

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 16, 2022 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order No. 2021-20, all persons who are over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. Public Comment Prior to the Meeting: Citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

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 February 16, 2022 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Vice President Swistak and Trustee Wynn reviewed the January billings in February
 - b. Trustee Sullivan and Trustee Turner will review the February billings in March
4. Consent Agenda - Action Required
 - a. Approve Minutes of the January 19, 2022 Board Meeting
 - b. Acknowledge Treasurer's Report, 01/31/22, Investment Activity Report, 01/31/22, Current Assets Report, 01/31/22, Revenue Report, 01/31/22, and Expense Report, 01/31/22
 - c. Authorize Payment of Bills, 02/16/22
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report
 - ii. SNHA Furniture Update Presentation
 - iii. Workstation Furniture Bid Package Award Recommendation - Action Required
Approval to award and enter into an agreement with Interior Investments for the FF&E Workstation bid package, with Board President as contract signatory to the contract
 - iv. Title Company Escrow and Payment Process - Action Required
Approval to enter into an agreement with Chicago Title and Trust Company for Construction Escrow Trust Setup and Payment Disbursing
 - v. Construction Material Testing Services Recommendation - Action Required
Approval to award the Construction Material Testing Services scope of work.
 - vi. Moving Services Award Recommendation - Action Required
Approval to award and enter into an agreement Hallet and Sons for Library Moving Services, with Board President as contract signatory to the contract.
 - vii. Director and Board of Trustee Change Order Approval Thresholds - Action Required
Approval of the following change order approval thresholds and procedure:
 - Change orders which increase or reduce the original contract price by \$9,999.99 or less may be approved and signed by the Library Director.

- The Library Director is authorized to issue the statutory written determination for change orders which increase or reduce the original contract price by \$10,000.00 to \$24,999.99 and may approve and sign the change order.
 - Change orders over \$25,000 must be approved by the Library Board.
- viii. Planned Library Closure - Action Required
Approval to close the Library for Phase 1 Abatement on March 17, 2022 and March 18, 2022.
- ix. Ground Breaking Ceremony Discussion
- 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. Director Evaluation Process: Discussion - LLD Personnel & Policy Chairwoman Swistak
 - b. Semi-annual review of executive session minutes - Action Required
Six month review of executive session minutes to release or to remain closed.
 - c. Review of executive session recordings more than 18 months old - Action Required
Six month review of executive session recordings to retain or destroy.
- 9. Executive Session
 - a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
- 10. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
- 11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
January 19, 2022 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary [arrived at 7:55 p.m.]
Marc Rogers - CCS International Inc., Project Manager
Tim Drewry - Camosy Incorporated (via GoToWebinar) [left the meeting at 7:23 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and Trustee Turner reviewed the December billings in January
- b. Vice President Swistak and Trustee Wynn will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 15, 2021 Board Meeting
- b. Approve Minutes of the January 7, 2022 Special Board Meeting
- c. Acknowledge Treasurer's Report, 12/31/21, Investment Activity Report, 12/31/21, Current Assets Report, 12/31/21, Revenue Report, 12/31/21, and Expense Report, 12/31/21
- d. Authorize Payment of Bills, 01/19/22

MOTION: Trustee Sullivan moved to approve the Consent Agenda. Trustee Turner seconded.

Discussion: President Bartelli suggested a correction to the January 7, 2022 Special Board Meeting minutes regarding the date at the top. The correction was noted.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

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

Mr. Rogers stated that construction project bids were received and would have a recommendation for award later in the meeting. He provided an update including information regarding the furniture package, moving package, material testing package, and permit review process.

Discussion: Secretary Larson asked about the workstation material durability. Mr. Rogers explained that materials were commercial grade.

Mr. Rogers provided a phasing and logistics update, including information about anticipated Library closures. He stated that he would come to the Board with more detail in February.

Discussion: Trustee Sullivan asked about notifying other local libraries when the LLD is closed. Director Weinstein explained that she would post via RAILS for LLD updates as well as inform the public via eBlast, social media, and the website.

Mr. Rogers provided an abatement update.

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

Mr. Rogers provided an overview of upcoming activities including a kick-off meeting with the General Contractor. He discussed the bidding process for furniture, moving, and construction material testing. He also discussed the RFID and security gate purchases, a VOL permit fee waiver request, and exterior signage package.

Mr. Rogers recommended that the Lisle Library District award Camosy Incorporated the General Contract for the Renovation Project because they were the lowest qualified bid with no exclusions, substitutions, or clarifications.

Mr. Drewry from Camosy introduced himself to the Board. Mr. Rogers provided an overview of alternates.

Discussion: Trustee Sullivan asked about the interior masonry. Mr. Rogers explained that the base scope includes painting the interior masonry.

ii. Approval to award renovation project construction contract - Action Required

MOTION: Trustee Wynn moved to award the renovation project construction contract to Camosy Incorporated with the base bid lump sum of \$5,296,700; with LLD Board President Bartelli as signatory to contract documents. Vice President Swistak seconded. Roll Call Vote - All Aye. The motion passed.

Mr. Rogers congratulated the Library Board.

Mr. Drewry left the meeting at 7:23 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee met on Wednesday, December 29th. She mentioned that the Committee discussed three policies; Policy 735 approved at a recent Special Board meeting and Policies 345 and 360 that were being considered at this evening's meeting. Vice President Swistak commented that the Committee also discussed the Director evaluation process and requested that the full Board discuss this subject at the February meeting.

Discussion: Trustee Sullivan asked if there was a written policy regarding the Director evaluation process. Vice President Swistak stated that there was no policy and explained the need for a clearer procedure and process.

- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan stated that the Committee met on Thursday, January 13th. She provided an update on donations. Trustee Sullivan provided an overview of recommendations from the Committee for Board consideration. The recommendations included having Director Weinstein contact the Friends of the Lisle Library, posting information about the fundraising effort on the LLD website, providing fundraising information in the newsletter, and having an internal display that shows fundraising progress. She also commented on having a LiteZilla coloring page for kids and pamphlets containing fundraising information. Trustee Sullivan mentioned other topics including pursuing donations from businesses.

Discussion: The Board agreed to have Director Weinstein contact the Friends of the Lisle Library, post information about the fundraising effort to the LLD website, provide fundraising information within the newsletter, create an internal display that shows fundraising progress, have a LiteZilla coloring page for kids, and have flyers.

Vice President Swistak suggested providing a coloring page in curbside pick-up bags for children. Director Weinstein stated that it was a great idea.

President Bartelli asked for Board feedback regarding the Library being the point of contact for fundraising and not individual Trustees. Trustee Turner commented that the Board previously agreed that individual Trustees would not take action without Board approval. Treasurer Norton stated that the Board is generally willing and ready to convene when needed to keep things moving in a timely manner. Trustee Sullivan spoke about her experiences regarding fundraising. Treasurer Norton commented on having consensus regarding methods and to follow an agreed upon process.

President Bartelli reminded the Board to follow best practices. Secretary Larson agreed and suggested following the guidelines that were agreed upon at the January Special Board meeting. Director Weinstein shared information provided by the Library's attorney regarding accepting donations. Vice President Swistak stated that it was vital that the Board follow Policy 735 Donations & Gifts approved at the January Special Board meeting

Director Weinstein restated the recommendations agreed on by the Board. Vice President Swistak asked about having kids donate spare change. Trustee Turner said that the Committee discussed the idea and that no final decision was made. Director Weinstein stated that she spoke with the Director of Youth Services and that he was not comfortable having a money jar in YS. She suggested a coloring page to involve children in a creative way instead of financial way. Treasurer Norton suggested the possibility of having a donation box for anonymous cash donations.

Trustee Wynn stated that she liked the idea of having a coloring sheet included in curbside pick-up bags. She discussed concerns about fundraising during the renovation

timeline and stated that she thought the campaign was moving a bit fast. Trustee Wynn stated that she was in agreement regarding following policy.

Trustee Sullivan stated that the next Committee meeting was scheduled for Thursday, February 10th at 1:00 pm.

7. Staff Reports

Director Weinstein summarized her Director's report. She mentioned that the Library concluded its Winter Read program on January 7th and that a total of 893 patrons had participated this year. She thanked staff for the work that went into the program. Director Weinstein mentioned that the Board and Committees met frequently during the holiday season; 6 times during a 30 day window. She stated that LLD staff, CCS, and SNHA visited the Merchandise Mart to evaluate furniture for the Youth and Adult areas. Director Weinstein mentioned that the LLD will be utilizing approximately 50% of the existing furniture. She mentioned that she, Mr. Rogers, Department Directors, and the IT Manager met to discuss phasing aspects of the renovation. Director Weinstein thanked the Board for agreeing to the recommendations of the Advocacy & Outreach Committee and thanked donors (elected officials, local leaders, past Trustees, and organizations) for their contributions. She stated that \$4,405 has been raised; 29% of the goal.

Discussion: Vice President Swistak asked where future Board meetings would be held once the meeting rooms were unavailable. Director Weinstein explained that meetings would not be held at the Library and provided an overview of meeting requirements per the Open Meetings Act and that future locations were being researched.

Assistant Director McQuillan mentioned that the Library partners with the Village of Lisle to provide floodplain maps and documents for the area. She stated that the Village provides the documents and that Library staff processes those documents and adds them to the Reference collection. Assistant Director McQuillan commented that Library staff updated the AED devices in the Library by replacing batteries and pads. She mentioned that there were two AED devices in the building and that the updates are good through 2023.

8. New Business

a. Appoint Committee to prepare FY2022/23 Working Budget

President Bartelli appointed a Committee of the Whole to discuss and prepare the FY2022/23 Working Budget. She stated that in the coming months the Board would meet as a whole to discuss the forthcoming budget and that the meetings may be separate or be in conjunction with regular Board meetings. President Bartelli commented that she and Director Weinstein would work on a schedule soon and that the Board would be alerted to the schedule.

b. Approve LLD Policy 345: Reference & Readers' Advisory Services - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 345: Reference & Readers' Advisory Services. Secretary Larson seconded.

Director Weinstein provided an explanation of LLD Policy 345: Reference & Readers' Advisory Services.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 360: Library-Sponsored Public Programs - Action Required
MOTION: Vice President Swistak moved to approve LLD Policy 360: Library-Sponsored Public Programs. Trustee Sullivan seconded.

Director Weinstein provided an explanation of LLD Policy 360: Library-Sponsored Public Programs.

Discussion: Trustee Wynn suggested a correction in the fifth paragraph regarding the word *dues*. The correction was noted.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Bartelli thanked the Department Directors for their quarterly reports. She mentioned that she was glad to see that the art prints were updated. Secretary Larson stated that she was excited to hear that construction would begin in March. Treasurer Norton thanked everyone and mentioned her appreciation for the quarterly reports. She said that she would ask the Director about Library-specific statistics. Trustee Sullivan thanked everyone for their work. She commented on the increase in license plate renewals, new library cards, and library card renewals shown in the Circulation quarterly report.

Trustee Turner thanked everyone and appreciated that Director Weinstein reached out to the Youth Services Director for his opinion about the donation jar idea. Trustee Wynn thanked everyone and commented on the scavenger hunt held by Youth Services. Vice President Swistak commented that she appreciated that all Board members are comfortable talking and sharing their thoughts and that their voices are valued. She stated her appreciation and thanked President Bartelli for her work. Vice President Swistak thanked Mr. Rogers for being thorough. She thanked the Board for approving the policies that the Personnel & Policy Committee drafted. Vice President Swistak thanked Director Weinstein and Assistant Director McQuillan for their work in keeping staff safe and happy and keeping the Library operational.

10. Adjourn

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

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 8:39 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 16, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

Treasurer's Report as of January 31, 2022

	Cash Balance	Financial	Financial
Fund Name	01/31/22	Assets %	Assets %
		W/ Spec Res	W/O Spec Res
Corporate	7,475,631.30	65.65%	94.64%
IMRF	223,939.69	1.97%	2.84%
FICA	199,437.48	1.75%	2.52%
Subtotals	7,899,008.47	69.37%	100.00%
Special Reserve	3,488,414.44	30.63%	0.00%
	11,387,422.91	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	145.75	135.85	125.51	116.21	111.99	128.49	115.92						879.72
Ehlers	0.93	1.22	0.76	4.61	4.77	2.90	0.44						15.63
Ehlers-Inv Interest #5707	1,720.74	6,521.93	911.94	9,537.05	2,059.03	37.67	1,506.30						22,294.66
Ehlers-Inv Interest #8217	0.00	0.00	0.00	0.00	1.60	17.85	36.94						56.39
Fifth Third Bank	310.78	281.95	346.50	182.47	159.67	152.75	129.83						1,563.95
Lisle Savings	49.35	54.47	52.78	51.09	52.81	51.12	52.83						364.45
Lisle CD 2635	176.99	177.12	171.54	177.39	171.80	177.66	177.79						1,230.29
Lisle CD 2669	49.70	49.71	48.12	49.73	48.14	49.75	49.75						344.91
IL Funds	24.71	24.66	24.08	31.38	33.42	69.79	94.73						302.77
US Bank-9853	30.83	31.85	31.85	30.82	31.86	10.27	10.62						178.10
US Bank-9370	0.47	0.51	0.48	0.47	0.46	0.44	0.44						3.27
TOTALS	2,510.25	7,279.27	1,713.56	10,181.22	2,675.55	698.69	2,175.60	-	-	-	-	-	27,234.14
Interest - Special Reserve Only	923.73	2,572.18	545.02	3,277.04	887.22	209.89	727.59	-	-	-	-	-	9,142.67
Interest - No Special Reserve Reflected	1,586.52	4,707.09	1,168.54	6,904.18	1,788.33	488.80	1,448.01	-	-	-	-	-	18,091.47
Totals	2,510.25	7,279.27	1,713.56	10,181.22	2,675.55	698.69	2,175.60	-	-	-	-	-	27,234.14

	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities and Sales	0.00	290,000.00	205,000.00	360,000.00	0.00	2,200,000.00	1,067,000.00	0.00	0.00	0.00	0.00	0.00	4,122,000.00
Investment Purchases	0.00	0.00	0.00	0.00	600,000.00	3,157,000.00	898,000.00	0.00	0.00	0.00	0.00	0.00	4,655,000.00
TOTALS	0.00	290,000.00	205,000.00	360,000.00	(600,000.00)	(957,000.00)	169,000.00	0.00	0.00	0.00	0.00	0.00	(533,000.00)

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

Fair Market Value on
1/31/22

Checking Accounts

Fifth Third Operating Acct		\$217,533.11
Fifth Third Financial Now acct	1.60%	\$2,950,199.81
Fifth Third Financial-petty cash		\$400.00
US Bank		\$22,693.02
E commerce		\$54,471.13
		<u>\$3,245,297.07</u>

Money Markets

Lisle Savings Bank		\$207,390.02
IMET	2.33%	\$964,207.76
The Illinois Funds	2.40%	<u>\$1,466,453.27</u>
		<u>\$2,638,051.05</u>

Ehlers Investments #5707		\$721.08
Ehlers Investments #8217		<u>\$403,944.70</u>

Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
<u>Fixed Income</u>								
Lisle Savings Bank	1/16/2019	225,325.93	100.000	2.72	2.75	225,325.93	\$234,383.04	2/16/2022
Mizrahi Tefahot BK LTD #8217	12/14/2021	249,000.00	99.974	0.13	0.13	248,968.00	\$249,004.96	2/24/2022
Northpointe Bk Grand Rapids MI	12/14/2021	249,000.00	99.964	0.15	0.15	248,943.78	\$249,009.66	2/28/2022
Natixis Disc Commercial Paper	12/15/2021	400,000.00	99.956	0.00	0.00	399,837.00	\$399,957.04	3/14/2022
Merchants BK IND Lynn	12/23/2021	249,000.00	100.000	0.00	0.00	249,000.00	\$249,070.52	3/23/2022
Mizuho Bank USA #8217	12/20/2021	150,000.00	99.936	0.05	0.05	149,973.25	\$149,987.70	3/31/2022
Goldman Sachs Bk	4/3/2019	100,000.00	100.000	2.60	2.60	99,915.00	\$100,437.01	4/4/2022
Morgan Stanley Bk	4/4/2019	175,000.00	100.000	2.65	2.65	174,840.00	\$175,780.06	4/4/2022
BankUnited National ASSN FLOR	1/12/2022	249,000.00	100.000	0.15	0.15	249,000.00	\$249,021.84	4/12/2022
FVCBankCorp Inc	1/18/2022	249,000.00	100.000	0.15	0.15	249,000.00	\$249,022.39	4/18/2022
Goldman Sachs BK USA NY	1/19/2022	200,000.00	100.000	0.10	0.10	200,000.00	\$199,996.10	4/19/2022
Bank China LTD Hong Kong	12/23/2021	381,000.00	99.875	0.00	0.00	380,538.75	\$380,767.89	4/27/2022
Virginia Comwith Transn BRD TR	12/15/2021	780,000.00	102.010	5.00	5.00	798,943.00	\$790,273.85	5/15/2022
Goldman Sachs Bk	5/22/2019	150,000.00	100.000	2.50	2.50	150,000.00	\$151,102.55	5/23/2022
Sallie Mae Bk	5/22/2019	10,000.00	100.000	2.50	2.50	10,000.00	\$10,073.50	5/23/2022
Lisle Savings Bank	7/11/2018	218,374.39	100.000	2.50	2.50	218,374.39	\$232,687.44	7/11/2022
Capital One Bk	8/15/2019	130,000.00	99.900	2.05	2.05	129,892.30	\$131,282.36	8/15/2022
Enerbank USA	8/30/2019	175,000.00	99.935	1.75	1.75	174,901.25	\$176,515.08	8/30/2022
Morgan Stanley Bk	10/3/2019	155,000.00	99.950	1.90	1.90	154,922.50	\$156,665.17	10/3/2022
Maryland ST	12/15/2021	100,000.00	101.001	5.00	5.00	102,460.44	\$100,380.86	3/1/2023
US Bank	9/15/2018	249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	6/15/2023
							<u>\$4,885,409.01</u>	
<u>Mutual Funds</u>								
Schwab Funds Treas Oblig Money Investor #5707		14,000.00	1.000	0.00	0.00	14,000.00	\$14,000.00	
Schwab Funds Treas Oblig Money Investor #8217		200,000.00	1.000	0.00	0.00	200,000.00	\$200,000.00	
							<u>\$214,000.00</u>	
Total Holdings							<u>\$5,099,409.01</u>	
TOTAL CURRENT ASSETS							<u>\$11,387,422.91</u>	

Lisle Library District
For the Seven Months Ending January 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 Interest Earned	\$ 727.59	\$ 9,142.67	\$ 17,671.49	\$ 31,500.00	29.02
TOTAL INTEREST	727.59	9,142.67	17,671.49	31,500.00	29.02
70-04-4587-10 Restricted - Transfer from Cor	0.00	0.00	175,000.00	2,800,000.00	0.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	1,000,000.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	175,000.00	3,800,000.00	0.00
TOTAL REVENUES	727.59	9,142.67	192,671.49	3,831,500.00	0.24

Lisle Library District
For the Seven Months Ending January 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.	\$ 0.00	\$ 3,770,568.40	\$ 3,705,629.37	\$ 3,775,885.00	99.86
40-01-4414-00 Tax Levy - IMRF	0.00	81,829.38	116,473.47	80,800.00	101.27
45-01-4415-00 Tax Levy - FICA	0.00	170,249.73	159,518.03	169,680.00	100.34
TOTAL TAX LEVY	0.00	4,022,647.51	3,981,620.87	4,026,365.00	99.91
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	31,560.08	32,563.42	30,000.00	105.20
TOTAL TIF SURPLUS	0.00	31,560.08	32,563.42	30,000.00	105.20
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	5,983.58	20,787.65	10,503.29	10,000.00	207.88
40-01-4462-00 Personal Property Repl. Tax -	345.33	1,199.71	606.18	500.00	239.94
45-01-4463-00 Personal Property Repl. Tax -	54.26	188.49	95.23	90.00	209.43
TOTAL PERSONAL PROPERTY REP	6,383.17	22,175.85	11,204.70	10,590.00	209.40
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	1,356.53	16,945.41	31,941.79	55,000.00	30.81
40-02-4475-00 Interest Earned - IMRF	47.74	607.78	1,393.26	2,500.00	24.31
45-02-4476-00 Interest Earned - FICA	43.74	538.28	952.27	2,000.00	26.91
TOTAL INTEREST INCOME	1,448.01	18,091.47	34,287.32	59,500.00	30.41
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(4,876.09)	(27,033.63)	(27,828.48)	5,000.00	(540.67)
TOTAL UNREALIZED GAIN/LOSS O	(4,876.09)	(27,033.63)	(27,828.48)	5,000.00	(540.67)
DESK INCOME					
10-03-4531-00 Lost Books	158.08	869.47	662.41	1,500.00	57.96
10-03-4536-00 Non-Resident Fees	263.83	591.95	571.53	500.00	118.39
10-03-4540-00 Fines	121.38	305.46	2,130.21	3,000.00	10.18
TOTAL DESK INCOME	543.29	1,766.88	3,364.15	5,000.00	35.34
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	60.00	0.00	0.00
10-03-4560-30 Gifts - Restricted - YS	5,205.00	5,205.00	0.00	0.00	0.00
10-04-4573-00 Copier Income	291.90	2,575.61	1,625.95	3,500.00	73.59
10-04-4583-00 Per Capita Grant	0.00	42,043.40	35,630.00	35,000.00	120.12

Lisle Library District
For the Seven Months Ending January 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>
10-04-4584-00 Other Income - Corp.	0.00	1,024,614.97	813.86	2,500.00	40,984.60
10-04-4585-00 License Sticker Renewals	485.00	4,366.00	9,261.50	2,500.00	174.64
TOTAL UNRESTRICTED INCOME	5,981.90	1,078,804.98	47,391.31	43,500.00	2,480.01
TOTAL REVENUES	\$ 9,480.28	\$ 5,148,013.14	\$ 4,082,603.29	\$ 4,179,955.00	123.16

Lisle Library District
For the Seven Months Ending January 31, 2022
Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	34,443.28	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5674-00 Consulting	0.00	0.00	23,838.75	0.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	58,282.03	15,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	44,323.75	416,636.97	0.00	5,850,000.00	7.12
70-65-5861-00 Interior Renovation	0.00	0.00	9,438.75	0.00	0.00
TOTAL RENOVATION COSTS	44,323.75	416,636.97	9,438.75	5,850,000.00	7.12
TOTAL SPECIAL RESERVE EXPENSES	44,323.75	416,636.97	67,720.78	5,865,000.00	7.10

Lisle Library District
For the Seven Months Ending January 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	\$ 41,370.11	\$ 274,140.52	\$ 262,948.01	\$ 480,000.00	57.11
10-10-5603-20 Adult Services - Reg. Hours	43,861.01	293,042.29	327,137.70	580,000.00	50.52
10-10-5603-30 Youth Services - Reg. Hours	33,070.14	217,067.96	202,067.81	450,000.00	48.24
10-10-5603-50 Technical Services - Reg. Hour	18,970.12	144,992.16	153,752.20	277,000.00	52.34
10-10-5603-60 Circulation - Reg. Hours	37,699.95	260,128.98	255,082.36	475,000.00	54.76
Total Salaries	174,971.33	1,189,371.91	1,200,988.08	2,262,000.00	52.58
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	3,844.15	24,929.05	27,171.81	47,000.00	53.04
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,812.07	50,675.77	56,446.37	97,000.00	52.24
10-10-5621-30 Hosp. Ins. - YS	3,941.92	26,501.19	17,885.64	51,500.00	51.46
10-10-5621-50 Hosp. Ins. - Tech	2,420.78	18,469.52	19,593.60	39,500.00	46.76
10-10-5621-60 Hosp. Ins. - Circ	4,492.99	27,425.04	38,591.36	55,000.00	49.86
10-10-5622-10 Dental Ins. - Admin.	184.98	1,294.86	1,410.86	2,350.00	55.10
10-10-5622-20 Dental Ins. - Adult Serv	543.11	3,243.01	3,772.34	5,450.00	59.50
10-10-5622-30 Dental Ins. - YS	404.62	1,889.45	1,702.66	2,600.00	72.67
10-10-5622-50 Dental Ins. - Tech	259.13	917.01	1,704.41	2,800.00	32.75
10-10-5622-60 Dental Ins. - Circ	315.42	1,512.65	1,521.23	2,800.00	54.02
Total Health and Dental Ins.	24,219.17	156,857.55	169,800.28	306,000.00	51.26
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	161.71	418.67	237.43	4,000.00	10.47
Total Other Staff Benefits	161.71	418.67	237.43	4,000.00	10.47
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,125.64	20,714.36	19,648.29	37,000.00	55.98
45-10-5625-20 FICA Expense - Adult Serv.	3,156.04	21,114.82	23,452.93	45,500.00	46.41
45-10-5625-30 FICA Expense - Youth Services	2,493.65	16,252.60	15,186.16	34,500.00	47.11
45-10-5625-50 FICA Expense - Tech Servs.	1,426.47	10,880.50	11,535.26	21,500.00	50.61
45-10-5625-60 FICA Expense - Circulation	2,674.47	19,000.92	18,585.59	36,500.00	52.06
Total FICA Expenses	12,876.27	87,963.20	88,408.23	175,000.00	50.26
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,909.60	17,627.14	20,958.00	26,650.00	66.14
40-10-5628-20 IMRF Expense - Adult Servs	2,153.58	20,119.74	28,078.31	37,700.00	53.37
40-10-5628-30 IMRF Expense - Youth Services	1,480.72	13,912.42	16,426.03	27,300.00	50.96
40-10-5628-50 IMRF Expense - Tech Servs.	931.44	10,017.57	13,157.23	17,550.00	57.08
40-10-5628-60 IMRF Expense - Circulation	1,340.27	13,027.33	15,372.47	20,800.00	62.63

Lisle Library District
For the Seven Months Ending January 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>
Total IMRF Expenses	7,815.61	74,704.20	93,992.04	130,000.00	57.46
Total EMPLOYEE COSTS	220,044.09	1,509,315.53	1,553,426.06	2,877,000.00	52.46
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	450.00	3,150.00	2,700.00	5,400.00	58.33
10-20-5651-00 INet	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00 Utilities - Phone	777.40	4,693.61	4,686.78	10,000.00	46.94
10-20-5653-00 Utilities - Gas	1,246.74	4,563.83	2,738.41	7,500.00	60.85
10-20-5654-00 Utilities - Sewer & Water	149.69	923.76	852.48	2,900.00	31.85
10-20-5655-00 Utilities - Electric	4,030.80	26,538.59	19,606.79	50,000.00	53.08
10-20-5656-00 Verizon	125.00	750.00	1,074.30	1,500.00	50.00
Total Utilities	6,779.63	42,429.79	33,468.76	79,110.00	53.63
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	1,250.00	3,750.00	3,600.00	5,000.00	75.00
10-20-5661-00 Maint Contracts - Maint. Servi	2,964.10	18,580.70	21,121.72	49,500.00	37.54
10-20-5662-00 Maint Contr. - Landscape Serv.	4,600.00	19,075.00	10,020.00	40,000.00	47.69
10-20-5663-00 Maint/Repairs-Genl repairs, Su	664.47	4,477.64	4,139.93	10,000.00	44.78
10-20-5664-00 Maint/Repairs-Non Contr. Work	3,025.93	28,435.79	33,304.11	70,000.00	40.62
10-20-5665-00 Rubbish Removal	36.48	1,949.63	2,354.64	4,000.00	48.74
Total Maintenance and Repairs	12,540.98	76,268.76	74,540.40	178,500.00	42.73
TOTAL BUILDING COSTS	19,320.61	118,698.55	108,009.16	257,610.00	46.08
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	150.80	2,313.69	2,207.49	5,500.00	42.07
10-25-5710-10 Printing/Spec. Serv. - Adult	0.00	8,731.00	3,145.34	17,000.00	51.36
10-25-5711-00 Postage Special Serv	0.00	3,591.16	4,673.12	8,800.00	40.81
10-25-5712-00 Printing	0.00	271.38	438.74	1,000.00	27.14
Total Postage and Printing	150.80	14,907.23	10,464.69	32,300.00	46.15
Supplies					
10-25-5713-00 Office Supplies	278.63	2,778.74	3,487.11	5,500.00	50.52
10-25-5714-00 Circ. Material Supplies	(3.27)	4,863.20	6,505.60	10,000.00	48.63
10-25-5715-00 Copier Supplies	0.00	751.37	998.98	1,900.00	39.55
10-25-5716-00 Kitchen Supplies	163.87	1,987.53	1,556.55	6,000.00	33.13
10-25-5717-00 Processing Supplies	2,648.77	16,115.14	15,077.85	43,000.00	37.48
10-25-5718-00 Computer Supplies	1,228.90	6,757.15	4,776.45	12,400.00	54.49

Lisle Library District
For the Seven Months Ending January 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>
Total Supplies	4,316.90	33,253.13	32,402.54	78,800.00	42.20
Other Operating Costs					
10-25-5719-00 Publishing	0.00	714.61	828.46	1,500.00	47.64
10-25-5722-15 Safety Deposit Box Rental	50.00	137.50	140.00	200.00	68.75
10-25-5723-00 Check Printing	0.00	402.29	0.00	500.00	80.46
10-25-5723-15 Bank Charges	227.67	2,391.15	693.71	6,000.00	39.85
10-25-5724-15 Local Travel	24.46	130.25	148.71	500.00	26.05
Total Other Operating Costs	302.13	3,775.80	1,810.88	8,700.00	43.40
TOTAL OPERATING EXPENSES	4,769.83	51,936.16	44,678.11	119,800.00	43.35
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	2,100.00	2,100.00	2,100.00	100.00
10-30-5751-00 Property Damage (All-Peril)	39,466.00	57,232.50	47,994.50	40,000.00	143.08
10-30-5752-00 Notary Bond	11.00	75.00	0.00	225.00	33.33
10-30-5754-00 Workers Comp Insurance	5,196.00	9,372.50	9,067.50	9,000.00	104.14
TOTAL INSURANCE	44,673.00	68,780.00	59,162.00	51,325.00	134.01
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	3,813.75	2,137.50	15,000.00	25.43
10-35-5761-00 Collection Agency	35.80	179.00	0.00	700.00	25.57
10-35-5762-00 Other Contr Services - Admin	0.00	250.00	1,590.00	6,000.00	4.17
10-35-5763-00 Other Contr Svcs-Tech Asst	11,557.90	55,831.77	38,612.11	76,000.00	73.46
10-35-5764-10 Other Contr Svcs - Library Wi	1,984.00	20,990.08	20,263.10	38,000.00	55.24
10-35-5765-10 Investment Agency Consultants	616.62	3,660.02	3,638.29	7,500.00	48.80
10-35-5769-00 Acct Maint & Upgrades	0.00	0.00	522.61	6,000.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	8,900.00	8,650.00	8,700.00	102.30
10-35-5771-00 Payroll Service	532.23	3,663.71	3,631.31	7,700.00	47.58
TOTAL CONTRACTUAL SERVICES	14,726.55	97,288.33	79,044.92	165,600.00	58.75
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	575.00	2,571.00	2,914.00	4,000.00	64.28
10-40-5784-00 Meetings - Staff	114.51	114.51	0.00	1,500.00	7.63
10-40-5785-00 Conferences - Staff	65.00	728.00	1,224.94	4,500.00	16.18
10-40-5786-00 Memorial/Tribute/Recognition	109.99	252.87	269.74	1,000.00	25.29
10-40-5787-00 Staff Development	0.00	383.86	0.00	2,500.00	15.35
10-40-5788-00 Training (Cont Ed) - Staff	700.00	700.00	43.00	1,500.00	46.67
10-45-5786-70 Dues - Trustee	0.00	230.00	75.00	525.00	43.81
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00

Lisle Library District
For the Seven Months Ending January 31, 2022
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10-45-5789-70 Training-Trustees	0.00	39.98	80.00	1,000.00	4.00
TOTAL PERSONNEL DEVELOPMEN	1,564.50	5,020.22	4,606.68	18,525.00	27.10
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	56,060.59	54,474.35	53,000.00	105.77
10-48-5803-10 Technology	0.00	4,484.13	24,948.37	50,000.00	8.97
10-48-5804-10 Facility	0.00	5,377.99	792.86	10,000.00	53.78
Total Major Equipment	0.00	65,922.71	80,215.58	113,000.00	58.34
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	349.84	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	0.00	182.51	103.27	700.00	26.07
10-48-5823-30 Minor Equipment - Youth	103.99	103.99	0.00	700.00	14.86
10-48-5823-50 Minor Equip - Tech Services	0.00	520.70	107.58	700.00	74.39
10-48-5823-60 Minor Equip - Circ	0.00	0.00	29.98	700.00	0.00
Total Minor Equipment	103.99	807.20	590.67	3,500.00	23.06
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	180.57	541.71	540.00	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	579.63	9,043.18	10,016.84	20,280.00	44.59
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	29.91	141.81	1,000.00	2.99
Total Equip Maint/Repairs and Rentals	760.20	9,614.80	10,698.65	22,000.00	43.70
TOTAL EQUIPMENT COSTS	864.19	76,344.71	91,504.90	138,500.00	55.12
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	688.45	3,200.47	186.73	8,000.00	40.01
10-50-5863-30 Books - Youth Serv	2,003.36	26,939.47	24,054.71	54,000.00	49.89
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	8,962.44	39,441.08	29,509.63	86,100.00	45.81
10-50-5865-10 Books - Adult/Teen Fiction	5,078.99	36,473.17	30,591.14	74,500.00	48.96
10-50-5867-20 Ref Books - Adult Serv	256.53	6,809.43	8,844.68	18,100.00	37.62
Total Books	16,989.77	112,863.62	93,186.89	240,700.00	46.89
Databases					
10-50-5869-20 Internet Licensed DBases	7,000.00	87,372.83	80,730.90	125,000.00	69.90
10-50-5872-10 Dbases - Professional	0.00	4,260.41	3,777.74	10,000.00	42.60
10-50-5873-30 Dbases - Youth Serv	4,614.00	15,142.15	9,493.50	15,000.00	100.95

Lisle Library District
For the Seven Months Ending January 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>
Total Databases	11,614.00	106,775.39	94,002.14	150,000.00	71.18
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	1,162.23	9,625.33	11,834.00	13,000.00	74.04
10-50-5895-40 A-V Matls - Adult Serv	4,519.23	37,354.25	57,281.13	55,000.00	67.92
10-50-5899-20 Digital Content	11,945.60	63,303.95	0.00	92,000.00	68.81
Total Audio-Visual Materials	17,627.06	110,283.53	69,115.13	160,000.00	68.93
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	5.25	22,968.32	21,851.84	24,000.00	95.70
10-50-5900-20 Periodicals - Adult Serv	5,460.49	28,353.72	35,409.42	39,350.00	72.06
10-50-5900-30 Periodicals - Youth	0.00	132.91	474.01	500.00	26.58
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,115.97	4,797.47	3,000.00	70.53
Total Periodicals/Doc Delivery	5,465.74	53,570.92	62,532.74	66,850.00	80.14
TOTAL LIBRARY MEDIA	51,696.57	383,493.46	318,836.90	617,550.00	62.10
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	749.11	7,940.40	5,035.50	10,000.00	79.40
10-60-5931-30 Programs - Youth	287.11	5,735.34	3,044.27	10,000.00	57.35
10-60-5931-40 Online Marketing	42.75	466.19	276.66	2,000.00	23.31
10-60-5931-50 Community Relations	78.53	693.64	1,597.07	6,500.00	10.67
Total Programs	1,157.50	14,835.57	9,953.50	28,500.00	52.05
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	184.68	952.51	2,000.00	9.23
10-60-5940-30 Reader Services - Youth Serv.	22.99	401.67	1,570.10	5,500.00	7.30
Total Readers Services	22.99	586.35	2,522.61	7,500.00	7.82
TOTAL PROGRAMS AND READERS	1,180.49	15,421.92	12,476.11	36,000.00	42.84
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	0.00	0.00
10-80-5981-80 Restricted - Per Capita Grant	231.62	23,733.78	16,634.13	35,000.00	67.81
TOTAL RESTRICTED USAGE EXPEN	231.62	23,733.78	16,634.13	35,000.00	67.81
CONTINGENCY					
10-90-5999-00 Contingency	0.00	13,671.14	0.00	25,000.00	54.68

Lisle Library District
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TOTAL CONTINGENCY	0.00	13,671.14	0.00	25,000.00	54.68
TOTAL EXPENSES - EXC OP TRANS	359,071.45	2,363,703.80	2,288,378.97	4,341,910.00	54.44
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	0.00	0.00	175,000.00	2,800,000.00	0.00
TOTAL OPERATING TRANSFERS O	0.00	0.00	175,000.00	2,800,000.00	0.00
TOTAL ALL EXPENSES	359,071.45	2,363,703.80	2,463,378.97	7,141,910.00	33.10

Lisle Library District
Accounts Payable - February 16, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Albertsons	0207222	Winter Read Supplies Albertsons / Safeway	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	86.63	86.63
B&T (C5223433)	013122	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	1,032.11 37.41	1,069.52
B&T (L0334152)	013122	Circ & Processing Baker & Taylor (L0334152)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	3,713.48 140.24	3,853.72
B&T (L4171582)	013122	Audio Books & Processing Baker & Taylor (L4171582)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	632.46 106.12	738.58
B&T (L4342812)	013122	Books - YS Baker & Taylor (L4342812)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	30.35	30.35
B&T (L5425632)	013122	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	20.98 1.38	22.36
B&T (L5443202)	013122	Books & Processing Baker & Taylor (L5443202)	10-50-5865-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Processing Supplies Accounts Payable	38.19 0.69	38.88
Case Lots	9685	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	207.60	207.60
CDW G	R057602	Barracuda - 1 Year License CDW Government	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	3,542.40	3,542.40
Colley Elevator	221397	Elevator Maintenance Colley Elevator Company	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	385.00	385.00
ComEd	012722	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,447.76	3,447.76
Compact Disc Sourc	79845	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	161.65	161.65
Compact Disc Sourc	79846	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	64.79	64.79
Crete Public Library	209817180	Lost ILL Item Crete Public Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	20.00	20.00
Daily Herald	205717	Bid Notices	70-65-5675-00	Renovation Project	1,024.65	

Lisle Library District
Accounts Payable - February 16, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Demco	7066316	Daily Herald	10-00-2610-00	Accounts Payable		1,024.65
		Bookmarks Demco	10-60-5940-30 10-00-2610-00	Reader Services - Youth Accounts Payable	90.76	90.76
Demco	7072050	Barcodes Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	989.02	989.02
EBSCO	1656666	FamilyTree Magazine Subscription EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	27.00	27.00
Eco Clean	10344	Cleaning Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,807.00	2,807.00
Ehlers Investment	013122	Investment Consulting Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	615.90	615.90
ELM USA	46778	Cleaning Compound - Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	131.99	131.99
EnvisionWare	INV-US-57553	Annual Maintenance Self Checks & RFID Scanners EnvisionWare, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	8,707.13	8,707.13
EnvisionWare	Q#US-68526	Deposit - Automated Material Handler EnvisionWare, Inc.	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	37,500.00	37,500.00
Ferrari, John	011722	Activity Kits John Ferrari	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	9.44	9.44
Ferrari, John	020422	Activity Kits John Ferrari	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	26.25	26.25
Garvey's	B2B1548791	Laminate Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	170.98	170.98
Garvey's	PINV2208184	Activity Kits Garvey's Office Products	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	53.92	53.92
Groot	8355047T098	Rubbish - 2 Months Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	495.68	495.68
Hagg Press	3126	Feb/Mar Newsletter Hagg Press	10-25-5710-10 10-00-2610-00	Printing/Spec. Serv. - Ad Accounts Payable	2,611.00	2,611.00

Lisle Library District
Accounts Payable - February 16, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Home Depot	19165208467	Light Bulbs Home Depot Credit Services	10-20-5863-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	90.94	90.94
Ingram	021622-1	Books & Processing Ingram Library Services	10-50-5865-10 10-50-5864-10 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv Processing Supplies Accounts Payable	1,173.45 377.18 331.86 132.71	2,015.20
Ingram	021622-2	Books & Processing Ingram Library Services	10-50-5865-10 10-50-5864-10 10-50-5895-40 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction A-V Matls - Adult Serv Books - Youth Serv Processing Supplies Accounts Payable	1,302.11 438.46 32.99 1,198.96 192.59	3,165.11
Ingram	57413755	Professional Reviews Ingram Library Services	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	350.00	350.00
Innovative	INV-INC30411	Polaris 4 Additional Licenses Innovative Interfaces	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	2,616.00	2,616.00
Konica Minolta Busin	276286918	Copier Usage #C458 Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	177.48	177.48
Konica Minolta Busin	278017623	C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	199.65	199.65
Library Ideas	87336	Vox Books Library Ideas LLC	10-50-5890-30 10-00-2610-00	A-V Matls - Youth Serv Accounts Payable	87.90	87.90
LIMRICC PHIP Healt	020422	February Premium LIMRICC PHIP Health	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	4,355.03 10,074.57 4,396.62 2,716.78 8,623.10	30,166.10
Lisle Area Chamber	14758	Annual Membership Lisle Area Chamber of Commerce	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	180.00	180.00
Midwest Tape 7288	020122	DVDs/Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	1,323.13 346.85	1,669.98

Lisle Library District
Accounts Payable - February 16, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7289	020122	DVDs/Blu-rays Midwest Tape (7289)	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	201.70	201.70
Montano's Landscap	020222	Snow Maintenance Montano's Landscaping	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	4,600.00	4,600.00
Naperville Sun	012522	Subscription Through 5/31/22 Naperville Sun	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	88.00	88.00
NCPERS	4602022022	Payroll Withholding NCPERS Group Life Ins	10-00-2638-00 10-00-2610-00	Vol. Life (NCPERS) Accounts Payable	64.00	64.00
Office of the Treasu	Nov2021	Unclaimed Property Office of the Treasurer	10-00-2665-00 10-00-2610-00	Unclaimed Property Accounts Payable	10.73	10.73
Outsource	64414	Monthly Server Maintenance Outsource Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	1,320.00	1,320.00
Patriot Electric	726962	Light Fixture Repairs Patriot Electric & Technologies	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	240.00	240.00
Penworthy	0578618-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	435.85	435.85
Penworthy	0578640-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	668.77	668.77
Penworthy	0578701-IN	Books The Penworthy Company	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	352.86	352.86
Procter, Justin	012822	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	5.98	5.98
Showcases	322593	Supplies Showcases	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	34.99	34.99
SmartDeploy	INV20445	Imaging Software Support SmartDeploy	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	840.00	840.00
Staples	1640106418	Office & Kitchen Supplies, PPE	10-25-5713-00	Office Supplies	279.30	
			10-25-5716-00	Kitchen Supplies	115.79	
			10-20-5664-00	Maint/Repairs-Non Contr Accounts Payable	86.97	
		Staples Advantage	10-00-2610-00			482.06
Stephens Plumbing	240552	Replace Toilet and All Seats	10-20-5664-00	Maint/Repairs-Non Contr	2,837.00	

Lisle Library District
Accounts Payable - February 16, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Stephens Plumbing & Heating	10-00-2610-00	Accounts Payable		2,837.00
Stephens Plumbing	242404	Flush Control Repair Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	132.00	132.00
Stephens Plumbing	242527	Men's Toilet Parts & Repairs Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	786.00	786.00
Suburban Life Media	033122	Subscription Suburban Life Media	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	65.00	65.00
SWAN	9277	Reciprocal Borrowing Loss SWAN	10-50-5864-10 10-50-5865-10 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Accounts Payable	12.99 28.99	41.98
Verizon	9697706722	Cell Phone & Hotspots Verizon	10-20-5656-00 10-50-5895-40 10-00-2610-00	Verizon A-V Matls - Adult Serv Accounts Payable	125.00 175.71	300.71
Village of Lisle	123121	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	79.66	79.66
				123,235.61	123,235.61	

PRIOR MONTHS BILLS PAID BETWEEN JANUARY 2022 and FEBRUARY 2022			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 1/14/2022		63918.90
HSA	IL Dept. of Revenue	State Tax Withheld	4004.49
Auto W/D	Howard Simon & Associates	PR Serv. - 1/14/2022	337.65
HSA	EFTPS/Electronic Tax Payment 1/14/2022	Fed Tax \$7846.31	21047.40
		FICA W/H \$6600.52	
		FICA Lib \$6600.57	
HSA	Salaries 1/31/2022		60776.35
HSA	IL Dept. of Revenue	State Tax Withheld	3800.22
Auto W/D	Howard Simon & Associates	PR Serv. - 1/31/2022	194.58
HSA	EFTPS/Electronic Tax Payment 1/31/2022	Fed Tax \$7427.01	19978.57
		FICA W/H \$6275.81	
		FICA Lib \$6275.75	
Wired	IMRF	IMRF W/H \$7522.10	15337.66
		IMRF Lib. \$7815.56	
		Sub Total	189395.82
Check #	Vendor	Description	Amount
5798	Amazon	Books, Video Games, Supplies	2,419.07
5799	CCS	Project Consult	7,700.00
5800	Chicago Metro Fire Prevention	Fire Monitoring	165.75
5801	Compact Disc Source	Music CDs & Processing	465.32
5802	Demco	Supplies	348.51
5803	DuPage County Public Works	Usage	95.03
5804	EBSCO	Stock Reports Subscription	5,375.50
5805	Fifth Third Bank	Phone, AV Materials, Programs, Supplies	1,797.62
5806	Garvey's Office Products	Labels, Stamps, Supplies for Circ	318.91
5807	IHLS - OCLC	Lost ILL Item	5.25
5808	Ingram Library Services	Books & Processing	3,013.10
5809	LIMRiCC UCGA	4th Quarter Unemployment	161.71
5810	LinkedIn Corporation	LinkedIn Learning	7,000.00
5811	Lisle Savings Bank	Rental - Box 5097	50.00
5812	Matthew Bender & Co.	Employment in IL	211.10
5813	Midwest Environmental Consulting	Abatement Planning	1,800.00

5814	NICOR	Usage	1,246.74
5815	OverDrive, Inc.	Advantage	4,198.33
5816	Republic Services #551	Rubbish	36.48
5817	Sheehan, Nagle, Hartray Architects	Project Architects	29,783.75
5818	Sikich LLP	Accounting Services	1,984.00
5819	Toshiba America Business Solutions	Toshiba	112.76
5820	Village of Lisle	Monthly Internet Service	450.00
			\$ 68,738.93
		TOTAL	\$ 258,134.75

Monthly Circulation Report - January 2022

	Checkouts	Renewals	Jan-22 TOTALS	YTD FY 20/21	YTD FY 21/22	YTD % Change	
Adult Non-Print	2,864	2,770	5,634	47,768	40,136	-15.98%	
Adult Print	4,982	3,846	8,828	59,212	61,682	4.17%	
Adult Total	7,846	6,616	14,462	106,980	101,818	-4.83%	
YS Non-Print	634	920	1,554	11,420	12,043	5.46%	
YS Print	7,072	5,718	12,790	91,341	96,648	5.81%	
Total YS	7,706	6,638	14,344	102,761	108,691	5.77%	
Digital Media							
Overdrive	4,098		4,098	23,838	24,727	3.73%	
hoopla	1,968		1,968	14,013	13,125	-6.34%	
Overdrive Magazines **	84		84	2,902	716	-75.33%	
PressReader *	276		276	2,689	2,034	-24.36%	
Kanopy *	261		261	437	1,650	277.57%	
Total Digital	6,687	0	6,687	43,879	42,252	-3.71%	
Subtotal Print + Non-Print/Digital	22,239	13,254	35,493	253,620	252,761	-0.34%	
Computer/Tech Sessions Logins	887		887	4,755	6,895	45.01%	
Database Usage/Unique Logins	4,279		4,279	19,430	26,345	35.59%	
Wireless Use	461		461	2,212	3,334	50.72%	
ScannX sessions/jobs	229		229	1,205	4,068	237.59%	
Museum Adventure Passes	7		7	58	192	231.03%	
Total IT/Resource Sessions	5,863	0	5,863	27,660	40,834	47.63%	
Total Circulation	28,102	13,254	41,356	281,280	293,595	4.38%	
Literacy Software Usage Hours			0	0	0	0.00%	
Borrower Information	Jan 2022 Total	YTD 20/21	YTD 21/22	YTD % Change			
New Library Cards Added	108	534	831	55.62%			
Monthly Borrowers	2,368	15,070	17,366	15.24%			
Total # Registered Borrowers	7,818	8,393	7,818	-6.85%			
InterLibrary Loans							** New stat April 2021 (formerly
Materials Sent	117	500	618	23.60%			RB Digital). RB Digital merged with
Materials Received	342	2,146	2,073	-3.40%			Overdrive.
Polaris/Catalog Holds							
Holds Placed	3,555	33,919	22,727	-33.00%			
Holds Checked Out	2,762	29,451	18,853	-35.99%			* New statlines for September 2020.

Lisle Library District - Program and Service Statistics - January 2022

Library Event Statistics									
	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY20/21	YTD FY21/22	% Change
Staff Facilitated Programs		11	40	74	1	126	208	902	333.65%
Attendees		64	461	81	9	615	3,064	6,044	97.26%
Computer/Technology Programs		2	0		2	4	4	19	375.00%
Attendees		3	0		2	5	16	44	175.00%
Performer/Speaker/Author		4	0			4	11	21	90.91%
Attendees		47	0			47	125	288	130.40%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	8	11	37.50%
Attendees	0					0	804	1,811	125.25%
Total Number of Programs	0	17	40	74	3	134	231	953	312.55%
Total Patrons Served by Programming	0	114	461	81	11	667	4,009	8,187	104.22%
Reference Questions		1,939	1,189	1,352		4,480	32,250	30,466	-5.53%
Volunteer Hours		5.00	5.00			10.00	37.50	51.50	37.33%
Notary Service	8					8	107	118	10.28%
LLD Kindness Cards *		20	26			46	N/A	174	--
Outreach Service Statistics									
Outreach Visits		0	3	0		3	4	22	450.00%
Patrons Served by Outreach Visits		0	60	0		60	185	723	290.81%
Home Delivery Dates		2				2	15	15	0.00%
Patrons Served via Home Delivery		76				76	941	604	-35.81%
Total Outreach Programs		2	3	0		5	19	37	94.74%
Total Patrons Served with Outreach Services		76	60	0		136	1,126	1,327	17.85%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	0						0	0	--
Number of Outside Groups Using Meeting Space	17						0	77	100.00%
Patrons Entering Building	7,964						45,000	60,911	35.36%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	967						6,773	9,048	33.59%
Twitter Followers	858						814	858	5.41%
Instagram Likes	462						5,460	5,513	0.97%
Flickr Views	2,260						35,079	38,817	10.66%
YouTube Views	6,889						14,855	39,904	168.62%
Total LLD App Downloads	480						2,148	3,055	42.23%
Total LLD App Sessions	2,138						13,114	13,620	3.86%

* New statline as of December 2021.



February Board Report

A. Progress Update (since the last Board Meeting on 1/19/2022)

- The General Contractor contract was executed with Camosy. President Bartelli signed the agreement at the kickoff meeting on 1/26/2022.
- Owner/Architect/Contractor (OAC) meetings have begun which will continue throughout the project.
- The Village of Lisle approved a partial permit fee waiver for the renovation project at the Villages 2/7/2022 Board Meeting.
- Multiple award recommendations for completed RFP / Bid processes are to be considered at the February Board meeting (moving, construction material testing and workstation furniture).
- RFID and security gate purchases have been finalized.
- Pre-construction coordination, logistics planning and library moving planning activities are ongoing.
- Existing furniture that is to be auctioned has been inventoried.

B. Project Schedule Summary – Tracking on Schedule

No overall schedule change at this time.

Master Project Schedule - Executive Summary																
# of working months:	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
month	12/21	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	
Permitting																
Zoning and Permit Process Discussion with Village																
Special Use Application Process (Replacing the 1993 Special Use Approval)																
Anticipated Building Permit Process																
Contractor Procurement																
Contractor Pre-qualification																
Bid / Award Phase																
Construction Phase																
Pre-Construction / Mobilization																
Phase 1 Construction - West Side of Building (including new entrances & sitework)																
Phase 2 Construction - East Side of Building																
Project Close-Out and Final Move-In																



February Board Report

C. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 2/11/2022)		Committed to Date (thru 2/11/2022)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
E-000: Land Cost Total	\$0	\$0	\$0	\$0	\$0
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
E-100: Bond Cost Total	\$15,000	\$0	-\$15,000	\$0	\$0
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,520,900	-\$148,300	\$5,296,700	\$0
E-200.2: Environmental Remediation	\$0	\$26,200	\$26,200	\$1,800	\$1,800
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$12,500	-\$48,282	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,559,600	-\$170,382	\$5,301,080	\$2,910
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$913,234	-\$11,576	\$819,793	\$506,620
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$1,022,287	\$182,287	\$93,287	\$0
E-300.3: Other Owner Soft Costs	\$0	\$0	\$0	\$0	\$0
E-300: Soft Costs Total	\$1,764,810	\$1,935,521	\$170,711	\$913,080	\$506,620
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$204,879	\$14,671	\$0	\$0
E-400: Contingency Total	\$190,208	\$204,879	\$14,671	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$6,214,160	\$509,530

Variance \$ from Budget Notes (New Only):

- #1 Reallocation of \$50k from \$100k 'phasing allowance' for use towards phased moving costs.
- #2 Reduced \$97.5k from previous due to Village approval of partial permit fee waiver.
- #3 Updated to align with updated Material Testing and BRI costs.
- #4 Increased \$108k from previous due to moving bid. No other change from previous.
- #5 Funds reallocated based on updates noted above. \$46k Net increase in anticipated contingency since last month.

D. Upcoming Activities

- Abatement logistics meeting being scheduled.
- Public furniture bid packages to be finalized and released in February.
- Excess existing furniture to be auctioned for 7 days starting +/- 2/18/2022.
- Soil testing and sanitary line investigation to be scheduled prior to construction starting on site.
- Moving plans to be finalized.
- Exterior signage package to be developed for permitting separate from the building permit per the request of the Village.

Notes:

- BLUE** furniture is existing to be reused
- PINK** furniture is new (pieces to be seen by LLD administration)
- ORANGE** furniture is new (pieces not available to be seen in person)

The floor plan shows a complex layout of the second floor. Key features include:

- Grid System:** Columns 1-6 and Rows A-D.
- Rooms and Areas:**
 - RECEIVING AREA (142)
 - WELLNESS ROOM (139)
 - JAN CL. (143)
 - STORAGE (140A)
 - WEST MECHANICAL ROOM (140)
 - STAFF LOUNGE (136)
 - SERVER ROOM (134)
 - WORKROOM (135)
 - VESTIBULE (128)
 - ADMIN WORKROOM (129)
 - OFFICE (130)
 - RESTROOM (133)
 - OFFICE (132)
 - OFFICE (131)
 - PLAY AREA (122B)
 - STORAGE (124)
 - YOUTH SERVICES WORKROOM (123)
 - LOBBY (102)
 - STUDY ROOM (105)
 - STUDY ROOM (106)
 - YOUTH SERVICES (122)
 - TEEN AREA (122A)
 - BOOK RETURN ROOM (103)
 - NORTH VESTIBULE (101)
 - ADULT SERVICES NORTH (109A)
 - ADULT SERVICES SOUTH (109)
 - STUDY ROOM (121)
 - STUDY ROOM (120)
 - MENS RESTROOM (118)
 - WOMENS RESTROOM (117)
 - EAST MECHANICAL ROOM (116)
 - EAST MECHANICAL YARD
 - MEETING ROOM (112)
 - MEETING ROOM VESTIBULE (113)
 - LOUNGE (114)
 - STORAGE (112B, 112C, 114A)
 - PREP (142D)
 - EMR (111)
 - STAIR 1
 - STAIR 2
 - STAIR 3
 - STORAGE (109B)
 - STORAGE (108)
 - STORAGE (107)
 - STORAGE (106)
 - STORAGE (105)
 - STORAGE (104)
 - STORAGE (103)
 - STORAGE (102)
 - STORAGE (101)
 - STORAGE (100)
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Exhibit 1

Notes:

BLUE

furniture is existing to be reused

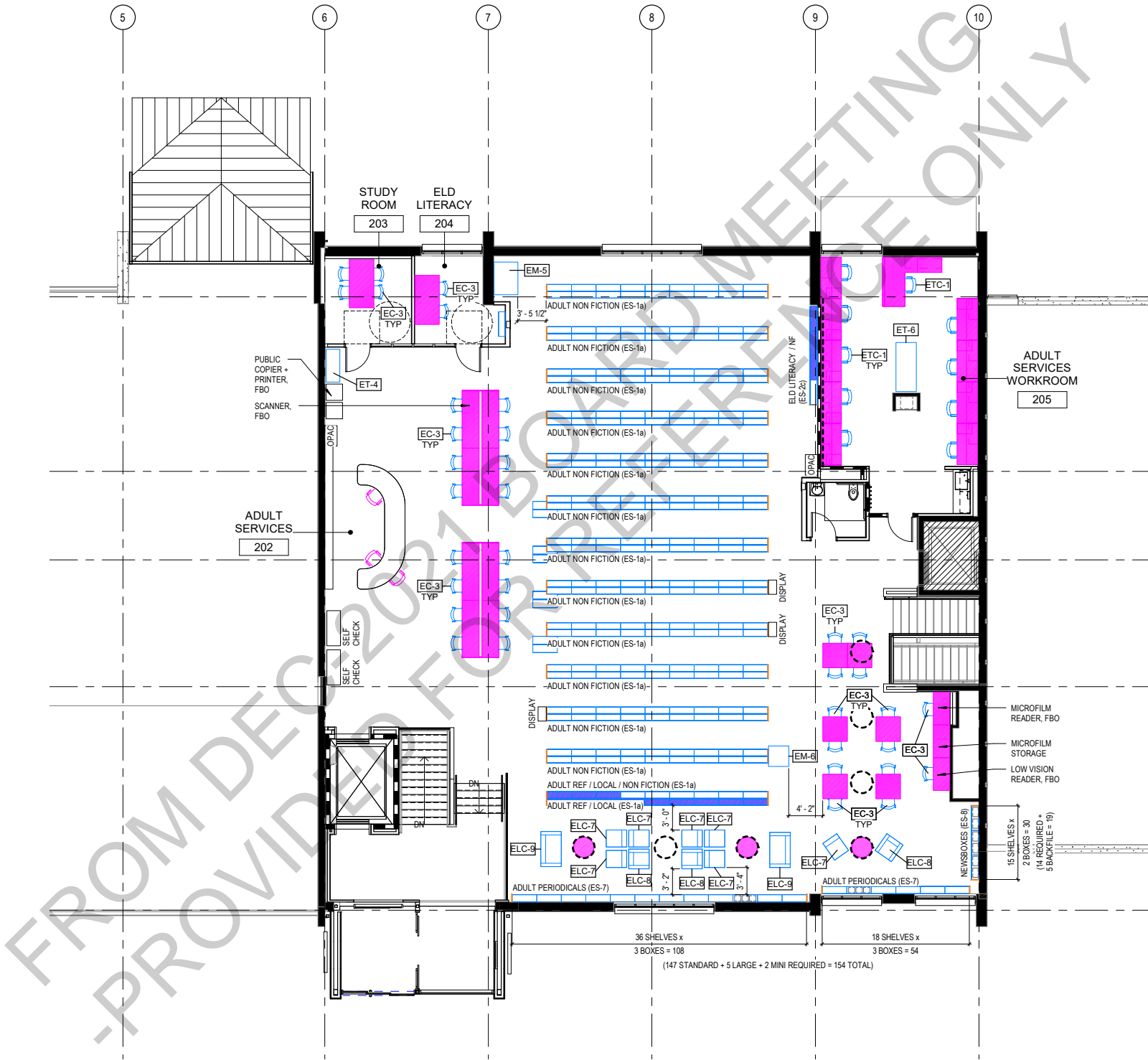
PINK

furniture is new (pieces to be seen by LLD administration)

ORANGE

furniture is new (pieces not available to be seen in person)

SECOND FLOOR PLAN





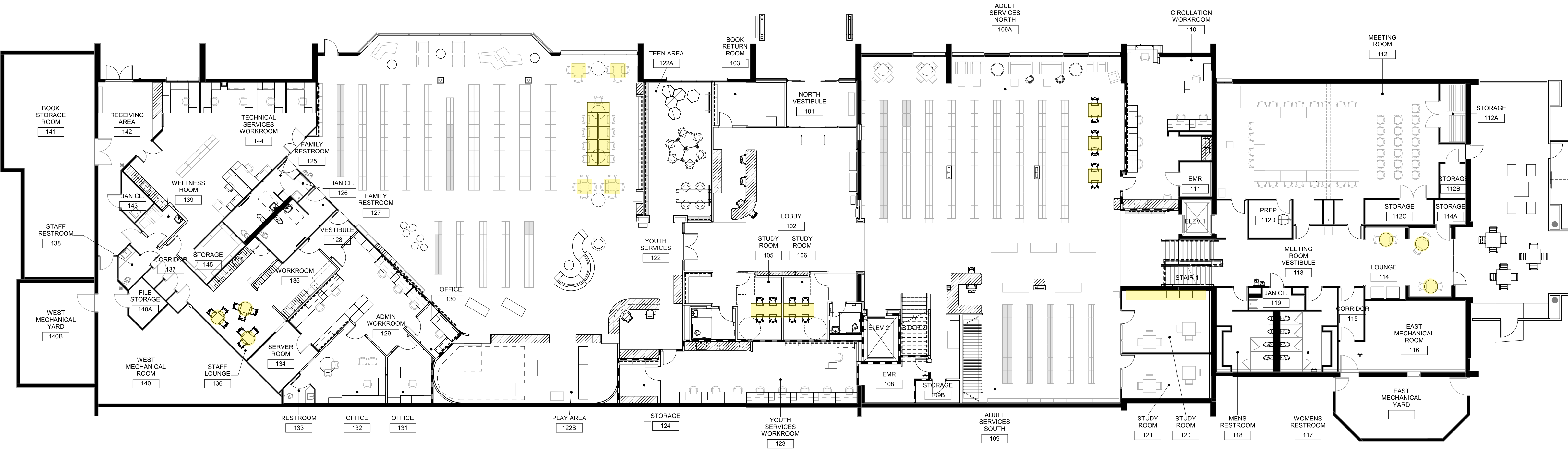
SHEEHAN NAGLE HARTRAY ARCHITECTS

BOARD MEETING | 16 FEBRUARY 2022

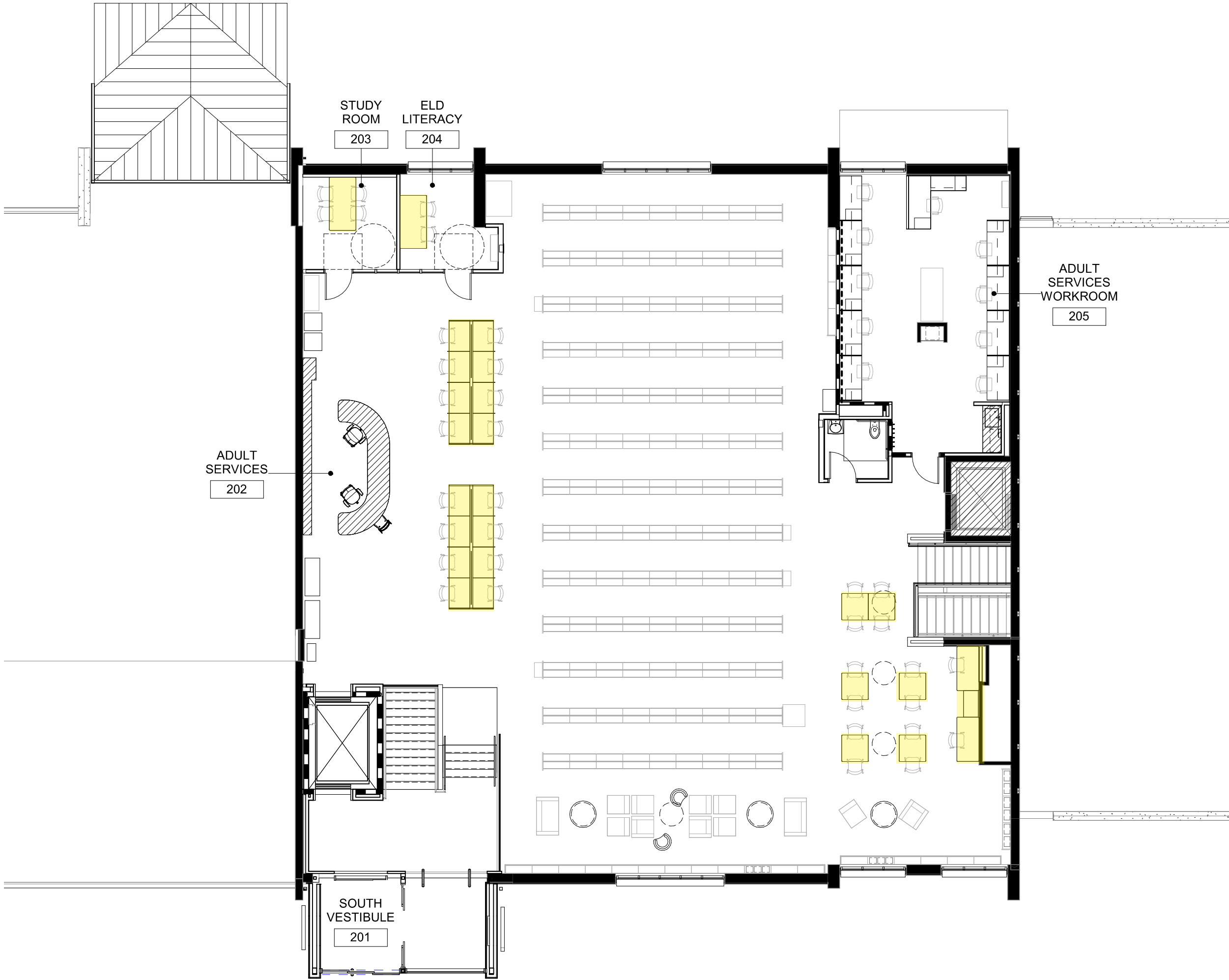
STUDY, CAFE, AND COMPUTER TABLES + LATERAL FILES



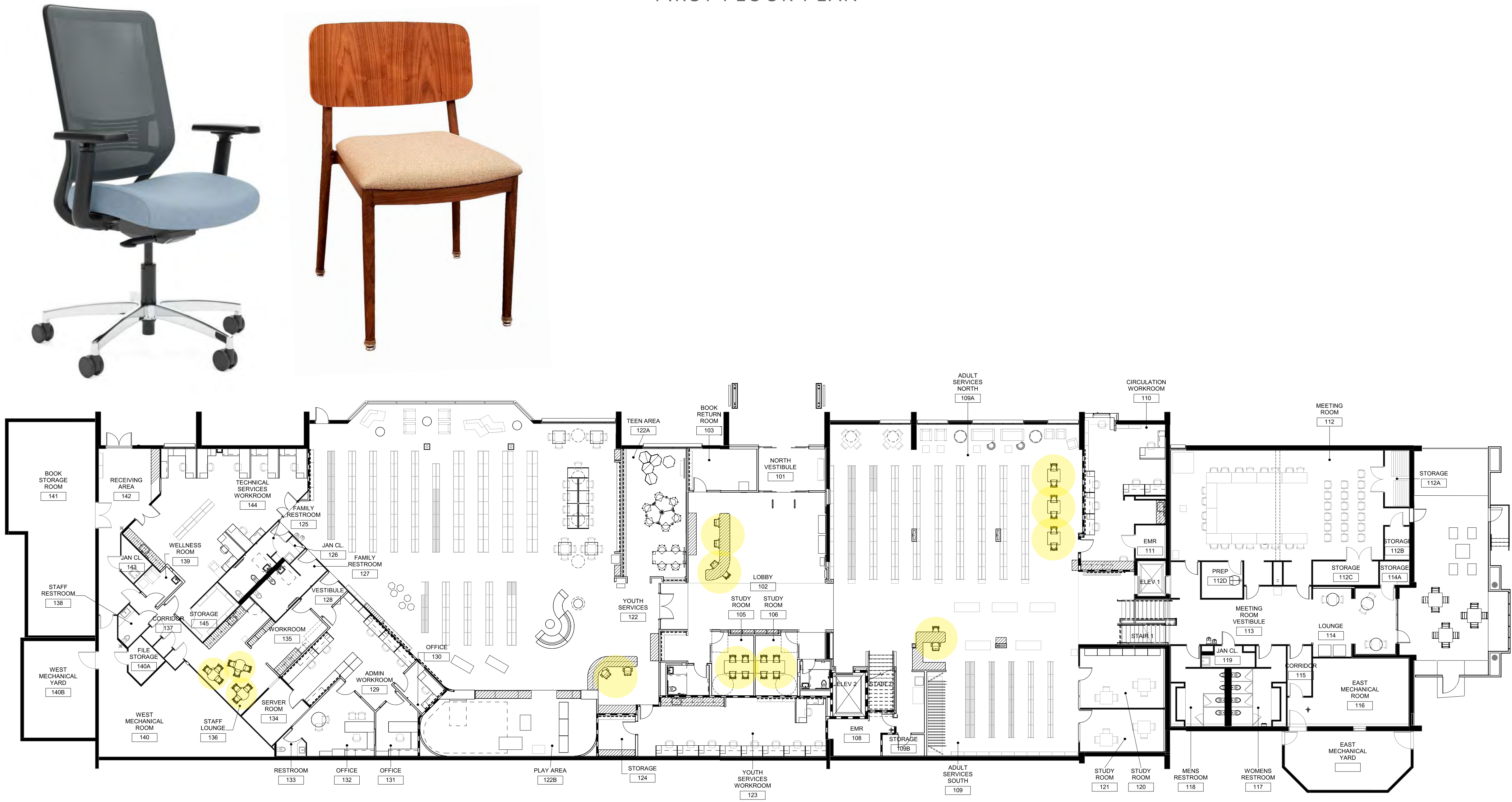
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FIRST FLOOR PLAN



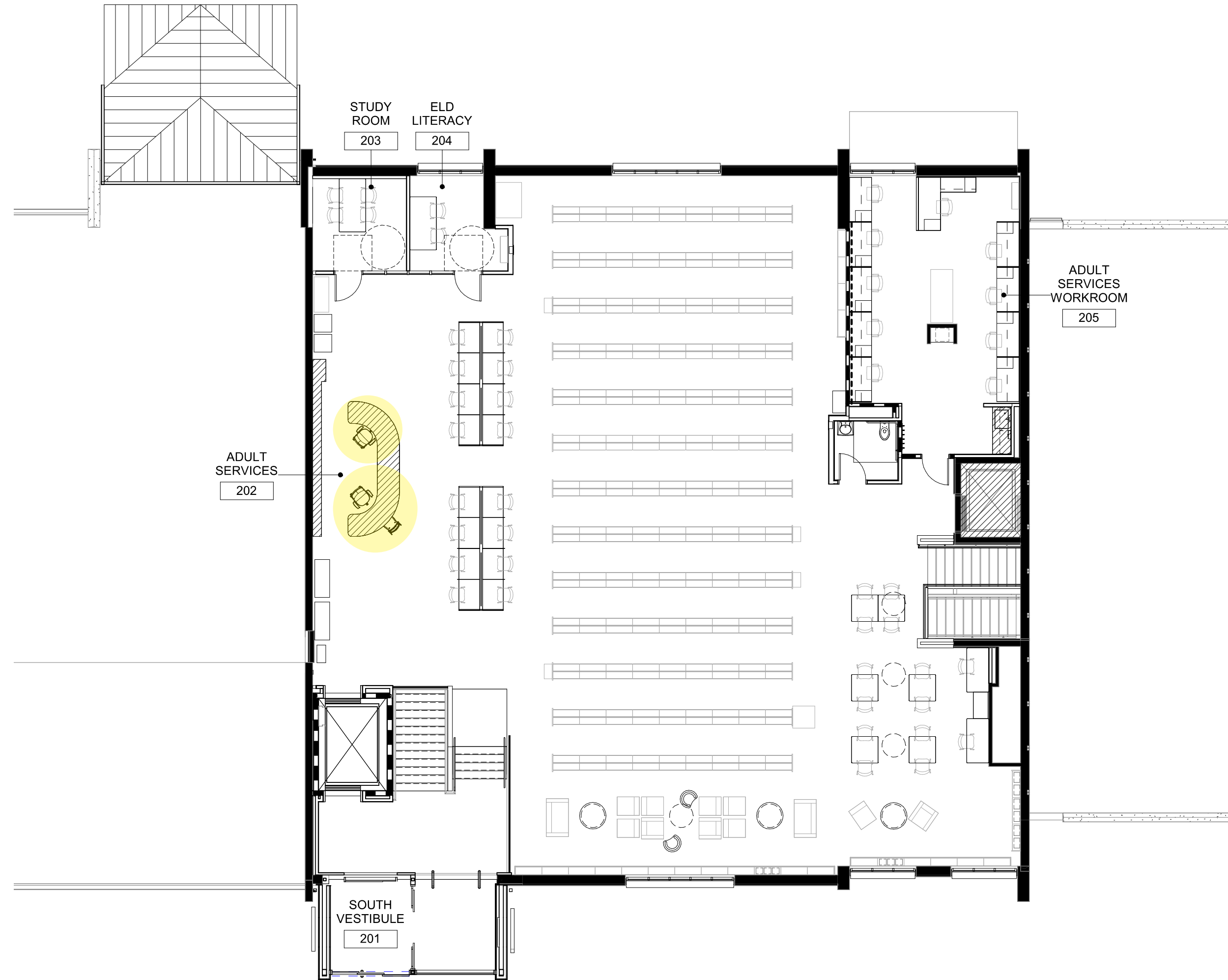
STUDY, CAFE, AND COMPUTER TABLES + LATERAL FILES
SECOND FLOOR PLAN



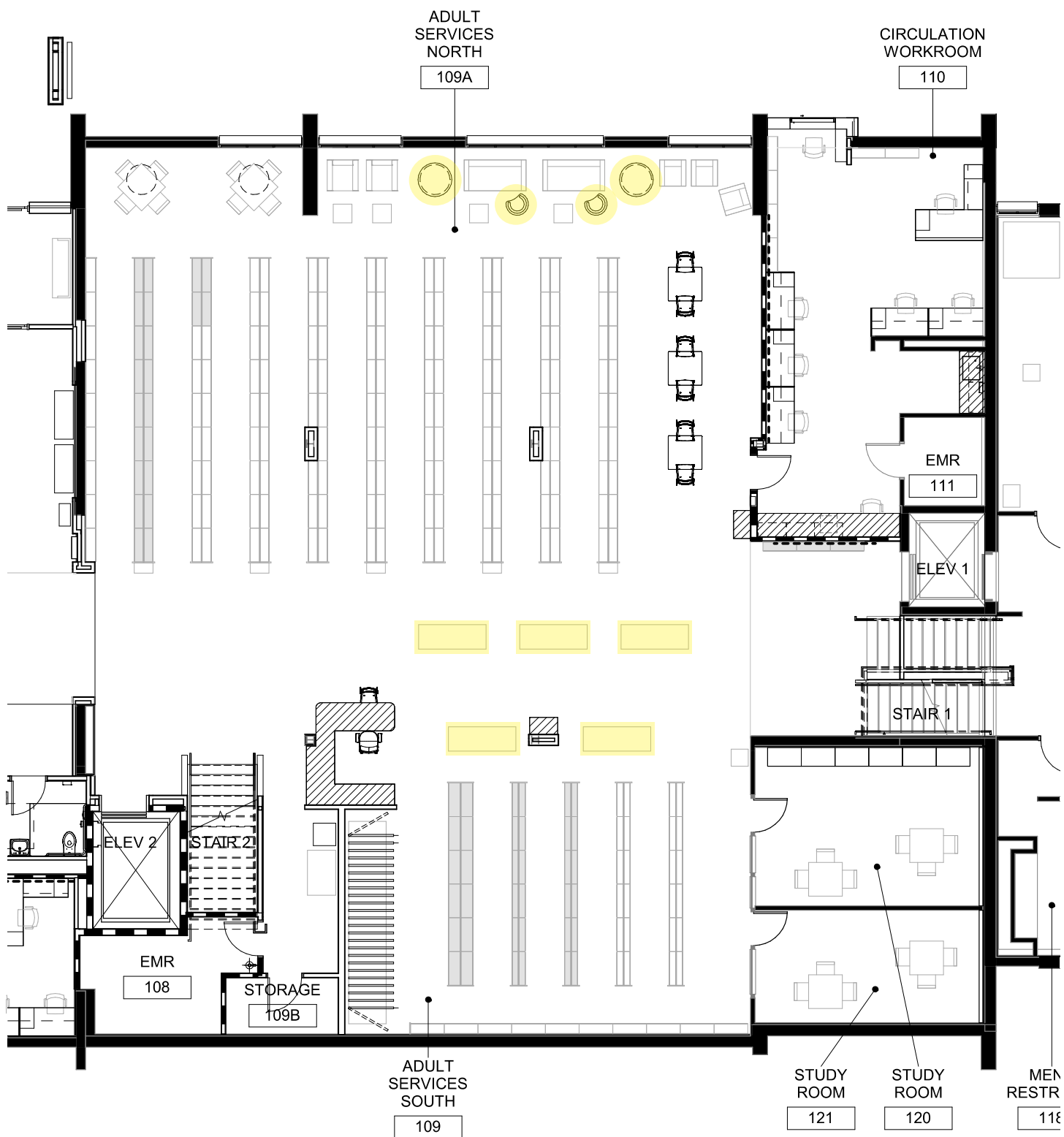
TASK AND GUEST CHAIRS
FIRST FLOOR PLAN



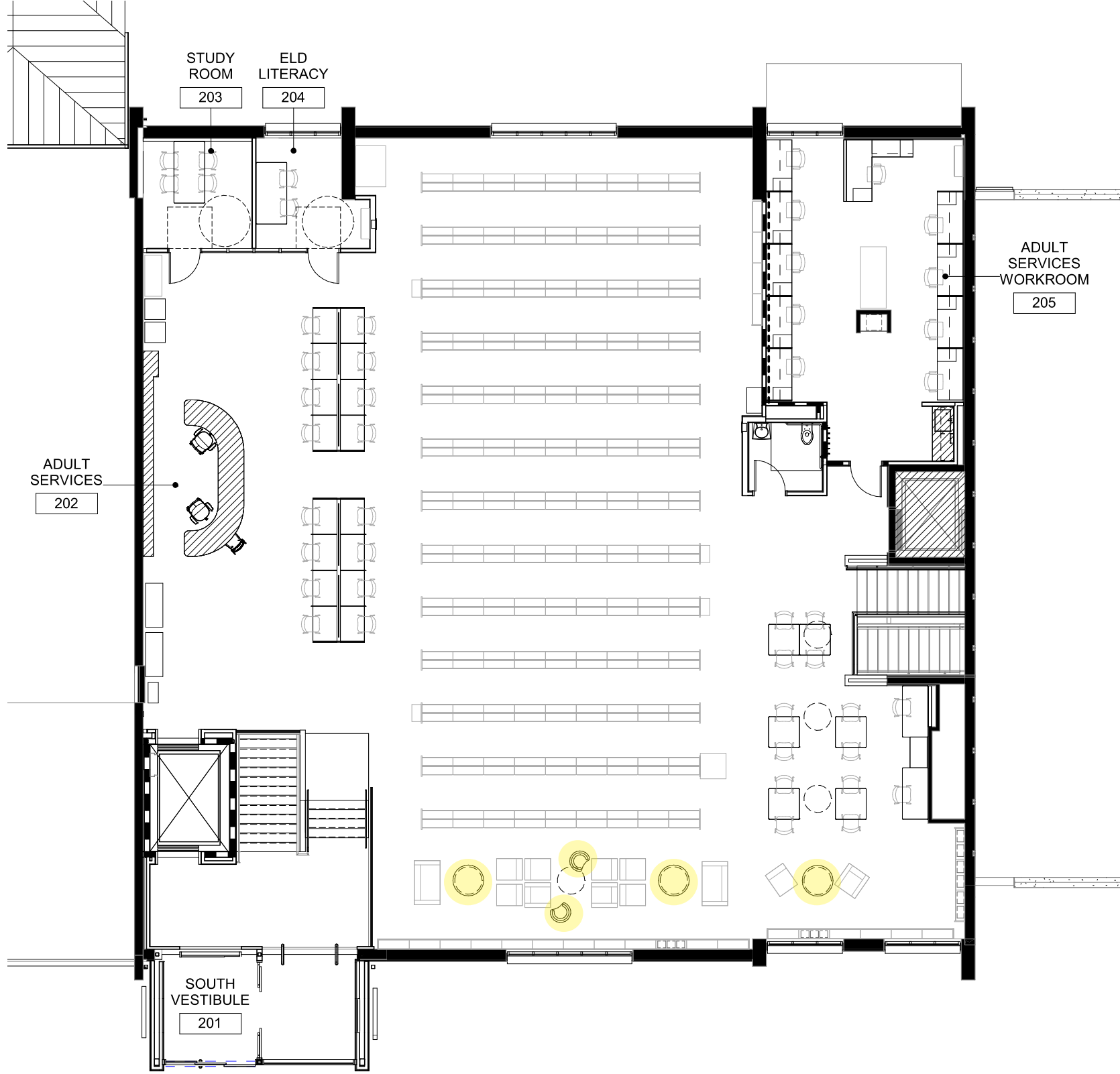
TASK AND GUEST CHAIRS SECOND FLOOR PLAN



ADULT SERVICES OCCASSIONAL TABLES AND DISPLAYS

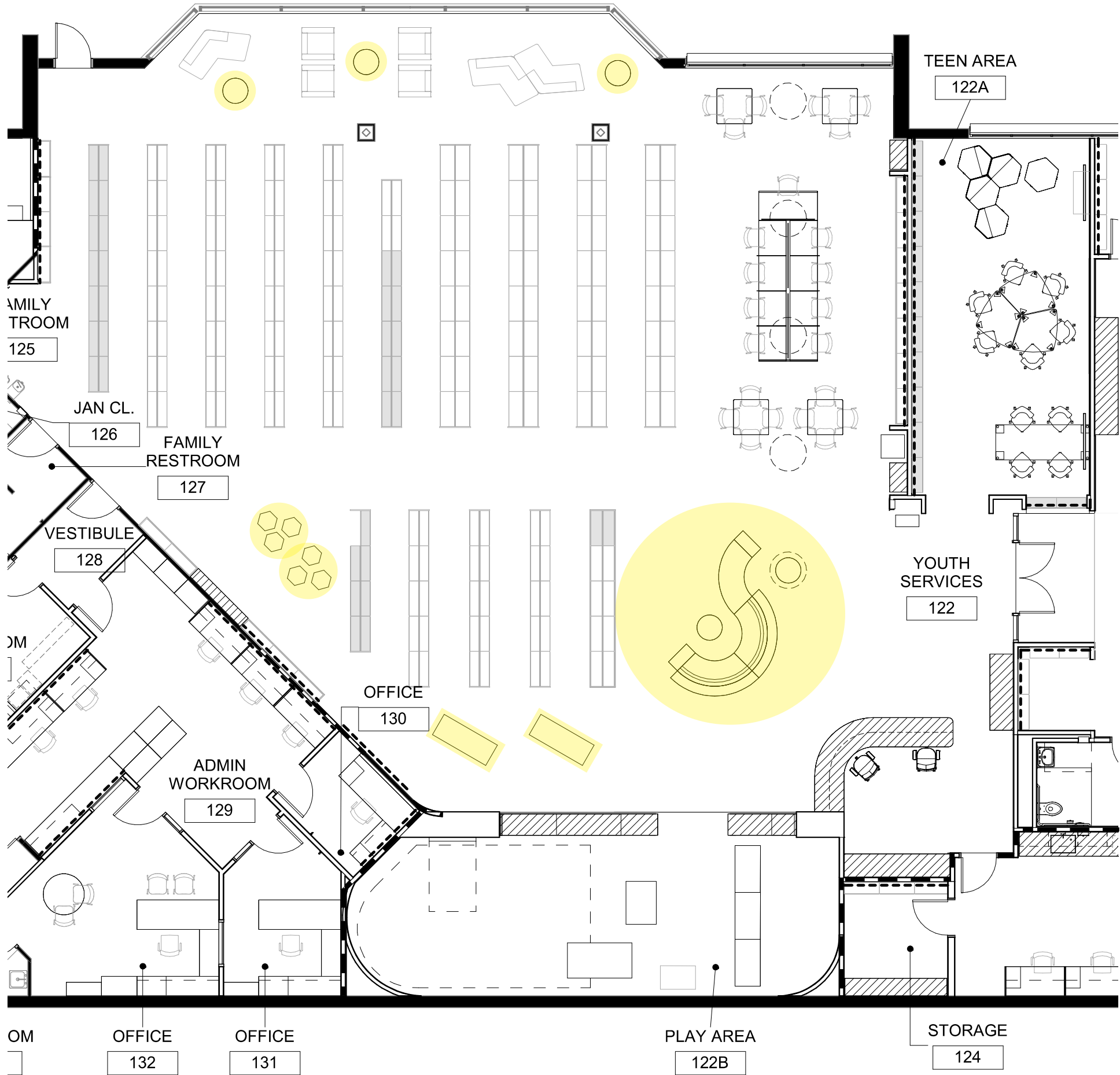


FIRST FLOOR PLAN

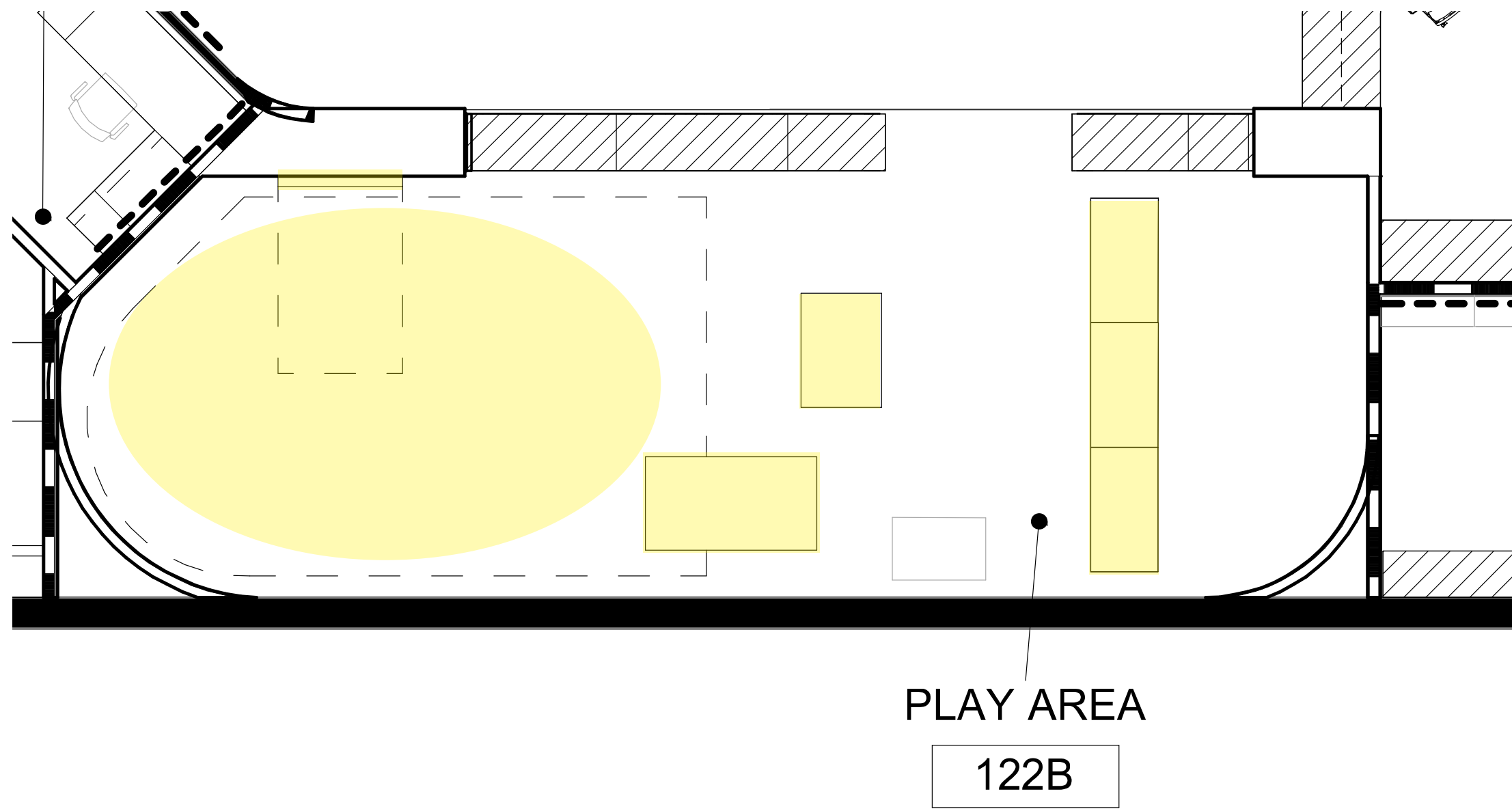


SECOND FLOOR PLAN

YOUTH SERVICES SEATING, DISPLAYS, AND OCCASSIONAL TABLES



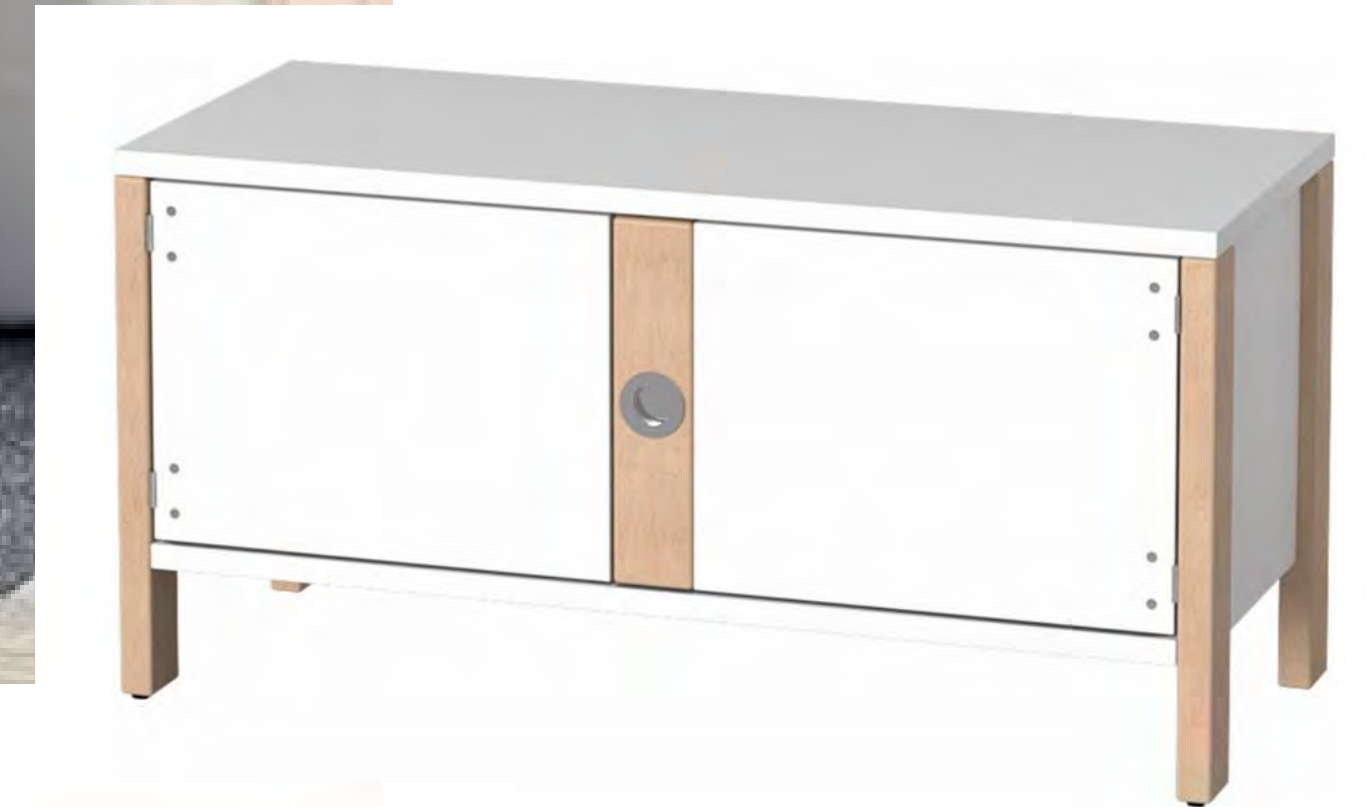
YOUTH SERVICES PLAY AREA



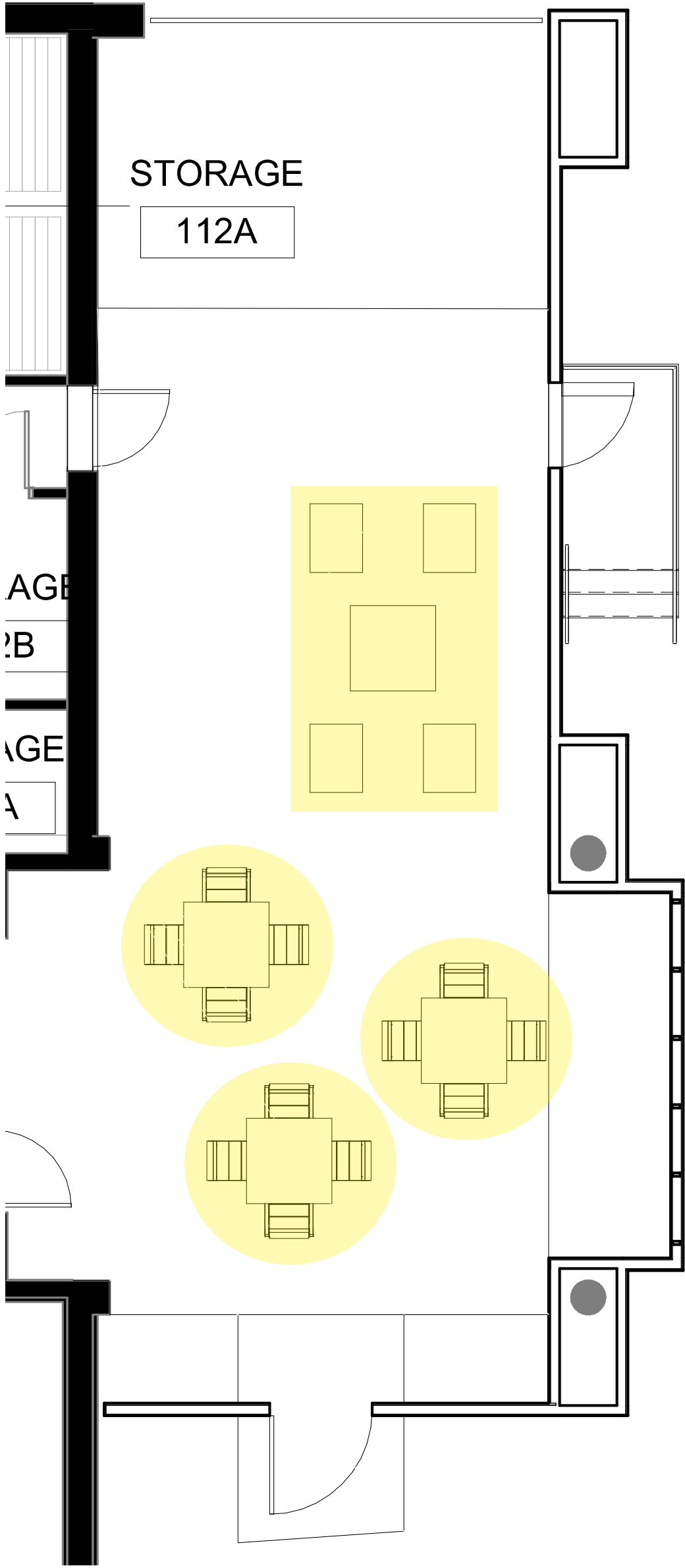
YOUTH SERVICES TEEN AREA

TEEN AREA

122A



OUTDOOR TERRACE





Workstation Furniture Bid Package Award Recommendation

The project budget anticipated cost line item for this FF&E package was \$197k

The workstation furniture package (which includes all workstation and some public space tables) was advertised for public bid. Three vendors submitted bids on time and were reviewed by SNHA.

The LLD is recommended to award the FF&E Workstation Bid Package for the Lisle Library District Renovation Project to Interior Investments in consideration of the following:

- **Interior Investments submitted the lowest, responsive bid.**
- SNHA has reviewed the bids and confirmed general compliance with project requirements.
- Union labor is included.

Interior Investments base bid is \$149,907.03 including up to 30 days of free storage. A record bid tabulation of all bids received is included as *Exhibit 1*.

The LLD Board of Trustees is requested to consider:

Approval to award and enter into an agreement with Interior Investments for the FF&E Workstation bid package, with Board President as contract signatory to the contract.

Title Company Escrow and Payment Process

The project budget for this line item is \$10,000.

If approved, Chicago Title and Trust Company will setup a 'pay as you go' construction escrow trust and will perform a lien waiver review for each subcontractor on each pay application during the construction project. This service is a layer of protection for the Library so that contractors statements, waivers, affidavits, supporting waivers and releases of lien are in compliance.

The fees associated with this service are:

\$1,000 initial setup fee

\$400 per draw (typically one draw / payment application per month for the duration of the project)

The LLD Board of Trustees is requested to consider:

Approval to enter into an agreement with Chicago Title and Trust Company for Construction Escrow Trust Setup and Payment Disbursing.



Construction Material Testing Services Recommendation

The project budget anticipated cost line item for these required testing services was \$10,000 and has been updated to \$14,270 including some costs for the painting sample previously purchased.

In accordance with building codes the Village of Lisle requires construction material testing results be submitted to the Village for record. With or without this Village requirement it is standard practice for Owners to independent contract for testing services as a check on critical materials being installed during construction.

Basic testing will include:

- Concrete testing and inspection
- Steel testing and inspection
- Firestopping inspection
- Structural Inspections

A public RFP was advertised and issued for construction material testing and four proposals were received on time. CCS review the proposals, unit rates submitted, and compared the submittals based on an equalized unit analysis.

The LLD is recommended to award the Construction Material Testing Services for the Lisle Library District Renovation Project to Construction Field Services, Inc. in consideration of the following:

- **Construction Field Services, Inc. submitted the lowest cost proposal based on unit rates and equalized units.**
- Union labor is included.

The project drawings and relevant specification sections for testing were provided to all bidders. Construction Field Services, Inc.'s median rough estimate of testing services is \$13,305. Their proposal is attached as *Exhibit 2*.

The LLD Board of Trustees is requested to consider:

Approval to award the Construction Material Testing Services scope of work to Construction Field Services, Inc.



Moving Services Award Recommendation

The project budget anticipated cost line item for these required testing services was last updated to \$150,000. The current proforma has updated to moving cost to match Hallett's bid.

The moving services bid package was advertised for public bid. Four vendors attended a walk thru on site and two submitted bids on time. A record bid tabulation of all bids received is included as *Exhibit 2*.

CCS and LLD administration reviewed the proposals and held a conference call with the lowest bidder to confirm their moving plan was in general compliance with project requirements.

The moving vendor scope of work includes:

- Tagging, packing and moving collections ahead of each phase of the project and the project completion (three moves)
- Breaking down, moving and reinstalling shelving units ahead of each phase of the project and the project completion (three moves)
- Off-site storage collections and existing furniture to be reused.
- Moving workrooms.

While the submitted costs vary greatly, in an overly simplistic analysis of the bids both companies have comparable 'rates'.

- Hallett and Sons has committed to each of the moves in 5 days (or less) with 16 workers in 'phase 1', 15 in 'phase 2' and 20 in the 'final move'. This equates to 2,040 worker hours.
 - Simply taking the bid amount divided by the worker hours = \$126.47 per average worker hour
- Armstrong is stating they recommend planning for 10 days for each move with +/- 20 workers. This equates to 4,800 worker hours.
 - Simply taking the bid amount divided by the worker hours = \$126.75 per average worker hour

The difference is in how quickly and efficiently they plan to move the LLD at each phase. Hallett is proposing a shorter schedule which is a benefit to the Library in terms of both dollars and impact on the Library.

The LLD is recommended to award the Library Moving Services for the Lisle Library District Renovation Project to Hallett and Sons in consideration of the following:

- **Hallett and Sons submitted the lowest, responsive bid.**
- They are able to complete each move without requiring a complete Library closure.
- Hallett and Sons is experienced with moving library collections.
- Hallett is able to complete the moves within the shortest time frame between the two bids.
- Union labor is included.

Hallett and Sons base bid was in the amount of \$258,000 including 10 months of storage. A record bid tabulation of all bids received is included as *Exhibit 3*.

The LLD Board of Trustees is requested to consider:

Approval to award and enter into an agreement Hallett and Sons for Library Moving Services, with Board President as contract signatory to the contract.

1815 South Meyers Road
Suite 1070
Oakbrook Terrace, IL 60181
630.678.0808
www.CCSdifference.com



Director and Board of Trustee Change Order Approval Thresholds

To maintain progress on-site in the event approvals for contract change orders are necessary it is recommended the Board issue clear approval authorities.

The Board may authorize the Library's Agent, the Library Director, to approve change orders up to a certain threshold. Amounts over that threshold shall go to the Board for approval by action.

The Board will be advised of all change orders, regardless of amount, at each monthly board meeting as part of CCS's monthly report. Granting approval authority to the Library Director, up to a certain threshold, will mitigate the risk of delays if a situation arises where a change order is critical.

Of particular note, change orders \$10,000 or greater, or impacting the project schedule more than +/- 30 days, will require **written determination** that:

- the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or
- the change is germane to the original contract as signed, or
- the change order is in the best interest of the unit of State or local government and authorized by law.

Accordingly, the LLD Board of Trustees is requested to consider:

Approval of the following change order approval thresholds and procedure:

- *Change orders which increase or reduce the original contract price by \$9,999.99 or less may be approved and signed by the Library Director.*
- *The Library Director is authorized to issue the statutory written determination for change orders which increase or reduce the original contract price by \$10,000.00 to \$24,999.99 and may approve and sign the change order.*
- *Change orders over \$25,000 must be approved by the Library Board.*



Planned Library Closure

Pre-Construction activities and phasing/moving plans have been reviewed with LLD staff in preparation for construction to start on 3/21/2022.

Key Dates are as follows:

- **Furniture Auction: Friday, 2/18/22 thru Friday, 2/25/22**
 - Furniture to be picked up by 3/8/2022
- **Library Moving: Thursday, 3/10/22 thru Wednesday, 3/16/22**
 - no work on Saturday or Sunday
 - Library does not have to be fully closed but varying areas of the Library will be impacted / temporarily blocked off during this time.
- **Phase 1 Abatement: Thursday, 3/17/22 thru Friday, 3/18/22**
 - **Library Closure Required**
- **Phase 1 Construction Starts on 3/21/22**
 - No specific construction related closures required at this time.
 - Phase 1 is anticipated to extend to +/- September 2022.

The phasing of the project allows for the Library to remain open during construction. Abatement regulations will require that the Library be closed for period of time at both phase 1 and phase 2.

Collection availability will be reduced with collections being stored offsite.

Accordingly, the LLD Board of Trustees is requested to consider:

Approval to close the Library for Phase 1 Abatement on March 17, 2022 and March 18, 2022.

Ground Breaking Ceremony Discussion

A ground breaking type ceremony can be arranged prior to or in conjunction with the start of construction.

General direction from the Library Board is requested in order to schedule and coordinate the event. Considerations should include:

1. Would the Board like to schedule an event?
2. Would it be an official event or simply a photo opportunity?
3. Who should attend?
4. When would you want to schedule it?
 - a. before the move,
 - b. after the move but before construction
 - c. or, at the start of construction
5. If it is an official event with people invited is it by invite only or publicly announced?
6. If a formal event do you want to have speeches, giveaways, drinks / food, signage?

LISLE LIBRARY DISTRICT
Renovation Project
300.2.A – 01 - WORKSTATIONS

BID TABULATION



Bid Due Date: Friday, February 4, 2022 @ 1:30 pm
Bid Opening: Friday, February 4, 2022 @ 1:45 pm

Firm Name	Base Bid Lump Sum	Unit Price - Storage
BOS	\$179,143.00	\$1.60 per ft per month
Interior Investments	\$149,907.03	\$225 per week
Midwest Office Interiors	\$158,803.91	\$300 per week



CONSTRUCTION FIELD SERVICES, LLC

February 7, 2022

Project: Lisle Library District-Renovation project 777 Front Street
Testing & Inspection Proposal No.: 025

Construction Field Services, LLC (CFS) appreciates the opportunity to provide you with a proposal for materials testing and inspection services for this project. CFS is a woman owned firm specializing in materials testing and inspection, SWPP inspections, quality management, geotechnical engineering, and drilling. Please visit our website at www.constructionfieldservices.com for more information.

About Us

- ❖ Signatory with the **International Union of Operating Engineers Local 150** per the materials testing field technicians and drillers agreement
- ❖ Laboratory is AASHTO R-18 accredited through Construction Materials Engineering Council, Inc (**CMEC**) and the U.S. Army Corp of Engineers (**USACE**)
- ❖ **Indiana**-Certified Women Business Enterprise (**WBE**) with IDOA and Disadvantaged Business Enterprise (**DBE**) with INDOT
- ❖ **Illinois**- Certified Women Business Enterprise (**WBE**) with CMS BEP, MWRD and Disadvantaged Business Enterprise (**DBE**) with IDOT, Metra, Pace, Chicago Transit Authority (CTA), City of Chicago.
- ❖ **National** – Women's Business Enterprise National Counsel (**WBENC**) and Women-Owned Small Business (**WOSB**)

Scope of Services Tailored for Your Project

CFS will provide qualified, Union personnel to perform onsite field and laboratory services **as directed** by the Client:

- ❖ Concrete field inspection-slump, air content and temperature for footings, walls, slab on grade, sidewalk, curbs and elevated slabs.
- ❖ Reinforcement inspection for footings, walls, slab on grade, sidewalk, curbs, and elevated slabs.
- ❖ Density testing for subbase for parking lot
- ❖ Density testing for asphalt parking lot.
- ❖ Density testing for backfill for new entry ways
- ❖ Bearing for foundations.
- ❖ Proof roll-can be performed when onsite doing other activities
- ❖ Weld-bolting inspection-visual
- ❖ Sample pick-ups for concrete samples or soils.
- ❖ Laboratory testing for compressive strength samples and proctors.
- ❖ Supply one set of electronic copies of final reports via email

Qualifications

1. All overtime is excluded from this proposal -everything based on straight time hours Monday through Friday.
2. Straight time rates apply to hours worked from 7:00 am through 3:30 pm Monday through Friday includes a .5-hour lunch break. Time and half rates apply to hours worked from 3:30 pm through 7:00 am Monday through Friday and all-day Saturday. Double time rates apply to all day Sunday and all Union recognized holidays.
3. Areas scheduled to be inspected or tested shall be ready upon the arrival of the technician onsite. Any delays onsite or non-conformances found due to Client or Client's subcontractors requiring stand-by time or retesting will be billed as an additional service per the attached rate schedule.
4. Production, safety meetings, or safety training required by the Client is not included in proposal, this will be billed per the attached rate schedule as an additional line item.
5. Client shall supply parking onsite. If not available, the Client shall reimburse CFS.

8762 Louisiana St, Suite N, Merrillville, IN 46410

Office: 219-750-9138

Website: www.constructionfieldservices.com



CONSTRUCTION FIELD SERVICES, LLC

- 6. Client shall provide unencumbered access and supply man lifts, ladders, and power to perform structural inspections, and any additional safety equipment beyond standard PPE (hard hat, vest, glasses, gloves, and steel toed boots).
- 7. If CFS exceeds allotted hours, site visits, and materials listed in the breakdown supplied, the additional hours and materials will be invoiced per the attached billing rate schedule. An accurate total cost estimate for our services performed cannot be determined since these services are entirely conditional and contingent on the actual activities performed along with the scheduling and sequencing of the work by the contractors. The actual number of days and duration of services required is beyond our control.
- 8. The Client is authorized to request and approve performances of all services. The Client’s (or onsite authorized representative) signature on CFS’s timesheets shall serve as the Client’s written authorization and approval to perform all services for which the Client agrees to pay CFS. This will include additional services not specifically described in the Scope of Work noted above.
- 9. Final report to be review and signed by quality reviewer, no professional engineer review or signature is included in daily rates.
- 10. CFS will be provided a minimum 24 hours’ notice (not including Saturdays, Sundays, or holidays) when scheduling technicians.
- 11. CFS does not make any express or implied warranties under this agreement.
- 12. This proposal is valid for 60 days from the date of submittal.

Fee Estimate

CFS proposes to perform the above scope of work on a Budgetary Estimate per the attached rate schedules. Please see spreadsheet for the breakdown on the allotted hours, site visits, and materials. **The costs listed below should not be added together to get final pricing they are separate pricing.** Multiple costs have been supplied in an attempt to meet Client’s sequencing and budgetary needs. If the Client thinks there will be some overlap in work items listed on the spreadsheet, then they can use the 15% or 30% option – site visits and materials on the spreadsheet will be reduced accordingly. Note these services are entirely conditional and contingent on the actual activities performed along with the scheduling and sequencing of the work by the contractors. Please check the appropriate box when selecting a cost for the project.

Base bid-Scope of Services-Base bid

- ❖ No overlap on onsite testing material testing/inspection (see exhibit 1)\$15,653.00 ☐
- Or
- ❖ 15% overlap on onsite testing material testing/inspection\$13,305.00 ☐
- Or
- ❖ 30% overlap on onsite testing material testing/inspection\$10,957.00 ☐

Base bid-Scope of Services- minus density testing behind walls south entry and north entry piers if CA-7 is used.


- ❖ No overlap on onsite testing material testing/inspection (see exhibit 1)\$13,953.00 ☐
- Or
- ❖ 15% overlap on onsite testing material testing/inspection\$11,861.00 ☐
- Or
- ❖ 30% overlap on onsite testing material testing/inspection\$9,768.00 ☐



CONSTRUCTION FIELD SERVICES, LLC

Terms & Conditions

The Standard Terms & Conditions attached are incorporated here into and made part of this Proposal.

Respectfully,


Christopher D’Antonio
Vice President
cdantonio@constructionfieldservices.com
219-405-3445

Proposal Acceptance Form

Acceptance of this proposal by authorized signature, verbal authorization, or issuance of a purchase order, the Client indicates that they understand and accept the terms and conditions contained in the proposal. This signed acceptance by the Client constitutes a binding agreement between CFS and the Client.

Agreed Accepted by:

Printed Name: _____
Title: _____
Signature: _____
Company or agency: _____
Date: _____

Construction Field Services, LLC

Printed Name: _____
Title: _____
Signature: _____
Date: _____

**LISLE LIBRARY DISTRICT****Renovation Project****300.2.m – Library Moving Services****BID TABULATION**

Bid Due Date: Tuesday, February 8, 2022 @ 2:30 pm
Bid Opening: Tuesday, February 8, 2022 @ 2:45 pm

Firm Name	Base Bid Lump Sum	Unit Price - Storage
Armstrong	\$608,515.75	\$3,867 per month
Hallett & Sons	\$258,000.00	\$3,700 per month

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 11, 2022

February 2022 | DIRECTOR'S REPORT

MEETINGS:

CCS/SNH – Jan 17	RAILS Director – Jan 31	VOL – Feb 7
Sullivan – Jan 18	Intergovernmental – Feb 1	CCS/Bid opening – Feb 8
CCS – Jan 19	CCS/SNH/Staff – Feb 1	LIRA – Feb 9
LLD Board of Trustees – Jan 19	Wynn – Feb 1	Turner – Feb 9
Staff – Jan 20	Turner – Feb 1	Wynn – Feb 9
Staff – Jan 21	LWC President – Feb 1	Advocacy & Outreach
Staff – Jan 22	Ellman Mobile Office – Feb 2	Committee – Feb 10
CCS/SNH/Camosy/Bartelli –	CCS – Feb 2	Hallet – Feb 10
Jan 26	Swistak – Feb 3	CCS/SNH – Feb 11
Sullivan – Jan 27	CCS/SNH – Feb 4	Bartelli – Feb 11

COVID-19 Protocol

The past month has prompted several meetings with staff regarding incidents at the St. Charles Public Library and the Governor's recent announcement that the indoor mask mandate will expire on February 28th. Ensuring staff have the tools they need to navigate breaches of COVID-19 protocol is key to safeguarding the facility and our staff. Additionally, maintaining a healthy work environment is an ongoing exercise.

After the Governor's announcement, I met with each department to gather input and make a decision regarding our protocol as we move into March. Plainly, some staff are anxious about the mandate going away and others are ready to go mask-optional. Balancing staff's deep concerns and eagerness to get back to normal is challenging, however, erring on the side of caution has kept the LLD open since July 2020.

The LLD recognizes that there are many young children not yet able to be vaccinated, whether they are our patrons or family members. The LLD serves those who may be at high risk/immuno-compromised as well. Taking a measured approach to this pandemic has served us well during such turbulent times. The LLD staff will continue to wear masks on March 1st as of this report. This arrangement may quickly change depending on trending infection rates.

Most important, is keeping staff and patrons safe/healthy. I want the Library doors open for the public. I want the renovation to move along without a hitch. That is why we are exercising extra caution right now and continuing to operate as we have been for the past few months, *and very successfully.*

RAILS | Find More Illinois

On January 31st, I met with RAILS Executive Director Deirdre Brennen to discuss Find More Illinois (FMI). RAILS is seeking to grow membership in FMI and offering financial incentives. Ms. Brennen discussed the statewide resource sharing system with me. This system could

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 11, 2022

eventually replace or supplement our current interlibrary loan system. The LLD has the opportunity to test FMI in the next year and we are considering this option. I've met with relevant staff to discuss FMI and there is more research to conduct. This looks to provide significant savings for the LLD in the long run.

Bringing LiteZilla to the LLD

In December of 2021, the LLD launched a campaign to procure a LiteZilla installation. Since that launch, the LLD has collected \$6,880 towards the \$15,000 price-tag for this very unique feature. As of this report, we are 45% of the way there! In February, the *LLD Connections Newsletter* featured the LiteZilla information and the LLD website includes more details.

The Advocacy & Outreach Committee has held several meetings on this topic and staff are investigating ways to provide the means for online donations. Staff are also developing ideas for an internal display so that patrons can see the progress of the LiteZilla donation campaign.

Renovation Activities

On February 7th, President Bartelli, Marc Rogers, Don McKay and I attended the Village of Lisle (VOL) Board meeting to present an overview of the LLD's renovation, demonstrating the value that the capital project will bring to the Village. This brief, public comment, presentation coincided with the LLD's request to waive VOL permit fees. VOL staff also recommended the approval to waive fees.

The LLD's fee waiver was approved by the majority of Trustees. However, there was dissent by three members on the dais. Due to this sentiment, the LLD issued a "thank you" email to the VOL Board for the approval while addressing "concern" points made by those who opposed the fee waiver. It was important to share that the LLD appreciates the intergovernmental assistance and explain that cooperation like this benefits the whole Village on a broad scale.

On two separate occasions, Trustees Wynn and Turner met with LLD staff to film video about the renovation. Nigel, LLD's Video/Graphics Specialist, coordinated the sessions and will edit the footage to include as part of a video series featuring specific areas in and around the facility. We anticipate the series to be released sometime in March, when the LLD begins the first phase of construction.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 11, 2022

On February 1st, LLD Dept. Directors met with Magda/SNH to discuss finishes for their departments. Fabrics, colors, textures, patterns, and veneers were laid out in the meeting room, carefully considered, and ultimately selected by staff. LLD staff were also asked to vote on public-facing service desk chairs. There was unanimity on the selected chairs.

Marc Rogers and I facilitated the public bid opening meetings this month. Mr. Rogers will have a detailed report at the February Board meeting.

LLD Board President Bartelli signed the construction contract with Camosy Construction in January (*photo follows report*). On January 26th, Marc Rogers, SNH staff, Camosy representatives, and the LLD met to introduce each other and to review general project expectations. SNH also provided Camosy a tour of specific areas around the facility.

Lastly, Marc Rogers, Assistant Director McQuillan, and I met with Hallett Movers to discuss their bid, logistics regarding moving library stacks, staffing, strategy, and schedule.

Respectfully submitted,



Tatiana Weinstein

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 11, 2022



February 2022 Assistant Director Report

Meetings/Virtual Meetings/Events

- Sikich - Jan 14
- Board Meeting – Jan 19
- Marc Rogers CCS – Jan 19
- Patriot Electric – Jan 20 & 21
- Patriot Electric – Feb 7
- Ali Sulita LIRA – Feb 9
- OSG – Feb 9
- Marc Rogers, SNH, Camosy – Feb 9
- Advocacy & Outreach – Feb 10
- Monaco – Feb 10
- Marc Rogers – Feb 8 & 10

Facility

Patriot Electric checked the heat trace gutter system on the north and east gutters. A portion of the electrical cable needs to be replaced. The system heats the gutter to melt snow and ice.

RAILS

RAILS held a virtual member update meeting in January. RAILS is working with the Illinois Library Association for enhancing resource sharing for libraries. E-resources are especially of interest in determining pricing and sharing opportunities.

Library cards for children was also discussed for developing library services. A proposal to include all children state-wide for library services is being discussed at the system and legislative levels.

Renovation Project

In January I met with Marc Rogers from CCS to label furniture for use in the renovation project. SNH staff have helped identify furniture that will be re-used.

Director Weinstein and I met with Marc Rogers in February to review areas of the Library operations during construction. I will be discussing Library needs and transitions with HVAC, landscaping, cleaning, and waste management vendors.

I attended the monthly February construction review meeting with Marc Rogers CCS, Camosy construction staff, and SNH architects staff. We discussed construction timelines, furniture moving, and building temporary interior walls.



Beth McQuillan
Assistant Director

Arts DuPage

Adult & Teen Craft Kit: Fabric Cork Board

Presented by [Lisle Library District](#) at [Lisle Library District](#), Lisle IL



Pick up a Fabric Cork Board to make at home!
All supplies and instructions are provided.

January 4-7

The Lisle Library District is happy to provide LLD cardholders with one craft kit per household. Sign-up beginning Monday, 1/3 at 9 AM for this week's craft kit event, Fabric Cork Board. Once you register you can pick up this kit at the Connection Desk downstairs in Adult Services any day between Monday, 1/3 and Friday, 1/7.

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 wait-list, but we will contact those in the order that they registered if a craft is available.)

Registration is free and required at <https://bit.ly/3eyMBvt>

Arts DuPage

Virtual Program: An Evening with Silvia Moreno-Garcia

*Presented by [Lisle Library District](#) at [Lisle Library District](#), online/
virtual*



Bestselling author Silvia Moreno-Garcia will discuss her genre-blending writing style and her new book, “Velvet was the Night.”

January 26, 7PM

Bestselling author Silvia Moreno-Garcia discusses her newest book, “Velvet Was the Night,” and her genre-defying mashups of cultural noir and Lovecraftian horror. Join us for an evening with her, in conversation with author Gus Moreno.

Silvia Moreno-Garcia is the New York Times bestselling author of the critically acclaimed novels “Certain Dark Things,” “Gods of Jade and Shadow,” and “Mexican Gothic,” which Vanity Fair called “[An] irresistibly dark feminist reimagining of the Gothic fantasy novel.” Mexican by birth, Canadian by inclination, Silvia has edited several anthologies, received many awards for her novels, and is a columnist for The Washington Post.

Gus Moreno is the author of “This Thing Between Us.” His favorite books are “American Psycho,” “Battle Royale,” and “Under the Skin.” He lives in the suburbs with his wife and dogs, but never think that he’s not from Chicago.

This event is made possible by Illinois Libraries Present, a statewide collaboration between public libraries offering high-quality events.

Illinois Libraries Present is committed to inclusion and accessibility. To request accommodations, please email illinoislibrariespresent@gmail.com

Registration required at https://bit.ly/ILP_SilviaMoreno-Garcia

Chicago Tribune

Things to do in Chicago



An Evening with Silvia Moreno-Garcia

Wednesday, January 26, 2022

7:00 pm—8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: https://bit.ly/ILP_SilviaMoreno-Garcia

Price: Free

Note: Virtual Event

Bestselling author Silvia Moreno-Garcia discusses her newest book, "Velvet Was the Night," and her genre-defying mashups of cultural noir and Lovecraftian horror. Join us for an evening with her, in conversation with author Gus Moreno.

Silvia Moreno-Garcia is the New York Times bestselling author of the critically acclaimed novels "Certain Dark Things," "Gods of Jade and Shadow," and "Mexican Gothic," which Vanity Fair called "[An] irresistibly dark feminist reimagining of the Gothic fantasy novel." Mexican by birth, Canadian by inclination, Silvia has edited several anthologies, received many awards for her novels, and is a columnist for The Washington Post. Contact Info:

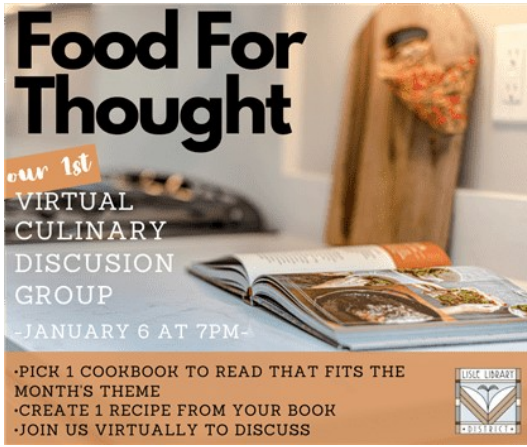
Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: https://bit.ly/ILP_SilviaMoreno-Garcia

Chicago Tribune



Food For Thought – A Culinary Discussion Group

Thursday, January 6, 2022

7:00 pm—8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: [https://lislelibrary.evanced.info/signup/EventDetails?](https://lislelibrary.evanced.info/signup/EventDetails?EventId=30088&backTo=Calendar&startDate=2022/01/01)

[EventId=30088&backTo=Calendar&startDate=2022/01/01](https://lislelibrary.evanced.info/signup/EventDetails?EventId=30088&backTo=Calendar&startDate=2022/01/01)

Price: Free

Note: Virtual Event

Home chefs, join us for our first culinary discussion group meeting! Pick one cookbook that fits the month's theme: Light, Fresh, & Healthy. Choose a recipe from the book to cook before we meet, and come prepared to discuss. (Pictures of your creation are welcome too!) Register at <https://bit.ly/3s86Jg0>.

Visit <https://bit.ly/2XIDZh4> for a list of suggested cookbooks, or choose another book that fits this theme.

Contact Info:

Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: [https://lislelibrary.evanced.info/signup/EventDetails?](https://lislelibrary.evanced.info/signup/EventDetails?EventId=30088&backTo=Calendar&startDate=2022/01/01)

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Chicago Tribune

Things to do in Chicago



HOPE: Fair Housing

Tuesday, January 11, 2022

7:00 pm—8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3mdQ7Q6>

Price: Free

Note: Virtual Event

Join HOPE Fair Housing Center for an informative presentation on housing law, housing discrimination, and the eviction moratorium.

Joy Davis

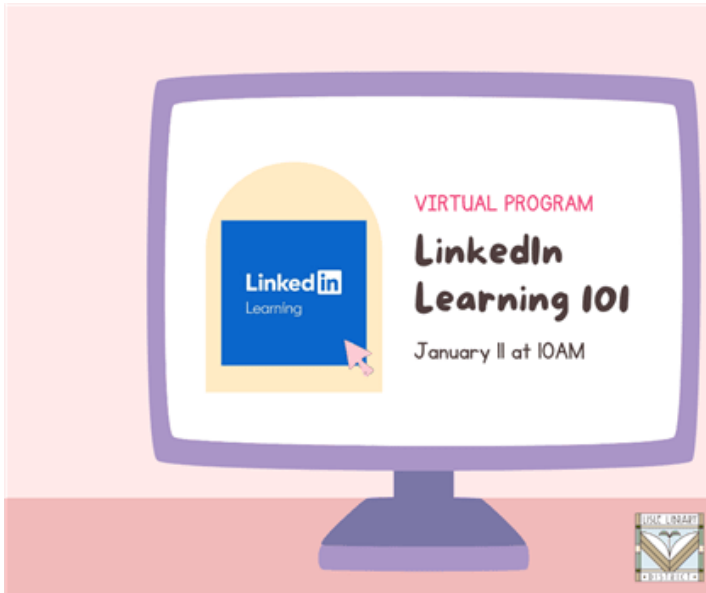
davisj@lislelibrary.org

630-971-1675

More info: <https://bit.ly/3mdQ7Q6>

Chicago Tribune

Things to do in Chicago



LinkedIn Learning 101

Tuesday, January 11, 2022

10:00 am—11:00 am

Lisle Library District

Lisle, IL

Virtual Event URL: <http://lislelibrary.org/>

Price: Free

Note: Virtual Event

LinkedIn Learning (formerly Lynda.com), is a leading online learning resource with thousands of courses on business, software, and creativity, taught by industry experts.

Contact Info:

Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: <http://lislelibrary.org/>

Chicago Tribune

Things to do in Chicago

Start the Year with Meditation

Saturday, January 22, 2022

2:00 pm—3:00 pm



Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3H620jn>

Price: Free

Note: Virtual Event

Join Daya Sharma, meditation practitioner of 15 years, for this powerful workshop. Bring joy, peace, positivity, and relaxation into your daily life, and begin the New Year with a fresh start. Register at <https://bit.ly/3H620jn>

Contact Info:

Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: <https://bit.ly/3H620jn>

Chicago Tribune

Things to do in Chicago



Taxes are Everyone's Business

Tuesday, January 25, 2022

6:30 pm—7:30 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3GYaqsS>

Price: Free

Note: Virtual Event

Judi Strauss, of Strauss Tax Service and a veteran of the industry for 35 years, will offer guidance and provide clarity for the new tax year. Register at <https://bit.ly/3GYaqsS>.

Contact Info:

Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: <https://bit.ly/3GYaqsS>

Chicago Tribune

Things to do in Chicago



Watch Movies and Videos with hoopla and Kanopy

Saturday, January 8, 2022

10:00 am—11:00 am

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3yzkAgx>

Price: Free

Note: Virtual Event

Lisle Library offers movie fans access to two services' digital collections: hoopla and Kanopy. We'll learn :

That each platform offers selections that are uniquely available through their particular service. How hoopla and Kanopy differ in how the "loans" of these films are handled.

And we'll cover adding their apps to your phone or tablet. If you have questions or would like to attend the discussion, please email Patricia Ruocco at ruoccop@lislelibrary.org

Contact Info:

Joy Davis

davisj@lislelibrary.org

630-971-1675

More info: <https://bit.ly/3yzkAgx>

Daily Herald

Booked for the Day Book Group

Monday, January 10

11:00 am-12:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <http://lislelibrary.org/>

Price: Free

Note: Virtual Event

Please join us to discuss *Djinn Patrol on the Purple Line* by Deepa Anappara.

Three children venture into the darkest corners of a sprawling Indian city to find their missing classmate, in a stunningly original debut novel--based on a true story.

*Nine-year-old Jai watches too many reality police shows, thinks he's smarter than his friend Pari (even though she gets the best grades), and considers himself to be a better boss than Faiz (even though Faiz is the one with a job). When a classmate goes missing, Jai decides to use the crime-solving skills he has picked up from TV to find him. He asks Pari and Faiz to be his assistants and together they draw up lists of people to interview and places to visit. But what begins as a game turns sinister as other children start disappearing from their neighborhood. Jai, Pari, and Faiz have to confront terrified parents, an indifferent police force, and their fears of soul-snatching djinns. As the disappearances edge ever closer to home, the lives of Jai and his friends will never be the same again. At times exuberant, at times heartbreaking, *Djinn Patrol on the Purple Line* traces the unfolding of a tragedy while capturing the fierce warmth and resilience of a community forged in times of trouble.*

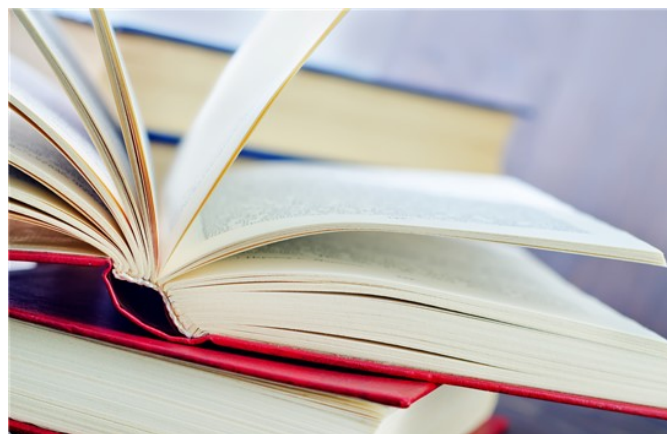
Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)



Daily Herald

Food for Thought: A Culinary Discussion Group

Thursday, January 6

7:00 –8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <https://lislelibrary.evanced.info/signup/EventDetails?EventId=30088&backTo=Calendar&startDate=2022/01/01>

Price: Free

Note: Virtual Event

Home chefs, join us for our first culinary discussion group meeting!

Pick one cookbook that fits the month's theme: **Light, Fresh, & Healthy**. Choose a recipe from the book to cook before we meet, and come prepared to discuss. (Pictures of your creation are welcome too!) Register at <https://bit.ly/3s86Jgo>.

Visit <https://bit.ly/2XIDZh4> for a list of suggested cookbooks, or choose another book that fits this theme. Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)



Daily Herald

HOPE Fair Housing



Tuesday, January 11

7:00 –8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3yzkAgx>

Price: Free

Note: Virtual Event

Join HOPE Fair Housing Center for an informative presentation on housing law, housing discrimination, and the eviction moratorium. This is a virtual program and Zoom link will be provided a day before the event.

Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)

Daily Herald

LinkedIn Learning

Tuesday, January 11

10:00-11:00 am

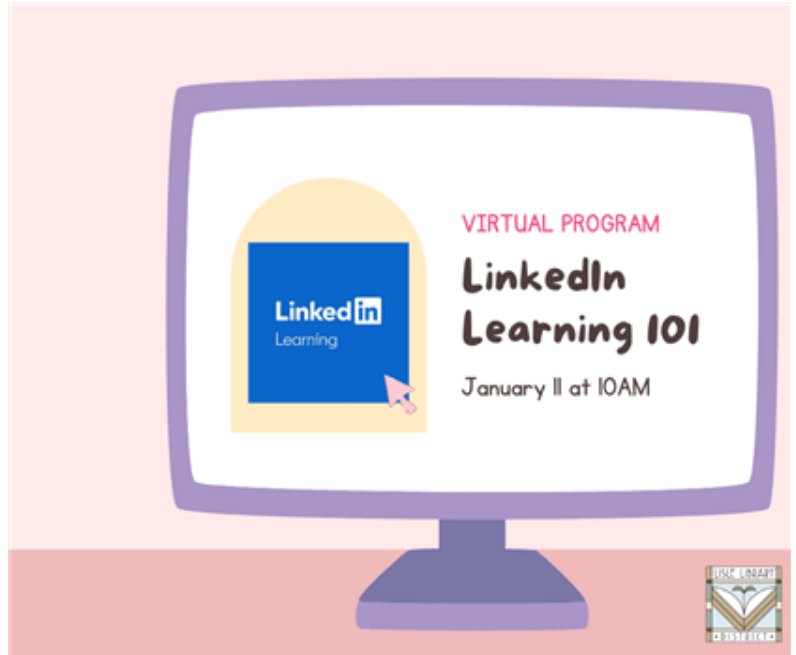
Lisle Library District

Lisle, IL

Virtual Event URL: <http://lislelibrary.org/>

Price: Free

Note: Virtual Event



LinkedIn Learning (formerly Lynda.com), is a leading online learning resource with thousands of courses on business, software, and creativity, taught by industry experts.

Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)

Daily Herald

Lisle Library District hosts bestselling author Silvia Moreno-Garcia on Jan. 26

Submitted by Joy Davis

Bestselling and award-winning author Silvia Moreno-Garcia will discuss her books and writing style virtually at 7 p.m. Wednesday, Jan. 26, with the Lisle Library District, 777 Front St.



Moreno-Garcia's bestsellers include "Mexican Gothic," "Gods of Jade and Shadow," and her newest work, "Velvet is the Night," which was named as one of the 100 Notable Books of 2021 by The New York Times.

Author Gus Moreno will join her in a conversation focusing on Moreno-Garcia's newest novel and an exploration of her genre-bending cultural noir and Lovecraftian horror.

"We are excited to host Moreno-Garcia as she shares her unique perspective with our community," said Xavier Duran, programming librarian. "Her storytelling knows no genre, but readers can always rely on gut-wrenching plots and relatable characters."

The Lisle Library District is offering this event through a collaboration with Illinois Libraries Present.

This new cooperative effort will bring bestselling and esteemed authors to 200 libraries statewide.

"This opportunity would not be possible without Illinois Libraries Present, which shows the ingenuity of library workers to come together and pool expertise to bring renowned and respected authors to our community," said Duran said.

The Lisle Library District has all of Moreno-Garcia's books in their collection.

For more information about the program, visit www.lislelibrary.org or call (630) 971-1675.

Daily Herald

An Evening with Silvia Moreno-Garcia

Wednesday, January 26

7:00-8:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: [https://bit.ly/](https://bit.ly/ILP_SilviaMoreno-Garcia)

ILP_SilviaMoreno-Garcia

Price: Free

Note: Virtual Event

Bestselling author Silvia Moreno-Garcia discusses her newest book, "Velvet Was the Night," and her genre-defying mashups of cultural noir and Lovecraftian horror. Join us for an evening with her, in conversation with author Gus Moreno.



Silvia Moreno-Garcia is the New York Times bestselling author of the critically acclaimed novels "Certain Dark Things," "Gods of Jade and Shadow," and "Mexican Gothic," which Vanity Fair called "[An] irresistibly dark feminist reimagining of the Gothic fantasy novel." Mexican by birth, Canadian by inclination, Silvia has edited several anthologies, received many awards for her novels, and is a columnist for The Washington Post.

Contact Info

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)

Daily Herald

Start the New Year with Meditation

Saturday, January 22

2:00-3:00 pm

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3H62ojn>

Price: Free

Note: Virtual Event

Join Daya Sharma, meditation practitioner of 15 years, for this powerful workshop. Bring joy, peace, positivity, and relaxation into your daily life, and begin the New Year with a fresh start. Register at <https://bit.ly/3H62ojn>

Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)

Daily Herald

Taxes are Everyone's Business

Tuesday, January 25
6:30-7:30 pm
Lisle Library District
Lisle, IL

Virtual Event URL: <https://bit.ly/3GYaqsS>

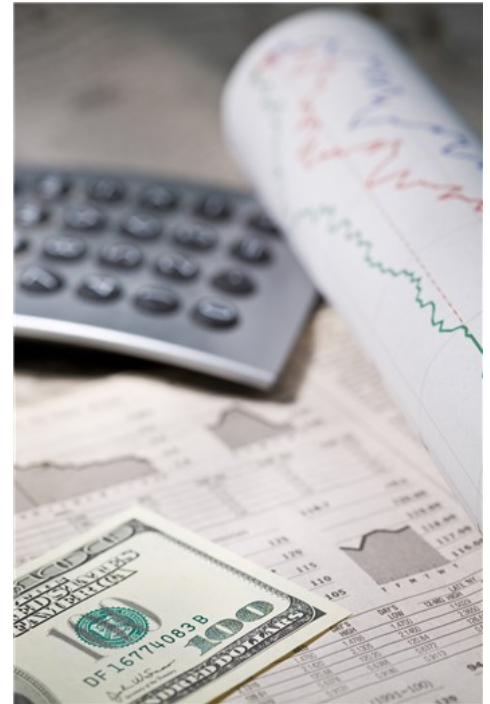
Price: Free

Note: Virtual Event

Judi Strauss, of Strauss Tax Service and a veteran of the industry for 35 years, will offer guidance and provide clarity for the new tax year. Register at <https://bit.ly/3GYaqsS>

Contact info:

Joy Davis
Lisle Library District
davisj@lislelibrary.org
[6309711675](tel:6309711675)



Daily Herald

Watch Movies and Videos with hoopla and Kanopy

Saturday, January 8

10:00 -11:00 am

Lisle Library District

Lisle, IL

Virtual Event URL: <https://bit.ly/3yzkAgx>

Price: Free

Note: Virtual Event

Lisle Library offers movie fans access to two services' digital collections: hoopla and Kanopy.



We'll learn:

That each platform offers selections that are uniquely available through their particular service.

How hoopla and Kanopy differ in how the "loans" of these films are handled.

And we'll cover adding their apps to your phone or tablet.

If you have questions or would like to attend the discussion, please email Patricia Ruocco at ruoccop@lislelibrary.org

Contact info:

Joy Davis

Lisle Library District

davisj@lislelibrary.org

[6309711675](tel:6309711675)



My Library is... Fostering Kindness - Lisle Library District



The purpose of Libraries is to provide opportunities. Opportunity for information, research, connection, cultural awareness; the list extends for miles. One of the Lisle Library District's goals is to provide an opportunity for kindness.

This effort has been conjured in collecting needed items for veterans and homeless people, hosting blood drives, food drives, and more, but the LLD sought something more permanent alongside these community efforts. Thus, the LLD Kindness Card program was launched in

December 2021.

The LLD Kindness Card program consists of card-making stations in both Adult and Youth Services filled with colorful blank cards and a variety of markers, stickers, and stencils. The stations accommodate an instant volunteer opportunity, and children in grades 6-12 can earn an hour of volunteering for every five cards made (with a maximum of two hours/ten cards). All completed cards are sent to Cardz for Kidz, a nonprofit organization based in Chicago that distributes handmade cards to hospitalized children, seniors, and veterans internationally.

While this type of program is typically referred to as a “passive program,” we note that this program is anything but passive. The program is an exercise of love, empathy, generosity, or quite simply, kindness. Our patrons will never know who their card reaches, and there's a beauty in spreading anonymous kindness. Seeing the card makers focused on sending a message of love fosters nearly palpable energy in the Library.

Since the program launched on December 3, 151 cards have been made and our first delivery to Cardz for Kidz was on December 29.

Our goal is not just for the program to grow, but for the kindness to grow as well. Communities want to give back and spread kindness, we are merely offering them the opportunity.

Submitted by Joy Davis



My Library Is...

Pandemic Programming - Baby Goats, Churros, and Pumpkins

Posted by Gail Graziani

January 3, 2022



Like many public libraries, the Lisle Library District has been challenged to provide new, primarily outdoor events for our community in response to the pandemic. Annual inside pre-pandemic events had included Harry Potter Day and Star Wars Reads Day – both of which entailed a full house of hundreds of patrons enjoying treats, crafts, and games. Now, with large inside events on indefinite hiatus, the time had come to try a new outside event or two in addition to the Summer Read Kick Off event which has traditionally been held in the parking lot.

The result was LLD's first-ever Fall Fest held in 2021! Since September brings Library Card Sign-Up Month, we wanted to offer an event where people could sign up for, or renew, their library cards while enjoying a festive evening outside with safety protocols in place. Staff involved in the

planning and implementation of Fall Fest included Adult Services Director Elizabeth Hopkins, Adult Services Programming Librarian Xavier Duran, Youth Services Director Will Savage, and LLD's Assistant Director Beth McQuillan.

Initial brainstorming yielded the following ideas: baby goats, churros, and pumpkins – all of which became central to the event. The distribution of tasks included the following:

- Xavier booked the Churros Y Chocolate food truck and the petting zoo
- Elizabeth acted as the central point person for Fall Fest. She coordinated with all Library departments to make sure tasks were evenly distributed and the event was fully staffed
- Will and Youth Services staff developed a seasonal craft for kids
- Beth assisted with decorations including hay bales, mums, and pumpkins
- Fall Fest was publicized on social media, the print newsletter, email blasts, Patch, the Daily Herald, and with flyers and posters throughout the Library

The most stressful part of planning a large outdoor event is, of course, the uncertainty of the weather and the inability to move things like a petting zoo inside, both logistically and due to Covid concerns. Unless the weather was hazardous, staff was prepared to proceed outside – even in rain. Fortunately, September 17th turned out to be quite warm – it felt like 90 degrees, especially during the setup period before the event began at 5:00 p.m. Another difficulty was that vendors were in high demand and it took quite a while to hear back from them to confirm their attendance.

When asked what surprised her the most about the event, Elizabeth said, *"The 650 people who showed up! Truly I was shocked by the attendance. I was expecting 400-500 people, which is our average for large Summer Read events."* Xavier was also surprised by the attendance, *"It was absolutely larger than expected. We contracted for 350 churros and we blew through that quickly. Luckily, the vendor was able to make more."* For Elizabeth, the best part of Fall Fest was that, *"We noticed a lot of friend groups and extended families meeting up at Fall Fest for a Friday 'night out' together. That was especially memorable*

for me.” Xavier enjoyed “the baby cows, churros, and the unexpectedly large crowd.”

Things to keep in mind for the next Fall Fest include preparing for likely high attendance by offering more activities in order to distribute the crowd more evenly and shorten waiting times. Building on the success of Fall Fest, the Library held a primarily outside Winter Read Kick-Off Party on December 3rd with a reindeer petting zoo, hot chocolate, crafts, and more. Patrons were able to go into the meeting rooms to sign up for Winter Read and to browse some winter-themed materials, but the bulk of the activities and people were happily outside in the parking lot. Attendance for Winter Read was also surprisingly high at 600 attendees.

The popularity of recent outdoor events like Fall Fest and the Winter Read Kick-Off Party demonstrates that demand is strong for family-friendly programming held outside, even in fall and early winter, and that these events offer a great way to bring the community together at the Library.

Tags: [building relationships](#) [community engagement](#) [public libraries](#)

LISLE LIBRARY DISTRICT
ADVOCACY & OUTREACH COMMITTEE MEETING
January 13, 2022 - 1:04 p.m.

1. Roll call

Present:

Liz Sullivan - Trustee | Chair (via GoToWebinar)

Lorna Turner - Trustee (via GoToWebinar)

Sara Wynn - Trustee (via GoToWebinar)

Marjorie Bartelli - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the January 7, 2022 Advocacy and Outreach Committee Meeting

MOTION: Trustee Wynn moved to approve minutes of the January 7, 2022 Advocacy and Outreach Committee Meeting. Trustee Turner seconded.

Roll Call Vote - All Aye. The motion passed.

4. Member fundraiser ideas - discussion

Chairwoman Sullivan reviewed the January 7th Advocacy and Outreach Committee meeting presentation. She covered donor segmentation, Trustee involvement, and goal setting.

Discussion: Trustee Wynn thanked Chairwoman Sullivan for the fundraising information. She commented on fundraising for the LiteZilla project versus general fundraising. Trustee Turner agreed with Trustee Wynn regarding future fundraising efforts and said she wished to take it 'step by step.' Committee members agreed to focus on the LiteZilla fundraising project. Director Weinstein commented on the Committee's role of generating ideas and bringing recommendations to the full Board. She stated that the Committee could bring a general fundraising recommendation to the full Board at a future meeting.

Chairwoman Sullivan mentioned a \$2,000 grant opportunity via the LLD Foundation. Director Weinstein stated that the Library could contact the Foundation and ask if it was still available. She also mentioned that donation letters were sent to the Friends and Foundation. President Bartelli read aloud fundraising recommendations from the ILA Trustee Facts File. She stated that she thought the Committee was on track with the fundraising effort. Committee members discussed developing a visual representation of the donation progress. Director Weinstein suggested a LiteZilla coloring page for kids. The Committee discussed contacting businesses. Director Weinstein suggested, as a first step, to have the Lisle Chamber of Commerce send out an eBlast on the Library's behalf. Trustee Turner spoke about pursuing donations from major corporations. Chairwoman Sullivan asked how to gather Lisle business data. Director Weinstein mentioned that there are Library databases that can identify Lisle businesses.

5. Fundraising calendar - discussion

Agenda items 4 and 5 were discussed as one topic (above).

6. Board recommendations - discussion

The Committee agreed to bring four recommendations to the full Board. The Committee recommended having Director Weinstein personally contact the Friends and Foundation, post information about the fundraising effort to the LLD website, include fundraising information in the newsletter, and have an internal display that shows the donation progress.

7. Set next meeting date/time - discussion

Chairwoman Sullivan suggested dates for the Committee's next meeting. The Committee agreed to Thursday, February 10th at 1 pm.

8. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 2:25 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Advocacy & Outreach Committee on February 10, 2022.

Approved by

Liz Sullivan, Committee Chair