

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on October 15, 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 October 15, 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. Secretary Martin and Trustee Sullivan reviewed the September billings in October
  - b. Vice President Berry and Treasurer Breihan will review the October billings in November
4. Consent Agenda - Action Required
  - a. Approve Minutes of the September 17, 2025 Public Hearing for Budget and Appropriation Ordinance
  - b. Approve Minutes of the September 17, 2025 Board Meeting
  - c. Acknowledge Treasurer's Report, 09/30/25, Investment Activity Report, 09/30/25, Current Assets Report, 09/30/25, Revenue Report, 09/30/25, and Expense Report, 09/30/25
  - d. Authorize Payment of Bills, 10/15/25
5. Unfinished Business
  - a. Capital Improvement Project/Program Discussion
    - i. BAS Update
    - ii. HVAC Update
    - iii. LLD Nature Trail Development Project [Kingston lot]
6. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
7. Staff Reports
  - a. Director Report
  - b. Assistant Director Report
  - c. Circulation Services Director Report
8. New Business
  - a. Approve Resolution 25-05: Resolution to Determine Estimate of Funds - Action Required  
Approve Resolution 25-05: a resolution to determine estimate of funds needed for the 2025-26 fiscal year
  - b. Approval for closing Library for Staff Development Day - Action Required  
Board approval for closing the LLD on Friday, November 7, 2025 for Staff Development Day.
9. Opportunity for Trustee comments (five minutes)  
Berry, Breihan, Larson, Martin, Paley, Sullivan, Swistak
10. Adjourn

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

1. Roll call

Present:

Emily Swistak - President  
Vanessa Berry - Vice President  
Debbie Breihan - Treasurer  
Karen Larson - Trustee [arrived at 6:46 p.m.]  
Vanessa Berry - Trustee  
Liz Sullivan - Trustee

Absent:

Joshua Martin - Secretary

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - general public comment period

President Swistak invited the public to address the LLD Board of Trustees. No visitors were present for the public hearing.

3. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 6:50 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 15, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT  
BOARD MEETING  
September 17, 2025 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Marc Rogers - CCS International Inc. [left the meeting at 7:57 p.m.]  
Sarah Hunt - CCS International Inc. [left the meeting at 7:57 p.m.]  
Craig Most - TERRA Engineering Ltd. [left the meeting at 7:57 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. President Swistak and Trustee Larson reviewed the August billings in September.
- b. Secretary Martin and Trustee Larson were scheduled to review the September billings in October. However, Trustee Sullivan will review the billings in place of Trustee Larson.

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

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

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
  - i. BAS Project Update
  - ii. HVAC Project Update
  - iii. Kingston Lot Development Update & Presentation by Terra Engineering

Mr. Rogers stated that the BAS Project is 99% complete. There is an issue with the parking lot lights that IBS is still working on. The HVAC project is also near completion. 1Source is working on the close-out documents.

Ms. Hunt introduced Craig Most of TERRA Engineering. Mr. Most provided a PowerPoint presentation of two design concepts for the Kingston Lot Development Project. Trustees discussed which design would best facilitate public programming space, picnic areas, walking trail, bench seating, and recreation. Trustees and staff discussed the design concept that best met the public need for this development. CCS and TERRA Engineering stated that they would obtain project estimates and hone the design to the Board's specifications.

Mr. Rogers, Ms. Hunt, and Mr. Most left the meeting at 7:57 p.m.

## 6. Committee Reports

- a. Finance - Treasurer Breihan had nothing to report.
- b. Personnel and Policy - Vice President Berry had nothing to report.
- c. Physical Plant - Secretary Martin has nothing to report.

## 7. Staff Reports

### a. Director Report

Director Weinstein stated that she attended the Village of Lisle Branding Meeting. Trustee Sullivan was also in attendance representing the Green Trails HOA. The meeting was attended by several community organizations, and intergovernmental agencies. Attendees participated in marketing exercises. The results will be presented in early 2026.

Fall Fest will be held on Friday, September 26<sup>th</sup> from 5:00 - 7:00 p.m. There will be a campfire story time in Youth Services. Outside, there will be an inflatable slide, live owls presented by the Stillman Nature Center, a pretzel truck, and a pumpkin judging contest.

The LLD will be present at Depot Days on September 20<sup>th</sup>. Staff will provide materials on topics such as blacksmithing and farming, and will highlight ancestry and genealogy databases.

The Piasa Bird wall hanging sustained some damage. Director Weinstein met with a member of the Illini Needlers who is ordering supplies, and will oversee repairs. The artwork is temporarily in storage. Once the Piasa Bird is repaired, an acrylic shield will be placed over the work to protect it. Director Weinstein informed the Board that the Illini Needlers gifted the Piasa Bird to the LLD in 1987. The project took over 25 months to complete, with 35 women performing a total of 3000 stitching hours.

The LLD has partnered with the Lisle Police Department to conduct car seat safety checks in the LLD parking lot on Saturday, September 27<sup>th</sup>. Registration is not required.

Lisle Police Chief Rodriguez will be onsite during our annual staff in-service day in November to review active shooter and bomb threat procedures. More information about staff in-service day will be provided at next month's meeting.

Director Weinstein informed Trustees that she has been exploring grant options to help fund the Kingston Lot Development Project. She is seeking support letters from local legislators and Village officials.

b. Assistant Director Report

Assistant Director Savage stated that the Event Team met to finalize Fall Fest. They have begun planning of our anniversary celebration in December.

Mr. Savage has met with several vendors to discuss contracts for our interior door card access. He is working with the IT Department to determine the best option for the LLD.

During a weekend storm in August, paneling on the east side of the building was damaged. Phoenix Restoration completed the repairs. A claim has been submitted to our insurance agent.

The LLD parking lot was seal coated and restriped over the Labor Day weekend. All work was conducted during the LLD holiday closure.

Otto Baum completed tuckpointing on brickwork on the second story by the north entrance.

Johnson Control was onsite to conduct our annual fire extinguisher inspection. All equipment is up to code.

President Swistak asked how the cleaning crew has been performing. Assistant Director Savage said that he is still working through issues with the crew.

8. New Business

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

**MOTION:** Treasurer Breihan 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 stated that there were no changes to Budget and Appropriation Ordinance 25-04 since the Board reviewed the draft in August. She also reiterated that the LLD attorney reviewed the document.

Roll Call Vote - All Aye. The motion passed.

b. Approve Certificate of Estimated Revenue - Action Required

**MOTION:** Trustee Paley moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2025-26. Trustee Larson seconded.

Director Weinstein stated that the Certificate of Estimated Revenue numbers come directly from the Board-approved working budget revenue documents.

Roll Call Vote - All Aye. The motion passed.

c. Approve LLD Ordinance 25-06 Special Reserve Fund Revision & Plan - Action Required

**MOTION:** Trustee Sullivan moved to approve LLD Ordinance 25-06 Special Reserve Fund Revision & Plan. Secretary Martin seconded.

Director Weinstein explained that the LLD Special Reserve Fund Revision & Plan is a living document that outlines in general terms, the expenditure of funds for capital projects. The LLD plans to expend

funds to develop the vacant lot on Kingston Avenue and to save for a future boiler replacement project.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Swistak stated that she enjoyed the discussion regarding the Kingston Lot Development Project. She is looking forward to Fall Fest.

Trustee Sullivan had nothing to add.

Trustee Paley had nothing to add.

Secretary Martin was charmed to hear that the Illini Needlers were still going strong after so many decades. He is in awe of the amount of work that went into creating the Piasa Bird wall hanging. He appreciates that steps are being taken to repair and protect the wall hanging.

Trustee Larson had nothing to add.

Treasurer Breihan agreed that she enjoyed the discussion regarding the lot development. She is looking forward to Fall Fest. She is pleased with the LLD's partnership with the Lisle Police Department for the car seat safety check event.

Vice President Berry attended an ILA Program featuring Steve from Blues Clues. She appreciates ILA hosting these programs. She thanked all the Trustees for reading her email regarding the financial and environmental impact of data centers.

10. Adjourn

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

The meeting adjourned at 8:14 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 15, 2025.

Approved by

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Joshua Martin, Secretary of the LLD Board of Trustees

## Treasurer's Report as of September 30, 2025

Fund Name	Cash Balance 09/30/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	6,309,171.68	<b>87.82%</b>	<b>93.07%</b>
<b>IMRF</b>	157,861.96	<b>2.20%</b>	<b>2.33%</b>
<b>FICA</b>	311,872.45	<b>4.34%</b>	<b>4.60%</b>
Subtotals	<b>6,778,906.09</b>	<b>94.36%</b>	<b>100.00%</b>
<b>Special Reserve</b>	405,457.51	<b>5.64%</b>	<b>0.00%</b>
	<b>7,184,363.60</b>	<b>100.00%</b>	<b>100.00%</b>

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	12.30	12.74	11.36										36.40
Ehlers-Inv Interest Pershing	25.46	2,333.37	3,776.91										6,135.74
Fifth Third Bank	2,541.45	2,200.57	2,860.81										7,602.83
Usk Savings	221.26	228.92	229.16										679.34
Usk CD 2635	824.12	826.87	802.83										2,453.82
Usk CD 2669	838.48	841.28	816.82										2,496.58
IL Funds	447.13	453.43	434.18										1,334.74
US Bank-9853	806.74	833.67	833.67										2,474.08
US Bank-9370	2.51	3.19	3.52										9.52
<b>TOTALS</b>	<b>5,719.75</b>	<b>7,734.04</b>	<b>9,769.26</b>										<b>23,223.05</b>
Interest - Special Reserve Only	536.63	650.92	557.20										1,744.75
Interest - No Special Reserve Reflected	5,183.12	7,083.12	9,212.06										21,478.30
<b>Totals</b>	<b>5,719.75</b>	<b>7,734.04</b>	<b>9,769.26</b>										<b>23,223.05</b>

Company	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities and Sales	-	-	566,210.79										566,110.79
Investment Purchases	-	(6,025.00)	(499,287.14)										(507,312.14)
<b>TOTALS</b>	<b>-</b>	<b>(8,025.00)</b>	<b>68,823.65</b>										<b>60,798.65</b>

**CURRENT ASSETS  
AT FAIR MARKET VALUE  
September 30, 2025**

	Fair Market Value on 9/30/25	
Checking Accounts		\$29,180.36
Fifth Third Operating Acct		\$4,770,855.51
Fifth Third Financial Now acct		\$362.13
Fifth Third Financial-petty cash		\$27,321.81
US Bank		\$50,706.42
E commerce		\$4,878,426.23
<b>Money Markets</b>		
Lisle Savings Bank	1.25%	\$216,229.25
IMET	2.33%	\$3,412.77
The Illinois Funds	4.34%	\$121,373.90
		\$341,015.92
<b>Ehlers Investments Pershing</b>		\$74,250.21
<b>Investments</b>		
<b>Fixed Income</b>		
US Bank		\$249,999.99
US Treasury Bill		\$499,329.36
Lisle Savings Bank		\$248,959.57
Citibank Natl Assn		\$150,132.00
Lisle Savings Bank		\$253,298.26
M1 Bk Macks Creek MO CTF		\$112,045.92
Colorado HSG & Fin Auth		\$125,398.75
Long Beach NY City Sch Dist		\$243,504.60
		\$1,882,668.45
<b>Mutual Funds</b>		
Dreyfus Preferred Gov Money Market		\$8,002.79
		N/A
<b>TOTAL CURRENT ASSETS</b>		<b>\$7,184,363.60</b>

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 1,905,969.70	\$ 1,996,615.31	\$ 4,198,284.45	\$ 4,401,300.00	45.36
40-01-4414-00 Tax Levy - IMRF	34,922.63	36,583.51	49,095.73	80,800.00	45.28
45-01-4415-00 Tax Levy - FICA	76,561.15	80,202.31	172,531.08	177,200.00	45.26
<b>TOTAL TAX LEVY</b>	<b>2,017,453.48</b>	<b>2,113,401.13</b>	<b>4,419,911.26</b>	<b>4,659,300.00</b>	<b>45.36</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 -	0.00	4,644.71	6,888.22	22,500.00	20.64
40-01-4462-00 Personal Property Repl. Tax -	0.00	268.05	397.54	1,250.00	21.44
45-01-4463-00 Personal Property Repl. Tax -	0.00	42.12	62.46	150.00	28.08
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>0.00</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	8,542.11	19,827.30	19,492.21	60,000.00	33.05
40-02-4475-00 Interest Earned - IMRF	225.55	562.95	675.23	2,500.00	22.52
45-02-4476-00 Interest Earned - FICA	444.40	1,088.05	1,114.09	3,500.00	31.09
<b>TOTAL INTEREST INCOME</b>	<b>9,212.06</b>	<b>21,478.30</b>	<b>21,281.53</b>	<b>66,000.00</b>	<b>32.54</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	(537.47)	5,188.51	3,491.13	1,250.00	415.08
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>(537.47)</b>	<b>5,188.51</b>	<b>3,491.13</b>	<b>1,250.00</b>	<b>415.08</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	146.37	454.94	93.69	1,000.00	45.49
10-03-4536-00 Non-Resident Fees	0.00	0.00	594.68	900.00	0.00
10-03-4538-00 Book Sale	257.00	898.39	416.00	4,000.00	22.46
10-03-4540-00 Fines	0.00	0.00	219.91	1,000.00	0.00
<b>TOTAL DESK INCOME</b>	<b>403.37</b>	<b>1,353.33</b>	<b>1,324.28</b>	<b>6,900.00</b>	<b>19.61</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	1.00	110.55	0.00	2,000.00	5.53
10-03-4560-00 Gifts - Restricted	0.00	0.00	0.00	1,000.00	0.00

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-03-4560-30	0.00	0.00	0.00	0.00	0.00
10-04-4570-00	53.75	151.75	142.00	700.00	21.68
10-04-4573-00	752.84	903.10	124.91	3,000.00	30.10
10-04-4575-00	677.76	1,510.55	1,253.21	4,500.00	33.57
10-04-4583-00	0.00	44,664.48	44,967.29	46,000.00	97.10
10-04-4584-00	1,875.00	9,555.93	1,174.52	2,500.00	382.24
10-04-4585-00	217.50	674.25	580.00	2,500.00	26.97
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNRESTRICTED INCOME</b>	<b>3,577.85</b>	<b>57,570.61</b>	<b>48,241.93</b>	<b>62,200.00</b>	<b>92.56</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,030,109.29</b>	<b>\$ 2,203,946.76</b>	<b>\$ 4,501,598.35</b>	<b>\$ 4,859,550.00</b>	<b>45.35</b>

Lisle Library District 2025  
 For the Three Months Ending September 30, 2025  
 Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 557.20	\$ 1,744.75	\$ 2,340.44	\$ 9,000.00	19.39
TOTAL INTEREST	557.20	1,744.75	2,340.44	9,000.00	19.39
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	30,000.00	30,000.00	120,000.00	25.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	30,000.00	30,000.00	120,000.00	25.00
TOTAL REVENUES	10,557.20	31,744.75	32,340.44	129,000.00	24.61

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries	\$	\$	\$	\$	
10-10-5603-10 Administrative - Reg. Hours	49,547.94	151,220.13	132,649.00	600,000.00	25.20
10-10-5603-20 Adult Services - Reg. Hours	46,443.62	139,466.38	124,525.95	552,080.00	25.26
10-10-5603-30 Youth Services - Reg. Hours	38,038.45	113,102.71	99,941.08	453,240.00	24.95
10-10-5603-50 Technical Services - Reg. Hour	24,329.81	68,107.85	66,648.53	287,520.00	23.69
10-10-5603-60 Circulation - Reg. Hours	41,216.94	127,894.14	105,865.75	503,160.00	25.42
Total Salaries	199,576.76	599,791.21	529,630.31	2,396,000.00	25.03
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,689.55	14,068.65	14,043.51	61,235.00	22.97
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,329.15	24,987.45	20,221.95	99,300.00	25.16
10-10-5621-30 Hosp. Ins. - YS	3,621.54	10,864.62	11,351.92	56,270.00	19.31
10-10-5621-50 Hosp. Ins. - Tech	2,838.55	8,496.45	11,616.39	49,650.00	17.11
10-10-5621-60 Hosp. Ins. - Circ	4,450.75	14,333.85	14,555.04	64,545.00	22.21
10-10-5622-10 Dental Ins. - Admin.	178.71	536.13	731.67	2,400.00	22.34
10-10-5622-20 Dental Ins. - Adult Serv	347.64	1,042.92	1,644.53	4,950.00	21.07
10-10-5622-30 Dental Ins. - YS	163.72	536.63	949.15	2,850.00	18.83
10-10-5622-50 Dental Ins. - Tech	351.10	1,053.30	1,000.63	2,700.00	39.01
10-10-5622-60 Dental Ins. - Circ	186.86	664.28	630.21	2,100.00	31.63
Total Health and Dental Ins.	25,157.57	76,584.28	76,745.00	346,000.00	22.13
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	3,746.95	11,437.79	10,017.65	45,825.00	24.96
45-10-5625-20 FICA Expense - Adult Serv.	3,425.62	10,287.19	9,180.18	42,159.00	24.40
45-10-5625-30 FICA Expense - Youth Services	2,875.86	8,565.39	7,518.93	34,827.00	24.59
45-10-5625-50 FICA Expense - Tech Servs.	1,832.66	5,124.56	4,985.63	21,996.00	23.30
45-10-5625-60 FICA Expense - Circulation	3,056.19	9,380.29	7,821.62	38,493.00	24.37
Total FICA Expenses	14,937.28	44,795.22	39,524.01	183,300.00	24.44
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,071.04	6,300.21	3,684.08	28,225.00	22.32
40-10-5628-20 IMRF Expense - Adult Servs	2,038.85	6,122.57	3,661.05	25,967.00	23.58
40-10-5628-30 IMRF Expense - Youth Services	1,512.28	4,536.78	2,704.41	21,451.00	21.15

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-50	1,068.08	2,989.95	1,974.41	13,548.00	22.07
40-10-5628-60	1,320.20	3,983.08	2,374.01	23,709.00	16.80
<b>Total IMRF Expenses</b>	<b>8,010.45</b>	<b>23,932.59</b>	<b>14,397.96</b>	<b>112,900.00</b>	<b>21.20</b>
<b>Total EMPLOYEE COSTS</b>	<b>247,682.06</b>	<b>745,454.93</b>	<b>660,297.28</b>	<b>3,042,200.00</b>	<b>24.50</b>
<b>BUILDING COSTS</b>					
<b>Utilities</b>					
10-20-5650-00	450.00	1,350.00	1,350.00	5,490.00	24.59
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	1,756.67	5,266.13	4,935.65	21,000.00	25.08
10-20-5653-00	672.13	1,787.14	316.32	10,000.00	17.87
10-20-5654-00	632.38	962.56	541.22	3,500.00	27.50
10-20-5655-00	5,286.21	15,335.62	7,657.72	40,000.00	38.34
<b>Total Utilities</b>	<b>8,797.39</b>	<b>24,701.45</b>	<b>16,610.91</b>	<b>81,800.00</b>	<b>30.20</b>
<b>Maintenance and Repairs</b>					
10-20-5660-00	0.00	2,300.00	0.00	12,500.00	18.40
10-20-5661-00	188.36	6,864.08	12,520.84	60,000.00	11.44
10-20-5662-00	0.00	2,268.00	3,402.00	40,000.00	5.67
10-20-5663-00	84.74	2,580.78	2,357.51	10,000.00	25.81
10-20-5664-00	20,269.72	35,725.22	22,124.28	65,000.00	54.96
10-20-5665-00	329.38	986.42	893.12	4,000.00	24.66
<b>Total Maintenance and Repairs</b>	<b>20,872.20</b>	<b>50,724.50</b>	<b>41,297.75</b>	<b>191,500.00</b>	<b>26.49</b>
<b>TOTAL BUILDING COSTS</b>	<b>29,669.59</b>	<b>75,425.95</b>	<b>57,908.66</b>	<b>273,300.00</b>	<b>27.60</b>
<b>OPERATING EXPENSES</b>					
<b>Postage and Printing</b>					
10-25-5710-00	322.40	1,077.47	946.50	4,500.00	23.94
10-25-5710-10	3,784.00	7,568.00	5,229.54	23,000.00	32.90
10-25-5711-00	1,781.78	3,564.78	3,103.25	10,500.00	33.95
10-25-5712-00	0.00	71.28	508.35	1,000.00	7.13
<b>Total Postage and Printing</b>	<b>5,888.18</b>	<b>12,281.53</b>	<b>9,787.64</b>	<b>39,000.00</b>	<b>31.49</b>
<b>Supplies</b>					
10-25-5713-00	1,958.79	3,312.08	2,014.25	7,500.00	44.16
10-25-5714-00	2,040.51	2,624.97	4,791.86	10,500.00	25.00
10-25-5715-00	0.00	270.66	348.45	1,500.00	18.04
10-25-5716-00	212.46	1,038.87	1,116.11	4,500.00	23.09

Lisle Library District 2025  
 For the Three Months Ending September 30, 2025  
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5717-00 Processing Supplies	4,452.35	10,546.32	7,630.84	47,250.00	22.32
10-25-5718-00 Computer Supplies	91.17	163.20	271.55	3,750.00	4.35
<b>Total Supplies</b>	<b>8,755.28</b>	<b>17,956.10</b>	<b>16,173.06</b>	<b>75,000.00</b>	<b>23.94</b>
<b>Other Operating Costs</b>					
10-25-5719-00 Publishing	73.60	73.60	138.00	900.00	8.18
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	293.60	1,059.62	1,974.10	6,800.00	15.58
10-25-5724-15 Local Travel	0.00	0.00	21.02	400.00	0.00
<b>Total Other Operating Costs</b>	<b>367.20</b>	<b>1,133.22</b>	<b>2,245.62</b>	<b>8,400.00</b>	<b>13.49</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>15,010.66</b>	<b>31,370.85</b>	<b>28,206.32</b>	<b>122,400.00</b>	<b>25.63</b>
<b>INSURANCE</b>					
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
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>500.00</b>	<b>27,145.73</b>	<b>65,600.00</b>	<b>0.76</b>
<b>CONTRACTUAL SERVICES</b>					
10-35-5760-00 Legal Services	0.00	630.00	337.50	8,000.00	7.88
10-35-5761-00 Collection Agency	12.65	75.90	75.90	700.00	10.84
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	3,740.29	9,604.43	68,597.96	121,500.00	7.90
10-35-5764-10 Other Contr Svcs - Library Wi	3,478.00	6,158.68	9,433.87	36,000.00	17.11
10-35-5765-10 Investment Agency Consultants	256.46	758.07	0.00	2,600.00	29.16
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	8,000.00	8,000.00	0.00	10,000.00	80.00
10-35-5771-00 Payroll Service	892.88	2,797.49	2,725.90	13,500.00	20.72
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>16,380.28</b>	<b>28,494.57</b>	<b>85,218.05</b>	<b>199,000.00</b>	<b>14.32</b>
<b>PERSONNEL DEVELOPMENT</b>					
10-40-5783-00 Dues - Staff	0.00	700.00	1,036.50	4,000.00	17.50
10-40-5784-00 Meetings - Staff	165.14	240.76	294.14	1,000.00	24.08
10-40-5785-00 Conferences - Staff	3,463.61	3,548.61	1,456.74	7,000.00	50.69
10-40-5786-00 Memorial/Tribute/Recognition	0.00	200.00	179.40	4,750.00	4.21
10-40-5787-00 Staff Development	745.00	745.00	51.85	2,500.00	29.80
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	165.11	2,500.00	0.00

Lisle Library District 2025  
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-45-5786-70 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
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	600.00	0.00
<b>TOTAL PERSONNEL DEVELOPMEN</b>	<b>4,373.75</b>	<b>5,434.37</b>	<b>3,183.74</b>	<b>23,750.00</b>	<b>22.88</b>
<b>EQUIPMENT COSTS</b>					
<b>Major Equipment</b>					
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	0.00	23,542.48	340.63	70,000.00	33.63
10-48-5804-10 Facility	0.00	1,200.07	248.36	10,000.00	12.00
<b>Total Major Equipment</b>	<b>0.00</b>	<b>86,473.64</b>	<b>64,277.93</b>	<b>160,000.00</b>	<b>54.05</b>
<b>Minor Equipment</b>					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	229.95	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	0.00	608.67	0.00	700.00	86.95
10-48-5823-50 Minor Equip - Tech Services	34.42	151.18	213.98	700.00	21.60
10-48-5823-60 Minor Equip - Circ	0.00	62.71	0.00	700.00	8.96
<b>Total Minor Equipment</b>	<b>34.42</b>	<b>822.56</b>	<b>534.60</b>	<b>3,500.00</b>	<b>23.50</b>
<b>Equip Maint/Repairs and Rentals</b>					
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	1,682.93	3,794.25	4,253.81	18,000.00	21.08
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>1,682.93</b>	<b>3,974.82</b>	<b>4,253.81</b>	<b>20,000.00</b>	<b>19.87</b>
<b>TOTAL EQUIPMENT COSTS</b>	<b>1,717.35</b>	<b>91,271.02</b>	<b>69,066.34</b>	<b>183,500.00</b>	<b>49.74</b>
<b>LIBRARY MEDIA</b>					
<b>Books</b>					
10-50-5863-20 Literacy/ESL	399.00	399.00	1,955.74	8,000.00	4.99
10-50-5863-30 Books - Youth Serv	7,460.78	13,961.81	8,488.42	56,500.00	24.71
10-50-5864-10 Books - Non Fiction	5,672.78	19,703.23	9,509.69	90,000.00	21.89
10-50-5865-10 Books - Adult/Teen Fiction	7,957.80	28,786.70	10,320.36	80,500.00	35.76
10-50-5867-20 Ref Books - Adult Serv	410.59	898.86	913.52	15,000.00	5.99
<b>Total Books</b>	<b>21,900.95</b>	<b>63,749.60</b>	<b>31,187.73</b>	<b>250,000.00</b>	<b>25.50</b>
<b>Databases</b>					

Lisle Library District 2025  
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10-50-5869-20	0.00	44,383.00	76,368.84	104,000.00	42.68
10-50-5872-10	0.00	174.87	4,739.17	11,000.00	1.59
10-50-5873-30	0.00	2,716.00	3,297.10	10,000.00	27.16
<b>Total Databases</b>	<b>0.00</b>	<b>47,273.87</b>	<b>84,405.11</b>	<b>125,000.00</b>	<b>37.82</b>
<b>Audio-Visual Materials</b>					
10-50-5890-30	667.86	1,408.06	3,254.26	12,000.00	11.73
10-50-5895-40	5,942.15	18,079.13	11,886.89	63,000.00	28.70
10-50-5899-20	12,014.78	33,757.36	24,971.70	130,000.00	25.97
<b>Total Audio-Visual Materials</b>	<b>18,624.79</b>	<b>53,244.55</b>	<b>40,112.85</b>	<b>205,000.00</b>	<b>25.97</b>
<b>Periodicals/Doc Delivery</b>					
10-50-5871-20	0.00	25,494.21	24,869.55	27,000.00	94.42
10-50-5900-20	578.29	2,160.67	3,799.97	22,000.00	9.82
10-50-5900-30	0.00	0.00	0.00	500.00	0.00
10-50-5900-80	462.00	462.00	438.00	2,500.00	18.48
<b>Total Periodicals/Doc Delivery</b>	<b>1,040.29</b>	<b>28,116.88</b>	<b>29,107.52</b>	<b>52,000.00</b>	<b>54.07</b>
<b>TOTAL LIBRARY MEDIA</b>	<b>41,566.03</b>	<b>192,384.90</b>	<b>184,813.21</b>	<b>632,000.00</b>	<b>30.44</b>
<b>PROGRAMS AND READER'S SERVICES</b>					
<b>Programs</b>					
10-60-5931-10	2,324.68	5,293.07	4,608.32	16,000.00	33.08
10-60-5931-30	410.87	1,314.10	1,878.88	16,000.00	8.21
10-60-5931-40	247.98	352.47	231.02	1,700.00	20.73
10-60-5931-50	77.89	808.60	1,348.39	5,500.00	14.70
<b>Total Programs</b>	<b>3,061.42</b>	<b>7,768.24</b>	<b>8,066.61</b>	<b>39,200.00</b>	<b>19.82</b>
<b>Readers Services</b>					
10-60-5940-10	268.25	685.78	469.45	4,000.00	17.14
10-60-5940-30	603.16	2,883.05	1,150.66	6,800.00	42.40
<b>Total Readers Services</b>	<b>871.41</b>	<b>3,568.83</b>	<b>1,620.11</b>	<b>10,800.00</b>	<b>33.04</b>
<b>TOTAL PROGRAMS AND READERS</b>	<b>3,932.83</b>	<b>11,337.07</b>	<b>9,686.72</b>	<b>50,000.00</b>	<b>22.67</b>
<b>RESTRICTED USAGE EXPENSES - CORPORATE</b>					
10-80-5980-80	0.00	0.00	155.89	2,000.00	0.00
10-80-5981-80	1,843.78	5,463.38	4,126.76	46,000.00	11.88
10-80-5982-80	0.00	0.00	12,500.00	25,000.00	0.00

Lisle Library District 2025  
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10-80-5983-80 Debt Principal Payment	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	1,843.78	5,463.38	16,782.65	113,000.00	4.83
RESTRICTED USAGE EXPENSES - IMRF					
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	107.18	4,108.56	0.00	25,000.00	16.43
TOTAL CONTINGENCY	107.18	4,108.56	0.00	25,000.00	16.43
TOTAL EXPENSES - EXC OP TRANS	362,283.51	1,191,245.60	1,142,308.70	4,754,750.00	25.05
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	30,000.00	30,000.00	120,000.00	25.00
TOTAL OPERATING TRANSFERS O	10,000.00	30,000.00	30,000.00	120,000.00	25.00
TOTAL ALL EXPENSES	372,283.51	1,221,245.60	1,172,308.70	4,874,750.00	25.05

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 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<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	4,320.00	6,800.00	0.00	30,000.00	22.67
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>4,320.00</b>	<b>6,800.00</b>	<b>0.00</b>	<b>75,000.00</b>	<b>9.07</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	0.00	164,765.43	8,310.00	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
70-65-5761-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>0.00</b>	<b>164,765.43</b>	<b>8,310.00</b>	<b>1,050,000.00</b>	<b>15.69</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>4,320.00</b>	<b>171,565.43</b>	<b>8,310.00</b>	<b>1,125,000.00</b>	<b>15.25</b>

**Lisle Library District 2025  
Accounts Payable - October 15, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	101525#4	HVAC Replacement Pay App #4 1 Source Mechanical, Inc.	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	22,362.57	22,362.57
1 Source Mechanical	101525#5	HVAC Replacement Pay App #5 - Final 1 Source Mechanical, Inc.	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	28,755.00	28,755.00
Amazon	092925	Books, Video Games, Supplies	10-50-5864-10 10-50-5865-10 10-60-5931-10 10-48-5823-20 10-50-5863-30 10-50-5890-30 10-60-5931-30 10-60-5940-30 10-25-5716-00 10-25-5713-00 10-20-5663-00 10-25-5717-00 10-25-5714-00 10-48-5823-50 10-60-5931-50 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Programs - Adult Service Minor Equip - Adult Servi Books - Youth Serv A-V Mats - Youth Serv Programs - Youth Reader Services - Youth Kitchen Supplies Office Supplies Maint/Repairs-Genl repai Processing Supplies Circ. Material Supplies Minor Equip - Tech Servi Community Relations Accounts Payable	610.22 102.84 225.72 281.99 58.15 29.29 427.59 182.11 22.66 332.47 91.59 43.57 139.80 8.99 58.06	
Bear Landscape	15560	Remove Dead Plants & Replant 18 Perennials Bear Landscape	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	805.00	805.00
Bear Landscape	15565	Monthly Landscaping Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
Bear Landscape	15758	Monthly Landscaping Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
Bear Landscape	15780	Fall Fest Bear Landscape	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	605.00	605.00
Case Lots	3777	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	458.90	458.90
Chicago Tribune	092525	13 Week Subscription Chicago Tribune	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	981.99	981.99
ComEd	092925	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	4,483.36	4,483.36
Compact Disc Sourc	83153	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	101.64	101.64

**Lisle Library District 2025  
Accounts Payable - October 15, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Compact Disc Sourc	83154	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	207.61	207.61
Compact Disc Sourc	83181	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	101.35	101.35
Compact Disc Sourc	83182	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	194.74	194.74
Culligan of Wheaton	100125	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	61.94	61.94
Demco	7701337	Supplies Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	136.96	136.96
Groot	15171768T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	329.50	329.50
Home Depot	100125	Wasp Spray Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	30.21	30.21
Home Depot	100225	Supplies Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	145.25	145.25
IHLS - OCLC	33308	Replacement Cost for Lost ILL Item IHLS - OCLC	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	15.26	15.26
IL Office State Fire	10000744	Boiler Inspection Certificate IL Office of the State Fire Marshall	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	140.00	140.00
Illinois Reading Cou	18957	Annual Membership Illinois Reading Council	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	50.00	50.00
Ingram	100125	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5867-20 10-50-5863-30 10-50-5863-20 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Ref Books - Adult Serv Books - Youth Serv Literacy/ESL Processing Supplies Accounts Payable	5,390.32 6,726.33 85.45 3,644.56 134.72 2,265.47	18,246.85
Ingram Express	100125	Books	10-50-5865-10 10-50-5863-30 10-50-5864-10 10-00-2610-00	Books - Adult/Teen Ficti Books - Youth Serv Books - Non Fiction Accounts Payable	46.80 62.35 45.51	154.66
J and J Tree	2024	Bush Planting J and J Tree Service	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	745.00	745.00

**Lisle Library District 2025  
Accounts Payable - October 15, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Jim Dhamer Plumbin	147232	Restroom Sink, Urinals, and Outdoor Spigot Repairs - Final	10-20-5664-00	Maint/Repairs-Non Contr	1,066.00	
		Jim Dhamer Plumbing & Sewer	10-00-2610-00	Accounts Payable		1,066.00
Kanopy	471672	Kanopy	10-50-5899-20	Digital Content	450.00	
		Kanopy, Inc.	10-00-2610-00	Accounts Payable		450.00
Konica Minolta Busin	504393072	#C458 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	341.98	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		341.98
Konica Minolta Busin	9010623217	#C301 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	160.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		160.00
Konica Minolta Busin	9010623926	#C251 Usage	10-48-5845-00	Equip Maint/Repr-Contr-	69.00	
		Konica Minolta Business Solutions	10-00-2610-00	Accounts Payable		69.00
LIMRICC PHIP Healt	100725	October Premium	10-10-5621-10	Hosp. Ins. - Admin	5,340.77	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	9,888.21	
			10-10-5621-30	Hosp. Ins. - YS	4,086.53	
			10-10-5621-50	Hosp. Ins. - Tech	3,445.06	
			10-10-5621-60	Hosp. Ins. - Circ	7,431.33	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		30,191.90
LIMRICC UCGA	3Q2025	3rd Quarter 2025 Unemployment	10-10-5646-00	Unemployment Compen	195.59	
		LIMRiCC UCGA	10-00-2610-00	Accounts Payable		195.59
Lisle Area Chamber	15704	Annual Membership	10-60-5931-50	Community Relations	200.00	
		Lisle Area Chamber of Commerce	10-00-2610-00	Accounts Payable		200.00
Midwest Tape	507820539	Hoopla	10-50-5899-20	Digital Content	7,954.23	
		Midwest Tape	10-00-2610-00	Accounts Payable		7,954.23
Midwest Tape 2516	100125	CD Books	10-50-5895-40	A-V Matis - Adult Serv	950.65	
		Midwest Tape (2516)	10-00-2610-00	Accounts Payable		950.65
Midwest Tape 7288	100125	DVDs, Blu-rays, & Processing	10-50-5895-40	A-V Matis - Adult Serv	2,012.25	
		Midwest Tape (7288)	10-25-5717-00	Processing Supplies	471.18	
			10-00-2610-00	Accounts Payable		2,483.43
Midwest Tape 7291	100125	DVDs, Blu-rays, & CD Books	10-50-5890-30	A-V Matis - Youth Serv	84.72	
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable		84.72

**Lisle Library District 2025  
Accounts Payable - October 15, 2025**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Morningstar	11370052-2026	Morningstar Morningstar	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	5,076.00	5,076.00
OverDrive	25300984	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	595.79	595.79
OverDrive	25301098	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	250.00	250.00
OverDrive	25302202	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	121.00	121.00
OverDrive	25302253	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	33.27	33.27
OverDrive	25303008	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	11.00	11.00
OverDrive	25303161	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	598.78	598.78
Procter, Justin	100225	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	7.14	7.14
TERRA Engineering	24637	Engineering Services TERRA Engineering LTD.	70-65-5685-00 10-00-2610-00	Lot Development Project Accounts Payable	7,647.00	7,647.00
Thomas Klise	24082	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	688.22	688.22
Thomas Klise	24083	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	160.00	160.00
Thomas Klise	24084	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	131.34	131.34
					<b>143,462.88</b>	<b>143,462.88</b>

PRIOR MONTHS BILLS PAID BETWEEN SEPTEMBER 2025 AND OCTOBER 2025		
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.		
Check #	Vendor	Amount
HSA	Salaries 9/15/2025	73229.09
HSA	IL Dept. of Revenue	4634.77
Auto W/D	Howard Simon & Associates	856.03
HSA	EFTPS/Electronic Tax Payment 9/15/2025	23653.93
	Fed Tax \$8481.60	
	FICA W/H \$7586.21	
	FICA Lib \$7586.12	
HSA	Salaries 9/30/2025	70848.97
HSA	IL Dept. of Revenue	4485.98
Auto W/D	Howard Simon & Associates	36.85
HSA	EFTPS/Electronic Tax Payment 9/30/2025	22941.81
	Fed Tax \$8239.72	
	FICA W/H \$7351.02	
	FICA Lib \$7351.07	
Wired	IMRF	18113.13
	IMRF Lib \$8010.43	
	<b>Sub Total</b>	<b>218800.56</b>
Check #	Vendor	Amount
9306	Albertsons   Safeway	36.57
9307	Baker & Taylor (L4134472)	578.83
9308	Bear Landscape	1,960.00
9309	CCS	4,320.00
9311	Compact Disc Source	652.12
9312	Culligan of Wheaton	71.89
9313	Delta Dental - Risk	1,902.14
9314	Demco	1,070.49
9315	DuPage County Public Works	162.52
9316	FNBO Billing Account	11,330.93
9317	Garvey's Office Products	306.32
9318	Hagg Press	5,565.78
9319	Sandy Hayes	23.32
9320	Home Depot Credit Services	36.03
	Supplies & Water	
	Vox Books	
	Landscaping	
	Project Management	
	Music CDs & Processing	
	Water	
	October Premium	
	Bookmarks, Labels & Supplies	
	Usage	
	Conferences, Programs, Supplies, & Repairs	
	Calendars	
	Oct/Nov Newsletter Printing & Postage, Dec/Jan Postage	
	IT Roundtable	
	Turtle Care	

9321	Jim Dhamer Plumbing & Sewer	Restroom Sink, Urinals, & Outdoor Spigot Repairs	360.00
9322	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
9323	Konica Minolta Business Solutions	Printer Maintenance	149.00
9324	Konica Minolta Premier Finance	C251 & C301 Leases	412.66
9325	Lauterbach & Amen, LLP	Audit - Progress Billing	8,000.00
9326	Laura Murff	Aspen Conference & LACONI Meeting	310.11
9327	NICOR	Usage	672.13
9328	Lauren Niewold	LACONI Meeting	42.14
9329	Otto Baum Company, Inc.	Masonry	5,275.00
9330	OverDrive, Inc.	Advantage	2,007.60
9331	Phoenix Restoration	Siding Repair - Final	1,533.43
9332	Sikich LLP	Accounting Services	3,578.00
9333	Staples Advantage	Supplies	551.02
9334	Terminix Anderson	Pest Control	188.36
9335	Thomas Klise / Crimson Multimedia	Video Games	1,255.63
9336	Verizon	Usage	1,756.67
9337	Village of Lisle	Monthly Internet Service	450.00
9338	Village of Lisle	Usage	302.52
9339	David Wylly	Program: Medicare 101	50.00
9340	Home Depot Credit Services	Air Filters	472.36
9341	Will Savage	Fall Fest Reimbursement	55.68
9342	Chicago Hearing Society	Training Presentation - Down Payment	372.50
9343	Chicago Hearing Society	Training Presentation - Final	372.50
		<b>Sub Total</b>	<b>\$ 56,298.25</b>
		<b>TOTAL</b>	<b>\$ 275,098.81</b>

Monthly Circulation Report - September 2025

	Checkouts	Renewals	Sep-25 TOTALS	YTD FY 24/25	YTD FY 25/26	YTD % Change
Adult Non-Print	1,861	2,048	3,909	14,098	13,191	-6.43%
Adult Print	4,223	4,176	8,399	27,206	27,531	1.19%
Adult Total	6,084	6,224	12,308	41,304	40,722	-1.41%
YS Non-Print	489	712	1,201	4,701	4,871	3.62%
YS Print	8,328	7,158	15,486	47,066	50,013	6.26%
Total YS	8,817	7,870	16,687	51,767	54,884	6.02%
Digital Media						
Overdrive	5,401		5,401	17,025	17,132	0.63%
hoopla	3,681		3,681	8,477	10,938	29.03%
Overdrive Magazines	907		907	1,419	2,702	90.42%
PressReader	416		416	1,121	1,383	23.37%
Kanopy	350		350	1,197	1,152	-3.76%
Total Digital	10,755	0	10,755	29,239	33,307	13.91%
Subtotal Print + Non-Print/Digital	25,656	14,094	39,750	122,310	128,913	5.40%
Computer/Tech Sessions Logins	1,369		1,369	4,133	4,305	4.16%
Database Usage/Unique Logins	6,676		6,676	16,480	19,382	17.61%
Wireless Use	1,562		1,562	3,938	4,359	10.69%
ScannX sessions/jobs	302		302	1,460	862	-40.96%
Museum Adventure Passes	50		50	147	160	8.84%
Total IT/Resource Sessions	9,959	0	9,959	26,158	29,068	11.12%
Total Circulation	35,615	14,094	49,709	148,468	157,981	6.41%
Borrower Information	Sept 2025 Total	YTD 24/25	YTD 25/26	YTD % Change		
New Library Cards Added	153	458	481	5.02%		
Monthly Borrowers	2,778	9,107	8,825	-3.10%		
Total # Registered Borrowers	11,978	10,472	11,978	14.38%		
InterLibrary Loans						
Materials Sent	37	162	160	-1.23%		
Materials Received	247	1,020	834	-18.24%		
Polaris/Catalog Holds						
Holds Placed	2,952	9,026	8,594	-4.79%		
Holds Checked Out	2,469	7,236	7,178	-0.80%		
Pick-Up Window Service Stats						
# of Patrons/Users	19	48	56	16.67%		
# of Items Picked Up/Checked Out	48	113	122	7.96%		

Lisle Library District - Program and Service Statistics - September 2025

	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY24/25	YTD FY25/26	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		11	60	18	2	91	202	213	5.45%
Attendees		177	1,005	21	14	1,217	2,723	2,954	8.48%
Computer/Technology Programs		2	0			2	6	6	0.00%
Attendees		39	0			39	51	109	113.73%
Performer/Speaker/Author		2	0			2	11	9	-18.18%
Attendees		31	0			31	251	360	43.43%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	1	1	0.00%
Attendees	700					700	650	700	7.69%
<b>Total Number of Programs</b>	1	15	60	18	2	96	220	229	4.09%
<b>Total Patrons Served by Programming</b>	700	247	1,005	21	14	1,987	3,675	4,123	12.19%
Reference Questions		1,236	1,186	1,439		3,861	11,940	13,630	14.15%
Volunteer Hours		5.00	20.00			25.00	547.50	406.50	-25.75%
Notary Service	61					61	77	104	35.06%
<b>Outreach Service Statistics</b>									
Outreach Visits		2	4	2		8	27	35	29.63%
Patrons Served by Outreach Visits		111	155	111		377	2,295	3,254	41.79%
Home Delivery Dates		2				2	7	6	-14.29%
Patrons Served via Home Delivery		90				90	307	278	-9.45%
<b>Total Outreach Programs</b>		4	4	2		10	34	41	20.59%
<b>Total Patrons Served with Outreach Services</b>		201	155	111		467	2,602	3,532	35.74%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	35						92	103	11.96%
Number of Outside Groups Using Meeting Space	65						103	146	41.75%
Number of Ginkgo & Maple Study Room Reservations	109						165	335	103.03%
Patrons Entering Building	10,793						31,785	32,055	0.85%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
<b>Social Media Use</b>									
Facebook (daily page consumption)	729						2,108	1,983	-5.93%
X (a.k.a. Twitter) Followers	1,013						1,130	1,013	-10.35%
Instagram Likes	475						1,679	1,462	-12.92%
Flickr Views	11,167						12,686	24,308	91.61%
YouTube Views	5,137						28,233	15,993	-43.35%
eBlast Engagement	297						1,998	1,514	-24.22%
Total LLD App Downloads *	365						978	365	-62.68%
Total LLD App Sessions *	843						14,394	2,580	-82.08%

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



## General Capital Improvement Program

### A. General Summary

#### 1. BAS Update

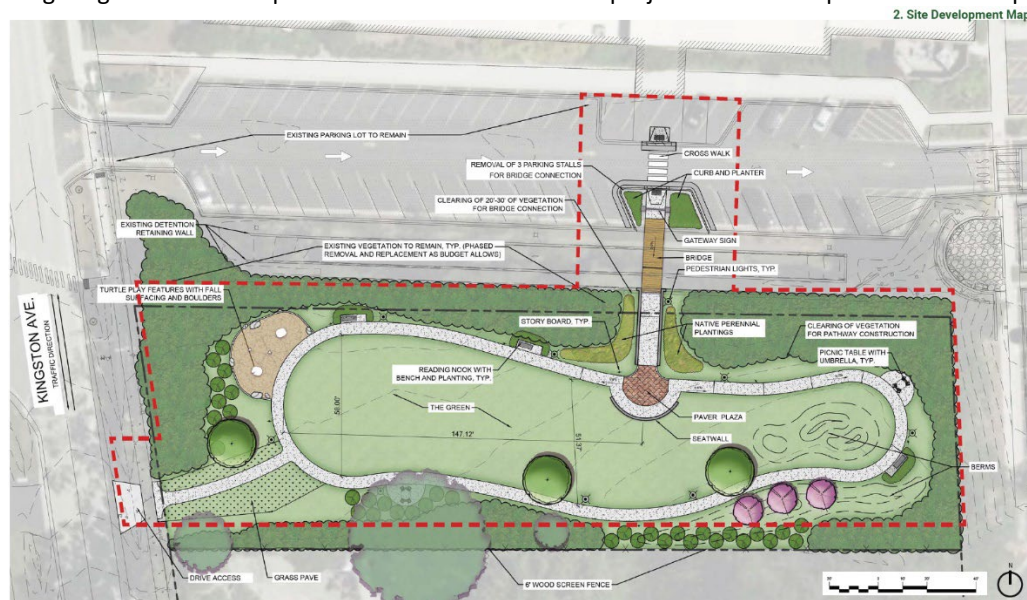
- Final punchlist corrective work remains ongoing

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

- Paperwork closeout in process.

#### 3. LLD Nature Trail Development Project [Kingston lot]

- OSLAD grant application submitted
  - Terra provided additional support for the application
  - Highlights of the grant application included:
    - Open Green Programmatic Space ("The Green")
    - Nature Trail and Accessible Bridge
    - Storyboard Experience and Native Plantings
    - Nature-themed Play Area
    - Shaded Picnic Seating, Reading Benches and Game Spaces
- Targeting a November Update to the Board with a final project definition report and next steps



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: October 10, 2025

## OCTOBER 2025 | DIRECTOR'S REPORT

### Meetings:

NARCAN DuPage Co. – Sept 16  
CCS – Sept 16  
VOL Hokusai – Sept 16  
Dept. Dir – Sept  
LLD Board of Trustees – Sept 17  
Nadeau/Police – Sept 17  
Patron – Sept 18  
Terra/CCS – Sept 18  
Depot Days – Sept 20  
All-Staff – Sept 23  
CCS – Sept 23

Staff – Sept 23  
Lauterbach/Amen – Sept 24  
Staff – Sept 24  
CCS – Sept 25  
Fall Fest – Sept 26  
Lisle Police Car Seats -- Sept 27  
CCS/Terra – Sept 29  
OSLAD submit – Oct 1  
CCS/Terra – Oct 2  
Swistak – Oct 7

### Fall Fest 2025

On Friday, September 26, in the north parking lot, the LLD kicked off Fall Fest 2025. We estimate between 700-750 attendees. The live owl exhibit from Stillman Nature Center was a huge hit, as was the enormous inflatable slide, pretzel truck, pumpkin judging table, campfire Storytime, and photo booth.

Staff did an excellent job at planning, promoting, documenting, and executing a fabulous program this year! We received multiple messages of gratitude for having such a family-friendly and fun event. All the photos and videos from the event can be found on the LLD's social pages and Flickr photo archive.

### Hokusai in Lisle

The Hokusai installation in Downtown Lisle was disassembled in late September. I attended a meeting at Village Hall on September 16, with a group of key installation contributors that included intergovernmental and business entities. The objective of this meeting was to follow up on budgeted items, storage availability for reusable equipment/materials, and options for the volunteer-created art banners.

The Village will retain reusable equipment for future community-wide events, as the Village expended funds on these items. Art banner options were discussed at length without a resolution about what the Village would do with the banners. I suggested holding a public online auction since they are Village property, and to have all proceeds fund future community-wide events. This idea was welcomed, but no final decision was made. The banners remain in storage at the entities that featured them at the start of summer, including the LLD.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: October 10, 2025*

## **Auditors**

Staff from Lauterbach & Amen (L&A) were stationed in a study room at the LLD for a full day of fieldwork in late September. Two other days of fieldwork occurred remotely. Jackie Kilcran, LLD Administrative Office Manager and I were separately interviewed by L&A staff to conduct a fraud/risk inquiry assessment. Fieldwork went very smoothly as Office Manager Kilcran consistently provided the auditors with all the invoices, bank statements, receipts, payroll reports, and general financial data they needed to conduct a governmental audit. L&A will present the official audit to Trustees at the November Board meeting.

## **Partnerships**

### *Lisle Police Dept.*

On September 27, the LLD partnered with the Lisle Police Dept. in the southeast parking lot for a car seat safety check event. Drivers visited with car seat equipment, and certified officers assisted with proper installation. LLD staff stationed a table at the event to provide helpful car seat handouts as well as LLD-related literature.

### *Depot Days | Heritage Society*

LLD staff stationed a table at Lisle Depot Days on September 20 at the museum campus near Village Hall. Staff from Adult, Youth, and Circulation Services featured materials on local history, farming, and other relevant books that aligned with the Depot Days theme. The LLD hosted Lisle Heritage Society signage for this event on LLD property the week leading up to the event.

### *Villa St. Benedict*

On September 18, staff from Circulation and Adult Services visited Villa St. Benedict for an outreach that focused on the LLD Home Delivery Service and Library card registration. Staff spoke to approximately 15 residents and registered 8 new cards. Staff also discussed LLD digital services and large print books.

## **Kingston Lot Project | AKA: The LLD Nature Trail – OSLAD Grant Application**

At the September LLD Board meeting, Terra staff presented two concept design options for the Kingston lot project. Trustees discussed the advantages of both designs and what they would omit. Staff were consulted as well. At the same meeting, I mentioned that with the Board's new input, the LLD would begin the process of applying for an OSLAD grant since the deadline was fast approaching.

In the weeks that were left, CCS, Terra, and I diligently worked to complete the application by the deadline. This was an enormous undertaking that involved multiple meetings, calls, and check-ins. The process also involved a good deal of important narrative writing, uploading of pertinent maps, letters, designs, cost estimate sheets, and applicable LLD minutes, ordinances, surveys, communications, and plans.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: October 10, 2025

The grant application required a name for the project. We used "LLD Nature Trail" as a placeholder until the project advances further and the Board selects a permanent name. The OSLAD grant allows for up to \$600K for development projects. The grant is a 'matching grant,' where the DNR funds half the project. The LLD's estimated budget for the LLD Nature Trail is \$1,097,875.00. If awarded, the LLD would receive \$548,937.50.

Outside of application inputting and uploading, I asked Illinois Senator Laura Ellman, Illinois Representative Terra Costa Howard, Mayor Mullen, and Village Manager Cook for project support letters. We received all four letters of support. I am very grateful for their swift and thoughtful responses.

The application was submitted on October 1 (OSLAD-extended deadline). Applicants will receive award notices in approximately 2-3 months, due to the extensive DNR review process.

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

- Informational email re stress fracture in window panel in south entrance vestibule
- Update email re Fall Fest results and grant application progress
- Two emails re OSLAD grant and inclusions
- RAILS commuter ad on Metra featuring 14 libraries, including LLD + article

Respectfully submitted,



Tatiana Weinstein

 > West Suburban Libraries Collaborate to Reach Metra Commuters

# West Suburban Libraries Collaborate to Reach Metra Commuters

**Public** September 15, 2025

WEST SUBURBS — Fourteen libraries along Metra’s BSNF Railway Line are collaborating to get digital resources to the region’s rising number of commuters. Ads now greeting riders on each BNSF Line train car highlight the ways a library card can help commuters save money and enjoy their time onboard.



The ad, funded by a grant from the RAILS library system, focuses on downloadable books and audiobooks, streaming media platforms, online newspaper access, and more.

Staff at these suburban libraries aim to spread the word about these services to riders who may be paying for similar services, unaware that their library already offers many of the same perks. The ad campaign complements signage and tabling events at stations throughout September, which is National Library Card Signup Month.

“I’ve had a renaissance using library resources—especially audiobooks on my way in and out of the city,” said Christian Siki, a Downers Grove Public Library user and frequent Metra rider. “For a while I would go to a store or Amazon, but I’m just realizing how much there is my library’s Libby app. Times like these, anything free is appreciated.”

The ad campaign is unusual for west suburban libraries, which generally confine their operations within the boundaries of the municipality they serve. “Metra riders are kind of a moving target, moving through all these different villages each day,” said Jay Hines-Shah, a Hinsdale Public Library trustee and weekly Metra passenger, “but they’re the ideal library users. They have some time to read and relax onboard; they are value-conscious; and they understand the value of shared, public spaces and resources.”

The onboard advertisement calls out several digital resources available at most libraries:

- eBooks and eAudiobooks on apps like Libby, Hoopla, and Boundless
- Music, movies and TV shows
- Newspaper and magazine access
- Language learning apps
- Passes to Brookfield Zoo and other Chicagoland museums

Some libraries even offer library cards online, so new users can sign up without leaving the train. Riders can visit [bnsflibraries.com](https://www.bnsflibraries.com) or their local library’s website to learn more.

This project is jointly run by Aurora Public Library, Berwyn Public Library, Cicero Public Library, Clarendon Hills Public Library, Downers Grove Public Library, Hinsdale Public Library,

La Grange Public Library, La Grange Park Public Library, Linda Sokol Francis Brookfield Public Library, Lisle Library District, Naperville Public Library, Riverside Public Library, Thomas Ford Memorial Library (Western Springs), and Westmont Public Library, and was funded through a RAILS grant.



**Reaching Across Illinois Library System**

**630.734.5000**

Toll-Free: 866.940.4081



Funding for all Illinois Library Systems - [Chicago Public Library System](#), [Illinois Heartland Library System](#), and [Reaching Across Illinois Library System](#) - is provided through the [Illinois State Library](#) and the Secretary of State from revenue appropriated by the Illinois General Assembly or granted under the federal Library Services and Technology Act.

SMOKING  
IN THIS AREA

OUTFRONT/

# SKIP THE SUBSCRIPTIONS



FREE with your library card:  
download, stream, and borrow...



- eBooks
- eAudiobooks
- Music
- Movies & TV shows
- News & magazines
- Museum passes
- Language learning apps\*  
...and more!

Get your card online\* while you ride or stop by your library!

\*Some card registration and certain services may not be offered at all local libraries.  
This message was paid for with a grant from BALS, your regional library system.



## LIBRARY NEWS

**WEST SUBURBAN LIBRARIES  
COLLABORATE TO REACH  
METRA COMMUTERS**

## October 2025 Assistant Director Report

### Meetings/Virtual Meetings

- Phoenix Restoration- Sept 10
- J and J Trimming- Sept 10
- Dhamer Plumbing- Sep 15
- DCHD Webinar- Sept 16
- Dhamer Plumbing- Sept 22
- ComEd- Sept 23
- Terra- Sept 25
- Fall Fest- Sept 26
- J and J Trimming- Oct 1
- Metalmaster- Oct 6
- 1Source- Oct 6
- IBS- Oct 8

#### Meetings

The Director and I met several times with Terra and CCS to discuss the Kingston Lot project. Adjustments directed by the Board at the previous meeting have been applied, and the grant submission process was the focus this past month.

#### Facility

Phoenix Restoration came out a few times to assess a broken window in the south entrance. Measurements were taken, and a replacement is being procured. As the window is laminated glass, there is no danger to patrons while we wait for the repairs to be completed.

J and J came out several times to assess a few different plants on the property, as well as replace dead trees that were removed last month. The new burning bushes can be seen along the Front St exit of the parking lot.

Dhamer plumbing was in the building to address a handful of smaller items. This included replacement of a small electric water heater, a leaky outdoor spigot, and adjustments to fixtures in the east end restrooms.

1Source was in the West Mechanical room repairing a hot water pump as well as replacing a faulty valve on the hot water supply line. None of these items were addressed as part of the recent HVAC project.

IBS was on site to address communication issues between several VAV boxes and the JACE. We hope to have all of the bugs sorted out shortly, and I will continue to monitor for communication errors until I am confident everything is running smoothly.

Respectfully Submitted,

Will Savage



Assistant Director

## Adult Services Quarterly Report

July-August-September 2025

### July

The warmer months bring our busiest outreach season at the LLD. Adult Services Staff connected with community members at the following events this summer/early fall: The Lisle French Market (3 visits), the Fourth of July parade, National Night Out, Villa St. Benedict, Depot Days, and a Senior Resources Fair at the Lisle Park District. Staff promoted Summer Read, digital collections, and our programs and services at these events. They also received a generous amount of “We love the Library!” comments from our community.

In honor of our Hokusai-inspired Summer Read, the Adult Services crafting team hosted a special event: Printed Fabric Tote Bags. Designed in the spirit of Hokusai’s woodblock method, patrons were invited to stamp cherry blossom patterns onto canvas totes. As is the case with all of our craft program offerings, registration quickly filled and staff received very positive feedback from attendees. I’m very proud of AS staff who facilitated such a creative endeavor while celebrating our Hokusai theme.

Home Delivery Coordinator, Karalyn Collazo, met with two staff members from the Glen Ellyn Public Library. GEPL staff reached out to Karalyn and asked her to walk them through how the LLD facilitates its incredibly robust Home Delivery program. Karalyn discussed her procedures, marketing, and how the LLD utilizes volunteers. Our visitors were grateful for the help and impressed with the LLD’s Home Delivery numbers.

### August

August brought the conclusion of another busy Summer Read. 759 adults registered for Summer Read this year along with 17 Home Delivery patrons. Adults who read and logged 4 books received an LLD cooler bag as a completion prize. Staff received many compliments on the quality and usefulness of our prize! The most popular books logged during the program included: *Great Big Beautiful Life* by Emily Henry, *One Golden Summer* by Carley Fortune, *The Second Mountain* by David Brooks, *Say You'll Remember Me* by Abby Jimenez and *James* by Percival Everett.

Adult Services staff launched a new program series for the August/September newsletter cycle: *Homesteading*. This topic was mentioned in our Community Survey results as a program request. The AS programming team hosted the following events as part of this themed series: Take & Make Craft: DIY Soap, In-Person Craft: Woven Coasters, Food For Thought Culinary Discussion Group: Bread Making, Introduction to Water-Bath Canning, Take & Make Craft: Magnetic Conversion Chart, and Basic Backyard Chicken Keeping (complete with live chicken visitors!) All of these events were well attended and staff are brainstorming how to incorporate more themed series into our program offerings throughout the year.

The AS team were very busy attending various professional development/training opportunities in the late summer, including in-person meetings and virtual events. Examples of such sessions included: LACONI Recharge: “Stronger Together: Networking Toward More Accessible Libraries,” Worldcon 2025

(a large-scale Science Fiction convention), “Don’t Panic! It’s Only the Law...Resources for Patron Legal Queries,” “Public Libraries and Healthy Communities,” and “Alternative Readers’ Advisory.” This is an important reminder that in our ever-evolving profession, it is imperative that staff keep up-to-date with their knowledge and skill sets. Attending professional development events like these allow us to better serve our community as we put the tips and tricks we’ve learned into practice at the LLD.

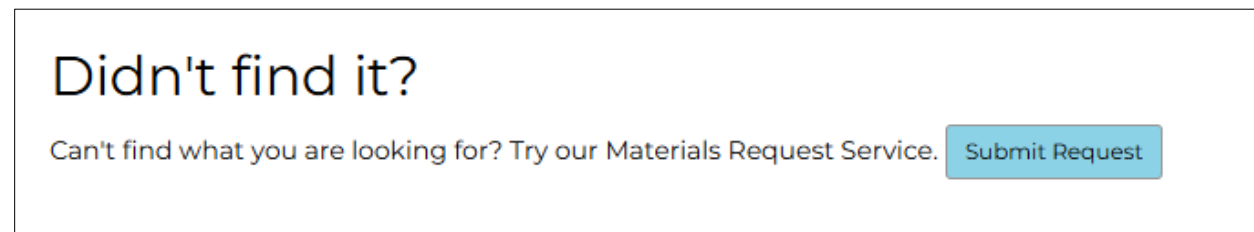
## September

We reached record numbers with this year’s Fall Fest event. Approximately 700 people joined us for Auntie Anne’s pretzels, a jumbo inflatable slide, a fall-themed photo op, a live owl “talk and gawk” from Stillman Nature Center, and a pumpkin carving contest. (I will humbly mention that Adult Services won the pumpkin carving contest!) Staff were also available at the event with autumnal and owl-themed books to check-out on site. It’s safe to say that Fall Fest is currently our most popular library-wide event. I’m so pleased we’ve made a name for ourselves with large-scale programming in the community. As always, staff are learning from our experiences and brainstorming ways we can have an even better event for patrons next year. Our focus will be on reducing wait times for food and activities, plus keeping our offerings fresh and innovative while maintaining some of our “staple” activities (i.e. a photo op, themed library materials). I can’t wait to see what our Event Team comes up with for next fall!

Our new catalog overlay, Aspen, allows patrons to submit a Material Request form online. Patrons are prompted to submit a request at the end of a search result in the catalog (photo below). This is a new feature at the LLD. Previously, patrons had to contact staff directly (in person/email/phone) in order to make a purchase request. Aspen allows patrons a more convenient method of requesting items while also providing the opportunity to see how their request is progressing. Example: Patrons can log in to their account and see if their request has been referred to Collection Development, if the item has been ordered, etc. New patron offerings mean new procedures for staff. As such, I worked closely with my fellow department heads to create a staff procedure for processing these requests. I hosted training sessions for Adult, Youth, and Circulation Services staff and demonstrated how we would update these requests and ensure they were sent to the appropriate selectors. I’m proud of the professionalism of our staff, who were eager to add a few more steps to their regular procedures in order to better the patron experience.

Respectfully Submitted,

Elizabeth Hopkins



*Example of a patron’s view of the catalog when prompted to submit a Materials Request form*



Fall Fest 2025



*Home Delivery Coordinator, Karalyn Collazo, with a Home Delivery patron at Villa St. Benedict*



*Depot Days*

# Youth Services Report– Third Quarter 2025

## News:

- Youth Services hosted “The Frog Lady” in July as part of our summer performer series. The presenter brought a large host of reptiles and shared her knowledge and enthusiasm with our very excited patrons.
- College of DuPage’s theater department provided Lisle Patrons with a performance of their annual summer children’s theater production. This year’s production was called “Alice in TVLand.”
- Several interactive elements including busy boards, gel pads, and other enrichments were added throughout the Youth Services Department by Assistant Director Katie McMahon.
- A permanent “Art Wire” was installed in the Teen Room so that teen patrons can display art that is created while in the Teen Room.
- Youth Services staff attended events: National Night Out, Lisle Elementary Back to School, and Depot Days. Youth Staff also marched with the Library at the Lisle 4th of July Parade.
- The *PageTurners* Program introduced a new year of themes in September, all related to Greek Mythology.
- *Super Smash Bros.* has been added to our videogame tournaments roster for patrons Grades 6-9.

## Programs:

- Youth Services continued to host special monthly themed storytimes. July was our annual “Teddy Bear Sleepover.” For the second year in a row, Vernardos Circus joined us for a special juggling-themed storytime in August. September celebrated Bigfoot and the forest.
- Youth Services’ newest recurring program, Kindergarten Art Jam, has become a rousing success. Librarian Mallory Caise has created engaging and enriching projects that foster both fine motor skills and creative decision making.
- Saturdays have seen continued growth with *Knits and Loops*, which helps youth patrons develop interest and skills in fiber arts such as knitting and crochet.

## Youth Book Clubs and Reading Programs

The *Books and Banter* group for Grades 7-10 read and discussed the following titles with staff members Emily Walker and Isolda Page:

- *The Golden Compass* by Philip Pullman
- *Truly Devious* by Maureen Johnson
- *Wolf by Wolf* by Ryan Graudin

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

- Space
- Book of your Choice
- Athena: Crafts and Craftmanship

The *Check ‘Em Out* group for Grades 4-6 read and discussed the following titles with Emily Walker and Isolda Page:

- *Bellwoods* by Celia Krampien
- *The Girl from Earth’s End* by Tara Dairman
- *Gregor the Overlander* by Suzanne Collins

## Displays

Youth Services staff Mallory Caise and Joann Sheahan prepared displays for the following topics:

- PageTurners
- Book Clubs
- Juneteenth
- Independence Day
- Family
- National Friendship Day
- Hispanic Heritage Month
- Library Card sign-ups
- Disability Pride
- International Cat Day vs International Dog Day
- Back to School
- National Hotdog Month
- International Pirate Month
- Summer Reading

### **Sidewalk Stories**

The following were featured in our Library story walk, prepared and installed by LLD staff Joann Sheahan and Lexy Twidell:

- July: *The Paper Bridge* by Joëlle Veyrenc
- Aug/Sep: *Nature is an Artist* by Jennifer Lavallee

### **Community Outreach Highlights:**

Youth Services staff Katie McMahon and Isolda Page performed outreach storytimes at the following organizations and interacted with a total of **980** children in the community during the third quarter:

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

### **Professional Development:**

- YS Librarians are currently serving on the following professional committees or groups:
  - Katie McMahon is a member of the Monarch Award Selection Committee.
  - Emily Walker served as a member of the School Library Journal's 'Best YA Books' Committee for her fourth year.
- Staff members also took professional development courses on "Designing Training Programs", "Expanding services using Beanstack", and "Customer Service."

### **Patron Communications**

The following comments were provided by way of comment cards:

“First, we LOVE the Lisle Library! Great Job! I’d like to request more Spanish books. Great selection for younger kids, but my girls are 9=10 and need older books in Spanish- some books for 4<sup>th</sup>/5<sup>th</sup> grade and older would be awesome! Thank you (punctuated with a Smiley face)”

“Ms. Joann has Consistently brought wonderful programming to the kids. Her Story/play time is interactive, age appropriate, and she leads with genuine care and enthusiasm that energizes even the grown-ups. Thankful that my kids can grow up with such a kind community member”

“You have great books!”

Respectfully Submitted,  
John Ferrari, Director of Youth Services

## TECHNICAL SERVICES 1<sup>st</sup> QUARTER FY2025/2026

We are continuing to increase our knowledge of Aspen Discovery by attending community run meetings. Once a month, Aspen users gather remotely to discuss upcoming improvements, recently submitted problem tickets, and any concerns related to Aspen Discover. There are also bi-monthly community meetings to discuss Aspen working with Polaris and general cataloging information.

Additionally, Aspen handled the Polaris update with flying colors. As this was the first-time updating Polaris since adding Aspen, there was some concern about connections and APIs working properly.

Two staff members attend the LACONI program Book Repair with Demco. A Demco repair specialist demonstrated techniques to increase the life expectancies of library materials, how to repair damaged books, and provided hands-on practice for participants.

ILA has signed a contract with Amazon Business Prime to provide the business settings and services for free to libraries that are members of ILA. LLD now has access to deeper discounts on all physical books, up to 100 login accounts for staff, and built-in approval workflows to easily manage ordering. Amazon has also created a specific landing page for library business accounts to buy new releases and pre-order with deeper discounts comparable to traditional library vendors, like Ingram and Baker and Taylor. Libraries will also receive free MARC records to add to our catalog which will save staff time and allow users to place holds.

Respectfully submitted by Laura Murff, Director of Technical Services

## MATERIAL ADDED THIS QUARTER

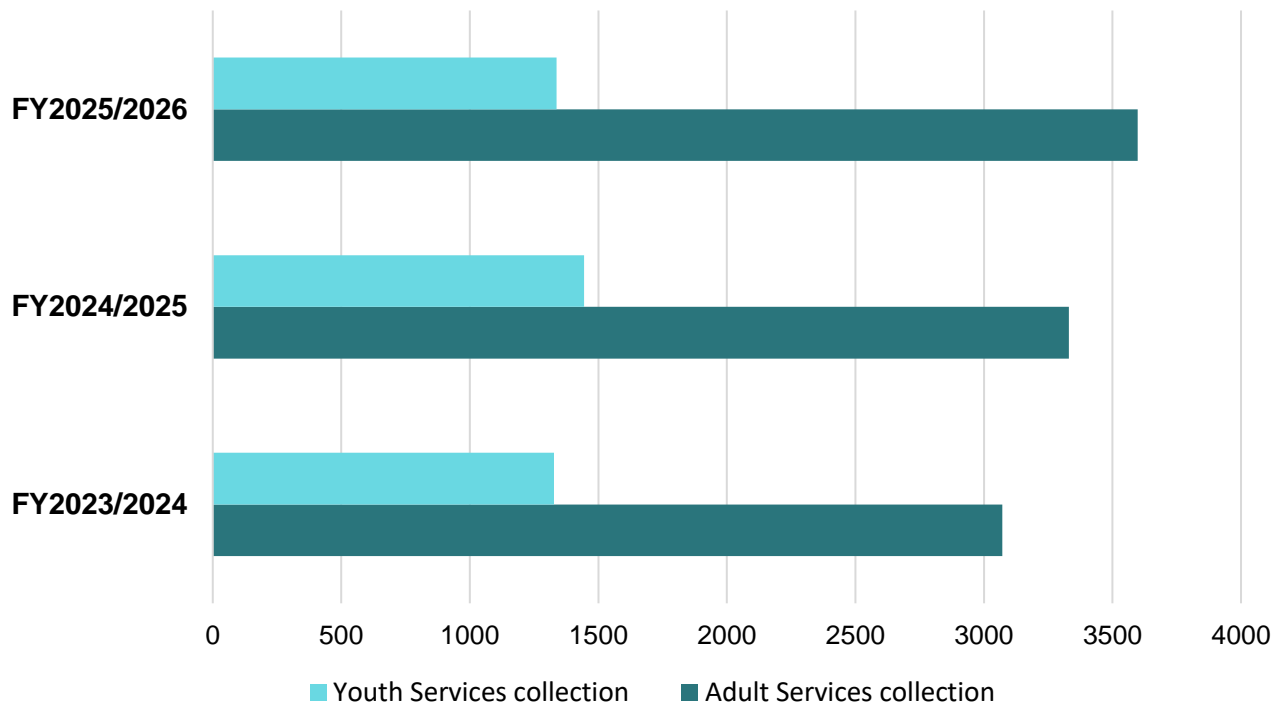
### Adult Services Collection

AS Fiction Books	1312
AS Non-Fiction Books	1123
AS Audio/Visual	563
AS Periodicals	600
<b>Adult Services Total</b>	<b>3598</b>

### Youth Services Collection

YS Fiction Books	888
YS Non-Fiction Books	184
YS Audio/Visual	37
YS Periodicals	33
<b>Youth Services Total</b>	<b>1337</b>

### 1ST QUARTER MATERIAL ADDED COMPARISON FY2025/2026, FY2024/2025, FY2023/2024



## Circulation Services Department Quarterly Board Report 1<sup>st</sup> Quarter FY25/26

### Outreach Events



At the Museums at Station Park's Annual Depot Days in September, Circ. Paraprofessional Jessica, Lori from Adult Services (AS), and Lexy from Youth Services (YS) talked to 60 adults/teens and 35 children. One new patron registered for an LLD card, and Jess checked out a few books to LLD cardholders.

People showed interest in our new app, genealogy resources, and Home Delivery service. And people from other towns were informed about reciprocal borrowing. Several of our patrons had just visited the LLD before attending Depot Days, and they were happy to see LLD staff at the big community event.

*Photo: A young reader as Lexy and Jessica look on.*

On September 18, Circ. Paraprofessional Stephanie and Karalyn, Home Delivery Coordinator from AS, visited the Villa St. Benedict (VSB) Retirement Community. There was much interest in the LLD and our Home Delivery service. Stephanie signed up eight new LLD cardholders, and she also made one replacement card and renewed one card. LLD staff spoke to about 15 people, answering many questions about Home Delivery, digital services, and large print books. Everyone knew Karalyn and was eager to talk to her. She also checked out some books that were brought from the Library especially for the VSB residents.

On August 9, Stephanie and Xavier from AS had fun at the Lisle French Market. Many people expressed their love for the LLD and commented positively about our digital resources. Both Stephanie and Xavier spoke to almost 230 people and gave treats to several dogs. Stephanie registered six new patrons (four adults and two children) and made one replacement LLD card.



*Photo: Stephanie and a happy member of the community at the Lisle French Market on August 9.*

On August 6, Jessica and Noelle, the Assistant Director of AS, participated in the Senior Resources Fair at the Lisle Recreation Center. They spoke to almost 50 people, and Jessica registered one new LLD patron. Many people were from other nearby towns and had cards from their home libraries. Both Jessica and Noelle explained to people how they could still visit the LLD, attend some of our programs, and register as reciprocal borrowers. There was plenty of interest in our museum programs for LLD cardholders. The magnifier bookmarks were a big hit. Everyone also loved the wheel of prizes.

On August 5, Circ. Paraprofessional Angela, Rochelle from AS, and Mallory from YS attended Lisle's National Night Out at the Lisle Police Station. They spoke to over 520 attendees.

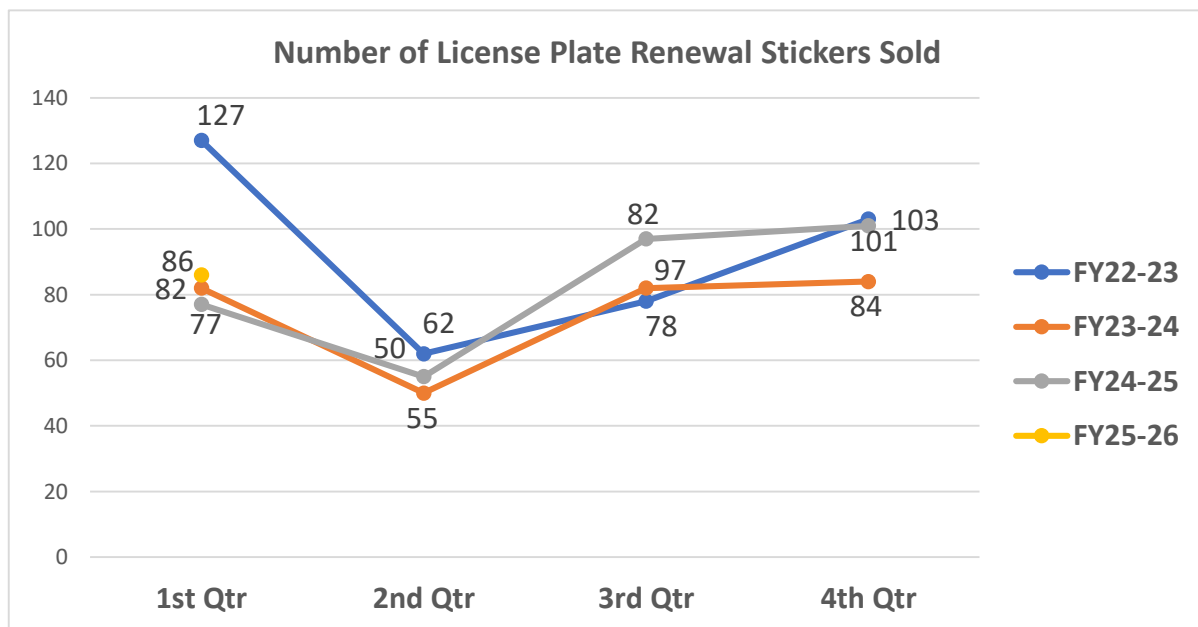
On July 12, Stephanie and Lori attended the Lisle French Market. They had a very successful day. They spoke to 137 people, and Stephanie registered fourteen new patrons and renewed two LLD cards. It was beautiful weather. LLD staff received a lot of positive feedback and excitement regarding our Library, the children's area, the book clubs we offer, and our digital books available through Hoopla and Libby. Lori educated a lot of people on our resources and also signed up many people for Summer Read. The staff members also gave away bookmarks and LLD koozies, which were popular.

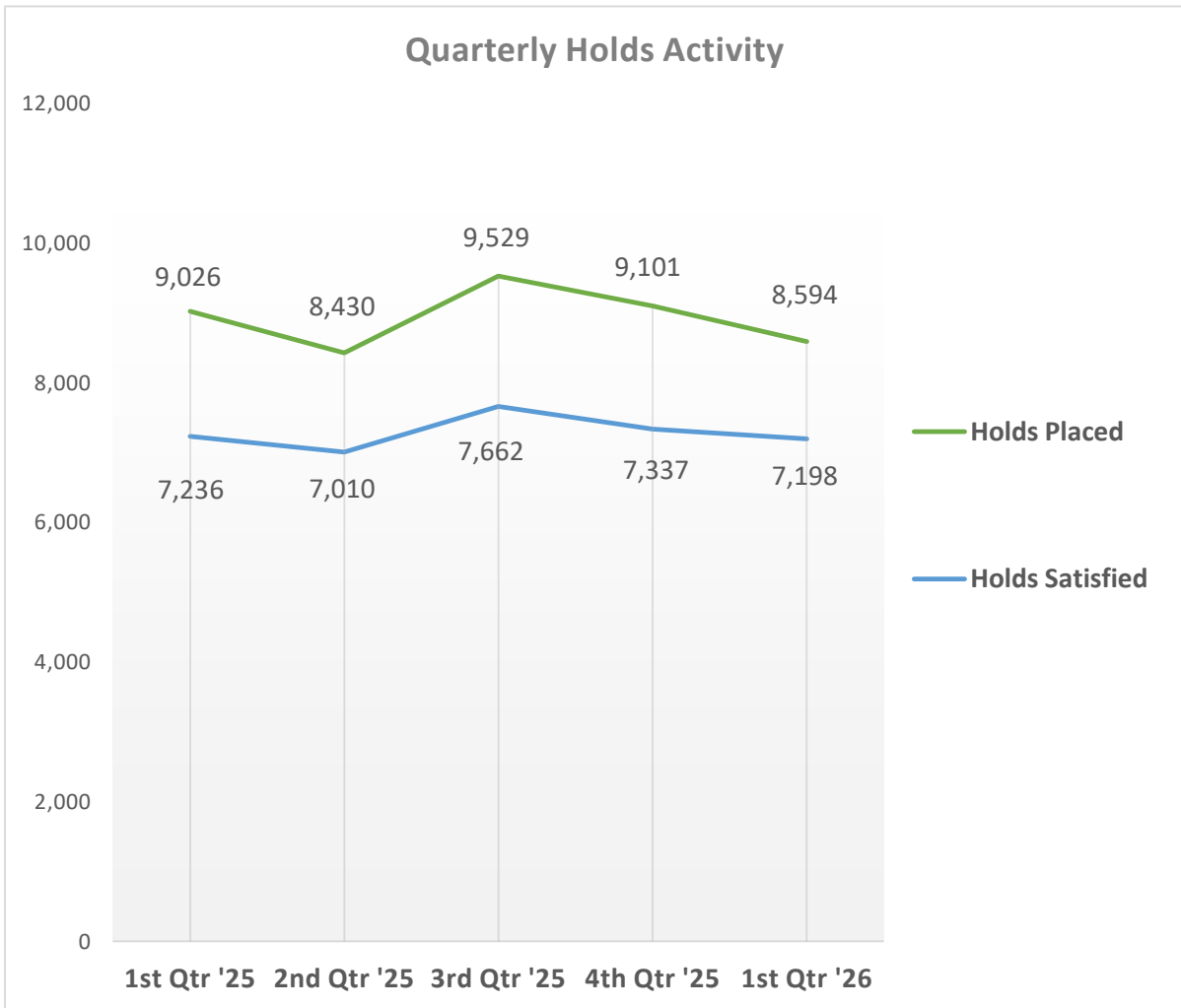
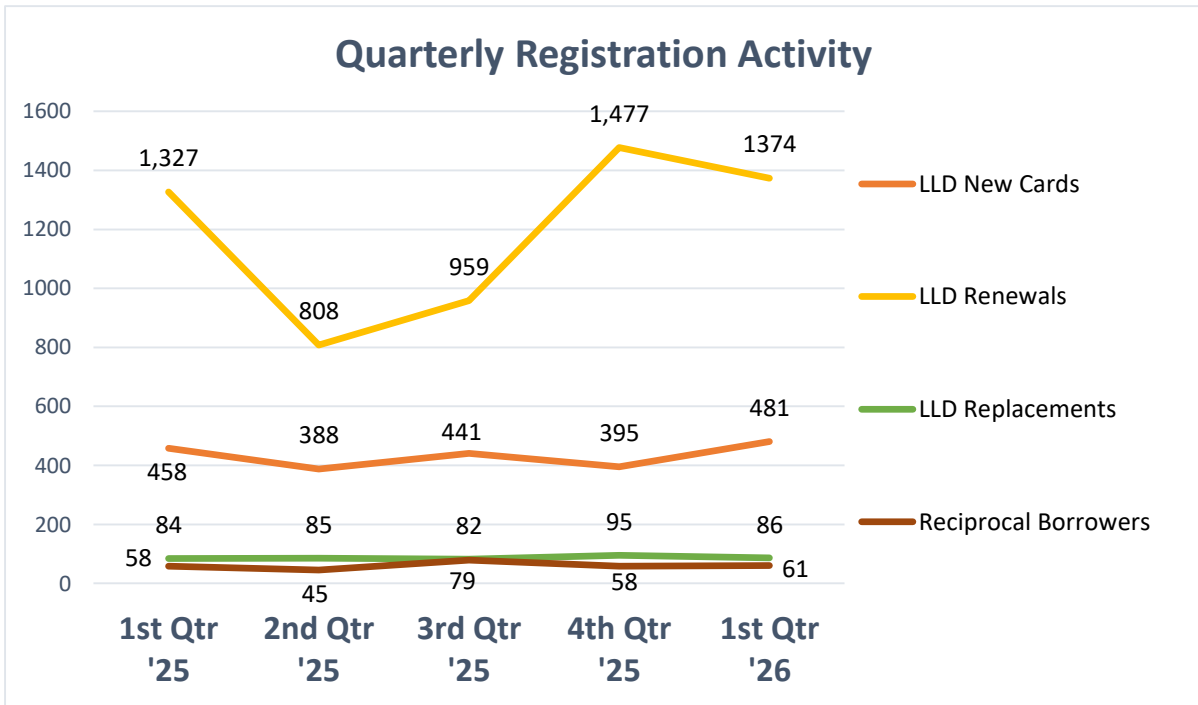
**Fall Fest 2025**

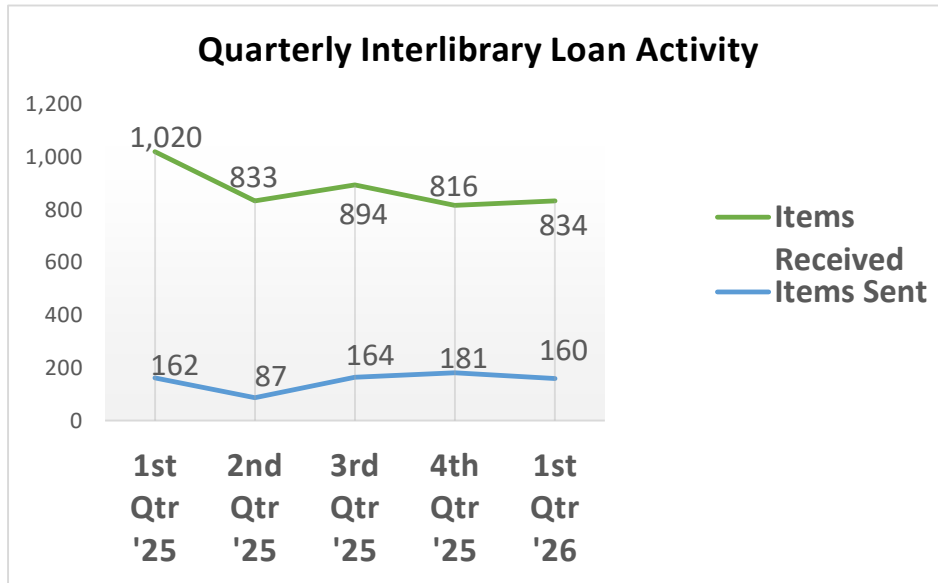
Teri, the Assistant Director of Circ., and Circ. Associate Kimberly participated in the outside portion of the annual Fall Fest on September 26. They were on hand to register new patrons and renew current cardholders. In addition, they had almost 10 patron checkout transactions of LLD materials. Over 60 patrons stopped by to say "Hi."

**Illinois License Plate Renewal Stickers**

Circ. Desk staff sold 86 stickers during the first quarter of FY25/26.







Respectfully Submitted by Paul Hurt, Director of Circulation Services

RESOLUTION 25-05

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS  
NEEDED FOR 2025-2026 FISCAL YEAR

WHEREAS, The Lisle Library District must file on or before December 31, 2025, its Levy Ordinance for the 2025-2026 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law (35 ILCS 200/18-55 et. seq.), the Lisle Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2025-2026 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Lisle Library District that the amount of money estimated to be raised by taxation for the 2025-2026 fiscal year upon the taxable property in said Library District shall not exceed \$4,892,500.00

ADOPTED this 15<sup>th</sup> day of October, 2025 pursuant to a roll call vote as follows:

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

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

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

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

ATTEST:

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

STATE OF ILLINOIS    )  
                                  ) SS  
COUNTY OF DUPAGE )

CERTIFICATE OF AUTHENTICITY

I, Joshua Martin, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 15<sup>th</sup> day of October, 2025, the foregoing resolution: RESOLUTION 25-05 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2025-2026 FISCAL YEAR was duly passed by the Board of Trustees.

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

DRAFT