

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on April 18, 2022 at 7:00 pm at the Lisle Police Department, 5040 Lincoln Avenue, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT

BOARD MEETING

April 18, 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. Secretary Larson and Trustee Wynn reviewed the March billings in April
 - b. President Bartelli and Trustee Sullivan will review the April billings in May
4. Consent Agenda - Action Required
 - a. Approve Minutes of the March 16, 2022 Board Meeting
 - b. Approve Minutes of the March 21, 2022 Special Board Meeting
 - c. Acknowledge Treasurer's Report, 03/31/22, Investment Activity Report, 03/31/22, Current Assets Report, 03/31/22, Revenue Report, 03/31/22, and Expense Report, 03/31/22
 - d. Authorize Payment of Bills, 04/18/22
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report
 - ii. General Furniture Bid Package Award Recommendation - Action Required
Approval to award and enter into an agreement with Midwest Office Interiors, Inc. for the FF&E General Furniture bid package for the lump sum amount of \$142,107.05, with Board President as signatory to the contract.
 - iii. Shelving Bid Package Award Recommendation - Action Required
Approval to award and enter into an agreement with Bradford Systems Corporation for the FF&E Shelving bid package for the lump sum bid amount of \$143,745.75, with Board President as signatory to the contract.
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. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
9. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
March 16, 2022 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak - general public comment period

One visitor addressed the Board. He stated that he was excited to see the Library begin its renovation and said he thought the project would be conducted appropriately under the leadership of Director Weinstein and Mr. Rogers. He thanked Director Weinstein and the current and previous Boards for being fiscally responsible.

3. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and Trustee Turner reviewed the February billings in March
- b. Secretary Larson and Trustee Wynn will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 16, 2022 Board Meeting
- b. Approve Minutes of the February 16, 2022 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/22, Investment Activity Report, 02/28/22, Current Assets Report, 02/28/22, Revenue Report, 02/28/22, and Expense Report, 02/28/22
- d. Authorize Payment of Bills, 03/16/22

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

Discussion: Treasurer Norton noted a scrivener's error in the minutes.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report

Mr. Rogers provided a progress update on the Village of Lisle permit, concrete work, soil testing, furniture and shelving packages, Phase-one packing and moving, and abatement

work. He stated that construction was on schedule. Mr. Rogers provided updates on the project cost including commitments for soil testing and furniture. He suggested to decline two alternates.

Discussion: Trustee Sullivan asked for clarification regarding the alternates. Mr. Rogers explained the alternates. President Bartelli asked about the Live and Learn grant. Mr. Rogers explained that it was specific to public restrooms. President Bartelli asked about rubber flooring in YS. Director Weinstein stated that she spoke with the Director of Youth Services about the flooring and that YS is pleased with the carpet selection and rubber flooring in the activity area.

Mr. Rogers provided an overview of upcoming activities including the groundbreaking, demolition, and temporary walls.

6. Committee Reports

- a. Finance - Trustee Turner stated that the Committee had a meeting scheduled on April 25th at 2 pm at the Lisle Police Department to discuss the budget.
- b. Personnel and Policy - Vice President Swistak stated that the Committee would meet on April 7th at 10 am at the Lisle Police Department.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

7. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Live and Learn grant application was submitted. Director Weinstein stated that the LLD was 73% of the way to the LiteZilla funding goal. She mentioned that the Friends donated \$2,000 towards the LiteZilla. Director Weinstein stated that there were two exhibits in the foyer; a LiteZilla progress display and a renovation overview. She mentioned that the LLD's Marketing Specialist completed a grant application with the DuPage Arts Foundation; a \$2,500 opportunity. Director Weinstein stated that she also spoke with the Treasurer of the Lisle Community Service Corporation about a potential grant opportunity.

Director Weinstein mentioned that letters were sent to the Library's immediate neighbors to prepare them for construction vehicles and to inform them about the renovation. She stated that there is an ongoing social media campaign, a press release in the Daily Herald, and more publicity to for different phases of the renovation. Director Weinstein commented about moving departments and materials. She noted that there is a construction progress slideshow on social media. She thanked the staff for their flexibility, ability to pivot, and for their friendliness. Director Weinstein gave credit to the IT staff for getting everyone up and running and to the Facility Monitors for taking on more work. She commended Mr. Rogers and his team for making sure everything ran smoothly.

Director Weinstein reminded everyone that the ceremonial groundbreaking is to take place on March 21st at 2 pm, the Personnel and Policy Committee meeting is scheduled for Thursday, April 7th at 10 am, the April Board meeting is scheduled for Monday, April 18th at 7 pm, and the Finance Committee meeting is scheduled for Monday, April 25th at 2 pm.

Discussion: Trustee Sullivan said that she thought it was great that staff walk around helping patrons. Treasurer Norton asked about materials on-site and off-site. Director Weinstein explained that both,

Adult Services and Youth Services, selected materials and worked with Hallett movers on determinations. She stated that selectors looked at circulation statistics, considered popular items, and allowed for room for new materials.

Assistant Director McQuillan shared two updates. She mentioned that Monaco Mechanical replaced filters in the air handlers and made air return recommendations to Camosy. She stated that Patriot Electric repaired several electrical outlets.

Discussion: President Bartelli asked about outside debris during the renovation. Mr. Rogers stated that Camosy would handle any construction debris.

8. Opportunity for Trustee comments (five minutes)

Trustee Wynn thanked the staff and Mr. Rogers for their efforts. Trustee Turner stated that it was interesting watching the progress of the departments move. Vice President Swistak stated that she was in awe of the floor-space and said that she could better visualize the project scheme. She stated that she was looking forward to the groundbreaking ceremony on Monday. Trustee Sullivan commented on the higher programming and circulation use statistics. Treasurer Norton stated that she was comfortable and confident with the Board decisions up to this point in time. She commented that there has been positive progress and that the project is a source of pride for the District.

Secretary Larson agreed with the commentary. President Bartelli asked about Trustees visiting the construction site. Director Weinstein explained that there was a construction project chain of command and that she'd schedule a walkthrough when appropriate. Mr. Rogers stated that Camosy is in charge of the site. Trustee Turner suggested taking daily photos. Mr. Rogers mentioned that the construction team would provide photos via daily reports.

9. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

The meeting adjourned at 7:41 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on April 18, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
March 21, 2022 - 2:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Nigel Jackson - Graphics and Video Specialist
Marc Rogers - CCS International Inc., Project Manager
Eric Penney - Sheehan, Nagle, Hartray Architects
Pat Barton - Camosy Incorporated
Trisha Camosy - Camosy Incorporated

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

3. LLD Groundbreaking Ceremony

The Board convened the meeting indoors and then walked outside to the north side of the building. President Bartelli stated, "As Board President, I want to make a toast on this momentous occasion. Today is an important day in the Library's history. Construction begins today after many years of thoughtful discussion and planning. I commend the Library Board of Trustees, past and present, who supported and worked towards this major renovation. I thank the entire Lisle Library District staff for their input and their deep dedication to the Library. I am grateful for the excellent project teams; Marc Rogers with CCS, Eric with Sheehan, Nagle, Hartray Architects, and the entire Camosy construction crew." LLD Graphics/Video Specialist Jackson took photos and video.

4. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 2:22 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on April 18, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

Treasurer's Report as of March 31, 2022

	Cash Balance	Financial	Financial
Fund Name	03/31/22	Assets %	Assets %
		W/ Spec Res	W/O Spec Res
Corporate	6,916,602.72	64.66%	94.74%
IMRF	209,216.65	1.96%	2.87%
FICA	174,445.92	1.63%	2.39%
Subtotals	7,300,265.29	68.25%	100.00%
Special Reserve	3,395,877.52	31.75%	0.00%
	10,696,142.81	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	145.75	135.85	125.51	116.21	111.99	128.49	115.92	116.03	180.57				1,176.32
Ehlers	0.93	1.22	0.76	4.61	4.77	2.90	0.44	0.01	0.31				15.95
Ehlers-inv interest #5707	1,720.74	6,521.93	911.94	9,537.05	2,059.03	37.67	1,506.30	2,998.68	5,948.07				31,241.41
Ehlers-inv interest #8217	0.00	0.00	0.00	0.00	1.60	17.85	36.94	84.23	96.43				237.05
Fifth Third Bank	310.78	281.95	346.50	182.47	159.67	152.75	129.83	105.62	104.88				1,774.45
Uisde Savings	49.35	54.47	52.78	51.09	52.81	51.12	52.83	52.85	47.75				465.05
Lisle CD 2635	176.99	177.12	171.54	177.39	171.80	177.66	177.79	160.70	178.05				1,569.04
Lisle CD 2669	49.70	49.71	48.12	49.73	48.14	49.75	49.76	44.95	49.78				439.64
IL Funds	24.71	24.66	24.08	31.38	33.42	69.79	94.73	130.94	344.55				778.26
US Bank-9853	30.83	31.85	31.85	30.82	31.86	10.27	10.62	10.61	9.59				198.30
US Bank-9370	0.47	0.51	0.48	0.47	0.46	0.44	0.44	0.44	0.40				4.11
TOTALS	2,510.25	7,279.27	1,713.56	10,181.22	2,675.55	698.69	2,175.60	3,705.06	6,960.38	-	-	-	37,899.58
Interest - Special Reserve Only	923.73	2,572.18	545.02	3,277.04	887.22	209.89	727.59	1,260.32	2,445.71	-	-	-	12,848.70
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	2,444.74	4,514.67	-	-	-	25,050.88
Totals	2,510.25	7,279.27	1,713.56	10,181.22	2,675.55	698.69	2,175.60	3,705.06	6,960.38	-	-	-	37,899.58

INVESTMENTS													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
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	498,000.00	1,148,000.00	0.00	0.00	0.00	5,768,000.00
Investment Purchases	0.00	0.00	0.00	0.00	600,000.00	3,157,000.00	898,000.00	249,000.00	1,599,574.23	0.00	0.00	0.00	6,503,574.23
TOTALS	0.00	290,000.00	205,000.00	360,000.00	(600,000.00)	(957,000.00)	169,000.00	249,000.00	(451,574.23)	0.00	0.00	0.00	(735,574.23)

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

**Fair Market Value on
3/31/22**

Checking Accounts

Fifth Third Operating Acct		\$57,554.30
Fifth Third Financial Now acct	1.60%	\$2,418,201.89
Fifth Third Financial-petty cash		\$400.00
US Bank		\$20,805.26
E commerce		\$56,003.42
		<u>\$2,552,964.87</u>

Money Markets

Lisle Savings Bank		\$207,490.62
IMET	2.33%	\$964,504.36
The Illinois Funds	2.40%	\$1,475,288.38
		<u>\$2,647,283.36</u>

Ehlers Investments #5707		\$7,944.63
Ehlers Investments #8217		\$203,193.59

Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Fixed Income								
Goldman Sachs Bk	4/3/2019	100,000.00	100.000	2.60	2.60	99,915.00	\$100,023.84	4/4/2022
Morgan Stanley Bk	4/4/2019	175,000.00	100.000	2.65	2.65	174,840.00	\$175,042.65	4/4/2022
BankUnited National ASSN FLOR	1/12/2022	249,000.00	100.000	0.15	0.15	249,000.00	\$248,975.08	4/12/2022
FVCBankCorp Inc	1/18/2022	249,000.00	100.000	0.15	0.15	249,000.00	\$248,962.65	4/18/2022
Goldman Sachs BK USA NY	1/19/2022	200,000.00	100.000	0.10	0.10	200,000.00	\$199,963.04	4/19/2022
Bank China LTD Hong Kong	12/23/2021	381,000.00	99.875	0.00	0.00	380,538.75	\$380,865.70	4/27/2022
United States Treasury Bills	3/4/2022	600,000.00	99.973	0.00	0.00	599,850.71	\$599,952.18	4/28/2022
Virginia Comwith Transn BRD TR	12/15/2021	780,000.00	102.010	5.00	5.00	798,943.00	\$783,610.62	5/15/2022
Goldman Sachs Bk	5/22/2019	150,000.00	100.000	2.50	2.50	150,000.00	\$150,451.62	5/23/2022
Sallie Mae Bk	5/22/2019	10,000.00	100.000	2.50	2.50	10,000.00	\$10,030.11	5/23/2022
Mitsubishi TR BKG Corp	3/14/2022	400,000.00	99.785	0.00	0.00	399,155.56	\$399,354.52	6/13/2022
Lisle Savings Bank	7/11/2018	218,374.39	100.000	2.50	2.50	218,374.39	\$233,026.19	7/11/2022
Capital One Bk	8/15/2019	130,000.00	99.900	2.05	2.05	129,892.30	\$130,683.22	8/15/2022
Enerbank USA	8/30/2019	175,000.00	99.935	1.75	1.75	174,901.25	\$175,748.93	8/30/2022
United States Treasury Note	3/4/2022	345,000.00	100.652	1.88	1.88	350,018.95	\$346,428.51	9/30/2022
Morgan Stanley Bk	10/3/2019	155,000.00	99.950	1.90	1.90	154,922.50	\$155,811.10	10/3/2022
Lisle Savings Bank	1/16/2019	225,325.93	100.000	2.72	2.75	225,325.93	\$234,477.77	2/16/2023
US Bank	9/15/2018	249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	6/15/2023
Miami-Dade Cnty	3/24/2022	245,000.00	101.106	5.00	5.00	250,549.01	\$247,348.64	7/1/2024
							<u>\$5,070,756.36</u>	
Mutual Funds								
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>\$5,284,756.36</u>	
TOTAL CURRENT ASSETS							<u>\$10,696,142.81</u>	

Lisle Library District
For the Nine Months Ending March 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	\$ 2,445.71	\$ 12,848.70	\$ 21,709.44	\$ 31,500.00	40.79
TOTAL INTEREST	2,445.71	12,848.70	21,709.44	31,500.00	40.79
70-04-4587-10 Restricted - Transfer from Cor	0.00	0.00	225,000.00	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	225,000.00	3,800,000.00	0.00
TOTAL REVENUES	2,445.71	12,848.70	246,709.44	3,831,500.00	0.34

Lisle Library District
For the Nine Months Ending March 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 -	7,836.30	28,623.95	11,578.09	10,000.00	286.24
40-01-4462-00 Personal Property Repl. Tax -	452.26	1,651.97	668.21	500.00	330.39
45-01-4463-00 Personal Property Repl. Tax -	71.06	259.55	104.98	90.00	288.39
TOTAL PERSONAL PROPERTY REP	8,359.62	30,535.47	12,351.28	10,590.00	288.34
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	4,228.70	23,465.90	38,097.14	55,000.00	42.67
40-02-4475-00 Interest Earned - IMRF	153.59	842.27	1,659.41	2,500.00	33.69
45-02-4476-00 Interest Earned - FICA	132.38	742.71	1,123.66	2,000.00	37.14
TOTAL INTEREST INCOME	4,514.67	25,050.88	40,880.21	59,500.00	42.10
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(12,059.66)	(44,693.99)	(35,201.46)	5,000.00	(893.88)
TOTAL UNREALIZED GAIN/LOSS O	(12,059.66)	(44,693.99)	(35,201.46)	5,000.00	(893.88)
DESK INCOME					
10-03-4531-00 Lost Books	0.00	672.61	1,094.65	1,500.00	44.84
10-03-4536-00 Non-Resident Fees	0.00	591.95	571.53	500.00	118.39
10-03-4540-00 Fines	(10.00)	389.99	2,848.11	3,000.00	13.00
TOTAL DESK INCOME	(10.00)	1,654.55	4,514.29	5,000.00	33.09
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	2,295.00	11,050.00	0.00	0.00	0.00
10-04-4573-00 Copier Income	396.38	3,250.49	2,629.16	3,500.00	92.87

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4583-00	0.00	42,043.40	35,630.00	35,000.00	120.12
10-04-4584-00	473.67	1,025,437.64	1,249.38	2,500.00	41,017.51
10-04-4585-00	957.00	5,849.00	1,160.00	2,500.00	233.96
10-05-4595-00	44.44	44.44	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	4,166.49	1,087,674.97	40,728.54	43,500.00	2,500.40
TOTAL REVENUES	\$ 4,971.12	\$ 5,154,429.47	\$ 4,077,457.15	\$ 4,179,955.00	123.31

Lisle Library District
For the Nine Months Ending March 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	79,180.00	0.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	113,623.28	15,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	57,718.30	512,879.92	0.00	5,850,000.00	8.77
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	57,718.30	512,879.92	0.00	5,850,000.00	8.77
TOTAL SPECIAL RESERVE EXPENSES	57,718.30	512,879.92	113,623.28	5,865,000.00	8.74

Lisle Library District
For the Nine Months Ending March 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	\$ 40,017.47	\$ 354,930.02	\$ 340,273.77	\$ 480,000.00	73.94
10-10-5603-20 Adult Services - Reg. Hours	43,621.58	380,407.52	412,932.71	580,000.00	65.59
10-10-5603-30 Youth Services - Reg. Hours	32,234.74	282,372.34	263,059.67	450,000.00	62.75
10-10-5603-50 Technical Services - Reg. Hour	18,738.38	182,604.11	198,913.11	277,000.00	65.92
10-10-5603-60 Circulation - Reg. Hours	35,384.96	332,652.99	330,769.42	475,000.00	70.03
Total Salaries	169,997.13	1,532,966.98	1,545,948.68	2,262,000.00	67.77
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	3,837.25	32,596.65	34,200.11	47,000.00	69.35
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,812.07	66,299.91	71,345.55	97,000.00	68.35
10-10-5621-30 Hosp. Ins. - YS	3,941.92	34,357.53	24,677.68	51,500.00	66.71
10-10-5621-50 Hosp. Ins. - Tech	2,408.36	23,286.24	24,299.94	39,500.00	58.95
10-10-5621-60 Hosp. Ins. - Circ	4,492.99	36,410.72	49,024.26	55,000.00	66.20
10-10-5622-10 Dental Ins. - Admin.	184.98	1,664.82	1,780.82	2,350.00	70.84
10-10-5622-20 Dental Ins. - Adult Serv	457.77	4,158.55	4,653.94	5,450.00	76.30
10-10-5622-30 Dental Ins. - YS	233.94	2,010.69	2,132.16	2,600.00	77.33
10-10-5622-50 Dental Ins. - Tech	131.78	1,527.21	2,119.97	2,800.00	54.54
10-10-5622-60 Dental Ins. - Circ	152.29	1,980.36	1,894.99	2,800.00	70.73
Total Health and Dental Ins.	23,653.35	204,292.68	216,129.42	306,000.00	66.76
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	418.67	237.43	4,000.00	10.47
Total Other Staff Benefits	0.00	418.67	237.43	4,000.00	10.47
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,022.21	26,816.55	25,490.96	37,000.00	72.48
45-10-5625-20 FICA Expense - Adult Serv.	3,137.70	27,399.58	29,580.27	45,500.00	60.22
45-10-5625-30 FICA Expense - Youth Services	2,429.78	21,175.96	19,708.25	34,500.00	61.38
45-10-5625-50 FICA Expense - Tech Servs.	1,408.75	13,708.34	14,919.46	21,500.00	63.76
45-10-5625-60 FICA Expense - Circulation	2,497.35	24,129.82	24,137.57	36,500.00	66.11
Total FICA Expenses	12,495.79	113,230.25	113,836.51	175,000.00	64.70
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,850.98	21,341.71	26,167.81	26,650.00	80.08
40-10-5628-20 IMRF Expense - Adult Servs	2,141.82	24,409.37	34,264.10	37,700.00	64.75
40-10-5628-30 IMRF Expense - Youth Services	1,449.17	16,829.28	20,491.43	27,300.00	61.65
40-10-5628-50 IMRF Expense - Tech Servs.	920.06	11,864.34	16,413.29	17,550.00	67.60
40-10-5628-60 IMRF Expense - Circulation	1,317.27	15,669.29	19,283.17	20,800.00	75.33

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Total IMRF Expenses	7,679.30	90,113.99	116,619.80	130,000.00	69.32
Total EMPLOYEE COSTS	213,825.57	1,941,022.57	1,992,771.84	2,877,000.00	67.47
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	450.00	4,050.00	4,050.00	5,400.00	75.00
10-20-5651-00 INet	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00 Utilities - Phone	771.71	6,243.94	6,247.38	10,000.00	62.44
10-20-5653-00 Utilities - Gas	264.95	7,538.37	5,463.02	7,500.00	100.51
10-20-5654-00 Utilities - Sewer & Water	213.78	1,217.20	1,083.57	2,900.00	41.97
10-20-5655-00 Utilities - Electric	3,926.18	33,912.53	26,608.53	50,000.00	67.83
10-20-5656-00 Verizon	250.00	1,125.00	1,182.33	1,500.00	75.00
Total Utilities	5,876.62	55,897.04	46,444.83	79,110.00	70.66
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	0.00	3,750.00	3,600.00	5,000.00	75.00
10-20-5661-00 Maint Contracts - Maint. Servi	2,964.10	27,270.90	26,944.92	49,500.00	55.09
10-20-5662-00 Maint Contr. - Landscape Serv.	4,600.00	28,275.00	42,590.00	40,000.00	70.69
10-20-5663-00 Maint/Repairs-Genl repairs, Su	0.00	5,080.49	4,884.29	10,000.00	50.80
10-20-5664-00 Maint/Repairs-Non Contr. Work	4,338.22	36,985.47	36,867.11	70,000.00	52.84
10-20-5665-00 Rubbish Removal	264.26	2,709.57	3,119.90	4,000.00	67.74
Total Maintenance and Repairs	12,166.58	104,071.43	118,006.22	178,500.00	58.30
TOTAL BUILDING COSTS	18,043.20	159,968.47	164,451.05	257,610.00	62.10
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	279.00	3,171.05	2,777.20	5,500.00	57.66
10-25-5710-10 Printing/Spec. Serv. - Adult	0.00	10,242.00	4,952.34	17,000.00	60.25
10-25-5711-00 Postage Special Serv	0.00	5,952.79	5,823.88	8,800.00	67.65
10-25-5712-00 Printing	0.00	271.38	438.74	1,000.00	27.14
Total Postage and Printing	279.00	19,637.22	13,992.16	32,300.00	60.80
Supplies					
10-25-5713-00 Office Supplies	540.31	4,050.20	3,983.98	5,500.00	73.64
10-25-5714-00 Circ. Material Supplies	1,284.34	8,930.52	6,899.11	10,000.00	89.31
10-25-5715-00 Copier Supplies	0.00	751.37	1,333.88	1,900.00	39.55
10-25-5716-00 Kitchen Supplies	798.33	2,968.78	2,136.36	6,000.00	49.48
10-25-5717-00 Processing Supplies	3,321.88	22,041.67	19,234.66	43,000.00	51.26
10-25-5718-00 Computer Supplies	372.90	7,638.97	5,344.14	12,400.00	61.60

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Total Supplies	6,317.76	46,381.51	38,932.13	78,800.00	58.86
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	0.00	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	313.62	3,067.13	1,365.37	6,000.00	51.12
10-25-5724-15 Local Travel	17.90	154.13	148.71	500.00	30.83
Total Other Operating Costs	331.52	4,475.66	2,482.54	8,700.00	51.44
TOTAL OPERATING EXPENSES	6,928.28	70,494.39	55,406.83	119,800.00	58.84
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	2,100.00	2,100.00	2,100.00	100.00
10-30-5751-00 Property Damage (All-Peril)	0.00	57,232.50	47,994.50	40,000.00	143.08
10-30-5752-00 Notary Bond	0.00	75.00	0.00	225.00	33.33
10-30-5754-00 Workers Comp Insurance	913.00	10,285.50	10,713.50	9,000.00	114.28
TOTAL INSURANCE	913.00	69,693.00	60,808.00	51,325.00	135.79
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	4,151.25	2,925.00	15,000.00	27.68
10-35-5761-00 Collection Agency	35.80	277.45	170.05	700.00	39.64
10-35-5762-00 Other Contr Services - Admin	0.00	250.00	2,701.29	6,000.00	4.17
10-35-5763-00 Other Contr Svcs-Tech Asst	3,825.28	76,499.78	55,410.74	76,000.00	100.66
10-35-5764-10 Other Contr Svcs - Library Wi	1,151.00	24,245.58	23,923.90	38,000.00	63.80
10-35-5765-10 Investment Agency Consultants	555.65	4,831.57	4,809.84	7,500.00	64.42
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	519.10	5,760.65	5,681.64	7,700.00	74.81
TOTAL CONTRACTUAL SERVICES	6,086.83	124,916.28	104,795.07	165,600.00	75.43
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	2,571.00	2,914.00	4,000.00	64.28
10-40-5784-00 Meetings - Staff	0.00	167.51	0.00	1,500.00	11.17
10-40-5785-00 Conferences - Staff	0.00	937.94	1,535.30	4,500.00	20.84
10-40-5786-00 Memorial/Tribute/Recognition	0.00	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	0.00	700.00	305.00	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

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10-45-5789-70 Training-Trustees	0.00	39.98	80.00	1,000.00	4.00
TOTAL PERSONNEL DEVELOPMENT	0.00	5,283.16	5,179.04	18,525.00	28.52
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	999.50	12,304.53	41,579.52	50,000.00	24.61
10-48-5804-10 Facility	0.00	5,377.99	792.86	10,000.00	53.78
Total Major Equipment	999.50	73,743.11	96,846.73	113,000.00	65.26
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	281.41	463.92	153.22	700.00	66.27
10-48-5823-30 Minor Equipment - Youth	13.97	117.96	0.00	700.00	16.85
10-48-5823-50 Minor Equip - Tech Services	74.95	595.65	142.57	700.00	85.09
10-48-5823-60 Minor Equip - Circ	0.00	0.00	186.92	700.00	0.00
Total Minor Equipment	370.33	1,177.53	832.55	3,500.00	33.64
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	540.00	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	2,662.90	12,969.03	12,378.16	20,280.00	63.95
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	2,662.90	13,540.65	13,059.97	22,000.00	61.55
TOTAL EQUIPMENT COSTS	4,032.73	88,461.29	110,739.25	138,500.00	63.87
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	347.40	3,604.87	186.73	8,000.00	45.06
10-50-5863-30 Books - Youth Serv	2,480.34	35,745.54	33,050.15	54,000.00	66.20
10-50-5863-50 Books - Tech Serv	0.00	0.00	57.55	0.00	0.00
10-50-5864-10 Books - Non Fiction	5,215.61	51,901.59	35,753.67	86,100.00	60.28
10-50-5865-10 Books - Adult/Teen Fiction	5,480.00	47,749.80	39,425.10	74,500.00	64.09
10-50-5867-20 Ref Books - Adult Serv	458.41	7,633.61	9,876.69	18,100.00	42.17
Total Books	13,981.76	146,635.41	118,349.89	240,700.00	60.92
Databases					
10-50-5869-20 Internet Licensed DBases	5,355.00	92,727.83	81,511.94	125,000.00	74.18
10-50-5872-10 Dbases - Professional	0.00	5,327.56	5,572.29	10,000.00	53.28
10-50-5873-30 Dbases - Youth Serv	0.00	15,142.15	9,493.50	15,000.00	100.95

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Total Databases	5,355.00	113,197.54	96,577.73	150,000.00	75.47
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	2,482.96	12,536.98	13,936.82	13,000.00	96.44
10-50-5895-40 A-V Matls - Adult Serv	3,949.78	44,617.18	74,146.84	55,000.00	81.12
10-50-5899-20 Digital Content	3,729.42	78,299.71	0.00	92,000.00	85.11
Total Audio-Visual Materials	10,162.16	135,453.87	88,083.66	160,000.00	84.66
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	58.00	23,051.57	21,902.59	24,000.00	96.05
10-50-5900-20 Periodicals - Adult Serv	1,088.25	29,805.95	35,578.81	39,350.00	75.75
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	1,146.25	55,106.40	62,752.88	66,850.00	82.43
TOTAL LIBRARY MEDIA	30,645.17	450,393.22	365,764.16	617,550.00	72.93
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	385.60	9,497.74	8,139.56	11,000.00	86.34
10-60-5931-30 Programs - Youth	265.83	6,397.41	6,420.91	10,000.00	63.97
10-60-5931-40 Online Marketing	80.00	690.18	478.14	1,000.00	69.02
10-60-5931-50 Community Relations	204.00	1,730.30	2,129.78	6,500.00	26.62
Total Programs	935.43	18,315.63	17,168.39	28,500.00	64.27
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	184.68	1,972.50	2,000.00	9.23
10-60-5940-30 Reader Services - Youth Serv.	422.23	1,690.58	3,147.71	5,500.00	30.74
Total Readers Services	422.23	1,875.26	5,120.21	7,500.00	25.00
TOTAL PROGRAMS AND READERS	1,357.66	20,190.89	22,288.60	36,000.00	56.09
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	819.00	24,552.78	23,828.27	35,000.00	70.15
TOTAL RESTRICTED USAGE EXPEN	819.00	24,552.78	23,828.27	35,000.00	70.15
47 CONTINGENCY					
10-90-5999-00 Contingency	0.00	13,671.14	0.00	25,000.00	54.68

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TOTAL CONTINGENCY	0.00	13,671.14	0.00	25,000.00	54.68
TOTAL EXPENSES - EXC OP TRANS	282,651.44	2,968,647.19	2,906,032.11	4,341,910.00	68.37
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	0.00	0.00	225,000.00	2,800,000.00	0.00
TOTAL OPERATING TRANSFERS O	0.00	0.00	225,000.00	2,800,000.00	0.00
TOTAL ALL EXPENSES	282,651.44	2,968,647.19	3,131,032.11	7,141,910.00	41.57

Lisle Library District
Accounts Payable - April 11, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Albertsons	040422	Activity Kits Albertsons / Safeway	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	11.98	11.98
B&T (C5223353)	033122	Continuations & Processing Baker & Taylor (C5223353)	10-50-5867-20 10-25-5717-00 10-00-2610-00	Ref Books - Adult Serv Processing Supplies Accounts Payable	277.92 2.58	280.50
B&T (C5223433)	033122	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	295.26 25.11	320.37
B&T (L0334152)	033122	Circ & Processing Baker & Taylor (L0334152)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	3,890.29 188.10	4,078.39
B&T (L4171582)	033122	Audio Books & Processing Baker & Taylor (L4171582)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	941.58 155.39	1,096.97
B&T (L4342812)	033122	Books - YS Baker & Taylor (L4342812)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	24.40	24.40
B&T (L5425632)	033122	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	26.61 0.69	27.30
B&T (L5443202)	033122	Books - Fiction & Processing Baker & Taylor (L5443202)	10-50-5865-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Processing Supplies Accounts Payable	98.23 11.01	109.24
Case Lots	10608	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	147.30	147.30
CCS	121082-02282022	February Owner's Rep CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	7,700.00	7,700.00
CCS	121082-03312022	March Owner's Rep CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	7,700.00	7,700.00
ComEd	032922	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,471.47	3,471.47
Compact Disc Sourc	79997	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	106.74	106.74
Compact Disc Sourc	79998	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	254.23	254.23

Lisle Library District
Accounts Payable - April 11, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Compact Disc Sourc	80017	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	89.63	89.63
Compact Disc Sourc	80018	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	228.25	228.25
Dell	10574315029	Warranty Extension - 4 Laptops Dell Marketing LLP	10-35-5763-00 10-00-2610-00	Other Contr Srvcs-Tech Accounts Payable	605.63	605.63
Ehlers Investment	033122	Investment Consultant Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	614.48	614.48
Garvey's	PINV2238575	Supplies for Circ Services Garvey's Office Products	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	78.25	78.25
Garvey's	PINV2239905	Supplies for Circ Services Garvey's Office Products	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	53.40	53.40
Garvey's	PINV2241768	Binder & Dividers Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	14.39	14.39
Groot	8604048T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	276.74	276.74
Hagg Press	115257	Newsletter Hagg Press	10-25-5710-10 10-00-2610-00	Printing/Spec. Serv. - Ad Accounts Payable	3,142.57	3,142.57
Hagg Press	220405F	Newsletter Postage Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	1,100.00	1,100.00
Home Depot	19160000843581	Small Tools & Supplies Home Depot Credit Services	10-48-5846-00 10-00-2610-00	Equip Maint/Repr-NonCo Accounts Payable	44.07	44.07
Illinois Library	212844	Membership Dues Illinois Library Association	10-40-5783-00 10-45-5786-70 10-00-2610-00	Dues - Staff Dues - Trustee Accounts Payable	450.00 375.00	825.00
Ingram	041122-1	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5895-40 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction A-V Mats - Adult Serv Books - Youth Serv Processing Supplies Accounts Payable	1,059.70 346.03 16.49 453.60 144.65	2,020.47
Ingram	041122-2	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5863-30	Books - Adult/Teen Ficti Books - Non Fiction Books - Youth Serv	2,214.70 991.49 1,542.24	

Lisle Library District
Accounts Payable - April 11, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Jim Dhamer Plumbin	121038	Ingram Library Services	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	365.57	5,114.00
		Camera Main Sewer Jim Dhamer Plumbing & Sewer	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	335.00	335.00
Kanopy	292185-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	354.00	354.00
Kinsale Contracting	14132	Abatement Kinsale Contracting Group Inc	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	12,082.50	12,082.50
Knight, Chris	032122-1	Reimburse Mileage Chris Knight	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	5.62	5.62
Knight, Chris	032122-2	Supplies Chris Knight	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	20.00	20.00
Konica Minolta Busin	279222800	C458 Copier Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	146.00	146.00
Konica Minolta Busin	9008517611	C227 Copier Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	180.42	180.42
Konica Minolta Busin	9008522194	Lexmark Printer Maintenance Konica Minolta Business Solutions	10-25-5718-00 10-00-2610-00	Computer Supplies Accounts Payable	174.00	174.00
Konica Minolta Premi	469799571	Printer/Copier Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
LIMRICC PHIP Healt	040122	April Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	4,355.03 10,074.57 4,396.62 2,716.78 8,623.10	30,166.10
Midwest Tape	501910443	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	4,022.80	4,022.80
Midwest Tape 7288	040122	DVDs/Blu-rays & Processing	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	2,944.75 660.35	

Lisle Library District
Accounts Payable - April 11, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7289	040122	Midwest Tape (7288)	10-00-2610-00	Accounts Payable		3,605.10
		DVDs/Blu-rays	10-50-5895-40	A-V Matls - Adult Serv	9.99	
		Midwest Tape (7289)	10-00-2610-00	Accounts Payable		9.99
Midwest Tape 7291	040122	DVDs/Blu-rays/CD Books	10-50-5890-30	A-V Matls - Youth Serv		
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable	248.44	248.44
Monaco	18989	Preventative Maintenance	10-20-5660-00	Maint Contracts - HVAC	1,250.00	
		Monaco Mechanical	10-00-2610-00	Accounts Payable		1,250.00
		Services, Inc.				
NICOR	040522	Usage	10-20-5653-00	Utilities - Gas	996.33	
		NICOR	10-00-2610-00	Accounts Payable		996.33
Office of State Fire	9659861	Boiler Inspection	10-48-5845-00	Equip Maint/Repr-Contr-	100.00	
		Office of State Fire Marshal	10-00-2610-00	Accounts Payable		100.00
Outsource	65492	Monthly Server Maintenance	10-35-5763-00	Other Contr Svcs-Tech	1,320.00	
		Outsource Solutions	10-00-2610-00	Accounts Payable		1,320.00
Outsource	66519	Sophos - 1 Server/1 Year	10-35-5763-00	Other Contr Svcs-Tech	119.63	
		Outsource Solutions	10-00-2610-00	Accounts Payable		119.63
OverDrive	0110722079953	Advantage	10-50-5899-20	Digital Content	2,054.23	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		2,054.23
OverDrive	0110722092508	Advantage	10-50-5899-20	Digital Content	2,023.14	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		2,023.14
OverDrive	110722115402	Advantage	10-50-5899-20	Digital Content	2,018.08	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		2,018.08
OverDrive	ARPA22069545	Advantage	10-50-5899-20	Digital Content	38.50	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		38.50
OverDrive	ARPA22107452	CPC	10-50-5899-20	Digital Content	38.50	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		38.50
OverDrive	CP22069674	CPC	10-50-5899-20	Digital Content	1,552.23	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		1,552.23
OverDrive	CP22107582	CPC	10-50-5899-20	Digital Content	1,555.32	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		1,555.32
Peregrine	61556	Legal Services	10-35-5760-00	Legal Services	562.50	
		Peregrine, Stime, Newman,	10-00-2610-00	Accounts Payable		562.50
		Ritzman				

Lisle Library District
Accounts Payable - April 11, 2022

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Procter, Justin	040122	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	5.97	5.97
Savage, Will	010522	Parking Will Savage	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	18.75	18.75
Savage, Will	030722	Mini-Branches Will Savage	10-60-5940-30 10-00-2610-00	Reader Services - Youth Accounts Payable	13.21	13.21
Savage, Will	040122	Video Games Will Savage	10-50-5890-30 10-00-2610-00	A-V Malls - Youth Serv Accounts Payable	123.48	123.48
Sheehan, Nagle	444-01-10	Architectural Services Sheehan, Nagle, Hartray Architects	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	8,810.75	8,810.75
Uline	146837851	Trash Picker Uline	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	112.17	112.17
Unique	6099363	March 2022 Placements (6) Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	53.70	53.70
Village of Lisle	040122	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	124.16	124.16
Weaver Consultants	57985	Environmental Consultant Weaver Consultants Group	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	4,121.86	4,121.86
					117,958.25	117,958.25

PRIOR MONTHS BILLS PAID BETWEEN March 2022 and April 2022				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 3/15/2022			60479.49
HSA	IL Dept. of Revenue		State Tax Withheld	3789.96
Auto W/D	Howard Simon & Associates		PR Serv. - 3/15/2022	321.20
HSA	EFTPS/Electronic Tax Payment 3/15/2022		Fed Tax \$7541.14	20058.42
			FICA W/H \$6258.65	
			FICA Lib \$6258.63	
HSA	Salaries 3/31/2022			60244.74
HSA	IL Dept. of Revenue		State Tax Withheld	3774.72
Auto W/D	Howard Simon & Associates		PR Serv. - 3/31/2022	197.90
HSA	EFTPS/Electronic Tax Payment 3/31/2022		Fed Tax \$7504.73	19979.05
			FICA W/H \$6237.16	
			FICA Lib \$6237.16	
Wired	IMRF		IMRF W/H \$7360.00	15039.29
			IMRF Lib. \$7679.29	
			Sub Total	183884.77
Check #	Vendor	Description		Amount
5942	AFLAC (G6920)	Payroll Withholding		206.14
5943	Albertsons / Safeway	Supplies		15.79
5944	Amazon	Books, Video Games, Supplies		3,411.08
5945	Anderson Pest Solutions	Pest Control		157.10
5946	CCS	Project Management		7,700.00
5947	CDW Government	10 Surge Suppressors		198.90
5948	Compact Disc Source	Music CDs & Processing		417.35
5949	Daily Herald	Subscription thru 9/1/22		544.80
5950	Delta Dental - Risk	February & April Premium		4,568.50
5951	Demco	Magboxes & Holders		1,000.96
5952	Des Plaines Glass	Repair Atrium Window Leak		1,440.00
5953	DuPage County Public Works	Usage		89.62
5954	Eco Clean Maintenance	Cleaning		2,807.00
5955	Fifth Third Bank	Telephone, Contractual Services, AV Materials		3,654.26
5956	Findaway World	Summer Reading		783.70
5957	Garvey's Office Products	Paper, Tape, Note Cards, Dusters		167.08

5958	IHLS - OCLC	Replacement Cost ILL Item	58.00
5959	InfoUSA Marketing, Inc.	Reference USA	5,355.00
5960	Ingram Library Services	Books & Processing	4,305.12
5961	Johnson Controls Security Solutions	New Keypad for Construction & Alarm Monitoring	1,420.93
5962	Johnson Controls Fire Protection	Remove Panic Buttons & Security Zones	1,008.20
5963	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
5964	Konica Minolta Business Solutions	Lexmark Printer Maintenance	174.00
5965	Konica Minolta Premier Finance	Copier Lease	60.00
5966	Library Ideas LLC	IVOX	819.00
5967	Midwest Tape (7288)	DVDs, Blu-rays & Processing	2,418.53
5968	Midwest Tape (7291)	DVDs, Blu-rays & CD Books	158.93
5969	Monaco Mechanical Services, Inc.	Filter Change	698.00
5970	Montano's Landscaping	5th Snow Invoice	4,600.00
5971	NCPERS Group Life Ins	Payroll Withholding	64.00
5972	New Reader Press	Literacy/ELD Readers	119.40
5973	NICOR	Usage	264.95
5974	Outsource Solutions	Monthly Backup License	200.00
5975	Patriot Electric & Technologies	Replace Outlets	85.00
5976	Showcases	Cases	173.77
5977	Sikich LLP	Accounting Services	1,151.00
5978	Vanguard ID Systems	LLD Cards	1,178.51
5979	Verizon	Cellphone & Wifi Hotspots	300.79
5980	Village of Lisle	Monthly Internet Service	450.00
			\$ 52,339.41
		TOTAL	\$ 236,224.18

Monthly Circulation Report - March 2022

	Checkouts	Renewals	Mar-22 TOTALS	YTD FY 20/21	YTD FY 21/22	YTD % Change	
Adult Non-Print	2,497	2,530	5,027	60,866	49,957	-17.92%	
Adult Print	3,823	4,040	7,863	76,177	77,381	1.58%	
Adult Total	6,320	6,570	12,890	137,043	127,338	-7.08%	
YS Non-Print	581	862	1,443	14,531	14,765	1.61%	
YS Print	7,107	6,198	13,305	119,973	121,797	1.52%	
Total YS	7,688	7,060	14,748	134,504	136,562	1.53%	
Digital Media							
Overdrive	3,787		3,787	30,731	31,988	4.09%	
hoopla	2,076		2,076	18,161	17,001	-6.39%	
Overdrive Magazines **	149		149	3,637	977	-73.14%	
PressReader *	477		477	3,412	3,035	-11.05%	
Kanopy *	259		259	907	2,172	139.47%	
Total Digital	6,748	0	6,748	56,848	55,173	-2.95%	
Subtotal Print + Non-Print/Digital	20,756	13,630	34,386	328,395	319,073	-2.84%	
Computer/Tech Sessions Logins	1,106		1,106	6,076	8,917	46.76%	
Database Usage/Unique Logins	4,059		4,059	27,509	34,070	23.85%	
Wireless Use	296		296	2,772	4,051	46.14%	
ScannX sessions/jobs	653		653	1,587	4,949	211.85%	
Museum Adventure Passes	30		30	75	241	221.33%	
Total IT/Resource Sessions	6,144	0	6,144	38,019	52,228	37.37%	
Total Circulation	26,900	13,630	40,530	366,414	371,301	1.33%	
Literacy Software Usage Hours			8	0	14	100.00%	
Borrower Information	Mar 2022 Total	YTD 20/21	YTD 21/22	YTD % Change			
New Library Cards Added	92	675	1,022	51.41%			
Monthly Borrowers	2,434	19,427	22,158	14.06%			
Total # Registered Borrowers	7,781	8,189	7,781	-4.98%			
InterLibrary Loans							** New stat April 2021 (formerly
Materials Sent	4	654	719	9.94%			RB Digital). RB Digital merged with
Materials Received	385	2,781	2,738	-1.55%			Overdrive.
Polaris/Catalog Holds							
Holds Placed	3,023	42,362	28,361	-33.05%			
Holds Checked Out	2,335	36,735	23,334	-36.48%			* New statlines for September 2020.

Lisle Library District - Program and Service Statistics - March 2022

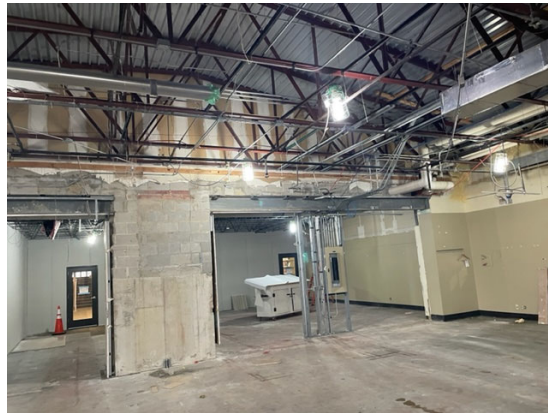
Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY20/21	YTD FY21/22	% Change
Staff Facilitated Programs			10	39	8	2	59	296	1,077	263.85%
Attendees			110	628	4	11	753	4,321	7,575	75.31%
Computer/Technology Programs			3	0		2	5	5	28	460.00%
Attendees			8	0		2	10	24	79	229.17%
Performer/Speaker/Author			2	0			2	17	27	58.82%
Attendees			53	0			53	276	394	42.75%
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	15	39	8	4	66	326	1,143	250.61%
Total Patrons Served by Programming		0	171	628	4	13	816	5,425	9,859	81.73%
Reference Questions			1,987	1,499	1,450		4,936	40,700	38,915	-4.39%
Volunteer Hours			7.50	9.00			16.50	50.00	81.00	62.00%
Notary Service		48					48	146	185	26.71%
LLD Kindness Cards *			0	19			19	N/A	255	--
Outreach Service Statistics										
Outreach Visits			0	8	0		8	8	32	300.00%
Patrons Served by Outreach Visits			0	683	0		683	425	1,451	241.41%
Home Delivery Dates			3				3	20	20	0.00%
Patrons Served via Home Delivery			120				120	1,246	801	-35.71%
Total Outreach Programs			3	8	0		11	28	52	85.71%
Total Patrons Served with Outreach Services			120	683	0		803	1,671	2,252	34.77%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						0	0	--
Number of Outside Groups Using Meeting Space		0						0	77	100.00%
Patrons Entering Building		9,318						58,229	77,476	33.05%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		1,524						7,316	11,200	53.09%
Twitter Followers		868						822	868	5.60%
Instagram Likes		592						6,405	6,455	0.78%
Flickr Views		2,610						38,606	43,614	12.97%
YouTube Views		7,710						25,700	54,827	113.33%
Total LLD App Downloads		468						2,849	3,970	39.35%
Total LLD App Sessions		2,091						16,981	17,471	2.89%

* New statline as of December 2021.

April Board Report

A. Progress Update (since the last Board Meeting on 3/16/2022)

- Library moving was completed for Phase 1.
- Phase 1 abatement occurred on 3/17 and 3/18.
- Construction Started and the LLD's 'ground breaking' event was on 3/21.
 - Temporary walls have been installed
 - Interior demo is nearing complete for phase 1
 - Initial exterior demo has started
 - Layout and coordination of found issues is ongoing.
- The sanitary line was scoped and recorded – no issues identified.





April Board Report

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																	

C. Upcoming Activities

- Exterior signage design anticipated for the May Board meeting.
- Orders are anticipated to be placed for the Workstation, General Furniture and Shelving bid packages.
- Construction is ongoing:
 - Wall framing is starting.
 - MEP (mechanical / electrical / plumbing) rough-in is starting.
 - Site Logistics Planning for north drive aisle and south drive aisle structures.

Lisle Library District
North Main Entry Capital Improvement Project



April Board Report

D. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 4/11/2022)		Committed to Date (thru 4/11/2022)	
		\$	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	\$5,297,708	\$121,146
E-200.2: Environmental Remediation	\$0	\$26,200	\$26,200	\$26,200	\$13,883
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	\$5,326,488	\$136,139
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$913,234	-\$11,576	\$833,146	\$594,169
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$1,024,387	\$184,387	\$501,794	\$0
E-300.3: Other Owner Soft Costs	\$0	\$335	\$335	\$335	\$335
E-300: Soft Costs Total	\$1,764,810	\$1,937,956	\$173,146	\$1,335,275	\$594,504
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$202,444	\$12,236	\$0	\$0
E-400: Contingency Total	\$190,208	\$202,444	\$12,236	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$6,661,763	\$730,642

Variance \$ from Budget Notes (New Only):

- #1 Commitment for Abatement.
- #2 Commitment for Builders Risk Insurance, Lien Waiver Review and Additional Environmental Testing
- #3 Moving Scope Add (Artwork and Uncovered Electrical Demo)
- #4 Sanitary Line Scope and Camera Cost
- #5 Adjustment to Balance with Cost Updates

No change orders have been submitted at this time. Change orders are anticipated for:

- Permit Required Modifications** to the Design / Bid drawings (east side exterior program space modifications specifically)
- Relocating uncovered MEP equipment & pipes** within the location of the new elevator and stair.

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



April Board Report

E. Open Bid Alternate Discussion

Following is a list of bid alternates that are still open. **No Updates** for the April Board Meeting.

Alternate	Cost @ Bid	Notes
Alternate #1 - Meeting Room AV - Wireless Screen Casting	\$ 5,725	Award not critical at this time. To be considered for approval in the future.
Alternate #2 - Meeting Room AV - Sound Upgrades & Asst. Listen	\$ 6,500	Award not critical at this time. To be considered for approval in the future.
Alternate #3 - Meeting Room AV - Wireless Microphone	\$ 17,200	Award not critical at this time. To be considered for approval in the future.
Alternate #5 - Family Restroom Finish Replacement	\$ 22,900	Scope to be reviewed further for potential future award.
Alternate #7 - Masonry Cleaning	\$ 9,000	Award not critical at this time. To be considered for approval in the future.
Alternate #8 - Deduct Exterior Masonry Painting	\$ (11,000)	Award not critical at this time. To be considered for approval in the future.
Alternate #9 - Deduct Interior Masonry Painting	\$ (1,800)	Award not critical at this time. To be considered for approval in the future.



April Board Report

General Furniture Bid Package Award Recommendation

The general furniture package (which includes loose furniture) was advertised for public bid. Three vendors submitted bids on time and were reviewed by SNHA.

The low bid had an error in their bid tabulation and withdrew their bid.

The LLD is recommended to award the FF&E General Furniture Bid Package for the Lisle Library District Renovation Project to Midwest Office Interiors, Inc. (MOI) in consideration of the following:

- **MOI submitted the lowest, complete and responsive bid.**
- SNHA has reviewed the bids and confirmed general compliance with project requirements.
- In review of the bid package with CCS and SNHA, MOI reduced their base scope cost to \$142,107.05.
- Union labor is included.

Midwest Office Interiors, Inc. base scope cost is \$142,107.05 including up to 30 days of free storage. MOI has provided a voluntary deductive change order in the sum of -\$7,111.08 if the LLD elects to remove (2) specialty display play pods.

A record bid tabulation of all bids received is included as *Exhibit 1*. SNHA's letter of recommendation is attached as *Exhibit 2*.

FF&E remains in budget if LLD awards the base scope and elects to approve the voluntary deductive change order.

The LLD Board of Trustees is requested to consider:

Approval to award and enter into an agreement with Midwest Office Interiors, Inc. for the FF&E General Furniture bid package for the lump sum amount of \$142,107.05, with Board President as signatory to the contract.



April Board Report

Shelving Bid Package Award Recommendation

The Shelving Bid package (which includes end panels) was advertised for public bid. Twelve vendors expressed interest. Two vendors submitted notice declining to bid. One vendor submitted a bid on time and their bid was reviewed.

The LLD is recommended to award the FF&E Shelving Bid Package for the Lisle Library District Renovation Project to Bradford Systems in consideration of the following:

- **Bradford submitted the sole responsive bid.**
 - The bids were publicly advertised and received interest from multiple vendors.
 - The scope did not restrict the ability of firms to submit a bid
- SNHA has reviewed the bid and confirmed general compliance with project requirements.
- Union labor is included.

Bradford Systems Corporation's base scope cost is \$143,745.75. Storage costs if installation is delayed are \$100/wk. Bradford has provided two voluntary deductive change orders in the sum of -\$3,467.20 as follows:

- -\$923.85 for shelving top panel finish revisions to standard selections
- -\$2,543.35 for shelving metal finish revisions to standard finish in lieu of custom

A record bid tabulation is included as *Exhibit 3*. SNHA's letter of recommendation is attached as *Exhibit 4*.

FF&E remains in budget if LLD awards the base scope and elects to approve the voluntary deductive change orders.

The LLD Board of Trustees is requested to consider:

Approval to award and enter into an agreement with Bradford Systems Corporation for the FF&E Shelving bid package for the lump sum bid amount of \$143,745.75, with Board President as signatory to the contract.

LISLE LIBRARY DISTRICT**BID TABULATION****Renovation Project****300.2.A – 02 - GENERAL FURNITURE**

Bid Due Date: Wednesday, March 9, 2022 @ 12:00 pm

Bid Opening: Wednesday, March 9, 2022 @ 12:15 pm

AS OPENED'

Firm Name	Base Bid Lump Sum	Unit Price - Storage
Interior Investments Bid Withdrawn	\$73,280.99	\$225 / week
Thomas Interiors	\$152,799.83	\$371.25 / week
Warehouse Direct, Inc. dba / Midwest Office Interiors, Inc.	\$151,441.54	\$250 / month

April 11, 2022

Tatiana Weinstein
Director
Lisle Library District
777 Front Street
Lisle, IL 60532

Re: FF&E - General Furniture Bid Recommendation

Dear Tatiana,

We are pleased to notify you that the FF&E bid review process has been completed for the General Furniture package. We recommend seeking approval from the Board of Trustees to enter into an agreement with the lowest qualified bidder, Midwest Office Interiors, in the base amount of \$142,107.05 with a deductive change order in the sum of \$8,549.74 for the removal of the Demco Colorscape Playpod Cubes from the scope of work.

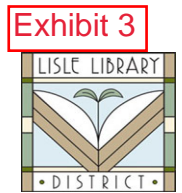
Sincerely,



Magdalena Hebal, AI IA, LEED AP BD+C
Architect

LISLE LIBRARY DISTRICT
Renovation Project
300.2.A – 03 - Shelving

BID TABULATION



Bid Due Date: Wednesday, March 9, 2022 @ 12:00 pm

Bid Opening: Wednesday, March 9, 2022 @ 12:15 pm

AS OPENED'

Firm Name	Base Bid Lump Sum	Unit Price - Storage
Library Furniture International	No Bid	-
Bradford Systems	\$143,745.75	\$100 / week

April 12, 2022

Tatiana Weinstein
Director
Lisle Library District
777 Front Street
Lisle, IL 60532

Re: FF&E – Shelving, End Panel, and Top Bid Recommendation

Dear Tatiana,

We are pleased to notify you that the FF&E bid review process has been completed for the Shelving, End Panel, and Top package. We recommend seeking approval from the Board of Trustees to enter into an agreement with the lowest qualified bidder, Bradford Systems, in the base amount of \$143,745.75 with a deductive change order in the sum of \$3,467.20 for revisions to shelving top and metal shelving finishes.

Sincerely,



Magdalena Hebal, AI IA, LEED AP BD+C
Architect

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 13, 2022

April 2022 | DIRECTOR'S REPORT

Meetings:

LLD Board of Trustees – Mar 16
CCS/Camosy/SNH – Mar 16
Special Board/Groundbreaking – Mar 21
CCS/Camosy/SNH – Mar 23
CCS/Camosy/SNH – Mar 30
Swistak – Apr 4

CCS/Camosy/SNH – Apr 6
LLD Personnel & Policy Committee – Apr 7
Staff – Apr 12
CCS/Camosy/SNH – Apr 13
CCS/Camosy/SNH/Chief Krestan – Apr 14
Bartelli – Apr 13

Statement of Economic Interest

The Illinois Governmental Ethics Act (5 ILCS 420/) requires certain officials and employees to annually file a Statement of Economic Interest with the Office of the Secretary of State. The form has changed from years past. There are new questions regarding the disclosure of certain financial interests and debt.

Due to the scope of the questions, there has been substantial concern and questions about how to properly complete the form. Various government agencies have offered help regarding how to best complete the forms. DuPage County issued a “guidance” document, as did the Secretary of State’s Office (SoSO). The LLD’s attorney also reviewed the SoSO document.

I attended a webinar to assist with this process. This webinar was hosted by attorneys from Ancel/Glink. I shared the information with Trustees. The webinar guidance offered the best information in my opinion. Each resource stressed that the information should not be taken as specific legal advice. All parties should fill out the forms in “good faith.”

Officials and staff have until May 2 to submit completed forms.

Grant Work

Great news! The LLD was informed that the DuPage Arts Foundation (DAF) would award the LLD \$2500 upon the procurement of the remaining \$12,500 LiteZilla goal amount. The LLD has currently collected \$11,200.

I contacted the Lisle Community Service Corporation for a second time regarding a potential grant opportunity for assistance with the LiteZilla effort. This opportunity would involve the Friends of the Library. I hope to hear back from both organizations soon.

Determination regarding the Live and Learn Construction Grant opportunity may come sometime in May. This grant can amount to a total of \$125,000.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 13, 2022

Renovation Activities

Groundbreaking

On March 21st the LLD held a ceremonial groundbreaking. Construction began on this day. President Bartelli commended the Board, past and present, thanked the entire LLD staff for their deep dedication to the Library, and expressed gratitude for the project teams: CCS International, Sheehan, Nagle, Hartray Architects, and Camosy Construction. Video and photos were taken and posted to social media.

This wasn't the LLD's first groundbreaking ceremony. Adult Services has created a link to the Illinois Digital Heritage Hub (IDHH) website highlighting the Library's 1979 groundbreaking. The LLD contributes to IDHH with digitized items from our Local History collection, which includes the 1979 groundbreaking. *Link: bit.ly/35gAKkK.*

Communications

There is a new summary PDF on the LLD Capital Projects page on the Library website that highlights upcoming floorplans and also lists renovation inclusions. The PDF helps patrons understand department locations and orientation around the building. There are copies at every public service desk as well.

The LLD has video slideshows on its social media platforms showing behind-the-scenes demo work as well as helpful navigation videos regarding collections.

Departments

Each LLD department has undergone transformation. Adult Services staff station the southeast corner on the first floor. Circulation staff share a main desk with Adult Services staff, as well as station a desk in the foyer to assist patrons in the new Adult Fiction Room (Meeting Room A). Technical Services staff work out of Meeting Room B. Youth Services staff share office space with half of the Admin staff. The other half of Admin have a temporary office on the first floor.

Collection shelving was moved and materials shelved in all departments. Staff are maintaining the new configurations as well as assisting patrons in finding their favorite items.

On both floors, Camosy has constructed partition walls with doors that have windows. Patrons and staff alike have enjoyed viewing the construction progress through the windows.

Respectfully submitted,



Tatiana Weinstein

April 2022 Assistant Director Report

Meetings/Virtual Meetings/Events

- Hallett - Mar 10,11,14-16
- Des Plaines Glass – Mar 15
- Monaco – Mar 16
- Kinsale – Mar 16
- CCS, SNH, Camosy – Mar 16
- CCS, SNH, Camosy – Mar 23
- Patriot Electric – Mar 29
- CCS, SNH, Camosy – Mar 30
- CCS, SNH, Camosy – Apr 6
- Per & Policy Comm – Apr 7
- CCS, SNH, Camosy – Apr 13
- CMFP – Apr 11
- Bear Landscape – Apr 11
- Patriot Electric – Apr 11

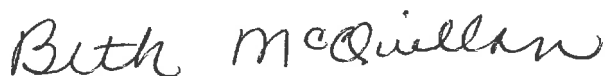
Facility

On March 15th, Des Plaines Glass worked on the atrium windows. Several window joint rails were repaired and re-sealed to prevent leaks. The window rail system works to run the water away from the window joints. Des Plaines Glass will propose a schedule for future maintenance.

At 7:30am on March 21st there was an electrical power outage in the Library neighborhood. The outage lasted approximately 15 minutes. Library equipment was tested as power was restored and no residual problems were detected.

On March 29, an outdoor light pole on the north side roadway was found by the electrician to be causing an outage of east side light poles. The electrician disconnected the trouble pole; which restored outdoor lighting on the east side of the Library. A new electrical line was installed on April 11th to the pole.

Fire safety checks began on April 11th with Chicago Metro Fire Prevention (CMFP) checking all the LLD fire extinguishers. Fire alarm, sprinkler and backflow testing will follow.



Beth McQuillan
Assistant Director

Adult Services Quarterly Report
January-February-March 2022

January - February

The LLD wrapped up a successful Winter Read program on January 7th. 395 adults, 39 teens, 16 Home Delivery patrons, and 451 kids registered for Winter Read. The most popular books read by adults were *The Midnight Library* by Matt Haig and *The Last Thing He Told Me* by Laura Dave.

I had the opportunity to visit Merchandise Mart with Director Weinstein, Will Savage, Marc Rogers and representatives from SNH. We evaluated potential new furniture pieces for the public floor. It was invaluable to see these items in person so we could best assess their durability.

Adult Services Librarian, Noelle Spicher, launched a new discussion group in January- *Food for Thought: A Culinary Discussion Group*. Home chefs are invited to choose a cookbook based on a specific theme. They then make one recipe from said cookbook and share their results, and pictures of their creations, during the discussion. *Food for Thought* will meet every other month, with a fresh culinary theme for each meeting.

Adult Services selectors received training on a Standing Order Program offered by one of our collection vendors- Ingram. The SOP allows staff to receive curated title lists via email once a month. Essentially, staff will be notified right away if popular authors have announced a new publication. As a result, we are able to place our orders extremely far in advance. Ordering early helps ensure we will receive materials in a timely manner and also means these titles will show in our catalog for patrons to view and place holds.

Our Mystery book discussion group, *Murder Among Friends*, hosted two special guests at their virtual meetings. In January, author Elly Griffiths from Brighton, England, joined the group to discuss her book *The Crossing Places*. Additionally Catriona McPherson dropped by the February discussion to talk about her novel- *Scot Free*.

Noelle Spicher read and reviewed two books for the Illinois Library Association's Young Adult Services Forum's 2022 Tournament of Books. Noelle's review can be found at <https://yasfnews.wordpress.com/2022/02/22/round-i-bracket-vi-the-heartbreak-bakery-vs-the-mirror-season/>

We continue to have success with our robust virtual program offerings. Judi Strauss, of Strauss Tax Service, returned for her annual presentation: "Taxes Are Everyone's Business." 27 patrons attended the event where Ms. Strauss discussed tax filing changes and hurdles from 2020

through 2021. Additionally, 35 people attended the virtual program, “Organizing 101 – Organizing Anything Anywhere” with Jennifer Barnes of JB Organizing.

March

Adult Services staff took on the extraordinary task of determining which items in our collection would remain at LLD during Phase 1 and which would be temporarily moved to off-site storage. I worked closely with our Director of Technical Services, Laura Murff, to determine how much shelf space each area of the collection would have available for Phase 1. We not only had to consider the limited shelf space, but we also had to factor in making room for items that were checked out (and would eventually be returned) plus new materials. Each selector was then given a number of items per section/collection that could remain at LLD. Staff evaluated the collection with great care and diligence and very thoughtfully chose which items would stay in-house. We made our selections with many considerations, including: items that were newly released, items that we could not obtain via ILL, “core collection” titles, items on our local school reading lists, books that were being made into movies/TV series within the coming year, popular series which had another installment due out during the renovation, and more! It was a massive undertaking, but we enjoyed the opportunity to view our collection through a different lens.

Once Adult Services staff determined which items would remain, we were then tasked with shifting our entire collection so that Hallett movers could easily identify which items needed to be boxed for storage. Over a period of five days, the Adult Services team successfully prepped every single shelf in our collection for the movers. This was a very physically laborious task done in a short window of time. I would be remiss not to publically recognize the Adult Services team who approached this assignment with professionalism and grace.

During the first week of March I met with a representative from the Hallett team to discuss the location of various collections during Phase 1. Hallett confirmed that our selected items would fit on shelf in our new floor plan and provided helpful advice while we decided where each collection would be housed on the floor.

Once the move officially began on March 10th, Adult Services immediately had to adjust our staff scheduling and patron service model to best fit our new set-up. AS staff members are now stationed at the Circulation Desk to provide Reference, Readers’ Advisory, and User Instruction as needed. Additionally, AS staff are also scheduled for “roaming” shifts, in which they are available to offer patrons assistance on the public floor rather than behind the desk. Roaming shifts have been an incredibly helpful addition due to the significant number of patrons who need help finding materials in our new footprint.

Respectfully Submitted, Elizabeth Hopkins



Merchandise Mart Visit



Viewing Teen Space Furniture



Adult Services Staff shifting books



Books to the left of bookends were moved to off-site storage. AS staff had to shift individual items throughout the entire collection. This allowed the moving crew to easily identify which items were moving off-site and which were staying during Phase 1.



Books boxed for moving



Adult Non-Fiction area cleared

Youth Services Quarterly Report–April 2022

News and Patron Communications:

- Patrons have had many questions and comments about the ongoing renovation. We are seeing many patrons return after a long break, as well as patrons who are brand new to the Youth Services department. We are doing our best to accommodate all patrons.
- Outreaches have started back up, both in person and virtual. We have been able to visit several locations in Lisle, and have scheduled some through the summer. See below for specifics.
- We received compliments about our picture book shelving. Several patrons expressed that they appreciate the shorter height for younger children, saying their kids felt less intimidated by the smaller shelving.
- We have scheduled in person programs starting in the month of April. Due to space restrictions, everything must be held outside. While we expect to have to cancel due to weather, we decided to be optimistic and fill the calendar. We would rather cancel than not offer programming at all.

Programs & Community Outreach Highlights:

- Take home kits were extremely popular over the last quarter. Nearly all of the kits assembled by staff were picked up to be used by patrons, totaling over 600 program kits distributed. Some of the projects children have been able to complete include:
 - DIY Hand Warmer
 - Bubble Lights
 - Icy Sun Catchers
 - Cardboard Extendable Claw
 - Snowmen at Night
- Virtual storytimes through Zoom have continued, bringing in regular and new storytime patrons. As of April we have added a session on Saturday mornings as well as the usual weekday offerings. During this quarter we hosted 54 virtual storytimes and had 673 patrons attend.
- Pokémon Club was able to be held twice in January, with both sessions have over 25 children attending. We plan on resuming this program in April.

- The surprise book program continues to be popular, with librarians preparing and handing out over forty planned surprise bags each month. Parents have been particularly pleased with this program, as it often helps young readers branch out to books they otherwise would not have read. Themes for the last few months have been Hobbies, Black Authors and Illustrators, and Rocking Women
- Outreaches have started again, both virtually and in person. We have visited several local daycare centers and preschools, including Lisle Elementary and St Joan of Arc. We virtually spoke with 1st-5th grade students at Lisle Elementary to promote our Spring Read program as well.
- Spring Read began on April 1. This year, readers receive a scratch off map of the world for signing up. Their goal is to read a book that can be related to each of the 7 continents (or just read 7 books). Once they have completed that goal and logged their progress, they are entered into a grand prize drawing. We currently have 80 readers registered.

Professional Development:

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

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report

3rd Quarter FY21/22

Circulation Services Department

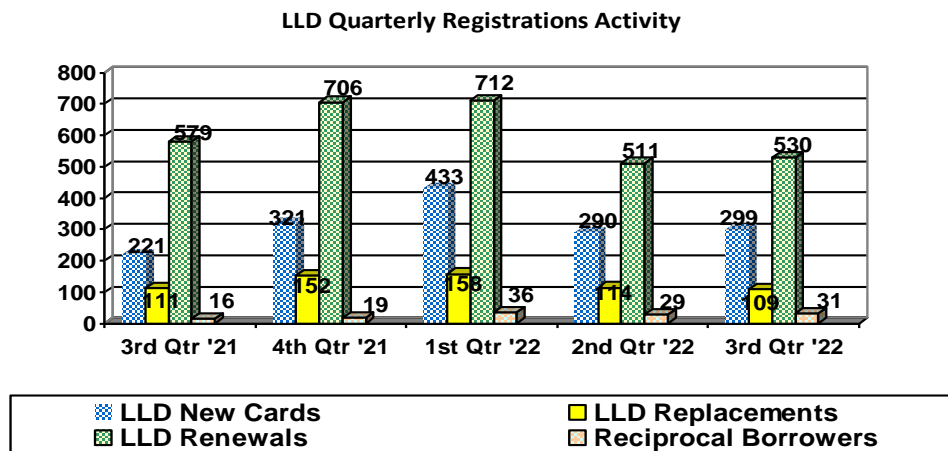
April 8, 2022

Checkout Desk

Throughout Phase 1 of the renovation, in addition to the Circulation Services Desk on the lower floor, Circulation Services (CS) will also be staffing a desk in the lobby in order to assist patrons in checking out materials from the Adult Fiction Books collection, which is temporarily housed in Meeting Room A.

Illinois License Renewal Stickers

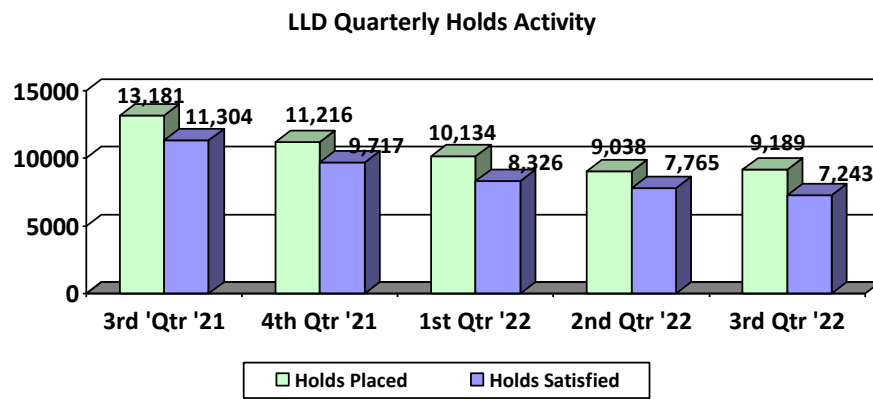
CS continues to sell Illinois license renewal stickers. During this quarter, 107 stickers were sold.



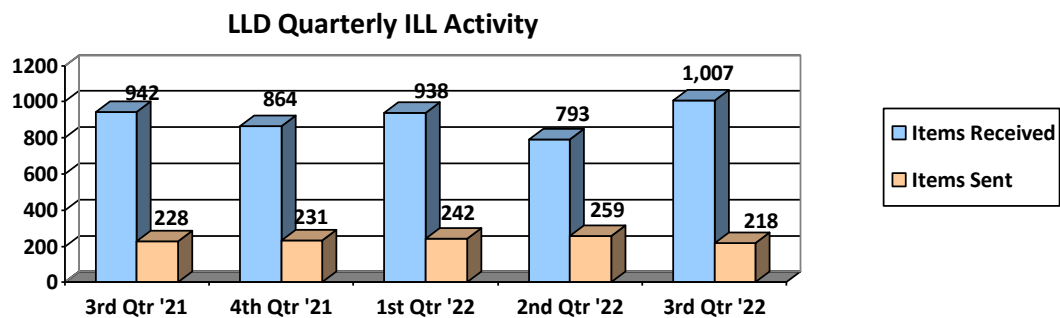
LLD Curbside Pickup Service

CS staff continue to provide Curbside Pickup Service, which has a new location due to the renovation. Patrons can enter from Kingston Avenue and park in a “3 Minute Parking” spot across from the entry doors.





From January to March 2022, CS staff pulled 4,833 items from shelves to satisfy the “pending holds requests.”



Respectfully Submitted by

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

TECHNICAL SERVICES 3rd QUARTER FY2021/2022

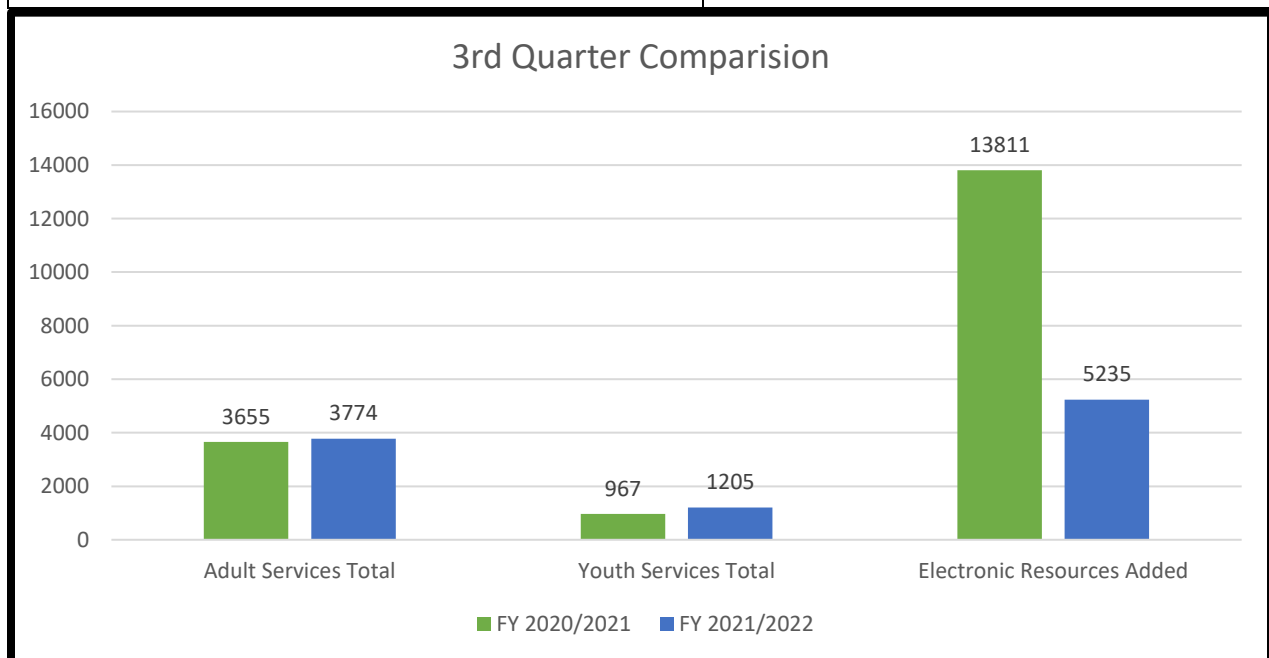
Technical Services has moved to their new temporary home. Staff worked diligently packing, labeling, and sometimes even moving our equipment and supplies. A big thank you to Hallet, Mark, and LLD Leadership for making the move as painless as possible and providing TS with a workspace designed for our department needs.

Much of the 3rd quarter was spent think about and getting ready for the renovation. TS worked closely with Adult Services in preparing our collection to be sorted into the accessible-during-construction items and the going to storage items. Adult Services needed to know how much room they would have and how many books would fit. By using certain statistics and formulas, TS was able to provide specific numbers to AS selectors. The space allotted for a genre, format, or subject was calculated based on usage statistics from the past 2 years and the available shelf space. For example, due to the high usage of our DVD/Blu-ray collection and available space for audiovisual material, we are able to keep all feature films available during construction.

In addition to preparing for the renovation, TS increased the time spent RFID tagging the Adult collection. LLD has RFID tagged 76% of the Adult Nonfiction collection, 100% of the Adult Audiovisual collection, and 40% of the Youth Fiction collection. The project for TS during construction is to RFID tag the entire Youth collection before items are sent to storage for Phase 2.

Respectfully Submitted by Laura Murff, Director of Technical Services

MATERIALS ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	1221
AS Non-Fiction Books	1144
AS Audio/Visual	577
AS Periodicals	832
Adult Services Total	3774
Youth Services Collection	
YS Fiction Books	756
YS Non-Fiction Books	390
YS Audio/Visual	25
YS Periodicals	34
Youth Services Total	1205
Electronic Resources Collection	
EMediaLibrary MARC	273
Hoopla MARC	2793
Other Databases	2169
Electronic Resources Total	5235



Chicago Tribune

Things to do in Chicago

ILP An Evening with Nick Offerman and Jeff Tweedy

Wednesday, April 27, 2022

7:00 pm - 8:30 pm

<https://go.evvnt.com/1094306-0>

Lisle Library District

777 Front St.

Lisle, IL 60532

Price: Free

Join us for an evening with actor, humorist, and woodworker Nick Offerman. Best known for his breakout role as Ron Swanson in the acclaimed series Parks and Recreation, Nick will be discussing his newest book, "Where the Deer and the Antelope Play: The Pastoral Observations of One Ignorant American Who Loves to Walk Outside." His hiking buddy, Jeff Tweedy of Wilco, will join him in conversation.



Chicago Tribune

Things to do in Chicago

Virtual Anime and Manga Night

Thursday, March 24, 2022

7:00 pm - 8:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3Hwdv43>

Let's watch anime, talk about our favorites, and enjoy a manga-inspired craft! Anime Night Kits filled with treats and supplies can be picked up at the Connection Desk beginning a week before the program. Registration Required.



Chicago Tribune

Things to do in Chicago

ESL for You! (Virtual Class)

Saturday, March 19, 2022

10:00 am - 11:00 am

Lisle Library District

Virtual Event URL: <https://bit.ly/3si9qtM>

The English Language Development (ELD) class helps adult learners improve their speaking, reading, writing, and communication. Registration is required. For more information, please contact Literacy Librarian Jean Demas at literacy@lislelibrary.org or 630-971-1675 x1002.



Chicago Tribune

Things to do in Chicago

ESL for You! (Virtual Class)

Saturday, March 05, 2022

10:00 am - 11:00 am

Additional Dates

Saturday, February 19, 2022 10:00 am - 11:00 am

Saturday, March 19, 2022 10:00 am - 11:00 am

Lisle Library District

Virtual Event URL: <https://bit.ly/3si9qtM> The English Language Development (ELD) class helps adult learners improve their speaking, reading, writing, and communication. Registration is required. For more information, please contact Literacy Librarian Jean Demas at literacy@lislelibrary.org or 630-971-1675 x1002.



Chicago Tribune

Things to do in Chicago

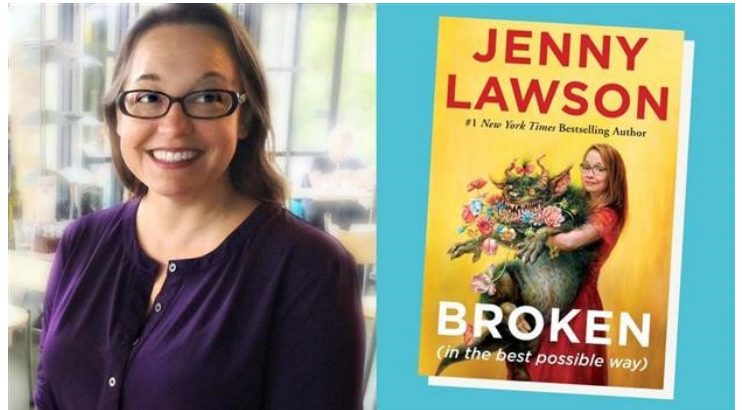
**Illinois Libraries Presents: Jenny Lawson
(Virtual Program)**

Wednesday, March 30, 2022

7:00 pm - 8:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3AXDWx9>



Award-winning humorist Jenny Lawson discusses her most recent bestseller, *Broken (in the best possible way)*, and her hilarious body of work.

Chicago Tribune

Things to do in Chicago

Learn a New Language! (Virtual Class)

Wednesday, March 09, 2022

7:00 pm - 8:00 pm

Lisle Library District

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

Interested in learning a new language? Try the interactive resource Transparent Language Online, with over 100 languages offered. Registration required.



Chicago Tribune

Things to do in Chicago

Find Your Next Great Read with Novelist Plus! (Virtual Class)

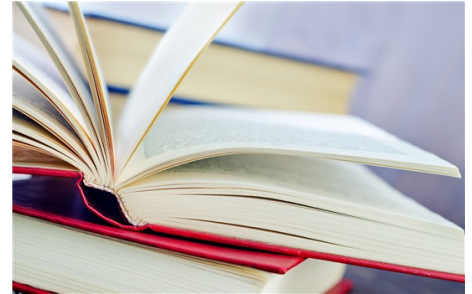
Tuesday, March 22, 2022

11:00 am - 12:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3om8pQc>

Discover how NoveList Plus aids in finding your next great read through reviews, read-alikes, author suggestions, and much more. Registration required.



Chicago Tribune

Things to do in Chicago

Seed Starting 101 (Virtual Program)

Tuesday, March 29, 2022

7:00 pm - 8:00 pm

Lisle Library District

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



Learn how to start seeds indoors with Xavier Duran, Adult Programming Coordinator.

Chicago Tribune

Things to do in Chicago

Glass Painting: Virtual Teen Craft

Friday, March 11, 2022

6:00 pm - 7:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3Hlj2KJ>

Make your own unique work of art! Use a permanent marker and acrylic paints to trace and paint over a printed picture and create your personalized masterpiece. Pick up the craft kit at the Connection Desk beginning a week before the program, then follow along virtually on Friday, March 11 to make your own glass painting. Registration Required.



Chicago Tribune

Things to do in Chicago

The Women Who Built Hollywood (Virtual Program)

Tuesday, March 01, 2022

7:00 pm - 8:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3s28FF7>

Women have been highly influential in the film industry since the Silent Era, both on-screen and off. Film historian Dr. Annette Bochenek presents the lives and legacies of some incredible female directors and stars in classic Hollywood.



Daily Herald

Glass Painting: Virtual Teen Craft

Friday, March 11, 2022

6:00 pm - 7:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3Hlj2KJ>

Make your own unique work of art! Use a permanent marker and acrylic paints to trace and paint over a printed picture and create your personalized masterpiece. Pick up the craft kit at the Connection Desk beginning a week before the program, then follow along virtually on Friday, March 11 to make your own glass painting. **Registration Required.**



Daily Herald

Lisle Library District joins with local libraries to host author and comedian Jenny Lawson

Submitted by Joy Davis

3/24/2022

On Wednesday, March 30, bestselling author and humorist Jenny Lawson will discuss her newest novel "Broken (But in the Best Way Possible)" virtually at 7 p.m.



Lawson is a journalist, author and blogger known for her candor in sharing her struggle with mental illness. Her previous books "Let's Pretend This Never Happened" and "Furiously Happy" were No. 1 New York Times bestsellers.

She will be joined in conversation with R. Eric Thomas, bestselling author, award-winning playwright, and screenwriter.

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

Sign up for this Zoom event via your local library. Some of the suburban districts participating in Illinois Libraries Present include: Algonquin Area, Arlington Heights, Aurora, Barrington, Batavia, Bensenville, Cary Area, Cook Memorial, Crystal Lake, Deerfield, Des Plaines, Downers Grove, Elmhurst, Fox River Grove, Fox River Valley, Geneva, Glen Ellyn, Glenside, Glenview, Grayslake, Highland Park, Hinsdale, Indian Trails, Itasca, Lake Bluff, Lisle, Marengo-Union, Messenger, Mt. Prospect, Northbrook, Palatine, Park Ridge, Prospect Heights, Roselle, Schaumburg, St. Charles, Sugar Grove, Town & Country, Vernon Area, Villa Park, Warren Twp., Warren-Newport, Warrenville, Wauconda, Winfield, Wood Dale, and Woodstock.

Daily Herald

Illinois Libraries Presents: Jenny Lawson (Virtual Program)

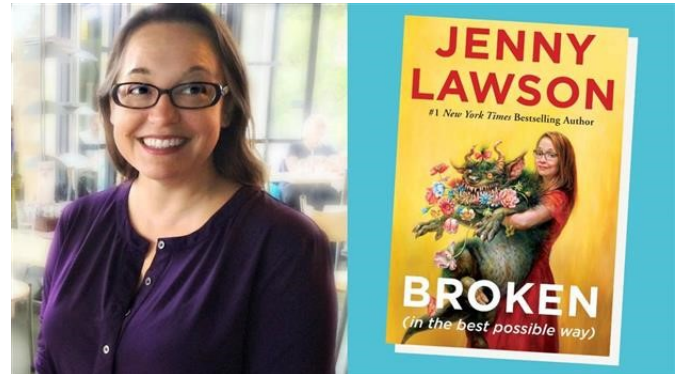
Wednesday, March 30, 2022

7:00 pm - 8:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3AXDWx9>

Award-winning humorist Jenny Lawson discusses her most recent bestseller, *Broken (in the best possible way)*, and her hilarious body of work.



Daily Herald

Learn a New Language! (Virtual Class)

Wednesday, March 09, 2022

7:00 pm - 8:00 pm

Lisle Library District

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

Interested in learning a new language? Try the interactive resource Transparent Language Online, with over 100 languages offered. Registration required.



Daily Herald

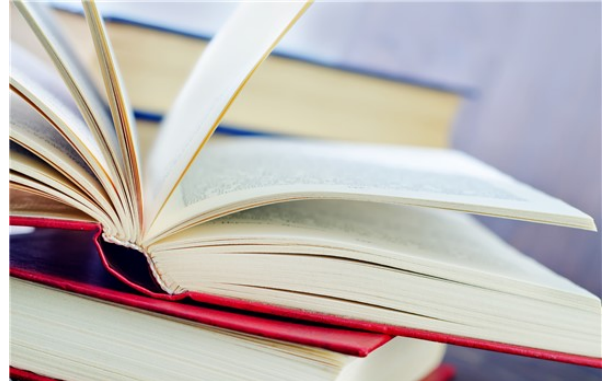
Find Your Next Great Read with Novelist Plus! (Virtual Class)

Tuesday, March 22, 2022

11:00 am - 12:00 pm

Lisle Library District

Virtual Event URL: <https://bit.ly/3om8pQc>



Discover how NovelList Plus aids in finding your next great read through reviews, read-alikes, author suggestions, and much more. Registration required.

Daily Herald

Lisle Library District prepares for major renovation

Submitted by Joy Davis
March 15, 2022

The Lisle Library District will begin construction for its major renovation on Monday, March 21. The focus of the renovation is to increase efficiency, accessibility and functionality for all users.

The renovation is expected to last 10 to 12 months.



The first phase of the renovation will occur in the west end of the building, which will be closed to the public.

Shelving has been reoriented and rooms have been repurposed in the east end of the building to ensure patrons can access materials.

Once the first phase is complete, the east end will undergo renovation and be closed while the west end is open to the public. The district planned a two-phase project to ensure that patrons could access materials throughout the renovation project.

Project inclusions: drive-up service window, family restrooms, increased youth services department, more study rooms, centralized entrances, accessible staff, enhanced technology, outdoor reading space and more.

Videos and other posts about the renovation will be shared on the library's website, [lislelibrary.org](https://www.lislelibrary.org), Facebook and YouTube.

For more information about the renovation, visit the LLD Capital Projects page at www.lislelibrary.org/about-us/lld-capital-projects.

Daily Herald

The Women Who Built Hollywood (Virtual Program)

Tuesday, March 01, 2022

7:00 pm - 8:00 pm

Lisle Library District

7:00 pm - 8:00 pm

Women have been highly influential in the film industry since the Silent Era, both on-screen and off. Film historian Dr. Annette Bochenek presents the lives and legacies of some incredible female directors and stars in classic Hollywood.



Daily Herald

Seed Starting 101 (Virtual Program)

Tuesday, March 29, 2022

7:00 pm - 8:00 pm

Lisle Library District

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

Learn how to start seeds indoors with Xavier Duran, Adult Programming Coordinator.



LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
December 29, 2021 - 12:00 p.m.

1. Roll call

Present:

Emily Swistak - Vice President | Chair

Marjorie Bartelli - President

Jenny Norton - Treasurer

Sara Wynn - Trustee

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 June 1, 2021 Personnel & Policy Committee Meeting

MOTION: Treasurer Norton moved to approve the minutes of the June 1, 2021

Personnel & Policy Committee Meeting. Trustee Wynn seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director evaluation review - discussion

Chairwoman Swistak spoke to the Committee about changes to the evaluation process. She suggested a discussion with the whole Board in January. Treasurer Norton stated that the existing process was good and suggested a rating rubric and goal setting. Trustee Wynn stated the Director has gone above and beyond and agreed that there is need for a new evaluation process. President Bartelli agreed with Treasurer Norton and Trustee Wynn. Chairwoman Swistak mentioned Board-directed goals and self-directed goals and tying them in with the Strategic Plan.

5. LLD Policy 345: Adult Services (*Reference & Readers' Advisory Services*) - draft/discussion

Director Weinstein provided an overview of draft LLD Policy 345: Adult Services (*Reference & Readers' Advisory Services*).

Discussion: Committee members discussed grammatical changes. President Bartelli asked about Reference and Readers' Advisory Services and material selectors. Director Weinstein explained both services and discussed collection management. Treasurer Norton asked for clarification regarding removal language in the current policy. Director Weinstein stated that there were duplications that are reflected in other policies. Chairwoman Swistak asked if the Committee was agreeable to bring the policy to the Board for a vote in January. The Committee agreed.

6. LLD Policy 360: Lisle Library Public Programs (*Library-Sponsored Public Programs*) - draft/discussion

Director Weinstein provided an overview of draft LLD Policy 360: Lisle Library Public Programs (*Library-Sponsored Public Programs*).

Discussion: Committee members discussed various grammatical changes. Chairwoman Swistak asked if the Committee was agreeable to bring the policy to the Board for a vote in January. The Committee agreed.

7. LLD Policy 735: Donations & Gifts - draft/discussion

Director Weinstein provided an overview of draft LLD Policy 735: Donations & Gifts.

Discussion: Committee members discussed various grammatical changes. President Bartelli asked about non-specific donations. Director Weinstein stated that general donations go to the general fund. President Bartelli mentioned having a fundraising policy. Chairwoman Swistak mentioned that the LLD Trustee Code of Conduct Policy 201 referenced individual Board members could not fundraise on their own. Chairwoman Swistak discussed procedure vs policy. Director Weinstein suggested adding language to item B that reflects language from Policy 201. Chairwoman Swistak asked if the Committee was agreeable to bring the policy to the Board for a vote in January. The Committee agreed.

8. Adjourn

MOTION: Trustee Wynn moved to adjourn the meeting. President Bartelli seconded.
Voice Vote - All Aye

The meeting adjourned at 1:05 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on April 7, 2022.

Approved by

Emily Swistak, Committee Chair