

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 19, 2022 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order No. 2021-20, all persons who are over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. Public Comment Prior to the Meeting: Citizens may provide public comment via email: 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.

Members of the public may participate remotely by using this link:

<https://attendee.gotowebinar.com/register/7681652645883806477>

Webinar ID: 702-855-763

Please follow the instructions provided in the confirmation email.

Public Comment for Those Attending Remotely: Please listen for instructions at the beginning of the meeting.

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 19, 2022 - 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. Trustee Sullivan and Trustee Turner reviewed the December billings in January
 - b. Vice President Swistak and Trustee Wynn will review the January billings in February
4. Consent Agenda - Action Required
 - a. Approve Minutes of the December 15, 2021 Board Meeting
 - b. Approve Minutes of the January 7, 2022 Special Board Meeting
 - c. Acknowledge Treasurer's Report, 12/31/21, Investment Activity Report, 12/31/21, Current Assets Report, 12/31/21, Revenue Report, 12/31/21, and Expense Report, 12/31/21
 - d. Authorize Payment of Bills, 01/19/22
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Project Status Update - CCS report
 - ii. Approval to award renovation project construction contract - Action Required
Approval to award renovation project construction contract to Camosy Incorporated with base bid lump sum of \$5,296,700; with Board President as signatory to contract documents
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Advocacy and Outreach
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report

8. New Business
 - a. Appoint Committee to prepare FY2022/23 Working Budget
 - b. Approve LLD Policy 345: Reference & Readers' Advisory Services - Action Required
Approval of revisions to LLD Policy 345: Reference & Readers' Advisory Services.
 - c. Approve LLD Policy 360: Library-Sponsored Public Programs - Action Required
Approval of revisions to LLD Policy 360: Library-Sponsored Public Programs.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
December 15, 2021 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Jenny Norton - Treasurer
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager [left the meeting at 7:28 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Sullivan reviewed the November billings in December
- b. President Bartelli and Trustee Turner will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 17, 2021 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/21, Investment Activity Report, 11/30/21, Current Assets Report, 11/30/21, Revenue Report, 11/30/21, and Expense Report, 11/30/21
- c. Authorize Payment of Bills, 12/15/21

MOTION: Vice President Swistak moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Project Status Update - CCS report

Mr. Rogers provided a progress update including information regarding construction documents, a permit fee waiver request, furniture packages, and signage.

Mr. Rogers discussed furniture plans and explained new and existing furniture arrangements. He discussed painting the outdoor stone and mentioned the outdoor green siding samples. Mr. Rogers advised that painting larger areas with the green color would provide a better perspective.

Discussion: President Bartelli asked about power washing the stone. Mr. Rogers said that the stone would be cleaned with an appropriate product. Director Weinstein

reminded the Board that once the stone is painted it is permanent. President Bartelli asked if the stone was already painted or if it was naturally multicolored. Mr. Rogers stated that the stone was natural. Trustee Sullivan suggested that painting the stone would remove the natural element. Vice President Swistak commented that she would like to see a larger area painted green, near the stone. Mr. Rogers mentioned the potential to save money by cleaning the stone and not painting it.

Mr. Rogers provided an update on the pre-qualified general contractor bid process. He advised allowing bids through the 22nd of December.

Discussion: Trustee Sullivan asked if contractors submit bids in electronic or physical format. Mr. Rogers explained that the bids must be sealed physical bids. He explained the bid opening process. Vice President Swistak asked in which order they would be opened. Mr. Rogers stated that they would be opened in alphabetical order.

Mr. Rogers went over the project schedule and project cost summaries, stating that they were tracking on schedule and on budget.

Mr. Rogers provided an overview of upcoming activities including a moving bid package, visit to the Merchandise Mart, RFID and security gate purchases, abatement bids, furniture bid package, and Illinois State Library Live and Learn Grant submittal.

Discussion: President Bartelli asked if department heads would be present at the Merchandise Mart. Mr. Rogers affirmed that department heads would be present. President Bartelli asked about insurance liability. Mr. Rogers explained there would be a contractual requirement to have a contractor submit a 10% bid bond.

Mr. Rogers left the meeting at 7:28 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee had a meeting scheduled for Wednesday, December 29th at 12:00 pm.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on December 13th and that the next meeting was scheduled for Thursday, January 13th at 1:00 pm. She provided an overview of the draft fundraising letter for the LiteZilla installation.

7. Staff Reports

Director Weinstein summarized her Director's report. She mentioned that the Library had its Winter Read Kick-off Party on December 3rd. The two-hour event included Winter Read sign up, hot chocolate, fake snow, reindeer, and approximately 600 attendees. Director Weinstein explained the Per Capita Grant application. She provided an update on investments and bond proceeds. Director Weinstein spoke about expanding eNews and eBlasts to include Youth, Teen, and Adult lists. She mentioned that the LLD Kindness Card program launched and that 77 handmade cards were collected. The cards will be mailed to the Chicago-based nonprofit, *Cardz for Kidz*, and distributed to hospitalized children, seniors, and veterans. Card stations are

located in the Adult and Youth Services departments. Director Weinstein mentioned 'Best of 2021' displays in the facility and asked Board members to participate by submitting their 'Best of 2021.'

Discussion: Vice President Swistak asked how long the LLD Kindness Card program would last. Director Weinstein stated that it would be an ongoing program. Trustee Sullivan asked Director Weinstein to provide a summary of the videos discussed at the recent Advocacy and Outreach Committee meeting. Director Weinstein provided a summary including video topics and Board member participation.

Assistant Director McQuillan updated the Board on power outages in the area due to high winds. She stated that she checked on the Library. Library staff and Lisle Police received an alert from the Library's security monitoring company. Building doors were checked and were secure. No power outage occurred.

Discussion: Trustee Sullivan asked if there was a security system that works best with power outages. Director Weinstein discussed the Library's security applications, generators, and RFID keyless entry applications.

8. New Business

- a. Approve fundraising effort for facility installation - Action Required

MOTION: Trustee Wynn moved to approve of the fundraising effort as recommended by the LLD Advocacy and Outreach Committee for a special feature installation in the Youth Services Department. Trustee Turner seconded.

Discussion: Trustee Sullivan asked for input on the donation letter. Treasurer Norton asked if the Board was approving the letter or approving the effort as a whole. Director Weinstein explained that the Board was approving of the effort that included the letter. Director Weinstein stated that this was a first wave of fundraising and that the LLD had 10 months to fundraise. Vice President Swistak suggested rewording the last sentence of the letter. The Board agreed. Treasurer Norton suggested removing a word from the first sentence of the letter. The Board agreed.

Roll Call Vote - All Aye. The motion passed.

- b. Approve Per Capita Grant - Action Required

MOTION: Secretary Larson moved to approve the 2022 Illinois Public Library Per Capita and Equalization Aid Grant Application. Trustee Sullivan seconded.

Director Weinstein provided an explanation of the Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

- c. Approve 2022 Holiday Closings - Action Required

MOTION: Vice President Swistak moved to approve the Library's holiday closing dates for the 2022 calendar year.

Director Weinstein provided an explanation of the 2022 holiday closings.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Secretary Larson mentioned her attendance at the Winter Read Kick-off Party and stated that she was excited to see what the Library has planned for next year. Treasurer Norton commented that she appreciated the progress that has been made regarding the renovation project and for the day-to-day operations. She stated that she appreciated the Advocacy and Outreach Committee. Trustee Sullivan wished everyone a safe and happy holiday. Vice President Swistak commented on her attendance at the Winter Read Kick-off Party. She stated that she was excited about where they were headed with the renovation and was very interested in the construction bids. Vice President Swistak wished everyone a happy holiday and new year.

Trustee Turner mentioned that she had a great time at the Winter Read Kick-off Party. Trustee Wynn commented that she attended the Winter Read Kick-off Party with her family. She stated that she is excited every time she attends a Board meeting and said that she has started volunteering in other ways within the community. Trustee Wynn wished everyone a happy holiday. President Bartelli stated that she appreciates the enthusiasm the Board has for the fundraising effort and wished everyone a happy holiday.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Trustee Sullivan seconded.
Voice Vote - All Aye. The motion passed.
The meeting adjourned at 8:07 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 19, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
January, 2022 - 2:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President

Emily Swistak - Vice President [left the meeting at 2:19 p.m.]

Jenny Norton - Treasurer

Karen Larson - Secretary

Liz Sullivan - Trustee

Lorna Turner - Trustee

Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Chris Knight - Recording Secretary

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

3. Fundraising effort protocol: President statement/discussion

President Bartelli made a statement about the Library's fundraising efforts.

President Bartelli stated that the Board approved of a fundraising effort on December 15, 2021 for an special installation in Youth Services. 163 letters were sent to potential donors. On December 29th, the Advocacy and Outreach Committee met to review Policy 735: Donations and Gifts. President Bartelli referenced LLD Policy 201: LLD Board of Trustees Code of Conduct which mentions that the Board will make fundraising decisions as a whole. She stated that the Board should decide on appropriate recipients of fundraising communications and when outreach occurs. She stated that the LLD is a tax-exempt, public library and may receive donations for the public benefit and that Trustees may not solicit donations or fundraise without specific Board approval.

Discussion: Vice President Swistak agreed with President Bartelli's statements. She commented that President Bartelli clarified the fundraising effort and explained that all actions will be approved by the full Board. Treasurer Norton stated that she was in agreement. She commented that fundraising was new to the Board and that it should be accomplished thoughtfully and with consensus. Secretary Larson stated that the draft policy clearly outlines the LLD objectives of fundraising. Trustee Wynn said she appreciated everyone's comments and agreed with the statement. Trustee Sullivan spoke about her fundraising experience and next steps to take as a Board. Trustee Turner concurred with what was said and agreed to move forward as a united Board.

4. LLD Policy 735: Donations & Gifts - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 735: Donations & Gifts. Secretary Larson seconded.

Discussion: Director Weinstein provided an overview of LLD Policy 735: Donations & Gifts. President Bartelli commented on the notation at the bottom of the draft letter. Director Weinstein stated that Sikich provided assistance with language at the bottom of the letter.

Roll Call Vote - All Aye. The motion passed.

Vice President Swistak left the meeting at 2:19 p.m.

5. Thank you responses - Action Required

Director Weinstein provided an overview of the draft letter and stated that Sikich provided guidance.

MOTION: Trustee Sullivan moved to authorize LLD Director to send 'thank you' responses to donors. Trustee Turner seconded.

Discussion: Treasurer Norton asked what would happen to potential surplus funds if they surpassed the donation goal. Director Weinstein explained that the donation letter specified donation funds would benefit the installation and the Youth Services department.

Roll Call Vote - All Aye. The motion passed.

6. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Turner seconded.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 2:22 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 19, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2021

| | Cash Balance | Financial | Financial |
|------------------------|----------------------|----------------|----------------|
| Fund Name | 12/31/21 | Assets % | Assets % |
| | | W/ Spec Res | W/O Spec Res |
| Corporate | 7,803,953.02 | 66.25% | 94.62% |
| IMRF | 231,362.23 | 1.96% | 2.81% |
| FICA | 212,215.75 | 1.80% | 2.57% |
| Subtotals | 8,247,531.00 | 70.02% | 100.00% |
| Special Reserve | 3,532,010.60 | 29.98% | 0.00% |
| | 11,779,541.60 | 100.00% | 100.00% |

Treasurer

Date

INVESTMENT ACTIVITY

| Company | INTEREST | | | | | | | | | | | |
|---------------------------|----------|----------|----------|-----------|----------|--------|-----|-----|-----|-----|-----|-----------|
| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| IMET | 145.75 | 135.85 | 125.51 | 116.21 | 111.99 | 128.49 | | | | | | 763.80 |
| Ehlers | 0.93 | 1.22 | 0.76 | 4.61 | 4.77 | 2.90 | | | | | | 15.19 |
| Ehlers-inv interest #5707 | 1,720.74 | 6,521.93 | 911.94 | 9,537.05 | 2,059.03 | 37.67 | | | | | | 20,788.36 |
| Ehlers-inv interest #8217 | 0.00 | 0.00 | 0.00 | 0.00 | 1.60 | 17.85 | | | | | | 19.45 |
| Fifth Third Bank | 310.78 | 281.95 | 346.50 | 182.47 | 159.67 | 152.75 | | | | | | 1,434.12 |
| Lisle Savings | 49.35 | 54.47 | 52.78 | 51.09 | 52.81 | 51.12 | | | | | | 311.62 |
| Lisle CD 2635 | 176.99 | 177.12 | 171.54 | 177.39 | 171.80 | 177.66 | | | | | | 1,052.50 |
| Lisle CD 2669 | 49.70 | 49.71 | 48.12 | 49.73 | 48.14 | 49.75 | | | | | | 295.15 |
| IL Funds | 24.71 | 24.66 | 24.08 | 31.38 | 33.42 | 69.79 | | | | | | 208.04 |
| US Bank-9853 | 30.83 | 31.85 | 31.85 | 30.82 | 31.86 | 10.27 | | | | | | 167.48 |
| US Bank-9370 | 0.47 | 0.51 | 0.48 | 0.47 | 0.46 | 0.44 | | | | | | 2.83 |
| TOTALS | 2,510.25 | 7,279.27 | 1,713.56 | 10,181.22 | 2,675.55 | 698.69 | - | - | - | - | - | 25,058.54 |

| | | | | | | | | | | | | |
|---|----------|----------|----------|-----------|----------|--------|---|---|---|---|---|-----------|
| Interest - Special Reserve Only | 923.73 | 2,572.18 | 545.02 | 3,277.04 | 887.22 | 209.89 | - | - | - | - | - | 8,415.08 |
| Interest - No Special Reserve Reflected | 1,586.52 | 4,707.09 | 1,168.54 | 6,904.18 | 1,788.33 | 488.80 | - | - | - | - | - | 16,643.46 |
| Totals | 2,510.25 | 7,279.27 | 1,713.56 | 10,181.22 | 2,675.55 | 698.69 | - | - | - | - | - | 25,058.54 |

| | INVESTMENTS | | | | | | | | | | | |
|---------------------------------|-------------|------------|------------|------------|--------------|--------------|------|------|------|------|------|--------------|
| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| Investment Maturities and Sales | 0.00 | 290,000.00 | 205,000.00 | 360,000.00 | 0.00 | 2,200,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,055,000.00 |
| Investment Purchases | 0.00 | 0.00 | 0.00 | 0.00 | 600,000.00 | 3,157,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,757,000.00 |
| TOTALS | 0.00 | 290,000.00 | 205,000.00 | 360,000.00 | (600,000.00) | (957,000.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (702,000.00) |

| Fair Market Value on 12/31/21 |
|----------------------------------|
|----------------------------------|

| Investments | Purchased | Face Amt. | @ | Coupon Rate | YTM | Paid | FMV | Due |
|--------------------------------------|----------------------------------|------------|---------|-------------|------|------------|-----------------|-----------|
| Fixed Income | | | | | | | | |
| Peoria ILL GO BDS | 4/27/2020 | 75,000.00 | 104.111 | 0.00 | 4.00 | 79,081.58 | \$75,000.00 | 1/1/2022 |
| San Joaquin Hills Calif Transn #8217 | 12/15/2021 | 350,000.00 | 99.992 | 0.00 | 0.00 | 349,987.00 | \$350,000.00 | 1/1/2022 |
| Discover Bank #8217 | 12/16/2021 | 249,000.00 | 100.000 | 0.15 | 0.15 | 249,000.00 | \$248,987.55 | 1/18/2022 |
| Lisle Savings Bank | 1/16/2019 | 225,325.93 | 100.000 | 2.72 | 2.75 | 225,325.93 | \$234,333.28 | 2/16/2022 |
| Mizrahi Tefahot BK LTD #8217 | 12/14/2021 | 249,000.00 | 99.974 | 0.13 | 0.13 | 248,968.00 | \$248,954.33 | 2/24/2022 |
| Northpointe Bk Grand Rapids MI | 12/14/2021 | 249,000.00 | 99.964 | 0.15 | 0.15 | 248,943.78 | \$248,959.19 | 2/28/2022 |
| Natixis Disc Commercial Paper | 12/15/2021 | 400,000.00 | 99.956 | 0.00 | 0.00 | 399,837.00 | \$399,875.88 | 3/14/2022 |
| Merchants BK IND Lynn | 12/23/2021 | 249,000.00 | 100.000 | 0.00 | 0.00 | 249,000.00 | \$249,028.31 | 3/23/2022 |
| Mizuho Bank USA #8217 | 12/20/2021 | 150,000.00 | 99.936 | 0.05 | 0.05 | 149,973.25 | \$149,925.00 | 3/31/2022 |
| Goldman Sachs Bk | 4/3/2019 | 100,000.00 | 100.000 | 2.60 | 2.60 | 99,915.00 | \$100,612.82 | 4/4/2022 |
| Morgan Stanley Bk | 4/4/2019 | 175,000.00 | 100.000 | 2.85 | 2.85 | 174,840.00 | \$176,095.20 | 4/4/2022 |
| Bank China LTD Hong Kong | 12/23/2021 | 381,000.00 | 99.875 | 0.00 | 0.00 | 380,538.75 | \$380,707.77 | 4/27/2022 |
| Virginia Comwith Transn BRD TR | 12/15/2021 | 780,000.00 | 102.010 | 5.00 | 5.00 | 798,943.00 | \$793,847.03 | 5/15/2022 |
| Goldman Sachs Bk | 5/22/2019 | 150,000.00 | 100.000 | 2.50 | 2.50 | 150,000.00 | \$151,338.92 | 5/23/2022 |
| Sallie Mae Bk | 5/22/2019 | 10,000.00 | 100.000 | 2.50 | 2.50 | 10,000.00 | \$10,089.26 | 5/23/2022 |
| Lisle Savings Bank | 7/11/2018 | 218,374.39 | 100.000 | 2.50 | 2.50 | 218,374.39 | \$232,509.65 | 7/11/2022 |
| Capital One Bk | 8/15/2019 | 130,000.00 | 99.900 | 2.05 | 2.05 | 129,892.30 | \$131,445.26 | 8/15/2022 |
| Enerbank USA | 8/30/2019 | 175,000.00 | 99.935 | 1.75 | 1.75 | 174,901.25 | \$176,704.33 | 8/30/2022 |
| Morgan Stanley Bk | 10/3/2019 | 155,000.00 | 99.950 | 1.90 | 1.90 | 154,922.50 | \$156,872.63 | 10/3/2022 |
| Maryland ST | 12/15/2021 | 100,000.00 | 101.001 | 5.00 | 5.00 | 102,460.44 | \$100,771.15 | 3/1/2023 |
| US Bank | 9/15/2018 | 249,999.99 | 100.000 | 2.50 | 2.50 | 249,999.99 | \$249,999.99 | 6/15/2023 |
| <hr/> | | | | | | | | |
| Mutual Funds | | | | | | | \$4,866,057.55 | |
| <hr/> | | | | | | | | |
| Schwab Funds | Treas Oblig Money Investor #5707 | 632,000.00 | 1.000 | 0.00 | 0.00 | 632,000.00 | \$632,000.00 | |
| <hr/> | | | | | | | | |
| | | | | | | | \$632,000.00 | |
| <hr/> | | | | | | | | |
| | | | | | | | \$5,498,057.55 | |
| <hr/> | | | | | | | | |
| Total Holdings | | | | | | | | |
| <hr/> | | | | | | | | |
| TOTAL CURRENT ASSETS | | | | | | | \$11,779,541.60 | |
| <hr/> | | | | | | | | |

Lisle Library District
For the Six Months Ending December 31, 2021
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 | \$ 209.89 | \$ 8,415.08 | \$ 16,624.68 | \$ 31,500.00 | 26.71 |
| TOTAL INTEREST | 209.89 | 8,415.08 | 16,624.68 | 31,500.00 | 26.71 |
| 70-04-4587-10 Restricted - Transfer from Cor | 0.00 | 0.00 | 150,000.00 | 2,800,000.00 | 0.00 |
| 70-05-4680-00 Debt Certificate | 0.00 | 0.00 | 0.00 | 1,000,000.00 | 0.00 |
| TOTAL OTHER REVENUE | 0.00 | 0.00 | 150,000.00 | 3,800,000.00 | 0.00 |
| TOTAL REVENUES | 209.89 | 8,415.08 | 166,624.68 | 3,831,500.00 | 0.22 |

Lisle Library District
For the Six Months Ending December 31, 2021
Revenues - No Special Reserve reflected

| | <u>Current Month</u> | <u>Current Year to</u> <u>Date</u> | <u>Prior Year to</u> <u>Date</u> | <u>Current Annual</u> <u>Budget</u> | <u>% of Budget to</u> <u>YTD</u> |
|---|----------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|
| REVENUES | | | | | |
| TAX LEVY | | | | | |
| 10-01-4411-00 Tax Levy - Corp. | \$ 15,203.12 | \$ 3,770,568.40 | \$ 3,693,472.96 | \$ 3,775,885.00 | 99.86 |
| 40-01-4414-00 Tax Levy - IMRF | 329.92 | 81,829.38 | 116,091.38 | 80,800.00 | 101.27 |
| 45-01-4415-00 Tax Levy - FICA | 686.46 | 170,249.73 | 158,994.73 | 169,680.00 | 100.34 |
| TOTAL TAX LEVY | 16,219.50 | 4,022,647.51 | 3,968,559.07 | 4,026,365.00 | 99.91 |
| TIF SURPLUS | | | | | |
| 10-01-4455-00 TIF-Surplus Corp | 0.00 | 31,560.08 | 32,563.42 | 30,000.00 | 105.20 |
| TOTAL TIF SURPLUS | 0.00 | 31,560.08 | 32,563.42 | 30,000.00 | 105.20 |
| PERSONAL PROPERTY REPLACEMENT TAX | | | | | |
| 10-01-4461-00 Personal Property Repl. Tax - | 1,630.49 | 14,804.07 | 7,528.46 | 10,000.00 | 148.04 |
| 40-01-4462-00 Personal Property Repl. Tax - | 94.10 | 854.38 | 434.49 | 500.00 | 170.88 |
| 45-01-4463-00 Personal Property Repl. Tax - | 14.78 | 134.23 | 68.26 | 90.00 | 149.14 |
| TOTAL PERSONAL PROPERTY REP | 1,739.37 | 15,792.68 | 8,031.21 | 10,590.00 | 149.13 |
| INTEREST INCOME | | | | | |
| 10-02-4472-00 Interest Earned - Corp | 461.73 | 15,588.88 | 30,228.95 | 55,000.00 | 28.34 |
| 40-02-4475-00 Interest Earned - IMRF | 14.04 | 560.04 | 1,319.94 | 2,500.00 | 22.40 |
| 45-02-4476-00 Interest Earned - FICA | 13.03 | 494.54 | 902.97 | 2,000.00 | 24.73 |
| TOTAL INTEREST INCOME | 488.80 | 16,643.46 | 32,451.86 | 59,500.00 | 27.97 |
| UNREALIZED GAIN/LOSS ON INVESTMENTS | | | | | |
| 10-02-4526-00 Unrealized Gain/Loss on | (8,666.82) | (22,157.54) | (24,602.43) | 5,000.00 | (443.15) |
| TOTAL UNREALIZED GAIN/LOSS O | (8,666.82) | (22,157.54) | (24,602.43) | 5,000.00 | (443.15) |
| DESK INCOME | | | | | |
| 10-03-4531-00 Lost Books | 48.12 | 711.39 | 527.14 | 1,500.00 | 47.43 |
| 10-03-4536-00 Non-Resident Fees | 0.00 | 328.12 | 318.53 | 500.00 | 65.62 |
| 10-03-4540-00 Fines | 19.00 | 184.08 | 1,851.30 | 3,000.00 | 6.14 |
| TOTAL DESK INCOME | 67.12 | 1,223.59 | 2,696.97 | 5,000.00 | 24.47 |
| UNRESTRICTED INCOME | | | | | |
| 10-03-4550-00 Gifts - Unrestricted Corp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-03-4560-30 Gifts - Restricted - YS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-04-4573-00 Copier Income | 697.57 | 2,283.71 | 1,457.92 | 3,500.00 | 65.25 |
| 10-04-4583-00 Per Capita Grant | 0.00 | 42,043.40 | 35,630.00 | 35,000.00 | 120.12 |

Lisle Library District
For the Six Months Ending December 31, 2021
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> |
|--|----------------------|---------------------------------|-------------------------------|----------------------------------|-------------------------------|
| 10-04-4584-00 Other Income - Corp. | 0.00 | 1,024,614.97 | 813.86 | 2,500.00 | 40,984.60 |
| 10-04-4585-00 License Sticker Renewals | 159.50 | 3,881.00 | 0.00 | 2,500.00 | 155.24 |
| TOTAL UNRESTRICTED INCOME | 857.07 | 1,072,823.08 | 37,901.78 | 43,500.00 | 2,466.26 |
| TOTAL REVENUES | \$ 10,705.04 | \$ 5,138,532.86 | \$ 4,057,601.88 | \$ 4,179,955.00 | 122.93 |

Lisle Library District
For the Six Months Ending December 31, 2021
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 | 27,998.28 | 0.00 | 0.00 |
| 70-65-5671-00 Furniture & Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 70-65-5674-00 Consulting | 0.00 | 0.00 | 23,838.75 | 0.00 | 0.00 |
| TOTAL MAINTENANCE AND EQUIP | 0.00 | 0.00 | 51,837.03 | 15,000.00 | 0.00 |
| RENOVATION COSTS | | | | | |
| 70-65-5675-00 Renovation Project | 99,312.85 | 372,313.22 | 0.00 | 5,850,000.00 | 6.36 |
| 70-65-5861-00 Interior Renovation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RENOVATION COSTS | 99,312.85 | 372,313.22 | 0.00 | 5,850,000.00 | 6.36 |
| TOTAL SPECIAL RESERVE EXPENSES | 99,312.85 | 372,313.22 | 51,837.03 | 5,865,000.00 | 6.35 |

Lisle Library District
For the Six Months Ending December 31, 2021
Expenses - No Special Reserve reflected

| | <u>Current Month</u> | <u>Current Year to</u> <u>Date</u> | <u>Prior Year to</u> <u>Date</u> | <u>Current Annual</u> <u>Budget</u> | <u>% of Budget to</u> <u>YTD</u> |
|--|----------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|
| ALL EXPENSES | | | | | |
| EMPLOYEE COSTS | | | | | |
| Salaries | | | | | |
| 10-10-5603-10 Administrative - Reg. Hours | \$ 41,169.31 | \$ 232,770.41 | \$ 224,003.20 | \$ 480,000.00 | 48.49 |
| 10-10-5603-20 Adult Services - Reg. Hours | 43,795.30 | 249,181.28 | 282,499.20 | 580,000.00 | 42.96 |
| 10-10-5603-30 Youth Services - Reg. Hours | 32,890.16 | 183,997.82 | 171,731.23 | 450,000.00 | 40.89 |
| 10-10-5603-50 Technical Services - Reg. Hour | 18,688.77 | 126,022.04 | 130,298.02 | 277,000.00 | 45.50 |
| 10-10-5603-60 Circulation - Reg. Hours | 37,080.40 | 222,429.03 | 216,552.39 | 475,000.00 | 46.83 |
| Total Salaries | 173,623.94 | 1,014,400.58 | 1,025,084.04 | 2,262,000.00 | 44.85 |
| Health and Dental Ins. | | | | | |
| 10-10-5621-10 Hosp. Ins. - Admin | 3,514.15 | 21,084.90 | 23,657.63 | 47,000.00 | 44.86 |
| 10-10-5621-20 Hosp. Ins. - Adult Serv. | 7,157.97 | 42,863.70 | 49,024.02 | 97,000.00 | 44.19 |
| 10-10-5621-30 Hosp. Ins. - YS | 3,563.17 | 22,559.27 | 14,462.12 | 51,500.00 | 43.80 |
| 10-10-5621-50 Hosp. Ins. - Tech | 2,197.04 | 16,048.74 | 17,202.36 | 39,500.00 | 40.63 |
| 10-10-5621-60 Hosp. Ins. - Circ | 2,657.39 | 22,932.05 | 33,393.42 | 55,000.00 | 41.69 |
| 10-10-5622-10 Dental Ins. - Admin. | 184.98 | 1,109.88 | 1,225.88 | 2,350.00 | 47.23 |
| 10-10-5622-20 Dental Ins. - Adult Serv | 372.43 | 2,699.90 | 3,288.65 | 5,450.00 | 49.54 |
| 10-10-5622-30 Dental Ins. - YS | 149.92 | 1,484.83 | 1,360.56 | 2,600.00 | 57.11 |
| 10-10-5622-50 Dental Ins. - Tech | (82.23) | 657.88 | 1,411.29 | 2,800.00 | 23.50 |
| 10-10-5622-60 Dental Ins. - Circ | 137.63 | 1,197.23 | 1,334.35 | 2,800.00 | 42.76 |
| Total Health and Dental Ins. | 19,852.45 | 132,638.38 | 146,360.28 | 306,000.00 | 43.35 |
| Other Staff Benefits | | | | | |
| 10-10-5646-00 Unemployment Compensation | 0.00 | 256.96 | 147.46 | 4,000.00 | 6.42 |
| Total Other Staff Benefits | 0.00 | 256.96 | 147.46 | 4,000.00 | 6.42 |
| FICA Expenses | | | | | |
| 45-10-5625-10 FICA Expense - Admin | 3,113.09 | 17,588.72 | 16,705.39 | 37,000.00 | 47.54 |
| 45-10-5625-20 FICA Expense - Adult Serv. | 3,164.74 | 17,958.78 | 20,256.09 | 45,500.00 | 39.47 |
| 45-10-5625-30 FICA Expense - Youth Services | 2,482.79 | 13,758.95 | 12,937.32 | 34,500.00 | 39.88 |
| 45-10-5625-50 FICA Expense - Tech Servs. | 1,406.65 | 9,454.03 | 9,776.32 | 21,500.00 | 43.97 |
| 45-10-5625-60 FICA Expense - Circulation | 2,724.70 | 16,326.45 | 15,757.07 | 36,500.00 | 44.73 |
| Total FICA Expenses | 12,891.97 | 75,086.93 | 75,432.19 | 175,000.00 | 42.91 |
| IMRF Expenses | | | | | |
| 40-10-5628-10 IMRF Expense - Admin | 2,776.31 | 15,717.54 | 18,322.66 | 26,650.00 | 58.98 |
| 40-10-5628-20 IMRF Expense - Adult Servs | 3,157.67 | 17,966.16 | 24,859.89 | 37,700.00 | 47.66 |
| 40-10-5628-30 IMRF Expense - Youth Services | 2,159.11 | 12,431.70 | 14,342.17 | 27,300.00 | 45.54 |
| 40-10-5628-50 IMRF Expense - Tech Servs. | 1,347.45 | 9,086.13 | 11,466.20 | 17,550.00 | 51.77 |
| 40-10-5628-60 IMRF Expense - Circulation | 1,961.69 | 11,687.06 | 13,390.04 | 20,800.00 | 56.19 |

Lisle Library District
For the Six Months Ending December 31, 2021
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 IMRF Expenses | 11,402.23 | 66,888.59 | 82,380.96 | 130,000.00 | 51.45 |
| Total EMPLOYEE COSTS | 217,770.59 | 1,289,271.44 | 1,329,404.93 | 2,877,000.00 | 44.81 |
| BUILDING COSTS | | | | | |
| Utilities | | | | | |
| 10-20-5650-00 Internet Service Provider | 450.00 | 2,700.00 | 2,250.00 | 5,400.00 | 50.00 |
| 10-20-5651-00 INet | 0.00 | 1,810.00 | 1,810.00 | 1,810.00 | 100.00 |
| 10-20-5652-00 Utilities - Phone | 777.63 | 3,916.21 | 3,909.93 | 10,000.00 | 39.16 |
| 10-20-5653-00 Utilities - Gas | 1,132.24 | 3,317.09 | 1,885.21 | 7,500.00 | 44.23 |
| 10-20-5654-00 Utilities - Sewer & Water | 145.01 | 774.07 | 743.48 | 2,900.00 | 26.69 |
| 10-20-5655-00 Utilities - Electric | 0.00 | 22,507.79 | 16,871.47 | 50,000.00 | 45.02 |
| 10-20-5656-00 Verizon | 0.00 | 625.00 | 1,074.30 | 1,500.00 | 41.67 |
| Total Utilities | 2,504.88 | 35,650.16 | 28,544.39 | 79,110.00 | 45.06 |
| Maintenance and Repairs | | | | | |
| 10-20-5660-00 Maint Contracts - HVAC | 0.00 | 2,500.00 | 2,400.00 | 5,000.00 | 50.00 |
| 10-20-5661-00 Maint Contracts - Maint. Servi | 157.10 | 15,616.60 | 18,210.12 | 49,500.00 | 31.55 |
| 10-20-5662-00 Maint Contr. - Landscape Serv. | 10,375.00 | 14,475.00 | 5,450.00 | 40,000.00 | 36.19 |
| 10-20-5663-00 Maint/Repairs-Genl repairs, Su | 384.00 | 3,813.17 | 3,630.83 | 10,000.00 | 38.13 |
| 10-20-5664-00 Maint/Repairs-Non Contr. Work | 5,137.47 | 25,409.86 | 31,040.38 | 70,000.00 | 36.30 |
| 10-20-5665-00 Rubbish Removal | 0.00 | 1,913.15 | 2,060.31 | 4,000.00 | 47.83 |
| Total Maintenance and Repairs | 16,053.57 | 63,727.78 | 62,791.64 | 178,500.00 | 35.70 |
| TOTAL BUILDING COSTS | 18,558.45 | 99,377.94 | 91,336.03 | 257,610.00 | 38.58 |
| OPERATING EXPENSES | | | | | |
| Postage and Printing | | | | | |
| 10-25-5710-00 Postage and Shipping | 432.67 | 2,162.89 | 2,114.67 | 5,500.00 | 39.33 |
| 10-25-5710-10 Printing/Spec. Serv. - Adult | 2,531.00 | 8,731.00 | 3,145.34 | 17,000.00 | 51.36 |
| 10-25-5711-00 Postage Special Serv | 1,219.29 | 3,591.16 | 3,573.12 | 8,800.00 | 40.81 |
| 10-25-5712-00 Printing | 236.38 | 271.38 | 438.74 | 1,000.00 | 27.14 |
| Total Postage and Printing | 4,419.34 | 14,756.43 | 9,271.87 | 32,300.00 | 45.69 |
| Supplies | | | | | |
| 10-25-5713-00 Office Supplies | 557.37 | 2,500.11 | 3,324.69 | 5,500.00 | 45.46 |
| 10-25-5714-00 Circ. Material Supplies | 271.01 | 4,866.47 | 6,245.11 | 10,000.00 | 48.66 |
| 10-25-5715-00 Copier Supplies | 374.00 | 751.37 | 998.98 | 1,900.00 | 39.55 |
| 10-25-5716-00 Kitchen Supplies | 237.71 | 1,823.66 | 1,431.21 | 6,000.00 | 30.39 |
| 10-25-5717-00 Processing Supplies | 3,126.65 | 13,466.37 | 13,007.88 | 43,000.00 | 31.32 |
| 10-25-5718-00 Computer Supplies | 1,895.93 | 5,528.25 | 4,358.57 | 12,400.00 | 44.58 |

Lisle Library District
For the Six Months Ending December 31, 2021
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 | <u>6,462.67</u> | <u>28,936.23</u> | <u>29,366.44</u> | <u>78,800.00</u> | <u>36.72</u> |
| Other Operating Costs | | | | | |
| 10-25-5719-00 Publishing | 31.05 | 714.61 | 828.46 | 1,500.00 | 47.64 |
| 10-25-5722-15 Safety Deposit Box Rental | 0.00 | 87.50 | 90.00 | 200.00 | 43.75 |
| 10-25-5723-00 Check Printing | 0.00 | 402.29 | 0.00 | 500.00 | 80.46 |
| 10-25-5723-15 Bank Charges | 264.51 | 2,163.48 | 483.86 | 6,000.00 | 36.06 |
| 10-25-5724-15 Local Travel | 30.57 | 105.79 | 134.45 | 500.00 | 21.16 |
| Total Other Operating Costs | <u>326.13</u> | <u>3,473.67</u> | <u>1,536.77</u> | <u>8,700.00</u> | <u>39.93</u> |
| TOTAL OPERATING EXPENSES | <u>11,208.14</u> | <u>47,166.33</u> | <u>40,175.08</u> | <u>119,800.00</u> | <u>39.37</u> |
| INSURANCE | | | | | |
| 10-30-5750-00 Fidelity Bonds | 0.00 | 2,100.00 | 2,100.00 | 2,100.00 | 100.00 |
| 10-30-5751-00 Property Damage (All-Peril) | 0.00 | 17,766.50 | 12,461.50 | 40,000.00 | 44.42 |
| 10-30-5752-00 Notary Bond | 0.00 | 64.00 | 0.00 | 225.00 | 28.44 |
| 10-30-5754-00 Workers Comp Insurance | 0.00 | 4,176.50 | 3,228.50 | 9,000.00 | 46.41 |
| TOTAL INSURANCE | <u>0.00</u> | <u>24,107.00</u> | <u>17,790.00</u> | <u>51,325.00</u> | <u>46.97</u> |
| CONTRACTUAL SERVICES | | | | | |
| 10-35-5760-00 Legal Services | 1,743.75 | 3,813.75 | 2,137.50 | 15,000.00 | 25.43 |
| 10-35-5761-00 Collection Agency | 17.90 | 143.20 | 0.00 | 700.00 | 20.46 |
| 10-35-5762-00 Other Contr Services - Admin | 0.00 | 250.00 | 1,590.00 | 6,000.00 | 4.17 |
| 10-35-5763-00 Other Contr Svcs-Tech Asst | 2,265.73 | 44,273.87 | 32,842.41 | 76,000.00 | 58.26 |
| 10-35-5764-10 Other Contr Svcs - Library Wi | 3,343.09 | 19,006.08 | 17,963.50 | 38,000.00 | 50.02 |
| 10-35-5765-10 Investment Agency Consultants | 597.34 | 3,043.40 | 3,024.11 | 7,500.00 | 40.58 |
| 10-35-5769-00 Acct Maint & Upgrades | 0.00 | 0.00 | 522.61 | 6,000.00 | 0.00 |
| 10-35-5770-00 Contractual - Audit Fee | 0.00 | 8,900.00 | 8,650.00 | 8,700.00 | 102.30 |
| 10-35-5771-00 Payroll Service | 506.48 | 3,131.48 | 3,112.38 | 7,700.00 | 40.67 |
| TOTAL CONTRACTUAL SERVICES | <u>8,474.29</u> | <u>82,561.78</u> | <u>69,842.51</u> | <u>165,600.00</u> | <u>49.86</u> |
| PERSONNEL DEVELOPMENT | | | | | |
| 10-40-5783-00 Dues - Staff | 110.00 | 1,996.00 | 2,489.00 | 4,000.00 | 49.90 |
| 10-40-5784-00 Meetings - Staff | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 10-40-5785-00 Conferences - Staff | 0.00 | 663.00 | 615.00 | 4,500.00 | 14.73 |
| 10-40-5786-00 Memorial/Tribute/Recognition | 0.00 | 142.88 | 179.77 | 1,000.00 | 14.29 |
| 10-40-5787-00 Staff Development | 0.00 | 383.86 | 0.00 | 2,500.00 | 15.35 |
| 10-40-5788-00 Training (Cont Ed) - Staff | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 10-45-5786-70 Dues - Trustee | 0.00 | 230.00 | 75.00 | 525.00 | 43.81 |
| 10-45-5787-70 Conferences - Trustees | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 10-45-5788-70 Meetings - Trustees | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |

Lisle Library District
For the Six Months Ending December 31, 2021
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 | 39.98 | 80.00 | 1,000.00 | 4.00 |
| TOTAL PERSONNEL DEVELOPMEN | 110.00 | 3,455.72 | 3,438.77 | 18,525.00 | 18.65 |
| EQUIPMENT COSTS | | | | | |
| Major Equipment | | | | | |
| 10-48-5801-10 Polaris Maint (Corp) | 0.00 | 56,060.59 | 54,474.35 | 53,000.00 | 105.77 |
| 10-48-5803-10 Technology | 4,484.13 | 4,484.13 | 24,948.37 | 50,000.00 | 8.97 |
| 10-48-5804-10 Facility | 0.00 | 5,377.99 | 792.86 | 10,000.00 | 53.78 |
| Total Major Equipment | 4,484.13 | 65,922.71 | 80,215.58 | 113,000.00 | 58.34 |
| Minor Equipment | | | | | |
| 10-48-5823-10 Minor Equip - Administration | 0.00 | 0.00 | 349.84 | 700.00 | 0.00 |
| 10-48-5823-20 Minor Equip - Adult Services | 0.00 | 182.51 | 103.27 | 700.00 | 26.07 |
| 10-48-5823-30 Minor Equipment - Youth | 0.00 | 0.00 | 0.00 | 700.00 | 0.00 |
| 10-48-5823-50 Minor Equip - Tech Services | 483.60 | 520.70 | 107.58 | 700.00 | 74.39 |
| 10-48-5823-60 Minor Equip - Circ | 0.00 | 0.00 | 29.98 | 700.00 | 0.00 |
| Total Minor Equipment | 483.60 | 703.21 | 590.67 | 3,500.00 | 20.09 |
| Equip Maint/Repairs and Rentals | | | | | |
| 10-48-5843-00 Rental-Postage Meter | 0.00 | 361.14 | 360.00 | 720.00 | 50.16 |
| 10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi | 1,567.14 | 8,463.55 | 9,324.87 | 20,280.00 | 41.73 |
| 10-48-5846-00 Equip Maint/Repr-NonContr | 0.00 | 29.91 | 69.86 | 1,000.00 | 2.99 |
| Total Equip Maint/Repairs and Rentals | 1,567.14 | 8,854.60 | 9,754.73 | 22,000.00 | 40.25 |
| TOTAL EQUIPMENT COSTS | 6,534.87 | 75,480.52 | 90,560.98 | 138,500.00 | 54.50 |
| LIBRARY MEDIA | | | | | |
| Books | | | | | |
| 10-50-5863-20 Literacy/ESL | 912.00 | 2,512.02 | 186.73 | 8,000.00 | 31.40 |
| 10-50-5863-30 Books - Youth Serv | 2,936.33 | 24,936.11 | 20,297.31 | 54,000.00 | 46.18 |
| 10-50-5863-50 Books - Tech Serv | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-50-5864-10 Books - Non Fiction | 6,282.93 | 30,478.64 | 24,521.68 | 86,100.00 | 35.40 |
| 10-50-5865-10 Books - Adult/Teen Fiction | 4,648.31 | 31,394.18 | 25,823.38 | 74,500.00 | 42.14 |
| 10-50-5867-20 Ref Books - Adult Serv | 903.58 | 6,552.90 | 7,867.01 | 18,100.00 | 36.20 |
| Total Books | 15,683.15 | 95,873.85 | 78,696.11 | 240,700.00 | 39.83 |
| Databases | | | | | |
| 10-50-5869-20 Internet Licensed DBases | 8,512.53 | 80,372.83 | 73,730.90 | 130,000.00 | 61.83 |
| 10-50-5872-10 Dbases - Professional | 348.00 | 4,260.41 | 3,429.74 | 10,000.00 | 42.60 |
| 10-50-5873-30 Dbases - Youth Serv | 0.00 | 10,528.15 | 9,493.50 | 10,000.00 | 105.28 |

Lisle Library District
For the Six Months Ending December 31, 2021
Expenses - No Special Reserve reflected

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|--|----------------------|-----------------------------|---------------------------|------------------------------|---------------------------|
| Total Databases | 8,860.53 | 95,161.39 | 86,654.14 | 150,000.00 | 63.44 |
| Audio-Visual Materials | | | | | |
| 10-50-5890-30 A-V Matls - Youth Serv | 610.47 | 8,463.10 | 11,675.23 | 13,000.00 | 65.10 |
| 10-50-5895-40 A-V Matls - Adult Serv | 6,160.30 | 32,835.02 | 50,521.36 | 55,000.00 | 59.70 |
| 10-50-5899-20 Digital Content | 9,274.32 | 51,358.35 | 0.00 | 92,000.00 | 55.82 |
| Total Audio-Visual Materials | 16,045.09 | 92,656.47 | 62,196.59 | 160,000.00 | 57.91 |
| Periodicals/Doc Delivery | | | | | |
| 10-50-5871-20 Document Delivery | 20.25 | 22,963.07 | 21,766.34 | 24,000.00 | 95.68 |
| 10-50-5900-20 Periodicals - Adult Serv | 554.82 | 22,893.23 | 35,328.92 | 39,350.00 | 58.18 |
| 10-50-5900-30 Periodicals - Youth | 0.00 | 132.91 | 431.06 | 500.00 | 26.58 |
| 10-50-5900-80 Periodicals - Prof. Collection | 0.00 | 2,115.97 | 4,797.47 | 3,000.00 | 70.53 |
| Total Periodicals/Doc Delivery | 575.07 | 48,105.18 | 62,323.79 | 66,850.00 | 71.96 |
| TOTAL LIBRARY MEDIA | 41,163.84 | 331,796.89 | 289,870.63 | 617,550.00 | 53.73 |
| PROGRAMS AND READER'S SERVICES | | | | | |
| Programs | | | | | |
| 10-60-5931-10 Programs - Adult Services | 581.64 | 7,191.29 | 5,515.57 | 10,000.00 | 71.91 |
| 10-60-5931-30 Programs - Youth | 776.49 | 5,448.23 | 3,148.92 | 10,000.00 | 54.48 |
| 10-60-5931-40 Online Marketing | 74.74 | 423.44 | 226.92 | 2,000.00 | 21.17 |
| 10-60-5931-50 Community Relations | 314.98 | 615.11 | 1,597.07 | 6,500.00 | 9.46 |
| Total Programs | 1,747.85 | 13,678.07 | 10,488.48 | 28,500.00 | 47.99 |
| Readers Services | | | | | |
| 10-60-5940-10 Reader Services - Adult Serv. | 26.95 | 184.68 | 897.48 | 2,000.00 | 9.23 |
| 10-60-5940-30 Reader Services - Youth Serv. | 206.53 | 378.68 | 1,314.42 | 5,500.00 | 6.89 |
| Total Readers Services | 233.48 | 563.36 | 2,211.90 | 7,500.00 | 7.51 |
| TOTAL PROGRAMS AND READERS | 1,981.33 | 14,241.43 | 12,700.38 | 36,000.00 | 39.56 |
| RESTRICTED USAGE EXPENSES | | | | | |
| 10-80-5980-80 Restricted - Gifts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10-80-5981-80 Restricted - Per Capita Grant | 3,791.14 | 23,502.16 | 14,543.78 | 35,000.00 | 67.15 |
| TOTAL RESTRICTED USAGE EXPEN | 3,791.14 | 23,502.16 | 14,543.78 | 35,000.00 | 67.15 |
| CONTINGENCY | | | | | |
| 10-90-5999-00 Contingency | 0.00 | 13,671.14 | 0.00 | 25,000.00 | 54.68 |

Lisle Library District
For the Six Months Ending December 31, 2021
Expenses - No Special Reserve reflected

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| TOTAL CONTINGENCY | 0.00 | 13,671.14 | 0.00 | 25,000.00 | 54.68 |
| TOTAL EXPENSES - EXC OP TRANS | 309,592.65 | 2,004,632.35 | 1,959,663.09 | 4,341,910.00 | 46.17 |
| OPERATING TRANSFERS OUT | | | | | |
| 10-80-5984-80 Transfer to Special Reserve | 0.00 | 0.00 | 150,000.00 | 2,800,000.00 | 0.00 |
| TOTAL OPERATING TRANSFERS O | 0.00 | 0.00 | 150,000.00 | 2,800,000.00 | 0.00 |
| TOTAL ALL EXPENSES | 309,592.65 | 2,004,632.35 | 2,109,663.09 | 7,141,910.00 | 28.07 |

Lisle Library District Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|--------------------------|--------------|---|---|---|--------------------|---------------|
| A. J. Gallagher | 4082496 | 2022 W. C. Policy A. J. Gallagher Risk Management | 10-30-5754-00 10-00-2610-00 | Workers Comp Insuranc Accounts Payable | 5,196.00 | 5,196.00 |
| Adult Reading Round 2022 | | 10 Memberships Adult Reading Round Table | 10-40-5783-00 10-00-2610-00 | Dues - Staff Accounts Payable | 150.00 | 150.00 |
| AFLAC | 829781 | Payroll Withholding AFLAC (G6920) | 10-00-2612-00 10-00-2610-00 | AFLAC Withholding Accounts Payable | 206.14 | 206.14 |
| Anderson | 13247552 | Pest Control Anderson Pest Solutions | 10-20-5661-00 10-00-2610-00 | Maint Contracts - Maint. Accounts Payable | 157.10 | 157.10 |
| B&T (C5223353) | 123121 | Continuations & Processing Baker & Taylor (C5223353) | 10-50-5867-20 10-25-5717-00 10-00-2610-00 | Ref Books - Adult Serv Processing Supplies Accounts Payable | 45.43 3.87 | 49.30 |
| B&T (C5223433) | 123121 | Continuations & Processing Baker & Taylor (C5223433) | 10-50-5864-10 10-25-5717-00 10-00-2610-00 | Books - Non Fiction Processing Supplies Accounts Payable | 894.80 56.76 | 951.56 |
| B&T (L0334152) | 123121 | Circ & Processing Baker & Taylor (L0334152) | 10-50-5864-10 10-25-5717-00 10-00-2610-00 | Books - Non Fiction Processing Supplies Accounts Payable | 6,348.00 298.50 | 6,646.50 |
| B&T (L4171582) | 123121 | Audio Books & Processing Baker & Taylor (L4171582) | 10-50-5895-40 10-25-5717-00 10-00-2610-00 | A-V Mats - Adult Serv Processing Supplies Accounts Payable | 549.27 87.17 | 636.44 |
| B&T (L4342812) | 123121 | Books - YS & Processing Baker & Taylor (L4342812) | 10-50-5863-30 10-25-5717-00 10-00-2610-00 | Books - Youth Serv Processing Supplies Accounts Payable | 22.98 0.69 | 23.67 |
| B&T (L5425632) | 123121 | Books - YS & Processing Baker & Taylor (L5425632) | 10-50-5863-30 10-25-5717-00 10-00-2610-00 | Books - Youth Serv Processing Supplies Accounts Payable | 32.37 1.38 | 33.75 |
| B&T (L5443202) | 123121 | Books - Fiction & Processing Baker & Taylor (L5443202) | 10-50-5865-10 10-25-5717-00 10-00-2610-00 | Books - Adult/Teen Ficti Processing Supplies Accounts Payable | 60.15 1.98 | 62.13 |
| Barnes, Jennifer | TNLLD022222 | Program: Organizing 101 Jennifer Barnes | 10-60-5931-10 10-00-2610-00 | Programs - Adult Service Accounts Payable | 200.00 | 200.00 |
| Case Lots | 9083 | Janitorial Supplies Case Lots Inc. | 10-20-5663-00 10-00-2610-00 | Maint/Repairs-Genl repai Accounts Payable | 514.40 | 514.40 |
| CDW G | P627577 | Batteries for Battery Backup | 10-25-5718-00 | Computer Supplies | 100.44 | |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|--------------------|--------------|------------------------------|---------------|--------------------------|--------------|---------------|
| Colley Elevator | 220081 | CDW Government | 10-00-2610-00 | Accounts Payable | | 100.44 |
| | | Fire Testing | 10-20-5664-00 | Maint/Repairs-Non Contr | 204.00 | |
| | | Colley Elevator Company | 10-00-2610-00 | Accounts Payable | | 204.00 |
| ComEd | 122721 | Usage | 10-20-5655-00 | Utilities - Electric | 4,030.80 | |
| | | ComEd | 10-00-2610-00 | Accounts Payable | | 4,030.80 |
| Compact Disc Sourc | 79758 | Processing | 10-25-5717-00 | Processing Supplies | 100.22 | |
| | | Compact Disc Source | 10-00-2610-00 | Accounts Payable | | 100.22 |
| Compact Disc Sourc | 79759 | Music CDs | 10-50-5895-40 | A-V Matls - Adult Serv | 238.88 | |
| | | Compact Disc Source | 10-00-2610-00 | Accounts Payable | | 238.88 |
| Dell | 10547836256 | Front Bezels for DNS Servers | 10-25-5718-00 | Computer Supplies | 49.82 | |
| | | Dell Marketing LLP | 10-00-2610-00 | Accounts Payable | | 49.82 |
| Dell | 10547892879 | Server Warranty | 10-35-5763-00 | Other Contr Svcs-Tech | 507.92 | |
| | | Dell Marketing LLP | 10-00-2610-00 | Accounts Payable | | 507.92 |
| Delta Dental | 1528033,8034 | February Premium | 10-10-5622-10 | Dental Ins. - Admin. | 229.36 | |
| | | | 10-10-5622-20 | Dental Ins. - Adult Serv | 752.57 | |
| | | | 10-10-5622-30 | Dental Ins. - YS | 425.82 | |
| | | | 10-10-5622-50 | Dental Ins. - Tech | 382.49 | |
| | | | 10-10-5622-60 | Dental Ins. - Circ | 543.86 | |
| | | Delta Dental - Risk | 10-00-2610-00 | Accounts Payable | | 2,334.10 |
| Duran, Xavier | 121621 | HD Volunteers Holiday | 10-40-5786-00 | Memorial/Tribute/Recog | 9.99 | |
| | | Xavier Duran | 10-00-2610-00 | Accounts Payable | | 9.99 |
| Eco Clean | 10243 | Cleaning | 10-20-5661-00 | Maint Contracts - Maint. | 2,807.00 | |
| | | Eco Clean Maintenance | 10-00-2610-00 | Accounts Payable | | 2,807.00 |
| Ehlers Investment | 123121 | Investment Consulting | 10-35-5765-10 | Investment Agency Cons | 616.62 | |
| | | Ehlers Investment Partners | 10-00-2610-00 | Accounts Payable | | 616.62 |
| English Central | 99039099 | Literacy/ELD Books & CDs | 10-50-5863-20 | Literacy/ESL | 636.70 | |
| | | English Central | 10-00-2610-00 | Accounts Payable | | 636.70 |
| EnvisionWare | US-67672 | Printer On Subscription | 10-35-5763-00 | Other Contr Svcs-Tech | 595.00 | |
| | | EnvisionWare, Inc. | 10-00-2610-00 | Accounts Payable | | 595.00 |
| Findaway | 374160 | Launchpads | 10-50-5890-30 | A-V Matls - Youth Serv | 807.45 | |
| | | Findaway World | 10-00-2610-00 | Accounts Payable | | 807.45 |
| Garvey's | PINV2187832 | Dusters | 10-20-5663-00 | Maint/Repairs-Genl repai | 29.12 | |
| | | Garvey's Office Products | 10-00-2610-00 | Accounts Payable | | 29.12 |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|--------------------|--------------|--|--|--|---|---------------|
| Garvey's | PINV2190580 | Calendars Garvey's Office Products | 10-25-5713-00 10-00-2610-00 | Office Supplies Accounts Payable | 31.61 | 31.61 |
| Garvey's | PINV2193652 | Paper Garvey's Office Products | 10-25-5713-00 10-00-2610-00 | Office Supplies Accounts Payable | 24.23 | 24.23 |
| Hayes, Sandy | 121721 | Reimburse Expenses Sandy Hayes | 10-03-4540-00 10-00-2610-00 | Fines Accounts Payable | 1.00 | 1.00 |
| Hopkins, Elizabeth | 010622 | Meeting with Architect Elizabeth Hopkins | 10-40-5784-00 10-00-2610-00 | Meetings - Staff Accounts Payable | 50.34 | 50.34 |
| Illinois Library | 208524 | Membership - Baxter Illinois Library Association | 10-40-5783-00 10-00-2610-00 | Dues - Staff Accounts Payable | 100.00 | 100.00 |
| Illinois Library | 208627 | Membership - Demas Illinois Library Association | 10-40-5783-00 10-00-2610-00 | Dues - Staff Accounts Payable | 150.00 | 150.00 |
| Illinois Library | 208670 | Membership - McMahon Illinois Library Association | 10-40-5783-00 10-00-2610-00 | Dues - Staff Accounts Payable | 75.00 | 75.00 |
| Illinois Library | 208748 | Membership - Spicher Illinois Library Association | 10-40-5783-00 10-00-2610-00 | Dues - Staff Accounts Payable | 100.00 | 100.00 |
| Impact | 2380363 | Xerox Ink Impact Network, LLC | 10-25-5718-00 10-00-2610-00 | Computer Supplies Accounts Payable | 807.00 | 807.00 |
| Ingram | 011922-1 | Books & Processing | 10-50-5865-10 10-50-5864-10 10-50-5895-40 10-50-5863-30 10-25-5717-00 10-00-2610-00 | Books - Adult/Teen Ficti Books - Non Fiction A-V Matls - Adult Serv Books - Youth Serv Processing Supplies Accounts Payable | 1,390.77 482.08 16.49 412.87 143.17 | 2,445.38 |
| Ingram | 011922-2 | Books & Processing | 10-50-5865-10 10-50-5864-10 10-50-5863-30 10-25-5717-00 10-00-2610-00 | Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv Processing Supplies Accounts Payable | 1,199.91 384.07 297.13 142.66 | 2,023.77 |
| Ingram | 011922-3 | Books & Processing | 10-50-5865-10 10-50-5864-10 10-50-5863-30 10-25-5717-00 10-00-2610-00 | Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv Processing Supplies Accounts Payable | 829.97 127.98 180.60 61.23 | 1,199.78 |
| Innovative | EST-INC14437 | Polaris Training | 10-40-5788-00 | Training (Cont Ed) - Staff | 700.00 | |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|----------------------|--------------|-----------------------------|---------------|--------------------------|--------------|---------------|
| Kanopy | 278286-PPU | Innovative Interfaces | 10-00-2610-00 | Accounts Payable | | 700.00 |
| | | Kanopy | 10-50-5899-20 | Digital Content | 307.00 | |
| | | Kanopy, Inc. | 10-00-2610-00 | Accounts Payable | | 307.00 |
| Kent Adhesive Prod | 1439821 | Label Protectors | 10-25-5717-00 | Processing Supplies | 152.71 | |
| | | Kent Adhesive Products Co | 10-00-2610-00 | Accounts Payable | | 152.71 |
| Kilcran, Jackie | 121821 | Kane County Commission | 10-30-5752-00 | Notary Bond | 11.00 | |
| | | Jackie Kilcran | 10-00-2610-00 | Accounts Payable | | 11.00 |
| Knight, Chris | 121721 | Reimburse Mileage | 10-25-5724-15 | Local Travel | 12.21 | |
| | | Chris Knight | 10-00-2610-00 | Accounts Payable | | 12.21 |
| Konica Minolta Busin | 277423733 | Copier Usage #C458 | 10-48-5845-00 | Equip Maint/Repr-Contr- | 147.30 | |
| | | Konica Minolta Business | 10-00-2610-00 | Accounts Payable | | 147.30 |
| | | Solutions | | | | |
| Konica Minolta Busin | 9008310839 | Copier Usage C227 | 10-48-5845-00 | Equip Maint/Repr-Contr- | 153.82 | |
| | | Konica Minolta Business | 10-00-2610-00 | Accounts Payable | | 153.82 |
| | | Solutions | | | | |
| Konica Minolta Busin | 9008314289 | Lexmark Printer Maintenance | 10-25-5718-00 | Computer Supplies | 174.00 | |
| | | Konica Minolta Business | 10-00-2610-00 | Accounts Payable | | 174.00 |
| | | Solutions | | | | |
| LIMRICC PHIP Healt | 010622 | January Premium | 10-10-5621-10 | Hosp. Ins. - Admin | 4,355.03 | |
| | | | 10-10-5621-20 | Hosp. Ins. - Adult Serv. | 10,074.57 | |
| | | | 10-10-5621-30 | Hosp. Ins. - YS | 4,396.62 | |
| | | | 10-10-5621-50 | Hosp. Ins. - Tech | 2,716.78 | |
| | | | 10-10-5621-60 | Hosp. Ins. - Circ | 8,623.10 | |
| | | LIMRICC PHIP Health | 10-00-2610-00 | Accounts Payable | | 30,166.10 |
| LIRA | 123121 | 2022 Property/Casualty | 10-30-5751-00 | Property Damage (All-Pe | 39,466.00 | |
| | | Policies | | Accounts Payable | | 39,466.00 |
| | | Libraries of IL Risk Agency | 10-00-2610-00 | Programs - Adult Service | 200.00 | |
| Maddox, Susan | 021522 | Program: Post-Valentine's | 10-60-5931-10 | Accounts Payable | | 200.00 |
| | | Day Dinner | | | | |
| | | Susan K. Maddox | 10-00-2610-00 | Renovation Project | 5,040.00 | |
| | | | | Accounts Payable | | 5,040.00 |
| Midwest Environmen | 21-561 | Hazard Survey | 70-65-5675-00 | Digital Content | 3,748.31 | |
| | | Midwest Environmental | 10-00-2610-00 | Accounts Payable | | 3,748.31 |
| | | Consulting | | | | |
| Midwest Tape | 501490966 | Hoopla | 10-50-5899-20 | Digital Content | 3,748.31 | |
| | | Midwest Tape | 10-00-2610-00 | Accounts Payable | | 3,748.31 |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|--------------------|---------------|--|---|--|--------------------|---------------|
| Midwest Tape 7288 | 010322 | DVDs/Blu-rays & Processing Midwest Tape (7288) | 10-50-5895-40 10-25-5717-00 10-00-2610-00 | A-V Mats - Adult Serv Processing Supplies Accounts Payable | 2,658.32 625.90 | 3,284.22 |
| Midwest Tape 7289 | 010322 | DVDs/Blu-rays Midwest Tape (7289) | 10-50-5895-40 10-00-2610-00 | A-V Mats - Adult Serv Accounts Payable | 37.49 | 37.49 |
| Monaco | 11326297 | Humidifier Monaco Mechanical Services, Inc. | 10-20-5664-00 10-00-2610-00 | Maint/Repairs-Non Contr Accounts Payable | 1,040.00 | 1,040.00 |
| Monaco | 11326414 | Filter Change Monaco Mechanical Services, Inc. | 10-20-5664-00 10-00-2610-00 | Maint/Repairs-Non Contr Accounts Payable | 698.00 | 698.00 |
| Monaco | 18977 | HVAC Service Monaco Mechanical Services, Inc. | 10-20-5660-00 10-00-2610-00 | Maint Contracts - HVAC Accounts Payable | 1,250.00 | 1,250.00 |
| Montano's Landscap | 010822 | Snow & Ice Maintenance Montano's Landscaping | 10-20-5662-00 10-00-2610-00 | Maint Contr. - Landscap Accounts Payable | 4,600.00 | 4,600.00 |
| OCLC | 1000191277 | Capira Mobil OCLC Inc | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 3,900.00 | 3,900.00 |
| Outsource | 63230 | Domain Controller Outsource Solutions | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 2,712.50 | 2,712.50 |
| Outsource | 63776 | Log4J Vulnerability Check Outsource Solutions | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 481.25 | 481.25 |
| Outsource | 63777 | DNS Installation & Controller Outsource Solutions | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 1,531.25 | 1,531.25 |
| Outsource | 63867 | Network Server Maintenance Outsource Solutions | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 1,320.00 | 1,320.00 |
| Outsource | 64003 | Backup Licenses Outsource Solutions | 10-35-5763-00 10-00-2610-00 | Other Contr Svcs-Tech Accounts Payable | 250.00 | 250.00 |
| OverDrive | 0110721479795 | Advantage OverDrive, Inc. | 10-50-5899-20 10-00-2610-00 | Digital Content Accounts Payable | 65.00 | 65.00 |
| OverDrive | 0110721497304 | Advantage OverDrive, Inc. | 10-50-5899-20 10-00-2610-00 | Digital Content Accounts Payable | 2,035.82 | 2,035.82 |
| OverDrive | ARPA21510151 | CPC OverDrive, Inc. | 10-50-5899-20 10-00-2610-00 | Digital Content Accounts Payable | 11.00 | 11.00 |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|----------------------|--------------|---|---|---|------------------|---------------|
| OverDrive | CP21510268 | CPC OverDrive, Inc. | 10-50-5899-20 10-00-2610-00 | Digital Content Accounts Payable | 1,580.14 | 1,580.14 |
| Pearson Education | 16560883 | Literacy/ELD Foundations Books Pearson Education, Inc. | 10-50-5863-20 10-00-2610-00 | Literacy/ESL Accounts Payable | 51.75 | 51.75 |
| Precision Control | 43326 | Zone Actuator Repair Precision Control Systems | 10-20-5664-00 10-00-2610-00 | Maint/Repairs-Non Contr Accounts Payable | 955.00 | 955.00 |
| Savage, Will | 010622 | Meeting with Architect Will Savage | 10-40-5784-00 10-00-2610-00 | Meetings - Staff Accounts Payable | 32.58 | 32.58 |
| Savage, Will | 120321 | Winter Read Kick Off Will Savage | 10-80-5981-80 10-00-2610-00 | Restricted - Per Capita Accounts Payable | 119.64 | 119.64 |
| Savage, Will | 120321-2 | Winter Read Will Savage | 10-80-5981-80 10-00-2610-00 | Restricted - Per Capita Accounts Payable | 11.98 | 11.98 |
| Savage, Will | 120821 | Pokemon Club Will Savage | 10-80-5981-80 10-00-2610-00 | Restricted - Per Capita Accounts Payable | 100.00 | 100.00 |
| Savage, Will | 121021 | Mini Branch Will Savage | 10-60-5940-30 10-00-2610-00 | Reader Services - Youth Accounts Payable | 22.99 | 22.99 |
| Scholastic | 35560323 | Scholastic Go Database Scholastic | 10-50-5873-30 10-00-2610-00 | Dbases - Youth Serv Accounts Payable | 4,614.00 | 4,614.00 |
| Stein, Brian | 2021 | Reimburse Mileage Brian Stein | 10-25-5724-15 10-00-2610-00 | Local Travel Accounts Payable | 12.25 | 12.25 |
| Strauss Tax Service | 012522 | Program: Taxes are Everyone's Business Strauss Tax Service | 10-60-5931-10 10-00-2610-00 | Programs - Adult Service Accounts Payable | 100.00 | 100.00 |
| Unique | 608858 | December Placements Unique | 10-35-5761-00 10-00-2610-00 | Collection Agency Accounts Payable | 35.80 | 35.80 |
| University of IL Pre | 3511081-22 | Subscription - IL State Historical University of Illinois Press | 10-50-5900-20 10-00-2610-00 | Periodicals - Adult Serv Accounts Payable | 75.00 | 75.00 |
| Verizon | 9895467841 | Cellphone & Hotspots Verizon | 10-20-5656-00 10-50-5895-40 10-00-2610-00 | Verizon A-V Matis - Adult Serv Accounts Payable | 125.00 175.71 | 300.71 |
| Village of Lisle | 113021 | Usage | 10-20-5654-00 | Utilities - Sewer & Water | 54.66 | |

Lisle Library District
Accounts Payable - January 19, 2022

| Vendor ID | Invoice/CM # | Line Description | Account ID | Account Description | Debit Amount | Credit Amount |
|--------------------|--------------|------------------------|---------------|--------------------------|-------------------|-------------------|
| | | Village of Lisle | 10-00-2610-00 | Accounts Payable | | 54.66 |
| Warehouse Direct | 5138553-0 | Air Fresheners | 10-20-5663-00 | Maint/Repairs-Genl repai | 85.53 | |
| | | Warehouse Direct | 10-00-2610-00 | Accounts Payable | | 85.53 |
| Weinstein, Tatiana | 121122 | Meeting with Architect | 10-40-5784-00 | Meetings - Staff | 31.59 | |
| | | Tatiana Weinstein | 10-00-2610-00 | Accounts Payable | | 31.59 |
| | | | | | 146,581.76 | 146,581.76 |

| PRIOR MONTHS BILLS PAID BETWEEN DECEMBER 2021 and JANUARY 2022 | | | | |
|--|---|--|------------------------------------|-----------|
| BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME. | | | | |
| Check # | Vendor | | | Amount |
| HSA | Salaries 12/15/2021 | | | 63366.19 |
| HSA | Ill. Dept. of Revenue | | State Tax Withheld | 3985.81 |
| Auto W/D | Howard Simon & Associates | | PR Serv. - 12/15/2021 | 311.90 |
| HSA | EFTPS/Electronic Tax Payment 12/15/2021 | | Fed Tax \$8024.28 | 21156.90 |
| | | | FICA W/H \$6566.34 | |
| | | | FICA Lib \$6566.28 | |
| HSA | Salaries 12/30/2021 | | | 61098.09 |
| HSA | Ill. Dept. of Revenue | | State Tax Withheld | 3836.29 |
| Auto W/D | Howard Simon & Associates | | PR Serv. - 12/30/2021 | 194.58 |
| HSA | EFTPS/Electronic Tax Payment 12/30/2021 | | Fed Tax \$7698.64 | 20349.97 |
| | | | FICA W/H \$6325.64 | |
| | | | FICA Lib \$6325.69 | |
| Wired | IMRF | | IMRF W/H \$7475.07 | 18877.33 |
| | | | IMRF Lib. \$11402.26 | |
| | | | | |
| | | | Sub Total | 193177.06 |
| Check # | Vendor | | Description | Amount |
| 5697 | AFLAC (G6920) | | Payroll Withholding | 206.14 |
| 5698 | Allegra | | Bookmarks | 236.38 |
| 5699 | Amazon | | Books, Video Games, Supplies | 3,764.35 |
| 5700 | Anderson Pest Solutions | | Pest Control | 157.10 |
| 5701 | Baker & Taylor (L5368052) | | Audio Book | 44.22 |
| 5702 | Bear Landscape | | Winter Planters | 100.00 |
| 5703 | CCS | | Project Management | 7,700.00 |
| 5704 | Compact Disc Source | | Music CDs & Processing | 1,213.63 |
| 5705 | Dell Marketing LLP | | 3 Laptop Computers | 4,484.13 |
| 5706 | Delta Dental - Risk | | January Premium | 2,134.70 |
| 5707 | Demco | | Book Covers, Labels & Book Cart | 967.18 |
| 5708 | EBSCO | | Rate Adjustments | 437.97 |
| 5709 | ELM USA Inc. | | Supplies for Disc Cleaning Machine | 117.49 |
| 5710 | Eriksson Engineering Assoc | | Survey | 7,290.00 |
| 5711 | Fifth Third Bank | | Phone, Programs, AV Materials | 6,040.33 |
| 5712 | Garvey's Office Products | | Labels, Label Remover, Index Cards | 414.81 |

| | | | | |
|------|-------------------------------------|--|---|---------------|
| 5713 | Hagg Press | | Postage for Newsletter | 1,100.00 |
| 5714 | IHLS - OCLC | | Lost Interlibrary Loan Item | 20.25 |
| 5715 | Impact Network, LLC | | Printer Ink, Drum Cartridge & Paper | 1,794.00 |
| 5716 | Ingram Library Services | | Books & Processing | 7,506.16 |
| 5717 | Johnson Controls Security Solutions | | Alarm Monitoring & Battery Replacement | 1,153.41 |
| 5718 | Konica Minolta Business Solutions | | Copier Usage C458 & Printer Maintenance | 235.72 |
| 5719 | Libraries First | | Museum Adventure Pass | 275.00 |
| 5720 | LIMRICC PHIP Health | | December Premium | 25,977.00 |
| 5721 | Metalmaster Roofmaster Inc. | | Roof & Gutter Repair | 3,294.00 |
| 5722 | Naperville Sun | | Newspaper Thru 3/15/22 | 62.00 |
| 5723 | NCPERS Group Life Ins | | Payroll Withholding | 64.00 |
| 5724 | NICOR | | Usage | 1,132.24 |
| 5725 | Outsource Solutions | | Server Backup License | 200.00 |
| 5726 | OverDrive, Inc. | | Advantage | 2,100.82 |
| 5727 | Paddock Publications | | Audit | 31.05 |
| 5728 | Precision Control Systems | | Service Call | 195.00 |
| 5729 | Robbins Schwartz | | Legal Services | 168.75 |
| 5730 | Sheehan, Nagle, Hartray Architects | | Architect Services | 84,152.84 |
| 5731 | Showcases | | CD Cases | 82.72 |
| 5732 | Sidcar Publications LLC | | Gimlet | 348.00 |
| 5733 | Sikich LLP | | Accounting Services | 3,310.80 |
| 5734 | Staples Advantage | | Office, Kitchen & Janitorial Supplies | 458.06 |
| 5735 | Unique | | November Placements | 17.90 |
| 5736 | Village of Lisle | | Monthly Internet Service | 450.00 |
| | | | | \$ 169,438.15 |
| | | | | |
| | | | TOTAL | \$ 362,615.21 |
| | | | | |

Monthly Circulation Report - December 2021

| | Checkouts | Renewals | Dec-21 TOTALS | YTD FY 20/21 | YTD FY 21/22 | YTD % Change | |
|------------------------------------|----------------|-----------|------------------|--------------|--------------|--------------|-------------------------------------|
| Adult Non-Print | 3,195 | 2,824 | 6,019 | 40,770 | 34,502 | -15.37% | |
| Adult Print | 4,471 | 3,677 | 8,148 | 50,227 | 52,854 | 5.23% | |
| Adult Total | 7,666 | 6,501 | 14,167 | 90,997 | 87,356 | -4.00% | |
| YS Non-Print | 651 | 911 | 1,562 | 9,912 | 10,489 | 5.82% | |
| YS Print | 6,260 | 6,038 | 12,298 | 77,567 | 83,858 | 8.11% | |
| Total YS | 6,911 | 6,949 | 13,860 | 87,479 | 94,347 | 7.85% | |
| Digital Media | | | | | | | |
| Overdrive | 3,479 | | 3,479 | 20,318 | 20,629 | 1.53% | |
| hoopla | 1,979 | | 1,979 | 11,969 | 11,157 | -6.78% | |
| Overdrive Magazines ** | 75 | | 75 | 2,505 | 632 | -74.77% | |
| PressReader * | 291 | | 291 | 2,463 | 1,758 | -28.62% | |
| Kanopy * | 221 | | 221 | 328 | 1,389 | 323.48% | |
| Total Digital | 6,045 | 0 | 6,045 | 37,583 | 35,565 | -5.37% | |
| Subtotal Print + Non-Print/Digital | 20,622 | 13,450 | 34,072 | 216,059 | 217,268 | 0.56% | |
| Computer/Tech Sessions Logins | 898 | | 898 | 4,162 | 6,008 | 44.35% | |
| Database Usage/Unique Logins | 3,867 | | 3,867 | 16,047 | 22,066 | 37.51% | |
| Wireless Use | 419 | | 419 | 1,973 | 2,873 | 45.62% | |
| ScannX sessions/jobs | 367 | | 367 | 1,085 | 3,839 | 253.82% | |
| Museum Adventure Passes | 21 | | 21 | 55 | 185 | 236.36% | |
| Total IT/Resource Sessions | 5,572 | 0 | 5,572 | 23,322 | 34,971 | 49.95% | |
| Total Circulation | 26,194 | 13,450 | 39,644 | 239,381 | 252,239 | 5.37% | |
| Literacy Software Usage Hours | | | 0 | 0 | 0 | 0.00% | |
| Borrower Information | Dec 2021 Total | YTD 20/21 | YTD 21/22 | YTD % Change | | | |
| New Library Cards Added | 113 | 454 | 723 | 59.25% | | | |
| Monthly Borrowers | 2,369 | 12,902 | 14,998 | 16.25% | | | |
| Total # Registered Borrowers | 7,820 | 8,465 | 7,820 | -7.62% | | | |
| InterLibrary Loans | | | | | | | ** New stat April 2021 (formerly |
| Materials Sent | 102 | 426 | 501 | 17.61% | | | RB Digital). RB Digital merged with |
| Materials Received | 278 | 1,839 | 1,731 | -5.87% | | | Overdrive. |
| Polaris/Catalog Holds | | | | | | | |
| Holds Placed | 2,894 | 29,181 | 19,172 | -34.30% | | | |
| Holds Checked Out | 2,397 | 25,431 | 16,091 | -36.73% | | | * New statlines for September 2020. |

Lisle Library District - Program and Service Statistics - December 2021

| Library Event Statistics | | | | | | | | | | |
|--|--------------|-------|-------|---------|----------|-------|-------------|-------------|----------|--|
| | Library Wide | Adult | Youth | TS/Circ | Literacy | TOTAL | YTD FY20/21 | YTD FY21/22 | % Change | |
| Staff Facilitated Programs | | 13 | 56 | 87 | 2 | 158 | 168 | 776 | 361.90% | |
| Attendees | | 69 | 612 | 99 | 11 | 791 | 2,509 | 5,429 | 116.38% | |
| Computer/Technology Programs | | 2 | 0 | | 1 | 3 | 3 | 15 | 400.00% | |
| Attendees | | 0 | 0 | | 1 | 1 | 9 | 39 | 333.33% | |
| Performer/Speaker/Author | | 3 | 0 | | | 3 | 8 | 17 | 112.50% | |
| Attendees | | 60 | 0 | | | 60 | 100 | 241 | 141.00% | |
| LLD Events (SumRd, RSG, NatLibWk, whole Lib event) | 1 | | | | | 1 | 8 | 11 | 37.50% | |
| Attendees | 600 | | | | | 600 | 804 | 1,811 | 125.25% | |
| Total Number of Programs | 1 | 18 | 56 | 87 | 3 | 165 | 187 | 819 | 337.97% | |
| Total Patrons Served by Programming | 600 | 129 | 612 | 99 | 12 | 1,452 | 3,422 | 7,520 | 119.75% | |
| Reference Questions | | 1,587 | 1,065 | 1,312 | | 3,964 | 28,331 | 25,986 | -8.28% | |
| Volunteer Hours | | 5.00 | 0.00 | | | 5.00 | 32.50 | 41.50 | 27.69% | |
| Notary Service | 35 | | | | | 35 | 104 | 110 | 5.77% | |
| Outreach Service Statistics | | | | | | | | | | |
| Outreach Visits | | 0 | 3 | 0 | | 3 | 4 | 19 | 375.00% | |
| Patrons Served by Outreach Visits | | 0 | 90 | 0 | | 90 | 185 | 663 | 258.38% | |
| Home Delivery Dates | | 2 | | | | 2 | 13 | 13 | 0.00% | |
| Patrons Served via Home Delivery | | 79 | | | | 79 | 814 | 528 | -35.14% | |
| Total Outreach Programs | | 2 | 3 | 0 | | 5 | 17 | 32 | 88.24% | |
| Total Patrons Served with Outreach Services | | 79 | 90 | 0 | | 169 | 999 | 1,191 | 19.22% | |
| Civic Facility Use | | | | | | | | | | |
| Literacy/Tutoring Room Use (patron count) | 0 | | | | | | 0 | 0 | -- | |
| Number of Outside Groups Using Meeting Space | 17 | | | | | | 0 | 60 | 100.00% | |
| Patrons Entering Building | 8,888 | | | | | | 38,379 | 52,947 | 37.96% | |
| Friend's Sponsored Programs | 0 | | | | | | 0 | 0 | -- | |
| Attendees | 0 | | | | | | 0 | 0 | -- | |
| Social Media Use | | | | | | | | | | |
| Facebook (daily page consumption) | 1,278 | | | | | | 6,263 | 8,081 | 29.03% | |
| Twitter Followers | 850 | | | | | | 805 | 850 | 5.59% | |
| Instagram Likes | 720 | | | | | | 3,995 | 5,051 | 26.43% | |
| Flickr Views | 2,968 | | | | | | 33,714 | 36,557 | 8.43% | |
| YouTube Views | 4,998 | | | | | | 10,163 | 33,015 | 224.85% | |
| Total LLD App Downloads | 452 | | | | | | 1,778 | 2,575 | 44.83% | |
| Total LLD App Sessions | 1,827 | | | | | | 10,980 | 11,482 | 4.57% | |



January Board Report

A. Progress Update (since the last Board Meeting on 12/15/2021)

- Pre-qualified General Contractor bids were received and opened on 12/22/2021. The apparent low base bid was submitted by Camosy Inc. This topic is outline in further detail in section H. of this report.
- A visit to the merchandise mart to see new furniture options occurred on 1/6/2022 with the Library Director, Youth Services department manager and Adult Services department manager.
- Three companies submitted quotes for the abatement work required prior to construction. This topic is outline in further detail in section D. of this report.
- The first furniture bid package (workstations) has been prepared and will be released the week of 1/17/2022.
- The moving bid package has been prepared and will be released the week of 1/17/2022.
- The construction material testing bid package has been prepared and will be released the week of 1/17/2022.
- The VOL's first round of permit review comments were received between the Holidays. Responses to the comments were sent on 1/14/2022.

B. Furniture Plan Update

SNHA has issued a revised furniture plan, *Exhibit 1*, based on updated feedback from LLD staff.

Workstation bid packages are being released the week of 1/17/2022. An example of typical workstations is provided in *Exhibit 2*.

Next month a presentation will be provided on public space furniture.

C. Phasing and Logistics Update

Updated phasing/moving plans are being coordinated with SNHA and CCS, *Exhibit 3*. In Additional coordination meeting will be held in late January / February, with the general contractor, abatement contractor and moving contractor either awarded or under consideration for award.

It is anticipated that the Library will need to be closed for three days for abatement work in March. The actual dates recommended will be coordinated with the contractors and LLD staff for consideration in the February Board meeting.

Additional closures may be necessary for moving efforts. If necessary, those dates will also be brought to the Board for consideration in the February Board meeting.



January Board Report

D. Abatement Update

Quotes were submitted by three abatement contractors. The LLD's environmental consultant, MEC, reviewed the quotes and has recommended proceeding with the lowest submitted cost as noted in *Exhibit 4*.

The quote is within the budgeted amount for the work, accordingly we will approve Kinsale Contracting Group to proceed and schedule the work just prior to construction starting in March.

In addition to the abatement work quote the environmental consultant, MEC, will be contracted to project Abatement Project Management and Air Quality Testing to confirm work is done in accordance with regulations.

E. Project Schedule Summary – Tracking on Schedule

No schedule change at this time.

| Master Project Schedule - Executive Summary | | # of working months: | | | | | | |
|--|--|----------------------|------|------|-------|-------|-------------|------|
| | | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | month | 8/21 | 9/21 | 10/21 | 11/21 | 12/21 | 1/22 |
| Design Phase | | | | | | | | |
| •LLD Board Meeting - Special October Meeting (Proceed with CDs) | | | ★ | | | | | |
| Construction Documentation (CD) (Status Update @ October LLD Board Meeting) | | | | ★ | | | | |
| LLD Board Meeting - November (Proceed with Bid Release) | | | | | ★ | | | |
| Project Funding | | | | | | | | |
| Develop Debt Issuance Parameters (LLD Board Meeting to Approve Parameters) | | | ★ | | | | | |
| Library Bond Rating Process | | | | | | | | |
| Bond Sale and Closing | | | | | | | | |
| Permitting | | | | | | | | |
| Special Use Application Process (Replacing the 1993 Special Use Approval) | | | | | | | | |
| Anticipated Building Permit Process | | | | | | | | |
| Contractor Procurement | | | | | | | | |
| Contractor Pre-qualification | | | | | | | | |
| Bid / Award Phase | | | | | | | 2.75 months | |



January Board Report

F. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

| Expenditures Summary | | | | | |
|---|--------------------------|--|-------------------------|------------------------------------|-------------------|
| Project Component | Concept Phase Budget (a) | Anticipated Cost Update (thru 1/14/2022) | | Committed to Date (thru 1/14/2022) | |
| | | \$ | Change from Budget (\$) | Contracted (\$) | Expenditures (\$) |
| E-000: Land Cost | | | | | |
| E-000.1: Land Cost | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-000: Land Cost Total | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-100: Bond Cost | | | | | |
| E-100.1: Financing Costs | \$15,000 | \$0 | -\$15,000 | \$0 | \$0 |
| E-100: Bond Cost Total | \$15,000 | \$0 | -\$15,000 | \$0 | \$0 |
| E-200: Building Costs | | | | | |
| E-200.1: Building Construction | \$5,669,200 | \$5,570,900 | -\$98,300 | \$0 | \$0 |
| E-200.2: Environmental Remediation | \$0 | \$26,200 | \$26,200 | \$1,800 | \$1,800 |
| E-200.3: Site Utilities | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-200.4: Permitting and Zoning Fees | \$60,782 | \$109,995 | \$49,213 | \$1,110 | \$1,110 |
| E-200: Building Costs Total | \$5,729,982 | \$5,707,095 | -\$22,887 | \$2,910 | \$2,910 |
| E-300: Soft Costs | | | | | |
| E-300.1: Professional Service Costs | \$924,810 | \$919,810 | -\$5,000 | \$819,793 | \$506,620 |
| E-300.2: Fixtures, Furnishing & Equipment | \$840,000 | \$914,287 | \$74,287 | \$4,500 | \$0 |
| E-300.3: Other Owner Soft Costs | \$0 | \$0 | \$0 | \$0 | \$0 |
| E-300: Soft Costs Total | \$1,764,810 | \$1,834,097 | \$69,287 | \$824,293 | \$506,620 |
| E-400: Contingency | | | | | |
| E-400.1: Owner Contingency | \$190,208 | \$158,808 | -\$31,400 | \$0 | \$0 |
| E-400: Contingency Total | \$190,208 | \$158,808 | -\$31,400 | \$0 | \$0 |
| Project Expenditure Totals | \$7,700,000 | \$7,700,000 | \$0 | \$827,203 | \$509,530 |

Variance \$ from Budget Notes (New Only):

- #1 Cost adjusted down to reflect recommended general contracting award value
- #2 Updated to account for actual abatement and oversight costs
- #3 Funds reallocated based on updates noted above.

G. Upcoming Activities

- Kick-off meeting with the abatement contractor and General Contractor, pending general contractor award.
- Public furniture selections and procurement packages to be refined and compiled by SNHA.
- Multiple RFPs to be released (moving, construction material testing and workstation furniture).
- RFID and security gate purchases will be finalized in January.
- A permit fee waiver request was submitted to the Village on 12/3/21, the Village Board will consider the waiver request once the permit fees have been calculated by the Village.
- Exterior signage package to be developed for permitting separate from the building permit per the request of the Village.



January Board Report

H. Pre-Qualified General Contractor Bid Process Update

The project proforma anticipated cost line item for construction was \$5.33M

The LLD is recommended to award the General Contract for the Lisle Library District Renovation Project to Camosy Incorporated (Camosy) in consideration of the following:

- **Camosy submitted the lowest, pre-qualified, responsive bid.**
- No exclusions, substitutions or clarifications were made.
- No issues were noted with the submittal on the draft contract language.
- Camosy's preliminary project schedule is in compliance with the bid requirements.

Camosy's base bid is \$5,296,700 including an allowance tuckpointing (if needed). A record bid tabulation of all bids received is included as *Exhibit 5*.

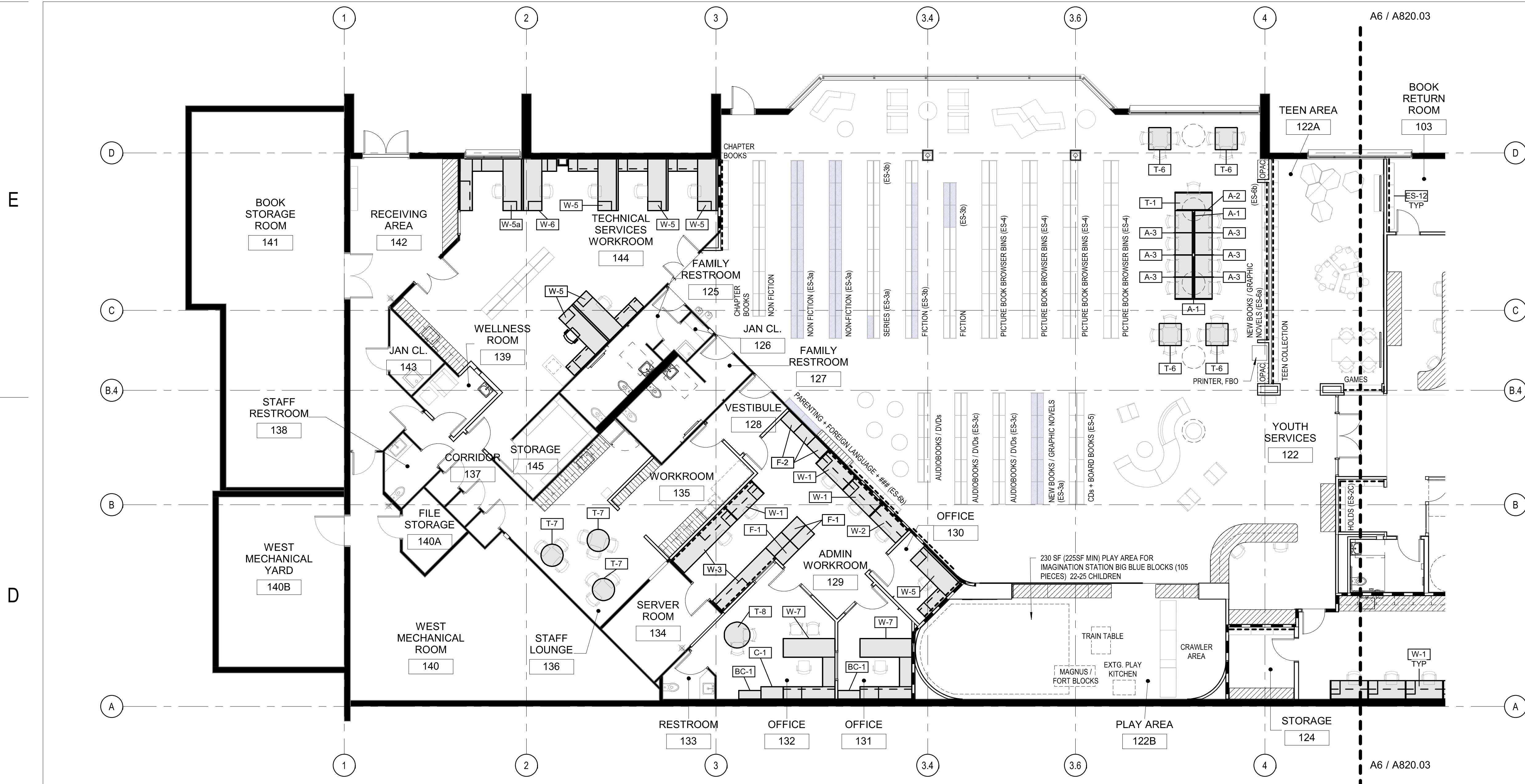
Nine (9) alternate cost options were submitted for the LLD's consideration. Based on discussion with LLD administration and SNHA no alternates are recommended for award at this time.

Notes on submitted alternate costs are as follows:

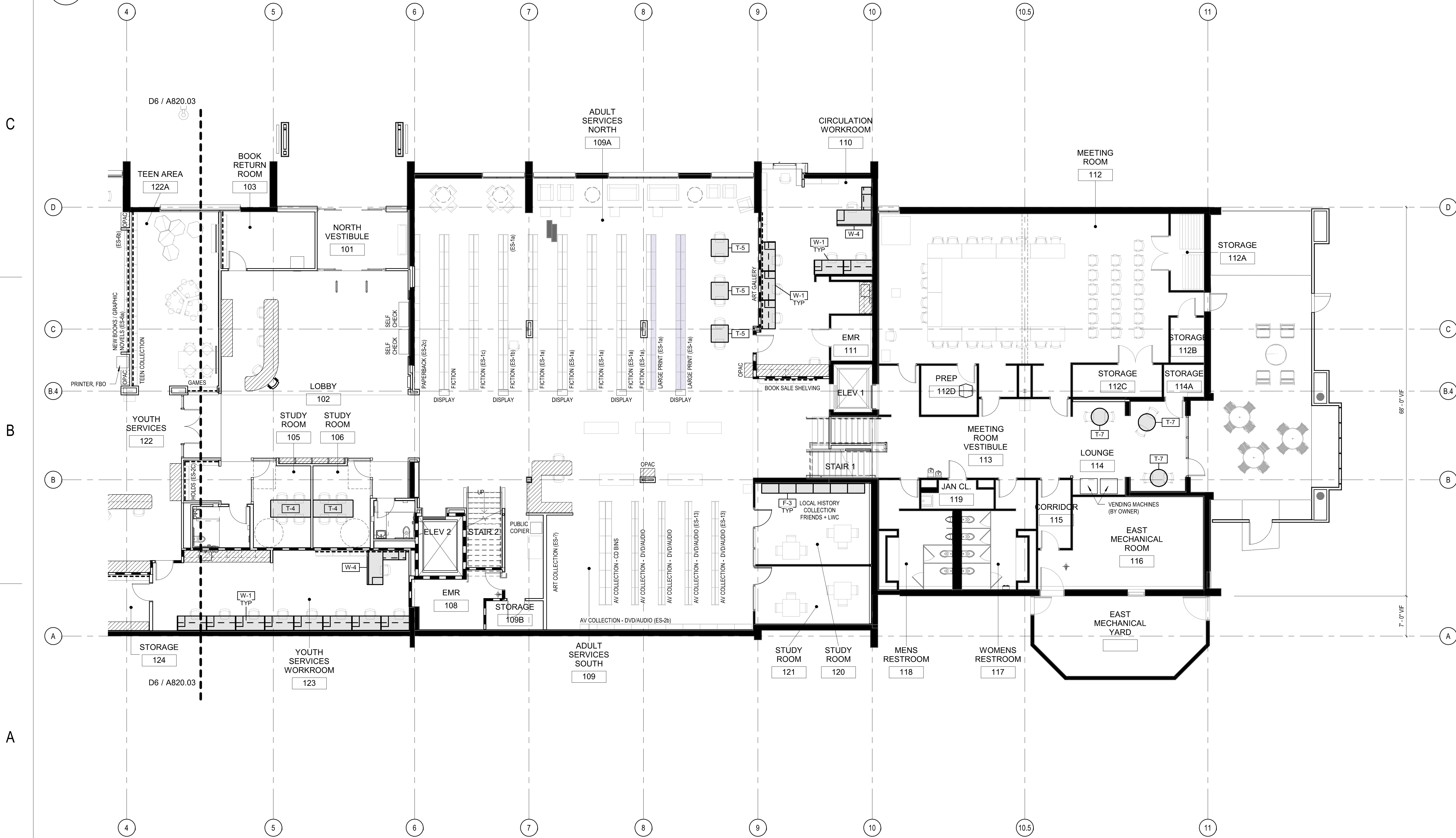
| Alternates <u>Not</u> Recommend for Approval at this time. | | |
|---|--------------------|---|
| Alternate | Cost | Notes |
| Alternate #1 - Meeting Room AV - Wireless Screen Casting | \$ 5,725 | Award not critical at this time. To be considered for approval in the future. |
| Alternate #2 - Meeting Room AV - Sound Upgrades & Asst. Listen | \$ 6,500 | Award not critical at this time. To be considered for approval in the future. |
| Alternate #3 - Meeting Room AV - Wireless Microphone | \$ 17,200 | Award not critical at this time. To be considered for approval in the future. |
| Alternate #4 - YS Rubber Flooring Thru-Out Entire Department | \$ 68,300 | Recommended to Decline due to cost. |
| Alternate #5 - Family Restroom Finish Replacement | \$ 22,900 | Scope to be reviewed further for potential future award. |
| Alternate #6 - BOH Lighting Reduction | \$ (14,090) | Recommended to Decline due to cost. |
| Alternate #7 - Masonry Cleaning | \$ 9,000 | Award not critical at this time. To be considered for approval in the future. |
| Alternate #8 - Deduct Exterior Masonry Painting | \$ (11,000) | Award not critical at this time. To be considered for approval in the future. |
| Alternate #9 - Deduct Interior Masonry Painting | \$ (1,800) | Award not critical at this time. To be considered for approval in the future. |

The LLD Board of Trustees is requested to consider:

Approval to award renovation project construction contract to Camosy Incorporated with base bid lump sum of \$5,296,700; with Board President as signatory to contract documents



D6 FIRST FLOOR FURNITURE PLAN - AREA A
1/8" = 1'-0"



A6 FIRST FLOOR FURNITURE PLAN - AREA B
1/8" = 1'-0"

GENERAL NOTES

- HATCH INDICATES MILLWORK ITEMS.
- DASHED LINE INDICATES LOCATION AND EXTENT OF WALL BLOCKING.
- AT EXISTING WALLS, INSTALLER TO FASTEN / ANCHOR TO EXISTING STUDS.

SHEET NOTES

NOTE: NOT ALL SHEET NOTES BELOW MAY BE USED ON THIS SHEET

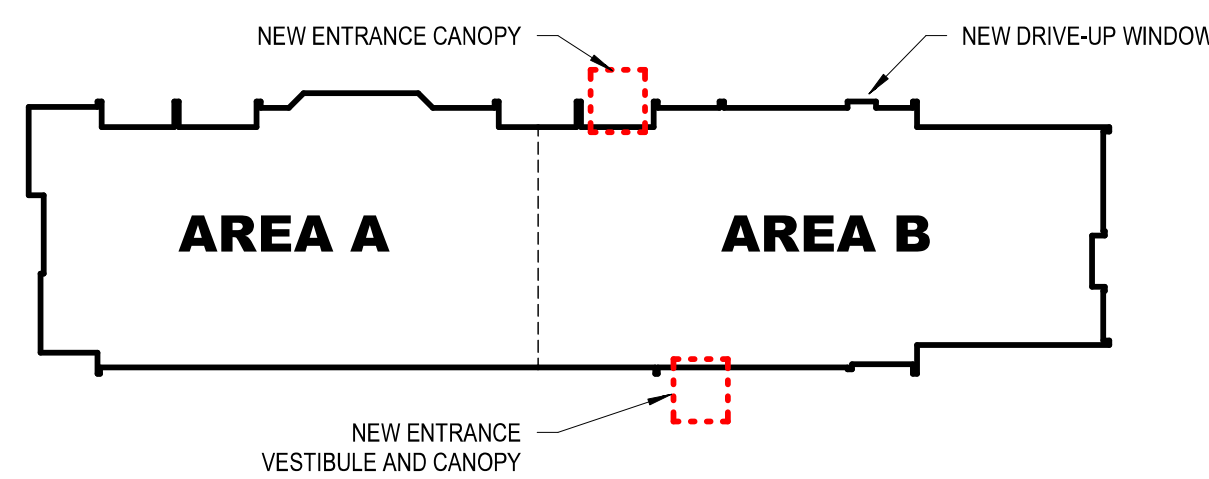
LEGEND

IN PROGRESS

For Review

01/12/2022 1:53:05 PM

KEY PLAN



OWNER



LISLE LIBRARY DISTRICT
777 FRONT STREET
LISLE, IL 60532

ARCHITECT

SHEEHAN
NAGLE
HARTRAY
ARCHITECTS

SHEEHAN NAGLE HARTRAY ARCHITECTS
30 WEST MONROE, SUITE 900
CHICAGO, IL 60603
MEP / TECHNOLOGY ENGINEER



SALAS O'BRIEN
815 SOUTH WABASH AVENUE
CHICAGO, IL 60605
STRUCTURAL ENGINEER



GRAEF
332 SOUTH MICHIGAN AVENUE, SUITE 1400
CHICAGO, IL 60604
CIVIL ENGINEER AND LANDSCAPE CONSULTANT



ERIKSSON ENGINEERING ASSOCIATES
145 COMMERCE DRIVE, SUITE A
GRAYSLAKE, IL 60030
LIGHTING CONSULTANT



GWEN GROSSMAN
LIGHTING DESIGN
53 WEST JACKSON STREET, SUITE 1457
CHICAGO, IL 60604

Exhibit 1

LISLE LIBRARY DISTRICT RENOVATION

777 FRONT STREET
LISLE, IL 60532

BID AND PERMIT

FIRST FLOOR
FURNITURE PLAN

A820.03

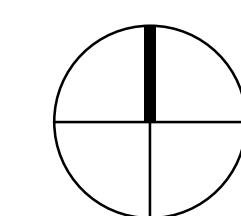
SCALE: AS NOTED

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A



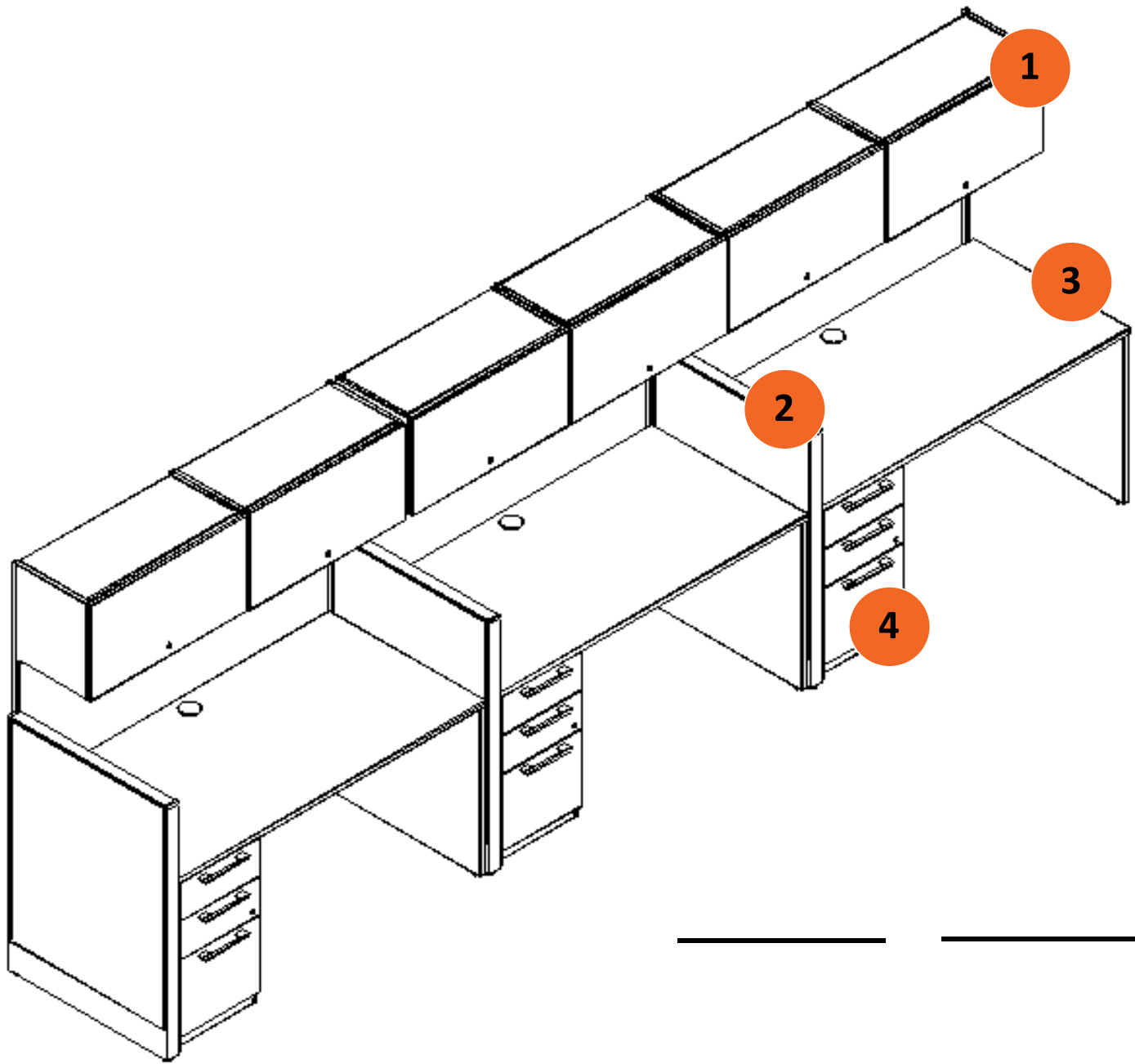
The diagram shows a plan view of a building with two main sections, AREA A and AREA B, separated by a vertical dashed line. A new entrance canopy is indicated by a red dashed rectangle on the roofline of AREA A. A new drive-up window is indicated by a red dashed rectangle on the roofline of AREA B. A new entrance vestibule and canopy are indicated by a red dashed rectangle on the ground level between AREA A and AREA B.

[illegible]

SCALE: AS NOTED

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TYPICAL WORKSTATION OPTIONS



BOREALIS BOR

1



C OVERHEAD HUTCH W/DOORS, LAMINATE
16"D X 22"H, VARIOUS WIDTHS
WALL MOUNTED
LOCKABLE



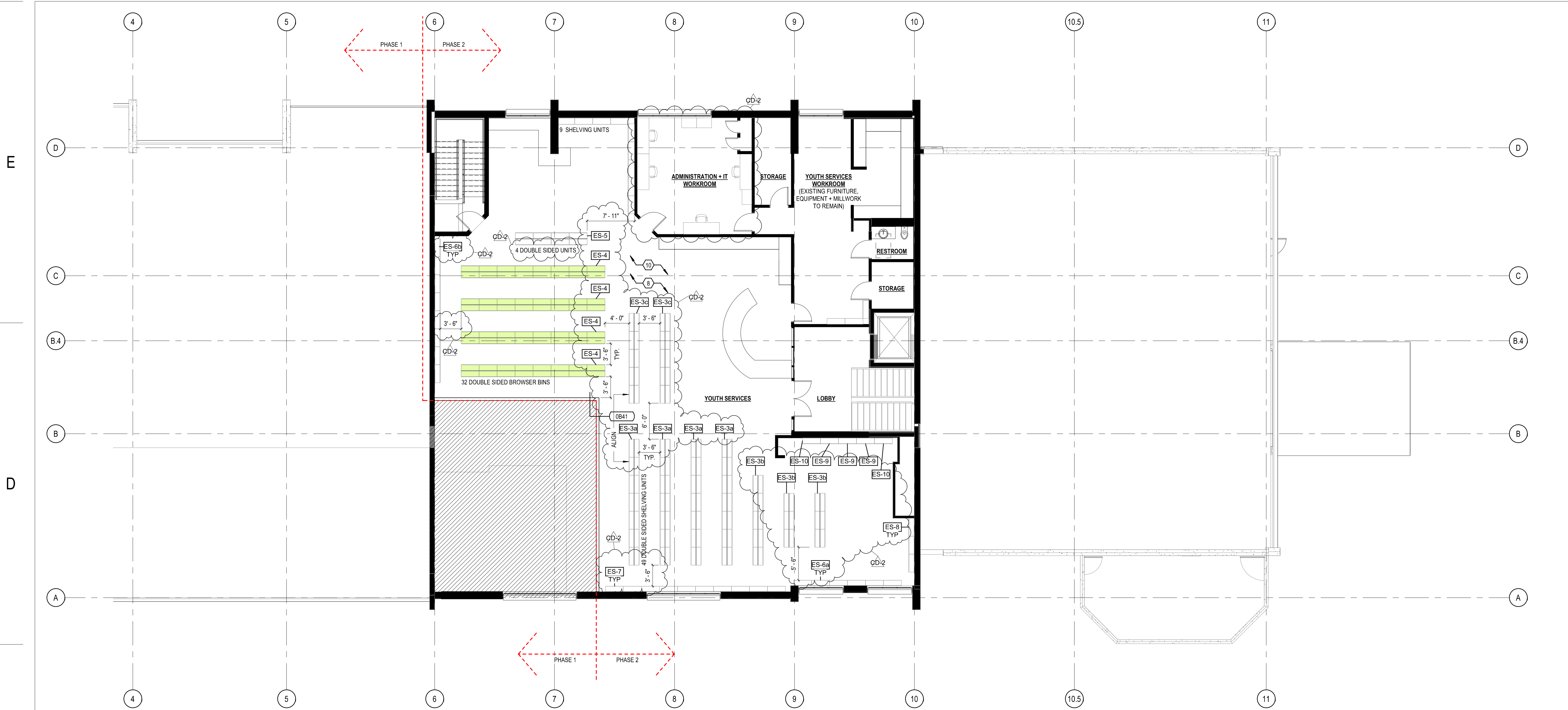
2 LAMINATE PANEL, METAL TRIM
36" OR 42"H



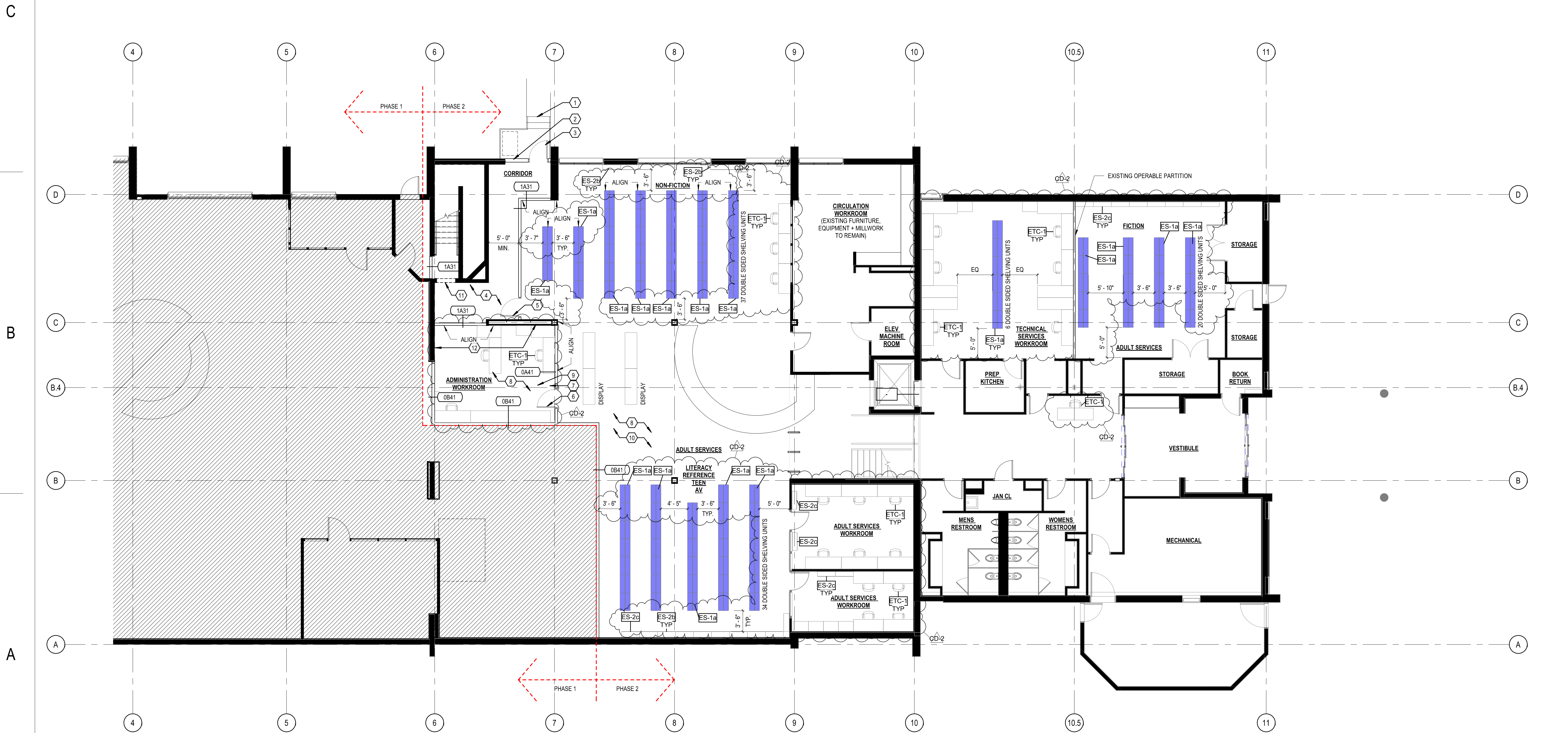
3 LAMINATE WORK SURFACE,
THERMOFUSED OR HPL
30"D X 60"W X 29"H



4 BOX-BOX-FILE (BBF)
2 BOX DRAWERS, 1 FILE DRAWER, PENCIL TRAY
15"W X 28"H
LOCKABLE
LAMINATE



C6 SECOND FLOOR PHASING PLAN - PHASE 1 CONSTRUCTION - OWNER OCCUPIED AREA - AREA B
1/8" = 1'-0"



A6 FIRST FLOOR PHASING PLAN - PHASE 1 CONSTRUCTION - OWNER OCCUPIED AREA - AREA B
1/8" = 1'-0"

GENERAL NOTES

1. PHASING DRAWINGS SHOW OWNER OCCUPIED AREAS; CONTRACTOR TO REFER TO A110 OVERALL PLANS FOR SCOPE OF WORK.
2. PHASING INFORMATION IS SHOWN FOR INTENT ONLY; CONTRACTOR IS RESPONSIBLE FOR COORDINATING AREA OF WORK AND OWNER OCCUPIED AREAS WITH OWNER AND VILLAGE OF LISLE.
3. DESKS, BOOK STACKS AND FURNITURE BY OWNER, SHOWN FOR REFERENCE ONLY.
4. INFORMATION REGARDING UNTAGGED FURNITURE ITEMS TO BE PROVIDED BY OWNER.
5. HATCH INDICATES MILLWORK ITEMS.

SHEET NOTES

NOTE: NOT ALL SHEET NOTES BELOW MAY BE USED ON THIS SHEET

1. TEMPORARY EXIT LANDING (INCLUDING SPACE FOR 30"x48" ADR), HANDRAILS AND STAIR AS REQUIRED TO EXIT FROM THE BUILDING TO GRADE WITH SIDEWALK CONNECTING TO EXISTING DRIVE LANE.
2. INSULATED INFILL WALL.
3. TEMPORARY EXTERIOR INSULATED HM DOOR + FRAME, 3' WIDE x 6'-8" HIGH, NO ACCESS FROM THE EXTERIOR.
4. WALL MOUNTED LIGHTS FOR EGRESS IN THE CORRIDOR.
5. TEMPORARY 1 HR RATED HM DOOR AND FRAME, EMERGENCY EGRESS ONLY, 3' WIDE x 6'-8" HIGH.
6. TEMPORARY WD DOOR AND FRAME, LOCKABLE, 3' WIDE x 6'-8" HIGH.
7. PROVIDE NEW CEILING GRID; CONTRACTOR TO REUSE EXISTING SALVAGED CEILING TILES, LIGHT FIXTURES AND DIFFUSERS FROM THIS AREA, CONTRACTOR TO CONNECT TO EXISTING ELECTRICAL CONNECTIONS AND DUCTWORK ABOVE THE EXISTING CEILING (CEILING IS TEMPORARY FOR PHASE 1 ONLY).
8. PAINT NEW WALLS PT-1.
9. INSTALL SALVAGED CARPET AS REQUIRED TO PATCH CARPET IN NEW ADMINISTRATION WORKROOM.
10. MODIFY EXISTING CEILING GRID AND TILES AS REQUIRED FOR NEW WALL LAYOUT.
11. PROVIDE 2x4 x 5-1/2" SIPS UNITS AT NEW WALL OPENING WITH 4" BEARING AT EACH END. PROVIDE TEMPORARY SHORING OF WALL AND FLOOR ABOVE AS REQUIRED FOR LINTEL INSTALLATION.
12. EXISTING POWER AND DATA OUTLETS TO REMAIN FOR USE IN PHASE ONE ADMINISTRATION WORKROOM.

LEGEND

OWNER



LISLE LIBRARY DISTRICT
777 FRONT STREET
LISLE, IL 60532

ARCHITECT

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LIGHTING CONSULTANT



GWEN GROSSMAN
LIGHTING DESIGN
53 WEST JACKSON STREET, SUITE 1457
CHICAGO, IL 60604

For Review

01/11/2022 9:44:59 AM

| No. | Description | Date |
|------|----------------------------------|------------|
| CD-2 | SI-20CD-2 OWNER PHASING REVISION | TBD |
| 3 | ISSUED FOR BID AND PERMIT | 11/19/2021 |

LISLE LIBRARY DISTRICT RENOVATION

777 FRONT STREET
LISLE, IL 60532

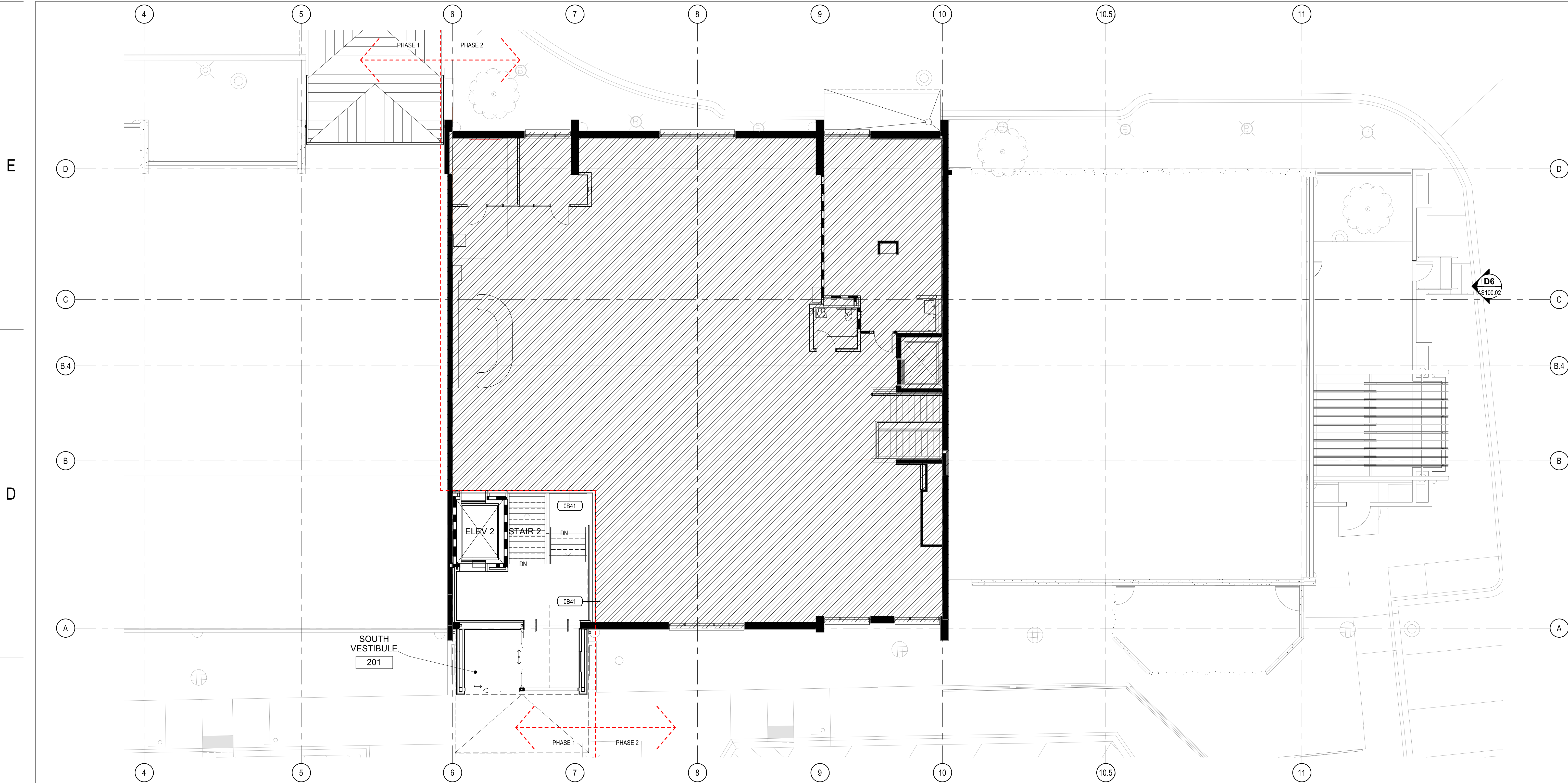
BID AND PERMIT

FIRST + SECOND FLOOR PHASING
PLANS - PHASE 1 CONSTRUCTION -
OWNER OCCUPIED AREA

A010.03

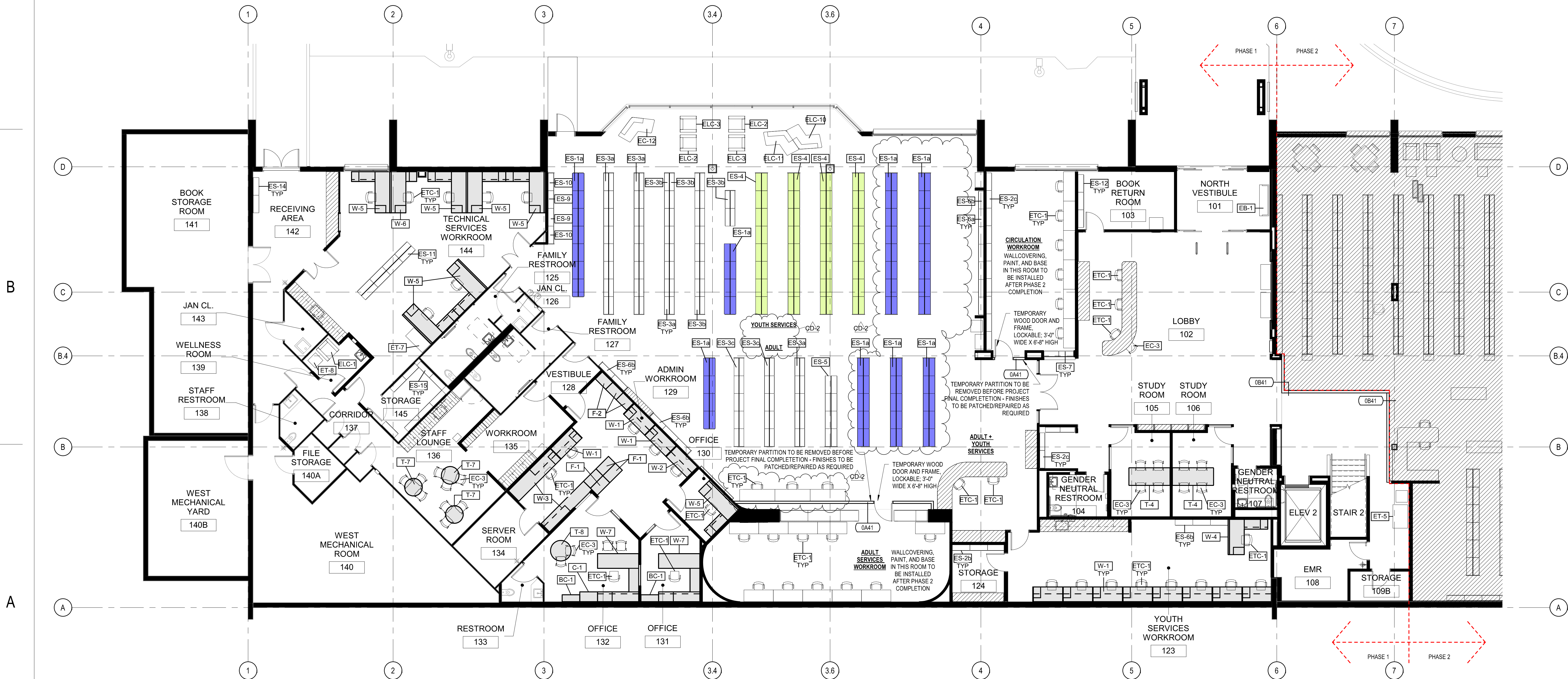
SCALE: AS NOTED

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SECOND FLOOR PHASING PLAN - PHASE 2 CONSTRUCTION - OWNER
OCCUPIED AREA - AREA B

1/8" = 1'-0"



FIRST FLOOR PHASING PLAN - PHASE 2 CONSTRUCTION - OWNER
OCCUPIED AREA - AREA A

1/8" = 1'-0"

GENERAL NOTES

1. PHASING DRAWINGS SHOW OWNER OCCUPIED AREAS; CONTRACTOR TO REFER TO A110 OVERALL PLANS FOR SCOPE OF WORK.
2. PHASING INFORMATION IS SHOWN FOR INTENT ONLY; CONTRACTOR IS RESPONSIBLE FOR COORDINATING AREA OF WORK AND OWNER OCCUPIED AREAS WITH OWNER AND VILLAGE OF Lisle.
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SHEET NOTES

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LEGEND

OWNER



LISLE LIBRARY DISTRICT
777 FRONT STREET
LISLE, IL 60532

ARCHITECT

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GWEN GROSSMAN
LIGHTING CONSULTANT
53 WEST JACKSON STREET, SUITE 1457
CHICAGO, IL 60604

For Review

01/11/2022 9:46:11 AM

| | | |
|------|---------------------------------|------------|
| CD-2 | SI-2CD-2 OWNER PHASING REVISION | TBD |
| 3 | ISSUED FOR BID AND PERMIT | 11/19/2021 |

LISLE LIBRARY DISTRICT RENOVATION

777 FRONT STREET
LISLE, IL 60532

BID AND PERMIT

FIRST + SECOND FLOOR PHASING
PLANS - PHASE 2 CONSTRUCTION -
OWNER OCCUPIED AREA

A010.06

SCALE: AS NOTED

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Midwest Environmental Consulting Services

January 12, 2022

Lisle Library District
777 Front Street
Lisle, IL 60532

Attention: Tatiana Weinstein, Director

Subject: **Asbestos Quote Review for Lisle Library District**
Project Location: Lisle Library
Address: 777 Front Street
 Lisle, IL 60532
MEC Project #: 21-06-373 PD

Dear Ms. Weinstein,

On Wednesday, January 12, 2022, quotes for asbestos abatement were received by Midwest Environmental Consulting Services, Inc. A summary of the quotes is as follows:

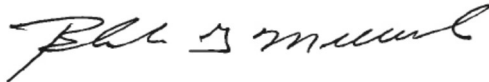
| Company | Base Bid |
|--|--------------------|
| Kinsale Contracting Group, Inc. | \$17,900.00 |
| Valor Technologies, Inc. | \$19,400.00 |
| Cove Remediation, LLC | \$33,000.00 |

Base bid: abatement of approximately 640 SF of asbestos containing floor tile and mastic and approximately 60 asbestos containing fittings from the Lisle Library. Work to be done in 2 phases.

Based on my discussion with Kinsale Contracting Group, Inc., they expressed that they understand the project and the entire scope of work. All information requested by the quote document was supplied. After our review of all the information Kinsale Contracting Group, Inc. has submitted the lowest responsible quote for Lisle Library District.

If you have any questions, please feel free to contact the undersigned at 630-553-3989.

Best Regards,
Midwest Environmental Consulting Services, Inc.



Blake Mellecker
President

**Corporate
Headquarters**
2551 N. Bridge Street
Yorkville, Illinois 60560
P: 630-553-3989

Chicago Office
954 W. Washington Blvd.
Suite 425
Chicago, Illinois 60607
P: 312-535-3228

Peoria Office
3100 N. Knoxville Ave.
Suite 204
Peoria, Illinois 61603
P: 309-621-4680





BID TABULATION

Bid Due Date: Wednesday, December 22, 2021@ 1:00 pm
Bid Opening: Wednesday, December 22, 2021@ 1:30 pm

| Firm Name | Base Bid | Alternates | | | Bid Bond | Addendum | | |
|------------------|----------------|-------------|---------------|---------------|----------|----------|----|----|
| | | | | | | #1 | #2 | #3 |
| Berglund | \$6,074,417.00 | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | X | X | X | X |
| | | \$5,487.00 | \$7,017.00 | \$17,717.00 | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | \$72,384.00 | \$21,877.00 | (\$9,400.00) | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| | | \$8,908.00 | (\$25,000.00) | (\$3,000.00) | | | | |
| Bulley & Andrews | NO BID | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | | | | |
| | | | | | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | | | | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| Camosy | \$5,296,700.00 | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | X | X | X | X |
| | | \$5,725.00 | \$6,500.00 | \$17,200.00 | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | \$68,300.00 | \$22,900.00 | (\$14,090.00) | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| | | \$9,000.00 | (\$11,000.00) | (\$1,800.00) | | | | |
| Gilbane | \$5,676,694.00 | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | X | X | X | X |
| | | \$4,490.00 | \$11,520.00 | \$30,760.00 | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | \$87,046.00 | \$25,501.00 | (\$8,445.00) | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| | | \$6,400.00 | (\$11,000.00) | (\$1,800.00) | | | | |
| IHC | \$5,696,000.00 | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | X | X | X | X |
| | | \$5,500.00 | \$6,200.00 | \$16,500.00 | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | \$88,000.00 | \$14,000.00 | (\$14,000.00) | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| | | \$8,600.00 | (\$15,000.00) | (\$1,800.00) | | | | |
| Norcon | \$5,934,264.00 | Alt. No. 1 | Alt. No. 2 | Alt. No. 3 | X | X | X | X |
| | | \$5,722.00 | \$6,798.00 | \$19,241.00 | | | | |
| | | Alt. No. 4 | Alt. No. 5 | Alt. No. 6 | | | | |
| | | \$70,129.00 | \$17,577.00 | (\$9,779.00) | | | | |
| | | Alt. No. 7 | Alt. No. 8 | Alt. No. 9 | | | | |
| | | \$14,044.00 | (\$11,443.00) | (\$1,873.00) | | | | |

JANUARY 2022 | DIRECTOR'S REPORT

MEETINGS:

Advocacy & Outreach Committee – Dec 13
LLD Board of Trustees – Dec. 15
SNH/CCS – Dec. 16
Bartelli/Sullivan – Dec. 21
CCS/Bid opening – Dec. 22
Staff – Dec. 28
Personnel & Policy Committee – Dec. 29
CCS/Camosy – Jan. 5

CCS/SNH/Staff – Jan. 6
Special LLD Board – Jan. 7
Advocacy & Outreach Committee – Jan. 7
Advocacy & Outreach Committee – Jan. 13
Bartelli – Jan. 14

Conference calls/ZOOM/GOTO Meetings:

Since the onset of the COVID-19 pandemic, I've participated in conference meetings with various groups. The calls are outside of the numerous one-on-one phone calls with staff and other colleagues in our community.

- Intergovernmental Group
- LLD Dept. Directors/Staff
- Zone 1 Directors Group (local DuPage area)
- Zone 1+ Directors (DuPage+ adjacent counties)
- RAILS
- President Bartelli

LLD Winter Read

With a rousing kick-off event on December 3rd, the LLD successfully concluded Winter Read 2021 on January 7th. A total of 893 patrons participated this year.

Participants

Adults: 402
Teens: 39
Kids: 452

Most Popular Title

Adults: *The Midnight Library* by Matt Haig and *The Last Thing He Told Me* by Laura Dave
Teens: *We Were Liars* by E. Lockhart
Kids: *The Knights Before Christmas* by Joan Holub and *The Day Santa Stopped Believing in Harold* by Maureen Fergus

The LLD Winter Read program provided patrons a great way to connect, celebrate, and read throughout the entire holiday season. The LLD staff deserve all the praise for creating such a wonderful program.

Board/Committee Meetings

Staff and Trustees alike were busy with Board and Committee meetings during the holiday season. Members met six separate times within a 30-day window. Three policies were drafted, reviewed, updated, and prepared for Board consideration by the Personnel & Policy Committee.

The newly formed Advocacy & Outreach Committee launched a fundraising campaign for a unique installation within the Youth Services Department. This Committee has met three times since last month. A Special Committee was called to pass an important policy, as well as to

To: LLD Board of Trustees
From: Tatiana Weinstein / LLD Director
Date: December 10, 2021

affirm the LLD's stance on fundraising and its status as a tax exempt public institution that can accept donations. Keeping meetings focused has afforded appropriate discussion and productive results.

Renovation Activities

In the first week of the new year, Marc Rogers, SNH representatives, and I met (virtually) with Camosy construction staff to review the bid documents. It was good to hear from the Camosy team and see their faces. Mr. Rogers will have more details about the bid package at the January 19th Board meeting.

*

LLD Staff visited the Merchandise Mart with Marc, Magda, and Amy of SNHA to evaluate a few potential pieces of public furniture. It was more productive to visit the vendor showrooms to assess the durability, stability, and material types versus selecting from an online catalog. This was especially true for the unique soft seating pieces that will greet our youngest patrons in Youth Services.

*

LLD Admin, Department Directors, and IT Manager have scheduled a meeting to discuss the phasing aspect of the renovation with CCS. LLD staff will provide input on public staffing, temporary offices, and collection allocation during each phase.

Phase One will require that Admin, Technical Services, and Adult Services relocate offices. Other determinations include where to station a temporary Adult Services public service desk and public PCs. Phase Two involves temporarily stationing the Circulation and Adult Services offices, as well as modifying the Youth Department to accept temporary shelving for Adult materials while the other half of the building is constructed.

I've provided my input on the preliminary phasing plans. It's now time for the Department Directors to confirm what will work best for their respective departments. I am grateful for the thoughtful planning that SNH and CCS staff have already put into our phasing scheme. I am confident that through analytical and cooperative discussion the LLD team will establish a phasing plan that will work well for both patrons and staff.

Respectfully submitted,



Tatiana Weinstein

January 2022 Assistant Director Report

Meetings/Virtual Meetings/Events

- Advocacy & Outreach - Dec 13
- Board Meeting – Dec 15
- Monaco – Dec 21
- Bid Open – Dec 22
- Personnel & Pol – Dec 29
- Digital Team – Dec 30
- Precision – Jan 4
- Midwest Environment Consult – Jan 5
- CCS Marc Rogers – Jan 5
- Special Brd Meeting – Jan 7
- Advocacy & Outreach – Jan 7 & 13
- Stephens Plumbing – Jan 6

Facility

Monaco Mechanical changed HVAC filters and repaired a water pump gasket for the boiler units. Precision changed an actuator for the HVAC computer system. An actuator controls the temperature for a specific heating/cooling zone.

I spoke with our cleaning representative to alert them to the construction schedule. LLD plans to continue day time cleaning of the lobby restrooms. We will meet again in February to detail the cleaning procedures during construction.

MetalMaster Roofing recommended snow guards on the south side of the roof to protect the gutters. I am in the process of acquiring proposals for future budgeting consideration.

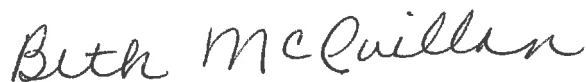
Village of Lisle (VOL)

I was in communication with Richard Gallas, Engineering Consultant for the Village of Lisle. He manages the floodplain information for the Village and checked on the LLD collection of documents. The VOL floodplain collection is stored in the Adult Services reference collection and updated by VOL staff.

Renovation Project

In January I met with Marc Rogers from CCS and staff from Midwest Environmental Consulting Services (MEC) for a walk through of the LLD building. MEC discussed the abatement areas.

Marc Rogers, Sandy Hayes LLD IT Manager, and I met to discuss the RFID sorting system and security gates. We also discussed data port connections for temporary office areas during construction.



Beth McQuillan
Assistant Director

Adult Services Quarterly Report
October-November-December 2021

October

On Tuesday, October 5th and on Friday, October 8th, a total of 35 people attended the last outdoor family craft of the year, “Family Craft Night: Candy Corn or Spider Pot” facilitated by AS and YS staff. Our outdoor program offerings were consistently popular throughout the year. We look forward to returning to outdoor events in the spring!

AS staff were busy with professional development opportunities in October. Assistant Director of Adult Services, Gail Graziani, attended the annual ILA conference virtually. Gail attended a variety of sessions on programming, readers’ advisory, and patron service. Additionally, Adult Services & Teen Focus Librarian, Noelle Spicher, virtually attended the annual Anderson’s Bookshop YA Conference. Noelle participated in many author panels where she received great readers’ advisory information for teen patrons.

Adult Services staff added 10 new pieces to our art prints collection. A unique offering at the LLD, the art prints were in need of a refresh. Gail Graziani weeded prints that were no longer circulating (and appeared a bit dated!) and added some new, aesthetically-pleasing pieces for patrons to enjoy.

As part of an ongoing collection management project, Adult Services removed two paperback spinners from the floor and repurposed a third spinner for the paperback Romance collection. Previously, these three spinners were dedicated to mass market Mystery, Science Fiction, and Fiction titles. Those selections have now been interfiled with trade paper and hardcover books in the same genres. This change has allowed for more shelving desperately needed in paperback Romance and promotes a more user friendly collection. Additionally, the open space has allowed us to bring some of our displays closer to the main walkway between Fiction and Non-Fiction. We have already seen increased display use after the units were moved. I was also quite pleased to donate one of our spinners to our peers at the South Holland Public Library who had need for additional shelving in their Teen area.

Adult Services readers’ advisory experts, Noelle Spicher and Rochelle Storm, received kind words from a patron regarding the LLD’s *My Next Book* service: “This book kept me riveted. You hit it out of the ballpark when you recommended authors to me. I look forward to continuing reading books by the authors you recommended.”

November

On Tuesday, November 2nd and Thursday, November 4th, the LLD hosted its first *indoor* family craft since 2020. 28 people attended over the two dates and enjoyed creating Mason Jar Fall Luminaries. This event was facilitated by both AS and YS staff.

On Wednesday, November 10th, several AS staff members attended the two-hour webinar, "Selling Happy Ever Afters: Secrets from the Romance Book Slingers" provided by the Adult Reading Round Table. Participants heard from owners of romance-themed bookstores and other speakers on topics including conducting mini-interviews with patrons and genres like contemporary, historical, paranormal, and more. Many books and authors were also mentioned as great go-tos.

On November 22nd, Gail Graziani served as a co-presenter for the Illinois Library Association's Noon Network program. This event is an ongoing learning resource on a variety of topics designed to assist Illinois library professionals. Gail co-presented the third and final webinar in the three-part advocacy series, "Ready, Set, Advocate!" where she detailed the many ways that library staff and supporters can become active advocates for libraries.

December

On Friday, December 3rd, approximately 600 people of all ages attended the Winter Read Kick-Off Party. Outdoor offerings included hot chocolate from the Churros Y Chocolate food truck, two reindeer in a wintry petting zoo, artificial snow in a snow pit, and a special story time walk lit up with string lights! Patrons could also visit the meeting rooms to register for Winter Read, pick up a Snowman Canvas craft kit, and check out seasonally-themed Library materials. This Winter Read event was especially unique in that it was our first time offering a large-scale outdoor event during the winter season. I remain so impressed with staff who have been able to think creatively and offer safer programming options to our community during the pandemic. We look forward to our next Kick-Off!

The start of our Winter Read program also brought new logging software for our patrons. This year the LLD switched to Beanstack- an online platform for logging books. Beanstack is much more user-friendly and aesthetically-pleasing than our previous resource. It can also be accessed via a web browser or mobile app. Adult Services staff received several positive patron comments regarding the new platform.

Respectfully Submitted,

Elizabeth Hopkins



New art prints on display in Gallery 777



New display configuration in Adult Services



Winter Read Kick-Off Party



Winter Read Kick-Off Party



Winter Read Kick-Off Party



Winter Read Kick-Off Party

Youth Services Quarterly Report–January 2022

News and Patron Communications:

- We have had requests from patrons to continue developing the puzzle offerings for our younger patrons. Puzzles develop motor skills in children of all ages, as well as increase the attention span and concentration skills of users. The department will be evaluating the puzzles we currently have, as well as looking to broaden the intended age range of that portion of the collection.
- We are preparing for the renovation as a department by adjusting our programming schedule to accommodate the changing space. Take home kits, virtual programs, and drop in activities will be implemented in the place of scheduled programs that would require a specific public space.

Programs & Community Outreach Highlights:

- Halloween ST
- Winter Reading Kickoff and Program
- Take home kits were extremely popular over the last quarter. Nearly all of the kits assembled by staff were picked up to be used by patrons, totaling over 600 program kits distributed. Some of the projects children have been able to complete include:
 - Paper Rockets
 - DIY Sidewalk Chalk
 - Tin Can Cicadas
 - Meditative Rock Gardens
 - CD Scratch Art
- Virtual storytimes through Zoom have continued, bringing in regular and new storytime patrons. As of April we have added a session on Saturday mornings as well as the usual weekday offerings. During this quarter we hosted 17 virtual storytimes and had 157 patrons attend.
- Small group in person storytimes began in late August. Registration numbers were capped to follow CDC recommendations. Since the start of October, we have designated different storytimes for different age groups (Toddlers and Preschoolers).
- After school in person programming began in the month of September. Limits were placed on registration to comply with health codes. Listed below are a few of the activities participants completed.

- Twisting Twisters
 - DIY Soap
 - Spooky Halloween Science
- Pokémon began in late August and has been running every other week. When weather permitting we have been outside. Registration has been full for each session and it continues to be one of our more popular offerings. In only 3 programs we have had over 100 children in attendance.
- The surprise book program continues to be popular, with librarians preparing and handing out over forty planned surprise bags each month. Parents have been particularly pleased with this program, as it often helps young readers branch out to books they otherwise would not have read.
- Sidewalk stories continues to be a popular exhibit at the Library. The current selection for the month of January is *A Thing Called Snow* by Yuval Zommer.

Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
 - 2020 Rise: Feminist Book Project Committee
 - LACONI Youth Services Board
 - YALSA Committee
 - Monarch Award Selection Committee
 - Rebecca Caudill Award Selection Committee

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report

2nd Quarter FY21/22

Circulation Services Department

January 11, 2022

Illinois License Renewal Stickers

Circulation Services (CS) continues to sell Illinois license renewal stickers. During this quarter, 80 stickers were sold.

WILIUG Virtual Fall Conference

In November 2021, I attended a virtual conference for the Wisconsin-Illinois Innovative Users Group (WILIUG). Those in attendance via Zoom received a presentation from Innovative Interfaces, Inc., which is responsible for the Polaris Integrated System that we use as our online catalog. One important highlight included learning best practices for creating reports for staff.



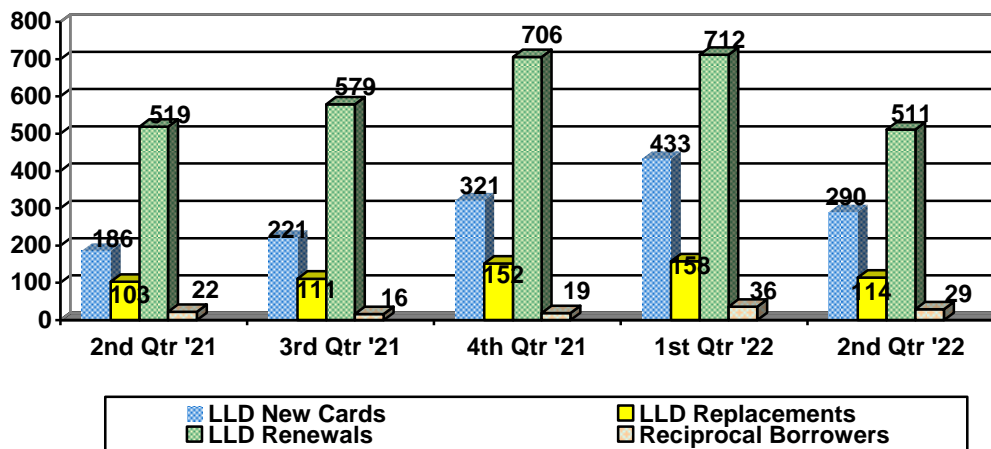
Winter Read Kickoff Party 2021

In December 2021, Rosary from CS (*pictured at left*) helped visitors check out materials at this event. During the event, Rosary received positive feedback from our patrons about the LLD Curbside Pickup Service and the license renewal stickers service: “Thank you for continuing curbside service. It is easy and convenient. We love it!” “It is so nice to be able to purchase license renewal stickers without the long lines. You’re the best!”

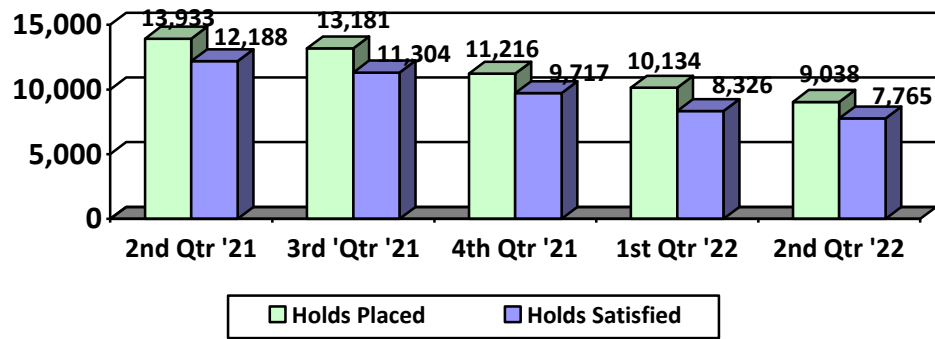
Illinois Library Association (ILA) 2021 Annual Conference

In October 2021, select CS staff members attended ILA’s virtual conference. A presentation dealing with new employment rules and laws learned and applied by libraries in a post-pandemic world was a popular choice among staff.

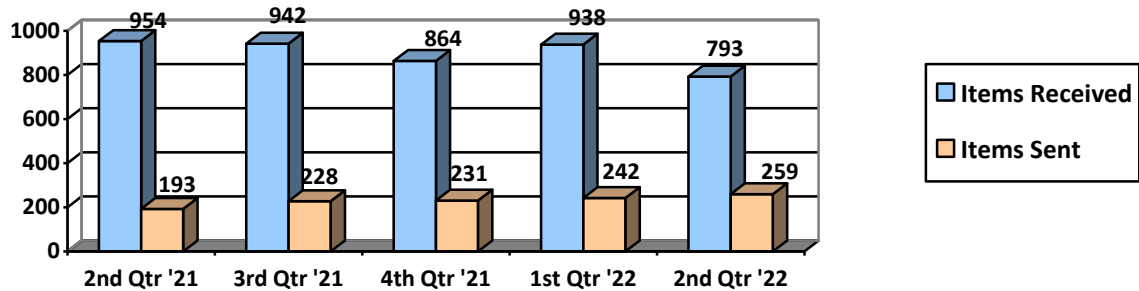
LLD Quarterly Registrations Activity



LLD Quarterly Holds Activity



LLD Quarterly ILL Activity



Respectfully Submitted by

Paul T. Hurt, MLIS/M.Ed.
Director of Circulation Services

TECHNICAL SERVICES 2nd QUARTER FY2021/2022

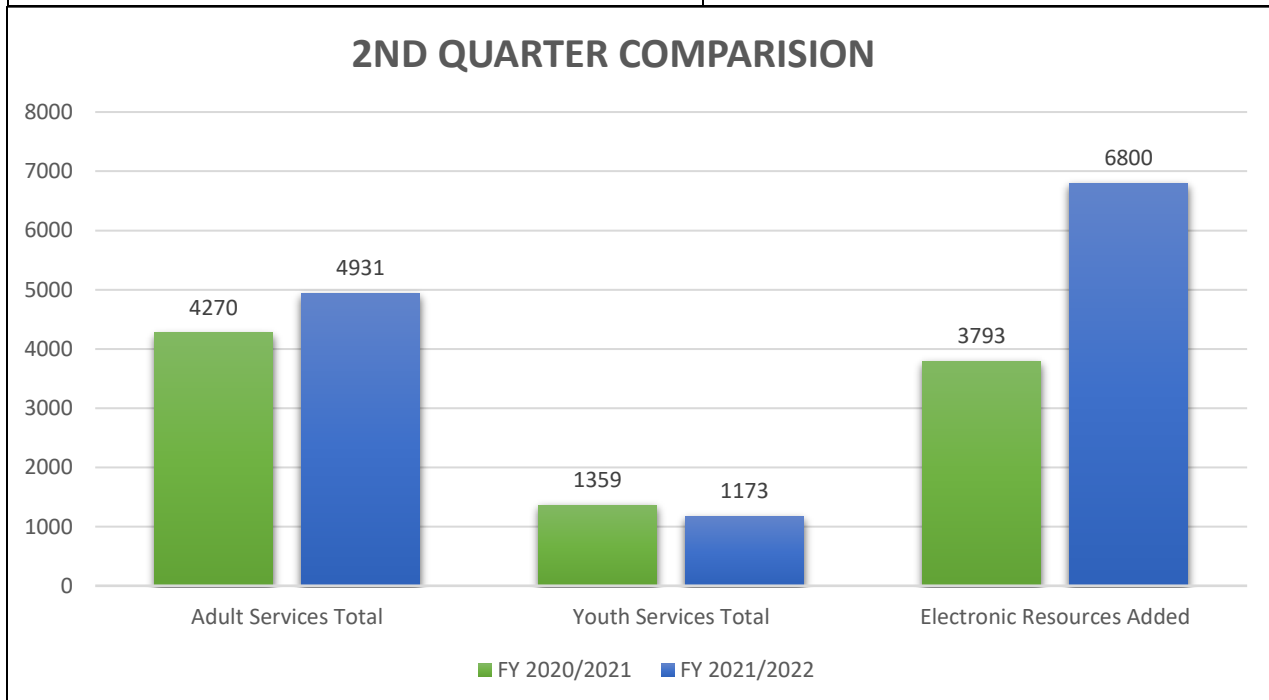
TS is continuing to RFID tag the LLD's collection in preparation for the storage of material during the renovation. TS staff will begin tagging the Adult collection in concert with the renovation timeline. Due to our early preparation for this project, LLD should not run into supply issues with the RFID tags, as is being reported from other libraries.

DEI (Diversity, Equity, and Inclusion) awareness continues to grow and become part of our everyday workflow. TS Staff have joined the RAILS Diversity, Equity, and Inclusion (DEI) in Metadata Networking Group. The DEI Metadata group is centered on the importance of a shared understanding in creating and maintaining a more equitable, diverse and inclusive metadata contents. The subject headings shared by libraries has often come under scrutiny for non-inclusive language used to describe marginalized groups. In November, the Library of Congress finally updated the problematic headings, Illegal aliens and Illegal immigrants, to Noncitizens. Although LLD had already made the change in our metadata, the change will now be official and used in libraries across America.

During the 2nd Quarter, TS Librarians attended training accessed through RAILS, LACONI, and ILA on DEI (Diversity, Equity, Inclusion), DDC(Dewey Decimal Classification), RDA(Resource, Description, and Access), and cataloging best practices. All TS staff attended the Staff Training.

Respectfully Submitted by Laura Murff, Director of Technical Services

| MATERIALS ADDED THIS QUARTER | |
|-----------------------------------|-------------|
| Adult Services Collection | |
| AS Fiction Books | 1225 |
| AS Non-Fiction Books | 1322 |
| AS Audio/Visual | 847 |
| AS Periodicals | 1537 |
| Adult Services Total | 4931 |
| Youth Services Collection | |
| YS Fiction Books | 806 |
| YS Non-Fiction Books | 274 |
| YS Audio/Visual | 51 |
| YS Periodicals | 42 |
| Youth Services Total | 1173 |
| Electronic Resources Collection | |
| EMediaLibrary MARC | 363 |
| Hoopla MARC | 2766 |
| Other Databases | 3671 |
| Electronic Resources Total | 6800 |



Daily Herald

Winter Read kick-off party to feature reindeer and artificial snow pit Dec. 3 at Lisle Library

Submitted by Joy Davis

12/2/2021 4:53 PM

The Lisle Library District, 777 Front St., is holding its annual Winter Read Kick-Off Party from 5 to 7 p.m. Friday, Dec. 3.

The all-ages event celebrates the start of the Winter Read Program, which starts on Dec. 3 and concludes on Jan. 7.

A reindeer petting zoo accompanies hot chocolate from Churros y Chocolate and a fake snow pit.

Inside, attendees can grab a take-home craft kit, explore the winter and holiday collection and signup for the Winter Read Program.

The Winter Read Program is open to children, teens and adults.

Children will complete a reading challenge to earn a snowperson accessories kit and teens and adults will read two books to win a wintry travel mug.



Children throwing fake snow on Will Savage, Youth Services Director, at the last Winter Read Kick-Off Party in 2019. (Courtesy of Nigel Jackson)



Booked for the Day Discussion Group

Press Release Desk

Monday, December 6 at 11:00AM

Lisle Library District, 777 Front St., Lisle, IL 60532

Join us in our discussion of the book “All Systems Red.” This December 6, 2021 discussion group will meet via Zoom. Contact Jean Demas, demasj@lislelibrary.org, to participate in this discussion and to receive the link to attend. All Systems Red, by Martha Wells - Summary: A murderous android discovers itself in All Systems Red, a tense science fiction adventure by Martha Wells that interrogates the roots of consciousness through Artificial Intelligence. In a corporate-dominated spacefaring future, planetary missions must be approved and supplied by the Company. Exploratory teams are accompanied by Company-supplied security androids, for their own safety. But in a society where contracts are awarded to the lowest bidder, safety isn’t a primary concern. (Book 1 of 6, The Murderbot Diaries)



English Conversation Group

Press Release Desk

Saturday, December 11 at 10:00AM

Lisle Library District, 777 Front St., Lisle, IL 60532

Come to the English Conversation Group, let by Literacy DuPage tutors, to improve your conversation skills through speaking, listening, and pronunciation. Please note- the LLD will permit up to 18 people in Meeting Room A.

This event was originally posted on a public calendar and [distributed by Burbio](#). Please confirm event details with the host before attending. Have a correction? Contact us at content@patch.com, and/or reach out to Burbio directly at burbio@burbio.com.



Fixed on Fiction Discussion Group

Press Release Desk

Thursday, December 9 at 7:00PM

Lisle Library District, 777 Front St., Lisle, IL 60532

Please join us as we discuss *Interior Chinatown* by Charles Yu- Willis Wu doesn't perceive himself as a protagonist even in his own life: he's merely Generic Asian Man. Every day, he leaves his tiny room in a Chinatown SRO and enters the Golden Palace restaurant, where *Black and White*, a procedural cop show, is in perpetual production. He's a bit player here too. . . but he dreams of being Kung Fu Guy—the highest aspiration he can imagine for a Chinatown denizen. Or is it? After stumbling into the spotlight, Willis finds himself launched into a wider world than he's ever known, discovering not only the secret history of Chinatown, but the buried legacy of his own family, and what that means for him, in today's America. *Interior Chinatown* is Charles Yu's most moving, daring, and masterful novel yet. -Summary courtesy of [Goodreads](#). If you have questions or would like to attend the discussion, please email Elizabeth Hopkins (hopkinse@lislelibrary.org) Copies may be picked up in the building or via [Curbside Pick-Up](#). Please check our [catalog](#) for availability or to place a hold.



Imagination Inc., Rockets

Press Release Desk

Tuesday, December 14 at 4:30PM

Lisle Library District, 777 Front St., Lisle, IL 60532

Learn about rockets and make your very own using everyday materials. For grades 3-5. This program will take place in person, and we will be following all current IDPH health guidelines. Registration required.

This event was originally posted on a public calendar and [distributed by Burbio](#). Please confirm event details with the host before attending. Have a correction? Contact us at content@patch.com, and/or reach out to Burbio directly at burbio@burbio.com.



Research Products and Batteries Before You Buy!

Press Release Desk

Saturday, December 4 at 11:00AM

Lisle Library District, 777 Front St., Lisle, IL 60532

Access Consumer Reports and Chicago Consumers' Checkbook for ratings, reviews, and buying advice for hundreds of products and services. Use this convenient online tool in the Library or remotely with your Lisle Library card to find in-depth advice, tips and trends written by experts with frequently updated articles, blogs and video content. Registration required. This is a virtual program that requires the use of an Internet capable device to access Zoom. The link to the Zoom session will be included here and emailed to registered attendees the day before this scheduled webinar.



Virtual Program Senior Housing 101

Press Release Desk

Tuesday, December 14 at 7:00PM

Lisle Library District, 777 Front St., Lisle, IL 60532

Join Rick Graffagna, of Senior Solutions, for an informative presentation on senior housing. Graffagna will detail how to find senior properties, methods of funding, and the types of housing available. Great for Adult Children and Seniors. This is a virtual program and Zoom link will be provided a day before the event.

This event was originally posted on a public calendar and [distributed by Burbio](#). Please confirm event details with the host before attending. Have a correction? Contact us at content@patch.com, and/or reach out to Burbio directly at burbio@burbio.com.



Winter Read Kick-Off Party

Press Release Desk

Friday, December 3 at 5:00PM

Lisle Library District, 777 Front St., Lisle, IL 60532

Patrons of all ages are welcome to join us as we celebrate the season and kick off the Library's Winter Read program! Enjoy outdoor offerings such as a hot chocolate from the Churros Y Chocolate food truck, visit two reindeer at a wintry petting zoo, play in some artificial (and less cold!) snow in the fake snow pit, and enjoy a special story time walk lit up with string lights! Don't forget to stop by the meeting rooms indoors to register for Winter Read, pick up a Snowman Canvas craft kit (while supplies last!), and check out some seasonally-themed Library materials.

POLICY 345
ADULT REFERENCE & READER'S ADVISORY SERVICES

The function of the Adult Services Department **Reference Service** is to assist patrons in the quest for pursuit of relevant, accurate, and timely information. **Reader's' Advisory Service** provides curated material recommendations for patrons and promotes recreational reading, watching, and listening.

Information service is provided by trained staff who continually work to maintain and upgrade their skills and knowledge.

LLD staff are trained in **Reference and Reader's' Advisory Services** to meet the needs of a diverse patron base.

All questions are handled in confidence, **without bias**, and **without regard to age, sex, nationality, or** and **irrespective of the purpose of the inquiry**.

Service is provided to all users of all ages during all hours the Library is open.

Services are available during regular Library hours.

Inquiries are accepted in all forms, including in-person, telephone, mail, and **via** electronic/**digital** methods.

When both in person and phone requests are received at the same time, priority will be given to the person in the Library; however, a phone transaction already in progress will be completed before attending to a walk-in request.

When a patron cannot come to the Library because of disabilities or unusual circumstances, the librarian may copy and mail up to ten (10) pages of information. However, no tax forms will be mailed.


When the answer cannot be found in the Lisle Library District's collection, staff will utilize outside sources. The inquiry may be referred to local or metropolitan resources, or forwarded to the Metropolitan Library System. Other libraries and/or agencies that the patron may have access to may also be recommended.

The LLD participates in interlibrary loan and resource sharing to supplement the Library's collection of reference, recreational reading, viewing, and listening materials.

All reasonable efforts will be made to answer questions while the patron is present or on the phone, or within one (1) hour of the initial inquiry.

The Lisle Library District adheres to the ALA Statement on Professional Ethics.

Staff will work with the schools in dealing with homework assignments. Assignment alerts will be solicited from school librarians, teachers, and students themselves, and some books may be placed on temporary reference to allow access to the materials to all students. But the



librarian's role is to guide students to reference tools and assist them in finding the answers for themselves not to do all the research and organizing. The level of help given varies depending upon the difficulty of the request and the age and sophistication of the student. Answers that are brief and factual may be given over the phone.

Legal, medical, and tax information will be provided from sources in the collection. Sources will be indicated, but no **In relation to Reference Service, LLD staff will not offer** personal opinions, **referrals**, or interpretations ~~will be offered by the librarians.~~ Consumer product **resources**, **professional review directories**, and **other evaluative resources** ~~recommendations will also be~~ are available from **within the** collection **for patron consideration.** ~~resources without personal referrals from the librarians.~~

The LLD provides access to local ordinances/codes within District service boundaries. The LLD provides access to local maps, local history, and voter information, including precinct boundaries and location of polling places.

If fees are charged by outside sources used in answering a reference question, those costs will be charged to the patron. Examples of such charges are computer searches requested from outside agencies, photocopy charges for articles over ten (10) pages, and genealogy microfilm. Advance notice of such charges will be given to the patron before the request is referred to those outside sources.

~~Adult Services will be evaluated regularly. Statistics will be reported monthly to the Director.~~

~~This Adult Services policy will be available to patrons on request. It will be reviewed every three years.~~

The LLD regularly evaluates its reference, recreational reading, viewing, and listening collection for accuracy, currency, popularity, and relevancy.

Adopted 2/8/93
Revised 11/13/02
Revised 01/__/22

POLICY 345
REFERENCE & READERS' ADVISORY SERVICES

Reference Service assists patrons in the pursuit of relevant, accurate, and timely information. Readers' Advisory Service provides curated material recommendations for patrons and promotes recreational reading, watching, and listening.

Services are available during regular Library hours.

LLD staff are trained in Reference and Readers' Advisory Services to meet the needs of a diverse patron base. All questions are handled in confidence, without bias, and irrespective of the purpose of the inquiry.

Inquiries are accepted in all forms, including in-person, phone, mail, and via electronic/digital methods.

In relation to Reference Service, LLD staff will not offer personal opinions, referrals, or interpretations. Consumer product resources, professional review directories, and other evaluative resources are available within the collection for patron consideration.

The LLD participates in interlibrary loan and resource sharing to supplement the Library's collection of reference, recreational reading, viewing, and listening materials.

The LLD provides access to local ordinances/codes within District service boundaries. The LLD provides access to local maps, local history, and voter information, including precinct boundaries and location of polling places.

The LLD regularly evaluates its reference, recreational reading, viewing, and listening collection for accuracy, currency, popularity, and relevancy.

Adopted 2/8/93
Revised 11/13/02
Revised 01/__/22

POLICY 360
LISLE LIBRARY-SPONSORED PUBLIC PROGRAMS

Public programs for the public, including for children, teens, and adults, are an integral part of Lisle Library service that ~~— The purpose of Library programming is to support the Library LLD's mission by increasing awareness and enhancing the use of the Library, its materials, and its services.~~ to enhance the cultural, social, and lifelong educational development of the community. Programs are offered to effectively engage patrons, attract new users, and to increase awareness of LLD resources and services.

LLD programming programs serves children/parents, teens, adults, and seniors. patrons of all ages. This includes specific programming for children, teens, and adults.

The programs themselves will provide valuable recreational and educational experiences for all involved. The Library is sensitive to the needs and interests of various ages and attempts to provide a variety of programs.

The LLD presents educational, informational, cultural, and entertaining programs that reflect the District's needs and diverse interests.

Professional staff develop, provide/procure talent, and evaluate Library programming.

Registration may be required for certain programs due to capacity limitations, other restrictions, or for statistical purposes.

The LLD provides outreach programs to targeted populations within the District.

Programs shall be promoted via the LLD website, social media platforms, flyers/posters, and other marketing methods.

Children's programming focuses on serving young people from eighteen (18) months to fourteen (14) years of age. Advance registration is required and preference is given to Lisle Library District card holders.

As part of our LLD's programming efforts, the Library LLD is happy to provide organized tours of the facility, provided that arrangements have been made at least four weeks in advance of the proposed visit and that the tours are for Lisle groups and/or organizations. provides organized tours of the Library as well as instruction guidance to ensure patrons are comfortable using the Library.

Every effort will be made to accommodate patrons with special needs, provided the Library is notified in advance.

Adopted 2/8/93
Revised 11/13/02
Revised 01/__/22

POLICY 360
LIBRARY-SPONSORED PUBLIC PROGRAMS

Public programs are an integral part of Library service that supports the LLD's mission to enhance the cultural, social, and lifelong educational development of the community. Programs are offered to effectively engage patrons, attract new users, and to increase awareness of LLD resources and services.

LLD programs serve patrons of all ages. This includes specific programming for children, teens, and adults.

The LLD presents educational, informational, cultural, and entertaining programs that reflect the District's needs and diverse interests.

Professional staff develop, provide/procure talent, and evaluate Library programming.

Registration may be required for certain programs due to capacity limitations, other restrictions, or for statistical purposes.

The LLD provides outreach programs to targeted populations within the District.

Programs shall be promoted via the LLD website, social media platforms, flyers/posters, and other marketing methods.

As part of LLD's programming efforts, the LLD provides organized tours of the Library as well as guidance to ensure patrons are comfortable using the Library.

Adopted 2/8/93
Revised 11/13/02
Revised 01/__/22

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
June 1, 2021 - 10:52 p.m.

1. Roll call

Present:

Emily Swistak - Vice President | Chair

Marjorie Bartelli - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the March 8, 2021 Personnel-Policy Committee Meeting

MOTION: President Bartelli moved to approve the minutes of the March 8, 2021 Personnel-Policy Committee Meeting. Vice President Swistak seconded.

Discussion: Vice President Swistak indicated a date correction within the minutes.

Vice President Swistak asked for a roll call vote as amended.

Roll Call Vote - All Aye. The motion passed.

4. Trustee appointment procedures, documents, and schedule - draft/discussion

Vice President Swistak stated the Committee would be going over the candidate questionnaire and Trustee appointment procedure.

Discussion: Vice President Swistak suggested dividing one question into two questions. The Committee agreed. Vice President Swistak recommended a grammatical change to one question. President Bartelli suggested having a question related to Library use. The Committee agreed. Committee members commented on the importance for candidates to know that the Library is a separate taxing body. Vice President Swistak suggested asking a question related to the capital improvement project. The Committee agreed. Vice President Swistak suggested adding information about time commitments to the candidate questionnaire. The Committee agreed.

Director Weinstein provided an overview of the schedule for posting vacancies, accepting applications, reviewing applications, interviewing candidates,

appointments, and oaths of office. Vice President Swistak asked when Board members would receive copies of applications. Director Weinstein stated that she would wait until the deadline and then provide them to Board members. Director Weinstein provided clarification on the two upcoming Special Board meetings. Director Weinstein stated candidates would have approximately three weeks to submit applications.

5. LLD Special Reserve Ordinance - draft/update, discussion

Director Weinstein provided an explanation of the Special Reserve Ordinance. She stated that \$9.7 million included the \$7.7 million for the capital improvement project and \$2 million to hold in reserves.

Discussion: President Bartelli asked for more clarification about use of funds within the Ordinance. Director Weinstein stated that the Ordinance referenced plans for use of funds.

The Committee recessed at 11:41 a.m. and returned at 11:45 a.m.

6. Director evaluation - discussion

Vice President Swistak stated that the Director's evaluation needed to be conducted before the end of the fiscal year. She suggested maintaining the same procedure as the previous year. The Committee agreed.

7. Adjourn

MOTION: President Bartelli moved to adjourn the meeting. Vice President Swistak seconded.

Roll Call Vote - All Aye

The meeting adjourned at 11:53 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on December 29, 2021.

Approved by

Emily Swistak, Committee Chair

LISLE LIBRARY DISTRICT
ADVOCACY & OUTREACH COMMITTEE MEETING
October 22, 2021 - 1:00 p.m.

1. Roll call

Present:

Liz Sullivan - Trustee | Chair

Lorna Turner - Trustee (arrived at 1:08 p.m.)

Sara Wynn - Trustee

Marjorie Bartelli - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the August 25, 2021 Advocacy and Outreach Committee Meeting

MOTION: President Bartelli moved to approve minutes of the August 25, 2021 Advocacy and Outreach Committee Meeting. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

4. Partnership goals - Discussion

Director Weinstein stated that she spoke with the Youth Services Director regarding a special feature installation. She suggested drafting a letter explaining the benefits it would bring to the Library and requesting donations for partial funding from supportive groups. Director Weinstein stated that LLD Marketing Specialist Davis was also looking into grant opportunities.

Director Weinstein asked Committee members for their thoughts on additional funding. Trustee Turner suggested exploring the Park District's strategy for funding the Discovery Playground. Trustee Wynn suggested reaching out to SASSED and looking into disability grants. Trustee Turner mentioned HSOs for funding. Trustee Sullivan stated that the Lisle Woman's Club should be able to donate funds. She suggested a solicitation letter and said that it would be nice if the Director and President would sign the letter.

President Bartelli commented on having coordinated fundraising with a set goal and end date. Director Weinstein asked the Committee if they would like a draft letter to consider at the next Committee meeting. The Committee agreed. Trustee Sullivan mentioned the Kiwanis Club as they had previously donated to the Library. Trustee Sullivan and Trustee Turner commented on corporate donations.

5. Options for giving to the LLD - Discussion

Director Weinstein stated that she spoke with the LLD attorney about options for giving to the LLD. She suggested that the Committee recommend Policy 735, Donations and Gifts be revised by the Personnel and Policy Committee. Director Weinstein stated that the attorney recommend that there be very specific fundraising goals and bring it to the full Board as an action item. The attorney mentioned it was a good practice to have an agreement letter with some of the organizations that have closer bonds to the Library.

Director Weinstein stated that the Library could sell imprinted items and recommended this be done in the Library's new vestibule after ribbon cutting and grand opening. She mentioned having a donation button on the Library's website as well. Trustee Turner suggested having t-shirts for sale with Library features imprinted on them.

6. Renovation videos - Discussion

Director Weinstein provided an overview of a proposed pre-construction video series comprised of 6 videos that would run 2-3 minutes each. She suggested creating videos during the construction process and informing the public during phasing. Committee members discussed having other Board members participate in videos. Trustee Sullivan commented that she would like to see the videos play on the public monitors in the building. Director Weinstein stated that they would need to be closed captioned.

7. Adjourn

MOTION: Trustee Turner moved to adjourn the meeting. President Bartelli seconded.
Roll Call Vote - All Aye

The meeting adjourned at 1:56 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Advocacy & Outreach Committee on December 13, 2021.
Approved by

Liz Sullivan, Committee Chair

LISLE LIBRARY DISTRICT
ADVOCACY & OUTREACH COMMITTEE MEETING
December 13, 2021 - 2:00 p.m.

1. Roll call

Present:

Liz Sullivan - Trustee | Chair

Lorna Turner - Trustee

Sara Wynn - Trustee

Marjorie Bartelli - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the October 22, 2021 Advocacy and Outreach Committee Meeting

MOTION: Trustee Turner moved to approve minutes of the October 22, 2021 Advocacy and Outreach Committee Meeting. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

4. Fundraising effort and draft letter for special feature installation - Discussion

Director Weinstein provided an overview of the draft letter. Discussion: Chairwoman Sullivan suggested a change to the second sentence in the first paragraph. Trustee Turner recommended asking for corporate donations first and then seeking individual contributions.

Chairwoman Sullivan asked about funds benefitting the LiteZilla installation and Youth Services Department. Director Weinstein clarified the sentence that referenced the Youth Services Department. Director Weinstein suggested that some families may want to initially contribute. President Bartelli mentioned that she preferred asking for individual donations first before corporate donations. Trustee Turner stated that asking for corporate donations first might lighten the Library's workload.

President Bartelli asked about other governmental bodies that have solicited donations. Chairwoman Sullivan mentioned that the Park District recently received donations to replace outdoor exercise equipment. President Bartelli asked about the time of year for soliciting donations. Director Weinstein suggested that the holiday season was a time for individual giving. The Director suggested that the first tier of solicitations include individuals, governmental trustees, and local organizations that appeared on Chairwoman's Sullivan's list.

President Bartelli suggested a change in wording in the second paragraph of the draft letter. Trustee Turner suggested using the word 'conservative.' The Committee agreed. Director Weinstein asked if the Committee was comfortable with the suggested donation ranges. The Committee agreed on the ranges. Trustee Sullivan suggested having a donation jar in Youth Services. President Bartelli suggested adding contact information in the letter and to direct questions to Director Weinstein. The Director stated she would add that to the

bottom of the letter. Trustee Wynn and Trustee Turner suggested punctuation and grammatical changes. Director Weinstein mentioned that there would be an action item regarding the fundraising effort at the next Board meeting.

Trustee Turner suggested adding “for your convenience” to the end of the sentence regarding a self-addressed envelope. President Bartelli asked about postage. Director Weinstein mentioned that the Library has a postage machine. The Committee discussed adding a form to the bottom of the letter that would indicate the donation amount and names attached to the donation.

5. Target organizations/persons for fundraising effort - Discussion

Chairwoman Sullivan discussed the target list of persons and organizations she provided to the Committee. She discussed recognition examples from the Lisle Park District. Director Weinstein reminded members to discuss potential donors in general terms and liked the idea of involving prior Library Trustees. President Bartelli reaffirmed that the Committee should not name specific individuals. Trustee Turner asked about follow-ups after sending letters. Trustee Wynn mentioned that she saw a few organizations on the list that she thought would donate. Director Weinstein asked if reaching out to past Library, Village, Park, and School Board Trustees made sense. The Committee agreed. Director Weinstein recommended that Committee members send her a list of personal contacts. Chairwoman Sullivan asked Committee members to send contacts to the Director. Trustee Turner suggested researching names for the business addresses.

Chairwoman Sullivan suggested targeting banks for donations. Trustee Turner suggested Boeing. Director Weinstein mentioned reaching out to the Friends of the Library and Lisle Woman’s Club. Trustee Turner mentioned the Lisle Chamber of Commerce member list for addresses and phone numbers.

Chairwoman Sullivan recommended having an accessible list for the Committee. The Committee discussed having a timetable for follow-up. Assistant Director McQuillan mentioned allowing time for organizations to meet and discuss giving to the project. President Bartelli asked if the donations would be tax deductible. Director Weinstein stated that donors should always work with their financial advisor regarding tax deductions.

The Committee discussed how long to wait regarding a follow-up. Chairwoman Sullivan suggested having follow-ups the week of January 3rd and 10th. President Bartelli suggested the week of the 10th. The Committee scheduled January 13th at 1 pm for their next meeting.

6. Video project - Discussion

Director Weinstein provided an overview of renovation video ideas. Trustee Wynn chose to participate in the Purpose video. Trustee Turner agreed to participate in the Entrance video. Director Weinstein asked the Committee who she should ask to participate in the Outdoor Space video. The Committee stated that both Treasurer Norton and Vice President Swistak should participate.

Director Weinstein mentioned that staff would work on the videos next week. Director Weinstein stated that she would edit the draft letter for the full Board. She commented that a Committee statement would be included in the public packet.

7. Adjourn

MOTION: Trustee Turner moved to adjourn the meeting. Trustee Wynn seconded.
Roll Call Vote - All Aye

The meeting adjourned at 3:21 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Advocacy & Outreach Committee on January 7, 2022.

Approved by

Liz Sullivan, Committee Chair

LISLE LIBRARY DISTRICT
ADVOCACY & OUTREACH COMMITTEE MEETING
January 7, 2022 - 2:32 p.m.

1. Roll call

Present:

Liz Sullivan - Trustee | Chair

Lorna Turner - Trustee

Sara Wynn - Trustee

Marjorie Bartelli - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the December 13, 2021 Advocacy and Outreach Committee Meeting

MOTION: Trustee Turner moved to approve minutes of the December 13, 2021 Advocacy and Outreach Committee Meeting. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

4. Chairwoman Sullivan presentation and discussion

Chairwoman Sullivan presented a fundraising PowerPoint covering the Library's mission, fundraiser benchmark examples, potential donors, and prospective goals.

Discussion: Committee members discussed providing fundraiser information in the Library newsletter and having a visual representation of donation progress within the facility.

Trustee Turner stepped out from the meeting at 3:41 p.m.

Trustee Turner returned to the meeting at 3:42 p.m.

5. Committee schedule discussion

Chairwoman Sullivan asked Committee members if they were available on January 13th for a follow-up Committee meeting. Committee members agreed to meet on that date.

6. Adjourn

MOTION: Trustee Turner moved to adjourn the meeting. Trustee Wynn seconded.

Voice Vote - All Aye

The meeting adjourned at 3:44 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Advocacy & Outreach Committee on January 13, 2022.

Approved by

Liz Sullivan, Committee Chair