WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING
BOARD OF LIBRARY TRUSTEES
LIBRARY PROGRAM ROOM
MONDAY, NOVEMBER 25, 2024
7:00 PM

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

AGENDA

A. Call to Order — Patricia Weninger, President

B. Roll Call — Diane Kelsey, Secretary

C. Approval of the Minutes
1. Board Meeting – October 28, 2024 — **ACTION**

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

G. Treasurer's Report — Corrine Jakacki-Dattomo, Treasurer
1. Approval of the Bills for November 2024
2. Financial Statements for October 2024

H. Communications
1. Levy Ordinance Reminder
Peregrine, Stime, Neuman, Ritzman & Bruckner, Ltd.

I. Reports
1. President — Patricia Weninger
2. Library Director — **ATTACHMENT**
3. Department Managers – Public Relations — **ATTACHMENT**
4. Policy Committee — Frank Fokta
5. Committee for Semi-Annual Review of Closed Session Minutes & Recordings — Frank Fokta

J. Unfinished Business

K. New Business

1.	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.	ACTION
2.	Outstanding Check Policy	ACTION
3.	Section 10.3 of the Personnel Policy Handbook: IL Paid Leave	ACTION
4.	Gifts and Donations Policy	ACTION
5.	Sale or Disposition of Surplus Library Property Policy	ACTION
6.	Immigration Compliance Policy	ACTION
7.	Community Service Workers Policy	ACTION
8.	Personal Auto Use While on Library Business Policy	ACTION
9.	Library Photography and Video Policy	ACTION
10.	Recommendation of the Committee for Semi-Annual Review of Closed Session Minutes and Recordings	ACTION
11.	Corporate Borrowing Resolution (*To procure credit cards through Republic Bank / Bankers' Bank*)	ACTION
12.	Approval of the Management's Discussion & Analysis (MD&A) (Pertaining to the Annual Financial Report i.e. the audit)	ACTION

L. Closed Session

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

M. Return to Open Session

N. Adjournment

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, OCTOBER 28, 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: Patricia Weninger, President; 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.

C. APPROVAL OF THE MINUTES:
1. Special Meeting - August 26, 2024: Ms. Kelsey moved to approve the Minutes of the Special Meeting of August 26, 2024; seconded by Bloom. Motion carried by unanimous voice vote.

2. Board Meeting - September 23, 2024: Ms. Kelsey moved to approve the Minutes of the September 23, 2024 Board Meeting; seconded by Mr. Bloom. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: President Weninger recommended the Library Tour, New Business Item 4, be postponed until a date at which all the trustees are present.

G. TREASURER'S REPORT:
1. Approval of the Bills for October 2024: Ms. Kelsey moved to approve payment of the October 2024 bills in the amount of $241,394.07; seconded by Mr. Bloom.
Roll Call Vote - Yes: Bloom, Kelsey, Navadomskis, Weninger.
Motion carried.

2. Financial Statements for September 2024: Director Weseloh covered the September 2024 Financial Statements in his Library Director's Report, Item I-2.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President's Report: President Weninger stated that she heard from several board members that Mr. Cardenas provided a very good, informative presentation on the work and role of the Library's Circulation Department.

President Weninger stated she appreciates Mr. Bloom's involvement in seeing that a Little Free Library is created in memory of Nancy Conradt. The structure will look like a dog, will contain a plaque memorializing Ms. Conradt, and will be installed in the Wiggly Field dog park by the West Chicago Park District.

Ms. Weninger expressed appreciation for the dedicated service provided by the West Chicago Library Trustees who have decided not to run for an additional term in 2025.

2. Library Director: Mr. Weseloh stated the Library is 25% of the way through its fiscal year elapsed. Expenditures are running slightly over at 26%, with large outlays in the technology, professional services, and facilities and operations categories. This variance will level itself out throughout the year.

Tax revenue has been received at 96% so far for the fiscal year; and interest and services fees are running ahead of the budget and likely to exceed expectations in the budget.

Lauterbach and Amen, the auditors, provided draft copies of the audit earlier in the day on October 28, 2024. The tentative levy ordinance was on the Board Meeting Agenda for adoption at the October meeting. The 2024 levy is requesting less than a 5% increase over the previous year tax extension, so there is no need to publish a Black Box Notice.

Mr. Weseloh was informed by the Illinois Department of Commerce and Economic Opportunity that the Library is a recipient of an appropriation grant in the amount of $250,000 for capital projects. More information regarding the grant will be available at the November board meeting. The monies can be used on projects as far back as 2019 or for future projects.

A light pole was blown down by the wind outside in mid October. The electrical infrastructure for two lobby heaters and the infrastructure in between the two doors has been installed to maintain level temperatures when the weather turns cold. When the entrance is closed for the duration of the concrete work at the front of the building, the heaters and air curtains will be installed at the same time.

Mr. Weseloh participated in the first strategic planning meeting for School District 94's strategic plan. There are approximately 54 people

on the Strategic Planning Committee including students, community leaders, community members, and teachers and administrative staff.

The Library has hired an Adult Services Librarian to fill the opening created as a result of a staff member's retirement. Mr. Weseloh has been with the West Chicago Library for 18 years, beginning in October 2006.

Mr. Weseloh attended the annual Illinois Library Association conference in Peoria. He attended a session titled Burnout in the Library, what can cause stress and how to combat or resolve stress; and a session titled Public Art and Libraries, a Platform for Community Engagement and Representation, featuring staff from six libraries who discussed the value of public art as it pertained to engaging with and generating traffic from various groups within the respective communities.

The new Serving the Public 5.0 will be solely available online. The committee is creating a revised and simplified document which is anticipated to go live in January 2025.

Staff posted the open facilities position on Indeed, and 31 applications have been received. After the applications have been reviewed and interviews held, the Director hopes to fill the position before the end of December 2024.

Trunk Or Treat featured a couple of bounce houses, a costume contest, and a Best Trunk award. State Senator Karina Villa, State Representative Laura Hirschauer, and Library Foundation member Rosario Herbst were the costume judges. A total of 24 vendors were present, and 1500 people attended. Director Weseloh stated the weather was perfect, and the event went off without a hitch.

3. Department Managers - Technical Services: Michael Novy provided a report on the role of the Technical Services Department within the Library, including to facilitate the acquisition, cataloging and processing of materials to be made available to patrons. The department is also responsible for bookkeeping, digitization, withdrawal, and repair of materials.

Acquisition includes ordering and receiving materials. No single individual has complete control over a transaction. Once materials are received, they are cataloged and made accessible to patrons through the online catalog. Materials go through the processing steps of barcoding, labeling, covering, and further customization if needed.

The department is responsible for digitizing special collections that are viewable on the Library's website. Current digitization projects include the Cornelia Neltnor and Frank Anthony Book Plate Collection

and the West Chicago High School year book and newspaper collection. The Neltnor-Anthony Book Plate Collection consists of approximately 10,000 book plates and correspondence that was donated to the Library in 1935. The collection offers book plates from around the world, spanning the early mid 20th century. Each plate is a unique piece of art, often featuring intricate designs, personal inscriptions, and symbolic imagery.

The high school year book and newspaper collection ranges from 1924 to 2023, with additional year book editions being added even year. The West Chicago Suburban Life magazine is being digitized for in-Library use with written permission to scan from Shaw Media.

The department is currently working on the annual inventory of in-house kits and equipment. One of the primary benefits of inventory control is to ensure that all items are present and complete.

J. Unfinished Business: None.

K. New Business:
1. Resolution 24-05: A Resolution to Determine Estimate of Funds Needed: Ms. Kelsey moved that the board approve Resolution 24-05, a Resolution to Determine Estimate of Funds Needed, in the amount of $4,738,052; seconded by Mr. Bloom.
Roll call vote - Yes: Bloom, Kelsey, Navadomskis, Weninger.
Motion carried.

2. Adopt Tentative Ordinance 24-04: An Ordinance Provided 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: Mr. Weseloh provided an updated copy of the document to the trustees. The update includes moving some funds from a large IMRF balance over to insurance -- health, dental, life; salaries; and utilities; as those line items are expected to increase next year.

Ms. Kelsey moved to adopt the Tentative Ordinance 24-04 in the amount of $3,068,300; seconded by Mr. Bloom.
Roll Call Vote - Yes: Bloom, Kelsey, Navadomskis, Weninger.
Motion carried.

3. Salary Schedule for Calendar Year 2025: Ms. Kelsey moved that the board approve the salary schedule for the 2025 calendar year; seconded by Mr. Bloom.

Mr. Weseloh stated the final year of the minimum wage increase to $15 an hour begins January of 2025. Discussion was had regarding the possibility of the Library returning to a fiscal year salary review and implementation of increases.

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

4. Library Tour for Library Trustees - Cancelled.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated there was no need to go into closed session, and adjourned the meeting at 7:45 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: **November 25, 2024**

FINANCIAL STATEMENT DATE: **October 31, 2024**

Payroll dated:

10/11/2024	Net Payroll	$	38,534.89
	Federal Liability Payment	$	11,006.93
	State Liability Payment	$	2,354.36
	Paylocity Fee	$	174.72
10/25/2024	Net Payroll	$	38,540.95
	Federal Liability Payment	$	10,923.53
	State Liability Payment	$	2,341.92
	Paylocity Fee	$	417.57
	Net Payroll	$	-
	Federal Liability Payment	$	-
	State Liability Payment	$	-
	Paylocity Fee	$	-
TOTAL		$	104,294.87

State Bank of IL

Operating - Manual Cks	Check No.	$	1,847.09
Operating - System Cks	Check No.	$	109,903.39
Operating - Credit Card	Check No.	$	1,615.33
Librarian's Petty Cash	Check No.	$	1,752.84
TOTAL		$	115,118.65

Total Bills for Approval	$	219,413.52

Board Approval
Signature: _____

_____

Board Approval Date: _____

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

	Type	Date	Num	Memo	Split	Amount
ACC Business						
	Bill	10/27/2024	242891680	9/11/24-10/10/24	42405 · INTERNET SERVICES	613.64
Total ACC Business						613.64
Accurate Office Supplies						
	Credit	11/04/2024	625205	Coffee/Folders	41334 · OFFICE SUPPLIES GENERAL	-47.49
	Bill	10/21/2024	624345	Copy Paper	41334 · OFFICE SUPPLIES GENERAL	465.00
	Bill	10/31/2024	624929	Coffee/Paper Clips/Tape/Envelopes	41334 · OFFICE SUPPLIES GENERAL	174.18
	Bill	10/31/2024	625016	Lysol Wipes/Batteries/Paper Towels	45115 · JANITORIAL SUPPLIES	330.41
	Bill	10/31/2024	625017	Adding Machine Tape	42500 · PROCESSING-TECHNICAL SERVICES	26.38
	Bill	11/01/2024	625104	Coffee/Folders	41334 · OFFICE SUPPLIES GENERAL	47.49
	Bill	11/01/2024	625035	Coffee/Folders	41334 · OFFICE SUPPLIES GENERAL	47.49
	Bill	11/05/2024	625299	Disinfectant/Cleaner	45115 · JANITORIAL SUPPLIES	40.17
	Bill	11/06/2024	625386	Calendars/Peper Clips/Envelopes	41334 · OFFICE SUPPLIES GENERAL	89.07
	Bill	11/06/2024	625387	Calendar	42500 · PROCESSING-TECHNICAL SERVICES	13.26
	Bill	11/13/2024	625784	Coffee/Cups and Lids/Paper for Marketing printer	-SPLIT-	392.71
	Bill	11/13/2024	625783	Coffee Creamer	41334 · OFFICE SUPPLIES GENERAL	17.18
Total Accurate Office Supplies						1,595.85
Albertsons-Safeway						
	Bill	11/07/2024		Misc.	-SPLIT-	293.23
Total Albertsons-Safeway						293.23
Amazon Capital Services						
	Credit	10/18/2024	1TFH-JGF1-XKV4	Tonies Audio Player	42340 · AV MATERIALS-YOUTH	-28.88
	Bill	10/17/2024	1FD4-H11V-J11H	Misc.	44130 · PROGRAMS-YOUNG ADULT	52.27
	Bill	10/18/2024	16KQ-VDHL-WCQC	Audio Players	42340 · AV MATERIALS-YOUTH	99.92
	Bill	10/19/2024	13P1-YM6K-NJHQ	Misc.	44140 · PROGRAMS-YOUTH	54.26
	Bill	10/19/2024	1313-RF47-6QT6	Misc.	44140 · PROGRAMS-YOUTH	76.79
	Bill	10/21/2024	16XL-HJQY-41R3	Rubber Ducks	44140 · PROGRAMS-YOUTH	29.90
	Bill	10/31/2024	116D-LQQY-DMMV	Charging Cables/Wall Charger	41334 · OFFICE SUPPLIES GENERAL	22.88
	Bill	11/04/2024	1FH4-VDW1-GD6P	Misc.	44145 · EVENTS AND OUTREACH	75.94
	Bill	11/05/2024	1Q48-CTPF-7PQL	Punch Cutter	42500 · PROCESSING-TECHNICAL SERVICES	8.95
	Bill	11/05/2024	1H6Q-6TMP-9DKY	Party Favors	44140 · PROGRAMS-YOUTH	57.98
	Bill	11/06/2024	1HNX-C9JR-3T33	Bike Tire Levers	42500 · PROCESSING-TECHNICAL SERVICES	3.99
	Bill	11/07/2024	1R4V-X4L4-CWKP	Stickers/Twine	44145 · EVENTS AND OUTREACH	21.98
	Bill	11/08/2024	171Q-64XD-LRML	File Cabinet for WCPLD Foundation	41336 · OFFICE EQUIPMENT	100.35
Total Amazon Capital Services						576.33
American Library Association						
	Bill	10/24/2024		WCPLD	41330 · ASSOCIATION DUES	540.00
Total American Library Association						540.00
American Nat'l Sprinkler						
	Bill	10/24/2024	48713584	Sprinkler Sys. Winterized for 2024	45160 · CONTRACT INSPECTION & MAINTENAN	250.00
Total American Nat'l Sprinkler						250.00
Anderson Elevator Co.						
	Bill	11/01/2024	95313-X1B6	November 2024	45160 · CONTRACT INSPECTION & MAINTENAN	187.00
Total Anderson Elevator Co.						187.00
Armbrust Plumbing and Heating						

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

	Type	Date	Num	Memo	Split	Amount
	Bill	10/15/2024	70523692	Service Call	45165 · INTERIOR R & M-OTHER	226.00
Total Armbrust Plumbing and Heating						226.00
Background Resources						
	Bill	10/31/2024	23409	D. Andrew	41342 · ADMINISTRATIVE MISC	22.00
Total Background Resources						22.00
Bigleaf Networks, Inc.						
	Bill	11/01/2024	105312	November 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.						499.00
Book Page						
	Bill	11/15/2024	84246	Annual Subscription	42210 · PERIODICALS	414.00
Total Book Page						414.00
Buck Services						
	Bill	11/13/2024	62853	November 2024	45110 · JANITORIAL SERVICE	1,065.00
Total Buck Services						1,065.00
Cengage Learning						
	Bill	11/07/2024	65940297	Books	42120 · BOQKS-ADULT	163.95
Total Cengage Learning						163.95
Cintas Corporation						
	Bill	10/31/2024	9294311232	Lifeline AED	45155 · GENERAL BLDG SERVICES	100.00
	Bill	10/31/2024	9294575910	Water Cooler November 2024	45155 · GENERAL BLDG SERVICES	50.50
	Bill	11/06/2024	5238230410	First Aid Cabinet Supplies	41334 · OFFICE SUPPLIES GENERAL	85.30
Total Cintas Corporation						235.80
Cintas Fire						
	Bill	10/22/2024	94730933	Extinguisher Annual Inspection	45160 · CONTRACT INSPECTION & MAINTENAN	601.78
Total Cintas Fire						601.78
Comcast						
	Bill	11/12/2024		December 2024	42405 · INTERNET SERVICES	337.00
Total Comcast						337.00
Comcast Business						
	Bill	11/01/2024	222433779	November 2024	42405 · INTERNET SERVICES	560.00
Total Comcast Business						560.00
ComEd						
	Bill	10/16/2024		9/16/24-10/15/24	45320 · UTILITIES-ELECTRIC	2,663.90
Total ComEd						2,663.90
De Lage Landen Financial						
	Bill	11/06/2024	568714121	November 2024	41336 · OFFICE EQUIPMENT	1,496.23
Total De Lage Landen Financial						1,496.23
Demco						
	Bill	11/13/2024	7567359	Hangup Bags	42500 · PROCESSING-TECHNICAL SERVICES	136.94
Total Demco						136.94
Efficiency Reporting						
	Bill	10/29/2024	20400er	September 2024	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting						340.00
Flood Brothers						

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

	Type	Date	Num	Memo	Split	Amount
	Bill	11/06/2024	7842655	November 2024	45350 · UTILITIES-TRASH	62.99
Total Flood Brothers						62.99
Francotyp-Postalia, Inc.						
	Bill	10/31/2024	106425993	Inkjet Cartridge	41334 · OFFICE SUPPLIES GENERAL	146.06
	Bill	11/07/2024	06426194	Inkjet Cartridge for New Postage Meter	41334 · OFFICE SUPPLIES GENERAL	137.00
Total Francotyp-Postalia, Inc.						283.06
Gehrke Technology Group						
	Bill	11/11/2024	2403674	November 2024	45150 · HVAC R & M	125.00
Total Gehrke Technology Group						125.00
Governmental Accounting, Inc.						
	Bill	11/01/2024	60027	November 2024	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.						1,575.00
Grant and Power Landscaping						
	Bill	11/06/2024	29997	November 2024	45120 · SNOW REMOVAL	3,944.00
Total Grant and Power Landscaping						3,944.00
Illinois Library Association						
	Bill	10/31/2024	299477	G. Cardenas	41330 · ASSOCIATION DUES	100.00
Total Illinois Library Association						100.00
Ingram Library Services						
	Credit	10/14/2024	84242185	Books	42120 · BOOKS-ADULT	-459.35
	Credit	10/17/2024	84309190	Books	42120 · BOOKS-ADULT	-18.94
	Credit	10/24/2024	84434595	Books	42120 · BOOKS-ADULT	-22.72
	Credit	10/24/2024	84434596	Books	42120 · BOOKS-ADULT	-38.52
	Bill	10/02/2024	84034032	Books	-SPLIT-	517.97
	Bill	10/07/2024	84102440	Books	-SPLIT-	667.94
	Bill	10/07/2024	84102441	Books	-SPLIT-	421.90
	Bill	10/08/2024	84128840	Books	-SPLIT-	494.57
	Bill	10/09/2024	84164283	Books	-SPLIT-	343.54
	Bill	10/10/2024	84176806	Books	-SPLIT-	344.70
	Bill	10/11/2024	84199700	Books	-SPLIT-	857.22
	Bill	10/16/2024	84273873	Books	-SPLIT-	379.56
	Bill	10/17/2024	84296575	Books	-SPLIT-	247.82
	Bill	10/18/2024	84314414	Books	-SPLIT-	208.88
	Bill	10/18/2024	84314415	Books	-SPLIT-	61.32
	Bill	10/22/2024	84362699	Books	-SPLIT-	1,368.28
	Bill	10/23/2024	84386942	Books	-SPLIT-	76.18
	Bill	10/23/2024	84386943	Books	-SPLIT-	448.76
	Bill	10/29/2024	84495967	Books	-SPLIT-	621.34
	Bill	10/31/2024	84544098	Books	-SPLIT-	183.60
	Bill	10/31/2024	84544099	Books	-SPLIT-	88.96
Total Ingram Library Services						6,795.19
Kellenberger Electric, Inc.						
	Bill	10/24/2024	31746-01	Look at outside light pole to prepare estimate	45140 · EXTERIOR R & M-OTHER	300.00
Total Kellenberger Electric, Inc.						300.00
LIMRICC						

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

	Type	Date	Num	Memo	Split	Amount
	Bill	11/13/2024		November 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	21,208.61
Total LIMRICC						21,208.61
Midwest Mechanical						
	Bill	11/03/2024	140682	November 2024	45150 · HVAC R & M	969.00
	Bill	11/13/2024	S24176WP-02	2024 Improvements November	46510 · CAPITAL PROJECTS-INTERIOR	20,000.00
Total Midwest Mechanical						20,969.00
Midwest Tape						
	Bill	10/07/2024	506151487	AV Materials	42320 · AV MATERIALS-ADULT	26.99
	Bill	10/15/2024	506192803	AV Materials	42320 · AV MATERIALS-ADULT	194.91
	Bill	10/15/2024	506193111	AV Materials	42320 · AV MATERIALS-ADULT	47.23
	Bill	10/21/2024	506204679	AV Materials	42320 · AV MATERIALS-ADULT	104.19
	Bill	10/21/2024	506217920	AV Materials	42320 · AV MATERIALS-ADULT	395.90
	Bill	10/29/2024	506254946	AV Materials	42320 · AV MATERIALS-ADULT	216.95
	Bill	10/29/2024	506254949	AV Materials	42320 · AV MATERIALS-ADULT	24.74
	Bill	10/29/2024	506254948	AV Materials	42320 · AV MATERIALS-ADULT	54.72
Total Midwest Tape						1,065.63
NCPERS						
	Bill	11/10/2024		November 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS						16.00
Nicor						
	Bill	11/05/2024		10/03/24-11/03/24	45310 · UTILITIES-GAS	821.92
Total Nicor						821.92
Orkin Pest Control						
	Bill	10/22/2024	269446728	October 2024	45155 · GENERAL BLDG SERVICES	99.99
Total Orkin Pest Control						99.99
OverDrive						
	Bill	10/28/2024	24332583	Ebooks	42130 · BOOKS-YOUNG ADULT	277.98
	Bill	10/31/2024	24338680	Ebooks	42320 · AV MATERIALS-ADULT	144.97
	Bill	10/31/2024	24339442	Ebooks	42320 · AV MATERIALS-ADULT	399.08
	Bill	11/05/2024	24345885	Ebooks	42120 · BOOKS-ADULT	42.75
	Bill	11/05/2024	24345888	Ebooks	42120 · BOOKS-ADULT	39.99
	Bill	11/05/2024	24345894	Ebooks	42120 · BOOKS-ADULT	64.03
	Bill	11/05/2024	24345895	Ebooks	42120 · BOOKS-ADULT	110.74
	Bill	11/06/2024	24347474	Ebooks	42320 · AV MATERIALS-ADULT	339.99
	Bill	11/06/2024	24347473	Ebooks	42320 · AV MATERIALS-ADULT	412.01
Total OverDrive						1,831.54
Peerless Network						
	Bill	11/15/2024	63683	10/15/24-11/14/24	45330 · UTILITIES-TELEPHONE	1,318.40
Total Peerless Network						1,318.40
Sebert Landscaping						
	Bill	11/01/2024	283611	November 2024	45130 · EXTERIOR LANDSCAPING	1,200.00
Total Sebert Landscaping						1,200.00
Sikich LLP						
	Bill	10/15/2024	MS523097	November 2024	41420 · TECHNOLOGY MANAGEMENT	5,774.69
	Bill	10/15/2024	I523438	November 2024	41420 · TECHNOLOGY MANAGEMENT	264.00

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

	Type	Date	Num	Memo	Split	Amount
	Bill	10/16/2024	I523455	Microsoft 365 Licenses	41420 · TECHNOLOGY MANAGEMENT	102.96
	Bill	10/18/2024	I522363	Laptop Refresh Remote Support	41400 · IT EQUIPMENT UPGRADES-STAFF	1,979.25
	Bill	10/18/2024	I522028	Laptop Refresh Remote Support	41400 · IT EQUIPMENT UPGRADES-STAFF	2,283.75
	Bill	10/22/2024	I523730	SafeID Classic Tokens	41400 · IT EQUIPMENT UPGRADES-STAFF	140.00
	Bill	10/29/2024	I542360	Firewall	42445 · IT EQUIPMENT/UPGRADES-PUBLIC	4,823.00
	Bill	10/31/2024	I524319	Project Installation/Migrations	41400 · IT EQUIPMENT UPGRADES-STAFF	2,791.25
Total Sikich LLP						18,158.90
Swan						
	Bill	10/10/2024	11461	ILL & Reciprocal Borrowing	42170 · RBP/ILL BOOK REPLACEMENT	158.65
	Bill	10/11/2024	11571	Swan Fees 10/1/24-12/31/24	42400 · LIBRARY CONSORTIUM	8,302.25
Total Swan						8,460.90
Today's Business Solutions, Inc.						
	Bill	10/12/2024	17162	Annual Billing 2024-2025	42420 · SOFTWARE PUBLIC	3,012.20
Total Today's Business Solutions, Inc.						3,012.20
Tyler Medical Services						
	Bill	10/29/2024	457327	Onsite Measurements, PDA & PWS	45515 · PROFESSIONAL SERVICES	1,701.50
Total Tyler Medical Services						1,701.50
Unique Management Services						
	Bill	11/01/2024	6132047	October 2024 Placements	41346 · MATERIALS & RESOURCE RECOVERY	216.70
Total Unique Management Services						216.70
US Postal Service (CMRS-FP)						
	Bill	10/31/2024		Postage for Postage Meter	41338 · POSTAGE	1,500.00
Total US Postal Service (CMRS-FP)						1,500.00
Verizon						
	Bill	10/30/2024	9977566056	October 2024	45330 · UTILITIES-TELEPHONE	353.88
Total Verizon						353.88
VISA						
	Bill	11/13/2024	October 2024	October TCM VISA CC 10/2/24 - 11/1/24 - Dir	CARD 11 · Director - #1168	1,559.33
	Bill	11/13/2024	2024 October	October TCM VISA CC 10/2/24 - 11/1/24 - AS	CARD 21 · AS - #1176	56.00
Total VISA						1,615.33
William Pack						
	Bill	11/01/2024		Essential Christmas Carol	44120 · PROGRAMS-ADULT	325.00
Total William Pack						325.00
Xtreme Environmental Solutions						
	Bill	11/10/2024	120WCL	November 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						25.00
TOTAL						**109,903.39**

West Chicago Public Library District
Bills Total (Credit Card)
As of November 12, 2024

	Type	Date	Num	Memo	Open Balance
Adobe Inc.					
	Credit Card Charge	10/10/2024		Acrobat Pro/Creative Cloud	110.45
Total Adobe Inc.					110.45
Constant Contact					
	Credit Card Charge	10/01/2024		October 2024	112.00
Total Constant Contact					112.00
Costco					
	Credit Card Charge	10/09/2024		Cookies/Muffins	39.96
	Credit Card Charge	10/02/2024		Annual Renewal	260.00
Total Costco					299.96
HR Source					
	Credit Card Charge	10/24/2024		Employment Law Conference	399.00
Total HR Source					399.00
Illinois Library Association					
	Credit Card Charge	10/15/2024		Legislative Meetup	55.00
Total Illinois Library Association					55.00
Kindred Coffee Roasters					
	Credit Card Charge	10/04/2024		Gift Cards	40.00
Total Kindred Coffee Roasters					40.00
Pal Joeys					
	Credit Card Charge	10/10/2024		Pizza Retirement Party	226.06
Total Pal Joeys					226.06
Party City					
	Credit Card Charge	10/07/2024		Decorations for Retirement Party	16.00
Total Party City					16.00
Printix					
	Credit Card Charge	10/07/2024		October 2024	30.69
Total Printix					30.69
Rosati's Pizza					
	Credit Card Charge	10/26/2024		Pizza for Trunk or Treat day	285.18
Total Rosati's Pizza					285.18

West Chicago Public Library District
Bills Total (Credit Card)
As of November 12, 2024

	Type	Date	Num	Memo	Open Balance
Spotify					
	Credit Card Charge	10/25/2024		October 2024	11.99
Total Spotify					11.99
Universal Yums					
	Credit Card Charge	10/01/2024		Yum Yum Box	29.00
Total Universal Yums					29.00
TOTAL					**1,615.33**

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
	Check	10/16/2024	BP101624	October Payn	41110 · INS-HEALTH,	-25.20
Total AFLAC Ins.						-25.20
Ampion						
	Check	10/11/2024	BP10112024	October Billin	45320 · UTILITIES-EL	-752.15
	Check	10/11/2024	BP10112024(	October Billin	45320 · UTILITIES-EL	-1,009.74
Total Ampion						-1,761.89
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	10/31/2024	BP103124	October Fee I	41110 · INS-HEALTH,	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
Total IMRF						
Kamm Insurance Group						
Total Kamm Insurance Group						
Maguire Insurance						
Total Maguire Insurance						
Paylocity						
Total Paylocity						
Philadelphia Insurance Co						
Total Philadelphia Insurance Co						
Relation Insurance Services Great Lakes						
Total Relation Insurance Services Great Lakes						
TOTAL						**-1,847.09**

West Chicago Public Library District
Bills List - Petty Cash Acct #0874
September 26 through October 31, 2024

	Type	Date	Num	Name	Memo	Split	Amount
City of West Chicago							
	Check	09/26/2024	5001	City of West Chicago	1/7th of the Cost of Land Cash Valuation	41342 · ADMINISTRATIVE MISC	821.42
Total City of West Chicago							821.42
Globe Life							
	Check	10/29/2024	5003	Globe Life	November and December 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	110.00
Total Globe Life							110.00
LIMRICC-UCGA							
	Check	10/29/2024	5002	LIMRICC-UCGA		41130 · UNEMPLOYMENT COMPENSATION	821.42
Total LIMRICC-UCGA							821.42
TOTAL							1,752.84

Financial Report

For the 4 Month(s) Ended October 31, 2024
FISCAL YEAR 2024

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 4 Month(s) Ended October 30, 2024

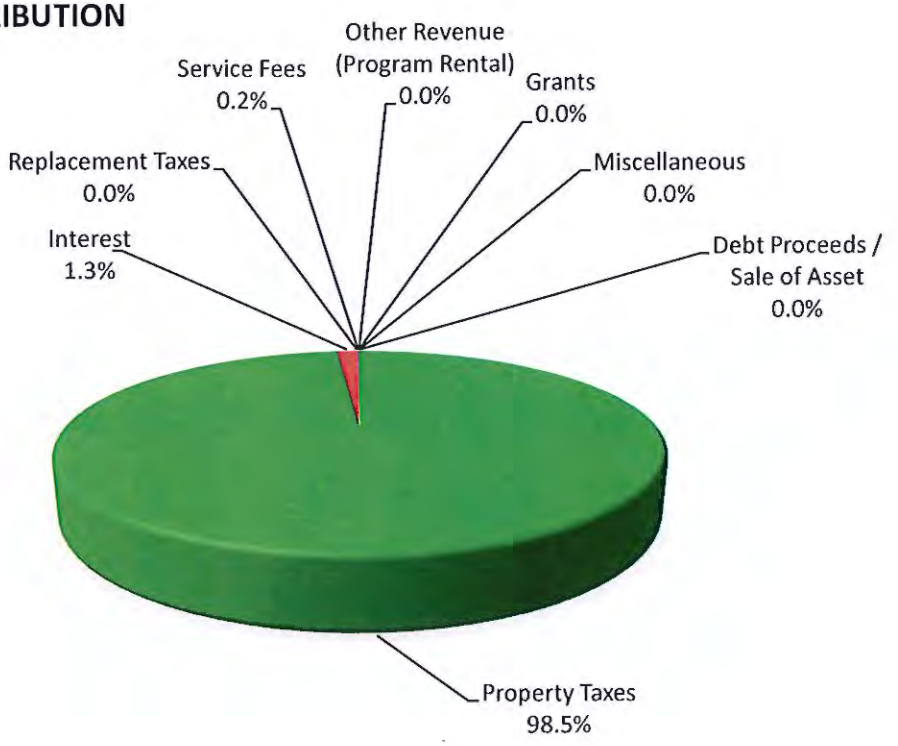
33% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,779,503	2,845,551	98%
Interest	37,602	46,000	82%
Replacement Taxes	-	65,000	0%
Service Fees	4,410	7,700	57%
Other Revenue (Program Rental)	20	-	0%
Grants	-	42,958	0%
Miscellaneous	184	2,100	9%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,821,719	3,009,309	94%
Budgeted Revenues	3,009,309		
% Diff	94%		

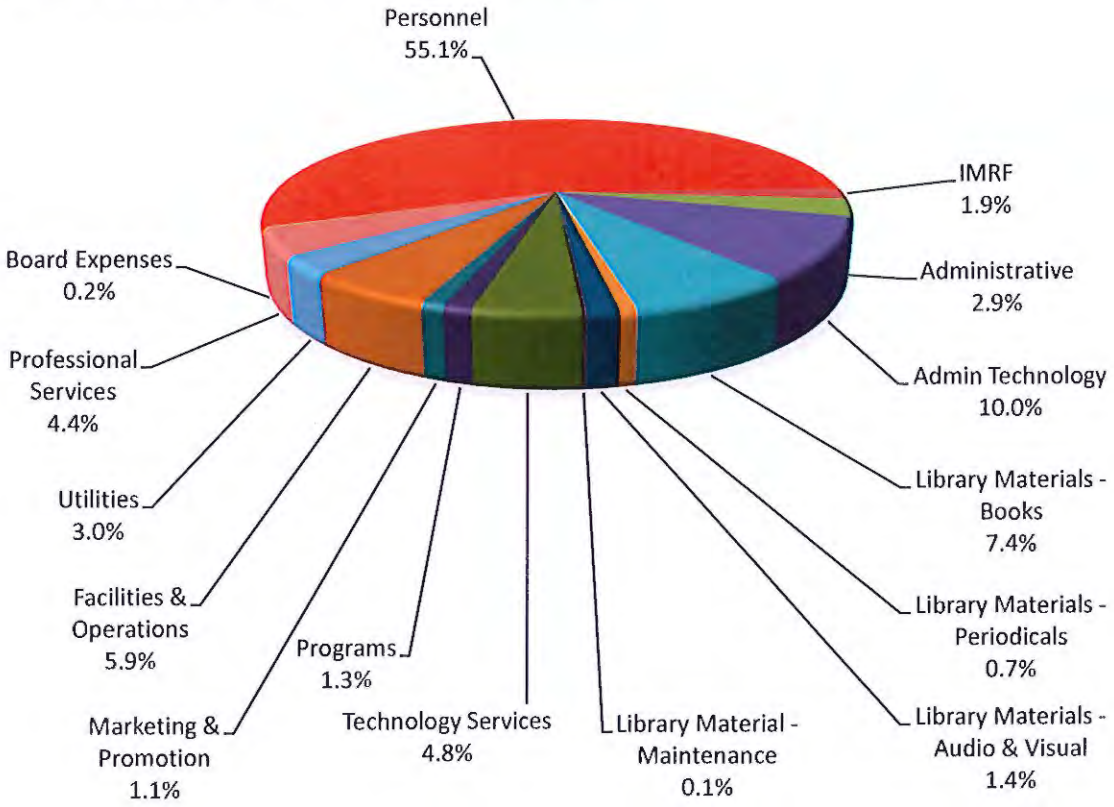
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	525,586	1,842,626	29%
IMRF	17,697	149,876	12%
Administrative	27,243	82,215	33%
Admin Technology	95,130	167,895	57%
Library Materials - Books	70,279	153,999	46%
Library Materials - Periodicals	7,107	9,500	75%
Library Materials - Audio & Visual	13,774	49,850	28%
Library Material - Maintenance	1,024	10,560	10%
Technology Services	45,839	119,248	38%
Programs	12,334	42,886	29%
Marketing & Promotion	10,292	28,398	36%
Facilities & Operations	55,920	184,360	30%
Utilities	28,247	79,660	35%
Professional Services	42,178	80,636	52%
Board Expenses	1,450	7,600	19%
Actual Expenditures	954,102	3,009,309	32%
Budgeted Expenditures	3,009,309		
% Diff	32%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,867,617	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	156,927	350,000	45%
Actual Expenditures	156,927	350,000	45%
Budgeted Expenditures	350,000		
% Diff	45%		
TOTAL SURPLUS / (DEFICIT)	1,710,690	(350,000)	
BEGINNING FUND BALANCE	1,729,043		
ENDING FUND BALANCE	3,439,733		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 4 Month(s) Ended October 30, 2024

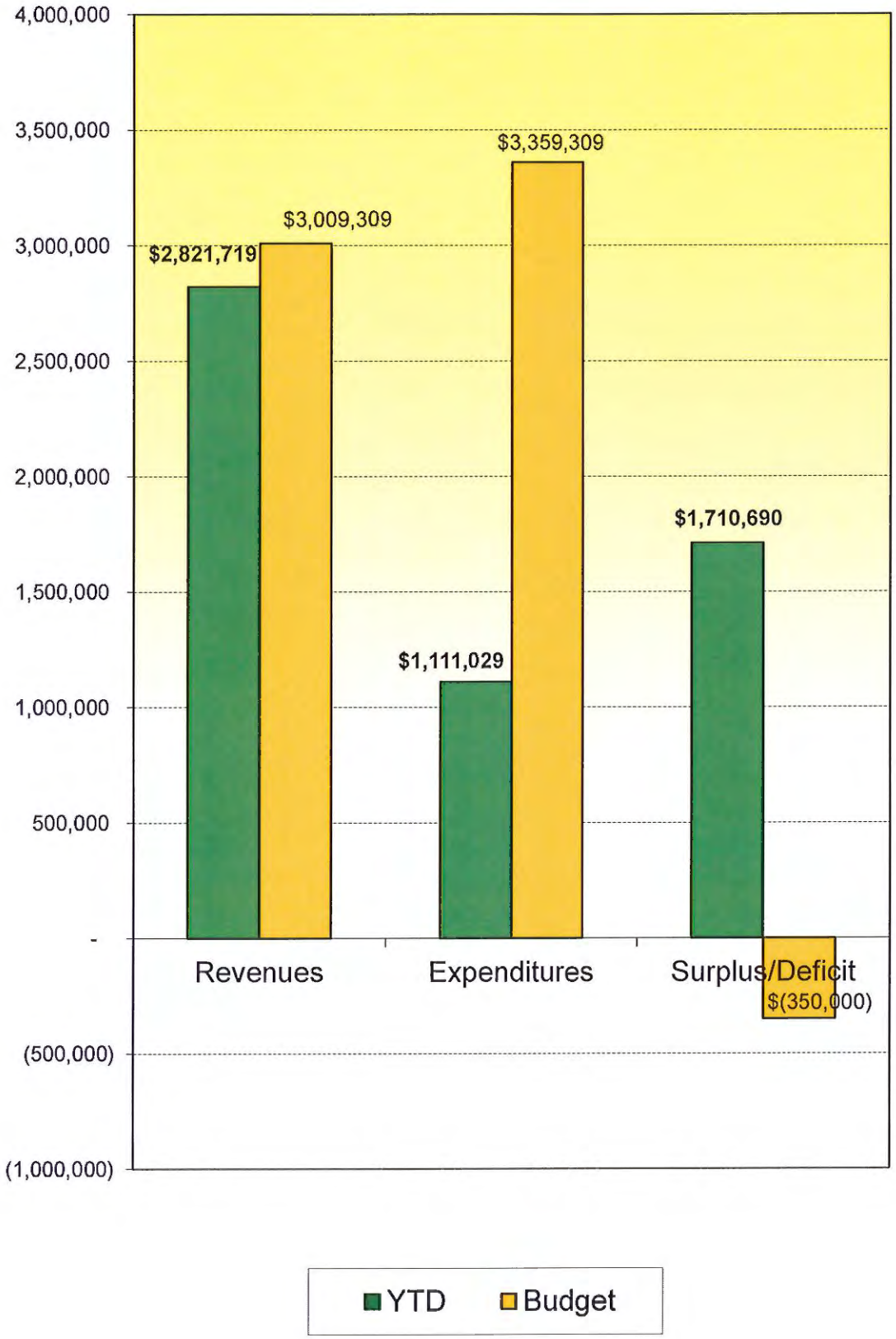
REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 4 Month(s) Ended October 30, 2024



WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 4 Month(s) Ended October 30, 2024

33% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,635,126	144,377	-	2,779,503	2,845,551	98%
Interest	35,769	1,199	634	37,602	46,000	82%
Replacement Taxes	-	-	-	-	65,000	0%
Service Fees	4,410	-	-	4,410	7,700	57%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	184	-	-	184	2,100	9%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,675,509	145,576	634	2,821,719	3,009,309	94%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	94%	97%	n/a	94%		
OPERATING EXPENDITURES	-					
Personnel	525,586	-	-	525,586	1,842,626	29%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	27,243	-	-	27,243	82,215	33%
Admin Technology	95,130	-	-	95,130	167,895	57%
Library Materials - Books	70,279	-	-	70,279	153,999	46%
Library Materials - Periodicals	7,107	-	-	7,107	9,500	75%
Library Materials - Audio & Visual	13,774	-	-	13,774	49,850	28%
Library Material - Maintenance	1,024	-	-	1,024	10,560	10%
Technology Services	45,839	-	-	45,839	119,248	38%
Programs	12,334	-	-	12,334	42,886	29%
Marketing & Promotion	10,292	-	-	10,292	28,398	36%
Facilities & Operations	55,920	-	-	55,920	184,360	30%
Utilities	28,247	-	-	28,247	79,660	35%
Professional Services	42,178	-	-	42,178	80,636	52%
Board Expenses	1,450	-	-	1,450	7,600	19%
Actual Expenditures	936,405	17,697	-	954,102	3,009,309	32%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	33%	12%	n/a	32%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	156,927	-	-	156,927	350,000	45%
Actual Expenditures	156,927	-	-	156,927	350,000	n/a
Budgeted Expenditures	-	-	350,000	350,000		
% Diff	n/a	n/a	n/a	n/a		
	General	**IMRF**	**Special Reserve**	**Total Actual**	**Total Budget**	
TOTAL SURPLUS / (DEFICIT)	**1,582,177**	**127,879**	**634**	**1,710,690**	**(350,000)**	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	3,155,084	158,441	126,208	3,439,733	1,379,043	
Fund Balance as % of Total Expenditures	289%	895%	n/a	310%		

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	37,199.00	237,129.25	2,635,125.63	144,376.99	0.00	2,779,502.62	2,845,551.00	-66,048.38	97.68%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
33000 · INTEREST INCOME	9,859.98	3,750.00	35,769.16	1,199.06	0.00	36,968.22	45,000.00	-8,031.78	82.15%
33040 · INTEREST-IL FUND BLDG CONST	152.28	83.33	0.00	0.00	634.10	634.10	1,000.00	-365.90	63.41%
35100 · FINES	0.00	0.00	38.27	0.00	0.00	38.27	0.00	38.27	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	940.36	375.00	3,367.74	0.00	0.00	3,367.74	4,500.00	-1,132.26	74.84%
35510 · LOST AND PAID MATERIALS	86.90	100.00	740.61	0.00	0.00	740.61	1,200.00	-459.39	61.72%
35710 · NON RESIDENT FEES	0.00	166.67	263.24	0.00	0.00	263.24	2,000.00	-1,736.76	13.16%
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	0.00	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	0.00	1,500.00	-1,500.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	56.53	0.00	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	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	0.00	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	127.78	0.00	0.00	127.78	300.00	-172.22	42.59%
39015 · PROGRAM ROOM RENTAL	20.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	48,258.52	250,775.75	2,675,508.96	145,576.05	634.10	2,821,719.11	3,009,309.00	-187,589.89	93.77%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	107,461.57	121,715.17	422,925.38	0.00	0.00	422,925.38	1,460,582.00	-1,037,656.62	28.96%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	17,781.85	22,395.33	68,005.21	0.00	0.00	68,005.21	268,744.00	-200,738.79	25.31%
41120 · FICA EXPENSE	7,789.16	9,083.33	31,338.64	0.00	0.00	31,338.64	109,000.00	-77,661.36	28.75%
41130 · UNEMPLOYMENT COMPENSATION	821.42	166.67	1,017.23	0.00	0.00	1,017.23	2,000.00	-982.77	50.86%
41140 · WORKERS COMPENSATION	0.00	191.67	2,300.00	0.00	0.00	2,300.00	2,300.00	0.00	100.0%
Subtotal	133,854.00	153,552.17	525,586.46	0.00	0.00	525,586.46	1,842,626.00	-1,317,039.54	28.52%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	399.00	1,181.67	5,479.59	0.00	0.00	5,479.59	14,180.00	-8,700.41	38.64%
41320 · TRAVEL	211.13	316.33	778.95	0.00	0.00	778.95	3,796.00	-3,017.05	20.52%
41330 · ASSOCIATION DUES	900.00	520.42	2,439.00	0.00	0.00	2,439.00	6,245.00	-3,806.00	39.06%
41332 · PAYROLL PROCESSING	592.29	683.33	2,423.95	0.00	0.00	2,423.95	8,200.00	-5,776.05	29.56%
41334 · OFFICE SUPPLIES GENERAL	808.12	495.83	3,179.75	0.00	0.00	3,179.75	5,950.00	-2,770.25	53.44%
41336 · OFFICE EQUIPMENT	1,607.23	1,695.33	6,206.92	0.00	0.00	6,206.92	20,344.00	-14,137.08	30.51%
41338 · POSTAGE	1,566.04	583.33	3,416.04	0.00	0.00	3,416.04	7,000.00	-3,583.96	48.8%
41342 · ADMINISTRATIVE MISC	116.99	116.67	1,290.41	0.00	0.00	1,290.41	1,400.00	-109.59	92.17%
41344 · SUPPLIES-FOOD	567.20	583.33	804.36	0.00	0.00	804.36	7,000.00	-6,195.64	11.49%
41346 · MATERIALS & RESOURCE RECOVERY	88.65	133.33	315.20	0.00	0.00	315.20	1,600.00	-1,284.80	19.7%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	541.67	908.65	0.00	0.00	908.65	6,500.00	-5,591.35	13.98%
Subtotal	6,856.65	6,851.25	27,242.82	0.00	0.00	27,242.82	82,215.00	-54,972.18	33.14%

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

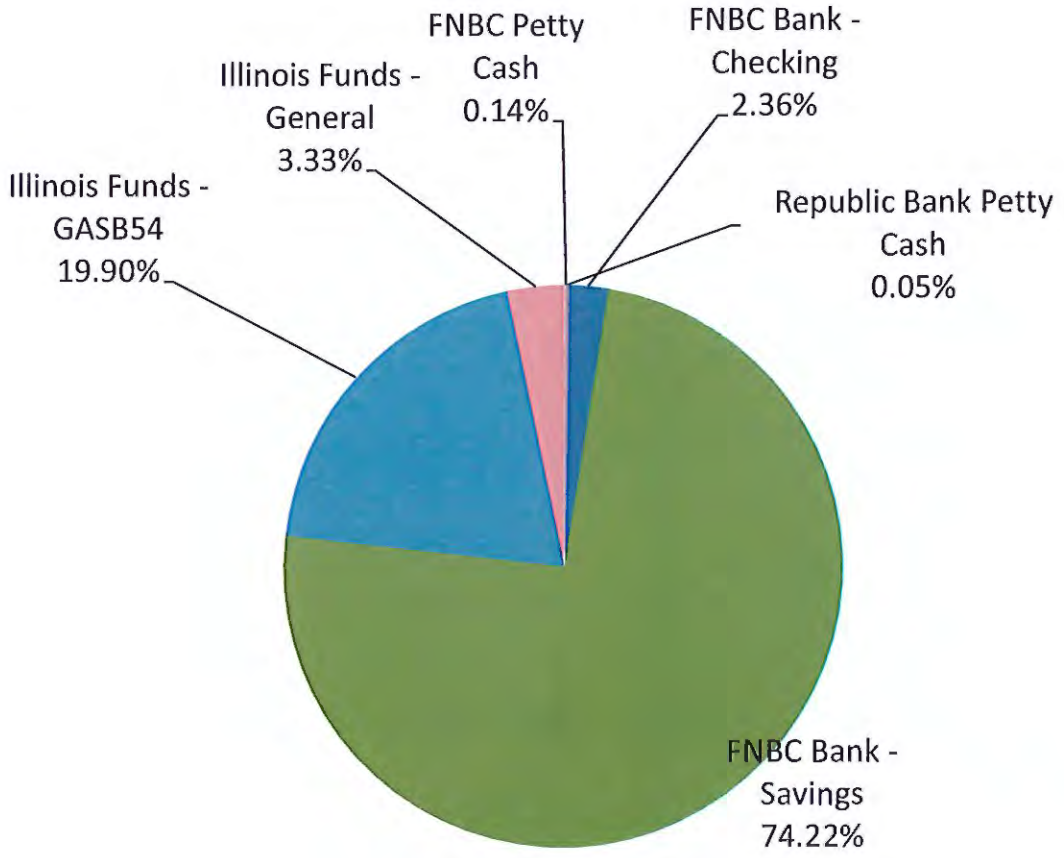
		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN										
41400 · IT EQUIPMENT UPGRADES-STAFF		7,276.43	2,709.25	55,942.95	0.00	0.00	55,942.95	32,511.00	23,431.95	172.07%
41410 · SOFTWARE STAFF		162.44	3,553.75	2,306.52	0.00	0.00	2,306.52	42,645.00	-40,338.48	5.41%
41415 · PHONE SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT		6,172.34	6,410.42	29,956.24	0.00	0.00	29,956.24	76,925.00	-46,968.76	38.94%
41425 · WARRANTIES/EXTENDED CARE		3,684.00	1,317.83	6,923.82	0.00	0.00	6,923.82	15,814.00	-8,890.18	43.78%
	Subtotal	17,295.21	13,991.25	95,129.53	0.00	0.00	95,129.53	167,895.00	-72,765.47	56.66%
4E · LIBRARY MATERIALS-BOOKS										
42112 · REFERENCE-ELECTRONIC		899.00	4,269.08	44,070.87	0.00	0.00	44,070.87	51,229.00	-7,158.13	86.03%
42120 · BOOKS-ADULT		5,483.21	5,891.67	21,162.41	0.00	0.00	21,162.41	70,700.00	-49,537.59	29.93%
42122 · BOOKS-LITERACY		0.00	30.83	65.85	0.00	0.00	65.85	370.00	-304.15	17.8%
42130 · BOOKS-YOUNG ADULT		277.98	416.67	615.72	0.00	0.00	615.72	5,000.00	-4,384.28	12.31%
42140 · BOOKS-YOUTH		1,295.26	2,141.67	3,376.75	0.00	0.00	3,376.75	25,700.00	-22,323.25	13.14%
42170 · RBP/ILL BOOK REPLACEMENT		158.65	83.33	987.64	0.00	0.00	987.64	1,000.00	-12.36	98.76%
	Subtotal	8,114.10	12,833.25	70,279.24	0.00	0.00	70,279.24	153,999.00	-83,719.76	45.64%
5E · LIBRARY MATERIALS-PERIODICALS										
42210 · PERIODICALS		5,267.21	791.67	7,107.40	0.00	0.00	7,107.40	9,500.00	-2,392.60	74.82%
	Subtotal	5,267.21	791.67	7,107.40	0.00	0.00	7,107.40	9,500.00	-2,392.60	74.82%
6E · LIBRARY MATERIALS-AUDIO VISUAL										
42320 · AV MATERIALS-ADULT		2,505.70	2,958.33	10,929.50	0.00	0.00	10,929.50	35,500.00	-24,570.50	30.79%
42330 · AV MATERIALS-YOUNG ADULT		178.98	208.33	525.58	0.00	0.00	525.58	2,500.00	-1,974.42	21.02%
42340 · AV MATERIALS-YOUTH		1,066.37	987.50	2,319.27	0.00	0.00	2,319.27	11,850.00	-9,530.73	19.57%
	Subtotal	3,751.05	4,154.17	13,774.35	0.00	0.00	13,774.35	49,850.00	-11,505.15	27.63%
7E · TECHNOLOGY SERVICES										
42400 · LIBRARY CONSORTIUM		8,302.25	2,778.50	16,671.00	0.00	0.00	16,671.00	33,342.00	-16,671.00	50.0%
42405 · INTERNET SERVICES		2,009.64	2,004.00	8,027.60	0.00	0.00	8,027.60	24,048.00	-16,020.40	33.38%
42420 · SOFTWARE PUBLIC		4,212.20	1,176.50	7,687.70	0.00	0.00	7,687.70	14,118.00	-6,430.30	54.45%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC		5,054.00	3,978.33	13,452.96	0.00	0.00	13,452.96	47,740.00	-34,287.04	28.18%
	Subtotal	19,578.09	9,937.33	45,839.26	0.00	0.00	45,839.26	119,248.00	-40,717.34	38.44%
8E · LIBRARY MATERIAL MAINTENANCE										
42500 · PROCESSING-TECHNICAL SERVICES		322.22	862.50	1,024.12	0.00	0.00	1,024.12	10,350.00	-9,325.88	9.9%
42510 · CATALOGING TOOL		0.00	17.50	0.00	0.00	0.00	0.00	210.00	-210.00	0.0%
42515 · DIGITALIZATION PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Subtotal	322.22	880.00	1,024.12	0.00	0.00	1,024.12	10,560.00	-9,325.88	9.7%
9E · PROGRAMS										
44120 · PROGRAMS-ADULT		284.70	1,000.00	4,111.10	0.00	0.00	4,111.10	12,000.00	-7,888.90	34.26%
44130 · PROGRAMS-YOUNG ADULT		81.27	333.33	375.19	0.00	0.00	375.19	4,000.00	-3,624.81	9.38%
44135 · PROGRAMS-SUMMER READING		0.00	416.67	37.74	0.00	0.00	37.74	5,000.00	-4,962.26	0.76%
44140 · PROGRAMS-YOUTH		254.77	1,057.17	1,764.02	0.00	0.00	1,764.02	12,686.00	-10,921.98	13.91%
44145 · EVENTS AND OUTREACH		248.94	766.67	6,045.90	0.00	0.00	6,045.90	9,200.00	-3,154.10	65.72%
	Subtotal	869.68	3,573.83	12,333.95	0.00	0.00	12,333.95	42,886.00	-14,076.08	28.76%
10E · MARKETING & PROMOTIONS										
44210 · MARKETING		112.00	333.33	1,145.20	0.00	0.00	1,145.20	4,000.00	-2,854.80	28.63%
44215 · WEBSITE		0.00	191.50	2,300.76	0.00	0.00	2,300.76	2,298.00	2.76	100.12%
44220 · PROMO MATERIALS-ADULT		980.59	200.00	1,275.06	0.00	0.00	1,275.06	2,400.00	-1,124.94	53.13%
44240 · PROMO MATERIALS-YOUTH		0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
44245 · PROGRAM GUIDE		1,300.00	1,433.33	5,571.41	0.00	0.00	5,571.41	17,200.00	-11,628.59	32.39%
44250 · SURVEYS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Subtotal	2,392.59	2,366.50	10,292.43	0.00	0.00	10,292.43	28,398.00	-18,105.57	36.24%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	0.00	2,058.33	3,195.00	0.00	0.00	3,195.00	24,700.00	-21,505.00	12.94%
45112 · SECURITY SERVICE	0.00	1,775.00	5,137.43	0.00	0.00	5,137.43	21,300.00	-16,162.57	24.12%
45115 · JANITORIAL SUPPLIES	343.27	508.33	3,082.95	0.00	0.00	3,082.95	6,100.00	-3,017.05	50.54%
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	483.33	0.00	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	0.00	26,000.00	-26,000.00	0.0%
45130 · EXTERIOR LANDSCAPING	1,200.00	2,075.00	4,896.00	0.00	0.00	4,896.00	24,900.00	-20,004.00	19.66%
45140 · EXTERIOR R & M-OTHER	300.00	933.33	9,386.91	0.00	0.00	9,386.91	11,200.00	-1,813.09	83.81%
45150 · HVAC R & M	1,094.00	2,083.33	17,053.89	0.00	0.00	17,053.89	25,000.00	-7,946.11	68.22%
45155 · GENERAL BLDG SERVICES	250.49	155.00	701.96	0.00	0.00	701.96	1,860.00	-1,158.04	37.74%
45160 · CONTRACT INSPECTION & MAINTENAN	1,468.78	2,000.00	13,227.72	0.00	0.00	13,227.72	24,000.00	-10,772.28	55.12%
45165 · INTERIOR R & M-OTHER	2,897.00	1,125.00	-761.68	0.00	0.00	-761.68	13,500.00	-14,261.68	-5.64%
Subtotal	7,553.54	15,363.33	55,920.18	0.00	0.00	55,920.18	184,360.00	-128,439.82	30.33%
12E · UTILITIES									
45310 · UTILITIES-GAS	751.33	816.67	3,676.01	0.00	0.00	3,676.01	9,800.00	-6,123.99	37.51%
45320 · UTILITIES-ELECTRIC	4,425.79	3,496.67	15,770.91	0.00	0.00	15,770.91	41,960.00	-26,189.09	37.59%
45330 · UTILITIES-TELEPHONE	1,207.46	1,600.00	5,790.89	0.00	0.00	5,790.89	19,200.00	-13,409.11	30.16%
45340 · UTILITIES-WATER	2,550.54	625.00	2,550.54	0.00	0.00	2,550.54	7,500.00	-4,949.46	34.01%
45350 · UTILITIES-TRASH	87.99	100.00	458.96	0.00	0.00	458.96	1,200.00	-741.04	38.25%
Subtotal	9,023.11	6,638.33	28,247.31	0.00	0.00	28,247.31	79,660.00	-51,412.69	35.46%
13E · PROFESSIONAL SERVICES									
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	0.00	1,152.50	11,290.00	0.00	0.00	11,290.00	13,830.00	-2,540.00	81.63%
45510 · LEGAL	1,912.50	1,000.00	2,080.50	0.00	0.00	2,080.50	12,000.00	-9,919.50	17.34%
45515 · PROFESSIONAL SERVICES	1,701.50	1,250.00	1,701.50	0.00	0.00	1,701.50	15,000.00	-13,298.50	11.34%
45520 · ACCOUNTING	1,575.00	1,583.33	6,300.00	0.00	0.00	6,300.00	19,000.00	-12,700.00	33.16%
Subtotal	5,189.00	6,719.67	42,178.00	0.00	0.00	42,178.00	80,636.00	-38,458.00	52.31%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	55.00	208.33	55.00	0.00	0.00	55.00	2,500.00	-2,445.00	2.2%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	1,020.00	0.00	0.00	1,020.00	4,100.00	-3,080.00	24.88%
45610 · LEGAL NOTICES AND ADS	333.27	83.33	374.67	0.00	0.00	374.67	1,000.00	-625.33	37.47%
Subtotal	673.27	633.33	1,449.67	0.00	0.00	1,449.67	7,600.00	-6,150.33	19.08%
15E · CAPITAL EQUIPMENT									
46500 · CAPTIAL EQUIPMENT & BUILDING	0.00	29,166.67	0.00	0.00	0.00	0.00	350,000.00	-350,000.00	0.0%
46510 · CAPITAL PROJECTS-INTERIOR	971.00	0.00	156,927.00	0.00	0.00	156,927.00	0.00	156,927.00	100.0%
Subtotal	971.00	29,166.67	156,927.00	0.00	0.00	156,927.00	350,000.00	-193,073.00	44.84%
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	0.00	12,489.67	0.00	17,697.39	0.00	17,697.39	149,876.00	-132,178.61	11.81%
Subtotal	0.00	12,489.67	0.00	17,697.39	0.00	17,697.39	149,876.00	-132,178.61	11.81%
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%
	221,710.72	279,942.42	1,093,331.72	17,697.39	0.00	1,111,029.11	3,359,309.00	-2,248,279.89	33.07%
Net Income	**-173,452.20**	**-29,166.67**	**1,582,177.24**	**127,878.66**	**634.10**	**1,710,690.00**	-350,000.00	2,060,690.00	-488.77%

West Chicago Public Library District
Investments
October 31, 2024

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	1,679
FNBC Bank - Checking	#6031	A/P	0.10%	85,003
FNBC Bank - Savings	#0317	MM	2.79%	2,673,065
Illinois Funds - GASB54	#6950	MM	Various	716,723
Illinois Funds - General	#5519 / 1507	MM	Various	119,957
			Total	$ 3,601,587



West Chicago Public Library District

Financial Analysis

For the 4 Month(s) Ended October 31, 2024

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

33% of Budget Year

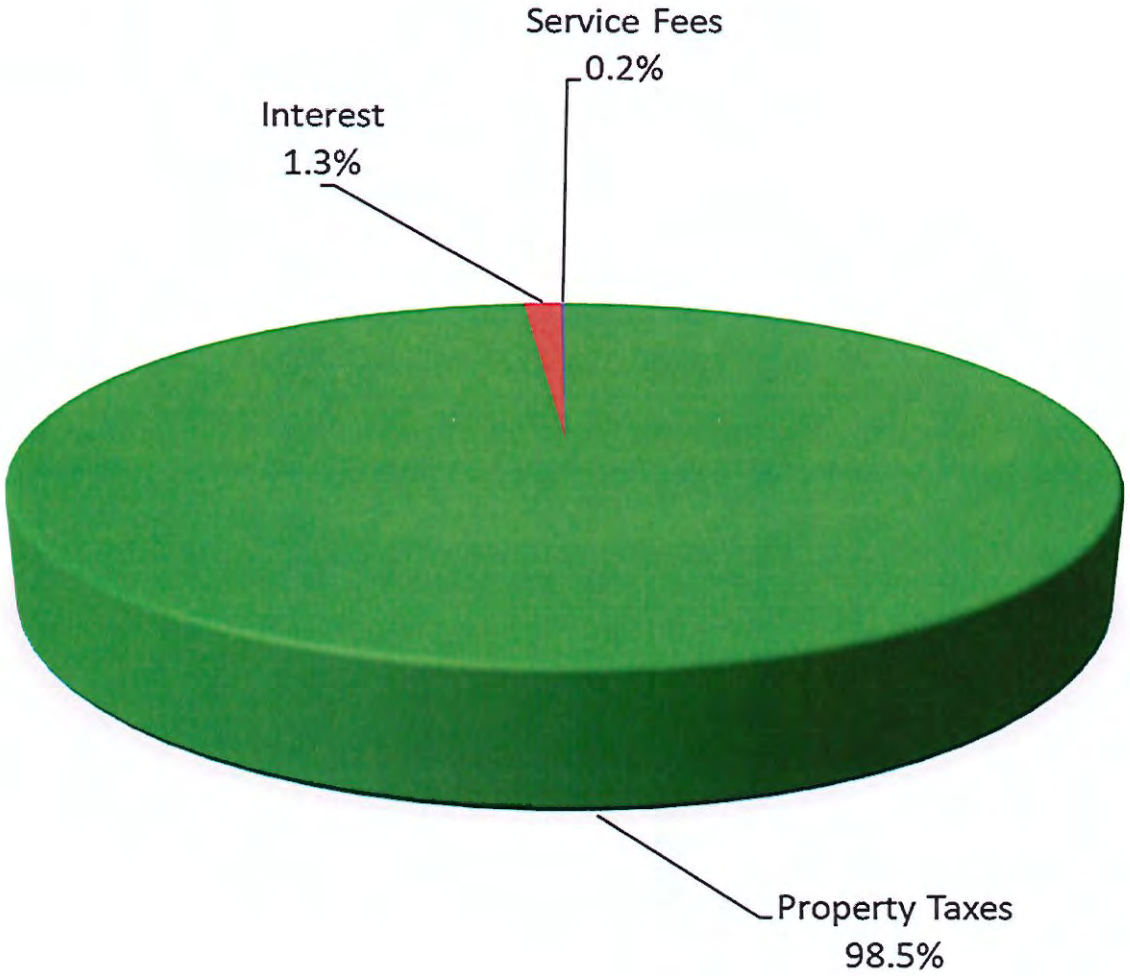
- 94% of Total Budget
- Property Taxes
  - Collected $2,779,503 or 98% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
  - Collected $0 or 0%
- Interest
  - Collected $37,602 or 82% of Budget
- Service Fees
  - Collected $4,410 or 57% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,779,503	2,845,551	98%	2,599,014	7%
Interest	37,602	46,000	82%	35,143	7%
Replacement Taxes	-	65,000	0%	-	n/a
Service Fees	4,410	7,700	57%	4,537	-3%
Other Revenue (Program Rental)	20	-	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	-	n/a
Actual Revenues	2,821,719	3,009,309	94%	2,650,236	6%
Budgeted Revenues	3,009,309				
% Diff	94%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

33% of Budget Year

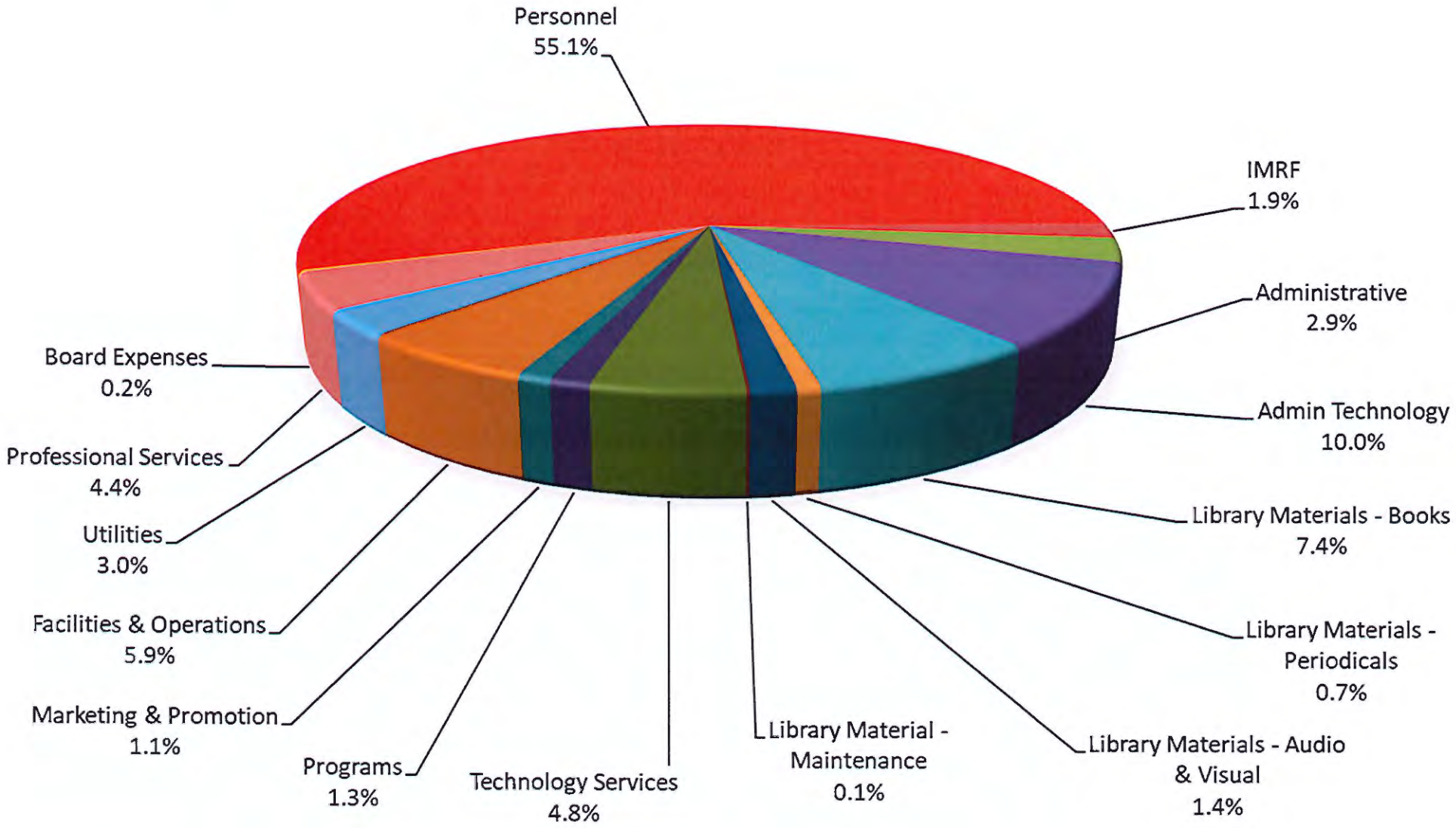
- 32% of Total Budget
- Admin. Technology
  - 57% of Budget
- Library Materials
  - 41% of Budget
- Professional Services
  - 52% of Budget
- Facilities & Operations
  - 30% of Budget
- Utilities
  - 35% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	525,586	1,842,626	29%	490,570	7%
IMRF	17,697	149,876	12%	37,012	-52%
Administrative	27,243	82,215	33%	24,315	12%
Admin Technology	95,130	167,895	57%	54,585	74%
Library Materials - Books	70,279	153,999	46%	76,439	-8%
Library Materials - Periodicals	7,107	9,500	75%	1,413	403%
Library Materials - Audio & Visual	13,774	49,850	28%	12,105	14%
Library Material - Maintenance	45,839	119,248	38%	54,013	-15%
Technology Services	1,024	10,560	10%	782	31%
Programs	12,334	42,886	29%	10,330	19%
Marketing & Promotion	10,292	28,398	36%	6,147	67%
Facilities & Operations	55,920	184,360	30%	64,905	-14%
Utilities	28,247	79,660	35%	28,606	-1%
Professional Services	42,178	80,636	52%	29,766	42%
Board Expenses	1,450	7,600	19%	1,391	4%
Actual Expenditures	954,102	3,009,309	32%	892,379	7%
Budgeted Expenditures	3,009,309				
% Diff	32%				

Expenditures

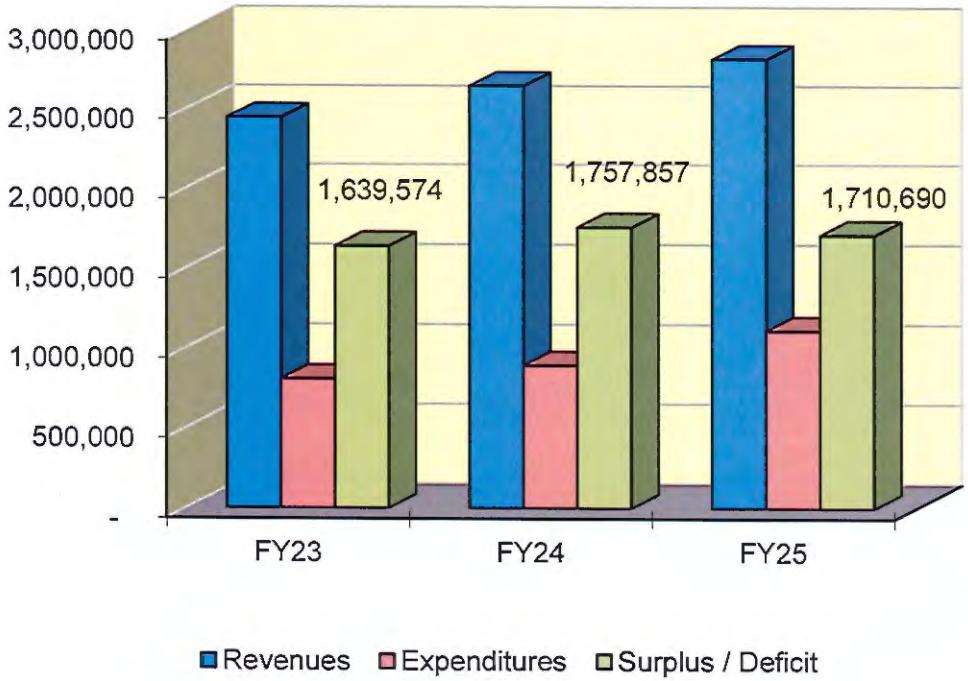
OPERATIONAL EXPENDITURE DISTRIBUTION

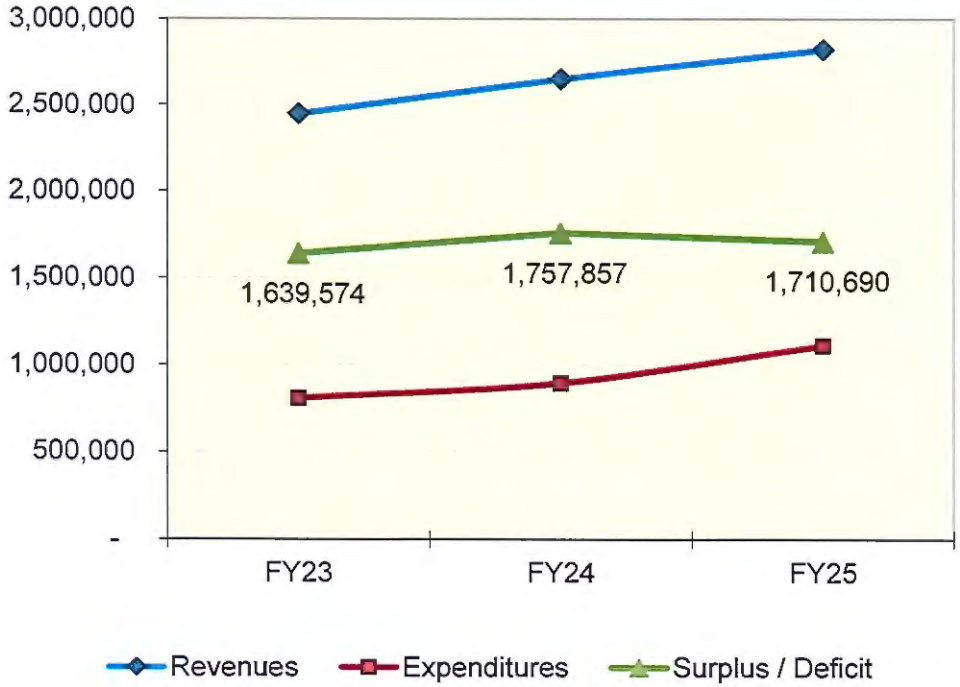


Revenue, Expenditure & Fund Balance

For the 4 Month(s) Ended October 31, 2024

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	**1,582,177**	**127,879**	**634**	**1,710,690**
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	3,155,084	158,441	126,208	3,439,733
Fund Balance as % of Total Expenditures	289%	895%	n/a	310%





Investments

Bank	Description	Type	Current Rate	Bank Value
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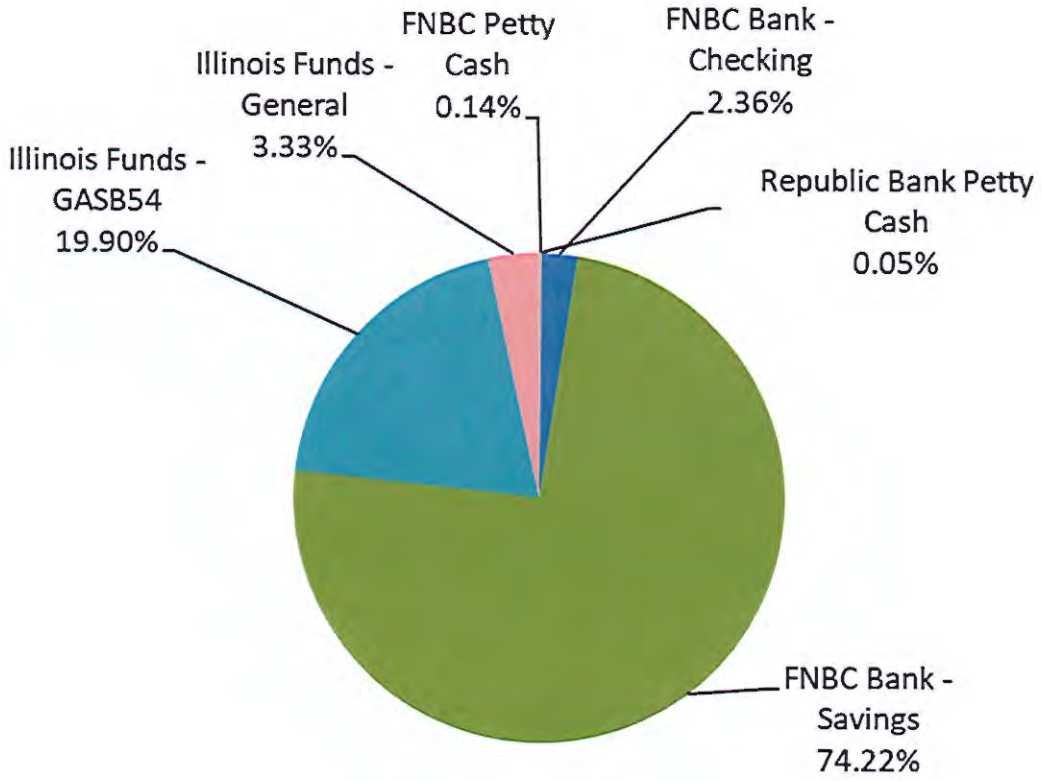
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	1,679
FNBC Bank - Checking	#6031	A/P	0.10%	85,003
FNBC Bank - Savings	#0317	MM	2.79%	2,673,065
Illinois Funds - GASB54	#6950	MM	Various	716,723
Illinois Funds - General	#5519 / 1507	MM	Various	119,957
			Total	**$ 3,601,587**



THE LAW OFFICES OF
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

HARTMAN E. STIME (1927–1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

October 30, 2024

LEVY ORDINANCE REMINDER

A. LIBRARY DISTRICTS

The deadline for passing your Levy Ordinance is
Tuesday, December 3, 2024
(the first Tuesday in December)[1]

The deadline for filing your Levy Ordinance with the
County Clerk is Tuesday, December 31, 2024
(the last Tuesday in December)[2]

B. CITY/VILLAGE LIBRARIES

City Libraries and Village Libraries should confirm with City Officials/Village Officials that all necessary Library financial information has been provided and that the City Levy/Village Levy incorporates the Library Levy.

[1] 75 ILCS 16/30-85(b)
[2] 75 ILCS 16/30-85(c)
*To avoid any problem with filing and County Clerk holiday schedules, we recommend filing at least one week before Tuesday, December 31, 2024.

221 EAST ILLINOIS STREET P.O. BOX 564, WHEATON, ILLINOIS 60187-0564
phone (630) 665-1900 *fax* (630) 665-0407 *email* law@psnrb.com *web site* www.psnrb.com

Library Director Report

November 25, 2024

FINANCIAL UPDATE

- Fiscal Year Elapsed = 33.3%
- Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: $716,723.20 (+ $3,003.42)
  - New Building & Construction Fund: $36,343.99 (+ $152.28)
  - General (Corporate) Fund: $83,612.98 (+ $350.40)
- The Management's Discussion & Analysis is on the Agenda for approval at tonight's meeting. Once approved, it will be incorporated into the audit (annual financial report) and distributed to library trustees in December.

PHYSICAL PLANT

- The permit process for the concrete and lighting portion of the capital projects went through a couple of rounds of review between 10/10 and 11/14 before final approval. Temporary fencing was installed on 11/15 in preparation for phase 1. Phase 1 will include excavation at the staff entrance and the southeast side of the library which will begin on 11/18 as well as boring for electrical connections to feed the additional light poles that will be installed in the parking lot. Following excavation, framing will be completed and concrete poured at the staff entrance and the southeast side of the library, including the broken sidewalk squares beneath the existing bicycle rack wall and a couple of sidewalk squares near the handicap accessible parking. The light pole footings will be poured at the same time. Phase 1 is anticipated to take 5-7 days, weather permitting; Phase II, which includes the excavation and replacement of the pavers with concrete at the front entrance, is scheduled to begin on 11/25, weather permitting. When the front entrance is closed for construction, the temporary entrance for patrons will be the Emergency Door off of the Youth Services department.
- Buck Services is now providing daily cleaning services for the library while the Maintenance Assistant is away for an unspecified amount of time.
- Cintas Fire updated several fire extinguishers throughout the library on 10/22.
- American National Sprinkler shut down the irrigation system on 10/24.
- Delta Controls performed a check on the air handling unit on 10/25.
- First Security provided fire alarm testing on 11/5. There were no issues with the system.
- Gehrke provided preventive maintenance on the glycol system on 11/5.
- Cintas replaced our AED on 11/6.
- Alarm Detection Systems performed maintenance and adjustments to the system on 11/12.
- Midwest Mechanical was on-site 11/18 & 20 for cold zones in the Adult Services study rooms. Air had entered the system. It was determined that the coin vent malfunctioned. A new coin vent was installed to bleed the air from the system.

Library Director Report

November 25, 2024

TECHNOLOGY

- Sikich is currently working with the library to achieve the following planned strategic goals:
  - Replacement of the firewall, which will provide higher speeds and enhanced security features.
  - Shutdown and elimination of the on-premises staff server
  - Login and various other issues on shared computers
- Governmental Accounting, Sikich, and the Library are collaborating to move QuickBooks to the cloud and migrate the data with a target date of the end of the calendar year

PERSONNEL

- The Library Director:
  - Met with staff from Tyler Medical Services on 10/24 to finalize the physical demands assessment for each of the positions within the library.
  - Met with a representative from Niche Academy on 10/24 to discuss possible training opportunities for library staff.
  - Met with the AS Manager and the Director of Healthy West Chicago on 10/25 to discuss our collaboration to date and future projects.
  - Attended the Library Trunk or Treat on 10/26.
  - Attended the Finance Committee and regular board meetings on 10/28.
  - Presented library resources with David V. from Adult Services to an HOA on 10/29.
  - Attended the Pioneer Preschool Open House on 10/30.
  - Reviewed the draft audit and submitted the MD&A to the auditing team on 10/31.
  - Coordinated the delivery of SCARCE's *Wonder About Your Water* traveling exhibit. The exhibit arrived on 11/1 and is scheduled to be picked up on 12/2. The exhibit is in the Adult Services department.
  - Attended the data retreat for the D94 Strategic Planning Committee on 11/4 at the High School from 9:00 a.m. to 3:00 p.m.
  - Interviewed with the HR Manager candidates for the Facilities Assistant position on 11/5,11.
  - Attended the Rotary meeting on 11/6.
  - Was available 11/12-18 to receive candidate petition packets for the Library Trustee election, which will take place on 4/1/2025.
  - Attended the policy meeting on 11/14.
  - Submitted final documents to the auditing team for closeout on 11/15.
  - Hosted a managers advisory meeting on 11/18.
  - Responded to a commercial FOIA request for purchasing records on 11/19.

- **Employee Highlights**
  - The HR Manager attended the HR Source Employment Law Conference on 11/7

- Miscellaneous
  - The library is participating in the City's annual Frosty Fest rather than having a holiday open house. We hope you can stop by to say hello to our staff and see our engagement with the community during this festive holiday celebration.

Department Reports
October 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns -- October
  - Total opens: 29,503
    - September -1.86%
    - August +48.3%
  - Biweekly Program Newsletters x 9
    - Total opens: 16,124
      - September -2.9%
      - August +16.45%
  - Special Program Highlight Emails x 7
      - September -33%
      - August +71.5%
    - Total opens: 13,379
      - September -20.7%
      - August +282%
  - Events promoted with an SPH email include:
    - Halloween Events for Youth
    - Monster Mayhem of the Midwest
    - Bats & Other Misunderstood Creatures
    - ILP Jason Reynolds
    - Trunk or Treat
    - Easy as Pie
  - Emails drafted:
    - 6 x Special Program Highlight Emails drafted during the month of October.
  - Social Media campaigns:
    - Social posts x 28
      - September +155%
      - August +280%
    - Total impressions: 12,748
      - September +215.6%
      - August +475%
    - Total reach: 11,699
      - September +459%
      - August +211%

- Total engagements: 301
    - September +501%
    - August +266%
- Physical Materials
    - The Winter 2024-2025 Program Guide was created during October
        - New editing team member, Edith, did fantastic work!
        - The return of our Holiday Gnome Hunt
            - 40 are hidden this year, could you find them all?
        - Delays in printing/mailing
            - We had initially asked for guides to be sent on Tuesday, November 12th. The printer was slightly delayed, then partway through the week of 11/18-11/22 a part on their printing machine broke, and production has stopped.
            - They are working to displace their orders to other printers (at their cost), and a replacement part is apparently being flown to them as soon as they can.
- Website
    - First batch of new content created by departments. More to come as we move forward!
        - Adult Services – Seed Library page drafted
            - This will be posted some time this Winter/Spring when the Seed Library reopens/we begin Winter/Spring planting programs!
        - Youth Services – Youth Services Kits, this page discusses and expalains some of the kits we have in the collection, and how parents & teachers could use them to help their young readers!
    - More pages to come. Hopefully at a pace of one page per department, per month.

ADULT SERVICES

Engagement:

Programs: A total of 10 programs were offered in October with a total attendance of 64. Some of these included Needlecrafters, WorkNet DuPage Skill Up Program, Candle Creations, Bulb Basics, and Quilled Autumn Leaf craft.

There were two programs through ILP in October Being Imperfect with Erika Sanchez and a program with Jason Reynolds.

Take and Make Kits: We had a total of 32 kits brought home in October. The crafts were an apple pencil topper and origami pumpkin mobiles.

Seed Library: Since planting season has ended the seed library is closed until we introduce the winter seeds. We had a total of 588 seed packets brought home by patrons in our first season of the seed library in partnership with Healthy West Chicago.

PROFESSIONAL DEVELOPMENT :

The adult services manager attended webinars with Overdrive on Cost per Circulation ordering, weeding and the advantage and Advantage plus program.

OUTREACH:

In October, AS staff attended an Homeowners Association meeting to present WCPLD resources. There was a total of 30 people in attendance.

ADULT SERVICES: TEEN

PROGRAMS:

- In October, 6 programs were offered for teens with a total of 33 participants.
    - In September, the sublimation printer was for the YA Cafe: Drink Koozies program. With the heat press, the teens were able to transfer multiple pieces of artwork to the drink koozies. The teens had fun making their designs and were happy with their finished crafts.
    - Trunk or Treat Volunteers: 6 Teen Advisory Board Volunteers assisted library staff with the Trunk R Treat. They help with staffing both of the bounce houses, lawn games and line management.

OUTREACH

- The 6th grade class of Leman Middle School visited the library for their 2nd annual tour and presentation on library resources. With 315 students attending, the teens asked great questions and seemed very engaged in learning what their public library provides for them. After the tour and presentation, the teen services librarian

observed new students and increased attendance in subsequent teen October programs.

TEEN AREA

- In October: 25 total 'Day of The Dead Luminary' kits were taken as part of our Teen Take 'n' Make craft kit series.

EVENT COMMITTEE:

The library hosted its annual Trunk or Treat in conjunction with the City's Downtown Trick-or-Treat event. Twenty-three local businesses and community partners registered for parking spaces with a further two cars arriving the morning of the event to decorate their trunks and hand out treats. More than 1500 patrons traveled through the trunk or treating area, many of whom voted for the *Best Decorated Trunk,* which staff hopes to make an annual contest. Two bounce houses were provided by the library as well as several lawn games with prizes.

Overall, the day was successful with excellent weather, better than expected turnout and exciting new events and activities. Two local politicians and one member of the Library Foundation awarded trophies and gift bags to winners of six different costume contests. Members of the YA Council graciously donated their time to help manage bounce houses, crowd control and game instructions. All patron feedback has been positive. Staff will reevaluate the program over the coming months and hope to streamline contest voting, supply ordering and community engagement before and during the event.

CIRCULATION SERVICES

Circulation Statistics October 2024:

- 13,412 Total Items checked out, 0.36% decrease from October 2023.
- 3,167 Electronic materials checked out, 7.83% decrease from October 2023.
- The total value of the materials checked out by our patrons was $103,869.52 during October 2024.
- During October 2024, we had 114 patrons using self-check and a total of 426 items checked out.

Patron Statistics October 2024:

- 6,822 Visitors to the library, 22% increase from October 2023.
- 63 New patrons added, 11.27% decrease from October 2023.
- 10,088 Card holders, 15.48% decrease from October 2023.

- 34.87% of the district population have library cards, a 6.39% decrease from October 2023.

TECHNICAL SERVICES

Acquisitions:

- 1943 Items invoiced/received.
- 1786 Items ordered.
- 138 Items received not processed.
- 134 Items on-order.
- 8 Items cancelled.
- 7 Items returned.
- 2 Donations.
- 1 Replacement.

Cataloged:

- 4018 Items added to the collection.

Withdrawals:

- 141 Items withdrawn from the collection.

Material Maintenance:

- 51 Items repaired in house.

Other Activities:

- 371 Items moved from the new shelf to the regular collection.
- 272 Postage processed.
- 161 Invoices processed.
- 100 Invoices archived.
- 67 Records created.
- 28 Withdrawn books donated to Better World Books.
- 23 Call number transfers.
- 20 Title transfers.
- 9 Missing items reclaimed.
- 4 West Chicago Suburban Life scanned and converted to searchable PDF.
- 2 E/J Kit Records Updated.
- 1 High School Summer Reading books converted back to regular collection.

Miscellaneous:

- An art consultant from Spellman Brady & Company requested to use an image of bookplate 7191, aka *Helen McClean Dunton*, in a historical collage at a senior living community in Arlington Heights.

YOUTH SERVICES

Programs

The department offered 8 Storytime events which brought in 166 patrons. In addition, we celebrated Indigenous Peoples Day with a fry bread making event, showed a Halloween related movie for our Tweens (Addams Family), offered a Cricut cutting program to make Beetlejuice themed crafts, set up our monthly Toddler Obstacle Course and had two special, large-scale programs. The Monster Mash Dance Party was a hit for our toddler patrons and an outside organization brought in bats, a skunk, and other 'misunderstood creatures' for our families to enjoy. October programming brought in a total of 126 patrons.

Passive Activities

Staff created 68 make and take bags including cemetery themed terrariums, Scooby Doo crafts, Wednesday Addams spider webs and Divali Diya lamps. Various Halloween creatures and fall related crafts were provided throughout the month which 233 patrons enjoyed.

Outreach

Youth Services hosted 5 Storytime events for the Birth to Three program bringing in 84 patrons. Nineteen visits to three elementary schools were made to provide Storytimes to 172 students and their teachers. Staff attended a parent/teacher night and made contact with 50 members of the community.

Professional Development

Youth Services staff attended various new material and genre specific collection development webinars throughout the month. The YS Manager attended a webinar on maintaining the library's digital resource platform OverDrive.

IT Report

Wireless Overview

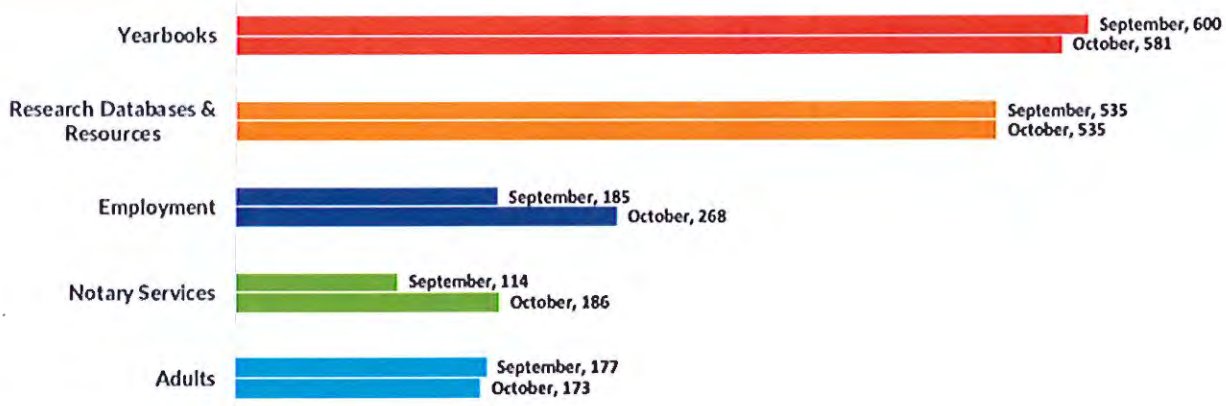
October had 829 unique clients with 1.61Tb of data used.

WiFi Usage October 2023 - October 2024

Website

In October we had 8,767 website visits.

Top 5 Pages in October



Computer Usage

We had 528 users in October. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (September)	Average Time Per Session (September)	Total Logins (October)	Average Time Per Session (October)
Adult	490	44 Minutes	465	39 Minutes
Youth	92	45 Minutes	61	31 Minutes
Newspaper	4	36 Minutes	4	33 Minutes

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

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 from the proceeds of a special tax to pay the Library District's contribution to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Illinois Municipal Retirement Fund contributions in addition to all other library district taxes, as provided by law.

	SPECIAL RESERVE FUND	
Library Building, Equipment, Materials	**50,000**	**0**

	GENERAL OBLIGATION BOND FUND	
General Obligation Bond Debt Service	**0**	**0**

	NEW BUILDING CONSTRUCTION FUND	
New Building Construction Fund	**0**	**0**

SUMMARY

Account		Account 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]

Bloom _____ **Fokta** _____ **Grotto** _____ **Jakacki-Dattomo** _____

Kelsey _____ **Navadomskis** _____ **Weninger** _____

*** This ordinance is effective upon approval.*

_____

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

ATTEST:

SEAL

_____

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

WEST CHICAGO PUBLIC LIBRARY DISTRICT

OUTSTANDING CHECK POLICY

Purpose

The purpose of the West Chicago Public Library District Outstanding Check Policy is to ensure accurate cash reporting and management.

Procedure

When a check is outstanding for more than five (5) months the West Chicago Public Library District's Treasurer, or his/her designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the West Chicago Public Library District's Treasurer, or his/her designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be made to deposit the funds into the West Chicago Public Library District's unclaimed liability account.

Once a year, in September, the West Chicago Public Library District's Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statue.

10. 3 Illinois Paid Leave

In accordance with 820 ILCS 192/1 et. seq, all employees are entitled to Illinois Paid Leave (IPL). ~~This leave is provided based on pro-rated frontloading on January 1 of each year for all employees~~. IPL shall begin to accrue at the commencement of employment and shall accrue at the rate of one hour for every forty (40) hours worked. The maximum amount of IPL is 40 hours of IPL per year, subject to a pro-rated amount based on the number of hours generally worked by the employee pursuant to their schedule and workweek. IPL may be taken by the employee for any reason, which does not need to be shared with the Library. When the need for IPL is foreseen, the employee shall give at least 48 hours' advance notice to the employee's manager. If the need for IPL is unforeseen, the employee shall notify the employee's manager as soon as possible. The use of IPL is subject to operational necessity and may be denied if the absence creates a situation where Library staffing requirements cannot be met. Operational necessity shall include instances where operations require a certain number of employees for the Library to operate properly or where absences will otherwise adversely impact Library operations.

~~Frontloaded IPL will not carry over into the next year~~.Accrued IPL shall carry over annually to the extent not used by the employee. Employees, however, may not use more than 40 hours of IPL in a calendar year. Unused IPL will not be paid to the employee upon termination of employment.

Employees will provide dates and hours of IPL used to their manager. IPL may be taken in 1-hour minimum increments. Employees hired after January 1, 2024, may begin using IPL after 90 days of employment.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

GIFTS AND DONATIONS POLICY

Policy

The West Chicago Public Library District is grateful for gifts. No donation can be accepted unless it is given to the library without restrictions. All donations are subject to the approval of the Library Director with the support of the Board of Library Trustees.

A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts. If a donation is to be used as a memorial, the donor must complete a Gift Materials Form.

Procedures

1. Library Material
   The inclusion of donated materials is guided by the same selection principles and criteria applied to the selection of items for purchase. Materials will be deposited in the book sale or discarded.

2. Memorial Materials
   Monetary contributions specifically for material purchases in memorial to or in honor of named individuals are welcomed. These materials may be processed to include book plates acknowledging the individual memorialized and the donor.

3. Real Property
   The Library may accept ownership of real property in accordance with the terms or conditions agreed upon by the Board of Library Trustees and the donor. Real property donations deemed no longer needed for Library purposes may be sold or disposed of pursuant to Illinois law and/or the Library District Act of 1991 (75 ILCS 16/et seq.).

4. Monetary
   The Library welcomes cash contributions, and gifts of stocks and bonds.

5. Receipts and Appraisals
   The Library does not assign a monetary value to donations. ~~and t~~The appraisal of a gift to ~~T~~the Library for tax purposes is the responsibility of the donor.~~; the donor benefits from the tax deduction.~~ The Library will furnish appropriate acknowledgement for donations upon request, either in the form of a receipt for cash, or a letter for material.

Revision approved by Board of Library Trustees: 8/23/2004; 9/24/2007; 4/25/2011; 8/25/2014; 7/24/2017; 8/23/2021

DONOR RECEIPT

Please make checks payable to the West Chicago Public Library District

Date_____

Name _____

Address_____

City_____

State and Zip Code _____

_____ has donated books and / or other materials to the West Chicago Public Library District. This form serves as a receipt of purposes of income tax reduction. The Internal Revenue Service advises that it is the responsibility of the contributor to determine the fair market value of the contribution.

Signature of donor_____

Signature of staff member_____

Description of items_____

_____

Description of items_____

_____

Number of items _____

GIFT AGREEMENT FORM

Donor _____ Date _____

Address _____
(Street) (City) (State) (Zip)

Description of material donated:

_____

_____

This Gift Agreement transfers legal title of the gift to the West Chicago Public Library District.

_____ Unrestricted gift _____ Restrictions (please specify)

_____

_____

I have read the gift policy provisions of the West Chicago Public Library District and agree that they are acceptable.

Donor signature: _____ Date_____

Accepted for the Library by: _____ Date_____
Library Director Signature

For restricted gifts only:

_____ Date_____
President of Library Board Signature

_____ Date_____
Secretary of Library Board Signature

Date of Board Approval _____

GIFT MATERIALS FORM

I/we would like to contribute $ _____ for a book to be placed in the Library.

As a memorial for: _____

or in honor of: _____

on the occasion of: birthday _____ wedding anniversary _____
graduation _____ or other (please specify) _____

The subject matter we prefer for this book is (please specify if you have a preference)

_____

_____

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship _____

Name of person to be notified: _____
Address of person to be notified: _____

_____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the West Chicago Public Library District

Please return this form to: _____

WEST CHICAGO PUBLIC LIBRARY DISTRICT

SALE OR DISPOSITION OF SURPLUS LIBRARY PROPERTY

Policy

The Board of Library Trustees approves the disposal of library surplus or unwanted property as permitted under Illinois statutes and according to the following procedures.

Procedures

1. Print and non-print materials: The Library Director is authorized to maintain an ongoing used sale at the Library ("book sale") of materials from the collection which are determined by professional staff to no longer be relevant to the collection. These items will be donated to the Library Foundation for re-sale.

2. The Library Director is authorized to sell or dispose of any library materials, furniture and equipment (personal property) of $1,000.00 or less that is no longer of use to the library.

3. The Board of Library Trustees may authorize public sale of personal property valued at more than $1,000 but less than $2,500. These items shall be displayed at the Library and a public notice of the property's availability and the date and terms of proposed sale shall be posted.

4. In all cases not governed by Subsections 1 through 3 above, the Board shall publish notice of the availability and location of the real or personal property to be sold or disposed of and the date and terms of the proposed sale, giving the notice once each week for two successive weeks. The notice shall be published in one or more newspapers published within the WCPLD or, if there is no such newspaper, then in a newspaper of general circulation in the District and published in DuPage County. On the date of the sale, the Board shall proceed with the sale and may sell the property for a price determined by the Board or to the highest bidder. Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale.

5. If the Board determines that any building or buildings received from a municipality due to the conversion of a tax-supported public library to a public library district under this Act or a prior law are no longer necessary or useful for Library purposes, disposition of such property shall be as provided by statute.

6. With regard to any bid placed for property to be disposed of by the Library as set forth above, bids made by or on behalf of any member of the Board or their immediate families shall be treated in the same manner and given the same consideration without favoritism as bids from all other persons or entities.

7. The foregoing paragraphs 1 through 6 shall be construed and carried forth consistent with the provisions of the Public Library District Act of 1991(75 ILCS 16/). In the event of any conflict between the statute and this Policy, the statute shall control.

Approved by Board of Library Trustees: March 24, 1997
Approved by Board of Library Trustees: August 22, 2005
Approved by Board of Library Trustees: August 25, 2008
Approved by Board of Library Trustees: November 28, 2011
Revision Approved by Board of Library Trustees: January 26, 2015
Approved by Board of Library Trustees: January 22, 2018
Revision Approved by Board of Library Trustees: August 23, 2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT

IMMIGRATION COMPLIANCE

Policy

The West Chicago Public Library District complies with the requirements of federal immigration laws. The Library will complete the Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986 to work in the United States.

Approved by Board of Library Trustees: 6/28/2004; 7/23/2007; 6/28/2010; 6/24/2013; 8/22/2016; 10/28/2019; 10/25/2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT

COMMUNITY SERVICE WORKERS

Policy

The West Chicago Public Library District may use Community Service Workers provided a need exists. Community Service Workers shall be defined as persons referred to the library to perform community service. The Library reserves the right to reject any individual worker, either before or after he or she begins work, if his or her service is deemed by the Library Director to be not in the best interests of the Library.

Approved by Board of Library Trustees: 10/24/1994; 5/23/2005; 7/23/2007; 6/28/2010; 6/24/2013; 8/22/2016; 10/28/2019; 10/25/2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT

PERSONAL AUTO USE WHILE ON LIBRARY BUSINESS

Policy

Employees who drive personal vehicles on library business must provide evidence of automobile insurance as required by the state of Illinois. The Library requires that employees carry personal liability insurance and uninsured motorist coverage that meet the State requirements. A current certificate or proof of insurance must be kept in the employee's file. Employees must follow basic safety rules for the operation of vehicles.

Library business is defined as driving at the direction of and for the benefit of the employer. It does not include normal commuting to and from work.

Procedures

- Any employee who has a driver's license revoked or suspended shall immediately notify the Library Director and immediately discontinue driving any vehicle for Library purposes. Failure to do so may result in disciplinary action, including termination of employment.

- Accidents in personal vehicles while on Library business, regardless of severity, must be reported to the Library Director. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).

- Accidents involving the employee's personal injury must be reported to the Library Director. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

- Any employee who uses his own vehicle while on Library business is expected to verify on the mileage reimbursement form that he has a valid Illinois driver's license and a current certificate or proof of insurance ~~in Library's files~~ on file.

Approved by Board of Library Trustees: 9/23/2013; 11/22/2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT

LIBRARY PHOTOGRAPHY AND VIDEO

The Board of Trustees of the West Chicago Library District ("library") has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

Policy

Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, childcare areas, museum artifacts, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors, or exits.

Procedures

Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the library building.

Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library will charge a fee to offset costs incurred by the library to provide access to the facility and prior permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Library Photography, Videos, and Recording

The library may take photos, videos, and audio recordings at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds.

These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any library web site or social media site). Any individual that does not wish the library to use a photograph or video of them or their child should inform a library staff member prior to or while such photographs or videos are being taken.

Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film or other means and shall not disrupt the meeting or create a safety hazard.

Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

Right Subject to Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.

Approved by Board of Library Trustees: 11/22/2021

W. B. A.	GP 187 (2/08)	11050

CORPORATE BORROWING RESOLUTION

By the Board of Directors of WEST CHICAGO PUBLIC LIBRARY DISTRICT,

whose principal place of business is located at 118 W. WASHINGTON ST, WEST CHICAGO, IL 60185.

RESOLVED, that any 1 (NO. REQUIRED) of the officers of this Corporation from time to time holding the following offices of this Corporation:

(Check authorized offices) ☒ President ☒ Vice President ☐ Assistant Vice President ☒ Secretary ☐ Assistant Secretary ☒ Treasurer ☐ Assistant Treasurer

☐ _____ are authorized for and on behalf of this Corporation:

(1) to arrange for the borrowing and to borrow from time to time money from BANKERS' BANK, 7700 MINERAL POINT ROAD, MADISON, WISCONSIN 53717 ("Lender"), and to give instructions to Lender regarding the same;

(2) to execute and deliver to Lender, from time to time, notes or loan agreements evidencing such debts in such amounts, with such maturities, at such rates of interest and upon such terms and conditions as the officers deem proper;

(3) to pledge, sign, mortgage or otherwise grant a security interest in any or all real property, fixtures, tangible or intangible personal property, or any other assets of this Corporation, to execute and deliver to Lender such security agreements, assignments, mortgages, financing statements, hypothecations, agreements not to encumber and other agreements as may be requested by Lender from time to time with such promises, warranties, representations and conditions as the officers deem proper and to guarantee and/or secure the obligations of others to Lender, and to perform such acts required of this Corporation in such agreements or otherwise to perfect such security interests, including the deposit of such property with Lender (and to withdraw and make substitutions of same from time to time);

(4) to endorse or assign with or without recourse and deliver to Lender for discount, deposit, application to loan balances or for collateral purposes notes, drafts, checks, certificates of deposit, acceptances, chattel paper, accounts, commercial and other business paper, now owned or hereafter acquired by this Corporation;

(5) to execute and deliver to Lender applications, agreements and other instruments for the issuance by Lender of letters of credit for the account of this Corporation;

(6) to execute and deliver subordinations, guaranties or other financial undertakings to Lender; and

(7) to do all other things necessary or appropriate to the authority granted by this Resolution;

and the signature of any officer appearing on any of the foregoing shall be conclusive evidence of that officer's approval thereof.

FURTHER RESOLVED, that the custodian of the records of this Corporation be and hereby is authorized and directed to certify to Lender the foregoing Resolution and that the provisions thereof are in conformity with the Articles of Incorporation and Bylaws of this Corporation and to provide the names and to provide specimen or facsimile signatures if requested of the person(s) authorized therein and that the foregoing Resolution and the authority thereby conferred shall remain in full force and effect until this Corporation notifies Lender to the contrary in writing, and Lender may conclusively presume that such Resolutions and signatures are in effect and that the persons identified therein from time to time as officers of this Corporation have been duly elected or appointed to and continue to hold such offices. Receipt of any such notice shall not affect any action taken by Lender prior thereto.

FURTHER RESOLVED, that this Corporation assumes full responsibility and holds harmless Lender for any and all payments made or any other actions taken by Lender in reliance upon the signatures (whether original, facsimile, digital or electronic) of any person or persons holding the offices of this Corporation designated above regardless of whether or not the use of the signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature may have been affixed to any instrument, and for refusing to honor any signatures not provided to Lender and that this Corporation agrees to indemnify Lender against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by Lender resulting from or arising out of any such payment or other action, including reasonable attorneys' fees and legal expenses.

I certify that I am custodian of the records and the corporate seal (if any) of the above-named Corporation, a DUPAGE COUNTY (STATE OF INCORPORATION) ILLINOIS corporation; that the foregoing is a true and correct copy of resolutions duly adopted in accordance with law and the Articles of Incorporation and Bylaws of said Corporation by unanimous consent, or at a meeting of a quorum of its Board of Directors on NOVEMBER 25, 2024, and that said resolutions, not being in conflict with those Articles or Bylaws, are now in full force and effect.

AFFIX CORPORATE SEAL or ☐ THE CORPORATION HAS NO SEAL

Dated _____

By _____

TITLE

CORPORATE CERTIFICATE

TO: Bankers' Bank, 7700 Mineral Point Road, Madison, Wisconsin 53717 ("Lender")
(Name of Lender)

I hereby certify to Lender that I am the duly elected, qualified and acting PRESIDENT (Title)
of WEST CHICAGO PUBLIC LIBRARY DISTRICT (Name of Corporation), that following are all of the specimen or facsimile signatures of the person(s) authorized by the borrowing resolution ☐ appearing on page 1 ☐ dated _____ filed with Lender to act on behalf of this Corporation, that these person(s) have been duly elected or appointed to the offices indicated and hold the offices at present and that I am the person authorized by this Corporation to so certify:

Name of Office [Indicate name of office, e.g., president, vice president, assistant vice president, etc.]	Specimen or Facsimile Signature
PRESIDENT	* PATRICIA WENINGER
VICE PRESIDENT	* FRANK J. FOKTA
SECRETARY	* DIANE KELSEY
TREASURER	* CORRINE JAKACKI-DATTOMO
	*
	*

Dated _____.

_____
Signature of Certifying Corporate Officer

*Type or print names signed above

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the West Chicago Public Library District's (the District), Illinois financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the District's financial statements, which can be found in the basic financial statement section of this report.

FINANCIAL HIGHLIGHTS

- The District's net position increased by $141,300, or 6.2 percent as a result of this year's operations.
- During the year, the District reported government-wide revenues of $2,903,787 and expenses of $2,762,487, resulting in an increase to net position of $141,300.
- The District's net position totaled $2,414,561 on June 30, 2024, which includes $1,334,819 investment in capital assets, $30,504 subject to external restrictions, and $1,049,238 unrestricted net position that may be used to meet the ongoing obligations to citizens and creditors.
- The governmental funds reported revenues of $2,903,787 and expenditures of $2,692,736, resulting in an increase in fund balance of $211,051.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statements provide financial information about activities for which the District acts solely as a trustee or agent for the benefit of those outside of the government.

Government-Wide Financial Statements

The government-wide financial statements provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The Statement of Net Position reports information on all of the District's assets/deferred outflows and liabilities/ deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Consideration of other nonfinancial factors, such as changes in the District's property tax base and the condition of the District's infrastructure, is needed to assess the overall health of the District.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the District include culture and recreation. The District does not have any business-type activities.

USING THIS ANNUAL REPORT - Continued

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District can be categorized as governmental.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund which is considered a major fund. Data from the other two governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The District adopts an annual appropriated budget for all of the governmental funds. A budgetary comparison schedule for these funds has been provided to demonstrate compliance with this budget.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's IMRF employee pension obligation, post-employment retirement benefit obligation, and budgetary comparison schedule for the General Fund. The combining statements referred to earlier in connection with nonmajor governmental funds is presented immediately following the required supplementary information.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following tables show that in the case of the District, assets/deferred outflows exceeded liabilities/deferred inflows by $2,414,561.

	Net Position	
	2024	2023
Current Assets	$ 4,764,453	4,313,517
Capital Assets	1,334,819	1,381,724
Total Assets	6,099,272	5,695,241
Deferred Outflows	176,166	417,439
Total Assets and Deferred Outflows	6,275,438	6,112,680
Long-Term Liabilities	815,105	1,020,661
Other Liabilities	117,989	94,161
Total Liabilities	933,094	1,114,822
Deferred Inflows	2,927,783	2,724,597
Total Liabilities and Deferred Inflows	3,860,877	3,839,419
Net Position		
Investment in Capital Assets	1,334,819	1,381,724
Restricted	30,504	8,567
Unrestricted	1,049,238	882,970
Total Net Position	2,414,561	2,273,261

A large portion of the District's net position, $1,334,819 or 55.4 percent, reflects its investment in capital assets (for example, land, buildings, and furniture and equipment), less any related debt used to acquire those assets that is still outstanding, if applicable. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion, $30,504 or 1.3 percent, of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining 43.5 percent, or $1,049,238, represents unrestricted net assets and may be used to meet the government's ongoing obligations to citizens and creditors.

GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued

	Changes in Net Position	
	2024	2023
Revenues		
Program Revenues		
Charges for Services	$ 13,123	11,934
Operating Grants and Contributions	42,958	42,669
General Revenues		
Property Taxes	2,647,839	2,470,816
Replacement Taxes	89,067	135,222
Investment Income	98,301	52,019
Miscellaneous	12,499	1,061
Total Revenues	2,903,787	2,713,721
Expenses		
Culture and Recreation	2,762,487	2,496,161
Change in Net Position	141,300	217,560
Fund Balance - Beginning	2,273,261	2,055,701
Net Position - Ending	2,414,561	2,273,261

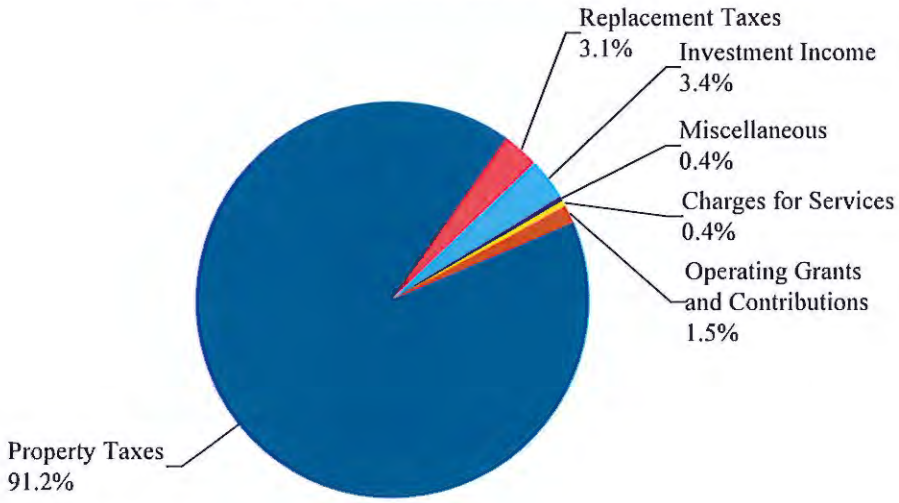
Net position of the District's governmental activities increased by 6.2 percent ($2,414,561 in 2024 compared to $2,273,261 in 2023). Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints, totaled $1,049,238 at June 30, 2024.

Revenues for governmental activities totaled $2,903,787, while the cost of all governmental functions totaled $2,762,487, this results in an increase of $141,300. In 2023, revenues of $2,713,721 exceeded expenses of $2,496,161, resulting in an increase of $217,560. The increase in 2024 was due to an increase in property taxes, replacement taxes, and investment income combined with under expended budgeted line items.

GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued

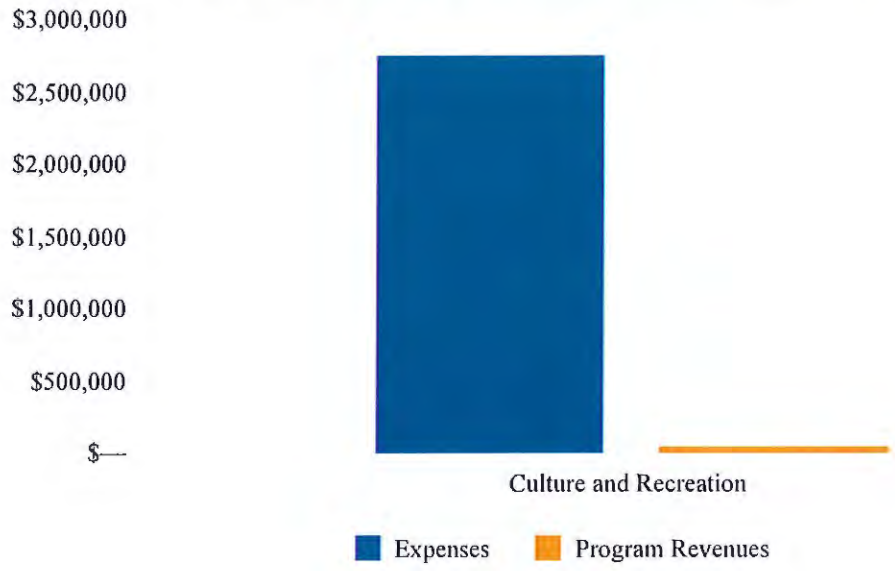
The following table graphically depicts the major revenue sources of the District. It depicts very clearly the reliance on property taxes to fund governmental activities. It also clearly identifies the less significant percentage the District receives from all other sources.

Revenue by Source - Governmental Activities



The 'Expenses and Program Revenues' Table identifies those governmental functions where program expenses greatly exceed revenues.

Expenses and Program Revenues - Governmental Activities



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The District's governmental funds reported combined ending fund balances of $1,726,258, which is $211,051, or 13.9 percent, higher than last year's total of $1,515,207. Of the $1,726,258 total, $1,537,619, or approximately 89.1 percent, of the fund balance constitutes unassigned fund balance.

The General Fund is the chief operating fund of the District. As mentioned earlier, the General Fund reported an increase in fund balance for the year of $187,226, or 13.5 percent, from a beginning balance of $1,382,954. This increase was due to an increase in property taxes, replacement taxes, and investment income combined with under expended budgeted line items.

Unassigned fund balance in the General Fund was $1,537,619, which represents 97.9 percent of the total fund balance of the General Fund. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance in the General Fund represents approximately 59.7 percent of total General Fund expenditures.

GENERAL FUND BUDGETARY HIGHLIGHTS

The District made no budget amendments to the General Fund during the year. General Fund actual revenues for the year totaled $2,761,503, compared to budgeted revenues of $2,667,228. Revenues for all functions except for taxes came in higher than budgeted.

The General Fund actual expenditures for the year were $89,823 lower than budgeted ($2,574,277 actual compared to $2,664,100 budgeted). All expenditures came in under budget except for periodicals, technology services, marketing & promotions, utilities, and facilities and operations.

CAPITAL ASSETS

The District's investment in capital assets as of June 30, 2024 was $1,334,819 (net of accumulated depreciation). This investment in capital assets includes land, buildings, and furniture and equipment.

	Capital Assets Net of Depreciation	
	2024	2023
Land	$ 664,500	664,500
Buildings	651,526	691,807
Furniture and Equipment	18,793	25,417
Totals	1,334,819	1,381,724

CAPITAL ASSETS - Continued

Additional information on the District's capital assets can be found in Note 3 of this report.

DEBT ADMINISTRATION

At year-end, the District had no outstanding long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The District's elected and appointed officials considered many factors when setting the fiscal year 2024-2025 budget, including tax rates and fees that will be charged for its various activities. The state of the economy was a major factor, as the District is faced with a similar economic environment as many other local municipalities are faced with, including inflation and unemployment rates.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be directed to Benjamin R. Weseloh, Library Director, at West Chicago Public Library District, 118 W. Washington St., West Chicago, IL 60185.