

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on June 18, 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

June 18, 2025 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Presidential appointment of LLD standing committees: Personnel & Policy, Finance, and Physical Plant
4. Presidential appointment to review FY24/25 Board minutes
5. Assignments for reviewing monthly accounts payable
 - a. Trustee Berry and Trustee Breihan reviewed the May billings in June
 - b. Trustee Larson and Trustee Sullivan will review the June billings in July
6. Consent Agenda - Action Required
 - a. Approve Minutes of the May 21, 2025 Board Meeting
 - b. Acknowledge Treasurer's Report, 05/31/25, Investment Activity Report, 05/31/25, Current Assets Report, 05/31/25, Revenue Report, 05/31/25, and Expense Report, 05/31/25
 - c. Authorize Payment of Bills, 06/18/25
7. Unfinished Business
 - a. Capital Improvement Project
 - i. HVAC Project Status and Kingston Lot Development update - CCS Report
 - ii. Kingston Lot Development - Action Required
Award contract to TERRA Engineering for Kingston lot design, survey, and reimbursables in the amount of \$16,294.
8. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning
9. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
10. New Business
 - a. Adopt Resolution R25-03: Lisle Library District Board Members - Action Required
Annual resolution of true and correct list of current LLD Board Members.
 - b. Adopt Ordinance O25-01: Ordinance authorizing non-resident cards - Action Required

Annual ordinance authorizing public library non-resident cards by the tax bill method.

- c. Adopt Ordinance O25-02: Meeting Date Ordinance - Action Required
Annual setting of regular Board Meetings for the Lisle Library District.
- d. Adopt Ordinance O25-03: Transfer of funds to Special Reserve Fund - Action Required
Transfer of \$120,000 from the Corporate Fund to the Special Reserve Fund in FY25-26 under 75 ILCS 16/40-50.
- e. Approve FY2025-26 LLD Working Budget - Action Required
Annual approval of the LLD Working Budget for fiscal year 2025-26.
- f. Approve Juneteenth as an LLD Floating Holiday - Action Required
Approval of Juneteenth (June 19th) as an LLD Floating Holiday beginning in FY25 -26.
- g. Village of Lisle TIF – Discussion and Board consensus
 - a. East Ogden Avenue TIF
 - b. Route 53 TIF
- h. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$643.25, to be paid to Matt Swed.
- i. Set Director's salary for FY2025-26 - Action Required
Approval of salary for LLD Director for FY2025-2026

11. Executive Session - Action Required

5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.

12. Opportunity for Trustee comments (five minutes)

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

13. Adjourn

LISLE LIBRARY DISTRICT BOARD MEETING

May 21, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President

Karen Larson - Treasurer

Liz Sullivan - Secretary

Vanessa Berry - Trustee

Debbie Breihan - Trustee

Josh Martin - Trustee

Laura Paley - Trustee

Also present:

Tatiana Weinstein - Director

Will Savage - Assistant Director

Jackie Kilcran - Recording Secretary

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

3. Election of Officers - Action Required

Election of LLD President, Vice President, Secretary, Treasurer for 12-month terms.

MOTION: Trustee Berry moved to nominate Emily Swistak as LLD Board President. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Swistak moved to elect Vanessa Berry LLD Vice President. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Trustee Sullivan moved to elect Karen Larson LLD Treasurer. Trustee Berry seconded.

Roll Call Vote - Trustee Swistak - Nay, Trustee Larson - Aye, Trustee Sullivan - Aye, Trustee Berry - Nay, Trustee Breihan - Nay, Trustee Martin - Nay, Trustee Paley - Nay. The motion failed.

MOTION: Trustee Martin moved to elect Debbie Breihan LLD Treasurer. Trustee Breihan seconded.

Roll Call Vote - Trustee Swistak - Aye, Trustee Larson - Abstain, Trustee Sullivan - Nay, Trustee Berry - Aye, Trustee Breihan - Aye, Trustee Martin - Aye, Trustee Paley - Aye. The motion passed.

MOTION: Trustee Breihan moved to elect Trustee Martin as LLD Secretary. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

4. Assignments for reviewing monthly accounts payable

a. Trustee Larson and Trustee Martin reviewed the April billings in May

b. Trustee Berry and Trustee Breihan will review the May billings in June

5. Consent Agenda - Action Required

- a. Approve Minutes of the April 16, 2025 Board Meeting
- b. Acknowledge Treasurer's Report, 04/30/25, Investment Activity Report, 04/30/25, Current Assets Report, 04/30/25, Revenue Report, 04/30/25, and Expense Report, 04/30/25
- c. Authorize Payment of Bills, 05/21/25

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

6. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule, and budget updates & discussions

Director Weinstein delivered Mr. Rogers' report. The BAS project is substantially complete. IBS is still in the process of adjusting software settings. Training on the software will occur once the entire system is performing as expected.

Two of the new condensing units have been installed. 1Source Mechanical awaits the delivery of certain valves. Once the valves have been received, the remaining two condensing units can be installed. The project is expected to conclude mid-June.

7. Committee Reports

President Swistak provided an overview of all committees. She will appoint chairs and members in June for FY25-26. She asked Trustees to email Director Weinstein their committee preferences.

- a. Finance – Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin stated that the Committee will meet on June 4, 2025 at 7:00 p.m.
- d. Strategic Planning - Director Weinstein stated that the Committee will meet on June 23, 2025 at 7:00 p.m.

8. Staff Reports

- a. Director's Report

Director Weinstein stated that she attended the quarterly intergovernmental meeting on April 22 and she provided a summary of each agency's updates.

Vice President Berry asked why the Township would no longer record their meetings. Director Weinstein explained that the new supervisor stated that the Township no longer has the expertise to properly record meetings.

Director Weinstein summarized the Hokusai volunteer banner program hosted by the LLD. Thirty-six patrons gathered to decorate Hokusai canvases. In total, the Village collected 114 completed banners which included artists from the LLD, Lisle Senior High, Junior High, and Elementary School. The LLD is in the process of installing banners in

Gallery 777. On May 24th at 10:00 a.m. the Village will host a Hokusai kick-off event in downtown Lisle. Director Weinstein will speak on behalf of the LLD to inform the public of the LLD's participation. Other speakers will include the curator of the Cleve Carney Museum of Art at the College of DuPage, and other businesses who participated. There will be a Japanese-inspired garden, a Hokusai tunnel, a virtual reality experience, a cherry blossom photo wall, and flags displaying Hokusai facts and art techniques. The LLD supplied the text for the flags and signage.

On May 13th, Director Weinstein attended a Village Joint Review Board meeting. Members of the Board include the Village, the LLD, the Lisle Park District, the Lisle Woodridge Fire District, Lisle Township, DuPage County, Lisle School District 202, Community College District 502, and Lisle resident, Joe Broda. The topic of the meeting was the proposed East Ogden Avenue TIF District. The TIF will be discussed later in the Board meeting.

b. Assistant Director's Report

Assistant Director Savage reported that he attended the Northern Illinois Facility Managers quarterly meeting. This group of library assistant directors and facility managers share approaches to solving facility problems, share resources, and provide recommendations for vendors.

Assistant Director Savage and Marc Rogers met with IBS to discuss the BAS software. IBS is still troubleshooting communication errors in the software. Both Mr. Savage and Mr. Rogers believe these issues will resolved in the next week or so.

A window tinting company came out and installed a protective film on the upper level Adult Services windows. This film blocks 90% of UV rays while only blocking 10% of natural light. This will help prevent sun damage and fading to book spines and labels.

Johnson Controls and Taylor Plumbing were out to conduct state mandated annual fire alarm and sprinkler testing.

Terrance Electric was out to assess damage to light poles caused by squirrels. They are also reviewing current wiring schematics throughout the building to determine a way to streamline the current layout.

Summer Read Kick-off is on May 31st, from 10-12. There will be a corn dog truck, summer read sign up, a foam party for kids, a live musician, a photo booth, and a mosaic mural art project for patrons. The pieces of the mural will be assembled to create a large version of the LLD Hokusai-inspired logo.

9. New Business

a. Salary Scale FY2025-26

Approve updated salary scale for FY2025-26

MOTION: Treasurer Breihan moved to approve the FY2025-26 Salary Scale. Trustee Larson seconded.

Director Weinstein recommended a 3% increase for the next fiscal year. This is in line with CPI, and provides competitive starting salaries, comparable to other libraries in the area. The scale also identifies the 'ceiling' of job descriptions.

Roll Call Vote - All Aye. The motion passed.

b. Draft Working Budget FY24/25 - discussion

Director Weinstein explained that the working budget is created with input from all department directors, outsourced financial advisors, and other outsourced professionals. She reviewed the draft expenses and revenue in detail. Overall, the expenses show an increase of 2.96%, an increase of \$140,000 from last fiscal year. The revenue budget shows an increase of 3.04%, an increase of \$143,000 from the previous fiscal year. The LLD has provided a balanced working budget draft. The Board will vote on the budget at the June Board Meeting.

c. Award Cleaning Service Contract effective - 7/1/25 - Action Required

Award six-month cleaning contract to ECO Clean from July 1, 2025 - December 31, 2025 for nightly Library cleaning and weekday porter service totaling \$18,372 effective 7/1/25.

MOTION: Vice President Berry moved to award a six-month cleaning service contract to Eco Clean from July 1, 2025 to December 31, 2025 for nightly Library cleaning and weekday porter service totaling \$18,372 effective July 1, 2025. Trustee Martin seconded.

Director Weinstein explained that the LLD issued an RFP in April for cleaning service for the 25/26 fiscal year. ECO Clean presented the lowest qualified bid. ECO Clean is our current cleaning vendor, and there have been some service issues. Assistant Director Savage has had ongoing conversations with the management of ECO Clean to ensure service is satisfactory and is comfortable agreeing to a sixth-month contract with ECO Clean, with an option to renew.

Roll Call Vote: All Aye. The motion passed.

d. Proposed Lisle East Ogden Avenue Tax Increment Financing (TIF) District by the Village of Lisle - discussion

Director Weinstein provided an overview of the Joint Review Board (JRB) meeting where JRB members reviewed the Village's East Ogden Avenue TIF PowerPoint presentation. Director Weinstein shared that most JRB members had questions and concerns about the impact of the proposed TIF on taxing bodies.

LLD Trustees asked about existing businesses included within the TIF boundary, other means of Village funding for improvements, how many businesses and homes were included, and how many of those homes were occupied or vacant.

At the conclusion of the discussion, Trustees continued to have concerns about what impact a TIF of this size would have on the LLD, suggested the Village seek other funding sources for

Village improvements, agreed that TIFs made sense for truly blighted areas, and still had questions about including new/active businesses within the TIF. Director Weinstein said that she would summarize the Board's comments for the next JRB meeting scheduled for June 3rd.

- e. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$113.97, to be paid to Amanda Turnbull.

President Swistak read aloud the acknowledgement of payment to Amanda Turnbull.

- f. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) – payment shall not exceed \$2819.65, to be paid to Tiffany Song.

President Swistak read aloud the acknowledgement of payment to Tiffany Song.

10. Opportunity for Trustee comments (five minutes)

President Swistak welcomed Trustee Paley. She thanked the Trustees for electing her as President for a second term. She is looking forward to Summer Read Kick-off. She reminded Trustees that the Director's evaluation will take place in June, and to look for an email from her regarding evaluation information.

Vice President Berry welcomed Trustee Paley and thanked Trustees for electing her as Vice President.

Trustee Sullivan had no comment.

Treasurer Breihan welcomed Trustee Paley. She also congratulated President Swistak and Trustee Sullivan on being elected for another term. She is looking forward to Summer Read. She thanked the Director for her work on the budget draft, the TIF, and the Hokusai event.

Trustee Paley thanked the Trustees for welcoming her. She stated that since she moved to Lisle, the Library has always been a welcoming place and looks forward to serving on the Board.

Trustee Larson welcomed Trustee Paley and congratulated the newly elected Trustees.

Secretary Martin welcomed Trustee Paley. He said that he appreciates the Hokusai-themed Summer Read t-shirt and the creativity that staff bring to community events. He stated that he hopes the Joint Review Board keeps constituents in mind when making economic development decisions that affect the various taxing bodies. He also suggested that the Village should look to alternative funding sources for Village improvements. He is looking forward to Summer Read and the Hokusai installation.

11. Adjourn

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

The meeting adjourned at 8:16 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on June 18, 2025.

Approved by

Josh Martin, Secretary of the LLD

Treasurer's Report as of May 31, 2025

Fund Name	Cash Balance 05/31/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	3,804,234.87	81.20%	91.72%
IMRF	131,473.55	2.81%	3.17%
FICA	211,867.50	4.52%	5.11%
Subtotals	4,147,575.92	88.53%	100.00%
Special Reserve	537,215.04	11.47%	0.00%
	4,684,790.96	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	13.97	14.02	13.17	12.94	12.52	12.19	12.31	10.83	11.26	11.74	12.57		137.52
Eblers-Invt Interest Purching	2,009.83	2,082.59	2,918.86	2,259.00	2,580.83	19,538.50	3,383.19	1,477.55	1,217.31	2,267.45	1,347.25		41,082.36
Fifth Third Bank	3,108.68	2,794.11	3,561.12	3,727.29	3,442.24	2,822.21	2,470.40	1,976.37	1,920.79	1,608.07	1,394.80		28,546.08
Life Savings	217.11	217.34	232.07	217.80	225.29	238.25	226.31	226.91	205.23	227.48	213.02		2,426.81
Life CD 2635	464.04	944.35	917.47	951.78	924.69	959.27	963.10	873.20	970.43	766.51	818.72		9,553.56
Life CD 2669	957.30	961.11	933.75	968.65	651.90	848.31	851.24	771.40	856.86	832.04	862.71		9,495.27
IL Funds	407.72	416.97	395.21	406.63	409.87	369.39	398.22	358.47	398.19	392.96	424.84		4,379.47
US Bank-9833	10.25	10.59	10.58	10.25	10.59	10.24	10.60	833.67	752.88	833.67	806.73		3,300.05
US Bank-9370	3.07	3.49	3.20	2.44	2.79	2.96	3.24	3.51	3.51	3.35	2.00		33.56
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	6,963.27	5,882.64	-	98,954.68
Interest - Special Reserve Only	756.74	845.45	738.25	740.90	729.46	2,417.69	881.38	710.37	734.91	895.05	662.02	-	10,112.22
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18	7,815.88	7,231.26	22,363.63	7,437.23	5,822.54	5,601.55	6,068.22	5,200.62	-	88,842.46
Totals	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	6,963.27	5,882.64	-	98,954.68

	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	-	-	56,243.56	248,000.00	639,241.28	1,055,629.54	-	-	-	200,000.00	-	-	2,199,114.38
Investment Purchases	-	-	-	(319,207.49)	(641,934.58)	(247,728.75)	(349,900.18)	(473,406.51)	-	-	(209,110.79)	-	-2,241,288.30
TOTALS	-	-	56,243.56	567,207.49	1,281,175.86	1,303,358.29	349,900.18	473,406.51	-	200,000.00	209,110.79	-	4,440,402.68

	Fair Market Value on 5/31/25	
Checking Accounts		
Fifth Third Operating Acct	\$101,842.77	
Fifth Third Financial Now acct	\$2,234,493.91	
Fifth Third Financial-petty cash	\$135.17	
US Bank	\$41,318.01	0.85%
E commerce	\$33,144.03	
	\$2,410,933.89	
Money Markets		
Lisle Savings Bank	\$214,934.25	1.25%
IMET	\$3,364.88	2.33%
The Illinois Funds	\$114,666.84	4.42%
	\$332,965.97	
	\$4,719.24	
Ehlers Investments Pershing		
		Coupon Rate
Investments		YTM
Fixed Income		Paid
US Bank		FMV
Lisle Savings Bank		Due
US Treasury Bill		
US Treasury Note		
Lisle Savings Bank		
Citibank Natl Assn		
M1 Bk Macks Creek MO CTF		
Colorado HSG & Fin Auth		
Long Beach NY City Sch Dist		
TOTAL CURRENT ASSETS		

Lisle Library District 2025
For the Eleven Months Ending May 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.	\$ 390,659.54	\$ 4,673,839.42	\$ 4,497,476.38	\$ 4,280,000.00	109.20
40-01-4414-00 Tax Levy - IMRF	7,159.51	57,248.01	4,392.74	50,000.00	114.50
45-01-4415-00 Tax Levy - FICA	15,692.25	191,712.19	188,391.11	176,225.00	108.79
TOTAL TAX LEVY	413,511.30	4,922,799.62	4,690,260.23	4,506,225.00	109.24
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
TOTAL TIF SURPLUS	0.00	139,588.36	32,138.91	35,000.00	398.82
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	5,498.08	24,827.26	37,441.76	42,720.00	58.12
40-01-4462-00 Personal Property Repl. Tax -	317.31	1,432.85	2,160.86	2,470.00	58.01
45-01-4463-00 Personal Property Repl. Tax -	49.85	225.12	339.51	390.00	57.72
TOTAL PERSONAL PROPERTY REP	5,865.24	26,485.23	39,942.13	45,580.00	58.11
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	4,762.09	81,456.68	67,206.36	50,000.00	162.91
40-02-4475-00 Interest Earned - IMRF	174.70	2,772.96	3,024.74	2,500.00	110.92
45-02-4476-00 Interest Earned - FICA	283.83	4,612.82	3,930.88	3,500.00	131.79
TOTAL INTEREST INCOME	5,220.62	88,842.46	74,161.98	56,000.00	158.65
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	284.56	8,990.22	6,064.07	6,000.00	149.84
TOTAL UNREALIZED GAIN/LOSS O	284.56	8,990.22	6,064.07	6,000.00	149.84
DESK INCOME					
10-03-4531-00 Lost Books	365.46	843.38	752.40	1,000.00	84.34
10-03-4536-00 Non-Resident Fees	0.00	886.02	702.40	800.00	110.75
10-03-4538-00 Book Sale	314.00	2,283.00	1,134.00	1,600.00	142.69
10-03-4540-00 Fines	0.00	508.79	1,821.69	1,000.00	50.88
TOTAL DESK INCOME	679.46	4,521.19	4,410.49	4,400.00	102.75
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	442.15	787.44	0.00	2,000.00	39.37
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00
10-03-4560-30 Gifts - Restricted	0.00	0.00	0.00	0.00	0.00

Lisle Library District 2025
For the Eleven Months Ending May 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	82.00	569.00	518.00	700.00	81.29
10-04-4573-00	485.05	1,900.60	2,512.46	3,500.00	54.30
10-04-4575-00	467.89	4,119.01	3,935.87	4,000.00	102.98
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	773.96	3,685.39	2,505.30	2,500.00	147.42
10-04-4585-00	311.75	2,283.75	2,113.00	2,500.00	91.35
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	2,562.80	58,312.48	56,749.11	63,200.00	92.27
TOTAL REVENUES	\$ 428,123.98	\$ 5,249,539.56	\$ 4,903,726.92	\$ 4,716,405.00	111.30

Lisle Library District 2025
For the Eleven Months Ending May 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	\$ 662.02	\$ 10,112.22	\$ 10,933.68	\$ 12,000.00	84.27
Interest Earned					
TOTAL INTEREST	662.02	10,112.22	10,933.68	12,000.00	84.27
70-04-4587-10	10,000.00	110,000.00	55,000.00	120,000.00	91.67
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	10,000.00	110,000.00	55,000.00	120,000.00	91.67
TOTAL REVENUES	10,662.02	120,112.22	65,933.68	132,000.00	90.99

Lisle Library District 2025
For the Eleven Months Ending May 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	\$ 48,007.02	\$ 510,388.23	\$ 489,570.01	\$ 590,325.00	86.46
10-10-5603-20 Adult Services - Reg. Hours	44,553.66	476,319.86	465,277.40	555,600.00	85.73
10-10-5603-30 Youth Services - Reg. Hours	35,130.45	391,224.34	354,186.68	416,700.00	93.89
10-10-5603-50 Technical Services - Reg. Hour	23,788.21	253,684.14	234,913.85	289,375.00	87.67
10-10-5603-60 Circulation - Reg. Hours	38,933.42	419,429.89	394,337.79	463,000.00	90.59
Total Salaries	190,412.76	2,051,046.46	1,938,285.73	2,315,000.00	88.60
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,763.35	51,894.17	56,982.29	67,305.00	77.10
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,402.95	82,439.45	79,396.93	96,150.00	85.74
10-10-5621-30 Hosp. Ins. - YS	4,533.83	48,402.94	48,980.48	57,690.00	83.90
10-10-5621-50 Hosp. Ins. - Tech	4,011.25	43,317.83	34,266.18	41,665.00	103.97
10-10-5621-60 Hosp. Ins. - Circ	4,987.18	50,622.14	46,145.74	57,690.00	87.75
10-10-5622-10 Dental Ins. - Admin.	173.91	2,106.28	1,901.31	2,480.00	84.93
10-10-5622-20 Dental Ins. - Adult Serv	337.42	4,299.79	4,482.42	5,735.00	74.97
10-10-5622-30 Dental Ins. - YS	154.50	2,494.20	2,391.66	3,100.00	80.46
10-10-5622-50 Dental Ins. - Tech	156.20	2,426.51	1,815.03	2,325.00	104.37
10-10-5622-60 Dental Ins. - Circ	182.00	1,837.33	1,522.63	1,860.00	98.78
Total Health and Dental Ins.	27,702.59	289,840.64	277,884.67	336,000.00	86.26
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	1,337.75	(24.17)	4,000.00	33.44
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	1,337.75	(24.17)	4,000.00	33.44
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,628.41	38,663.41	36,997.58	45,390.00	85.18
45-10-5625-20 FICA Expense - Adult Serv.	3,295.96	35,121.48	34,323.76	42,720.00	82.21
45-10-5625-30 FICA Expense - Youth Services	2,634.89	29,424.21	26,651.47	32,040.00	91.84
45-10-5625-50 FICA Expense - Tech Servs.	1,782.07	19,034.03	17,642.85	22,250.00	85.55
45-10-5625-60 FICA Expense - Circulation	2,823.27	30,939.58	28,636.07	35,600.00	86.91
Total FICA Expenses	14,164.60	153,182.71	144,251.73	178,000.00	86.06
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,995.68	17,467.32	11,218.60	20,800.00	83.98
40-10-5628-20 IMRF Expense - Adult Servs	1,964.66	17,169.24	11,303.25	20,800.00	82.54
40-10-5628-30 IMRF Expense - Youth Services	1,373.63	12,852.37	7,978.41	14,400.00	89.25
40-10-5628-50 IMRF Expense - Tech Servs.	1,044.31	9,149.53	5,737.28	10,400.00	87.98

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40-10-5628-60	IMRF Expense - Circulation	1,261.24	11,266.02	13,600.00	82.84
	Total IMRF Expenses	7,639.52	67,904.48	80,000.00	84.88
	Total EMPLOYEE COSTS	239,919.47	2,563,312.04	2,913,000.00	88.00
BUILDING COSTS					
Utilities					
10-20-5650-00	Internet Service Provider	900.00	4,950.00	5,490.00	90.16
10-20-5651-00	INet	1,360.00	3,620.00	1,810.00	200.00
10-20-5652-00	Utilities - Phone	1,744.95	18,941.10	20,000.00	94.71
10-20-5653-00	Utilities - Gas	616.75	7,300.70	12,000.00	60.84
10-20-5654-00	Utilities - Sewer & Water	334.64	1,859.55	4,000.00	46.49
10-20-5655-00	Utilities - Electric	2,682.87	31,169.34	40,000.00	77.92
	Total Utilities	7,639.21	67,840.69	83,300.00	81.44
Maintenance and Repairs					
10-20-5660-00	Maint Contracts - HVAC	0.00	2,326.09	5,000.00	46.52
10-20-5661-00	Maint Contracts - Maint. Servi	5,553.98	48,861.56	40,000.00	122.15
10-20-5662-00	Maint Contr. - Landscape Serv.	1,134.00	33,859.00	40,000.00	84.65
10-20-5663-00	Maint/Repairs-Genl repairs, Su	629.22	9,023.49	9,000.00	100.26
10-20-5664-00	Maint/Repairs-Non Contr. Work	565.00	59,253.52	51,000.00	116.18
10-20-5665-00	Rubbish Removal	326.88	3,343.42	4,000.00	83.59
	Total Maintenance and Repairs	8,209.08	156,667.08	149,000.00	105.15
	TOTAL BUILDING COSTS	15,848.29	224,507.77	232,300.00	96.65
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	Postage and Shipping	577.38	5,336.41	4,500.00	118.59
10-25-5710-10	Printing/Spec. Serv. - Adult	0.00	21,612.54	21,000.00	102.92
10-25-5711-00	Postage Special Serv	0.00	11,519.64	9,500.00	121.26
10-25-5712-00	Printing	0.00	581.70	1,000.00	58.17
	Total Postage and Printing	577.38	39,050.29	36,000.00	108.47
Supplies					
10-25-5713-00	Office Supplies	317.56	6,650.81	6,300.00	105.57
10-25-5714-00	Circ. Material Supplies	260.91	9,323.73	10,000.00	93.24
10-25-5715-00	Copier Supplies	0.00	1,469.67	1,900.00	77.35
10-25-5716-00	Kitchen Supplies	202.41	3,813.59	4,700.00	81.14
10-25-5717-00	Processing Supplies	3,186.43	36,234.02	43,000.00	84.27
10-25-5718-00	Computer Supplies	1,716.28	3,480.99	10,100.00	34.47

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Total Supplies	5,683.59	60,972.81	60,938.71	76,000.00	80.23
Other Operating Costs					
10-25-5719-00 Publishing	0.00	830.30	683.10	600.00	138.38
10-25-5722-15 Safety Deposit Box Rental	100.00	262.50	266.67	200.00	131.25
10-25-5723-00 Check Printing	0.00	0.00	597.26	100.00	0.00
10-25-5723-15 Bank Charges	711.45	5,940.08	5,765.45	5,100.00	116.47
10-25-5724-15 Local Travel	0.00	50.29	139.43	500.00	10.06
Total Other Operating Costs	811.45	7,083.17	7,451.91	6,500.00	108.97
TOTAL OPERATING EXPENSES	7,072.42	107,106.27	103,669.45	118,500.00	90.39
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	986.00	4,200.00	2,250.00	43.82
10-30-5751-00 Property Damage (All-Peril)	0.00	71,214.90	65,211.50	52,000.00	136.95
10-30-5752-00 Notary Bond	0.00	0.00	0.00	0.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	7,011.00	6,199.00	7,000.00	100.16
TOTAL INSURANCE	0.00	79,211.90	75,610.50	61,250.00	129.33
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	3,285.00	2,096.25	8,000.00	41.06
10-35-5761-00 Collection Agency	37.95	468.05	670.45	700.00	66.86
10-35-5762-00 Other Contr Services - Admin	0.00	1,672.67	3,130.00	4,000.00	41.82
10-35-5763-00 Other Contr Svcs-Tech Asst	15,895.08	146,640.60	160,159.97	106,000.00	138.34
10-35-5764-10 Other Contr Svcs - Library Wi	3,105.00	31,503.49	20,578.17	40,000.00	78.76
10-35-5765-10 Investment Agency Consultants	0.00	1,943.78	1,507.91	4,500.00	43.20
10-35-5769-00 Accounting Software	0.00	2,686.92	7,131.50	4,000.00	67.17
10-35-5770-00 Contractual - Audit Fee	0.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00 Payroll Service	896.35	11,139.95	10,910.62	13,000.00	85.69
TOTAL CONTRACTUAL SERVICES	19,934.38	209,065.46	215,634.87	189,925.00	110.08
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	3,579.50	3,275.00	4,000.00	89.49
10-40-5784-00 Meetings - Staff	38.44	789.32	473.70	1,000.00	78.93
10-40-5785-00 Conferences - Staff	166.60	6,530.09	5,546.00	7,000.00	93.29
10-40-5786-00 Memorial/Tribute/Recognition	200.00	2,585.00	1,899.64	3,000.00	86.17
10-40-5787-00 Staff Development	0.00	1,769.03	1,640.10	2,500.00	70.76
10-40-5788-00 Training (Cont Ed) - Staff	0.00	376.11	59.00	8,500.00	4.42
10-45-5786-70 Dues - Trustee	0.00	450.00	525.00	525.00	85.71
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	110.00	0.00	825.00	13.33

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10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
TOTAL PERSONNEL DEVELOPMEN	405.04	16,189.05	13,418.44	29,000.00	55.82
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	65,158.94	56,949.97	80,000.00	81.45
10-48-5803-10 Technology	0.00	66,305.71	30,424.27	70,000.00	94.72
10-48-5804-10 Facility	4,064.94	5,630.25	6,797.41	10,000.00	56.30
Total Major Equipment	4,064.94	137,094.90	94,171.65	160,000.00	85.68
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	229.95	16.99	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	203.13	348.67	362.32	700.00	49.81
10-48-5823-30 Minor Equipment - Youth	0.00	112.35	277.83	700.00	16.05
10-48-5823-50 Minor Equip - Tech Services	18.80	485.42	268.38	700.00	69.35
10-48-5823-60 Minor Equip - Circ	0.00	441.09	288.82	700.00	63.01
Total Minor Equipment	221.93	1,617.48	1,214.34	3,500.00	46.21
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	722.28	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	878.62	15,679.43	17,297.20	18,280.00	85.77
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	878.62	16,221.14	18,019.48	20,000.00	81.11
TOTAL EQUIPMENT COSTS	5,165.49	154,933.52	113,405.47	183,500.00	84.43
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	21.58	5,660.22	2,877.40	8,000.00	70.75
10-50-5863-30 Books - Youth Serv	5,785.05	51,054.22	44,505.02	56,500.00	90.36
10-50-5864-10 Books - Non Fiction	5,838.37	67,408.53	59,834.31	90,000.00	74.90
10-50-5865-10 Books - Adult/Teen Fiction	7,160.23	56,225.05	57,620.57	80,500.00	69.84
10-50-5867-20 Ref Books - Adult Serv	320.62	4,741.55	3,897.60	15,000.00	31.61
Total Books	19,125.85	185,089.57	168,734.90	250,000.00	74.04
Databases					
10-50-5869-20 Internet Licensed DBases	0.00	98,294.96	107,550.69	115,000.00	85.47
10-50-5872-10 Dbases - Professional	5,000.00	11,045.29	11,594.95	8,500.00	129.94
10-50-5873-30 Dbases - Youth Serv	0.00	9,564.40	17,094.37	11,500.00	83.17

Lisle Library District 2025
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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>
Total Databases	5,000.00	118,904.65	136,240.01	135,000.00	88.08
Audio-Visual Materials					
10-50-5890-30 A-V Mats - Youth Serv	198.07	10,032.44	7,698.78	10,000.00	100.32
10-50-5895-40 A-V Mats - Adult Serv	4,062.39	47,567.77	56,132.68	63,000.00	75.50
10-50-5899-20 Digital Content	9,088.65	119,766.56	104,859.46	122,000.00	98.17
Total Audio-Visual Materials	13,349.11	177,366.77	168,690.92	195,000.00	90.96
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	0.00	25,186.47	24,950.11	26,000.00	96.87
10-50-5900-20 Periodicals - Adult Serv	868.52	21,621.02	21,751.08	21,500.00	100.56
10-50-5900-30 Periodicals - Youth	0.00	258.94	398.23	500.00	51.79
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,397.99	3,315.46	3,000.00	79.93
Total Periodicals/Doc Delivery	868.52	49,464.42	50,414.88	51,000.00	96.99
TOTAL LIBRARY MEDIA	38,343.48	530,825.41	524,080.71	631,000.00	84.12
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	708.67	15,366.22	14,253.21	15,000.00	102.44
10-60-5931-30 Programs - Youth	183.42	6,939.63	9,127.35	15,000.00	46.26
10-60-5931-40 Online Marketing	0.00	1,030.18	1,038.65	1,700.00	60.60
10-60-5931-50 Community Relations	206.98	2,906.94	3,515.13	5,500.00	52.85
Total Programs	1,099.07	26,242.97	27,934.34	37,200.00	70.55
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	3,000.00	2,079.31	3,000.00	100.00
10-60-5940-30 Reader Services - Youth Serv.	771.55	4,375.30	4,272.50	6,800.00	64.34
Total Readers Services	771.55	7,375.30	6,351.81	9,800.00	75.26
TOTAL PROGRAMS AND READERS	1,870.62	33,618.27	34,286.15	47,000.00	71.53
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	155.89	443.38	2,000.00	7.79
10-80-5981-80 Restricted - Per Capita Grant	1,200.00	21,845.02	14,633.69	46,000.00	47.49
10-80-5982-80 Interest Expense	12,100.00	37,100.00	38,300.00	26,000.00	142.69
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	13,300.00	99,100.91	93,377.07	114,000.00	86.93
RESTRICTED USAGE EXPENSES - IMRF					

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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	70,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	341,859.19	4,017,870.60	3,778,624.59	4,614,475.00	87.07
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	110,000.00	55,000.00	120,000.00	91.67
TOTAL OPERATING TRANSFERS O	10,000.00	110,000.00	55,000.00	120,000.00	91.67
TOTAL ALL EXPENSES	351,859.19	4,127,870.60	3,833,624.59	4,734,475.00	87.19

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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	\$ 15,000.00	\$ 0.00	\$ 15,000.00	100.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	18,471.00	0.00	25,000.00	73.88
70-65-5674-00 Consulting	0.00	14,807.50	0.00	20,000.00	74.04
TOTAL MAINTENANCE AND EQUIP	0.00	48,278.50	0.00	60,000.00	80.46
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	161,168.88	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	74,475.00	0.00	200,000.00	37.24
70-65-5685-00 Lot Development Project	0.00	13,030.00	0.00	500,000.00	2.61
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	0.00	87,505.00	161,168.88	700,000.00	12.50
TOTAL SPECIAL RESERVE EXPENS	0.00	135,783.50	161,168.88	760,000.00	17.87

Lisle Library District 2025 Accounts Payable - June 18, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	7528	Valve Relocation 1 Source Mechanical, Inc.	10-20-5660-00 10-00-2610-00	Maint Contracts - HVAC Accounts Payable	2,150.00	2,150.00
AFLAC	367818	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Albertsons	053125	Water Albertsons Safeway	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	40.90	40.90
Allegra	44011	Business Cards - Sheahan Allegra	10-25-5712-00 10-00-2610-00	Printing Accounts Payable	62.28	62.28
Amazon	060225	Books, Equipment, Supplies	10-50-5864-10 10-50-5865-10 10-60-5931-10 10-48-5823-20 10-50-5863-30 10-60-5931-30 10-48-5823-30 10-60-5940-30 10-25-5713-00 10-80-5981-80 10-20-5663-00 10-25-5717-00 10-48-5823-10 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Programs - Adult Service Minor Equip - Adult Servi Books - Youth Serv Programs - Youth Minor Equipment - Youth Reader Services - Youth Office Supplies Restricted - Per Capita Maint/Repairs-Genl repai Processing Supplies Minor Equip - Administra Accounts Payable	355.20 44.13 6.10 382.86 132.76 1,050.65 69.99 255.14 146.19 138.92 255.65 548.45 139.98	3,526.02
Bear Landscape	15156	Landscape #2 of 8 Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
BookPage	S85756	Subscription BookPage	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	1,134.00	1,134.00
CCS	123090-02282025	February Services CCS	70-65-5674-00 10-00-2610-00	Consulting Accounts Payable	1,340.00	1,340.00
CCS	123090-03312025	March Services CCS	70-65-5674-00 10-00-2610-00	Consulting Accounts Payable	800.00	800.00
CCS	123090-04302025	April Services CCS	70-65-5674-00 10-00-2610-00	Consulting Accounts Payable	560.00	560.00
ComEd	060125	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	4,263.69	4,263.69
Compact Disc Sourc	82949	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	181.50	181.50
Compact Disc Sourc	82950	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	348.50	348.50

Lisle Library District 2025 Accounts Payable - June 18, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Culligan of Wheaton	053125	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	131.81	131.81
Dell	10818666254	Envisionware Server Dell Marketing LLP	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	6,903.86	6,903.86
Demco	Ref No. 51600311	Program Seating Demco	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	9,016.73	9,016.73
Duran, Xavier	052325	Program Supplies Xavier Duran	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	60.00	60.00
Groot	14528698T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	327.28	327.28
Hagg Press	123338	June/July Newsletter Hagg Press	10-25-5710-10 10-25-5711-00 10-00-2610-00	Printing/Spec. Serv. - Ad Postage Special Serv Accounts Payable	3,784.00	159.58 3,624.42
Hagg Press	250602F	August/September Newsletter Postage Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	1,750.00	1,750.00
Home Depot	1916 08 96936	Supplies Home Depot Credit Services	10-20-5663-00 10-60-5931-30 10-00-2610-00	Maint/Repairs-Genl repai Programs - Youth Accounts Payable	106.77 6.47	113.24
Home Depot	1942 02 57436	Summer Read Kick-off Home Depot Credit Services	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	132.99	132.99
IHLS - OCLC	32223	Replacement Cost for Lost ILL Item IHLS - OCLC	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	20.26	20.26
Ingram	060125	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5867-20 10-50-5863-30 10-50-5863-20 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Ref Books - Adult Serv Books - Youth Serv Literacy/ESL Processing Supplies Accounts Payable	5,429.33 7,409.42 29.98 4,218.14 11.99 2,609.40	19,708.26
Ingram Express	060125	Books	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv Accounts Payable	86.23 48.00 22.25	156.48
Johnson Fire	53025786	Backflow Repair Johnson Controls Fire Protection	10-90-5999-00 10-00-2610-00	Contingency Accounts Payable	2,646.15	2,646.15

Lisle Library District 2025
Accounts Payable - June 18, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Kanopy	454684	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	499.00	499.00
Kocemba, Yolanda	053125	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00
Kone	11158860155	Elevator Safety Testing 12/27/24 Kone	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	702.09	702.09
Kone	1158933404	Elevator Safety Testing 4/22/25 Kone	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	1,080.10	1,080.10
Konica Minolta Busin	502351764	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	281.86	281.86
Konica Minolta Busin	9010404588	#C251 April Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	34.50	34.50
Konica Minolta Busin	9010429973	#C251 May Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	69.00	69.00
Konica Minolta Busin	9010447324	#C301 May Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	56.78	56.78
Konica Minolta Busin	9010467591	#C301 June Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	160.00	160.00
Konica Minolta Busin	9010467872	#C251 June Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	69.00	69.00
Konica Minolta Premi	556475044	#C251 Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	115.12	115.12
Konica Minolta Premi	556644763	#C301 Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	385.61	385.61
LEGO Education	Q93779-F8S4Q6/0	LEGO Spike Essential Kits LEGO Education	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	1,684.50	1,684.50
LIMIRICC PHIP Healt	060525	June Premium	10-10-5621-10	Hosp. Ins. - Admin	5,422.77	

Lisle Library District 2025 Accounts Payable - June 18, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Loyola University	194162	LIMRICC PHIP Health	10-10-5621-20	Hosp. Ins. - Adult Serv.	9,988.62	
			10-10-5621-30	Hosp. Ins. - YS	4,250.53	
			10-10-5621-50	Hosp. Ins. - Tech	4,494.41	
			10-10-5621-60	Hosp. Ins. - Circ	8,782.41	
			10-00-2610-00	Accounts Payable		32,938.74
Loyola University	194162	Replacement Cost for Lost ILL Item	10-50-5871-20	Document Delivery	100.00	
		Loyola University Chicago	10-00-2610-00	Accounts Payable		100.00
Lynch, Terrence	070825	Program: George Washington: Mt. Vernon to Washington DC Terrence Lynch	10-60-5931-10	Programs - Adult Service	300.00	
			10-00-2610-00	Accounts Payable		300.00
Midwest Tape	507256487	Hoopla Midwest Tape	10-50-5899-20	Digital Content	7,490.81	
			10-00-2610-00	Accounts Payable		7,490.81
Midwest Tape 2516	060225	CD Books Midwest Tape (2516)	10-50-5895-40	A-V Matis - Adult Serv	1,492.44	
			10-00-2610-00	Accounts Payable		1,492.44
Midwest Tape 7288	060225	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40	A-V Matis - Adult Serv	2,181.61	
			10-25-5717-00	Processing Supplies	498.81	
			10-00-2610-00	Accounts Payable		2,680.42
Midwest Tape 7289	060225	Replacement CD Midwest Tape (7289)	10-50-5895-40	A-V Matis - Adult Serv	19.98	
			10-00-2610-00	Accounts Payable		19.98
Midwest Tape 7291	060225	DVDs, Blu-rays & Processing Midwest Tape (7291)	10-50-5890-30	A-V Matis - Youth Serv	101.22	
			10-00-2610-00	Accounts Payable		101.22
Peregrine	62845	Legal Services Peregrine, Stime, Newman, Ritzman	10-35-5760-00	Legal Services	562.50	
			10-00-2610-00	Accounts Payable		562.50
Petty Cash	061025	Replenish Fund Lisle Library Petty Cash Checking Acct	10-00-1110-00	Fifth Third Checking-309	532.96	
			10-00-2610-00	Accounts Payable		532.96
ProQuest	70893418	Historical Newspapers ProQuest LLC	10-50-5869-20	Internet Licensed DBase	3,192.90	
			10-00-2610-00	Accounts Payable		3,192.90
Savage, Will	06025	Summer Read Will Savage	10-80-5981-80	Restricted - Per Capita	34.98	
			10-00-2610-00	Accounts Payable		34.98
Terrance Electric	2254059	Reroute Conduit Terrance Electric & Technology	10-20-5660-00	Maint Contracts - HVAC	546.00	
			10-00-2610-00	Accounts Payable		546.00
Thomson Reuters	851983634	IL Compiled Statutes Volume 1 - 9	10-50-5867-20	Ref Books - Adult Serv	145.35	

Lisle Library District 2025
Accounts Payable - June 18, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Thomson Reuters	851984211	Thomson Reuters - West	10-00-2610-00	Accounts Payable		145.35
		IL Compiled Statutes Volumes 10 - 18	10-50-5867-20	Ref Books - Adult Serv	145.35	
Unique	6139868	Thomson Reuters - West	10-00-2610-00	Accounts Payable		145.35
		May Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	88.55	88.55
WILLIUG	060525	2025-26 Membership	10-40-5783-00	Dues - Staff	40.00	
		WILLIUG - C/O Mieke Fujiura-Landers	10-00-2610-00	Accounts Payable		40.00
					116,124.12	116,124.12

PRIOR MONTHS BILLS PAID BETWEEN MAY 2025 AND JUNE 2025				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 5/15/2025			70265.35
HSA	IL Dept. of Revenue	State Tax Withheld		4465.24
HSA	Health Savings Account	Payroll Withholding		65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 5/15/2025		856.03
HSA	EFTPS/Electronic Tax Payment 5/15/2025	Fed Tax \$8286.77		22848.87
		FICA W/H \$7281.04		
		FICA Lib \$7281.06		
HSA	Salaries 5/30/2025			66321.95
HSA	IL Dept. of Revenue	State Tax Withheld		4218.05
HSA	Health Savings Account	Payroll Withholding		65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 5/30/2025		40.32
HSA	EFTPS/Electronic Tax Payment 5/30/2025	Fed Tax \$7881.03		21648.10
		FICA W/H \$6883.53		
		FICA Lib \$6883.54		
Wired	IMRF	IMRF W/H \$9179.85		16819.79
		IMRF Lib \$7639.94		
		Sub Total		207613.70
Check #	Vendor	Description	Amount	
9035	Albertsons Safeway	Supplies	75.12	
9036	Amalgamated Bank of Chicago	Debt Interest Payment	12,100.00	
9037	Case Lots Inc.	Janitorial Supplies	392.10	
9038	CDW Government	Versa Link Printer Ink, Sophos Antivirus	10,991.90	
9039	Culligan of Wheaton	Water	52.90	
9040	Delta Dental - Risk	June Premium	1,847.82	
9041	DuPage County Public Works	Usage	149.98	
9042	EBSCO	Chicago Sun-Times	731.53	
9043	Sandy Hayes	IT Roundtable, WILLUG, Flowers	44.44	
9044	HR Source	Library Survey	199.00	
9045	Chris Knight	WILLUG	35.70	

9046	Libraria	Books	392.52
9047	NICOR	Usage	616.75
9048	Sikich LLP	Accounting Services	1,586.00
9049	Staples Advantage	Supplies	510.02
9050	Thomas Klise / Crimson Multimedia	Video Games	718.02
9051	Today's Business Solutions, Inc.	Cables for New Photocopiers	340.00
9052	Toshiba America Business Solutions	Photocopier Maintenance	220.11
9053	Verizon	Usage	1,744.95
9054	Village of Lisle	Monthly Internet Service, Annual INET Fee	2,260.00
9055	Village of Lisle	Usage	184.66
9056	FNBO Billing Account	Accounting Software, Database, Contractual Services	14,204.92
		Sub Total	\$ 49,398.44
		TOTAL	\$ 257,012.14

Monthly Circulation Report - May 2025

	Checkouts	Renewals	May-25 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change		
Adult Non-Print	2,225	2,256	4,481	56,768	51,371	-9.51%		
Adult Print	4,396	3,927	8,323	94,198	92,929	-1.35%		
Adult Total	6,621	6,183	12,804	150,966	144,300	-4.42%		
YS Non-Print	665	878	1,543	17,923	17,314	-3.40%		
YS Print	8,517	7,230	15,747	153,349	162,524	5.98%		
Total YS	9,182	8,108	17,290	171,272	179,838	5.00%		
Digital Media								
Overdrive	5,807		5,807	57,163	62,641	9.58%		
hoopla	3,211		3,211	26,725	32,408	21.26%		
Overdrive Magazines	864		864	5,664	7,689	35.75%		
PressReader	257		257	7,818	3,643	-53.40%		
Kanopy	599		599	3,587	4,309	20.13%		
Total Digital	10,738	0	10,738	100,957	110,690	9.64%		
Subtotal Print + Non-Print/Digital	26,541	14,291	40,832	423,195	434,828	2.75%		
Computer/Tech Sessions Logins *	1,405		1,405	12,900	14,957	15.95%		
Database Usage/Unique Logins	6,288		6,288	75,386	72,561	-3.75%		
Wireless Use	1,302		1,302	12,730	14,714	15.59%		
ScannX sessions/jobs	182		182	2,800	3,204	14.43%		
Museum Adventure Passes	65		65	366	414	13.11%		
Total IT/Resource Sessions	9,242	0	9,242	104,182	105,850	1.60%		
Total Circulation	35,783	14,291	50,074	527,377	540,678	2.52%		
Borrower Information	May 2025 Total	YTD 23/24	YTD 24/25	YTD % Change	* Sessions were changed from 2 to 4 hours on 8/31/23.			
New Library Cards Added	114	1,731	1,525	-11.90%				
Monthly Borrowers	2,821	31,091	31,197	0.34%				
Total # Registered Borrowers	11,471	9,877	11,471	16.14%				
InterLibrary Loans								
Materials Sent	55	545	534	-2.02%				
Materials Received	287	3,840	3,306	-13.91%				
Polaris/Catalog Holds								
Holds Placed	3,089	31,984	32,950	3.02%				
Holds Checked Out	2,534	25,407	26,755	5.31%				
Pick-Up Window Service Stats								
# of Patrons/Users	18	242	228	-5.79%				
# of Items Picked Up/Checked Out	33	674	563	-16.47%				

Lisle Library District - Program and Service Statistics - May 2025

Library Event Statistics		Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
Staff Facilitated Programs			10	12	15	3	40	673	781	16.05%
Attendees			128	156	21	25	330	8,700	10,557	21.34%
Computer/Technology Programs			2	0			2	24	24	0.00%
Attendees			6	0			6	153	184	20.26%
Performer/Speaker/Author			3	0			3	40	48	20.00%
Attendees			65	0			65	771	1,056	36.96%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1						1	3	4	33.33%
Attendees	550						550	1,700	1,900	11.76%
Total Number of Programs	1	15	12	15	3	46	951	740	857	15.81%
Total Patrons Served by Programming	550	199	156	21	25	951	11,324	46,568	13,697	20.96%
Reference Questions		1,367	1,114	1,520		4,001	46,568	45,252	784.00	-2.83%
Volunteer Hours		5.00	22.50			27.50	678.00			15.63%
Notary Service	29					29	347		310	-10.66%
Outreach Service Statistics										
Outreach Visits		0	16	0		16	84	133	133	58.33%
Patrons Served by Outreach Visits		0	990	0		990	7,071	6,542	6,542	-7.48%
Home Delivery Dates		2				2	24	24	24	0.00%
Patrons Served via Home Delivery		95				95	1,077	1,049	1,049	-2.60%
Total Outreach Programs		2	16	0		18	108	157	157	45.37%
Total Patrons Served with Outreach Services		95	990	0		1,085	8,148	7,591	7,591	-6.84%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)	33						299	323	323	8.03%
Number of Outside Groups Using Meeting Space	40						404	482	482	19.31%
Number of Ginkgo & Maple Study Room Reservations*	70						131	779	779	494.66%
Patrons Entering Building 1	9,645						124,331	112,409	112,409	-9.59%
Friend's Sponsored Programs	0						0	0	0	--
Attendees	0						0	0	0	--
Social Media Use										
Facebook (daily page consumption)	1,252						9,688	7,025	7,025	-27.49%
X (a.k.a. Twitter) Followers	1,010						1,079	1,010	1,010	-6.39%
Instagram Likes	1,068						6,069	5,809	5,809	-4.28%
Flickr Views	3,581						80,310	59,891	59,891	-25.43%
YouTube Views	6,634						80,591	92,068	92,068	14.24%
eBlast Engagement	826						8,186	8,054	8,054	-1.61%
Total LLD App Downloads	1,042						967	1,042	1,042	7.76%
Total LLD App Sessions	5,406						44,320	53,157	53,157	19.94%
1 The LLD has adjusted the last FY totals to reflect more accurate data.										

* New stat as of March 2024.



General Capital Improvement Program

A. General Summary

1. BAS Update

- BAS has not reached completion; the contractor is working through troubleshooting with the system.

2. HVAC (Condensing Unit) Update

- The two remaining units were delivered on 6.11.2025, installation is in progress.

Kingston Lot Development

A. General Summary

1. Project Definition/Concept Design – Consultant Award Recommendation

- Four proposals were received from design/engineering firms to develop the Kingston Lot into a usable outdoor area for library events and gatherings.
- CCS reviewed the proposals with the Facilities Committee on 6/4/2025. Terra Engineering is recommended for award because of the factors listed below:
 - They submitted the lowest overall fee **(\$16,294)**. This fee includes:
 - concept design services (\$6,300),
 - surveying (\$8,994),
 - and reimbursable expenses allowance (\$1,000)
 - The lead principal from Terra has experience working in Lisle
 - Terra has experience with similar and relevant project types
- **The LLD Board of Trustees is requested to consider the following potential Action Item:**
Approval to award a contract to Terra Engineering for the Kingston Lot Design, Survey and Reimbursables in the amount of \$16,294.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 13, 2025*

MAY 2025 | DIRECTOR'S REPORT

Meetings:

Trustee Oaths of Office – May 21
LLD Board of Trustees – May 21
Hokusai exhibit launch – May 24
All-staff – May 27
Orientation/Paley/Atty Ritzman – May 27
Staff – May 28
Summer Read Kickoff – May 31
Staff – June 2
JRB/VOL – June 3
CCS – June 3
Staff – June 3
CCS – June 4

Physical Plant Committee – June 4
Dept. Directors – June 4
Trustee Tour/Paley – June 5
Hokusai wrap-up – June 9
Park District Stakeholder – June 9
VOL/Cook – June 10
Ritzman – June 10
ILA Friends Zoom – June 11
LWC/Buehler – June 12
Admin – June 12
Atty Ritzman – June 13

Hokusai Exhibit Launch

On Saturday, May 24 the Village hosted a launch event for the Hokusai installation on Main Street. The event began with an introduction from Mayor Mullen, then a recap of the Hokusai exhibit at CoD was provided by art museum Director Diana Martinez, and then local artist Richard Lo spoke about his Hokusai-inspired depiction of the fountain on Main Street.

After Mr. Lo, I was asked to speak about the LLD's participation in the process. I talked about the volunteer art project, the LLD's collection of materials that complement the exhibit, the upcoming Summer Read kick-off party with Hokusai theme, and Hokusai art lecture on June 10. I wrapped up by imparting that the LLD enjoyed being part of the entire process. The LLD was an integral partner in bringing the installation to life. *Hokusai in Lisle* will potentially direct more interest to the growing downtown area and increase our cultural reach in the community. As an institution of information, learning, and culture, this type of project is something the LLD will always welcome.

Trustee Orientation

When a new Trustee is elected, the LLD offers an orientation that outlines Trustee roles, and responsibilities. The Trustee is afforded a tour of the facility in full.

Trustee Paley met with Attorney Roger Ritzman and me on May 27 to discuss the following topics: OMA/FOIA, finances, Board protocol, and other legally pertinent matters. After Mr. Ritzman departed, I offered Trustee Paley information on LLD staffing, policies, District population, and provided her with the ILA Standards for Public Libraries manual, Policy Manual, and IL Library Laws & Rules Handbook. She also received her Trustee keycard. On a separate day, I provided a tour of the facility and she met a number of staff on duty.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 13, 2025

Joint Review Board (JRB)

The LLD is a member of the JRB for TIF (Tax Increment Financing) areas in Lisle. A meeting was held on May 13 and a subsequent meeting was held on June 3 at Village Hall.

JRB members include the Village of Lisle, County of DuPage, Township (absent), Park District, Fire District, School District 202, DuPage Community College District 502 (absent), and public member Joseph Broda.

This additional JRB meeting on the proposed East Ogden TIF District was scheduled due to concerns from the previous meeting and to hold a vote on the TIF as presented. A majority of the affected taxing bodies voted the TIF down.

Vote tally

Nay: Library, School Dist. 202, Fire Dist.
Aye: DuPage County, Public member/Broda
Abstain: Park Dist.

After the vote, the Village stated that they would work with the taxing bodies to develop a plan to avoid potentially negative impacts to the districts. At the time of writing this report, I have a call scheduled with LLD Attorney Ritzman to discuss the LLD's position and potential impacts of an East Ogden TIF and the upcoming Route 53 TIF. He has been forwarded information to review.

The next scheduled JRB is June 19 (day after LLD Board meeting). This meeting is for the Route 53 TIF. The next scheduled East Ogden JRB is June 25.

The LLD Board will have to discuss both TIFs at the June meeting and have an advisory position on both. *The LLD received a 106-page document from the Village on the Route 53 TIF in the evening on June 11 which was forwarded to Trustees on the morning of June 12.*

Physical Plant Committee

The Physical Plant Committee met on June 4. Marc Rogers and Sarah Hunt from CCS presented information on engineering firms to consider to advance the Kingston Lot project. At the June Board meeting, CCS will provide an overview of the Committee's recommendation and discuss next steps. Assistant Director Savage discussed other minor facility repair/enhancements.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 13, 2025*

Summer Read Kick-off Party

Summer Read has begun and the 2025 Kick-off Party was a huge success. Approximately 550 patrons enjoyed the foam pit, corn dog truck, live music, book recommendations, Hokusai/LLD logo mosaic art project, and Hokusai wave photo booth on Saturday, May 31.

The LLD Event Team did an excellent job planning the event, and the staff who were there on Saturday executed a fun-filled, entertaining program – all while promoting reading and Library services. Thank you to the residents, LLD Trustees, and Police Chief Rodriguez for attending!

Respectfully submitted,

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

Tatiana Weinstein

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 13, 2025



ライル図書館区

Hokusai

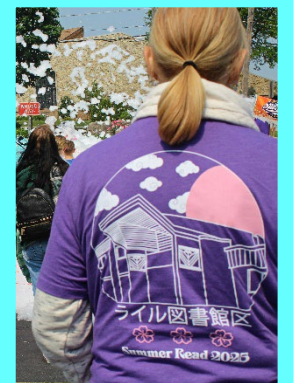
Summer 2025 Lisle

葛飾北斎



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 13, 2025

SUMMER READ KICK-OFF PARTY 2025!



Village of Lisle Website: Hokusai in Lisle



Regional Exhibition

“Get ready for The Great Wave!” Beginning May 31, 2025, and throughout the summer until September 21, 2025, HOKUSAI & UKIYO-E “The Floating World” Artworks from the Chiossone Collection will be coming to the Cleve Carney Museum of Art (CCMA) and McAninch Arts Center (MAC). Thank you to CCMA, MAC, and College of DuPage for leading the way.

Local Installation

To coincide with this exhibition, Lisle will be hosting a local art installation and interactive experience featuring a community art project, art installation, augmented reality, cherry blossom walk, Japanese-inspired Garden, photo opportunities, and more! Hokusai in Lisle will be held in Downtown Lisle from May 24, 2025, through September 21, 2025.

This exhibition begins at The Garden Walk Downtown Fountain along Main Street (on the west side of the street, just north of Burlington Avenue) continuing down the Garden Walk to the west through the local installation to the Japanese Garden, sponsored by the Lisle Woman's Club including a Japanese Bloodgood Maple, planted in the spring on Arbor Day 2025.

Thank You Sponsors and Partners

Gold Sponsors

Pulse Studio, LLC
Jennifer Rizzo Home + Studio

Silver Sponsor

Molex

Bronze Sponsor

Lisle Savings Bank

Partners

Lisle Library District

Lisle Park District
Lisle Area Chamber of Commerce
Shiny Squirrel Art Studio
Lisle Woman's Club

Upcoming Events

Summer Read Kickoff Party

Hosted by the Lisle Library District

Saturday, May 31, 10 a.m. to noon

Lisle Library District, 777 Front Street, Meeting Room B

Join the Library in celebrating the start of our Summer Reading program! Running from 10-12, enjoy corn dogs (while supplies last), live music, foam party fun, and a collaborative mosaic art project. And best of all, be one of the first to sign up for Summer Read 2025! There will be several special Hokusai-inspired elements and activities this year!

Downtown Lisle Passport

Hosted by the Lisle Area Chamber of Commerce

Sunday, June 1 through Sunday, June 15

Downtown Lisle

Visit 12 of the 15 businesses listed on the passport card to be entered into a raffle with a prize package valued over \$500, including 2 tickets to Hokusai event at the McAninch Arts Center (MAC) at College of DuPage (COD) from June to September 2025.

Hokusai and the Art of Edo: A Glimpse into Japanese Master and behind the scenes of the Exhibition presented by Diana Martinez

Hosted by the Lisle Library District; Presentation by Diana Martinez, Executive Director of the McAninch Arts Center

Tuesday, June 10, 2025, 7-8 p.m.

Lisle Library District, 777 Front Street, Meeting Room B

Join Diana Martinez, Executive Director of the McAninch Arts Center, for an exclusive behind-the-scenes look at the highly anticipated Hokusai and Ukiyo-e Art Show premiering this summer at the College of DuPage. Diana will share insights into the curation of this groundbreaking exhibition, which features 50 original ukiyo-e works never before seen in the United States, including nine iconic pieces by the legendary artist Katsushika Hokusai.

For additional information, please visit the [Lisle Library District's Event Page](#).

Bottles Barrels & Brews

Presented by the Lisle Area Chamber of Commerce

Saturday, August 16, 2025, 3 p.m. (early entry) 4-7 p.m. (general admission)

Museums at Lisle Station Park

In addition to tastes of wine, beer, and spirits, in honor of Hokusai in Lisle, the event will also include sake tastings.

Artwork Unveiling and Art Exhibition Grand Opening

A special kickoff event was held on Saturday, May 24, 2025. Hokusai in Lisle is an immersive experience featuring augmented reality, a Japanese-style artwork of a landmark specific to Lisle, along with a Japanese garden and cherry blossom walk. The event will be held Downtown Lisle at the Garden Walk fountain on Main Street to signify the grand opening of the local art installation and exhibition in Lisle. Experience the grand opening and be one of the first to see the art exhibit and artwork unveiling of the "Downtown Lisle Garden Walk Fountain" a special local landmark by Richard Lo, a local artist, who used elements from Hokusai to inspire his work.

Thank you to our community partners Pulse Studio, Jennifer Rizzo Home + Studio, Molex, Lisle Savings Bank, **Lisle Library District**, Lisle Park District, Shiny Squirrel Art Studio, Lisle Woman's Club, Lisle Area Chamber of Commerce, and Lola's Churros for helping bring this event to life!

June 2025 Assistant Director Report

Meetings/Virtual Meetings

- Bid Unsealing- May 19
- LIMRICC- May 20
- Taylor Plumbing- May 30
- Partition Maintenance- May 30
- SRP Kickoff- May 31
- Physical Plant- June 4
- Eco Clean- June 10
- 1Source- June 11
- IBS- June 12

Meetings

The Physical Plant Committee met to discuss a few projects around the facility. As a result of the meeting, I have reached out to vendors to schedule window tinting on the south side of second level, as well as masonry work on the roof above second level.

Summer Read Kickoff went smoothly, and staff did an excellent job of facilitating all parts of the event. We used the north parking lot for this event due to the foam party requiring access to both water and electricity.

Facility

Taylor Plumbing was in the building repairing deficiencies noted during our backflow inspection last month. Deficiencies were properly addressed, and everything is back in working order.

Our annual partition maintenance was completed during our brief programming break before the Summer Reading Program begins. We complete this maintenance each May to ensure that the partition remains in safe working order.

I met with the owner of Eco Clean and our cleaning crew supervisor to complete a facility walk and make clear our expectations of the cleaning services provided during the upcoming 6-month period. We completed a full walkthrough of the building, noting all areas that need to be cleaned as delineated in the scope of our current contract.

1Source has been on site the week of June 9 to finish the installation of the final two condensing units. The old units were detached and craned out of the mechanical yards on June 11, and the new units were craned in on the same day. We anticipate the condensers being connected and functional by the end of the day on June 16.

Respectfully Submitted,



Will Savage
Assistant Director

2025/2026 DRAFT LLD WORKING BUDGET

The draft 25/26 LLD Working Budget covers projected expense and revenue categories. LLD Administrative staff have compiled this data. Administration has consulted with department managers regarding departmental requests. The LLD's financial advisors and other outsourced professionals have reviewed this data and provided their recommendations.

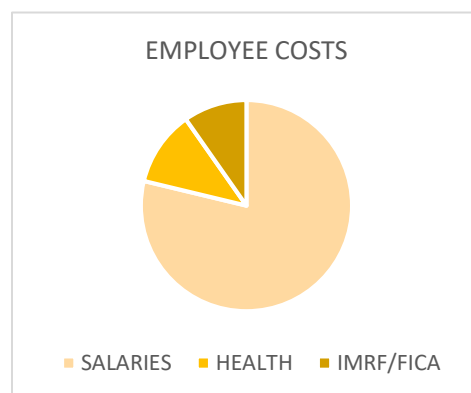
EXPENSE CATEGORIES

EMPLOYEE

Salaries and health care benefits represent the largest budgeted (and actual) expenditure in the Corporate Fund. ILA's Standards for Illinois Public Libraries manual references that salaries alone can comprise up to 60% of the budget. Salaries plus benefits can comprise up to 70% of the budget.¹

The LLD currently employs 51 staff, half of which receive health insurance. Total employee costs include performance increases and the minimum wage adjustment (aligned with the State target for 2025). The IMRF rate has also increased.

The LLD shows that salaries will comprise 49% of total budgeted expenses. Salaries plus benefits will comprise 62.4% of budgeted expenses.



SUMMARY: Total budgeted employee costs show an increase of 4.4%

BUILDING

Building costs include all utilities, maintenance contracts such as landscaping/HVAC/elevators, cleaning services, rubbish removal, phone system, as well as non-contractual building repair work. The building cost line total shows an increase of 17.65%. This budget to budget increase is primarily due to not having a stable fire monitoring service from last year to this year, and an allowance for more robust cleaning services for the LLD.

SUMMARY: Total budgeted building costs show an increase of 17.65%

OPERATING

Operating costs include postage, printing, banking fees, and processing. The operating cost line total shows an increase of 3.29%. Projected expenses align with inflationary projections.

SUMMARY: Total budgeted operating costs shows an increase of 3.29%

¹ The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. (Pg. 9: Serving Our Public 4.0; Standards for Illinois Public Libraries, 2019).

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: May 16, 2025

INSURANCE

Insurance costs include bonding (every two years for Notary), property damage, and workers compensation. This category shows an increase of 7.10% per the recommendation of the LLD's risk agency, LIRA. *Please note that comparisons with audited actuals and projected unaudited actuals presents a discrepancy in line item totals (calendar year vs fiscal year).*

SUMMARY: Total budgeted insurance costs show an increase of 7.10%

CONTRACTUAL

Contractual costs include attorney fees, audit costs, investment agency fees, outsourced IT services, IT licensing, and payroll charges. IT licensing costs/contracts may extend beyond one year. Those expenses will be audited into the next fiscal year. Other lines reflect a general, professional services increase between 3-5%. Investment agency expenses are based on the amount invested (after renovation, the amounts invested are lower).

SUMMARY: Total budgeted contractual costs show an increase of 4.78%

PERSONNEL DEVELOPMENT

Personnel Development costs include staff and Trustee dues, conference attendance, continuing education/training, and staff recognition. The proposed decrease is primarily due to not receiving requests for formal certifications/degrees from departments for the forthcoming year and the ability to provide training opportunities via webinar.

SUMMARY: Total budgeted personnel development costs show a decrease of 18.10%

EQUIPMENT

Equipment costs include the Polaris database and overlay, technology purchases, minor facility fixtures/gear, and minor repairs. The LLD remained under budget in the last fiscal and does not anticipate a marked increase in FY25/26.

SUMMARY: Total budgeted equipment costs are flat

LIBRARY MATERIALS

Library Materials costs include all physical materials, digital content, and interlibrary loan costs. This line remains essentially flat; even when increasing digital content by 5%. The databases line has decreased by negotiating better subscription rates with vendors.

SUMMARY: Total budgeted materials costs show an increase of 0.16%

PROGRAMS

The Programs category includes all LLD programs, community relations costs, and supplies for such activities. Programs include community-wide events, Summer Read, Fall Fest, Winter Read, National Library Week, and preparatory work for the programs. The LLD has spent within budgeted expenses year after year, but with added awareness campaigns, the LLD seeks a modest increase of 6.38%.

SUMMARY: Total budgeted programs costs show an increase of 6.38%

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: May 16, 2025

CONTINGENCY

SUMMARY: Total budgeted contingency costs remain flat

RESTRICTED

The Restricted Expenses category includes restricted operating and IMRF expenses. Restricted operating costs include Illinois Per Capita Grant, other grants, gifts, debt repayment, and transfers to Special Reserve. Restricted IMRF expenses allow for supplemental funding. IMRF funding is healthy, thus reducing the amount in this line (IMRF rates are updated on a calendar schedule). Transfer to Special Reserve remains flat.

SUMMARY: Total budgeted restricted operating costs show a decrease of 15.13%

SPECIAL RESERVE

Special Reserve expenses include capital improvement project costs, emergency expenses, and facility enhancements. This category shows a 48.03% increase due to the professional and outdoor development costs for the Kingston lot as well as a budgeted allowance for a server room generator.

SUMMARY: Total budgeted special reserve costs show an increase of 48.03%

REVENUE CATEGORIES

CORPORATE

The tax levy was increased per the renovation project plan (per CPI) and conservative personal property replacement taxes and interest income projections were provided by the LLD's financial advisors. These factors contribute to a 2.52% increase in corporate revenue.

SUMMARY: Total budgeted corporate revenues show an increase of 2.52%

IMRF

The IMRF Fund shows an increase due to reduced levy amounts in previous fiscal years. Every calendar turn, the LLD receives an updated rate for IMRF, which can significantly affect how the LLD levies for this fund.

SUMMARY: Total budgeted IMRF revenues show an increase 53.81%

FICA

The FICA Fund shows a negligible increase. This increase aligns with Social Security/Medicare rates and increased interest revenue.

SUMMARY: Total budgeted FICA revenues show an increase of .14%

SPECIAL RESERVE

The Special Reserve Fund shows a decrease because it cannot earn as much interest due to having less funds within the fund.

SUMMARY: Total budgeted SPECIAL RESERVE revenues show a 2.27% decrease

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: May 16, 2025

BUDGET RECAP

EXPENSES: The LLD Working Budget shows a reasonable 2.96% increase in operating expenditures from budget to budget. This increase accounts for inflation (CPI), staffing changes, and modest flexibility for operational or service needs. Budget to budget, this amounts to \$140,275. It is difficult to precisely predict the future, therefore, the LLD plans to allow for flexibility within the Budget and Appropriation Ordinance in the fall.

REVENUES: The LLD shows a budget to budget increase of 3.04% in revenue. Budget to budget, this amounts to \$143,145. LLD's financial advisors and outsourced professionals have provided recommendations. County determinations also factor into the budgeted tax lines. As stated above under *EXPENSES*, it is difficult to precisely forecast certain proceeds, such as earned interest income (volatile economy), exact amounts of potential grant funding, and other desk income (dependent on use).



In sum, the LLD FY25/26 Working Budget is balanced. Projected expenses vs. revenues show a negligible \$2,870 differential. The LLD maintains a conservative approach to budgeting while making practical financial decisions throughout the fiscal year. This approach ensures that the LLD's annual financial transactions are representative, responsible, and relevant to the diverse needs of the District.

EXPENSES - DRAFT

Funds	EXPENSES	AUDITED ACTUALS 23-24	LLD Actuals YTD Thru April 30, 2025	BUDGET 24-25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
CORPORATE	EMPLOYEE COSTS					
	SALARIES	\$ 2,170,777.73	\$ 1,860,633.70	\$ 2,315,000.00	\$ 2,396,000.00	3.50%
	HEALTH INS/UNEMP	\$ 301,944.61	\$ 263,475.80	\$ 340,000.00	\$ 350,000.00	2.94%
	TOTAL SALARY+INS	\$ 2,472,722.34	\$ 2,124,109.50	\$ 2,655,000.00	\$ 2,746,000.00	3.43%
IMRF	IMRF EXP	\$ 49,722.09	\$ 60,264.96	\$ 80,000.00	\$ 112,900.00	41.13%
FICA	FICA EXP	\$ 161,694.00	\$ 139,018.11	\$ 178,000.00	\$ 183,300.00	2.98%
	TOTAL EMP COSTS W BENEFITS	\$ 2,684,138.43	\$ 2,323,392.57	\$ 2,913,000.00	\$ 3,042,200.00	4.44%
	BUILDING COSTS					
CORPORATE	INTERNET/INET	\$ 7,210.00	\$ 6,310.00	\$ 7,300.00	\$ 7,300.00	0.00%
	PHONE	\$ 19,194.86	\$ 17,196.15	\$ 20,000.00	\$ 21,000.00	5.00%
	GAS	\$ 7,890.36	\$ 6,683.95	\$ 12,000.00	\$ 10,000.00	-16.67%
	SEWER/WATER	\$ 2,697.62	\$ 1,524.91	\$ 4,000.00	\$ 3,500.00	-12.50%
	ELECTRICAL	\$ 37,932.02	\$ 28,486.47	\$ 40,000.00	\$ 40,000.00	0.00%
	MAINT. CONTRACTS					
	HVAC	\$ 1,791.02	\$ 2,326.09	\$ 5,000.00	\$ 12,500.00	150.00%
	CLEANING/PESTS/MECHANICAL	\$ 41,157.13	\$ 43,307.58	\$ 40,000.00	\$ 60,000.00	50.00%
	LANDSCAPE	\$ 34,091.88	\$ 32,725.00	\$ 40,000.00	\$ 40,000.00	0.00%
	NON-CONTRACT REPAIRS	\$ 79,743.84	\$ 67,082.79	\$ 60,000.00	\$ 75,000.00	25.00%
	RUBBISH REMOVAL	\$ 3,153.32	\$ 3,016.54	\$ 4,000.00	\$ 4,000.00	0.00%
	TOTAL	\$ 234,862.05	\$ 208,659.48	\$ 232,300.00	\$ 273,300.00	17.65%
	OPERATING COSTS					
CORPORATE	POSTAGE/SHIPPING	\$ 14,561.80	\$ 16,278.67	\$ 14,000.00	\$ 15,000.00	7.14%
	PRINTING	\$ 23,045.00	\$ 22,194.24	\$ 22,000.00	\$ 24,000.00	9.09%
	SUPPLIES/PROCESSING	\$ 72,215.68	\$ 55,289.22	\$ 76,000.00	\$ 75,000.00	-1.32%
	BANK/NOTICES	\$ 7,890.68	\$ 6,221.43	\$ 6,000.00	\$ 8,000.00	33.33%
	LOCAL TRAVEL	\$ 182.64	\$ 50.29	\$ 500.00	\$ 400.00	-20.00%
	TOTAL	\$ 117,895.80	\$ 100,033.85	\$ 118,500.00	\$ 122,400.00	3.29%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 23-24	LLD Actuals YTD Thru April 30, 2025	BUDGET 24-25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
	INSURANCE COSTS					
CORPORATE	FIDELITY BONDS	\$ 2,100.00	\$ 986.00	\$ 2,250.00	\$ 1,200.00	-46.67%
Insurance billed on the calendar year	PROP. DAMAGE (ALL PERIL)	\$ 42,491.77	\$ 71,214.90	\$ 52,000.00	\$ 57,000.00	9.62%
	NOTARY BOND	\$0.00	\$0.00	\$0.00	\$ 200.00	*
Insurance billed on the calendar year	WORKERS COMP	\$ 3,873.00	\$ 7,011.00	\$ 7,000.00	\$ 7,200.00	2.86%
	TOTAL	\$ 48,464.77	\$ 79,211.90	\$ 61,250.00	\$ 65,600.00	7.10%
CORPORATE	CONTRACTUAL COSTS					
	LEGAL SERVICES	\$ 2,096.25	\$ 3,285.00	\$ 8,000.00	\$ 8,000.00	0.00%
	COLLECTION AGENCY	\$ 670.45	\$ 430.10	\$ 700.00	\$ 700.00	0.00%
	OUTSRC ACCT/HR/IT	\$ 132,435.88	\$ 160,816.68	\$ 150,000.00	\$ 160,000.00	6.67%
	INVESTMENT AGENCY	\$ 1,507.91	\$ 1,943.78	\$ 4,500.00	\$ 2,600.00	-42.22%
	ACCT LICENSE SOFTWARE	\$ 4,444.58	\$ 2,686.92	\$ 4,000.00	\$ 4,200.00	5.00%
	AUDIT	\$ 9,450.00	\$ 9,725.00	\$ 9,725.00	\$ 10,000.00	2.83%
	PAYROLL	\$ 11,811.52	\$ 10,243.60	\$ 13,000.00	\$ 13,500.00	3.85%
	TOTAL	\$ 162,416.59	\$ 189,131.08	\$ 189,925.00	\$ 199,000.00	4.78%
	PERSONNEL DEVELOPMENT					
CORPORATE	STAFF DUES/CONF	\$ 9,185.29	\$ 10,693.87	\$ 12,000.00	\$ 12,000.00	0.00%
	MEMORIAL/RECOG	\$ 2,152.36	\$ 2,385.00	\$ 3,000.00	\$ 4,750.00	58.33%
	IN-SERVICE DAY	\$ 1,745.10	\$ 1,769.03	\$ 2,500.00	\$ 2,500.00	0.00%
	CONT. ED	\$ 59.00	\$ 376.11	\$ 8,500.00	\$ 2,500.00	-70.59%
	TRUSTEE DUES/CONF/TRAIN	\$ 525.00	\$ 560.00	\$ 3,000.00	\$ 2,000.00	-33.33%
	TOTAL	\$ 13,666.75	\$ 15,784.01	\$ 29,000.00	\$ 23,750.00	-18.10%
	EQUIPMENT					
CORPORATE	POLARIS	\$ 52,204.14	\$ 65,158.94	\$ 80,000.00	\$ 80,000.00	0.00%
	TECH	\$ 62,505.03	\$ 66,305.71	\$ 70,000.00	\$ 70,000.00	0.00%
	FACILITY	\$ 6,809.41	\$ 1,565.31	\$ 10,000.00	\$ 10,000.00	0.00%
	MINOR EQUIP	\$ 3,474.73	\$ 1,395.55	\$ 3,500.00	\$ 3,500.00	0.00%
	OTHER FAC MAINT/REPAIRS	\$ 19,420.93	\$ 15,342.52	\$ 20,000.00	\$ 20,000.00	0.00%
	TOTAL	\$ 144,414.24	\$ 149,768.03	\$ 183,500.00	\$ 183,500.00	0.00%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 23-24	LLD Actuals YTD Thru April 30, 2025	BUDGET 24-25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
	LIBRARY MATERIALS					
CORPORATE	BOOKS	\$ 236,886.88	\$ 165,963.72	\$ 250,000.00	\$ 250,000.00	0.00%
	DATABASES	\$ 111,068.02	\$ 113,904.65	\$ 135,000.00	\$ 125,000.00	-7.41%
	DOC DELIVERY/ILLS	\$ 24,985.37	\$ 25,186.47	\$ 26,000.00	\$ 27,000.00	3.85%
	AUDIO/VISUAL	\$ 194,970.42	\$ 164,017.66	\$ 195,000.00	\$ 205,000.00	5.13%
	PERIODICALS	\$ 25,366.78	\$ 23,409.43	\$ 25,000.00	\$ 25,000.00	0.00%
	TOTAL	\$ 593,277.47	\$ 492,481.93	\$ 631,000.00	\$ 632,000.00	0.16%
	PROGRAMS					
CORPORATE	LIB-WIDE PROGRAMS	\$ 26,167.35	\$ 21,413.76	\$ 30,000.00	\$ 32,000.00	6.67%
	COMM REL/SUPPLIES	\$ 14,838.24	\$ 10,333.89	\$ 17,000.00	\$ 18,000.00	5.88%
	TOTAL	\$ 41,005.59	\$ 31,747.65	\$ 47,000.00	\$ 50,000.00	6.38%
CORPORATE	CONTINGENCY	\$0.00	\$0.00	\$ 25,000.00	\$ 25,000.00	0.00%
	RESTRICTED EXPENSES					
CORPORATE	GIFTS	\$ 500.14	\$ 155.89	\$ 2,000.00	\$ 2,000.00	0.00%
	PER CAPITA GRANT	\$ 44,664.48	\$ 20,645.02	\$ 46,000.00	\$ 46,000.00	0.00%
	DEBT INTEREST EXPENSE	\$ 25,800.00	\$ 25,000.00	\$ 26,000.00	\$ 25,000.00	-3.85%
	DEBT PRINCIPAL PAYMENT	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%
	IMRF FUNDING	\$ 26,000.00	\$0.00	\$ 70,000.00	\$ 25,000.00	-64.29%
	SUBTOTAL	\$ 136,964.62	\$ 85,800.91	\$ 184,000.00	\$ 138,000.00	-25.00%
	TRANSFER TO SPEC RESRV	\$ 120,000.00	\$ 100,000.00	\$ 120,000.00	\$ 120,000.00	0.00%
	TOTAL SPECIAL RESERVE	\$ 120,000.00	\$ 100,000.00	\$ 120,000.00	\$ 120,000.00	0.00%
	TOTAL RESTRICTED EXPENSES	\$ 256,964.62	\$ 185,800.91	\$ 304,000.00	\$ 258,000.00	-15.13%
	TOTAL BUDGET W/O TRANS TO SR	\$ 4,177,106.31	\$ 3,676,011.41	\$ 4,614,475.00	\$ 4,754,750.00	3.04%
	TOTAL BUDGET EXPENSES	\$ 4,297,106.31	\$ 3,776,011.41	\$ 4,734,475.00	\$ 4,874,750.00	2.96%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 23-24	LLD Actuals YTD Thru April 30, 2025	BUDGET 24-25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
SPECIAL RESERVE	SPECIAL RESERVE					
	CONSULTING	\$0.00	\$ 14,807.50	\$ 20,000.00	\$ 30,000.00	50.00%
	FACILITY/CAMPUS	\$0.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%
	FURNITURE/EQUIP	\$0.00	\$ 18,471.00	\$ 25,000.00	\$ 25,000.00	0.00%
	GENERATOR	\$0.00	\$0.00	\$0.00	\$50,000.00	*
	SECURITY SYSTEMS	\$0.00	\$0.00	\$0.00	\$ 5,000.00	*
	PROJECT EXPENSE	\$ 210,505.78	\$ 87,505.00	\$ 700,000.00	\$ 1,000,000.00	42.86%
	TOTAL	\$ 210,505.78	\$ 135,783.50	\$ 760,000.00	\$ 1,125,000.00	48.03%
	BY FUND					
		AUDITED ACTUALS 23-24	LLD Actuals YTD Thru April 30, 2025	BUDGET 24-25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
	CORPORATE	\$ 4,085,690.22	\$ 3,576,728.34	\$ 4,476,475.00	\$ 4,578,550.00	2.28%
	IMRF	\$ 49,722.09	\$ 60,264.96	\$ 80,000.00	\$ 112,900.00	41.13%
	FICA	\$ 161,694.00	\$ 139,018.11	\$ 178,000.00	\$ 183,300.00	2.98%
	SPECIAL RESERVE	\$ 210,505.78	\$ 135,783.50	\$ 760,000.00	\$ 1,125,000.00	48.03%
	TOTAL	\$ 4,507,612.09	\$ 3,911,794.91	\$ 5,494,475.00	\$ 5,999,750.00	9.20%
	TOTAL FUNDS W/O SPEC RES	\$ 4,297,106.31	\$ 3,776,011.41	\$ 4,734,475.00	\$ 4,874,750.00	2.96%

REVENUES DRAFT

FUNDS	REVENUES	Audited Actuals 23 - 24	Actuals YTD Thru April 30, 2025	BUDGET 24 - 25	BUDGET 25 - 26	" +/ - " From 24 - 25 Budget
CORPORATE	TAX LEVY	\$4,121,934.68	\$4,283,179.88	\$4,280,000.00	\$ 4,401,300.00	2.83%
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	
	TIF SURPLUS	\$32,138.91	\$139,588.36	\$35,000.00	\$ 40,000.00	14.29%
	PERS. PROP. REPLACEMENT TAX	\$37,441.76	\$19,329.18	\$42,720.00	\$ 22,500.00	-47.33%
	TOTAL TAXES	\$4,191,515.35	\$4,442,097.42	\$4,357,720.00	\$4,463,800.00	2.43%
	INTEREST EARNED	\$81,182.73	\$76,694.59	\$50,000.00	\$ 60,000.00	20.00%
	UNREALIZED GN/LOSS INVTMNTS	\$6,935.24	\$8,705.66	\$6,000.00	\$ 1,250.00	-79.17%
	TOTAL INTEREST	\$88,117.97	\$85,400.25	\$56,000.00	\$61,250.00	9.38%
	OTHER INCOME					
	LOST MATERIALS	\$744.34	\$477.92	\$1,000.00	\$ 1,000.00	0.00%
	NON-RES FEES	\$702.40	\$886.02	\$800.00	\$ 900.00	12.50%
	BOOK SALE	\$1,234.00	\$1,969.00	\$1,600.00	\$ 4,000.00	150.00%
	FINES/FEES	\$1,915.76	\$508.79	\$1,000.00	\$ 1,000.00	0.00%
	GIFTS UNRESTRICTED	\$0.00	\$345.29	\$2,000.00	\$ 2,000.00	0.00%
	GIFTS/GRANTS RESTRICTED	\$500.00	\$0.00	\$2,000.00	\$ 1,000.00	0.00%
	EAR BUD SALES	\$575.00	\$487.00	\$700.00	\$ 700.00	0.00%
	COPIER INCOME	\$2,806.85	\$1,415.55	\$3,500.00	\$ 3,000.00	0.00%
	PRINTING INCOME	\$4,164.62	\$3,651.12	\$4,000.00	\$ 4,500.00	0.00%
	OTHER CORP INCOME	\$2,736.75	\$2,911.43	\$2,500.00	\$ 2,500.00	0.00%
	IL PER CAPITA GRANT	\$44,664.48	\$44,967.29	\$46,000.00	\$ 46,000.00	0.00%
	LICENSE STICKER SALES	\$2,366.75	\$1,776.25	\$2,500.00	\$ 2,500.00	0.00%
	TOTAL OTHER INCOME	\$62,410.95	\$59,395.66	\$67,600.00	\$ 69,100.00	2.22%
	TOTAL CORPORATE FUND	\$4,342,044.27	\$4,586,893.33	\$4,481,320.00	\$4,594,150.00	2.52%

REVENUES DRAFT

FUNDS	REVENUES	Audited Actuals 23 - 24	Actuals YTD Thru April 30, 2025	BUDGET 24 - 25	BUDGET 25 - 26	"+/-" From 24 - 25 Budget
IMRF	TAX LEVY	\$0.00	\$50,088.50	\$50,000.00	\$ 80,800.00	61.60%
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	
	PERS. PROP. REPLACEMENT TAX	\$2,160.86	\$1,115.54	\$2,470.00	\$ 1,250.00	-49.39%
	TOTAL TAXES	\$2,160.86	\$51,204.04	\$52,470.00	\$ 82,050.00	56.38%
	INTEREST EARNED	\$3,592.00	\$2,598.26	\$2,500.00	\$ 2,500.00	0.00%
	TOTAL INTEREST	\$3,592.00	\$2,598.26	\$2,500.00	\$ 2,500.00	0.00%
	TOTAL IMRF	\$5,752.86	\$53,802.30	\$54,970.00	\$ 84,550.00	53.81%
FICA	TAX LEVY	\$172,959.06	\$176,019.94	\$176,225.00	\$ 177,200.00	0.55%
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	
	PERS. PROP. REPLACEMENT TAX	\$339.51	\$175.27	\$390.00	\$ 150.00	-61.54%
	TOTAL TAXES	\$173,298.57	\$176,195.21	\$176,615.00	\$177,350.00	0.42%
	INTEREST EARNED	\$4,734.32	\$4,328.99	\$3,500.00	\$ 3,500.00	0.00%
	TOTAL INTEREST	\$4,734.32	\$4,328.99	\$3,500.00	\$3,500.00	0.00%
	TOTAL FICA	\$178,032.89	\$180,524.20	\$180,115.00	\$180,850.00	0.41%
SPEC RESERVE	INTEREST EARNED	\$12,672.38	\$9,450.20	\$12,000.00	\$ 9,000.00	-25.00%
	RESTR. TRANSFR FROM CORP.	\$120,000.00	\$100,000.00	\$120,000.00	\$ 120,000.00	0.00%
	TOTAL SPECIAL RESERVE	\$132,672.38	\$109,450.20	\$132,000.00	\$129,000.00	-2.27%

REVENUES DRAFT

	BY FUND	Audited Actuals 23 - 24	Actuals YTD Thru April 30, 2025	BUDGET 24 - 25	BUDGET 25 - 26	"+" / "-" From 24 - 25 Budget
	CORPORATE	\$4,342,044.27	\$4,586,893.33	\$4,481,320.00	\$ 4,594,150.00	2.52%
	IMRF	\$5,752.86	\$53,802.30	\$54,970.00	\$ 84,550.00	53.81%
	FICA	\$178,032.89	\$180,524.20	\$180,115.00	\$ 180,850.00	0.41%
	SPECIAL RESERVE	\$132,672.38	\$109,450.20	\$132,000.00	\$ 129,000.00	-2.27%
	TOTAL	\$4,658,502.40	\$4,930,670.03	\$4,848,405.00	\$ 4,988,550.00	2.89%
	TOTAL FUNDS W/O SPEC RES	\$4,525,830.02	\$4,821,219.83	\$4,716,405.00	\$ 4,859,550.00	3.04%

RESOLUTION 25-03
LISLE LIBRARY BOARD MEMBERS
June 18, 2025

Be it resolved that the following is a true and correct list of Board Members of the Lisle Library District (LLD), as of June 18, 2025.

Vanessa Berry
Debbie Breihan
Karen Larson
Joshua Martin
Laura Paley
Liz Sullivan
Emily Swistak

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

Adopted this 18th day of June, 2025 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY:

Emily Swistak, President of the LLD Board of Trustees

ATTEST:

Josh Martin, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

I, Josh Martin, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois do hereby certify that at a regular meeting of said Board of Trustees held on the 18th day of June, 2025 the foregoing resolution was duly passed by the Board of Trustees.

Josh Martin, Secretary of the LLD Board of Trustees
DuPage County, Illinois

ORDINANCE 25-01

ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

Whereas, the Lisle Library District (LLD) is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Lisle Library District pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a Library card; and

Whereas, 75 ILCS 16/30-55.60 stipulates that a person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the closest public library and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Board of Library Trustees of the Lisle Library District has determined for its 2025-2026 fiscal year, commencing July 1, 2025 and ending June 30, 2026 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident Library cards;

Now, therefore, be it and it is hereby ordained BY THE BOARD OF LIBRARY TRUSTEES OF THE LISLE LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Lisle Library District, and residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Lisle Library District, may purchase a non-resident fee card for the price calculated according to the box which is checked off below:

General Mathematical Formula (23 Ad. Code 3050.60 (a));

X Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the Lisle Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Lisle Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Lisle Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident Library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident Library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face. The Lisle Library District supports Cards for Kids/Public Library Non-Resident Services (23 Illinois Administrative Code 3050.75).

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Lisle Library District shall continue to honor all non-resident Library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Lisle Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Lisle Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident Library card issued by the Lisle Library District pursuant to this Ordinance shall accord a non-resident Library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a local use Library card from the Lisle Library District.

ADOPTED this 18th day of June, 2025 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY:

Emily Swistak, President of the LLD Board of Trustees

ATTEST:

Josh Martin, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

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

I do further certify that the attached is a true and correct copy of an Annual Ordinance Authorizing Public Library Non-Resident Cards for the 2025-2026 Fiscal Year adopted on the 18th day of June 2025, at a meeting of the Board of Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Lisle Library District, DuPage County, Illinois, this 18th day of June, 2025.

Josh Martin, Secretary of the LLD Board of Trustees

ORDINANCE 25-02

REGULAR MEETING DATE ORDINANCE

Be it ordained that the regular meeting of the Lisle Library District (LLD) Board of Trustees shall be held at 7:00 P.M. at the Lisle Library, 777 Front Street, Lisle, Illinois, on the following dates:

July 16, 2025
August 13, 2025*
September 17, 2025
October 15, 2025
November 19, 2025
December 17, 2025
January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026
June 17, 2026

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting of the Board of Trustees this 18th day of June, 2025.

Board of Trustees of Lisle Library District

Emily Swistak, President of the LLD Board of Trustees

ATTEST:

Josh Martin, Secretary of the LLD Board of Trustees

*This meeting is scheduled for the second Wednesday of the month. All others are schedule for the 3 Wednesday of the month.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

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

I do further certify that the attached is a true and correct copy of an Ordinance setting Meeting Dates for the 2025-2026 Fiscal Year of the Lisle Library District Board of Trustees adopted on the 18th day of June 2025, at a meeting of the Board of Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Lisle Library District, DuPage County, Illinois, this 18th day of June, 2025.

Josh Martin, Secretary of the LLD Board of Trustees

ORDINANCE 25-03

ORDINANCE TRANSFERRING FUNDS TO SPECIAL RESERVE FUND

WHEREAS, the Board of Library Trustees of the Lisle Library District previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, as follows:

SECTION 1: The sum of \$120,000 in the Corporate Fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: This ordinance is effective immediately on the date of its passage.

ADOPTED this 18th day of June, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY:

Emily Swistak, President, Lisle Library Board of Trustees

ATTEST:

Josh Martin, Secretary, Lisle Library Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Josh 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 O25-03 adopted on June 18, 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 18th day of June, 2025.

Josh Martin, Secretary
Board of Library Trustees
Lisle Library District

APPROVED

LISLE LIBRARY DISTRICT
PHYSICAL PLANT COMMITTEE MEETING
November 6, 2024 - 7:00 p.m.

1. Roll call

Present:

Josh Martin - Trustee | Chair

Emily Swistak - President | Ex-officio

Marjorie Bartelli - Vice President

Karen Larson - Treasurer

Vanessa Berry - Trustee

Tatiana Weinstein - Director | Ex-officio

Will Savage - Assistant Director | Ex-officio

Also Present:

Jackie Kilcran - Recording Secretary

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

3. Approve Minutes of the April 1, 2024 Physical Plant Committee Meeting

MOTION: Treasurer Larson moved to approve minutes of the April 1, 2024 Physical Plant Committee meeting. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

4. Facility Update - discussion

Assistant Director Savage stated that addressing the south entrance concrete seepage involves a contractor injecting a solution into the affected area to seal the cracks. The soil settling after the renovation project also caused several drainage pipes to appear above ground. LLD Facility Monitors cut the PVC pipes level with the ground, covered the pipes with a fine mesh, and reinstalled the caps. This will provide better drainage while keeping debris out of the pipes. CertaPro Painters will be out within the week to scrape and repaint three light poles on the south side of the south parking lot. The concrete sidewalk has been repaired. The painters will return this month to add the striping.

5. Final FQC & LIRA recommendations - discussion

Director Weinstein explained that there are two items outstanding on the FQC report; install emergency lighting at all electrical panels, and replace circuit breakers. LIRA suggested looking into installing a lightning rod. Director Weinstein explained that the electrician was out to evaluate the building. They do not recommend installing a lightning rod.

Discussion: Assistant Director Savage stated that the electrician discourages installing lightning rods on one and two-story buildings because they tend to attract lightning to the area. He explained that the electrician did a walk through of all electrical panels to assess if they are

installed near drop ceilings, or finished ceilings. This will determine the type of emergency light needed, and the cost for installation. The electrician will be providing a quote. Assistant Director Savage said that he discussed replacing circuit breakers with the electrician. The electrician explained that the most cost-efficient solution is to use thermographic imaging. Circuit breakers nearing the end of their life-cycle will run hotter than normal and light up during imaging. This will determine the number of breakers that need to be replaced. Trustee Martin asked if it would be beneficial to combine all the electrical panels in the building. Director Savage explained that every time there was an addition to the building, a new panel was installed. He had spoken to the electrician about combining the panels and was informed it would be extremely expensive. Trustee Martin suggested sunsetting the FQC report, and having CCS work on a new ten-year plan. The Committee agreed.

6. EV Charging Stations - discussion

Director Weinstein told the Committee that she had a conversation with the Village Manager. The Village has purchased one EV charging station. They received a \$10,000 matching grant from ComEd. They are going out to bid for installation. The Village stated that installation costs can vary depending on how much curbing and concrete needs to be cut and trenched to connect to ComEd power. The Village Manager stated a budgetary number for the charging station, including installation, is around \$50,000. Director Weinstein proposed approaching other intergovernmental agencies to see if they would be interested in installing EV stations as a group, and perhaps qualify for a quantity discount.

Discussion: Trustee Berry suggested looking into grants and rebates for installation. Treasurer Larson asked who pays for the electricity. Assistant Director Savage stated that other libraries partner with a service provider who charges the user for the electricity. Treasurer Larson asked if other local libraries have installed an EV charging station. Assistant Director Savage stated that most neighboring libraries have not. Director Weinstein stated that the LLD would connect with other libraries to find out who has and ask about their process and experience. Trustee Berry explained that the State of Illinois offers discounts for installing a station near a highway ramp. Treasurer Larson stated that she felt it would be best to wait and see how the Village progressed with their project to learn from their experience. The Committee agreed. Director Weinstein said she will initiate more intergovernmental conversation.

7. Adjourn

MOTION: President Swistak moved to adjourn the meeting. Treasurer Larson seconded.

Voice Vote - All Aye

The meeting adjourned at 7:33 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Physical Plant Committee on June 4, 2025.

Approved by

Josh Martin, Committee Chair