an extra 27.5% more effective at garnering opens.
 - Events promoted with an SPH email include:
 - Summer Library Challenge
 - Summer Concert Series
 - Youth Services Summer Programming Overview
 - Wi-Fi Outage
- Social Media Campaigns
 - Social Posts x 30
 - 2 posts were unscheduled due to event filling early, and manager request to de-emphasize that particular event.
 - May +17%
 - April +7%
 - Total impressions: 13,601
 - May +97%
 - April -2.7%
 - Total reach: 12,802
 - May +96.4%
 - April +2.3%
 - Total engagements: 366
 - May +159.5%
 - April -6.9%
- Physical Materials

- A new program guide is in development during July, expect it in your mailbox early August!
- June saw a whole new crop of posters created and hung around the library! They covered such programming as:
 - Summer Concert Series
 - Adult Services Craft Overview
 - Summer Reading Challenge
 - 100 Days Until Halloween
- Developed and produced 300 serialized tickets for the End-of-Summer Picnic program.
- Website
 - During the month of June, the Summer Library Challenge web page was created and published, serving as a landing page for our promotions to encourage patrons to start the Summer Library Challenge!
 - As of 07/18, the webpage had earned 557 visits.
 - The engagement time is the second longest among our top ten trafficked pages.
 - 57s @ SLC page
 - Avg. = 61s
 - Med. = 31s
 - Max = 78s
 - Min = 11s
 - The SLC webpage is still in the top ten most visited pages at present.
 - 51.6% of our website visitors came from organic Google traffic as opposed to direct traffic. We will continue to monitor as we add more pages and further optimize and develop our content.
 - Adjusted Notary Request form to integrate better with our ability and processes to provide that service.
 - The form submissions now directly go to notary staff members instead of the generalized "Ask" account.

ADULT SERVICES

Engagement:

Programs: A total of 12 programs were offered in June with a total attendance of 182.

Take and Make Kits/Seed Library: There were a total of 64 Take and Make kits and 132 seed packets from the seed library taken in June.

Program Highlights:

Summer Concert Series: Our first concert of the series was held at Reed Keppler Park on June 12th. The Contemporary String Quartet, New Vintage Strings, played an amazing concert for 106 attendees.

Outreach:

Lisa P. and Edith C. prepared and presented at three outreach events in June. Visiting Wood Glen Senior Residences, Aperia Care and Franciscan court to hold a trivia game with residents.

Jenny W. and Rosario Z. visited Wayne Township Senior center and assisted seniors with device questions.

Professional Development:

The Adult Services staff viewed a training on SharePoint given by Sikich in June.

Three staff members in Adult Services viewed the webinar: "Working in the 'Gray Area': Boundaries for Library Staff."

ADULT SERVICES: YOUNG ADULT

PROGRAMS:

- In June, 5 programs were offered for teens with a total of 37 participants
 - There has been an increase in participation for all of the June teen programs. Many of the new teen participants have cited the YA Librarian's May school outreach visits as to how they found out about the variety of program offerings.
 - The teens had fun at this month's YA Cafe: DIY Button Making program. They commented on how quick and easy the button making process was, allowing them to make multiple buttons during the session.

YOUNG ADULT AREA

- In June, 30 kits of the DIY: Father's Day Card were taken as part of our Teen Take 'n' Make craft kit series.
- The Illinois Lincoln Award 2025 list is now in one browsable collection in the YA corner.
- The librarians at West Chicago Community High School provided a list per class for their students' summer required reading. The YA librarian gathered the titles from the list and placed them on a browsing cart near the Adult Services reference desk.

CIRCULATION SERVICES

Circulation Statistics June 2024:

- 13,966 Total Items checked out, 4.30% decrease from June 2023.
- 3,232 Electronic materials checked out, 1.64% decrease from June 2023.

- The total value of the materials checked out by our patrons was \$90,505.03 during June 2024.
- During June 2024, we had 165 patrons using self-check and a total of 655 items checked out.

Patron Statistics June 2024:

- 5,586 Visitors to the library, 3.91% increase from June 2023.
- 93 New patrons added, 19.13% increase from June 2023.
- 10,322 Card holders, 16.99% decrease from June 2023.
- 35.68% of the district population have library cards, a 7.30% decrease from June 2023.

Other Activities:

- Rosario G. and Gabriel C. from Circulation Services and Edith C. from Adult Services visited Franciscan Court Supportive Living to deliver books and issue library cards for their residents. During the visit we issued 5 new library cards, delivered 12 books that residents requested and donated 82 items.
- The library card design for this year's Library Card Sign-up Month will be Snoopy (imaged attached)



TECHNICAL SERVICES

Acquisitions:

- 276 Items invoiced/received.
- 127 Items on-order.
- 77 Items received not processed.
- 13 Items ordered.
- 3 Items returned.
- 3 Donations.
- 2 Items cancelled.

Cataloged:

- 5748 Items added to the collection.

Withdrawals:

- 196 Items withdrawn from the collection.

Material Maintenance:

- 76 Items repaired in house.

Other Activities:

- 564 Books inventoried.
- 218 Postage processed.
- 164 Invoices processed.
- 88 Items moved from the new shelf to the regular collection.
- 71 Award titles updated.
- 48 West Chicago Suburban Life scanned and converted to searchable PDF.
- 35 High School Summer Reading books converted for display.
- 34 Withdrawn books donated to Better World Books.
- 19 Pre-cat records created.
- 19 Title transfers.
- 12 E/J Kit records updated.
- 12 Missing items reclaimed.
- 2 J Puzzles added to collection.
- 1 Digital movie added to the collection.

YOUTH SERVICES

Programs

The Summer Reading Challenge is off and running with 130 young patrons signed up at the midway point. Thirty children have finished the challenge thus far. Youth services have seen 200 patrons in yoga, Disney and STEAM education themed story programs. Wonder

Club is a DuPage Children's Museum initiative library staff has been implementing with STEAM elements and an amusement park theme. Programs have included waterslide and roller coaster design, map study, and imagined fare foods. The department has engaged with one-hundred forty-three community members with an insect themed story at Cantigny, weekly stories with District 33's Birth to Three initiative, an outreach program at Kindred Coffee and a KinderCare daycare Storytime.

Program Highlight:

The Toddler Obstacle Course continues to be an exciting, interactive program for the department. We eagerly await the announcement of the Dollar General grant, applied for in the Spring, which will be announced in the coming weeks. Funding from this grant would allow us to expand the obstacle course and establish valuable connections to reading and literacy.

Passive Activities

The department has made more than 200 take & make crafts and activities available since Summer began. They included summer themed paper folding activities, paper tube crafts, campfire themed cut & paste activities, wands, scavenger hunts and more. In addition, we have handed out 175 to-go bags with beach crafts, Father's Day gifts, mermaid creations and various pop culture themed activities.

Professional Development

Luke S. has viewed two Booklist webinars discussing Fall material releases and nonfiction series.

Nicole L. viewed a ComicsPlus database informational webinar available through RAILS.

Personnel

Francesca T. began working as the new Youth Services Librarian on Monday, July 15th. Nicole Lapas has returned from medical leave as of July 11th.

IT Report

Wireless Overview

June had **557 unique clients** with 1.24Tb of data used.

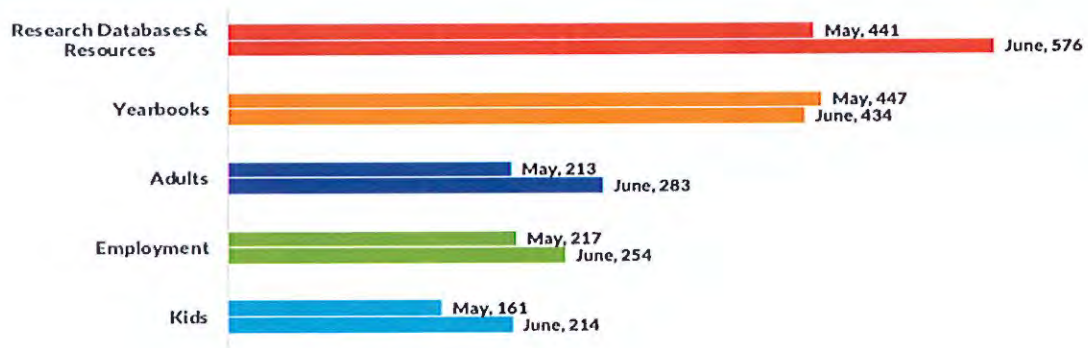
WiFi Usage June 2023 - June 2024



Website

In June we had **9,704 website visits**.

Top 5 Pages in June



Computer Usage

We had **431 users in June**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (May)	Average Time Per Session (May)	Total Logins (June)	Average Time Per Session (June)
Adult	338	41 Minutes	351	41 Minutes
Youth	43	27 Minutes	80	16 Minutes
Newspaper	0	0 Minutes	0	0 Minutes



WEST CHICAGO PUBLIC LIBRARY DISTRICT

TENTATIVE

ORDINANCE 24-03

BUDGET AND APPROPRIATIONS OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

PART I

ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2024, all funds	1,729,043
Item 2:	Property Taxes	2,845,551
Item 3:	Replacement tax	65,000
Item 4:	Interest	46,000
Item 5:	Grants	42,958
Item 6:	Other receipts (fines, fees, gifts, etc.)	9,500
Item 7:	Estimated Amount Available	<u>4,738,052</u>

PART II

	BUDGET	APPROPRIATIONS	
Item 1:	Salaries	1,472,582	1,500,000
Item 2:	Insurance-Health, Dental, Life	256,744	300,000
Item 3:	FICA	109,000	125,000
Item 4:	Unemployment Compensation	2,000	5,000
Item 5:	Worker's Compensation	2,300	4,000
Item 6:	Administrative Expenses	82,215	95,000
Item 7:	Administrative Technology Expense	167,895	200,000
Item 8:	Library Materials-Books	153,999	175,000
Item 9:	Library Materials-Periodicals	9,500	12,500
Item 10:	Library Materials-Audio Visual	49,850	60,000
Item 11:	Technology Services	119,248	150,000
Item 12:	Library Material Maintenance	10,560	13,000
Item 13:	Programs	42,886	52,000
Item 14:	Marketing & Promotions	28,398	42,000
Item 15:	Facilities & Operations	184,360	225,000
Item 16:	Utilities	79,660	95,000
Item 17:	Professional Services	80,636	90,000
Item 18:	Library Board Expenses	7,600	10,000
Item 19:	Capital Projects Expenses (Paid from Corporate Carryover, not current tax levy)	350,000	375,000
Item 20:	Estimated Expenditures/Appropriations	<u>3,209,433</u>	<u>3,528,500</u>

PART III

SPECIAL FUND ESTIMATED EXPENDITURES/APPROPRIATIONS

Item 1:	Illinois Municipal Retirement Fund	149,876	175,000
Item 2:	Estimated Expenditures/Appropriations	149,876	175,000

PART IV

SPECIAL RESERVE FUND ESTIMATED EXPENDITURES/APPROPRIATIONS

Item 1:	Special Reserve Fund	0	50,000
		0	50,000

PART V

SUMMARY

Total Budget and Appropriation for Corporate Fund	3,209,433	3,528,500
Total Budget and Appropriation for IMRF	149,876	175,000
Total Budget and Appropriation for Special Reserve Fund	0	50,000
Total Budget and Appropriation	3,359,309	3,753,500

ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2025

Estimated Amount Available All Funds: Part 1 - Item 7	4,738,052	4,738,052
minus Part II - Item 20	-3,209,433	-3,528,500
minus Part III - Item 1	-149,876	-175,000
minus Part IV - Item 1	0	-50,000
Estimated balance to be on hand at June 30, 2025	1,378,743	984,552

PART VI

All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on August 26, 2024

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

Bloom _____ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Patricia Weninger, President
Board of Library Trustees

ATTEST:

Diane Kelsey, Secretary
Board of Library Trustees

SEAL

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 BLOODBORNE PATHOGENS POLICY
4

5 While normal library operations are not likely to involve circumstances exposing employees or users to
6 bloodborne pathogens, the West Chicago Public Library District complies with Illinois Department of
7 Labor regulations and therefore the federal Occupational Safety and Health Administration regulations
8 relating to occupational exposures to bloodborne pathogens which have been incorporated by
9 administrative actions.
10

11 A. Exposure Determination:

12 No particular job classification of the Library has occupational exposure (meaning “reasonably
13 anticipated...contact with blood or other potentially infectious materials that may result from the
14 performance of an employee’s duties”), however, emergencies may occur with staff or patrons,
15 particularly youth or elderly patrons, to which Library employees in all classifications may be called
16 upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting,
17 spitting, etc.) could present an individual threat.
18

19 B. Universal Precautions:

20 All potential circumstances of exposure must be taken into account by the Library and its employees
21 to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other
22 bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases.
23 In emergency or other such circumstances, when contact with blood or other potentially infectious
24 materials may result, the Library’s approach to infection control requires all human blood and body
25 fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
26 Engineering and work practice controls shall be used to eliminate or minimize employee exposures,
27 and if a possibility of exposure remains, personal protective equipment shall also be used.
28

29 C. Exposure Control Plan:

30 At any time within the Library environment that human blood, human body fluids, or other
31 potentially infectious materials are presented, the area contaminated shall be immediately cordoned
32 off and quarantined, even if the entire Library must be closed to accomplish this completely.
33 Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the
34 cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-
35 Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup
36 firm shall be contacted and retained for complete cleanup and decontamination. The quarantine
37 shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are
38 provided by the Library and must be used by the employees as soon as feasible, including following
39 the removal of personal protective equipment. A complete record of all incidents, exposures,
40 cleanup, and disposals shall be kept as required by the regulations.
41

42 D. Training and Immunizations:

43 The Library shall provide directly or through System, State, or associational programs, annual in-
44 service training/educational programs for all affected employees. Any employee who has an
45 occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance
46 with the regulations. Following the report of an exposure incident, the Library will make
47 immediately available to the exposed employee or employees a confidential medical evaluation and
48 follow-up as provided in the regulations.
49

- 50 Revision Approved by Board of Library Trustees: August 23, 2004
- 51 Approved by Board of Library Trustees: August 27, 2007
- 52 Revision Approved by Board of Library Trustees: November 22, 2010
- 53 Approved by Board of Library Trustees: November 25, 2013
- 54 Approved by Board of Library Trustees: January 23, 2017
- 55 Reviewed by Policy Committee: June 10, 2021
- 56 Approved by Board of Library Trustees: June 28, 2021

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WEST CHICAGO PUBLIC LIBRARY DISTRICT

BYLAWS OF THE BOARD OF LIBRARY TRUSTEES

Article I. Name

The name of this organization shall be Board of Library Trustees of the West Chicago Public Library District, Du Page County, Illinois.

Article II. Purpose

The purpose of the West Chicago Public Library District is to provide and maintain a local public institution for the general education, information needs, and personal enrichment of the residents and taxpayers of the library district.

Article III. Trustees

Section 1

The West Chicago Public Library District shall be governed by a seven-person Board of Trustees elected at large. All Trustees shall have one vote on the Board of the West Chicago Public Library District.

Trustees must be qualified to serve consistent with 75 ILCS 16/30-et seq.

The Board shall be elected at large in a regularly scheduled election by all voters residing in the District and their terms shall be staggered, such that, in accordance with the election code, three or four trustees are elected in each odd numbered year on the date specified by the State Election Laws.

Nomination of candidates for election as Trustees shall be by petition, signed by the required number of voters as prescribed by election law, residing within the District and filed with the Secretary of the Library Board within the time provided by the election code. Terms of office begin on or after the third Monday of the next month following the election. The oath of office may be administered by the Secretary of the Board or a notary public.

Section 2

Term length of Board members shall be four years. Trustees shall remain in office until their successors are elected. If a Trustee declines, fails, or is unable to serve the four year term, a vacancy shall be declared by the Board.

In the case of the resignation of a majority of Trustees, it may be necessary to vary the term length of some Trustees standing for election. With the permission of the Board of Elections, in order to reestablish Trustee election rotation, three or four Trustees may run for two year terms.

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Section 3

Using the powers granted by Illinois law, in order to accomplish the purpose of the West Chicago Public Library District, the Board of Trustees of the West Chicago Public Library District has the duty and responsibility to:

- Levy, budget, and invest funds for the maintenance of the library and library services
- Acquire, maintain, and improve library property
- Appoint, set the compensation for and the responsibilities of the Library Director
- Set library policies
- Participate in associations for the benefit of the library district
- Exercise other powers granted to it by law when necessary

Section 4

Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until the next Trustee election as provided by law. Interested persons submit a letter of application to the President of the Board. Potential candidates are interviewed by the Board as a whole. The selected candidate is sworn in at the following regular Board meeting.

Section 5

It is the responsibility of the Library Trustees to adhere absolutely to ethical standards in the performance of their duties.

Section 6

The Board shall remove a Trustee for just cause and declare a vacancy as provided by law.

Article IV. Oath of Office/Election of Board Officers

Section 1

Within 74 days after their election or appointment, the incumbent and new trustees shall take their oath of office as prescribed by law and meet to organize the board. The first action taken at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer from among the trustees. The secretary shall then record the membership of the board. Terms of office shall be for one year or until a successor is elected.

Oath of Office:

Do you _____, solemnly swear or affirm that you will support the Constitution of the United States, and the Constitution of the State of Illinois, and that you will faithfully discharge the duties of the Office of Trustee of The West Chicago Public Library District to the best of your ability.

Section 2

The president is the presiding officer of the Board of Library Trustees. The vice president is empowered to serve in the absence or disability of the president. The secretary keeps the official records of Board actions. The Treasurer keeps and maintains financial accounts and

91 records. A Parliamentarian **and Ethics Officer** assists the President and the Board on questions
92 of **parliamentary** procedure.

93
94 The President shall preside at all meetings, serve as executive officer of the Board, be an ex-
95 officio member of all committees, and serve as official spokesperson for the Board. The President
96 shall appoint members of committees. The President shall appoint the Parliamentarian **and the**
97 **Ethics Officer**. The President shall have the right to vote on all questions before the Board. The
98 President shall not have or exercise veto powers. The President or his/her designee shall have
99 the sole authority to consult with the Board attorney.

100
101 The Vice-President shall preside in the absence of the President and shall also serve as chairman
102 of the Policy Committee.

103
104 The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain
105 permanent minutes of the Board's proceedings including the date, time and place of the
106 meetings, the names of those in attendance, the ordinances enacted, the resolutions and
107 regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of
108 each member upon every question, or if absent or failing to vote, indicating the fact.) The
109 Secretary may administer the oath of office.

110
111 Within sixty days after the organization of the Board, the secretary shall file with the clerk of
112 the county and with the Illinois State Librarian, the names and addresses of the trustees and
113 officers and their respective terms of office. The Secretary shall report a vacancy to the County
114 Clerk and the State Librarian within sixty days after it occurs, and shall report the filling of a
115 vacancy within sixty days after it is filled.

116
117 The Treasurer shall be responsible for the maintenance of accounts and records of the Library
118 District including a record of all receipts, disbursements, and the balance of any funds. The
119 Treasurer is responsible for the receipt and accounting of all tax distributions and the
120 investment of Library funds. The Treasurer shall present monthly and annual financial reports.
121 The Treasurer shall, also, serve as Chair of the Finance Committee, and is the Chief Financial
122 Officer of the district.

123
124 The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure.
125 The presiding officer shall decide all questions of order.

126
127 **The Ethics Officer shall advise the presiding officer on questions of ethical matters and**
128 **corresponding procedure.**

129
130 Elections of officers shall be held annually. Before holding an election of officers the President
131 may call for nominations from the floor or use a nominating committee. Once a slate of
132 candidates has been nominated, an election will be held. An election takes effect immediately if
133 the candidate is present and does not decline.

134

135 If a Board member who holds an office resigns that office or is removed from the Board, the
136 President shall hold an election to fill the office for the remainder of the term of the vacant
137 office.

138
139
140 **Article V. Meetings**

141
142 **Section 1**

143 The Board of Library Trustees of the West Chicago Public Library District shall meet monthly to
144 conduct the business of the district.

145
146 **Section 2**

147 The regular meetings of the Board of Library Trustees shall be held at 7:00 p.m. on the fourth
148 Monday of each month. Any exceptions shall be listed on the calendar of meetings posted at the
149 library.

150
151 Special meetings may be called by the President or the Secretary or by any four Trustees. Notice
152 of the special meeting and an agenda shall be posted in the Library, on the Library's website, and
153 delivered to any news media that has filed an annual request for such notice no later than 48
154 hours preceding the special meeting. The best notice possible will be given in the case of a stated
155 emergency.

156
157 A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a
158 quorum shall determine the passage of any motion, resolution or ordinance, unless a larger
159 majority is required by law.

160
161 **Section 3**

162 All meetings will be open to the public and conducted in accordance with the Illinois Open
163 Meetings Act.

164
165 **Section 4**

166 An agenda for each meeting of the Board of Library Trustees shall be prepared by the Library
167 Director in cooperation with the President. Board members who wish to have items included on
168 the published agenda for a regular meeting shall present such items to the President a week in
169 advance of the scheduled Board meeting.

170
171
172 **Article VI. Parliamentary Authority**

173 The latest edition of *Robert's Rules of Order* will be followed in matters of procedure not
174 specifically covered in these bylaws. Failure to follow *Robert's Rules of Order* shall not invalidate
175 an otherwise valid decision.

176
177
178 **Article VII. Order of Business**

179 The Order of Business at the regular monthly meeting shall be as follows:

180 a. Call to Order

- 181 b. Roll Call
- 182 c. Approval of the Minutes
- 183 d. Recognition of the Public
- 184 e. Public Comments
- 185 f. Agenda – Additions/Deletions
- 186 g. Treasurer’s Report
 - 187 a. Approval of Bills
 - 188 b. Financial Statements
- 189 h. Communications
- 190 i. Reports
- 191 j. Unfinished Business
- 192 k. New Business
- 193 l. (Optional) Closed Session and Reconvening in Open Session
- 194 m. Adjournment

195
196
197 **Article VIII. Roll Call Voting**
198

199 All motions of the Board which concern cash expenditures shall be voted by roll call vote.
200 Privilege of calling for a roll call vote may be exercised by any Trustee.

201
202 **Article IX. Committees and Appointed Representatives**

203 **Section 1**

204 Committees are appointed by the President. Committees have advisory powers unless granted
205 specific power by Board action. There are two (2) standing committees of three (3) members
206 each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-
207 President).

208
209 The President shall appoint special committees as needed.

210
211 **Section 2**

212 The Finance Committee shall establish and review the financial practices of the Library. The
213 Committee shall review and revise the operating budget, the Budget and Appropriation
214 Ordinance, and the Levy Ordinance.

215
216 The Policy Committee shall establish a schedule for reviewing the bylaws and all policies. It shall
217 be responsible for the review and revision of bylaws and policies subject to final approval by
218 the Board.

219
220 **Article X. Library Director**

221 The Board shall appoint and fix the compensation for a qualified Librarian to act as
222 administrator of the district’s daily operations. The Board is responsible for conducting an
223 annual performance review and appraisal. When appropriate, the Board is responsible for the
224 termination of the employment of an Library Director.

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Article XI. Policies

The Library is governed by a set of policies adopted by the Board. The Board may amend and enact policies from time to time as needed.

Article XII. Indemnification

The Library shall indemnify its trustees and officers for claims based on an injury allegedly arising out of an act or omission occurring within the scope of his/her duties as trustee.

Article XIII. Severability

If any provision of these bylaws is held invalid after their effective date, such invalidity does not affect other provisions or applications of these provisions.

Article XIV. Amendments

Amendments to these bylaws may be proposed at any regular meeting, but may become effective only after a favorable **two thirds (2/3)** vote at a subsequent meeting. Any of the foregoing bylaws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into the official record.

- Reviewed by Board of Library Trustees: August 23, 2010
- Reviewed by Board of Library Trustees: October 25, 2010
- Revision Approved by Board of Library Trustees: November 22, 2010
- Revision Approved by Board of Library Trustees: April 28, 2014
- Revision Approved by Board of Library Trustees: June 26, 2017
- Revision Approved by Board of Library Trustees: July 26, 2021

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

2 **ELECTRONIC COMMUNICATIONS**

3
4
5 Sending or forwarding electronic communications discussing public business that eventually
6 reaches a majority of a quorum of the members of a public body falls under the restrictions of
7 the Illinois Open Meetings Act. Use of electronic communications by trustees shall be in
8 accordance with Illinois applicable statutes.

9 A meeting of a public body held for the purpose of discussion of public business includes any
10 gathering in person or by any electronic means of communication. Communication by video or
11 audio conference, telephone, electronic mail, electronic chat, instant messaging, or other
12 means of contemporaneous interactive communication, of a majority of a quorum of the
13 members of a public body will constitute a meeting.

14
15
16 **ELECTRONIC COMMUNICATIONS GUIDELINES**

- 17
- 18 1. Attempt to communicate about one item/issue per message.
 - 19
 - 20 2. Generally do not forward emails.
 - 21
 - 22 3. Generally do not reply unless requested.
 - 23
 - 24 4. Generally do not "reply to all".
 - 25
 - 26 5. Generally do not copy or blind copy to anyone.
 - 27
 - 28 6. Keep a copy of your message in your working file if possible.
 - 29
 - 30 7. State on your message that "This email is for information only".
 - 31
 - 32 8. State on your message that "This item/issue has been discussed in open session".
 - 33
 - 34 9. If needed, send a separate email to others (such as the Library Director).
- 35
36
37

38 Approved by Board of Library Trustees: June 28, 2010

39 Approved by Board of Library Trustees: March 28, 2011

40 Revision Approved by Board of Library Trustees: April 28, 2014

41 Approved by Board of Library Trustees: May 22, 2017

42 Reviewed by Policy Committee: June 10, 2021

43 Approved by Board of Library Trustees: June 28, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 IDENTITY PROTECTION POLICY

3
4 **Policy**

5
6 The West Chicago Public Library District (Library) will comply with the Identity Protection Act, S ILCS
7 17911 *et seq.* The Identity Protection Act requires units of government to approve and implement an
8 Identity Protection Policy to ensure confidentiality and integrity of Social Security Numbers which
9 agencies collect, maintain, and use.

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12 **Procedures**

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15 **Social Security Number Protections**

16
17 Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that
18 individual with a statement of the purpose or purposes for which the Library is collecting and using the
19 SSN. The Library shall also provide the statement of purpose upon request. A sample statement of
20 purpose is attached to this Policy.

21
22
23 **The Library shall not:**

- 24
25 1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly
26 display" means to intentionally communicate or otherwise intentionally make available to the general
27 public.
28
29 2. Print an individual's SSN on any card required for the individual to access products or services
30 provided by the person or entity.
31
32 3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN
33 is encrypted.
34
35 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal
36 Service, or any private mail service, electronic mail, or any similar method of delivery, unless State or
37 Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications
38 and forms sent by mail, including but not limited to, any material mailed in connection with the
39 administration of the Unemployment Insurance Act, any material mailed in connection with any tax
40 administered by the Department of Revenue, and documents sent as part of an application or
41 enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the
42 accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a
43 postcard or other mailer that does not require an envelope or be visible on an envelope without the
44 envelope having been opened.
45
46
47
48

49 **In addition, the Library shall not:**¹

50

51 1. Collect, use, or disclose an SSN from an individual unless:

52 (i) Required to do so under State or Federal law, rules or regulations, or the collection, use or
53 disclosure of the SSN is otherwise necessary for the performance of the Library's duties and
54 responsibilities;

55 (ii) The need and purpose for the SSN number is documented before collection of the SSN; and

56

57 (iii) The SSN collected is relevant to the documented need and purpose.

58

59 2. Require an individual to use his or her SSN to access an Internet website;

60

61 3. Use the SSN for any purpose other than the purpose for which it is was collected.

62

63 **Requirement to Redact Social Security Numbers**

64

65 The Library shall comply with the provisions of any other State law with respect to allowing the public
66 inspection and copying of information or documents containing all or any portion of an individual's SSN.

67 The Library shall redact SSN's from the information or documents before allowing the public inspection
68 or copying of the information or documents.

69 When collecting SSN's, the Library shall request each SSN in a manner that makes the SSN easily
70 redacted if required to be released as part of a public records request. "Redact" means to alter or
71 truncate data so that no more than five sequential digits for a SSN are accessible as part of personal
72 information.

73

¹ These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.

(2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government facility.

(4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.

(5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of Social Security numbers to investigate or prevent fraud, to collect background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

74 **Employee Access to Social Security Numbers**

75 Only employees who are required to use or handle information or documents that contain SSNs will
76 have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

77 **STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS**

78
79 The Identity Protection Act, 5 ILCS 179/1 et seq., requires each unit of local government to approve and
80 implement an Identity Protection Policy that includes a statement of the purpose or purposes for which
81 the agency is collecting and using an individual's Social Security Number (SSN). This statement of
82 purpose is being provided to you because you have been asked by the Library to provide your SSN or
83 because you requested a copy of this statement.

84
85 Why does the Library collect your Social Security Number?

86
87 You are being asked for your SSN for one or more of the following reasons:

- 88
89 • Vendor services, such as executing contracts and/or payment for services;
90 • Background check for employment;
91 • Administrative services; and/or
92 • Other _____
93

94 What does the Library do with your Social Security Number?

- 95
96 • We will only use your SSN for the purpose (s) for which it was collected;
97 • We will not:

98
99 Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; Publicly post or
100 publicly display your SSN; Print your SSN on any card required for you to access our
101 services; Require you to transmit your SSN over the Internet, unless the connection is
102 secure or your SSN is encrypted; or Print your SSN on any materials that are mailed to
103 you, unless State or Federal law requires that number to be on documents mailed to
104 you, or unless we are confirming the accuracy to your SSN.
105

106
107 Questions or Complaints about this Statement of Purpose:

108
109 Write to the West Chicago Public Library District
110 Attn: Library Director
111 118 W. Washington Street
112 West Chicago, IL 60185
113
114
115
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117 Approved by Board of Library Trustees: April 25, 2011

118 Approved by Board of Library Trustees: August 25, 2014

119 Approved by Board of Library Trustees: July 24, 2017

120 Approved by Board of Library Trustees: July 26, 2021

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
VIDEO SURVEILLANCE POLICY

The use of video surveillance is intended to enhance the safety and security of Library users and staff by discouraging violations of the Library District’s Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

GUIDELINES

- 1. Video surveillance may be conducted in public spaces of the Library.
- 2. Surveillance cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, and service desks and areas where money is stored or handled.
- 3. Surveillance cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms.
- 4. Notice of video surveillance may be posted on Library property informing the public and staff that security cameras are in use.
- 5. Surveillance cameras may not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.
- 6. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
- 7. Surveillance cameras are not intended for the purpose of routine staff performance evaluations.
- 8. Nothing in this policy alters the confidentiality of Library records under the Library Records Confidentiality Act.
- 9. The Library reaffirms its support for Article III of the American Library Association’s Code of Ethics, which states that librarians “shall protect each library user’s right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired and transmitted.”

USE/DISCLOSURE

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1. Access to archived video surveillance footage is restricted to the Library Director and his/her designee(s).
2. Access to video surveillance footage by law enforcement will be provided pursuant to a Subpoena, Court Order, and applicable law, or as determined by the Library District.
3. Video images may be maintained as determined by the Library District.
4. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions which are disruptive to Library District operations.
5. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
7. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
8. Any Library District employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.
9. A copy of this Policy may be provided to any patron or staff member upon request.
10. This Policy is posted on the Library District’s website.
11. Questions from patrons may be directed to the Library Director or the Administrative Office.

DISCLAIMER

1. The Library District disclaims any liability for use of video data.

Approved by Board of Library Trustees: February 25, 2019

WEST CHICAGO PUBLIC LIBRARY DISTRICT
SALARY SCHEDULE 1/1/2024 – 12/31/2024

Pay Grade	TITLE	MINIMUM	MIDPOINT	MAXIMUM
6	Library Director	SET BY BOARD	SET BY BOARD	SET BY BOARD
5	Adult Services Manager Youth Services Manager Human Resources Manager Circulation Services Manager Technical Services Manager	52,763	67,136	82,156
4	Adult Services Librarian Young Adult Librarian Youth Services Librarian Technical Services Librarian Information Technology Librarian Public Relations Specialist Facilities Assistant	44,108	56,471	68,834
3	Technical Services Assistant Adult Services Assistant Youth Services Assistant Administrative Assistant Bookkeeper Senior Circulation Clerk	18.75	22.65	26.55
2	Maintenance Assistant	17.94	21.12	24.30
1	Circulation Clerk	14.00	15.75	17.50

Exempt Employees

Hourly Employees

Reviewed by Finance Committee: November 15, 2021; November 16, 2022, November 27, 2023
Approved by Board of Library Trustees: November 22, 2010; February 28, 2011; November 26, 2012;
 February 25, 2013; April 28, 2014; June 23, 2014; January 26, 2015; March 23, 2015; April 26, 2017; May 22,
 2017; February 26, 2018; May 28, 2019; November 25, 2019; November 23, 2020; November 22, 2021;
 November 28, 2022; November 27, 2023

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	SafeID 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, Maintenance Renewal for the Indus Bookscanner @ \$3250, Cen-tech Self checkout kiosk \$1151.82, Digicert SSL 123 Certificate - remote.wcpld.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 \$75, 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	0	0	350,000	** Paid for from Corporate Carryover, not from current tax levy
	SUBTOTAL LIBRARY FUND	2,454,406	2,664,100	3,209,433	
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	3,359,309	