



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING  
BOARD OF LIBRARY TRUSTEES  
MAIN PROGRAM ROOM  
MONDAY, SEPTEMBER 22, 2025  
7:00 PM

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

## AGENDA

- A. Call to Order Corrine Jakacki-Dattomo, President
- B. Roll Call Patricia Weninger, Secretary
- C. Approval of the Minutes
1. Board Meeting – August 25, 2025 ACTION
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Agenda – Additions/Deletions
- G. Treasurer’s Report Maureen Navadomskis, Treasurer
1. Approval of the Bills for September 2025
2. Financial Statements for August 2025
- H. Communications
1. West Chicago Development Presentation Daniel Bovey  
Mayor, West Chicago
- I. Reports Corrine Jakacki-Dattomo
1. President ATTACHMENT
2. Library Director ATTACHMENT
3. Department Managers
- J. Unfinished Business
- None

K. New Business

- |  |            |
|--|------------|
| 1. Initiatives and Goals for FY 2026 (Staff)   | DISCUSSION |
| 2. Approval of Ordinance 25-02: Budget and Appropriation Ordinance of the West Chicago Public Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026 | ACTION     |
| 3. Adoption of Certified Estimate of Revenues by Source  | ACTION     |

L. Closed Session

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

M. Return to Open Session

N. Adjournment

WEST CHICAGO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
MONDAY, AUGUST 25, 2025  
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Scott Grotto, Vice President; Pat Weninger, Secretary; Maureen Navadomskis, Treasurer; Aimee Cavataio, Laura Finch, and Michael Wonderly, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Jennifer Gunn, Adult Services Manager; Michael Novy, Technical Services; Juan Martinez, Facilities Assistant; Nick Del Giudice, Public Relations Specialist; Jason Rock, Information Technology Librarian.

C. APPROVAL OF THE MINUTES:

1. Board Meeting - July 28, 2025: Mr. Grotto moved to approve the Minutes of July 28, 2025; seconded by Ms. Weninger. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for August 2025: Ms. Navadomskis moved to approve the bills payment for August 2025 in the amount of \$234,360.44; seconded by Ms. Cavataio.

Roll Call Vote - Yes: Cavataio, Finch, Grotto, Navadomskis, Weninger, Wonderly, Jakacki. Motion carried.

2. Financial Statements: Discussion was had regarding the expenditures numbers under the West Chicago Public Library District analysis, Month Ended July 31, 2025, the first packet, which lists Library Material - Maintenance 126, and Technology Services 12,231; versus the second packet, Financial Report, which lists Library Material - Maintenance 12,231, and Technology Services 126. Mr. Weseloh stated the Technology Services should be correct at 12,231; however, he will check with Governmental Accounting which creates the reports.

#### H. COMMUNICATIONS:

1. Opioid Medication and Trained Library Staff: The placement of a Narcan kiosk is moving forward, even though the legislation does not mandate that the Library District follow this particular statute.

2. Payment of Nonresident Fees: The Library District Act and the Local Library Act have been amended to allow payment of non-resident fees quarterly or biannually rather than annually if the Library Board chooses to change its policy. This change is effective August 1, 2025. The West Chicago Library Board will consider this policy change at the September meeting. Mr. Weseloh was asked to inquire at SWAN whether any consortium members that are considering this change.

#### I. REPORTS:

1. President: Ms. Jakacki stated that the Board will spend considerable time this evening discussing planning for initiatives and goals for FY26, the strategic plan, and the possibility of convening a Building & Grounds Committee.

A secretary's audit of the Minutes posted and printed needs to be completed. President Jakacki appointed Ms. Weninger and Ms. Cavataio to review the Minutes posted and printed for all of the board meetings held between July 1, 2024, and June 30, 2025.

2. Library Director: Mr. Weseloh stated the Library is 8.33% through the fiscal year elapsed. Expenditures are running at 8%, with some of the funds being front-loaded, such as online databases, insurances, and a few other line items. The Library has collected 54% of its budgeted property taxes, and 51% of the budgeted revenues.

Director Weseloh and Assistant Library Director Ghobrial have been gathering, reviewing, and uploading documents via the accounting firm's secure portal. Audit field work is scheduled for September 15-17, 2025.

The bookkeeper's last day is September 5, 2025; and she has been training the new Technical Services Assistant on the bookkeeping process and other auditing tasks.

A staff in-service was held August 1, 2025. Staff were trained on Office 365, One Drive, SharePoint, and Teams. After lunch staff met in their respective departments to work on various projects that the departments either typically do not have time to complete or need a large block of time to complete uninterrupted. Work included shifting some collections and a detailed review of the website.

Mr. Weseloh met with WeGo Together for Kids and the DuPage County Health Department to discuss the Narcan kiosk. The kiosk was delivered on August 11, 2025; and it will be installed in the lobby after all

staff members have taken the Narcan training. The Health Department provided Mr. Weseloh with a link to the online training that all staff can utilize and complete.

Mr. Weseloh has been working with Olympik Signs and the City of West Chicago to move forward on a concept of a digital sign for the front of the Library. The sign would be used to help promote Library programs and for cross-promotion of events from other taxing bodies in the city. Mr. Weseloh, Mr. Martinez, and a representative from Olympik Signs will make a presentation of the sign concept to the Historic Preservation Committee at City Hall. If the request for installation of the sign is approved, the plans will be brought back to the Library Board for approval at the September meeting.

The second round of capital projects to be completed is scheduled to begin the week of September 1, 2025; and substantial completion is anticipated by November 7, 2025. Mr. Martinez has been working on a grant application for a \$2,500 grant awarded by ComEd. If the West Chicago Library is awarded the grant, the funds will be used toward installation of holiday lights on the exterior of the library building.

### 3. Department Managers: (IT & PR Presentation)

Public Relations: Nick provided a report on the current marketing mix he has been utilizing for promotions as well as addressing and implementing ADA updates for online accessibility. He shared his plans to create a blog for the Library which can be accessed through its website.

Digital promotional channels include two newsletters that go out by email on Monday and Friday evenings; supplemental special programs highlights based on departmental requests, with some listing of a few resources that may be shared which are relevant to programs; and posts on Facebook and Instagram. Physical materials are the strongest channel from which the Library receives the most engagement, with the Program Guide being the best draw for getting people into the library and into programs.

Posters and flyers are created in-house, some of the latter are distributed to the schools when librarians engage in outreach there. The Library does utilize formal channels of press releases for large-scale events, but those do not always get published. Staff also try to share Library information with local agencies and organizations as well as engage in helping out with promotion of shared interests.

Nick posts 2 to 7 times a week on the social media platforms of Facebook and Instagram. The Library's engagement numbers are in line with most of its neighbors. Reposting of content by library patrons increases the reach of the posts by creating community engagement.

Posters that promote multiple programs have increased relevancy and will remain on display longer. Departments issue surveys after their programs to collect feedback from attendees.

The Library had an X account and a YA TikTok account for a time, but only approximately 15 patrons were following the X posts, and maintaining the TikTok account had challenges of significant time and effort expended to create high quality media products.

Discussion was had regarding the data in the department reports; and trustees commented that the Program Guides are very attractive and well done.

The Library is prepared for the increased digital ADA access requirements, including alt-text for screen-readers. The website contractor, Powder Keg Digital, is confident the website is compliant-ready. The deadline for compliance is April 26, 2027. The creation of blog functions will enable the public to browse Library blog posts, and the Library will have an opportunity display more photographs and activities and programs that are happening at the library.

Information Technology: Jason stated that he liaisons with Sikich for management of technology; he is the in-between person between the staff and Sikich to solve many of the computer problems. Some new computers will be coming online to replace some Windows 10 computers, which will not be supported anymore as of October. He makes sure that all service tickets are taken care of and next steps are pursued, and he installs physical replacement of computer parts and loads software updates.

Jason oversees Microsoft 365 administration and the One Drive cloud server. Staff have access to all the folders throughout the network when they are in the building.

Jason schedules and leads patron training classes at the library, teaching basic Excel, basic Word, as well as some programs that are requested by patrons. On occasion he will teach a program to a patron one-on-one. Patrons can sign up online as well as Jason will on occasion teach a class online. The inaugural class on Pivot Tables for Excel will take place in November.

Photoshop has been installed on a public computer in Adult Services, which also includes the programs Creative Cloud, Illustrator, Premiere Pro, Audition, and InDesign. A Photo Shop class will be offered in the future. Jason had previously worked with a children's librarian to use Scratch, a programming language designed to teach children how to program.

Jason has completed several certificate programs on IT security, including the Google IT support professional certificate, and is currently working on a Microsoft administration certificate online for M365. He has created a 3D printing instructions page and equipment instructions for some things that the Library may offer in the future such as Offline 365, Outlook, Loop, and Teams.

Jason keeps track of the website, doing some hands-on spam filtering, editing web pages, uploading the Board Minutes, Library policies, et cetera. All pdf's are put through an Adobe Pro filter so that they are screen-readable. Many patrons have offered compliments that they like the website.

He has created a Spotify account with the idea to make a Spotify new music playlist for West Chicago. The Children's department has embraced this opportunity, and they have three musical programs in which they use playlists; and many playlists have been created by Youth Services.

Twitch video game streaming is very popular, and it has been used for streaming a story read-aloud. The Library will have a story time online using the Library's Twitch, and participants can read the book with library staff.

Eventually instructional videos will be posted on the website, starting with the basic classes that Jason is currently teaching, and including how do you check out a book on the online catalog, how to navigate the website, et cetera. These short instructional videos can be made available on a specific page on the Library's website.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Initiatives and Goals for FY2026: President Jakacki stated that she hoped the trustees had a chance to read the existing strategic plan and review some its listed goals. The board will list some its ideas for future goals, then meet with the managers for their input and input from their staff.

Discussion was had regarding expanding the Makerspace; increasing the number of people who are registered patron with the Library; and creating a community survey that can be responded to through physical and digital questionnaires, possibly included in the Program Guide. Feedback will be sought from both people who already use the library as well as those who are not using the library, the latter which is more difficult to obtain. The hiring of a consultant and the creation of one or more focus groups will be pursued.

Currently 30% of the District's residents have a library card. A good

goal is between the 48% and 50% mark. West Chicago Library District has reduced the number of registered patrons as a result of cleaning up the patron rolls and deleting from the list those people who were no longer users. The numbers also dropped as a result of the pandemic and people reducing visiting public spaces.

2. Strategic Plan: One of the Library's strategic goals was strengthening outreach. A topic of future discussion will be how to measure success in achieving increased library card sign-ups. Some of the goals in the existing strategic plan will be carried over and/or expanded upon in the next strategic plan. These include efficient use of space, outreach and promoting programs, and outreach specifically to high school students to inform them of the resources available for them at the library.

Discussion was had regarding the trustees seeking to engage a consulting group that is experienced with working with libraries for facilitating the strategic plan process. A budget for the strategic plan will have to be created. Consultant fees for the most recent strategic plan were approximately \$12,000. The consultant would be responsible for creating the community survey; and the survey as well as the focus groups will need to be available in both English and Spanish. President Jakacki asked Mr. Weseloh to start the process of researching consultants to oversee the strategic plan process.

The trustees discussed the possibility of an off-site location where patrons could pick up hold materials or gather for some programming. The park district was suggested as an entity in West Chicago that may have space available for the library to use.

The trustees spoke about opportunities for the board to be informed on issues facing libraries, possibly including monthly information-sharing of data gathered in-house and combined with information coming out of ALA, ILA, as well as RAILS. The annual ILA legislative convening is a valuable opportunity for trustees to take part in.

Additional goals for the board are: How to function as a cohesive board, how to best serve the public, and how to oversee what the board should oversee. The board will consider engaging a consultant for training on the role of a trustee.

Staff was asked to provide some usage statistics on foot traffic, event attendance, digital use, and comparing that data to the data of other like-sized libraries. Trustees would also like to hear staff's ideas about a Makerspace.

The previous strategic plan listed the possibility of purchasing a library bookmobile. The cost of a bookmobile turned out to be higher

than expected.

3. Building & Grounds Committee Review: Discussion was had regarding the increasing age of the building and its related maintenance and upkeep needs. Some of the systems that still need significant attention are the boilers and the air-handling system, together which will cost approximately \$1 million.

The electrical service at its entrance point to the building requires a specially trained contractor. The most recent inspector reported that the Library's electrical main looks to be in fairly good condition. The space needs to be cleaned, and should then be good for 10 to 15 years.

Mr. Weseloh would like to see the eight bathrooms in the building be updated.

A Building & Grounds Committee can do an in-depth review of the physical plant and then report to the board so that the board can then complete its responsibilities for decision-making and expenditure approval. President Jakacki asked the trustees to think about if they would like to serve on a Building & Grounds Committee.

Discussion was had regarding a possible expansion of the library building or a remodel project. A new trustee stated that many residents have said they would like the library to be bigger. The board shared information on what a referendum entails; and that a bond issuance is another path by which the Library District could seek to obtain additional monies to pursue a remodel or construction of a building addition. Both avenues require significant sharing of information with the district residents and gaining agreement of the residents to pursue such a plan.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated there was no reason to go into closed session, therefore there was no return to open session, and she adjourned the meeting at 8:52 p.m.

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

**BOARD MEETING DATE:** 22-Sep-25

**FINANCIAL STATEMENT DATE:** August 31, 2025

Payroll dated:

8/15/2025	Net Payroll	\$	41,585.28
	Federal Liability Payment	\$	12,499.89
	State Liability Payment	\$	2,547.18
	Paylocity Fee	\$	168.18
8/29/2025	Net Payroll	\$	40,436.77
	Federal Liability Payment	\$	12,425.50
	State Liability Payment	\$	2,517.34
	Paylocity Fee	\$	415.78

Net Payroll  
Federal Liability Payment  
State Liability Payment  
Paylocity Fee

TOTAL \$ 112,595.92

Republic Bank

Operating - Manual Cks	Check No.	\$	18,321.38
Operating - System Cks	Check No.	\$	263,750.91
Operating - Credit Card	Check No.	\$	4,823.73
Librarian's Petty Cash	Check No.	\$	-

TOTAL \$ 286,896.02

Total Bills for Approval \$ 399,491.94

Board Approval

Signature: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

# West Chicago Public Library District

## Unpaid Bills Detail

As of September 15, 2025

	Transaction Type	Date	Num	Due Date	Open Balance
ACC Business 800-322-3076	Bill	08/10/2025		09/09/2025	613.64
<b>Total for ACC Business</b>					<b>\$ 613.64</b>
Accurate Office Supplies 630-784-4700	Bill	08/14/2025	640755	09/13/2025	165.93
	Bill	08/22/2025	641211	09/21/2025	262.86
	Bill	09/11/2025	642149	10/11/2025	232.50
<b>Total for Accurate Office Supplies</b>					<b>\$ 661.29</b>
Alarm Detection Systems 630-844-6306	Bill	09/07/2025	204101-1079	10/07/2025	450.21
<b>Total for Alarm Detection Systems</b>					<b>\$ 450.21</b>
Amanda Ghobrial	Bill	08/25/2025		09/24/2025	73.92
<b>Total for Amanda Ghobrial</b>					<b>\$ 73.92</b>
Amazon Capital Services	Bill	08/12/2025	1NPL-PVR1-NWNC	09/11/2025	17.86
	Bill	08/12/2025	1J7T-KHVH-RNF1	09/11/2025	16.82
	Bill	08/13/2025	1TTT-3H6F-1PNR	09/12/2025	69.97
	Bill	08/15/2025	1T3V-RD4N-MGMW	09/14/2025	38.99
	Bill	08/16/2025	1YFD-FGVH-VC7N	09/15/2025	37.79
	Bill	08/18/2025	19W4-CDTR-DGJW	09/17/2025	21.94
	Bill	08/18/2025	1LRJ-MDWC-99FN	09/17/2025	56.96
	Bill	08/19/2025	1QLW-VRQ1-		
	Bill	08/19/2025	VKWC	09/18/2025	49.50
	Bill	08/27/2025	1XRK-PG3R-G697	09/26/2025	148.33
	Bill	08/28/2025	1LQ4-6M94-696W	09/27/2025	32.99

Bill	08/28/2025	1YNC-DVHJ-6CYF	09/27/2025	101.19
Bill	08/29/2025	1CTF-7FKK-J7Q3	09/28/2025	238.88
Bill	08/29/2025	1V6P-6HQL-LGDK	09/28/2025	12.97
Bill	08/29/2025	1TYW-DPKX-JKV3	09/28/2025	115.58
Bill	08/29/2025	1X94-W33X-GXQN	09/28/2025	43.93
Bill	09/02/2025	1MJG-1QNM-CXJ9	10/02/2025	54.14
Bill	09/02/2025	1VV-4FWW-7CJT	10/02/2025	19.79
Bill	09/02/2025	1PTY-4J3V-77XV	10/02/2025	75.66
Bill	09/02/2025	1MF7-PD43-6K4T	10/02/2025	346.61
Bill	09/02/2025	1CCM-Y1D4-6C1L	10/02/2025	458.84
Bill	09/02/2025	14KD-9Y9L-6D3N	10/02/2025	493.26
Bill	09/03/2025	143H-JQXX-7HTN	10/03/2025	54.99
Bill	09/04/2025	14GC-DQ1N-79Q1	10/04/2025	35.05
Bill	09/04/2025	1CWC-1M1T-6W9T	10/04/2025	83.70
Bill	09/04/2025	1QJR-4DMR-4TPW	10/04/2025	46.48
Bill	09/05/2025	13CQ-QKVP-94YY	10/05/2025	98.05
Bill	09/07/2025	1K6H-CMWL-NKPC	10/07/2025	410.34
Bill	09/07/2025	1RHQ-QV9P-R4F3	10/07/2025	40.21
Bill	09/07/2025	1FV3-1PNK-QJ3J	10/07/2025	7.99
Bill	09/08/2025	1MY7-6VTG-3VCT	10/08/2025	13.84
Bill	09/10/2025	1J1L-XWYK-9917	10/10/2025	55.99
Bill	09/10/2025	1931-V6W3-6W9K	10/10/2025	13.48
Bill	09/10/2025	1YCX-NMP4-XT4J	10/10/2025	3.34
Bill	09/11/2025	1NXP-JYWM-6M7H	10/11/2025	12.66
Vendor Credit	09/12/2025	1474-PMLJ-4KCT		-8.88
				<b>\$ 3,319.24</b>
Bill	09/01/2025	INV-107766-Y6V7	10/01/2025	193.00
				<b>\$ 193.00</b>
Bill	08/31/2025	381651	09/30/2025	1,873.80
				<b>\$ 1,873.80</b>

Total for Amazon Capital Services  
Anderson Elevator Co.  
708-345-9710

Total for Anderson Elevator Co.  
Andy Frain  
630-820-3820

Total for Andy Frain

Assa Abloy 704-290-5700									
Total for Assa Abloy Bellwether 800-679-8068	Bill	09/01/2025	SCI 81957	10/01/2025				1,040.05	
								<u>\$ 1,040.05</u>	
Total for Bellwether Benjamin Weseleh	Bill	08/19/2025	117762	09/18/2025				21.67	
								<u>\$ 21.67</u>	
Total for Benjamin Weseleh Bigleaf Networks, Inc. 888-244-3133	Bill	09/10/2025		10/10/2025				55.26	
								<u>\$ 55.26</u>	
Total for Bigleaf Networks, Inc. Buck Services 630-876-8184	Bill	09/01/2025	INV131833	10/01/2025				499.00	
								<u>\$ 499.00</u>	
Total for Buck Services Chicago Sun Times 888-848-4637	Bill	08/15/2025	64656	09/14/2025				2,416.66	
								<u>\$ 2,416.66</u>	
Total for Chicago Sun Times Cintas Corporation 847-228-3970	Bill	08/25/2025		09/24/2025				605.20	
								<u>\$ 605.20</u>	
Total for Cintas Corporation Cintas Fire 630-978-0600	Bill	08/31/2025	9335982963	09/30/2025				100.00	
	Bill	08/31/2025	9335982958	09/30/2025				50.50	
	Bill	09/09/2025	5291005603	10/09/2025				62.26	
								<u>\$ 212.76</u>	
Total for Cintas Fire Comcast 800-391-3000	Bill	08/25/2025	0F94760898	09/24/2025				2,308.89	
	Bill	09/04/2025	0F94761732	10/04/2025				169.46	
								<u>\$ 2,478.35</u>	
	Bill	08/10/2025		09/09/2025				343.34	

Total for Comcast						<u>\$ 343.34</u>
Comcast Business						
Total for Comcast Business						<u>560.00</u>
ComEd						<u>\$ 560.00</u>
877-426-6331						
Total for ComEd						<u>1,852.61</u>
De Lage Landen Financial						<u>\$ 1,852.61</u>
800-736-0220						
Total for De Lage Landen Financial						<u>1,496.23</u>
Demco						<u>\$ 1,496.23</u>
800-962-4463						
Total for Demco						<u>56.95</u>
Efficiency Reporting						<u>502.42</u>
630-682-8887						<u>\$ 559.37</u>
Total for Efficiency Reporting						<u>340.00</u>
Flood Brothers						<u>\$ 340.00</u>
Total for Flood Brothers						<u>66.14</u>
Francotyp-Postalia, Inc.						<u>\$ 66.14</u>
800-341-6052						
Total for Francotyp-Postalia, Inc.						<u>111.00</u>
Friends of the West Chicago History Museum						<u>\$ 111.00</u>
Total for Friends of the West Chicago History Museum						<u>400.00</u>
Gabriel Cardenas						<u>\$ 400.00</u>
Total for Gabriel Cardenas						<u>46.90</u>
Gehrke Technology Group						<u>\$ 46.90</u>
847-487-9110						



Kellenberger Electric, Inc.									
Total for Keilenberger Electric, Inc.									
Kings III Of America, LLC	Bill	09/08/2025	1130	10/08/2025					450.97
									<u>\$ 450.97</u>
Total for Kings III Of America, LLC									78.48
Klein, Thorpe and Jenkins, LTD	Bill	08/28/2025	3158757	09/27/2025					<u>\$ 78.48</u>
312-984-6400									
Total for Klein, Thorpe and Jenkins, LTD									775.00
Lauterbach & Amen, LLP	Bill	08/15/2025	0846-012	09/14/2025					<u>\$ 775.00</u>
630-393-1483									
Total for Lauterbach & Amen, LLP									960.00
LIMRICC	Bill	08/22/2025	107783	09/21/2025					<u>\$ 960.00</u>
630-393-1483									
Total for LIMRICC									23,055.75
Liz Berg Music LLC	Bill	09/05/2025		10/05/2025					<u>\$ 23,055.75</u>
Total for Liz Berg Music LLC									400.00
Luke Sutton	Bill	08/12/2025		09/11/2025					<u>\$ 400.00</u>
Total for Luke Sutton									20.72
Midwest Mechanical	Bill	09/09/2025		10/09/2025					<u>\$ 20.72</u>
630-850-2300									
Total for Midwest Mechanical									8,683.00
Midwest Tape	Bill	08/12/2025	W25034-01	09/11/2025					146,377.50
800-875-2785	Bill	09/01/2025	S25178WP-01	10/01/2025					1,007.33
	Bill	09/03/2025	MC0000146320	10/03/2025					<u>\$ 156,067.83</u>
Total for Midwest Mechanical									37.48
Midwest Tape	Bill	08/05/2025	507440460	09/04/2025					19.99
800-875-2785	Bill	08/05/2025	507550418	09/04/2025					35.23
	Bill	08/11/2025	507583310	09/10/2025					14.98
	Bill	08/19/2025	507615330	09/18/2025					

<b>Total for Midwest Tape</b>					
Bill	08/29/2025	507669361	09/28/2025	343.94	
Bill	08/29/2025	507669360	09/28/2025	153.69	
Bill	08/29/2025	507669363	09/28/2025	14.99	
				<b>\$ 620.30</b>	
<b>Total for Mobile Beacon</b>					
Bill	09/05/2025	20250905-1039	10/05/2025	2,640.00	
				<b>\$ 2,640.00</b>	
<b>Total for Morgan Birge &amp; Associates Inc.</b>					
Bill	08/26/2025	81710	09/25/2025	9,931.99	
Bill	08/27/2025	81664	09/26/2025	558.52	
				<b>\$ 10,490.51</b>	
<b>NCPERS</b>					
<b>Total for NCPERS</b>					
Bill	08/10/2025		09/09/2025	16.00	
Bill	09/09/2025		10/09/2025	16.00	
				<b>\$ 32.00</b>	
<b>Nicor</b>					
Bill	09/05/2025		10/05/2025	667.36	
				<b>\$ 667.36</b>	
<b>Total for Nicor</b>					
<b>Orkin Pest Control</b>					
Bill	09/10/2025		10/10/2025	111.00	
				<b>\$ 111.00</b>	
<b>Total for Orkin Pest Control</b>					
<b>Paddock Publications</b>					
Bill	08/10/2025	346583	09/09/2025	46.00	
				<b>\$ 46.00</b>	
<b>Total for Paddock Publications</b>					
<b>Powderkeg</b>					
Bill	08/28/2025	OOJJP4E6-0001	09/27/2025	2,340.00	
				<b>\$ 2,340.00</b>	
<b>Total for Powderkeg</b>					
<b>Royal Publishing</b>					
Bill	08/21/2025	8169623	09/20/2025	765.00	
				<b>\$ 765.00</b>	
<b>Total for Royal Publishing</b>					

Sikich LLP  
630-566-8400

Bill	06/30/2025	1545793	07/30/2025	535.00
Bill	06/30/2025	1547463	07/30/2025	214.00
Bill	08/15/2025	MS546180	09/14/2025	6,241.23
Bill	08/15/2025	MS546136	09/14/2025	5,708.23
Bill	08/18/2025	1545793	09/17/2025	1,658.50
Bill	08/21/2025	1546604	09/20/2025	296.00
Bill	08/26/2025	1546771	09/25/2025	1,444.50
Bill	08/28/2025	N547181	09/27/2025	1,855.00
Bill	08/29/2025	1546803	09/28/2025	5,136.00
Bill	08/31/2025	1547463	09/30/2025	695.50
Bill	09/10/2025	1547802	10/10/2025	13,079.00
Vendor Credit	08/15/2025	MS554613CM		-5,708.23
				<u>\$ 31,154.73</u>

Total for Sikich LLP

T-Mobile

Bill	09/01/2025		10/01/2025	178.35
				<u>\$ 178.35</u>

Total for T-Mobile

Travelers Insurance

Bill	09/11/2025		10/11/2025	162.00
				<u>\$ 162.00</u>

Total for Travelers Insurance

Unique Management Services

800-879-5453

Bill	09/01/2025	6143987	10/01/2025	40.00
Bill	09/01/2025	6143134	10/01/2025	88.65
				<u>\$ 128.65</u>

Total for Unique Management Services

Xtreme Environmental Solutions

630-293-7880

Bill	09/15/2025		10/15/2025	25.00
				<u>\$ 25.00</u>

Total for Xtreme Environmental Solutions

TOTAL

\$ 263,750.91

**West Chicago Public Library District**  
**Transaction Detail by Account**  
 August 2025

Date	Transaction Type	Num	Name	Memor/Description	Split	Amount	Balance
08/28/2025	Expenditure		Yeast			118.80	118.80
08/28/2025	Expenditure		Yeast	International Transaction Fee		3.33	122.13
						\$ 122.13	
08/01/2025	Expenditure		Panera Bread	Food Boxed Lunches		498.14	498.14
08/01/2025	Expenditure		Dunkin Donut	Coffee		50.40	552.54
08/08/2025	Expenditure		All American Flag	American Flag		97.14	649.68
08/09/2025	Credit Card Credit		Nothing Bundt Cakes	Return amount		-10.05	639.83
08/11/2025	Expenditure		HR Source	Training interviewing and Hiring		450.00	1,089.83
						\$ 1,089.83	
08/01/2025	Expenditure		Jewel Osco	Misc		12.39	12.39
08/01/2025	Expenditure		Universal Yums	Yum Yum Box		29.00	41.39
08/01/2025	Expenditure		NCPERS	July 2025 and August 2025 Premiums		33.12	74.51
08/01/2025	Expenditure		Costco	Misc		277.88	352.37
08/08/2025	Expenditure		Chicago Tribune	Chicago Tribune		600.00	952.37
08/13/2025	Expenditure		Aco Hardware	Pressure Washer and Keys		29.72	982.09
08/25/2025	Expenditure		Chicago Tribune	Aurora Beacon News		144.00	1,126.09
08/31/2025	Expenditure		VISA	Finance Charges		37.09	1,163.18
						\$ 1,163.18	
08/07/2025	Expenditure	12825204	Chicago Books & Journals	Transformer Postor and Library Card bookmark		59.63	59.63
08/07/2025	Expenditure		Target	Misc		90.00	149.63
08/12/2025	Expenditure		Oriental Trading Company	Candy and Trophies		120.91	270.54
08/15/2025	Expenditure		Oriental Trading Company	Misc		54.01	324.55
08/15/2025	Expenditure		Costco	Snack Food		84.94	419.49
08/28/2025	Expenditure		The Fun Ones	Haunted House Obstacle Course 10/25/2025 50% deposit		393.17	812.66
08/31/2025	Expenditure		VISA	Finance Charges		18.55	831.21
						\$ 831.21	
08/01/2025	Expenditure		Constant Contact	August 2025		175.00	175.00
08/19/2025	Expenditure		Office Max	Printer Cartridges		180.58	355.58
08/21/2025	Expenditure		Office Max	Printer Cartridges		202.10	557.68
08/31/2025	Expenditure		VISA	Finance Charges		6.82	564.50
						\$ 564.50	
08/07/2025	Expenditure		Printix	7/17/25-8/17/25	-Split-	71.77	71.77
08/09/2025	Expenditure		GoDaddy	Annual Renewal		736.58	808.33
08/10/2025	Expenditure		Adobe Inc.	Creative Cloud		207.15	1,015.48
08/25/2025	Expenditure		Spotify	Spotify Premium 1 month		11.99	1,027.47
08/31/2025	Expenditure		VISA	Finance Charges		25.61	1,053.08
						\$ 1,053.08	
						\$ 4,823.73	

11CC TCM Bank

CARD 11 Director - #1168

Total for CARD 11 Director - #1168

CARD 31 Director - #2093

Total for CARD 31 Director - #2093

CARD 41 AS - #2101

Total for CARD 41 AS - #2101

CARD 51 YS - #2119

Total for CARD 51 YS - #2119

CARD 61 PR - #2135

Total for CARD 61 PR - #2135

CARD 71 IT - #2127

Total for CARD 71 IT - #2127

Total for 11CC TCM Bank

**West Chicago Public Library District**  
**Transaction List by Vendor**  
**August 2025**

Date	Transaction Type	Num	Memo/Description	Account	Amount
08/04/2025	Check	8.11.25	August 2025 Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-936.38
08/04/2025	Check	8.11.2025	August 2025 Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-801.37
08/04/2025	Check	8.29.25	August 2025 Billing	10300 Bank Accounts:FNBC Bank - Checking - 6031	-60.00
08/04/2025	Check	August 2025	August Payroll 2025	10300 Bank Accounts:FNBC Bank - Checking - 6031	-16,523.63
Total					-18,321.38

Ampion

Employee Benefits Corporation

IMRF

# Financial Report

For the 2 Month(s) Ended August 31, 2025  
FISCAL YEAR 2025



WEST CHICAGO  
PUBLIC LIBRARY DISTRICT

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2025

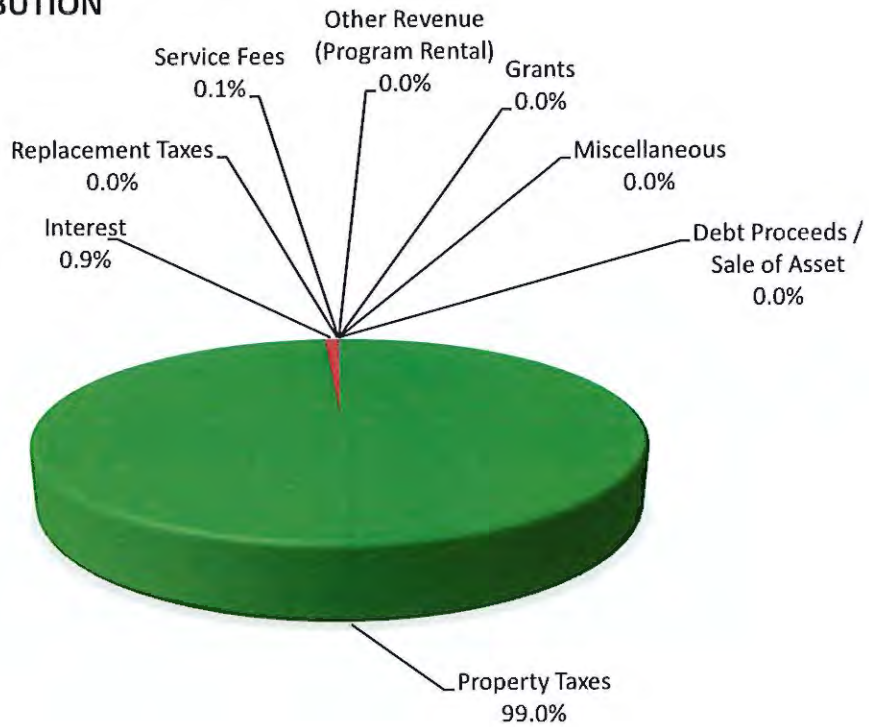
17% of Fiscal Year

<b>Account Description</b>	<b>Total Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>REVENUE</b>			
Property Taxes	1,627,179	2,976,853	55%
Interest	15,067	76,350	20%
Replacement Taxes	-	50,952	0%
Service Fees	1,863	12,200	15%
Other Revenue (Program Rental)	-	-	0%
Grants	-	42,958	0%
Miscellaneous	20	1,500	1%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>1,644,128</u>	<u>3,160,813</u>	<u>52%</u>
Budgeted Revenues	<u>3,160,813</u>		
% Diff	52%		
<b>OPERATING EXPENDITURES</b>			
Personnel	272,983	1,999,073	14%
IMRF	19,824	127,000	16%
Administrative	13,549	90,162	15%
Admin Technology	27,581	172,358	16%
Library Materials - Books	38,696	129,315	30%
Library Materials - Periodicals	1,727	10,950	16%
Library Materials - Audio & Visual	3,551	59,535	6%
Library Material - Maintenance	364	10,520	3%
Technology Services	15,900	96,573	16%
Programs	6,634	41,149	16%
Marketing & Promotion	9,408	31,005	30%
Facilities & Operations	46,241	215,901	21%
Utilities	27,133	99,102	27%
Professional Services	28,379	65,570	43%
Board Expenses	386	12,600	3%
Actual Expenditures	<u>512,357</u>	<u>3,160,813</u>	<u>16%</u>
Budgeted Expenditures	<u>3,160,813</u>		
% Diff	16%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<u>1,131,772</u>	<u>-</u>	<u>n/a</u>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>			
Equipment & Building	-	325,000	0%
Actual Expenditures	<u>-</u>	<u>325,000</u>	<u>0%</u>
Budgeted Expenditures	<u>325,000</u>		
% Diff	0%		
<b>TOTAL SURPLUS / (DEFICIT)</b>	<u>1,131,772</u>	<u>(325,000)</u>	
<b>BEGINNING FUND BALANCE</b>	<u>1,627,313</u>		
<b>ENDING FUND BALANCE</b>	<u>2,759,085</u>		

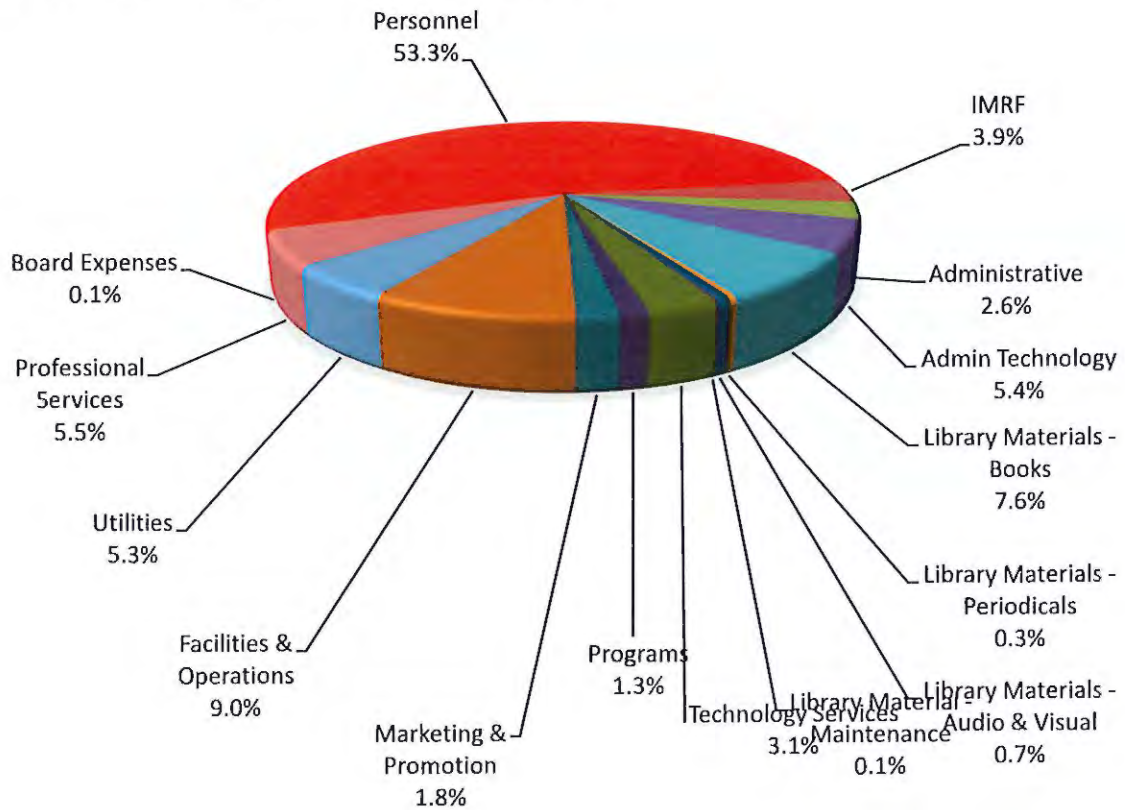
# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2025

## REVENUE DISTRIBUTION

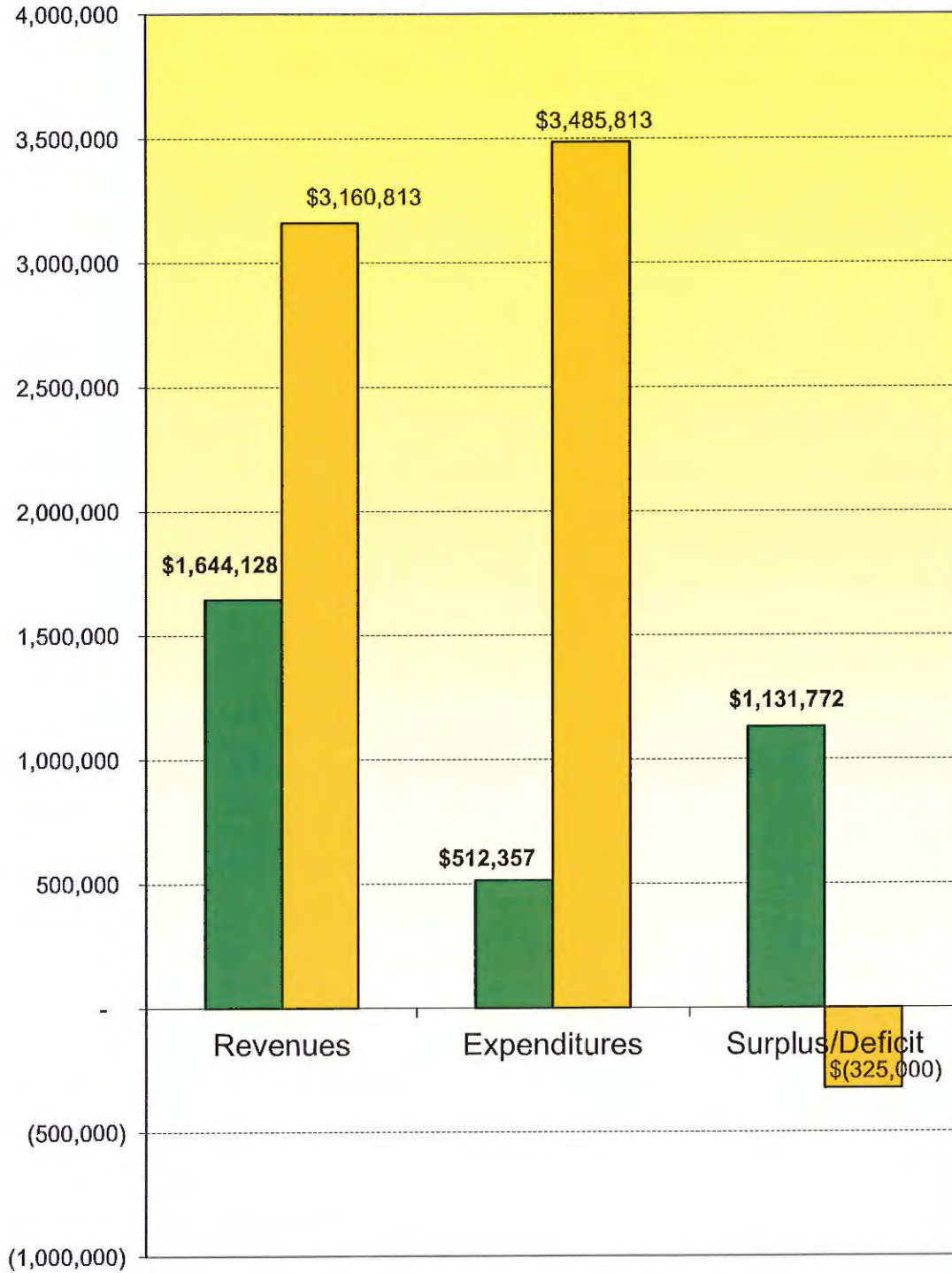


## OPERATIONAL EXPENDITURE DISTRIBUTION



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2025



**WEST CHICAGO PUBLIC LIBRARY DISTRICT**

Budget vs. Actual Summary  
For the 2 Month(s) Ended August 31, 2025

17% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	1,543,811	83,368	-	1,627,179	2,976,853	55%
Interest	14,326	458	283	15,067	76,350	20%
Replacement Taxes	-	-	-	-	50,952	0%
Service Fees	1,863	-	-	1,863	12,200	15%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	-	-	-	-	42,958	0%
Miscellaneous	20	-	-	20	1,500	1%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	1,560,020	83,826	283	1,644,128	3,160,813	52%
Budgeted Revenues	3,042,663	118,150	-	3,160,813	-	-
% Diff	51%	71%	n/a	52%	-	-
<b>OPERATING EXPENDITURES</b>						
Personnel	272,983	-	-	272,983	1,999,073	14%
IMRF	-	19,824	-	19,824	127,000	16%
Administrative	13,549	-	-	13,549	90,162	15%
Admin Technology	27,581	-	-	27,581	172,358	16%
Library Materials - Books	38,696	-	-	38,696	129,315	30%
Library Materials - Periodicals	1,727	-	-	1,727	10,950	16%
Library Materials - Audio & Visual	3,551	-	-	3,551	59,535	6%
Library Material - Maintenance	364	-	-	364	10,520	3%
Technology Services	15,900	-	-	15,900	96,573	16%
Programs	6,634	-	-	6,634	41,149	16%
Marketing & Promotion	9,408	-	-	9,408	31,005	30%
Facilities & Operations	46,241	-	-	46,241	215,901	21%
Utilities	27,133	-	-	27,133	99,102	27%
Professional Services	28,379	-	-	28,379	65,570	43%
Board Expenses	386	-	-	386	12,600	3%
Actual Expenditures	492,533	19,824	-	512,357	3,160,813	16%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813	-	-
% Diff	16%	16%	n/a	16%	-	-
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Equipment & Building	-	-	-	-	325,000	0%
Actual Expenditures	-	-	-	-	325,000	n/a
Budgeted Expenditures	-	-	325,000	325,000	-	-
% Diff	n/a	n/a	n/a	n/a	-	-
<b>TOTAL SURPLUS / (DEFICIT)</b>						
General	1,067,487	64,002	283	1,131,772	Total Budget	
IMRF	-	-	-	-	(325,000)	
Special Reserve	-	-	-	-	1,627,313	
Total Actual	1,436,810	63,252	127,251	1,627,313		
BEGINNING FUND BALANCE	2,504,297	127,254	127,534	2,759,085	1,302,313	
ENDING FUND BALANCE	508%	642%	n/a	539%		
Fund Balance as % of Total Expenditures						

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
30010 · PROPERTY TAXES	23,650.87	248,071.08	1,543,810.76	83,367.97	0.00	1,627,178.73	2,975,853.00	-1,348,674.27	54.86%
32010 · PERS PROPERTY REPLACEMENT TAX	0.00	4,246.00	0.00	0.00	0.00	0.00	50,952.00	-50,952.00	0.0%
33000 · INTEREST INCOME	7,179.10	6,250.00	14,326.23	457.86	0.00	14,784.09	75,000.00	-60,215.91	19.71%
33040 · INTEREST-L FUND BLDG CONST	141.60	112.50	0.00	0.00	282.93	282.93	1,350.00	-1,067.07	20.96%
35100 · FINES	1.00	0.00	2.60	0.00	0.00	2.60	0.00	2.60	100.0%
35150 · PHOTOCOPY/MICROFORM/COPYFAX	885.82	791.67	1,629.94	0.00	0.00	1,629.94	9,500.00	-7,870.06	17.16%
35510 · LOST AND PAID MATERIALS	127.11	100.00	230.09	0.00	0.00	230.09	1,200.00	-969.91	19.17%
35710 · NON RESIDENT FEES	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
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	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	15.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
38010 · PER CAPITA GRANT	0.00	3,579.83	0.00	0.00	0.00	0.00	42,956.00	-42,956.00	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	20.00	16.67	20.00	0.00	0.00	20.00	200.00	-180.00	10.0%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	32,005.50	263,401.06	1,560,019.62	83,825.83	282.93	1,644,128.38	3,160,813.00	-1,516,684.62	52.02%
<b>Expenditures</b>									
1E · PERSONNEL									
41100 · SALARIES	113,195.61	132,148.08	214,885.71	0.00	0.00	214,885.71	1,585,777.00	-1,370,891.29	13.55%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,615.40	24,734.83	39,515.06	0.00	0.00	39,515.06	296,818.00	-257,302.94	13.31%
41120 · FICA EXPENSE	8,471.70	9,333.33	15,971.01	0.00	0.00	15,971.01	112,000.00	-96,028.99	14.26%
41130 · UNEMPLOYMENT COMPENSATION	233.08	175.00	233.08	0.00	0.00	233.08	2,100.00	-1,866.92	11.1%
41140 · WORKERS COMPENSATION	0.00	198.17	2,378.00	0.00	0.00	2,378.00	2,378.00	0.00	100.0%
Subtotal	142,515.79	166,589.42	272,982.86	0.00	0.00	272,982.85	1,999,073.00	-1,726,090.14	13.66%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	450.00	1,184.58	2,250.00	0.00	0.00	2,250.00	14,215.00	-11,965.00	15.83%
41320 · TRAVEL	223.50	424.67	223.50	0.00	0.00	223.50	5,096.00	-4,872.50	4.39%
41330 · ASSOCIATION DUES	0.00	504.25	100.00	0.00	0.00	100.00	6,051.00	-5,951.00	1.65%
41332 · PAYROLL PROCESSING	583.96	745.33	1,089.84	0.00	0.00	1,089.84	8,944.00	-7,854.16	12.19%
41334 · OFFICE SUPPLIES GENERAL	693.96	975.00	1,586.64	0.00	0.00	1,586.64	11,700.00	-10,113.36	13.56%
41336 · OFFICE EQUIPMENT	1,607.23	1,535.83	3,103.46	0.00	0.00	3,103.46	18,430.00	-15,326.54	16.84%
41338 · POSTAGE	1,540.52	750.00	1,556.99	0.00	0.00	1,556.99	9,000.00	-7,443.01	17.3%
41342 · ADMINISTRATIVE MISC	87.36	135.50	179.90	0.00	0.00	179.90	1,626.00	-1,446.10	11.06%
41344 · SUPPLIES-FOOD	832.74	791.67	3,251.71	0.00	0.00	3,251.71	9,500.00	-6,248.29	34.23%
41346 · MATERIALS & RESOURCE RECOVERY	137.90	133.33	137.90	0.00	0.00	137.90	1,600.00	-1,462.10	8.62%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	333.33	69.47	0.00	0.00	69.47	4,000.00	-3,930.53	1.74%
Subtotal	6,157.17	7,513.50	13,549.41	0.00	0.00	13,549.41	90,162.00	-76,612.59	15.03%

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

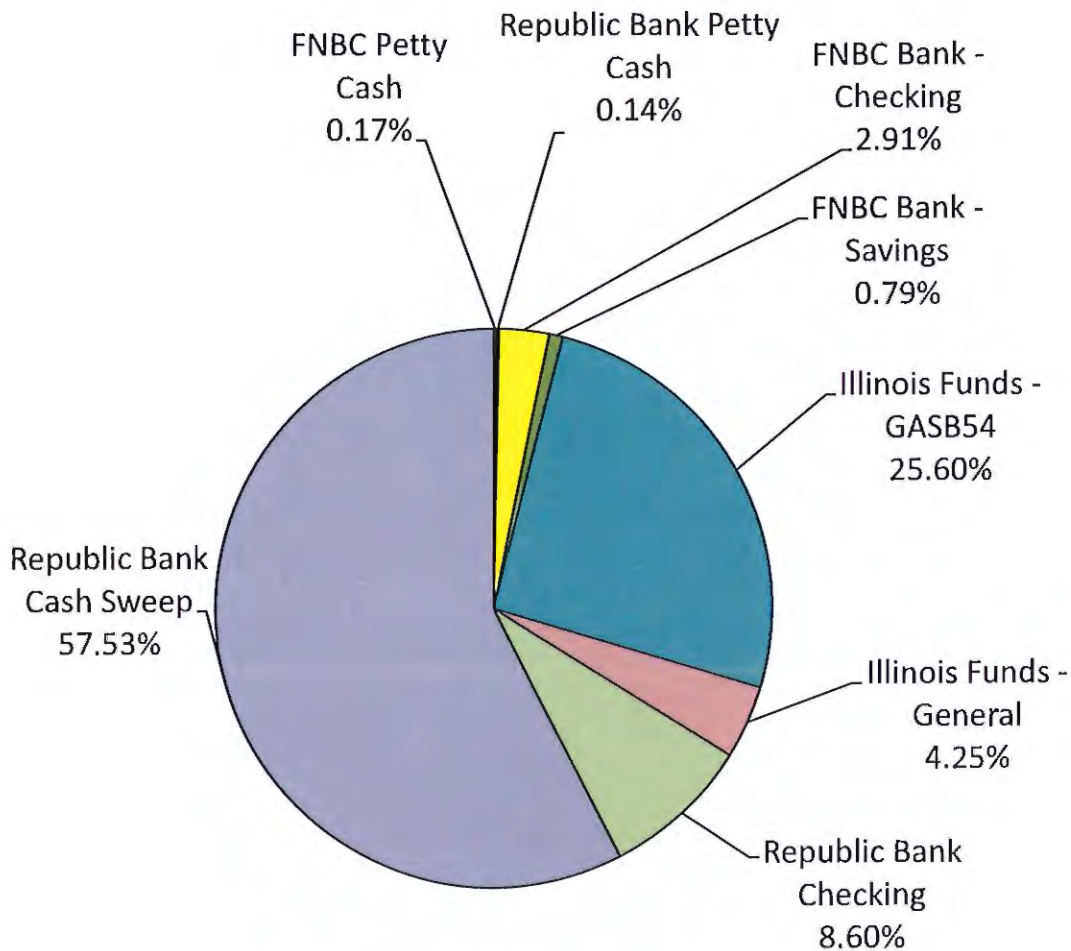
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>3E - ADMINISTRATIVE TECHNOLOGY EXPEN</b>									
41400 - IT EQUIPMENT UPGRADES-STAFF	0.00	710.58	856.00	0.00	0.00	856.00	8,527.00	-7,671.00	10.04%
41410 - SOFTWARE STAFF	3,362.14	4,345.42	3,598.02	0.00	0.00	3,598.02	52,145.00	-48,546.98	6.9%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	8,464.00	6,209.67	21,917.61	0.00	0.00	21,917.61	98,516.00	-76,598.39	22.25%
41425 - WARRANTIES/EXTENDED CARE	0.00	1,097.50	1,209.41	0.00	0.00	1,209.41	13,170.00	-11,960.59	9.18%
Subtotal	11,826.14	14,363.17	27,581.04	0.00	0.00	27,581.04	172,358.00	-144,776.96	16.0%
<b>4E - LIBRARY MATERIALS-BOOKS</b>									
42112 - REFERENCE-ELECTRONIC	1,067.00	2,950.98	28,392.86	0.00	0.00	28,392.86	35,407.00	-7,014.14	80.19%
42120 - BOOKS-ADULT	4,733.39	5,750.00	7,359.67	0.00	0.00	7,359.67	69,000.00	-61,640.33	10.67%
42122 - BOOKS-LITERACY	0.00	30.83	0.00	0.00	0.00	0.00	370.00	-370.00	0.0%
42130 - BOOKS-YOUNG ADULT	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
42140 - BOOKS-YOUTH	1,968.98	1,711.50	2,897.53	0.00	0.00	2,897.53	20,538.00	-17,640.47	14.11%
42170 - RBP/ILL BOOK REPLACEMENT	0.00	83.33	45.94	0.00	0.00	45.94	1,000.00	-954.06	4.59%
Subtotal	7,769.37	10,776.25	38,696.00	0.00	0.00	38,696.00	129,315.00	-90,619.00	29.92%
<b>5E - LIBRARY MATERIALS-PERIODICALS</b>									
42210 - PERIODICALS	1,349.20	912.50	1,727.20	0.00	0.00	1,727.20	10,950.00	-9,222.80	15.77%
Subtotal	1,349.20	912.50	1,727.20	0.00	0.00	1,727.20	10,950.00	-9,222.80	15.77%
<b>6E - LIBRARY MATERIALS-AUDIO VISUAL</b>									
42320 - AV MATERIALS-ADULT	1,940.25	3,833.33	3,388.07	0.00	0.00	3,388.07	46,000.00	-42,611.93	7.37%
42330 - AV MATERIALS-YOUNG ADULT	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
42340 - AV MATERIALS-YOUTH	75.20	836.25	182.88	0.00	0.00	182.88	10,035.00	-9,872.12	1.62%
Subtotal	2,015.45	4,961.25	3,560.95	0.00	0.00	3,560.95	59,535.00	-55,974.05	5.96%
<b>7E - TECHNOLOGY SERVICES</b>									
42400 - LIBRARY CONSORTIUM	0.00	2,877.50	8,632.50	0.00	0.00	8,632.50	34,530.00	-25,897.50	25.0%
42405 - INTERNET SERVICES	2,972.96	2,072.67	4,993.36	0.00	0.00	4,993.36	24,872.00	-19,878.64	20.08%
42420 - SOFTWARE PUBLIC	695.50	1,976.50	1,415.50	0.00	0.00	1,415.50	23,718.00	-22,302.50	5.97%
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	0.00	1,121.08	858.55	0.00	0.00	858.55	13,453.00	-12,594.45	6.38%
Subtotal	3,668.46	8,047.75	15,899.91	0.00	0.00	15,899.91	96,573.00	-80,673.09	16.46%
<b>8E - LIBRARY MATERIAL MAINTENANCE</b>									
42500 - PROCESSING-TECHNICAL SERVICES	238.09	857.50	364.22	0.00	0.00	364.22	10,290.00	-9,925.78	3.54%
42510 - CATALOGING TOOL	0.00	19.17	0.00	0.00	0.00	0.00	230.00	-230.00	0.0%
42515 - DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	238.09	876.67	364.22	0.00	0.00	364.22	10,520.00	-9,925.78	3.46%
<b>9E - PROGRAMS</b>									
44120 - PROGRAMS-ADULT	1,092.26	1,075.42	3,100.96	0.00	0.00	3,100.96	12,905.00	-9,804.04	24.03%
44130 - PROGRAMS-YOUNG ADULT	179.69	291.67	244.77	0.00	0.00	244.77	3,500.00	-3,255.23	6.99%
44135 - PROGRAMS-SUMMER READING	0.00	344.92	0.00	0.00	0.00	0.00	4,139.00	-4,139.00	0.0%
44140 - PROGRAMS-YOUTH	548.96	833.75	1,613.44	0.00	0.00	1,613.44	10,005.00	-8,391.56	16.13%
44145 - EVENTS AND OUTREACH	573.71	883.33	1,675.27	0.00	0.00	1,675.27	10,600.00	-8,924.73	15.8%
Subtotal	2,394.62	3,429.08	6,634.44	0.00	0.00	6,634.44	41,149.00	-34,514.56	16.12%
<b>10E - MARKETING &amp; PROMOTIONS</b>									
44210 - MARKETING	1,322.68	297.25	1,497.68	0.00	0.00	1,497.68	3,567.00	-2,069.32	41.99%
44215 - WEBSITE	3,198.69	408.50	3,198.69	0.00	0.00	3,198.69	4,902.00	-1,703.31	65.25%
44220 - PROMO MATERIALS-ADULT	69.97	266.67	205.75	0.00	0.00	205.75	3,200.00	-2,994.25	6.43%
44240 - PROMO MATERIALS-YOUTH	90.00	141.67	90.00	0.00	0.00	90.00	1,700.00	-1,610.00	5.29%
44245 - PROGRAM GUIDE	3,165.95	1,469.67	4,415.95	0.00	0.00	4,415.95	17,636.00	-13,220.05	25.04%
44250 - SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	7,847.29	2,583.75	9,408.07	0.00	0.00	9,408.07	31,005.00	-21,596.93	30.34%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>11E - FACILITIES &amp; OPERATIONS</b>									
45110 - JANITORIAL SERVICE	2,416.66	2,416.67	4,833.32	0.00	0.00	4,833.32	29,000.00	-24,166.68	16.67%
45112 - SECURITY SERVICE	1,873.80	1,846.08	3,747.60	0.00	0.00	3,747.60	22,153.00	-18,405.40	16.92%
45115 - JANITORIAL SUPPLIES	292.58	508.33	869.90	0.00	0.00	869.90	6,100.00	-5,230.10	14.26%
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	414.58	0.00	0.00	0.00	0.00	4,975.00	-4,975.00	0.0%
45120 - SNOW REMOVAL	0.00	2,317.92	0.00	0.00	0.00	0.00	27,815.00	-27,815.00	0.0%
45130 - EXTERIOR LANDSCAPING	4,345.00	2,146.42	16,975.00	0.00	0.00	16,975.00	25,757.00	-8,782.00	65.9%
45140 - EXTERIOR R & M-OTHER	183.74	766.67	708.74	0.00	0.00	708.74	9,200.00	-8,491.26	7.7%
45150 - HVAC R & M	9,815.37	2,083.33	12,758.37	0.00	0.00	12,758.37	25,000.00	-12,241.63	51.03%
45155 - GENERAL BLDG SERVICES	261.50	836.67	673.50	0.00	0.00	673.50	10,040.00	-9,366.50	6.71%
45160 - CONTRACT INSPECTION & MAINTENAN	4,164.37	2,071.75	5,177.50	0.00	0.00	5,177.50	24,861.00	-19,683.50	20.83%
45165 - INTERIOR R & M-OTHER	0.00	2,583.33	497.50	0.00	0.00	497.50	31,000.00	-30,502.50	1.61%
<b>Subtotal</b>	<b>23,353.02</b>	<b>17,991.75</b>	<b>46,241.43</b>	<b>0.00</b>	<b>0.00</b>	<b>46,241.43</b>	<b>215,901.00</b>	<b>-169,659.57</b>	<b>21.42%</b>
<b>12E - UTILITIES</b>									
45310 - UTILITIES-GAS	619.50	1,041.67	1,178.00	0.00	0.00	1,178.00	12,500.00	-11,322.00	9.42%
45320 - UTILITIES-ELECTRIC	3,590.36	4,333.33	6,399.12	0.00	0.00	6,399.12	52,000.00	-45,600.88	12.31%
45330 - UTILITIES-TELEPHONE	15,809.71	1,951.67	16,827.45	0.00	0.00	16,827.45	23,420.00	-6,592.55	71.85%
45340 - UTILITIES-WATER	2,545.78	833.33	2,545.78	0.00	0.00	2,545.78	10,000.00	-7,454.22	25.46%
45350 - UTILITIES-TRASH	91.14	98.50	182.28	0.00	0.00	182.28	1,182.00	-999.72	15.42%
<b>Subtotal</b>	<b>22,656.45</b>	<b>8,258.50</b>	<b>27,132.63</b>	<b>0.00</b>	<b>0.00</b>	<b>27,132.63</b>	<b>99,102.00</b>	<b>-71,969.37</b>	<b>27.38%</b>
<b>13E - PROFESSIONAL SERVICES</b>									
45500 - INSURANCE	0.00	1,928.33	16,461.00	0.00	0.00	16,461.00	23,140.00	-6,679.00	71.14%
45505 - AUDIT	960.00	960.83	960.00	0.00	0.00	960.00	11,530.00	-10,570.00	8.33%
45510 - LEGAL	775.00	1,000.00	7,547.50	0.00	0.00	7,547.50	12,000.00	-4,452.50	62.9%
45515 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45520 - ACCOUNTING	1,705.00	1,575.00	3,410.00	0.00	0.00	3,410.00	18,900.00	-15,490.00	18.04%
<b>Subtotal</b>	<b>3,440.00</b>	<b>5,464.17</b>	<b>28,378.50</b>	<b>0.00</b>	<b>0.00</b>	<b>28,378.50</b>	<b>65,570.00</b>	<b>-37,191.50</b>	<b>43.28%</b>
<b>14E - LIBRARY BOARD EXPENSES</b>									
45600 - CONFERENCE & TRAINING-BOARD	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
45605 - PROF SERVICES-SECRETARIAL	340.00	341.67	340.00	0.00	0.00	340.00	4,100.00	-3,760.00	8.29%
45610 - LEGAL NOTICES AND ADS	46.00	83.33	46.00	0.00	0.00	46.00	1,000.00	-954.00	4.6%
<b>Subtotal</b>	<b>386.00</b>	<b>1,050.00</b>	<b>386.00</b>	<b>0.00</b>	<b>0.00</b>	<b>386.00</b>	<b>12,600.00</b>	<b>-12,214.00</b>	<b>3.06%</b>
<b>15E - CAPITAL EQUIPMENT</b>									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	27,083.33	0.00	0.00	0.00	0.00	325,000.00	-325,000.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	0.00	27,083.33	0.00	0.00	0.00	0.00	325,000.00	-325,000.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>54,166.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>650,000.00</b>	<b>-650,000.00</b>	<b>0.0%</b>
<b>16E - GRANT EXPENSES</b>									
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%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>19E - IMRF EXPENSES</b>									
92500 - IMRF EXPENSE	10,455.11	10,583.33	0.00	19,823.87	0.00	19,823.87	127,000.00	-107,176.13	15.61%
<b>Subtotal</b>	<b>10,455.11</b>	<b>10,583.33</b>	<b>0.00</b>	<b>19,823.87</b>	<b>0.00</b>	<b>19,823.87</b>	<b>127,000.00</b>	<b>-107,176.13</b>	<b>15.61%</b>
<b>70E - SPECIAL RESERVE EXPENDITURES</b>									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>90E - TRANSFERS OUT</b>									
90000 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>246,072.20</b>	<b>290,484.42</b>	<b>492,532.66</b>	<b>19,823.87</b>	<b>0.00</b>	<b>512,356.53</b>	<b>3,485,813.00</b>	<b>-2,973,456.47</b>	<b>14.7%</b>
	<b>-214,066.70</b>	<b>-27,083.33</b>	<b>1,067,486.96</b>	<b>64,001.96</b>	<b>282.93</b>	<b>1,131,771.85</b>	<b>-325,000.00</b>	<b>1,456,771.85</b>	<b>-348.24%</b>

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

<b>Bank</b>	<b>Description</b>	<b>Type</b>	<b>Current Rate</b>	<b>Bank Value</b>
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	4,079
FNBC Bank - Checking	#6031	A/P	0.09%	84,589
FNBC Bank - Savings	#0317	MM	2.59%	23,008
Illinois Funds - GASB54	#6950	MM	Various	744,124
Illinois Funds - General	#5519 / 1507	MM	Various	123,406
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,672,252
<b>Total</b>				<b>\$ 2,906,618</b>



# West Chicago Public Library District

Financial Analysis

For the 2 Month(s) Ended August 31, 2025



# Revenue Highlights

17% of Budget Year

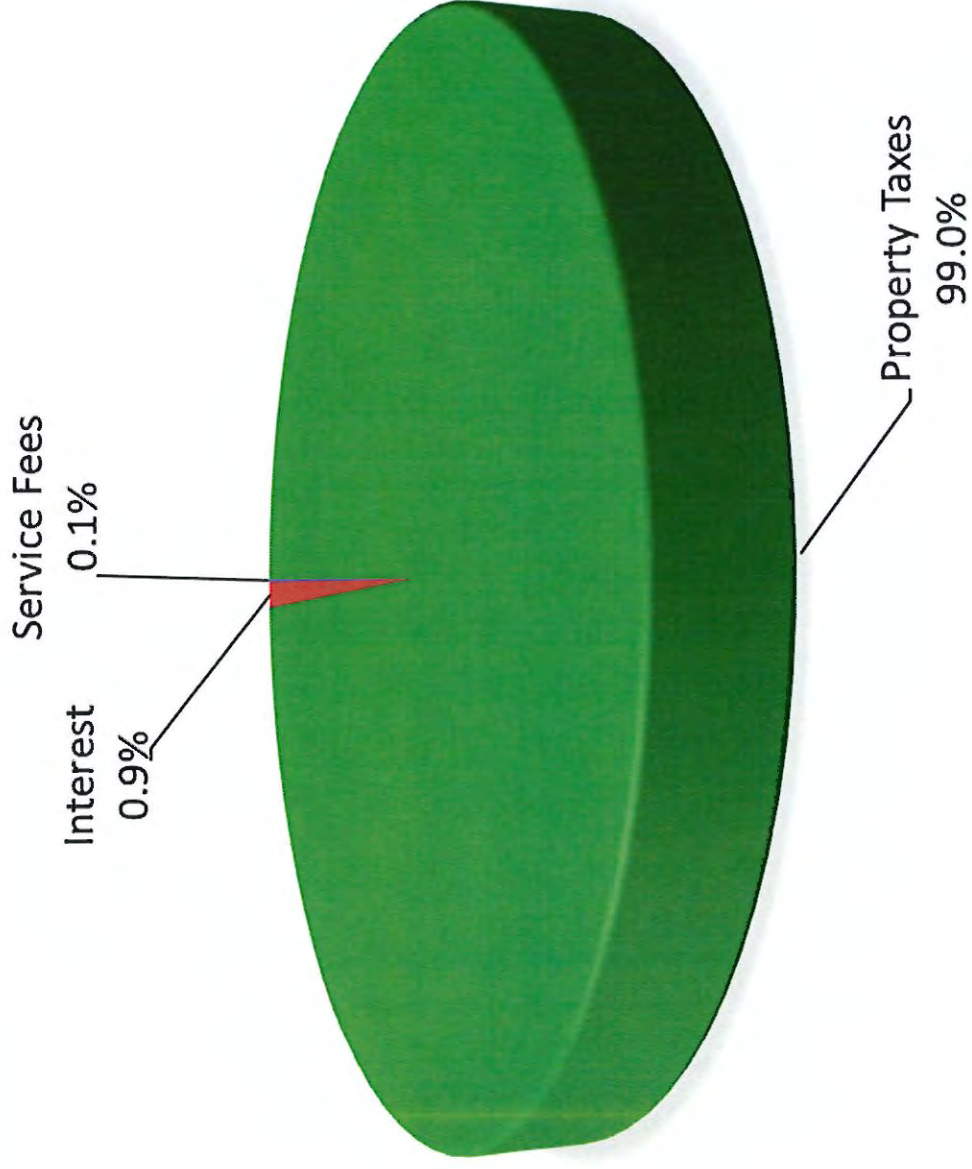
- 52% of Total Budget
- Property Taxes
  - Collected \$1,627,179 or 55% of Budgeted Property Taxes (1<sup>st</sup> Installment from DuPage County)
- Replacement Taxes
  - Collected \$0 or 0%
- Interest
  - Collected \$15,067 or 20% of Budget
- Service Fees
  - Collected \$1,863 or 15% of Budget

# Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	1,627,179	2,976,853	55%	1,567,053	4%
Interest	15,067	76,350	20%	18,146	-17%
Replacement Taxes	-	50,952	0%	-	n/a
Service Fees	1,863	12,200	15%	2,595	-28%
Other Revenue (Program Rental)	-	-	n/a	-	n/a
Grants	-	42,958	0%	-	n/a
Miscellaneous	20	1,500	1%	184	-89%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
<b>Actual Revenues</b>	<b>1,644,128</b>	<b>3,160,813</b>	<b>52%</b>	<b>1,587,979</b>	<b>4%</b>
<b>Budgeted Revenues</b>	<b>3,160,813</b>				
<b>% Diff</b>					<b>52%</b>

# Revenues

## REVENUE DISTRIBUTION



# Expenditure Highlights

17% of Budget Year

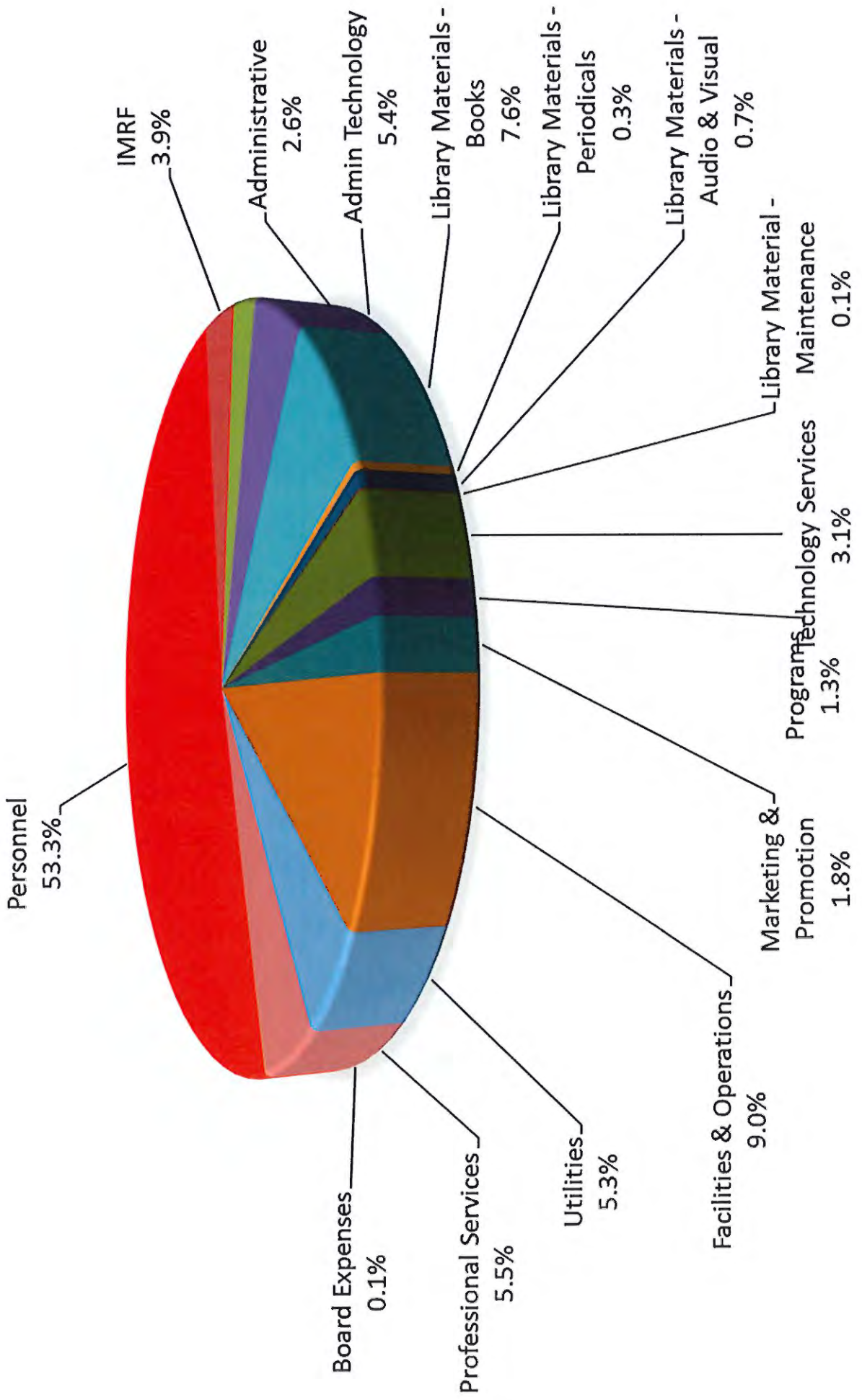
- 16% of Total Budget
- Personnel
  - 14% of Budget
- Admin. Technology
  - 16% of Budget
- Library Materials
  - 20% of Budget
- Professional Services
  - 43% of Budget
  - Hanover Insurance payment \$15,539
- Facilities & Operations
  - 21% of Budget
- Utilities
  - 27% of Budget

# Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	272,983	1,999,073	14%	260,290	5%
IMRF	19,824	127,000	16%	17,697	12%
Administrative	13,549	90,162	15%	12,405	9%
Admin Technology	27,581	172,358	16%	58,838	-53%
Library Materials - Books	38,696	129,315	30%	44,543	-13%
Library Materials - Periodicals	1,727	10,950	16%	800	116%
Library Materials - Audio & Visual	3,551	59,535	6%	5,901	-40%
Library Material - Maintenance	15,900	96,573	16%	22,828	-30%
Technology Services	364	10,520	3%	323	13%
Programs	6,634	41,149	16%	8,740	-24%
Marketing & Promotion	9,408	31,005	30%	7,511	25%
Facilities & Operations	46,241	215,901	21%	37,642	23%
Utilities	27,133	99,102	27%	12,894	110%
Professional Services	28,379	65,570	43%	24,124	18%
Board Expenses	386	12,600	3%	381	1%
Actual Expenditures	512,357	3,160,813	16%	514,915	0%
Budgeted Expenditures	3,160,813				
% Diff	16%				
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Equipment & Building	-	325,000	0%	-	n/a
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	-	325,000	0%	-	n/a
Budgeted Expenditures	325,000				
% Diff	0%				

# Expenditures

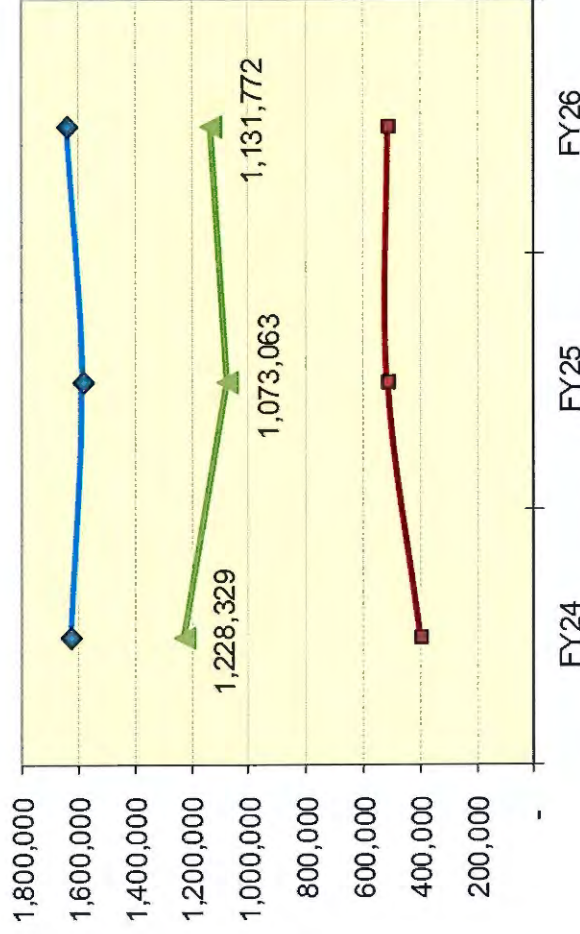
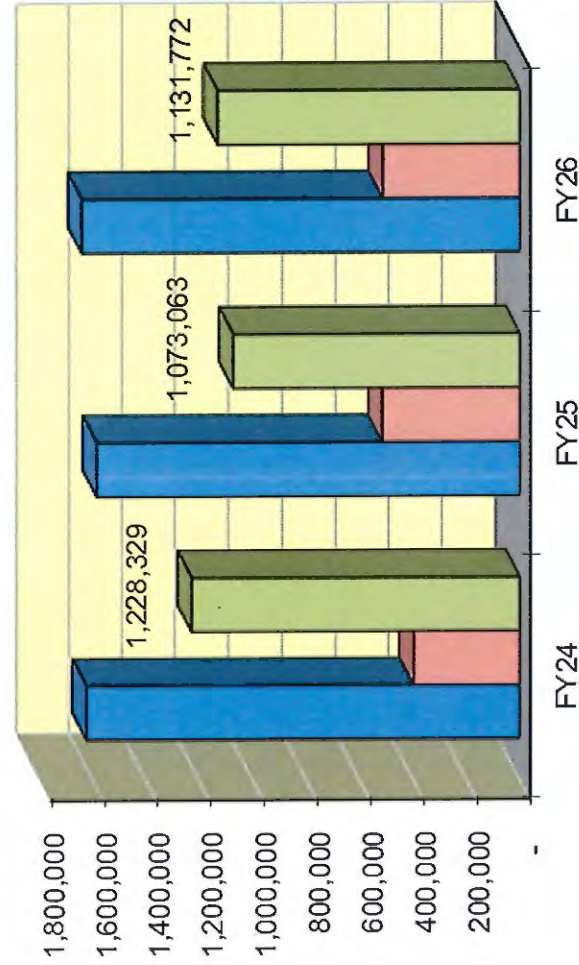
## OPERATIONAL EXPENDITURE DISTRIBUTION



# Revenue, Expenditure & Fund Balance

For the 2 Month(s) Ended August 31, 2025

	General	IMRF	Special Reserve	Total Actual
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,067,487</b>	<b>64,002</b>	<b>283</b>	<b>1,131,772</b>
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	2,504,297	127,254	127,534	2,759,085
Fund Balance as % of Total Expenditures	508%	642%	n/a	539%

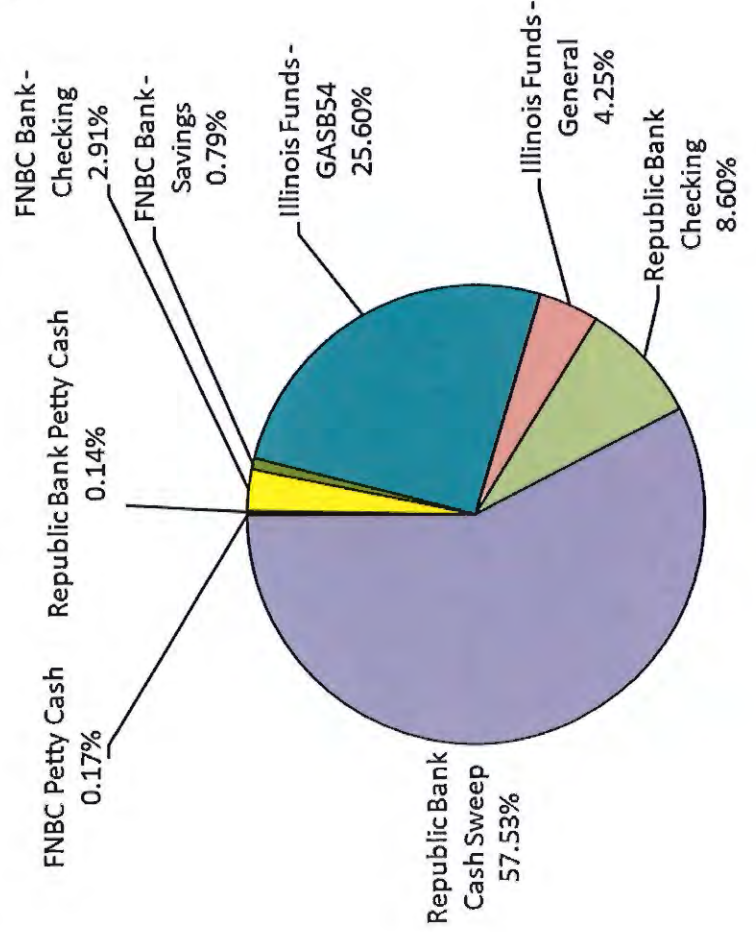


■ Revenues ■ Expenditures ■ Surplus / Deficit

◆ 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%	5,000
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	4,079
FNBC Bank - Checking	#6031	A/P	0.09%	84,589
FNBC Bank - Savings	#0317	MM	2.59%	23,008
Illinois Funds - GASB54	#6950	MM	Various	744,124
Illinois Funds - General	#5519 / 1507	MM	Various	123,406
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	1,672,252
<b>Total</b>				<b>\$ 2,906,618</b>



# Library Director Report

September 2025

## FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 16.67%
- ❖ Investment Funds (Illinois Funds Accounts)
  - GASB 54 Emergency Fund: \$744,124.20 (+ \$2,792.99)
  - New Building & Construction Fund: \$37,733.43 (+ \$141.60)
  - General (Corporate) Fund: \$85,672.35 (\$42,897.39 [\$42,668.80 PCG])
- ❖ The auditing team from Lauterbach & Amen were on-site 9/15 & 16 for audit fieldwork.
- ❖ The FY 2025 Per Capita Grant funds were received from the Illinois State Library in the amount of \$42,668.80.

## PERSONNEL

- ❖ The Library Director:
  - Attended the SWAN EXPO with several library staff members on 8/22 at Moraine Valley Community College
  - Attended the Library Board meeting on 8/25
  - Attended the LIMRiCC meeting on 8/26 to hear about the health insurance renewal for the library
  - Attended Rotary meetings on 9/3 & 17
  - Attended the SWAN Quarterly meeting on 9/4 remotely
  - Held an exit interview for the Bookkeeper with the Assistant Library Director on 9/5 and celebrated Joan's time here by providing lunch on her last day (9/5)
  - Hosted the managers advisory meeting on 9/8
  - Hosted the administrative team meeting on 9/9
  - Met with Mayor Daniel Bovey on 9/10
  - Worked with the Assistant Library Director, Technical Services Assistant, and the audit team on 9/15 & 16 to gather several more documents and provide answers to questions regarding the library's audit
  - I attended the DuPage Department of Health's Train the Trainer Narcan training with the Facilities Assistant on 9/16
  - Met with the Management Team on 9/17 to discuss strategic visioning for the library
- ❖ Employee Highlights
  - Nicole L., Youth Services Librarian, celebrated her 6-year anniversary on 9/16
  - Jason R., Information Technology Librarian, will celebrate his 9-year anniversary on 9/26
  - Rosario Z., Adult Services Librarian, will celebrate her 3-year anniversary on 9/29

# Facilities Monthly Report – September 2025

## BUILDING SYSTEMS (HVAC / MECHANICAL / ENERGY)

### VAV Replacements

- Coordinated Midwest Mechanical for the replacement of five failing VAV boxes (Inside admin office, Program Room, outside Administrative office doors, above the Youth Services desk, and in the administrative office area and adjacent hallway).
- This project resolves persistent airflow and temperature control issues affecting multiple staff and public areas.

## SAFETY SYSTEMS

### Emergency Lighting Annual Service

- Cintas performed our annual emergency lighting inspection and found two non-functional flood lights.
- Coordinated with Kellenberger to replace the failed units.
- After repairs, Cintas re-tested the system, confirmed 100% operational, and updated our compliance account with Inspection Report Online.

### Elevator Emergency Phone Installation

- Coordinated Kings III to install a new elevator emergency phone system.
- Replaced previous Wi-Fi-dependent phone with a 4G cellular-based unit for code compliance and reliability during network outages.
- Facilities Assistant will now conduct and log monthly test calls to ensure system readiness.

## SECURITY & ACCESS CONTROL

### Door Access Control Project

- Executed agreement with First Security to install five new card readers at the following areas: Program Room and closet door, Administrative entry door, Youth Services staff door and Tech services Staff door closest to rear staff door.
- Parts are being sourced with an estimated 3–4 month lead time.

## BUILDING EXTERIOR & STRUCTURAL

### Masonry Restoration / Tuckpointing

- Tuckpointing began on September 16 at the west wall by the stairwell leading to the basement.
- Work addresses deteriorated mortar joints, water infiltration, and spalling bricks that were creating safety hazards.
- Work will continue to the north exterior wall after the west stairwell area is completed.

## **SIGNAGE & FACILITY IMPROVEMENTS**

### Electronic Monument Sign

- Working with Parvin-Clauss to produce an updated rendering of the digital monument sign.
- We are prepping for our presentation at the September 23 Historic Preservation Commission meeting.

### Furniture & Facility Improvements

- The planned September 12 furniture vendor visit to the Merchandise Mart was cancelled due to an emergency construction closure at the site.
- Visit will be rescheduled once vendor space reopens.

## **COMMUNITY ENGAGEMENT & EVENTS**

### Holiday Lighting Event

- Executed agreement with local vendor Midwest Lighting & Exterior Pros Co. — to provide professional installation for the “Light Up the Library” holiday lighting event.
- Installation planned for November with kickoff ceremony and recurring public events through December.

### ComEd “Powering the Holidays” Grant was submitted

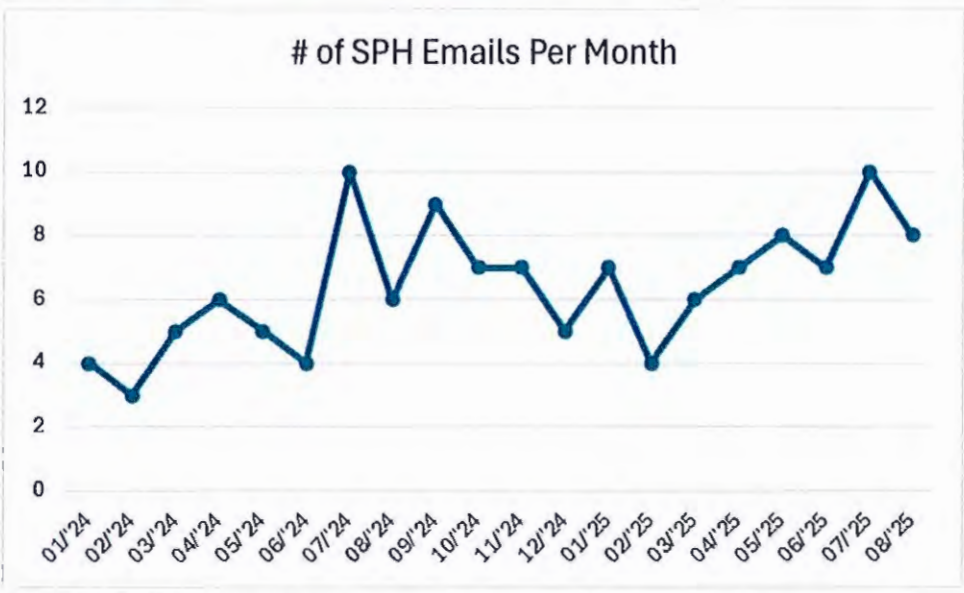
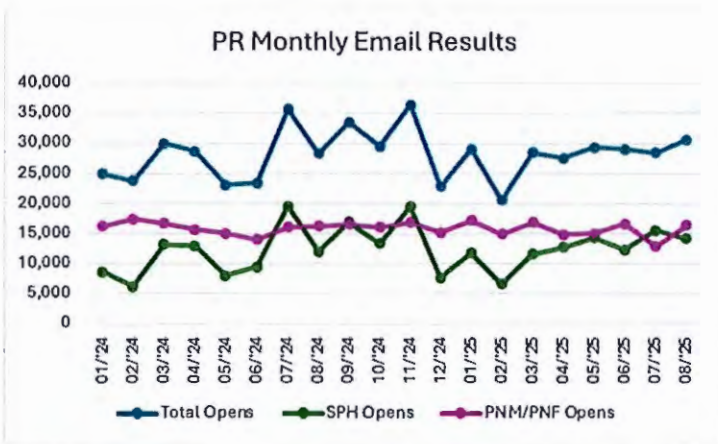
- Secured a letter of support from the Mayor of West Chicago to strengthen the application.

# Department Reports

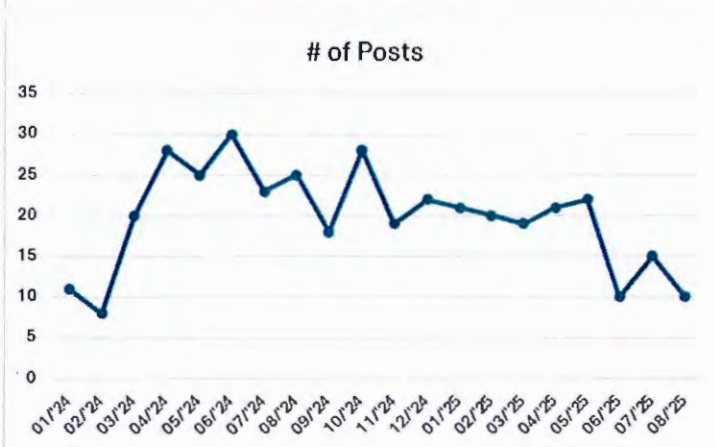
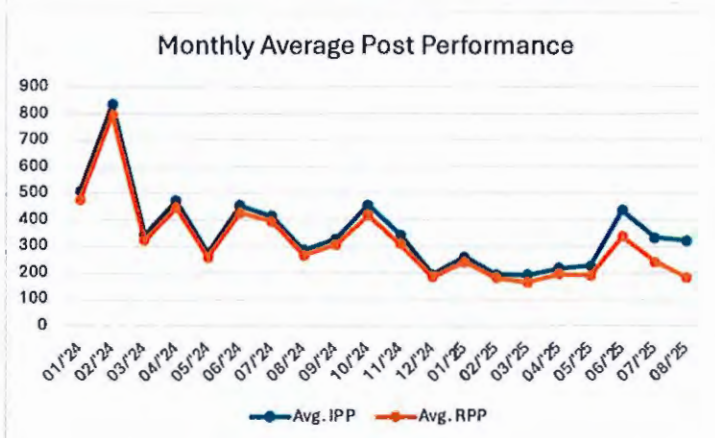
## *August 2025*

### ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email campaigns – August
  - Total opens: 30,645
    - July '25 +7.7%
    - June '25 +5.6%
    - August '24 +8.2%
  - Biweekly Program Newsletters x 9
    - § Total opens: 16,436
      - July '25 +12.5%
      - June '25 --
      - August '24 --
  - Special Program Highlight Emails x 8
    - July '25 -20%
    - June '25 -12%
    - August '24 +33%
    - § Total opens: 14,209
      - July '25 -8.5%
      - June '25 +15.4%
      - August '24 +18.3%
    - § Events promoted by an SPH email include:
      - Telephone switchover
      - Youth Programs – August
      - Back to School Bash
      - Medicare
      - Seed Library Update
      - Library Card Sign-Up Month
      - Seasonal Gardening Tips
      - Dragon's Love Tacos Storytime



- Social Media Campaigns
  - Social posts x 10
    - July '25 -33%
    - June '25 --
    - August '24 -60%
  - Total impressions: 3,229
    - July '25 -36%
    - June '25 -26%
    - August '24 -55%
  - Total reach: 1,843
    - July '25 -49%
    - June '25 -45%
    - August '24 -63%



Physical Materials & Other Work

- New Posters for Autumn Quarter
  - § Illinois Libraries Present
  - § Veteran's Day Exhibit/Saddle Shoe Sisters
- Teen Service Flyers x 3 designs, over 400 produced.
- National Night Out Photographed

- § I attended National Night Out for a short time to photograph our Outreach team for website stock photos. Coming soon!
- Ad designed for and submitted to Royal Publishing.
  - § A banner ad for Teen Advisory Board, and Brainfuse Resource (live virtual homework help) will be advertised in West Chicago Community High School Athletics Program.
  - § Three seasons/publishing.
  - § For this first program, we are beneath the football team!
  - § Go Wildcats!
- New building photos taken. Some will be featured on the website soon.
- Labor Day closure flyers and posters/sandwich-boards.
- Continued coordinating with PowderKeg to approve/prepare the blog.
- Began implementing some website changes identified during In-Service.

## ADULT SERVICES

**Training:** 7 out of 9 members of our department participated in the in-service training on August 1<sup>st</sup>. We have begun implementing some of what we learned about Microsoft Teams, One Drive and SharePoint in our department processes. For the second half of the day, our department reorganized our office and storage spaces, creating a small crafting area for prepping program supplies along the interior wall of the archive room. Some of our staff went to the storage area in the basement to sort through, organize and inventory our seasonal items. Jenn and Theresa D. attended the SWAN Expo on August 22<sup>nd</sup>.

## **ENGAGEMENT:**

**Programs:** We offered 10, in-person programs in August with a total attendance of 117.

Some programs included: *Page Turner Junction Book Club* | *HWC Fermenting and Pickling* class | Bilingual *Gettin' Crafty* class where we made customized linocut stamps that highlighted our Hokusai COD partnership (there was a waiting list for this full program!) | *Crafternoon Zentangle Notebooks & Mocktails* | *Needlecrafters* | *Microsoft Word and Excel* | a classical guitar concert with Brad Conroy



Theresa D. hosted our first *Puzzle Swap* which resulted in over 25 puzzles being exchanged. We also wound up with a nice inventory of puzzles to include in our next *Winter Puzzle Swap*. We had both English and Spanish Speakers participate.

Deborah hosted a *Medicare* program with 21 in attendance.

**Passive Programming:** Edith finalized the setup of our *Fall Reading Program* for Adults and Teens that will begin in September.

In August 80 *Popsicle Bookmark kits* were taken.

**Seed Library:** Theresa D. converted the *Seed Library* over to the late summer variety. Five varieties of vegetables were stocked that can be grown in August and harvested in the Fall months. 57 seed packets were taken in August.

## OUTREACH/PROGRAM PROMOTION

Edith and Allison provided personal reader's advisory services and delivered materials to 31 residents from Franciscan Court and Aperia Care Senior Facilities in August.

In August, David and Rosario went to Wayne Township Senior Center and provided personal *Device Advice* appointments for eight people and promoted library services and programs for seniors that live within the West Chicago Public Library District boundaries.

### Displays:

Adult Services staff created 7 **physical book and material displays** to promote programs and the collection in August. We also updated the browse categories, visual reader's advisory and best seller **digital menu displays** in Aspen (our website catalog).

AS staff created some promotional posters for our internal displays and some bookmarks and flyers to circulate as part of our displays and to give out at programs.



## ADULT SERVICES - TEEN

### ENGAGEMENT:

We have been making some special touches to make the teen area a more defined and inviting space for grades 6-12. (Pictures to follow next month.) We have been engaging with teens when they are here in the library to get to know them, invite them to programs and tell them about services we have available for teens, such as homework help and research databases. Therese S., our teen librarian, has been communicating with the area schools to plan school visits, as well as the Lemay Middle school walking tour that stops here at our library.

**Programming:** A total of 22 teens attended 3 programs in August.

We had our first Teen Advisory Board of the school year with 6 teens participating and more have indicated interest.

Five teens had fun making candy Sushi at *Teen Café* as part of WCPLD's Hokusai themed programming, to tie in with the College



of Dupage program partnership. We also hosted *Tabletops N Treats* and *Snack Testers*.

**Passive programming:** 15 Teens picked up *Take and Make* crafts and 29 answered a “*What Are You Reading This Summer?*” survey.

### **OUTREACH:**

Therese S. went to the WEGO at Cantigny back to school event and handed out program flyers and buttons to the teens.

## **CIRCULATION SERVICES**

### **Circulation Statistics August 2025:**

- 13,396 Total Items checked out, 10.66% decrease from August 2024.
- 3,165 Electronic materials checked out, 17.21% decrease from August 2024.
- The total value of the materials checked out by our patrons was \$114,422.10 during August 2025.
- During August 2025, we had 167 patrons using self-check and a total of 523 items checked out.

### **Patron Statistics August 2025:**

- 5,493 Visitors to the library during August 2025.
- 70 New patrons added, 37.50% decrease from August 2024.
- 8,949 Card holders, 12.24% decrease from August 2024.
- 30.94% of the district population have library cards, a 4.31% decrease from August 2024.

### **Other Activities Circulation Department**

#### **Professional Development**

- On August 22<sup>nd</sup> Gabriel C. attended SWAN EXPO, here is a summary of the sessions he attended:

#### **Opening Doors: Embracing Patron-Focused Practices**

The presentation, "Opening Doors: Embracing Patron-Focused Practices," was a collaborative effort between the Indian Prairie Public Library District (IPPL) and the Eisenhower Public Library. It focused on strategies to enhance the patron experience by removing barriers and providing a wide range of services.

## **Indian Prairie Public Library (IPPL)**

- **Service Model:** IPPL uses a "Guest Services" model where a single desk handles most patron needs, eliminating the need for patrons to be "pinballed" between different departments. Librarians are available for more in-depth reference questions.
- **The "Guest Experience":** The library focuses on a "problem-solving" approach, aiming to say "yes" whenever possible and empowering staff to make decisions that improve the patron's experience.
- **One-Stop Services:** The Guest Services desk provides a variety of services beyond traditional library functions, including passport acceptance, postage stamp sales, and Illinois license plate sticker renewals.
- **Breaking Language Barriers:** To serve a community with over 45 languages, IPPL has invested in Pocketalk translators for real-time, two-way communication.
- **Online Card Applications:** Using the Patron Point system, the library has an online application process that instantly verifies a patron's eligibility, allowing for quick card approval.
- **Removing Barriers:** IPPL proactively "cleaned up" its patron records, removing old fines for things like minor damage or lost items to ensure that patrons' cards remain in good standing. They also offer home delivery services for patrons who cannot physically visit the library.

## **Eisenhower Public Library**

- **Service Model:** The library emphasizes a welcoming environment where staff are the first point of contact for patrons. They do not use a phone tree and ensure that people can always talk to a person for help.
- **Serving Reciprocal Borrowers:** Located near Chicago, the library serves a large number of reciprocal borrowers and has specific loan rules to accommodate them while balancing the needs of its resident taxpayers.
- **Problem Item Workflow:** The library has a digitized process for handling damaged or missing items. They take photos of the items and email the patron, allowing for quick online payment and keeping the patron's card in good standing.

The presentation concluded by posing key questions for libraries to consider: "Are we designing for us or for them?" and "What barriers still exist for patrons that we've just accepted as normal?" The overarching theme is the importance of a patron-focused approach in all library practices.

## **Library Newcomers & the Immigrant Experience**

The presentation begins by recapping CPL's initial efforts from February 2022 to August 2024, which included Storytimes in shelters, family activities, and giveaways to serve over 52,000 newcomers. The core question now is how to continue serving this rapidly changing demographic as newcomers become Chicagoans.

The presentation highlights several strategies for ongoing service:

- **Communication:** CPL emphasizes collaboration through internal teams (Newcomers Team, Latiné Services Committee) and cross-departmental work to ensure a system-wide approach.
- **Technology:** The library has implemented innovative technology to support this community, including double-sided scanners, laptops for programming, and translation services like Language Line.
- **Collections & Resources:** CPL is growing its collections with a focus on Spanish-language materials and is creating more bilingual programming and resources, such as story times and conversation groups.
- **Programs & Partnerships:** The library is partnering with community groups and organizations like Universidad Popular, City Colleges of Chicago, Literacy Chicago, and the UIC Center for Literacy to offer a range of programs, including ESL classes, GED preparation, and adult literacy support.
- **Citywide Alliances:** CPL is a part of the "Chicago is With You Taskforce" and works with the Office of Immigration, Migrant, and Refugee Rights (IMMRR) to provide resources like CityKey cards, job fairs, and "Know Your Rights" workshops.

The presentation concluded with the message that serving this community is a collective effort and an opportunity for the library to serve all Chicagoans.

### Circulation Services: Workflow Improvements through Technology

The presentation, "Circulation Services: Workflow Improvements through Technology," outlines how the St. Charles Public Library has leveraged new technology to optimize its day-to-day circulation operations.

The main objectives were to:

- Identify opportunities to improve workflows using technology.
- Implement new tools and train staff effectively.
- Reduce repetitive, paper-based tasks by transitioning to digital processes.

### **Technology Implemented**

The library has a monthly physical circulation of 70,000 to 80,000 items. To manage this volume, they have adopted several key technologies:

- **CircTRAK Shelf Manager:** A real-time shelf scanning system that uses RFID technology to check inventory. It can scan multiple items at once, alerting staff to items that are on hold, missing, or in transit. This system cost the library \$5,547.80.
- **MobileStaff App:** This app allows for more flexible library card registration and digital picklists, helping to eliminate paper-based processes.
- **SharePoint:** The library uses a SharePoint site to manage team schedules and tasks, moving away from manual record-keeping.

The presentation also touched on future upgrades, including an automated material handling system and more extensive use of RFID technology.

## **TECHNICAL SERVICES**

### **Acquisitions:**

- 803 Items ordered.
- 798 Items invoiced/received.
- 216 Items received not processed.
- 202 Items on-order.
- 14 Donations.
- 2 Items cancelled.
- 1 Item returned.
- 0 Replacements.

### **Cataloged:**

- 2696 Items added to the collection.

### **Withdrawals:**

- 521 Items withdrawn from the collection.

### **Material Maintenance:**

- 124 Items repaired in house.

### **Other Activities:**

- 357 Items moved from the new shelf to the regular collection.
- 246 Postage processed.
- 124 Invoices archived.
- 103 Invoices processed.
- 29 Records created.
- 10 J Toys added to collection.
- 3 Missing items reclaimed.
- 2 West Chicago Suburban Life scanned and converted to searchable PDF.
- 1 E/J Kit Record Updated.

- 1 Title transfers.

### **Miscellaneous**

- 3528 bookplates were viewed via the Illinois Digital Archives. The top viewed plate was Eleanor Butler Roosevelt with 15 views.

## **YOUTH SERVICES**

### **Programs**

- The Youth Services Department held three in-person programs during the month of August bringing 172 patrons to the library. A sublimation printer craft was presented as well as a sensory based program. A back-to-school party was held to celebrate the end of summer and return to school. Kids and parents alike were treated to a foam cannon, popsicles, drinks, lawn games and bubble machines. Attendees were given a special back-to-school bag to enjoy at home.
- Six make-and-take crafts were offered to patrons visiting the library in August. One hundred and forty-eight crafts were taken home or created in the department.

### **Outreach**

- Four outreach Storytimes occurred in August at Daycare centers and Cantigny Park. One hundred and forty people attended these events.
- Several members of the library from multiple departments attended the WeGo Together for Kids Backpack event. This wide-reaching event provides backpacks for many students in District 33 for the forthcoming school year. This event is a great opportunity to see many members of the community to promote programming and library resources. Seven hundred and twenty people stopped at the library tent to engage with staff.
- The Youth Services Manager attended District 33's New Teacher Breakfast at Lemay Middle School to promote library resources to seventy-five people.
- YS staff set up their toddler obstacle course at the mobile food drive event at Timberlake Apartments. Sixteen children enjoyed the course while parents waited to receive food resources.

### **Professional Development**

- The Youth Services manager attended the SWAN Expo at Moraine Valley Community College. This seminar offered invaluable information on community

focused best practices, establishing the latest library of things in the YS department, and tips for maximizing efficiency of the library's collection management interface.

- Librarians attended various webinars and Zoom conferences on collection development and material publication.

# IT Report – August

## Wireless Overview

August had **820 unique clients** with 1.23Tb of data used.

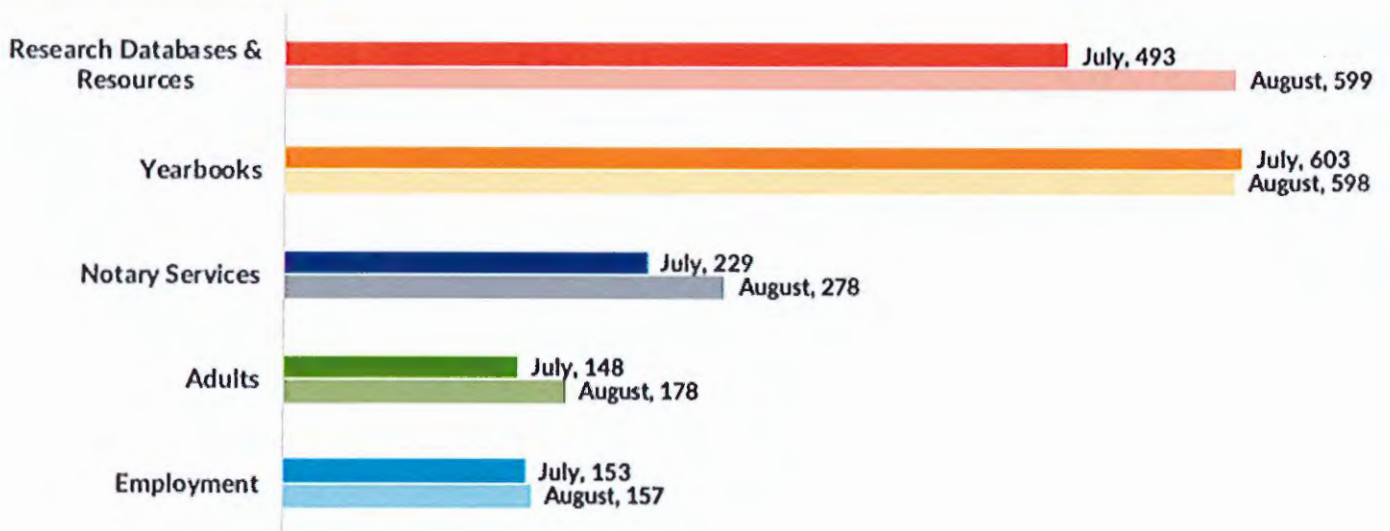
### WiFi Usage August 2025



## Website

In August we had **8,607 website visits**.

### Top 5 Pages in August



## Computer Usage

We had 560 users in August. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (July)	Average Time Per Session (July)	Total Logins (August)	Average Time Per Session (August)
Adult	447	47 Minutes	399	51 Minutes
Youth	106	38 Minutes	160	33 Minutes
Newspaper	6	35 Minutes	1	45 Minutes

- Staff enjoyed deep dive training in Teams, OneDrive, and Sharepoint during in-service. The training was done by Sikich and gave the team detailed instructions on most uses the staff will come across in their daily work.
- Staff also received training on the new phones that were implemented. The building is now on a new system with brand new phones.
- Computers were purchased to replace the last of the Windows 10 devices still in service at the library. With a deadline of October 2025 for the removal of support for Win10 by Microsoft, this was a necessary purchase to bring all machines up to standards.
- The library became an early adopter of the new Patron Point Verify online patron registration tool. With this new tool in place our online card registration will become faster and more streamlined. The new tool will make it easier for everyone involved to get a library card in the hands of new patrons.
- The website was updated to now allow alerts to show at the top of the page when we need to make important announcements. It also has a new blog section that will be filled with write ups about all the programs and services we have to offer.



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## ORDINANCE 25-02

### BUDGET AND APPROPRIATION OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026

#### PART I

##### ESTIMATED AMOUNTS AVAILABLE ALL FUNDS

Item 1:	Balance on Hand July 1, 2025, all funds	\$	1,627,312
Item 2:	Property Taxes	\$	2,976,853
Item 3:	Replacement tax	\$	50,952
Item 4:	Interest	\$	76,350
Item 5:	Grants	\$	42,958
Item 6:	Other receipts (fines, fees, gifts, etc.)	\$	13,700
Item 7:	Estimated Amount Available	\$	4,788,125

#### PART II

	BUDGET	APPROPRIATIONS
Item 1:	Salaries	\$ 1,585,777 \$ 1,665,000
Item 2:	Insurance-Health, Dental, Life	\$ 296,818 \$ 350,000
Item 3:	FICA	\$ 112,000 \$ 130,000
Item 4:	Unemployment Compensation	\$ 2,100 \$ 5,000
Item 5:	Worker's Compensation	\$ 2,378 \$ 6,000
Item 6:	Administrative Expenses	\$ 90,162 \$ 115,000
Item 7:	Administrative Technology Expense	\$ 172,358 \$ 250,000
Item 8:	Library Materials-Books	\$ 129,315 \$ 165,000
Item 9:	Library Materials-Periodicals	\$ 10,950 \$ 16,000
Item 10:	Library Materials-Audio Visual	\$ 59,535 \$ 75,000
Item 11:	Technology Services	\$ 96,573 \$ 175,000
Item 12:	Library Material Maintenance	\$ 10,520 \$ 16,000
Item 13:	Programs	\$ 41,149 \$ 60,000
Item 14:	Marketing & Promotions	\$ 31,005 \$ 60,000
Item 15:	Facilities & Operations	\$ 215,901 \$ 400,000
Item 16:	Utilities	\$ 99,102 \$ 130,000
Item 17:	Professional Services	\$ 65,570 \$ 100,000
Item 18:	Library Board Expenses	\$ 12,600 \$ 20,000
Item 19:	Capital Projects Expenses (Paid from Corporate Carryover, not current tax levy)	\$ 325,000 \$ 375,000
Item 20:	Estimated Expenditures/Appropriation	\$ 3,358,813 \$ 4,113,000

**PART III**

**SPECIAL FUND ESTIMATED EXPENDITURES/APPROPRIATION**

Item 1:	Illinois Municipal Retirement Fund	\$ 127,000	\$ 175,000
Item 2:	Estimated Expenditures/Appropriation	<u>\$ 127,000</u>	<u>\$ 175,000</u>

**PART IV**

**SPECIAL RESERVE FUND ESTIMATED EXPENDITURES/APPROPRIATION**

Item 1:	Special Reserve Fund	\$ -	\$ 125,000
		<u>\$ -</u>	<u>\$ 125,000</u>

**PART V**

**SUMMARY**

Total Budget and Appropriation for Corporate Fund	\$ 3,358,813	\$ 4,113,000
Total Budget and Appropriation for IMRF	\$ 127,000	\$ 175,000
Total Budget and Appropriation for Special Reserve Fund	\$ -	\$ 125,000
Total Budget and Appropriation	<u>\$ 3,485,813</u>	<u>\$ 4,413,000</u>

**ESTIMATED BALANCE TO BE ON HAND AT JUNE 30, 2026**

Estimated Amount Available All Funds: Part 1 - Item 7	\$ 4,788,125	\$ 4,788,125
minus Part II - Item 20	\$ (3,358,813)	\$ (4,113,000)
minus Part III - Item 1	\$ (127,000)	\$ (175,000)
minus Part IV - Item 1	\$ -	\$ (125,000)
Estimated balance to be on hand at June 30, 2026	<u>\$ 1,302,312</u>	<u>\$ 375,125</u>

**PART VI**

All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 22, 2025

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

Cavataio \_\_\_\_\_ Finch \_\_\_\_\_ Grotto \_\_\_\_\_ Jakacki-Dattomo \_\_\_\_\_

Navadomskis \_\_\_\_\_ Weninger \_\_\_\_\_ Wonderly \_\_\_\_\_

\_\_\_\_\_  
Corrine Jakacki-Dattomo, *President*  
Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Patricia Weninger, *Secretary*  
Board of Library Trustees

SEAL

\* This ordinance is effective 9/22/2025



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE BY SOURCE FOR THE WEST CHICAGO PUBLIC LIBRARY DISTRICT DUPAGE COUNTY, ILLINOIS

(BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026 FISCAL YEAR)

Balance on Hand July 1, 2025, all funds	\$	1,627,312
Property Taxes	\$	2,976,853
Replacement Tax	\$	50,952
Interest	\$	76,350
Grants	\$	42,958
Other Receipts (fines, fees, gifts, etc.)	\$	13,700
Estimated Amount Available	\$	4,788,125

\_\_\_\_\_  
Maureen Navadomskis, Treasurer

\_\_\_\_\_  
Date