

LISLE LIBRARY DISTRICT

A checklist of information included in your Board packet for the October 18, 2023 Board Meeting.

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PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on October 18, 2023 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Public Comment Prior to the Meeting: Citizens may provide public comment via email: library@lislelibrary.org 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 October 18, 2023 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Secretary Sullivan and Trustee Berry reviewed the September billings in October
 - b. Treasurer Larson and Trustee Martin will review the October billings in November
4. Consent Agenda - Action Required
 - a. Approve Minutes of the September 20, 2023 Board Meeting
 - b. Acknowledge Treasurer's Report, 09/30/23, Investment Activity Report, 09/30/23, Current Assets Report, 09/30/23, Revenue Report, 09/30/23, and Expense Report, 09/30/23
 - c. Authorize Payment of Bills, 10/18/23
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
8. New Business
 - a. Approve closing Library for Staff In-Service - Action Required
Approval to close the Library building on November 17, 2023 for a staff in-service development day
 - b. Approve Resolution 23-06: Resolution to Determine Estimate of Funds - Action Required
This is a resolution to determine estimate of funds needed for the 2023-24 fiscal year
 - c. Acknowledge payment of earned/unused vacation time as require by IL Wage Payment and Collection Act (820 ILCS 115 /5) - payment shall not exceed \$1274.41 to be paid to Anjali Rentfleish.
 - d. Acknowledge payment of earned/unused vacation time as require by IL Wage Payment and Collection Act (820 ILCS 115 /5) - payment shall not exceed \$4177.13 to be paid to Rosary Ann Lewellyn.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE
September 20, 2023 - 6:45 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc.
Chris Knight - Recording Secretary
Jackie Kilcran - Recording Secretary

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

President Bartelli invited the public to address the LLD Board of Trustees. No visitors were present for the public hearing.

3. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 6:47 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 18, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
BOARD MEETING
September 20, 2023 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Marc Rogers - CCS International Inc. [left the meeting at 7:07 p.m.]
Chris Knight – Outgoing Recording Secretary
Jackie Kilcran – Incoming Recording Secretary

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

President Bartelli invited the public to address the LLD Board of Trustees. No visitors were present at the Board meeting.

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Trustee Breihan reviewed the August billings in September.
- b. Secretary Sullivan and Trustee Berry will review the September billings in October.

4. Consent Agenda - Action Required

- a. Approve Minutes of the August 16, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 08/31/23, Investment Activity Report, 08/31/23, Current Assets Report, 08/31/23, Revenue Report, 08/31/23, and Expense Report, 08/31/23
- c. Authorize Payment of Bills, 09/20/23

MOTION: Trustee Martin moved to approve the Consent Agenda. Treasurer Larson seconded.

Discussion: Vice President Swistak pointed out a scrivener's error. It was noted by staff.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

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

Mr. Rogers provided progress updates on signage, indoor and outdoor lighting controls, paging speakers, shelf tops and end panels, and AV controls.

Mr. Rogers also provided an update on project costs and invoices. He reported that there were no new change orders.

Mr. Rogers left the meeting at 7:07 p.m.

6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee was working on setting a meeting date. Director Weinstein suggested meeting on October 19th or 26th.
- c. Physical Plant - Treasurer Larson suggested the Committee meet on October 16th, 23rd, or 25th. Director Weinstein narrowed the dates to October 23rd or 25th. Trustee Martin suggested October 23rd. The Committee agreed to meet on October 23, 2023.

7. Staff Reports

Director Weinstein stated that the LLD will assist the Village by promoting their community-wide survey. She stated that a shortcut to the survey would be available on two laptop computers at public service desks. Director Weinstein stated that the Library cataloged the Village's draft of the Comprehensive Land Use Plan. A physical copy is available at the Reference Desk for residents to view or copy.

Director Weinstein informed Trustees that she met with the Lisle Woman's Club. She gave the Club a tour of the Library and an overview of the renovation project. She congratulated Secretary Sullivan on becoming the Lisle Woman's Club President.

Director Weinstein stated that Chris Knight was now a full time IT Assistant and Jackie Kilcran would now be the Recording Secretary at Board Meetings. She discussed installing Apple computers for public use and documenting IT equipment.

Director Weinstein updated Trustees on the progress of the revisions to the Library web site.

Discussion: Trustee Berry mentioned the mobile web site and hoping it would become more responsive with the website update. Director Weinstein stated that this issue was being addressed. Trustee Martin asked who was directing the changes to the website. Director Weinstein explained that Department Directors and IT staff met to discuss changes and the results of these discussions were reported to the outsourced vendor. Director Weinstein also stated that input from Trustees is also welcome.

Director Weinstein stated that the Library is working with a new signage company to complete the remaining interior signage.

Director Weinstein stated that the self-check stations now accept up to five audio visual materials at a time. She also stated that she was interviewed for a Lisle Chamber of Commerce publication. She said she spoke of the renovation and some of the Library's unique services such as license sticker renewals and the Seed Library. She told the Trustees she would let them know as soon as she was informed of the publication date.

Director Weinstein stated that the Library now has a contact at Representative Terra Costa Howard's Office which will allow the Library to participate in their e-Blasts. She further mentioned that Library staff were stationed at Depot Days and also visited residents at Villa St. Benedict.

Director Weinstein stated that she had not yet received a response from the Friends of Lisle Public Library District regarding an update. She said that she contacted the Library's attorney per President Bartelli's authorization. The attorney confirmed that funds gained from the Book Sale Corner could directly benefit the LLD. Trustees agreed to have LLD staff manage the Book Sale Corner and for funds to directly benefit the LLD. Director Weinstein added that some Friends USPS mail comes to the LLD. Trustees discussed this issue and determined it was problematic. Director Weinstein mentioned that the attorney offered to pen a letter to the Friends asking for an organization update. The Trustees agreed that the attorney should draft a letter.

Assistant Director Savage stated the Library was ready for Fall Fest which would be held Friday, September 22, 2023 in the southeast parking lot. He also stated that Department Directors were starting to discuss Winter Read. He said that he reviewed training modules from LIRA.

Assistant Director Savage said that the ramp rails were looking better, indoor lighting issues were being addressed, and outdoor lighting repairs were ongoing. He further stated that Sendra replaced compressor contacts and a claim was submitted to ComEd for reimbursement. Sendra will provide a quote for a new compressor for budgeting purposes. Assistant Director Savage stated that a claim for the light post damaged by a resident's vehicle has been submitted to our insurance company who will work with the driver's company for reimbursement.

President Bartelli requested an update on the performance of Eco Clean. Assistant Director Savage stated that there have been improvements and that he is staying in close contact with them.

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance 23-04 (B&A) - Action Required

MOTION: Vice President Swistak moved to approve Ordinance 23-04 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Karen Larson seconded.

Director Weinstein stated that there were no changes to Budget and Appropriation Ordinance 23-04 since the Board and Finance Committee reviewed the Draft. She also stated that the attorney had also reviewed the document.

Roll Call Vote - All Aye. The motion passed.

- a. Approve Certificate of Estimated Revenue - Action Required

MOTION: Trustee Breihan moved to accept the Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2023-24. Liz Sullivan seconded.

Director Weinstein stated that the Certificate of Estimated Revenue numbers come from the Board-approved budget revenue documents, but are in a different arrangement.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

President Bartelli stated she was looking forward to Fall Fest and thanked Director Weinstein for consolidating reports to save paper.

Trustee Berry said that while visiting the Library, her daughter had a positive interaction with Circulation Associate Alexandria, and left with a list of suggested books and videos.

Treasurer Larson stated she was looking forward to Fall Fest.

Trustee Breihan stated that she attended two programs at the Library; a cookbook discussion group and a Gallery 777 opening. She had positive experiences at both and was looking forward to attending more programs in the future.

Trustee Martin stated that he was looking forward to Fall Fest. He also said that he viewed the Gallery 777 photos via social media. He stated that he hoped for more advertising of programs on the web site and wanted more enhancements for people with vision or hearing impairments.

Secretary Sullivan said she is looking forward to Fall Fest. She stated that one evening after leaving the Library, while sitting in her car, a Facility Monitor asked if she needed help with her car. She very much appreciated his concern.

Vice President Swistak stated that she was looking forward to Fall Fest. She also suggested looking into a land acknowledgement statement. She said she was aware that some public buildings have such statements.

10. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. Trustee Martin seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:50 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on October 18, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of September 30, 2023

Fund Name	Cash Balance 09/30/23	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	5,540,679.27	81.71%	91.91%
IMRF	200,643.50	2.96%	3.33%
FICA	286,810.09	4.23%	4.76%
Subtotals	6,028,132.86	88.90%	100.00%
Special Reserve	751,624.76	11.10%	0.00%
	6,779,757.62	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	11.26	12.56	12.28									36.10
Bhlers-inv Interest Pershing	1,641.38	6,198.00	7,856.36									15,595.74
Fifth Third Bank	2,857.27	2,696.08	3,357.92									8,911.27
Life Savings	222.16	222.40	222.64									667.20
Life CD 2635	109.73	109.78	106.29									325.80
Life CD 2669	110.02	110.07	106.57									326.66
IL Funds	216.70	238.51	234.98									690.19
US Bank-9853	10.28	10.61	10.62									31.51
US Bank-9370	3.06	4.82	11.90									19.78
TOTALS	5,181.86	9,602.83	11,919.56	-	-	-	-	-	-	-	-	26,704.25
Interest - Special Reserve Only	892.95	1,622.22	1,367.67									3,882.84
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,551.89	-	-	-	-	-	-	-	-	22,821.41
Totals	5,181.86	9,602.83	11,919.56	-	-	-	-	-	-	-	-	26,704.25

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	394,883.78	641,516.25									1,036,400.03
Investment Purchases	298,935.08	(266,143.49)	(499,341.34)									-466,545.75
TOTALS	(298,935.08)	661,027.27	1,140,857.59	-	-	-	-	-	-	-	-	1,502,945.78

	Fair Market Value on 9/30/23

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Lisle Library District
For the Three Months Ending September 30, 2023
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.	\$ 1,610,703.56	\$ 1,888,968.79	\$ 3,760,680.49	\$ 4,124,600.00	45.80
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	78,374.73	0.00	0.00
45-01-4415-00 Tax Levy - FICA	67,585.74	79,261.86	167,199.43	173,305.00	45.74
TOTAL TAX LEVY	1,678,289.30	1,968,230.65	4,006,254.65	4,297,905.00	45.80
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	30,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	30,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	0.00	10,416.20	9,949.63	40,000.00	26.04
40-01-4462-00 Personal Property Repl. Tax -	0.00	601.14	574.22	1,500.00	40.08
45-01-4463-00 Personal Property Repl. Tax -	0.00	94.45	90.21	250.00	37.78
TOTAL PERSONAL PROPERTY REP	0.00	11,111.79	10,614.06	41,750.00	26.62
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	9,665.70	20,715.07	25,915.53	35,000.00	59.19
40-02-4475-00 Interest Earned - IMRF	358.46	915.90	1,301.81	1,500.00	61.06
45-02-4476-00 Interest Earned - FICA	527.73	1,190.44	1,317.59	1,500.00	79.36
TOTAL INTEREST INCOME	10,551.89	22,821.41	28,534.93	38,000.00	60.06
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(3,311.94)	(2,812.03)	2,509.27	5,000.00	(56.24)
TOTAL UNREALIZED GAIN/LOSS O	(3,311.94)	(2,812.03)	2,509.27	5,000.00	(56.24)
DESK INCOME					
10-03-4531-00 Lost Books	52.77	289.41	463.58	1,000.00	28.94
10-03-4536-00 Non-Resident Fees	332.00	332.00	732.63	750.00	44.27
10-03-4538-00 Book Sale	0.00	0.00	0.00	0.00	0.00
10-03-4540-00 Fines	40.70	1,429.84	(261.06)	0.00	0.00
TOTAL DESK INCOME	425.47	2,051.25	935.15	1,750.00	117.21
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	1,021.00	5,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	500.00	0.00	0.00	0.00

Lisle Library District
For the Three Months Ending September 30, 2023
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>
10-03-4560-30				2,000.00	0.00
10-04-4573-00	0.00	0.00	0.00	3,500.00	32.44
10-04-4583-00	294.10	1,135.52	1,288.91	45,000.00	99.25
10-04-4584-00	0.00	44,664.48	44,664.48	2,000.00	61.38
10-04-4585-00	206.78	1,227.54	1,729.69	2,500.00	28.42
10-05-4595-00	195.75	710.50	920.75	100.00	0.00
	0.00	0.00	0.00		
TOTAL UNRESTRICTED INCOME	696.63	48,238.04	49,624.83	60,100.00	80.26
TOTAL REVENUES	\$ 1,686,651.35	\$ 2,049,641.11	\$ 4,098,472.89	\$ 4,474,505.00	45.81

Lisle Library District
For the Three Months Ending September 30, 2023
Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 1,367.67	\$ 3,882.84	\$ 27,333.86	\$ 20,000.00	19.41
TOTAL INTEREST	1,367.67	3,882.84	27,333.86	20,000.00	19.41
70-04-4587-10 Restricted - Transfer from Cor	0.00	0.00	1,017,500.00	60,000.00	0.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0.00	0.00	1,017,500.00	60,000.00	0.00
TOTAL REVENUES	1,367.67	3,882.84	1,044,833.86	80,000.00	4.85

Lisle Library District
For the Three Months Ending September 30, 2023
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	\$ 45,242.23	\$ 140,576.18	\$ 115,785.28	\$ 561,040.00	25.06
10-10-5603-20 Adult Services - Reg. Hours	43,438.80	132,170.83	115,045.42	548,458.00	24.10
10-10-5603-30 Youth Services - Reg. Hours	30,999.94	89,425.44	93,020.01	454,846.00	19.66
10-10-5603-50 Technical Services - Reg. Hour	21,551.60	65,344.61	54,279.93	271,141.00	24.10
10-10-5603-60 Circulation - Reg. Hours	37,816.74	109,139.29	101,680.50	464,515.00	23.50
Total Salaries	179,049.31	536,656.35	479,811.14	2,300,000.00	23.33
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,095.15	13,482.89	13,113.13	70,907.00	19.01
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,924.34	21,082.54	18,916.80	88,487.00	23.83
10-10-5621-30 Hosp. Ins. - YS	3,469.71	12,181.93	11,825.76	48,094.00	25.33
10-10-5621-50 Hosp. Ins. - Tech	2,631.74	7,941.48	7,212.66	36,630.00	21.68
10-10-5621-60 Hosp. Ins. - Circ	3,266.97	10,628.71	12,638.23	56,608.00	18.78
10-10-5622-10 Dental Ins. - Admin.	144.75	390.11	618.26	2,877.00	13.56
10-10-5622-20 Dental Ins. - Adult Serv	262.10	1,273.31	991.31	5,497.00	23.16
10-10-5622-30 Dental Ins. - YS	70.62	609.21	402.91	2,765.00	22.03
10-10-5622-50 Dental Ins. - Tech	(130.48)	324.52	224.66	1,907.00	17.02
10-10-5622-60 Dental Ins. - Circ	59.09	295.40	396.99	2,228.00	13.26
Total Health and Dental Ins.	21,793.99	68,210.10	66,340.71	316,000.00	21.59
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	436.14	0.00	4,000.00	10.90
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	436.14	0.00	4,000.00	10.90
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,413.40	10,611.30	8,725.38	43,400.00	24.45
45-10-5625-20 FICA Expense - Adult Serv.	3,208.51	9,773.42	8,338.26	42,500.00	23.00
45-10-5625-30 FICA Expense - Youth Services	2,338.87	6,743.19	7,007.32	35,100.00	19.21
45-10-5625-50 FICA Expense - Tech Servs.	1,621.84	4,918.28	4,078.21	21,000.00	23.42
45-10-5625-60 FICA Expense - Circulation	2,773.86	7,895.11	7,159.34	36,000.00	21.93
Total FICA Expenses	13,356.48	39,941.30	35,308.51	178,000.00	22.44
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	845.51	2,629.94	5,365.46	19,500.00	13.49
40-10-5628-20 IMRF Expense - Adult Servs	860.07	2,616.93	5,573.39	19,100.00	13.70
40-10-5628-30 IMRF Expense - Youth Services	552.74	1,632.21	4,178.84	15,800.00	10.33

Lisle Library District
For the Three Months Ending September 30, 2023
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>
40-10-5628-50	426.71	1,293.78	2,665.17	9,400.00	13.76
40-10-5628-60	555.58	1,606.35	3,696.51	16,200.00	9.92
Total IMRF Expenses	3,240.61	9,779.21	21,479.37	80,000.00	12.22
Total EMPLOYEE COSTS	217,440.39	655,023.10	602,939.73	2,878,000.00	22.76
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	1,350.00	900.00	5,400.00	25.00
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	120.82	1,950.34	1,527.86	20,000.00	9.75
10-20-5653-00	198.22	600.62	374.86	12,000.00	5.01
10-20-5654-00	201.86	693.39	858.31	4,500.00	15.41
10-20-5655-00	0.00	10,386.01	8,727.45	50,000.00	20.77
10-20-5656-00	0.00	0.00	375.00	0.00	0.00
Total Utilities	970.90	14,980.36	14,573.48	93,710.00	15.99
Maintenance and Repairs					
10-20-5660-00	1,437.50	1,437.50	1,250.00	6,000.00	23.96
10-20-5661-00	5,650.10	9,008.47	5,880.30	49,500.00	18.20
10-20-5662-00	1,138.98	3,352.98	3,160.00	40,000.00	8.38
10-20-5663-00	786.34	2,495.64	1,793.96	10,000.00	24.96
10-20-5664-00	1,729.50	12,096.27	1,772.10	60,000.00	20.16
10-20-5665-00	290.06	851.80	840.46	4,000.00	21.30
Total Maintenance and Repairs	11,032.48	29,242.66	14,696.82	169,500.00	17.25
TOTAL BUILDING COSTS	12,003.38	44,223.02	29,270.30	263,210.00	16.80
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	447.21	801.97	448.53	5,500.00	14.58
10-25-5710-10	0.00	3,576.00	3,436.00	23,000.00	15.55
10-25-5711-00	0.00	1,596.71	2,478.78	10,000.00	15.97
10-25-5712-00	135.00	472.50	105.00	1,000.00	47.25
Total Postage and Printing	582.21	6,447.18	6,468.31	39,500.00	16.32
Supplies					
10-25-5713-00	536.00	1,636.47	1,223.00	6,000.00	27.27
10-25-5714-00	158.80	7,911.27	1,368.40	10,000.00	79.11
10-25-5715-00	0.00	0.00	362.00	1,900.00	0.00

Lisle Library District
For the Three Months Ending September 30, 2023
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5716-00 Kitchen Supplies	133.79	1,080.47	759.22	5,000.00	21.61
10-25-5717-00 Processing Supplies	3,322.30	11,079.94	5,448.71	43,000.00	25.77
10-25-5718-00 Computer Supplies	217.99	670.46	3,792.88	12,100.00	5.54
Total Supplies	4,368.88	22,378.61	12,954.21	78,000.00	28.69
Other Operating Costs					
10-25-5719-00 Publishing	0.00	66.70	66.70	1,500.00	4.45
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	108.33	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	500.00	0.00
10-25-5723-15 Bank Charges	398.91	1,306.13	1,115.68	5,800.00	22.52
10-25-5724-15 Local Travel	0.00	34.71	61.81	500.00	6.94
Total Other Operating Costs	398.91	1,407.54	1,352.52	8,500.00	16.56
TOTAL OPERATING EXPENSES	5,350.00	30,233.33	20,775.04	126,000.00	23.99
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	0.00	2,100.00	2,100.00	0.00
10-30-5751-00 Property Damage (All-Peril)	0.00	0.00	19,733.00	50,000.00	0.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	(258.00)	(258.00)	2,598.00	7,000.00	(3.69)
TOTAL INSURANCE	(258.00)	(258.00)	24,431.00	59,325.00	(0.43)
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	270.00	270.00	450.00	15,000.00	1.80
10-35-5761-00 Collection Agency	37.95	139.15	88.55	700.00	19.88
10-35-5762-00 Other Contr Services - Admin	0.00	0.00	1,900.00	5,000.00	0.00
10-35-5763-00 Other Contr Srves-Tech Asst	1,293.00	14,333.34	51,719.44	98,000.00	14.63
10-35-5764-10 Other Contr Srves - Library Wi	3,374.63	4,515.49	6,565.50	47,000.00	9.61
10-35-5765-10 Investment Agency Consultants	0.00	822.94	1,155.29	6,000.00	13.72
10-35-5769-00 Accounting Software	0.00	0.00	0.00	4,800.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	0.00	0.00	9,500.00	0.00
10-35-5771-00 Payroll Service	855.34	2,604.90	1,573.21	12,000.00	21.71
TOTAL CONTRACTUAL SERVICES	5,830.92	22,685.82	63,451.99	198,000.00	11.46
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	30.00	670.00	700.00	4,000.00	16.75
10-40-5784-00 Meetings - Staff	88.79	917.83	32.63	1,400.00	65.56
10-40-5785-00 Conferences - Staff	0.00	101.18	565.00	8,000.00	1.26
10-40-5786-00 Memorial/Tribute/Recognition	0.00	0.00	74.99	3,000.00	0.00
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00

Lisle Library District
For the Three Months Ending September 30, 2023
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	9,100.00	0.00
10-45-5786-70 Dues - Trustee	0.00	0.00	150.00	525.00	0.00
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
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMEN	118.79	1,689.01	1,522.62	31,525.00	5.36
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	56,949.97	58,859.77	90,000.00	63.28
10-48-5803-10 Technology	0.00	12,480.18	3,898.82	80,000.00	15.60
10-48-5804-10 Facility	2,123.00	2,143.51	0.00	10,000.00	21.44
Total Major Equipment	2,123.00	71,573.66	62,758.59	180,000.00	39.76
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	280.38	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	65.96	65.96	0.00	700.00	9.42
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	0.00	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	0.00	81.65	0.00	700.00	11.66
10-48-5823-60 Minor Equip - Circ	0.00	62.86	0.00	700.00	8.98
Total Minor Equipment	65.96	210.47	280.38	3,500.00	6.01
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	180.57	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	3,593.95	7,367.00	2,403.53	23,280.00	31.65
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	59.88	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	3,593.95	7,547.57	2,643.98	25,000.00	30.19
TOTAL EQUIPMENT COSTS	5,782.91	79,331.70	65,682.95	208,500.00	38.05
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	30.93	1,039.16	2,236.83	8,000.00	12.99
10-50-5863-30 Books - Youth Serv	8,038.25	16,588.46	8,356.72	56,500.00	29.36
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	4,318.88	13,489.21	9,826.77	90,000.00	14.99
10-50-5865-10 Books - Adult/Teen Fiction	7,038.25	22,278.90	10,529.43	80,500.00	27.68
10-50-5867-20 Ref Books - Adult Serv	131.83	763.27	1,035.71	15,000.00	5.09
Total Books	19,558.14	54,159.00	31,985.46	250,000.00	21.66

Lisle Library District
For the Three Months Ending September 30, 2023
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>
Databases					
10-50-5869-20 Internet Licensed DBases	7,431.00	64,492.65	78,270.38	115,000.00	56.08
10-50-5872-10 Dbases - Professional	171.39	171.39	2,901.75	10,000.00	1.71
10-50-5873-30 Dbases - Youth Serv	0.00	6,233.70	7,593.66	12,500.00	49.87
Total Databases	7,602.39	70,897.74	88,765.79	137,500.00	51.56
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	1,800.82	2,439.63	3,502.27	15,000.00	16.26
10-50-5895-40 A-V Matls - Adult Serv	5,848.81	13,061.59	9,508.19	60,000.00	21.77
10-50-5899-20 Digital Content	12,084.57	34,735.69	27,185.84	115,000.00	30.20
Total Audio-Visual Materials	19,734.20	50,236.91	40,196.30	190,000.00	26.44
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	58.30	98.56	23,743.57	24,500.00	0.40
10-50-5900-20 Periodicals - Adult Serv	142.94	2,024.95	2,558.43	31,500.00	6.43
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	3,000.00	0.00
Total Periodicals/Doc Delivery	201.24	2,123.51	26,302.00	59,500.00	3.57
TOTAL LIBRARY MEDIA	47,095.97	177,417.16	187,249.55	637,000.00	27.85
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,464.40	3,849.59	2,215.64	15,000.00	25.66
10-60-5931-30 Programs - Youth	609.79	2,226.35	3,680.25	15,000.00	14.84
10-60-5931-40 Online Marketing	0.00	185.40	250.99	1,700.00	10.91
10-60-5931-50 Community Relations	38.47	228.19	1,041.88	5,500.00	4.15
Total Programs	2,112.66	6,489.53	7,188.76	37,200.00	17.44
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	0.00	3,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	200.76	341.67	1,780.17	6,800.00	5.02
Total Readers Services	200.76	341.67	1,780.17	9,800.00	3.49
TOTAL PROGRAMS AND READERS	2,313.42	6,831.20	8,968.93	47,000.00	14.53
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	289.96	289.96	0.00	5,000.00	5.80

Lisle Library District
For the Three Months Ending September 30, 2023
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-80-5981-80	0.00	0.00	0.00	45,000.00	0.00
10-80-5982-80	0.00	0.00	0.00	26,000.00	0.00
10-80-5983-80	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	289.96	289.96	0.00	116,000.00	0.25
CONTINGENCY					
10-90-5999-00	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	295,967.74	1,017,466.30	1,004,292.11	4,589,560.00	22.17
OPERATING TRANSFERS OUT					
10-80-5984-80	0.00	0.00	1,017,500.00	60,000.00	0.00
TOTAL OPERATING TRANSFERS O	0.00	0.00	1,017,500.00	60,000.00	0.00
TOTAL ALL EXPENSES	295,967.74	1,017,466.30	2,021,792.11	4,649,560.00	21.88

Lisle Library District
For the Three Months Ending September 30, 2023
Expenses - Special Reserve Only

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	26,294.40	292,087.80	1,285,224.73	1,000,000.00	29.21
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	26,294.40	292,087.80	1,285,224.73	1,000,000.00	29.21
TOTAL SPECIAL RESERVE EXPENSES	26,294.40	292,087.80	1,285,224.73	1,060,000.00	27.56

Lisle Library District
Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Albertsons	100823	Meeting Supplies	10-40-5784-00	Meetings - Staff	56.29	
		Albertsons Safeway	10-60-5931-50	Community Relations	48.90	
			10-00-2610-00	Accounts Payable		105.19
Allegra	40170	Business Cards	10-25-5712-00	Printing	67.50	
		Allegra	10-00-2610-00	Accounts Payable		67.50
Amazon	100123	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	38.76	
			10-50-5865-10	Books - Adult/Teen Ficti	128.89	
			10-60-5931-10	Programs - Adult Service	62.92	
			10-50-5863-20	Literacy/ESL	39.99	
			10-50-5863-30	Books - Youth Serv	130.51	
			10-60-5931-30	Programs - Youth	429.43	
			10-48-5823-30	Minor Equipment - Youth	32.89	
			10-25-5716-00	Kitchen Supplies	25.18	
			10-25-5713-00	Office Supplies	23.98	
			10-20-5663-00	Maint/Repairs-Genl repai	17.97	
			10-25-5714-00	Circ. Material Supplies	60.58	
			10-48-5823-60	Minor Equip - Circ	81.97	
			10-48-5823-50	Minor Equip - Tech Servi	10.97	
			10-25-5718-00	Computer Supplies	167.88	
			10-60-5931-50	Community Relations	33.27	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,285.19
B&T (C5223353)	093023	Continuations & Processing	10-50-5867-20	Ref Books - Adult Serv	520.64	
		Baker & Taylor (C5223353)	10-25-5717-00	Processing Supplies	12.12	
			10-00-2610-00	Accounts Payable		532.76
B&T (C5223433)	093023	Continuations & Processing	10-50-5864-10	Books - Non Fiction	139.51	
		Baker & Taylor (C5223433)	10-25-5717-00	Processing Supplies	11.13	
			10-00-2610-00	Accounts Payable		150.64
B&T (L0334152)	093023	Circ & Processing	10-50-5864-10	Books - Non Fiction	246.52	
		Baker & Taylor (L0334152)	10-25-5717-00	Processing Supplies	8.20	
			10-00-2610-00	Accounts Payable		254.72
B&T (L4342812)	093023	Books - YS	10-50-5863-30	Books - Youth Serv	13.02	
		Baker & Taylor (L4342812)	10-00-2610-00	Accounts Payable		13.02
B&T (L5425632)	093023	Books - YS	10-50-5863-30	Books - Youth Serv	8.51	
		Baker & Taylor (L5425632)	10-00-2610-00	Accounts Payable		8.51
B&T (L5443202)	093023	Books - Fiction & Processing	10-50-5865-10	Books - Adult/Teen Ficti	315.46	
		Baker & Taylor (L5443202)	10-25-5717-00	Processing Supplies	58.53	
			10-00-2610-00	Accounts Payable		373.99
Bear Landscape	12805	September Landscape Services	10-20-5662-00	Maint Contr. - Landscap	1,134.00	

Lisle Library District
Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Services				
		Bear Landscape	10-00-2610-00	Accounts Payable		1,134.00
Bear Landscape	12829	Hay Bales Delivery Bear Landscape	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	350.00	350.00
Bear Landscape	12874	Hay Bales Clean Up Bear Landscape	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	165.00	165.00
Bradford Systems	41349-1	End Panels Bradford Systems Corporation	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	2,430.00	2,430.00
Case Lots	20161	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	296.80	296.80
Case Lots	20222	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	249.80	249.80
CCS	123090-08312023	Owner's Rep CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	2,080.00	2,080.00
CDW G	MH46273	Xerox Ink for Staff Printers CDW Government	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	1,859.71	1,859.71
College of William	0152	Replacement Cost for Lost Interlibrary Loan College of William and Mary	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	25.00	25.00
ComEd	092523	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,626.46	3,626.46
Compact Disc Sourc	81361	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	214.16	214.16
Compact Disc Sourc	81362	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	507.27	507.27
Culligan of Wheaton	100323	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	35.43	35.43
Current Technologie	732585	Monthly Network Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
EnvisionWare	INV-US-67763	WiFi Printing Annual Fee EnvisionWare, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	655.99	655.99

Lisle Library District

Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
FNBO Billing - 1897	092723	Programs, Conferences, Database	10-20-5662-00	Maint Contr. - Landscap	69.08	
			10-20-5652-00	Utilities - Phone	120.82	
			10-20-5664-00	Maint/Repairs-Non Contr	450.32	
			10-25-5713-00	Office Supplies	99.50	
			10-25-5714-00	Circ. Material Supplies	53.67	
			10-25-5717-00	Processing Supplies	420.99	
			10-35-5763-00	Other Contr Svcs-Tech	1,376.00	
			10-35-5764-10	Other Contr Svcs - Libra	72.46	
			10-40-5785-00	Conferences - Staff	495.00	
			10-48-5823-20	Minor Equip - Adult Servi	119.99	
			10-50-5872-10	Dbases - Professional	375.00	
			10-50-5895-40	A-V Matis - Adult Serv	376.97	
			10-50-5900-20	Periodicals - Adult Serv	392.88	
			10-50-5900-80	Periodicals - Prof. Collec	414.00	
			10-60-5931-10	Programs - Adult Service	747.11	
Garvey's	PINV2478161		10-60-5931-30	Programs - Youth	924.41	
			10-60-5931-40	Online Marketing	85.20	
			10-60-5940-30	Reader Services - Youth	70.80	6,664.20
		FNBO Billing Account	10-00-2610-00	Accounts Payable		
		Binder	10-25-5713-00	Office Supplies	10.14	10.14
		Garvey's Office Products	10-00-2610-00	Accounts Payable		
		Binder	10-25-5713-00	Office Supplies	15.38	15.38
		Garvey's Office Products	10-00-2610-00	Accounts Payable		
		Rubbish	10-20-5665-00	Rubbish Removal	291.96	291.96
		Groot, Inc.	10-00-2610-00	Accounts Payable		
		Oct/Nov Newsletter & Postage	10-25-5710-10	Printing/Spec. Serv. - Ad	3,676.00	
		Hagg Press	10-25-5711-00	Postage Special Serv	140.15	3,816.15
			10-00-2610-00	Accounts Payable		
		Dec/Jan Newsletter Postage	10-25-5711-00	Postage Special Serv	1,500.00	1,500.00
		Hagg Press	10-00-2610-00	Accounts Payable		
Heritage Technology	238048	Relocate Pergola Camera	10-35-5763-00	Other Contr Svcs-Tech	797.34	797.34
		Heritage Technology Solutions	10-00-2610-00	Accounts Payable		
		Maintenance Supplies	10-20-5663-00	Maint/Repairs-Genl repai	49.78	49.78
		Home Depot Credit Services	10-00-2610-00	Accounts Payable		
		ARRT	10-40-5784-00	Meetings - Staff	38.12	38.12
		Elizabeth Hopkins	10-00-2610-00	Accounts Payable		
		1916 07 12232				
Hagg Press	231004F					
Home Depot	101123					
Hopkins, Elizabeth	101123					

Lisle Library District
Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Illinois Library	259821	Annual Membership - T. Song Illinois Library Association	10-40-5783-00	Dues - Staff	100.00	
Illinois Library	259956	Annual Membership - LLD Illinois Library Association	10-00-2610-00	Accounts Payable		100.00
Illinois Library	260008	Annual Membership - A. Varry Illinois Library Association	10-40-5783-00	Dues - Staff	300.00	
Illinois Library	260102	Annual Membership - K. Kloepper Illinois Library Association	10-00-2610-00	Accounts Payable		300.00
Illinois Library	260171	Annual Membership - T. Weinstein Illinois Library Association	10-40-5783-00	Dues - Staff	100.00	
Ingram	093023	Books & Processing	10-00-2610-00	Accounts Payable		100.00
Ingram Express	100123	Books	10-50-5865-10	Books - Adult/Teen Ficti	4,663.38	
		Ingram Library Services, Inc.	10-50-5864-10	Books - Non Fiction	5,583.36	
			10-50-5863-30	Books - Youth Serv	3,645.50	
			10-50-5895-40	A-V Matis - Adult Serv	476.98	
			10-25-5717-00	Processing Supplies	2,157.03	
			10-00-2610-00	Accounts Payable		16,526.25
Jim's Vault Inc.	95928	Re-Key and Vault Access Jim's Vault Inc.	10-50-5865-10	Books - Adult/Teen Ficti	242.99	
			10-50-5863-30	Books - Youth Serv	61.53	
			10-00-2610-00	Accounts Payable		304.52
Johnson, Catalina	101023	Program: Latinos in Illinois and the USA: Music as a Cultural History Catalina Maria Johnson	10-20-5664-00	Maint/Repairs-Non Contr	242.89	
			10-00-2610-00	Accounts Payable		242.89
Kanopy	368354 - PPU	Kanopy Kanopy, Inc.	10-60-5931-10	Programs - Adult Service	350.00	
			10-00-2610-00	Accounts Payable		350.00
Kilcran, Jackie	092923	Reimburse Mileage Jackie Kilcran	10-50-5899-20	Digital Content	370.00	
			10-00-2610-00	Accounts Payable		370.00
Kocemba, Yolanda	093023	ESL for You! September Teacher Stipend Yolanda Kocemba	10-25-5724-15	Local Travel	14.28	
			10-00-2610-00	Accounts Payable		14.28
			10-50-5863-20	Literacy/ESL	171.00	
			10-00-2610-00	Accounts Payable		171.00

Lisle Library District
Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Konica Minolta Busin	289628497	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	321.24	321.24
Konica Minolta Busin	9009589927	#C227 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	222.05	222.05
Lauterbach & Amen	82583	Audit - Progress Bill Lauterbach & Amen, LLP	10-35-5770-00 10-00-2610-00	Contractual - Audit Fee Accounts Payable	7,450.00	7,450.00
LIMRICC PHIP Healt	100623	October Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,810.21 8,282.04 4,853.22 2,980.38 6,530.24	28,456.09
LIMRICC UCGA	3rd Q 2023	3rd Q 2023 Unemployment Compensation LIMRICC UCGA	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	174.63	174.63
Midwest Tape	504428791	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	4,687.86	4,687.86
Midwest Tape 2516	100223	CD Books & Processing Midwest Tape (2516)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	308.94 11.94	320.88
Midwest Tape 7288	100223	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	1,799.24 484.17	2,283.41
Nashville Public	23100401	Replacement Fee for lost Interlibrary Loan Nashville Public Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	19.00	19.00
Office of State Fire	9685026	Boiler Inspection Office of State Fire Marshal	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	200.00	200.00
OverDrive	23331619	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,019.00	2,019.00
Paddock Publication	267492	B & A Ordinance Paddock Publications	10-25-5719-00 10-00-2610-00	Publishing Accounts Payable	579.60	579.60
Sendra Service	23881	Air Handler Motor Replacement	10-20-5664-00	Maint/Repairs-Non Contr	3,386.52	

Lisle Library District
Accounts Payable - October 18, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Staples	1651308205	Sendra Service Corp.	10-00-2610-00	Accounts Payable		3,386.52
		Misc. Office, Kitchen & Janitorial Supplies	10-25-5713-00	Office Supplies	393.96	
		Staples Advantage	10-25-5716-00	Kitchen Supplies	338.89	
			10-20-5663-00	Maint/Repairs-Genl repai	498.81	
			10-00-2610-00	Accounts Payable		1,231.66
Thomas Klise	011732	Video Games	10-50-5895-40	A-V Mails - Adult Serv	647.13	
		Thomas Klise / Crimson Multimedia	10-00-2610-00	Accounts Payable		647.13
Thomas Klise	011733	Video Games	10-50-5895-40	A-V Mails - Adult Serv	152.04	
		Thomas Klise / Crimson Multimedia	10-00-2610-00	Accounts Payable		152.04
Verizon	9944850564	Usage	10-20-5652-00	Utilities - Phone	1,592.39	
		Verizon	10-00-2610-00	Accounts Payable		1,592.39
Village of Lisle	081323	Usage	10-20-5654-00	Utilities - Sewer & Water	216.24	
		Village of Lisle	10-00-2610-00	Accounts Payable		216.24
					102,677.89	102,677.89

PRIOR MONTHS BILLS PAID BETWEEN SEPTEMBER 2023 AND OCTOBER 2023				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 9/15/2023		65490.15	
HSA	IL Child Support	Child Support Withheld	300.00	
HSA	IL Dept. of Revenue	State Tax Withheld	4161.95	
Auto W/D	Howard Simon & Associates	PR Serv. - 9/15/2023	805.62	
HSA	EFTPS/Electronic Tax Payment 9/15/2023	Fed Tax \$8037.60	21696.06	
		FICA W/H \$6829.24		
		FICA Lib \$6829.22		
HSA	Salaries 9/29/2023		62600.15	
HSA	IL Child Support	Child Support Withheld	300.00	
HSA	IL Dept. of Revenue	State Tax Withheld	3972.45	
Auto W/D	Howard Simon & Associates	PR Serv. - 9/29/2023	49.72	
HSA	EFTPS/Electronic Tax Payment 9/29/2023	Fed Tax \$7724.93	20779.46	
		FICA W/H \$6527.27		
		FICA Lib \$6527.26		
Wired	IMRF	IMRF W/H \$8267.16	11507.84	
		IMRF Lib. \$3240.68		
		Sub Total	191663.40	
Check #	Vendor	Description	Amount	
7452	Allegra	Business Cards - Knight, Kilcran	135.00	
7453	Colley Elevator Company	Elevator Service	136.00	
7454	Compact Disc Source	Music CDs & Processing	452.31	
7455	Consumers' Checkbook	Consumer's Checkbook Database	450.00	
7456	Delta Dental - Risk	October Premium	1,835.07	
7457	DuPage County Public Works	Usage	201.86	
7458	Eco Clean Maintenance	Cleaning Service	5,790.00	
7459	Fifth Third Bank	Zoom & Disney Subscriptions, YS Programs	275.93	
7460	Garvey's Office Products	Misc Supplies & Gallery 777 Reception	337.27	

7461	Sandy Hayes	Fall Planters	4.98
7462	IHLS - OCLC	Replacement Cost ILL Item	58.30
7463	Johnson Controls Security Solutions	Quarterly Service	774.00
7464	Konica Minolta Business Solutions	#C227 Lease	60.00
7465	Lisa Moe	LACONI Governing Board	50.83
7466	Morningstar	Morningstar	4,784.00
7467	NAMI of DuPage County	Teen Program - Stress	125.00
7468	NCPERS Group Life Ins	Payroll Withholding	48.00
7469	OverDrive, Inc.	Advantage	1,548.00
7470	Precision Control Systems	Precision HVAC	292.00
7471	Sendra Service Corp.	Quarterly Preventative Maintenance	2,875.00
7472	Thomas Klise / Crimson Media	Video Games & Adapters	1,257.94
7473	Village of Lisle	Monthly Internet Service	450.00
		Sub Total	\$ 21,941.49
		TOTAL	\$ 213,604.89
Wire Transfer	Camosy Incorporated	Construction Draw #19 - 9/22/23	\$ 15,494.50

Monthly Circulation Report - September 2023

			Sep-23	YTD FY 22/23	YTD FY 23/24	YTD % Change		
	Checkouts	Renewals	TOTALS					
Adult Non-Print	2,338	2,460	4,798	13,719	15,639	14.00%		
Adult Print	4,445	3,971	8,416	21,105	27,788	31.67%		
Adult Total	6,783	6,431	13,214	34,824	43,427	24.70%		
YS Non-Print	524	1,016	1,540	4,383	5,762	31.46%		
YS Print	6,864	6,495	13,359	40,268	45,098	11.99%		
Total YS	7,388	7,511	14,899	44,651	50,860	13.91%		
Digital Media								
Overdrive	4,841		4,841	12,188	14,937	22.55%		
hoopla	2,150		2,150	4,363	7,049	61.56%		
Overdrive Magazines	193		193	419	430	2.63%		
PressReader	699		699	1,240	2,474	99.52%		
Kanopy	312		312	578	917	58.65%		
Total Digital	8,195	0	8,195	18,788	25,807	37.36%		
Subtotal Print + Non-Print/Digital	22,366	13,942	36,308	98,263	120,094	22.22%		
Computer/Tech Sessions Logins	1,139		1,139	2,683	3,534	31.72%		
Database Usage/Unique Logins	5,811		5,811	11,031	17,681	60.28%		
Wireless Use	1,069		1,069	1,023	3,094	202.44%		
ScannX sessions/jobs	804		804	521	1,137	118.23%		
Museum Adventure Passes	41		41	164	147	-10.37%		
Total IT/Resource Sessions	8,864	0	8,864	15,422	25,593	65.95%		
Total Circulation	31,230	13,942	45,172	113,685	145,687	28.15%		
Borrower Information	Sept. 2023 Total	YTD 22/23	YTD 23/24	YTD % Change				
New Library Cards Added	214	442	618	39.82%				
Monthly Borrowers	2,846	7,305	8,950	22.52%				
Total # Registered Borrowers	8,999	8,359	8,999	7.66%				
InterLibrary Loans								
Materials Sent *	60	0	167	100.00%				
Materials Received	362	1,189	1,113	-6.39%				
Polaris/Catalog Holds								
Holds Placed	2,809	9,278	8,941	-3.63%				
Holds Checked Out	2,201	7,153	7,080	-1.02%				
Pick-Up Window Service Stats **								
# of Patrons/Users	43	N/A	96	--				
# of Items Picked Up/Checked Out	130	N/A	324	--				
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.			

Lisle Library District - Program and Service Statistics - September 2023

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Library Event Statistics									
Staff Facilitated Programs		15	45	12	3	75	215	191	-11.16%
Attendees		138	787	16	21	962	2,508	2,491	-0.68%
Computer/Technology Programs		2	0			2	15	8	-46.67%
Attendees		18	0			18	32	72	125.00%
Performer/Speaker/Author		4	0			4	9	10	11.11%
Attendees		69	0			69	157	214	36.31%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	0	1	100.00%
Attendees	900					900	0	900	100.00%
Total Number of Programs	1	21	45	12	3	82	239	210	-12.13%
Total Patrons Served by Programming	900	225	787	16	21	1,949	2,697	3,677	36.34%
Reference Questions		1,919	973	1,012		3,904	13,237	13,117	-0.91%
Volunteer Hours		5.00	13.00			18.00	17.50	423.50	2320.00%
Notary Service	35					35	61	93	52.46%
LLD Kindness Cards **		20	43			63	N/A	270	--
Outreach Service Statistics									
Outreach Visits		5	5	5		15	31	18	-41.94%
Patrons Served by Outreach Visits		825	250	786		1,861	1,702	2,583	51.76%
Home Delivery Dates		2				2	7	7	0.00%
Patrons Served via Home Delivery		88				88	301	311	3.32%
Total Outreach Programs		7	5	5		17	38	25	-34.21%
Total Patrons Served with Outreach Services		913	250	786		1,949	2,003	2,894	44.48%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	20						0	78	100.00%
Number of Outside Groups Using Meeting Space	39						0	75	100.00%
Patrons Entering Building	12,291						29,800	38,452	29.03%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	1,176						3,150	2,942	-6.60%
X (f.k.a. Twitter) Followers	1,048						918	1,048	14.16%
Instagram Likes	564						1,140	1,755	53.95%
Flickr Views	15,983						33,981	23,613	-30.51%
YouTube Views	8,363						21,970	26,010	18.39%
eBlast Engagement *	643						N/A	1,383	--
Total LLD App Downloads	805						520	805	54.81%
Total LLD App Sessions	3,913						5,318	11,206	110.72%

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



October Board Report (10/13/2023)

A. Close-Out Progress Update

- Overall Close-out, Punchlist and Corrective Work is ongoing:
 - Lighting control final work is scheduled for the week of 10/16!
 - South Lot lighting repair completed and permit closed out.
- Added Scope status updates:
 - Added outlets in AS desk being installed the week of 10/16
 - Added End Panels for the book holds area ordered (expected to be received this month)
 - Quotes requested for additional signage
- Incomplete work including:
 - Lighting Controls – **Programming scheduled for 10/17/2023**
 - AV Controls – due to manufacturer delays (remains Q4 of 2023)

B. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 10/13/2023)		Committed to Date (thru 10/13/2023)	
		\$	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	\$5,752,091	\$82,891	\$5,752,091	\$5,527,083
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$7,000	-\$53,782	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,798,111	\$68,129	\$5,793,690	\$5,567,213
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$914,193	-\$10,617	\$909,619	\$880,427
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$871,549	\$31,549	\$839,686	\$827,843
E-300.3: Other Owner Soft Costs	\$0	\$4,977	\$4,977	\$4,977	\$4,977
E-300: Soft Costs Total	\$1,764,810	\$1,790,719	\$25,909	\$1,754,283	\$1,713,248
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$111,170	-\$79,038	\$0	\$0
E-400: Contingency Total	\$190,208	\$111,170	-\$79,038	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,547,973	\$7,280,460

Lisle Library District
North Main Entry Capital Improvement Project



October Board Report (10/13/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #20	\$ 31,558.28
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	123090-07312023	\$ 2,080.00
Grand Total		\$ 33,638.28

C. Change Order Update

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

No New Camosy Change Orders!

Change Order Log Summary

Approved Change Orders:	\$ 418,682.20
Recommended for Board Approval:	\$ 0.00
Pending Change Orders:	\$ 0.00
Total:	\$ 418,682.20

Updated Change Order Log

Change Order	Current Cost	Notes
COR #1 thru #31, #33r #72 – From previous Board Meetings	\$ 418,682.20	Approved as recorded in past Board meetings

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: October 13, 2023

October 2023 | DIRECTOR'S REPORT

Meetings:

Dept. Dir. – Sep 19	Intergovernmental – Oct 4	R. McCune – Oct 11
LLD Board of Trustees – Sep 20	Staff – Oct 4	Sullivan – Oct 11
Fall Fest – Sep 22	Admin – Oct 9	Bartelli – Oct 13
All Staff – Sep 26	Bartelli – Oct 9	All Amer. Sign – Oct 13
Dept. Dir. – Oct 3	Dept. Dir. – Oct 10	Swistak – Oct 13

Intergovernmental

The LLD hosted the Intergovernmental Group at the LLD this month. The Fire District, School District 202, Park District, Township, and the Library were represented at the meeting. Notable mentions at the meeting included:

- October is Fire Prevention Month
- School District 202 gained notoriety for student excellence
- Park District noted more campers this year than last year
- Township described a variety of senior services and discussed mental health initiatives
- The LLD discussed Fall Fest, threat assessments for public buildings, and policy updates

Though the Village was absent, the Intergovernmental Group concluded that Police Chief Licko would be a beneficial member – especially regarding public safety discussions. I reached out to the Village Manager for consideration.

Fall Fest 2023

LLD Fall Fest was a smashing success with between 850-900 attendees during the 2/3-hour timeframe. We thank all Trustees for participating and supporting the event. Nothing but positive comments were extended to staff, as well as “thank-yous.” Lisle residents certainly appreciated a family-friendly event with a variety of activities for all age ranges.

Activities included a petting zoo, inflatable obstacle course, autumnal crafts, seasonal book station, and complimentary churros and drinks.

Photos and videos from the event were featured on social media and are currently rotating on the public monitors throughout the building.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: October 13, 2023*

Staff In-Service Day

Every year the LLD holds an in-service day, also known as a staff development day for employees. This year in November, the agenda will include emergency preparedness drills; tornado, fire, Code Adam, power outage, and PIC (person in charge) training. We are also in communication with the Lisle Police Department to schedule an officer to present on public building threats. We have tentatively scheduled a speaker to present a program on managing challenging situations within a public institution. The day will wrap up with a teambuilding exercise where staff will work in groups comprised of employees outside of their own departments.

In-Service Days are physically and mentally demanding. It's important for staff to hear the same message at the same time from qualified professionals. It offers an opportunity for questions and feedback and group learning to best serve the public. We appreciate the Board approving this vital training.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read 'Tatiana Weinstein', with a long horizontal flourish extending to the right.

Tatiana Weinstein

October 2023 Assistant Director Report

Meetings/Virtual Meetings

- Current, Facility IT Group- Sept 14
- USA Insulation- Sept 18
- Pieper Electric- Sept 19
- HR Source- Sept 21
- Camosy- Sept 26
- All Staff Meeting- Sept 26
- Innovative, Bradford - Sept 28
- Lisle Savings Bank- Sept 29
- Stephens plumbing- Oct 3
- FBI OPE Webinar- Oct 3
- Intergovernmental Meeting - Oct 4
- Intelli-building- Oct 10

Meetings

I took part in a webinar hosted by the FBI that discussed threat protocol and current best practices for public institutions. We will use this information as we assess our PIC manual and emergency procedures.

I attended a meeting hosted by HR Source discussing best practices for updating employee handbooks. This needs to be done regularly to be compliant with state laws, as well as up to date with current recommended best practice.

Facility

Pieper came out to finalize the lighting controls throughout the interior of the building. We currently have control of the lighting throughout the building, and will soon be trained on the software that allows us to set automated schedules throughout the day.

Stephens plumbing was out to assess automatic sinks that were not functioning. The plumber diagnosed the issue and walked me through how to troubleshoot issues if they arise in the future.

Sendra came out to assess and repair several HVAC issues this month. Failed sensors on the East and West end led to warmer temperatures in different parts of the building. Those sensors have been replaced, and the temperature is back under control. I am in the process of assessing the software that controls our HVAC system in an attempt to head off further issues.

Respectfully Submitted,



Will Savage
Assistant Director

Adult Services Quarterly Report July-August-September 2023

July

Adult Services welcomed local photographer, Joan Kalmanek, and her exhibit: *Out of Africa* to Gallery 777. In her artist statement, Joan shared: “*As the areas visited in both Ethiopia and Namibia are challenging to reach and visit, I hope that my photographs will spread awareness and appreciation of these different worlds.*” Approximately 50 guests attended Joan’s opening reception.

Adult Services offered a new program: *Career Headshots*. Our Arts, Culture, Educational Programming Librarian, Xavier Duran, happens to have a professional background in photography. At this event, patrons were able to schedule specific time slots to have a professional headshot taken by Xavier. Their images were later emailed to them with the intent that they could be used for professional bios, LinkedIn, etc. The event proved to be quite popular and we look forward to offering this workshop again in the future.

Adult Services was pleased to once again participate in the annual Fourth of July parade. Xavier Duran, Lisa Moe, Rochelle Storm, and I represented our department by marching with our colleagues while proudly representing the LLD.

August

The LLD wrapped up another successful summer of reading in August. 512 adults, 77 teens, and 22 Home Delivery patrons participated in this year’s Summer Read event. The Adult Services team enjoyed celebrating all things pop art this summer with thematic program offerings and Summer Read prizes. Adults who read and logged 4 books received a Warhol-inspired can glass while teens received a pop art themed library loot kit. The adult grand prize winner received a gift certificate to Clay Space for a mug-making class, the teen grand prize winner received a tote bag with bookish goodies inside, and our Home Delivery grand prize winner was presented with an Andy Warhol memory card game and a *Women in Art* puzzle (*photo below*).

Xavier Duran (Arts, Culture, Educational Programming Librarian) and Rosary Lewellyn (Circulation Services staff member) attended the Lisle Police Department’s National Night Out event. Xavier and Rosary registered/renewed library cards and promoted upcoming LLD programs. Books on fire safety, fire exams, and other emergency agency related materials were brought for checkout. Staff spoke to approximately 150 individuals and checked out several books on site.

September

September was a very busy month for outreach opportunities. Adult Services and Circulation Services visited the French Market over three weekends and also attended Depot Days. Staff registered Library cards and also promoted our upcoming Fall Fest. Additionally- Home Delivery Coordinator, Karalyn Collazo, visited Villa St. Benedict with Angela McCurdy from Circulation. Karalyn and Angela met with residents to renew their cards and enroll some individuals in our Home Delivery Program. Collectively, Adult Services staff interacted with approximately 825 patrons via these outreach endeavors.

The LLD was thrilled to offer our annual Fall Fest in celebration of the season and National Library Card Sign-Up Month. Approximately 850-900 patrons attended this very popular event! The Library was pleased to offer a petting zoo, a giant obstacle course, photo booth, churros from Lola's, coffee and hot chocolate from Ninja Girl, and the opportunity to check out seasonal materials and renew/register Library cards on site. After the last year of renovation, staff are pleased to once again have the opportunity to offer this level of large-scale programming to our community.

In September, we welcomed local artist Ellie de Buhr and her exhibit: *Out of Stock*. Ellie's opening reception on September 8th was well attended with about 45 guests. When describing her art, Ellie shared: "*This series plays on the idea of how our reliance on processed foods impacts the environments around us.*" Her works will be displayed in Gallery 777 until the end of October.

Given the new location of the Teen collection, the Youth Services Department will now oversee Teen collection and programming responsibilities for this demographic. AS staff have been responsible for serving older, high school aged teens for over a decade. Youth Services is better suited for readers' advisory and reference exchanges in the Teen Room, pop-up programming, answering collection questions, etc. Adult Services will continue to provide exceptional service to our teen patrons when they visit the Adult department, as they often do! Meanwhile, I would be remiss not to publicly acknowledge both Noelle Spicher and Xavier Duran who have provided truly outstanding collection and programming services to teens.

Respectfully Submitted,

Elizabeth Hopkins – Director of Adult Services



Local Artist- Joan Kalmanek



Home Delivery Grand Prize Winner, Lois



Noelle Spicher at the French Market



Local Artist- Ellie de Buhr



Fourth of July Parade



*Fall Fest
Readers' Advisory Table*



*Fall Fest
Photo Booth*

Youth Services Quarterly Report– October 2023

News and Patron Communications:

- Youth Patrons Continue to experiment and rave about the variety of new enrichment opportunities now available in the department post renovation. Likewise, we have received numerous comments that people were visiting for the first time on the recommendation of other Lisle Library Patrons. The renovation continues to provide dividends.
- Tiffany Song has joined the YS department in September as a Youth Services Librarian. She is replacing Kathryn McMahon who was promoted to the role of Assistant Director of Youth Services. Ms. Song has already begun to make a positive impression with patrons while servicing the reference desk and has begun to take on a full slate of programming.

Programs & Community Outreach Highlights:

- Our new school year reading challenge entitled, “Page Turners” has begun in earnest. Its goal is twofold. First, to keep patrons familiar with our reading program application “Beanstack.” The second is to encourage youth patrons to read outside their normal patterns and engage with unique reading challenges crafted by staff. As an incentive program, participants receive custom stickers for each challenge completed. Conceived by Mallory Caise and Emily Walker; the early reception of the program has been positive by both youth patrons and their guardians
- Youth Services has begun to bring back Saturday programming for the first time since the beginning of the pandemic. Offerings currently include. “Cookies and Crayons,” “Art-stravaganza,” and the frequently requested “Mario Kart Tournament.”
- Also debuting this month, is our first ever middle-grade book club which has been spearheaded by Emily Walker and Isolda Page. This program seeks to bring the popular book club programming framework that has been a successful part of our adult offerings to interested youth participants.
- With school in session we have noticed a considerable increase in the usage of our Teen Room, especially in the post school rush period. The teens continue to be impressed with the space and have put the white board tables and wall to good use. Likewise, the proximity to the Youth Services Reference desk has kept any behavioral issues minor as staff have been able to address problem behaviors earlier.
- The Teen Room has also become a place for peer tutoring every Sunday. A group of local high school honor students has offered peer-to-peer tutoring on a variety of topics. Similarly, a small group of youth programming enthusiasts have begun to practice and instruct others

on coding on Saturdays. The new Teen Room is inspiring our local teens to use the Library in new and interesting ways.

- The Music and Movement Storytime conceived by Kathryn McMahon has been continually filled to capacity and has been the subject of numerous positive comments by guardians. This Storytime is a new offering and is held after our normal Storytime on Tuesdays.
- Pokémon Club continues to see high attendance numbers with both returning patrons and first-time attendees. We typically notice a growth in interest as youth patrons inform their friends via word-of-mouth. The Pokemon Club has explored natural biomes, the origin of many of their favorite Pokemon, and engaged in a variety of activities intended to expand horizons and encourage socialization outside their normal peer groups.
- Staff have begun outreach visits to local schools and other educational stakeholders such as Gentle Learning Preschool and Giant Steps. These visits are a vital opportunity to engage with youth patrons who may not know what we offer or have the opportunity to visit the Library in person.
- Youth Services has begun hosting a family Storytime and meet-up in conjunction with the Ann Reid Center. Both Ann Reid and our staff look forward to the potential of drawing new patrons into our renovated building and introducing them to our multitude of services for families.
- In addition to our standard volunteer activities, the Youth Services Department is now hosting a small group of volunteers from Lisle Senior High once a week. These students are excited to learn new skills during their time volunteering and our department benefits from their dedication and work ethic.

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

Respectfully Submitted,

John Ferrari
Director of Youth Services

Quarterly Board Report
1st Quarter FY23/24
Circulation Services Department

October 11, 2023

September was National Library Card Sign-up Month

Throughout September, Circ. Desk staff invited LLD patrons to enter drawings in celebration of National Library Card Sign-up Month. They included: DuPage Children's Museum Family Pass, two tickets to see "Highway Patrol" at the Goodman Theatre in Chicago, two Lincolnshire Marriott Theatre tickets and two Brookfield Zoo tickets. The drawings were very popular.

Outreach Events

In early August, Circ. paraprofessional Rosary and Xavier from AS attended Lisle's National Night Out event located at the Lisle Police Department. They spoke to over 285 people, and Rosary registered three new LLD cardholders.



On the first Saturday in September, Assistant Director of Circ. Teri, plus Karalyn and Lisa from AS (*photo at left*), met over 200 people at Lisle's French Market. Teri registered 11 new LLD cardholders and there were three renewals

Circ. paraprofessional Stephanie, along with Noelle and Jean from AS, had great success at the French Market on September 9. They spoke to 259 people total, and 49 of those were children. So many people had positive things to say about the Library. Staff promoted the LLD Fall Fest and had nine

entries for the September drawings. Stephanie created two cards--one was for a woman who had a card as a child but had never registered for one as an adult.

Circ. paraprofessional Angela and Karalyn from AS (*photo at right*) both had a great time at the Villa St. Benedict Senior Living outreach event on September 14. They talked to 17 residents, Angela renewed seven library cards, issued six new cards and Karalyn signed up five new patrons for Home Delivery.



At the Museums at Station Park's Annual Depot Days, Circ. paraprofessional Rosary and Rochelle from AS talked to 70 individuals and three adorable dogs. Rosary registered one new patron and renewed two patrons. The scratch 'n sniff bookmarks they distributed were popular, including the magnifier bookmarks. 12 LLD patrons entered the September drawings.

Both Stephanie and Sheri from AS attended the Farmer's Market on September 14 (*photo of Stephanie and a passerby at right*). They spoke to 258 people, 32 of those were children. They also signed up 20 entries for the September drawings. Many people had wonderful things to say about the Library, especially about the digital services we offer. There are many fans of Libby in the community. Stephanie registered two new patrons and created one replacement card. They also made a lot of dogs very happy with our dog treats!

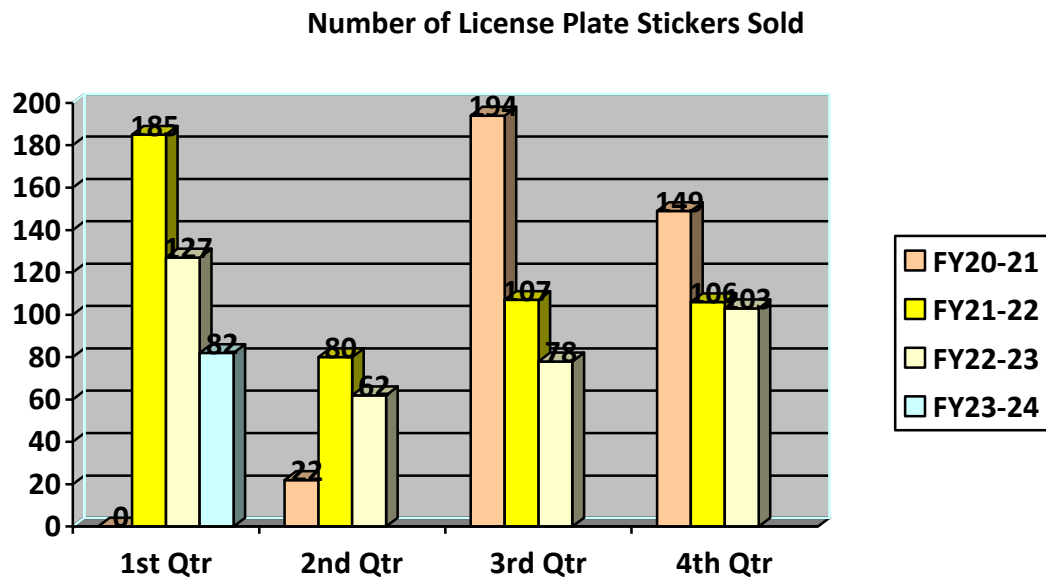


Fall Fest 2023

Teri and I participated in the outdoor portion of our Fall Fest on September 22. Teri was on hand to check out books to interested patrons. I invited patrons to enter the September drawings and registered six new patrons, renewed six cards and registered one new reciprocal borrower from Naperville. It was a very fun event.

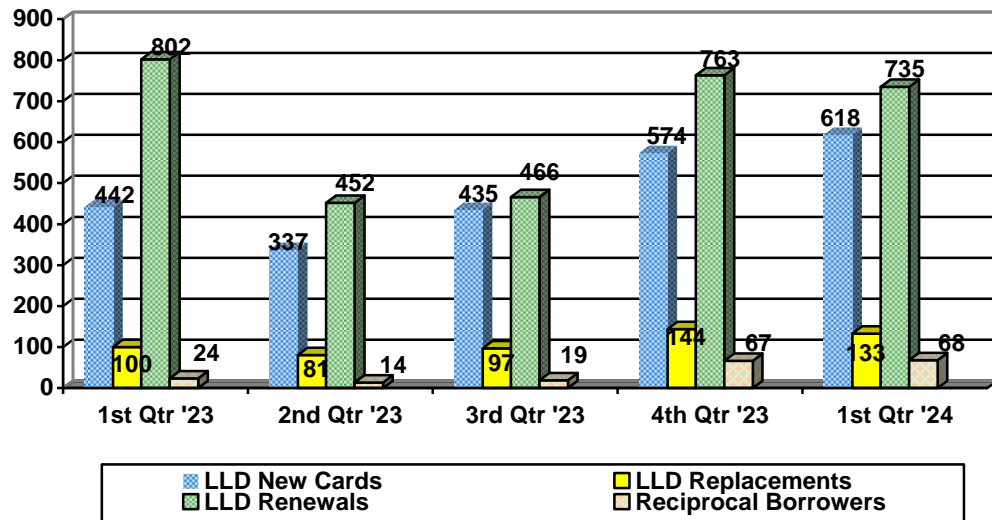
Illinois License Renewal Stickers

During this quarter, 82 stickers were sold.

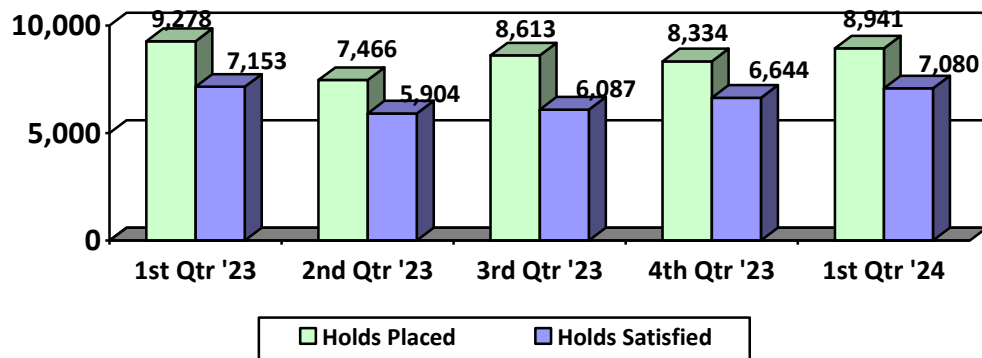


Please Note: CS staff began selling Illinois license renewal stickers on December 21, 2020.

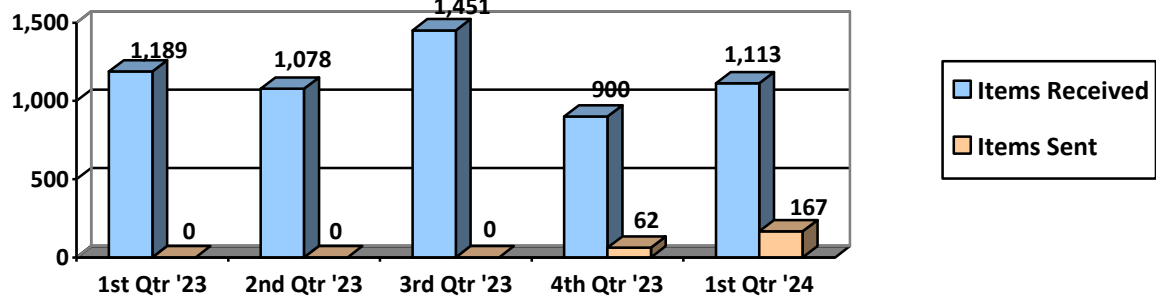
LLD Quarterly Registrations Activity



LLD Quarterly Holds Activity



LLD Quarterly ILL Activity



Please Note: During the renovation, we temporarily did not lend out any of our materials to other libraries. We resumed lending again beginning June 2023.

Respectfully Submitted by
Paul Hurt, Director of Circulation Services

Technical Services Quarterly Report FY 2023/2024

- New Hire On-boarding webinar
- LACONI TSS: Managing Metadata
- Polaris Acquisition rollover support meeting
- LACONI Governing Board
- RAILS TS networking meeting
- IUG Forum – Cataloging

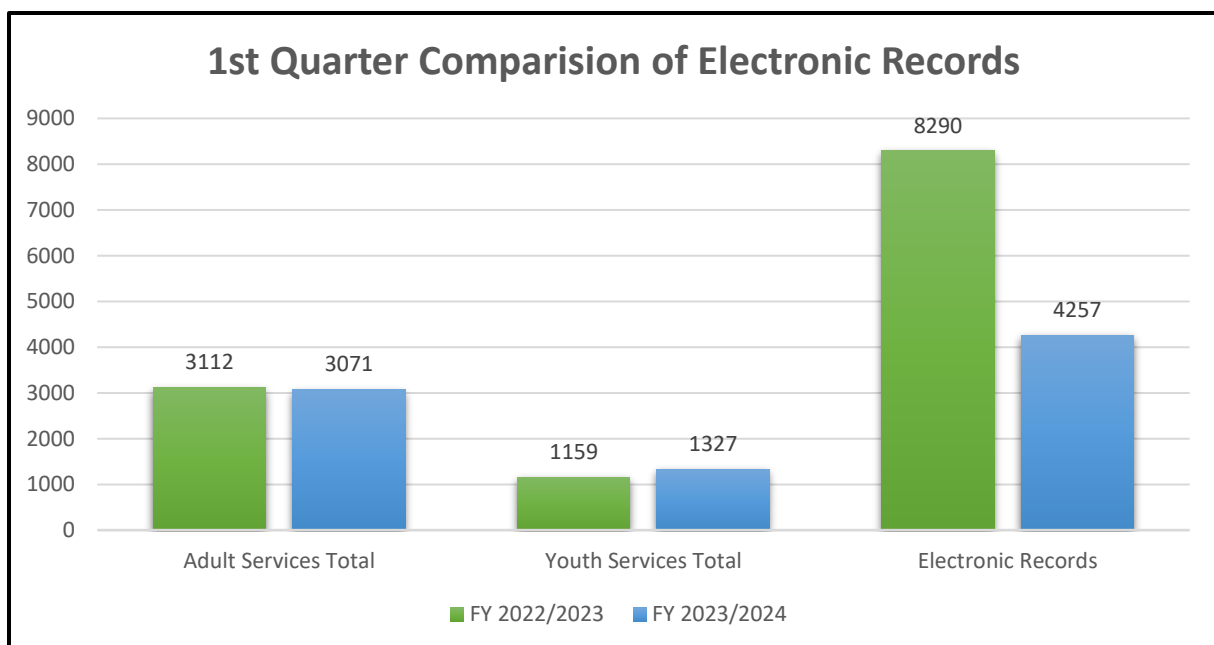
Technical Services participated in multiple library wide events during the first quarter of FY2023/2024, including the 4th of July parade and Fall Fest. As a behind the scene department, TS looks forward to participating in library wide events as it gives us an opportunity to interact with our patrons and hear the positive feedback from the community.

Have you ever wondered where we get our book cover art for the catalog? The answer is Syndetics Unbound. Syndetics Unbound not only provides the great book cover images but also series information, recommendations curated by Librarians, and professional reviews. Through the service, LLD has enhanced 92% of our collection with cover images for books, audiovisual materials, and our electronic resources. Through statistics provided by Syndetics Unbound, the most used enhancements by LLD patrons are the professional reviews (64% of collection has professional reviews) and summaries (92% of collection has summaries).

Library books have a hard life; whether a child added unique illustrations, too many visits to the beach, or it's been read 1260 times. Some books need to be replaced. After retrieving our collection from storage after renovations, LLD reviewed our collection and replaced over 300 "grubby" books. So, read that favorite from 20 years, we have a nice clean copy waiting for you.

Respectfully Submitted by Laura Murff, Director of Technical Services

MATERIALS ADDED THIS QUARTER	
Adult Services Collection	
AS Fiction Books	1189
AS Non-Fiction Books	1668
AS Audio/Visual	486
AS Periodicals	728
Adult Services Total	3071
Youth Services Collection	
YS Fiction Books	863
YS Non-Fiction Books	426
YS Audio/Visual	6
YS Periodicals	32
Youth Services Total	1327
Electronic Records Collection	
EMediaLibrary MARC records	441
Hoopla MARC records	2628
Additional records	1188
Electronic Records Total	4257



Daily Herald

Fall Fest

Understanding Paint Color and Light

Cutting the Cord with hoopla & Kanopy

Adult Craft: Watercolor Cards & Envelopes

High Tea and the Low Down: A Guide to Misunderstanding British English talk

Book Challenges on the Rise: Support Your Freedom to Read

Illinois Libraries Presents: Chills and Thrills with Stephen Graham Jones

Latinos in Illinois and the USA: Music as a Cultural History

eBooks & Audiobooks with Your Library Card

Online Practice Tests, Tutorials, & More!

Food, Family, and Folktales: A Conversation with Grace Lin

Fall Fest returns to Lisle Library District Sept. 22

Submitted by Joy Davis

The Lisle Library District, 777 Front St., welcomes autumn with the second annual Fall Fest from 5 to 7 p.m. on Friday, Sept. 22.

Attendees can enjoy choros from Lisle's Handcrafted Choros before petting goats and other farm animals at the petting zoo.

Creative librarians will provide animal crafts and children of all ages can explore the inflatable obstacle course.

Curated fall-related materials will be available for

checkout, where guests can also register or renew their library cards.

September is National Library Card Sign-Up Month and the library has treats for new and current card holders.

Fall Fest attendees can enter a drawing to win a family pass for the Village Children's Museum, two tickets to Highway Patrol at the Goodman Theatre, or two tickets to a Marriott Theatre. The library will be collecting e-mails for the drawing throughout September.



COURTESY OF ANGEL JACKSON

A young patron enjoys the petting zoo at Lisle Library District's Fall Fest in 2021. This year's event returns on Friday, Sept. 22.

"The LLD is excited to usher in autumn with Fall Fest 2023. Come visit the newly renovated library and enjoy what staff have created for you, your family and friends. There's really no better way to kick off the season than with a cozy book, hot beverage and connecting with the community

— and let's not forget the baby goats," said Tatiana Weinstein, library director.

The Lisle Library District offers fall programs throughout the month, including a Take and Make Craft for teens and adults to make their own themed Candy Corn Button Art the week of Sept. 23.

'Sip & Stroll' through Mount St. Mary Park

Submitted by S. Charles Park District

The St. Charles Park District is hosting a "Sip & Stroll" on Saturday, Sept. 23, at Mount St. Mary Park, off Route 31.

Participating restaurants/businesses will be strategically placed throughout the park so you can enjoy a leisurely stroll admiring the beauty of seasons at the

Check in at least 5 minutes prior to your ticket time. The evening is for those 21 or older.

Tickets are \$35. Advance registration is required at www.stcharles.org/events/.

Participating businesses to date: Elia Mio, Kimmie's Ice Cream, Mio Modo, Mulino, H & G Brewery, Riverside Brewing Company.



Chicago Tribune

Fall Fest

Understanding Paint Color and Light

Cutting the Cord with hoopla & Kanopy

Adult Craft: Watercolor Cards & Envelopes

High Tea and the Low Down: A Guide to Misunderstanding British English talk

Book Challenges on the Rise: Support Your Freedom to Read

Illinois Libraries Presents: Chills and Thrills with Stephen Graham Jones

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Teen Craft: Decoupage Hanging Organizer

Gallery 777 Reception

Adult Craft: Watercolor Cards & Envelopes

festivals
.com

Fall Fest



The #LovePurse collection box is across from the circulation desk at the Lisle Library District. (Courtesy of Joy Davis)

Submitted by Joy Davis

Updated 10/11/2023 10:31 PM

The Lisle Library District, in collaboration with state Sen. Laura Ellman and state Rep. Terra Costa Howard, is collecting purses and toiletries for women and girls in need at Metropolitan Family Services. The collection runs through October in recognition of Domestic Violence Awareness Month.

Donors can include any of the following:

- Purses
- Feminine products
- Deodorant
- Soap
- Lotion
- Chapstick
- Facecloths

- Oral hygiene products
- Slippers/shower flipflops
- Socks
- Face masks
- Comb/brush
- Compact mirror
- Mints/chocolates
- Nail emery boards

Donors are welcome to contribute purses with or without items inside. A kind and encouraging card is also suggested.

The local organization #LovePurse is the vessel behind the collection drive. The Lisle Library District participated in a collection for the organization following its inception in 2021.

Collection drives such as this match the Library's mission to enrich and empower the community.

"The LLD is pleased to support Senator Ellman and Representative Costa Howard on this important effort. Sometimes, it can be a small thing that turns a person's day from bad to better. We are happy to create some of those positive impacts within our community," said Tatiana Weinstein, director.

Donations will be accepted through Tuesday, Oct. 31, at the library, 777 Front St. For questions or more information, call (630) 971-1675 or visit lislelibrary.org.

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RESOLUTION 23-07

RESOLUTION TO DETERMINE ESTIMATE OF FUNDS
NEEDED FOR 2023-2024 FISCAL YEAR

WHEREAS, The Lisle Library District must file on or before December 26, 2023, its Levy Ordinance for the 2023-2024 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law (35 ILCS 200/18-55 et. seq.), the Lisle Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Lisle Library District that the amount of money estimated to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District shall not exceed \$4,512,849.77.

ADOPTED this 18th day of October, 2023 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Emily Swistak, Vice President of the LLD Board of Trustees

ATTEST:

Liz Sullivan, Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Liz Sullivan, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 18th day of October, 2023, the foregoing resolution: RESOLUTION 23-07 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2023-2024 FISCAL YEAR was duly passed by the Board of Trustees.

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