

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 24, 2023 at 7:00 pm at the Lisle Police Department, 5040 Lincoln Avenue, Lisle, Illinois.

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.

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 24, 2023 - 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 21, 2022 Board Meeting
 - b. Acknowledge Treasurer's Report, 12/31/22, Investment Activity Report, 12/31/22, Current Assets Report, 12/31/22, Revenue Report, 12/31/22, and Expense Report, 12/31/22
 - c. Authorize Payment of Bills, 01/24/23
5. Unfinished Business
 - a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
 - i. Approve renovation update to east men's restroom - Action Required
Approval of Change Order #27 to Camosy to replace the east men's restroom floor in the sum of \$19,373.00
 - ii. Approve update to east women's restroom - Action Required
Approval of Change Order #28 to Camosy to replace the east women's restroom floor in the sum of \$19,373.00
 - iii. Select monument sign design - Action Required
Selection of design for main monument and peripheral signage
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 FY2023/24 Working Budget
 - b. Approve Per Capita Grant - Action Required
Approval of the 2023 Illinois Public Library Per Capita and Equalization Aid Grant Application.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
December 21, 2022 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President
Karen Larson - Secretary
Liz Sullivan - Trustee
Lorna Turner - Trustee
Sara Wynn - Trustee

Absent:

Marjorie Bartelli - President
Jenny Norton - Treasurer

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:30 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 Wynn reviewed the November billings in December
- b. Trustee Sullivan and Trustee Turner will review the December billings in January

4. Consent Agenda - Action Required

- a. Approve Minutes of the November 16, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/22, Investment Activity Report, 11/30/22, Current Assets Report, 11/30/22, Revenue Report, 11/30/22, and Expense Report, 11/30/22
- c. Authorize Payment of Bills, 12/21/22

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

5. *And # 6 were combined: Unfinished Business and Capital Improvement Project.*

6. Capital Improvement Project

- a. Monthly Project Status Update - CCS Report including schedule and budget update

Mr. Rogers reported on updates that included demolition in Phase 2, interior framing, carry-over work from Phase 1, canopy paint, and asphalt work. He commented on construction scheduling and material delays and projected substantial project completion in February or early March.

Discussion: Vice President Swistak asked about the east restroom floor drain. Mr. Rogers described a two-foot piece of corroded pipe. Director Weinstein mentioned that the floor tile was replaced around 2007 and since that time she remembered a quick fix tile repair was made near the drain. Mr. Rogers stated that a scope camera would be used to assess the pipe's overall condition.

Secretary Larson asked about installation and access regarding the south entrance. Mr. Rogers explained the fabrication and installation of the stairs and entry doors. Trustee Sullivan asked about material delays. Mr. Rogers commented on the difficulties regarding supply chain.

Mr. Rogers mentioned upcoming activities including carry-over Phase 1 work and ongoing Phase 2 work. He stated that there were no major changes to the project cost summary and explained material testing costs.

Discussion: Trustee Sullivan asked about a change in the budget under Financing Costs. Mr. Rogers explained the original projection of \$15,000 and its reduction.

Mr. Rogers stated that bid alternates could wait until the end of the project and provided an update on change orders.

b. Monument Sign Award Recommendation - Action Required

Approval to award and enter into an agreement with Integrity Sign Company for Monument Sign Services, with Library Director as contract signatory, for a sum of \$8,700 for the base bid scope of services plus add alternate number 1.

MOTION: Trustee Sullivan moved to award and enter into an agreement with Integrity Sign Company for Monument Sign Services, with Library Director as contract signatory, for a sum of \$8,700 for the base bid scope of services plus add alternate number 1. Secretary Larson seconded.

Mr. Rogers stated four firms submitted on-time bids and that he held scope review calls with the two lowest bidding firms. He commented that both firms fabricate in-house, were committed to all of the scope of work being requested, and committed to a reasonable timetable. Mr. Rogers stated that he would like to bring a finalized design package for Board approval in January. He mentioned that it would take 6-8 weeks from permit approval to installation. Mr. Rogers talked about the production process and provided an overview of design aspects such as colors and lighting.

Discussion: Vice President Swistak asked for clarification regarding the images within the packet. Mr. Rogers provided clarification. Director Weinstein asked about Trustee input regarding the final design and color choices. Mr. Rogers suggested having initial meetings with Administration and then have a selection package prepared for Board approval.

Vice President Swistak asked Trustees for their opinions on the concepts. Trustee Wynn appreciated the size of one of the concepts and stated that it would be easier to see. Trustee Turner stated that she preferred concept two. Trustee Sullivan asked for clarification. Mr. Rogers described the add alternate mentions. Trustee Sullivan stated that she was agreeable to both concepts. Secretary Larson said she preferred concept two. Vice President Swistak stated that she preferred concept two. She mentioned that President Bartelli shared that she was in favor of concept two.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:30 p.m.

7. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan shared a donation program brochure from the Downers Grove Park District. Director Weinstein suggested scanning the brochure and sharing it with Trustees via email. Trustee Sullivan agreed.

8. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library implemented Multi-Factor Authentication (MFA) for email, financial accounts, security accounts, and IT accounts in accordance with requirements of the LLD's insurance carrier. Director Weinstein provided an update on meetings facilitated by the Village regarding the College of DuPage's upcoming Andy Warhol exhibit. She mentioned the meetings discussed a pop art challenge. The College of DuPage will provide a 4x4 window cling featuring four Lisle "celebrities." Director Weinstein stated that the Village was in favor of the Library hosting the window cling.

Discussion: Trustee Sullivan suggested an all-ages scavenger hunt as part of the exhibit activities. Director Weinstein stated she would bring the suggestion up at a future meeting.

Director Weinstein commented on air flow fluctuations in the Administrative Office and back of house areas. She mentioned that Board meeting dates for January and February were changed to Tuesday, January 24th and Tuesday, February 21st. Both changes will be publicized in the Daily Herald. Director Weinstein discussed the annual report in the packet which visually recaps the previous fiscal year.

Director Weinstein provided an overview of her goals for the remainder of the fiscal year. The goals included planning a successful grand opening, developing a marketing plan for the Library, launching a new website in 2023, and having the Library conduct its own Strategic Plan program instead of hiring a consultant.

Discussion: Secretary Larson agreed with Director Weinstein's goal list. Trustee Sullivan commented that she appreciated the goals as listed. Trustee Turner stated that she agreed with the goals and especially appreciated staff being involved in strategic planning. Trustee Wynn appreciated that staff would be involved with Trustees as stakeholders. Vice President Swistak agreed that the goals were very appropriate and thoughtful.

Vice President Swistak asked Trustees if they had any suggestions for Board-directed goals. Trustee Sullivan stated that she would like to see a goal regarding effective fundraising in conjunction with the Advocacy and Outreach Committee. Vice President Swistak asked if this goal was something she envisioned for the remaining 6 months of the current fiscal year or to be part of the next fiscal year. Trustee Sullivan commented that it would be more appropriate to get through the renovation and set fundraising goals next year. Trustee Sullivan asked Director Weinstein for input. Director Weinstein suggested creating an objective within a new Strategic Plan that focused on fundraising. The Board agreed with this suggestion. Trustee Sullivan spoke about idiosyncrasies when downloading audiobooks. Director Weinstein suggested that she and Trustee Sullivan discuss techniques for downloading after the meeting. Vice President Swistak asked for consensus regarding the Director's goals. The Board agreed on the goals as presented.

Assistant Director McQuillan stated that Monaco visited the LLD to assess the HVAC fluctuations in the back of house areas. She mentioned that they replaced an actuator, which regulates temperatures. Assistant

Director McQuillan stated that she attended a property insurance meeting with LIRA and Gallagher. She commented that the pricing for the next calendar year would hold steady due to the implementation of MFA, less claims, and a reduction in extreme losses.

9. New Business

a. Approve 2023 Holiday Closings - Action Required

MOTION: Trustee Sullivan moved to approve the Library holiday closing dates for the 2023 calendar year. Trustee Wynn seconded.

Director Weinstein provided an overview of the 2023 Holiday Closings.

Roll Call Vote - All Aye. The motion passed.

b. Acknowledge Annual Treasurer's Report

Vice President Swistak acknowledged the Annual Treasurer's Report. She stated that the report was a recap of disbursements and expenditures from the previous fiscal year as prepared by the LLD's outsourced financial team Sikich. Sikich prepares the report after the official audit.

10. Opportunity for Trustee comments (five minutes)

Trustee Turner stated that she hopes everyone stays safe and wished everyone a good holiday season. Trustee Sullivan stated her appreciation for the media posts in the packet. Secretary Larson thanked everyone for their hard work this year and wished everyone a safe holiday. Trustee Wynn wished everyone a safe holiday. Vice President Swistak stated that she was looking forward to continued progress on the renovation. She wished everyone a wonderful holiday season and happy new year.

11. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:59 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 24, 2023.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2022

	Cash Balance	Financial	Financial
Fund Name	12/31/22	Assets %	Assets %
		W/ Spec Res	W/O Spec Res
Corporate	4,298,479.68	53.79%	90.42%
IMRF	223,838.04	2.80%	4.71%
FICA	231,400.09	2.90%	4.87%
Subtotals	4,753,717.81	59.49%	100.00%
Special Reserve	3,238,364.99	40.51%	0.00%
	7,992,082.80	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,228.98	1,677.92	1,850.93	2,339.48	2,735.71	3,247.71							13,080.73
Ehlers	22.87	0.00	0.00	0.00	0.00	0.00							22.87
Ehlers-Inv interest #5707	13,731.25	0.00	0.00	0.00	0.00	0.00							13,731.25
Ehlers-Inv interest #8217	0.00	0.00	0.00	0.00	0.00	0.00							0.00
Ehlers-Inv interest Pershing	280.45	22,830.90	4,519.22	8,524.09	1,607.22	8,710.56							46,472.44
Fifth Third Bank	926.40	1,493.92	2,125.81	2,746.09	2,970.67	2,946.48							13,209.37
Lisle Savings	51.21	60.90	68.32	70.62	73.49	82.63							407.17
Lisle CD 2635	131.52	109.18	105.71	109.28	105.81	109.38							670.88
Lisle CD 2669	49.82	49.83	48.24	49.85	48.26	49.87							295.87
IL Funds	1,238.56	1,692.54	1,541.54	1,628.87	1,295.61	916.29							8,313.41
US Bank-9853	10.27	10.62	10.62	10.27	10.62	10.27							62.67
US Bank-9370	0.43	0.42	0.41	0.39	0.41	0.36							2.42
TOTALS	17,671.76	27,926.23	10,270.80	15,478.94	8,847.80	16,073.55	-	-	-	-	-	-	96,269.08
Interest - Special Reserve Only	9,072.08	13,730.81	4,530.98	7,572.81	4,311.03	7,029.02							46,246.73
Interest - No Special Reserve Reflected	8,599.68	14,195.42	5,739.82	7,906.13	4,536.77	9,044.53	-	-	-	-	-	-	50,022.35
TOTALS	17,671.76	27,926.23	10,270.80	15,478.94	8,847.80	16,073.55	-	-	-	-	-	-	96,269.08

INVESTMENTS													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	935,000.00	2,114,118.05	593,923.92	1,654,003.05	200,000.00	999,437.04							6,496,482.06
Investment Purchases	499,118.05	1,698,265.94	999,437.04	1,298,503.09	-	1,206,485.78							5,701,809.90
TOTALS	435,881.95	415,852.11	(405,513.12)	355,499.96	200,000.00	(207,048.74)	-	-	-	-	-	-	794,672.16

**CURRENT ASSETS
AT FAIR MARKET VALUE
December 31, 2022**

							Fair Market Value on 12/31/22		
Checking Accounts									
Fifth Third Operating Acct							\$105,937.84		
Fifth Third Financial Now acct				1.60%			\$3,250,884.93		
Fifth Third Financial-petty cash							\$410.96		
US Bank							\$26,174.99		
E commerce							\$47,164.48		
							\$3,430,573.20		
Money Markets									
Lisle Savings Bank							\$208,054.74		
IMET				2.33%			\$979,220.03		
The Illinois Funds				2.40%			\$120,804.41		
							\$1,308,079.18		
Ehlers Investments Pershing									\$23,361.38
Investments									
	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV		Due
Fixed Income									
Federal Natl Mtg Assn Benchmark	10/12/2022	498,000.00	99.646	2.38	2.38	499,270.67	\$497,576.70		1/19/2023
US Treasury Bill	10/12/2022	506,000.00	98.723	0.00	0.00	499,537.89	\$503,621.80		2/14/2023
Lisle Savings Bank	1/16/2019	225,325.93	100.000	2.72	2.72	225,325.93	\$234,919.84		2/16/2023
MUFG BK LTD N Y BRH Disc Coml Paper	12/8/2022	220,000.00	98.752	0.00	0.00	217,255.44	\$217,960.42		3/15/2023
US Treasury Note	12/21/2022	1,000,000.00	98.895	0.13	0.13	989,230.34	\$989,760.00		3/31/2023
US Treasury Bill	10/26/2022	306,000.00	97.939	0.00	0.00	299,694.53	\$302,009.76		4/20/2023
US Bank	9/15/2018	249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99		6/15/2023
Lisle Savings Bank	7/11/2018	218,374.39	100.000	2.50	2.50	218,374.39	\$234,220.53		7/11/2024
							\$3,230,069.04		
TOTAL CURRENT ASSETS							\$7,992,082.80		

Lisle Library District
For the Six Months Ending December 31, 2022
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	\$ 7,029.02	\$ 46,246.72	\$ 8,415.08	\$ 10,000.00	462.47
Interest Earned					
TOTAL INTEREST	7,029.02	46,246.72	8,415.08	10,000.00	462.47
70-04-4587-10	2,500.00	1,025,000.00	0.00	30,000.00	3,416.67
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	2,500.00	1,025,000.00	0.00	30,000.00	3,416.67
TOTAL REVENUES	9,529.02	1,071,246.72	8,415.08	40,000.00	2,678.12

Lisle Library District
For the Six Months Ending December 31, 2022
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 25,149.69	\$ 3,841,496.54	\$ 3,770,568.40	\$ 3,846,660.00	99.87
40-01-4414-00 Tax Levy - IMRF	524.13	80,058.98	81,829.38	80,166.00	99.87
45-01-4415-00 Tax Levy - FICA	1,118.15	170,792.50	170,249.73	171,022.00	99.87
TOTAL TAX LEVY	26,791.97	4,092,348.02	4,022,647.51	4,097,848.00	99.87
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	31,755.81	31,560.08	30,000.00	105.85
TOTAL TIF SURPLUS	0.00	31,755.81	31,560.08	30,000.00	105.85
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	3,939.01	25,916.90	14,804.07	18,000.00	143.98
40-01-4462-00 Personal Property Repl. Tax -	227.33	1,495.74	854.38	850.00	175.97
45-01-4463-00 Personal Property Repl. Tax -	35.72	235.00	134.23	150.00	156.67
TOTAL PERSONAL PROPERTY REP	4,202.06	27,647.64	15,792.68	19,000.00	145.51
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	8,086.77	45,101.35	15,588.88	10,000.00	451.01
40-02-4475-00 Interest Earned - IMRF	466.11	2,413.11	560.04	700.00	344.73
45-02-4476-00 Interest Earned - FICA	491.65	2,507.90	494.54	500.00	501.58
TOTAL INTEREST INCOME	9,044.53	50,022.36	16,643.46	11,200.00	446.63
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(1,088.92)	4,419.15	(22,157.54)	0.00	0.00
TOTAL UNREALIZED GAIN/LOSS O	(1,088.92)	4,419.15	(22,157.54)	0.00	0.00
DESK INCOME					
10-03-4531-00 Lost Books	38.16	578.77	711.39	1,000.00	57.88
10-03-4536-00 Non-Resident Fees	0.00	732.63	328.12	500.00	146.53
10-03-4540-00 Fines	0.00	(248.07)	184.08	500.00	(49.61)
TOTAL DESK INCOME	38.16	1,063.33	1,223.59	2,000.00	53.17
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	1,046.00	0.00	5,000.00	20.92
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00
10-04-4573-00 Copier Income	249.84	1,943.74	2,283.71	3,500.00	55.54

Lisle Library District
 For the Six Months Ending December 31, 2022
 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>
10-04-4583-00	0.00	44,664.48	42,043.40	42,000.00	106.34
10-04-4584-00	0.00	1,848.26	1,024,614.97	2,000.00	92.41
10-04-4585-00	174.00	1,464.50	3,881.00	8,000.00	18.31
10-05-4595-00	0.00	416.28	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	423.84	51,383.26	1,072,823.08	60,500.00	84.93
TOTAL REVENUES	\$ 39,411.64	\$ 4,258,639.57	\$ 5,138,532.86	\$ 4,220,548.00	100.90

Lisle Library District
For the Six Months Ending December 31, 2022
Expenses - Special Reserve Only

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE AND EQUIP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
RENOVATION COSTS					
70-65-5675-00 Renovation Project	259,105.00	2,737,666.54	372,313.22	5,200,000.00	52.65
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	<u>259,105.00</u>	<u>2,737,666.54</u>	<u>372,313.22</u>	<u>5,200,000.00</u>	<u>52.65</u>
TOTAL SPECIAL RESERVE EXPENS	<u>259,105.00</u>	<u>2,737,666.54</u>	<u>372,313.22</u>	<u>5,215,000.00</u>	<u>52.50</u>

Lisle Library District
For the Six Months Ending December 31, 2022
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 43,773.11	\$ 245,333.04	\$ 232,770.41	\$ 519,278.00	47.25
10-10-5603-20 Adult Services - Reg. Hours	40,043.06	235,118.95	249,181.28	539,621.00	43.57
10-10-5603-30 Youth Services - Reg. Hours	34,652.21	197,140.18	183,997.82	416,519.00	47.33
10-10-5603-50 Technical Services - Reg. Hour	20,320.60	115,070.86	126,022.04	347,451.00	33.12
10-10-5603-60 Circulation - Reg. Hours	37,123.46	211,035.70	222,429.03	477,131.00	44.23
Total Salaries	175,912.44	1,003,698.73	1,014,400.58	2,300,000.00	43.64
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,637.94	27,026.95	21,084.90	49,835.00	54.23
10-10-5621-20 Hosp. Ins. - Adult Serv.	4,888.06	35,760.24	42,863.70	101,330.00	35.29
10-10-5621-30 Hosp. Ins. - YS	3,941.92	23,474.04	22,559.27	50,890.00	46.13
10-10-5621-50 Hosp. Ins. - Tech	2,395.94	14,437.74	16,048.74	30,998.00	46.58
10-10-5621-60 Hosp. Ins. - Circ	3,711.17	23,819.74	22,932.05	58,516.00	40.71
10-10-5622-10 Dental Ins. - Admin.	199.97	1,218.17	1,109.88	2,431.00	50.11
10-10-5622-20 Dental Ins. - Adult Serv	251.89	2,130.35	2,699.90	6,229.00	34.20
10-10-5622-30 Dental Ins. - YS	63.70	976.06	1,484.83	3,136.00	31.12
10-10-5622-50 Dental Ins. - Tech	(38.90)	620.00	657.88	1,849.00	33.53
10-10-5622-60 Dental Ins. - Circ	197.25	861.39	1,197.23	4,786.00	18.00
Total Health and Dental Ins.	20,248.94	130,324.68	132,638.38	310,000.00	42.04
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	(1,726.13)	256.96	4,000.00	(43.15)
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	(1,726.13)	256.96	4,000.00	(43.15)
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,302.08	18,496.10	17,588.72	40,187.00	46.03
45-10-5625-20 FICA Expense - Adult Serv.	2,960.01	17,213.89	17,958.78	41,761.00	41.22
45-10-5625-30 FICA Expense - Youth Services	2,614.67	14,863.90	13,758.95	32,234.00	46.11
45-10-5625-50 FICA Expense - Tech Servs.	1,529.78	8,654.51	9,454.03	26,889.00	32.19
45-10-5625-60 FICA Expense - Circulation	2,642.94	14,937.72	16,326.45	36,929.00	40.45
Total FICA Expenses	13,049.48	74,166.12	75,086.93	178,000.00	41.67
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	2,033.41	11,382.26	15,717.54	19,090.00	59.62
40-10-5628-20 IMRF Expense - Adult Servs	1,966.14	11,469.04	17,966.16	22,261.00	51.52
3340-10-5628-30 IMRF Expense - Youth Services	1,567.68	8,872.46	12,431.70	15,123.00	58.67

Lisle Library District
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-50	997.75	5,650.01	9,086.13	9,869.00	57.25
40-10-5628-60	1,350.29	7,715.04	11,687.06	13,657.00	56.49
Total IMRF Expenses	7,915.27	45,088.81	66,888.59	80,000.00	56.36
Total EMPLOYEE COSTS	217,126.13	1,251,552.21	1,289,271.44	2,872,000.00	43.58
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	2,250.00	2,700.00	5,400.00	41.67
10-20-5651-00	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00	649.13	3,446.53	3,916.21	10,000.00	34.47
10-20-5653-00	1,192.19	2,676.93	3,317.09	10,000.00	26.77
10-20-5654-00	163.95	1,603.46	774.07	2,300.00	69.72
10-20-5655-00	1,971.00	17,201.70	22,507.79	50,000.00	34.40
10-20-5656-00	125.00	625.00	625.00	1,500.00	41.67
Total Utilities	4,551.27	29,613.62	35,650.16	81,010.00	36.56
Maintenance and Repairs					
10-20-5660-00	1,250.00	2,500.00	2,500.00	5,000.00	50.00
10-20-5661-00	2,764.10	14,676.60	15,616.60	49,500.00	29.65
10-20-5662-00	1,320.00	11,730.00	14,475.00	40,000.00	29.33
10-20-5663-00	1,845.25	5,775.23	3,813.17	10,000.00	57.75
10-20-5664-00	1,205.00	10,805.10	25,409.86	70,000.00	15.44
10-20-5665-00	284.52	1,680.84	1,913.15	4,000.00	42.02
Total Maintenance and Repairs	8,668.87	47,167.77	63,727.78	178,500.00	26.42
TOTAL BUILDING COSTS	13,220.14	76,781.39	99,377.94	259,510.00	29.59
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	17.45	1,627.10	2,162.89	5,500.00	29.58
10-25-5710-10	3,576.00	10,588.00	8,731.00	17,000.00	62.28
10-25-5711-00	1,379.68	5,237.60	3,591.16	8,800.00	59.52
10-25-5712-00	40.00	145.00	271.38	1,000.00	14.50
Total Postage and Printing	5,013.13	17,597.70	14,756.43	32,300.00	54.48
Supplies					
10-25-5713-00	563.10	3,345.13	2,500.11	5,500.00	60.82
10-25-5714-00	128.78	2,715.78	4,866.47	10,000.00	27.16
10-25-5715-00	0.00	898.00	751.37	1,900.00	47.26

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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5716-00	363.73	1,500.25	1,823.66	5,000.00	30.01
10-25-5717-00	2,347.29	14,368.55	13,466.37	43,000.00	33.42
10-25-5718-00	287.89	4,630.24	5,528.25	12,400.00	37.34
Total Supplies	3,690.79	27,457.95	28,936.23	77,800.00	35.29
Other Operating Costs	404.25	1,092.41	714.61	1,500.00	72.83
10-25-5719-00	0.00	108.33	87.50	200.00	54.17
10-25-5722-15	0.00	0.00	402.29	500.00	0.00
10-25-5723-00	277.88	2,431.19	2,163.48	6,000.00	40.52
10-25-5723-15	35.26	231.34	105.79	500.00	46.27
Total Other Operating Costs	717.39	3,863.27	3,473.67	8,700.00	44.41
TOTAL OPERATING EXPENSES	9,421.31	48,918.92	47,166.33	118,800.00	41.18
INSURANCE	0.00	2,100.00	2,100.00	2,100.00	100.00
10-30-5750-00	0.00	19,733.00	17,766.50	46,000.00	42.90
10-30-5751-00	0.00	0.00	64.00	225.00	0.00
10-30-5752-00	0.00	2,598.00	4,176.50	7,000.00	37.11
10-30-5754-00	0.00	24,431.00	24,107.00	55,325.00	44.16
TOTAL INSURANCE	0.00	24,431.00	24,107.00	55,325.00	44.16
CONTRACTUAL SERVICES	562.50	1,012.50	3,813.75	15,000.00	6.75
10-35-5760-00	0.00	139.15	143.20	700.00	19.88
10-35-5761-00	0.00	2,475.00	250.00	5,000.00	49.50
10-35-5762-00	23,589.45	81,692.64	44,273.87	95,000.00	85.99
10-35-5763-00	1,873.50	12,861.50	19,006.08	40,000.00	32.15
10-35-5764-10	425.92	2,611.72	3,043.40	7,500.00	34.82
10-35-5765-10	0.00	0.00	0.00	5,200.00	0.00
10-35-5769-00	2,000.00	9,175.00	8,900.00	9,200.00	99.73
10-35-5770-00	835.42	3,759.70	3,131.48	7,900.00	47.59
10-35-5771-00	29,286.79	113,727.21	82,561.78	185,500.00	61.31
TOTAL CONTRACTUAL SERVICES	29,286.79	113,727.21	82,561.78	185,500.00	61.31
PERSONNEL DEVELOPMENT	275.00	2,039.00	1,996.00	4,000.00	50.98
10-40-5783-00	42.82	75.45	0.00	2,400.00	3.14
10-40-5784-00	0.00	3,371.96	663.00	7,000.00	48.17
10-40-5785-00	0.00	74.99	142.88	4,500.00	1.67
10-40-5786-00	475.00	1,018.93	383.86	2,500.00	40.76
10-40-5787-00					

Lisle Library District
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10-40-5788-00	0.00	0.00	0.00	6,500.00	0.00
10-45-5786-70	0.00	150.00	230.00	525.00	28.57
10-45-5787-70	0.00	0.00	0.00	1,000.00	0.00
10-45-5788-70	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70	0.00	0.00	39.98	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMEN	792.82	6,730.33	3,455.72	30,425.00	22.12
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10	0.00	58,933.57	56,060.59	55,000.00	107.15
10-48-5803-10	15,603.60	22,884.56	4,484.13	50,000.00	45.77
10-48-5804-10	0.00	1,990.00	5,377.99	10,000.00	19.90
Total Major Equipment	15,603.60	83,808.13	65,922.71	115,000.00	72.88
Minor Equipment					
10-48-5823-10	0.00	748.86	0.00	700.00	106.98
10-48-5823-20	32.38	117.95	182.51	700.00	16.85
10-48-5823-30	28.17	28.17	0.00	700.00	4.02
10-48-5823-50	59.89	139.12	520.70	700.00	19.87
10-48-5823-60	0.00	0.00	0.00	700.00	0.00
Total Minor Equipment	120.44	1,034.10	703.21	3,500.00	29.55
Equip Maint/Repairs and Rentals					
10-48-5843-00	0.00	361.14	361.14	720.00	50.16
10-48-5845-00	561.79	4,582.84	8,463.55	20,280.00	22.60
10-48-5846-00	399.99	717.97	29.91	1,000.00	71.80
Total Equip Maint/Repairs and Rentals	961.78	5,661.95	8,854.60	22,000.00	25.74
TOTAL EQUIPMENT COSTS	16,685.82	90,504.18	75,480.52	140,500.00	64.42
LIBRARY MEDIA					
Books					
10-50-5863-20	228.00	3,053.80	2,512.02	8,000.00	38.17
10-50-5863-30	6,136.39	23,846.01	24,936.11	54,000.00	44.16
10-50-5863-50	0.00	0.00	0.00	0.00	0.00
10-50-5864-10	4,131.00	27,518.19	30,478.64	86,200.00	31.92
10-50-5865-10	5,323.89	26,568.44	31,394.18	74,500.00	35.66
10-50-5867-20	42.85	2,079.35	6,552.90	18,000.00	11.55
Total Books	15,862.13	83,065.79	95,873.85	240,700.00	34.51

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Databases					
10-50-5869-20	4,434.56	87,343.44	80,372.83	110,000.00	79.40
10-50-5872-10	0.00	4,035.65	4,260.41	10,000.00	40.36
10-50-5873-30	0.00	7,593.66	10,528.15	12,000.00	63.28
Total Databases	4,434.56	98,972.75	95,161.39	132,000.00	74.98
Audio-Visual Materials					
10-50-5890-30	3,204.99	7,053.01	8,463.10	15,000.00	47.02
10-50-5895-40	4,199.07	24,211.75	32,835.02	60,000.00	40.35
10-50-5899-20	9,506.48	52,190.79	51,358.35	105,000.00	49.71
Total Audio-Visual Materials	16,910.54	83,455.55	92,656.47	180,000.00	46.36
Periodicals/Doc Delivery					
10-50-5871-20	80.47	23,841.03	22,963.07	24,500.00	97.31
10-50-5900-20	191.45	20,587.71	22,893.23	37,500.00	54.90
10-50-5900-30	0.00	264.89	132.91	500.00	52.98
10-50-5900-80	0.00	2,927.97	2,115.97	3,000.00	97.60
Total Periodicals/Doc Delivery	271.92	47,621.60	48,105.18	65,500.00	72.70
TOTAL LIBRARY MEDIA	37,479.15	313,115.69	331,796.89	618,200.00	50.65
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	907.88	5,488.38	7,191.29	13,000.00	42.22
10-60-5931-30	839.53	6,030.40	5,448.23	12,000.00	50.25
10-60-5931-40	196.78	567.24	423.44	2,000.00	28.36
10-60-5931-50	458.42	1,681.30	615.11	5,500.00	30.57
Total Programs	2,402.61	13,767.32	13,678.07	32,500.00	42.36
Readers Services					
10-60-5940-10	0.00	139.98	184.68	2,000.00	7.00
10-60-5940-30	0.00	1,843.14	378.68	5,500.00	33.51
Total Readers Services	0.00	1,983.12	563.36	7,500.00	26.44
TOTAL PROGRAMS AND READERS	2,402.61	15,750.44	14,241.43	40,000.00	39.38
RESTRICTED USAGE EXPENSES					
10-80-5980-80	1,150.00	1,150.00	0.00	16,000.00	7.19

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10-80-5981-80	2,544.10	17,483.85	23,502.16	42,000.00	41.63
10-80-5982-80	0.00	13,250.00	0.00	31,000.00	42.74
10-80-5983-80	0.00	35,000.00	0.00	36,000.00	97.22
TOTAL RESTRICTED USAGE EXPEN	3,694.10	66,883.85	23,502.16	125,000.00	53.51
CONTINGENCY					
10-90-5999-00	0.00	0.00	13,671.14	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	13,671.14	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	330,108.87	2,008,395.22	2,004,632.35	4,470,260.00	44.93
OPERATING TRANSFERS OUT					
10-80-5984-80	2,500.00	1,025,000.00	0.00	30,000.00	3,416.67
Transfer to Special Reserve					
TOTAL OPERATING TRANSFERS O	2,500.00	1,025,000.00	0.00	30,000.00	3,416.67
TOTAL ALL EXPENSES	332,608.87	3,033,395.22	2,004,632.35	4,500,260.00	67.40

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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	331622	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Allegra	38367	Window Envelopes Allegra	10-25-5712-00 10-00-2610-00	Printing Accounts Payable	153.69	153.69
Amazon	010123	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	91.82	
			10-50-5865-10	Books - Adult/Teen Ficti	53.79	
			10-60-5931-10	Programs - Adult Service	125.42	
			10-50-5863-30	Books - Youth Serv	39.97	
			10-50-5890-30	A-V Mats - Youth Serv	22.78	
			10-60-5931-30	Programs - Youth	432.17	
			10-25-5713-00	Office Supplies	88.30	
			10-20-5663-00	Maint/Repairs-Genl repai	94.79	
			10-48-5846-00	Equip Maint/Repr-NonCo	224.92	
			10-25-5718-00	Computer Supplies	52.98	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,226.94
Amazon	010923	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	258.40	
			10-50-5895-40	A-V Mats - Adult Serv	82.96	
			10-50-5863-30	Books - Youth Serv	52.52	
			10-60-5931-30	Programs - Youth	80.34	
			10-25-5716-00	Kitchen Supplies	55.13	
			10-25-5713-00	Office Supplies	69.40	
			10-48-5846-00	Equip Maint/Repr-NonCo	26.98	
			10-25-5714-00	Circ. Material Supplies	54.30	
			10-48-5823-60	Minor Equip - Circ	146.00	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		826.03
Anderson	30759107	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)	123122	Continuations & Processing Baker & Taylor (C5223353)	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies Accounts Payable	59.14 4.77	63.91
B&T (C5223433)	123122	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies Accounts Payable	177.90 14.31	192.21
B&T (L0334152)	123122	Circ & Processing Baker & Taylor (L0334152)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	3,133.74 155.37	3,289.11
B&T (L3965522)	123122	Unprocessed Baker & Taylor (L3965522)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	64.16	64.16

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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
B&T (L4171582)	123122	Audio Books & Processing Baker & Taylor (L4171582)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	144.67 23.94	168.61
B&T (L4342812)	123122	Books - YS Baker & Taylor (L4342812)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	12.20	12.20
B&T (L5425632)	123122	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	3.00 1.59	4.59
B&T (L5443202)	123122	Books - Fiction Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	37.17	37.17
Bear Landscape	11698	Snow Contract #2 of 5 Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	4,980.00	4,980.00
ComEd	122722	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,489.14	3,489.14
Compact Disc Sourc	80643	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	96.24	96.24
Compact Disc Sourc	80644	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	262.27	262.27
Construction Field	1993	Materials Testing Construction Field Services	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	1,079.85	1,079.85
Culligan of Wheaton	123122	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	115.95	115.95
Current Technolog	730310	Network Monitoring Nov. 2022 Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	285.00	285.00
Current Technolog	730508	Network Monitoring Dec. 2022 Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	285.00	285.00
Current Technolog	730716	Network Monitoring Jan. 2023 Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	285.00	285.00

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Dell	10637303055	1 New Graphics PC Dell Marketing LLP	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	1,733.35	1,733.35
Dell	10637895141	12 New Staff PCs Dell Marketing LLP	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	13,706.88	13,706.88
Dell	10642797405	Warranty Extension LLD App Server Dell Marketing LLP	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	741.35	741.35
Dell	10643748411	Server Bezel & Rails Dell Marketing LLP	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	82.40	82.40
Demco	7240626	Supplies Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	184.81	184.81
Eco Clean	11319	Cleaning Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,607.00	2,607.00
Ehlers Investment	123122	Investment Consulting Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	429.20	429.20
ELM USA	54267	Supplies for Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	516.99	516.99
Fifth Third Bank	010823	Phone, AV Materials, Programs	10-20-5652-00	Utilities - Phone	672.13	
			10-25-5710-00	Postage and Shipping	25.21	
			10-40-5783-00	Dues - Staff	110.00	
			10-50-5895-40	A-V Mats - Adult Serv	250.79	
			10-50-5900-20	Periodicals - Adult Serv	9.99	
			10-60-5931-10	Programs - Adult Service	46.67	
			10-60-5931-30	Programs - Youth	113.03	
			10-60-5931-40	Online Marketing	79.22	
			10-60-5931-50	Community Relations	80.00	
			10-00-2610-00	Accounts Payable		1,387.04
Garvey's	PINV2365063	Circ Services Supplies Garvey's Office Products	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	36.90	36.90
Groot	9955416T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	270.62	270.62
Gugala, Valerie	121223	Program: Victorian Wedding Traditions Valerie Gugala	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	200.00	200.00

**Lisle Library District
Accounts Payable - January 24, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Hallett Movers	64599	Phase 2 Moving Hallett Movers	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	76,000.00	76,000.00
Heritage Technology	233398	Plenum Cable for Camera Locations Heritage Technology Solutions	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	6,852.53	6,852.53
Home Depot	1916 51 26834	Misc. Equipment Home Depot Credit Services	10-48-5846-00 10-00-2610-00	Equip Maint/Repr-NonCo Accounts Payable	31.89	31.89
HR Source	17258	Staff Training HR Source	10-40-5787-00 10-00-2610-00	Staff Development Accounts Payable	825.00	825.00
Illinois Library	233758	Annual Dues - Baxter Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	233827	Annual Dues - Hopkins Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	233879	Annual Dues - Demas Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	233926	Annual Dues - McMahon Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	75.00	75.00
Illinois Library	233958	Annual Dues - Moe Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	234016	Annual Dues - Spicher Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Impact	2845879	Paper Impact Network, LLC	10-25-5715-00 10-00-2610-00	Copier Supplies Accounts Payable	349.00	349.00
Ingram	0110123	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-50-5895-40 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv A-V Matis - Adult Serv Processing Supplies Accounts Payable	2,912.10 780.53 2,624.14 178.67 1,015.77	7,511.21
JanWay Company	141892	Non-Woven Tote Bags JanWay Company USA	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	1,110.65	1,110.65
Johnson Controls	38250752	Security Monitoring Johnson Controls Security Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	603.63	603.63

**Lisle Library District
Accounts Payable - January 24, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Kanopy	329778-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	241.00	241.00
Konica Minolta Busin	284553067	C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	179.21	179.21
Konica Minolta Busin	9009083193	C227 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	82.66	82.66
Konica Minolta Premi	491833505	C227 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
LIMRICC PHIP Heat	010623	January Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,822.62 8,237.94 4,845.47 2,980.38 8,528.64	30,415.05
LIMRICC UCGA	011623	4th Quarter Unemployment LIMRICC UCGA	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	121.25	121.25
LIRA	123122	2022 - 2023 Property Insurance Libraries of IL Risk Agency	10-30-5751-00 10-00-2610-00	Property Damage (All-Pe Accounts Payable	39,544.10	39,544.10
Lisle Savings	5097-2023	Box 5097 Rental Lisle Savings Bank	10-25-5722-15 10-00-2610-00	Safety Deposit Box Rent Accounts Payable	50.00	50.00
Midwest Tape	503174340	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	3,868.11	3,868.11
Midwest Tape 7288	123122	DVDs, Blu-Rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mails - Adult Serv Processing Supplies Accounts Payable	1,335.95 385.62	1,721.57
Monaco	12433439	Parts Repair Monaco Mechanical Services, Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	480.00	480.00
NICOR	123022	Usage NICOR	10-20-5653-00 10-00-2610-00	Utilities - Gas Accounts Payable	2,246.13	2,246.13

**Lisle Library District
Accounts Payable - January 24, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
OCLC	1000281596	Capira Mobile - 1 Year OCLC Inc	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	4,085.26	4,085.26
OverDrive	22454455	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,013.40	2,013.40
OverDrive	22461221	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	990.02	990.02
OverDrive	23004042	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1,998.33	1,998.33
OverDrive	23008247	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	75.00	75.00
OverDrive	H-0085374	Consortium Fee OverDrive, Inc.	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	3,000.00	3,000.00
Penworthy	0586821-IN	Stay Sharp Kits The Penworthy Company	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	299.90	299.90
Peregrine	62294	Legal Services Peregrine, Stime, Newman, Ritzman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	450.00	450.00
Procter, Justin	010523	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	6.68	6.68
Risk Program Admin	4527688	2022 - 2023 Worker's Comp Policy Risk Program Administrators	10-30-5754-00 10-00-2610-00	Workers Comp Insuranc Accounts Payable	4,386.00	4,386.00
Robbins Schwartz	937855	Legal Services Robbins Schwartz	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	56.25	56.25
Romenesko, Callie	122122	Reimburse Mileage Callie Romenesko	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	6.25	6.25
Savage, Will	011623	Rebecca Caudill Selection Will Savage	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	20.00	20.00
Sheehan, Nagle	4440.01.19	Architect Services Sheehan, Nagle, Hartray Architects	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	12,089.10	12,089.10
Sidecar	INV-3014	Gimlet Sidecar Publications LLC	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	348.00	348.00

**Lisle Library District
Accounts Payable - January 24, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Stephens Plumbing	252045	Water Heater Moved Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	219.00	219.00
Strauss Tax Service	012423	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
Suburban Life Media	290778-030223	Annual Subscription thru 030124 Suburban Life Media	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	78.00	78.00
Toshiba	5934170	Toshiba Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	129.68	129.68
Unique	6108119	Dec. 2022 Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	126.50	126.50
University of IL Pre	3511081-23	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	9923375458	Cellphone, Hotspots & Phone Line	10-20-5656-00	Verizon	125.00	
		Verizon	10-50-5895-40 10-20-5652-00 10-00-2610-00	A-V Matis - Adult Serv Utilities - Phone Accounts Payable	167.23 52.20	344.43
Village of Lisle	E-23	Annual Elevator Certification Village of Lisle	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	100.00	100.00
Warehouse Direct	5414320-0	Janitorial Supplies Warehouse Direct	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	132.65	132.65
					243,129.56	243,129.56

PRIOR MONTHS BILLS PAID BETWEEN December 2022 AND January 2023

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 12/15/2022	63626.85
HSA	IL Child Support	175.00
HSA	IL Dept. of Revenue	4051.93
Auto W/D	Howard Simon & Associates	790.70
HSA	EFTPS/Electronic Tax Payment 12/15/2022	21633.34
	Fed Tax \$8324.15	
	FICA W/H \$6654.55	
	FICA Lib \$6654.64	
HSA	Salaries 12/30/2022	61217.60
HSA	IL Child Support	175.00
HSA	IL Dept. of Revenue	3890.28
Auto W/D	Howard Simon & Associates	44.72
HSA	EFTPS/Electronic Tax Payment 12/30/2022	20751.47
	Fed Tax \$7961.71	
	FICA W/H \$6394.92	
	FICA Lib \$6394.84	
Wired	IMRF	15798.23
	IMRF W/H \$7882.98	
	IMRF Lib. \$7915.25	
	Sub Total	192155.12
Check #	Vendor	Amount
6685	Amazon	3,613.95
6686	Bear Landscape	240.00
6687	Case Lots Inc.	889.30
6688	Delta Dental - Risk	2,051.67
6689	John Ferrari	15.01
6690	Fifth Third Bank	3,299.66
6691	Garvey's Office Products	10.50
6692	IHLS - OCLC	40.52
6693	Johnson Controls Security Solutions	265.19
6694	Chris Knight	15.38
6695	Yolanda Kocemba	114.00
6696	NCPERS Group Life Ins	48.00
6697	Outsource Solutions	1,520.00
6698	Paddock Publications	42.00

6699	The Penworthy Company	Books - YS	2,053.38
6700	Sikich LLP	Accounting Services	1,873.50
6701	Staples Advantage	Misc. Kitchen, Office & Processing Supplies	339.49
6702	Village of Lisle	Monthly Internet Service	450.00
6703	Village of Lisle		55.58
		Sub Total	\$ 16,937.13
		TOTAL	\$ 209,092.25
Wire Transfer	Camosy Incorporated	Construction Draw #9 - 12/22/2022	\$ 259,105.00

Monthly Circulation Report - December 2022

	Checkouts	Renewals	Dec-22 TOTALS	YTD FY 21/22	YTD FY 22/23	YTD % Change
Adult Non-Print	2,056	2,184	4,240	34,502	24,749	-28.27%
Adult Print	3,132	2,205	5,337	52,854	37,925	-28.25%
Adult Total	5,188	4,389	9,577	87,356	62,674	-28.25%
YS Non-Print	420	674	1,094	10,489	7,305	-30.36%
YS Print	5,149	4,643	9,792	83,858	70,482	-15.95%
Total YS	5,569	5,317	10,886	94,347	77,787	-17.55%
Digital Media						
Overdrive	4,038		4,038	20,629	23,957	16.13%
hoopla	1,922		1,922	11,157	10,100	-9.47%
Overdrive Magazines	193		193	632	873	38.13%
PressReader	760		760	1,758	2,887	64.22%
Kanopy	175		175	1,389	1,196	-13.89%
Total Digital	7,088	0	7,088	35,565	39,013	9.69%
Subtotal Print + Non-Print/Digital	17,845	9,706	27,551	217,268	179,474	-17.40%
Computer/Tech Sessions Logins	654		654	6,008	4,438	-26.13%
Database Usage/Unique Logins	3,488		3,488	22,066	21,776	-1.31%
Wireless Use	290		290	2,873	1,788	-37.77%
ScannX sessions/jobs	132		132	3,839	832	-78.33%
Museum Adventure Passes	26		26	185	240	29.73%
Total IT/Resource Sessions	4,590	0	4,590	34,971	29,074	-16.86%
Total Circulation	22,435	9,706	32,141	252,239	208,548	-17.32%
Literacy Software Usage Hours			0	0	0	--
Borrower Information	Dec. 2022 Total	YTD 21/22	YTD 22/23	YTD % Change		
New Library Cards Added	118	723	779	7.75%		
Monthly Borrowers	2,078	14,998	13,405	-10.62%		
Total # Registered Borrowers	8,277	7,820	8,277	5.84%		
InterLibrary Loans						
Materials Sent	0	501	0	-100.00%		
Materials Received	394	1,731	2,267	30.96%		
Polaris/Catalog Holds						
Holds Placed	2,270	19,172	16,744	-12.66%		
Holds Checked Out	1,748	16,091	13,057	-18.86%		

Lisle Library District - Program and Service Statistics - December 2022

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY21/22	YTD FY22/23	% Change
Staff Facilitated Programs			14	26	5	2	47	776	344	-55.67%
Attendees			66	437	8	13	524	5,429	3,973	-26.82%
Computer/Technology Programs			2	0			2	15	24	60.00%
Attendees			2	0			2	39	47	20.51%
Performer/Speaker/Author			2	0			2	17	15	-11.76%
Attendees			55	0			55	241	263	9.13%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	11	0	-100.00%
Attendees		0					0	1,811	0	-100.00%
Total Number of Programs		0	18	26	5	2	51	819	383	-53.24%
Total Patrons Served by Programming		0	123	437	8	13	581	7,520	4,283	-43.05%
Reference Questions			1,484	1,172	1,199		3,855	25,986	22,797	-12.27%
Volunteer Hours			5.00	0.00			5.00	41.50	32.50	-21.69%
Notary Service		23					23	110	126	14.55%
Outreach Service Statistics										
Outreach Visits			0	7	0		7	19	49	157.89%
Patrons Served by Outreach Visits			0	1,032	0		1,032	663	3,228	386.88%
Home Delivery Dates			2				2	13	13	0.00%
Patrons Served via Home Delivery			88				88	528	560	6.06%
Total Outreach Programs			2	7	0		9	32	62	93.75%
Total Patrons Served with Outreach Services			88	1,032	0		1,120	1,191	3,788	218.05%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						0	0	--
Number of Outside Groups Using Meeting Space		0						60	0	-100.00%
Patrons Entering Building		5,933						52,947	46,711	-11.78%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		622						8,081	5,644	-30.16%
Twitter Followers		1,012						850	1,012	19.06%
Instagram Likes		651						5,051	3,691	-26.93%
Flickr Views		5,385						36,557	48,204	31.86%
YouTube Views		4,082						33,015	36,933	11.87%
Total LLD App Downloads		558						452	558	23.45%
Total LLD App Sessions		2,103						11,482	11,460	-0.19%



A. Progress Update (since the last Board Meeting on 12/21/2022)

- Carry over Phase 1 work (balance of unfinished work) is progressing:
 - Final interior Doors arrived and are in the process of being installed
 - HVAC system modifications are being scheduled
- Phase 2 Construction is progressing.
 - Interior framing is ongoing.
 - Window replacement is 90% complete
 - Electrical and HVAC rough-in is ongoing and near complete in walls.
 - North Canopy siding work is substantially complete and the South side is in progress.
 - Outdoor program area concrete work is complete.
 - Men's east restroom inspection complete.
 - Pick up window canopy and framing is substantially complete
 - Handrails are installed – but are being reviewed for acceptance



- Due to winter conditions select work will be required to complete once the winter weather has passed. (No Update)
 - Final paint coating on the entrance canopy cedar siding
- Final asphalt infill around the outdoor program area on the east side of the building (asphalt plants closed for the season)



B. Project Schedule Summary – Schedule Risk

Camosy has provided a project schedule update with the following milestone dates:

- Phase 2 Substantial Completion 3/22/2023
- Punchlist and Transitional Work* 3/22/2023 – 4/11/2023
- Tentative Final Completion 4/11/2023
- **Grand Opening Target Mid April**

*Includes the transitional work required to finish the YS play area and teen room

Note: The final completion sequence of events including the final move, furniture installation and transitional work is currently under review.

Master Project Schedule - Executive Summary	Months															
	# of working months:	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	month	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23
Permitting																
Contractor Procurement																
Construction Phase																
Pre-Construction / Mobilization																
Phase 1 Construction - West Side of Building <i>(including new entrances & sitework)</i>																
Phase 2 Construction - East Side of Building																
Project Close-Out and Final Move-In																

Schedule Impacts have included:

- Phase 1 Found Conditions (+/- 1 month impact noted in July Board Report)
- Material Availability & North Entry Canopy Structural Steel (+/- ½ to 1 month impact noted in September Board Report)
- Phase 2 Found Conditions (+/- ½ to 1 month impact noted in December Board Report)

C. Upcoming Activities

- Pending Board approval – the site signage package will be submitted to the Village for permitting
- Construction is ongoing:
 - Phase 1 carry over work including:
 - N. & S. Entrance canopy finish work
 - Main entry door installation – timing of this installation is being coordinated
 - Final interior glass installation
 - Phase 2 work including:
 - Drywall installation will start in the next 1 – 2 weeks
 - Mechanical, electrical and plumbing rough-in work (M/E/P) will continue
 - Stair install is anticipated to start next week
 - Elevator install will start late January



January Board Report (1/20/2023)

D. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Current Phase Budget (a)	Anticipated Cost Update (thru 1/19/2023)		Committed to Date (thru 1/19/2023)	
		\$	Change from Budget (b)	Contracted (f)	Expenditures (g)
E-100: Land Cost					
E-100.1 Land Cost	\$0	\$0	\$0	\$0	\$0
E-100: 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	\$5,659,999	-\$9,201	\$5,506,218	\$3,732,810 #1
E-200.2 Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$36,770
E-200.3 Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4 Permitting and Zoning Fees	\$60,782	\$13,500	-\$48,282	\$2,520	\$0 #10
E-200: Building Costs Total	\$5,729,982	\$5,711,519	-\$18,463	\$5,548,217	\$3,769,580
E-300: Soft Costs					
E-300.1 Professional Service Costs	\$924,810	\$912,502	-\$12,307	\$876,511	\$785,833 #2
E-300.2 Fixtures, Furnishing & Equipment	\$340,000	\$507,563	\$167,563	\$818,510	\$608,600 #3
E-300.3 Other Owner Soft Costs	\$0	\$335	\$335	\$335	\$335
E-300: Soft Costs Total	\$1,264,810	\$1,420,401	\$155,591	\$1,696,396	\$1,394,778
E-400: Contingency					
E-400.1 Owner Contingency	\$190,208	\$168,081	-\$22,127	\$0	\$0 #4
E-400: Contingency Total	\$190,208	\$168,081	-\$22,127	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,243,183	\$5,194,470

Variance \$ from Budget (Miles Mew Only):

- #1 Reallocation from Soft Cost Reductions (#2 & #3 below)
- #2 Acquisition Cost Decreases (due to unused Budget Allowances for Environmental and Remediation Costs)
- #3 Acquisition Cost Decreases due to Unused Budget Allowances for Interior Signage (brought from GC in base work) and Misc. Equipment
- #4 Reduction in Soft Cost (change Order #35 - mechanical revisions to address issues with functionality and balancing on Westside existing equipment)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #10	\$ 242,878.00
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	121082-12312022	\$ 7,700.00
SNHA	444.01.19	\$ 12,089.10
Construction Field Services	1993	\$ 1,079.85
E-300.2: Fixtures, Furnishing & Equipment		
Hallett & Sons	64599	\$ 76,000.00
Grand Total		\$ 339,746.95



E. Open Bid Alternate Discussion –

Following is a list of bid alternates that are still open.

Alternate	Cost @ Bid	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.

F. Change Order Update

Following is a list of Construction (Camosy - General Contractor) change orders. Changes from last month are noted in **RED** text.

Change Order Log Summary

Approved Change Orders:	\$ 207,509.55
Recommended for Board Approval:	\$ 38,746.00 (COR #27 and #28)
Pending Change Orders:	\$ 22,955.00
Total:	\$ 269,210.55

Updated Change Order Log

Change Order	Current Cost	Notes
COR #1 thru #26 & #29 thru #31 & #34 – From previous Board Meetings	\$ 186,727.36	Approved as recorded in past Board meetings
COR #27 – East Men’s Restroom Floor Tile Replacement	\$ 19,373.00	Board Approval Recommended – Full floor tile replacement
COR #28 – East Women’s Restroom Floor Tile Replacement	\$ 19,373.00	Board Approval Recommended – Full floor tile replacement
COR #33r – AV coordination credit	(\$ 1,457.00)	Approved
COR #35r – West side (Phase 1) mechanical revisions to address issues with functionality and balancing	\$ 9,536.19	Approved – scope confirmed and cost reduced prior to approval
COR #36 - Phase 2 Found Conditions Electrical work	\$ 1,951.00	Approved – work required to proceed
COR #37 – Phase 2 Found Conditions – Modified Wall Scope	\$ 17,528.00	Under Review – May be approved ahead of the Board meeting due to schedule impact
COR #38 - Phase 2 Found Conditions Modified Ceiling Scope	\$ 10,752.00	Approved – work required to proceed, cost for ceiling & sprinkler pipe work
COR #39 – Repairs to Uncovered Existing Site Lighting Conduit	\$ 3,505.00	Under Review
COR #40R – Relocate conflict between existing equipment and firewall	\$ 1,922.00	Under Review



January Board Report (1/20/2023)

G. East Restroom(s) Tile Replacement Discussion

The original scope of the project did not include work in the east (meeting room level) restrooms. During the development of the project a cracks in the floor tile of the men’s restroom were observed around a floor drain. It was agreed upon to further investigate the issue with the General Contractor.



The tile was removed and the existing drain piping below the existing concrete slab was exposed. The drain pipe has a ‘trap’ about 2 to 3 feet below the slab. In the men’s restroom the pipe from the floor drain to the trap had completely deteriorated. The failed piping had expanded and was the cause of the floor tile cracks.

The plumbing contractor has scoped and jetted the length of drain piping from the east side mechanical room thru the restrooms. No additional completely failed piping or blockages were found. The failed men’s restroom pipe and drain trap will be replaced and tracked on T&M (time and material cost).

Due to the hole in the men’s restroom floor pricing was requested to replace the floor tile in the men’s restroom. It is recommended to replace the floor tile throughout the restroom (instead of only patching the area of the hole) because an exact match to the existing floor tile cannot be found and the toilet partitions are currently removed. It will be most cost effective and least disruptive for the LLD to do this work now.

Furthermore, based on the condition of the men’s floor drain and potential floor replacement, a cost to replace the women’s restroom floor was requested for consideration to complete both restrooms at the same time.

Accordingly, the contractors have provided two change orders for Board consideration:

COR #27 – East Men’s Restroom Floor Tile Replacement	\$ 19,373.00 – Cost to be paid for from renovation project contingency	Board Approval Recommended – Full floor tile replacement
COR #28 – East Women’s Restroom Floor Tile Replacement	\$ 19,373.00 – Cost to be paid for from LLD operating budget	Board Approval Recommended – Full floor tile replacement

Sample Tile to be provided at the Board meeting for consideration. Images of existing finishes below for reference.



Men’s Restroom Existing Finishes



Women’s Restroom Existing Finishes



January Board Report (1/20/2023)

H. East Men’s Restroom Change Order Approval – Action Item

Board Approval is Recommended for one change order as follows:

- Change Order #27 in a sum of \$19,373.00 (attached exhibit A)
 - For replacing the men’s restroom floor tile
 - Cost to be paid for from **renovation project contingency**

Potential Board Action is as follows:

Approval of Change Order #27 to Camosy to replace the east men’s restroom floor in the sum of \$19,373.00.

I. East Women’s Restroom Change Order Approval – Action Item

Board Approval is Recommended for one change order as follows:

- Change Order #28 in a sum of \$19,373.00 (attached exhibit B)
 - For replacing the men’s restroom floor tile
 - Cost to be paid for from **LLD operating budget**

Potential Board Action is as follows:

Approval of Change Order #28 to Camosy to replace the east women’s restroom floor in the sum of \$19,373.00.

J. Monument Sign Design Selection – Discussion

Following the December Board approval to proceed with the monument sign Integrity has prepared design options for Board consideration in finalizing the exterior signage for submittal to the Village. The recommended location of the sign is to place the west ‘post’ at the location of the existing sign light. A reference image is below.



The following is attached for Board discussion:

- Exhibit C – Four Main Monument Sign Options (one of the options 1, 2, 3 and 4 to be selected)
- Exhibit D – Supplemental Exterior Signage Options (for reference)

K. Monument Sign Design Selection – Action Item

Board Approval is requested for one main monument sign option.

Potential Board Action is as follows:

Approval to proceed with Main Monument Sign option ____.



43451 N. US Highway 41
 Zion, IL 60099
 (Phone) 847-395-6800
 (Fax) 847-395-6891

Changes Order Request		NO. 28
PROJECT: Lisle Library Addition & Rehabilitation WCPR NO.: 28	DATE QUOTED: 10/24/2022	PROJECT NO.: 2153 ARCH. PRO. NO.: LLD DAYS ALLOWED FOR APPROVAL: 5 EXPIRATION DATE: 10/29/2022 REQUESTED EXT. OF TIME IN DAYS: 0
TO: Tatiana Weinstein, Library Director Lisle Library District 777 Front Street Lisle, IL 60532		

DESCRIPTION:
 Remove existing toilet partitions, ceramic floor, base, install new ceramic floor and base, reinstall existing toilet partitions for the east existing bathroom.

Note: No plumbing work is included.

SUBCONTRACTORS/VENDORS	SUB/VENDOR WORK DESCRIPTION	AMOUNT:
Johnson Flooring	Flooring	\$8,629.00
Camosy self-performed work (breakdown attached)		\$9,632.00

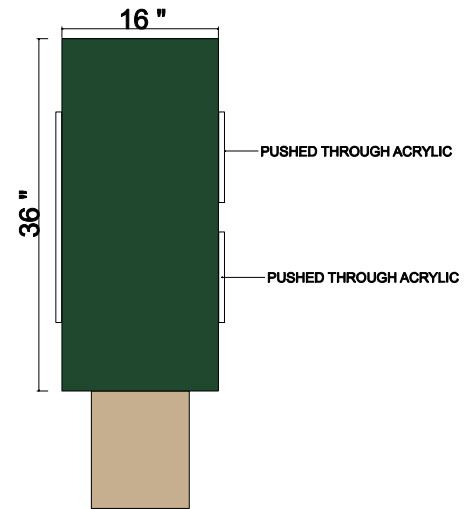
APPROVAL:	SUBTOTAL	\$18,261.00
ARCH: _____ DATE: _____ OWNER: _____ DATE: _____ CAMOSY CONSTRUCTION BY: Tim Drewry, AIC, CPC, Vice President - Construction Services	Overhead 4.0% <u>\$730.00</u> SUBTOTAL: \$18,991.00 Insurance 1.0% <u>\$190.00</u> SUBTOTAL: \$19,181.00 Bond 1.0% <u>\$192.00</u>	TOTAL COP AMOUNT: \$19,373.00



EXISTING



FRONT AND BACK VIEW



SIDE VIEW

INTEGRITY SIGN
 18770-A S. 88th Ave. Mokena, IL 60448
 708-478-2700 office / 708-478-5074 fax

Project: \\Com4\integrity sign2\LISLE LIBRARY DISTRICT

Address:

Date: 1/13/2023

Drawn By: JS

Approved By:

Job Name: LISLE LIBRARY MONUMENT SIGN.is

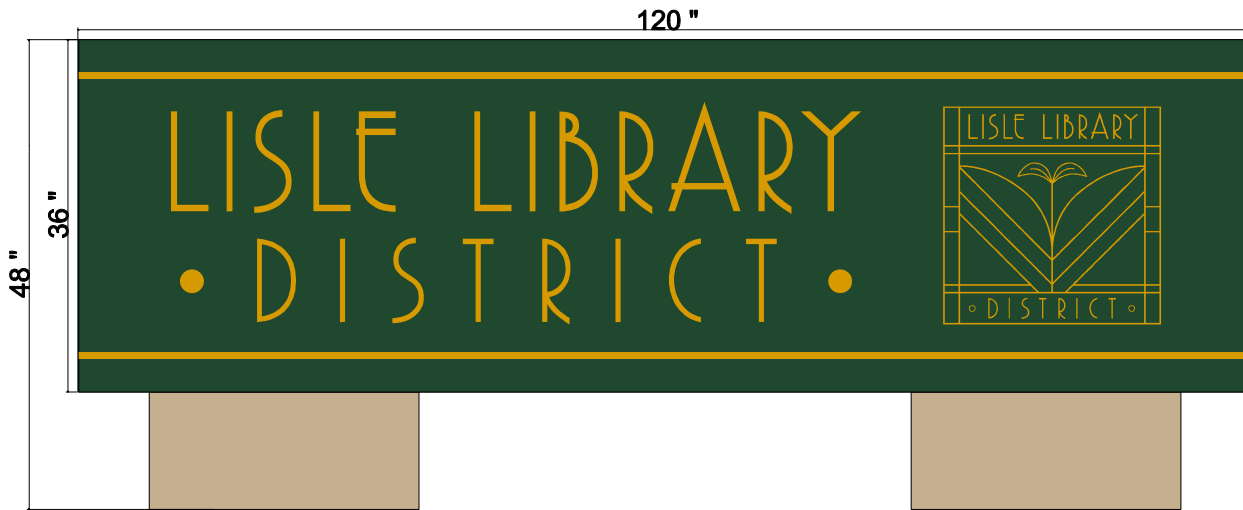
Salesperson:

Date:

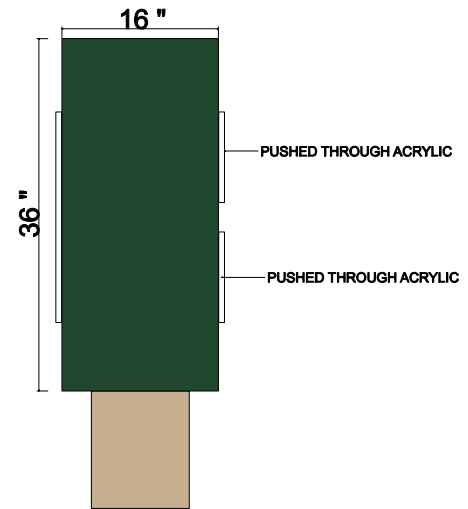
These drawings are the exclusive property of Integrity Sign Company. Any use other than that intended is not allowed without the express written authorization of Integrity Sign Company. Ideas contained herein are considered intellectual property and are protected under law. © Integrity Sign Company. The prices, specifications and conditions as described are satisfactory and hereby accepted. Integrity Sign Company is authorized to do the work as specified.



EXISTING



FRONT AND BACK VIEW



SIDE VIEW

INTEGRITY SIGN
 18770-A S. 88th Ave. Mokena, IL 60448
 708-478-2700 office / 708-478-5074 fax

Project: \\Com4\integrity sign2\LISLE LIBRARY DISTRICT	Job Name: LISLE LIBRARY MONUMENT SIGN.fs
Address:	Salesperson:
Date: 1/13/2023	Date:
Drawn By: JS	Approved By:

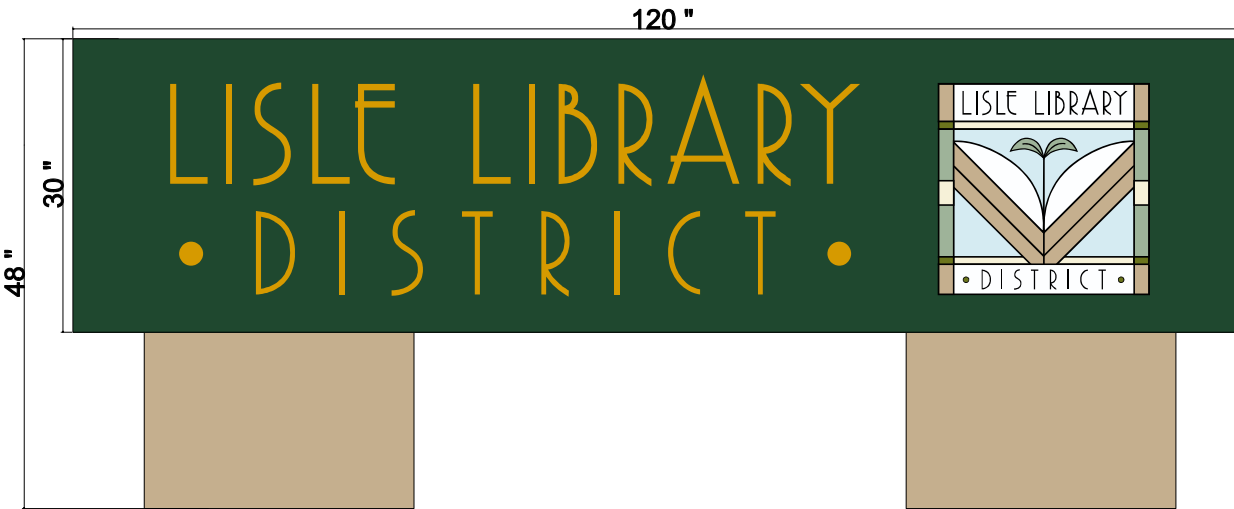
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INTEGRITY SIGN

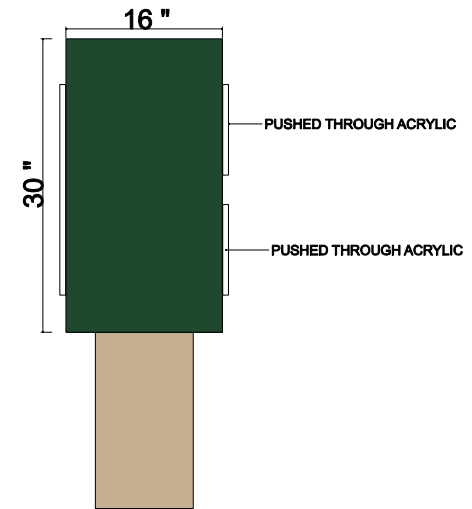
18770-A S. 88th Ave. Mokena, IL 60448
708-478-2700 office / 708-478-5074 fax



EXISTING



FRONT AND BACK VIEW



SIDE VIEW

Project: \\Com4\integrity sign2\LISLE LIBRARY DISTRICT

Address:

Date: 1/13/2023

Drawn By: JS

Approved By:

Job Name: LISLE LIBRARY MONUMENT SIGN.is

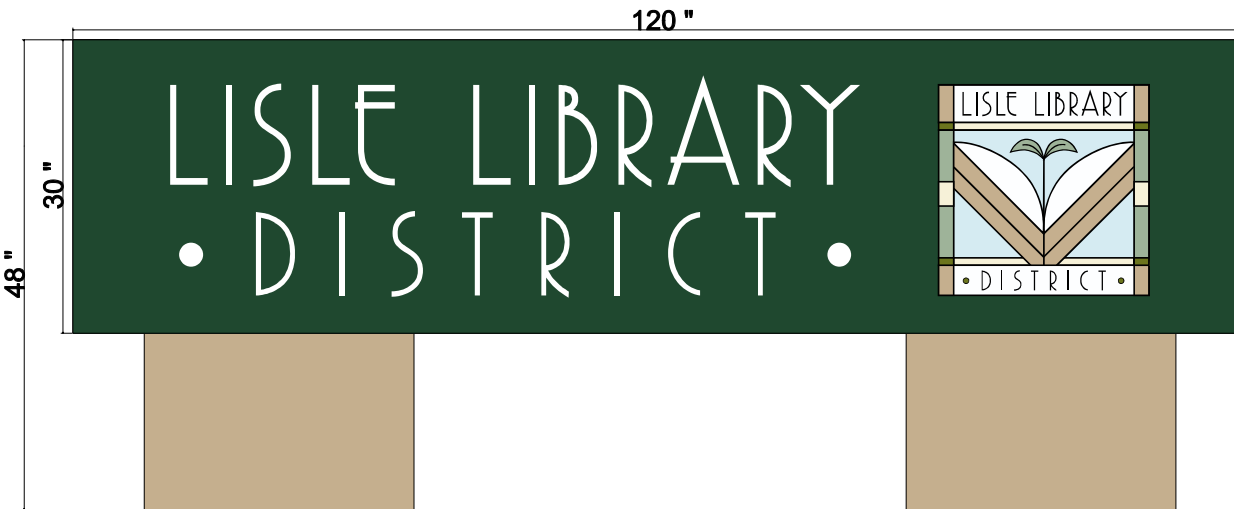
Salesperson:

Date:

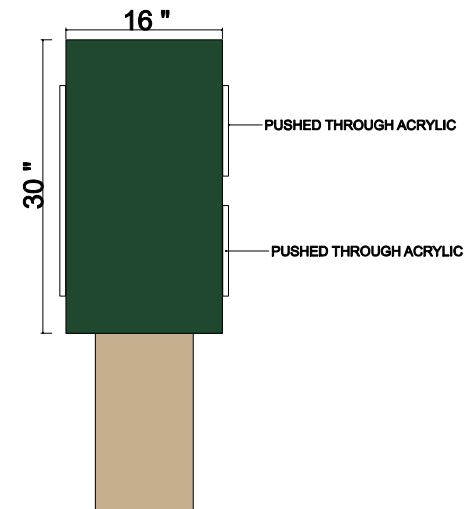
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EXISTING



FRONT AND BACK VIEW



SIDE VIEW

Project: \\Com4\integrity sign2\LISLE LIBRARY DISTRICT

Address:

Date: 1/13/2023

Drawn By: JS

Approved By:

Job Name: LISLE LIBRARY MONUMENT SIGN.is

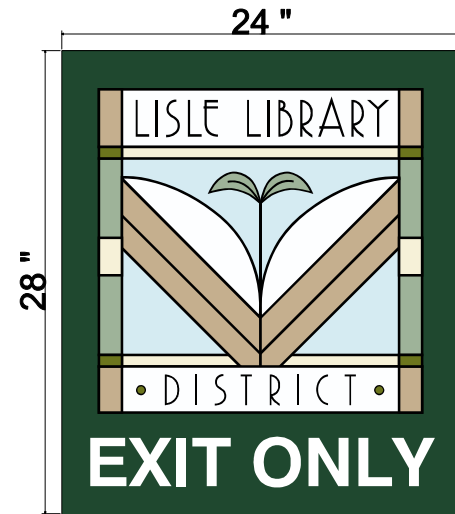
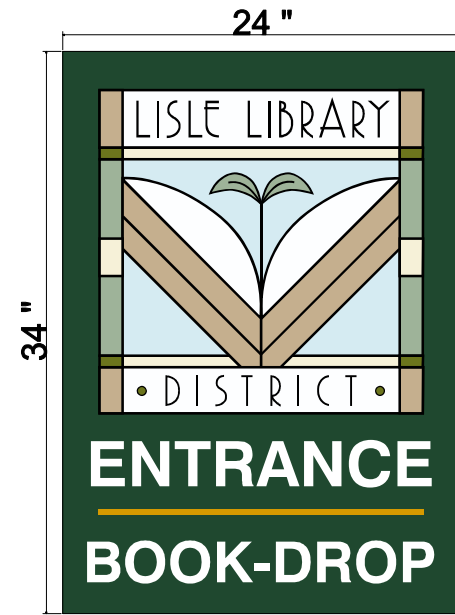
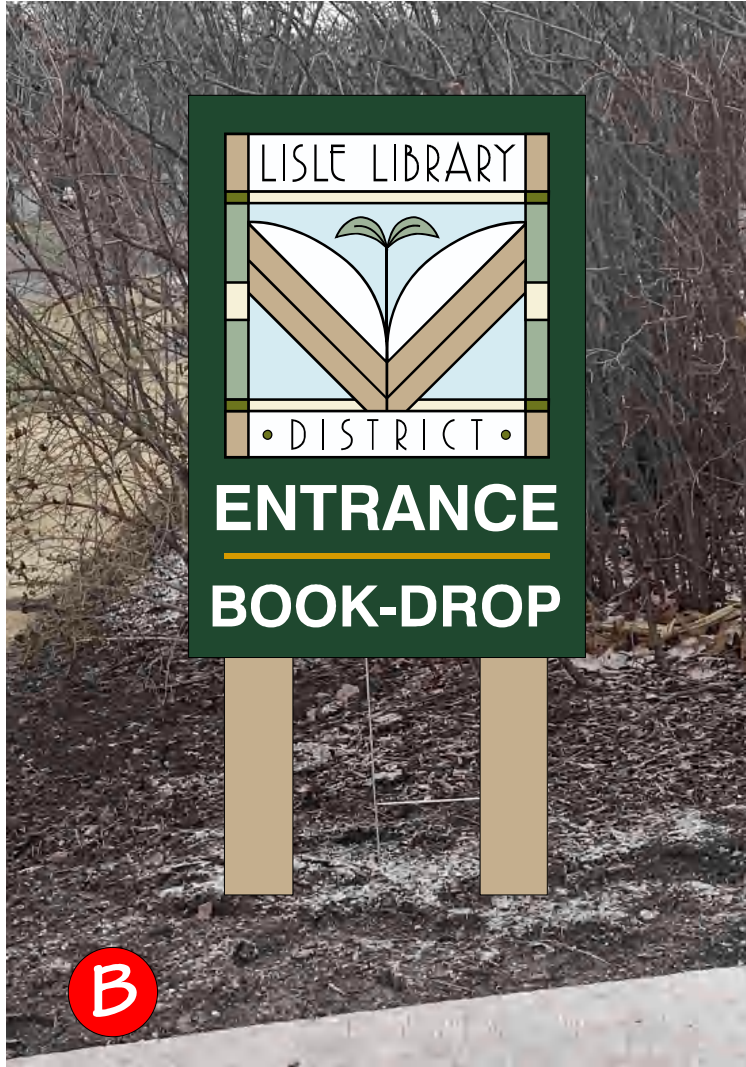
Salesperson:

Date:

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- A. REFACE AND PAINT POST ON EXISTING SIGN - ALUMINUM SIGN W/ DIGITAL PRINTED GRAPHICS - DF
- B. FABRICATE NEW SIGN TO MATCH EXIT SIGN - ALUMINUM SIGN W/ DIGITAL PRINTED GRAPHICS - DF



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	Address:	
	Date: 1/19/2023	Job Name: LISLE LIBRARY MONUMENT SIGN.fs
	Drawn By: JS	Salesperson:
	Approved By:	Date:

INTEGRITY SIGN

18770-A S. 88th Ave. Mokena, IL 60448
708-478-2700 office / 708-478-5074 fax

REFACE EXISTING SIGN
 ALUMINUM W/DIGITAL PRINTED GRAPHICS
 PAINT POSTS TO MATCH - DF SIGN



60 "

36 "



EXHIBIT D

INTEGRITY SIGN

18770-A S. 88th Ave. Mokena, IL 60448
 708-478-2700 office / 708-478-5074 fax

Project: \\Com4\integrity sign2\LISLE LIBRARY DISTRICT

Address:

Date: 1/19/2023

Drawn By: JS

Approved By:

Job Name: LISLE LIBRARY MONUMENT SIGN.is

Salesperson:

Date:

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To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 20, 2023

January 2023 | DIRECTOR'S REPORT

Meetings:

LLD Staff – Dec 20	Intergovernmental – Jan 10	Staff – Jan 18
Warhol Committee – Dec 20	MJB Design/IT Manager – Jan 11	Staff – Jan 19
LLD Board of Trustees – Dec 21	CCS/Camosy/SNH – Jan 12	CCS/Camosy/SNH – Jan 19
CCS/Camosy/SNH – Dec 22	Verizon – Jan 13	Bartelli – Jan 20
CCS – Jan 4	Warhol Committee – Jan 17	
CCS/Camosy/SNH – Jan 5	Staff – Jan 18	

Warhol in Lisle

Via Village invite, a group of businesses and intergovernmental organizations have come together to capitalize on and promote an upcoming College of DuPage Andy Warhol art exhibit. This group has named itself the Lisle Warhol Committee. The Warhol Committee has met numerous times to discuss ways to encourage attendees to visit Lisle.

The Committee has also discussed who will appear on a complimentary 4'x4' window cling. There is an opportunity for four Lisle "celebrities" to appear on this cling. The Committee has narrowed the selections down to 4-6 individuals. The Committee first must receive permissions from the people or family estates before confirming the final four selections. The Committee is leaning towards selecting individuals who've made significant community contribution and/or who have historical relevance, rather than taking a "celebrity" or popularity approach. It is my understanding that the final four selections will be made before the end of the month.

The LLD will receive the complimentary cling prior to the exhibit's debut this summer. Other businesses and organizations will have the option to purchase additional clings for their windows.

Phone System

The LLD is in the process of switching phone systems. We are moving from a server system to a cloud-based system. Because we are moving to a completely different platform, our current system is in flux. Patrons can reach the LLD by dialing our number 630-971-1675, however, must also input an extension (x1509/x3001) to reach a live person until we migrate to the cloud on January 25. After the migration, patrons dialing our number will encounter the familiar/previous prompt to appropriately direct the call.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 20, 2023

Marketing Plan

As part of my FY22/23 professional goals, I've developed a marketing plan for 2023. The Plan is included within the January Board packet. In developing the plan, I've worked with the LLD Marketing Specialist and utilized LLD Strategic Plan objectives under the Advocacy/Outreach/Awareness focus area. These objectives include reviewing demographic profiles, evaluating District areas, determining specific promotion activities, effectively utilizing the LLD brand, engaging with community groups and businesses, enhancing social media activities, outreach to underserved populations, optimizing signage on property, and engaging in advocacy initiatives.

The three main goals for 2023 are to:

- Broaden reach to underserved populations
- Increase community awareness regarding Library location
- Seek new avenues to promote digital offerings

The Plan shall officially launch in April when the facility is fully operational and staff can execute activities in accordance with the Plan. In the run-up to April, staff will lay the groundwork for initiatives within the Plan. There will be a six-month assessment of Plan activities and then an annual review to determine effectiveness.

Respectfully submitted,



Tatiana Weinstein

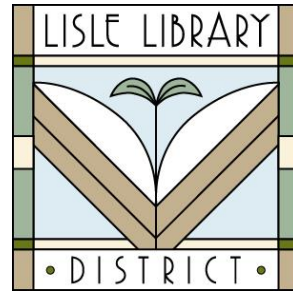


LLD Marketing Plan

2023



MISSION



- **LLD Mission:** The Lisle Library District is committed to enhancing the cultural, social, and lifelong educational development of the community.



- **LLD Marketing Mission:** To advocate and create awareness of LLD services, programs, collections, and staff expertise with an engaging and clear approach.

District vs. Village



- District population = **30,281** | Office of the Secretary of State & State Librarian Jesse White
- Village population = **23,887** | U.S. Census Bureau Quickfacts: Lisle Village, Illinois

Stats:

- 10,077 Households in Village
- 2.29 Persons per household
- 6% Poverty rate
- 752 Veterans
- 97.9% High school graduate or higher
- 65.2% Bachelor's degree or higher
- 20.4%: Language other than English spoken at home

Age breakdown:

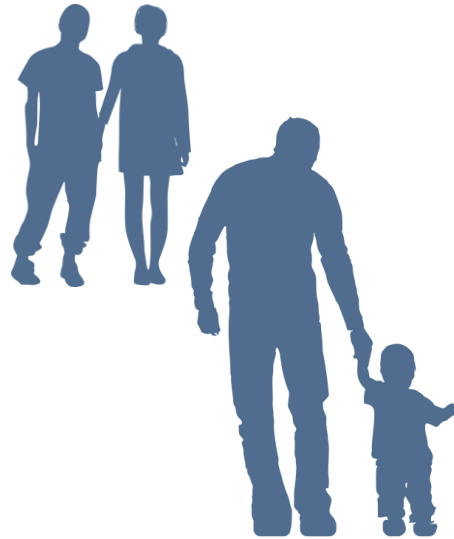
- Under 5 = 6.6%
- Under 18 = 21%
- 65+ = 14.5%

Racial breakdown:

- 72.4% White
- 17.7% Asian
- 5.9% Hispanic
- 4.2% Black

2023 GOALS

1. Broaden reach to underserved populations
2. Increase community awareness regarding Library location
3. Seek new avenues to promote digital offerings





Broaden reach
to underserved
populations



WHO? WHERE?

- Teens
 - Work with local high schools/jr. high: District 202, Benet, Chesterton Academy
 - Publicize programs/resources/services within current Teen programming
 - Seek business partnerships that cater to teens
- 20+ year-olds without children or *not yet* with children
 - Apartment complexes
 - Townhomes/condos
 - Benedictine University
 - Nightlife/business locations catering to 20+
- Lower income individuals and families
 - Staffing agencies
 - Walk-in clinics
 - Lisle Township Food Pantry
 - People's Resource Center

Increase
community
awareness
regarding
Library location

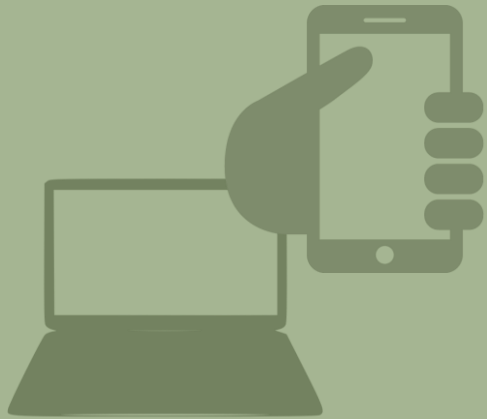


HOW?

- Include simplified map on every 2023 *Connections Newsletter*
- Include map on flyers to give to realtors, HOAs, and apartment complexes
- Social media approach
- Replace and/or update signage on LLD property
- Create new yard signs with simplified map in corner

"The only thing that you absolutely have to know, is the location of the library."—Albert Einstein

Seek new avenues to promote digital offerings



HOW? WHERE?

- Hang Libby/Overdrive, hoopla, and Kanopy posters at local gyms
- Place subject specific database bookmarks in areas of collection:
For example:
 - Nonfiction automobiles: Chilton Library Database
 - Audiobooks: Libby/hoopla
 - Documentaries: Kanopy
 - Nonfiction art/crafts: Creativebug
 - Nonfiction genealogy: Heritage Quest, Ancestry (Library edition), & Historical Newspapers
 - Nonfiction business: Chicago Consumers Checkbook, Legal Forms IL, LinkedIn Learning, MorningStar Online, Public Record
- Connect with schools to promote learning databases
- Perform instructional outreach that features hands-on demonstrations

METRICS



- Key Performance Indicators:
 - Service statistics
 - Program attendance
 - Circulation statistics
 - Website, social media, and eNews statistics
 - New LLD card registrations*
 - In-person feedback, comment cards, email correspondence

**Number of LLD cards does not necessarily reflect usage. In 2021, the LLD adjusted its Library card policy to allow a family to utilize one/same card – i.e., separate cards are not necessary for each individual in one household. Despite the policy change, the LLD will continue to encourage card registration for new users.*

ASSESSMENT DATES



- Assessment start date: April 2023
 - Marketing activities will occur in the run-up to a fully operational facility in Spring of 2023. LLD Marketing Plan will fully initiate in April when staff are able to fully execute program and service offerings.
 - Gauge six months by providing preliminary findings/comparative metrics in October 2023; with yearly assessment in April 2024.
 - General statistical considerations:
 - Pre-COVID statistics: pre-March 2020
 - During COVID: after March 2020 to present
- LLD RENOVATION*
- During Construction: after March 2022 (Phase One)
 - During Phase Two: after November 2022



Thank you!

The LLD will adopt a Library-wide marketing approach that employs talents in each department:

- Administration
- Adult & Youth Services
- Circulation & Technical Services

and... The Plan encourages Trustee advocacy via social media shares/likes, committee work, and word-of-mouth promotion!

January 2023 Assistant Director Report

Meetings/Virtual Meetings/Events

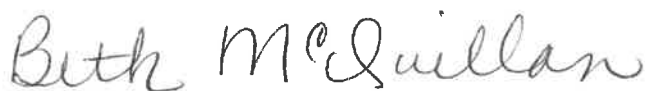
- LLD Board Meeting – Dec 21
- Monaco – Dec 21
- Dept Head Meeting – Dec 22
- CCS, SNH, Camosy – Dec 22, 29
- Monaco – Dec 29
- Stephens Plumbing – Dec 29
- Digital Outreach Meeting – Dec 29
- Monaco, CCS, Camosy – Jan 5, 12
- CCS, SNH, Camosy – Jan 5, 12
- Johnson Controls – Jan 6
- Precision – Jan 9
- Sikich – Jan 10
- M. Boone – Jan 11
- Verizon – Jan 12

Meetings

January 10th Jackie Kilcran and I met with the accounting staff, Bridget Rakowski and Laura Babula, from Sikich. We discussed the renovation project, software updates, and check management. Bridget and Laura toured the renovated portion of the Library.

I participated in a RAILS Assistant Director meeting discussing libraries using statistics and the minimum wage laws. The program identified compensation planning and library staffing with the eventual changes that will come with an Illinois minimum wage increase in 2025.

I participated in a RAILS meeting for Facility Managers. The discussion centered on maintenance issues with pest control and best practices. Vendor information for carpet and window cleaning was shared.



Beth McQuillan
Assistant Director

Adult Services Quarterly Report
October-November-December 2022

October

October was a busy and exciting time for the LLD as we moved into Phase 2 of renovations. In preparation for this transition of moving, the Adult Services team had to once again thoughtfully decide which items would stay on site and which would be moved to storage. Director of Technical Services, Laura Murff, and I worked together to determine how much shelf space each area of the collection would have available for Phase 2. We considered the limited space, but we also had to factor in making room for items that were checked out (and would eventually be returned) plus new materials. Staff evaluated the collection and very thoughtfully chose which items would stay in-house.

Adult Services staff were then tasked with physically shifting each shelf in preparation for the Hallett team to box items appropriately. Assistant Director of Youth Services, John Ferrari, and I then met with a representative from Hallett to go over the Phase 2 floor plan and discuss the location of YS and AS collections. We had many things to consider while discussing this uniquely shared space between departments, such as shelf height for younger patrons, proximity of Large Print and Periodicals to patron seating, and distance between AS public PCs and YS AWE stations.

In preparation for sharing one service desk, Youth Services Director, Will Savage, met with the AS team to discuss best practices for working with children and their caregivers. Will provided a tour of the YS collection, reviewed YS procedures, and answered FAQs from the AS team.

October was full of professional development opportunities for the Adult Services staff. Literacy Librarian, Jean Demas, presented at the Illinois Library Association Annual Conference to 42 attendees. The program, *Connecting with the Growing ELL Learners Community Through Different Library Program Models*, included Jean's presentation about the pre-pandemic Families Together literacy program and how the concept has pivoted to a Zoom format with hopes to reinstate the in-person weekly class for at risk families in 2023. Home Delivery Coordinator, Karalyn Collazo, also attended the ILA Conference where she saw presentations on library programming, collection management, and marketing. Additionally, Jean Demas also attended and facilitated the Fall LEARN (Libraries' Reading and English Network) meeting, which was held in person at the Arlington Heights Library. The discussion included members sharing information about new Literacy/English Language Development resources available at their libraries and the possibility of planning/conducting a workshop in 2023. Adult Services Librarian, Lisa Moe, attended the LACONI-POP board's virtual presentation titled Intellectual Freedom and Social Justice. The speaker, Jamie LaRue, who has been both a library director and an employee of ALA's Intellectual Freedom Office, discussed collection challenges in school and public libraries.

November and December

Adult Services was thrilled to welcome patrons back into our building on November 4th after our temporary closure. The AS team helped prepare for our re-opening by shelf-reading the newly moved collection, setting up our new temporary office space (future YS playroom), and creating a new shift schedule to ensure staff had a maximum presence on the public floor. During the first few weeks of re-opening we gave countless tours, answered many questions about the finished product once the reno is complete, and received several compliments and kind words from patrons regarding the newly renovated lobby and YS area.

Our Illinois Libraries Present programs continue to be popular. In November and December, LLD patrons could enjoy virtual talks with author Caitlin Doughty (*Smoke Gets In Your Eyes*) and cookbook writer Shauna Sever (*Midwest Made*). Our membership with Illinois Libraries Present allows us to offer high profile events to our patrons at an equitable rate. We look forward to more ILP events in the new year.

Home Delivery Coordinator, Karalyn Collazo, launched a new and improved Home Delivery application in December. This revised edition is presented in larger and more legible font and now has space for patrons to include additional details regarding their reading preferences.

The LLD launched our very popular Winter Read program on December 1st. Adults and Teens who read and logged two books between December 1st and January 7th earned a festive LLD beanie. Patrons of all ages who registered for the program during the first week of December earned a snowperson craft kit.

Respectfully Submitted,

Elizabeth Hopkins



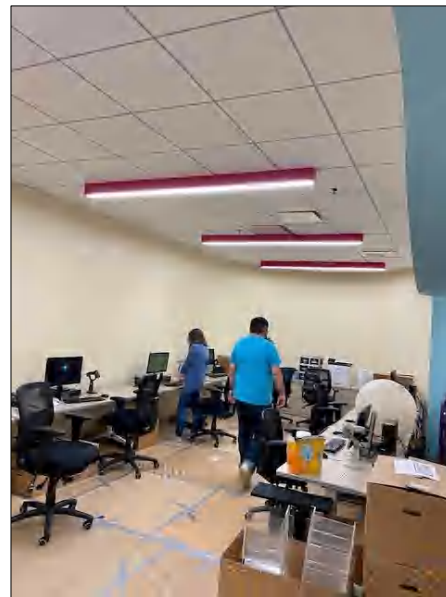
Preparing the collection for moving



Books boxed for storage



Moving Day



Setting up the temporary AS Office

Youth Services Quarterly Report– January 2023

News and Patron Communications:

- Patrons have had many questions about the ongoing renovation. Patrons have been curious about the location of items, timeline of the project, program plans, and the final layout, to name a few. Staff have done an excellent job of introducing patrons to our temporary space as well as giving them a glimpse of what is to come.
- While working in close quarters has been a challenge, both Adult Services and Circulation staff have done an excellent job of adjusting to sharing space with YS staff and patrons. I greatly appreciate the extra effort everyone has made toward accommodating patrons outside of the normal scope of duties.

Programs & Community Outreach Highlights:

- The Winter Read Challenge began on December 1 and ran through January 7. This year children were tasked with reading and logging 600 minutes over the course of the program. We had 269 children participate, and they read nearly 82,000 minutes. This is one of the best years for Winter Read we have had during my tenure at the Lisle Library District, and I commend YS staff for all the time they spent promoting the program this fall.
- Take home kits continue to be a popular item for patrons to use at home. In the last quarter some of the projects completed included:
 - Decorative Yarn Pumpkins
 - Swirly Clay Pens
 - Phases of the Moon Craft
 - Travel Tic Tac Toe
 - Family Party Games
- Little Movers and Shakers (6 week – 2 year old storytime) has been held at the Lisle Park District Community Center for the last three months. We usually draw between 5-15 babies and are excited to host them in the new space when the renovation is complete in the spring.
- Pokémon Club has been held at the Lisle Park District Community Center for the last three months. Participants are excited to have Pokémon Club in any space, and we are thankful to the Park District for allowing us to use one of their meeting rooms.

- Outreaches have continued at different locations across Lisle over the last 3 months. We have presented storytimes at Giant Steps, Lisle Depot Station, Lisle Elementary, Children's Creative Corner, Pathway Connections, St Joan of Arc and both Lisle Kindercare locations.
- We continue to see patrons, new and regular, visit us to complete the YS scavenger hunt. Participants are currently searching for characters from the nickelodeon show Paw Patrol. In the last quarter we had over 300 kids participate in and complete the search.

Professional Development:

- YS Librarians are currently serving on the following professional committees or groups:
 - 2020 Rise: Feminist Book Project Committee
 - YALSA Committee
 - Monarch Award Selection Committee
 - Rebecca Caudill Award Selection Committee
 - SLJ Best Books of 2022 Selection Committee

Respectfully Submitted,

Will Savage
Director of Youth Services

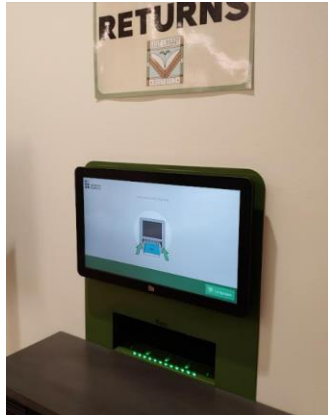
Quarterly Board Report 2nd Quarter FY22/23 Circulation Services Department

January 16, 2023

Illinois License Renewal Stickers

During this quarter, 62 stickers were sold.

LLD Renovation



During the 2nd Quarter, Circulation Services (CS) moved to our new CS Desk in the newly constructed lobby. CS staff members received training on using our new automated materials handler (*photo at left*). We continue to revise procedures for staff to efficiently use this new patron-friendly mechanical resource.

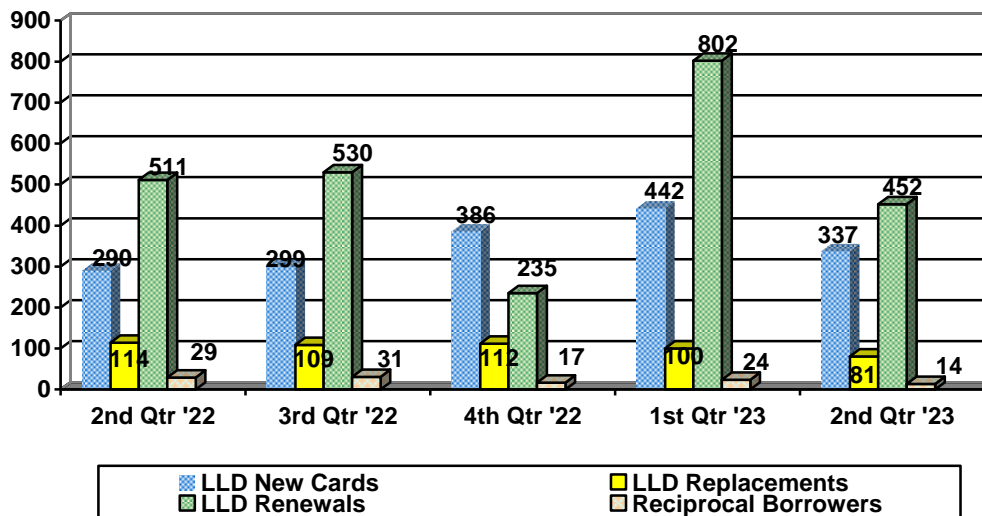
We recently introduced our new Self-Service Holds Pickup area in the lobby (*photo at right*), and we have received positive feedback daily from our patrons. Patrons love to have options. They can locate their hold on their own and choose to check it out at either the self-check kiosk or with CS staff.



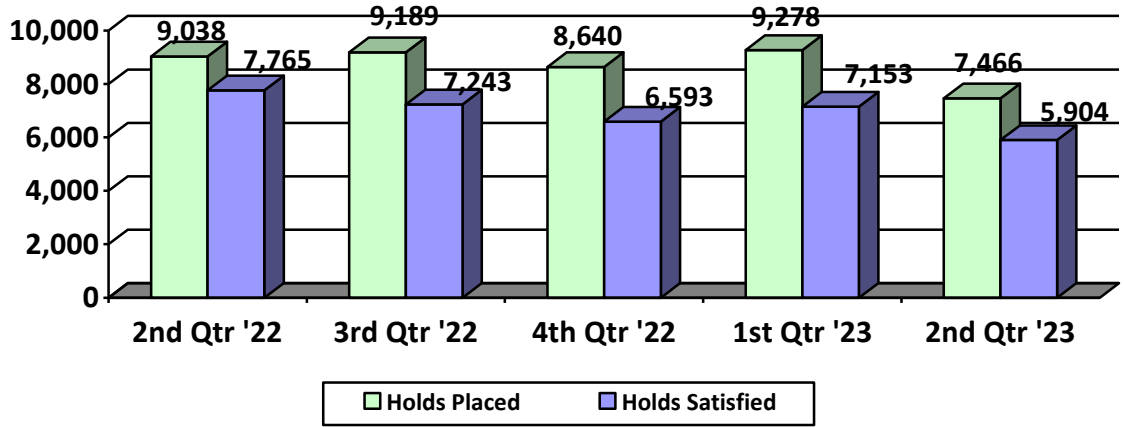
CS staff members continue to assist patrons with learning how to best use the self-check kiosks. Patrons are learning to use the kiosks to open the locked cases and check out DVDs and Blu-rays at the same time.

I am grateful to CS staff who have been learning new procedures on the fly and continue to be dedicated to the LLD community.

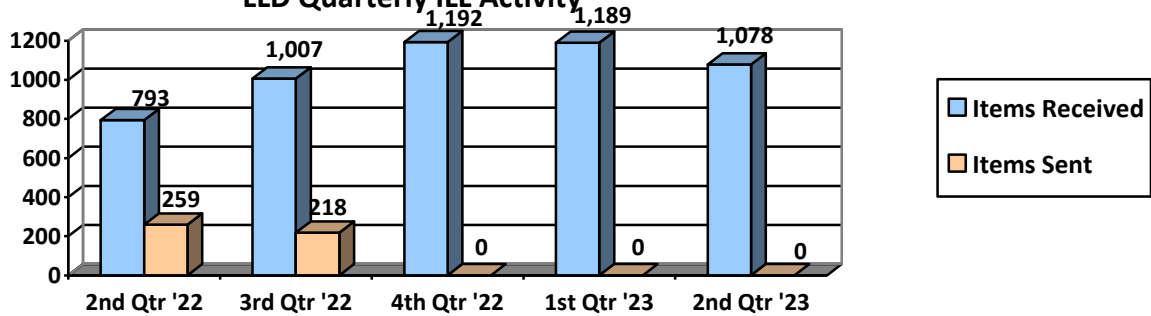
LLD Quarterly Registrations Activity



LLD Quarterly Holds Activity



LLD Quarterly ILL Activity



Please Note: Since the start of the renovation, LLD is temporarily not lending out any of our materials to other libraries.

Respectfully Submitted by

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

Technical Services 2nd Quarter FY2022/2023

- ILA Annual Conference
- LACONI Governing Board meetings
- LACONI Technical Services Steering Committee meeting
- ILA Noon program – Tips for managing your digitation project
- RAILS Technical Services Networking meeting
- IUG (Innovative Users Group) monthly forum – SQL
- Interview by Lisle resident attending the College of DuPage Library and Information Technology program

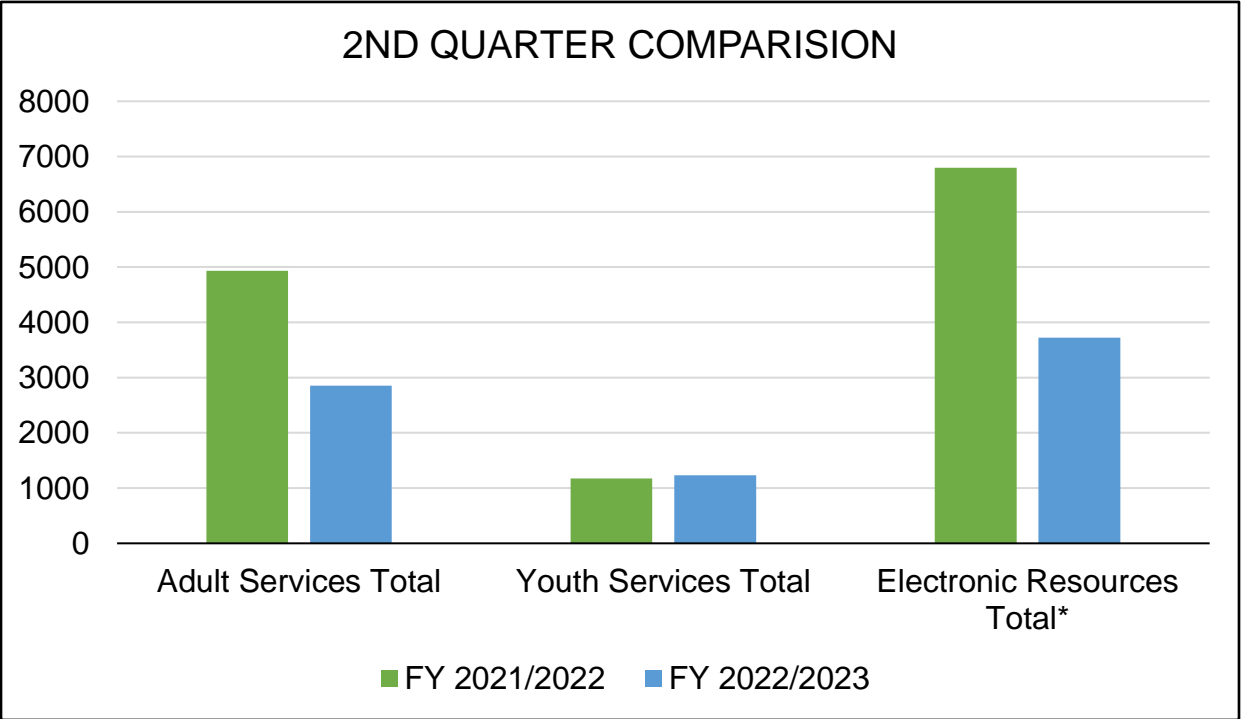
Technical Services is very excited to return to their newly remodeled space. Staff complement the bright color scheme and streamlined work areas. Additionally, staff appreciate the added safety with more line of sight windows and a new delivery door intercom with video.

TS staff attended the ILA Annual Conference in Rosemont. The conference provides a wonderful opportunity to network with peers, expand professional knowledge, and learn from what other libraries are undertaking. Staff attended the following programs: *Collaboration, communication and the cataloger: measuring the impact of enhanced cataloging on discoverability of library resources*, *Going off book: adding non-traditional collections to your library*, *Right-sizing the public library collection*, and *Technical services ignite!* an open forum discussion session. Technical Services staff also attended the DEI (Diversity, Equity, Inclusion) programs: *Getting to the heart of your library: assessing diversity, equity, and inclusion in your library collection*, *Working towards a more inclusive catalog*, and *Measuring your collection: how to get started with collection diversity audits*.

Technical Services staff have many projects that expand over the years. The digitization of our local history is a project we are always working on and adding to. During the relocation of Youth Services at the end of Phase 1, YS staff found a treasure trove of new documents pertaining the youth of Lisle and the many programs that YS staff have have run for our patrons. Digitizing and adding LLD/Lisle history documents to the Illinois Digital Archives continues to be a major project for TS staff.

Respectfully submitted by Laura Murff, Director of Technical Services

MATERIALS ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	990
AS Non-Fiction Books	825
AS Audio/Visual	519
AS Periodicals	517
Adult Services Total	2851
Youth Services Collection	
YS Fiction Books	788
YS Non-Fiction Books	355
YS Audio/Visual	60
YS Periodicals	27
Youth Services Total	1230
Electronic Resources Collection*	
EMediaLibrary MARC records added	236
Hoopla Marc records added	2788
Other Database records added	697
Electronic Resources Total	3721



*In December 2021, Kanopy was added to the electronic resources provided by LLD. This new collection contained over 3000 new resources. When new collections are added, an initial increase is seen in the acquisition numbers.



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

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

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

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

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

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

Legal Name of Library: Lisle Library District

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** 01/20/2023

Contact information of the person completing this grant application:

Preparer’s Name: Tatiana Weinstein
(First Name) *(Last Name)*

Preparer’s Title: Director

Preparer’s Phone Number: (630) 971-1675

Preparer’s Email Address: tatiana@lislelibrary.org

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

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

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

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

Service Area Population 30,281

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

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

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

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

Chapter 1: Core Standards

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

The Lisle Library District (LLD) meets all of the essential Core Standards as highlighted in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The LLD complies with Illinois library law, has an organized collection of materials, posts regular hours of service, is supported by public funds, and presents its budget and other financial information publicly on its website. The library Board approves of all policies and has written by-laws. The Board regularly evaluates policies to ensure that they meet the District's needs. The Board hires a professional librarian as Executive Director and she/he hires and trains staff to manage departments, services, programs and collections. The LLD also meets the enhanced Core Standards as listed in Chapter One.

Chapter 2: Governance and Administration

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

The Lisle Library District (LLD) meets the Governance and Administration Standards and has met majority of checklist items as listed in Chapter Two. The LLD has an elected Board of Trustees who have written and approved by-laws and policies. The LLD conducts Board member orientations. The LLD complies with Illinois and federal laws and keeps adequate Library records and follows proper procedures for disposal. The LLD maintains proper insurance coverage. When possible, Board members attend relevant conferences or participate in appropriate activities that benefit the Library. The LLD maintains proper operational reports and annually files the Illinois Public Library Annual Report (IPLAR) with the Illinois State Library. The LLD will continue to review and update policies and work towards adding new policies that will enhance Library operations.

Chapter 3: Personnel

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

The Lisle Library District (LLD) meets all Standards in Chapter 3: Personnel and can check all the boxes on the checklist. The LLD has adequate staffing levels to carry out the LLD mission and has a personnel policy in compliance with EEOC guidelines and the Americans with Disabilities Act. Staff are evaluated annually. The LLD reviews the salary scale annually to ensure that LLD staff are paid a fair and equitable wage. The Administration has also assessed salaries in relation to the Illinois Minimum Wage increase. The LLD has planned for this increase over the past few years. The LLD regularly evaluates staffing and salary ranges to accommodate operational adjustments that will benefit the organization.

Chapter 4: Access

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

The LLD’s Strategic Plan documents various methods of increasing access in and around the facility. The Strategic Plan was the catalyst for the Board to launch a comprehensive facility renovation that focuses on accessibility, functionality, and convenience. Construction began in March 2022. The project design employs Universal Design principles and is in compliance with the ADA. The renovation will improve the Library’s entrance by centralizing the main entrance and providing a second entrance where parking is abundant. Library signage will be enhanced. A second elevator will be installed to improve accessibility. Family restrooms will be installed for those who may have mobility challenges and have touch-free options. A drive-up service window will be installed to provide more ways to connect with staff and to pickup materials. The LLD has remained open during the two-phase renovation.

Chapter 5: Building Infrastructure and Maintenance

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

The Lisle Library District (LLD) meets the Building Infrastructure and Maintenance Standards in Chapter 5 as well as checks the appropriate boxes in Appendix J & K in relation to its current renovation. The LLD understands that proper facility management is a fiscally responsible choice and creates a safer environment for both patrons and staff. The LLD maintains an inventory of systems and has an operating budget that covers ongoing maintenance costs. The LLD maintains a capital (Special) reserve fund and has conducted a 10+ year maintenance plan for the facility. The LLD strives to make the facility as environmentally friendly as possible.

Chapter 6: Safety

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

The Lisle Library District (LLD) meets the Standards in Chapter 6: Safety. The LLD maintains emergency contact lists for staff, emergency procedures, and has key personnel trained to direct staff in emergency situations. The LLD has a strong relationship with local police and fire personnel. The LLD has appropriate policies and signage regarding security matters. The LLD provides security for collections and has enhanced those security methods as part of the renovation with improved RFID systems. The LLD conducts annual emergency training for staff, including fire and tornado drills, locations of fire extinguishers, AED, and first aid kits.

Chapter 7: Collection Management

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

The Lisle Library District (LLD) meets all Standards in Chapter 7: Collection Management and can check all the boxes on the checklist. The LLD has a Board-approved, collection management policy. Collection management staff are professionally trained in the selection and weeding of materials. The LLD provides access to materials in a variety of formats, both physically and digitally. Selection and weeding of materials occurs routinely. The LLD operational budget allocates an appropriate portion to collections. Staff understand the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Materials are cataloged according to standard library practices.

Chapter 8: System Member Responsibilities and Resource Sharing

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

The Lisle Library District (LLD) meets the Standards in Chapter 8: System Member Responsibilities and Resource Sharing. The LLD recognizes that resource sharing is fundamental to maintaining quality Illinois library services. The LLD benefits from sharing resources and agrees to participate in resource sharing to the fullest extent possible via interlibrary loan, reciprocal borrowing and access, and other cooperative activities. The LLD is committed to upholding standards regarding system member responsibilities and resource sharing.

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

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

The Lisle Library District (LLD) meets the Standards in Chapter 9: Public Services: Reference and Readers' Advisory Services. The LLD provides Reference and Readers' Advisory services to patrons of all ages. LLD Reference service offers accurate and current information on local, regional, and national information. LLD Readers' Advisory service offers appropriate suggestions/recommendations. The LLD fulfills the Chapter 9 checklist items and is committed to upholding and enhancing standards regarding public services: Reference and Readers' Advisory services.

Chapter 10: Programming

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

The Lisle Library District (LLD) meets the Standards in Chapter 10: Programming. The LLD is committed to providing educational, recreational, informational, and cultural programs for all ages. The LLD has gone above and beyond during the COVID-19 pandemic to supply patrons with a wide variety of accessible, virtual, programming as well as outdoor programs. The LLD initiated curbside "pick-up" programs and has planned for a drive-up service window with the renovation to aid in this effort. The LLD is able to check all of the boxes listed within Chapter 10 and is committed to upholding and enhancing standards regarding programming.

Chapter 11: Youth/Young Adult Services

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

The Lisle Library District (LLD) meets the Standards in Chapter 11: Youth/Young Adult Services. The LLD provides appropriate programs, print and digital materials, readers' advisory and reference service, outreach, and qualified library staff to serve children and young adults. The LLD will be able meet the space-related Standards upon completion of the renovation which will include a newly designated Teen area, play space, tactile learning area, and more square footage for the department. The eventual new Teen and Youth areas will be separate spaces with separate collections yet nearby each other on the same floor. Qualified Youth/Teen staff will attend to patrons and collections in these areas.

Chapter 12: Technology

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

The Lisle Library District (LLD) meets the Standards in Chapter 12: Technology. The LLD recognizes that technology's role is to provide access, facilitate communication, and improve efficiency. The LLD has qualified staff who provide technology services and outsources additional support for technology maintenance. The LLD has an adequate budget to maintain and improve technology and has a plan for replacement of equipment, software, and licenses. The LLD has enacted multi-factor authentication for staff and trustees to protect LLD data. The LLD regularly evaluates technology and shall improve access and efficiency as part of the renovation. Improvements include efficient cabling, updated AV access, enhanced security, and increased WiFi access points.

Chapter 13: Marketing, Promotion and Collaboration

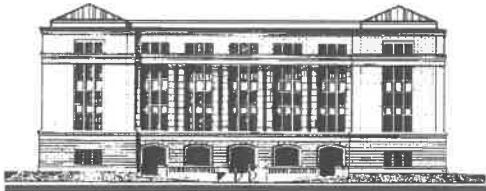
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration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

The Lisle Library District (LLD) meets the Standards in Chapter 13: Marketing, Promotion, and Collaboration. The LLD actively promotes its services, programs, resources to the public via physical, digital, and collaborative means. The LLD regularly assesses its marketing techniques and has outlined a Marketing Plan for the Library. LLD specialized staff work on promotional efforts in accordance with the LLD Strategic Plan focus area: Outreach, Advocacy, & Awareness. The Board has an ad hoc committee, Advocacy and Outreach, to assist with marketing efforts. The LLD maintains an active presence on social media and has dedicated staff to attend to posts and other marketing methods.

Part II: Planned Use of Grant Funds

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

The Lisle Library District (LLD) intends to utilize Per Capita Grant monies to best meet the standards as described in *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The LLD plans to expend grant funds in the following categories: Technology/Access (hardware/software/digital content/devices) to improve access and to enhance technology, Marketing/Awareness to broaden our reach in the community, Programs to enhance patron experiences, and Materials to improve upon the collection and increase digital/streaming offerings.



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

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** Lisle

Library Name: Lisle Library District

Exact amount of Per Capita Grant received in Fiscal Year 2021: \$ 42,043.40

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

The LLD provides access to materials in a variety of formats, both physically and digitally. Grant funds were expended on digital content, streaming services, physical materials, and digitally-loaded devices for all ages: kids, teen, and adult.

System Member Responsibilities and Resource Sharing — Chapter 8

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

See Collection Management/Ch. 7 above. Some purchases fulfilled Readers' Advisory recommendations and/or requests.

Programming — Chapter 10

The LLD is committed to providing educational, recreational, informational, and cultural programs for all ages. The LLD initiated pick-up kits, had its first "Fall Fest," and initiated a Winter Read and Summer Read program. Programs included kids, teens, and adults. Grant funds were used for a variety of supplies, paying performers, and for promotion of programs.

Youth/Young Adult Services — Chapter 11

See Programming/Ch. 10 above and Collection Management/Ch. 7

Technology — Chapter 12

The LLD recognizes that technology's role is to provide access, facilitate communication, and improve efficiency. Grant funds were used to purchase two servers and various software licenses.

Marketing, Promotion, and Collaboration — Chapter 13

See Programming/Ch. 10 above.

Arts DuPage

Discovery Brigade: Snowy Town Watercolors
Monday, December 5, 5-6:40 PM

Create a wintry town landscape with sprinkling twist of science. For Grades K-2.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10. Registration required as supplies are limited.



Imagination Inc: Family Party Games
Monday, December 5, 5-6:40 PM

Have a blast at your next family gathering challenging your guests to these quick but hard to master party games! For grades 3-5.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10. Registration required as supplies are limited.

Kids Club: Travel Tic-Tac-Toe
Monday, December 5, 5-6:40 PM

Design a magnetic tic-tac-toe board to take with you during your winter travels. For Grades K-2.

Pick up this kit at the Youth Services desk any day between Monday, 12/05 and Saturday, 12/10. Registration required as supplies are limited.



Preschool Projects: Sleepy Bears
Monday, December 5, 5-6:40 PM

Bears are heading into hibernation. Let's send them off to bed with a fun craft! For ages 3-5.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10. Registration required as supplies are limited.



Arts DuPage

YA Take and Make: 3D Winter Ornaments
Monday, December 5, 5-6:40 PM

Create a fun 3D winter scene in an ornament using paper! For Grades 5-12.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10.



Teen Virtual Craft: Snowflake Trinket Dish
Friday, December 9, 7-8 PM

Personalize your very own trinket dish with glitter and mod podge!
Pick up a craft kit up to a week before the event to be prepared with all the materials you will need when we meet virtually on the 9th.



Adult & Teen Craft Kit: Snowy Pine Cone Evergreen
Friday, December 9

The Lisle Library District is happy to provide LLD cardholders with one craft kit per household. Sign-up beginning Monday, 12/5 at 9 AM for this week's craft kit event, Snowy Pine Cone Evergreen. Once you register you can pick up this kit at the Adult & Youth Service Desk any day between Monday, 12/5 and Friday, 12/9.

Every other week we provide a different craft and registration begins on Mondays at 9:00 AM. Please contact the Adult Services department (630-971-1675 ext. 1509) if you prefer to schedule a curbside pickup time for your craft kit. Registration is required as supplies are limited. (Please note we cannot guarantee crafts for those on the waitlist, but we will contact those in the order that they registered if a craft is available.)



Arts DuPage

Virtual Anime and Manga Night
Thursday, December 22 at 7 PM

Join us to watch new anime and talk about our favorites while we create an anime or manga inspired craft! Pick up a kit up to a week before the program to be prepared with snacks and crafting supplies for our December 23rd virtual meeting.

Adult & Teen Craft Kit: Shadow Box Snow Globe

Friday, December 23, 9:30 AM—9 PM

Sign-up beginning Monday, 12/19 at 9 AM for this week's craft kit event, Shadow Box Snow Globe. Once you register you can pick up this kit at the Adult & Youth Service Desk any day between Monday, 12/19 and Friday, 12/23.



Chicago Tribune

Discovery Brigade: Snowy Town Watercolors

Mon 12/5/22 09:30 am to 09:00 pm

Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Create a wintry town landscape with sprinkling twist of science. For Grades K-2.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10. Registration required as supplies are limited.



Kids Club: Travel Tic-Tac-Toe

Mon 12/5/22 09:30 am to 09:00 pm

Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Design a magnetic tic-tac-toe board to take with you during your winter travels. For Grades K-2.

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Lisle Library District 777 Front St. Lisle IL

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YA Take and Make: 3D Winter Ornaments

Mon 12/5/22 09:30 am to 09:00 pm

Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Create a fun 3D winter scene in an ornament using paper! For Grades 5-12.

Pick up this kit at the Youth Services desk any day between Monday, 12/5 and Saturday, 12/10.



Chicago Tribune

Land Your Dream Job!

Tue 12/6/22 02:00 pm to 03:00 pm
Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Is it time to find a new job or consider a career change? Register for this virtual class to learn how to use the Library's online resources: Learning Express Library and Job & Career Accelerator. These resources are designed to help you improve your resume and cover letter, enhance your interviewing skills, and brush up on computer basics.

This event is virtual and will take place on Zoom. A link for the virtual class will be sent out at least a day before the event.



Research Products Before You Buy!

Tue 12/6/22 07:00 pm to 08:00 pm
Lisle Library District Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Just in time for holiday buying, learn how to use Consumer Reports to find recommendations, reviews and ratings of all kinds of products.

This event is virtual and will take place on Zoom. A link for the virtual class will be sent out at least a day before the event.



Brew Better at Home

Wed 12/7/22 07:00 pm to 08:00 pm
Lisle Library District Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Tired of weak coffee? Curious about different ways of brewing? Join Xavier Duran, Arts, Culture, Educational Programming Librarian, for a look into three methods of brewing: French Press, Pour Over, and Aeropress. He will go over equipment, grind size, and temperature for brewing a better cup of coffee at home.



*** Zoom information will be provided a day before the program ***

Adult & Teen Craft Kit: Snowy Pine Cone Evergreen

Fri 12/9/22 09:00 am to 09:00 pm
Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

The Lisle Library District is happy to provide LLD cardholders with one craft kit per household. Sign-up beginning Monday, 12/5 at 9 AM for this week's craft kit event, Snowy Pine Cone Evergreen. Once you register you can pick up this kit at the Adult & Youth Service Desk any day between Monday, 12/5 and Friday, 12/9.

Every other week we provide a different craft and registration begins on Mondays at 9:00 AM. Please contact the Adult Services department (630-971-1675 ext. 1509) if you prefer to schedule a curbside pickup time for your craft kit. Registration is required as supplies are limited. (Please note we cannot guarantee crafts for those on the waitlist, but we will contact those in the order that they registered if a craft is available.)



Chicago Tribune

Teen Virtual Craft: Snowflake Trinket Dish

Fri 12/9/22 07:00 pm to 08:00 pm

Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Personalize your very own trinket dish with glitter and mod podge! Pick up a craft kit up to a week before the event to be prepared with all the materials you will need when we meet virtually on the 9th.



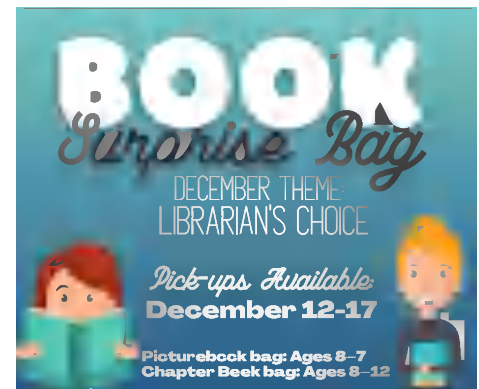
Book Surprise Bag: Librarian's Choice

Mon 12/12/22 09:30 am to 08:30 pm

Lisle Library District 777 Front St. Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Sign up for our book subscription bags and look forward to discovering what reading adventure we have in store for you! The theme this month is: Librarian's Choice. Book Bags will be available for pickup Monday, December 12 through Saturday, December 17. Book Bag items will be checked out to you for a 4-week loan period. Please return bag and all books included by the specified due date.



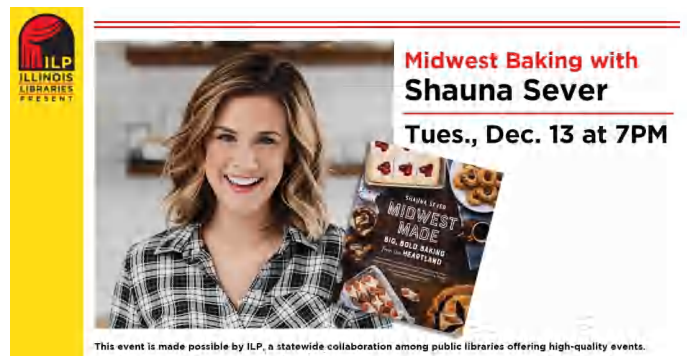
Illinois Libraries Presents: Midwest Baking with Shauna Sever

Tue 12/13/22 07:00 pm to 08:00 pm

Lisle Library District Lisle IL

Event URL: <https://bit.ly/3ViqxJw>

Join Shauna Sever, cookbook author, TV and radio contributor, and daughter of the great Midwest, for this special Illinois Libraries Present holiday season event. Shauna will share her love of food, baking, and some tips to make your holiday gatherings delicious.



This event is made possible by Illinois Libraries Present, statewide collaboration among public libraries offering premier events. ILP is funded in part by a grant awarded by the Illinois State Library, a department of the Office of the Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA). ILP is committed to inclusion and accessibility. To request accommodations, please email illinoislibrariespresent@gmail.com

Chicago Tribune

A Classic Television Christmas with Dr. Annette Bochenek

Fri 12/16/2022 7:00 pm to 8:00 pm

Event URL: <https://bit.ly/3VC5PnF>

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Wrap up the year by belting out your frustrations or singing to your hearts content with Karaoke! This is a virtual program that uses Zooms. Link will be distributed a day before the program.



Daily Herald

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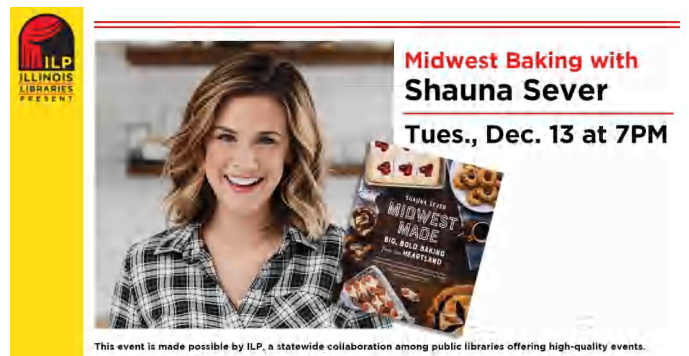
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Daily Herald

Cozy up to Winter Read at the Lisle Library District

Submitted by Joy Davis 11/28/22

The Lisle Library District is offering Winter Read for all ages from Thursday, Dec. 1 to Saturday, Jan. 7.

Kids who read 160 minutes (or 15 minutes a day) will earn a board game, and adults and teens who read and log two books will win a winter hat. Both are offered while supplies last.

"Reading while the snow falls makes life a little cozier. Earning badges and logging books during LLD's Winter Read makes winter a lot more fun!" said library director Tatiana Weinstein.

Programs throughout December embrace the cozy winter theme.

"Brew Better at Home" explores coffee brewing techniques at 7 p.m. on Wednesday, Dec. 7.

Shauna Sever, cookbook author and TV and radio personality, joins local libraries virtually to share tips and recipes to make the holidays special at 7 p.m. Friday, Dec. 9.

Later in the month, film historian Dr. Annette Bochenek will present "Classic Christmas TV Shows" at 7 p.m. on Friday, Dec. 16.

Teens can pick up a craft kit at the library, 777 Front St., to make a snowflake trinket dish and watch the virtual tutorial at 7 p.m. on Friday, Dec. 9.

Both adults and teens will enjoy December's take and make kits: a snowy pine cone evergreen craft the week of Dec. 5 and a shadow box snow globe the week of Dec. 19.

All of these online programs require registration at lislelibrary.org.

Sign up for Winter Read at lislelibrary.beanstack.org or download the Beanstack Tracker app.



Adults and teens can win a Lisle Library District winter hat and kids can win a board game by completing the Winter Read challenge



Lisle Heritage Society

Lisle, DuPage County, Illinois

Volume XLII No. 3

October - December 2022

Happy Thanksgiving!



**We have so very many people for whom to be thankful!
Our marvelous members, volunteers, sponsors, donors, event presenters,
partner organizations . . .**

Together you all make the magic happen!

**This issue features many
acknowledgements. Others
are acknowledged in other
issues.**



Thank you! We are so grateful for all of you!

Adopt a Veteran's Grave

**Saturday December 3
Opening Ceremony: 10 AM
Lisle Cemetery**

Fresh evergreen wreaths will be placed at the graves of each of the 84 veterans interred at Lisle Cemetery.

You can help!

- Attend, help place the wreaths
- **Donate at:**
LisleHeritageSociety.org
Or send check to 1011 Division St., Lisle

\$20 per grave helps defray the cost of the wreaths and stands

“Once Upon a Christmas”

**Saturday December 3
4 PM – 8 PM
Museums at Lisle Station Park**

Visit with Santa and Mrs. Claus
Depot

Make Christmas Crafts
Beaubien Tavern

**Blacksmithing and
Wood Turning Demonstrations**
Barn

Model Railroad
Netzley/Yender House

41st Annual Heritage Ornament
Gift Shop in Beaubien Tavern

Website:

LisleHeritageSociety.org

Lisle Heritage Society 2022-23 Board

President/Publicity
Cathy Cawiezel
cawiezel3@att.net
630-969-3685

VP Programs

VP Membership
Mike Czech
mammwc630@comcast.net
630-638-1805

Recording Secretary
Sue Bennett
suebee63@earthlink.net

Corresponding Secretary
Bill Smith
billtwo@aol.com

Treasurer
Dennis Regan
msgdjpr@gmail.com

At Large
Joe Bennett
630-969-2095

Calendar

Saturday, December 4
10 AM

“Adopt a Veteran’s Grave”
Lisle Cemetery

4 PM to 8 PM

“Once Upon a Christmas”
Museums at Lisle Station Park

Welcome, New Members!

Drew and Linda Neff
William Jacklin
Erene Panos
Sandy Seastrom

Donors

April Longnecker
Proceeds from sales of her stunning original
Lisle Station Park themed artwork

Strauss Tax Service
In memory of Ernie Ensalaco

Bill Smith
Membership in Burlington Northern Historical Society

Exhibits: Yender Market Window Boxes

Heidi Otto

Initiative Partner Organizations Include

Knights of Columbus St. Joan of Arc Council
Lisle Woman’s Club
Lisle VFW Post 5696

Tech Support – Programs

Thanks to **Drew Neff**, pictured left, for his wizardry setting up the technology to project our programs and share them via Zoom so our members and friends can attend remotely. What a pleasure to see folks like Mena Ryan stay involved from Canada!



38th Annual Depot Days 2022

Volunteers

Sue Bennett	Helen Jilek
Luisa Buehler	Gerry McNellis
Cathy Cawiezel (Chairman)	Roger Olson
Pat Cawiezel (Manager, Food Service)	Heidi Otto
Marie Czech	Erene Panos
Mike Czech	Dan Patt
Mark DeLeo	Dennis Regan
Wayne Dunham	Sharon Regan
Pam Freer	Sandy Seastrom
Elizabeth Hanson	Don Smith
Wayne Hoppenrath	Jay Spitzer
	Rita Sullivan
	Terry Taylor

Demonstrators

Blacksmiths

Jim Handzel
 Matt Zaucha
 Diana Weiland

The Wheelmen

Paul Schmidt
 Sharon Powell
 Jim Stulga
 John Traum

Shaving Horse

Jim Fousek
 Paul White

17th Corps

Field Hospital

Cari Szczesniak
 Roman Szczesniak

Bark Boats

Heidi Otto

Dagnabbit Studio

19th Century

Photography

Chris Olsen

Beehive Oven

Donna Fousek
 Fred Filipiak
 Nadine Filipiak
 Mary Bratrsovsky
 Dani Erickson
 Parker Akkeron
 Girl Scout Troop 55759
 from Lisle Elementary School

Beekeeping

Pete Soltesz
 Kim Kulton

Foxy Lady

Rug Hookers

Barbara Gaynor
 Ms. Karnes
 Marlene Kuypers
 Lynette Larson

Wood Turning

Don Johnston

Straw Baling

Bob and Carol Barr

Prairie State Leather Guild

Linda Zavala

Operation LifeSaver

Beverly Thompson
 Dustin Ebers

Spinning

Ann Oliver

Lisle VFW Post 5696

Lisle Library

Joy Davis
 Stephanie Kandlik
 Xavier Duran
 Emily Walker

Model Railroad Club

Brian, Jeff, Bill
 Dale, Wayne, Bob

Sponsors

Lisle Community Service Corp
 Lisle Savings Bank
 Lakeshore Recycling Systems
 Robbins Schwartz
 Steve and Delores Sarovich
 Foundation



Lisle Park District

Grace Heiderman
 (Museum Manager)
 Jon Pratcher

Memory Lane Stables



Heidi Otto



Foxy Lady Rug Hookers

Depot Days 2022



Erene Panos and Sandy Seastrom



Mary Bratrsovsky with Girl Scout Troop 55759



Wayne Hoppenrath



Marie Czech



Nadine and Fred Filipiak



Jim Fousek



Kim Kulton

No. 41 in the Collectible Heritage Ornament Series!



Portraits of Lisle residents of the 19th century in charming gilded frames create a “series within the series!”

The backings include the name and information about the person photographed.

Pictured left are **Mary Yender**, who ran the household when the Yenders lived in what we call the Netzley/Yender House, and **James C. Hatch**, one of Lisle’s first permanent settlers.



Also featured are **Jeduthan Hatch**, **Mark Beaubien**, **Chief Shabbona**, **Albert Riedy**, **Henrietta Schmeltzer Riedy**, **Abbot Nepomucene Jaeger, OSB**, **Mother Nepomucene Jaeger, OSB**, **Riley Riedy**, and **Joseph Yackley**.

The ornaments will be on sale during “Once Upon a Christmas.” They also are available for purchase on our website, LisleHeritageSociety.org.

Thank you Cathy Cawiezel (chairman), Pam Freer, Sue Lloyd, Erene Panos, Sandy Seastrom, and Terry Taylor for creating this year’s edition.

Depot Days



Top left to right:
Carol and Bob Barr
Chris Olsen
Sharon Powell
Paul Schmidt

Left:
Cari Szczesniak
Right:
Operation Lifesaver



The Nuclear Jazz Quarktlet



LHS member **Fred Filipiak** is pictured here performing with The Nuclear Jazz Quarktlet on Sunday November 13 at the Woodridge Public Library. A thoroughly delightful concert! Fred has been with the group about 20 years. The band’s name was suggested by a member who is a nuclear physicist.

Depot Days



Don Johnston



Don Smith



Diana Weiland

Lisle Heritage Society
Editor: Cathy Cawiezel
1011 Division St.
Lisle, IL 60532-2255

FIRST CLASS MAIL

CHICAGO'S VERY OWN WGN9

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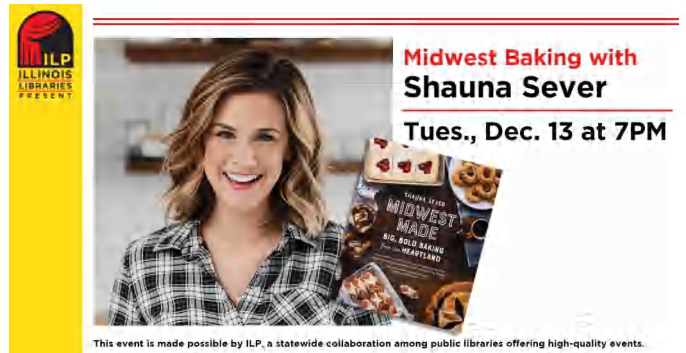
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