

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 15, 2025 at 7:00 pm at the Lisle Library District, 777 Front Street, Lisle, IL 60532.

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

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

LISLE LIBRARY DISTRICT BOARD MEETING January 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. Treasurer Larson and Trustee Martin reviewed the December billings in January
 - b. President Swistak and Trustee Breihan will review the January billings in February
4. Consent Agenda - Action Required
 - a. Approve Minutes of the December 18, 2024 Board Meeting
 - b. Acknowledge Treasurer's Report, 12/31/24, Investment Activity Report, 12/31/24, Current Assets Report, 12/31/24, Revenue Report, 12/31/24, and Expense Report, 12/31/24
 - c. Authorize Payment of Bills, 01/15/2025
5. Unfinished Business
 - a. Capital Improvement Project: Program discussion
 - i. General Capital Improvement Program Summary
 - ii. Executive Report
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning
7. Staff Reports
 - a. Director Report
 - b. Assistant Director Report
 - c. Adult Services Director Report
8. New Business
 - a. Appoint Committee to prepare FY2025/26 Working Budget
 - b. Approve Resolution 25-01; an Intergovernmental Agreement with LIMRiCC - Action Required
Approval of the Resolution providing for an Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (LIMRiCC)
 - c. Approve Per Capita Grant - Action Required
Approval of the 2025 Illinois Public Library Per Capita Grant Application
9. Executive Session
5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
10. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
December 18, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:10 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Berry and Trustee Breihan reviewed the November billings in December
 - b. Treasurer Larson and Trustee Martin will review the December billings in January
- Discussion: President Swistak noted a scrivener's error on the December 18, 2024 agenda.

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 20, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/24, Investment Activity Report, 11/30/24, Current Assets Report, 11/30/24, Revenue Report, 11/30/24, and Expense Report, 11/30/24
- c. Authorize Payment of Bills, 12/18/24

MOTION: Trustee Martin moved to approve the Consent Agenda. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

5. New Business

- a. Capital Improvement Project/Program Discussion
 - i. General Improvement Program Summary
 - ii. Executive Report
 - iii. Mechanical Equipment Replacements
- b. Approve HVAC system upgrade project bid award - Action Required
Approval of the HVAC system upgrade project bid award to 1Source Mechanical Inc. in the sum of \$261,000.00 for Base Bid CU 1E & 2E and CU 1W & 2W scope.

Marc Rogers stated that the BAS submittals were received. Elara Engineering is reviewing the submittals. The project should start in late January or early February, and conclude in late March or early April.

The LLD received bids for the HVAC condensing unit project. The combined BAS and condensing unit project is tracking under budget.

1Source Mechanical Inc. submitted the lowest qualified bid for the HVAC replacement project. Elara Engineering reviewed the scope, and it was deemed complete. Elara checked references for 1Source Mechanical. A decision needs to be made regarding replacing units in phases or at one time. There is a \$4,000.00 discount to replace all four condensing units at the same time.

Mr. Rogers noted that the condensing units will operate on a new type of refrigerant. In the future, another type of refrigerant will be available. It was suggested that replacing all four condensing units at one time was most cost effective.

MOTION: Vice President Bartelli moved to approve the HVAC system upgrade project bid award to 1Source Mechanical Inc. in the sum of \$261,000.00 for the Base Bid CU-1E & 2E and CU-1W and 2W scope. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:10 p.m.

6. Committee Reports

- a. Finance – Trustee Breihan stated that the Committee will schedule a meeting in the new year.
- b. Personnel and Policy - Trustee Berry had nothing to report at this time.
- c. Physical Plant - Trustee Martin stated that the Committee will schedule a meeting in the new year.
- d. Strategic Planning - Director Weinstein stated that the survey was finalized, and there was a soft-launch at Winter Fest.

7. Staff Reports

a. Director Report

Director Weinstein stated that the Consolidated General Election will occur on April 1, 2025. There will be three Trustee seats open, and four candidates running. The Certification of Ballot has been filed with the DuPage County Board of Elections. There were no objections.

The LLD had several helpful interactions with the Woodridge Police Department Social Worker in November. The social worker assisted a patron who was experiencing homelessness. There is a need in Lisle regarding homeless populations and for those suffering with mental health issues. Director Weinstein stated that she was also appreciative of the support received from the Lisle Police Department. She has reached out to the Village of Lisle to encourage hiring a social worker for the police force like many other communities.

Director Weinstein, Assistant Director Savage, Vice President Bartelli and Trustee Berry attended the ILA Legislative Lunch on December 3rd. They sat with trustees from Helen Plum Library and Illinois Representative Terra Costa Howard. Topics of discussion were legislative initiatives such as state grant programs, report requirement amendments, hiring certified or licensed school librarians, and increasing broadband internet access to public libraries.

Director Weinstein mentioned community partnerships with Brookdale Senior Living. The LLD will conduct two outreach programs in January and February to help residents in accessing the LLD's digital collection, teach internet safety, and to register residents for the LLD Home Delivery Service. Students from the College of DuPage Library Technical Assistant's Program visited the LLD. Director Weinstein met with the students to discuss library administration, and give them a tour of the facility. Four volunteers from the Lisle Woman's Club assisted at Winter Fest in the Bingo room and at the photo booth. Director Weinstein thanked the Woman's Club for holiday treats they provided to staff.

Director Weinstein recapped Winter Fest. There were approximately 500 attendees, 115 of whom completed the scavenger hunt, and 23 people completed the online Strategic Planning Survey. Director Weinstein thanked Trustee Berry for stationing the survey booth. The Bingo activity was very popular with patrons of all ages. The LLD will consider more Bingo programs in the future. She reminded all Trustee's to register for Winter Read.

Discussion: Vice President Bartelli stated that she was interested to learn about the 708 Mental Health Board. Director Weinstein stated that the 708 Board was created by Lisle Township. The Village of Lisle may be able to utilize funds or grants via the 708 Board.

b. Assistant Director Report

Assistant Director Savage reported that he met with representatives from Simplex and Johnson Controls regarding fire and burglar monitoring. He is waiting for quotes to upgrade our services. LIRA, LLD's insurance agency, conducted an annual walk-through of the building looking for hazards and general safety conditions. There were no deficiencies noted. During the LIRA walk-through, the LLD had a surprise inspection from the Lisle-Woodridge Fire District. Three firefighters and six medics inspected the building. Assistant Director Savage stated that the purpose was to familiarize themselves with the building in preparation of being called out for an emergency. The LLD passed the inspection with no deficiencies.

A power outage caused issues with the HVAC system. Sendra and IBS, the company who will be upgrading the BAS system, came out to troubleshoot the issue and the system is currently operational.

Terrance Electric installed proper emergency lighting over all electrical panels. With this item completed, the 2019 FQC Report is officially finalized.

8. New Business

a. Approve 2025 Holiday Closings - Action Required

MOTION: Trustee Breihan moved to approve the Library holiday closing dates for the 2025 calendar year. Trustee Martin seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

President Swistak acknowledged the Annual Treasurer's Report. She stated that this financial report is compiled by LLD's outsource financial team, Sikich, using audited numbers, human resource information, and vendor disbursements.

- c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$1503.42, to be paid to Chitra Gnanaratne (January 2025).

Director Weinstein stated that Ms. Gnanaratne has worked at the LLD for 20 years. She will be retiring in January.

9. Opportunity for Trustee Comments (five minutes)

Trustee Berry thought Winter Fest was great. She enjoyed talking with the patrons. Patrons of all ages took the survey. She is excited to see the results after the full launch.

Trustee Martin commended Assistant Director Savage on passing the fire inspection with no deficiencies.

Trustee Breihan appreciated the efforts of Director Weinstein regarding the homeless patron. Trustee Breihan noted that as a result of Director Weinstein reaching out to DuPage County Board Representative Paula Deacon Garcia, Ms. Garcia connected with DuPage PADs staff. They informed Ms. Garcia that they needed to allocate more funding to address specific housing needs. Ms. Garcia was able to assist, resulting in 87 people obtaining temporary housing during this cold season.

Secretary Sullivan thanked the Director for her work. She wished everyone a happy holiday.

Vice President Bartelli thought Winter Fest was great. She said she loved the churros. She wished everyone a happy holiday.

President Swistak appreciated the LLD reaching out to Brookdale Senior Living. She was thrilled to see so many people at Winter Fest and patrons enthusiastically completing the scavenger hunt. She wished everyone a safe and happy holiday.

10. Adjourn

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

The meeting adjourned at 7:29 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

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

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2024

Fund Name	Cash Balance 12/31/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,053,477.75	83.19%	92.23%
IMRF	160,659.17	2.64%	2.93%
FICA	264,963.36	4.36%	4.84%
Subtotals	5,479,100.28	90.19%	100.00%
Special Reserve	595,672.31	9.81%	0.00%
	6,074,772.59	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	13.97	14.02	13.47	12.94	12.52	12.19							78.81
Ehlers-Inv Interest Penning	2,009.83	2,062.59	2,918.86	2,259.00	2,580.83	19,538.50							31,389.61
Fifth Third Bank	3,108.68	2,794.11	3,551.12	3,737.29	3,142.24	2,822.21							19,155.65
Life Savings	217.11	217.34	232.07	217.80	225.29	218.25							1,327.85
Life CD 2635	464.04	944.35	917.47	951.78	924.69	958.77							5,161.60
Life CD 2669	957.30	961.11	933.75	968.65	651.90	848.31							5,321.02
IL Funds	407.72	416.97	395.21	406.63	409.87	369.89							2,405.76
US Bank-9853	10.25	10.59	10.58	10.35	10.59	10.24							62.50
US Bank-9370	3.07	3.49	3.20	2.44	2.79	2.56							17.95
TOTALS	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32							64,920.79

Interest - Special Reserve Only	756.74	845.45	738.25	740.90	729.46	2,417.69							6,228.49
Interest - No Special Reserve Reflected	6,435.23	6,599.12	8,247.18	7,815.88	7,231.26	22,363.63							58,692.30
Totals	7,191.97	7,444.57	8,985.43	8,556.78	7,960.72	24,781.32							64,920.79

Company	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	-	-	56,243.56	248,000.00	639,241.28	1,055,629.54							1,999,114.38
Investment Purchases	-	-	-	(319,207.49)	(641,994.59)	(247,728.75)							-1,208,970.82
TOTALS	-	-	56,243.56	567,207.49	1,281,175.86	1,303,358.29							3,207,985.20

CURRENT ASSETS
AT FAIR MARKET VALUE
 December 31, 2024

	Fair Market Value on 12/31/24					
<u>Checking Accounts</u>						
Fifth Third Operating Acct	\$39,658.88					
Fifth Third Financial Now acct	\$3,730,921.32					
Fifth Third Financial-petty cash	\$344.52					
US Bank	\$27,733.16					
E commerce	\$42,646.02					
	<u>\$3,841,303.90</u>					
<u>Money Markets</u>						
Lisle Savings Bank	\$213,402.25					
IMET	\$3,306.17					
The Illinois Funds	\$99,756.65					
	<u>\$316,465.07</u>					
Ehlers Investments Pershing	\$828,666.57					
<u>Investments</u>						
<u>Fixed Income</u>						
US Bank	100,000	@	YTM	Paid	FMV	Due
Freedom First Fed CR UN Roanoke	249,999.99		2.50	249,999.99	\$249,999.99	1/15/2025
Lisle Savings Bank	200,000.00		4.80	197,841.98	\$200,272.00	4/14/2025
Lisle Savings Bank	218,374.39		4.69	218,374.39	\$241,318.87	4/19/2025
Lisle Savings Bank	225,325.93		4.07	225,325.93	\$245,846.19	6/22/2025
Citibank Natl Assn	150,000.00		4.80	149,964.45	\$150,900.00	12/12/2025
					<u>\$1,088,337.05</u>	
TOTAL CURRENT ASSETS					<u><u>\$6,074,772.59</u></u>	

Lisle Library District
 For the Six Months Ending December 31, 2024
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 24,545.87	\$ 4,282,944.97	\$ 4,121,833.89	\$ 4,280,000.00	100.07
40-01-4414-00 Tax Levy - IMRF	287.04	50,085.75	0.00	50,000.00	100.17
45-01-4415-00 Tax Levy - FICA	1,008.74	176,010.29	172,953.75	176,225.00	99.88
TOTAL TAX LEVY	25,841.65	4,509,041.01	4,294,787.64	4,506,225.00	100.06
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	139,588.36	32,138.91	35,000.00	398.82
TOTAL TIF SURPLUS	0.00	139,588.36	32,138.91	35,000.00	398.82
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	1,385.09	12,700.57	20,158.49	42,720.00	29.73
40-01-4462-00 Personal Property Repl. Tax -	79.94	732.99	1,163.40	2,470.00	29.68
45-01-4463-00 Personal Property Repl. Tax -	12.56	115.16	182.79	390.00	29.53
TOTAL PERSONAL PROPERTY REP	1,477.59	13,548.72	21,504.68	45,580.00	29.73
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	20,548.13	53,910.93	42,150.22	50,000.00	107.82
40-02-4475-00 Interest Earned - IMRF	676.29	1,782.46	1,781.50	2,500.00	71.30
45-02-4476-00 Interest Earned - FICA	1,139.21	2,998.91	2,398.78	3,500.00	85.68
TOTAL INTEREST INCOME	22,363.63	58,692.30	46,330.50	56,000.00	104.81
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(66.21)	2,139.10	4,141.61	6,000.00	35.65
TOTAL UNREALIZED GAIN/LOSS O	(66.21)	2,139.10	4,141.61	6,000.00	35.65
DESK INCOME					
10-03-4531-00 Lost Books	33.36	110.30	215.07	1,000.00	11.03
10-03-4536-00 Non-Resident Fees	0.00	594.68	332.00	800.00	74.34
10-03-4538-00 Book Sale	148.00	802.00	455.00	1,600.00	50.13
10-03-4540-00 Fines	118.73	398.80	1,638.18	1,000.00	39.88
TOTAL DESK INCOME	300.09	1,905.78	2,640.25	4,400.00	43.31
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	17.85	18.35	0.00	2,000.00	0.92
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00

Lisle Library District
 For the Six Months Ending December 31, 2024
 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	53.00	303.00	271.00	700.00	43.29
10-04-4573-00	776.82	1,049.72	1,882.59	3,500.00	29.99
10-04-4575-00	284.86	2,275.41	1,235.81	4,000.00	56.89
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	0.00	1,579.26	1,432.16	2,500.00	63.17
10-04-4585-00	108.75	1,073.00	1,138.25	2,500.00	42.92
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,241.28	51,266.03	51,124.29	63,200.00	81.12
TOTAL REVENUES	\$ 51,158.03	\$ 4,776,181.30	\$ 4,452,667.88	\$ 4,716,405.00	101.27

Lisle Library District
 For the Six Months Ending December 31, 2024
 Revenues - Special Reserve Only

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
REVENUES					
70-02-4481-00	\$ 2,417.69	\$ 6,228.49	\$ 7,140.38	\$ 12,000.00	51.90
	2,417.69	6,228.49	7,140.38	12,000.00	51.90
	10,000.00	60,000.00	30,000.00	120,000.00	50.00
	0.00	0.00	0.00	0.00	0.00
	10,000.00	60,000.00	30,000.00	120,000.00	50.00
	12,417.69	66,228.49	37,140.38	132,000.00	50.17
Interest Earned					
TOTAL INTEREST					
70-04-4587-10					
70-05-4680-00					
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE					
TOTAL REVENUES					

Lisle Library District
 For the Six Months Ending December 31, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 46,300.96	\$ 274,343.86	\$ 264,879.16	\$ 590,325.00	46.47
10-10-5603-20 Adult Services - Reg. Hours	44,829.57	258,607.39	248,553.07	555,600.00	46.55
10-10-5603-30 Youth Services - Reg. Hours	36,464.74	210,114.32	182,899.16	416,700.00	50.42
10-10-5603-50 Technical Services - Reg. Hour	24,078.29	139,600.48	121,170.33	289,375.00	48.24
10-10-5603-60 Circulation - Reg. Hours	39,480.81	223,763.01	210,096.60	463,000.00	48.33
Total Salaries	191,154.37	1,106,429.06	1,027,598.32	2,315,000.00	47.79
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,671.57	28,077.42	28,750.34	67,305.00	41.72
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,731.05	40,424.70	41,868.79	96,150.00	42.04
10-10-5621-30 Hosp. Ins. - YS	4,848.59	25,792.91	25,054.48	57,690.00	44.71
10-10-5621-50 Hosp. Ins. - Tech	3,881.73	23,251.98	15,845.76	41,665.00	55.81
10-10-5621-60 Hosp. Ins. - Circ	4,207.60	27,158.64	23,830.15	57,690.00	47.08
10-10-5622-10 Dental Ins. - Admin.	173.91	1,236.73	956.81	2,480.00	49.87
10-10-5622-20 Dental Ins. - Adult Serv	337.43	2,656.82	2,458.34	5,735.00	46.33
10-10-5622-30 Dental Ins. - YS	198.65	1,545.10	1,293.46	3,100.00	49.84
10-10-5622-50 Dental Ins. - Tech	200.81	1,603.06	740.74	2,325.00	68.95
10-10-5622-60 Dental Ins. - Circ	140.52	1,051.77	774.93	1,860.00	56.55
Total Health and Dental Ins.	25,391.86	152,799.13	141,573.80	336,000.00	45.48
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	166.98	174.63	4,000.00	4.17
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	166.98	174.63	4,000.00	4.17
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,498.70	20,727.21	20,035.07	45,390.00	45.66
45-10-5625-20 FICA Expense - Adult Serv.	3,315.75	19,096.36	18,332.84	42,720.00	44.70
45-10-5625-30 FICA Expense - Youth Services	2,748.83	15,816.99	13,771.64	32,040.00	49.37
45-10-5625-50 FICA Expense - Tech Servs.	1,805.47	10,456.90	9,108.36	22,250.00	47.00
45-10-5625-60 FICA Expense - Circulation	2,927.89	16,563.62	15,244.30	35,600.00	46.53
Total FICA Expenses	14,296.64	82,661.08	76,492.21	178,000.00	46.44
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,274.42	7,584.91	4,970.85	20,800.00	36.47
40-10-5628-20 IMRF Expense - Adult Servs	1,317.98	7,603.01	4,921.23	20,800.00	36.55
40-10-5628-30 IMRF Expense - Youth Services	971.34	5,630.60	3,328.93	14,400.00	39.10
40-10-5628-50 IMRF Expense - Tech Servs.	707.93	4,119.28	2,387.34	10,400.00	39.61

Lisle Library District
 For the Six Months Ending December 31, 2024
 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	850.27	4,928.44	3,114.50	13,600.00	36.24
IMRF Expense - Circulation					
Total IMRF Expenses	5,121.94	29,866.24	18,722.85	80,000.00	37.33
Total EMPLOYEE COSTS	235,964.81	1,371,922.49	1,264,561.81	2,913,000.00	47.10
BUILDING COSTS					
Utilities					
10-20-5650-00	0.00	2,250.00	2,700.00	5,490.00	40.98
Internet Service Provider					
10-20-5651-00	450.00	2,260.00	1,810.00	1,810.00	124.86
INet					
10-20-5652-00	1,893.39	10,264.55	8,341.64	20,000.00	51.32
Utilities - Phone					
10-20-5653-00	790.20	1,779.96	2,127.37	12,000.00	14.83
Utilities - Gas					
10-20-5654-00	0.00	597.18	868.38	4,000.00	14.93
Utilities - Sewer & Water					
10-20-5655-00	2,556.41	16,901.61	16,431.70	40,000.00	42.25
Utilities - Electric					
Total Utilities	5,690.00	34,053.30	32,279.09	83,300.00	40.88
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	1,437.50	5,000.00	0.00
Maint Contracts - HVAC					
10-20-5661-00	3,517.81	19,414.27	19,647.27	40,000.00	48.54
Maint Contracts - Maint. Servi					
10-20-5662-00	6,114.00	15,630.00	15,704.06	40,000.00	39.08
Maint Contr. - Landscape Serv.					
10-20-5663-00	381.44	4,703.54	5,054.09	9,000.00	52.26
Maint/Repairs-Genl repairs, Su					
10-20-5664-00	3,130.00	46,413.80	35,951.19	51,000.00	91.01
Maint/Repairs-Non Contr. Work					
10-20-5665-00	302.42	1,802.96	1,444.10	4,000.00	45.07
Rubbish Removal					
Total Maintenance and Repairs	13,445.67	87,964.57	79,238.21	149,000.00	59.04
TOTAL BUILDING COSTS	19,135.67	122,017.87	111,517.30	232,300.00	52.53
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	1,553.80	2,891.37	2,546.94	4,500.00	64.25
Postage and Shipping					
10-25-5710-10	3,612.00	12,453.54	12,616.00	21,000.00	59.30
Printing/Spec. Serv. - Adult					
10-25-5711-00	1,594.11	6,490.77	6,377.26	9,500.00	68.32
Postage Special Serv					
10-25-5712-00	0.00	508.35	888.69	1,000.00	50.84
Printing					
Total Postage and Printing	6,759.91	22,344.03	22,428.89	36,000.00	62.07
Supplies					
10-25-5713-00	344.14	3,937.41	3,743.76	6,300.00	62.50
Office Supplies					
10-25-5714-00	2,266.00	8,017.54	5,862.01	10,000.00	80.18
Circ. Material Supplies					
10-25-5715-00	0.00	621.39	444.90	1,900.00	32.70
Copier Supplies					
10-25-5716-00	248.57	1,974.29	2,171.15	4,700.00	42.01
Kitchen Supplies					
10-25-5717-00	3,219.01	19,539.68	18,401.11	43,000.00	45.44
Processing Supplies					
10-25-5718-00	596.72	977.57	2,899.44	10,100.00	9.68
Computer Supplies					

Lisle Library District
 For the Six Months Ending December 31, 2024
 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	6,674.44	35,067.88	33,522.37	76,000.00	46.14
Other Operating Costs					
10-25-5719-00 Publishing	34.50	765.90	683.10	600.00	127.65
10-25-5722-15 Safety Deposit Box Rental	0.00	112.50	116.67	200.00	56.25
10-25-5723-00 Check Printing	0.00	0.00	148.28	100.00	0.00
10-25-5723-15 Bank Charges	405.60	3,459.95	2,699.33	5,100.00	67.84
10-25-5724-15 Local Travel	0.00	34.68	82.39	500.00	6.94
Total Other Operating Costs	440.10	4,373.03	3,729.77	6,500.00	67.28
TOTAL OPERATING EXPENSES	13,874.45	61,784.94	59,681.03	118,500.00	52.14
INSURANCE					
10-30-5750-00 Fidelity Bonds	(1,114.00)	986.00	2,100.00	2,250.00	43.82
10-30-5751-00 Property Damage (All-Peril)	48,495.17	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	4,849.00	7,175.00	6,587.00	7,000.00	102.50
TOTAL INSURANCE	52,230.17	79,375.90	73,898.50	61,250.00	129.59
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	1,125.00	1,777.50	1,466.25	8,000.00	22.22
10-35-5761-00 Collection Agency	25.30	177.10	253.00	700.00	25.30
10-35-5762-00 Other Contr Services - Admin	0.00	1,635.00	1,870.00	4,000.00	40.88
10-35-5763-00 Other Contr Svcs-Tech Asst	2,707.18	82,072.61	102,091.06	106,000.00	77.43
10-35-5764-10 Other Contr Svcs - Library Wi	2,971.90	15,210.58	13,488.01	40,000.00	38.03
10-35-5765-10 Investment Agency Consultants	238.36	721.93	1,016.25	4,500.00	16.04
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	2,000.00	9,725.00	9,450.00	9,725.00	100.00
10-35-5771-00 Payroll Service	887.97	5,463.11	5,222.19	13,000.00	42.02
TOTAL CONTRACTUAL SERVICES	9,955.71	119,469.75	138,594.26	189,925.00	62.90
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	2,319.50	1,735.00	4,000.00	57.99
10-40-5784-00 Meetings - Staff	110.00	528.70	241.52	1,000.00	52.87
10-40-5785-00 Conferences - Staff	200.00	4,878.43	2,661.91	7,000.00	69.69
10-40-5786-00 Memorial/Tribute/Recognition	29.99	230.37	773.69	3,000.00	7.68
10-40-5787-00 Staff Development	0.00	1,769.03	1,640.10	2,500.00	70.76
10-40-5788-00 Training (Cont Ed) - Staff	0.00	1,651.11	0.00	8,500.00	1.94
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	110.00	110.00	0.00	825.00	13.33

Lisle Library District
For the Six Months Ending December 31, 2024
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	449.99	10,001.14	7,052.22	29,000.00	34.49
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	65,158.94	56,949.97	80,000.00	81.45
10-48-5803-10 Technology	0.00	1,043.03	17,222.21	70,000.00	1.49
10-48-5804-10 Facility	12.46	832.29	2,526.57	10,000.00	8.32
Total Major Equipment	12.46	67,034.26	76,698.75	160,000.00	41.90
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	229.95	0.00	700.00	32.85
10-48-5823-20 Minor Equip - Adult Services	0.00	90.67	325.94	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	117.84	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	0.00	213.98	185.81	700.00	30.57
10-48-5823-60 Minor Equip - Circ	0.00	(85.82)	144.83	700.00	(12.26)
Total Minor Equipment	0.00	448.78	774.42	3,500.00	12.82
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	361.14	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,119.95	10,973.19	12,372.16	18,280.00	60.03
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	1,119.95	11,153.76	12,733.30	20,000.00	55.77
TOTAL EQUIPMENT COSTS	1,132.41	78,636.80	90,206.47	183,500.00	42.85
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	171.00	2,470.93	1,531.71	8,000.00	30.89
10-50-5863-30 Books - Youth Serv	5,893.70	27,038.16	24,281.97	56,500.00	47.86
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	6,360.54	33,898.33	28,244.71	90,000.00	37.66
10-50-5865-10 Books - Adult/Teen Fiction	3,339.31	25,921.91	31,667.92	80,500.00	32.20
10-50-5867-20 Ref Books - Adult Serv	446.10	1,637.22	1,304.44	15,000.00	10.91
Total Books	16,210.65	90,966.55	87,030.75	250,000.00	36.39
Databases					
10-50-5869-20 Internet Licensed DBases	7,434.19	83,803.03	94,088.92	115,000.00	72.87
10-50-5872-10 Dbases - Professional	723.00	5,670.37	6,051.95	8,500.00	66.71
10-50-5873-30 Dbases - Youth Serv	0.00	3,297.10	9,578.37	11,500.00	28.67

Lisle Library District
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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>
Total Databases	8,157.19	92,770.50	109,719.24	135,000.00	68.72
Audio-Visual Materials	1,137.56	7,763.91	4,119.65	10,000.00	77.64
10-50-5890-30 A-V Matls - Youth Serv	4,626.18	26,788.46	28,649.47	63,000.00	42.52
10-50-5895-40 A-V Matls - Adult Serv	15,665.66	62,448.18	54,209.26	122,000.00	51.19
10-50-5899-20 Digital Content	21,429.40	97,000.55	86,978.38	195,000.00	49.74
Total Audio-Visual Materials	25.43	25,059.65	24,536.64	26,000.00	96.38
Periodicals/Doc Delivery	136.81	18,487.02	17,898.02	21,500.00	85.99
10-50-5871-20 Document Delivery	0.00	276.72	398.23	500.00	55.34
10-50-5900-20 Periodicals - Adult Serv	0.00	2,397.99	2,799.49	3,000.00	79.93
10-50-5900-30 Periodicals - Youth	162.24	46,221.38	45,632.38	51,000.00	90.63
10-50-5900-80 Periodicals - Prof. Collection	45,959.48	326,958.98	329,360.75	631,000.00	51.82
Total Periodicals/Doc Delivery					
TOTAL LIBRARY MEDIA					
PROGRAMS AND READER'S SERVICES					
Programs	1,208.10	9,965.38	7,230.52	15,000.00	66.44
10-60-5931-10 Programs - Adult Services	655.27	4,572.78	4,221.73	15,000.00	30.49
10-60-5931-30 Programs - Youth	93.09	436.19	440.69	1,700.00	25.66
10-60-5931-40 Online Marketing	23.29	1,427.66	3,194.11	5,500.00	25.96
10-60-5931-50 Community Relations	1,979.75	16,402.01	15,087.05	37,200.00	44.09
Total Programs	1,617.22	2,146.65	257.96	3,000.00	71.56
Readers Services	866.38	2,181.05	1,721.69	6,800.00	32.07
10-60-5940-10 Reader Services - Adult Serv.	2,483.60	4,327.70	1,979.65	9,800.00	44.16
10-60-5940-30 Reader Services - Youth Serv.	4,463.35	20,729.71	17,066.70	47,000.00	44.11
Total Readers Services					
TOTAL PROGRAMS AND READERS					
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	1,047.50	5,727.91	9,481.66	46,000.00	12.45
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	1,047.50	70,883.80	75,707.10	114,000.00	62.18

Lisle Library District
 For the Six Months Ending December 31, 2024
 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>
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	384,213.54	2,261,781.38	2,167,646.14	4,614,475.00	49.01
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	60,000.00	30,000.00	120,000.00	50.00
TOTAL OPERATING TRANSFERS O	10,000.00	60,000.00	30,000.00	120,000.00	50.00
TOTAL ALL EXPENSES	394,213.54	2,321,781.38	2,197,646.14	4,734,475.00	49.04

Lisle Library District
 For the Six Months Ending December 31, 2024
 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	0.00	0.00	24,113.06	0.00	0.00
70-65-5680-00 HVAC Replacement Project	6,990.00	23,442.50	0.00	200,000.00	11.72
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	500,000.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	6,990.00	23,442.50	24,113.06	700,000.00	3.35
TOTAL SPECIAL RESERVE EXPENSES	6,990.00	23,442.50	24,113.06	760,000.00	3.08

Lisle Library District
Accounts Payable - January 15, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Albertsons	010325	Retirement Albertsons Safeway	10-40-5786-00 10-00-2610-00	Memorial/Tribute/Recog Accounts Payable	22.99	22.99
Albertsons	010725	Disc Cleaning Supplies Albertsons Safeway	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	19.30	19.30
Amazon	010625	Books, Supplies, Music CDs, Games	10-50-5864-10	Books - Non Fiction	93.82	
			10-50-5865-10	Books - Adult/Teen Ficti	16.32	
			10-50-5895-40	A-V Mats - Adult Serv	11.98	
			10-60-5931-10	Programs - Adult Service	327.81	
			10-50-5863-30	Books - Youth Serv	141.09	
			10-50-5890-30	A-V Mats - Youth Serv	17.49	
			10-60-5931-30	Programs - Youth	454.32	
			10-60-5940-30	Reader Services - Youth	229.02	
			10-25-5716-00	Kitchen Supplies	95.94	
			10-25-5713-00	Office Supplies	119.35	
			10-20-5663-00	Maint/Repairs-Genl repai	75.20	
			10-25-5717-00	Processing Supplies	27.99	
			10-25-5718-00	Computer Supplies	20.00	
			10-48-5804-10	Facility	16.17	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,646.50
Case Lots	28860	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	320.95	320.95
ComEd	122624	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	2,523.09	2,523.09
Culligan of Wheaton	010725	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	25.44	25.44
Current Technologe	735784	October Network Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
Current Technologie	735785	November Network Monitoring Current Technologies Corporation	10-35-5763-00	Other Contr Svcs-Tech	285.00	
Current Technologie	735786	December Networking Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
Eco Clean	13391	Janitorial Services Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,850.00	2,850.00
EnvisionWare	INV-US-74321	Payware Gateway - Cash Register	10-35-5763-00	Other Contr Svcs-Tech	555.66	

Lisle Library District
Accounts Payable - January 15, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		EnvisionWare, Inc.	10-00-2610-00	Accounts Payable		555.66
EnvisionWare	INV-US-74534	(3) RFID Pads EnvisionWare, Inc.	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	990.63	990.63
FNBO Billing - 1897	123024	Hotspot Licenses, Supplies, Programs, AV	10-03-4540-00	Fines	2.00	
			10-25-5713-00	Office Supplies	53.67	
			10-35-5762-00	Other Contr Services - A	37.67	
			10-35-5763-00	Other Contr Svcs-Tech	1,205.98	
			10-50-5895-40	A-V Matis - Adult Serv	593.67	
			10-60-5931-10	Programs - Adult Service	76.33	
			10-60-5931-30	Programs - Youth	134.36	
			10-60-5931-40	Online Marketing	93.09	
		FNBO Billing Account	10-00-2610-00	Accounts Payable		2,196.77
Groot	13711447T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	302.30	302.30
Heritage Technology	247290	Block of 30 Hours Heritage Technology Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	4,350.00	4,350.00
Heritage Technology	247294	Network Monitoring Feb - Apr Heritage Technology Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	1,980.00	1,980.00
Ingram	010125	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5867-20 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Ref Books - Adult Serv Books - Youth Serv Processing Supplies Accounts Payable	3,266.33 3,323.10 32.36 2,133.01 1,268.60	10,023.40
Ingram Express	010125	Books Ingram Library Services, Inc.	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	14.99	14.99
Kanopy	432212	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	317.00	317.00
Konica Minolta Busin	297724637	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	281.89	281.89
LIMIRICC PHIP Healt	010725	January 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 5,095.78 4,504.01 7,704.41	32,715.59

Lisle Library District
Accounts Payable - January 15, 2025

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Maddox, Susan	020825	Program: Cooking for Two Susan K. Maddox	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	375.00	375.00
Midwest Tape	506552608	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	6,407.80	6,407.80
Midwest Tape 2516	010225	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	1,570.36	1,570.36
Midwest Tape 7288	010225	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 Matls - Adult Serv Literacy/ESL Processing Supplies Accounts Payable	1,274.47 299.98 394.80	1,969.25
Midwest Tape 7291	010225	DVDs, Blu-rays, CD Books & Processing Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	234.64	234.64
OverDrive	24402626	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	484.49	484.49
OverDrive	24404379	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	496.69	496.69
Procter, Justin	010725	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	6.93	6.93
RAILS	13582	Creative Bug RAILS	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	1,000.00	1,000.00
Warehouse Direct	5852747-0	Janitorial Supplies Warehouse Direct	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	763.44	763.44
					75,300.10	75,300.10

PRIOR MONTHS BILLS PAID BETWEEN December 2024 AND January 2025		
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.		
Check #	Vendor	Amount
HSA	Salaries 12/13/24	70110.51
HSA	IL Dept. of Revenue	4407.30
Auto W/D	Howard Simon & Associates	840.61
HSA	EFTPS/Electronic Tax Payment 12/13/2024	22884.49
	Fed Tax \$8384.96	
	FICA W/H \$7249.74	
	FICA Lib \$7249.79	
HSA	Salaries 12/31/2024	68067.53
HSA	IL Dept. of Revenue	4279.50
Auto W/D	Howard Simon & Associates	47.36
HSA	EFTPS/Electronic Tax Payment 12/31/2024	22272.02
	Fed Tax \$8178.34	
	FICA W/H \$7046.83	
	FICA Lib \$7046.85	
Wired	IMRF W/H \$8712.76	13834.77
	IMRF Lib \$5122.01	
	Sub Total	206744.09
Check #	Vendor	Amount
8694	Albertsons Safeway	59.96
8695	Baker & Taylor (L0334152)	32.42
8696	Bear Landscape	4980.00
8697	CCS	6610.00
8698	CDW Government	596.72
8699	Compact Disc Source	313.51
8700	Culligan of Wheaton	137.38
8701	Current Technologies Corporation	986.25
8702	Delta Dental - Risk	1877.03
8703	Elara Engineering	380.00
8704	Garvey's Office Products	124.05
8705	Home Depot Credit Services	149.76
8706	Illinois TESOL/BE	135.00
	Monthly Network Monitoring, Remote Support	
	January Premium	
	Engineering Services	
	Supplies & Laminate	
	Floor Outlet Covers & Hardware	
	Annual Conference	

8707	Johnson Controls Security Solutions	Quarterly Service & Monitoring Enhancement	1282.05
8708	Jackie Kilcran	Program Supplies	100.00
8709	Libraries of IL Risk Agency	24 - 25 Property/Casual Insurance	48495.17
8710	NCPERS Group Life Ins	Payroll Withholding	48.00
8711	OverDrive, Inc.	Advantage	2191.58
8712	The Penworthy Company	Books	835.25
8713	Playaway Products LLC	Launchpads	788.45
8714	Risk Program Administrators	24 - 25 Workers Comp Policy	4849.00
8715	Sidecar Publications LLC	Gimlet	348.00
8716	Sikich LLP	Accounting Services	1291.30
8717	Staples Advantage	Supplies	267.16
8718	Terminix Anderson	Pest Control	172.81
8719	Terrance Electric & Technology	Lighting Above NF DVDs	3130.00
8720	Thomas Klise / Crimson Multimedia	Video Games	980.47
8721	Verizon	Usage	1893.39
8722	Village of Lisle	Monthly Internet Service	450.00
		Sub Total	\$ 83,504.71
		TOTAL	\$ 290,248.80

Monthly Circulation Report - December 2024

	Checkouts	Renewals	Dec-24 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change
Adult Non-Print	2,282	2,751	5,033	31,124	28,239	-9.27%
Adult Print	4,256	3,713	7,969	51,668	51,609	-0.11%
Adult Total	6,538	6,464	13,002	82,792	79,848	-3.56%
YS Non-Print	663	904	1,567	10,350	9,008	-12.97%
YS Print	6,490	6,848	13,338	84,623	88,570	4.66%
Total YS	7,153	7,752	14,905	94,973	97,578	2.74%
Digital Media						
Overdrive	5,462		5,462	29,105	32,985	13.33%
hoopla	2,922		2,922	13,780	16,896	22.61%
Overdrive Magazines	691		691	2,460	3,275	33.13%
PressReader	359		359	4,367	2,105	-51.80%
Kanopy	294		294	1,822	2,153	18.17%
Total Digital	9,728	0	9,728	51,534	57,414	11.41%
Subtotal Print + Non-Print/Digital	23,419	14,216	37,635	229,299	234,840	2.42%
Computer/Tech Sessions Logins *	1,281		1,281	6,700	7,969	18.94%
Database Usage/Unique Logins	7,279		7,279	37,759	37,122	-1.69%
Wireless Use	1,271		1,271	6,548	7,917	20.91%
ScannX sessions/jobs	349		349	1,626	2,122	30.50%
Museum Adventure Passes	27		27	229	254	10.92%
Total IT/Resource Sessions	10,207	0	10,207	52,862	55,384	4.77%
Total Circulation	33,626	14,216	47,842	282,161	290,224	2.86%
Borrower Information	Dec 2024 Total	YTD 23/24	YTD 24/25	YTD % Change		
New Library Cards Added	121	1,009	846	-16.15%		* Sessions were changed from 2 to 4 hours on 8/31/23.
Monthly Borrowers	2,680	17,076	17,301	1.32%		
Total # Registered Borrowers	10,825	9,039	10,825	19.76%		
InterLibrary Loans						
Materials Sent	18	303	249	-17.82%		
Materials Received	229	2,093	1,853	-11.47%		
Polaris/Catalog Holds						
Holds Placed	2,715	17,662	17,456	-1.17%		
Holds Checked Out	2,268	14,107	14,246	0.99%		
Pick-Up Window Service Stats						
# of Patrons/Users	21	166	102	-38.55%		
# of Items Picked Up/Checked Out	57	526	232	-55.89%		

Lisle Library District - Program and Service Statistics - December 2024

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
Library Event Statistics									
Staff Facilitated Programs		9	39	10	2	60	350	407	16.29%
Attendees		90	716	17	18	841	4,399	5,613	27.60%
Computer/Technology Programs		2	0			2	14	13	-7.14%
Attendees		1	0			1	104	112	7.69%
Performer/Speaker/Author		4	1			5	23	26	13.04%
Attendees		43	75			118	386	612	58.55%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	2	2	0.00%
Attendees	500					500	1,300	1,150	-11.54%
Total Number of Programs	1	15	40	10	2	68	389	448	15.17%
Total Patrons Served by Programming	500	134	791	17	18	1,460	6,189	7,487	20.97%
Reference Questions		1,461	931	1,531		3,923	26,219	24,123	-7.99%
Volunteer Hours		5.00	18.00			23.00	528.50	649.50	22.89%
Notary Service	16					16	217	187	-13.82%
LLD Kindness Cards **		N/A	N/A			0	439	0	-100.00%
Outreach Service Statistics									
Outreach Visits		0	9	0		9	38	59	55.26%
Patrons Served by Outreach Visits		0	279	0		279	3,457	3,390	-1.94%
Home Delivery Dates		2				2	13	13	0.00%
Patrons Served via Home Delivery		80				80	589	549	-6.79%
Total Outreach Programs		2	9	0		11	51	72	41.18%
Total Patrons Served with Outreach Services		80	279	0		359	4,046	3,939	-2.64%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	24						154	172	11.69%
Number of Outside Groups Using Meeting Space	48						198	249	25.76%
Number of Ginkgo & Maple Study Room Reservations***	74						N/A	403	--
Patrons Entering Building 1	9,201						66,274	61,216	-7.63%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	568						6,026	3,677	-38.98%
X (f.k.a. Twitter) Followers	1,039						1,057	1,039	-1.70%
Instagram Likes	522						3,725	2,825	-24.16%
Flickr Views	9,254						57,486	38,612	-32.83%
YouTube Views	6,587						42,856	51,767	20.79%
eBlast Engagement *	1,061						5,221	3,881	-25.67%
Total LLD App Downloads	1,008						842	1,008	19.71%
Total LLD App Sessions	4,662						22,621	28,215	24.73%
1 The LLD has adjusted the last FY totals to reflect more accurate data.									

* eBlast Engagement statline added January 2023. ** LLD Kindness Cards reintroduced in May 2023. *** New statline as of March 2024.



General Capital Improvement Program

A. General Updates

1. BAS Update

- Submittals have been received and are being revised.
- Still planning for work to start work in February
- Formal contract finalized

2. HVAC (Condensing Unit) Re-Bid

- Kickoff meeting scheduled for 1/14
- Contract development is underway

B. Executive Report

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

1. Mechanical Equipment Replacement – updated below

- **HVAC (Condensing Unit)** – Kick-off underway
- **BAS** – In Pre-Construction Phase

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: January 10, 2025

JANUARY 2025 | DIRECTOR'S REPORT

Meetings:

LLD Board of Trustees – Dec 18
Patron – Dec 27
Patron – Dec 27
Patron – Jan 2
Staff – Jan 3
Patron – Jan 3

Hokusai Creatives – Jan 6
Hokusai/VOL – Jan 7
Govt. Affairs/Fire Dist. – Jan 8
Patron – Jan 8
Rogers/CCS – Jan 9
CCS/IBS – Jan 9
Swistak – Jan 9

LLD Community Survey

In December, the LLD Strategic Planning Committee approved of a community survey to aid the Committee in drafting a new Strategic Plan for the LLD. The survey was soft-launched at the LLD Winter Fest in December. Trustee Berry stationed a table with two laptops for patrons to take the survey while attending the Winter Fest festivities. Twenty-three patrons completed the survey that evening. A mix of adults, teens, and kids visited the survey table.

The LLD is creating a postcard to send to all District residents, highlighting the survey; complete with QR code and address/link. Postcards will be mailed to District residents in January. As discussed and confirmed in the last Strategic Planning Committee meeting, the survey will run through February.

Hokusai in Lisle

As part of a community-wide initiative, the Library will join other intergovernmental agencies and businesses in welcoming the Hokusai exhibit at the College of DuPage's (COD) Cleve Carney Museum of Art (flyer follows this report).

In 2023, the LLD served as the kick-off event for the Warhol experience in Lisle. In 2025, the LLD will participate as a program leader launching a community art project. We are hopeful that the art project will spur other governmental agencies to participate as well. On January 7, the Village hosted a presentation by COD and Lisle's Chris Fry (Pulse Studio) to outline ideas for a community-wide initiative. Questions about the Village budget line for this initiative and organizational participation still remain, but the LLD is committed to supporting this cultural experience in Lisle.

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

Government Affairs Committee

On January 8, I participated in Lisle's Government Affairs Committee meeting. I rarely have the opportunity to attend these meetings, as they frequently occur at times and on dates when I have LLD obligations. This Committee is comprised of Lisle Chamber of Commerce employees, some businesses, and government agencies.

At this meeting, the Committee was finalizing questions for an upcoming Candidate Forum to be held on January 28 at Village Hall. The Chamber will host and advertise the event soon to maximize public awareness. The goal of the Forum is to encourage the public to ask questions of the two candidates for Mayor of Lisle. The Committee's questions will serve as back-ups in case there is a lull in proceedings or duplicative public questions.

Illinois Per Capita Grant Application

The annual Illinois Per Capita Grant Application is how the LLD demonstrates that we are meeting standards as laid out in the ILA Standards Handbook. A copy of the application is in the January Board packet. The LLD is grateful for receiving the grant every year. The LLD expends Per Capita Grant funds on a variety of resources and items. Traditionally, the LLD uses Per Capita funds to supplement programming, materials (physical and digital), and on technology. However, we also utilized Grant funds to help update the website last year, as well as purchase equipment for Youth Services such as a Storytime light table. Last year the LLD received \$44,664.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a stylized flourish at the end.

Tatiana Weinstein



HOKUSAI

& UKIYO-E | The Floating World

SUMMER 2025 | Artworks from the Chiossone Collection

葛飾北斎



Hokusai2025.com

The Exhibition is organized by the Cleve Carney Museum of Art in collaboration with the Museo d'Arte Orientale E. Chiossone of Genoa and with the support of MondoMostre.

January 2025 Assistant Director Report Meetings/Virtual Meetings

- Terrance Electric- Dec 16
- Kone- Dec 16
- Stephens Plumbing- Dec 16
- Johnson Controls- Dec 27
- Kone- Dec 27
- Johnson Controls- Jan 6
- Metalmaster- Jan 8
- Stephens Plumbing- Jan 9
- NILFM Meeting- Jan 9

Meetings

I attended a virtual meeting of the Northern Illinois Library Facility Managers group. Topics of discussion included lockdown protocols, facility security, EV charging stations, and facility management software. This is a group that meets quarterly, but is in regular contact through email.

Facility

Terrance Electric came out to install proper emergency lighting near all of our electrical panels. 7 different locations were either updated or received a new fixture, and will be able to provide light for repairs during a power outage.

Stephens Plumbing came out on two occasions to address issues in the east end restrooms. Regulators on fixtures in the men's room needed to be replaced, as well as flow issues with sinks. One of the fixtures in the men's room is still having issues, I will be reaching out to the manufacturer to determine next steps.

Metalmaster completed necessary repairs noted during their fall preventative maintenance assessment. Seals were touched up between siding and patches were applied to damaged portions of the roof membrane.

Johnson Controls was called out to address a defective smoke detector that was sending false alerts to the main fire panel. It was determined that the smoke detector in question was located in the shaft of the South entrance elevator, so Kone had to be called out to safely provide access. The smoke detector has been swapped out, and all parts of the fire prevention system are in working order.

Respectfully Submitted,



Will Savage
Assistant Director

Adult Services Quarterly Report
October-November-December 2024

October

Arts, Culture, & Education Programming Librarian, Xavier Duran, attended the annual Illinois Library Association conference in Peoria. At the ILA conference, library workers have the opportunity to attend educational programs, meet with vendors, and network with peers. Xavier attended programs for three days and sat in on presentations on the following topics: Public Art, AI, Reference, Serving Patrons with Disabilities, Blended Dewey Non-Fiction Collections, and more. Attending professional development opportunities like ILA is an imperative part of our work as librarians. Staff need to be able to keep up with their skill sets and learn from their peers because change is an ever-constant in the library world. I was pleased that Xavier had the opportunity to attend and that he shared his notes and ideas with the rest of our department upon his return.

October brought new and popular program offerings. West Suburban Paranormal Investigations presented first-hand stories of paranormal activity to over 40 attendees...just in time for spooky season! Additionally, Xavier Duran facilitated *So You Want to Be on Jeopardy?* in which two patrons shared their personal experiences when they were Jeopardy contestants. Former LLD trustee, Jay Fisher, and longtime Fixed on Fiction book group member, Anupama Srirangan, discussed their time on Jeopardy with about 50 patrons in attendance. Lastly, Bentron Financial Group returned to present *Estate Planning Explained* to about 30 patrons. Jigar Doshi, CRPC, discussed probate, wills vs. trusts, power of attorney for healthcare and financial matters, and guardianship appointments.

November

Adult Services staff Jean Demas and Karalyn Collazo both attended the webinar: *Homeless Training: How to Manage Problematic Behavior (Compassionately!)* presented by Ryan Dowd. Dowd is the former executive director of Hesus House and now teaches organizations around the world how to de-escalate situations with vulnerable individuals. Jean and Karalyn compiled a summary of the presentation and shared it with Adult Services staff, including tips on being aware of nonverbal body language and responding with empathy.

Xavier Duran attended a bi-annual Overdrive consortium meeting. As a reminder, the LLD is part of a consortium when it comes to our Overdrive (or Libby) collection. This consortium consists of 24 area libraries who share digital resources in order to expand our patron's access to material. At this meeting, an Overdrive representative joined to discuss metrics for our consortium. We are comparable in spending and fulfillment to other consortiums our size. The representative also discussed new features for OverDrive, specifically customizable CPC (cost-per-circ) budgeting for individual titles.

November marked the one year anniversary of our *Craft & Coffee* program series. This monthly event allows patrons a space to work on the craft project of their choice while enjoying refreshments and socializing with fellow crafters. Assistant Director of Adult Services, Noelle Spicher, launched this initiative last year when she noticed many patrons attending our craft programs enjoyed the social aspect of these events. *Craft & Coffee* has been steadily popular. In fact, attendees previously requested that we extend the length of the program. As such, it now runs for two hours (as opposed to the original

one hour) one Saturday per month. It's worth noting that while patrons often attend programs for educational purposes (example: *Estate Planning Explained*, mentioned above) others are attending our events for the opportunity to socialize and connect. I am delighted that we can offer programming that meets the needs of lifelong learners *and* allows patrons the opportunity to foster human connection at the Library.

December

The LLD launched our annual Winter Read program on December 1st. This year, adult patrons who read and logged two books between December 1st and January 10th earned a fetching, glass mug. I'm delighted to report that our adult participation numbers for Winter Read continue to increase each year. At the time of this writing, we have 448 adults registered for Winter Read (compared to 332 in 2023 and 292 in 2022). It's also worth noting that Winter Read programs for adults, specifically, are not held at every public library. Many area libraries offer an option solely for kids and teens. I'm proud that the LLD is dedicated to providing engaging programs for patrons of all ages and that this endeavor has been so well-received by our community.

In celebration of the festive season and the start of Winter Read, LLD hosted Winter Fest on Friday, December 13th. Approximately 500 patrons joined us for churros, live reindeer, a wintry photo booth, a penguin scavenger hunt, and bingo! Staff were also available at service desks to register patrons for Winter Read. Feedback regarding the whole event was extremely positive; however, it seems as though bingo really stole the show. Truly a game that can be enjoyed by all ages, this offering was extremely popular. Seeing this response, John Ferrari and I have begun planning an all-ages Bingo night for the spring.

Adult Services Librarians Noelle Spicher, Jean Demas, Krista Kloepper, and I attended ARRTcon at the Naperville Public Library. Presented by the Adult Reading Round Table, ARRTcon is a one-day conference focused on providing Readers' Advisory (RA) training to library workers. Staff enjoyed a number of panels presented by professional experts, including: RA for Outreach & Accessibility, LibraryReads 101, Novelist Deep Dive for Sure Bets, and Sourcebooks Book Buzz. Additionally- as an ARRT Steering Committee member, I had the honor of serving as a speaker. Working with two colleagues I presented *RA Staff Training* to approximately 50 people. I was pleased to discuss best practices in RA training and hopefully help other library leaders at local libraries in this endeavor.

Respectfully Submitted,

Elizabeth Hopkins



Churros at Winter Fest



AS Staff Karalyn & Meagan at Winter Fest



Reindeer at Winter Fest



Elizabeth (center) presenting at ARRTcon

Youth Services Quarterly Report– October 2024

News:

- Youth Services hosted the Library's annual Halloween Storytime and Costume Parade. This year 120 patrons enjoyed a 30-minute storytime featuring both books and songs, followed by the customary Trick-or-Treat Parade through the library. Youth Services would like to thank Circulation, Adult Services, Admin, and Technical Services for their participation.
- This year's Youth Winter Reading Program featured a bingo with a variety of library-related challenges suitable for youth patrons across the age and ability spectrum. The bingo card focused on the variety of ways patrons can interact with the library and its diverse collection. The completion reward is a white stocking hat adorned with the Lisle Library District Winter Logo.
- Youth Services staff member Mallory Caise provided library tours for several interested groups, including, but not limited to, groups from Giant Steps, St. Joan of Arc School, and the Girl Scouts.
- Isolda Page represented the Library at the Lisle High School's Trunk-or-Treat. She handed out flyers for upcoming programs, promoted our online databases for school work, and gave treats to the children of Lisle.
- Youth Services Staff have prepared displays for Native American Heritage Month, Hispanic Heritage Month, spooky books, gratitude, winter, and our always-popular Gift Wrapped books.

Sidewalk Stories

The following texts were featured in our library story walk.

- October: *I am La Chiva: The Colorful Bus of the Andes* by Karol Hernández
- November: *We Are Grateful: Otsaliheliga* by Traci Sorell
- December: *Ten Ways to Hear Snow* by Cathy Camper

Programs:

- Youth Services has continued staff-facilitated Movie Sing-A-Longs. Our feature presentation in October was "The Nightmare Before Christmas"; November was "The Little Mermaid"; and December's offering was "Frozen".
- Saturday Morning Movies have continued to grow in attendance, with the Library's showing of "A Goofy Movie" drawing a program high of 62 attendees.
- Monthly evening storytimes continue to be a popular offering with families. The themes this quarter were STEM, travel, and a spooky storytime for families unable to attend the Halloween Costume Parade.
- Lisle Library District hosted a very special Saturday Morning Storytime featuring Cinderella from the Magical Starlight Theatre's production of Rogers and Hammerstein's "Cinderella." 75 Patrons enjoyed both a storytime and a live song by Cinderella herself.

Community Outreach Highlights:

Youth Services staff have performed outreach storytimes at the following organizations:

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

Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
 - Monarch Award Selection Committee
 - iRead Committee
 - Isolda Page and Tiffany Song attended ILA in Peoria.
 - Emily Walker contributed to the School Library Journal's 'Best YA Books Committee'.

Patron Communications

The following comments were provided by way of comment cards.

- “We really like Ms. Katie’s Music and Movement Storytime. She does a great job making it interactive and fun.” – G. Turner
- “Can we get some more Chinese language books?” – S. Shi
- “Good Books!” - Kenzie

Respectfully Submitted,
John Ferrari, Director of Youth Services

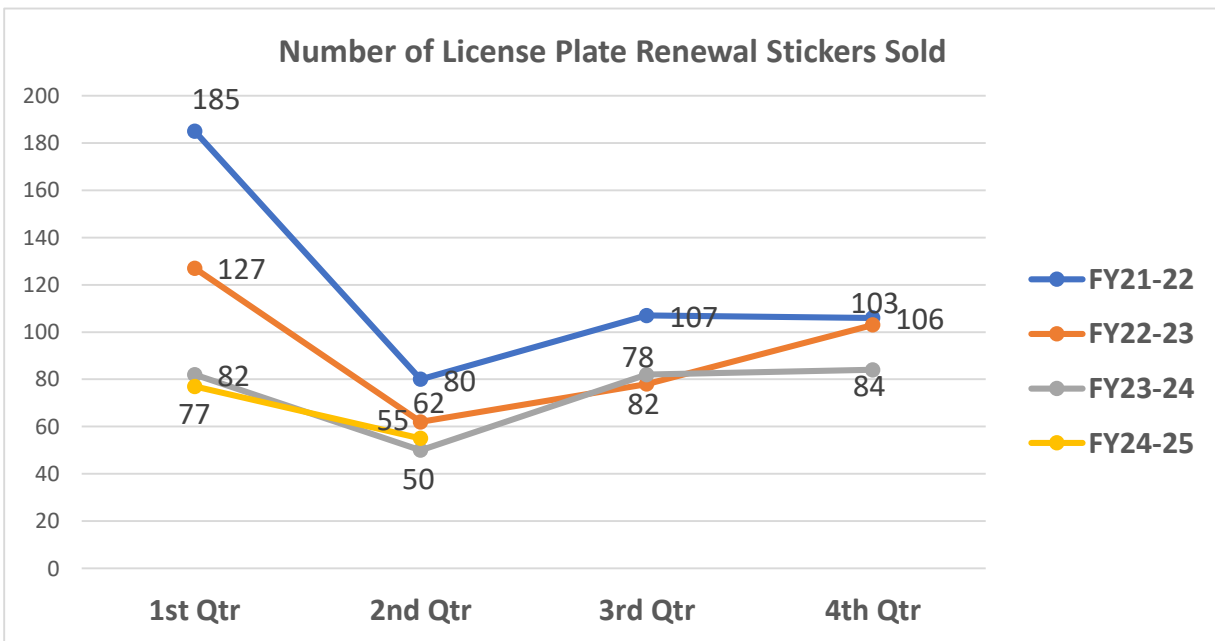
Quarterly Board Report 2nd Quarter FY24/25 Circulation Services Department

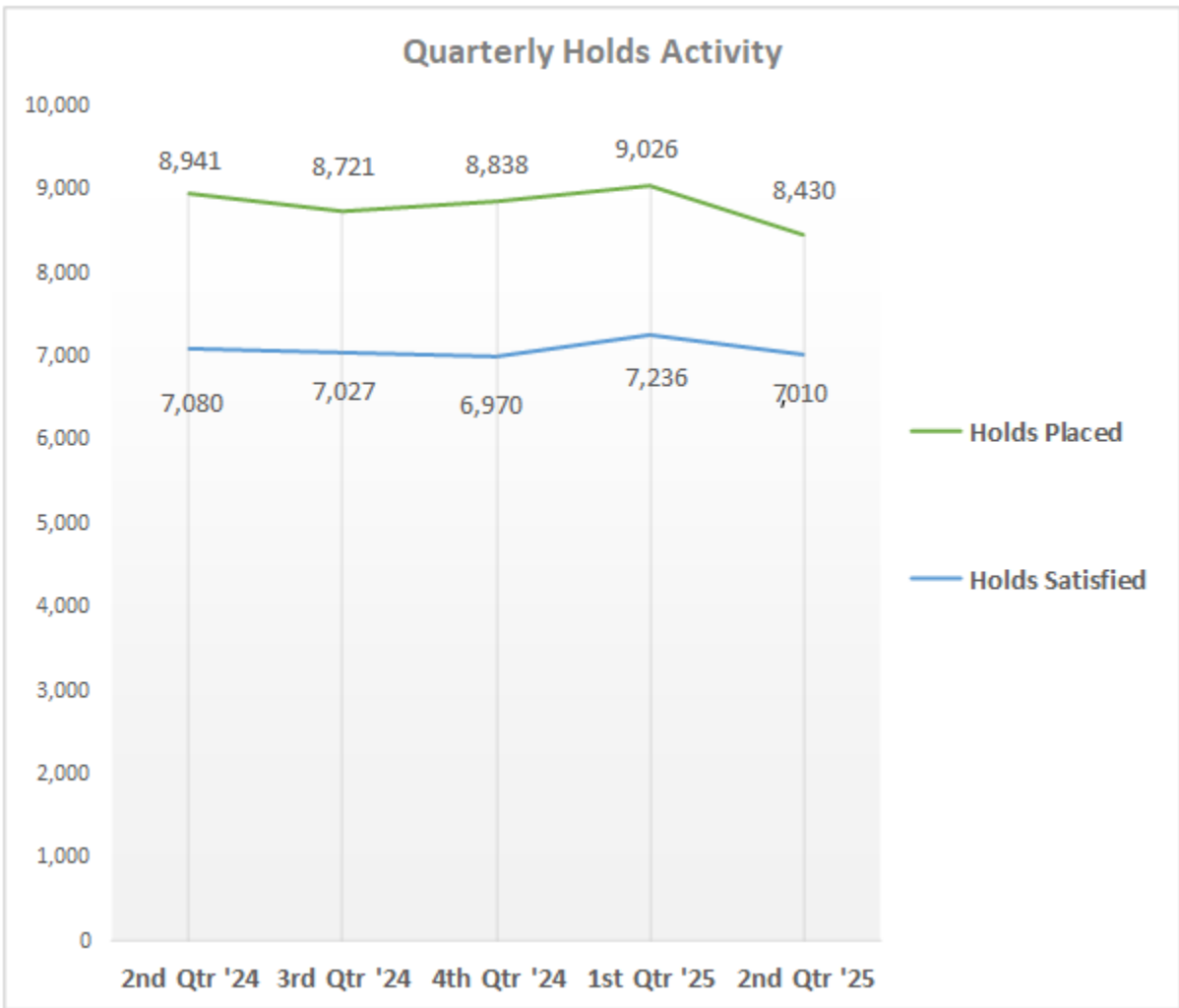
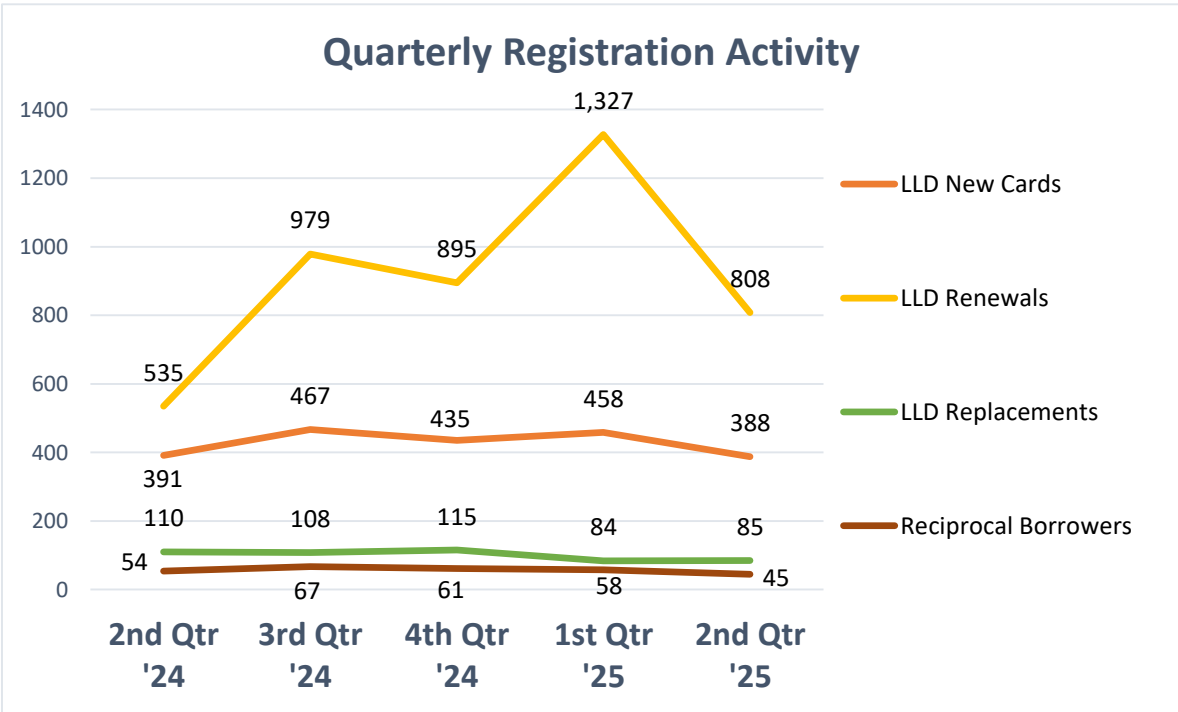
Circ. Staff Projects & Services

- In October, the Circ. Pages successfully shifted books for the entire Youth Non-Fiction collection as well as in the Adult Science Fiction/Fantasy area.
- For the Presidential Election, select Circ. Desk staff, who are official voter registrars, registered a handful of new voters during October.
- In November, Circ. Desk staff received training on and implemented an updated mobile printing solution (WiFi printing) named LPT One Print Release. We assist patrons with their mobile printouts/payments. Our patrons really appreciate the convenience of being able to use our multi-color printer, which is located behind the Circ. Desk, for printing documents from their own devices.
- Circ. Desk staff assist LLD patrons with Ginkgo and Maple Study Room reservations. They call, email, or see us in-person to make study room reservations. Our patrons also use the LLD online calendar to request study rooms. In recent months, approximately 60 to 70 reservations were made each month and approved by Circ. staff. In November, over 80 study room reservations were approved by us. The “Number of Ginkgo & Maple Study Room Reservations” stat line is always included in the monthly *Program and Service Statistics* Board Report. Throughout the holiday season, we received many “Thank You’s” and kind words from patrons regarding our study room reservations service. It takes real teamwork to keep track of all of the reservations, and we post “Reserved Room” signs for the correct study room on a daily basis.

Illinois License Plate Renewal Stickers

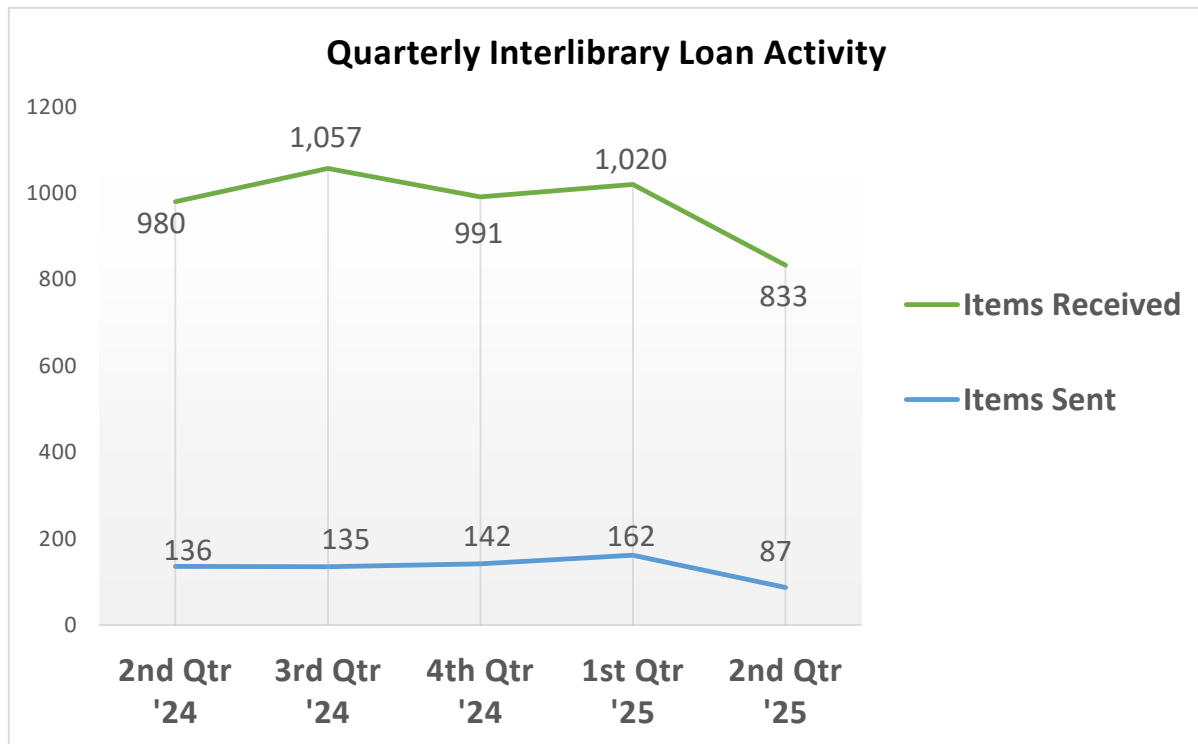
During this quarter, 55 stickers were sold by Circ. Desk staff.





Winter Fest

On the evening of December 6, Assistant Director of Circulation Services Teri (*photo below*), along with the Director of Adult Services, greeted patrons as they entered the North entrance of the Library. They also helped direct patrons to the locations of various fun activities and offerings. In addition, they distributed maps of the Winter Fest Scavenger Hunt. At the Circ. Desk, staff were very busy registering new patrons.



Respectfully Submitted by,

Paul Hurt, Director of Circulation Services

Technical Services 1st Quarterly Report FY2024-2025

Meetings/Webinars/Training attended by Technical Services Staff.

- LACONI Governing Board meetings 10/16, 11/13
- LACONI Technical Services Section meeting 10/17
- ALA CORE SSFV Task Group meetings 11/4, 12/2, 12/3
- So You Wanna be a Manager panel discussion 11/8
- DEI in Metadata Networking Group meeting 11/12
- AI and the Library World webinar 10/17
- Who are you? Library of Congress Demographic Group Terms webinar 12/12
- Serials 101 program 11/1
- AI Ethics and Uses program 10/24
- ALA CORE Forum conference 11/14-11/16

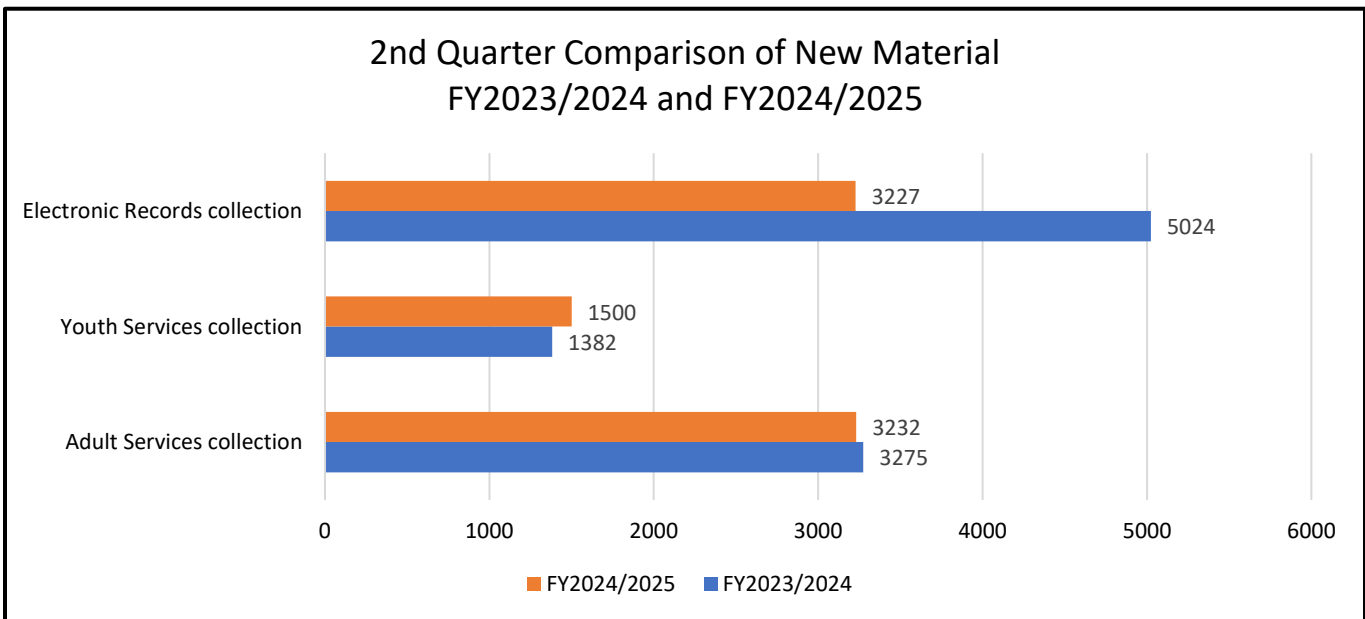
Technical Services staff were delighted to collaborate with colleagues to present the Fall and Winter Festivals at LLD. TS staff appreciated the opportunity to engage with our patrons, as these library-wide events foster valuable interactions and are well-received by both staff and patrons.

Technical Services is beginning a new reclassification project in the Adult Nonfiction religion collection. Professional discussions regarding bias in classification are occurring internationally. Libraries are investigating ways to address these issues in manageable steps as broader changes continue to be discussed. LLD will be adopting the new DDC optional arrangement for religion. The new arrangement reduces the bias of the standard classification and is a step towards improving the inclusivity and browsability of the collection.

LLD would also like to highlight the new teen Nonfiction collection located in the Teen room. Working with Youth services librarians, Technical Services reclassified certain Junior High titles that were more appropriate for the Teen collection. LLD continually evaluates collections to ensure materials are accessible to the intended audience and promote inclusivity.

Respectfully submitted by Laura Murff, Director of Technical Services

NEW MATERIALS ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	819
AS Non-Fiction Books	1273
AS Audio/Visual	533
AS Periodicals	607
Adult Services Total	3232
Youth Services Collection	
YS Fiction Books	1049
YS Non-Fiction Books	299
YS Audio/Visual	117
YS Periodicals	35
Youth Services Total	1500
Electronic Records Collection	
EMediaLibrary MARC records	357
Hoopla MARC records	2175
Kanopy MARC records	695
Electronic Records Total	3227



ALA CORE Forum 2024, November 14-16, 2024

The ALA CORE Forum, the conference for *Core: Leadership, Infrastructures, Futures*, is an annual conference for library professionals that focuses on access & equity, assessment of services, leadership & management, buildings & operations, metadata & collections, preservation, and technology.

I attended programs that delved into a variety of timely topics such as presenting your library's story through data, challenges in library management, and improving digital project workflows.

Additional topics covered included discussion on diversity, equity, inclusion, and accessibility within library systems, promoting and using genre terms in library catalogs, and fostering accessibility and inclusive library environments.

I was especially interested in the program on evaluating and implementing a discovery layer. LLD will be implementing a discovery layer in 2025 and the program provided many tips and lessons learned during implementation.

Programs attended:

- Looking Beyond Your Digital Repository: Metadata for Storytelling
- Only Managers in the Building: Everything you wish you knew before becoming a manager
- Improving preservation and metadata practices for better digital projects
- Diverse, Equitable, Inclusive, and Open: Insights from a new metadata handbook
- The Greatest Obstacle of Discovery: Assessment of Library Discovery Systems
- Get Informed about Genre/Form Terms
- Web Accessibility and DEIA

Resolution R25-01

RESOLUTION PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (“LIMRICC”)

BE IT RESOLVED by the Board of: Lisle Library District (hereinafter referred to as the “Library”) as follows:

1. AUTHORITY: This Resolution is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Library Systems Act, and the Illinois Public Library District Act (or the Illinois Local Library Act where applicable).

2. FINDINGS:

A. The Library Insurance Management and Risk Control Combination (LIMRiCC) has heretofore been established by Intergovernmental Agreement among existing public libraries and library systems to provide the following programs:

1. The Unemployment Compensation Program (UCGA);
2. The Employee Benefits Insurance Program;

A copy of the Intergovernmental Agreement providing for these programs is attached hereto as Exhibit A.

B. It is in the best interests of the Library to participate in such of the above programs as are indicated by a checkmark in the appropriate box.

3. AUTHORIZATION: That the President and Secretary of this Library are, therefore, authorized and directed to execute an Intergovernmental Agreement providing for risk management and authorizing Membership in LIMRiCC for the programs hereinabove indicated, the Intergovernmental Agreement to conform substantially to the Intergovernmental Agreement attached hereto as Exhibit A and effective on November 15, 2023.

Adopted this day 15th of January, 2025 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

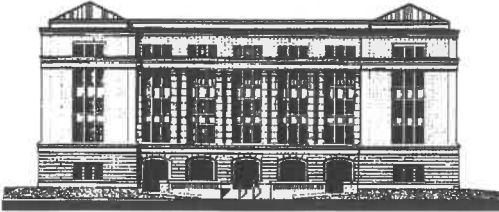
Lisle Library District

President - Signature

Emily Swistak

President - Print Name

DRAFT



ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Lisle Library District

Name of Library or Agency

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

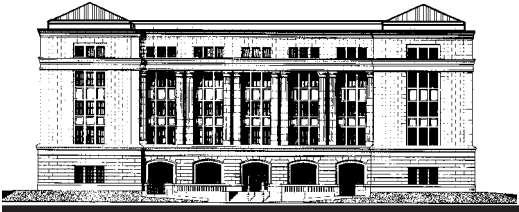


Authorized Signature

Tatiana Weinstein
Signature Name (Typed or Printed)

01/08/2025
Date

Director
Title



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

RESOLUTION 24-01

**A RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION
LIBRARY BILL OF RIGHTS PURSUANT TO PUBLIC ACT 103-100**

WHEREAS, The Lisle Library District (LLD) is an Illinois public library existing and operating pursuant to the Illinois Library Systems Act, 75 ILCS 10/1 et seq.; and

WHEREAS, on June 12, 2023, the Illinois General Assembly passed Public Act 103-100 ("Act") to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials; and

WHEREAS, the Act provides that in order to be eligible for State of Illinois grants, Illinois libraries and Illinois library systems must either (i) adopt the American Library Association (ALA) Library Bill of Rights or, in the alternative, (ii) develop a written policy prohibiting the practice of banning books or other materials within the library or library system; and

WHEREAS, the LLD Board of Trustees finds and determines that adopting the ALA Library Bill of Rights, in conformance with the Act, is in the best interests of the public.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the LLD Board of Trustees, as follows:

- 1. Recitals:** The above stated recitals are incorporated herein by reference.
- 2. Adopting the ALA Library Bill of Rights:** In furtherance of and in conformance with Public Act 103-100, the LLD Board of Trustees hereby adopts the ALA Library Bill of Rights (attached as Exhibit A), as it may be amended from time-to-time.
- 3. Severability:** In the event that any section, clause, provision, or part of this Resolution is found to be invalid by a court of competent jurisdiction, all remaining provisions will continue in full force and effect.
- 4. Repeal and Savings Clause:** All ordinances or resolutions, or parts thereof, in conflict with this Resolution are hereby repealed to the extent of the conflict.
- 5. Effective Date:** This Resolution will be in full force and effect from and after its passage and approval as provided by law.

ADOPTED this 17th day of January, 2024 pursuant to a roll call vote as follows:

AYES: Bartelli, Swistak, Larson, Sullivan, Berry, Martin

NAYS: _____

ABSENT: Breihan


Marjorie Bartelli
Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:
Liz Sullivan
Liz Sullivan, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Liz Sullivan, 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 17th day of January, 2024, the foregoing resolution: RESOLUTION 24-01, A RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS PURSUANT TO PUBLIC ACT 103-100, was duly passed by the Board of Trustees.



Liz Sullivan
Secretary, Board of Trustees
Lisle Library District
DuPage County, Illinois

Exhibit "A"

American Library Association

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

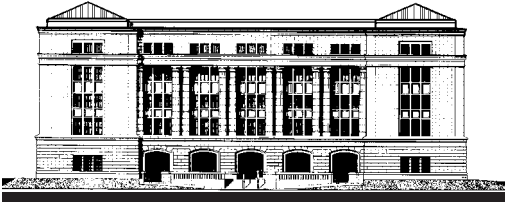
V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13