



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, MARCH 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 – February 24, 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 March 2025
 - 2. Financial Statements for February 2025
- H. Communications
 - 1. Chronology for Annual Financial Ordinances -- 2025-2026 Fiscal Year
(*Law Offices of Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*)
- I. Reports
 - 1. President Patricia Weninger
 - 2. Library Director ATTACHMENT
 - A. In-Service Survey Results (March 7, 2025)
 - 3. Department Managers (Adult Services Presentation) ATTACHMENT
 - 4. Finance Committee Corrine Jakacki-Dattomo
- J. Unfinished Business
- K. New Business
 - 1. COLA and Merit Pool Recommendation for FY 2025 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, FEBRUARY 24, 2025
7:00 P.M.

A. CALL TO ORDER: President Weninger called the meeting to order at 7:02 p.m.

B. ROLL CALL:

TRUSTEES PRESENT: Patricia Weninger, President; Diane Kelsey, Secretary; Corrine Jakacki, Treasurer; and Richard Bloom and Scott Grotto, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Michael Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - January 27, 2025: Ms. Jakacki moved to approve the Minutes of January 27, 2025; seconded by Mr. Grotto. The minutes were approved as read. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: Joseph Sheehan.

E. PUBLIC COMMENTS: Mr. Sheehan stated he is running for Mayor of West Chicago. He loves libraries and regularly visits and spends time at local libraries. He thanked the library board and staff for all they do in operating the West Chicago Public Library District.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for February 2025: Ms. Jakacki moved that the board approve the payment of the bills in the amount of \$268,488.55; seconded by Mr. Grotto.

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

2. Financial Statements for January 2025: Ms. Jakacki stated the Library is 48% through the current fiscal year. The Library has received 97% of its budgeted revenues from property taxes. Expenditures have been paid at a rate of 53%.

H. COMMUNICATIONS:

1. The Library's law firm provided the Board and staff notification of the board transition following the consolidated election. Per statute, the terms for trustees in library districts begin as of the third Monday in May; however, Director Weseloh stated it has been the

DRAFT MINUTES ONLY

practice of the West Chicago Library that, since the board meets the fourth Monday of the month, the current board stays seated until the fourth meeting to approve the Minutes and the bills, and then the board transitions to seat the new trustees after they are sworn into office. That is how the board will move forward in May of this year.

I. REPORTS:

1. President's Report: President Weninger stated there will not be a manager's report at the February board meeting because the scheduled, manager was unable to attend the board meeting.

2. Library Director: Director Weseloh stated that the Library is about \$110,000 under its projected budgeted revenue. Interest income continues to track ahead of the anticipated revenue line item. Mr. Weseloh submit the paperwork to received the \$11 in unclaimed property from the State. Expected turnaround time to receive these funds is 8 to 12 weeks.

The biannual boiler inspection was completed in January with no issues noted. Ten days later Boiler 1 went into alarm mode, and it alarmed several times over a 7 to 10-day period. The contractor returned, worked all day, and replaced several parts. Boiler 1 has been working fine for five days as of the February board meeting.

The annual elevator inspection was completed January 29, 2025, and the new certificate was provided. Delta Controls was onsite a couple times to work on the Trane VAV boxes to connect with the Building Automation System.

Armbrust Plumbing was onsite to repair a leaking faucet in the Youth Services Department and a broken spout on a drinking fountain in the Adult Services Department.

The new Facilities Assistant began employment at the beginning of February, and he has been accomplishing many projects throughout the building. The Facilities Assistant will attend an upcoming board meeting to meet the trustees. He has moved the book plates out of the basement to an upstairs location.

Mr. Weseloh highlighted staff anniversaries. Some employees who have been pursuing post-secondary education while working at the library are now finding jobs in their fields and leaving their employment at the library. A new employee who is pursuing her LTA program at College of DuPage has begun her 1-to-2 year practicum experience at the Library.

Capital projects will restart in April, and the Facilities Assistant will take the lead on that work, which will allow Mr. Weseloh more time to continue focussing on the library work which he likes to do.

DRAFT MINUTES ONLY

The staff in-service is scheduled March 7, 2025.

The League of Women Voters and the West Chicago Community High School students are hosting a consolidated election candidates forum on March 18, 2025, from 6:00 to 9:00 p.m. at the high school. Candidates for the elected positions of West Chicago Mayor (8:05-9:00 p.m.), Library Board (6:00-6:40 p.m.), and City Council (6:45-7:45 p.m.) will participate in the forum. Enter at Entrance 6.

The parking lot lease between the Library and the City of West Chicago is up for renewal and needs signatures from the Board President and Secretary.

3. Department Managers - No report given.

J. Unfinished Business: None.

K. New Business:

1. Parking Lot Lease Renewal with the City of West Chicago: The five-year lease is due for renewal. The lease contains a 30-day "out" clause if the Library would like to regain the use of the property for any purpose, such as development of the property or Library expansion or remodeling.

The City of West Chicago provides the Library proof of its insurance coverage on this leased property.

Ms. Jakacki moved to approve the parking lot lease renewal with the City of West Chicago; seconded by Mr. Grotto.

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

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None held.

N. ADJOURNMENT: President Weninger stated there was no need for a closed session after the board meeting, and she adjourned the meeting at 7:25 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 24-Mar-25

FINANCIAL STATEMENT DATE: February 28, 2025

Payroll dated:

2/14/2025	Net Payroll	\$ 36,988.60
	Federal Liability Payment	\$ 10,720.47
	State Liability Payment	\$ 2,263.34
	Paylocity Fee	\$ 567.37

2/28/2025	Net Payroll	\$ 39,447.80
	Federal Liability Payment	\$ 11,256.91
	State Liability Payment	\$ 2,376.12
	Paylocity Fee	\$ 407.62

Net Payroll
Federal Liability Payment
State Liability Payment
Paylocity Fee

TOTAL	\$ 104,028.23
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State Bank of IL

Operating - Manual Cks	Check No.	\$ 23,772.02
Operating - System Cks	Check No.	\$ 92,006.44
Operating - Credit Card	Check No.	\$ 2,829.09
Librarian's Petty Cash	Check No.	\$ 510.64

TOTAL	\$ 119,118.19
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Total Bills for Approval	\$ 223,146.42
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District
Transaction List by Vendor
 March 2025

	<u>Date</u>	<u>Transaction Type</u>	<u>Num</u>	<u>Posting</u>	<u>Memo/Description</u>	<u>Account</u>	<u>Amount</u>
ACC Business	03/24/2025	Bill Payment (Check)	26043	Yes	1236036	10300 Bank Accounts:FNBC Bank - Checking - 6031	-613.64
Accurate Office Supplies	03/24/2025	Bill Payment (Check)	26058	Yes	6401	10300 Bank Accounts:FNBC Bank - Checking - 6031	-530.86
Albertsons-Safeway	03/24/2025	Bill Payment (Check)	26053	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-21.97
Amazon Capital Services	03/24/2025	Bill Payment (Check)	26029	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-2,151.05
Anderson Elevator Co.	03/24/2025	Bill Payment (Check)	26041	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,087.00
Andy Frain	03/24/2025	Bill Payment (Check)	26021	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,699.15
Arlington Heights Memorial Library	03/24/2025	Bill Payment (Check)	26023	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-25.00
Armbrust Plumbing and Heating	03/24/2025	Bill Payment (Check)	26038	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,991.72
Background Resources	03/24/2025	Bill Payment (Check)	26044	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-24.00
Bigleaf Networks, Inc.	03/24/2025	Bill Payment (Check)	26048	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-499.00
Buck Services	03/24/2025	Bill Payment (Check)	26027	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-3,985.00
Cengage Learning	03/24/2025	Bill Payment (Check)	26057	Yes	156835	10300 Bank Accounts:FNBC Bank - Checking - 6031	-196.74

Cinco Books	03/24/2025	Bill Payment (Check)	26034	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,089.07
Cintas Corporation	03/24/2025	Bill Payment (Check)	26045	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-3,784.53
Cintas Fire	03/24/2025	Bill Payment (Check)	26070	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-363.00
Comcast	03/24/2025	Bill Payment (Check)	26063	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-345.00
Comcast Business	03/24/2025	Bill Payment (Check)	26049	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-560.00
ComEd	03/24/2025	Bill Payment (Check)	26030	Yes	9272004000	10300 Bank Accounts:FNBC Bank - Checking - 6031	-2,200.10
De Lage Landen Financial	03/24/2025	Bill Payment (Check)	26062	Yes	7388	10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,496.23
Delta Building Technologies	03/24/2025	Bill Payment (Check)	26022	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,584.00
Demco	03/24/2025	Bill Payment (Check)	26042	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-181.42
EBSCO	03/24/2025	Bill Payment (Check)	26026	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-22.00
Efficiency Reporting	03/24/2025	Bill Payment (Check)	26031	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-340.00
Flood Brothers	03/24/2025	Bill Payment (Check)	26059	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-62.99
Francesca Tso	03/24/2025	Bill Payment (Check)	26052	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-193.43
Francotyp-Postalia, Inc.							

	03/24/2025	Bill Payment (Check)	26032	Yes	500030107	10300 Bank Accounts:FNBC Bank - Checking - 6031	-111.00
Friends of the West Chicago History Museum							
	03/24/2025	Bill Payment (Check)	26035	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-300.00
Gehrke Technology Group							
	03/24/2025	Bill Payment (Check)	26064	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-125.00
Globe Life							
	03/24/2025	Bill Payment (Check)	26069	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-55.00
Governmental Accounting, Inc.							
	03/24/2025	Bill Payment (Check)	26050	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,575.00
Grant and Power Landscaping							
	03/24/2025	Bill Payment (Check)	26025	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-9,376.00
IHLS-OCLC							
	03/24/2025	Bill Payment (Check)	26028	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-15.26
Ingram Library Services							
	03/24/2025	Bill Payment (Check)	26024	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-4,620.18
Kellenberger Electric, Inc.							
	03/24/2025	Bill Payment (Check)	26036	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-460.00
LIMRICC							
	03/24/2025	Bill Payment (Check)	26068	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-23,015.54
Lucas Holdings, LLC							
	03/24/2025	Bill Payment (Check)	26040	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-720.40
Lynn Raymarz							
	03/24/2025	Bill Payment (Check)	26054	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-300.00
Midwest Mechanical							
	03/24/2025	Bill Payment (Check)	26039	Yes	WP2632	10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,804.00
Midwest Tape							
	03/24/2025	Bill Payment (Check)	26019	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-873.62

NCPERS	03/24/2025	Bill Payment (Check)	26065	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-16.00
Nicholas Bartholomew	03/24/2025	Bill Payment (Check)	26055	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-415.00
Nicole Lapas	03/24/2025	Bill Payment (Check)	26056	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-33.90
Nicor	03/24/2025	Bill Payment (Check)	26061	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,301.62
Orkin Pest Control	03/24/2025	Bill Payment (Check)	26037	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-111.00
OverDrive	03/24/2025	Bill Payment (Check)	26046	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-2,628.47
Pace Systems, Inc.	03/24/2025	Bill Payment (Check)	26060	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-4,975.00
Peerless Network	03/24/2025	Bill Payment (Check)	26066	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-1,050.00
Rotary Club of West Chicago	03/24/2025	Bill Payment (Check)	26033	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-675.00
Sikich LLP	03/24/2025	Bill Payment (Check)	26020	Yes	WCPL	10300 Bank Accounts:FNBC Bank - Checking - 6031	-11,867.48
Unique Management Services	03/24/2025	Bill Payment (Check)	26051	Yes	1139	10300 Bank Accounts:FNBC Bank - Checking - 6031	-148.35
Verizon	03/24/2025	Bill Payment (Check)	26047	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-361.72
Xtreme Environmental Solutions	03/24/2025	Bill Payment (Check)	26067	Yes		10300 Bank Accounts:FNBC Bank - Checking - 6031	-25.00
						Total	-92,006.44

West Chicago Public Library District
Transaction List by Vendor
February 2025

	Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
Ampion							
	02/12/2025	Check	ACH 2.12.25	Yes	February Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-171.04
	02/27/2025	Check	ACH 2.12.25 2	Yes	February Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-412.59
Employee Benefits Corporation							
	02/27/2025	Check	ACH 2.28.25	Yes	Feb Fee Invoicing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-60.00
IMRF							
	02/27/2025	Check	ACH 2.5.25	Yes	February Payroll 2025	10300 Bank Accounts:FNBC Bank - Checking - 6031	-23,128.39
							\$(23,772.02)

West Chicago Public Library District
Transaction List by Vendor
February 2025

Date	Transaction Type	Num	Posting	Memo/Description	Account	Amount
VISA						
02/12/2025	Check	6000	Yes	January CC Charges	10600 Bank Accounts:Republic Bank Petty Cash	-134.70
02/17/2025	Check	6001	Yes	January CC Charges	10600 Bank Accounts:Republic Bank Petty Cash	-375.94
						\$(510.64)

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Transaction Report
West Chicago Public Library District
As of February 28, 2025

Transaction date	Transaction type	Name	Line description	Account full name	Item split account	Amount
11CC TCM Bank						
CARD 21 AS - #1176						
	Beginning Balance					
02/19/2025	Expense	Chicago Tribune	Daily Herald 2/17/25-4/13/25	11CC TCM Bank: CARD 21 AS - #1176	PERIODICALS	138.00
Total for CARD 21 AS - #1176						138.00
CARD 11 Director - #1168						
	Beginning Balance					
02/25/2025	Expense	Spotify	Monthly Subscription	11CC TCM Bank: CARD 11 Director - #1168	SOFTWARE STAFF	11.99
Total for CARD 11 Director - #1168						11.99
CARD 31 Director - #2093						
	Beginning Balance					
02/18/2025	Expense	Office of the State Fire Marshall	Conveyance Cert. of Operation	11CC TCM Bank: CARD 31 Director - #2093	CONTRACT INSPECTION & MAINTENAN	76.69
02/26/2025	Expense	Thread Logic	Shirts	11CC TCM Bank: CARD 31 Director - #2093	SUPPLIES-FOOD	1,573.94
Total for CARD 31 Director - #2093						1,650.63
CARD 41 AS- #2101						
	Beginning Balance					
02/03/2025	Expense	Dollar Tree Store	Convo Hearts	11CC TCM Bank: CARD 41 AS- #2101	PROGRAMS-ADULT	37.50
02/01/2025	Expense	Universal Yums	Yum Yum Box	11CC TCM Bank: CARD 41 AS- #2101	PROGRAMS-YOUNG ADULT	29.00
02/18/2025	Expense	Seed Savers Exchange	Seeds	11CC TCM Bank: CARD 41 AS- #2101	PROGRAMS-ADULT	583.24
Total for CARD 41 AS- #2101						649.74
CARD 51 YS- #2119						
	Beginning Balance					
02/16/2025	Credit Card Credit	Walmart	Misc.	11CC TCM Bank: CARD 51 YS- #2119	PROGRAMS-YOUTH	-10.18
02/04/2025	Expense	Walmart	Misc.	11CC TCM Bank: CARD 51 YS- #2119	PROGRAMS-YOUTH	31.86
02/16/2025	Expense	Walmart	Misc.	11CC TCM Bank: CARD 51 YS- #2119	PROGRAMS-YOUTH	18.30
02/16/2025	Expense	Pizza Now	Pizza	11CC TCM Bank: CARD 51 YS- #2119	PROGRAMS-YOUTH	56.40
02/17/2025	Expense	Oriental Trading Company	Misc.	11CC TCM Bank: CARD 51 YS- #2119	PROGRAMS-YOUTH	75.08
Total for CARD 51 YS- #2119						169.46
CARD 71 IT- #2127						
	Beginning Balance					
02/01/2025	Expense	Adobe Inc.	Acrobat Pro	11CC TCM Bank: CARD 71 IT- #2127	SOFTWARE STAFF	6.39
02/07/2025	Expense	Printix	Monthly Subscription	11CC TCM Bank: CARD 71 IT- #2127	TECHNOLOGY MANAGEMENT	76.38
02/10/2025	Expense	Adobe Inc.	Acrobat Pro/Creative Cloud	11CC TCM Bank: CARD 71 IT- #2127	SOFTWARE STAFF	128.50
Total for CARD 71 IT- #2127						211.27
CARD 61 PR- #2135						
	Beginning Balance					
02/01/2025	Expense	Constant Contact	February 2025	11CC TCM Bank: CARD 61 PR- #2135	MARKETING	157.00
Total for CARD 61 PR- #2135						157.00
Total for 11CC TCM Bank with sub-accounts						2,829.09
TOTAL						2,829.09

Financial Report

For the 8 Month(s) Ended February 28, 2025
FISCAL YEAR 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2025

67% of Fiscal Year

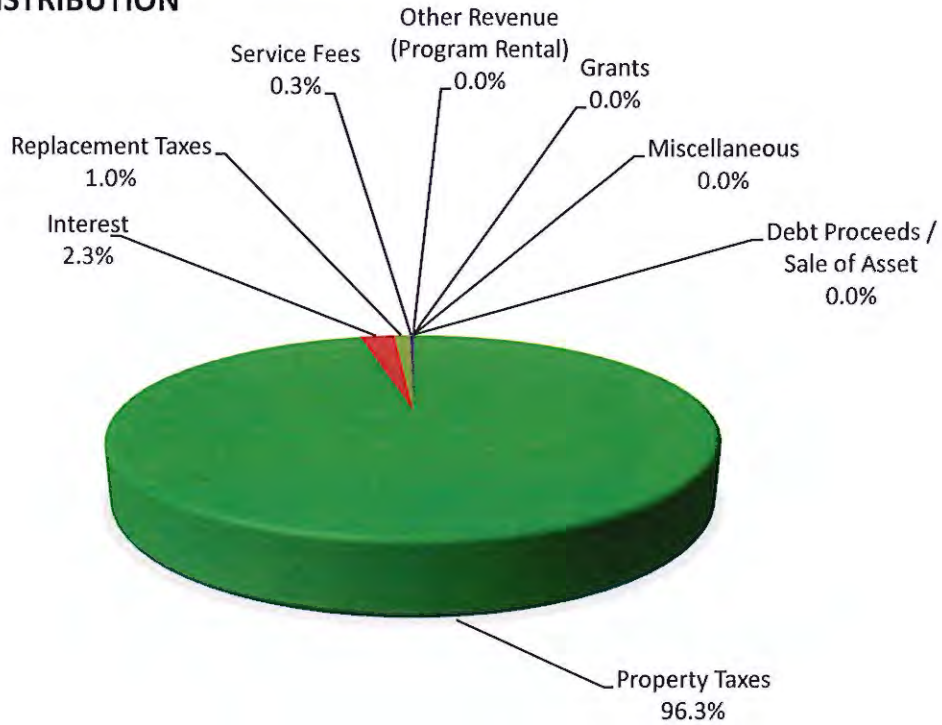
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,828,700	2,845,551	99%
Interest	68,041	46,000	148%
Replacement Taxes	30,212	65,000	46%
Service Fees	8,703	7,700	113%
Other Revenue (Program Rental)	20	-	0%
Grants	-	42,958	0%
Miscellaneous	226	2,100	11%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 2,935,902	<u>3,009,309</u>	<u>98%</u>
	<u>Budgeted Revenues</u> 3,009,309		
	% Diff 98%		
OPERATING EXPENDITURES			
Personnel	1,106,657	1,842,626	60%
IMRF	17,697	149,876	12%
Administrative	48,830	82,215	59%
Admin Technology	139,692	167,895	83%
Library Materials - Books	95,858	153,999	62%
Library Materials - Periodicals	9,166	9,500	96%
Library Materials - Audio & Visual	24,744	49,850	50%
Library Material - Maintenance	2,596	10,560	25%
Technology Services	72,152	119,248	61%
Programs	19,387	42,886	45%
Marketing & Promotion	19,219	28,398	68%
Facilities & Operations	125,380	184,360	68%
Utilities	57,514	79,660	72%
Professional Services	52,854	80,636	66%
Board Expenses	3,325	7,600	44%
	<u>Actual Expenditures</u> 1,795,070	<u>3,009,309</u>	<u>60%</u>
	<u>Budgeted Expenditures</u> 3,009,309		
	% Diff 60%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,140,832</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>962,305</u>	<u>(350,000)</u>	
BEGINNING FUND BALANCE	<u>1,729,043</u>		
ENDING FUND BALANCE	<u>2,691,348</u>		

WEST CHICAGO PUBLIC LIBRARY DISTRICT

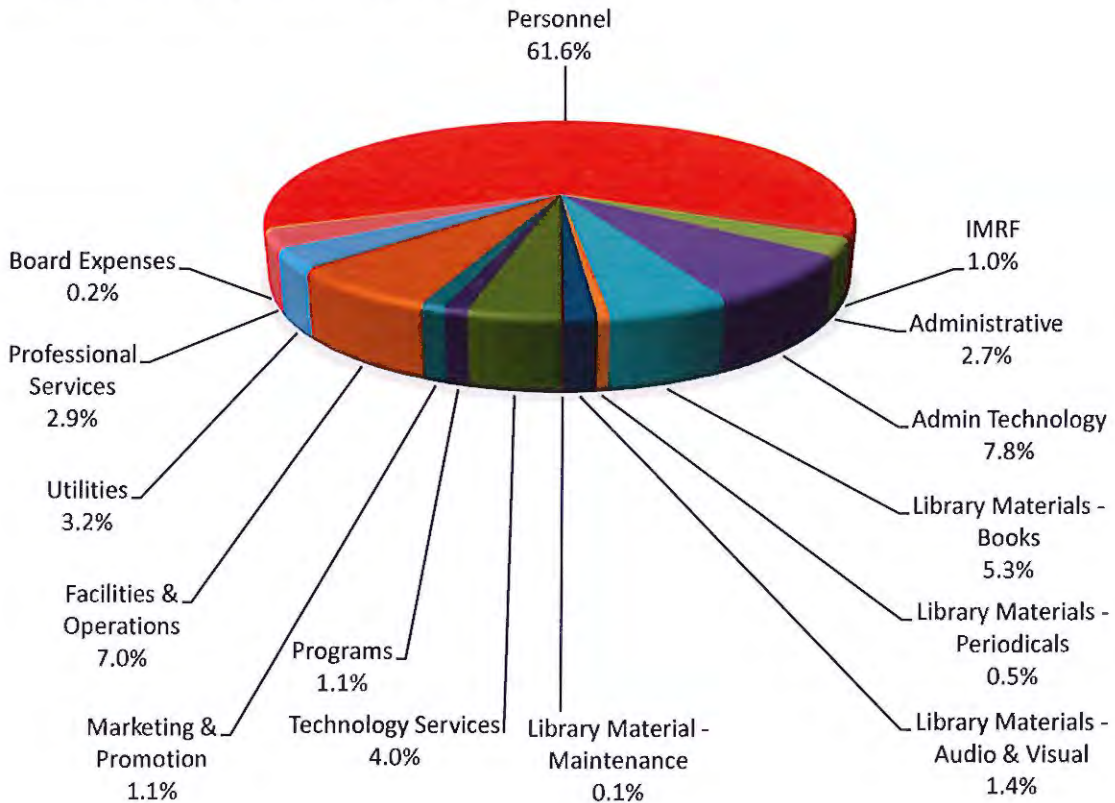
Budget vs. Actual Summary

For the 8 Month(s) Ended February 28, 2025

REVENUE DISTRIBUTION



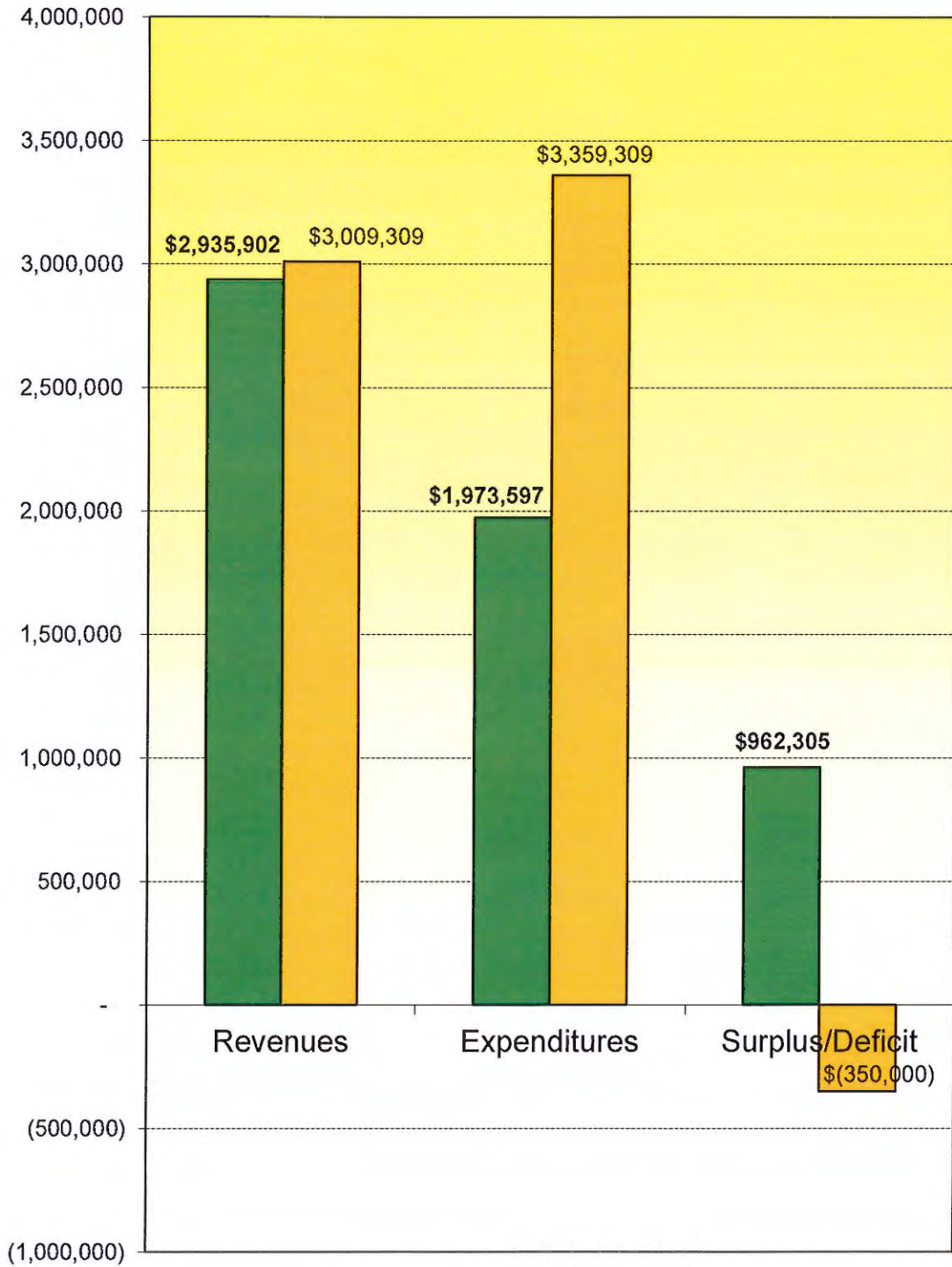
OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary

For the 8 Month(s) Ended February 28, 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 8 Month(s) Ended February 28, 2025

67% 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	64,995	2,114	932	68,041	46,000	148%
Replacement Taxes	30,212	-	-	30,212	65,000	46%
Service Fees	8,703	-	-	8,703	7,700	113%
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	2,785,924	149,046	932	2,935,902	3,009,309	98%
Budgeted Revenues	2,859,433	149,876	-	3,009,309		
% Diff	97%	99%	n/a	98%		
OPERATING EXPENDITURES						
Personnel	1,106,657	-	-	1,106,657	1,842,626	60%
IMRF	-	17,697	-	17,697	149,876	12%
Administrative	48,756	-	73	48,830	82,215	59%
Admin Technology	139,692	-	-	139,692	167,895	83%
Library Materials - Books	95,858	-	-	95,858	153,999	62%
Library Materials - Periodicals	9,166	-	-	9,166	9,500	96%
Library Materials - Audio & Visual	24,744	-	-	24,744	49,850	50%
Library Material - Maintenance	2,596	-	-	2,596	10,560	25%
Technology Services	72,152	-	-	72,152	119,248	61%
Programs	19,387	-	-	19,387	42,886	45%
Marketing & Promotion	19,219	-	-	19,219	28,398	68%
Facilities & Operations	125,380	-	-	125,380	184,360	68%
Utilities	57,514	-	-	57,514	79,660	72%
Professional Services	52,854	-	-	52,854	80,636	66%
Board Expenses	3,325	-	-	3,325	7,600	44%
Actual Expenditures	1,777,299	17,697	73	1,795,070	3,009,309	60%
Budgeted Expenditures	2,859,433	149,876	-	3,009,309		
% Diff	62%	12%	n/a	60%		
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)	830,098	131,349	859	962,305	(350,000)	
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043	1,729,043	
ENDING FUND BALANCE	2,403,005	161,911	126,433	2,691,348	1,379,043	
Fund Balance as % of Total Expenditures	123%	915%	n/a	136%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 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	0.00	5,416.67	30,212.31	0.00	0.00	30,212.31	65,000.00	-34,787.69	46.48%
33000 · INTEREST INCOME	6,268.96	3,750.00	64,994.85	2,113.67	0.00	67,108.52	45,000.00	22,108.52	149.13%
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	1.20	0.00	51.47	0.00	0.00	51.47	0.00	51.47	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	882.19	375.00	6,730.50	0.00	0.00	6,730.50	4,500.00	2,230.50	149.57%
35510 · LOST AND PAID MATERIALS	39.00	100.00	1,316.82	0.00	0.00	1,316.82	1,200.00	116.82	109.74%
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	0.00	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%
	7,191.35	250,775.75	2,785,924.06	149,046.12	932.13	2,935,902.31	3,009,309.00	-73,406.69	97.56%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	102,593.14	121,715.17	887,957.64	0.00	0.00	887,957.64	1,460,582.00	-572,624.36	60.8%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	19,141.70	22,395.33	149,997.08	0.00	0.00	149,997.08	268,744.00	-118,746.92	55.81%
41120 · FICA EXPENSE	7,719.65	9,083.33	66,189.01	0.00	0.00	66,189.01	109,000.00	-42,810.99	60.72%
41130 · UNEMPLOYMENT COMPENSATION	0.00	166.67	454.21	0.00	0.00	454.21	2,000.00	-1,545.79	22.71%
41140 · WORKERS COMPENSATION	-241.00	191.67	2,059.00	0.00	0.00	2,059.00	2,300.00	-241.00	89.52%
Subtotal	129,213.49	153,552.17	1,106,656.94	0.00	0.00	1,106,656.94	1,842,626.00	-735,969.06	60.06%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	0.00	1,181.67	6,538.63	0.00	0.00	6,538.63	14,180.00	-7,641.37	46.11%
41320 · TRAVEL	0.00	316.33	767.39	0.00	0.00	767.39	3,796.00	-3,028.61	20.22%
41330 · ASSOCIATION DUES	764.99	520.42	3,733.99	0.00	0.00	3,733.99	6,245.00	-2,511.01	59.79%
41332 · PAYROLL PROCESSING	974.99	683.33	5,351.75	0.00	0.00	5,351.75	8,200.00	-2,848.25	65.27%
41334 · OFFICE SUPPLIES GENERAL	240.49	495.83	5,115.19	0.00	73.47	5,188.66	5,950.00	-761.34	87.2%
41336 · OFFICE EQUIPMENT	1,607.23	1,695.33	12,447.59	0.00	0.00	12,447.59	20,344.00	-7,896.41	61.19%
41338 · POSTAGE	15.26	583.33	5,007.86	0.00	0.00	5,007.86	7,000.00	-1,992.14	71.54%
41342 · ADMINISTRATIVE MISC	24.00	116.67	1,738.41	0.00	0.00	1,738.41	1,400.00	338.41	124.17%
41344 · SUPPLIES-FOOD	1,573.94	583.33	3,569.05	0.00	0.00	3,569.05	7,000.00	-3,430.95	50.99%
41346 · MATERIALS & RESOURCE RECOVERY	98.50	133.33	1,231.25	0.00	0.00	1,231.25	1,600.00	-368.75	76.95%
41348 · CIRCULATION SERVICES SUPPLIES	2,346.39	541.67	3,255.04	0.00	0.00	3,255.04	6,500.00	-3,244.96	50.08%
Subtotal	7,645.79	6,851.25	48,756.15	0.00	73.47	48,829.62	82,215.00	-33,385.38	59.39%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
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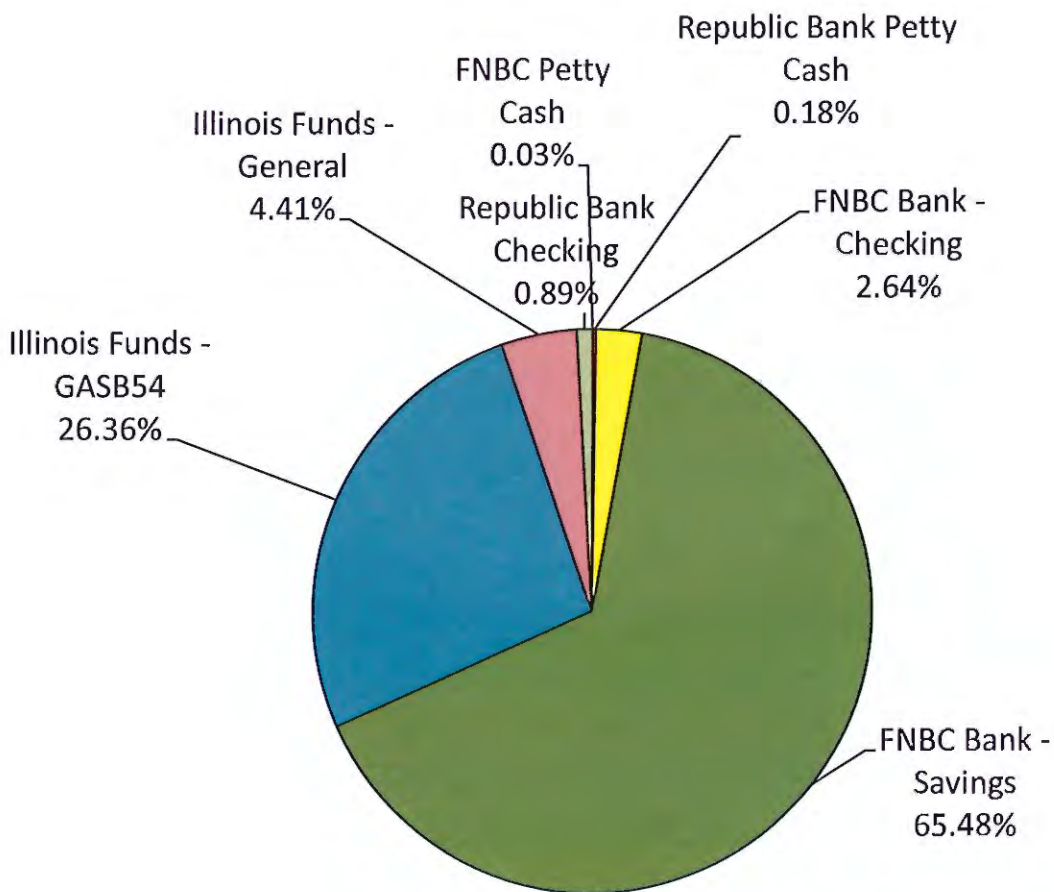
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	2,942.48	2,709.25	69,735.53	0.00	0.00	69,735.53	32,511.00	37,224.53	214.5%
41410 - SOFTWARE STAFF	2,835.37	3,553.75	7,538.72	0.00	0.00	7,538.72	42,645.00	-35,106.28	17.68%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	6,392.62	6,410.42	53,970.77	0.00	0.00	53,970.77	76,925.00	-22,954.23	70.16%
41425 - WARRANTIES/EXTENDED CARE	0.00	1,317.83	8,447.04	0.00	0.00	8,447.04	15,814.00	-7,366.96	53.42%
Subtotal	12,170.47	13,991.25	139,692.06	0.00	0.00	139,692.06	167,895.00	-28,202.94	83.2%
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	3,587.27	5,891.67	40,501.78	0.00	0.00	40,501.78	70,700.00	-30,198.22	57.29%
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	121.53	416.67	1,692.12	0.00	0.00	1,692.12	5,000.00	-3,307.88	33.84%
42140 - BOOKS-YOUTH	1,901.30	2,141.67	8,003.54	0.00	0.00	8,003.54	25,700.00	-17,696.46	31.14%
42170 - RBP/ILL BOOK REPLACEMENT	0.00	83.33	1,149.19	0.00	0.00	1,149.19	1,000.00	149.19	114.92%
Subtotal	5,610.10	12,833.25	95,858.35	0.00	0.00	95,858.35	153,999.00	-58,140.65	62.25%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	689.92	791.67	9,165.99	0.00	0.00	9,165.99	9,500.00	-334.01	96.48%
Subtotal	689.92	791.67	9,165.99	0.00	0.00	9,165.99	9,500.00	-334.01	96.48%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	2,199.34	2,958.33	19,909.27	0.00	0.00	19,909.27	35,500.00	-15,590.73	56.08%
42330 - AV MATERIALS-YOUNG ADULT	0.00	208.33	768.14	0.00	0.00	768.14	2,500.00	-1,731.86	30.73%
42340 - AV MATERIALS-YOUTH	9.75	987.50	4,066.98	0.00	0.00	4,066.98	11,850.00	-7,783.02	34.32%
Subtotal	2,209.09	4,154.17	24,744.39	0.00	0.00	24,744.39	49,850.00	-9,514.88	49.64%
7E - TECHNOLOGY SERVICES									
42400 - LIBRARY CONSORTIUM	0.00	2,778.50	25,006.50	0.00	0.00	25,006.50	33,342.00	-8,335.50	75.0%
42405 - INTERNET SERVICES	2,016.15	2,004.00	16,080.67	0.00	0.00	16,080.67	24,048.00	-7,967.33	66.87%
42420 - SOFTWARE PUBLIC	0.00	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	2,043.25	3,978.33	22,416.77	0.00	0.00	22,416.77	47,740.00	-25,323.23	46.96%
Subtotal	4,059.40	9,937.33	72,151.64	0.00	0.00	72,151.64	119,248.00	-30,793.53	60.51%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	551.36	862.50	2,595.73	0.00	0.00	2,595.73	10,350.00	-7,754.27	25.08%
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	551.36	880.00	2,595.73	0.00	0.00	2,595.73	10,560.00	-7,754.27	24.58%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	1,020.54	1,000.00	7,428.41	0.00	0.00	7,428.41	12,000.00	-4,571.59	61.9%
44130 - PROGRAMS-YOUNG ADULT	70.69	333.33	1,289.80	0.00	0.00	1,289.80	4,000.00	-2,710.20	32.25%
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	633.43	1,057.17	3,707.31	0.00	0.00	3,707.31	12,686.00	-8,978.69	29.22%
44145 - EVENTS AND OUTREACH	515.70	766.67	6,923.69	0.00	0.00	6,923.69	9,200.00	-2,276.31	75.26%
Subtotal	2,240.36	3,573.83	19,386.95	0.00	0.00	19,386.95	42,886.00	-11,255.00	45.21%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	157.00	333.33	1,919.00	0.00	0.00	1,919.00	4,000.00	-2,081.00	47.98%
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	320.29	200.00	1,997.99	0.00	0.00	1,997.99	2,400.00	-402.01	83.25%
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	3,071.41	1,433.33	13,001.23	0.00	0.00	13,001.23	17,200.00	-4,198.77	75.59%
44250 - SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	3,548.70	2,366.50	19,218.98	0.00	0.00	19,218.98	28,398.00	-9,179.02	67.68%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	3,985.00	2,058.33	18,302.00	0.00	0.00	18,302.00	24,700.00	-6,398.00	74.1%
45112 · SECURITY SERVICE	1,699.15	1,775.00	11,694.15	0.00	0.00	11,694.15	21,300.00	-9,605.85	54.9%
45115 · JANITORIAL SUPPLIES	83.23	508.33	3,800.95	0.00	0.00	3,800.95	6,100.00	-2,299.05	62.31%
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	15,776.00	0.00	0.00	15,776.00	26,000.00	-10,224.00	60.68%
45130 · EXTERIOR LANDSCAPING	5,432.00	2,075.00	11,528.00	0.00	0.00	11,528.00	24,900.00	-13,372.00	46.3%
45140 · EXTERIOR R & M-OTHER	0.00	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	24,166.08	0.00	0.00	24,166.08	25,000.00	-833.92	96.66%
45155 · GENERAL BLDG SERVICES	261.50	155.00	1,725.94	0.00	0.00	1,725.94	1,860.00	-134.06	92.79%
45160 · CONTRACT INSPECTION & MAINTENAN	2,872.69	2,000.00	20,142.91	0.00	0.00	20,142.91	24,000.00	-3,857.09	83.93%
45165 · INTERIOR R & M-OTHER	2,628.70	1,125.00	4,377.70	0.00	0.00	4,377.70	13,500.00	-9,122.30	32.43%
Subtotal	22,835.27	15,363.33	125,379.64	0.00	0.00	125,379.64	184,360.00	-58,980.36	68.01%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,310.10	816.67	8,010.82	0.00	0.00	8,010.82	9,800.00	-1,789.18	81.74%
45320 · UTILITIES-ELECTRIC	2,783.73	3,496.67	31,349.31	0.00	0.00	31,349.31	41,960.00	-10,610.69	74.71%
45330 · UTILITIES-TELEPHONE	1,411.72	1,600.00	11,732.59	0.00	0.00	11,732.59	19,200.00	-7,467.41	61.11%
45340 · UTILITIES-WATER	719.24	625.00	5,610.14	0.00	0.00	5,610.14	7,500.00	-1,889.86	74.8%
45350 · UTILITIES-TRASH	87.99	100.00	810.92	0.00	0.00	810.92	1,200.00	-389.08	67.58%
Subtotal	6,312.78	6,638.33	57,513.78	0.00	0.00	57,513.78	79,660.00	-22,146.22	72.2%
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	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	12,600.00	0.00	0.00	12,600.00	19,000.00	-6,400.00	66.32%
Subtotal	1,575.00	6,719.67	52,854.00	0.00	0.00	52,854.00	80,636.00	-27,782.00	65.55%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	800.00	208.33	910.00	0.00	0.00	910.00	2,500.00	-1,590.00	36.4%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	2,040.00	0.00	0.00	2,040.00	4,100.00	-2,060.00	49.76%
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	3,324.67	0.00	0.00	3,324.67	7,600.00	-4,275.33	43.75%
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	199,001.73	279,942.42	1,955,826.27	17,697.39	73.47	1,973,597.13	3,359,309.00	-1,385,711.87	58.75%
	-191,810.38	-29,166.67	830,097.79	131,348.73	858.66	962,305.18	-350,000.00	1,312,305.18	-274.94%

**West Chicago Public Library District
Investments
February 28, 2025**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	773
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.09%	72,829
FNBC Bank - Savings	#0317	MM	2.59%	1,807,795
Illinois Funds - GASB54	#6950	MM	Various	727,714
Illinois Funds - General	#5519 / 1507	MM	Various	121,796
Republic Bank Checking	#4130	A/P	n/a	24,675
Total				\$ 2,760,742



West Chicago Public Library District

Financial Analysis

For the 8 Month(s) Ended February 28, 2025



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

67% of Budget Year

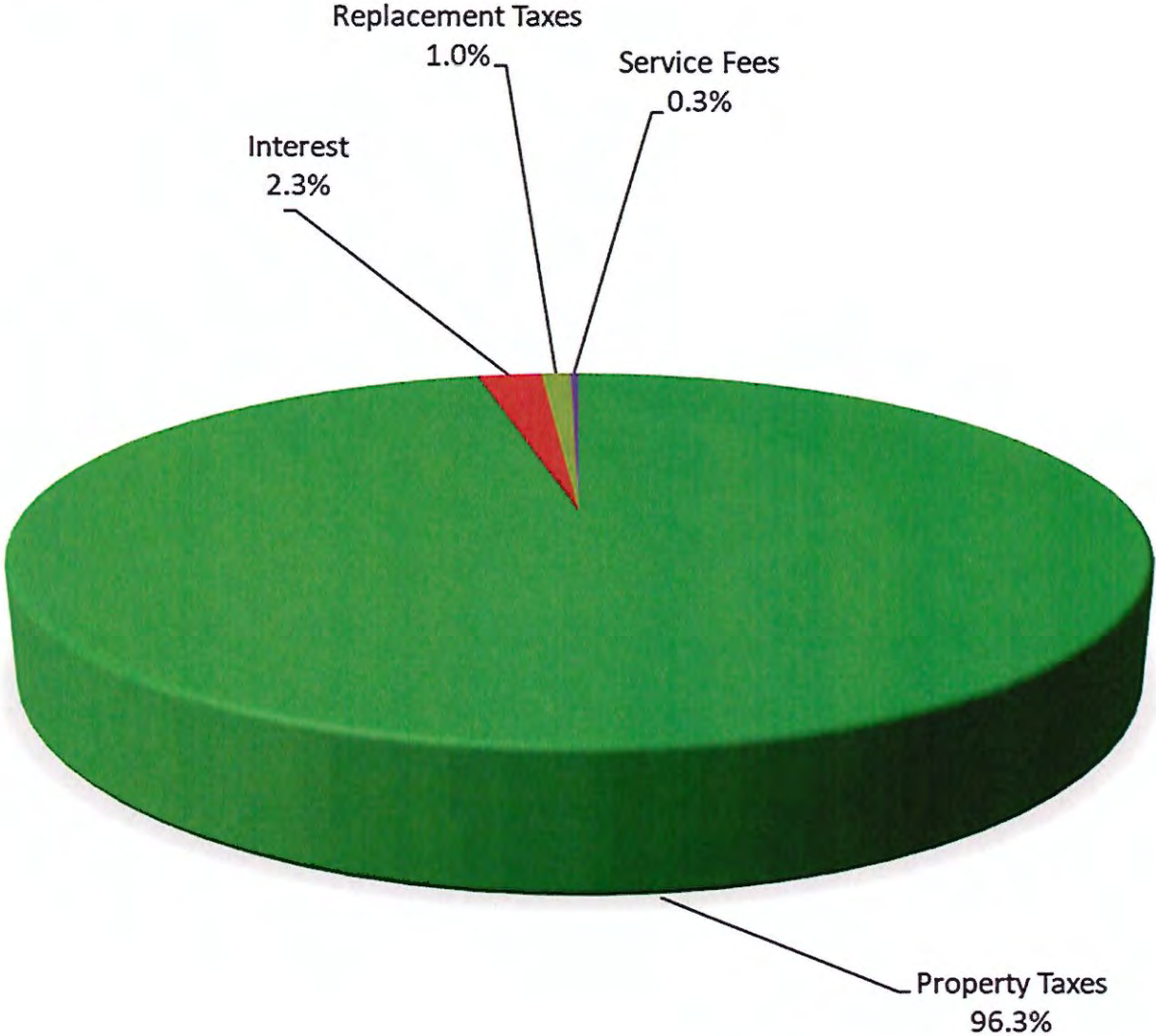
- 98% of Total Budget
- Property Taxes
 - Collected \$2,828,700 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$30,212 or 46%
- Interest
 - Collected \$68,041 or 148% of Budget
- Service Fees
 - Collected \$8,703 or 113% of Budget

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	68,041	46,000	148%	69,386	-2%
Replacement Taxes	30,212	65,000	46%	47,953	-37%
Service Fees	8,703	7,700	113%	8,131	7%
Other Revenue (Program Rental)	20	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	226	2,100	11%	11,929	-98%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,935,902	3,009,309	98%	2,785,020	5%
Budgeted Revenues	3,009,309				
% Diff	98%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

67% of Budget Year

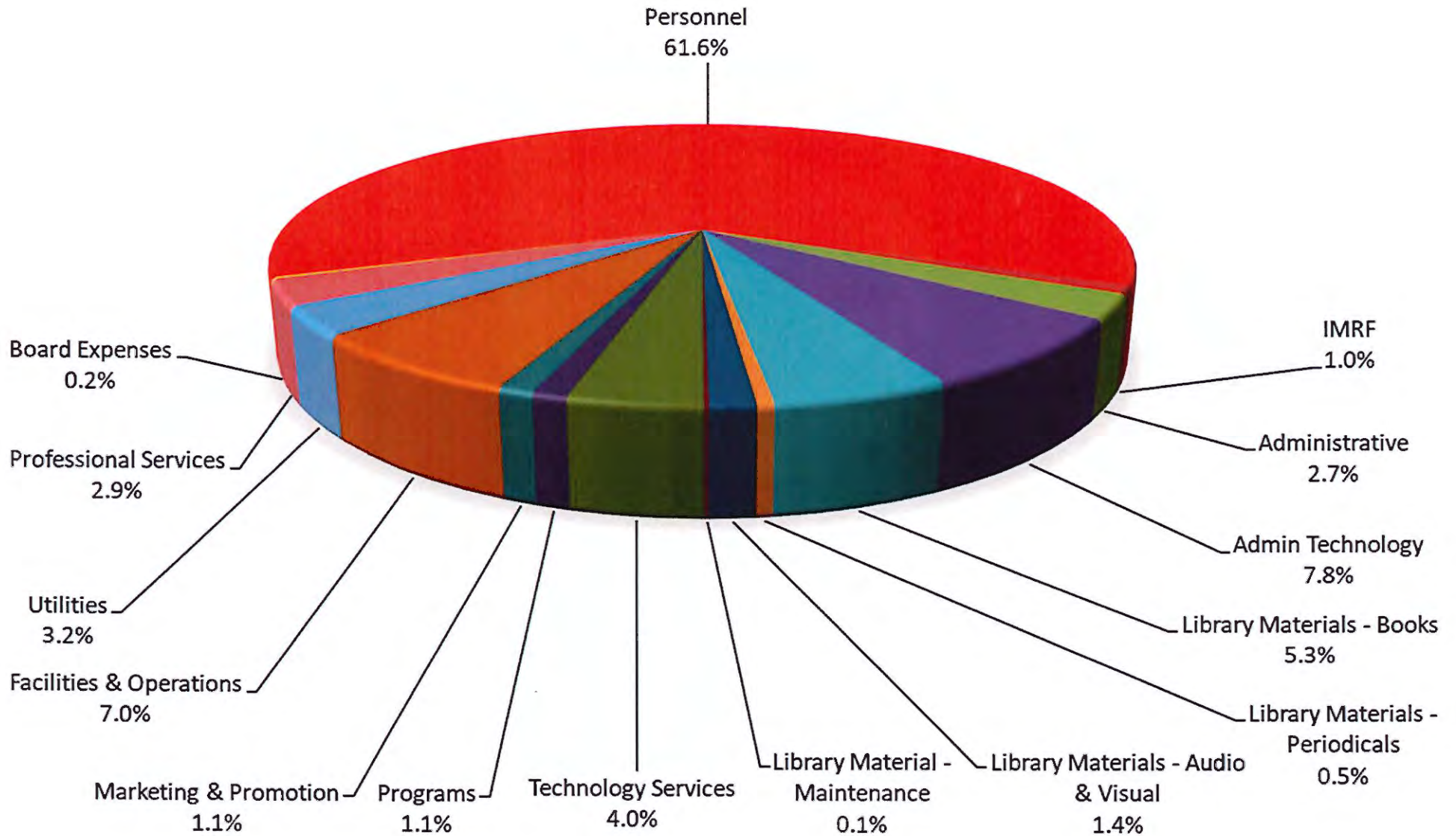
- 59% of Total Budget
- Personnel
 - 60% of Budget
- Admin. Technology
 - 83% of Budget
- Library Materials
 - 61% of Budget
- Professional Services
 - 66% of Budget
- Facilities & Operations
 - 68% of Budget
- Utilities
 - 72% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,106,657	1,842,626	60%	997,282	11%
IMRF	17,697	149,876	12%	74,794	-76%
Administrative	48,830	82,215	59%	40,494	21%
Admin Technology	139,692	167,895	83%	89,778	56%
Library Materials - Books	95,858	153,999	62%	109,710	-13%
Library Materials - Periodicals	9,166	9,500	96%	8,898	3%
Library Materials - Audio & Visual	24,744	49,850	50%	22,900	8%
Library Material - Maintenance	72,152	119,248	61%	93,646	-23%
Technology Services	2,596	10,560	25%	1,402	85%
Programs	19,387	42,886	45%	19,476	0%
Marketing & Promotion	19,219	28,398	68%	22,752	-16%
Facilities & Operations	125,380	184,360	68%	158,266	-21%
Utilities	57,514	79,660	72%	52,730	9%
Professional Services	52,854	80,636	66%	39,050	35%
Board Expenses	3,325	7,600	44%	3,185	4%
Actual Expenditures	1,795,070	3,009,309	60%	1,734,361	4%
Budgeted Expenditures	3,009,309				
% Diff	60%				
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

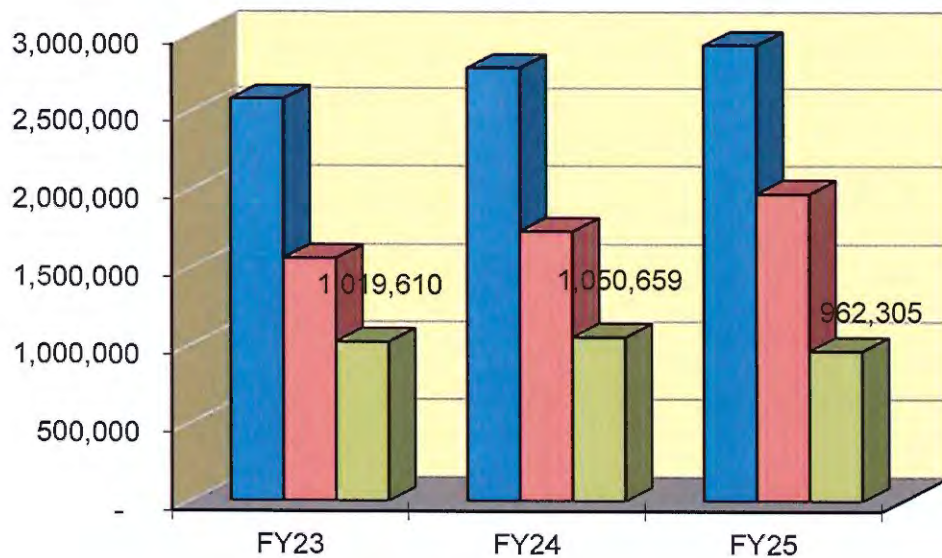
OPERATIONAL EXPENDITURE DISTRIBUTION



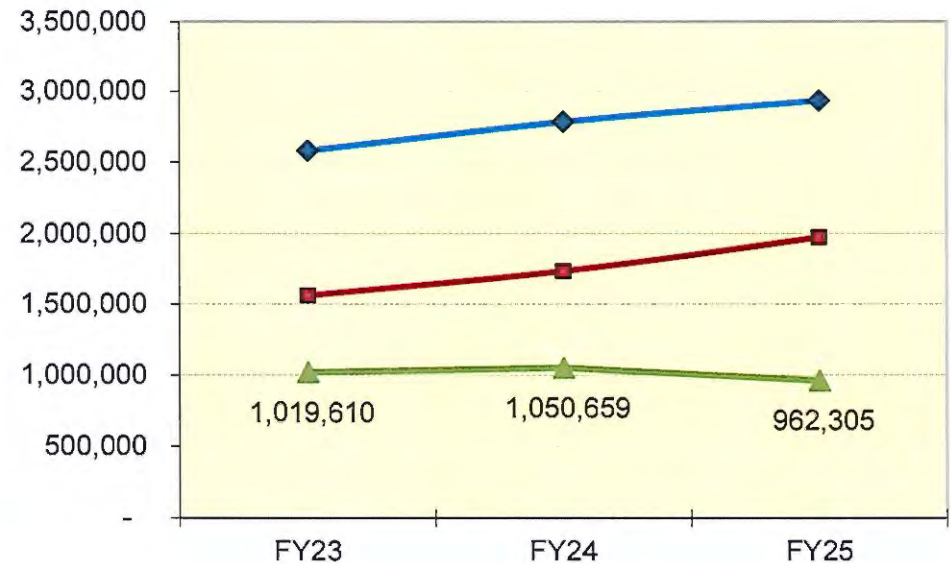
Revenue, Expenditure & Fund Balance

For the 8 Month(s) Ended February 28, 2025

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	830,098	131,349	859	962,305
BEGINNING FUND BALANCE	1,572,907	30,562	125,574	1,729,043
ENDING FUND BALANCE	2,403,005	161,911	126,433	2,691,348
Fund Balance as % of Total Expenditures	123%	915%	n/a	136%



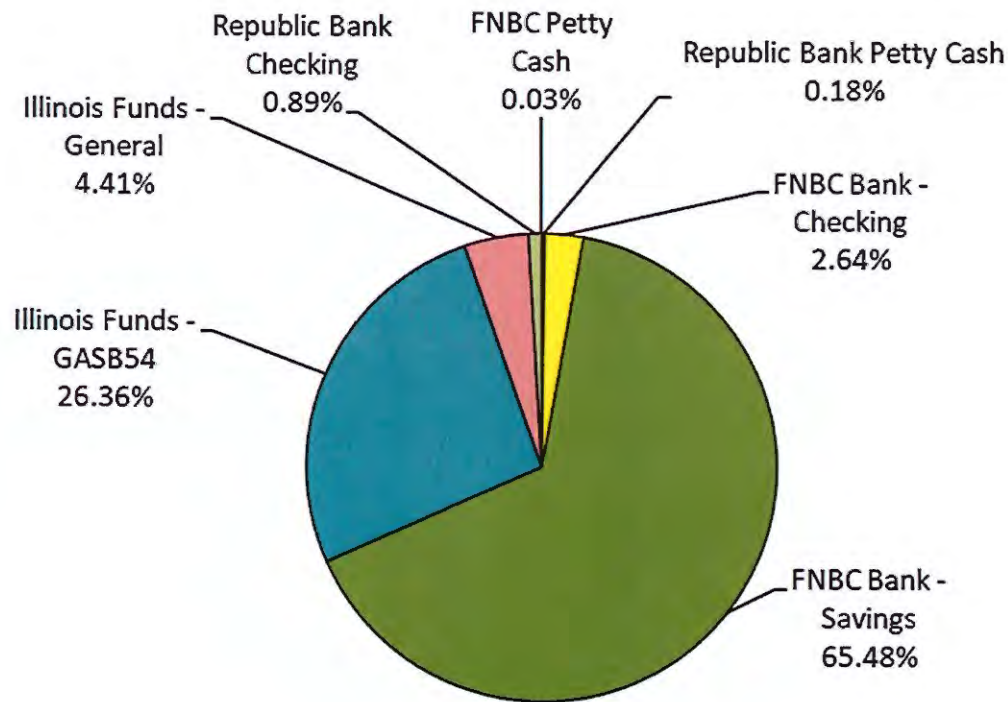
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	773
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.09%	72,829
FNBC Bank - Savings	#0317	MM	2.59%	1,807,795
Illinois Funds - GASB54	#6950	MM	Various	727,714
Illinois Funds - General	#5519 / 1507	MM	Various	121,796
Republic Bank Checking	#4130	A/P	n/a	24,675
Total				\$ 2,760,742



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

3/18/25

CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES

2025-2026 FISCAL YEAR

I. District Libraries

The chronology in this outline is intended to assist District Libraries in following the steps preliminary to the filing of the annual Levy Ordinance.

Applicable Statutes include:

- a) The Municipal Budget Law (50 ILCS 330/1 et seq.);
- b) The Public Library District Act (75 ILCS 16/1-1 et seq.);
- c) The Truth in Taxation Law (TITA) (35 ILCS 200/18-55 et seq.);
- d) The Revenue Act (35 ILCS 200/18-10 et seq.);
- e) The Property Tax Extension Limitation Law (PTELL) (the "tax cap") (35 ILCS 200/18-185 et seq.).

II. City/Village Libraries

City Libraries and Village Libraries are reminded to confer with City/Village representatives to confirm the time frame for providing the Library's levy for incorporation in the City/Village Levy Ordinance.

Reminder: Per the Local Library Act, the Library Board must submit to the City/Village, not less than 60 days prior to the date for the certification of the City/Village tax levy, a "statement of financial requirements of the library." 75 ILCS 5/4-10

The relevant statute provides as follows:

The board of trustees of a municipal library shall also submit to the city council, board of trustees or board of town trustees, along with the Illinois State Library, a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority, and of the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance. This statement shall be submitted no less than 60 days prior to when the tax levy must be certified under subsection (b) of Section 18-15 of the Property Tax Code. (75 ILCS 5/4-10)

As stated above, communication with City/Village representatives is important to confirm the time frame for providing to the City/Village the Library's "financial requirements."

• • •

**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE
CALENDAR NOT LATER THAN JUNE, 2025.**

**Adopting a calendar assures compliance with deadlines
and coordinates required Board action with Board meeting dates.**

For your assistance, a Budget and Levy Calendar is attached.

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- A. Pass Ordinance for “Building and Maintenance Tax” (.02% special tax). July - November (see Note on p.7)

NOTE: THIS ORDINANCE AND A PUBLIC NOTICE MUST BE PUBLISHED WITHIN 15 DAYS AFTER THE ORDINANCE IS PASSED.

This special tax is subject to a backdoor referendum – see Note on page 7.

We recommend passage after July 1, 2025 and before November 1, 2025 per backdoor referendum regulations.

- B. Prepare a tentative Budget and Appropriation Ordinance.¹ August 23, 2025

- C. Set a date for a public hearing to discuss the tentative Budget and Appropriation Ordinance. August 23, 2025

The hearing may not coincide with any hearing required under TITA.

- D. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance at least 30 days prior to the hearing.² August 23, 2025

- E. Conduct the public hearing concerning the tentative Budget and Appropriation Ordinance. September 23, 2025

- F. After the public hearing on the tentative Budget and Appropriation Ordinance, pass the Budget and Appropriation Ordinance in final form.³ September 23, 2025

- G. Publish the Budget and Appropriation Ordinance. October 23, 2025

1 The tentative Budget and Appropriation Ordinance must be posted and available for public inspection. 50 ILCS 330/3

2 50 ILCS 330/3

3 The Public Library District Act provides that the Budget and Appropriation Ordinance shall be passed no later than the 4th Tuesday in September. 75 ILCS 16/30-85(a)

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption).⁴ October 23, 2025
- I. Adopt a Certified Estimate of Revenues by Source.⁵ October 23, 2025
- J. File with the County Clerk the Certified Estimate of Revenues by Source. October 23, 2025
- K. Pass a Resolution To Determine Estimate of Funds Needed. This Resolution should be passed even if further compliance with TITA is not required.⁶ Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance.⁷ November 12, 2025

The TITA hearing will not take place until after publication (see the following Paragraph L).

See Note on page 8 about the Truth in Taxation Law.
- L. Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing.⁸ Publication date depends on hearing date (7 to 14 days)

4 35 ILCS 200/18-50

5 This should be a separate document even if the same information is incorporated in the Budget and Appropriation Ordinance. 35 ILCS 200/18-50

6 This Resolution must be passed not less than 20 days prior to the passage of the Levy Ordinance. 35 ILCS 200/18-60. Accordingly, the statutory deadline is 20 days prior to the first Tuesday in December (the last day for passing the Levy Ordinance). We recommend passage of the Resolution much earlier, however, for assistance in determining whether compliance with TITA is necessary.

NOTE: The relevant Statute does not require passage of a written Resolution. The Statute requires that the Board make a “determination” of the funds estimated to be necessary. The Statute does not specify the procedure for making this “determination”, i.e., via Ordinance, Resolution, Motion, etc. Our recommendation is that, given the importance of compliance with TITA and establishing a “paper trail”, the Library’s “determination of funds estimated to be necessary” be done via a written Resolution.

NOTE: The “tax cap” laws (PTELL) did not change the need to comply with TITA and TITA’s public hearing requirements.

7 35 ILCS 200/18-70

8 35 ILCS 200/18-80

<u>SUGGESTED SEQUENCE OF EVENTS</u>	<u>STATUTORY DEADLINE</u>
M. Conduct the TITA public hearing (if a public hearing is required).	December 2, 2025
N. Pass the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after passage of the Resolution To Determine Estimate of Funds Needed. ⁹	December 2, 2025
O. On or before the last Tuesday of December ¹⁰ file with the County Clerk a copy of the Levy Ordinance with the following certifications:	December 30, 2025
1. Certification of Authenticity (by the District Secretary);	
2. Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made.	

TO AVOID ANY PROBLEM WITH FILING AND COUNTY CLERK HOLIDAY SCHEDULES, WE RECOMMEND FILING THE LEVY ORDINANCE WITH THE COUNTY CLERK PROMPTLY AFTER THE LEVY ORDINANCE IS PASSED.

⁹ The Levy Ordinance must be passed by the first Tuesday in December. (75 ILCS 16/30-85(b))

¹⁰ The Levy Ordinance filing deadline is the last Tuesday of December. (75 ILCS 16/30-85(c))

NOTES

I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated Election to be held on Tuesday, April 1, 2025.

II. CALENDAR

When setting up your financial ordinance calendar, be careful about Saturdays, Sundays and holidays for filings, Board meetings, and newspaper publications. We recommend using a non-holiday weekday before the deadline.

III. ORDINANCES

The Public Library District Act provides that:

"Every ordinance shall contain an effective date, which shall be no later than 60 days after the enactment."¹¹

"Every ordinance shall be posted in a public area of the district library building within 3 days after the date of enactment and shall remain posted for 14 days." 75 ILCS 16/1-40

IV. FRONT DOOR REFERENDA

If you anticipate going to referendum (e.g., bond issue, rate increase), there are deadlines established by the Illinois Election Code (10 ILCS 5/1-1 et seq.) concerning certification of a referendum.

Please confirm the applicable deadlines/filing dates if you plan a referendum.

¹¹ An Ordinance may recite "This Ordinance is effective immediately."

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

The period from July-November is the recommended timeframe to pass the special .02% tax for “Building & Maintenance” and publish Notice of the passage.

Per backdoor referendum regulations, we recommend the .02% levy be passed and published before November 1, 2025.

The date of a prospective referendum to be included in the Notice to be published is March 17, 2026.

A. Preliminary Comments

We recommend passing the .02% Ordinance prior to adoption of the Levy Ordinance. This makes it clear the Board intended to incorporate in the levy its prior action on the .02% tax. The Levy Ordinance should incorporate the .02% tax.

Note the relevant Statute refers to passing “an ordinance” and also uses the word “resolution”. An ordinance should be used.

B. Election Dates

For the 2025-2026 fiscal year (Levy Ordinance filed in the Fall, 2025), the date of the prospective referendum is March 17, 2026. For example, if the Notice of the .02% Ordinance is published in October, 2025, and a backdoor referendum is sought, the Board will not know until after the March 17, 2026 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on March 17, 2026, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2025).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on March 17, 2026 is necessary and can plan accordingly.

C. No Backdoor Referendum Petition Filed

As a practical matter, the outcome of a referendum is moot if no backdoor referendum is sought within 30 days after publication of the Notice.

• • •

PAY BUILDING/MAINTENANCE EXPENSES FROM THE GENERAL FUND/CORPORATE FUND

Many Libraries opt to pay expenses for building and maintenance from their General Fund/Corporate/Fund. If so, there is no need to pass an Ordinance and publish a Notice relative to a special tax levy for building and maintenance expenses.

VI. TRUTH IN TAXATION LAW

Compliance with the Truth in Taxation Law (formerly Truth in Taxation Act, or TITA) requires newspaper publication of a “black border notice” and a public hearing if the proposed levy amount exceeds the prior year’s tax extension by more than 5%.

Note the comparison is not between the current levy and the previous levy. The comparison is between the current levy and the previous tax extension (the actual revenue as determined by the County Clerk). Typically, the tax extension amount/revenue is less than the amount levied. This reduction in the levy amount is based on limitations in revenue increases from year to year under the Property Tax Extension Limitation Law (PTELL) (“tax cap”).

Increases in revenue from year to year are limited by PTELL to the Consumer Price Index (CPI) or 5%, whichever is less.

A common strategy to maximize revenue without the need to publish the black border notice and hold a public hearing is to levy an amount slightly less than 5% higher than last year’s tax extension. For example, a levy amount which is 4.5% (or 4.99%) higher than last year’s tax extension should generate the maximum revenue without requiring a black border notice and a public hearing per TITA.

Example:

- a. Total previous year tax extension was \$2,500,000 (per the County Clerk’s spreadsheet/revenue calculations);
- b. Proposed levy for the current year is \$2,622,500, an increase of 4.9%, i.e., $\$2,500,000 \times 1.049 = \$2,622,500$. A black border notice and public hearing are not required.

If the levy is \$2,622,500, is it likely the District will receive \$2,622,500? No. Per PTELL limitations based on the CPI, the County Clerk will apply the CPI to the last tax extension to calculate the maximum revenue. If the CPI is 3%, the tax extension based on a levy of \$2,622,500 will be \$2,575,000, i.e., $\$2,500,000 \times 1.03 = \$2,575,000$.*

Caution: In Districts which have annexed territory and/or where there is significant new development and/or where significant TIF districts are expiring, it may be prudent to levy an amount greater than 5% more than the previous tax extension (and comply with TITA) in order to receive the maximum revenue to which the District is entitled.

Note about TITA Notices

TITA Notices must be published in the newspaper. In addition, per Public Act 103-1018 effective 8/9/24, TITA Notices must be posted on the Library’s website, i.e.

If a taxing district has a website maintained by the full-time staff of the taxing district, then, in addition to the other requirements of this Section, for a period of not less than 30 consecutive days, the notice shall be posted on or near the top of the website’s homepage or on a page accessible through a direct link from the homepage. The failure of a taxing district to post the notice on its website shall not invalidate the notice or any action taken on the tax levy.

* Note that changes in the equalized assessed value (EAV) of property in the District are likely to affect the actual revenues/tax extension.

VII. ABATE BOND LEVY

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2025.

VIII. VENDOR INFORMATION

If the tax levy amount is more than \$5,000,000, the Library shall make a good faith effort to collect and publish data about vendors.

Public Act 102-0265 effective 8/6/21 provides in relevant part as follows:

Beginning in levy year 2022, each taxing district that has an aggregate property tax levy of more than \$5,000,000 for the applicable levy year shall make a good faith effort to collect and electronically publish data from all vendors and subcontractors doing business with the taxing district as to: (1) whether the vendor or subcontractor is a minority-owned, women-owned, or veteran-owned business, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act; and (2) whether the vendor or subcontractor holds any certifications for those categories or if they are self-certifying; if the vendor self-certifies, then the taxing district shall publish whether the vendor qualifies as a small business under federal Small Business Administration standards. 35 ILCS 200/18-50.2.

IX. PREPARATION OF TENTATIVE B&A ORDINANCE

The statute requiring preparation of a tentative B&A Ordinance (50 ILCS 330/3) in relevant part provides as follows:

Such budget and appropriation ordinance shall be prepared in tentative form by some person or persons designated by the governing body, and in such tentative form shall be made conveniently available to public inspection for at least thirty days prior to final action thereon.

For example, the Board may delegate to the Director authority for preparing a tentative B&A Ordinance. The Board may approve the tentative B&A Ordinance but Board approval is not required if the Board delegated authority to the Director.

Accordingly, notice of a public hearing on the tentative B&A Ordinance may be published without Board approval of the tentative B&A.

Board approval of a final version of the B&A Ordinance is required.

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[https://psnrb.com/sharepoint.com/sites/PS/Shared Document/General/11.LIBRARYDIST/ORDINANCE/CHRON.2025-26.doc](https://psnrb.com/sharepoint.com/sites/PS/Shared%20Document%20Center/11.LIBRARYDIST/ORDINANCE/CHRON.2025-26.doc)

BUDGET AND LEVY CALENDAR

2025-2026 FISCAL YEAR

<u>Action</u>	<u>Dates</u>
A. Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2025 (after 7/1/25 and before 11/1/25)
B. Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2025 (before 11/1/25)
C. Prepare a tentative Budget and Appropriation Ordinance	_____, 2025 (before 8/23/25)
D. Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2025 (before 8/23/25)
E. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2025 (before 8/23/25)
F. Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2025 (before 9/23/25)
G. Publish the Budget and Appropriation Ordinance	_____, 2025 (before 10/23/25)
H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2025 (before 10/24/24)
I. Adopt a Certified Estimate of Revenues by Source	_____, 2024 (before 10/23/25)
J. File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2025 (before 10/23/25)
K. Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2025 (before 11/12/25)
L. Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2025

<u>Action</u>	<u>Dates</u>
M. Conduct the public hearing pursuant to T.I.T.A.	_____, 2025 (before 12/2/25)
N. Adopt the Levy Ordinance	_____, 2025 (before 12/2/25)
O. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2025 (before 12/30/25)

Library Director Report

March 2025

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 66.6%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$727,713.74 (+ \$2,504.78)
 - New Building & Construction Fund: \$36,901.32 (+ \$127.01)
 - General (Corporate) Fund: \$84,895.14 (+ \$292.20)
- ❖ The budget process has begun for the 2026 fiscal year. Library staff have several meetings scheduled to discuss the working budget before presenting it to the finance committee. The finance committee will be meeting in March and April, and again in May, if necessary as we work toward recommending a working budget to the board for approval.

PHYSICAL PLANT

- ❖ Buck Services continues to provide janitorial services weekly Monday through Saturday
- ❖ Cintas provided cleaning and preventive maintenance on the water cooler on 2/27
- ❖ Anderson Elevator performed preventive maintenance on 3/4; no issues were found
- ❖ Delta performed a repair on the building automation system (BAS) and worked on software communications issues on 3/11 & 12; additional troubleshooting still needs to be completed to re-establish communication and control to the remaining Trane VAV boxes
- ❖ Delta provided training on the BAS for the Facilities Assistant
- ❖ The Facilities Assistant worked with the project manager to identify and eliminate trip hazards among the pavers at the front of the library
- ❖ Basement storage areas are systematically being organized and cleaned by the facilities assistant and inventory controls established
- ❖ Following heavier rain, there has been standing water near the exterior storage closet at the rear of the building. It is suspected that there is an issue with the drain tile along the perimeter of the building in that location. A temporary tube to redirect water from the gutter to the lawn was added to avoid potential seepage into the building at the rear entrance. The project manager for the capital projects will investigate further when work resumes.
- ❖ Grant & Power has been selected for landscape services for a three-year contract

TECHNOLOGY

- ❖ Met with Joe G. from Sikch to configure and enable security fobs for a few managers and administrative staff. The key fobs allow staff to access Office 365 outside the library building. Additional security fobs will be implemented for additional staff within the next month.

Library Director Report

March 2025

PERSONNEL

❖ The Library Director:

- Attended the board meeting on 2/24
- Met individually with managers and administrative staff on 2/26
- Met with, discussed, and confirmed in-service training modules with Cintas fire representatives on 2/27
- Reviewed, confirmed, and submitted the ballot proof for library trustees to the county clerk on 3/4
- Met with Republic Bank via Zoom on 3/5 for configuration and setup of online banking and creation of account access for Governmental Accounting staff.
- Attended Rotary meetings on 3/5 & 19
- Attended the SWAN Quarterly Meeting for Administrators and Directors on 3/6
- Hosted the library in-service on 3/7
- Facilitated the Managers Advisory Meeting on 3/10
- Facilitated the Admin Team Meeting on 3/11
- Met with the Facilities Assistant and Chad P. from Midwest Mechanical to discuss next year's budget figures, progress on current capital improvements and proposed capital improvements for the 2026 fiscal year
- Met with the HR Manager and representatives from Paychex to investigate a different payroll provider
- Attended a meeting of downtown businesses on 3/13 hosted by the City of West Chicago and held at the library. This was the first of what is anticipated to be quarterly meetings for downtown businesses to discuss various topics, receive updates from city personnel, and an opportunity to get to know and strengthen relationships with our business neighbors.
- Attended the West Chicago Candidates Forum on 3/18 held at District 94

❖ Employee Highlights

- Nick, DG., Public Relations Specialist, celebrated his 2-year anniversary on 3/6
- Norma G., Circulation Clerk, celebrated her 3-year anniversary on 3/22
- Rosario G., Circulation Clerk, resigned; her last day was 3/8
- Jennifer G., Adult Services Librarian, began on 3/10

MISCELLANEOUS

- ❖ Economic Interest Statements were emailed to current library trustees and staff in early March. Responses must be submitted by May 1.

Please rate the CPR/AED training on a scale of 1 to 10 with 1 being the lowest and 10 being the highest. Please add comments, if you would like.	CPR/AED training comment?	Please rate the First Aid/Blood Borne Pathogen training on a scale of 1 to 10 with 1 being the lowest and 10 being the highest. Please add comments, if you would like.	First Aid/Blood Borne Pathogen training comment?	Please rate the Fire Safety training on a scale of 1 to 10 with 1 being the lowest and 10 being the highest. Please add comments, if you would like.	Fire Safety training comment?	Please rate the Team Building on a scale of 1 to 10 with 1 being the lowest and 10 being the highest. Please add comments, if you would like.	Team Building comment?
7		7		9	Fire Marshall Bill is great.	2	
10		9		10		8	
9		9		10		9	Team 3 cheated! Haha
9	Informational	9		9		9	
10	I like that it's hand on. Helpful for general and specific use	10		10	Very fun. Firefighter Shultz has an electric personality.	7	We worked well and communicated our thoughts to each other
7		7		9	Using fire extinguishers was fun!	7	I'm bad at card stacking? Lol
8		8		10		7	
9	None	9	None	10	None	10	None
7		7		10		8	
10			Just felt a bit redundant with our Trailiant training. Still good to have!	10			
10	I learned a lot!	8		9	Great opportunity to try a fire extinguisher.	7	The cards were slippery!
9		9		9		9	
5	Too much information at one time.	5		10		8	
10		10		10		10	
10		10		10		10	
9	very fun!!!	9	I	9		10	
7	It was good information Very good speaker; kept a good pace and reinforced learned information.	7	Good	9	Fire Marshal was great! This speaker was also informative and added more humor to delivery.	2	cards too slippery
10	presenter was excellent . learned some new things	10		10		10	Collective creativity employed in working toward goal.
10		10	ditto	10	great presentation and good to have hands on	10	fun and challenging

10	This seem like the kind of thing we should just have every few years or so. I like that we had dummies to play with instead of only hearing him talk	10	10	5	I didn't get to do this		
10	The CPR/AED training was very informative and helpful.	10	It was a good refresher to be up to date on First Aid/Blood Borne Pathogen guidelines and what needs to be done.	10	The fire extinguisher training was great.	10	I really got to see how everyone performs as they work together in the Team Building challenge.
10	Very useful and important information thoroughly explained	10	10	10	10		

Department Reports

February 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – February
 - Total opens: 20,602
 - § January '25 -40.7%
 - § December '24 -11%
 - Biweekly Program Newsletters x 8
 - § Total opens: 14,957
 - January '25 -14.92%
 - December '24 -1.62%
 - Special Program Highlight Emails x 4 (one sent to YS list of 214 recipients)
 - January '25 -42.86%
 - December '24 -20%
 - § Total opens: 5,645
 - January '25 -47.81%
 - December '24 -35.83%
 - § Events promoted by a SPH Email include:
 - Love Letters performance
 - Comic-collage the Tween Zone
 - Mardi Gras (YS)
 - A Tour of 5 National Parks (Spring Quarter)
- Social Media Campaigns
 - Social posts x 20
 - § January '25 -4.87%
 - § December '24 -8.1%
 - Total impressions: 3,891
 - § January '25 -29%
 - § December '24 -8.5%
 - Total reach: 3,658
 - § January '25 -24.66%
 - § December '24 -9.43%
 - Total engagements: 109
 - § January '25 -21.12%
 - § December '24 +25.79%
- Physical Materials & Other Work
 - Spring Program Guide mailed to the public 02/07-02/10.
 - New posters created for the current quarter.

ADULT SERVICES

Engagement:

Programs: A total of 9 programs were offered in February with a total attendance of 92. Some programs include Trivia night and hot cocoa, Seed Starting, Love Letters, Hidden Messages in Negro Spiritual of the Underground Railroad.

Bundle up with Books Reading Program: This reading program for grades 6-adult completed in February. There was a total of 34 registered, 30 active readers and 25 completed. Those that completed, received a soup bowl with the library logo.

There was 1 program through Illinois Libraries Presents in February- An Evening with James McBride.

Take and Make Kits: A total of 141 make and takes were taken in February. Some kits included Valentine bookmarks, Lucky Charms and Giant Cricut hearts.

Staff created new printing instructions, 2 program posters, Books in Bloom reading program display and 9 book displays to promote programs and the collection.

Outreach: AS staff attended 3 outreach events in February. Book and Library Card delivery to Franciscan Court, Signup for books delivery from Aperion Care and Device advice at Wayne Township Senior Center. Staff interacted with a total of 33 patrons offsite for device advice and book delivery.

AS staff and the Manager worked with the LTA intern at the end of February/Early March.

ADULT SERVICES: TEEN

Programming: A total of 29 teens attended 5 programs in February. Some programs held were Snack Testers, Video game club and Tabletop 'n Treats

In the YA area, there were 28 make and takes brought home in February.

CIRCULATION SERVICES

Circulation Statistics February 2025:

- 12,992 Total Items checked out, 1.67% decrease from February 2024.
- 3,006 Electronic materials checked out, 8.80% decrease from February 2024.
- The total value of the materials checked out by our patrons was \$90,114.38 during February 2025.
- During February 2025, we had 140 patrons using self-check and a total of 348 items checked out.

Patron Statistics February 2025:

- 4,827 Visitors to the library, 13.09% increase from February 2024.
- 74 New patrons added, 14.94% increase from February 2024.
- 10,030 Card holders, 5.87% decrease from February 2024.
- 34.67% of the district population have library cards, a 2.16% decrease from February 2024.

Other Activities:

- Donated 212 items to Aperion Care over two visits, fulfilling resident requests.
- Registered 19 Aperion Care residents for monthly book deliveries, with plans to expand the program to Franciscan Court Assisted Living.
- 132 audiobooks will be donated to two of our senior residence partners to support residents with visual impairments.

TECHNICAL SERVICES

Acquisitions:

- 715 Items invoiced/received.
- 633 Items ordered.
- 279 Items on-order.
- 123 Items received not processed.
- 3 Items cancelled.
- 3 Items returned.
- 2 Donations.
- 1 Replacement.

Cataloged:

- 4426 Items added to the collection.

Withdrawals:

- 329 Items withdrawn from the collection.

Material Maintenance:

- 40 Items repaired in house.

Other Activities:

- 237 Postage processed.
- 143 Invoices processed.
- 118 Invoices archived.
- 116 Items moved from the new shelf to the regular collection.
- 40 Records created.
- 38 Title transfers.
- 6 Missing items reclaimed.
- 3 West Chicago Suburban Life scanned and converted to searchable PDF.

YOUTH SERVICES

Programs

- Youth Services offered eight story time programs on Mondays and Tuesdays throughout February. Winter Stories and Puppets and Wiggle Worms saw a total of 126 children between the ages of 0 and 5 as well as their caregivers.
- Sensory Saturday and Toddler Obstacle Course programs brought 45 members of the community to the library in February. Several other in-person events were held including Will you be my Villain Valentine; a Valentine's Day craft themed after Disney Villains, A Super Bowl appetizer party known as Sips & Dips, a special nature-themed story time from the Morton Arboretum where participants received a free pass to the arboretum and a candy bubble making program where members created cotton candy balls from melted Jolly Ranchers. These programs brought a further 29 patrons into the library.

Program Highlight

- Fifty patrons visited the library for a special Boba Tea Party in February. Guests were given a brief introduction to boba, made their own boba tea drinks and enjoyed light snacks in the program room.

Passive Activities

- To-go bags and in-house crafts continue to be successful programming for the department. Nine passive programs were offered in February which 294 patrons took

part in. Themes included Valentine's Day, Football, The Arctic, and Boba Tea. Two larger offerings were in celebration of Bring Your Child to the Library Day and a gnome scavenger hunt. The latter activity connected with our winter reading challenge dubbed There's Gnome Place Like the Library. Sixty-eight children signed up for the challenge which delivered small prizes for every four hours of reading.

Outreach

- Four Birth to Three Outreach events were held in the program room with 49 attendees.
- The department read to various District 33 classrooms, the park district and daycares throughout the month seeing 137 attendees.
- Pioneer School's Parent and Child Day was held on February 20th. The library interacted with 66 members of the community providing program flyers, calendars, and other promotional materials. Attendees were asked their favorite book and who they most like to read with. A fishing/counting game was provided for children to play. Circulation services attended for library card registration.

Professional Development/Community Collaboration

- Two staff members attended the Annual Anderson's Bookshop Children's Literature Breakfast. The latest publications are offered along with various author and speakers discussing library trends and inspirations.
- One librarian attended the Illinois Youth Services Institute with the theme 'Find a New Narrative'. She returned to share with the department information on Storytime, programming, and trends in library services to young people.
- Department staff attended various organizational meetings and collection development webinars offered by publishing entities.

IT Report – January

Wireless Overview

February had **824 unique clients** with 1.04Tb of data used.

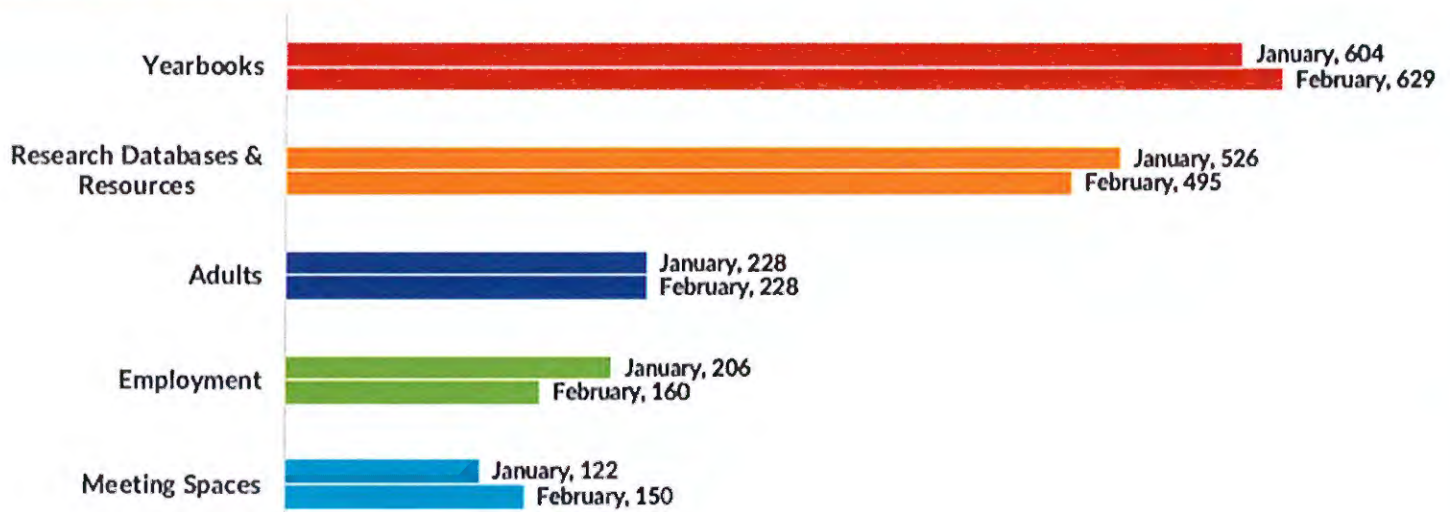
WiFi Usage February 2025



Website

In February we had **8,238 website visits**.

Top 5 Pages in February



Computer Usage

We had **387 users in February**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (January)	Average Time Per Session (January)	Total Logins (February)	Average Time Per Session (February)
Adult	454	41 Minutes	336	43 Minutes
Youth	23	26 Minutes	49	28 Minutes
Newspaper	2	1 Hour 57 Minutes	2	21 Minutes