

## PUBLIC/LEGAL NOTICE

*A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 17, 2025 at 6:45 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.*

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

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

### LISLE LIBRARY DISTRICT PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE September 17, 2025 - 6:45 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Adjourn

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on September 17, 2025 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.*

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

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

### LISLE LIBRARY DISTRICT BOARD MEETING September 17, 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. President Swistak and Trustee Larson reviewed the August billings in September
  - b. Secretary Martin and Trustee Larson will review the September billings in October
4. Consent Agenda - Action Required
  - a. Approve Minutes of the August 13, 2025 Board Meeting
  - b. Approve Minutes of the August 13, 2025 Executive Session
  - c. Acknowledge Treasurer's Report, 08/31/25, Investment Activity Report, 08/31/25, Current Assets Report, 08/31/25, Revenue Report, 08/31/25, and Expense Report, 08/31/25
  - d. Authorize Payment of Bills, 09/17/25
5. Unfinished Business
  - a. Capital Improvement Project
    - i. BAS Project Update
    - ii. HVAC Project Update
    - iii. Kingston Lot Development Update & Presentation by Terra Engineering
6. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
7. Staff Reports
  - a. Director Report
  - b. Assistant Director Report
8. New Business
  - a. Adopt Ordinance 25-04: Budget and Appropriation Ordinance - Action Required  
Adoption of a Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026.
  - b. Approve Certificate of Estimated Revenue - Action Required  
Approval of the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2025-26
  - c. Approve LLD Ordinance 25-06 Special Reserve Fund Revision & Plan - Action Required  
Approval of the revision to the LLD Special Reserve Ordinance
9. Opportunity for Trustee comments (five minutes)  
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 13, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Josh Martin - Secretary  
Laura Paley - Trustee  
Liz Sullivan - Trustee

Absent

Debbie Breihan - Treasurer  
Karen Larson - Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:03 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Berry and President Swistak reviewed the July billings in August
- b. President Swistak and Trustee Sullivan will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 16, 2025 Board Meeting
- b. Approve Minutes of the July 16, 2025 Executive Session
- c. Approve Minutes of the July 22, 2025 Strategic Planning Committee Meeting
- d. Acknowledge Treasurer's Report, 07/31/25, Investment Activity Report, 07/31/25, Current Assets Report, 07/31/25, Revenue Report, 07/31/25, and Expense Report, 07/31/25
- e. Authorize Payment of Bills, 08/13/25

**MOTION:** Secretary Martin moved to approve the Consent Agenda. Vice President Berry seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Projects
  - i. BAS Project Update

Mr. Rogers stated that the new wiring of the BAS system is complete. IBS continues to work on communication bugs in the system. Once complete, IBS will conduct staff training on the system.

ii. HVAC Project Update

Mr. Rogers stated that 1Source Mechanical completed all punch list items. Close out documents should be completed in the next few weeks.

iii. Kingston Lot Development Update

Mr. Rogers stated that Library Administration has met several times with the design team. He expects to present design concepts to the Board at the September meeting.

Mr. Rogers left the meeting at 7:03 p.m.

6. Committee Reports

- a. Finance - President Swistak stated there was nothing to report in Treasurer Breihan's absence.
- b. Personnel and Policy - Vice President Berry stated that the Committee met on August 4, 2025, and that Director Weinstein would present the proposed revisions to the policies discussed later in the meeting.
- c. Physical Plant - Trustee Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Strategic Planning Committee has finalized the draft 2025 - 2028 Strategic Plan. It will be voted on later in the meeting. President Swistak officially retired the Strategic Planning Committee.
- e. Committee to Review Minutes - President Swistak stated that both she and Trustee Paley completed the review of the minutes. She officially retired the Committee.

7. Staff Reports

a. Director's Report

Director Weinstein restated that she and Assistant Director Savage attended the Emergency Management Training Scenario and Tabletop Exercise Meeting at Benedictine University. She stated that she appreciated that the Lisle Police Dept. included the Library in emergency management meetings.

Summer Read 2025 was very successful. 1,512 patrons participated in the program.

Director Weinstein attended an Intergovernmental Meeting at Village Hall.

Director Weinstein stated that she and Assistant Director Savage had several meetings with TERRA Engineering staff regarding the Kingston lot development. They discussed the community survey and the desires of residents/staff. Director Weinstein met with the neighbor whose property is adjacent to the Kingston lot. The neighbor to the south is very supportive of the project.

The LLD partnered with the West Suburban Food Pantry Junior Committee. A donation box was placed in the lobby to collect school supplies. The LLD also partnered with Metropolitan Family Services. With assistance from DuPage County Board member Paula Deacon Garcia, a donation box has been placed in the lobby to collect personal care items for residents in need.

On August 5<sup>th</sup>, LLD Staff members Angela, Rochelle, and Mallory attended the National Night Out Event and spoke to over 500 community members. Director Weinstein also attended the event and



met with several officers from the Lisle Police Department, Mayor Mullen, IL Representative Terra Costa Howard, and IL Senator Laura Ellman.

b. Assistant Director's Report

Assistant Director Savage reiterated that he, Director Weinstein, and Mr. Rogers met several times with TERRA Engineering staff regarding the Kingston lot development project.

Mr. Savage stated that the 2025 IPLAR has been completed. He thanked IT Staff and Department Directors for gathering all the statistics necessary to complete the report.

The parking lot will be resealed and restriped over Labor Day weekend, August 31st, and September 1<sup>st</sup>, while the Library is closed.

There was a defective freeze stat on one of the air handler units. IBS replaced the part and the air conditioning is operating correctly.

Trustee Sullivan asked why IPLAR items 25.1 - 25.5 were not completed. Assistant Director Savage said that those items would be checked off after the Trustees accepted the IPLAR. Vice President Berry noted an error in Trustee Larson's term ending date. Assistant Director Savage stated that the error would be corrected.

8. New Business

a. Approve tentative Budget and Appropriation Ordinance 25-04 (B&A) - Action Required

**MOTION:** Vice President Berry moved to approve Ordinance 25-04 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026. Secretary Martin seconded.

Director Weinstein provided a comprehensive overview of the tentative Budget and Appropriation Ordinance 25-04 (B&A).

Roll Call Vote - All Aye. The motion passed.

b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

**MOTION:** Trustee Sullivan moved to accept the Illinois Public Library Annual Report as statutorily required and to submit the IPLAR to the State Library as a condition of system membership as amended. Trustee Paley seconded.

Director Weinstein provided an explanation of the Illinois Public Library Annual Report (IPLAR).

Roll Call Vote - All Aye. The motion passed.

c. Adopt 2025 - 2028 Strategic Plan - Action Required

**MOTION:** Trustee Paley moved to adopt the LLD 2025 - 2028 Strategic Plan. Secretary Martin seconded.

Director Weinstein explained the final draft Strategic Plan was presented at the last Strategic Planning Committee Meeting. Once adopted, the Strategic Plan will be posted on the website, provided to the public in paper format, and promoted on social media.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 610: Patron Code of Conduct - Action Required

**MOTION:** Secretary Martin move to approve revisions to LLD Policy 610: Patron Code of Conduct. Vice President Berry seconded.

Director Weinstein explained that the Patron Code of Conduct has been revised to adjust behavior guidelines. The policy also clarifies the dress code.

President Swistak noted a scrivener's error.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 815: Personal Vehicle Use for Library Activities - Action Required

**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 815: Personal Vehicle Use for Library Activities. Trustee Sullivan seconded.

Director Weinstein explained that the title of the policy was changed. The policy has been reformatted. The policy now includes volunteers. The term Finance Director has been removed from the policy.

Roll Call Vote - All Aye. The motion passed.

- f. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks - Action Required

**MOTION:** Trustee Sullivan moved to approve revisions to LLD Policy 830: Employee & Volunteer Reference/Background Checks. Secretary Martin seconded.

Director Weinstein explained that the term Finance Director was removed from the policy. The policy clarifies the procedures for receiving, reviewing, and storing background checks.

Roll Call Vote - All Aye. The motion passed.

- g. Approve LLD Policy 850/sec. 14e: Floating Holidays - Action Required

**MOTION:** Secretary Martin moved to approve revisions to LLD Policy 850/sec. 14e: Floating Holidays. Vice President Berry seconded.

Director Weinstein explained that the policy was revised to include Juneteenth as a Floating Holiday.

Roll Call Vote - All Aye. The motion passed.

- h. Approve LLD Policy 850/sec. 14h: Insurance - Action Required

**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 850/sec. 14h: Insurance. Trustee Sullivan seconded.

Director Weinstein explained that the policy was revised to add clarification for retirees who continue to utilize the LLD's health insurance programs at their own cost.

Trustees asked that the section include the phrase, "as defined in Section 14.h. i".

**MOTION:** Trustee Paley moved to approve revisions to LLD Policy 850/sec. 14h: Insurance as amended. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

President Swistak asked for a motion to address agenda item 9, Executive Session. She stated that the Board would return to regular session to complete New Business items 8i and 8j.

9. Executive Session

**MOTION:** Trustee Sullivan moved to go into Executive Session under 5 ILCS 120/2(c)(21) the 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. Vice President Berry seconded. Roll Call 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 7:40 p.m.

Open Session - Return to New Business

8. New Business

i. Semi-annual review of executive session minutes - Action Required

**MOTION:** Vice President Berry moved to release the following Executive Session minutes; February 19, 2025. Secretary Martin seconded.

Roll Call Vote - All Aye. The motion passed.

j. Review of executive session recordings more than 18 months old - Action Required.  
There was no action on any recordings.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated she was impressed to see the increase in computer and technology class attendance.

Trustee Paley said that she spoke to a neighbor who raved about the new interactive play materials and toys in the Youth Services Department.

Secretary Martin thanked everyone involved in the 2025 - 2028 Strategic Plan preparation. He enjoyed the process. He is looking forward to the vacant lot development.

Vice President Berry thanked everyone for their efforts on a successful Summer Read Program.

President Swistak thanked the Personnel & Policy Committee for a great job revising the policies. She thanked the Assistant Director and the Department Directors for preparing the IPLAR Report. She was thrilled with the Summer Read Program this year. She is looking forward to Fall Fest.

11. Adjourn

**MOTION:** Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:46 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on September 17, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees

Treasurer's Report as of August 31, 2025

Fund Name	Cash Balance 08/31/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,740,544.90	85.87%	92.57%
IMRF	130,724.23	2.37%	2.55%
FICA	249,804.18	4.53%	4.88%
Subtotals	5,121,073.31	92.77%	100.00%
Special Reserve	399,220.31	7.23%	0.00%
	5,520,293.62	100.00%	100.00%

Treasurer

Date

8/31/2025

## INVESTMENT ACTIVITY

[illegible][illegible]



Lisle Library District 2025  
For the Two Months Ending August 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.	\$ 52,037.53	\$ 90,645.61	\$ 2,343,358.20	\$ 4,401,300.00	2.06
40-01-4414-00 Tax Levy - IMRF	93.47	1,660.88	27,404.30	80,800.00	2.06
45-01-4415-00 Tax Levy - FICA	2,090.30	3,641.16	96,301.23	177,200.00	2.05
<b>TOTAL TAX LEVY</b>	<b>55,081.30</b>	<b>95,947.65</b>	<b>2,467,063.73</b>	<b>4,659,300.00</b>	<b>2.06</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	40,000.00	0.00
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	681.04	4,644.71	6,888.22	22,500.00	20.64
40-01-4462-00 Personal Property Repl. Tax -	39.30	268.05	397.54	1,250.00	21.44
45-01-4463-00 Personal Property Repl. Tax -	6.18	42.12	62.46	150.00	28.08
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>726.52</b>	<b>4,954.88</b>	<b>7,348.22</b>	<b>23,900.00</b>	<b>20.73</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	6,517.64	11,285.19	11,888.14	60,000.00	18.81
40-02-4475-00 Interest Earned - IMRF	194.37	337.40	443.30	2,500.00	13.50
45-02-4476-00 Interest Earned - FICA	371.11	643.65	702.91	3,500.00	18.39
<b>TOTAL INTEREST INCOME</b>	<b>7,083.12</b>	<b>12,266.24</b>	<b>13,034.35</b>	<b>66,000.00</b>	<b>18.59</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	4,299.38	5,725.98	3,477.25	1,250.00	458.08
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>4,299.38</b>	<b>5,725.98</b>	<b>3,477.25</b>	<b>1,250.00</b>	<b>458.08</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	180.97	308.57	172.46	1,000.00	30.86
10-03-4536-00 Non-Resident Fees	0.00	0.00	298.11	900.00	0.00
10-03-4538-00 Book Sale	542.99	641.39	155.00	4,000.00	16.03
10-03-4540-00 Fines	0.00	0.00	156.14	1,000.00	0.00
<b>TOTAL DESK INCOME</b>	<b>723.96</b>	<b>949.96</b>	<b>781.71</b>	<b>6,900.00</b>	<b>13.77</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	100.70	109.55	0.00	2,000.00	5.48
10-03-4560-00 Gifts - Restricted	0.00	0.00	0.00	1,000.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00



Lisle Library District 2025  
For the Two Months Ending August 31, 2025  
Revenues - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-04-4570-00	54.00	98.00	96.00	700.00	14.00
10-04-4573-00	56.69	150.26	144.35	3,000.00	5.01
10-04-4575-00	410.24	832.79	687.27	4,500.00	18.51
10-04-4583-00	44,664.48	44,664.48	44,967.29	46,000.00	97.10
10-04-4584-00	234.71	7,680.93	942.34	2,500.00	307.24
10-04-4585-00	232.00	456.75	326.25	2,500.00	18.27
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	45,752.82	53,992.76	47,163.50	62,200.00	86.81
TOTAL REVENUES	\$ 113,667.10	\$ 173,837.47	\$ 2,538,868.76	\$ 4,859,550.00	3.58

Lisle Library District 2025  
For the Two Months Ending August 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	\$ 650.92	\$ 1,187.55	\$ 1,602.19	\$ 9,000.00	13.20
TOTAL INTEREST	650.92	1,187.55	1,602.19	9,000.00	13.20
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	20,000.00	20,000.00	120,000.00	16.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	20,000.00	20,000.00	120,000.00	16.67
TOTAL REVENUES	10,650.92	21,187.55	21,602.19	129,000.00	16.42

Lisle Library District 2025  
For the Two Months Ending August 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>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 49,923.30	\$ 101,672.19	\$ 84,271.63	\$ 600,000.00	16.95
10-10-5603-20 Adult Services - Reg. Hours	46,647.50	93,022.76	79,580.04	552,080.00	16.85
10-10-5603-30 Youth Services - Reg. Hours	38,165.94	75,064.26	63,024.85	453,240.00	16.56
10-10-5603-50 Technical Services - Reg. Hour	23,561.19	43,778.04	42,461.68	287,520.00	15.23
10-10-5603-60 Circulation - Reg. Hours	43,745.96	86,677.20	67,110.65	503,160.00	17.23
Total Salaries	202,043.89	400,214.45	336,448.85	2,396,000.00	16.70
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,689.55	9,379.10	9,362.34	61,235.00	15.32
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,329.15	16,658.30	13,481.30	99,300.00	16.78
10-10-5621-30 Hosp. Ins. - YS	3,621.54	7,243.08	9,592.40	56,270.00	12.87
10-10-5621-50 Hosp. Ins. - Tech	2,838.55	5,657.90	7,744.26	49,650.00	11.40
10-10-5621-60 Hosp. Ins. - Circ	4,941.55	9,883.10	8,429.20	64,545.00	15.31
10-10-5622-10 Dental Ins. - Admin.	178.71	357.42	557.76	2,400.00	14.89
10-10-5622-20 Dental Ins. - Adult Serv	347.64	695.28	1,389.59	4,950.00	14.05
10-10-5622-30 Dental Ins. - YS	163.72	372.91	750.50	2,850.00	13.08
10-10-5622-50 Dental Ins. - Tech	351.10	702.20	799.82	2,700.00	26.01
10-10-5622-60 Dental Ins. - Circ	290.56	477.42	533.84	2,100.00	22.73
Total Health and Dental Ins.	25,752.07	51,426.71	52,641.01	346,000.00	14.86
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	351.63	0.00	4,000.00	8.79
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	351.63	0.00	4,000.00	8.79
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,775.68	7,690.84	6,360.13	45,825.00	16.78
45-10-5625-20 FICA Expense - Adult Serv.	3,441.18	6,861.57	5,856.38	42,159.00	16.28
45-10-5625-30 FICA Expense - Youth Services	2,900.89	5,689.53	4,739.60	34,827.00	16.34
45-10-5625-50 FICA Expense - Tech Servs.	1,773.86	3,291.90	3,171.85	21,996.00	14.97
45-10-5625-60 FICA Expense - Circulation	3,192.71	6,324.10	4,949.19	38,493.00	16.43
Total FICA Expenses	15,084.32	29,857.94	25,077.15	183,300.00	16.29
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,066.96	4,229.17	2,356.71	28,225.00	14.98
40-10-5628-20 IMRF Expense - Adult Servs	2,047.81	4,083.72	2,339.64	25,967.00	15.73
40-10-5628-30 IMRF Expense - Youth Services	1,528.48	3,024.50	1,723.21	21,451.00	14.10
40-10-5628-50 IMRF Expense - Tech Servs.	1,034.34	1,921.87	1,263.29	13,548.00	14.19

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

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-10-5628-60	1,339.49	2,662.88	1,521.04	23,709.00	11.23
IMRF Expense - Circulation					
Total IMRF Expenses	8,017.08	15,922.14	9,203.89	112,900.00	14.10
Total EMPLOYEE COSTS	250,897.36	497,772.87	423,370.90	3,042,200.00	16.36
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00	450.00	900.00	900.00	5,490.00	16.39
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	1,754.66	3,509.46	3,078.66	21,000.00	16.71
10-20-5653-00	637.34	1,115.01	316.32	10,000.00	11.15
10-20-5654-00	0.00	330.18	169.16	3,500.00	9.43
10-20-5655-00	4,776.65	10,049.41	3,641.29	40,000.00	25.12
Total Utilities	7,618.65	15,904.06	9,915.43	81,800.00	19.44
Maintenance and Repairs					
10-20-5660-00	2,300.00	2,300.00	0.00	12,500.00	18.40
10-20-5661-00	3,295.36	6,675.72	6,468.03	60,000.00	11.13
10-20-5662-00	1,134.00	2,268.00	1,134.00	40,000.00	5.67
10-20-5663-00	1,673.91	2,496.04	2,035.59	10,000.00	24.96
10-20-5664-00	6,324.50	15,455.50	18,142.93	65,000.00	23.78
10-20-5665-00	329.76	657.04	588.14	4,000.00	16.43
Total Maintenance and Repairs	15,057.53	29,852.30	28,368.69	191,500.00	15.59
TOTAL BUILDING COSTS	22,676.18	45,756.36	38,284.12	273,300.00	16.74
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00	399.00	755.07	845.53	4,500.00	16.78
10-25-5710-10	3,784.00	3,784.00	5,229.54	23,000.00	16.45
10-25-5711-00	1,783.00	1,783.00	3,103.25	10,500.00	16.98
10-25-5712-00	71.28	71.28	508.35	1,000.00	7.13
Total Postage and Printing	6,037.28	6,393.35	9,686.67	39,000.00	16.39
Supplies					
10-25-5713-00	664.93	1,353.29	1,149.06	7,500.00	18.04
10-25-5714-00	584.46	584.46	4,603.12	10,500.00	5.57
10-25-5715-00	254.94	270.66	75.51	1,500.00	18.04
10-25-5716-00	581.31	826.41	757.54	4,500.00	18.36
10-25-5717-00	2,971.28	6,093.97	4,426.04	47,250.00	12.90
10-25-5718-00	49.90	72.03	28.76	3,750.00	1.92

Lisle Library District 2025  
For the Two Months Ending August 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>
Total Supplies	5,106.82	9,200.82	11,040.03	75,000.00	12.27
Other Operating Costs					
10-25-5719-00 Publishing	0.00	0.00	138.00	900.00	0.00
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	112.50	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	100.00	0.00
10-25-5723-15 Bank Charges	348.53	766.02	1,307.78	6,800.00	11.27
10-25-5724-15 Local Travel	0.00	0.00	6.83	400.00	0.00
Total Other Operating Costs	348.53	766.02	1,565.11	8,400.00	9.12
TOTAL OPERATING EXPENSES	11,492.63	16,360.19	22,291.81	122,400.00	13.37
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	500.00	2,100.00	1,200.00	41.67
10-30-5751-00 Property Damage (All-Peril)	0.00	0.00	22,719.73	57,000.00	0.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	200.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	0.00	2,326.00	7,200.00	0.00
TOTAL INSURANCE	0.00	500.00	27,145.73	65,600.00	0.76
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	630.00	0.00	8,000.00	7.88
10-35-5761-00 Collection Agency	25.30	63.25	50.60	700.00	9.04
10-35-5762-00 Other Contr Services - Admin	0.00	470.00	1,360.00	2,500.00	18.80
10-35-5763-00 Other Contr Svcs- Tech Asst	3,884.14	5,864.14	72,874.27	121,500.00	4.83
10-35-5764-10 Other Contr Svcs - Library Wi	2,680.68	2,680.68	4,355.40	36,000.00	7.45
10-35-5765-10 Investment Agency Consultants	255.31	501.61	0.00	2,600.00	19.29
10-35-5769-00 Accounting Software	0.00	0.00	2,686.92	4,200.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	0.00	0.00	10,000.00	0.00
10-35-5771-00 Payroll Service	924.89	1,904.61	1,834.00	13,500.00	14.11
TOTAL CONTRACTUAL SERVICES	7,770.32	12,114.29	83,161.19	199,000.00	6.09
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	700.00	907.50	4,000.00	17.50
10-40-5784-00 Meetings - Staff	33.92	75.62	255.20	1,000.00	7.56
10-40-5785-00 Conferences - Staff	85.00	85.00	700.00	7,000.00	1.21
10-40-5786-00 Memorial/Tribute/Recognition	200.00	200.00	179.40	4,750.00	4.21
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	165.11	2,500.00	0.00
10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	600.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	275.00	0.00

Lisle Library District 2025  
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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	600.00	0.00
TOTAL PERSONNEL DEVELOPMENT	318.92	1,060.62	2,207.21	23,750.00	4.47
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	61,731.09	63,688.94	80,000.00	77.16
10-48-5803-10 Technology	5,570.31	23,542.48	340.63	70,000.00	33.63
10-48-5804-10 Facility	1,200.07	1,200.07	30.38	10,000.00	12.00
Total Major Equipment	6,770.38	86,473.64	64,059.95	160,000.00	54.05
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	159.98	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	0.00	0.00	90.67	700.00	0.00
10-48-5823-30 Minor Equipment - Youth	208.37	608.67	0.00	700.00	86.95
10-48-5823-50 Minor Equip - Tech Services	116.76	116.76	97.49	700.00	16.68
10-48-5823-60 Minor Equip - Circ	62.71	62.71	0.00	700.00	8.96
Total Minor Equipment	387.84	788.14	348.14	3,500.00	22.52
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	0.00	1,000.00	18.06
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	819.72	2,111.32	2,041.09	18,000.00	11.73
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	819.72	2,291.89	2,041.09	20,000.00	11.46
TOTAL EQUIPMENT COSTS	7,977.94	89,553.67	66,449.18	183,500.00	48.80
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	0.00	0.00	1,610.14	8,000.00	0.00
10-50-5863-30 Books - Youth Serv	2,855.55	6,501.03	3,686.55	56,500.00	11.51
10-50-5864-10 Books - Non Fiction	6,044.47	14,030.45	5,525.60	90,000.00	15.59
10-50-5865-10 Books - Adult/Teen Fiction	6,695.30	20,828.90	5,398.62	80,500.00	25.87
10-50-5867-20 Ref Books - Adult Serv	458.28	488.27	332.08	15,000.00	3.26
Total Books	16,053.60	41,848.65	16,552.99	250,000.00	16.74
Databases					
10-50-5869-20 Internet Licensed DBases	0.00	44,383.00	70,990.84	104,000.00	42.68
10-50-5872-10 Dbases - Professional	0.00	174.87	4,739.17	11,000.00	1.59
10-50-5873-30 Dbases - Youth Serv	0.00	2,716.00	3,297.10	10,000.00	27.16

Lisle Library District 2025  
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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
Total Databases	0.00	47,273.87	79,027.11	125,000.00	37.82
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	274.81	740.20	1,392.40	12,000.00	6.17
10-50-5895-40 A-V Matls - Adult Serv	6,302.77	12,136.98	4,644.37	63,000.00	19.27
10-50-5899-20 Digital Content	16,626.20	21,742.58	12,772.75	130,000.00	16.73
Total Audio-Visual Materials	23,203.78	34,619.76	18,809.52	205,000.00	16.89
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	80.00	25,494.21	24,830.30	27,000.00	94.42
10-50-5900-20 Periodicals - Adult Serv	400.40	1,582.38	3,270.97	22,000.00	7.19
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	2,500.00	0.00
Total Periodicals/Doc Delivery	480.40	27,076.59	28,101.27	52,000.00	52.07
TOTAL LIBRARY MEDIA	39,737.78	150,818.87	142,490.89	632,000.00	23.86
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	908.22	2,968.39	2,855.12	16,000.00	18.55
10-60-5931-30 Programs - Youth	554.94	903.23	1,585.15	16,000.00	5.65
10-60-5931-40 Online Marketing	104.49	104.49	137.93	1,700.00	6.15
10-60-5931-50 Community Relations	13.85	730.71	906.08	5,500.00	13.29
Total Programs	1,581.50	4,706.82	5,484.28	39,200.00	12.01
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	417.53	417.53	0.00	4,000.00	10.44
10-60-5940-30 Reader Services - Youth Serv.	498.28	2,279.89	752.77	6,800.00	33.53
Total Readers Services	915.81	2,697.42	752.77	10,800.00	24.98
TOTAL PROGRAMS AND READERS	2,497.31	7,404.24	6,237.05	50,000.00	14.81
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	2,000.00	0.00
10-80-5981-80 Restricted - Per Capita Grant	2,725.00	3,619.60	191.76	46,000.00	7.87
10-80-5982-80 Interest Expense	0.00	0.00	12,500.00	25,000.00	0.00
10-80-5983-80 Debt Principal Payment	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	2,725.00	3,619.60	12,691.76	113,000.00	3.20
RESTRICTED USAGE EXPENSES - IMRF					

Lisle Library District 2025  
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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	25,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	25,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	4,001.38	0.00	25,000.00	16.01
TOTAL CONTINGENCY	0.00	4,001.38	0.00	25,000.00	16.01
TOTAL EXPENSES - EXC OP TRANS	346,093.44	828,962.09	824,329.84	4,754,750.00	17.43
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	20,000.00	20,000.00	120,000.00	16.67
TOTAL OPERATING TRANSFERS O	10,000.00	20,000.00	20,000.00	120,000.00	16.67
TOTAL ALL EXPENSES	356,093.44	848,962.09	844,329.84	4,874,750.00	17.42



Lisle Library District 2025  
For the Two Months Ending August 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	5,000.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	2,480.00	0.00	30,000.00	8.27
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>0.00</b>	<b>2,480.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>3.31</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	0.00	0.00	0.00	0.00	0.00
70-65-5680-00 HVAC Replacement Project	65,389.23	164,765.43	5,840.00	0.00	0.00
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	1,000,000.00	0.00
70-65-5690-00 Generator	0.00	0.00	0.00	50,000.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>65,389.23</b>	<b>164,765.43</b>	<b>5,840.00</b>	<b>1,050,000.00</b>	<b>15.69</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>65,389.23</b>	<b>167,245.43</b>	<b>5,840.00</b>	<b>1,125,000.00</b>	<b>14.87</b>

Lisle Library District 2025  
Accounts Payable - September 17, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	342249	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	117.40	117.40
Albertsons	090925	Pumpkins Albertsons   Safeway	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	35.94	35.94
All-American Sign Co	17535	Circ Signage All-American Sign Co., Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	2,385.00	2,385.00
Amazon	090125	Books, Supplies & Equipment	10-50-5864-10	Books - Non Fiction	55.94	
			10-50-5865-10	Books - Adult/Teen Ficti	43.72	
			10-60-5931-10	Programs - Adult Service	639.97	
			10-60-5931-30	Programs - Youth	124.94	
			10-60-5940-30	Reader Services - Youth	44.61	
			10-25-5716-00	Kitchen Supplies	14.24	
			10-25-5713-00	Office Supplies	69.69	
			10-20-5663-00	Maint/Repairs-Genl repai	71.98	
			10-25-5717-00	Processing Supplies	28.94	
			10-25-5714-00	Circ. Material Supplies	40.49	
			10-48-5823-50	Minor Equip - Tech Servi	34.42	
			10-00-2610-00	Accounts Payable		1,168.94
B&T (L5425632)	2039238060	Books Baker & Taylor (L5425632)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	423.02	423.02
B&T (L5425632)	2039257803	Books Baker & Taylor (L5425632)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	53.82	53.82
CDW G	AF5ZQ9A	Versa Link Printer Cartridge CDW Government	10-25-5718-00 10-00-2610-00	Computer Supplies Accounts Payable	91.17	91.17
ComEd	082925	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	5,286.21	5,286.21
Compact Disc Sourc	83070	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	174.24	174.24
Compact Disc Sourc	83071	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	332.30	332.30
Culligan of Wheaton	090225	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	52.95	52.95
Discount School	W2106012	Paper Discount School Supply	10-60-5940-30 10-00-2610-00	Reader Services - Youth Accounts Payable	107.10	107.10
FNBO - 0187	082825	Programs, Contractual Services, Supplies	10-20-5663-00	Maint/Repairs-Genl repai		30.00
			10-25-5714-00 10-35-5763-00	Circ. Material Supplies Other Contr Svcs-Tech	688.44 1,555.57	

Lisle Library District 2025  
Accounts Payable - September 17, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		First National Bank of Omaha	10-50-5895-40	A-V Matls - Adult Serv	221.79	
			10-50-5900-20	Periodicals - Adult Serv	26.00	
			10-60-5931-10	Programs - Adult Service	1,045.62	
			10-60-5931-30	Programs - Youth	159.90	
			10-60-5931-40	Online Marketing	104.49	
			10-60-5931-50	Community Relations	41.95	
			10-00-2610-00	Accounts Payable		3,813.76
Garvey's	761279-1	Supplies Garvey's Office Products	10-25-5713-00	Office Supplies	59.27	
			10-00-2610-00	Accounts Payable		59.27
Groot	15026429T098	Rubbish Groot, Inc.	10-20-5665-00	Rubbish Removal	329.38	
			10-00-2610-00	Accounts Payable		329.38
Heritage Technology	251409	System Monitoring Quarterly Billing Heritage Technology Solutions	10-35-5763-00	Other Contr Srvcs-Tech	1,980.00	
			10-00-2610-00	Accounts Payable		1,980.00
Ingram	090125	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	7,914.08	
			10-50-5864-10	Books - Non Fiction	5,594.34	
			10-50-5867-20	Ref Books - Adult Serv	410.59	
			10-50-5863-30	Books - Youth Serv	4,868.71	
			10-25-5717-00	Processing Supplies	2,544.23	
		Ingram Library Services	10-00-2610-00	Accounts Payable		21,331.95
Ingram Express	090125	Books	10-50-5863-30	Books - Youth Serv	34.94	
			10-50-5864-10	Books - Non Fiction	22.50	
			10-00-2610-00	Accounts Payable		57.44
J and J Tree	2008	Tree Removal & Trimming J and J Tree Service	10-20-5664-00	Maint/Repairs-Non Contr Accounts Payable	1,400.00	
			10-00-2610-00			1,400.00
Johnson Fire	2495700	Annual Fire Extinguisher Inspection Johnson Controls Fire Protection	10-48-5845-00	Equip Maint/Repr-Contr-	201.75	
			10-00-2610-00	Accounts Payable		201.75
Kanopy	467000	Kanopy Kanopy, Inc.	10-50-5899-20	Digital Content	363.00	
			10-00-2610-00	Accounts Payable		363.00
Kent Adhesive Prod	1501982	Labels Kent Adhesive Products Co	10-25-5717-00	Processing Supplies	345.40	
			10-00-2610-00	Accounts Payable		345.40
Kocemba, Yolanda	0725	ESL for You! Teacher Stipend - July, 2025 Yolanda Kocemba	10-50-5863-20	Literacy/ESL	114.00	
			10-00-2610-00	Accounts Payable		114.00
Kocemba, Yolanda	0825	ESL for You! Teacher Stipened August, 2025	10-50-5863-20	Literacy/ESL	171.00	

## Lisle Library District 2025 Accounts Payable - September 17, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Yolanda Kocemba	10-00-2610-00	Accounts Payable		171.00
Konica Minolta Busin	503870575	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	392.98	392.98
Konica Minolta Busin	9010583509	#C301 Usage 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	9010584049	#C251 Usage 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	563208149	#C301 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	297.54	297.54
LIMIRICC PHIP Healt	090525	September Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,340.77 9,888.21 4,086.53 3,445.06 7,431.33	30,191.90
Midwest Tape	507677362	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	7,896.75	7,896.75
Midwest Tape 2516	090225	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	1,771.29	1,771.29
Midwest Tape 7288	090225	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	1,398.95 355.20	1,754.15
Midwest Tape 7289	090225	DVD & Blu-rays Midwest Tape (7289)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	9.99	9.99
Midwest Tape 7291	090225	DVDs, Blu-rays & CD Books Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	173.94	173.94
NCPERS	4602102025	Payroll Withholding NCPERS Group Life Ins	10-00-2638-00 10-00-2610-00	Vol. Life (NCPERS) Accounts Payable	48.00	48.00
OverDrive	25264913	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	446.51	446.51
OverDrive	25265115	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	11.69	11.69
OverDrive	25265762	CPC	10-50-5899-20	Digital Content	594.68	

## Lisle Library District 2025 Accounts Payable - September 17, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OverDrive	25266121	OverDrive, Inc. CPC OverDrive, Inc.	10-00-2610-00 10-50-5899-20 10-00-2610-00	Accounts Payable Digital Content Accounts Payable	592.55	594.68 592.55
OverDrive	25266191	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	102.00	102.00
Paddock Publication	347036	Notice of Hearing - B&A Paddock Publications	10-25-5719-00 10-00-2610-00	Publishing Accounts Payable	73.60	73.60
RG Asphalt	2358	Sealcoating & Restriping Parking Lot - Final RG Asphalt & Concrete	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	5,324.50	5,324.50
Storm, Rochelle	082925	ARRT & Laconi Meetings Rochelle Storm	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	74.48	74.48
Sullivan's Law	956993 25-26	Sullivan's Law Directory Sullivan's Law Directory	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	153.29	153.29
Thomas Klise	23583	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matlis - Adult Serv Accounts Payable	749.42	749.42
Thomas Klise	23584	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matlis - Youth Serv Accounts Payable	40.00	40.00
Thomas Klise	23585	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matlis - Youth Serv Accounts Payable	181.62	181.62
Unique	6143215	August Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	12.65	12.65
Vanguard ID System	I531309	2500 Library Cards Vanguard ID Systems	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	1,325.84	1,325.84
Village of Lisle	072425	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	167.34	167.34
					<b>93,040.75</b>	<b>93,040.75</b>

PRIOR MONTHS BILLS PAID BETWEEN August 2025 AND September 2025			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 8/15/2025		74813.98
HSA	IL Dept. of Revenue	State Tax Withheld	4732.15
Auto W/D	Howard Simon & Associates	PR Serv. - 8/15/2025	888.04
HSA	EFTPS/Electronic Tax Payment 8/15/2025	Fed Tax \$8615.16	24091.36
		FICA W/H \$7738.08	
		FICA Lib \$7738.12	
HSA	Salaries 8/29/2025		70879.57
HSA	IL Dept. of Revenue	State Tax Withheld	4483.45
Auto W/D	Howard Simon & Associates	PR Serv. - 8/29/2025	36.85
HSA	EFTPS/Electronic Tax Payment 8/29/2025	Fed Tax \$8165.18	22857.53
		FICA W/H \$7346.15	
		FICA Lib \$7346.20	
Wired	IMRF	IMRF W/H \$10109.51	18126.61
		IMRF Lib \$8017.10	
		Sub Total	220909.54
Check #	Vendor	Description	Amount
9235	1 Source Mechanical, Inc.	Quarterly Preventative Maintenance	2,300.00
9236	AFLAC (G6920)	Payroll Withholding	117.40
9237	Albertsons   Safeway	Supplies	33.92
9238	Allegra	Business Cards - Demas	71.28
9239	Case Lots Inc.	Janitorial Supplies	325.30
9240	CDW Government	Cisco 48 Port Switch & Software, Battery for Server Rack	5,570.31
9241	Culligan of Wheaton	Water	106.86
9242	Delta Dental - Risk	September Premium	2,005.84
9243	EBSCO	Rate Adjustment - Washington Post	400.40
9244	Eco Clean Maintenance	Janitorial Services	3,107.00
9245	Garvey's Office Products	Office Supplies	95.33
9246	Home to Roost LLC	Program: Backyard Chicken Keeping	321.00
9247	Jamszels - Auntie Anne's	Fall Fest	2,725.00

9248	Konica Minolta Business Solutions	Usage & Printer Maintenance	704.60
9249	Konica Minolta Premier Finance	#C251 Lease	115.12
9250	Libraria	Books	29.27
9251	Matthew Bender & Co.	Employment in IL	320.31
9252	NCBERS Group Life Ins	Payroll Withholding	48.00
9253	NICOR	Usage	637.34
9254	OverDrive, Inc.	Advantage	4,172.99
9255	Poplar Creek Public Library	Replacement Cost for Lost ILL Item	80.00
9256	Sikich LLP	Accounting Services	1,188.00
9257	Staples Advantage	Kitchen, Office, Copier & Janitorial Supplies	1,433.18
9258	Stillman Nature Center	Program: Talk & Gawk with Owls - Fall Fest	450.00
9259	Terminix Anderson	Pest Control	188.36
9260	Thomas Klise / Crimson Multimedia	Video Games	1,026.35
9261	Unique	July Placements	25.30
9262	Verizon	Usage	1,754.66
9263	Village of Lisle	Monthly Internet Service	450.00
9264	Warehouse Direct	Janitorial Supplies	806.67
9265	Wheaton Public Library	Reciprocal Borrower Loss	27.00
		<b>Sub Total</b>	<b>\$ 30,636.79</b>
		<b>TOTAL</b>	<b>\$ 251,546.33</b>

Monthly Circulation Report - August 2025

	Checkouts	Renewals	Aug-25 TOTALS	YTD FY 24/25	YTD FY 25/26	YTD % Change		
Adult Non-Print	1,905	2,351	4,256	9,554	9,282	-2.85%		
Adult Print	4,585	4,541	9,126	18,424	19,132	3.84%		
Adult Total	6,490	6,892	13,382	27,978	28,414	1.56%		
YS Non-Print	593	1,100	1,693	3,496	3,670	4.98%		
YS Print	8,411	7,850	16,261	32,877	34,527	5.02%		
Total YS	9,004	8,950	17,954	36,373	38,197	5.01%		
Digital Media								
Overdrive	5,522		5,522	11,598	11,731	1.15%		
hoopla	3,552		3,552	5,680	7,257	27.76%		
Overdrive Magazines	928		928	863	1,795	108.00%		
PressReader	663		663	838	967	15.39%		
Kanopy	305		305	879	802	-8.76%		
Total Digital	10,970	0	10,970	19,858	22,552	13.57%		
Subtotal Print + Non-Print/Digital	26,464	15,842	42,306	84,209	89,163	5.88%		
Computer/Tech Sessions Logins	1,489		1,489	2,807	2,936	4.60%		
Database Usage/Unique Logins	6,734		6,734	8,512	12,706	49.27%		
Wireless Use	1,364		1,364	2,521	2,797	10.95%		
ScannX sessions/jobs	285		285	1,250	560	-55.20%		
Museum Adventure Passes	44		44	113	110	-2.65%		
Total IT/Resource Sessions	9,916	0	9,916	15,203	19,109	25.69%		
Total Circulation	36,380	15,842	52,222	99,412	108,272	8.91%		
Borrower Information	Aug 2025 Total	YTD 24/25	YTD 25/26	YTD % Change				
New Library Cards Added	161	337	328	-2.67%				
Monthly Borrowers	2,972	6,204	6,047	-2.53%				
Total # Registered Borrowers	11,904	10,374	11,904	14.75%				
InterLibrary Loans								
Materials Sent	63	106	123	16.04%				
Materials Received	285	721	587	-18.59%				
Polaris/Catalog Holds								
Holds Placed	3,653	6,087	6,401	5.16%				
Holds Checked Out	3,025	4,990	5,418	8.58%				
Pick-Up Window Service Stats								
# of Patrons/Users	17	35	37	5.71%				
# of Items Picked Up/Checked Out	33	97	74	-23.71%				



# Lisle Library District - Program and Service Statistics - August 2025

Library Event Statistics										
		Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY24/25	YTD FY25/26	% Change
Staff Facilitated Programs	Attendees		8	8	12	3	31	129	122	-5.43%
			122	102	16	21	261	1,815	1,737	-4.30%
			2	0			2	4	4	0.00%
			20	0			20	21	70	233.33%
Computer/Technology Programs	Attendees		2	1			3	7	7	0.00%
			30	100			130	167	329	97.01%
			0				0	0	0	0.00%
			0				0	0	0	0.00%
Total Number of Programs		0	12	9	12	3	36	140	133	-5.00%
Total Patrons Served by Programming		0	172	202	16	21	411	2,003	2,136	6.64%
Reference Questions			1,464	1,236	1,344		4,044	8,391	9,769	16.42%
Volunteer Hours			5.00	23.00			28.00	527.50	381.50	-27.68%
Notary Service		27					27	48	43	-10.42%
Outreach Service Statistics										
Outreach Visits			3	9	3		15	12	27	125.00%
Patrons Served by Outreach Visits			778	811	800		2,389	1,708	2,877	68.44%
	Home Delivery Dates		2				2	5	4	-20.00%
	Patrons Served via Home Delivery		95				95	221	188	-14.93%
Total Outreach Programs			5	9	3		17	17	31	82.35%
Total Patrons Served with Outreach Services			873	811	800		2,484	1,929	3,065	58.89%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		36						64	68	6.25%
Number of Outside Groups Using Meeting Space		47						61	81	32.79%
Number of Ginkgo & Maple Study Room Reservations		111						118	226	91.53%
Patrons Entering Building		9,644						22,015	21,262	-3.42%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		588						1,295	1,254	-3.17%
X (a.k.a. Twitter) Followers		1,015						1,111	1,015	-8.64%
Instagram Likes		503						1,102	987	-10.44%
Flickr Views		4,642						7,297	13,141	80.09%
YouTube Views		5,321						18,587	10,856	-41.59%
eBlast Engagement		639						1,119	1,217	8.76%
Total LLD App Downloads *		321						1,022	806	-21.14%
Total LLD App Sessions *		825						9,869	1,737	-82.40%

\* New LLD App went live on 7/2/25.



## **General Capital Improvement Program**

### **A. General Summary**

---

#### **1. BAS Update**

- Final punchlist corrective work is ongoing
- Parking lot lighting control integration with the new BAS system is the primary open item at this time.

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

- The project is closing out, pending final test and balance, with punchlist work completed.

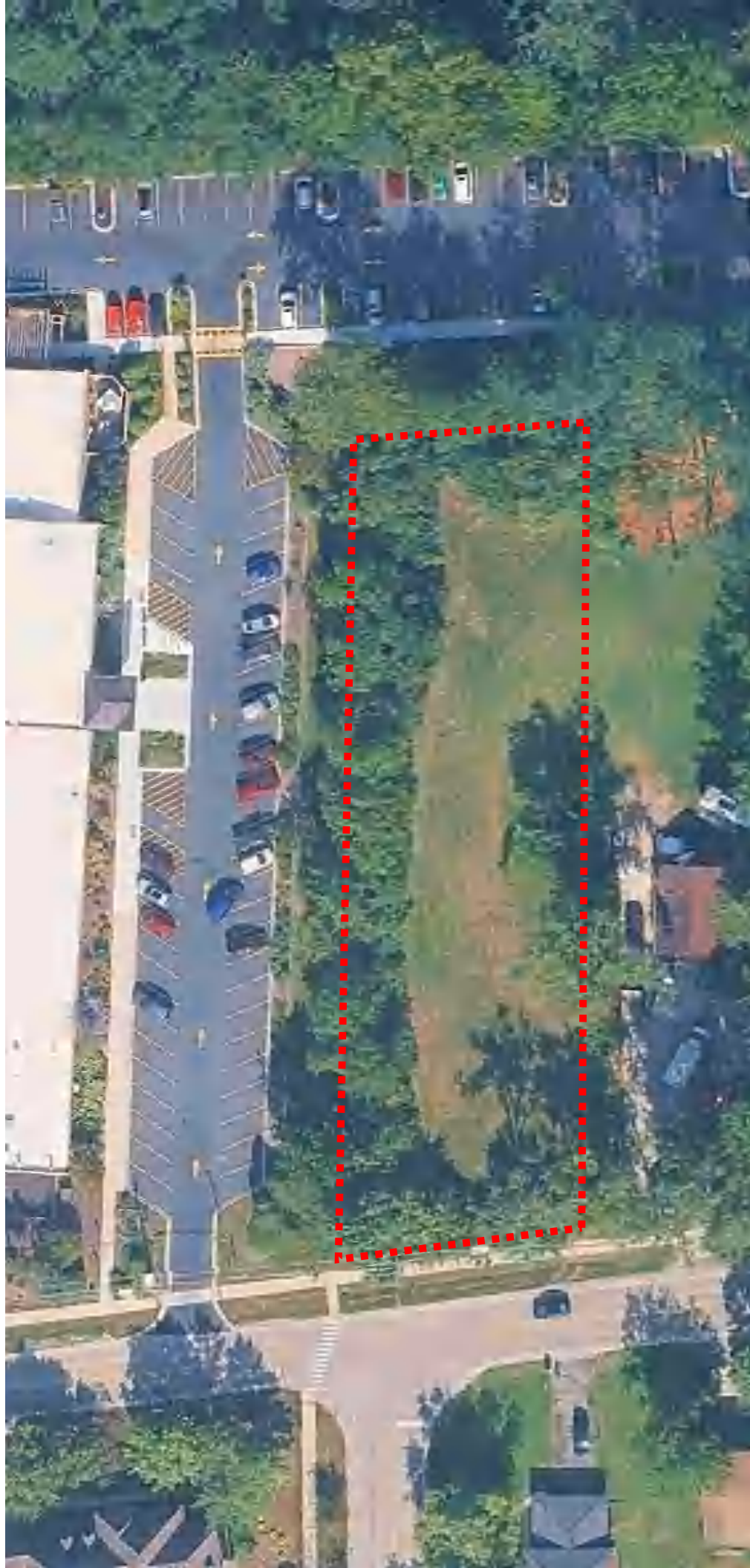
## **Kingston Lot Development**

### **A. General Summary**

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#### **1. Kingston Lot Development & Presentation by Terra Engineering**

- Terra will present (2) concept design options along with reference images for board consideration and feedback.
- Costs will be developed pending Board feedback on the two design options.
- Next steps will be discussed including potential funding sources.



## Lisle Library District Vacant Lot Planning



September 17, 2025



# CONCEPT A



Site Data			
Concept A			
Trail length	0.1	MI (503 LF)	
Bridge length	30	LF	
Benches	4	EA	
Picnic tables	3	EA	
Story boards	7	EA	
Shade Sail	1	EA	
Play features	4	EA	



## Lisle Library District Vacant Lot Planning



September 17, 2025

# CONCEPT B



Site Data			
Concept B			
Trail length	0.1	MI (577 LF)	
Bridge length	30	LF	
Benches	5	EA	
Picnic tables	2	EA	
Story boards	10	EA	
Arbors	2	EA	
Play features	4	EA	



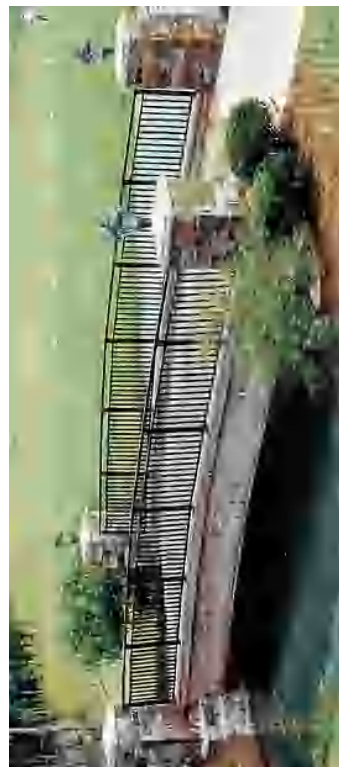
## Lisle Library District Vacant Lot Planning



September 17, 2025



# BRIDGES



Lisle Library District  
Vacant Lot Planning



# LANDSCAPING



## Lisle Library District Vacant Lot Planning



September 17, 2025



# LIGHTING



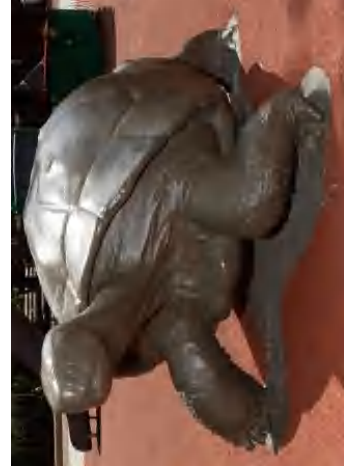
## Lisle Library District Vacant Lot Planning



September 17, 2025



# PLAY FEATURES



## Lisle Library District Vacant Lot Planning



September 17, 2025

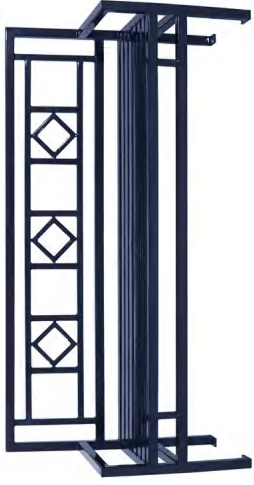
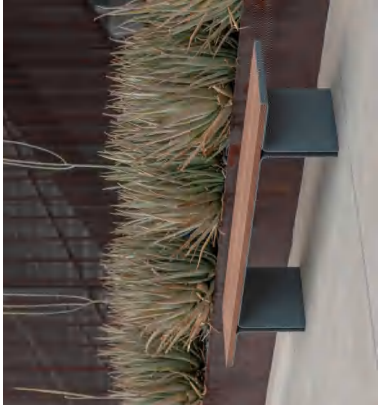
# FABRIC SHADE & ARBOR



## Lisle Library District Vacant Lot Planning



# SITE FURNITURE



Lisle Library District  
Vacant Lot Planning



September 17, 2025



THANK YOU



Lisle Library District  
Vacant Lot Planning



September 17, 2025

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 12, 2025

## SEPTEMBER 2025 | DIRECTOR'S REPORT

### Meetings:

Dept. Dir. – Aug 12	CCS/Terra – Sept 4
LLD Board of Trustees – Aug 13	Swistak – Sept 4
All-Staff – Aug 19	Illini Needlers Guild -- Sept 8
Staff – Aug 19	Chief Rodriguez – Sept 8
Village/Stakeholder Branding – Aug 20	Dept. Dir. – Sept 9
CCS/Terra – Aug 21	RAILS – Sept 10
Patron – Aug 22	Swistak – Sept 10
Admin. – Aug 27	CCS – Sept 11
IT Staff – Aug 27	

### Village Branding Meeting

On August 20, I attended a stakeholder branding meeting at Benedictine University, facilitated by the Village of Lisle and their branding consultants. Village staff, intergovernmental agencies, and a few business owners were also in attendance.

Attendees took part in various marketing exercises. Each table was tasked to visualize and articulate Lisle's identity and determine different ways to communicate Lisle's value to the existing community, future residents, and businesses. My understanding is that there will be a series of stakeholder meetings, and that the branding project may conclude after the first of the new year.

### Fall Fest

The LLD's annual Fall Fest returns on Friday, September 26 from 5–7 PM. We kick off the program with a cozy "campfire" Storytime in Youth Services. The outdoor program festivities will be held in the north parking lot on Front Street. Live owls from the Stillman Nature Center will be on premises, as well as a colorful inflatable slide, soft pretzel truck, reading recommendations, pumpkin judging table, and a seasonal photo booth. We look forward to ushering in autumn this way every year.

### Depot Days

The LLD will be at Lisle Depot Days on Saturday, September 20 on the museum campus near Village Hall. Staff from Adult, Youth, and Circulation Services will station a table featuring materials and resources that explore local history, as well as books that showcase blacksmithing, farming, and wood crafting. Staff will also have a laptop to highlight our genealogy databases, Ancestry and Heritage Quest, to complement the early settler/historic themes of the Depot Days program.



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 12, 2025

## **Piasa Bird**

The LLD has been in contact with local members of the Illini Needlers Guild to assist in repairing a few tears in the Piasa Bird wall hanging; the animal's claws are torn. One of the Illini Needlers visited the LLD this week to assess the damage and take samples to match the materials needed for repair. Presently, the Piasa Bird has been taken down and placed in storage until our friends from the Needlers Guild can come back and do the necessary repairs. We hope to have our glorious needlework wall hanging back up very soon – *with a protective acrylic shield to avoid any future damage.*

The Piasa Bird has been displayed in the Library since 1987, when the Illini Needlers Guild gifted the three-piece needlework project to the LLD. Thirty-five women worked on this piece for a total of almost 3000 stitching hours. Its completion took twenty-five months. The Piasa Bird is displayed on the north wall on the second level of Library. A commemorative plaque also hangs nearby.

## **Partnership with Lisle Police Dept.**

I met with Chief Rodriguez this week to discuss a couple of partnership opportunities. On Saturday, September 27, from 9:30 AM to noon, the Lisle Police Department will be on LLD premises conducting car seat safety checks for residents. Certified officers will instruct patrons how to properly install their car seats. This program will occur in the southeast parking lot near the hardscape area. Registration is not required.

We also discussed having Chief Rodriguez visit the LLD during the next staff in-service day. Currently, we've penciled in a November date, pending Board approval in October. Chief Rodriguez will assist us in reviewing active shooter and bomb threat procedures, as well as answer general questions. We look forward to introducing him to staff who've yet to meet our new Chief of Police.

## **Kingston Lot Project**

Working with Terra Engineering and CCS, Assistant Director Savage and I have communicated the requests and needs of staff, as well as the community input via the survey for the Kingston lot project. Developing this land will offer our patrons a walking path, hardscape area, native plantings, play area for children, various seating options, and sign panels along the perimeter of the path that feature stories and nature/wildlife information. The LLD will utilize this space for a variety of programming opportunities; from community events to specific departmental programs facilitated by LLD staff. Two draft concepts will be presented by Terra at the September Board meeting for Trustees to consider.

I am also working on potential grant funding for this project. CCS and I are reviewing options, qualifications, requirements, and deadlines for such grants. In order to apply for a grant, the

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 12, 2025*

LLD will supply plans for the project, along with supplemental government documentation to qualify. I am also seeking supportive letters from our local and State representatives for a grant.

#### **Additional Director/Board Communications**

- The LLD received a thank you letter from Police Chief Rodriguez for participating in Lisle's National Night Out.
- The LLD received insurance reimbursement for the fence repair and tree removal in the south lot.
- Emailed the Village about electrical pole box which is open with wires exposed.
- The Strategic Plan was promoted on social media, paper copies available within facility, and uploaded to the website.
- The LLD received its Per Capita check from the State.
- Keycard communication for Trustees.
- The LLD submitted an insurance claim for the storm damage to the flashing near the pergola.
- RAILS NARCAN information shared pursuant to new law (Jan. 2026).
- Updated Village ordinances for East Ogden and Route 53 TIFs.
- Village requested letter of support for Village's Lights of Lisle grant via ComEd.
- Communication from Vice President Berry to the Village regarding data centers, electrical load, and legislative options when considering data centers in Lisle.

Respectfully submitted,

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

Tatiana Weinstein

# Fall Fest

**Friday, Sept. 26**

**5-7PM** Fall Fest is back! Join us for our special autumn extravaganza!



**Campfire Storytime 5-5:30**

**Stillman Nature Center owl visit**

**Inflatable slide**



**Auntie Anne's pretzel truck**

**Pumpkin Carving judge table**

**Photo Booth**



777 Front Street, Lisle, IL 60532

630-971-1675



## **September 2025 Assistant Director Report**

### **Meetings/Virtual Meetings**

- NILFM- Aug 13
- JCI- Aug 19
- Otto Baum- Aug 20, 21
- Terra- Aug 21
- Event Team- Aug 21
- Phoenix Restoration- Aug 25
- LIMRICC- Aug 26
- State Boiler Inspection- Aug 28
- E-Norman Security- Aug 28
- RG Asphalt- Aug 31, Sept 1
- JCI- Sept 2
- Piasa Bird Repair- Sept 8

### **Meetings**

The Event Team met several times to finalize plans for Fall Fest, and to begin planning for our annual winter event. We are looking forward to Fall Fest in a few weeks (Sept 26), and are currently brainstorming for a fun winter anniversary celebration.

### **Facility**

I met with e.Norman Security and Johnson Controls (separately) to discuss options for our interior door access system. With help from our IT department, I am going through both proposals to determine which vendor can provide a compatible fit for our current hardware.

The east side of the building sustained wind damage during the storms over the weekend of August 16-17. Phoenix Restoration came out to assess and quote the repairs. We have contracted with them to complete the repairs, which will be done early during the week of September 8<sup>th</sup>.

Sealcoating of the parking lot was successfully completed over the Labor Day weekend. The lot was fully recoated and restriped with no interruptions to Library service.

Otto Baum Masonry was on site to complete tuckpoint repairs on the east side of the building. This work should properly remediate the minor leak we had in the Adult Services office.

The annual fire extinguisher inspection has been completed. This is part of our annual compliance testing service we contract with Johnson Controls to complete. A JCI tech and I walk through the building, checking each extinguisher for expiration dates. Each current extinguisher was given an updated tag, and expired extinguishers were replaced and recycled.

Respectfully Submitted,

Will Savage



Assistant Director



## **LLD Budget & Appropriation (B&A) Overview**

### **What is the B&A Ordinance?**

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

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

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

### **Allowances for Funds**

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

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

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

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

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

### **Additional Information**

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

ORDINANCE 25-04

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

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

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

DRAFT

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

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

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

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

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

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

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

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

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

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

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

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

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<sup>1</sup> This does not include budgeted transfer to the Special Reserve Fund.

Approved by me this 17<sup>th</sup> day of September, 2025.

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Emily Swistak  
President, Lisle Library Board of Trustees

Attest:

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Joshua Martin  
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 18<sup>th</sup> day of September, 2025.

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



STATE OF ILLINOIS     )  
                                      )  
COUNTY OF DUPAGE    )

**CERTIFICATE OF AUTHENTICITY**

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

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

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

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Joshua Martin, Secretary  
Board of Library Trustees  
Lisle Library District

STATE OF ILLINOIS       )  
  ) SS  
COUNTY OF DUPAGE     )

CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE  
FOR THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS

I, Debbie Breihan, do hereby certify as follows:

1. I am the Chief Fiscal Officer (Treasurer) of the Lisle Library District, Lisle, DuPage County, Illinois.
2. I certify that the estimate of the revenue by source as approved by the Board of Trustees of said District for the fiscal year beginning July 1, 2025 and ending June 30, 2026, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	4,463,800.00
IMRF Fund Taxes	82,050.00
FICA Fund Taxes	177,350.00
Desk Income	20,100.00
Gifts, Grants and Other	49,000.00
Interest Earned on Dist. Funds	76,250.00
	4,868,550.00

IN WITNESS WHEREOF, I have affixed my signature this 17<sup>th</sup> day of September 2025.

\_\_\_\_\_  
Debbie Breihan, Treasurer of the LLD Board of Trustees  
Chief Fiscal Officer

**ORDINANCE 25-06**  
**Lisle Library District (LLD)**  
**Special Reserve Fund Revision**

Whereas, the Illinois Public Library District Act (the Act) (75 ILCS 16/40-50) authorizes establishment of a reserve fund (Special Reserve Fund); and

Whereas, money in the Special Reserve Fund is limited in use as provided by the Act; and

Whereas, except for expenditures for emergency repairs, a plan for the use of the Special Reserve Fund and a cost estimate for said plan are required; and

Whereas, said plan may be amended as circumstances may require; and

Whereas, there has been and continues to be a need to provide increased library service to the constituents of the Lisle Library District; and

Whereas, in view of the foregoing, revising the plan for maintaining, equipping, providing library materials and services, technology, land use, is now indicated.

Now, therefore, it is ordained and determined by the Board of Library Trustees that the plans and cost estimates for use of money in the Special Reserve Fund are revised as stated in the attached Plan for Special Reserve Fund Expenditures.

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

Adopted this 17<sup>th</sup> day of September, 2025 pursuant to a roll call vote as follows:

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

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

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

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

ATTEST:

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

**Lisle Library District  
Plan for Special Reserve Fund Expenditures**

Funds which have accumulated and which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes with estimated costs as stated.

Capital Improvement Project/Kingston Lot Development Project 1,500,000.00

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

Estimated costs may include: construction, professional services, equipment, & contingencies.

Campus Enhancements 1,000,000.00

- Additional campus enhancements not included in Kingston Lot Development Project.
- Supplemental boiler replacement.

Above estimated costs may include: construction, fixtures, equipment, professional services, & contingencies.

Emergency repairs/replacements for facility/campus  
*As required*

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\$2,500,000.00

STATE OF ILLINOIS

COUNTY OF DUPAGE

**CERTIFICATION OF AUTHENTICITY**

I, Joshua Martin, hereby certify that I am the duly qualified and acting Secretary of the Board of 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 do further certify that the attached is a true and correct copy of an Ordinance adopting Special Reserve Fund Revisions on the 17<sup>th</sup> day of September 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 17<sup>th</sup> day of September, 2025.

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Joshua Martin  
Secretary, LLD Board of Trustees