



WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES MEETING
MONDAY, JUNE 22, 2026
7:00 PM
LIBRARY PROGRAM ROOM

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
 - 1. Board Meeting – May 26, 2026 ACTION
- 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 June 2026
 - 2. Financial Statements for May 2026
- H. Communications
 - 1. Health Advisory: Emerging Substances in Illinois Unregulated Drug Supply ATTACHMENT
(Illinois Department of Public Health)
 - 2. Per Capita Grant Award Letter (Illinois Secretary of State) ATTACHMENT
 - 3. MEMO RE: Revised Deadlines for Compliance with New Rules on Web ATTACHMENT
Content /ADA Accessibility (Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.)
- I. Reports
 - 1. President Corrine Jakacki-Dattomo
 - 2. Library Director ATTACHMENT
 - 3. Department Managers ATTACHMENT
 - 4. Finance Committee Aimee Cavataio
 - 5. Semi-Annual Review of Closed Session Minutes & Recordings Committee Pat Weninger

J. Unfinished Business

1. None

K. New Business

- | | |
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| 1. Ordinance 26-03: Meeting Date and Time 2027 | ACTION |
| 2. Resolution 26-01: Non-Resident Library Card Participation
FY 2026-2027 | ACTION |
| 3. Resolution 26-02: Amending Resolution 25-02 Library Closing Schedule 2026 | ACTION |
| 4. Resolution 26-03: Library Closing Schedule 2027 | ACTION |
| 5. Resolution 26-04: Organization Borrowing Resolution | ACTION |
| 6. Working Budget for Fiscal Year 2027 (July 1, 2026 – June 30, 2027) | ACTION |
| 7. Committee Recommendations from Semi-Annual Review of Closed Session
Minutes & Recordings | |
| a. Recordings to be destroyed | ACTION |
| b. Minutes to be Opened to the Public | ACTION |
| 8. Request for Proposals for Strategic Planning Consultant | ACTION |
| 9. Set Public Hearing Date for Tentative Budget and Appropriations
Ordinance (50 ILCS 330/3) September 14, 2026 at 7:00 p.m. | ACTION |

L. Closed Session

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

N. Adjournment

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WEST CHICAGO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
TUESDAY, MAY 26, 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, Vice President; Laura Finch, Secretary; Aimee Cavataio, Treasurer; Sufiyan Mohammed, Maureen Navadomskis, and Michael Wonderly, Members.

STAFF PRESENT: Benjamin R. Weseloh, Library Director; Amanda Ghobrial, Assistant Director and HR Manager; Juan Martinez, Facilities Assistant; Gabriel Cardenas, Circulation Manager; Nick Del Giudice, Public Relations Specialist; Jason Rock, Information Technology Librarian; Michael Novy, Technical Services.

C. APPROVAL OF THE MINUTES:

1. Regular Meeting - April 27, 2026: Mr. Wonderly moved to approve the Minutes of April 27, 2026, as amended; seconded by Ms. Navadomskis. The amendments were as follows:

- Page 3, Item 4, Ms. Ghobrial was not at the Policy Committee meeting on April 9, 2026.
 - Page 3, Item 5, Finance Committee, Ms. Jakacki was present at the meeting as ex officio.
 - Page 4, Item 7, Merit Pool, the sentence should read: Ms. Cavataio stated that the Finance Committee recommends approval of the Merit Pool for Fiscal Year 2026-2027 in the amount of \$16,000.
- 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 May 2026: Ms. Cavataio moved to approve the bills for May in the amount of \$242,144.18; seconded by Ms. Navadomskis.

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

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2. Financial Statements for April 2026: Ms. Cavataio reported that the Financial Statements ending April 30, 2026 appear to be in order with nothing material to note. Expenditures continue to increase relative to previous years, without a corresponding revenue increase. As a result, operating surpluses have narrowed compared to previous years, and that is reflected in the current budget challenge.

Year-to-date expenditures are 75% of the budget with two months remaining in the fiscal year.

H. COMMUNICATIONS: None.

I. REPORTS:

1. President: Ms. Jakacki stated that it is the time of year when an ad hoc committee is appointed to review the Closed Session Minutes to determine which ones need to be kept and which recordings need to be destroyed, older than 18 months. Usually the Vice President and Secretary are appointed to do that. President Jakacki appointed Ms. Weninger and Ms. Finch to this ad hoc committee. A date will be chosen to review the specified Minutes.

President Jakacki stated that the budget was not ready for approval at the May meeting, which means it will need to be approved at the June board meeting. Ms. Cavataio and Mr. Mohammed indicated they may not be present at the June 22, 2026 meeting. If a quorum is not present for the June meeting, the board will need to call a special meeting to approve the working budget for FY26-27.

2. Library Director: Mr. Weseloh provided an update on House Bill 5236, known as the Digital Library Protection Act, which had passed the Illinois House by a 99-0 vote, and is now awaiting committee assignment before moving for markup and possible floor action. House Resolution 7661, referred to as the Stop the Sexualization of Children Act, is in the U.S. House Committee on Education and Workforce, and would amend the Elementary and Secondary Education Act of 1965 by prohibiting use of funds under the Act to develop, implement, facilitate, host, or promote any program or activity for, or to provide or promote literature or other materials to, children under the age of 18 that includes sexually oriented material, and for other purposes. The bill would seek to limit the types of books or ban certain books and materials in the schools.

The Books Save Lives Act, which is House Resolution 6830, is sponsored by several Senators, including Delia Ramirez and Danny Davis from Illinois. This Act would ensure primary and secondary schools have a library with a trained librarian, require public libraries and school libraries to maintain a diverse collection of books, classify discriminatory book bans as violations of federal civil rights laws,

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and direct the Government Accountability Office to report on the effect of book bans on underrepresented communities. This bill is still moving forward.

The We Go Full Steam Ahead celebration is moving forward. A couple of the committee members are going to have the final inspection of the mold at Cow Painters in Chicago; and assuming everything looks good there, they will begin making the train castings. Production is expected to take 4 to 6 weeks. West Chicago Library is currently making plans for the concrete base installation upon which the model train will sit on the front lawn on Washington Street.

The Big Boy steam engine will be coming to West Chicago June 2, 2026 around 5:45 p.m., will be on display from 9:00 a.m. until 3:00 p.m. on June 3rd, and leaves on June 4, 2026 between 8:00 and 9:00 a.m. The City is anticipating tens of thousands of visitors and up to 60,000 people over the course of the three days. The day that Big Boy leaves is the same day Mosaic Market opens, June 4, 2026. These are thematic weekly events that will hopefully bring in additional visitors to West Chicago.

Nick Del Giudice, Public Relations Specialist, worked with VISOgraphic to create an insert in the Library's Program Guide of all the City's events for the remainder of this year. Director Weseloh stated that the City no longer has their printed guide, and they wanted a way to get the information out; Mr. Del Giudice made that happen, and it turned out very well. The Board had a conversation during the last strategic planning session about if the Library would do an insert for a survey or for additional information.

Other West Chicago taxing bodies that are celebrating significant anniversaries this year are: The West Chicago Community High School, 100 years; the DuPage Airport Authority, 100 years; and the West Chicago Fire Department, 130 years.

The Library's carpets were cleaned, and look greatly improved. The Dolly Parton Imagination Library program has had 185 children register.

With regard to the Library Board Trustees visiting local libraries, Mr. Weseloh recommended libraries in local communities as follows: Roselle, which is building a brand-new building; Batavia, which is starting a renovation; Geneva and St. Charles; and Tinley Park, Lombard and Carol Stream, which are performing whole library renovations. If the trustless want to see the staff areas of libraries they visit, they may want to let the staff at the library they are visiting know in advance of the desire to see that space.

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Mr. Weseloh is working on an RFP for different consultants that perform strategic planning work for libraries. Ms. Jakacki stated that the budget has been very challenging this year for the first time in the 13 years she has sat on the West Chicago Library Board. When Mr. Weseloh completes the draft of the RFP, it will be brought to the Board for approval, and then it will be sent it out.

3. Department Managers: Written reports from department managers were included in the board packets. Michael Novy, Technical Services Librarian, played a video he created for the trustees, which describes the work performed by the Technical Services Department.

4. Policy Committee: Ms. Weninger reported the Policy Committee met on May 14, 2026 at 7:00 p.m. In attendance were Ms. Weninger, Chair; Ms. Finch, Mr. Wonderly, Members; Ms. Jakacki, ex officio; and Mr. Weseloh, Staff.

The Committee approved the Minutes of the April 9, 2026 meeting. The Committee reviewed the Electronic Board Meeting Attendance policy and then tabled the policy because feedback is anticipated from the Library's attorneys. The policy regarding procedures in the event of a disaster declaration was also reviewed and expanded. The Library Conduct policy was reviewed and expanded to include more specific language regarding expectation within the library and examples of conduct that is not acceptable.

Discussion was had regarding reviewing some of the policies earlier than their regular cycle of review, so some policies will be moved up on the review timeline.

The next Policy Committee meeting will be scheduled for July 2026. The meeting adjourned at 8:17 p.m.

5. Finance Committee: Ms. Cavataio reported the Finance Committee met on May 21, 2026 at 7:00 p.m. In attendance were Ms. Cavataio, Chair; Ms. Navadomskis, Member; Ms. Jakacki, ex officio; and Mr. Weseloh and Ms. Ghobrial, Staff.

Discussion was had regarding the income projection for FY26-27; and the Committee reviewed the proposed budget for FY26-27, which currently presents challenges as it remains unbalanced. The Committee voted to table that budget for additional work and discussion.

The Committee discussed compensation strategy options for employees at the salary schedule maximum; and the Committee decided to recommend approval of a discretionary bonus for employees who are at the salary maximum based on employee performance, including some parameters around how that would be given to the employees who qualify for this bonus.

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The next Finance Committee meeting is scheduled for June 9, 2026. The meeting was adjourned at 8:00 p.m.

J. UNFINISHED BUSINESS: None.

K. NEW BUSINESS:

1. Electronic Board Meeting Attendance Policy: Ms. Weninger stated the Policy Committee recommends approval of the Electronic Board Meeting Attendance policy. The amended policy includes a couple extra reasons a trustee can call in to attend a board meeting remotely, such as unexpected childcare obligations, or performance of active military duty as a service member.

Trustees attending a board meeting by video or audio conference must disable any AI companion tool kits during the meeting which they attend remotely; AI note-takers and companions are not permitted. If there are three trustees who request to attend electronically, the board still must have a physical quorum -- a minimum of four people -- onsite in the room.

The Library's attorneys informed the Committee that it would be best to have the disaster declaration language stand alone in the policy.

Motion carried by unanimous voice vote.

2. Library Conduct Policy: Ms. Weninger stated the Policy Committee recommends approval of the Library Conduct policy. She stated that staff did a great job of including more specific language in the policy, which is more defined than it was before.

Motion carried by unanimous voice vote.

3. Income Projection for FY26-27: Ms. Cavataio stated the Finance Committee recommends approval of the Income Projection for FY26-27 in the amount of \$3,217,140, which is a conservative number. She noted that interest rates are way down, affecting interest income. The Program Room rental is a number based on ten hours of rental; and the room is made available to the public based on the Library's Meeting Room policy.

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

4. Compensation Strategy Recommendation For Employees At the Salary Schedule Maximum: Ms. Cavataio stated that the Finance Committee received a recommendation from the HR service about how to address treatment of employees who had reached the maximum for their position

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on the Salary Schedule. For FY26-27 one employee meets the criteria; and for FY27-28 there will be two employees who meet the criteria.

Ms. Cavataio stated that the Finance Committee recommends approval of the compensation strategy recommendation for employees at the salary schedule maximum, with a dollar figure attached to it.

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

5. Establish Signatories for Financial Accounts: Ms. Jakacki stated the Board needs to update which trustee/officer can sign for financial activities and which trustees/staff are listed on financial accounts. The recommendations for account signatories are as follows:

At FNBC Bank the corporate account will be all officers of the Board listed as signatories: President, Vice President, Secretary, and Treasurer; the library and petty cash accounts will continue to list the Mr. Weseloh as Library Director, and the Board Treasurer; and the safe deposit box will list all Board officers.

At Republic Bank the Library's corporate account will be all Board officers; and the library and petty cash account will be Mr. Weseloh as Library Director, and the Board Treasurer.

At Illinois Funds, the Library has a general investment account, a new building and construction account, and a GASB 54 emergency account. Mr. Weseloh as Library Director, Ms. Ghobrial as Assistant Director, and the Treasurer of the Library Board will be listed as signatories on these accounts.

Ms. Finch moved to approve the signatories identified for the separate accounts of the Library at the three institutions as identified by President Jakacki; seconded by Ms. Cavataio.

Mr. Weseloh will contact the banks to let them know the trustees will visit the banks, with their I.D.s in their possession, and provide their individual signatures. Mr. Weseloh asked that the trustee who visits the bank to view the contents of the safe deposit box report back to him what are the contents of the box.

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

6. Library Director Evaluation: Ms. Jakacki stated this item will be tabled for the Board to go into closed session.

L. Mr. Wonderly moved for the Board to go into Closed Session per 5

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ILCS120/2 (c) (11) and 5 ILCS 120/2(c) (1); seconded by Ms. Cavataio.
Motion carried by unanimous voice vote.

L. CLOSED SESSION: The board retired into closed session at 7:55 p.m.

M. RETURN TO OPEN SESSION: (To be provided to the recording secretary by the Board President.)

N. ADJOURNMENT: (To be provided to the recording secretary by the Board President.)

WEST CHICAGO PUBLIC LIBRARY DISTRICT

BOARD MEETING DATE: 22-Jun-26

FINANCIAL STATEMENT DATE: May 31, 2026

Payroll dated:

5/8/2026	Net Payroll	\$	40,464.52
	Federal Liability Payment	\$	12,294.44
	State Liability Payment	\$	2,520.71
	Paylocity Fee	\$	-

5/22/2026	Net Payroll	\$	41,717.61
	Federal Liability Payment	\$	12,604.71
	State Liability Payment	\$	2,573.80
	Paylocity Fee	\$	913.38

TOTAL		\$	113,089.17
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Republic Bank

Operating - Manual Cks	Check No.	\$	17,826.42
Operating - System Cks	Check No.	\$	105,794.53
Operating - Credit Card	Check No.	\$	10,270.58
Librarian's Petty Cash	Check No.	\$	25.01

TOTAL		\$	133,916.54
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Total Bills for Approval		\$	247,005.71
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Board Approval

Signature: _____

Board Approval Date: _____

West Chicago Public Library District

Bills Total

As of June 17, 2026

	Transaction Type	Date	Num	Memo/Description	Amount
ACC Business 800-322-3076					
	Bill	06/11/2026	3229427112	May 11, 2026 thru Jun 10, 2026	618.78
Total for ACC Business					\$ 618.78
Alarm Detection Systems 630-844-6306					
	Bill	06/02/2026	SI-650113	Work done on 06/02/2026 Smoke alarm	380.00
Total for Alarm Detection Systems					\$ 380.00
Amazon Capital Services					
	Bill	05/15/2026	193N-MVR7-P9V3	Books	109.20
	Bill	05/15/2026	1TQ7-VY9W-M3N4	Books	11.97
	Bill	05/15/2026	1RMR-PLYW-PCPL	Patriotic Decorations and Giveaways	42.46
	Bill	05/15/2026	1DLX-13LW-RD1T	AV-Mat	193.82
	Bill	05/16/2026	1YM4-XR1X-G9VL	Books Summer Reading Prizes	85.61
	Bill	05/19/2026	1C4W-TQRT-LDKM	Books Summer Reading Prizes Teen	196.76
	Bill	05/19/2026	16V6-Y6JD-FYL1	Books Summer Reading Prizes	21.86
	Bill	05/19/2026	1QGD-4LPD-LKM3	LOT Replacement parts	39.49
	Bill	05/19/2026	1P7R-N3DH-KY4R	Books	10.47
	Bill	05/19/2026	1JW1-KRPK-L6MN	Books Summer Reading Prizes	111.98
	Bill	05/19/2026	1QGD-4LPD-LL9T	Kit Replacement Parts Youth Services	115.58
	Bill	05/19/2026	1Q4Q-JLVT-LQYP	Mental Health Accessibility Collection	139.98
	Bill	05/19/2026	1MV1-66KR-KX3K	Summer Reading Prizes Youth Services	165.94
	Bill	05/20/2026	1QK7-7L7V-671N	Summer Reading Imprinted Patriotic Lunch Bags	366.06
	Bill	05/20/2026	1KPW-FDX3-DP33	Kit Materials Youth Services	391.83
	Bill	05/21/2026	1PH9-HW7G-DWVQ	Ice cream social Patriotic themed	88.10
	Bill	05/21/2026	1PCR-FMHX-964G	Summer Reading Prizes	124.99
	Bill	05/22/2026	1KKF-WT7W-WGHF	1000 Books purchase Fund #44140	167.05

Bill	05/23/2026	1V9K-GFP1-KJ7Y	Event Committee Summertime Celebration	693.06
Bill	05/24/2026	1NMW-N6V1-QG9X	Books Kit Book Replacements	290.92
Bill	05/26/2026	1WRF-QNF3-GYG1	Highlighter Markers	21.96
Bill	05/26/2026	17Q9-FHQ9-1K1X	Patriotic Themed Summer Reading Items	232.28
Bill	06/04/2026	11XN-QNPR-4YTL	School Cutlery Kits	29.50
Bill	06/08/2026	1P1W-1DKD-MQNN	Kit book replacements	7.99
Vendor Credit	06/03/2026	1G9D-4PW7-XJW1	Credit for Returned Replacement Blades	-7.95
Vendor Credit	05/24/2026	1LH1-KJT4-1NCD	Credit for Returned Replacement Blades	-7.95
Vendor Credit	06/15/2026	1GYL-3JGT-11X7	Credit for Acrylic Sign Holder received damaged	-11.71
Total for Amazon Capital Services				\$ 3,631.25

Anderson Elevator Co.
708-345-9710

Bill	05/22/2026	INV-117816-T7P1	Elevator Repair 5/19/2026	5,195.00
Bill	06/01/2026	INV-118598-T2W4	Elevator Maintenance for the month of June	205.00
Total for Anderson Elevator Co.				\$ 5,400.00

Andy Frain
630-820-3820

Bill	05/31/2026	395910	May 2026	1,644.78
Total for Andy Frain				\$ 1,644.78

Benjamin Weseloh

Bill	06/10/2026		SWAN Board Mtg 5/22/26 SWAN Quarterly Mtg 6/4/26	113.19
Total for Benjamin Weseloh				\$ 113.19

Bigleaf Networks, Inc.
888-244-3133

Bill	06/01/2026	INV155759	Monthly 06/10/2026 to 06/30/2026	558.88
Total for Bigleaf Networks, Inc.				\$ 558.88

Buck Services
630-876-8184

Bill	05/15/2026	INV 617	Cleaning Service May 2026	2,416.66
Bill	06/12/2026	INV 696	June 2026	2,416.66
Total for Buck Services				\$ 4,833.32

Cengage Learning
800-877-4253

Bill	05/21/2026	999102727201	Books	57.00
Bill	06/16/2026	999102829396	Books	196.80

Total for Cengage Learning				<u>\$ 253.80</u>
Chef Cherise LLC				
	Bill	06/01/2026	AS Bread Making Program 7/22/2026	587.00
Total for Chef Cherise LLC				<u>\$ 587.00</u>
Cinco Books				
	Bill	05/30/2026 51396	Books SPAN	450.31
Total for Cinco Books				<u>\$ 450.31</u>
Cintas Corporation 847-228-3970				
	Bill	05/22/2026 5337690908	1st Aid Cabinet Supplies	58.98
	Bill	05/31/2026 9374779026	Waterbreak Cooler Agreement	50.50
	Bill	05/31/2026 9374779027	Lifeline View DL(ENG/SP) Agreement	100.00
Total for Cintas Corporation				<u>\$ 209.48</u>
City of West Chicago 630-293-2200				
	Bill	06/01/2026	Water and Sewer 03/04/2026 to 05/05/2026	543.86
Total for City of West Chicago				<u>\$ 543.86</u>
Comcast 800-391-3000				
	Bill	05/22/2026	May 29, 2026 to Jun 28, 2026	344.91
Total for Comcast				<u>\$ 344.91</u>
Comcast Business				
	Bill	06/01/2026 274460217	Monthly Recurring Charges Jun 1, 26 to Jun 30, 26	560.00
Total for Comcast Business				<u>\$ 560.00</u>
David Villalobos				
	Bill	06/03/2026	Reaching Forward North Rosemont, IL 3/22/2026	39.58
Total for David Villalobos				<u>\$ 39.58</u>
De Lage Landen Financial 800-736-0220				
	Bill	05/17/2026 597183478A	06/01/2026-06/30/2026	1,496.23
Total for De Lage Landen Financial				<u>\$ 1,496.23</u>
Delta Building Technologies 630-589-3800				
	Bill	05/01/2026 MC003471	(1 of 4) 5/1/2026 to 7/31/2026	1,614.00
Total for Delta Building Technologies				<u>\$ 1,614.00</u>

Discount School Supply				
	Bill	05/19/2026 W99499370101	BOHO Mobile Art Cart	252.99
Total for Discount School Supply				\$ 252.99
Efficiency Reporting 630-682-8887				
	Bill	05/21/2026 21060er	Board Meeting 4/27/2026	340.00
Total for Efficiency Reporting				\$ 340.00
Flood Brothers				
	Bill	06/06/2026	2YD Trash Service Jun 2026	69.45
Total for Flood Brothers				\$ 69.45
Gehrke Technology Group 847-487-9110				
	Bill	06/09/2026 2602030	June 2026	125.00
Total for Gehrke Technology Group				\$ 125.00
Globe Life				
	Bill	06/01/2026	Payroll Deduction Notice 6/1/2026	55.00
Total for Globe Life				\$ 55.00
Governmental Accounting, Inc. 847-991-3909				
	Bill	06/01/2026 60638	Monthly Contract Billing	1,575.00
Total for Governmental Accounting, Inc.				\$ 1,575.00
Illinois Library Association 312-644-1896				
	Bill	05/06/2026 332740	B. Weseloh	250.00
Total for Illinois Library Association				\$ 250.00
Ingram Library Services 800-937-8200				
	Bill	05/01/2026 96287144	Books	117.98
	Bill	05/05/2026 96366754	Books	1,036.45
	Bill	05/07/2026 96424979	Books	173.53
	Bill	05/07/2026 96424980	Books	135.69
	Bill	05/08/2026 96457838	Books	104.50
	Bill	05/08/2026 96472852	Books	688.76
	Bill	05/12/2026 96526045	Books	200.56
	Bill	05/12/2026 96526044	Books	1,627.69

	Bill	05/13/2026	96557968	Books	21.08
	Bill	05/15/2026	96627238	Books	402.04
	Bill	05/19/2026	96685533	Books	2,201.84
	Bill	05/19/2026	96685532	Books	368.43
	Bill	05/20/2026	96719775	Books	580.53
	Bill	05/22/2026	96790903	Books	845.37
	Bill	05/22/2026	96777449	Books	84.24
	Bill	05/29/2026	96917627	Books	151.51
	Bill	05/29/2026	96932033	Books	658.69
	Bill	06/01/2026	96955466	Books	441.89
	Bill	06/03/2026	97027045	Books	31.25
	Bill	06/03/2026	97027044	Books	232.46
	Bill	06/09/2026	97159690	Books	39.14
	Bill	06/10/2026	97188492	Books	405.93
	Bill	06/12/2026	97245519	Books	177.38
	Vendor Credit	06/04/2026	97080113	Book Returned Damaged	-27.00
	Vendor Credit	05/05/2026	96389419	Book Received Damaged Orig INV 95928633	-10.73
	Vendor Credit	05/14/2026	96611056	Credit for Received Damaged Book	-16.36
	Vendor Credit	06/04/2026	97080114	Summer Reading Computer Books Non-Return Credit	-18.65
	Vendor Credit	05/08/2026	96464450	Summer Reading Computer Books Non-Return Credit	-235.79
	Vendor Credit	05/11/2026	96516433	Credit For Received Damaged Book	-16.39
Total for Ingram Library Services Klein, Thorpe and Jenkins, LTD 312-984-6400					<u>\$ 10,402.02</u>
	Bill	05/31/2026	261127	Services rendered through April 30, 2026	442.00
Total for Klein, Thorpe and Jenkins, LTD LIMRICC 630-393-1483					<u>\$ 442.00</u>
	Bill	06/05/2026		Monthly Billing-June 2026	24,253.86
Total for LIMRICC Lucas Holdings, LLC 405-524-1811					<u>\$ 24,253.86</u>
	Bill	06/05/2026	73399	Library Cards	1,311.70
Total for Lucas Holdings, LLC					<u>\$ 1,311.70</u>

Midwest Mechanical
630-850-2300

Bill	06/03/2026	MC0000153448	11 of 12 6/1-6/30/2026	1,007.33
Total for Midwest Mechanical				\$ 1,007.33

Midwest Tape
800-875-2785

Bill	05/05/2026	508815538	AV-Mat	16.99
Bill	05/05/2026	508819912	AV-Mat	34.49
Bill	05/05/2026	508819911	AV-Mat	124.97
Bill	05/05/2026	508819913	AV-Mat	30.74
Bill	05/05/2026	508815539	AV-Mat	14.99
Bill	05/05/2026	508815537	AV-Mat	137.94
Bill	05/11/2026	508847387	AV-Mat	218.96
Bill	05/11/2026	508847388	AV-Mat	33.99
Bill	05/11/2026	508847400	AV-Mat	40.48
Bill	05/11/2026	508847386	AV-Mat	37.48
Bill	05/11/2026	508847385	AV-Mat	13.59
Bill	05/11/2026	508847401	AV-Mat	155.18
Bill	05/19/2026	508791827	AV-Mat	26.99
Bill	05/19/2026	508791821	AV-Mat	12.74
Bill	05/19/2026	508791825	AV-Mat	41.24
Bill	05/19/2026	508791826	AV-Mat	42.99
Bill	05/19/2026	508791824	AV-Mat	53.98
Bill	05/19/2026	508791823	AV-Mat	170.93
Bill	05/26/2026	508912956	AV-Mat	49.48
Bill	05/26/2026	508912959	AV-Mat	632.68
Bill	05/26/2026	508917240	AV-Mat	199.96
Bill	05/26/2026	508912957	AV-Mat	113.16
Bill	05/26/2026	508917241	AV-Mat	62.22
Bill	05/26/2026	508917242	AV-Mat	29.58
Bill	05/26/2026	508912958	AV-Mat	42.73
Bill	05/26/2026	508912955	AV-Mat	47.99
Bill	06/02/2026	508947452	AV-Mat	44.98
Bill	06/02/2026	508947451	AV-Mat	18.74

	Bill	06/02/2026 508947453	AV-Mat	11.24
	Bill	06/02/2026 508947279	AV-Mat	524.90
	Bill	06/02/2026 508947450	AV-Mat	189.69
	Bill	06/02/2026 508947278	AV-Mat	71.18
	Bill	06/02/2026 508947277	AV-Mat	51.99
	Bill	06/08/2026 508973882	AV-Mat	24.99
	Bill	06/08/2026 508973887	AV-Mat	23.24
	Bill	06/08/2026 508973885	AV-Mat	20.99
	Bill	06/08/2026 508973883	AV-Mat	18.99
	Bill	06/08/2026 508973881	AV-Mat	17.99
	Bill	06/08/2026 508973880	AV-Mat	7.49
	Bill	06/08/2026 508973888	AV-Mat	82.98
	Bill	06/08/2026 508973886	AV-Mat	25.49
	Bill	06/12/2026 508995571	AV-Mat	47.99
	Bill	06/12/2026 508995570	AV-Mat	32.23
Total for Midwest Tape Morgan Birge & Associates Inc. 312-670-0000				<u>\$ 3,601.57</u>
	Bill	05/27/2026 84242	Monthly Billing for May	310.55
Total for Morgan Birge & Associates Inc. NCPERS				<u>\$ 310.55</u>
	Bill	06/01/2026 5650072026	7/1-7/31/2026	16.00
Total for NCPERS Nicor 888-642-6748				<u>\$ 16.00</u>
	Bill	06/05/2026	05/05/26-06/04/26	368.52
Total for Nicor Oriental Trading Company 800-228-0475				<u>\$ 368.52</u>
	Bill	05/20/2026 74224506901	Patriotic Decorations and Giveaways	607.39
Total for Oriental Trading Company Orkin Pest Control 630-505-7258				<u>\$ 607.39</u>
	Bill	06/08/2026 298720389	Monthly Service 6/8/2026 minus credit balance	36.96
Total for Orkin Pest Control				<u>\$ 36.96</u>

OverDrive
216-573-6886

Bill	05/31/2026	01018CP26185833	Ebooks and Audiobooks	250.03
Bill	05/31/2026	01018CP26183487	Ebooks and Audiobooks	83.47
Bill	05/31/2026	01018MA26180332	Ebooks and Audiobooks	516.66

Total for OverDrive
Rails
630-734-5115

\$ 850.16

Bill	06/01/2026	15889	OverDrive: July 1, 2026 to June 30, 2027	6,521.38
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Total for Rails
Sikich LLC
630-566-8400

\$ 6,521.38

Bill	05/21/2026	I564673	SafelD Token Order #30481	3,448.40
Bill	05/27/2026	I564786	MFA Reconfiguration & Risk-Based Policies	2,643.75
Bill	05/31/2026	L565060	Microsoft 365 Licenses 5/29/2026 to 6/30/2027	693.25
Bill	06/15/2026	I565835	Datto Monthly Billing for July	296.00
Bill	06/15/2026	MS565656	Monthly Billing for July	6,420.29
Bill	06/16/2026	N565592	HPE Pointnext Tech Care Annual Billing for 2026-2027	4,188.00

Total for Sikich LLC

\$ 17,689.69

Starr Chief Eagle

Bill	06/01/2026	2026-10	Hoop Dance Performance on 7/11/2026	600.00
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Total for Starr Chief Eagle

\$ 600.00

T-Mobile

Bill	06/10/2026	208105130BULK26	Service Period 5/21/2026-7/20/2026 minus credit balance	187.05
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Total for T-Mobile

\$ 187.05

Theresa Daunheimer

Bill	05/22/2026		Reaching Forward Rosemont, IL	76.40
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Total for Theresa Daunheimer
Unique Management Services
800-879-5453

\$ 76.40

Bill	06/01/2026	6159734	Placements 05/07/2026 and 05/14/2026	78.80
Bill	06/01/2026	6160718	Curbside Communicator Monthly June 2026	40.00

Total for Unique Management Services

\$ 118.80

VISA

Bill	06/11/2026	VISA 2135 6.8.26		730.03
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	Bill	06/11/2026	VISA 2127 6.8.26		977.18
	Bill	06/11/2026	VISA 3013 6.8.26		1,364.34
	Bill	06/11/2026	VISA 2093 6.8.26		6,388.88
	Bill	06/11/2026	VISA 2101 6.8.26		810.15
Total for VISA					\$ 10,270.58
Warehouse Direct, Inc.					
	Bill	05/22/2026	6154659-0	Breakroom Supplies	94.82
	Bill	05/29/2026	6158776-0	Hand soap, Paper towels, Printer Paper	782.48
	Bill	06/01/2026	6159222-0	Tissue	235.00
	Bill	06/17/2026	6168471-0	Breakroom Supplies	38.46
Total for Warehouse Direct, Inc.					\$ 1,150.76
Xtreme Environmental Solutions 630-293-7880					
	Bill	06/10/2026	139-WCL	Jun 2026	25.00
Total for Xtreme Environmental Solutions					\$ 25.00
TOTAL					\$105,794.53

West Chicago Public Library District
Transaction Detail by Account
May 10 - June 8, 2026

	Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
11CC TCM Bank								
CARD 31 Director - #2003								
	05/13/2026	Expenditure		Dunkin Donut	Circulation Assistants thank you	41344 Expense:ADMINISTRATIVE EXPENSES:SUPPLIES-FOOD	30.00	30.00
	05/14/2026	Expenditure		5 Points Haunted House	Summer Reading	44135 Expense:PROGRAMS:PROGRAMS-SUMMER READING	152.00	182.00
	05/14/2026	Expenditure		EventCombo	YA Midwest 2026	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	28.51	210.51
	05/16/2026	Expenditure		The Fun Ones	Summertime Celebration	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	548.45	758.96
	05/20/2026	Expenditure		DuPage County Health Department	Food Service Permit Fee	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	188.71	927.67
	05/28/2026	Expenditure		Userve	USUO 722 West Chicago Pub. Lib. 2026/05/28	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	226.18	1,158.85
	05/29/2026	Expenditure		March Equipment-Surcharge	Refrigerator and Freezer	-Split-	4,789.50	5,948.35
	06/01/2026	Expenditure		Tribute Store Flowers	Memorial Flowers for Jack Bajor	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	106.93	6,053.28
	06/03/2026	Expenditure		Walmart	Ice Cream	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	37.20	6,090.48
	06/03/2026	Expenditure		Home Depot	Hand Wash Signs	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	59.22	6,149.70
	06/03/2026	Expenditure		Murphy Ace Hardware	Double Cut Keys	41334 Expense:ADMINISTRATIVE EXPENSES:OFFICE SUPPLIES GENERAL	76.70	6,226.40
	06/03/2026	Expenditure		Costco	Gloves	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	77.94	6,304.34
	06/03/2026	Expenditure		Murphy Ace Hardware	Key Kwikset	45115 Expense:FACILITIES & OPERATIONS:JANITORIAL SUPPLIES	17.26	6,321.60
	06/05/2026	Expenditure		Userve	USUO 732 West Chicago Pub Lib 2026/06/05	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	67.26	6,388.86
Total for CARD 31 Director - #2003							\$	6,388.86
CARD 41 AS- #2101								
	05/12/2026	Expenditure		Murphy Ace Hardware	Key/Kratter	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	33.55	33.55
	05/13/2026	Expenditure		Murphy Ace Hardware	Wheel 10X2.75 Narrow Hub	45140 Expense:FACILITIES & OPERATIONS:EXTERIOR R & M-OTHER	191.92	225.47
	05/15/2026	Expenditure		Chicago Tribune	Chicago Tribune 8 weeks	42210 Expense:LIBRARY MATERIALS-PERIODICALS:PERIODICALS	166.00	421.47
	05/22/2026	Expenditure		Userve	USUO 719 West Chicago Pub Lib-202605	41310 Expense:ADMINISTRATIVE EXPENSES:PROFESSIONAL DEVELOPMENT	359.66	781.15
	06/01/2026	Expenditure		Universal Yums	YUM YUM BOX Jun 2026	44130 Expense:PROGRAMS:PROGRAMS-YOUNG ADULT	29.00	810.15
Total for CARD 41 AS- #2101							\$	810.15
CARD 61 PR- #2135								
	05/13/2026	Expenditure		VistaPrint	Business Cards YS 5T	41342 Expense:ADMINISTRATIVE EXPENSES:ADMINISTRATIVE MISC	22.78	22.78
	05/14/2026	Expenditure		VistaPrint	Yard Signs: We Love our Public Library	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	463.84	486.60
	05/19/2026	Expenditure		VistaPrint	Trustee Name Placard SM	45800 Expense:LIBRARY BOARD EXPENSES:CONFERENCE & TRAINING-BOARD	68.33	554.93
	06/01/2026	Expenditure		Constant Contact	Monthly June 2026	44210 Expense:MARKETING & PROMOTIONS:MARKETING	175.10	730.03
Total for CARD 61 PR- #2135							\$	730.03
CARD 71 IT- #2127								
	05/10/2026	Expenditure		Adobe Inc.	Adobe Creative Cloud 10 May 2026	42420 Expense:TECHNOLOGY SERVICES:SOFTWARE PUBLIC	400.87	400.87
	05/25/2026	Expenditure		Spotify	Spotify Premium 1 month	41410 Expense:ADMINISTRATIVE TECHNOLOGY EXPEN:SOFTWARE STAFF	12.99	413.86
	06/01/2026	Expenditure		GoDaddy	wcpd.info 1 year	44215 Expense:MARKETING & PROMOTIONS:WEBSITE	469.89	813.85
	06/07/2026	Expenditure		Printix	Monthly Subscription 2026-05-07-2026-06-07	-Split-	63.33	977.18
Total for CARD 71 IT- #2127							\$	977.18
CARD 81 YS- #3013								
	05/12/2026	Expenditure		Constructive Playthings	Magnetic Global Children for Kit Replacement Materials	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	61.78	61.78
	05/12/2026	Expenditure		TEACHERSPAYTEACHERS.COM	STEAM Juneteenth Flag Cootie Catcher for Grab & Go bag	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	3.15	64.93
	05/12/2026	Expenditure		Classic Cinemas	Family Drawing Prize Gift Card	44135 Expense:PROGRAMS:PROGRAMS-SUMMER READING	100.00	164.93
	05/12/2026	Expenditure		Etsy	Juneteenth Activity Bundle for Grab & Go bag	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	6.50	171.43
	05/13/2026	Expenditure		Fairytale Entertainment	Summer Reading Kick Off American and Wonder Hero	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	175.00	346.43
	05/13/2026	Expenditure		Oriental Trading Company	Space and Patriotic Themed Program Materials YS	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	60.70	407.13
	05/15/2026	Expenditure	60895	Bounce Houses R Us LLC	Trackless Train 2 Hours 06/01/2026 Deposit	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	362.00	769.13
	05/20/2026	Expenditure		Oriental Trading Company	Patriotic Themed Items YS	44135 Expense:PROGRAMS:PROGRAMS-SUMMER READING	105.80	965.93
	06/01/2026	Expenditure		Fairytale Entertainment	American and Wonder Hero Ice Cream Social Jun 04, 2026	44145 Expense:PROGRAMS:EVENTS AND OUTREACH	270.00	1,235.93
	06/05/2026	Expenditure		Walmart	Event Food Supplies	44140 Expense:PROGRAMS:PROGRAMS-YOUTH	128.41	1,364.34
Total for CARD 81 YS- #3013							\$	1,364.34
Total for 11CC TCM Bank							\$	10,270.58

West Chicago Public Library District
Manual Check Detail
May 2026

	Transaction date	Transaction type	Num	Name	Description	Amount
10650 Republic Bank Checking 4130						
37832						
	05/05/2026	Check	ACH 5.5.26	IMRF	May 2026	16,976.75
37833						
	05/12/2026	Check	ACH 5.12.26	Ampion	May 2026 Billing	483.54
37834						
	05/12/2026	Check	ACH 5.12.26	Ampion	May 2026 Billing	176.13
37836						
	05/13/2026	Check	SVCCHRG			130.00
37835						
	05/29/2026	Check	ACH 5.29.26	Employee Benefits Corporation	May 2026	60.00
					Total	17,826.42

West Chicago Public Library District
Petty Cash Check Detail
May 2026

	Transaction date	Transaction type	Num	Name	Description	Cleared Amount
10600 Republic Bank Petty Cash						
37638						
	05/22/2026	Check	6020	United States Treasury	36-3436820 Form 720 Penalty	25.01
					Total	25.01

West Chicago Public Library District

Financial Analysis

For the 11 Month(s) Ended May 31, 2026



WEST CHICAGO
PUBLIC LIBRARY DISTRICT

Revenue Highlights

92% of Budget Year

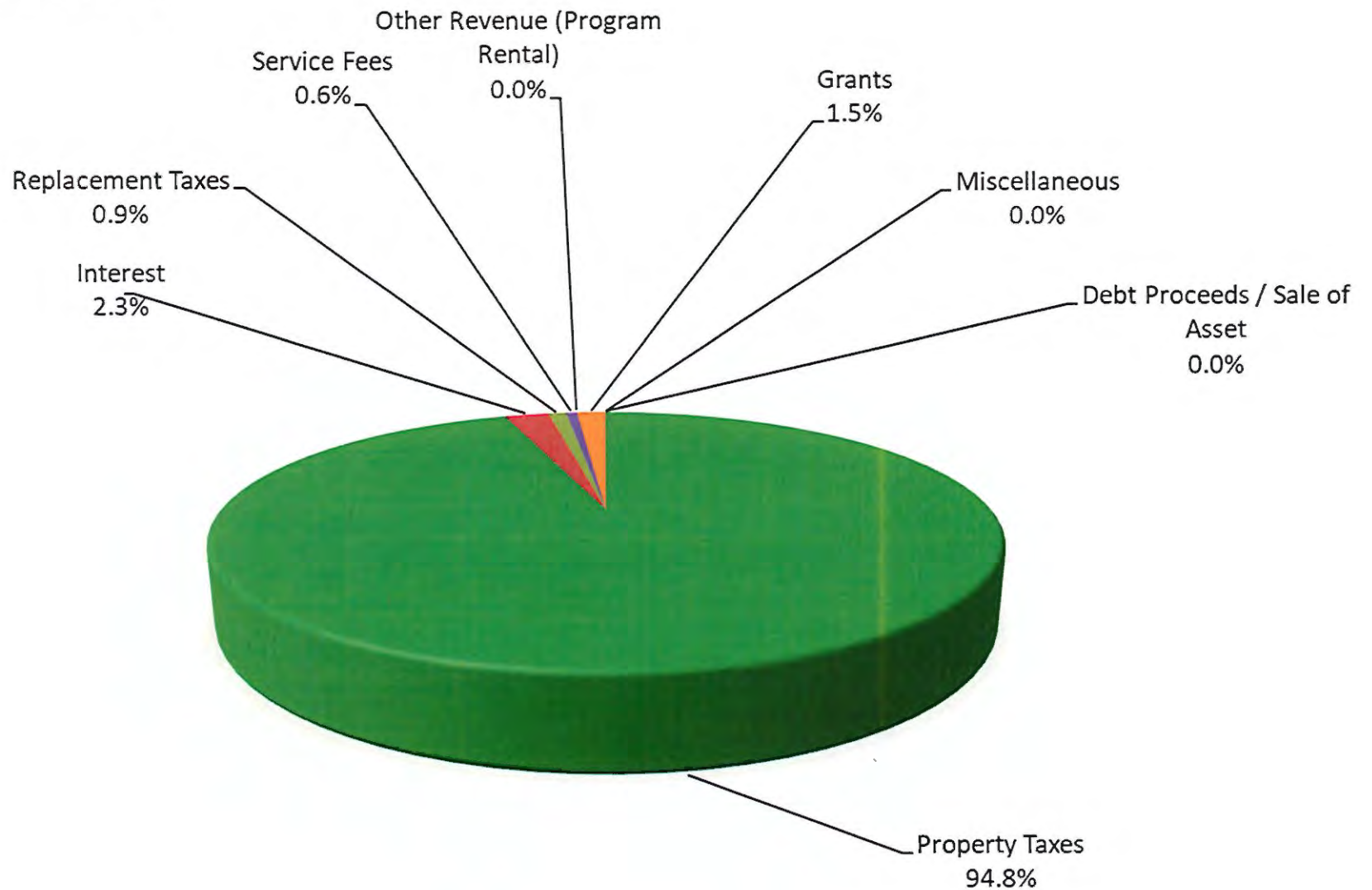
- 99% of Total Budget
- Property Taxes
 - Collected \$2,969,936 or 100% of Budgeted Property Taxes (1st & 2nd Installment from DuPage County)
- Replacement Taxes
 - Collected \$28,544 or 56%
- Interest
 - Collected \$71,185 or 93% of Budget
- Service Fees
 - Collected \$18,172 or 149% of Budget

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	71,185	76,350	93%	85,326	-17%
Replacement Taxes	28,544	50,952	56%	30,212	-6%
Service Fees	18,172	12,200	149%	14,562	25%
Other Revenue (Program Rental)	20	-	n/a	30	-33%
Grants	45,572	42,958	106%	42,958	6%
Miscellaneous	789	1,500	53%	271	191%
Debt Proceeds / Sale of Asset	-	-	n/a	-	n/a
Transfer-In	-	-	n/a	-	n/a
Actual Revenues	3,134,219	3,160,813	99%	3,003,553	4%
Budgeted Revenues	3,160,813				
% Diff	99%				

Revenues

REVENUE DISTRIBUTION



Expenditure Highlights

92% of Budget Year

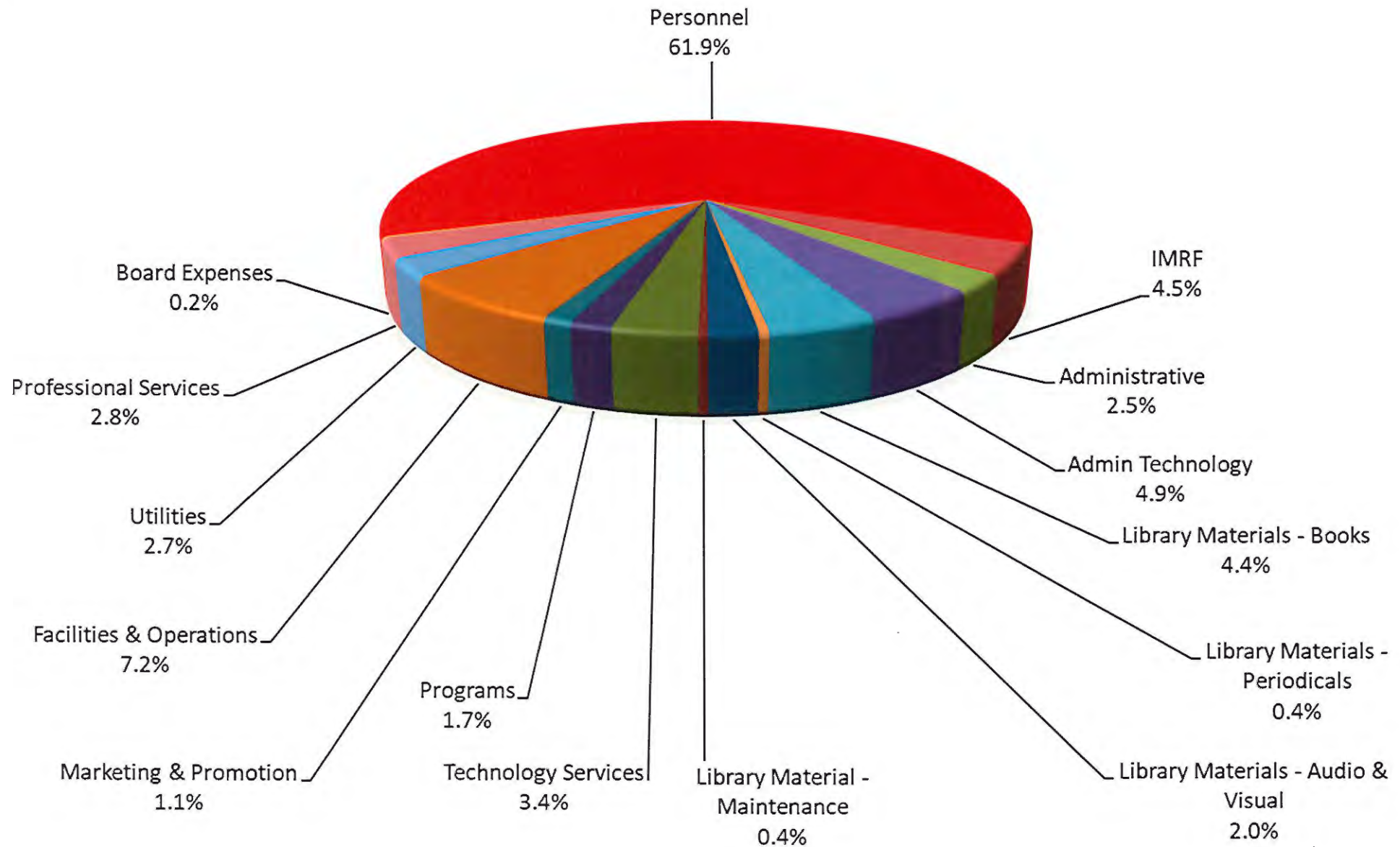
- 84% of Total Budget
- Personnel
 - 81% of Budget
- Admin. Technology
 - 75% of Budget
- Library Materials
 - 88% of Budget
- Professional Services
 - 114% of Budget
 - Hanover Insurance payment \$15,539
- Facilities & Operations
 - 88% of Budget
- Utilities
 - 71% of Budget

Expenditures

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	1,626,648	1,999,073	81%	1,518,752	7%
IMRF	117,477	127,000	93%	102,119	15%
Administrative	66,316	90,162	74%	72,990	-9%
Admin Technology	128,479	172,358	75%	177,921	-28%
Library Materials - Books	114,345	129,315	88%	130,224	-12%
Library Materials - Periodicals	10,412	10,950	95%	10,614	-2%
Library Materials - Audio & Visual	51,661	59,535	87%	40,570	27%
Library Material - Maintenance	9,847	10,520	94%	91,487	-89%
Technology Services	89,026	96,573	92%	9,859	803%
Programs	44,632	41,149	108%	32,500	37%
Marketing & Promotion	30,221	31,005	97%	28,040	8%
Facilities & Operations	190,209	215,901	88%	178,652	6%
Utilities	70,096	99,102	71%	73,653	-5%
Professional Services	74,728	65,570	114%	58,554	28%
Board Expenses	3,988	12,600	32%	4,851	-18%
Actual Expenditures	2,628,086	3,160,813	83%	2,530,786	4%
Budgeted Expenditures	3,160,813				
% Diff	83%				
CAPITAL EXPENDITURES & DEBT SERVICE					
Equipment & Building	292,755	325,000	90%	304,072	-4%
Grant Expenses	-	-	n/a	-	n/a
Actual Expenditures	292,755	325,000	90%	304,072	-4%
Budgeted Expenditures	325,000				
% Diff	90%				

Expenditures

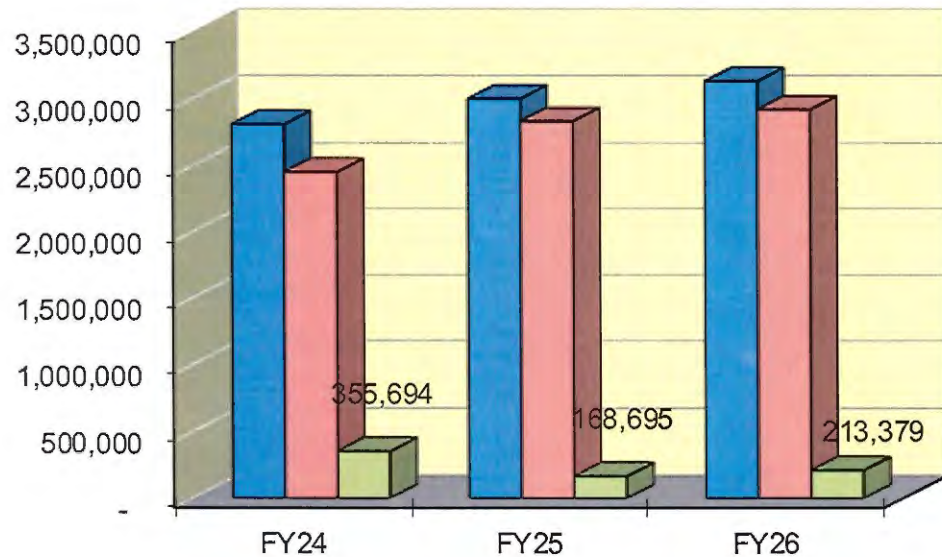
OPERATIONAL EXPENDITURE DISTRIBUTION



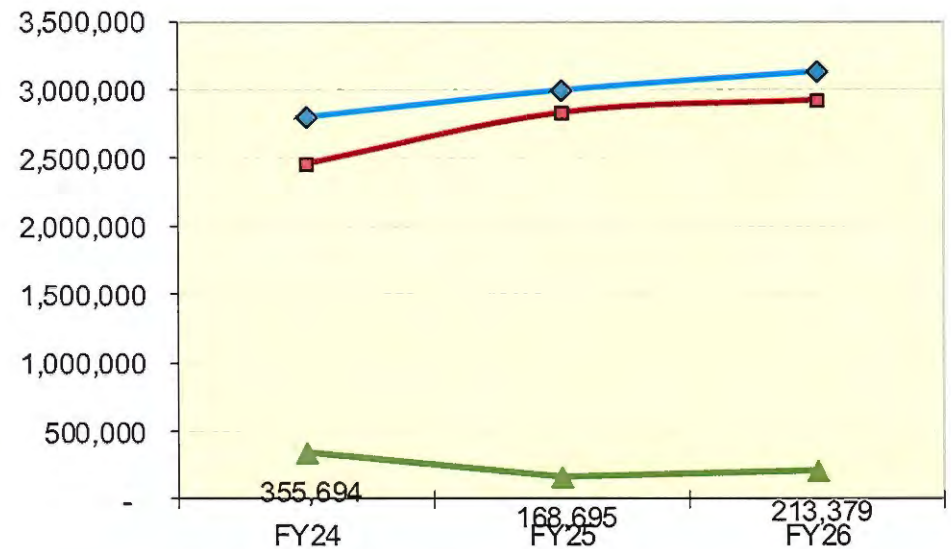
Revenue, Expenditure & Fund Balance

For the 11 Month(s) Ended May 31, 2026

	General	IMRF	Special Reserve	Total Actual
TOTAL SURPLUS / (DEFICIT)	192,207	19,758	1,413	213,379
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313
ENDING FUND BALANCE	1,629,017	83,010	128,664	1,840,692
Fund Balance as % of Total Expenditures	58%	71%	n/a	63%



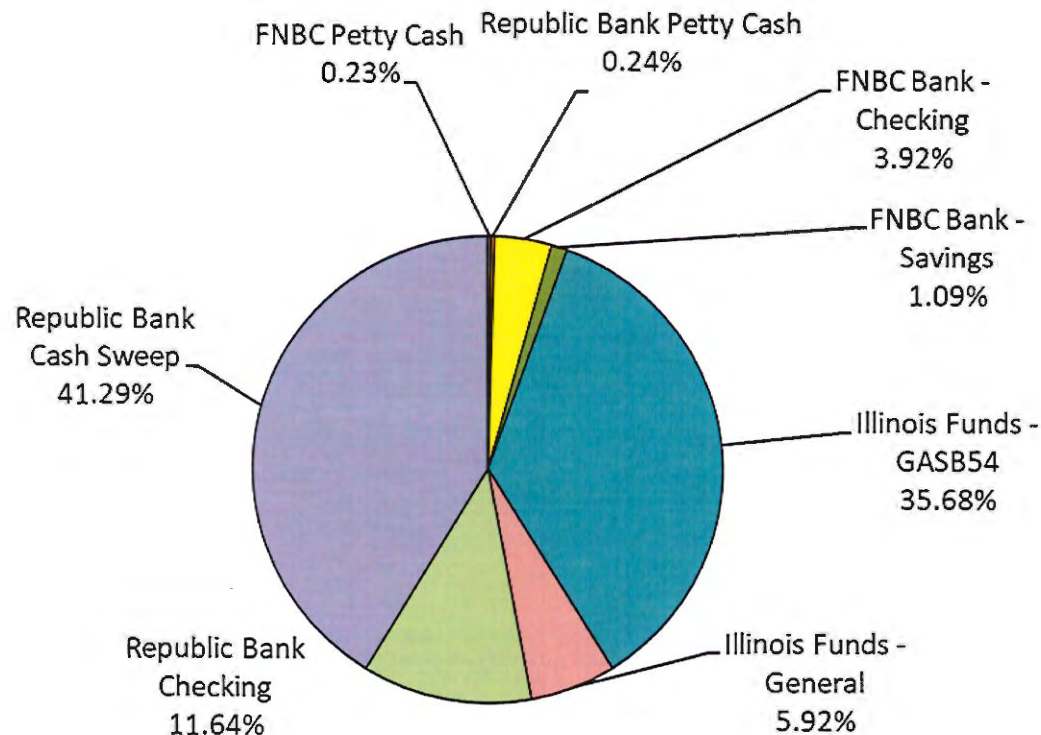
■ Revenues ■ Expenditures ■ Surplus / Deficit



◆ 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
Petty Cash - Circulations	Cash	PC	n/a	60
Republic Bank Petty Cash	#9473	PC	n/a	5,116
FNBC Bank - Checking	#6031	A/P	0.10%	84,125
FNBC Bank - Savings	#0317	MM	1.66%	23,314
Illinois Funds - GASB54	#6950	MM	Various	766,414
Illinois Funds - General	#5519 / 1507	MM	Various	127,102
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	886,879
Total				\$ 2,148,112



Financial Report

For the 11 Month(s) Ended May 31, 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

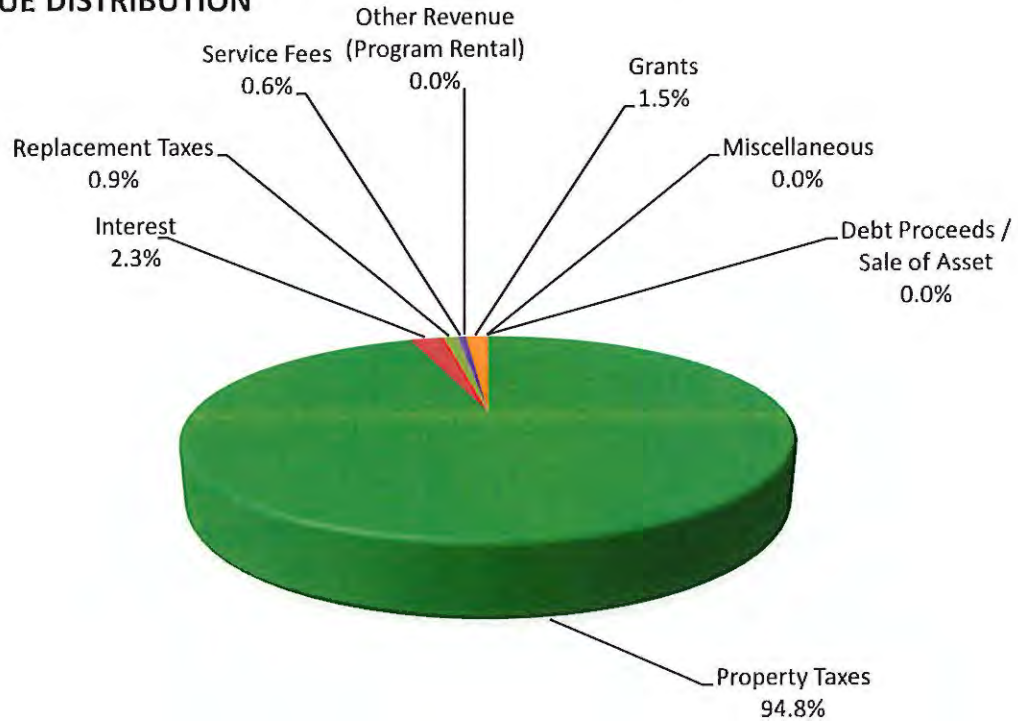
92% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget
REVENUE			
Property Taxes	2,969,936	2,976,853	100%
Interest	71,185	76,350	93%
Replacement Taxes	28,544	50,952	56%
Service Fees	18,172	12,200	149%
Other Revenue (Program Rental)	20	-	0%
Grants	45,572	42,958	106%
Miscellaneous	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	0%
Transfer-In	-	-	0%
Actual Revenues	3,134,219	3,160,813	99%
Budgeted Revenues	3,160,813		
% Diff	99%		
Account Description	Total Actual	Total Budget	% of Budget
OPERATING EXPENDITURES			
Personnel	1,626,648	1,999,073	81%
IMRF	117,477	127,000	93%
Administrative	66,316	90,162	74%
Admin Technology	128,479	172,358	75%
Library Materials - Books	114,345	129,315	88%
Library Materials - Periodicals	10,412	10,950	95%
Library Materials - Audio & Visual	51,661	59,535	87%
Library Material - Maintenance	9,847	10,520	94%
Technology Services	89,026	96,573	92%
Programs	44,632	41,149	108%
Marketing & Promotion	30,221	31,005	97%
Facilities & Operations	190,209	215,901	88%
Utilities	70,096	99,102	71%
Professional Services	74,728	65,570	114%
Board Expenses	3,988	12,600	32%
Actual Expenditures	2,628,086	3,160,813	83%
Budgeted Expenditures	3,160,813		
% Diff	83%		
SURPLUS / (DEFICIT) FROM OPERATIONS	506,134	-	n/a
CAPITAL EXPENDITURES & DEBT SERVICE			
Equipment & Building	292,755	325,000	90%
Actual Expenditures	292,755	325,000	90%
Budgeted Expenditures	325,000		
% Diff	90%		
TOTAL SURPLUS / (DEFICIT)	213,379	(325,000)	
BEGINNING FUND BALANCE	1,627,313		
ENDING FUND BALANCE	1,840,692		

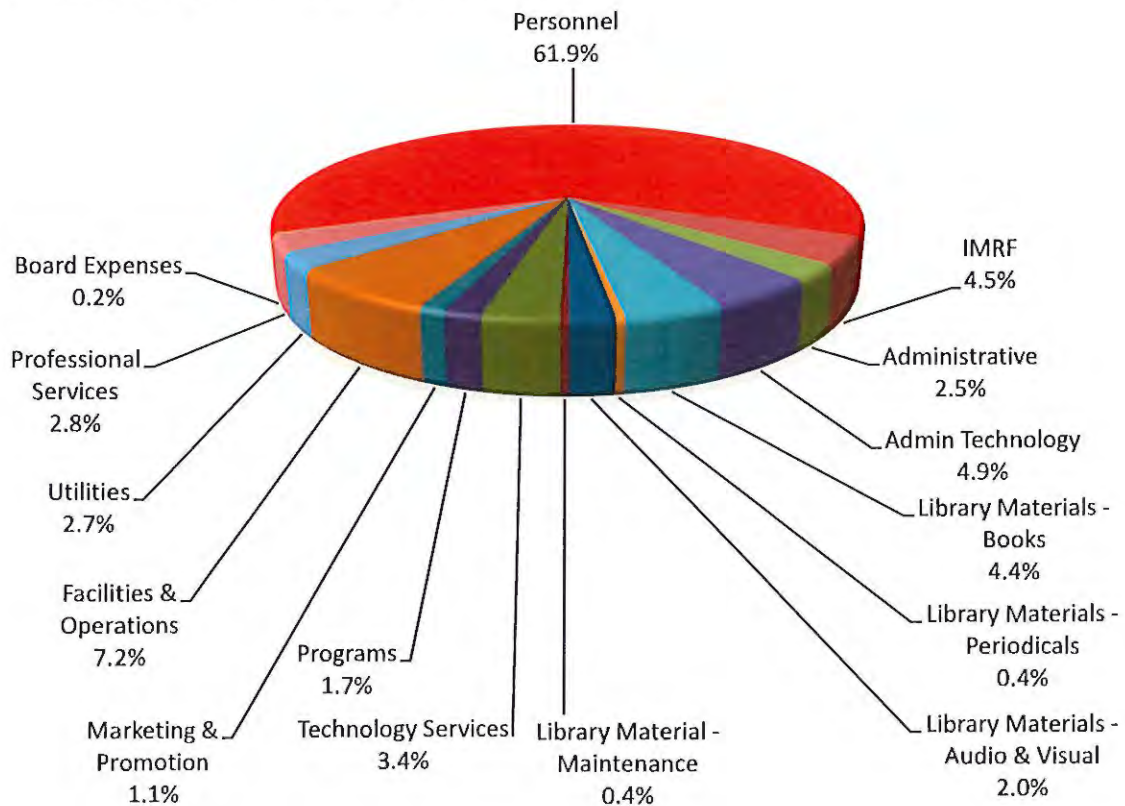
WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

REVENUE DISTRIBUTION

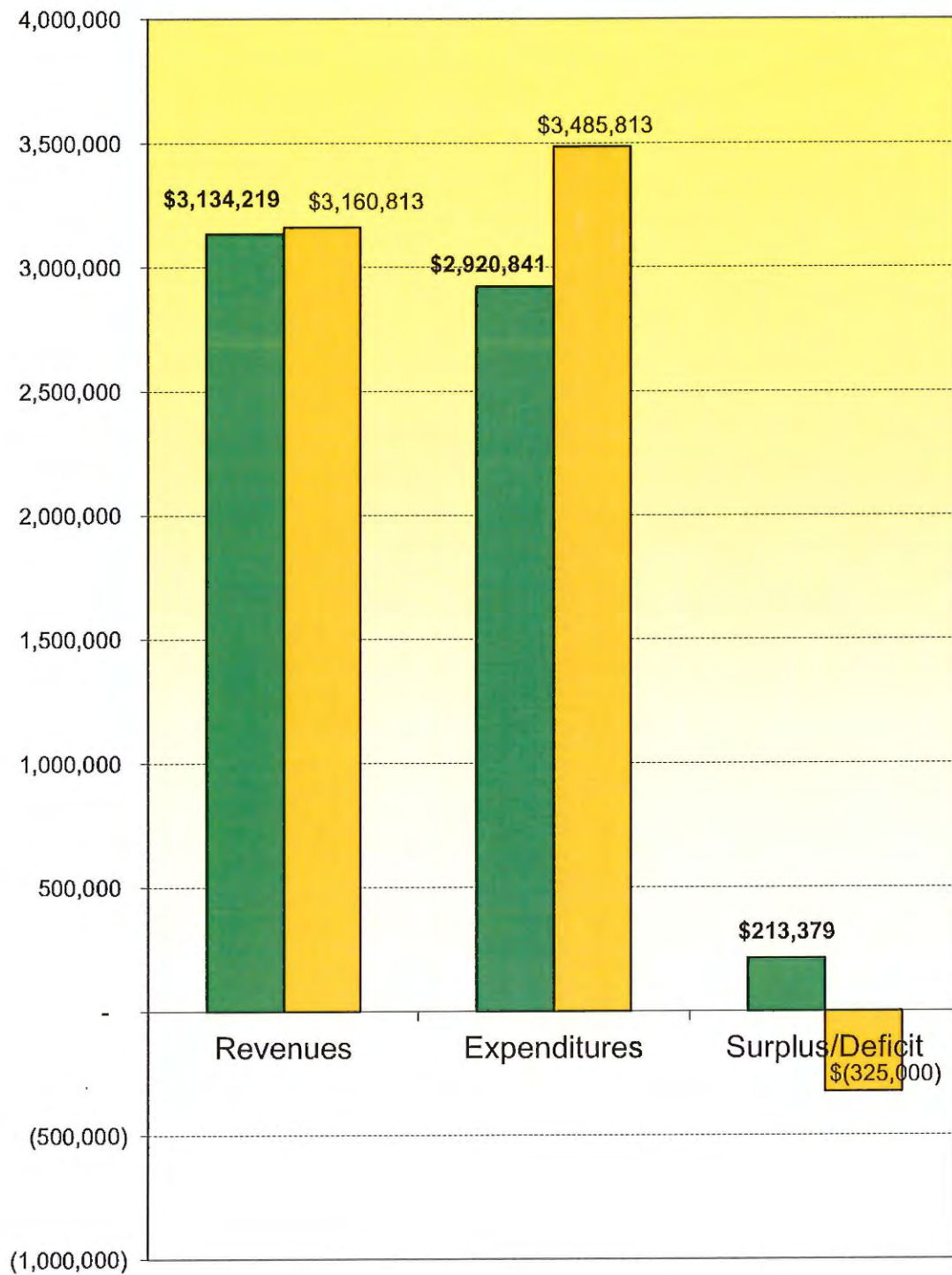


OPERATIONAL EXPENDITURE DISTRIBUTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

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



■ YTD ■ Budget

WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

92% 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	68,096	1,676	1,413	71,185	76,350	93%
Replacement Taxes	28,544	-	-	28,544	50,952	56%
Service Fees	18,172	-	-	18,172	12,200	149%
Other Revenue (Program Rental)	20	-	-	20	-	0%
Grants	45,572	-	-	45,572	42,958	106%
Miscellaneous	789	-	-	789	1,500	53%
Debt Proceeds / Sale of Asset	-	-	-	-	-	0%
Transfer-In	-	-	-	-	-	0%
Actual Revenues	2,995,571	137,235	1,413	3,134,219	3,160,813	99%
Budgeted Revenues	3,042,663	118,150	-	3,160,813		
% Diff	98%	116%	n/a	99%		
OPERATING EXPENDITURES						
Personnel	1,626,648	-	-	1,626,648	1,999,073	81%
IMRF	-	117,477	-	117,477	127,000	93%
Administrative	66,316	-	-	66,316	90,162	74%
Admin Technology	128,479	-	-	128,479	172,358	75%
Library Materials - Books	114,345	-	-	114,345	129,315	88%
Library Materials - Periodicals	10,412	-	-	10,412	10,950	95%
Library Materials - Audio & Visual	51,661	-	-	51,661	59,535	87%
Library Material - Maintenance	9,847	-	-	9,847	10,520	94%
Technology Services	89,026	-	-	89,026	96,573	92%
Programs	44,632	-	-	44,632	41,149	108%
Marketing & Promotion	30,221	-	-	30,221	31,005	97%
Facilities & Operations	190,209	-	-	190,209	215,901	88%
Utilities	70,096	-	-	70,096	99,102	71%
Professional Services	74,728	-	-	74,728	65,570	114%
Board Expenses	3,988	-	-	3,988	12,600	32%
Actual Expenditures	2,510,609	117,477	-	2,628,086	3,160,813	83%
Budgeted Expenditures	3,033,813	127,000	-	3,160,813		
% Diff	83%	93%	n/a	83%		
CAPITAL EXPENDITURES & DEBT SERVICE						
Equipment & Building	292,755	-	-	292,755	325,000	90%
Actual Expenditures	292,755	-	-	292,755	325,000	n/a
Budgeted Expenditures	-	-	325,000	325,000		
% Diff	n/a	n/a	n/a	n/a		
	General	IMRF	Special Reserve	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	192,207	19,758	1,413	213,379	(325,000)	
BEGINNING FUND BALANCE	1,436,810	63,252	127,251	1,627,313	1,627,313	
ENDING FUND BALANCE	1,629,017	83,010	128,664	1,840,692	1,302,313	
Fund Balance as % of Total Expenditures	58%	71%	n/a	63%		

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
May 31, 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	4,229.43	6,250.00	68,095.92	1,675.93	0.00	69,771.85	75,000.00	-5,228.15	93.03%
33040 - INTEREST-IL FUND BLDG CONST	122.94	112.50	0.00	0.00	1,413.22	1,413.22	1,350.00	63.22	104.68%
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	810.92	791.67	9,720.00	0.00	0.00	9,720.00	9,500.00	220.00	102.32%
35510 - LOST AND PAID MATERIALS	1,121.18	100.00	7,897.93	0.00	0.00	7,897.93	1,200.00	6,697.93	658.16%
35710 - NON RESIDENT FEES	232.59	125.00	523.89	0.00	0.00	523.89	1,500.00	-976.11	34.93%
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	42,668.80	3,579.83	42,668.80	0.00	0.00	42,668.80	42,958.00	-289.20	99.33%
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%
	49,185.86	263,401.08	2,995,571.21	137,234.84	1,413.22	3,134,219.27	3,160,813.00	-26,593.73	99.16%
Expenditures									
1E - PERSONNEL									
41100 - SALARIES	114,968.06	132,148.08	1,297,899.76	0.00	0.00	1,297,899.76	1,585,777.00	-287,877.24	81.85%
41110 - INS-HEALTH, DENTAL, LIFE, FSA	20,886.17	24,734.83	229,252.86	0.00	0.00	229,252.86	296,818.00	-67,565.14	77.24%
41120 - FICA EXPENSE	8,513.57	9,333.33	95,691.31	0.00	0.00	95,691.31	112,000.00	-16,308.69	85.44%
41130 - UNEMPLOYMENT COMPENSATION	0.00	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	144,367.80	166,589.42	1,626,648.22	0.00	0.00	1,626,648.22	1,999,073.00	-372,424.78	81.37%
2E - ADMINISTRATIVE EXPENSES									
41310 - PROFESSIONAL DEVELOPMENT	1,101.37	1,184.58	6,497.59	0.00	0.00	6,497.59	14,215.00	-7,717.41	45.71%
41320 - TRAVEL	125.27	424.67	3,476.28	0.00	0.00	3,476.28	5,096.00	-1,619.72	68.22%
41330 - ASSOCIATION DUES	1,635.00	504.25	5,489.72	0.00	0.00	5,489.72	6,051.00	-561.28	90.72%
41332 - PAYROLL PROCESSING	913.38	745.33	7,808.52	0.00	0.00	7,808.52	8,944.00	-1,135.48	87.31%
41334 - OFFICE SUPPLIES GENERAL	591.91	975.00	5,093.51	0.00	0.00	5,093.51	11,700.00	-6,606.49	43.53%
41336 - OFFICE EQUIPMENT	3,103.46	1,535.83	18,772.81	0.00	0.00	18,772.81	18,430.00	342.81	101.86%
41338 - POSTAGE	0.00	750.00	6,254.01	0.00	0.00	6,254.01	9,000.00	-2,745.99	69.49%
41342 - ADMINISTRATIVE MISC	156.31	135.50	2,243.12	0.00	0.00	2,243.12	1,626.00	617.12	137.95%
41344 - SUPPLIES-FOOD	141.32	791.67	7,856.16	0.00	0.00	7,856.16	9,500.00	-1,643.84	82.7%
41346 - MATERIALS & RESOURCE RECOVERY	88.65	133.33	1,182.00	0.00	0.00	1,182.00	1,600.00	-418.00	73.88%
41348 - CIRCULATION SERVICES SUPPLIES	252.99	333.33	1,641.93	0.00	0.00	1,641.93	4,000.00	-2,358.07	41.05%
Subtotal	8,109.66	7,513.50	66,315.65	0.00	0.00	66,315.65	90,162.00	-23,846.35	73.55%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
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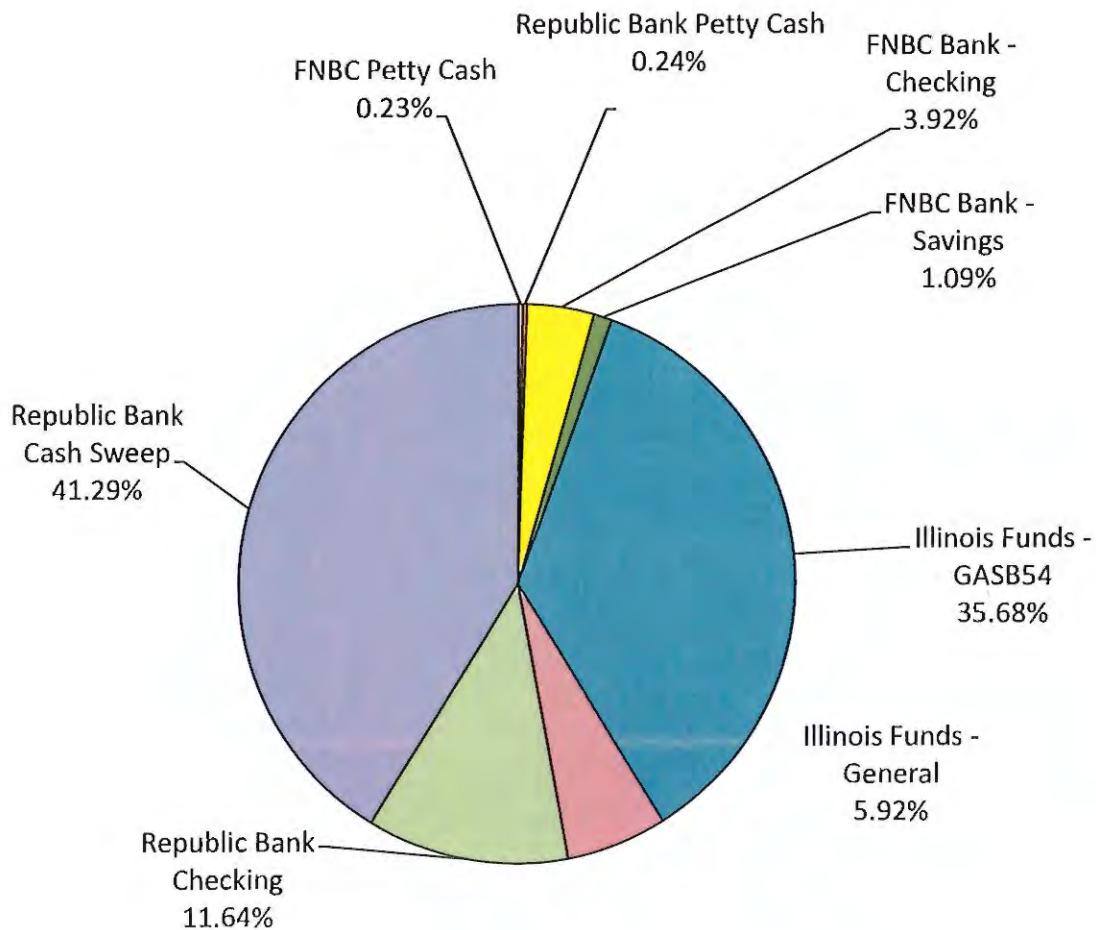
	Monthly Total	Monthly Budget	General	IMRF	Special Reserve	YTD Total	YTD Budget	\$ Over Budget	% of Budget
3E · ADMINISTRATIVE TECHNOLOGY EXPEN									
41400 · IT EQUIPMENT UPGRADES-STAFF	6,092.15	710.58	18,243.59	0.00	0.00	18,243.59	8,527.00	9,716.59	213.95%
41410 · SOFTWARE STAFF	746.24	4,345.42	11,905.33	0.00	0.00	11,905.33	52,145.00	-40,239.67	22.83%
41415 · PHONE SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
41420 · TECHNOLOGY MANAGEMENT	6,795.95	8,209.67	86,494.15	0.00	0.00	86,494.15	98,516.00	-12,021.85	87.8%
41425 · WARRANTIES/EXTENDED CARE	0.00	1,097.50	11,836.21	0.00	0.00	11,836.21	13,170.00	-1,333.79	89.87%
Subtotal	13,634.34	14,363.17	128,479.28	0.00	0.00	128,479.28	172,358.00	-43,878.72	74.54%
4E · LIBRARY MATERIALS-BOOKS									
42112 · REFERENCE-ELECTRONIC	750.00	2,950.58	35,511.22	0.00	0.00	35,511.22	35,407.00	104.22	100.29%
42120 · BOOKS-ADULT	7,758.04	5,750.00	54,085.77	0.00	0.00	54,085.77	69,000.00	-14,914.23	78.39%
42122 · BOOKS-LITERACY	308.90	30.83	308.90	0.00	0.00	308.90	370.00	-61.10	83.49%
42130 · BOOKS-YOUNG ADULT	371.79	250.00	2,796.05	0.00	0.00	2,796.05	3,000.00	-203.95	93.2%
42140 · BOOKS-YOUTH	1,909.50	1,711.50	20,956.39	0.00	0.00	20,956.39	20,538.00	418.39	102.04%
42170 · RBP/ILL BOOK REPLACEMENT	0.00	83.33	686.74	0.00	0.00	686.74	1,000.00	-313.26	68.67%
Subtotal	11,098.23	10,776.25	114,345.07	0.00	0.00	114,345.07	129,315.00	-14,969.93	88.42%
5E · LIBRARY MATERIALS-PERIODICALS									
42210 · PERIODICALS	304.00	912.50	10,411.52	0.00	0.00	10,411.52	10,950.00	-538.48	95.08%
Subtotal	304.00	912.50	10,411.52	0.00	0.00	10,411.52	10,950.00	-538.48	95.08%
6E · LIBRARY MATERIALS-AUDIO VISUAL									
42320 · AV MATERIALS-ADULT	1,801.86	3,833.33	38,866.66	0.00	0.00	38,866.66	46,000.00	-7,133.34	84.49%
42330 · AV MATERIALS-YOUNG ADULT	653.39	291.67	3,274.47	0.00	0.00	3,274.47	3,500.00	-225.53	93.56%
42340 · AV MATERIALS-YOUTH	1,726.82	836.25	9,520.25	0.00	0.00	9,520.25	10,035.00	-514.75	94.87%
Subtotal	4,182.07	4,961.25	51,661.38	0.00	0.00	51,661.38	59,535.00	-740.28	86.78%
7E · TECHNOLOGY SERVICES									
42400 · LIBRARY CONSORTIUM	0.00	2,877.50	34,530.00	0.00	0.00	34,530.00	34,530.00	0.00	100.0%
42405 · INTERNET SERVICES	2,080.57	2,072.67	22,918.77	0.00	0.00	22,918.77	24,872.00	-1,953.23	92.15%
42420 · SOFTWARE PUBLIC	2,400.87	1,976.50	15,497.29	0.00	0.00	15,497.29	23,718.00	-8,220.71	65.34%
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	4,481.44	8,047.75	89,026.19	0.00	0.00	89,026.19	96,573.00	-5,593.58	92.19%
8E · LIBRARY MATERIAL MAINTENANCE									
42500 · PROCESSING-TECHNICAL SERVICES	5,021.08	857.50	9,624.57	0.00	0.00	9,624.57	10,290.00	-665.43	93.53%
42510 · CATALOGING TOOL	0.00	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	5,021.08	876.67	9,847.08	0.00	0.00	9,847.08	10,520.00	-665.43	93.6%
9E · PROGRAMS									
44120 · PROGRAMS-ADULT	2,703.35	1,075.42	13,143.23	0.00	0.00	13,143.23	12,905.00	238.23	101.85%
44130 · PROGRAMS-YOUNG ADULT	588.86	291.67	3,306.71	0.00	0.00	3,306.71	3,500.00	-193.29	94.48%
44135 · PROGRAMS-SUMMER READING	2,109.04	344.92	3,111.98	0.00	0.00	3,111.98	4,139.00	-1,027.02	75.19%
44140 · PROGRAMS-YOUTH	3,200.76	833.75	13,344.61	0.00	0.00	13,344.61	10,005.00	3,339.61	133.38%
44145 · EVENTS AND OUTREACH	5,555.41	883.33	11,725.22	0.00	0.00	11,725.22	10,600.00	1,125.22	110.62%
Subtotal	14,157.42	3,429.08	44,631.75	0.00	0.00	44,631.75	41,149.00	4,464.83	108.46%
10E · MARKETING & PROMOTIONS									
44210 · MARKETING	148.75	297.25	4,248.35	0.00	0.00	4,248.35	3,567.00	681.35	119.1%
44215 · WEBSITE	0.00	408.50	4,947.79	0.00	0.00	4,947.79	4,902.00	45.79	100.93%
44220 · PROMO MATERIALS-ADULT	64.98	266.67	907.60	0.00	0.00	907.60	3,200.00	-2,292.40	28.36%
44240 · PROMO MATERIALS-YOUTH	0.00	141.67	1,730.51	0.00	0.00	1,730.51	1,700.00	30.51	101.8%
44245 · PROGRAM GUIDE	5,089.06	1,469.67	18,386.91	0.00	0.00	18,386.91	17,636.00	750.91	104.26%
44250 · SURVEYS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal	5,302.79	2,583.75	30,221.16	0.00	0.00	30,221.16	31,005.00	-783.84	97.47%

WEST CHICAGO PUBLIC LIBRARY DISTRICT
Budget vs. Actual Detail
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	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	26,583.26	0.00	0.00	26,583.26	29,000.00	-2,416.74	91.67%
45112 - SECURITY SERVICE	1,644.78	1,846.08	19,300.14	0.00	0.00	19,300.14	22,153.00	-2,852.86	87.12%
45115 - JANITORIAL SUPPLIES	1,383.64	508.33	5,692.22	0.00	0.00	5,692.22	6,100.00	-407.78	93.32%
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	288.41	766.67	5,170.79	0.00	0.00	5,170.79	9,200.00	-4,029.21	56.2%
45150 - HVAC R & M	1,132.33	2,083.33	22,334.01	0.00	0.00	22,334.01	25,000.00	-2,665.99	89.34%
45155 - GENERAL BLDG SERVICES	113.54	836.67	9,995.02	0.00	0.00	9,995.02	10,040.00	-44.98	99.55%
45160 - CONTRACT INSPECTION & MAINTENAN	5,412.75	2,071.75	24,691.30	0.00	0.00	24,691.30	24,861.00	-169.70	99.32%
45165 - INTERIOR R & M-OTHER	5,254.99	2,583.33	28,402.31	0.00	0.00	28,402.31	31,000.00	-2,597.69	91.62%
Subtotal	17,647.10	17,991.75	190,208.55	0.00	0.00	190,208.55	215,901.00	-25,692.45	88.1%
12E - UTILITIES									
45310 - UTILITIES-GAS	583.41	1,041.67	10,265.66	0.00	0.00	10,265.66	12,500.00	-2,234.34	82.13%
45320 - UTILITIES-ELECTRIC	659.67	4,333.33	28,765.35	0.00	0.00	28,765.35	52,000.00	-23,234.65	55.32%
45330 - UTILITIES-TELEPHONE	491.80	1,951.67	21,585.30	0.00	0.00	21,585.30	23,420.00	-1,834.70	92.17%
45340 - UTILITIES-WATER	0.00	833.33	8,464.37	0.00	0.00	8,464.37	10,000.00	-1,535.63	84.64%
45350 - UTILITIES-TRASH	-30.55	98.50	1,015.78	0.00	0.00	1,015.78	1,182.00	-166.22	85.94%
Subtotal	1,704.33	8,258.50	70,096.46	0.00	0.00	70,096.46	99,102.00	-29,005.54	70.73%
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	442.00	1,000.00	27,792.50	0.00	0.00	27,792.50	12,000.00	15,792.50	231.6%
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	18,782.85	0.00	0.00	18,782.85	18,900.00	-117.15	99.38%
Subtotal	2,147.00	5,464.17	74,728.35	0.00	0.00	74,728.35	65,570.00	9,158.35	113.97%
14E - LIBRARY BOARD EXPENSES									
45600 - CONFERENCE & TRAINING-BOARD	68.33	625.00	468.33	0.00	0.00	468.33	7,500.00	-7,031.67	6.24%
45605 - PROF SERVICES-SECRETARIAL	340.00	341.67	3,115.00	0.00	0.00	3,115.00	4,100.00	-985.00	75.98%
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	3,988.20	0.00	0.00	3,988.20	12,600.00	-8,611.80	31.65%
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	10,386.28	10,583.33	0.00	117,476.76	0.00	117,476.76	127,000.00	-9,523.24	92.5%
Subtotal	10,386.28	10,583.33	0.00	117,476.76	0.00	117,476.76	127,000.00	-9,523.24	92.5%
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	242,883.54	290,484.42	2,803,363.86	117,476.76	0.00	2,920,840.62	3,485,813.00	-564,972.38	83.79%
	-193,697.68	-27,083.33	192,207.35	19,758.08	1,413.22	213,378.65	-325,000.00	538,378.65	-65.66%

**West Chicago Public Library District
Investments
May 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	5,116
FNBC Bank - Checking	#6031	A/P	0.10%	84,125
FNBC Bank - Savings	#0317	MM	1.66%	23,314
Illinois Funds - GASB54	#6950	MM	Various	766,414
Illinois Funds - General	#5519 / 1507	MM	Various	127,102
Republic Bank Checking	#4130	A/P	n/a	250,000
Republic Bank Cash Sweep	#2419	MM	2.16%	886,879
Total				\$ 2,148,112



Emerging Substances in Illinois Unregulated Drug Supply

Summary and Action Items

- 1) IDPH would like to alert responders to reports of overdoses related to [cychlorphine](#), a novel synthetic opioid, and "[pink cocaine](#)" a mixture of various substances including ketamine, MDMA, cocaine, methamphetamine and opioids.
- 2) Naloxone and opioid reversal agents are still recommended, but additional doses may be required in the case of cychlorphine overdose.
- 3) Clinicians and responders should contact Illinois Poison Center for support with suspected overdoses with atypical symptoms at 1-800-222-1222

Background

Cychlorphine

Cychlorphine (N-Propionitrile Chlorphine) has been identified in samples from the unregulated drug supply in Illinois and in postmortem toxicology in at least three substance-related fatalities in Cook County since November 2025. Cychlorphine belongs to an emergent subclass of synthetic opioids referred to as "orphine analogs". Orphine analogs first emerged in illicit drug markets in 2020 and continues to diversify with at least six different analogs confirmed in recent years.

Cychlorphine is approximately 10x more potent than fentanyl. It has been detected alone and in mixtures with fentanyl or other substances such as methamphetamine, bromazepam, and/or cocaine. With cychlorphine's increased potency and being commonly found in mixtures with other opioids, healthcare providers, law enforcement, and the public should be prepared to treat suspected opioid overdoses with additional doses of naloxone.

Pink Cocaine/Tucibi/Tuci/Tusi

IDPH has received reports of overdoses due to a mixture of substances commonly known as "pink cocaine" (also known as tucibi, tuci, or tusi). Pink cocaine is a powdered mixture of substances which is dyed pink. It may have a sweet smell and typically produces mind-altering hallucinogenic effects. The composition of each batch can vary widely and people who consume pink cocaine are likely unaware of the range of serious effects possible.

Pink cocaine contains a variety of different substances but is often a mixture of ketamine with methylenedioxymethamphetamine (MDMA), methamphetamine, cocaine, and/or opioids. This unregulated polysubstance mixture often contains ketamine mixed with stimulants and/or depressant and symptoms may vary due to the amount of each substance in the mixture.

Adverse effects include hallucinations, anxiety, hyperthermia, hypertension, tachycardia, hyponatremia, nausea and vomiting. At higher concentrations, adverse effects can include seizures, heart arrhythmia, coma, respiratory depression and death.

Treatment of patients exposed to pink cocaine is supportive and dependent on the symptoms. Given the possibility of opioids in the mixture, naloxone and other opioid reversal agents should be utilized as well, if the person is unconscious or heavily sedated.

Recommendations

Local health departments are encouraged to share this alert with community partners:

- Share this information with harm reduction sites, treatment facilities, clinical providers, and pharmacies in your area.

First responders and medical providers:

- Drug mixtures may include opioids, so administration of naloxone is still recommended when drug overdose is suspected.
- Naloxone (opioid reversal agent) should be used per protocol when drug overdose is suspected, with awareness that more and prolonged administrations may be required to fully reverse an overdose.
- As with any suspected opioid overdose, special attention should be paid to the airway with a low threshold for airway support.
- Contact Illinois Poison Center for support with suspected overdoses with atypical symptoms 1-800-222-1222

Overdose Prevention and Harm Reduction:

- Encourage clients and their family and friends to carry naloxone.
- Encourage clients to use drug test strips before consumption and avoid using drugs alone.
- Inform clients who report any type of illicit drug use that any drug can contain fentanyl or other potent substances.
- Have information on Medication Assisted Recovery (MAR) and treatment programs available.

Additional Resources & References:

- Pink cocaine
 - Barbaro L, Bouchard JL. What Is Pink Cocaine? The Dark Reality behind a Colorful Name. J Med Chem. 2024 Dec 12;67(23):20733-20736. [What Is Pink Cocaine? The Dark Reality behind a Colorful Name](#)
- Illinois Helpline for Opioid and Other Substances
 - [Helplineil.org](http://helplineil.org)
 - Call (833) 234-6343
 - Text "HELP" to 833234
 - Services available en Español
- Local Health Department listings: <http://www.idph.state.il.us/LHDMAP/HealthRegions.aspx>
- Resources for Naloxone Administration and Overdose Education: <https://dph.illinois.gov/topics-services/opioids/overdose-reversal.html>
- IDPH opioid webpage: <https://dph.illinois.gov/topics-services/opioids.html>
- DEA One Pill Can Kill Informational Page: <https://www.dea.gov/onepill>
- CSTE Overdose Cluster Toolkit: <https://odalerts.cste.org/>
- A Dose of Truth: <https://www.prevention.org/a-dose-of-truth/>
- Rethink Recovery IL: <https://www.prevention.org/rethink-recovery/>

Target Audience: Local health departments, emergency departments and hospitals, EMS providers and harm reduction organizations

Date Issued

May 26, 2026



OFFICE OF THE SECRETARY OF STATE
ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 11, 2026

Mr. Benjamin Weseloh, Library Director
West Chicago Public Library District
118 West Washington Street
West Chicago, Illinois 60185-2803

Dear Mr. Weseloh:

I am pleased to award the West Chicago Public Library District a 2026 Illinois Public Library Per Capita Grant in the amount of \$49,177.60.

This grant support is provided pursuant to 23 Ill. Adm. Code 3035.Subpart A, State Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink, reading 'Alexi Giannoulis'.

Alexi Giannoulis, Secretary of State and
State Librarian

AG:isl



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

2026 Public Library Per Capita and Equalization Aid Grant Overview

Please share this information with the appropriate person within your agency.

The Public Library Per Capita Grant is designed to assist qualifying Illinois public libraries in providing services that meet or show progress towards meeting the Illinois Public Library Standards. This year, the Public Library Per Capita Grants are based on \$1.70 per person in the library's service area.

The Equalization Aid Grant provides additional financial support to public libraries with a low property tax base. Equalization Aid Grants are determined by multiplying the equalized assessed valuation of the library's service area by 0.13% to assure that calculation produces an amount of at least \$17.50 per capita served by the library. The Equalization Aid Grant is equivalent to the difference.

2026 grant funds must be obligated/disbursed by June 30, 2027, and align with the approved Planned Use of Grant Funds. A best practice is to assign a unique accounting code for expenses or to use a spreadsheet to track grant revenue. This separates grant and local funds and provides transparency during an audit.

Amending use of the grant funds: If a library determines it is necessary to expend grant funds in a manner other than indicated in the Planned Use of Public Library Per Capita Grant Funds section of the approved application (or the Planned Use of Equalization Aid Grant Funds, if applicable), submit a letter to percapgrant@ilsos.gov requesting the modification. Identify the year of the award, explain the reason for the change, and explain how the request aligns with the Illinois Public Library Standard(s). The Illinois State Library will confirm approval in writing. Spending outside the approved use may result in an audit finding.

The Illinois Public Library Per Capita Grant Expenditures Report documenting use of the 2026 award will be due January 30, 2028.

An additional expenditure report is required for libraries that received the 2026 Equalization Aid Grant. The Illinois Public Library Equalization Aid Grant Expenditures Report documenting use of the 2026 award will be also due January 30, 2028.

On the Illinois Public Library Annual Report (IPLAR), report the Public Library Per Capita Grant award in section 8.2 *Per Capita grant*. Report the Equalization Aid Grant award in section 8.3 *Equalization Aid grant*. Your grant was funded with State dollars appropriated by the General Assembly.

If you have questions, call the Illinois State Library at 217-524-8836. Email all communications to percapgrant@ilsos.gov for timely processing.

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

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ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

**MEMO RE: REVISED DEADLINES FOR COMPLIANCE WITH NEW RULES
ON WEB CONTENT/ADA ACCESSIBILITY**

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 17, 2026

This Memo supplements previous memoranda on rules issued by the U.S. Department of Justice ("DOJ") requiring units of local government to assure website accessibility to people with disabilities.

Of significance is the Interim Final Rule¹ issued by the DOJ on April 20, 2026 amending the timetable for compliance with the new rules, i.e., the new compliance deadlines under the DOJ's 2024 Title II Web Accessibility Rule are:

- April 26, 2027 – if the Library serves a population of 50,000 or more (previously April 24, 2026)
- April 26, 2028 – if the Library serves a population of under 50,000 (previously April 24, 2027)
- April 26, 2028 – if the Library is a "special district government"² (previously April 24, 2027)

¹ <https://www.federalregister.gov/documents/2026/04/20/2026-07663/extension-of-compliance-dates-for-nondiscrimination-on-the-basis-of-disability-accessibility-of-web>

² <https://www.ada.gov/resources/web-rule-first-steps/#fn:2>

Under applicable law³, a “special district government” is defined as follows:

“A special district government is a public entity—other than a county, municipality, township, or independent school district—allowed by state law to provide to one function or a limited number of designated functions with enough independence to be a separate government.”

Thus, there is possible confusion for both Library Districts and Local Libraries, i.e., are Public Libraries a “special district government” per the definition?

Our conservative recommendation for both Public Library Districts and Local Libraries is to comply with the DOJ's latest Accessibility Rule according to the Library's service area population as set forth above. This avoids an issue as to whether a Public Library is a “special district government” as defined.

We will continue to monitor this issue.

[https://pauldcn.sharepoint.com/sites/PS/Shared Documents/General/_LIBRARYDIST/MEMO/Memo 3 re New Rules on WEB content - ADA - Revised Date.docx](https://pauldcn.sharepoint.com/sites/PS/Shared%20Documents/General/_LIBRARYDIST/MEMO/Memo%203%20New%20Rules%20on%20WEB%20content%20-%20ADA%20-%20Revised%20Date.docx)

³ 28 CFR § 35.200 (Title II regulations) and the 2024 final rule: 89 FR 31138 (published April 24, 2024)

Library Director Report

June 2026

FINANCIAL UPDATE

- ❖ Fiscal Year Elapsed = 91.6%
- ❖ Investment Funds (Illinois Funds Accounts)
 - GASB 54 Emergency Fund: \$766,414.27 (+ \$2,424.71)
 - New Building & Construction Fund: \$38,863.72 (+ \$122.94)
 - General (Corporate) Fund: \$88,238.70 (+ \$279.17)
- ❖ The Library's audit firm, Lauterbach & Amen, have provided us with the audit entrance conference document with targeted questions on changes from the previous audit cycle to assist in planning for the FY 2026 audit. This will be completed and returned by mid-July. Audit fieldwork is scheduled for the week of September 14, where the auditing team from Lauterbach & Amen will be on-site to gather additional information.

PERSONNEL

- ❖ The Library Director:
 - Participated in the Board meeting on 5/26
 - Completed Arctic Wolf cybersecurity training titled *Ask This Old Hack: Legitimate Services in Scams* on 5/26
 - Met with the Assistant Library Director and an HR Source representative regarding potential training and professional development options
 - Participated in the Fox Valley Library Directors meeting on 5/26 held at the Batavia Public Library
 - Participated in the Big Boy partner coordination meeting held on 5/28 via Zoom
 - Met with the Assistant Library Director and a Paylocity representative to view demos of additional modules in our timekeeping system including Recruiting, Onboarding, and Performance
 - Took a sick day on 5/29
 - Attended the SWAN Quarterly meeting on 6/4 held at the Oak Brook Public Library
 - Hosted the Managers Advisory Meeting on 6/8
 - Participated in and presented the revised draft working budget at the Finance Meeting on 6/9
 - Participated in the WeGo Full Steam Ahead committee meeting on 6/12
 - Joined the Assistant Library Director for a tour of the Geneva Public Library on 6/12
 - Attended the Downtown Business Owners meeting with the Assistant Library Director on 6/17/2026
 - Completed the draft Request for Proposals for a strategic planning consultant on 6/17
 - Participated in the SWAN Board meeting on 6/18 at the Richton Park Public Library
 - Participated in the West Chicago Rotary Club meeting on 6/18 at St. Andrews Golf Course
- ❖ Employee Highlights
 - Jackie S. Circulation Clerk, will celebrate her 2-year anniversary on 6/24
 - Ed H., Senior Circulation Clerk, celebrated his 16-year anniversary on 6/18

Facilities Monthly Report- June 2026

Building Systems and Mechanical Operations

- Anderson Elevator was contacted after the elevator became unresponsive at the basement level. The technician resolved the issue and also adjusted the front elevator door, which was not closing properly after the elevator was returned to service.
- Midwest Mechanical conducted preventative maintenance on June 5th, including an operational cooling inspection of the pumps and chiller. The compressor and condenser coils were accessed and thoroughly washed to remove cottonwood and dirt buildup. Chiller settings were inspected, no alarms were present, and both leaving and entering water temperatures were within normal operating range.
- Midwest Mechanical inspected the boiler high pressure relief valves and determined that both valves are beyond their recommended service life and may no longer provide reliable overpressure protection. A quote for replacement has been signed. Waiting for work to be scheduled.
- Midwest Mechanical continued preventative maintenance on June 16th, including a cooling inspection, greasing of the supply and return fan bearings, rinsing of the condensate pan, and flushing of the drain line. Hot water pump 1 was also inspected, and a worn flex coupler was identified. A quote for replacement will be provided.
- A VAV inspection was performed through the building automation system. Several areas were found to have lost communication or were displaying incorrect values. Delta and Midwest Mechanical will be coordinated for an onsite inspection and corrective work during preventative maintenance in the first or second week of July.

HEALTH, SAFETY AND COMPLIANCE

- During the month of June, 16 Narcan units were provided to patrons.
- The library obtained a Temporary Food Permit, Type 2T, through the DuPage County Health Department, valid through 2026. This permit helps ensure the library remains compliant with applicable health and safety regulations during programs and events involving food distribution, including items such as popcorn and ice cream.
- To comply with food permit requirements, several staff members obtained Food Handler certification. In addition, three Foundation members have been enrolled. These certifications are valid for three years. The library will also have three certified Food Protection Managers, with each certification valid for five years.
- A commercial refrigerator and freezer were purchased to support food permit compliance requirements. These units help ensure food provided during library programs and events is stored at proper temperatures in accordance with food safety regulations.
- Employee handwashing signage designated for staff use was placed in all restrooms and the breakroom to comply with health and safety requirements.

FIRE AND LIFE SAFETY SYSTEMS

- A fire alarm event occurred on June 1st and was triggered by a smoke detector in the second floor restroom near the reference desk. The building was evacuated as a precaution, and the West Chicago Fire Department responded. No fire or related issue was found. ADS was contacted to reset the fire panel and inspect the system. No problems were identified with the smoke detector.
- The annual emergency lighting and exit sign inspection is scheduled to be conducted by Cintas on July 13th.

Monthly Requirements Completed:

- Monthly AED inspection completed and first aid supplies restocked through Cintas.
- Elevator emergency telephone test completed with no issues identified.
- Fire extinguisher inspections completed. All units were operational.
- Electrical surge protector system reviewed; 2 occurrences noted. We had a few severe thunderstorms during the month of June.
- Irrigation system main water line checked. No leaks were observed, and the meter reading remained at 0.0.

FURNITURE, FIXTURES AND FACILITY IMPROVEMENTS

- Updated StoryWalk display for June and cleaned all panels.

PROJECTS & VENDOR COORDINATION

- Nesko Electric assisted with relocating the second floor printer. The printer is now positioned closer to the public computer area for improved access.

BUILDING EXTERIOR & STRUCTURAL MAINTENANCE

- Two minor leaks were observed in the ceiling tiles on the second floor. The leaks appear to be originating from the brick vent stack enclosures. NIR Roofing was contacted, and repairs are scheduled to be addressed during preventative maintenance in the second week of July.
- Two ceiling tiles were replaced on the second floor by the Spanish section due to condensation stains

Department Reports

May 2026

ADMINISTRATIVE SERVICES – PUBLIC RELATIONS

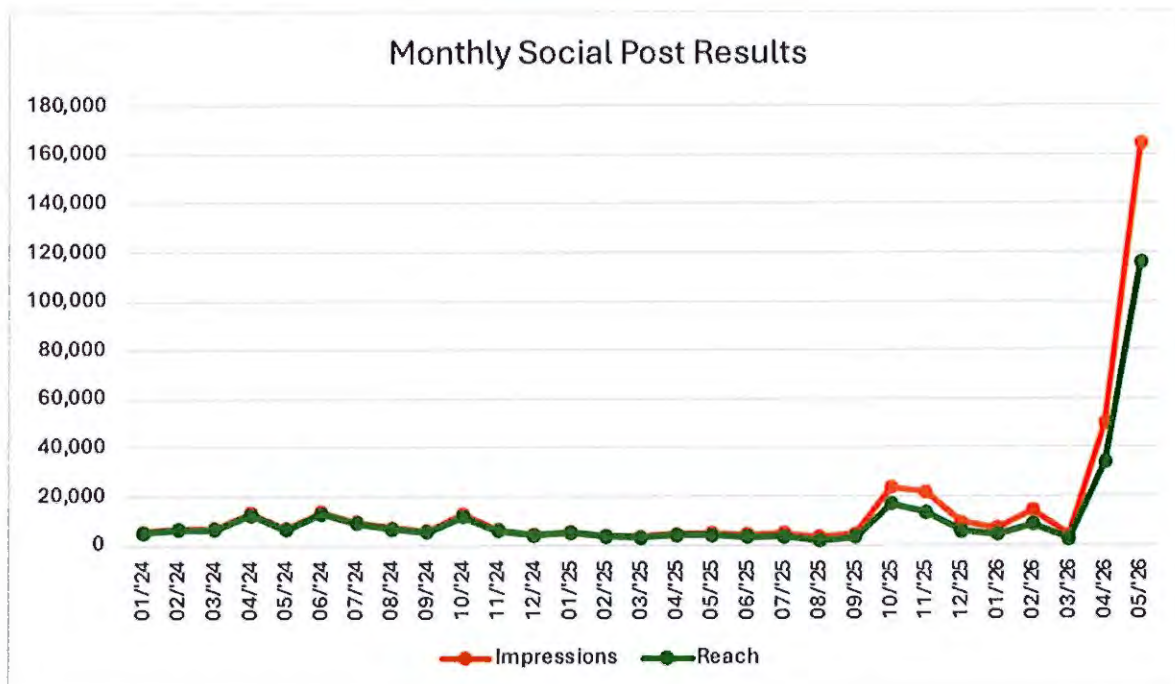
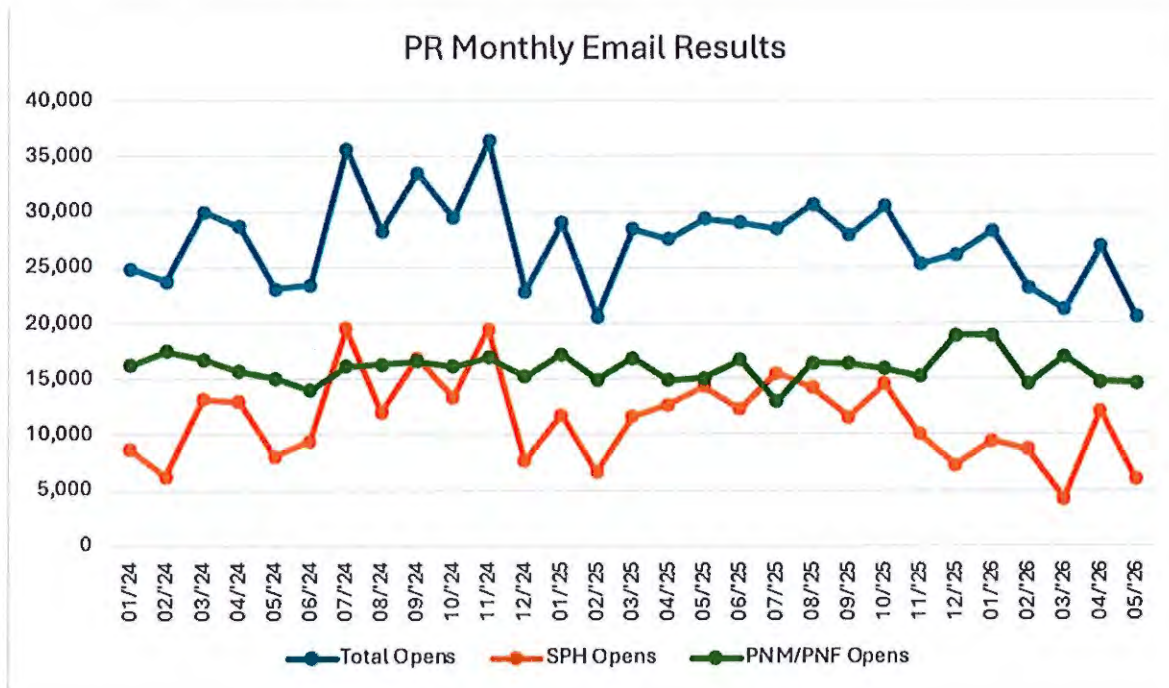
Public Relations Board Briefing

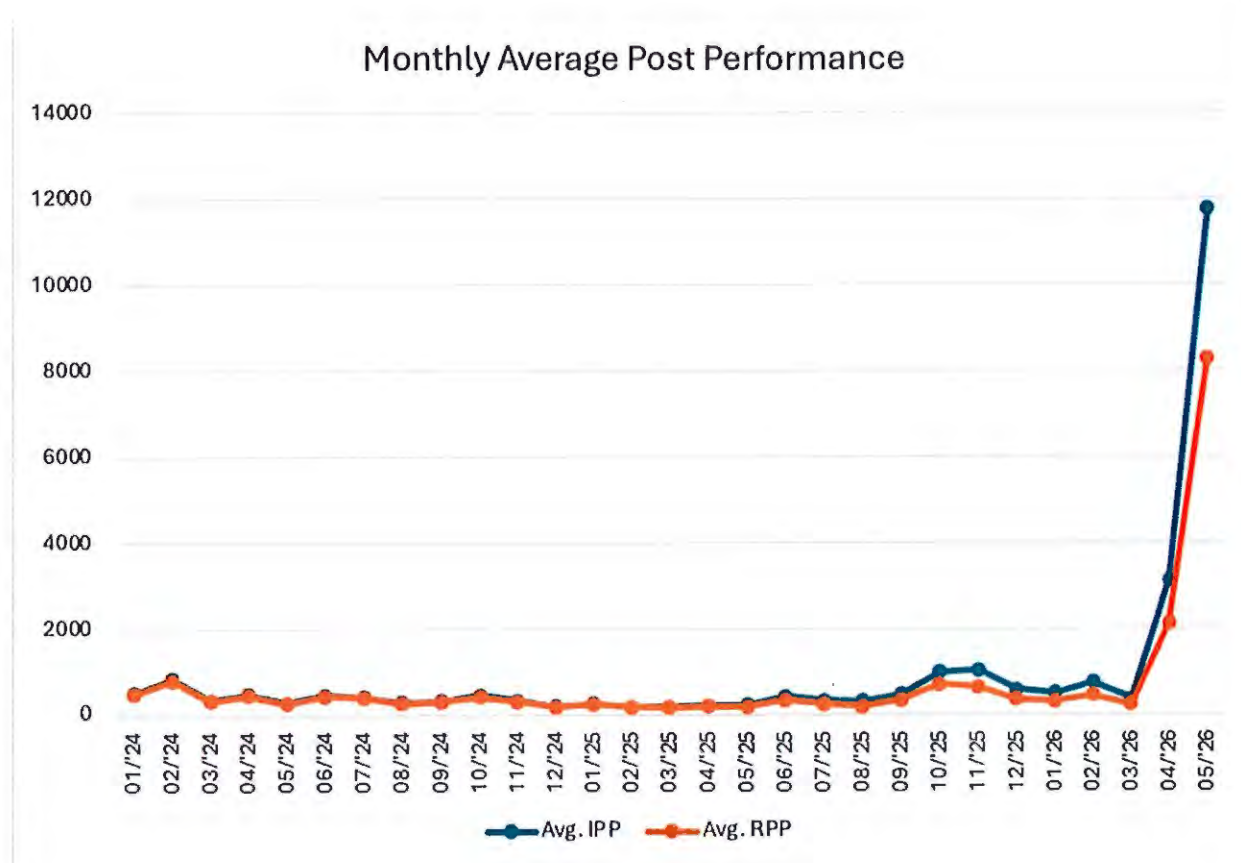
Monday, June 22nd 2026

- Email Campaigns – May
 - Total opens: 20,540
 - April '26 -23.6%
 - March '26 -3.2%
 - May '25 -31.1%
 - Biweekly Program Newsletters x 8
 - Total opens: 14,597
 - April '26 -0.9%
 - March '26 -14.1%
 - May '25 -3%
 - Special Program Highlight Emails x 4
 - April '26 – 7 sent
 - March '26 – 2 sent
 - May '25 – 8 sent
 - Total opens: 5,943
 - April '26 -51%
 - March '26 +40.5%
 - May '25 -59.6%
 - Events promoted by an SPH email include:
 - Summer Reading & Kickoff Event
 - American Girl B-Day
 - Build Your Own Skyscraper (only sent to YS segment)
 - YS Environmental Programming
- Social Media Campaigns
 - Social Posts x 14
 - April '26 – 16 posted
 - March '26 – 11 posted
 - May '25 – 22 posted
 - Total impressions: 164,461
 - April '26 +229%

- March '26 +3,978%
 - May '25 +3,204%
- Total reach: 115,910
 - April '26 +242.6%
 - March '26 +4,593%
 - May '25 +2,680%
- A quick note:
 - Our social media performance this past month is remarkable and exciting, but also highly unusual. It was mostly the result of the success of a single post about our parking lot during the Big Boy event. The post and its results are detailed below.
 - Big Boy Information/Parking Lot Post A
 - Posted 05.29.26 @ 12:30 pm
 - 157,184 impressions
 - 111,232 reach
 - 589 likes and reactions
 - 20 comments
 - 119 shares
 - These are incredible results; however they are entirely an outlier. Additionally, while it was a useful public service announcement about logistical access to the library, it is essential to note that this post contained nearly no library messaging. It did not promote any of our services or our programs. Other posts around the time of this post containing library messaging or pertaining to services or programs unfortunately maintained similar numbers to our general posting.
- Other Work Completed & Physical Materials
 - Physical Materials
 - Teen Outreach flyers
 - Tabletop flyers for Summer Hours
 - Tabletop flyers for Memorial Day
 - Tabletop flyers for Big Boy
 - Yard signs created and ordered
 - Business cards created and ordered for newer staff member
 - Modular Read & Roll Poster for YS Department display
 - New posters designed for Summer Quarter
 - New board nameplate ordered
 - Website & Digital Materials
 - Updated form for Teen Binge Bag

- Blog
 - Two blogs posted!
 - Blog launched with first post on 05.01.26
 - Second post was put up on 05.04.26
- Other general work
 - Corresponded with office of State Rep. Hirschauer to coordinate some events for later in the year.





ADULT SERVICES- May 2026

ENGAGEMENT:

Programs: We offered 8 in-person programs in May with a total attendance of 56.

Some programs included:

Patriotic Planter | Gettin' Crafty Sublimation Magnets | Armchair Tour of the Solar System | Crafternoon Faux Leather Vases | Page Turner Book Club | Microsoft Word and Pivot tables (with our IT librarian) / Needlecrafters

Virtual Programs:

We hosted the virtual Illinois Libraries Present program: *Babel On*, with *R.F. Kuang*

Passive Programming in May:

We finished up our *Spring Reading Challenge* with 37 registered, 30 active readers, 22 completed the challenge and 14 redeemed their rewards.

We hosted an art display, *Birds* by local artist Maria Ananueva for the month of May. Over 100 people interacted with the exhibit, gave us positive feedback, and took information supplied by the artist about local birds and the Dupage Birding Society.

- This is one of the events in the Flight Path campaign our library has been participating in this year to educate our patrons about our local birds and how to observe and protect them during peak migration times.
- For more info about Flight Path: <https://www.starnetlibraries.org/about/our-projects/spark-of-science/flight-path/>

Take and Makes:

We gave out 70, 3-D Flower take and makes in May

Seed Library:

116 patrons took seeds from our seed library. We have given out a total of 581 seed packets this year.

OUTREACH/PROGRAM PROMOTION

Edith and Allison visited Aperion Senior Care on May 5 and delivered requested books to residents & collected last month's books. They also donated discarded magazines, audiobook CDs and DVDs

They visited Franciscan Court on May 19. They delivered books to residents, collected last month's books and gave book talks on Narrative Non-fiction.

Rosario and David visited Wayne Township Senior Center to provide technology assistance on May 20.

Adult and Teen Services helped staff the info table at Bloomingfest on May 16

Displays:

Adult Services staff created **7 physical book and material displays** in May, including the staff picks shelf and lobby display, to promote programs and the collection.

Mother's Day | History | Trains | Under 200 Club | Memorial Day | Staff Picks

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, bookmarks and flyers for our internal displays and to give out at programs and special events.

AS STAFF:

One of our Adult Assistants, Kelsey, who had been with us for several years, gave her notice in May. Theresa D. has taken over her hours and it has been a fairly seamless transition.

Professional Development:

Our staff has continued to complete the Arctic Wolf training this month.

Theresa and David attended the Reaching Forward North Conference on May 22.

- Theresa attended: *Adult Reading Challenges: Creating Reading Incentive Programs that Work, Working Better Together, IREAD All Year, and Adult Programming for \$50 or Less*
- David attended seminars pertaining to outreach.

Our staff has begun their Food Handler Certification Training. Theresa D. and Rosario finished their certifications in May.

Projects/Planning:

We finished our ordering for supplies and our collections this month, to finish up this budget year.

Edith has been working hard to prepare the Summer Reading logs and instructions as well as Beanstack, the database our patrons use to log their reading hours. There is a lot of work that goes into setting it up, and she did a great job. We finished the month ready for the Summer Reading Kickoff on June 4th.

We have begun planning our Fall programming which is due by the end of June.

Our staff has been working hard decorating our department for the *America 250/ This Library is Made for You and Me* theme. They have done an outstanding job. Please take a few minutes to come up to see it.

We prepared to interact with crowds attending the Big Boy event by restocking the Train history books often, and Juan and Ben moved the model train table up to our department.

ADULT SERVICES - TEEN

Programming: A total of 31 teens attended **seven** in-person programs in May. Programs included *Teen Advisory Board, Snack Testers (snacks from Poland), Armchair Tour of the Universe, Video Game Club, Teen Café –and two Exam Cram days*

Displays:

The themes for May were Asian American and Pacific Islanders and Jewish American Heritage Month

We also updated the slides for our rotating digital display in the Teen Space for the month of May

T.A.B. Members: One of the members is graduating so they recognized him at this meeting.

Two TAB members volunteered at Bloomingfest.

Outreach: Therese dropped off Museum Pass and Explore More Illinois information to Lehman Middle School, as well as some other materials requested by the school librarian.

CIRCULATION SERVICES

Circulation Statistics May 2026:

- 12,420 Total Items checked out, 1.14% decrease from May 2025.
- 3,180 Electronic materials checked out, 3.28% increase from May 2025.
- The total value of the materials checked out by our patrons was \$97,145.67 during May 2025.
- During May 2025, we had 169 patrons using self-check and a total of 615 items checked out.

Patron Statistics May 2026:

- 5,296 Visitors to the library during May 2025.
- 78 New patrons added, 9.30% decrease from May 2025.
- 9,407 Card holders, 7.36% increase from May 2025.
- 32.52% of the district population have library cards, a 2.23% increase from May 2025.

Other Activities - Flight Path Grant Update

We have successfully completed all planned activities, and the project was a resounding success! Our programming included an all-ages book challenge, educational presentations by the DuPage Birding Club and a Raptors Program, bird-themed art classes at the local art gallery, and an exhibition featuring a local artist. We also distributed educational take-home bags for children utilizing the excellent resources provided by the grant.

To conclude the project, we are launching a new library card design featuring a stunning painting of two bald eagles by a local artist, seamlessly transitioning into our celebration of the America 250 anniversary. The Flight Path grant allowed us to accomplish a great deal and foster wonderful, lasting partnerships with our local organization partners and patrons.



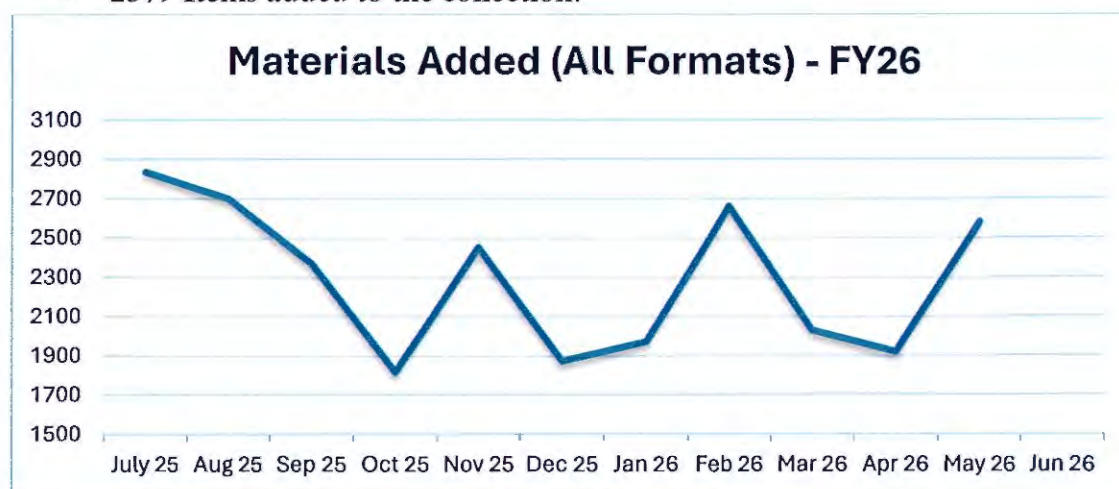
TECHNICAL SERVICES

Acquisitions:

- 1465 Items invoiced/received.
- 1238 Items ordered.
- 218 Items received not processed.
- 176 Items on-order.
- 5 Items returned.
- 8 Item cancelled.
- 0 Donations.
- 0 Replacements.

Cataloged:

- 2579 Items added to the collection.



Withdrawals:

- 667 Items withdrawn from the collection.

Material Maintenance:

- 18 Items repaired in-house.

Other Activities:

- 439 Items moved from the new shelf to the regular collection.
- 257 Postage processed.
- 198 Invoices processed.
- 107 Kits checked for missing or damaged materials.
- 72 Records created.
- 13 E/J kit records updated.
- 9 Award titles updated.

- 5 Call # Transfers.
- 4 Missing items reclaimed.
- 3 West Chicago Suburban Life scanned and converted to searchable PDF.

YOUTH SERVICES

Programs

- Youth Services offered four synchronous programs during the month of May. Sensational Saturday, a sensory play-based program, and a DIY Butterfly String Art program were presented.
- Yoga for Little Bunnies was a special music, movement, and yoga program for preschool age children delivered by an outside specialist. These programs brought 28 patrons to the library.

Program Highlight

Kelli S. hosted a special Baby Prom program for our smallest patrons. Fifty-seven people attended this prom-themed dance party packed with music & dancing on sensory floor panels, interactive bubble and scarf sing-alongs, photo opportunities with sparkly curtain background, and rides in the “library limo”.

Asynchronous Programs

- Several passive word searches, crafts, cut & paste crafts, scavenger hunts and bookmark crafts were provided for visitors in May. Themes of Mother’s Day, Spring, gardening, kites, gardening, bookshelves, Looney Tunes, and bees were made available. Two hundred fifty-five crafts were used by the community.
- A bird themed grab and go bag was offered with materials provided by the Flight Path grant which the library received last Fall. Twenty-five bags were given away.

Outreach

- Three story programs were delivered to thirty-three people for the Birth to Three outreach partnership.
- Four “Library Time” readings took place at two District 33 special needs classrooms. Forty-six people were present at these programs.
- Reed Keppler daycare visited the library for a morning of interactive readalouds, crafts, music, and movement activities. Thirteen people were present.
- WeGo Together for Kids hosted a Music & Movement event to promote The Basics initiative which provides parents with information and materials for building strong

social bonds and brain development with their children before they attend school. The Youth Services and Circulation Managers facilitated the Read and Discuss Stories table where guests learned the importance of reading. Several books featuring song and movements were provided with prompts for sharing. Each visitor was given a book, bookmark, and program flyer to take home. Prior to the table presentations, the YS Manager played several interactive songs in English and Spanish. Seventy-seven people were present at this event.

- The department attended a Mobile Rx event at Reed Keppler. WGTK offers meals for members of the community and partners are asked to provide an activity for children waiting for this service. Sarah T. brought a few toddler obstacle course pieces for little ones to play on as well as a coloring craft. Promotional materials were provided as well. Twenty-one patrons engaged with these activities.

Outreach Highlight

Two staff members attended the city's Bloomingfest celebration. Visitors to the Kid Zone tent were given promotional materials held together by a WCPLD bumblebee-themed magnetic bookmark and bumblebee crafts. They could also play a bean bag toss game to win spring-themed suckers and prizes. Three hundred eighty guests stopped by to partake in these activities.

Professional Development

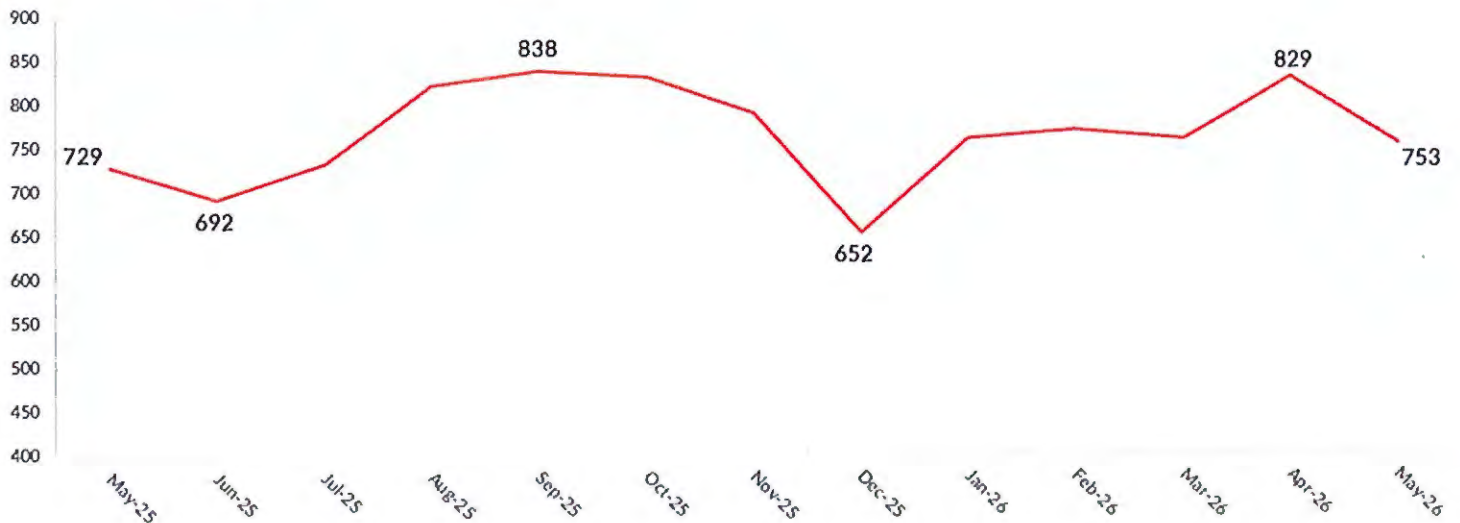
- The Youth Services Manager attended a DuPage Early Childhood Collaboration event called *Growing Minds, Growing Connections* where partners discussed ideas for providing better service to the community with emphasis on social-emotional learning. The keynote speaker, Dr. Sarai Coba-Rodriguez, focused on supporting families facing expulsion from early childhood programs, school readiness, and social-emotional development for children 0-5 years old.
- Kelli S. and Nicki H. attended ILA's Reaching Forward conference where they attended sessions on passive programming, partnering with local business, iREAD, and increasing collection circulation. They plan to implement elements they learned from the conference in future programming and community partnerships.
- Staff attended various collection development and publication webinars and DuPage Early Childhood Collaboration meetings.
- Arctic Wolf cybersecurity training.

IT Report

Wireless Overview

May had **753 unique clients** with 1.03Tb of data used.

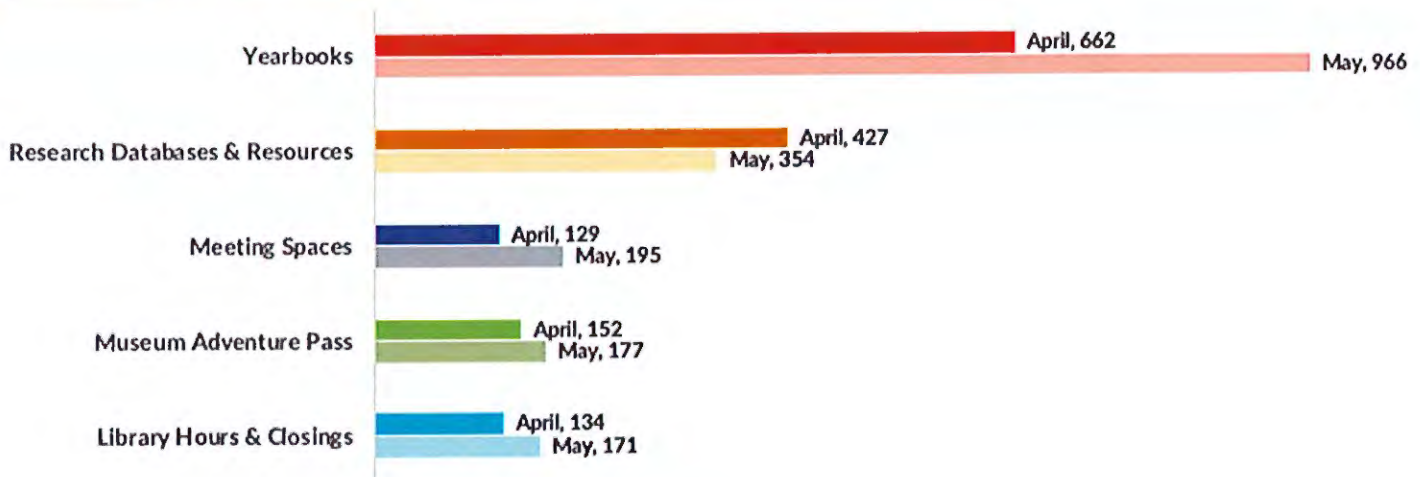
WIFI Usage May 2026



Website

In May we had **9,266 website visits**.

Top 5 Pages in May 2026



Computer Usage

We had 473 users in May. The chart below shows the total usage and average time logged in to a machine.

	Total Logins (April)	Average Time Per Session (April)	Total Logins (May)	Average Time Per Session (May)
Adult	489	48 Minutes	427	47 Minutes
Youth	47	49 Minutes	45	42 Minutes
Newspaper	0	0 Minutes	1	1 Hour

- In preparation for a hard drive replacement, all data was backed up from the Uni-Fi IP telephony device and was re-added to our secure network infrastructure.
- SafeID tokens were configured and distributed to all staff. This provides for multifactor authentication (MFA) log ins for all staff, which adds another layer of security to all accounts specifically and the general computing environment generally.
- Newsbank newspaper resources were updated/added to our collection online. We now have Chicago Sun-Times Historical and Current Collection, Chicago Community Collection, Chicago Daily News Historical Archive, Beacon News Collection, Daily Herald Collection, and West Chicago Suburban Life.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 26-03

An Ordinance Establishing the Meeting Date and Time for the Regular Meeting of The Board of Library Trustees of the West Chicago Public Library District, DuPage County, Illinois.

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL, on the 22nd day of June 2026, at 7:00 PM, the following ordinance was enacted in accordance with 5 ILCS 120/2.03) – Schedule of Meetings.

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

The following ordinance was moved by Trustee _____ seconded by

Trustee _____.

The Board Resolves:

1. To approve the 4th Monday of every month at 7:00 PM as the regular meeting date and time of the Library Board of Trustees.

VOTE: [Y = Yes; N = No; ABS = Absent; ABST = Abstain]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

Ordinance Declared Adopted:

Corrine Jakacki-Dattomo, President

Laura Finch, Secretary

Date: _____



WEST CHICAGO PUBLIC LIBRARY DISTRICT

ORDINANCE 26-03

Be it ordained that the regular meeting of The West Chicago Public Library District Board of Library Trustees shall be held at 7:00 PM at The West Chicago Public Library, 118 West Washington Street, West Chicago, Illinois on the following dates in the year 2027: (5ILCS 120/2.03).

Schedule of meetings:

Monday, January 25	Monday, July 26
Monday, February 22	Monday, August 23
Monday, March 22	Monday, September 27
Monday, April 26	Monday, October 25
Tuesday, May 25	Monday, November 22
Monday, June 28	Monday, December 27 CANCELLED

Adopted at the Regular Meeting of the Board of Library Trustees, 22nd of June 2026.

Board of Library Trustees,
West Chicago Public Library District

Corinne Jakacki-Dattomo, President

ATTEST:

Laura Finch, Secretary

This Ordinance is effective immediately upon adoption.



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 26-01

Non-Resident Library Card Participation for Illinois

Public Law 92-0166

July 1, 2026 – June 30, 2027

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 22nd day of June 2026 the following Resolution was enacted.

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

The following Resolution was moved by Trustee _____

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Non-Resident Library Card Participation Form of Illinois Public Law 92-0166. July 1, 2026 - June 30, 2027.

VOTE: [Y = Yes; N = No; ABS = Absent; ABST = Abstain]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

IN WITNESS THEREOF, I have affixed my name as Secretary of the Board of Library Trustees on the 22nd day of June 2026:

Laura Finch, Secretary

* This resolution is effective upon adoption.

* Posted June 22, 2026

Page 1 of 2



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Non-Resident Library Card Participation Form for Illinois Public Law 92-0166 July 1, 2026 – June 30, 2027

Name of Library: West Chicago Public Library District

☒ will participate in the non-resident card program
☐ will NOT participate in the non-resident card program
for the year beginning July 1, 2026 – June 30, 2027.

The fee formula for the non-resident taxpayer's card will be (check one):

☐ General Mathematical Formula in the amount of \$ _____
☒ Tax Bill Method
☐ Average non-resident fee in the system area
The amount \$ _____

Application to the State Library for use of System Area Average was made?

Yes ☐ No ☐

Application approved? Yes ☐ No ☐

The fee formula for the non-resident renter's card will be (check one):

☐ General Mathematical Formula
☒ A minimum of 15% of the monthly rent. Percentage used? 15%
☐ Other formula (please explain)

Date action taken by the Library Board: 22nd day of June 2026

Action taken: ☒ Resolution ☐ Motion ☐ Ordinance

Library Director Signature

Date

* This resolution is effective upon adoption.

* Posted June 22, 2026



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 26-02 AMENDING RESOLUTION 25-02 Library Closing Schedule 2026

JANUARY	1	THURSDAY	NEW YEAR'S DAY
MARCH	6	FRIDAY	STAFF IN-SERVICE
APRIL	5	SUNDAY	EASTER
MAY	25	MONDAY	MEMORIAL DAY (Library is closed Sundays {May 24} through Labor Day weekend {September 6})
JULY	3	FRIDAY	LIBRARY CLOSES AT 5:00 pm
JULY	4	SATURDAY	INDEPENDENCE DAY
AUGUST	7	FRIDAY	STAFF IN-SERVICE
SEPTEMBER	7	MONDAY	LABOR DAY
NOVEMBER	6	FRIDAY	STAFF IN-SERVICE
NOVEMBER	25	WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSES AT 5:00 pm
NOVEMBER	26	THURSDAY	THANKSGIVING DAY
DECEMBER	24	THURSDAY	CHRISTMAS EVE
DECEMBER	25	FRIDAY	CHRISTMAS DAY
DECEMBER	31	THURSDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 22nd day of June 2026 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 26-02

AMENDING RESOLUTION 25-02 LIBRARY CLOSING SCHEDULE FOR 2026

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the amended Library Closing Schedule for the Year 2026.

VOTE: [Y = Yes; N = No; ABS = Absent; ABST = Abstain]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

Resolution Declared Adopted: _____
Laura Finch, Secretary

Corrine Jakacki-Dattomo, President

** This resolution is effective upon adoption.*



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 26-03 LIBRARY CLOSING SCHEDULE 2027

JANUARY	1	FRIDAY	NEW YEAR'S DAY
MARCH	28	SUNDAY	EASTER
MAY	31	MONDAY	MEMORIAL DAY (Library is closed Sundays {May 30} through Labor Day weekend {September 5})
SEPTEMBER	6	MONDAY	LABOR DAY
NOVEMBER	5	FRIDAY	STAFF IN-SERVICE
NOVEMBER	24	WEDNESDAY	THANKSGIVING EVE LIBRARY CLOSSES AT 5:00 pm
NOVEMBER	25	THURSDAY	THANKSGIVING DAY
DECEMBER	24	FRIDAY	CHRISTMAS EVE
DECEMBER	25	SATURDAY	CHRISTMAS DAY
DECEMBER	31	FRIDAY	NEW YEAR'S EVE

At a regular meeting of the Board of Library Trustees of the West Chicago Public Library District, DuPage County, IL on the 22nd day of June 2026 the following Resolution was enacted:



WEST CHICAGO PUBLIC LIBRARY DISTRICT

RESOLUTION 26-03 LIBRARY CLOSING SCHEDULE 2027

Present/Absent: [P = Present; A = Absent]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

The following Resolution was moved by Trustee _____,

seconded by Trustee _____.

The Board of Library Trustees Resolves:

1. To approve the proposed Library Closing Schedule for the Year 2027.

VOTE: [Y = Yes; N = No; ABS = Absent; ABST = Abstain]

Cavataio _____ Finch _____ Jakacki-Dattomo _____ Mohammed _____

Navadomskis _____ Weninger _____ Wonderly _____

Resolution Declared Adopted: _____
Laura Finch, Secretary

Corrine Jakacki-Dattomo, President

** This resolution is effective upon adoption.*

RESOLUTION 26-04

ORGANIZATION BORROWING RESOLUTION (Do Not Use For Partnerships or Sole Proprietorships)

By the ☐ Board of Directors ☐ Board of Trustees ☒ BOARD OF LIBRARY TRUSTEES
SPECIFY GOVERNING BODY
of WEST CHICAGO PUBLIC LIBRARY DISTRICT, a ☐ Corporation
☐ Cooperative ☐ Unincorporated Association ☒ LIBRARY DISTRICT, hereinafter called "Organization";
whose principal place of business is located at 118 W. WASHINGTON ST., WEST CHICAGO, IL 60185
RESOLVED, THAT ANY 5 of the officers of this Organization from time to time holding the following offices
(NO. REQUIRED)
of this Organization:
(check authorized offices) ☒ President ☒ Vice President ☐ Assistant Vice President ☒ Secretary ☐ Assistant Secretary ☒ Treasurer
☐ Assistant Treasurer ☒ LIBRARY DIRECTOR
is/are authorized for and on behalf of this Organization:

- (1) to arrange for the borrowing and to borrow from time to time money from Bankers' Bank, 7700 Mineral Point Road, Madison, WI 53717 ("Lender") and to give instructions to Lender regarding the same;
- (2) to execute and deliver to Lender, from time to time, notes and loan agreements evidencing such debts in such amounts, with such maturities, at such rates of interest and upon such terms and conditions as said officer(s) deem(s) proper;
- (3) to pledge, assign, mortgage or otherwise grant a security interest in any or all real property, fixtures, tangible or intangible personal property, or any other assets of this Organization, to execute and deliver to Lender such security agreements, assignments, mortgages, financing statements, hypothecations, agreements not to encumber and other agreements as may be requested by Lender from time to time with such promises, warranties, representations and conditions as said officer(s) deem(s) proper and to guarantee and/or secure the obligations of others to Lender, and to perform such acts required of the Organization in such agreements or otherwise to perfect such security interests, including the deposit of such property with Lender (and to withdraw and make substitutions of same from time to time);
- (4) to endorse or assign with or without recourse and deliver to Lender for discount, negotiation, deposit, application to loan balances or for collateral purposes, notes, drafts, checks, certificates of deposit, acceptances, chattel paper, accounts, commercial and other business paper now owned or hereafter acquired by this Organization;
- (5) to execute and deliver to Lender applications, agreements and other instruments for the issuance by Lender of letters of credit for the account of this Organization;
- (6) to execute and deliver subordinations, guarantees or other financial undertakings to Lender; and
- (7) to do all other things necessary or appropriate to the authority granted by this Resolution, and that the signature(s) of said officer(s) appearing on any of the foregoing shall be conclusive evidence of (his) (their) approval thereof.

FURTHER RESOLVED that the custodian of the records of this Organization be and hereby is authorized and directed to certify to Lender the foregoing Resolution and that the provisions thereof are in conformity with the Articles of Incorporation, Constitution, Charter, Bylaws and/or rules of this Organization and to provide the names and to provide specimen or facsimile signatures if requested of the person(s) authorized therein and that the foregoing Resolution and the authority thereby conferred shall remain in full force and effect until this Organization notifies Lender to the contrary in writing, and Lender may conclusively presume that such Resolution and signature(s) are in effect and that the persons identified therein from time to time as officers of the Organization have been duly elected or appointed to and continue to hold such offices. Receipt of any such notice shall not affect any actions taken by Lender prior thereto.

FURTHER RESOLVED, that this Organization assumes full responsibility and holds harmless Lender for any and all payments made or any other actions taken by Lender in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Organization designated above regardless of whether or not the use of the facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures reasonably resemble the specimen or facsimile signatures as provided to Lender and for refusing to honor any signatures not provided to Lender, and that this Organization agrees to indemnify Lender against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by Lender resulting from or arising out of any such payment or other action, including reasonable attorney's fees and legal expenses.

I hereby certify that I am the custodian of the records and seal (if any) of the above-named Organization organized under the laws of THE STATE OF ILLINOIS; that the foregoing is a true and correct copy of resolutions duly adopted in accordance with law and the Articles of Incorporation, Bylaws, Constitution Charter and/or rules of said Organization by unanimous consent, or at a meeting of a quorum of its governing body on JUNE 22, 2026, and that said resolutions, not being in conflict with those Articles, Constitution Charter or Bylaws, are now in full force and effect.

☐ AFFIX ORGANIZATION'S SEAL or ☐ THE ORGANIZATION HAS NO SEAL

Dated JUNE 22, 2026
By _____
Title SECRETARY

ORGANIZATION CERTIFICATE

TO: Bankers' Bank, 7700 Mineral Point Road, Madison, WI 53717 ("Lender")
(Name of Lender)

I hereby certify to the Lender that I am the duly elected, qualified and acting ☒ Secretary ☐ _____
of WEST CHICAGO PUBLIC LIBRARY DISTRICT, that following are all of the specimen or facsimile signatures
(Name of Organization)
of the person(s) authorized by the borrowing resolution ☒ appearing on the reverse side ☐ dated JUNE 22, 2026 filed with
the Lender to act on behalf of this Organization, that these person(s) have been duly elected or appointed to the offices indicated and hold the offices at
present and that I am the person authorized by this Organization to so certify:

[Indicate
name of
office, e.g.,
president,
vice president,
assistant vice
president, etc.]

<u>Name of Office</u>	<u>Specimen or Facsimile Signature</u>
<u>PRESIDENT</u>	<u>CORRINE JAKACKI-DATTOMO</u>
<u>VICE-PRESIDENT</u>	<u>PATRICIA WENINGER</u>
<u>SECRETARY</u>	<u>LAURA FINCH</u>
<u>TREASURER</u>	<u>AIMEE CAVATAIO</u>
<u>LIBRARY DIRECTOR</u>	<u>BENJAMIN R. WESELOH</u>
	Signed _____ <u>SECRETARY</u> Certifying Organization Officer

*Type or print name signed above

ACCT #	ACCOUNT NAME	FY 24/25	FY 25/26	FY 25/26 Expenditures to Date	FY 26/27 Proposed	Rationale
LIBRARY FUND						
PERSONNEL:						
41100	Salaries	1,460,582	\$ 1,585,777	\$ 1,182,932	\$ 1,584,422	Based on 33 staff (f/t - 21, p/t - 12) Includes \$16,000 merit pool
41100	ER Health Savings	12,000	\$ 14,400	\$ 12,000	\$ 13,200	H.S.A. - 10 participants @ \$1,200 = (\$12,000), 1 extra = (\$1,200)
41110	Ins-Health & Dental, Life, EBC	256,744	\$ 282,418	\$ 208,367	\$ 290,021	21 Eligible employees (18 elected), 19 budgeted
41120	FICA	109,000	\$ 112,000	\$ 87,178	\$ 121,319	Medicare and OASDI (Social Security)
41130	Unemployment Compensation	2,000	\$ 2,100	\$ 1,426	\$ 2,100	
41140	Worker's Compensation	2,300	\$ 2,378	\$ 2,378	\$ 2,315	
		1,842,626	\$ 1,999,073	\$ 1,494,281	\$ 2,013,377	
ADMINISTRATIVE EXPENSES:						
41310	Professional Development	14,180	\$ 14,215	\$ 5,396	\$ 12,835	Staff development (ALA, PLA, ILA, LACONI, Webinars, Reaching Forward); Adult Services \$1,640; Youth Services \$1,115; Circulation Services \$495; Technical Services \$315; Administrative Services \$4,270; (\$7,835); General Staff Training (TrainHR) = (\$5,000)
41320	Travel	3,796	\$ 5,096	\$ 3,351	\$ 10,230	Hotel, mileage reimbursement for: Adult Services \$2,970; Youth Services \$2,880; Technical Services \$200; Circulation Services \$280; Administration \$3,500 = (\$9,830); misc. (\$400)
41330	Association Dues	6,245	\$ 6,051	\$ 3,855	\$ 6,572	Institutional and professional memberships for: ILA (\$1,300); ALA (\$1,950); YALSA (\$62); ALSC (\$195); LACONI (\$150); HR Source (\$1,385); Western DuPage Chamber of Commerce (\$355); Rotary (\$725) = (\$6,122); misc. for staff and WCPLD (\$450)
41332	Payroll Processing	8,200	\$ 8,944	\$ 6,895	\$ 10,600	Web Pay, Web Time, W2 processing = (\$8,200); Recruitment, Onboarding, & Performance = (\$2,400)
41334	Office Supplies-General	5,950	\$ 11,700	\$ 4,502	\$ 9,500	General office supplies (\$6,500); postage meter supplies (\$600); printer/copier paper (\$2,400)
41336	Office Equipment	20,344	\$ 18,430	\$ 15,669	\$ 18,430	DeLage Landen copier lease \$1,496.23/mo = (\$17,955/yr.), Francotype-Postalia (\$475/yr.)
41338	Postage	7,000	\$ 9,000	\$ 6,254	\$ 9,000	Postage mailings
41342	Administrative Miscellaneous	1,400	\$ 1,626	\$ 2,087	\$ 2,401	Bank fees; background check fee 8@ \$32 = (\$256); HR Direct - Poster Guard (\$100); Nayax copier fees (\$260/annual); notary fees (\$450); Costco (\$260/annual); Misc. (\$300); shredding \$400 x 1 = (\$400); Linens laundering (\$200); DCHD Annual Food Permit = (\$175)
41344	Supplies-Recognition	7,000	\$ 9,500	\$ 7,715	\$ 6,100	Staff meals 1 @ \$800 = (\$800); various events 5 @ \$300 = (\$1,500); staff recognition (\$3,500); hosting of meetings 3 @ \$100 = (\$300)
41346	Materials & Resource Recovery	1,600	\$ 1,600	\$ 1,093	\$ 1,600	Cost associated to recover material that is overdue through Unique Material Recovery Service
41348	Circulation Services Supplies	6,500	\$ 4,000	\$ 1,389	\$ 4,000	Library cards, shipping and office supplies (\$1,500); sticky paper for desk printers [receipt printer paper] (\$2,500)
		82,215	\$ 90,162	\$ 58,206	\$ 91,268	
TECHNOLOGY EXPENSE:						
41400	IT Equipment/Upgrades - Staff	32,511	\$ 8,527	\$ 12,151	\$ 31,203	iPadAir = \$699, SocketScan 5740 = \$400, 3 Youth Staff Desktops (\$1179 per computer, \$34 per HP Care Pack, \$25 per new cables, 12 hours professional services @ \$225 per hour) = \$6,414, 4 Circulation Desktops \$1,179 per computer, \$34 per HP Care Pack, \$25 per new cables, 16 hours professional services @ \$225 per hour) = \$8,552, 5 staff laptops for Youth and Adult Services (\$1,699 per computer, \$198 per HP Care Pack, \$25 per new cables, 20 hours of professional services @ \$225 per hour) = \$14,110, 2 display docks @ \$259 per = \$518, Honeywell Hyperion 1300g - Barcode-Scanner = \$80, Honeywell Barcode Scanner stand = \$50, Dell UltraSharp U2724D Monitor = \$380

41410	Software - Staff	42,645	\$ 52,145	\$ 11,159	\$ 13,156	Yearly cost of 4 educational licenses of Adobe = \$1,680, Access to Cricut Image and font database = \$120, Spotify Premium @ \$13 per month = \$156 per year, Quickbooks Online Plus @ \$100 per month = \$1,200, Microsoft Security Enhancements = \$5,000, M365 standard updates = \$5,000
41420	Technology Management	76,925	\$ 98,516	\$ 79,698	\$ 96,632	Renewal cost of HPE DL360 G10 SVR server agreement = \$2,060, Microsoft SA Renewal Payment 1 of 3 Microsoft Open Value Agreement = \$388, Fortinet License Subscription and Support 1 year = \$2,051, Microsoft Annuity Payment 2 of 3 Microsoft Open Value License = \$864, Microsoft Annuity Payment 3 of 3 Microsoft Open Value Agreement = \$110, Microsoft 365 Subscription Licenses = \$5,626, Datto Cloud Backup Service @ \$296 per month = \$4,112, Skykick Cloud Backup for Exchange @ \$260 per month = \$3,612, Tech 360 managed services @ \$6,484.05 per month = \$77,809
41425	Warranties/Extended Care	15,814	\$ 13,170	\$ 11,836	\$ 16,251	HPE Aruba Subscription License = \$992; Faronics Deep Freeze Standard Maintenance Renewal = \$441; Mimecast Support Renewal 1 year = \$10,198; Zoom Pro renewal = \$160; Maintenance Renewal for the Indus Bookscanner @ \$3,250; Cen-tech Self checkout kiosk \$1,209
		167,895	\$ 172,358	\$ 114,844	\$ 157,242	
LIBRARY MATERIALS-BOOKS:						
42112	Reference-Electronic	51,229	\$ 35,407	\$ 34,761	\$ 38,198	RAILS Database Package: Consumer Reports; Novelist Plus; Academic Search Complete; Business Source Complete; Consumer Health Complete; Library Aware; Financial Fit (\$5,378) AtoZ Databases (year 1 of 3 pricing contract) (\$1,895) World Trade Press: AtoZ Maps; World Foods; World Travel; USA (\$893) World Book Online (\$2,597) Public Records/Check Illinois (\$2,591) Ancestry/HeritageQuest (\$3,329) Overdrive/DLIL Estimate (\$6,524) E-read Illinois (\$3,500) Brainfuse (Help Now; College Now; Career Now) (\$3,900) NewsBank (\$2,538) GVRL Admin Fee (\$125) Museum Adventure Pass (\$700) (4 extra passes added) Beanstack (\$950) Transparent Language (\$1,512) YS World Book Early Learning (\$991) YS Lote4Kids (\$235) Chicago Tribune Digital (\$540)
42120	Books-Adult	70,700	\$ 69,000	\$ 46,328	\$ 69,000	Non-fiction: (\$34,500) Spanish language: (\$4,000) Fiction: (\$15,800) Favorite Author's Program: (\$5,100) Bestsellers: (\$3,600) Large Print Standing Orders: (\$3,000) Reference: (\$3,000)
42122	Books-Literacy	370	\$ 370	\$ -	\$ 370	New Readers and ESL materials (approx. 20 books and News for You renewal)
42130	Books-Teen	5,000	\$ 3,000	\$ 2,424	\$ 3,000	Print materials (fiction, non-fiction, & graphic novels) -- about 100 titles
42140	Books-Youth	25,700	\$ 20,538	\$ 19,047	\$ 22,504	Print Materials: 1,400 @ \$11.25 = (\$15,750); Spanish/Bilingual: 100 @ \$27.50 = (\$2,750); Guadalajara: 40 @ \$25.00 = (\$1,000); Ingram: 125 @ \$11.25 = (\$1,406); Kit book/replacement: 150 @ \$10.65 = (\$1,598)
42170	RBP/ILL Book Replacement	1,000	\$ 1,000	\$ 687	\$ 1,000	Cost associated to pay other libraries for damaged and lost material borrowed through interlibrary loan
		153,999	\$ 129,315	\$ 103,247	\$ 134,072	
LIBRARY MATERIALS-PERIODICALS:						
42210	Periodicals	9,500	\$ 10,950	\$ 10,108	\$ 10,975	EBSCO subscriptions for print magazines: (\$5,500) Newspaper/magazine subscriptions increases est. (\$5,000) Bookpage: (\$475)
		9,500	\$ 10,950	\$ 10,108	\$ 10,975	

LIBRARY MATERIALS-AUDIO VISUAL:						
42320	AV Materials-Adult	35,500	\$ 46,000	\$ 37,065	\$ 41,500	DVDs (movies, TV series, non-fiction): (\$3,000) Audiobooks / Playaways: (\$5,000) Popular CDs: (\$500) eBook, eAudiobook, fiction/Overdrive: (\$33,000)
42330	AV Materials-Teen	2,500	\$ 3,500	\$ 2,621	\$ 4,500	Video Games (\$1,500), Overdrive eBooks (\$3,000)
42340	AV Materials-Youth	11,850	\$ 10,035	\$ 7,793	\$ 11,515	VOX: 10 @ \$55 (\$550); Tonie: 1 box/12 Tonies (\$380); Audio / eBooks: (\$7,190); DVDs: 75 @ \$20 (\$1,500); Video Games: 19 @ \$55 = (\$1,035); CDs: 15 @ \$15 = (\$225); Yoto 1 @ \$110 + 15 Cards @ \$35 = (\$635)
		49,850	\$ 59,535	\$ 47,479	\$ 57,515	
LIBRARY MATERIALS - THINGS						(NEW LINE ITEM)
42350	Library of Things -- Adult				\$ 1,000	
42360	Library of Things -- Youth				\$ 2,000	
					\$ 3,000	
TECHNOLOGY SERVICES:						
42400	Library Consortium	33,342	\$ 34,530	\$ 34,530	\$ 36,898	SWAN
42405	Internet Services	24,048	\$ 24,872	\$ 20,838	\$ 25,564	ACC Business \$617 per month = (\$7,401) yearly; Comcast \$364.64 per month = (\$4,376) yearly; Comcast Business \$560 per month = (\$6,720) yearly; Big Leaf \$558.88 per month = (\$7,067) yearly
42420	Software - Public	14,118	\$ 23,718	\$ 13,096	\$ 55,344	Yearly cost of 10 educational licenses of Adobe = (\$4,199); LibraryMarket annual subscription fee for calendar/room reservation = (\$2,000); Yearly cost of 48 hotspots @ \$120 per device = (\$7,080); Patron Cloud Enable (Intune for 25 devices @ \$9 per device = (\$225), Entra ID @ \$10.80 per device = (\$270); Estimated services = \$35,000 = (\$35,495); MyPC Cloud implementation (Client license @ \$90 per device = \$900, TB5 Cloud ILS connector license = \$232.50, TB5 Cloud staff portal = \$112.25) = (\$1,245); ePrintIT Cloud Implementation (ePrintit SaaS Printing license = \$675, ePrintit SaaS remote printing license = \$675, All-in-one touch screen release station for kiosks @ \$1,550 per = \$3,100) = (\$4,450); TB5 onsite installation of cloud services = (\$875)
42445	IT Equipment/Upgrades - Public	47,740	\$ 13,453	\$ 16,080	\$ 29,356	3 orders of Sublimation ink @ \$176 per pack = (\$528); Sublimation Paper "Epson D5 Transfer Multi-Use Paper 24"x100' Roll = (\$30); Epson D5 Transfer Multi-Use Paper 11"x14" - 100 Sheets = (\$31), Epson D5 Transfer Multi-Use Paper 8.5"x11" - 100 Sheets = (\$23); 4 Sublimation Maintenance Boxes @ \$48.00 = (\$192); 4 Public Youth Desktops @ \$1,179 per computer = (\$4,716), 4 HP Care Pack @ \$34 = (\$136), 4 new cables @ \$25 = (\$100), 16 hours professional services @ \$225 per hour = (\$3,600) = (\$8,552); Wifi replacement and enhancement (Indoor access points = (\$8,000), Aruba Central 3yr = (\$2,000), Refresh and install = (\$10,000) = (\$20,000)
		119,248	\$ 96,573	\$ 84,544	\$ 147,162	
LIBRARY MATERIAL MAINTENANCE						
42500	Processing--Technical Services	10,350	\$ 10,290	\$ 4,603	\$ 10,200	Book jacket covers, barcodes, prebound processing, shipping, Library of Things processing supplies (bags; containers; & replacement parts), general processing supplies, J kit processing supplies (bags; containers; & replacement parts)
42510	Cataloguing Tool	210	\$ 230	\$ 223	\$ 230	WebDewey
42515	Digitization Projects	0	\$ -	\$ -	\$ -	
		10,560	\$ 10,520	\$ 4,826	\$ 10,430	
PROGRAMS:						

44120	Programs-Adult	12,000	\$ 12,905	\$ 10,440	\$ 12,625	Gettin' Crafty and Make n takes (\$2,700) Crafternoon (\$1,000) Presenters (\$5,000) Senior Outreach Programming (\$320) Movie License (\$175) Illinois Libraries Present (\$1,230) Cricut/Maker Programs (\$300) Seed Library Supplies (\$1,000) Snacks/Supplies (\$300) Needlecrafters (\$100) Bilingual intergenerational programming/Spanish Programming (\$500)
44130	Programs-Teen	4,000	\$ 3,500	\$ 2,718	\$ 3,500	Snacks (\$1,100) Presenters (\$400) Take 'n Makes (\$500) Snack Testers (\$400) Teen Council Supplies (\$200) Video Game Club (\$300) Table Top 'n Treats (\$125) Teen Café (\$300) Movie License (\$175)
44135	Programs-Summer Reading	5,000	\$ 4,139	\$ 1,003	\$ 4,580	Youth Services includes completion prizes and sign-up bags (\$1,300); and 120 prize books @ \$10.65 (\$1,280); Adult and Teen Services (\$2,000)
44140	Programs-Youth	12,686	\$ 10,005	\$ 10,144	\$ 11,085	4 Large scale programs = (\$2,800) Departmental programming Divided amongst 5 full-time/1 part-time. Pre-packaged crafts, Activity books, Cricut, speciality items, craft, sensory, holiday supplies, etc. = (\$4,800) Early Literacy, Spanish, and Discovery kits = (\$1,200) New and replacement toys for Youth Services play area = (\$900) 1,000 Books Before Kindergarten program = (\$250) Read and Roll Materials including 2 books each month at \$20 each (\$550) Swank movie license = (\$175) Signage = (\$410)
44145	Events and Outreach	9,200	\$ 10,600	\$ 6,170	\$ 16,600	Trunk-or-Treat (\$3,000) National Library Week (\$1,000) Summer Event (\$5,000) Decorating Committee (\$2,000) National Night Out/Blooming Fest/Frosty Fest (\$1,700) Summer Reading Kickoff Event (\$2,500) New Teacher Luncheons (\$400) Star Wars Event -- 50th Anniversary (\$1,000)
		42,886	\$ 41,149	\$ 30,475	\$ 48,390	
MARKETING & PROMOTIONS:						
44210	Marketing	4,000	\$ 3,567	\$ 4,100	\$ 6,124	Constant Contact; \$201 per month x 12 months = (\$2,412) Poster Printing Supplies; 6 x [24" x 82" paper @ ~\$84 per roll] = \$504; Epson ink, 9 x [CMY 50 ml cartridges @ \$54 each from Epson] = \$486; Epson ink, 3 x [Black 80 ml cartridge @ \$74 each from Epson] = \$222; total printing budget = (\$1,212); Royal Publishing [3 ad placements in WCCHS Athletic Programs] = (\$850); Meta Boost Budget = (\$800); Promotional Yard Signs = (\$600); Roll-Up Promotional Banner for Outreach = (\$250)
44215	Web Site	2,298	\$ 4,902	\$ 4,948	\$ 2,298	Cost of hosting with PowderKeg @ (\$1,749) per year, Cost of Wildcard SSL Certificate @ (\$450) per year, Yoast SEO Premium = (\$99) per year
44220	Promo Mats-Adult	2,400	\$ 3,200	\$ 843	\$ 3,900	Binge Box Flix Pix (\$300); outreach items including teen outreach to schools and events (\$900); reading program prizes throughout the year (\$300); general promo materials (\$2,400)
44240	Promo Mats-Youth	2,500	\$ 1,700	\$ 1,731	\$ 1,800	Back to school events, community events
44245	Program Guide	17,200	\$ 17,636	\$ 13,298	\$ 19,498	Mail Costs: \$1,250 deposit x 4 quarterly mailings = (\$5,600) Production Costs with VisoGraphic; \$3,474 x 4 printings = (\$13,898)
44250	Surveys	0	\$ -	\$ -	\$ -	We are using M365 for surveys
		28,398	\$ 31,005	\$ 24,920	\$ 33,620	

FACILITIES & OPERATIONS:						
45110	Janitorial Service	24,700	\$ 29,000	\$ 24,167	\$ 29,000	6 days MON-SAT 4Hrs per day. This will include materials, supplies and equipment plus the annual carpet cleaning and annual tile floor refinishing. <u>NOTICE FY 27/28 raised to \$30,160</u>
45112	Security Service	21,300	\$ 22,153	\$ 17,655	\$ 22,823	Security Monitor 20 hours/wk @ \$21.45/hr = \$22,308, 6 special events \$515 (4 hrs./event)
45115	Janitorial Supplies	6,100	\$ 6,100	\$ 4,309	\$ 6,800	Paper products (\$2,250); waste can liners and recycling bags (\$1,675); diaper can liners (\$75); foam soap (\$650); cleaning products and equipment (\$1,400); batteries (\$200); vacuum cleaner supplies (\$75); hardware/tools (\$475)
45117	Security Cameras	5,800	\$ 4,975	\$ 4,975	\$ 4,975	Annual surveillance camera service agreement
45120	Snow Removal	26,000	\$ 27,815	\$ 19,720	\$ 28,031	NOV-MAR SEASON (\$20,312) / (+ contract coverage 30.01-45" (\$5,232)) / (+ contract coverage 45.01-55" (\$2,487)) / (+ contract coverage >55.01" (\$2,487))
45130	Exterior Landscaping	24,900	\$ 25,757	\$ 23,345	\$ 15,757	Monthly landscape maintenance 8@\$700/mo. = (\$5,432) -- 3% discount for annual payment; Mulch (\$3,325); various plantings (\$3,500); tree trimming and removal (\$3,500)
45140	Exterior R&M - Other	11,200	\$ 9,200	\$ 4,882	\$ 9,550	Window Washing 2x/yr. = (\$1,600); Artwork removal 24 windows/2x/yr.= (\$150); Sprinkler system repairs (\$800); misc. repairs (\$7,000)
45150	HVAC R&M	25,000	\$ 25,000	\$ 21,202	\$ 25,088	HVAC Service agreement \$3,022/qtr. = (\$12,088); Gehrke water treatment \$125/mo. = (\$1,500); HVAC repairs unanticipated (\$12,000)
45155	Gen'l Building Services	1,860	\$ 10,040	\$ 9,881	\$ 3,100	Orkin (\$1,200/yr.); Cintas Filtration \$175/qtr. = (\$700); first aid cabinet = (\$1,200)
45160	Contract Inspection & Maintenance	24,000	\$ 24,861	\$ 19,279	\$ 26,375	ADS burglar alarm monitoring \$467.10/qtr. = (\$1,868/yr.); Anderson Elevator \$200/mo. = (\$2,400/yr.); American National Sprinkler \$500/semi-annual = (\$1,000); Assa Abloy (\$1,100/yr.); Cintas Fire-fire extinguishers & emergency lighting (\$4,500); IL State Fire Marshall Conveyance Certificate (\$100/yr.); ADS Back Flow Certification (\$623); Just Elevator (QE) elevator inspection (\$150/yr.); ADS Elevator Inspection (\$180/yr. 1x every 5 yrs.); Anderson Elevator Inspection (\$950/yr.); ADS fire inspections (\$2,739/yr.); SenSource door counter (\$245/yr.); Delta Technologies \$1,605/qtr. = (\$6,420); NIR Roof care \$700 semi-annual = (\$1,400); ADS fire alarm monitoring \$45/mo. = (\$540/yr.); First Security licensing fee for card readers \$240/door/yr. x 9 = (\$2,160)
45165	Interior R&M - Other	13,500	\$ 31,000	\$ 23,147	\$ 10,000	Misc. repairs for lighting, plumbing, ceiling, elevator = (\$10,000)
		184,360	\$ 215,901	\$ 172,562	\$ 181,499	
UTILITIES						
45310	Utilities-Gas	9,800	\$ 12,500	\$ 9,683	\$ 14,500	Interstate Gas Supply LLC - fixed price (11/2025 to 10/2027) of \$.04600/therm; transmission fee increase; increased usage
45320	Utilities-Electric	41,960	\$ 52,000	\$ 28,106	\$ 48,000	Direct Energy price (4/2026 to 4/2029) of \$.09287/kWh; rate and transmission fee increase; increased usage
45330	Utilities-Telephone	19,200	\$ 23,420	\$ 21,094	\$ 8,400	Desk phones @ \$315/mo. = (\$3,780/yr.); Mobile phones @ \$385/mo. = (\$4,620/yr.)
45340	Utilities-Water	7,500	\$ 10,000	\$ 8,464	\$ 13,331	City of West Chicago (based on current usage and a 5% increase)
45350	Utilities-Trash	1,200	\$ 1,182	\$ 1,046	\$ 1,262	Flood Bros. (\$962/yr.); Xtreme Environmental (\$300/yr.)
		79,660	\$ 99,102	\$ 68,393	\$ 85,493	

PROFESSIONAL SERVICES						
45500	Insurance	20,806	\$ 23,140	\$ 16,623	\$ 24,600	Property & liability package; umbrella; business auto; directors & officers includes EPL; government crime
45505	Audit	13,830	\$ 11,530	\$ 11,530	\$ 14,580	Audit (\$11,100); OPEB (\$3,480)
45510	Legal	12,000	\$ 12,000	\$ 27,351	\$ 15,000	Attorney services
45515	Professional Services	15,000	\$ -	\$ -	\$ 30,000	Strategic planning consultant
45520	Accounting	19,000	\$ 18,900	\$ 17,078	\$ 18,900	Governmental Accounting @ \$1,575/mo. = (\$18,900/yr.)
		80,636	\$ 65,570	\$ 72,582	\$ 103,080	
LIBRARY BOARD EXPENSES						
45600	Conf & Training-Board	2,500	\$ 7,500	\$ 400	\$ 3,000	Board training and expenses
45605	Prof Services-Secretarial	4,100	\$ 4,100	\$ 2,775	\$ 3,842	Efficiency reporting (\$340/mo. -- Jul. - Nov. 2026 (\$1,700); \$357/mo. -- Jan. - June 2027 (\$2,142) = (\$3,842)
45610	Legal Notices & Ads	1,000	\$ 1,000	\$ 405	\$ 1,000	Required publishing of legal documents
		7,600	\$ 12,600	\$ 3,580	\$ 7,842	
CAPITAL EQUIPMENT EXPENSES						
46500	Capital Equipment & Building	0	\$ -	\$ -	\$ -	
46510	Capital Projects	350,000	\$ 325,000	\$ 292,755	\$ -	
	SUBTOTAL LIBRARY FUND	3,209,433	\$ 3,358,813	\$ 2,582,802	\$ 3,081,965	
GRANT EXPENSES						
49600	Grant Expenditures	0	\$ -	\$ -		
SPECIAL REVENUE EXPENSES						
	IMRF	149,876	\$ 127,000	\$ 107,090	\$ 135,175	Levy \$100,000; fund balance of \$60,640; IMRF rate increase beginning January 2027 from 8.74% to 10.5%
SPECIAL RESERVE EXPENSES						
		0	\$ -	\$ -	\$ -	
	TOTAL LIBRARY & SPECIAL	3,359,309	\$ 3,485,813	\$ 2,689,892	\$ 3,217,140	



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Request for Proposal (RFP) for Strategic Planning Services
West Chicago Public Library District, West Chicago, Illinois

Issued: July 1, 2026

Submittals Due: 5:00 p.m. CST, August 17, 2026

INTRODUCTION

The Board of Trustees of the West Chicago Public Library District (WCPLD) is seeking proposals to retain the services of a qualified individual or firm to assist in the facilitation of a strategic planning process to produce a five-year planning document.

BACKGROUND

The West Chicago Public Library District is located 30 miles from downtown Chicago in DuPage County. The District serves a population of 28,928 residents. According to Census data, the population of West Chicago is comprised of approximately 48 percent Latino or Hispanic; 39 percent White; 10 percent Asian; and 3 percent Black. Half of all households speak another language other than English at home. For a fuller understanding of West Chicago, please visit the [Community Profile](https://westchicago.org/community-profile/) page on the City's website: <https://westchicago.org/community-profile/>.

Below is a snapshot of some key library indicators from the Illinois Public Library Annual Report (IPLAR) during the previous fiscal year:

- Number of employees: 32
- Number of registered Users: 8,812
- Number of programs (all): 626
- Attendance at programs (all): 12,900
- Study room usage: 2,008
- Number of library visits: 64,054
- Checkouts physical & digital: 156,603

The Library's current strategic plan expired in 2025. Much of what was included in the strategic plan was achieved, however renovations and redesign of spaces was not realized. The WCPLD will be seeking to prioritize space utilization through renovations and/or expansion in the next strategic plan in addition to improving access to materials and services for residents.

The current strategic plan prioritized the following goals:

1. Increase access
2. Strengthen outreach efforts
3. Improve space utilization

The next strategic plan will build on our current accomplishments and guide the Library's direction and focus over the next five years and re-evaluate the library's vision and mission statements.

Current Vision Statement: To become a leader of community engagement in West Chicago.

Current Mission Statement: To make the Library resources known and accessible to everyone.

SCOPE OF WORK

The consultant that will lead the Library through a comprehensive strategic planning process, including community and stakeholder engagement, organizational assessment, and development of a five-year strategic plan. The process will result in a living, actionable document that the Library can use to guide decisions, track progress, and adapt to changing conditions.

Discovery & Assessment

The consultant will:

- Conduct a thorough assessment of the Library's internal and external environments
- Perform research to identify current users, non-users, stakeholders, and community partners to determine service priorities, goals, objectives, and activities that meet short and long-term community expectations
- Develop an up-to-date community profile and identify key market segments within the community
- Design and administer a multi-method stakeholder engagement process that will include planning meetings with the Board, management, and staff; focus groups and public input sessions; paper and online surveys (structured for ongoing annual use); and phone or in-person interviews
- Propose the full engagement methodology in the RFP response

Deliverables:

1. Community profile and stakeholder analysis
2. Summary of engagement findings (needs, wants, gaps, and opportunities)
3. Surveys suitable for annual reuse
4. Provide a written status update to the Library Board

Strategic Plan Development

The consultant will:

- Facilitate development of the Library's strategic direction, based upon community research
- Re-evaluate and revise, as warranted, the vision and mission statements
- Create core values statements
- Develop a five-year strategic plan that clearly outlines initiatives, priorities, and important milestones
- Make recommendations for improving existing and new services aligned with identified priorities
- Identify public library best practices and key industry trends
- Provide an assessment tool for regular review and adjustment that is responsive to economic, demographic, or political changes

Deliverables:

1. Revised or affirmed vision and mission statements with documented rationale
2. Values statements with documented rationale
3. Prioritized goals and measurable objectives
4. Five-year strategic plan with implementation timeline and milestones
5. Scalable assessment and evaluation tools for ongoing plan monitoring
6. Provide a written status update to the Library Board

Documentation and Presentation

The consultant will:

- Produce a final strategic planning document that is clear, adaptable, and easy to review regularly; the document should allow staff and leadership to track and measure progress against goals and objectives over time
- Present a completed strategic plan to the Library Board of Trustees, staff, and public

Deliverables:

1. Final strategic plan document (format to be specified by the Library)
2. Progress tracking tool or template
3. Presentation sessions of the final strategic plan to the Board, staff, and public
4. Provide a written status update to the Library Board

PROJECT TIMELINE

- | | |
|--|--------------------|
| ➤ Request for Proposal issued: | July 1, 2026 |
| ➤ Deadline for questions or clarifications about the proposal: | August 10, 2026 |
| ➤ Deadline for submitting proposals via email: | August 17, 2026 |
| ➤ Interview selected consultants (no later than): | September 18, 2026 |
| ➤ Selection of Finalist | September 28, 2026 |
| ➤ Notification of contract award (anticipated): | September 29, 2026 |
| ➤ Strategic planning process begins: | October 2026 |
| ➤ Draft plan and executive summary submitted to the Library
Director four weeks in advance of the final deliverable | February 22, 2027 |
| ➤ Final deliverable to be presented in-person at the March :
2027 board meeting | March 22, 2027 |

WCPLD RESPONSIBILITIES

- Coordination and logistics for internal and external meetings
- Access to library data
- Dissemination of consultation materials
- Public communications relating to project progress

PROPOSAL CONTENTS

1. **Cover Letter:** A brief description of the firm or individual, including name, address, telephone number, and email address of the principal contact person.
2. **Executive Summary:** A summary of the highlights of the proposal, not to exceed one page in length, conveying the consultant's understanding of the purpose and expected outcomes of the project.
3. **Key Personnel:** A list of key personnel who would be involved in the process and their relevant experience and expertise. If the consultant plans to contract with a third-party vendor to conduct any portion of the community research, identify which firm(s) you plan to use.
4. **Qualifications and Experience:** A summary of the consulting firm's qualifications and relevant experience, with particular attention to prior strategic planning work with public libraries or similar public-sector organizations.
5. **Work Plan:** A description of the proposed methodology, tasks, and timeline, including the estimated total amount of time that would be spent on the project. The work plan should clearly correspond to the three phases outlined in the Scope of Work.
6. **Exclusions:** Note any parts of the scope of work that are beyond the firm's or consultant's expertise.

7. **Schedule of Costs:** An itemized schedule of costs, including consulting fees, supplies, the number of on-site visits, cost per trip, and any other costs associated with the planning process.
 - Costs for data gathering and analysis (community research component) must be listed as a separate line item. If subcontractors are used, their costs must also be identified separately.
8. **References:** Contact information for three (3) organizations for which the consultant has provided strategic planning services. At least one reference from a public library is preferred.

SELECTION CRITERIA

Proposals will be reviewed in accordance with the following criteria:

- Responsiveness of the written proposal to the purpose and scope of the project
- Demonstrated knowledge, skills, and experience of the consultant or firm in conducting strategic planning projects in service entities of similar size and scope
- Quality and feasibility of the proposed methodology and timeline for carrying out tasks in the scope of work
- Proposed cost to complete all tasks included in the scope of work and the creation of the five-year strategic plan
- Ability to meet deadlines and operate within budget (references)
- Positive experience and success in strategic planning (references)
- Other relevant professional experience, skills, and proficiencies

SELECTION CONDITIONS

Proposals will be subject to the following conditions:

- WCPLD reserves the right to reject any or all responses to this RFP
- WCPLD reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents
- In cases of disputes over differences of opinions as to the services in the proposal, the decision of WCPLD shall be final
- No Library Trustee or employee shall have a financial interest in this proposal
- WCPLD reserves the right to cancel the award of contract any time before the execution of the contract by both parties
- The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal

SUBMITTAL REQUIREMENTS

- Proposals are due by **August 17, 2026 by 5:00 p.m. CST** and shall be delivered by hand, U.S. mail, or courier to: **West Chicago Public Library District, ATTN: Benjamin R. Weseloh, Library Director, 118 W. Washington St., West Chicago, IL 60185** or emailed to [**bweseloh@wcpld.info**](mailto:bweseloh@wcpld.info); the entire proposal must be delivered or emailed and clearly marked **"Strategic Planning Services Proposal"**
- Submissions must include two (2) hard copies and one (1) digital copy
- All costs associated with the preparation and delivery of a proposal will be borne by the individual/firm
- Proposals received after the deadline will be rejected
- Inquiries must be made via email to [**bweseloh@wcpld.info**](mailto:bweseloh@wcpld.info) and will be addressed within five (5) business days