

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 13, 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 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 August 13, 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. Vice President Berry and Trustee Paley reviewed the July billings in August
 - b. President Swistak and Trustee Sullivan will review the August billings in September
4. Consent Agenda - Action Required
 - a. Approve Minutes of the July 16, 2025 Board Meeting
 - b. Approve Minutes of the July 16, 2025 Executive Session
 - c. Approve Minutes of the July 22, 2025 Strategic Planning Committee Meeting
 - d. Acknowledge Treasurer's Report, 07/31/25, Investment Activity Report, 07/31/25, Current Assets Report, 07/31/25, Revenue Report, 07/31/25, and Expense Report, 07/31/25
 - e. Authorize Payment of Bills, 08/13/25
5. Unfinished Business
 - a. Capital Improvement Projects
 - i. BAS Project Update
 - ii. HVAC Project Update
 - iii. Kingston Lot Development Update
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning - Retire
 - e. Committee to Review Minutes - Retire
7. Staff Reports
 - f. Director Report
 - g. Assistant Director Report
8. New Business
 - a. Approve Tentative Budget and Appropriation Ordinance O25- 04 (B&A) - Action Required
Approval of this Tentative Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026.
 - b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

Acceptance of the IPLAR. Illinois public libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission of the IPLAR.

- c. Adopt 2025 - 2028 Strategic Plan - Action Required
Adoption of the LLD 2025 - 2028 Strategic Plan
- d. Approve LLD Policy 610: Patron Code of Conduct - Action Required
Approve revisions to LLD Policy 610: Patron Code of Conduct
- e. Approve LLD Policy 815: Personal Vehicle Use for Library Activities - Action Required
Approve revisions to LLD Policy 815: Personal Vehicle Use for Library Activities
- f. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks - Action Required
Approve revisions to LLD Policy 830: Employee & Volunteer Reference/Background Checks
- g. Approve LLD Policy 850/sec. 14e: Floating Holidays - Action Required
Approve revisions to LLD Policy 850/sec. 14e: Floating Holidays
- h. Approve LLD Policy 850/sec. 14h: Insurance - Action Required
Approve revisions to LLD Policy 850/sec. 14h: Insurance
- i. Semi-annual review of executive session minutes - Action Required
Six-month review of executive session minutes to release or to remain closed.
- j. Review of executive session recordings more than 18 months old - Action Required
Six-month review of executive session recordings to retain or destroy.

9. Executive Session

- a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06

10. Opportunity for Trustee comments (five minutes)

Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak

11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
July 16, 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.]
John Ferrari - Director of Youth Services [left the meeting at 7:47 p.m.]
Mary Jo Mullen - Mayor, Village of Lisle [left the meeting at 7:47 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee 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

MOTION: Treasurer Breihan moved to approve the Consent Agenda. Trustee Paley seconded.
Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Capital Projects - Progress Update - CCS Report

Mr. Rogers reported that all BAS system devices and software have been installed. IBS continues to troubleshoot programming issues. The HVAC system condensing units have been installed. 1Source Mechanical is completing punch list items. A lot development project introductory meeting is scheduled for July 17th. Mr. Rogers will walk the lot with the designers. He expects a design update in September.

ii. BAS Network Cable Discussion

Mr. Rogers explained that the wiring on the first floor BAS system is not connected in a closed loop. This is interrupting communications between the software and the VAV boxes. It will take about two weeks to correctly wire the system and test. Mr. Rogers is recommending contracting IBS to complete this work.

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.

MOTION: Secretary Martin moved to approve the Interactive Building Solutions proposal dated 6/26/2025 to replace the 1st floor BACnet wiring in the sum of \$22,640.00. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

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

6. Committee Reports

- a. Finance - Treasurer Breihan stated she has decided to forgo a meeting prior to the preparation of the B&A. The B&A will be presented to the full Board in August.
- b. Personnel and Policy - Vice President Berry stated that the Committee would be meeting on August 4th at 7:00 p.m.
- c. Physical Plant - Secretary Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Committee would be meeting on July 22, 2025 at 7:00 p.m.

7. Staff Reports

- a. Director Weinstein thanked the Trustees who walked in the 4th of July Parade. She recapped the Special Board Meeting on June 23rd. Mayor Mullen attended to answer questions regarding the Village East Ogden Avenue TIF. Director Weinstein discussed attending the Joint Review Board meeting on June 25th. Director Weinstein voted in favor of the TIF per the LLD Board vote. The East Ogden TIF will go to the Village Board for approval. There was a presentation of the Route 53 TIF at the JRB meeting. Director Weinstein emailed the Village requesting more information on the Route 53 TIF. The response from the Village was provided to each Trustee. The Route 53 TIF vote will occur at the next JRB meeting on July 23rd.

The Strategic Planning Committee met on June 23rd. The Committee provided input for the Draft Strategic Plan. The Committee will meet on July 22nd to review the Draft.

Director Weinstein, Assistant Director Savage, and Marc Rogers attended an introductory meeting with TERRA Engineering. They discussed the community survey and general plans for the Kingston lot. A site walk through is scheduled for July 17th.

Director Weinstein attended an ILA Workshop focusing on fundraising. The workshop discussed Library Friends groups, how to reinvigorate stagnant groups, and how to form a new group.

On July 15th, Director Weinstein and Assistant Director Savage attended the Emergency Management Training Exercise Meeting at Benedictine University. The meeting was hosted by the Lisle Police Department and was attended by intergovernmental agencies and other local businesses. They reviewed policies and procedures, and attendees participated in threat scenarios.

- b. Assistant Director Savage stated that the Event Team met to discuss Fall Fest, which will occur on Friday September 26th at 7:00 p.m. Fall Fest will feature a campfire story time, an inflatable slide, a live owl exhibit, and an Auntie Anne's Pretzel Truck.

Johnson Controls was on site to conduct annual radio monitoring compliance testing. The LLD passed all testing and is compliant. Window tinting was completed on the 11 South facing windows on the second floor. 1Source has completed their punch list items. Assistant Director Savage will be scheduling the final inspection with the Village. IBS completed troubleshooting of program sequencing issues on the 2nd floor. The system is currently functioning properly.

- c. John Ferrari, Director of Youth Services, presented the new Sensory Cool Down Kits that will be available in the Youth Services Department. This resource is for patrons with ASD (Autism Spectrum Disorder). The kits contain noise cancelling headphones, a communication menu, a weighted lap blanket, and a bubble timer for in-library use. Other items in the kit include sunglasses, fidget toys, and a stress ball shaped like a heart, all of which can be taken home.

The Sensory Cool Down Kits are a tool to aid patrons and parents in enjoying the Library. The kits will soon be on display and accessible to all.

8. New Business

- a. Adopt Resolution R25-04: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required
MOTION: Vice President Berry moved to approve Resolution 25-04: A resolution authorizing the preparation and filing of the Budget and Appropriation Ordinance (B&A). Trustee Sullivan seconded.

Director Weinstein explained that this resolution alerts the public that we are preparing the legal authorization to expend funds.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Hearing on B&A - Action Required
MOTION: Trustee Paley moved to approve the Public Notice of Hearing on the B&A. Treasurer Breihan seconded.

Director Weinstein informed the Trustees that the Public Notice alerts the public that we are going forward with the B&A and that they have 30 days to review the document before the public hearing.

Roll Call Vote - All Aye. The motion passed.

- c. Village of Lisle Route 53 TIF - Action Required

President Swistak invited Mayor Mullen to begin the discussion. Mayor Mullen said that a number of taxing bodies asked why the Hyatt Hotel and Honda dealership were included within the TIF boundary.

She stated that the hotel is privately owned but licensed to use the Hyatt name. The occupancy rate has been low compared to surrounding hotels. The inclusion in the TIF is so that there is incentive to refurbish or repurpose the building. She explained that the Honda dealership has been advised (by Honda Corporate) that they are required to have 600 spaces or they will have to move. By putting Honda in the TIF District, this will encourage Honda to relocate across the street, rather than leave the community.

Treasurer Breihan asked about the flood plain remediation. Mayor Mullen said she is very confident that it can be properly addressed.

Trustee Larson asked if the Hyatt met the “but for” test for the TIF. The Mayor affirmed that it meets the test. Trustee Larson asked why the Board received the Village information so late. The Mayor explained that the Village Manager could not provide the information any sooner.

President Swistak asked the Trustees if they were ready to cast their vote in support, or against, the TIF. The Trustees affirmed that they were ready. When polled, Trustees Swistak, Berry, Breihan, Martin, Paley, and Sullivan voted “aye.” Trustee Larson voted “nay.” Director Weinstein will vote in favor of the TIF on behalf of the Library at the next Joint Review Board Meeting.

9. Executive Session - Action Required

MOTION: Trustee Sullivan 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. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:47 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 8:00 p.m.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan said she enjoys the quarterly reports. She said she appreciates knowing what each department is working on.

Secretary Martin said he appreciated the quarterly reports. He said he enjoyed YS Director Ferrari’s report and appreciates the dedication to inclusivity.

Vice President Berry said she enjoys the quarterly presentations by the Department Directors. She stated that she is very happy with the Aspen catalog overlay product.

Trustee Larson said she is very impressed with the Sensory Cool Down Kits.

Trustee Paley stated that she agrees with the other Trustees’ sentiments. She said enjoyed the reports and the presentation.

Treasurer Breihan said that she noticed the alternate language brochures. She said she appreciated that the Library is attentive to the community's needs. She said she is pleased to see the "Book a Librarian" service. She said that the one-on-one help with technology is a great service for senior patrons. She thanked the Director for her work, and for her and the Assistant Director's participation at the Emergency Management Meeting.

President Swistak said she enjoyed walking in the 4th of July Parade. She stated that the community always enthusiastically responds to the Library at the parade. She said that YS Director Ferrari's presentation was wonderful.

11. Adjourn

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

The meeting adjourned at 8:06 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on August 13, 2025.

Approved by

Joshua Martin, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE
July 22, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Debbie Breihan - Treasurer
Karen Larson - Trustee
Laura Paley - Trustee
Liz Sullivan - Trustee
Tatiana Weinstein - Director
Will Savage - Assistant Director
John Ferrari - Youth Services Director [arrived at 7:01 p.m.]
Paul Hurt - Circulation Services Director
Laura Murff - Technical Services Director

Also Present:

Jackie Kilcran - Recording Secretary

Absent:

Vanessa Berry - Vice President
Josh Martin - Secretary
Elizabeth Hopkins - Adult Services Director

2. Opportunity for visitors to speak - None

3. Approve Minutes of the June 23, 2025 Strategic Planning Committee Meeting

MOTION: Trustee Sullivan moved to approve minutes of the June 23, 2025 Strategic Planning Committee Meeting. Trustee Larson seconded.
Roll Call Vote - All aye. The motion passed.

4. Discussion - Draft Strategic Plan

Director Weinstein presented the 2025 - 2028 Draft Strategic Plan. She asked for the Committee's input on a 3-year time frame. The Committee concurred that three years was appropriate. She reviewed the sections labeled President's Letter, Executive Summary, Committee Members, Process, and Survey Area in the Draft. Trustee Paley suggested that the previous Board President, Marjorie Bartelli, be included in the list of Committee members because she was active during the majority of the planning. The Committee agreed to include Ms. Bartelli's name.

Director Weinstein then reviewed the Focus Area sections with their approaches. The Committee agreed that the suggested edits were appropriate.

Committee members shared that they thought that the Draft Strategic Plan was thorough and that it clearly defined the Library's objectives for the next three years. President Swistak asked if the Committee was comfortable sending the Draft Strategic Plan to the August Board meeting. The Committee agreed.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:11 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the LLD Board of Trustees on August 13, 2025.

Approved by

Joshua Martin, Secretary of the Board

DRAFT

Treasurer's Report as of July 31, 2025

Fund Name	Cash Balance 07/31/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,963,571.32	85.33%	92.55%
IMRF	137,554.17	2.36%	2.56%
FICA	262,420.91	4.51%	4.89%
Subtotals	5,363,546.40	92.20%	100.00%
Special Reserve	453,958.62	7.80%	0.00%
	5,817,505.02	100.00%	100.00%

Treasurer

Date

CURRENT ASSETS
AT FAIR MARKET VALUE
July 31, 2025

Fair Market Value on 7/31/25								
Checking Accounts								
Fifth Third Operating Acct							\$42,956.43	
Fifth Third Financial Now acct							\$3,407,099.89	
Fifth Third Financial-petty cash							\$389.60	
US Bank							\$34,290.87	
E commerce							\$41,828.61	
							\$3,526,565.40	
Money Markets								
Lisle Savings Bank							\$215,517.95	
IMET							\$3,388.67	
The Illinois Funds							\$119,759.77	
							\$338,666.39	
Ehlers Investments Pershing								
							\$7,855.84	
Investments								
Fixed Income								
US Treasury Bill	5/15/2025	212,000.00	98.637	0.00	0.00	209,110.79	\$211,016.32	9/9/2025
US Treasury Note	1/27/2025	359,000.00	97.383	4.25	4.25	349,900.18	\$356,587.52	9/30/2025
US Bank	9/15/2018	249,999.99	100.000	3.92	3.92	249,999.99	\$249,999.99	11/15/2025
Lisle Savings Bank	7/11/2018	218,374.39	100.000	4.69	4.69	218,374.39	\$247,329.87	11/24/2025
Citibank Natl Assn	12/12/2023	150,000.00	99.950	4.80	4.80	149,964.45	\$150,198.00	12/12/2025
Lisle Savings Bank	1/16/2019	225,325.93	100.000	3.93	3.93	225,325.93	\$251,640.16	1/24/2026
M1 Bk Macks Creek MO CTF	2/6/2025	112,000.00	99.792	4.15	4.15	111,805.24	\$111,853.28	3/3/2026
Colorado HSG & Fin Auth	2/26/2025	125,000.00	100.000	4.47	4.47	125,010.00	\$125,085.00	5/1/2026
Long Beach NY City Sch Dist	2/11/2025	255,000.00	92.507	0.85	0.85	236,591.27	\$240,707.25	4/15/2027
							\$1,944,417.39	
							\$5,817,505.02	
TOTAL CURRENT ASSETS								

Lisle Library District 2025
For the One Month Ending July 31, 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>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 38,608.08	\$ 38,608.08	\$ 2,282,176.56	\$ 4,401,300.00	0.88
40-01-4414-00 Tax Levy - IMRF	707.41	707.41	26,688.84	80,800.00	0.88
45-01-4415-00 Tax Levy - FICA	1,550.86	1,550.86	93,786.91	177,200.00	0.88
TOTAL TAX LEVY	40,866.35	40,866.35	2,402,652.31	4,659,300.00	0.88
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	40,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	40,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	3,963.67	3,963.67	5,805.39	22,500.00	17.62
40-01-4462-00 Personal Property Repl. Tax -	228.75	228.75	335.05	1,250.00	18.30
45-01-4463-00 Personal Property Repl. Tax -	35.94	35.94	52.64	150.00	23.96
TOTAL PERSONAL PROPERTY REP	4,228.36	4,228.36	6,193.08	23,900.00	17.69
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	4,767.55	4,767.55	5,876.68	60,000.00	7.95
40-02-4475-00 Interest Earned - IMRF	143.03	143.03	214.79	2,500.00	5.72
45-02-4476-00 Interest Earned - FICA	272.54	272.54	343.76	3,500.00	7.79
TOTAL INTEREST INCOME	5,183.12	5,183.12	6,435.23	66,000.00	7.85
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	1,426.60	1,426.60	1,873.16	1,250.00	114.13
TOTAL UNREALIZED GAIN/LOSS O	1,426.60	1,426.60	1,873.16	1,250.00	114.13
DESK INCOME					
10-03-4531-00 Lost Books	127.60	127.60	110.29	1,000.00	12.76
10-03-4536-00 Non-Resident Fees	0.00	0.00	298.11	900.00	0.00
10-03-4538-00 Book Sale	98.40	98.40	115.00	4,000.00	2.46
10-03-4540-00 Fines	0.00	0.00	61.74	1,000.00	0.00
TOTAL DESK INCOME	226.00	226.00	585.14	6,900.00	3.28
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	8.85	8.85	0.00	2,000.00	0.44
10-03-4560-00 Gifts - Restricted	0.00	0.00	0.00	1,000.00	0.00
10-03-4560-30 Gifts - Restricted	0.00	0.00	0.00	0.00	0.00

Lisle Library District 2025
For the One Month Ending July 31, 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>
10-04-4570-00 Ear Buds	44.00	44.00	52.00	700.00	6.29
10-04-4573-00 Copier Income	93.57	93.57	5.10	3,000.00	3.12
10-04-4575-00 Printing Income	422.55	422.55	251.96	4,500.00	9.39
10-04-4583-00 Per Capita Grant	0.00	0.00	44,967.29	46,000.00	0.00
10-04-4584-00 Other Income - Corp.	7,446.22	7,446.22	56.64	2,500.00	297.85
10-04-4585-00 License Sticker Renewals	224.75	224.75	174.00	2,500.00	8.99
10-05-4595-00 Misc. Jury Duty	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	8,239.94	8,239.94	45,506.99	62,200.00	13.25
TOTAL REVENUES	\$ 60,170.37	\$ 60,170.37	\$ 2,463,245.91	\$ 4,859,550.00	1.24

Lisle Library District 2025
For the One Month Ending July 31, 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	\$ 536.63	\$ 536.63	\$ 756.74	\$ 9,000.00	5.96
TOTAL INTEREST	536.63	536.63	756.74	9,000.00	5.96
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	10,000.00	10,000.00	120,000.00	8.33
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	10,000.00	10,000.00	120,000.00	8.33
TOTAL REVENUES	10,536.63	10,536.63	10,756.74	129,000.00	8.17

Lisle Library District 2025
For the One Month Ending July 31, 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>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 51,748.89	\$ 51,748.89	\$ 36,130.47	\$ 600,000.00	8.62
10-10-5603-20 Adult Services - Reg. Hours	46,375.26	46,375.26	34,453.00	552,080.00	8.40
10-10-5603-30 Youth Services - Reg. Hours	36,898.32	36,898.32	26,264.60	453,240.00	8.14
10-10-5603-50 Technical Services - Reg. Hour	20,216.85	20,216.85	18,069.87	287,520.00	7.03
10-10-5603-60 Circulation - Reg. Hours	42,931.24	42,931.24	28,381.34	503,160.00	8.53
Total Salaries	198,170.56	198,170.56	143,299.28	2,396,000.00	8.27
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,689.55	4,689.55	4,681.17	61,235.00	7.66
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,329.15	8,329.15	6,740.65	99,300.00	8.39
10-10-5621-30 Hosp. Ins. - YS	3,621.54	3,621.54	4,796.20	56,270.00	6.44
10-10-5621-50 Hosp. Ins. - Tech	2,819.35	2,819.35	3,872.13	49,650.00	5.68
10-10-5621-60 Hosp. Ins. - Circ	4,941.55	4,941.55	3,186.96	64,545.00	7.66
10-10-5622-10 Dental Ins. - Admin.	178.71	178.71	383.85	2,400.00	7.45
10-10-5622-20 Dental Ins. - Adult Serv	347.64	347.64	1,034.31	4,950.00	7.02
10-10-5622-30 Dental Ins. - YS	209.19	209.19	551.85	2,850.00	7.34
10-10-5622-50 Dental Ins. - Tech	351.10	351.10	621.35	2,700.00	13.00
10-10-5622-60 Dental Ins. - Circ	186.86	186.86	349.17	2,100.00	8.90
Total Health and Dental Ins.	25,674.64	25,674.64	26,217.64	346,000.00	7.42
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	351.63	351.63	0.00	4,000.00	8.79
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	351.63	351.63	0.00	4,000.00	8.79
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,915.16	3,915.16	2,720.64	45,825.00	8.54
45-10-5625-20 FICA Expense - Adult Serv.	3,420.39	3,420.39	2,519.91	42,159.00	8.11
45-10-5625-30 FICA Expense - Youth Services	2,788.64	2,788.64	1,972.15	34,827.00	8.01
45-10-5625-50 FICA Expense - Tech Servs.	1,518.04	1,518.04	1,344.12	21,996.00	6.90
45-10-5625-60 FICA Expense - Circulation	3,131.39	3,131.39	2,078.81	38,493.00	8.13
Total FICA Expenses	14,773.62	14,773.62	10,635.63	183,300.00	8.06
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,162.21	2,162.21	1,011.12	28,225.00	7.66
40-10-5628-20 IMRF Expense - Adult Servs	2,035.91	2,035.91	1,012.92	25,967.00	7.84
40-10-5628-30 IMRF Expense - Youth Services	1,496.02	1,496.02	739.86	21,451.00	6.97
40-10-5628-50 IMRF Expense - Tech Servs.	887.53	887.53	546.15	13,548.00	6.55

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>
40-10-5628-60	1,323.39	1,323.39	652.23	23,709.00	5.58
IMRF Expense - Circulation					
Total IMRF Expenses	7,905.06	7,905.06	3,962.28	112,900.00	7.00
Total EMPLOYEE COSTS	246,875.51	246,875.51	184,114.83	3,042,200.00	8.12
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	450.00	450.00	5,490.00	8.20
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	1,754.80	1,754.80	1,191.45	21,000.00	8.36
10-20-5653-00	477.67	477.67	0.00	10,000.00	4.78
10-20-5654-00	330.18	330.18	0.00	3,500.00	9.43
10-20-5655-00	5,272.76	5,272.76	0.00	40,000.00	13.18
Total Utilities	8,285.41	8,285.41	3,451.45	81,800.00	10.13
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	0.00	12,500.00	0.00
10-20-5661-00	3,380.36	3,380.36	6,295.22	60,000.00	5.63
10-20-5662-00	1,134.00	1,134.00	0.00	40,000.00	2.84
10-20-5663-00	822.13	822.13	1,023.58	10,000.00	8.22
10-20-5664-00	9,131.00	9,131.00	9,783.83	65,000.00	14.05
10-20-5665-00	327.28	327.28	282.20	4,000.00	8.18
Total Maintenance and Repairs	14,794.77	14,794.77	17,384.83	191,500.00	7.73
TOTAL BUILDING COSTS	23,080.18	23,080.18	20,836.28	273,300.00	8.44
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	356.07	356.07	428.28	4,500.00	7.91
10-25-5710-10	0.00	0.00	1,653.54	23,000.00	0.00
10-25-5711-00	0.00	0.00	1,709.29	10,500.00	0.00
10-25-5712-00	0.00	0.00	435.00	1,000.00	0.00
Total Postage and Printing	356.07	356.07	4,226.11	39,000.00	0.91
Supplies					
10-25-5713-00	688.36	688.36	505.00	7,500.00	9.18
10-25-5714-00	0.00	0.00	0.00	10,500.00	0.00
10-25-5715-00	15.72	15.72	75.51	1,500.00	1.05
10-25-5716-00	245.10	245.10	167.05	4,500.00	5.45
10-25-5717-00	3,122.69	3,122.69	516.43	47,250.00	6.61
10-25-5718-00	22.13	22.13	0.00	3,750.00	0.59

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>
Total Supplies	4,094.00	4,094.00	1,263.99	75,000.00	5.46
Other Operating Costs					
10-25-5719-00 Publishing	0.00	0.00	0.00	900.00	0.00
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	112.50	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	100.00	0.00
10-25-5723-15 Bank Charges	417.49	417.49	650.66	6,800.00	6.14
10-25-5724-15 Local Travel	0.00	0.00	0.00	400.00	0.00
Total Other Operating Costs	417.49	417.49	763.16	8,400.00	4.97
TOTAL OPERATING EXPENSES	4,867.56	4,867.56	6,253.26	122,400.00	3.98
INSURANCE					
10-30-5750-00 Fidelity Bonds	500.00	500.00	2,100.00	1,200.00	41.67
10-30-5751-00 Property Damage (All-Peril)	0.00	0.00	22,719.73	57,000.00	0.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	200.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	0.00	2,326.00	7,200.00	0.00
TOTAL INSURANCE	500.00	500.00	27,145.73	65,600.00	0.76
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	630.00	630.00	0.00	8,000.00	7.88
10-35-5761-00 Collection Agency	37.95	37.95	0.00	700.00	5.42
10-35-5762-00 Other Contr Services - Admin	470.00	470.00	1,360.00	2,500.00	18.80
10-35-5763-00 Other Contr Svcs-Tech Asst	1,980.00	1,980.00	68,426.91	121,500.00	1.63
10-35-5764-10 Other Contr Svcs - Library Wi	0.00	0.00	273.00	36,000.00	0.00
10-35-5765-10 Investment Agency Consultants	246.30	246.30	0.00	2,600.00	9.47
10-35-5769-00 Accounting Software	0.00	0.00	2,686.92	4,200.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	0.00	0.00	10,000.00	0.00
10-35-5771-00 Payroll Service	979.72	979.72	941.93	13,500.00	7.26
TOTAL CONTRACTUAL SERVICES	4,343.97	4,343.97	73,688.76	199,000.00	2.18
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	700.00	700.00	907.50	4,000.00	17.50
10-40-5784-00 Meetings - Staff	41.70	41.70	135.18	1,000.00	4.17
10-40-5785-00 Conferences - Staff	0.00	0.00	0.00	7,000.00	0.00
10-40-5786-00 Memorial/Tribute/Recognition	0.00	0.00	179.40	4,750.00	0.00
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	2,500.00	0.00
10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	600.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	275.00	0.00

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10-45-5789-70 Training-Trustees	0.00	0.00	0.00	600.00	0.00
TOTAL PERSONNEL DEVELOPMENT	741.70	741.70	1,222.08	23,750.00	3.12
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	61,731.09	61,731.09	63,688.94	80,000.00	77.16
10-48-5803-10 Technology	17,972.17	17,972.17	340.63	70,000.00	25.67
10-48-5804-10 Facility	0.00	0.00	0.00	10,000.00	0.00
Total Major Equipment	79,703.26	79,703.26	64,029.57	160,000.00	49.81
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	0.00	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	0.00	0.00	0.00	700.00	0.00
10-48-5823-30 Minor Equipment - Youth	400.30	400.30	0.00	700.00	57.19
10-48-5823-50 Minor Equip - Tech Services	0.00	0.00	0.00	700.00	0.00
10-48-5823-60 Minor Equip - Circ	0.00	0.00	0.00	700.00	0.00
Total Minor Equipment	400.30	400.30	0.00	3,500.00	11.44
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	180.57	180.57	0.00	1,000.00	18.06
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,291.60	1,291.60	1,471.88	18,000.00	7.18
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,472.17	1,472.17	1,471.88	20,000.00	7.36
TOTAL EQUIPMENT COSTS	81,575.73	81,575.73	65,501.45	183,500.00	44.46
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	0.00	0.00	76.02	8,000.00	0.00
10-50-5863-30 Books - Youth Serv	3,645.48	3,645.48	(791.28)	56,500.00	6.45
10-50-5864-10 Books - Non Fiction	7,985.98	7,985.98	0.00	90,000.00	8.87
10-50-5865-10 Books - Adult/Teen Fiction	14,133.60	14,133.60	0.00	80,500.00	17.56
10-50-5867-20 Ref Books - Adult Serv	29.99	29.99	0.00	15,000.00	0.20
Total Books	25,795.05	25,795.05	(715.26)	250,000.00	10.32
Databases					
10-50-5869-20 Internet Licensed DBases	44,383.00	44,383.00	61,624.84	104,000.00	42.68
10-50-5872-10 Dbases - Professional	174.87	174.87	4,564.30	11,000.00	1.59
10-50-5873-30 Dbases - Youth Serv	2,716.00	2,716.00	1,991.10	10,000.00	27.16

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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
Total Databases	47,273.87	47,273.87	68,180.24	125,000.00	37.82
Audio-Visual Materials					
10-50-5890-30 A-V Mats - Youth Serv	465.39	465.39	1,253.84	12,000.00	3.88
10-50-5895-40 A-V Mats - Adult Serv	5,834.21	5,834.21	830.14	63,000.00	9.26
10-50-5899-20 Digital Content	5,116.38	5,116.38	2,025.39	130,000.00	3.94
Total Audio-Visual Materials	11,415.98	11,415.98	4,109.37	205,000.00	5.57
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	25,414.21	25,414.21	24,830.30	27,000.00	94.13
10-50-5900-20 Periodicals - Adult Serv	1,181.98	1,181.98	2,039.98	22,000.00	5.37
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	2,500.00	0.00
Total Periodicals/Doc Delivery	26,596.19	26,596.19	26,870.28	52,000.00	51.15
TOTAL LIBRARY MEDIA	111,081.09	111,081.09	98,444.63	632,000.00	17.58
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	2,060.17	2,060.17	1,089.44	16,000.00	12.88
10-60-5931-30 Programs - Youth	348.29	348.29	812.55	16,000.00	2.18
10-60-5931-40 Online Marketing	0.00	0.00	51.49	1,700.00	0.00
10-60-5931-50 Community Relations	716.86	716.86	760.97	5,500.00	13.03
Total Programs	3,125.32	3,125.32	2,714.45	39,200.00	7.97
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	0.00	4,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	1,781.61	1,781.61	260.84	6,800.00	26.20
Total Readers Services	1,781.61	1,781.61	260.84	10,800.00	16.50
TOTAL PROGRAMS AND READERS	4,906.93	4,906.93	2,975.29	50,000.00	9.81
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	2,000.00	0.00
10-80-5981-80 Restricted - Per Capita Grant	894.60	894.60	0.00	46,000.00	1.94
10-80-5982-80 Interest Expense	0.00	0.00	12,500.00	25,000.00	0.00
10-80-5983-80 Debt Principal Payment	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	894.60	894.60	12,500.00	113,000.00	0.79
RESTRICTED USAGE EXPENSES - IMRF					

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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>
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	25,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	25,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	4,001.38	4,001.38	0.00	25,000.00	16.01
TOTAL CONTINGENCY	4,001.38	4,001.38	0.00	25,000.00	16.01
TOTAL EXPENSES - EXC OP TRANS	482,868.65	482,868.65	492,682.31	4,754,750.00	10.16
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	10,000.00	10,000.00	120,000.00	8.33
TOTAL OPERATING TRANSFERS O	10,000.00	10,000.00	10,000.00	120,000.00	8.33
TOTAL ALL EXPENSES	492,868.65	492,868.65	502,682.31	4,874,750.00	10.11

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Expenses - 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>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	5,000.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	2,480.00	2,480.00	0.00	30,000.00	8.27
TOTAL MAINTENANCE AND EQUIP	2,480.00	2,480.00	0.00	75,000.00	3.31
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	(25,665.00)	0.00	0.00
70-65-5680-00 HVAC Replacement Project	99,376.20	99,376.20	0.00	0.00	0.00
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	1,000,000.00	0.00
70-65-5690-00 Generator	0.00	0.00	0.00	50,000.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	99,376.20	99,376.20	(25,665.00)	1,050,000.00	9.46
TOTAL SPECIAL RESERVE EXPENS	101,856.20	101,856.20	(25,665.00)	1,125,000.00	9.05

Lisle Library District 2025

Accounts Payable - August 13, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	Draw #3	HVAC Replacement Project 1 Source Mechanical, Inc.	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	65,389.23	65,389.23
Amazon	080425	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	60.99	
			10-50-5865-10	Books - Adult/Teen Ficti	53.50	
			10-50-5895-40	A-V Mats - Adult Serv	39.00	
			10-50-5863-30	Books - Youth Serv	25.34	
			10-50-5890-30	A-V Mats - Youth Serv	185.32	
			10-60-5931-30	Programs - Youth	468.51	
			10-48-5823-30	Minor Equipment - Youth	208.37	
			10-60-5940-30	Reader Services - Youth	498.28	
			10-25-5716-00	Kitchen Supplies	35.65	
			10-25-5713-00	Office Supplies	113.52	
			10-20-5663-00	Maint/Repairs-Genl repai	229.28	
			10-25-5717-00	Processing Supplies	32.63	
			10-25-5714-00	Circ. Material Supplies	115.95	
			10-48-5823-60	Minor Equip - Circ	62.71	
			10-48-5823-50	Minor Equip - Tech Servi	116.76	
			10-25-5718-00	Computer Supplies	49.90	
			10-60-5931-50	Community Relations	13.85	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,309.56
Bear Landscape	15462	Landscaping Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
ComEd	073025	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	4,776.65	4,776.65
Demco	7674339	Supplies for Circ Services Demco	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	468.51	468.51
FNBO Billing - 1897	072925	Supplies, A/V, Marketing	10-25-5713-00 10-35-5763-00 10-35-5764-10 10-40-5785-00 10-48-5804-10 10-50-5895-40 10-60-5931-10 10-60-5931-30 10-60-5931-40 10-60-5940-10 10-00-2610-00	Office Supplies Other Contr Svcs-Tech Other Contr Svcs - Libra Conferences - Staff Facility A-V Mats - Adult Serv Programs - Adult Service Programs - Youth Online Marketing Reader Services - Adult Accounts Payable	29.30 150.68 85.00 1,200.07 622.84 137.22 86.43 104.49 417.53	123.05
Groot	14888496T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	329.76	329.76
Hagg Press	123822	August/September Newsletter	10-25-5710-10	Printing/Spec. Serv. - Ad	3,784.00	
Hagg Press		Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	33.00	3,817.00

Lisle Library District 2025 Accounts Payable - August 13, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Hagg Press	250804F	October/November Newsletter Postage Hagg Press	10-25-5711-00	Postage Special Serv	1,750.00	
IHLS - OCLC	33197	EZ Proxy Server IHLS - OCLC	10-00-2610-00	Accounts Payable		1,750.00
Ingram	080125	Books & Processing	10-35-5763-00	Other Contr Srvcs-Tech	3,282.19	
			10-00-2610-00	Accounts Payable		3,282.19
Ingram Express	080125	Books	10-50-5865-10	Books - Adult/Teen Ficti	6,614.80	
		Ingram Library Services, Inc.	10-50-5864-10	Books - Non Fiction	5,983.48	
			10-50-5867-20	Ref Books - Adult Serv	137.97	
			10-50-5863-30	Books - Youth Serv	2,785.95	
			10-25-5717-00	Processing Supplies	2,427.66	
		Ingram Library Services	10-00-2610-00	Accounts Payable		17,949.86
Kanopy	462296	Kanopy	10-50-5863-30	Books - Youth Serv	14.99	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		14.99
LIMIRICC PHIP Health	080625	August Premium	10-50-5899-20	Digital Content	536.00	
			10-00-2610-00	Accounts Payable		536.00
Midwest Tape	507534965	Hoopla	10-10-5621-10	Hosp. Ins. - Admin	5,340.77	
		Midwest Tape	10-10-5621-20	Hosp. Ins. - Adult Serv.	9,888.21	
			10-10-5621-30	Hosp. Ins. - YS	4,086.53	
			10-10-5621-50	Hosp. Ins. - Tech	3,445.06	
			10-10-5621-60	Hosp. Ins. - Circ	8,666.09	
		LIMIRICC PHIP Health	10-00-2610-00	Accounts Payable		31,426.66
Midwest Tape 2516	080125	CD Books	10-50-5899-20	Digital Content	8,098.03	
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		8,098.03
Midwest Tape 7288	080125	DVDs, Blu-rays & Processing	10-50-5895-40	A-V Matls - Adult Serv	2,345.02	
		Midwest Tape (7288)	10-00-2610-00	Accounts Payable		2,345.02
Midwest Tape 7289	080125	Processing	10-50-5895-40	A-V Matls - Adult Serv	1,180.76	
		Midwest Tape (7289)	10-25-5717-00	Processing Supplies	270.00	
			10-00-2610-00	Accounts Payable		1,450.76
OverDrive	25229871	Advantage	10-25-5717-00	Processing Supplies	240.99	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		240.99
OverDrive	25231696	YS Pre-order	10-50-5890-30	A-V Matls - Youth Serv	19.49	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		19.49
OverDrive	25234685	CPC	10-50-5899-20	Digital Content	2,010.41	
			10-00-2610-00	Accounts Payable		2,010.41
			10-50-5899-20	Digital Content	50.00	
			10-00-2610-00	Accounts Payable		50.00
			10-50-5899-20	Digital Content	44.00	

Lisle Library District 2025 Accounts Payable - August 13, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OverDrive	25235273	OverDrive, Inc. CPC OverDrive, Inc.	10-00-2610-00 10-50-5899-20 10-00-2610-00	Accounts Payable Digital Content Accounts Payable	44.00 477.50	
OverDrive	25235304	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	3.99	3.99
OverDrive	25235545	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	591.46	591.46
OverDrive	25235554	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1.51	1.51
OverDrive	25235778	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	7.50	7.50
OverDrive	25235807	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	599.56	599.56
OverDrive	25235866	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	33.25	33.25
RG Asphalt	2253	Parking Lot Sealcoating - Down payment RG Asphalt & Concrete	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	5,324.50	5,324.50
RMC Imaging	3102	Annual Maintenance - Microfilm Reader RMC Imaging, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Srvcs-Tech Accounts Payable	725.00	725.00
Sikich	104373	May Accounting Services Sikich LLP	10-35-5764-10 10-00-2610-00	Other Contr Srvcs - Libra Accounts Payable	1,342.00	1,342.00
Thomas Klise	22557	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	512.38	512.38
Thomas Klise	22558	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	80.00	80.00
Thomas Klise	22559	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matlis - Youth Serv Accounts Payable	70.00	70.00
Thomas Klise	22758	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	466.42	466.42
Thomas Klise	22759	Video Games	10-50-5895-40	A-V Matlis - Adult Serv	30.00	

Lisle Library District 2025
Accounts Payable - August 13, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Thomas Klise / Crimson Multimedia	10-00-2610-00	Accounts Payable		30.00
					160,541.74	160,541.74

PRIOR MONTHS BILLS PAID BETWEEN JULY 2025 AND AUGUST 2025				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 7/15/2025			72248.92
HSA	IL Dept. of Revenue		State Tax Withheld	4602.59
Auto W/D	Howard Simon & Associates		PR Serv. - 7/15/2025	942.87
HSA	EFTPS/Electronic Tax Payment 7/15/2025		Fed Tax \$8786.51	23835.00
			FICA W/H \$7524.22	
			FICA Lib \$7524.27	
HSA	Salaries 7/31/2025			69860.80
HSA	IL Dept. of Revenue		State Tax Withheld	4423.60
Auto W/D	Howard Simon & Associates		PR Serv. - 7/31/2025	36.85
HSA	EFTPS/Electronic Tax Payment 7/31/2025		Fed Tax \$8131.87	22630.75
			FICA W/H \$7249.47	
			FICA Lib \$7249.41	
Wired	IMRF		IMRF W/H \$9994.60	17899.57
			IMRF Lib \$7904.97	
			Sub Total	216480.95
Check #	Vendor		Description	Amount
9175	AFLAC (G6920)		Payroll Withholding	117.40
9176	Albertsons Safeway		Program, Office & Meeting Supplies	85.77
9177	Cengage Learning / Gale		Gale Package	29,085.00
9178	Chicago Tribune		Subscription - 13 Weeks	656.99
9179	Compact Disc Source		Music CDs & Processing	450.27
9180	Culligan of Wheaton		Water	52.90
9181	Delta Dental - Risk		August Premium	1,902.14
9182	Demco		Shelves	894.60
9183	Discount School Supply		Sensory Toys & Bins	1,178.00
9184	DuPage County Public Works		Usage	170.88
9185	Eco Clean Maintenance		Janitorial Services	3,152.00
9186	Garvey's Office Products		Supplies	42.68
9187	Andy Head		Summer Read Performer	500.00

9188	Highland Park Public Library	Replacement Cost for Lost ILL Item	18.99
9189	IHLS - OCLC	FY25 - 26 OCLC Fee	25,368.43
9190	Industrial Appraisal Company	Property & Insured Value Reports	470.00
9191	Johnson Controls Security Solutions	Inspection Fee	40.00
9192	Konica Minolta Business Solutions	Printer Maintenance	149.00
9193	Konica Minolta Premier Finance	#C251 & #C301 Lease	422.74
9194	LaForce	YS Automatic Doors	531.00
9195	Lakeshore Learning	Baby Play Area	34.63
9196	Naperville Sun	Subscription - 26 Weeks	357.99
9197	NCPERS Group Life Ins	Payroll Withholding	48.00
9198	NICOR	Usage	477.67
9199	The Penworthy Company	Books	594.01
9200	RAILS	Consumer Reports & Novelist	11,938.00
9201	Shaw Media / Suburban Life	Subscription - 1 Year	117.00
9202	Staples Advantage	Supplies	838.95
9203	Terminix Anderson	Pest Control	188.36
9204	Terrance Electric & Technology	North Parking Lot Light Pole Repair	1,942.40
9205	Thomas Klise / Crimson Multimedia	Video Games	588.47
9206	Verizon	Usage	1,754.80
9207	Village of Lisle	Monthly Internet Service	450.00
9208	Village of Lisle	Usage	159.30
9209	J and J Tree Service	Tree Limb Removal	600.00
9210	J and J Tree Service	Replace (11) Fence Posts	1,800.00
		Sub Total	\$ 87,178.37
		TOTAL	\$ 303,659.32

Monthly Circulation Report - July 2025

	Checkouts	Renewals	Jul-25 TOTALS	YTD FY 24/25	YTD FY 25/26	YTD % Change		
Adult Non-Print	2,227	2,799	5,026	4,888	5,026	2.82%		
Adult Print	5,309	4,697	10,006	9,500	10,006	5.33%		
Adult Total	7,536	7,496	15,032	14,388	15,032	4.48%		
YS Non-Print	798	1,179	1,977	1,817	1,977	8.81%		
YS Print	10,116	8,150	18,266	17,796	18,266	2.64%		
Total YS	10,914	9,329	20,243	19,613	20,243	3.21%		
Digital Media								
Overdrive	6,209		6,209	6,081	6,209	2.10%		
hoopla	3,705		3,705	2,884	3,705	28.47%		
Overdrive Magazines	867		867	461	867	88.07%		
PressReader	304		304	412	304	-26.21%		
Kanopy	497		497	511	497	-2.74%		
Total Digital	11,582	0	11,582	10,349	11,582	11.91%		
Subtotal Print + Non-Print/Digital	30,032	16,825	46,857	44,350	46,857	5.65%		
Computer/Tech Sessions Logins	1,447			1,420	1,447	1.90%		
Database Usage/Unique Logins	5,972		5,972	8,315	5,972	-28.18%		
Wireless Use	1,433		1,433	1,303	1,433	9.98%		
ScannX sessions/jobs	275		275	228	275	20.61%		
Museum Adventure Passes	66		66	60	66	10.00%		
Total IT/Resource Sessions	9,193	0	7,746	11,326	9,193	-18.83%		
Total Circulation	39,225	16,825	54,603	55,676	56,050	0.67%		
Borrower Information	July 2025 Total	YTD 24/25	YTD 25/26	YTD % Change				
New Library Cards Added	167	169	167	-1.18%				
Monthly Borrowers	3,075	3,118	3,075	-1.38%				
Total # Registered Borrowers	11,746	10,289	11,746	14.16%				
InterLibrary Loans								
Materials Sent	60	50	60	20.00%				
Materials Received	302	365	302	-17.26%				
Polaris/Catalog Holds								
Holds Placed	2,748	3,236	2,748	-15.08%				
Holds Checked Out	2,393	2,579	2,393	-7.21%				
Pick-Up Window Service Stats								
# of Patrons/Users	20	19	20	5.26%				
# of Items Picked Up/Checked Out	41	53	41	-22.64%				

Lisle Library District - Program and Service Statistics - July 2025

Library Event Statistics											% Change
	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY24/25	YTD FY25/26		% Change	
Staff Facilitated Programs		9	65	15	2	91	86	91		5.81%	
Attendees		142	1,296	21	17	1,476	1,307	1,476		12.93%	
Computer/Technology Programs		2				2	2			0.00%	
Attendees		50				50	15	50		233.33%	
Performer/Speaker/Author		2	2			4	4	4		0.00%	
Attendees		32	167			199	95	199		109.47%	
LLD Events (SumRd, RSG, NatlLibWk, whole Lib event)	0					0	0	0		0.00%	
Attendees	0					0	0	0		0.00%	
Total Number of Programs	0	13	67	15	2	97	92	97		5.43%	
Total Patrons Served by Programming	0	224	1,463	21	17	1,725	1,417	1,725		21.74%	
Reference Questions		1,588	2,598	1,539		5,725	4,689	5,725		22.09%	
Volunteer Hours		5.00	348.50			353.50	433.50	353.50		-18.45%	
Notary Service	16					16	29	16		-44.83%	
Outreach Service Statistics											
Outreach Visits		1	10	1		12	5	12		140.00%	
Patrons Served by Outreach Visits		137	214	137		488	594	488		-17.85%	
Home Delivery Dates		2				2	3	2		-33.33%	
Patrons Served via Home Delivery		93				93	133	93		-30.08%	
Total Outreach Programs		3	10	1		14	8	14		75.00%	
Total Patrons Served with Outreach Services		230	214	137		581	727	581		-20.08%	
Civic Facility Use											
Literacy/Tutoring Room Use (patron count)	32						35	32		-8.57%	
Number of Outside Groups Using Meeting Space	34						27	34		25.93%	
Number of Ginkgo & Maple Study Room Reservations	115						56	115		105.36%	
Patrons Entering Building	11,618						11,527	11,618		0.79%	
Friend's Sponsored Programs	0						0	0		--	
Attendees	0						0	0		--	
Social Media Use											
Facebook (daily page consumption)	666						633	666		5.21%	
X (a.k.a. Twitter) Followers	1,015						1,101	1,015		-7.81%	
Instagram Likes	484						496	484		-2.42%	
Flickr Views	8,499						4,847	8,499		75.35%	
YouTube Views	5,535						9,254	5,535		-40.19%	
eBlast Engagement	578						597	578		-3.18%	
Total LLD App Downloads *	485						1,014	485		-52.17%	
Total LLD App Sessions *	912						5,189	912		-82.42%	
* New LLD App went live on 7/2/25.											



August Board Report (8/8/2025)

General Capital Improvement Program

A. Capital Projects Progress Report

1. BAS Project Update

- IBS has completed the controls re-wiring approved in July.
- Ongoing 'balancing' of the system will occur over the next few weeks to work out any sequence of operations issues identified now that the system is 'communicating'.
- A freezestat (a protective sensor) is being replaced on 8/8 as it is suspected to have failed as it keeps tripping even when readings indicate it should not trip.
- Final training is to be scheduled.

2. HVAC (Condensing Unit) Project Update

- Final punchlist and close-out ongoing.

3. Kingston Lot Development – Project Definition Update

- Preliminary design is in progress.
- Surveying is underway.
- Still targeting a Board update in September.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 8, 2025

AUGUST 2025 | DIRECTOR'S REPORT

Meetings:

BenU/Lisle PD/Emergency Training – July 15
Dept. Dir. – July 15
LLD Board of Trustees – July 16
Paley/Min Review – July 17
CCS/Terra Eng. – July 17
Intergovernmental – July 22
Strategic Planning – July 22
CCS/Rogers – July 22
VOL JRB – July 23
CCS/IBS – July 24
CCS/Terra – July 24

West. Sub. Food Pantry – July 24
Admin – July 28
All-Staff – July 29
Family Shelter/Garcia – July 31
CCS/IBS – Aug 1
Personnel/Policy – Aug 4
Ritzman – Aug 4
Dept. Dir. – Aug 5
Natl Night Out – Aug 5
CCS/Terra – Aug 7

Emergency Management Training, Scenario, and Tabletop Exercise

On July 15, Assistant Director Savage and I attended an *Emergency Management Training, Scenario, and Tabletop Exercise* conducted by the Lisle Police Department at Benedictine University. Other intergovernmental agency staff, the Mayor, non-profits, and DU-COMM (DuPage Public Safety Communication Center) were there as well. Topics of discussion included bomb threats, evacuation potentialities, policy, and best practices. We all took part in various threat scenarios.

The LLD appreciates participating in these collaborative and informative emergency response discussions. This allows the LLD to incorporate current recommendations for our emergency procedures. Hearing from the professionals who manage these threats day-in-day-out was enlightening. We thank the Lisle Police Department for the invitation.

Summer Read 2025

We had a wonderful Summer Read program this year. From the 'foamy' Kick-off Party, to the fantastic Youth Summer Presenter Series, to the variety of Hokusai-related youth, teen, and adult programming, the staff did an excellent job at executing an engaging Summer Read in 2025! Below, are some stats from this year's Summer Read:

REGISTRATIONS:

Babies: 130
Kids: 504
Teens: 119
Adults: 759
Total: 1512

TOP TEEN TITLES:

- The Inheritance Games by Jennifer Lynn Barnes
- A Good Girl's Guide to Murder by Holly Jackson
- The Summer I Turned Pretty by Jenny Han



TOP KID TITLES:

- Wings of Fire Series by Tui T. Sutherland
- Dog Man Series by Dav Pilkey
- Baby Sitters Club Series by Ann M. Martin

TOP ADULT TITLES:

- Great Big Beautiful Life by Emily Henry
- One Golden Summer by Carley Fortune
- The Second Mountain by David Brooks
- Say You'll Remember Me by Abby Jimenez
- James by Percival Everett

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 8, 2025

Intergovernmental

I attended the local intergovernmental meeting on July 22 at Village Hall. The following topics were discussed among participants (in sum):

Lisle School Dist. 202

Vision 202 communications continue. There are a variety of AP courses offered, and classes are well attended. There are approximately 80 kids who are currently experiencing homelessness in the District.

LWFD/Fire

The District is in its mid-year budget cycle. There were a few fireworks incidents where the LWFD was deployed. The District is working on a promotional video for the LWFD.

Park Dist.

River Bend is doing well. The bar/catering dining room is available for rental. The indoor recreation space and feasibility study continues. Concerts and fireworks went smoothly. Budget process is starting.

Chamber

Membership is steady. Fifteen businesses participated in the Hokusai Chamber Passport Program. A Bottles, Barrels, and Brews event occurs in August.

Village

The Village is working to hire personnel in Public Works and in other departments. JRB and TIF meetings continue. The Village noise ordinance will not be adjusted re pickleball. VOL working on IL American Water issue. A Village rebranding project is underway. Police drone program will be implemented.

Kingston Lot

Thus far, the LLD has had three meetings with Terra Engineering staff to introduce the Terra team to LLD Admin staff, LLD property, and to understand the results of the community survey that focused on the vacant land that the LLD owns. Assistant Director Savage and I walked the vacant lot with Terra, identifying areas where certain amenities may be best placed. We discussed the proposed bridge from the south entrance to the lot and the desire for a fence between the LLD lot and the neighbor's property to the south.

I spoke with the neighbor last week to confirm that the LLD's plans were to create a natural aesthetic, a programming space with a walking path, and other appealing features. Our neighbor is in full support of the proposed plan. I assured him that I would keep him in the loop regarding all development activity.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 8, 2025

Personnel & Policy Committee

On August 4, the Personnel & Policy Committee met to discuss and revise five policies:

- Policy 610: Patron Code of Conduct
- Policy 815: Personal Vehicle Use for Library Business
- Policy 830: Employee & Volunteer Reference/Background Checks
- Policy 850/sec. 14e: Floating Holidays
- Policy 850/sec. 14h: Insurance

The above policies were revised due to recent occurrences within the building, removal of outdated information, and the addition of new pertinent policy points for staff. The drafts of all five policies are in the August Board packet for Trustee consideration and vote.

Tentative Budget and Appropriation (B&A) Ordinance

The August Board packet contains a Tentative B&A Ordinance for Board consideration. In drafting the B&A, the LLD utilized pre-audit numbers (EOY/June 30, 2025), vendor estimates, project management evaluations, as well as the Board approved Working Budget to draft B&A Ordinance 25-04. An overview document is included with the draft B&A to provide additional clarity. LLD Attorney Roger Ritzman has reviewed the draft and overview document and has affirmed that it has been properly prepared as presented in the packet.

Donation boxes

The LLD has partnered with two great organizations this month to host donation boxes to assist people in need.

- *West Suburban Food Pantry*
Collected school supply donations for kids. Items included: backpacks, folders, pencils, glue, spiral notebooks, etc.
- *Metropolitan Family Services*
Collected donations for families. Items included baby wipes, baby monitors, personal care products, deodorant, shaving cream, and feminine hygiene products, etc.

National Night Out

The LLD stationed a table at Lisle's National Night Out on August 5. Angela, Rochelle, and Mallory spoke to over 500 attendees. Staff highlighted Stay Sharp Kits, hoopla, Libby, Pressreader, youth and teen programming, and how to acquire a Library card. LLD fans praised the recent genealogy program, George Washington reenactment program, Take & Make Craft Kits, and the Book-a-Librarian service.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 8, 2025

Throughout the evening, staff were greeted with enthusiasm and sincere admiration for the staff, the facility, and our services. I met with a number of my intergovernmental colleagues; Chief Rodriguez, Officer McKay, other police staff, Village Manager Cook, Trustees from other agencies, along with dozens of residents having a great time.

Additional Director/Board Communications

- Tree branch down in southeast parking lot. Fence down. Insurance claim filed. Spoke with resident (*their tree*).
- ILA *Trustee Day*. Thursday, October 16, Donald E. Stephens Convention Center.
- Emailed Chief Rodriguez/VOL Manager re NNO and recent helpful police assistance at LLD.
- Petition season reminder to staff and Trustees re LLD policy.
- Emailed VOL Manager re frequent ComEd outages/surges and request for VOL to initiate action plan for the area.
- The LLD received FEMA/IEMA grant award to close-out prior request for funding.
- Kingston Ave. resurfacing work. All-staff email. "Be Aware" social media posts.

Respectfully submitted,

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

Tatiana Weinstein

Outreaches and Events

**Senior
Resources
Fair**



**National
Night
Out**



**YS
Summer
Performer
Series**



August 2025 Assistant Director Report

Meetings/Virtual Meetings

- Emergency Procedures, BU – July 15
- Terra (Site Visit)- July 17
- Strategic Planning- July 22
- Terra- July 24
- Vacation July 26 - Aug 4
- Personnel and Policy- Aug 4
- IBS- Aug 5, 6, 8

Meetings

Director Weinstein and I met with representatives from Terra engineering to walk the south lot and set expectations for what we would like to see in plans for development. We discussed priorities based on feedback from the community survey, including accessibility, green space, and aesthetics. We have scheduled bi-weekly meetings with Terra throughout the tenure of the project.

The Illinois Public Library Annual Report (IPLAR) is due September 2. Staff have been compiling statistics for the IPLAR since the start of the new fiscal year. I would like to thank the department heads, the administrative office manager and the IT manager for retrieving all of the required data.

Facility

We have contracted with a sealcoating company to reseal, crack fill, and restripe our parking lot over the Labor Day weekend. The parking lot will be closed August 31 and September 1, which will restrict access to the book drops for the days we are closed. However, these dates allow us to complete required maintenance without affecting the Library during regular hours.

IBS and 1Source have determined that recent HVAC issues we have been having on the east side of the building have been caused by a defective freezestat. When working properly, this device prevents the AHU from overcooling to a degree that would cause damage to the machinery. The current stat has not been reading properly, resulting in premature shutdowns of the AHU. The replacement has been completed.

Respectfully Submitted,



Will Savage
Assistant Director



LLD Budget & Appropriation (B&A) Overview

What is the B&A Ordinance?

The Budget & Appropriation Ordinance, or more commonly known as the B&A, is an ordinance that Illinois taxing districts must adopt in order to spend the funding the Library receives. The LLD presents a Tentative B&A in August and a final draft for approval in September.

The *Budget* column within Ordinance 25-04 indicates Board-approved Working Budget expenditures and the *Appropriation* column designates the District's authorization to expend funds for any necessary obligations that extend beyond budgeted categories. The Ordinance accounts for the District's operational expenditures as well as Special Reserve expenditures.

Restated, the Appropriation column is not the District's intention to spend this provision. The Appropriation is purely an allowance should the District require spending beyond planned-for expenses. Examples of unintended expenses may include supplemental tree removal service due to severe weather events or if gas/electricity rates suddenly rise; expenditures beyond the control or predictive abilities of the District.

Allowances for Funds

The LLD has four major funds: Corporate, IMRF, FICA, and Special. All funds are recorded on the B&A Ordinance. Some institutions simply double their budget or provide flat increases of 10-20-25% to account for such expenses. The LLD has regularly, thoughtfully, examined each account category to determine its Appropriation.

The Corporate Fund shows a 42% increase in allowance from budget to appropriation. This increase accounts for unintended operating expenses, transfer of additional funds to the Special Reserve Fund for a capital improvement project, as well as a large allowance for potential grant expenditures of one million dollars.

The IMRF and FICA Funds show negligible appropriation allowances of 2.2% and 2.6% respectively.

The Special Reserve Fund shows an appropriation allowance of 49%. This provision captures conservative estimates for capital improvements related to development of the lot on Kingston Avenue.

The LLD Board of Trustees has approved a new Strategic Plan that used community input to guide the development of this Library-owned lot of land.

Additional Information

Please note that the LLD utilized pre-audit numbers (EOY/June 30, 2025), vendor estimates, project management evaluations, as well as the Board approved Working Budget to draft Ordinance 25-04.

ORDINANCE 25-04

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

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

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

1	CORPORATE FUND	BUDGET 2025-2026	2025-2026 AMOUNT TO BE APPROPRIATED
EXPENDITURES			
A.	<u>EMPLOYEE COSTS</u>		
	Salaries	\$2,396,000.00	\$2,450,000.00
	Health Ins/Unemp	\$350,000.00	\$390,000.00
		\$2,746,000.00	\$2,840,000.00
B.	<u>BUILDING COSTS</u>		
	Internet/Inet	\$7,300.00	\$10,000.00
	Phone	\$21,000.00	\$28,000.00
	Gas	\$10,000.00	\$15,000.00
	Sewer/Water	\$3,500.00	\$5,000.00
	Electrical	\$40,000.00	\$50,000.00
	Maint. Contracts - HVAC	\$12,500.00	\$15,000.00
	Maint. Contracts - Cleaning/Pests	\$60,000.00	\$70,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$50,000.00
	Non-contract Repr	\$75,000.00	\$90,000.00
	Rubbish Removal	\$4,000.00	\$4,500.00
		\$273,300.00	\$337,500.00
C.	<u>OPERATING COSTS</u>		
	Postage/Shipping	\$15,000.00	\$17,000.00
	Printing	\$24,000.00	\$28,000.00
	Supplies/Processing	\$75,000.00	\$77,000.00
	Bank/Notices	\$8,000.00	\$9,000.00
	Local Travel	\$400.00	\$500.00
		\$122,400.00	\$131,500.00
D.	<u>INSURANCE COSTS</u>		
	Fidelity Bond	\$1,200.00	\$1,200.00
	Prop. Damage (All Peril)	\$57,000.00	\$62,000.00
	Notary Bond	\$200.00	\$200.00
	Workers Comp	\$7,200.00	\$8,000.00
		\$65,600.00	\$71,400.00
E.	<u>CONTRACTUAL COSTS</u>		
	Legal services	\$8,000.00	\$15,000.00
	Collection Agency	\$700.00	\$1,000.00
	Outsrc Acc/HR/Outsrc IT	\$160,000.00	\$180,000.00
	Investment Agency	\$2,600.00	\$3,500.00
	Acct Software	\$4,200.00	\$5,500.00
	Audit	\$10,000.00	\$11,000.00
	Payroll	\$13,500.00	\$14,500.00
		\$199,000.00	\$230,500.00

F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$12,000.00	\$12,000.00
	Memorial/Recog	\$4,750.00	\$5,500.00
	In-Service Day	\$2,500.00	\$3,500.00
	Cont. Ed	\$2,500.00	\$3,000.00
	Trustee Dues/Conf/Train	\$2,000.00	\$3,000.00
		\$23,750.00	\$27,000.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$80,000.00	\$90,000.00
	Technology	\$70,000.00	\$80,000.00
	Facility	\$10,000.00	\$20,000.00
	Minor Equip	\$3,500.00	\$4,000.00
	Other Fac Maint/Repairs	\$20,000.00	\$30,000.00
		\$183,500.00	\$224,000.00
H.	<u>LIBRARY MATERIALS</u>		
	Books	\$250,000.00	\$260,000.00
	Databases	\$125,000.00	\$128,000.00
	Doc Delivery/ILLs	\$27,000.00	\$29,000.00
	Audio/Visual	\$205,000.00	\$215,000.00
	Periodicals	\$25,000.00	\$25,000.00
		\$632,000.00	\$657,000.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$32,000.00	\$40,000.00
	Comm Rel/Supplies	\$18,000.00	\$20,000.00
		\$50,000.00	\$60,000.00
J.	<u>OTHER EXPENSES</u>		
	Gifts/Grants (if gifts are received)	\$2,000.00	\$1,000,000.00
	Per Capita Grant (per State if received)	\$46,000.00	\$47,000.00
		\$48,000.00	\$1,047,000.00
K.	<u>DEBT CERTIFICATE</u>	\$65,000.00	\$65,000.00
L.	<u>CONTINGENCY</u>	\$25,000.00	\$35,000.00
	<u>SUBTOTAL CORPORATE</u>	\$4,433,550.00	\$5,725,900.00
	Transfer to Special Reserve	\$120,000.00	\$750,000.00
	Total Corporate	\$4,553,550.00	\$6,475,900.00
2	IMRF Fund	\$112,900.00	\$116,000.00
	IMRF (supplemental funding)	\$25,000.00	\$25,000.00
	Total IMRF	\$137,900.00	\$141,000.00

3	FICA	\$183,300.00	\$188,000.00
	TOTAL CORP/IMRF/FICA	\$4,874,750.00	\$6,804,900.00
4	SPECIAL RESERVE FUND		
	Consulting	\$30,000.00	\$50,000.00
	Facility/Campus	\$15,000.00	\$25,000.00
	Furniture/Equip	\$25,000.00	\$30,000.00
	Security Systems	\$5,000.00	\$10,000.00
	Generator	\$50,000.00	\$60,000.00
	Project Expense	\$1,000,000.00	\$1,500,000.00
	TOTAL SPECIAL RESERVE	\$1,125,000.00	\$1,675,000.00
	TOTALS	\$5,999,750.00	\$8,479,900.00

Section 2: As part of the Annual Budget, it is stated:

- (a) That the cash on hand at the beginning of the fiscal year is \$6,341,143.79.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$4,868,550.00 ¹
- (c) That the estimated expenditures for the fiscal year are \$ 5,999,750.00 per the Annual Working Budget.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$5,209,943.79.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,723,200.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$145,350.00.

Section 3: That the funds in the total amount of \$8,479,900.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Section 4: The receipts and revenue of the said Lisle Library District derived from sources other than taxation and specifically appropriated and all unexpended balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied may be transferred to and become part of the Special Reserve Fund for the purchase of Sites and Buildings, the Construction, Repair, Remodeling, Improving and Equipping of the Same.

Section 5: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 17th day of September, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

¹ This does not include budgeted transfer to the Special Reserve Fund.

Approved by me this 17th day of September, 2025.

Emily Swistak
President, Lisle Library Board of Trustees

Attest:

Joshua Martin
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 18th day of September, 2025.

To be published in the Daily Herald on the 22nd day of September, 2025.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Joshua Martin, hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that the attached is a true and correct copy of Ordinance 25-04 adopted on September 17, 2025, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 17th day of September, 2025.

Joshua Martin, Secretary
Board of Library Trustees
Lisle Library District

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	00
1.2 ISL Branch # [PLS 151, PLS 701]	IL0292
1.3a FSCS ID [PLS 150, PLS 700]	002
1.3b FSCS_SEQ [PLS 700]	Lisle Library District
1.4a Legal Name of Library [PLS 152]	
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	777 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Lisle
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60532
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	777 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Lisle
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60532
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6309711675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6309711701
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lislelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Tatiana Weinstein
1.15 Title	Director
1.16 Library Director's E-mail	tatiana@lislelibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
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Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b If YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	30,281
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
LISLE L.D.	LISLE LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
LISLE L.D.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

LISLE L.D.	777 FRONT STREET
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Address

Location LISLE L.D.	2.7a City [PLS 704] LISLE	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705] 60532	2.8b If the outlet's zip code has changed, then enter the updated answer here.
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County & Phone

Location LISLE L.D.	2.9a County [PLS 707] DuPage	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708] 6309711675	2.10b If the outlet's phone number has changed, then enter the updated answer here.
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Square Feet

Location LISLE L.D.	2.11a Square Footage of Outlet [PLS 711] 32,614	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
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IDs**Hours and Attendance**

Location LISLE L.D.	2.12 Total public service hours PER YEAR for this service outlet [PLS 713] 3,477	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714] 52	2.14 Total annual attendance/visits in the outlet 1123,828
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ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Will Savage
3.5 Telephone Number of Person Preparing Report	630-971-1675
3.6 FAX Number	630-971-1701
3.7 E-Mail Address	savagew@lislelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
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Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Vanessa Berry
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 E-mail Address	berrvv@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Second member

5.5 Name	Debbie Breihan
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	630-971-1675
5.9 E-mail Address	breihand@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL

5.13 Zip Code 60532

Third member

5.5 Name Josh Martin
 5.6 Trustee Position Secretary
 5.7 Present Term Ends (mm/year) 05/2027
 5.8 Telephone Number 630-971-1675
 5.9 E-mail Address martinj@lislelibrary.org
 5.10 Home Address
 5.11 City
 5.12 State IL
 5.13 Zip Code 60532

Fourth member

5.5 Name Laura Paley
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2029
 5.8 Telephone Number 630-971-1675
 5.9 E-mail Address paleyl@lislelibrary.org
 5.10 Home Address
 5.11 City
 5.12 State IL
 5.13 Zip Code 60532

Fifth member

5.5 Name Emily Swistak
 5.6 Trustee Position President
 5.7 Present Term Ends (mm/year) 05/2029
 5.8 Telephone Number 630-971-1675
 5.9 E-mail Address swistake@lislelibrary.org
 5.10 Home Address
 5.11 City
 5.12 State IL
 5.13 Zip Code 60540

Sixth member

5.5 Name Liz Sullivan
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2029
 5.8 Telephone Number 630-971-1675
 5.9 E-mail Address sullivanl@lislelibrary.org
 5.10 Home Address
 5.11 City
 5.12 State IL
 5.13 Zip Code 60532

Seventh member

5.5 Name Karen Larson
 5.6 Trustee Position Other
 5.7 Present Term Ends (mm/year) 05/2029
 5.8 Telephone Number 630-971-1675
 5.9 E-mail Address larsonk@lislelibrary.org
 5.10 Home Address

5.11 City
Lisle

5.12 State
IL

5.13 Zip Code
60532

Eighth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

Ninth member

5.5 Name

5.6 Trustee Position

5.7 Present Term Ends (mm/year)

5.8 Telephone Number

5.9 E-mail Address

5.10 Home Address

5.11 City

5.12 State

5.13 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms
1

6.2 Total number of times meeting room(s) used by the public during the fiscal year
525

6.3 Total Number of Study Rooms
6

6.3b Total number of times study room(s) used by the public during the fiscal year
1,494

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
	0	0	0	1	0	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Number of	Other Facilities - Estimate \$
General repair/remodeling	1	\$5,000	0		\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0		\$0
Roof repair/replacement	1	\$0	0		\$0
Heating/ventilation/air conditioning	1	\$0	0		\$0
Electrical systems other than alarms	1	\$0	0		\$0
Plumbing systems	1	\$0	0		\$0

Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$5,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$3,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$298,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$13,342,620
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	NO

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Per Special Reserve Ordinance 24-05, we have \$545,278 in reserve for capital projects.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$880,000
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	General Obligation Debt Certificate dated 11/18/21 due 1/1/2030

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ²	\$4,456,450
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,671,972

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$44,967
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$26,485
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]

\$71,452

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$792
8.14 Other receipts intended to be used for operating expenditures	\$123,918
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$124,710
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]

\$4,652,612

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,244,170
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$561,370
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,805,540

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$254,429
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$255,726
10.3a Other Physical Materials Expenditures [PLS 355]	\$63,916
10.3b Please list the types of materials purchased in 10.3a	DVDs, Blu-rays, CDs, Games, Video Games, Art Prints, Digital devices, AV kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$574,071

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,154,187
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$4,533,798

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings; building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]

\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]

\$0

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	18	18	73.3400052.7800C	37.5000037.5000C
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Director	Library Director	\$73.34	37.50	
Assistant Director	Assistant Library Director	\$52.78	37.50	
Adult Services Director	Adult Services	\$45.68	37.50	
Adult Services Asst. Director	Adult Services	\$31.04	37.50	
Librarian	Adult Services	\$37.00	37.50	
Librarian	Adult Services	\$32.06	37.50	
Librarian	Adult Services	\$36.47	37.50	
Librarian	Adult Services	\$25.28	37.50	
Youth Services Director	Children's Services	\$43.08	37.50	
Youth Services Asst. Director	Children's Services	\$32.55	37.50	
Librarian	Children's Services	\$30.45	37.50	
Librarian	Children's Services	\$30.45	37.50	
Librarian	Children's Services	\$26.40	37.50	
Librarian	Children's Services	\$24.67	37.50	
Technical Services Director	Cataloging	\$45.68	37.50	
Technical Services Asst Director	Cataloging	\$31.04	37.50	
Librarian	Cataloging	\$26.56	37.50	
Circulation Services Director	Circulation	\$51.85	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

16.88

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the **TITLE of LIBRARIAN** who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Group B Total					

13.11 Total Group B: FTE Other Librarians (13.10/40)
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]

0.00
16.88

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees
13.14 Minimum hourly rate actually paid
13.15 Maximum hourly rate actually paid
13.16 Total FTE Group C employees (13.13 / 40)

654.00
\$16.86
\$43.24
16.35

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees
13.18 Minimum hourly rate actually paid
13.19 Maximum hourly rate actually paid
13.20 Total FTE Group D employees (13.17 / 40)

130.00
\$15.00
\$17.92
3.25

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees
13.22 Minimum hourly rate actually paid
13.23 Maximum hourly rate actually paid
13.24 Total FTE Group E employees (13.21 / 40)
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]

58.00
\$20.29
\$22.83
1.45
21.05
37.93

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Newly Created Librarian Positions							

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is

entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	123,828
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

15.1 Synchronous Programs (All Group Programs by Age)			15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	446	10,785	12	7,450	
Children (6-11)	167	3,315	41	6,701	
Young Adults (12-18)	73	265	0	0	
Adults (19 and older)	220	5,432	12	240	
General Interest	7	2,181	3	95	
Total	913	21,978	68	14,486	

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	738	16,816
Synchronous In-Person Offsite Program Sessions	159	4,969
Synchronous Virtual Program Sessions	16	193
Total	913	21,978

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	48
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	97,692

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	11,123
16.2a Total Number of Unexpired Non-Resident Cards	6
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,200.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	11,129
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	98,770
17.2 Current Print Serial Subscriptions	149
17.3 Total Print Materials (17.1+17.2)	98,919
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	6,523
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	14,502
17.6 Other Circulating Physical Items [PLS 462]	3,377
17.7 Total Physical Items in Collection [PLS 461]	123,172

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following

questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	Yes
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material ³	157,756
18.2 Circulation of Young Adult Physical Material ⁴	3,155
18.3 Circulation of Children's Physical Material [PLS 549] ⁵	199,395
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3) ⁶	360,306

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	273,128
18.6 Videos/DVDs- Physical	46,558
18.7 Audios (include music)- Physical	7,723
18.8 Magazines/Periodicals- Physical	4,825
18.9 Other Items- Physical [PLS 561]	20,977
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	353,211
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	48,718
18.13 e-Serial Circulation [PLS 546]	22,073
18.14 e-Audio Circulation [PLS 547]	48,979
18.15 e-Video Circulation [PLS 548]	8,886
18.16 Use of Electronic Materials [PLS 552]	128,656
18.17 Total Circulation of Materials [PLS 550]	481,867
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	534

18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]

3,306

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]

48,560

19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

5,159

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

113

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

52

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

45 Mbps or more

21.2b If Other, please specify

150 Mbps

21.3 What is the monthly cost of the library's Internet access?

\$450

21.4 Number of Internet Computers Available for Public Use [PLS 650] *

36

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

12,191

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

16,088

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

No

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b If YES, what is the dollar amount that your library was awarded for the fiscal year report period?

We receive telecommunications and internet access through an intergovernmental agreement with other bodies of local government.

22.3 If NO, why did your library NOT participate in the E-rate program?

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$13,154

23.2 Does the above amount include travel expenses?

Yes

23.3 How many hours of training did employees receive this year?

725.50

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

-1No Comments

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?

-1No Comments

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). -1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

- 25.1 Were the secretary's records found to be complete and accurate?
- 25.2 If NO, please list and explain any errors or discrepancies.
- 25.3 First board member completing the audit
- 25.4 Second board member completing the audit
- 25.5 Date the Secretary's Audit was completed

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President	Tatiana Weinstein	
Secretary	Emily Swistak	
	Josh Martin	

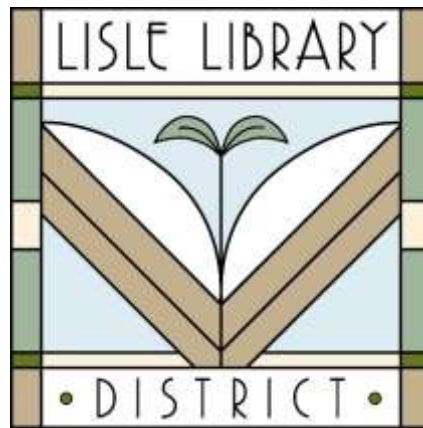
IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- 1, 2.14 We discovered a calculating error in our door counter statistics that had erroneously been bumping stats by around 15% (0-2025-07-23)
- 2, 8.1 Levy information input was from two years previous. (0-2025-08-06)
- 3, 18.1 Last year the question was not limited to physical material (0-2025-08-07)
- 4, 18.2 Last year the question was not limited to physical material (0-2025-08-07)
- 5, 18.3 Last year the question was not limited to physical material (0-2025-08-07)
- 6, 18.4 Last year the question was not limited to physical material (0-2025-08-07)
- 7, 21.4 Public programming laptops added to this number (0-2025-08-07)



LISLE LIBRARY DISTRICT

2025-2028

STRATEGIC PLAN

ENRICH | EDUCATE | EMPOWER



PRESIDENT'S LETTER

Dear Lisle Library District Community,

It is with great excitement that the Lisle Library District (LLD) Board of Trustees shares with you the Strategic Plan for 2025-2028. This Plan reflects our strong commitment to the LLD vision to enrich, educate, and empower the residents of the District while supporting our mission of enhancing the cultural, social, and lifelong educational development of the community.

Thanks to the collaborative efforts of our Strategic Planning Committee, District resident survey respondents, and community focus group and open-forum participants, we honed our Plan's focus to the objectives of Awareness, Resources, and Property. These objectives will guide us as we continue to expand our support for all LLD community members.

We look forward to partnering with you as we embark on these next steps in our 60-year history of the community cornerstone that is the Lisle Library District.

*Emily Swistak
President, LLD Board of Trustees*

EXECUTIVE SUMMARY

A strategic plan is an organization's blueprint to achieve designated goals set by its governing body. In April 2024, Lisle Library District's (LLD) Board President appointed a Strategic Planning Committee. The Committee included all LLD Trustees, the Library Director, Assistant Director, and Department Directors. The LLD shall utilize this new Plan to advance important objectives for the next three years. The Committee engaged with the community, utilized their input, and incorporated institutional data to achieve objectives outlined in this Plan.

The 25-28 LLD Strategic Plan was adopted by the Board of Trustees on August 13, 2025.

COMMITTEE MEMBERS

LLD Board of Trustees

Emily Swistak | President
Vanessa Berry | Vice President
Debbie Breihan | Treasurer
Josh Martin | Secretary
Liz Sullivan | Trustee
Karen Larson | Trustee
Laura Paley | Trustee
[Marjorie Bartelli | Former Trustee]

LLD Staff

Tatiana Weinstein | Director
Will Savage | Assistant Director
Paul Hurt | Circulation Services Director
Elizabeth Hopkins | Adult Services Director
Laura Murff | Technical Services Director
John Ferrari | Youth Services Director



PROCESS and SERVICE AREA

The Committee has held seven public Strategic Planning meetings since May 7, 2024. In addition to public meetings, the Committee sought public input via a community survey and held focus groups. The community survey was soft-launched at the *LLD Winter Read* event on December 13, 2024.

As of January 2025, the LLD used a variety of communication channels to promote the survey: social media, newsletters (paper/digital), and postcards were mailed to all District residents. The survey closed on February 28, 2025. There were 420 responses. Four focus groups were held during the months of March and April. Each focus group targeted a specific demographic: Adults/Seniors (12 participants), Teens (18 participants), Youth/Caregivers (43 participants) and one open-forum was held (2 participants).

Strategically addressing the objectives outlined in this Plan will be a continual effort between Library Administration and the Board of Trustees. During the course of the Plan, the Director will apprise the Board of Plan initiatives and coordinate projects with appropriate personnel, outsourced vendors, and professional tools.

The Library District includes most of Lisle, including unincorporated areas of Lisle and some surrounding communities. The Library District population is 30,281 (2020 U.S. Census data via Office of the Secretary of State of Illinois).

All District residents are eligible for a Library card regardless of age. The Library facility and campus are open to the public during operating hours. Information about Library cards, detailed District boundaries, and other Library activities and facts can be found at lislelibrary.org.



RED OUTLINE = Lisle Library District boundary
BLUE SHAPE = Village of Lisle
WHITE SHAPES = Unincorporated area



Map provided by GIS Consultant via the Village of Lisle

AWARENESS | RESOURCES | PROPERTY

AWARENESS

Objective: Increase visibility of current, new, and underutilized resources by effectively disseminating information using various channels.

Approach:

- Identify and analyze the LLD's current promotional tools to determine optimal community reach and interaction.
- Investigate new avenues of promotion which may be useful in reaching community members that may be underserved by our current promotional approaches.
- Explore partnerships with businesses, intergovernmental agencies, and nonprofits that are mutually beneficial; increasing awareness of publicly available resources.
- Share success stories and positive feedback with community members utilizing social media tools and in-house displays.
- Launch a campaign across social media, newsletters, and in-house signage that highlights lesser-known programs, resources, and services on a recurring basis.



RESOURCES

Objective: Support and promote lifelong learning by providing inclusive materials, programs, and services while enhancing access to all resources.

Approach

MATERIALS

- Identify high-demand titles, topics, authors, and languages for new acquisitions.
- Utilize professional expertise and peer-reviewed journals to curate a timely and comprehensive collection of materials that caters to the needs of District residents.
- Promote patron access to ideas and reliable data by actively supporting the American Library Association's Library Bill of Rights.

PROGRAMS

- Actively solicit feedback from patrons regarding services and programs they wish to see/access at the LLD.
- Increase the variety and accessibility of programs and remain adaptable to community needs.

SERVICES

- Explore ways to improve and enhance the LLD's online presence and user experience.
- Optimize service procedures to fulfill residents' everyday needs.
- Request community input on current and proposed services to ensure the LLD remains a vital community institution.



PROPERTY

Objective: Transform undeveloped property into a multifunctional, inclusive, flexible, and sustainable outdoor space for LLD programming and patron use for all ages.

Approach

- Commission professional assistance to design and develop property.
- Include a program space that supports a variety of activities, while also creating a welcoming environment where patrons can gather and enjoy the outdoors.
- Utilize feedback from community engagement survey and focus groups to offer desired amenities.
- Ensure the area is accessible from the Library building.



LISLE LIBRARY DISTRICT | 777 FRONT STREET, LISLE, IL 60532

630-971-1675 | lislelibrary.org

POLICY 610 PATRON CODE OF CONDUCT

The Lisle Library District (LLD) is committed to providing quality materials, resources, programs, and services to the community in a safe and secure environment. To achieve this, patrons must act in a partnership to ensure that everybody can experience a safe, clean, pleasant, and productive environment for study, research, information, and enrichment.

Regulations:

1. Any act or conduct in violation of federal, state, or local laws, ordinances, or Library regulations is prohibited on LLD property.
2. Behavior which may disturb others or interfere with their rights to use **or work at** the Library is prohibited. Examples include, but are not limited to: hitting, shoving, harassment, indecent exposure, loud voices, smoking, vaping, solicitation, proselytization, invasion of privacy, ~~loitering~~, profanity, ~~prolonged staring~~, intimidation, and/or threats.
3. The use and/or possession of weapons or any other objects that can reasonably be considered as weapons is prohibited.
4. Food may not be consumed **or prepared** in the Library with the exception of designated areas, at Library-sanctioned events, or in meetings where prior permission has been granted. **Cooking appliances/devices may not be used outside of designated kitchen areas.** All beverages must have a lid.
5. Possession or consumption of alcoholic beverages while on LLD property is prohibited, as is entering the Library in a state of intoxication. Consumption/use of cannabis products while on LLD property is prohibited. Any inebriated behavior, whether via legal, prescriptive, or illegal means, may prompt a call to the appropriate local authority/agency.
6. Personal property may not be left unattended. The Library/staff is not responsible for personal property. Staff may call local authorities to remove unattended property from the facility/campus.
7. Patrons are required to comply with the reasonable request/s of a Library staff ~~member.~~
8. Proper attire which conforms to the standards of the community for public, ~~non-recreational, spaces~~ **institutions** is required; such as wearing tops, bottoms, and shoes. **Apparel such as swimwear and undergarments worn as attire is not permitted.**

9. Pervasive, offensive odors that affect ~~other~~ patrons' use of the Library will be addressed. Staff may request that patrons change locations within the facility, or depending on severity, may be asked to leave the building.
10. Wheeled sporting equipment such as bicycles and scooters may not be used or stored in the Library, nor obstruct external doors or use of the Library. **The LLD provides equipment racks to secure such gear.**
11. Theft, tampering, defacement, or destruction of Library materials, equipment, or furnishings is prohibited. Graffiti/tagging is prohibited, as is posting unauthorized flyers, signs, stickers, or other like materials in or around the LLD facility **and property.** Vandalism, anywhere on LLD property, is prohibited. ~~and~~ Proper authorities shall be notified **when vandalism occurs.**
12. Patrons shall treat Library equipment and furniture with care. Equipment/furniture include, but are not limited to: a mouse, keyboard, chair, table, or monitor. Mishandling or abuse of equipment or furniture may result in a loss of equipment/furniture use privileges.
13. Patrons are not allowed to use the Library **or property** for personal care **or domestic** activities such as sleeping, bathing, shaving, **camping, cooking,** or storage of personal items.
14. Animals may not be left unattended on LLD property. The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals must be under the control of a handler. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises. Uncontrolled barking **or other noises,** jumping on other people, or running away from the handler, are examples of unacceptable service animal behavior.
15. Selling, soliciting, or requesting donations/money is not allowed on LLD property with the exception of Library-sanctioned activities.
16. Circulating petitions, surveys, distributing/posting literature, dispensing items/food, or campaigning is not allowed inside the building with the exception of Library-sanctioned activities. Outside the building, such activities may be conducted at least 15 feet away from the entrances of the building. These activities may not disrupt LLD operations, impede people from entering or leaving, create unsafe traffic patterns on the sidewalks or in parking lots, or imply LLD sponsorship or endorsement. Persons circulating petitions, surveys, or literature may not place tables, tents, or chairs (excluding assistive chairs) on LLD property. Persons circulating petitions, surveys, or literature may not post

signs on LLD property. Patrons may not be harassed, threatened, or coercively detained by persons distributing literature or seeking signatures.

17. Materials viewed on electronic/digital devices while in the Library should be appropriate for a public environment. Patrons must also abide by the LLD Internet Access and Public Computer Use Policy 340.
18. Commercial/profit-making photography, video, or audio recording while on LLD property is prohibited without prior permission from the Library Director.
19. Library staff members are not responsible for the supervision of children except when they are participating in a designated Library event. A caregiver must remain in the Library if a child is below the age of eight. Children must be eight years and above and mature enough to be unsupervised to use the Library independently. Younger children should remain in the line of sight of their caregiver. A caregiver must be at least 14 years of age.
20. The LLD does not serve in lieu of parents/guardians, and parents/guardians are responsible for a minor's behavior whether or not parents/guardians are present.
21. Cell phones, electronic/digital devices, loud conversations, or other disruptive digital noises should not disturb other patrons; this includes having device on speaker setting.
22. Patrons must leave the LLD property ~~at closing time or~~ as directed by Library staff **whether it is due to an emergency, facility matter, or non-compliant behavioral issue.**
23. Bags may be inspected with probable cause.

The Illinois Local Library Act authorizes the Board of Trustees and designees to *"...exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board."*

Failure to follow the LLD Patron Code of Conduct may result in documentation of the incident, a warning/s concerning the behavior, immediate expulsion from the Library, or banning for a designated length of time dependent upon the severity of the offense.

The Lisle Police or other authorities may be called to assist staff when it is deemed necessary. The Library Director or designee may issue a written response to a violation of the LLD Patron Code of Conduct.

Approved 7/11/12
Revised 6/13/18
Revised 11/13/19
Revised 11/15/23
Revised 8/___/25

POLICY 610
PATRON CODE OF CONDUCT

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Approved 7/11/12
Revised 6/13/18
Revised 11/13/19
Revised 11/15/23
Revised 8/___/25

POLICY 815
PERSONAL VEHICLE USE FOR LIBRARY BUSINESS ACTIVITIES

At times, Lisle Library District (LLD) employees, and Trustees, and volunteers may occasionally use their own vehicles for a Library-sanctioned purposes-activity¹.

A. Proof of Insurance

Employees, and Trustees, and volunteers who use a personal vehicle for a Library business-activity must ensure provide proof that the vehicle has liability insurance coverage. Employees' current-Proof of up-to-date insurance is required to be on file with the Library's Finance Director LLD Administrative Office Manager before use of the personal vehicle for Library business. LLD activities.

B. Accidents

If an employee, or Trustee, or volunteer is involved in an accident while using a personal vehicle for a Library business, activity, the Lisle Library District the LLD may reimburse the employee or Trustee, or volunteer for a portion of their deductible. -for the amount of the property damage deductible paid by the employee or Trustee, pursuant to their personal collision insurance coverage. This excludes Trustee travel to and from the Library for Board and Committee meetings. In no event will the amount of the reimbursement exceed five hundred dollars (\$500).

Reimbursement guidelines are as follows:

1. Deductible reimbursement amounts shall be evidenced by an employee/Trustee/volunteer's personal collision insurance policy.
2. In no event will the amount of the reimbursement exceed five hundred dollars (\$500).
3. Claims by employees, Trustees², or volunteers shall be submitted in written form to the Director as soon as practical after the occurrence.
4. Evaluating the amount of any claim shall be at the discretion of the Director.
5. If necessitated, the claimant shall provide supporting evidence of the property damage to the Director.
6. Employees, Trustees, and volunteers are required to obey all State laws and rules of the road while using a personal vehicle for a Library activity. This includes laws related to cell phone use, texting, and other distractions while driving. If it is found that the employee/Trustee/volunteer was involved in an accident due to not obeying the law, the LLD may choose not to reimburse the employee/Trustee/volunteer.

Claims by employees or Trustees for reimbursement shall be submitted in written form to the Director as soon as practical after the occurrence. Trustees must include proof of insurance with any reimbursement request. Evaluating the propriety and amount of any claim shall be at the discretion of the Director. If requested, the claimant shall provide supporting evidence of the property damage to the Director.

¹ "Activity" excludes employee and volunteer travel to and from the LLD to begin work and departing work. It also excludes Trustee travel to and from the LLD for Board/Committee meetings and events.

² Trustees must include proof of insurance with any reimbursement request. All expenses incurred by Trustees must be approved by roll call vote at an open LLD Board meeting.

~~All expenses incurred by Lisle Library District Trustees must be approved by roll call vote at an open Board meeting.~~

~~Employees and Trustees are required to obey all state rules of the road while using a personal vehicle for Library business. This includes laws regarding cell phone use and texting while driving. If it is found that an employee or Trustee was involved in an accident due to their own failure to obey the rules of the road, the Lisle Library District may choose not to reimburse the employee or Trustee for the amount of the deductible.~~

Adopted 6/9/80
Revised 12/9/98
Revised 11/13/02
Revised 5/10/17
Revised 8/__/25

POLICY 815
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A. Proof of Insurance

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B. Accidents

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Adopted 6/9/80
Revised 12/9/98
Revised 11/13/02
Revised 5/10/17
Revised 8/__/25

¹ "Activity" excludes employee and volunteer travel to and from the LLD to begin work and departing work. It also excludes Trustee travel to and from the LLD for Board/Committee meetings and events.

² Trustees must include proof of insurance with any reimbursement request. All expenses incurred by Trustees must be approved by roll call vote at an open LLD Board meeting.

POLICY 830
EMPLOYEE & VOLUNTEER
REFERENCE/BACKGROUND CHECKS

The Lisle Library District (LLD) is committed to providing a safe and secure environment in which to work and engage with patrons and the community at large.

Prior to extending an offer for employment/volunteering, the LLD shall conduct a detailed reference/background check of an adult¹ applicant for institutional employment or for volunteer work.

All offers for employment/volunteering are contingent upon a reference/background check. The LLD reserves the right to use a third-party agency to conduct background checks. The LLD will notify applicants before conducting any reference/background checks. All reference/background checks will ~~be in compliance~~ **comply** with the Fair Credit Reporting Act (**FCRA/15 U.S.C. § 1681 et seq**) and other applicable laws.

The LLD will eliminate from further consideration for employment/volunteering any applicant who provides false, misleading, or willfully deceptive information on his/her application, ~~or~~ resume, during an interview, or during the reference/background check process. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination.

A. Reference Checks

The LLD may request professional, personal, and/or academic references from applicants. Reference checks may be conducted by mail, email, telephone, in-person interview, or a combination of these methods. Reference checks are conducted by ~~LLD~~ **supervisory** personnel.

B. Background Checks

Background Checks will be conducted by a third-party agency and may include:

1. Social Security verification - validates the applicant's Social Security number, date of birth, and former addresses.
2. Prior employment verification - confirms applicant's employment with companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire.
3. Personal and professional references - calls will be placed to individuals listed as references by the applicant.
4. Educational verification - confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
5. Criminal history - includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - a. The nature of the crime and its relationship to the position.
 - b. The time since the conviction.
 - c. The number ~~(if more than one)~~ of convictions **(if more than one)**.

¹ Person who has reached the legal age of majority in Illinois; 18 years of age.

- d. Whether hiring the applicant would pose an unreasonable risk to LLD patrons, employees, and/or vendors.

The following additional background searches will be required if applicable to the position:

- e. Motor vehicle records - provides a report on an individual's driving history. This search will be run when driving is an essential requirement of the position.
- f. Credit history – confirms candidate's credit history. This search will be run for employee positions that involve management of LLD funds and/or handling of cash or credit cards.

C. Current LLD Employees/Volunteers

~~Current~~ Employees and volunteers are similarly subject to background checks when warranted. ~~Additionally,~~ Current employees/volunteers must report to their supervisor in writing, within five business days, any criminal convictions, excluding minor traffic violations. For positions that require the operation of a motor vehicle, current employees/volunteers also must report minor traffic violations. Failure to do so is a violation of this Policy and may lead to disciplinary action/dismissal. All employees/volunteers with new or existing convictions will be evaluated for continued employment/assignment.

D. Procedure

1. Candidates must complete ~~a~~ the background check authorization form **provided by the LLD.**
2. The LLD ~~Finance Director~~ **Administrative Office Manager** will order the background check upon receipt of the signed form and a **third-party** screening service will conduct the check.
3. Applicable LLD **Administrative** staff will review the results and notify the respective Department Director of the results of the check.
4. Subject to the results, appropriate **supervisory** staff shall assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired/assigned. A conviction of a crime does not automatically preclude employment.
5. If ~~a~~ **the** decision not to hire/assign a candidate is made based on the results of a background check, there may be ~~certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Finance Director~~ **LLD Administrative Office Manager in conjunction with the screening service, and appropriate Administrative staff will undertake.**
6. Background check information will be maintained by ~~appropriate Administrative staff~~ **the LLD Administrative Office Manager** and kept for a minimum of seven years. Background check information will be retained in locked, fireproof cabinets, separate from general personnel and volunteer files.

Adopted 8/14/19
Revised 8/__/25

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Prior to extending an offer for employment/volunteering, the LLD shall conduct a detailed reference/background check of an adult¹ applicant for institutional employment or for volunteer work.

All offers for employment/volunteering are contingent upon a reference/background check. The LLD reserves the right to use a third-party agency to conduct background checks. The LLD will notify applicants before conducting any reference/background checks. All reference/background checks will comply with the Fair Credit Reporting Act (FCRA/15 U.S.C. § 1681 et seq) and other applicable laws.

The LLD will eliminate from further consideration for employment/volunteering any applicant who provides false, misleading, or willfully deceptive information on his/her application, resume, during an interview, or during the reference/background check process. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination.

A. Reference Checks

The LLD may request professional, personal, and/or academic references from applicants. Reference checks may be conducted by mail, email, telephone, in-person interview, or a combination of these methods. Reference checks are conducted by supervisory personnel.

B. Background Checks

Background Checks will be conducted by a third-party agency and may include:

1. Social Security verification - validates the applicant's Social Security number, date of birth, and former addresses.
2. Prior employment verification - confirms applicant's employment with companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire.
3. Personal and professional references - calls will be placed to individuals listed as references by the applicant.
4. Educational verification - confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
5. Criminal history - includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - a. The nature of the crime and its relationship to the position.
 - b. The time since the conviction.
 - c. The number of convictions (if more than one).

¹ Person who has reached the legal age of majority in Illinois; 18 years of age.

- d. Whether hiring the applicant would pose an unreasonable risk to LLD patrons, employees, and/or vendors.

The following additional background searches will be required if applicable to the position:

- e. Motor vehicle records - provides a report on an individual's driving history. This search will be run when driving is an essential requirement of the position.
- f. Credit history – confirms candidate's credit history. This search will be run for employee positions that involve management of LLD funds and/or handling of cash or credit cards.

C. Current LLD Employees/Volunteers

Employees and volunteers are similarly subject to background checks when warranted. Current employees/volunteers must report to their supervisor in writing, within five business days, any criminal convictions, excluding minor traffic violations. For positions that require the operation of a motor vehicle, current employees/volunteers also must report minor traffic violations. Failure to do so is a violation of this Policy and may lead to disciplinary action/dismissal. All employees/volunteers with new or existing convictions will be evaluated for continued employment/assignment.

D. Procedure

1. Candidates must complete the background check authorization form provided by the LLD.
2. The LLD Administrative Office Manager will order the background check upon receipt of the signed form and a third-party screening service will conduct the check.
3. Applicable LLD Administrative staff will review the results and notify the respective Department Director of the results of the check.
4. Subject to the results, appropriate supervisory staff shall assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired/assigned. A conviction of a crime does not automatically preclude employment.
5. If the decision not to hire/assign a candidate is made based on the results of a background check, there may be additional FCRA requirements that the LLD Administrative Office Manager and appropriate Administrative staff will undertake.
6. Background check information will be maintained by the LLD Administrative Office Manager and kept for a minimum of seven years. Background check information will be retained in locked, fireproof cabinets, separate from general personnel and volunteer files.

Adopted 8/14/19
Revised 8/__/25

LISLE LIBRARY DISTRICT
EMPLOYEE HANDBOOK
POLICY 850 (*Revised 1/17/2024*)

14. Benefits

e. Floating Holidays

The following are recognized as floating holidays:

- Presidents' Day
- Martin Luther King Jr.'s Birthday
- Columbus Day
- Veterans' Day'
- Juneteenth

Full-time employees receive ~~four~~ **five** paid floating holidays per calendar year. Staff may be required to work on the actual holidays. Part-time employees are not eligible for floating holiday pay.

If an employee is terminated prior to the date of a floating holiday, they are not entitled to the holiday(s). In accordance with the Illinois Wage Payment and Collection Act, an adjustment to a terminated employee's final paycheck may be made for any floating holiday the employee has already taken and to which the employee was not entitled.

Floating holidays may be taken any time during the calendar year with supervisor approval. Requests for floating holidays should be given with at least one week's notice. Employees who do not take their floating holidays by December 31 forfeit them. There is no compensatory pay for unused floating holidays.

LISLE LIBRARY DISTRICT
EMPLOYEE HANDBOOK
POLICY 850 (*Revised 1/17/2024*)

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14. Benefits

h. Insurance

The LLD offers group health, dental, life, and vision insurance.

- i. Health and dental insurance are provided for full-time employees who are not otherwise covered under an existing policy. LLD pays a portion of eligible employees' and eligible dependents' health and dental insurance premiums. For the purposes of insurance coverage and the Affordable Care Act, a full-time employee is defined as an employee who is employed at least 30 hours per week or at least 130 hours in a calendar month, on average, over the previous 12 months.

For the purposes of insurance coverage, a dependent is defined as a spouse, civil union or domestic partner, or a child age 26 or younger. If a child is disabled, and meets necessary criteria, there is no limiting age on the disabled dependent.

Part-time employees who work a minimum of 20 hours per week and who have completed one year of service in the 20+ hour per week position may be entitled to purchase some types of insurance at their own expense. Employees in this category should visit the Administrative Office to receive information on coverage options.

- ii. Basic Group Life Term Insurance and Basic AD & D Insurance (accidental death and dismemberment) is afforded to all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iii. A group-rate vision plan is available. Employees may purchase a vision plan at their own expense. This is effective for all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.
- iv. According to provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees may choose to continue existing health and/or dental coverage at their own expense after they terminate employment or are no longer eligible for coverage.
- v. Insured staff who retire and regularly worked 30 or more hours a week and qualify for their IMRF pension, may continue to purchase health, dental, and vision insurance from the LLD. Premiums will be paid in full by the retiree. Retirees are advised to complete applicable IMRF health insurance continuation forms authorizing IMRF to deduct premiums from their pension checks. The LLD shall submit the completed health insurance continuation form to IMRF.

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APPROVED

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
March 12, 2025 - 7:00 p.m.

1. Roll call

Present:

Vanessa Berry - Trustee | Chair

Emily Swistak - President/Ex-officio

Marjorie Bartelli - Vice President

Debbie Breihan - Trustee

Tatiana Weinstein - Director/Ex-officio

Will Savage - Assistant Director/Ex-officio

Absent:

None

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

3. Approve Minutes of the October 3, 2024 Personnel & Policy Committee Meeting

MOTION: Vice President Bartelli moved to approve the minutes of the October 3, 2024 Personnel & Policy Committee Meeting. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Policy 720: Investments - draft/discussion

Director Weinstein explained that Policy 720: Investments was revised with input from Tami Olzewski of Ehlers Investment Partners. The Policy has been reorganized and includes a new introductory paragraph. The Policy also references the Illinois Investment Act, National Credit Union Administration (NCUA), and the Illinois Sustainable Investing Act.

Trustee Berry suggested minor grammatical changes.

Trustee Berry asked if the Committee was in favor of sending Policy 720: Investments to the full Board. The Committee agreed.

5. Policy 200: Board Bylaws - draft/discussion

Director Weinstein explained that Policy 200: Board Bylaws has been revised because the existing Policy referenced areas of the Library that no longer exist post renovation. The Policy has been revised to include the Public Library District Act of 1991, the ALA Bill of Rights, and the LLD Resolution adopting the ALA Bill of Rights.

The Committee discussed grammatical changes. They suggested the Policy be renamed to Board of Trustees Bylaws.

Trustee Berry asked if the Committee was in favor of sending Policy 200: Board of Trustees Bylaws to the full Board. The Committee agreed.

6. Policy 201: Board of Trustees Code of Conduct & Ethics- draft/discussion

Director Weinstein explained that minor changes were made to the Policy to acknowledge that the LLD now uses key cards rather than door codes. The Policy includes new language under the section on Trustee decorum.

The Committee discussed various grammatical changes. The Committee also discussed the procedures for censure.

Trustee Berry asked the Committee if they were in favor of sending Policy 201: Board of Trustees Code of Conduct & Ethics to the full Board. The Committee agreed.

7. Policy 325: Schedule of Fees, Fines, & Financial Transactions – discussion

Director Weinstein explained Policy 325: Schedule of Fees, Fines, & Financial Transactions has been reformatted. The LLD processing fee has been removed from the lost and damaged materials section.

The Committee discussed reinstatement procedures after a card has been blocked.

Trustee Berry asked if the Committee was in favor of sending Policy 325: Schedule of Fees, Fines, & Financial Transactions to the full Board. The Committee agreed.

8. Adjourn

MOTION: Vice President Bartelli moved to adjourn the meeting. Trustee Breihan seconded.
Voice Vote - All Aye

The meeting adjourned at 8:12 p.m.

Recorded by:

Jackie Kilcran, Recording Secretary

Approved by the Personnel & Policy Committee on August 4, 2025
Approved by

Vanessa Berry, Committee Chair

APPROVED

LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE
June 23, 2025 - 7:25 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
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

Also Present:

Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the April 9, 2025 Strategic Planning Committee Meeting

MOTION: Trustee Sullivan moved to approve minutes of the April 9, 2025 Strategic Planning Committee Meeting. Trustee Larson seconded.
Roll Call Vote - All aye. The motion passed.

4. Discussion - Draft Strategic Plan

Director Weinstein introduced the Draft Strategic Plan by stating that the document will start with the President's Letter, which traditionally thanks the community for their participation in the survey and focus groups. The second section is the Executive Summary, which will list the members of the Committee and the process the Committee took to create the Strategic Plan. Both of these sections will be presented at the next Committee meeting.

Director Weinstein reviewed the defined focus areas; Awareness, Resources, and Property. She then read the objectives for each focus area. She identified approaches to each of the objectives, which included suggestions from Committee members. She then asked members for input. The Committee discussed each objective and approach and refined some wording. Director Weinstein stated that she will present the edited Draft Strategic Plan with the President's Letter and Executive Summary at the next meeting.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:12 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the LLD Strategic Planning Committee on July 22, 2025.

Approved by

Joshua Martin, Secretary of the Board