



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES  
FINANCE COMMITTEE MEETING  
APRIL 15, 2026  
7:00 P.M.

CONFERENCE ROOM – SECOND FLOOR

## 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](mailto:admin@wcpld.info) or in writing, not less than five (5) working days prior to the meeting.*

- |       |   |                       |
|-------|---|-----------------------|
| I.    | Call to Order   | Aimee Cavataio, Chair |
| II.   | Roll Call   | Aimee Cavataio, Chair |
| III.  | Approval of the Minutes   |                       |
|       | A. May 27, 2025   | <b>ACTION</b>         |
| IV.   | Recognition of the Public   |                       |
| V.    | Public Comment -- Limited to 3 minutes                                |                       |
| VI.   | Agenda - Additions / Deletions  |                       |
| VII.  | Unfinished Business   |                       |
|       | A. None   |                       |
| VIII. | New Business  |                       |
|       | A. Cost of Living Adjustment (COLA) Recommendation                    | <b>ACTION</b>         |
|       | B. Merit Pool Recommendation  | <b>ACTION</b>         |
|       | C. Salary Schedule Recommendation                                     | <b>ACTION</b>         |
|       | D. Draft Income Projection for FY 2026-2027                           | <b>ACTION</b>         |
|       | E. Draft Budget for FY 2026-2027                                      | <b>ACTION</b>         |
|       | F. Compensation Strategy for Employees at the Salary Schedule Maximum | <b>ACTION</b>         |
| IX.   | Recommendations   |                       |
| X.    | Adjournment   | Aimee Cavataio, Chair |

Committee: Cavataio -- *Chair*; Mohammed, Navadomskis -- members; Ex-Officio: Jakacki-Dattomo



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees  
Finance Committee meeting  
MAY 27, 2025  
6:00 P.M.

CONFERENCE ROOM – SECOND FLOOR

## MINUTES

- I. Meeting was called to order at 6:00pm by Chair Jakacki
- II. Roll Call Trustees Present: Diane Kelsey, Maureen Navadomskis, Corrine Jakacki, and Patricia Weninger. Staff: Ben Weseloh
- III. Approval of Minutes of April 21, 2025  
Motion to approve: Weninger motioned to approve, Kelsey seconded. Motion carried.
- IV. Recognition of the Public None present
- V. Public Comment – Limited to 3 minutes None
- VI. Agenda – Addition / Deletions None
- VII. Unfinished Business
  - A. Income Projection for FY 2026  
Motion to recommend Income Projection for FY2026 by Kelsey, Weninger seconded. Motion carried.
  - B. Budget for FY 2026  
Motion to recommend Working Budget for FY2026 by Weninger, Kelsey seconded. Motion carried.
- VIII. New Business  
None
- IX. Recommendations

- A. Approval of the Income Projection for FY2026
- B. Approval of the Working Budget for FY2026

X. Meeting adjourned at 6:12pm by Chair Jakacki

Committee: Jakacki-Dattomo -- *Chair*; Kelsey, Navadomskis -- members; Ex-Officio: Weninger

**DRAFT**

**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
SALARY SCHEDULE 7/1/2026 – 6/30/2027**

Pay Grade	TITLE	MINIMUM	MIDPOINT	MAXIMUM
7 6	Library Director	SET BY BOARD	SET BY BOARD	SET BY BOARD
6 5	Assistant Library Director	78,000	91,500	105,000
5 4	Adult Services Manager Youth Services Manager Human Resources Manager Circulation Services Manager Technical Services Manager	54,557	69,753	84,949
4 3	Adult Services Librarian <del>Young Adult</del> Teen Librarian Youth Services Librarian Technical Services Librarian Information Technology Librarian Public Relations Specialist Facilities Assistant	45,608	58,391	71,174
3 2	Technical Services Assistant Adult Services Assistant Youth Services Assistant Administrative Assistant <del>Bookkeeper</del> Senior Circulation Clerk	19.39	23.42	27.45
2	<del>Maintenance Assistant</del>	<del>18.55</del>	<del>21.84</del>	<del>25.13</del>
1	Circulation Services Clerk Janitor	15.00	16.75	18.50

Exempt Employees

Hourly Employees

Reviewed by Finance Committee: 4/15/2026

Approved by Board of Library Trustees: 11/22/2010; 02/28/2011; 11/26/2012; 02/25/2013; 04/28/2014; 06/23/2024; 01/26/2015; 03/23/2015; 04/26/2017; 05/22/2017; 02/26/2018; 05/28/2019/ 11/25/2019/ 11/23/2020; 11/22/2021; 11/28/2022; 11/27/2023; 10/28/2024; 4/28/2025

INCOME PROJECTION  
FY 2026/2027

Revenue	Library Fund	FY 23-24 Anticipated	FY 23-24 Actual	FY 24-25 Anticipated	FY 24-25 Actual (4/2025)	FY 25-26 Anticipated	FY 25-26 Actual 4/2026)	FY 26-27 Anticipated
30010	Property Taxes (Tax Levy-Corp Fund)	\$2,535,051	\$2,648,007	\$2,772,698	\$2,830,194	\$2,934,060	\$2,833,321	\$3,052,952
32010	Personal Prop. Replac. Taxes	\$60,000	\$47,953	\$65,000	\$30,212	\$50,952	\$28,544	\$45,000
33000	Interest Income - IL Fund General & GASB	\$45,000	\$82,279	\$45,000	\$78,522	\$75,000	\$56,041	\$50,000
33040	Interest - IL Fund Bldg. Construction	\$800	\$1,569	\$1,000	\$1,475	\$1,350	\$1,047	\$1,200
35100	Fines (Service Fee)	\$0	\$98	\$0	\$51	\$0	\$27	\$0
35150	Copiers (Service Fee)	\$4,000	\$5,966	\$4,500	\$8,840	\$9,500	\$6,952	\$9,000
35510	Lost & Paid Books (Service Fee)	\$1,000	\$1,383	\$1,200	\$1,531	\$1,200	\$6,642	\$4,500
35710	Non-Resident (Service Fee)	\$1,500	\$3,224	\$2,000	\$878	\$1,500	\$291	\$1,500
36030	Memorials and Donations (Misc.)	\$100	\$220	\$100	\$0	\$100	\$0	\$100
36035	Donations-Summer Reading Program (Misc.)	\$1,500		\$1,500	\$0	\$1,000	\$0	\$750
36045	Impact Fees - Developer Donations (Misc.)	\$200	\$	\$200	\$57	\$200	\$0	\$400
38010	Per Capita Grant	\$42,668	\$42,668	\$42,958	\$42,958	\$42,958	\$0	\$42,958
38020	Other Grants						\$2,903	\$0
39010	Other Income (Misc.)	\$300	\$11,929	\$300	\$207	\$200	\$789	\$300
		\$2,692,119	\$2,845,427	\$2,936,456	\$2,994,925	\$3,118,020	\$2,936,557	\$3,208,660
	Non-Cap Funds	\$35,449		\$5,277	\$5,277	\$18,533	\$18,533	\$8,856
	Tax Abateements	-\$63,468		-\$82,300	-\$82,300	-\$93,890	-\$93,890	-\$100,428
	Corporate Fund	\$2,664,100	\$2,845,427	\$2,859,433	\$2,917,902	\$3,042,663	\$2,861,200	\$3,117,088
	Special Revenue Fund - (Tax Levy - IMRF)	\$140,836	\$137,547	\$149,876	\$146,932	\$118,150	\$135,517	\$99,952
	TOTAL REVENUE	\$2,804,936	\$2,982,974	\$3,009,309	\$3,064,834	\$3,160,813	\$2,996,717	\$3,217,040

ACCT #	ACCOUNT NAME	FY 24/25	FY 25/26	FY 25/26 Expenditures to Date	FY 26/27 Proposed	Rationale
<b>LIBRARY FUND</b>						
<b>PERSONNEL:</b>						
41100	Salaries	1,460,582	\$ 1,585,777	\$ 950,035	\$ 1,644,747	Based on 33 staff (f/t - 21, p/t - 12) Includes \$16,000 merit pool
41100	ER Health Savings	12,000	\$ 14,400		\$ 14,400	H.S.A. - 10 participants @ \$1,200, 2 extra
41110	Ins-Health & Dental, Life, EBC	256,744	\$ 282,418	\$ 166,534	\$ 326,299	21 Eligible employees (19 elected), 21 budgeted
41120	FICA	109,000	\$ 112,000	\$ 70,154	\$ 121,319	Medicare and OASDI (Social Security)
41130	Unemployment Compensation	2,000	\$ 2,100	\$ 434	\$ 2,100	
41140	Worker's Compensation	2,300	\$ 2,378	\$ 2,378	\$ 2,300	
		1,842,626	\$ 1,999,073	\$ 1,189,535	\$ 2,111,165	
<b>ADMINISTRATIVE EXPENSES:</b>						
41310	Professional Development	14,180	\$ 14,215	\$ 3,162	\$ 15,835	Staff development (ALA , PLA , ILA , LACONI , Webinars, Reaching Forward); Adult Services \$1,640; Youth Services \$1,115; Circulation Services \$495; Technical Services \$315; Administrative Services \$4,270; (\$7,835); General Staff Training (TrainHR) & In-Service Presenter(s) (\$8,000)
41320	Travel	3,796	\$ 5,096	\$ 3,094	\$ 10,230	Hotel, mileage reimbursement for: Adult Services \$2,970; Youth Services \$2,880; Technical Services \$200; Circulation Services \$280; Administration \$3,500 (\$9,830); misc. (\$400)
41330	Association Dues	6,245	\$ 6,051	\$ 2,895	\$ 6,572	Institutional and professional memberships for: ILA (\$1,300); ALA (\$1,950); YALSA (\$62); ALSC (\$195); LACONI (\$150); HR Source (\$1,385); Western DuPage Chamber of Commerce (\$355); Rotary (\$725); misc. for staff and WCPLD (\$450)
41332	Payroll Processing	8,200	\$ 8,944	\$ 5,671	\$ 9,200	Web Pay, Web Time, W2 processing, Onboarding/Offboarding Module
41334	Office Supplies-General	5,950	\$ 11,700	\$ 3,850	\$ 10,500	AS (\$500); YS (\$500); general office supplies (\$6,500); postage meter supplies (\$600); printer/copier paper \$2,400
41336	Office Equipment	20,344	\$ 18,430	\$ 12,677	\$ 18,430	DeLage Landen copier lease (\$1,496.23/mo = \$17,955/yr), Francotype-Postalia (\$475/yr)
41338	Postage	7,000	\$ 9,000	\$ 4,728	\$ 9,000	Postage mailings
41342	Administrative Miscellaneous	1,400	\$ 1,626	\$ 1,573	\$ 3,026	Bank fees; background check fee 8@\$32 = (\$256); HR Direct - Poster Guard (\$100); Nayax copier fees (\$260/annual); notary fees (\$450); Costco (\$260/annual); Misc. (\$300); shredding \$400 x 2 = (\$800); Dumpster Rental 1 @ \$400 = \$400; Linens laundering (\$200)
41344	Supplies-Recognition	7,000	\$ 9,500	\$ 7,032	\$ 11,700	In-services 2@\$800/ea. = (\$1,600); staff meals 2@\$650/ea. = (\$1,300) and various events 5@\$300/ea. = (\$1,500); staff recognition (\$7,000); hosting of meetings 3@\$100 = (\$300)
41346	Materials & Resource Recovery	1,600	\$ 1,600	\$ 818	\$ 1,600	Cost associated to recover material that is overdue through Unique Material Recovery Service
41348	Circulation Services Supplies	6,500	\$ 4,000	\$ 177	\$ 4,000	Library cards, shipping and office supplies (\$1,500); sticky paper for desk printers [receipt printer paper] (\$2,500)
		82,215	\$ 90,162	\$ 45,677	\$ 100,093	
<b>TECHNOLOGY EXPENSE:</b>						
41400	IT Equipment/Upgrades - Staff	32,511	\$ 8,527	\$ 12,151	\$ 31,203	iPadAir = \$699, SocketScan S740 = \$400, 3 Youth Staff Desktops (\$1179 per computer, \$34 per HP Care Pack, \$25 per new cables, 12 hours professional services @ \$225 per hour) = \$6414, 4 Circulation Desktops \$1179 per computer, \$34 per HP Care Pack, \$25 per new cables, 16 hours professional services @ \$225 per hour) = \$8552, 5 staff laptops for Youth and Adult Services (\$1699 per computer, \$198 per HP Care Pack, \$25 per new cables, 20 hours of professional services @ \$225 per hour) = \$14110, 2 display docks @ \$259 per = \$518, Honeywell Hyperion 1300g - Barcode-Scanner = \$80, Honeywell Barcode Scanner stand = \$50, Dell UltraSharp U2724D Monitor = \$380

41410	Software - Staff	42,645	\$ 52,145	\$ 10,532	\$ 38,411	Yearly cost of 4 educational licenses of Adobe = \$1,680, Access to Cricut image and font database @ \$120, Curbside Communicator \$480 @ \$120 a quarter, Spotify Premium @ \$13 per month = \$156 per year, Quickbooks Online Plus @ \$100 per month = \$1200, Managed Security Services Provider Agreement for M365 @ \$2,000 per month + \$775 up front charge = \$24,775, Microsoft Security Enhancements = \$5,000, M365 standard updates = \$5,000
41420	Technology Management	76,925	\$ 98,516	\$ 61,497	\$ 100,332	Renewal cost of HPE DL360 G10 SVR server agreement = \$2,060, Microsoft SA Renewal Payment 1 of 3 Microsoft Open Value Agreement = \$388, Fortinet License Subscription and Support 1 year = \$2,051, Microsoft Annuity Payment 2 of 3 Microsoft Open Value License = \$864, Microsoft Annuity Payment 3 of 3 Microsoft Open Value Agreement = \$110, Microsoft 365 Subscription Licenses = \$5,626, Datto Cloud Backup Service @ \$296 per month = \$4,112, Skykick Cloud Backup for Exchange @ \$260 per month = \$3,612, Tech 360 managed services @ \$6,484.05 per month = \$77,809, Incident Response JumpStart Retainer (Licensing @ \$1,200, Estimated services @ \$2,500) = \$3700
41425	Warranties/Extended Care	15,814	\$ 13,170	\$ 11,289	\$ 16,251	HPE Aruba Subscription License = \$992, Faronics Deep Freeze Standard Maintenance Renewal = \$441, Mimecast Support Renewal 1 year = \$10,198, Zoom Pro renewal @ \$160, Maintenance Renewal for the Indus Bookscanner @ \$3250, Cen-tech Self checkout kiosk \$1209
		167,895	\$ 172,358	\$ 95,469	\$ 186,197	
<b>LIBRARY MATERIALS-BOOKS:</b>						
42112	Reference-Electronic	51,229	\$ 35,407	\$ 34,761	\$ 38,198	RAILS Database Package: Consumer Reports; Novelist Plus; Academic Search Complete; Business Source Complete; Consumer Health Complete; Library Aware; Financial Fit (\$5,378) AtoZ Databases (year 1 of 3 pricing contract) (\$1,895) World Trade Press: AtoZ Maps; World Foods; World Travel; USA (\$893) World Book Online (\$2,597) Public Records/Check Illinois (\$2,591) Ancestry/HeritageQuest (\$3,329) Overdrive/DLIL Estimate (\$6,524) E-read Illinois (\$3,500) Brainfuse (Help Now; College Now; Career Now) (\$3,900) NewsBank (\$2,538) GVRL Admin Fee (\$125) Museum Adventure Pass (\$700) {4 extra passes added} Beanstack (\$950) Transparent Language (\$1,512) YS World Book Early Learning (\$991) YS Lote4Kids (\$235) Chicago Tribune Digital (\$540)
42120	Books-Adult	70,700	\$ 69,000	\$ 34,258	\$ 69,000	Non-fiction: (\$34,500) Spanish language: (\$4,000) Fiction: (\$15,800) Favorite Author's Program: (\$5,100) Bestsellers: (\$3,600) Large Print Standing Orders: (\$3,000) Reference: (\$3,000)
42122	Books-Literacy	370	\$ 370	\$ -	\$ 370	New Readers and ESL materials ( approx. 20 books and News for You renewal)
42130	Books-Teen	5,000	\$ 3,000	\$ 1,796	\$ 3,000	Print materials (fiction, non-fiction, & graphic novels) -- about 100 titles
42140	Books-Youth	25,700	\$ 20,538	\$ 10,612	\$ 22,504	\$15,750 = Print Materials: 1,400 @ \$11.25 = \$2,750 = Spanish/Bilingual: 100 @ \$27.50; \$1,000 = Guadalajara: 40 @ \$25.00 - NF; \$1,406 = Ingram: 125 @ \$11.25; \$1,598 = Kit book/replacement: 150 @ \$10.65
42170	RBP/ILL Book Replacement	1,000	\$ 1,000	\$ 324	\$ 1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan
		153,999	\$ 129,315	\$ 81,751	\$ 134,072	

LIBRARY MATERIALS-PERIODICALS:						
42210	Periodicals	9,500	\$ 10,950	\$ 9,804	\$ 10,975	EBSCO subscriptions for print magazines: (\$5,500) Newspaper/magazine subscriptions increases est. (\$5,000) Bookpage: (\$475)
		9,500	\$ 10,950	\$ 9,804	\$ 10,975	
LIBRARY MATERIALS-AUDIO VISUAL:						
42320	AV Materials-Adult	35,500	\$ 46,000	\$ 18,596	\$ 41,500	DVDs (movies, TV series, non-fiction): (\$3,000) Audiobooks / Playaways: (\$5,000) Popular CDs: (\$500) eBook, eAudiobook, fiction/Overdrive: (\$33,000)
42330	AV Materials-Teen	2,500	\$ 3,500	\$ 533	\$ 4,500	Video Games (\$1,500), Overdrive eBooks (\$3,000)
42340	AV Materials-Youth	11,850	\$ 10,035	\$ 2,163	\$ 11,515	VOX: 10 @ \$55 (\$550); Tonie: 1 box/12 Tonies (\$380); Audio / eBooks: (\$7,190); DVDs: 75 @ \$20 (\$1,500); Video Games: 19 @ \$55 = (\$1,035); CDs: 15 @ \$15 = (\$225); Yoto 1 @ \$110 + 15 Cards @ \$35 = (\$635)
		49,850	\$ 59,535	\$ 21,292	\$ 57,515	
LIBRARY MATERIALS - THINGS (NEW LINE ITEM)						
	Library of Things -- Adult				\$ 1,000	
	Library of Things -- Youth				\$ 2,000	
					\$ 3,000	
TECHNOLOGY SERVICES:						
42400	Library Consortium	33,342	\$ 34,530	\$ 25,898	\$ 36,898	SWAN
42405	Internet Services	24,048	\$ 24,872	\$ 16,669	\$ 25,564	ACC Business \$617 per month = \$7401 yearly, Comcast \$364.64 per month = \$4376 yearly, Comcast Business \$560 per month = \$6720 yearly. Big Leaf \$558.88 per month = \$7067 yearly
42420	Software - Public	14,118	\$ 23,718	\$ 12,603	\$ 55,344	Yearly cost of 10 educational licenses of Adobe = \$4,199, LibraryMarket annual subscription fee for calendar/room reservation @ \$2000, Yearly cost of 48 hotspots @ \$120 per device = \$7,080, Patron Cloud Enable (Intune for 25 devices @ \$9 per device = \$225, Entra ID @ \$10.80 per device = \$270, Esitimated services = \$35,000) = \$35,495, MyPC Cloud implementation (Client license @ \$90 per device = \$900, TBS Cloud ILS connector license = \$232.50, TBS Cloud staff portal = \$112.25) = \$1,245, ePrintIT Cloud Implementation (ePrintit Saas Printing license = \$675, Eprintit Saas remote printing license = \$675, All-in-one touch screen release station for kiosks @ \$1,550 per = \$3,100) = \$4,450, TBS onsite installation of cloud services = \$875
42445	IT Equipment/Upgrades - Public	47,740	\$ 13,453	\$ 15,750	\$ 78,376	3 orders of Sublimation ink @ \$176 per pack = \$528, Sublimation Paper "Epson DS Transfer Multi-Use Paper 24"x100' Roll = \$30, Epson DS Transfer Multi-Use Paper 11"x14" - 100 Sheets = \$31, Epson DS Transfer Multi-Use Paper 8.5"x11" - 100 Sheets = \$23, 4 Sublimation Maintenance Boxes @ \$48.00 = \$192.00, 4 Public Youth Desktops (\$1179 per computer, \$34 per HP Care Pack, \$25 per new cables, 16 hours professional services @ \$225 per hour) = \$8552, 10 Mobile Training Lab laptops (\$1679 per computer, \$198 per HP Care Pack, \$25 per new cables, 40 hours of professional services @ \$225 per hour) = \$28,020, Wifi replacement and enhancement (Indoor access points = \$8,000, Outdoor access points = \$7,000, Aruba Central 3yr = \$2,000, Site Survey = \$10,000, Refresh and install = \$14,000) = \$41,000
		119,248	\$ 96,573	\$ 70,920	\$ 196,182	
LIBRARY MATERIAL MAINTENANCE						
42500	Processing--Technical Services	10,350	\$ 10,290	\$ 1,828	\$ 10,200	Book jacket covers, barcodes, prebound processing, shipping, Library of Things processing supplies (bags; containers; & replacement parts), general processing supplies, J kit processing supplies (bags; containers; & replacement parts)
42510	Cataloguing Tool	210	\$ 230	\$ -	\$ 230	WebDewey
42515	Digitization Projects	0	\$ -	\$ -	\$ -	
		10,560	\$ 10,520	\$ 1,828	\$ 10,430	

PROGRAMS:						
44120	Programs-Adult	12,000	\$ 12,905	\$ 8,899	\$ 13,625	Gettin' Crafty and Make n takes(\$2,700) Crafternoon (\$1,000) Presenters(\$6,000) Senior Outreach Programming (\$320) Movie License (\$175) Illinois Libraires Present (\$1,230) Cricut/Maker Programs (\$300) Seed Library Supplies (\$1,000) Snacks/Supplies(\$300) Needlecrafters (\$100) <b>Bilingual intergenerational programming/Spanish Programming (\$500)</b>
44130	Programs-Teen	4,000	\$ 3,500	\$ 1,798	\$ 3,500	Snacks (\$1,100) Presenters (\$400) Take 'n Makes (\$500) Snack Testers (\$400) Teen Council Supplies (\$200) Video Game Club (\$300) Table Top 'n Treats (\$125) Teen Café (\$300) Movie License (\$175)
44135	Programs-Summer Reading	5,000	\$ 4,139	\$ -	\$ 4,580	Youth Services includes completion prizes and sign-up bags (\$1,300); and 120 prize books @ \$10.65 (\$1,280); Adult and Teen Services (\$2,000)
44140	Programs-Youth	12,686	\$ 10,005	\$ 8,156	\$ 11,085	\$2,800 4 Large scale programs \$4,800 Departmental programming Divided amongst 5 full-time/1 part-time. Pre-packaged crafts, Activity books, Cricut, speciality items, craft, sensory, holiday supplies, etc. \$1,200 Early Literacy, Spanish, and Discovery kits \$900 New and replacement toys for Youth Services play area \$250 1,000 Books Before Kindergarten program \$550 Read and Roll Materials (\$70), including 2 books each month at \$20 each (\$480) \$175 Swank movie license \$410 Signage
44145	Events and Outreach	9,200	\$ 10,600	\$ 5,108	\$ 28,800	Trunk-or-Treat (\$3,000) National Library Week (\$1,000) Summer Event (\$5,000) Decorating Committee (\$2,000) National Night Out/Blooming Fest/Frosty Fest (\$1,700) Light up the library (\$8,000 lighting + \$2,500 Programming = \$10,500) Summer Reading Kickoff Event (\$2,500) New Teacher Luncheons (\$400) Star Wars Event -- 50th Anniversary (\$1,000)
		42,886	\$ 41,149	\$ 23,961	\$ 61,590	

MARKETING & PROMOTIONS:						
44210	Marketing	4,000	\$ 3,567	\$ 3,824	\$ 15,400	Constant Contact; \$175 per month x 12 months = \$2,100 Poster Printing Supplies; 6 x [24" x 82' paper @ ~\$84 per roll] = \$504; Epson ink, 9 x [CMY 50 ml cartridges @ \$54 each from Epson] = \$486; Epson ink, 3 x [Black 80 ml cartridge @ \$74 each from Epson] = \$222; total printing budget = (\$1,212); Royal Publishing [ 3 ad placements in WCCHS Athletic Programs] = (\$850); <b>Meta Boost Budget =</b> (\$800); <b>Promotional Yard Signs = (\$600); Other Promotional Items =</b> (\$600); <b>Roll-Up Promotional Banner for Outreach = (\$250);</b> <b>Hootsuite Social Media Scheduling; \$199 per user per month</b> <b>x 12 months = (\$2,388); Video Closed Captioning English &amp;</b> <b>Spanish @ \$10 per minute x 1 hour = (\$600); Standard WCAG</b> <b>AA Audio Description for Video from PVV @ \$25 per minute</b> <b>x 4 hours = (\$6,000)</b>
44215	Web Site	2,298	\$ 4,902	\$ 3,199	\$ 2,298	Cost of hosting with PowderKeg @ \$1,749 per year, Cost of Wildcard SSL Certificate @ \$449.99 per year, Yoast SEO Premium = \$99 per year
44220	Promo Mats-Adult	2,400	\$ 3,200	\$ 568	\$ 3,300	Binge Box Flix Pix (\$300), outreach items including teen outreach to schools and events (\$900), reading program prizes throughout the year (\$300), general promo materials (\$2,400)
44240	Promo Mats-Youth	2,500	\$ 1,700	\$ 90	\$ 1,800	Back to school events, community events
44245	Program Guide	17,200	\$ 17,636	\$ 12,048	\$ 19,498	Mail Costs: \$1,250 deposit x 4 quarterly mailings = (\$5,600) Production Costs with VisoGraphic; \$3,474 x 4 printings = (\$13,898)
44250	Surveys	0	\$ -	\$ -	\$ -	We are using M365 for surveys
		28,398	\$ 31,005	\$ 19,729	\$ 42,296	
FACILITIES & OPERATIONS:						
45110	Janitorial Service	24,700	\$ 29,000	\$ 19,333	\$ 29,000	6 days MON-SAT 4Hrs per day. This will include materials, supplies and equipment plus the annual carpet cleaning and annual tile floor refinishing. <i>NOTICE FY 27/28 raised to \$30,160</i>
45112	Security Service	21,300	\$ 22,153	\$ 13,908	\$ 22,823	Security Monitor 20 hours/wk @ \$21.45/hr = \$22,308, 6 special events \$515 (4 hrs./event)
45115	Janitorial Supplies	6,100	\$ 6,100	\$ 3,397	\$ 8,905	Paper products (\$2,150); waste can liners (\$1,275); diaper can liners (\$75); foam soap (\$650); cleaning products and equipment (\$1,200); batteries (\$200); vacuum cleaner supplies (\$75); hardware/tools (\$75); misc. based on current usage (\$400)
45117	Security Cameras	5,800	\$ 4,975	\$ -	\$ 4,975	Annual surveillance camera service agreement
45120	Snow Removal	26,000	\$ 27,815	\$ 15,776	\$ 28,031	NOV-MAR SEASON \$20,312 / (+ contract coverage 30.01-45" \$5,232) / (+ contract coverage 45.01-55" \$2,487) / (+ contract coverage >55.01" \$2,487)
45130	Exterior Landscaping	24,900	\$ 25,757	\$ 16,975	\$ 21,757	Monthly landscape maintenance 8@\$700/mo. = (\$5,432) -- 3% discount for annual payment; Mulch (\$3,325), various plantings (\$5,000), tree trimming and removal (\$6,000), garden beds 4@\$500 = (\$2,000)
45140	Exterior R&M - Other	11,200	\$ 9,200	\$ 4,176	\$ 9,550	Window Washing 2x/yr. = (\$1,600) + Artwork removal 24 windows/2x/yr.= (\$150) Sprinkler system repairs (\$800), misc. repairs (\$7,000)
45150	HVAC R&M	25,000	\$ 25,000	\$ 19,944	\$ 25,080	HVAC Service agreement \$3,022/qtr. = (\$12,088); Gehrke water treatment \$125/mo. = (\$1,500); HVAC repairs unanticipated
45155	Gen'l Building Services	1,860	\$ 10,040	\$ 10,280	\$ 3,100	Orkin ( \$1,200/yr.); Cintas Filtration \$175/qtr. = (\$700); first aid cabinet = (\$1,200)

45160	Contract Inspection & Maintenance	24,000	\$ 24,861	\$ 15,719	\$ 26,375	ADS burglar alarm monitoring \$467.10/qtr. = (\$1,868/yr.); Anderson Elevator \$200/mo. = (\$2,400/yr.); American National Sprinkler \$500/semi-annual = (\$1000*); Assa Abloy (\$1,100/yr.); Cintas Fire-fire extinguishers & emergency lighting (\$4,500*); IL State Fire Marshall Conveyance Certificate (\$100/yr.*); ADS Back Flow Certification (\$623); Just Elevator (QEI) elevator inspection (\$150*/yr.); ADS Elevator Inspection (\$180/yr.* 1x every 5 yrs.); Anderson Elevator Inspection (\$950/yr.*); ADS fire inspections (\$2,739/yr.); SenSource door counter (\$245*/yr.); Delta Technologies \$1,605/qtr. = (\$6,420); NIR Roof care \$700 semi-annual = (\$1,400); ADS fire alarm monitoring \$45/mo. = (\$540/yr); First Security licensing fee for card readers \$240/door/yr. x 9 = (\$2,160)
45165	Interior R&M - Other	13,500	\$ 31,000	\$ 11,195	\$ 15,500	Misc. repairs for lighting, plumbing, ceiling, elevator = (\$10,000) + 8 picnic table kits @\$150/ea = (\$1,200) + LG Counter Depth MAX 20.8 Cu. Ft. French Door Smart Refrigerator (\$1,600) + Transfer double-sided shelving, Teen area Estimate (\$1,500) + Shelving Program room closet (\$1,200)
		184,360	\$ 215,901	\$ 130,703	\$ 195,096	
<b>UTILITIES</b>						
45310	Utilities-Gas	9,800	\$ 12,500	\$ 7,470	\$ 15,970	Interstate Gas Supply LLC - fixed price (11/2025 to 10/2027) of \$.04600/therm; transmission fee increase; increased usage
45320	Utilities-Electric	41,960	\$ 52,000	\$ 25,132	\$ 61,400	Direct Energy price (4/2026 to 4/2029) of \$.09287/kWh; rate and transmission fee increase; increased usage
45330	Utilities-Telephone	19,200	\$ 23,420	\$ 20,116	\$ 8,400	Desk phones @ \$315/mo. = (\$3,780/yr.); Mobile phones @ \$385/mo. = \$4,620/yr.)
45340	Utilities-Water	7,500	\$ 10,000	\$ 7,970	\$ 12,750	City of West Chicago (based on current usage and a 5% increase)
45350	Utilities-Trash	1,200	\$ 1,182	\$ 757	\$ 1,262	Flood Bros. (\$962/yr.); Xtreme Environmental (\$300/yr.)
		79,660	\$ 99,102	\$ 61,445	\$ 99,782	
<b>PROFESSIONAL SERVICES</b>						
45500	Insurance	20,806	\$ 23,140	\$ 16,623	\$ 25,500	Property & liability package; umbrella; business auto; directors & officers - includes EPL; government crime (Projected 10% increase)
45505	Audit	13,830	\$ 11,530	\$ 11,530	\$ 14,580	Audit \$11,100; OPEB \$3,480
45510	Legal	12,000	\$ 12,000	\$ 21,775	\$ 15,000	Attorney services
45515	Professional Services	15,000	\$ -	\$ -	\$ 30,000	Strategic planning consultant
45520	Accounting	19,000	\$ 18,900	\$ 13,662	\$ 18,900	Governmental Accounting @ \$1,575/mo. = (\$18,900/yr.)
		80,636	\$ 65,570	\$ 63,590	\$ 103,980	
<b>LIBRARY BOARD EXPENSES</b>						
45600	Conf & Training-Board	2,500	\$ 7,500	\$ 400	\$ 5,000	Board training and expenses
45605	Prof Services-Secretarial	4,100	\$ 4,100	\$ 2,095	\$ 4,200	Efficiency reporting (\$340/mo.)
45610	Legal Notices & Ads	1,000	\$ 1,000	\$ 405	\$ 1,000	Required publishing of legal documents
		7,600	\$ 12,600	\$ 2,900	\$ 10,200	
<b>CAPITAL EQUIPMENT EXPENSES</b>						
46500	Capital Equipment & Building	0	\$ -	\$ -		
46510	Capital Projects	350,000	\$ 325,000	\$ 292,755		
	<b>SUBTOTAL LIBRARY FUND</b>	3,209,433	\$ 3,358,813	\$ 2,111,359	\$ 3,319,573	
<b>GRANT EXPENSES</b>						
49600	Grant Expenditures	0	\$ -	\$ -		
<b>SPECIAL REVENUE EXPENSES</b>						
	IMRF	149,876	\$ 127,000	\$ 86,279	\$ 128,785	Levy \$100,000

SPECIAL RESERVE EXPENSES						
	TOTAL LIBRARY & SPECIAL	3,359,309	\$ 3,485,813	\$ 2,197,638	\$ 3,448,358	