

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 19, 2025 at 7:00 pm at the Lisle Library District, 777 Front Street, Lisle, Illinois.*

*Public Comment Prior to the Meeting: Citizens may provide public comment via email: [pubcomment@lislelibrary.org](mailto:pubcomment@lislelibrary.org) or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting 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 February 19, 2025 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
  - a. Vice President Bartelli and Trustee Breihan reviewed the January billings in February
  - b. President Swistak and Trustee Martin will review the February billings in March
4. Consent Agenda - Action Required
  - a. Approve Minutes of the January 15, 2025 Board Meeting
  - b. Approve Minutes of the January 15, 2025 Executive Session
  - c. Acknowledge Treasurer's Report, 01/31/25, Investment Activity Report, 01/31/25, Current Assets Report, 01/31/25, Revenue Report, 01/31/25, and Expense Report, 01/31/25
  - d. Authorize Payment of Bills, 02/19/25
5. Unfinished Business
  - a. Capital Improvement Project: Program discussion
    - i. General Capital Improvement Program Summary
    - ii. Executive Report
6. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
  - d. Strategic Planning
7. Staff Reports
  - a. Director Report
  - b. Assistant Director Report
8. New Business
  - a. Semi-annual review of executive session minutes - Action Required  
Six-month review of executive session minutes to release or to remain closed.
  - b. Review of executive session recordings more than 18 months old - Action Required  
Six-month review of executive session recordings to retain or destroy.
9. Executive Session
  - a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 – Action Required
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 15, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Marjorie Bartelli - Vice President  
Karen Larson - Treasurer  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee  
Debbie Breihan - Trustee  
Josh Martin – Trustee

Absent: none

Also present:

Tatiana Weinstein – Director  
Will Savage – Assistant Director  
Elizabeth Hopkins - Director of Adult Services [left the meeting at 7:28 p.m.]  
Jackie Kilcran - Recording Secretary

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Larson and Trustee Martin reviewed the December billings in January
- b. Vice President Bartelli and Trustee Breihan will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 18, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/24, Investment Activity Report, 12/31/24, Current Assets Report, 12/31/24, Revenue Report, 12/31/24, and Expense Report, 12/31/24
- c. Authorize Payment of Bills, 01/15/25

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

5. Unfinished Business

- a. Capital Improvement Project: Monthly Program discussion
  - i. General Capital Improvement Program Summary
  - ii. Executive Report

Director Weinstein provided Mr. Rogers' report. The BAS Project submittal process is underway. The project will begin in early February. The HVAC project team met on January 14<sup>th</sup>. CCS will review and approve the submittals. Once equipment is ordered, lead time will be approximately ten weeks. The project is expected to begin in early spring. Mr. Rogers stated he will coordinate with the LLD to limit disruptions to Library operations.

Discussion: None.

## 6. Committee Reports

- a. Finance - Trustee Breihan stated that the Committee will be meeting on January 24, 2025 at 2:00 p.m.
- b. Personnel and Policy - Trustee Berry had nothing to report
- c. Physical Plant – Trustee Martin had nothing to report
- d. Strategic Planning - Director Weinstein stated that once the survey is completed, the Committee will meet to review the results.

## 7. Staff Reports

- a. Director Weinstein stated that the survey postcard is in the process of being mailed out to all District residents. The survey will run through the end of February.

Director Weinstein attended a meeting on January 7th at the Village of Lisle for a presentation by College of DuPage and Pulse Studios on the Hokusai Experience. The Cleve Carney Museum of Art at College of DuPage will feature a Hokusai exhibit in June of 2025. The LLD will join with other intergovernmental agencies to participate in a community wide Hokusai art project.

Director Weinstein attended a Government Affairs Committee meeting. The Committee is facilitated by the Lisle Area Chamber of Commerce, and includes governmental agencies and local businesses. The Committee finalized questions for the Mayoral Candidate Forum at Village Hall on January 28th. The questions will serve as backup questions if there is a lull in public questions.

Director Weinstein stated that she will submit the Per Capita Grant Application by the deadline. Director Weinstein, Assistant Director Savage, Department Directors, and IT Staff had an introductory meeting with Bywater Solutions, the catalog overlay vendor. The overlay will streamline catalog searches and highlight programs that relate to catalog searches.

- b. Assistant Director Savage attended an online meeting with the Northern Illinois Library Facility Managers. Topics of discussion included lock-down protocols, facility security, EV Charging Stations, and facility management software. Director Savage appreciates the exchange of ideas within the group.

Terrence Electric finished installing emergency lighting over the electric panels. Stephens Plumbing was out to troubleshoot problems with the east end restroom. They have ordered parts and will return to install. Metalmaster Roofmaster performed some minor repairs on the roof.

A faulty smoke detector in the new elevator pit was replaced. This was a coordinated repair by Johnson Controls who monitors the fire alarm system, and a Kone elevator technician.

President Swistak asked about the plumbing issues in the east end restrooms. Assistant Director Savage explained that these were older fixtures in the building, and not replaced during the renovation.

- c. Director of Adult Services, Elizabeth Hopkins, provided an overview of the LLD's digital collections. She explained that the LLD is in a consortium with 24 other member libraries who purchase ebooks and audiobooks through a vendor. She gave examples of the per item cost for digital items, which are exponentially higher than for an individual purchaser. She explained that the digital collection landscape for public libraries is complex and can be costly. She also affirmed that LLD librarians are keeping track of costs and monitoring publisher limitations.

8. New Business

- a. Appoint Committee to prepare FY2025/26 Working Budget  
President Swistak appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2025-26.
- b. Approve Resolution 25-01: An Intergovernmental Agreement with LIMRiCC – Action Required  
**MOTION:** Secretary Sullivan moved to approve Resolution 25-01: Resolution providing for an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC). Treasurer Larson seconded.

Director Weinstein explained that LIMRiCC oversees a pool of 60 - 70-member libraries for the purpose of obtaining competitive rates on Health and Unemployment Compensation Insurance.

Roll call Vote – All Aye. The motion passed.

- c. Approve Per Capita Grant - Action Required  
**MOTION:** Trustee Breihan moved to approve the 2025 Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Berry seconded.

Director Weinstein provided an overview of the 2025 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

9. Executive Session - Action Required

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

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:32 p.m.

The Board came back into Open Session at 7:44 p.m.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli said she appreciated the Adult Services Director's presentation and enjoyed all the quarterly reports. Trustee Berry stated that she enjoyed the Adult Services Director's presentation and that she attended the Craft and Coffee Program in December and noted that some patrons brought their out-of-town guests to enjoy the program.

Trustee Martin stated that he understood the frustrations libraries face with the costs of maintaining digital collections. Treasurer Larson stated that she assumes most patrons do not understand the intricacies and costs of maintaining a digital collection. Secretary Sullivan said she appreciated the Adult Services Director's presentation and was disheartened to learn of the costs involved in maintaining a digital collection.

President Swistak stated that she enjoyed the Adult Services Director's presentation and is pleased with the addition of presentations by Department Directors.

11. Adjourn

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

The meeting adjourned at 7:49 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on February 19, 2025.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

**Treasurer's Report as of January 31, 2025**

Fund Name	Cash Balance 01/31/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	4,746,805.56	82.92%	92.14%
<b>IMRF</b>	153,481.80	2.68%	2.98%
<b>FICA</b>	251,215.73	4.39%	4.88%
<b>Subtotals</b>	<b>5,151,503.09</b>	<b>89.99%</b>	<b>100.00%</b>
<b>Special Reserve</b>	573,100.69	10.01%	0.00%
	<b>5,724,603.78</b>	<b>100.00%</b>	<b>100.00%</b>

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Treasurer

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Date

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	13,97	14,02	13,17	12,94	12,52	12,19	12,31						91,12
Ethers-Inv Interest Purching	2,009,83	2,082,59	2,918,86	2,259,00	2,590,83	19,538,50	3,383,19						34,772,80
FFib Third Bank	3,108,68	2,794,11	3,561,12	3,727,29	3,142,24	2,822,21	2,470,40						21,626,05
Life Savings	217,11	317,34	335,07	217,80	325,29	318,25	256,31						1,594,17
Life CD 163E	464,04	844,35	917,47	851,78	924,69	959,27	869,10						6,124,70
Life CD 1669	957,30	965,11	931,75	968,65	651,30	868,31	851,24						5,172,26
IL Funds	407,72	416,97	395,21	406,63	409,87	399,39	399,22						2,804,01
US Bank-8653	10,25	10,59	10,58	10,25	10,59	10,24	10,60						73,10
US Bank-9570	3,07	3,49	3,20	2,44	2,79	2,96	3,24						21,19
<b>TOTALS</b>	<b>7,191,97</b>	<b>7,444,57</b>	<b>8,985,43</b>	<b>8,556,78</b>	<b>7,960,72</b>	<b>24,781,32</b>	<b>8,318,61</b>						<b>73,239,40</b>
Interest - Special Reserve Only	756,74	845,45	738,25	740,90	729,46	2,417,69	881,38						7,109,87
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						66,129,53
<b>Totals</b>	<b>7,191,97</b>	<b>7,444,57</b>	<b>8,985,43</b>	<b>8,556,78</b>	<b>7,960,72</b>	<b>24,781,32</b>	<b>8,318,61</b>						<b>73,239,40</b>

Company	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							1,999,114.38
Investment Purchases	-	-	-	(319,207.49)	(641,934.58)	(247,728.75)	(349,900.18)						-1,558,771.00
<b>TOTALS</b>	<b>-</b>	<b>-</b>	<b>56,243.56</b>	<b>567,207.49</b>	<b>1,281,175.86</b>	<b>1,303,358.29</b>	<b>349,900.18</b>						<b>3,557,865.38</b>

**CURRENT ASSETS  
AT FAIR MARKET VALUE  
January 31, 2025**

	Fair Market Value on 1/31/25						
<u>Checking Accounts</u>							
Fifth Third Operating Acct	\$30,479.51						
Fifth Third Financial Now acct	\$3,380,865.43						
Fifth Third Financial-petty cash	\$338.39						
US Bank	\$24,128.30						
E commerce	\$46,369.72						
	<u>\$3,482,181.35</u>						
<u>Money Markets</u>							
Lisle Savings Bank	\$213,628.56						
IMET	\$3,318.48						
The Illinois Funds	\$104,076.76						
	<u>\$321,023.80</u>						
Ehlers Investments Pershing	\$481,901.20						
<u>Investments</u>							
<u>Fixed Income</u>							
Freedom First Fed CR UN Roanoke	98.679	11/1/2023	200,000.00	4.80	197,841.98	\$200,166.00	4/14/2025
Lisle Savings Bank	100.000	7/11/2018	218,374.39	4.69	218,374.39	\$242,281.97	4/19/2025
US Bank	100.000	9/15/2018	249,999.99	2.50	249,999.99	\$249,999.99	6/15/2025
Lisle Savings Bank	100.000	1/16/2019	225,325.93	4.07	225,325.93	\$246,697.43	6/22/2025
US Treasury Note	97.383	1/27/2025	359,000.00	4.25	349,900.18	\$349,687.54	9/30/2025
Citibank Natl Aasn	99.950	12/12/2023	150,000.00	4.80	149,964.45	\$150,664.50	12/12/2025
						<u>\$1,439,497.43</u>	
						<u>\$5,724,603.78</u>	

**TOTAL CURRENT ASSETS**



Lisle Library District  
 For the Seven Months Ending January 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>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 0.00	\$ 4,282,944.97	\$ 4,121,833.89	\$ 4,280,000.00	100.07
40-01-4414-00 Tax Levy - IMRF	0.00	50,085.75	0.00	50,000.00	100.17
45-01-4415-00 Tax Levy - FICA	0.00	176,010.29	172,953.75	176,225.00	99.88
<b>TOTAL TAX LEVY</b>	<b>0.00</b>	<b>4,509,041.01</b>	<b>4,294,787.64</b>	<b>4,506,225.00</b>	<b>100.06</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>139,588.36</b>	<b>32,138.91</b>	<b>35,000.00</b>	<b>398.82</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	3,676.38	16,376.95	25,260.90	42,720.00	38.34
40-01-4462-00 Personal Property Repl. Tax -	212.17	945.16	1,457.87	2,470.00	38.27
45-01-4463-00 Personal Property Repl. Tax -	33.34	148.50	229.06	390.00	38.08
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>3,921.89</b>	<b>17,470.61</b>	<b>26,947.83</b>	<b>45,580.00</b>	<b>38.33</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	6,817.49	60,728.42	46,857.95	50,000.00	121.46
40-02-4475-00 Interest Earned - IMRF	234.11	2,016.57	1,997.24	2,500.00	80.66
45-02-4476-00 Interest Earned - FICA	385.63	3,384.54	2,680.49	3,500.00	96.70
<b>TOTAL INTEREST INCOME</b>	<b>7,437.23</b>	<b>66,129.53</b>	<b>51,535.68</b>	<b>56,000.00</b>	<b>118.09</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	(554.14)	1,584.96	6,931.15	6,000.00	26.42
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>(554.14)</b>	<b>1,584.96</b>	<b>6,931.15</b>	<b>6,000.00</b>	<b>26.42</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	18.67	128.97	327.73	1,000.00	12.90
10-03-4536-00 Non-Resident Fees	0.00	594.68	702.40	800.00	74.34
10-03-4538-00 Book Sale	293.00	1,095.00	469.00	1,600.00	68.44
10-03-4540-00 Fines	(1.00)	397.80	1,629.18	1,000.00	39.78
<b>TOTAL DESK INCOME</b>	<b>310.67</b>	<b>2,216.45</b>	<b>3,128.31</b>	<b>4,400.00</b>	<b>50.37</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	1.10	19.45	0.00	2,000.00	0.97
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00

Lisle Library District  
 For the Seven Months Ending January 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>
10-03-4560-30	0.00	0.00	0.00	0.00	0.00
10-04-4570-00	57.00	360.00	312.00	700.00	51.43
10-04-4573-00	0.00	1,049.72	1,882.81	3,500.00	29.99
10-04-4575-00	192.11	2,467.52	1,510.06	4,000.00	61.69
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	350.00	1,929.26	1,450.46	2,500.00	77.17
10-04-4585-00	188.50	1,261.50	1,264.75	2,500.00	50.46
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNRESTRICTED INCOME</b>	<b>788.71</b>	<b>52,054.74</b>	<b>51,584.56</b>	<b>63,200.00</b>	<b>82.37</b>
<b>TOTAL REVENUES</b>	<b>\$ 11,904.36</b>	<b>\$ 4,788,085.66</b>	<b>\$ 4,467,054.08</b>	<b>\$ 4,716,405.00</b>	<b>101.52</b>

Lisle Library District  
 For the Seven Months Ending January 31, 2025  
 Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 881.38	\$ 7,109.87	\$ 7,862.18	\$ 12,000.00	59.25
TOTAL INTEREST	881.38	7,109.87	7,862.18	12,000.00	59.25
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	70,000.00	35,000.00	120,000.00	58.33
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	70,000.00	35,000.00	120,000.00	58.33
TOTAL REVENUES	10,881.38	77,109.87	42,862.18	132,000.00	58.42

Lisle Library District  
 For the Seven Months Ending January 31, 2025  
 Expenses - No Special Reserve reflected

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
<b>ALL EXPENSES</b>	\$	\$	\$	\$	
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	45,788.28	320,132.14	310,747.47	590,325.00	54.23
10-10-5603-20 Adult Services - Reg. Hours	43,604.70	302,212.09	292,022.49	555,600.00	54.39
10-10-5603-30 Youth Services - Reg. Hours	36,473.11	246,587.43	216,782.61	416,700.00	59.18
10-10-5603-50 Technical Services - Reg. Hour	24,252.78	163,853.26	143,039.04	289,375.00	56.62
10-10-5603-60 Circulation - Reg. Hours	39,765.93	263,528.94	246,066.76	463,000.00	56.92
<b>Total Salaries</b>	<b>189,884.80</b>	<b>1,296,313.86</b>	<b>1,208,658.37</b>	<b>2,315,000.00</b>	<b>56.00</b>
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,763.35	32,840.77	34,397.53	67,305.00	48.79
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,402.95	48,827.65	49,584.27	96,150.00	50.78
10-10-5621-30 Hosp. Ins. - YS	4,474.71	30,267.62	29,850.68	57,690.00	52.47
10-10-5621-50 Hosp. Ins. - Tech	4,020.85	27,272.83	18,777.66	41,665.00	65.46
10-10-5621-60 Hosp. Ins. - Circ	4,645.38	31,804.02	27,797.34	57,690.00	55.13
10-10-5622-10 Dental Ins. - Admin.	173.91	1,410.64	1,145.71	2,480.00	56.88
10-10-5622-20 Dental Ins. - Adult Serv	337.43	2,994.25	2,986.26	5,735.00	52.21
10-10-5622-30 Dental Ins. - YS	198.65	1,743.75	1,624.56	3,100.00	52.21
10-10-5622-50 Dental Ins. - Tech	156.20	1,759.26	1,057.00	2,325.00	75.67
10-10-5622-60 Dental Ins. - Circ	140.52	1,192.29	889.15	1,860.00	64.10
<b>Total Health and Dental Ins.</b>	<b>27,313.95</b>	<b>180,113.08</b>	<b>168,110.16</b>	<b>336,000.00</b>	<b>53.61</b>
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	83.92	250.90	344.90	4,000.00	6.27
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
<b>Total Other Staff Benefits</b>	<b>83.92</b>	<b>250.90</b>	<b>344.90</b>	<b>4,000.00</b>	<b>6.27</b>
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,458.67	24,185.88	23,507.03	45,390.00	53.28
45-10-5625-20 FICA Expense - Adult Serv.	3,204.69	22,301.05	21,533.35	42,720.00	52.20
45-10-5625-30 FICA Expense - Youth Services	2,737.59	18,554.58	16,318.98	32,040.00	57.91
45-10-5625-50 FICA Expense - Tech Servs.	1,817.64	12,274.54	10,767.34	22,250.00	55.17
45-10-5625-60 FICA Expense - Circulation	2,948.01	19,511.63	17,855.49	35,600.00	54.81
<b>Total FICA Expenses</b>	<b>14,166.60</b>	<b>96,827.68</b>	<b>89,982.19</b>	<b>178,000.00</b>	<b>54.40</b>
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,904.01	9,488.92	6,250.87	20,800.00	45.62
40-10-5628-20 IMRF Expense - Adult Servs	1,914.22	9,517.23	6,199.24	20,800.00	45.76
40-10-5628-30 IMRF Expense - Youth Services	1,463.52	7,094.12	4,255.57	14,400.00	49.26

Lisle Library District  
 For the Seven Months Ending January 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>
40-10-5628-50	1,064.70	5,183.98	3,036.16	10,400.00	49.85
40-10-5628-60	1,277.20	6,205.64	3,932.85	13,600.00	45.63
Total IMRF Expenses	7,623.65	37,489.89	23,674.69	80,000.00	46.86
Total EMPLOYEE COSTS	239,072.92	1,610,995.41	1,490,770.31	2,913,000.00	55.30
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00	450.00	2,700.00	3,150.00	5,490.00	49.18
10-20-5651-00	0.00	2,260.00	1,810.00	1,810.00	124.86
10-20-5652-00	1,695.55	11,960.10	8,341.64	20,000.00	59.80
10-20-5653-00	1,299.70	3,079.66	3,133.90	12,000.00	25.66
10-20-5654-00	7.60	604.78	1,231.18	4,000.00	15.12
10-20-5655-00	2,523.09	19,424.70	18,896.78	40,000.00	48.56
Total Utilities	5,975.94	40,029.24	36,563.50	83,300.00	48.05
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	1,437.50	5,000.00	0.00
10-20-5661-00	3,022.81	22,437.08	22,789.37	40,000.00	56.09
10-20-5662-00	4,980.00	20,610.00	20,684.06	40,000.00	51.53
10-20-5663-00	1,643.05	6,346.59	5,360.18	9,000.00	70.52
10-20-5664-00	9,876.22	56,290.02	39,037.19	51,000.00	110.37
10-20-5665-00	302.30	2,105.26	1,728.42	4,000.00	52.63
Total Maintenance and Repairs	19,824.38	107,788.95	91,036.72	149,000.00	72.34
TOTAL BUILDING COSTS	25,800.32	147,818.19	127,600.22	232,300.00	63.63
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00	(4.63)	2,886.74	2,546.94	4,500.00	64.15
10-25-5710-10	1,935.00	14,388.54	16,192.00	21,000.00	68.52
10-25-5711-00	1,796.18	8,286.95	8,079.44	9,500.00	87.23
10-25-5712-00	0.00	508.35	888.69	1,000.00	50.84
Total Postage and Printing	3,726.55	26,070.58	27,707.07	36,000.00	72.42
Supplies					
10-25-5713-00	595.55	4,532.96	4,151.92	6,300.00	71.95
10-25-5714-00	0.00	8,017.54	6,805.83	10,000.00	80.18
10-25-5715-00	338.40	959.79	444.90	1,900.00	50.52
10-25-5716-00	506.29	2,480.58	2,589.38	4,700.00	52.78

Lisle Library District  
For the Seven Months Ending January 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>
10-25-5717-00	1,695.69	21,235.37	20,735.10	43,000.00	49.38
10-25-5718-00	375.94	1,353.51	5,960.59	10,100.00	13.40
Total Supplies	3,511.87	38,579.75	40,687.72	76,000.00	50.76
Other Operating Costs					
10-25-5719-00	0.00	765.90	683.10	600.00	127.65
10-25-5722-15	50.00	162.50	166.67	200.00	81.25
10-25-5723-00	0.00	0.00	148.28	100.00	0.00
10-25-5723-15	552.51	4,012.46	3,105.49	5,100.00	78.68
10-25-5724-15	6.93	41.61	82.39	500.00	8.32
Total Other Operating Costs	609.44	4,982.47	4,185.93	6,500.00	76.65
TOTAL OPERATING EXPENSES	7,847.86	69,632.80	72,580.72	118,500.00	58.76
INSURANCE					
10-30-5750-00	0.00	986.00	2,100.00	2,250.00	43.82
10-30-5751-00	0.00	71,214.90	65,211.50	52,000.00	136.95
10-30-5752-00	0.00	0.00	0.00	0.00	0.00
10-30-5754-00	0.00	7,175.00	6,587.00	7,000.00	102.50
TOTAL INSURANCE	0.00	79,375.90	73,898.50	61,250.00	129.59
CONTRACTUAL SERVICES					
10-35-5760-00	1,012.50	2,790.00	1,466.25	8,000.00	34.88
10-35-5761-00	63.25	240.35	354.20	700.00	34.34
10-35-5762-00	37.67	1,672.67	1,870.00	4,000.00	41.82
10-35-5763-00	8,946.64	91,019.25	123,804.28	106,000.00	85.87
10-35-5764-10	8,114.90	23,325.48	15,721.84	40,000.00	58.31
10-35-5765-10	248.38	970.31	1,507.91	4,500.00	21.56
10-35-5769-00	0.00	2,686.92	3,737.50	4,000.00	67.17
10-35-5770-00	0.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00	976.07	6,439.18	6,115.98	13,000.00	49.53
TOTAL CONTRACTUAL SERVICES	19,399.41	138,869.16	164,027.96	189,925.00	73.12
PERSONNEL DEVELOPMENT					
10-40-5783-00	675.00	2,994.50	2,360.00	4,000.00	74.86
10-40-5784-00	29.05	557.75	280.93	1,000.00	55.78
10-40-5785-00	0.00	4,878.43	2,813.19	7,000.00	69.69
10-40-5786-00	22.99	253.36	1,273.69	3,000.00	8.45
10-40-5787-00	0.00	1,769.03	1,640.10	2,500.00	70.76
10-40-5788-00	0.00	165.11	0.00	8,500.00	1.94

Lisle Library District  
For the Seven Months Ending January 31, 2025  
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10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	110.00	0.00	825.00	13.33
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
<b>TOTAL PERSONNEL DEVELOPMENT</b>	<b>727.04</b>	<b>10,728.18</b>	<b>8,367.91</b>	<b>29,000.00</b>	<b>36.99</b>
<b>EQUIPMENT COSTS</b>					
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	990.63	2,033.66	17,704.50	70,000.00	2.91
10-48-5804-10 Facility	73.11	905.40	2,553.56	10,000.00	9.05
<b>Total Major Equipment</b>	<b>1,063.74</b>	<b>68,098.00</b>	<b>77,208.03</b>	<b>160,000.00</b>	<b>42.56</b>
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	229.95	0.00	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	0.00	90.67	340.33	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	117.84	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	0.00	213.98	185.81	700.00	30.57
10-48-5823-60 Minor Equip - Circ	0.00	(85.82)	288.82	700.00	(12.26)
<b>Total Minor Equipment</b>	<b>0.00</b>	<b>448.78</b>	<b>932.80</b>	<b>3,500.00</b>	<b>12.82</b>
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	180.57	361.14	541.71	720.00	50.16
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,187.47	12,160.66	13,261.67	18,280.00	66.52
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
<b>Total Equip Maint/Repairs and Rentals</b>	<b>1,368.04</b>	<b>12,521.80</b>	<b>13,803.38</b>	<b>20,000.00</b>	<b>62.61</b>
<b>TOTAL EQUIPMENT COSTS</b>	<b>2,431.78</b>	<b>81,068.58</b>	<b>91,944.21</b>	<b>183,500.00</b>	<b>44.18</b>
<b>LIBRARY MEDIA</b>					
Books					
10-50-5863-20 Literacy/ESL	432.67	2,903.60	1,759.71	8,000.00	36.30
10-50-5863-30 Books - Youth Serv	2,289.09	29,327.25	26,806.53	56,500.00	51.91
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	3,465.62	37,363.95	32,087.31	90,000.00	41.52
10-50-5865-10 Books - Adult/Teen Fiction	3,282.65	29,204.56	35,612.18	80,500.00	36.28
10-50-5867-20 Ref Books - Adult Serv	32.36	1,669.58	3,069.44	15,000.00	11.13
<b>Total Books</b>	<b>9,502.39</b>	<b>100,468.94</b>	<b>99,335.17</b>	<b>250,000.00</b>	<b>40.19</b>

Lisle Library District  
For the Seven Months Ending January 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>
<b>Databases</b>					
10-50-5869-20 Internet Licensed DBases	8,000.00	91,803.03	101,088.92	115,000.00	79.83
10-50-5872-10 Dbases - Professional	0.00	5,670.37	6,051.95	8,500.00	66.71
10-50-5873-30 Dbases - Youth Serv	0.00	3,297.10	9,578.37	11,500.00	28.67
Total Databases	8,000.00	100,770.50	116,719.24	135,000.00	74.64
<b>Audio-Visual Materials</b>					
10-50-5890-30 A-V Matls - Youth Serv	252.13	8,016.04	4,448.01	10,000.00	80.16
10-50-5895-40 A-V Matls - Adult Serv	3,697.05	30,485.51	32,479.61	63,000.00	48.39
10-50-5899-20 Digital Content	11,832.09	74,280.27	64,430.24	122,000.00	60.89
Total Audio-Visual Materials	15,781.27	112,781.82	101,357.86	195,000.00	57.84
<b>Periodicals/Doc Delivery</b>					
10-50-5871-20 Document Delivery	0.00	25,059.65	24,536.64	26,000.00	96.38
10-50-5900-20 Periodicals - Adult Serv	69.95	18,556.97	19,515.19	21,500.00	86.31
10-50-5900-30 Periodicals - Youth	0.00	276.72	398.23	500.00	55.34
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,397.99	2,799.49	3,000.00	79.93
Total Periodicals/Doc Delivery	69.95	46,291.33	47,249.55	51,000.00	90.77
TOTAL LIBRARY MEDIA	33,353.61	360,312.59	364,661.82	631,000.00	57.10
<b>PROGRAMS AND READER'S SERVICES</b>					
<b>Programs</b>					
10-60-5931-10 Programs - Adult Services	779.14	10,744.52	8,915.29	15,000.00	71.63
10-60-5931-30 Programs - Youth	588.68	5,161.46	4,704.74	15,000.00	34.41
10-60-5931-40 Online Marketing	93.09	529.28	707.33	1,700.00	31.13
10-60-5931-50 Community Relations	0.00	1,427.66	3,227.09	5,500.00	25.96
Total Programs	1,460.91	17,862.92	17,554.45	37,200.00	48.02
<b>Readers Services</b>					
10-60-5940-10 Reader Services - Adult Serv.	0.00	2,146.65	271.95	3,000.00	71.56
10-60-5940-30 Reader Services - Youth Serv.	229.02	2,410.07	1,769.46	6,800.00	35.44
Total Readers Services	229.02	4,556.72	2,041.41	9,800.00	46.50
TOTAL PROGRAMS AND READERS	1,689.93	22,419.64	19,595.86	47,000.00	47.70
<b>RESTRICTED USAGE EXPENSES - CORPORATE</b>					
10-80-5980-80 Restricted - Gifts	0.00	155.89	425.44	2,000.00	7.79
10-80-5981-80 Restricted - Per Capita Grant	0.00	5,727.91	9,481.66	46,000.00	12.45



Lisle Library District  
 For the Seven Months Ending January 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>
10-80-5982-80 Interest Expense	0.00	25,000.00	25,800.00	26,000.00	96.15
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
<b>TOTAL RESTRICTED USAGE EXPEN</b>	<b>0.00</b>	<b>70,883.80</b>	<b>75,707.10</b>	<b>114,000.00</b>	<b>62.18</b>
<b>RESTRICTED USAGE EXPENSES - IMRF</b>					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
<b>TOTAL RESTRICTED USAGE EXPEN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>0.00</b>
<b>CONTINGENCY</b>					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
<b>TOTAL CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENSES - EXC OP TRANS</b>	<b>330,322.87</b>	<b>2,592,104.25</b>	<b>2,489,154.61</b>	<b>4,614,475.00</b>	<b>56.17</b>
<b>OPERATING TRANSFERS OUT</b>					
10-80-5984-80 Transfer to Special Reserve	10,000.00	70,000.00	35,000.00	120,000.00	58.33
<b>TOTAL OPERATING TRANSFERS O</b>	<b>10,000.00</b>	<b>70,000.00</b>	<b>35,000.00</b>	<b>120,000.00</b>	<b>58.33</b>
<b>TOTAL ALL EXPENSES</b>	<b>340,322.87</b>	<b>2,662,104.25</b>	<b>2,524,154.61</b>	<b>4,734,475.00</b>	<b>56.23</b>

Lisle Library District  
 For the Seven Months Ending January 31, 2025  
 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>
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	14,507.50	14,507.50	0.00	20,000.00	72.54
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>14,507.50</b>	<b>14,507.50</b>	<b>0.00</b>	<b>60,000.00</b>	<b>24.18</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	0.00	0.00	116,682.06	0.00	0.00
70-65-5680-00 HVAC Replacement Project	5,915.50	29,358.00	0.00	200,000.00	14.68
70-65-5685-00 Lot Development Project	13,030.00	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
<b>TOTAL RENOVATION COSTS</b>	<b>18,945.50</b>	<b>42,388.00</b>	<b>116,682.06</b>	<b>700,000.00</b>	<b>6.06</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>33,453.00</b>	<b>56,895.50</b>	<b>116,682.06</b>	<b>760,000.00</b>	<b>7.49</b>

### Lisle Library District Accounts Payable - February 19, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	53381	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Amazon	020325	Books, Video Games, Supplies	10-50-5864-10 10-50-5865-10 10-60-5931-10 10-50-5863-30 10-50-5890-30 10-60-5931-30 10-60-5940-30 10-25-5716-00 10-25-5713-00 10-25-5717-00 10-25-5714-00 10-25-5718-00 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Programs - Adult Service Books - Youth Serv A-V Mats - Youth Serv Programs - Youth Reader Services - Youth Kitchen Supplies Office Supplies Processing Supplies Circ. Material Supplies Computer Supplies Accounts Payable	26.99 19.99 107.48 51.83 19.78 168.67 285.60 21.84 136.77 136.20 81.95 4.24	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,061.34
ByWater Solutions	8757	Aspen Annual Contract By Water Solutions LLC	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	7,500.00	7,500.00
Case Lots	29536	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	392.10	392.10
ComEd	012925	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	2,631.03	2,631.03
Compact Disc Sourc	82664	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	165.52	165.52
Compact Disc Sourc	82665	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	359.47	359.47
Culligan of Wheaton	020525	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	24.50	24.50
Cummins, Lori	020925	Capricon Conference Lori Cummins	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	305.74	305.74
Dell	10797219974	Server Warranty Extension Dell Marketing LLP	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	365.87	365.87
Elara Engineering	24206-8	Engineering Services Elara Engineering	70-65-5674-00 10-00-2610-00	Consulting Accounts Payable	300.00	300.00
FNBO Billing - 1897	012825	Programs, Conferences, Computer Supplies	10-25-5718-00 10-35-5763-00 10-40-5784-00 10-40-5785-00 10-50-5895-40	Computer Supplies Other Contr Svcs-Tech Meetings - Staff Conferences - Staff A-V Mats - Adult Serv	53.95 245.98 38.52 676.14 304.79	

**Lisle Library District**  
**Accounts Payable - February 19, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
			10-50-5900-20	Periodicals - Adult Serv	26.91	
			10-60-5931-10	Programs - Adult Service	718.96	
			10-60-5931-40	Online Marketing	94.04	
		FNBO Billing Account	10-00-2610-00	Accounts Payable		2,159.29
Garvey's	WO-630232	Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	90.18	90.18
Goddard, Leslie	031525	Program: Lucille Ball Leslie Goddard	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	400.00	400.00
Groot	13919684T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	304.74	304.74
Hagg Press	122361	Feb/March Newsletter & Postage Refund	10-25-5710-10	Printing/Spec. Serv. - Ad	3,612.00	
Hagg Press	241015F- Apr/May	April/May Newsletter Postage Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	1,700.00	107.93 3,504.07
Home Depot	WM97404308	Carbon Monoxide Detectors Home Depot Credit Services	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	46.04	46.04
Ingram	020125	Books, Processing & Ingram Book Reviews	10-50-5865-10	Books - Adult/Teen Ficti	5,569.49	
			10-50-5864-10	Books - Non Fiction	6,108.57	
			10-50-5863-30	Books - Youth Serv	4,526.76	
			10-50-5863-20	Literacy/ESL	187.09	
			10-25-5717-00	Processing Supplies	2,518.43	
			10-50-5872-10	Dbases - Professional	374.92	
		Ingram Library Services	10-00-2610-00	Accounts Payable		19,285.26
Ingram Express	020125	Books Ingram Library Services, Inc.	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	85.80	85.80
Interactive Building	111157	Progress Billing Interactive Building Solutions	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	45,891.00	45,891.00
Irish Music School	030125	Program: Kilgubbin Brothers Irish Music School of Chicago	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	600.00	600.00
Kanopy	437303	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	399.00	399.00
Kent Adhesive Prod	1494178	Labels Kent Adhesive Products Co	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	272.09	272.09

**Lisle Library District**  
**Accounts Payable - February 19, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Kocemba, Yolanda	011825	ESL for You! Teacher Stipend	10-50-5863-20	Literacy/ESL	114.00	
		Yolanda Kocemba	10-00-2610-00	Accounts Payable		114.00
Konica Minolta Busin	500248024	#C458 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	293.53	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		293.53
Konica Minolta Busin	9010315649	Printer Maintenance	10-48-5845-00	Equip Maint/Repr-Contr-	149.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		149.00
Libraries First	8966	Museum Adventure Pass 2025	10-60-5931-50	Community Relations	550.00	
		Libraries First	10-00-2610-00	Accounts Payable		550.00
LIMRICC PHIP Health	020525	February Premium	10-10-5621-10	Hosp. Ins. - Admin	5,422.77	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	9,988.62	
			10-10-5621-30	Hosp. Ins. - YS	5,106.88	
			10-10-5621-50	Hosp. Ins. - Tech	4,494.41	
			10-10-5621-60	Hosp. Ins. - Circ	7,406.41	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		32,419.09
Metalmaster	22345	Roofing Inspection Agreement	10-20-5661-00	Maint Contracts - Maint.	991.00	
		Metalmaster Roofmaster Inc.	10-00-2610-00	Accounts Payable		991.00
Midwest Tape	506690910	Hoopla	10-50-5899-20	Digital Content	6,592.75	
		Midwest Tape	10-00-2610-00	Accounts Payable		6,592.75
Midwest Tape 2516	020325	CD Books	10-50-5895-40	A-V Matis - Adult Serv	1,185.54	
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		1,185.54
Midwest Tape 7288	020325	DVDs, Blu-rays & Processing	10-50-5895-40	A-V Matis - Adult Serv	1,445.39	
		Midwest Tape (7288)	10-25-5717-00	Processing Supplies	327.03	
			10-00-2610-00	Accounts Payable		1,772.42
Midwest Tape 7291	020324	DVDs, Blu-rays, & CD Books	10-50-5890-30	A-V Matis - Youth Serv	53.98	
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable		53.98
NICOR	020625	Usage	10-20-5653-00	Utilities - Gas	1,436.59	
		NICOR	10-00-2610-00	Accounts Payable		1,436.59
OCLC	1000417030	Capira Mobile Subscription	10-35-5763-00	Other Contr Srvcs-Tech	2,219.94	
		OCLC Inc	10-00-2610-00	Accounts Payable		2,219.94
OverDrive	25031360	Advantage	10-50-5899-20	Digital Content	15.20	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		15.20
OverDrive	25033449	Advantage	10-50-5899-20	Digital Content	11.00	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		11.00

**Lisle Library District**  
**Accounts Payable - February 19, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OverDrive	25033471	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	491.49	491.49
OverDrive	25033484	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	30.00	30.00
OverDrive	25033508	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	496.88	496.88
Playaway	489031	Launchpad Playaway Products LLC	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	147.24	147.24
Showcases	329996	Cases Showcases	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	74.04	74.04
Suburban Door	577724	Locksmith Work Suburban Door Check & Lock Services	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	78.00	78.00
SWAN	11698	Reciprocal Borrowing Loss SWAN	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	20.00	20.00
Terminix Anderson	73793523	Pest Control Terminix Anderson	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	172.81	172.81
Thomas Klise	18853	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	316.34	316.34
Thomas Klise	18854	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	60.00	60.00
Thomas Klise	18855	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	121.03	121.03
Thomas Klise	18991	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	326.22	326.22
Thomas Klise	18992	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	40.00	40.00
Toshiba	6483760	Quarterly Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	135.19	135.19
Unique	6135480	January Placements	10-35-5761-00	Collection Agency	88.55	

**Lisle Library District  
Accounts Payable - February 19, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Unique	10-00-2610-00	Accounts Payable		88.55
University of IL Pre	3511081-25	IL State Historical Subscription	10-50-5900-20	Periodicals - Adult Serv	75.00	
Village of Lisle	011825	University of Illinois Press	10-00-2610-00	Accounts Payable		75.00
		Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	546.64	546.64
Warehouse Direct	5873805-0	Air Freshener Warehouse Direct	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	96.60	96.60
Wolters Kluwer	4806209881	2025 Social Security Changes Wolters Kluwer	10-50-5867-20 10-00-2610-00	Ref Books - Adult Serv Accounts Payable	738.40	738.40
					<b>139,920.85</b>	<b>139,920.85</b>

PRIOR MONTHS BILLS PAID BETWEEN January 2025 AND February 2025		
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.		
Check #	Vendor	Amount
HSA	Salaries 1/15/2025	71235.00
HSA	IL Dept. of Revenue	4463.79
HSA	Health Savings Account	65.00
Auto W/D	Howard Simon & Associates	896.20
HSA	EFTPS/Electronic Tax Payment 1/15/2025	23048.79
	Fed Tax \$8356.93	
	FICA W/H \$7345.91	
	FICA Lib \$7345.95	
HSA	Salaries 1/31/2025	65772.81
HSA	IL Dept. of Revenue	4184.44
HSA	Health Savings Account	65.00
Auto W/D	Howard Simon & Associates	79.87
HSA	EFTPS/Electronic Tax Payment 1/31/2025	21596.17
	Fed Tax \$7954.82	
	FICA W/H \$6820.70	
	FICA Lib \$6820.65	
Wired	IMRF W/H \$8674.73	16298.39
	IMRF Lib \$7623.66	
	<b>Sub Total</b>	<b>207705.46</b>
Check #	Vendor	Amount
8748	Hagg Press	1,780.51
8749	AFLAC (G6920)	111.41
8750	Albertsons   Safeway	39.79
8751	Baker & Taylor (L0334152)	53.00
8752	Bear Landscape	4,980.00
8753	Cambridge University Press	132.69
8754	CCS	3,335.00
8755	CDW Government	355.94
8756	Culligan of Wheaton	82.28
8757	Delta Dental - Risk	1,832.42
8758	DuPage County Public Works	7.60
	Usage	
	Printer & Waste Toner Cartridge	
	Project Management	
	Books	
	Snow Removal #3 of 5	
	Circ & Processing	
	Supplies & Water	
	Payroll Withholding	
	Postcard Postage	
	Description	
	Vendor	



8759	Elara Engineering	Engineering Services	760.00
8760	Garvey's Office Products	Supplies & Water	122.07
8761	Hagg Press	Survey Postcard & Postage	1,950.67
8762	Home Depot Credit Services	HVAC Filters	176.50
8763	Illinois Library Association	Annual Membership	525.00
8764	Industrial Appraisal Company	Building & Content Appraisal	4,325.00
8765	Interactive Building Solutions	BAS Progress Payment	29,358.00
8766	Johnson Controls Security Solutions	Monitor Enhancement & Quarterly Monitoring	575.61
8767	Konica Minolta Business Solutions	#C458, #C227 Usage & Printer Maintenance	453.86
8768	LACONI, Inc.	Annual Membership	150.00
8769	LIMRiCC UCGA	4th Quarter Unemployment	83.92
8770	LinkedIn Corporation	LinkedIn Learning	7,000.00
8771	Lisle Savings Bank	Box #5097	50.00
8772	Metalmaster Roofmaster Inc.	Leak Repair & Fall/Winter Maintenance	3,814.00
8773	NCPERS Group Life Ins	Payroll Withholding	48.00
8774	NICOR	Usage	1,299.70
8775	OverDrive, Inc.	Advantage	4,126.11
8776	Peregrine, Stime, Newman, Ritzman	Legal Services	1,012.50
8777	RAILS	Swank Movie License	546.00
8778	Will Savage	Mops & Buckets	56.94
8779	Sendra Service Corp.	Boiler Alarm	1,812.22
8780	Sikich LLP	Accounting Services	1,593.90
8781	Staples Advantage	Misc. Supplies	1,218.41
8782	Terminix Anderson	Pest Control	172.81
8783	Terrance Electric & Technology	Power Outage & Emergency Lighting	3,950.00
8784	Thomas Klise / Crimson Multimedia	Video Games	246.57
8785	Toshiba America Business Solutions	Quarterly Maintenance	176.11
8786	Unique	December Placements & Automated Patron Renewal	1,713.25
8787	Verizon	Usage	1,695.55
8788	Village of Lisle	Monthly Internet Service	450.00
8789	Wine Spectator	Subscription 6/25 - 5/26	69.95
		<b>Sub Total</b>	<b>\$ 82,243.29</b>
		<b>TOTAL</b>	<b>\$ 289,948.75</b>

Monthly Circulation Report - January 2025

	Checkouts	Renewals	Jan-25 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change
Adult Non-Print	2,163	2,826	4,989	36,575	33,228	-9.15%
Adult Print	4,679	4,017	8,696	60,417	60,305	-0.19%
Adult Total	6,842	6,843	13,685	96,992	93,533	-3.57%
YS Non-Print	751	1,264	2,015	11,881	11,023	-7.22%
YS Print	7,586	6,893	14,479	98,391	103,049	4.73%
Total YS	8,337	8,157	16,494	110,272	114,072	3.45%
Digital Media						
Overdrive	6,309		6,309	34,896	39,294	12.60%
hoopla	3,025		3,025	16,331	19,921	21.98%
Overdrive Magazines	801		801	3,222	4,076	26.51%
PressReader	300		300	5,132	2,405	-53.14%
Kanopy	387		387	2,230	2,540	13.90%
Total Digital	10,822	0	10,822	61,811	68,236	10.39%
Subtotal Print + Non-Print/Digital	26,001	15,000	41,001	269,075	275,841	2.51%
Computer/Tech Sessions Logins *	1,321		1,321	7,810	9,290	18.95%
Database Usage/Unique Logins	8,190		8,190	45,463	45,312	-0.33%
Wireless Use	1,254		1,254	7,640	9,171	20.04%
ScannX sessions/jobs	180		180	1,842	2,302	24.97%
Museum Adventure Passes	11		11	237	265	11.81%
Total IT/Resource Sessions	10,956	0	10,956	62,992	66,340	5.31%
<b>Total Circulation</b>	<b>36,957</b>	<b>15,000</b>	<b>51,957</b>	<b>332,067</b>	<b>342,181</b>	<b>3.05%</b>
<b>Borrower Information</b>	<b>Jan 2025 Total</b>	<b>YTD 23/24</b>	<b>YTD 24/25</b>	<b>YTD % Change</b>		
New Library Cards Added	177	1,170	1,023	-12.56%		* Sessions were changed from 2 to 4 hours on 8/31/23.
Monthly Borrowers	2,742	19,809	20,043	1.18%		
Total # Registered Borrowers	11,022	9,160	11,022	20.33%		
<b>InterLibrary Loans</b>						
Materials Sent	47	346	296	-14.45%		
Materials Received	319	2,412	2,172	-9.95%		
<b>Polaris/Catalog Holds</b>						
Holds Placed	3,351	20,975	20,807	-0.80%		
Holds Checked Out	2,600	16,710	16,846	0.81%		
<b>Pick-Up Window Service Stats</b>						
# of Patrons/Users	40	190	142	-25.26%		
# of Items Picked Up/Checked Out	153	593	385	-35.08%		

Lisle Library District - Program and Service Statistics - January 2025

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		10	55	17	2	84	413	491	18.89%
Attendees		98	1,122	23	17	1,260	5,209	6,873	31.94%
Computer/Technology Programs		2	0			2	16	15	-6.25%
Attendees		23	0			23	110	135	22.73%
Performer/Speaker/Author		6	0			6	26	32	23.08%
Attendees		111	0			111	440	723	64.32%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	2	2	0.00%
Attendees	0					0	1,300	1,150	-11.54%
<b>Total Number of Programs</b>	0	18	55	17	2	92	457	540	18.16%
<b>Total Patrons Served by Programming</b>	0	232	1,122	23	17	1,394	7,059	8,881	25.81%
Reference Questions		1,578	1,163	1,650		4,391	30,764	28,514	-7.31%
Volunteer Hours		5.00	33.00			38.00	541.00	687.50	27.08%
Notary Service	26					26	278	213	-23.38%
<b>Outreach Service Statistics</b>									
Outreach Visits		2	12	2		16	46	75	63.04%
Patrons Served by Outreach Visits		97	319	97		513	3,734	3,903	4.53%
Home Delivery Dates		2				2	16	15	-6.25%
Patrons Served via Home Delivery		77				77	718	626	-12.81%
<b>Total Outreach Programs</b>		4	12	2		18	62	90	45.16%
<b>Total Patrons Served with Outreach Services</b>		174	319	97		590	4,452	4,529	1.73%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	28						184	200	8.70%
Number of Outside Groups Using Meeting Space	41						240	290	20.83%
Number of Ginkgo & Maple Study Room Reservations*	78						N/A	481	--
Patrons Entering Building 1	10,393						77,203	71,609	-7.25%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
<b>Social Media Use</b>									
Facebook (daily page consumption)	442						6,761	4,119	-39.08%
X (a.k.a. Twitter) Followers	1,031						1,063	1,031	-3.01%
Instagram Likes	196						4,199	3,021	-28.05%
Flickr Views	4,691						64,519	43,303	-32.88%
YouTube Views	9,428						50,037	61,195	22.30%
eBlast Engagement	1,377						5,451	5,258	-3.54%
Total LLD App Downloads	1,044						860	1,044	21.40%
Total LLD App Sessions	5,159						26,915	33,374	24.00%
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

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#### 1. BAS Update

- Work kicked off on 2/3 and started officially 2/4.
- Targeting completion of terminal controllers by the first week of March
  - Full completion in April
- Limited 'found conditions' such as a conduit blocking access to a controller are being reviewed.

#### 2. HVAC (Condensing Unit) Re-Bid

- Kickoff meeting held
- Submittals in progress
- Contract being finalized.

### B. Executive Report

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The Capital Improvement Program has been divided into (3) main projects:

#### 1. Mechanical Equipment Replacement – updated below

- HVAC (Condensing Unit) – Pre-Construction Phase
- BAS – In Construction

#### 2. Capital Planning – Pending Future Discussions – no status change

- From the September meeting it was noted:
  - Over the next 10 years capital expenditures may be in the range of \$2.5m- \$3m without including costs to develop the vacant lots.
  - Major PLANNED future expenditures include:
    - **Roof Replacement (\$650k - \$950k)** – intentionally not included in renovation as the roof was in good condition
    - **Atrium Window Replacement (\$250k - \$400k)** – may not be required w/ continued maintenance
    - **HVAC Replacements (\$525k - \$675k)** – includes Condensing Units, Boilers, BAS system

#### 3. Vacant Lots planning – Pending Future Discussions – no status change

- Further discussions pending Library Direction.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 14, 2025

## FEBRUARY 2025 | DIRECTOR'S REPORT

### Meetings:

Aspen/Dept Dir/IT – Jan 13	Staff – Jan 27
IBS/CCS – Jan 14	All staff – Jan 28
Dept. Director – Jan 14	IT Network Group – Jan 29
LLD Board of Trustees – Jan 15	IT demo – Jan 31
Staff – Jan 16	IBS – Feb 3
Staff – Jan 17	IT staff – Feb 4
Staff training – Jan 20	Dept. Dir – Feb 4
Ehlers – Jan 21	Dept. Dir – Feb 11
Staff – Jan 22	Swistak – Feb 12
Finance Committee – Jan 24	

### Aspen

Aspen is a product that the LLD has acquired to provide an improved library catalog experience for our patrons. In library terms it's called a 'discovery layer.' This layer will seamlessly merge with our current catalog of materials. Aspen features a robust search engine that makes it easier to discover physical and digital materials in our collection. It also includes enhancements like predictive text searching, displaying all formats at once, and can include LLD events/programs within a patron's search results.

Administration/IT staff and Department Directors are currently in the process of developing the discovery layer to best meet the needs of our unique collection of materials. We have bi-weekly vendor meetings scheduled through April to walk us through the onboarding process, to answer questions, and to ensure implementation goes smoothly.

### HVAC Project

This past month, both vendors for the HVAC project have been on premises addressing components of the HVAC system. Assistant Director Savage and I met with both teams and have checked in with them in the morning and when they exit for the day.

Their work has not negatively impacted staff work or interrupted access to the collections. The vendors have accommodated requests and adjustments when necessary. Assistant Director Savage has managed the vendor visits and maintained a safe environment in the facility.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 14, 2025

## **Technology**

### Outsourced Services

The LLD has transitioned from one outsourced IT service provider to another. The previous vendor was falling short on notification/monitoring alerts, as well as other important aspects of providing outsourced services. I've had multiple communications with the former vendor's CEO about the inadequate services. In the interim, IT Manager Hayes was tasked to seek other options for the LLD. After multiple interviews and visits with vendors, the LLD has selected a new provider. In fact, this provider is not truly 'new' in that we utilize this particular company for our security camera services. So far, we are pleased with their attention and focus on our needs.

### Local Roundtable Group

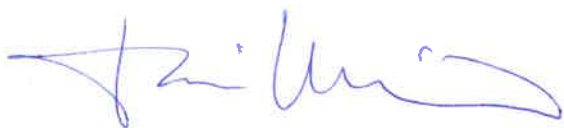
In January, IT Manager Hayes and IT Assistant Knight facilitated a local IT Network Roundtable meeting and tour of the LLD. Approximately 15 IT Managers from local libraries attended. I was pleased to meet them and spoke with a couple of managers about the recent renovation and our IT needs.

## **LLD Finance Committee**

The Committee met on January 24 with the LLD's investment advisor, Tami Olszewski from Ehlers Inc. Ms. Olszewski provided an overview of the LLD's investment portfolio and informed members about the dynamic nature of the economy at this time. She discussed the inflation rate and recommended seeking reinvestments targeted in 2-5 year maturities. She affirmed that the LLD's investment strategy is one that must remain low risk and that she would monitor Federal policy decisions and rate changes as they come to pass.

Ms. Olszewski also recommended policy language enhancements for LLD financial policies which will be brought before the LLD Personnel & Policy Committee meeting in March.

Respectfully submitted,



Tatiana Weinstein

## February 2025 Assistant Director Report

### Meetings/Virtual Meetings

- 1 Source- Jan 21
- Sloan- Jan 22
- PIC Training- Jan 23
- Finance Committee- Jan 24
- 1 Source- Jan 24
- BCBS- Jan 29
- Assistant Directors Meeting- 31
- Assa Abloy- Feb 3
- IBS Kickoff- Feb 3
- Stephens Plumbing- Feb 5

#### Meetings

I held a Person In-Charge training meeting to give staff a refresher on PIC procedures, as well as to go over updated information in the PIC manual. 5 staff members attended, and every PIC manual in the building was updated to the current iteration.

I attended an online meeting of assistant directors who work at libraries in RAILS (Reaching Across Illinois Library System). We met to discuss current topics in facility and staff management, as well as potential professional development opportunities professional staff. We also discussed best practices when communicating between departments in a library setting. Our next meeting is scheduled for April.

#### Facility

I met several times with 1 Source to begin the planning stages for the mechanical portion of the HVAC project. They came out to confirm measurements of coils, space restrictions in the units, and to perform Balance and Limit testing on the air handler units.

IBS began their work on the BAS side of the HVAC project on February 3. Since that date, technicians have been in the building every day updating the in-ceiling VAV boxes. That portion of the work should be complete soon, after which they will move on to the mechanical rooms to swap out various hardware and programming pieces.

I have been working with Assa Abloy to replace a defective part of the automatic door opener to the Youth Services Department. After speaking with several different divisions of Assa Abloy, I was able to narrow my search to a certified local locksmith who is able to assess the issue, as well as order, through Assa Abloy, the specific piece we need.

I had several phone calls with Sloan, the manufacturer of the automatic flushers we have in each of the public restrooms in the Library. We were able to troubleshoot, with help from Stephens Plumbing, the automatic flushers that were having issues. All flushers are functioning reliably once again.

Respectfully Submitted,



Will Savage  
Assistant Director

# APPROVED

LISLE LIBRARY DISTRICT  
FINANCE COMMITTEE MEETING  
August 9, 2023 - 4:31 p.m.

1. Roll call

Present:

Liz Sullivan - Secretary | Chair

Marjorie Bartelli - President

Emily Swistak - Vice President

Debbie Breihan - Trustee

Tatiana Weinstein - Director | Ex-officio

Will Savage - Assistant Director | Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the April 25, 2022 Finance Committee Meeting

**MOTION:** Vice President Swistak moved to approve minutes of the April 25, 2022 Finance Committee meeting. President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

4. Review Draft Budget & Appropriation Ordinance 23-04 - Discussion

Director Weinstein provided a summary of the Budget & Appropriation Ordinance and overview of each expenditure category.

Discussion: Secretary Sullivan asked about the Illinois minimum wage Act. Director Weinstein stated that the incremental increases to comply with the Act resolves in 2025. President Bartelli asked for clarification about the HVAC system. Director Weinstein stated that the HVAC system requires a software upgrade.

President Bartelli asked about workman's comp costs and if the Library has had any claims. Director Weinstein commented that the LLD is part of an insurance pool and mentioned that the Library has not had any claims.

Vice President Swistak asked about consulting for strategic planning and related costs. Director Weinstein suggested that the LLD perform its own strategic planning process to cut costs. Vice President Swistak asked for confirmation on training for the Board coming out of the personnel development line. Director Weinstein affirmed that training would come out of the personnel development line. Vice President Swistak suggested that the Board should



have training again to benefit the new trustees and to refresh existing trustees. Director Weinstein confirmed she would to look into new training.

Trustee Breihan asked about the Library's health care plans. Director Weinstein stated the LLD participates in an insurance pool for the best rates. Trustee Breihan asked if the Polaris costs included the possibility of the VEGA upgrade. Director Weinstein affirmed yes. Trustee Breihan asked about invasive plants in the LLD landscaping. Assistant Director Savage confirmed that he is not aware of any harmful or invasive species on LLD property.

5. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Trustee Breihan seconded.

Voice Vote - All Aye

The meeting adjourned at 5:08 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Finance Committee on January 24, 2025

Approved by

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Debbie Breihan, Committee Chair