

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on April 16, 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

April 16, 2025 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Trustee Recognition
  - a. Resolution 25-02 - Marjorie Bartelli commendation - Action Required
    - i. Acknowledgement opportunity for honoree
4. Assignments for reviewing monthly accounts payable
  - a. Secretary Sullivan and Trustee Berry reviewed the March billings in April
  - b. Treasurer Larson and Trustee Martin will review the April billings in May
5. Consent Agenda - Action Required
  - a. Approve Minutes of the March 19, 2025 Board Meeting
  - b. Acknowledge Treasurer's Report, 03/31/25, Investment Activity Report, 03/31/25, Current Assets Report, 03/31/25, Revenue Report, 03/31/25, and Expense Report, 03/31/25
  - c. Authorize Payment of Bills, 04/16/25
6. Unfinished Business
  - a. Capital Improvement Project
    - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
7. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
  - d. Strategic Planning
8. Staff Reports
  - a. Director Report
  - b. Assistant Director Report
  - c. Director of Technical Services Report
9. New Business
  - a. Announcement for Request for Proposal (RFP) for Library cleaning services
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
11. Adjourn

**RESOLUTION 25-02**  
**LISLE LIBRARY DISTRICT (LLD)**  
**April 16, 2025**

**Be it resolved that the following is true and accurate:**

**WHEREAS** Marjorie Bartelli has served on the Board of Trustees for the Lisle Library District since June 2017; and

**WHEREAS** Marjorie Bartelli has served as President of the Lisle Library District (2021-2024); and

**WHEREAS** Marjorie Bartelli has served as Vice President of the Lisle Library District (2019-2021 & 2024-2025); and

**WHEREAS** Marjorie Bartelli has served as Secretary of the Lisle Library District (2018-2019); and

**WHEREAS** Marjorie Bartelli has served on the LLD Physical Plant Committee (2017-2025) and has chaired the Committee (2019-2021); and

**WHEREAS** Marjorie Bartelli has served on the LLD Personnel and Policy Committee (2019-2025); and

**WHEREAS** Marjorie Bartelli chaired the LLD Decennial Committee (2023-2024); and

**WHEREAS** Marjorie Bartelli has served on the LLD Strategic Planning committee (2023-2025) and has chaired the committee (2023-2024); and

**WHEREAS** Marjorie Bartelli has reliably represented the District's Vision, Mission, and Values; and

**WHEREAS** Marjorie Bartelli dependably guided the LLD through the 2023 Renovation as Board President; and

**WHEREAS** Marjorie Bartelli has benefited the LLD Board of Trustees with her attention to policy and fiscal responsibility; and

**WHEREAS** Marjorie Bartelli has consistently supported and attended Library-wide programs and art events at Gallery 777; and

**WHEREAS** Marjorie Bartelli has elevated our meetings with pertinent questions, active-user insight, and an inclusive, community-based, vision for the Library.

Therefore, be it resolved by the Board of Trustees of the Lisle Library District that Marjorie Bartelli be commended for her exemplary service to the District.

This Resolution has been adopted by the LLD Board of Trustees this 16th day of April, 2025.

Approved by

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

ATTEST:

\_\_\_\_\_  
Liz Sullivan, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT  
BOARD MEETING  
March 19, 2025 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Marjorie Bartelli - Vice President  
Karen Larson - Treasurer  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee

Absent:

Debbie Breihan - Trustee  
Josh Martin – Trustee

Also present:

Tatiana Weinstein - Director  
Will Savage - Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:09 p.m.]

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

None

3. Assignments for reviewing monthly accounts payable

- a. President Swistak and Trustee Martin reviewed the February billings in March
- b. Secretary Sullivan and Trustee Berry will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 19, 2025 Board Meeting
- b. Approve Minutes of the February 19, 2025 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/25, Investment Activity Report, 02/28/25, Current Assets Report, 02/28/25, Revenue Report, 02/28/25, and Expense Report, 02/28/25
- d. Authorize Payment of Bills, 03/19/25

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

5. Capital Improvement Project

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

Mr. Rogers stated that the BAS Project is underway. 41 of 45 VAV boxes have been installed. IBS is troubleshooting the software to ensure proper operations. The IBS project should wrap-up around mid-April.

1Source Mechanical is scheduled to start the HVAC replacement project in the next week. This will be back-of-house work in preparation for installing the condensing units once they arrive.

Director Weinstein mentioned that the temperature in a second-floor study room has not been regulated as of yet. Mr. Rogers stated that this was noted and is part of the troubleshooting process. Vice President Bartelli asked if the boilers will be part of the ten-year plan. Assistant Director Savage stated that the boilers are operational, but a flame sensor failed. It has been repaired. Director Weinstein affirmed that the boilers would be part of the ten-year plan.

Mr. Rogers left the meeting at 7:09 p.m.

#### 6. Committee Reports

- a. Finance – President Swistak stated that there was nothing to report at this time.
- b. Personnel and Policy - Trustee Berry stated that the Committee met on March 12, 2025 and reviewed several policies, which would be presented to the Board later in the meeting.
- c. Physical Plant – President Swistak stated that there was nothing to report at this time.
- d. Strategic Planning - President Swistak stated that the Committee would meet on April 9, 2025. Director Weinstein added that the survey has closed and that there were over 400 responses. She also stated that four Trustees volunteered to participate in the focus groups and that more information would be coming soon.

#### 7. Staff Reports

- a. Director Weinstein stated that there was a power outage on March 5<sup>th</sup>. The outage was caused by an underground ComEd failure. ComEd provided the LLD with a generator. The Library operated on generator power from 12:30 - 4:00 p.m., then transitioned back to ComEd power. Director Weinstein has asked the IT Manager to provide a FY25-26 budget number for a server room generator to keep computers and telephones operational in the event of another outage.

The LLD is hosting a volunteer Hokusai community art banner program. Volunteer artists can attend the program and paint canvas banners that were purchased by the Village of Lisle. Completed banners will be displayed in the downtown area, as well as at Gallery 777 during June and July. Community members unable to attend the program can pick up a banner at the Library and complete them at home. The Village will host a Hokusai kick-off event on May 24<sup>th</sup>.

The Lisle Woman's Club donated \$270.00 to the LLD for the purchase of bench that will be located in the south entrance vestibule. The bench has been received, and the LLD is waiting on the donation plaque that will be mounted on the bench. In 2008, the Lisle Woman's Club donated the bench that is currently in the north entrance vestibule.

National Library Week runs from April 6 - 12 this year. The LLD is planning a week of activities, such as an all-ages crossword puzzle contest, a guessing jar, and a Storytime visit by the Mouse from "If You Give a Mouse a Cookie."

In the past week, the LLD received a \$100.00 donation via the website's donation button. Another patron made a \$10.00 in-person donation after picking up publicly available tax forms. The LLD also received a \$200.00 donation from a patron who told staff they "value the library greatly."

Vice President Bartelli suggested that the Library or Trustees might decorate a Hokusai banner. Director Weinstein stated that banners are available for anyone to pick-up and she liked Vice President Bartelli's suggestion.

- b. Assistant Director Savage informed Trustees that relevant staff attend bi-weekly meetings with ByWater Solutions regarding the upcoming Aspen catalog overlay. Progress is going well.

LaForce was on site to troubleshoot the Youth Services automatic door. They found a defective chip in the opener's mechanism. They have ordered a replacement.

IBS is working on the BAS installation. They had to replace an actuator in Meeting Room A that fried during the recent power outage. Assistant Director Savage will submit a claim to ComEd for the costs to repair.

Terrance Electric was on site to relocate conduit so IBS could install a new controller on a VAV box. They were also on site during the power outage and determined the problem was a ComEd failure, rather than an LLD issue.

1Source Mechanical will start the HVAC Replacement Project in the next week.

## 10. New Business

- a. Approve LLD Policy 720: Investments - Action Required

**MOTION:** Trustee Berry moved to approve revisions to LLD Policy 720: Investments. Vice President Bartelli seconded.

Discussion: Director Weinstein stated that Policy 720: Investments was revised with input from Tami Olszewski of Ehlers Investment Partners. The Finance Manager title was removed and now includes an Illinois Sustainability Act reference. It also informs the community that the LLD undergoes an annual audit and where to locate LLD financial documents.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 200: Board of Trustees Bylaws - Action Required

**MOTION:** Treasurer Larson moved to approve revisions to LLD Policy 200: Board of Trustees Bylaws. Trustee Berry seconded.

Discussion: Director Weinstein explained that the Policy underwent substantial formatting changes. The Policy references the ALA Bill of Rights and the LLD Resolution adopting the ALA Bill of Rights.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics - Action Required

**MOTION:** Vice President Bartelli moved to approve revisions to LLD Policy 201: Board of Trustees Code of Conduct & Ethics. Trustee Berry seconded.

Director Weinstein stated that edits were made regarding areas of the Library that have changed due to renovation. The Policy will now permit another person to pick up Trustee materials if authorized.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions – Action Required  
**MOTION:** Secretary Sullivan moved to approve revisions to LLD Policy 325: Schedule of Fines, Fees, & Financial Transactions. Treasurer Larson seconded.

Director Weinstein explained that the biggest change to Policy 325: Schedule of Fines, Fees & Financial Transactions was to remove the \$5.00 processing fee for lost or damaged materials. There were also formatting changes.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Trustee Berry is very happy with the new website design. She finds the layout more user friendly and feels it highlights the collection much better than the previous arrangement.

Vice President Bartelli thanked the Personnel & Policy Committee for their work on the policy revisions. She also commended the Library for working through the power outage.

Treasurer Larson had nothing to add.

Secretary Sullivan thanked the Personnel & Policy Committee for their efforts on the policy revisions.

President Swistak stated that she is pleased with the recent donations. She thanked the community members for their generosity. She too, is enjoying the new website and appreciates the new color palette. She saw the bench donated by the Lisle Woman's Club. She is looking forward to it being placed in the vestibule.

12. Adjourn

**MOTION:** Secretary Sullivan moved to adjourn the meeting. Treasurer Larson seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:37 p.m.

Recorded by

---

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on April 16, 2025.

Approved by

---

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of March 31, 2025

Fund Name	Cash Balance 03/31/25	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,094,433.11	81.28%	91.87%
IMRF	138,830.44	2.76%	3.11%
FICA	223,868.20	4.44%	5.02%
Subtotals	4,457,131.75	88.48%	100.00%
Special Reserve	580,268.97	11.52%	0.00%
	5,037,400.72	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	13.97	14.02	13.17	12.94	12.52	12.19	12.31	10.83	11.26			113.21
Ehlers-Irw Interest PENDING	2,009.83	2,082.59	2,918.86	2,259.00	2,560.83	19,538.50	3,383.19	1,477.55	1,217.31			37,467.66
Fifth Third Bank	3,108.68	2,794.11	3,561.12	3,727.29	3,142.24	2,822.21	2,470.40	1,976.37	1,920.79			25,523.21
Wile Savings	217.11	217.34	232.07	217.80	225.29	218.25	226.31	226.91	206.23			1,986.31
Wile CD 2635	464.04	944.35	917.47	951.78	924.69	959.27	965.10	873.20	970.43			7,968.33
Wile CD 2669	957.30	961.11	933.75	958.65	651.90	848.31	851.24	771.40	856.86			7,800.52
IL Funds	407.72	416.97	395.21	406.63	409.67	366.39	398.22	359.47	398.19			3,561.67
US Bank-9853	10.25	10.59	10.58	10.25	10.59	10.24	10.60	833.67	752.88			1,559.65
US Bank-9370	3.07	3.49	3.20	2.44	2.79	2.96	3.24	3.51	3.51			28.21
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	-	-	86,108.77
Interest - Special Reserve Only	756.74	845.45	738.25	740.90	729.46	2,417.69	881.38	710.37	734.91			9,555.15
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18	7,815.88	7,231.26	22,363.63	7,437.23	5,822.54	5,601.55	-	-	77,553.62
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32	8,318.61	6,532.91	6,336.46	-	-	86,108.77

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	-	56,243.56	248,000.00	639,341.28	1,055,639.54	-	-	-			1,999,114.38
Investment Purchases	-	-	-	(319,207.49)	(641,934.58)	(247,728.75)	(349,900.18)	(473,406.51)	-			-2,032,177.51
TOTALS	-	-	56,243.56	567,207.49	1,281,175.86	1,103,358.29	149,990.18	473,406.51	-	-	-	4,031,291.89





Lisle Library District 2025  
For the Nine Months Ending March 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.	\$ 234.91	\$ 4,283,179.88	\$ 4,121,833.89	\$ 4,280,000.00	100.07
40-01-4414-00 Tax Levy - IMRF	2.75	50,088.50	0.00	50,000.00	100.18
45-01-4415-00 Tax Levy - FICA	9.65	176,019.94	172,953.75	176,225.00	99.88
<b>TOTAL TAX LEVY</b>	<b>247.31</b>	<b>4,509,288.32</b>	<b>4,294,787.64</b>	<b>4,506,225.00</b>	<b>100.07</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>139,588.36</b>	<b>32,138.91</b>	<b>35,000.00</b>	<b>398.82</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	1,514.78	17,891.73	28,269.80	42,720.00	41.88
40-01-4462-00 Personal Property Repl. Tax -	87.42	1,032.58	1,631.52	2,470.00	41.80
45-01-4463-00 Personal Property Repl. Tax -	13.74	162.24	256.34	390.00	41.60
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>1,615.94</b>	<b>19,086.55</b>	<b>30,157.66</b>	<b>45,580.00</b>	<b>41.87</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	5,118.57	71,176.49	56,803.36	50,000.00	142.35
40-02-4475-00 Interest Earned - IMRF	184.06	2,387.61	2,480.91	2,500.00	95.50
45-02-4476-00 Interest Earned - FICA	298.92	3,989.52	3,283.14	3,500.00	113.99
<b>TOTAL INTEREST INCOME</b>	<b>5,601.55</b>	<b>77,553.62</b>	<b>62,567.41</b>	<b>56,000.00</b>	<b>138.49</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	2,287.12	6,079.29	6,447.32	6,000.00	101.32
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>2,287.12</b>	<b>6,079.29</b>	<b>6,447.32</b>	<b>6,000.00</b>	<b>101.32</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	51.27	245.71	537.28	1,000.00	24.57
10-03-4536-00 Non-Resident Fees	0.00	886.02	702.40	800.00	110.75
10-03-4538-00 Book Sale	243.00	1,560.00	878.00	1,600.00	97.50
10-03-4540-00 Fines	100.00	508.79	1,686.72	1,000.00	50.88
<b>TOTAL DESK INCOME</b>	<b>394.27</b>	<b>3,200.52</b>	<b>3,804.40</b>	<b>4,400.00</b>	<b>72.74</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	280.00	324.91	0.00	2,000.00	16.25
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00
10-03-4560-30 Gifts - Restricted	0.00	0.00	0.00	0.00	0.00

Lisle Library District 2025  
For the Nine Months Ending March 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	49.00	447.00	415.00	700.00	63.86
10-04-4573-00	8.31	1,375.36	2,393.20	3,500.00	39.30
10-04-4575-00	547.96	3,386.78	3,013.96	4,000.00	84.67
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	175.00	2,361.43	1,825.38	2,500.00	94.46
10-04-4585-00	304.50	1,776.25	1,699.75	2,500.00	71.05
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,364.77	54,639.02	54,511.77	63,200.00	86.45
TOTAL REVENUES	\$ 11,510.96	\$ 4,809,435.68	\$ 4,484,415.11	\$ 4,716,405.00	101.97

Lisle Library District 2025  
For the Nine Months Ending March 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	\$ 734.91	\$ 8,555.15	\$ 9,287.41	\$ 12,000.00	71.29
TOTAL INTEREST	734.91	8,555.15	9,287.41	12,000.00	71.29
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	90,000.00	45,000.00	120,000.00	75.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	90,000.00	45,000.00	120,000.00	75.00
TOTAL REVENUES	10,734.91	98,555.15	54,287.41	132,000.00	74.66

Lisle Library District 2025  
For the Nine Months Ending March 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>					
<b>Salaries</b>					
10-10-5603-10 Administrative - Reg. Hours	\$ 45,903.36	\$ 414,381.64	\$ 398,764.13	\$ 590,325.00	70.20
10-10-5603-20 Adult Services - Reg. Hours	42,541.05	387,734.92	378,593.79	555,600.00	69.79
10-10-5603-30 Youth Services - Reg. Hours	35,836.71	319,439.56	285,761.47	416,700.00	76.66
10-10-5603-50 Technical Services - Reg. Hour	21,104.83	206,883.28	189,028.15	289,375.00	71.49
10-10-5603-60 Circulation - Reg. Hours	37,447.43	341,128.85	319,297.78	463,000.00	73.68
Total Salaries	182,833.38	1,669,568.25	1,571,445.32	2,315,000.00	72.12
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	4,763.35	42,367.47	45,687.91	67,305.00	62.95
10-10-5621-20 Hosp. Ins. - Adult Serv.	8,402.95	65,633.55	64,978.41	96,150.00	68.26
10-10-5621-30 Hosp. Ins. - YS	4,533.83	39,335.28	39,443.08	57,690.00	68.18
10-10-5621-50 Hosp. Ins. - Tech	4,011.25	35,295.33	26,521.92	41,665.00	84.71
10-10-5621-60 Hosp. Ins. - Circ	3,450.56	40,647.78	36,971.54	57,690.00	70.46
10-10-5622-10 Dental Ins. - Admin.	173.91	1,758.46	1,523.51	2,480.00	70.91
10-10-5622-20 Dental Ins. - Adult Serv	337.42	3,624.95	3,776.28	5,735.00	63.21
10-10-5622-30 Dental Ins. - YS	198.65	2,141.05	1,994.36	3,100.00	69.07
10-10-5622-50 Dental Ins. - Tech	156.20	2,071.66	1,458.09	2,325.00	89.10
10-10-5622-60 Dental Ins. - Circ	96.37	1,473.33	1,205.89	1,860.00	79.21
Total Health and Dental Ins.	26,124.49	234,348.86	223,560.99	336,000.00	69.75
<b>Other Staff Benefits</b>					
10-10-5646-00 Unemployment Compensation	0.00	250.90	344.90	4,000.00	6.27
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	250.90	344.90	4,000.00	6.27
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	3,551.61	31,391.86	30,140.19	45,390.00	69.16
45-10-5625-20 FICA Expense - Adult Serv.	3,126.70	28,584.81	27,933.07	42,720.00	66.91
45-10-5625-30 FICA Expense - Youth Services	2,704.22	24,037.86	21,506.40	32,040.00	75.02
45-10-5625-50 FICA Expense - Tech Servs.	1,615.06	15,529.17	14,209.04	22,250.00	69.79
45-10-5625-60 FICA Expense - Circulation	2,770.67	25,259.88	23,176.61	35,600.00	70.95
Total FICA Expenses	13,768.26	124,803.58	116,965.31	178,000.00	70.11
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	1,978.75	13,484.58	8,690.87	20,800.00	64.83
40-10-5628-20 IMRF Expense - Adult Servs	1,867.53	13,271.63	8,754.74	20,800.00	63.81
40-10-5628-30 IMRF Expense - Youth Services	1,459.88	10,024.42	6,122.34	14,400.00	69.61
40-10-5628-50 IMRF Expense - Tech Servs.	948.46	7,094.96	4,388.24	10,400.00	68.22

Lisle Library District 2025  
For the Nine Months Ending March 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	IMRF Expense - Circulation	1,232.15	8,726.87	13,600.00	64.17
	Total IMRF Expenses	7,486.77	52,602.46	80,000.00	65.75
	Total EMPLOYEE COSTS	230,212.90	2,081,574.05	2,913,000.00	71.46
<b>BUILDING COSTS</b>					
<b>Utilities</b>					
10-20-5650-00	Internet Service Provider	450.00	3,600.00	5,490.00	65.57
10-20-5651-00	INet	0.00	2,260.00	1,810.00	124.86
10-20-5652-00	Utilities - Phone	1,745.55	15,451.20	20,000.00	77.26
10-20-5653-00	Utilities - Gas	1,274.64	5,790.89	12,000.00	48.26
10-20-5654-00	Utilities - Sewer & Water	81.67	1,233.09	4,000.00	30.83
10-20-5655-00	Utilities - Electric	3,180.30	25,236.03	40,000.00	63.09
	Total Utilities	6,732.16	53,571.21	83,300.00	64.31
<b>Maintenance and Repairs</b>					
10-20-5660-00	Maint Contracts - HVAC	0.00	0.00	5,000.00	0.00
10-20-5661-00	Maint Contracts - Maint. Servi	11,907.52	35,508.41	40,000.00	88.77
10-20-5662-00	Maint Contr. - Landscape Serv.	4,980.00	30,570.00	40,000.00	76.43
10-20-5663-00	Maint/Repairs-Genl repairs, Su	351.72	7,538.29	9,000.00	83.76
10-20-5664-00	Maint/Repairs-Non Contr. Work	0.00	58,228.52	51,000.00	114.17
10-20-5665-00	Rubbish Removal	304.12	2,714.12	4,000.00	67.85
	Total Maintenance and Repairs	17,543.36	134,559.34	149,000.00	90.31
	TOTAL BUILDING COSTS	24,275.52	188,130.55	232,300.00	80.99
<b>OPERATING EXPENSES</b>					
<b>Postage and Printing</b>					
10-25-5710-00	Postage and Shipping	407.05	3,572.58	4,500.00	79.39
10-25-5710-10	Printing/Spec. Serv. - Adult	0.00	18,000.54	21,000.00	85.72
10-25-5711-00	Postage Special Serv	0.00	9,879.02	9,500.00	103.99
10-25-5712-00	Printing	73.35	581.70	1,000.00	58.17
	Total Postage and Printing	480.40	32,033.84	36,000.00	88.98
<b>Supplies</b>					
10-25-5713-00	Office Supplies	668.43	5,551.62	6,300.00	88.12
10-25-5714-00	Circ. Material Supplies	604.88	8,704.37	10,000.00	87.04
10-25-5715-00	Copier Supplies	254.94	1,214.73	1,900.00	63.93
10-25-5716-00	Kitchen Supplies	304.20	3,059.26	4,700.00	65.09
10-25-5717-00	Processing Supplies	4,241.26	28,969.94	43,000.00	67.37
10-25-5718-00	Computer Supplies	84.85	1,496.55	10,100.00	14.82

Lisle Library District 2025  
For the Nine Months Ending March 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	6,158.56	48,996.47	50,858.23	76,000.00	64.47
Other Operating Costs					
10-25-5719-00 Publishing	0.00	765.90	683.10	600.00	127.65
10-25-5722-15 Safety Deposit Box Rental	0.00	162.50	166.67	200.00	81.25
10-25-5723-00 Check Printing	0.00	0.00	148.28	100.00	0.00
10-25-5723-15 Bank Charges	780.59	5,213.88	4,408.64	5,100.00	102.23
10-25-5724-15 Local Travel	8.68	50.29	119.34	500.00	10.06
Total Other Operating Costs	789.27	6,192.57	5,526.03	6,500.00	95.27
TOTAL OPERATING EXPENSES	7,428.23	87,222.88	84,514.03	118,500.00	73.61
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	986.00	2,100.00	2,250.00	43.82
10-30-5751-00 Property Damage (All-Peril)	0.00	71,214.90	65,211.50	52,000.00	136.95
10-30-5752-00 Notary Bond	0.00	0.00	0.00	0.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	7,175.00	6,587.00	7,000.00	102.50
TOTAL INSURANCE	0.00	79,375.90	73,898.50	61,250.00	129.59
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	495.00	3,285.00	1,466.25	8,000.00	41.06
10-35-5761-00 Collection Agency	88.55	417.45	506.00	700.00	59.64
10-35-5762-00 Other Contr Services - Admin	0.00	1,672.67	1,870.00	4,000.00	41.82
10-35-5763-00 Other Contr Svcs-Tech Asst	4,083.58	105,434.62	149,528.32	106,000.00	99.47
10-35-5764-10 Other Contr Svcs - Library Wi	3,347.67	26,673.15	18,785.54	40,000.00	66.68
10-35-5765-10 Investment Agency Consultants	0.00	1,220.87	1,507.91	4,500.00	27.13
10-35-5769-00 Accounting Software	0.00	2,686.92	3,737.50	4,000.00	67.17
10-35-5770-00 Contractual - Audit Fee	0.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00 Payroll Service	846.19	9,281.62	9,048.43	13,000.00	71.40
TOTAL CONTRACTUAL SERVICES	8,860.99	160,397.30	195,899.95	189,925.00	84.45
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	3,129.50	2,825.00	4,000.00	78.24
10-40-5784-00 Meetings - Staff	75.68	707.28	334.89	1,000.00	70.73
10-40-5785-00 Conferences - Staff	0.00	5,860.31	3,469.94	7,000.00	83.72
10-40-5786-00 Memorial/Tribute/Recognition	1,800.00	2,053.36	1,623.69	3,000.00	68.45
10-40-5787-00 Staff Development	0.00	1,769.03	1,640.10	2,500.00	70.76
10-40-5788-00 Training (Cont Ed) - Staff	211.00	376.11	0.00	8,500.00	4.42
10-45-5786-70 Dues - Trustee	0.00	0.00	0.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	110.00	0.00	825.00	13.33

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
TOTAL PERSONNEL DEVELOPMENT	2,086.68	14,005.59	9,893.62	29,000.00	48.30
<b>EQUIPMENT COSTS</b>					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	65,158.94	56,949.97	80,000.00	81.45
10-48-5803-10 Technology	0.00	47,924.66	30,342.37	70,000.00	68.46
10-48-5804-10 Facility	68.39	1,019.83	5,447.88	10,000.00	10.20
Total Major Equipment	68.39	114,103.43	92,740.22	160,000.00	71.31
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	229.95	16.99	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	0.00	90.67	362.32	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	277.83	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	74.89	288.87	268.38	700.00	41.27
10-48-5823-60 Minor Equip - Circ	0.00	(85.82)	288.82	700.00	(12.26)
Total Minor Equipment	74.89	523.67	1,214.34	3,500.00	14.96
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	361.14	541.71	720.00	50.16
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	814.98	13,553.36	15,591.45	18,280.00	74.14
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	814.98	13,914.50	16,133.16	20,000.00	69.57
TOTAL EQUIPMENT COSTS	958.26	128,541.60	110,087.72	183,500.00	70.05
<b>LIBRARY MEDIA</b>					
Books					
10-50-5863-20 Literacy/ESL	1,496.28	5,086.59	2,227.20	8,000.00	63.58
10-50-5863-30 Books - Youth Serv	2,496.54	36,560.10	34,950.37	56,500.00	64.71
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	11,691.33	55,190.84	40,156.07	90,000.00	61.32
10-50-5865-10 Books - Adult/Teen Fiction	7,159.45	42,059.29	46,852.92	80,500.00	52.25
10-50-5867-20 Ref Books - Adult Serv	746.43	3,474.72	3,456.14	15,000.00	23.16
Total Books	23,590.03	142,371.54	127,642.70	250,000.00	56.95
Databases					
10-50-5869-20 Internet Licensed DBases	6,491.93	98,294.96	107,550.69	115,000.00	85.47
10-50-5872-10 Dbases - Professional	0.00	6,045.29	6,415.95	8,500.00	71.12
10-50-5873-30 Dbases - Youth Serv	6,267.30	9,564.40	14,378.37	11,500.00	83.17



Lisle Library District 2025  
For the Nine Months Ending March 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 Databases	12,759.23	113,904.65	128,345.01	135,000.00	84.37
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	988.49	9,386.56	6,593.42	10,000.00	93.87
10-50-5895-40 A-V Matls - Adult Serv	3,308.06	37,791.32	41,619.56	63,000.00	59.99
10-50-5899-20 Digital Content	8,284.41	95,293.25	84,416.66	122,000.00	78.11
Total Audio-Visual Materials	12,580.96	142,471.13	132,629.64	195,000.00	73.06
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	60.00	25,175.69	24,716.89	26,000.00	96.83
10-50-5900-20 Periodicals - Adult Serv	1,243.98	19,947.86	20,646.91	21,500.00	92.78
10-50-5900-30 Periodicals - Youth	0.00	258.94	398.23	500.00	51.79
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,397.99	3,315.46	3,000.00	79.93
Total Periodicals/Doc Delivery	1,303.98	47,780.48	49,077.49	51,000.00	93.69
TOTAL LIBRARY MEDIA	50,234.20	446,527.80	437,694.84	631,000.00	70.77
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	929.45	13,500.41	10,750.91	15,000.00	90.00
10-60-5931-30 Programs - Youth	916.13	6,246.26	6,820.58	15,000.00	41.64
10-60-5931-40 Online Marketing	182.92	806.24	865.77	1,700.00	47.43
10-60-5931-50 Community Relations	101.91	2,079.57	3,362.09	5,500.00	37.81
Total Programs	2,130.41	22,632.48	21,799.35	37,200.00	60.84
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	853.35	3,000.00	328.76	3,000.00	100.00
10-60-5940-30 Reader Services - Youth Serv.	147.21	3,161.19	1,769.46	6,800.00	46.49
Total Readers Services	1,000.56	6,161.19	2,098.22	9,800.00	62.87
TOTAL PROGRAMS AND READERS	3,130.97	28,793.67	23,897.57	47,000.00	61.26
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	155.89	425.44	2,000.00	7.79
10-80-5981-80 Restricted - Per Capita Grant	3,243.06	8,970.97	9,981.66	46,000.00	19.50
10-80-5982-80 Interest Expense	0.00	25,000.00	25,800.00	26,000.00	96.15
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	40,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	3,243.06	74,126.86	76,207.10	114,000.00	65.02

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

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	70,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	330,430.81	3,288,696.20	3,131,349.56	4,614,475.00	71.27
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	90,000.00	45,000.00	120,000.00	75.00
TOTAL OPERATING TRANSFERS O	10,000.00	90,000.00	45,000.00	120,000.00	75.00
TOTAL ALL EXPENSES	340,430.81	3,378,696.20	3,176,349.56	4,734,475.00	71.36

Lisle Library District 2025  
For the Nine Months Ending March 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	\$ 13,977.00	\$ 13,977.00	\$ 0.00	\$ 15,000.00	93.18
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	14,807.50	0.00	20,000.00	74.04
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>13,977.00</b>	<b>28,784.50</b>	<b>0.00</b>	<b>60,000.00</b>	<b>47.97</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	0.00	0.00	142,791.88	0.00	0.00
70-65-5680-00 HVAC Replacement Project	0.00	29,358.00	0.00	200,000.00	14.68
70-65-5685-00 Lot Development Project	0.00	13,030.00	0.00	500,000.00	2.61
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>0.00</b>	<b>42,388.00</b>	<b>142,791.88</b>	<b>700,000.00</b>	<b>6.06</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>13,977.00</b>	<b>71,172.50</b>	<b>142,791.88</b>	<b>760,000.00</b>	<b>9.36</b>

Lisle Library District 2025  
Accounts Payable - April 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
1 Source Mechanical	7408	Boiler Repair 1 Source Mechanical, Inc.	10-20-5660-00 10-00-2610-00	Maint Contracts - HVAC Accounts Payable	1,135.09	1,135.09
1 Source Mechanical	7409	Boiler Repair 1 Source Mechanical, Inc.	10-20-5660-00 10-00-2610-00	Maint Contracts - HVAC Accounts Payable	516.00	516.00
1 Source Mechanical	Pay App #1	HVAC Renovation - Pay App #1 1 Source Mechanical, Inc.	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	45,117.00	45,117.00
Amazon	033125	Books & Supplies	10-50-5864-10 10-50-5865-10 10-60-5931-10 10-50-5863-30 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 10-50-5867-20 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Programs - Adult Service Books - Youth Serv Programs - Youth Reader Services - Youth Kitchen Supplies Office Supplies Maint/Repairs-Genl repai Processing Supplies Circ. Material Supplies Minor Equip - Tech Servi Ref Books - Adult Serv Accounts Payable	416.51 93.63 58.16 186.62 288.22 13.99 105.20 122.70 139.72 24.63 144.53 177.75	
Awarding You	121014	Plaques Awarding You	10-40-5786-00 10-00-2610-00	Memorial/Tribute/Recog Accounts Payable	45.00	45.00
Case Lots	151	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	400.10	400.10
CDW G	AD18Y4L	Battery Back Up CDW Government	10-25-5718-00 10-00-2610-00	Computer Supplies Accounts Payable	268.16	268.16
ComEd	033025	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,250.44	3,250.44
Compact Disc Sourc	82829	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	68.90	68.90
Compact Disc Sourc	82830	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	159.48	159.48
Culligan of Wheaton	040825	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	59.88	59.88
Demco	7627761	Bookmarks Demco	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	213.92	213.92
EnvisionWare	INV-US-74799	Annual Maintenance Self Checks, RFID Pads, Gates &	10-35-5763-00	Other Contr Svcs-Tech	19,282.05	

## Lisle Library District 2025 Accounts Payable - April 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
EnvisionWare	INV-US-74800	Staff Register EnvisionWare, Inc.	10-00-2610-00	Accounts Payable		19,282.05
		Payware & eCommerce Annual Subscription EnvisionWare, Inc.	10-35-5763-00	Other Contr Svcs-Tech	2,431.01	
FNBO Billing - 1897	032725		10-00-2610-00	Accounts Payable		2,431.01
		Programs, AV, Contractual Services	10-03-4550-00	Gifts - Unrestricted Corp	270.00	
			10-25-5710-00	Postage and Shipping	9.68	
			10-35-5763-00	Other Contr Svcs-Tech	1,206.30	
			10-40-5786-00	Memorial/Tribute/Recog	73.65	
			10-48-5803-10	Technology	209.00	
			10-48-5823-30	Minor Equipment - Youth	112.35	
			10-50-5864-10	Books - Non Fiction	142.86	
			10-50-5895-40	A-V Mats - Adult Serv	369.76	
			10-50-5900-20	Periodicals - Adult Serv	127.70	
			10-60-5931-10	Programs - Adult Service	325.39	
			10-60-5931-30	Programs - Youth	14.88	
			10-60-5931-40	Online Marketing	104.04	
			10-60-5931-50	Community Relations	10.00	
			10-60-5940-30	Reader Services - Youth	121.58	
			10-80-5981-80	Restricted - Per Capita	611.06	
		FNBO Billing Account	10-00-2610-00	Accounts Payable		3,708.25
Garvey's	661332-1	Supplies	10-25-5713-00	Office Supplies	71.55	
		Garvey's Office Products	10-00-2610-00	Accounts Payable		71.55
Goodman, Clarence	5-10-2025	Program: Burnham, Mies, Gang, and Their Legacies: Chicago Architecture Milestones	10-60-5931-10	Programs - Adult Service	340.00	
		Clarence Goodman	10-00-2610-00	Accounts Payable		340.00
Grey House	989487	Reference Books	10-50-5867-20	Ref Books - Adult Serv	297.00	
		Grey House Publishing	10-00-2610-00	Accounts Payable		297.00
Groot	14196337T098	Rubbish	10-20-5665-00	Rubbish Removal	302.42	
		Groot, Inc.	10-00-2610-00	Accounts Payable		302.42
Hagg Press	122863	April/May Newsletter	10-25-5710-10	Printing/Spec. Serv. - Ad	3,612.00	
		Hagg Press	10-25-5711-00	Postage Special Serv		109.38
			10-00-2610-00	Accounts Payable		3,502.62
Hagg Press	250403F	June/July Newsletter	10-25-5711-00	Postage Special Serv	1,750.00	
		Postage Hagg Press	10-00-2610-00	Accounts Payable		1,750.00
Illinois Library	308040	Annual Membership - Breihan	10-45-5786-70	Dues - Trustee	75.00	
		Illinois Library Association	10-00-2610-00	Accounts Payable		75.00

Lisle Library District 2025  
Accounts Payable - April 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Illinois Library	308069	Annual Membership - Swistak Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	308071	Annual Membership - Walker Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	308146	Annual Membership - Ferrari Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	308148	Annual Membership - Martin Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	308165	Annual Membership - Larson Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	308216	Annual Membership - Sullivan Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	308403	Annual Membership - Berry Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	308415	Annual Membership - Savage Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	308419	Annual Membership - Duran Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Ingram	040125	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	6,911.90 5,640.00 769.20 4,921.12 117.06 2,719.71	21,078.99
Interactive Building	111342	BAS Interactive Building Solutions	70-20-5666-00 70-65-5671-00 10-00-2610-00	Facility and Campus Furniture & Equipment Accounts Payable	1,023.00 11,541.00	12,564.00
Kanopy	446410	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	502.00	502.00
Kocemba, Yolanda	032925	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00
N Kone	871652692	Annual Elevator Contract	10-20-5661-00	Maint Contracts - Maint.	4,491.36	

Lisle Library District 2025  
Accounts Payable - April 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Konica Minolta Busin	501320300	Kone	10-00-2610-00	Accounts Payable		4,491.36
		#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	329.08	329.08
Lakeshore Learning	90477280	Storytime Chairs Lakeshore Learning	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	1,839.76	1,839.76
Lakeshore Learning	90604285	Storytime Chairs Lakeshore Learning	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	1,839.76	1,839.76
LIMRICC PHIP Healt	040825	April 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	5,422.77 9,988.62 5,106.88 4,494.41 8,782.41	33,795.09
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		
		1st Q 2025 Unemployment	10-10-5646-00	Unemployment Compen	1,086.85	
		LIMRICC UCGA	10-00-2610-00	Accounts Payable		1,086.85
		Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	7,341.42	7,341.42
Midwest Tape 2516	040125	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	418.82	418.82
Midwest Tape 7288	040125	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-50-5863-20 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Literacy/ESL Processing Supplies Accounts Payable	1,811.24 149.99 589.44	2,550.67
Midwest Tape 7289	040125	DVD & Processing Midwest Tape (7289)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	9.99 240.99	250.98
Midwest Tape 7291	040125	DVDs, Blu-rays, CD Books & Processing Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	317.81	317.81
OverDrive	25091440	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,018.83	2,018.83
OverDrive	25100792	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	54.20	54.20
OverDrive	25100900	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	154.00	154.00
N3 OverDrive	25101668	CPC	10-50-5899-20	Digital Content	492.23	

## Lisle Library District 2025 Accounts Payable - April 16, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OverDrive	25101754	OverDrive, Inc. CPC OverDrive, Inc.	10-00-2610-00 10-50-5899-20 10-00-2610-00	Accounts Payable Digital Content Accounts Payable	60.50	492.23 60.50
OverDrive	25102434	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	496.80	496.80
OverDrive	25103154	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	125.35	125.35
OverDrive	25110848	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,010.56	2,010.56
Penworthy	0606854-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	985.84	985.84
Penworthy	0606863-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	603.34	603.34
Playaway	495674	Cases/Supplies Playaway Products LLC	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	179.88	179.88
Rock Valley College	229483555	Replacement Cost for Lost ILL Item Rock Valley College E. M. Black Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	10.78	10.78
Terrance Electric	2254067	Power Outage Terrance Electric & Technology	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	460.00	460.00
Thomas Klise	19968	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	1,486.42	1,486.42
Thomas Klise	19969	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	90.00	90.00
Toshiba	6526056	Photocopier Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	190.82	190.82
Unique	6137671	March Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	12.65	12.65
Village of Lisle	022425	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	184.66	184.66
					<b>183,894.36</b>	<b>183,894.36</b>



PRIOR MONTHS BILLS PAID BETWEEN MARCH 2025 AND APRIL 2025			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 3/14/2025		66604.33
HSA	IL Dept. of Revenue	State Tax Withheld	4234.39
HSA	Health Savings Account	Payroll Withholding	65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 3/14/2025	803.67
HSA	EFTPS/Electronic Tax Payment 3/14/2025	Fed Tax \$8021.90	21827.49
		FICA W/H \$6902.82	
		FICA Lib \$6902.77	
HSA	Salaries 3/31/2025		66258.48
HSA	IL Dept. of Revenue	State Tax Withheld	4211.96
HSA	Health Savings Account	Payroll Withholding	65.00
Auto W/D	Howard Simon & Associates	PR Serv. - 3/31/2025	42.52
HSA	EFTPS/Electronic Tax Payment 3/31/2025	Fed Tax \$7974.47	21705.44
		FICA W/H \$6865.48	
		FICA Lib \$6865.49	
Wired	IMRF	IMRF W/H \$8528.02	16014.75
		IMRF Lib \$7486.73	
		Sub Total	201833.03
Check #	Vendor	Description	Amount
8889	Albertsons   Safeway	Supplies	153.57
8890	Allegra	Business Cards - Weinstein	73.35
8891	Bear Landscape	Snow Removal Contract #5 of 5	4,980.00
8892	Culligan of Wheaton	Water	42.96
8893	Delta Dental - Risk	April Premium	1,788.27
8894	Demco	Supplies	236.01
8895	DuPage County Public Works	Usage	28.76
8896	Eco Clean Maintenance	January & March Janitorial Service	5,925.00
8897	Groot, Inc.	Rubbish	304.12
8898	Home Depot Credit Services	Supplies	52.80
8899	InfoUSA Marketing, Inc.	Reference Solutions	5,600.00

8900	Johnson Controls Security Solutions	Monitoring & Credit Memo	1,046.96
8901	Chris Knight	CompTIA IT Training & Mileage	219.68
8902	Konica Minolta Business Solutions	#C458 Usage	270.98
8903	Las Vegas-Clark County Library Dist	Replacement Cost for Lost ILL Item	60.00
8904	NICOR	Usage	1,274.64
8905	OverDrive, Inc.	Advantage	1,402.42
8906	Paddock Publications	Subscription through 9/7/25	1,002.00
8907	SCARCE	Program: 3Rs: Reduce, Reuse, Recycle	225.00
8908	Sikich LLP	January & February Accounting Services	3,310.00
8909	Staples Advantage	Supplies	1,172.31
8910	Verizon	Usage	1,745.55
8911	Village of Lisle	Usage	450.00
8912	Zoobean Inc.	Beanstack	1,371.30
		<b>Sub Total</b>	<b>\$ 32,735.68</b>
		<b>TOTAL</b>	<b>\$ 234,568.71</b>

Monthly Circulation Report - March2025

	Checkouts	Renewals	Mar-25 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change	
Adult Non-Print	2,373	2,492	4,865	46,787	42,341	-9.50%	
Adult Print	4,427	3,993	8,420	77,220	76,476	-0.96%	
Adult Total	6,800	6,485	13,285	124,007	118,817	-4.19%	
YS Non-Print	780	961	1,741	15,018	14,125	-5.95%	
YS Print	8,935	6,665	15,600	126,145	132,026	4.66%	
Total YS	9,715	7,626	17,341	141,163	146,151	3.53%	
Digital Media							
Overdrive	6,202		6,202	45,930	50,997	11.03%	
hoopla	3,262		3,262	21,406	26,117	22.01%	
Overdrive Magazines	1,015		1,015	4,596	5,857	27.44%	
PressReader	359		359	6,487	3,063	-52.78%	
Kanopy	454		454	2,763	3,314	19.94%	
Total Digital	11,292	0	11,292	81,182	89,348	10.06%	
Subtotal Print + Non-Print/Digital	27,807	14,111	41,918	346,352	354,316	2.30%	
Computer/Tech Sessions Logins *	1,633		1,633	10,413	12,169	16.86%	
Database Usage/Unique Logins	6,556		6,556	60,716	58,348	-3.90%	
Wireless Use	1,491		1,491	10,264	11,932	16.25%	
ScannX sessions/jobs	247		247	2,409	2,774	15.15%	
Museum Adventure Passes	29		29	284	302	6.34%	
Total IT/Resource Sessions	9,956	0	9,956	84,086	85,525	1.71%	
Total Circulation	37,763	14,111	51,874	430,438	439,841	2.18%	
Borrower Information	Mar2025 Total	YTD 23/24	YTD 24/25	YTD % Change			
New Library Cards Added	132	1,476	1,287	-12.80%	* Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	2,841	25,426	25,594	0.66%			
Total # Registered Borrowers	11,269	9,517	11,269	18.41%			
InterLibrary Loans							
Materials Sent	60	438	413	-5.71%			
Materials Received	257	3,150	2,747	-12.79%			
Polaris/Catalog Holds							
Holds Placed	3,136	26,500	26,985	1.83%			
Holds Checked Out	2,490	21,077	21,908	3.94%			
Pick-Up Window Service Stats							
# of Patrons/Users	25	218	189	-13.30%			
# of Items Picked Up/Checked Out	48	630	483	-23.33%			

Lisle Library District - Program and Service Statistics - March 2025

Library Event Statistics										
	Library Wide	Adult	Youth	Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change	
Staff Facilitated Programs		10	57	25	2	94	542	652	20.30%	
Attendees		114	1,104	36	23	1,277	7,196	8,923	24.00%	
Computer/Technology Programs		2	0			2	20	20	0.00%	
Attendees		7	0			7	131	173	32.06%	
Performer/Speaker/Author		6	0			6	34	42	23.53%	
Attendees		142	0			142	644	941	46.12%	
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	2	2	0.00%	
Attendees	0					0	1,300	1,150	-11.54%	
Total Number of Programs	0	18	57	25	2	102	598	716	19.73%	
Total Patrons Served by Programming	0	263	1,104	36	23	1,426	9,271	11,187	20.67%	
Reference Questions		1,482	1,388	1,776		4,646	39,118	37,186	-4.94%	
Volunteer Hours		5.00	17.50			22.50	603.00	738.00	22.39%	
Notary Service	22					22	314	264	-15.92%	
Outreach Service Statistics										
Outreach Visits		0	17	0		17	59	104	76.27%	
Patrons Served by Outreach Visits		0	938	0		938	4,402	5,178	17.63%	
Home Delivery Dates		2				2	20	19	-5.00%	
Patrons Served via Home Delivery		94				94	893	816	-8.62%	
Total Outreach Programs		2	17	0		19	79	123	55.70%	
Total Patrons Served with Outreach Services		94	938	0		1,032	5,295	5,994	13.20%	
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)	32						236	260	10.17%	
Number of Outside Groups Using Meeting Space	53						324	386	19.14%	
Number of Ginkgo & Maple Study Room Reservations*	83						26	637	2350.00%	
Patrons Entering Building 1	10,618						100,848	92,597	-8.18%	
Friend's Sponsored Programs	0						0	0	--	
Attendees	0						0	0	--	
Social Media Use										
Facebook (daily page consumption)	567						8,092	5,090	-37.10%	
X (a.k.a. Twitter) Followers	1,020						1,065	1,020	-4.23%	
Instagram Likes	548						5,059	4,058	-19.79%	
Flickr Views	2,454						71,602	51,632	-27.89%	
YouTube Views	8,280						64,266	77,862	21.16%	
eBlast Engagement	568						6,509	6,366	-2.20%	
Total LLD App Downloads	1,048						908	1,048	15.42%	
Total LLD App Sessions	4,961						35,441	42,831	20.85%	
1 The LLD has adjusted the last FY totals to reflect more accurate data.										

\* New stat as of March 2024.



## General Capital Improvement Program

### A. General Summary

---

#### 1. BAS Update

- IBS intends to have the final air handler (4 of 4) and boiler controls updated next week which will complete the majority of their work.
- A network issue is persisting within the VAV (terminal equipment) that IBS is continuing to work to troubleshoot. This issue will need to be resolved for the project to be considered substantially complete.
- A power outage in early March corresponded with failure of an actuator for the meeting room HVAC equipment that had to be replaced. IBS performed this work as a change order for \$2,259. Electrical power outages are an ongoing risk to the overall HVAC system.
  - We intend to obtain pricing for adding battery backup to critical equipment.

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

- A permit was obtained and advance work started in March
- Two of the four units have been kept on while we are waiting for equipment delivery so the building has some cooling capacity if needed.
- Equipment delivery is expected next week and the work should be completed by mid May.

### B. Executive Report

---

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

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

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

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

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

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

- Further discussions pending Library Direction.

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

## APRIL 2025 | DIRECTOR'S REPORT

### Meetings:

Staff – Mar 18  
LLD Board of Trustees – Mar 19  
Asst. Dept. Dirs – Mar 20  
Atty Gen Web/OMA – Mar 21  
All-Staff – Mar 25  
Focus Grp. #1 – Mar 3  
Hokusai Team/Pulse – Mar 31  
Staff – Mar 31  
Power outage – Apr 4

Focus Grp #2 – Apr 5  
Focus Grp #3 – Apr 7  
Hokusai Team/VOL – Apr 7  
Focus Grp #4 – Apr 8  
Dept. Dir. – Apr 8  
Swistak – Apr 9  
Strategic Planning -- Apr 9  
VIP Signs – Apr 10  
Atty Gen Web/FOIA – Apr 1

### LLD Board Member Bartelli

As Director of the LLD, having forthright, realistic, and productive discussions with your Board President is critical. This is especially true when your Library undergoes a complete renovation. I very much appreciated Marjorie Bartelli's support and trust when the LLD embarked on this massive project in 2022/23. Her leadership throughout the process ensured that the LLD could accomplish all its goals. And we did.

I am also grateful that Trustee Bartelli was, and continues to be, a huge supporter of Gallery 777's mission to exhibit local artists at the Library. Gallery 777 was something I initiated a few years before I became Director. I appreciate the ongoing support and enjoy seeing it blossom into an even better Library feature than when it first launched in 2014.

Marjorie Bartelli made every effort to attend Library-wide events during her tenure as a Trustee. This did not go unnoticed. Staff appreciate Trustees supporting these events as they require intense planning, promoting, and execution. Having Trustees see the fruits of all the work that goes into these programs is important and valued.

I wish Marjorie Bartelli the best as a continued Library patron and as an active community member.

### Power Outage

Almost to the day, one month after the last power outage, the LLD had another outage on April 4. Prior to opening, I contacted President Swistak for the authorization to remain closed until power was restored. I contacted ComEd and they confirmed that the last big wind storm damaged lines down Kingston and that the outage affected nearly 70 homes including the Library.

Staff placed signs on the doors with outage closure information and notices were posted to social media and on the website using the LLD wifi hotspots. Power was eventually

To: LLD Board of Trustees  
From: Tatiana Weinstein / LLD Director  
Date: April 10, 2025

restored at 1PM. However, the LLD opened to the public at 1:30PM after rebooting all the servers and ensuring that all public equipment and machines (computers, self-checks, scanners, automated material sorter, etc.) were in good working order. Due to ongoing outages and surges in this neighborhood, the LLD is considering a dedicated server room generator in the upcoming budget cycle - per Board approval.

### **Hokusai Volunteer Art Project**

The LLD recently promoted an opportunity to pick-up unfinished Hokusai banners, as well as a chance to participate in an art program at the LLD to complete banners. I'm pleased to report that all the public banners were picked up as of this report's date, and the program is completely full with a waiting list. I look forward to facilitating the art program on April 17 @ 7:30PM.

These banners will become a feature in the downtown and part of a community Hokusai event scheduled for Saturday May 24, 2025. Additional banners will be displayed at Gallery 777 during June and July.

### **Strategic Planning Committee (SPC) Meeting**

The SPC met on April 9 to discuss the results of the community survey and focus group data. The LLD received 420 survey responses and held four focus groups that targeted specific demographic groups: adults/seniors, teens, and kids/caregivers. The LLD also held on "open forum" where anyone was welcome to participate.

The data was presented to the Committee and during discussion, the Committee landed on having three major focus areas, with one of them having three sub-topics.

Committee members are tasked with submitting objectives and approaches for the newly developed focus areas. I will compile the submissions into a composite draft for the next SPC meeting so that the Committee can edit/refine.

### **Donations**

I am pleased to announce the arrival of two generous donations to the LLD!

#### *Lisle Woman's Club*

Last month, I mentioned that the Woman's Club donated funds to purchase a bench for the south vestibule. The bench arrived and we installed a plaque commemorating the donation by the Club. We are grateful for the donation and we are sure that patrons will appreciate the ability to utilize this beautiful bench. *Thank you, Lisle Woman's Club!*

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

*Artist, Sue Thomas*

Lisle artist, Sue Thomas, contacted me about donating a piece of art. After consultation, the Youth Services Department is in store for a beautiful watercolor/gouache sea turtle! It's a spectacularly appropriate piece to hang near our very own turtles, Jack and Jill, by the YS public service desk. *Thank you, Sue Thomas!*

Respectfully submitted,

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

Tatiana Weinstein



## **April 2025 Assistant Director Report Meetings/Virtual Meetings**

- Otto Baum- March 17
- Terrance Electric- March 19
- OMA Webinar- March 21
- Aspen- March 24
- BEAR- March 31
- Terrance Electric- April 3
- Kone- April 3
- 1Source- April 7

### **Meetings**

I attended a webinar earlier this month covering the Open Meetings Act. The webinar was presented by the Illinois Attorney General's Office. The webinar served as an excellent refresher on proper protocol to follow in order for the Library to remain compliant with state law.

### **Facility**

Otto Baum Masonry came out to assess the stone facade on an east-facing portion of the building. I recommend this work, among other minor facility projects, be included as agenda items in the next scheduled Physical Plant Committee meeting.

IBS continues their work on the BAS replacement project. They have currently programmed their way through 2 of the 4 Air Handler Units, and are ensuring that the back end has a fully functioning connection with each of the 40+ control boxes throughout the building.

Terrance came out several times to address issues with lighting in the north parking lot. After following the trail through several boxes, they were able to determine the cause of the issues stemmed from damage in one of the light poles (caused by squirrels). The lights are functioning, and I have scheduled a time to meet with Terrance to discuss methods of preventing further damage of this type in the future.

As a result of the most recent power outage, the main boiler went into alert mode. 1Source was able to come out and remedy the situation. I am working on updating the PIC manual to address how staff approach assessing future HVAC problems.

Respectfully Submitted,



Will Savage  
Assistant Director

## Adult Services Quarterly Report January-February-March 2025

### January

January marked the conclusion of the LLD's annual Winter Read program. I'm pleased to report that the Adult Services Department hit record numbers regarding participants this year. At the end of the program, we had 499 adult patrons registered. For reference, we had 332 adults register in 2024. Our success was so staggering that we had to order extra glass mugs as we quickly ran out of prizes! I would be remiss not to also mention our Home Delivery participants. Home Delivery Coordinator, Karalyn Collazo, worked diligently to ensure *all* patrons could participate in Winter Read. I'm proud of her commitment to accessibility via her work in facilitating Winter Read for those who cannot easily travel to the LLD. 13 Home Delivery patrons participated in Winter Read and logged a total of 52 books.

Our department was particularly busy with outreaches in January. Karalyn Collazo and Stephanie Kandlik (of Circulation Services) visited Brookdale Senior Living and spoke to roughly 50 people. They were quite shocked to see a very long line of residents waiting for them upon their arrival! Karalyn and Stephanie issued 21 new library cards during this visit. Karalyn also had the opportunity to greet some of her regular Home Delivery patrons in person, a rare occurrence as she typically only speaks to them on the phone. Additionally, Adult Services was invited to host a table visit at Benedictine University. As a reminder, full-time BU students qualify for LLD cards during the current school year. While Benedictine has its own library, the LLD can offer unique resources and services to BU students. Our database and digital collections differ from those at Benedictine as well as our hours of service. The Benedictine library is actually closed on weekends, so staff were able to promote our extended availability and study room reservations. Adult and Circulation Services staff spoke with nearly 50 students and registered 25 new Library cards.

The new year brought a fresh look for our Book Club in a Bag collection. Adult Services Librarian, Lori Cummins, rebranded the LLD discussion guides in the Book Club in a Bag Kits. This rebrand includes a new logo and updated look. Additionally, each book within the kits has a Book Club in a Bag sticker (featuring the new logo!) on the cover. While we ask that the kits be returned with all 10 books in the bag, occasionally a book club member will return their individual title separate from the kit. Sticker the covers of these books makes it easier for staff to identify Book Club in a Bag books if they are returned separately. Lori also diligently worked to update our Book Club in a Bag titles in an effort to offer more popular selections such as *The Women*, *The Wedding People*, and *The Husbands*.

### February

The early months of the new year mark the start of tax season. It is also a reminder that many in our community still utilize paper forms while completing their taxes. The Adult Services Department offers a selection of paper tax forms and instruction booklets on the second level. Additionally, AS staff are especially busy during this time of year as patrons require assistance locating and printing various tax forms online. Staff are usually offering additional help with our public scanner and photocopiers as well. I'm proud that we offer this much needed resource in our community. It's also important to note that tax season brings in new Library visitors. Patrons who don't regularly visit the LLD stop in for tax forms and then check out our other services, such as license plate stickers or card renewals.

Staff were able to attend a few professional development opportunities in February, including the Illinois Teachers of Speakers of Other Languages (TESOL) Annual Conference. Literacy Librarian, Jean Demas, attended the TESOL event where she networked with other community English Language Development librarians and teachers, participated in learning workshops on Artificial Intelligence (AI) and best practices for working with the immigrant population, and visited publisher exhibits to view new materials to add to LLD's ELD collection. Additionally, Lori Cummins attended the annual Capricorn convention in Chicago. Lori attended a variety of sessions focused on Science Fiction and science factual topics in hopes of gaining insight into the LLD's Science Fiction and Fantasy collection.

Adult Services returned to Brookdale Senior Living, but this time staff offered a technology class to residents. Jean Demas taught *Internet Safety Basics* where attendees learned about how to keep one's information safe while using online resources. Jean also demonstrated the LLD website features and how to search for titles in the online catalog.

### March

Staff from Benedale Center at Villa St. Benedict reached out to the LLD and requested a personalized tour for some of their residents. Benedale offers assisted living services to seniors, including respite and memory care. Karalyn conducted an extensive tour of the newly renovated LLD to 4 Benedale residents. This was an especially heartwarming event as Karalyn showed these patrons Library services and collections they had never seen before, such as the Seed Library and the Vox book collection in Youth Services. One resident (who was 102!) was a former educator and was especially keen to see all of the bells and whistles in the YS department like the Lite Zilla and playroom. These patrons also had the opportunity to renew their Library cards and sign up for Home Delivery. It is my sincerest hope that we continue to offer tours like these in the future. It is also a reminder of the importance of accessibility as our services extend to patrons who aren't able to visit the LLD in person with as much frequency.

By patron request, Adult and Youth Services staff collaborated to bring back our Family Craft program offering. This all-ages event allows patrons a space to make some art together as a family unit. The LLD previously offered this program series prior to our renovation/Covid and we were delighted to bring it back!

In celebration of Women's History Month, Leslie Goddard returned to the LLD to present a historic portrayal of Lucille Ball. Nearly 50 patrons attended to watch Leslie bring Lucy to life. Additionally, the Kilgubbin Brothers presented *Live Irish Music* to nearly 50 attendees. The Adult Services department continues to seek out live music programs, particularly those that are available on weekend afternoons. Our Arts, Culture, and Education Adult Programming Librarian, Xavier Duran, endeavors to offer live music events on a quarterly basis.

Respectfully Submitted,

Elizabeth Hopkins



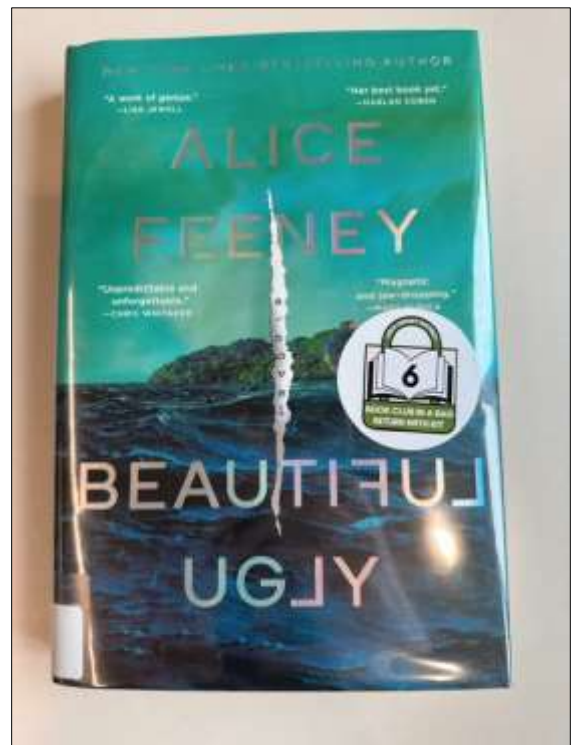
*Karalyn and Benedale residents tour the LLD*



*Benedictine University Outreach*



*Newly rebranded Book Club in a Bag kits*



# Youth Services Report– First Quarter 2025

## News:

- Youth Services began and completed a significant re-organization of the collection. The Juvenile Graphic Novels, Media collections, and Global Voices, as well as the New/Award/Battle of the Books collections were all relocated. Emily Walker, Isolda Page, and Joann Sheahan organized, implemented, and coordinated the changes with the appropriate departments over the course of a few short days.
- Emily Walker and Isolda Page hosted a 30+ person field trip from the Lisle Park District that included both a tour and activity.
- Youth Services Staff prepared displays for the following topics: MLK Jr. Day, Black History Month, Women’s History Month, Ramadan, Graphic Novel March Madness, PageTurners, and the extremely popular Penguin Awareness Day.

## Sidewalk Stories

The following texts were featured in our library story walk:

- January: *Ten Ways to Hear Snow* by Cathy Camper
- February: *I Am Every Good Thing* by Derrick Barnes
- March: *Once Upon a Forest* by Pam Fong

## Youth Book Clubs and Reading Programs

The *Books and Banter* group read and discussed the following titles:

- *Issunboshi* by Ryan Lang
- *May the Best Player Win* by Kyla Zhao
- *Not Quite a Ghost* by Anne Ursu

The *Teen Manga* group read and discussed the following titles:

- *Naruto Vol. 1* by Masashi Kishimoto
- *Blue Lock Vol. 1* by Muneyuki Kaneshiro
- *Dr. Stone Vol. 1* by Riichiro Inagaki

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

- January readers completed a bingo on their Winter Read Bingo Card
- February readers completed a title by a Black author or with a Black main character
- March readers completed a title featuring animals

## Programs:

- Youth Services began offering a knitting and crochet group targeted to tweens and teens called *Knits and Loops*. Staff members Mallory Caise, Isolda Page, and Alex Thomas have been on hand to provide tips and guidance for young patrons interested in the fiber arts.
- Youth Services has also introduced movie nights exclusively for teens with high interest age appropriate films and snacks available to patrons.
- Youth Services continued to offer special once a month evening storytimes. January’s theme was “Stay Cozy”, while the themes for February and March were Valentine’s Date with your Teddy Bear and Leprechaun Hunt.

- Youth Services continued to offer movie screenings for families both on select Friday evenings for Sing-Alongs and on Saturday mornings once a month with a total of 131 attendees.
- The *Lego Builders* program continues to grow and provide a self-guided opportunity for children to exercise their creativity and interact with their peers.
- *ARTstravaganza* continues to provide a process-oriented art experience for our youngest patrons and allows children to experiment with a variety of materials, tools, and techniques.

### Community Outreach Highlights:

Youth Services staff performed outreach storytimes at the following organizations and interacted with a total of **1040** children in the community during the first quarter:

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

### Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
  - Kathryn McMahon is a member of the Monarch Award Selection Committee
  - John Ferrari attended the iRead Committee
  - Kathryn McMahon and Isolda Page attended Anderson's 2025 Children's Literature Breakfast
  - Emily Walker contributed to the School Library Journal's 'Best YA Books Committee'
  - Mallory Caise attended the following webinar, *Brainfuse's HelpNow, JobNow, VetNow, and CollegeNow plus our recent partnerships with Pronunciator and Barron's!*

### Patron Communications

The following comments were provided by way of comment cards:

- "Can you have a turtle that you can touch and that you can rent?" - M. J.
- "I Just want to let you know that we are very thankful for storytime and art time on Fridays. We love storytime with movement. We love the fact the library celebrates diversity. Thank you!"  
— C. R.
- "We moved here about a year ago and love this library. The Youth services are awesome, kind, and so friendly. We love this library!" — K. K.

Respectfully Submitted,  
John Ferrari, Director of Youth Services



## **Quarterly Board Report 3<sup>rd</sup> Quarter FY24/25 Circulation Services Department**

### **Outreach**

Circulation Services (Circ.) Paraprofessional Stephanie Kandlik and Karalyn Collazo from Adult Services (AS) visited Brookdale Senior Living in January for outreach. It was incredibly successful. There was a large crowd waiting for LLD staff. LLD cards were in high demand. Stephanie registered 25 patrons with new cards, which was a record for outreach. She also replaced two cards and renewed one. Stephanie informed me that it was exciting to see so much interest and enthusiasm for the LLD. Karalyn touched base with many appreciative Home Delivery patrons and got the chance to offer individual help to some patrons. Both Stephanie and Karalyn met with almost 50 people.



*Photo: Karalyn and a resident of Brookdale.*

### **A Team Effort**

In January, the entire Circ. Dept. participated in refresher training on best practices for organizing carts with materials that are shelved in either AS or Youth Services (YS). We always keep AS items separate from YS items. Every member of Circ. assist with putting materials in the appropriate order on carts that are then shelved in a timely manner.

### **Circ. Pages Project**

In February, all Circ. Pages received training from Circ. Assistant Director Teri Zarat about new locations of materials and layouts of shelves in YS for Board Books, Launchpad Tablets, Playaway Mini-Tablets, Video Games, and various book collections. Our Pages have now taken on the responsibility of ensuring the organization of these collections.

### **Patron Service Best Practices Plan**

In March, I led a meeting for staff who assist patrons at the Circ. Desk (Circ. Desk staff) about providing quality patron service. We discussed service delivery, including: focused attentiveness, active listening, being sincere, and taking responsibility and initiative. At an upcoming meeting in April, along with special guest, Director Tatiana Weinstein, Circ. Desk staff will act out scenarios and daily patron interactions using quality patron service best practices.

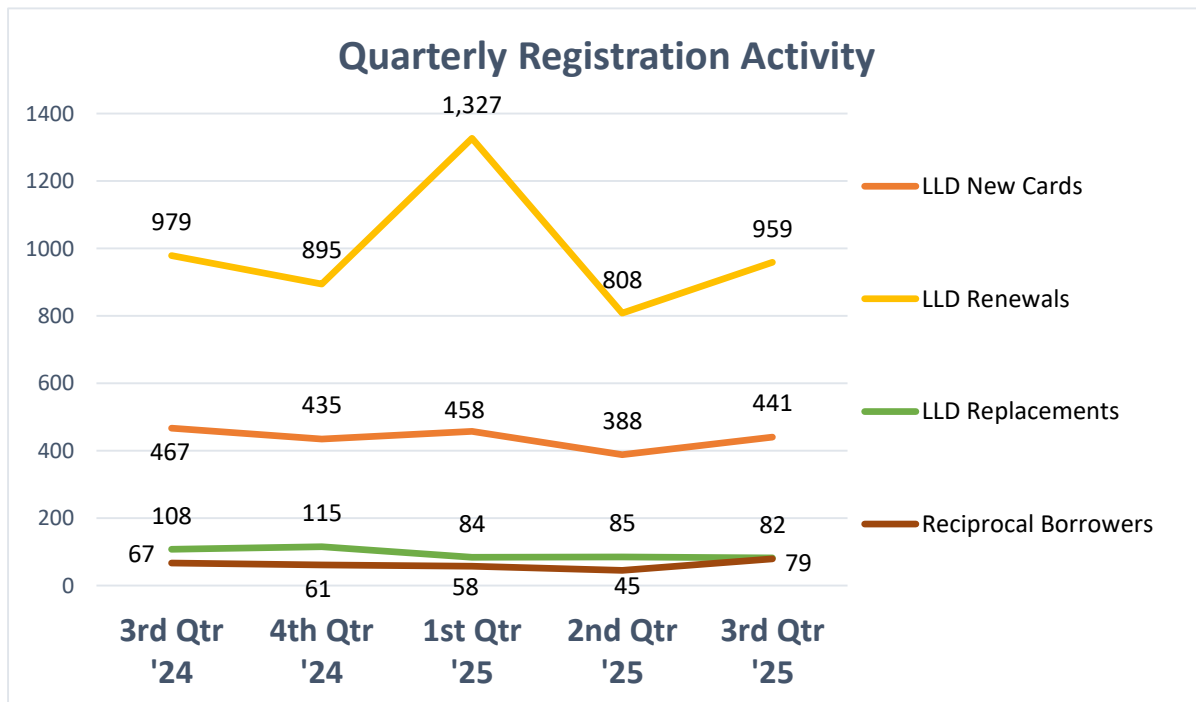
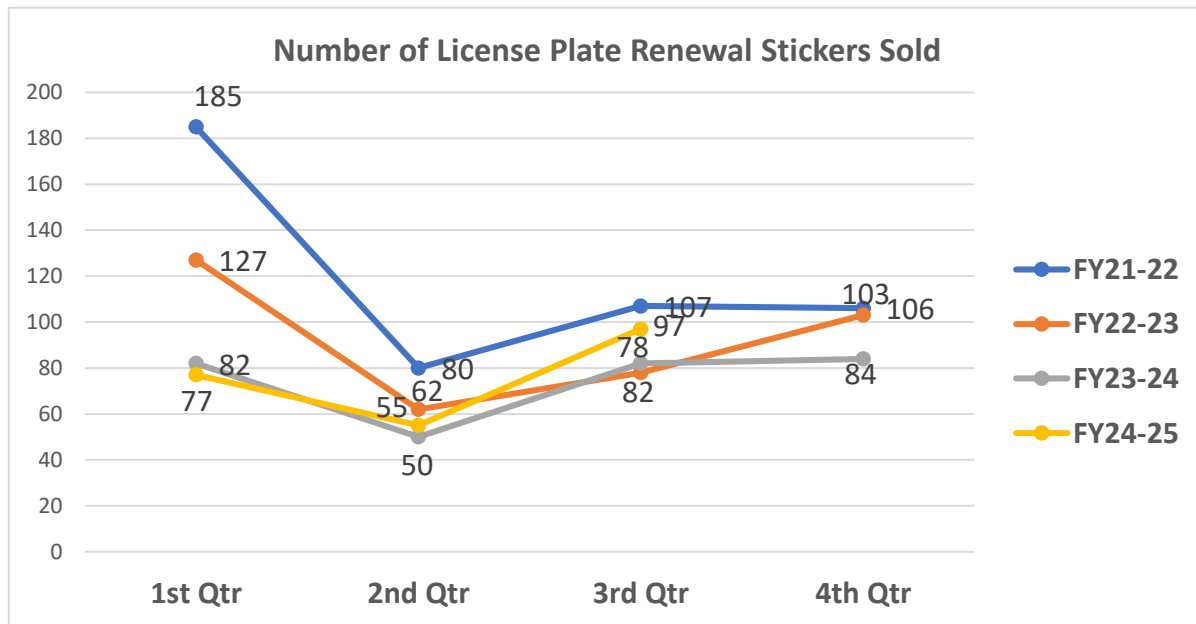
### **Hokusai Community Art Project**

In late March/early April, Circ. Desk staff have been responsible for distributing unfinished banners and artist waivers to interested members of the community, as well as accepting completed banners and waivers that will be considered for display at the Village-wide Hokusai event scheduled for May 24 in downtown Lisle.

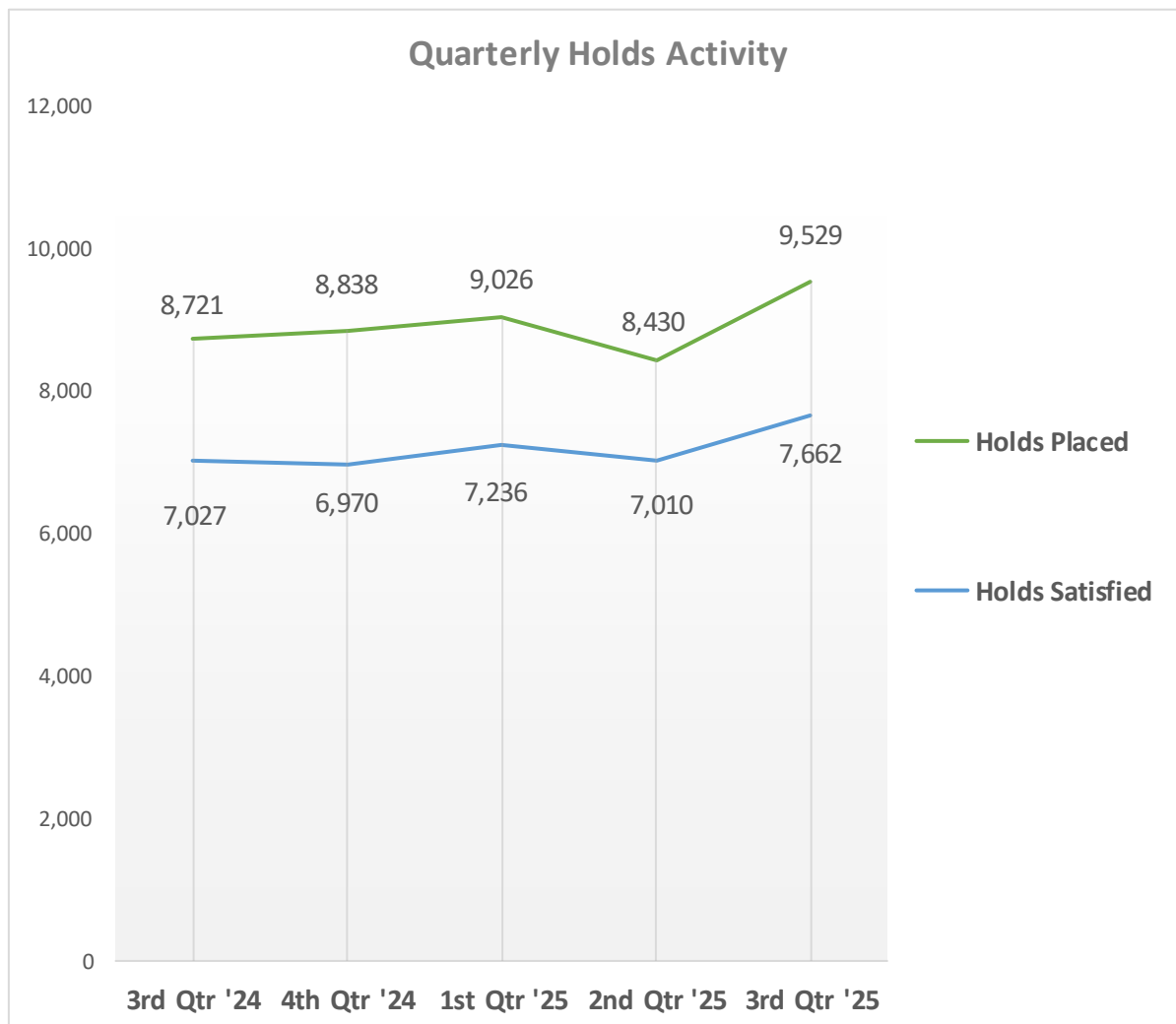


## Illinois License Plate Renewal Stickers

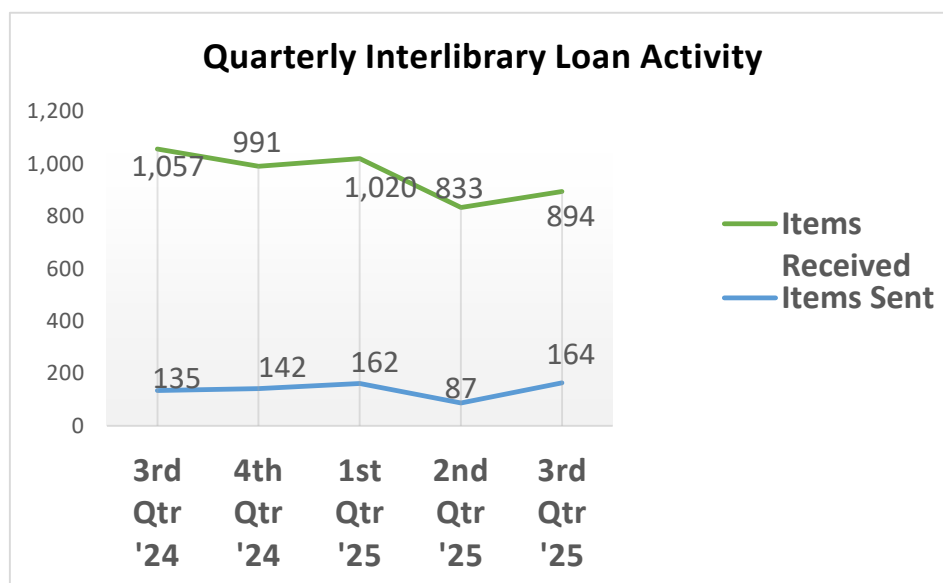
During this quarter, 97 stickers were sold.



There was an increase in the number of reciprocal borrower registrations during this quarter, especially in March. We have observed that many visiting reciprocal borrowers are parents and children who heard great things about YS and are excited to use its play area. And, while they are here, they register their home library cards to become reciprocal borrowers.



We saw a large increase in the amount of holds being placed and checked out by patrons during this quarter compared to previous quarters.



Respectfully Submitted by,

Paul Hurt, Director of Circulation Services

## TECHNICAL SERVICES 3<sup>RD</sup> QUARTER FY2024/2025

### Meetings and Webinars

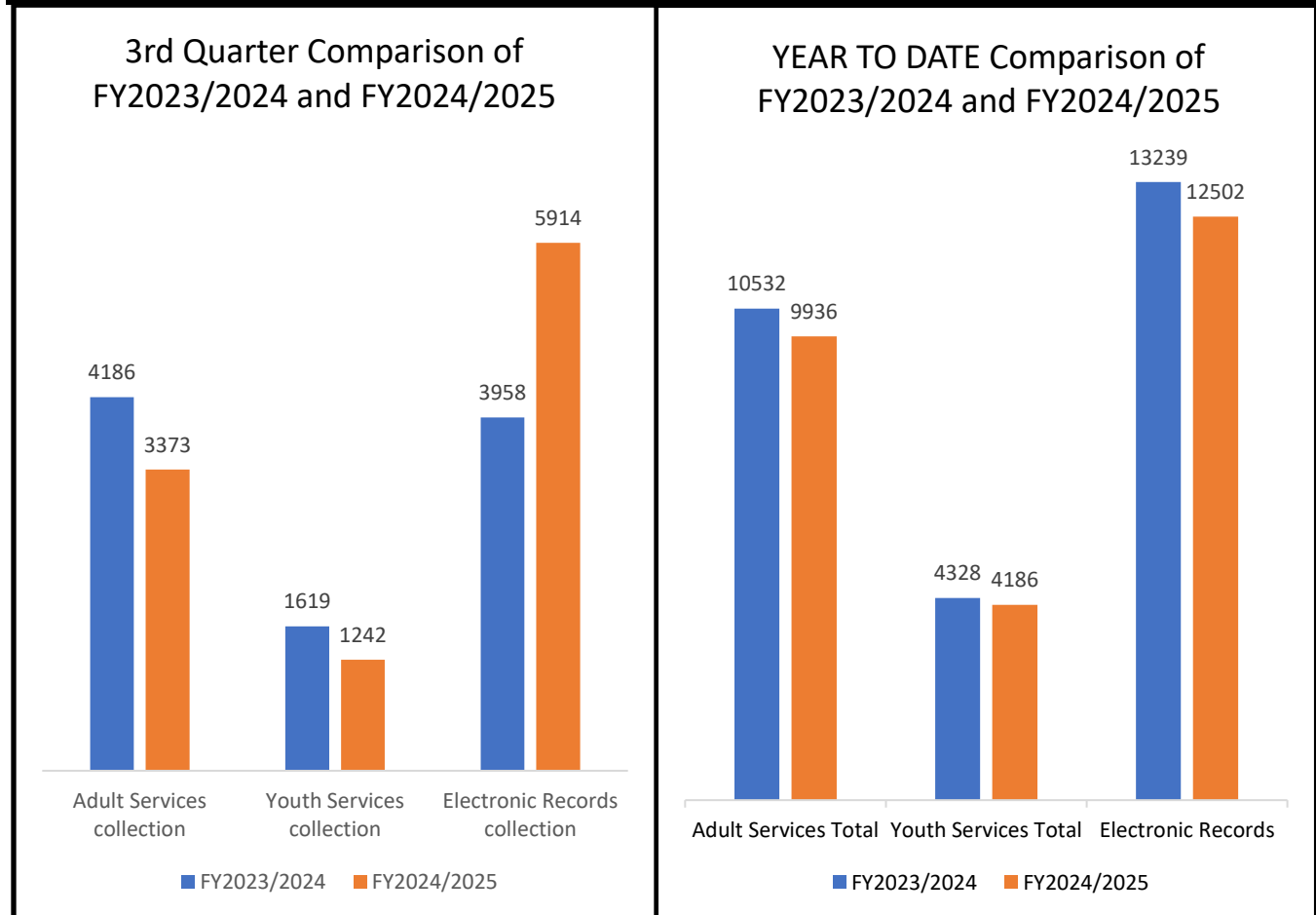
- Aspen Implementation meetings: 2/10, 2/24, 3/10, 3/24
- LACONI meetings: 2/26, 3/12, 3/26
- ALA CORE Subject faceted Vocabulary Group: 1/16, 2/14, 2/27, 3/14
- ALA CORE Interest Group Week: 3/3 - 3/7
- Unpacking Digital Censorship in Schools and Libraries: 2/5
- Cataloging Equipment: Gadgets, Gears, and Gallimaufry: 3/13

Technical Services staff attended the online annual ALA CORE Interest Group Week. Presentations and open discussions concerning cataloging, leadership, metadata management, and best practices in Technical Services were attended. The event offers staff a chance to hear about new workflows, updated policies, and various developments taking place in libraries.

Staff continues to perform cleanup tasks on our catalog database in preparation for LLD's new discovery interface, Aspen. For items in our catalog to show properly in Aspen, staff has been working on improving the consistency in our metadata. We have added uniformity in our audience codes to be used as a filter for search results, for example separating our adult titles from a search when looking for a youth title. Verified the consistency of our series and title formatting. Additionally, we have been adding the appropriate data points to our records to enable our catalog to show as a result when searching through Google. This is possible through our membership with OCLC and the agreement they signed with Google to push library holdings based on the searcher's location to populate top results and sidebar information.

Respectfully submitted by Laura Murff, Director of Technical Services

MATERIAL ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	1081
AS Non-Fiction Books	1313
AS Audio/Visual	379
AS Periodicals	600
<b>Adult Services Total</b>	<b>3373</b>
Youth Services Collection	
YS Fiction Books	961
YS Non-Fiction Books	201
YS Audio/Visual	51
YS Periodicals	29
<b>Youth Services Total</b>	<b>1242</b>
Electronic Records Collection	
EMediaLibrary MARC records	292
Hoopla MARC records*	4391
Kanopy MARC records*	1231
<b>Electronic Records Total</b>	<b>5914</b>



\*Increase in Electronic records due to Kanopy and Hoopla doubling the amount of new titles available this quarter.

# APPROVED

LISLE LIBRARY DISTRICT  
LLD STRATEGIC PLANNING COMMITTEE  
December 11, 2024 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President  
Marjorie Bartelli - Vice President  
Karen Larson - Treasurer  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee  
Debbie Breihan - Trustee  
Josh Martin - Trustee  
Tatiana Weinstein - Director  
Will Savage - Assistant Director  
John Ferrari - Director of Youth Services  
Elizabeth Hopkins - Director of Adult Services  
Paul Hurt - Director of Circulation Services

Absent:

Laura Murff - Director of Technical Services

Also Present:

Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the August 27, 2024 Strategic Planning Committee Meeting

**MOTION:** Treasurer Larson moved to approve minutes of the August 27, 2024 Strategic Planning Committee Meeting. Secretary Sullivan seconded.

Roll Call Vote - All aye. The motion passed.

4. Discussion - General Survey

Director Weinstein provided an overview of the draft public survey which included edits and suggestions from the August 27, 2024 Strategic Planning Committee Meeting. She presented the draft as it would appear online.

The Committee suggested further modifications. With the suggested edits, the Committee agreed to move forward with the survey as adjusted.

Director Weinstein suggested a “soft launch” of the public survey at Winter Fest on December 13th. Trustee Berry volunteered to station the table at the Fest.

Director Weinstein asked the Committee about the duration of the survey. The Committee agreed to run the survey through February. Director Weinstein suggested mailing a postcard to alert the community that

the survey would be available on the LLD website, and that paper copies of the survey would be available at the Library. She also suggested a reminder about the survey in the February/March Newsletter. Director Weinstein stated that survey signage would be placed around the Library, and that staff would promote the survey during programming. The Committee approved of all suggestions.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:56 p.m.

Recorded by

---

Jackie Kilcran, Recording Secretary

Approved by the LLD Strategic Planning Committee on April 9, 2025.

Approved by

---

Liz Sullivan, Secretary of the Board