



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
LIBRARY PROGRAM ROOM
TUESDAY, MAY 26, 2026
7:00 PM

AGENDA

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

- A. Call to Order Corrine Jakacki-Dattomo, President
- B. Roll Call Laura Finch, Secretary
- C. Approval of the Minutes ACTION
1. Board Meeting – April 27, 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 May 2026
2. Financial Statements for April 2026
- H. Communications
 None
- I. Reports Corrine Jakacki-Dattomo
1. President ATTACHMENT
2. Library Director ATTACHMENT
3. Department Managers (Technical Services Presentation)
4. Policy Committee Patricia Weninger
5. Finance Committee Aimee Cavataio
- J. Unfinished Business
 None
- K. New Business ACTION
1. Electronic Board Meeting Attendance Policy ACTION
2. Library Conduct Policy ACTION
3. Income Projection for FY 2026-2027 ACTION
4. Compensation Strategy Recommendation for Employees at the Salary Schedule ACTION
 Maximum

- 5. Establish Signatories for: ACTION
 - a. Financial Accounts
 - b. Investment Accounts
 - c. Safe Deposit Box
- 6. Library Director Evaluation ACTION

L. Closed Session

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

5 ILCS 120/2(c)(11) to discuss

'litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.' And

5 ILCS 120/2(c)(1) to discuss

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

M. Return to Open Session

N. Library Director Salary Adjustment

ACTION

O. Adjournment

DRAFT MINUTES ONLY

WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MONDAY, APRIL 27, 2026
7:00 P.M.

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

B. ROLL CALL:

TRUSTEES PRESENT: Pat Weninger, President Pro Tem, and Secretary; Aimee Cavataio, Treasurer; Laura Finch, Sufiyan Mohammed, and Maureen Navadomskis, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Jennifer Gunn, Adult Services Manager; Juan Martinez, Facilities Assistant; Gabriel Cardenas, Circulation Manager.

C. APPROVAL OF THE MINUTES:

1. Regular Meeting - March 23, 2026: Ms. Finch moved to approve the Minutes from the Board Meeting of March 23, 2026 as amended; seconded by Ms. Cavataio.

- Page 2, Item H-2, the Financial Statements reviewed at the March meeting were from the Month of February, which was incorrectly listed on the agenda as being the March Financial Statements.

Motion carried by unanimous voice vote.

D. RECOGNITION OF THE PUBLIC: None.

E. PUBLIC COMMENTS: None.

F. AGENDA - ADDITIONS/DELETIONS: None.

G. TREASURER'S REPORT:

1. Approval of the Bills for April 2026: Ms. Cavataio moved to approve the payment of the bills for April in the amount of 255,230.21; seconded by Ms. Navadomskis.

Roll Call Vote - Yes: Ms. Cavataio, Ms. Finch, Mr. Mohammed, Ms. Navadomskis, Ms. Weninger. Motion carried.

2. Financial Statements for March 2026: Ms. Cavataio reported that the quarter ended as of March 31st, and the library collected 90% of its revenue, which is in line with the expectations for the period. Property taxes received were nearly 100% of budget; interest received was at 82% of budget. Expenditures are approximately 67% of the annual

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budget, with 75% of the year elapsed, and three months remaining in the fiscal year.

H. COMMUNICATIONS:

1. Meetings of Public Bodies on Election Days Prohibited: The Library's legal counsel provided a memo regarding an amendment to the Open Meetings Act which prohibits public bodies from holding committee or board meetings on Election Day.

2. Chronology For Annual Financial Ordinances: The Library's legal counsel provided a letter listing the Chronology for Annual Financial Ordinances for Fiscal Year 2026-2027.

I. REPORTS:

1. President: None.

2. Library Director: Mr. Weseloh gave an update on the Digital Library Protection Act, Illinois House Bill 5236. State Representative Maura Hirschauer is in support of the bill, and her office told Mr. Weseloh that she may sign on as a sponsor. The bill did pass the House of Representatives, and it now moves on to the Illinois Senate.

An e-book legislation webinar is scheduled for Wednesday, May 6, 2026 at 12:00 p.m., titled "Ready, Set, Advocate."

The U.S. Department of Justice extended the compliance deadlines by one year for the Library's Web Accessibility. The new deadline for the Web Content Accessibility Guidelines Version 2.1 is April 26, 2028.

The Dolly Parton Imagination Library kickoff was held April 18, 2026 and included activities and a story time with State Senator Karina Villa. Approximately 15 to 20 families participated.

A new entry to Explore More Illinois, a RAILS online cultural and recreational pass program for Illinois libraries, is the Chicago Master Singers. Patrons can receive 50% off individual tickets, with up to four tickets per order.

The Lake Villa District Library created an outdoor renovation concept; Mr. Weseloh passed around to the trustees some handouts to view. Also included was an example of what an entrance to the Youth Services Department could look like. As the West Chicago Library begins its strategic planning process, Mr. Weseloh is hoping that the trustees can pair up and visit local libraries that have recently completed renovations.

The Library Trustee Forum will close out its spring webinar series on May 9, 2026. The trustees have been registered for this webinar, which

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will discuss book bans and intellectual freedom.

WeGo Together for Kids and West Chicago Parks Foundation is holding a Spring Cleaning Coat Drive. A box is available near the circulation desk to collect gently used winter coats, hats, scarfs, boots, snow pants, and socks.

A Purple Air particulate monitor has been placed on the Library's HVAC fence. Lewis University is trying to expand in this area with their air monitoring project; and the reading from the West Chicago area can be obtained by logging onto purpleair.com, type in ZIP Code 60185, and the result will be displayed.

The May Regular Board Meeting will be held on Tuesday, May 26, 2026, because of the Memorial Day celebration on Monday when the library will be closed.

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

4. Policy Committee: Ms. Weninger reported the Policy Committee met on April 9, 2026 at 7:00 p.m. Present were Ms. Weninger, Chair; and Mr. Wonderly, Member; Mr. Weseloh and Ms. Ghobrial, staff. No public was present.

The March 16, 2026 meeting Minutes were approved. The Committee Reviewed several policies which will be considered later in the April Board Meeting with recommendations for approval: Electronic Board Meeting policy, Collection Management policy, Internet & Digital Service policy, Smoke-Free Library policy, and Drug and Alcohol-Free policy.

The Committee also discussed standardizing the format of the board policies to create a consistent style throughout the policies. Mr. Weseloh will apply such a format to each policy as it comes up for review.

The meeting was adjourned at 7:30 p.m.

5. Finance Committee: Ms. Cavataio reported that the Finance Committee met on April 15, 2026 at 6:55 p.m. Present were Ms. Cavataio, Chair; Sufiyan Mohammed and Ms. Navadomskis, Members; and Mr. Weseloh and Ms. Ghobrial, staff.

The Committee discussed the Cost of Living Adjustments, the Merit Pool, the Salary Schedule, and the Draft Budget. A couple of items related to the Draft Budget were tabled until the next Committee meeting.

J. UNFINISHED BUSINESS: None.

DRAFT MINUTES ONLY**K. NEW BUSINESS:**

1. Ms. Weninger stated that the Policy Committee recommends approving the Reference Policy. Motion carried by unanimous voice vote.
 2. Ms. Weninger stated the Policy Committee recommends the Board approve the Collection Management Policy. No major changes were made to the policy, just some wording was adjusted. Motion carried by unanimous voice vote.
 3. Ms. Weninger stated the Policy Committee recommends the Internet & Digital Services Policy be approved by the Board. The major change was eliminating the 3D printer and the Cricut machine. Motion carried by unanimous voice vote.
 4. Ms. Weninger stated the Policy Committee recommends approval of the Smoke-Free Library policy. Motion carried by unanimous voice vote.
 5. Ms. Weninger stated that the Policy Committee recommends approval of the Drug & Alcohol-Free Library policy. Motion carried by unanimous voice vote.
 6. Cost of Living Adjustment Recommendation for FY 2026-2027: Ms. Cavataio stated that the Finance Committee recommends approval of the COLA adjustment of 2% for the Fiscal Year 26-27. Roll Call Vote - Yes: Ms. Cavataio, Ms. Finch, Mr. Mohammed, Ms. Navadomskis, Ms. Weninger. Motion carried.
 7. Merit Pool Recommendation for FY 2026-2027: Ms. Cavataio stated that the Finance Committee recommends approval of the Merit Pool Recommendation for Fiscal Year 2026-2027. Roll Call Vote - Yes: Ms. Cavataio, Ms. Finch, Mr. Mohammed, Ms. Navadomskis, Ms. Weninger. Motion carried.
 8. Salary Schedule for FY 2026-2027: Ms. Cavataio stated that the Finance Committee recommends approval of the Amended Salary Schedule with the changes listed in blue. The change is the maintenance assistants are no longer listed. Roll Call Vote - Yes: Ms. Cavataio, Ms. Finch, Mr. Mohammed, Ms. Navadomskis, Ms. Weninger. Motion carried.
- L. CLOSED SESSION: None held.
- M. RETURN TO OPEN SESSION: None.
- N. ADJOURNMENT: Ms. Weninger adjourned the meeting at 7:29 p.m.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 26-May-26

FINANCIAL STATEMENT DATE: April 30, 2026

Payroll dated:

4/10/2026	Net Payroll	\$	40,857.21
	Federal Liability Payment	\$	12,395.44
	State Liability Payment	\$	2,560.68
	Paylocity Fee	\$	-
4/24/2026	Net Payroll	\$	40,736.13
	Federal Liability Payment	\$	12,280.65
	State Liability Payment	\$	2,526.86
	Paylocity Fee	\$	571.26

TOTAL \$ 111,928.23

Republic Bank

Operating - Manual Cks	Check No.	\$	17,424.83
Operating - System Cks	Check No.	\$	107,636.93
Operating - Credit Card	Check No.	\$	3,961.69
Librarian's Petty Cash	Check No.	\$	1,192.50

TOTAL \$ 130,215.95

Total Bills for Approval \$ 242,144.18

Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Unpaid Bills Detail

As of May 18, 2026

ACC Business 800-322-3076		Total for ACC Business			
Date	Transaction Type	Num	Memo/Description	Amount	
05/11/2026	Bill		Internet Apr 11, 2026 thru May 10, 2026	616.78	
				\$	616.78
Total for Alarm Detection Systems Albertsons-Safeway 866-450-3431		204101-1083	Fire/Wet Sprinkler Annual	2,640.00	
				\$	2,640.00
Total for Albertsons-Safeway All American Flag 630-377-1985		431615-050126-3338	Food	109.20	
				\$	109.20
Total for All American Flag Amanda Ghoibrial		8434	US Flag	90.50	
				\$	90.50
Total for Amanda Ghoibrial Amazon Capital Services			Altogether 4/16/26 Orland Park PL 4/24/26	92.05	
				\$	92.05
04/16/2026	Bill	1M6H-3MHK-K7VV	Craft Supplies	43.26	
04/19/2026	Bill	1QMM-4CHK-4KJ7	Warning Signs	47.36	
04/19/2026	Bill	1H4H-PTCF-37LN	Craft Supplies and Games	98.36	
04/20/2026	Bill	1QNX-313X-VCFG	Craft Supply	8.99	
04/20/2026	Bill	1XMG-TPWW-VKM6	Decorations and Craft Supplies	315.68	
04/21/2026	Bill	1MFL-NF3G-F1CY	Scotch Tape	18.18	
04/21/2026	Bill	1GG3-TCNX-DX7X	Little Ladder	180.94	
04/21/2026	Bill	1D6Q-LHQV-L3F4	Rolling Cart	49.99	
04/21/2026	Bill	1R4W-MWK3-L7HX	Program Craft Supplies	160.69	
04/21/2026	Bill	1GG3-TCNX-KFHL	Program Craft Supplies and Tools	239.89	
04/21/2026	Bill	1MKX-N6KL-MMJR	Train Themed Items	92.32	
04/24/2026	Bill	1WJU-7FWJ-4HJF	Warning Sign	8.68	
04/27/2026	Bill	11YJ-WYJV-RQXY	Book	27.33	
04/27/2026	Bill	17KY-NT34-LFTK	Decoration Supplies	131.45	
04/28/2026	Bill	1KYP-RQ4G-MGWQ	Peel and Stick Wall Decals	17.98	

04/29/2026	Bill	1HKD-XMCJ-JKXK	Program Candy	85.62
04/30/2026	Bill	1YPG-WQTY-HKRF	Program Supplies and Food	91.21
04/30/2026	Bill	1V6-YN71-34QT	Program Craft Supplies	522.43
04/30/2026	Bill	1V6-YN71-399Q	LOT Ukulele Case	9.99
04/30/2026	Bill	1R7V-VF73-CWPX	Tech Services Supplies	323.00
05/01/2026	Bill	19JY-GHRH-PJ6Q	Program Craft Supplies	386.90
05/01/2026	Bill	1MMJ-DWJG-HJQC	Breakroom Sugar	26.39
05/01/2026	Bill	1GXL-7CN3-KPVW	Book Tape	721.20
05/04/2026	Bill	16CP-1P9Y-V1G9	Acrylic Brochure and Magazine Holder	59.99
05/04/2026	Bill	1H8F-JJ7-R19Y	Tech Services Office Supplies	118.12
05/05/2026	Bill	1HPD-L6HP-6H94	Department/Processing Supplies	462.17
05/06/2026	Bill	1NH6-6R3T-FK9Y	Book	9.00
05/06/2026	Bill	1PMC-DPOG-G9G4	Department/Processing supplies	17.70
05/06/2026	Bill	11GH-WTL3-FFGF	Butterfly Decorations	114.48
05/08/2026	Bill	16YC-CH7D-7WQJ	Program Craft Supplies	127.02
05/10/2026	Bill	1PTL-YX94-Y7KN	AV-Mat Hardware	167.78
05/11/2026	Bill	1PMG-6F3H-H4G1	AV-Mat Hardware	277.19
05/11/2026	Bill	1PMG-6F3H-FVHF	Books Summer Reading Prizes	276.89
05/12/2026	Bill	1VH6-GJ16-HCJW	Paper Clips	9.49
05/12/2026	Bill	1FVT-NKGX-DK3L	Program Craft Supplies	140.05
05/12/2026	Bill	1Y7M-TNPR-739Y	Books Summer Reading Prizes	233.02
05/12/2026	Bill	1Y7M-TNPR-P644	Space Themed Program Supplies	163.65
05/12/2026	Bill	1NJH-4RHJ-7KPN	Program Craft Supplies	147.06
05/13/2026	Bill	1DWT-XNFT-KXYC	Activity Toys	177.66
05/13/2026	Bill	1R9R-RD17-LKHN	Activity Toys	288.09
05/13/2026	Bill	1QQV-LD4D-DW1	Inflatable Soccer Beach Balls	9.88
05/14/2026	Bill	1TM4-VW4Y-CD3F	Youth Services Office Supplies	299.53
05/14/2026	Bill	1M4C-6QLV-3MN6	LOT Replacement items	15.90
05/14/2026	Bill	1R9R-RD17-W19W	Youth Services Office Supplies	90.23
				\$ 6,812.74

Total for Amazon Capital Services
American Library Association
800-545-2433

Total for American Library Association
American Nat'l Sprinkler
847-566-0099

Total for American Nat'l Sprinkler
Anderson Elevator Co.
708-345-9710

04/22/2026	Bill	1659636	ALA 2026 Annual Conference & Exhibition	330.00
				\$ 330.00
05/14/2026	Bill	95114282	Sprinkler Start up 5/14/2026	373.75
				\$ 373.75
04/17/2026	Bill	INV-116576-X9L2	Fire Testing with Alarm Company 4/10/26	478.75

Total for Anderson Elevator Co. Andy Frain 630-820-3820	05/01/2026 Bill	INV-117433-V5R5	Maintenance for May 2026	205.00
				<u>\$ 683.75</u>
Total for Andy Frain Annette Bochenek	04/30/2026 Bill	394331	Library Security Officer April 2026	1,873.80
				<u>\$ 1,873.80</u>
Total for Annette Bochenek Background Resources 630-873-2270	05/07/2026 Bill		AS FILM HISTORY PROGRAM 2026-06-24	400.00
				<u>\$ 400.00</u>
Total for Background Resources Benjamin Weseloh	04/30/2026 Bill	24881	4/20/2026 File# 142980	24.00
				<u>\$ 24.00</u>
Total for Benjamin Weseloh Bigleaf Networks, Inc. 888-244-3133	05/01/2026 Bill		Swan Board Meetings 4/17/2026 and 3/20/2026	48.87
				<u>\$ 48.87</u>
Total for Bigleaf Networks, Inc. Buck Services 630-876-8184	05/01/2026 Bill	INV153162	Monthly 05/01/2026-05/31/2026	558.88
				<u>\$ 558.88</u>
Total for Buck Services Cengage Learning 800-877-4253	04/15/2026 Bill	INV 381	Cleaning Service April 2026	2,416.66
				<u>\$ 2,416.66</u>
Total for Cengage Learning Cinco Books	05/13/2026 Bill	999102696257	Books	229.60
				<u>\$ 229.60</u>
Total for Cinco Books Cintas Corporation 847-228-3970	04/17/2026 Bill	51368	Books Span	597.38
				<u>\$ 597.38</u>
Total for Cintas Corporation Comcast 800-391-3000	04/27/2026 Bill	5332013010	1st Aid Cabinet Supplies	61.68
	04/30/2026 Bill	9370449526	Waterbreak Cooler Agreement	50.50
	04/30/2026 Bill	9370449534	LifeLine View DL Agreement	100.00
				<u>\$ 212.18</u>
Total for Comcast Comcast Business	04/22/2026 Bill		April 29, 2026 to May 28, 2026	344.04
				<u>\$ 344.04</u>
	05/01/2026 Bill	270560755	Activity up to and including Apr 30, 2026	560.00

Total for Comcast Business ComEd 877-426-6331									<u>\$ 560.00</u>
	04/20/2026 Bill			3/18/2026 through 4/17/2026					858.17
Total for ComEd De Lage Landen Financial 800-736-0220									<u>\$ 858.17</u>
	05/17/2026 Bill	597183478		06/01/2026-06/30/2026					1,496.23
Total for De Lage Landen Financial Demco 800-962-4463									<u>\$ 1,496.23</u>
	04/17/2026 Bill	7794285		12"x300" Book Jacket Cover					58.49
	04/24/2026 Bill	7798119		14"x200" Book Jacket Cover					86.98
	04/30/2026 Bill	7801877		Clear Pockets					336.16
	04/30/2026 Bill	7801867		Kapco Book Covers 10.5"					623.12
	04/30/2026 Bill	7801868		Kapco Book Cover 8.5"					396.80
	04/30/2026 Bill	7801873		HangUp Bag 12.5"x14"					125.34
	04/30/2026 Bill	7801871		HangUp Bag 12.5" x10"					108.85
	05/05/2026 Bill	7803842		Department/processing supplies					122.98
	05/15/2026 Bill	7808446		Book Jacket 12" x 300' Qty 10					584.90
Total for Demco Efficiency Reporting 630-682-8887									<u>\$ 2,443.62</u>
	04/23/2026 Bill	21016er		3/23/2026 Board Meeting Minutes					340.00
Total for Efficiency Reporting First Security Systems, Inc. 630-961-5900									<u>\$ 340.00</u>
	05/13/2026 Bill	S989650		Annual Invoice 1yr Open Path 4/23/26-4/22/27					480.00
Total for First Security Systems, Inc. Flood Brothers									<u>\$ 480.00</u>
	05/06/2026 Bill	8895594		2YD Trash Service					69.45
Total for Flood Brothers FNBC Bank and Trust									<u>\$ 69.45</u>
	05/01/2026 Bill			Safe Deposit Box Rental 12 mo					100.00
Total for FNBC Bank and Trust Francotyp-Postalia, inc. 800-341-6052									<u>\$ 100.00</u>
	04/20/2026 Bill	R1107215880		Postbase Ink and Pinwheel Labels					180.21
	05/18/2026 Bill	R1107269523		POSTBASE Postal Meter 05/18/26-08/17/26					111.00
Total for Francotyp-Postalia, Inc. Gehrke Technology Group 847-487-9110									<u>\$ 291.21</u>
	05/13/2026 Bill	2601676		Water Treatment May 2026					125.00

**Total for Gehrke Technology Group
Globe Life**

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

**Total for Governmental Accounting, Inc.
HR Source**

**Total for HR Source
Ingram Library Services
800-937-3200**

04/22/2026	Bill		Payroll Deduction Notice		\$ 125.00
05/01/2026	Bill	60608	Monthly Contract Billing		55.00
05/06/2026	Bill	FY27-58491	Annual Membership through 6/30/2027		\$ 1,575.00
04/01/2026	Bill	95603172	Books		232.37
04/02/2026	Bill	95616298	Books		472.73
04/03/2026	Bill	95648842	Books		1,105.33
04/05/2026	Bill	95672391	Books		175.88
04/07/2026	Bill	95715390	Books		493.43
04/08/2026	Bill	95745498	Books		19.95
04/09/2026	Bill	95774592	Books		769.73
04/10/2026	Bill	95816077	Books		312.92
04/14/2026	Bill	95868672	Books		242.23
04/14/2026	Bill	95868671	Books		321.01
04/15/2026	Bill	95901106	Books		733.93
04/16/2026	Bill	95928633	Books		1,766.77
04/16/2026	Bill	95941823	Books		281.78
04/17/2026	Bill	95957170	Books		1,652.94
04/17/2026	Bill	95972039	Books		603.74
04/21/2026	Bill	96028371	Books		201.86
04/23/2026	Bill	96092365	Books		1,129.53
04/24/2026	Bill	96130387	Books		299.17
04/24/2026	Bill	96119459	Books		516.90
04/24/2026	Bill	96130388	Books		14.29
04/29/2026	Bill	96221815	Books		195.78
04/30/2026	Bill	96250153	Books		15.42
04/30/2026	Bill	96250152	Books		120.50
04/21/2026	Vendor Credit	96050200	Book Received Damaged		-10.16
04/08/2026	Vendor Credit	95766392	Credit Memo for Book Received Damaged		-16.94
04/06/2026	Vendor Credit	95706071	Credit for book received damaged		-16.95
					\$ 11,574.14

Total for Ingram Library Services

04/18/2026	Bill	508742012	AV-Mat	23.99
04/18/2026	Bill	508742013	AV-Mat	34.47
04/18/2026	Bill	508742010	AV-Mat	11.24
04/28/2026	Bill	508780189	AV-Mat	50.23
04/28/2026	Bill	508785232	AV-Mat	7.49
04/28/2026	Bill	508780740	AV-Mat	38.24
04/28/2026	Bill	508785233	AV-Mat	98.98
				<u>\$ 882.44</u>

Total for Midwest Tape
Morgan Birge & Associates Inc.
312-670-0000

04/27/2026	Bill	89971	Monthly Billing for April 2026	310.55
				<u>\$ 310.55</u>

Total for Morgan Birge & Associates Inc.
NCPERS

05/01/2026	Bill	5650062026	6/1-6/30/2026	16.00
				<u>\$ 16.00</u>

Total for NCPERS
Nicor
888-642-6748

05/06/2026	Bill		04/06/26-05/05/26	583.41
				<u>\$ 583.41</u>

Total for Nicor
Orkin Pest Control
630-505-7258

04/24/2026	Bill	298720387	PC Standard Monthly 4/24/2026	53.04
05/07/2026	Bill	298720388	PC Standard Monthly	53.04
				<u>\$ 126.08</u>

Total for Orkin Pest Control
OverDrive
216-573-6886

04/19/2026	Bill	01018CO26129141	Ebooks and Audiobooks	657.15
04/20/2026	Bill	01018CO26129680	Ebooks and Audiobooks	2,414.11
04/20/2026	Bill	01018CO26129683	Ebooks and Audiobooks	4,591.37
04/26/2026	Bill	01018CO26136319	Ebooks and Audiobooks	1,268.69
04/26/2026	Bill	01018CO26136318	Ebooks and Audiobooks	320.21
04/28/2026	Bill	01018CO26138611	Ebooks and Audiobooks	1,096.92
04/28/2026	Bill	01018CO26138573	Ebooks and Audiobooks	425.80
04/28/2026	Bill	01018CO26138612	Ebooks and Audiobooks	767.97
04/30/2026	Bill	01018CP26147711	Ebooks and Audiobooks	97.09
04/30/2026	Bill	01018CP26146634	Ebooks and Audiobooks	242.12
04/30/2026	Bill	01018MA26142530	Ebooks and Audiobooks	239.98
				<u>\$ 12,121.41</u>

Total for OverDrive
Sikich LLC
630-566-9400

04/16/2026	Bill	L562491	Microsoft 365 Licenses 6/30/26-6/29/27	4,507.20
05/18/2026	Bill	MS564342	Monthly Billing for June	6,430.29

Total for Sikich LLC					296.00
Swan					<u>\$ 11,233.49</u>
630-326-7146					
Total for Swan					<u>\$ 380.68</u>
T-Mobile					
Total for T-Mobile					<u>\$ 181.25</u>
Unique Management Services					
800-879-5453					
Total for Unique Management Services					<u>\$ 128.65</u>
VISA					
Total for VISA					<u>\$ 3,961.69</u>
VISOgraphic					
630-590-6100					
Total for VISOgraphic					<u>\$ 5,089.06</u>
Warehouse Direct, Inc.					
Total for Warehouse Direct, Inc.					<u>\$ 601.16</u>
Watson Label Product					
314-493-9300					
Total for Watson Label Product					<u>\$ 778.54</u>
Xtreme Environmental Solutions					
630-293-7880					
Total for Xtreme Environmental Solutions					<u>\$ 25.00</u>
TOTAL					<u>\$ 107,636.93</u>

05/18/2026 Bill

1564342

Datto for June

04/20/2026 Bill

12611

Reciprocal Borrowing & Inter-Library Loans

05/15/2026 Bill

Apr 21-May 20, 2026

05/01/2026 Bill

6159468

Curbside Communicator May 2026

05/01/2026 Bill

6158640

Placements 4/9 4/16 4/23 4/30/2026

05/14/2026 Bill

2093 5.10.26

1,146.69

05/14/2026 Bill

2101 5.10.26

856.82

05/14/2026 Bill

2127 5.10.26

1,132.25

05/14/2026 Bill

3013 5.10.26

677.18

05/14/2026 Bill

2135 5.10.26

148.75

05/08/2026 Bill

250623

Newsletter with pullout Summer 2026

05/11/2026 Bill

6147457-0

Paper Towels, Mop Head, Sanitizer, Wastebasket, Paper

05/01/2026 Bill

105220

Imprinted Barcode Labels

05/15/2026 Bill

138-WCL

May 2026

West Chicago Public Library District
Transaction Detail by Account
April 9 - May 10, 2026

Transaction		Memo/Description		Split		Amount	Balance
Date	Type	Name					
04/14/2026	Expenditure	Dimple Donuts	Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD		78.73	78.73
04/22/2026	Expenditure	Dunkin Donut	Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD		33.81	112.54
04/24/2026	Expenditure	American Library Association	ALA Individual Type I Membership Dues Deborah Andrew	41330 Expense:ADMINISTRATIVE EXPENSES:ASSOCIATION DUES		125.00	237.54
05/01/2026	Expenditure	TrainHR Learning	The 80/20 Leadership Shift	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT		289.00	526.54
05/01/2026	Expenditure	TrainHR Learning	How to Talk to Employees	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT		185.00	721.54
05/09/2026	Expenditure	4 Imprint	Paws and Claws Magnetic Bookmark-Boo	44140 Expense:PROGRAMS:PROGRAMS-YOUTH		425.55	1,146.89
						\$ 1,146.89	
04/09/2026	Expenditure	Dollar Tree Store	Program Food	44126 Expense:PROGRAMS:PROGRAMS-ADULT		34.50	34.50
04/14/2026	Expenditure	American Library Association	ALA Individual Type I Membership Dues AG	41330 Expense:ADMINISTRATIVE EXPENSES:ASSOCIATION DUES		125.00	159.50
04/15/2026	Expenditure	Criek	Annual	41140 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF		85.88	255.38
04/17/2026	Expenditure	Murphy Ace Hardware	DYNAFLEX CLR	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES		7.67	263.05
04/20/2026	Expenditure	Amazon Capital Services	VISA Gift Card \$50	44145 Expense:PROGRAMS:EVENTS AND OUTREACH		54.95	318.00
04/29/2026	Expenditure	Griffin Museum of Sci	Membership Gift Card one year	44145 Expense:PROGRAMS:EVENTS AND OUTREACH		195.00	513.00
05/01/2026	Expenditure	Universal Yums	*JIM YUM BOX May 2026	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT		29.00	542.00
05/05/2026	Expenditure	Chicago Tribune	Beatnik News every 8 weeks	42210 Expense:LIBRARY MATERIALS:PERIODICALS		108.00	650.00
05/05/2026	Expenditure	Carva	Imprinted Gardening Terms Bookmarks	-Split-		89.51	738.51
05/07/2026	Expenditure	Cosco	Food	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD		111.32	850.83
05/09/2026	Expenditure	Murphy Ace Hardware	Hardware	45140 Expense:FACILITIES & OPERATIONS:EXTERIOR R & MOTHER		5.89	856.82
						\$ 856.82	
05/01/2026	Expenditure	Constant Contact	Monthly with Discount	44210 Expense:MARKETING & PROMOTIONS:MARKETING		148.75	148.75
						\$ 148.75	
04/10/2026	Expenditure	Adobe Inc.	Acrobat Pro and Creative Cloud All Apps	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF		400.87	400.87
04/24/2026	Expenditure	American Library Association	ALA Annual Conference 6/25-6/29/2026	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT		450.00	850.87
04/25/2026	Expenditure	Spotify	Premium Individual 1 month	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF		12.00	862.86
05/04/2026	Expenditure	PlayStation	PlayStation Plus Extra 12 mo	42330 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-YOUNG ADULT		148.80	1,010.88
05/04/2026	Expenditure	Nintendo of North America	Nintendo Switch Online Individual 12 mo	42330 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-YOUNG ADULT		18.89	1,029.65
05/07/2026	Expenditure	Printix	Printix Business Plan Monthly	-Split-		69.69	1,100.31
05/08/2026	Expenditure	Nintendo of North America	Nintendo Switch Online Expansion Pack	42330 Expense:LIBRARY MATERIALS-AUDIO VISUAL:AV MATERIALS-YOUNG ADULT		31.64	1,132.25
						\$ 1,132.25	
04/09/2026	Expenditure	American Library Association	ALA 2026 Annual Conference Sarah Tattensall	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT		330.00	330.00
04/10/2026	Expenditure	Oriental Trading Company	Patriotic Themed Decorations	44145 Expense:PROGRAMS:EVENTS AND OUTREACH		53.80	383.80
04/10/2026	Expenditure	Oriental Trading Company	Kit materials replacement	44140 Expense:PROGRAMS:PROGRAMS-YOUTH		25.69	409.49
04/17/2026	Expenditure	Oriental Trading Company	Train Themed Goodways	44145 Expense:PROGRAMS:EVENTS AND OUTREACH		88.41	498.20
05/09/2026	Expenditure	American Gift	American Gift Books and Dolls	-Split-		178.88	677.18
						\$ 677.18	
						\$ 3,861.09	

11CC TCM Bank
CARD 31 Director - #2093

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

Total for CARD 41 AS- #2101
CARD 81 PR- #2135

Total for CARD 81 PR- #2135
CARD 71 IT- #2127

Total for CARD 71 IT- #2127
CARD 81 YS- #013

Total for CARD 81 YS- #013
Total for 11CC TCM Bank

West Chicago Public Library District Petty Cash Check Detail

April 2026

Transaction date	Transaction type	Num	Name	Description	Amount
04/13/2026	Check	6018	Maria Ananieva	Bird Painting Program at Gallery 200	200.00
04/13/2026	Check	6019	LIMRICC-UCGA	LIMRICC UCGA Q1	992.50
			Total		1,192.50

10600 Republic Bank Petty Cash
37222

37489

Monday, May 18, 2026 08:14 PM GMTZ

West Chicago Public Library District
Manual Check Detail
 April 2026

Transaction date	Transaction type	Num	Name	Description	Amount
04/08/2026	Check	ACH 4.8.26	IMRF	April PR 2026	16,642.04
04/13/2026	Check	ACH 4.13.26	Ampion	April 2026 Billing	308.63
04/13/2026	Check	ACH 4.13.26 2	Ampion	April 2026 Billing	278.22
04/14/2026	Check	Fees April 2026			135.94
04/30/2026	Check	ACH 4.30.26	Employee Benefits Corporation	April Fee Invoicing	60.00
			Total		17,424.83

10650 Republic Bank Checking 4130

37474

37475

37476

37477

37478

Monday, May 18, 2026 08:17 PM GMTZ

Financial Report

For the 10 Month(s) Ended April 30, 2026
FISCAL YEAR 2026



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

WEST CHICAGO PUBLIC LIBRARY DISTRICT

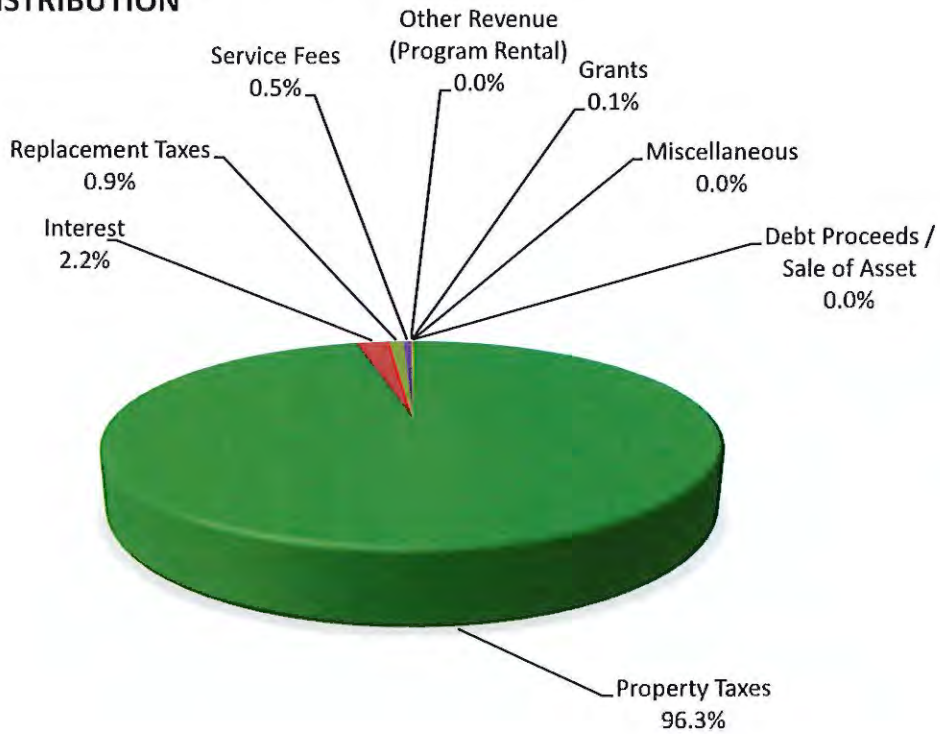
Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2026

83% of Fiscal Year

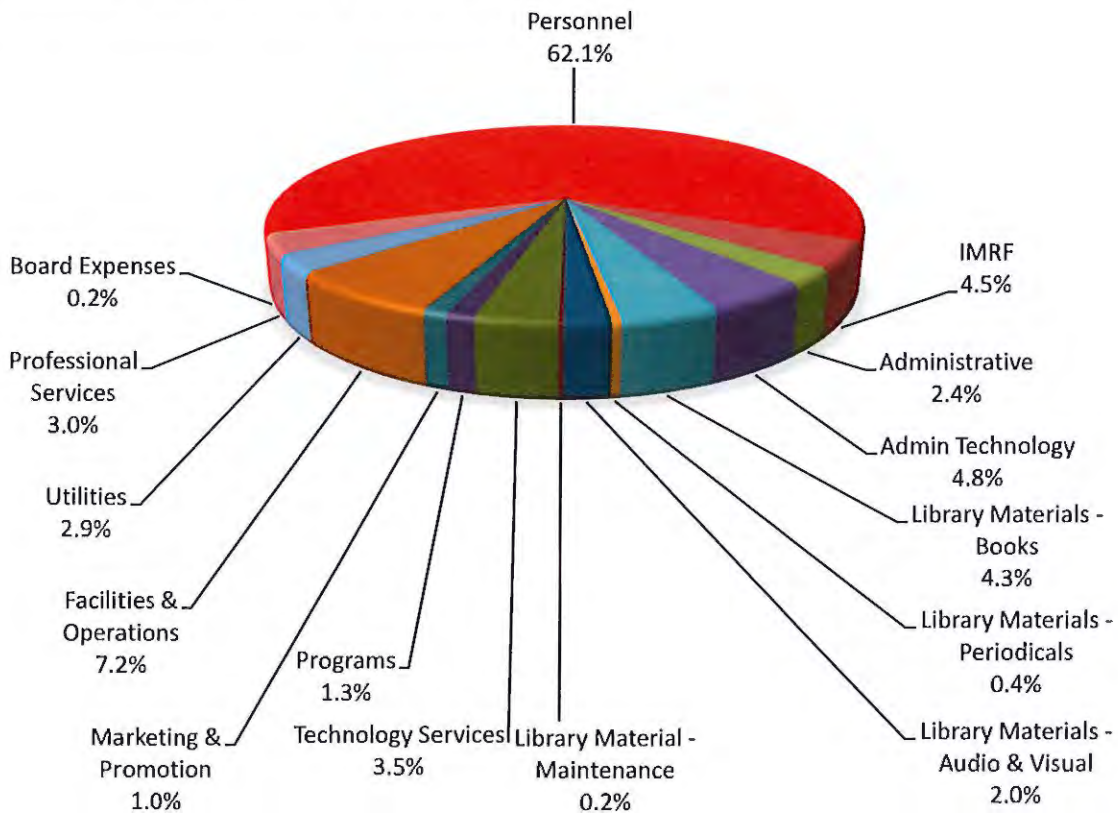
Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,969,936	2,976,853	100%
Interest	66,833	76,350	88%
Replacement Taxes	28,544	50,952	56%
Service Fees	16,008	12,200	131%
Other Revenue (Program Rental)	20	-	0%
Grants	2,903	42,958	7%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
	<u>Actual Revenues</u> 3,085,033	<u>3,160,813</u>	<u>98%</u>
	<u>Budgeted Revenues</u> 3,160,813		
	% Diff 98%		
OPERATING EXPENDITURES			
Personnel	1,482,280	1,999,073	74%
IMRF	107,090	127,000	84%
Administrative	58,206	90,162	65%
Admin Technology	114,845	172,358	67%
Library Materials - Books	103,247	129,315	80%
Library Materials - Periodicals	10,108	10,950	92%
Library Materials - Audio & Visual	47,479	59,535	80%
Library Material - Maintenance	4,826	10,520	46%
Technology Services	84,545	96,573	88%
Programs	30,474	41,149	74%
Marketing & Promotion	24,918	31,005	80%
Facilities & Operations	172,561	215,901	80%
Utilities	68,392	99,102	69%
Professional Services	72,581	65,570	111%
Board Expenses	3,580	12,600	28%
	<u>Actual Expenditures</u> 2,385,134	<u>3,160,813</u>	<u>75%</u>
	<u>Budgeted Expenditures</u> 3,160,813		
	% Diff 75%		
SURPLUS / (DEFICIT) FROM OPERATIONS	<u>699,900</u>	<u>-</u>	<u>n/a</u>
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	292,755	325,000	90%
	<u>Actual Expenditures</u> 292,755	<u>325,000</u>	<u>90%</u>
	<u>Budgeted Expenditures</u> 325,000		
	% Diff 90%		
TOTAL SURPLUS / (DEFICIT)	<u>407,145</u>	<u>(325,000)</u>	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	<u>2,034,458</u>		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
 Budget vs. Actual Summary
 For the 10 Month(s) Ended April 30, 2026

REVENUE DISTRIBUTION

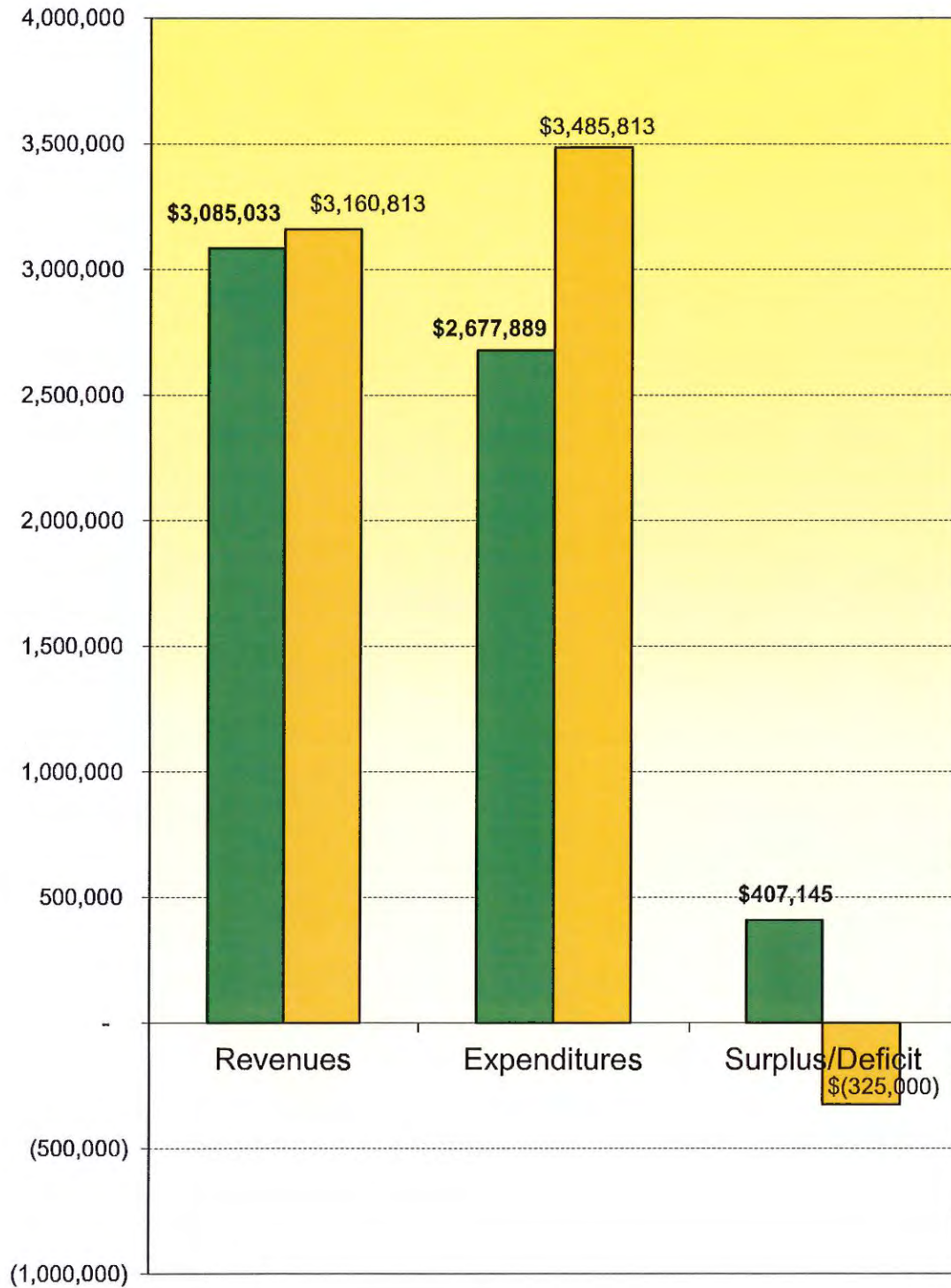


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2026



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Budget vs. Actual Summary
For the 10 Month(s) Ended April 30, 2026

83% 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	63,924	1,619	1,290	66,833	76,350	88%
Replacement Taxes	28,544	-	-	28,544	50,952	56%
Service Fees	16,008	-	-	16,008	12,200	131%
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	2,946,565	137,178	1,290	3,085,033	3,160,813	98%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	97%	116%	n/a	98%		
OPERATING EXPENDITURES						
Personnel	1,482,280	-	-	1,482,280	1,999,073	74%
IMRF	-	107,090	-	107,090	127,000	84%
Administrative	58,206	-	-	58,206	90,162	65%
Admin Technology	114,845	-	-	114,845	172,358	67%
Library Materials - Books	103,247	-	-	103,247	129,315	80%
Library Materials - Periodicals	10,108	-	-	10,108	10,950	92%
Library Materials - Audio & Visual	47,479	-	-	47,479	59,535	80%
Library Material - Maintenance	4,826	-	-	4,826	10,520	46%
Technology Services	84,545	-	-	84,545	96,573	88%
Programs	30,474	-	-	30,474	41,149	74%
Marketing & Promotion	24,918	-	-	24,918	31,005	80%
Facilities & Operations	172,561	-	-	172,561	215,901	80%
Utilities	68,392	-	-	68,392	99,102	69%
Professional Services	72,581	-	-	72,581	65,570	111%
Board Expenses	3,580	-	-	3,580	12,600	28%
Actual Expenditures	2,278,043	107,090	-	2,385,134	3,160,813	75%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	75%	84%	n/a	75%		
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	375,767	30,087	1,290	407,145	Total Budget (325,000)	
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
ENDING FUND BALANCE	1,812,577	93,339	128,541	2,034,458	1,302,313	
Fund Balance as % of Total Expenditures	71%	87%	n/a	76%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2026

	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
30010 · PROPERTY TAXES	0.00	248,071.08	2,834,377.55	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	4,483.33	6,250.00	63,923.67	1,618.75	0.00	65,542.42	75,000.00	-9,457.58	87.39%
33040 · INTEREST-JL FUND BLDG CONST	119.79	112.50	0.00	0.00	1,290.28	1,290.28	1,350.00	-59.72	95.58%
35100 · FINES	0.00	0.00	30.40	0.00	0.00	30.40	0.00	30.40	100.0%
35150 · PHOTOCOPY/MICROFORM/COPY/FAX	786.78	791.67	8,909.08	0.00	0.00	8,909.08	9,500.00	-590.92	93.78%
35510 · LOST AND PAID MATERIALS	88.92	100.00	6,776.75	0.00	0.00	6,776.75	1,200.00	5,576.75	564.73%
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%
	5,478.82	263,401.08	2,946,565.47	137,177.66	1,290.28	3,085,033.41	3,160,813.00	-75,779.59	97.6%
Expenditures									
1E · PERSONNEL									
41100 · SALARIES	117,340.34	132,148.08	1,182,931.70	0.00	0.00	1,182,931.70	1,585,777.00	-402,845.30	74.6%
41110 · INS-HEALTH, DENTAL, LIFE, FSA	20,971.16	24,734.83	208,366.69	0.00	0.00	208,366.69	296,818.00	-88,451.31	70.2%
41120 · FICA EXPENSE	8,465.55	9,333.33	87,177.74	0.00	0.00	87,177.74	112,000.00	-24,822.26	77.84%
41130 · UNEMPLOYMENT COMPENSATION	992.50	175.00	1,426.29	0.00	0.00	1,426.29	2,100.00	-673.71	67.92%
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	147,769.55	166,589.42	1,482,280.42	0.00	0.00	1,482,280.42	1,999,073.00	-516,792.58	74.15%
2E · ADMINISTRATIVE EXPENSES									
41310 · PROFESSIONAL DEVELOPMENT	1,460.00	1,184.58	5,396.22	0.00	0.00	5,396.22	14,215.00	-8,818.78	37.96%
41320 · TRAVEL	113.80	424.67	3,351.01	0.00	0.00	3,351.01	5,096.00	-1,744.99	65.76%
41330 · ASSOCIATION DUES	475.00	504.25	3,854.72	0.00	0.00	3,854.72	6,051.00	-2,196.28	63.7%
41332 · PAYROLL PROCESSING	571.26	745.33	6,895.14	0.00	0.00	6,895.14	8,944.00	-2,048.86	77.09%
41334 · OFFICE SUPPLIES GENERAL	472.00	975.00	4,501.60	0.00	0.00	4,501.60	11,700.00	-7,198.40	38.48%
41336 · OFFICE EQUIPMENT	0.00	1,535.83	15,669.35	0.00	0.00	15,669.35	18,430.00	-2,760.65	85.02%
41338 · POSTAGE	1,510.26	750.00	6,254.01	0.00	0.00	6,254.01	9,000.00	-2,745.99	69.49%
41342 · ADMINISTRATIVE MISC	479.35	135.50	2,086.81	0.00	0.00	2,086.81	1,626.00	460.81	128.34%
41344 · SUPPLIES-FOOD	112.34	791.67	7,714.84	0.00	0.00	7,714.84	9,500.00	-1,785.16	81.21%
41346 · MATERIALS & RESOURCE RECOVERY	98.50	133.33	1,093.35	0.00	0.00	1,093.35	1,600.00	-506.65	68.33%
41348 · CIRCULATION SERVICES SUPPLIES	1,212.00	333.33	1,388.94	0.00	0.00	1,388.94	4,000.00	-2,611.06	34.72%
Subtotal	6,504.51	7,513.50	58,205.99	0.00	0.00	58,205.99	90,162.00	-31,956.01	64.56%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 2026

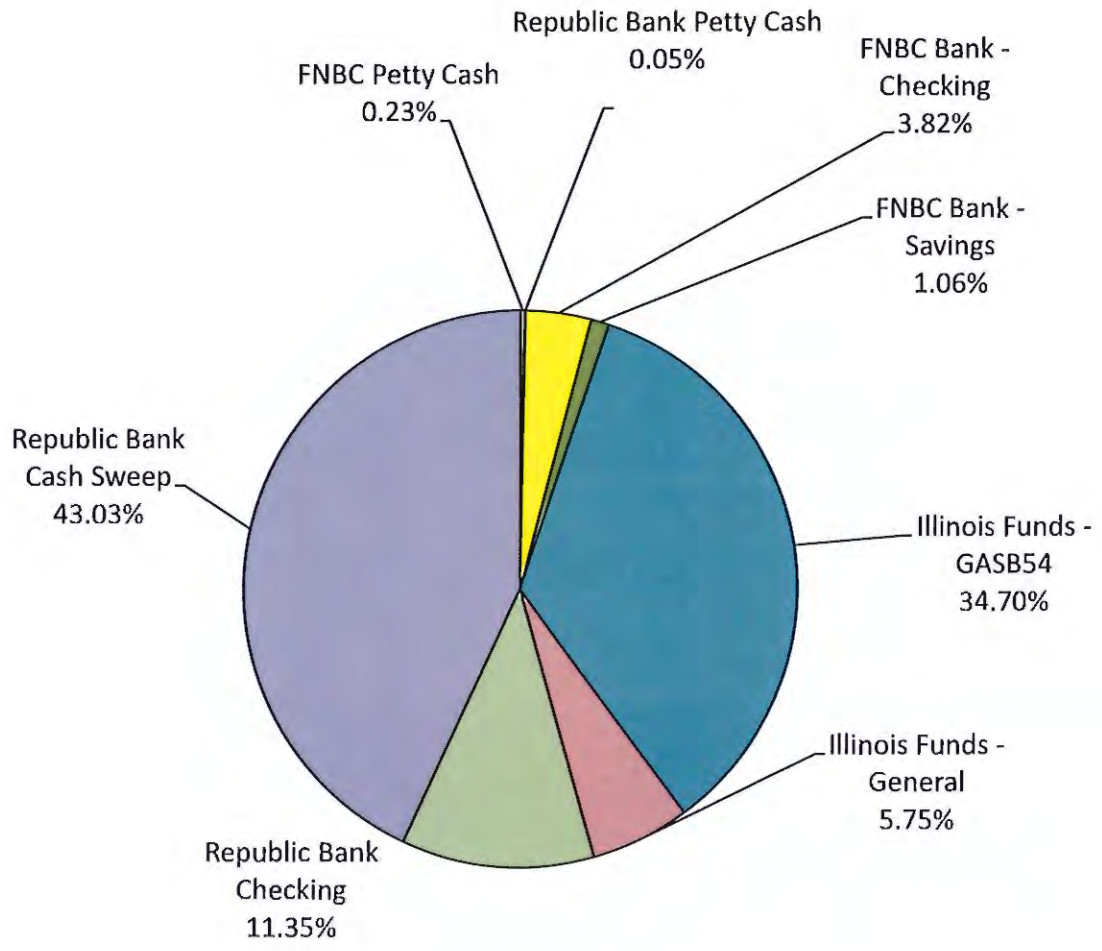
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	0.00	710.58	12,151.44	0.00	0.00	12,151.44	8,527.00	3,624.44	142.51%
41410 · SOFTWARE STAFF	549.74	4,345.42	11,159.09	0.00	0.00	11,159.09	92,145.00	-40,985.91	21.4%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	11,308.15	8,209.67	79,698.20	0.00	0.00	79,698.20	98,516.00	-18,817.80	80.9%
41425 · WARRANTIES/EXTENDED CARE	0.00	1,097.50	11,886.21	0.00	0.00	11,886.21	13,170.00	-1,333.79	89.87%
Subtotal	11,857.89	14,363.17	114,844.94	0.00	0.00	114,844.94	172,358.00	-57,513.06	66.63%
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	7,647.52	5,750.00	46,327.73	0.00	0.00	46,327.73	69,000.00	-22,672.27	67.14%
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	261.00	250.00	2,424.26	0.00	0.00	2,424.26	3,000.00	-575.74	80.81%
42140 · BOOKS-YOUTH	3,301.94	1,711.50	19,046.89	0.00	0.00	19,046.89	20,538.00	-1,491.11	92.74%
42170 · RBP/ILL BOOK REPLACEMENT	380.68	83.33	686.74	0.00	0.00	686.74	1,000.00	-313.26	68.67%
Subtotal	11,591.14	10,776.25	103,246.84	0.00	0.00	103,246.84	129,315.00	-26,068.16	79.84%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	0.00	912.50	10,107.52	0.00	0.00	10,107.52	10,950.00	-842.48	92.31%
Subtotal	0.00	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-AUDIO VISUAL	16,123.40	3,833.33	37,064.80	0.00	0.00	37,064.80	46,000.00	-8,935.20	80.58%
42330 · AV MATERIALS-YOUNG ADULT	1,780.64	291.67	2,621.08	0.00	0.00	2,621.08	3,500.00	-878.92	74.89%
42340 · AV MATERIALS-YOUTH	5,488.84	836.25	7,793.43	0.00	0.00	7,793.43	10,035.00	-2,241.57	77.66%
Subtotal	23,392.88	4,961.25	47,479.31	0.00	0.00	47,479.31	59,535.00	-3,120.49	79.75%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	8,632.50	2,877.50	34,530.00	0.00	0.00	34,530.00	34,530.00	0.00	100.0%
42405 · INTERNET SERVICES	2,079.70	2,072.67	20,838.20	0.00	0.00	20,838.20	24,872.00	-4,033.80	83.78%
42420 · SOFTWARE PUBLIC	0.00	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	0.00	1,121.08	16,080.13	0.00	0.00	16,080.13	13,453.00	2,627.13	119.53%
Subtotal	10,712.20	8,047.75	84,544.75	0.00	0.00	84,544.75	96,573.00	-7,994.45	87.55%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	2,415.07	857.50	4,603.49	0.00	0.00	4,603.49	10,290.00	-5,686.51	44.74%
42510 · CATALOGING TOOL	222.51	19.17	222.51	0.00	0.00	222.51	230.00	-7.49	96.74%
42515 · DIGITALIZATION PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	2,637.58	876.67	4,826.00	0.00	0.00	4,826.00	10,520.00	-5,693.92	45.88%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	990.25	1,075.42	10,439.88	0.00	0.00	10,439.88	12,905.00	-2,465.12	80.9%
44130 · PROGRAMS-YOUNG ADULT	890.69	291.67	2,717.85	0.00	0.00	2,717.85	3,500.00	-782.15	77.65%
44135 · PROGRAMS-SUMMER READING	1,002.94	344.92	1,002.94	0.00	0.00	1,002.94	4,139.00	-3,136.06	24.23%
44140 · PROGRAMS-YOUTH	959.09	833.75	10,143.85	0.00	0.00	10,143.85	10,005.00	138.85	101.39%
44145 · EVENTS AND OUTREACH	861.40	863.33	6,169.81	0.00	0.00	6,169.81	10,600.00	-4,430.19	58.21%
Subtotal	4,704.37	3,429.08	30,474.33	0.00	0.00	30,474.33	41,149.00	-4,291.34	74.06%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	175.00	297.25	4,099.60	0.00	0.00	4,099.60	3,567.00	532.60	114.93%
44215 · WEBSITE	1,749.00	408.50	4,947.79	0.00	0.00	4,947.79	4,902.00	45.79	100.93%
44220 · PROMO MATERIALS-ADULT	81.95	266.67	842.62	0.00	0.00	842.62	3,200.00	-2,357.38	26.33%
44240 · PROMO MATERIALS-YOUTH	1,640.51	141.67	1,730.51	0.00	0.00	1,730.51	1,700.00	30.51	101.8%
44245 · PROGRAM GUIDE	1,250.00	1,469.67	13,297.85	0.00	0.00	13,297.85	17,636.00	-4,338.15	75.4%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	4,896.46	2,583.75	24,918.37	0.00	0.00	24,918.37	31,005.00	-6,086.63	80.37%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
April 30, 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	24,166.60	0.00	0.00	24,166.60	29,000.00	-4,833.40	83.33%
45112 · SECURITY SERVICE	1,873.90	1,846.08	17,655.36	0.00	0.00	17,655.36	22,153.00	-4,497.64	79.7%
45115 · JANITORIAL SUPPLIES	720.70	508.33	4,308.58	0.00	0.00	4,308.58	6,100.00	-1,791.42	70.63%
45116 · COVID 19 SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45117 · SECURITY CAMERAS	0.00	414.58	4,975.00	0.00	0.00	4,975.00	4,975.00	0.00	100.0%
45120 · SNOW REMOVAL	0.00	2,317.92	19,720.00	0.00	0.00	19,720.00	27,815.00	-8,095.00	70.9%
45130 · EXTERIOR LANDSCAPING	0.00	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	706.00	766.67	4,882.38	0.00	0.00	4,882.38	9,200.00	-4,317.62	53.07%
45150 · HVAC R & M	125.00	2,083.33	21,201.68	0.00	0.00	21,201.68	25,000.00	-3,798.32	84.81%
45155 · GENERAL BLDG SERVICES	113.54	836.67	9,881.48	0.00	0.00	9,881.48	10,040.00	-158.52	98.42%
45160 · CONTRACT INSPECTION & MAINTENAN	1,219.50	2,071.75	19,278.55	0.00	0.00	19,278.55	24,861.00	-5,582.45	77.55%
45165 · INTERIOR R & M-OTHER	10,602.58	2,583.33	23,147.32	0.00	0.00	23,147.32	31,000.00	-7,852.68	74.67%
Subtotal	17,777.76	17,991.75	172,561.45	0.00	0.00	172,561.45	215,901.00	-43,339.55	79.93%
12E · UTILITIES									
45310 · UTILITIES-GAS	963.96	1,041.67	9,682.25	0.00	0.00	9,682.25	12,500.00	-2,817.75	77.46%
45320 · UTILITIES-ELECTRIC	1,445.02	4,333.33	28,105.68	0.00	0.00	28,105.68	52,000.00	-23,894.32	54.05%
45330 · UTILITIES-TELEPHONE	667.15	1,951.67	21,093.50	0.00	0.00	21,093.50	23,420.00	-2,326.50	90.07%
45340 · UTILITIES-WATER	493.92	833.33	8,464.37	0.00	0.00	8,464.37	10,000.00	-1,535.63	84.64%
45350 · UTILITIES-TRASH	194.45	98.50	1,046.33	0.00	0.00	1,046.33	1,182.00	-135.67	88.52%
Subtotal	3,764.50	8,258.50	68,392.13	0.00	0.00	68,392.13	99,102.00	-30,709.87	69.01%
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	4,087.50	1,000.00	27,350.50	0.00	0.00	27,350.50	12,000.00	15,350.50	227.92%
45515 · PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
45520 · ACCOUNTING	1,710.94	1,575.00	17,077.85	0.00	0.00	17,077.85	18,900.00	-1,822.15	90.36%
Subtotal	5,798.44	5,464.17	72,581.35	0.00	0.00	72,581.35	65,570.00	7,011.35	110.69%
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	2,775.00	0.00	0.00	2,775.00	4,100.00	-1,325.00	67.68%
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	3,579.87	0.00	0.00	3,579.87	12,600.00	-9,020.13	28.41%
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	10,404.54	10,583.33	0.00	107,090.48	0.00	107,090.48	127,000.00	-19,909.52	84.32%
Subtotal	10,404.54	10,583.33	0.00	107,090.48	0.00	107,090.48	127,000.00	-19,909.52	84.32%
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	262,151.82	290,484.42	2,570,798.27	107,090.48	0.00	2,677,888.75	3,485,813.00	-807,924.25	76.82%
	-256,673.00	-27,083.33	375,767.20	30,087.18	1,290.28	407,144.66	-325,000.00	732,144.66	-125.28%

**West Chicago Public Library District
Investments
April 30, 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	1,141
FNBC Bank - Checking	#6031	A/P	0.10%	84,119
FNBC Bank - Savings	#0317	MM	1.66%	23,281
Illinois Funds - GASB54	#6950	MM	Various	763,990
Illinois Funds - General	#5519 / 1507	MM	Various	126,700
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	947,547
Total				\$ 2,201,939



West Chicago Public Library District

Financial Analysis

For the 10 Month(s) Ended April 30, 2026



Revenue Highlights

83% of Budget Year

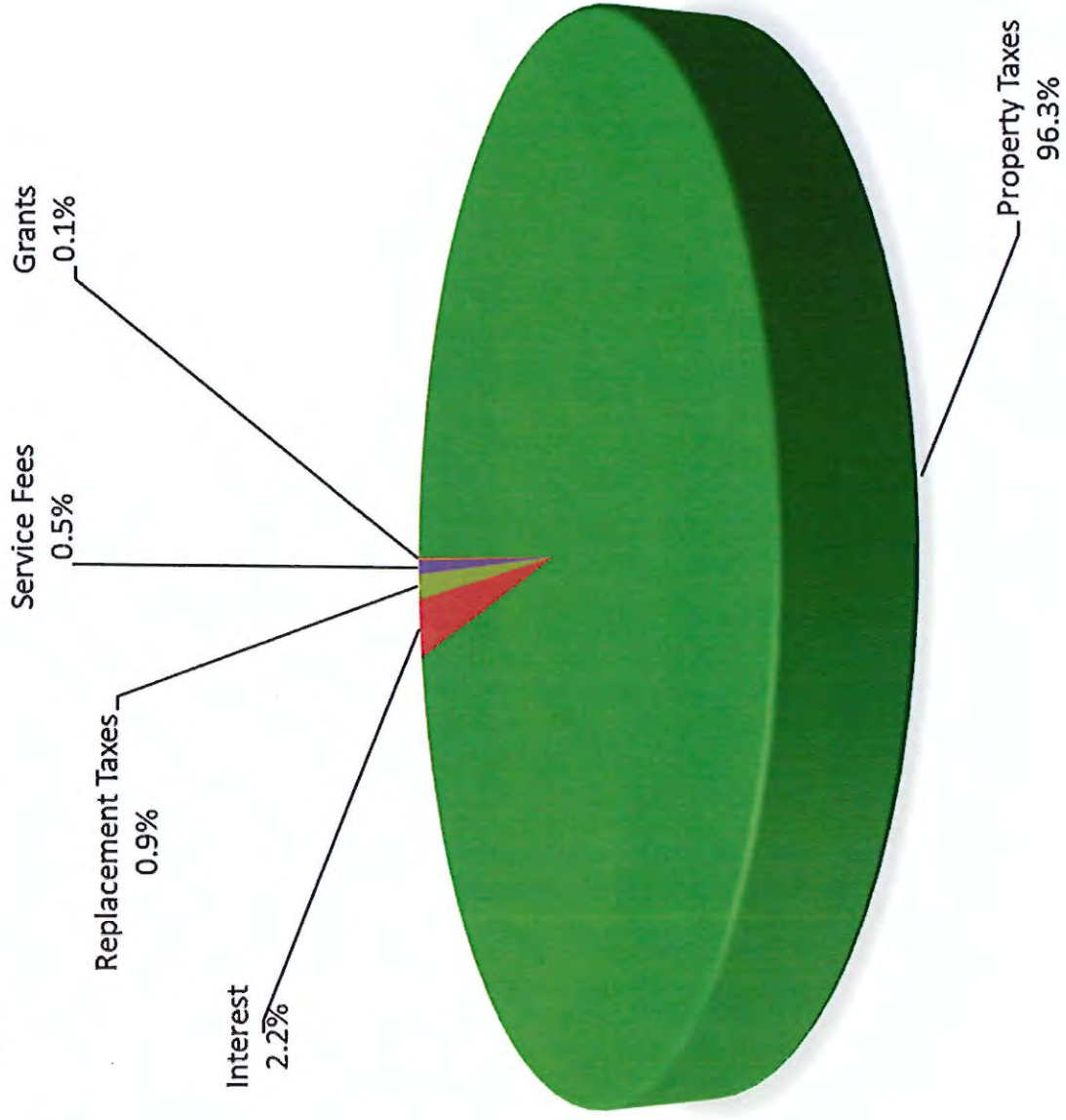
- 98% of Total Budget
- Property Taxes
 - Collected \$2,969,936 or 100% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$28,544 or 56%
- Interest
 - Collected \$66,833 or 88% of Budget
- Service Fees
 - Collected \$16,008 or 131% of Budget

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	66,833	76,350	88%	74,475	-10%
Replacement Taxes	28,544	50,952	56%	30,212	-6%
Service Fees	16,008	12,200	131%	10,123	58%
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	3,085,033	3,160,813	98%	2,988,236	3%
Budgeted Revenues	3,160,813				
% Diff					98%

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

83% of Budget Year

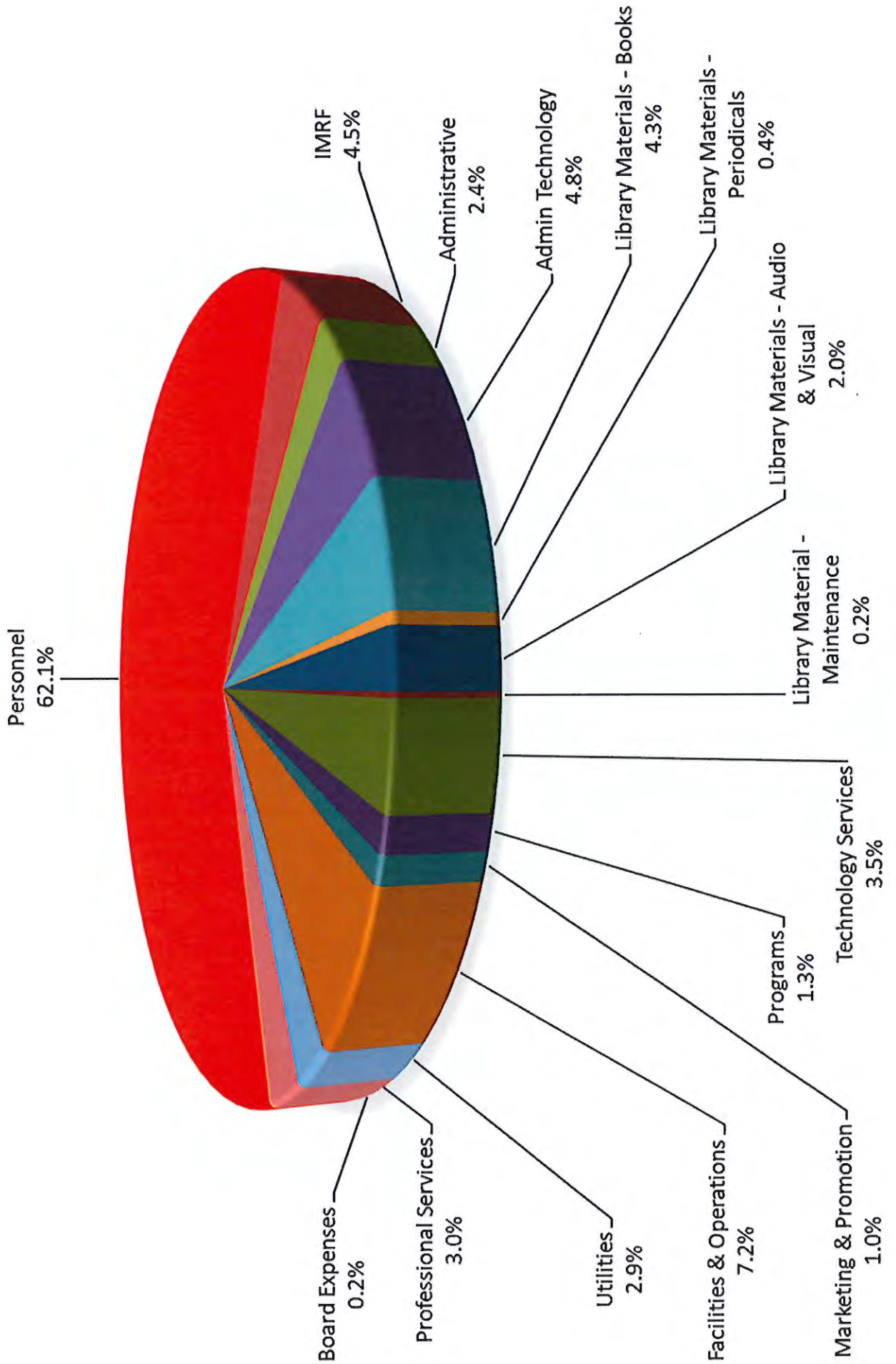
- 77% of Total Budget
- Personnel
 - 74% of Budget
- Admin. Technology
 - 67% of Budget
- Library Materials
 - 80% of Budget
- Professional Services
 - 111% of Budget
 - Hanover Insurance payment \$15,539
- Facilities & Operations
 - 80% of Budget
- Utilities
 - 69% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,482,280	1,999,073	74%	1,242,215	19%
IMRF	107,090	127,000	84%	83,938	28%
Administrative	58,206	90,162	65%	58,068	0%
Admin Technology	114,845	172,358	67%	148,078	-22%
Library Materials - Books	103,247	129,315	80%	103,509	0%
Library Materials - Periodicals	10,108	10,950	92%	9,606	5%
Library Materials - Audio & Visual	47,479	59,535	80%	28,271	68%
Library Material - Maintenance	4,826	10,520	46%	77,593	-94%
Technology Services	84,545	96,573	88%	3,147	2587%
Programs	30,474	41,149	74%	21,183	44%
Marketing & Promotion	24,918	31,005	80%	19,690	27%
Facilities & Operations	172,561	215,901	80%	150,740	14%
Utilities	68,392	99,102	69%	62,992	9%
Professional Services	72,581	65,570	111%	54,524	33%
Board Expenses	3,580	12,600	28%	3,665	-2%
		3,160,813	75%	2,067,219	15%
Actual Expenditures	2,385,134				
Budgeted Expenditures	3,160,813				
% Diff	75%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	292,755	325,000	90%	178,527	64%
Grant Expenses	-	-	n/a	-	n/a
		325,000	90%	178,527	64%
Actual Expenditures	292,755				
Budgeted Expenditures	325,000				
% Diff	90%				

Expenditures

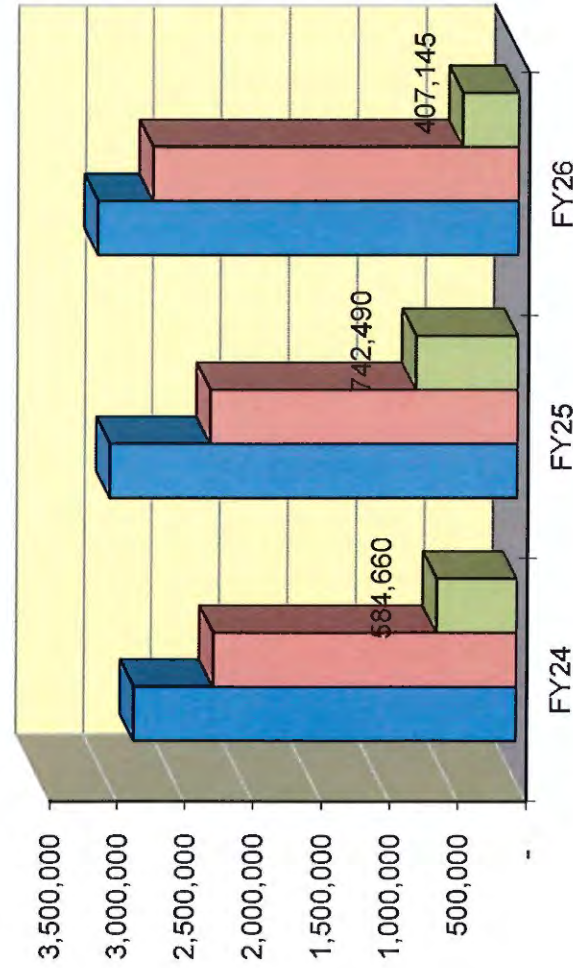
OPERATIONAL EXPENDITURE DISTRIBUTION



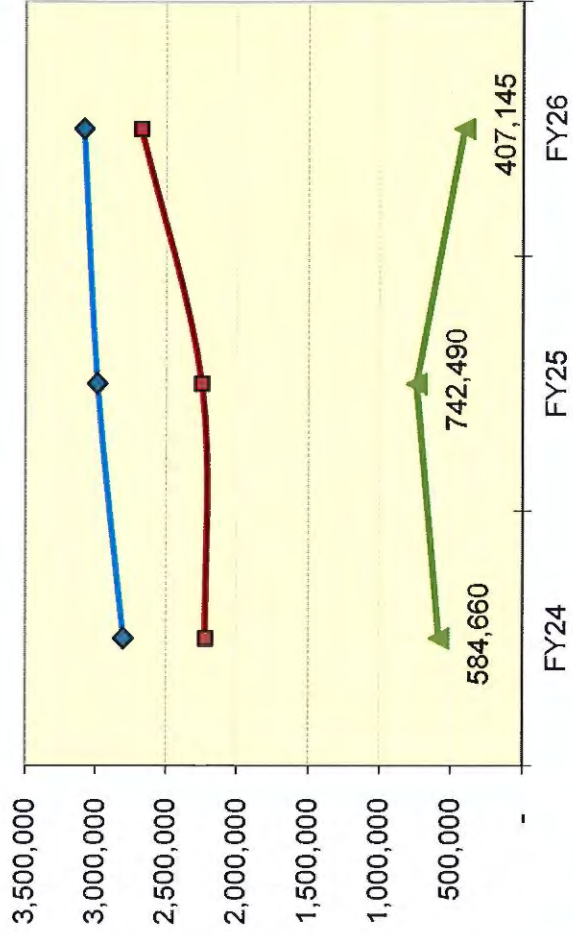
Revenue, Expenditure & Fund Balance

For the 10 Month(s) Ended April 30, 2026

	General	IMRF	Special Reserve	Total Actual	Total Budget
TOTAL SURPLUS / (DEFICIT)	375,767	30,087	1,290	407,145	(325,000)
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313
ENDING FUND BALANCE	1,812,577	93,339	128,541	2,034,458	1,302,313
Fund Balance as % of Total Expenditures	71%	87%	n/a	76%	



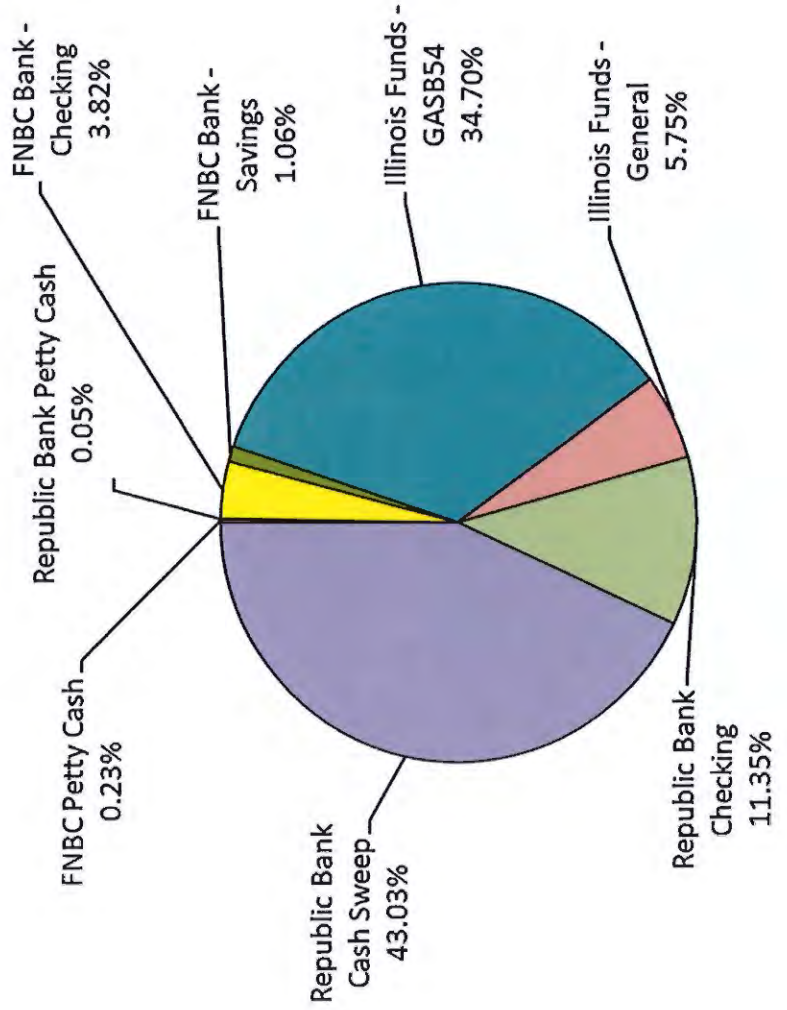
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ Revenues ■ Expenditures ▲ Surplus / Deficit

Investments

Bank	Description	Type	Current Rate	Bank Value
Petty Cash	Cash	PC	n/a	100
FNBC Petty Cash	#0874	PC	0.02%	5,001
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FNBC Bank - Checking	#6031	A/P	0.10%	84,119
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Illinois Funds - General	#5519 / 1507	MM	Various	126,700
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	947,547
Total				\$ 2,201,939



Library Director Report

May 2026

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 83.3%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$763,989.56 (+ \$2,362.58)
 - New Building & Construction Fund: \$38,740.78 (+ \$119.79)
 - General (Corporate) Fund: \$87,959.53 (+ \$272.00)

PERSONNEL

- ❖ The Library Director:
 - Participated in the board meeting on 4/27
 - Participated in the Taxing Bodies Admin meeting on 4/28
 - Took a half sick day on 4/29
 - Took vacation days on 4/30, 5/7 & 8
 - Participated in Rotary meetings on 5/6 & 20
 - Participated in the MFA deployment meeting with Sikich on 5/11
 - Hosted the Managers Advisory Meeting on 5/11
 - Hosted the Administrative team meeting on 5/12
 - Met with the Assistant Library Director and Patrick, from Cook & Kocher Insurance, on 5/12 to review the insurance renewal quote for fiscal 2026-2027
 - Participated in the WeGo Full Steam Ahead committee meeting on 5/14
 - Participated in the Policy meeting on 5/14
 - Participated in a meeting at City Hall on 5/15 to discuss planning and logistics surrounding the Big Boy train coming to town in early June
 - Attended Blooming Fest on 5/16
 - Met with the Assistant Library Director and Paylocity to discuss additional functionality within our timecard/payroll system on 5/19
 - Participated in the Finance Committee meeting on 5/21/2026
 - Participated in the SWAN board meeting on 5/22 at the Richton Park Public Library

- ❖ Employee Highlights
 - Edith C., Adult & Teen Services Assistant, celebrated her 8-year anniversary on 5/3
 - Mireya G., Youth Services Assistant, celebrated her 14-year anniversary on 5/14

Facilities Monthly Report - May 2026

BUILDING MAINTENANCE & REPAIRS

- NESKO came onsite to address an exterior light post issue and replace a fluorescent fixture with an LED fixture. During the light post inspection, the technician found poor wire splices, missing electrical tape, and deteriorated wiring that appeared to have burned apart at some point. Wire nuts were installed and all connections were properly wrapped with electrical tape.
- The exterior flag was replaced due to fraying, and the damaged flag was taken to the American Legion for proper retirement.
- Boiler #1 remained in trouble mode earlier in the month. Midwest Mechanical later performed preventative maintenance and corrected an issue with Boiler #1, where the UV amplifier module wasn't making a connection. Boiler #2 had been placed as the default while Boiler #1 was out of service.
- Midwest Mechanical completed additional preventative maintenance, including replacing a filter near the circulation area, addressing two small fluid leaks from vent ball valves, installing 1/2" galvanized plugs, greasing fan motor bearings, greasing pillow block bearings, replacing and adjusting belts, greasing base mount pumps, and verifying equipment operation. Preventative maintenance is not fully complete yet, and Midwest Mechanical will return to complete the maintenance.
- Midwest Mechanical Project Manager came onsite to evaluate gutter concerns at two locations. One area is near the front doors where water is falling from the roof instead of draining properly. The second area is by the rear stairwell door near the lawn, where rainwater is falling onto the concrete pad. Repairs will require a lift and are expected within the next few weeks, with the date still pending.

COMMUNITY / PUBLIC WORKS COORDINATION

- West Chicago Public Works was contacted regarding a pothole on Turner Court at the entrance and exit. They addressed the issue immediately and patched the pothole.

SAFETY SYSTEMS / INSPECTIONS

- The elevator photo-eye installation was completed on 5/19.
- For the month of May, 18 Narcan units were provided to patrons.

VENDOR COORDINATION

- Carpet cleaning was scheduled with Buck Services for Memorial Day weekend.

Department Reports

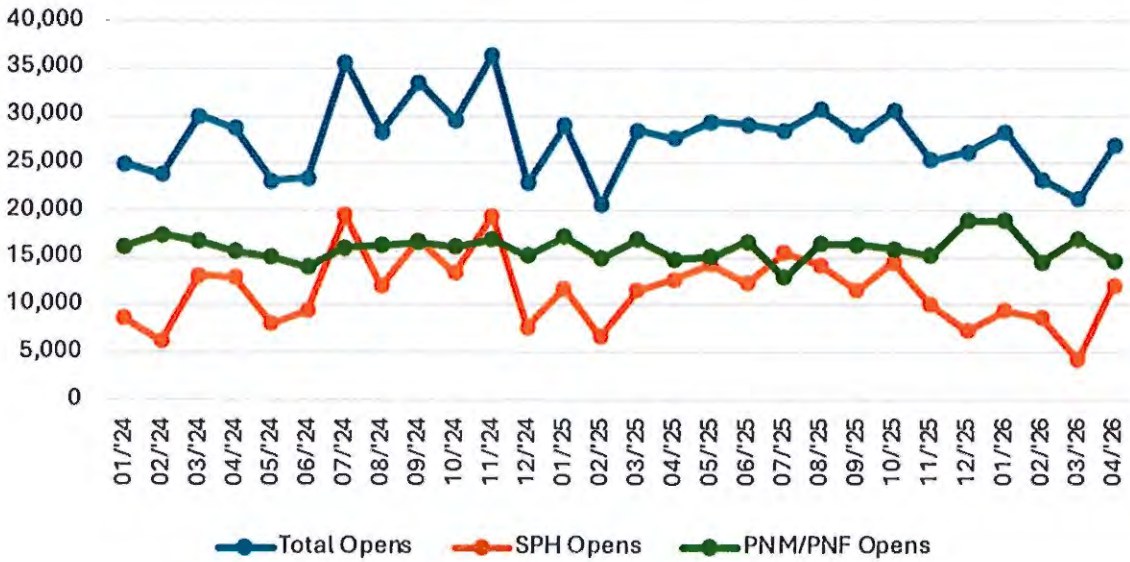
April 2026

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

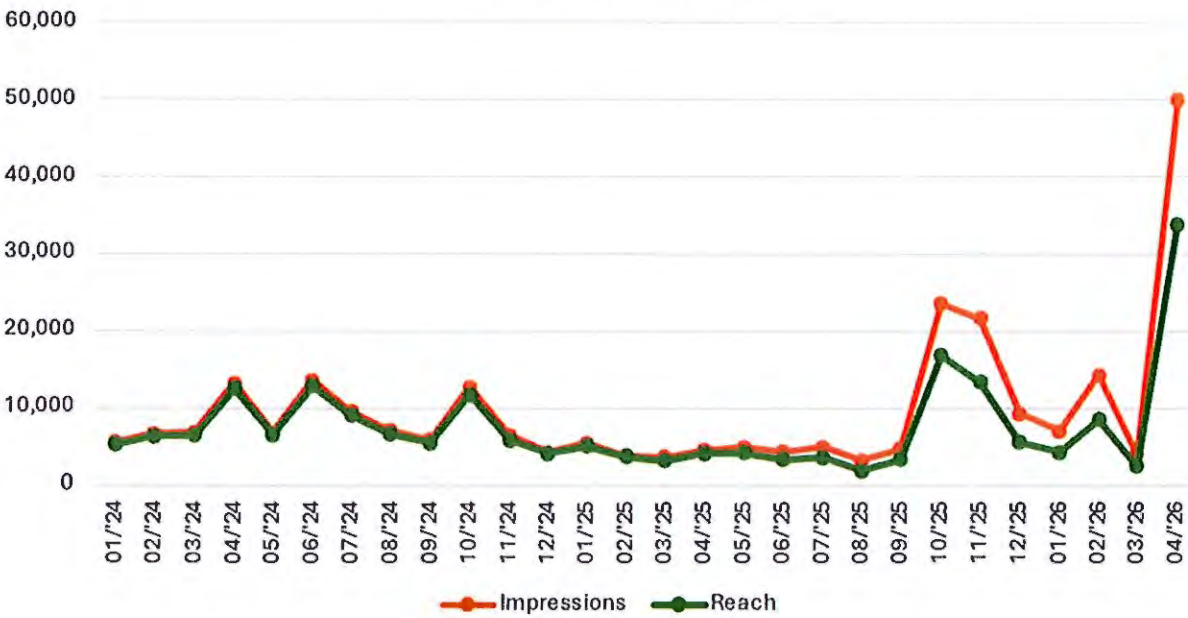
- Email Campaigns – April
 - Total opens: 26,852
 - March '26 +26.5%
 - February '26 +15.6%
 - April '25 -2.7%
 - Biweekly Program Newsletters x 8
 - Total opens: 14,725
 - March '26 -13.4%
 - February '26 +1.3%
 - April '25 +15.9%
 - Special Program Highlight Emails x 7
 - March '26 – 2 sent
 - February '26 – 4 sent
 - April '25 – 7 sent
 - Total opens: 12,127
 - March '26 +187%
 - February '26 +39.6%
 - April '25 -4.6%
 - Events promoted by an SPH email include:
 - Medicare Program
 - Just Dance Party
 - Train Show Extravaganza
 - Everyday Heroes CPR & AED Program
 - Teen Homework Help – April
 - Armchair Tour of the Solar System
 - Yoga for Little Bunnies
- Social Media Campaigns
 - Social Posts x 16
 - March '26 – 11 posted
 - February '26 – 19 posted
 - April '25 – 21 posted
 - Total impressions: 50,011
 - March '26 +1,140%

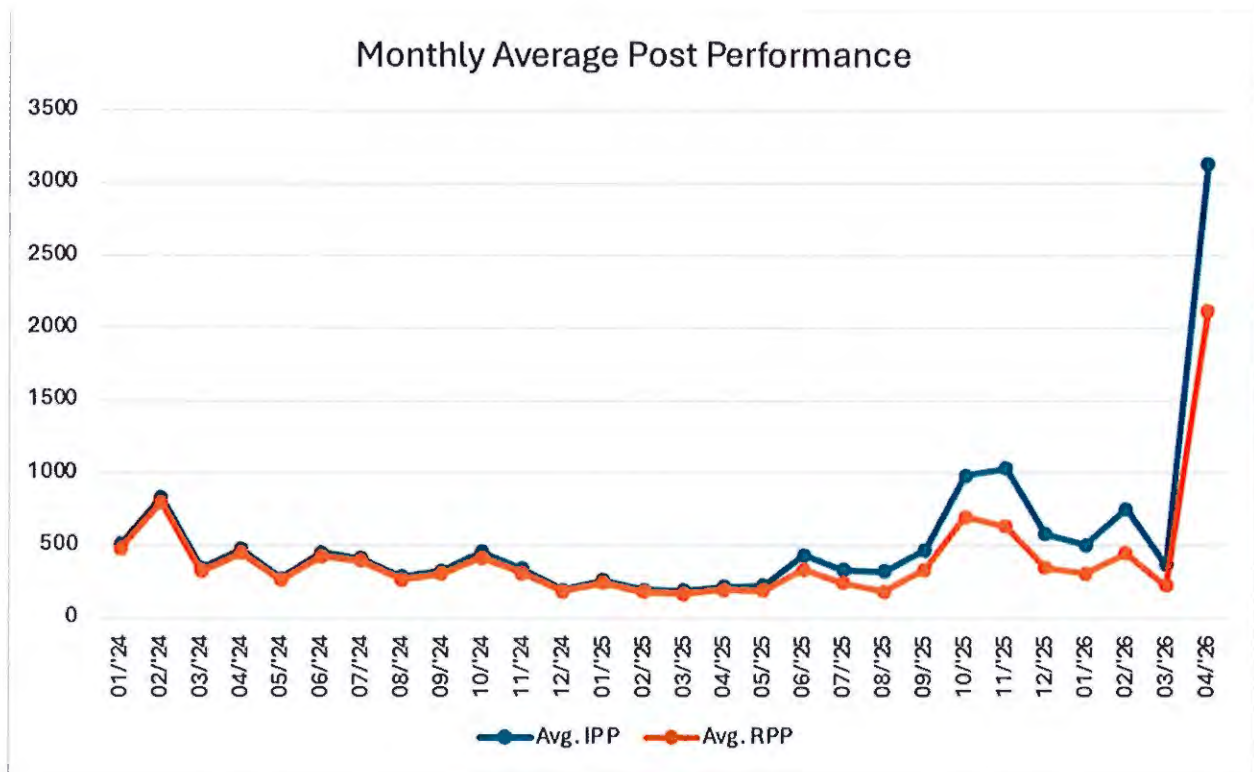
- February '26 +249.5%
 - April '25 +995%
 - Total reach: 33,828
 - March '26 +1,270%
 - February '26 +298%
 - April '25 +640%
 - Social media went incredibly well in April. We have a massive increase in impressions and digital traction this past month, and it was driven by people sharing our posts. Content about the Train Show Extravaganza received a lot of attention and shares.
 - There were also a lot of shares for the Dolly Parton Imagination Library Launch Party, but MUCH less engagement and far fewer impressions/reach, as the shares were coordinated with other tax bodies/official stakeholders, whereas the shares for the Train Extravaganza were primarily born of organic interest and engagement.
- Other Work Completed & Physical Materials
 - Blog
 - The blog has finally launched! We have two posts up at present, with more to come this quarter and next! I hope you all have had an opportunity to check it out.
 - Web pages
 - Updated Summer Reading web page
 - America 250 logo finalized and deployed.
 - Program Guide
 - Developed the program guide during April.
 - I worked with my counterpart at the City to coordinate a physical mail opportunity for the city. It was wonderful to collaborate across tax-bodies for the benefit of our patrons and community!
 - This guide hit mailboxes in the beginning of May.
 - Physical Materials
 - Poster & flyers for Train Extravaganza
 - Flyers for Dolly Parton Imagination Library Launch
 - New Poster for AED program
 - Flyers and notices created for first elevator work/closure.
 - Traditional Media
 - Our Train Show Extravaganza was in the Daily Herald.

PR Monthly Email Results



Monthly Social Post Results





ADULT SERVICES- April 2026

ENGAGEMENT:

Programs: We offered 9 in-person programs in April with a total attendance of 180.

Some programs included:

Volunteer Seed Packing | Getting' Crafty Paper Succulents | Sister Cities Taste of Germany | Painting and Mocktails partner program with Gallery 200 | Page Turner Book Club | Understanding Medicare | Every Day Hero CPR

We also participated in a Special Raptor Rescue program for our Bird Grant Programming with Youth services.

Virtual Programs:

We participated in a virtual series with other libraries in April. It included, *Budgeting and Saving, Buying a home-the Basics, and Retirement Reality.*

Passive Programming in April:

We hosted the virtual Illinois Libraries Present program: *Cristina Henríquez: Voice, Culture, and Human Connection.*

We continued our *Spring Reading Challenge*. In April, 29 total had registered, 24 were active readers, 18 had completed the challenge and 13 had redeemed their rewards.

Take and Makes:

70 - 3D Flower Take and makes were given out.

Seed Library:

180 patrons took Spring seeds from our seed library.

OUTREACH/PROGRAM PROMOTION

Edith and Allison visited Aperia Senior Care on April 7 for a book exchange & magazine donation. 14 Attended, 11 books were delivered, 7 were returned, and one new card was requested.

They visited Franciscan Court on April 21 with a book delivery and delivery of paper flower bouquets made by our teen volunteers, which were well received by the seniors and the highlight of our visit. 8 Residents attended, 11 books were delivered, and 12 were returned. We did book talks on "Chillers," and 4 of those were also checked out.



Rosario and David visited Wayne Township Senior Center to provide Device Advice

The Adult and Teen team helped staff the info table at the library wide Valley Model Railroad Club Train show on April 25th.

Displays:

Adult Services staff created 9 **physical book and material displays** in April, including the staff picks shelf and lobby display, to promote programs and the collection.

Springtime Reads | Financial Literacy Month | Trains | Pretty in Pink | Arbor Day | Space | If you enjoyed "Project Hail Mary"

We have a new portable wire display rack that Rosario used to feature a collection of Spanish resources for several weeks. 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 and special events.

Professional Development: Our staff has continued to complete the Arctic Wolf and Traliant trainings this month.

ADULT SERVICES - TEEN

Programming: A total of 18 teens attended six in-person programs in April. Programs included *Snack Testers*, *Seed packing for the Seed Library*, *Tabletops N Treats*, *Video Game Club*, *Teen Café – Fabric Stamping*, and *Homework Help*.

Displays: Novels in Verse for Poetry Month.

New T.A.B. Members: We did not have a TAB meeting in April.

Outreach: N/A



CIRCULATION SERVICES

Circulation Statistics April 2026:

- 12,825 Total Items checked out, 0.02% decrease from April 2025.
- 3,327 Electronic materials checked out, 11.38% increase from April 2025.
- The total value of the materials checked out by our patrons was \$105,362.90 during April 2025.
- During April 2025, we had 160 patrons using self-check and a total of 620 items checked out.

Patron Statistics April 2026:

- 5,978 Visitors to the library during April 2025.
- 53 New patrons added, 41.11% decrease from April 2025.
- 9,336 Card holders, 6.55% increase from April 2025.
- 32.27% of the district population have library cards, a 1.98% increase from April 2025.

TECHNICAL SERVICES

Acquisitions:

- 1981 Items invoiced/received.
- 1930 Items ordered.
- 391 Items received not processed.
- 268 Items on-order.
- 9 Items returned.
- 1 Item cancelled.
- 1 Donations.
- 0 Replacements.

Cataloged:

- 1918 Items added to the collection.

Withdrawals:

- 226 Items withdrawn from the collection.

Material Maintenance:

- 52 Items repaired in-house.

Other Activities:

- 291 Items moved from the new shelf to the regular collection.
- 278 Postage processed.
 - 184 Received.
 - 94 Outgoing.
- 231 Invoices processed.
- 127 Kits checked for missing or damaged materials.
- 124 Award titles updated.
- 40 Records created.
- 7 West Chicago Suburban Life scanned and converted to searchable PDF.
- 7 E/J kit records updated.
- 3 Missing items reclaimed.
- 1 Title transfers.

Miscellaneous:

- 1017 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 8 views.

YOUTH SERVICES**Programs**

- The YS Department presented 8 standard story time programs in April for 172 patrons
- Staff presented a toddler obstacle course, a Just Dance dance party based on the popular video game, and windchime program for attendees to create their own windchimes. These programs brought 23 patrons to the library.
- Total attendance for in-person programming in April was 247.

Program Highlight

The Northern Illinois Raptor Rehab & Education program was hired to present to a group of 52 patrons as a cross-departmental program for all ages. Presenters were professional, entertaining, and well-informed. Audience members were treated to 4 live birds of prey including a red tailed hawk, a spotted owl, a great horned owl and a peregrine falcon. In addition, many displays with taxidermized birds, large informational placards, skeletons, and paraphernalia taught the crowd various habitats, hunting techniques, life cycles, and other interesting behaviors of these

fascinating creatures. A large part of this program was paid for with the Flight Path grant applied for by Circulation Manager, Gabriel Cardenas.



Asynchronous Programs

- Three take and make bags were prepared for patrons to take home with themes of the Kentucky Derby, nature activity books, nature journals and scavenger hunts. Seventy kids enjoyed these activities.
- Several cut & paste crafts, scavenger hunts, word searches and activity sheets were printed for guests to use while at the library with themes of Spring, Earth Day, frogs, and trains. Staff made 295 of these passive activities.
- The department set out 10 take home bags provided by the DuPage Farm Bureau.
- Total participation in passive programming was 375 for the month of April.

Outreach

- April was a very busy outreach month for Youth Services. In addition to our Birth to Three partnership and librarian outreach story time programming, staff tabled at several community events.
- Forty-nine people attended 4 Birth to Three story programs.
- Nicole read to 66 students at 6 classroom stories.
- Sarah attended two special after school Día del Niño programs at Indian Knoll presenting stories and crafts for 36 children.
- Luke presented one storytime program at Reed Keppler for 12 kids.
- Luke attended a literacy night at Currier Elementary, interacting with 54 people.
- Luke and Joana attended a math & literacy night at Gary Elementary providing crafts, a game, and promotional materials for 38 people.
- Mireya attended WGTK's Bike Rodeo event at the park district where she tabled and provided crafts for 45 patrons.
- Youth engaged with a total of 337 patrons through their outreach efforts in April.

Outreach Highlight

In celebration of West Chicago's adoption of the Dolly Parton Imagination Library program, the library hosted a kickoff party and read-aloud. This program offers West Chicago children the opportunity to receive a free book every month until they turn 5 years old, shipped to their home, free of charge. Bilingual books are available. Program funds are provided by WCPLD and various community organizations. Youth Services set out bookmark crafts in the department for kids to make after enjoying a story time introduction from YS staff, a special read-aloud from Senator Karina Villa, introduction to the program by WGTK staff, and cupcakes provided by Raised Bakery.

Professional Development

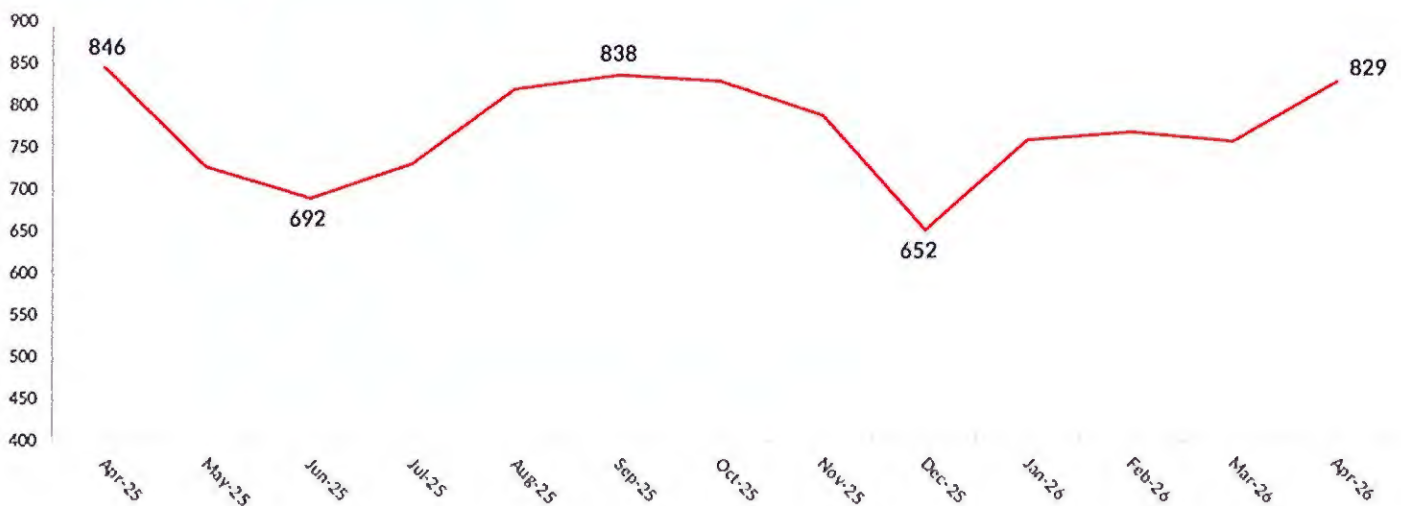
- Kelli and Nicki attended the LACONI conference in Wheaton titled Choose Your Own Adventure: A Youth Services Unconference where they attended sessions on outreach, reading programs, large events, and upper elementary programming.
- Staff attended various collection development webinars and continued work on Traliant and Arctic Wolf programs.

IT Report

Wireless Overview

April had **829 unique clients** with 1.03Tb of data used.

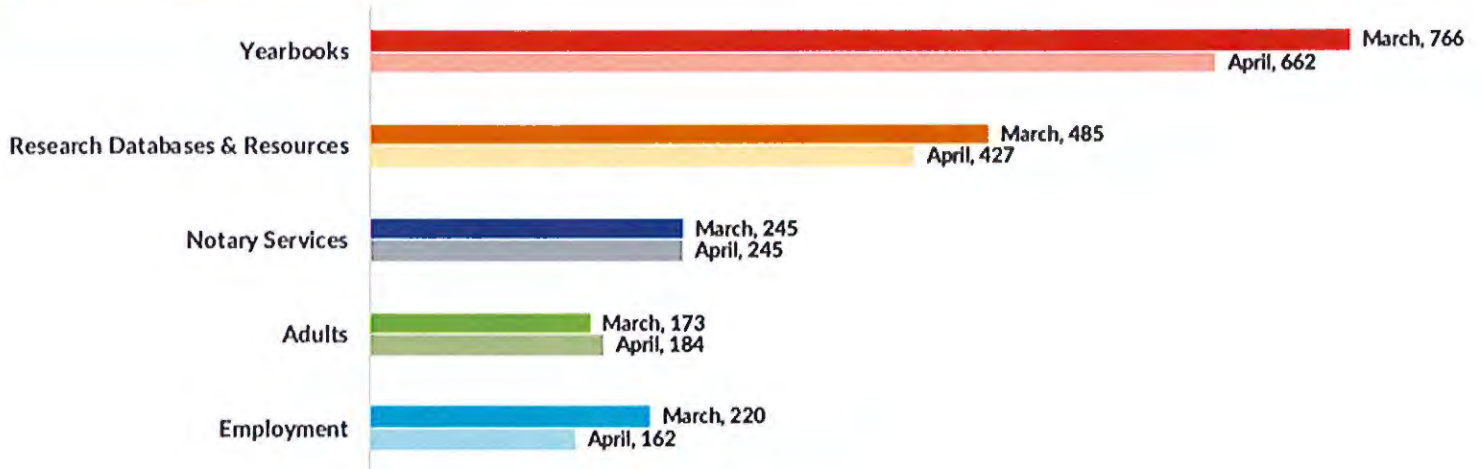
WiFi Usage Apr 2026



Website

In April we had **8,797 website visits**.

Top 5 Pages in Apr 2026



Computer Usage

We had **536 users in April**. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (March)	Average Time Per Session (March)	Total Logins (April)	Average Time Per Session (April)
Adult	450	43 Minutes	489	48 Minutes
Youth	62	33 Minutes	47	49 Minutes
Newspaper	3	35 Minutes	0	0 Minutes

- A bug was discovered with MyPC that was causing patrons to be logged out of their session without warning. A hotfix to MyPC and our antivirus was deployed to solve the problem.
- The Library Market Calendar was successfully updated to version 3.74
- The Library of Things webpage was updated with the latest offering from our collection.
- Our Seed Library webpage has been updated with the newest seeds available for the Summer
- Working with both Morgan Birge and Sikich we were able to set the Ips to static and change the public SNMP to be more secure on our network.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 ELECTRONIC BOARD MEETING ATTENDANCE

3
4 **Policy**

5 The Board of Library Trustees of the West Chicago Public Library District (WCPLD) will authorize
6 video ~~or~~ and audio conference participation by an absent ~~b~~Board member or members by
7 Board vote at the meeting in question when:

- 8 A. A quorum of Board members is physically present at the meeting
9 B. A Board member or members cannot physically attend because of
10 a. personal illness or disability;
11 b. employment purposes or the business of the Board of Library Trustees;
12 c. family or other emergency;~~or~~
13 d. unexpected childcare obligations; or
14 e.e. performance of active military duty as a service member; or
15 d.f. a disaster declaration by the Governor of the State of Illinois or other equivalent
16 authority consistent with 5 ILCS 120/7(e).

17 Board members who participate by video or audio conference have all the rights of members
18 physically present, including participation in discussions and the right to vote. However, as a
19 condition of attendance by video or audio conference, a board member attending by video or
20 audio conference must:

- 21
22 a. Have their video camera turned on and be visible on it for the entirety of the
23 meeting; and
24 b. Disable any and all AI or companion toolkits during any meeting in which they
25 attend. AI notetakers and companions are not permitted.
26
27

28 **Procedure**

29 The member who wishes to attend electronically must notify the Secretary of the Board of
30 Trustees as soon as the member knows they will be unable to attend, and in all cases within
31 twenty-four hours of prior to the start of the meeting unless advance notice is impractical. As a
32 “best practice”, members should notify the Secretary and the Library Director at least twenty-
33 four (24) hours prior to the start of the meeting. If it is the Secretary that wishes to attend
34 electronically, the Secretary will notify the President of the Board.

35 Board members who have participated electronically must be noted as such ~~e~~in the Board
36 minutes.

37 **5 ILCS 120/7(c)**

38

39 **Disaster Declarations**

40

41 Subject to the requirements of 5 ILCS 102/2.06 (meeting minutes requirements) but notwithstanding
42 any other provision of law, an open or closed meeting may be conducted by audio or video conference,
43 without the physical presence of a quorum of the members, so long as the following conditions are met:

- 44 1. the Governor or the Director of the Illinois Department of Public Health has issued a disaster
45 declaration related to public health concerns because of a disaster;
46 2. the President of the Board of Library Trustees, or the vice-president if the president is
47 unavailable for the meeting, determines that an in-person meeting is not practical or prudent
48 because of a disaster;
49 3. all members of the body participating in the meeting, wherever their physical location, shall be
50 verified and shall confirm they can hear one another and can hear all discussion and testimony;
51 4. at least one member of the Board of Library Trustees or the Library Director or the Library's
52 legal counsel is physically present at the regular meeting location, unless unfeasible due to the
53 disaster, including the issued disaster declaration; and
54 5. all votes are conducted by roll call, so each member's vote on each issue can be identified and
55 recorded.

56 A verbatim record of the meeting must be kept in audio or video format and as otherwise set forth in
57 section 5 ILCS 120/2.06.

58 For open meetings, members of the public present at the regular meeting location of the body must be
59 able to hear all discussion and testimony and all votes of the members of the body, unless attendance at
60 the regular meeting location is not feasible due to the disaster, including the issued disaster declaration,
61 in which case the Library must make alternative arrangements and provide notice of such alternative
62 arrangements in a manner to allow any interested member of the public access to contemporaneously
63 hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-
64 based link. The Library shall bear all costs associated with making virtual attendance by members of the
65 public possible.

66

67

68

69 Reviewed by Policy Committee: 6/10/2021; 3/16/2026; 5/14/2026

70 Approved by Board of Library Trustees: 6/23/2014; 8/28/2017; 6/28/2021 June 23, 2014

71 Approved by Board of Library Trustees: August 28, 2017

72 Reviewed by Policy Committee: June 10, 2021

73 Revision approved by Board of Library Trustees: June 28, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 LIBRARY CONDUCT

4
5 Policy

6
7 In order to render the use of the library to the greatest benefit for the greatest number of
8 residents and taxpayers, Illinois law confers on the Board of Library Trustees the authority to:

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

12
13 The Library strives to provide an environment that is secure and comfortable, where Library
14 patrons can use library materials, amenities, and services without being disturbed or impeded
15 by other Library users. In using the facilities, materials and other property of the West Chicago
16 Public Library District, it shall be unlawful to engage in behavior which creates disturbances or
17 disruptions within the library **or otherwise interferes with the quiet and safe use and enjoyment**
18 **of the library by others and/or staff performance of their duties. All patrons must engage in**
19 **appropriate conduct and behavior at all times on library grounds or when participating in**
20 **library programs. Patrons engaging in inappropriate conduct may have their library privileges**
21 **suspended. Inappropriate conduct includes any individual or group activity which is disruptive**
22 **to other persons' lawful and appropriate use of library facilities, materials, or premises**
23 **consistent with traditional library activities including reading, studying, proper use of library**
24 **materials, quiet contemplation and similar conduct.**

25
26
27 Procedure

28
29 In the case of disturbances, the violating person will receive one warning. At the second
30 offense, the **patron person** must leave the building for the rest of the day. Depending upon the
31 severity of the disturbance, the offender(s) may be ordered to leave the building immediately,
32 without receiving a warning. Library staff **members** may call the West Chicago Police
33 Department (WCPD) to help enforce the Library's rules of conduct or to learn the identity of
34 violators of these rules. In cases not specified below, the person in charge (PIC) will decide
35 appropriate actions to be taken to ensure that the library environment is secure and
36 comfortable for all patrons and employees.

37
38 PENALTY: Any person violating the provisions of this **Ordinance policy** may be fined not to
39 exceed \$100.~~00~~ and/or be barred from the Library and the use of its facilities for a specified
40 period of time.

41
42 When a disturbance occurs on the library premises, the PIC and one other staff member shall
43 respond for safety and precautionary reasons.

45 Examples of disturbances include but are not limited to:

- 46
- 47 1. Impeding access to any area of the Library, including entrances and exits, as well as
- 48 parking in reserved parking spots, fire lanes, or other “No Parking” areas.
- 49 2. ~~Using wheeled devices (including bicycles, skateboards, roller skates, or shoes) in or on~~
- 50 ~~Library property for recreational rather than transportation purposes.~~ The use of
- 51 transportation devices other than wheelchairs and strollers, including but not limited to
- 52 bicycles, scooters, skateboards, and hoverboards. Skateboards and hoverboards may be
- 53 carried into the Library, but not used within the Library.
- 54 3. Bringing animals, other than service animals, into the Library or leaving animals
- 55 unattended on Library property.
- 56 4. Smoking within fifteen feet of entrances and exits.
- 57 5. Disturbing vegetation or landscaping; ~~and~~ climbing trees is prohibited.
- 58 6. ~~Being in the Library without shirts and/or shoes.~~ Wearing inappropriate attire such as
- 59 swimsuits, revealing clothing or clothing with obscene words, messages, or images;
- 60 tops, bottoms, and shoes are required at all times.
- 61 7. ~~Carrying uncovered beverages in the Library building. Eating in the Library except in~~
- 62 ~~designated areas.~~ Drinking from beverage containers without lids and/or consuming
- 63 food in undesignated areas or that creates a nuisance for example, disruptive noise or
- 64 strong odor. Designated areas for consuming food include the lobby. ~~and the program~~
- 65 ~~room.~~
- 66 8. ~~Prolonged or chronic~~ Sleeping on Library premises.
- 67 9. ~~Misusing restrooms.~~ Bathing, washing clothing or personal items, or using the restrooms
- 68 for anything other than their intended purpose.
- 69 10. ~~Prolonged~~ Conversations in tones louder than the general noise level or shouting.
- 70 11. Audible cell phone alerts or cell phone usage in quiet study areas or that disturbs other
- 71 library patrons. Audio or electronic ~~equipment~~ device volume that disturbs others.
- 72 12. Leaving personal belongings unattended on Library property.
- 73 13. Being present in ~~staff only areas including~~ Library offices, lounges and other non-public
- 74 areas unless accompanied by a Library staff member or through prior arrangement with
- 75 Library management.
- 76 14. Attempting to sell goods or services to the public on the premises or grounds of the
- 77 West Chicago Public Library District other than those approved in advance by the Library
- 78 Director or his/her representative and sold for the benefit of the Library or the Library
- 79 Foundation.
- 80 15. Soliciting donations or otherwise raising funds, political canvassing, religious
- 81 proselytizing, or otherwise disturbing patrons for purposes of eliciting or influencing
- 82 their opinions and associations, or promoting any causes other than those directly
- 83 related and beneficial to ~~the~~ Library. ~~Distributing leaflets and/or petitioning inside the~~
- 84 ~~library.~~ Individuals distributing leaflets and/or petitioning on library property outside
- 85 the library building may not impede entry or exit to or from the library building nor
- 86 disrupt library operations.
- 87 16. Posting notices or literature without prior written approval from the Library Director or
- 88 the PR Specialist.

- 89 17. Leaving children under the age of nine unattended or without responsible supervision of
90 an individual aged 12 or older. It is not permissible to use the library facility as a
91 substitute for a childcare facility or babysitter.
- 92 18. Fighting (real or mock), ~~theft, vandalism~~, disorderly conduct, use of profanity, harassing,
93 intimidating, ~~or~~ threatening ~~or abusive behavior toward~~ patrons and/or employees ~~or~~
94 any physical confrontation. Library staff are not required to tolerate abusive language
95 or behavior.
- 96 19. ~~public indecency~~ Engaging in sexual conduct, lewd behavior, or indecent exposure
97 anywhere on the library premises.
- 98 20. Theft, vandalism, destruction or misuse of any library property or materials.
- 99 21. Being under the influence or in possession of any illicit or harmful substance, including
100 but not limited to alcohol, cannabis, cannabis or THC-infused products, illegal drugs or
101 other controlled substances¹ without a prescription.
- 102 22. Moving or rearranging furniture; improperly using library furniture (for example, having
103 feet on chairs or tables, sitting on tables, etc.).
- 104 23. ~~Entering the library with bodily hygiene and/or body odor so offensive as to constitute a~~
105 ~~nuisance (offending individuals may return to the library once the offensive condition~~
106 ~~has been remedied).~~
- 107 24. Entering the library with a pervasive odor (e.g. body odor, perfume, cologne,
108 smoke/campfire, etc.) which interferes with other patrons' or employees' ability to use
109 the library (offending individuals may return to the library once the offensive condition
110 has been remedied).
- 111 25. Possession of firearms, weapons, or look-alike weapons.
- 112 26. Sharing library cards or library card barcode numbers to access the Internet or any
113 misuse of library cards.
- 114 27. ~~P~~performing illegal activities on the Internet or any activities intended to disrupt
115 network services or equipment; ~~or~~ viewing obscene material or viewing sexually explicit
116 material.
- 117 28. Public use of library phones is prohibited.
- 118 29. Refusing to comply with directions/instructions given by Library staff, refusing to vacate
119 the building at closing, during emergency drills or emergency evacuations.

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Reviewed by Policy Committee: 1/26/2026; 5/14/2026

Approved by Board of Library Trustees: 11/29/1993; 7/26/2004; 7/23/2007; 7/25/2011;
10/27/2014; 8/22/2016; 10/28/2019; 1/27/2020; 2/27/2023; 1/26/2026

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

INCOME PROJECTION
FY 2026/2027

Revenue	Library Fund	FY 23-24 Anticipated	FY 23-24 Actual	FY 24-25 Anticipated	FY 24-25 Actual (4/2025)	FY 25-26 Anticipated	FY 25-26 Actual 4/2026)	FY 26-27 Anticipated
30010	Property Taxes (Tax Levy-Corp Fund)	\$2,535,051	\$2,648,007	\$2,772,698	\$2,830,194	\$2,934,060	\$2,834,378	\$3,052,952
32010	Personal Prop.Replac. Taxes	\$60,000	\$47,953	\$65,000	\$30,212	\$50,952	\$28,544	\$45,000
33000	Interest Income - IL Fund General & GASB	\$45,000	\$82,279	\$45,000	\$78,522	\$75,000	\$65,542	\$50,000
33040	Interest - IL Fund Bldg. Construction	\$800	\$1,569	\$1,000	\$1,475	\$1,350	\$1,290	\$1,200
35100	Fines (Service Fee)	\$0	\$98	\$0	\$51	\$0	\$30	\$0
35150	Copiers (Service Fee)	\$4,000	\$5,966	\$4,500	\$8,840	\$9,500	\$8,909	\$9,000
35510	Lost & Paid Books (Service Fee)	\$1,000	\$1,383	\$1,200	\$1,531	\$1,200	\$6,777	\$4,500
35710	Non-Resident (Service Fee)	\$1,500	\$3,224	\$2,000	\$878	\$1,500	\$291	\$1,500
36030	Memorials and Donations (Misc.)	\$100	\$220	\$100	\$0	\$100	\$0	\$100
36035	Donations-Summer Reading Program (Misc.)	\$1,500		\$1,500	\$0	\$1,000	\$0	\$750
36045	Impact Fees - Developer Donations (Misc.)	\$200	131	\$200	\$57	\$200	\$0	\$400
38010	Per Capita Grant	\$42,668	\$42,668	\$42,958	\$42,958	\$42,958	\$0	\$42,958
38020	Other Grants						\$2,903	\$0
39010	Other Income (Misc.)	\$300	\$11,929	\$300	\$207	\$200	\$789	\$300
39015	Program Room Rental					\$0	\$20	\$100
		\$2,692,119	\$2,845,427	\$2,936,456	\$2,994,925	\$3,118,020	\$2,949,473	\$3,208,760
	Non-Cap Funds	\$35,449		\$5,277	\$5,277	\$18,533	\$18,533	\$8,856
	Tax Abatements	-\$63,468		-\$82,300	-\$82,300	-\$93,890	-\$93,890	-\$100,428
	Corporate Fund	\$2,664,100	\$2,845,427	\$2,859,433	\$2,917,902	\$3,042,663	\$2,874,116	\$3,117,188
	Special Revenue Fund - (Tax Levy - IMRF)	\$140,836	\$137,547	\$149,876	\$146,932	\$118,150	\$135,559	\$99,952
	TOTAL REVENUE	\$2,804,936	\$2,982,974	\$3,009,309	\$3,064,834	\$3,160,813	\$3,009,675	\$3,217,140