

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on July 16, 2025 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.*

*Persons who cannot provide public comment in-person may send comments via email to [pubcomment@lislelibrary.org](mailto:pubcomment@lislelibrary.org) or via USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532. Comments should be received at least 12 hours prior to the scheduled meeting time. Submitted comments will not be read aloud. Comments will be provided to Trustees prior to the start of the meeting and are considered a public record.*

*The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

### LISLE LIBRARY DISTRICT BOARD MEETING July 16, 2025 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
  - a. Treasurer Larson and Trustee Sullivan reviewed the June billings in July
  - b. Vice President Berry and Trustee Paley will review the July billings in August
4. Consent Agenda - Action Required
  - a. Approve Minutes of the June 18, 2025 Board Meeting
  - b. Approve Minutes of the June 18, 2025 Executive Session
  - c. Approve Minutes of the June 23, 2025 Special Board Meeting
  - d. Acknowledge Treasurer's Report, 06/30/25, Investment Activity Report, 06/30/25, Current Assets Report, 06/30/25, Revenue Report, 06/30/25, and Expense Report, 06/30/25
  - e. Authorize Payment of Bills, 07/16/25
5. Unfinished Business
  - a. Capital Improvement Projects
    - i. Capital Projects Progress Update
    - ii. BAS Network Cable Discussion
    - iii. IBS Proposal Approval - New BACnet wiring to VAVs and FPBs - Action Required  
Approval of the Interactive Building Solutions proposal dated 6/26/2025 to replace the 1st floor BACnet wiring in the sum of \$22,640.00.
6. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
  - d. Strategic Planning
7. Staff Reports
  - a. Director Report
  - b. Assistant Director Report
  - c. Youth Services Director Report
8. New Business
  - a. Approve Resolution R25-04: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required  
Vote to authorize preparation and filing of the B&A Ordinance.



- b. Approve Public Notice of Public Hearing on B&A - Action Required  
Vote to approve B&A Public Notice.
  - c. Village of Lisle Route 53 TIF - Action Required  
Discussion and vote to oppose or support Village Route 53 TIF
9. Executive Session - Action Required  
5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
10. Opportunity for Trustee comments (five minutes)  
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak
11. Adjourn



LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 18, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Josh Martin - Secretary  
Karen Larson - Trustee  
Laura Paley - Trustee  
Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:10 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Presidential appointment of LLD standing committees: Personnel & Policy, Finance, and Physical Plant

President Swistak stated that the LLD has three standing committees: Personnel & Policy, Finance, and Physical Plant. She stated that the President is an ex-officio voting member on all committees, and that the Director and Assistant Director are ex-officio non-voting members on all committees.

For the Personnel & Policy committee, President Swistak appointed Vice President Berry as Chair, and Trustees Larson and Paley as members.

For the Finance committee, President Swistak appointed Treasurer Breihan as Chair, with Secretary Martin and Trustee Sullivan as members.

For the Physical Plant committee, President Swistak appointed Secretary Martin as Chair, and Vice President Berry, Trustee Larson, and Trustee Sullivan as members.

4. Presidential appointment to review FY24/25 Board minutes

President Swistak explained that two Trustees are required to review the minutes to ensure they are signed and that they properly reflect the year. She appointed Trustee Paley and herself to complete the review before the next Board meeting.

5. Assignments for reviewing monthly accounts payable

- a. Vice President Berry and Treasurer Breihan reviewed the May billings in June
- b. Trustee Larson and Trustee Sullivan will review the June billings in July

6. Consent Agenda - Action Required

- a. Approve Minutes of the May 21, 2025 Board Meeting



- b. Acknowledge Treasurer's Report, 05/31/25, Investment Activity Report, 05/31/25, Current Assets Report, 05/31/25, Revenue Report, 05/31/25, and Expense Report, 05/31/25
- c. Authorize Payment of Bills, 06/18/25

**MOTION:** Secretary Martin moved to approve the Consent Agenda. Trustee Sullivan seconded. Roll Call Vote - All Aye. The motion passed.

## 7. Unfinished Business

- a. Capital Improvement Project
  - i. HVAC Project status and Kingston Lot Development update - CCS Report

Mr. Rogers reported that troubleshooting of wiring on the BAS system was ongoing. He would be meeting with Assistant Director Savage and IBS on Friday. The HVAC installation is progressing. All of the condensing units have been installed, and the controls on the final unit will be hooked up in the next week.

- ii. Kingston Lot Development - Action Required  
Award contract to TERRA Engineering for Kingston lot design, survey, and reimbursables in the amount of \$16,294.00

Mr. Rogers explained that CCS requested proposals for engineering, design services, and a survey of the Kingston lot. Mr. Rogers presented the proposals to the Physical Plant Committee earlier in the month. The engineering services are necessary to obtain the most accurate proposal for the development of the lot. The Committee recommended that the Board award the contract to TERRA Engineering.

**MOTION:** Trustee Sullivan moved to contract with TERRA Engineering for the Kingston lot design, survey, and reimbursables in the amount of \$16,294.00. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:10 p.m.

## 8. Committee Reports

- a. Finance - Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin stated that the Committee met on June 4, 2025, and the results of that meeting were just presented in Mr. Rogers' report.
- d. Strategic Planning - President Swistak stated that the Committee will be meeting on June 23, 2025 at 7:00 p.m.

## 9. Staff Reports

- a. Director Weinstein stated that the Hokusai kick-off event on May 24<sup>th</sup> in downtown Lisle was a great success. Mayor Mullen, Director of the COD art museum Diana Martinez, artist Richard Lo, and Director Weinstein all spoke at the event.

Director Weinstein and attorney Roger Ritzman met with Trustee Paley for a Trustee orientation. Mr. Ritzman discussed OMA, FOIA, and Board protocol. Director Weinstein gave Trustee Paley a tour of all areas of the Library.



Director Weinstein attended a Village meeting of the Joint Review Board (JRB) where the majority of members voted not to support the East Ogden Avenue TIF until more information was provided. Director Weinstein received documents from the Village's TIF attorney and supplied them to the Board. She consulted with the LLD's attorney on TIFs. More information on TIFs will be presented later in the meeting.

The Summer Read Kick-off Event was attended by 550 patrons. Guests enjoyed the foam pit, a corn dog truck, a Hokusai themed LLD Logo banner art project, live music, and the Hokusai photo booth. The completed banner is on display in Youth Services.

Director Weinstein invited Trustees to walk with LLD staff in the upcoming 4<sup>th</sup> of July Parade. The Library walks and passes out candy along the parade route.

Director Weinstein thanked Lisle Woman's Club member Luisa Buehler for a lovely floral gift in honor of the Library's participation in the Hokusai event. Director Weinstein thanked the Lisle Woman's Club for their participation in the Hokusai volunteer art program, and for their continued support of the LLD.

- b. Assistant Director Savage stated that since the Physical Plant Committee meeting, the masonry work, and the south side window tinting installation have been scheduled for early July.

Mr. Savage reiterated that Summer Read Kick-off was a huge success. He thanked the staff for their efforts.

Taylor Plumbing performed repairs on deficiencies discovered during the annual backflow test. All is operating as intended.

Annual maintenance was performed on the meeting room partition.

Assistant Director Savage had a walk through with ECO Clean. Mr. Savage laid out specific expectations from the cleaning crew, and reminded them that they are on a six-month contract.

1Source has completed installation of three of the four condensing units. He expects the fourth to be hooked up and completed this week.

## 10. New Business

- a. Adopt Resolution 25-03 Lisle Library District Board Members - Action Required  
**MOTION:** Treasurer Breihan moved to approve Resolution 25-03: Lisle Library District Board Members, an annual resolution of a true and correct list of current LLD Board Members. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 25-01: Ordinance authorizing non-resident cards - Action Required  
**MOTION:** Trustee Sullivan moved to approve Ordinance 25-01, an annual Ordinance authorizing public library non-resident cards by the tax bill method. Secretary Martin seconded.



Director Weinstein provided an overview of Ordinance 25-01: Ordinance authorizing non-resident cards.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 25-02: Meeting Date Ordinance - Action Required

**MOTION:** Trustee Martin moved to approve Ordinance 25-02, a Meeting Date Ordinance to set regular Board Meetings for the Lisle Library District. Treasurer Breihan seconded.

Director Weinstein provided an explanation of Ordinance 25-02: Meeting Date Ordinance. She pointed out that all meetings will be held on the 3<sup>rd</sup> Wednesday of the month, with the exception of August, which will be held on the 2<sup>nd</sup> Wednesday of the month.

Roll Call Vote - All Aye. The motion passed.

- d. Adopt Ordinance 25-03: Transfer of funds to Special Reserve Fund - Action Required

**MOTION:** Trustee Sullivan moved to approve Ordinance 25-03, a Transfer of funds from the Corporate Fund to Special Reserve Fund in the amount of \$120,000.00 under 75 ILCS 16/40-50. Vice President Berry seconded.

Director Weinstein provided an explanation of Ordinance 25-03: Transfer of funds to Special Reserve Fund.

Roll Call Vote - All Aye. The motion passed.

- e. Approve FY25-26 LLD Working Budget - Action Required

**MOTION:** Trustee Larson moved to approve the annual LLD Working Budget for the fiscal year 2025-26. Trustee Paley seconded.

Director Weinstein explained the Draft Working Budget was the same draft as presented at the May, 2025 Board Meeting and that there were no adjustments or questions.

Roll Call Vote - All Aye. The motion passed.

- f. Approve Juneteenth as an LLD Floating Holiday - Action Required

**MOTION:** Secretary Martin moved to approve Juneteenth, which falls on June 19<sup>th</sup>, as an LLD Floating Holiday beginning in FY25-26. Trustee Larson seconded.

Director Weinstein stated that Juneteenth became a federal holiday in 2021. By making Juneteenth a floating holiday, this permits FT staff to choose a different day off in June, while allowing the LLD to remain open on Juneteenth.

Roll Call Vote - All Aye. The motion passed.

- g. Village of Lisle TIF - Discussion and Board consensus

- a. East Ogden Avenue TIF
- b. Route 53 TIF



Director Weinstein presented an overview on TIFs and explained the duties of the Joint Review Board. Trustees discussed community impact, the “but for” test, and the planned use of TIF funds. Trustees opposed the Village TIFs as presented, and suggested they needed much more information.

- h. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection ACT (820 ILCS 151/5) - payment shall not exceed \$642.34, to be paid to Matt Swed.

President Swistak read aloud the acknowledgement of payment to Matt Swed.

President Swistak asked to address Agenda item 12 - Opportunity for Trustee comments (five minutes) at this time

## 12. Opportunity for Trustee comments (five minutes)

President Swistak thanked the Director for the TIF presentation. She said she enjoyed Summer Read Kick-off. She said she is looking forward to the Kingston lot development project, and the Strategic Plan discussions.

Vice President Berry said she appreciated the Director’s TIF presentation. She enjoyed Summer Read Kick-off. She noted that even the teen patrons were enjoying the foam pit. She thanked the Circulation Department for their quick turnaround on hold requests.

Secretary Martin said he enjoyed Summer Read Kick-off immensely.

Trustee Sullivan said she enjoyed Summer Read Kick-off. She thanked the Director for the presentation on TIFs.

Trustee Paley said she was sorry to miss Summer Read Kick-off. She said she is looking forward to marching in the 4<sup>th</sup> of July Parade. She thanked the Director and Roger Ritzman for her orientation. She is looking forward to the Strategic Plan discussions.

Trustee Larson thanked the Director for the TIF presentation.

Trust Breihan thanked the Director for the TIF presentation. She enjoyed Summer Read Kick-off. She, too, thanked the Circulation Department for filling holds so quickly. She mentioned that many of her senior patrons at the Park District enjoyed the Village Hokusai event and displays.

## 11. Executive Session - Action Required

**MOTION:** Trustee Martin moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:38 p.m.

**MOTION:** Secretary Martin moved to return to Open Session. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.



The Board came back into Open Session at 9:27 p.m.

10. Return to New Business

- i. Set Director's salary for FY2025-26 - Action Required

**MOTION:** Secretary Martin moved to approve the Director's salary of \$148,737.00 for fiscal year 2025-2026, and award a one-time bonus of \$2000.00. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

12. Adjourn

**MOTION:** Secretary Martin moved to adjourn the meeting. Treasurer Breihan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 9:29 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on July 16, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees



LISLE LIBRARY DISTRICT  
SPECIAL BOARD MEETING  
June 23, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Josh Martin - Secretary  
Karen Larson - Trustee  
Laura Paley - Trustee  
Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Mary Jo Mullen, Mayor, Village of Lisle [left the meeting at 7:13 p.m.]

2. Opportunity for visitors to speak - general public comment period - None

3. Discussion of upcoming Lisle TIFs (Tax Increment Financing Districts) - East Ogden TIF and Route 53 TIF - and consensus opinions/direction for Director.

President Swistak welcomed Mayor Mullen to the meeting and stated that Trustees had questions regarding the TIFs. President Swistak asked Mayor Mullen if the proposed TIFs satisfy the “but for” test.

Mayor Mullen affirmed that the proposed TIFs pass the “but for” test. She explained the TIFs are District TIFs rather than project-specific TIFs. She said that the Village believes that the areas can be developed if incentivized by these TIFs.

President Swistak asked if the Village will use Village funds to address streetscaping and storm water, and if doing so would reduce the size of the TIF.

Mayor Mullen explained that the Village would address the streetscaping with their own funds, and use increment funds to improve the storm water issues that make the properties difficult to develop.

President Swistak asked if there are specific plans for the TIF Districts. Mayor Mullen explained that there is interest in the Lockformer property. She said that there is potential for a data center in that area. She said that there are other developers interested in the TIF area as well.

President Swistak asked about the financial impact to residents of the Library District. Mayor Mullen explained that the Village is offering an intergovernmental agreement where the Village would provide 2% surplus to the taxing bodies. She also explained that TIF Districts often overlap, and taxpayers might reap the benefits from TIFs in other communities.

President Swistak asked Trustees if they had further questions for the Mayor. There were no further questions.



Mayor Mullen left the meeting at 7:13 p.m.

President Swistak asked Trustees to weigh in on the TIFs to form a consensus to provide direction for a vote at the next JRB. A majority of Trustees stated that their questions were answered and agreed to instruct the Director to vote “yes” for the East Ogden TIF at the next JRB meeting. A majority of Trustees agreed to vote “no” on the Route 53 TIF until a presentation was conducted at the next JRB meeting.

4. Adjourn

**MOTION:** Trustee Sullivan moved to adjourn the meeting. Secretary Martin seconded.  
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:25 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on July 16, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees



Treasurer's Report as of June 30, 2025

Fund Name	Cash Balance 06/30/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,376,150.37	84.78%	92.76%
IMRF	144,380.04	2.28%	2.49%
FICA	275,335.19	4.34%	4.75%
Subtotals	5,795,865.60	91.40%	100.00%
Special Reserve	545,278.19	8.60%	0.00%
	6,341,143.79	100.00%	100.00%

Treasurer

Date



INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	13.97	14.02	13.17	12.94	12.52	12.19	12.31	10.83	11.26	11.74	12.57	11.49
Enters-Invt Interest Pershing	2,009.83	2,082.59	2,918.86	2,259.00	2,580.83	19,538.50	3,383.19	1,477.55	1,217.31	2,267.45	1,347.25	3,610.92
Pfiff Third Bank	3,108.68	2,794.11	3,561.12	3,777.29	3,442.24	2,822.21	2,470.40	1,976.37	1,920.79	1,628.07	1,994.80	2,307.67
Leile Savings	217.11	217.34	232.07	217.80	225.29	218.25	226.31	226.91	205.23	227.48	213.02	235.53
Leile CD 2635	464.04	944.35	917.47	951.78	924.69	959.27	963.10	873.20	970.43	766.51	818.72	794.92
Leile CD 2669	957.30	961.11	933.75	968.65	651.90	848.31	851.24	771.40	856.86	832.04	862.71	781.24
IL Funds	407.72	416.97	395.21	406.63	409.87	389.39	398.22	359.47	398.19	392.96	424.84	417.44
US Bank-9853	10.25	10.59	10.58	10.25	10.59	10.24	10.60	833.67	752.88	833.67	806.73	833.67
US Bank-9370	3.07	3.49	3.20	2.44	2.79	2.96	3.24	3.51	3.51	3.35	2.00	2.53
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	6,963.27	5,882.64	8,995.41
Interest - Special Reserve Only	756.74	845.45	738.25	740.90	729.46	2,417.69	881.38	710.37	734.91	895.05	662.02	763.15
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18	7,815.88	7,231.26	22,363.63	7,437.23	5,822.54	5,601.55	6,068.22	5,220.62	8,232.26
Totals	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	6,963.27	5,882.64	8,995.41

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	-	56,243.56	248,000.00	639,241.28	1,055,629.54	-	-	-	200,000.00	-	-
Investment Purchases	-	-	-	(319,207.49)	(641,984.58)	(247,728.75)	(349,900.18)	(473,406.51)	-	-	(209,110.79)	-
TOTALS	-	-	56,243.56	(71,207.49)	(2,683.30)	807,900.79	(349,900.18)	(473,406.51)	-	200,000.00	(209,110.79)	-



Fair Market Value on 6/30/25									
Checking Accounts									
Fifth Third Operating Acct									\$96,293.87
Fifth Third Financial Now acct									\$3,885,657.83
Fifth Third Financial-petty cash									\$463.94
US Bank									\$37,457.34
E commerce									\$38,108.60
									\$4,057,981.58
Money Markets									
Lisle Savings Bank									\$215,296.69
IMET									\$3,376.37
The Illinois Funds									\$115,084.28
									\$333,757.34
									\$8,076.68
Ehlers Investments Pershing									
Investments									
Fixed Income									
US Treasury Bill									\$210,261.60
US Treasury Note									\$355,420.77
US Bank									\$249,999.99
Lisle Savings Bank									\$246,505.75
Citibank Natl Assn									\$150,274.50
Lisle Savings Bank									\$250,801.68
M1 Bk Macks Creek MO CTF									\$111,949.80
Colorado HSG & Fin Auth									\$125,175.00
Long Beach NY City Sch Dist									\$240,939.30
									\$1,941,328.19
									\$6,341,143.79
TOTAL CURRENT ASSETS									



Lisle Library District 2025  
For the Twelve Months Ending June 30, 2025  
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 1,927,618.72	\$ 6,601,458.14	\$ 4,121,934.68	\$ 4,280,000.00	154.24
40-01-4414-00 Tax Levy - IMRF	35,319.29	92,567.30	0.00	50,000.00	185.13
45-01-4415-00 Tax Levy - FICA	77,430.78	269,142.97	172,959.06	176,225.00	152.73
<b>TOTAL TAX LEVY</b>	<b>2,040,368.79</b>	<b>6,963,168.41</b>	<b>4,294,893.74</b>	<b>4,506,225.00</b>	<b>154.52</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>139,588.36</b>	<b>32,138.91</b>	<b>35,000.00</b>	<b>398.82</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	0.00	24,827.26	37,441.76	42,720.00	58.12
40-01-4462-00 Personal Property Repl. Tax -	0.00	1,432.85	2,160.86	2,470.00	58.01
45-01-4463-00 Personal Property Repl. Tax -	0.00	225.12	339.51	390.00	57.72
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>0.00</b>	<b>26,485.23</b>	<b>39,942.13</b>	<b>45,580.00</b>	<b>58.11</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	7,584.34	89,041.02	81,182.73	50,000.00	178.08
40-02-4475-00 Interest Earned - IMRF	236.95	3,009.91	3,592.00	2,500.00	120.40
45-02-4476-00 Interest Earned - FICA	410.97	5,023.79	4,734.32	3,500.00	143.54
<b>TOTAL INTEREST INCOME</b>	<b>8,232.26</b>	<b>97,074.72</b>	<b>89,509.05</b>	<b>56,000.00</b>	<b>173.35</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	3,580.17	12,570.39	6,935.24	6,000.00	209.51
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>3,580.17</b>	<b>12,570.39</b>	<b>6,935.24</b>	<b>6,000.00</b>	<b>209.51</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	24.64	868.02	744.34	1,000.00	86.80
10-03-4536-00 Non-Resident Fees	0.00	886.02	702.40	800.00	110.75
10-03-4538-00 Book Sale	190.60	2,473.60	1,234.00	1,600.00	154.60
10-03-4540-00 Fines	0.00	508.79	1,915.76	1,000.00	50.88
<b>TOTAL DESK INCOME</b>	<b>215.24</b>	<b>4,736.43</b>	<b>4,596.50</b>	<b>4,400.00</b>	<b>107.65</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	5.20	792.64	0.00	2,000.00	39.63
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00



Lisle Library District 2025  
For the Twelve Months Ending June 30, 2025  
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-03-4560-30	0.00	0.00	0.00	0.00	0.00
10-04-4570-00	48.00	617.00	575.00	700.00	88.14
10-04-4573-00	371.80	2,272.40	2,806.85	3,500.00	64.93
10-04-4575-00	382.61	4,501.62	4,164.62	4,000.00	112.54
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	525.00	4,210.39	2,736.75	2,500.00	168.42
10-04-4585-00	224.75	2,508.50	2,366.75	2,500.00	100.34
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNRESTRICTED INCOME</b>	<b>1,557.36</b>	<b>59,869.84</b>	<b>57,814.45</b>	<b>63,200.00</b>	<b>94.73</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,053,953.82</b>	<b>\$ 7,303,493.38</b>	<b>\$ 4,525,830.02</b>	<b>\$ 4,716,405.00</b>	<b>154.85</b>



Lisle Library District 2025  
For the Twelve Months Ending June 30, 2025  
Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 763.15	\$ 10,875.37	\$ 12,672.38	\$ 12,000.00	90.63
TOTAL INTEREST	763.15	10,875.37	12,672.38	12,000.00	90.63
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	120,000.00	120,000.00	120,000.00	100.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	120,000.00	120,000.00	120,000.00	100.00
TOTAL REVENUES	10,763.15	130,875.37	132,672.38	132,000.00	99.15



Lisle Library District 2025  
For the Twelve Months Ending June 30, 2025  
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries	\$	\$	\$	\$	
10-10-5603-10 Administrative - Reg. Hours	48,146.24	558,534.47	548,055.48	590,325.00	94.61
10-10-5603-20 Adult Services - Reg. Hours	44,966.12	521,285.98	520,173.79	555,600.00	93.82
10-10-5603-30 Youth Services - Reg. Hours	38,105.79	429,330.13	396,400.17	416,700.00	103.03
10-10-5603-50 Technical Services - Reg. Hour	21,485.41	275,169.55	263,808.30	289,375.00	95.09
10-10-5603-60 Circulation - Reg. Hours	40,420.95	459,850.84	442,339.99	463,000.00	99.32
Total Salaries	193,124.51	2,244,170.97	2,170,777.73	2,315,000.00	96.94
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	4,780.70	56,674.87	62,648.80	67,305.00	84.21
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,437.65	90,877.10	86,166.62	96,150.00	94.52
10-10-5621-30 Hosp. Ins. - YS	3,786.49	52,189.43	53,796.00	57,690.00	90.47
10-10-5621-50 Hosp. Ins. - Tech	4,032.07	47,349.90	38,151.19	41,665.00	113.64
10-10-5621-60 Hosp. Ins. - Circ	5,001.16	55,623.30	49,601.80	57,690.00	96.42
10-10-5622-10 Dental Ins. - Admin.	179.19	2,285.47	1,880.27	2,480.00	92.16
10-10-5622-20 Dental Ins. - Adult Serv	401.05	4,700.84	4,158.67	5,735.00	81.97
10-10-5622-30 Dental Ins. - YS	168.16	2,662.36	2,237.11	3,100.00	85.88
10-10-5622-50 Dental Ins. - Tech	104.33	2,530.84	1,550.62	2,325.00	108.85
10-10-5622-60 Dental Ins. - Circ	191.72	2,029.05	1,379.12	1,860.00	109.09
Total Health and Dental Ins.	27,082.52	316,923.16	301,570.20	336,000.00	94.32
<b>Other Staff Benefits</b>					
10-10-5646-00 Unemployment Compensation	0.00	1,337.75	374.41	4,000.00	33.44
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	1,337.75	374.41	4,000.00	33.44
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	3,639.07	42,302.48	41,419.45	45,390.00	93.20
45-10-5625-20 FICA Expense - Adult Serv.	3,312.25	38,433.73	38,407.60	42,720.00	89.97
45-10-5625-30 FICA Expense - Youth Services	2,879.77	32,303.98	29,836.04	32,040.00	100.82
45-10-5625-50 FICA Expense - Tech Servs.	1,605.93	20,639.96	19,815.05	22,250.00	92.76
45-10-5625-60 FICA Expense - Circulation	2,937.04	33,876.62	32,215.86	35,600.00	95.16
Total FICA Expenses	14,374.06	167,556.77	161,694.00	178,000.00	94.13
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	1,986.05	19,453.37	12,837.51	20,800.00	93.53
40-10-5628-20 IMRF Expense - Adult Servs	1,973.99	19,143.23	12,917.23	20,800.00	92.03
40-10-5628-30 IMRF Expense - Youth Services	1,459.12	14,311.49	9,150.59	14,400.00	99.39



Lisle Library District 2025  
For the Twelve Months Ending June 30, 2025  
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-50 IMRF Expense - Tech Servs.	943.22	10,092.75	6,571.91	10,400.00	97.05
40-10-5628-60 IMRF Expense - Circulation	1,287.37	12,553.39	8,244.85	13,600.00	92.30
Total IMRF Expenses	7,649.75	75,554.23	49,722.09	80,000.00	94.44
Total EMPLOYEE COSTS	242,230.84	2,805,542.88	2,684,138.43	2,913,000.00	96.31
<b>BUILDING COSTS</b>					
<b>Utilities</b>					
10-20-5650-00 Internet Service Provider	450.00	5,400.00	5,400.00	5,490.00	98.36
10-20-5651-00 INet	0.00	3,620.00	1,810.00	1,810.00	200.00
10-20-5652-00 Utilities - Phone	1,745.37	20,686.47	19,194.86	20,000.00	103.43
10-20-5653-00 Utilities - Gas	697.49	7,998.19	7,890.36	12,000.00	66.65
10-20-5654-00 Utilities - Sewer & Water	151.26	2,010.81	2,697.62	4,000.00	50.27
10-20-5655-00 Utilities - Electric	4,263.69	35,433.03	37,932.02	40,000.00	88.58
Total Utilities	7,307.81	75,148.50	74,924.86	83,300.00	90.21
<b>Maintenance and Repairs</b>					
10-20-5660-00 Maint Contracts - HVAC	2,696.00	5,022.09	1,791.02	5,000.00	100.44
10-20-5661-00 Maint Contracts - Maint. Servi	0.00	48,861.56	41,157.13	40,000.00	122.15
10-20-5662-00 Maint Contr. - Landscape Serv.	1,134.00	34,993.00	34,091.88	40,000.00	87.48
10-20-5663-00 Maint/Repairs-Genl repairs, Su	485.82	9,509.31	9,788.48	9,000.00	105.66
10-20-5664-00 Maint/Repairs-Non Contr. Work	390.00	59,643.52	69,955.36	51,000.00	116.95
10-20-5665-00 Rubbish Removal	327.28	3,670.70	3,153.32	4,000.00	91.77
Total Maintenance and Repairs	5,033.10	161,700.18	159,937.19	149,000.00	108.52
TOTAL BUILDING COSTS	12,340.91	236,848.68	234,862.05	232,300.00	101.96
<b>OPERATING EXPENSES</b>					
<b>Postage and Printing</b>					
10-25-5710-00 Postage and Shipping	0.00	5,336.41	4,343.65	4,500.00	118.59
10-25-5710-10 Printing/Spec. Serv. - Adult	3,784.00	25,396.54	22,082.96	21,000.00	120.94
10-25-5711-00 Postage Special Serv	1,590.42	13,110.06	10,218.15	9,500.00	138.00
10-25-5712-00 Printing	62.28	643.98	962.04	1,000.00	64.40
Total Postage and Printing	5,436.70	44,486.99	37,606.80	36,000.00	123.57
<b>Supplies</b>					
10-25-5713-00 Office Supplies	504.56	7,155.37	6,592.08	6,300.00	113.58
10-25-5714-00 Circ. Material Supplies	912.16	10,235.89	10,136.66	10,000.00	102.36
10-25-5715-00 Copier Supplies	319.15	1,788.82	1,130.10	1,900.00	94.15
10-25-5716-00 Kitchen Supplies	312.15	4,125.74	4,744.52	4,700.00	87.78



Lisle Library District 2025  
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5717-00 Processing Supplies	3,990.62	40,224.64	42,884.88	43,000.00	93.55
10-25-5718-00 Computer Supplies	371.88	3,852.87	6,727.44	10,100.00	38.15
Total Supplies	6,410.52	67,383.33	72,215.68	76,000.00	88.66
Other Operating Costs					
10-25-5719-00 Publishing	0.00	830.30	683.10	600.00	138.38
10-25-5722-15 Safety Deposit Box Rental	0.00	262.50	154.17	200.00	131.25
10-25-5723-00 Check Printing	0.00	0.00	597.26	100.00	0.00
10-25-5723-15 Bank Charges	0.00	5,940.08	6,456.15	5,100.00	116.47
10-25-5724-15 Local Travel	0.00	50.29	182.64	500.00	10.06
Total Other Operating Costs	0.00	7,083.17	8,073.32	6,500.00	108.97
TOTAL OPERATING EXPENSES	11,847.22	118,953.49	117,895.80	118,500.00	100.38
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	986.00	2,100.00	2,250.00	43.82
10-30-5751-00 Property Damage (All-Peril)	0.00	71,214.90	42,491.77	52,000.00	136.95
10-30-5752-00 Notary Bond	0.00	0.00	0.00	0.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	7,011.00	3,873.00	7,000.00	100.16
TOTAL INSURANCE	0.00	79,211.90	48,464.77	61,250.00	129.33
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	562.50	3,847.50	2,096.25	8,000.00	48.09
10-35-5761-00 Collection Agency	88.55	556.60	670.45	700.00	79.51
10-35-5762-00 Other Contr Services - Admin	0.00	1,672.67	1,871.20	4,000.00	41.82
10-35-5763-00 Other Contr Svcs-Tech Asst	7,033.51	153,674.11	103,893.78	106,000.00	144.98
10-35-5764-10 Other Contr Svcs - Library Wi	1,486.17	32,989.66	26,670.90	40,000.00	82.47
10-35-5765-10 Investment Agency Consultants	253.48	2,197.26	1,507.91	4,500.00	48.83
10-35-5769-00 Accounting Software	3,867.50	6,554.42	4,444.58	4,000.00	163.86
10-35-5770-00 Contractual - Audit Fee	0.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00 Payroll Service	931.83	12,071.78	11,811.52	13,000.00	92.86
TOTAL CONTRACTUAL SERVICES	14,223.54	223,289.00	162,416.59	189,925.00	117.57
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	40.00	3,619.50	3,007.50	4,000.00	90.49
10-40-5784-00 Meetings - Staff	36.54	825.86	504.74	1,000.00	82.59
10-40-5785-00 Conferences - Staff	33.86	6,563.95	5,673.05	7,000.00	93.77
10-40-5786-00 Memorial/Tribute/Recognition	129.95	2,714.95	2,152.36	3,000.00	90.50
10-40-5787-00 Staff Development	0.00	1,769.03	1,745.10	2,500.00	70.76
10-40-5788-00 Training (Cont Ed) - Staff	0.00	376.11	59.00	8,500.00	4.42



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10-45-5786-70 Dues - Trustee	75.00	525.00	525.00	525.00	100.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	110.00	0.00	825.00	13.33
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
<b>TOTAL PERSONNEL DEVELOPMENT</b>	315.35	16,504.40	13,666.75	29,000.00	56.91
<b>EQUIPMENT COSTS</b>					
<b>Major Equipment</b>					
10-48-5801-10 Polaris Maint (Corp)	0.00	65,158.94	52,204.14	80,000.00	81.45
10-48-5803-10 Technology	7,063.86	73,369.57	62,505.03	70,000.00	104.81
10-48-5804-10 Facility	1,782.19	7,412.44	6,809.41	10,000.00	74.12
<b>Total Major Equipment</b>	8,846.05	145,940.95	121,518.58	160,000.00	91.21
<b>Minor Equipment</b>					
10-48-5823-10 Minor Equip - Administration	139.98	369.93	611.68	700.00	52.85
10-48-5823-20 Minor Equip - Adult Services	382.86	731.53	737.97	700.00	104.50
10-48-5823-30 Minor Equipment - Youth	69.99	182.34	277.83	700.00	26.05
10-48-5823-50 Minor Equip - Tech Services	8.10	493.52	643.14	700.00	70.50
10-48-5823-60 Minor Equip - Circ	0.00	441.09	1,204.11	700.00	63.01
<b>Total Minor Equipment</b>	600.93	2,218.41	3,474.73	3,500.00	63.38
<b>Equip Maint/Repairs and Rentals</b>					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	902.85	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	3,005.67	18,685.10	18,518.08	18,280.00	102.22
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
<b>Total Equip Maint/Repairs and Rentals</b>	3,005.67	19,226.81	19,420.93	20,000.00	96.13
<b>TOTAL EQUIPMENT COSTS</b>	12,452.65	167,386.17	144,414.24	183,500.00	91.22
<b>LIBRARY MEDIA</b>					
<b>Books</b>					
10-50-5863-20 Literacy/ESL	239.99	5,900.21	5,971.78	8,000.00	73.75
10-50-5863-30 Books - Youth Serv	4,499.77	55,553.99	62,803.63	56,500.00	98.33
10-50-5864-10 Books - Non Fiction	7,812.62	75,221.15	84,300.81	90,000.00	83.58
10-50-5865-10 Books - Adult/Teen Fiction	5,559.69	61,784.74	78,782.91	80,500.00	76.75
10-50-5867-20 Ref Books - Adult Serv	580.21	5,321.76	5,027.75	15,000.00	35.48
<b>Total Books</b>	18,692.28	203,781.85	236,886.88	250,000.00	81.51
<b>Databases</b>					



Lisle Library District 2025  
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-50-5869-20	3,192.90	101,487.86	89,238.25	115,000.00	88.25
10-50-5872-10	39.99	11,085.28	7,030.65	8,500.00	130.42
10-50-5873-30	0.00	9,564.40	14,799.12	11,500.00	83.17
Total Databases	3,232.89	122,137.54	111,068.02	135,000.00	90.47
Audio-Visual Materials					
10-50-5890-30	991.42	11,023.86	13,885.07	10,000.00	110.24
10-50-5895-40	5,325.68	52,893.45	61,618.60	63,000.00	83.96
10-50-5899-20	13,823.10	133,589.66	119,466.75	122,000.00	109.50
Total Audio-Visual Materials	20,140.20	197,506.97	194,970.42	195,000.00	101.29
Periodicals/Doc Delivery					
10-50-5871-20	120.26	25,306.73	24,985.37	26,000.00	97.33
10-50-5900-20	1,064.05	22,685.07	21,653.09	21,500.00	105.51
10-50-5900-30	0.00	258.94	398.23	500.00	51.79
10-50-5900-80	0.00	2,397.99	3,315.46	3,000.00	79.93
Total Periodicals/Doc Delivery	1,184.31	50,648.73	50,352.15	51,000.00	99.31
TOTAL LIBRARY MEDIA	43,249.68	574,075.09	593,277.47	631,000.00	90.98
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	958.21	16,324.43	14,972.40	15,000.00	108.83
10-60-5931-30	7,524.10	14,463.73	11,194.95	15,000.00	96.42
10-60-5931-40	156.52	1,186.70	1,291.47	1,700.00	69.81
10-60-5931-50	99.01	3,005.95	4,036.06	5,500.00	54.65
Total Programs	8,737.84	34,980.81	31,494.88	37,200.00	94.03
Readers Services					
10-60-5940-10	0.00	3,000.00	3,076.09	3,000.00	100.00
10-60-5940-30	2,069.12	6,444.42	6,434.62	6,800.00	94.77
Total Readers Services	2,069.12	9,444.42	9,510.71	9,800.00	96.37
TOTAL PROGRAMS AND READERS	10,806.96	44,425.23	41,005.59	47,000.00	94.52
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80	0.00	155.89	500.14	2,000.00	7.79
10-80-5981-80	23,122.27	44,967.29	44,664.48	46,000.00	97.75
10-80-5982-80	0.00	37,100.00	25,800.00	26,000.00	142.69



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10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	23,122.27	122,223.18	110,964.62	114,000.00	107.21
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	15,000.00	15,000.00	26,000.00	70,000.00	21.43
TOTAL RESTRICTED USAGE EXPEN	15,000.00	15,000.00	26,000.00	70,000.00	21.43
CONTINGENCY					
10-90-5999-00 Contingency	10,351.53	10,351.53	0.00	25,000.00	41.41
TOTAL CONTINGENCY	10,351.53	10,351.53	0.00	25,000.00	41.41
TOTAL EXPENSES - EXC OP TRANS	395,940.95	4,413,811.55	4,177,106.31	4,614,475.00	95.65
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	120,000.00	120,000.00	120,000.00	100.00
TOTAL OPERATING TRANSFERS O	10,000.00	120,000.00	120,000.00	120,000.00	100.00
TOTAL ALL EXPENSES	405,940.95	4,533,811.55	4,297,106.31	4,734,475.00	95.76



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<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 15,000.00	100.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	18,471.00	0.00	25,000.00	73.88
70-65-5674-00 Consulting	2,700.00	17,507.50	0.00	20,000.00	87.54
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>2,700.00</b>	<b>50,978.50</b>	<b>0.00</b>	<b>60,000.00</b>	<b>84.96</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	0.00	0.00	206,890.78	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	74,475.00	3,615.00	200,000.00	37.24
70-65-5685-00 Lot Development Project	0.00	13,030.00	0.00	500,000.00	2.61
70-65-5690-00 Generator	0.00	0.00	0.00	0.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>0.00</b>	<b>87,505.00</b>	<b>210,505.78</b>	<b>700,000.00</b>	<b>12.50</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>2,700.00</b>	<b>138,483.50</b>	<b>210,505.78</b>	<b>760,000.00</b>	<b>18.22</b>



## Lisle Library District 2025 Accounts Payable - July 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	Draw 2	HVAC Replacement Pay App 2 1 Source Mechanical, Inc.	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	99,376.20	99,376.20
A. J. Gallagher	5663928	25-26 Treasurer's Bond A. J. Gallagher Risk Management	10-30-5750-00 10-00-2610-00	Fidelity Bonds Accounts Payable	500.00	500.00
Amazon	063025	Books, Supplies & Equipment	10-50-5864-10	Books - Non Fiction	99.47	
			10-50-5865-10	Books - Adult/Teen Ficti	137.88	
			10-60-5931-10	Programs - Adult Service	480.17	
			10-50-5863-30	Books - Youth Serv	58.83	
			10-60-5931-30	Programs - Youth	314.96	
			10-48-5823-30	Minor Equipment - Youth	400.30	
			10-25-5716-00	Kitchen Supplies	57.30	
			10-25-5713-00	Office Supplies	99.01	
			10-20-5663-00	Maint/Repairs-Genl repai	103.55	
			10-25-5717-00	Processing Supplies	22.88	
			10-25-5718-00	Computer Supplies	22.13	
			10-60-5931-50	Community Relations	716.86	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,513.34
Bear Landscape	15303	Landscaping 3 of 8 Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
Brainfuse	25-26	Brainfuse Database Brainfuse	10-50-5873-30 10-00-2610-00	Dbases - Youth Serv Accounts Payable	2,716.00	2,716.00
Case Lots	2009	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	392.10	392.10
CCS	123090-05312025	Project Consulting CCS	70-65-5674-00 10-00-2610-00	Consulting Accounts Payable	2,480.00	2,480.00
CDW G	AE6FW3G	Network Card for Battery Backup CDW Government	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	378.09	378.09
CDW G	AE7726X	Battery Backup CDW Government	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	621.62	621.62
CDW G	AE8CR4L	Printer Cartridges CDW Government	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	2,706.21	2,706.21
CertaPro Painters	Job1426-3595	Pergola Upkeep CertaPro Painters	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	6,885.00	6,885.00
Chicago Food Swap	081925	Program: Intro to Water-Bath Canning Chicago Food Swap	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	350.00	350.00



Lisle Library District 2025  
Accounts Payable - July 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
ComEd	063025	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	5,272.76	5,272.76
Culligan of Wheaton	071025	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	35.96	35.96
Discount School	W19083280101	Watercolor Discount School Supply	10-60-5940-30 10-00-2610-00	Reader Services - Youth Accounts Payable	68.98	68.98
Garvey's	725507-1	Cardstock & Tape Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	138.12	138.12
Groot	14629906T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	327.28	327.28
Heritage Technology	249432	Network Maintenance Aug - Oct Heritage Technology Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs- Tech Accounts Payable	1,980.00	1,980.00
Heritage Technology	250326	Envisionware Server Installation Heritage Technology Solutions	10-48-5801-10 10-00-2610-00	Polaris Maint (Corp) Accounts Payable	725.00	725.00
IHLS - OCLC	32353	Replacement Cost for Lost ILL Item IHLS - OCLC	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	15.26	15.26
Illinois Library	317730	Illinois Libraries Present - Season 5 Illinois Library Association	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	1,230.00	1,230.00
Illinois Library	318307	Annual Membership - Page Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	318442	Annual Membership - Murff Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	318472	Annual Membership - Caise Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	318539	Annual Membership - Hurt Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	318614	Annual Membership - Zaraf Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	318817	Annual Membership - Sheahan	10-40-5783-00	Dues - Staff	100.00	



Lisle Library District 2025  
Accounts Payable - July 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Ingram	070125	Illinois Library Association	10-00-2610-00	Accounts Payable		100.00
		Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	6,646.78	
			10-50-5864-10	Books - Non Fiction	7,867.52	
			10-50-5867-20	Ref Books - Adult Serv	29.99	
			10-50-5863-30	Books - Youth Serv	2,992.64	
Ingram Express	070125	Ingram Library Services	10-25-5717-00	Processing Supplies	2,475.42	
			10-00-2610-00	Accounts Payable		20,012.35
Innovative	INV-INC39435	Books	10-50-5865-10	Books - Adult/Teen Ficti	26.98	
		Ingram Library Services, Inc.	10-00-2610-00	Accounts Payable		26.98
Innovative	INV-INC39436	Syndetics & Novelist Subscription	10-48-5801-10	Polaris Maint (Corp)	5,544.32	
		Innovative Interfaces	10-00-2610-00	Accounts Payable		5,544.32
Johnson Fire	52572988	Polaris Software Annual	10-48-5801-10	Polaris Maint (Corp)	55,461.77	
		Innovative Interfaces	10-00-2610-00	Accounts Payable		55,461.77
Johnson Fire	94291974	Fire Panel Repair	10-90-5999-00	Contingency	3,137.33	
		Johnson Controls Fire Protection	10-00-2610-00	Accounts Payable		3,137.33
JourneyEd	10563586	Credit	10-90-5999-00	Contingency	1,078.35	
		Johnson Controls Fire Protection	10-00-2610-00	Accounts Payable		1,078.35
Kanopy	458483	Microsoft 2024 Licenses	10-48-5803-10	Technology	14,266.25	
		JourneyEd. Com, Inc.	10-00-2610-00	Accounts Payable		14,266.25
Konica Minolta Busin	502857343	Kanopy	10-50-5899-20	Digital Content	431.00	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		431.00
Konica Minolta Busin	558820460	#C458 Usage	10-48-5845-00	Equip Maint/Repr-Contr	295.51	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		295.51
Konica Minolta Busin	9010507284	#C301 Usage	10-48-5845-00	Equip Maint/Repr-Contr	323.60	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		323.60
Konica Minolta Busin	9010507643	#C251 Usage	10-48-5845-00	Equip Maint/Repr-Contr	69.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		69.00
Konica Minolta Busin	9010511466	#C301 Usage	10-48-5845-00	Equip Maint/Repr-Contr	160.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		160.00
Konica Minolta Busin	9010511466	#C227 Usage	10-48-5845-00	Equip Maint/Repr-Contr	197.76	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		197.76



## Lisle Library District 2025 Accounts Payable - July 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Solutions						
LaForce	1284207	YS Automatic Doors LaForce	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	1,715.00	1,715.00
Lakeshore Learning	91064370	Baby Play Area Lakeshore Learning	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	11.53	11.53
LIMRICC PHIP Healt	070325	July Health Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,340.77 9,888.21 4,086.53 3,425.86 8,653.41	31,394.78
LIMRICC UCGA	2nd Q 2025	LIMRICC PHIP Health	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	351.63	351.63
Lisle Heritage Soc	BMEM-6/0625	Annual Membership Lisle Heritage Society	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	50.00	50.00
Midwest Tape	507396435	Hoopla Midwest Tape	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	7,321.96	7,321.96
Midwest Tape 2516	070125	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	2,636.92	2,636.92
Midwest Tape 7288	070125	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	1,793.27 479.48	2,272.75
Midwest Tape 7290	070125	DVDs, Blu-rays & CD Books Midwest Tape (7290)	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	17.99	17.99
Midwest Tape 7291	070125	DVDs, Blu-rays & CD Books Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	265.37	265.37
Naperville Public Li	31318057899477	Reciprocal Borrowing Loss Naperville Public Library	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	18.99	18.99
OverDrive	25202847	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	3,014.66	3,014.66
OverDrive	25205145	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	562.12	562.12
OverDrive	25205401	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1.51	1.51
OverDrive	25206349	CPC	10-50-5899-20	Digital Content	38.50	



Lisle Library District 2025  
Accounts Payable - July 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OverDrive	25206429	OverDrive, Inc.	10-00-2610-00	Accounts Payable		38.50
		CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	476.00	476.00
OverDrive	25207126	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	592.59	592.59
		Legal Services Peregrine, Stime, Newman, Ritzman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	630.00	630.00
RAILS	14234	RDA Toolkit RAILS	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	174.87	174.87
Thomas Klise	22110	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	652.22	652.22
Thomas Klise	22111	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	40.00	40.00
Transparent Langua	36168	Transparent Language Transparent Language	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	3,360.00	3,360.00
Unique	6140973	June Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	37.95	37.95
					<b>287,187.48</b>	<b>287,187.48</b>



PRIOR MONTHS BILLS PAID BETWEEN JUNE 2025 AND JULY 2025				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 6/13/2025			71963.66
HSA	IL Dept. of Revenue		State Tax Withheld	4589.41
Auto W/D	Howard Simon & Associates		PR Serv. - 6/13/2025	891.51
HSA	EFTPS/Electronic Tax Payment 6/13/2025		Fed Tax \$8520.28	23466.81
			FICA W/H \$7473.28	
			FICA Lib \$7473.25	
HSA	Salaries 6/30/2025			66457.23
HSA	IL Dept. of Revenue		State Tax Withheld	4228.92
Auto W/D	Howard Simon & Associates		PR Serv. - 6/30/2025	40.32
HSA	EFTPS/Electronic Tax Payment 6/30/2025		Fed Tax \$7691.92	21493.50
			FICA W/H \$6900.77	
			FICA Lib \$6900.81	
Wired	IMRF		IMRF W/H \$9695.17	17344.84
			IMRF Lib \$7649.67	
			Sub Total	210476.20
Check #	Vendor		Description	Amount
9101	Albertsons   Safeway		Supplies	50.86
9102	AlphaGraphics		Pollinator Signs	21.75
9103	CDW Government		Lexmark Ink Cartridge	164.89
9104	Compact Disc Source		Music CDs and Processing	447.07
9105	Dell Marketing LLP		Polaris Server Warranty	2,500.68
9106	Delta Dental - Risk		July Premium	1,902.14
9107	Demco		Shelves	1,503.59
9108	Department of the Treasury		PCORI Tax	104.10
9109	Eco Clean Maintenance		May & June Janitorial Services	5,655.00
9110	ELM USA Inc.		Disc Cleaning Machine Supplies	677.45
9111	FNBO Billing Account		Book Cart, Programs, Supplies	9,746.33
9112	Frog Lady Presentations		Summer Read Performer	500.00
9113	Garvey's Office Products		Supplies	108.04



9114	Johnson Controls Security Solutions	3rd Quarter Monitoring	1,196.96
9115	Yolanda Kocemba	ESL for You! Teacher Stipend	57.00
9116	Kone	Elevator Safety Testing	1,395.90
9117	Konica Minolta Business Solutions	Printer Maintenance, #C227 Usage	198.12
9118	Konica Minolta Premier Finance	#C251 Lease, #C301 Lease	438.72
9119	Lakeshore Learning	Baby Play Area Toys	3,734.27
9120	Laura Murff	Reimburse Dental Overcharge	22.10
9121	NCPERS Group Life Ins	Payroll Withholding	48.00
9122	NICOR	Usage	697.49
9123	OverDrive, Inc.	Advantage & CPC	13,578.53
9124	Playaway Products LLC	Launchpads	850.20
9125	Sikich LLP	Accounting Services	1,448.50
9126	Staples Advantage	Supplies	928.21
9127	Terminix Anderson	Pest Control	188.36
9128	Terrance Electric & Technology	Power Outage Check	390.00
9129	Thomas Klise / Crimson Multimedia	Video Games	185.03
9130	Verizon	Usage	1,745.37
9131	Village of Lisle	Monthly Internet Service	450.00
9132	Village of Lisle	Usage	151.26
		<b>Sub Total</b>	<b>\$ 19,915.46</b>
		<b>TOTAL</b>	<b>\$ 230,391.66</b>



# Monthly Circulation Report - June 2025

	Checkouts	Renewals	Jun-25 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change	
Adult Non-Print	2,160	2,571	4,731	61,945	56,102	-9.43%	
Adult Print	5,069	3,938	9,007	103,481	101,936	-1.49%	
Adult Total	7,229	6,509	13,738	165,426	158,038	-4.47%	
YS Non-Print	770	1,201	1,971	19,931	19,285	-3.24%	
YS Print	10,133	7,171	17,304	170,879	179,828	5.24%	
Total YS	10,903	8,372	19,275	190,810	199,113	4.35%	
Digital Media							
Overdrive	5,720		5,720	62,897	68,361	8.69%	
hoopla	3,318		3,318	29,514	35,726	21.05%	
Overdrive Magazines	957		957	6,237	8,646	38.62%	
PressReader	326		326	8,142	3,969	-51.25%	
Kanopy	542		542	3,979	4,851	21.92%	
Total Digital	10,863	0	10,863	110,769	121,553	9.74%	
Subtotal Print + Non-Print/Digital	28,995	14,881	43,876	467,005	478,704	2.51%	
Computer/Tech Sessions Logins *	1,456		1,456	14,258	16,413	15.11%	
Database Usage/Unique Logins	5,782		5,782	82,791	78,343	-5.37%	
Wireless Use	1,374		1,374	14,191	16,088	13.37%	
ScannX sessions/jobs	207		207	3,023	3,411	12.83%	
Museum Adventure Passes	57		57	413	471	14.04%	
Total IT/Resource Sessions	8,876	0	8,876	114,676	114,726	0.04%	
Total Circulation	37,871	14,881	52,752	581,681	593,430	2.02%	
Borrower Information	June 2025 Total	YTD 23/24	YTD 24/25	YTD % Change			
New Library Cards Added	157	1,911	1,682	-11.98%	* Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	3,009	34,256	34,206	-0.15%			
Total # Registered Borrowers	11,582	10,095	11,582	14.73%			
InterLibrary Loans							
Materials Sent	51	580	585	0.86%			
Materials Received	258	4,141	3,564	-13.93%			
Polaris/Catalog Holds							
Holds Placed	3,125	35,031	36,075	2.98%			
Holds Checked Out	2,497	27,830	29,252	5.11%			
Pick-Up Window Service Stats							
# of Patrons/Users	17	257	245	-4.67%			
# of Items Picked Up/Checked Out	40	707	603	-14.71%			



Lisle Library District - Program and Service Statistics - June 2025

Library Event Statistics										
	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change	
Staff Facilitated Programs		8	61	12	1	82	765	863	12.81%	
Attendees		100	1,260	16	5	1,381	9,986	11,938	19.55%	
Computer/Technology Programs		2	0			2	26	26	0.00%	
Attendees		25	0			25	163	209	28.22%	
Performer/Speaker/Author		1	1			2	45	50	11.11%	
Attendees		20	73			93	1,010	1,149	13.76%	
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	4	4	0.00%	
Attendees	0					0	2,400	1,900	-20.83%	
Total Number of Programs	0	11	62	12	1	86	840	943	12.26%	
Total Patrons Served by Programming	0	145	1,333	16	5	1,499	13,559	15,196	12.07%	
Reference Questions		1,457	1,387	1,651		4,495	51,712	49,747	-3.80%	
Volunteer Hours		5.00	452.00			457.00	1,161.00	1,241.00	6.89%	
Notary Service	26					26	382	336	-12.04%	
Outreach Service Statistics										
Outreach Visits		2	10	3		15	91	148	62.64%	
Patrons Served by Outreach Visits		11	220	115		346	7,837	6,888	-12.11%	
Home Delivery Dates		2				2	26	26	0.00%	
Patrons Served via Home Delivery		92				92	1,153	1,141	-1.04%	
Total Outreach Programs		4	10	3		17	117	174	48.72%	
Total Patrons Served with Outreach Services		103	220	115		438	8,990	8,029	-10.69%	
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)	32						366	355	-3.01%	
Number of Outside Groups Using Meeting Space	43						439	525	19.59%	
Number of Ginkgo & Maple Study Room Reservations*	100						202	879	335.15%	
Patrons Entering Building 1	11,419						138,407	123,828	-10.53%	
Friend's Sponsored Programs	0						0	0	--	
Attendees	0						0	0	--	
Social Media Use										
Facebook (daily page consumption)	613						10,470	7,638	-27.05%	
X (a.k.a. Twitter) Followers	1,017						1,103	1,017	-7.80%	
Instagram Likes	529						6,693	6,338	-5.30%	
Flickr Views	5,090						91,704	64,981	-29.14%	
YouTube Views	5,660						88,922	97,728	9.90%	
eBlast Engagement	551						8,813	8,605	-2.36%	
Total LLD App Downloads	1,103						1,002	1,103	10.08%	
Total LLD App Sessions	5,553						49,140	58,710	19.47%	
1 The LLD has adjusted the last FY totals to reflect more accurate data.										

\* New stat as of March 2024.





## General Capital Improvement Program

### A. Capital Projects Progress Report

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#### 1. BAS Update

- BAS controls and software installed.
- IBS has been trouble shooting issues with network instability and has exhausted potential issues with their software and new controls.
- The scope of the project included reusing existing BAS (building automation system) wiring connecting the controls. Issues with the existing wiring have been discovered as part of the troubleshooting process. Those issues are found to be causing the network stability.
- A proposal to have IBS replace the BAS wiring is being presented for Board consideration as a separate agenda item.

#### 2. HVAC (Condensing Unit) Update

- All units installed.
- Inspection by the Village completed.
- Final punchlist and close-out ongoing.

#### 3. Kingston Lot Development – Project Definition Update

- Kickoff meeting held on 7/10/2025.
- Targeting a Board update in September.

### B. BAS Network Cable Discussion

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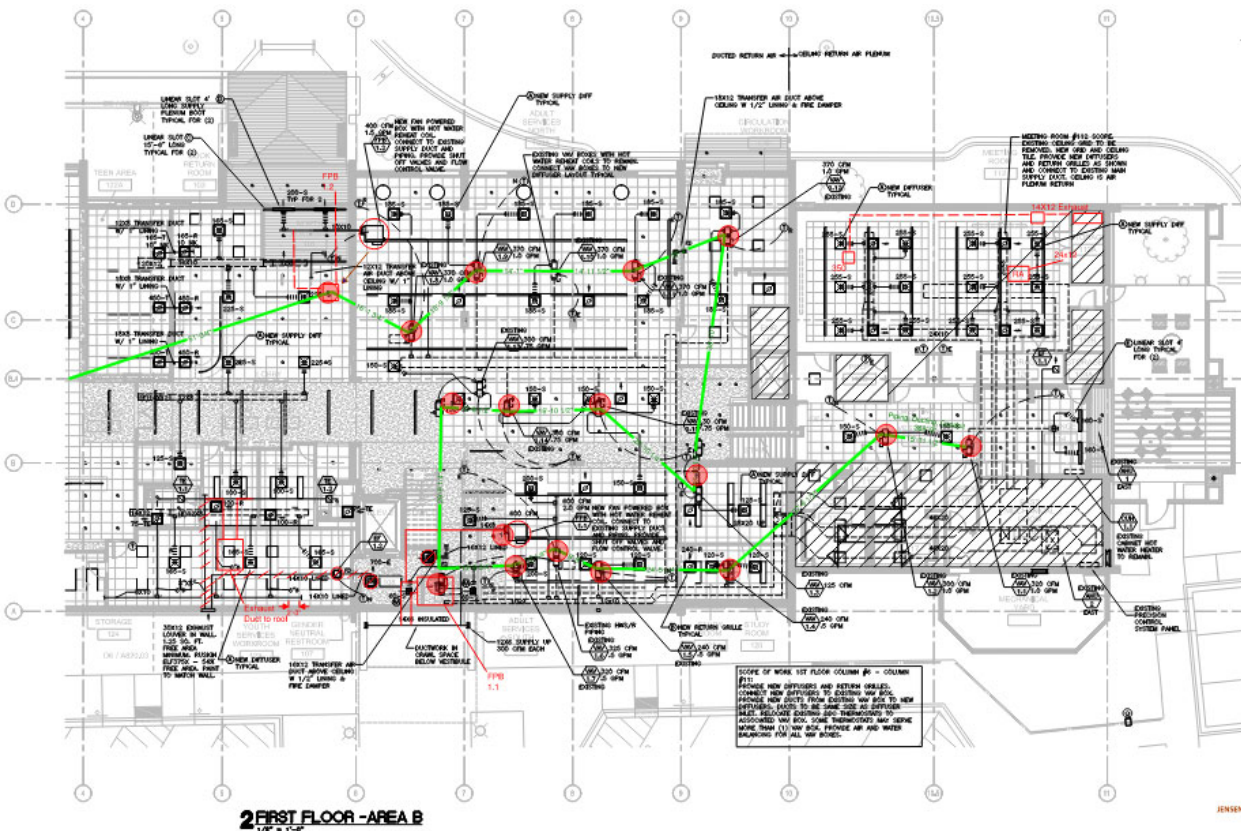
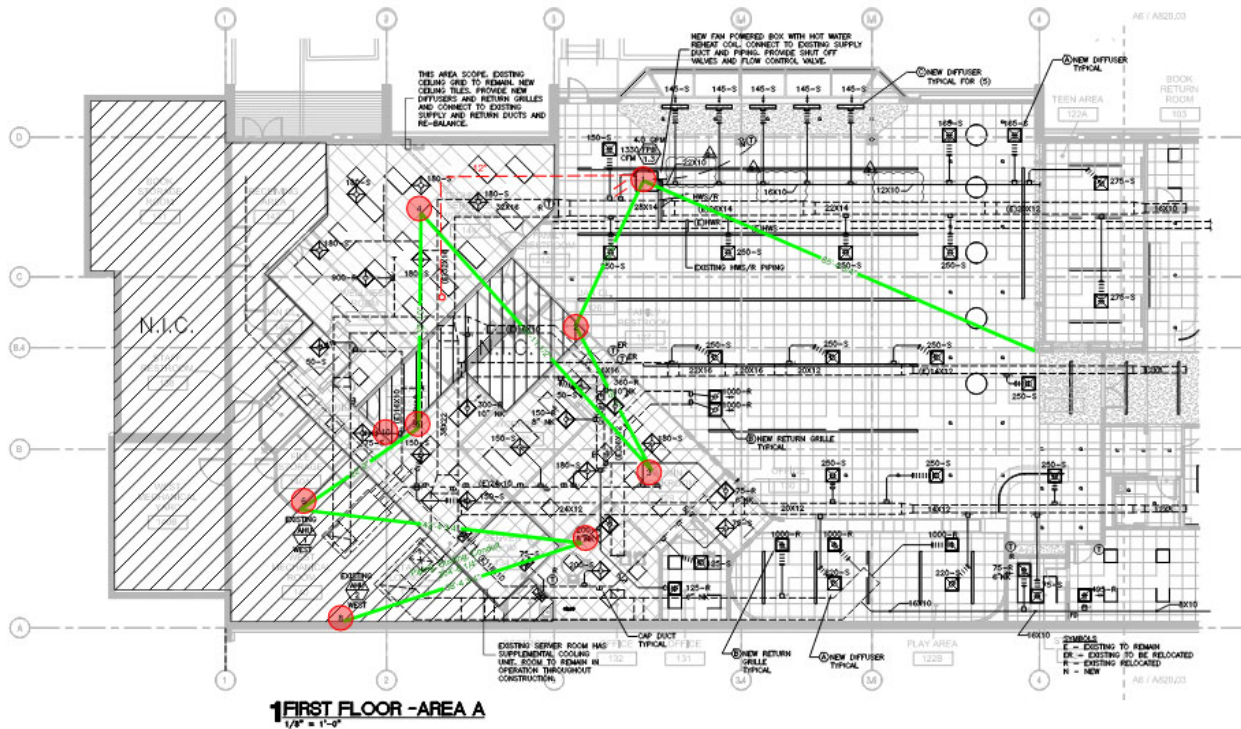
The Building Automation System (BAS) consists of devices including the JACE (Java Application Control Engine) that connects to all of the system and equipment controllers and sensors. The JACE connects to all of the controllers typically through a daisy chained (think of a big loop) wiring network (BACnet) and also links to the computer that has the software running the BAS. The controllers are located at the Variable Air Volume Boxes and Fan Powered Boxes that are located throughout the floor (see highlights on the next page).

As part of the BAS project all of the devices / controllers were replaced. **The scope for the BAS replacement project called to reuse the existing wiring between controllers.** The existing wire type was compatible with the new controllers and had been in use with the old system. Issues with the old system in terms of system visibility, control capability and overall functionality may have been covering up network instability caused by the existing wiring.

Since the new controllers have been installed the network has seen extensive instability with devices dropping connection and lack of visibility / control to all devices. In troubleshooting, IBS first focused on issues that may have been due to their installation: 1) improper grounding 2) issues with controllers / devices themselves and 3) bad wiring connections. Once that level of troubleshooting was completed they then started to investigate the existing BAS wiring. They have found a number of T taps (where the daisy chain loop is interrupted by a offshoot) which diminishes the electrical connection between the network. Additionally, since the wiring is buried in the ceiling above there may be additional unknown T taps to old abandoned devices causing an issue in the network.

IBS has proposed to replace the network wiring on the 1<sup>st</sup> floor, where they have continued to have network stability issues as part of the project. The 2<sup>nd</sup> floor wiring is not recommended by IBS to be replaced as they have split the network and installed a router to isolate the 2<sup>nd</sup> floor from the 1<sup>st</sup> without the same issues.









**C. IBS Proposal Approval – New BACnet wiring to VAVs and FPBs– Action Item**

---

Board Approval is Recommended for the proposal as follows:

- IBS Proposal dated 6/26/2025 in a sum of \$22,640.00 (attached exhibit A)
  - For replacing the BACnet wiring on the 1<sup>st</sup> floor of the project
  - Cost to be paid for from **Capital project contingency**

***Potential Board Action is as follows:***

***Approval of the Interactive Building Solutions proposal dated 6/26/2025 to replace the 1<sup>st</sup> floor BACnet wiring to in the sum of \$22,640.00.***





June 26, 2025

To: Marc Rogers

Re: Lisle Library - BACnet Wiring  
777 Front Street  
Lisle, IL 60532  
Temperature Controls

Dear Marc Rogers,

Interactive Building Solutions, LLC is submitting this proposal to accomplish the control work for the referenced project.

Interactive Building Solutions would provide all necessary project management, supervision, engineering, technical support, tools, and equipment to accomplish the following:

**Variable Air Volume Boxes and Fan Powered Boxes** – Quantity 26 (VAV-1.01, 1.02, 1.03, 1.04, 1.06, 1.07, 1.08, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16) (FPB-1.1, 1.2, 1.3)

- Install new BACnet wiring to VAVs and FPBs from Jace.

**Your cost for the scope of work is: \$22,640.00**

**Miscellaneous**

- N/A

**Exclusions/Clarifications**

- No permits, fees or bonds
- No humidifier valves
- No software or software upgrades
- No test and balance handhelds, software, or test and balance work
- No fire alarm work, programming or testing
- No smoke, fire, control, or fire/smoke dampers
- No providing, mounting, or installation of contactors, starters, variable frequency drives (VFD) or disconnects
- No hand-off-auto switches or transformers for starters
- No patching, painting or general trade work
- No dumpsters
- No gauges, magnehelics, PT plugs or thermometers
- No pipefitting work, including pressure taps, differential pressure mounting or piping, flow meters, or thermo well installation
- No loose ship controls installation (roof top pressure sensors, temperature sensors, remote dampers, control panels/displays, boiler gas train, flue, or other vendor device installation) unless noted in the above scope.
- No liquidated damages
- No boots, curb portals, flashing, or roofing





Thank you for the opportunity to present this quotation. If you have any questions, or if I can be of further assistance, please contact me at your earliest convenience.

## Signatures

This proposal is hereby accepted, and Interactive Building Solutions, LLC is authorized to proceed with the work, subject however, to credit approval by Interactive Building Solutions.

This proposal is valid for  
**30 Calendar Days**  
1919 Cherry Hill Rd

*Signature*

**Name:**

**PO #:**

*Signature*

**Name:**

Marcos Torrescano

**Title:**



---

## TERMS & CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

1. **SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. We do not include and we assume that the GENERAL CONTRACTOR or MECHANICAL CONTRACTOR or OWNER will cooperate and provide all associated architectural/general trade work of any kind such as: cutting and patching of walls, roof, and floors; sleeving of all required openings; concrete work; equipment pads or bases; roofing; building structural support steel; access doors or panels; ceiling removal or replacement; louvers; painting; decorating; framing or headering of openings; lintels; landscaping; adequate access to areas to perform our work; dumpsters; etc. We assume that all required openings would be provided by OTHERS.. "in-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by our company shall be distributed and installed by others under our supervision but at no additional cost to us. Purchaser agrees to provide our company with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Our company agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge our company for any costs or expenses without our written consent.

It is our mutual understanding that the existing equipment and the associated system components that we are to tie into and utilize are in proper operating condition. We did not anticipate any additional costs for service, maintenance, repairs, or replacement parts that may be required for the existing equipment or the associated components. The only service work that is included is outlined above.

Unless specifically noted in the statement of the scope of work or services undertaken by our company under this agreement, our company's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of hazardous or dangerous materials, to include but not be limited to asbestos or PCBs, discovered in or on the premises. Any language or provision of the agreement elsewhere contained which may authorize or empower the purchaser to change, modify, or alter the scope of work or services to be performed by our company shall not operate to compel us to perform any work relating to hazardous or dangerous materials without our company's express written consent.

2. **INVOICING & PAYMENTS.** Our company may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Ten percent (10%) of the contract price is for mobilization, contract, fees, and insurance costs incurred prior to installation. This 10% shall be included in our company's initial invoice. Purchaser agrees to pay our company the amount invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If our company's invoice is not paid within 30 days of its issuance, it is delinquent.
3. **MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of our company, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, our company shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute thereof.



4. **SOFTWARE** – As a component of this agreement, some portions of the work may comprise of software, software programs, intellectual property, databases, and/or software code, hereby referred to as SOFTWARE, for operation. This SOFTWARE, provided to the PURCHASER, is stored on and utilized by the component HARDWARE (controllers, computers, or other direct digital devices), and made available through access to such HARDWARE. This SOFTWARE may or may not be provided separately at substantial completion as defined by the SCOPE OF WORK. Our company will, in good faith, attempt to maintain duplicates or backups of said SOFTWARE for the period of (12) months from the date of substantial completion. In no event will we or our suppliers be liable for any lost revenue, profit, or data, or for special, indirect, consequential, incidental, or punitive damages however caused and regardless of the theory of liability arising out of the use of or inability to use the SOFTWARE even if we or our suppliers have been advised of the possibility of such damages. In no event will we or our suppliers be liable for the recreation, restoration, or repair of said SOFTWARE due to any corruption, failure, loss of data, or otherwise.
5. **LIABILITY.** Our company shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.
6. **TAXES.** The price of this proposal does not include duties, sales, use, excise, or other similar taxes, unless required by federal, state or local law. Purchaser shall pay, in addition to the stated price; all taxes not legally required to be paid by our company or, alternatively, shall provide our company with acceptable tax exemption certificates. Our company shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.
7. **DELAYS.** Our company shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond our control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner or other Contractors or delays caused by suppliers or subcontractors of us.
8. **COMPLIANCE WITH LAWS.** Our company shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.
9. **DISPUTES.** All disputes involving more than \$15,000 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorney's fees incurred as a result. Nothing here shall limit any rights under construction lien laws.
10. **INSURANCE.** Insurance coverage in excess of our company's standard limits will be furnished when requested and required. No credit will be given or premium paid by our company for insurance afforded by others.
11. **INDEMNITY.** The Parties hereto agree to indemnify each other from all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.
12. **OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.



13. ENTIRE AGREEMENT. This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.
14. CHANGES. No change or modification of any of the terms and conditions stated herein shall be binding upon our company unless accepted by our company in writing.



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: July 11, 2025

## JULY 2025 | DIRECTOR'S REPORT

### Meetings:

LLD Board of Trustees – June 18  
Mayor Mullen – June 20  
CCS – June 20  
Special Board/TIF – June 23  
Strategic Planning – June 23  
All-staff – June 24  
VOL JRB – June 25  
Lisle Savings – June 26  
Staff – July 2

Swistak – July 2  
4<sup>th</sup> of July Parade – July 4  
Staff – July 8  
Admin – July 8  
AllAmericanSign – July 8  
ILA Friends Workshop – July 9  
CCS/Terra – July 10  
Paley – July 11

### Fourth of July Parade

On Friday, July 4, the LLD walked in the Village parade passing out candy, pushing patriotic book carts, and waving at everyone who lined Main Street. A cast of twenty-three staff and Trustees walked the parade wearing our Summer Read t-shirts, hearing, *"We love the Library!"* the whole way. We managed to dodge the rain and the overcast sky was a welcomed treat. Thank you, Lisle, for showing up and thank you to all who walked representing the LLD!

### Meeting Outcomes

#### *Special*

The LLD held a special meeting on June 23 to discuss upcoming proposed TIFs in the Village of Lisle. Mayor Mullen attended the meeting and answered questions Trustees had regarding the East Ogden TIF. After the Mayor left the meeting, the Board instructed the Director to support the TIF at the next JRB meeting.

#### *Joint Review Board (JRB)*

The JRB meeting was held on June 25 and the LLD voted, "Aye" for the East Ogden TIF. The votes cast were as follows:

Aye – Park Dist., Public Member Broda, DuPage Co., Village, LLD

Nay – School Dist. 202, Fire Dist., Township

The majority's supportive vote moves the East Ogden TIF to the full VOL Board for approval.

The next item on the agenda was a presentation on the Route 53 TIF. The TIF advisors presented a PPT on the TIF. JRB members asked questions related to certain inclusions within the TIF. I asked the Economic Development Director if he could outline what alternatives have been explored before opting for a TIF. I followed up with an email to the Village Manager with two questions in hopes of receiving answers before the next



*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: July 11, 2025*

LLD Board meeting. The JRB ultimately delayed a vote on the Route 53 TIF until JRB members had the opportunity to discuss the Route 53 TIF at their respective board meetings. The next JRB is scheduled on July 23 at 3PM.

*Strategic Planning*

The Committee met on June 23 and held a productive penultimate meeting. Committee members reviewed the draft I prepared with compiled ideas from the last Committee assignment. Members provided valuable feedback and made good suggestions for a final draft. The next, and hopefully, final meeting is scheduled on July 22 at 7PM.

*CCS/Terra*

On July 10, CCS, the Terra Engineering team, Assistant Dir. Savage, and I met via Zoom to introduce ourselves, to generally discuss plans for advancing a design for the Kingston lot, and to gauge costs. We look forward to a productive relationship with Terra.

*ILA Friends Workshop*

On July 9, I attended an ILA workshop that focused on fundraising by Friends/Foundation groups. The workshop provided ideas for forming fundraising practices, a vision, and audits for these types of supportive groups.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a stylized, flowing script.

Tatiana Weinstein



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: July 11, 2025

# FOURTH OF JULY PARADE!





## July 2025 Assistant Director Report Meetings/Virtual Meetings

- Event Team- June 16
- Johnson Controls- June 20
- Strategic Planning- June 23
- Electrician Walkthrough- June 24
- Event Team- June 27
- VoL- June 30
- AAA Window Tinting- July 3
- 1Source- July 7
- CertaPro- July 8
- All-American Sign- July 8
- LaForce- July 9

### Meetings

The Event Team met several times to finalize plans for Fall Fest in September. This year, the event will be held on Friday, September 26 from 5-7pm. We will be having variety of activities, including a campfire storytime, inflatable attraction, live owl exhibit, and soft pretzel truck.

The Library once again participated in the annual Fourth of July Parade. Thank you to all the staff and trustees who participated as well as the Event Team for decorating all of the book carts.

### Facility

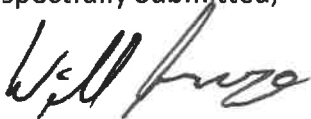
Johnson Controls came out to complete our annual radio monitoring compliance testing. We passed with no deficiencies, and have been fully updated in the Village's compliance engine.

AAA Window Tinting completed the windows on the south side of the second floor. These 11 windows open over the general seating area, as well as the magazine shelving. With the completion of these windows, now any shelves that are perpendicular to direct sunlight have UV film to protect materials from damage due to exposure.

1Source is nearly complete with the mechanical portion of the current HVAC project. Once they procure a final fuse (sizing issue), we will be prepared for a final inspection from the Village in order to close out that half of the project.

IBS continues to work through fine tuning the BAS in all areas of the building. As was mentioned in previous reports, communication issues on the first floor are going to require additional wiring work, and sensor settings are still being tuned on the second floor. We will continue to work with IBS until the system is operating as intended.

Respectfully Submitted,



Will Savage  
Assistant Director



## Adult Services Quarterly Report

April-May-June 2025

### April

In celebration of National Library Week, the LLD hosted a variety of *If You Give a Mouse a Cookie* themed activities from April 6<sup>th</sup> to April 12<sup>th</sup>. A large guessing jar, featuring cookie stress balls, was on display in the foyer. Additionally, a library-themed crossword puzzle was available to all patrons. The celebration concluded with a story time featuring Mouse from *If You Give a Mouse a Cookie*, and cookies for all patrons on Saturday, April 12<sup>th</sup>. I staffed a table in the foyer during the story time event where I spoke to well over 100 patrons. While I had the pleasure of collecting guessing jar submissions and handing out cookies, I also received a lot of questions about the recent executive order mandating the elimination of the Institute of Museum and Library Services (IMLS). Many of our patrons expressed concern that the executive order would directly affect the services they receive at the Lisle Library District and asked how they could support their local library. I was grateful to connect with so many patrons at one event and I sincerely appreciated the support from our community.

Adult Services staff launched a new service- *Book a Librarian*. Designed to offer more personalized, one-on-one assistance, *Book a Librarian* allows patrons the opportunity to reserve a 30 minute help session with a staff member on the topic of their choice. Upon launching the service, Adult Services immediately received multiple appointment requests on topics ranging from Excel spreadsheets, ChatGPT, and Android phones. I'm proud to write that this initiative was designed and launched by Assistant Director of Adult Services, Noelle Spicher, who noted patrons often needed more one-on-one help than staff could reasonably provide at the service desks.

After observing patron need due to language barriers, Adult Services created alternate versions of our commonly used brochures. Our handouts on the Seed Library, ELD collection and programming, and Mobile Printing instructions are now available in Spanish.

### May

Adult Services staff members, Jean Demas and Karalyn Collazo, both presented at the Reaching Forward conference. An annual event hosted by the Illinois Library Association, Reaching Forward is a professional development event for library support staff. Jean Demas presented: *Dive In! Discover the Pool of Print, Website and Mobile App Resources for Literacy/English Language Development (ELD) Assistance*. There were approximately 180 people who attended the presentation to learn about Literacy/ELD services, recommended resources, publishers, and viewed samples from the LLD's Literacy/ELD collection. Karalyn Collazo, in partnership with Mallory Caise and Joann Sheahan from Youth Services, presented: *Dynamic Displays: Making Your Space Fun and Informative* to approximately 150 attendees. The trio's presentation covered how to create eye-catching, artistic bulletin boards and patron-interactive displays while also curating diverse lists of materials and keeping statistics.

Summer Read kicked off early this year! On May 31<sup>st</sup>, approximately 550 patrons gathered at the LLD for our annual Summer Read Kick-Off event. Staff mixed things up this year and staged all activities in the north lot off Front Street. This was done in an effort to open up more parking for patrons and create a safer environment for Kick-Off attendees. Frosty Dog food truck served corn dogs (which were VERY well received!) while Foam Party All Stars provided the ultimate foam party experience. LLD staff hosted a photo booth, Readers' Advisory table, Summer Read registration assistance, and an LLD logo mosaic craft.



In addition to all of their hard work planning this large-scale event, Adult Services staff also decorated our department with faux cherry blossoms and provided a Hokusai display to match our Summer Read theme.

## June

On June 6<sup>th</sup>, the LLD launched its new catalog featuring the Aspen Discovery Layer. The onboarding process for Aspen has been a labor of love spanning over the course of several months for the Leadership Team. The new and improved catalog offers a much more user-friendly and enhanced experience for patrons. With more functionality for patrons comes a few more administrative tasks for staff. I would be remiss not to mention the diligence of Adult Services staff, who had to quickly adapt to new procedures in order to accommodate Aspen enhancements. We are so pleased to offer this new product to patrons and hope that it further connects them with LLD's resources with ease.

The summer season brings more outreach opportunities for our staff. Adult Services and Circulation Services partnered together to visit the Lisle French Market and the Lisle Woman's Club Garden Gait. It is such a joy to connect with patrons out in the community. Staff were able to promote Summer Read, register/renew Library cards, and answer questions about LLD's services at both of these events.

Respectfully Submitted,

Elizabeth Hopkins



*National Library Week Event*





*Mallory, Joann, and Karalyn present at Reaching Forward*



*Summer Read Kick-Off Party*





*LLD brochures now available in Spanish*



*Xavier, Jean, and Angela at Garden Gait*



# Youth Services Report– Second Quarter 2025

## News:

- The YS Department welcomes Joann Sheahan as a new YS Librarian and Lexy Twidell as YS Paraprofessional. We are excited to see both Joann and Lexy thrive in their new roles.
- The VOX Books (picture books with audio read-along) were moved to a new prestige shelving area close to the children's computers. This new shelving will allow us to expand this popular collection while also dedicating more space to our traditional picture book collection.
- Assistant Director Katie McMahon completed a refresh of the Baby Play Area, widening the area and adding enrichment equipment for the babies and toddlers.
- Youth Services Staff Mallory Caise and Joann Sheahan prepared displays for the following topics: Library Week, Poetry Month, Arab-American Heritage Month, Autism Acceptance Month, Earth Day, Photography Month, Star Wars Day, Free Comic Book Day, Children's Book Week, Lisle Woman's Club Art Contest, Jewish-American Heritage Month, AANHPI Month, Memorial Day, Pride, PageTurners, Summer Reading program, Juneteenth, and Immigrant Heritage Month.
- Mallory Caise has recruited, trained and scheduled 55 youth summer volunteers.

## Programs:

- Youth Services continued to offer special once a month evening storytimes. April's theme was Astronomy, while the themes for May and June were Robots and Mermaids respectively.
- Kindergarten Art Jam was added to our regular rotation of programs. This program provides a drop-in opportunity for kindergarten age children where they can express their creativity through process-oriented art projects.
- Emily Walker and Isolda Page have introduced our third book club called, "Check 'Em Out" that is aimed at ages not yet served by our current book clubs.

## Youth Book Clubs and Reading Programs

The *Books and Banter* group read and discussed the following titles:

- *Drum Roll, Please* by Lisa Jenn Bigelow.
- *Tristan Strong Punches a Hole in the Sky* by Kwame Mbalia.
- *The Hunger Games* by Suzanne Collins

The *Teen Manga* group read and discussed the following titles:

- *Kimi Ni Todoke: From Me to You Vol. 1* by Karuho Shiina
- *World Trigger Vol. 1* by Daisuke Ashihara
- *My Hero Academia Vol. 1* by Kohei Horikoshi

*PageTurners* participants read titles of their choosing on the following topics:

- A book about play
- A book about cooking/baking
- A book about an AANHPI character or by an AANHPI author

The *Check 'Em Out* group read and discussed *Millionaires for the Month* by Stacy McAnulty.

## Sidewalk Stories

The following texts were featured in our library story walk:



- April: Planting Stories: The Life of Librarian and Storyteller Pura Belpré by Anika Aldamuy Denise
- May/ June: The Katha Chest by Radhiah Chowdhury

### **Community Outreach Highlights:**

Youth Services staff performed outreach storytimes at the following organizations and interacted with a total of **1,374** children in the community during the second quarter:

- Lisle Elementary
- Gentle Learning Preschool
- St. Joan of Arc School
- Pathway Connections
- Bright Horizons
- Chesterbrook Academy
- Kindercare on College Ave

### **Professional Development:**

- YS Librarians are currently serving on the following professional committees or groups:
  - Katie McMahon is a member of the Monarch Award Selection Committee.
  - Mallory Caise and Joann Sheahan presented a program (along with Karalyn Collazo from Adult Services) at ILA's Reaching Forward North 2025 conference entitled "Dynamic Displays: Making Your Space Fun and Informative" in front of 150 professionals in attendance.
  - Emily Walker contributed to the School Library Journal's 'Best YA Books Committee'.

### **Patron Communications**

The following comments were provided by way of comment cards:

"Thank you for your diverse collection and highlighting months that are often overlooked like Arab American month" – 4/12/25

"My Children Loved the Foam Party!" - No Name Provided 6/15/25

Respectfully Submitted,  
John Ferrari, Director of Youth Services



# Quarterly Board Report

## 4<sup>th</sup> Quarter FY24/25

### Circulation Services Department

Respectfully Submitted by Paul Hurt, Director of Circulation Services

#### Outreach Events



On June 8, Angela from Circ. and Jean and Xavier from Adult Services (AS) attended the Lisle Woman's Club's Annual Garden Gait (*photo at left*). They talked to over 70 attendees. Several people shared multiple compliments about the Summer Read T-shirts, the *Connections* newsletter, and the foam machine at the Summer Read Kickoff Party.

Jessica from Circ. and Krista from AS attended the French Market on June 14 (*photo at right*). They spoke to over 40 people (not counting those who just passed by and said, "Hi"). Many were interested in learning more about Summer Read. The bookmarks Jessica had on hand were very popular, and she also gave out plenty of stickers to kids. Jessica talked to several people about the community pass programs, Explore More Illinois and Museum Adventure Pass.



During the Summer Read Kickoff Party, Jessica and I provided a variety of information to over 40 individuals, registered five new LLD patrons, and checked out LLD materials to patrons that were showcased by AS staff.

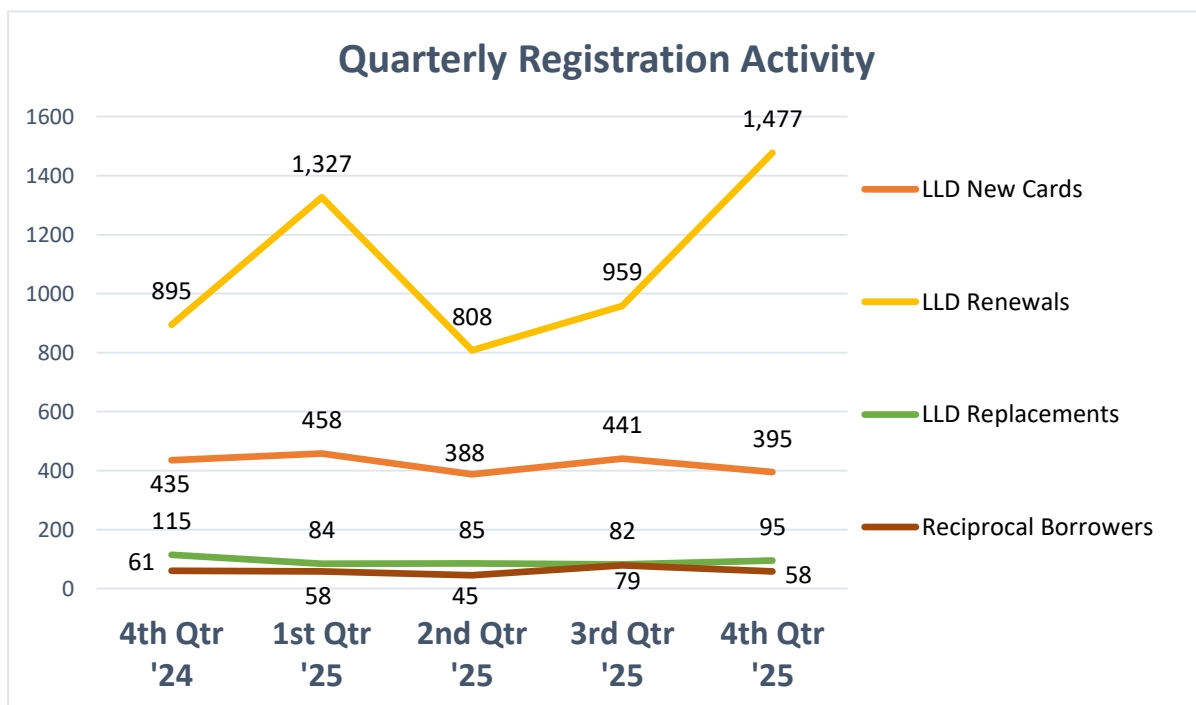
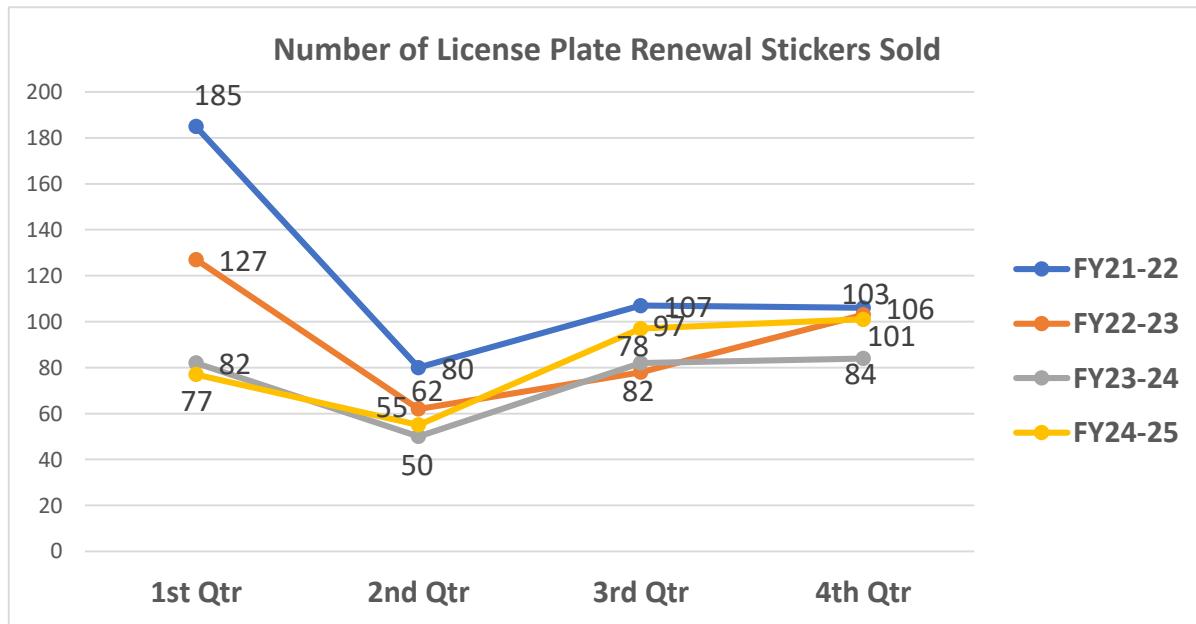
#### Patron Service Best Practices Plan

At a Circ. Meeting in April, along with special guest, Director Tatiana Weinstein, Circ. Desk staff acted out scenarios and daily patron interactions using our patron service best practices plan that was discussed/developed at a previous meeting and which prioritizes focused attentiveness, active listening, being sincere, and taking responsibility and initiative. It was a great opportunity for staff to ask questions and share their ideas and past patron service experiences. Then, Circ. Desk staff and I had a follow-up meeting a few weeks later to go over parts of the plan which we agreed were working or needed to be adjusted.



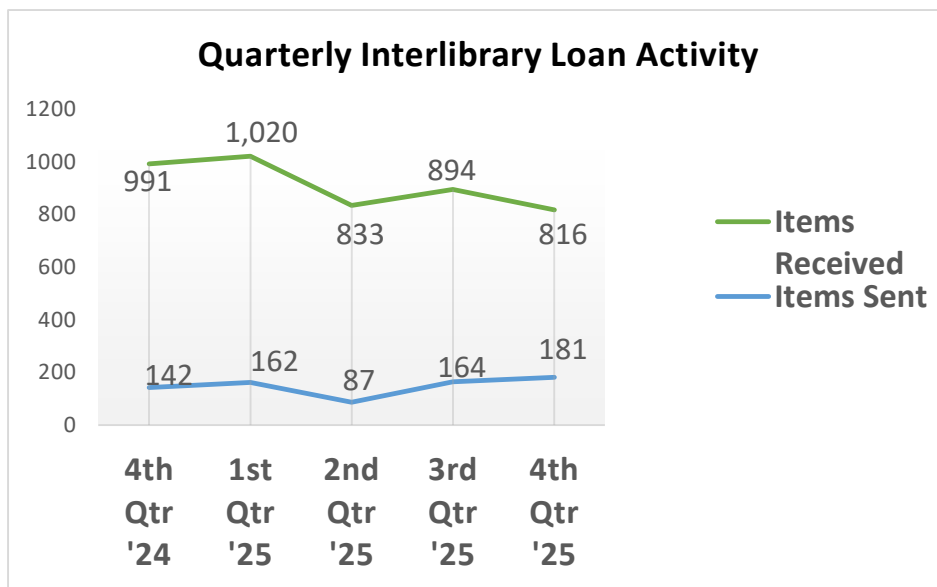
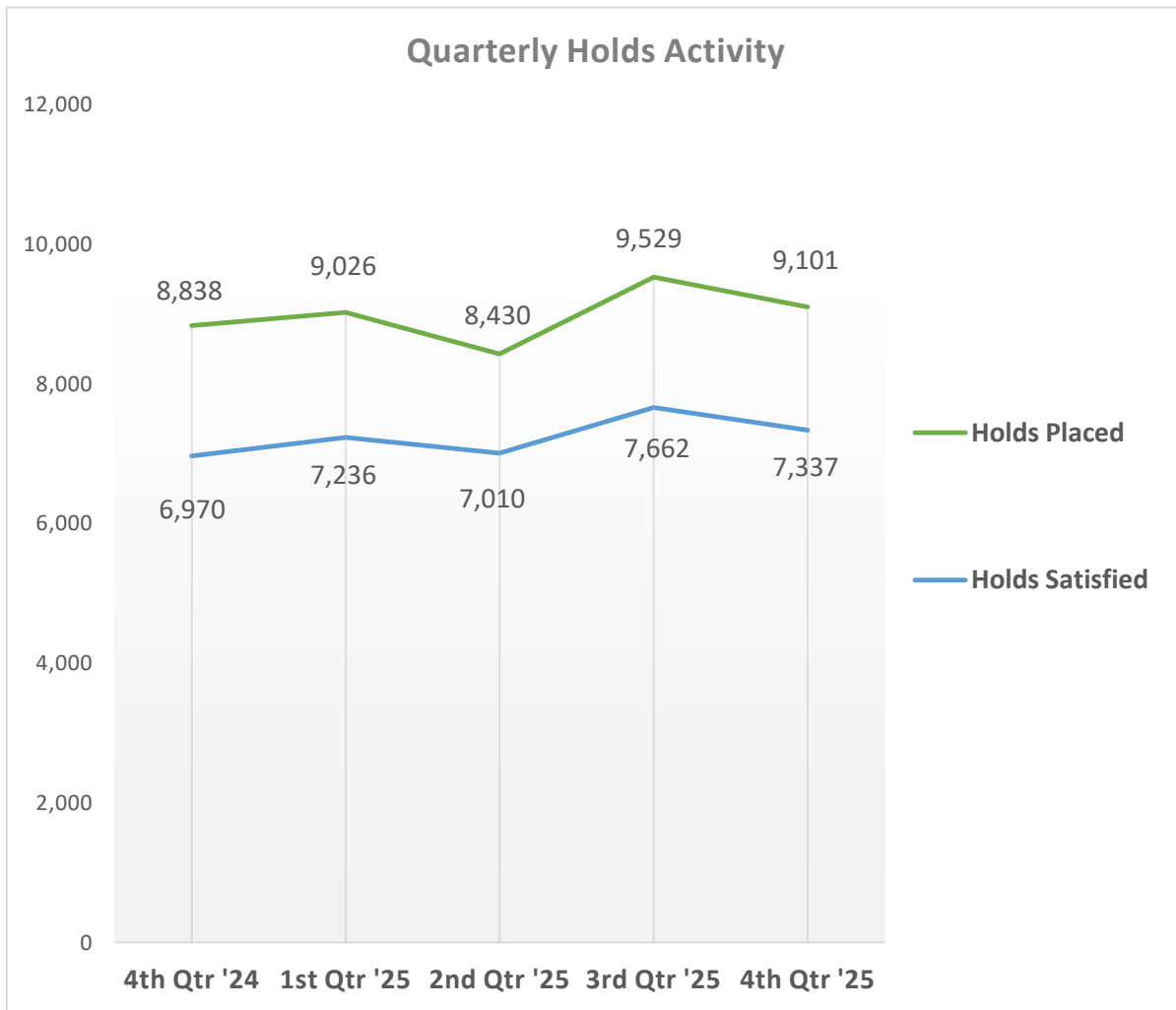
### Illinois License Plate Renewal Stickers

During this quarter, 101 stickers were sold.



There was a substantial increase in the number of LLD card renewals during this quarter, especially in June.







## TECHNICAL SERVICES 4<sup>th</sup> QUARTER FY2024/2025

### Meetings and Webinars

- Aspen Implementation meetings: 4/2, 4/21
- Aspen Community meetings: 4/10, 4/17, 5/8, 5/22, 6/12, 6/19
- ALA CORE Subject Faceted Vocabulary Group: 4/11, 5/9, 6/13
- LACONI Governing Board: 4/23, 5/28
- RAILS TS networking meeting 4/18
- Introducing the New Novelist Experience 6/26
- Strategic Board meeting: 4/9, 6/24

LLD ended the fiscal year with lots of excitement! In June, we unveiled the new catalog layer, Aspen Discovery. The new interface provides patrons one stop for all their searching needs by providing direct access through APIs and downloaded records to some of our most popular databases. Resources from PressReader, Tumblebooks, Chilton Library, LearningExpress, Masterfile Premier, Novelist, and many more are now discoverable. Patrons can search the entire Hoopla collection (1.8 million titles), Kanopy (48,000), Overdrive (69,000), and our physical collection at the same time. While Technical Services is primarily responsible for the catalog, all departments contributed to making the new discovery layer a success and it would not have been possible without the amazing LLD staff.

ILA has entered into an agreement with Amazon to provide Illinois libraries access to a free Institutional membership to Amazon Business with a dedicated customer services advisor to assist with any questions or issues. Although LLD already had an Amazon Business account, through ILA it is now free and with access to more services through the higher tiered account.

Respectfully submitted by Laura Murff, Director of Technical Services



## MATERIAL ADDED THIS QUARTER

### Adult Services Collection

AS Fiction Books	1258
AS Non-Fiction Books	1432
AS Audio/Visual	919
AS Periodicals	599
<b>Adult Services Total</b>	<b>4208</b>

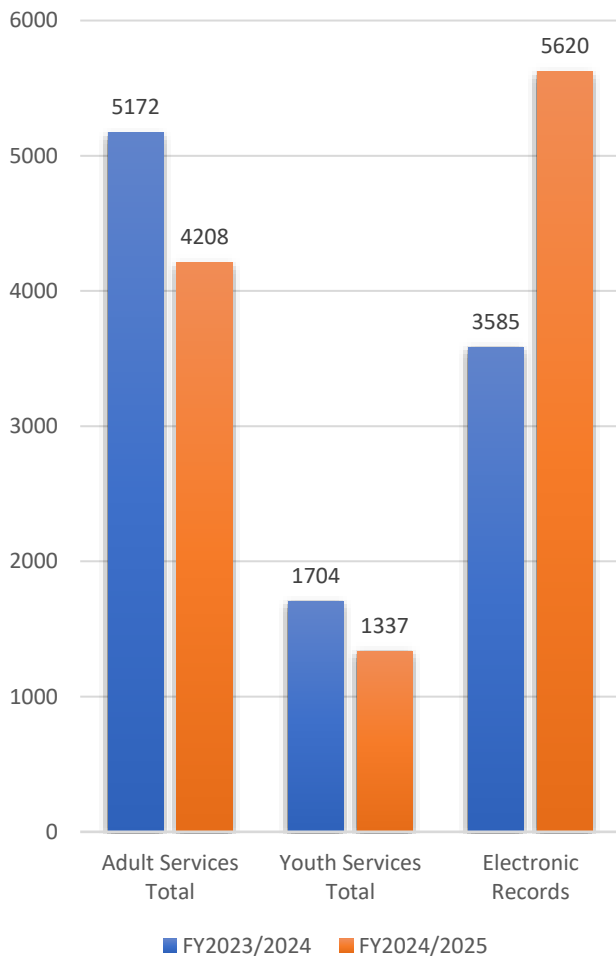
### Youth Services Collection

YS Fiction Books	1019
YS Non-Fiction Books	250
YS Audio/Visual	50
YS Periodicals	18
<b>Youth Services Total</b>	<b>1337</b>

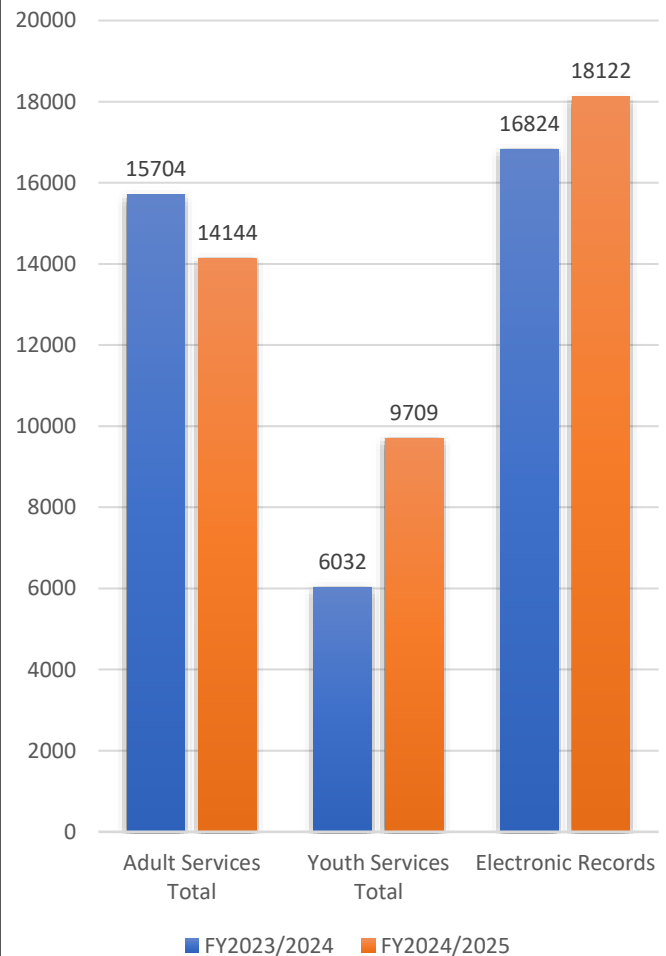
### Electronic Records Collection

EMediaLibrary MARC records	360
Hoopla MARC records*	4350
Kanopy MARC records*	910
<b>Electronic Records Total</b>	<b>5620</b>

### 4th Quarter Comparison FY2023/2024 to FY2024/2025



### Year Comparison FY2023/2024 to FY2024/2025





Resolution 25-04

A RESOLUTION AUTHORIZING THE PREPARATION  
AND FILING OF THE ANNUAL BUDGET AND  
APPROPRIATION ORDINANCE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LISLE LIBRARY DISTRICT:

Section 1: That "AN ORDINANCE Adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2025, and specifying the object and purposes for which such appropriations are made and the amount appropriated for each object or purpose" be filed in the office of the Lisle Library District for at least thirty (30) days prior to final action thereon, and that during such period of time, it shall be made conveniently available to public inspection.

Section 2: That at least one public hearing shall be held as to such Ordinance prior to final action thereon, notice of which shall be given in a newspaper published in the Lisle Library District at least thirty (30) days prior to the time of such hearing.

FURTHER, this Resolution shall be in full force and effect from and after the adoption as provided by law.

ADOPTED this 16<sup>th</sup> day of July, 2025, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Emily Swistak, President of the LLD Board of Trustees

ATTEST:

\_\_\_\_\_  
Joshua Martin, Secretary of the LLD Board of Trustees



STATE OF ILLINOIS     )  
                                      )  
COUNTY OF DUPAGE    )

CERTIFICATION OF AUTHENTICITY

I, Joshua Martin, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 16<sup>th</sup> day of July, 2025, the foregoing Resolution 25-034 was duly passed by the Board of Trustees.

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Joshua Martin, Secretary of the LLD Board of Trustees  
Lisle Library District  
DuPage County, Illinois



NOTICE OF PUBLIC HEARING ON  
BUDGET AND APPROPRIATION ORDINANCE  
OF THE LISLE LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS

PUBLIC NOTICE is hereby given that the Lisle Library District has cause to be prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation on the 17<sup>th</sup> day of September, 2025, at the hour of 6:45 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

Copies of such tentative Budget and Appropriation Ordinance will be available for public inspection on the Library's website, [lislelibrary.org](http://lislelibrary.org), and at the Lisle Library District beginning August 14, 2025 during the hours of 9:30 a.m. to 9:00 p.m., Monday through Friday, Saturday, 9:30 a.m. to 5:00 p.m., and Sunday, 1:00 p.m. to 5:00 p.m. The Library will be closed on Sunday, August 31<sup>st</sup>, and Monday, September 1<sup>st</sup> in observance of Labor Day.

By order of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois.

Dated this 16<sup>th</sup> day of July, 2025

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Emily Swistak, President of the LLD Board of Trustees  
Lisle Library District

ATTEST:

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Joshua Martin, Secretary of the LLD Board of Trustees  
Lisle Library District



# APPROVED

## LISLE LIBRARY DISTRICT LLD STRATEGIC PLANNING COMMITTEE

April 9, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Marjorie Bartelli - Vice President  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee  
Debbie Breihan - Trustee  
Tatiana Weinstein - Director  
Will Savage - Assistant Director  
John Ferrari - Youth Services Director  
Elizabeth Hopkins - Adult Services Director  
Paul Hurt - Circulation Services Director  
Laura Murff - Technical Services Director

Absent:

Karen Larson - Treasurer  
Josh Martin - Trustee

Also Present:

Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the December 11, 2024 Strategic Planning Committee Meeting

**MOTION:** Trustee Berry moved to approve minutes of the December 11, 2024 Strategic Planning Committee Meeting. Secretary Sullivan seconded.

Roll Call Vote - All aye. The motion passed.

4. Discussion - General Survey

Director Weinstein provided a recap of previous Committee meetings. She then provided a summary of the four focus group studies. Trustee Martin and Director Weinstein facilitated a focus group which was attended by 12 adult and senior patrons. Trustee Berry and Director Weinstein facilitated a focus group with approximately 18 teens in attendance. Director Weinstein and Assistant Director Savage facilitated an open forum focus group where two patrons attended. Trustee Sullivan and Director Weinstein facilitated a children and caregivers focus group where 15 adults and 28 children attended.

Director Weinstein presented a report with graphics summarizing the 420 responses to the community-wide survey which ran from December 13, 2024 through February 28, 2025. Most participants appreciated evening programs, followed closely by weekend programs. The most popular programs were Library-wide programs, book clubs, and music programs. Other suggestions for programming included a STEAM fairs, Fall



# APPROVED

Fest, civic engagement/educational programs, financial literacy programs, and more crafting and gardening programs.

The survey asked questions about how to improve outdoor programs. Many respondents were not aware that the Library held outdoor programs. Those who were aware of the outdoor programs loved them and wished to see more.

The most popular ideas about developing the Kingston property were to include native plantings, gardens, benches, and an accessible walking path. Other suggestions included a reading garden and sculpture garden.

When asked about what non-traditional materials participants utilized, many respondents stated that they were unaware of these collections/services. However, those who have used these items and services enjoyed the Museum Adventure Pass program, the Youth Services Play Area, and the license sticker renewal service.

Participants were asked if they found the Library email notifications helpful. Over 38 percent of participants were not aware the Library offered email notifications. Respondents who appreciated the notifications stated that the notifications reminded them to sign up for a program, or were alerted to a program/service they were not aware of.

Over 97% of respondents felt that the Library met their needs or exceeded their expectations. Those who felt dissatisfied wanted more opportunities to reserve meeting rooms, more e-books, and to expand book collections.

Director Weinstein asked the Committee to work toward determining focus areas for the next Strategic Plan. She stated that after reviewing the survey data, it seems that the community is not aware of all that the Library offers. She said that maintaining a broad collection, preserving the services we currently offer, and maintaining a place where the community could physically visit and digitally access resources were dominant themes.

President Swistak stated that the category of Outreach/Awareness should remain a focus area. Trustee Breihan agreed. Trustee Berry stated that a lot of respondents appreciated current programs and had good suggestions for different types of programs. Vice President Bartelli suggested that the facility and property categories might be combined into one category. Assistant Director Savage stated that using the term “property” was a good choice. Adult Services Director Hopkins said she thought that “materials and programs” should be included in a focus area. Youth Services Director Ferrari said that the category of “awareness” was critical to promote services and materials. Assistant Director Savage suggested that there be three areas of focus: Awareness, Property, and Resources. Technical Services Director Murff suggested adding programs, services, and materials under the Resources category. The Committee agreed.

Director Weinstein confirmed the three Focus Areas as Awareness, Resources, and Property. She asked that each Committee member write one sentence that outlines the objective of each focus area and for two approaches to achieve each objective. She asked that Committee members email their suggestions by email by April 23. The information will be compiled into a Draft Strategic Plan for the next meeting.



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5. Adjourn

**MOTION:** Treasurer Berry moved to adjourn the meeting. Trustee Breihan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:05 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the LLD Strategic Planning Committee on June 23, 2025.

Approved by

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Josh Martin, Secretary of the Board