



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, JANUARY 27, 2025
7:00 PM

AGENDA

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

- A. Call to Order Patricia Weninger, President
- B. Roll Call Diane Kelsey, Secretary
- C. Approval of the Minutes
1. Board Meeting – November 25, 2024 ACTION
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Agenda – Additions/Deletions
- G. Presentation
1. Annual Financial Report (Audit) Lauterbach & Amen
Year Ended June 30, 2024
- H. Treasurer's Report Corrine Jakacki-Dattomo, Treasurer
1. Approval of the Bills for December 2024
2. Approval of the Bills for January 2025
3. Financial Statements for November 2024
4. Financial Statements for December 2024
- I. Communications
1. Memo: Certification of Library Trustee Candidates
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
- J. Reports
1. President Patricia Weninger
2. Library Director ATTACHMENT
3. Department Managers -- (Youth Services) ATTACHMENT
- K. Unfinished Business
None

L. New Business
None

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

ACTION

N. Return to Open Session

O. Adjournment

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 25, 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; Frank Fokta, Vice President; Diane Kelsey, Secretary; and Richard Bloom, Member.

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

C. APPROVAL OF THE MINUTES:

1. Board Meeting - October 28, 2024: Mr. Fokta moved to approve the Minutes of the October 28, 2024 Board Meeting as presented; seconded by Ms. Kelsey.

(Corrine Jakacki, Treasurer, entered.)

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jim Murray.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for November 2024: Ms. Jakacki moved to approve payment of the bills in the amount of \$219,413.52; seconded by Mr. Fokta.

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

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

H. COMMUNICATIONS:

1. Levy Ordinance Reminder: The Library's attorney provided a letter to the Director regarding the deadline to pass the Levy Ordinance is Tuesday, December 3, 2024. The Levy Ordinance was on the agenda for approval under New Business Item 1.

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I. REPORTS:

1. President's Report: President Weninger wished the trustees and staff a joyful holiday week, including Christmas or which ever holiday they celebrate as well as a wonderful New Year.

2. Library Director: Mr. Weseloh stated the Library is 33% of the way through its fiscal year elapsed. Expenditures are at 32%; 94% of the budget revenue has been collected, and 98% of the property taxes budgeted have come in. Interest income continues to trend well, currently at 82% of the interest projected as listed in the budget.

The Management, Discussion & Analysis, which is part of the audit, was listed on the agenda for approval at the November meeting. Lauterbach & Amen will attend the January meeting to present the audit to the Board.

Several capital projects are moving ahead. The sidewalk and pad were poured, and the old bike rack was removed. A new bicycle rack will be installed. The staff entrance is under construction; it was excavated on November 25, 2024, and the staff entrance and light pole bases are scheduled to be poured on November 26, 2024. Curb repair work is anticipated to be completed in the spring.

The air curtain is scheduled to be installed at the front doors. American National Sprinkler shut down the irrigation system because some of the irrigation had to be torn up when constructing the sidewalk.

A new AED device has arrived. The functioning of the device is checked periodically by Cintas.

Midwest Mechanical was on site two days in November to check on the cold zones in the Adult Services study rooms.

Sikich is working with the Library to replace the firewall, which will provide higher speeds and enhanced security features. The onsite staff server has been shut down after migrating to a cloud server. The QuickBooks program residing on an on-site server will need to be migrated to QuickBooks in the cloud. Sikich will provide staff training on how to use QuickBooks in the cloud.

Mr. Weseloh attended the data retreat for the School District 94 strategic planning committee on November 4, 2024.

The Director interviewed some applicants for the Facilities Assistant position. An offer was made to one of the candidates, which was declined. Another candidate will be offered the position in the upcoming week. Forty-four applications were received.

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Mr. Weseloh received a total of four candidate packets for Board of Trustee positions between November 12 and 18, 2024. There will be three open board positions for the upcoming 2025 election.

In lieu of holding the annual Holiday Open House this year, staff have decided to participate in the City's Frosty Fest, which will be held Saturday, December 7, from 4:30 to 7:00 p.m.

Ms. Weninger and Mr. Weseloh are scheduled to attend the Legislative Luncheon on December 3, 2024, which is planned by the Illinois Library Association and held at the Oak Brook Marriott.

3. Department Managers - Nick Del Giudice provided a report on the Library's Public Relations efforts: The Library is utilizing digital, physical, and formal channels to get the word out about all that the Library provides the community. Biweekly newsletters go out on Mondays and Fridays, and emails are sent to patrons to highlight special and newer programs. Every program the Library puts on is covered in the newsletters.

The Library's Program Guide is one of the largest means of spreading the word about Library programming, services, and other offerings. Posters and flyers are created in-house, and the flyers occasionally are put up around the community or distributed via outreach. Six to ten posters are created in-house per quarter and displayed between the various departments. Public Relations submits press releases to the local papers, although they do not often get published.

The Library, through Public Relations, is active on Facebook, Instagram, and TikTok for social media. TikTok postings are under the control of the Young Adult Services department. Social media postings have been increased from a few times a week to about seven times weekly. The audience impressions and reach of the social media content have increased.

Every quarter Luke meets with the Youth Services and Adult Services managers to set departmental priorities and determine a promotional plan to support those priorities.

Email is the Library's second best conversion rate of all types of promotions. The Program Guide is the number one way people find out about what is going on at the library and choose to attend programs. Social media and in-library promotion are at third and fourth, respectively.

Some of the other local governmental agencies have started to move away from distributing physical print materials; however, the Library sees many patrons using the Program Guide as their primary connection to the

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Library and figuring out how they want to interact with library programming and services. Approximately 11,500 program guides are printed and mailed each quarter, and approximately 400 are made available both in the library and for distribution at outreach events. Approximately 600 to 1,000 outreach flyers are printed each quarter for various outreach opportunities.

Feedback forms are provided to patrons who participate in Adult Services programs to enable the Library to learn how the patron found out about the program as well as to assist in planning future programs.

New ADA accessibility guidelines are coming into effect over the next year and a half to facilitate the public's digital interaction with governmental organizations. The platform for the Library's new website rollout in early 2024 facilitates best practices for digital access, including high contrast fonts and colors, alt text descriptions of photos and graphical representations, and screen-reader interface. The guidelines will require the Board Minutes to be in an accessible pdf format. The compliance deadline for the guidelines is April 26, 2027.

Staff have begun working on Web page content expansions as well as they plan to add blog functionality in the next fiscal year, which will increase the Library's ability to do content marketing for the community, talk about upcoming programming, and describe how patrons can use the library services to make a positive impact in their lives.

4. Policy Committee: The Policy Committee met on November 14, 2024, at 6:10 p.m. Present were Frank Fokta, Chair; Richard Bloom, Member; Pat Weninger, ex officio; and Benjamin Weseloh, Director.

The committee reviewed the Outstanding Check Policy, the Closed Session Policy and Closed Meeting Minutes Procedures, both of which were listed as New Business action items on the November Agenda. Several other policies were reviewed; and those policies were listed on the November Agenda for action with a recommendation from the Policy Committee. The Policy committee meeting adjourned at 6:45 p.m.

5. Committee for Semi-Annual Review of Closed Session Minutes & Recordings: Mr. Fokta stated the Committee seeks to create a more efficient policy for reviewing and approving closed session minutes.

Mr. Fokta and Ms. Kelsey met at 6:45 p.m. on November 25, 2024, to review the closed session minutes. The Committee went into closed session and reviewed the Minutes that were older than 18 months, and confirmed a copy of the approved written minutes accompanied the recording. The meeting was adjourned at 6:52 p.m.

The Committee's recommendation was made under New Business later in the Agenda.

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J. Unfinished Business: None.

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: The levy request is at a rate of 4.9%.

Ms. Jakacki moved to approve Ordinance 24-04, An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Library District for Fiscal Year Beginning July 1, 2024, and ending June 30, 2025 in the amount of \$3,068,300.00; seconded by Mr. Fokta.

The levy request would mean an increase of approximately \$9 for a \$200,000 house; \$10.50 for a \$250,000 house, and \$13 for a \$300,000 house.

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

2. Outstanding Check Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Outstanding Check Policy as contained in the board packet. This policy was a recommendation that came out of the previous year's audit, and it was reviewed by the Library's attorney.

Motion carried by unanimous voice vote.

3. Section 10.3 of the Personnel Policy Handbook: Illinois Paid Leave: Mr. Fokta stated the Policy Committee recommends that the Board approve the Illinois Paid Leave Section of the Personnel Handbook, as shown in the board packets.

Motion carried by unanimous voice vote.

4. Gifts and Donations Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Gifts and Donations Policy. Minimal changes to wording were made.

Motion carried by unanimous voice vote.

5. Sale or Disposition of Surplus Library Property Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Sale or Distribution of Surplus Library Property Policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

6. Immigration Compliance Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Immigration Compliance Policy. No changes were made to the policy.

Motion carried by unanimous voice vote.

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7. Community Service Workers Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Community Service Workers Policy. The recommendation was made without changes to the policy.

Motion carried by unanimous voice vote.

8. Personal Auto Use While on Library Business Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Personal Auto Use While on Library Business Policy.

Motion carried by unanimous voice vote.

9. Library Photography and Video Policy: Mr. Fokta stated the Policy Committee recommends that the Board approve the Library Photography and Video Policy with no changes.

Motion carried by unanimous voice vote.

10. Recommendation of the Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Mr. Fokta stated there were only two recordings of Closed Session meetings in file currently: One from 5/28/24, which is less than the 18-month requirement before being eligible for review; and one from 5/9/23, which was discussed at the November committee meeting.

The 5/9/23 recording is over 18 months and has the accompanying approved written Minutes that correspond to the recording.

Mr. Fokta stated that the review process can be improved by the Board Secretary signing off on the approved Minutes. Given that the subject of the 5/9/23 Closed Session meeting discussed employee evaluations, Mr. Fokta stated the Committee recommends that the audio recording be destroyed and the Minutes remain closed.

Motion carried by unanimous voice vote.

11. Corporate Borrowing Resolution: Discussion was had regarding the Republic Bank resolution which allows the Library Director and certain staff to have credit cards to make purchases for the Library. The four Board officers are required to sign the resolution on the back page to approve the bank's resolution.

Motion carried by unanimous voice vote.

12. Approval of the Management's Discussion & Analysis: Mr. Bloom moved to approve the Management's Discussion and Analysis document; seconded by Ms. Jakacki.

Discussion was had regarding the language on the bottom of Page 7, which was reviewed by the auditors: "The increase in 2024 was due to an increase in property taxes, replacement taxes, and investment income combined with under expended budget line items." Mr. Bloom suggested

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changing the sentence to: "The increase exceeded budget in 2024 due to an increase in property taxes, replacement taxes, investment income combined with underexpended budget line items from the 2024 budget." He stated this would clarify that it is referring to the 23-24 budget; the replacement taxes exceeded the \$60,000 budgeted in 2024.

On Page 9, Governmental Funds, Paragraph 3, would also be changed to include similar language regarding the 2024 budget. "This increase was due to a change that exceeded budgeted property taxes, replacement taxes, and investment income, combined with underexpended budgeted line items from the 2024 budget." Mr. Bloom noted that the amount of the replacement taxes decreased.

Page 7 the last sentence would change to: The increase was a result of a change in property taxes, replacement taxes, and investment income combined with underexpended budgeted line items from the 2024 budget. The Management Discussion and Analysis was approved as amended. Motion carried by unanimous voice vote.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: With no need for a closed session, President Weninger adjourned the meeting at 8:10 p.m.

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
4 Imprint					
Bill	11/18/2024	13252715	Aztec Soup Mug	44220 · PROMO MATERIALS-ADULT	331.59
Total 4 Imprint					331.59
ACC Business					
Bill	11/27/2024	243201906	10/11/24-11/10/24	42405 · INTERNET SERVICES	613.64
Total ACC Business					613.64
Accurate Office Supplies					
Bill	12/04/2024	626725	Coffee/Tea	41334 · OFFICE SUPPLIES GENERAL	200.02
Bill	12/05/2024	626896	Dish Soap	41334 · OFFICE SUPPLIES GENERAL	12.06
Bill	12/12/2024	627371	Blue Copy Paper	42500 · PROCESSING-TECHNICAL SERVICES	8.99
Total Accurate Office Supplies					221.07
Allegiant Fire Protection					
Bill	12/12/2024	078644	Inspection Job #37316086	45160 · CONTRACT INSPECTION & MAINTEN	673.99
Total Allegiant Fire Protection					673.99
Amazon Capital Services					
Credit	11/26/2024	13P3-PML6-KNGX	Christmas Stencils	44140 · PROGRAMS-YOUTH	-18.98
Bill	11/13/2024	1L9M-GVRP-1FPY	Sidewalk Chalk	44140 · PROGRAMS-YOUTH	15.98
Bill	11/14/2024	1QJP-DQRW-199G	Mini Christmas Trees	44120 · PROGRAMS-ADULT	79.96
Bill	11/18/2024	1P1G-KRPV-4LNY	Cookie Kit	44140 · PROGRAMS-YOUTH	51.98
Bill	11/18/2024	1679-WC7R-3WGK	Misc.	44140 · PROGRAMS-YOUTH	148.18
Bill	11/18/2024	1DKM-FRFG-6FH9	Misc.	44140 · PROGRAMS-YOUTH	65.58
Bill	11/19/2024	14W6-VT7Q-C4QH	Marshmallows	41334 · OFFICE SUPPLIES GENERAL	24.95
Bill	11/20/2024	1Y7L-Q4G6-C36Y	Christmas Stencils	44140 · PROGRAMS-YOUTH	18.98
Bill	11/21/2024	19RM-M1C1-D9WG	Batteries	44120 · PROGRAMS-ADULT	32.49
Bill	11/25/2024	11NV-LQQD-YCFH	Misc.	41334 · OFFICE SUPPLIES GENERAL	84.27
Bill	11/25/2024	114F-V1GH-RWWH	Game	44140 · PROGRAMS-YOUTH	11.99
Bill	11/26/2024	1NLJ-RDPF-HCCP	Blue Tea Lights	-SPLIT-	48.57
Bill	11/27/2024	1WDH-Y11W-WVHV	Signs	45140 · EXTERIOR R & M-OTHER	93.00
Bill	11/27/2024	16TT-QFDW-XX3F	Misc.	44120 · PROGRAMS-ADULT	92.96
Bill	11/27/2024	1TP4-PY1R-TPCW	Misc.	44130 · PROGRAMS-YOUNG ADULT	51.49
Bill	12/02/2024	1MLJ-C4V4-1XJN	Pencils	42500 · PROCESSING-TECHNICAL SERVICES	5.99
Bill	12/02/2024	1TGN-NPV9-1T34	Window Stencil	44140 · PROGRAMS-YOUTH	16.98
Bill	12/04/2024	1H71-P4K6-HLNY	Reference Guide	42500 · PROCESSING-TECHNICAL SERVICES	6.95

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
Bill	12/04/2024	19VX-6CRP-HVKR	Magnetic Blocks	44140 · PROGRAMS-YOUTH	49.99
Bill	12/06/2024	1L71-T16K-7XTW	Car DVD Player	42320 · AV MATERIALS-ADULT	70.99
Total Amazon Capital Services					<u>952.30</u>
Anderson Elevator Co.					
Bill	12/01/2024	96541-C2G1	December 2024	45160 · CONTRACT INSPECTION & MAINTEN	187.00
Total Anderson Elevator Co.					<u>187.00</u>
Andy Frain					
Bill	10/31/2024	367167	October 2024	45112 · SECURITY SERVICE	1,959.02
Total Andy Frain					<u>1,959.02</u>
Baker & Taylor					
Bill	11/21/2024	2038714993	VOX Books	-SPLIT-	717.43
Total Baker & Taylor					<u>717.43</u>
Bigleaf Networks, Inc.					
Bill	12/01/2024	107960	December 2024	42405 · INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.					<u>499.00</u>
Buck Services					
Bill	10/15/2024	62666	October 2024	45110 · JANITORIAL SERVICE	1,065.00
Bill	11/30/2024	62886	Custodial Hours for November	45110 · JANITORIAL SERVICE	876.00
Total Buck Services					<u>1,941.00</u>
Cengage Learning					
Bill	12/04/2024	86024637	Books	42120 · BOOKS-ADULT	163.95
Total Cengage Learning					<u>163.95</u>
Cintas Corporation					
Bill	11/30/2024	9298491647	Watercooler/Lifeline December 2024	45155 · GENERAL BLDG SERVICES	150.50
Total Cintas Corporation					<u>150.50</u>
City of West Chicago					
Bill	12/01/2024		9/6/24-11/3/24	45340 · UTILITIES-WATER	2,340.36
Total City of West Chicago					<u>2,340.36</u>
Comcast					
Bill	12/12/2024		January 2025	42405 · INTERNET SERVICES	337.00
Total Comcast					<u>337.00</u>
Comcast Business					
Bill	12/01/2024	226573299	December 2024	42405 · INTERNET SERVICES	560.00

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
Total Comcast Business					560.00
ComEd					
Bill	11/14/2024		10/15/24-11/13/24	45320 · UTILITIES-ELECTRIC	<u>2,797.87</u>
Total ComEd					2,797.87
De Lage Landen Financial					
Bill	12/07/2024	588908516	December 2024	41336 · OFFICE EQUIPMENT	<u>1,496.23</u>
Total De Lage Landen Financial					1,496.23
Delta Building Technologies					
Bill	11/01/2024	MC002651	11/1/24-1/31/25	45160 · CONTRACT INSPECTION & MAINTEN	<u>1,584.00</u>
Total Delta Building Technologies					1,584.00
Demco					
Bill	12/04/2024	7575542	Mobile Hanging Bag	42340 · AV MATERIALS-YOUTH	<u>571.58</u>
Total Demco					571.58
Efficiency Reporting					
Bill	11/17/2024	20416er	October Board Meeting	45605 · PROF SERVICES-SECRETARIAL	<u>340.00</u>
Total Efficiency Reporting					340.00
Flood Brothers					
Bill	12/03/2024	7895818	December 2024	45350 · UTILITIES-TRASH	<u>62.99</u>
Total Flood Brothers					62.99
Francotyp-Postalia, Inc.					
Bill	11/27/2024	106455133	Supplies for Postage Meter	41334 · OFFICE SUPPLIES GENERAL	32.00
Bill	12/09/2024	106472584	Postbase Meter	41336 · OFFICE EQUIPMENT	<u>44.40</u>
Total Francotyp-Postalia, Inc.					76.40
Gehrke Technology Group					
Bill	12/04/2024	2404024	December 2024	45150 · HVAC R & M	<u>125.00</u>
Total Gehrke Technology Group					125.00
Governmental Accounting, Inc.					
Bill	12/01/2024	60059	December 2024	45520 · ACCOUNTING	<u>1,575.00</u>
Total Governmental Accounting, Inc.					1,575.00
Grant and Power Landscaping					
Bill	12/02/2024	31184	December 2024	45120 · SNOW REMOVAL	<u>3,944.00</u>
Total Grant and Power Landscaping					3,944.00
IHLS-OCLC					

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
Bill	11/14/2024	31561	October 2024 IFM Debits/Adm. Fee	41338 · POSTAGE	66.30
Bill	12/04/2024	31667	IFM Debits/IFM Adm. Fee	41338 · POSTAGE	10.26
Total IHLS-OCLC					76.56
Ingram Library Services					
Bill	11/04/2024	84597511	Books	-SPLIT-	372.53
Bill	11/04/2024	84597512	Books	-SPLIT-	362.02
Bill	11/06/2024	84644770	Books	-SPLIT-	296.93
Bill	11/06/2024	84653516	Books	-SPLIT-	80.25
Bill	11/07/2024	84671652	Books	-SPLIT-	189.21
Bill	11/08/2024	84683476	Books	-SPLIT-	851.57
Bill	11/08/2024	84683477	Books	-SPLIT-	279.69
Bill	11/13/2024	84757574	Books	-SPLIT-	340.93
Bill	11/14/2024	84778947	Books	-SPLIT-	198.73
Bill	11/15/2024	84800934	Books	-SPLIT-	164.01
Bill	11/19/2024	84856206	Books	-SPLIT-	483.31
Bill	11/19/2024	84856205	Books	-SPLIT-	438.61
Bill	11/19/2024	84863155	Books	-SPLIT-	162.87
Bill	11/22/2024	84921910	Books	-SPLIT-	288.77
Bill	11/24/2024	84937929	Books	-SPLIT-	36.12
Bill	11/25/2024	84947135	Books	-SPLIT-	1,185.11
Bill	11/30/2024	85048961	Books	-SPLIT-	397.23
Total Ingram Library Services					6,127.89
Klein, Thorpe and Jenkins, LTD					
Bill	11/22/2024	245796	10/7/24-10/11/24	45510 · LEGAL	528.00
Total Klein, Thorpe and Jenkins, LTD					528.00
Lauterbach & Amen, LLP					
Bill	11/23/2024	98259	FY 24 Audit-Final Billing	45505 · AUDIT	2,000.00
Total Lauterbach & Amen, LLP					2,000.00
LIMRICC					
Bill	12/05/2024		December 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	19,167.54
Total LIMRICC					19,167.54
Luke Sutton					
Bill	11/20/2024		Mileage Reimbursement	41320 · TRAVEL	64.99

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
Total Luke Sutton					64.99
Midwest Mechanical					
Bill	11/26/2024	112163772	Service Call	45150 · HVAC R & M	1,066.19
Bill	12/03/2024	141211	December 2024	45150 · HVAC R & M	<u>969.00</u>
Total Midwest Mechanical					2,035.19
Midwest Tape					
Bill	11/04/2024	506284278	AV Materials	42320 · AV MATERIALS-ADULT	39.99
Bill	11/04/2024	506284520	AV Materials	42320 · AV MATERIALS-ADULT	23.24
Bill	11/04/2024	506284521	AV Materials	42320 · AV MATERIALS-ADULT	26.99
Bill	11/11/2024	506316139	AV Materials	42320 · AV MATERIALS-ADULT	392.92
Bill	11/11/2024	506320751	AV Materials	42320 · AV MATERIALS-ADULT	164.18
Bill	11/18/2024	506353973	AV Materials	42340 · AV MATERIALS-YOUTH	266.87
Bill	11/18/2024	506353974	AV Materials	42320 · AV MATERIALS-ADULT	109.45
Bill	11/18/2024	506353975	AV Materials	42320 · AV MATERIALS-ADULT	52.99
Bill	11/22/2024	506376232	AV Materials	42320 · AV MATERIALS-ADULT	110.97
Bill	11/22/2024	506376231	AV Materials	42340 · AV MATERIALS-YOUTH	75.71
Bill	11/26/2024	506395050	AV Materials	42340 · AV MATERIALS-YOUTH	54.73
Bill	11/26/2024	506395051	AV Materials	42320 · AV MATERIALS-ADULT	26.99
Bill	11/26/2024	506395052	AV Materials	42320 · AV MATERIALS-ADULT	90.98
Bill	11/26/2024	506395054	AV Materials	42320 · AV MATERIALS-ADULT	<u>23.24</u>
Total Midwest Tape					1,459.25
NCPERS					
Bill	12/10/2024		December 2024	41110 · INS-HEALTH, DENTAL, LIFE, FSA	<u>16.00</u>
Total NCPERS					16.00
Nicor					
Bill	12/05/2024		11/4/24-12/03/24	45310 · UTILITIES-GAS	<u>1,020.51</u>
Total Nicor					1,020.51
Orkin Pest Control					
Bill	11/19/2024	270840314	November 2024	45155 · GENERAL BLDG SERVICES	99.99
Bill	12/09/2024	271714395	December 2024	45155 · GENERAL BLDG SERVICES	<u>99.99</u>
Total Orkin Pest Control					199.98
OverDrive					
Bill	11/30/2024	24370342	Ebooks	42320 · AV MATERIALS-ADULT	15.95

West Chicago Public Library District Bills Total

As of December 13, 2024

Type	Date	Num	Memo	Split	Amount
Bill	11/30/2024	24370529	Ebooks	42320 · AV MATERIALS-ADULT	5.97
Bill	11/30/2024	24370860	Ebooks	42320 · AV MATERIALS-ADULT	28.50
Bill	11/30/2024	24371527	Ebooks	42320 · AV MATERIALS-ADULT	8.97
Bill	11/30/2024	24371793	Ebooks	42320 · AV MATERIALS-ADULT	7.98
Bill	11/30/2024	24372523	Ebooks	42320 · AV MATERIALS-ADULT	50.23
Bill	11/30/2024	24372631	Ebooks	42320 · AV MATERIALS-ADULT	16.50
Bill	11/30/2024	24372667	Ebooks	42320 · AV MATERIALS-ADULT	3.99
Bill	11/30/2024	24372699	Ebooks	42320 · AV MATERIALS-ADULT	49.08
Bill	11/30/2024	24373535	Ebooks	42320 · AV MATERIALS-ADULT	74.23
Bill	12/03/2024	24377654	Ebooks	42320 · AV MATERIALS-ADULT	483.05
Bill	12/03/2024	24377653	Ebooks	42320 · AV MATERIALS-ADULT	724.96
Total OverDrive					1,469.41
Peerless Network					
Bill	12/13/2024		11/15/24-12/14/24	45330 · UTILITIES-TELEPHONE	1,100.00
Total Peerless Network					1,100.00
Sikich LLP					
Credit	11/26/2024	I524360CM	FortiClient Cloud Hosted EMS	41420 · TECHNOLOGY MANAGEMENT	-768.00
Bill	11/15/2024	MS525750	December 2024	41420 · TECHNOLOGY MANAGEMENT	5,774.69
Bill	11/15/2024	I525695	December 2024	41420 · TECHNOLOGY MANAGEMENT	264.00
Bill	11/25/2024	I526539	Mimecast 1 Year Renewal	41425 · WARRANTIES/EXTENDED CARE	4,720.32
Bill	11/30/2024	I526805	Project Planning & Installation	41400 · IT EQUIPMENT UPGRADES-STAFF	5,075.00
Bill	11/30/2024	I526591	Remote Support/Travel	-SPLIT-	4,415.25
Total Sikich LLP					19,481.26
Unique Management Services					
Bill	11/01/2024	6131953	Curbside Comm. November 2024	41410 · SOFTWARE STAFF	40.00
Bill	12/01/2024	6134032	Curbside Comm. December 2024	41410 · SOFTWARE STAFF	40.00
Bill	12/01/2024	6133149	November Placements	41346 · MATERIALS & RESOURCE RECOVER	502.35
Total Unique Management Services					582.35
Verizon					
Bill	11/30/2024	9979995789	November 2024	45330 · UTILITIES-TELEPHONE	353.88
Total Verizon					353.88
VISOgraphic					
Bill	11/20/2024	243905	Program Guide Winter 2024	44245 · PROGRAM GUIDE	3,158.41

West Chicago Public Library District Bills Total

As of December 13, 2024

	Type	Date	Num	Memo	Split	Amount
Total VISOgraphic						3,158.41
Western DuPage Chamber of Commerce						
	Bill	11/21/2024	13648	Annual Renewal	41330 · ASSOCIATION DUES	340.00
Total Western DuPage Chamber of Commerce						<u>340.00</u>
William O'Connell						
	Bill	12/02/2024		Bumper to Bumper	44120 · PROGRAMS-ADULT	275.00
Total William O'Connell						<u>275.00</u>
Xtreme Environmental Solutions						
	Bill	12/10/2024	121WCL	December 2024	45350 · UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						<u>25.00</u>
TOTAL						<u><u>83,702.14</u></u>

West Chicago Public Library District
Bills Total (Credit Card)
As of December 13, 2024

	Type	Date	Memo	Open Balance
Adobe Inc.				
	Credit Card Charge	11/18/2024	Acrobat Pro/Creative Cloud	110.45
Total Adobe Inc.				<u>110.45</u>
Brown's Chicken				
	Credit Card Charge	11/18/2024	Triple F	240.80
Total Brown's Chicken				<u>240.80</u>
Chicago Tribune				
	Credit Card Charge	11/17/2024	Daily Herald	128.00
	Credit Card Charge	11/20/2024	Chicago Tribune	400.00
Total Chicago Tribune				<u>528.00</u>
Constant Contact				
	Credit Card Charge	11/01/2024	November 2024	157.00
Total Constant Contact				<u>157.00</u>
Costco				
	Credit Card Charge	11/12/2024	Cookies, Muffins	3.36
Total Costco				<u>3.36</u>
IT Supplies				
	Credit Card Charge	11/22/2024	Epson Ink	221.56
Total IT Supplies				<u>221.56</u>
Jewel Osco				
	Credit Card Charge	11/20/2024	Triple F	87.22
Total Jewel Osco				<u>87.22</u>
Joann Stores				
	Credit Card Charge	11/22/2024	Misc.	7.26
Total Joann Stores				<u>7.26</u>
Library Journals				
	Credit Card Charge	11/21/2024	Marketing and Outreach D. Villalobos, N. Del Gi	585.90
Total Library Journals				<u>585.90</u>
Michaels				
	Credit Card Charge	11/18/2024	Trees	139.98
Total Michaels				<u>139.98</u>

West Chicago Public Library District
Bills Total (Credit Card)
As of December 13, 2024

	Type	Date	Memo	Open Balance
Mobile Beacon				
	Credit Card Charge	11/12/2024	Hot Spot Renewal	120.00
Total Mobile Beacon				<u>120.00</u>
Oriental Trading Company				
	Credit Card Charge	11/01/2024	Candy Sticks	14.98
Total Oriental Trading Company				<u>14.98</u>
Printix				
	Credit Card Charge	11/07/2024	November 2024	40.91
Total Printix				<u>40.91</u>
Rosati's Pizza				
	Credit Card Charge	11/18/2024	Triple F	129.98
Total Rosati's Pizza				<u>129.98</u>
Spotify				
	Credit Card Charge	11/24/2024	November 2024	11.99
Total Spotify				<u>11.99</u>
Steamboat BBQ				
	Credit Card Charge	11/20/2024	Triple F	346.51
Total Steamboat BBQ				<u>346.51</u>
Target				
	Credit Card Charge	11/08/2024	Brightroom, Vacuums	58.39
	Credit Card Charge	11/13/2024	Wondershop	7.50
Total Target				<u>65.89</u>
Techsoup				
	Credit Card Charge	11/22/2024	QuickBooks Online Plus	80.00
Total Techsoup				<u>80.00</u>
Universal Yums				
	Credit Card Charge	11/01/2024	Yum Yum Box	29.00
Total Universal Yums				<u>29.00</u>
TOTAL				<u><u>2,920.79</u></u>

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

As of November 30, 2024

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
Total AFLAC Ins.						
Ampion						
	Check	11/12/2024	BP11112024	November Billing	45320 · UTILITIES-ELECTRIC	-705.15
	Check	11/12/2024	BP11112024B	November Billing	45320 · UTILITIES-ELECTRIC	-1,477.04
Total Ampion						<u>-2,182.19</u>
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	11/27/2024	BP112724	Nov Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-360.00
Total Employee Benefits Corporation						<u>-360.00</u>
IMRF						
	Check	11/14/2024	BP111424	November 2024 Payroll	21040 · IMRF	-15,028.52
	Check	11/18/2024	BP111824	November 2024 Payroll	21040 · IMRF	-14,731.16
	Check	11/20/2024	BP112024	November 2024 Payroll	21040 · IMRF	-121.08
Total IMRF						<u>-29,880.76</u>
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						<u>-32,422.95</u>
TOTAL						<u><u>-32,422.95</u></u>

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: Dec-24

FINANCIAL STATEMENT DATE: November 30, 2024

Payroll dated:

11/8/2024	Net Payroll	\$	37,123.95
	Federal Liability Payment	\$	10,693.08
	State Liability Payment	\$	2,286.30
	Paylocity Fee	\$	168.32
11/22/2024	Net Payroll	\$	38,135.47
	Federal Liability Payment	\$	10,924.09
	State Liability Payment	\$	2,339.83
	Paylocity Fee	\$	414.37
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL \$ 102,085.41

State Bank of IL

Operating - Manual Cks	Check No.	\$	32,422.95
Operating - System Cks	Check No.	\$	83,702.14
Operating - Credit Card	Check No.	\$	2,920.79
Librarian's Petty Cash	Check No.	\$	-

TOTAL \$ 119,045.88

Total Bills for Approval \$ 221,131.29

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Bills Total
As of January 16, 2025

Type	Date	Num	Memo	Split	Amount
ACC Business					
Bill	12/27/2024	243502568	11/11/24-12/10/24	42405 - INTERNET SERVICES	613.64
Total ACC Business					613.64
Accurate Office Supplies					
Bill	01/08/2025	628556	Doorstop/Paper Towels/TP	45115 - JANITORIAL SUPPLIES	594.60
Bill	01/08/2025	628557	Tape	42500 - PROCESSING-TECHNICAL SERVICES	9.65
Bill	01/08/2025	628479	Creamer/Copy Paper	41334 - OFFICE SUPPLIES GENERAL	156.68
Bill	01/09/2025	628573	Copy Paper	41334 - OFFICE SUPPLIES GENERAL	139.50
Bill	01/13/2025	628796	Paper Plates/Napkins	41334 - OFFICE SUPPLIES GENERAL	169.17
Bill	01/14/2025	628855	Plastic Knives	41334 - OFFICE SUPPLIES GENERAL	58.00
Total Accurate Office Supplies					1,127.60
Alarm Detection Systems					
Bill	12/08/2024	204101-1073	January thru March	45160 - CONTRACT INSPECTION & MAINTENAN	304.26
Total Alarm Detection Systems					304.26
Albertsons-Safeway					
Bill	01/07/2025		Snacks	44140 - PROGRAMS-YOUTH	48.55
Total Albertsons-Safeway					48.55
Amazon Capital Services					
Credit	12/27/2024	1GNP-9GDM-TNCY	Thermal Laminator	42320 - AV MATERIALS-ADULT	-53.00
Bill	12/12/2024	1FFV-R4FH-Q9PH	Misc.	44130 - PROGRAMS-YOUNG ADULT	137.74
Bill	12/12/2024	1TL6-Q9CR-QQ4Q	Misc.	42320 - AV MATERIALS-ADULT	496.39
Bill	12/16/2024	1W1G-JDRX-1VYD	Game	44130 - PROGRAMS-YOUNG ADULT	52.98
Bill	12/16/2024	1D47-Q3PX-4CL3	Misc.	44130 - PROGRAMS-YOUNG ADULT	26.79
Bill	12/18/2024	1W1G-JDRX-VP1Q	Gator Cases	42500 - PROCESSING-TECHNICAL SERVICES	43.95
Bill	12/23/2024	1VGY-T4WM-7JP9	Thermal Laminator	42320 - AV MATERIALS-ADULT	27.93
Bill	12/23/2024	14DK-RP4Y-7Y6Y	Thermal Laminating Pouches	42500 - PROCESSING-TECHNICAL SERVICES	25.98
Bill	12/23/2024	1F9N-4KJK-1CYF	Paper Trimmer	42500 - PROCESSING-TECHNICAL SERVICES	25.99
Bill	12/30/2024	14KK-QYXF-JWJ3	Travel Case	42500 - PROCESSING-TECHNICAL SERVICES	18.99
Bill	12/30/2024	1D6J-H1RJ-LRKC	Shipping Labels/Coin Envelopes	44120 - PROGRAMS-ADULT	45.43
Bill	01/06/2025	1P6Y-F9QQ-RYR3	Lens Wipes	42500 - PROCESSING-TECHNICAL SERVICES	9.99
Bill	01/06/2025	1DY6-M9GV-QH6K	Misc.	44140 - PROGRAMS-YOUTH	107.06
Bill	01/07/2025	1LNR-611J-1FTR	Art Portfolio Case	42500 - PROCESSING-TECHNICAL SERVICES	22.74
Bill	01/07/2025	1VDC-31KC-1WJ7	Checker Pieces	44130 - PROGRAMS-YOUNG ADULT	9.39
Bill	01/10/2025	13NK-9Y36-RLKJ	Misc.	44140 - PROGRAMS-YOUTH	28.26
Bill	01/10/2025	13L6-RFFJ-QTTV	Misc.	44140 - PROGRAMS-YOUTH	31.37
Bill	01/10/2025	1XC9-HH3L-R17N	Book	42500 - PROCESSING-TECHNICAL SERVICES	28.49
Bill	01/13/2025	1VL4-43C1-CKGK	Hand Soap	41334 - OFFICE SUPPLIES GENERAL	8.34
Bill	01/13/2025	1VKF-CNCM-GKWL	Dymo Label Tape	41334 - OFFICE SUPPLIES GENERAL	33.98
Bill	01/13/2025	1VJF-X946-H4WV	Candy	44220 - PROMO MATERIALS-ADULT	71.05
Total Amazon Capital Services					1,199.84
American Library Association					
Bill	01/16/2025		R. Zavala	41330 - ASSOCIATION DUES	40.00
Total American Library Association					40.00

West Chicago Public Library District
Bills Total
 As of January 16, 2025

	Type	Date	Num	Memo	Split	Amount
American Nat'l Sprinkler	Bill	11/21/2024	49229998	Sprinkler Repair	45140 - EXTERIOR R & M-OTHER	556.70
Total American Nat'l Sprinkler						556.70
Anderson Elevator Co.	Bill	01/01/2025	97997-R9P0	January 2025	45160 - CONTRACT INSPECTION & MAINTENAN	187.00
Total Anderson Elevator Co.						187.00
Andy Frain	Bill	11/30/2024	368518	November 2024	45112 - SECURITY SERVICE	1,399.30
	Bill	12/31/2024	369794	December 2024	45112 - SECURITY SERVICE	1,499.25
Total Andy Frain						2,898.55
Baker & Taylor	Bill	12/10/2024	2038751729	VOX Books	-SPLIT-	44.84
Total Baker & Taylor						44.84
Bigleaf Networks, Inc.	Bill	01/01/2025	110608	January 2025	42405 - INTERNET SERVICES	499.00
Total Bigleaf Networks, Inc.						499.00
Buck Services	Bill	12/13/2024	63035	December 2024	45110 - JANITORIAL SERVICE	1,065.00
	Bill	12/31/2024	63080	Custodial Services	45110 - JANITORIAL SERVICE	2,774.00
	Bill	01/13/2025	63229	January 2025	45110 - JANITORIAL SERVICE	1,065.00
Total Buck Services						4,904.00
Cengage Learning	Bill	01/08/2025	86173353	Books	42120 - BOOKS-ADULT	65.58
Total Cengage Learning						65.58
Cintas Corporation	Bill	12/31/2024	9302631904	Water Cooler/Lifeline	45155 - GENERAL BLDG SERVICES	150.50
	Bill	01/02/2025	5247183003	First Aid Cabinet Supplies	41334 - OFFICE SUPPLIES GENERAL	73.47
Total Cintas Corporation						223.97
Comcast	Bill	01/10/2025		February 2025	42405 - INTERNET SERVICES	345.00
Total Comcast						345.00
Comcast Business	Bill	01/01/2025	230374442	January 2025	42405 - INTERNET SERVICES	560.00
Total Comcast Business						560.00
ComEd	Bill	12/16/2024		11/13/24-12/13/24	45320 - UTILITIES-ELECTRIC	1,778.21
Total ComEd						1,778.21
Constance L. Martin	Bill	12/30/2024		Winter Program	44120 - PROGRAMS-ADULT	375.00
Total Constance L. Martin						375.00
De Lage Landen Financial	Bill	01/08/2025	589042595	January 2025	41336 - OFFICE EQUIPMENT	1,496.23
Total De Lage Landen Financial						1,496.23

West Chicago Public Library District
Bills Total
As of January 16, 2025

Type	Date	Num	Memo	Split	Amount
Demco					
Bill	12/11/2024	7579352	Double Coated Tape	42500 · PROCESSING-TECHNICAL SERVICES	64.91
Total Demco					64.91
Discount School Supply					
Bill	11/16/2024	43201920102	Misc.	44140 · PROGRAMS-YOUTH	790.48
Bill	11/19/2024	43201920103	Tunnel Climber	44140 · PROGRAMS-YOUTH	528.19
Bill	11/27/2024	43201920101	Economy Toddler Climber	44140 · PROGRAMS-YOUTH	186.99
Total Discount School Supply					1,505.66
Efficiency Reporting					
Bill	01/07/2025	20473er	November 2024 Board Meeting	45605 · PROF SERVICES-SECRETARIAL	340.00
Total Efficiency Reporting					340.00
Flood Brothers					
Bill	01/08/2025	7951677	January 2025	45350 · UTILITIES-TRASH	62.99
Total Flood Brothers					62.99
Gehrke Technology Group					
Bill	01/13/2025	2500227	January 2025	45150 · HVAC R & M	125.00
Total Gehrke Technology Group					125.00
Globe Life					
Bill	01/16/2025		February 2025	41110 · INS-HEALTH, DENTAL, LIFE, FSA	55.00
Total Globe Life					55.00
Governmental Accounting, Inc.					
Bill	01/01/2025	60091	January 2025	45520 · ACCOUNTING	1,575.00
Total Governmental Accounting, Inc.					1,575.00
Grant and Power Landscaping					
Bill	01/02/2025	33320	January 2025	45120 · SNOW REMOVAL	3,944.00
Total Grant and Power Landscaping					3,944.00
Ingram Library Services					
Credit	12/26/2024	85612723	Books	-SPLIT-	-20.92
Bill	12/03/2024	85103293	Books	-SPLIT-	279.70
Bill	12/04/2024	85129278	Books	-SPLIT-	77.69
Bill	12/05/2024	85153179	Books	-SPLIT-	119.37
Bill	12/11/2024	85285095	Books	-SPLIT-	85.55
Bill	12/18/2024	85454467	Books	-SPLIT-	104.86
Bill	12/20/2024	85511385	Books	-SPLIT-	603.13
Bill	12/23/2024	85545033	Books	-SPLIT-	146.91
Bill	12/26/2024	85599092	Books	-SPLIT-	48.33
Bill	12/26/2024	85609906	Books	-SPLIT-	240.09
Bill	12/26/2024	85599091	Books	-SPLIT-	301.54
Bill	12/31/2024	85693946	Books	-SPLIT-	166.27
Bill	12/31/2024	85707564	Books	-SPLIT-	291.19
Total Ingram Library Services					2,443.71
Joan Happel					
Bill	01/15/2025		Mileage Reimbursement	41320 · TRAVEL	3.35

West Chicago Public Library District
Bills Total
 As of January 16, 2025

Type	Date	Num	Memo	Split	Amount
Bill	01/15/2025		Mileage Reimbursement	41320 - TRAVEL	20.10
Total Joan Happel					23.45
Kellenberger Electric, Inc.					
Bill	12/20/2024	3174901	Progress Billing Pole Cages and Misc. Material	46510 - CAPITAL PROJECTS-INTERIOR	1,600.00
Bill	12/20/2024	3169001	Spotlights	45140 - EXTERIOR R & M-OTHER	4,386.00
Total Kellenberger Electric, Inc.					5,986.00
Klein, Thorpe and Jenkins, LTD					
Bill	01/13/2025	246870	Legal Services	45510 - LEGAL	48.00
Total Klein, Thorpe and Jenkins, LTD					48.00
Laconi					
Bill	01/10/2025		Membership 2025	41330 - ASSOCIATION DUES	150.00
Total Laconi					150.00
Libraries First					
Bill	12/19/2024	9059	Museum Adventure Pass 2025	42112 - REFERENCE-ELECTRONIC	375.00
Total Libraries First					375.00
LIMRICC					
Bill	01/07/2025		January 2025	41110 - INS-HEALTH, DENTAL, LIFE, FSA	23,015.54
Total LIMRICC					23,015.54
Midwest Mechanical					
Bill	01/03/2025	141907	January 2025	45150 - HVAC R & M	969.00
Total Midwest Mechanical					969.00
Midwest Tape					
Bill	12/10/2024	506454494	AV Materials	42320 - AV MATERIALS-ADULT	116.96
Bill	12/10/2024	506454496	AV Materials	42320 - AV MATERIALS-ADULT	20.99
Bill	12/10/2024	506454497	AV Materials	42320 - AV MATERIALS-ADULT	44.98
Bill	12/10/2024	506454498	AV Materials	42320 - AV MATERIALS-ADULT	34.49
Bill	12/13/2024	506471394	AV Materials	42320 - AV MATERIALS-ADULT	26.24
Bill	12/13/2024	506471395	AV Materials	42340 - AV MATERIALS-YOUTH	48.73
Bill	12/13/2024	506471396	AV Materials	42320 - AV MATERIALS-ADULT	14.99
Bill	12/13/2024	506471398	AV Materials	42320 - AV MATERIALS-ADULT	39.99
Bill	12/13/2024	506471399	AV Materials	42320 - AV MATERIALS-ADULT	114.69
Bill	12/27/2024	506536309	AV Materials	42320 - AV MATERIALS-ADULT	95.98
Total Midwest Tape					558.04
MNI					
Bill	12/17/2024	86119401	IL Services Directory	-SPLIT-	328.90
Total MNI					328.90
Mobile Beacon					
Bill	01/10/2025		Hot Spot Renewals	42420 - SOFTWARE PUBLIC	840.00
Total Mobile Beacon					840.00
NCPERS					
Bill	01/10/2025		January 2025	41110 - INS-HEALTH, DENTAL, LIFE, FSA	16.00
Total NCPERS					16.00
Nicor					

West Chicago Public Library District
Bills Total
As of January 16, 2025

	Type	Date	Num	Memo	Split	Amount
	Bill	01/07/2025		12/04/24-01/03/25	45310 - UTILITIES-GAS	1,182.28
Total Nicor						<u>1,182.28</u>
OverDrive						
	Bill	12/31/2024	24402268	Ebooks	42320 - AV MATERIALS-ADULT	28.50
	Bill	12/31/2024	24403871	Ebooks	42320 - AV MATERIALS-ADULT	103.53
	Bill	12/31/2024	24404592	Ebooks	42320 - AV MATERIALS-ADULT	11.00
	Bill	12/31/2024	24404870	Ebooks	42320 - AV MATERIALS-ADULT	7.47
	Bill	01/06/2025	25003025	eBooks	42320 - AV MATERIALS-ADULT	662.05
	Bill	01/06/2025	25003028	eBooks	42320 - AV MATERIALS-ADULT	727.29
	Bill	01/14/2025	25011202	eBooks	42120 - BOOKS-ADULT	224.98
Total OverDrive						<u>1,764.82</u>
Patricia Anne Lynn						
	Bill	12/30/2024		Love Letters Program	44120 - PROGRAMS-ADULT	400.00
Total Patricia Anne Lynn						<u>400.00</u>
Peerless Network						
	Bill	01/15/2025	1210182	1/15/25-2/14/25	45330 - UTILITIES-TELEPHONE	1,047.10
Total Peerless Network						<u>1,047.10</u>
Peregrine, Stime, Newman, Ritzman						
	Bill	01/08/2025	62750	10/22/24-12/11/24	45510 - LEGAL	1,800.00
Total Peregrine, Stime, Newman, Ritzman						<u>1,800.00</u>
Rails						
	Bill	01/09/2025	13703	Movie License Fee 2025	-SPLIT-	448.00
Total Rails						<u>448.00</u>
Sikich LLP						
	Credit	11/04/2024	N522491CM	Sonic Wall	41425 - WARRANTIES/EXTENDED CARE	-3,684.00
	Bill	12/16/2024	MS528172	January 2025	41420 - TECHNOLOGY MANAGEMENT	5,824.37
	Bill	12/17/2024	I528251	January 2025	41420 - TECHNOLOGY MANAGEMENT	264.00
	Bill	12/20/2024	I528555	Service Ticket for Firewall Refresh	42445 - IT EQUIPMENT/UPGRADES-PUBLIC	1,319.50
	Bill	12/23/2024	I528826	UPS Replacement	41400 - IT EQUIPMENT UPGRADES-STAFF	2,584.00
	Bill	12/31/2024	I529012	NMC3 For Smart-UPS -5 Year Support Contract License	41425 - WARRANTIES/EXTENDED CARE	327.00
	Bill	12/31/2024	I529121	Support Remote for Firewall Refresh	42445 - IT EQUIPMENT/UPGRADES-PUBLIC	812.00
	Bill	12/31/2024	I528997	Remote Support Serverless Project	41400 - IT EQUIPMENT UPGRADES-STAFF	659.75
Total Sikich LLP						<u>8,106.62</u>
Suburban Door & Lock						
	Bill	01/08/2025	576652	Interior Door Repairs	45165 - INTERIOR R & M-OTHER	550.00
Total Suburban Door & Lock						<u>550.00</u>
Unique Management Services						
	Bill	01/01/2025	6134250	December Placements	41346 - MATERIALS & RESOURCE RECOVERY	98.50
	Bill	01/02/2025	6135161	January 2025	41410 - SOFTWARE STAFF	40.00
Total Unique Management Services						<u>138.50</u>
US Postal Service						
	Bill	01/14/2025		Postage for Program Guide	44245 - PROGRAM GUIDE	1,200.00
Total US Postal Service						<u>1,200.00</u>

West Chicago Public Library District
Bills Total
 As of January 16, 2025

	Type	Date	Num	Memo	Split	Amount
Verizon						
	Bill	12/30/2024	6102417611	December 2024	45330 - UTILITIES-TELEPHONE	348.88
Total Verizon						<u>348.88</u>
VISA						
	Bill	12/31/2024	12/31/24		CARD 61 - PR- #2135	49.00
	Bill	12/31/2024	12/31/2024		CARD 51 - YS- #2119	24.96
	Bill	12/31/2024	December 2024	December TCM VISA CC 12/2/24 - 1/1/25 - Dir	CARD 11 - Director - #1168	704.25
	Bill	12/31/2024	2024 December	December TCM VISA CC 12/2/24 - 1/1/25 - AS	CARD 21 - AS - #1176	45.56
Total VISA						<u>823.77</u>
Xtreme Environmental Solutions						
	Bill	01/15/2025	122WCL	January 2025	45350 - UTILITIES-TRASH	25.00
Total Xtreme Environmental Solutions						<u>25.00</u>
TOTAL						<u><u>77,529.14</u></u>

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

	Type	Date	Num	Memo	Split	Amount
AFLAC Ins.						
Total AFLAC Ins.						
Ampion						
	Check	12/11/2024	BP12112024	December Billing	45320 · UTILITIES-ELECTRIC	-749.17
	Check	12/11/2024	BP12112024B	December Billing	45320 · UTILITIES-ELECTRIC	-1,325.27
Total Ampion						-2,074.44
Avidia						
Total Avidia						
Employee Benefits Corporation						
	Check	12/31/2024	BP123124	Dec Fee Invoicing	41110 · INS-HEALTH, DENTAL, LIFE, FSA	-60.00
Total Employee Benefits Corporation						-60.00
IMRF						
	Check	12/11/2024	BP122024	December 2024 Payroll	21040 · IMRF	-14,616.40
Total IMRF						-14,616.40
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						-16,750.84

**West Chicago Public Library District
Bills Total (Credit Card)**

As of January 16, 2025

	Type	Date	Memo	Open Balance
Adobe Inc.				
	Credit Card Charge	12/18/2024	Acrobat Pro/Creative Cloud	110.45
Total Adobe Inc.				110.45
Constant Contact				
	Credit Card Charge	12/01/2024	December 2024	157.00
Total Constant Contact				157.00
LibraryWorks				
	Credit Card Charge	01/14/2025	Library Signage Class	49.00
Total LibraryWorks				49.00
Oriental Trading Company				
	Credit Card Charge	12/09/2024	Charm Bracelets	45.56
	Credit Card Charge	12/19/2024	Misc.	24.96
Total Oriental Trading Company				70.52
Pizza Now				
	Credit Card Charge	12/10/2024	Pizza for Program	56.40
Total Pizza Now				56.40
Printix				
	Credit Card Charge	12/07/2024	11/7/24-12/7/24	47.05
Total Printix				47.05
Schoolfix.com				
	Credit Card Charge	12/05/2024	Berber Mat	292.36
Total Schoolfix.com				292.36
Spotify				
	Credit Card Charge	12/25/2024	Spotify Premium	11.99
Total Spotify				11.99
Universal Yums				
	Credit Card Charge	12/01/2024	Yum Yum Box	29.00
Total Universal Yums				29.00
TOTAL				823.77

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: Jan-25

FINANCIAL STATEMENT DATE: December 31, 2024

Payroll dated:

12/6/2024	Net Payroll	\$	37,899.63
	Federal Liability Payment	\$	10,870.11
	State Liability Payment	\$	2,324.14
	Paylocity Fee	\$	165.12
12/20/2024	Net Payroll	\$	38,133.00
	Federal Liability Payment	\$	10,886.77
	State Liability Payment	\$	2,336.78
	Paylocity Fee	\$	443.37
	Net Payroll	\$	-
	Federal Liability Payment	\$	-
	State Liability Payment	\$	-
	Paylocity Fee	\$	-

TOTAL		\$ 103,058.92
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State Bank of IL

Operating - Manual Cks	Check No.	\$	16,750.84
Operating - System Cks	Check No.	\$	77,529.14
Operating - Credit Card	Check No.	\$	823.77
Librarian's Petty Cash	Check No.	\$	-

TOTAL		\$ 95,103.75
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Total Bills for Approval		\$ 198,162.67
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Financial Analysis

For the 5 Month(s) Ended November 30, 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

42% of Budget Year

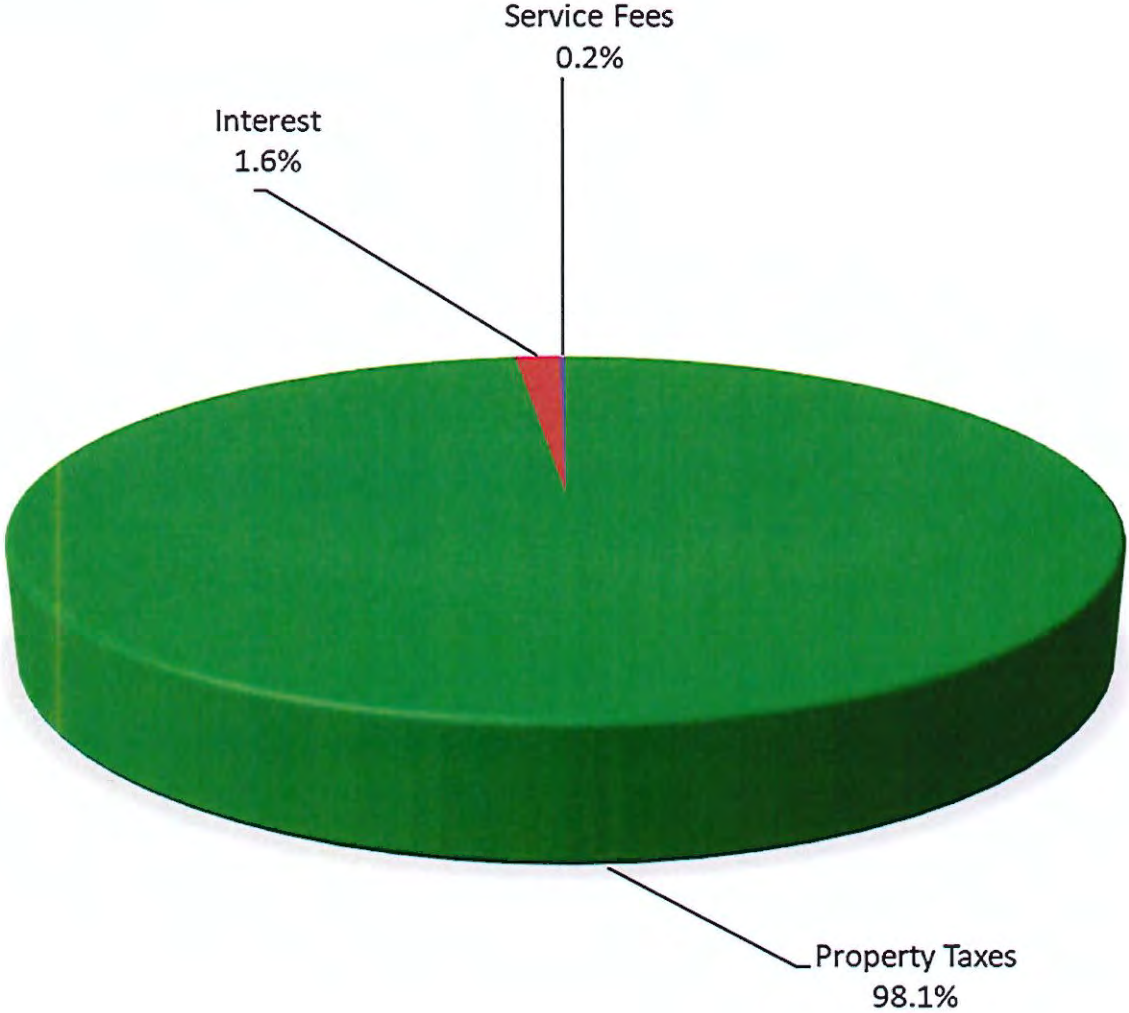
- 95% of Total Budget
- Property Taxes
 - Collected \$2,810,441 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$0 or 0%
- Interest
 - Collected \$46,551 or 101% of Budget
- Service Fees
 - Collected \$6,285 or 82% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,810,441	2,845,551	99%	2,619,702	7%
Interest	46,551	46,000	101%	44,317	5%
Replacement Taxes	-	65,000	0%	-	n/a
Service Fees	6,285	7,700	82%	5,943	6%
Other Revenue (Program Rental)	20	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	184	2,100	9%	11,660	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,863,482	3,009,309	95%	2,681,623	7%
Budgeted Revenues	3,009,309				
% Diff	95%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

42% of Budget Year

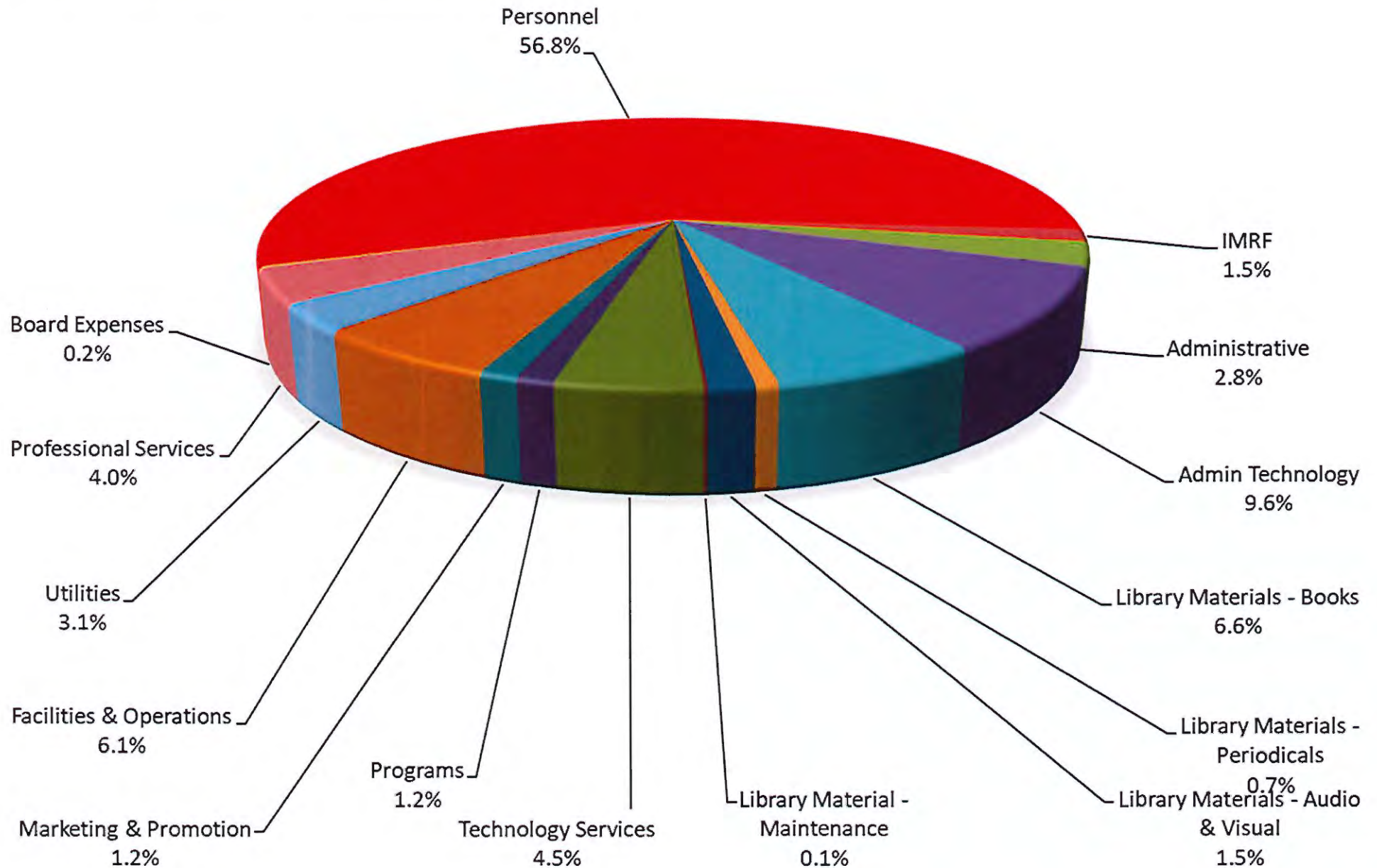
- 40% of Total Budget
- Admin. Technology
 - 66% of Budget
- Library Materials
 - 46% of Budget
- Professional Services
 - 57% of Budget
- Facilities & Operations
 - 38% of Budget
- Utilities
 - 45% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	654,445	1,842,626	36%	614,403	7%
IMRF	17,697	149,876	12%	46,676	-62%
Administrative	32,326	82,215	39%	31,153	4%
Admin Technology	110,733	167,895	66%	61,343	81%
Library Materials - Books	76,635	153,999	50%	83,363	-8%
Library Materials - Periodicals	8,049	9,500	85%	6,719	20%
Library Materials - Audio & Visual	16,950	49,850	34%	15,119	12%
Library Material - Maintenance	52,352	119,248	44%	56,010	-7%
Technology Services	1,395	10,560	13%	866	61%
Programs	13,906	42,886	32%	14,246	-2%
Marketing & Promotion	14,085	28,398	50%	13,249	6%
Facilities & Operations	70,344	184,360	38%	75,906	-7%
Utilities	35,810	79,660	45%	36,459	-2%
Professional Services	46,281	80,636	57%	31,389	47%
Board Expenses	1,790	7,600	24%	2,034	-12%
Actual Expenditures	1,152,799	3,009,309	38%	1,088,937	6%
Budgeted Expenditures	3,009,309				
% Diff	38%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Financial Report

For the 5 Month(s) Ended November 30, 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

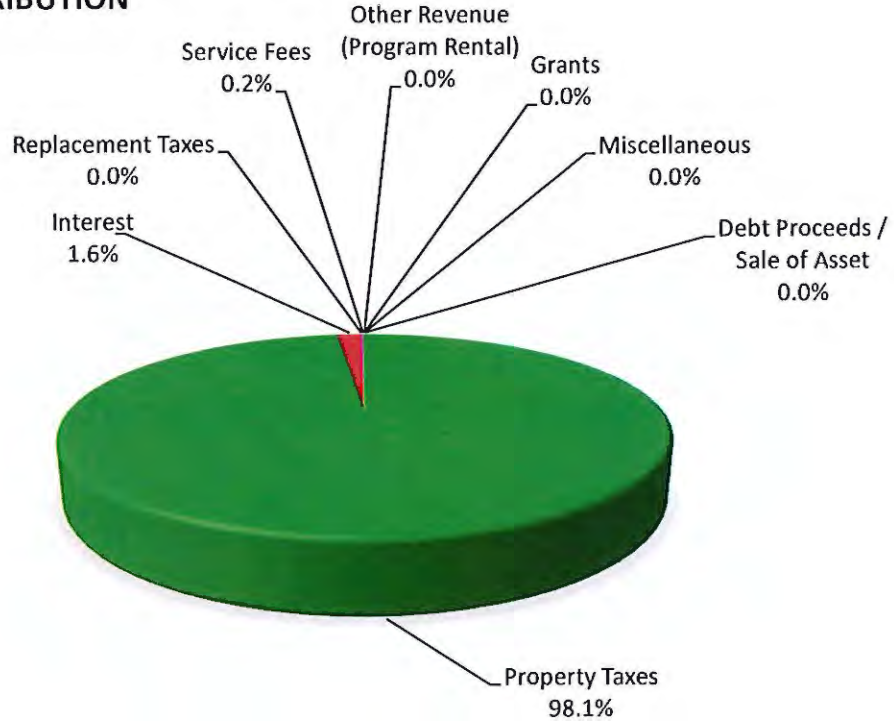
42% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,810,441	2,845,551	99%
Interest	46,551	46,000	101%
Replacement Taxes	-	65,000	0%
Service Fees	6,285	7,700	82%
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	<u>2,863,482</u>	<u>3,009,309</u>	<u>95%</u>
Budgeted Revenues	<u>3,009,309</u>		
% Diff	95%		
OPERATING EXPENDITURES			
Personnel	654,445	1,842,626	36%
IMRF	17,697	149,876	12%
Administrative	32,326	82,215	39%
Admin Technology	110,733	167,895	66%
Library Materials - Books	76,635	153,999	50%
Library Materials - Periodicals	8,049	9,500	85%
Library Materials - Audio & Visual	16,950	49,850	34%
Library Material - Maintenance	1,395	10,560	13%
Technology Services	52,352	119,248	44%
Programs	13,906	42,886	32%
Marketing & Promotion	14,085	28,398	50%
Facilities & Operations	70,344	184,360	38%
Utilities	35,810	79,660	45%
Professional Services	46,281	80,636	57%
Board Expenses	1,790	7,600	24%
Actual Expenditures	<u>1,152,799</u>	<u>3,009,309</u>	<u>38%</u>
Budgeted Expenditures	<u>3,009,309</u>		
% Diff	38%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,710,684</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	176,927	350,000	51%
Actual Expenditures	<u>176,927</u>	<u>350,000</u>	<u>51%</u>
Budgeted Expenditures	<u>350,000</u>		
% Diff	51%		
TOTAL SURPLUS / (DEFICIT)	<u>1,533,757</u>	<u>(350,000)</u>	
BEGINNING FUND BALANCE	<u>1,729,043</u>		
ENDING FUND BALANCE	<u>3,262,800</u>		

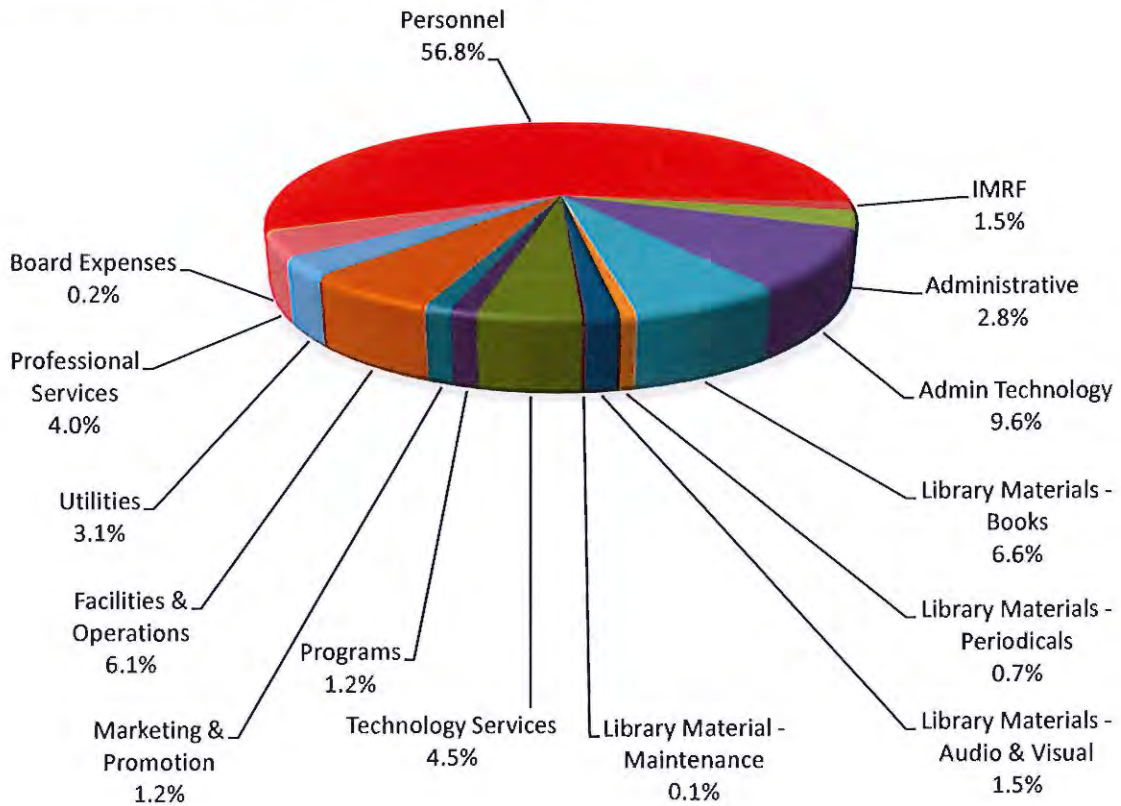
WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

REVENUE DISTRIBUTION

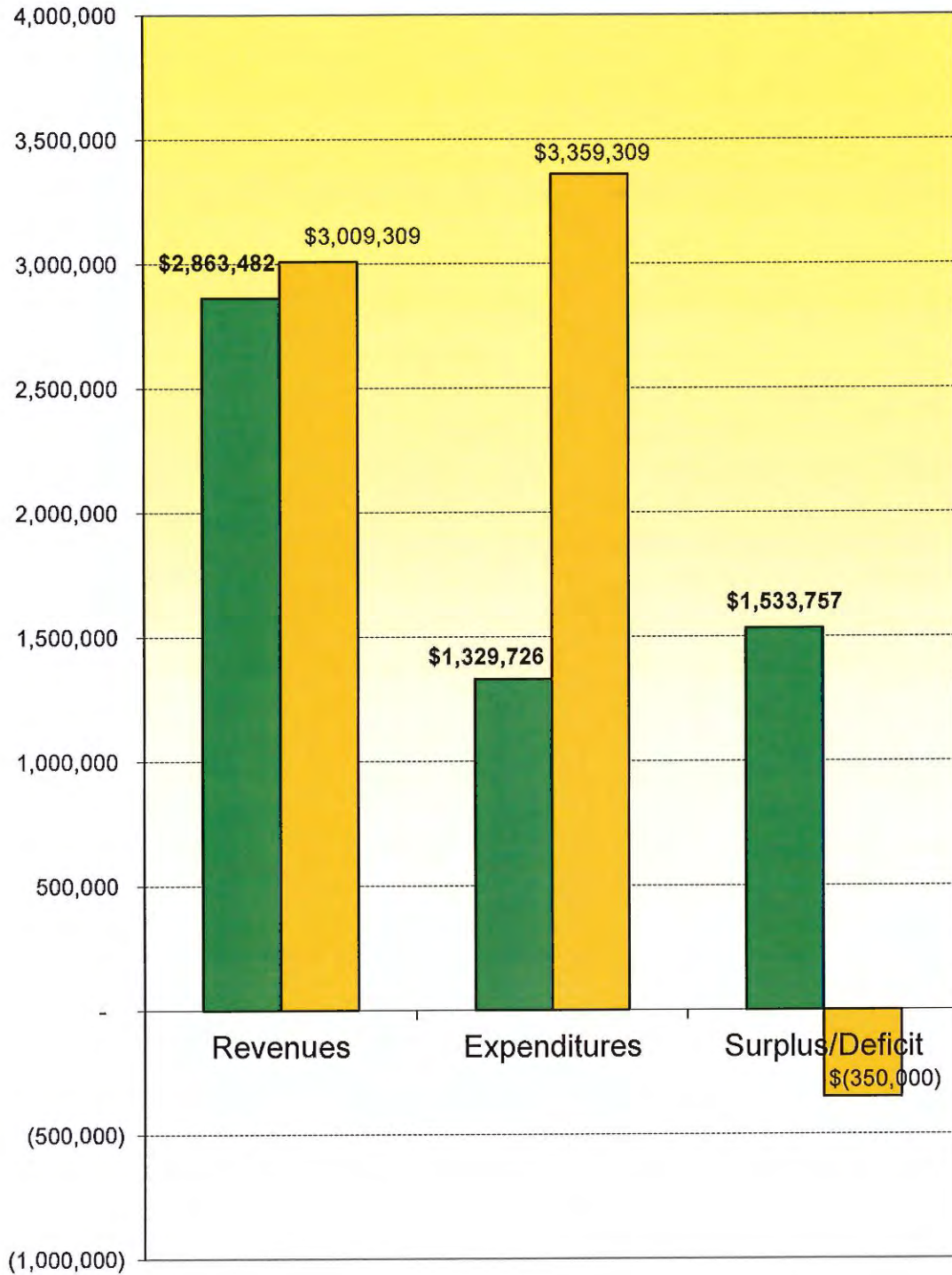


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

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



■ YTD ■ Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 4 Month(s) Ended October 30, 2024

42% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,664,457	145,984	-	2,810,441	2,845,551	99%
Interest	44,283	1,481	787	46,551	46,000	101%
Replacement Taxes	-	-	-	-	65,000	0%
Service Fees	6,285	-	-	6,285	7,700	82%
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	2,715,230	147,465	787	2,863,482	3,009,309	95%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	95%	98%	n/a	95%		
OPERATING EXPENDITURES						
Personnel	654,445	-	-	654,445	1,842,626	36%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	32,326	-	-	32,326	82,215	39%
Admin Technology	110,733	-	-	110,733	167,895	66%
Library Materials - Books	76,635	-	-	76,635	153,999	50%
Library Materials - Periodicals	8,049	-	-	8,049	9,500	85%
Library Materials - Audio & Visual	16,950	-	-	16,950	49,850	34%
Library Material - Maintenance	1,395	-	-	1,395	10,560	13%
Technology Services	52,352	-	-	52,352	119,248	44%
Programs	13,906	-	-	13,906	42,886	32%
Marketing & Promotion	14,085	-	-	14,085	28,398	50%
Facilities & Operations	70,344	-	-	70,344	184,360	38%
Utilities	35,810	-	-	35,810	79,660	45%
Professional Services	46,281	-	-	46,281	80,636	57%
Board Expenses	1,790	-	-	1,790	7,600	24%
Actual Expenditures	1,135,101	17,697	-	1,152,799	3,009,309	38%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	40%	12%	n/a	38%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	176,927	-	-	176,927	350,000	51%
Actual Expenditures	176,927	-	-	176,927	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)	1,403,202	129,768	787	1,533,757	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,976,109	160,330	126,361	3,262,800	1,379,043	
Fund Balance as % of Total Expenditures	227%	906%	n/a	245%		

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	30,938.85	237,129.25	2,664,457.41	145,984.06	0.00	2,810,441.47	2,845,551.00	-35,109.53	98.77%
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	8,796.41	3,750.00	44,283.41	1,481.22	0.00	45,764.63	45,000.00	764.63	101.7%
33040 · INTEREST-IL FUND BLDG CONST	152.76	83.33	0.00	0.00	786.86	786.86	1,000.00	-213.14	78.69%
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	1,067.37	375.00	4,435.11	0.00	0.00	4,435.11	4,500.00	-64.89	98.56%
35510 · LOST AND PAID MATERIALS	466.22	100.00	1,206.83	0.00	0.00	1,206.83	1,200.00	6.83	100.57%
35710 · NON RESIDENT FEES	341.29	166.67	604.53	0.00	0.00	604.53	2,000.00	-1,395.47	30.23%
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	0.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	41,762.90	250,775.75	2,715,229.87	147,465.28	786.86	2,863,482.01	3,009,309.00	-145,826.99	95.15%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	101,572.07	121,715.17	524,497.45	0.00	0.00	524,497.45	1,460,582.00	-936,084.55	35.91%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,302.27	22,395.33	88,307.48	0.00	0.00	88,307.48	268,744.00	-180,436.52	32.86%
41120 · FICA EXPENSE	7,641.54	9,083.33	38,980.18	0.00	0.00	38,980.18	109,000.00	-70,019.82	35.76%
41130 · UNEMPLOYMENT COMPENSATION	-657.41	166.67	359.82	0.00	0.00	359.82	2,000.00	-1,640.18	17.99%
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	128,858.47	153,552.17	654,444.93	0.00	0.00	654,444.93	1,842,626.00	-1,188,181.07	35.52%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	585.90	1,181.67	6,065.49	0.00	0.00	6,065.49	14,180.00	-8,114.51	42.78%
41320 · TRAVEL	64.99	316.33	843.94	0.00	0.00	843.94	3,796.00	-2,952.06	22.23%
41330 · ASSOCIATION DUES	340.00	520.42	2,779.00	0.00	0.00	2,779.00	6,245.00	-3,466.00	44.5%
41332 · PAYROLL PROCESSING	582.69	683.33	3,006.64	0.00	0.00	3,006.64	8,200.00	-5,193.36	36.67%
41334 · OFFICE SUPPLIES GENERAL	822.56	495.83	4,002.31	0.00	0.00	4,002.31	5,950.00	-1,947.69	67.27%
41336 · OFFICE EQUIPMENT	1,596.58	1,695.33	7,803.50	0.00	0.00	7,803.50	20,344.00	-12,540.50	38.36%
41338 · POSTAGE	66.30	583.33	3,482.34	0.00	0.00	3,482.34	7,000.00	-3,517.66	49.75%
41342 · ADMINISTRATIVE MISC	0.00	116.67	1,290.41	0.00	0.00	1,290.41	1,400.00	-109.59	92.17%
41344 · SUPPLIES-FOOD	807.87	583.33	1,612.23	0.00	0.00	1,612.23	7,000.00	-5,387.77	23.03%
41346 · MATERIALS & RESOURCE RECOVERY	216.70	133.33	531.90	0.00	0.00	531.90	1,600.00	-1,068.10	33.24%
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	5,083.59	6,851.25	32,326.41	0.00	0.00	32,326.41	82,215.00	-49,888.59	39.32%

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

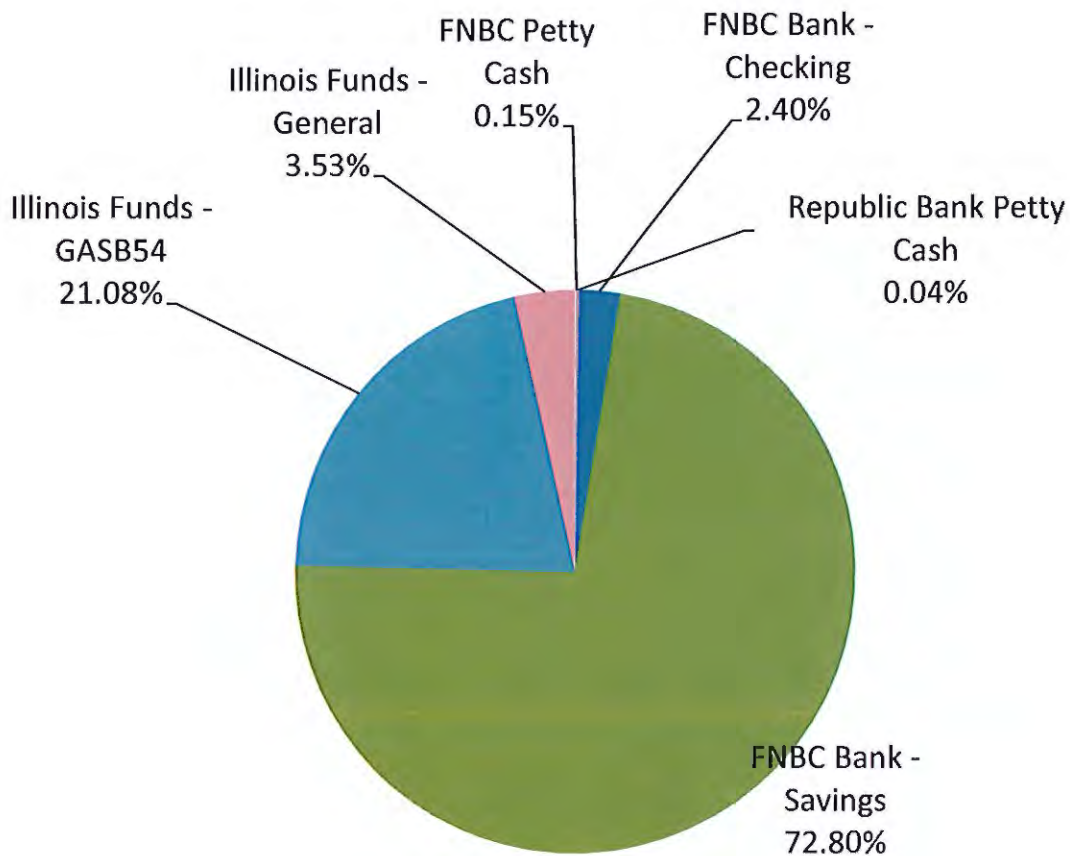
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	5,328.75	2,709.25	61,271.70	0.00	0.00	61,271.70	32,511.00	28,760.70	188.47%
41410 · SOFTWARE STAFF	242.44	3,553.75	2,548.96	0.00	0.00	2,548.96	42,645.00	-40,096.04	5.98%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	5,311.60	6,410.42	35,267.84	0.00	0.00	35,267.84	76,925.00	-41,657.16	45.85%
41425 · WARRANTIES/EXTENDED CARE	4,720.32	1,317.83	11,644.14	0.00	0.00	11,644.14	15,814.00	-4,169.86	73.63%
Subtotal	15,603.11	13,991.25	110,732.64	0.00	0.00	110,732.64	167,895.00	-57,162.36	65.95%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	0.00	4,269.08	44,070.87	0.00	0.00	44,070.87	51,229.00	-7,158.13	86.03%
42120 · BOOKS-ADULT	5,027.96	5,891.67	26,190.37	0.00	0.00	26,190.37	70,700.00	-44,509.63	37.04%
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	0.00	416.67	615.72	0.00	0.00	615.72	5,000.00	-4,384.28	12.31%
42140 · BOOKS-YOUTH	1,327.76	2,141.67	4,704.51	0.00	0.00	4,704.51	25,700.00	-20,995.49	18.31%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	987.64	0.00	0.00	987.64	1,000.00	-12.36	98.76%
Subtotal	6,355.72	12,833.25	76,634.96	0.00	0.00	76,634.96	153,999.00	-77,364.04	49.76%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	942.00	791.67	8,049.40	0.00	0.00	8,049.40	9,500.00	-1,450.60	84.73%
Subtotal	942.00	791.67	8,049.40	0.00	0.00	8,049.40	9,500.00	-1,450.60	84.73%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,075.34	2,958.33	13,004.84	0.00	0.00	13,004.84	35,500.00	-22,495.16	36.63%
42330 · AV MATERIALS-YOUNG ADULT	0.00	208.33	525.58	0.00	0.00	525.58	2,500.00	-1,974.42	21.02%
42340 · AV MATERIALS-YOUTH	1,100.67	987.50	3,419.94	0.00	0.00	3,419.94	11,850.00	-8,430.06	28.86%
Subtotal	3,176.01	4,154.17	16,950.36	0.00	0.00	16,950.36	49,850.00	-10,404.48	34.0%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	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	10,037.24	0.00	0.00	10,037.24	24,048.00	-14,010.76	41.74%
42420 · SOFTWARE PUBLIC	120.00	1,176.50	7,807.70	0.00	0.00	7,807.70	14,118.00	-6,310.30	55.3%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	4,383.06	3,978.33	17,836.02	0.00	0.00	17,836.02	47,740.00	-29,903.98	37.36%
Subtotal	6,512.70	9,937.33	52,351.96	0.00	0.00	52,351.96	119,248.00	-36,214.28	43.9%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	370.84	862.50	1,394.96	0.00	0.00	1,394.96	10,350.00	-8,955.04	13.48%
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	370.84	880.00	1,394.96	0.00	0.00	1,394.96	10,560.00	-8,955.04	13.21%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	561.95	1,000.00	4,673.05	0.00	0.00	4,673.05	12,000.00	-7,326.95	38.94%
44130 · PROGRAMS-YOUNG ADULT	197.91	333.33	573.10	0.00	0.00	573.10	4,000.00	-3,426.90	14.33%
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	501.79	1,057.17	2,265.81	0.00	0.00	2,265.81	12,686.00	-10,420.19	17.86%
44145 · EVENTS AND OUTREACH	310.38	766.67	6,356.28	0.00	0.00	6,356.28	9,200.00	-2,843.72	69.09%
Subtotal	1,572.03	3,573.83	13,905.98	0.00	0.00	13,905.98	42,886.00	-13,263.91	32.43%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	302.80	333.33	1,448.00	0.00	0.00	1,448.00	4,000.00	-2,552.00	36.2%
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	331.59	200.00	1,606.65	0.00	0.00	1,606.65	2,400.00	-793.35	66.94%
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	3,158.41	1,433.33	8,729.82	0.00	0.00	8,729.82	17,200.00	-8,470.18	50.76%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	3,792.80	2,366.50	14,085.23	0.00	0.00	14,085.23	28,398.00	-14,312.77	49.6%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	3,006.00	2,058.33	6,201.00	0.00	0.00	6,201.00	24,700.00	-18,499.00	25.11%
45112 · SECURITY SERVICE	1,959.02	1,775.00	7,096.45	0.00	0.00	7,096.45	21,300.00	-14,203.55	33.32%
45115 · JANITORIAL SUPPLIES	40.17	508.33	3,123.12	0.00	0.00	3,123.12	6,100.00	-2,976.88	51.2%
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	3,944.00	2,166.67	3,944.00	0.00	0.00	3,944.00	26,000.00	-22,056.00	15.17%
45130 · EXTERIOR LANDSCAPING	1,200.00	2,075.00	6,096.00	0.00	0.00	6,096.00	24,900.00	-18,804.00	24.48%
45140 · EXTERIOR R & M-OTHER	93.00	933.33	9,479.91	0.00	0.00	9,479.91	11,200.00	-1,720.09	84.64%
45150 · HVAC R & M	2,160.19	2,083.33	19,214.08	0.00	0.00	19,214.08	25,000.00	-5,785.92	76.86%
45155 · GENERAL BLDG SERVICES	250.49	155.00	952.45	0.00	0.00	952.45	1,860.00	-907.55	51.21%
45160 · CONTRACT INSPECTION & MAINTENAN	1,771.00	2,000.00	14,998.72	0.00	0.00	14,998.72	24,000.00	-9,001.28	62.5%
45165 · INTERIOR R & M-OTHER	0.00	1,125.00	-761.68	0.00	0.00	-761.68	13,500.00	-14,261.68	-5.64%
Subtotal	14,423.87	15,363.33	70,344.05	0.00	0.00	70,344.05	184,360.00	-114,015.95	38.16%
12E · UTILITIES									
45310 · UTILITIES-GAS	821.92	816.67	4,497.93	0.00	0.00	4,497.93	9,800.00	-5,302.07	45.9%
45320 · UTILITIES-ELECTRIC	4,980.06	3,496.67	20,750.97	0.00	0.00	20,750.97	41,960.00	-21,209.03	49.45%
45330 · UTILITIES-TELEPHONE	1,672.28	1,600.00	7,463.17	0.00	0.00	7,463.17	19,200.00	-11,736.83	38.87%
45340 · UTILITIES-WATER	0.00	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	546.95	0.00	0.00	546.95	1,200.00	-653.05	45.58%
Subtotal	7,562.25	6,638.33	35,809.56	0.00	0.00	35,809.56	79,660.00	-43,850.44	44.95%
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	2,000.00	1,152.50	13,290.00	0.00	0.00	13,290.00	13,830.00	-540.00	96.1%
45510 · LEGAL	528.00	1,000.00	2,608.50	0.00	0.00	2,608.50	12,000.00	-9,391.50	21.74%
45515 · PROFESSIONAL SERVICES	0.00	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	7,875.00	0.00	0.00	7,875.00	19,000.00	-11,125.00	41.45%
Subtotal	4,103.00	6,719.67	46,281.00	0.00	0.00	46,281.00	80,636.00	-34,355.00	57.4%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	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	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	374.67	0.00	0.00	374.67	1,000.00	-625.33	37.47%
Subtotal	340.00	633.33	1,789.67	0.00	0.00	1,789.67	7,600.00	-5,810.33	23.55%
15E · CAPITAL EQUIPMENT									
46500 · CAPITAL 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	20,000.00	0.00	176,927.00	0.00	0.00	176,927.00	0.00	176,927.00	100.0%
Subtotal	20,000.00	29,166.67	176,927.00	0.00	0.00	176,927.00	350,000.00	-173,073.00	50.55%
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%
	218,696.39	279,942.42	1,312,028.11	17,697.39	0.00	1,329,725.50	3,359,309.00	-2,029,583.50	39.58%
Net Income	-176,933.49	-29,166.67	1,403,201.76	129,767.89	786.86	1,533,756.51	-350,000.00	1,883,756.51	-438.22%

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

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	1,405
FNBC Bank - Checking	#6031	A/P	0.09%	82,060
FNBC Bank - Savings	#0317	MM	2.59%	2,485,400
Illinois Funds - GASB54	#6950	MM	Various	719,736
Illinois Funds - General	#5519 / 1507	MM	Various	120,461
Total				\$ 3,414,222



West Chicago Public Library District

Financial Analysis

For the 6 Month(s) Ended December 31, 2024



Revenue Highlights

50% of Budget Year

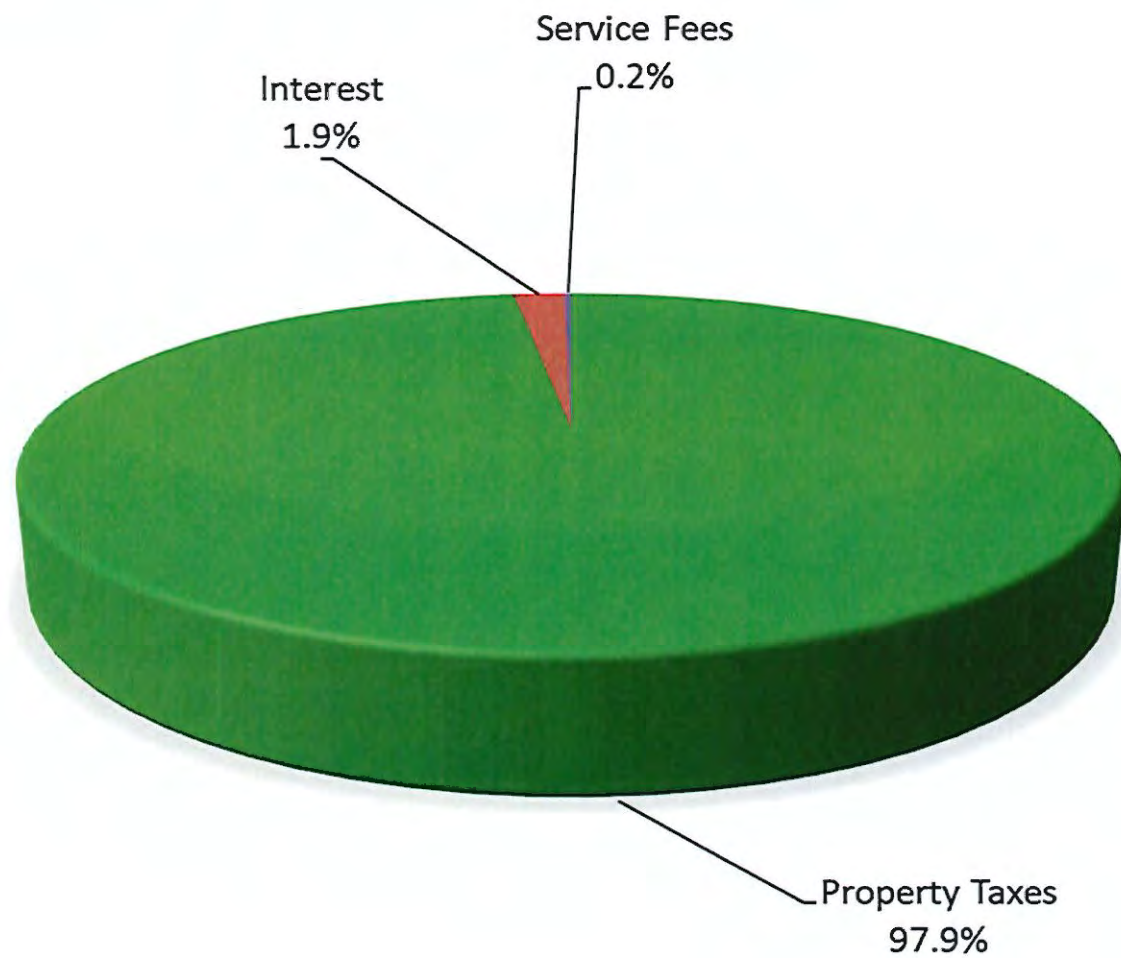
- 96% of Total Budget
- Property Taxes
 - Collected \$2,828,700 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$0 or 0%
- Interest
 - Collected \$54,449 or 118% of Budget
- Service Fees
 - Collected \$6,995 or 91% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,828,700	2,845,551	99%	2,647,620	7%
Interest	54,449	46,000	118%	53,345	2%
Replacement Taxes	-	65,000	0%	-	n/a
Service Fees	6,995	7,700	91%	6,346	10%
Other Revenue (Program Rental)	20	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	200	2,100	10%	11,678	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,890,364	3,009,309	96%	2,718,988	6%
Budgeted Revenues	3,009,309				
% Diff	96%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

50% of Budget Year

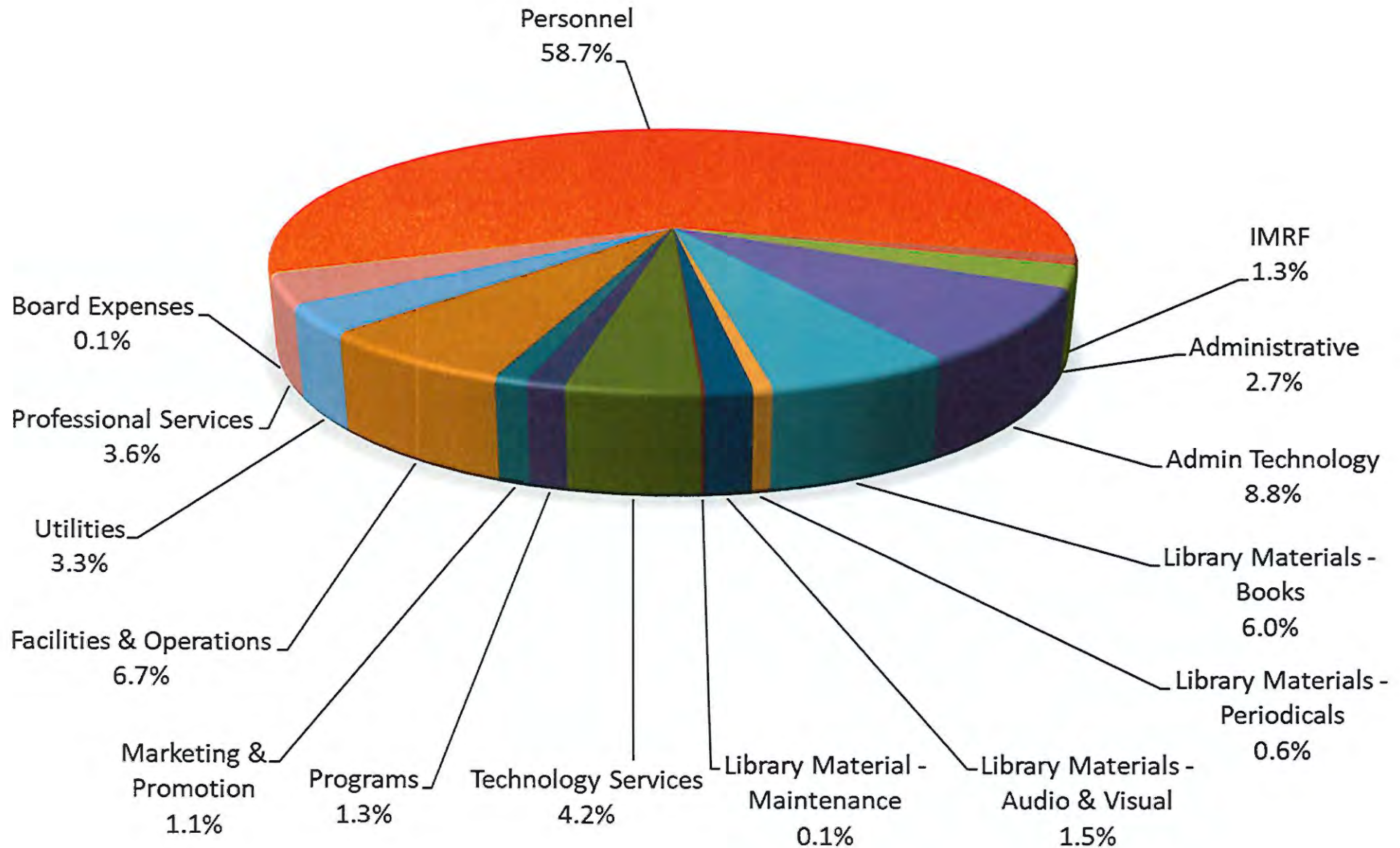
- 45% of Total Budget
- Admin. Technology
 - 70% of Budget
- Library Materials
 - 49% of Budget
- Professional Services
 - 59% of Budget
- Facilities & Operations
 - 48% of Budget
- Utilities
 - 56% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	782,602	1,842,626	42%	739,465	6%
IMRF	17,697	149,876	12%	56,392	-69%
Administrative	35,525	82,215	43%	34,208	4%
Admin Technology	116,917	167,895	70%	72,744	61%
Library Materials - Books	79,850	153,999	52%	88,950	-10%
Library Materials - Periodicals	8,049	9,500	85%	6,719	20%
Library Materials - Audio & Visual	20,025	49,850	40%	18,065	11%
Library Material - Maintenance	56,493	119,248	47%	64,923	-13%
Technology Services	1,694	10,560	16%	952	78%
Programs	16,947	42,886	40%	15,927	6%
Marketing & Promotion	14,242	28,398	50%	16,094	-12%
Facilities & Operations	88,770	184,360	48%	109,707	-19%
Utilities	44,560	79,660	56%	41,047	9%
Professional Services	47,856	80,636	59%	35,900	33%
Board Expenses	1,790	7,600	24%	2,468	-27%
Actual Expenditures	1,333,019	3,009,309	44%	1,303,562	2%
Budgeted Expenditures	3,009,309				
% Diff	44%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	178,527	350,000	51%	-	n/a
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	178,527	350,000	51%	-	n/a
Budgeted Expenditures	350,000				
% Diff	51%				

Expenditures

OPERATIONAL EXPENDITURE DISTRIBUTION



Financial Report

For the 6 Month(s) Ended December 31, 2024
FISCAL YEAR 2024



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 6 Month(s) Ended December 31, 2024

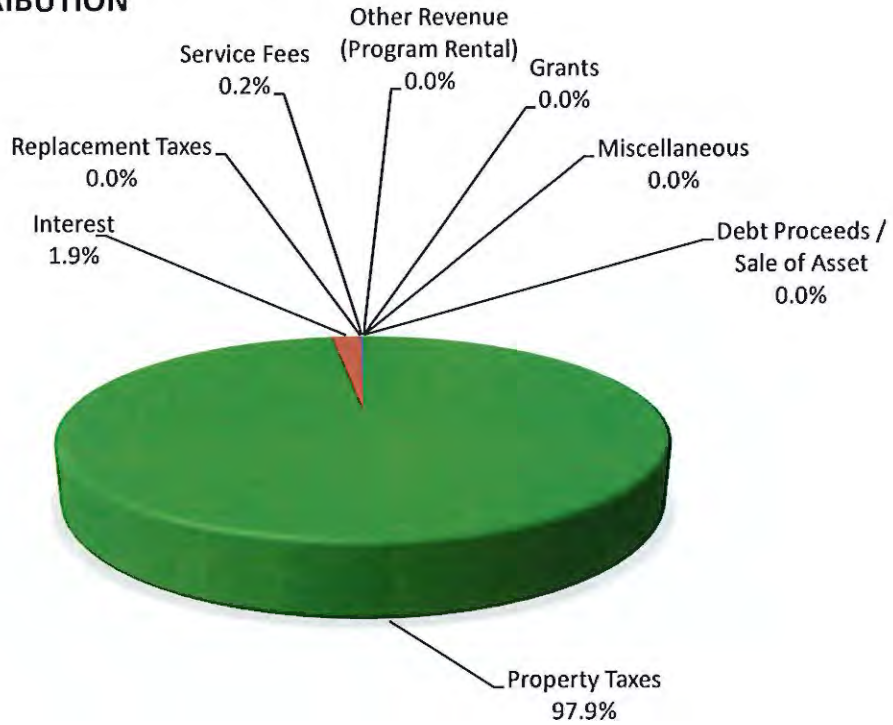
50% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,828,700	2,845,551	99%
Interest	54,449	46,000	118%
Replacement Taxes	-	65,000	0%
Service Fees	6,995	7,700	91%
Other Revenue (Program Rental)	20	-	0%
Grants	-	42,958	0%
Miscellaneous	200	2,100	10%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>2,890,364</u>	<u>3,009,309</u>	<u>96%</u>
Budgeted Revenues	<u>3,009,309</u>		
% Diff	96%		
OPERATING EXPENDITURES			
Personnel	782,602	1,842,626	42%
IMRF	17,697	149,876	12%
Administrative	35,525	82,215	43%
Admin Technology	116,917	167,895	70%
Library Materials - Books	79,850	153,999	52%
Library Materials - Periodicals	8,049	9,500	85%
Library Materials - Audio & Visual	20,025	49,850	40%
Library Material - Maintenance	1,694	10,560	16%
Technology Services	56,493	119,248	47%
Programs	16,947	42,886	40%
Marketing & Promotion	14,242	28,398	50%
Facilities & Operations	88,770	184,360	48%
Utilities	44,560	79,660	56%
Professional Services	47,856	80,636	59%
Board Expenses	1,790	7,600	24%
Actual Expenditures	<u>1,333,019</u>	<u>3,009,309</u>	<u>44%</u>
Budgeted Expenditures	<u>3,009,309</u>		
% Diff	44%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,557,345</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	178,527	350,000	51%
Actual Expenditures	<u>178,527</u>	<u>350,000</u>	<u>51%</u>
Budgeted Expenditures	<u>350,000</u>		
% Diff	51%		
TOTAL SURPLUS / (DEFICIT)	<u>1,378,818</u>	<u>(350,000)</u>	
BEGINNING FUND BALANCE	<u>1,729,043</u>		
ENDING FUND BALANCE	<u>3,107,861</u>		

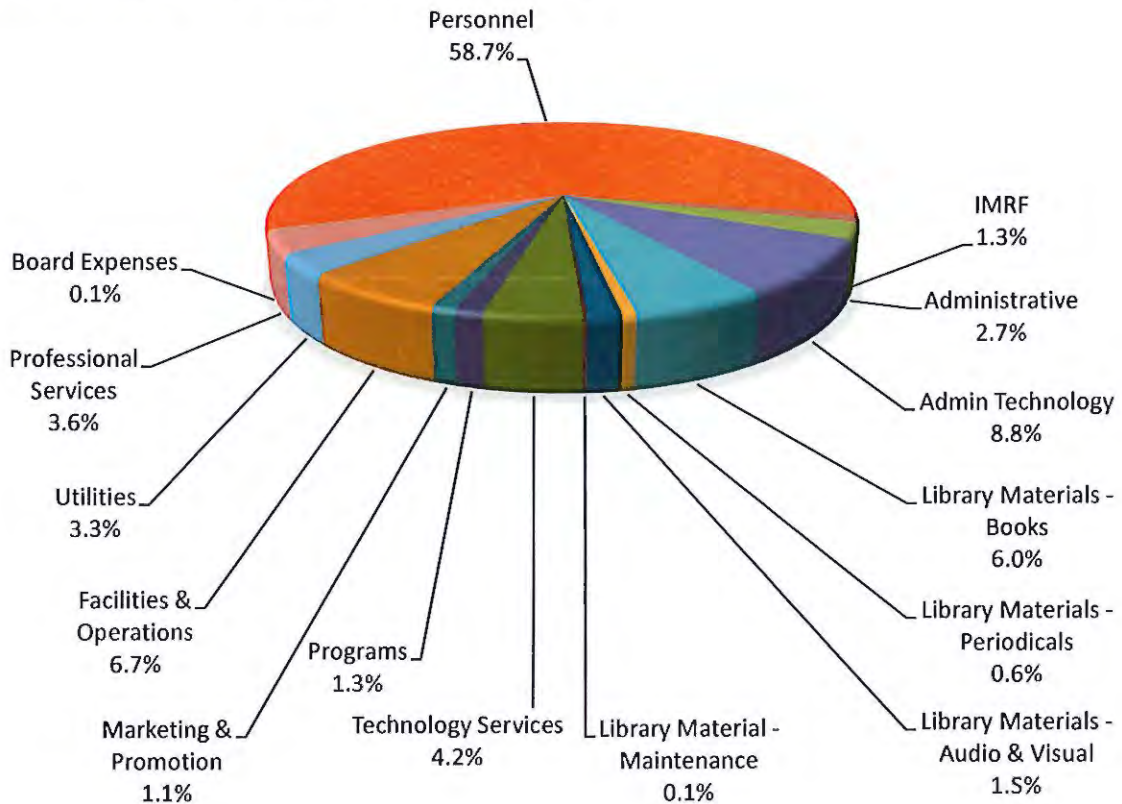
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2024

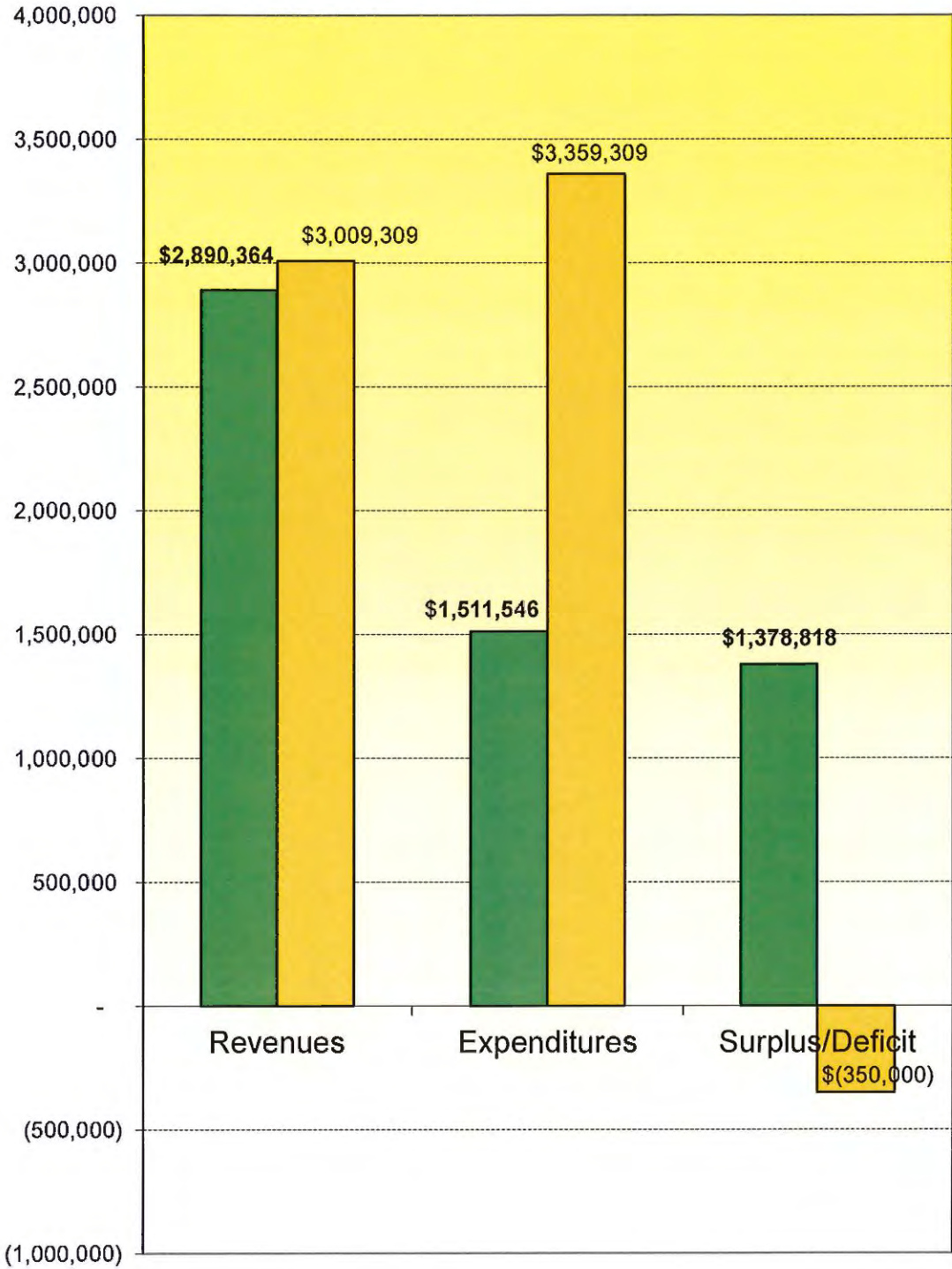
REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 6 Month(s) Ended December 31, 2024



YTD
 Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 6 Month(s) Ended December 31, 2024

50% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,681,767	146,932	-	2,828,700	2,845,551	99%
Interest	51,788	1,729	932	54,449	46,000	118%
Replacement Taxes	-	-	-	-	65,000	0%
Service Fees	6,995	-	-	6,995	7,700	91%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	200	-	-	200	2,100	10%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,740,771	148,662	932	2,890,364	3,009,309	96%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	96%	99%	n/a	96%		
OPERATING EXPENDITURES						
Personnel	782,602	-	-	782,602	1,842,626	42%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	35,525	-	-	35,525	82,215	43%
Admin Technology	116,917	-	-	116,917	167,895	70%
Library Materials - Books	79,850	-	-	79,850	153,999	52%
Library Materials - Periodicals	8,049	-	-	8,049	9,500	85%
Library Materials - Audio & Visual	20,025	-	-	20,025	49,850	40%
Library Material - Maintenance	1,694	-	-	1,694	10,560	16%
Technology Services	56,493	-	-	56,493	119,248	47%
Programs	16,947	-	-	16,947	42,886	40%
Marketing & Promotion	14,242	-	-	14,242	28,398	50%
Facilities & Operations	88,770	-	-	88,770	184,360	48%
Utilities	44,560	-	-	44,560	79,660	56%
Professional Services	47,856	-	-	47,856	80,636	59%
Board Expenses	1,790	-	-	1,790	7,600	24%
Actual Expenditures	1,315,321	17,697	-	1,333,019	3,009,309	44%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	46%	12%	n/a	44%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	178,527	-	-	178,527	350,000	51%
Actual Expenditures	178,527	-	-	178,527	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)	1,246,922	130,964	932	1,378,818	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,819,829	161,526	126,506	3,107,861	1,379,043	
Fund Balance as % of Total Expenditures	189%	913%	n/a	206%		

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	18,258.09	237,129.25	2,681,767.11	146,932.45	0.00	2,828,699.56	2,845,551.00	-16,851.44	99.41%
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	7,752.47	3,750.00	51,788.03	1,729.07	0.00	53,517.10	45,000.00	8,517.10	118.93%
33040 · INTEREST-IL FUND BLDG CONST	145.27	83.33	0.00	0.00	932.13	932.13	1,000.00	-67.87	93.21%
35100 · FINES	1.00	0.00	39.27	0.00	0.00	39.27	0.00	39.27	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	684.30	375.00	5,119.41	0.00	0.00	5,119.41	4,500.00	619.41	113.77%
35510 · LOST AND PAID MATERIALS	25.00	100.00	1,231.83	0.00	0.00	1,231.83	1,200.00	31.83	102.65%
35710 · NON RESIDENT FEES	0.16	166.67	604.69	0.00	0.00	604.69	2,000.00	-1,395.31	30.24%
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	16.00	25.00	143.78	0.00	0.00	143.78	300.00	-156.22	47.93%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	26,882.29	250,775.75	2,740,770.65	148,661.52	932.13	2,890,364.30	3,009,309.00	-118,944.70	96.05%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	102,484.44	121,715.17	626,981.89	0.00	0.00	626,981.89	1,460,582.00	-833,600.11	42.93%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	17,961.20	22,395.33	106,268.68	0.00	0.00	106,268.68	268,744.00	-162,475.32	39.54%
41120 · FICA EXPENSE	7,711.32	9,083.33	46,691.50	0.00	0.00	46,691.50	109,000.00	-62,308.50	42.84%
41130 · UNEMPLOYMENT COMPENSATION	0.00	166.67	359.82	0.00	0.00	359.82	2,000.00	-1,640.18	17.99%
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	128,156.96	153,552.17	782,601.89	0.00	0.00	782,601.89	1,842,626.00	-1,060,024.11	42.47%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	0.00	1,181.67	6,065.49	0.00	0.00	6,065.49	14,180.00	-8,114.51	42.78%
41320 · TRAVEL	0.00	316.33	843.94	0.00	0.00	843.94	3,796.00	-2,952.06	22.23%
41330 · ASSOCIATION DUES	0.00	520.42	2,779.00	0.00	0.00	2,779.00	6,245.00	-3,466.00	44.5%
41332 · PAYROLL PROCESSING	608.49	683.33	3,615.13	0.00	0.00	3,615.13	8,200.00	-4,584.87	44.09%
41334 · OFFICE SUPPLIES GENERAL	212.08	495.83	4,214.39	0.00	0.00	4,214.39	5,950.00	-1,735.61	70.83%
41336 · OFFICE EQUIPMENT	1,540.63	1,695.33	9,344.13	0.00	0.00	9,344.13	20,344.00	-10,999.87	45.93%
41338 · POSTAGE	10.26	583.33	3,492.60	0.00	0.00	3,492.60	7,000.00	-3,507.40	49.89%
41342 · ADMINISTRATIVE MISC	325.00	116.67	1,615.41	0.00	0.00	1,615.41	1,400.00	215.41	115.39%
41344 · SUPPLIES-FOOD	0.00	583.33	1,612.23	0.00	0.00	1,612.23	7,000.00	-5,387.77	23.03%
41346 · MATERIALS & RESOURCE RECOVERY	502.35	133.33	1,034.25	0.00	0.00	1,034.25	1,600.00	-565.75	64.64%
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	3,198.81	6,851.25	35,525.22	0.00	0.00	35,525.22	82,215.00	-46,689.78	43.21%

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

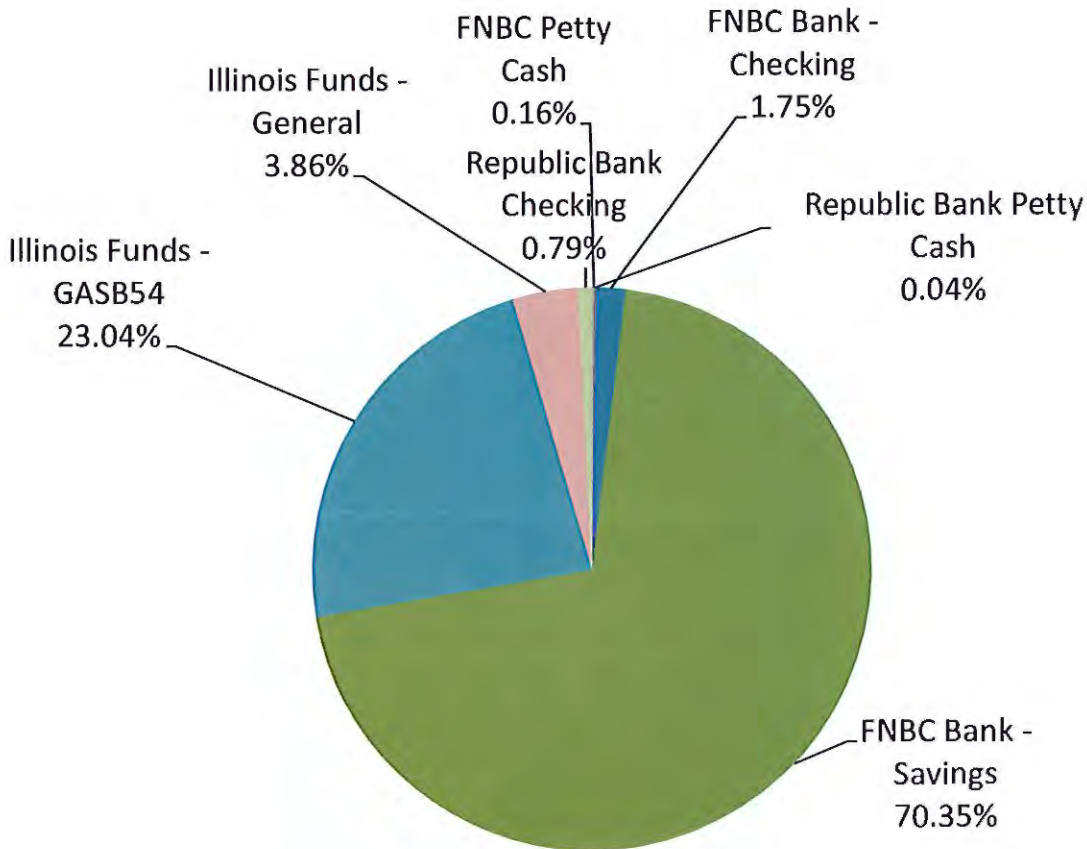
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	3,243.75	2,709.25	64,515.45	0.00	0.00	64,515.45	32,511.00	32,004.45	198.44%
41410 · SOFTWARE STAFF	162.44	3,553.75	2,711.40	0.00	0.00	2,711.40	42,645.00	-39,933.60	6.36%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	6,135.42	6,410.42	41,403.26	0.00	0.00	41,403.26	76,925.00	-35,521.74	53.82%
41425 · WARRANTIES/EXTENDED CARE	-3,357.00	1,317.83	8,287.14	0.00	0.00	8,287.14	15,814.00	-7,526.86	52.4%
Subtotal	6,184.61	13,991.25	116,917.25	0.00	0.00	116,917.25	167,895.00	-50,977.75	69.64%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	375.00	4,269.08	44,445.87	0.00	0.00	44,445.87	51,229.00	-6,783.13	86.76%
42120 · BOOKS-ADULT	2,215.12	5,891.67	28,405.49	0.00	0.00	28,405.49	70,700.00	-42,294.51	40.18%
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	0.00	416.67	615.72	0.00	0.00	615.72	5,000.00	-4,384.28	12.31%
42140 · BOOKS-YOUTH	624.80	2,141.67	5,329.31	0.00	0.00	5,329.31	25,700.00	-20,370.69	20.74%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	987.64	0.00	0.00	987.64	1,000.00	-12.36	98.76%
Subtotal	3,214.92	12,833.25	79,849.88	0.00	0.00	79,849.88	153,999.00	-74,149.12	51.85%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	0.00	791.67	8,049.40	0.00	0.00	8,049.40	9,500.00	-1,450.60	84.73%
Subtotal	0.00	791.67	8,049.40	0.00	0.00	8,049.40	9,500.00	-1,450.60	84.73%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,454.09	2,958.33	15,458.93	0.00	0.00	15,458.93	35,500.00	-20,041.07	43.55%
42330 · AV MATERIALS-YOUNG ADULT	0.00	208.33	525.58	0.00	0.00	525.58	2,500.00	-1,974.42	21.02%
42340 · AV MATERIALS-YOUTH	620.31	987.50	4,040.25	0.00	0.00	4,040.25	11,850.00	-7,809.75	34.1%
Subtotal	3,074.40	4,154.17	20,024.76	0.00	0.00	20,024.76	49,850.00	-9,784.17	40.17%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	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	12,046.88	0.00	0.00	12,046.88	24,048.00	-12,001.12	50.1%
42420 · SOFTWARE PUBLIC	0.00	1,176.50	7,807.70	0.00	0.00	7,807.70	14,118.00	-6,310.30	55.3%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	2,131.50	3,978.33	19,967.52	0.00	0.00	19,967.52	47,740.00	-27,772.48	41.83%
Subtotal	4,141.14	9,937.33	56,493.10	0.00	0.00	56,493.10	119,248.00	-34,082.78	47.37%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	299.27	862.50	1,694.23	0.00	0.00	1,694.23	10,350.00	-8,655.77	16.37%
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	299.27	880.00	1,694.23	0.00	0.00	1,694.23	10,560.00	-8,655.77	16.04%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	1,140.99	1,000.00	5,814.04	0.00	0.00	5,814.04	12,000.00	-6,185.96	48.45%
44130 · PROGRAMS-YOUNG ADULT	246.51	333.33	819.61	0.00	0.00	819.61	4,000.00	-3,180.39	20.49%
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	1,653.99	1,057.17	3,919.80	0.00	0.00	3,919.80	12,686.00	-8,766.20	30.9%
44145 · EVENTS AND OUTREACH	0.00	766.67	6,356.28	0.00	0.00	6,356.28	9,200.00	-2,843.72	69.09%
Subtotal	3,041.49	3,573.83	16,947.47	0.00	0.00	16,947.47	42,886.00	-11,609.92	39.52%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	157.00	333.33	1,605.00	0.00	0.00	1,605.00	4,000.00	-2,395.00	40.13%
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	0.00	200.00	1,606.65	0.00	0.00	1,606.65	2,400.00	-793.35	66.94%
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	0.00	1,433.33	8,729.82	0.00	0.00	8,729.82	17,200.00	-8,470.18	50.76%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	157.00	2,366.50	14,242.23	0.00	0.00	14,242.23	28,398.00	-14,155.77	50.15%

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

	<u>Monthly Total</u>	<u>Monthly Budget</u>	<u>General</u>	<u>IMRF</u>	<u>Special Reserve</u>	<u>YTD Total</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	3,839.00	2,058.33	10,040.00	0.00	0.00	10,040.00	24,700.00	-14,660.00	40.65%
45112 · SECURITY SERVICE	2,898.55	1,775.00	9,995.00	0.00	0.00	9,995.00	21,300.00	-11,305.00	46.93%
45115 · JANITORIAL SUPPLIES	0.00	508.33	3,123.12	0.00	0.00	3,123.12	6,100.00	-2,976.88	51.2%
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	3,944.00	2,166.67	7,888.00	0.00	0.00	7,888.00	26,000.00	-18,112.00	30.34%
45130 · EXTERIOR LANDSCAPING	0.00	2,075.00	6,096.00	0.00	0.00	6,096.00	24,900.00	-18,804.00	24.48%
45140 · EXTERIOR R & M-OTHER	4,942.70	933.33	14,422.61	0.00	0.00	14,422.61	11,200.00	3,222.61	128.77%
45150 · HVAC R & M	1,094.00	2,083.33	20,308.08	0.00	0.00	20,308.08	25,000.00	-4,691.92	81.23%
45155 · GENERAL BLDG SERVICES	250.49	155.00	1,202.94	0.00	0.00	1,202.94	1,860.00	-657.06	64.67%
45160 · CONTRACT INSPECTION & MAINTENAN	1,165.25	2,000.00	16,163.97	0.00	0.00	16,163.97	24,000.00	-7,836.03	67.35%
45165 · INTERIOR R & M-OTHER	292.36	1,125.00	-469.32	0.00	0.00	-469.32	13,500.00	-13,969.32	-3.48%
Subtotal	18,426.35	15,363.33	88,770.40	0.00	0.00	88,770.40	184,360.00	-95,589.60	48.15%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,020.51	816.67	5,518.44	0.00	0.00	5,518.44	9,800.00	-4,281.56	56.31%
45320 · UTILITIES-ELECTRIC	3,852.65	3,496.67	24,603.62	0.00	0.00	24,603.62	41,960.00	-17,356.38	58.64%
45330 · UTILITIES-TELEPHONE	1,448.88	1,600.00	8,912.05	0.00	0.00	8,912.05	19,200.00	-10,287.95	46.42%
45340 · UTILITIES-WATER	2,340.36	625.00	4,890.90	0.00	0.00	4,890.90	7,500.00	-2,609.10	65.21%
45350 · UTILITIES-TRASH	87.99	100.00	634.94	0.00	0.00	634.94	1,200.00	-565.06	52.91%
Subtotal	8,750.39	6,638.33	44,559.95	0.00	0.00	44,559.95	79,660.00	-35,100.05	55.94%
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	13,290.00	0.00	0.00	13,290.00	13,830.00	-540.00	96.1%
45510 · LEGAL	0.00	1,000.00	2,608.50	0.00	0.00	2,608.50	12,000.00	-9,391.50	21.74%
45515 · PROFESSIONAL SERVICES	0.00	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	9,450.00	0.00	0.00	9,450.00	19,000.00	-9,550.00	49.74%
Subtotal	1,575.00	6,719.67	47,856.00	0.00	0.00	47,856.00	80,636.00	-32,780.00	59.35%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	208.33	55.00	0.00	0.00	55.00	2,500.00	-2,445.00	2.2%
45605 · PROF SERVICES-SECRETARIAL	0.00	341.67	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	374.67	0.00	0.00	374.67	1,000.00	-625.33	37.47%
Subtotal	0.00	633.33	1,789.67	0.00	0.00	1,789.67	7,600.00	-5,810.33	23.55%
15E · CAPITAL EQUIPMENT									
46500 · CAPITAL 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	1,600.00	0.00	178,527.00	0.00	0.00	178,527.00	0.00	178,527.00	100.0%
Subtotal	1,600.00	29,166.67	178,527.00	0.00	0.00	178,527.00	350,000.00	-171,473.00	51.01%
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%
Net Income	181,820.34	279,942.42	1,493,848.45	17,697.39	0.00	1,511,545.84	3,359,309.00	-1,847,763.16	45.0%
	-154,938.05	-29,166.67	1,246,922.20	130,964.13	932.13	1,378,818.46	-350,000.00	1,728,818.46	-393.95%

**West Chicago Public Library District
Investments
December 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	1,405
FNBC Bank - Checking	#6031	A/P	0.09%	55,009
FNBC Bank - Savings	#0317	MM	2.59%	2,205,905
Illinois Funds - GASB54	#6950	MM	Various	722,414
Illinois Funds - General	#5519 / 1507	MM	Various	120,909
Republic Bank Checking	#4130	A/P	n/a	24,675
Total				\$ 3,135,477



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HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE (1928 – 2022)
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

CERTIFICATION OF LIBRARY TRUSTEE CANDIDATES

Consolidated Election April 1, 2025

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: December 26, 2024

This memorandum reminds you of the deadline for certification of Library Trustee candidates at the Consolidated Election scheduled for April 1, 2025.

Thursday, January 23, 2025: Last day for certification of Library Trustee Candidates (certified to the County Clerk)

Certification is made by the Local Election Official, i.e.:

- a. The Secretary of the Library Board (for Library Districts);
- b. The Village Clerk (for Village Libraries)

Tuesday, April 1, 2025: Consolidated Election

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https://psurb.com/sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/MEMO/Certification of Library Trustee Candidates.doc

Library Director Report

December 2024/January 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 50%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$722,413.77 (+ \$2,677.77)
 - New Building & Construction Fund: \$36,632.55 (+ \$135.80)
 - General (Corporate) Fund: \$84,276.84 (+ \$312.37)
- ❖ The audit presentation will be provided by Lauterbach & Amen at the January 27 board meeting.
- ❖ We received a check for the June -December PPRT from the City of West Chicago in the amount of \$30,212.31.

PHYSICAL PLANT

- ❖ Buck Services continues to provide janitorial services weekly Monday through Saturday
- ❖ Anderson Elevator provided preventive maintenance on 11/22 and 12/22
- ❖ The front entrance heat curtain and lobby washroom heaters were installed on 12/4
- ❖ Kellenberger Electric finished installing the new spotlights on 12/6
- ❖ Gehrke provided preventive maintenance to the glycol system on 12/10
- ❖ Three additional parking lot pole lights were installed on 12/30
- ❖ Cintas reviewed and updated the first aid cabinet on 1/2
- ❖ Suburban Lock was on-site 1/7 and made adjustments to several washroom doors that were not closing properly and/or had hardware-related issues; the north emergency exit door required new hinges, which were ordered and installed on 1/9
- ❖ Armbrust Plumbing was on-site 1/16 to order a replacement for a broken push bar and replace a filter in the second-floor drinking fountain; and reposition and secure the drinking fountain on the main level, which was falling away from the wall; the plumber returned on 1/20 and replaced the broken push bar
- ❖ Valley Fire performed the annual testing and certification of the backflow assemblies on 1/20
- ❖ Midwest Mechanical responded on 1/22 to boiler 1 being in alarm mode; the boiler functioned normally after reset; other cold zones were addressed and a loose flexible duct was reaffixed and communication made to Delta for controls review and assessment on several VAV boxes

TECHNOLOGY

- ❖ The quarterly business review meeting focused on an overview of the library's technology environment; review of library accounts for email and MS Office 365; final steps for decommissioning the on-premises server by the end of January; transition to QuickBooks Cloud; budget initiatives and timeline for fiscal 2026; cable management in the server rack

Library Director Report

December 2024/January 2025

- ❖ Installation of the new UPS to replace the UPS that failed in December is scheduled for 8/24 after hours

PERSONNEL

- ❖ The Library Director:
 - Attended the board meeting on 11/25
 - Completed certification of ballot for library trustee candidates and emailed and mailed the certification to the election division of the DuPage County Clerk
 - Hosted managers advisory meetings on 12/2 and 1/13
 - Attended the West Suburban Legislative Meetup at the Oak Brook Marriott Hotel with the Library Board President on 12/3
 - Attended Rotary meetings on 12/4, 18 and 1/15; also prepared and served hot chocolate on 12/7 at Republic Bank for Frosty Fest with the Rotary Club of West Chicago
 - Attended the SWAN Quarterly meeting on 12/5
 - Attended the Council of Governments meeting on 1/9
 - Interviewed candidate for the Facilities Assistant position on 1/10
 - Met with the public service managers and Sikich on 1/14 to discuss shared login setup and procedures for each department
 - Met with Sikich and the IT Librarian on 1/14 for the quarterly business review meeting
 - Attended an Authorized Agent webinar for IMRF on 1/15, which covered enrollment, wage reporting and termination
 - Met with a COD LTA student on 1/15 to discuss and plan completion of her practicum with the library this semester beginning at the end of January
 - Responded to a FOIA request on 1/16 from SmartProcure regarding employee contact information
 - Participated in the District 94 strategic planning retreat on 1/17 from 9:00 a.m. to 3:00 p.m.
 - Submitted online request to the Illinois Treasurer on 1/20 for unclaimed funds for the library district
 - Completed the annual per capita grant and expenditures report on 1/23
- ❖ Employee Highlights
 - Circulation Services Assistant, Anna A. celebrated her 3-year anniversary on 12/6
 - Adult Services Assistant, David V. celebrated his 3-year anniversary on 12/12
 - Adult Services Assistant, Leigh V. celebrated her 2-year anniversary on 1/3
 - Adult Services Assistant, Theresa D. celebrated her 5-year anniversary on 1/6
 - Circulation Services Manager, Gabriel C. will celebrate his 17-year anniversary on 1/28
 - Circulation Services Assistant, Miriam G. resigned her position effective 1/10
 - Adult Services Teen Librarian, Nate W. resigned his position effective 1/21
 - Adult Services Librarian, Rosario Z. completed her MLIS in December and also attended the Feria Internacional del Libro (International Book Fair) in Guadalajara, Mexico; Rosario's report about her experience at the fair is included in the board packet

Department Reports

November / December 2024

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – December
 - Total opens: 22,867
 - § November -38.2%
 - § October -32.5%
 - Biweekly Program Newsletters x 8
 - § Total opens: 15,199
 - November -10.02%
 - October -5.7%
 - Special Program Highlight Emails x 5
 - November -29.6%
 - October -29.6%
 - § Total opens: 7,668
 - November -60.7%
 - October -43.7%
 - Events promoted with an SPH email include:
 - § YS Programs and Storytimes
 - § Wi-Fi outage/restoration
 - § Gnome Place Reading Program
 - § ILP: Raina Telgemeier
- Social Media Campaigns:
 - Social Posts x 22
 - § November +15.8%
 - § October -21%
 - Total impressions: 4,299
 - § November -39.4%
 - § October -72.3%
 - Total reach: 4,079
 - § November -28%
 - § October -73.1%
 - Total engagements: 81
 - § November -38.4%
 - § October -39.2%
- Physical Materials
 - Some additional program posters were created and put up.
 - Closure notice flyers were put up on the front door, all service desks, and the self-checkout station. Holiday closure notices were first put up at service desks and self-checkout on December 11th.

- Spring Program Guide is in production/being sent to the publisher. It should start hitting mailboxes on February 7th-10th.
- Website
 - Candidate 2025 copy updated and posted on the website.

ADULT SERVICES

Engagement:

Programs: A total of 13 programs were offered in November and December with a total attendance of 113.

There were 3 programs through Illinois Libraries Present in November and December.

Fall into Reading Challenge: Our fall reading program wrapped up in November with 49 adults and teens registered and 38 completing the program.

Take and Make Kits: We had a total of 190 kits brought home in November/December.

OUTREACH:

In November/December, AS staff attended 6 events with 333 participants.

Frosty Fest Participation:

Two Adult services and 1 circulation staff member attended Frosty Fest this year where they staffed a table with crafts and promoted library services. They saw 278 people.

PROFESSIONAL DEVELOPMENT :

Rosario Zavala

FIL Guadalajara Report

December 2024

During December 2-4, I attended FIL Guadalajara (Feria Internacional del Libro) to purchase materials for our library's Spanish Adult and Children's collections. The days I attended the book fair were designated for working professionals. I spent about 7-8 hours at the fair each day selecting materials and networking with other library professionals. The fair is an amazing unique experience as it is the largest Spanish language book fair in the entire world. With so much to see and explore, it is nearly impossible to visit each publisher and stand. The fair also offers a lot more than books, with author talks, special guest speakers, activities, and other unique vendors specializing in different subject areas.

This was my first time attending the festival, so it was a little overwhelming at first, but in a good way. I had a great personal shopper who assisted me provided by our book distributor, Cinco Books. The

shopper scanned the book barcodes and kept track of my titles and total costs while I made selections. I chose to use Cinco Books because we have used them in the past and it was recommended to me and by other librarians that I know who have had very good experiences with them. Cinco Books was very organized and simplified the shipping and handling and informed me about the best Spanish publishers to visit first.

One suggestion that I do have for our library is to send two-three employees to FIL Guadalajara each year. I say this because there is so much to see and participate in. It is a fantastic professional development opportunity for any library worker looking to stay abreast of current library trends in Spanish literature. The distributor also gives librarians a deadline to complete and review their purchases. I wish I had another person to assist me with my purchasing to speed up the process and even someone who could just assist in holding books and personal belongings. If I had another person with me I would be able to attend more presentations and network more with other librarians from across the country and spend more time selecting materials for both departments. When you visit each publisher/vendor they tend to give you a lot more information than you need and this slows down the process. For the youth department, I focused on all age groups particularly selecting picture books, graphic novels and chapter books. Even adult readers looking to improve their low literacy skills benefit from these types of reading materials.

I was very grateful to have suggestions and assistance from knowledgeable professionals who have gone to the fair before. I learned so much about the Spanish publishing world that I never would have known if I did not attend or plan for the festival. It is without a doubt a worthwhile must work experience not only for professional development, but also a must for the West Chicago Public Library to evolve and expand its Spanish collection development. It was a privilege being able to represent the library and being able to contribute to our own Latino community.

ADULT SERVICES: TEEN

November 2024

PROGRAMS:

- In November, 6 programs were offered for teens with a total of 20 participants.
 - The Illinois Student Academic Council provided a student aid workshop for high school teens and their parents. There was a presentation on how to complete FAFSA. The ISAC instructor also helped each student create a federal ID, a prerequisite for completing FAFSA.

OUTREACH

- The teen services librarian and a staff member from the circulation department visited Lemay Middle School for literacy night. At our library table, we reached 36 students/parents, and 4 patrons registered for a library card.

TEEN AREA

- In November: 22 total 'Day of Kirigami Maple Leafs' kits were taken as part of our Teen Take 'n' Make craft kit series.

ADULT SERVICES: TEEN

December 2024

PROGRAMS:

In December, 5 programs were offered for teens with a total of 18 participants.

- We had a special holiday edition of our snack testers where teens got to taste snacks from many different countries.

- OUTREACH

The teen services librarian visited the Lemay Middle School Reading Club. The students have been reading the Magnus Chase series, which features Norse Mythology and runes. The teen librarian prepared Viking games and rune crafts.

TEEN AREA

- In December: 23 total 'Cardboard Tube Gnomes' kits were taken as part of our Teen Take 'n' Make craft kit series.

CIRCULATION SERVICES

Circulation Statistics November 2024:

- 12,869 Total Items checked out, 6.43% decrease from November 2023.
- 2,881 Electronic materials checked out, 23.17% decrease from November 2023.
- The total value of the materials checked out by our patrons was \$86,674.73 during November 2024.
- During November 2024, we had 133 patrons using self-check and a total of 457 items checked out.

Patron Statistics November 2024:

- 5,656 Visitors to the library, 25.66% increase from November 2023.
- 67 New patrons added, 11.67% increase from November 2023.
- 10,048 Card holders, 14.06% decrease from November 2023.
- 34.73% of the district population have library cards, a 5.68% decrease from November 2023.

Circulation Statistics December 2024:

- 11,391 Total Items checked out, 12.54% decrease from December 2023.
- 3,033 Electronic materials checked out, 15.89% decrease from December 2023.
- The total value of the materials checked out by our patrons was \$77,282.72 during December 2024.
- During December 2024, we had 95 patrons using self-check and a total of 357 items checked out.

Patron Statistics December 2024:

- 4,451 Visitors to the library, 0.13% decrease from December 2023.
- 38 New patrons added, 38.71% decrease from December 2023.
- 10,008 Card holders, 15.12% decrease from December 2023.
- 34.60% of the district population have library cards, a 6.16% decrease from December 2023.

TECHNICAL SERVICES

Acquisitions:

- 1047 (Nov) / 365 (Dec) Items invoiced/received.
- 880 (Nov) / 307 (Dec) Items ordered.
- 168 (Nov) / 7 (Dec) Items received not processed.
- 193 (Nov) / 146 (Dec) Items on-order.
- 3 (Nov) / 6 (Dec) Items cancelled.
- 1 (Nov) / 3 (Dec) Items returned.
- 1 (Nov) / 1 (Dec) Donations.
- 0 (Nov) / 1 (Dec) Replacement.

Cataloged:

- 4231 (Nov) / 3547 (Dec) Items added to the collection.

Withdrawals:

- 219 (Nov) / 297 (Dec) Items withdrawn from the collection.

Material Maintenance:

- 50 (Nov) / 50 (Dec) Items repaired in house.

Other Activities:

- 302 (Nov) / 333 (Dec) Items moved from the new shelf to the regular collection.
- 244 (Nov) / 214 (Dec) Postage processed.
- 132 (Nov) / 141 (Dec) Invoices processed.

- 135 (Nov) / 117 (Dec) Invoices archived.
- 24 (Nov) / 10 (Dec) Records created.
- 21 (Nov) / 12 (Dec) Withdrawn books donated to Better World Books.
- 28 (Nov) / 8 (Dec) Title transfers.
- 0 (Nov) / 1 (Dec) Missing items reclaimed.
- 10 (Nov) / 13 (Dec) West Chicago Suburban Life scanned and converted to searchable PDF.
- 0 (Nov) / 1 (Dec) Digital movies added to the collection.

Miscellaneous:

- Cornelia Neltner Anthony and Frank D. Anthony Book Plate Collection (November)
 - 1098 (Nov) / 2006 (Dec) bookplates were viewed via the Illinois Digital Archives
 - Top Five Plates viewed:
 - J. Rodriguez Chaves 7 (Nov) / W. J. Murray (Dec)
 - Eleanor Goodwin (Nov) / Emma Beatrice Brunner (Dec)
 - Edward Dean Adams 3 (Nov) / Moses B. Levin (Dec)
 - Barbara McDonald (Nov) / Otto Hildmann (Dec)
 - McGill University Library (Nov) / Paula Buffe (Dec)

YOUTH SERVICES

Programs

- The department presented six Storytimes in November for 87 patrons. In addition to weekly Puppet Show and Wiggle Worms stories, one special picture book illustrator program with craft and one Thanksgiving themed story were offered.
- Eight in-person programs were attended by 125 patrons in November and December. These included a sublimation printer activity where patrons made their own holiday themed oven mitt, Sensory Saturday, a cookie decorating program with a Christmas movie, a pop-up gaming event and movie, a gingerbread themed party, a toddler obstacle course and a Nutcracker themed tea party complete with dessert table, elaborate balloon decorations and live ballet dancing.
- This year's winter reading program is entitled *There's Gnome Place Like The Library!* The challenge runs from December 15th through February 15th and has seen 56 patrons register as of the program's midpoint. Patrons are given a log with images of gnomes which they are encouraged to color after 30-minute increments. Once they

have completed 4 gnomes, readers receive a small prize or coupon to a local business. Visitors can take part in a gnome scavenger hunt within the department for similar prizes. Several patrons have already completed the reading challenge, while at least 25 patrons have completed the scavenger hunt.

Passive Activities

- In the months of November and December, 783 total passive activities were provided for the community. These included 185 take-and-make bags with various holiday and pop culture character themes. A gingerbread character lacing craft, a variety of activities to ring in the new year, Sonic the Hedgehog, and Mickey Mouse and friends were some of the bags offered. In addition, 598 crafts, games and scavenger hunts were enjoyed by our patrons.

Outreach

- Library staff provided 20 outreach storytimes in November and 19 in December at various schools, Birth to Three, the Park District and a new partnership with the Children of America Daycare Center. A total of 484 patrons were in attendance.
- Two librarians presented a Veterans Day themed storytime and craft alongside a local veteran at Cantigny Museum, engaging with 70 members of the community.
- Library staff are working with District 33 to attend upcoming math/literacy and parent conferences to promote programming and library card sign-up.

Professional Development

- The YS Manager attended a CLASS (Children's Librarians' Association of the South Suburbs) with a special presentation on grant application
- To collaborate with the Public Relations Specialist and the Outreach Coordinator, the YS Manager attended Marketing and Outreach Strategies to Engage Your Community. This four-hour webinar offered ideas and solutions on best practices for promoting programming and services as well as outreach. The recording is available for six months. Colleagues will meet to discuss further.
- Department staff attended various organizational meetings and collection development webinars offered by publishing entities.

IT Report

Wireless Overview

November had **756 unique clients** with 822.32Gb of data used. December had **630 unique clients** with 815.61GB of data used

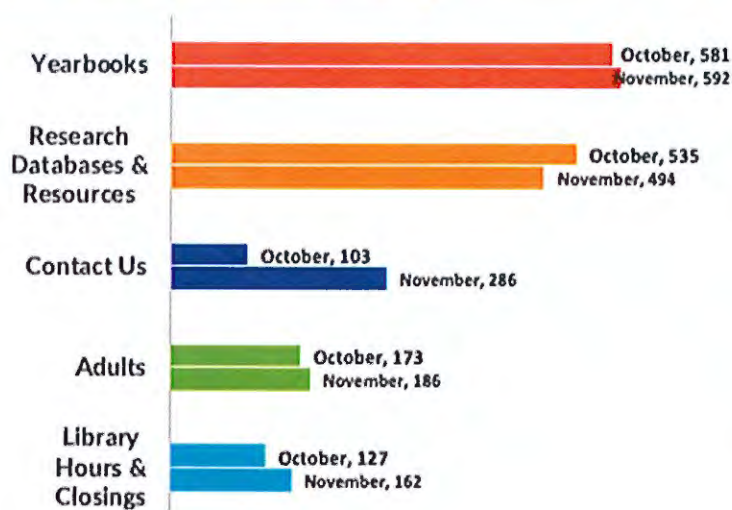
WiFi Usage November 2024 - December 2024



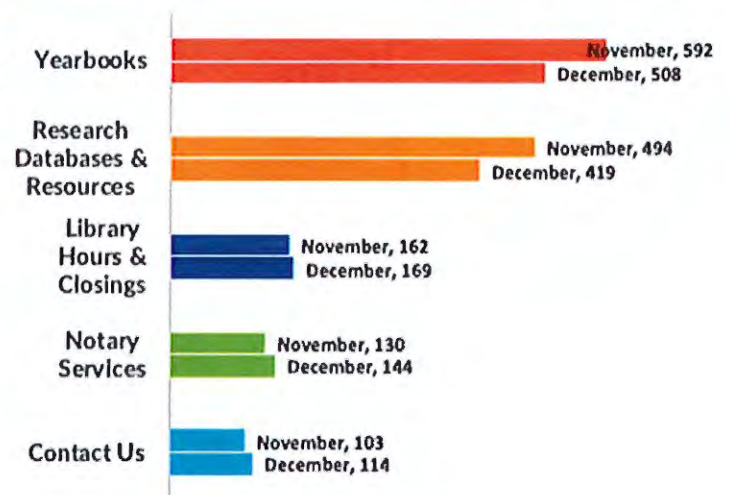
Website

In November we had **11,213 website visits**. In December we had **9,614 website visits**.

Top 5 Pages in November



Top 5 Pages in December



Computer Usage

We had **410 users in November** and **359 users in December**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (November)	Average Time Per Session (November)	Total Logins (December)	Average Time Per Session (December)
Adult	389	39 Minutes	337	45 Minutes
Youth	21	22 Minutes	22	35 Minutes
Newspaper	0	0 Minutes	0	0 Minutes