



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, MARCH 23, 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 Laura Finch, Secretary
- C. Approval of the Minutes ACTION
1. Board Meeting – February 23, 2026
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Ordinance 26-02: An Ordinance Appointing a Library Trustee ACTION

Oath of Office – New Library Trustee

In accordance with Illinois Statute 75 ILCS 16/30-40(a) the required oath will be administered and subscribed before the Secretary of the board by the new trustee.

Oath of Office: Do you _____, solemnly swear or affirm that you will support the Constitution of the United States, and the Constitution of the State of Illinois, and that you will faithfully discharge the duties of the Office of Trustee of the West Chicago Public Library District to the best of your ability.

1. Sufiyan Mohammed Term to End 2027

- G. Agenda – Additions/Deletions
- H. Treasurer's Report Aimee Cavataio, Treasurer
1. Approval of the Bills for April 2026
2. Financial Statements for March 2026
- I. Communications
- None

J. Reports

1. President
2. Library Director
 - a. In-Service Survey Results (March 6, 2026)
3. Department Managers (Adult Services Presentation)
4. Policy Committee

Corrine Jakacki-Dattomo
ATTACHMENT

ATTACHMENT
Patricia Weninger

K. Unfinished Business

1. Strategic Planning Scope of Work

DISCUSSION

L. New Business

1. Fixed Asset/Capitalization Policy
2. Investment of Public Funds Policy
3. Purchasing Policy
4. Library Credit Card Policy

ACTION
ACTION
ACTION
ACTION

M. Closed Session

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

ACTION

N. Return to Open Session

O. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 23, 2026
7:03 P.M.

A. CALL TO ORDER: President Jakacki called the meeting to order at 7:03 p.m.

B. ROLL CALL:

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

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

C. APPROVAL OF THE MINUTES:

1. Regular Board Meeting - January 26, 2026: Ms. Weninger moved to approve the Minutes of the January 26, 2026 Board Meeting as amended; seconded by Ms. Navadomskis.

- Page 3, Item I-1, the first sentence should read "...thanked the trustees for taking the sexual harassment training."
Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: Item K-1 New Business, Ordinance 26-01, the appointment of a person to fill the vacancy on the board following Mr. Grotto's resignation was removed from the agenda.

G. TREASURER'S REPORT:

1. Approval of the Bills for February 2026: Ms. Navadomskis moved to approve the payment of the bills in the amount of \$265,978.63; seconded by Ms. Cavataio.

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

2. Financial Statements for January 2026: The Financial Statements were reviewed during the Director's report, Item I-2.

H. Communications:

DRAFT MINUTES ONLY

1. Letter of Resignation from the Library Board - Scott Grotto submitted his resignation from the Board due to the level other personal commitments he has.

I. REPORTS:

1. President: President Jakacki expressed her thanks for Scott Grotto serving on the Library District Board of Directors for several years, and noted that through the time of his resignation he had provided valuable input to the Board specifically and the Library broadly. Mr. Grotto has indicated he would be willing to participate in the future as a community member in West Chicago Library processes for limited initiatives or focus groups.

Ms. Navadomskis has submitted her resignation from the position of Board Treasurer, which she had previously committed to on a temporary basis. She will remain on the Finance Committee.

The Board Vice President customarily serves as the Chair of the Policy Committee; so with Mr. Grotto's resignation from the Board, that office position needs to be filled as well.

President Jakacki and the Library Director have contacted Sufyian Mohammed, who was a candidate for Library District Board Trustee in the 2025 election but who did not receive enough votes to be installed on the Board at that time. Mr. Mohammed is interested in serving on the Board, but he was not available to attend the February Board of Trustees meeting.

2. Library Director: Mr. Weseloh reported that the Library is 58.3% through its fiscal year, and the expenditures are running at 54% of the budgeted amount. The revenues have been received at a level of 97% of the budgeted amount. The remaining revenues, approximately \$100,000, are derived from the services the Library provides to the community, such as printing and faxing, and the Per Capita Grant and PPRT funds the Library receives from the State of Illinois.

The library staff will begin working on the fiscal 2027 draft budget. The initial draft will be presented to the Finance Committee in April; recommended changes from the committee will be incorporated into a second draft which will then be presented to the Finance Committee at its May meeting; and the final Draft Budget will be presented to the full Board at its May regular meeting.

A new electric supply rate of 9.287 cents per kilowatt hour has been secured with Direct Energy for a three-year term beginning April 2026. The current supplier is Dynergy at a rate of 7.865 cents per kilowatt hour. The Library's historical usage is approximately 265,854 kilowatt hours annually.

DRAFT MINUTES ONLY

Director Weseloh attended the SWAN Board Meeting on February 20, 2026. The Library's SWAN fees for fiscal 2027 will to increase \$2,368. Aaron Skog, the Executive Director of SWAN, is the chair of the ILA Public Policy Committee; and he reported that the committee is working with the State Legislature to address e-book pricing, trustee training, and increases to grant funds for library systems and school libraries. Illinois Library Association subcommittees are studying the abuse of FOIA and updating the Library Records Confidentiality Act. The SWAN board is working on its next strategic plan.

There are 1,383,655 unique bibliographic records in the SWAN consortium, and 54% of them were published in or after 2010. Circulation across SWAN for the month of January was 609,747 items, which represents 71.4% of the prepandemic count from January 2019. Reciprocal borrowing between SWAN libraries was 17.55% of the total checkouts; and nonSWAN reciprocal borrowing accounted for 3.4% of the checkouts.

Staff met with Sikich to work on creating the Library's technology priorities for the FY 2027 budget. A move of the library's public domain into the cloud environment is being considered because the patron server is at its end of useful life. The Wi-Fi access points are at the end of life, and staff is considering expanding the exterior coverage when they are replaced to accommodate outdoor programming. Multi-factor authentication will be expanded to all employees.

Mr. Weseloh attended the Fox Valley Libraries Directors' meeting, and approximately half of the libraries represented are working on strategic plans; half of those are working on it internally, and half are hiring a consultant. Of the libraries that are completing renovations, several are adding sensory rooms, wellness rooms, and/or more study rooms.

Several of the libraries that are on the Metra West Line are planning to go live with their marketing efforts in March. Train cars will have a QR code displayed which will direct riders to their respective library website to view available materials and programs. The Fox Valley Libraries Directors' group has submitted a RAILS grant for the advertising campaign on behalf of the participating libraries. If the grant award is received, the funds will be used to reimburse participant libraries based on the cost-sharing model they agreed to.

Staff have been in conversation with Cindy Glavin from the University of Illinois Extension regarding installation of a micro pantry on library property. All the plans are established to fulfill this project. The micro pantry is currently being built at a School District 94 shop and is expected to be completed by the end of March 2026.

DRAFT MINUTES ONLY

The ILA Library Trustee Forum will be offering a virtual spring webinar series scheduled on Saturdays, March 7, April 4, and May 9, 2026, from 10:00 a.m. to 12:00 p.m. The cost is \$40 per person for the series, and registration is required. The topics include budgeting, artificial intelligence literacy, and intellectual freedom. Recordings of webinars will be available to the participants after each session.

The launch of the Dolly Parton Imagination Library to advance early childhood literacy is planned at the West Chicago Library on the morning of April 18, 2026, in coordination with WeGo Together for Kids.

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

Gabe Cardenas, Circulation Services Manager, made a presentation to the Board on the department's FY 2025 activities and data.

Mr. Cardenas reported that the Library currently has 9,142 registered patrons in a district of 7,436 households. Many households have more than one library card-holder, while other households do not have a library card-holder. The areas with a lower density of patrons registered are the apartments. Six of ten houses have a library card currently. Over the past several years library staff have removed from the database the names of people who had not used the library for more than five years.

Circulation staff manage the library collection, including checking in and checking out items, shelving, tracking items' location, ensuring all materials are available to the patrons. Circulation staff are often the first point of contact for patrons; and staff know it is essential that they provide helpful, friendly service. The department also manages new materials, repairs or replaces damaged materials, and ensures the collection is well maintained and accessible to all.

Circulation staff support library programs and services, such as community events, literacy initiatives, and outreach.

Statistics: 1,018 new library cards were provided to new patron registrants; a total of 158,579 checkouts were processed; 91,000 holds were processed; 64 outreach patrons were reached; more than 1,000 items were donated to library partners; and 31,256 interlibrary loans were processed. Patrons have had a variety of library card styles to choose from when registering, including Disney characters, Snoopy, a solar eclipse, Transformers, and designs from a local artist competition.

Patron Services. The department assisted more than 2,300 patrons with faxing, scanning, and printing; and the staff provided 910 hours of student training.

DRAFT MINUTES ONLY

The material borrowed during 2025 comprises a total dollar value to patrons of \$1.1 million. There were a total of 121,000 checkouts during the calendar year; 37,000 electronic materials checked out; and 224,000 items discharged back to their origination point through interlibrary loan. The majority of patrons visit the library to pick up their hold materials rather than to browse the collection.

Book Donation and Outreach: The library partners with other facilities during the year to share donated items such as DVDs, magazines, books, and audiobooks. The circulation department donated more than 1,000 items last year across 64 outreach patron partners.

Supporting Library Programs: Circulation staff participate in library-wide programs. Staff stock and monitor materials in the Little Free Libraries in the District, which is a means to promote literacy and community engagement.

Eight people comprise the circulation team, six of the team members are Spanish-speakers. 48% of the community speaks Spanish, and 51.5% speak a language other than English at home. The department also offers notarizations and voter registration.

The transition group program within the Circulation Department empowers special education students to reach full potential by providing spatial design instruction, and fostering an inclusive environment for more growth, independence, and success in both academic and life skill. In 2025 the Circulation Department provided 91 hours training per student. The students can stay in the program until they reach 21 years old.

Luke Sutton, Youth Services manager, and Gabe Cardenas have created instruction videos on how to get a library card online and how to use the online services, in both English and Spanish.

J. UNFINISHED BUSINESS:

1. **Recommendations for Destruction of Old Closed Minutes:** Ms. Weninger reported that she and Ms. Cavataio met as an ad hoc committee on November 8, 2025 and determined that the only Minutes that were close to being eligible for review were from May 28, 2024. At that time a recommendation could not be made because the elapsed time was still under 18 months.

Ms. Weninger stated that at this time she and Ms. Cavataio recommend to the board that the written Closed Session Minutes of May 28, 2024 remain closed and that the audio recording of the meeting be destroyed. Motion carried by unanimous voice vote.

K. NEW BUSINESS:

1. **Ordinance 26-01: An Ordinance Declaring a Vacancy and/or Appointing**

DRAFT MINUTES ONLY

a Library Trustee: Ms. Finch moved to declare a vacancy of a Library Trustee position; seconded by Mr. Wonderly.
Motion carried by unanimous voice vote.

Ms. Weninger moved that the board approve a slate of candidates for the opening of Vice President, Secretary, and treasurer as follows: Pat Weninger as Vice President; Aimee Cavataio, as Treasurer; and Laura Finch as Secretary. Seconded by Ms. Finch.
Motion carried by unanimous voice vote.

Elections will again be held in May 2026 for positions after the trustee vacancy is filled. President Jakacki noted that committees are very important and that a committee cannot meet if at least two committee members are not in attendance.

L. CLOSED SESSION: None held.

M. RETURN TO OPEN SESSION: None.

N. ADJOURNMENT: President Jakacki stated there was no reason to move into closed session, therefore the board did not; and as such, there was no need to return to open session. The meeting is adjourned at 8:08:00 p.m.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

3/23/26

ORDINANCE NO. 26-02

AN ORDINANCE APPOINTING A LIBRARY TRUSTEE

(Sufiyan Mohammed Appointment)

WHEREAS, Scott Grotto was elected as a Library Trustee to a four year term expiring in 2027;
and

WHEREAS, Scott Grotto recently resigned and a vacancy was declared effective February 23,
2026; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, vacancies shall be filled by
appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT ORDAINED that the Library Trustees hereby:

- A. Appoint Sufiyan Mohammed to fill the vacancy until the next regular election of Library Trustees in April, 2027.

This Ordinance is effective upon passage.

PASSED this 23rd day of March, 2026, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

By: _____
Corrine Jakacki-Dattomo, President
Board of Library Trustees
West Chicago Public Library District

ATTEST:

Patricia Weninger, Secretary
Board of Library Trustees
West Chicago Public Library District

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 23-Mar-26

FINANCIAL STATEMENT DATE: February 28, 2026

Payroll dated:

2/13/2026	Net Payroll	\$	39,336.36
	Federal Liability Payment	\$	11,701.77
	State Liability Payment	\$	2,442.04
	Paylocity Fee	\$	-
2/27/2026	Net Payroll	\$	40,762.92
	Federal Liability Payment	\$	12,138.22
	State Liability Payment	\$	2,507.60
	Paylocity Fee	\$	995.47

TOTAL \$ 109,884.38

Republic Bank

Operating - Manual Cks	Check No.	\$	25,337.48
Operating - System Cks	Check No.	\$	76,662.23
Operating - Credit Card	Check No.	\$	2,850.88
Librarian's Petty Cash	Check No.	\$	79.81

TOTAL \$ 104,930.40

Total Bills for Approval \$ 214,814.78

Board Approval

Signature: _____

Board Approval Date: _____

Manual Check Detail
West Chicago Public Library District
 February 2026

	Transaction date	Transaction type	Num	Name	Memo/Description	Amount
10650 Republic Bank Checking 4130						
36937	02/04/2026	Check	ACH 2.4.26	IMRF	February PR 2026	24,530.84
36938	02/12/2026	Check	ACH 2.12.26	Ampion	February 2026 Billing	494.60
36939	02/12/2026	Check	ACH 2.12.26 2	Ampion	February 2026 Billing	122.04
36956	02/13/2026	Check	Fees Feb 2026		February 2026 Service Fee	130.00
36940	02/27/2026	Check	ACH 2.27.26	Employee Benefits Corporation	February Fee Invoicing	60.00
				Total		25,337.48

West Chicago Public Library District Unpaid Bills Detail

As of March 12, 2026

		Date	Transaction Type	Num	Memo/Description	Amount
ACC Business 800-322-3076		03/11/2026	Bill		Feb 11 to Mar 10, 2026	616.78
Total for ACC Business						616.78
Alarm Detection Systems 630-844-6306						\$ 616.78
Total for Alarm Detection Systems						909.80
Albertsons-Safeway 866-450-3431		02/24/2026	Bill	SI-645627	Check Poppet-Approved Backflow Repair	909.80
Total for Albertsons-Safeway						113.83
Amazon Capital Services		03/04/2026	Bill	661844-030426-3219	In-service Food	113.83
Total for Albertsons-Safeway		03/05/2026	Bill	432109-030526-3338	In-service Food Supplies	118.90
Amazon Capital Services						\$ 232.73
		02/12/2026	Bill	1LY6-V47T-WDCW	Signs, Wall Plate, Batteries	76.96
		02/13/2026	Bill	13Y7-PFVY-NK7F	Tissues and Mechanical Pencils	31.65
		02/13/2026	Bill	1RHJ-7WMN-XVWVG	Name Badge Supplies	68.06
		02/16/2026	Bill	137H-TDJ9-D1MG	Breakroom Coffee	42.00
		02/16/2026	Bill	1MV6-3D4P-DFN7	Books	64.76
		02/16/2026	Bill	1K3H-RPHV-DQ9H	Tissues	55.99
		02/16/2026	Bill	1QG9-FWTY-DL14	Program Candle Making Kit	45.98
		02/19/2026	Bill	1MX3-7C1K-1GVF	Program Craft Supplies	48.91
		02/20/2026	Bill	16M3-RKKK-MCJX	Program Craft Tools: Knitting Looms	89.95
		02/22/2026	Bill	1GDC-PDLL-361C	Program Hockey Party Favors and Soap Making Kit	51.78
		02/23/2026	Bill	1N7K-GP1J-GQNX	Bankers Boxes and Clear Sleeves	194.82
		02/24/2026	Bill	1T7V-P4MF-HY9V	Program Supplies: Soap Molds	9.49
		02/25/2026	Bill	19P4-P6J6-9JNN	Flash Drive	32.16
		02/26/2026	Bill	1K3C-V9D3-RNRX	Knitting Loom Kit Replacement Parts	5.41

02/26/2026	Bill	1YQM-Q134-XTGY	Program Supplies	38.67
02/26/2026	Bill	17QK-FFLP-V6RQ	Paper Baking Cups	34.77
02/26/2026	Bill	1X3R-C4HY-VN4G	Charger for Nintendo Switch	14.88
02/27/2026	Bill	1R1J-3G3K-LC3D	Program Craft Supplies	191.27
03/03/2026	Bill	1VPV-KMCD-GPGG	Goat Milk Soap	15.98
03/03/2026	Bill	1P3G-GPJ4-H9HM	Micro USB Charger for eReader Kit	9.98
03/03/2026	Bill	19FV-NK6C-CPDC	Signs: Emergency Preparedness Kit	26.97
03/03/2026	Bill	19JL-TL7346DX	Diaper disposal supplies and soap	64.66
03/05/2026	Bill	131H-4T31-3W4G	Soy Candle Wax	13.99
03/06/2026	Bill	1F6R-RXQJ-6NYJ	Gondola Grid Wall Tower	186.22
03/04/2026	Vendor Credit	1KP6-Q9V4-N7FH	Returned Tissues	-16.85
03/03/2026	Vendor Credit	1PPT-J7RD-D6Q4	Book Returned	-16.64
03/03/2026	Vendor Credit	1PPT-J7RD-CXDC	Book Returned	-13.94
				<u>\$ 1,367.88</u>

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

02/27/2026	Bill	INV-114402-J2N0	Category 1 Test-Hydraulic Elevator	975.00
03/01/2026	Bill	INV-115063-F7C1	March Elevator Maintenance	193.00
				<u>\$ 1,168.00</u>

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

02/28/2026	Bill	391027	February 2026 Safety Officer	1,665.60
				<u>\$ 1,665.60</u>

Total for Andy Frain
Benjamin Weseloh

03/10/2026	Bill		Swan Meetings 1/23 2/10 3/5/2026	85.48
03/10/2026	Bill		RAILS Event: Makerspaces	37.70
				<u>\$ 123.18</u>

Total for Benjamin Weseloh
Bigleaf Networks, Inc.
888-244-3133

03/01/2026	Bill	INV147918	Monthly 03/01/2026 to 03/31/2026	558.88
				<u>\$ 558.88</u>

Total for Bigleaf Networks, Inc.
Buck Services
630-876-8184

02/15/2026	Bill	65934	Cleaning Services for February	2,416.66
				<u>\$ 2,416.66</u>

Total for Buck Services

Cinco Books									883.21
Total for Cinco Books				51297	Spanish Books				<u>883.21</u>
Cintas Corporation 847-228-3970	03/03/2026	Bill							\$ 883.21
	02/26/2026	Bill	5320686102		1st Aid Cabinet Supplies			68.02	
	02/28/2026	Bill	9361619399		Lifeline View DL Agreement			100.00	
	02/28/2026	Bill	9361619397		Waterbreak Cooler Agreement			50.50	
Total for Cintas Corporation								<u>218.52</u>	
Comcast 800-391-3000	02/22/2026	Bill			Mar 01, 2026 to Mar 28, 2026			364.07	
Total for Comcast								<u>364.07</u>	
Comcast Business	03/01/2026	Bill	265531550		Billing Activity up to and including Feb 28, 2026			560.00	
Total for Comcast Business								<u>560.00</u>	
ComEd 877-426-6331	02/18/2026	Bill			1/17/26 through 2/17/26			1,238.81	
Total for ComEd								<u>1,238.81</u>	
De Lage Landen Financial 800-736-0220	03/08/2026	Bill	596161381		03/01/2026-03/31/2026			1,496.23	
Total for De Lage Landen Financial								<u>1,496.23</u>	
Delta Building Technologies 630-589-3800	02/01/2026	Bill	MC003330		4 of 4 2/1/2026 to 4/30/2026 P05-Q-108			1,584.00	
Technologies								<u>1,584.00</u>	
Demco 800-962-4463	02/23/2026	Bill	7768392		12" Book Jacket Rolls			127.90	
Total for Demco								<u>127.90</u>	
Efficiency Reporting 630-682-8887	02/16/2026	Bill	20948er		Minutes 1/26/2026 7:00 pm 16685er			395.00	
Total for Efficiency Reporting								<u>395.00</u>	

Flood Brothers					Monthly			<u>69.45</u>
Total for Flood Brothers								<u>\$ 69.45</u>
Francotyp-Postalia, Inc. 800-341-6052	03/05/2026	Bill	8777691					
Total for Francotyp-Postalia, Inc. Gehrke Technology Group 847-487-9110	02/22/2026	Bill	RI107105944		2/18/26 to 5/17/26 Postbase		<u>111.00</u>	
Total for Gehrke Technology Group Glen Ellyn Public Library 630-469-0879	03/09/2026	Bill	2600923		March 2026		<u>125.00</u>	
Total for Glen Ellyn Public Library Globe Life	02/13/2026	Bill	10		Joint Library Metra Rail Advertisement Campaign		<u>1,173.00</u>	
Total for Globe Life Governmental Accounting, Inc. 847-991-3909	02/19/2026	Bill			Billing for Premiums due on 3/1/2026		<u>55.00</u>	
Inc. Grant and Power Landscaping 630-231-0069	03/02/2026	Bill	60542		Monthly Billing		<u>1,575.00</u>	
Landscaping IHLS-OCLC 618-619-2076	03/02/2026	Bill	71864		Seasonal Snow March 2026		<u>3,944.00</u>	
Total for IHLS-OCLC Ingram Library Services 800-937-8200	03/11/2026	Bill	72132		2026 Commercial Maintenance March 2026 Single Pay		<u>5,432.00</u>	
	03/05/2026	Bill	33846		2/1/2026-2/28/2026		<u>15.26</u>	
	02/02/2026	Bill	94132147		Books		<u>324.13</u>	
	02/04/2026	Bill	94219215		Books		<u>19.95</u>	
	02/04/2026	Bill	94219214		Books		<u>65.14</u>	

02/04/2026	Bill	94219213	Books	258.22
02/05/2026	Bill	94268850	Books	243.17
02/06/2026	Bill	94291670	Books	1,780.06
02/06/2026	Bill	94291671	Books	845.98
02/11/2026	Bill	94406558	Books	277.14
02/11/2026	Bill	94419369	Books	638.99
02/12/2026	Bill	94437384	Books	389.19
02/13/2026	Bill	94470127	Books	115.75
02/17/2026	Bill	94540103	Books	22.78
02/18/2026	Bill	94575608	Books	867.44
02/20/2026	Bill	94633906	Books	74.65
02/24/2026	Bill	94717870	Books	399.42
02/25/2026	Bill	94752070	Books	224.52
02/27/2026	Bill	94819088	Books	222.64
				<u>\$ 6,769.17</u>

Total for Ingram Library Services
LIMRICC
630-393-1483

03/05/2026	Bill		Monthly Billing March 2026	24,244.26
				<u>\$ 24,244.26</u>

Total for LIMRICC
Luke Sutton

02/25/2026	Bill		CPL's Best of the Best	80.40
				<u>\$ 80.40</u>

Total for Luke Sutton
Midwest Mechanical
630-850-2300

03/03/2026	Bill	MC0000149923	8 of 12 3/1/26 to 3/31/26	1,007.33
				<u>\$ 1,007.33</u>

Total for Midwest Mechanical
Midwest Tape
800-875-2785

02/09/2026	Bill	508422610	AV-Mat	20.24
02/09/2026	Bill	508422308	AV-Mat	10.49
02/09/2026	Bill	508422309	AV-Mat	23.24
02/09/2026	Bill	508422611	AV-Mat	24.99
02/18/2026	Bill	508458906	AV-Mat	90.71
02/18/2026	Bill	508458905	AV-Mat	229.95

02/18/2026	Bill	508458903	AV-Mat	15.99
02/24/2026	Bill	508487132	AV-Mat	27.18
02/24/2026	Bill	508487134	AV-Mat	90.71
02/24/2026	Bill	508487135	AV-Mat	145.97
Total for Midwest Tape				\$ 679.47

MNI
847-864-7000

ILLINOIS MANUFACTURING DIRECTORY 2026

02/16/2026	Bill	861194-00-2026		423.90
Total for MNI				\$ 423.90

Morgan Birge & Associates Inc.
312-670-0000

February Monthly Billing

02/27/2026	Bill	83462		310.11
Total for Morgan Birge & Associates Inc.				\$ 310.11

NCPERS

Total for NCPERS

Nicor
888-642-6748

Total for Nicor

Northern Illinois Raptor Rehab & Education

03/01/2026	Bill	5650042026	4/1/2026 - 4/30/2026	16.00
03/06/2026	Bill		02/04/26-03/05/26	1,248.61
Total for Nicor				\$ 1,248.61

Total for Northern Illinois Raptor Rehab & Education

OverDrive
216-573-6886

Northern Illinois Raptor Rehab Program 4/1/2026

03/03/2026	Bill			480.00
Total for Northern Illinois Raptor Rehab & Education				\$ 480.00

OverDrive
216-573-6886

02/24/2026	Bill	01018CO26058179	Ebooks and Audiobooks	640.49
02/24/2026	Bill	01018CO26058167	Ebooks and Audiobooks	334.97
02/24/2026	Bill	01018CO26058176	Ebooks and Audiobooks	676.48
02/28/2026	Bill	01018CP26065617	Ebooks and Audiobooks	227.29
02/28/2026	Bill	01018CP26067035	Ebooks and Audiobooks	102.13
Total for OverDrive				\$ 1,981.36

Sikich LLC
630-566-8400

	02/16/2026	Bill	MS558479	March Monthly Billing	6,435.29
	02/18/2026	Bill	I558710	Laptop Refresh	421.88
Total for Siskich LLC					\$ 6,857.17
T-Mobile					
	02/21/2026	Bill		For Jan 21 - Feb 20, 2026	356.80
Total for T-Mobile					\$ 356.80
Unique Management Services					
800-879-5453					
	03/01/2026	Bill	6151813	Placements 02/05 02/12 02/19 02/26/2026	177.30
	03/02/2026	Bill	6157135	Curbside Communicator March 2026	40.00
Total for Unique Management Services					\$ 217.30
Valley Model Railroad Club					
	03/05/2026	Bill		Model Train Show 4/25/2026	200.00
Total for Valley Model Railroad Club					\$ 200.00
VISA					
	02/27/2026	Bill	2093 3/9/26		1,288.21
	02/27/2026	Bill	2101 3/9/26		1,020.42
	02/27/2026	Bill	2135 3/9/26		100.00
	02/27/2026	Bill	2127 3/9/26		442.25
Total for VISA					\$ 2,850.88
Warehouse Direct, Inc.					
	02/26/2026	Bill	6104067-0	Copy Paper, Tissue Paper, Paper Towels	388.50
	03/05/2026	Bill	6107956-0	Can Liners	99.01
Total for Warehouse Direct, Inc.					\$ 487.51
Xtreme Environmental Solutions					
630-293-7880					
	03/12/2026	Bill	136-WCL	March 2026	25.00
Solutions					\$ 25.00
TOTAL					\$ 76,662.23

West Chicago Public Library District
Transaction Detail by Account
 February 6 - March 9, 2026

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount
02/06/2026	Expenditure		Murphy Aco Hardware	Key Blank	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	13.42
02/06/2026	Expenditure		Home Depot	Extension Cord	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	10.98
02/06/2026	Expenditure		Menards	Extension Cord and Cord Covers	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	88.98
02/13/2026	Expenditure		Home Depot	Microwave Oven	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	248.00
02/16/2026	Expenditure		Menards	Screw Anchor and Drill Bit	45165 Expense:FACILITIES & OPERATIONS:INTERIOR R & M-OTHER	7.17
02/25/2026	Expenditure		Illinois Library Association	Trustee Forum Spring Webinar Series	45600 Expense:LIBRARY BOARD EXPENSES:CONFERENCE & TRAINING-BOARD	286.00
02/27/2026	Expenditure		La Cocina De Maria	In-Service Lunch Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	858.66
						\$ 1,288.21
02/09/2026	Expenditure		Chicago Tribune	Beacon-News 8 weeks	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	108.00
02/12/2026	Expenditure		Chicago Tribune	Chicago Tribune Subscription 8 weeks	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	196.00
02/26/2026	Expenditure		Seed Savors Exchange	Seed Library	44120 Expense:PROGRAMS:PROGRAMS-ADULT	255.79
03/01/2026	Expenditure		Universal Yums	YUM YUM BOX March 2026	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00
03/04/2026	Expenditure		Dollar Tree Store	Grow Your Own Plant Kits	44120 Expense:PROGRAMS:PROGRAMS-ADULT	93.81
03/05/2026	Expenditure		Costco	In-Service Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	338.02
						\$ 1,020.42
03/01/2026	Expenditure		Constant Contact	March 2026	44210 Expense:MARKETING & PROMOTIONS:MARKETING	100.00
						\$ 100.00
02/07/2026	Expenditure		Printix	Monthly Plan 01/07/2026 to 02/07/2026	-Split-	69.66
02/07/2026	Expenditure		Adobe Inc.	Creative Cloud All Apps Monthly Charge	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	207.15
02/25/2026	Expenditure		Spotify	Premium 1 month	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	12.99
03/02/2026	Expenditure		Adobe Inc.	Creative Cloud All Apps	42420 Expense:TECHNOLOGY SERVICES:SOFTWARE PUBLIC	58.79
03/02/2026	Expenditure		dmarcian, inc.	Basic Monthly	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	24.00
03/07/2026	Expenditure		Printix	Monthly 02/07 to 03/07/2026	-Split-	69.66
						\$ 442.25

GRAND TOTAL: \$ 2,850.88

Total for CARD 31 Director - #2093
 CARD 41 AS- #2101

Total for CARD 41 AS- #2101
 CARD 61 PR- #2135

Total for CARD 61 PR- #2135
 CARD 71 IT- #2127

Total for CARD 71 IT- #2127

Petty Cash Check Detail
West Chicago Public Library District
 February 2026

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
02/03/2026	Check	6016	United States Treasury	363436820 Form **** ** 2025	79.81
Total					79.81

10600 Republic Bank Petty Cash
 36507

Financial Report

For the 8 Month(s) Ended February 28, 2026
FISCAL YEAR 2026



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2026

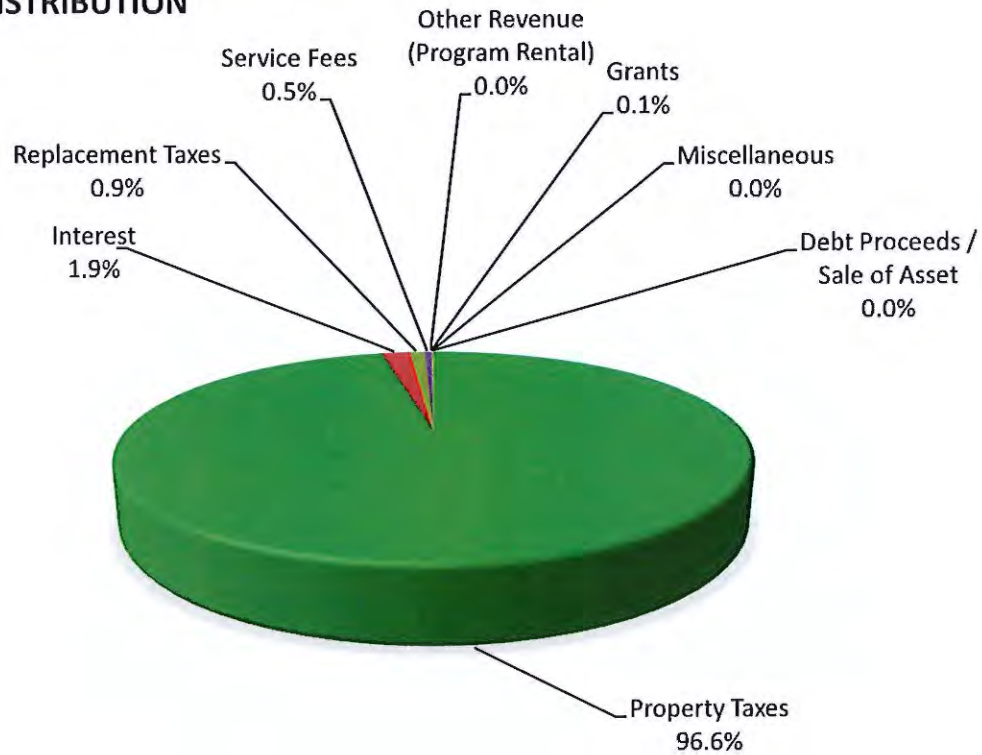
67% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,968,837	2,976,853	100%
Interest	57,088	76,350	75%
Replacement Taxes	28,544	50,952	56%
Service Fees	13,913	12,200	114%
Other Revenue (Program Rental)	20	-	0%
Grants	2,903	42,958	7%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>3,072,095</u>	<u>3,160,813</u>	<u>97%</u>
Budgeted Revenues	<u>3,160,813</u>		
% Diff	97%		
OPERATING EXPENDITURES			
Personnel	1,189,535	1,999,073	60%
IMRF	86,279	127,000	68%
Administrative	45,676	90,162	51%
Admin Technology	95,470	172,358	55%
Library Materials - Books	81,751	129,315	63%
Library Materials - Periodicals	9,804	10,950	90%
Library Materials - Audio & Visual	21,292	59,535	36%
Library Material - Maintenance	1,828	10,520	17%
Technology Services	70,920	96,573	73%
Programs	23,961	41,149	58%
Marketing & Promotion	19,729	31,005	64%
Facilities & Operations	130,704	215,901	61%
Utilities	61,446	99,102	62%
Professional Services	63,590	65,570	97%
Board Expenses	2,900	12,600	23%
Actual Expenditures	<u>1,904,885</u>	<u>3,160,813</u>	<u>60%</u>
Budgeted Expenditures	<u>3,160,813</u>		
% Diff	60%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>1,167,210</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	292,755	325,000	90%
Actual Expenditures	<u>292,755</u>	<u>325,000</u>	<u>90%</u>
Budgeted Expenditures	<u>325,000</u>		
% Diff	90%		
TOTAL SURPLUS / (DEFICIT)	<u>874,455</u>	<u>(325,000)</u>	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	<u>2,501,768</u>		

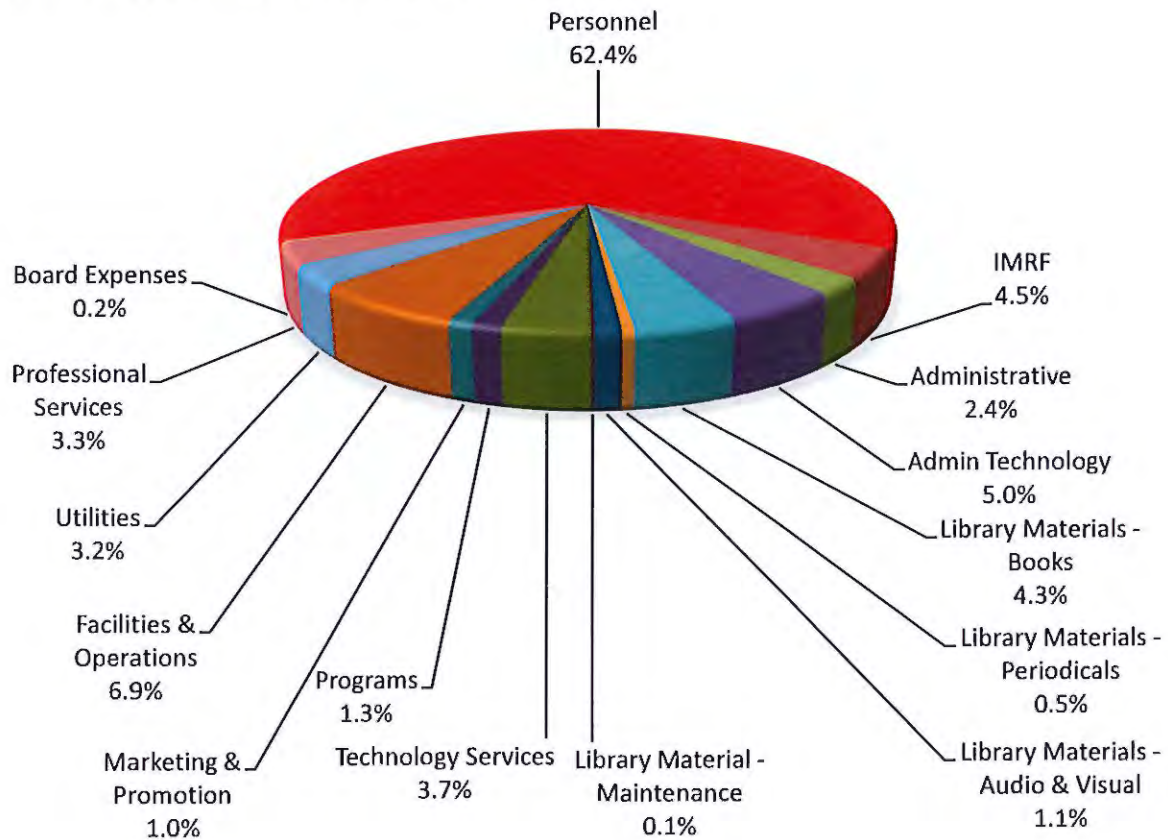
WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2026

REVENUE DISTRIBUTION

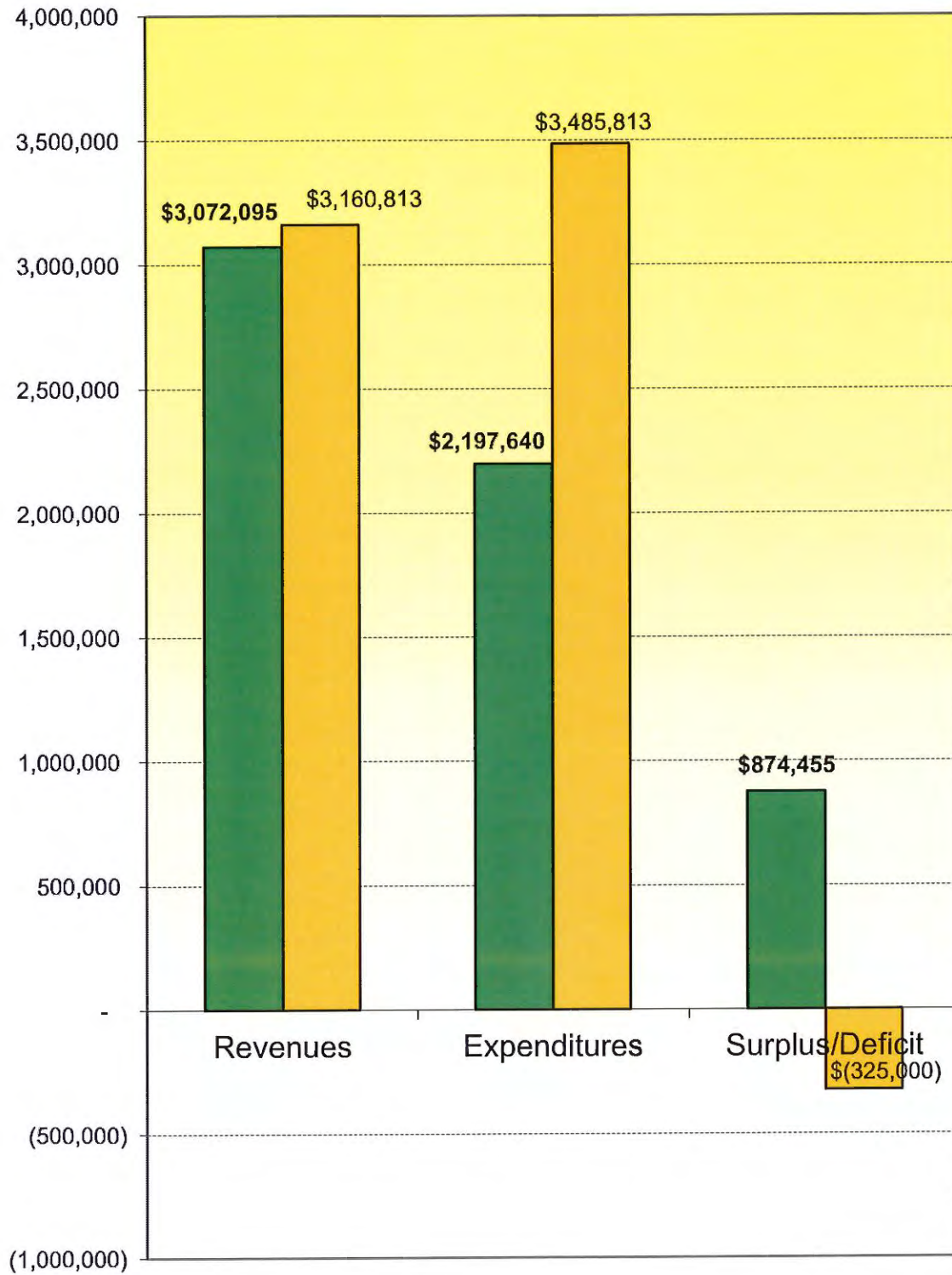


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2026



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 8 Month(s) Ended February 28, 2026

67% 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	54,579	1,462	1,047	57,088	76,350	75%
Replacement Taxes	28,544	-	-	28,544	50,952	56%
Service Fees	13,913	-	-	13,913	12,200	114%
Other Revenue (Program Rental)	20	-	-	20	-	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	2,934,069	136,979	1,047	3,072,095	3,160,813	97%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	96%	116%	n/a	97%		
OPERATING EXPENDITURES						
Personnel	1,189,535	-	-	1,189,535	1,999,073	60%
IMRF	-	86,279	-	86,279	127,000	68%
Administrative	45,676	-	-	45,676	90,162	51%
Admin Technology	95,470	-	-	95,470	172,358	55%
Library Materials - Books	81,751	-	-	81,751	129,315	63%
Library Materials - Periodicals	9,804	-	-	9,804	10,950	90%
Library Materials - Audio & Visual	21,292	-	-	21,292	59,535	36%
Library Material - Maintenance	1,828	-	-	1,828	10,520	17%
Technology Services	70,920	-	-	70,920	96,573	73%
Programs	23,961	-	-	23,961	41,149	58%
Marketing & Promotion	19,729	-	-	19,729	31,005	64%
Facilities & Operations	130,704	-	-	130,704	215,901	61%
Utilities	61,446	-	-	61,446	99,102	62%
Professional Services	63,590	-	-	63,590	65,570	97%
Board Expenses	2,900	-	-	2,900	12,600	23%
Actual Expenditures	1,818,606	86,279	-	1,904,885	3,160,813	60%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	60%	68%	n/a	60%		
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		
TOTAL SURPLUS / (DEFICIT)						
General	822,708	50,700	1,047	874,455	(325,000)	
IMRF	-	-	-	-	-	
Special Reserve	-	-	-	-	-	
Total Actual	1,436,810	63,252	127,251	1,627,313	1,627,313	
BEGINNING FUND BALANCE	2,259,518	113,952	128,298	2,501,768	1,302,313	
ENDING FUND BALANCE	107%	132%	n/a	114%		
Fund Balance as % of Total Expenditures						

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2026

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	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	0.00	4,246.00	28,544.37	0.00	0.00	28,544.37	50,952.00	-22,407.63	56.02%
33000 · INTEREST INCOME	4,912.91	6,250.00	54,578.88	1,462.19	0.00	56,041.07	75,000.00	-18,958.93	74.72%
33040 · INTEREST-IL FUND BLDG CONST	111.77	112.50	0.00	0.00	1,046.86	1,046.86	1,350.00	-303.14	77.55%
35100 · FINES	0.00	0.00	27.40	0.00	0.00	27.40	0.00	27.40	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	977.58	791.67	6,952.23	0.00	0.00	6,952.23	9,500.00	-2,547.77	73.18%
35510 · LOST AND PAID MATERIALS	49.05	100.00	6,841.93	0.00	0.00	6,841.93	1,200.00	5,441.93	553.49%
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	20.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	6,071.31	263,401.08	2,934,069.22	136,978.81	1,046.86	3,072,094.89	3,160,813.00	-88,718.11	97.19%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	111,743.78	132,148.08	950,035.10	0.00	0.00	950,035.10	1,585,777.00	-635,741.90	59.91%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	22,016.97	24,734.83	166,534.37	0.00	0.00	166,534.37	296,818.00	-130,283.63	56.11%
41120 · FICA EXPENSE	8,266.92	9,333.33	70,153.62	0.00	0.00	70,153.62	112,000.00	-41,846.38	62.64%
41130 · UNEMPLOYMENT COMPENSATION	0.00	175.00	433.79	0.00	0.00	433.79	2,100.00	-1,666.21	20.66%
41140 · WORKERS COMPENSATION	0.00	198.17	2,378.00	0.00	0.00	2,378.00	2,378.00	0.00	100.0%
	142,027.67	166,589.42	1,189,534.88	0.00	0.00	1,189,534.88	1,999,073.00	-809,538.12	59.5%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	0.00	1,184.58	3,162.00	0.00	0.00	3,162.00	14,215.00	-11,053.00	22.24%
41320 · TRAVEL	80.40	424.67	3,094.02	0.00	0.00	3,094.02	5,096.00	-2,001.98	60.72%
41330 · ASSOCIATION DUES	842.72	504.25	2,894.72	0.00	0.00	2,894.72	6,051.00	-3,156.28	47.84%
41332 · PAYROLL PROCESSING	995.47	745.33	5,670.77	0.00	0.00	5,670.77	8,944.00	-3,273.23	63.4%
41334 · OFFICE SUPPLIES GENERAL	460.54	975.00	3,849.87	0.00	0.00	3,849.87	11,700.00	-7,850.13	32.91%
41336 · OFFICE EQUIPMENT	1,607.23	1,535.83	12,676.89	0.00	0.00	12,676.89	18,430.00	-5,753.11	68.78%
41338 · POSTAGE	15.26	750.00	4,728.49	0.00	0.00	4,728.49	9,000.00	-4,271.51	52.54%
41342 · ADMINISTRATIVE MISC	0.00	135.50	1,573.26	0.00	0.00	1,573.26	1,626.00	-52.74	96.76%
41344 · SUPPLIES-FOOD	658.66	791.67	7,031.75	0.00	0.00	7,031.75	9,500.00	-2,468.25	74.02%
41346 · MATERIALS & RESOURCE RECOVERY	137.90	133.33	817.55	0.00	0.00	817.55	1,600.00	-782.45	51.1%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	333.33	176.94	0.00	0.00	176.94	4,000.00	-3,823.06	4.42%
	4,798.18	7,513.50	45,676.26	0.00	0.00	45,676.26	90,162.00	-44,485.74	50.66%

WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Detail

February 28, 2026

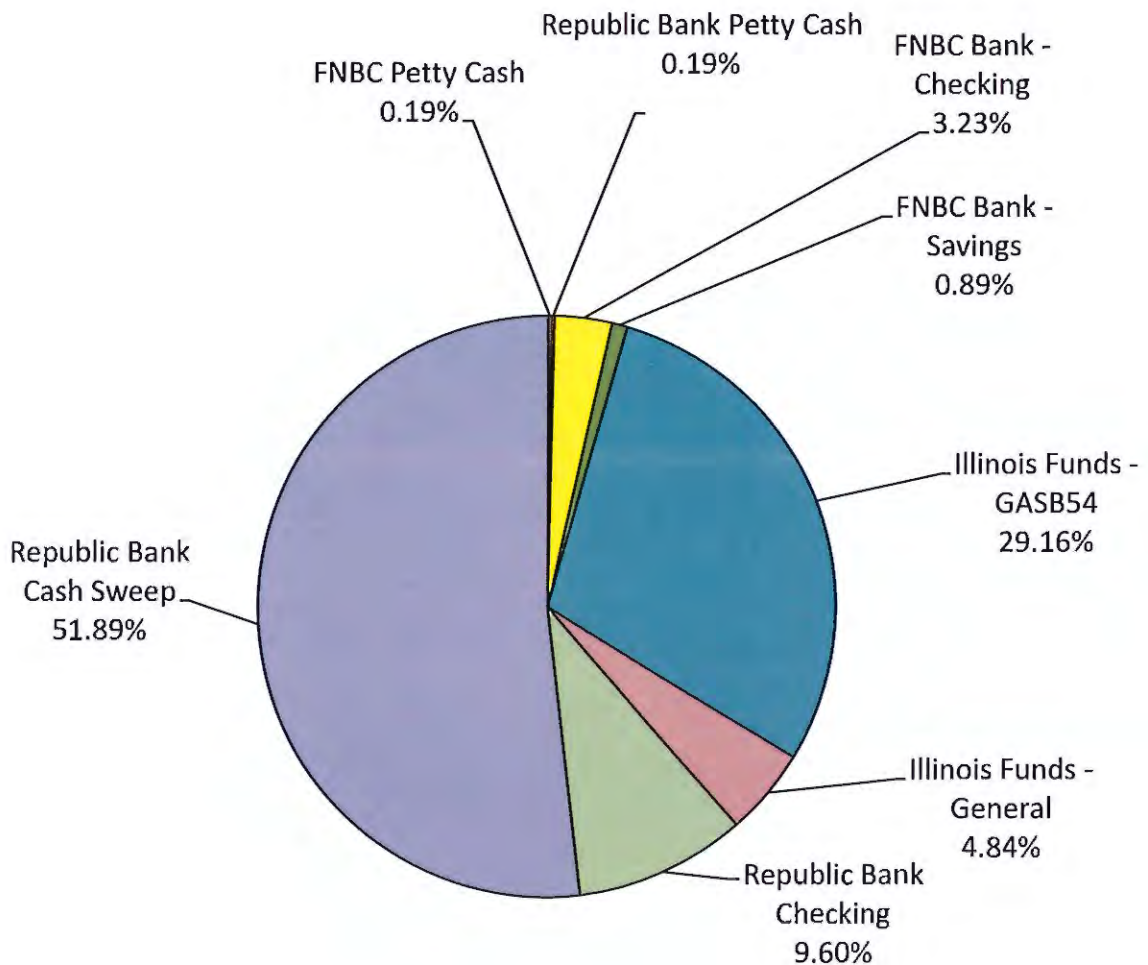
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	369.66	710.58	12,151.44	0.00	0.00	12,151.44	8,527.00	3,624.44	142.51%
41410 · SOFTWARE STAFF	1,802.89	4,345.42	10,532.36	0.00	0.00	10,532.36	52,145.00	-41,612.64	20.2%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	6,800.95	8,209.67	61,496.54	0.00	0.00	61,496.54	98,516.00	-37,019.46	62.42%
41425 · WARRANTIES/EXTENDED CARE	0.00	1,097.50	11,289.31	0.00	0.00	11,289.31	13,170.00	-1,880.69	85.72%
Subtotal	8,973.50	14,363.17	95,469.65	0.00	0.00	95,469.65	172,358.00	-76,888.35	55.39%
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	6,355.05	5,750.00	34,257.91	0.00	0.00	34,257.91	69,000.00	-34,742.09	49.65%
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	324.70	250.00	1,796.19	0.00	0.00	1,796.19	3,000.00	-1,203.81	59.87%
42140 · BOOKS-YOUTH	670.46	1,711.50	10,611.50	0.00	0.00	10,611.50	20,538.00	-9,926.50	51.67%
42170 · RBP/ILL BOOK REPLACEMENT	100.95	83.33	324.05	0.00	0.00	324.05	1,000.00	-675.95	32.41%
Subtotal	7,451.16	10,776.25	81,750.87	0.00	0.00	81,750.87	129,315.00	-47,564.13	63.22%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	760.53	912.50	9,803.52	0.00	0.00	9,803.52	10,950.00	-1,146.48	89.53%
Subtotal	760.53	912.50	9,803.52	0.00	0.00	9,803.52	10,950.00	-1,146.48	89.53%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	3,654.24	3,833.33	18,595.60	0.00	0.00	18,595.60	46,000.00	-27,404.40	40.43%
42330 · AV MATERIALS-YOUNG ADULT	533.49	291.67	533.49	0.00	0.00	533.49	3,500.00	-2,966.51	15.24%
42340 · AV MATERIALS-YOUTH	112.62	836.25	2,163.28	0.00	0.00	2,163.28	10,035.00	-7,871.72	21.56%
Subtotal	4,300.35	4,961.25	21,292.37	0.00	0.00	21,292.37	59,535.00	-38,242.63	35.76%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,877.50	25,897.50	0.00	0.00	25,897.50	34,530.00	-8,632.50	75.0%
42405 · INTERNET SERVICES	2,099.73	2,072.67	16,669.22	0.00	0.00	16,669.22	24,872.00	-8,202.78	67.02%
42420 · SOFTWARE PUBLIC	0.00	1,976.50	12,602.70	0.00	0.00	12,602.70	23,718.00	-11,115.30	53.14%
42445 · IT EQUIPMENT/UPGRADES-PUBLIC	421.88	1,121.08	15,750.18	0.00	0.00	15,750.18	13,453.00	2,297.18	117.08%
Subtotal	2,521.61	8,047.75	70,919.60	0.00	0.00	70,919.60	96,573.00	-25,653.40	73.44%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	388.90	857.50	1,828.21	0.00	0.00	1,828.21	10,290.00	-8,461.79	17.77%
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	388.90	876.67	1,828.21	0.00	0.00	1,828.21	10,520.00	-8,691.79	17.38%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	687.21	1,075.42	8,898.95	0.00	0.00	8,898.95	12,905.00	-4,006.05	68.96%
44130 · PROGRAMS-YOUNG ADULT	408.94	291.67	1,798.16	0.00	0.00	1,798.16	3,500.00	-1,701.84	51.38%
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	356.12	833.75	8,155.64	0.00	0.00	8,155.64	10,005.00	-1,849.36	81.52%
44145 · EVENTS AND OUTREACH	0.00	883.33	5,108.41	0.00	0.00	5,108.41	10,600.00	-5,491.59	48.19%
Subtotal	1,452.27	3,429.08	23,961.16	0.00	0.00	23,961.16	41,149.00	-17,187.84	58.23%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	1,348.00	297.25	3,824.60	0.00	0.00	3,824.60	3,567.00	257.60	107.22%
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	3,165.95	1,469.67	12,047.85	0.00	0.00	12,047.85	17,636.00	-5,588.15	68.31%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	4,513.95	2,583.75	19,729.06	0.00	0.00	19,729.06	31,005.00	-11,275.94	63.63%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
February 28, 2026

	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	19,333.28	0.00	0.00	19,333.28	29,000.00	-9,666.72	66.67%
45112 - SECURITY SERVICE	1,665.60	1,846.08	13,907.76	0.00	0.00	13,907.76	22,153.00	-8,245.24	62.78%
45115 - JANITORIAL SUPPLIES	738.14	508.33	3,397.24	0.00	0.00	3,397.24	6,100.00	-2,702.76	55.69%
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	3,944.00	414.58	0.00	0.00	0.00	0.00	4,975.00	-4,975.00	0.0%
45120 - SNOW REMOVAL	0.00	2,317.92	15,776.00	0.00	0.00	15,776.00	27,815.00	-12,039.00	56.72%
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	-455.40	766.67	4,176.38	0.00	0.00	4,176.38	9,200.00	-5,023.62	45.4%
45150 - HVAC R & M	1,132.33	2,083.33	19,944.35	0.00	0.00	19,944.35	25,000.00	-5,055.65	79.78%
45155 - GENERAL BLDG SERVICES	261.50	836.67	10,280.48	0.00	0.00	10,280.48	10,040.00	240.48	102.4%
45160 - CONTRACT INSPECTION & MAINTENAN	3,352.00	2,071.75	15,719.15	0.00	0.00	15,719.15	24,861.00	-9,141.85	63.23%
45165 - INTERIOR R & M-OTHER	1,259.35	2,583.33	11,194.77	0.00	0.00	11,194.77	31,000.00	-19,805.23	36.11%
Subtotal	14,314.18	17,991.75	130,704.41	0.00	0.00	130,704.41	215,901.00	-85,196.59	60.54%
12E - UTILITIES									
45310 - UTILITIES-GAS	1,734.05	1,041.67	7,469.68	0.00	0.00	7,469.68	12,500.00	-5,030.32	59.76%
45320 - UTILITIES-ELECTRIC	1,855.45	4,333.33	25,132.32	0.00	0.00	25,132.32	52,000.00	-26,867.68	48.33%
45330 - UTILITIES-TELEPHONE	845.31	1,951.67	20,116.24	0.00	0.00	20,116.24	23,420.00	-3,303.76	85.89%
45340 - UTILITIES-WATER	488.66	833.33	7,970.45	0.00	0.00	7,970.45	10,000.00	-2,029.55	79.71%
45350 - UTILITIES-TRASH	94.45	98.50	757.43	0.00	0.00	757.43	1,182.00	-424.57	64.08%
Subtotal	5,017.92	8,258.50	61,446.12	0.00	0.00	61,446.12	99,102.00	-37,655.88	62.0%
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	0.00	1,000.00	21,775.00	0.00	0.00	21,775.00	12,000.00	9,775.00	181.46%
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	13,661.91	0.00	0.00	13,661.91	18,900.00	-5,238.09	72.29%
Subtotal	1,705.00	5,464.17	63,589.91	0.00	0.00	63,589.91	65,570.00	-1,980.09	96.98%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	280.00	625.00	400.00	0.00	0.00	400.00	7,500.00	-7,100.00	5.33%
45605 - PROF SERVICES-SECRETARIAL	395.00	341.67	2,095.00	0.00	0.00	2,095.00	4,100.00	-2,005.00	51.1%
45610 - LEGAL NOTICES AND ADS	358.87	83.33	404.87	0.00	0.00	404.87	1,000.00	-595.13	40.49%
Subtotal	753.87	1,050.00	2,899.87	0.00	0.00	2,899.87	12,600.00	-9,700.13	23.02%
15E - CAPITAL EQUIPMENT									
46500 - CAPITAL EQUIPMENT & BUILDING	0.00	27,083.33	0.00	0.00	0.00	0.00	325,000.00	-325,000.00	0.0%
46510 - CAPITAL PROJECTS-INTERIOR	0.00	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	90.06%
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	10,109.34	10,583.33	0.00	86,278.71	0.00	86,278.71	127,000.00	-40,721.29	67.94%
Subtotal	10,109.34	10,583.33	0.00	86,278.71	0.00	86,278.71	127,000.00	-40,721.29	67.94%
70E - SPECIAL RESERVE EXPENDITURES									
70000 - HVAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
90E - TRANSFERS OUT									
90000 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Net Income	209,088.43	290,484.42	2,111,360.89	86,278.71	0.00	2,197,639.60	3,485,813.00	-1,288,173.40	63.05%
	-203,017.12	-27,083.33	822,708.33	50,700.10	1,046.86	874,455.29	-325,000.00	1,199,455.29	-269.06%

**West Chicago Public Library District
Investments
February 28, 2026**

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	4,834
FNBC Bank - Checking	#6031	A/P	0.10%	84,104
FNBC Bank - Savings	#0317	MM	1.66%	23,217
Illinois Funds - GASB54	#6950	MM	Various	759,188
Illinois Funds - General	#5519 / 1507	MM	Various	125,904
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.19%	1,350,762
Total				\$ 2,603,170



West Chicago Public Library District

Financial Analysis

For the 8 Month(s) Ended February 28, 2026



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

67% of Budget Year

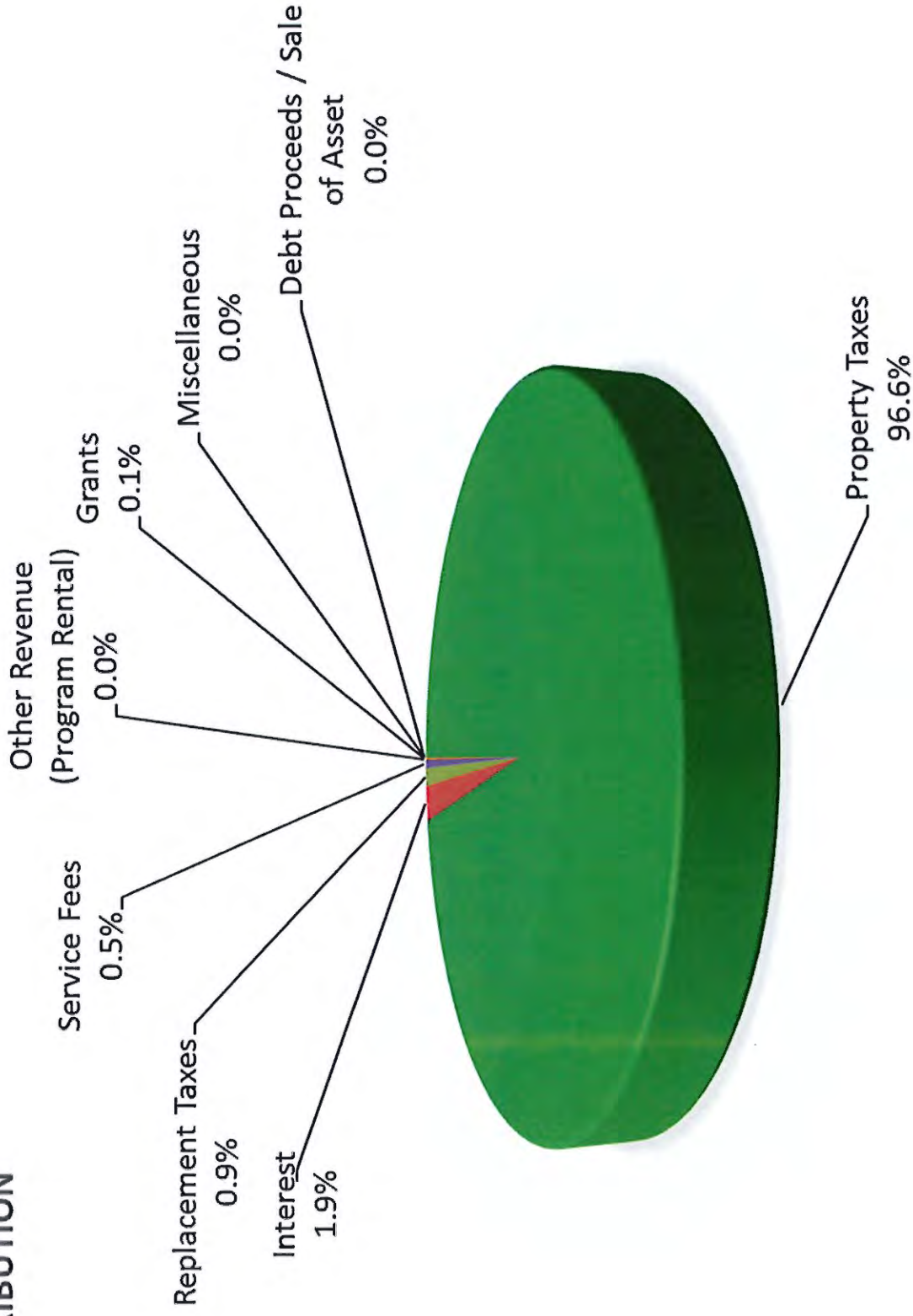
- 97% of Total Budget
- Property Taxes
 - Collected \$2,968,837 or 100% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$28,544 or 56%
- Interest
 - Collected \$57,088 or 75% of Budget
- Service Fees
 - Collected \$13,913 or 114% of Budget

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%	2,828,700	5%
Interest	57,088	76,350	75%	68,041	-16%
Replacement Taxes	28,544	50,952	56%	30,212	-6%
Service Fees	13,913	12,200	114%	8,703	60%
Other Revenue (Program Rental)	20	-	n/a	20	0%
Grants	2,903	42,958	7%	-	n/a
Miscellaneous	789	1,500	53%	226	249%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,072,095	3,160,813	97%	2,935,902	5%
Budgeted Revenues	3,160,813				
% Diff					97%

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

67% of Budget Year

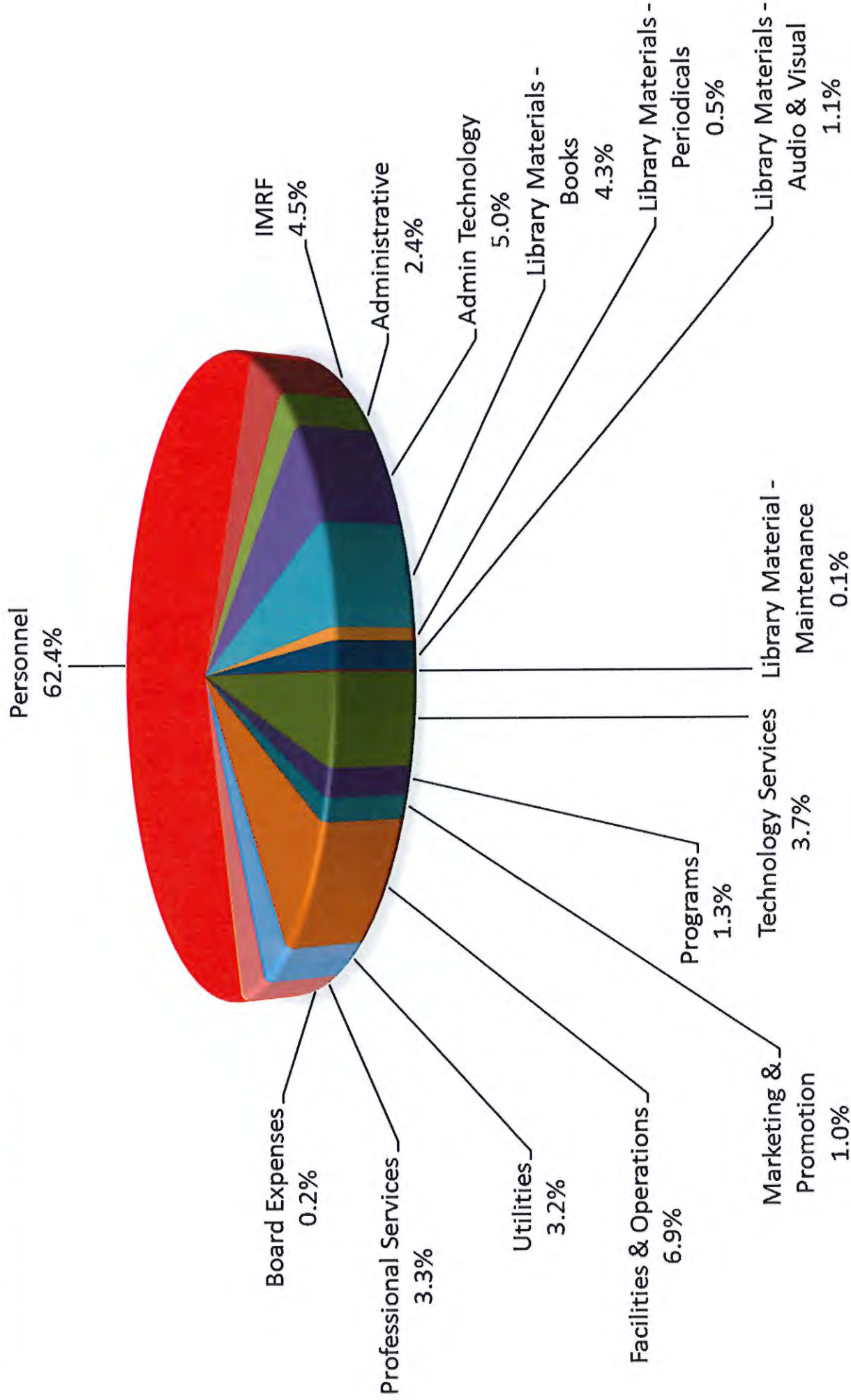
- 63% of Total Budget
- Personnel
 - 60% of Budget
- Admin. Technology
 - 55% of Budget
- Library Materials
 - 63% of Budget
- Professional Services
 - 97% of Budget
 - Hanover Insurance payment \$15,539
- Facilities & Operations
 - 61% of Budget
- Utilities
 - 62% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,189,535	1,999,073	60%	1,106,657	7%
IMRF	86,279	127,000	68%	17,697	388%
Administrative	45,676	90,162	51%	48,830	-6%
Admin Technology	95,470	172,358	55%	139,692	-32%
Library Materials - Books	81,751	129,315	63%	95,858	-15%
Library Materials - Periodicals	9,804	10,950	90%	9,166	7%
Library Materials - Audio & Visual	21,292	59,535	36%	24,744	-14%
Library Material - Maintenance	1,828	10,520	17%	72,152	-97%
Technology Services	70,920	96,573	73%	2,596	2632%
Programs	23,961	41,149	58%	19,387	24%
Marketing & Promotion	19,729	31,005	64%	19,219	3%
Facilities & Operations	130,704	215,901	61%	125,380	4%
Utilities	61,446	99,102	62%	57,514	7%
Professional Services	63,590	65,570	97%	52,854	20%
Board Expenses	2,900	12,600	23%	3,325	-13%
		3,160,813	60%	1,795,071	6%
Actual Expenditures	1,904,885				
Budgeted Expenditures	3,160,813				
% Diff	60%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	292,755	325,000	90%	178,527	64%
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	292,755	325,000	90%	178,527	64%
Budgeted Expenditures	325,000				
% Diff	90%				

Expenditures

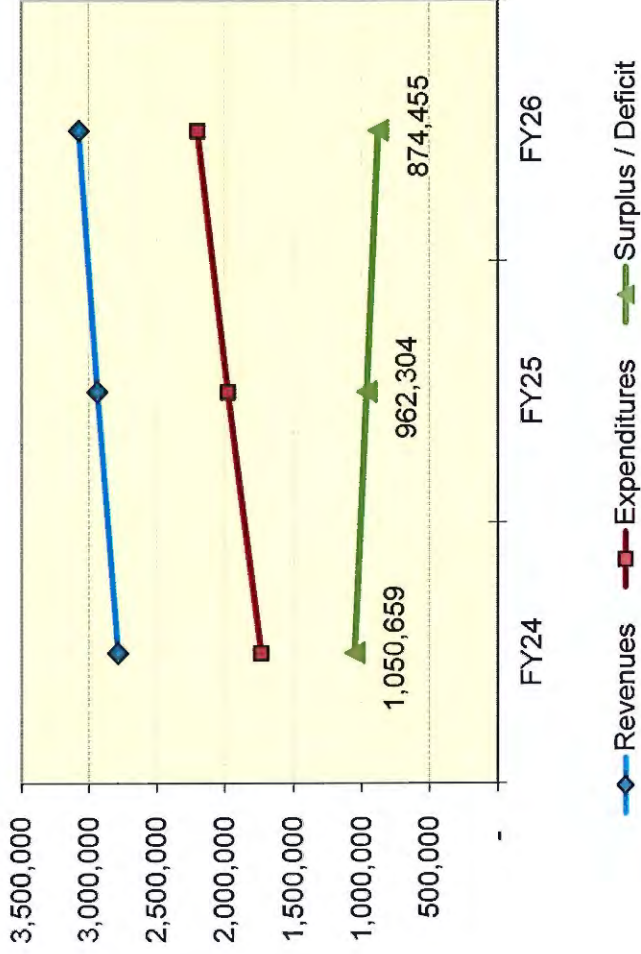
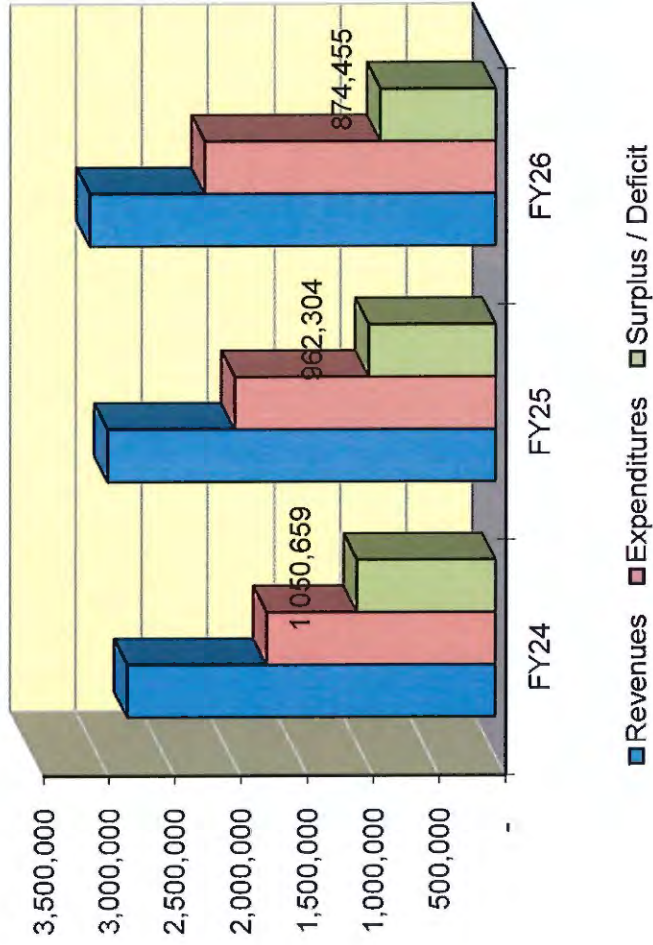
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

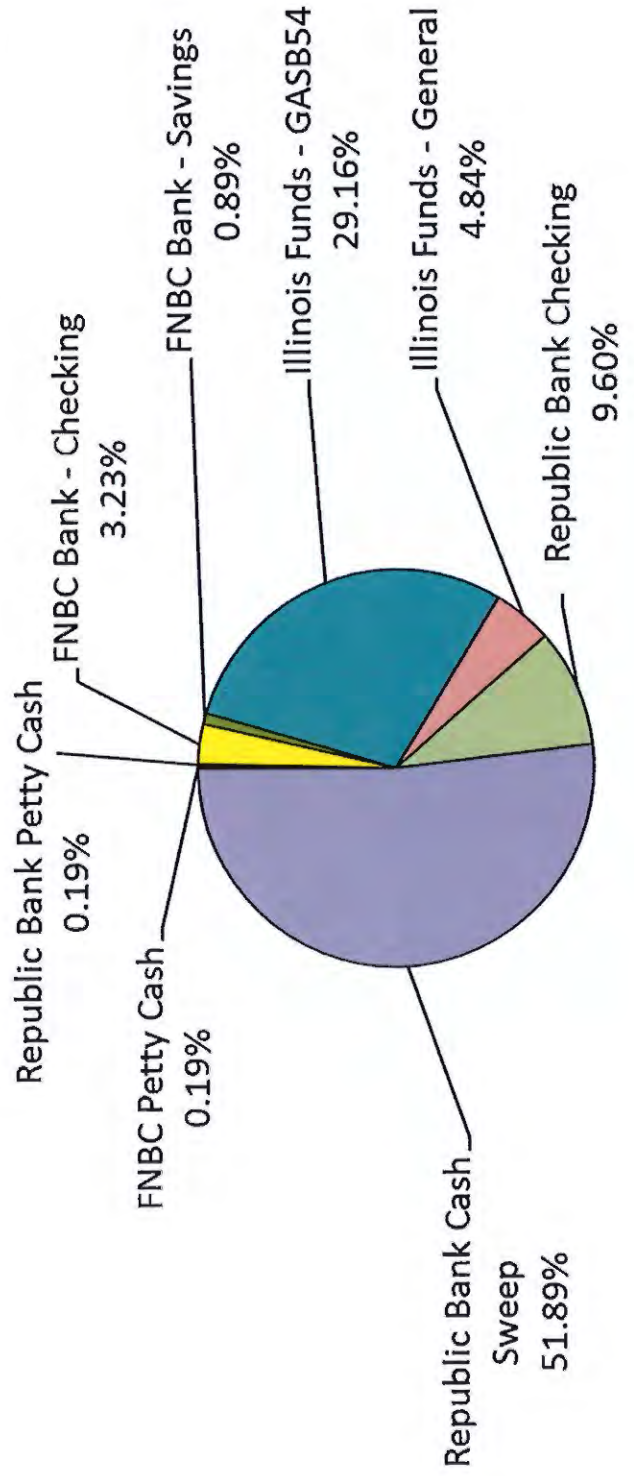
For the 8 Month(s) Ended February 28, 2026

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	822,708	50,700	1,047	874,455
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	2,259,518	113,952	128,298	2,501,768
Fund Balance as % of Total Expenditures	107%	132%	n/a	114%



Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
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Republic Bank Cash Sweep	#2419	MM	2.19%	1,350,762
Total				\$ 2,603,170



Library Director Report

March 2026

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 66.7%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$759,188.47 (+ \$2,203.88)
 - New Building & Construction Fund: \$38,497.36 (+ \$111.77)
 - General (Corporate) Fund: \$87,406.79 (+ \$253.73)
- ❖ The Library received, and I responded to, the County's levy confirmation worksheet on 3/2

PERSONNEL

- ❖ The Library Director:
 - Took a floating holiday on 2/26 for President's Day
 - Attended a webinar titled *Creating Your Library's Culture Statement* on 3/3
 - Attended Rotary Club meetings on 3/4 & 18
 - Participated in an online meeting with a member of the downtown beautification committee regarding input on the downtown development
 - Attended the SWAN Quarterly Meeting on 3/5 at the Oak Brook Public Library
 - Hosted the Library in-service on 3/6
 - Attended a RAILS event/makerspace working group meeting with the Adult Services Manager at the ELA Public Library in Lake Zurich on 3/9
 - Hosted the admin team meeting on 3/10
 - Attended an eBook legislation webinar by the public policy committee on 3/11
 - Attended the WeGo Full Steam Ahead committee meeting on 3/12
 - Held an exit interview with the Assistant Library Director and a staff member on 3/16
 - Participated in the Policy Meeting on 3/16
 - Attended the State of the City Address at the Middle School on 3/18

- ❖ Employee Highlights
 - Nick DG., Public Relations Specialist, celebrated his three-year anniversary on 3/6
 - Jenn G., Adult & Teen Services Manager, celebrated her one-year anniversary on 3/10
 - Josh G., Circulation Services Clerk, will celebrate his one-year anniversary on 3/25, but his last day will be 3/30, as he has resigned his position

Facilities Monthly Report – March 2026

Building Maintenance & Repairs

- Replacement of carpet tiles in the elevator; surplus inventory stored for future use.
- Adjusted multiple second-floor doors to correct closing delays; all now secure properly.
- Patched wall damage from previous bulletin installations.
- Midwest mechanical replaced all air filters for AHU. Greased fan motor bearings, greased pillow block bearings. Also, replaced belts, greased base mount pumps, and verified operations.

Nesko electrical completed various tasks throughout the building, including:

- Replacement and relocation of elevator pit lighting with LED bar fixture.
- Replacement of exterior basement stair wall pack with LED fixture.
- Removal of malfunctioning second-floor light fixture; driver pending replacement.

Building Appearance & Improvements

- Updated StoryWalk display for March and cleaned all panels.
- Installed interior stairwell numbering for improved wayfinding.
- Installed sprinkler room signage near exterior basement stairs.
- Installed and secured USA and Illinois flags on the second floor.
- Relocated Spanish bulletin board to align with Spanish collection.

Safety, Compliance & Inspections

- Backflow test report submitted and approved via BSI Online; compliant through 2026.
- Monthly AED inspection completed and First Aid supplies restocked (Cintas).
- Program Closet door lock removed for RMA exchange; temporary lock reinstalled.
- Program Room door gaps corrected and secured by Suburban Locksmith.
- Updated COI binder with NIR Roofing's 2026 policy.

Monthly Requirements Completed:

- Conducted elevator emergency telephone test with no issues identified.
- Conducted fire extinguisher inspections; all units operational.
- Electrical surge protector system reviewed; no issues noted.
- Irrigation system main water line checked; no leaks, dial reading at 0.0.

Vendor Coordination

- Coordinated with Imperial Services for exterior window cleaning, including artwork cleaning on 24 windows.



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

LIBRARY IN-SERVICE

MARCH 6, 2026

9:00 a.m. -- 4:00 p.m.

8:30 a.m.	Continental Breakfast (Lobby/Program room)
9:00 a.m.	Initial Staff Gathering and In-Service Overview (Program Room)
9:15 a.m.	Department Projects, Organization, & Cleanup (Departments)
12:00 p.m.	Lunch/Camaraderie (from Cocina de María**) (Staff Lounge)
1:00 p.m.	Back to Department Projects, Organization, & Cleanup (Departments)
3:50 p.m.	Last Staff Gathering & Survey (Program Room)
4:00 pm	Dismissal

* All employees are approved to wear appropriate jeans and comfortable tops to this in-service.

** Lunch will include the following:

Tacos (Steak, Chicken, Vegetable) (corn tortillas and onion & cilantro)
Enchiladas (Cheese & Cheese and Chicken) (corn tortillas, red and green)
Chips and Salsa
Guacamole
Horchata and assorted other beverages

3/6/2026 IN-SERVICE SURVEY RESULTS

Id	How will the activities you completed at today's in-service affect your productivity in your daily work?
1	Allowed me to get work done that I usually don't have the chance to get done during library open hours
2	Our team focused on a cleaning and reorganization of the department. It was an enriching team-building experience (working together to solve problems and make decisions), and it helped us to develop a more organized workspace. Knowing where supplies and programming tools are located, and having ease of access to them, will help all of us to be more efficient daily as we perform our duties.
3	Our In-Service activities allowed us to work on a project we rarely have time for during normal operations. It also helped strengthened our ability to work as team.
4	It is important to weekly scan and crop newspaper images for adding our digital archive until all physical copies have been digitized, and I will continue with doing so.
5	It hepled to catch up on activities we had no time for during the work time.
6	My activities were largely focused on force multiplication. A team that is able to produce products like blogs will produce more than an individual. By training more folks to do this task, we can increase our output. By preparing a different team to utilize a centralized planning tool for program development and the program guide, my program guide cycle can be more productive, focusing on details and presentation instead of basic functionality (dates, descriptions, titles etc. being accurate and free of typos).
7	Greatly! We were able to clean up a lot that needed to get done. However, I wish we would've had more time or another day to continue, as there is more I would have liked to have gotten to but ran out of time. More cleanup days would be fantastic! There is always something we can improve.
8	Helped us get a head start on projects that has been on our to do list. Would be nice if all librarians could've weeded their collections and part time staff work on organizing/cleaning out departments.
9	Being able to clean, straighten, and get organized was great!! This is going to make getting ready for programs and my workflow easier. I feel better prepared for my dally activities.
10	Therese and I reorganized the AS & teen section in the basement. We both discovered things that we didn't know were down there. I found red & blue Christmas lights that we can use for our Summer Reading decor. We found table cloths that we can use in displays. She found leftover crafting items that gave her ideas for teen programs & kits. Now, there is more space for storage that we can utilize in the future. AS staff also discussed programming for the summer and we got the workroom very organized.
11	I gained a better understanding of what my department has and can use in future programs.
12	Honestly, it just made more work for the future. Having my time split between 2 different locations to organize didn't give me the time to organize either space properly, it was just a band aid. And with my regular everyday workload and upcoming projects, I won't have the time to go back and finish one of the space that really needed a lot of attention.
13	Last week's in-service will significantly improve my productivity. We cleared out clutter, reorganized spaces and racks, and made everything much easier to locate. Working together as a team made the entire process faster and more efficient, and using carts and dollies allowed me to work smarter without unnecessary strain. The improvements, especially in the basement, will make it easier and safer for everyone to move through the storage room without worrying about tripping hazards. Fun fact, on this day, I logged 22,916 steps.
14	My work with Nick during in-service helped me immensely. He and I never have time to sit down together and go over the needed formatting for the blog posts. Now, I am much more prepared to write for the website.
15	We will be able to find things easier and work more efficiently.
16	extremely helpful to have a block of time dedicated to organizing - thanks!!!
17	I feel better about coming in to a cleaner workspace.
18	I mostly worked on shelf-reading in Fiction. I also helped a bit with weeding. This will make it easier to find and pull books on the shelves I was able to complete, because many were previously out of order.
19	Being able to cleanup and organize old files, documents, and office "clutter" is going to allow me to be more efficient and productive in my daily work.

Department Reports

February 2026

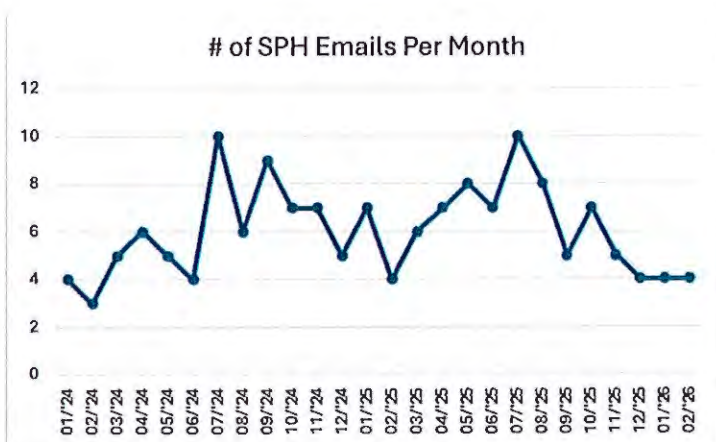
ADMINISTRATIVE SERVICES – PUBLIC RELATIONS **Public Relations**

Board Briefing

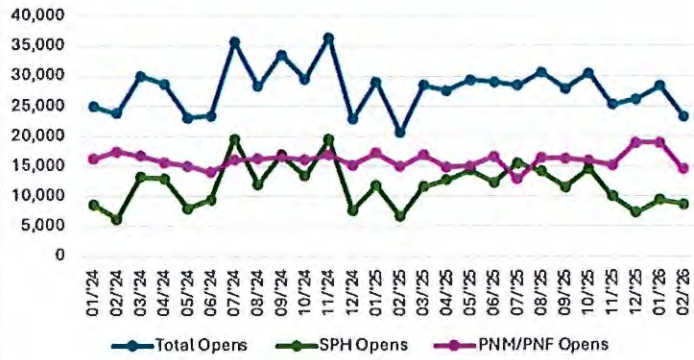
Monday, March 23rd, 2026

- Email Campaigns – February
 - Total opens: 23,220
 - January '26 -12%
 - December '25 -11.51%
 - February '25 +12.7%
 - Biweekly Program Newsletters x 8
 - Total opens: 14,534
 - January '26 -23.1%
 - December '25 -23%
 - February '25 -2.17%
 - Special Program Highlight Emails x 4
 - January '26 – 4 sent
 - December '25 – 4 sent
 - February '25 – 4 sent
 - Total Opens: 8,686
 - January '26 -7.3%
 - December '25 +19.69%
 - February '25 +53.87%
 - Events promoted by an SPH email include:
 - Teen Café ~ Crafter's Choice
 - Alice's Ordinary People
 - Plant Power Day
 - Women Silversmiths (Spring Program)
- Social Media Campaigns
 - Social posts x 19
 - January '26 – 14 posted
 - December '25 – 16 posted
 - February '25 – 20 posted
 - Total impressions: 14,311
 - January '26 +102.5%

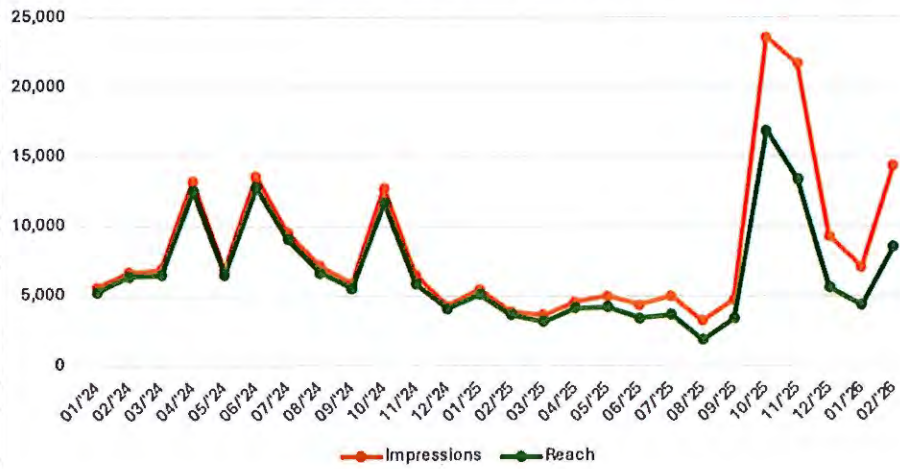
- December '25 +53.96%
 - February '25 +267.79%
 - Total reach: 8,508
 - January '26 +96.67%
 - December '25 +52.14%
 - February '25 +132.59%
- Other Work Completed & Physical Materials
 - Over 300 Teen Flyers produced for Outreach visits
 - Met with Department heads to prepare schedule for Spring promotional priorities and scheduling.
 - Spring promotional Schedule developed (March-May)
 - New Email Template for Spring developed
 - Liaised with external groups to manage program room reservations to celebrate Will Eisner Week (the forefather of graphic novels), hopefully next year we can partner and make this an event!
 - Assisted Facilities with communicating elevator closure and construction
 - Media and Promotions plan for Model Railroad Extravaganza event.
 - Attended In-Service
 - Helped train a staff member on blog-writing, to increase our capability to produce these blogs and sustain our effort there.
 - Wrote two blogs for future publishing from the Admin. Dept.
 - Met with AS team to discuss central programming MS Teams space and the tracker I have created to streamline program entry and development for the program guide.



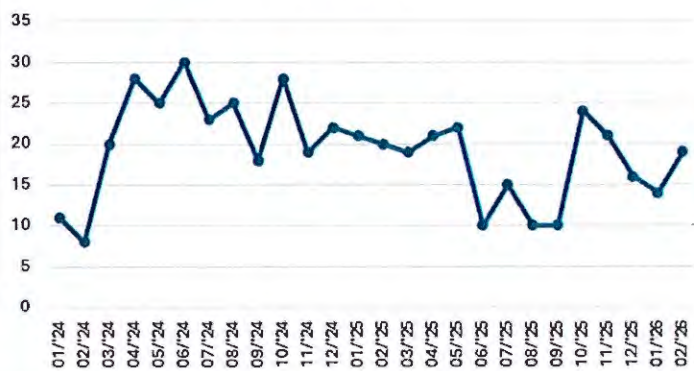
PR Monthly Email Results

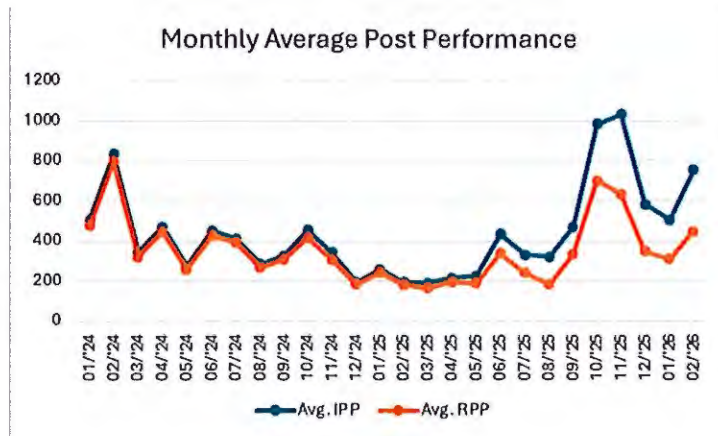


Monthly Social Post Results



of Posts





ADULT SERVICES- February 2026

ENGAGEMENT:

Programs: We offered 10 in-person programs in February with a total attendance of 69.

Some programs included:

Puzzle Swap | Birds of Dupage County | Crafternoon Cozy Coasters | Getting Crafty “Bling Your Book” | Page Turners Book Club | “Alice’s Ordinary People” Film Screening | Illinois Workers Rights Presentations

We also facilitated a sublimation printer program, *Cherry Glass Tumbler bilingual program*, with Youth services.

Passive Programming in February:

We hosted the Illinois Libraries Present program, “Still Afraid of the Dark” with R.L. Stine.

We offered a live virtual museum tour hosted by Schaumburg Public Library and the Lake Placid Olympic Museum. Several of our patrons registered for this and the recording was offered for viewing afterwards.

We are wrapping up our *Winter is for the Birds* Reading Challenge and in February, 45 patrons registered, 40 were active readers, 27 had completed the challenge and 24 had redeemed their rewards.

Take and Makes:

45 Adult patrons took snowman bookmark kits.

Seed Library:

105 patrons took winter seeds from our seed library.

OUTREACH/PROGRAM PROMOTION

- In February, Edith and Allison provided personal reader's advisory services, book talks, and delivered materials to 24 residents from Franciscan Court. Aperiion Care Senior Facilities had to cancel due to an illness outbreak.

Displays:

Adult Services staff created 8 **physical book and material displays** in February, 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 24 teens attended **seven** in-person programs in February. Programs included *Snack Testers, T.A.B., Tabletops N Treats, Video Game Club, Teen Café, Homework Help and a Pokémon event.*

Passive Programming: 71 snowman bookmarks were taken in February between the library and the school visit.

Displays: Books in English and Spanish were displayed in the teen area along the theme of *Romance, Black History Month/Authors and 2026 Printz Award Books*

New T.A.B. Member: A new T.A.B member joined, increasing membership to 7 at the end of February. We had a pizza party to thank them for their assistance.

The WCPLD Teen Instagram Account is live!

CIRCULATION SERVICES

Circulation Statistics February 2026:

- 11,991 Total Items checked out, 7.70% decrease from February 2025.
- 2,941 Electronic materials checked out, 2.16% decrease from February 2025.
- The total value of the materials checked out by our patrons was \$95,999.41 during February 2025.

- During February 2025, we had 154 patrons using self-check and a total of 459 items checked out.

Patron Statistics February 2026:

- 5,323 Visitors to the library during February 2025.
- 85 New patrons added, 14.86% decrease from February 2025.
- 9,236 Card holders, 7.92% decrease from February 2025.
- 31.93% of the district population have library cards, a 2.74% decrease from February 2025.

TECHNICAL SERVICES

Acquisitions:

- 798 Items invoiced/received.
- 753 Items ordered.
- 190 Items on-order.
- 159 Items received not processed.
- 2 Item cancelled.
- 2 Donations.
- 0 Items returned.
- 0 Replacements.

Cataloged:

- 2659 Items added to the collection.

Withdrawals:

- 41 Items withdrawn from the collection.

Material Maintenance:

- 8 Items repaired in-house.

Other Activities:

- 237 Postage processed.
 - 158 Received.
 - 79 Outgoing.
- 200 Items moved from the new shelf to the regular collection.
- 141 Invoices processed.
- 122 Invoices archived.

- 44 Records created.
- 29 Kits checked for missing or damaged materials.
- 18 Award Titles Updated
- 9 West Chicago Suburban Life scanned and converted to searchable PDF.
- 6 Missing items reclaimed.
- 6 E/J kit records updated.
- 2 J toys added to collection.

YOUTH SERVICES

Programs

- Youth Services presented eight staple story time programs in February for eighty patrons. One specialty story program was offered with a Valentine's Day theme. Monthly Toddler Obstacle Course and Sensory Saturday were particularly well attended this month as well.
- Three more in-person programs; Make your own Love Monster, Disney Love Song Karaoke, and Pokémon Palooza served a further thirty-eight patrons.
- Morton Arboretum provided a special Nature Storytime for seventeen patrons. DuPage Farm Bureau presented a program their Amazing Apples program which, disappointingly, did not see attendance. We will invite DFB to present over the summer.

Program Highlight:

- The Youth Services department hosted the Firefly Family Theater to present their interactive, shadow puppet musical Spark's Snow Day. This unique show consists of two professional puppeteers/storytellers delivering an original story with shadow puppets, original music, and playful interaction with crowd members. Forty-four patrons enjoyed this wonderful show. In total, in-person programs saw two hundred twenty-eight patrons visit our department.

Asynchronous Programs

- Birds of a Feather Read Together was this year's Winter Reading Challenge theme which was offered from December through February. Children were invited to read in thirty-minute increments, color in feathers on their sheets for each block of time and receive small prizes for every fifteen feathers. Thirty patrons signed up to take the challenge.
- Several passive activities were offered to the community throughout the month. Lunar New Year grab-n-go bags were created for twenty-four lucky kids to celebrate the year of the horse which began on February 17th. Winter Olympics themed

activities like word search challenges, popsicle stick skier crafts, and penguin sports characters were designed for children to complete in the department. Various Valentine's Day themed crafts and activities were also created for visitors to enjoy including bookmarks, foam sticker crafts, scavenger hunts, and I Spy puzzles. Other Pokémon and Dr. Seuss themed activity sheets and word searches were also provided. Two hundred fifty-two little people enjoyed passive programming in February.

Outreach

- Librarians read stories in the program room three times for Birth to Three outreach in February. In turn, staff visited three schools for story time to special needs students. Two classrooms visited the library for a tour and passive activities. The department began a monthly story program partnership with Reed Keppler's daycare program as well. Outreach stories were provided for ninety-one people.
- The Youth Services Manager attended WGTK partner meeting, began planning a special music and movement event which will take place in May, and met with the new librarian at Pioneer Preschool to discuss outreach efforts. In addition, two staff members attended PTO meetings at Gary Elementary School to listen in on forthcoming events and brainstorm possible collaboration.

Professional Development

- Three staff members attended Chicago Public Library's Best of the Best seminar at Harold Washington Library Center in Chicago. This free event provides lists and detailed book talks on CPL staff's considerations for the best youth literature publication throughout the previous year. It has been an excellent source of collection development resources, not to mention a great team building opportunity.
- Two staff members attended Anderson's Bookshop's Children's Literature Breakfast in Naperville. The event is a great opportunity to learn of new literature and library trends for attendees who table with various authors and illustrators to hear about their process. Several presenters discuss library services and the importance of youth literature.
- Staff attended collection development webinars on various peer-reviewed, new, and forthcoming material publications. All staff took part in mandatory, in-house training on Psychological Safety in the workplace, and Disabilities.

Updates

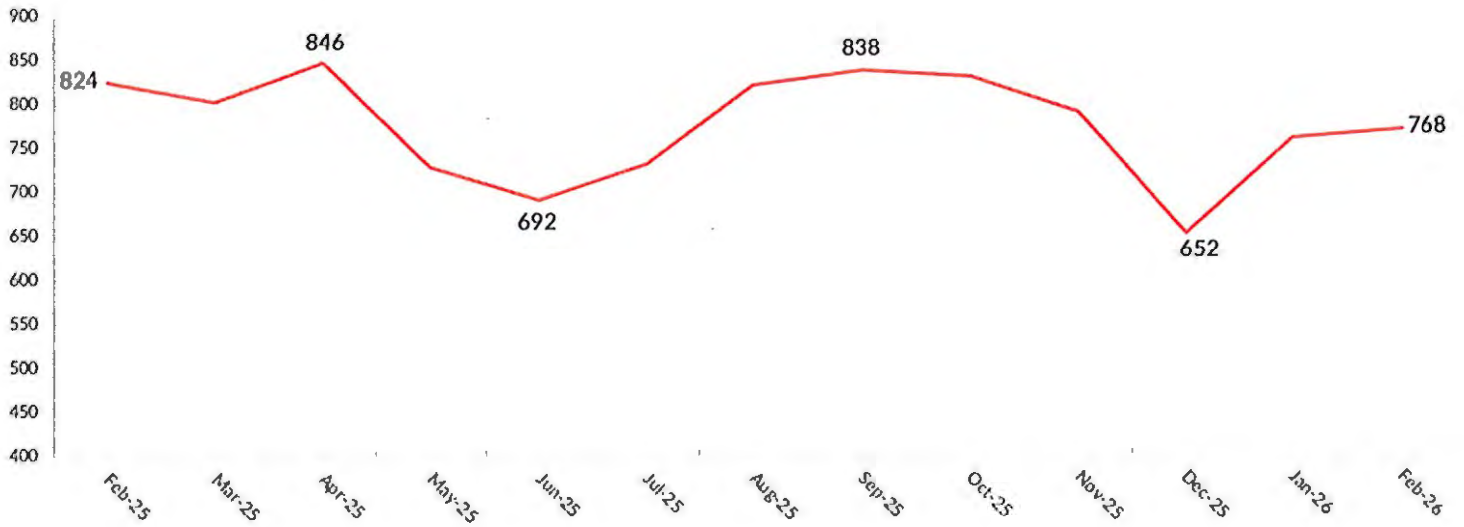
- Sarah Tattersall was hired as the new Youth Services Librarian in February. She has been training on library processes, developing story programs for Birth to Three, organizing outreach with other institutions, and, thankfully, jumped right in with collection development.

IT Report – February

Wireless Overview

February had **768 unique clients** with 1.09Tb of data used.

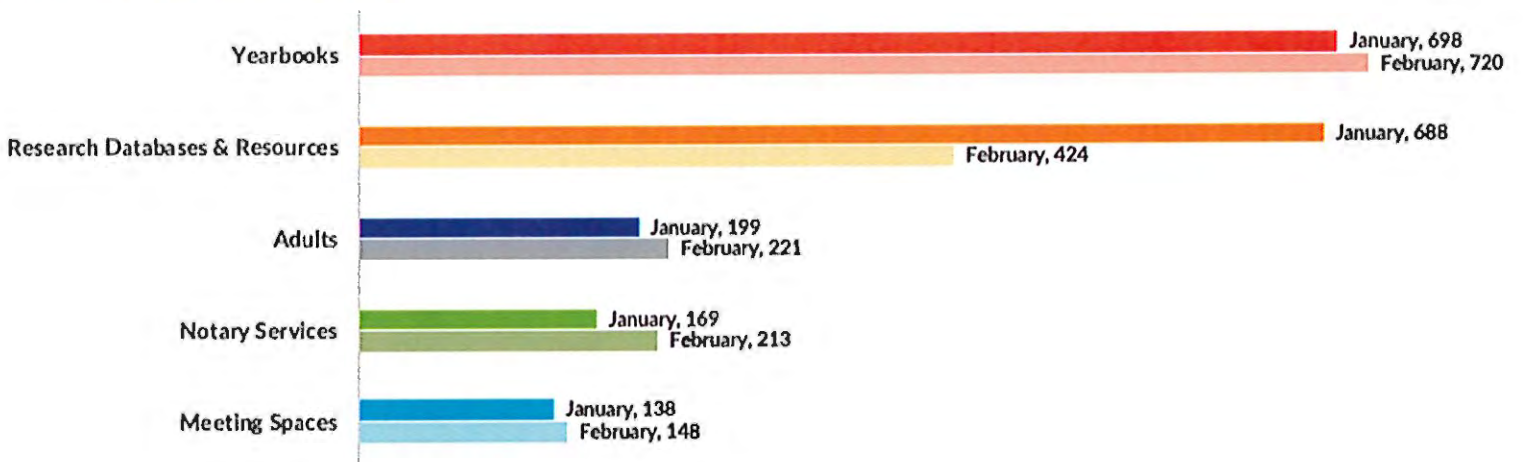
WiFi Usage Feb 2026



Website

In February we had **8,732 website visits**.

Top 5 Pages in Feb 2026



Computer Usage

We had 526 users in February. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (January)	Average Time Per Session (January)	Total Logins (February)	Average Time Per Session (February)
Adult	394	41 Minutes	488	46 Minutes
Youth	50	50 Minutes	35	40 Minutes
Newspaper	25	7 Minutes	3	41 Minutes

- All public laptops were updated with the latest versions of Deepfreeze to better synergize with BitLocker security.
- The Synology NAS was retired and removed from the server rack
- The WordPress site was updated to the latest version and all necessary updates were run for all of our plugins
- Our digital yearbook collection now includes the 2024 and 2025 years.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 FIXED ASSET/CAPITALIZATION POLICY

3
4
5 Policy

6 The Library will maintain an inventory of fixed assets and a record of capital expenditures.

7 Administration and execution of this policy are the responsibility of the Treasurer and Chief Financial
8 Officer, and, by designation, the Library Director acting under the authority of the Library Board of
9 Trustees.

10
11
12 Procedures

13 The Library will maintain an inventory for external financial statement purposes of all fixed assets.
14 Fixed assets are property, plant, furniture and equipment with an initial acquisition cost of \$5,000 or
15 more per item. Initial cost is the cash outlay, or its equivalent, made to acquire the asset and put it in
16 operating condition.

17 Fixed assets will be inventoried, using the historical cost of the asset. A record which includes item
18 name, description, inventory ID number, location, manufacturer, vendor, historical cost, replacement
19 cost, serial number and estimated replacement date, will be maintained.

20 Capital expenditures do not include (1) ordinary repairs that do not increase the value or extend the
21 life of the asset, (2) routine operating costs such as annual maintenance contracts.

22 Retirement procedure: A retirement record will be maintained as items are withdrawn or retired.

23 Review procedure: The inventory should be reviewed on an annual basis.

24 **Asset Classification**

25 Fixed assets should be categorized into the following:

- 26 • Land,
- 27 • land improvements and infrastructure;
- 28 • buildings,
- 29 • equipment

30
31 **General Policy for Capitalization**

32 Fixed assets should be capitalized as follows:

- 33 • all land acquisitions,
- 34 • all building acquisitions,
- 35 • building renovations and improvements projects costing more than \$100,000,
- 36 • land improvements and infrastructure projects costing more than \$100,000,
- 37 • equipment costing more than \$5,000 with a useful life beyond a single reporting
38 period (generally one year)

39 **Land**

40 The recorded cost of land includes (1) the contract price, (2) the costs of closing the transaction and
41 obtaining title, including commissions, options, legal fees, title search, insurance, and past due taxes,
42 (3) the costs of surveys, and (4) the cost of preparing the land for its particular use such as clearing
43 and grading. If the land is purchased for the purpose of constructing a building, all costs incurred up
44 to the excavation for the new building should be considered land costs. Removal of an old building,
45 clearing, grading and filling are considered land costs because they are necessary to get the land in
46 condition for its intended purpose. Any proceeds obtained in the process of getting the land ready for
47 its intended use, such as salvage receipts on the demolition of the old building or the sale of cleared
48 timber, are treated as reductions in the price of the land. Capitalization of land costs include, but are
49 not limited to, the following:

- 50 • original contract price,
- 51 • brokers' commissions,
- 52 • legal fees for examining and recording title,
- 53 • cost of title guarantee insurance policies,
- 54 • cost of real estate surveys,
- 55 • cost of an option when it is exercised,
- 56 • special paving assessments,
- 57 • cost of excavation, grading or filling of land and razing of an old building,
- 58 • cost of cancellation of unexpired lease, and
- 59 • payment of noncurrent taxes accrued on the land at date of purchase, if payable
60 by purchaser.

61 **Buildings**

62 Capitalization of building costs include, but are not limited to, the following:

- 63 • original contract price of cost of construction,
- 64 • expenses incurred in remodeling, reconditioning, or altering a purchased building to
65 make it available for the purpose for which it was acquired,
- 66 • expenses incurred for the preparation of plans, specifications, blueprints, etc.,
- 67 • cost of building permits,
- 68 • payment of noncurrent taxes accrued on the building at date of purchase, if payable by
69 purchaser,
- 70 • architects' and engineers' fees for design and supervision, and
- 71 • cost of temporary buildings used during the construction period.

72 Each building or addition of square footage to an existing building acquired or constructed is divided
73 into ten major building components. The components are as follows:

- 74 1. General construction,
- 75 2. Site preparation (this component is classified as land on the financial statements),
- 76 3. Roof and drainage,
- 77 4. Interior construction,
- 78 5. Plumbing,
- 79 6. Heating, ventilation, and air conditioning,
- 80 7. Electrical,
- 81 8. Fire protection,
- 82 9. Elevators, and
- 83 10. Miscellaneous

84 The total cost of the building or additional square footage is then allocated among the 10 major
85 building components. For projects such as building construction, include in the fixed asset of the
86 building, the cost of professional fees (architect and engineering), permits and other expenditures
87 necessary to place the asset in its intended location and condition for use.

88 Furthermore, the cost of interest incurred during building construction should be capitalized. The
89 capitalization period begins when the following three considerations are present:

- 90 1. Expenditures for the capital asset have been made,
- 91 2. Activities necessary to get the capital asset ready for its intended use are in progress, and
- 92 3. Interest costs are being incurred.

93 The amount capitalized should be an allocation of the interest cost incurred during the period
94 required to complete the asset. The interest rate for capitalization purposes is to be based on the
95 rates on the library's outstanding borrowings. If a specific new borrowing can be identified with the
96 asset, the rate on that borrowing should be used as the basis for allocating the interest cost for the
97 asset. A weighted average of the rates on other borrowings is to be applied to expenditures not
98 covered by specific new borrowings.

99 **Building Renovations/Rehabilitation**

100 A building renovation is defined as enhancements made to a previously existing building component.
101 Any renovation to a building must, at a minimum, meet the following criteria to qualify as a fixed
102 asset:

- 103 1. The total project cost must be more than \$100,000, and
- 104 2. The renovation must extend the useful life or capacity of the asset.

105

106 **Building Improvements**

107 An improvement to a building is defined as adding a new component where one did not previously
108 exist. The improvement must cost more than \$100,000 and have an initial useful life extending
109 beyond a single reporting period (generally one-year).

110

111 **Land Improvements and Infrastructure**

112 Land improvements include items such as excavation, non-infrastructure utility installation,
113 driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, and other non-
114 building improvements intended to make the land ready for its intended purpose. Land
115 improvements can be further categorized as non-exhaustible and exhaustible. Expenditures for land
116 improvements that do not deteriorate with use or passage of time are additions to the cost of land
117 and are generally not exhaustible, and therefore not depreciable.

118 Infrastructure assets are defined as long-lived capital assets that normally are stationary in nature
119 and normally can be preserved for a significantly greater number of years than most capital assets.
120 Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer
121 systems, dams, and lighting systems. Improvements to infrastructure or land improvements which
122 extend the useful life or capacity of the asset and meet capitalization thresholds will be capitalized as
123 a separate asset/component and depreciated over its estimated useful life.

124

125 **Equipment**

126 Capitalization of equipment costs include but are not limited to, the following:

- 127 • original contract or invoice cost,
- 128 • freight, import duties, handling and storage costs,
- 129 • specific in-transit insurance charges,
- 130 • sales, use and other taxes imposed on the purchase,
- 131 • costs of preparation of foundations and other costs in connection with making a
- 132 proper site for the assets,
- 133 • installation charges, and
- 134 • costs for reconditioning used equipment to make it usable for the purpose it was
- 135 purchased.

136 Improvements to existing equipment assets which extend the useful life or capacity of the asset and
137 meet capitalization thresholds will be capitalized as a separate asset/component and depreciated
138 over its estimated useful life.

139 **Capitalization of Computer Software Costs**

140 Computer software costing more than \$5,000 with a useful life beyond a single reporting period
141 (generally one-year) should be capitalized. For software developed or obtained for internal use, The
142 Library will follow the guidance in Statement of Position SOP 98-1 as follows:

143 The software must be acquired, internally developed, or modified solely to meet internal needs and
144 there must not be a substantive plan to market the software externally to other organizations.
145 Software development generally involves three phases. These phases and their characteristics are as
146 follows:

- 147 • Preliminary project phase - when conceptual formulation of alternatives, the
- 148 evaluation of alternatives, determination of existence of needed technologies and final
- 149 selection of alternatives is made,
- 150 • Application development phase - Design of chosen path including software
- 151 configuration and software interfaces, coding, installation of computer hardware and
- 152 testing, including parallel processing phase, and
- 153 • Post-implementation/operation phase - training and application maintenance
- 154 activities.

155 Costs associated with the preliminary project and the post-implementation/operating phases should
156 be expensed as incurred. Internal and external costs associated with the application development
157 phase should be capitalized. Costs to develop or obtain software that allows for access or conversion
158 of old data by new information systems should also be capitalized. General and administrative costs
159 and overhead expenditures associated with software development should not be capitalized as costs
160 of internal use software.

161 Upgrades and enhancements are defined as modifications to existing internal-use software that
162 result in the ability for the software to perform tasks that it was previously incapable of performing.
163 In order for costs of specified updates and enhancements to internal-use computer software to be
164 capitalized, it must be probable that those expenditures will result in additional functionality.

165 **Depreciation**

166 Depreciation is the process of allocating the cost of tangible property over a period of time, rather
167 than deducting the cost as an expense in the year of acquisition. Generally, at the end of an asset's
168 life, the sum of the amounts charged for depreciation in each accounting period will equal original
169 cost less the salvage value.

170

171 **Information Needed to Calculate Depreciation**

172 To calculate depreciation on a fixed asset the following five factors must be known:

- 173 1. the date the asset was placed in service,
- 174 2. the asset's cost or acquisition value,
- 175 3. the asset's salvage value,
- 176 4. the asset's estimated useful life, and
- 177 5. the depreciation method.

178

179 **Estimated Useful Life**

180 Estimated useful life means the estimated number of months or years that an asset will be able to be
181 used for the purpose for which it was acquired. Eligible fixed assets should be depreciated over their
182 estimated useful lives.

183

184 **Depreciation Method**

185 The Library has established the straight-line methodology for depreciating all fixed assets.
186 Depreciation will begin in the month the asset is placed in service. Under the straight-line
187 depreciation method the basis of the asset is written off evenly over the useful life of the asset. The
188 amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage
189 value, if any, by its estimated life. The total amount depreciated can never exceed the asset's historic
190 cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

191

192 **Asset Retirement**

193 Retiring an entire asset or building component – remove the entire asset and related accumulated
194 depreciation from the fixed asset file. Any un-depreciated balance will be reported as a disposal
195 expense net of any value received.

196 Generally with a building rehabilitation or renovation only a section of the asset is retired (partial
197 retirement) for the piece of the asset being renovated. To determine the value of the asset being
198 renovated, The Library's methodology is based on the current costs of the renovation and discounting
199 back to the date of the asset being renovated. An escalation table (discounting rates) is used which
200 reflects annual escalation (de-escalation) factors developed using industry data and other relevant
201 information.

202 The process that will be employed for determining the value of the component/asset being
203 retired/renovated is as follows:

- 204 1. Establish amount being capitalized (by component) and the year,
- 205 2. Identify the oldest component for that asset/building,
- 206 3. Determine the de-escalation factor and multiply the amount being capitalized by 100
207 and divide by the factor. This provides the dollar value of the component to be retired,
208 and

209 4. Reduce the existing asset by this dollar amount or if this amount is greater than the
210 dollar amount of the existing asset component – determine the next “layer” for that
211 asset component.

212
213 [Reviewed by Policy Committee: 3/16/2026](#)

214 [Approved by Board of Library Trustees: 11/28/2005; 9/22/2008; 1/23/2012; 2/26/2018; 8/23/2021](#)
215 [November 28, 2005](#)

216 [Approved by Board of Library Trustees: September 22, 2008](#)

217 [Approved by Board of Library Trustees: January 23, 2012](#)

218 [Approved by Board of Library Trustees: February 26, 2018](#)

219 [Revision Approved by Board of Library Trustees: August 23, 2021](#)

220

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4 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

5
6 **INVESTMENT OF PUBLIC FUNDS**

7
8
9 **PURPOSE**

10 The purpose of this policy statement is to outline the responsibilities, general objectives, and
11 specific guidelines for management of public funds by the West Chicago Public Library District.
12

13
14 **RESPONSIBILITIES**

15 All investment policies and procedures of the West Chicago Public Library District will be in
16 accordance with Illinois law. The authority of the Library Board of Trustees to control and invest
17 public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted
18 are described therein. Administration and execution of these policies are the responsibility of the
19 Treasurer, or by designation the Library Director, acting under the direction and authority of the
20 Library Board of Trustees. The status of fund balances and investment accounts will be reported
21 at each regularly scheduled meeting of the Library Board of Trustees.
22

23
24 **OBJECTIVES**

25 In selecting financial institutions and investment instruments to be used, the following general
26 objectives shall be considered:

- 27
- 28 • Safety
 - 29 • Maintenance of sufficient liquidity to meet current obligations
 - 30 • Return on investment
- 31

32 **GUIDELINES**

33 The following guidelines should be used to meet the general investment objectives.

34 **A. Safety:**

- 35 1. Any investments made will comply with the Illinois Public Funds Investment Act.
36 Investments will be made only in securities guaranteed by the U.S. Government, or in
37 FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan
38 institutions will not exceed the amount insured by FDIC or FSLIC coverage.
- 39 2. Authorized investments include and will primarily consist of: Certificates of Deposit,
40 Treasury Bills and other securities guaranteed by the U.S. Government, participation in
41 the State of Illinois Public Treasurer's Investment Pool, and any other investments,
42 including corporate bonds, allowed under State law that satisfy the investment
43 objectives of the library district. The outlay in a solitary institution or investment fund
44 shall not exceed 10% of the WCPLD's total assets.

45 **B. Management of sufficient liquidity to meet current obligations:**

46 In general, investments should be managed to meet liquidity needs for the current month
47 plus three months (based on forecasted needs).

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C. Return on investment:

Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

Reviewed by Policy Committee: 11/11/2021; [3/16/2026](#)

Approved by Board of Library Trustees: 8/22/2005; 6/12/2009; 10/22/2012; 11/23/2015; 2/25/2019; 11/22/2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 PURCHASING POLICY

4
5
6
7 I. Bidding and Bid Solicitation

8
9 Generally, purchases of the District in excess of \$25,000 related to buildings and equipment are
10 subject to competitive bids pursuant to the Public Library District Act of 1991 (75 ILCS 16/1-1 et.
11 seq.).

12
13 For purchases not requiring competitive bids, the District may request proposals.

14
15
16 II. Exemptions from Bidding

17
18 The Public Library District Act (75 ILCS 16/40-45) exempts from a competitive bidding process the
19 following:

- 20 A. Contracts for the services of individuals possessing a high degree of professional skill
21 where the ability or fitness of the individual plays an important part;
- 22
23 B. Contracts for the printing of finance committee reports and departmental reports;
- 24
25 C. Contracts for the printing or engraving of bonds, tax warrants and other evidences of
26 indebtedness;
- 27
28 D. Contracts for the maintenance or servicing of, or provision of repair parts for,
29 equipment which are made with all manufacturer or authorized service agent of that
30 equipment where the provision of parts, maintenance, or servicing can best be
31 performed by the manufacturer or authorized service agent;
- 32
33 E. Purchases and contracts for the use, purchase, delivery, movements, or installation of
34 data processing equipment, software, or services and telecommunications and
35 interconnect equipment, software, and services;
- 36
37 F. Contracts for duplicating machines and supplies;
- 38
39 G. Contracts for utility services such as water, light, heat, telephone or telegraph;
- 40
41 H. Contracts for goods or services procured from another governmental agency;
- 42
43 I. Purchases of equipment previously owned by some entity other than the library itself;
- 44

- 45 J. Contracts for goods or services which are economically procurable from only one
46 source, such as for the purchase of magazines, books, periodicals, pamphlets, and
47 reports; and
48
49 K. Purchases as identified by this policy of less than \$25,000.
50
51 L. Contracts for emergency expenditures when the emergency expenditure is
52 approved by ¾ of the members of the Board.
53

54 III. Cooperative Purchasing
55

56 The District shall have the authority to join with other units of local government in cooperative
57 purchasing plans when the best interests of the District would be served thereby.
58

59 The District may also participate in the Illinois Joint Purchasing Program.
60

- 61 A. The Governmental Joint Purchasing Act authorizes certain governmental units to purchase
62 personal property, supplies, and services jointly with one or more other governmental
63 units (30 ILCS 525/0.01 et seq.).
64
65 B. The State of Illinois, through the Department of Central Management Services Bureau of
66 Strategic Sourcing (BOSS), will establish all rules, regulations and procedures in
67 accordance with its policies and the law. It reserves the right to refuse any request for
68 purchase if, in its opinion, pooling of a particular item or items is not beneficial or
69 workable.
70
71 C. Legal authority must exist for governmental units to make purchases from contracts
72 issued by the State of Illinois. Official action must have been taken by the governing body
73 of the unit authorizing its purchasing officials to participate in such a program.
74
75 D. The ordinance or resolution passed by the governing body of the governmental unit MUST
76 be sent to the Joint Purchasing Coordinator, Department of Central Management Services,
77 804 Stratton Office Building, 401 South Spring Street, Springfield, IL 62706. The official
78 action shall be held in force until such time as it is withdrawn in writing.
79

80 IV. Authorized Expenditures by Library Director

81 No commitment for expenditures of District monies shall be made without authorization issued
82 according to the following conditions:
83

- 84 A. Above \$12,500 but less than \$25,000
85

86 All expenditures above \$12,500 and less than \$25,000 shall be made only with prior Board
87 approval. Upon the Library Director's request, the Board will determine whether the Director
88 should request proposals. If the Board determines proposals to be necessary, written

89 quotations with the Contractor's signature applied and Performance Bond (if appropriate)
90 will be submitted to the Board with a recommendation for Board action.

91
92 B. With regard to the purchase of library insurance policies, the Finance Committee will
93 choose an insurance broker.

94
95 C. The Board authorizes the Library Director to select the most cost effective and beneficial
96 utility option offered and report the price and selection to the Board at the next regular
97 board meeting.

98
99 D. \$12,500 or Below

100
101 All expenditures of \$12,500 or less can be made at the discretion of the Library Director. The
102 Library Director will notify the board at the next scheduled board meeting of purchases of
103 \$12,500 or less.

104
105 The District shall periodically evaluate vendor service and performance. Continued engagement
106 must be earned and maintained by satisfactory performance and competitive pricing. Approved
107 budget line items or budget contingency items can be made at the discretion of the Library
108 Director without quotations.

109
110
111 V. Emergency Expenditures

112
113 Emergency expenditures over \$12,500 but less than \$25,000 can only be made with the approval
114 of the Library Director and Board President or his/her designee.

115
116 Emergency expenditures \$12,500 or below can be made with the approval of the Library Director.

117
118 The Library Director shall notify the Board at its next meeting of any emergency **purchase**
119 **expenditure**.

120
121 Reviewed by Policy Committee: 11/10/2022; 3/16/2026

122 Approved by Board of Library Trustees: 4/26/2004; 5/21/2007; 8/27/2007; 8/24/2009; 10/22/2012;
123 1/28/2013; 10/28/2013; 8/22/2014; 10/27/2014; 8/28/2017; 10/23/2017; 1/22/2018; 3/26/2018;
124 8/23/2021; 11/28/2022

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 LIBRARY CREDIT CARD AUTHORIZATION POLICY

3

4 **Policy**

5 The Board of Library Trustees of the West Chicago Public Library District authorizes the Library
6 Director to issue credit cards to be used by employees to conduct financial transactions for the
7 Library District. The dollar limit determined by the Library Board is \$12,500 per statement period
8 for the Library Director and \$3,000 per statement period for each of the ~~four (4)~~ Six (6) cards
9 issued to employees.

10

11 **Procedures**

12 The Library Director shall generate a letter of authorization to the credit card issuer to authorize
13 the issuance of a credit card to a specific Library employee. The Library Director shall notify the
14 Library Board of the issuance of a new credit card or cancellation of an active credit card at the
15 next regularly scheduled Board Meeting.

16 Each employee must sign the "Employee Library Credit Card Use Agreement" form prior to the
17 issuance of a credit card. The acknowledgement form defines the use and responsibilities
18 governing employee issued library credit cards.

19 Upon resignation or termination of an employee possessing a credit card, it will be the
20 responsibility of the Library Director to immediately contact the credit card issuer by phone to
21 cancel the purchasing rights of that employee, retrieve the credit card, and shred it. A written
22 notification will be mailed to the credit card issuer by the Library Director on Library letterhead
23 within twenty-four hours.

24 Reviewed by Policy Committee: 11/10/2022; 3/16/2026

25 Approved by Board of Library Trustees: 2/25/2013; 11/27/2017; 8/23/2021; 11/28/2022

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34 **Employee Library Credit Card Use Agreement**
35

36
37 This Library Credit Card Use Agreement ("Agreement") is between the West Chicago Public
38
39 Library District ("Company") and _____
40 ("Employee")
41

42 _____
43 Name (Print) Credit Card Number (exactly as shown on card)
44

45 I confirm that I am the employee named above and I received the above-listed credit card
46 associated with the commercial credit account of the Company ("Card") and I confirm all my
47 information is correct. By my signature on this Agreement, I **will** agree to comply with and be
48 bound by the following conditions:
49

50 1. I understand this Card is Company property and I will be making financial commitments on
51 behalf of the Company when using this Card. I agree that use of this Card is limited to business
52 purposes authorized by the Company. I agree this Card must not be used for any personal,
53 unauthorized, or illegal charges and any such misuse will result in cancellation of this Card and
54 may further result in disciplinary action up to and including termination of my employment.
55

56 2. I understand the Company may review and investigate use of this Card and I have no
57 expectation of privacy concerning any charges incurred. I will cooperate with any such review or
58 investigation. I agree to be held personally liable for the total dollar amount of any improper
59 charges incurred plus any administrative fees assessed in connection with misuse of this Card. I
60 agree that any personal, unauthorized, or illegal charges made by me, including any
61 administrative fees and/or finance charges assessed in connection with such charges, and paid
62 for by the Company on my behalf will be considered a personal loan which may be repaid through
63 payroll deduction. I understand that payroll deduction on my loan will be subject to the limits
64 set forth by applicable law. If such deductions are not permitted by law or are insufficient to fully
65 reimburse the Company, I will repay the Company these amounts plus finance or other charges
66 due in connection with the misuse of this Card and the Company may take appropriate legal
67 action to collect the monies owed. If the Company is required to take legal action to collect
68 monies owed under this Agreement, I agree to pay the Company's expenses, including attorney's
69 fees, incurred in its collection efforts. I agree that I may be liable for improper charges that result
70 from allowing others to use this Card.

71 3. I agree to inform the ~~Bookkeeper~~ **Technical Services Assistant** and/or the Library Director of
72 any purchases made with the Card and **timely** submit all receipts for expenses incurred in
73 connection with this Card **within 14 business days of the expense**. If I fail to timely submit receipts
74 for expenses incurred with this Card, the Company may consider the unsupported charges
75 incurred in connection with this Card to be a personal loan and may collect those amounts from
76 me as described herein.

77
78 4. I agree to return this Card immediately upon request by the Library Director or upon
79 termination of my employment for any reason (including retirement) with the Company. I
80 understand that this Agreement is revocable by me at any time upon written notice to my
81 immediate supervisor at the Company. If revoked, I understand I must stop using the Card
82 immediately and return it to the Library Director with my revocation notice. I understand that if
83 revoked, I remain responsible for any misuse and remain indebted to the Company for any
84 personal, unauthorized, or illegal charges made prior to the revocation and return of the Card.

85
86 5. I promise to immediately notify the Library Director upon discovering this Card has been lost,
87 misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to
88 cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.

89
90
91
92

93 Date Employee Signature

94
95
96
97

98 Date Library Director Signature