WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, JANUARY 26, 2026
7:00 PM

AGENDA

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

A. Call to Order — Corrine Jakacki-Dattomo, President

B. Roll Call — Patricia Weninger, Secretary

C. Approval of the Minutes
   1. Board Meeting – November 24, 2025 — ACTION

D. Recognition of the Public

E. Public Comments -- Limited to 3 Minutes

F. Agenda – Additions/Deletions

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

H. Return to Open Session

I. Presentation
   1. Annual Financial Report (Audit) Year Ended June 30, 2025 — Lauterbach & Amen

J. Treasurer's Report — Maureen Navadomskis, Treasurer
   1. Approval of the Bills for December 2025
   2. Approval of the Bills for January 2026
   3. Financial Statements for November 2025
   4. Financial Statements for December 2025

K. Communications
   1. Memo About Recent Amendments to OMA and FOIA — ATTACHMENT
      (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)

L. Reports

1.	President	Corrine Jakacki-Dattomo, President
2.	Library Director	**ATTACHMENT**
3.	Department Managers -- (Circulation Services Presentation)	**ATTACHMENT**

M. Unfinished Business

None

N. New Business

1.	FOIA Litigation Response	**ACTION**
2.	Library Conduct Policy	**ACTION**

O. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 24, 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; Maureen Navadomskis, Treasurer; Pat Weninger, Secretary; and Laura Finch and Michael Wonderly, Members. Absent: Aimee Cavataio.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Gabriel Cardenas, Circulation Manager; Nick Del Giudice, Public Relations Specialist; Jennifer Gunn, Adult Services Manager; Jason Rock, IT Specialist; Luke Sutton, Youth Services Manager.

C. APPROVAL OF THE MINUTES:
1. Regular Board Meeting - October 27, 2025: Ms. Weninger moved to approve the October 27, 2025 Minutes; seconded by Mr. Wonderly. Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Ms. Weninger asked to delete the Action item for the Closed Session Minutes and Recordings, Item K-2; a report will be given, but no action is required at this time.

G. TREASURER'S REPORT:
1. Approval of the Bills for November 2025: Ms. Navadomskis recommended the Board approve payment of the bills for November 2025 in the amount of $225,182.72.
Roll Call Vote - Yes: Finch, Grotto, Navadomskis, Weninger, Wonderly, Jakacki. Motion carried.

2. Financial Statements for October 2025: The Financial Statements were covered under the Director's Report, Item I-2.

H. COMMUNICATIONS:
1. Levy Ordinance Reminder: Director Weseloh stated the Library's attorney sent notice that the last opportunity for the Library to pass its Levy Ordinance is Tuesday, December 2, 2025.

DRAFT MINUTES ONLY

I. REPORTS:
1. President: President Jakacki stated the Library Holiday Lights will be turned on this weekend, November 20, 2025, at 2:00 p.m., and she hopes the Trustees can attend the event.

Ms. Jakacki reminded the board members of the online iLEAD trustee training, which offers training on topics such as How to Be a Better Trustee; Communications; and Fundraising.

The Illinois Library Legislative Meetup is scheduled for December 2, 2025. The West Chicago Library trustees and staff who plan to attend are: Ms. Finch, Ms. Cavataio, Mr. Weseloh, and Ms. Ghobrial. President Jakacki would like to have these attendees provide a recap to the Board at the January 2026 Board Meeting.

2. Library Director: Director Weseloh stated that the Library is 1/3, or 33%, of the way through its fiscal year elapsed. The revenues received equal 94% of budget, and interest income and service fees -- copier and lost/damaged materials -- are running ahead.

Overall expenditures are running slightly below at 31% of the budgeted expenditures. Administrative staff prepared the draft MD&A, which was on the agenda for approval at the November meeting. Once finalized and approved, the MD&A will be incorporated into the audit.

The capital projects are wrapping up on time and coming to a close with installation of the gutters.

Secretary of State Alexi Giannoulias led the initiative to expand and perform the State Library equalization program, serving over 700 rural and underserved libraries.

Staff have been working diligently to decorate the library inside and out for the holiday season. The Light Up the Library Program will be held Saturday, November 29, 2025 beginning at 2:00 p.m., ending at 4:30 p.m. This event is planned in conjunction with the Small Business Saturday program and will include some free activities and refreshments.

Staff will be working on completing the annual Per Capita Grant over the next month. The first installment of the PPRT revenue is expected to be received in January 2026.

The federal shutdown ended, and Congress' Continuing Resolution has restarted the funding for libraries at 2025 levels. While this is keeping vital IMLS programs running, it is only a short-term fix as Congress still has to pass the remaining fiscal '26 spending bills to avoid another potential shutdown which could threaten library funding

again.

A couple legislative bills which passed during the Veto Session of the Illinois General Assembly:

Senate Bill 243 allows for a Freedom of Information Act request denial if a public body cannot verify its requester is a person, and clarifies that said electronic FOIA request must be in the email body rather than found within an email attachment, in addition to other changes.

House Bill 576 creates a Public Official Safety and Privacy Act, which is designed to protect certain State legislative and executive officials and certain County officials. The bill bans government agencies from displaying or posting personal information about public officials who make a request that this information not be publicly disclosed. The ban of agencies displaying such information also expressly applies to units of local government such as municipalities and library and school districts. Personal information is defined in the bill as: home address, home telephone number, mobile telephone number, pager number, personal email address, Social Security number, federal tax identification number, checking and savings account numbers, credit card number, marital status, and identity of children under the age of 18.

HB576 also amends FOIA to expressly exempt personal information of public officials from disclosure; and requires the State Board of Elections to redact the home addresses of public officials and current and past officers of political committees upon the person's request. The bill would also amend the vehicle code and FOID statute to allow public officials to use their work addresses on their I.D. cards and vehicle registration applications.

RAILS provided a webinar on libraries and immigration enforcement, led by Ancel Glink associate Katie Nagy. The webinar was intended to equip libraries with the knowledge to respond to immigration enforcement actions in a legal and responsible way.

Mr. Weseloh has been notified of a suspect alleged to have taken inappropriate video footage at retail establishments, government buildings, and libraries between 2017 and 2025. The Library's legal counsel will meet with the detective and follow up with Mr. Weseloh.

3. Department Managers: Written reports were included in the board packets.

Youth Services: Luke Sutton provided a presentation on many activities happening in the Youth Services department. Some of the programs the department has been holding have been Read & Roll; the Story Walk Path;

Wiggle Worms; Imagination Station -- a play area at the Library which is a huge draw for people -- Puppet Story Time, and Birth to 3 Outreach Story Time.

For the Summer Reading Challenge during June and July, the department had 257 sign-ups, exceeding the goal of 200; 122 people finished the challenge. The department held a pop-up shop in the program room, with all sorts of trinkets and things from past programming that the finishers could collect "book bucks" and "purchase" little items depending on how much reading they did. Adult Services and YA also held a pop-up shop for their reading program.

This year's programming theme was Cars Galore, with a Route 66 theme. One program was called Flo's Soda Shop; and two car-related films were shown. A Sesame Street-themed puppet show was created to celebrate the 58th anniversary of Sesame Street; and the Wiggle Worms program had double the average attendance with 55 people present. Other programming included Hobbit Day; Care Bears; and Going Batty. Special programming includes story times connected to different holidays, cultural events, and new literature.

The Tween space has a gaming station, board games and puzzles, and graphic novels. A representative of MARS Academy came in and shared robotics and coding skills with the children; a representative of Gallery 200 was onsite and lead a couple of art programs.

Birds of a Feather is the Winter Reading Program which will start in December. A Wicked Wonderland Tea Party is being planned, which will connect departments both downstairs and upstairs. A Holiday Movie Marathon is scheduled to provide a full day of holiday-themed movies.

Two story times will be held at Morton Arboretum, one in January, and one in February. The Farm Bureau will be onsite to do a presentation about apples and include apple cider tasting. Outreach programming includes the Birth to 3 Connection, a weekly story time, for which copies of the book are purchased for the kids in attendance at the story time each week. The Library has connections with Educare, Children of America, West Chicago Park District, and daycare facilities in the community at which staff go out and do a story time.

Library staff do tabling events with WeGo Together for Kids, such as the Bicycle Rodeo at the Park District, and the back-to-school backpack event at which staff interacted with 720 people in the community. A social worker intern spent time at the library throughout the summer and handed out bags of materials and did a couple programs based on mental health awareness. Materials have been purchased with grant money received by WeGo Together for Kids, including a mental health and accessibility materials and items for the Library of Things. The West

Chicago Library donates books at the local the food pantry.

The Youth department is working on a potential author visit and a visit from an illustrator to be held at all five schools, possibly in the spring.

Cantigny did census-themed stories throughout the summer. The Library offers patrons free passes to park at Cantigny and attend the story times. Average attendance at the story times there is between 50 to 100 people.

Staff weeded the nonfiction section. The department has the popular Vox books. Regular books are not circulating as much as they used to, so the department is increasing its digital resources.

Staff are going to start working on a blog and create some original digital content, including streamcasting and videos that show patrons how to use library resources.

Mr. Sutton would like to start a large print collection next fiscal year, and space has been created for that.

Staff have been participating in professional development, including the SWAN expo, which had programs on the Library of Things, and patron-focussed services.

A couple Library employees will attend the Feria Internacional del Libro (FIL), an international book fair in Guadalajara, Mexico. Much of the Library's Spanish materials are purchased during this event. The ALA covers the cost of some library staff members' room and board, entry into the fair, and some reimbursement for the flight. The ALA annual conference is in Chicago in 2026.

Mr. Sutton stated that several of the local libraries have completed renovations. The West Chicago Library was quite modern at the time it was built 30 years ago, but contemporary library patrons are not checking out books at the same rate; patrons instead want a place to meet with friends, engage, a place they can go that is lively, open, and bright.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:
1. Ordinance 25-03: An Ordinance Providing for the Levying and Assessment of Taxes by the West Chicago Public Library District for the Fiscal Year Beginning July 1, 2025, and ending June 30, 2026:
Mr. Grotto moved to approve Ordinance 25-03 with an appropriation amount of $4,508,000, and a levy amount of $3,203,000; seconded by

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

2. Recommendation of the Committee for Semi-Annual Review of Closed Session Minutes and Recordings: Ms. Weninger reported that she and Ms. Cavataio met on November 8th at 9:00 a.m. for a semiannual review of closed session minutes; they went into closed session at 9:15 a.m. They checked the folder of closed session minutes and realized that there were no minutes to review because they met three weeks prior to the 18-month cutoff date. They adjourned at 9:32 a.m.

3. Approval of the Management's Discussion & Analysis (MD&A):
Mr. Grotto moved to approve the MD&A; seconded by Ms. Weninger.
Roll Call Vote - Yes: Finch, Grotto, Navadomskis, Weninger, Wonderly, Jakacki. Motion carried.

4. Decision to Sponsor a Train as Part of the WeGo Full Steam Ahead Community Train Project: Mr. Weseloh reported to the board that the committee for the Community Train Project has been meeting for approximately a year. The train sculptures which will appear around town can be placed at businesses or organizations for a sponsorship fee at different levels. Staff would like to sponsor a 6-foot long train sculpture at a cost of $8,000, which the Library Foundation will fund $4,000 of the cost. The sculpture will be placed on the Library's lawn.

The launch is scheduled during Bloomingfest, which is the third week of May 2026. Ms. Weninger moved to sponsor a 6-foot train sculpture at the Conductor level for the Full Steam Ahead Community Train Project with the Library Foundation committing $4,000, and the Library District paying $4,000, for a total of $8,000; seconded by Mr. Grotto.
Roll Call Vote - Yes: Finch, Grotto, Navadomskis, Weninger, Wonderly, Jakacki. Motion carried.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki wished the board and staff a very happy Thanksgiving; she stated that she is thankful for all of the work that the staff put into the Library; and she wished everyone a Merry Christmas, Happy Holiday, and happy and healthy New Year. The next regular board meeting will be in January 2026. The meeting was adjourned the meeting at 8:17 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: **1-Dec-25**

FINANCIAL STATEMENT DATE: **November 30, 2025**

Payroll dated:

11/7/2025	Net Payroll	$	40,210.76
	Federal Liability Payment	$	12,223.60
	State Liability Payment	$	2,489.24
	Paylocity Fee	$	-
10/24/2025	Net Payroll	$	41,299.34
	Federal Liability Payment	$	12,436.32
	State Liability Payment	$	2,531.01
	Paylocity Fee	$	723.22
	Net Payroll		
	Federal Liability Payment		
	State Liability Payment		
	Paylocity Fee		
TOTAL		$	111,913.49

Republic Bank

Operating - Manual Cks	Check No.	$	20,058.40
Operating - System Cks	Check No.	$	136,381.73
Operating - Credit Card	Check No.	$	4,541.70
Librarian's Petty Cash	Check No.	$	300.00
TOTAL		$	161,281.83

Total Bills for Approval	$	273,195.32

Board Approval
Signature: _____

_____

Board Approval Date: _____

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: **26-Jan-26**

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

Payroll dated:

12/5/2025	Net Payroll	$	40,391.77
	Federal Liability Payment	$	12,203.02
	State Liability Payment	$	2,490.70
	Paylocity Fee	$	-
12/19/2025	Net Payroll	$	41,535.49
	Federal Liability Payment	$	12,468.46
	State Liability Payment	$	2,552.68
	Paylocity Fee	$	597.92
	Net Payroll		
	Federal Liability Payment		
	5tate Liability Payment		
	Paylocity Fee		
TOTAL		$	112,240.04

Republic Bank

Operating - Manual Cks	Check No.	$	19,068.73
Operating - System Cks	Check No.	$	80,277.39
Operating - Credit Card	Check No.	$	2,262.07
Librarian's Petty Cash	Check No.	$	4,000.00
TOTAL		$	105,608.19

Total Bills for Approval	$	217,848.23

Board Approval
Signature: _____

_____

Board Approval Date: _____

West Chicago Public Library District
Unpaid Bills Detail
As of December 16, 2025

	Date	Transaction Type	Num	Memo/Description	Amount
ACC Business					
800-322-3076					
	12/10/2025	Bill		Internet Service	619.92
Total for ACC Business					**$ 619.92**
Alarm Detection Systems					
630-844-6306					
	12/07/2025	Bill	204101-1080	Quarterly Jan-Mar	450.21
Total for Alarm Detection Systems					**$ 450.21**
Albertsons-Safeway					
866-450-3431					
	11/11/2025	Bill	809120-111125-3331	Program Food Plates and Napkins	63.78
	11/21/2025	Bill	667056-112125-3338	Ice	2.99
	11/21/2025	Bill	437049-112125-3338	Food Plates Bowls and Spoons	66.99
	11/29/2025	Bill	805522-112925-3338	Fruit and Cheese	70.94
	12/05/2025	Bill	728023-120525-0260	Program Food for Pancakes and Pajamas	44.89
	11/11/2025	Vendor Credit	808897-111125-3338	Refund for Dubble Bubble	-11.99
Total for Albertsons-Safeway					**$ 237.60**
Amanda Ghobrial					
	12/02/2025	Bill		Library Legislative Meetup 12/02/2025	22.40
Total for Amanda Ghobrial					**$ 22.40**
Amazon Capital Services					
	11/14/2025	Bill	1TVM-46RP-L1GL	Program Crafts Supplies	154.40
	11/17/2025	Bill	16P3-NP9M-FP41	Manilla Folders	30.99
	11/17/2025	Bill	1G6D-6PVG-DR4M	Business Card Holder	15.19
	11/18/2025	Bill	1VYQ-L73K-FKN7	Breakroom Hot Drink Supplies	61.13
	11/18/2025	Bill	1GLW-HF4J-FCH4	Stencil Plastic Sheets	21.99
	11/21/2025	Bill	1FDN-LL1X-36PD	Holiday Decorations	153.22
	11/23/2025	Bill	1KK3-LTFV-P3MG	Arts and Crafts Supplies	89.09
	11/24/2025	Bill	1C9V-GWW7-DRJP	Holiday Event Items	217.21

	11/24/2025	Bill	1MWL-CFHN-J66K	Holiday Event Items	27.12
	11/25/2025	Bill	1WLW-YJXR-6Q7T	Bulletin Board	22.31
	11/26/2025	Bill	1WLV-K6GV-Q37M	Legal Pads and Pens	28.98
	11/26/2025	Bill	1XCK-CGYH-V94R	Post-it Note Pads	18.43
	11/29/2025	Bill	1HG7-QNNG-XY14	Program Craft Supplies	87.43
	11/29/2025	Bill	1YNM-VR3Q-1JFT	Arts and Crafts Supplies	23.43
	12/03/2025	Bill	1FX9-TPHY-9LLH	AV-Mat Game	19.99
	12/04/2025	Bill	17RJ-4LHK-CV76	Holiday Program Supplies	46.33
	12/04/2025	Bill	1HNQ-N77K-3RLF	Program Craft Supplies	15.16
	12/04/2025	Bill	1MLF-VL9Q-CRKD	Chromebook Laptops	439.98
	12/06/2025	Bill	1CR6-G9PL-P9GW	AV-Mat DVD	52.77
	12/08/2025	Bill	1FDD-FGCX-GLY4	Popcorn Supplies	61.78
	12/10/2025	Bill	19L3-116D-G4GK	Dream Catcher Kits	26.06
	12/11/2025	Bill	1DD4-4QCQ-9GMY	Program Supplies	29.72
	12/13/2025	Bill	1TW9-GM3G-43PV	Program Supplies	49.92
Total for Amazon Capital Services					**$ 1,692.63**
American Nat'l Sprinkler **847-566-0099**					
	11/03/2025	Bill	85151010	Sprinkler system winterization for the season	250.00
Total for American Nat'l Sprinkler					**$ 250.00**
Anderson Elevator Co. **708-345-9710**					
	12/01/2025	Bill	INV-111395-T7Z6	Elevator Maintenance for month of December	193.00
Total for Anderson Elevator Co.					**$ 193.00**
Andy Frain **630-820-3820**					
	11/30/2025	Bill	386377	November 2025 Security Officer	1,457.40
Total for Andy Frain					**$ 1,457.40**
Bigleaf Networks, Inc. **888-244-3133**					
	12/01/2025	Bill	INV140019	Monthly 12/1/25-12/31/25	558.88
Total for Bigleaf Networks, Inc.					**$ 558.88**
Cengage Learning **800-877-4253**					
	12/10/2025	Bill	999101776072	Books	259.92
Total for Cengage Learning					**$ 259.92**

Cintas Corporation					
847-228-3970					
	11/30/2025	Bill	9348746255	Waterbreak Cooler Agreement	50.50
	11/30/2025	Bill	9348746257	Lifeline View DL(ENG/SP) Agreement	100.00
	12/01/2025	Bill	5305427501	Cold/Hot Paper Cups	14.31
	12/02/2025	Bill	5305621803	1st Aid Cabinet Supplies	84.15
Total for Cintas Corporation					**$ 248.96**
City of West Chicago					
630-293-2200					
	12/01/2025	Bill		Water Bill	2,556.10
Total for City of West Chicago					**$ 2,556.10**
Comcast					
800-391-3000					
	11/22/2025	Bill		Nov 29-Dec 26, 2025	322.12
Total for Comcast					**$ 322.12**
Comcast Business					
	11/21/2025	Bill		Monthly	560.00
Total for Comcast Business					**$ 560.00**
ComEd					
877-426-6331					
	11/18/2025	Bill		Service from 10/17/25 through 11/17/25	1,577.08
Total for ComEd					**$ 1,577.08**
De Lage Landen Financial					
800-736-0220					
	12/07/2025	Bill	593462722	12/01/2025-12/31/2025 and Late Fee	1,571.04
Total for De Lage Landen Financial					**$ 1,571.04**
Delta Building Technologies					
630-589-3800					
	11/01/2025	Bill	MC003189	Preventative Maintenance 11/1/25-1/31/26	1,584.00
Total for Delta Building Technologies					**$ 1,584.00**
Efficiency Reporting					
630-682-8887					
	11/20/2025	Bill	20866er	Board Minutes for 10/27/2025	340.00
Total for Efficiency Reporting					**$ 340.00**
Flood Brothers					
	12/03/2025	Bill	8603385	2YD Trash Service 12/01/2025	66.14
Total for Flood Brothers					**$ 66.14**

Francotyp-Postalia, Inc.					
800-341-6052					
	11/18/2025	Bill	RI106876202	11/18/25-02/17/26	111.00
Total for Francotyp-Postalia, Inc.					**$ 111.00**
Gehrke Technology Group					
847-487-9110					
	12/03/2025	Bill	2504143	Water Treatment for December 2025	125.00
Total for Gehrke Technology Group					**$ 125.00**
Globe Life					
	11/21/2025	Bill		December 2025	55.00
Total for Globe Life					**$ 55.00**
Governmental Accounting, Inc.					
847-991-3909					
	12/01/2025	Bill	60450	Monthly Billing	1,575.00
Total for Governmental Accounting, Inc.					**$ 1,575.00**
Grant and Power Landscaping					
630-231-0069					
	12/02/2025	Bill	63973	Seasonal Snow December 2025	3,944.00
Total for Grant and Power Landscaping					**$ 3,944.00**
IHLS-OCLC					
618-619-2076					
	12/04/2025	Bill	33552	11/1-11/30/2025	15.26
Total for IHLS-OCLC					**$ 15.26**
Illinois Library Association					
312-644-1896					
	10/06/2025	Bill	322988	ILA Membership Circulation Manager	100.00
Total for Illinois Library Association					**$ 100.00**
Ingram Library Services					
800-937-8200					
	11/03/2025	Bill	91677246	Books	145.67
	11/05/2025	Bill	91759417	Books	402.10
	11/06/2025	Bill	91773811		1,423.91
	11/07/2025	Bill	91814554		205.17
	11/10/2025	Bill	91840554	Books	701.06
	11/10/2025	Bill	91840553	Books	539.40
	11/13/2025	Bill	91945525	Books	1,092.05
	11/16/2025	Bill	92000560		667.76

	11/17/2025	Bill	92028445	Books	39.16
	11/17/2025	Bill	92013381	Books	220.97
	11/17/2025	Bill	92013382	Books	19.39
	11/18/2025	Bill	92054062	Books	351.76
	11/19/2025	Bill	92092355	Books	21.08
	11/19/2025	Bill	92100809	Books	21.08
	11/20/2025	Bill	92119842	Books	53.85
	11/26/2025	Bill	92275168	Books	1,031.87
Total for Ingram Library Services					**$ 6,936.28**
Klein, Thorpe and Jenkins, LTD					
312-984-6400					
	11/20/2025	Bill	253343	Matter ID 0846-014 Harassment Investigation	1,225.00
	11/20/2025	Bill	253342	Matter ID 0846-012 Labor and Employment	125.00
Total for Klein, Thorpe and Jenkins, LTD					**$ 1,350.00**
LIMRICC					
630-393-1483					
	12/04/2025	Bill		Monthly Billing December 2025	23,055.75
Total for LIMRICC					**$ 23,055.75**
Midwest Mechanical					
630-850-2300					
	11/19/2025	Bill	S25178WP-03	2025 Improvements-November Billing PO# 2025041803	56,377.50
	12/03/2025	Bill	MC0000148139	12/1/2025 TO 12/31/2025 5 of 12 Contract No: WP2632	1,007.33
Total for Midwest Mechanical					**$ 57,384.83**
Midwest Tape					
800-875-2785					
	11/04/2025	Bill	507980076	AV-Mat	59.99
	11/04/2025	Bill	507980075	AV-Mat	44.99
	11/04/2025	Bill	507980078	AV-Mat	32.99
	11/04/2025	Bill	507980077	AV-Mat	25.49
	11/07/2025	Bill	508001860	AV-Mat	55.99
	11/07/2025	Bill	508001862	AV-Mat	111.98
	11/07/2025	Bill	508001861	AV-Mat	146.20
	11/07/2025	Bill	508001864	AV-Mat	167.93
	11/17/2025	Bill	508046041	AV-Mat	26.98
	11/17/2025	Bill	508046044	AV-Mat	44.23

	11/17/2025	Bill	508046040	AV-Mat	338.94
	11/17/2025	Bill	508046043	AV-Mat	23.99
	11/24/2025	Bill	508076507	AV-Mat	23.24
	11/24/2025	Bill	508076506	AV-Mat	71.22
	11/24/2025	Bill	508076508	AV-Mat	14.99
	11/24/2025	Bill	508076503	AV-Mat	47.23
	11/24/2025	Bill	508076504	AV-Mat	34.99
	11/25/2025	Bill	508087206	AV-Mat	14.99
	11/25/2025	Bill	508087205	AV-Mat	29.23
	11/25/2025	Bill	508087208	AV-Mat	24.74
Total for Midwest Tape					**$ 1,340.33**
Mobile Beacon					
401-934-0500					
	12/11/2025	Bill	MB-203142	Service Fee for 11 new hotspots	1,375.00
Total for Mobile Beacon					**$ 1,375.00**
Morgan Birge & Associates Inc.					
312-670-0000					
	11/27/2025	Bill	82609	Monthly Billing for November 2025	310.52
Total for Morgan Birge & Associates Inc.					**$ 310.52**
NCPERS					
	12/01/2025	Bill	5650012026	January	16.00
Total for NCPERS					**$ 16.00**
Nicor					
888-642-6748					
	12/05/2025	Bill		Period 11/04/2025-12/04/2025	1,166.24
Total for Nicor					**$ 1,166.24**
Orkin Pest Control					
630-505-7258					
	12/10/2025	Bill		PC Standard Monthly	111.00
Total for Orkin Pest Control					**$ 111.00**
OverDrive					
216-573-6886					
	11/30/2025	Bill	01018CP25378916	Ebooks and Audiobooks	159.99
	11/30/2025	Bill	01018CP25378235	Ebooks and Audiobooks	106.92
	12/01/2025	Bill	01018CO25380606	Ebooks and Audiobooks	662.95
	12/01/2025	Bill	01018CO25380598	Ebooks and Audiobooks	679.42

	12/13/2025	Bill	01018CO25394050	Ebooks	294.98
Total for OverDrive					**$ 1,904.26**
Sikich LLC					
630-566-8400					
	11/17/2025	Bill	MS552801	Managed IT with Security Awareness Training for December	6,136.23
	11/25/2025	Bill	I553440	Final Project Invoice	160.50
	12/15/2025	Bill	I554667	Datto for January	296.00
	12/15/2025	Bill	MS554441	Fully Managed IT for January	6,435.29
Total for Sikich LLC					**$ 13,028.02**
Swan					
630-326-7146					
	11/14/2025	Bill	12278	Reciprocal Borrowing & ILLs 2nd Qtr.	95.47
Total for Swan					**$ 95.47**
Unique Management Services					
800-879-5453					
	12/01/2025	Bill	6147062	Placements 11/6 11/13 11/20 11/28	157.60
	12/01/2025	Bill	6147911	Curbside Communicator Dec 2025	40.00
Total for Unique Management Services					**$ 197.60**
Warehouse Direct, Inc.					
	12/02/2025	Bill	6045559-0	Poster Paper	169.03
	12/04/2025	Bill	6049841-0	Paper Towel, Ctr Pull	215.28
	12/04/2025	Bill	6049693-0	Copy Paper	139.50
	12/08/2025	Bill	6049841-1	Tissue, Jumbo Roll	238.96
	12/16/2025	Bill	6057942-0	Breakroom Coffee	57.00
Total for Warehouse Direct, Inc.					**$ 819.77**
Xtreme Environmental Solutions					
630-293-7880					
	12/15/2025	Bill	133-WCL	Dec 2025	25.00
Total for Xtreme Environmental Solutions					**$ 25.00**
Yr End Adj					
	06/30/2025	Journal Entry	AJE4 6.30.25		6,773.00
Total for Yr End Adj					**$ 6,773.00**
TOTAL					**$ 136,381.73**

West Chicago Public Library District
Transaction Detail by Account
November 2025

	Date	Transaction Type	Num	Name	Class	Memo/Description	Split	Amount	Balance
11CC TCM Bank									
CARD 11 Director - #1168									
	11/22/2025	Expenditure		Techsoup		Software	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	80.00	80.00
Total for CARD 11 Director - #1168								$ 80.00	
CARD 21 AS - #1176									
	11/18/2025	Expenditure		Amazon Capital Services		3 $10 Domino's Gift Cards	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	30.00	30.00
Total for CARD 21 AS - #1176								$ 30.00	
CARD 31 Director - #2093									
	11/06/2025	Expenditure		Illinois Library Association		Prof Development and Conf & Training Board	-Split-	180.00	180.00
	11/07/2025	Expenditure		Tropicol Smoothie Cafe		In-Service Event Drinks	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	120.00	300.00
	11/07/2025	Expenditure		Cooper's Corner		In-Service Lunch	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	865.17	1,165.17
	11/07/2025	Expenditure		McDonald's		Nut Free Food Drink	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	3.78	1,168.95
	11/07/2025	Expenditure		Main Event Entertainment, Inc.		In-Service Event	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	378.97	1,547.92
	11/10/2025	Expenditure		Murphy Ace Hardware		Single Cut Keys	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	13.42	1,561.34
	11/10/2025	Credit Card Credit		Murphy Ace Hardware		Refund for Key Kwikset	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	-13.42	1,547.92
	11/10/2025	Expenditure		Murphy Ace Hardware		Key Kwikset	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	13.42	1,561.34
	11/11/2025	Expenditure		Illinois Library Association		Legislative Lunch Meet-ups Registration	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	60.00	1,621.34
	11/19/2025	Expenditure		Harbor Freight		Lamp and Appliance Timers	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	53.89	1,675.23
	11/20/2025	Expenditure		National Notary Association		Basic Notary Training	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	187.72	1,862.95
	11/21/2025	Expenditure		Dunkin Donut		Box of Coffee	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	28.20	1,891.15
	11/21/2025	Expenditure		Murphy Ace Hardware		Wood Screws	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	19.19	1,910.34
Total for CARD 31 Director - #2093								$ 1,910.34	
CARD 41 AS- #2101									
	11/01/2025	Expenditure		Universal Yums		YUM YUM BOX	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00	29.00
	11/06/2025	Expenditure		Amazon Capital Services		Holiday Decoration Material	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	14.98	43.98
	11/07/2025	Expenditure		Illinois Library Association		Library Legislative Meetups	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	60.00	103.98
	11/07/2025	Expenditure		Amazon Capital Services		Holiday Decoration Material	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	36.99	140.97
	11/09/2025	Expenditure		Amazon Capital Services		Holiday Decoration Material	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	9.60	150.57
	11/09/2025	Expenditure		Amazon Capital Services		Holiday Decoration Material	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	48.66	199.23
	11/12/2025	Expenditure		Chicago Tribune		Chicago Tribune	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	144.00	343.23
	11/18/2025	Expenditure		Chicago Tribune		Beacon News	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	188.00	531.23
	11/19/2025	Expenditure		American Library Association		Membership Dues/Young Adult Library Services Association	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	187.00	718.23
	11/19/2025	Expenditure		American Library Association		Membership Dues	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	125.00	843.23
	11/20/2025	Credit Card Credit		Chicago Tribune		Refund for Beacon News New Rate	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	-80.00	763.23
Total for CARD 41 AS- #2101								$ 763.23	
CARD 51 YS- #2119									
	11/05/2025	Expenditure		Walmart		Cookies for Milk and Cookies Storytime	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	25.13	25.13
	11/06/2025	Expenditure		Fairytale Entertainment		Final Payment for Characters for Sesame St Programming	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	225.00	250.13
	11/07/2025	Expenditure		Oriental Trading Company		Holiday Event Supplies	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	239.01	489.14
	11/08/2025	Expenditure		Walmart		Misc	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	23.83	512.97
	11/12/2025	Expenditure		Walmart		Advent Calendar	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	10.50	523.47
	11/12/2025	Expenditure		Oriental Trading Company		Holiday Event Decorations	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	135.75	659.22
	11/14/2025	Expenditure		Oriental Trading Company		Holiday Life Size Cut Out	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	47.99	707.21
	11/19/2025	Expenditure		Oriental Trading Company		Holiday Event Supplies	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	10.81	718.02
	11/19/2025	Expenditure		Oriental Trading Company		Holiday Program Supplies	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	30.72	748.74
	11/19/2025	Expenditure		Oriental Trading Company		Holiday Event Supplies	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	319.17	1,067.91
	11/25/2025	Expenditure		Walmart		Event Food	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	185.64	1,253.55
Total for CARD 51 YS- #2119								$ 1,253.55	
CARD 61 PR- #2135									
	11/01/2025	Expenditure		Constant Contact		November 2025	44210 Expense:MARKETING & PROMOTIONS:MARKETING	100.00	100.00
Total for CARD 61 PR- #2135								$ 100.00	

CARD 71 IT- #2127

	11/07/2025 Expenditure	Printix	Monthly Subscription 1-50 users	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	65.44	65.44
	11/10/2025 Expenditure	Adobe Inc.	Creative Cloud All Apps Monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	207.15	272.59
	11/10/2025 Expenditure	Mobile Beacon	Hot Spots	42420 Expense:TECHNOLOGY SERVICES:SOFTWARE PUBLIC	120.00	392.59
	11/25/2025 Expenditure	Spotify	Spotify Premium Monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99	404.58
Total for CARD 71 IT- #2127					**$ 404.58**	
Total for 11CC TCM Bank					**$ 4,541.70**	

Manual Check Detail
West Chicago Public Library District
November 2025

	Transaction date	Transaction type	Num	Name	Memo/Description	Amount
10650 Republic Bank Checking 4130						
	11/06/2025	Check	November 2025	IMRF	November Payroll 2025	17,506.93
	11/30/2025	Check	November Maint Fee		November 2025 Service Fee	130.00
	11/30/2025	Check	11.12.25ACH	Ampion	November Billing 2025	1,051.38
	11/30/2025	Check	11.12.25-2ACH	Ampion	November Billing 2025	1,010.09
	11/30/2025	Check	11.26.25ACH	Employee Benefits Corporation	November Fee Invoicing	360.00
					Total	20,058.40

Petty Cash Check Detail
West Chicago Public Library District
November 2025

	Transaction date	Transaction type	Num	Name	Memo/Description	Cleared	Amount
10600 Republic Bank Petty Cash							
35663							
	11/03/2025	Check	6012	Postmaster	Program Guide Postage Permit 79		300.00
						Total	300.00

West Chicago Public Library District
Transaction List by Date
December 18, 2025 - January 19, 2026

Name	Date	Transaction Type	Num	Memo/Description	Account	Split	Amount
ACC Business	01/11/2026	Bill		Dec 11, 2025 thru Jan 10, 2026	20000 Accounts Payable	42405 Expense:TECHNOLOGY SERVICES:INTERNET SERVICES	616.78
Albertsons-Safeway	12/18/2025	Bill	431335-121825-3338	Juice	20000 Accounts Payable	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	32.20
Albertsons-Safeway	12/21/2025	Bill	661709-122125-3338	Food	20000 Accounts Payable	44120 Expense:PROGRAMS:PROGRAMS-ADULT	120.60
Amazon Capital Services	12/18/2025	Bill	1WQF-DFJM-CJY1	Winnie The Pooh Stickers	20000 Accounts Payable	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	8.99
Amazon Capital Services	12/20/2025	Bill	1QV4-XMYM-VJGM	Craft Supplies	20000 Accounts Payable	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	116.58
Amazon Capital Services	12/22/2025	Bill	1M3C-JMFT-7J1F	Monthly Planner	20000 Accounts Payable	41334 Expense:ADMINISTRATIVE EXPENSES:OFFICE SUPPLIES GENERAL	17.96
Amazon Capital Services	12/30/2025	Bill	1173-LMWN-C6CG	Craft Canvas Tote Bags	20000 Accounts Payable	-Split-	26.98
Amazon Capital Services	12/30/2025	Bill	1DCD-T44N-9QTP	Stamp Ink Refill	20000 Accounts Payable	42500 Expense:LIBRARY MATERIAL MAINTENANCE:PROCESSING-TECHNICAL SERVICES	13.34
Amazon Capital Services	01/04/2026	Bill	1OTX-RNLL-4DHN	AV-Mat Video Games	20000 Accounts Payable	42340 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-YOUTH	268.66
Amazon Capital Services	01/08/2026	Bill	1YDF-W4QG-FXJX	Travel Cases for Hotspots	20000 Accounts Payable	42500 Expense:LIBRARY MATERIAL MAINTENANCE:PROCESSING-TECHNICAL SERVICES	213.75
Amazon Capital Services	01/12/2026	Bill	1WXK-FL6F-74JN	Little People Figurine Replacements	20000 Accounts Payable	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	24.99
Amazon Capital Services	01/12/2026	Bill	1YW4-GPGP-KXVP	Program Supplies Quilt Making and Stickers	20000 Accounts Payable	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	40.51
Amazon Capital Services	01/13/2026	Bill	1RG7-4Y73-G37Q	Sensory Toys	20000 Accounts Payable	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	81.24

Anderson Elevator Co.	01/01/2026	Bill	INV-112693-F3K6	Monthly Maintenance January	20000 Accounts Payable	45160 Expense:FACILITIES & OPERATIONS:CONTRACT INSPECTION & MAINTENAN	193.00
Andy Frain	12/31/2025	Bill	387710	December 2025	20000 Accounts Payable	45112 Expense:FACILITIES & OPERATIONS:SECURITY SERVICE	1,665.60
Bigleaf Networks, Inc.	01/01/2026	Bill	INV142679	January 2026	20000 Accounts Payable	42405 Expense:TECHNOLOGY SERVICES:INTERNET SERVICES	558.88
Cengage Learning	01/12/2026	Bill	999101889147	Books	20000 Accounts Payable	42120 Expense:LIBRARY MATERIALS-BOOKS:BOOKS-ADULT	131.16
Cinco Books	01/05/2026	Bill	51262	Books SPAN	20000 Accounts Payable	-Split-	1,253.65
Cintas Corporation	12/31/2025	Bill	9353277923	Lifeline View DL Agreement	20000 Accounts Payable	45155 Expense:FACILITIES & OPERATIONS:GENERAL BLDG SERVICES	100.00
Cintas Corporation	12/31/2025	Bill	9353277921	Waterbreak Cooler Agreement	20000 Accounts Payable	45155 Expense:FACILITIES & OPERATIONS:GENERAL BLDG SERVICES	50.50
Comcast	12/22/2025	Bill		Dec 29, 2025 to Jan 28, 2026	20000 Accounts Payable	42405 Expense:TECHNOLOGY SERVICES:INTERNET SERVICES	354.76
Comcast Business	01/01/2026	Bill	260548373	Activity up to Dec 31, 2025	20000 Accounts Payable	42405 Expense:TECHNOLOGY SERVICES:INTERNET SERVICES	560.00
De Lage Landen Financial	01/07/2026	Bill	594313416	1/1/26 to 1/31/26 Copiers Monthly and Late Fee	20000 Accounts Payable	41336 Expense:ADMINISTRATIVE EXPENSES:OFFICE EQUIPMENT	1,571.04
Demco	12/29/2025	Bill	7744972	12" Book Jacket Cover	20000 Accounts Payable	42500 Expense:LIBRARY MATERIAL MAINTENANCE:PROCESSING-TECHNICAL SERVICES	113.98
DuPage Birding Club	01/13/2026	Bill		Program honorarium "Birds of DuPage County" 2/5/2026	20000 Accounts Payable	44120 Expense:PROGRAMS:PROGRAMS-ADULT	100.00
Edith Clayton	12/18/2025	Bill		Senior Outreach Oct-Dec 2025	20000 Accounts Payable	41320 Expense:ADMINISTRATIVE EXPENSES:TRAVEL	23.10
Efficiency Reporting	01/13/2026	Bill		December 2025	20000 Accounts Payable	45605 Expense:LIBRARY BOARD EXPENSES:PROF SERVICES-SECRETARIAL	340.00

Flood Brothers	01/13/2026	Bill		Waste Hauling	20000 Accounts Payable	45350 Expense:UTILITIES:UTILITIES-TRASH	66.14
Gehrke Technology Group	01/12/2026	Bill	2600208	January 2026 Water Treatment Service	20000 Accounts Payable	45150 Expense:FACILITIES & OPERATIONS:HVAC R & M	125.00
Globe Life	12/22/2025	Bill		January 2026	20000 Accounts Payable	41110 Expense:PERSONNEL:INS-HEALTH, DENTAL, LIFE, FSA	55.00
Governmental Accounting, Inc.	01/02/2026	Bill	60481	Monthly Contract Billing	20000 Accounts Payable	45520 Expense:PROFESSIONAL SERVICES:ACCOUNTING	1,575.00
Grant and Power Landscaping	01/06/2026	Bill	66790	Snow Removal January 2026	20000 Accounts Payable	45120 Expense:FACILITIES & OPERATIONS:SNOW REMOVAL	3,944.00
Image Video Productions	01/13/2026	Bill		Program "Alices Ordinary People" 2/25/2026	20000 Accounts Payable	44120 Expense:PROGRAMS:PROGRAMS-ADULT	350.00
Ingram Library Services	12/18/2025	Bill	92938244	Books	20000 Accounts Payable	-Split-	556.07
Ingram Library Services	12/24/2025	Bill	93127552	Books	20000 Accounts Payable	-Split-	427.55
Ingram Library Services	12/26/2025	Bill	93152547	Books	20000 Accounts Payable	-Split-	717.14
Ingram Library Services	12/29/2025	Bill	93228057	Books	20000 Accounts Payable	-Split-	214.33
Ingram Library Services	12/30/2025	Bill	93257807	Books	20000 Accounts Payable	-Split-	1,287.56
Kings III Emergency Communications, LLC	01/01/2026	Bill	3275145	Recurring Charges 01/01/26 - 03/31/26	20000 Accounts Payable	45160 Expense:FACILITIES & OPERATIONS:CONTRACT INSPECTION & MAINTENAN	207.75
Klein, Thorpe and Jenkins, LTD	12/31/2025	Bill	254311	0846-012 Labor and Employment	20000 Accounts Payable	45510 Expense:PROFESSIONAL SERVICES:LEGAL	550.00
Klein, Thorpe and Jenkins, LTD	12/31/2025	Bill	254312	0846-014 Harassment Investigation	20000 Accounts Payable	45510 Expense:PROFESSIONAL SERVICES:LEGAL	2,525.00
Laconi	01/01/2026	Bill		Annual Membership Jan-Dec 2026	20000 Accounts Payable	41330 Expense:ADMINISTRATIVE EXPENSES:ASSOCIATION DUES	150.00
LIMRICC	01/08/2026	Bill		January 2026	20000 Accounts Payable	41110 Expense:PERSONNEL:INS-HEALTH, DENTAL, LIFE, FSA	27,508.32
Midwest Mechanical	01/03/2026	Bill	MC0000148773	6 OF 12 1/1/26 TO 1/31/26 WP2632	20000 Accounts Payable	45150 Expense:FACILITIES & OPERATIONS:HVAC R & M	1,007.33

Midwest Tape	12/19/2025	Bill	508196857	AV-Mat	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	55.99
Midwest Tape	12/19/2025	Bill	508196858	AV-Mat	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	43.48
Midwest Tape	12/19/2025	Bill	508196859	AV-Mat	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	12.79
MNI	12/18/2025	Bill	861194-01-2026	Industrial Directories 2026	20000 Accounts Payable	-Split-	421.90
Mobile Beacon	01/09/2026	Bill		Renew Hotspots	20000 Accounts Payable	42420 Expense:TECHNOLOGY SERVICES:SOFTWARE PUBLIC	840.00
Morgan Birge & Associates Inc.	12/27/2025	Bill	82896	Monthly Billing for December	20000 Accounts Payable	45330 Expense:UTILITIES:UTILITIES-TELEPHONE	310.52
NCPERS	01/01/2026	Bill	5650022026	February 2026	20000 Accounts Payable	41110 Expense:PERSONNEL:INS-HEALTH, DENTAL, LIFE, FSA	16.00
Nicor	01/06/2026	Bill		12/04/25-01/05/26	20000 Accounts Payable	45310 Expense:UTILITIES:UTILITIES-GAS	1,658.29
Orkin Pest Control	01/13/2026	Bill	290395149	1/13/2026 PC Standard Monthly	20000 Accounts Payable	45155 Expense:FACILITIES & OPERATIONS:GENERAL BLDG SERVICES	12.98
OverDrive	12/31/2025	Bill	01018CP25409637	Ebook and Audiobook	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	291.23
OverDrive	12/31/2025	Bill	01018CP25411688	Ebook and Audiobook	20000 Accounts Payable	42340 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-YOUTH	63.35
OverDrive	01/06/2026	Bill	01018CO26003464	Ebooks	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	609.97
OverDrive	01/06/2026	Bill	01018CO26003463	Ebooks/Audiobooks	20000 Accounts Payable	42320 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-ADULT	735.68
Peregrine, Stime, Newman, Ritzman	01/07/2026	Bill	62993	10/1/25 to 12/31/25 10.4 hours	20000 Accounts Payable	45510 Expense:PROFESSIONAL SERVICES:LEGAL	2,340.00

Postmaster	01/08/2026	Bill		Program Guide Mailing Costs	20000 Accounts Payable	44245 Expense:MARKETING & PROMOTIONS:PROGRAM GUIDE	1,300.00
Sikich LLC	12/22/2025	Bill	I555036	Laptop Refresh and SafeID	20000 Accounts Payable	41400 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:IT EQUIPMENT UPGRADES-STAFF	267.50
Sikich LLC	12/30/2025	Bill	I555670	Laptop Refresh and DMARC-DKIM	20000 Accounts Payable	-Split-	1,765.50
Sikich LLC	01/15/2026	Bill	I556210	work related to DMARC tool subscription	20000 Accounts Payable	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	56.25
Sikich LLC	01/15/2026	Bill	MS556360	Monthly Billing for February	20000 Accounts Payable	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	6,435.29
Sikich LLC	01/19/2026	Bill		DATTO Monthly	20000 Accounts Payable	41420 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:TECHNOLOGY MANAGEMENT	296.00
Swan	01/07/2026	Bill	12390	January 1, 2026 - March 31, 2026	20000 Accounts Payable	42400 Expense:TECHNOLOGY SERVICES:LIBRARY CONSORTIUM	8,632.50
T-Mobile	01/13/2026	Bill		Nov 21-Dec 20, 2025	20000 Accounts Payable	45330 Expense:UTILITIES:UTILITIES-TELEPHONE	178.40
Unique Management Services	01/01/2026	Bill	6150006	Jan 2026 Curbside Communicator	20000 Accounts Payable	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	40.00
Unique Management Services	01/01/2026	Bill	6149140	Placements 12/04 12/18 12/26	20000 Accounts Payable	41346 Expense:ADMINISTRATIVE EXPENSES:MATERIALS & RESOURCE RECOVERY	78.80
US Postal Service (CMRS-FP)	01/05/2026	Bill		Postage Meter Postage	20000 Accounts Payable	41338 Expense:ADMINISTRATIVE EXPENSES:POSTAGE	1,500.00
VISA	12/31/2025	Bill	2093 1/9/26		20000 Accounts Payable	CARD 31 TCM Bank:Director - #2093	315.51
VISA	12/31/2025	Bill	2101 1/9/26		20000 Accounts Payable	CARD 41 TCM Bank:AS-#2101	703.58
VISA	12/31/2025	Bill	2119 1/9/26		20000 Accounts Payable	CARD 51 TCM Bank:YS-#2119	273.07
VISA	12/31/2025	Bill	2127 1/9/26		20000 Accounts Payable	CARD 71 TCM Bank:IT-#2127	594.91
VISA	12/31/2025	Bill	2135 1/9/26		20000 Accounts Payable	CARD 61 TCM Bank:PR-#2135	375.00

Warehouse Direct, Inc.	12/18/2025	Bill	6057946-0	Palmolive Soap from Order INV# 6057942-0	20000 Accounts Payable	41334 Expense:ADMINISTRATIVE EXPENSES:OFFICE SUPPLIES GENERAL	23.96
Warehouse Direct, Inc.	12/30/2025	Bill	6065463-0	Copy Paper	20000 Accounts Payable	41334 Expense:ADMINISTRATIVE EXPENSES:OFFICE SUPPLIES GENERAL	139.50
Xtreme Environmental Solutions	01/19/2026	Bill	134-WCL	January 2026	20000 Accounts Payable	45350 Expense:UTILITIES:UTILITIES-TRASH	25.00
						Total	80,277.39

West Chicago Public Library District
Transaction Detail by Account
December 1, 2025 - January 9, 2026

	Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
11CC TCM Bank								
CARD 31 Director - #2093								
	12/15/2025	Expenditure		Dunkin Donut	Gift Cards	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	30.00	30.00
	12/19/2025	Expenditure		Dunkin Donut	SWAN Board Meeting	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	28.20	58.20
	12/19/2025	Expenditure		McDonald's	SWAN Board Meeting	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	53.91	112.11
	12/20/2025	Expenditure		T-Mobile	Mobile Phones	45330 Expense:UTILITIES:UTILITIES-TELEPHONE	178.40	290.51
	01/09/2026	Expenditure		VISA	Credit Card Annual Fee	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	25.00	315.51
Total for CARD 31 Director - #2093							**$ 315.51**	
CARD 41 AS- #2101								
	12/01/2025	Expenditure		Universal Yums	YUM YUM BOX December	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00	29.00
	12/05/2025	Expenditure		HR Source	Training	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	35.00	64.00
	12/10/2025	Expenditure		HR Source	Training	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	35.00	99.00
	12/17/2025	Expenditure		Seed Savers Exchange	Seed Library Order 12/16/2025	44120 Expense:PROGRAMS:PROGRAMS-ADULT	253.67	352.67
	12/17/2025	Expenditure		Display 2GO	Lens cut order 12/11/2025	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	44.91	397.58
	12/31/2025	Expenditure		Chicago Tribune	Every 8 weeks	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	144.00	541.58
	01/01/2026	Expenditure		Universal Yums	YUM YUM BOX January	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00	570.58
	01/02/2026	Expenditure		Chicago Tribune	The Beacon News every 8 weeks	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	108.00	678.58
	01/09/2026	Expenditure		VISA	Annual Fee	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	25.00	703.58
Total for CARD 41 AS- #2101							**$ 703.58**	
CARD 51 YS- #2119								
	12/09/2025	Expenditure		Slow Camino	Book My South American Classroom	42140 Expense:LIBRARY MATERIALS-BOOKS:BOOKS-YOUTH	23.86	23.86
	12/10/2025	Expenditure		Walmart	Wicked Tee Party Program	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	144.73	168.59
	12/30/2025	Expenditure		Jewel Osco	Hot Chocolate and Cups	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	15.46	184.05
	12/30/2025	Expenditure		Supermercado Tampico	Cookies	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	31.47	215.52
	01/06/2026	Expenditure		Kamila Cakes LLC	Rosca De Reyes	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	32.55	248.07
	01/09/2026	Expenditure		VISA	VISA Card Annual Fee	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	25.00	273.07
Total for CARD 51 YS- #2119							**$ 273.07**	
CARD 61 PR- #2135								
	12/01/2025	Expenditure		Constant Contact	December	44210 Expense:MARKETING & PROMOTIONS:MARKETING	175.00	175.00
	01/01/2026	Expenditure		Constant Contact	January	44210 Expense:MARKETING & PROMOTIONS:MARKETING	175.00	350.00
	01/09/2026	Expenditure		VISA	Annual Fee	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	25.00	375.00
Total for CARD 61 PR- #2135							**$ 375.00**	
CARD 71 IT- #2127								
	12/02/2025	Expenditure		Techsoup	11 Hotspots	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	198.00	198.00
	12/07/2025	Expenditure	1E+05	Printix	Monthly 2025-11-07 - 2025-12-07	-Split-	65.44	263.44
	12/10/2025	Expenditure		Adobe Inc.	Creative Cloud All Apps monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	207.15	470.59
	12/25/2025	Expenditure		Spotify	Spotify Premium monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	11.99	482.58
	01/02/2026	Expenditure	1E+05	dmarcian, Inc.	Basic monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	24.00	506.58
	01/07/2026	Expenditure	1E+05	Printix	Monthly 2025-12-07 - 2026-01-07	-Split-	63.33	569.91
	01/09/2026	Expenditure		VISA	Annual Fee	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	25.00	594.91
Total for CARD 71 IT- #2127							**$ 594.91**	
Total for 11CC TCM Bank							**$ 2,262.07**	

Check Detail Report
West Chicago Public Library District
January 1-27, 2026

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
10650 Republic Bank Checking 4130					
01/27/2026	Bill Payment (Check)	2657	ACC Business	00001236036	-616.78
01/27/2026	Bill Payment (Check)	2657	ACC Business		-616.78
01/27/2026	Bill Payment (Check)	2658	Albertsons-Safeway		-152.80
01/27/2026	Bill Payment (Check)	2658	Albertsons-Safeway		-152.80
01/27/2026	Bill Payment (Check)	2659	Amazon Capital Services		-1,144.57
01/27/2026	Bill Payment (Check)	2659	Amazon Capital Services		-1,144.57
01/27/2026	Bill Payment (Check)	2660	Anderson Elevator Co.		-193.00
01/27/2026	Bill Payment (Check)	2660	Anderson Elevator Co.		-193.00
01/27/2026	Bill Payment (Check)	2661	Andy Frain		-1,665.60
01/27/2026	Bill Payment (Check)	2661	Andy Frain		-1,665.60
01/27/2026	Bill Payment (Check)	2662	Bigleaf Networks, Inc.		-558.88
01/27/2026	Bill Payment (Check)	2662	Bigleaf Networks, Inc.		-558.88
01/27/2026	Bill Payment (Check)	2663	Buck Services		-2,416.66
01/27/2026	Bill Payment (Check)	2663	Buck Services		-2,416.66
01/27/2026	Bill Payment (Check)	2664	Cengage Learning	156835	-131.16
01/27/2026	Bill Payment (Check)	2664	Cengage Learning		-131.16
01/27/2026	Bill Payment (Check)	2665	Cinco Books		-1,253.65
01/27/2026	Bill Payment (Check)	2665	Cinco Books		-1,253.65
01/27/2026	Bill Payment (Check)	2666	Cintas Corporation		-150.50
01/27/2026	Bill Payment (Check)	2666	Cintas Corporation		-150.50
01/27/2026	Bill Payment (Check)	2667	Comcast		-354.76

01/27/2026	Bill Payment (Check)	2667	Comcast		-354.76
01/27/2026	Bill Payment (Check)	2668	Comcast Business		-560.00
01/27/2026	Bill Payment (Check)	2668	Comcast Business		-560.00
01/27/2026	Bill Payment (Check)	2669	ComEd	9272004000	-1,524.24
01/27/2026	Bill Payment (Check)	2669	ComEd		-1,524.24
01/27/2026	Bill Payment (Check)	2670	De Lage Landen Financial	7388	-1,571.04
01/27/2026	Bill Payment (Check)	2670	De Lage Landen Financial		-1,571.04
01/27/2026	Bill Payment (Check)	2671	Demco		-113.98
01/27/2026	Bill Payment (Check)	2671	Demco		-113.98
01/27/2026	Bill Payment (Check)	2672	DuPage Birding Club		-100.00
01/27/2026	Bill Payment (Check)	2672	DuPage Birding Club		-100.00
01/27/2026	Bill Payment (Check)	2673	Edith Clayton		-23.10
01/27/2026	Bill Payment (Check)	2673	Edith Clayton		-23.10
01/27/2026	Bill Payment (Check)	2674	Efficiency Reporting		-340.00
01/27/2026	Bill Payment (Check)	2674	Efficiency Reporting		-340.00
01/27/2026	Bill Payment (Check)	2675	Firefly Family Theartre, LLC		-500.00
01/27/2026	Bill Payment (Check)	2675	Firefly Family Theartre, LLC		-500.00
01/27/2026	Bill Payment (Check)	2676	Flood Brothers		-66.14
01/27/2026	Bill Payment (Check)	2676	Flood Brothers		-66.14
01/27/2026	Bill Payment (Check)	2677	Gehrke Technology Group		-125.00
01/27/2026	Bill Payment (Check)	2677	Gehrke Technology Group		-125.00
01/27/2026	Bill Payment (Check)	2678	Globe Life		-55.00
01/27/2026	Bill Payment (Check)	2678	Globe Life		-55.00
01/27/2026	Bill Payment (Check)	2679	Governmental Accounting, Inc.		-1,575.00
01/27/2026	Bill Payment (Check)	2679	Governmental Accounting, Inc.		-1,575.00

01/27/2026	Bill Payment (Check)	2680	Grant and Power Landscaping		-3,944.00
01/27/2026	Bill Payment (Check)	2680	Grant and Power Landscaping		-3,944.00
01/27/2026	Bill Payment (Check)	2681	Image Video Productions		-350.00
01/27/2026	Bill Payment (Check)	2681	Image Video Productions		-350.00
01/27/2026	Bill Payment (Check)	2682	Ingram Library Services		-3,476.70
01/27/2026	Bill Payment (Check)	2682	Ingram Library Services		-3,476.70
01/27/2026	Bill Payment (Check)	2683	Kings III Emergency Communications, LLC	106079	-207.75
01/27/2026	Bill Payment (Check)	2683	Kings III Emergency Communications, LLC		-207.75
01/27/2026	Bill Payment (Check)	2684	Klein, Thorpe and Jenkins, LTD		-3,075.00
01/27/2026	Bill Payment (Check)	2684	Klein, Thorpe and Jenkins, LTD		-3,075.00
01/27/2026	Bill Payment (Check)	2685	Laconi		-150.00
01/27/2026	Bill Payment (Check)	2685	Laconi		-150.00
01/27/2026	Bill Payment (Check)	2686	LIMRICC		-27,508.32
01/27/2026	Bill Payment (Check)	2686	LIMRICC		-27,508.32
01/27/2026	Bill Payment (Check)	2687	Midwest Mechanical	WP2632	-1,007.33
01/27/2026	Bill Payment (Check)	2687	Midwest Mechanical		-1,007.33
01/27/2026	Bill Payment (Check)	2688	Midwest Tape		-782.82
01/27/2026	Bill Payment (Check)	2688	Midwest Tape		-782.82
01/27/2026	Bill Payment (Check)	2689	MNI		-421.90
01/27/2026	Bill Payment (Check)	2689	MNI		-421.90
01/27/2026	Bill Payment (Check)	2690	Mobile Beacon		-840.00
01/27/2026	Bill Payment (Check)	2690	Mobile Beacon		-840.00
01/27/2026	Bill Payment (Check)	2691	Morgan Birge & Associates Inc.		-310.52
01/27/2026	Bill Payment (Check)	2691	Morgan Birge & Associates Inc.		-310.52
01/27/2026	Bill Payment (Check)	2692	NCPERS		-16.00
01/27/2026	Bill Payment (Check)	2692	NCPERS		-16.00

01/27/2026	Bill Payment (Check)	2693	Nicor		-1,658.29
01/27/2026	Bill Payment (Check)	2693	Nicor		-1,658.29
01/27/2026	Bill Payment (Check)	2694	Orkin Pest Control		-12.98
01/27/2026	Bill Payment (Check)	2694	Orkin Pest Control		-12.98
01/27/2026	Bill Payment (Check)	2695	OverDrive		-1,700.23
01/27/2026	Bill Payment (Check)	2695	OverDrive		-1,700.23
01/27/2026	Bill Payment (Check)	2696	Peregrine, Stime, Newman, Ritzman		-2,340.00
01/27/2026	Bill Payment (Check)	2696	Peregrine, Stime, Newman, Ritzman		-2,340.00
01/27/2026	Bill Payment (Check)	2697	Postmaster		-1,300.00
01/27/2026	Bill Payment (Check)	2697	Postmaster		-1,300.00
01/27/2026	Bill Payment (Check)	2698	Sikich LLC	WCPL	-2,329.00
01/27/2026	Bill Payment (Check)	2698	Sikich LLC		-2,329.00
01/27/2026	Bill Payment (Check)	2699	Swan	0898002176	-8,632.50
01/27/2026	Bill Payment (Check)	2699	Swan		-8,632.50
01/27/2026	Bill Payment (Check)	2700	T-Mobile		-178.40
01/27/2026	Bill Payment (Check)	2700	T-Mobile		-178.40
01/27/2026	Bill Payment (Check)	2701	Unique Management Services	1139	-118.80
01/27/2026	Bill Payment (Check)	2701	Unique Management Services		-118.80
01/27/2026	Bill Payment (Check)	2702	US Postal Service (CMRS-FP)		-1,500.00
01/27/2026	Bill Payment (Check)	2702	US Postal Service (CMRS-FP)		-1,500.00
01/27/2026	Bill Payment (Check)	2703	Warehouse Direct, Inc.		-163.46
01/27/2026	Bill Payment (Check)	2703	Warehouse Direct, Inc.		-163.46
01/27/2026	Bill Payment (Check)	2704	Xtreme Environmental Solutions		-25.00
01/27/2026	Bill Payment (Check)	2704	Xtreme Environmental Solutions		-25.00

Manual Check Detail
West Chicago Public Library District
December 2025

	Transaction date	Transaction type	Num	Name	Memo/Description	Amount
10650 Republic Bank Checking 4130						
36386						
	12/04/2025	Check	ACH 12.04	IMRF	December Payroll 2025	17,160.91
36387						
	12/11/2025	Check	ACH 12.11.25	Ampion	December Billing 2025	1,232.05
36388						
	12/11/2025	Check	ACH 12.11.25 2	Ampion	December Billing 2025	615.77
36389						
	12/31/2025	Check	ACH 12.31.25	Employee Benefits Corporation	Invoicing	60.00
					Total	19,068.73

Petty Cash Check Detail
West Chicago Public Library District
December 2025

	Transaction date	Transaction type	Num	Name	Memo/Description	Cleared	Amount
10600 Republic Bank Petty Cash							
36453							
	12/11/2025	Check	6013	West Chicago Parks Foundation	Community Train Project	Reconciled	-4,000.00

Financial Report

For the 5 Month(s) Ended November 30, 2025
FISCAL YEAR 2026

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2025

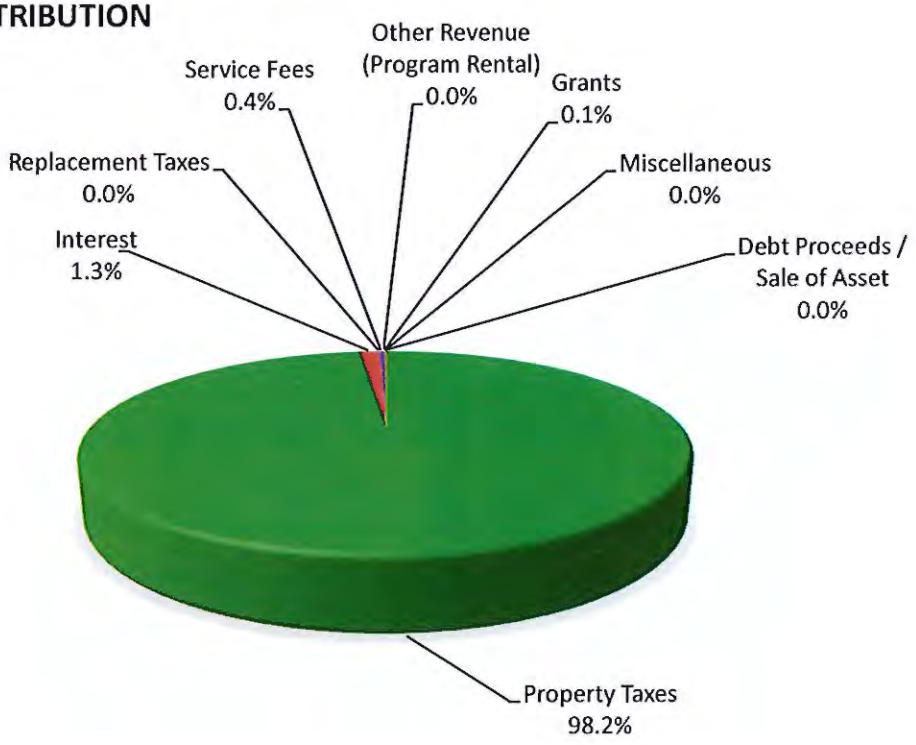
42% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,941,688	2,976,853	99%
Interest	39,087	76,350	51%
Replacement Taxes	-	50,952	0%
Service Fees	11,232	12,200	92%
Other Revenue (Program Rental)	-	-	0%
Grants	2,903	42,958	7%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	2,995,699	3,160,813	95%
Budgeted Revenues	3,160,813		
% Diff	95%		

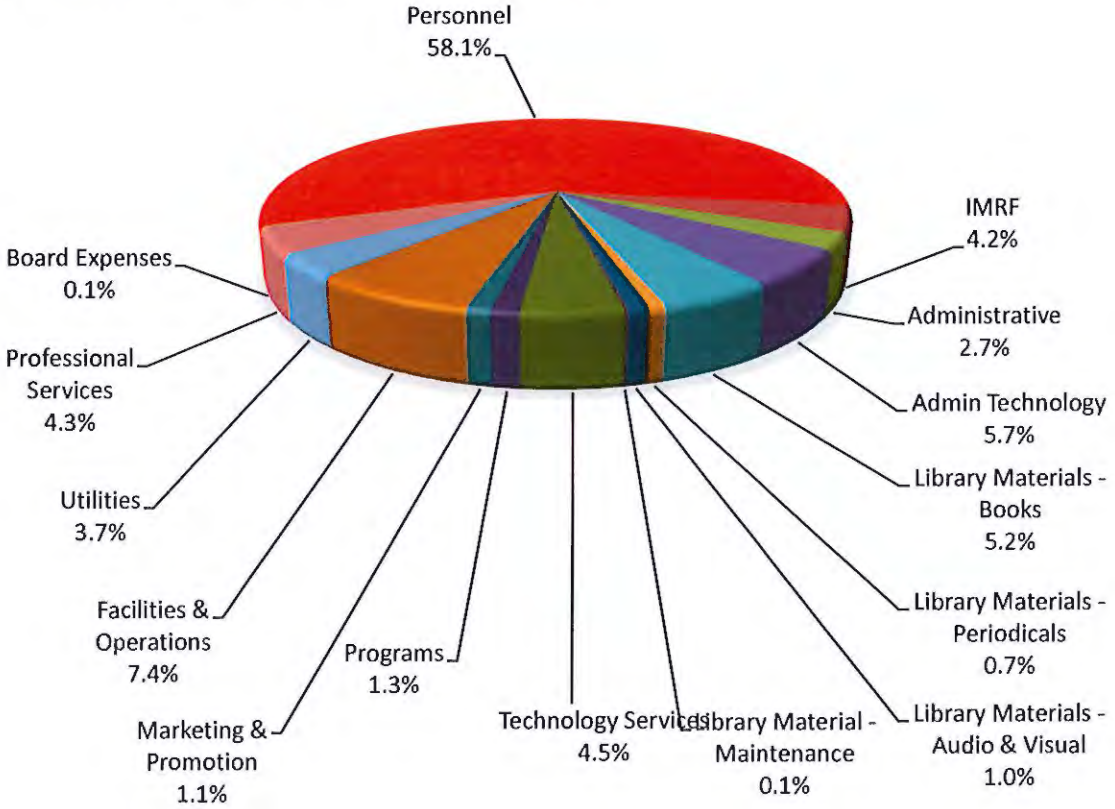
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	698,946	1,999,073	35%
IMRF	50,925	127,000	40%
Administrative	31,962	90,162	35%
Admin Technology	69,121	172,358	40%
Library Materials - Books	62,477	129,315	48%
Library Materials - Periodicals	8,791	10,950	80%
Library Materials - Audio & Visual	11,479	59,535	19%
Library Material - Maintenance	859	10,520	8%
Technology Services	53,860	96,573	56%
Programs	15,184	41,149	37%
Marketing & Promotion	13,396	31,005	43%
Facilities & Operations	89,675	215,901	42%
Utilities	44,109	99,102	45%
Professional Services	51,627	65,570	79%
Board Expenses	1,526	12,600	12%
Actual Expenditures	1,203,937	3,160,813	38%
Budgeted Expenditures	3,160,813		
% Diff	38%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,791,762	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	292,755	325,000	90%
Actual Expenditures	292,755	325,000	90%
Budgeted Expenditures	325,000		
% Diff	90%		
TOTAL SURPLUS / (DEFICIT)	1,499,007	(325,000)	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	3,126,320		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2025

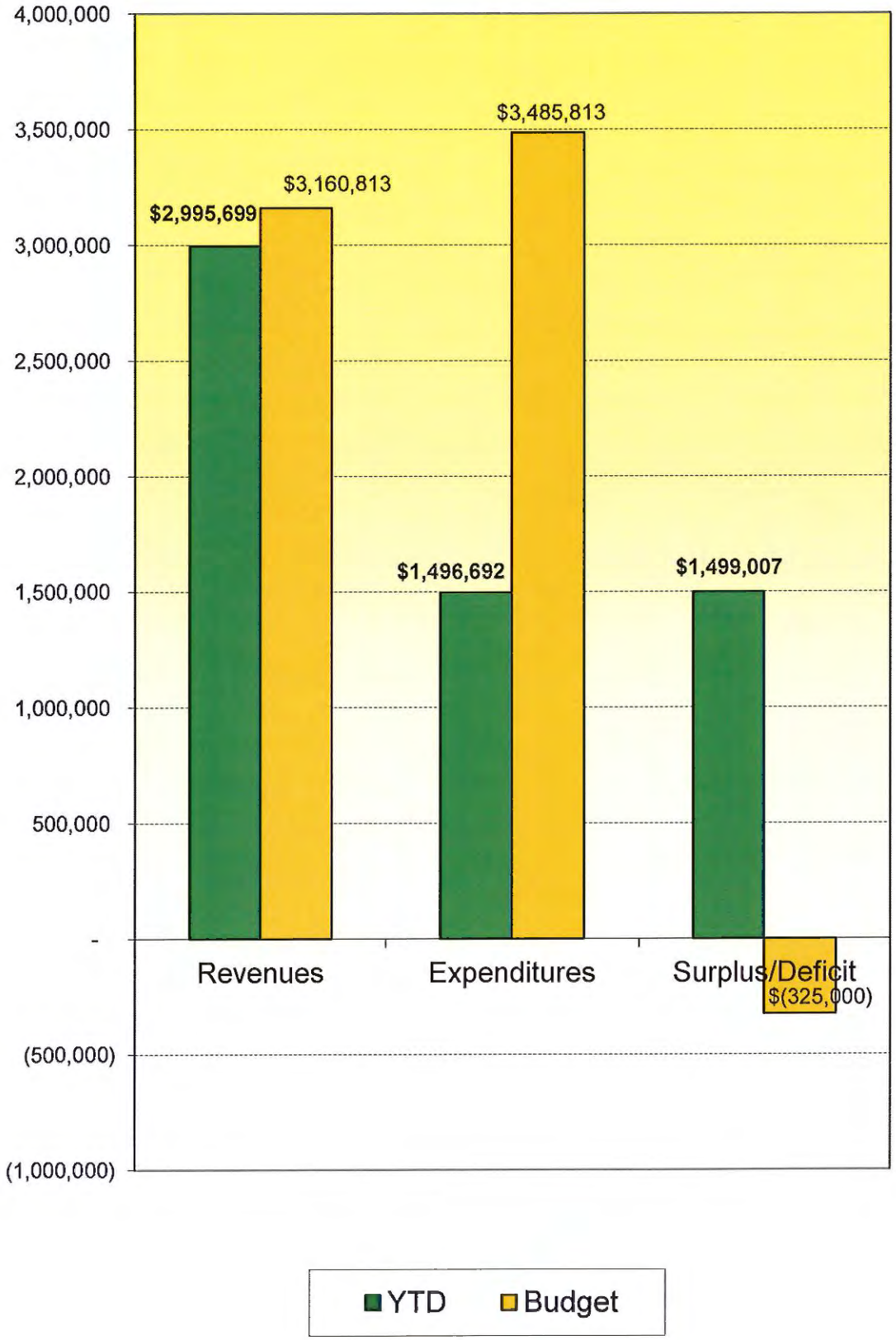
REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2025

42% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,807,216	134,472	-	2,941,688	2,976,853	99%
Interest	37,308	1,096	683	39,087	76,350	51%
Replacement Taxes	-	-	-	-	50,952	0%
Service Fees	11,232	-	-	11,232	12,200	92%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	2,903	-	-	2,903	42,958	7%
Miscellaneous	789	-	-	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,859,448	135,568	683	2,995,699	3,160,813	95%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	94%	115%	n/a	95%		
OPERATING EXPENDITURES	-					
Personnel	698,946	-	-	698,946	1,999,073	35%
IMRF	-	50,925	-	50,925	127,000	40%
Administrative	31,962	-	-	31,962	90,162	35%
Admin Technology	69,121	-	-	69,121	172,358	40%
Library Materials - Books	62,477	-	-	62,477	129,315	48%
Library Materials - Periodicals	8,791	-	-	8,791	10,950	80%
Library Materials - Audio & Visual	11,479	-	-	11,479	59,535	19%
Library Material - Maintenance	859	-	-	859	10,520	8%
Technology Services	53,860	-	-	53,860	96,573	56%
Programs	15,184	-	-	15,184	41,149	37%
Marketing & Promotion	13,396	-	-	13,396	31,005	43%
Facilities & Operations	89,675	-	-	89,675	215,901	42%
Utilities	44,109	-	-	44,109	99,102	45%
Professional Services	51,627	-	-	51,627	65,570	79%
Board Expenses	1,526	-	-	1,526	12,600	12%
Actual Expenditures	1,153,012	50,925	-	1,203,937	3,160,813	38%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	38%	40%	n/a	38%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	292,755	-	-	292,755	325,000	90%
Actual Expenditures	292,755	-	-	292,755	325,000	n/a
Budgeted Expenditures	-	-	325,000	325,000		
% Diff	n/a	n/a	n/a	n/a		
	General	**IMRF**	**Special Reserve**	**Total Actual**	**Total Budget**	
TOTAL SURPLUS / (DEFICIT)	**1,413,681**	**84,643**	**683**	**1,499,007**	**(325,000)**	
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
ENDING FUND BALANCE	2,850,491	147,895	127,934	3,126,320	1,302,313	
Fund Balance as % of Total Expenditures	197%	290%	n/a	209%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
November 30, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	310.27	248,071.08	2,807,215.81	134,472.01	0.00	2,941,687.82	2,976,853.00	-35,165.18	98.82%
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	7,166.13	6,250.00	37,308.22	1,096.04	0.00	38,404.26	75,000.00	-36,595.74	51.21%
33040 · INTEREST-IL FUND BLDG CONST	127.98	112.50	0.00	0.00	682.93	682.93	1,350.00	-667.07	50.59%
35100 · FINES	8.00	0.00	10.60	0.00	0.00	10.60	0.00	10.60	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	799.87	791.67	4,429.81	0.00	0.00	4,429.81	9,500.00	-5,070.19	46.63%
35510 · LOST AND PAID MATERIALS	534.48	100.00	6,500.20	0.00	0.00	6,500.20	1,200.00	5,300.20	541.68%
35710 · NON RESIDENT FEES	0.00	125.00	291.30	0.00	0.00	291.30	1,500.00	-1,208.70	19.42%
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	16.67	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	42,958.00	-42,958.00	0.0%
38020 · OTHER GRANTS	0.00	0.00	2,903.35	0.00	0.00	2,903.35	0.00	2,903.35	100.0%
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	16.67	789.00	0.00	0.00	789.00	200.00	589.00	394.5%
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%
	8,946.73	263,401.08	2,859,448.29	135,568.05	682.93	2,995,699.27	3,160,813.00	-165,113.73	94.78%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	112,862.01	132,148.08	554,812.15	0.00	0.00	554,812.15	1,585,777.00	-1,030,964.85	34.99%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,488.51	24,734.83	100,380.59	0.00	0.00	100,380.59	296,818.00	-196,437.41	33.82%
41120 · FICA EXPENSE	8,386.57	9,333.33	41,003.77	0.00	0.00	41,003.77	112,000.00	-70,996.23	36.61%
41130 · UNEMPLOYMENT COMPENSATION	0.00	175.00	371.63	0.00	0.00	371.63	2,100.00	-1,728.37	17.7%
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	141,737.09	166,589.42	698,946.14	0.00	0.00	698,946.14	1,999,073.00	-1,300,126.86	34.96%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	492.00	1,184.58	3,092.00	0.00	0.00	3,092.00	14,215.00	-11,123.00	21.75%
41320 · TRAVEL	341.79	424.67	2,968.12	0.00	0.00	2,968.12	5,096.00	-2,127.88	58.24%
41330 · ASSOCIATION DUES	1,105.00	504.25	1,605.00	0.00	0.00	1,605.00	6,051.00	-4,446.00	26.53%
41332 · PAYROLL PROCESSING	723.22	745.33	2,842.96	0.00	0.00	2,842.96	8,944.00	-6,101.04	31.79%
41334 · OFFICE SUPPLIES GENERAL	349.28	975.00	2,552.99	0.00	0.00	2,552.99	11,700.00	-9,147.01	21.82%
41336 · OFFICE EQUIPMENT	1,682.04	1,535.83	7,927.58	0.00	0.00	7,927.58	18,430.00	-10,502.42	43.02%
41338 · POSTAGE	300.00	750.00	3,187.49	0.00	0.00	3,187.49	9,000.00	-5,812.51	35.42%
41342 · ADMINISTRATIVE MISC	187.72	135.50	1,114.63	0.00	0.00	1,114.63	1,626.00	-511.37	68.55%
41344 · SUPPLIES-FOOD	1,514.11	791.67	6,146.17	0.00	0.00	6,146.17	9,500.00	-3,353.83	64.7%
41346 · MATERIALS & RESOURCE RECOVERY	177.30	133.33	443.25	0.00	0.00	443.25	1,600.00	-1,156.75	27.7%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	333.33	82.13	0.00	0.00	82.13	4,000.00	-3,917.87	2.05%
Subtotal	6,872.46	7,513.50	31,962.32	0.00	0.00	31,962.32	90,162.00	-58,199.68	35.45%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
November 30, 2025

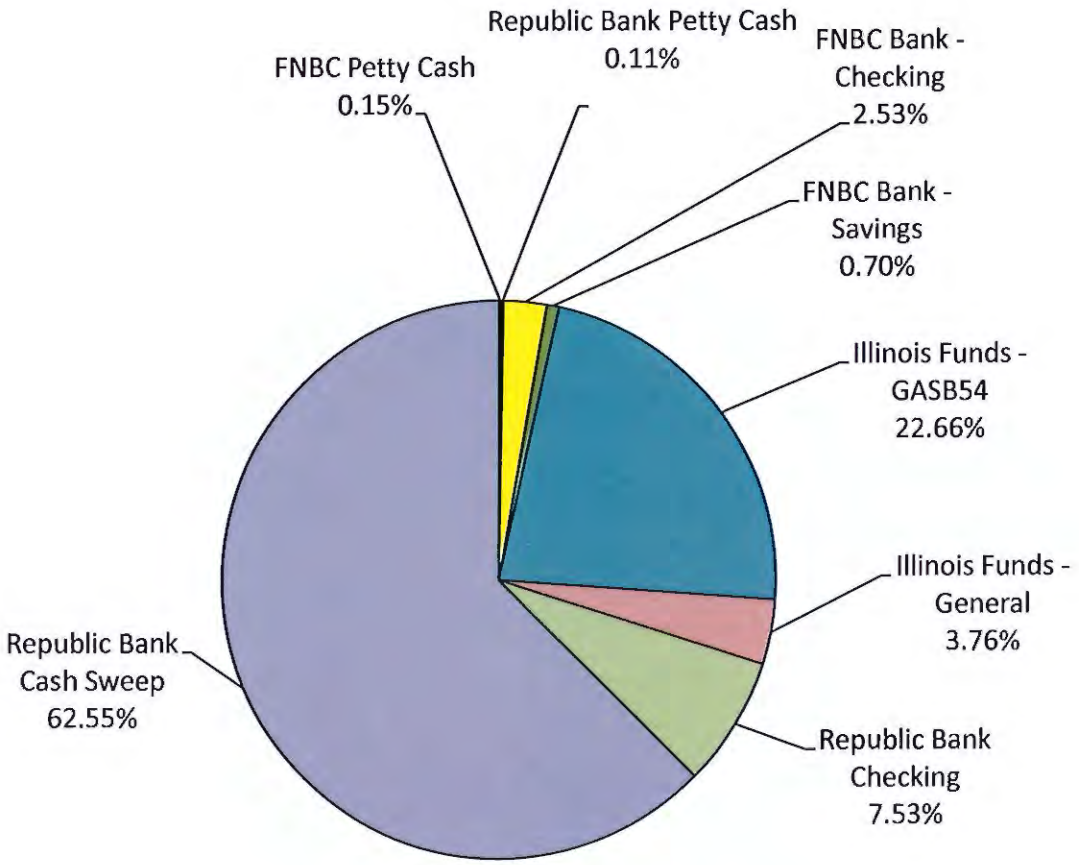
		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN										
41400 · IT EQUIPMENT UPGRADES-STAFF		0.00	710.58	10,862.29	0.00	0.00	10,862.29	8,527.00	2,335.29	127.39%
41410 · SOFTWARE STAFF		339.14	4,345.42	6,809.44	0.00	0.00	6,809.44	52,145.00	-45,335.56	13.06%
41415 · PHONE SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT		6,497.67	8,209.67	40,320.24	0.00	0.00	40,320.24	98,516.00	-58,195.76	40.93%
41425 · WARRANTIES/EXTENDED CARE		0.00	1,097.50	11,129.41	0.00	0.00	11,129.41	13,170.00	-2,040.59	84.51%
	Subtotal	6,836.81	14,363.17	69,121.38	0.00	0.00	69,121.38	172,358.00	-103,236.62	40.1%
4E · LIBRARY MATERIALS-BOOKS										
42112 · REFERENCE-ELECTRONIC		0.00	2,950.58	34,761.22	0.00	0.00	34,761.22	35,407.00	-645.78	98.18%
42120 · BOOKS-ADULT		5,697.60	5,750.00	20,179.35	0.00	0.00	20,179.35	69,000.00	-48,820.65	29.25%
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	597.67	0.00	0.00	597.67	3,000.00	-2,402.33	19.92%
42140 · BOOKS-YOUTH		1,472.54	1,711.50	6,797.43	0.00	0.00	6,797.43	20,538.00	-13,740.57	33.1%
42170 · RBP/ILL BOOK REPLACEMENT		95.47	83.33	141.41	0.00	0.00	141.41	1,000.00	-858.59	14.14%
	Subtotal	7,265.61	10,776.25	62,477.08	0.00	0.00	62,477.08	129,315.00	-66,837.92	48.31%
5E · LIBRARY MATERIALS-PERIODICALS										
42210 · PERIODICALS		6,469.79	912.50	8,790.99	0.00	0.00	8,790.99	10,950.00	-2,159.01	80.28%
	Subtotal	6,469.79	912.50	8,790.99	0.00	0.00	8,790.99	10,950.00	-2,159.01	80.28%
6E · LIBRARY MATERIALS-AUDIO VISUAL										
42320 · AV MATERIALS-ADULT		2,438.16	3,833.33	9,961.77	0.00	0.00	9,961.77	46,000.00	-36,038.23	21.66%
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		457.76	836.25	1,517.31	0.00	0.00	1,517.31	10,035.00	-8,517.69	15.12%
	Subtotal	2,895.92	4,961.25	11,479.08	0.00	0.00	11,479.08	59,535.00	-12,017.69	19.28%
7E · TECHNOLOGY SERVICES										
42400 · LIBRARY CONSORTIUM		0.00	2,877.50	17,265.00	0.00	0.00	17,265.00	34,530.00	-17,265.00	50.0%
42405 · INTERNET SERVICES		2,614.64	2,072.67	10,935.63	0.00	0.00	10,935.63	24,872.00	-13,936.37	43.97%
42420 · SOFTWARE PUBLIC		120.00	1,976.50	10,387.70	0.00	0.00	10,387.70	23,718.00	-13,330.30	43.8%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC		2,541.25	1,121.08	15,272.05	0.00	0.00	15,272.05	13,453.00	1,819.05	113.52%
	Subtotal	5,275.89	8,047.75	53,860.38	0.00	0.00	53,860.38	96,573.00	-11,511.25	55.77%
8E · LIBRARY MATERIAL MAINTENANCE										
42500 · PROCESSING-TECHNICAL SERVICES		119.32	857.50	858.88	0.00	0.00	858.88	10,290.00	-9,431.12	8.35%
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	119.32	876.67	858.88	0.00	0.00	858.88	10,520.00	-9,431.12	8.16%
9E · PROGRAMS										
44120 · PROGRAMS-ADULT		415.23	1,075.42	4,799.10	0.00	0.00	4,799.10	12,905.00	-8,105.90	37.19%
44130 · PROGRAMS-YOUNG ADULT		179.89	291.67	987.23	0.00	0.00	987.23	3,500.00	-2,512.77	28.21%
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		541.86	833.75	4,396.10	0.00	0.00	4,396.10	10,005.00	-5,608.90	43.94%
44145 · EVENTS AND OUTREACH		1,621.60	883.33	5,001.72	0.00	0.00	5,001.72	10,600.00	-5,598.28	47.19%
	Subtotal	2,758.58	3,429.08	15,184.15	0.00	0.00	15,184.15	41,149.00	-11,207.18	36.9%
10E · MARKETING & PROMOTIONS										
44210 · MARKETING		100.00	297.25	1,957.57	0.00	0.00	1,957.57	3,567.00	-1,609.43	54.88%
44215 · WEBSITE		0.00	408.50	3,198.79	0.00	0.00	3,198.79	4,902.00	-1,703.21	65.26%
44220 · PROMO MATERIALS-ADULT		63.90	266.67	567.82	0.00	0.00	567.82	3,200.00	-2,632.18	17.74%
44240 · PROMO MATERIALS-YOUTH		0.00	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	7,581.90	0.00	0.00	7,581.90	17,636.00	-10,054.10	42.99%
44250 · SURVEYS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Subtotal	3,329.85	2,583.75	13,396.08	0.00	0.00	13,396.08	31,005.00	-17,608.92	43.21%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
November 30, 2025

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	2,416.66	2,416.67	12,083.30	0.00	0.00	12,083.30	29,000.00	-16,916.70	41.67%
45112 · SECURITY SERVICE	1,457.40	1,846.08	8,910.96	0.00	0.00	8,910.96	22,153.00	-13,242.04	40.23%
45115 · JANITORIAL SUPPLIES	67.31	508.33	2,204.86	0.00	0.00	2,204.86	6,100.00	-3,895.14	36.15%
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	3,944.00	2,317.92	3,944.00	0.00	0.00	3,944.00	27,815.00	-23,871.00	14.18%
45130 · EXTERIOR LANDSCAPING	0.00	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	3,121.00	766.67	4,631.78	0.00	0.00	4,631.78	9,200.00	-4,568.22	50.35%
45150 · HVAC R & M	1,524.33	2,083.33	16,547.36	0.00	0.00	16,547.36	25,000.00	-8,452.64	66.19%
45155 · GENERAL BLDG SERVICES	1,671.50	836.67	9,594.00	0.00	0.00	9,594.00	10,040.00	-446.00	95.56%
45160 · CONTRACT INSPECTION & MAINTENAN	2,027.00	2,071.75	11,198.19	0.00	0.00	11,198.19	24,861.00	-13,662.81	45.04%
45165 · INTERIOR R & M-OTHER	19.19	2,583.33	3,585.42	0.00	0.00	3,585.42	31,000.00	-27,414.58	11.57%
Subtotal	16,248.39	17,991.75	89,674.87	0.00	0.00	89,674.87	215,901.00	-126,226.13	41.54%
12E · UTILITIES									
45310 · UTILITIES-GAS	710.79	1,041.67	2,911.10	0.00	0.00	2,911.10	12,500.00	-9,588.90	23.29%
45320 · UTILITIES-ELECTRIC	3,638.55	4,333.33	17,497.59	0.00	0.00	17,497.59	52,000.00	-34,502.41	33.65%
45330 · UTILITIES-TELEPHONE	488.92	1,951.67	18,293.50	0.00	0.00	18,293.50	23,420.00	-5,126.50	78.11%
45340 · UTILITIES-WATER	0.00	833.33	4,925.69	0.00	0.00	4,925.69	10,000.00	-5,074.31	49.26%
45350 · UTILITIES-TRASH	91.14	98.50	480.70	0.00	0.00	480.70	1,182.00	-701.30	40.67%
Subtotal	4,929.40	8,258.50	44,108.58	0.00	0.00	44,108.58	99,102.00	-54,993.42	44.51%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	0.00	1,928.33	16,623.00	0.00	0.00	16,623.00	23,140.00	-6,517.00	71.84%
45505 · AUDIT	0.00	960.83	11,530.00	0.00	0.00	11,530.00	11,530.00	0.00	100.0%
45510 · LEGAL	1,350.00	1,000.00	14,935.00	0.00	0.00	14,935.00	12,000.00	2,935.00	124.46%
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	8,538.50	0.00	0.00	8,538.50	18,900.00	-10,361.50	45.18%
Subtotal	3,055.00	5,464.17	51,626.50	0.00	0.00	51,626.50	65,570.00	-13,943.50	78.74%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	120.00	625.00	120.00	0.00	0.00	120.00	7,500.00	-7,380.00	1.6%
45605 · PROF SERVICES-SECRETARIAL	340.00	341.67	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	46.00	0.00	0.00	46.00	1,000.00	-954.00	4.6%
Subtotal	340.00	1,050.00	1,526.00	0.00	0.00	1,526.00	12,600.00	-11,074.00	12.11%
15E · CAPITAL EQUIPMENT									
46500 · CAPTIAL 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	56,377.50	0.00	292,755.00	0.00	0.00	292,755.00	0.00	292,755.00	100.0%
Subtotal	56,377.50	27,083.33	292,755.00	0.00	0.00	292,755.00	325,000.00	-32,245.00	90.08%
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	10,379.28	10,583.33	0.00	50,924.79	0.00	50,924.79	127,000.00	-76,075.21	40.1%
Subtotal	10,379.28	10,583.33	0.00	50,924.79	0.00	50,924.79	127,000.00	-76,075.21	40.1%
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%
	274,890.89	290,484.42	1,445,767.43	50,924.79	0.00	1,496,692.22	3,485,813.00	-1,989,120.78	42.94%
Net Income	-265,944.16	-27,083.33	1,413,680.86	84,643.26	682.93	1,499,007.05	-325,000.00	1,824,007.05	-461.23%

West Chicago Public Library District
Investments
November 30, 2025

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	3,500
FNBC Bank - Checking	#6031	A/P	0.09%	84,083
FNBC Bank - Savings	#0317	MM	2.59%	23,120
Illinois Funds - GASB54	#6950	MM	Various	752,013
Illinois Funds - General	#5519 / 1507	MM	Various	124,714
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	2,075,481
			Total	**$ 3,318,072**



West Chicago Public Library District

Financial Analysis

For the 5 Month(s) Ended November 30, 2025

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

42% of Budget Year

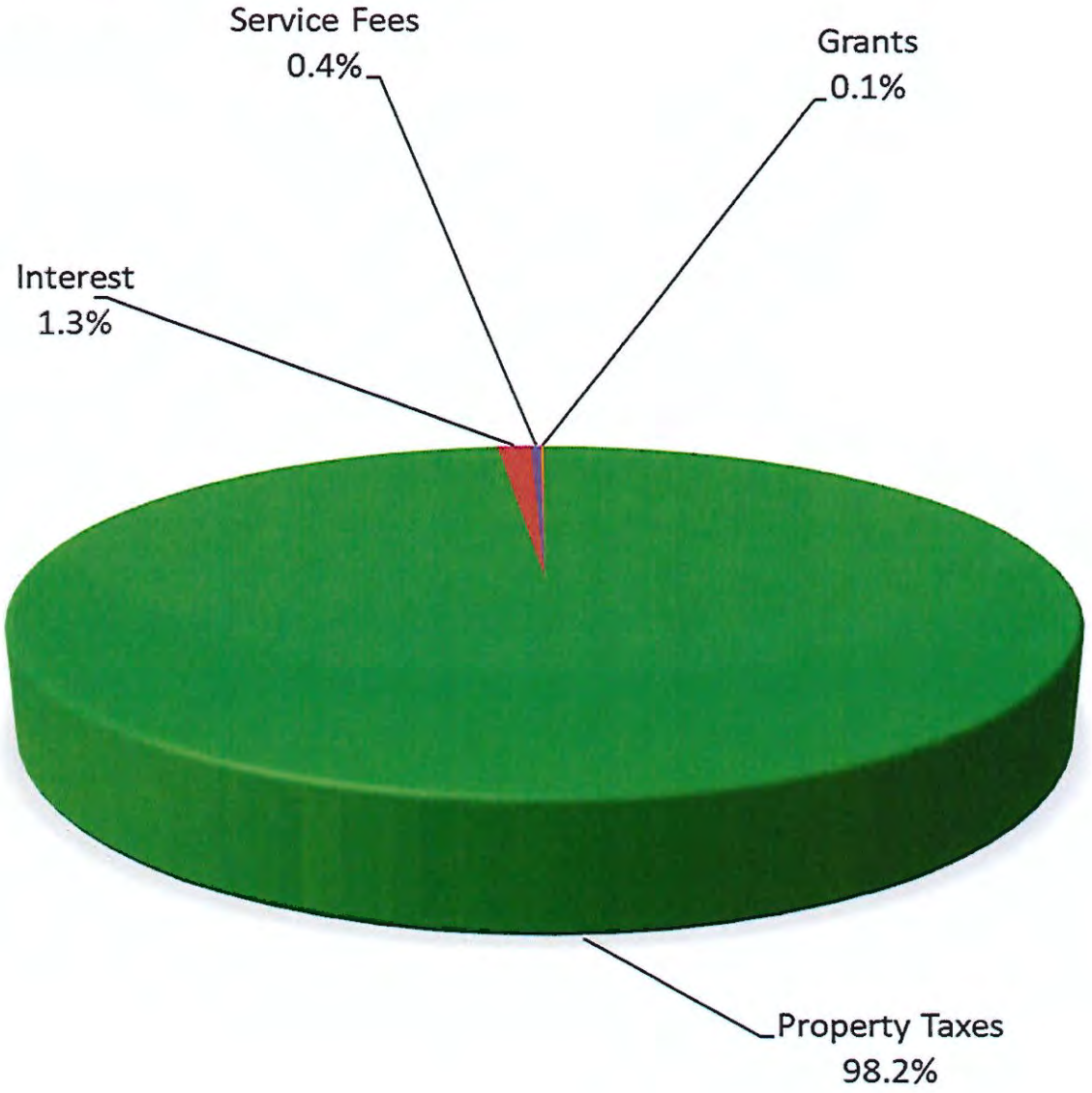
- 95% of Total Budget
- Property Taxes
  - Collected $9,941,688 or 99% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
  - Collected $0 or 0%
- Interest
  - Collected $39,087 or 51% of Budget
- Service Fees
  - Collected $11,232 or 92% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,941,688	2,976,853	99%	2,810,441	5%
Interest	39,087	76,350	51%	46,551	-16%
Replacement Taxes	-	50,952	0%	-	n/a
Service Fees	11,232	12,200	92%	6,285	79%
Other Revenue (Program Rental)	-	-	n/a	20	-100%
Grants	2,903	42,958	7%	-	n/a
Miscellaneous	789	1,500	53%	184	328%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	2,995,699	3,160,813	95%	2,863,482	5%
Budgeted Revenues	3,160,813				
% Diff	95%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

42% of Budget Year

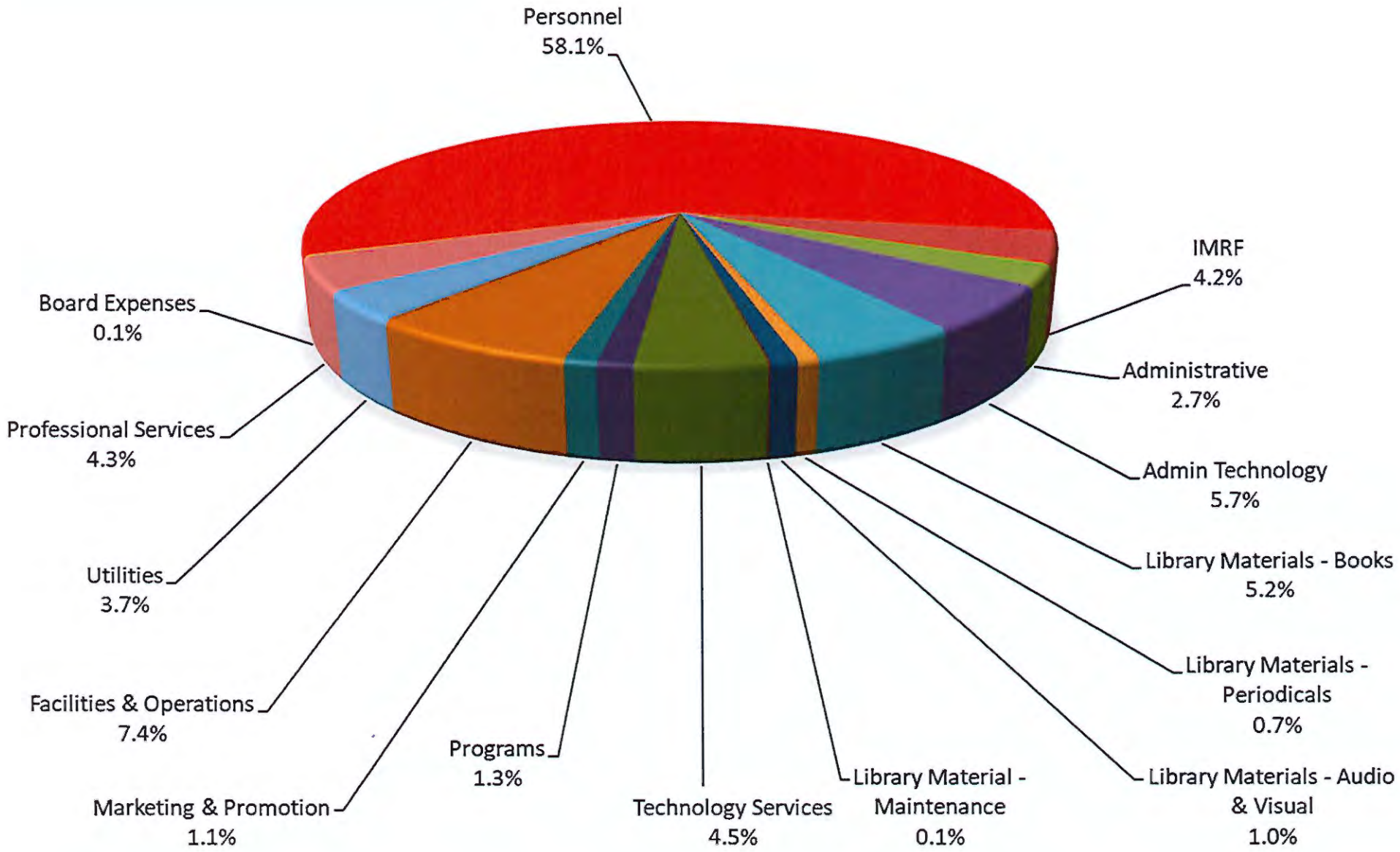
- 43% of Total Budget
- Personnel
  - 35% of Budget
- Admin. Technology
  - 40% of Budget
- Library Materials
  - 40% of Budget
- Professional Services
  - 79% of Budget
  - Hanover Insurance payment $15,539
- Facilities & Operations
  - 42% of Budget
- Utilities
  - 45% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	698,946	1,999,073	35%	654,445	7%
IMRF	50,925	127,000	40%	17,697	188%
Administrative	31,962	90,162	35%	32,326	-1%
Admin Technology	69,121	172,358	40%	110,733	-38%
Library Materials - Books	62,477	129,315	48%	76,635	-18%
Library Materials - Periodicals	8,791	10,950	80%	8,049	9%
Library Materials - Audio & Visual	11,479	59,535	19%	16,950	-32%
Library Material - Maintenance	859	10,520	8%	1,395	-38%
Technology Services	53,860	96,573	56%	52,352	3%
Programs	15,184	41,149	37%	13,906	9%
Marketing & Promotion	13,396	31,005	43%	14,085	-5%
Facilities & Operations	89,675	215,901	42%	70,344	27%
Utilities	44,109	99,102	45%	35,810	23%
Professional Services	51,627	65,570	79%	46,281	12%
Board Expenses	1,526	12,600	12%	1,790	-15%
Actual Expenditures	1,203,937	3,160,813	38%	1,152,799	4%
Budgeted Expenditures	3,160,813				
% Diff	38%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	292,755	325,000	90%	156,927	87%
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	292,755	325,000	90%	156,927	87%
Budgeted Expenditures	325,000				
% Diff	90%				

Expenditures

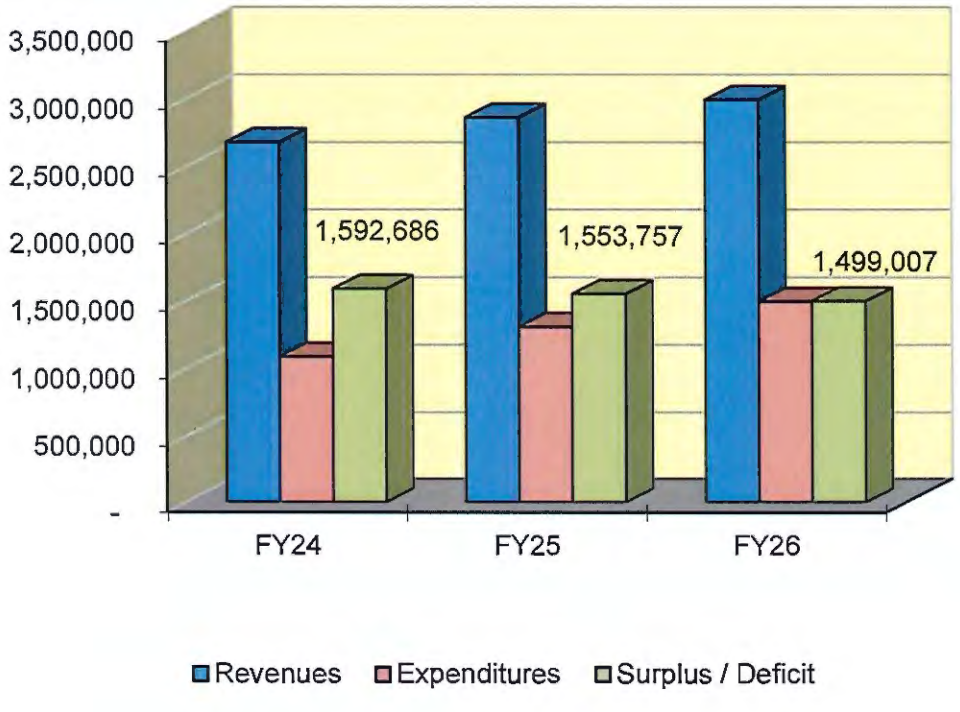
OPERATIONAL EXPENDITURE DISTRIBUTION

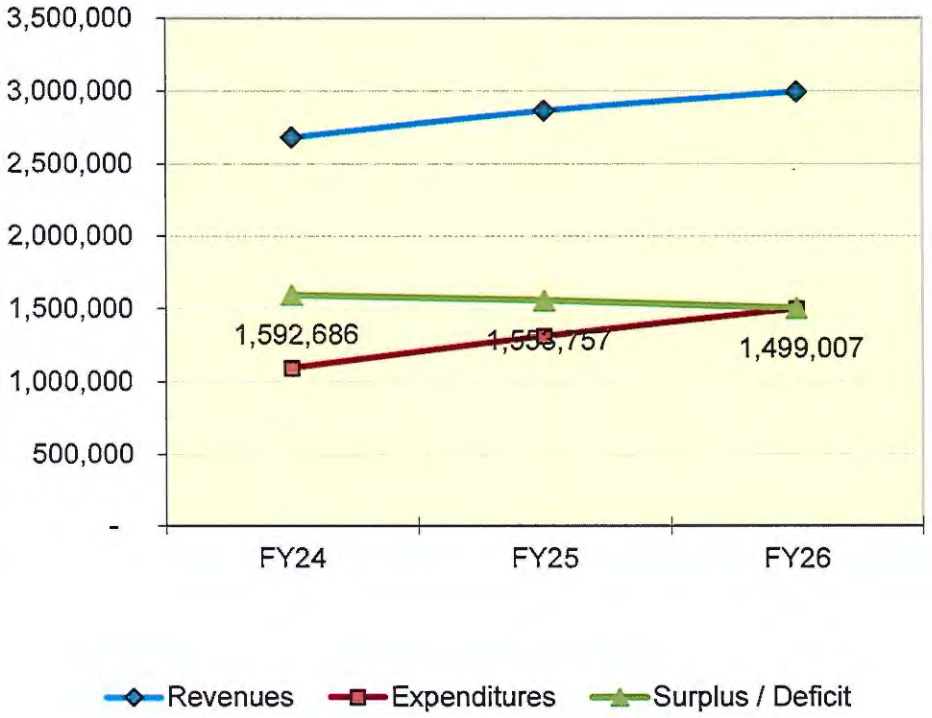


Revenue, Expenditure & Fund Balance

For the 5 Month(s) Ended November 30, 2025

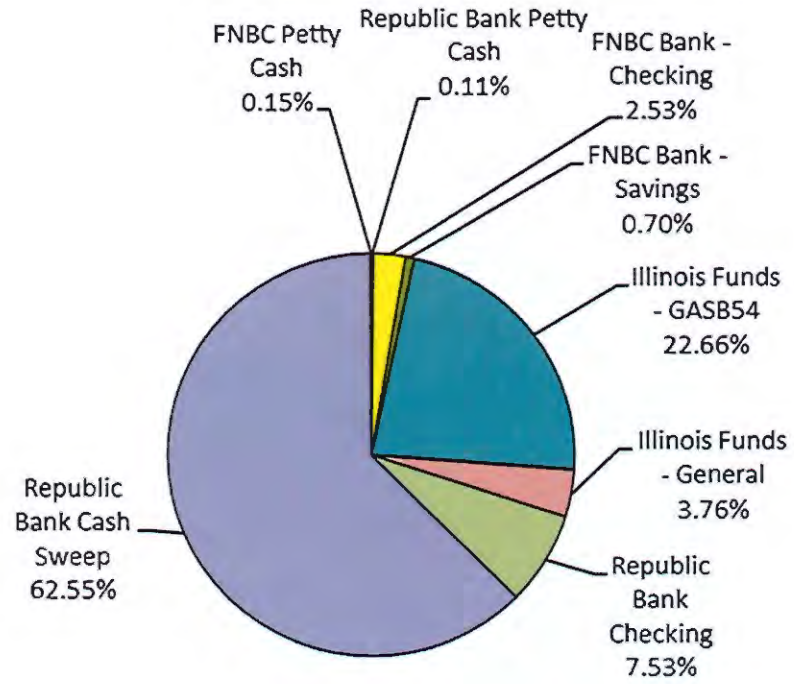
	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	**1,413,681**	**84,643**	**683**	**1,499,007**
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	2,850,491	147,895	127,934	3,126,320
Fund Balance as % of Total Expenditures	197%	290%	n/a	209%





Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	3,500
FNBC Bank - Checking	#6031	A/P	0.09%	84,083
FNBC Bank - Savings	#0317	MM	2.59%	23,120
Illinois Funds - GASB54	#6950	MM	Various	752,013
Illinois Funds - General	#5519 / 1507	MM	Various	124,714
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.71%	2,075,481
			Total	**$ 3,318,072**



Financial Report

For the 6 Month(s) Ended December 31, 2025
FISCAL YEAR 2026

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2025

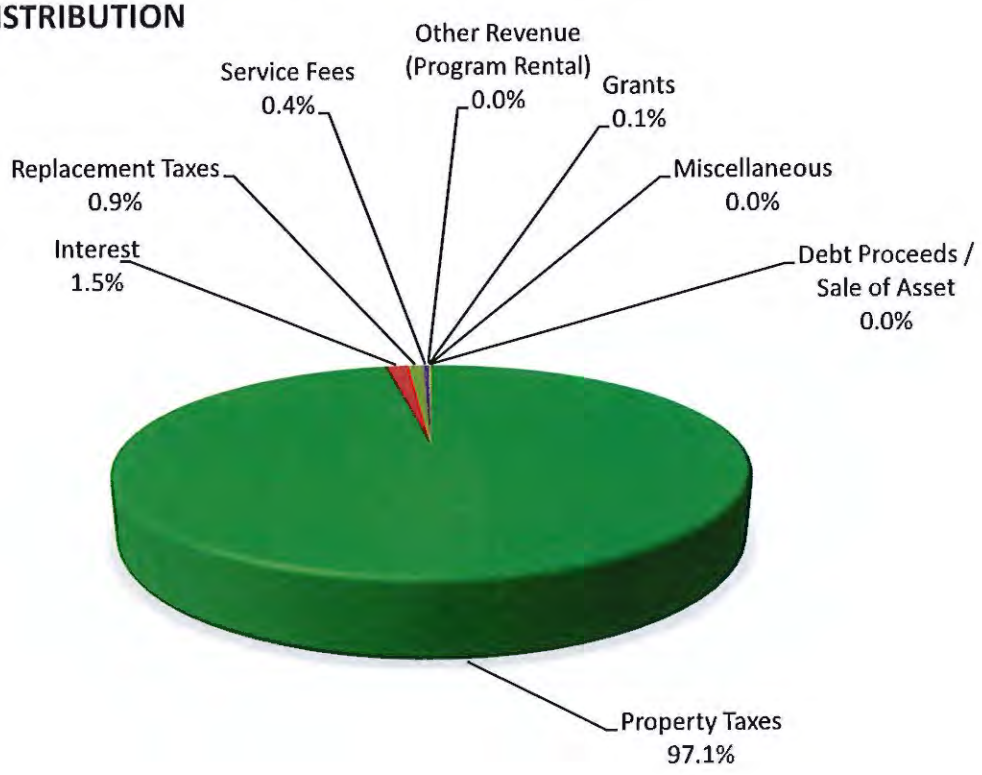
50% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,968,837	2,976,853	100%
Interest	45,931	76,350	60%
Replacement Taxes	28,544	50,952	56%
Service Fees	12,038	12,200	99%
Other Revenue (Program Rental)	-	-	0%
Grants	2,903	42,958	7%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	3,059,044	3,160,813	97%
Budgeted Revenues	3,160,813		
% Diff	97%		

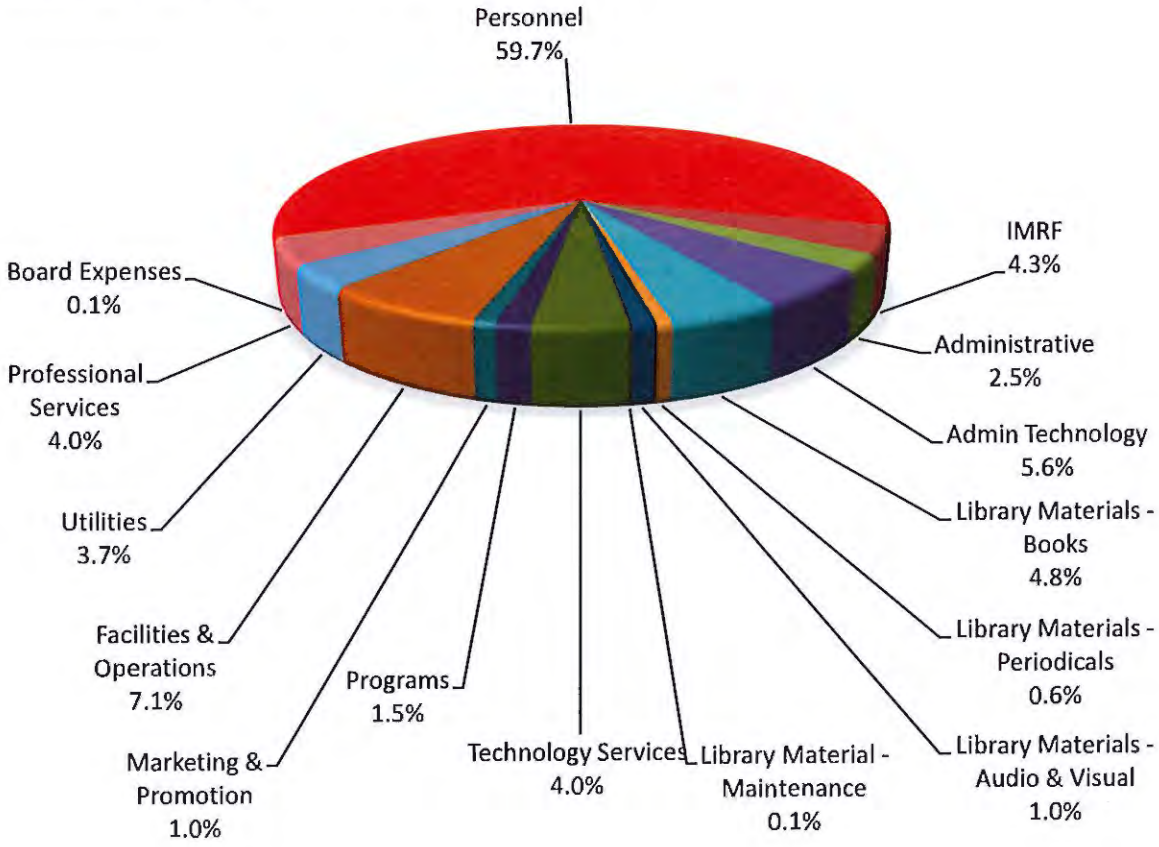
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	840,792	1,999,073	42%
IMRF	61,166	127,000	48%
Administrative	35,099	90,162	39%
Admin Technology	78,408	172,358	45%
Library Materials - Books	66,910	129,315	52%
Library Materials - Periodicals	8,935	10,950	82%
Library Materials - Audio & Visual	14,472	59,535	24%
Library Material - Maintenance	1,010	10,520	10%
Technology Services	56,769	96,573	59%
Programs	20,991	41,149	51%
Marketing & Promotion	13,740	31,005	44%
Facilities & Operations	100,192	215,901	46%
Utilities	51,783	99,102	52%
Professional Services	56,407	65,570	86%
Board Expenses	1,526	12,600	12%
Actual Expenditures	1,408,199	3,160,813	45%
Budgeted Expenditures	3,160,813		
% Diff	45%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,650,845	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	292,755	325,000	90%
Actual Expenditures	292,755	325,000	90%
Budgeted Expenditures	325,000		
% Diff	90%		
TOTAL SURPLUS / (DEFICIT)	1,358,090	(325,000)	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	2,985,403		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2025

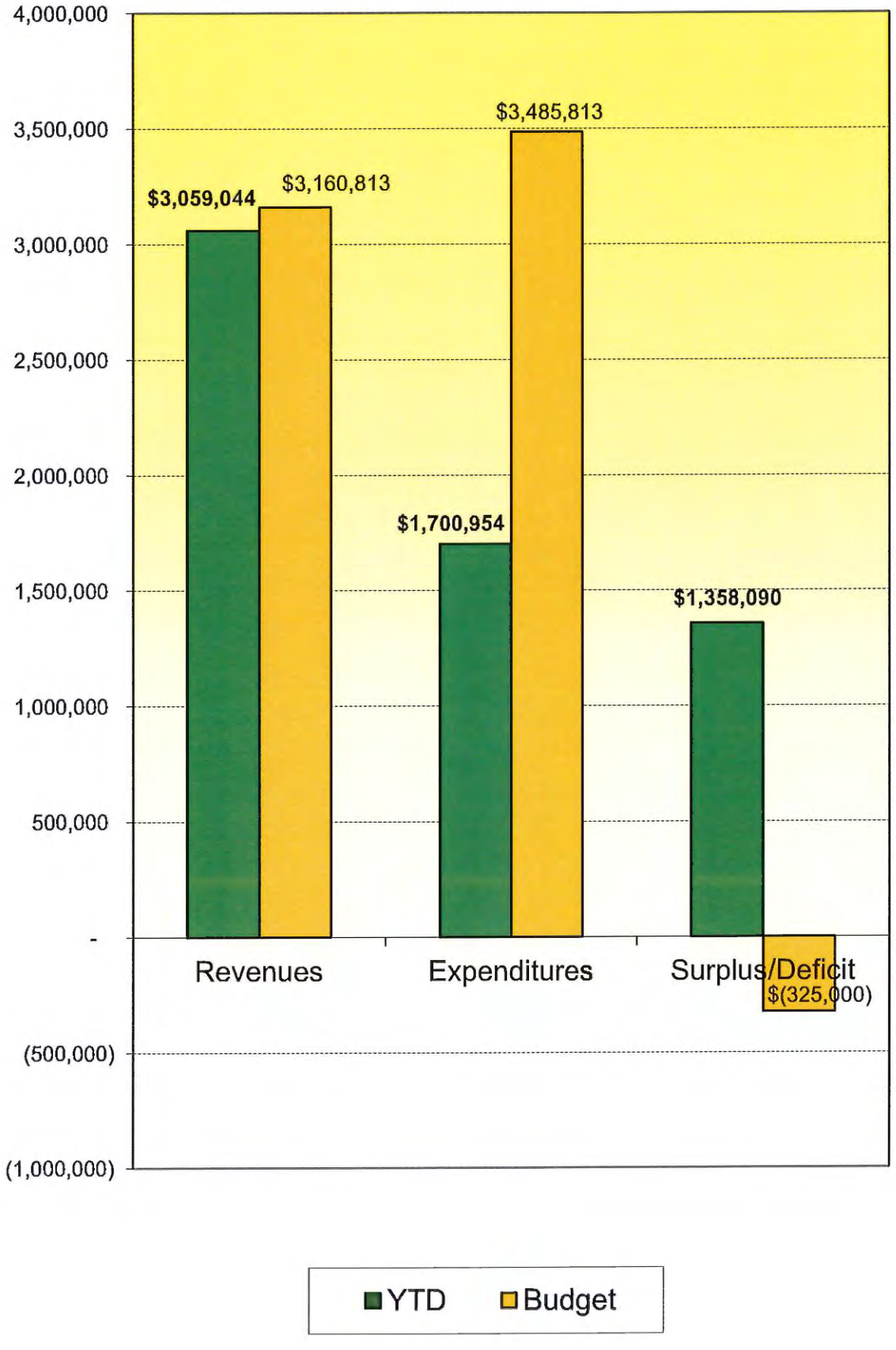
REVENUE DISTRIBUTION



OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2025



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2025

50% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,833,321	135,517	-	2,968,837	2,976,853	100%
Interest	43,876	1,245	811	45,931	76,350	60%
Replacement Taxes	28,544	-	-	28,544	50,952	56%
Service Fees	12,038	-	-	12,038	12,200	99%
Other Revenue (Program Rental)	-	-	-	-	-	0%
Grants	2,903	-	-	2,903	42,958	7%
Miscellaneous	789	-	-	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,921,472	136,761	811	3,059,044	3,160,813	97%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	96%	116%	n/a	97%		
OPERATING EXPENDITURES	-					
Personnel	840,792	-	-	840,792	1,999,073	42%
IMRF	-	61,166	-	61,166	127,000	48%
Administrative	35,099	-	-	35,099	90,162	39%
Admin Technology	78,408	-	-	78,408	172,358	45%
Library Materials - Books	66,910	-	-	66,910	129,315	52%
Library Materials - Periodicals	8,935	-	-	8,935	10,950	82%
Library Materials - Audio & Visual	14,472	-	-	14,472	59,535	24%
Library Material - Maintenance	1,010	-	-	1,010	10,520	10%
Technology Services	56,769	-	-	56,769	96,573	59%
Programs	20,991	-	-	20,991	41,149	51%
Marketing & Promotion	13,740	-	-	13,740	31,005	44%
Facilities & Operations	100,192	-	-	100,192	215,901	46%
Utilities	51,783	-	-	51,783	99,102	52%
Professional Services	56,407	-	-	56,407	65,570	86%
Board Expenses	1,526	-	-	1,526	12,600	12%
Actual Expenditures	1,347,033	61,166	-	1,408,199	3,160,813	45%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	44%	48%	n/a	45%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	292,755	-	-	292,755	325,000	90%
Actual Expenditures	292,755	-	-	292,755	325,000	n/a
Budgeted Expenditures	-	-	325,000	325,000		
% Diff	n/a	n/a	n/a	n/a		
	General	**IMRF**	**Special Reserve**	**Total Actual**	**Total Budget**	
TOTAL SURPLUS / (DEFICIT)	**1,281,683**	**75,595**	**811**	**1,358,090**	**(325,000)**	
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
ENDING FUND BALANCE	2,718,493	138,847	128,062	2,985,403	1,302,313	
Fund Balance as % of Total Expenditures	166%	227%	n/a	176%		

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	27,149.56	248,071.08	2,833,320.76	135,516.62	0.00	2,968,837.38	2,976,853.00	-8,015.62	99.73%
32010 · PERS PROPERTY REPLACEMENT TAX	28,544.37	4,246.00	28,544.37	0.00	0.00	28,544.37	50,952.00	-22,407.63	56.02%
33000 · INTEREST INCOME	6,716.29	6,250.00	43,875.86	1,244.69	0.00	45,120.55	75,000.00	-29,879.45	60.16%
33040 · INTEREST-IL FUND BLDG CONST	127.80	112.50	0.00	0.00	810.73	810.73	1,350.00	-539.27	60.05%
35100 · FINES	16.80	0.00	27.40	0.00	0.00	27.40	0.00	27.40	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	751.76	791.67	5,181.57	0.00	0.00	5,181.57	9,500.00	-4,318.43	54.54%
35510 · LOST AND PAID MATERIALS	38.00	100.00	6,538.20	0.00	0.00	6,538.20	1,200.00	5,338.20	544.85%
35710 · NON RESIDENT FEES	0.00	125.00	291.30	0.00	0.00	291.30	1,500.00	-1,208.70	19.42%
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	16.67	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	42,958.00	-42,958.00	0.0%
38020 · OTHER GRANTS	0.00	0.00	2,903.35	0.00	0.00	2,903.35	0.00	2,903.35	100.0%
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	16.67	789.00	0.00	0.00	789.00	200.00	589.00	394.5%
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%
	63,344.58	263,401.08	2,921,471.81	136,761.31	810.73	3,059,043.85	3,160,813.00	-101,769.15	96.78%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	113,241.42	132,148.08	668,053.57	0.00	0.00	668,053.57	1,585,777.00	-917,723.43	42.13%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,188.51	24,734.83	120,569.10	0.00	0.00	120,569.10	296,818.00	-176,248.90	40.62%
41120 · FICA EXPENSE	8,415.59	9,333.33	49,419.36	0.00	0.00	49,419.36	112,000.00	-62,580.64	44.12%
41130 · UNEMPLOYMENT COMPENSATION	0.00	175.00	371.63	0.00	0.00	371.63	2,100.00	-1,728.37	17.7%
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	141,845.52	166,589.42	840,791.66	0.00	0.00	840,791.66	1,999,073.00	-1,158,281.34	42.06%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	70.00	1,184.58	3,162.00	0.00	0.00	3,162.00	14,215.00	-11,053.00	22.24%
41320 · TRAVEL	45.50	424.67	3,013.62	0.00	0.00	3,013.62	5,096.00	-2,082.38	59.14%
41330 · ASSOCIATION DUES	0.00	504.25	1,605.00	0.00	0.00	1,605.00	6,051.00	-4,446.00	26.53%
41332 · PAYROLL PROCESSING	597.92	745.33	3,440.88	0.00	0.00	3,440.88	8,944.00	-5,503.12	38.47%
41334 · OFFICE SUPPLIES GENERAL	476.38	975.00	3,029.37	0.00	0.00	3,029.37	11,700.00	-8,670.63	25.89%
41336 · OFFICE EQUIPMENT	1,571.04	1,535.83	9,498.62	0.00	0.00	9,498.62	18,430.00	-8,931.38	51.54%
41338 · POSTAGE	15.26	750.00	3,202.75	0.00	0.00	3,202.75	9,000.00	-5,797.25	35.59%
41342 · ADMINISTRATIVE MISC	0.00	135.50	1,114.63	0.00	0.00	1,114.63	1,626.00	-511.37	68.55%
41344 · SUPPLIES-FOOD	144.31	791.67	6,290.48	0.00	0.00	6,290.48	9,500.00	-3,209.52	66.22%
41346 · MATERIALS & RESOURCE RECOVERY	157.60	133.33	600.85	0.00	0.00	600.85	1,600.00	-999.15	37.55%
41348 · CIRCULATION SERVICES SUPPLIES	58.82	333.33	140.95	0.00	0.00	140.95	4,000.00	-3,859.05	3.52%
Subtotal	3,136.83	7,513.50	35,099.15	0.00	0.00	35,099.15	90,162.00	-55,062.85	38.93%

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

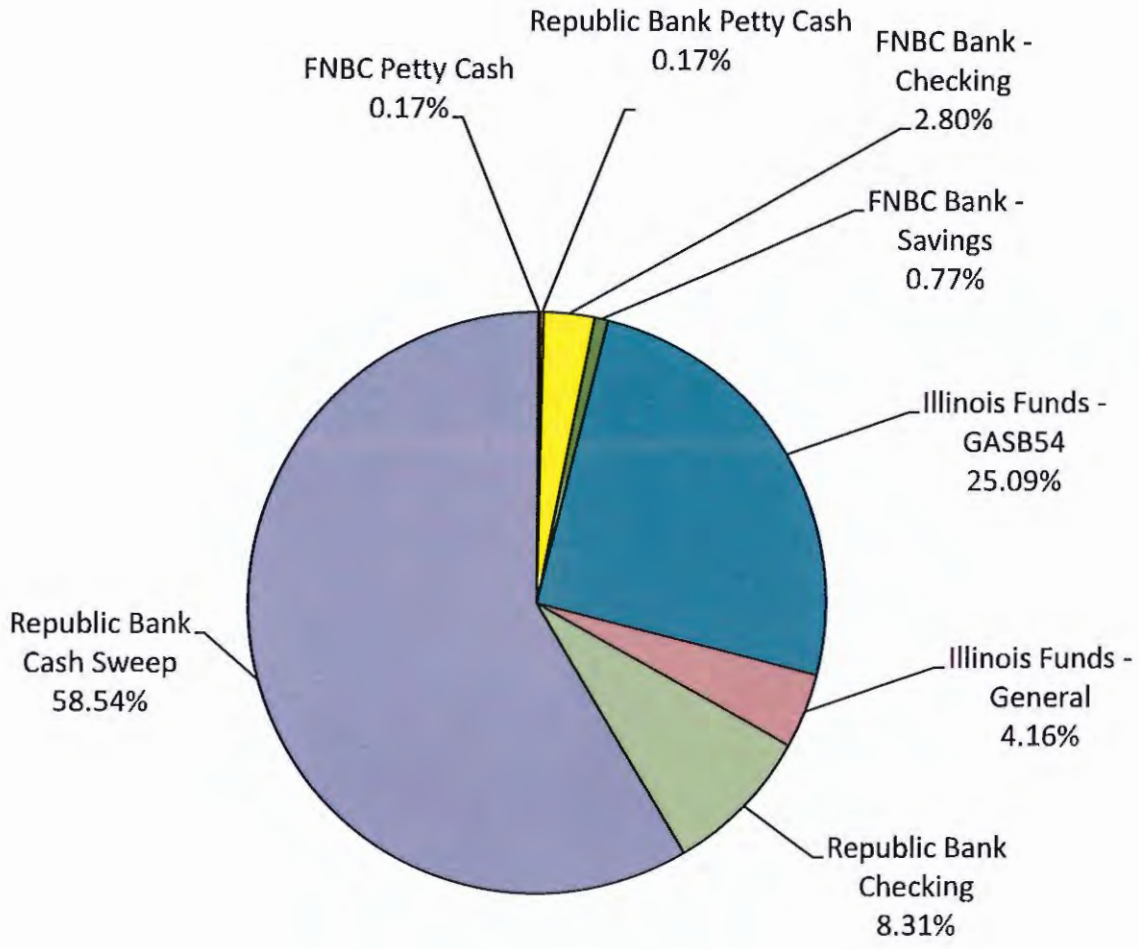
		Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN										
41400 · IT EQUIPMENT UPGRADES-STAFF		909.50	710.58	11,771.79	0.00	0.00	11,771.79	8,527.00	3,244.79	138.05%
41410 · SOFTWARE STAFF		1,580.64	4,345.42	8,390.08	0.00	0.00	8,390.08	52,145.00	-43,754.92	16.09%
41415 · PHONE SYSTEM		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT		6,796.73	8,209.67	47,116.97	0.00	0.00	47,116.97	98,516.00	-51,399.03	47.83%
41425 · WARRANTIES/EXTENDED CARE		0.00	1,097.50	11,129.41	0.00	0.00	11,129.41	13,170.00	-2,040.59	84.51%
	Subtotal	9,286.87	14,363.17	78,408.25	0.00	0.00	78,408.25	172,358.00	-93,949.75	45.49%
4E · LIBRARY MATERIALS-BOOKS										
42112 · REFERENCE-ELECTRONIC		0.00	2,950.58	34,761.22	0.00	0.00	34,761.22	35,407.00	-645.78	98.18%
42120 · BOOKS-ADULT		3,419.09	5,750.00	23,598.44	0.00	0.00	23,598.44	69,000.00	-45,401.56	34.2%
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		503.85	250.00	1,101.52	0.00	0.00	1,101.52	3,000.00	-1,898.48	36.72%
42140 · BOOKS-YOUTH		509.85	1,711.50	7,307.28	0.00	0.00	7,307.28	20,538.00	-13,230.72	35.58%
42170 · RBP/ILL BOOK REPLACEMENT		0.00	83.33	141.41	0.00	0.00	141.41	1,000.00	-858.59	14.14%
	Subtotal	4,432.79	10,776.25	66,909.87	0.00	0.00	66,909.87	129,315.00	-62,405.13	51.74%
5E · LIBRARY MATERIALS-PERIODICALS										
42210 · PERIODICALS		144.00	912.50	8,934.99	0.00	0.00	8,934.99	10,950.00	-2,015.01	81.6%
	Subtotal	144.00	912.50	8,934.99	0.00	0.00	8,934.99	10,950.00	-2,015.01	81.6%
6E · LIBRARY MATERIALS-AUDIO VISUAL										
42320 · AV MATERIALS-ADULT		2,882.18	3,833.33	12,843.95	0.00	0.00	12,843.95	46,000.00	-33,156.05	27.92%
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		110.33	836.25	1,627.64	0.00	0.00	1,627.64	10,035.00	-8,407.36	16.22%
	Subtotal	2,992.51	4,961.25	14,471.59	0.00	0.00	14,471.59	59,535.00	-11,907.36	24.31%
7E · TECHNOLOGY SERVICES										
42400 · LIBRARY CONSORTIUM		0.00	2,877.50	17,265.00	0.00	0.00	17,265.00	34,530.00	-17,265.00	50.0%
42405 · INTERNET SERVICES		1,533.56	2,072.67	12,469.19	0.00	0.00	12,469.19	24,872.00	-12,402.81	50.13%
42420 · SOFTWARE PUBLIC		1,375.00	1,976.50	11,762.70	0.00	0.00	11,762.70	23,718.00	-11,955.30	49.59%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC		0.00	1,121.08	15,272.05	0.00	0.00	15,272.05	13,453.00	1,819.05	113.52%
	Subtotal	2,908.56	8,047.75	56,768.94	0.00	0.00	56,768.94	96,573.00	-10,136.25	58.78%
8E · LIBRARY MATERIAL MAINTENANCE										
42500 · PROCESSING-TECHNICAL SERVICES		151.18	857.50	1,010.06	0.00	0.00	1,010.06	10,290.00	-9,279.94	9.82%
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	151.18	876.67	1,010.06	0.00	0.00	1,010.06	10,520.00	-9,279.94	9.6%
9E · PROGRAMS										
44120 · PROGRAMS-ADULT		2,535.93	1,075.42	7,335.03	0.00	0.00	7,335.03	12,905.00	-5,569.97	56.84%
44130 · PROGRAMS-YOUNG ADULT		145.58	291.67	1,132.81	0.00	0.00	1,132.81	3,500.00	-2,367.19	32.37%
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		3,018.53	833.75	7,414.63	0.00	0.00	7,414.63	10,005.00	-2,590.37	74.11%
44145 · EVENTS AND OUTREACH		106.69	883.33	5,108.41	0.00	0.00	5,108.41	10,600.00	-5,491.59	48.19%
	Subtotal	5,806.73	3,429.08	20,990.88	0.00	0.00	20,990.88	41,149.00	-8,081.96	51.01%
10E · MARKETING & PROMOTIONS										
44210 · MARKETING		344.03	297.25	2,301.60	0.00	0.00	2,301.60	3,567.00	-1,265.40	64.53%
44215 · WEBSITE		0.00	408.50	3,198.79	0.00	0.00	3,198.79	4,902.00	-1,703.21	65.26%
44220 · PROMO MATERIALS-ADULT		0.00	266.67	567.82	0.00	0.00	567.82	3,200.00	-2,632.18	17.74%
44240 · PROMO MATERIALS-YOUTH		0.00	141.67	90.00	0.00	0.00	90.00	1,700.00	-1,610.00	5.29%
44245 · PROGRAM GUIDE		0.00	1,469.67	7,581.90	0.00	0.00	7,581.90	17,636.00	-10,054.10	42.99%
44250 · SURVEYS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	Subtotal	344.03	2,583.75	13,740.11	0.00	0.00	13,740.11	31,005.00	-17,264.89	44.32%

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

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	$ Over Budget	% of Budget
11E · FACILITIES & OPERATIONS									
45110 · JANITORIAL SERVICE	2,416.66	2,416.67	14,499.96	0.00	0.00	14,499.96	29,000.00	-14,500.04	50.0%
45112 · SECURITY SERVICE	1,665.60	1,846.08	10,576.56	0.00	0.00	10,576.56	22,153.00	-11,576.44	47.74%
45115 · JANITORIAL SUPPLIES	454.24	508.33	2,659.10	0.00	0.00	2,659.10	6,100.00	-3,440.90	43.59%
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	3,944.00	2,317.92	7,888.00	0.00	0.00	7,888.00	27,815.00	-19,927.00	28.36%
45130 · EXTERIOR LANDSCAPING	0.00	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	0.00	766.67	4,631.78	0.00	0.00	4,631.78	9,200.00	-4,568.22	50.35%
45150 · HVAC R & M	1,132.33	2,083.33	17,679.69	0.00	0.00	17,679.69	25,000.00	-7,320.31	70.72%
45155 · GENERAL BLDG SERVICES	261.50	836.67	9,855.50	0.00	0.00	9,855.50	10,040.00	-184.50	98.16%
45160 · CONTRACT INSPECTION & MAINTENAN	643.21	2,071.75	11,841.40	0.00	0.00	11,841.40	24,861.00	-13,019.60	47.63%
45165 · INTERIOR R & M-OTHER	0.00	2,583.33	3,585.42	0.00	0.00	3,585.42	31,000.00	-27,414.58	11.57%
Subtotal	10,517.54	17,991.75	100,192.41	0.00	0.00	100,192.41	215,901.00	-115,708.59	46.41%
12E · UTILITIES									
45310 · UTILITIES-GAS	1,166.24	1,041.67	4,077.34	0.00	0.00	4,077.34	12,500.00	-8,422.66	32.62%
45320 · UTILITIES-ELECTRIC	3,372.06	4,333.33	20,869.65	0.00	0.00	20,869.65	52,000.00	-31,130.35	40.13%
45330 · UTILITIES-TELEPHONE	488.92	1,951.67	18,782.42	0.00	0.00	18,782.42	23,420.00	-4,637.58	80.2%
45340 · UTILITIES-WATER	2,556.10	833.33	7,481.79	0.00	0.00	7,481.79	10,000.00	-2,518.21	74.82%
45350 · UTILITIES-TRASH	91.14	98.50	571.84	0.00	0.00	571.84	1,182.00	-610.16	48.38%
Subtotal	7,674.46	8,258.50	51,783.04	0.00	0.00	51,783.04	99,102.00	-47,318.96	52.25%
13E · PROFESSIONAL SERVICES									
45500 · INSURANCE	0.00	1,928.33	16,623.00	0.00	0.00	16,623.00	23,140.00	-6,517.00	71.84%
45505 · AUDIT	0.00	960.83	11,530.00	0.00	0.00	11,530.00	11,530.00	0.00	100.0%
45510 · LEGAL	3,075.00	1,000.00	18,010.00	0.00	0.00	18,010.00	12,000.00	6,010.00	150.08%
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	10,243.50	0.00	0.00	10,243.50	18,900.00	-8,656.50	54.2%
Subtotal	4,780.00	5,464.17	56,406.50	0.00	0.00	56,406.50	65,570.00	-9,163.50	86.03%
14E · LIBRARY BOARD EXPENSES									
45600 · CONFERENCE & TRAINING-BOARD	0.00	625.00	120.00	0.00	0.00	120.00	7,500.00	-7,380.00	1.6%
45605 · PROF SERVICES-SECRETARIAL	0.00	341.67	1,360.00	0.00	0.00	1,360.00	4,100.00	-2,740.00	33.17%
45610 · LEGAL NOTICES AND ADS	0.00	83.33	46.00	0.00	0.00	46.00	1,000.00	-954.00	4.6%
Subtotal	0.00	1,050.00	1,526.00	0.00	0.00	1,526.00	12,600.00	-11,074.00	12.11%
15E · CAPITAL EQUIPMENT									
46500 · CAPTIAL 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	0.00	292,755.00	0.00	0.00	292,755.00	0.00	292,755.00	100.0%
Subtotal	0.00	27,083.33	292,755.00	0.00	0.00	292,755.00	325,000.00	-32,245.00	90.08%
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	10,241.06	10,583.33	0.00	61,165.85	0.00	61,165.85	127,000.00	-65,834.15	48.16%
Subtotal	10,241.06	10,583.33	0.00	61,165.85	0.00	61,165.85	127,000.00	-65,834.15	48.16%
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%
	204,262.08	290,484.42	1,639,788.45	61,165.85	0.00	1,700,954.30	3,485,813.00	-1,784,858.70	48.8%
Net Income	-140,917.50	-27,083.33	1,281,683.36	75,595.46	810.73	1,358,089.55	-325,000.00	1,683,089.55	-417.87%

West Chicago Public Library District
Investments
December 31, 2025

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.10%	84,091
FNBC Bank - Savings	#0317	MM	1.81%	23,155
Illinois Funds - GASB54	#6950	MM	Various	754,532
Illinois Funds - General	#5519 / 1507	MM	Various	125,132
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.37%	1,760,525
			Total	**$ 3,007,596**



West Chicago Public Library District

Financial Analysis

For the 6 Month(s) Ended December 31, 2025

WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

50% of Budget Year

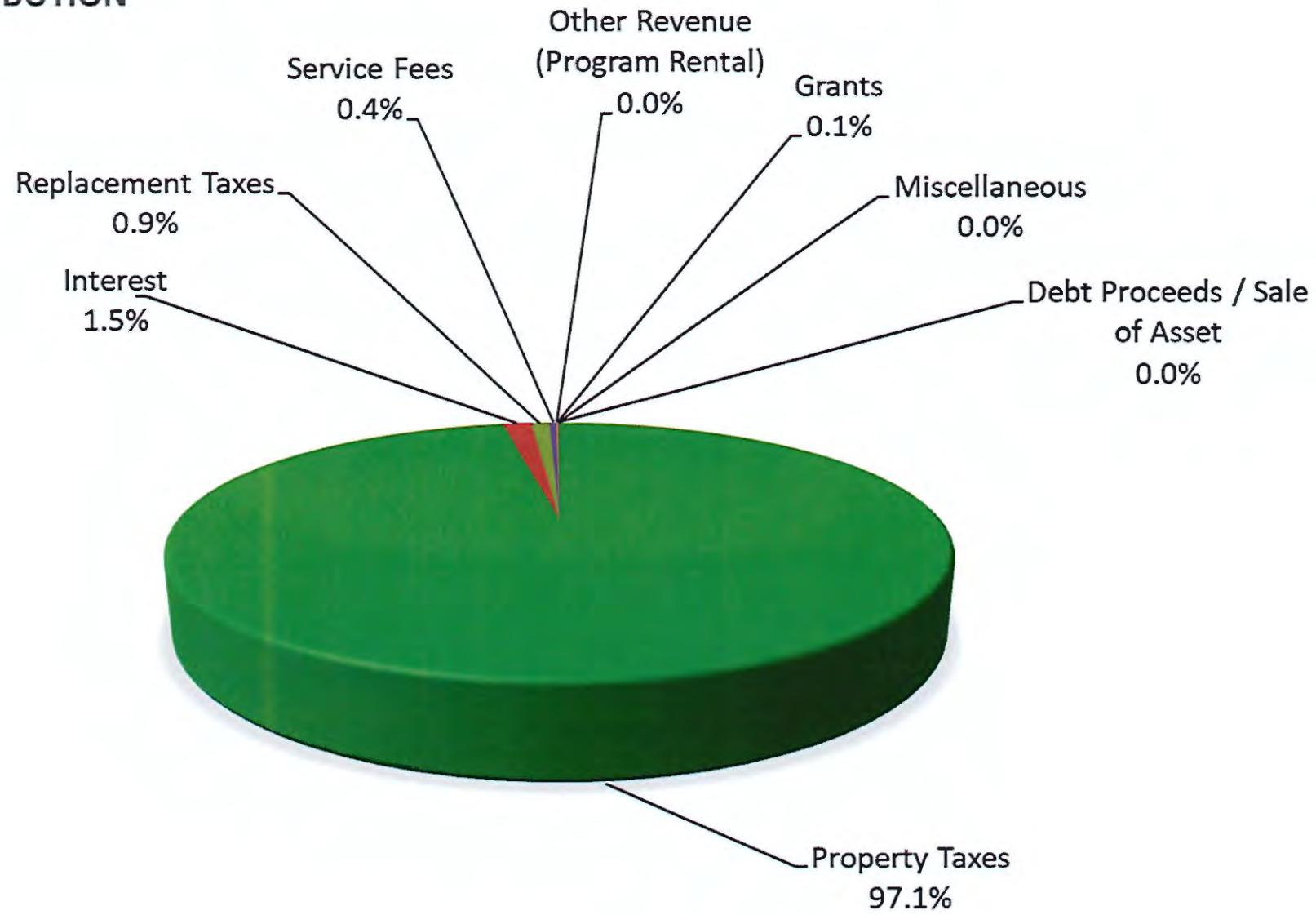
- 97% of Total Budget
- Property Taxes
  - Collected $2,968,837 or 100% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
  - Collected $28,544 or 60%
- Interest
  - Collected $45,931 or 60% of Budget
- Service Fees
  - Collected $12,038 or 99% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,968,837	2,976,853	100%	2,810,441	6%
Interest	45,931	76,350	60%	46,551	-1%
Replacement Taxes	28,544	50,952	56%	-	n/a
Service Fees	12,038	12,200	99%	6,285	92%
Other Revenue (Program Rental)	-	-	n/a	20	-100%
Grants	2,903	42,958	7%	-	n/a
Miscellaneous	789	1,500	53%	184	328%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,059,044	3,160,813	97%	2,863,482	7%
Budgeted Revenues	3,160,813				
% Diff	97%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

50% of Budget Year

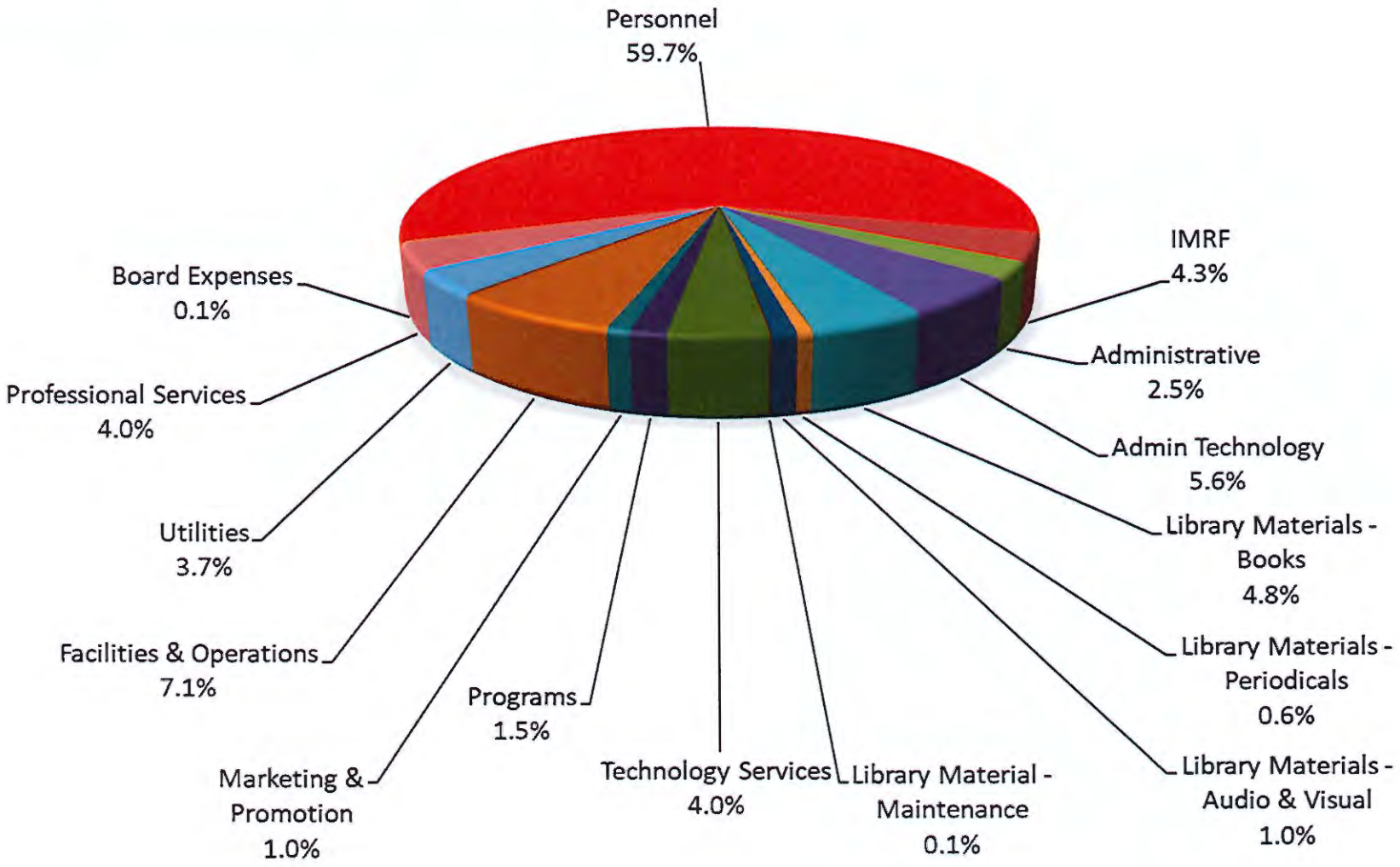
- 49% of Total Budget
- Personnel
  - 42% of Budget
- Admin. Technology
  - 45% of Budget
- Library Materials
  - 52% of Budget
- Professional Services
  - 86% of Budget
  - Hanover Insurance payment $15,539
- Facilities & Operations
  - 46% of Budget
- Utilities
  - 52% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	840,792	1,999,073	42%	654,445	28%
IMRF	61,166	127,000	48%	17,697	246%
Administrative	35,099	90,162	39%	32,326	9%
Admin Technology	78,408	172,358	45%	110,733	-29%
Library Materials - Books	66,910	129,315	52%	76,635	-13%
Library Materials - Periodicals	8,935	10,950	82%	8,049	11%
Library Materials - Audio & Visual	14,472	59,535	24%	16,950	-15%
Library Material - Maintenance	1,010	10,520	10%	1,395	-28%
Technology Services	56,769	96,573	59%	52,352	8%
Programs	20,991	41,149	51%	13,906	51%
Marketing & Promotion	13,740	31,005	44%	14,085	-2%
Facilities & Operations	100,192	215,901	46%	70,344	42%
Utilities	51,783	99,102	52%	35,810	45%
Professional Services	56,407	65,570	86%	46,281	22%
Board Expenses	1,526	12,600	12%	1,790	-15%
Actual Expenditures	1,408,199	3,160,813	45%	1,152,799	22%
Budgeted Expenditures	3,160,813				
% Diff	45%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	292,755	325,000	90%	156,927	87%
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	292,755	325,000	90%	156,927	87%
Budgeted Expenditures	325,000				
% Diff	90%				

Expenditures

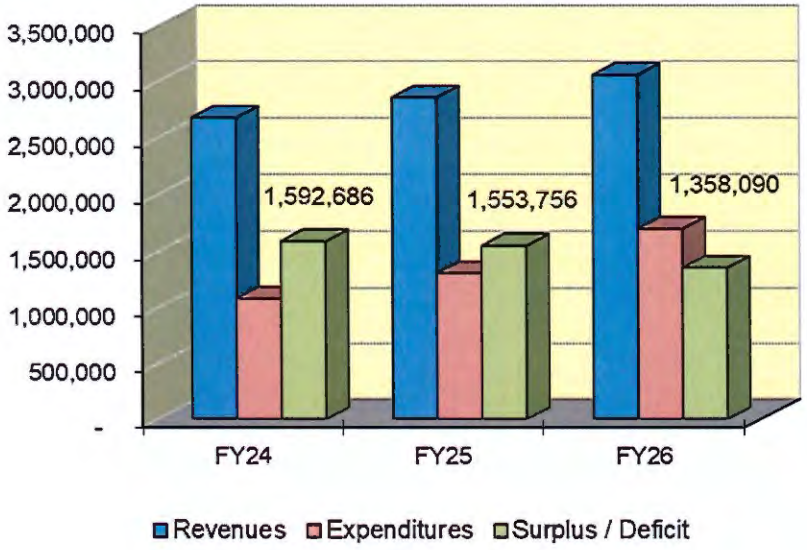
OPERATIONAL EXPENDITURE DISTRIBUTION

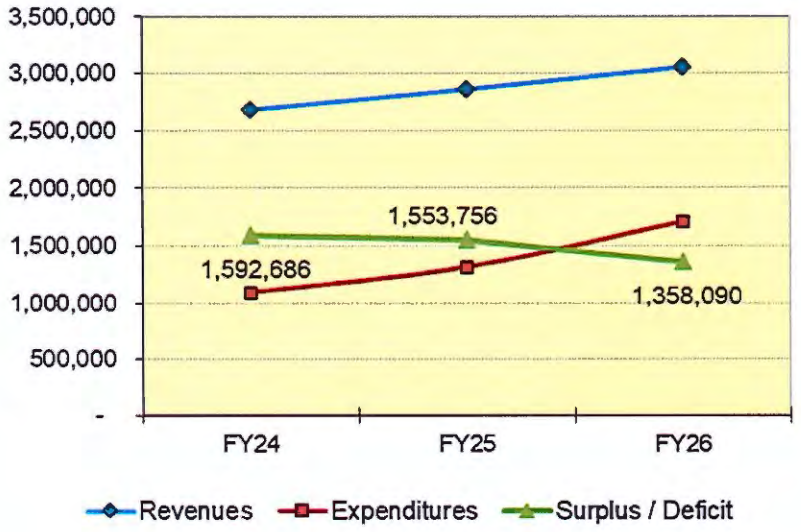


Revenue, Expenditure & Fund Balance

For the 6 Month(s) Ended December 31, 2025

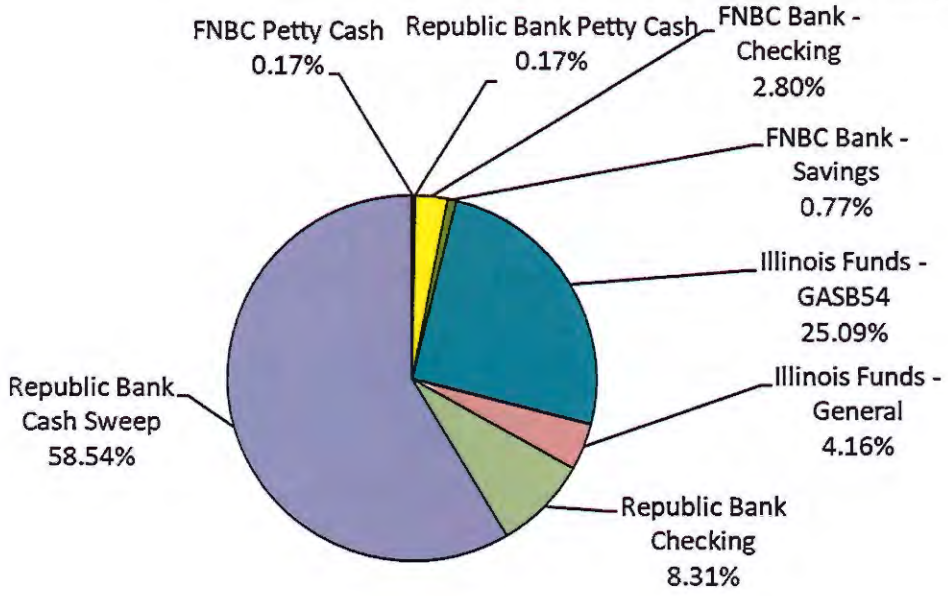
	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	**1,281,683**	**75,595**	**811**	**1,358,090**
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	2,718,493	138,847	128,062	2,985,403
Fund Balance as % of Total Expenditures	166%	227%	n/a	176%





Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.03%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,000
FNBC Bank - Checking	#6031	A/P	0.10%	84,091
FNBC Bank - Savings	#0317	MM	1.81%	23,155
Illinois Funds - GASB54	#6950	MM	Various	754,532
Illinois Funds - General	#5519 / 1507	MM	Various	125,132
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.37%	1,760,525
			Total	**$ 3,007,596**



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

MEMO ABOUT RECENT AMENDMENTS TO OMA AND FOIA

TO: Public Library Clients

FROM: Roger Ritzman/Mark Ritzman

DATE: December 3, 2025

This Memo simply advises you that, via Public Act 104-0438 effective January 1, 2026, portions of OMA and FOIA were amended.

This Public Act is 59 pages.

The provisions of this Public Act which we believe are relevant to Public Libraries include the following:

a. Public bodies may not hold meetings on an election day;
b. Remote attendance is permitted for absence due to military service;
c. Posting of information per FOIA via website posting is required;
d. Public bodies may require a FOIA requestor to verify that the requester is a person;
e. Public records per FOIA do not include "junk mail", i.e., unsolicited commercial mail to which no response was made.

The portions of this Public Act relevant to the foregoing OMA and FOIA amendments are attached for easy reference.

Roger A. Ritzman/Mark A. Ritzman
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(5 ILCS 120/2.07 new)

Sec. 2.07. Meetings on election days; prohibited.

(a) A public body may not hold or schedule a regular or special meeting on the day of a general primary election, a general election, a consolidated primary election, or a consolidated election, as defined in the Election Code.

(b) A home rule unit may not hold or schedule meetings in a manner inconsistent with this Act. This Section is a denial and limitation of home rule powers and functions in accordance with subsection (i) of Section 6 of Article VII of the Illinois Constitution.

(5 ILCS 120/7)

Sec. 7. Attendance by a means other than physical presence.

(a) If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; (iii) a family or other emergency; ~~or~~ (iv) unexpected childcare obligations; or (v) performance of active military duty as a service member. "Other means" is by video or audio conference. As used in this subsection:

"Active military duty" has the meaning given to "active service" in Section 1-10 of the Service Member Employment and Reemployment Rights Act.

"Service member" means a resident of Illinois who is a member of any component of the U.S. Armed Forces or the National Guard of any state, the District of Columbia, a commonwealth, or a territory of the United States.

(5 ILCS 140/4) (from Ch. 116, par. 204)

Sec. 4. Each public body shall prominently display on its website ~~at each of its administrative or regional offices~~, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

If a ~~A~~ public body does not maintain ~~that maintains~~ a website, it shall also post this information at each of its administrative or regional offices ~~on its website~~.

(5 ILCS 140/3) (from Ch. 116, par. 203)

(j) Within 5 business days after its receipt of the request, a public body that has a reasonable belief that a request was not submitted by a person may require the requester to verify orally or in writing that the requester is a person. The deadline for the public body to respond to the request shall be tolled until the requester verifies that he or she is a person. If the requester fails to verify that he or she is a person within 30 days after the public body requests such a verification, then the public body may deny the request. For purposes of this subsection (j), a public body may not require the requester to submit personal information, private information, or identifying information to verify that the requester is a person.

(Source: P.A. 101-81, eff. 7-12-19.)

(b) "Person" means any individual or any individual acting as an agent of a ~~,~~ corporation, partnership, firm, organization or association, acting individually or as a group.

(c) "Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body. "Public records" does not include junk mail.

(j) "Junk mail" means (i) any unsolicited commercial mail sent to a public body and not responded to by an official, employee, or agent of the public body or (ii) any unsolicited commercial electronic communication sent to a public body and not responded to by an official, employee, or agent of the public body.

Library Director Report

January 2026

FINANCIAL UPDATE

- Fiscal Year Elapsed = 50.0%
- Investment Funds (Illinois Funds Accounts – Interest for November and December 2025)
  - GASB 54 Emergency Fund: $754,532.25 (+ $5,043.72)
  - New Building & Construction Fund: $38,261.23 (+ $255.78)
  - General (Corporate) Fund: $86,870.70 (+ $580.71)
- Lauterbach & Amen will be presenting the annual financial report for fiscal year ending June 30, 2025 at the January 26, 2026 board meeting.

PERSONNEL

- The Library Director:
  - Attended the inaugural Light up the Library event on 11/29/25
  - Attended the Illinois Library Association's Legislative Meetup on 12/2/25 with the Assistant Library Director and several library trustees at the Marriott Hotel in Oak Brook
  - Attended the SWAN Quarterly meeting via Zoom on 12/4/25
  - Participated in Frosty Fest on 12/6/25 by making and serving hot chocolate with the West Chicago Rotary Club at Republic Bank
  - Attended a meeting on 12/8/25 with representatives from the Warrenville, Winfield, and Wheaton libraries and WeGo Together for Kids to discuss participation and implementation of the Dolly Parton Imagination Library (DPIL) in Western DuPage County
  - Hosted the Managers Advisory Meeting on 12/8/25 and 1/12/26
  - Hosted the Administrative Services team meeting on 12/9/25 and 1/10/26
  - Attended the Rotary Club Meeting on 12/10/25
  - Attended the SWAN Finance Committee Meeting via Zoom on 12/12/25
  - Met with the Facilities Assistant and Cindy Glavin on 12/16/25 to discuss consideration and placement of a micro pantry on library premises
  - Participated in a Rotary service project serving lunch to seniors at the park district on 12/18/25
  - Hosted the SWAN Board Meeting on 12/19/25
  - Took vacation time from 12/22/25 – 12/26/25
  - Took sick time from 12/29/25 – 1/7/26; returned to work on 1/8/26
  - Attended the WeGo Full Steam Ahead committee meeting on 1/15/26

- Employee Highlights

  - Anna A., Technical Services Assistant, celebrated her three-year anniversary on 12/6/25
  - David V., Adult Services Assistant, celebrated his three-year anniversary on 12/12/25
  - Leigh V., Adult Services Assistant, celebrated her four-year anniversary on 1/3
  - Theresa D., Adult Services Assistant, celebrated her six-year anniversary on 1/6
  - Gabriel C., Circulation Services Manager, will celebrate his eighteen-year anniversary on 1/28

Facilities Monthly Report – January 2026

Safety Systems

- Elevator emergency phone monthly test completed successfully; no issues identified.
- All fire extinguishers inspected; all compliant and in good condition.
- Fire panel radio monitored throughout January following December issue; no further faults reported.
- Yearly inspections are scheduled for Elevator and backflow.

Doors, Access, and Security

- Automatic doors previously serviced in December continued to operate normally. Reset instructions for doors was placed for staff.
- Card reader installation components received; First Security will install 5 card readers:
    1. Administrative Door
    2. Technical Services Door
    3. Youth Department Door
    4. Program Room Door
    5. Program Room Closet Door

Electrical, Mechanical, and Building Systems

- Electrical surge protection system reviewed; no changes or issues noted.
- Irrigation system Main water line; no leaks dial reads 0.0

Grounds & Seasonal Items

- Christmas lighting remains installed (not powered) and is scheduled for removal by the end of the month.

Furniture & Space Improvements

Used furniture sourced from Mt. Prospect Public Library to support space improvements:

- 4 study carrels with 36-inch color side panels placed in Adult Services.
- 4 large high-back bench couches with dark plaid upholstery.
- 2 square wood tables with power, dual metal pedestal bases, and ground plates to pair with seating.
- 10 gray plastic and metal sled-base chairs placed in the basement for severe weather shelter seating.

General Maintenance & Preventative Work

- Routine inspections conducted throughout January; no recurring issues identified.

Facilities Monthly Report – December 2025

BUILDING SYSTEMS

- Midwest Lighting was contacted after Christmas lights were not staying on. A technician responded and corrected the issue. A plastic bag was placed over the timer and light connections to protect them from moisture.
- Kellenberger Electric was notified regarding a 2nd FL ceiling light not working. The driver for the light will need to be sourced. Pending quote.
- Kellenberger Electric was also notified to convert the circulation desk lighting from dimmer mode to a standard on and off switch.
- 2ND FL water dispenser display was not functioning properly. The unit was reset and the water filter was replaced after the indicator light came on.

SAFETY SYSTEMS

- ADS reached out and informed us that the fire panel radio was not communicating with their dispatch center. A technician was sent out and addressed the issue.
- Securitas provided a proposal for (6) Halo sensors at approximately $9,000 including installation. These sensors detect loud abnormal sounds and vaping activity in restrooms. Proposal obtained for informational purposes and possible future implementation.

SECURITY AND ACCESS CONTROL

- Assa Abloy was contacted due to the front doors not responding to motion. A technician arrived, reset the doors, and showed staff how to reset them if the issue occurs again.
- Door tracks were cleaned using a wire brush and air blower to remove dirt and debris.
- Assa Abloy returned the following week for preventative maintenance. No issues were found.

BUILDING EXTERIOR AND STRUCTURAL

- Capital projects are nearly complete including gutter installation, downspouts, masonry tuckpointing, window caulking, and stone replacement at the front entrance.
- A punch list and replacement of carpet tiles are still required to close out the capital project.
- Grant and Power was informed that trimming of the front bushes was no longer needed as it was completed in house.

SIGNAGE AND FACILITY IMPROVEMENTS

- Image360 installed door signage for Study Room #1, Study Room #2, Conference Room, Program Room, and the new Teen Area.
- Requested a quote from Image360 for severe weather shelter signage including 2ND FL directional signage to door #7, basement shelter location signage, and 1ST FL signage above door seven.
- Sourced display covers for the signage acquired from Lincolnwood Library to help with weather protection and reduce paper usage.

FURNITURE AND FACILITY IMPROVEMENTS

- Reached out to Garvey's Furniture to thank them for their proposal and requested a rendering showing furniture placement on the 2nd FL.
- Reached out to KI to confirm receipt of their proposal for second floor walls and seating. Informed them follow up would occur by the 2nd week of January.

COMMUNITY ENGAGEMENT AND EVENTS

- Christmas window painting plan was completed without issues. Imperial Services will be contacted in March 2026 for window cleaning.
- West Chicago requested use of the Candy Cane stage prop for their tree lighting ceremony. The prop was loaned and returned without issue.
- Was informed of a potential Micro Pantry at the library. Planning to reach out to the City to confirm location, placement, and concrete slab requirements.

PROJECT PLANNING AND ADMINISTRATIVE

- Informed Midwest Mechanical project manager that payment was made to American National Sprinkler for repairs related to downspout installation. Invoice and receipt were provided and the bookkeeper was copied to assist with reimbursement.
- Confirmed OMNIA Partners usage and registered for an account. Awaiting access to view available vendors.
- West Chicago provided an updated Library District map. Copies were placed in the second floor workroom and circulation workroom. PDF copies are also available.
- Reached out to Evolve Electric and Home Towne Electric to request quotes for electrical work related to the exterior digital sign. Awaiting responses.

Department Reports
November/December 2025

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

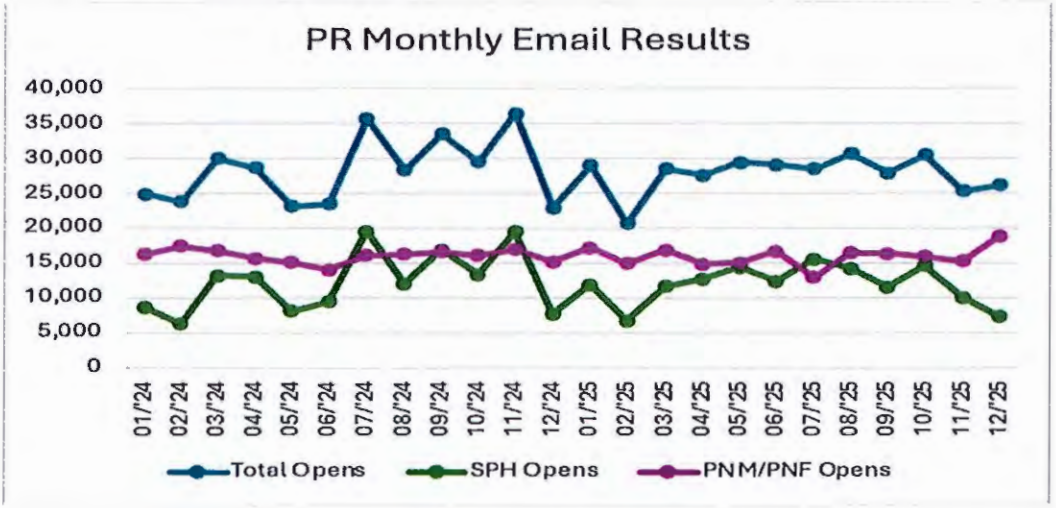
- Email Campaigns – November '25
  - Total opens: 25,280
    - October '25 -17.16%
    - September '25 -9.48%
    - November '24 -27.39%
  - Biweekly Program Newsletters x 8
  - Total opens: 15,249
    - October '25 -4.31%
    - September '25 -6.91%
    - November '24 -9.93%
  - Special Program Highlight Emails x 5
    - October '25 -- 7 sent
    - September '25 -- 5 sent
    - November '24 -- 8 sent
    - Total opens: 10,031
      - October '25 -31.21%
      - September '25 -13.11%
      - November '24 -42.39%
  - Events promoted by an SPH email include:
    - Youth Services programs
    - Holiday Programming
    - Wicked Tea Party
    - Front Door Closure/Construction
    - YA-Café
- Social Media Campaigns
  - Social posts x 21
    - October '25 -- 24 posted
    - September '25 -- 10 posted
    - November '24 -- 19 posted
  - Total impressions: 21,670
    - October '25 -8.22%
    - September '25 +459.3%
    - November '24 +237.25%
  - Total reach: 13,353

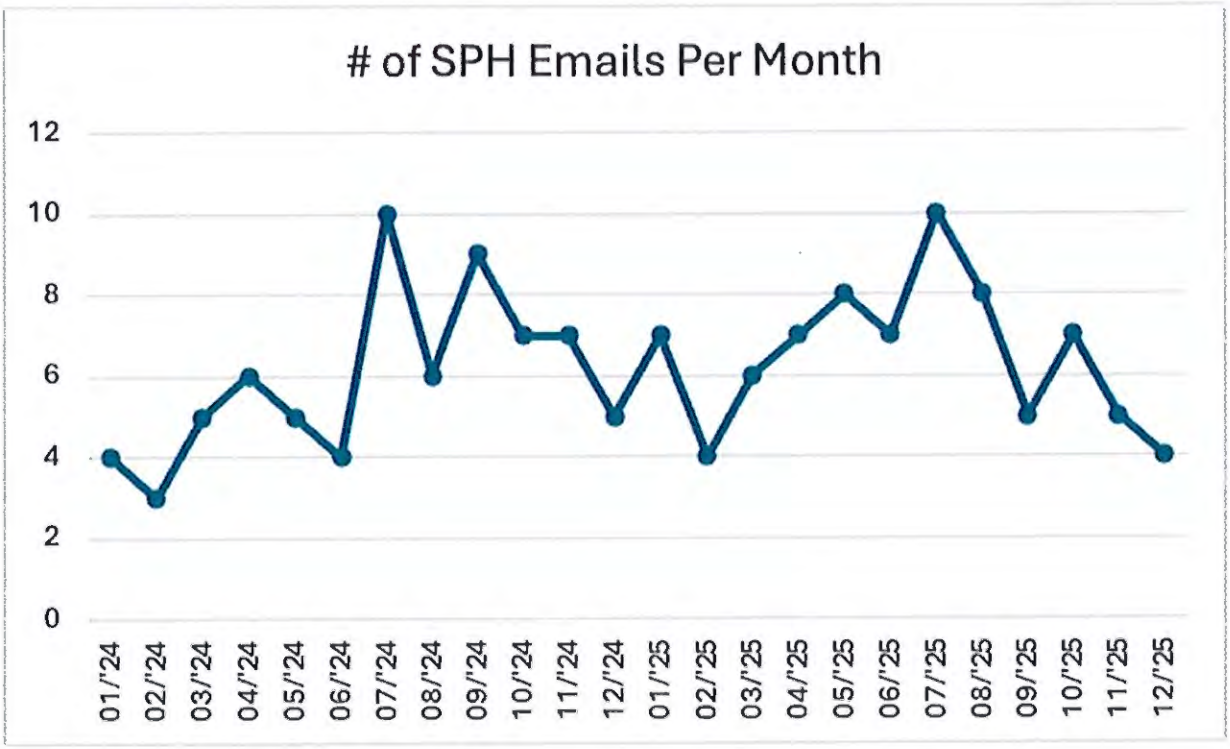
- October '25 -20.18%
- September '25 +298.72%
- November '24 +227.67%

- Other work completed in November
  - Winter Program Guide developed and sent to public
  - Closure schedules and notices, flyers and posters, produced and posted!
  - First round of posters for Winter Quarter developed and posted.
  - A number of website updates/changes were implemented.
  - Attended and photographed Light Up the Library event.
  - Additional poster paper ordered
    - Worked with Mike to secure this paper, and alternatives mapped out. The previous distributor of the product we used went out of business, and they supplied most retailers in the US. A new supplier has been secured by our suppliers.
    - Next year we will budget for more paper, we have exceeded our planned consumption/needs.

- Email Campaigns – December
  - Total opens: 26,131
    - November '25 +3.36%
    - October '25 -14.37%
    - December '24 +14.27%
  - Biweekly Program Newsletters x 9
  - Total opens: 18,874
    - November '25 +23.77%
    - October '25 +18.57%
    - December '24 +24.18%
  - Special Program Highlight Emails x 4
    - November '25 – 5 sent
    - October '25 –7 sent
    - December '24 – 5 sent
    - Total opens: 7,257
      - November '25 -28.76%
      - October '25 -49.26%
      - December '24 -5.4%
  - Events promoted by an SPH email include:
    - Winter Reading
    - NYE Party (YS & YS Send List)
    - MLK Day of Service
    - Nature Storytime W/ Morton Arboretum

- Social Media Campaigns
  - Social posts x 16
    - November '25 – 21 posted
    - October '25 – 24 posted
    - December '24 – 22 posted
  - Total impressions: 9,295
    - November '25 -58.21%
    - October '25 -64.77%
    - December '24 +116.21%
  - Total reach: 5,592
    - November '25 -74.2%
    - October '25 -67.93%
    - December '24 +37.09%
- Other Work Completed & Physical Materials
  - New posters for Winter Quarter created and posted
  - Holiday closure schedule flyers created and posted
  - Closure external posters created and posted
  - Palace Project Migration flyers created and posted
  - Outreach Flyers for Teen Services prepped
  - Google Review situation handled in coordination with ALD, positive resolution secured!
  - Blog Preparation
    - Met with website committee and developed framework for completing blog work.
    - Initial deadlines and assignments were set.
  - Met with Teen Librarian to begin work on Teen webpages update.
    - Copy has been developed, is being optimized, and should be up this coming month!




# of SPH Emails Per Month
12
10
8
6
4
2
0
01/'24
02/'24
03/'24
04/'24
05/'24
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07/'24
08/'24
09/'24
10/'24
11/'24
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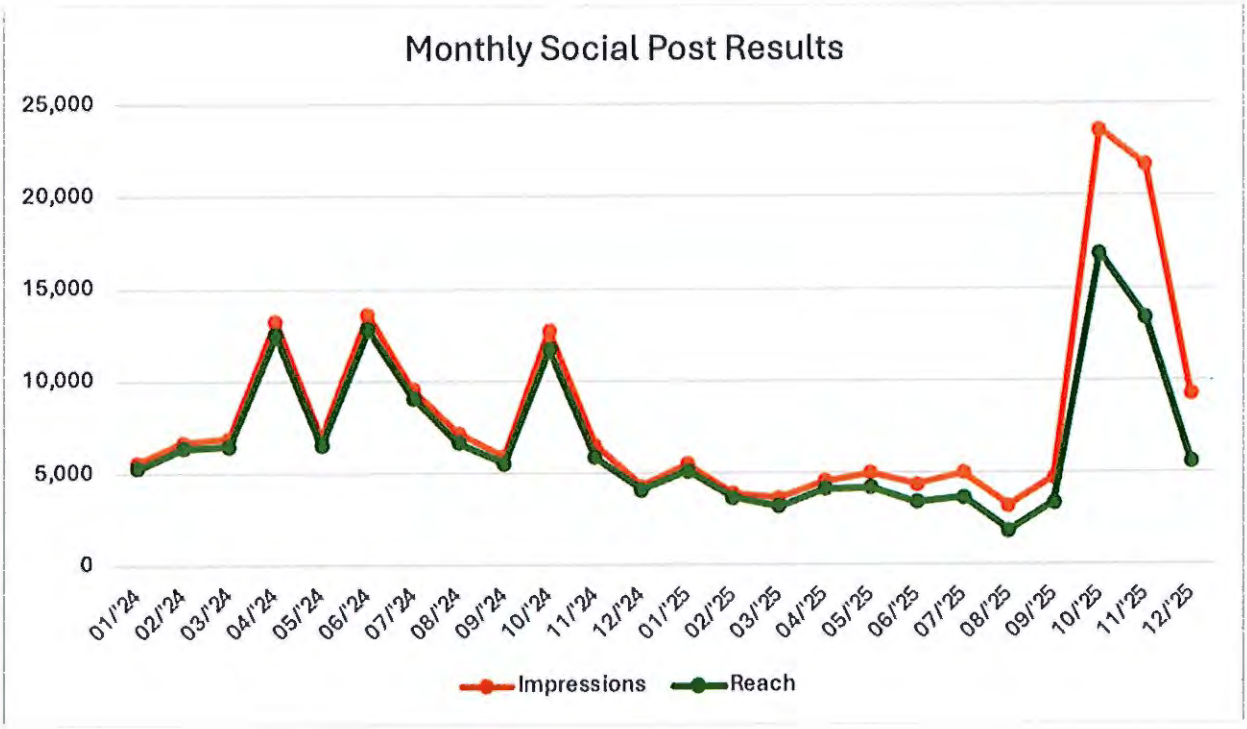
12/'25


Monthly Social Post Results
25,000
20,000
15,000
10,000
5,000
0
01/'24
02/'24
03/'24
04/'24
05/'24
06/'24
07/'24
08/'24
09/'24
10/'24
11/'24
12/'24
01/'25
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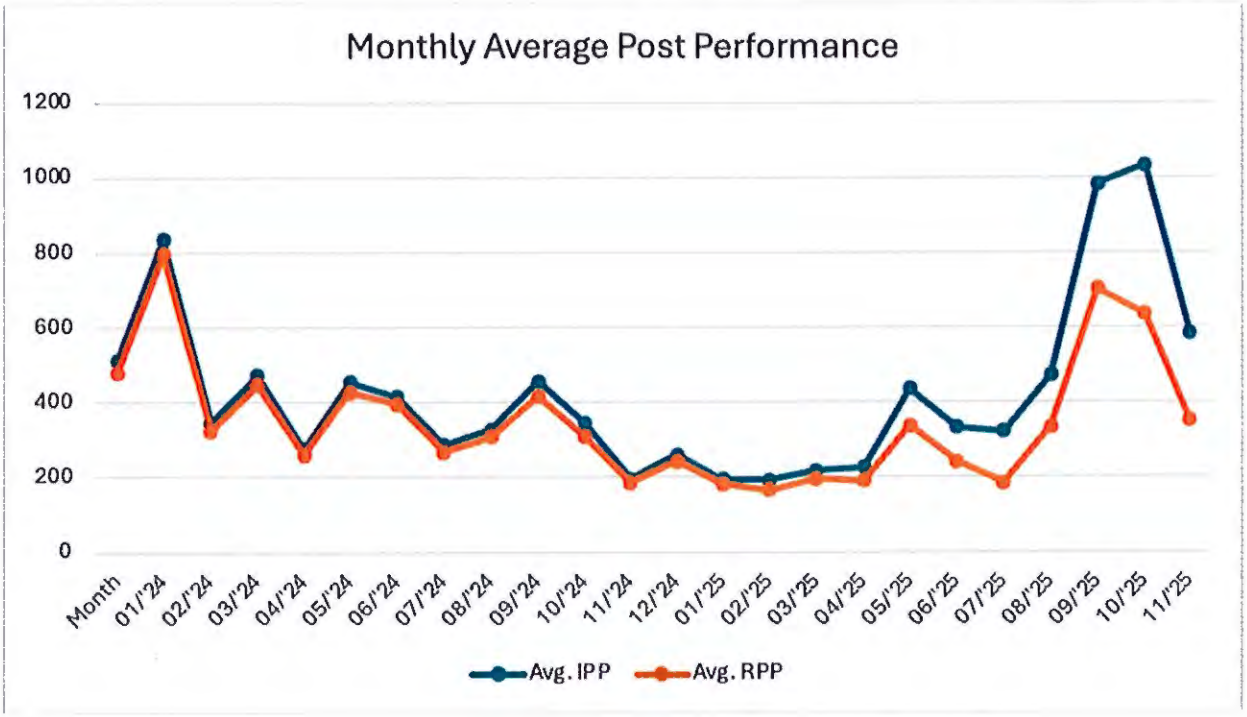
12/'25
Impressions
Reach



ADULT SERVICES- November & December 2025

ENGAGEMENT:

Programs: We offered 15, in-person programs in November with a total attendance of 81 and 6 in December with a total attendance of 81.

We also facilitated 2 sublimation printer programs with Youth services with a total attendance of 61.

Some programs included: *Page Turner Junction Book Club* | *Veterans Day Musical Program with the Saddle Shoe Sisters* | *Microsoft Excel Pivot Tables* | Bilingual *Gettin' Crafty* Holiday Blocks | *Crafternoon* Snowflake Button Bouquets | *Needlecrafters* | *Microsoft Word and Excel* | *Holiday Traditions for Radio's Golden Age* | Classic Holiday Movie Double Feature

Day of the Dead crafts, Wicked Tea Party and Snoopy Stocking events were a joint effort with the Youth Services Department. The Youth department report has the totals for those events which included adults and teens.

Passive Programming:

The West Chicago History Museum installed a veterans Day Display for the Month of November which was visited by over 100 patrons throughout the month.

Our *Fall into Reading* 2025 Challenge ended with 38 active readers, 30 Challenge completions and 20 rewards redeemed.

Take and Makes: 25 Pie Pennants were sent out in November. 28 Wicked Bookmarks and 32 Leg lamp bookmarks were taken in December.

OUTREACH/PROGRAM PROMOTION

- Edith and Allison provided personal reader's advisory services and delivered materials to 28 residents from Franciscan Court and Aperion Care Senior Facilities in November. In December, they also went to Wood Glen, in addition, and added a craft to the book delivery. Between all 3 places they served 43 seniors.
- In November, David and Rosario went to Wayne Township Senior Center and provided personal *Device Advice* appointments for people.
- Allison, David and Jenn (along with Luke from Youth Services) met with Raised Bakery. We talked over some possible programs we could host at their bakery but nothing is confirmed at this time.
- Five Adult Services staff members participated in the Light Up the Library event on November 29.
- Deborah attended a Business Interest Group meeting.

Displays:

Adult Services staff created 9 **physical book and material displays** in November and **6** in December, including the staff picks shelf and lobby display, in which to

promote programs and the collection. We also continue to update browse categories, visual reader's advisory and best seller **digital menu displays** in Aspen (our website catalog).

AS staff created 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

Programming: A total of 9 teens attended four in-person programs in November and 22 attended 6 in person programs in December. Programs included *Snack Testers, T.A.B. Tabletops N Treats, Video Game Club and Teen Café.*

Passive Programming: 219 teens participated in passive programming in November and December. Programs included Take N Makes - some of which were Kwanza, Christmas and Hanukkah themed holiday gift tags that were available here and at the school visits and a *DIY Grinch Pillow*.

Displays:

Therese changed the decorations for the teen department and Juan ordered a new Teen Services sign to refresh the look of the teen department and to give teens ownership of the space. We are seeing more engagement due to these changes and the interaction our staff has invested with teens,

Therese updated the slideshow for the monitor in the Teen Area as well as physical book displays which highlighted *Native American* titles and fiction and nonfiction *Winter Cozy Reads*.

OUTREACH:

Therese and David visited the West Chicago Community High School on December 5 during the lunch hours and **interacted with 90 teens**. They took the spinning wheel to increase interaction with students; a winter program flyer (3 months) with an "fun" word search activity on the other side; Holiday Movie Marathon promotional program bookmarks; Winter reading flyers; and a snowman gift card simple craft for students to take and make. David assembled the spinning wheel, and Nick created the program handout. Some of the promotional materials and crafts were left with the high school librarians.

Teen Volunteers from T.A.B. assisted with decorating the library for the holidays in November, assembled 132 take and make kits and donated 16 volunteer hours to the library in December at Frosty Fest and the Holiday Movie Marathon.

CIRCULATION SERVICES

Circulation Statistics November 2025:

- 11,977 Total Items checked out, 6.93% decrease from November 2024.
- 2,811 Electronic materials checked out, 2.43% decrease from November 2024.
- The total value of the materials checked out by our patrons was $109,642.18 during November 2025.
- During November 2025, we had 155 patrons using self-check and a total of 447 items checked out.

Patron Statistics November 2025:

- 5,228 Visitors to the library during November 2025.
- 60 New patrons added, 10.45% decrease from November 2024.
- 9,083 Card holders, 9.60% decrease from November 2024.

- 31.40% of the district population have library cards, a 3.34% decrease from November 2024.

Circulation Statistics December 2025:

- 11,614 Total Items checked out, 1.96% increase from December 2024.
- 2,975 Electronic materials checked out, 1.91% decrease from December 2024.
- The total value of the materials checked out by our patrons was $97,490.22 during December 2025.
- During December 2025, we had 120 patrons using self-check and a total of 349 items checked out.

Patron Statistics December 2025:

- 4,332 Visitors to the library during December 2025.
- 58 New patrons added, 52.63% increase from December 2024.
- 9,113 Card holders, 8.94% decrease from December 2024.
- 31.50% of the district population have library cards, a 3.09% decrease from December 2024.

Other Activities Circulation Department

The high school volunteers took a brief hiatus during the holiday season and resumed their service for the new semester on **January 6th**. To conclude the previous year, **Gabriel and Abigail** performed a final inspection of our "Little Libraries," ensuring they were well-stocked, and the materials were in good condition. Additionally, they completed the final 2025 deliveries of donated materials to our various partners, including **nursing homes and assisted living facilities** throughout West Chicago.

TECHNICAL SERVICES

Acquisitions:

- 684 (Nov) / 539 (Dec) Items invoiced/received.
- 423 (Nov) / 614 (Dec) Items ordered.
- 217 (Nov) / 161 (Dec) Items received not processed.
- 172 (Nov) / 496 (Dec) Items on-order.
- 4 (Nov) / 1 (Dec) Items cancelled.
- 1 (Nov) / 3 (Dec) Item returned.
- 1 (Nov) / 0 (Dec) Replacement.
- 0 (Nov) / 1 (Dec) Donation.

Cataloged:

- 2450 (Nov) / 1871 (Dec) Items added to the collection.

Withdrawals:

- 201 (Nov) / 51 (Dec) Items withdrawn from the collection.

Material Maintenance:

- 60 (Nov) / 11 (Dec) Items repaired in house.

Other Activities:

- 477 (Nov) / 454 (Dec) Items moved from the new shelf to the regular collection.
- 247 (Nov) / 245 (Dec) Postage processed.
- 143 (Nov) / 146 (Dec) Invoices archived.
- 128 (Nov) / 126 (Dec) Invoices processed.
- 30 (Nov) / 48 (Dec) Records created.
- 4 (Nov) / 0 (Dec) West Chicago Suburban Life scanned and converted to searchable PDF.
- 3 (Nov) / 24 (Dec) Missing items reclaimed.
- 2 (Nov) / 0 (Dec) WCCHS Challenge Yearbook scanned and converted to searchable PDF.
- 1 (Nov) / 0 (Dec) E/J Kit record updated.
- 0 (Nov) / 2 (Dec) WCCHS Challenge Yearbook scanned and converted to searchable PDF.

Miscellaneous:

For November and December, 3385 bookplates were viewed via the Illinois Digital Archives. The top viewed plates were the *Metropolitan Museum of Art, Cruger Mansion 2* (Nov) with 7 views and *A. H. von Schrader* (Dec) with 8 views.

YOUTH SERVICES

Programs

- The Youth Services Department offered six story time programs in November and one special story time program in December. November's staple stories hosted 106 community members. A Cookie Monster themed Milk & Cookies program was delivered in November, and Pancakes and Pajamas was the title of our special story program in December. This breakfast themed story included a mini pancake breakfast and brought in 65 patrons. A total of 221 patrons took part in story programs.

- November and December see an uptick in specialty programming and, traditionally, fewer story programs, at least in the month of December. In November, the department presented a successful Dia de Los Muertos program for thirty guests, celebrated Sesame Street's 56th anniversary through extensive in-person as well as passive programming and hosted a toddler obstacle course. Elmo's Dance Party was enjoyed by 65 patrons alone. A holiday movie marathon, ornament & stocking crafting programs, and a New Year's Eve celebration took place in December. Synchronous programs were delivered to 211 visitors.
- Asynchronous program crafts and kits were produced for 766 patrons throughout November and December. Various holiday and winter themed crafts were set out within the department for visitors to partake in at their leisure. In connection with the Dia de Los Muertos event, a 'Remember Me' wall was created in the common area display for guests to fill out a slip in remembrance of a passed loved one. Fifty-nine patrons took part in this interactive program. Further passive programs that took place in November connecting with the Sesame Street anniversary included a goldfish guessing jar, a rubber duck scavenger hunt and a Sesame Street themed to-go bag. Other notable passive programs included a digital well-being bag, a turkey craft, advent calendar treasure boxes and a dreamcatcher to-go craft.

Outreach

- Staff offered six story time programs for the Birth-3 initiative in the program room for a total attendance of 81 patrons. Various District 33 schools hosted a librarian for stories on six occasions for 59 special needs students to enjoy. One story was presented on Veteran's Day to thirteen Cantigny Park visitors.
- One YS Department staff member and a teen volunteer attended the City of West Chicago's annual Frosty Fest. Visitors were offered candy cane crafts, reindeer headband crafts, programming calendars, and library card registration flyers. Total attendance for November and December outreach efforts was 414.

Professional Development

- Two department members attend the FIL International Book Fair in Guadalajara, Mexico. This opportunity is offered through the American Library Association. Substantial discounts are provided for professionals to attend including expo admission, free lodging, flight vouchers, and attendance reimbursement. FIL takes place at a large expo center with similarities to the ALA Annual meeting where attendees visit publisher booths, library technology vendors, author/illustrator presentations, professional meetings and much more. A significant portion of Spanish print materials are purchased through FIL where a distributor assists with selection, spreadsheet organization, ordering and shipping. This enriching experience

allows the department to fulfill its obligation to the Spanish speaking community in a cost-effective manner

- Staff attended collection development webinars on wellness and self-care, Native American and Indigenous voices, and various peer-reviewed, new and forthcoming material publications. The department completed several training webinars presented by Traliant on work-place norms and expectations. The YS Manager attended several meetings with community businesses and organizations to develop relationships and enhance programming.

IT Report – November/December

Wireless Overview

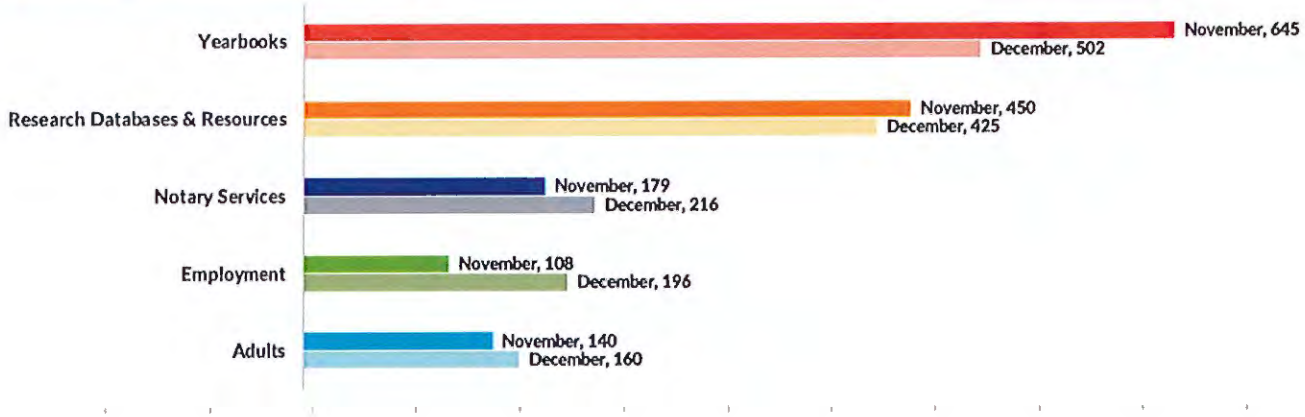
November had **789 unique clients** with 1.25Tb of data used, and December had **789 unique clients** with 845.31Gb of data used.

WiFi Usage Nov-Dec 2025

Website

In November we had **9,150 website visits,** and in December we had **7,622 website visits.**

Top 5 Pages in Nov - Dec 2025



Computer Usage

We had 430 users in October and 379 users in December. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (November)	Average Time Per Session (November)	Total Logins (December)	Average Time Per Session (December)
Adult	390	39 Minutes	338	46 Minutes
Youth	20	22 Minutes	21	35 Minutes
Newspaper		0 Minutes	0	0 Minutes

- Due to the popularity of patrons watching videos on our public computers the machines were configured to only play sound when headphones are plugged into the machines.
- In November we started a security monitoring project called DMARC to make sure the only traffic coming from our WCPLD.info domain was done by approved users. The monitoring will continue for the next two months to make sure no bad actors are spoofing our domain pretending to be the library.
- New more powerful Chromebooks were purchased for the Library of Things collection in December
- Eleven new hotspots were delivered and set up for our collection in December as well
- After the abrupt closing of Baker & Taylor eReadIllinois needed to find a new eBook provider. The Palace Project app was launched at the beginning of December to replace the now defunct Boundless app.
- The tap to pay function on our copy machine kiosks were updated to the newest security to keep us up to date with the newest standards.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

LIBRARY CONDUCT

In order to render the use of the library to the greatest benefit for the greatest number of residents and taxpayers, Illinois law confers on the Board of Library Trustees the authority to:

- adopt reasonable rules and regulations (75 ILCS 5/1-3),
- impose penalties, taxes, fees or fines (75ILCS 16/1-5),
- exclude certain persons from the library (75ILCS 16/30-55.55).

The Library strives to provide an environment that is secure and comfortable, where Library patrons can use library materials, amenities, and services without being disturbed or impeded by other Library users. In using the facilities, materials and other property of the West Chicago Public Library District, it shall be unlawful to engage in behavior which creates disturbances or disruptions within the library.

Procedures

In the case of disturbances, the violating person will receive one warning. At the second offense, the patron must leave the building for the rest of the day. ~~In cases of major disturbances~~, **Depending upon the severity of the disturbance,** the offender may be ordered to leave the building immediately, without receiving a warning. Library staff members may call the West Chicago Police Department (WCPD) to help enforce the Library's rules of conduct or to learn the identity of violators of these rules. In cases not specified below, the person in charge (PIC) will decide appropriate actions to be taken to ensure that the library environment is secure and comfortable for all patrons and employees.

PENALTY: Any person violating the provisions of this Ordinance may be fined not to exceed $100.00 and/or be barred from the Library and the use of its facilities for a specified period of time.

When a disturbance occurs on the library premises, the PIC and one other staff member shall respond for safety and precautionary reasons.

Examples of disturbances include but are not limited to:

1. Impeding access to any area of the Library, including entrances and exits, as well as parking in reserved parking spots, fire lanes, or other No Parking areas. Using wheeled devices (including bicycles, skateboards, roller skates, or shoes) in or on Library property for recreational rather than transportation purposes. Bringing animals other than service animals into the Library or leaving animals unattended on Library property. Smoking within fifteen feet of entrances and exits. Disturbing vegetation or landscaping and climbing trees is prohibited.

2. Being in the Library without shirts and/or shoes. Carrying uncovered beverages in the Library building. Eating in the Library except in designated areas. Prolonged or chronic sleeping on Library premises. Misusing restrooms.
3. Conversations in tones louder than the general noise level. Audible cell phone alerts or cell phone usage in quiet study areas or that disturbs other library patrons. Audio or electronic equipment volume that disturbs others.
4. Leaving personal belongings unattended on Library property. Being present in Library offices, lounges and other non-public areas unless accompanied by a Library staff member or through prior arrangement with Library management.
5. Attempting to sell goods or services to the public on the premises or grounds of the West Chicago Public Library District other than those approved in advance by the Library Director or his/her representative and sold for the benefit of the Library or the Library Foundation.
6. Soliciting donations or otherwise raising funds, political canvassing, religious proselytizing, or otherwise disturbing patrons for purposes of eliciting or influencing their opinions and associations, or promoting any causes other than those directly related and beneficial to The Library.
7. Leaving children under the age of nine unattended or without responsible supervision of an individual aged 12 or older. It is not permissible to use the library facility as a substitute for a childcare facility or babysitter.
8. Fighting (real or mock), theft, vandalism, disorderly conduct, use of profanity, harassing, intimidating, or threatening patrons and/or employees, public indecency, destruction or misuse of any library property.
9. Being under the influence or in possession of any illicit or harmful substance, including but not limited to alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled substances[1] without a prescription.
10. **Entering the library with bodily hygiene and/or body odor so offensive as to constitute a nuisance (offending individuals may return to the library once the offensive condition has been remedied).**
11. **Entering the library with a pervasive odor (e.g. perfume, cologne, etc.) which interferes with other patrons' ability to use the library (offending individuals may return to the library once the offensive condition has been remedied).**
12. Possession of firearms, weapons, or look-alike weapons.
13. Sharing library cards or library card barcode numbers to access the Internet or any misuse of library cards; performing illegal activities on the Internet; viewing obscene material or viewing sexually explicit material or any activities intended to disrupt network services or equipment.
14. Refusing to comply with directions/instructions given by Library staff, refusing to vacate the building at closing, during emergency drills or emergency evacuations.

[1] For purposes of this policy, the term "controlled substances" means any and all controlled substances as defined by Illinois and Federal law.

Reviewed by Board of Library Trustees: 1/26/2026

Approved by Board of Library Trustees: 11/29/1993; 7/26/2004; 7/23/2007; 7/25/2011; 10/27/2014; 8/22/2016; 10/28/2019; 1/27/2020; 2/27/2023