



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
MONDAY, APRIL 27, 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 – March 23, 2026
- D. Recognition of the Public
- E. Public Comments -- Limited to 3 Minutes
- F. Agenda – Additions/Deletions
- G. Treasurer's Report Aimee Cavataio, Treasurer
1. Approval of the Bills for April 2026
2. Financial Statements for March 2026
- H. Communications ATTACHMENT
1. Meetings of Public Bodies on Election Days Prohibited ATTACHMENT
 Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
2. Chronology For Annual Financial Ordinances ATTACHMENT
 Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
- I. Reports Corrine Jakacki-Dattomo
1. President ATTACHMENT
2. Library Director ATTACHMENT
3. Department Managers Patricia Weninger
4. Policy Committee Aimee Cavataio
5. Finance Committee
- J. Unfinished Business
- None

K. New Business

- | | |
|--|--------|
| 1. Reference Policy | ACTION |
| 2. Collection Management Policy | ACTION |
| 3. Internet & Digital Services Policy | ACTION |
| 4. Smoke-Free Library Policy | ACTION |
| 5. Drug & Alcohol-Free Library Policy | ACTION |
| 6. Cost of Living Adjustment Recommendation for FY 2026-2027 | ACTION |
| 7. Merit Pool Recommendation for FY 2026-2027 | ACTION |
| 8. Salary Schedule for FY 2026-2027 | ACTION |

L. Closed Session

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

M. Return to Open Session

N. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, MARCH 23, 2026
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Corrine Jakacki, President; Pat Weninger, Secretary; and Aimee Cavataio, Treasurer; Laura Finch (by videoconference) and Michael Wonderly, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Jennifer Gunn, Adult Services Manager; Luke Sutton, Youth Services Manager (entered before Department Manager's Report); Juan Martinez, Facilities Assistant; Nick Del Giudice, Public Relations Specialist; Jason Rock, Information Technology Librarian.

C. APPROVAL OF THE MINUTES:

1. Regular Meeting - February 23, 2026: Ms. Weninger moved to approve the Minutes of February 23, 2026 as amended; seconded by Ms. Cavataio.

- Page 2, Item H-1, first paragraph, should read: "...Scott Grotto submitted his resignation from the Board due to other personal commitments."

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

D. RECOGNITION OF THE PUBLIC: Sufiyan Mohammed, who was later sworn in as a new member of the board.

E. PUBLIC COMMENTS: Mr. Mohammed thanked the Board for reaching out to him regarding the open board position.

F. Ordinance 26-02 - An Ordinance Appointing a Library Trustee:
Ms. Weninger moved to appoint Sufiyan to the library Board of Trustees; seconded by Mr. Wonderly.

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

Sufiyan Mohammed was sworn in as trustee in accordance with Illinois Statute 75 ILCS 16/30-40 (a); and he joined the trustees at the board table.

G. AGENDA - ADDITIONS/DELETIONS: None.

DRAFT MINUTES ONLY

H. TREASURER'S REPORT:

1. Approval of the Bills for April 2026: The new Treasurer, Ms. Cavataio, moved to approve the payment of the bills in the amount of \$214,814.78; seconded by Mr. Wonderly.

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

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

I. Communications: None.

J. REPORTS:

1. President: Ms. Jakacki stated that a recording of the ILA Webinar Trustee Forum is available to trustees who were unable to watch it on the day of, as well as access to the slides used by the presenter. The webinar explained how a library gets to levy, why to levy, what the budget is, the difference between a municipal library versus a district library, how the two are taxed differently, and how the levy is handled differently. The next trustee webinar is April 4, 2026, on Empowering Patrons Through AI Literacy.

The trustees are now required to file their 2026 Statement of Economic Interest, which is completed electronically. Access to the form is available via the trustee's library email account, and was sent from DuPage County on March 3rd, 2026, with a subject line of "Notice: Time to File 2026 Statement of Economic Interest." The filing deadline is May 1, 2026.

Ms. Cavataio and Ms. Jakacki met to talk about the Treasurer's role and responsibilities.

President Jakacki recommended the trustees sign up for the RAILS e-newsletter at RAILSlibrary.org because the newsletter is a great way to keep up on what is going on at Illinois libraries.

The Board of Trustee annually performs a director's evaluation in the May time frame. The Director also completes a self-evaluation. Ms. Jakacki will send the trustees the Board's standard evaluation form in mid to late April. The trustees will complete the evaluation anonymously and send it back to Ms. Jakacki, who will compile all the numbers as well as capture trustees' comments. The trustees will go into closed session during their May meeting to discuss the evaluation.

Ms. Jakacki will not be present for the April meeting; Ms. Weninger will chair the meeting.

2. Library Director: Mr. Weseloh stated the Library is 67% of the way

DRAFT MINUTES ONLY

through its fiscal year. The revenues received remain at 97%, which is roughly \$100,000 short of the budgeted revenue. The Library has yet to log its second half of the PPRT and the Per Capita Grant; and three months remain to collect interest and fees. Ninety nine percent of the budgeted property tax revenue has been collected. Expenditures are running slightly behind fiscal year elapsed at 60%.

Department managers submitted their respective department's budget data to inform the creating of the 2027 fiscal draft budget, which will be presented to the Finance Committee in April. Mr. Weseloh suggested a meeting date of April 15, 2026. The Library administration will present the COLA, merit recommendations, and proposed salary schedule at that time.

Legislative Update: The Director stated that HR7661 was introduced in Congress in February. The bill, known as the Stop the Sexualization of the Children Act, has been denounced by the ALA as amounting to a federal book banning bill.

The Illinois House of Representatives introduced House Bill 5236, known as the Digital Library Protection Act. This bill is designed to help libraries with the cost structures created by book publishers who are charging a lot of money for e-materials. The Act aims to prevent publishers from imposing unfair restrictions on libraries when licensing e-books, digital audiobooks, and other electronic literary materials. It further would prevent publishers from restricting a library's ability to determine loan periods, charging libraries more than the public for the same item, or limiting the number of licenses a library can acquire after an item is available to the public. The Act has been assigned to the Illinois House of Representatives Consumer Protection Committee for consideration.

Mr. Weseloh attended a Ready, Set, Advocate meeting on March 11, 2026, convened by ILA and the Public Policy Committee. Another meeting is scheduled for March 25, 2026.

The Director attended a SWAN meeting on March 20, 2026, at which Aaron Skog, the chair of the Public Policy Committee, indicated that the publishers' lobbyists are also lobbying their position on HB5236.

The Dolly Parton Imagination Library is moving forward. It provides one free book a month delivered to the home of families with children age 0 to 5 who register. Sufficient funds have been raised for the first two years of the program for West Chicago, with funds provided by the Library Foundation, the Rotary, WeGo Together for Kids, and the Library itself. A memorandum of understanding is being drafted between the Library and the Dollywood Foundation. Library staff will be trained on the book ordering system; and a program kickoff is scheduled for

DRAFT MINUTES ONLY

April 18, 2026.

A meeting will be held at Cantigny Park March 25, 2026, with the Dolly Parton Imagination Library organization to discuss bringing the program to a broader audience in DuPage County and seeking additional funding from other agencies and organizations to try to offer the program County-wide.

Some brochures for the Metra advertising campaign went live the week of March 2, 2026. As of March 6, 2026 the program's QR codes were used just over 100 times via scans in the four days the brochures were available.

RAILS is seeking additional entities to add to its Explore More Illinois program. The newest attraction is the Winnetka Park District, which offers Illinois users passes to the swimming beach, valid for daily admission.

The ALA annual conference, will be held June 25 to 29, 2026 in Chicago. This year marks the 150th anniversary of the ALA. The ILA annual conference is in Peoria from October 6 to 8, 2026, with a theme of Fired Up and Ready to Go.

The Micro Pantry construction is nearing completion. The Library is working with the City in terms of permitting restrictions and approval of the installation of a concrete pad upon which the pantry will be installed.

The We Go Full Steam Ahead train project is running a little behind schedule, and the unveiling is now planned to coincide with the Railroad Days festival.

The Library's in-service was held March 6, 2026; and the in-service survey results were available to the trustees for review. During the day, staff addressed special projects, tasks, and organization of departments, all of which are difficult to achieve while the library is open or when patrons are present.

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

(Luke Sutton, Youth Services Manager, entered.)

Jennifer Gunn, Adult Services and Teen Services manager, provided a presentation to the Board. Ms. Gunn has held her position for almost a year. The department has nine staff members in addition to the manager.

The department's mission is "to make library resources known and

DRAFT MINUTES ONLY

accessible to everyone."

The teen area has been redecorated this year, and a specific entryway has been created to designate the separate space. A new, more eye-catching sign has been added, as well as a whiteboard, some games, a drafting table, a bar-height table, four new cubicles, and two sets of booth seating.

The department has hosted in its common space art installations, such as the Calaveras, concerts, and dance performances, including the high school musicians.

A Spanish information center board and a Spanish printing center board have been added, as well as signage for the Spanish literature and a book menu with recommended readings.

The department staff provide scheduled one-on-one assistance from a librarian, notary services, test proctoring, device advice, and technology assistance; and the department offers study rooms and access to computers.

The department has a favorite authors program through which patrons can have their favorite authors' new books put on hold for them automatically if they sign up.

The department provides many different customer services. Interlibrary loans, and reader's advisory; and staff connect people to community resources.

The Library of Things includes a sewing machine, and a giant inflatable screen and projector to show a movie on your lawn. The department has a seed library; and the most popular seeds were the onions and the tomatoes.

Computer classes for adults are available, monthly craft classes -- one per quarter is bilingual -- and all of the passive crafts and activities are bilingual. Book clubs and quarterly reading programs are also offered. One program that was held tracked the history of women silversmiths. Programs for teens include snack testing, teen cafe, crafts, and open mic. The department also offers homework help and video game club. The teen advisory board meets and discusses what kind of things they would like to see at the library; and they also have volunteer opportunities, like helping to decorate the library for Christmas.

The department does outreach to schools and to senior communities in West Chicago. Staff engages with the seniors by organizing a quarterly craft, leading book talks, providing a readers' advisory; and staff

DRAFT MINUTES ONLY

bring books to the seniors for checkout; and the seniors can return the items that they checked out the following month. Seniors are signed up for library cards.

The department has partnerships with many community organizations in many different capacities; such as, the West Chicago History Museum, Healthy West Chicago, and Gallery 200.

4. Policy Committee: The Policy Committee met March 16, 2026 at 6:30 p.m. In attendance were Ms. Weninger, Chair; Ms. Finch and Mr. Wonderly, members; Ms. Jakacki, ex officio; and Mr. Weseloh, staff. There were no minutes to approve.

The committee reviewed the Fixed Asset/Capitalization Policy, the Investment of Public Funds policy, the Purchasing policy, and the Library Credit Card policy, the latter which increases the number of staff members with cards from four to six. These policies were considered by the board under New Business at the March Board Meeting upon recommendation by the Policy Committee.

Discussion was had at the Policy Committee meeting regarding Artificial Intelligence and how the Library can best handle that. The committee discussed the Electronic Board Meeting Attendance policy. The committee asked Mr. Weseloh to discuss several items with the Library's attorney.

The next Policy Committee meeting is scheduled for April 9, 2026 at 7:00 p.m. The meeting adjourned at 7:40 p.m.

K. UNFINISHED BUSINESS:

1. Strategic Planning Scope of Work: The board discussed the plan to develop a new strategic plan and hiring a consultant to help with that project, such as to reach out into the community to talk to those people who are not library users, to find out what do they think of the library, what do they want to see from their library, and what would make them library users.

An RFP is needed for different consulting firms to respond to. Ms. Jakacki asked Mr. Weseloh to review RFPs from other libraries and find out what they had used.

Mr. Weseloh will bring an RFP to the board in May; he will send the RFP to a number of consulting firms, review the responses, and pick the top three with which to schedule presentations from before the board. The board will select the consultant the Library will work with; and Mr. Weseloh will be the interface with the consultant firm.

The estimated cost of engaging a consultant to prepare a strategic plan is between \$20,000 to \$30,000. The board will ask for a breakdown of

DRAFT MINUTES ONLY

the different levels of engagement. Discussion was had about identifying the people who do not use the library, find out why they do not use the library, and what can be done differently to encourage them to become involved with the library.

After the RFP is fine-tuned by Mr. Weseloh and the board, it will be distributed in the newspaper, and on the Library's website. Responses will be requested to be submitted within four weeks, in the July timeframe, and presentations will be scheduled for August. The prospective consultants will be asked if they can help the library with a framework to revise or refine the strategic plans in future years.

L. NEW BUSINESS:

1. Fixed Asset/Capitalization Policy: Ms. Weninger stated the Policy Committee recommends approval of the Fixed Asset/Capitalization Policy as it stands. The changes that were made were highlighted in blue. Roll Call Vote - Yes: Cavataio, Finch, Mohammed, Weninger, Wonderly, Jakacki. Motion carried.

2. Investment of Public Funds Policy: Ms. Weninger stated the Policy Committee recommends approval of the Investment of Public Funds policy, with the text remaining as is. Roll Call Vote - Yes: Cavataio, Finch, Mohammed, Weninger, Wonderly, Jakacki. Motion carried.

3. Purchasing Policy: Ms. Weninger stated that the Policy Committee recommends the approval of the Purchasing Policy. Roll Call Vote - Yes: Cavataio, Finch, Mohammed, Weninger, Wonderly, Jakacki. Motion carried.

4. Library Credit Card Policy: Ms. Weninger stated that the Policy Committee recommends that the board approve the Library Credit Card Authorization policy with the change of increasing the number of employee cards from four to six, plus the Director, for a total of seven. Roll Call Vote - Yes: Cavataio, Finch, Mohammed, Weninger, Wonderly, Jakacki. Motion carried.

M. CLOSED SESSION: None held.

N. RETURN TO OPEN SESSION: None.

O. ADJOURNMENT: Ms. Jakacki stated there was no reason to move into closed session; therefore the board did not move into closed session; therefore there was no need to return to open session. Ms. Jakacki adjourned the meeting at 8:25 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 27-Apr-26

FINANCIAL STATEMENT DATE: March 31, 2026

Payroll dated:

3/13/2026	Net Payroll	\$	41,205.85
	Federal Liability Payment	\$	12,459.44
	State Liability Payment	\$	2,577.92
	Paylocity Fee	\$	-
3/27/2026	Net Payroll	\$	41,490.18
	Federal Liability Payment	\$	12,494.40
	State Liability Payment	\$	2,574.82
	Paylocity Fee	\$	653.11

TOTAL \$ 113,455.72

Republic Bank

Operating - Manual Cks	Check No.	\$	17,862.72
Operating - System Cks	Check No.	\$	119,537.68
Operating - Credit Card	Check No.	\$	4,374.09
Librarian's Petty Cash	Check No.	\$	-

TOTAL \$ 141,774.49

Total Bills for Approval \$ 255,230.21

Board Approval

Signature: _____

Board Approval Date: _____

Manual Check Detail
West Chicago Public Library District
March 2026

Transaction date	Transaction type	Num	Name	Memo/Description	Amount
03/04/2026	Check	March 2026	IMRF	March Payroll 2026	16,137.04
03/12/2026	Check	ACH 3.12.26	Amplion	March 2026 Billing	297.83
03/12/2026	Check	ACH 3.12.26 2	Amplion	March 2026 Billing	321.85
03/13/2026	Check	Fees March 2026		March 2026 Service Charge	130.00
03/24/2026	Check	Legal March 2026	LegalSolved, LLC	March 2026	916.00
03/31/2026	Check	ACH 3.31.26	Employee Benefits Corporation	March Fee Invoicing	60.00
				Total	17,862.72

10650 Republic Bank Checking 4130

37203

37204

37214

37213

37230

37205

Wednesday, April 15, 2026 03:28 PM GMTZ

West Chicago Public Library District

Unpaid Bills Detail

As of April 16, 2026

Date	Transaction Type	Num	Memo/Description	Amount
04/16/2026	Bill		Recurring Charges March 11 to April 10, 2026	616.78
				\$ 616.78
04/01/2026	Bill	16247294T095	Document Cart Shred Svc 3/20/2026	455.35
				\$ 455.35
03/08/2026	Bill	204101-1082	Quarterly Charges / Apr-Jun	450.21
				\$ 450.21
03/13/2026	Bill	1XLL-7DRJ-VHXT	Books	19.99
03/16/2026	Bill	1DTR-CYPY-KTD6	Play Mat	49.99
03/19/2026	Bill	14YR-LL14-NTVP	Program Craft Supplies	45.12
03/19/2026	Bill	1Q9F-CN6D-HKGT	Books	52.79
03/20/2026	Bill	1TMF-9WNW-DGWJ	Program Craft Supplies	161.59
03/21/2026	Bill	1DG3-YKYV-DGT4	Smart TV	329.95
03/23/2026	Bill	1X9C-QJFP-69WX	Pencil Sharpener	4.79
03/23/2026	Bill	1W4M-YJQC-R7GD	AV-Mat	216.38
03/23/2026	Bill	1RYD-XFPR-7WRX	AV-Mat	90.57
03/23/2026	Bill	14NJ-HXP1-RNTC	Program Craft Supplies	49.11
03/24/2026	Bill	1DLX-X9YP-VFX3	Board Books	354.40
03/25/2026	Bill	1PRV-D49W-CWGW	Program Craft Supplies	45.16
03/30/2026	Bill	14G9-HVPL-CNQT	Tech Services Coin Counter	187.00
03/31/2026	Bill	1P39-WD93-K4WM	Program Knitting Crochet Embroidery Supplies	46.16
03/31/2026	Bill	1P39-WD93-KGGF	Program Paper Supplies	36.65
04/02/2026	Bill	16PR-M3GQ-4R6W	Books	6.55
04/02/2026	Bill	1MTR-H1LD-44JN	AV-Mat	180.93
04/02/2026	Bill	11Y3-74XY-MWHV	Cookies and Lemonade	63.96
04/02/2026	Bill	19M9-KPFM-GV6M	Books	14.53

ACC Business
800-322-3076

Total for ACC Business
Accurate Document Destruction

Total for Accurate Document Destruction
Alarm Detection Systems
630-844-6306

Total for Alarm Detection Systems
Amazon Capital Services

04/06/2026	Bill	1Q93-JMY-Y-MKC9	Kit replacement parts	42.75
04/06/2026	Bill	141J-M13T-C6G1	Books	27.49
04/07/2026	Bill	1LPW-VR7Y-H14J	Books for Kit Replacements	81.35
04/07/2026	Bill	1R67-Q67T-1Y17	Program Craft and Food Supplies	311.60
04/07/2026	Bill	13YH-QTG9-FHHJ	Plastic Egg Maracas	35.98
04/07/2026	Bill	1R6N-P7DH-GNMC	Program Craft Supplies	129.06
04/07/2026	Bill	171H-CG4V-GTLW	Kit Replacement Parts	86.17
04/09/2026	Bill	1PNG-F3K1-MP3Y	Breakroom Supplies	253.23
04/10/2026	Bill	1VPF-HM7C-T9R4	Program Drink Supplies	10.98
04/10/2026	Bill	168Y-WKKK-3V1R	Books for Kit Replacements	96.66
04/13/2026	Bill	1PAJ-PTDL-L6NW	Summer Reading Toys	99.94
04/13/2026	Bill	1RYH-Y9Q3-KFCF	Paper and Writing Supplies	157.09
04/13/2026	Bill	1XTH-K3YC-KVTC	Promo Inspirational Gift Items	17.99
04/14/2026	Bill	1WXD-9DCG-K1N3	Books for Program	128.19
04/14/2026	Bill	1RCW-XPKC-D473	Replacement Charger for Mobile Hotspot	12.96
04/14/2026	Bill	1W1L-TVFQ-3NQM	Cup dispenser, Cups, and Signs	66.48
04/14/2026	Bill	1W1L-TVFQ-CMVY	Planters With Handles	31.99
04/15/2026	Bill	111X-LCMK-Q11L	Program Craft Supplies	27.66
04/15/2026	Bill	164M-HT1F-LGC7	Books for Program	92.90
03/25/2026	Vendor Credit	1CJM-QWND-N4MR	Program Craft Supplies	-45.16
04/04/2026	Vendor Credit	1TK9-YCV4-VLYR	Damaged Book Returned	-6.55
				<u>\$ 3,614.78</u>
03/11/2026	Bill	INV-115314-D0S7	Provide access to pit for installation of new pit light	742.00
04/01/2026	Bill	INV-116315-K5F7	April Elevator Maintenance	193.00
				<u>\$ 935.00</u>
03/31/2026	Bill	392321	March 2026 Library Safety Officer	1,873.80
				<u>\$ 1,873.80</u>
03/26/2026	Bill	11706	Seed Library Brochures	192.85
				<u>\$ 192.85</u>
04/01/2026	Bill	INV150517	4/1/26 to 4/30/26 Monthly	558.88
				<u>\$ 558.88</u>

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

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

Total for Andy Frain
Apple Graphics
(630) 388-2222

Total for Apple Graphics
Bigleaf Networks, Inc.
888-244-3133

Total for Bigleaf Networks, Inc.

First Security Systems, Inc.
630-961-5900

03/16/2026 Bill	S98405	Annual Invoicing of 1 year Open Path 3/6/26 - 3/6/27	720.00
03/17/2026 Bill	S98193	CPU Fail Reboot	440.00
04/06/2026 Bill	3403506	Wireless Locks Card Access	10,400.00
			<u>\$ 11,560.00</u>

Total for First Security Systems, Inc.
Flood Brothers

	8837292	2YD Trash Service April 2026	69.45
			<u>\$ 69.45</u>

Total for Flood Brothers
Gehrke Technology Group
847-487-9110

04/13/2026 Bill	2601298	April 2026 Water Treatment	125.00
			<u>\$ 125.00</u>

Total for Gehrke Technology Group
Globe Life

04/01/2026 Bill		Payroll Deduction Notice	55.00
			<u>\$ 55.00</u>

Total for Globe Life
Governmental Accounting, Inc.
847-991-3909

04/01/2026 Bill	60575	Monthly Billing	1,575.00
			<u>\$ 1,575.00</u>

Total for Governmental Accounting, Inc.
Grant and Power Landscaping
630-231-0069

03/24/2026 Bill	72825	Removal of Fallen Pine 03/23/2026	937.50
			<u>\$ 937.50</u>

Total for Grant and Power Landscaping
GROOT, INC.

04/01/2026 Bill	16137937T107	Haul 20 Yd-Ro 3/7/2026	202.56
			<u>\$ 202.56</u>

Total for GROOT, INC.
hand2mind Inc

04/06/2026 Bill	INV000514047	Program Learning Toys	46.98
			<u>\$ 46.98</u>

Total for hand2mind Inc
IHLS-OCLC
618-619-2076

04/06/2026 Bill	33969	WebDewey Group Billing Period 4/1/26-3/31/27	222.51
04/08/2026 Bill	33945	IFM Debits 3/1-3/31/26	10.26
			<u>\$ 232.77</u>

Total for IHLS-OCLC
Illinois Library Association
312-644-1896

04/09/2026 Bill	332640	Institutional Membership Renewal ILA	225.00
04/15/2026 Bill		2026 Reaching Forward North Conference: Gunn, Villalobos, Daunheimer	350.00
			<u>\$ 575.00</u>

Total for Illinois Library Association

Imperial Service Systems, Inc.
630-925-1800

Total for Imperial Service Systems, Inc.
Ingram Library Services
800-937-8200

04/16/2026 Bill 186089 Windows Decorative Paint Removal and Washing 706.00
\$ 706.00

03/02/2026 Bill 94855974 Books 971.41
03/04/2026 Bill 94932294 Books 19.95
03/06/2026 Bill 94997250 Books 57.24
03/09/2026 Bill 95048610 Books 214.92
03/09/2026 Bill 95031222 Books 743.92
03/12/2026 Bill 95137251 Books 18.82
03/12/2026 Bill 95137250 Books 461.23
03/16/2026 Bill 95198859 Books 1,301.31
03/18/2026 Bill 95266314 Books 971.86
03/19/2026 Bill 95295521 Books 200.97
03/19/2026 Bill 95309470 Books 235.11
03/19/2026 Bill 95309471 Books 608.09
03/23/2026 Bill 95363370 Books 36.34
03/24/2026 Bill 95400407 Books 19.39
03/24/2026 Bill 95400408 Books 13.73
03/25/2026 Bill 95435224 Books 18.82
03/26/2026 Bill 95464792 Books 485.11
03/27/2026 Bill 94603258 Read and Roll Books 51.36
03/10/2026 Vendor Credit 95096551 Books Credit Defective -15.25
\$ 6,414.33

Total for Ingram Library Services
Kings III Emergency Communications, LLC

04/01/2026 Bill 3351350 4/1/26-6/30/26 Elevator Phone Recurring Charges 207.75
\$ 207.75

Total for Kings III Emergency Communications, LLC
Klein, Thorpe and Jenkins, LTD
312-984-6400

02/28/2026 Bill 260322 Matter 0646-012 Labor and Employment 572.00
\$ 572.00

Total for Klein, Thorpe and Jenkins, LTD
Lakeshore Learning Materials, LLC
(800) 424-4772

03/29/2026 Bill 93617030 Forest Friends Fine Motor Playset 46.98
\$ 46.98

Total for Lakeshore Learning Materials, LLC
LIMRICC
630-393-1483

04/07/2026 Bill April 2026 Monthly Billing 24,244.26

Total for LIMRICC

Michelle M. Nichols-Yehling

04/15/2026 Bill 05122026wcpid Armchair Tour of the Solar System 5/12/2026

200.00
\$ 200.00

Total for Michelle M. Nichols-Yehling

Midwest Tape

800-875-2785

03/02/2026 Bill	508514836	AV-Mat	14.99
03/10/2026 Bill	508556179	AV-Mat	78.72
03/10/2026 Bill	508556176	AV-Mat	22.49
03/10/2026 Bill	508556177	AV-Mat	90.98
03/17/2026 Bill	508587311	AV-Mat	46.48
03/17/2026 Bill	508585778	AV-Mat	263.95
03/17/2026 Bill	508585779	AV-Mat	17.24
03/23/2026 Bill	508615076	AV-Mat	14.99
03/23/2026 Bill	508615075	AV-Mat	84.98
03/23/2026 Bill	508615074	AV-Mat	23.24
03/30/2026 Bill	508642565	AV-Mat	18.74
03/30/2026 Bill	508642566	AV-Mat	13.59
			\$ 690.39

Total for Midwest Tape

Morgan Birge & Associates Inc.

312-670-0000

03/27/2026 Bill 83712 Monthly Billing for March

310.11
\$ 310.11

Total for Morgan Birge & Associates Inc.

NCPERS

04/15/2026 Bill 5/1/2026-5/31/2026

16.00
\$ 16.00

Total for NCPERS

Nicole Hernandez

04/15/2026 Bill Anderson's Children's Literature Breakfast 2026

21.75
\$ 21.75

Total for Nicole Hernandez

Nicor

888-642-6748

04/07/2026 Bill 03/05/26-04/06/26

963.96
\$ 963.96

Total for Nicor

Orkin Pest Control

630-505-7258

03/26/2026 Bill 293624931 PC Standard Monthly

100.00
\$ 100.00

Total for Orkin Pest Control

OverDrive

215-573-6886

03/16/2026 Bill 01018CO26085375 Ebooks and Audiobooks

38.00

	03/31/2026	Bill	01018CP26107703	Ebooks and Audiobooks	103.31
	03/31/2026	Bill	01018CO26102897	Ebooks and Audiobooks	776.43
	03/31/2026	Bill	01018CO26102892	Ebooks and Audiobooks	648.00
	03/31/2026	Bill	01018CP26108114	Ebooks and Audiobooks	230.98
	04/06/2026	Bill	01018CO26115489	Ebooks and Audiobooks	7,042.76
	04/09/2026	Bill	01018CO26120062	Ebooks and Audiobooks	1,182.53
	04/09/2026	Bill	01018CO26119394	Ebooks and Audiobooks	1,025.49
	04/12/2026	Bill	01018CO26121777	Ebooks and Audiobooks	662.34
Total for OverDrive					\$ 11,709.84
Pace Systems, Inc.					
	03/31/2026	Bill	217880	YR 3 CCTV Maintenance	4,975.00
Total for Pace Systems, Inc.					\$ 4,975.00
Peregrine, Stime, Newman, Ritzman					
630-665-1900					
	04/02/2026	Bill	63061	Jan 1, 2026-Mar 31, 2026 General Legal Services	3,307.50
Total for Peregrine, Stime, Newman, Ritzman					\$ 3,307.50
Postmaster					
	04/14/2026	Bill		Program Guide Postage for mailing on 05/08/2026	1,250.00
Total for Postmaster					\$ 1,250.00
Powderkeg					
	04/01/2026	Bill	OOJJP4E6-0002	West Chicago Public Library Annual Powderkeg Hosting	1,749.00
Total for Powderkeg					\$ 1,749.00
SenSource					
800-239-1226					
	04/01/2026	Bill	66059	Data Hosting Service Fee w/VeaCloud Platform - Traffic 6/30/26-6/30/27	240.00
Total for SenSource					\$ 240.00
Sikich LLC					
630-566-8400					
	03/16/2026	Bill	MS560368	Monthly Billing for April	6,435.29
	03/19/2026	Bill	N560378	Faronics Deep Freeze 5/20/26-5/19/27	377.00
	03/25/2026	Bill	N560765	Microsoft Open Value Annual Billing 2026-2027	92.56
	04/15/2026	Bill	MS562218	Monthly Billing for May	6,435.29
	04/16/2026	Bill	I562429	May Daito	296.00
Total for Sikich LLC					\$ 13,636.14
Swan					
630-326-7146					
	04/01/2026	Bill	12570	SWAN Fees April 1, 2026 to June 30, 2026	8,632.50
Total for Swan					\$ 8,632.50
T-Mobile					
	04/15/2026	Bill		Mar 21 to Apr 20, 2026	356.60

Total for T-Mobile Team One Repair, Inc. 678-985-0772									<u>\$ 356.60</u>
Total for Team One Repair, Inc. Teresa Montesano									
	04/06/2026	Bill	1708952		Maxstick paper rolls for circulation printers				<u>1,212.00</u>
	04/15/2026	Bill			Program Yoga for Little Bunnies 5/12/2026				<u>\$ 1,212.00</u>
Total for Teresa Montesano Unique Management Services 800-879-5453									
	04/01/2026	Bill	6157392		Placements 3/5 3/12 3/19 3/26				98.50
	04/01/2026	Bill	6158222		April 2026 Curbside Communicator				40.00
Total for Unique Management Services US Postal Service (CMRS-FP)									<u>\$ 138.50</u>
Total for US Postal Service (CMRS-FP) VISA									
	04/02/2026	Bill			Postage for Postage Meter				<u>1,500.00</u>
	04/10/2026	Bill	2135 4.8.26						175.00
	04/10/2026	Bill	2127 4.8.26						517.58
	04/10/2026	Bill	2101 4.8.26						748.00
	04/10/2026	Bill	3013 4.8.26						844.22
	04/10/2026	Bill	2093 4.8.26						2,089.29
Total for VISA Warehouse Direct, Inc.									<u>\$ 4,374.09</u>
Total for Warehouse Direct, Inc. Xtreme Environmental Solutions 630-293-7880									
	03/26/2026	Bill	6121340-0		Printer Paper				170.97
	04/09/2026	Bill	6128952-0		Bags, Tissues, Towels, and Soap				409.57
Total for Xtreme Environmental Solutions TOTAL									<u>\$ 580.54</u>
	04/03/2026	Bill	137-WCL		April 2026				125.00
									<u>\$ 125.00</u>
									<u>\$ 119,537.68</u>

West Chicago Public Library District Transaction Detail by Account

March 10 - April 8, 2026

11CC TCM Bank		CARD 31 Director - #2083		CARD 41 AS- #2101		CARD 61 PR- #2135		CARD 71 IT- #2127		CARD 81 YS- #3013	
Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance				
03/24/2026	Expenditure		Illinois State Fire Marshal	Elevators		76.69	76.69				
03/25/2026	Expenditure		Wilson St Wash	Quilt		34.20	110.89				
03/27/2026	Expenditure		Zoom Video Communications	Zoom Workplace Pro-Annual 3/27/26-3/28/27		189.80	280.79				
03/31/2026	Expenditure		Best Buy	Battery Back-Up Pro Mini-Tow		187.90	448.78				
04/06/2026	Expenditure	149346857	4 Imprint	Imprinted Promotional Give-away Items		1,840.51	2,089.29				
						\$ 2,089.29					
03/17/2026	Expenditure	87295	HR Source	Program Allgather HR 2026 April 18, 2026		415.00	415.00				
03/25/2026	Expenditure		Chicago Tribune	Beacon News every 8 weeks		109.00	523.00				
03/30/2026	Expenditure		Chicago Tribune	Chicago Tribune every 6 weeks		189.00	719.00				
04/01/2026	Expenditure		Universal Yums	YUM YUM BOX April 2026		29.00	748.00				
						\$ 748.00					
04/01/2026	Expenditure		Constant Contact	April 2026		175.00	175.00				
						\$ 175.00					
03/10/2026	Expenditure		Adobe Inc.	Creative Cloud All Apps		434.93	434.93				
03/25/2026	Expenditure		Spotify	Spotify Premium 1 month		12.99	447.92				
04/07/2026	Expenditure		Printix	Monthly Subscription 3/7/26-4/7/26 + International Transaction fee		89.66	517.58				
						\$ 517.58					
03/11/2026	Expenditure		EventCombo	LITopoloca 2026 7/23/2026		39.22	39.22				
03/12/2026	Expenditure		Illinois Library Association	2026 Reaching Forward North Conference 5/22/2026		180.00	189.22				
03/12/2026	Expenditure		Illinois Library Association	2026 Reaching Forward North Conference 5/22/2026		180.00	359.22				
03/20/2026	Expenditure	4280518	American Library Association	Membership Dues		180.00	539.22				
03/20/2026	Expenditure	4280555	American Library Association	Membership Dues		125.00	664.22				
03/23/2026	Expenditure	4280821	American Library Association	Membership Dues		180.00	844.22				
						\$ 844.22					
						\$ 1,374.09					

Financial Report

For the 9 Month(s) Ended March 31, 2026
FISCAL YEAR 2026



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

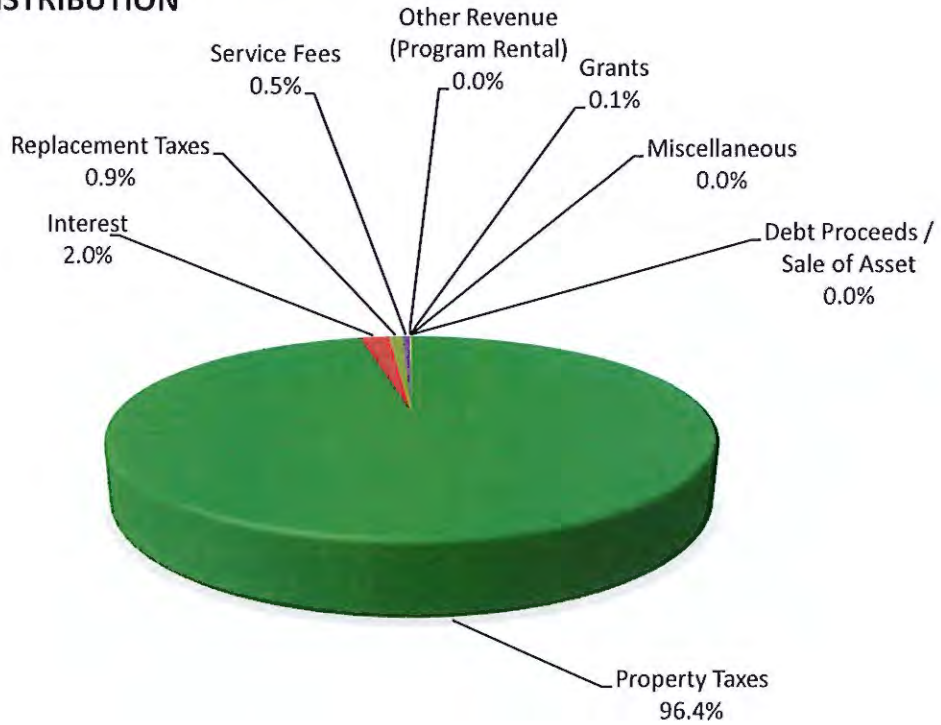
Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2026

75% of Fiscal Year

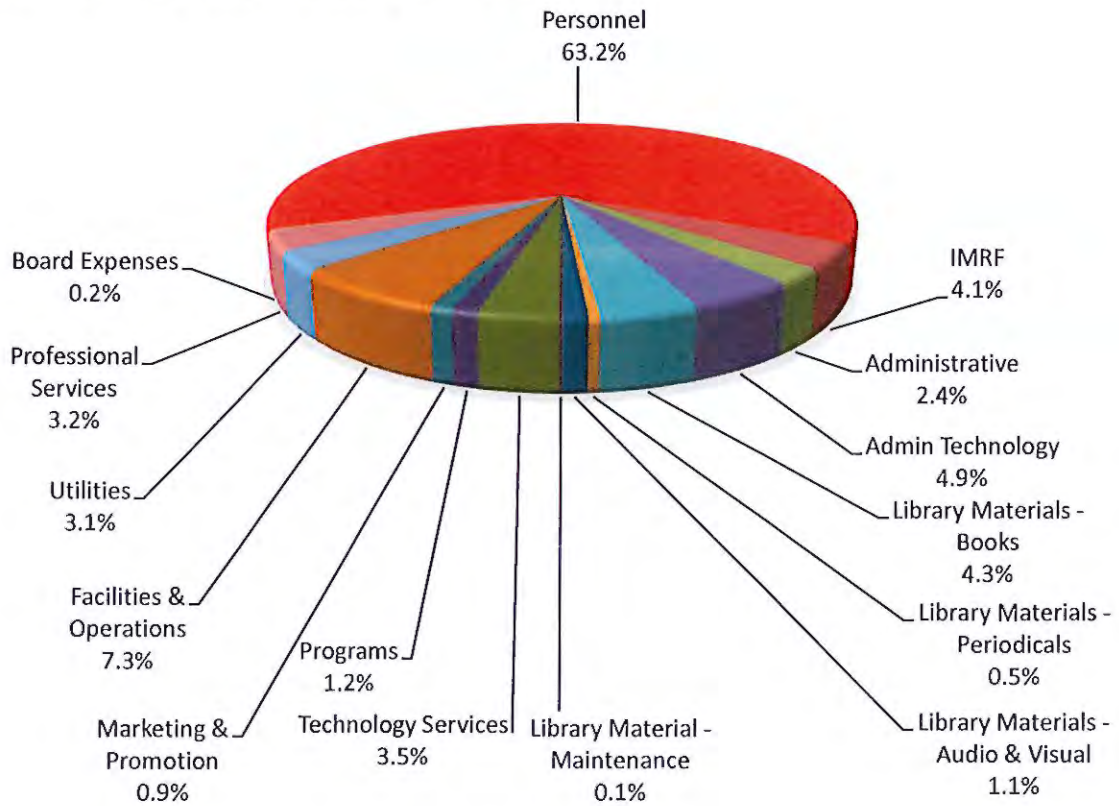
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,969,936	2,976,853	100%
Interest	62,230	76,350	82%
Replacement Taxes	28,544	50,952	56%
Service Fees	15,132	12,200	124%
Other Revenue (Program Rental)	20	-	0%
Grants	2,903	42,958	7%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	<u>3,079,555</u>	<u>3,160,813</u>	<u>97%</u>
Budgeted Revenues	<u>3,160,813</u>		
% Diff	97%		
OPERATING EXPENDITURES			
Personnel	1,334,511	1,999,073	67%
IMRF	86,279	127,000	68%
Administrative	51,701	90,162	57%
Admin Technology	102,987	172,358	60%
Library Materials - Books	91,656	129,315	71%
Library Materials - Periodicals	10,108	10,950	92%
Library Materials - Audio & Visual	24,086	59,535	40%
Library Material - Maintenance	2,188	10,520	21%
Technology Services	73,833	96,573	76%
Programs	25,770	41,149	63%
Marketing & Promotion	20,022	31,005	65%
Facilities & Operations	154,784	215,901	72%
Utilities	64,628	99,102	65%
Professional Services	66,783	65,570	102%
Board Expenses	3,240	12,600	26%
Actual Expenditures	<u>2,112,575</u>	<u>3,160,813</u>	<u>67%</u>
Budgeted Expenditures	<u>3,160,813</u>		
% Diff	67%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>966,980</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>674,225</u>	<u>(325,000)</u>	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	<u>2,301,538</u>		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 9 Month(s) Ended March 31, 2026

REVENUE DISTRIBUTION

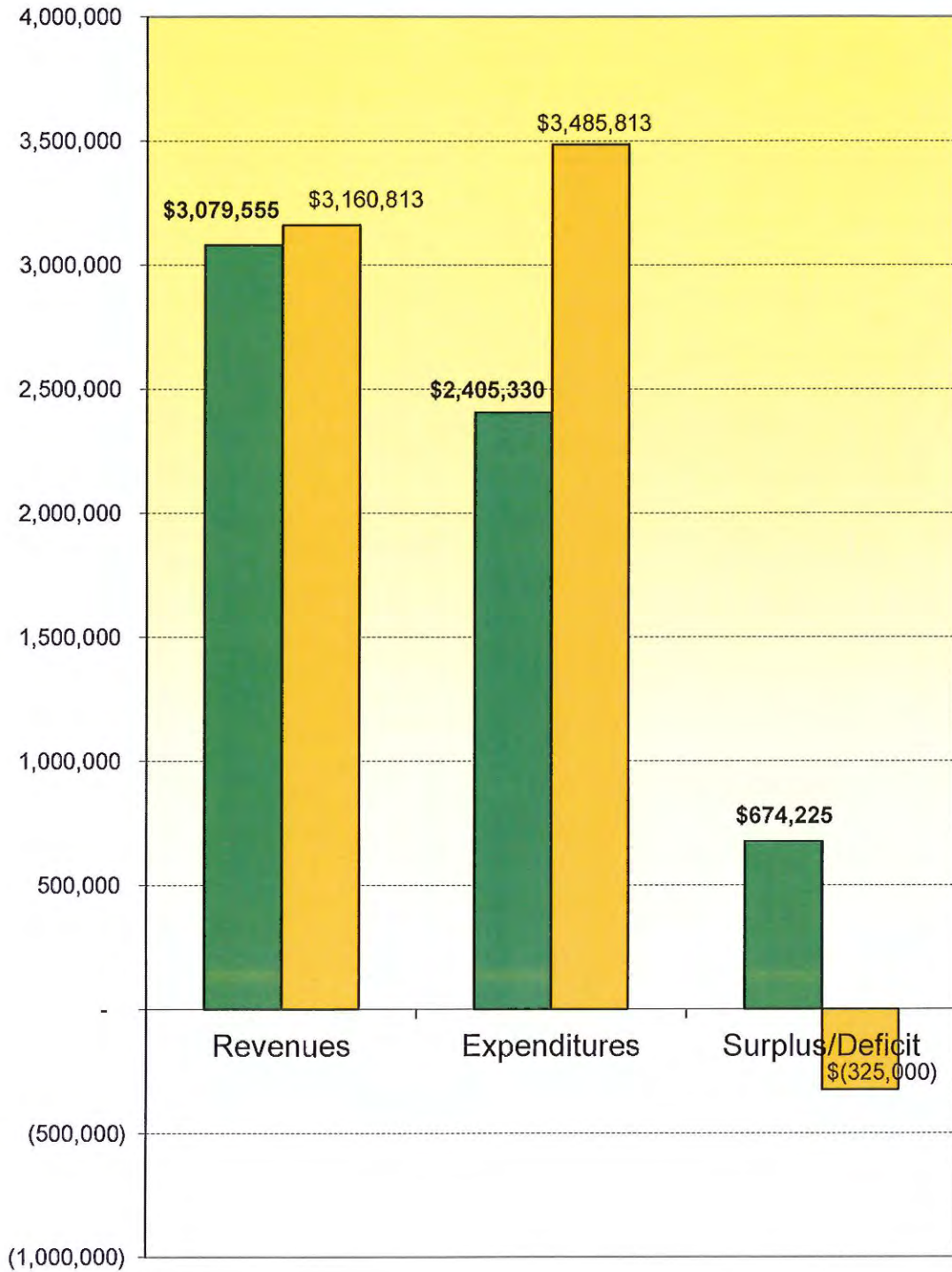


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 9 Month(s) Ended March 31, 2026



WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 9 Month(s) Ended March 31, 2026

75% Of Fiscal Year

Account Description	General	IMRF	Special Reserve	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,834,378	135,559	-	2,969,936	2,976,853	100%
Interest	59,510	1,549	1,170	62,230	76,350	82%
Replacement Taxes	28,544	-	-	28,544	50,952	56%
Service Fees	15,132	-	-	15,132	12,200	124%
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	2,941,276	137,108	1,170	3,079,555	3,160,813	97%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	97%	116%	n/a	97%		
OPERATING EXPENDITURES						
Personnel	1,334,511	-	-	1,334,511	1,999,073	67%
IMRF	-	86,279	-	86,279	127,000	68%
Administrative	51,701	-	-	51,701	90,162	57%
Admin Technology	102,987	-	-	102,987	172,358	60%
Library Materials - Books	91,656	-	-	91,656	129,315	71%
Library Materials - Periodicals	10,108	-	-	10,108	10,950	92%
Library Materials - Audio & Visual	24,086	-	-	24,086	59,535	40%
Library Material - Maintenance	2,188	-	-	2,188	10,520	21%
Technology Services	73,833	-	-	73,833	96,573	76%
Programs	25,770	-	-	25,770	41,149	63%
Marketing & Promotion	20,022	-	-	20,022	31,005	65%
Facilities & Operations	154,784	-	-	154,784	215,901	72%
Utilities	64,628	-	-	64,628	99,102	65%
Professional Services	66,783	-	-	66,783	65,570	102%
Board Expenses	3,240	-	-	3,240	12,600	26%
Actual Expenditures	2,026,296	86,279	-	2,112,575	3,160,813	67%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	67%	68%	n/a	67%		
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	622,225	50,829	1,170	674,225	Total Budget (325,000)	
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
ENDING FUND BALANCE	2,059,035	114,081	128,421	2,301,538	1,302,313	
Fund Balance as % of Total Expenditures	89%	132%	n/a	96%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 2026

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	1,099.08	248,071.08	2,834,377.55	135,558.91	0.00	2,969,936.46	2,976,853.00	-6,916.54	99.77%
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	5,018.02	6,250.00	59,509.99	1,549.10	0.00	61,059.09	75,000.00	-13,940.91	81.41%
33040 · INTEREST-IL FUND BLDG CONST	123.63	112.50	0.00	0.00	1,170.49	1,170.49	1,350.00	-179.51	86.7%
35100 · FINES	3.00	0.00	30.40	0.00	0.00	30.40	0.00	30.40	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	1,170.07	791.67	8,122.30	0.00	0.00	8,122.30	9,500.00	-1,377.70	85.5%
35510 · LOST AND PAID MATERIALS	45.90	100.00	6,687.83	0.00	0.00	6,687.83	1,200.00	5,487.83	557.32%
35710 · NON RESIDENT FEES	0.00	125.00	291.30	0.00	0.00	291.30	1,500.00	-1,208.70	19.42%
35810 · BOOK SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
36030 · MEMORIALS AND DONATIONS	0.00	8.33	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
36035 · DONATIONS-SUMMER READING	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
36045 · DEVELOPER DONATIONS	0.00	16.67	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
38010 · PER CAPITA GRANT	0.00	3,579.83	0.00	0.00	0.00	0.00	42,958.00	-42,958.00	0.0%
38020 · OTHER GRANTS	0.00	0.00	2,903.35	0.00	0.00	2,903.35	0.00	2,903.35	100.0%
38022 · FAMILY LITERACY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39010 · OTHER INCOME	0.00	16.67	789.00	0.00	0.00	789.00	200.00	589.00	394.5%
39015 · PROGRAM ROOM RENTAL	0.00	0.00	20.00	0.00	0.00	20.00	0.00	20.00	100.0%
39016 · PROGRAM ROOM REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39100 · DEBT PROCEEDS / SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
39200 · TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	7,469.70	263,401.08	2,941,276.09	137,108.01	1,170.49	3,079,554.59	3,160,813.00	-81,258.41	97.43%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	115,556.26	132,148.08	1,065,591.36	0.00	0.00	1,065,591.36	1,585,777.00	-520,185.64	67.2%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,861.16	24,734.83	187,395.53	0.00	0.00	187,395.53	296,818.00	-109,422.47	63.14%
41120 · FICA EXPENSE	8,558.57	9,333.33	78,712.19	0.00	0.00	78,712.19	112,000.00	-33,287.81	70.28%
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%
Subtotal	144,975.99	166,589.42	1,334,510.87	0.00	0.00	1,334,510.87	1,999,073.00	-664,562.13	66.76%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	774.22	1,184.58	3,936.22	0.00	0.00	3,936.22	14,215.00	-10,278.78	27.69%
41320 · TRAVEL	143.19	424.67	3,237.21	0.00	0.00	3,237.21	5,096.00	-1,858.79	63.53%
41330 · ASSOCIATION DUES	485.00	504.25	3,379.72	0.00	0.00	3,379.72	6,051.00	-2,671.28	55.85%
41332 · PAYROLL PROCESSING	653.11	745.33	6,323.88	0.00	0.00	6,323.88	8,944.00	-2,620.12	70.71%
41334 · OFFICE SUPPLIES GENERAL	179.73	975.00	4,029.60	0.00	0.00	4,029.60	11,700.00	-7,670.40	34.44%
41336 · OFFICE EQUIPMENT	2,992.46	1,535.83	15,669.35	0.00	0.00	15,669.35	18,430.00	-2,760.65	85.02%
41338 · POSTAGE	15.26	750.00	4,743.75	0.00	0.00	4,743.75	9,000.00	-4,256.25	52.71%
41342 · ADMINISTRATIVE MISC	34.20	135.50	1,607.46	0.00	0.00	1,607.46	1,626.00	-18.54	98.86%
41344 · SUPPLIES-FOOD	570.75	791.67	7,602.50	0.00	0.00	7,602.50	9,500.00	-1,897.50	80.03%
41346 · MATERIALS & RESOURCE RECOVERY	177.30	133.33	994.85	0.00	0.00	994.85	1,600.00	-605.15	62.18%
41348 · CIRCULATION SERVICES SUPPLIES	0.00	333.33	176.94	0.00	0.00	176.94	4,000.00	-3,823.06	4.42%
Subtotal	6,025.22	7,513.50	51,701.48	0.00	0.00	51,701.48	90,162.00	-38,460.52	57.34%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 2026

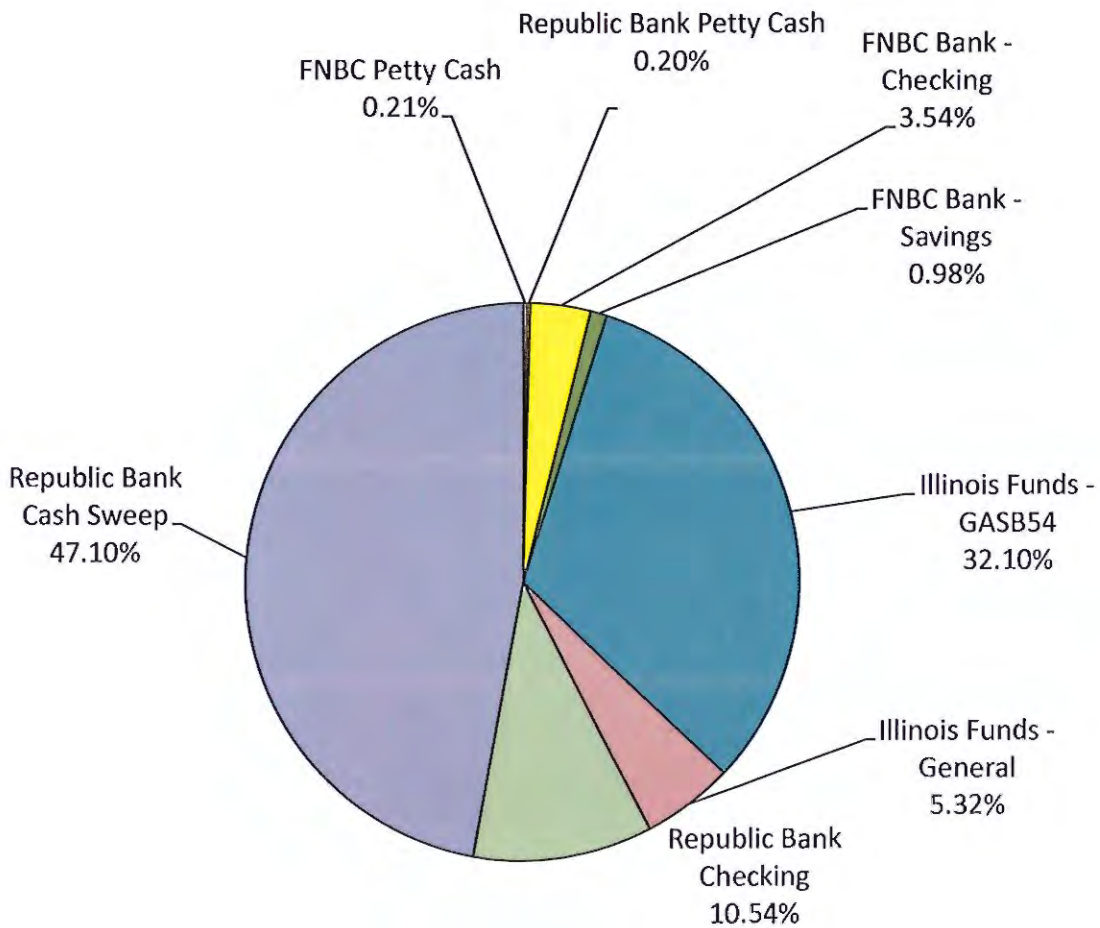
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E - ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 - IT EQUIPMENT UPGRADES-STAFF	0.00	710.58	12,151.44	0.00	0.00	12,151.44	8,527.00	3,624.44	142.51%
41410 - SOFTWARE STAFF	76.99	4,345.42	10,609.35	0.00	0.00	10,609.35	52,145.00	-41,535.65	20.35%
41415 - PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 - TECHNOLOGY MANAGEMENT	6,893.51	8,209.67	68,390.05	0.00	0.00	68,390.05	98,516.00	-30,125.95	69.42%
41425 - WARRANTIES/EXTENDED CARE	546.90	1,097.50	11,836.21	0.00	0.00	11,836.21	13,170.00	-1,333.79	89.87%
Subtotal	7,517.40	14,363.17	102,987.05	0.00	0.00	102,987.05	172,356.00	-69,370.95	59.75%
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	4,422.30	5,750.00	38,680.21	0.00	0.00	38,680.21	69,000.00	-30,319.79	56.06%
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	367.07	250.00	2,163.26	0.00	0.00	2,163.26	3,000.00	-836.74	72.11%
42140 - BOOKS-YOUTH	5,133.45	1,711.50	15,744.95	0.00	0.00	15,744.95	20,538.00	-4,793.05	76.66%
42170 - RBP/ILL BOOK REPLACEMENT	-17.99	83.33	306.06	0.00	0.00	306.06	1,000.00	-693.94	30.61%
Subtotal	9,904.83	10,776.25	91,655.70	0.00	0.00	91,655.70	129,315.00	-37,659.30	70.88%
5E - LIBRARY MATERIALS-PERIODICALS									
42210 - PERIODICALS	304.00	912.50	10,107.52	0.00	0.00	10,107.52	10,950.00	-842.48	92.31%
Subtotal	304.00	912.50	10,107.52	0.00	0.00	10,107.52	10,950.00	-842.48	92.31%
6E - LIBRARY MATERIALS-AUDIO VISUAL									
42320 - AV MATERIALS-ADULT	2,345.80	3,893.33	20,941.40	0.00	0.00	20,941.40	46,000.00	-25,058.60	45.53%
42330 - AV MATERIALS-YOUNG ADULT	306.95	291.67	840.44	0.00	0.00	840.44	3,500.00	-2,659.56	24.01%
42340 - AV MATERIALS-YOUTH	141.31	836.25	2,304.59	0.00	0.00	2,304.59	10,035.00	-7,730.41	22.97%
Subtotal	2,794.06	4,961.25	24,086.43	0.00	0.00	24,086.43	59,535.00	-10,389.97	40.46%
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	2,089.28	2,072.67	18,758.50	0.00	0.00	18,758.50	24,872.00	-6,113.50	75.42%
42420 - SOFTWARE PUBLIC	493.72	1,976.50	13,096.42	0.00	0.00	13,096.42	23,718.00	-10,621.58	55.22%
42445 - IT EQUIPMENT/UPGRADES-PUBLIC	329.95	1,121.08	16,080.13	0.00	0.00	16,080.13	13,453.00	2,627.13	119.53%
Subtotal	2,912.95	8,047.75	73,832.55	0.00	0.00	73,832.55	96,573.00	-7,994.45	76.45%
8E - LIBRARY MATERIAL MAINTENANCE									
42500 - PROCESSING-TECHNICAL SERVICES	360.21	857.50	2,188.42	0.00	0.00	2,188.42	10,290.00	-8,101.58	21.27%
42510 - CATALOGING TOOL	0.00	19.17	0.00	0.00	0.00	0.00	230.00	-230.00	0.0%
42515 - DIGITALIZATION PROJECTS	360.21	876.67	2,188.42	0.00	0.00	2,188.42	10,520.00	-8,101.58	20.8%
Subtotal	360.21	876.67	2,188.42	0.00	0.00	2,188.42	10,520.00	-8,101.58	20.8%
9E - PROGRAMS									
44120 - PROGRAMS-ADULT	550.68	1,075.42	9,449.63	0.00	0.00	9,449.63	12,905.00	-3,455.37	73.23%
44130 - PROGRAMS-YOUNG ADULT	29.00	291.67	1,827.16	0.00	0.00	1,827.16	3,500.00	-1,672.84	52.21%
44135 - PROGRAMS-SUMMER READING	0.00	344.92	0.00	0.00	0.00	0.00	4,139.00	-4,139.00	0.0%
44140 - PROGRAMS-YOUTH	1,029.12	833.75	9,184.76	0.00	0.00	9,184.76	10,005.00	-820.24	91.8%
44145 - EVENTS AND OUTREACH	200.00	883.33	5,308.41	0.00	0.00	5,308.41	10,600.00	-5,291.59	50.08%
Subtotal	1,808.80	3,429.08	25,769.96	0.00	0.00	25,769.96	41,149.00	-6,111.83	62.63%
10E - MARKETING & PROMOTIONS									
44210 - MARKETING	100.00	297.25	3,924.60	0.00	0.00	3,924.60	3,567.00	357.60	110.03%
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	192.85	266.67	760.67	0.00	0.00	760.67	3,200.00	-2,439.33	23.77%
44240 - PROMO MATERIALS-YOUTH	0.00	141.67	90.00	0.00	0.00	90.00	1,700.00	-1,610.00	5.29%
44245 - PROGRAM GUIDE	0.00	1,469.67	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	292.85	2,583.75	20,021.91	0.00	0.00	20,021.91	31,005.00	-10,983.09	64.58%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
March 31, 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	21,749.94	0.00	0.00	21,749.94	29,000.00	-7,250.06	75.0%
45112 - SECURITY SERVICE	1,873.80	1,846.08	15,781.56	0.00	0.00	15,781.56	22,153.00	-6,371.44	71.24%
45115 - JANITORIAL SUPPLIES	190.64	508.33	3,587.88	0.00	0.00	3,587.88	6,100.00	-2,512.12	58.82%
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	4,975.00	4,14.58	4,975.00	0.00	0.00	4,975.00	4,975.00	0.00	100.0%
45120 - SNOW REMOVAL	3,944.00	2,317.92	19,720.00	0.00	0.00	19,720.00	27,815.00	-8,095.00	70.9%
45130 - EXTERIOR LANDSCAPING	6,369.50	2,146.42	23,344.50	0.00	0.00	23,344.50	25,757.00	-2,412.50	90.63%
45140 - EXTERIOR R & M-OTHER	0.00	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	21,076.68	0.00	0.00	21,076.68	25,000.00	-3,923.32	84.31%
45155 - GENERAL BLDG SERVICES	-512.54	836.67	9,767.94	0.00	0.00	9,767.94	10,040.00	-272.06	97.29%
45160 - CONTRACT INSPECTION & MAINTENAN	2,339.90	2,071.75	18,059.05	0.00	0.00	18,059.05	24,861.00	-6,801.95	72.64%
45165 - INTERIOR R & M-OTHER	1,349.99	2,583.33	12,544.76	0.00	0.00	12,544.76	31,000.00	-18,455.24	40.47%
Subtotal	24,079.28	17,991.75	154,783.69	0.00	0.00	154,783.69	215,901.00	-61,117.31	71.69%
12E - UTILITIES									
45310 - UTILITIES-GAS	1,248.61	1,041.67	8,718.29	0.00	0.00	8,718.29	12,500.00	-3,781.71	68.75%
45320 - UTILITIES-ELECTRIC	1,528.34	4,333.33	26,660.66	0.00	0.00	26,660.66	52,000.00	-25,339.34	51.27%
45330 - UTILITIES-TELEPHONE	310.11	1,951.67	20,426.35	0.00	0.00	20,426.35	23,420.00	-2,993.65	87.22%
45340 - UTILITIES-WATER	0.00	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	851.88	0.00	0.00	851.88	1,182.00	-330.12	72.07%
Subtotal	3,181.51	8,258.50	64,627.63	0.00	0.00	64,627.63	99,102.00	-34,474.37	65.21%
13E - PROFESSIONAL SERVICES									
45500 - INSURANCE	0.00	1,928.33	16,623.00	0.00	0.00	16,623.00	23,140.00	-6,517.00	71.84%
45505 - AUDIT	0.00	960.83	11,530.00	0.00	0.00	11,530.00	11,530.00	0.00	100.0%
45510 - LEGAL	1,488.00	1,000.00	23,263.00	0.00	0.00	23,263.00	12,000.00	11,263.00	193.86%
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	15,366.91	0.00	0.00	15,366.91	18,900.00	-3,533.09	81.31%
Subtotal	3,193.00	5,484.17	66,782.91	0.00	0.00	66,782.91	65,570.00	1,212.91	101.85%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	0.00	625.00	400.00	0.00	0.00	400.00	7,500.00	-7,100.00	5.33%
45605 - PROF SERVICES-SECRETARIAL	340.00	341.67	2,435.00	0.00	0.00	2,435.00	4,100.00	-1,665.00	59.39%
45610 - LEGAL NOTICES AND ADS	0.00	83.33	404.87	0.00	0.00	404.87	1,000.00	-595.13	40.49%
Subtotal	340.00	1,050.00	3,239.87	0.00	0.00	3,239.87	12,600.00	-9,360.13	25.71%
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	90.08%
16E - GRANT EXPENSES									
49600 - GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
49605 - GRANT EXP FAMILY LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
19E - IMRF EXPENSES									
92500 - IMRF EXPENSE	0.00	10,583.33	0.00	86,278.71	0.00	86,278.71	127,000.00	-40,721.29	67.94%
Subtotal	0.00	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	-200,230.40	-27,083.33	622,225.10	50,829.30	1,170.49	674,224.89	-325,000.00	999,224.89	-207.45%

**West Chicago Public Library District
Investments
March 31, 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%	84,112
FNBC Bank - Savings	#0317	MM	1.66%	23,249
Illinois Funds - GASB54	#6950	MM	Various	761,627
Illinois Funds - General	#5519 / 1507	MM	Various	126,309
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	1,117,664
Total				\$ 2,372,955



West Chicago Public Library District

Financial Analysis

For the 9 Month(s) Ended March 31, 2026



Revenue Highlights

75% of Budget Year

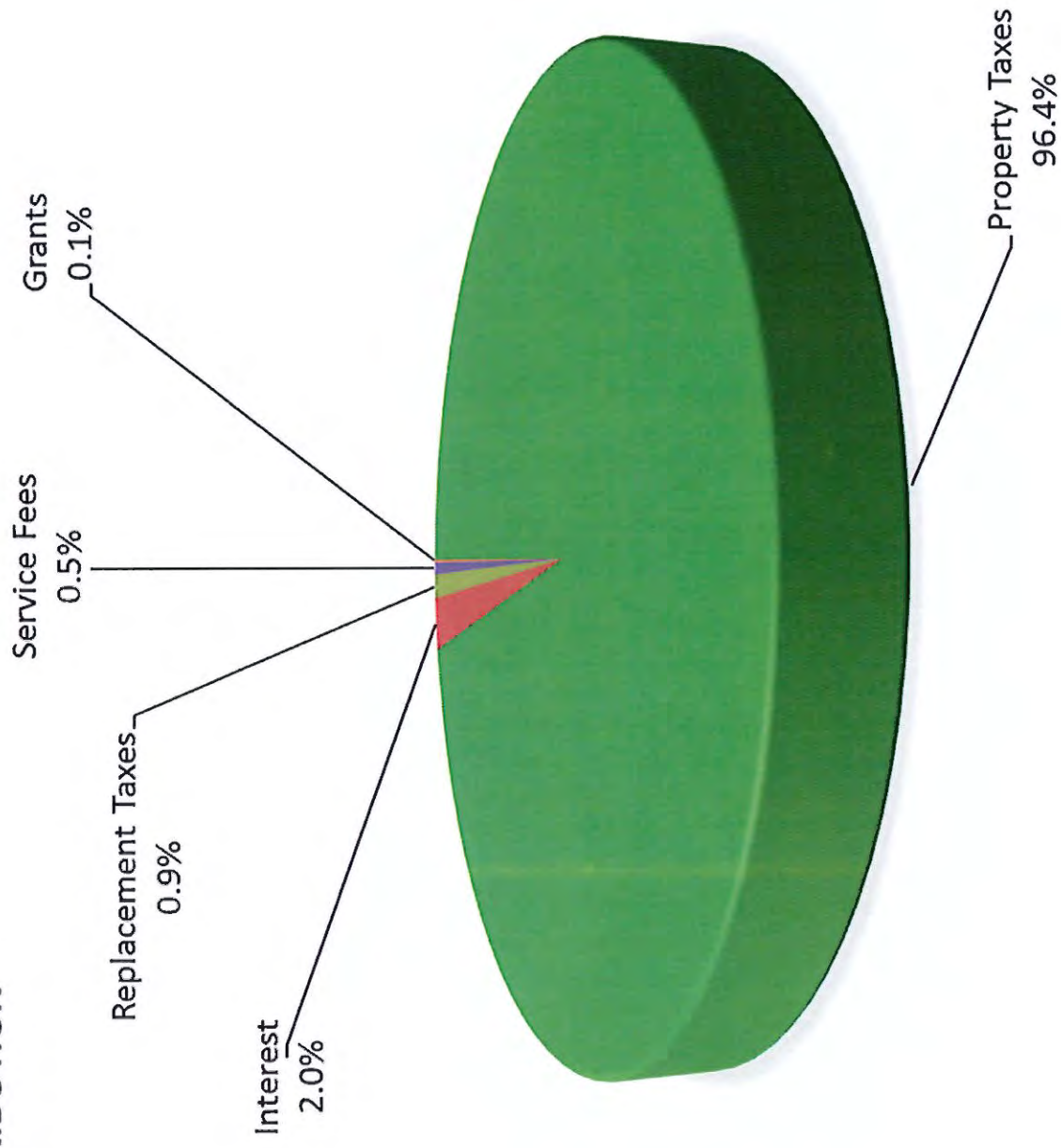
- 97% of Total Budget
- Property Taxes
 - Collected \$2,969,936 or 100% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$28,544 or 56%
- Interest
 - Collected \$62,230 or 82% of Budget
- Service Fees
 - Collected \$15,132 or 124% of Budget

Revenues

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
Property Taxes	2,969,936	2,976,853	100%	2,830,194	5%
Interest	62,230	76,350	82%	74,475	-16%
Replacement Taxes	28,544	50,952	56%	30,212	-6%
Service Fees	15,132	12,200	124%	10,123	49%
Other Revenue (Program Rental)	20	-	n/a	30	-33%
Grants	2,903	42,958	7%	42,958	-93%
Miscellaneous	789	1,500	53%	244	223%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,079,555	3,160,813	97%	2,988,236	3%
Budgeted Revenues	3,160,813				
% Diff	97%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

75% of Budget Year

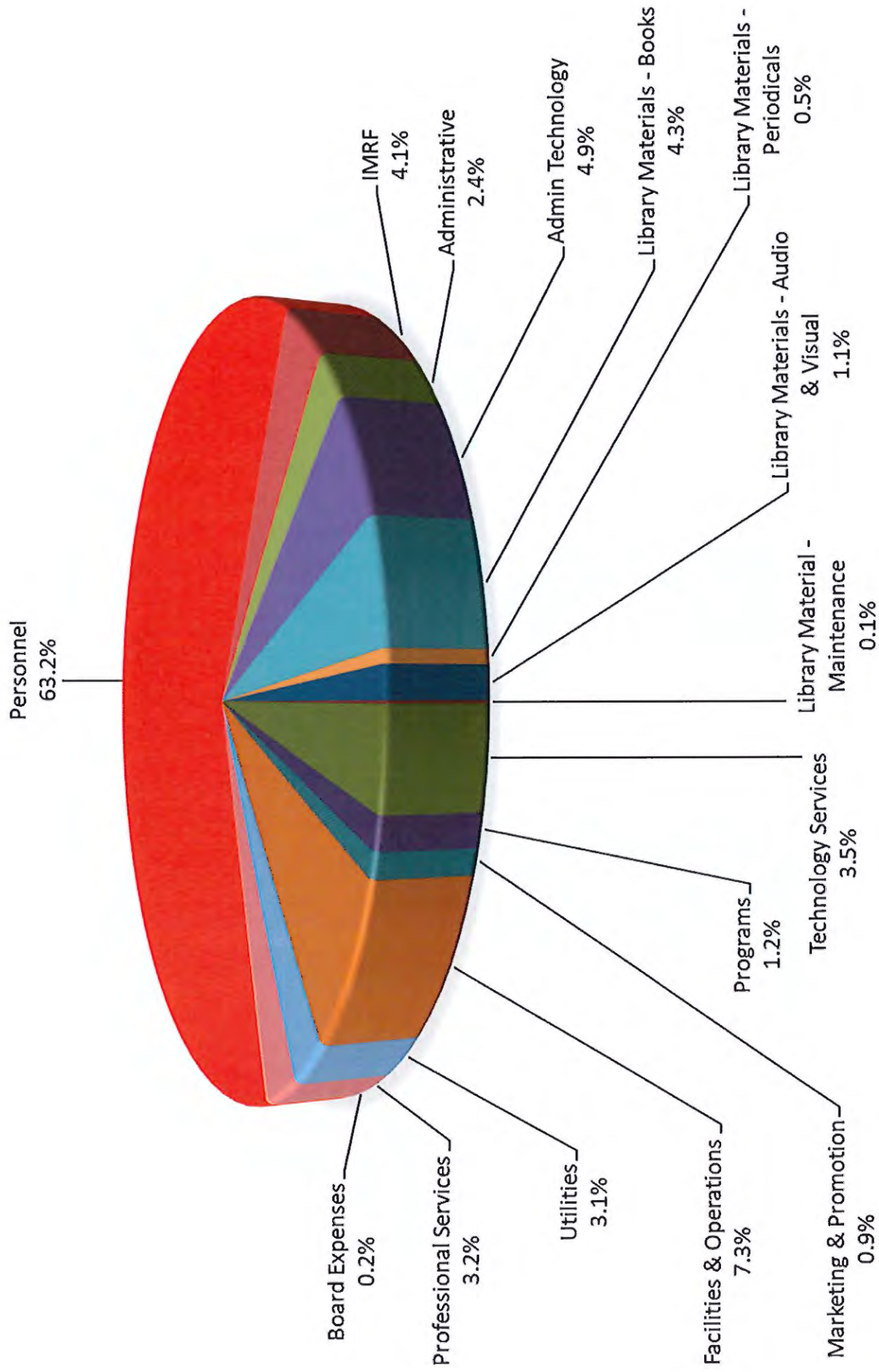
- 69% of Total Budget
- Personnel
 - 67% of Budget
- Admin. Technology
 - 60% of Budget
- Library Materials
 - 71% of Budget
- Professional Services
 - 102% of Budget
 - Hanover Insurance payment \$15,539
- Facilities & Operations
 - 72% of Budget
- Utilities
 - 65% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,334,511	1,999,073	67%	1,242,215	7%
IMRF	86,279	127,000	68%	83,938	3%
Administrative	51,701	90,162	57%	58,068	-11%
Admin Technology	102,987	172,358	60%	148,078	-30%
Library Materials - Books	91,656	129,315	71%	103,509	-11%
Library Materials - Periodicals	10,108	10,950	92%	9,606	5%
Library Materials - Audio & Visual	24,086	59,535	40%	28,271	-15%
Library Material - Maintenance	2,188	10,520	21%	77,593	-97%
Technology Services	73,833	96,573	76%	3,147	2246%
Programs	25,770	41,149	63%	21,183	22%
Marketing & Promotion	20,022	31,005	65%	19,690	2%
Facilities & Operations	154,784	215,901	72%	150,740	3%
Utilities	64,628	99,102	65%	62,992	3%
Professional Services	66,783	65,570	102%	54,524	22%
Board Expenses	3,240	12,600	26%	3,665	-12%
Actual Expenditures	2,112,575	3,160,813	67%	2,067,219	2%
Budgeted Expenditures	3,160,813				
% Diff	67%				
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

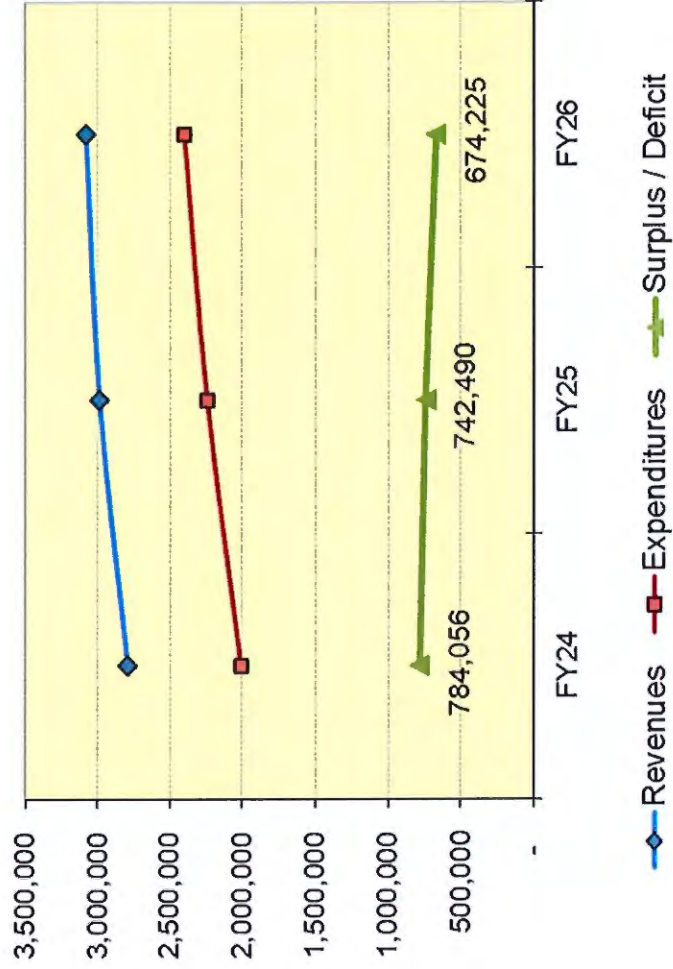
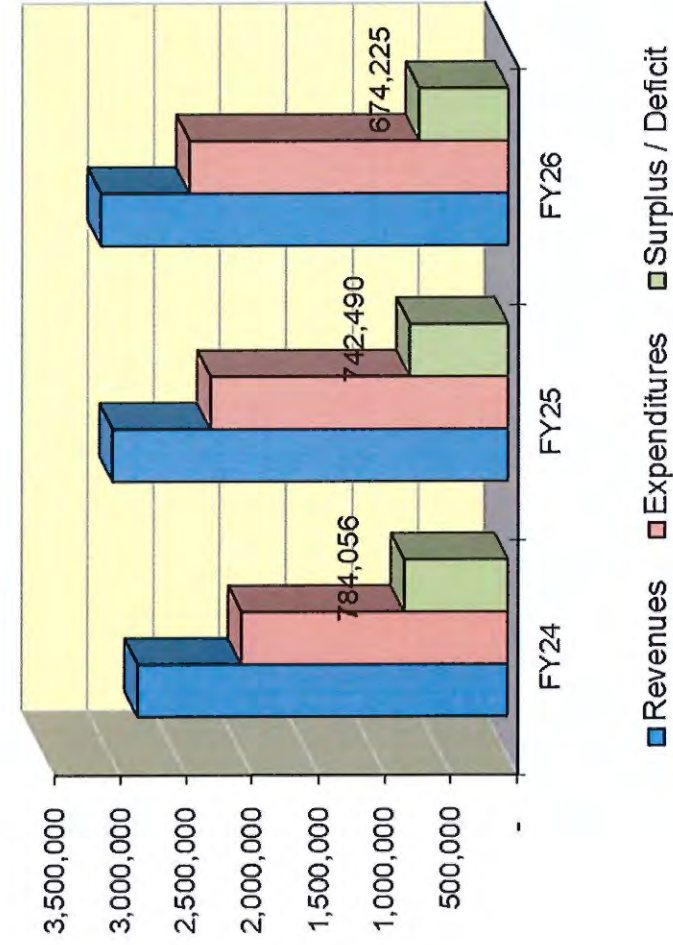
OPERATIONAL EXPENDITURE DISTRIBUTION



Revenue, Expenditure & Fund Balance

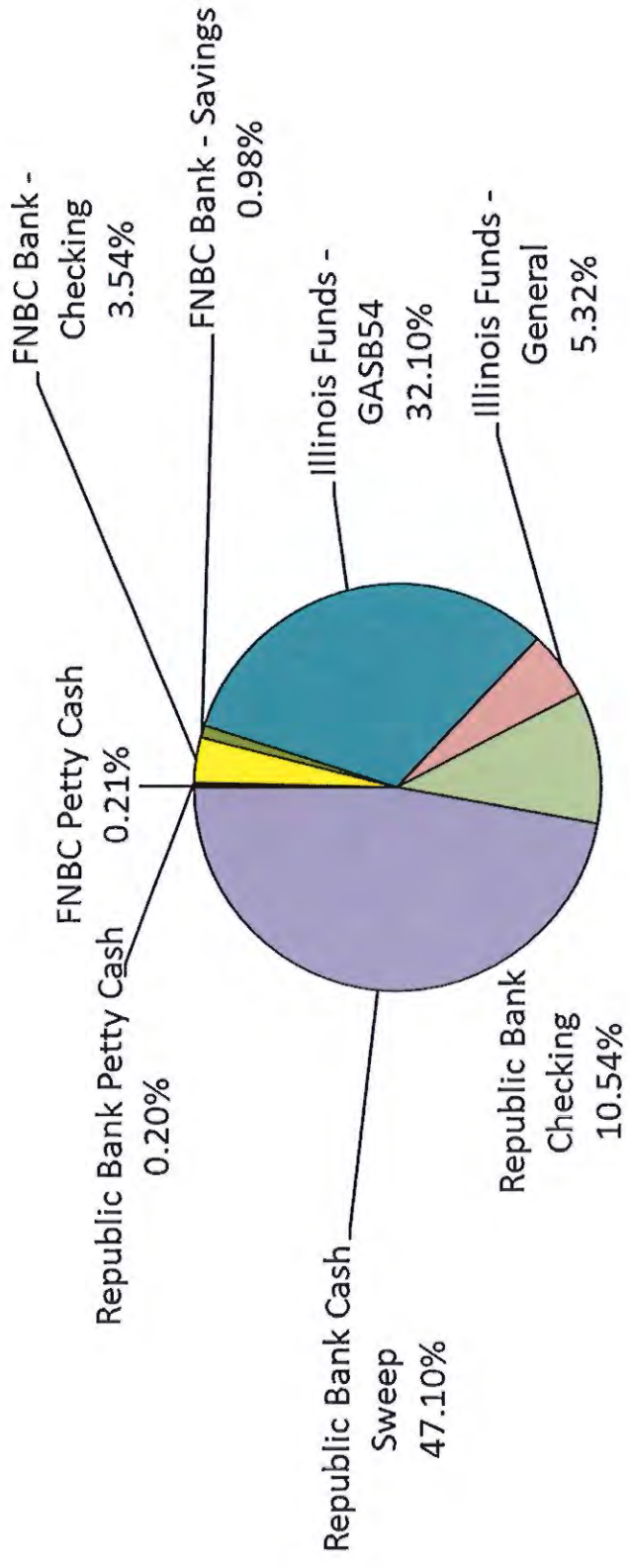
For the 9 Month(s) Ended March 31, 2026

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	622,225	50,829	1,170	674,225
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	2,059,035	114,081	128,421	2,301,538
Fund Balance as % of Total Expenditures	89%	132%	n/a	96%



Investments

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%	84,112
FNBC Bank - Savings	#0317	MM	1.66%	23,249
Illinois Funds - GASB54	#6950	MM	Various	761,627
Illinois Funds - General	#5519 / 1507	MM	Various	126,309
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	1,117,664
Total				\$ 2,372,955



***Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: rritzman@psnrb.com

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

MEETINGS OF PUBLIC BODIES ON ELECTION DAYS PROHIBITED

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: March 26, 2026

This Memorandum is simply a reminder that, per a recent amendment of the OMA, Board meetings and Committee meetings (meetings of public bodies) may not be held on election days.

Attached for easy reference is a copy of our Memo About Recent Amendments To OMA And FOIA sent December 3, 2025.

The relevant statutory language effective January 1, 2026 states:

- Sec. 2.07. Meetings on election days; prohibited.
- a. A public body may not hold or schedule a regular or special meeting on the day of a general primary election, a general election, a consolidated primary election, or a consolidated election, as defined in the election Code.
 - b. A home rule unit may not hold or schedule meetings in a manner inconsistent with this Act. This Section is a denial and limitation of home rule powers and functions in accordance with subsection (i) of Section 6 of Article VII of the Illinois Constitution.

Reminder: the definition of “public body” includes “committees”. 5 ILCS 120/1.02. So, neither Board meetings nor Committee meetings may be held on an election day.

We also remind you of the following OMA provision relevant to public meetings and legal holidays:

(5 ILCS 120/2.01)

Sec. 2.01. All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Please note the next election date is the General Election to be held Tuesday, November 3, 2026.

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
(630) 665-1900
(630) 665-0407 Fax
rritzman@psnrb.com
mritzman@psnrb.com

https://psnrb.com/sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo re mtgs on election days.doc

***Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.***

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: rritzman@psnrb.com

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

MEMO ABOUT RECENT AMENDMENTS TO OMA AND FOIA

TO: Public Library Clients
FROM: Roger Ritzman/Mark Ritzman
DATE: December 3, 2025

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

This Public Act is 59 pages.

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

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

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

Roger A. Ritzman/Mark A. Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street, P.O. Box 564
Wheaton, Illinois 60187-0564
(630) 665-1900
(630) 665-0407 Fax
rritzman@psnrb.com
mritzman@psnrb.com

(5 ILCS 120/2.07 new)

Sec. 2.07. Meetings on election days; prohibited.

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

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

(5 ILCS 120/7)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
E-MAIL: rritzman@psnrb.com

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

4/9/26

CHRONOLOGY FOR ANNUAL FINANCIAL ORDINANCES

2026-2027 FISCAL YEAR

I. District Libraries

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

Applicable statutes include:

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

II. City/Village Libraries

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

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

The relevant statute provides as follows:

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

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

• • •

**WE RECOMMEND ADOPTING A FINANCIAL ORDINANCE
CALENDAR NOT LATER THAN JUNE, 2026.**

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

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

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

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

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

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

We recommend passage after July 1, 2026 and before November 1, 2026 per backdoor referendum regulations.

- B. Prepare a tentative Budget and Appropriation Ordinance.¹ August 22, 2026
- C. Set a date for a public hearing to discuss the tentative Budget and Appropriation Ordinance. August 22, 2026
- The hearing may not coincide with any hearing required under TITA.
- D. Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance at least 30 days prior to the hearing.² August 22, 2026
- E. Conduct the public hearing concerning the tentative Budget and Appropriation Ordinance. September 22, 2026
- F. After the public hearing on the tentative Budget and Appropriation Ordinance, pass the Budget and Appropriation Ordinance in final form.³ September 22, 2026
- G. Publish the Budget and Appropriation Ordinance. October 22, 2026

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

2 50 ILCS 330/3

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

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- H. File with the County Clerk a certified copy of the Budget and Appropriation Ordinance (within 30 days after adoption).⁴ October 22, 2026
- I. Adopt a Certified Estimate of Revenues by Source.⁵ October 22, 2026
- J. File with the County Clerk the Certified Estimate of Revenues by Source. October 22, 2026
- K. Pass a Resolution To Determine Estimate of Funds Needed. This Resolution should be passed even if further compliance with TITA is not required.⁶ Also, set a date for a TITA public hearing if a hearing is required. The TITA hearing may not coincide with the hearing on the tentative Budget and Appropriation Ordinance.⁷ November 11, 2026

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

See Note on page 8 about the Truth in Taxation Law.

- L. Publish notice of the TITA hearing not less than seven (7) days no more than fourteen (14) days prior to the hearing.⁸ Publication date depends on hearing date (7 to 14 days)

4 35 ILCS 200/18-50

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

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

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

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

7 35 ILCS 200/18-70

8 35 ILCS 200/18-80

SUGGESTED SEQUENCE OF EVENTS

STATUTORY DEADLINE

- | | | |
|----|--|-------------------|
| M. | Conduct the TITA public hearing (if a public hearing is required). | December 1, 2026 |
| N. | Pass the Levy Ordinance no sooner than seven (7) days after publication of the Budget and Appropriation Ordinance and no sooner than 20 days after passage of the Resolution To Determine Estimate of Funds Needed. ⁹ | December 1, 2026 |
| O. | On or before the last Tuesday of December ¹⁰ file with the County Clerk a copy of the Levy Ordinance with the following certifications: | December 29, 2026 |
| | 1. Certification of Authenticity (by the District Secretary); | |
| | 2. Certification of Compliance with TITA or Certificate of Inapplicability of TITA (by the District President). County Clerks request that you attach a copy of the "black border notice" if a TITA publication was made. | |

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

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

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

NOTES

I. TRUSTEE ELECTION REMINDER

The next election at which Library Trustees will be elected is the Consolidated Election to be held on Tuesday, April 6, 2027.

II. CALENDAR

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

III. ORDINANCES

The Public Library District Act provides that:

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

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

IV. FRONT DOOR REFERENDA

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

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

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

V. .02% SPECIAL TAX - BUILDING & MAINTENANCE

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

Per backdoor referendum regulations, we recommend the .02% levy be passed and published before November 1, 2026.

The date of a prospective referendum to be included in the Notice to be published is November 3, 2026 or April 6, 2027 depending on when the tax is approved by the Board and the Notice is published.

A. Preliminary Comments

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

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

B. Election Dates

For the 2026-2027 fiscal year (Levy Ordinance filed in the Fall, 2026), generally the date of the prospective referendum is April 6, 2027. For example, if the Notice of the .02% Ordinance is published in October, 2026, and a backdoor referendum is sought, the Board will not know until after the April 6, 2027 referendum whether the tax is authorized.

If the voters disapprove the .02% tax at a referendum on April 6, 2027, the Board must abate that portion of the levy applicable to the .02% tax. The County, in turn, will modify the levy (the levy which was filed in the fall of 2026).

In any event, the Board will know within 30 days after publication of the Notice if a referendum on April 6, 2027 is necessary and can plan accordingly.

C. No Backdoor Referendum Petition Filed

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

D. November 3, 2026 Referendum

If the tax is approved in early July, 2026, and Notice is published promptly, the date of the prospective referendum is November 3, 2026. Otherwise, the date of the prospective referendum is April 6, 2027.

. . .

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

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

VI. TRUTH IN TAXATION LAW

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

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

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

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

Example:

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

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

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

Note about TITA Notices

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

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

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

VII. ABATE BOND LEVY

If there is an intention to abate a levy for bond debt, an abatement ordinance should be passed and filed with the County Clerk before December 31, 2026.

VIII. VENDOR INFORMATION

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

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

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

IX. PREPARATION OF TENTATIVE B&A ORDINANCE

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

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

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

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

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

Roger Ritzman
PEREGRINE, STIME, NEWMAN,
RITZMAN & BRUCKNER, LTD.
221 E. Illinois Street
P.O. Box 564
Wheaton, Illinois 60187-0564
Telephone: (630) 665-1900 Ext. 114
Fax: (630) 665-0407
E-Mail: rritzman@psnrb.com

[https://psnrb.com/sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/ORDINANCE/CHRON 2026-27.doc](https://psnrb.com/sharepoint.com/sites/PS/Shared%20Documents/General/_LIBRARYDIST/ORDINANCE/CHRON%2026-27.doc)

BUDGET AND LEVY CALENDAR

2026-2027 FISCAL YEAR

	<u>Action</u>	<u>Dates</u>
A.	Adopt Building and Maintenance Tax Ordinance (.02%)	_____, 2026 (after 7/1/26 and before 11/1/26)
B.	Publish backdoor referendum notice for Building and Maintenance Tax (.02%) (within 15 days of adoption)	_____, 2026 (before 11/1/26)
C.	Prepare a tentative Budget and Appropriation Ordinance	_____, 2026 (before 8/22/26)
D.	Set a date for a public hearing on the tentative Budget and Appropriation Ordinance	_____, 2026 (before 8/22/26)
E.	Publish notice of the public hearing on the tentative Budget and Appropriation Ordinance	_____, 2026 (before 8/22/26)
F.	Conduct the public hearing on the tentative Budget and Appropriation Ordinance and adopt the Budget and Appropriation Ordinance in final form	_____, 2026 (before 9/22/26)
G.	Publish the Budget and Appropriation Ordinance	_____, 2026 (before 10/22/26)
H.	File with the County Clerk a certified copy of the Budget and Appropriation Ordinance	_____, 2026 (before 10/22/26)
I.	Adopt a Certified Estimate of Revenues by Source	_____, 2026 (before 10/22/26)
J.	File with the County Clerk a Certified Estimate of Revenues by Source	_____, 2026 (before 10/22/26)
K.	Adopt a Resolution To Determine Estimate of Funds Needed and, if necessary, set a date for T.I.T.A. hearing	_____, 2026 (before 11/11/26)
L.	Publish notice of the T.I.T.A. hearing (7-14 days prior to hearing)	_____, 2026

<u>Action</u>	<u>Dates</u>
M. Conduct the public hearing pursuant to T.I.T.A.	_____, 2026 (before 12/1/26)
N. Adopt the Levy Ordinance	_____, 2026 (before 12/1/26)
O. File with the County Clerk a certified copy of the Levy Ordinance and certification of compliance with T.I.T.A.	_____, 2026 (before 12/29/26)

— — —

Attached simply for easy reference is a 2026 calendar.

https://psrtrbcom.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/ORDINANCE/CHRON. 2026-27.doc

Library Director Report

April 2026

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 75.0%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$761,626.98 (+ \$2,438.51)
 - New Building & Construction Fund: \$38,620.99 (+ \$123.63)
 - General (Corporate) Fund: \$87,687.53 (+ \$280.74)
- ❖ The tax levy worksheet and tax abatement forms were received on 4/1, completed, and returned to DuPage County on 4/3

PERSONNEL

- ❖ The Library Director:
 - Attended SWAN Board meetings on 3/20 and 4/17 at the Glen Ellyn and Roselle Public Libraries, respectively; the 3/20 board meeting included an afternoon session on strategic planning for SWAN
 - Attended the board meeting on 3/23
 - Met with Juan M. and Nick K. at D94 on 3/24 to look at the micro pantry built by the D94 shop class and to discuss logistics of finalizing its installation at the library
 - Attended the Dolly Parton Imagination Library (DPIL) DuPage Expansion gathering at Cantigny Park on 3/25
 - Participated in the Downtown Business Owners meeting on 3/26 at the Fox Community Center
 - Attended the DPIL DuPage County meeting on 3/27 to discuss the DPIL Launch plans
 - Met with Omar E. from Republic Bank on 3/27 to review the library's banking experience
 - Met with ISBS for quarterly update on 3/31 regarding the copier fleet and lease agreement
 - Attended the Rotary Club meetings on 4/1 and 4/15
 - Attended the Library Foundation meeting on 4/6
 - Participated in the Quarterly Business Review meeting with the IT Librarian and Sikich Technology on 4/7
 - Met with the management team to discuss the draft budget on 4/8
 - Attended WeGo Full Steam Ahead committee meeting on 4/9
 - Attended the Policy meeting on 4/9
 - Hosted the Managers Advisory Meeting on 4/13
 - Hosted the Admin Team meeting on 4/14
 - Met with the Assistant Library Director, Debbie W., and Steve C. from the IL Secretary of State's office on 4/14 to discuss and clarify the document retention guidelines
 - Participated in the Finance meeting on 4/15 with the Assistant Library Director
 - Attended the DPIL Launch Party at the Library on 4/18
- ❖ Employee Highlights
 - Kelli S., Youth Services Assistant, celebrated her 27-year anniversary on 4/20
 - Amanda G., Assistant Library Director, celebrates her 22-year anniversary on 4/27
 - Kelsey K., Adult Services Assistant, resigned her position and her last day is 4/22
 - Elizabeth W. will begin as Circulation Services Clerk on 4/28

Facilities Monthly Report- April 2026

BUILDING SYSTEMS

- EnteliWeb portal for BAS went offline due to UPS failure. Replacement UPS was purchased and installed; system is back online.
- Reached out to Delta to address a date/time issue with BAS scheduling.

SAFETY SYSTEMS

- ADS completed the annual Fire Alarm and Life Safety System and Sprinkler inspection. Report submitted and approved via BSI Online; compliant through 2026.
- 2026 Elevator Certificate of Inspection posted for visibility.

Monthly Requirements Completed:

- Monthly AED inspection completed and First Aid supplies restocked (Cintas).
- 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

BUILDING EXTERIOR & STRUCTURAL

- Exterior electrical outlet replaced in fenced area due to loss of power.
- Reported pothole on Turner Ct. near driveway entrance/exit to WC Public Works; confirmation received for follow-up.
- Grant & Power completed Spring cleanup and began weekly landscaping services.

SIGNAGE & FACILITY IMPROVEMENTS

- Installed handicap and no parking signage at front entrance pillars.
- Relocated and anchored curbside #1 and no parking signage for improved visibility.

FURNITURE & FACILITY IMPROVEMENTS

- Nesko replaced the driver for the 2nd Floor light fixture and reinstalled the fixture. Three additional drivers are now in back stock.
- Updated StoryWalk display for April and cleaned all panels.
- Laundered Storytime blankets and tablecloths.
- Created an audio equipment inventory list for improved tracking and usability for event hosts.

PROJECTS & VENDOR COORDINATION

- Received quotes for Micro Pantry and Train Model Display concrete pads. Best priced proposal received at \$3,500 for both pads with smooth finish.
- Photo-eye installation for the elevator rescheduled for May 5 pending required materials.
- Partnered with Dr. Joseph Kozminski (Lewis University) to install PurpleAir monitoring device near fenced area. Device measures PM2.5 levels; data available publicly via PurpleAir.

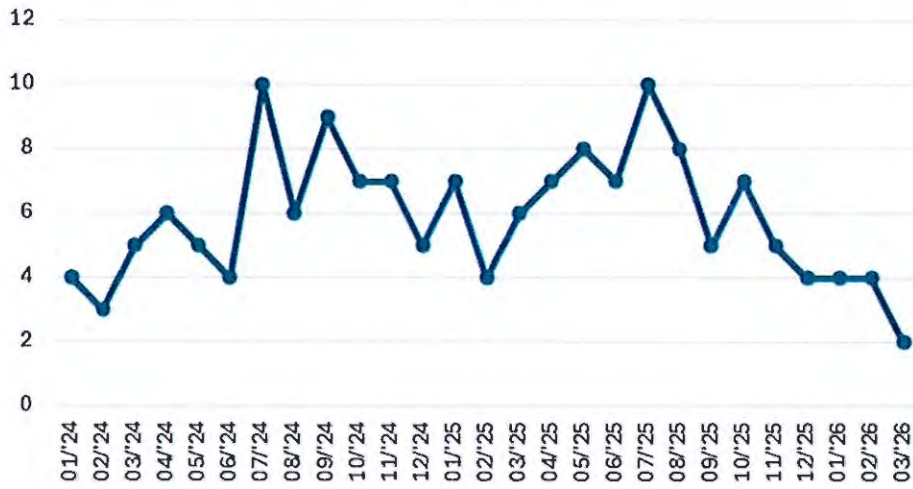
Department Reports

March 2026

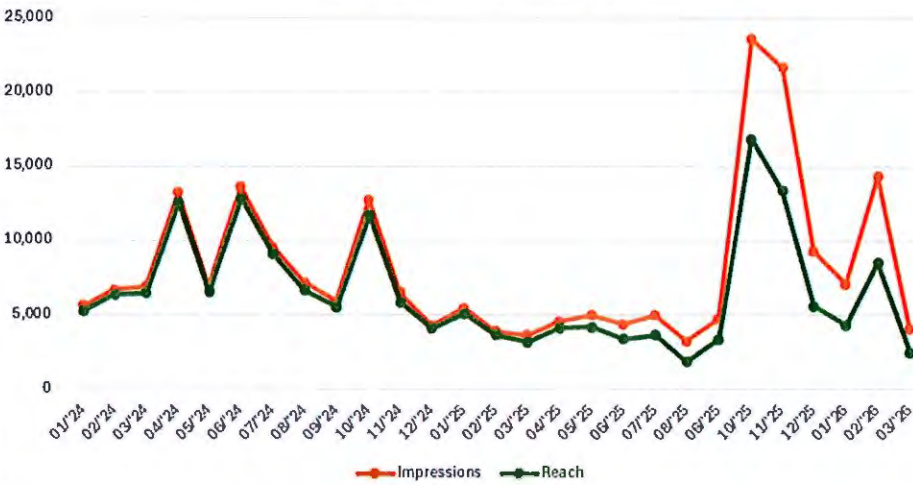
ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

- Email Campaigns – March
 - Total opens: 21,219
 - February '26 -8.7%
 - January '26 -25.1%
 - March '25 -25.5%
 - Biweekly Program Newsletters x 9
 - Total opens: 16,992
 - February '26 +16.9%
 - January '26 -10.1%
 - March '25 ~ About Even
 - Special Program Highlight Emails x 2
 - February '26 – 4 sent
 - January '26 – 4 sent
 - March '25 – 6 sent
 - Total Opens: 4,227
 - February '26 -51.4%
 - January '26 -65.1%
 - March '25 -63.6%
 - Events promoted by an SPH email include:
 - Teen Homework Help in March
 - Volunteer Seed Packing Program
- Social Media Campaigns
 - Social posts x 11
 - February '26 – 19 posted
 - January '26 – 14 posted
 - March '25 – 19 posted
 - Total impressions: 4,033
 - February '26 -71.8%
 - January '26 -43%
 - March '25 +10.5%
 - Total reach: 2,470
 - February '26 -70.1%
 - January '26 -43%

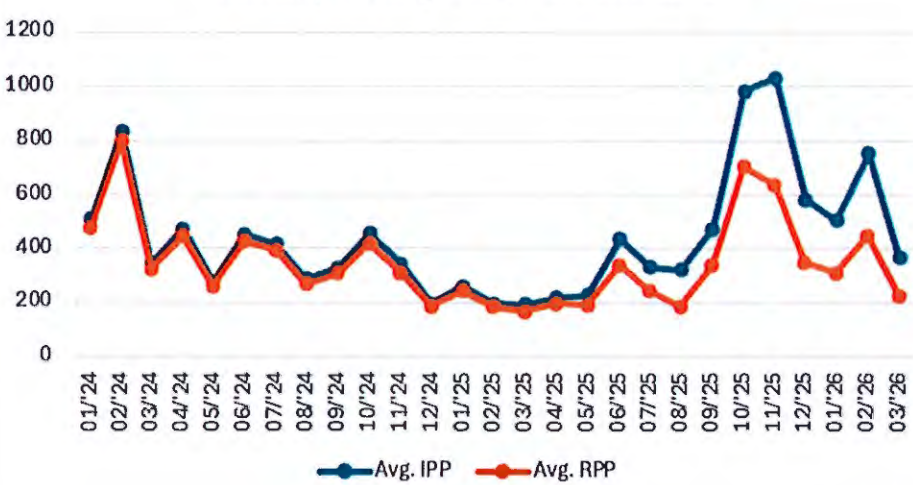
of SPH Emails Per Month



Monthly Social Post Results



Monthly Average Post Performance



ADULT SERVICES- March 2026

ENGAGEMENT:

Programs: We offered 10 in-person programs in March with a total attendance of 49.

Some programs included:

Puzzle Swap | Birds of Dupage County | Crafternoon Daisy Keychain | Getting Crafty Leaf Embroidery | Page Turners Book Club | Illinois Workers in Action Business Preparedness | History of Women Silversmiths/Microsoft Word and Excel (by the IT Librarian for adults)

We also facilitated a bilingual Program, *DIY Soaps and Candles*, with Youth services.

Passive Programming in March:

We hosted the virtual Illinois Libraries Present program, with Percival Everett.

We began our *Spring Reading Challenge*. In March, 23 had registered, 22 were active readers, 14 had already completed the challenge and 9 had redeemed their rewards.

Take and Makes:

50 Spring/Easter card kits were taken.

Seed Library:

120 patrons took winter seeds from our seed library.

OUTREACH/PROGRAM PROMOTION

In March, Edith and Allison provided personal reader's advisory services, book talks, and delivered materials to 34 residents from Franciscan Court and Aperia Care. They also did a craft with the residents.

Displays:

Adult Services staff created 7 **physical book and material displays** in March, 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.

Professional Development: Our staff has been completing the Arctic Wolf and Triliant trainings this month.

ADULT SERVICES - TEEN

Programming: A total of 20 teens attended **seven** in-person programs in March. Programs included *Snack Testers, T.A.B., Tabletops N Treats, Video Game Club, Teen Café, Homework Help and a Pokémon event.*

Passive Programming: 23 plants were adopted by teens in March on Adopt-a-plant day. Handed out 48 mini journal kits (see outreach section)

Displays: Books in English and Spanish were displayed in the teen area along the theme of *Women's History, March Madness (basketball), Spring Break, Spring/Gardening, Books with Green Covers.*

New T.A.B. Members: Two new T.A.B members joined, increasing membership to 9 at the end of March.

Outreach: Had a table at Lehman Literacy night on March 25 to tell teens and their families about teen library programs and services. 48 mini journal kits were handed out that also contained promotional flyers for teen programs at the library.

CIRCULATION SERVICES

Circulation Statistics March 2026:

- 13,881 Total Items checked out, 2.20% decrease from March 2025.
- 3,478 Electronic materials checked out, 2.23% increase from March 2025.
- The total value of the materials checked out by our patrons was \$95,999.41 during March 2025.
- During March 2025, we had 156 patrons using self-check and a total of 460 items checked out.

Patron Statistics March 2026:

- 5,658 Visitors to the library during March 2025.
- 85 New patrons added, 2.41% increase from March 2025.
- 9,296 Card holders, 7.32% decrease from March 2025.
- 32.13% of the district population have library cards, a 2.54% decrease from March 2025.

TECHNICAL SERVICES

Acquisitions:

- 1802 Items invoiced/received.
- 1725 Items ordered.
- 206 Items received not processed.
- 166 Items on-order.
- 5 Items returned.
- 2 Item cancelled.
- 1 Donations.
- 0 Replacements.

Cataloged:

- 2027 Items added to the collection.

Withdrawals:

- 846 Items withdrawn from the collection.

Material Maintenance:

- 36 Items repaired in-house.

Other Activities:

- 276 Items moved from the new shelf to the regular collection.
- 244 Postage processed.
 - 166 Received.
 - 78 Outgoing.
- 217 Invoices archived.
- 126 Invoices processed.
- 97 Kits checked for missing or damaged materials.
- 88 Records created.
- 55 Award titles updated.
- 29 West Chicago Suburban Life scanned and converted to searchable PDF.
- 6 J toys added to collection.
- 4 Title transfers.
- 3 Missing items reclaimed.
- 2 E/J kit records updated.

Miscellaneous:

- 1266 bookplates were viewed via the Illinois Digital Archives. The top viewed plate was the *Society of Mayflower Descendants in the State of New York* with 5 views.
- WCPLD received a \$16.00 check in exchange for two bins of discards picked up by Knowledge Exchange.

YOUTH SERVICES

Programs

- Eight morning story time programs were delivered in March bringing 148 patrons to the library making for a great story program month. Our monthly Toddler Obstacle Course and Sensational Saturday programs saw a further twenty-five visitors. The department hosted three other synchronous programs throughout the month including a candle and soap making program, another program where visitors could create their own terrariums, and hat making program using circular looms. Patrons were allowed to bring looms home with them along with extra yarn to create another hat. These programs had seventeen more patrons participate. March in-person programming hosted a total of 190 library users.

Program Highlight:

- In conjunction with college basketball's March Madness, a bracket was created for various movie genres for patrons to vote for their favorite films within each genre. This passive activity allowed patrons to take part in a community-wide activity that lasted throughout the entire month. Patrons could stop in weekly to see the progress of their favorite film, or to see their bracket busted as underdogs toppled favored winners. Three hundred twenty-three patrons participated in this fun, interactive program. Some of the genre winners were *Back to the future* for Comedies, *Jurassic Park* for Horror/Thriller/Suspense, and *Spiderman: into the Spider-Verse* for Animated Series.

Asynchronous Programs

- Much of the department's asynchronous programming played off the Easter holiday and sports themes. One grab-n-go bag supplied children with hockey themed items, coloring and activity sheets, and hockey themed book list. Various Easter and Spring themed cut and paste crafts, I-Spy picture finders, and word searches were printed for in-house completion or to take home. In all, 342 patrons engaged with passive programming in March.
- The March Read n Roll story was assembled and displayed in the story walk panels along Turner Court in Spanish and English. While participation in this passive

program is challenging to assess, it offers the community a means to interact with the library outside of the building. This month's story was *Just what to do* by Kyle Lukoff/Illustrated by Hala Tahboub.

Outreach

- There were four story programs presented for the Birth to Three initiative in March. Providers from the daycare bring children in for this unique program and each student is given a copy of the book read by the staff member hosting. Our new librarian, Sarah, has been leading this program for the last two months. Stories are usually offered in Spanish and English along with interactive song and play elements. Thirty one people attended Birth to Three programs this month.
- Youth Services attended Pioneer Elementary's Parent Night to promote programming.
- Youth Services attended Wegner Elementary's Parent Night to promote programming and interact with the community.
- Youth Services and Circulation attended the NAIS Parent Night at Wegner Elementary to promote programming and disseminate flyers.
- Youth Services attended a Read Across America event at Gary Elementary to promote programs and disseminate flyers.
- Weekly library outreach stories were presented to students at Currier, Turner, and Indian Knoll Elementary
- Monthly story outreach was conducted at Reed Keppler daycare.
- The Youth Services Department engaged with 264 community members throughout the month of March.

Professional Development

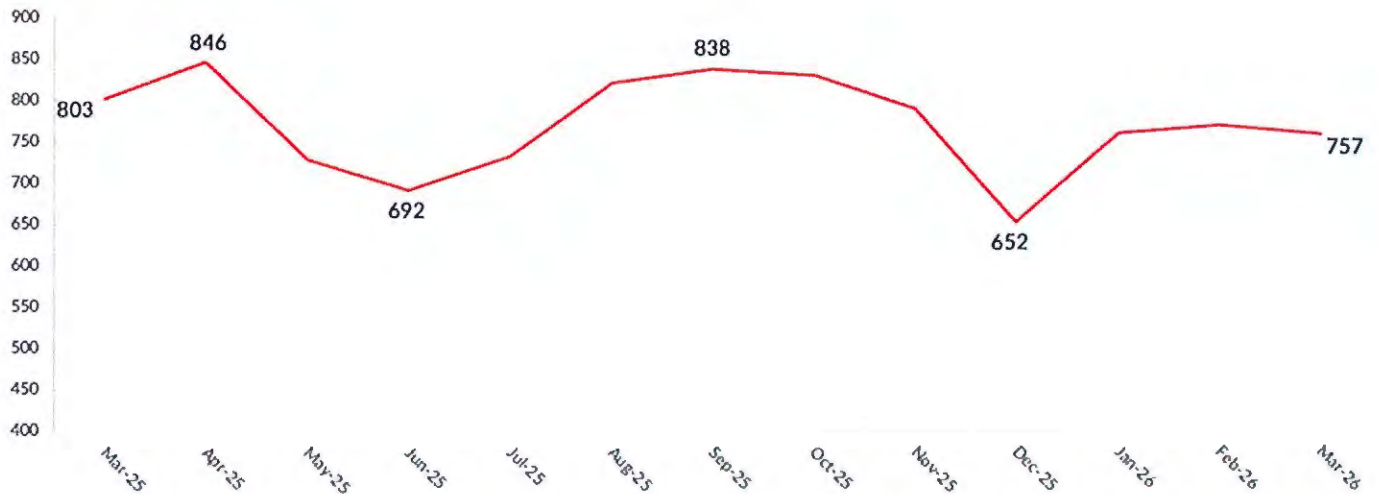
- Staff have been completing mandatory Traliant training throughout the month on Psychological Safety, Disabilities, and Code of Conduct.
- The department attended various collection development and library service webinars throughout the month
- The Youth Services Manager attended the WGTK DEI training session on 3/5/26 where presenters discussed differences between equity, equality, & justice, discrimination and domestic abuse in Hispanic culture, and current issues with ICE and immigration. While the event was very informative and essential work, I mentioned that it would have fared better with much more time for interaction and group work.

IT Report – March

Wireless Overview

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

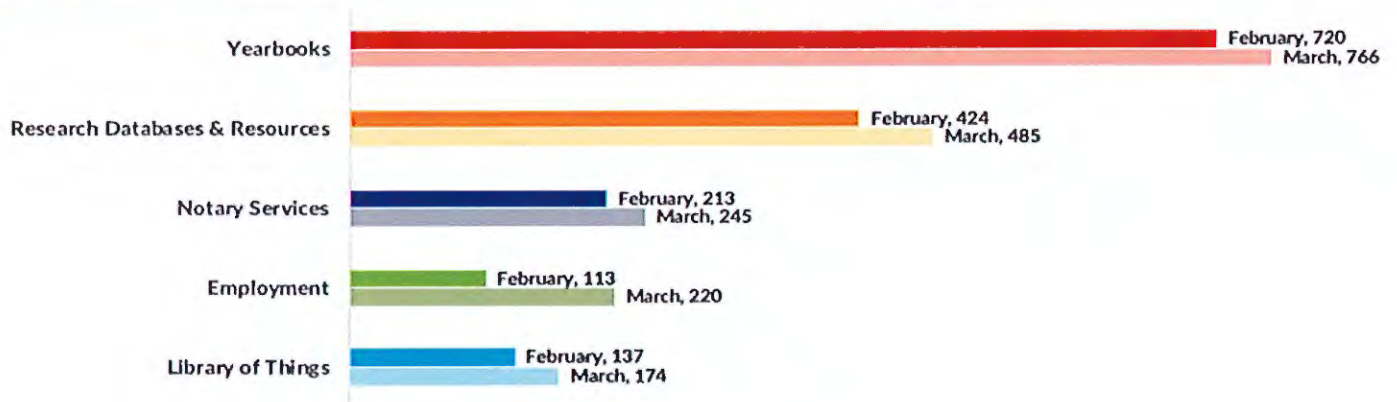
WiFi Usage Mar 2026



Website

In March we had **9,650 website visits**.

Top 5 Pages in Mar 2026



Computer Usage

We had 515 users in March. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (February)	Average Time Per Session (February)	Total Logins (March)	Average Time Per Session (March)
Adult	488	46 Minutes	450	43 Minutes
Youth	35	40 Minutes	62	33 Minutes
Newspaper	3	41 Minutes	3	35 Minutes

- Library Market was updated with the latest security patches and support for more dynamic themes.
- A new Business Resources page was published on the library website.
- All public and staff laptops were updated with an emergency update to close a recently discovered vulnerability within Windows. The problem was quickly dealt with and no issues were found.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 REFERENCE SERVICE POLICY

3
4 **Policy**

5 The West Chicago Public Library District will provide consistent, quality reference service to all
6 patrons.

7 **Procedures Providing Service**

8 Library staff will provide information to specific questions and guidance in locating materials.
9 Patrons may request in person, on the telephone, through electronic messaging or through the
10 mail.

11 Library staff will assist patrons in the use of the library and teach basic research.

12 Library staff will assist patrons in obtaining materials within the library and through interlibrary
13 loan.

14 Library staff will use all available sources of information to answer questions. These resources
15 may include printed, electronic materials, and outside libraries and agencies.

16
17 **Book-A-Librarian Appointments**

18 Book-a-Librarian appointments are available for one-on-one assistance on a variety of subjects.
19 Sessions are 30 minutes in length and can range from research to tutorials on library databases,
20 eBook assistance, or basic computer skills. This service will be provided by appointment only,
21 as time permits for the reference staff.

22
23 **Limitations of Reference Service**

24 Staff will provide sources of information, not interpretation, opinions, or advice pertaining to
25 information. Staff cannot provide the following kinds of assistance which is beyond the scope
26 of reference service:

- 27
- 28 • The translation of documents printed or online.
 - 29 • The completion of legal forms in print and online or assisting patrons with the
30 completion of forms.
 - 31 • The interpretation of information or advice with regard to legal, medical, financial, or
32 consumer-oriented questions.
 - Critiquing or editing patron documents.
- 33
34
35

36 Reviewed by Policy Committee: [11/11/2021](#); [4/9/2026](#) ~~[November 11, 2021](#)~~
37 Approved by Board of Library Trustees: [6/25/2012](#); [8/24/2015](#); [10/22/2018](#); [11/26/2018](#);
38 [11/22/2021](#) ~~[June 25, 2012](#)~~; ~~[August 24, 2015](#)~~; ~~[October 22, 2018](#)~~; ~~[November 26, 2018](#)~~; ~~[November](#)~~
39 ~~[22, 2021](#)~~

1
2
3
4 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

5
6 **COLLECTION MANAGEMENT**

7
8
9 **Policy**

10
11 The West Chicago Public Library **District (WCPLD)** provides materials in multiple formats to meet the
12 educational, informational and recreational needs of the community.

13
14 The collection will be based on current needs, with multiple copies to meet reasonable demands. It is
15 beyond the general scope of the Library to provide materials of a highly technical, specialized or
16 academic nature. Efforts will be made to borrow materials that are not owned or beyond the general
17 scope of the Library.

18
19 In its selection of materials, the WCPLD endorses the Freedom to Read Statement as adopted by the
20 American Library Association (ALA) (see attachment) and hereby adopts the ALA's Library Bill of
21 Rights. The Library has the duty to provide a representative selection of materials on controversial
22 subjects of interest to its readers and not prohibited by law, including materials on all sides of a
23 specific controversy.

24
25 This library holds censorship to be a purely individual matter and declares that while anyone is free to
26 reject for himself/herself books and other materials of which he/she does not approve, he/she
27 cannot exercise this right of censorship to restrict the freedom of others. Reading materials should
28 not be removed or restricted because of partisan or personal disapproval.

29
30
31 **Procedures**

32
33 **Criteria for Selection**

34
35 In selecting materials, the librarians will evaluate each work as a whole on the basis of the following
36 criteria:

- 37
38 1. Relevance to community interest, needs, and standards
39 2. Popular demand
40 3. Favorable rating in standard reviewing media, general or specialized
41 4. Availability of other area resources for specific work or other works on subject matter
42 5. Patron request for specific materials that meet selection standards
43 6. Authority and competence of author and publisher
44 7. Representation of varying points of view
45 8. Importance as a record of the times or for the presentation of a unique point of view
46 9. Literary value or global significance
47 10. Inclusion on standard library or subject lists

- 48 11. Price
- 49 12. Physical features and format
- 50 13. Reading level

51

52 Responsibility for Selection

53

54 The Library Director is responsible for collection management within the framework of policies
55 established by the Library Board of Trustees.

56

57

58 Withdrawing Materials from Collection

59

60 The Collection Management Policy serves as a guide for assessing and maintaining the collection as
61 well as for the selection of materials. Subject areas should be assessed for relevancy and currency on
62 a continual basis. Collection of materials in outdated formats may not be maintained.

63

64 Materials which are withdrawn because of loss or damage are reported to the appropriate selector
65 who decides whether the item should be replaced using the same criteria as for selection.

66

67

68 Gift Materials and Memorials

69

70 The library welcomes gifts of books and other materials. Gifts must meet the same criteria for
71 addition to the collection in accordance with the Collection Management Policy. Monetary donations
72 for memorial materials are welcomed. Materials and other gifts purchased from these funds are
73 suitably identified as memorial donations.

74

75 Organizations or individuals are encouraged to consult with the Library Director, or the Librarian
76 responsible for memorials in the selection of appropriate items. The library welcomes suggestions
77 based on the interests of the person being memorialized, but cannot guarantee that materials on
78 those subjects will currently be available.

79

80

81 [Reviewed by the Policy Committee: 4/9/2026](#)

82 [Approved by the Board of Library Trustees: 2/24/1997; 4/25/2005; 5/21/2007; 8/24/2009;](#)
83 [1/23/2012; 4/28/2014; 5/23/2016; 8/28/2018; 10/28/2019; 10/25/2021; 11/27/2023 February 24,](#)
84 [1997](#)

85 [Approved by the Board of Library Trustees: April 25, 2005](#)

86 [Approved by the Board of Library Trustees: May 21, 2007](#)

87 [Approved by the Board of Library Trustees: August 24, 2009](#)

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

89 [Approved by Board of Library Trustees: April 28, 2014](#)

90 [Approved by Board of Library Trustees: May 23, 2016](#)

91 [Approved by the Board of Library Trustees: August 28, 2018](#)

92 [Revised and Approved by the Board of Library Trustees: October 28, 2019](#)

93 [Revised and Approved by the Board of Library Trustees: October 25, 2021](#)

94 [Revised and Approved by the Board of Library Trustees: November 27, 2023](#)

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 INTERNET AND DIGITAL SERVICES

4
5 Policy

6
7 The West Chicago Public Library District (WCPLD) offers free access to the Internet through public computers
8 and Wi-Fi to users with their own personal devices. It is offered in support of the Library's mission to [make](#)
9 [library resources known and accessible to everyone](#) ~~provide materials, resources and services to help~~
10 ~~community residents obtain information to meet their educational, professional, cultural, and social needs.~~
11 Library staff may provide assistance to patrons in the use of electronic resources as time and staff knowledge
12 permits.

13
14 Procedures

15
16 Breach of Policy

17
18 Violation of any aspect of this policy (or of established Library procedures) may result in loss of computer
19 privileges: two weeks for a first offense; six months for a second offense; and one year for each subsequent
20 offense. Viewing pornography is not permitted and is a violation of this policy.

21
22
23 Privacy

24
25 An individual's use of Library computer resources and Wi-Fi access is not monitored; however, users should
26 have no expectation of privacy as all computers and printers are in view of other patrons and staff.

27
28 Disclaimer

29 The ~~West Chicago Public Library District~~ [WCPLD](#) assumes no responsibility for any activities conducted by users
30 of the library computers. The library reserves the right to modify this policy at any time. Use of the library's
31 network resources constitutes acceptance of the current version of the West Chicago Public Library District
32 Internet and Digital Services Policy.

33
34
35 User Responsibility

36 The library has no control over the content on the Internet and is not responsible for what users view.
37 Patrons 12 years of age and older can access the computers in the Adult Services Department with a library
38 card or guest pass. Patrons 12 years of age and older accompanied by children younger than 12 years of age
39 must use the computers in the Youth Services Department. With library staff approval, two users may share
40 one computer session on one computer as long as their behavior or conversation does not disturb other users
41 or library staff and each user sits in their own chair.

42
43 Computer users are prohibited from: damaging or altering the library's computer equipment or software;
44 violating system security; or licensing agreements; using the network to harass other users; use of disruptive
45 sound; violating a Federal or State law including, but not limited to, accessing material that is obscene or child
46 pornography as defined by the Illinois Criminal Code, 720 ILCS 5/11-20 & 720 ILCS 5/11-20.1.

47 All users of the [West Chicago Public Library's WCPLD](#) services are subject to the library's conduct policy.

48 Guest Passes

49 Guest Passes will be issued for patrons 12 years of age and older without an ID.

50

51 Children and the Internet

52 Internet computers in the Youth Services Department are not filtered. Children ages 9-11 can access the
53 computers in youth services [with parent or guardian approval indicated in their patron record.](#) ~~with a signed~~
54 ~~Internet and Digital Services User Agreement.~~ Parents or guardians are responsible for what minors access on
55 the Internet and wi-fi. Library staff cannot act in the place of parents in providing constant care and
56 supervision of children as they explore the Internet or other electronic resources. Children under 9 years of
57 age may only access the Internet on the computers in the library's Youth Services Department with a parent or
58 guardian present during all Internet use.

59

60

61 DIGITAL SERVICES

62

63 Gaming Stations

64 The ~~West Chicago Public Library District WCPLD~~ offers gaming stations for patrons to play in-house. [Young](#)
65 ~~Adult Teen~~ gaming station patrons 12 to 18 years of age can check out controllers for the gaming station with
66 a valid library card. Those who are younger than 12 years of age or accompanied by children younger than 12
67 years of age, must use the gaming station in the Youth Services Department. [Children's](#) Gaming station
68 patrons younger than 12 years of age or those who are accompanied by children younger than 12 years of age
69 are able to use the [Youth Services Children's](#) gaming station with a valid library card.

70

71

72 VHS-DVD Converter

73 Patrons 18 and older can convert home movies from VHS to DVD. Conversion happens in real-time and
74 patrons must stay with the machine while the conversion is in process. Patrons can reserve the converter for
75 up to three hours up to a week in advance. Reservations for the converter will not be made after 5:00 p.m.
76 (Monday through Thursday) and 1:00 p.m. (Friday through Sunday). All materials for converting (VHS tapes
77 and DVD-R or DVD-RW) must be supplied by the patron. Patrons must read all directions before converting.
78 The library is not liable for damage to personal items or loss of data while using the converter. The viewing or
79 converting of explicit materials will not be allowed and will result in immediate dismissal from the converter.
80 [Patrons that](#) ~~The~~ use ~~of~~ the converter and associated equipment shall follow all legal guidelines under the U.S.
81 copyright law. Information on copyright law can be read online at
82 <https://www.copyright.gov/title17/title17.pdf> .

83

84

85 3-D Printer

86 ~~3-D printing can be used to make 3-Dimensional objects. Patrons must use an existing design from the 3-D~~
87 ~~sharing site e.g. www.thingiverse.com or provide their own design on a flash drive in an .STL format. Patrons~~
88 ~~must have items pre-approved by library staff members before an item can be set to print. Library staff~~
89 ~~members must set and release 3-D print jobs. Print jobs may be declined at the staff members' discretion.~~
90 ~~Printed items will be charged to the patron by weight at \$.10 cents per gram.~~

91

92 Cricut Machine

93

94 [What is a Cricut machine?](#)

95 ~~The Cricut is an electronic cutting and drawing machine. Designs created on your computer can be cut or~~
96 ~~drawn into material such as paper, cardstock, vinyl, fabric and certain types of wood. The Cricut can be used to~~
97 ~~make signs, custom t-shirts, labels, greeting cards and stickers. Printing times vary between 15 to 30 minutes~~
98 ~~depending on the size and complexity of the design.~~

99 ~~How can Patrons use it?~~

100 ~~Patrons can create their own designs from the Cricut Design Space app (<https://design.cricut.com/>) on a~~
101 ~~designated library computer or at home and send the file to the library as one of these file types: JPEG, PNG,~~
102 ~~SVG, DXF, EPS. Cricut Design Space is a free program for Windows, Apple, and Android devices. Certain~~
103 ~~licensed designs may be an additional cost, patrons must call the library for any inquiries. Patrons must have~~
104 ~~items pre-approved by library staff members before an item can be set to print. Library staff members must~~
105 ~~set and release Cricut print jobs. Print jobs may be declined at the staff members' discretion. Patrons can also~~
106 ~~choose from library samples for certain designs.~~

107 ~~Prints can be purchased at the following rates:~~

108 ~~Paper & Cardstock~~

109 ~~Up to 6x6 — .50 per print~~

110 ~~Up to 12x12 — \$1.00 per print~~

111 ~~Larger than 12x12 — Call the library~~

112

113 ~~Sticky Vinyl & Iron on Vinyl~~

114 ~~Up to 6x6 — \$2.00 per print~~

115 ~~Up to 12x12 — \$4.00 per print~~

116 ~~Larger than 12x12 — call the library~~

117

118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151

ATTACHMENT 1

WEST CHICAGO PUBLIC LIBRARY DISTRICT

INTERNET AND DIGITAL SERVICES USER AGREEMENT

~~1. I have read the policy and procedures concerning the use of the West Chicago Public Library District's (WCPLD) Internet and computer workstations and agree to abide by the stated terms.~~

~~2. I agree to pay any repair or replacement costs of the Library's equipment and software that has been damaged by myself or by minors for whom I am responsible.~~

~~3. I agree that the Library is not responsible for any damage to or loss of personal software, disks or equipment used in the Library's computer workstations.~~

~~4. I agree to follow all local, state and federal laws, including copyright laws and I understand that copyright laws restrict duplication of copyrighted software.~~

~~5. I agree that the Library has no control over the Internet and its resources, and that access, use, or transmission of information via the Internet computer workstations in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.~~

~~6. I agree not to use the computer for illegal activities or unlawful communications such as threats of violence, obscenity, child pornography and harassment as defined by law.~~

~~7. I understand that the WCPLD reserves the right to modify the Internet policy at any time and I agree that the use of an Internet workstation in the Library constitutes acceptance of the current version of the policy.~~

~~8. I understand that failure to abide by the Internet policy may result in loss of all computer privileges, potential loss of library privileges and possible legal prosecution.~~

INTERNET USER NAME (PLEASE PRINT) LIBRARY CARD NUMBER

INTERNET USER SIGNATURE DATE

For patrons under the age of 12:
As the parent or guardian of

CHILD'S NAME (PLEASE PRINT)

I give permission for my child to use the Internet workstations at the WCPLD and I understand all of the statements above.

I DO NOT give permission for my child to use the Internet workstations at the WCPLD.

156

157

158 PARENT OR GUARDIAN'S SIGNATURE _____ DATE

159 Reviewed by Policy Committee: 4/9/2026

160 Approved by Board of Library Trustees: October 28, 2019; April 26, 2021; February 27, 2023

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 SMOKE-FREE LIBRARY POLICY

4
5
6 Policy

7
8 The Smoke-Free Illinois Act requires that public places and places of employment must
9 be completely smoke-free inside and within 15 feet from entrances, exits, windows that
10 open, and ventilation intakes. In the interest of promoting health and safety, the library's
11 smoke-free policy applies to the library facility, all library employees, and all patrons and
12 vendors who visit the library. Smoking is permitted only in designated smoking areas.
13 The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes,
14 and or other similar items such as electronic cigarettes and "vaping" devices.
15

16
17 Public Act 095-0017

18
19
20
21
22
23
24
25
26 Reviewed by Policy Committee: 4/9/2026

27 Approved by Board of Library Trustees: 1/28/2008; 8/24/2009; 1/23/2012; 4/28/2014;
28 6/27/2016; 6/25/2018; 1/27/2020; 11/22/2021; 3/25/2024
29

1
2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

3
4 **DRUG AND ALCOHOL-FREE LIBRARY ~~POLICY~~**

5
6 Policy

7
8 The West Chicago Public Library District (WCPLD) has long recognized that the non-medical use of controlled
9 substances is hazardous to the health of employees and patrons of the library. Additionally, the use of alcohol
10 by employees or patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol
11 is detrimental to the library environment. As such, the use, sale, manufacture, distribution, possession or
12 consumption of alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled
13 substances¹ without a prescription (“Illicit Substances”) is prohibited on any Library property including, but
14 not limited to:

- 15
16 - any Library-owned facility or grounds;
17 - property rented by the library or used to run library programs;
18 - library rented, leased or owned vehicles; or
19 - while conducting library business.

20
21 Procedures

22
23 Employees

24
25 Employees may not report to work under the influence of Illicit substances.

26
27 This policy does not prohibit employees from the lawful use (in accordance with both federal and state law)
28 and possession of prescription and over-the-counter medications, when taken in standard dosages and/or
29 according to prescriptions from the employee's licensed health care provider, provided that neither an
30 employee nor his/ her work performance is impaired.

31
32 Any employee who violates the term of the library's drug and alcohol policy may be suspended or terminated
33 pursuant to the rules and regulations of the library and applicable state statutes. The Library may in its
34 discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated.
35 Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The
36 Library's employees, as a condition of their employment, agree to abide by the terms of this policy and to
37 notify the library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction
38 for a violation occurring at a library location. The Library, if or when required by law, shall report such
39 conviction to the appropriate authorities.

40
41 Patrons

42
43 A patron who violates the terms of this policy may be expelled from the library location involved or any library
44 location at the discretion of the library and use privileges may be suspended for a specified period of time.
45 The library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy

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

46 is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and
47 procedures.

48
49 The library shall obtain and make available materials from local, system, state, and national anti-drug and
50 alcohol abuse organizations and, where appropriate, enlist the aid of community and state organizations with
51 drug and alcohol information and rehabilitation programs to provide information to the library patrons and
52 employees.

53
54 In order to make patrons and employees aware of the dangers of drug and alcohol abuse, Notice of the
55 standard of conduct imposed by this policy and the sanctions imposed for violation of this policy shall be
56 distributed to all employees and prominently posted at the Library for patrons and employees to see. In the
57 event a violation of this policy involves a minor the minor's parents shall be contacted. Employees shall receive
58 copies of the notice attached as an appendix to this policy.

59
60 The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine
61 its effectiveness and to implement changes to the program where needed. The biennial review and evaluation
62 shall determine whether or not the sanctions required by this policy are consistently in force.

63 State Law: 30 ILCS 580/1, Federal Law: 42 USC 12114

64
65
66
67
68
69
70
71

72 Reviewed by Policy Committee: 4/9/2026

73 Approved by Board of Library Trustees: 2/28/2005; 11/26/2007; 8/24/2009; 2/27/2012; 4/28/2014;
74 6/27/2016; 6/25/2018; 1/27/2020; 11/22/2021; 3/25/2024

75

76 WEST CHICAGO PUBLIC LIBRARY DISTRICT

77
78 NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

79
80 The West Chicago Public Library District (WCPLD) has long recognized that the non-medical use of controlled
81 substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of
82 alcohol by patrons and employees is recognized as both hazardous and often illegal, and the irresponsible use
83 of alcohol is detrimental to the library environment. As such, the use, sale, manufacture, distribution,
84 possession or consumption of alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other
85 controlled substances without a prescription (“Illicit Substances”) is prohibited on any Library property
86 including, but not limited to:

- 87
88 - any Library-owned facility or grounds;
89 - property rented by the library or used to run library programs;
90 - library rented, leased or owned vehicles; or
91 - while conducting library business.

92
93 Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated
94 pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, in its
95 discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated.
96 Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The
97 Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to
98 notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute
99 conviction for a violation occurring at a library location. The Library, if or when required by law, shall report
100 such conviction to the appropriate authorities.

101
102 A patron who violates the terms of this policy may be expelled from the library location involved or any library
103 location at the discretion of the Library and use privileges may be suspended for a specified period of time.
104 The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy
105 is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and
106 procedures. In the event a violation of this policy involves a minor the minor’s parents shall be contacted.

107
108
109
110 Reviewed by Policy Committee: 4/9/2026

111 Approved by Board of Library Trustees: 2/28/2005; 11/26/2007; 8/24/2009; 2/27/2012; 4/28/2014;
112 6/27/2016; 6/25/2018;1/27/2020; 11/22/2021; 3/25/2024

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 Young Adult 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 Bookkeeper Senior Circulation Clerk	19.39	23.42	27.45
2	Maintenance Assistant	18.55	21.84	25.13
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