

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on July 17, 2024 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.*

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

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

### LISLE LIBRARY DISTRICT BOARD MEETING July 17, 2024 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Presidential appointment of LLD standing committees and committee to review FY23/24 Board minutes
4. Assignments for reviewing monthly accounts payable
  - a. Treasurer Larson and Trustee Martin reviewed the June billings in July
  - b. Vice President Bartelli and Trustee Breihan will review the July billings in August
5. Consent Agenda - Action Required
  - a. Approve Minutes of the June 19, 2024 Board Meeting
  - b. Approve Minutes of the June 19, 2024 Executive Session
  - c. Acknowledge Treasurer's Report, 06/30/24, Investment Activity Report, 06/30/24, Current Assets Report, 06/30/24, Revenue Report, 06/30/24, and Expense Report, 06/30/24
  - d. Authorize Payment of Bills, 07/17/24
6. Unfinished Business
  - a. Capital Improvement Project
    - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
    - ii. Approval to go out for public bids for HVAC replacements - Action Required
      - a. Approval to issue public Request for Bid Documents for the following HVAC replacement scopes:
        - i. Building Automation System (BAS) replacement
        - ii. Condensing Unit Replacement(s)
7. Committee Reports
  - a. Finance
  - b. Personnel and Policy
  - c. Physical Plant
  - d. Strategic Planning
8. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
9. New Business
  - a. Approve Resolution 24-03: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required

Vote to authorize preparation and filing of the B&A Ordinance.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

Vote to approve B&A Public Notice.

- 10. Opportunity for Trustee comments (five minutes)

Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak

- 11. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
June 19, 2024 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

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 7:49 p.m.]  
Eddie Nunez - CCS International Inc. [left the meeting at 7:49 p.m.]

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

3. Election of Officers - Action Required

**MOTION:** Trustee Sullivan moved to nominate Emily Swistak as LLD Board President. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Trustee Sullivan moved to elect Marjorie Bartelli as LLD Vice President. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Trustee Larson moved to elect Liz Sullivan LLD Secretary. Vice President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Secretary Sullivan moved to elect Karen Larson as LLD Treasurer. President Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

President Swistak stated that she would announce appointments to the standing committees at the July Board Meeting.

4. Assignments for reviewing monthly accounts payable

- a. Trustee Berry and Trustee Breihan reviewed the May billings in June
- b. Trustee Larson and Trustee Sullivan will review the June billings in July

5. Consent Agenda - Action Required

- a. Approve Minutes of the May 15, 2024 Board Meeting

- b. Acknowledge Treasurer's Report, 05/31/24, Investment Activity Report, 05/31/24, Current Assets Report, 05/31/24, Revenue Report, 05/31/24, and Expense Report, 05/31/24
- c. Authorize Payment of Bills, 06/19/24

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

## 6. Unfinished Business

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

Mr. Rogers stated that the final pay application for Camosy has been received. The payment will be made upon completion of the parking lot seal coating, which is expected in early July. This will close out the renovation project.

- ii. HVAC Component Replacement and Lot Development Project Planning

Mr. Rogers stated that Elara has been evaluating the BAS. He provided an estimate to replace the oldest condensing unit, piping, and coil. Because the remaining three condensing units are over twelve years old, and function on refrigerant that is being phased out, it might be more cost effective to replace all four condensing units at the same time. Elara evaluated the boiler and stated that it was not necessary to replace at this time.

Mr. Rogers presented options for the adjacent lot for programming space. He explained that the steep grade of the Front Street lot would require leveling for programming and that it may be cost prohibitive. He stated that the Kingston lot was the best option for development. Mr. Rogers presented options for entrance points into the lot, gateway, equipment, and lighting.

Mr. Rogers and Mr. Nunez left the meeting at 7:49 p.m.

## 7. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - President Swistak had nothing to report.
- c. Physical Plant - Treasurer Larson had nothing to report.
- d. Strategic Planning - President Swistak stated that the Committee will be meeting on July 1, 2024 at 1:00 p.m.

## 8. Staff Reports

Director Weinstein recapped the Summer Read Kick-off event. She commended staff for pivoting from an outdoor event to an indoor event. The event was attended by over 650 community members. She stated that around 1400 patrons are registered for Summer Read. Director Weinstein also thanked Joe Viso, the Village of Lisle's Community Engagement Specialist, for helping get the word out that the Summer Read Kickoff event would take place as an indoor event.

Director Weinstein stated the new website launched in June. She explained that the website is better designed, more attractive, and easier to navigate. The Library participated in the Lisle Woman's Club Garden Gait. In conjunction with the Woman's Club, a dedication of the Oak Study Room has been planned. Officer Sean McKay from the Lisle Police Department presented active shooter training at the all-staff meeting in May.

A community member who was refurbishing a house found historic documents relating to the LLD. The patron delivered the documents to the Library.

Patron Joan Broz let the LLD know that her granddaughter published her second book. The Library has purchased the book for the collection which features a protagonist who is hearing impaired. The Director stated the importance of maintaining a diverse collection, and commended the author on her success.

The Director stated that two Mac computers have been placed on the public floors for patron use. There is one in YS and AS. The Piasa Bird has been hung on the north wall in Adult Services.

The LLD will be marching in the 4<sup>th</sup> of July Parade.

Assistant Director Savage stated that Summer Read Kick-Off was a success. The Event Team is now working on plans for Fall Fest. He restated that the renovation project is nearing its completion, with the parking lot seal coating planned for early July.

Chicago Metro Fire completed all required annual safety tests including smoke detectors, sprinkler and elevator inspections. J.V. Painting completed the cleaning, sanding and re-staining of the pergola area. Metalmaster completed repairs on the roof. Sendra Services cleaned the condenser coils and repaired the water pump on the west half of the building.

#### 9. New Business

- a. Adopt Resolution 24-02 Lisle Library District Board Members - Action Required

**MOTION:** Trustee Breihan moved to approve Resolution 24-02: Lisle Library District Board Members, an annual resolution of a true and correct list of current LLD Board Members. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 24-01: Ordinance authorizing non-resident cards - Action Required

**MOTION:** Secretary Sullivan moved to approve Ordinance 24-01, an annual Ordinance authorizing public library non-resident cards by the tax bill method. Treasurer Larson seconded.

Director Weinstein provided an overview of Ordinance 24-01: Ordinance authorizing non-resident cards.

Roll Call Vote - All Aye. The motion passed.

- c. Adopt Ordinance 24-02: Meeting Date Ordinance - Action Required

**MOTION:** Vice President Bartelli moved to approve Ordinance 24-02, a Meeting Date Ordinance to set regular Board Meetings for the Lisle Library District. Secretary Sullivan seconded.

Director Weinstein provided an explanation of Ordinance 24-02: Meeting Date Ordinance. She pointed out that all Meetings will be held on the 3<sup>rd</sup> Wednesday of the month, with the exception of August, which will be held on the 2<sup>nd</sup> Wednesday of the month.

Roll Call Vote - All Aye. The motion passed.

- d. Adopt Ordinance 24-03: Prevailing Wage Ordinance - Action Required

**MOTION:** Secretary Sullivan moved to approve Ordinance 24-03, a Prevailing Ordinance an annual notice of prevailing wage to be published. Trustee Breihan seconded.

Director Weinstein provided an explanation of Ordinance 24-03: Prevailing Wage Ordinance.

Roll Call Vote - All Aye. The motion passed.

- e. Adopt Ordinance 24-04: An Ordinance annexing territory to the District - Action Required

**MOTION:** Treasurer Larson moved to approve Ordinance 24-04, an Ordinance annexing territory to the district commonly known as Rivers Edge and the Estates at River Edge per developer petition. Trustee Breihan seconded.

Director Weinstein provided an explanation of Ordinance 24-04: an Ordinance annexing territory to the District.

Roll Call Vote - All Aye. The motion passed.

- f. Adopt Ordinance 24-05: Transfer of funds to Special Reserve Fund - Action Required

**MOTION:** Secretary Sullivan moved to approve Ordinance 24-05, a Transfer of funds from the Corporate Fund to Special Reserve Fund in the amount of \$120,000.00 under 75 ILCS 16/40-50. Trustee Berry seconded.

Director Weinstein provided an explanation of Ordinance 24-05: Transfer of funds to Special Reserve Fund.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Vice President Bartelli, Treasurer Larson, Secretary Sullivan and Trustee Berry had no comments at this time. Trustee Breihan stated that the Summer Read Kickoff was a great event. President Swistak congratulated the new Officers. She thanked the Trustees for their confidence. She thought Summer Read was a great success.

11. Executive Session - Action Required

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

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:13 p.m.

The Board came back into Open Session at 9:11 p.m.

12. Set Director's salary for FY2024-25 - Action Required

**MOTION:** Secretary Sullivan moved to approve the Director's salary of \$143,017.00 for fiscal year 2024-2025. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

13. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 9:12 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on July 17, 2024.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of June 30, 2024

Fund Name	Cash Balance 06/30/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,902,286.04	82.83%	91.94%
IMRF	165,466.96	2.80%	3.10%
FICA	264,507.80	4.47%	4.96%
Subtotals	5,332,260.80	90.10%	100.00%
Special Reserve	585,614.32	9.90%	0.00%
	5,917,875.12	100.00%	100.00%

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Treasurer

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Date



INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	11.26	12.56	12.28	12.87	12.86	13.38	13.41	12.57	13.50	13.12	13.67	13.39	154.87
Ehlers-Inv Interest Perishing	1,641.38	6,198.00	7,856.36	6,386.03	4,851.99	2,856.59	2,269.84	2,161.47	2,820.62	3,176.11	3,157.78	12,897.47	56,273.64
Fifth Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45	3,202.95	2,873.97	2,402.80	2,246.22	1,872.73	1,745.80	2,535.65	33,014.44
Little Savings	222.16	222.40	222.64	215.68	223.10	216.13	225.21	215.99	216.21	223.65	216.66	224.12	2,641.95
Little CD 2635	109.73	109.78	106.29	109.89	106.39	109.99	109.74	102.70	109.84	106.34	109.94	106.44	1,297.07
Little CD 2669	110.02	110.07	106.57	110.17	106.67	110.27	110.32	957.96	942.45	915.62	949.85	922.81	5,052.78
IL Funds	216.70	238.51	234.98	277.23	273.63	290.65	312.69	296.51	330.78	336.47	375.23	372.46	3,555.84
US Bank-9853	10.28	10.61	10.62	10.27	10.62	10.27	10.61	10.59	9.90	10.59	10.24	10.59	125.19
US Bank-9370	3.06	4.82	11.90	12.22	13.33	0.40	3.19	3.38	3.47	3.78	3.76	2.84	65.55
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	6,692.99	6,658.41	6,582.43	17,085.77	102,181.43
Interest - Special Reserve Only	892.95	1,622.22	1,367.67	1,266.44	1,100.15	880.95	771.80	651.02	774.21	845.62	800.65	1,738.70	12,672.38
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,551.89	9,659.52	7,929.89	5,919.68	5,205.18	5,112.95	5,918.78	5,812.79	5,781.78	15,347.07	89,509.05
Totals	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	6,692.99	6,658.41	6,582.43	17,085.77	102,181.43

	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	-	394,883.78	641,516.25	298,000.00	118,393.85	-	-	-	256,000.00	-	-	253,000.00	1,961,793.88
Investment Purchases	298,939.08	(266,143.49)	(499,341.34)	(247,985.20)	(197,841.98)	(149,964.45)	-	-	-	-	-	(542,243.56)	-1,604,580.94
TOTALS	(298,939.08)	661,077.27	1,140,857.59	545,985.20	316,235.83	149,964.45	-	-	256,000.00	-	-	795,243.56	3,566,374.82

	Fair Market Value on 6/30/24				
Checking Accounts					
Fifth Third Operating Acct	\$28,268.26				
Fifth Third Financial Now acct	\$3,645,397.23				
Fifth Third Financial-petty cash	\$574.81				
US Bank	\$28,506.53				
E commerce	\$41,863.10				
	<u>\$3,744,609.93</u>				
Money Markets					
Lisle Savings Bank	\$211,798.56				
IMET	\$3,227.36				
The Illinois Funds	<u>\$83,802.14</u>				
	<u>\$298,828.06</u>				
Ehlerts Investments Pershing	\$8,478.24				
Investments	Coupon Rate YTM Paid FMV Due				
Fixed Income					
Lisle Savings Bank	100.000	0.55	218,374.39	\$236,157.27	7/11/2024
US Treasury Bill	98.673	0.00	57,000.00	\$56,339.94	9/19/2024
Empower Fed CR Union Syracuse	99.990	5.80	248,000.00	\$248,119.04	10/7/2024
Lisle Savings Bank	100.000	4.69	225,325.93	\$240,525.17	11/13/2024
Simmons Bk Pine Bluff	100.000	5.40	243,000.00	\$243,041.31	12/17/2024
Key Bk Natl Assn Ohio CTF	100.000	5.40	243,000.00	\$243,046.17	12/19/2024
US Bank	100.000	2.50	249,999.99	\$249,999.99	1/15/2025
Freedom First Fed CR UN Roanoke	98.679	4.80	200,000.00	\$199,318.00	4/14/2025
Citibank Natl Assn	99.950	4.80	150,000.00	\$149,412.00	12/12/2025
			<u>149,964.45</u>	<u>\$1,865,958.89</u>	
TOTAL CURRENT ASSETS				<u>\$5,917,875.12</u>	

Lisle Library District  
For the Twelve Months Ending June 30, 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>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 1,871,359.56	\$ 6,368,835.94	\$ 3,841,693.94	\$ 4,124,600.00	154.41
40-01-4414-00 Tax Levy - IMRF	21,883.59	26,276.33	80,060.23	0.00	0.00
45-01-4415-00 Tax Levy - FICA	76,905.19	265,296.30	170,800.94	173,305.00	153.08
<b>TOTAL TAX LEVY</b>	<u>1,970,148.34</u>	<u>6,660,408.57</u>	<u>4,092,555.11</u>	<u>4,297,905.00</u>	<u>154.97</u>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	32,138.91	31,755.81	30,000.00	107.13
<b>TOTAL TIF SURPLUS</b>	<u>0.00</u>	<u>32,138.91</u>	<u>31,755.81</u>	<u>30,000.00</u>	<u>107.13</u>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	0.00	37,441.76	56,844.04	40,000.00	93.60
40-01-4462-00 Personal Property Repl. Tax -	0.00	2,160.86	3,280.63	1,500.00	144.06
45-01-4463-00 Personal Property Repl. Tax -	0.00	339.51	515.44	250.00	135.80
<b>TOTAL PERSONAL PROPERTY REP</b>	<u>0.00</u>	<u>39,942.13</u>	<u>60,640.11</u>	<u>41,750.00</u>	<u>95.67</u>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	13,976.37	81,182.73	84,181.93	35,000.00	231.95
40-02-4475-00 Interest Earned - IMRF	567.26	3,592.00	4,921.67	1,500.00	239.47
45-02-4476-00 Interest Earned - FICA	803.44	4,734.32	5,070.62	1,500.00	315.62
<b>TOTAL INTEREST INCOME</b>	<u>15,347.07</u>	<u>89,509.05</u>	<u>94,174.22</u>	<u>38,000.00</u>	<u>235.55</u>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	871.17	6,935.24	11,254.30	5,000.00	138.70
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<u>871.17</u>	<u>6,935.24</u>	<u>11,254.30</u>	<u>5,000.00</u>	<u>138.70</u>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	(8.06)	744.34	850.67	1,000.00	74.43
10-03-4536-00 Non-Resident Fees	0.00	702.40	1,339.26	750.00	93.65
10-03-4538-00 Book Sale	100.00	1,234.00	0.00	0.00	0.00
10-03-4540-00 Fines	94.07	1,915.76	419.20	0.00	0.00
<b>TOTAL DESK INCOME</b>	<u>186.01</u>	<u>4,596.50</u>	<u>2,609.13</u>	<u>1,750.00</u>	<u>262.66</u>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	1,086.00	5,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	500.00	0.00	0.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	2,000.00	0.00

Lisle Library District  
For the Twelve Months Ending June 30, 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>
10-04-4570-00	57.00	575.00	0.00	0.00	0.00
10-04-4573-00	294.39	2,806.85	4,527.72	3,500.00	80.20
10-04-4575-00	228.75	4,164.62	0.00	0.00	0.00
10-04-4583-00	0.00	44,664.48	44,664.48	45,000.00	99.25
10-04-4584-00	231.45	2,736.75	2,796.84	2,000.00	136.84
10-04-4585-00	253.75	2,366.75	2,791.25	2,500.00	94.67
10-05-4595-00	0.00	0.00	486.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	1,065.34	57,814.45	56,352.57	60,100.00	96.20
TOTAL REVENUES	\$ 1,987,617.93	\$ 6,891,344.85	\$ 4,349,341.25	\$ 4,474,505.00	154.01

Lisle Library District  
For the Twelve Months Ending June 30, 2024  
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	\$ 1,738.70	\$ 12,672.38	\$ 71,406.41	\$ 20,000.00	63.36
TOTAL INTEREST	1,738.70	12,672.38	71,406.41	20,000.00	63.36
70-04-4587-10 Restricted - Transfer from Cor	65,000.00	120,000.00	1,100,000.00	60,000.00	200.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	65,000.00	120,000.00	1,100,000.00	60,000.00	200.00
TOTAL REVENUES	66,738.70	132,672.38	1,171,406.41	80,000.00	165.84

Lisle Library District  
For the Twelve Months Ending June 30, 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	\$ 46,760.85	\$ 536,330.86	\$ 526,707.11	\$ 561,040.00	95.60
10-10-5603-20	43,391.41	508,668.81	491,356.82	548,458.00	92.75
10-10-5603-30	33,564.23	387,750.91	417,234.27	454,846.00	85.25
10-10-5603-50	23,216.90	258,130.75	243,917.30	271,141.00	95.20
10-10-5603-60	37,578.40	431,916.19	428,855.78	464,515.00	92.98
Total Salaries	184,511.79	2,122,797.52	2,108,071.28	2,300,000.00	92.30
Health and Dental Ins.					
10-10-5621-10	5,647.19	62,629.48	57,722.61	70,907.00	88.33
10-10-5621-20	6,731.05	86,127.98	82,990.01	88,487.00	97.33
10-10-5621-30	4,796.20	53,776.68	49,407.50	48,094.00	111.82
10-10-5621-50	3,872.13	38,138.31	30,311.70	36,630.00	104.12
10-10-5621-60	3,439.96	49,585.70	48,272.56	56,608.00	87.59
10-10-5622-10	188.90	2,090.21	2,282.39	2,877.00	72.65
10-10-5622-20	355.28	4,837.70	4,429.47	5,497.00	88.01
10-10-5622-30	198.65	2,590.31	2,130.86	2,765.00	93.68
10-10-5622-50	178.47	1,993.50	1,376.75	1,907.00	104.54
10-10-5622-60	65.14	1,587.77	1,931.76	2,228.00	71.26
Total Health and Dental Ins.	25,472.97	303,357.64	280,855.61	316,000.00	96.00
Other Staff Benefits					
10-10-5646-00	0.00	(24.17)	(1,233.45)	4,000.00	(0.60)
10-10-5646-10	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	(24.17)	(1,233.45)	4,000.00	(0.60)
FICA Expenses					
45-10-5625-10	3,524.94	40,522.52	39,737.01	43,400.00	93.37
45-10-5625-20	3,203.71	37,527.47	36,178.45	42,500.00	88.30
45-10-5625-30	2,522.90	29,174.37	31,460.48	35,100.00	83.12
45-10-5625-50	1,737.87	19,380.72	18,354.66	21,000.00	92.29
45-10-5625-60	2,782.37	31,418.44	30,526.02	36,000.00	87.27
Total FICA Expenses	13,771.79	158,023.52	156,256.62	178,000.00	88.78
IMRF Expenses					
40-10-5628-10	1,302.93	12,521.53	16,655.51	19,500.00	64.21
40-10-5628-20	1,275.73	12,578.98	16,535.00	19,100.00	65.86
40-10-5628-30	932.06	8,910.47	12,869.23	15,800.00	56.40
40-10-5628-50	682.58	6,419.86	8,202.17	9,400.00	68.30

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>
40-10-5628-60	818.05	8,024.83	11,066.20	16,200.00	49.54
IMRF Expense - Circulation					
Total IMRF Expenses	5,011.35	48,455.67	65,328.11	80,000.00	60.57
Total EMPLOYEE COSTS	228,767.90	2,632,610.18	2,609,278.17	2,878,000.00	91.47
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	5,400.00	4,950.00	5,400.00	100.00
Internet Service Provider					
10-20-5651-00	1,810.00	3,620.00	1,810.00	1,810.00	200.00
INet					
10-20-5652-00	1,814.45	18,567.76	12,117.05	20,000.00	92.84
Utilities - Phone					
10-20-5653-00	221.68	7,729.02	10,361.51	12,000.00	64.41
Utilities - Gas					
10-20-5654-00	0.00	2,234.83	2,674.22	4,500.00	49.66
Utilities - Sewer & Water					
10-20-5655-00	3,513.42	34,434.22	35,497.82	50,000.00	68.87
Utilities - Electric					
10-20-5656-00	0.00	0.00	1,960.07	0.00	0.00
Verizon					
Total Utilities	7,809.55	71,985.83	69,370.67	93,710.00	76.82
Maintenance and Repairs					
10-20-5660-00	0.00	1,791.02	3,750.00	6,000.00	29.85
Maint Contracts - HVAC					
10-20-5661-00	7,633.02	44,299.79	35,674.44	49,500.00	89.49
Maint Contracts - Maint. Servi					
10-20-5662-00	1,179.82	32,957.88	36,650.00	40,000.00	82.39
Maint Contr. - Landscape Serv.					
10-20-5663-00	476.64	9,407.84	10,530.62	10,000.00	94.08
Maint/Repairs-Genl repairs, Su					
10-20-5664-00	11,555.43	66,641.41	81,790.49	60,000.00	111.07
Maint/Repairs-Non Contr. Work					
10-20-5665-00	282.98	3,153.32	3,625.96	4,000.00	78.83
Rubbish Removal					
Total Maintenance and Repairs	21,127.89	158,251.26	172,021.51	169,500.00	93.36
TOTAL BUILDING COSTS	28,937.44	230,237.09	241,392.18	263,210.00	87.47
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	0.00	4,343.65	3,438.11	5,500.00	78.98
Postage and Shipping					
10-25-5710-10	3,968.50	23,736.50	19,093.82	23,000.00	103.20
Printing/Spec. Serv. - Adult					
10-25-5711-00	1,722.30	11,927.44	8,815.96	10,000.00	119.27
Postage Special Serv					
10-25-5712-00	0.00	962.04	1,000.00	1,000.00	96.20
Printing					
Total Postage and Printing	5,690.80	40,969.63	32,347.89	39,500.00	103.72
Supplies					
10-25-5713-00	420.58	6,471.03	5,632.80	6,000.00	107.85
Office Supplies					
10-25-5714-00	1,188.64	10,136.66	9,267.22	10,000.00	101.37
Circ. Material Supplies					
10-25-5715-00	62.34	1,130.10	1,845.49	1,900.00	59.48
Copier Supplies					
10-25-5716-00	576.66	4,705.17	5,000.00	5,000.00	94.10
Kitchen Supplies					
10-25-5717-00	4,801.80	39,487.52	44,175.11	43,000.00	91.83
Processing Supplies					

Lisle Library District  
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10-25-5718-00 Computer Supplies	186.40	6,244.65	9,626.95	12,100.00	51.61
Total Supplies	7,236.42	68,175.13	75,547.57	78,000.00	87.40
Other Operating Costs					
10-25-5719-00 Publishing	0.00	683.10	1,145.31	1,500.00	45.54
10-25-5722-15 Safety Deposit Box Rental	0.00	266.67	141.66	200.00	133.34
10-25-5723-00 Check Printing	0.00	597.26	0.00	500.00	119.45
10-25-5723-15 Bank Charges	690.70	6,456.15	4,589.93	5,800.00	111.31
10-25-5724-15 Local Travel	43.21	182.64	360.30	500.00	36.53
Total Other Operating Costs	733.91	8,185.82	6,237.20	8,500.00	96.30
TOTAL OPERATING EXPENSES	13,661.13	117,330.58	114,132.66	126,000.00	93.12
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	4,200.00	2,100.00	2,100.00	200.00
10-30-5751-00 Property Damage (All-Peril)	0.00	65,211.50	39,505.05	50,000.00	130.42
10-30-5752-00 Notary Bond	0.00	0.00	0.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	6,199.00	4,321.00	7,000.00	88.56
TOTAL INSURANCE	0.00	75,610.50	45,926.05	59,325.00	127.45
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	2,096.25	3,431.25	15,000.00	13.98
10-35-5761-00 Collection Agency	0.00	670.45	468.05	700.00	95.78
10-35-5762-00 Other Contr Services - Admin	101.20	3,231.20	2,525.00	5,000.00	64.62
10-35-5763-00 Other Contr Svcs-Tech Asst	5,662.67	165,822.64	69,210.63	98,000.00	169.21
10-35-5764-10 Other Contr Svcs - Library Wi	4,590.52	25,168.69	31,758.48	47,000.00	53.55
10-35-5765-10 Investment Agency Consultants	0.00	1,507.91	5,239.77	6,000.00	25.13
10-35-5769-00 Accounting Software	0.00	7,131.50	747.50	4,800.00	148.57
10-35-5770-00 Contractual - Audit Fee	0.00	9,450.00	9,175.00	9,500.00	99.47
10-35-5771-00 Payroll Service	900.90	11,811.52	8,500.00	12,000.00	98.43
TOTAL CONTRACTUAL SERVICES	11,255.29	226,890.16	131,055.68	198,000.00	114.59
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	3,275.00	3,314.00	4,000.00	81.88
10-40-5784-00 Meetings - Staff	31.04	504.74	2,331.07	1,400.00	36.05
10-40-5785-00 Conferences - Staff	127.05	5,673.05	7,111.35	8,000.00	70.91
10-40-5786-00 Memorial/Tribute/Recognition	252.72	2,152.36	3,564.99	3,000.00	71.75
10-40-5787-00 Staff Development	105.00	1,745.10	2,207.28	2,500.00	69.80
10-40-5788-00 Training (Cont Ed) - Staff	0.00	59.00	2,650.00	9,100.00	0.65
10-45-5786-70 Dues - Trustee	0.00	525.00	675.00	525.00	100.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00



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10-45-5788-70 Meetings - Trustees	0.00	0.00	57.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	239.97	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMENT	515.81	13,934.25	22,150.66	31,525.00	44.20
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	56,949.97	58,933.57	90,000.00	63.28
10-48-5803-10 Technology	32,080.76	62,505.03	47,885.59	80,000.00	78.13
10-48-5804-10 Facility	12.00	6,809.41	10,000.00	10,000.00	68.09
Total Major Equipment	32,092.76	126,264.41	116,819.16	180,000.00	70.15
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	594.69	611.68	748.86	700.00	87.38
10-48-5823-20 Minor Equip - Adult Services	375.65	737.97	721.86	700.00	105.42
10-48-5823-30 Minor Equipment - Youth	0.00	277.83	603.56	700.00	39.69
10-48-5823-50 Minor Equip - Tech Services	321.16	589.54	508.46	700.00	84.22
10-48-5823-60 Minor Equip - Circ	0.00	288.82	700.00	700.00	41.26
Total Minor Equipment	1,291.50	2,505.84	3,282.74	3,500.00	71.60
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	722.28	722.28	720.00	100.32
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,365.80	18,663.00	15,287.05	23,280.00	80.17
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	1,052.64	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,365.80	19,385.28	17,061.97	25,000.00	77.54
TOTAL EQUIPMENT COSTS	34,750.06	148,155.53	137,163.87	208,500.00	71.06
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	2,885.63	5,763.03	4,216.24	8,000.00	72.04
10-50-5863-30 Books - Youth Serv	12,704.83	57,209.85	58,859.63	56,500.00	101.26
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	7,777.40	67,611.71	59,825.53	90,000.00	75.12
10-50-5865-10 Books - Adult/Teen Fiction	12,302.27	69,922.84	74,790.36	80,500.00	86.86
10-50-5867-20 Ref Books - Adult Serv	1,130.15	5,027.75	5,269.37	15,000.00	33.52
Total Books	36,800.28	205,535.18	202,961.13	250,000.00	82.21
Databases					
10-50-5869-20 Internet Licensed DBases	5,352.40	112,903.09	96,313.95	115,000.00	98.18
10-50-5872-10 Dbases - Professional	0.00	11,594.95	6,917.64	10,000.00	115.95

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10-50-5873-30 Dbases - Youth Serv	2,716.00	19,810.37	8,954.99	12,500.00	158.48
Total Databases	8,068.40	144,308.41	112,186.58	137,500.00	104.95
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	6,186.29	13,885.07	14,843.57	15,000.00	92.57
10-50-5895-40 A-V Matls - Adult Serv	5,485.92	61,618.60	52,909.99	60,000.00	102.70
10-50-5899-20 Digital Content	14,607.29	119,466.75	116,708.95	115,000.00	103.88
Total Audio-Visual Materials	26,279.50	194,970.42	184,462.51	190,000.00	102.62
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	35.26	24,985.37	24,133.31	24,500.00	101.98
10-50-5900-20 Periodicals - Adult Serv	1,941.99	23,693.07	23,645.83	31,500.00	75.22
10-50-5900-30 Periodicals - Youth	0.00	398.23	264.89	500.00	79.65
10-50-5900-80 Periodicals - Prof. Collection	0.00	3,315.46	3,319.97	3,000.00	110.52
Total Periodicals/Doc Delivery	1,977.25	52,392.13	51,364.00	59,500.00	88.05
TOTAL LIBRARY MEDIA	73,125.43	597,206.14	550,974.22	637,000.00	93.75
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,174.75	15,427.96	11,787.25	15,000.00	102.85
10-60-5931-30 Programs - Youth	2,372.49	11,499.84	12,389.97	15,000.00	76.67
10-60-5931-40 Online Marketing	197.87	1,236.52	1,105.41	1,700.00	72.74
10-60-5931-50 Community Relations	350.08	3,865.21	6,387.18	5,500.00	70.28
Total Programs	4,095.19	32,029.53	31,669.81	37,200.00	86.10
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	996.78	3,076.09	1,950.82	3,000.00	102.54
10-60-5940-30 Reader Services - Youth Serv.	1,752.03	6,024.53	5,000.17	6,800.00	88.60
Total Readers Services	2,748.81	9,100.62	6,950.99	9,800.00	92.86
TOTAL PROGRAMS AND READERS	6,844.00	41,130.15	38,620.80	47,000.00	87.51
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	56.76	500.14	2,929.43	5,000.00	10.00
10-80-5981-80 Restricted - Per Capita Grant	30,030.79	44,664.48	44,664.48	45,000.00	99.25
10-80-5982-80 Interest Expense	0.00	38,300.00	13,250.00	26,000.00	147.31
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	35,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	30,087.55	123,464.62	95,843.91	116,000.00	106.44

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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>
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	26,000.00	26,000.00	0.00	0.00	0.00
TOTAL RESTRICTED USAGE EXPEN	26,000.00	26,000.00	0.00	0.00	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	453,944.61	4,232,569.20	3,986,538.20	4,589,560.00	92.22
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	65,000.00	120,000.00	1,100,000.00	60,000.00	200.00
TOTAL OPERATING TRANSFERS O	65,000.00	120,000.00	1,100,000.00	60,000.00	200.00
TOTAL ALL EXPENSES	518,944.61	4,352,569.20	5,086,538.20	4,649,560.00	93.61

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Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	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
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	16,608.90	177,777.78	5,445,471.50	1,000,000.00	17.78
70-65-5680-00 HVAC Replacement Project	0.00	0.00	0.00	0.00	0.00
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	0.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>16,608.90</b>	<b>177,777.78</b>	<b>5,445,471.50</b>	<b>1,000,000.00</b>	<b>17.78</b>
<b>TOTAL SPECIAL RESERVE EXPENS</b>	<b>16,608.90</b>	<b>177,777.78</b>	<b>5,445,471.50</b>	<b>1,060,000.00</b>	<b>16.77</b>

**Lisle Library District**  
**Accounts Payable - July 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Amazon	070124	Books, Supplies, Equipment	10-50-5864-10	Books - Non Fiction	78.43	
			10-50-5865-10	Books - Adult/Teen Ficti	207.69	
			10-60-5931-10	Programs - Adult Service	139.82	
			10-50-5863-30	Books - Youth Serv	102.73	
			10-60-5931-30	Programs - Youth	138.31	
			10-60-5940-30	Reader Services - Youth	295.10	
			10-25-5716-00	Kitchen Supplies	39.35	
			10-25-5713-00	Office Supplies	121.05	
			10-20-5663-00	Maint/Repairs-Genl repai	380.64	
			10-48-5823-60	Minor Equip - Circ	915.29	
			10-48-5823-50	Minor Equip - Tech Servi	53.60	
			10-25-5718-00	Computer Supplies	182.87	
			10-60-5931-50	Community Relations	565.93	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		3,220.81
Bear Landscape	13782	June Landscaping Services	10-20-5662-00	Maint Contr. - Landscap	1,134.00	
		Bear Landscape	10-00-2610-00	Accounts Payable		1,134.00
CDW G	RZ77134	Lexmark Cartridges	10-25-5718-00	Computer Supplies	299.92	
		CDW Government	10-00-2610-00	Accounts Payable		299.92
ComEd	062724	Usage	10-20-5655-00	Utilities - Electric	3,497.80	
		ComEd	10-00-2610-00	Accounts Payable		3,497.80
Current Technologie	14938	Cisco Firewall Subscription	10-35-5763-00	Other Contr Svcs-Tech	1,606.60	
		Current Technologies Corporation	10-00-2610-00	Accounts Payable		1,606.60
Current Technologie	14957	Cisco Software Renewal	10-35-5763-00	Other Contr Svcs-Tech	1,979.61	
		Current Technologies Corporation	10-00-2610-00	Accounts Payable		1,979.61
Current Technologie	734613	Monthly Network Monitoring	10-35-5763-00	Other Contr Svcs-Tech	285.00	
		Current Technologies Corporation	10-00-2610-00	Accounts Payable		285.00
Demco	7502527	Corner Pockets	10-25-5717-00	Processing Supplies	66.40	
		Demco	10-00-2610-00	Accounts Payable		66.40
Dept of the Treasury	2ndQ2024	PCORI Tax	10-10-5621-10	Hosp. Ins. - Admin	19.32	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	38.64	
			10-10-5621-30	Hosp. Ins. - YS	19.32	
			10-10-5621-50	Hosp. Ins. - Tech	12.88	
			10-10-5621-60	Hosp. Ins. - Circ	16.10	
		Department of the Treasury	10-00-2610-00	Accounts Payable		106.26
Duran, Xavier	070124	Program Supplies	10-60-5931-10	Programs - Adult Service	49.99	
		Xavier Duran	10-00-2610-00	Accounts Payable		49.99

**Lisle Library District**  
**Accounts Payable - July 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Elara Engineering	24206-1	Engineering Services Elara Engineering	70-65-5680-00 10-00-2610-00	HVAC Replacement Proj Accounts Payable	3,615.00	3,615.00
EnvisionWare	INV-US-71463	RFID Pad EnvisionWare, Inc.	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	340.63	340.63
Garvey's	PINV2588033	Office Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	31.99	31.99
Groot	12706655T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	282.20	282.20
Illinois Library	288698	Annual Membership - Page Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	288825	Annual Membership - Murff Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	288860	Annual Membership - Caise Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	288929	Annual Membership - Hurt Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	289004	Annual Membership - Zarat Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Ingram	070124	Books & Processing  Ingram Library Services	10-50-5865-10 10-50-5864-10 10-50-5863-20 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Literacy/ESL Books - Youth Serv Processing Supplies Accounts Payable	6,712.50 8,167.14 37.75 3,396.17 3,039.84	21,353.40
Ingram Express	82308894	Books Ingram Library Services, Inc.	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	43.27	43.27
J and J Tree	1787	Tree Pruning J and J Tree Service	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	475.00	475.00
J and J Tree	E2850	Tree Removal J and J Tree Service	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	9,100.00	9,100.00
Jennifer Rizzo Des	070224	Lisle Woman's Club Plaque Jennifer Rizzo Design Company	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	125.00	125.00

### Lisle Library District Accounts Payable - July 17, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Jim Dhamer Plumbin	138476	Restroom Plumbing Repairs Jim Dhamer Plumbing & Sewer	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	240.00	240.00
Kanopy	406424-PPU	Kanopy Books Kanopy, Inc.	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	374.00	374.00
Kilcran, Jackie	062724	Record Annexation Ordinance 024-04 Jackie Kilcran	10-25-5719-00 10-00-2610-00	Publishing Accounts Payable	78.09	78.09
Kocemba, Yolanda	062924	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00
Konica Minolta Busin	294565235	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	322.00	322.00
Konica Minolta Busin	9010016617	#C227 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	282.83	282.83
LIMRICC PHIP Healt	070824	July 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	5,342.45 8,099.32 5,372.42 4,339.83 6,355.56	29,509.58
LIMRICC UCGA	2nd Q 2024	2nd Quarter Unemployment LIMRICC UCGA	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	398.58	398.58
Midwest Tape	505700385	Books Midwest Tape	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	6,089.45	6,089.45
Midwest Tape 2516	070124	CD Books Midwest Tape (2516)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	2,354.08	2,354.08
Midwest Tape 7288	070124	CD Books & Processing Midwest Tape (7288)	10-50-5865-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Processing Supplies Accounts Payable	1,274.41 357.52	1,631.93
OverDrive	24203951	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,025.39	2,025.39
Pearson Education	25640244	Books Pearson Education, Inc.	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	47.52	47.52

**Lisle Library District**  
**Accounts Payable - July 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Playaway	467125	Accessories Playaway Products LLC	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	129.90	129.90
RMC Imaging	2975	Microfilm Reader Annual Support RMC Imaging, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	725.00	725.00
Thomas Klise	15355	Books Thomas Klise / Crimson Multimedia	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	291.47	291.47
Thomas Klise	15356	Books Thomas Klise / Crimson Multimedia	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	81.33	81.33
Toshiba	6316501	3rd Quarter Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	149.13	149.13
Transparent Langua	35293	Database Renewal Transparent Language	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	3,360.00	3,360.00
Unique	6127592	June Placements Unique	10-35-5764-10 10-00-2610-00	Other Contr Srvc - Libra Accounts Payable	37.95	37.95
van Nuis, Petra	083124	Program: Jazz Players Petra van Nuis	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	400.00	400.00
Vernon Area Library	225289459	Replacement Cost for Lost ILL Item Vernon Area Public Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	20.09	20.09
Village of Lisle	070124	Sewer & Water, New Meter Village of Lisle	10-20-5654-00 10-20-5664-00 10-00-2610-00	Utilities - Sewer & Water Maint/Repairs-Non Contr Accounts Payable	207.91 1,012.00	1,219.91
					<b>98,152.11</b>	<b>98,152.11</b>



PRIOR MONTHS BILLS PAID BETWEEN JUNE 2024 AND JULY 2024			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 6/14/2024		68662.70
HSA	IL Dept. of Revenue	State Tax Withheld	4287.31
Auto W/D	Howard Simon & Associates	PR Serv. - 6/14/2024	855.50
HSA	EFTPS/Electronic Tax Payment 6/14/2024	Fed Tax \$7953.11	22072.71
		FICA W/H \$7059.76	
		FICA Lib \$7059.84	
HSA	Salaries 6/28/2024		65079.69
HSA	IL Dept. of Revenue	State Tax Withheld	4068.28
Auto W/D	Howard Simon & Associates	PR Serv. - 6/28/2024	45.40
HSA	EFTPS/Electronic Tax Payment 6/28/2024	Fed Tax \$7678.23	21102.17
		FICA W/H \$6711.99	
		FICA Lib \$6711.95	
Wired	IMRF	IMRF W/H \$8075.55	13086.83
		IMRF Lib \$5011.28	
		<b>Sub Total</b>	<b>199260.59</b>
Check #	Vendor	Description	Amount
8215	Adobe, Inc.	Premiere Pro & Creative Cloud	1,379.40
8216	Albertsons   Safeway	Plants & Supplies	45.88
8217	Case Lots Inc.	Janitorial Supplies	254.15
8218	CDW Government	Monitors, Batteries, Battery Backups, Printers	12,104.14
8219	Cengage Learning / Gale	Books	1,206.40
8220	Compact Disc Source	Books & Processing	1,084.16
8221	Culligan of Wheaton	Water	59.89
8222	Dell Marketing LLP	Laptop Docking Station	80.14
8223	Delta Dental - Risk	July Premium	1,893.70
8224	DEO Consulting, Inc.	Program: Art of Inflation	475.00
8225	Eco Clean Maintenance	Janitorial Services	2,895.00
8226	FNBO Billing Account	Programs, Books, Readers Services	6,286.14
8227	Folding Partition Services, Inc.	Folding Partition Maintenance	560.00

8228	Home Depot Credit Services	Plants, Small Tools, Supplies	667.97
8229	IHLS - OCLC	Replacement Cost Lost ILL Item	20.26
8230	Johnson Controls Security Solutions	Quarterly Service	832.05
8231	NCPERS Group Life Ins	Payroll Withholding	48.00
8232	Jacqueline Neurauder	Program: Bust the Myth of Aging	175.00
8233	OverDrive, Inc.	Advantage	2,007.08
8234	Pearson Education, Inc.	Books	490.77
8235	Justin Procter	Reimburse Mileage	6.83
8236	Sendra Service Corp.	Boiler Pump Motor	3,938.11
8237	Sikich LLP	Accounting Services	2,502.50
8238	Staples Advantage	Office, Kitchen, Copier & Computer Supplies	972.53
8239	Thomas Klise / Crimson Multimedia	Video Games	633.71
8240	Vanguard ID Systems	Library Cards for Patrons	1,188.64
8241	Verizon	Usage	1,814.45
8242	Village of Lisle	Monthly Internet Service & Equipment Maintenance	2,260.00
		<b>Sub Total</b>	<b>\$ 45,881.90</b>
		<b>TOTAL</b>	<b>\$ 245,142.49</b>
Wire Transfer	Camosy Incorporated	Construction Draw #25 - 7/5/24	<b>\$ 3,448.00</b>

Monthly Circulation Report - June 2024

	Checkouts	Renewals	Jun-24 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,431	2,746	5,177	48,162	61,945	28.62%	
Adult Print	5,380	3,903	9,283	79,068	103,481	30.88%	
Adult Total	7,811	6,649	14,460	127,230	165,426	30.02%	
YS Non-Print	819	1,189	2,008	15,363	19,931	29.73%	
YS Print	10,667	6,863	17,530	146,849	170,879	16.36%	
Total YS	11,486	8,052	19,538	162,212	190,810	17.63%	
Digital Media							
Overdrive	5,734		5,734	50,115	62,897	25.51%	
hoopla	2,789		2,789	22,538	29,514	30.95%	
Overdrive Magazines	573		573	1,675	6,237	272.36%	
PressReader	324		324	6,081	8,142	33.89%	
Kanopy	392		392	2,559	3,979	55.49%	
Total Digital	9,812	0	9,812	82,968	110,769	33.51%	
Subtotal Print + Non-Print/Digital	29,109	14,701	43,810	372,410	467,005	25.40%	
Computer/Tech Sessions Logins ***	1,358		1,358	10,900	14,258	30.81%	
Database Usage/Unique Logins	7,405		7,405	47,957	82,791	72.64%	
Wireless Use	1,461		1,461	5,177	14,191	174.12%	
ScannX sessions/jobs	223		223	1,950	3,023	55.03%	
Museum Adventure Passes	47		47	394	413	4.82%	
Total IT/Resource Sessions	10,494	0	10,494	66,378	114,676	72.76%	
Total Circulation	39,603	14,701	54,304	438,788	581,681	32.57%	
Borrower Information	June 2024 Total	YTD 22/23	YTD 23/24	YTD % Change	*** Sessions were changed from 2 to 4 hours on 8/31/23.		
New Library Cards Added	180	1,788	1,911	6.88%			
Monthly Borrowers	3,165	27,438	34,256	24.85%			
Total # Registered Borrowers	10,095	8,803	10,095	14.68%			
InterLibrary Loans							
Materials Sent *	35	62	580	835.48%			
Materials Received	301	4,618	4,141	-10.33%			
Polaris/Catalog Holds							
Holds Placed	3,047	33,691	35,031	3.98%			
Holds Checked Out	2,423	25,788	27,830	7.92%			
Pick-Up Window Service Stats **							
# of Patrons/Users	15	46	257	458.70%			
# of Items Picked Up/Checked Out	33	144	707	390.97%			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

# Lisle Library District - Program and Service Statistics - June 2024

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Staff Facilitated Programs			9	62	18	3	92	671	765	14.01%
Attendees			99	1,140	21	26	1,286	8,335	9,986	19.81%
Computer/Technology Programs			2	0			2	38	26	-31.58%
Attendees			10	0			10	145	163	12.41%
Performer/Speaker/Author			3	2			5	38	45	18.42%
Attendees			77	162			239	777	1,010	29.99%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		1					1	3	4	33.33%
Attendees		700					700	1,120	2,400	114.29%
Total Number of Programs		1	14	64	18	3	100	750	840	12.00%
Total Patrons Served by Programming		700	186	1,302	21	26	2,235	10,377	13,559	30.66%
Reference Questions			1,804	2,455	885		5,144	48,885	51,712	5.78%
Volunteer Hours			5.00	478.00			483.00	429.00	1,161.00	170.63%
Notary Service		35					35	255	382	49.80%
LLD Kindness Cards **			N/A	N/A			0	342	439	28.36%
Outreach Service Statistics										
Outreach Visits			2	3	2		7	83	91	9.64%
Patrons Served by Outreach Visits			336	94	336		766	6,120	7,837	28.06%
Home Delivery Dates			2				2	26	26	0.00%
Patrons Served via Home Delivery			76				76	1,133	1,153	1.77%
Total Outreach Programs			4	3	2		9	109	117	7.34%
Total Patrons Served with Outreach Services			412	94	336		842	7,253	8,990	23.95%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		67						26	366	1307.69%
Number of Outside Groups Using Meeting Space		35						26	439	1588.46%
Number of Ginkgo & Maple Study Room Reservations***		71						N/A	202	--
Patrons Entering Building		15,641						100,287	153,789	53.35%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		782						13,379	10,470	-21.74%
X (f.k.a. Twitter) Followers		1,103						1,024	1,103	7.71%
Instagram Likes		624						7,613	6,693	-12.08%
Flickr Views		11,394						69,442	91,704	32.06%
YouTube Views		8,331						68,217	88,922	30.35%
eBlast Engagement *		627						3,655	8,813	141.12%
Total LLD App Downloads		1,002						732	1,002	36.89%
Total LLD App Sessions		4,820						27,834	49,140	76.55%

\* eBlast Engagement statline added January 2023. \*\* LLD Kindness Cards reintroduced in May 2023.

\*\*\* New statline as of March 2024.



July Board Report (7/11/2024)

## North Main Entry Capital Improvement Project

### A. Close-Out Progress Update

1. Final punchlist work completed (sealcoating).
2. Last project cost update anticipated to be completed in July.

### B. Project Cost Summary – Tracking under Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 7/11/2024)		Committed to Date (thru 7/11/2024)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
<b>E-000: Land Cost Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
<b>E-100: Bond Cost Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>-\$15,000</b>	<b>\$0</b>	<b>\$0</b>
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,767,401	\$98,201	\$5,767,401	\$5,733,037
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$2,580	-\$58,202	\$2,580	\$1,110
<b>E-200: Building Costs Total</b>	<b>\$5,729,982</b>	<b>\$5,809,000</b>	<b>\$79,018</b>	<b>\$5,809,000</b>	<b>\$5,773,167</b>
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$922,793	-\$2,017	\$918,939	\$914,102
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$847,728	\$7,728	\$847,728	\$833,745
E-300.3: Other Owner Soft Costs	\$0	\$11,888	\$11,888	\$11,888	\$11,888
<b>E-300: Soft Costs Total</b>	<b>\$1,764,810</b>	<b>\$1,782,410</b>	<b>\$17,600</b>	<b>\$1,778,556</b>	<b>\$1,759,735</b>
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$108,590	-\$81,618	\$0	\$0
<b>E-400: Contingency Total</b>	<b>\$190,208</b>	<b>\$108,590</b>	<b>-\$81,618</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Expenditure Totals</b>	<b>\$7,700,000</b>	<b>\$7,700,000</b>	<b>\$0</b>	<b>\$7,587,556</b>	<b>\$7,532,902</b>

#### Variance \$ from Budget Notes (New Only):

-

Invoices received and under review since last Board Meeting:

Categories	Invoice #	Invoice Value
E-300: Soft Costs		
E-300.1: Professional Service Costs		
SNHA - Woolpert	440.01.27	\$ 17,925.00
<b>Grand Total</b>		<b>\$ 17,925.00</b>

No new Change Orders.



## General Capital Improvement Program

### C. Executive Summary

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

1. Mechanical Equipment Replacement (see additional details on next page)
  - Condensing Unit – requesting approval to develop and issue a public request for bid
  - BAS – requesting approval to develop and issue a public request for bid
  - Boiler – replacement is not critical at this time
2. Capital Replacement.
  - Existing Facility Condition Assessment – discussion in August
3. Vacant Lots planning
  - Guideline Rough Order of Magnitude (ROM) Costs to be discussed in August

### Program Executive Schedule

Capital Program Schedule - Executive Summary		1	2	3	4	5	6	7	8
# of working months: month		5/24	6/24	7/24	8/24	9/24	10/24	11/24	12/24
<b>Capital Project - Mechanical Replacements</b> (Controls, Boiler, Condensing Unit)									
Initial Assessment									
Review OPTIONS with LLD Board for bidding / procurement.			★						
Complete Documentation for Bidding/procurement									
Contractor Bidding / Procurement					★				
Mechanical Work									
<b>Capital Replacement Planning</b> (by CCS)					★				
<b>Vacant Lot Planning</b> (by CCS)									
Scope Development			★						
Guideline ROM Cost Development					★				
Confirm Next Steps						★			

Note: VOID stars (★) indicate LLD Board Meetings intended for topic DISCUSSION

Note: FILLED stars (★) indicate LLD Board Meetings where APPROVAL will be requested to proceed to the next step of the proje



#### D. HVAC Replacements Request for Bids (Public Bid)

Elara Engineering has completed their analysis of the BAS system and four existing condensing units in the LLD. In review with LLD Administration the following recommendations are presented for Board Discussion:

- **Building Automation System (BAS) Replacement**
  - Project Goal: upgrade and replace the BAS system with an open source/open protocol system as necessary to allow LLD to operate and maintain the building HVAC system.
  - Options: Two options are presented below which give differing levels of access to LLD for 'control' and maintenance of the system.

Scope of Work			OPTIONS	
Count #	Type	Serves	OPTION 1 - ALL OPEN	OPTION 2 - CENTRAL PLANT OPEN
1	Central - BAS Computer / Software	Building BAS	Existing	Existing
1	Central - JACE	Building BAS	Replace All	Replace All
5	Central - Supervisory	AHUs and Boiler	Replace All	Replace All
1	Central - ProtoNode	Boiler	Replace All	Replace All
44	Terminal - Field - Controllers	VAVs, VRTs, CUH, SUH	Replace All	Existing (to remain)
Level of Control / Access				
	Central Plant		Open	Open
	Terminal Units		Open	Proprietary (closed)
	Software Systems for Control		1 System	2 Systems (existing + new)

Note In simplified terms 'Central Plant' means equipment that provide heating/cooling to the entire building. 'Terminal Units' are equipment that control individual spaces.

- Recommendation: LLD Administration recommends **OPTION 1** as all equipment will be on 1 system in lieu of having to manage multiple systems in the building.
- **Condensing Unit Replacements**
  - Project Goal: replace condensing unit(s) at end of life and plan for efficient / economical future replacements of near end of life unit(s).
  - Key notes:
    - There are four units in the building.
      - One is at its end of life.
      - The other three are +/- 12 years old have a life expectancy of 12-18 years.
    - Elara has approximated replacement cost, per unit in the range of \$40k-55k each
  - Recommendation: LLD Administration recommends issuing a bid requesting base scope of replacing one unit with an add alternate cost for additional units. The LLD can then make a decision on replacing some or all units with hard pricing.

**Potential Board Action is as follows:**

**Approval to issue public Request for Bid Documents for the following HVAC replacement scopes:**

1. **Building Automation System (BAS) replacement**
2. **Condensing Unit Replacement(s)**

To: LLD Board of Trustees  
From: Tatiana Weinstein / LLD Director  
Date: July 12, 2024

## JULY 2024 | DIRECTOR'S REPORT

### Meetings:

Swistak – June 14  
Staff – June 17  
Dept Directors – June 18  
LLD Board of Trustees – June 19  
All Staff – June 25  
Staff – June 25  
Staff – June 26  
Breihan – June 28

Strategic Planning – July 1  
Swistak – July 1  
VOL event group – July 1  
Dept. Directors – July 2  
CCS – July 3  
4<sup>th</sup> of July Parade – July 4  
Intergovernmental – July 9  
Dept. Director – July 9

### Independence Day Parade

The LLD participated in Lisle's 4th of July Parade. Trustees and staff walked Main Street pushing patriotic book carts, waving flags, and tossing candy to all the onlookers. Everyone was decked out in their Olympic-themed Summer Read t-shirts and other celebratory garb. It's always great to hear the cheers for the Library as we roll by residents! A full array of photos and a short video can be found on the LLD's social media pages.

### Intergovernmental

I attended the Intergovernmental Meeting on July 9<sup>th</sup> at the Park District. The following topics were discussed among participants (in sum):

*Fire District:* The District has a new Trustee and he is a retired firefighter. Five new Lieutenants and a Deputy Chief were appointed. Accreditation for the District advances.

*Park District:* The Tate Woods project looks to complete work in September. The skate park survey is wrapping up. The 'pickleball noise issue' remains a problem among neighbors and players.

*Township:* A new refrigerated truck was obtained via a grant. The Township has begun to hold Decennial meetings. An Earth Flag is anticipated. A part-time driver has been hired. The Township seeks a full-time Township Administrator.

*District 202:* A new Board member has been seated. Special Education classes have expanded due to an influx of new students. A new Principal, Assistant Principal, and Dean have been hired. The Junior High renovation will happen in phases.



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: July 12, 2024

## Partnerships

### *Illinois Representative Terra Costa Howard*

I've confirmed a July 23<sup>rd</sup> date for another 'Tuesdays with Terra' constituent meeting event. Representative Costa Howard will visit the LLD and meet with residents in a study room in the main lobby via scheduled appointments. These constituent meetings have been very productive for Representative Costa Howard and we welcome hosting them at the LLD. It's also a great opportunity for Trustees to meet with our Representative to discuss public library legislation.

### *National Night Out*

Every year, Lisle Police Department hosts a National Night Out event where the community can meet Officers, learn about PD operations, kids can "touch a truck/patrol car," and also meet other community organizations. The aim is to enhance the relationship between the community and law enforcement. I've confirmed that the LLD will participate again this year. The date is Tuesday, August 6 from 5-8PM.

### *Village Event Group*

With the success of last year's Warhol Event in Lisle, the organizations who launched the project gathered together to discuss ways to advance other events that span as well as connect the community. Since the LLD hosted the successful kick-off for 'Warhol,' it was posed that the LLD continue *kick-offs* for future events – or at least serve as a main hub for event information and programs. This was purely a brainstorming meeting, however, there is a consensus that pooling ideas and working together to create a cohesive community-wide event is the ultimate goal.

Respectfully submitted,



Tatiana Weinstein

## July 2024 Assistant Director Report

### Meetings/Virtual Meetings

- DuPage County Registrar- June 10
- AFLAC Rep- June 11
- Event Team Meeting- June 13
- Event Team Meeting- June 20
- Eco Clean- June 21
- Strategic Planning- July 1
- Dhamer Plumbing- July 1
- Parade Prep- July 2
- CCS/Elara- July 3
- Dhamer Plumbing- July 5
- J and J Trimming- July 5,6,8
- Terrance Electric- July 8

#### Meetings

I had a phone meeting with a representative from the county in order to set up voter registrar training for staff. This training will serve as a refresher for our current voter registrars as well as official training for new volunteers to the role. Training is scheduled to occur on July 16.

The Event Team met several times to finalize plans for this years Fall Fest, as the newsletter deadline for August-September has already come and gone. Patrons can look forward to a petting zoo, wooden pumpkin craft, and grilled cheese sandwiches (while supplies last). The event is scheduled for September 27 for 5-7 pm.

#### Facility

There have been a few oversights in the nightly cleaning routine that have needed to be directly addressed. I met in-person with our representative from Eco Clean and walked him around the building, indicating points of concern. I hope that this remedies the situation moving forward.

Jim Dhamer Plumbing came out for separate instances of plumbing issues. The first concerned the automatic flushing sensors in the east end restrooms. They will need to be individually reset and calibrated. The other issue required replacing a diaphragm in the flush mechanism of one of the family restroom toilets in Youth Services. The sensors still need to be calibrated, but the YS issue has been resolved.

Terrance Electric was on site to address electrical issues with the power source leading to the YS public PCs. The electrician was able to determine that there were loose wires in the desks leading to our surge protectors. The issue has been addressed, and all public PCs are functioning properly.

Respectfully Submitted,



Will Savage  
Assistant Director

## Adult Services Quarterly Report

April-May-June 2024

### April

This year the LLD hosted a new, library-wide event for National Library Week. Our *Dragons Love Tacos* themed celebration was a massive success. Approximately 400 patrons joined us for a special character storytime, tacos and quesadillas from the Mucha Salsa Taco Truck, a reptile petting zoo from Crosstown Exotics, and a dragon scavenger hunt! Our large-scale programs continue to be popular and I remain grateful for our talented staff who plan and execute these events with such professionalism.

Our Pollinator Garden was certified as an official Monarch Waystation via the Monarch Watch program. The LLD Pollinator Garden proudly features carefully curated native plants that best support local pollinators. This garden is managed by Adult Services Paraprofessional, Rochelle Storm, who tends to this space with expertise and also facilitated our certification. Adult Services staff were thrilled to display our new Monarch Waystation sign and share this achievement with our community.

Home Delivery Coordinator, Karalyn Collazo, visited Brookdale Senior Living with Circulation Services Assistant Director, Teri Zarat. Karalyn and Teri spoke to about 25 residents and were available to register/renew library cards and advertise our robust Home Delivery program.

### May

Adult Services Paraprofessionals Sheri Bush, Karalyn Collazo, and Meagan Holloman attended the annual *Reaching Forward* conference. Hosted by the ILA, *Reaching Forward* is a professional development event designed specifically for library support staff. Staff attended sessions on a variety of topics, including: Social Services at the Library, Readers' Advisory 101, Creating Opportunities for Clients with Disabilities, LBGTQIA+ Staff Experiences in Libraries, and Community Impact of Makerspaces. I was proud and delighted to send these three staff members to *Reaching Forward* and I know they appreciated the opportunity to spend the day learning from their peers in the library world.

In May, the Adult Services department welcomed a new Librarian to our team. Lori Cummins joined us from the Helen Plum Memorial Library where she worked as an Adult Services Associate/Home Delivery Specialist. Prior to Helen Plum, Lori also gained experience as an Adult Services Assistant at the Hinsdale Public Library. Lori recently earned her MLIS at U of I and also holds a Ph.D. in Psychology from Notre Dame. She will serve as our new Science-Fiction & Fantasy selector and book group facilitator, a position which became available after former staff member, Lisa Moe, left for a growth opportunity at another library.

We celebrated the hard work of our Home Delivery volunteer team this spring. Four adult volunteers (Carla, Leanne, Emily, and Helene) diligently deliver Library materials to our Home Delivery patrons. Thanks to their dedication and hard work, Home Delivery patrons have regular access to the Library's outstanding collection and services. We expressed our appreciation with a small gift and shared some happy photos of our volunteers on social media.

## June

June brings one of our busiest seasons at the Library- Summer Read! We launched this ever-popular reading program with our annual Kick Off Event. Approximately 700 patrons joined us for ice cream treats, Olympic trivia, an indoor obstacle course, and gaming! This year's event brought a unique challenge in that staff had to work with a rainy day and move all celebrations indoors. Fortunately, this was a seamless pivot and the weather certainly didn't hurt our attendance numbers.

This year, adults who read and log 4 books between June 1<sup>st</sup> and August 10<sup>th</sup> will receive a blue LLD picnic blanket. I'm proud to report that 610 patrons signed up for the Adult Summer Read program by the end of June. This far surpasses last year's numbers- in which we had 512 adults signed up at the end of the program in August.

In June I had the opportunity to lead a Genre Study session for the Adult Reading Round Table. The Adult Reading Round Table is dedicated to providing readers' advisory training to library workers in the Chicagoland area. As an ARRT Steering Committee member, I was asked to help lead the current two-year Genre Study on Relationship Fiction. I presented to about 15 professionals from various area libraries and discussed issue-oriented Relationship Fiction in detail. When I was a new librarian, I greatly benefited from training opportunities like these to help hone my RA skills. I'm now honored to share my 12+ years of professional experience with the next generation of library staff.

The warmer weather brings more opportunities for Library staff to meet with our community outside of the LLD. Rochelle Storm and Stephanie Kandlik visited the Lisle Woman's Club annual Garden Gait event where they spoke to over 120 people. Rochelle and Stephanie signed patrons up for Summer Read and also promoted the LLD's Seed Library and other garden-related materials. Additionally, Adult Services Librarian, Krista Kloepper, and Stephanie Kandlik visited the Lisle French Market. Staff spoke to over 200 people and were available to facilitate Summer Read registrations, register/renew Library cards, answer questions about our digital collections, and enthusiastically greet some of the canine visitors who came to their table. Staff are always delighted to help patrons "out in the wild" and represent the LLD outside of our building.

Respectfully Submitted,

Elizabeth Hopkins



*Stephanie & Rochelle at Garden Gait*



*French Market Outreach*





*Teri & Karalyn at Brookdale Senior Living*



*Monarch Waystation Sign*



*National Library Week Celebration*





*AS Staff at Reaching Forward*



*Summer Read Kick-Off Event*



*Elizabeth presenting a Genre Study session for the Adult Reading Round Table*

# Youth Services Quarterly Report– July 2024

## News:

- In celebration of National Library Week, Youth Services Staff went on the road visiting local schools to present storytimes featuring the popular character “Taco Dragon” from the picture book *Dragons Love Tacos*. The costume also made an in-library appearance during our National Library Week Library wide event.
- Summer Reading has brought the return of our very popular Scavenger Hunt passive program with over 500 children participating.
- Over 1000 registered participants have signed up for Youth Services Summer Read programs that include the Youth Program (929 readers), Teen Program (109 readers), and the Baby Program (63 listeners).
- Youth Services said goodbye to our Paraprofessional Mary Sue Reese, who left on good terms. That opening has been filled by Alexandria Thomas, who previously worked in the Circulation Department of Lisle Library District.
- Youth Services Staff have prepared displays for Memorial Day, Juneteenth, Pride Month, Summer Read, the Olympics, Women’s History, Youth Mental Health Awareness, and Photography.

## Story walk

The following texts were featured in our library story walk.

- *At the Pond* by David Elliott, illustrated by Amy Schimler-Safford
- *What If Bedtime Didn't Exist?* By Francine Cunningham, illustrated by Mathias Ball

## Programs:

- Youth Services has introduced our first ever global languages storytimes. The storytimes are intended to reach families who may speak a global language in their home or families interested in exposing their children to other languages. The first languages featured were Spanish and Polish, both performed by YS Paraprofessional Joann Sheahan.
- The youth film program “Page to Screen Movie Matinee” has run every Tuesday of Summer Read and focuses on children’s films inspired by children’s literature. This program has included such films as “Cloudy with a Chance of Meatballs”, “Lyle, Lyle, Crocodile”, and “Horton Hears a Who”.
- The “Books and Banter” youth book club held its first page to screen comparison conversation that featured the very popular Percy Jackson Series by author Rick Riordan.
- Youth patrons enjoyed our first ever afternoon tea party and craft program “CrafTea Time”. Participants enjoyed High Tea and a craft of a painted planter.
- Our volunteer coordinator Mallory Caise trained and coordinated the schedules of 63 teen volunteers. Teen volunteers help the department with handing out Summer Reading Program prizes and with signing up new patrons for Summer Reading.

## **Community Outreach Highlights:**

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

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

In addition to our normal Storytime visits, Youth Services staff also visited the following schools to promote Summer Read either in multiple small groups, school assemblies, or lunchroom visits.

- Steeple Run Elementary
- Kennedy Junior High
- St. Joan of Arc
- Lisle Elementary

## **Professional Development:**

- YS Librarians are currently serving on the following professional committees or groups:
  - Monarch Award Selection Committee
  - iRead Committee

## **Patron Communications**

The following comments were provided by way of comment cards.

- “I have 3 girls who have been thoroughly enjoying a variety of library events. They love Monday Funday and had an amazing time at CrafTea Time. They enjoyed the setting, cookies, and drinks. Thanks to staff for putting together these awesome events” – 6/28/24
- “Emilia enjoyed CrafTea time and liked the craft and the music. It was very organized and well run” - 6/28/24
- “My Daughter attended the tea & craft time and it was adorable. My daughter had a great time. Thank you for offering such a lovely event” - 6/28/24
- “My son loved doing the craft at the party, didn’t enjoy the snacks much (sorry!) they looked good though. Missed more boys at the party. Personally, I love such events for kids where they interact with other people” -6/28/24
- “You are the Best Library. You have fun activities. Love your fan Mia” - 6/28/24

Respectfully Submitted,  
John Ferrari, Director of Youth Services



# Quarterly Board Report

## 4<sup>th</sup> Quarter FY23/24

### Circulation Services Department

Respectfully Submitted by Paul Hurt, Director of Circulation Services

#### Outreach Events

On June 9, Stephanie from Circ. and Rochelle from Adult Services attended the Lisle Woman's Club's 22nd Annual Garden Gait (*photo at right*). They talked to over 120 attendees. In addition to giving away LLD bags, Post-its and window decals, they answered inquiries about the Seed Library, Libby, Hoopla, reciprocal borrowing, and Summer Read. Stephanie signed up eleven patrons for Summer Read and registered one person for a new Library card, one for a replacement card and one for a renewal. Patrons were impressed with this year's collection of Summer Read prizes.



Krista from Adult Services and Stephanie attended the French Market on June 29. They spoke to over 215 people. Several people spoke positively about the LLD and already had Library cards and were signed up for Summer Read. Stephanie created five new Library cards, renewed two cards and signed up one person for Summer Read. Both staff members also gave out treats to numerous happy dogs. Many patrons praised the Home Delivery program.

#### Circ. Page Projects

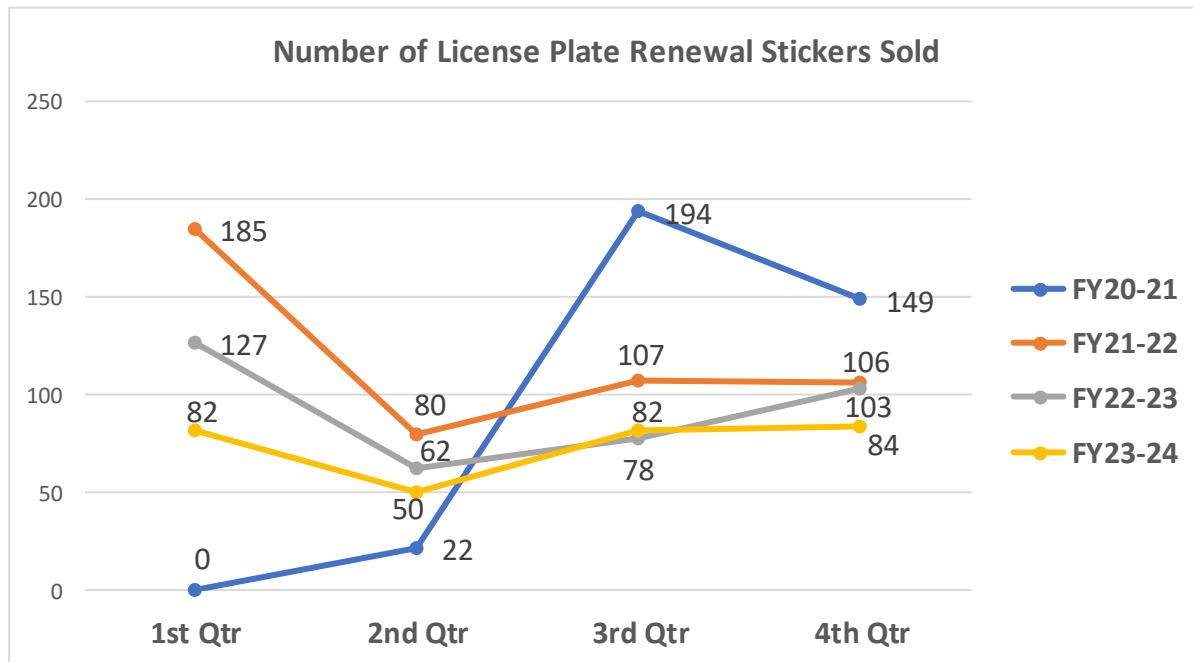
Over the last few months, our dedicated Circ. Pages successfully completed shifting and re-organizing the entire Non-Fiction collection in Adult Services. In addition, they learned about and shelved items according to a new item classification system devised by Technical Services for the Non-Fiction collection in Youth Services.

#### Reaching Forward Conference

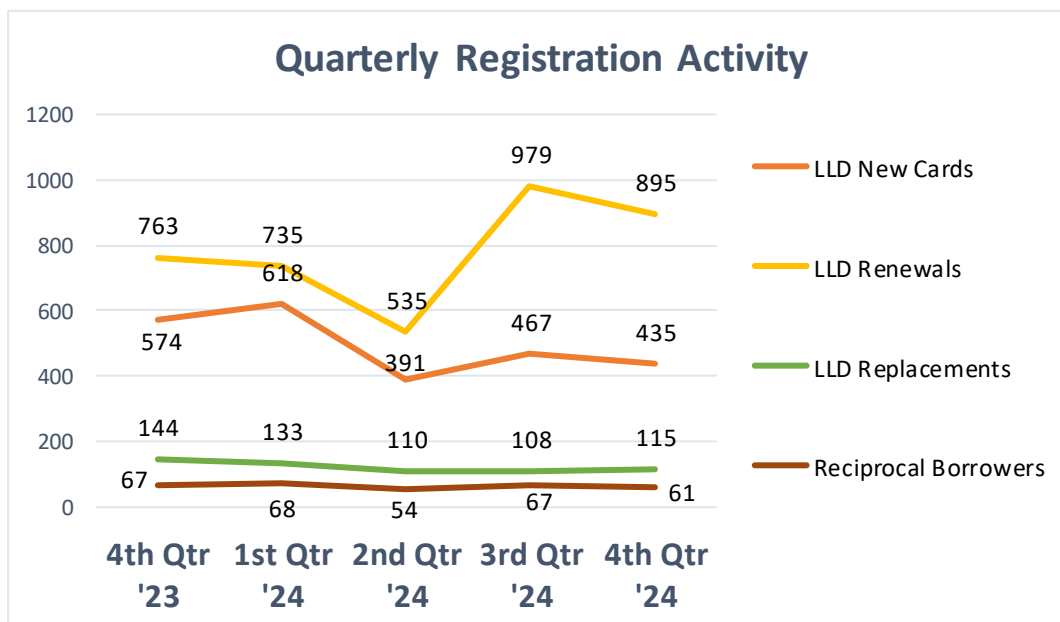
In early May, two Circ. staff members attended the annual Reaching Forward Conference in Rosemont. The conference is a professional development opportunity for all library workers. One of the programs was presented by staff from the Orland Park Public Library about how to plan, develop and launch a successful Library of Things—a collection of non-traditional Library items. In addition, my staff enjoyed a workshop presented by the Director of the Wheaton Public Library about learning the importance of networking, making connections and best practices for building relationships and developing ideas for Library programs.

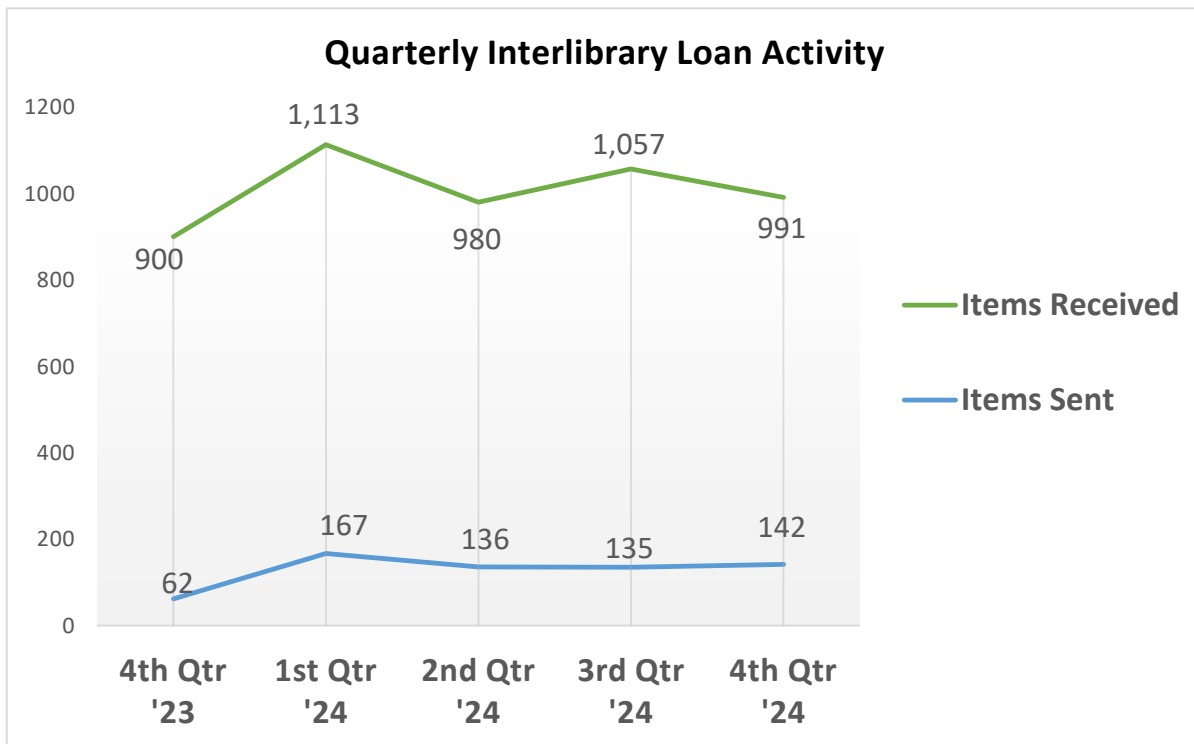
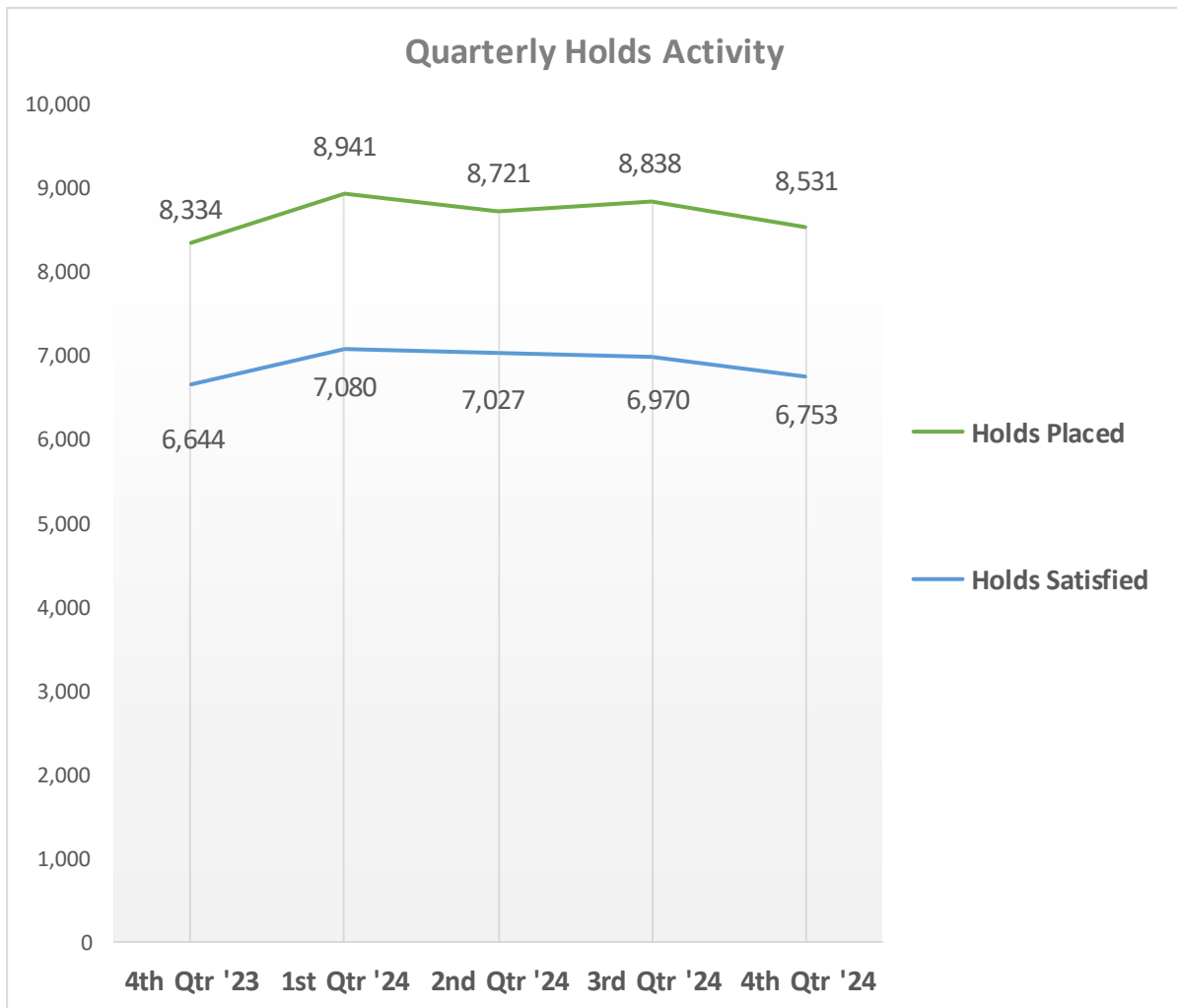
### Illinois License Plate Renewal Stickers

During this quarter, 84 stickers were sold.



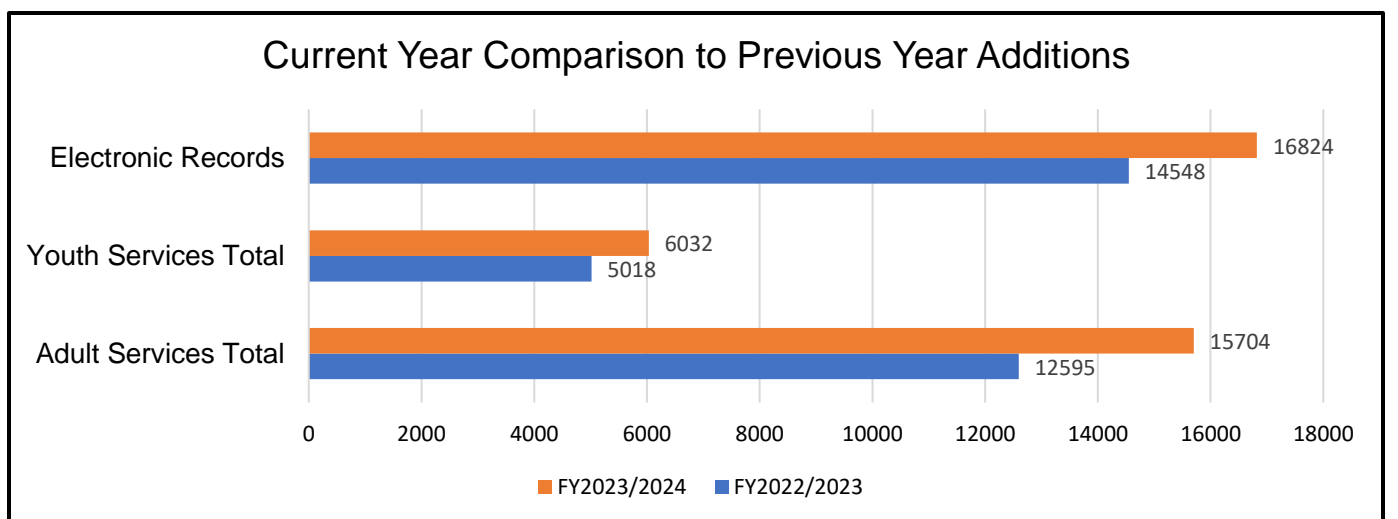
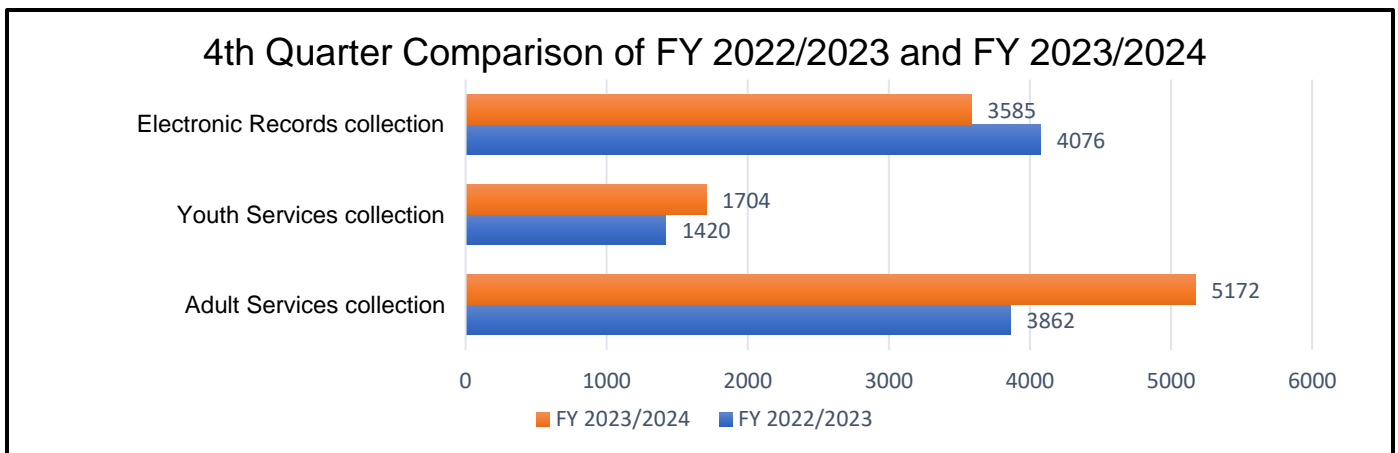
**Please Note:** Circ. staff began selling Illinois license renewal stickers on December 21, 2020.





**Please Note:** During the building renovation, LLD was temporarily not lending out any of our materials to other libraries. We started lending out materials again starting June 1, 2023.

MATERIALS ADDED 4th QUARTER FY2023/2024	
Adult Services Collection	
AS Fiction Books	2002
AS Non-Fiction Books	1685
AS Audio/Visual	869
AS Periodicals	616
Adult Services Total	5172
Youth Services Collection	
YS Fiction Books	1394
YS Non-Fiction Books	205
YS Audio/Visual	82
YS Periodicals	23
Youth Services Total	1704
Electronic Records Collection	
EMediaLibrary MARC records	513
Hoopla MARC records	1886
Kanopy MARC records	1186
Electronic Records Total	3585



## Technical Services 4<sup>th</sup> Quarter FY 2023/2024

### Meetings/Webinars/Conferences

- Updated Person-In-Charge training for 3 Technical Services Librarians
- LACONI Governing Board meetings
- Getting Started with Open Refine webinar
- Effective Performance Reviews webinar
- Practical Considerations for Leaders on Use of Social Media in the Wake of SCOTUS Ruling webinar
- LACONI Acquisitions Roundup meeting
- Reaching Forward conference
- Introduction to Data Equity webinar
- RAILS Technical Services Networking meeting
- Working the “Grey Area:” Boundaries for Library Staff webinar
- LACONI Technical Services Steering Committee

Technical Services Staff were out in full force for the Summer Read Kick-off party! Getting to meet the community and come out from behind the door for LLD events is always a fun time for us.

We continue to reclassify the Youth Services nonfiction collection and the end is in sight. We have made it through over half of the collection and continue to be on schedule to finish in time for the new school year. Additionally, Technical Services has completed the set up for the new Youth Kindle Paperwhites containing current and previous Battle of the Books selections for Districts 202 and 203.

TS staff attended a meeting with our vendors at the LACONI Acquisitions Roundup. Connecting with our vendors directly helps to ensure we are getting the best service from them and stay updated on developments and services LLD material selectors could use to better meet the community’s needs. Many of our vendors have new websites with more customization options for our selectors, and increased details regarding our orders, shipments, and account details for Technical Services to utilize.

TS staff attended the annual Reaching Forward conference. They attended programs that related to connecting libraries to their communities, cross-training between departments to encourage an understanding of the duties and purposes they each serve in the library, and the importance of continuing to develop our soft skills as library workers serving our community.

Respectfully Submitted by Laura Murff, Director of Technical Services

## MATERIALS ADDED 4th QUARTER FY2023/2024

### Adult Services Collection

AS Fiction Books	2002
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AS Audio/Visual	869
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Adult Services Total	5172

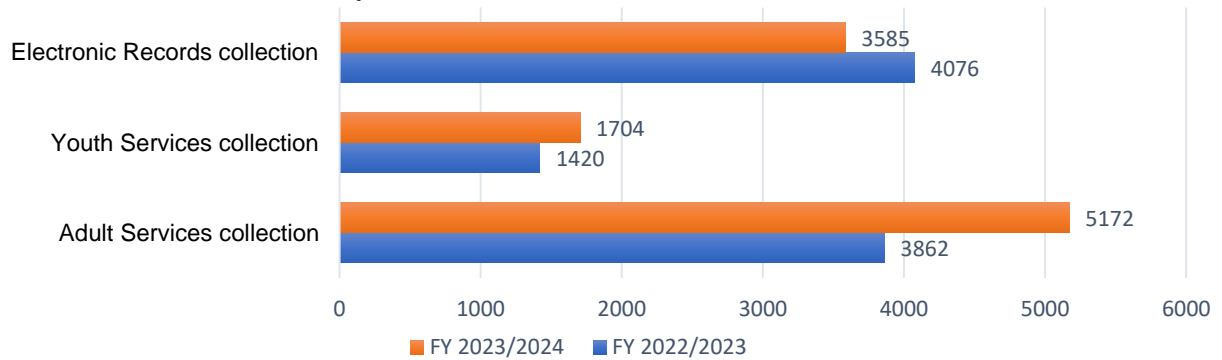
### Youth Services Collection

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YS Periodicals	23
Youth Services Total	1704

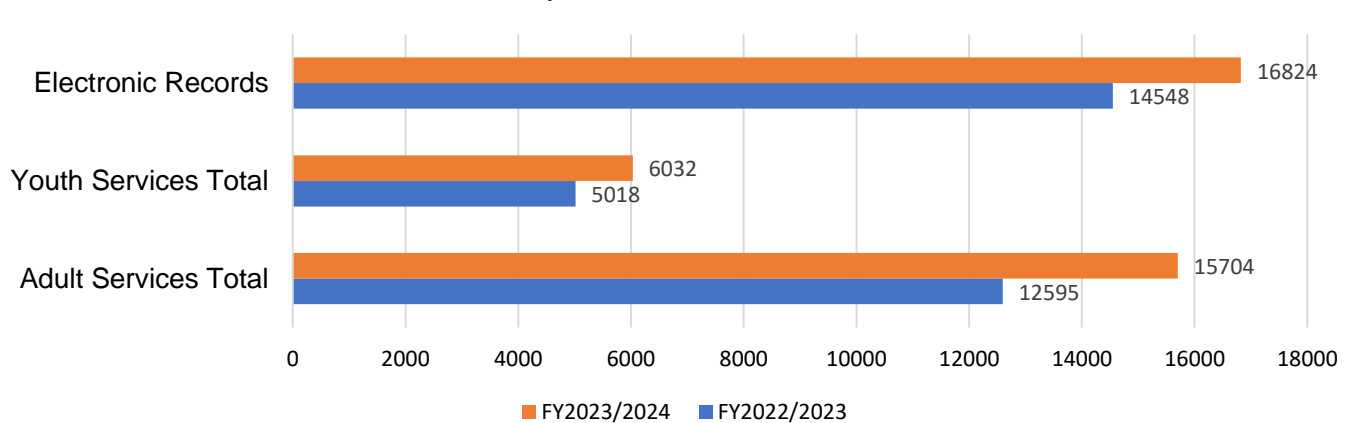
### Electronic Records Collection

EMediaLibrary MARC records	513
Hoopla MARC records	1886
Kanopy MARC records	1186
Electronic Records Total	3585

### 4th Quarter Comparison of FY 2022/2023 and FY 2023/2024



### Current Year Comparison to Previous Year Additions



Resolution 24-03

A RESOLUTION AUTHORIZING THE PREPARATION  
AND FILING OF THE ANNUAL BUDGET AND  
APPROPRIATION ORDINANCE

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

Section 1: That "AN ORDINANCE Adopting a combined annual budget and appropriating such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District, DuPage County, Illinois, for the fiscal year beginning July 1, 2024, and specifying the object and purposes for which such appropriations are made and the amount appropriated for each object or purpose" be filed in the office of the Lisle Library District for at least thirty (30) days prior to final action thereon, and that during such period of time, it shall be made conveniently available to public inspection.

Section 2: That at least one public hearing shall be held as to such Ordinance prior to final action thereon, notice of which shall be given in a newspaper published in the Lisle Library District at least thirty (30) days prior to the time of such hearing.

FURTHER, this Resolution shall be in full force and effect from and after the adoption as provided by law.

ADOPTED this 17<sup>th</sup> day of July, 2024, pursuant to a roll call vote as follows:

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

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

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

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

ATTEST:

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

STATE OF ILLINOIS     )  
                                      )  
COUNTY OF DUPAGE    )

CERTIFICATION 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 17<sup>th</sup> day of July, 2024, the foregoing Resolution 24-03 was duly passed by the Board of Trustees.

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



NOTICE OF PUBLIC HEARING ON  
BUDGET AND APPROPRIATION ORDINANCE  
OF THE LISLE LIBRARY DISTRICT  
DUPAGE COUNTY, ILLINOIS

PUBLIC NOTICE is hereby given that the Lisle Library District has cause to be prepared in tentative form a combined annual Budget and Appropriation Ordinance. A public hearing shall be held as to such Budget and Appropriation on the 18<sup>th</sup> day of September, 2024, at the hour of 6:45 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

Copies of such tentative Budget and Appropriation Ordinance will be available for public inspection on the Library's website, [lislelibrary.org](http://lislelibrary.org), and at the Lisle Library District beginning August 15, 2024 during the hours of 9:30 a.m. to 9:00 p.m., Monday through Friday, Saturday, 9:30 a.m. to 5:00 p.m., and Sunday, 1:00 p.m. to 5:00 p.m. The Library will be closed on Sunday and Monday, September 1<sup>st</sup> and 2<sup>nd</sup> in observance of Labor Day.

By order of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois.

Dated this 17<sup>th</sup> day of July, 2024

---

Emily Swistak, President of the LLD Board of Trustees  
Lisle Library District

ATTEST:

---

Liz Sullivan, Secretary of the LLD Board of Trustees  
Lisle Library District

# Daily Herald

Senior Social Hour

The Men of Omaha Beach

Page to Screen Movie Matinee: Horton Hears a Who!

Books & Banter: Movie Edition

Teen Movie Crafternoon

Teen Craft: Upcycled Mosaic Art

The Works of Alice Tang Matthews

Teen Craft: Concrete Planter Friends

Teen Craft: Wood Grain Art

# Chicago Tribune

Senior Social Hour

The Men of Omaha Beach

Page to Screen Movie Matinee: Horton Hears a Who!

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Teen Craft: Upcycled Mosaic Art

The Works of Alice Tang Matthews

Teen Craft: Concrete Planter Friends

Teen Craft: Wood Grain Art

# APPROVED

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

1. Roll call

Present:

Marjorie Bartelli - President  
Emily Swistak - 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  
Laura Murff - Director of Technical Services

Also Present:

Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - None

3. Introductions

Committee members introduced themselves, announcing their names and titles. The Committee includes all Lisle Library District Trustees, the Library Director, Assistant Director, Director of Youth Services, Director of Adult Services, Director of Circulation Services, and Director of Technical Services.

4. Review LLD 2019-2022 Strategic Plan

Director Weinstein presented a summary of the 2019-2022 Strategic Plan via a PowerPoint presentation. She discussed the four areas of focus: Advocacy|Outreach|Awareness, Facility, Organizational Culture, and Technology & Innovation. She reviewed the objectives and outcomes regarding each area.

Discussion - SWOT Analysis and Guiding Principals

Director Weinstein facilitated a SWOT Analysis. Members proposed strengths, weaknesses, opportunities and threats to the LLD. They also discussed select guiding principles for the Library. The Director stated that she would compile the data and create a survey for members to rank in terms of priority.

Discussion - Promotional Outreach

The Committee discussed methods of promotional outreach regarding the planning process. The Committee agreed that using social media, LLD website, mailings, focus groups, in-house surveys, and presentations to external groups would be optimal.

5. Adjourn

**MOTION:** Vice President Swistak moved to adjourn the meeting. Secretary Sullivan seconded.  
Voice Vote - All Aye  
The meeting adjourned at 8:08 p.m.

Recorded by

---

Jackie Kilcran, Recording Secretary

Approved by the LLD Strategic Planning Committee on July 1, 2024.  
Approved by

---

Liz Sullivan, Secretary of the Board