

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

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AGENDA

A. Call to Orc	ler	Patricia Weninger, President
B. Roll Call		Diane Kelsey, Secretary
C. Approval of	of the Minutes	
1.	Special Board Meeting August 26, 2024	ACTION
2.	Board Meeting - September 23, 2024	ACTION
D. Recognitio	n of the Public	
E. Public Com	ments Limited to 3 Minutes	
F. Agenda – A	additions/Deletions	
G. Treasurer's	Report	Corrine Jakacki-Dattomo, Treasurer
1.	Approval of the Bills for October 2024	
2.	Financial Statements for September 2024	
H. Communic	ations	
I. Reports		
1.	President	Patricia Weninger
2.	Library Director	ATTACHMENT
3.	Department Managers – Technical Services	ATTACHMENT

J. Unfinished Business

K. New Business

	1.	Resolution 24-05: A Resolution to Determine Estimate of Funds Needed	ACTION
	2.	Adopt Tentative Ordinance 24-04: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1,	•
		2024 and Ending June 30, 2025.	
	3.	Salary Schedule for Calendar Year 2025	ACTION
	4.	Library Tour for Library Trustees	
L. Closed	Sessio	n	
		President may entertain a motion to enter closed session cordance with the Illinois Open Meetings Act.	ACTION

M. Return to Open Session

N. Adjournment



SPECIAL MEETING - PUBLIC HEARING

BOARD OF LIBRARY TRUSTEES LIBRARY PROGRAM ROOM MONDAY, AUGUST 26, 2024 6:45 PM

MINUTES

1. Call to Order

The meeting was called to order by President Weninger at 6:47 p.m.

2. Roll Call

Trustees present included Richard Bloom, Corrine Jakacki-Dattomo, Diane Kelsey, Maureen Navadomskis, Pat Weninger, and Frank Fokta (entered at 6:50 p.m.); library staff present included Benjamin Weseloh. Trustees absent was Scott Grotto.

3. Public Present

There was no public present.

4. Public Hearing:

Ordinance 24-03: An Ordinance Providing for the Budget and Appropriation for the West Chicago Public Library District, DuPage County, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025.

There was no discussion regarding the public hearing.

5. Adjournment

The meeting was adjourned by President Weninger at 7:00 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES MONDAY, SEPTEMBER 23, 2024 7:00 P.M.

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

B. ROLL CALL: TRUSTEES PRESENT: 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; Luke Sutton, Youth Services Manager; Gabriel Cardenas, Circulation Manager; Jason Rock, IT Specialist.

C. APPROVAL OF THE MINUTES: 1. Board Meeting - August 26, 2024: Ms. Jakacki moved to approve the Board Minutes of August 26, 2024 as amended; seconded by Mr. Bloom. Motion carried.

- Page 2, Item I-1, third paragraph was amended to reflect that Mr. Bloom is working as a consultant on the Little Free Library project with David Sabathne, who is building the LFL box.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Under Item I, Presentations, Tamara Korbel from Sikich will speak first, and Leanne Furby will speak second.

G. TREASURER'S REPORT:

 Approval of the Bills for September 2024: Ms. Jakacki moved to approve the payment of the bills in the amount of \$425,322.53.
 Seconded by Mr. Bloom.
 Roll call vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Navadomskis.
 Motion carried.

2. Financial Statements for August 2024: Ms. Jakacki provided the trustees an updated copy of the bill total. The Library is approximately 17% of the way through the fiscal year; revenues are above 50%, as discussed at the August meeting; and expenditures are trending at 17%.

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

H. COMMUNICATIONS: None.

I. PRESENTATIONS:

1. ILEAD Trustee Training: Dr. Lee Anne Furby, Illinois Heartland Library Systems, spoke about the organization's website which is designed to provide a one-stop training source for trustees at all libraries in the State of Illinois. The trustees watched a ten-minute demo video and then viewed the website. The system offers monthly workshops and keeps a list of the workshops and when they are available for viewing. The ILEAD portal is grant-funded; and at this time it is limited to

individuals within the State of Illinois. The portal is accessible 24/7.

After completing a module, participants are able to produce and print out a certificate of completion. Some of the module topics include: ALA Bill of Rights, Freedom to Read, the History of the Public Library, How Libraries Are All the Same, and Ethical Principles. New modules will include Building and Maintenance, Facilities 101, What Do You Need to Know As a Trustee, Community Engagement, Developing a Communication Plan, and Finance For Public Libraries. All content is reviewed by an attorney who is familiar with public library law.

There is not currently an IT module; Ms. Furby will suggest that topic to the advisory committee.

2. Managed Care IT Update (Sikich): Tamara Korbel from Sikich provided an overview of the Managed Care Services, including the following information:

Ms. Korbel is the escalation point contact for Mr. Weseloh and Mr. Rock for any technology or security-type events in the library, and she provides quarterly business reviews; Sikich goes through a deep health check of the Library's environment for solutions that are on premise, cloud solutions, and the end points that patrons and staff use. She introduced by photograph the Sikich team of Ken Klikia, Josh Vince, and Don Nimms. Sikich provides a high level overview of how it can help with some of the budget, financials, and any future planning as pertains to maintaining the work stations, the servers, the cloud environment where data is stored, and monitoring those end points 24/7.

The company provides technical implementations such as changes to the Library's environment, upgrades or enhancements, security improvements, and software and hardware renewals. Sikich has received high satisfaction ratings on surveys in 2023 and 2024 regarding trouble

tickets logged from the Library team, with scores at 4.96 out of 5. There was a spike in number of tickets logged by staff in 2021 during COVID when many team members were working from home. Some of the troubles had to do with passwords, antivirus programs running on Library devices, servers, and laptops, possible failures of hard drives, drives that are filling up, or patching that needs to take place.

The Library's data is moved between data centers across the United States, which helps eliminate down time. Multifactor authentication is being pursued; and library staff are being educated and trained on how not to be caught in phishing campaigns where someone is trying to phish for information on computer systems.

For risk management, employees exiting employment are to be removed from the system as quickly as possible. Sikich will make recommendations on adjusting library policies and procedures to ensure it is in compliance with cyber security. If there is a cyber incident that may be happening, Sikich would engage its forensics team and work with the Library to ensure that any doors are closed as quickly as possible.

Sikich partners with Artic Wolf for elevated security services, which the library does not currently have. Ms. Korbel has been professionally involved with systems recovery from ransomware attacks, which on average can cost \$409,000 per incident to resolve. Cyber security, risk management, vendor qualification, and incident response are the type of security services Sikich gets involved in. This additional level of service would incur an additional service cost.

Ms. Korbel recommended a comprehensive risk assessment where Sikich will review all the library's policies and procedures, make recommendations on filling gaps in any policies and procedures, as well as do an internal and external vulnerability scan. This service would be a three-month engagement. Sikich also can provide managed security, in which the company installs an additional piece of software that creates logs with the help of Arctic Wolf, and the client's environment is scanned constantly 24/7.

Discussion was had regarding whether the Library is required to comply with any particular IT regulations. Mr. Weseloh stated he believes the Library is required to comply a best-practices type of model, more data retention than security, including email and data files. Generally firewall software should be replaced every five years.

- J. REPORTS:
- 1. President's Report:
- a. Mr. Fokta and Ms. Kelsey accepted the appointment to serve on a

Committee for Semi-Annual Review of Closed Session Minutes and Executive Session Recordings.

2. Library Director: The Library is 17% through its fiscal year elapsed. Expenses are generally running at 15%, with some line items running ahead due to being front-loaded such as insurance, computer purchases, and databases. Lauterbach & Amen were onsite September 11 and 12 to gather materials; and the Library is on track to have its MD&A letter complete by the November board meeting for final approval.

Additional troubleshooting has been ongoing on Boiler 2. The problems are not resolved. The contractor will return September 26, 2024.

Midwest Mechanical will be onsite on September 26, 2024 to begin the VAV box replacements as part of the capital projects work. The timeline for completion of the remaining capital projects will be provided after the lead times for all the supplies are available. The public will be informed of the work as it is scheduled.

Mr. Weseloh closed the Facilities Assistant position. The position had been posted for a month on the Library's website, Chamber of Commerce job board, and the RAILS job board. One application was received which did not meet the requirements. If there are no applications received by the end of the September, the position will be posted on Indeed.

The Library is again participating in the citywide Loteria with the Cultural Arts Commission. Game pieces are on the front door, and some game boards are available for pickup at the circulation desk. Trunk Or Treat is scheduled for October 26, 2024. In 2023 over 1,000 people participated.

Staff anniversaries were reviewed. A retirement party for Jennifer Winter is scheduled for October 10, 2024.

Mr. Weseloh attended the joint review board for the TIF districts meeting. The several TIF districts were discussed, the most recently created being the 2022 Roosevelt-Fabian TIF District which has 125 parcels over 43 acres.

Mr. Weseloh is scheduled to attend the ILA annual conference October 8, 2024.

3. Department Managers - Circulation Services: Gabriel Cardenas, Circulation Manager provided a report on the Department:

Mr. Cardenas created a map in 2017 depicting the Library District and locations of cardholders when the district's cardholder rate was near 50%. Since then the Library has been purging inactive cards from the

database. The home addresses cardholders with lower number of registrations are the apartment complexes: Timberlake, Aspen Ridge, Riverwoods, Town & Country. Approximately 35% of the district population has library cards: on average single family homes having one card per house; and homes addresses of cardholders who live in an apartment complex is at a concentration of approximately 14 to 17%..

Circulation Services provides the following functions for the Library: manage the library collection, including checking items out and in, holds, shelving, tracking item location, and ensuring the items are available for everyone. The department provides important customer service and is the first point of contact for patrons. Circulation enforces library policies: managing overdue materials, fines, and makes sure the collection is well maintained and accessible to all. The department also supports library programs and services.

Mr. Cardenas provided some statistics: the collections is comprised of 85,000 items; there were 125,000 physical checkouts in 2023; 20,000 interlibrary loans from other libraries, with approximately 1,000 coming from other states; 1,000 card registrations a year; circulation staff check out approximately 410 items per day; and 60,000 people visited the library in 2023.

in 2017 Mr. Cardenas began changing the library card design each year, and a card design contest was held in 2018. One of the design winners is now studying graphic design in college. Some of the card designs have included Toy Story, Baby Yoda, Alebrijes, the eclipse, and Snoopy.

Nine of the eleven team members in Circulation are fluent in Spanish. Spanish is spoken by 48.5% of the community, approximately 70%/80% of the people who visit the library speak Spanish, and 60% of the visitors speak only Spanish.

The department provides notary pubic services -- approximately 20 documents per week; voter registration; helps patrons with the photocopier -- approximately 5,000-6,000 copies made on the lobby copier per year. The services of the department are accessible, affordable -- free -- and convenient.

The department partners with the West Chicago High School to provide training for five to seven students per semester through a Transition Program. The students are onsite three times a week; and the staff try to simulate a real work environment to build the students' skills for the future.

Circulation staff participate in community outreach: they have engaged in 110 outreach visits, meeting 2,400 participants in the last fiscal year, and donated more than 1500 items over the last three years.

Outreach locations include nursing homes, senior residences, schools, and community events. Donations are provided to Puente de Pueblo, a children's after-school program; Aperion Care, Wood Glen, and Franciscan Court.

The Library provides books for Little Free Libraries, which facilitates community engagement and environmental sustainability; and is a convenient and accessible way for people to share books and connect with neighbors. The locations are Early Literacy Indian Knoll School, Riverwoods Apartment, and Town & Country Apartments.

The department staff provide a positive patron experience and contribute to community engagement through access to material and promoting library use.

2. Policy Committee: Mr. Bloom reported the Policy Committee met on September 12, 2024. Present were Frank Fokta, chair; Mr. Bloom, member; and Mr. Weseloh, staff. The meeting was called to order at 6:02 p.m.

The Committee approved the minutes of the July 18, 2024 meeting. There was no public or public comment; and no additions or deletions to the agenda.

Under unfinished business, they reviewed the check policy, which still needs to be worked on; and the Freedom of Information policy, which was on the Board Agenda for a vote under New Business. Under new business, they reviewed the Public Comment policy; the Exhibits, Displays, and Artwork policy; the Audit and Review procedures; Service to Patrons With Disabilities policy; and the Display or Distribution of Notices, Pamphlets or Other Materials policy

The meeting was adjourned at 6:25 p.m.

K. Unfinished Business:

1. Bylaws of the Board of Library Trustees: Mr. Bloom stated the Policy Committee recommends that the Board approve the updated version of the Bylaws of the Board of Library Trustees. The role of ethics officer was added to the document.

Motion carried by unanimous voice vote.

L. New Business:

 Adoption of Certified Estimate of Revenue By Source: Ms. Jakacki moved that the board approve the Chief Fiscal Officer Certificate of Estimated Revenue By Source for the West Chicago Public Library District, DuPage County, for the Year Starting July 1, 2024, and Ending June 30, 2025. The estimated amount is \$4,738,052.
 Roll Call Vote - Yes: Bloom, Fokta, Jakacki, Kelsey, Navadomskis.
 Motion carried by unanimous voice vote.

2. Freedom of Information Policy: Mr. Bloom stated the Policy Committee recommends that the Board approve the Freedom of Information Act policy as amended. On Page 1 the working hours were removed. On Page 2 the Index of Available Public Records, which is informational, was removed and can stand alone as a separate document, as recommended by the Library's attorney.

Motion carried by unanimous voice vote.

3. Public Comment Policy: Mr. Bloom stated the Policy Committee recommends the Board approve the Public Comment policy, which is unchanged. Motion carried by unanimous voice vote.

4. Exhibits, Displays, and Artwork Policy: Mr. Bloom stated the Policy Committee recommends the Board approve the Exhibits, Displays, and Artwork policy. There were no changes to the policy. Motion carried by unanimous voice vote.

5. Policy Audit and Review Procedures: Mr. Bloom stated the Policy Committee recommends the Board adopt the Public Audit and Review Procedure policy with the minimal changes in wording. Motion carried by unanimous voice vote.

6. Service to Patrons with Disabilities: Mr. Bloom stated the Policy Committee recommends the Board approve the Service to Patrons With Disabilities policy. There were no changes. Motion carried by unanimous voice vote.

7. Display or Distribution of Notices, Pamphlets, or other Printed Materials: Mr. Bloom stated the Policy Committee recommends the Board approve the Display or Distribution of Notices, Pamphlets, or Other Printed Materials policy. One phrase was added on Line 31, "including but not limited to." Motion carried by unanimous voice vote.

8. Library Tour for Library Trustees: The tour was postponed when the full board has the opportunity to attend.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held. N. ADJOURNMENT: Mr. Fokta adjourned the meeting at 9:04 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

	BOARD MEETI	NG DATE:	October 28, 2024		
	FINANCIAL ST	ATEMENT DATE:	September 30, 2024		
Payroll dated:					
9/13/2024		Net Payroll		\$	39,221.29
		Federal Liability Pay	yment	\$	11,175.58
		State Liability Paym	ent	\$	2,381.09
		Paylocity Fee		\$	170.32
9/27/2024		Net Payroll		\$	39,615.28
		Federal Liability Pay	yment	\$ \$ \$	11,180.82
		State Liability Paym	ent	\$	2,389.53
		Paylocity Fee		\$	425.41
		Net Payroll		\$	-
		Federal Liability Pay	yment	\$	-
		State Liability Paym	lent	\$	-
		Paylocity Fee		\$	-
	TOTAL			\$	106,559.32
State Bank of IL					
Operating -	Manual Cks		Check No.	\$	24,095.12
Operating -	5ystem Cks		Check No.	\$	103,124.04
Operating -	Credit Card		Check No.	\$	7,605.59
Librarian's I	Petty Cash		Check No.	\$	-
	TOTAL			\$	134,824.75

241,384.07

\$

Board Approval

Total Bills for Approval

Signature:

Board Approval Date:

	Туре	Date	Num	Мето	Spilt	Amount
4 imprint	Bill	09/27/2024	13054278	Gel Pens		204.47
	Bill	10/04/2024	13046161	Misc.	44220 · PROMO MATERIALS-ADULT 44220 · PROMO MATERIALS-ADULT	294.47 980.59
Total 4 Imprint	Dili	10/04/2024	100-0101	NIAC.	44220 PROMO MATERIALS-ADDET	1,275.06
ACC Business						1,275.00
	Bill	09/27/2024	242591185	8/11/24-9/10/24	42405 · INTERNET SERVICES	613.64
Total ACC Business	200	OULTICOL.	242001100	011112+011012+		613.64
Accurate Office Supplies						010.04
· · · · · · · · · · · · · · · · · · ·	BII	09/25/2024	622870	Paper Products/Cleaning Supplies	45115 - JANITORIAL SUPPLIES	854.62
	BIII	10/03/2024	623322	Battories	45115 - JANITORIAL SUPPLIES	12.88
Total Accurate Office Supplies						867,48
Amazon Capital Services						
	Credit	10/03/2024	1NVP-HVH9-KGLR	Amazon Fire Stick	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	-48.99
	Bill	09/08/2024	1KT1-J44Y-1CC1	Hotspot Traveling Cases	42500 · PROCESSING-TECHNICAL SERVICES	164.89
	Bill	09/10/2024	IKFT-FM4L-9FPY	Mouse	41400 · IT EQUIPMENT UPGRADES-STAFF	108.85
	Bill	09/14/2024	1FMC-K14N-HP3T	Tie Dye Kit/Foli Pans	44140 · PROGRAMS-YOUTH	43.87
	Bill	09/16/2024	1GWV-7LT9-VYQ7	Book	42120 · BOOKS-ADULT	14.50
	Bill	09/18/2024	1RJL-61TR-LMP4	TV Stand	44140 · PROGRAMS-YOUTH	52.24
	Bill	09/18/2024	1X67-CKXM-M6W4	Laminating Pouches	41348 · CIRCULATION SERVICES SUPPLIES	20.68
	Bill	09/20/2024	1GK4-XCMW-7LFR	Index Label Pockets	42500 · PROCESSING-TECHNICAL SERVICES	57.98
	Bill	09/20/2024	1FVV-DMRG-917D	Holioween Decorations	44145 · EVENTS AND OUTREACH	14.95
	Bill	09/23/2024	1Q3P-FR1K-QTWM	Tea Lights	44130 · PROGRAMS-YOUNG ADULT	7.99
	Bill	09/23/2024	17KW-LQMN-QXF9	Oven Milts	-SPLIT-	29,99
	BIII	09/26/2024	1P9G-7TQ3-CJJ3	Misc.	44140 · PROGRAMS-YOUTH	218.65
	BII	09/26/2024	1CDV-16DR-9TQ9	Misc.	44140 · PROGRAMS-YOUTH	62.15
	Bill	09/27/2024	1KQR-GXQY-DQ1X	Amazon Fire Stick	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	48.99
	BIII	09/27/2024	18C7-TY84-HJW9	Paper/Cardstock/LED Candles	-SPLIT-	46.64
	BIII	09/29/2024	1D9N-VGDM-Q14T	Cricut Black Vinyl	-SPLIT-	9,99
	BII	10/01/2024	1JQP-YQYC-93TJ	Tablecloth	44145 · EVENTS AND OUTREACH	7.99
	BII	10/05/2024	1HCG-HWHM-64QT	Audio Players	42340 - AV MATERIALS-YOUTH	824.78
	Bill	10/06/2024	1L1K-VCXT-GNQK	Plush Toy Animal	44140 - PROGRAMS-YOUTH	24.99
	BIII	10/07/2024	1DTP-DR14-N1T4	Misc.	44120 · PROGRAMS-ADULT	94.34
	Bill	10/07/2024	163F-G3XQ-MHMC	Halloween Caution Tape	44140 · PROGRAMS-YOUTH	7.88
	Bill	10/08/2024	11MS-JFL3-XF9N	Misc.	44120 · PROGRAMS-ADULT	123.14
	Bill	10/08/2024	1XMD-1WQ7-YQQY	Games	42330 · AV MATERIALS-YOUNG ADULT	178.98
	Bill	10/09/2024	17FV-4W1Y-DJRR	Monitor Stands	41400 · IT EQUIPMENT UPGRADES-STAFF	62.18
	Bill	10/09/2024	13H7-LMXN-KCQ1	Trophy	44145 · EVENTS AND OUTREACH	25.95
	Bill	10/09/2024	1FPH-1JY4-G3Q6	Omaments	44140 · PROGRAMS-YOUTH	15.99
	Bill	10/09/2024	1XKQ-YG19-NTT4	Amazon Fire TV	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	279.99
	BII	10/13/2024	1QLR-TJCW-YKKJ	Audio Play Characters	42340 · AV MATERIALS-YOUTH	152.60
	BIII	10/13/2024	17HX-DHPD-XCXH	Misc.	44120 · PROGRAMS-ADULT	67.22
	Bill	10/14/2024	1MLY-HXFY-DCL1	Audio Play Character	42340 · AV MATERIALS-YOUTH	17,95
	BIII	10/14/2024	1MY9-CV4J-97LM	Book Pouches	42500 · PROCESSING-TECHNICAL SERVICES	147.96
Total Amazon Capital Services						2,905.31
Anderson Elevator Co.						
	Bill	10/01/2024	93823-7276	October 2024	45180 · CONTRACT INSPECTION & MAINTENAN	167.00

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Bill 09/27/2024 83970722 Books -SPLIT- 155.70		Bili	09/26/2024	83939567	Books		
		BIN	09/27/2024	63961217	Books	-SPLIT-	58,94
Total Ingram Library Services 7,503.66		日川	09/27/2024	83970722	Books	-SPLIT-	155.70
	Total Ingram Library Services						7,503.66

Page 3 of 6

	Туре	Date	Num	Merno	Spilt	Amount
Joan Happol				· · · · · · · · · · · · · · · · · · ·		
	Bill	10/14/2024		Mileage Reimbursement	41320 · TRAVEL	11.39
	BIII	10/14/2024		Mileage Reimbursement	41320 · TRAVEL	12,46
	Bill	10/14/2024		Miloage Reimbursement	41320 · TRAVEL	7.10
Total Joan Happel				·		30,95
Kellenbergor Electric, Inc.						
	Bill	10/01/2024	31651-01	Service Call	45165 · INTERIOR R & M-OTHER	2,671.00
Total Kellenberger Electric, inc.						2,671.00
Lauterbach & Amen, LLP						
	Bill	09/27/2024	95574	Proparation of Actuarial Report	45505 · AUDIT	3,030.00
	Bill	09/30/2024	95781	Audit Progress Billing	45505 · AUDIT	8,260.00
Total Lauterbach & Amen, LLP						11,290.00
LIMRICC						
	Bill	10/07/2024		October 2024	41110 - INS-HEALTH, DENTAL, LIFE, FSA	20,083.64
Total LIMRICC						20,083.64
Luke Sutton						
	Bill	09/24/2024		Plywood	45165 · INTERIOR R & M-OTHER	21.32
Total Luke Sutton						21.32
Midwest Mechanical						
	BIII	09/27/2024	112161216	Service Cali	45150 · HVAC R & M	1,584.00
	BIII	09/30/2024	112181441	Service Call	45150 · HVAC R & M	477.00
	Bill	10/03/2024	140072	October 2024	45150 · HVAC R & M	969.00
Total Midwest Mechanical						3,010.00
Midwest Tape						
	Bill	09/06/2024	508010886	AV Materials	42320 · AV MATERIALS-ADULT	158.97
	Bill	09/06/2024	508010888	AV Materials	42320 · AV MATERIALS-ADULT	52.47
	Bill	09/06/2024	506010869	AV Materials	42320 · AV MATERIALS-ADULT	17.99
	BII	09/16/2024	508038394	AV Materials	42320 - AV MATERIALS-ADULT	233.95
	BII	09/16/2024	506038396	AV Materials	42320 · AV MATERIALS-ADULT	187.40
	Bill	09/20/2024	506076107	AV Materials	42320 · AV MATERIALS-ADULT	134.97
	Bill	09/20/2024	508076109	AV Materials	42320 - AV MATERIALS-ADULT	38.23
	Bill	09/30/2024	506120535	AV Materials	42320 - AV MATERIALS-ADULT	50.23
Total Midwest Tape						874.21
Mireya Garcla-Carrasco						
	Bill	09/27/2024		Mileage Reimbursement	41320 · TRAVEL	87.17
Total Mireya Garcla-Carrasco						67.17
Mobile Beacon						
	Bill	10/09/2024		Hotspot Renewals	42420 · SOFTWARE PUBLIC	1,200,00
Total Mobile Boacon						1,200.00
NCPERS						
	Bill	10/10/2024		October 2024	41110 - INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
NewsBank						
	Bill	09/11/2024	1137777	November 2024-October 2025	42112 · REFERENCE-ELECTRONIC	1,556.00
Total NøwsBank						1,556.00
Nicole Hemandez						

	Туре	Date	Num	Memo	Split	Amount
	Bill	09/24/2024		Mileage Reimbursement	41320 · TRAVEL	12.53
Total Nicolo Hemandez						12.53
Nicor						
	811	10/04/2024		9/4/24-10/2/24	45310 · UTILITIES-GAS	751.33
Total Nicor						751.33
Oriental Trading Company						
	BII	09/11/2024	73264093401	Misc.	44140 · PROGRAMS-YOUTH	116.45
	BII	10/05/2024	73327327801	Sign/Piayhouse	44140 · PROGRAMS-YOUTH	44.96
Total Oriental Trading Company						161.41
Orkin Pest Control						
	Bill	09/24/2024	268028391	September 2024	45155 · GENERAL BLDG SERVICES	99.99
Total Orkin Pest Control						99.99
OverDrive						
	Bill	09/13/2024	24269724	Ebooks	42320 · AV MATERIALS-ADULT	1,110.13
	Bill	09/30/2024	24290766	Ebooks	42320 · AV MATERIALS-ADULT	95.00
	Bill	09/30/2024	24288481	Ebooks	42340 · AV MATERIALS-YOUTH	377.28
	Bill	09/30/2024	24289339	Ebooks	42320 - AV MATERIALS-ADULT	1,319.44
	Bill	10/16/2024	24315394	Ebooks	42320 - AV MATERIALS-ADULT	364.88
	Bili	10/18/2024	24315396	Ebooks	42320 - AV MATERIALS-ADULT	531.14
Total OverDrive						3,797.87
Paddock Publications	Bill	10/01/2024	307252	DH Loss?		202 07
Total Paddock Publications	DIII	10/01/2024	307232	DH Legal	45610 · LEGAL NOTICES AND ADS	333.27
Peeriess Network						333.27
P GUIGSS NOLWOIK	BIN	10/15/2024	61640	9/15/24-10/14/24	45330 · UTILITIES-TELEPHONE	853.58
Total Peerloss Network	Dax	10/30/2024	0.040			853,58
Peregrine, Stime, Newman, Ritzman						050,50
	BIII	10/02/2024	62677	Logal Services from 7/1/24-9/30/24	45510 · LEGAL	1,912.50
Total Peregrine, Stime, Newman, Ritzman						1,912.50
Postmastor						1,012.00
	Bill	09/20/2024		Permit #79 BPM Destination Entry Flats	41338 · POSTAGE	350.00
Total Postmaster				· · · · · · · · · · · · · · · · · · ·		350.00
SCARCE						
	BII	10/16/2024	101620242	Information Exhibit	44145 · EVENTS AND OUTREACH	175.00
Total SCARCE						175.00
Sebert Landscaping						
	BHI	10/01/2024	282198	October 2024	45130 · EXTERIOR LANDSCAPING	1,200.00
Total Sebort Landscaping						1,200.00
Sikich LLP						
	Bill	09/18/2024	MS520588	October 2024	41420 · TECHNOLOGY MANAGEMENT	5,564.69
	Bill	09/17/2024	1520870	October 2024	41420 · TECHNOLOGY MANAGEMENT	284.00
	80	09/24/2024	1521358	SSL Certificate1 Year	41425 · WARRANTIES/EXTENDED CARE	145.00
	Bill	09/25/2024	521372	Serverless Project	41400 · IT EQUIPMENT UPGRADES-STAFF	2,233.00
	BIII	09/30/2024	1521457	Remoto Support for Laptop Refresh	41400 - IT EQUIPMENT UPGRADES-STAFF	2,588.25
	BIII	10/14/2024	N522491	SonicWali 12/9/24-12/8/25	41425 · WARRANTIES/EXTENDED CARE	3,684.00
Total Sikich LLP						14,478.94

	Туре	Date	Num	Memo	Split	Amount
Suburban Door & Lock						
	Bill	10/07/2024	574104	Temporary Entrance	48510 · CAPITAL PROJECTS-INTERIOR	971.00
Total Suburban Door & Lock						971.00
Swan						
	Bill	09/12/2024	11414	Swan Expo Rog. Foe	41310 · PROFESSIONAL DEVELOPMENT	210.00
Total Swan						210.00
Unique Management Services						
	BIII	10/01/2024	6131779	Curbside Communicator October 2024	41410 · SOFTWARE STAFF	40.00
	Bill	10/01/2024	6130877	Septembor Placements	41346 · MATERIALS & RESOURCE RECOVERY	88.85
Total Unique Management Services						128.65
US Postal Service						
	Bill	10/15/2024		Postage for Winter Program Guide	44245 · PROGRAM GUIDE	1,300.00
Total US Postal Service						1,300.00
Verizon						
	Bill	09/30/2024	9975124910	September 2024	45330 · UTILITIES-TELEPHONE	348.80
Total Verizon						348.80
Xtreme Environmental Solutions						
	Bill	10/15/2024	119WCL	October 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
Zoobean, Inc.						
	Bill	10/01/2024	34052	Beanstack Plus 1/28/25-1/27/28	42112 · REFERENCE-ELECTRONIC	899.00
Total Zoobean, Inc.						699.00
TOTAL						103,124.04

9:00 AM 10/17/24

West Chicago Public Library District Bills Total (Credit Card)

As of October 17, 2024

		<u> </u>	AS OF OCLODER 17, 2024		
	Туре	Date Nu	umMemo	Open Balance	
Adobe Inc.				_	
	Credit Card Charge	09/10/2024	Acrobat Pro/Creative Cloud	110.45	
Total Adobe Inc.				110.45	
Alphagraphics					
	Credit Card Charge	09/09/2024	Letterhead and Blank Pages	509.91	
Total Alphagraphics				509.91	
Amos Advantage					
	Credit Card Charge	09/24/2024	Stamp Books	689.94	
Total Amos Advantage				689.94	
Chicago Tribune					
	Credit Card Charge	09/26/2024	Daily Herald Service through 11/21/24	123.92	
	Credit Card Charge	09/30/2024	Chicago Tribune Subscription	400.00	
Total Chicago Tribune				523.92	
Constant Contact					
	Credit Card Charge	09/01/2024	September 2024	94.20	
Total Constant Contact				94.20	
Costco					
	Credit Card Charge	09/11/2024	Misc.	63.95	
Total Costco				63.95	
Dollar Tree Store					
	Credit Card Charge	09/05/2024	Misc.	32.50	
Total Dollar Tree Store				32.50	
Eventbrite					
	Credit Card Credit	09/18/2024	Overpayment for SLUI Meeting	-20.00	
Total Eventbrite				-20.00	
Harbor Freight					
	Credit Card Charge	09/13/2024	Misc.	13.47	
Total Harbor Freight				13.47	
Illinois Library Association					
	Credit Card Charge	09/03/2024	ILA Conference	250.00	
Total Illinois Library Association				250.00	
Jorge's Paleteria Y Neveria					
	Credit Card Charge	09/03/2024	Misc.	470.92	

9:00 AM 10/17/24

West Chicago Public Library District Bills Total (Credit Card)

As of October 17, 2024

		, , , , , , , , , , , , , , , , , , ,	AS OF OCTODEL 17, 2024		
	Туре	Date No	um Memo	Open Balance	
Total Jorge's Paleteria Y Neveria				470.92	
Michaels					
	Credit Card Charge	09/04/2024	Misc.	58.90	
	Credit Card Credit	09/11/2024	Misc.	-34.48	
Total Michaels				24.42	
Microsoft					
	Credit Card Charge	09/27/2024	Power Cord	97.63	
Total Microsoft				97.63	
Mobile Beacon					
	Credit Card Charge	09/01/2024	11 Hotspots	1,375.00	
Total Mobile Beacon				1,375.00	
Office Max					
	Credit Card Charge	09/22/2024	Keyboard	118.79	
Total Office Max				118.79	
Oriental Trading Company					
	Credit Card Charge	09/01/2024	Misc.	33.96	
Total Oriental Trading Company				33.96	
Party City					
	Credit Card Charge	09/13/2024	Misc.	107.60	
Total Party City				107.60	
Sports Illustrated					
	Credit Card Charge	09/27/2024	Annual Subscription	20.00	
Total Sports Illustrated				20.00	
Spotify					
	Credit Card Charge	09/25/2024	September 2024	11.99	
Total Spotify				11.99	
Traliant, LLC					
	Credit Card Charge	09/18/2024	Implementation Fees/Courses	2,812.50	
Total Traliant, LLC				2,812.50	
Universal Yums					
	Credit Card Charge	09/01/2024	Yum Yum Box	29.00	
Total Universal Yums				29.00	

Volaris

9:00 AM 10/17/24

West Chicago Public Library District Bills Total (Credit Card)

As of October 17, 2024

	Туре	Date	Num	Merno	Open Balance
	Credit Card Charge	09/30/2024		Air Flight for R. Zavala	164.33
Total Volaris					164.33
Walmart					
	Credit Card Charge	09/14/2024		Misc.	28.38
	Credit Card Charge	09/03/2024		Snacks	42.73
Total Walmart					71.11
TOTAL					7,605.59

9:30 AM 10/17/24

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

	Туре	Date Num	ember 30, 2024 Memo	Split	Amount
AFLAC Ins.					
	Check	09/19/2024 BP091924	September Payroll	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-25.20
Total AFLAC Ins.					-25.20
Ampion Commenergy					
	Check	09/12/2024 BP09122024	September Billing	45320 · UTILITIES-ELECTRIC	-466.19
	Check	09/12/2024 BP09122024E	8 September Billing	45320 · UTILITIES-ELECTRIC	-1,449.87
Total Ampion Commenergy					-1,916.06
Avidia					
Total Avidia					
Employee Benefits Corporation					
	Check	09/30/2024 BP093024	September Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation					-60.00
IMRF					
	Check	09/10/2024 BP091024	September 2024 Payroll	21040 · IMRF	-22,093.86
Total IMRF					-22,093.86
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					
TAL					-24,095.12

West Chicago Public Library District

Financial Analysis For the 3 Month(s) Ended September 30, 2024



Revenue Highlights

25% of Budget Year

- 92% of Total Budget
- Property Taxes

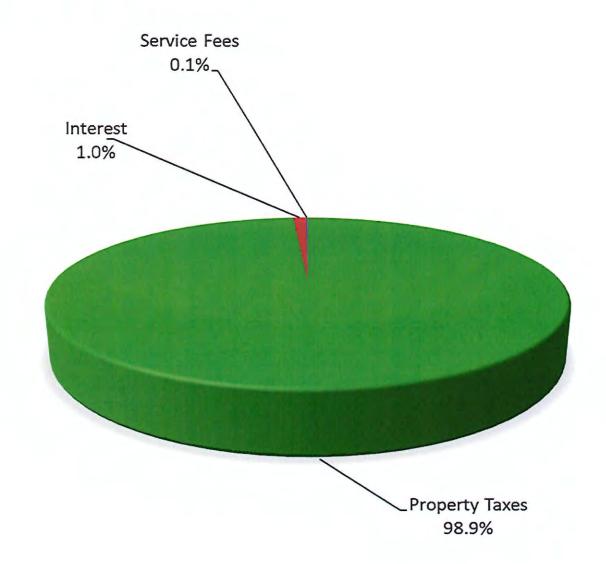
- Collected \$2,742,304 or 96% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)

- Replacement Taxes
 - Collected \$0 or 0%
- Interest
 - Collected \$27,590 or 60% of Budget
- Service Fees
 - Collected \$3,383 or 44% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,742,304	2,845,551	96%	2,584,637	6%
Interest	27,590	46,000	60%	25,295	9%
Replacement Taxes	-	65,000	0%	-	n/a
Service Fees	3,383	7,700	44%	3,162	7%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	184	2,100	9%	11,541	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In			n/a		<u>n/a</u>
Actual Revenues	2,773,461	3,009,309	92%	2,624,635	<u>6%</u>
Budgeted Revenues_	3,009,309				
% Diff	92%				

Revenue distribution



Expenditure Highlights

25% of Budget Year

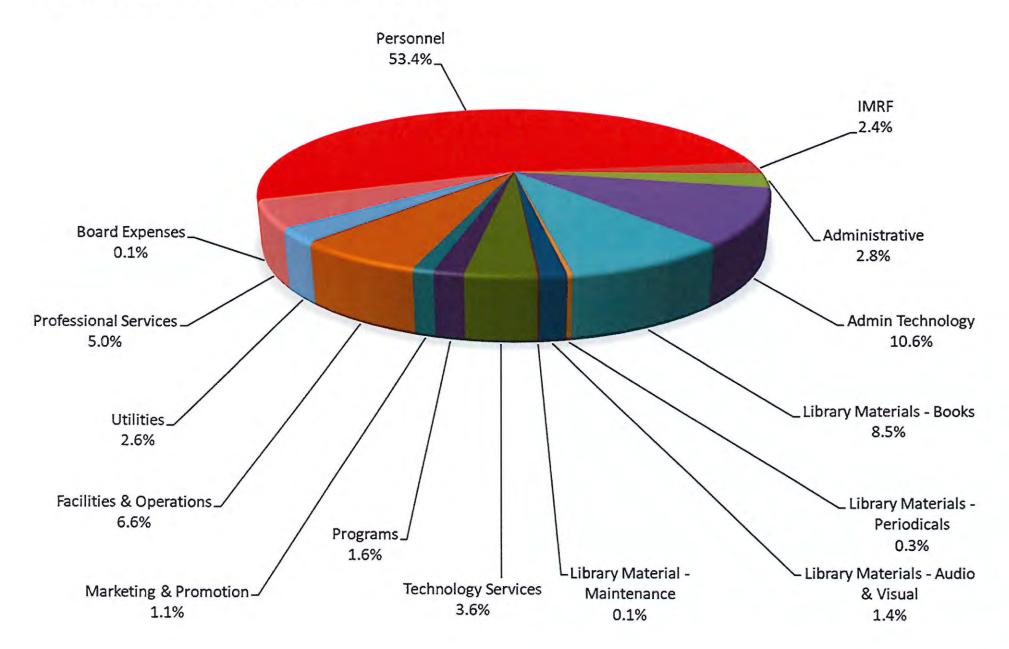
- 26% of Total Budget
- Admin. Technology
 46% of Budget
- Library Materials
 - 30% of Budget
- Professional Services
 - 46% of Budget
- Facilities & Operations
 - 26% of Budget
- Utilities
 - 24% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	391,732	1,842,626	21%	365,435	7%
IMRF	17,697	149,876	12%	27,633	-36%
Administrative	20,386	82,215	25%	16,742	22%
Admin Technology	77,834	167,895	46%	35,476	119%
Library Materials - Books	62,165	153,999	40%	68,276	-9%
Library Materials - Periodicals	1,840	9,500	19%	710	159%
Library Materials - Audio & Visual	10,023	49,850	20%	8,740	15%
Library Material - Maintenance	26,261	119,248	22%	39,081	-33%
Technology Services	702	10,560	7%	516	36%
Programs	11,464	42,886	27%	5,525	107%
Marketing & Promotion	7,900	28,398	28%	4,902	61%
Facilities & Operations	48,367	184,360	26%	52,409	-8%
Utilities	19,224	79,660	24%	19,620	-2%
Professional Services	36,989	80,636	46%	5,875	530%
Board Expenses	721	7,600	9%	1,051	<u>-31%</u>
Actual Expenditures	733,307	3,009,309	24%	651,991	12%
Budgeted Expenditures_	3,009,309				
% Diff	24%				

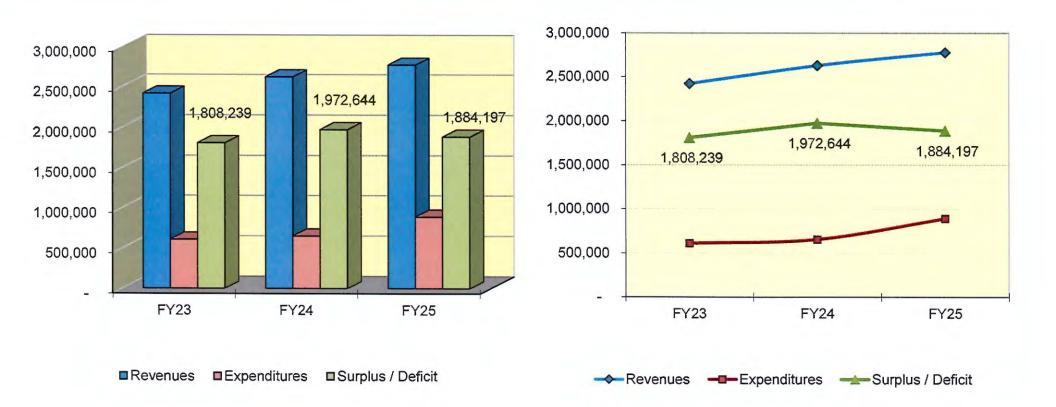
Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance For the 3 Month(s) Ended September 30, 2024

	General IMRF		Special Reserve	Total Actual	
TOTAL SURPLUS / (DEFICIT)	1,758,107	125,608	482	1,884,197	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	
ENDING FUND BALANCE	3,331,014	156,170	126,056	3,613,240	
Fund Balance as % of Total Expenditures	382%	882%	n/a	406%	



Investments

Bank	Description	Туре	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	2,500
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	2,500
FNBC Bank - Checking	#6031	A/P	0.10%	12,573
FNBC Bank - Savings	#0317	MM	2.79%	2,849,487
Illinois Funds - GASB54	#6950	MM	Various	713,720
Illinois Funds - General	#5519 / 1507	MM	Various	119,454
			Total	\$ 3,700,393
l Illinois Funds_ - GASB54 19.29%	llinois Funds Cash - General 0.07% 3.23%	-FNBC Sav	Bank Petty Cash .07% Bank - rings 00%	

Financial Report

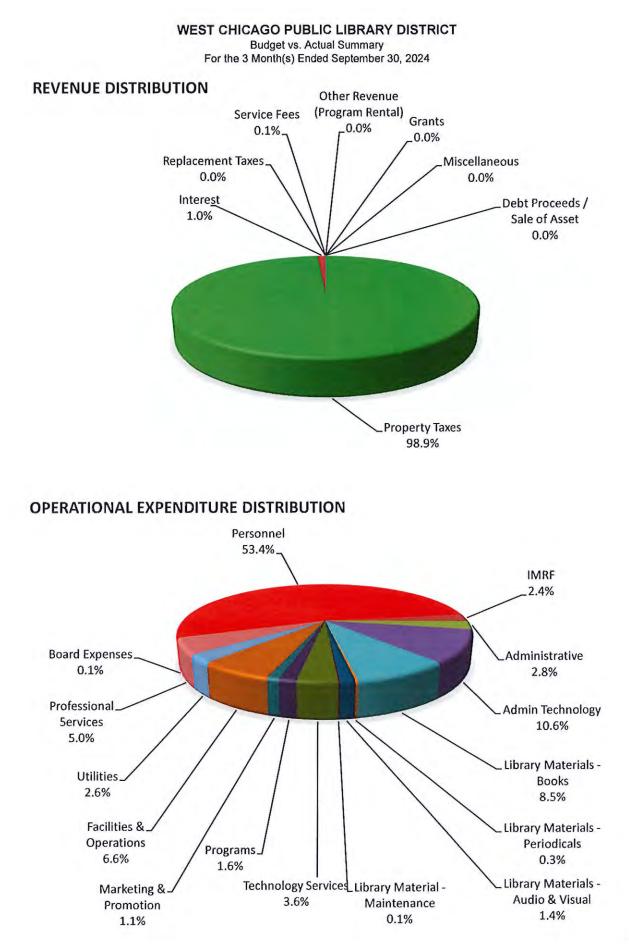
For the 3 Month(s) Ended September 30, 2024 FISCAL YEAR 2024



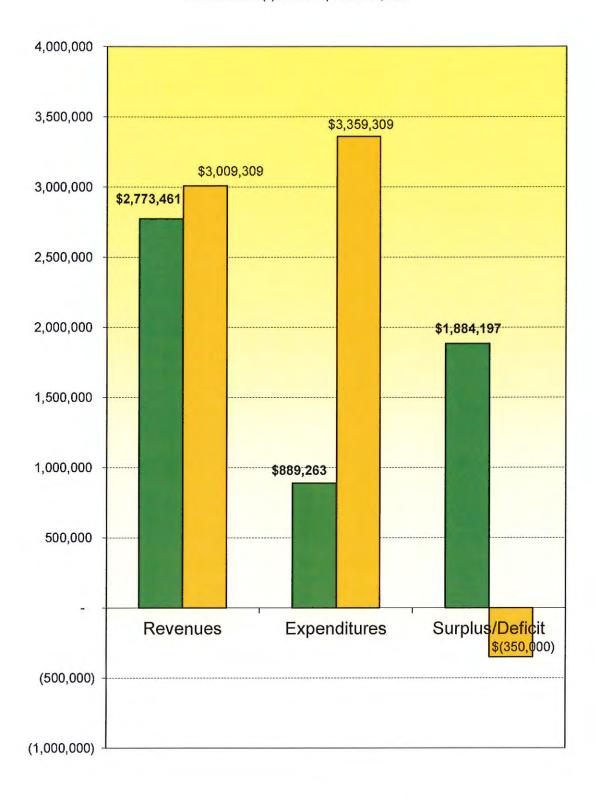
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary For the 3 Month(s) Ended September 30, 2024

25% of Fiscal Year			% of	
Account Description	Total Actual	Total Budget	Budget	
REVENUE				
Property Taxes	2,742,304	2,845,551	96%	
Interest	27,590	46,000	60%	
Replacement Taxes	-	65,000	0%	
Service Fees	3,383	7,700	44%	
Other Revenue (Program Rental)	-	-	0%	
Grants	-	42,958	0%	
Miscellaneous	184	2,100	9%	
Debt Proceeds / Sale of Asset	-	-	0%	
Transfer-In	-	<u></u>	0%	
Actual Revenues	2,773,461	3,009,309	92%	
Budgeted Revenues	3,009,309			
% Diff	92%		% of	
Account Description	Total Actual	Total Budget	Budget	
OPERATING EXPENDITURES				
Personnel	391,732	1,842,626	21%	
IMRF	17,697	149,876	12%	
Administrative	20,386	82,215	25%	
Admin Technology	77,834	167,895	46%	
Library Materials - Books	62,165	153,999	40%	
Library Materials - Periodicals	1,840	1,840 9,500		
Library Materials - Audio & Visual	10,023	49,850	20%	
Library Material - Maintenance	702	10,560	7%	
Technology Services	26,261	119,248	22%	
Programs	11,464	42,886	27%	
Marketing & Promotion	7,900	28,398	28%	
Facilities & Operations	48,367	184,360	26%	
Utilities	19,224	79,660	24%	
Professional Services	36,989	80,636	46%	
Board Expenses	721	7,600	9%	
Actual Expenditures	733,307	3,009,309	24%	
Budgeted Expenditures	3,009,309			
% Diff	24%			
SURPLUS / (DEFICIT) FROM OPERATIONS	2,040,153	-	<u>n/a</u>	
CAPITAL EXPENDITURES & DEBT SERVICE				
Equipment & Building	155,956	350,000	45%	
Actual Expenditures	155,956	350,000	45%	
	350,000			
Budgeted Expenditures				
Budgeted Expenditures % Diff	45%	(350.000)		
Budgeted Expenditures		(350,000)		



WEST CHICAGO PUBLIC LIBRARY DISTRICT Budget vs. Actual Summary For the 3 Month(s) Ended September 30, 2024





WEST CHICAGO PUBLIC LIBRARY DISTRICT Budget vs. Actual Summary For the 3 Month(s) Ended September 30, 2024

25% Of Fiscal Year

25% Of Fiscal Year				ł		% of
Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	Budget
REVENUE						
Property Taxes	2,599,859	142,445	-	2,742,304	2,845,551	96%
Interest	26,247	861	482	27 590	46,000	60%
Replacement Taxes	-	-	-	-	65,000	0%
Service Fees	3,383	-	-	3,383	7,700	44%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	184	-	-	184	2,100	9%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-		-	-		0%
Actual Revenues	2,629,673	143,306	482	2,773,461	3,009,309	92%
Budgeted Revenues	2,859,433	149,876	*	3,009,309		
% Diff	92%	96%	n/a	92%		
OPERATING EXPENDITURES	-					
Personnel	391,732	-	-	391,732	1,842,626	21%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	20,386	-	-	20,386	82,215	25%
Admin Technology	77,834	-	-	77,834	167,895	46%
Library Materials - Books	62,165	_	-	62,165	153,999	40%
Library Materials - Periodicals	1,840	-	-	1,840	9,500	19%
Library Materials - Audio & Visual	10.023	-	-	10,023	49,850	20%
Library Material - Maintenance	702	_	-	702	10,560	7%
Technology Services	26,261	-	-	26,261	119,248	22%
Programs	11,464	-	-	11,464	42.886	27%
Marketing & Promotion	7,900	-	+	7,900	28,398	28%
Facilities & Operations	48,367	-	-	48,367	184.360	26%
Utilities	19,224	-	-	19,224	79,660	24%
Professional Services	36,989	-	_	36,989	80,636	46%
Board Expenses	721	-	_	721	7,600	9%
Actual Expenditures	715,610	17,697	-	733,307	3,009,309	24%
Budgeted Expenditures	2.859.433	149,876		3.009.309	0,000,000	2.47
% Diff	25%	12%		24%		
CAPITAL EXPENDITURES & DEBT SERVI		12.70	1//a	Z~+ /0		
Equipment & Building	155,956	_		155,956	350.000	45%
Actual Expenditures	155,956		-	155,956	350,000	
Budgeted Expenditures	100,900	-	350,000	350,000	330,000	. n/a
% Diff						
76 Dill	General	IMRF	Special Reserve	n/a Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	1,758,107	125,608	482	1,884,197	(350,000)	-
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	3,331,014	156,170	126,056	3,613,240	1,379,043	
Fund Balance as % of Total Expenditures	382%	882%	n/a	406%		0

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

•	energi de concessiones	Monthly							
	Monthly Total	Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues	م مرکز این می می در در								
30010 · PROPERTY TAXES	1,175,250.21	237,129.25	2,599,858,87	142,444,75	5 0.00	2,742,303,62	2,845,551.00	-103,247,38	96,37%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,416,67	0.00	0.00		0.00	65,000,00	-65,000.00	0.0%
33000 · INTEREST INCOME	9,289,63	3,750.00	26,247.13	861.11		27,108,24	45,000.00	-17,891,76	60.24%
33040 - INTEREST-IL FUND BLDG CONST	154,87	83.33	0.00	0.00		481.82	1.000.00	-518.18	48.18%
35100 · FINES	0.00	0.00	38.27	0.00		38.27	0.00	38.27	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	761.35	375.00	2,427.38	0.00		2,427.38	4,500.00	-2,072.62	
35510 · LOST AND PAID MATERIALS	25.99	100,00	653,71			2,427.38 653.71		-2,072.62 -546.29	53,94%
35710 · NON RESIDENT FEES	25.99	166.67	263.24	0.00			1,200.00		54,48%
35810 · BOOK SALES	 Alternative statements 			0.00		263.24	2,000.00	-1,736.76	13.16%
36030 · MEMORIALS AND DONATIONS	0,00	0.00	0.00	0.00		0.00	0.00	0,00	0.0%
	0.00	8.33	0.00	0.00		0.00	100.00	-100.00	0.0%
36035 · DONATIONS-SUMMER READING	0,00	125.00	0.00	0.00		0.00	1,500.00	-1,500.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	56.53	0.00		56.53	200.00	-143.47	28.27%
38010 · PER CAPITA GRANT	0.00	3,579.83	0.00	0.00		0.00	42,958.00	-42,958.00	0.0%
38020 · OTHER GRANTS	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	0.0%
39010 · OTHER INCOME	0.00	25.00	127.78	0.00	0.00	127.78	300.00	-172.22	42,59%
39015 · PROGRAM ROOM RENTAL	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0,00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0,00	0.00	0.00		0,00	0.00	0.00	0.0%
	1,185,482.05	250,775.75	2,629,672.91	143,305.86		2,773,460.59	3,009,309.00	-235,848.41	92.16%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	106,755.64	121,715,17	315,463.81	0.00	0.00	315,463.81	1,460,582.00	-1,145,118.19	21,6%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	16,745.38	22,395.33	50,223.36	0,00	0.00	50,223,36	268,744.00	-218,520.64	18.69%
41120 · FICA EXPENSE	7,941.71	9,083,33	23,549.48	0,00	0.00	23,549.48	109,000.00	-85,450.52	21.61%
41130 · UNEMPLOYMENT COMPENSATION	0,00	166,67	195.81	0.00	0.00	195.81	2,000,00	-1,804.19	9.79%
41140 · WORKERS COMPENSATION	0,00	191,67	2.300.00	0.00	0.00 0	2,300.00	2,300.00	0.00	100.0%
Subtotal	131,442,73	153,552.17	391,732,46	0.00	0.00	391,732,46	1,842,626.00	-1,450,893.54	21,26%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	3,252.50	1.181.67	5,080,59	0,00	0.00	5,080.59	14,180.00	-9,099.41	35.83%
41320 · TRAVEL	433.93	316,33	567.82	0.00		567.82	3,796.00	-3,228.18	14.96%
41330 · ASSOCIATION DUES	179.00	520.42	1,539,00	0.00		1,539.00	6,245.00	-4,706.00	24.64%
41332 · PAYROLL PROCESSING	595.73	683.33	1,831.66	0.00		1,831.66	8,200.00	-6,368.34	22.34%
41334 · OFFICE SUPPLIES GENERAL	713.86	495.83	2,371.63	0.00		2,371,63	5,950.00	-3,578,37	39.86%
41336 - OFFICE EQUIPMENT	1,496.23	1,695.33	4,599.69	0.00		4,599,69	20,344.00	-15,744.31	22.61%
41338 · POSTAGE	350.00	583.33	4,555.65	0.00			20,344.00	and the second	A CONTRACTOR OF
41342 · ADMINISTRATIVE MISC	821.42		,			1,850.00		-5,150.00	26.43%
41344 - SUPPLIES-FOOD		116.67	1,173.42	0.00		1,173.42	1,400.00	-226.58	83.82%
	0.00	583.33	237.16	0.00		237.16	7,000.00	-6,762.84	3.39%
41345 · MATERIALS & RESOURCE RECOVERY	118.20	133.33	226.55	0.00		226.55	1,600.00	-1,373.45	14.16%
41348 · CIRCULATION SERVICES SUPPLIES	20.68	541.67	908.65	0.00		908.65	6,500.00	-5,591.35	13.98%
Subtotal	7,981.55	6,851.25	20,386.17	0.00	0.00	20,386.17	82,215.00	-61,828.83	24.8%

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

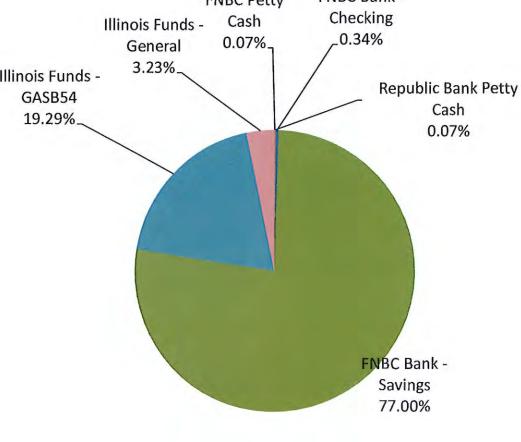
	-		Monthly							<u></u>
		Monthly Total	Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN							a service d'Arter	م مراجع معرف محمد مسلم معرف مع	an an than that a second	S. Maria and S. S.
41400 · IT EQUIPMENT UPGRADES-STAFF		12,860,52	2,709.25	48,666.52	0,0		48,666.52	32,511.00	16,155.52	149.69%
41410 · SOFTWARE STAFF		162.44	3,553.75	2,144.08	0,0		2,144.08	42,645.00	-40,500.92	5.03%
41415 · PHONE SYSTEM		0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT		5,828,69	6,410.42	23,783.90	0.0		23,783.90	76,925.00	-53,141.10	30.92%
41425 · WARRANTIES/EXTENDED CARE	<u>.</u>	145.00	1,317.83	3,239.82	0.0		3,239.82	15,814.00	-12,574.18	20,49%
	ubtotal	18,996,65	13,991.25	77,834.32	0.00	0.00	77,834.32	167,895.00	-90,060.68	46.36%
4E · LIBRARY MATERIALS-BOOKS										
42112 · REFERENCE-ELECTRONIC		8,556.00	4,269.08	43,171.87	0.0		43,171.87	51,229.00	-8,057.13	84.27%
42120 · BOOKS-ADULT		7,623.56	5,891.67	15,679.20	0.0		15,679.20	70,700,00	-55,020.80	22.18%
42122 · BOOKS-LITERACY		0.00	30.83	65.85	0.0		65.85	370.00	-304.15	17.8%
42130 · BOOKS-YOUNG ADULT		316.85	416.67	337.74	0.0		337.74	5,000.00	-4,662.26	6.76%
42140 · BOOKS-YOUTH		1,125.77	2,141.67	2,081.49	0.0		2,081.49	25,700.00	-23,618.51	8,1%
42170 · RBP/ILL BOOK REPLACEMENT		0.00	83,33	828.99	0.0		828.99	1,000.00	-171.01	82,9%
	ubtotal	17,622.18	12,833.25	62,165.14	0.00	0 0.00	62,165.14	153,999.00	-91,833.86	40.37%
5E - LIBRARY MATERIALS-PERIODICALS										
42210 · PERIODICALS		1,040,19	791.67	1,840.19	0.0		1,840.19	9,500.00	-7,659.81	19.37%
	ubtotal	1,040.19	791.67	1,840.19	0.0	00.00	1,840.19	9,500.00	-7,659.81	19.37%
6E - LIBRARY MATERIALS-AUDIO VISUAL										
42320 · AV MATERIALS-ADULT		3,398.78	2,958.33	8,423.80	0.0		8,423.80	35,500.00	-27,076.20	23.73%
42330 - AV MATERIALS-YOUNG ADULT		346.60	208.33	346.60	0.0		346.60	2,500.00	-2,153.40	13.86%
42340 · AV MATERIALS-YOUTH		377.28	987,50	1,252,90	0.0		1,252.90	11,850.00	-10,597.10	10.57%
	ubtotal	4,122.66	4,154.17	10,023.30	0.0	00,0	10,023,30	49,850.00	-12,750.50	20.11%
7E · TECHNOLOGY SERVICES									n de la deservición de la composición d En la composición de l	
42400 · LIBRARY CONSORTIUM		0,00	2,778,50	8,368.75	0.0		8,368.75	33,342.00	-24,973.25	25.1%
42405 · INTERNET SERVICES		2,009.64	2,004.00	6,017.96	0.0		6,017.96	24,048.00	-18,030.04	25.03%
42420 · SOFTWARE PUBLIC		0.00	1,176.50	3,475.50	0.0		3,475,50	14,118.00	-10,642,50	24.62%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC		1,423.99	3,978.33	8,398.96	0.0		8,398.96	47,740.00	-39,341.04	17.59%
S	ubtotal	3,433.63	9,937.33	26,261.17	0.0	0 0.00	26,261.17	119,248.00	-49,983.54	22.02%
8E · LIBRARY MATERIAL MAINTENANCE										
42500 · PROCESSING-TECHNICAL SERVICES		379,16	862.50	701,90	0,0	0.00	701.90	10.350.00	-9,648,10	6.78%
42510 · CATALOGING TOOL		0,00	17,50	0.00	0.0	0 0.00	0.00	210.00	-210.00	0.0%
42515 · DIGITALIZATION PROJECTS		0,00	0,00	0,00	0.0	0.00	0.00	0.00	0.00	0.0%
S	ubtotal	379,16	880,00	701.90	0.0	0 0.00	701.90	10,560.00	-9,648,10	6.65%
9E · PROGRAMS								et en relation de la company		
44120 · PROGRAMS-ADULT		1,030,09	1,000.00	3,826.40	0.0	0.00	3,826.40	12,000.00	-8,173.60	31.89%
44130 · PROGRAMS-YOUNG ADULT		170.16	333,33	293.92	0,0	0.00	293.92	4,000.00	-3,706.08	7.35%
44135 · PROGRAMS-SUMMER READING		19.77	416.67	37,74	0.0	0 0.00	37.74	5,000,00	-4,962.26	0.76%
44140 · PROGRAMS-YOUTH		620.90	1,057,17	1,509.25	0.0	0.00	1,509,25	12,686.00	-11,176.75	11.9%
44145 · EVENTS AND OUTREACH		883.75	766.67	5,796.96	0,0	0.00	5,796.96	9,200.00	-3,403.04	63.01%
S	Subtotal 🗍	2,724.67	3,573.83	11,464.27	0.0	0 0.00	11,464.27	42,886.00	-14,579.79	26.73%
	-									
10E - MARKETING & PROMOTIONS										
44210 · MARKETING		94,20	333.33	1,033.20	0.0		1,033,20	4,000.00	-2,966.80	25.83%
		0,00	191.50	2,300.76	0.0		2,300.76	2,298.00	2.76	100.12%
44220 · PROMO MATERIALS-ADULT		294,47	200.00	294.47	0.0		294.47	2,400.00	-2,105.53	12.27%
44240 · PROMO MATERIALS-YOUTH		0.00	208.33	0.00	0.0		0.00	2,500.00	-2,500.00	0.0%
44245 · PROGRAM GUIDE		0.00	1,433.33	4,271.41	0.0		4,271.41	17,200.00	-12,928.59	24,83%
44250 · SURVEYS		0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.0%
S	Subtotal	388.67	2,366.50	7,899.84	0.0	0 0.00	7,899.84	28,398.00	-20,498.16	27.82%

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

	Monthly Total	Monthly Budget	General	IMRE	Special Reserve	YTD Total			
11E · FACILITIES & OPERATIONS	- Mondily Total		Ogligiai	WIKE	Special Reserve		YTD Budget	\$ Over Budget	% of Budget
45110 · JANITORIAL SERVICE	1,065,00	2,058.33	3,195,00	0.00	0.00	3,195,00	24,700.00	-21,505,00	12.94%
45112 · SECURITY SERVICE	3,438,28	1.775.00	5,137.43	0.00		5,133.00	21,300.00	-16,162,57	24.12%
45115 · JANITORIAL SUPPLIES	854.62	508.33	2,739.68	0.00	•	2,739.68	6.100.00	-3,360,32	44.91%
45116 · COVID 19 SUPPLIES	0.00	0.00	0.00	0.00		0.00	0.00	-3,360.32	51% 0.0%
45117 · SECURITY CAMERAS	0.00	483.33	0.00	0.00		0.00	5,800,00	-5.800.00	0.0%
45120 · SNOW REMOVAL	0.00	2,166.67	0.00	0.00		0.00	26,000.00	-26.000.00	0.0%
45130 · EXTERIOR LANDSCAPING	1,200.00	2,075.00	3,696.00	0.00		3,696,00	24,900,00	-21.204.00	14.84%
45140 · EXTERIOR R & M-OTHER	368.46	933.33	9,086.91	0.00		9,086.91	11,200.00	-2,113.09	81.13%
45150 · HVAC R & M	3,135.00	2,083,33	15,959,89	0.00		15,959,89	25,000.00	-9,040.11	63.84%
45155 · GENERAL BLDG SERVICES	150.49	155.00	451.47	0.00	0.00	451.47	1,860,00	-1,408.53	24.27%
45160 · CONTRACT INSPECTION & MAINTENAN	491.26	2,000.00	11,758.94	0.00	0.00	11,758,94	24,000.00	-12,241,06	49.0%
45165 · INTERIOR R & M-OTHER	21.32	1,125.00	-3,658.68	0.00	0.00	-3,658,68	13,500.00	-17,158,68	-27.1%
Subtota	10,724,43	15,363.33	48,366.64	0.00	0.00	48,366.64	184,360,00	-135,993.36	26.24%
12E · UTILITIES									
45310 · UTILITIES-GAS	758.88	816.67	2,924.68	0.00	0.00	2,924,68	9,800.00	-6,875,32	29.84%
45320 · UTILITIES-ELECTRIC	3,852.78	3,496.67	11,345.12	0.00	0.00	11,345.12	41,960.00	-30,614.88	27.04%
45330 · UTILITIES-TELEPHONE	1,521.00	1,600.00	4,583.43	0.00	0.00	4,583.43	19,200.00	-14,616.57	23.87%
45340 · UTILITIES-WATER	0.00	625.00	0,00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
45350 · UTILITIES-TRASH	197.99	100.00	370.97	0,00	0.00	370,97	1,200.00	-829.03	30.91%
Subtota	6,330,65	6,638.33	19,224.20	0.00	0.00	19,224,20	79,660.00	-60,435.80	24.13%
13E · PROFESSIONAL SERVICES									ann ga stàite Carailte an t-rite anns a
45500 · INSURANCE	0.00	1,733.83	20,806.00	0,00	0.00	20,806,00	20,806.00	0.00	100.0%
45505 · AUDIT	11,290.00	1,152,50	11,290.00	0.00	0.00	11,290.00	13,830.00	-2,540.00	81,63%
45510 · LEGAL	0.00	1,000.00	168.00	0.00	0.00	168.00	12,000.00	-11,832.00	1.4%
45515 · PROFESSIONAL SERVICES	0.00	1,250.00	0.00	0.00		0.00	15,000.00	-15,000.00	0.0%
45520 · ACCOUNTING	1,575.00	1,583.33	4,725.00	0,00		4,725.00	19,000.00	-14,275.00	24.87%
Subtota	12,865.00	6,719.67	36,989.00	0,00	0.00	36,989.00	80,636.00	-43,647.00	45.87%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	208,33	0.00	0,00		0.00	2,500.00	-2,500.00	0.0%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	680.00	0,00		680.00	4,100.00	-3,420.00	16.59%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	41.40	0,00		41.40	1,000.00	-958.60	4.14%
Subtota	al <u>340.00</u>	633.33	721.40	0,00	0.00	721.40	7,600.00	-6,878.60	9,49%
15E · CAPITAL EQUIPMENT									
46500 · CAPTIAL EQUIPMENT & BUILDING	0,00	29,166.67	0.00	0.00		0.00	350,000.00	-350,000.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	155,956,00	0.00	155,956,00	0.00		155,956.00	0.00	155,956.00	100.0%
16E · GRANT EXPENSES Subtota	155,956.00	29,166.67	155,956.00	0.00	0.00	155,956.00	350,000.00	-194,044.00	44.56%
49600 · GRANT EXPENSES	0.00	0.00							
49605 - GRANT EXPENDITORES		a bar e recente da	0.00	0.00		0.00	0.00	0.00	0.0%
	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0,0%
19E · IMRF EXPENSES Subtot	ul 0.00	0.00	0.00	0.00	0.00	0.00	0,00	0.00	0.0%
92500 · IMRF EXPENSE	0.00	12,489,67	0.00	17.697.39	9 0.00	47 007 00	440.070.00	400 470 64	4.4.5464
Subtot		12,489.67	0.00	17,697.39		17,697.39	149,876.00	-132,178,61	11,81%
70E · SPECIAL RESERVE EXPENDITURES	11	12,403,07	0.00	17,097.38	9 0.00	17,697.39	149,876.00	-132,178.61	11,81%
70000 · HVAC	0,00	0,00	0.00	0.00	0.00	A AA			a an/
Subtot		0.00				0.00	0.00	0.00	0.0%
90E · TRANSFERS OUT	a U.UU	UU,UU	0.00	0.00	0.00	0.00	0,00	0.00	0.0%
90000 · TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	n n)/
Subtot		0.00	0.00	0.00		0.00	0.00	0.00	0.0%
50000	374,348.17	279,942,42	871,566.00	17,697,39		889,263,39	3,359,309.00	-2,470,045.61	26,47%
Net Income	811,133.88	-29,166.67	1,758,106.91	125,608.47		1,884,197.20	-350,000.00	2,234,197.20	-538.34%
	011,100.00		1,1 30, 100.31	123,000.4/	40 I.OZ	1,004,197.20	~550,000.00	2,234,197,20	-338.34%

West Chicago Public Library District Investments September 30, 2024

			Current	
Bank	Description	Туре	Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	2,500
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	2,500
FNBC Bank - Checking	#6031	A/P	0.10%	12,573
FNBC Bank - Savings	#0317	MM	2.79%	2,849,487
Illinois Funds - GASB54	#6950	MM	Various	713,720
Illinois Funds - General	#5519 / 1507	MM	Various	119,454
			Total	\$ 3,700,393
Illinois Fun General 1llinois Funds - 3.23%	0.070/	Cheo	Bank - :king 4%	



Library Director Report

October 28, 2024

FINANCIAL UPDATE

- ✤ Fiscal Year Elapsed = 25.0%
- Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund:

General (Corporate) Fund:

- New Building & Construction Fund:
- \$713,719.78 (+ \$3,053.74) \$36,191.71 (+ \$154.87) \$83,262.58 (+ \$356.24)
- The audit will be going to its final phase of review within the next couple weeks. The Management's Discussion and Analysis (MD&A) will be on the agenda for approval at the November board meeting.

PHYSICAL PLANT

- Commencement of planned capital projects began on 9/26. To date, four (4) VAV boxes have been replaced; electrical infrastructure has been installed at the entrance and in both lobby bathrooms for installation of the air curtain (entrance) and heaters (bathrooms); the permit application has been submitted to the City for the concrete work and additional exterior lighting. Once the permit has been approved, the concrete and electrical work will begin. The concrete work will be completed in two phases with each phase expected to take 7-10 days to complete, weather permitting, and no issues encountered. Concrete work is anticipated to begin October 29. Entrance into the library will be affected for both patrons and staff at various times while the concrete work is being completed. Signage will be posted to advise of changes to ingress and egress.
- Midwest Mechanical made a repair to boiler 2 on 9/26 and returned on 9/30 and 10/1 to perform preventive maintenance, including filter changes and cleaning the chiller coils.
- On 10/3 Suburban Lock added a lock and handle to the emergency door on the East side of the building in anticipation of a relocated entrance for patrons during the time when the pavers are replaced with concrete.
- A light pole at the front entrance fell over on 10/13. Rusted bolts failed to hold during strong winds. Kellenberger Electric secured the area and the pole was moved to the basement. Because of the rusted bolts and observation of the same on other poles, it was recommended to replace the footings not only for the failed light pole, but also the other three (3) light poles that are within the paver area. A quote has been received to complete the work as recommended. There are also five (5) spotlights that are either not working or are flickering consistently. Kellenberger also provided a quote to replace the spotlights.

Library Director Report

October 28, 2024

TECHNOLOGY

- Sikich is currently working with the library to achieve the following planned strategic goals:
 - Implementation of multifactor authentication (MFA) for all exempt positions within the library. Critical positions within the library had already been using MFA, but this implementation continues to improve and broaden the security of the library computing environment.
 - Implementation of more rigorous password criteria for all employees prior to 2025. The specific criteria will be shared with staff and included in the personnel policies handbook.
 - o Workstation deployment for staff
 - Replacement of the firewall, which will provide higher speeds and enhanced security features.

Personnel

- ✤ <u>The Library Director</u>:
 - Attended Sikich Quarterly Business Review meeting on 9/24 with the IT Librarian.
 - Took vacation days on 9/25 & 27.
 - Attended Rotary meetings on 10/2 & 16.
 - Participated in an Olmec Head photo opportunity with library, City of West Chicago and Mexican Cultural Center DuPage staff on 10/4. The Olmec head was removed from library property on 10/16.
 - Attended the ILA Annual Conference held at the Peoria Civic Center on 10/9.
 - Hosted a staff luncheon in honor of Jennifer W.'s retirement on 10/10. Jennifer had been with the WCPLD for over 21 years.
 - Participated in the WeGo 2030 Strategic Plan Team Orientation with District 94 via Zoom on 10/10. This was the first of five meetings as part of the Strategic Plan Committee. The next meeting will be in-person on November 4 and will be a Data Retreat held at the high school from 9:00 a.m. to 3:00 p.m.
 - Posted the Facilities Assistant position on Indeed.
 - Attended the Council of Governments meeting on 10/17 at the DuPage Airport Authority.

• <u>Employee Highlights</u>

- The following employee begin in the Adult Services department:
 - Deborah A., Adult Services Librarian, 10/21
- The following anniversaries were celebrated:
 - Lisa P., Adult Services Librarian, 3 years on 10/4
 - Luke S., Youth Services Manager, 1 year on 10/9
 - John W., Technical Services Assistant, 5 years on 10/21
 - Benjamin W., Library Director, 18 years on 10/23
 - Joan H., Bookkeeper, 10 Years on 10/23

Department Reports September 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns September
 - o Total opens: 33,471
 - August +18.22%
 - July -7.1%
 - o Biweekly Program Newsletters x 9
 - Total opens: 16,600
 - August +1.8%
 - July +3.03%
 - Special Program Highlight Emails x 9
 - August +33%
 - July -10%
 - Total opens: 16,871
 - August +40.44%
 - July -13.7%
 - Events promoted with an SPH email include:
 - Hispanic Heritage Month Event
 - Churro Program
 - Fall Reading
 - Tie-Dye T-Shirts
 - Toddler Obstacle Course
 - Adult Game Night
 - It's Fall, Y'all!
 - ILP: Erika Sanchez
 - Skill-Up DuPage
 - o Emails drafted:
 - 9 SPH emails drafted
 - 20 x regular Program Newsletters redone in their entirety due to an identified software issue with Constant Contact.
 - They had been denying the existence of this issue to me for nearly a year of complaints with their customer service department, all the while, it was a known issue, with a specific code for that known issue applied to our account for much (if not most) of that time.
 - In September, they finally admitted it was their fault. Unfortunately, the only solution was for me to redo a quarter's worth of scheduled emails, one by one.
- Social Media Campaigns

- o Social Posts x 18
 - August –28%
 - July –22%
- o Total Impressions: 5,912
 - August –17.3%
 - July -38.1%
- o Total reach: 5,533
 - August –16.9%
 - July –39%
- o Total engagements: 113
 - August -42.64%
 - July –37.6%
- Physical Materials
 - Program Guide production month! New Winter Program Guide to hit mailboxes starting 11/08/24.
 - More posters for Autumn quarter created and hung up.
 - o Outreach flyers created for YS and YA outreach events.
- Website
 - o Two new pages drafted by AS and YS departments.
 - YA is in-progress.
 - These pages have been optimized and are intended to be published the last week of October.
 - There will also be a website meeting to discuss the next content expansions/pages to be drafted for November.
- Other Work Completed
 - Coordinated with several community members for Program Room reservations.

ADULT SERVICES

Engagement:

Programs: A total of 8 programs were offered in September with a total attendance of 54.

Take and Make Kits/Seed Library:

40 apple pen topper crafts were taken

65 seed packets were taken

PROFESSIONAL DEVELOPMENT

• The AS Manager attended the Illinois Library database training session, and a webinar on documentation as communication.

OUTREACH:

• Adult Services staff attended 5 outreach events in September. AS staff brought craft programming to Aperion Care, Franciscan Court and Wood Glen Senior Residences and saw a total of 44 residents. Adult Services staff along with staff from the Circulation and Youth Services departments attended two other community outreach events with a total of 202 participants.

ADULT SERVICES: TEEN

PROGRAMS:

- In September, 4 programs were offered for teens with a total of 15 participants.
 - September's Snack Testers box was from Africa, which allowed the teens to sample treats from many different countries.

OUTREACH:

• The Outreach Committee team visited Leman Middle School for their curriculum night and interacted with 57 parents and students. A library laptop was used to register parents and students for library cards.

<u>TEEN AREA:</u>

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- In September, 25 DIY fidget stick kits were taken as part of our Teen Take 'n' Make craft kit series.
- Teens can now interact with the chalkboard posting 'Inspirational Quotes'.
- The bulletin board has been changed to a Fall themed background

EVENT COMMITTEE:

On September 14th library staff from all departments held a Hispanic Heritage Celebration. The Leman Middle School Mariachi Band played and then the Latin Band Roses performed. The festival was held outside on the lawn and tacos from La Birria Loca and paletas from Jorges were served. There were also crafts (Olmec head magnet and mosaic tile) inside the library. The event ended with the breaking of a piñata. There was a total of 149 that attended this event.

CIRCULATION SERVICES

Circulation Statistics September 2024:

- 13,819 Total Items checked out, 7.51% increase from September 2023.
- 3,604 Electronic materials checked out, 11.20% increase from September 2023.
- The total value of the materials checked out by our patrons was \$110,623.13 during September 2024.
- During September 2024, we had 139 patrons using self-check and a total of 400 items checked out.

Patron Statistics September 2024:

- 5,690 Visitors to the library, 4.71% increase from September 2023.
- 98 New patrons added, 26.87% decrease from September 2023.
- 10,147 Card holders, 15.92% decrease from September 2023.
- 35.08% of the district population have library cards, a 6.64% decrease from September 2023.

TECHNICAL SERVICES

Acquisitions:

- 1112 Items invoiced/received.
- 1027 Items ordered.
- 133 Items on-order.
- 126 Items received not processed.
- 5 Items cancelled.
- 4 Items returned.
- 2 Donations.
- 2 Replacements.

Cataloged:

• 3293 Items added to the collection.

Withdrawals:

• 366 Items withdrawn from the collection.

Material Maintenance:

• 58 Items repaired in house.

Other Activities:

- 548 Items moved from the new shelf to the regular collection.
- 256 Postage processed.
- 123 Invoices processed.
- 112 Invoices archived.
- 70 Call number transfers.
- 35 Withdrawn books donated to Better World Books.
- 17 Pre-cat records created.
- 14 Title transfers.
- 3 West Chicago Suburban Life scanned and converted to searchable PDF.
- 2 High School Summer Reading books converted back to regular collection.
- 2 Missing items reclaimed.
- 1 Digital movie added to the collection.

YOUTH SERVICES

Programs

Eight story presentations were given in September with a total of 102 patrons attending. Special programs included Lets make churros!, Toddler Obstacle Course, Mary Poppins Cricut Craft, Tie-dye t-shirts, Sensory Saturday and a Snoopy scavenger hunt. These programs brought in another 80 patrons to the library.

Passive Activities

The department offered a Papel picado take-home bag for 10 patrons to enjoy. Several crafts were provided throughout the month including an Olmec head magnet craft in celebration of the Olmec Trail and Hispanic Heritage Month. As September was Library Card Sign-Up Month with a Snoopy theme, we supplied Peanuts based crossword puzzles and drawing activities. Patrons enjoyed a number of Fall themed activities including gnome bookmarks, tree crafts, word searches and scarecrow building kits. All told, 198 passive activities were given.

Outreach

With the return of the school year, the department focuses on school outreach in order to develop a solid relationship with incoming new students, library personnel and students in general.

- Library staff visited 5 institutions in the community to disseminate programming and library card sign-up flyers for 262 patrons.
- An additional 300 flyers were delivered to remaining schools in the community.
- One member of the YS staff joined the outreach committee at the park district for a special event to engage with 145 community members.
- Staff members presented outreach stories to 158 students at schools and the park district.
- Collaboration with the community's Birth-3 organization began with an in-house storytime for 23 patrons.

Youth Services engaged with a total of 788 members of the community.

Professional Development

- One member of the department attended the LACONI YSS presents: A Day at the National Museum of Mexican Art and shared ideas for programming and crafts with other members of the team.
- Two staff members attended the DCM Wonder Clubs Training at the Dupage Childrens Museum in Naperville. This exciting, informative seminar provided fully developed, STEAM learning opportunities for 1st – 5th grade children including materials, professional support and free museum passes.
- Library staff attended various new material and genre specific collection development webinars throughout the month

IT Report

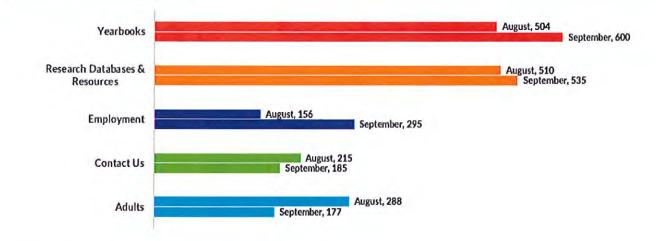
Wireless Overview

September had 751 unique clients with 1.01Tb of data used. WiFi Usage September 2023 - September 2024



Website

In September we had 8,734 website visits. Top 5 Pages in September



Computer Usage

We had 586 users in September. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (August)	Average Time Per Session (August)	Total Logins (September)	Average Time Per Session (September)
Adult	468	44 Minutes	190	44 Minutes
Youth	71	39 Minutes	92	45 Minutes
Newspaper	6	1 Hour 4 Minutes	4	36 Minutes



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RESOLUTION 24-05

STATE OF ILLINOIS

COUNTY OF DUPAGE

WEST CHICAGO PUBLIC LIBRARY DISTRICT DUPAGE COUNTY, ILLINOIS

ESTIMATE OF FUNDS NEEDED FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

I, Corrine Jakacki-Dattomo, do hereby certify that I am the regularly appointed, qualified, and acting Treasurer of the West Chicago Public Library District, DuPage County, Illinois, and that as such, I am the chief fiscal officer of said Library District.

I do thereby certify that the following is an estimate of funds needed, by source anticipated to be received by the West Chicago Public Library District in the fiscal year beginning July 1, 2024 and ending June 30, 2025.

	Estimated Revenue	
1.	Balance on Hand July 1, 2024, all funds	\$ 1,729,043
2.	Property Taxes to be Received	2,845,551
3.	Replacement tax	65,000
4.	Interest	46,000
5.	Grants	42,958
6.	Other receipts (fines, fees, gifts, etc.)	9,500
	TOTAL	4,738,052

I do further certify that the above estimate of revenues anticipated to be received in the fiscal year beginning July 1, 2024, and ending June 30, 2025 was made in full compliance with the provisions of 35 ILCS 200/18-50, as amended.

Corrine Jakacki-Dattomo, Treasurer And Chief Fiscal Officer, Board of Library Trustees, West Chicago Public Library District

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ORDINANCE NO.24-04 AN ORDINANCE PROVIDING FOR THE LEVYING AND ASSESSMENT OF TAXES BY THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025

WHEREAS, on the 26th day of August 2024, an Ordinance entitled, "AN ORDINANCE PROVIDING FOR THE 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" was duly passed and approved and the same has been published according to the law, there having been appropriated for the fiscal year beginning July 1, 2024 and ending June 30, 2025, the sum of \$3,753,500 for library purposes of the West Chicago Public Library District.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the West Chicago Public Library District as follows:

SECTION 1: That the Board of Library Trustees of the West Chicago Public Library District, in accordance with the provisions of the statute in such case made and provided, have duly ascertained the amount of appropriations for all corporate purposes legally made to be in the amount of THREE MILLIION SEVEN HUNDRED FIFTY THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,753,500) and do hereby determine that of that amount there shall be collected from this tax levy for the said year beginning July 1, 2024 and ending June 30, 2025, the sum of THREE MILLION SIXTY-EIGHT THOUSAND THREE HUNDRED DOLLARS (\$3,068,300).

SECTION 2: The Budget and Appropriation Ordinance is incorporated by reference.

SECTION 3: That the purpose for which said appropriations and tax levy are made, and the sum or amounts appropriated to be collected and used for each purpose and amounts to be raised by tax levy and hereby ascertained to be as follows:

ACCOUNT	2024	APPROPRIATION	2024 LEVY
Salaries		1,500,000	1,485,000
Insurance-Health, Dental, Life		300,000	290,000
FICA		125,000	110,000
Unemployment Compensation		5,000	2,000
Worker's Compensation		4,000	2,300
Administrative Expenses		95,000	83,000
Administrative Technology Expense		200,000	170,000
Library Materials-Books		175,000	155,000
Library Materials-Periodicals		12,500	9,500
Library Materials-Audio Visual		60,000	51,000
Technology Services		150,000	121,000
Library Material Maintenance		13,000	11,000
Programs		52,000	45,000
Marketing & Promotions		42,000	29,500
Facilities & Operations		225,000	190,000
Utilities		95,000	90,000
Professional Services		90,000	81,000
Library Board Expenses		10,000	8,000
Capital Equipment Expenses		375,000	0
TOTAL LIBRARY FUND	\$	3,528,500	2,933,300

The foregoing appropriations are hereby appropriated from the general property for corporate purposes. Said appropriations, less estimated amount receivable from other sources, are hereby levied from the tax for general corporate purposes.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)							
Illinois Municipal Retirement Fund Payments		175,000	135,000				
The foregoing appropriation is hereby appropriated Municipal Retirement Fund and is in addition to all proceeds of a special tax for Illinois Municipal Reti	other libra	ry district taxes as pro	vided by law. Said	appropriation is hereby levied from the			
	SF	PECIAL RESERVE FL	IND				
Library Building, Equipment, Materials		50,000	0				
	GENER	AL OBLIGATION BOI					
General Obligation Bond Debt Service	<u>9611611</u>	0	0				
	NEW BUI	LDING CONSTRUCT	ION FUND				
New Building Construction Fund		0	0				
SUMMARY							
Account	Αςςοι	int Appropriated					
Total Library Fund	\$	3,528,500	2,933,300				
Illinois Municipal Retirement Fund	\$	175,000	135,000				
Special Reserve Fund	\$	50,000	0				
General Obligation Bond Fund		0	0				
New Building Construction Fund		0	0				
GRAND TOTAL	\$	3,753,500	3,068,300				

SECTION 4: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of DuPage County within the time specified by law.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 25th day of November, 2024, pursuant to a roll call vote as follows:

VOTE:

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

SEAL

Bloom ______ Fokta _____ Grotto _____ Jakacki-Dattomo _____

Kelsey _____ Navadomskis _____ Weninger _____

Patricia Weninger, President Board of Library Trustees West Chicago Public Library District

ATTEST:

Diane Kelsey, Secretary **Board of Library Trustees** West Chicago Public Library District

WEST CHICAGO PUBLIC LIBRARY DISTRICT SALARY SCHEDULE 1/1/2025 – 12/31/2025

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	54,557 52,763	69,753 67,13 6	84,949 82,156
4	Adult Services Librarian Young Adult Librarian Youth Services Librarian Technical Services Librarian Information Technology Librarian Public Relations Specialist Facilities Assistant	45,608 4 1,108	58,391 56,471	71,174 68,834
3	Technical Services Assistant Adult Services Assistant Youth Services Assistant Administrative Assistant Bookkeeper Senior Circulation Clerk	19.39 18.75	23.42 22,65	27.45 26.55
2	Maintenance Assistant	18.55 17.94	21.84 21.12	25.13 24.30
1	Circulation Clerk	15.00 14.00	16.75 15.75	18.50 17.5 0

Exempt Employees

Hourly Employees

<u>Approved</u> by Board of Library Trustees: 11/22/2010; 02/28/2011; 11/26/2012; 02/25/2013; 04/28/2014; 06/23/2024; 01/26/2015; 03/23/2015; 04/26/2017; 05/22/2017; 02/26/2018; 05/28/2019/ 11/25/2019/ 11/23/2020; 11/22/2021; 11/28/2022; 11/27/2023