



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, FEBRUARY 24, 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@wcpd.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 – January 27, 2025 ACTION
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Agenda – Additions/Deletions
- G. Treasurer's Report Corrine Jakacki-Dattomo, Treasurer
1. Approval of the Bills for February 2025
2. Financial Statements for January 2025
- H. Communications
1. Board Transition – Consolidated Election April 1, 2025 ATTACHMENT
(Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
- I. Reports
1. President Patricia Weninger
2. Library Director ATTACHMENT
3. Department Managers ATTACHMENT
- J. Unfinished Business
None
- K. New Business
1. Parking Lot Lease Renewal with the City of West Chicago ACTION
- L. Closed Session
The President may entertain a motion to enter into closed session in accordance with the Illinois Open Meetings Act. ACTION

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, JANUARY 27, 2025
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; Corrine Jakacki, Treasurer; and Richard Bloom, Member.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Adult Services Manager; Luke Sutton, Youth Services Manager; Gabriel Cardenas, Circulation Manager; Michael Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - November 25, 2024: Ms. Jakacki moved to approve the Minutes of November 25, 2024 as read; seconded by Mr. Fokta. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Jaslee Kaur, Lauterbach & Amen, LLP, CPAs.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. PRESENTATION:

1. Annual Financial Report (Audit) Year Ended June 30, 2024: Jaslee Kaur, an audit manager with Lauterbach and Amen, briefly reviewed the audit report ending Fiscal Year 6/30/24. The West Chicago Public Library District was issued an unmodified opinion, which is the cleanest form of opinion the auditors can issue. The auditors had no disagreement or difficulty with the Library's administration in performing the audit work.

The Library had a net change in the general fund balance from operating income of approximately \$187,000, and a positive ending general fund balance of approximately \$1.5 million. Nonmajor funds overall had an operational income of approximately \$24,000, and a positive ending fund balance of approximately \$156,000.

Notes to the financial statements: The purpose of the management letter is to convey any internal control recommendations the auditors may have, best practices that they see in the industry, or upcoming

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GASB pronouncements. There are two new pronouncements, GASB 102 and 103, which are applicable to the library but are not implemented until June 2025 and 2026. The auditors submitted the audit to the State.

H. TREASURER'S REPORT:

1. Approval of the Bills for December 2024: Ms. Jakacki moved that the board approve the bills for December 2024 in the amount of \$221,131.29; seconded by Mr. Bloom.

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

2. Approval of the Bills for January 2025: Ms. Jakacki moved that the board approve the bills for January 2025 in the amount of \$198,162.67; seconded by Mr. Bloom.

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

3. Financial Statements for November 2024: See Item H-4 below.

4. Financial statements for December 2024: Ms. Jakacki stated that after completing November and December 2025, the Library is approximately halfway through its fiscal year, with 99% of the revenues received and 42% of the expenditures made.

I. COMMUNICATIONS:

1. Certification of Library Trustee Candidates: Attorney Ritzman provided the Library with notification of the deadline of January 23, 2025, for certification of the Library Trustee candidates for the Consolidated Election scheduled for April 1, 2025. The Library administration complied with that deadline, and the four candidates will appear on the April 2025 ballot.

J. REPORTS:

1. President's Report: President Weninger reported that the Board received an email from a patron who expressed his concern regarding the condition of the pavers at the front of the building. He said he was very pleased last fall when he saw the entrance was being repaired, but curious why it stopped. He also stated that he was very disappointed that the library was closed Christmas Eve and New Year's Eve day, and he would like the board to consider his feelings on that the next time it approves the library's calendar. Ms. Weninger spoke with the patron twice on the phone and explained that the board also was very concerned that the pavers were not done in a more timely manner, but the contractor was delayed due to the weather conditions.

Ms. Weninger and Mr. Weseloh attended the ILA Legislative Luncheon in December; and she passed around a handout from the event.

Ms. Weninger passed around pictures of the Little Free Library

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dog-shaped box built in memory of Trustee Nancy Conrardt. The book drop is nearly complete but for the latch to keep the cover closed and an inscription plate. David Sabathne had estimated the total expenses are a little under \$400. He is calling the library box the "Golden Read-Triever." The board previously approved up to \$750, and the Library Foundation agreed to cover \$200 of the expenses.

2. Library Director: Director Weseloh stated that the permit for the entranceway concrete work was held up at the City with the third-party permitting process, and then the weather turned cold when work was about to start. April is the planned restart of the project, when the temperature is over 35 before they start pouring.

Mr. Weseloh stated that the Library has received 99% of its budgeted tax revenue, and approximately 96% of its overall revenue budget, which includes a check from the City for PPRT in the amount of \$30,000 for July through December. The next PPRT payment is expected in June.

Interest income has cooled a little bit but is still over budget. Expenses are approximately 5 to 7% behind the fiscal year elapsed. In November the State Treasurer sent an unclaimed funds letter for both the Library District and the Library Foundation, indicating that the Library District has approximately \$11 in unclaimed fund.

Mr. Weseloh will meet on January 28, 2025 with the treasury management from Republic Bank Governmental Accounting. The remaining funds from FNBC will be transferred to the new Republic Bank accounts. The transition has been completed from QuickBooks on the server to QuickBooks in the cloud, and the on-premises server will be decommissioned at the end of January.

Mr. Weseloh is working on the appropriation grant from the State. He had some difficulty logging into the Sam.gov account due to conflicting account names for the Library, but he will resolve that by the end of January and be working on the application.

The heat curtain was installed at the front entrance in early December; and three new parking lot lights were installed in December which greatly improve the brightness of the parking lot in the staff area.

Boiler 1 went into alarm mode January 22, 2025, and Midwest Mechanical came out, reset it, and it is functioning. There was a failure of the Library's uninterrupted power source at the server rack, which started to smoke. The UPS was replaced and is functioning.

Mr. Weseloh and Ms. Weninger had an opportunity to speak with West Chicago's State Representative, Maura Hirschauer, at the West Suburban Legislative Meet-Up, regarding issues affecting libraries.

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Mr. Weseloh is the Library's mandated authorized agent for IMRF, and he will be attending a two-part webinar on changes regarding leave of absence, termination, and retirement.

A COD student in the Library Technical Associate program is starting the week of January 27 to work toward her practicum at the Library. The Director covered the employees highlights, including that the Circulation Manager, Gabe, had reached his 17-year anniversary with the Library.

Adult Services Librarian Rosario completed her MLIS in December. She attended the Feria Internacional del Libro, international book fair, in Guadalajara, Mexico. She had mentioned she thinks two or three staff should attend the international book fair to be able to get to all the vendors. The Library will see if it can manage that in future years.

The Library is going to be having a social work intern from WeGo Together for Kids observe in the library for about six hours a week for children, teens, and families, to see what type of needs there may be or what type of support they can provide. Some libraries do have social workers on premises.

A new facilities assistant will start on February 10, 2025.

Mr. Weseloh suggested to the board that they start planning for budget season very soon in light of the fact that almost half the board will be changing over at the April election and will be seated in May. He also suggested the board bring in an outside facilitator to provide new trustees a general overview of expectations, roles and responsibilities, et cetera.

The current Strategic Plan has a fulfillment date of October 2025. Mr. Weseloh stated the board will probably want to budget for the creation of a new Strategic Plan as well as arrange for a facilitator to manage that process. The Director listed several capital improvement projects the Library will want to consider for the next Strategic Plan. The Director offered several suggestions on improvements to the building and department spaces as well as ingress/egress to and from the building.

3. Department Managers - Youth Services: Luke provided a presentation to the board on the department activities, including:

Francesca graduated in August with her MLIS and has begun programming this month for children birth to 3. The department holds story times on Mondays with puppet show stories, and on Tuesdays with a Wiggle Worm Dance program.

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The department has set up a Toddler Obstacle Course; held a Monster Mash program that was a Halloween-themed dance party; held a Christmas cookies decorating event; and made fried bread for Native American Heritage Month.

The department does a lot of programming based on STEAM; and it participated in the Library's Trunk Or Treat event, which had over 100 patrons participate. They had a costume contest, a best-dressed pet contest, and the best trunk contest. It was a great opportunity to reach the community.

The department held a DIY Cricut backpack decorating program; held a winter reading program; held a Nutcracker Tea Party; and held a Sips & Dips Super Bowl party.

Luke donated a stair step shelving system to the department for the Tween zone, and youth are cutting out pictures from old graphic novels to adhere to the stairs so they can have agency in their own department. Staff brought the alcove TV into the department to display a running slide show of different programs offered in the department; and in the cabinet below the TV is a gaming station for kids to use for free and hang out.

There are separate spaces within the department for play, for reading, and work. Both English and Spanish board books are in the ABC cubby. Vox books are available and displayed in clear bags; youth can plug in headphones and listen to the picture book while they are reading. Discovery On the Go kits are available in the shelving units and have topics for exploration like human body, bones, and dinosaurs. Phonics and sensory kits are also available.

Staff have created a birth to 3 outreach initiative and participated in an educator-parents night, which engaged 50 parents. Staff talked about programming and handed out flyers. Staff also participate in outreach with the park district by holding a story time; with District 33 schools by participating in Math and Literacy Night and Curriculum Nights; at story times at Cantigny where they have had steady numbers of 70 to 80 people participate; and Morton Arboretum representatives were at the library to participate in a story time and attendees were provided a free pass to Morton Arboretum.

The department is working on creating both a programming proposal form and an outreach form, as well as refining the statistics reporting form for IPLAR. Luke and other staff members have been participating in professional development classes, including one on grant writing, and will attend an upcoming webinar on marketing, outreach, and strategic partnering. Staff participate in monthly collection development and best practices webinars.

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Upcoming programming includes a Mardi Gras themed event, Tween-aged Wonder Club, Dia de la Niño event, and three movies during spring quarter.

K. Unfinished Business: None.

L. New Business: None.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None held.

O. ADJOURNMENT: With no need for a closed session, President Weninger adjourned the meeting at 8:16 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 24-Feb-25

FINANCIAL STATEMENT DATE: January 31, 2025

Payroll dated:

1/3/2025	Net Payroll	\$	38,400.64
	Federal Liability Payment	\$	10,915.68
	State Liability Payment	\$	2,363.36
	Paylocity Fee	\$	174.72
1/17/2025	Net Payroll	\$	38,416.98
	Federal Liability Payment	\$	10,775.14
	State Liability Payment	\$	2,331.20
	Paylocity Fee	\$	331.88
1/31/2025	Net Payroll	\$	39,257.60
	Federal Liability Payment	\$	11,462.77
	State Liability Payment	\$	2,420.36
	Paylocity Fee	\$	255.03

TOTAL \$ 157,105.36

State Bank of IL

Operating - Manual Cks	Check No.	\$	15,723.64
Operating - System Cks	Check No.	\$	90,272.63
Operating - Credit Card	Check No.	\$	2,542.53
Librarian's Petty Cash	Check No.	\$	2,844.39

TOTAL \$ 111,383.19

Total Bills for Approval \$ 268,488.55

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Bills Total
As of February 14, 2025

	Transaction Type	Date	Num	Memo	Amount
ACC Business 800-322-3076					
	Bill	01/27/2025	250142594	12/11/24-01/10/25	613.64
Total for ACC Business					<u>\$ 613.64</u>
Accurate Office Supplies 630-784-4700					
	Bill	01/21/2025	629314	Paper	20.25
	Bill	01/21/2025	629313	Paper	20.25
	Bill	02/05/2025	630240	Report Covers/Folders	80.80
	Bill	02/05/2025	630242	Job-ticket Holders	13.21
	Bill	02/05/2025	630241	Spray Bottles	21.64
	Bill	02/12/2025	630665	Coffee/Tea	260.04
Total for Accurate Office Supplies					<u>\$ 416.19</u>
Amazon Capital Services					
	Bill	01/16/2025	1XGD-361P-DJL1	Marker/Calendar	32.46
	Bill	01/16/2025	1LJG-9K1G- DRVV	Hooks	8.99
	Bill	01/16/2025	CTPX	Misc.	113.02
	Bill	01/17/2025	1HFY-VDYH- NK6L	Cardstock	24.99
	Bill	01/20/2025	6MXY	Games	68.84
	Bill	01/20/2025	DR97	Hooks	7.99
	Bill	01/21/2025	1DJJ-F9LN-MGFJ	HDMI Cable	84.10
	Bill	01/22/2025	1QMM-DCMR- YRQL	Misc.	242.56
	Bill	01/22/2025	1DK4-KWP3- P4T7	Tees/Markers	62.11
	Bill	01/26/2025	1MGL-WM61- T4CD	Misc.	20.98
	Bill	02/07/2025	1VKF-6VPV-JKLY	Puzzle	15.98
	Bill	02/10/2025	1W9W-K9KF- 1DW6	Stickers	6.59

	Bill	02/10/2025	1VK3-TCCV-3CR1	Misc.	43.05
	Bill	02/10/2025	1YD6-PTX1-1VDW	Book Tape	44.68
	Bill	02/10/2025	4FHP	Games/Toys	130.92
	Bill	02/11/2025	1G43-4WHH-CGHH	Misc.	187.56
	Vendor Credit	02/02/2025	1GQW-RVL6-XQGF	Hooks	-8.99
	Vendor Credit	02/06/2025	1FVC-WXMQ-CP1X	Membership Refund	-102.01
Total for Amazon Capital Services					\$ 983.82
American Library Association 800-545-2433					
	Bill	02/12/2025		A. Ghobrial	192.00
Total for American Library Association					\$ 192.00
Anderson Elevator Co. 708-345-9710					
	Bill	02/01/2025	99325-X0D0	February 2025	187.00
Total for Anderson Elevator Co.					\$ 187.00
Armbrust Plumbing and Heating 630-668-6273					
	Bill	01/20/2025	84729330	Repair of drinking fountains	1,204.32
Total for Armbrust Plumbing and Heating					\$ 1,204.32
Bigleaf Networks, Inc. 888-244-3133					
	Bill	02/01/2025	113209	February 2025	499.00
Total for Bigleaf Networks, Inc.					\$ 499.00
Buck Services 630-876-8184					
	Bill	01/31/2025	63280	January 2025	3,212.00
Total for Buck Services					\$ 3,212.00
Cengage Learning 800-877-4253					
	Bill	02/06/2025	86779076	Books	163.95
Total for Cengage Learning					\$ 163.95
Cinco Books					
	Bill	01/15/2025	50970	Books	1,068.94
	Bill	01/29/2025	51003	Books	1,035.36
Total for Cinco Books					\$ 2,104.30

Cintas Corporation
847-228-3970

Bill	01/31/2025	9306893782	Water Cooler/Lifeline View	150.50
				<hr/>
Total for Cintas Corporation				\$ 150.50

City of West Chicago
630-293-2200

Bill	02/01/2025		11/4/24-1/4/25	719.24
				<hr/>
Total for City of West Chicago				\$ 719.24

Comcast
800-391-3000

Bill	02/10/2025		March 2025	343.51
				<hr/>
Total for Comcast				\$ 343.51

Comcast Business

Bill	02/01/2025	232913453	February 2025	560.00
				<hr/>
Total for Comcast Business				\$ 560.00

ComEd
877-426-6331

Bill	01/16/2025		12/13/24-1/5/25	2,969.42
				<hr/>
Total for ComEd				\$ 2,969.42

Cover One
800-881-1521

Bill	02/11/2025	26238	Glue Strips	106.00
				<hr/>
Total for Cover One				\$ 106.00

David J Sabathne

Bill	02/13/2025		Nancy Conradt Memorial	1,000.00
				<hr/>
Total for David J Sabathne				\$ 1,000.00

De Lage Landen Financial
800-736-0220

Bill	02/05/2025	589306825	February 2025	1,496.23
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Total for De Lage Landen Financial				\$ 1,496.23

Flood Brothers

Bill	02/06/2025	8011354	February 2025	62.99
				<hr/>
Total for Flood Brothers				\$ 62.99

Gehrke Technology Group
847-487-9110

Bill	02/10/2025	2500556	February 2025	125.00
				<hr/>
Total for Gehrke Technology Group				\$ 125.00

Globe Life

	Bill	02/12/2025		March 2025	55.00
Total for Globe Life Governmental Accounting, Inc. 847-991-3909					\$ 55.00
	Bill	02/01/2025	60123	February 2025	1,575.00
Total for Governmental Accounting, Inc. Grant and Power Landscaping 630-231-0069					\$ 1,575.00
	Bill	02/03/2025	36627	February 2025	3,944.00
Total for Grant and Power Landscaping Ingram Library Services 800-937-8200					\$ 3,944.00
	Bill	01/08/2025	85849822	Books	259.93
	Bill	01/08/2025	85865372	Books	36.90
	Bill	01/09/2025	85877818	Books	1,120.71
	Bill	01/13/2025	85935968	Books	607.64
	Bill	01/15/2025	86011022	Books	158.86
	Bill	01/15/2025	86029836	Books	136.50
	Bill	01/16/2025	86047564	Books	549.90
	Bill	01/16/2025	86047565	Books	310.07
	Bill	01/16/2025	86065597	Books	346.43
	Bill	01/17/2025	86081082	Books	19.94
	Bill	01/22/2025	86152571	Books	2,055.05
	Bill	01/24/2025	86222314	Books	92.46
	Bill	01/26/2025	86251280	Books	498.23
	Bill	01/28/2025	86285285	Books	902.67
	Bill	01/29/2025	86316319	Books	117.11
	Bill	01/30/2025	86345516	Books	83.93
	Bill	01/31/2025	86372483	Books	90.01
	Vendor Credit	01/10/2025	85929204	Books	-15.39
	Vendor Credit	01/16/2025	86075334	Books	-26.60
Total for Ingram Library Services Just Elevator Inspection Service, Inc. 708-385-2073					\$ 7,344.35
	Bill	02/05/2025	9455	Annual Elevator Inspection	125.00
Total for Just Elevator Inspection Service, Inc.					\$ 125.00

LIMRICC
630-393-1483

Bill	02/05/2025		February 2025	23,015.54
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Total for LIMRICC				\$ 23,015.54

Midwest Mechanical
630-850-2300

Bill	01/31/2025	112166715	Service Call	835.00
Bill	02/03/2025	142510	February 2025	969.00

Total for Midwest Mechanical
Midwest Tape
800-875-2785

\$ 1,804.00

Bill	01/06/2025	506573872	AV Materials	26.99
Bill	01/06/2025	506573870	AV Materials	9.99
Bill	01/14/2025	506608672	AV Materials	52.48
Bill	01/14/2025	506608670	AV Materials	39.99
Bill	01/16/2025	506624401	AV Materials	314.84
Bill	01/16/2025	506624402	AV Materials	137.97
Bill	01/28/2025	506675841	AV Materials	42.99
Bill	01/28/2025	506675843	AV Materials	87.70
Bill	01/30/2025	506686587	AV Materials	12.74
Bill	01/30/2025	506686585	AV Materials	135.97

Total for Midwest Tape
MNI
847-864-7000

\$ 861.66

Bill	01/21/2025	861194-00	IL Manufactures Directory	423.90
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Total for MNI
NCPERS

\$ 423.90

Bill	02/10/2025		February 2025	16.00
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Total for NCPERS
Nicor
888-642-6748

\$ 16.00

Bill	02/05/2025		01/04/25-02/04/25	1,310.10
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Total for Nicor
Orkin Pest Control
630-505-7258

\$ 1,310.10

Bill	01/27/2025	272349966	January 2025	111.00
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Total for Orkin Pest Control

\$ 111.00

Total for Swan Team One Repair, Inc. 678-985-0772					\$ 8,497.05
	Bill	02/06/2025	1615063	Adhesive Label Paper	1,560.00
Total for Team One Repair, Inc. Theresa L. Goodrich					\$ 1,560.00
	Bill	01/30/2025		Program	300.00
Total for Theresa L. Goodrich Unique Management Services 800-879-5453					\$ 300.00
	Bill	02/01/2025	6135399	February 2025	98.50
	Bill	02/03/2025	6136282	Curbside Comm. February 2025	40.00
Total for Unique Management Services US Postal Service (CMRS-FP)					\$ 138.50
	Bill	01/27/2025		Postage for Postage Meter	1,500.00
Total for US Postal Service (CMRS-FP) USA Today 800-872-0001					\$ 1,500.00
	Bill	02/05/2025		Account #UT4205778 Annual Renewal	397.22
Total for USA Today Valley Fire Protection Services 630-761-3168					\$ 397.22
	Bill	01/22/2025	23010667	Submittal Fee	714.75
Total for Valley Fire Protection Services Verizon 800-922-0204					\$ 714.75
	Bill	01/30/2025	6104854866	January 2025	361.72
Total for Verizon VISOgraphic 630-590-6100					\$ 361.72
	Bill	02/10/2025	244867	Program Guide	3,071.41
Total for VISOgraphic Xtreme Environmental Solutions 630-293-7880					\$ 3,071.41
	Bill	02/13/2025	123WCL	February 2025	25.00
Total for Xtreme Environmental Solutions TOTAL					\$ 25.00 \$ 90,272.63

Transaction Report
West Chicago Public Library District
January 1-31, 2025

	<u>Transaction date</u>	<u>Name</u>	<u>Memo</u>	<u>Item split account</u>	<u>Amount</u>
11CC TCM Bank					
CARD 41 AS- #2101					
	01/01/2025	Universal Yums	Yum Yum Box	PROGRAMS-YOUNG ADULT	29.00
	01/17/2025	Chicago Tribune	Chicago Tribune	PERIODICALS	440.00
Total for CARD 41 AS- #2101					<u>469.00</u>
CARD 31 Director - #2093					
	01/01/2025	Meijer	Journal	OFFICE SUPPLIES GENERAL	21.68
	01/07/2025	Kindred Coffee Roasters	Gift Cards	SUPPLIES-FOOD	20.00
	01/08/2025	Illinois Library Association	Legislative Lunch-P. Weninger	CONFERENCE & TRAINING-BOARD	55.00
	01/10/2025	Rosati's Pizza	Pizza	SUPPLIES-FOOD	164.94
	01/15/2025	Hobby Lobby	Valentine	PROGRAMS-ADULT	19.32
	01/21/2025	Rosati's Pizza	Valentine	SUPPLIES-FOOD	197.94
	01/24/2025	HR Direct	Compliance Forms	ADMINISTRATIVE MISC	99.00
	01/30/2025	Office of the State Fire Marshall	Certificate Fee/State Inspector Fee	MAINTENAN	204.50
Total for CARD 31 Director - #2093					<u>782.38</u>
CARD 11 Director - #1168					
	Beginning Balance				
	01/01/2025	Constant Contact	January 2025	MARKETING	157.00
	01/01/2025	Zoom Video Communications	Annual Renewak	WARRANTIES/EXTENDED CARE	159.90
	01/07/2025	Printix	Monthly Subscription	TECHNOLOGY MANAGEMENT	45.77
Total for CARD 11 Director - #1168					<u>362.67</u>
CARD 51 YS- #2119					
	Beginning Balance				
	01/03/2025	Oriental Trading Company	Misc.	PROGRAMS-YOUTH	42.93
	01/07/2025	Illinois Library Association	Illinois Youth Services Institute F. Tao	PROFESSIONAL DEVELOPMENT	260.00
	01/07/2025	Anderson Book Store	Children's Lit Breakfast N. Lapas	PROFESSIONAL DEVELOPMENT	82.07
	01/08/2025	Oriental Trading Company	Misc.	PROGRAMS-YOUTH	168.91
	01/08/2025	Oriental Trading Company	Misc.	EVENTS AND OUTREACH	51.71
	01/08/2025	Oriental Trading Company	Misc.	PROGRAMS-YOUTH	13.99
	01/16/2025	Anderson Book Store	Children's Lit Breakfast M. Garcia-Carrasco	PROFESSIONAL DEVELOPMENT	82.07

	01/24/2025	Dollar Tree Store	Misc.	PROGRAMS-YOUTH	11.25
	01/24/2025	Park to Shop	Misc.	PROGRAMS-YOUTH	71.60
	01/24/2025	Walmart	Misc.	PROGRAMS-YOUTH	33.50
Total for CARD 51 YS- #2119					<u>\$818.03</u>
CARD 71 IT- #2127					
	01/18/2025	Adobe Inc.	Acrobat Pro/Creative Cloud	SOFTWARE STAFF	110.45
Total for CARD 71 IT- #2127					<u>\$110.45</u>
CARD 21 AS - #1176					
		Beginning Balance			
Total for CARD 21 AS - #1176					<u>\$0.00</u>
Total for 11CC TCM Bank with sub-accounts					<u>\$2,542.53</u>
		TOTAL			<u>\$2,542.53</u>

Friday, February 14, 2025 07:31 PM GMTZ

West Chicago Public Library District
Transaction List by Vendor
 January 2025

	Date	Transaction Type	Num	Posting	Memo	Account	Amount
Ampion	01/13/2025	Check	ACH1.13.25	Yes	January Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-421.30
	01/13/2025	Check	ACH 1.13.25 2	Yes	January Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-571.24
Employee Benefits Corporation	01/30/2025	Check	ACH1.31.25	Yes	Jan Fee Invoicing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-60.00
IMRF	01/17/2025	Check	ACH 1.06.25	Yes	January 2025 Payroll	10300 Bank Accounts:FNBC Bank - Checking - 6031	-14,671.10

Friday, Feb 14, 2025 07:42:30 AM GMT-8

Transaction Report
West Chicago Public Library District
January 1-31, 2025

	<u>Transaction date</u>	<u>Transaction type</u>	<u>Num</u>	<u>Name</u>	<u>Line description</u>	<u>Item split account</u>	<u>Amount</u>
10Bank Bank Accounts							
10600 Republic Bank Petty Cash							
				Beginning Balance			
	01/31/2025	Check	5004	Globe Life Add'l. Payment	INS-HEALTH, DENTAL, LIFE, FSA		-2,750.00
Total for 10600 Republic Bank Petty Cash							-2,750.00
Total for 10Bank Bank Accounts with sub-accounts							-2,750.00
TOTAL							-2,750.00

Friday, February 14, 2025 07:59 PM GMTZ

Transaction Report
West Chicago Public Library District
 January 1-31, 2025

	Transaction date	Transaction type	Num	Name	Line description	Item split account	Amount
10Bank Bank Accounts							
10200 FNBC Bank - Petty Cash - 0874							
	Beginning Balance						
	01/21/2025	Check	5038	LIMRICC-UCGA	4th Quarter	UNEMPLOYMENT COMPENSATION	-94.39
	01/31/2025	Deposit		INTEREST	Interest Earned	INTEREST INCOME	0.09
	Total for 10200 FNBC Bank - Petty Cash - 0874						-94.30
	Total for 10Bank Bank Accounts with sub-accounts						-94.30
	TOTAL						-94.30

Tuesday, February 18, 2025 03:29 PM GMTZ

West Chicago Public Library District

Financial Analysis

For the 7 Month(s) Ended January 31, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

58% of Budget Year

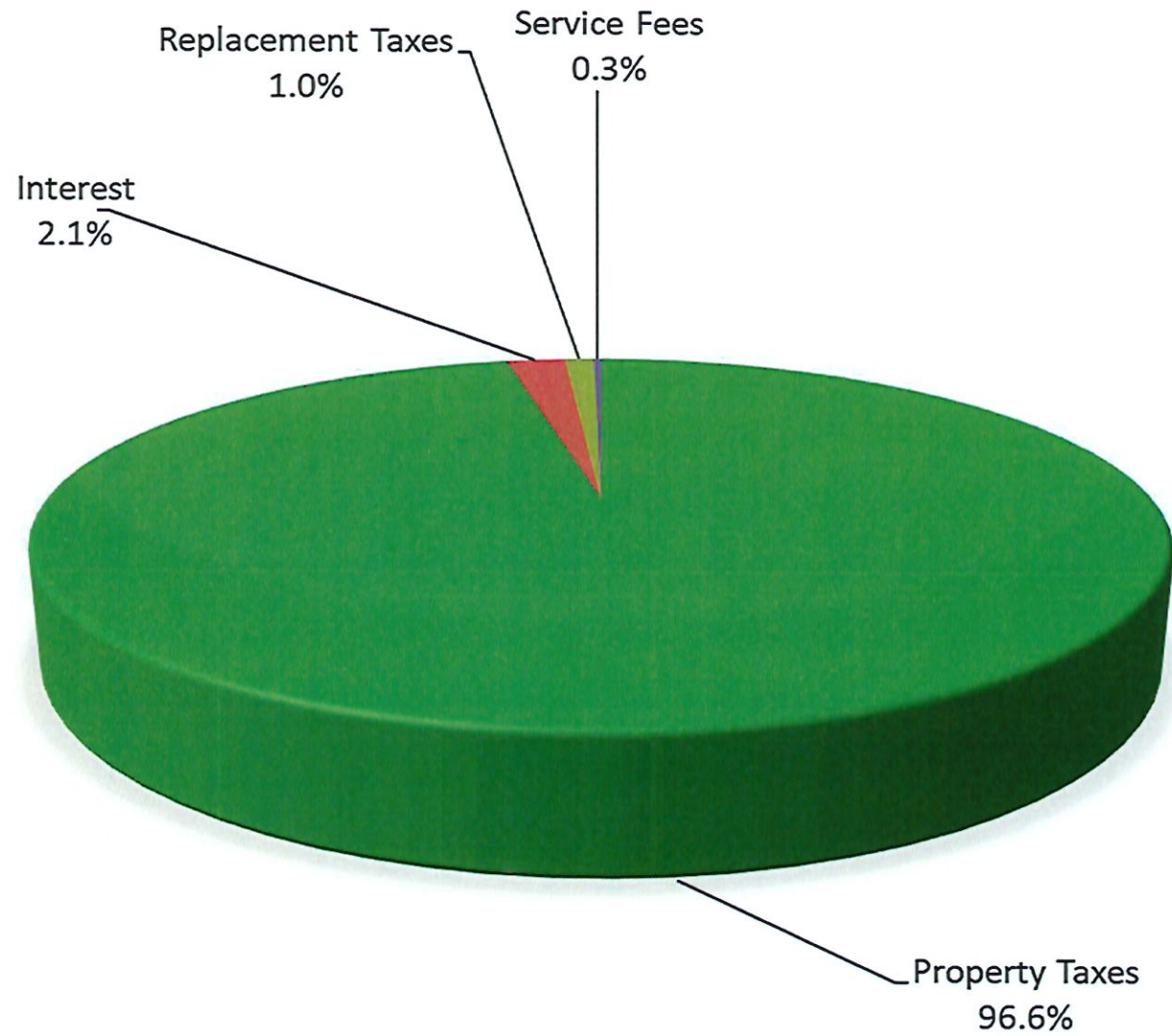
- 97% of Total Budget
- Property Taxes
 - Collected \$2,828,700 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$30,212 or 46%
- Interest
 - Collected \$61,772 or 134% of Budget
- Service Fees
 - Collected \$7,781 or 101% of Budget

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	61,772	46,000	134%	61,832	0%
Replacement Taxes	30,212	65,000	46%	47,953	-37%
Service Fees	7,781	7,700	101%	7,026	11%
Other Revenue (Program Rental)	20	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	226	2,100	11%	11,809	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,928,711	3,009,309	97%	2,776,241	5%
Budgeted Revenues	3,009,309				
% Diff	97%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

58% of Budget Year

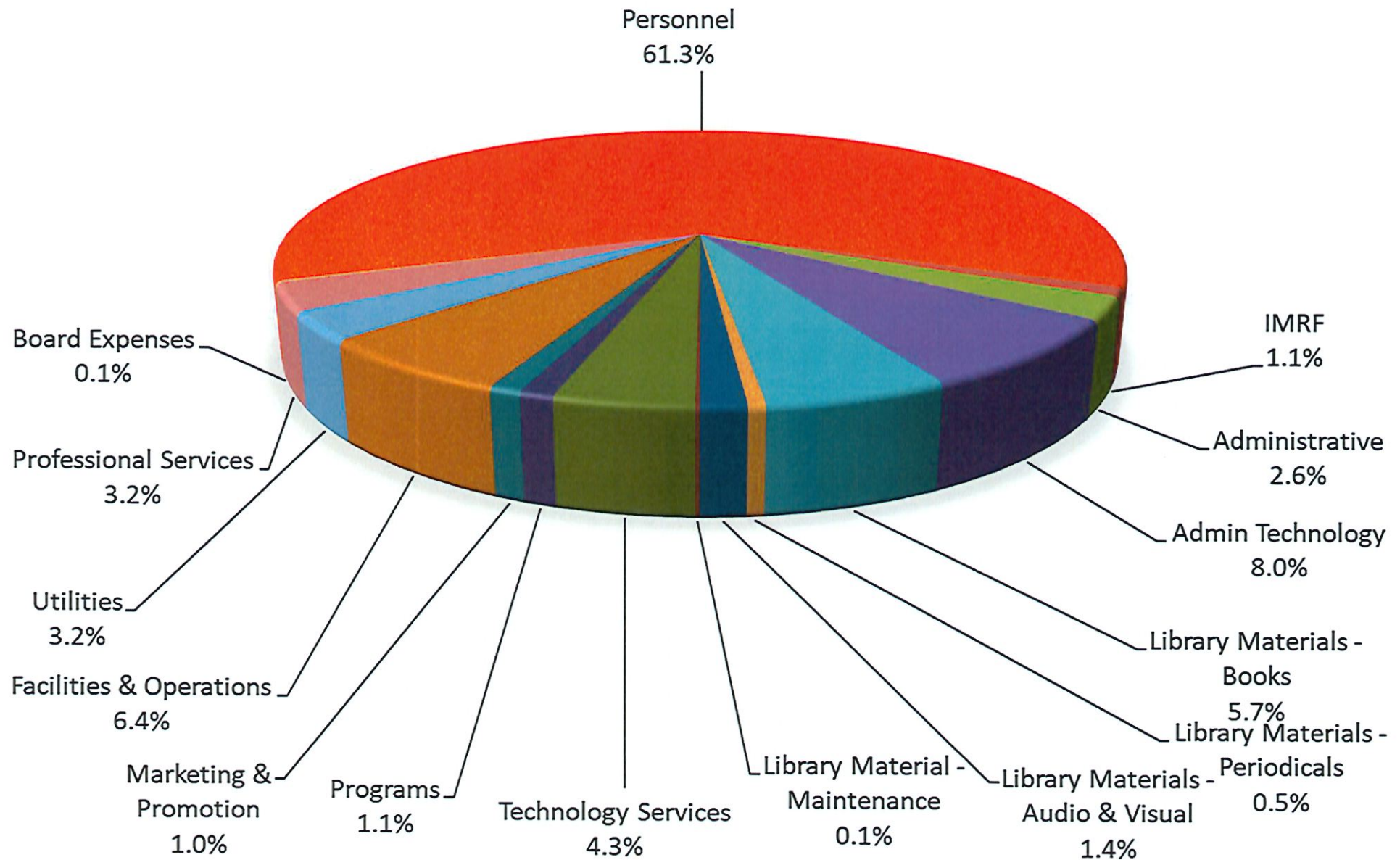
- 53% of Total Budget
- Admin. Technology
 - 76% of Budget
- Library Materials
 - 57% of Budget
- Professional Services
 - 64% of Budget
- Facilities & Operations
 - 56% of Budget
- Utilities
 - 64% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	977,443	1,842,626	53%	869,255	12%
IMRF	17,697	149,876	12%	65,758	-73%
Administrative	41,184	82,215	50%	35,943	15%
Admin Technology	127,522	167,895	76%	80,284	59%
Library Materials - Books	90,248	153,999	59%	98,824	-9%
Library Materials - Periodicals	8,476	9,500	89%	7,087	20%
Library Materials - Audio & Visual	22,535	49,850	45%	20,662	9%
Library Material - Maintenance	68,092	119,248	57%	81,283	-16%
Technology Services	2,044	10,560	19%	1,104	85%
Programs	17,147	42,886	40%	18,341	-7%
Marketing & Promotion	15,670	28,398	55%	19,163	-18%
Facilities & Operations	102,544	184,360	56%	140,769	-27%
Utilities	51,201	79,660	64%	46,124	11%
Professional Services	51,279	80,636	64%	37,475	37%
Board Expenses	2,185	7,600	29%	2,808	-22%
Actual Expenditures	1,595,268	3,009,309	53%	1,524,879	5%
Budgeted Expenditures	3,009,309				
% Diff	53%				
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 7 Month(s) Ended January 31, 2025
FISCAL YEAR 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2025

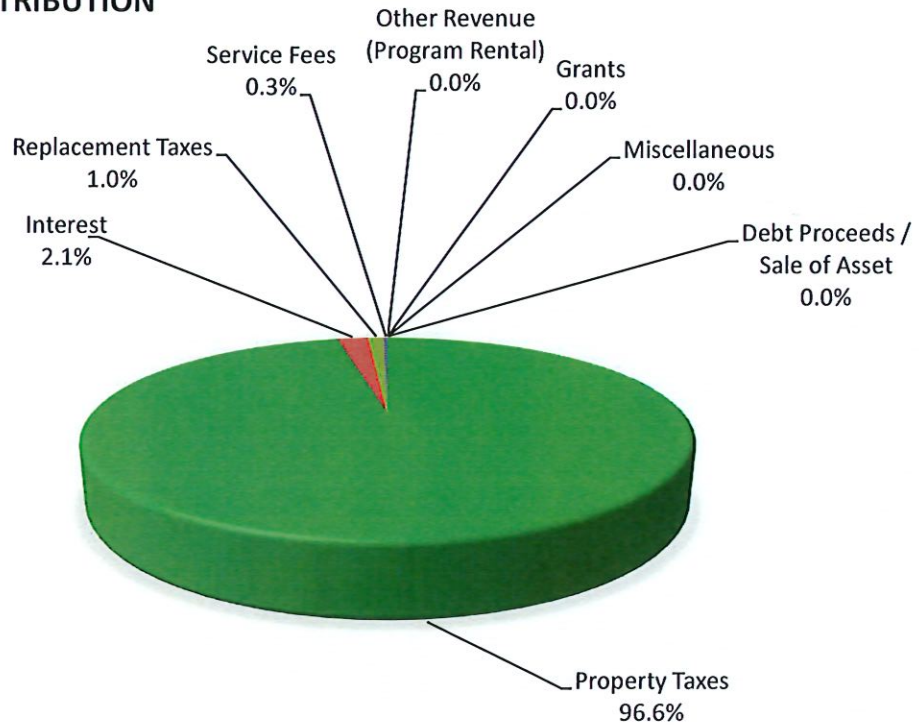
58% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,828,700	2,845,551	99%
Interest	61,772	46,000	134%
Replacement Taxes	30,212	65,000	46%
Service Fees	7,781	7,700	101%
Other Revenue (Program Rental)	20	-	0%
Grants	-	42,958	0%
Miscellaneous	226	2,100	11%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,928,711	<u>3,009,309</u>	<u>97%</u>
	<u>Budgeted Revenues</u> 3,009,309		
	% Diff 97%		
OPERATING EXPENDITURES			
Personnel	977,443	1,842,626	53%
IMRF	17,697	149,876	12%
Administrative	41,184	82,215	50%
Admin Technology	127,522	167,895	76%
Library Materials - Books	90,248	153,999	59%
Library Materials - Periodicals	8,476	9,500	89%
Library Materials - Audio & Visual	22,535	49,850	45%
Library Material - Maintenance	2,044	10,560	19%
Technology Services	68,092	119,248	57%
Programs	17,147	42,886	40%
Marketing & Promotion	15,670	28,398	55%
Facilities & Operations	102,544	184,360	56%
Utilities	51,201	79,660	64%
Professional Services	51,279	80,636	64%
Board Expenses	2,185	7,600	29%
	<u>Actual Expenditures</u> 1,595,268	<u>3,009,309</u>	<u>53%</u>
	<u>Budgeted Expenditures</u> 3,009,309		
	% Diff 53%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,333,443</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	178,527	350,000	51%
	<u>Actual Expenditures</u> 178,527	<u>350,000</u>	<u>51%</u>
	<u>Budgeted Expenditures</u> 350,000		
	% Diff 51%		
TOTAL SURPLUS / (DEFICIT)	<u>1,154,916</u>	<u>(350,000)</u>	
BEGINNING FUND BALANCE	<u>1,729,043</u>		
ENDING FUND BALANCE	<u>2,883,959</u>		

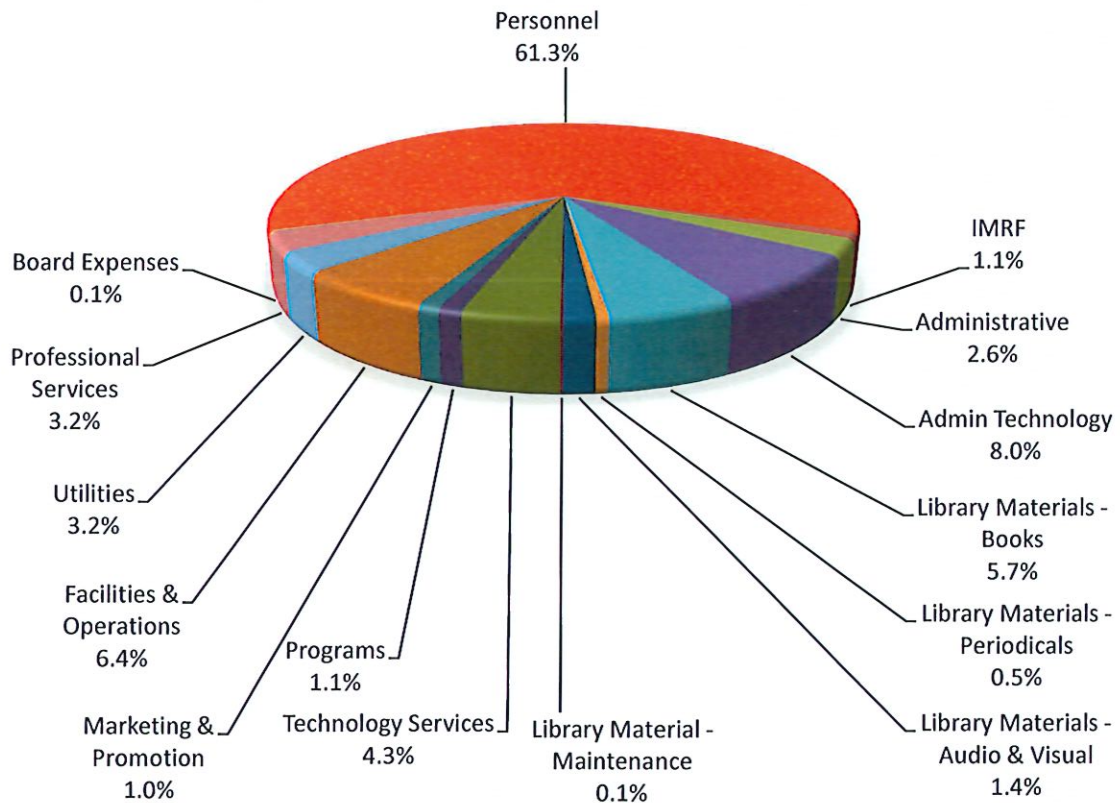
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2025

REVENUE DISTRIBUTION

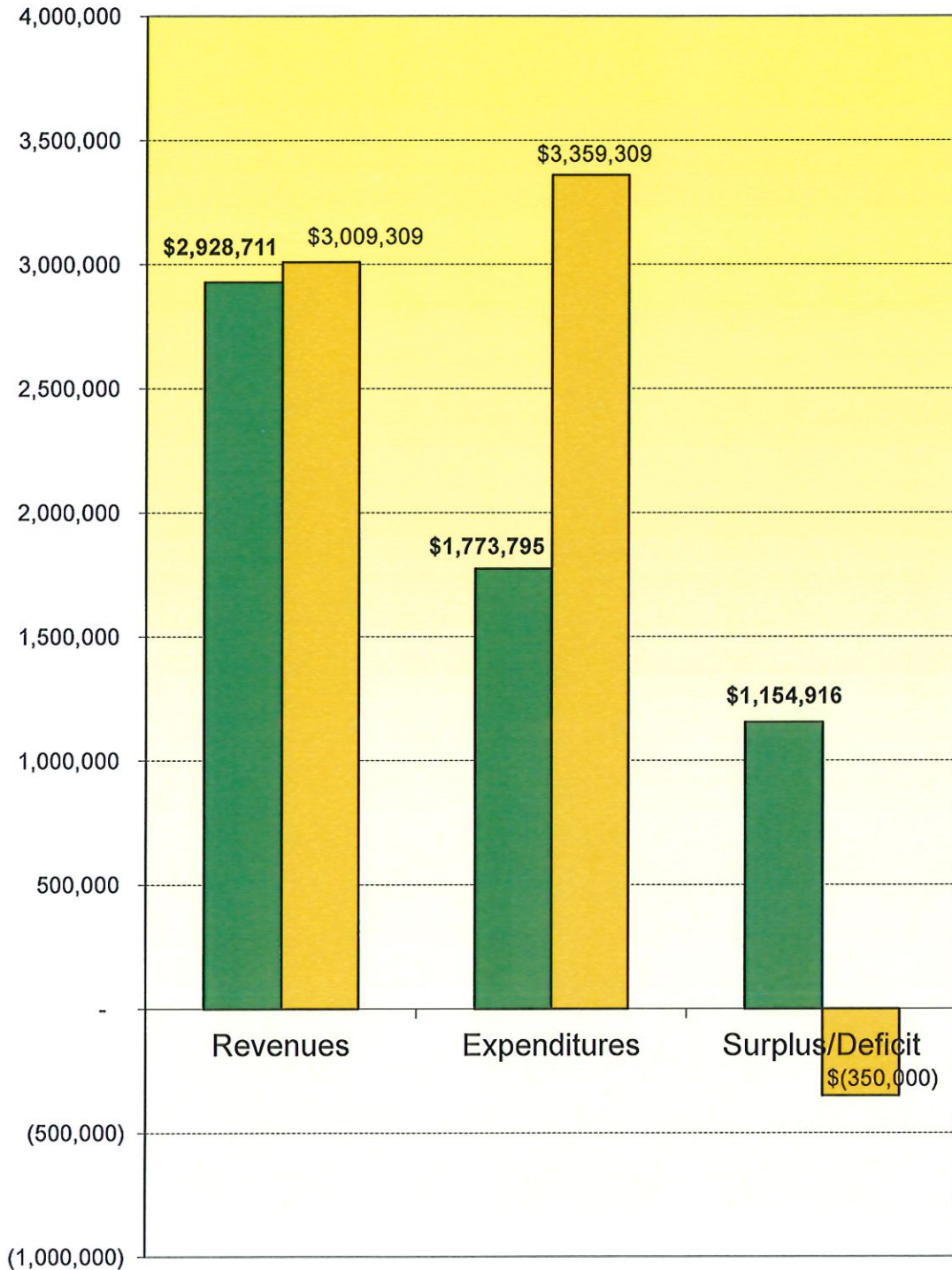


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2025



■ YTD ■ Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 7 Month(s) Ended January 31, 2025

58% 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	58,900	1,940	932	61,772	46,000	134%
Replacement Taxes	30,212	-	-	30,212	65,000	46%
Service Fees	7,781	-	-	7,781	7,700	101%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	226	-	-	226	2,100	11%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,778,906	148,872	932	2,928,711	3,009,309	97%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	97%	99%	n/a	97%		
OPERATING EXPENDITURES						
Personnel	977,443	-	-	977,443	1,842,626	53%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	41,110	-	73	41,184	82,215	50%
Admin Technology	127,522	-	-	127,522	167,895	76%
Library Materials - Books	90,248	-	-	90,248	153,999	59%
Library Materials - Periodicals	8,476	-	-	8,476	9,500	89%
Library Materials - Audio & Visual	22,535	-	-	22,535	49,850	45%
Library Material - Maintenance	2,044	-	-	2,044	10,560	19%
Technology Services	68,092	-	-	68,092	119,248	57%
Programs	17,147	-	-	17,147	42,886	40%
Marketing & Promotion	15,670	-	-	15,670	28,398	55%
Facilities & Operations	102,544	-	-	102,544	184,360	56%
Utilities	51,201	-	-	51,201	79,660	64%
Professional Services	51,279	-	-	51,279	80,636	64%
Board Expenses	2,185	-	-	2,185	7,600	29%
Actual Expenditures	1,577,498	17,697	73	1,595,268	3,009,309	53%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	55%	12%	n/a	53%		
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		
TOTAL SURPLUS / (DEFICIT)	1,022,882	131,175	859	1,154,916	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,595,789	161,737	126,433	2,883,959	1,379,043	
Fund Balance as % of Total Expenditures	148%	914%	n/a	163%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	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	30,212.31	5,416.67	30,212.31	0.00	0.00	30,212.31	65,000.00	-34,787.69	46.48%
33000 · INTEREST INCOME	7,322.46	3,750.00	58,899.64	1,939.92	0.00	60,839.56	45,000.00	15,839.56	135.2%
33040 · INTEREST-IL FUND BLDG CONST	0.00	83.33	0.00	0.00	932.13	932.13	1,000.00	-67.87	93.21%
35100 · FINES	11.00	0.00	50.27	0.00	0.00	50.27	0.00	50.27	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	728.90	375.00	5,848.31	0.00	0.00	5,848.31	4,500.00	1,348.31	129.96%
35510 · LOST AND PAID MATERIALS	45.99	100.00	1,277.82	0.00	0.00	1,277.82	1,200.00	77.82	106.49%
35710 · NON RESIDENT FEES	0.00	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	26.00	25.00	169.78	0.00	0.00	169.78	300.00	-130.22	56.59%
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%
	38,346.66	250,775.75	2,778,906.46	148,872.37	932.13	2,928,710.96	3,009,309.00	-80,598.04	97.32%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	158,382.61	121,715.17	785,364.50	0.00	0.00	785,364.50	1,460,582.00	-675,217.50	53.77%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	24,586.70	22,395.33	130,855.38	0.00	0.00	130,855.38	268,744.00	-137,888.62	48.69%
41120 · FICA EXPENSE	11,777.86	9,083.33	58,469.36	0.00	0.00	58,469.36	109,000.00	-50,530.64	53.64%
41130 · UNEMPLOYMENT COMPENSATION	94.39	166.67	454.21	0.00	0.00	454.21	2,000.00	-1,545.79	22.71%
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	194,841.56	153,552.17	977,443.45	0.00	0.00	977,443.45	1,842,626.00	-865,182.55	53.05%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	473.14	1,181.67	6,538.63	0.00	0.00	6,538.63	14,180.00	-7,641.37	46.11%
41320 · TRAVEL	-76.55	316.33	767.39	0.00	0.00	767.39	3,796.00	-3,028.61	20.22%
41330 · ASSOCIATION DUES	190.00	520.42	2,969.00	0.00	0.00	2,969.00	6,245.00	-3,276.00	47.54%
41332 · PAYROLL PROCESSING	761.63	683.33	4,376.76	0.00	0.00	4,376.76	8,200.00	-3,823.24	53.38%
41334 · OFFICE SUPPLIES GENERAL	733.78	495.83	4,874.70	0.00	73.47	4,948.17	5,950.00	-1,001.83	83.16%
41336 · OFFICE EQUIPMENT	1,496.23	1,695.33	10,840.36	0.00	0.00	10,840.36	20,344.00	-9,503.64	53.29%
41338 · POSTAGE	1,500.00	583.33	4,992.60	0.00	0.00	4,992.60	7,000.00	-2,007.40	71.32%
41342 · ADMINISTRATIVE MISC	99.00	116.67	1,714.41	0.00	0.00	1,714.41	1,400.00	314.41	122.46%
41344 · SUPPLIES-FOOD	382.88	583.33	1,995.11	0.00	0.00	1,995.11	7,000.00	-5,004.89	28.5%
41346 · MATERIALS & RESOURCE RECOVERY	98.50	133.33	1,132.75	0.00	0.00	1,132.75	1,600.00	-467.25	70.8%
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	5,658.61	6,851.25	41,110.36	0.00	73.47	41,183.83	82,215.00	-41,031.17	50.09%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2025

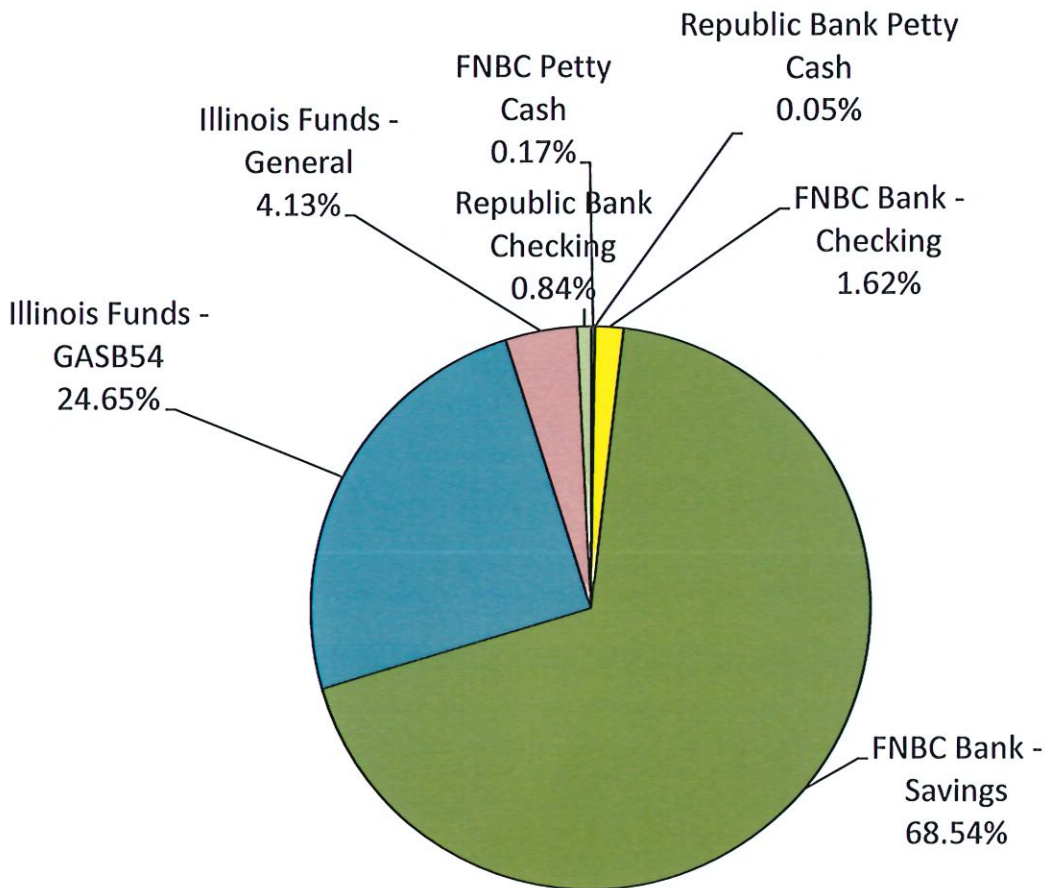
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	2,277.60	2,709.25	66,793.05	0.00	0.00	66,793.05	32,511.00	34,282.05	205.45%
41410 · SOFTWARE STAFF	1,991.95	3,553.75	4,703.35	0.00	0.00	4,703.35	42,645.00	-37,941.65	11.03%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	6,174.89	6,410.42	47,578.15	0.00	0.00	47,578.15	76,925.00	-29,346.85	61.85%
41425 · WARRANTIES/EXTENDED CARE	159.90	1,317.83	8,447.04	0.00	0.00	8,447.04	15,814.00	-7,366.96	53.42%
Subtotal	10,604.34	13,991.25	127,521.59	0.00	0.00	127,521.59	167,895.00	-40,373.41	75.95%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	0.00	4,269.08	44,445.87	0.00	0.00	44,445.87	51,229.00	-6,783.13	86.76%
42120 · BOOKS-ADULT	8,509.02	5,891.67	36,914.51	0.00	0.00	36,914.51	70,700.00	-33,785.49	52.21%
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	954.87	416.67	1,570.59	0.00	0.00	1,570.59	5,000.00	-3,429.41	31.41%
42140 · BOOKS-YOUTH	772.93	2,141.67	6,102.24	0.00	0.00	6,102.24	25,700.00	-19,597.76	23.74%
42170 · RBP/ILL BOOK REPLACEMENT	161.55	83.33	1,149.19	0.00	0.00	1,149.19	1,000.00	149.19	114.92%
Subtotal	10,398.37	12,833.25	90,248.25	0.00	0.00	90,248.25	153,999.00	-63,750.75	58.6%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	426.67	791.67	8,476.07	0.00	0.00	8,476.07	9,500.00	-1,023.93	89.22%
Subtotal	426.67	791.67	8,476.07	0.00	0.00	8,476.07	9,500.00	-1,023.93	89.22%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	2,251.00	2,958.33	17,709.93	0.00	0.00	17,709.93	35,500.00	-17,790.07	49.89%
42330 · AV MATERIALS-YOUNG ADULT	242.56	208.33	768.14	0.00	0.00	768.14	2,500.00	-1,731.86	30.73%
42340 · AV MATERIALS-YOUTH	16.98	987.50	4,057.23	0.00	0.00	4,057.23	11,850.00	-7,792.77	34.24%
Subtotal	2,510.54	4,154.17	22,535.30	0.00	0.00	22,535.30	49,850.00	-9,524.63	45.21%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	8,335.50	2,778.50	25,006.50	0.00	0.00	25,006.50	33,342.00	-8,335.50	75.0%
42405 · INTERNET SERVICES	2,017.64	2,004.00	14,064.52	0.00	0.00	14,064.52	24,048.00	-9,983.48	58.49%
42420 · SOFTWARE PUBLIC	840.00	1,176.50	8,647.70	0.00	0.00	8,647.70	14,118.00	-5,470.30	61.25%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	406.00	3,978.33	20,373.52	0.00	0.00	20,373.52	47,740.00	-27,366.48	42.68%
Subtotal	11,599.14	9,937.33	68,092.24	0.00	0.00	68,092.24	119,248.00	-32,836.78	57.1%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	350.14	862.50	2,044.37	0.00	0.00	2,044.37	10,350.00	-8,305.63	19.75%
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	350.14	880.00	2,044.37	0.00	0.00	2,044.37	10,560.00	-8,305.63	19.36%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	593.83	1,000.00	6,407.87	0.00	0.00	6,407.87	12,000.00	-5,592.13	53.4%
44130 · PROGRAMS-YOUNG ADULT	399.50	333.33	1,219.11	0.00	0.00	1,219.11	4,000.00	-2,780.89	30.48%
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	-845.92	1,057.17	3,073.88	0.00	0.00	3,073.88	12,686.00	-9,612.12	24.23%
44145 · EVENTS AND OUTREACH	51.71	766.67	6,407.99	0.00	0.00	6,407.99	9,200.00	-2,792.01	69.65%
Subtotal	199.12	3,573.83	17,146.59	0.00	0.00	17,146.59	42,886.00	-12,404.13	39.98%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	157.00	333.33	1,762.00	0.00	0.00	1,762.00	4,000.00	-2,238.00	44.05%
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	71.05	200.00	1,677.70	0.00	0.00	1,677.70	2,400.00	-722.30	69.9%
44240 · PROMO MATERIALS-YOUTH	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
44245 · PROGRAM GUIDE	1,200.00	1,433.33	9,929.82	0.00	0.00	9,929.82	17,200.00	-7,270.18	57.73%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	1,428.05	2,366.50	15,670.28	0.00	0.00	15,670.28	28,398.00	-12,727.72	55.18%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
January 31, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E - FACILITIES & OPERATIONS									
45110 - JANITORIAL SERVICE	4,277.00	2,058.33	14,317.00	0.00	0.00	14,317.00	24,700.00	-10,383.00	57.96%
45112 - SECURITY SERVICE	0.00	1,775.00	9,995.00	0.00	0.00	9,995.00	21,300.00	-11,305.00	46.93%
45115 - JANITORIAL SUPPLIES	594.60	508.33	3,717.72	0.00	0.00	3,717.72	6,100.00	-2,382.28	60.95%
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	11,832.00	0.00	0.00	11,832.00	26,000.00	-14,168.00	45.51%
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	-556.70	933.33	13,865.91	0.00	0.00	13,865.91	11,200.00	2,665.91	123.8%
45150 - HVAC R & M	1,929.00	2,083.33	22,237.08	0.00	0.00	22,237.08	25,000.00	-2,762.92	88.95%
45155 - GENERAL BLDG SERVICES	261.50	155.00	1,464.44	0.00	0.00	1,464.44	1,860.00	-395.56	78.73%
45160 - CONTRACT INSPECTION & MAINTENAN	1,106.25	2,000.00	17,270.22	0.00	0.00	17,270.22	24,000.00	-6,729.78	71.96%
45165 - INTERIOR R & M-OTHER	2,218.32	1,125.00	1,749.00	0.00	0.00	1,749.00	13,500.00	-11,751.00	12.96%
Subtotal	13,773.97	15,363.33	102,544.37	0.00	0.00	102,544.37	184,360.00	-81,815.63	55.62%
12E - UTILITIES									
45310 - UTILITIES-GAS	1,182.28	816.67	6,700.72	0.00	0.00	6,700.72	9,800.00	-3,099.28	68.38%
45320 - UTILITIES-ELECTRIC	3,961.96	3,496.67	28,565.58	0.00	0.00	28,565.58	41,960.00	-13,394.42	68.08%
45330 - UTILITIES-TELEPHONE	1,408.82	1,600.00	10,320.87	0.00	0.00	10,320.87	19,200.00	-8,879.13	53.76%
45340 - UTILITIES-WATER	0.00	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	722.93	0.00	0.00	722.93	1,200.00	-477.07	60.24%
Subtotal	6,641.05	6,638.33	51,201.00	0.00	0.00	51,201.00	79,660.00	-28,459.00	64.27%
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	1,848.00	1,000.00	4,456.50	0.00	0.00	4,456.50	12,000.00	-7,543.50	37.14%
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	11,025.00	0.00	0.00	11,025.00	19,000.00	-7,975.00	58.03%
Subtotal	3,423.00	6,719.67	51,279.00	0.00	0.00	51,279.00	80,636.00	-29,357.00	63.59%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	55.00	208.33	110.00	0.00	0.00	110.00	2,500.00	-2,390.00	4.4%
45605 - PROF SERVICES-SECRETARIAL	340.00	341.67	1,700.00	0.00	0.00	1,700.00	4,100.00	-2,400.00	41.46%
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	2,184.67	0.00	0.00	2,184.67	7,600.00	-5,415.33	28.75%
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	0.00	0.00	178,527.00	0.00	0.00	178,527.00	0.00	178,527.00	100.0%
Subtotal	0.00	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	262,194.56	279,942.42	1,756,024.54	17,697.39	73.47	1,773,795.40	3,359,309.00	-1,585,513.60	52.8%
	-223,847.90	-29,166.67	1,022,881.92	131,174.98	858.66	1,154,915.56	-350,000.00	1,504,915.56	-329.98%

**West Chicago Public Library District
Investments
January 31, 2025**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	4,906
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%	47,702
FNBC Bank - Savings	#0317	MM	2.59%	2,016,318
Illinois Funds - GASB54	#6950	MM	Various	725,209
Illinois Funds - General	#5519 / 1507	MM	Various	121,377
Republic Bank Checking	#4130	A/P	n/a	24,675
Total				\$ 2,941,752



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ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

BOARD TRANSITION

CONSOLIDATED ELECTION APRIL 1, 2025

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: February 18, 2025

This memorandum reminds you of dates relevant to Board transition following the election of Library Trustees (Library Districts and Village Libraries) at the Consolidated Election scheduled for April 1, 2025.

For Library Trustees in City Libraries who are appointed (vs. elected), see Section III below.

I. TRUSTEES - LIBRARY DISTRICTS

Tuesday, April 1, 2025:	Consolidated Election
Monday, May 19, 2025:	Terms begin for elected Trustees (third Monday in May) ¹
Saturday, June 14, 2025:	Last day to take Oath of Office and elect Board Officers (within 74 days after the election) ²

¹ 75 ILCS 16/30-IO(b)

² 75 ILCS 16/30-40

Comments

Current Trustees are entitled to serve until May 19, 2025 or "until their respective successors are elected and qualified". To be "qualified," Trustees must take the Oath of Office. Accordingly, sometime between May 19, 2025 and June 14, 2025, the Board should meet, administer the Oath (or verify administration of the Oath by a Notary Public), and elect Board Officers. Depending on the Board's meeting schedule, a Special Meeting may be necessary.

Until May 19, 2025 (or later depending on the P¹ meeting of the new Board), the existing Board remains intact to conduct Library District business.

Relevant provisions of the Library District Act provide:

1. The terms of all Trustees shall begin on the third Monday of the month next following the month of the election. 75 ILCS 16/30-10 (b)
2. Organization of board; qualification and oath of Trustees.
 - (a) Within 74 days after their election or appointment, the incumbent and new Trustees shall take their oath of office as prescribed by law and meet to organize the Board.
 - (b) The first action taken at the meeting shall be the election of a president, a vice-President, a Secretary, and a Treasurer from among the Trustees. The Secretary shall then record the membership of the Board.
 - (c) Trustees duly elected or appointed as certified by the appropriate election authority or appointing authority shall be qualified to serve as Trustees under this Act. The required oath shall be taken and subscribed before a notary public or the Secretary of the Board.
3. Within 60 days after the organization of the Board the Secretary shall file with the County Clerk and the State Librarian, a statement listing the names and addresses of the Trustees and Officers and their respective terms in office. 75 ILCS 16-30-40(d).

II. TRUSTEES - VILLAGE LIBRARIES

Tuesday, April 1, 2025:	Consolidated Election
Saturday, May 31, 2025:	Last day to take Oath of Office and elect Board Officers (within 60 days after the election) ³

Comments

Relevant provisions of the Local Library Act provide:

Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

³ 75 ILCS 5/4-6

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office... 75 ILCS 5/4-6

Until such time as the new Board meets and "organizes", the existing Board remains intact to conduct Library business. There is no provision in the Local Library Act similar to the Library District Act specifying the beginning date for the term of the Trustees of Village Libraries. Typically, the organizational meeting of the Board takes place in May following the April election.

III. TRUSTEES-CITY LIBRARIES

Library Trustees for City Libraries are appointed for 3 year terms which begin July 1.

Relevant provisions of the Local Library Act provide:

The first library trustees of a city shall hold office as follows: one-third shall serve for one year, one-third for 2 years, and one-third for 3 years, from the first of July following their appointment. At their first regular meeting, those trustees shall cast lots for the respective terms. Annually thereafter the mayor shall, before the first of July of each year, appoint as before 3 trustees to take the place of the retiring trustees. The trustees appointed by the mayor shall hold office for 3 years and until their successors are appointed. 75 ILCS 5/4-1.1 (a)

• • •

Within 60 days after their election or appointment, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed before the Secretary or Secretary pro tempore of the library board, the County Clerk of the county containing all or a larger portion of the library, the Judge entering the order for the establishment referendum or before any other person authorized to administer oaths.

The first action taken at the organizational meeting of the board shall be the election of a President and a Secretary and such other officers as the board may deem necessary, and the board shall further provide in the bylaws of the board as to the length of the terms in office... 75 ILCS 5/4-6

IV. OATH OF OFFICE

Attached for reference is an Oath of Office (alternate forms -Board Secretary and Notary Public)

V. OPEN MEETINGS ACT TRAINING **(5 ILCS 120/1.05)**

The Open Meetings Act requires new Trustees to "successfully complete the electronic training curriculum developed and administered by the Public Access Counselor".

The training should be completed within 90 days after a Trustee takes the Oath of Office.

New Trustees should file with the Library the certificate of completion of the training.

Trustees who previously completed the training and filed a certificate of completion with the Library are not required to re-take the training.

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
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221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
Phone (630) 665-1900
Facsimile (630) 665-0407

https://psnrbcom.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Consolidated Election 2025.doc

OATH OF OFFICE- LIBRARY TRUSTEE

----- **Public Library (District)**

I, -----, solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

(Signature)

Trustee's printed name

Date: -----

State of Illinois)
County of __ _) SS.

I, -----, a Notary Public in and for said County and State, hereby certify that ----- personally known to me to be the same person whose name is subscribed above, appeared before me this day in person and acknowledged that (s)he signed the Oath of Office as his/her free and voluntary act.

Given under my hand and official seal this __ day of ----- 20

(Impress Notary Seal Here) _____
Notary Public

Commission Expires -----

The Library should retain a signed copy of this Oath of Office.

Library Director Report

February 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 58.3%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$725,208.96 (+ \$2,795.19)
 - New Building & Construction Fund: \$36,774.31 (+ \$141.76)
 - General (Corporate) Fund: \$84,602.94 (+ \$326.10)

PHYSICAL PLANT

- ❖ Buck Services continues to provide janitorial services weekly Monday through Saturday
- ❖ The bi-annual boiler inspection was completed on 1/23. No issues were noted and both boilers passed inspection.
- ❖ Kellenberger Electric replaced a light fixture in the main level janitorial closet on 1/27. The broken fixture was a fluorescent light fixture with a ballast. The new fixture is LED.
- ❖ The annual elevator inspection was completed on 1/29. The elevator passed inspection with no issues.
- ❖ Delta Controls were on-site 1/29 and 2/17 to address communications issues with the old Trane VAV boxes, currently not displaying temperatures in the building automation system (BAS).
- ❖ Additional missing and cracked pavers due to snow removal were replaced with concrete on 1/29.
- ❖ Midwest Mechanical responded on 2/3 to address an alarm on boiler 1. It was recommended that Midwest and Delta be scheduled simultaneously to investigate the communications and alarm issues recently experienced.
- ❖ Stanley Steemer cleaned 9 fabric chairs and 1 ottoman on 2/4.
- ❖ Armbrust Plumbing investigated a leaking faucet in the youth services workroom on 2/4. It was determined that the faucet needed to be replaced, which happened on 2/17. There was also a broken spout on the drinking fountain in adult services. A replacement part was ordered and will be installed when it arrives.

TECHNOLOGY

- ❖ Met with TBS to review copier satisfaction; printing levels against our contract, and all of the copiers/printers were cleaned.

Library Director Report

February 2025

PERSONNEL

❖ The Library Director:

- Attended the board meeting on 1/27
- Met with each of the managers and department staff individually on 1/29
- Attended part 2 of the IMRF Authorized Agent mandatory training on 1/29, which covered benefits, employer rates, retirement, and legislation
- Attended a Library Director's meeting at the St. Charles Public Library District on 1/30
- Attended the SWAN COW meeting on 2/4 for a presentation of the proposed budget for FY2026
- Attended Rotary meetings on 2/5 & 19
- Participated in the strategic planning retreat at District 94 on 2/6 from 9:00 a.m. to 3:00 p.m.
- Hosted the Managers Advisory Meeting on 2/10
- Hosted the Administrative Services Team Meeting on 2/11
- Provided training for the Facilities Assistant

❖ Employee Highlights

- Juan M. began as the Facilities Assistant on 2/10
- Technical Services Manager, Mike N. celebrated his 17-year anniversary on 2/12
- Circulation Services Assistant, Rosario G. resigned from her position effective 3/8
- Michelle E., student in the College of DuPage LTA program, began her practicum experience with the West Chicago Public Library District on 1/28

MISCELLANEOUS

❖ Staff In-Service

- The library will be closed on Friday, March 7 for staff in-service.

❖ Lions/Rotary Pancake Breakfast

- The Lions/Rotary pancake breakfast fundraiser will be held at the West Chicago Community High School on Sunday, March 23 from 8:00 a.m. to 1:00 p.m. Please join us if you are able.

Department Reports

January 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – January
 - Total opens: 28,995
 - § December +26.8%
 - § November -20.3%
 - § January '24 +16.4%
 - Biweekly Program Newsletters x 9
 - § Total opens: 17,190
 - December +13.09%
 - November +1.6%
 - January '24 +5.92%
 - Special Program Highlight Emails x 7
 - December +40%
 - November --
 - January '24 +133%
 - § Total opens: 11,805
 - December +53.9%
 - November -39.04%
 - January '24 +35.1%
 - § Events promoted by a SPH Email include:
 - YS Monthly Breakdown
 - Nature Storytime w/ Morton Arboretum
 - Bumper to Bumper
 - Hidden Messages
 - Lunar New Year programming (YS)
 - Sips & Dips (YS List)
 - Boba Tea Party
- Social Media Campaigns
 - Social posts x 21
 - § December -4.8%
 - § November +15.8%
 - § January '24 +90.9%
 - Total impressions: 5,477
 - § December +27.4%
 - § November -12.7%

- § January '24 -2.5%
- Total reach: 5,090
 - § December +24.8%
 - § November -12.8%
 - § January '24 -4.3%
- Total engagements: 138
 - § December +70.4%
 - § November +4.5%
 - § January '24 -17.4%
- Physical Materials
 - Spring Program Guide created.
 - § Mailed to the public 02/07-02/10.

ADULT SERVICES

Engagement:

Programs: A total of 6 programs were offered in January with a total attendance of 42. Some programs include Needle Crafters, Bumper to Bumper and a Bilingual Bracelet craft.

There were 2 programs through Illinois Libraries Present in January. These included Chicago Pizza- Past Present and Future with Steve Dolinsky and Love and Laugh with Michelle Buteau. A total of 13 attended the live programs and 6 watched them asynchronously.

Take and Make Kits: We had a total of 58 make your own snowflake kits brought home in January.

ADULT SERVICES: TEEN

Programming: A total of 19 teens attended 4 programs in January. Some programs held were Snack Testers, Video game club and Tabletop n Treats.

In the YA area, there were 39 make and takes brought home in January.

CIRCULATION SERVICES

Circulation Statistics January 2025:

- 12,472 Total Items checked out, 9.98% decrease from January 2024.

- 3,220 Electronic materials checked out, 16.45% decrease from January 2024.
- The total value of the materials checked out by our patrons was \$76,510.55 during January 2024.
- During January 2024, we had 121 patrons using self-check and a total of 348 items checked out.

Patron Statistics January 2025:

- 4,812 Visitors to the library, 4.61% increase from January 2024.
- 88 New patrons added, 15.79% increase from January 2024.
- 10,016 Card holders, 13.71% decrease from January 2024.
- 34.62% of the district population have library cards, a 5.50% decrease from January 2024.

TECHNICAL SERVICES

Acquisitions:

- 961 Items ordered.
- 805 Items invoiced/received.
- 312 Items on-order.
- 133 Items received not processed.
- 4 Items cancelled.
- 2 Items returned.
- 0 Donations.
- 0 Replacement.

Cataloged:

- 2752 Items added to the collection.

Withdrawals:

- 233 Items withdrawn from the collection.

Material Maintenance:

- 44 Items repaired in house.

Other Activities:

- 341 Items moved from the new shelf to the regular collection.
- 322 Postage processed.
- 128 Invoices processed.
- 117 Invoices archived.
- 20 Records created.

- 14 Title transfers.
- 13 Missing items reclaimed.
- 13 West Chicago Suburban Life scanned and converted to searchable PDF.
- 11 Withdrawn books donated to Better World Books.

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 – January

Wireless Overview

January had **803 unique clients** with 1.12Tb of data used.

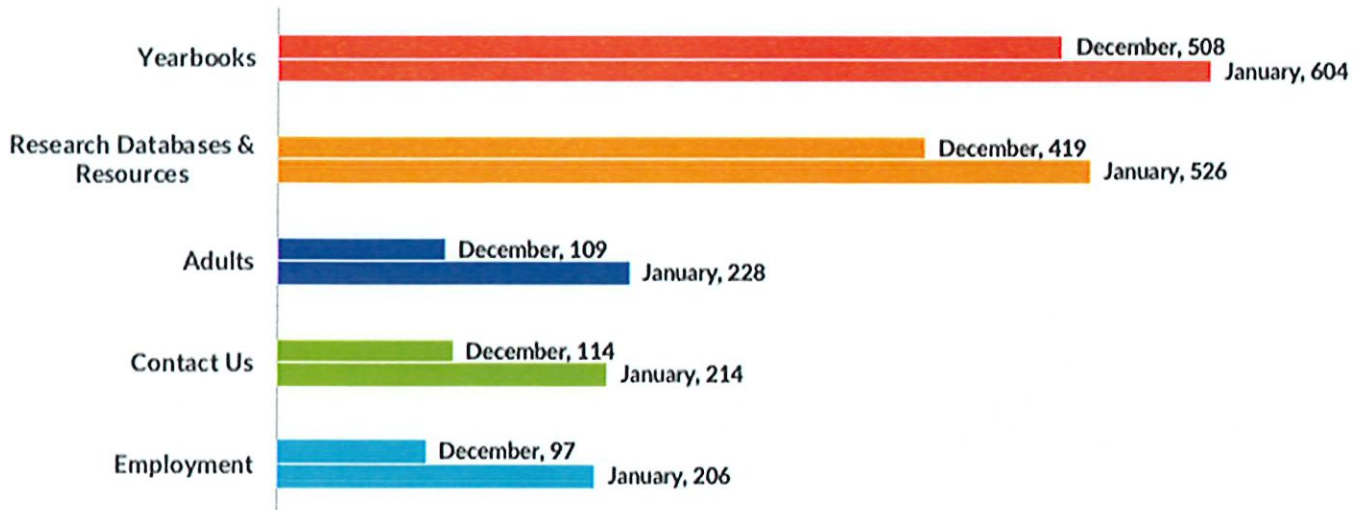
WiFi Usage January 2025



Website

In January we had **8,643 website visits**.

Top 5 Pages in January



Computer Usage

We had 479 users in January. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (December)	Average Time Per Session (December)	Total Logins (January)	Average Time Per Session (January)
Adult	337	45 Minutes	454	41 Minutes
Youth	22	35 Minutes	23	26 Minutes
Newspaper	0	0 Minutes	2	1 Hour 57 Minutes

PARKING LOT LEASE

This lease made this 1st day of March, 2025, between the CITY OF WEST CHICAGO, DuPage County, Illinois, (hereinafter referred to as "LESSEE") and the WEST CHICAGO PUBLIC LIBRARY DISTRICT, DuPage County, Illinois, (hereinafter referred to as "LESSOR").

1. LESSOR, in consideration of rents hereinafter reserved and of the covenants and conditions hereinafter contained, the adequacy and sufficiency of which the parties hereby stipulate, leases to LESSEE that portion of the premises shown in exhibit A and legally described as follows (the "LEASEHOLD"):

That part of Lot 1 of the West Chicago Library District Consolidation Plat located in the northeast quarter of Section 9 and the northwest quarter of Section 10, Township 39 North, Range 9 East of the Third Principal Meridian according to the plat thereof recorded October 29, 1992 as document no. R92-20687 in DuPage County, Illinois described as follows: Beginning at a point on the northeasterly line of said Lot 1, said line also being at the southwest right of way line of Turner Court said point being 318 feet northwesterly of the southeasterly corner of said Lot 1; Thence southeasterly along said northeasterly corner of Lot 1; Thence southwesterly along the southeasterly line of said Lot 1, a distance of 35.03 feet to the most southerly corner of said Lot 1; Thence northwesterly along the southwesterly and having a radius of 3362.78 feet, a distance of 463 feet to a point on said curve; Thence northeasterly along a line parallel with and 4 feet southeasterly of the southeasterly line of the West Chicago Library parking lot as presently constructed, a distance of 302 feet, more or less, to the place of beginning.

2. LESSEE shall have and hold said LEASEHOLD, subject to such rights, privileges, easements, and appurtenances thereto attaching and belonging for the term of five (5) years from and after the first day of March 2025, paying rent therefore, and yielding possession thereof as hereinafter provided.
3. LESSEE agrees to pay to LESSOR as rent for the premises the sum of One and no/100ths Dollars (\$1.00) per year.
4. LESSEE agrees that the LESSOR may at any time, for any reason, during the term of this LEASE, upon thirty (30) days prior written notice as hereinafter provided, terminate this Lease. Such determination shall be reflected in a motion, resolution or ordinance as appropriate of LESSOR'S corporate authority.

Subject to the LESSOR providing written notice as herein provided, LESSEE agrees to surrender possession of the LEASEHOLD to the LESSOR and make no further claims with respect to the LEASEHOLD based upon this Lease or otherwise.

5. LESSEE agrees it will not assign this Lease.

6. Any construction or related modifications or improvements shall be provided for in plans and specifications which shall be submitted to and approved by the LESSOR prior to the LESSEE commencing the work.
7. The LESSEE shall maintain all improvements located on the LEASEHOLD and shall pay all energy costs associated with the lighting provided thereon.
8. LESSEE agrees that LESSOR and the users of LESSOR'S library facilities may utilize the parking spaces provided, however, that LESSEE shall not be required to reserve parking spaces constructed upon the LEASEHOLD for the library or persons using the library.
9. LESSEE agrees any substantial failure on its part to keep conditions or covenants herein, after LESSOR'S notice thereof to LESSEE and a reasonable opportunity for LESSEE to cure such, shall constitute a breach hereof.
10. No changes in the terms or effect of this Lease shall be made except by joint written agreement signed and attested by both LESSOR and LESSEE.
11. To the fullest extent allowed by law, the LESSEE agrees to defend, indemnify and hold harmless the LESSOR, its grantors of easements, and their officials, agents and employees from any and all injuries, deaths, claims, suits, losses, damages, judgments, liabilities and defense costs arising in whole or in part out of the operation or maintenance of the said parking lot. LESSEE shall provide LESSOR with a certificate of insurance showing the coverage to be in effect, specifically insuring the above risks and showing LESSOR to be a named insured.
12. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:
 - A. LESSEE at:
City of West Chicago
475 Main Street
West Chicago, Illinois 60185
 - B. LESSOR at:
West Chicago Public Library District
118 W. Washington Street
West Chicago, Illinois 60185
 - C. To such other person or place which either party hereto by its prior written notice shall designate for notice to it from the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be filed by their duly authorized officers and their respective corporate seals to be affixed hereto on the day and year first written above.

CITY OF WEST CHICAGO, DuPage County, Illinois

By: _____
Mayor

ATTEST:

City Clerk

WEST CHICAGO PUBLIC LIBRARY DISTRICT,
DuPage County, Illinois

By: _____
President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees