

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on April 17, 2024 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

April 17, 2024 - 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 March billings in April
 - b. Treasurer Larson and Trustee Martin will review the April billings in May
4. Consent Agenda - Action Required
 - a. Approve Minutes of the March 20, 2024 Board Meeting
 - b. Acknowledge Treasurer's Report, 03/31/24, Investment Activity Report, 03/31/24, Current Assets Report, 03/31/24, Revenue Report, 03/31/24, and Expense Report, 03/31/24
 - c. Authorize Payment of Bills, 04/17/24
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. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$2712.64, to be paid to Lisa Moe (April 2024).
 - b. Draft Working Budget FY24/25 - discussion
 - c. LLD Strategic Plan process – discussion
 - d. Director evaluation process -- discussion
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
March 20, 2024 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee
Debbie Breihan - Trustee
Josh Martin – Trustee

Absent:

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
Joe Filapek – RAILS [left the meeting at 7:43 p.m.]
Marc Rogers - CCS International Inc. [left the meeting at 7:47 p.m.]

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

A community member addressed the Board, asking them to consider installing electric vehicle charging stations on Library property.

3. Assignments for reviewing monthly accounts payable

- a. President Bartelli and Trustee Martin reviewed the February billings in March
- b. Secretary Sullivan and Trustee Berry will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 21, 2024 Board Meeting
- b. Approve Minutes of the February 21, 2024 Executive Session
- c. Acknowledge Treasurer's Report, 02/29/24, Investment Activity Report, 02/29/24, Current Assets Report, 02/29/24, Revenue Report, 02/29/24, and Expense Report, 02/29/24
- d. Authorize Payment of Bills, 03/20/24

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

5. Decennial Committee

- a. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee

Debbie Breihan - Trustee
Josh Martin - Trustee
Tatiana Weinstein - Director
Will Savage - Assistant Director
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]
John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:12 p.m.]

Absent:

Karen Larson - Treasurer

Director Weinstein reviewed the draft LLD Decennial Committee Report, highlighting changes to the previous draft. Changes include an introductory paragraph, the LLD's participation in insurance and internet partnership pools, partnerships with outside groups such as DuPage County, Giant Steps Autism Organization, and Versiti Blood Center. Additional items added to the report include sexual harassment training for staff and Trustees and FOIA training. The report also states that the LLD is exploring grant opportunities for the development of vacant lots. The report highlights automatic library card renewals. The report recaps operational processes that were implemented to increase efficiency, accessibility, and transparency. It mentions that the LLD decreased its levy in past years and works closely with other Lisle intergovernmental agencies.

b. Approve LLD Decennial Committee Report – Action Required

MOTION: Trustee Breihan moved to accept the LLD Decennial Report. Treasurer Sullivan seconded.

Roll Call Vote: All Aye. The motion passed.

c. Public Comment: Opportunity for visitors to comment on the Decennial Committee Report – None.

d. Adjourn:

MOTION: Secretary Sullivan moved to adjourn the Decennial Committee Meeting. Trustee Martin seconded.

Voice Vote: All Aye. The motion passed.

President Bartelli thanked Decennial Committee resident members Lorna Turner and John McCabe for their participation on the Committee. She also thanked the Director and staff for their input and efforts in creating the Decennial Committee Report.

President Bartelli disbanded the Decennial Committee on March 20, 2024.

Ms. Turner and Mr. McCabe left the meeting at 7:12 p.m.

6. Trustee Training

Director Weinstein introduced Joe Filapek, Associate Executive Director of Reaching Across Illinois Library System (RAILS).

Mr. Filapek discussed Trustee roles. He highlighted the main responsibilities of Trustees which include setting policy, hiring and evaluating the Director, future planning, monitoring efficiencies, overseeing the budget, and advocating for the Library in the community. Mr. Filapek reviewed the State of Illinois Statutes and the importance of adhering to the Open Meetings Act.

7. Capital Improvement Project

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

Mr. Rogers stated that there are drywall cracks around some lighting in the main entrance lobby. Camosy, architects, lighting manufacturer, drywaller, and the electrician are discussing best methods for repair. The outdoor plants that died over the winter will be replaced in April, as they are still under warranty. The ceiling cover for the projector screen in Meeting Room A has been completed. The protective paneling for the meeting room walls should be installed before the next Board Meeting. The small outdoor sign has been repaired. Camosy will be conducting a one-year walk through in April. The balance in the Contingency Fund after the final payout to Camosy should be approximately \$108,000.

Mr. Rogers left the meeting at 7:47 p.m.

8. Committee Reports

- a. Finance – Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee met on March 12, 2024 and reviewed several policies, which would be presented to the Board later in the meeting.

Vice President Swistak stated that the Director’s evaluation and review would occur soon. She acknowledged that three Trustees have not yet been through this process. She said she would provide Trustees with the evaluation form before the next Board Meeting. Trustee Martin suggested sharing evaluation information as part of the onboarding process for new Trustees.

- c. Physical Plant – Director Weinstein stated that the Committee has a meeting scheduled on April 1, 2024 at 7:00 p.m.

9. Staff Reports

Director Weinstein stated that staff are preparing the draft 2024 –2025 Working Budget. She anticipates a draft to be presented at the April Board Meeting.

Director Weinstein stated that numerous policies were reviewed by the Personnel and Policy Committee and would be discussed later in the meeting.

Director Weinstein stated that the LLD is approaching the one-year anniversary of reopening the Library to the public. She shared statistics showing significant increases in the following areas: materials circulation, program attendance, database usage, WIFI use, library card registrations, meeting room use, public computer use, visitors to the library, and social media engagement. Director Weinstein felt that the increase in use was representative of the building renovation meeting the needs of the community.

A traditional Irish music program was attended by over 60 patrons. The LLD intends to schedule more cultural music programs in the future. The Leprechaun Hunt Pajama Storytime was attended by over 70 children and their caregivers.

Discussion: Trustee Martin suggested providing statistics comparing previous years to today to better gauge increases. The Director suggested providing statistics over the past five years. Trustee Martin said that he is pleased that social media engagement is increasing. Trustee Berry stated that she is pleased that recorded

programs have been reposted to social media. Vice President Swistak asked when the new website would go live. The Director stated that staff hope to go live very soon but the new online calendar will go live before the website.

Assistant Director Savage informed the Trustees that "S" Construction has repaired drywall cracks and installed the new cover on the drop-down screen in Meeting Room A. He stated the LIRA sent an insurance representative to conduct building appraisals of all LIRA-member libraries. He reiterated that the drywall cracks around the lighting in the main lobby were being addressed. The wall cladding in the Meeting Rooms should be completed soon. Sendra Services repaired the main humidifier. Anderson Pest Solutions will be out next month to determine a solution for mice nesting in certain light poles. All American Sign is working on a semi-transparent design for the large window at the south entrance.

10. New Business

- a. Approve LLD Policy 650: Use of Meeting & Study Room - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 650: Use of Meeting & Study Room. Trustee Breihan seconded.

Discussion: Director Weinstein stated that one sentence was removed from the policy.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 315: Loan Periods - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Berry seconded.

Discussion: Director Weinstein explained that five items were added to the loan periods list. Youth kits and puzzles were separated to differentiate item limits. Three items were footnoted. A reciprocal borrower eligibility column was added.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 365: Confidentiality of Library Records - Action Required

MOTION: Vice President Swistak moved to approve LLD Policy 365: Confidentiality of Library Records. Secretary Sullivan seconded.

Discussion: Director Weinstein stated that Policy 365: Confidentiality of Library Records and Policy 910: Confidentiality of Library Records were duplicates. She recommended revoking Policy 910. She stated that Policy 375: Search Warrant Policy and Policy 380: Request by a Sworn Law Enforcement Officer were related to Policy 365. She suggested incorporating Policy 375 and 380 into Policy 365 and revoking Policies 375 and 380.

Director Weinstein stated that Policy 365 provides an Introduction, full statutory language, and procedures for a search warrant or emergency request by a sworn law enforcement officer. She also highlighted forms for each circumstance. Director Weinstein stated that the policy was reviewed by the LLD's attorney.

Roll Call Vote - All Aye. The motion passed.

- d. Authorize the Revocation of Policy 910: Confidentiality of Library Records – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 910: Confidentiality of Library Records. Trustee Martin Seconded.

Roll Call Vote - All Aye. The motion passed.

- e. Authorize the Revocation of Policy 375: Search Warrant Policy – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 375: Search Warrant Policy. Trustee Breihan Seconded.

Roll Call Vote - All Aye. The motion passed

- f. Authorize the Revocation of Policy 380: Request by a Sworn Law Enforcement Officer – Action Required
MOTION: Vice President Swistak moved to Revoke Policy 380: Request by a Sworn Law Enforcement Officer. Secretary Sullivan Seconded.

Roll Call Vote - All Aye. The motion passed

- g. Approve LLD Policy 370: Freedom of Information Act - Action Required
MOTION: Vice President Swistak moved to approve LLD Policy 370: Freedom of Information Act. Trustee Martin seconded.

Discussion: Director Weinstein stated that updates include providing a physical address and email address, listing FOIA Officers, and outlining procedures in an improved manner.

Roll Call Vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Trustee Martin suggested looking into grants to install electric vehicle charging stations. Trustee Berry suggested reviewing Rewire America to search for government grants. Trustee Martin suggested looking into the LLD's electrical capacity to support an EV charging station. Trustee Martin stated that he was pleased with the increases in statistics.

Secretary Sullivan was impressed with Policy 365: Confidentiality of Library Records and felt it was a great tool for LLD staff to utilize during a serious situation.

Trustee Breihan commended the Director and the Personnel & Policy Committee on a great job regarding updating policies. She was pleased to hear about the cultural music program and the family-friendly programming choices.

Trustee Berry noted that several Barnes and Noble customers she knew will be using the LLD now that that store has closed.

Vice President Swistak stated that the LLD Strategic Plan dates have expired. Trustee Berry asked about the process of developing a new strategic plan. Director Weinstein stated that goals and objectives for a new plan would be defined by a Committee of the Whole. She also stated that Trustees and staff could draft a new strategic plan in-house rather than hiring outside consultants. President Bartelli appreciated the Trustee training session and thanked Joe Filapek for his presentation.

12. Adjourn

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

The meeting adjourned at 8:24 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on April 17, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of March 31, 2024

Fund Name	Cash Balance 03/31/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	3,711,770.90	79.92%	90.49%
IMRF	178,477.39	3.84%	4.35%
FICA	211,689.11	4.56%	5.16%
Subtotals	4,101,937.40	88.32%	100.00%
Special Reserve	542,215.25	11.68%	0.00%
	4,644,152.65	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	11.26	12.56	12.28	12.87	12.86	13.38	13.41	12.57	13.50				114.69
Ehlers-inv Interest Panshing	1,641.38	6,198.00	7,856.36	6,386.03	4,851.99	2,856.59	2,269.84	2,161.47	2,820.62				37,042.28
Fifth Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45	3,202.95	2,873.97	2,402.80	2,246.22				26,860.26
Usik Savings	222.16	222.40	222.64	215.68	223.10	216.13	223.21	215.99	216.21				1,977.52
Usik CD 2635	109.73	109.78	106.99	109.89	106.39	108.99	106.74	102.70	109.84				974.35
Usik CD 2669	110.02	110.07	106.57	110.17	106.67	108.27	110.32	557.96	942.45				2,264.50
IL Funds	216.70	238.51	234.98	277.23	273.63	290.65	312.69	296.51	390.78				2,471.68
US Bank-9853	10.28	10.61	10.62	10.27	10.62	10.27	10.61	10.59	9.90				93.77
US Bank-9370	3.06	4.82	11.90	12.22	13.33	0.40	3.19	3.38	3.47				55.77
TOTALS	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	6,692.99	-	-	-	71,854.82
Interest - Special Reserve Only	892.95	1,622.22	1,367.67	1,266.44	1,100.15	890.95	771.80	651.02	774.21				9,287.41
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,551.89	9,659.52	7,929.89	5,919.68	5,205.18	5,112.95	5,918.78				62,567.41
Totals	5,181.86	9,602.83	11,919.56	10,925.96	9,030.04	6,810.63	5,926.98	5,763.97	6,692.99	-	-	-	71,854.82

Company	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities and Sales	-	394,883.78	641,516.25	296,000.00	118,399.85	-	-	-	256,000.00				1,708,793.88
Investment Purchases	298,999.08	(266,143.49)	(499,341.34)	(247,585.20)	(197,841.98)	(149,964.45)	-	-	-				-1,062,337.38
TOTALS	(298,999.08)	661,027.27	1,140,857.59	545,985.20	316,235.83	149,964.45	-	-	256,000.00	-	-	-	2,771,131.26

**CURRENT ASSETS
AT FAIR MARKET VALUE
March 31, 2024**

	Fair Market Value on 3/31/24	
Checking Accounts		
Fifth Third Operating Acct	1.60%	\$86,639.47
Fifth Third Financial Now acct		\$2,346,200.99
Fifth Third Financial-petty cash		\$188.08
US Bank		\$22,020.26
E commerce		\$49,532.11
		<u>\$2,504,580.91</u>
Money Markets		
Lisle Savings Bank	2.33%	\$211,134.13
IMET		\$3,187.18
The Illinois Funds	2.40%	\$72,933.51
		<u>\$287,254.82</u>
Ehlers Investments Pershing		\$279,200.51
Investments		
Fixed Income		
Everbank NA Jacksonville FLA CTF		
Morton Cmnty BK IL CTF	99.884	\$162,967.40
Lisle Savings Bank	96.299	\$89,015.40
Empower Fed CR Union Syracuse	100.000	\$235,834.55
Lisle Savings Bank	99.990	\$248,473.68
US Bank	100.000	\$237,736.89
Freedom First Fed CR UN Roanoke	100.000	\$249,999.99
Citibank Natl Assn	98.679	\$199,426.00
	12/12/2023	\$149,662.50
		<u>\$1,573,116.41</u>
		<u><u>\$4,644,152.65</u></u>

TOTAL CURRENT ASSETS

Lisle Library District
 For the Nine Months Ending March 31, 2024
 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	\$ 4,121,833.89	\$ 3,841,556.75	\$ 4,124,600.00	99.93
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	80,060.23	0.00	0.00
45-01-4415-00 Tax Levy - FICA	0.00	172,953.75	170,795.18	173,305.00	99.80
TOTAL TAX LEVY	0.00	4,294,787.64	4,092,412.16	4,297,905.00	99.93
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	32,138.91	31,755.81	30,000.00	107.13
TOTAL TIF SURPLUS	0.00	32,138.91	31,755.81	30,000.00	107.13
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	3,008.90	28,269.80	38,910.41	40,000.00	70.67
40-01-4462-00 Personal Property Repl. Tax -	173.65	1,631.52	2,245.63	1,500.00	108.77
45-01-4463-00 Personal Property Repl. Tax -	27.28	256.34	352.82	250.00	102.54
TOTAL PERSONAL PROPERTY REP	3,209.83	30,157.66	41,508.86	41,750.00	72.23
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	5,330.14	56,803.36	60,487.51	35,000.00	162.30
40-02-4475-00 Interest Earned - IMRF	264.27	2,480.91	3,439.74	1,500.00	165.39
45-02-4476-00 Interest Earned - FICA	324.37	3,283.14	3,525.71	1,500.00	218.88
TOTAL INTEREST INCOME	5,918.78	62,567.41	67,452.96	38,000.00	164.65
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	(111.05)	6,447.32	20,821.11	5,000.00	128.95
TOTAL UNREALIZED GAIN/LOSS O	(111.05)	6,447.32	20,821.11	5,000.00	128.95
DESK INCOME					
10-03-4531-00 Lost Books	105.31	537.28	800.97	1,000.00	53.73
10-03-4536-00 Non-Resident Fees	0.00	702.40	995.26	750.00	93.65
10-03-4538-00 Book Sale	129.00	878.00	0.00	0.00	0.00
10-03-4540-00 Fines	23.60	1,686.72	(31.82)	0.00	0.00
TOTAL DESK INCOME	257.91	3,804.40	1,764.41	1,750.00	217.39
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	1,046.00	5,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	500.00	0.00	0.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	2,000.00	0.00

Lisle Library District
 For the Nine Months Ending March 31, 2024
 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>
10-04-4570-00 Ear Buds	55.00	415.00	0.00	0.00	0.00
10-04-4573-00 Copier Income	124.94	2,393.20	3,386.29	3,500.00	68.38
10-04-4575-00 Printing Income	841.40	3,013.96	0.00	0.00	0.00
10-04-4583-00 Per Capita Grant	0.00	44,664.48	44,664.48	45,000.00	99.25
10-04-4584-00 Other Income - Corp.	0.00	1,825.38	1,848.26	2,000.00	91.27
10-04-4585-00 License Sticker Renewals	253.75	1,699.75	2,124.25	2,500.00	67.99
10-05-4595-00 Misc. Jury Duty	0.00	0.00	486.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	1,275.09	54,511.77	53,555.56	60,100.00	90.70
TOTAL REVENUES	\$ 10,550.56	\$ 4,484,415.11	\$ 4,309,270.87	\$ 4,474,505.00	100.22

Lisle Library District
 For the Nine Months Ending March 31, 2024
 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	\$ 774.21	\$ 9,287.41	\$ 59,854.70	\$ 20,000.00	46.44
TOTAL INTEREST	774.21	9,287.41	59,854.70	20,000.00	46.44
70-04-4587-10 Restricted - Transfer from Cor	5,000.00	45,000.00	1,032,500.00	60,000.00	75.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	5,000.00	45,000.00	1,032,500.00	60,000.00	75.00
TOTAL REVENUES	5,774.21	54,287.41	1,092,354.70	80,000.00	67.86

Lisle Library District
 For the Nine Months Ending March 31, 2024
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 43,809.12	\$ 398,764.13	\$ 370,295.55	\$ 561,040.00	71.08
10-10-5603-20 Adult Services - Reg. Hours	42,808.13	378,593.79	354,724.68	548,458.00	69.03
10-10-5603-30 Youth Services - Reg. Hours	34,142.80	285,761.47	300,793.17	454,846.00	62.83
10-10-5603-50 Technical Services - Reg. Hour	22,772.20	189,028.15	175,581.06	271,141.00	69.72
10-10-5603-60 Circulation - Reg. Hours	36,279.89	319,297.78	316,727.06	464,515.00	68.74
Total Salaries	179,812.14	1,571,445.32	1,518,121.52	2,300,000.00	68.32
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,643.19	45,687.91	42,364.60	70,907.00	64.43
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,697.07	64,978.41	61,496.45	88,487.00	73.43
10-10-5621-30 Hosp. Ins. - YS	4,796.20	39,443.08	36,433.27	48,094.00	82.01
10-10-5621-50 Hosp. Ins. - Tech	3,872.13	26,521.92	22,370.22	36,630.00	72.40
10-10-5621-60 Hosp. Ins. - Circ	5,640.94	36,971.54	36,992.25	56,608.00	65.31
10-10-5622-10 Dental Ins. - Admin.	188.90	1,523.51	1,818.92	2,877.00	52.95
10-10-5622-20 Dental Ins. - Adult Serv	395.01	3,776.28	3,269.39	5,497.00	68.70
10-10-5622-30 Dental Ins. - YS	198.65	1,994.36	1,549.21	2,765.00	72.13
10-10-5622-50 Dental Ins. - Tech	178.47	1,458.09	972.89	1,907.00	76.46
10-10-5622-60 Dental Ins. - Circ	202.52	1,205.89	1,368.24	2,228.00	54.12
Total Health and Dental Ins.	28,813.08	223,560.99	208,635.44	316,000.00	70.75
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	344.90	(2,949.25)	4,000.00	8.62
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	344.90	(2,949.25)	4,000.00	8.62
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,303.64	30,140.19	27,912.46	43,400.00	69.45
45-10-5625-20 FICA Expense - Adult Serv.	3,176.68	27,933.07	26,046.83	42,500.00	65.72
45-10-5625-30 FICA Expense - Youth Services	2,567.17	21,506.40	22,673.05	35,100.00	61.27
45-10-5625-50 FICA Expense - Tech Servs.	1,703.83	14,209.04	13,207.14	21,000.00	67.66
45-10-5625-60 FICA Expense - Circulation	2,634.89	23,176.61	22,567.87	36,000.00	64.38
Total FICA Expenses	13,386.21	116,965.31	112,407.35	178,000.00	65.71
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,212.71	8,690.87	13,720.96	19,500.00	44.57
40-10-5628-20 IMRF Expense - Adult Servs	1,268.86	8,754.74	13,825.73	19,100.00	45.84
40-10-5628-30 IMRF Expense - Youth Services	929.43	6,122.34	10,760.53	15,800.00	38.75
40-10-5628-50 IMRF Expense - Tech Servs.	669.50	4,388.24	6,849.11	9,400.00	46.68

Lisle Library District
For the Nine Months Ending March 31, 2024
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>
40-10-5628-60	809.21	5,572.29	9,370.23	16,200.00	34.40
	4,889.71	33,528.48	54,526.56	80,000.00	41.91
	226,901.14	1,945,845.00	1,890,741.62	2,878,000.00	67.61
BUILDING COSTS					
Utilities					
10-20-5650-00	0.00	3,600.00	3,600.00	5,400.00	66.67
10-20-5651-00	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00	1,601.45	13,145.99	5,741.20	20,000.00	65.73
10-20-5653-00	1,328.09	6,360.93	8,296.41	12,000.00	53.01
10-20-5654-00	501.04	1,844.70	2,058.60	4,500.00	40.99
10-20-5655-00	3,240.00	25,551.47	24,065.98	50,000.00	51.10
10-20-5656-00	0.00	0.00	1,000.00	0.00	0.00
	6,670.58	52,313.09	46,572.19	93,710.00	55.82
Total Utilities					
Maintenance and Repairs					
10-20-5660-00	0.00	1,437.50	3,750.00	6,000.00	23.96
10-20-5661-00	3,097.10	29,974.57	22,923.90	49,500.00	60.55
10-20-5662-00	4,980.00	30,644.06	26,670.00	40,000.00	76.61
10-20-5663-00	1,410.60	7,575.51	6,951.28	10,000.00	75.76
10-20-5664-00	2,888.64	49,168.18	31,097.77	60,000.00	81.95
10-20-5665-00	281.92	2,298.32	2,504.72	4,000.00	57.46
	12,658.26	121,098.14	93,897.67	169,500.00	71.44
Total Maintenance and Repairs					
TOTAL BUILDING COSTS					
	19,328.84	173,411.23	140,469.86	263,210.00	65.88
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	0.00	2,969.64	1,854.35	5,500.00	53.99
10-25-5710-10	0.00	16,192.00	14,164.00	23,000.00	70.40
10-25-5711-00	0.00	8,079.44	7,315.96	10,000.00	80.79
10-25-5712-00	0.00	888.69	298.69	1,000.00	88.87
	0.00	28,129.77	23,633.00	39,500.00	71.21
Total Postage and Printing					
Supplies					
10-25-5713-00	645.39	5,237.89	4,822.69	6,000.00	87.30
10-25-5714-00	43.89	8,465.17	7,120.91	10,000.00	84.65
10-25-5715-00	177.96	800.82	1,380.47	1,900.00	42.15
10-25-5716-00	308.74	3,588.14	2,675.15	5,000.00	71.76
10-25-5717-00	2,953.74	26,761.53	23,391.64	43,000.00	62.24

Lisle Library District
For the Nine Months Ending March 31, 2024
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>
10-25-5718-00 Computer Supplies	22.61	6,004.68	8,843.24	12,100.00	49.63
Total Supplies	4,152.33	50,858.23	48,234.10	78,000.00	65.20
Other Operating Costs					
10-25-5719-00 Publishing	0.00	683.10	1,092.41	1,500.00	45.54
10-25-5722-15 Safety Deposit Box Rental	0.00	166.67	158.33	200.00	83.34
10-25-5723-00 Check Printing	0.00	148.28	0.00	500.00	29.66
10-25-5723-15 Bank Charges	660.34	4,408.64	3,435.16	5,800.00	76.01
10-25-5724-15 Local Travel	36.95	119.34	263.02	500.00	23.87
Total Other Operating Costs	697.29	5,526.03	4,948.92	8,500.00	65.01
TOTAL OPERATING EXPENSES	4,849.62	84,514.03	76,816.02	126,000.00	67.07
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	65,211.50	59,277.10	50,000.00	130.42
10-30-5752-00 Notary Bond	0.00	0.00	0.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	6,587.00	6,514.00	7,000.00	94.10
TOTAL INSURANCE	0.00	73,898.50	67,891.10	59,325.00	124.57
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	1,466.25	2,868.75	15,000.00	9.78
10-35-5761-00 Collection Agency	37.95	506.00	354.20	700.00	72.29
10-35-5762-00 Other Contr Services - Admin	0.00	1,870.00	2,475.00	5,000.00	37.40
10-35-5763-00 Other Contr Srves-Tech Asst	3,090.80	149,528.32	99,214.71	98,000.00	152.58
10-35-5764-10 Other Contr Srves - Library Wi	3,063.70	18,785.54	18,491.44	47,000.00	39.97
10-35-5765-10 Investment Agency Consultants	0.00	1,507.91	3,862.17	6,000.00	25.13
10-35-5769-00 Accounting Software	0.00	3,737.50	0.00	4,800.00	77.86
10-35-5770-00 Contractual - Audit Fee	0.00	9,450.00	9,175.00	9,500.00	99.47
10-35-5771-00 Payroll Service	888.40	9,048.43	7,415.55	12,000.00	75.40
TOTAL CONTRACTUAL SERVICES	7,080.85	195,899.95	143,856.82	198,000.00	98.94
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	120.00	2,825.00	2,814.00	4,000.00	70.63
10-40-5784-00 Meetings - Staff	53.96	334.89	609.69	1,400.00	23.92
10-40-5785-00 Conferences - Staff	0.00	3,469.94	4,151.32	8,000.00	43.37
10-40-5786-00 Memorial/Tribute/Recognition	350.00	1,623.69	2,949.99	3,000.00	54.12
10-40-5787-00 Staff Development	0.00	1,640.10	1,943.93	2,500.00	65.60
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	2,550.00	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

Lisle Library District
For the Nine Months Ending March 31, 2024
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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	523.96	9,893.62	15,168.93	31,525.00	31.38
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	56,949.97	58,933.57	90,000.00	63.28
10-48-5803-10 Technology	331.63	30,342.37	42,577.42	80,000.00	37.93
10-48-5804-10 Facility	652.42	5,447.88	5,245.41	10,000.00	54.48
Total Major Equipment	984.05	92,740.22	106,756.40	180,000.00	51.52
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	16.99	748.86	700.00	2.43
10-48-5823-20 Minor Equip - Adult Services	0.00	362.32	416.60	700.00	51.76
10-48-5823-30 Minor Equipment - Youth	0.00	277.83	569.82	700.00	39.69
10-48-5823-50 Minor Equip - Tech Services	0.00	268.38	286.93	700.00	38.34
10-48-5823-60 Minor Equip - Circ	0.00	288.82	700.00	700.00	41.26
Total Minor Equipment	0.00	1,214.34	2,722.21	3,500.00	34.70
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	541.71	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,299.21	15,591.45	7,682.02	23,280.00	66.97
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	1,052.64	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,299.21	16,133.16	9,276.37	25,000.00	64.53
TOTAL EQUIPMENT COSTS	2,283.26	110,087.72	118,754.98	208,500.00	52.80
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	57.56	2,227.20	3,570.80	8,000.00	27.84
10-50-5863-30 Books - Youth Serv	2,168.54	34,950.37	35,524.62	56,500.00	61.86
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	4,427.27	40,156.07	41,494.58	90,000.00	44.62
10-50-5865-10 Books - Adult/Teen Fiction	6,716.67	46,852.92	38,174.35	80,500.00	58.20
10-50-5867-20 Ref Books - Adult Serv	329.80	3,456.14	2,993.39	15,000.00	23.04
Total Books	13,699.84	127,642.70	121,757.74	250,000.00	51.06
Databases					
10-50-5869-20 Internet Licensed DBases	6,461.77	107,550.69	103,531.07	115,000.00	93.52
10-50-5872-10 Dbases - Professional	0.00	6,415.95	6,215.56	10,000.00	64.16

Lisle Library District
For the Nine Months Ending March 31, 2024
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10-50-5873-30	4,800.00	14,378.37	12,299.66	12,500.00	115.03
Dbases - Youth Serv					
Total Databases	11,261.77	128,345.01	122,046.29	137,500.00	93.34
Audio-Visual Materials					
10-50-5890-30	764.70	6,593.42	11,062.01	15,000.00	43.96
A-V Mats - Youth Serv					
10-50-5895-40	5,401.27	41,619.56	33,547.84	60,000.00	69.37
A-V Mats - Adult Serv					
10-50-5899-20	10,683.24	84,416.66	84,490.06	115,000.00	73.41
Digital Content					
Total Audio-Visual Materials	16,849.21	132,629.64	129,099.91	190,000.00	69.81
Periodicals/Doc Delivery					
10-50-5871-20	164.99	24,716.89	23,897.81	24,500.00	100.89
Document Delivery					
10-50-5900-20	797.63	20,646.91	23,503.94	31,500.00	65.55
Periodicals - Adult Serv					
10-50-5900-30	0.00	398.23	264.89	500.00	79.65
Periodicals - Youth					
10-50-5900-80	515.97	3,315.46	3,319.97	3,000.00	110.52
Periodicals - Prof. Collection					
Total Periodicals/Doc Delivery	1,478.59	49,077.49	50,986.61	59,500.00	82.48
TOTAL LIBRARY MEDIA	43,289.41	437,694.84	423,890.55	637,000.00	68.71
PROGRAMS AND READERS SERVICES					
Programs					
10-60-5931-10	235.40	10,750.91	7,094.45	15,000.00	71.67
Programs - Adult Services					
10-60-5931-30	625.15	6,820.58	7,783.89	15,000.00	45.47
Programs - Youth					
10-60-5931-40	0.00	865.77	726.21	1,700.00	50.93
Online Marketing					
10-60-5931-50	0.00	3,362.09	2,869.22	5,500.00	61.13
Community Relations					
Total Programs	860.55	21,799.35	18,473.77	37,200.00	58.60
Readers Services					
10-60-5940-10	0.00	328.76	139.98	3,000.00	10.96
Reader Services - Adult Serv.					
10-60-5940-30	0.00	1,769.46	4,099.15	6,800.00	26.02
Reader Services - Youth Serv.					
Total Readers Services	0.00	2,098.22	4,239.13	9,800.00	21.41
TOTAL PROGRAMS AND READERS	860.55	23,897.57	22,712.90	47,000.00	50.85
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80	0.00	425.44	1,150.00	5,000.00	8.51
Restricted - Gifts					
10-80-5981-80	500.00	9,981.66	32,083.65	45,000.00	22.18
Restricted - Per Capita Grant					
10-80-5982-80	0.00	25,800.00	13,250.00	26,000.00	99.23
Interest Expense					
10-80-5983-80	0.00	40,000.00	35,000.00	40,000.00	100.00
Debt Principal Payment					
TOTAL RESTRICTED USAGE EXPEN	500.00	76,207.10	81,483.65	116,000.00	65.70

Lisle Library District
 For the Nine Months Ending March 31, 2024
 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>
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	0.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	0.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	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	305,617.63	3,131,349.56	2,981,786.43	4,589,560.00	68.23
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	5,000.00	45,000.00	1,032,500.00	60,000.00	75.00
TOTAL OPERATING TRANSFERS O	5,000.00	45,000.00	1,032,500.00	60,000.00	75.00
TOTAL ALL EXPENSES	310,617.63	3,176,349.56	4,014,286.43	4,649,560.00	68.32

Lisle Library District
 For the Nine Months Ending March 31, 2024
 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	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	0.00	142,791.88	3,888,610.79	1,000,000.00	14.28
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	0.00	142,791.88	3,888,610.79	1,000,000.00	14.28
TOTAL SPECIAL RESERVE EXPENSES	0.00	142,791.88	3,888,610.79	1,060,000.00	13.47

**Lisle Library District
Accounts Payable - April 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
A. J. Gallagher	5077957	Larson - Treasurer's Bond A. J. Gallagher Risk Management	10-30-5750-00 10-00-2610-00	Fidelity Bonds Accounts Payable	2,100.00	2,100.00
Amazon	040124	Books, Supplies, Equipment	10-50-5864-10 10-50-5865-10 10-60-5931-10 10-60-5940-10 10-50-5863-30 10-60-5931-30 10-60-5940-30 10-25-5716-00 10-25-5713-00 10-25-5714-00 10-25-5718-00 10-48-5804-10 10-48-5803-10 10-50-5872-10 10-00-2610-00	Books - Non Fiction Books - Adult/Teen Ficti Programs - Adult Service Reader Services - Adult Books - Youth Serv Programs - Youth Reader Services - Youth Kitchen Supplies Office Supplies Circ. Material Supplies Computer Supplies Facility Technology Dbases - Professional Accounts Payable	140.33 311.38 66.26 28.99 330.30 331.15 81.09 60.65 57.01 80.50 37.97 36.47 81.90 179.00	
B&T (C5223433)	2038178444	Continuations Baker & Taylor (C5223433)	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	252.37	252.37
B&T (C5223433)	2038178445	Processing Baker & Taylor (C5223433)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	7.95	7.95
B&T (L5425632)	2038201895	Books - YS Baker & Taylor (L5425632)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	9.78	9.78
B&T (L5425632)	2038201896	Processing Baker & Taylor (L5425632)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	2.05	2.05
B&T (L5443202)	2038182284	Books - Fiction Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	26.15	26.15
B&T (L5443202)	2038182285	Processing Baker & Taylor (L5443202)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	1.19	1.19
CCS	123090-02292024	Project Management CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	960.00	960.00
Champaign Public	223016339	Replacement Cost for Lost Interlibrary Loan Item Champaign Public Library	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	11.98	11.98
ComEd	040324	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	2,485.49	2,485.49

**Lisle Library District
Accounts Payable - April 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Compact Disc Sourc	81862	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	158.63	158.63
Compact Disc Sourc	81863	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	338.48	338.48
Culligan of Wheaton	040224	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	9.95	9.95
Current Technologie	14604	VPN Software for Firewall IT Manager Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	292.75	292.75
Demco	7458454	Labels Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	681.60	681.60
Dynamic	548547	Sage Accounts Payable Checks Dynamic Systems	10-25-5723-00 10-00-2610-00	Check Printing Accounts Payable	448.98	448.98
EBSCO	2405432	Supplemental EBSCO	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	4.40	4.40
FNBO Billing - 1897	032724	Programs, Conferences, Software	10-03-4540-00	Fines	3.00	
			10-35-5763-00	Other Contr Svcs-Tech	1,400.00	
			10-35-5764-10	Other Contr Svcs - Libra	36.23	
			10-40-5785-00	Conferences - Staff	248.30	
			10-40-5786-00	Memorial/Tribute/Recog	75.95	
			10-40-5788-00	Training (Cont Ed) - Staff	59.00	
			10-48-5804-10	Facility	348.07	
			10-50-5895-40	A-V Matis - Adult Serv	306.78	
			10-50-5900-20	Periodicals - Adult Serv	180.63	
			10-60-5931-10	Programs - Adult Service	336.83	
			10-60-5931-30	Programs - Youth	72.28	
			10-60-5931-40	Online Marketing	86.44	
			10-60-5940-10	Reader Services - Adult	309.00	
			10-80-5981-80	Restricted - Per Capita	1,802.50	
			10-00-2610-00	Accounts Payable		5,265.01
Garvey's	PINV2550961	Supplies Garvey's Office Products	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	79.91	79.91
Garvey's	PINV2555289	Misc. Office Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	56.50	56.50
Garvey's	PINV2555385	Binder	10-25-5713-00	Office Supplies	13.49	

Lisle Library District
Accounts Payable - April 17, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Groot	12283545T098	Garvey's Office Products	10-00-2610-00	Accounts Payable		13.49
		Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	285.90	285.90
Hurt, Paul	032424	Reimburse Expenses Paul Hurt	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	2.44	2.44
Illinois Library	282283	Reaching Forward Conference - Hopkins Illinois Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	480.00	480.00
Illinois Library	282900	Annual Membership - Breihan Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	282933	Annual Membership - Swistak Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	282935	Annual Membership - Walker Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	283013	Annual Membership - Ferrari Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00
Illinois Library	283017	Annual Membership - Martin Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	283034	Annual Membership - Larson Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	283087	Annual Membership - Sullivan Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	283111	Annual Membership - Bartelli Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	283274	Annual Membership - Berry Illinois Library Association	10-45-5786-70 10-00-2610-00	Dues - Trustee Accounts Payable	75.00	75.00
Illinois Library	283285	Annual Membership - Savage Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	150.00	150.00
Illinois Library	283290	Annual Membership - Duran Illinois Library Association	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	100.00	100.00

**Lisle Library District
Accounts Payable - April 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Ingram	040124	Books, Audiobooks & Processing	10-50-5865-10	Books - Adult/Teen Ficti	5,136.50	
			10-50-5864-10	Books - Non Fiction	11,543.65	
			10-50-5863-30	Books - Youth Serv	4,043.67	
			10-50-5895-40	A-V Mats - Adult Serv	24.75	
			10-50-5863-20	Literacy/ESL	288.45	
			10-25-5717-00	Processing Supplies	2,978.30	
		Ingram Library Services	10-00-2610-00	Accounts Payable		24,015.32
Ingram Express	040124	Books	10-50-5865-10	Books - Adult/Teen Ficti	89.96	
			10-50-5863-30	Books - Youth Serv	112.35	
		Ingram Library Services, Inc.	10-00-2610-00	Accounts Payable		202.31
Kanopy	394761	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	349.00	349.00
Kocemba, Yolanda	063024	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00
Konica Minolta Busin	292961731	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	279.72	279.72
Konica Minolta Busin	9009881255	#C227 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	237.64	237.64
Library Ideas	105283	Vox Books Library Ideas LLC	10-50-5890-30 10-00-2610-00	A-V Mats - Youth Serv Accounts Payable	43.96	43.96
LIMRICC PHIP Healt	040824	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	6,423.57 9,170.84 5,372.42 4,339.83 8,366.50	33,673.16
LIMRICC UCGA	1stQ2024	1st Quarter 2024 Unemployment LIMRICC UCGA	10-10-5646-00 10-00-2610-00	Unemployment Compen Accounts Payable	1,141.24	1,141.24
Midwest Tape	505270431	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	5,744.97	5,744.97
Midwest Tape 2516	040124	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	2,399.00	2,399.00

**Lisle Library District
Accounts Payable - April 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7288	040124	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matts - Adult Serv Processing Supplies Accounts Payable	2,436.25 566.27	3,002.52
Midwest Tape 7289	040124	DVDs & Blu-rays Midwest Tape (7289)	10-50-5895-40 10-00-2610-00	A-V Matts - Adult Serv Accounts Payable	9.99	9.99
Naperville Public Li	730124302200	Reciprocal Borrowing Loss Naperville Public Library	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	17.99	17.99
NICOR	040324	Usage NICOR	10-20-5653-00 10-00-2610-00	Utilities - Gas Accounts Payable	711.64	711.64
OverDrive	24065426B	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	80.00	80.00
OverDrive	24093249	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,010.52	2,010.52
OverDrive	24096896	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	123.98	123.98
OverDrive	24098939	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	987.19	987.19
OverDrive	24105433	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,015.35	2,015.35
Peregrine	62587	Legal Services Peregrine, Stime, Newman, Ritzman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	630.00	630.00
S Construction	J264-2024-1	Wall Cladding Installation, Drywall Repairs S Construction Co.	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	12,750.00	12,750.00
Stephens Plumbing	269404	Restrooms & Janitors Closet Plumbing Repairs Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	440.00	440.00
Thomas Klise	13306	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matts - Adult Serv Accounts Payable	697.11	697.11
Thomas Klise	13307	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matts - Adult Serv Accounts Payable	121.14	121.14

Lisle Library District
Accounts Payable - April 17, 2024

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Thomas Klise	13504	Multimedia Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	758.61	758.61
Thomas Klise	13505	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	140.00	140.00
Thomas Klise	13734	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	146.32	146.32
Thomas Klise	13735	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	100.00	100.00
Thomas Klise	14242	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	1,099.32	1,099.32
Thomas Klise	14243	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	180.00	180.00
Thomas Klise	14244	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	264.07	264.07
Thomas Klise	14245	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	210.00	210.00
Toshiba	6250513	Quarterly Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	156.79	156.79
Unique	6124243	March Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	75.90	75.90
Village of Lisle	022924	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	73.74	73.74
Village of Lisle	960	Monthly Internet Service Village of Lisle	10-20-5650-00 10-00-2610-00	Internet Service Provider Accounts Payable	450.00	450.00
Weinstein, Tatiana	090324	Flowers for Planter	10-80-5980-80	Restricted - Gifts	17.94	

**Lisle Library District
Accounts Payable - April 17, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Tatiana Weinstein	10-00-2610-00	Accounts Payable	112,300.44	17.94
					<u>112,300.44</u>	<u>112,300.44</u>

PRIOR MONTHS BILLS PAID BETWEEN MARCH 2024 AND APRIL 2024

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount	
HSA	Salaries 3/15/2024	65169.97	
HSA	IL Child Support	300.00	
HSA	IL Dept. of Revenue	4090.55	
Auto W/D	Howard Simon & Associates	807.37	
HSA	EFTPS/Electronic Tax Payment 3/15/2024	21168.22	
	Fed Tax \$7678.48		
	FICA W/H \$6744.81		
	FICA Lib \$6744.93		
HSA	Salaries 3/29/2024	64144.91	
HSA	IL Child Support	300.00	
HSA	IL Dept. of Revenue	4024.82	
Auto W/D	Howard Simon & Associates	81.03	
HSA	EFTPS/Electronic Tax Payment 3/29/2024	20826.67	
	Fed Tax \$7544.09		
	FICA W/H \$6641.30		
	FICA Lib \$6641.28		
Wired	IMRF	12778.96	
	IMRF W/H \$7889.35		
	IMRF Lib \$4889.61		
	Sub Total	180913.54	
Check #	Vendor	Description	Amount
7926	InfoUSA Marketing, Inc.	Reference Solutions	5,600.00
7927	Ingram Library Services	Book	16.33
7928	Johnson Controls Security Solutions	Quarterly Service	832.05
7929	Jackie Kilcran	Meeting Supplies	36.95
7930	Naperville Sun	Newspaper	97.99
7931	NCPERS Group Life Ins	Payroll Withholding	48.00
7932	Scholastic	Scholastic Go	4,800.00
7933	Sendra Service Corp.	Humidifier Repair	2,888.64
7934	Sikich LLP	Accounting Services	3,063.70

7935	Staples Advantage	Office, Kitchen, Copier & Janitorial Supplies	824.63
7936	Thomas Klise / Crimson Multimedia	Video Games	517.11
7937	Verizon	Usage	1,601.45
7944	Albertsons Safeway	Meeting & Program Supplies	66.97
7945	Baker & Taylor (C5223353)	Continuations & Processing	334.57
7946	Baker & Taylor (L0334152)	Books - NF & Processing	115.44
7947	Baker & Taylor (L5443202)	Books - Fiction & Processing	53.09
7948	Bear Landscape	Snow Removal Contract #5 of 5	4,980.00
7949	Case Lots Inc.	Janitorial Supplies	258.50
7950	Crosstown Exotics	Program: Reptiles	500.00
7951	Culligan of Wheaton	Water	77.41
7952	Current Technologies Corporation	Monthly Network Monitoring & KVM Switch	3,375.80
7953	Daily Herald	6 Month Subscription	892.80
7954	Delta Dental - Risk	April Premium	2,027.07
7956	DuPage County Public Works	Usage	201.04
7956	Xavier Duran	Program Supplies	30.13
7957	Eco Clean Maintenance	Janitorial Services	2,940.00
7958	Garvey's Office Products	Office Supplies	125.17
		Sub Total	\$ 36,304.84
		TOTAL	\$ 217,218.38

Monthly Circulation Report - March 2024

	Checkouts	Renewals	Mar-24 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change
Adult Non-Print	2,677	2,589	5,266	36,030	46,787	29.86%
Adult Print	4,610	3,889	8,499	55,808	77,220	38.37%
Adult Total	7,287	6,478	13,765	91,838	124,007	35.03%
YS Non-Print	691	976	1,667	10,694	15,018	40.43%
YS Print	7,838	6,711	14,549	105,382	126,145	19.70%
Total YS	8,529	7,687	16,216	116,076	141,163	21.61%
Digital Media						
Overdrive	5,728		5,728	36,924	45,930	24.39%
hoopla	2,620		2,620	16,391	21,406	30.60%
Overdrive Magazines	716		716	1,239	4,596	270.94%
PressReader	778		778	4,777	6,487	35.80%
Kanopy	290		290	1,892	2,763	46.04%
Total Digital	10,132	0	10,132	61,223	81,182	32.60%
Subtotal Print + Non-Print/Digital	25,948	14,165	40,113	269,137	346,352	28.69%
Computer/Tech Sessions Logins ***	1,337		1,337	7,877	10,413	32.19%
Database Usage/Unique Logins	8,061		8,061	32,817	60,716	85.01%
Wireless Use	1,278		1,278	2,826	10,264	263.20%
ScannX sessions/jobs	295		295	1,404	2,409	71.58%
Museum Adventure Passes	32		32	273	284	4.03%
Total IT/Resource Sessions	11,003	0	11,003	45,197	84,086	86.04%
Total Circulation	36,951	14,165	51,116	314,334	430,438	36.94%
Borrower Information	Mar. 2024 Total	YTD 22/23	YTD 23/24	YTD % Change		
New Library Cards Added	129	1,214	1,476	21.58%	*** Sessions were changed from 2 to 4 hours on 8/31/23.	
Monthly Borrowers	2,881	19,789	25,426	28.49%		
Total # Registered Borrowers	9,517	8,366	9,517	13.76%		
InterLibrary Loans						
Materials Sent *	49	0	438	100.00%		
Materials Received	328	3,718	3,150	-15.28%		
Polaris/Catalog Holds						
Holds Placed	2,769	25,357	26,500	4.51%		
Holds Checked Out	2,225	19,144	21,077	10.10%		
Pick-Up Window Service Stats **						
# of Patrons/Users	16	N/A	218	--		
# of Items Picked Up/Checked Out	19	N/A	630	--		

* Temporarily suspended during building renovation; re-introduced in June 2023. ** This service began in April 2023.

Lisle Library District - Program and Service Statistics - March 2024

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Library Event Statistics									
Staff Facilitated Programs		10	53	7	3	73	473	542	14.59%
Attendees		112	1,063	13	29	1,217	5,655	7,196	27.25%
Computer/Technology Programs		2	0			2	32	20	-37.50%
Attendees		12	0			12	124	131	5.65%
Performer/Speaker/Author		3	0			3	23	34	47.83%
Attendees		98	0			98	440	644	46.36%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	0	2	100.00%
Attendees	0					0	0	1,300	100.00%
Total Number of Programs	0	15	53	7	3	78	528	598	13.26%
Total Patrons Served by Programming	0	222	1,063	13	29	1,327	6,219	9,271	49.08%
Reference Questions		1,914	1,354	970		4,238	34,987	39,118	11.81%
Volunteer Hours		5.00	24.00			29.00	50.00	603.00	1106.00%
Notary Service	27					27	162	314	93.83%
LLD Kindness Cards **		N/A	N/A			0	N/A	439	--
Outreach Service Statistics									
Outreach Visits		0	7	0		7	69	59	-14.49%
Patrons Served by Outreach Visits		0	391	0		391	4,091	4,402	7.60%
Home Delivery Dates		2				2	20	20	0.00%
Patrons Served via Home Delivery		89				89	870	893	2.64%
Total Outreach Programs		2	7	0		9	89	79	-11.24%
Total Patrons Served with Outreach Services		89	391	0		480	4,961	5,295	6.73%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	26						0	236	100.00%
Number of Outside Groups Using Meeting Space	39						0	324	100.00%
Number of Ginkgo & Maple Study Room Reservations***	26						N/A	26	--
Patrons Entering Building	13,394						67,027	112,055	67.18%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	691						8,555	8,092	-5.41%
X (f.k.a. Twitter) Followers	1,065						1,087	1,065	-2.02%
Instagram Likes	469						5,266	5,059	-3.93%
Flickr Views	3,059						51,938	71,602	37.86%
YouTube Views	7,248						53,079	64,266	21.08%
eBlast Engagement *	538						1,611	6,509	304.03%
Total LLD App Downloads	908						590	908	53.90%
Total LLD App Sessions	4,320						18,664	35,441	89.89%

* eBlast Engagement statline added January 2023. ** LLD Kindness Cards reintroduced in May 2023. *** New statline as of March 2024.



March Board Report (4/12/2023)

A. Close-Out Progress Update

- Overall Close-out, Punchlist and Corrective Work is ongoing:
 - Final Walk thru with Camosy was held
 - Drywall Soffit Repairs underway
 - Final landscaping is last item pending from Camosy

B. Project Cost Summary – Tracking under Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 4/12/2024)		Committed to Date (thru 4/12/2024)	
		\$	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	\$5,767,401	\$98,201	\$5,767,401	\$5,727,707
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	\$2,580	-\$58,202	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,809,000	\$79,018	\$5,809,000	\$5,767,837
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$922,793	-\$2,017	\$918,939	\$891,697
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$847,728	\$7,728	\$847,728	\$833,745
E-300.3: Other Owner Soft Costs	\$0	\$11,888	\$11,888	\$11,888	\$11,888
E-300: Soft Costs Total	\$1,764,810	\$1,782,410	\$17,600	\$1,778,556	\$1,737,331
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$108,590	-\$81,618	\$0	\$0
E-400: Contingency Total	\$190,208	\$108,590	-\$81,618	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,587,556	\$7,505,168

Variance \$ from Budget Notes (New Only):



March Board Report (4/12/2023)

Invoices sent for processing since last Board Meeting:

Row Labels	Invoice #	Sum of Invoice Value (a)
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	123090-01312024	\$ 1,770.00
E-300.2: Fixtures, Furnishing & Equipment		
Integrity Sign	91871	\$ 350.00
Grand Total		\$ 2,120.00

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: April 12, 2024

APRIL 2024 | DIRECTOR'S REPORT

Meetings:

Dept. Directors – Mar 19	CCS – Apr 5
LLD Board – Mar 20	Staff – Apr 8
Spay IL – Mar 21	Admin – Apr 8
RAILS webinar – Mar 22	Intergovernmental – Apr 9
All-Staff – Mar 26	Lauterbach/Amen – Apr 9
Physical Plant Committee – Apr 1	Admin – Apr 9
Dept. Directors – Apr 2	Ritzman – Apr 9
MJB Designs – Apr 3	Admin – Apr 10
Staff – Apr 4	Bartelli – Apr 11

Physical Plant Committee Meeting Outcomes

The Physical Plant Committee had successful discussions related to an upcoming HVAC system project. The Committee reviewed a 2019 FQC Facility Assessment Report outlining recommendations for maintenance and replacement components. The Committee recognizes the need to update the HVAC BAS (Building Automation System/Software), controls, thermostats, a boiler, and a condenser. The LLD is required to go out for bid on a project of this size.

The Committee also discussed prospects for the lots at 4931 Kingston Avenue and 725 Front Street. The Committee agreed to explore development options for 4931 Kingston with an eye to provide outdoor programming space. This type of development will optimize parking during large-scale programs such as Summer Read, Fall Fest, and other library-wide events. Before discussing prospects for 725 Front Street, the Committee agreed to first seek professional advice for 4931 Kingston to determine costs and timelines.

The LLD currently has an excellent relationship with CCS and the Committee is receptive to continuing the affiliation for both the HVAC and land development projects. CCS would assist with the RFP/bidding process for the HVAC project as well as aid in estimating costs for developing 4931 Kingston as a programming space. I've briefed Marc Rogers/CCS on the Committee's perspective on both projects to this point.

Lastly, the Committee discussed options for updating the LLD Special Reserve Ordinance. Once the LLD receives practical cost estimates, the Board can approve of a new Special Reserve Ordinance.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 12, 2024*

Intergovernmental

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

- Park District noted that a restaurant vendor has been selected to replace the former Wheatstack vendor. Staffing is low and looking to hire lifeguards.
- School District 202 administrative staff will move to Village Hall and rent office space. A new principal was hired.
- The Village is kicking off restaurant week. Stormwater projects are being planned. Mainstreet improvement projects are also being planned.
- The Fire District has hired four new firefighters. EMS calls are up from last year.

Budget Preparation

LLD Administration routinely seeks to provide a balanced and representative draft Working Budget every year. Each year brings new project opportunities, inflationary considerations, personnel expenses, and other ongoing operational costs.

The first draft of the FY24/24 LLD Working Budget, as submitted within the April Board packet, contains both projected expenses and projected revenues. I thank the LLD Department Directors and IT Manager for their diligence in preparing realistic departmental recommendations. Administrative Office Manager Kilcran and Assistant Director Savage have also contributed to the draft with proofreading, calculations, and seeking expertise when necessary. Sikich, Lauterbach & Amen, and Attorney Ritzman have also provided input. A summary of the draft LLD Working Budget precedes the budget spreadsheets within the packet.

New Partnership

In March, the Social Media and Marketing Coordinator of Spay Illinois reached out to the LLD to seek a potential donation for their upcoming fundraiser in April (see attachment). The LLD works with numerous non-profit organizations to co-promote, provide research, and/or to inform residents about certain services or events.

Spay Illinois is a Lisle/Naperville agency that:

... operates to end pet homelessness by empowering pet owners and shelters with the resources that they need to be successful. We believe that no pet should ever be denied quality preventative care due to the financial circumstances of their family, and we work hard to provide people the tools and resources they need to provide their pets with care they can afford. We offer our

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 12, 2024

services to all pet owners and rescue groups but strategically focus our programs and initiatives to benefit pets in poverty and those without homes (spayillinois.org).

The LLD was pleased to provide an LLD-branded bag filled with books (duplicates) that were donated to the LLD by various publishers and select LLD-branded items from previous years' reading programs.

We hope the LLD's modest donation helps in the wider effort to support such a valuable resource in the community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Tatiana Weinstein', with a stylized flourish at the end.

Tatiana Weinstein

Spay Illinois Pet Well Clinic



Pawction



Featuring a variety of unique items and experiences up for auction, all proceeds go towards supporting Spay Illinois' mission of providing affordable veterinary services to pets in need!



Uncover Intrigue

**Hurry!
Bidding Ends
Saturday, April 20th!**

Every bid helps provide vital vet care for pets and families in need!



Teenage Thrills



Jump Into Imagination

[SpayIllinois.org/Auction](https://spayillinois.org/Auction)

April 2024 Assistant Director Report Meetings/Virtual Meetings

- Trane- March 21
- Event Team- March 21
- S-Construction – March 27, 28
- Stephens Plumbing- March 29
- All-American Signage- April 2
- Stephens Plumbing- April 4
- PIC Training- April 3, 4, 11
- Camosy- April 5
- OMA Training- April 9
- Comptroller Workshop- April 11

Meetings

The event team met to have a final check in meeting before our National Library Week event on April 13th. Attractions and the timetable were coordinated with staff scheduling, and we are beginning to look forward to our annual summer read kickoff event.

I met with all staff who could potentially be designated as “Person In-Charge” while working in order to refresh them on policies and procedures. Between the renovation and several new policies, there was a lot of material to cover. Staff provided excellent feedback that I will be applying to internal procedural documents.

Jackie Kilcran and I attended an even hosted by the state comptroller. This event served as a check in for financial compliance procedures and requirements that the state makes of government entities. Both Jackie and I left the meeting confident in our current procedures and with an action plan to ensure we remain in good standing.

Facility

S Construction installed protective cladding on the walls of both meeting room A and B. The cladding will protect the walls from the regular wear and tear that occurs with the setup and takedown of the room for programs and events.

Issus with proper drainage in the second floor restroom, the east end men’s restroom, and a utility sink prompted a call to Stephens Plumbing. They came out and were able to address the issues, along with replacing worn down parts in the utility closet faucet.

CCS and Camosy came out for a final walkthrough to determine what outstanding work needs to be completed before we can close out the renovation project. We are currently waiting on stair tread replacement for the south staircase, a tile fix at the top of the south staircase, and a fix for the cracked drywall around the light fixtures in the main lobby.

Respectfully Submitted,



Will Savage
Assistant Director

2024/2025 DRAFT LLD WORKING BUDGET

The draft 24/25 LLD Working Budget covers projected expense and revenue categories. LLD Administrative staff have compiled this data. Administration has consulted with department managers regarding departmental requests. The LLD's financial advisors and other outsourced professionals have reviewed this data and provided their recommendations.

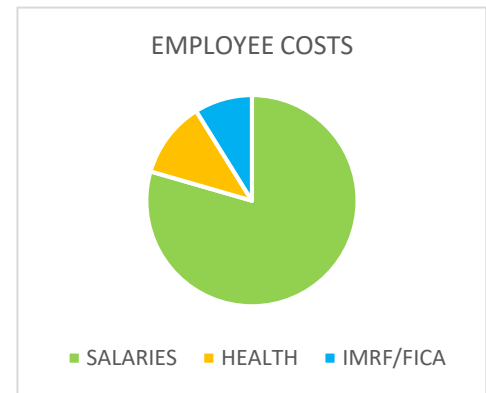
EXPENSE CATEGORIES

EMPLOYEE

Salaries and health care benefits represent the largest budgeted (and actual) expenditure in the Corporate Fund. ILA's Standards for Illinois Public Libraries manual references that salaries alone can comprise up to 60% of the budget. Salaries plus benefits can comprise up to 70% of the budget.¹ The LLD currently employs 51 staff, half of which receive health insurance. Total employee costs include performance increases and the minimum wage adjustment (aligned with the State target for 2025).

The LLD shows that salaries will comprise 49% of total budgeted expenses. Salaries plus benefits will comprise 61.5% of budgeted expenses.

The employee cost line total remains essentially flat. This is primarily due to restructured staffing and retirements.



SUMMARY: Total budgeted employee costs show a negligible increase of 1.22%

BUILDING

Building costs include all utilities, maintenance contracts such as landscaping/HVAC, rubbish removal, phone system, and non-contractual building repair work. The building cost line total shows a decrease of 11.74%. This budget to budget decrease is due to 2023 facility 'unknowns' during budgeting. Now that the renovation project is near close-out, the LLD anticipates less non-contractual repairs, and has shored up contracts with various vendors.

SUMMARY: Total budgeted building costs show a decrease of 11.74%

OPERATING

Operating costs include postage, printing, banking fees, and processing. The operating cost line total shows a decrease of 5.95%. Projected expenses align with actual costs in the previous fiscal year.

SUMMARY: Total budgeted operating costs shows a decrease of 5.95%

¹ The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. (Pg. 9: Serving Our Public 4.0; Standards for Illinois Public Libraries, 2019).

To: LLD Board of Trustees
From: Tatiana Weinstein, LLD Director
Date: April 12, 2023

INSURANCE

Insurance costs include bonding (every two years for Notary), property damage, and workers compensation. This category shows an increase per the recommendation of the LLD's risk agency, LIRA. *Please note that comparisons with audited actuals and projected unaudited actuals present a discrepancy in line item totals (calendar year vs fiscal year).*

SUMMARY: Total budgeted insurance costs show an increase of 3.24%

CONTRACTUAL

Contractual costs include attorney fees, audit costs, investment agency fees, outsourced IT services, IT licensing, and payroll charges. IT licensing costs/contracts may extend beyond one year. Those expenses will be audited into the next fiscal year. The accounting software expense line was decreased due to a reduction of licenses. Other lines show decreases to better align with actual costs in the previous fiscal year.

SUMMARY: Total budgeted contractual costs show a decrease of 4.08%

PERSONNEL DEVELOPMENT

Personnel Development costs include staff and Trustee dues, conference attendance, continuing education/training, and staff recognition. The proposed decrease is primarily due to staff being back in the building, conducting in-house programming and attending fewer out-of-house meetings since the renovation closures last year.

SUMMARY: Total budgeted personnel development costs show a decrease of 8.01%

EQUIPMENT

Equipment costs include the Polaris database, technology purchases, minor facility fixtures/gear, and minor repairs. The LLD has opted to explore a less expensive ILS (integrated library system/Polaris) overlay and anticipates less minor repairs due to the renovation in 2023.

SUMMARY: Total budgeted equipment costs show a decrease of 11.99%

LIBRARY MATERIALS

Library Materials costs include all physical materials, digital content, and interlibrary loan costs. This line shows a slight decrease due to periodical companies dissolving.

SUMMARY: Total budgeted materials costs show a decrease of 0.94%

PROGRAMS

The Programs category includes all LLD programs, community relations costs, and supplies for such activities. Audited actuals included the LLD Grand Opening, Warhol Event, and partial Summer Read expenses. Current fiscal spending includes Summer Read, Fall Fest, Winter Read, National Library Week, and prep for the upcoming Summer Read. The LLD has spent within budgeted expenses.

SUMMARY: Total budgeted programs costs remain flat

To: LLD Board of Trustees
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Date: April 12, 2023

CONTINGENCY

SUMMARY: Total budgeted contingency costs remain flat

RESTRICTED

The Restricted Expenses category includes restricted operating and IMRF expenses. Restricted operating costs include Illinois Per Capita Grant, other grants, gifts, debt repayment, and transfers to Special Reserve. Restricted IMRF expenses allow for supplemental funding. Total budgeted operating costs without transfer to Special Reserve show a decrease of 1.72%. This budget to budget decrease reflects a more realistic percentage in the gifts line.

Transfer to Special Reserve shows an increase of 100% to grow savings for future capital projects such as development for the lots adjacent to the LLD as well as an HVAC replacement project.

SUMMARY: Total budgeted restricted operating costs show an increase of 32.95%

SPECIAL RESERVE

Special Reserve expenses include capital improvement project costs, emergency expenses, and facility enhancements. This category shows a decrease due to the reduced expenditures related to the renovation from the previous year. Replacing major HVAC components, professional costs, and outdoor program development of adjacent lot/s are included as potential capital improvement projects.

SUMMARY: Total budgeted special reserve costs show a decrease of 28.30%

REVENUE CATEGORIES

CORPORATE

The tax levy was increased per the renovation project plan (per CPI), personal property replacement taxes increased slightly, the District population has increased from 28,500 to 30,281 with a rising EAV, and interest income has exceeded the expectations of our financial advisors last year. These factors contribute to an expected increase in corporate revenue.

SUMMARY: Total budgeted corporate revenues show an increase of 4.35%

IMRF

The IMRF Fund shows a marked increase primarily due to not levying for IMRF in the previous fiscal year (budget to budget comparison). The levy approved in 2023 provided 50K for IMRF. There was also a projected increase in interest revenue.

SUMMARY: Total budgeted IMRF revenues show an increase 1732.33%

FICA

The FICA Fund shows a negligible increase. This increase aligns with Social Security/Medicare rates and increased interest revenue.

SUMMARY: Total budgeted FICA revenues show an increase of 2.89%

To: LLD Board of Trustees
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Date: April 12, 2023

SPECIAL RESERVE

The Special Reserve Fund shows an increase due to transferring additional funds for future projects.

SUMMARY: Total budgeted SPECIAL RESERVE revenues show a 65% increase

BUDGET RECAP

EXPENSES: The LLD shows a reasonable 1.83% increase in expenditures from budget to budget. This increase accounts for inflation, staffing changes, capital project opportunities, and modest flexibility for operational or service needs. Budget to budget, this amounts to \$84,915. Now that the renovation is near completion, the LLD can better gauge expenses as compared to the prior year's budget which left room for unknown expenses affiliated with the project. Because it is difficult to precisely predict the future, the LLD plans to allow for flexibility within the Budget and Appropriation Ordinance in the fall.

REVENUES: The LLD shows a budget to budget increase of 5.45% in revenue. Budget to budget, this amounts to \$243,900. LLD's financial advisors and outsourced professionals have provided recommendations. County determinations also factor into the budgeted lines. The LLD has added book sale proceeds as a new line of income. As stated above under *EXPENSES*, it is difficult to precisely forecast certain proceeds, such as earned interest income (volatile economy), exact amounts of potential grant funding, and other desk income (dependent on use).

~

In sum, the LLD FY24/25 Working Budget is balanced. Projected expenses vs. revenues show a negligible \$18,070 differential. The LLD maintains a conservative approach to budgeting while making practical financial decisions throughout the fiscal year. This approach ensures that the LLD's annual financial transactions are representative, responsible, and relevant to the diverse needs of the District.

EXPENSES - DRAFT

Funds	EXPENSES	AUDITED ACTUALS 22-23	Actuals YTD Thru March 31, 2024	BUDGET 23-24	BUDGET 24 - 25	"+/-" From 23 - 24
CORPORATE	EMPLOYEE COSTS					
	SALARIES	\$ 2,108,071.28	\$ 1,571,445.32	\$ 2,300,000.00	\$ 2,315,000.00	0.65%
	HEALTH INS/UNEMP	\$ 279,622.16	\$ 225,402.59	\$ 320,000.00	\$ 340,000.00	6.25%
	TOTAL SALARY+INS	\$ 2,387,693.44	\$ 1,796,847.91	\$ 2,620,000.00	\$ 2,655,000.00	1.34%
IMRF	IMRF EXP	\$ 65,328.11	\$ 33,528.38	\$ 80,000.00	\$ 80,000.00	0.00%
FICA	FICA EXP	\$ 156,256.62	\$ 116,965.31	\$ 178,000.00	\$ 178,000.00	0.00%
	TOTAL EMP COSTS W BENEFITS	\$ 2,609,278.17	\$ 1,947,341.60	\$ 2,878,000.00	\$ 2,913,000.00	1.22%
	BUILDING COSTS					
CORPORATE	INTERNET/INET	\$ 6,760.00	\$ 5,410.00	\$ 7,210.00	\$ 7,300.00	1.25%
	PHONE	\$ 12,117.05	\$ 13,145.99	\$ 20,000.00	\$ 20,000.00	0.00%
	GAS	\$ 10,361.51	\$ 6,360.93	\$ 12,000.00	\$ 12,000.00	0.00%
	SEWER/WATER	\$ 2,674.22	\$ 1,844.70	\$ 4,500.00	\$ 4,000.00	-11.11%
	ELECTRICAL	\$ 35,497.82	\$ 25,551.47	\$ 50,000.00	\$ 40,000.00	-20.00%
	VERIZON	\$ 1,960.07	\$ 0.00	\$ 0.00	\$ 0.00	*
	MAINT. CONTRACTS					
	HVAC	\$ 3,750.00	\$ 1,437.50	\$ 6,000.00	\$ 5,000.00	-16.67%
	CLEANING/PESTS	\$ 35,674.44	\$ 29,974.57	\$ 49,500.00	\$ 40,000.00	-19.19%
	LANDSCAPE	\$ 36,650.00	\$ 30,644.06	\$ 40,000.00	\$ 40,000.00	0.00%
	NON-CONTRACT REPAIRS	\$ 92,321.11	\$ 56,743.69	\$ 70,000.00	\$ 60,000.00	-14.29%
	RUBBISH REMOVAL	\$ 3,625.96	\$ 2,298.32	\$ 4,000.00	\$ 4,000.00	0.00%
	TOTAL	\$ 241,392.18	\$ 173,411.23	\$ 263,210.00	\$ 232,300.00	-11.74%
	OPERATING COSTS					
CORPORATE	POSTAGE/SHIPPING	\$ 12,254.07	\$ 11,049.08	\$ 15,500.00	\$ 14,000.00	-9.68%
	PRINTING	\$ 20,093.82	\$ 17,080.69	\$ 24,000.00	\$ 22,000.00	-8.33%
	SUPPLIES/PROCESSING	\$ 75,547.57	\$ 50,858.23	\$ 78,000.00	\$ 76,000.00	-2.56%
	BANK/NOTICES	\$ 5,876.90	\$ 4,890.91	\$ 8,000.00	\$ 6,000.00	-25.00%
	LOCAL TRAVEL	\$ 360.30	\$ 119.34	\$ 500.00	\$ 500.00	0.00%
	TOTAL	\$ 114,132.66	\$ 83,998.25	\$ 126,000.00	\$ 118,500.00	-5.95%

EXPENSES - DRAFT

FUNDS	AUDITED ACTUALS 22-23	Actuals YTD Thru March 31, 2024	BUDGET 23-24	BUDGET 24 - 25	"+/-" From 23 - 24
INSURANCE COSTS					
FIDELITY BONDS	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,250.00	7.14%
Insurance billed on the calendar year					
PROP. DAMAGE (ALL PERIL)	\$ 39,505.05	\$ 65,211.50	\$ 50,000.00	\$ 52,000.00	4.00%
NOTARY BOND	\$0.00	\$0.00	\$ 225.00	\$0.00	-100.00%
Insurance billed on the calendar year					
WORKERS COMP	\$ 4,321.00	\$ 6,587.00	\$ 7,000.00	\$ 7,000.00	0.00%
TOTAL	\$ 45,926.05	\$ 73,898.50	\$ 59,325.00	\$ 61,250.00	3.24%
CONTRACTUAL COSTS					
CORPORATE					
LEGAL SERVICES	\$ 3,431.25	\$ 1,466.25	\$ 15,000.00	\$ 8,000.00	-46.67%
COLLECTION AGENCY	\$ 468.05	\$ 506.00	\$ 700.00	\$ 700.00	0.00%
OUTSRC ACCT/HR/IT	\$ 103,494.11	\$ 170,183.86	\$ 150,000.00	\$ 150,000.00	0.00%
INVESTMENT AGENCY	\$ 5,239.77	\$ 1,507.91	\$ 6,000.00	\$ 4,500.00	-25.00%
ACCT LICENSE SOFTWARE	\$ 747.50	\$ 3,737.50	\$ 4,800.00	\$ 4,000.00	-16.67%
AUDIT	\$ 9,175.00	\$ 9,450.00	\$ 9,500.00	\$ 9,725.00	2.37%
PAYROLL	\$ 8,500.00	\$ 9,048.43	\$ 12,000.00	\$ 13,000.00	8.33%
TOTAL	\$ 131,055.68	\$ 195,899.95	\$ 198,000.00	\$ 189,925.00	-4.08%
PERSONNEL DEVELOPMENT					
CORPORATE					
STAFF DUES/CONF	\$ 12,756.42	\$ 6,629.83	\$ 13,400.00	\$ 12,000.00	-10.45%
MEMORIAL/RECOG	\$ 3,564.99	\$ 1,623.69	\$ 3,000.00	\$ 3,000.00	0.00%
IN-SERVICE DAY	\$ 2,207.28	\$ 1,640.10	\$ 2,500.00	\$ 2,500.00	0.00%
CONT. ED	\$ 2,650.00	\$0.00	\$ 9,100.00	\$ 8,500.00	-6.59%
TRUSTEE DUES/CONF/TRAIN	\$ 971.97	\$0.00	\$ 3,525.00	\$ 3,000.00	-14.89%
TOTAL	\$ 22,150.66	\$ 9,893.62	\$ 31,525.00	\$ 29,000.00	-8.01%
EQUIPMENT					
CORPORATE					
POLARIS	\$ 58,933.57	\$ 56,949.97	\$ 90,000.00	\$ 80,000.00	-11.11%
TECH	\$47,885.59	\$30,342.37	\$ 80,000.00	\$ 70,000.00	-12.50%
FACILITY	\$10,000.00	\$5,447.88	\$ 10,000.00	\$ 10,000.00	0.00%
MINOR EQUIP	\$ 3,282.74	\$ 1,214.34	\$ 3,500.00	\$ 3,500.00	0.00%
OTHER FAC MAINT/REPAIRS	\$ 17,061.97	\$ 16,133.16	\$ 25,000.00	\$ 20,000.00	-20.00%
TOTAL	\$ 137,163.87	\$ 110,087.72	\$ 208,500.00	\$ 183,500.00	-11.99%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 22-23	Actuals YTD Thru March 31, 2024	BUDGET 23-24	BUDGET 24 - 25	"+/-" From 23 - 24
CORPORATE	LIBRARY MATERIALS					
	BOOKS	\$ 202,961.13	\$ 127,642.70	\$ 250,000.00	\$ 250,000.00	0.00%
	DATABASES	\$ 112,186.58	\$ 128,345.01	\$ 137,500.00	\$ 135,000.00	-1.82%
	DOC DELIVERY/ILLS	\$ 24,133.31	\$ 24,716.89	\$ 24,500.00	\$ 26,000.00	6.12%
	AUDIO/VISUAL	\$ 184,462.51	\$ 132,629.64	\$ 190,000.00	\$ 195,000.00	2.63%
	PERIODICALS	\$ 27,230.69	\$ 24,360.60	\$ 35,000.00	\$ 25,000.00	-28.57%
	TOTAL	\$ 550,974.22	\$ 437,694.84	\$ 637,000.00	\$ 631,000.00	-0.94%
	PROGRAMS					
CORPORATE	LIB-WIDE PROGRAMS	\$ 24,177.22	\$ 17,571.49	\$ 30,000.00	\$ 30,000.00	0.00%
	COMM REL/SUPPLIES	\$ 14,443.58	\$ 6,326.08	\$ 17,000.00	\$ 17,000.00	0.00%
	TOTAL	\$ 38,620.80	\$ 23,897.57	\$ 47,000.00	\$ 47,000.00	0.00%
CORPORATE	CONTINGENCY	\$ 0.00	\$ 0.00	\$ 25,000.00	\$ 25,000.00	0.00%
	RESTRICTED EXPENSES - OPERATING					
CORPORATE	GIFTS	\$ 2,929.43	\$ 425.44	\$ 5,000.00	\$ 2,000.00	-60.00%
	PER CAPITA GRANT	\$ 44,664.48	\$ 9,981.66	\$ 45,000.00	\$ 46,000.00	2.22%
	DEBT INTEREST EXPENSE	\$ 13,250.00	\$ 25,800.00	\$ 26,000.00	\$ 26,000.00	0.00%
	DEBT PRINCIPAL PAYMENT	\$ 35,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%
	SUBTOTAL	\$ 95,843.91	\$ 76,207.10	\$ 116,000.00	\$ 114,000.00	-1.72%
	RESTRICTED EXPENSES - IMRF					
IMRF	SUPP IMRF PAYMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,000.00	*
	SUBTOTAL	\$ -	\$ -	\$ -	\$ 70,000.00	
CORPORATE	TRANSFER TO SPEC RESRV	\$ 1,100,000.00	\$ 40,000.00	\$ 60,000.00	\$ 120,000.00	100.00%
	TOTAL SPECIAL RESERVE	\$ 1,100,000.00	\$ 40,000.00	\$ 60,000.00	\$ 120,000.00	100.00%
	TOTAL RESTRICTED EXP - OPERATING	\$ 1,195,843.91	\$ 116,207.10	\$ 176,000.00	\$ 234,000.00	32.95%
	TOTAL BUDGET W/O TRANS TO SR	\$ 3,986,538.20	\$ 3,132,330.38	\$ 4,589,560.00	\$ 4,614,475.00	0.54%
	TOTAL BUDGET EXPENSES	\$ 5,086,538.20	\$ 3,172,330.38	\$ 4,649,560.00	\$ 4,734,475.00	1.83%

EXPENSES - DRAFT

FUNDS	AUDITED ACTUALS 22-23	Actuals YTD Thru March 31, 2024	BUDGET 23-24	BUDGET 24 - 25	"+/-" From 23 - 24
SPECIAL RESERVE					
CONSULTING	\$0.00	\$0.00	\$20,000.00	\$ 20,000.00	0.00%
RENO PROJECT EXPENSE	\$1,822,449.91	\$142,791.88	\$ 1,000,000.00	\$0.00	-100.00%
HVAC PROJECT EXPENSE	\$0.00	\$0.00	\$0.00	\$ 200,000.00	*
OUTDOOR PROGRAM DEV	\$0.00	\$0.00	\$0.00	\$ 500,000.00	*
TOTAL	\$1,822,449.91	\$142,791.88	\$1,060,000.00	\$760,000.00	-28.30%
BY FUND					
CORPORATE	\$ 4,864,953.47	\$ 3,021,836.69	\$ 4,391,560.00	\$ 4,406,475.00	0.34%
IMRF	\$ 65,328.11	\$ 33,528.38	\$ 80,000.00	\$ 150,000.00	87.50%
FICA	\$ 156,256.62	\$ 116,965.31	\$ 178,000.00	\$ 178,000.00	0.00%
SPECIAL RESERVE	\$1,822,449.91	\$142,791.88	\$1,060,000.00	\$760,000.00	-28.30%
TOTAL	\$ 6,908,988.11	\$ 3,315,122.26	\$ 5,709,560.00	\$ 5,494,475.00	-3.77%
TOTAL OPERATING FUNDS W/O SPEC RES	\$ 5,086,538.20	\$ 3,172,330.38	\$ 4,649,560.00	\$ 4,734,475.00	1.83%



REVENUES DRAFT

FUNDS	REVENUES	Actuals 22 - 23	Actuals YTD Thru March 31, 2024	Budget 23 -24	BUDGET 24 - 25	"+/-" From 23 - 24 Budget
CORPORATE	TAX LEVY	\$3,841,693.94	\$4,121,833.89	\$4,124,600.00	\$ 4,280,000.00	3.77%
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	TIF SURPLUS	\$31,755.81	\$32,138.91	\$30,000.00	\$ 35,000.00	16.67%
	PERS. PROP. REPLACEMENT TAX	\$56,844.04	\$28,269.80	\$40,000.00	\$ 42,720.00	6.80%
	TOTAL TAXES	\$3,930,293.79	\$4,182,242.60	\$4,194,600.00	\$4,357,720.00	3.89%
	INTEREST EARNED	\$84,181.93	\$56,803.36	\$35,000.00	\$ 50,000.00	42.86%
	UNREALIZED GN/LOSS INVSTMENTS	\$11,254.30	\$6,447.32	\$5,000.00	\$ 6,000.00	20.00%
	TOTAL INTEREST	\$95,436.23	\$63,250.68	\$40,000.00	\$56,000.00	40.00%
	OTHER INCOME					
	LOST MATERIALS	\$850.67	\$537.28	\$1,000.00	\$ 1,000.00	0.00%
	NON-RES FEES	\$1,339.26	\$702.40	\$750.00	\$ 800.00	6.67%
	BOOK SALE	\$0.00	\$878.00	\$0.00	\$ 1,600.00	* NEW
	FINES/FEES	\$419.20	\$1,686.72	\$0.00	\$ 1,000.00	*
	GIFTS UNRESTRICTED	\$1,086.00	\$500.00	\$5,000.00	\$ 2,000.00	-60.00%
	GIFTS/GRANTS RESTRICTED	\$0.00	\$0.00	\$0.00	\$2,000.00	*
	EAR BUD SALES	\$0.00	\$415.00	\$0.00	\$ 700.00	*
	COPIER INCOME	\$4,527.72	\$2,393.20	\$3,500.00	\$ 3,500.00	0.00%
	PRINTING INCOME	\$0.00	\$3,013.96	\$0.00	\$ 4,000.00	*
	OTHER CORP INCOME	\$2,796.84	\$1,825.38	\$2,000.00	\$ 2,500.00	25.00%
	IL PER CAPITA GRANT	\$44,664.48	\$44,664.48	\$45,000.00	\$ 46,000.00	2.22%
	LICENSE STICKER SALES	\$2,791.25	\$1,699.75	\$2,500.00	\$ 2,500.00	0.00%
	MISC/JURY DUTY	\$486.28	\$486.28	\$100.00	\$0.00	-100.00%
	TOTAL OTHER INCOME	\$58,961.70	\$58,802.45	\$59,850.00	\$67,600.00	12.95%
	TOTAL CORPORATE FUND	\$4,084,691.72	\$4,304,295.73	\$4,294,450.00	\$ 4,481,320.00	4.35%

REVENUES DRAFT

FUNDS	REVENUES	Actuals 22 - 23	Actuals YTD Thru March 31, 2024	Budget 23 -24	BUDGET 24 - 25	"+/-" From 23 - 24 Budget
IMRF	TAX LEVY	\$80,060.23	\$0.00	\$0.00	\$ 50,000.00	*
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PERS. PROP. REPLACEMENT TAX	\$3,280.63	\$1,631.52	\$1,500.00	\$ 2,470.00	64.67%
	TOTAL TAXES	\$83,340.86	\$1,631.52	\$1,500.00	\$52,470.00	3398.00%
	INTEREST EARNED	\$4,921.67	\$2,480.91	\$1,500.00	\$ 2,500.00	66.67%
	TOTAL INTEREST	\$4,921.67	\$2,480.91	\$1,500.00	\$2,500.00	66.67%
	TOTAL IMRF	\$88,262.53	\$4,112.43	\$3,000.00	\$54,970.00	1732.33%
FICA	TAX LEVY	\$170,800.94	\$172,953.75	\$173,305.00	\$ 176,225.00	1.68%
	BACK TAXES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PERS. PROP. REPLACEMENT TAX	\$515.44	\$256.34	\$250.00	\$ 390.00	56.00%
	TOTAL TAXES	\$171,316.38	\$173,210.09	\$173,555.00	\$176,615.00	1.76%
	INTEREST EARNED	\$5,070.62	\$3,283.14	\$1,500.00	\$ 3,500.00	133.33%
	TOTAL INTEREST	\$5,070.62	\$3,283.14	\$1,500.00	\$ 3,500.00	133.33%
	TOTAL FICA	\$176,387.00	\$176,493.23	\$175,055.00	\$180,115.00	2.89%
SPEC RESERVE	INTEREST EARNED	\$71,406.41	\$9,287.41	\$20,000.00	\$ 12,000.00	-40.00%
	RESTR. TRANSFR FROM CORP.	\$1,100,000.00	\$45,000.00	\$60,000.00	\$ 120,000.00	100.00%
	TOTAL SPECIAL RESERVE	\$1,171,406.41	\$54,287.41	\$80,000.00	\$132,000.00	65.00%

REVENUES DRAFT

BY FUND	Actuals 22 - 23	Actuals YTD Thru March 31, 2024	Budget 23 - 24	BUDGET 24 - 25	"+/-" From 23 - 24 Budget
CORPORATE	\$4,084,691.72	\$4,304,295.73	\$4,294,450.00	\$4,481,320.00	4.35%
IMRF	\$88,262.53	\$4,112.43	\$3,000.00	\$54,970.00	1732.33%
FICA	\$176,387.00	\$176,493.23	\$175,055.00	\$180,115.00	2.89%
SPECIAL RESERVE	\$1,171,406.41	\$54,287.41	\$80,000.00	\$132,000.00	65.00%
TOTAL	\$5,520,747.66	\$4,539,188.80	\$4,552,505.00	\$4,848,405.00	6.50%
TOTAL OP FUNDS W/O SPEC RES	\$4,349,341.25	\$4,484,901.39	\$4,472,505.00	\$4,716,405.00	5.45%

* Cannot divide by zero

Adult Services Quarterly Report
January-February-March 2024

January

The LLD wrapped another successful Winter Read program on January 12th. 332 adult patrons registered for this year's challenge: read two books and receive an LLD scarf. Staff received many compliments on the cozy prize! Additionally, 11 of our Home Delivery patrons also participated in the Winter Read program. These patrons completed the same challenge and were presented with winter socks and artisanal soap upon completion of the program.

Adult Services Librarians brought back a popular technology offering: Tech Tutors. This unique program offering allows patrons to sign up for a 30-minute, one-on-one session with a Reference Librarian to get help with a specific technology issue or question of their choice. Topics addressed ranged from navigating cloud storage to clearing a mobile device's cache. The Adult Services department is pleased to offer this personalized service to our community who occasionally need technological help from a trusted source.

Xavier Duran (Arts, Culture, and Educational Programming Librarian) presented a new program offering: *Senior Social Hour*. This event invites seniors to play puzzles and games while socializing and enjoying light refreshments. Xavier had received patron feedback from seniors who were looking to make friends and connect with peers in the community. As a result, *Senior Social Hour* is now a regular program offering. Additionally, Xavier also facilitated another round of *Career Headshots*. This program allows patrons to have a professional photo taken at the Library. They are emailed copies of their headshot in an effort to support their career endeavors. This program remains popular and I'm pleased to offer specific programming based on our community's wants and needs.

The start of the new year also means the return of tax season. The Adult Services department is pleased to offer a selection of paper tax forms and instruction booklets near the Reference desk. In addition to providing these resources, AS staff have been busy assisting patrons with locating and printing specialized tax forms online. So many in our community rely on the Library for obtaining or printing tax documents, in addition to utilizing our scanner or photo copiers during this busy season.

February

Throughout the month of February, Adult Services staff received training on our new calendar software- Library Market. In addition to attending live training sessions with our Library Market representative, AS Librarians were hard at work entering all future programs, classes, and book

discussions in our new calendar. The team worked hard to diligently learn the new program and to ensure our new calendar was updated and ready for our March launch date.

We were so pleased to welcome Leslie Goddard back to the LLD in February. Approximately 60 patrons attended Leslie Goddard's historic portrayal of Julia Child. Leslie delighted the audience with her presentation and we will certainly plan on having her back at the LLD soon.

AS staff were busy attending professional development opportunities this month. Adult Services Librarian and Science Fiction & Fantasy book group facilitator, Lisa Moe, attended the annual Capricon conference. Lisa attended many sessions dedicated to serving SFF readers, but also served as a moderator and panelist. Additionally- Literacy Librarian, Jean Demas, attended the annual Illinois TESOL (Teachers of Speakers of Other Languages) conference. She visited sessions on artificial intelligence as learning tools, string knowledge learning, and how to maximize communications for/with non-English speakers through books and online sources. Jean also spent time visiting with Literacy/ELD vendors to determine the best new materials to purchase for our circulating collection.

March

Our department was bustling with popular program offerings in March. Nearly 60 people attended a live traditional Irish music performance by the Kilgubbin Brothers. Seán Cleland, master fiddle player and executive director of the Irish Music School of Chicago, and his multi-instrumental accompanist presented an engaging performance and discussed the historical context behind the music. Additionally, about 40 patrons attended *Declutter Your Photo Life* presented by photo organizing expert and bestselling author Adam Pratt. It's worth noting that we also saw a significant increase in patrons using our photo scanner (located upstairs near the Reference desk) after this program.

Jean Demas showcased our Literacy/ELD Room and collection to the program manager at TEACH (Tutoring English to Advance Change), a community partner social service tutoring agency located in LaGrange, Illinois, during a tour of our facility. The group will promote our Literacy/ELD room and checking out our materials to their tutors and learners.

Respectfully Submitted,

Elizabeth Hopkins

Youth Services Quarterly Report– April 2023

News:

- Youth Services has added a biweekly Lego Builders program on alternate Wednesdays to Pokémon Club. Lego Builders is a drop-in program designed to help children from grades K-5 explore their design and engineering interests through Lego. A display case has been added to the Youth Services department to highlight participants' creations.
- Monday Funday has been retooled into "Funday Afternoon" after we added a second date on Thursdays to accommodate demand for this staff planned program.
- Emily Walker and Isolda Page have collaborated with Stacey Weeks at Lisle Elementary to select the 2024-25 school year Battle of the Books texts. Battle of the Books is a literacy based extracurricular for 4th and 5th graders focused on challenging participants to expand the scope of their reading.
- A number of age appropriate and highly requested titles have been added to the youth game center, including, but not limited to, Marty Party, Mario Aces, and Lego Star Wars. All titles in the youth game center are rated "E for Everyone."
- Youth Services Staff have prepared displays for Black History Month, Women's History Month, Valentines Day, St. Patrick's Day, Ramadan, and ALA Book and Media Awards 2024.

Story walk

The following texts were featured in our library story walk.

- *Just Snow Already* by Howard McWilliam
- *Masala Chai, Fast and Slow* by Rajani LaRocca
- *Tokyo Night Parade* by J.P. Takahashi

Programs:

- Youth Services has begun to offer once a month special Pajama Storytimes. The storytimes are intended to reach families who are unable to attend our morning storytimes. These storytimes are themed and included an activity following the storytime proper. Attendance for each of our first two Pajama Storytimes has exceeded 50 patrons apiece.
- Kids and Family Boardgame Nights have been added to our schedule on a once a month basis. Participants have the opportunity to try out new and classic boardgames in a relaxed environment.
- "Toddler" and "Preschool" storytimes have been combined into our "Stories and Songs" storytime in order to provide clarity to patrons who found the previous designations unhelpful and/or confusing.
- Youth Services held our first SAT practice test with the help of the Brainfuse database.
- Our Saturday morning programs continue to be well attended with "Cookies and Crayons" being the most popular.

Community Outreach Highlights:

Youth Services staff has performed outreach storytimes to the following organizations

- Lisle Elementary
- Gentle Learning Preschool
- St. Joan of Arc School
- Giant Steps
- Kindi Academy
- Pathway Connections

Similarly, Youth Services has provided a monthly storytime for the Ann Reid Early Childhood center on the Lisle Library campus.

Professional Development:

- Assistant Director Kathryn McMahon and Associate Joann Sheahan attended the annual Anderson's Bookstore children's literature conference. They had the opportunity to network with other librarians as well as speak with several prominent authors of children's literature.
- YS Librarians are currently serving on the following professional committees or groups:
 - 2020 Rise: Feminist Book Project Committee
 - YALSA Committee
 - Monarch Award Selection Committee

Patron Communications

The following comments were provided by way of comment cards.

- "I think you have made great decisions on how to use spaces and how to display books. It is a very pleasant and productive experience. My compliments"
- "I like how there is a lot to do. For example, the drawing room and guessing how much is in the jar"
- "We love Miss Katie (*Assistant Director Kathryn McMahon*) She is great!"
- "I would just like to say that Miss Katie is awesome. Her class at 10:30 on Tuesday Mornings (*Music and Movement*) is the best. We appreciate her"
- "Your Library is so cool!"
- "My kids have been re-excited with virtual storytime since Ms. Mary Sue (*Mary Sue Reese*) took over these sessions. My Son, who does not always participate in group activities, has been excitedly following the activities during these sessions. Great Job Ms. Mary Sue!"

- “Our Brownie Troop tour with Miss Mallory (*Mallory Caise*) was so awesome!”

Respectfully Submitted,

John Ferrari
Director of Youth Services

Quarterly Board Report
3rd Quarter FY23/24
Circulation Services Department

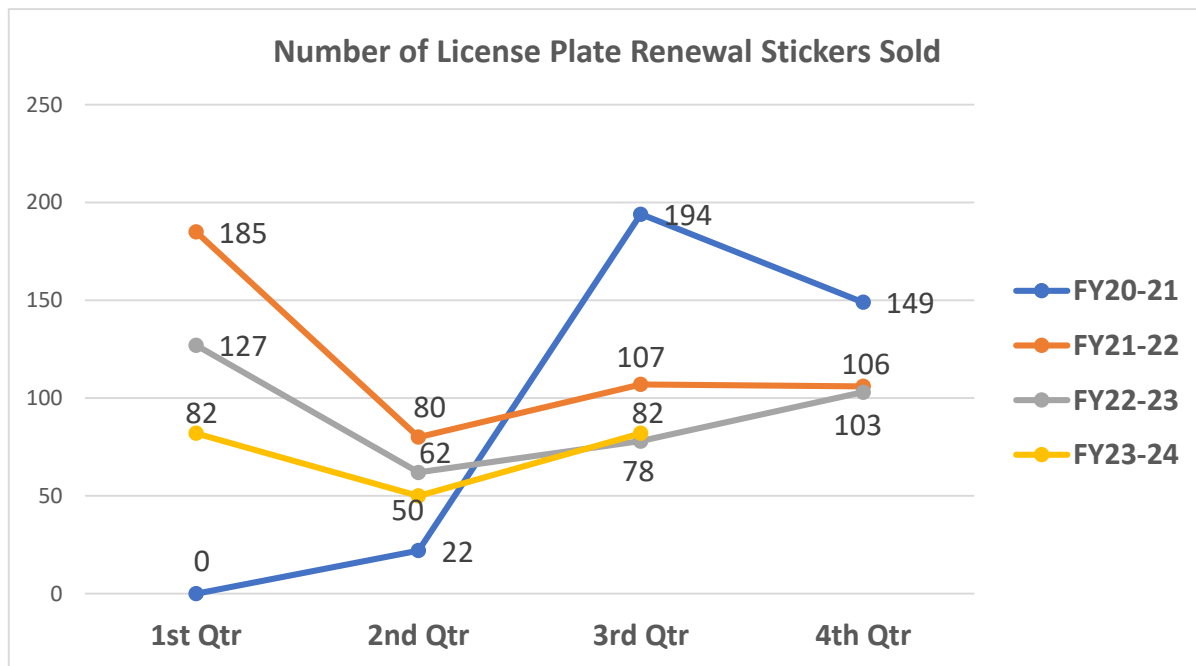
April 8, 2024

Circ. Page Projects

Over the last few months, our hard-working Circ. Pages re-organized all of the picture books in Youth Services (YS). It was much appreciated by YS staff and our patrons. In addition, a couple of months ago, the Pages re-organized all Adult Fiction, Mystery and Science Fiction books on the shelves. Recently, the Pages have begun to shift and re-organize the Non-Fiction books on the shelves in Adult Services. The plan is to leave some space at the end of each shelf for future growth and displays.

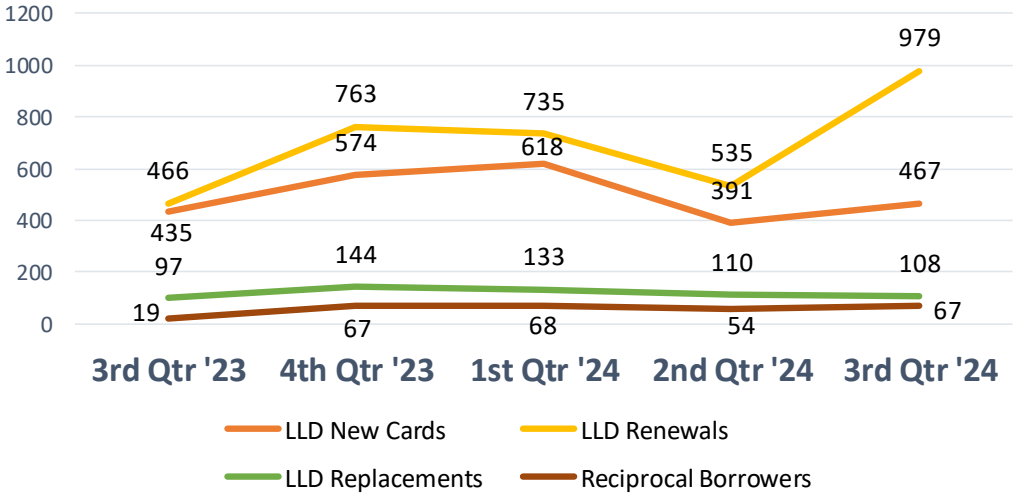
Illinois License Plate Renewal Stickers

During this quarter, 82 stickers were sold.

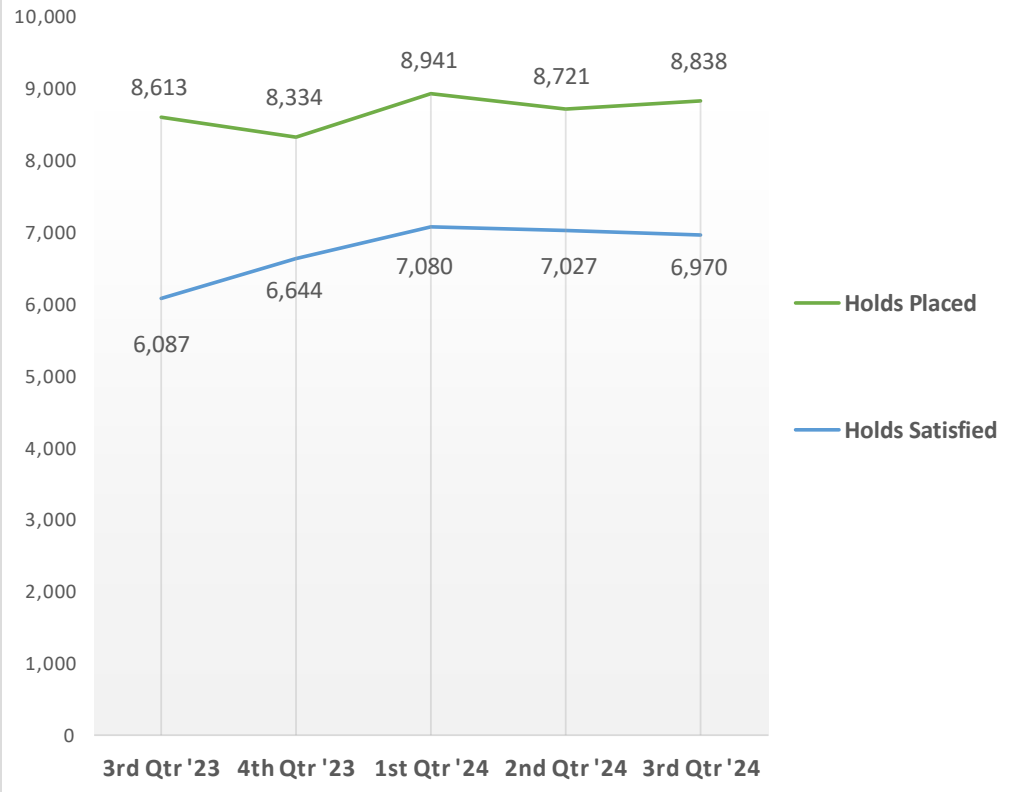


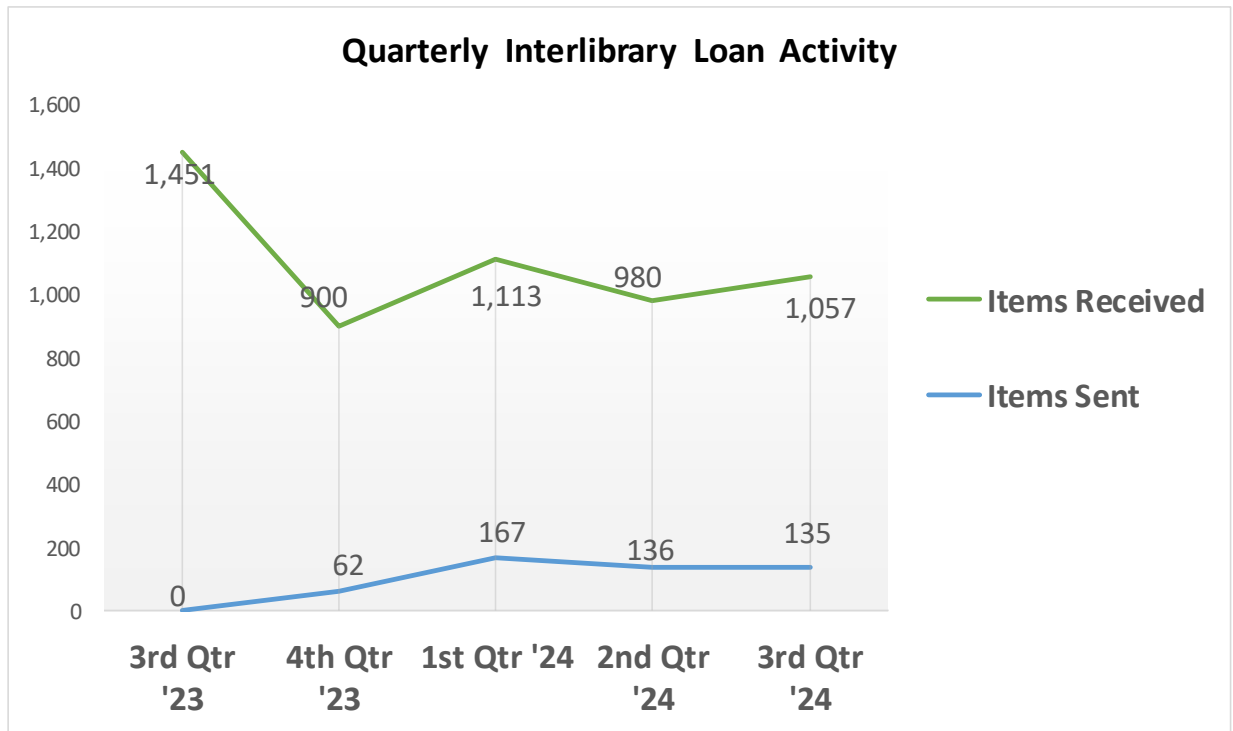
Please Note: Circ. staff began selling Illinois license plate renewal stickers on 12/21/20.

Quarterly Registration Activity



Quarterly Holds 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.

2024 IUG Conference

In late March, I attended the annual Innovative Users Group (IUG) Conference. It was a terrific opportunity for me to meet with fellow librarians from around the world and touch base with Library vendors (for example, I met representatives from Envisionware, which is the company responsible for our self-checks, automated material handler and RFID tags).

I also met two new Polaris integrated library system (ILS) users from Singapore. As the system administrator for Polaris at the LLD, I informed them that Polaris is very user friendly. I invited them and also a couple new Polaris users from Wisconsin to contact me if they ever have any questions or run into problems with their ILS.

During a Circulation Services forum, I received some novel ideas for training new staff. I plan on revising training procedures for my Department, and I am really excited about sharing fresh concepts with my staff.

Here are the names of a few other sessions/meetings I attended:

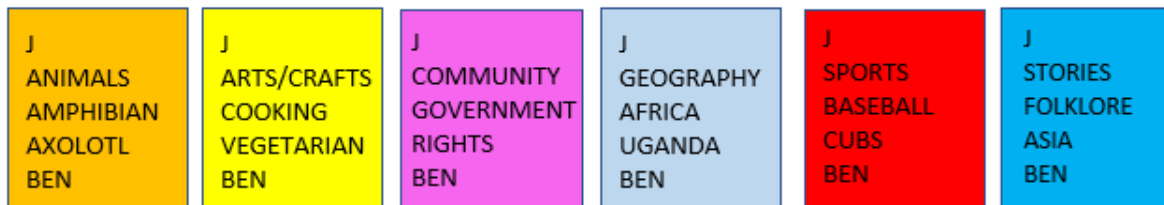
- Exploring Aspen Discovery
- Polaris Updates Roadmap
- Polaris SQL/Reports Forum
- Special Meeting of the Wisconsin Illinois Innovative Users Group (WILIUG)

Respectfully Submitted by
 Paul Hurt
 Director of Circulation Services

Technical Services 3rd Quarter Report FY 2023/2024

At LLD exciting things are happening in the Youth services department! Youth services and Technical services have been working together to re-classify the Youth nonfiction collection into a user interest/topic-based classification system.

The collection will be broadly grouped by related topics; categories will include Animals, Arts/Crafts, Body/Mind, Community, Events and Geography, Fun/Games, Innovation, Science, Sports, and Stories. Additionally, categories will have a specific color label for easy identification. LLD believes the new classification will improve access and discoverability. Although new to LLD, public libraries have been trending towards a more user-based classification system and research shows a coordinating increase in circulation when libraries do. Here are a few examples of the new spine labels:



In January, the Illinois Veterans' Home Quincy Library suffered server water damage to their fiction collection. A call for help was sent out to Illinois libraries. LLD is proud to support our Veterans and fellow libraries. We were able to send approximately 50 books to the Veterans' Home Library of withdrawn copies of popular fiction by Lee Child, Vince Flynn, Debbie Macomber, and more. Here is the response to the donations from the Illinois Veteran's Home Quincy Library:

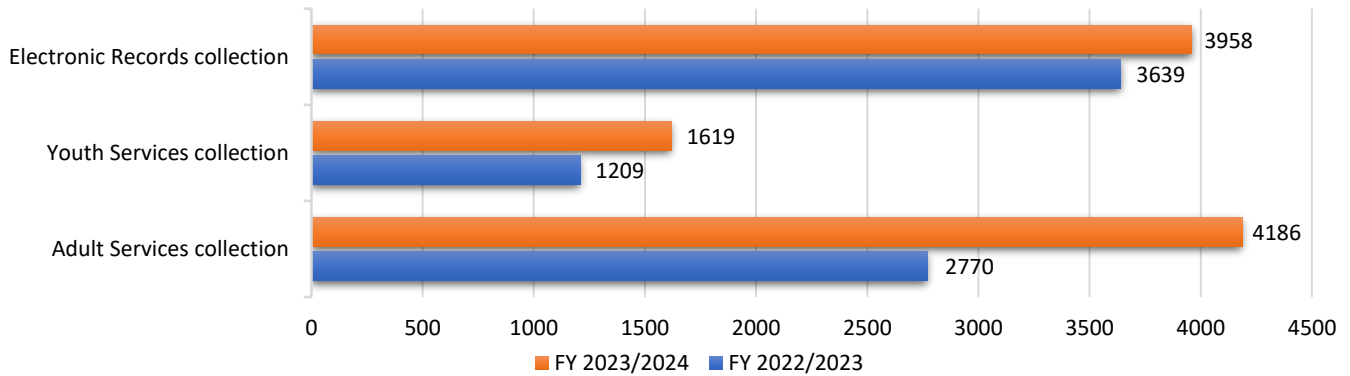
Thank you so much! Our veterans thank you for your generosity! I am happy to report that we have received an overwhelming response from nearly every library in RAILS. Libraries are truly wonderful, generous places. With all of these great donations we will be able to rebuild our collection and it will be better than before. Thank you so much!

Respectfully submitted by Laura Murff, Director of Technical Services.

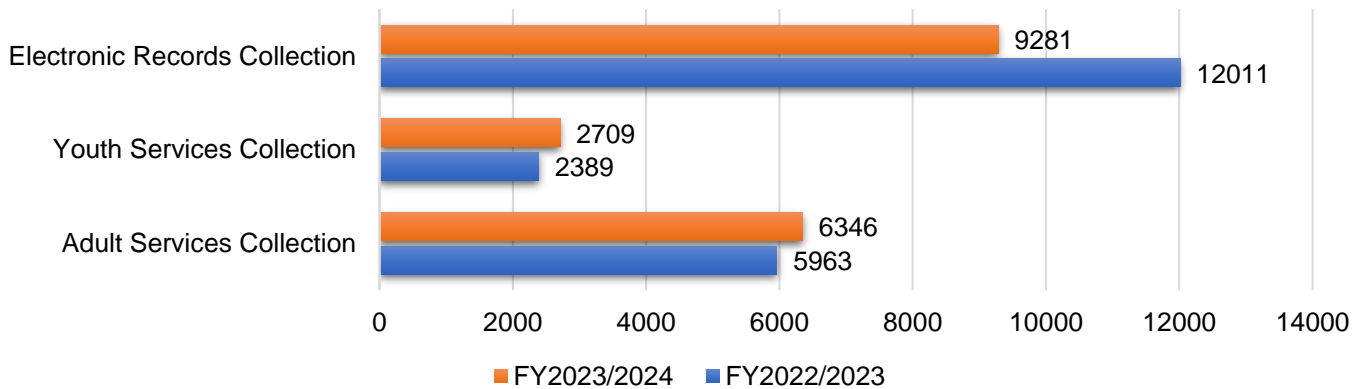
MATERIALS ADDED 3rd QUARTER FY2023/2024

Adult Services Collection	
AS Fiction Books	1396
AS Non-Fiction Books	1384
AS Audio/Visual	736
AS Periodicals	670
Adult Services Total	4186
Youth Services Collection	
YS Fiction Books	1307
YS Non-Fiction Books	272
YS Audio/Visual	16
YS Periodicals	24
Youth Services Total	1619
Electronic Records Collection	
EMediaLibrary MARC records	299
Hoopla MARC records	2762
Kanopy MARC records	897
Electronic Records Total	3958

3rd Quarter Addition Comparison of Current and Previous Year



Year to Date Addition Comparison of Current and Previous Year



ILLINOIS LIBRARY ASSOCIATION

REPORTER

MARCH 2024 | VOLUME XLII ISSUE 1



Lisle Library District



Architect:	Sheehan Nagle Hartray Architects – A Woolpert Company
Construction Firm:	Camosy Construction Inc.
Type of project:	Full Renovation/ New Entrances
Total cost:	\$7.7 Million
Service population:	30,281
Library director:	Tatiana Weinstein

About the Project:

The goal was to provide a more accessible, functional, and convenient Library for patrons. This was done by adding family restrooms, a drive-up service window, additional elevator, two entrances to maximize parking, installing right-sized and well-placed public service desks, and doubling the space in Youth Services.

What people are saying:

“Love the kids’ play area! So many textures and colors. The LiteZilla is amazing!”

“The layout is so much more convenient and efficient. It’s incredible that the Library seemed to increase space while remaining in the same footprint.”



festivals **.com**

Celebrate National Library Week with the Lisle Library District

Daily Herald

Celebrate National Library Week with the Lisle Library District

Making the Most of Social Security

LEGO Builders

Funday Afternoon: Tie-Dye Flowers

Teen Craft: Beaded Hanging Jellyfish

Unicorn Pajama Time

Chicago Tribune

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CHICAGO'S VERY OWN WGN9

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Daily Herald

Celebrate National Library Week with Lisle Library District

Submitted by Joy Davis

The Lisle Library District, 777 Front St., is celebrating National Library Week on Saturday, April 13.

Festivities will be 10:30 a.m. to 1:30 p.m. with engaging activities for all ages. The dragon-themed event begins with a storytime featuring the dragon from the bestselling picture book “Dragons Love Tacos” by Adam Rubin.

All ages will enjoy delectable food from the Mucha Salsa Taco Truck, which will serve complimentary chicken tacos and cheese quesadillas (while supplies last).

From 11:30 a.m. to 1:30 p.m., attendees are invited to visit the reptile zoo featuring frogs, toads and turtles from Crosstown Exotics. Festivities will be 10:30 a.m. to 1:30 p.m. with engaging activities for all ages. The dragon-themed event begins with a storytime featuring the dragon from the bestselling picture book “Dragons Love Tacos” by Adam Rubin.

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Daily Herald

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An all-ages scavenger hunt will lead participants throughout the library in search of seven dragons. Those who complete the challenge will win a special prize.

National Library Week is a long running observance established by the American Library Association with the goal of motivating people to read and support libraries.

“Spring is an optimal time to explore the newly renovated library. Check out packets of pollinator seeds from the LLD Seed Library or take home a few new cookbooks to up your dinner game,” said Tatiana Weinstein, library director.

“Check out any five items during National Library Week and take home a library yard sign to show your support for the library you love. And don’t forget to visit the LLD on Saturday, April 13. We’ll have dragon-inspired activities for all ages — and tacos!” Weinstein said.

For more information about the event, call the library at (630) 971-1675 or visit lislelibrary.org.

Lisle Library Events

For more information, or to register for any of these events, visit lislelibrary.org or call 630-971-1675

Storytimes:

Little Movers and Shakers (Walking – 2 Years)
Meeting Room A/B
Mar 4, 11, 18, 25 @ 9:30AM
Mar 6, 13, 20, 27 @ 10:30AM

Bitty Babies (Ages: 6 Weeks – 1 Year)
Meeting Room A
Mar 5, 12, 19, 26 @ 9:30AM

Stories and Songs (Ages: 2 +)
Meeting Room A
Mar 6, 13, 20, 27 @ 9:30AM
Mar 7, 14, 21, 28 @ 9:30AM

Music and Movement (Ages: 3+)
Meeting Room A/B
Mar 5, 12, 19, 26 @ 10:30AM

Virtual Storytime (Ages: 2+)
Mar 5, 12, 19, 26 @ 6PM



Teen Craft: Embroidered Notebook

Tuesday, March 5, 6PM | Teen Room
Learn basic embroidery on an unconventional medium! Embroider a notebook to write your ideas in style.

From Chaos to Memories: Declutter Your Photo Life

Tuesday, March 5 @ 7PM | Meeting Room A/B
We take photos to capture memories and tell stories but become overwhelmed with organizing and securely storing them. Learn a simple five-step process to declutter your collection from photo organizing expert and bestselling author Adam Pratt.

Food For Thought: A Culinary Discussion Group

Thursday, March 7 @ 7PM | Meeting Room B
Home chefs, join us for a culinary discussion group meeting! Pick one cookbook that fits the month's theme: Pie or Cake. Choose one recipe from the book to create before we meet, and come prepared to discuss. (Pictures of your creation are welcome too!)



The Kilgubbin Brothers: Lively Traditional Irish Music

Saturday, March 9 @ 2PM | Meeting Room A/B

Join us for an afternoon of traditional Irish music with Seán Cleland, master fiddle player and executive director of the

Irish Music School of Chicago and his multi-instrumental accompanist.

Teens Get Dacey: Not Your Average Board Games

Tuesday, March 12 @ 6PM | Teen Room
Join us for a night of playing Villainous, Unmatched, Smash Up!, Women Are Werewolves, Unstable Unicorns, and more! Snacks provided.

Leprechaun Hunt: Pajama Storytime (Ages 2-6)

Wednesday, March 14 @ 6PM | Meeting Room A/B
Get ready for St. Patrick's Day with our special pajama storytime about fantastical creatures and a leprechaun hunt in the Youth Services Department directly afterward.



Women's History Trivia!

Tuesday, March 19 @ 7PM | Meeting Room A/B
Do you know the name of the first woman to win a Grammy? Or the first woman to lead the Indianapolis 500? To celebrate Women's History Month, join the LLD for women's history trivia! Get a team or go solo. Prizes for 1st, 2nd, and 3rd place.

Ruth E. Carter: Interweaving Tradition and Imagination Through Costume Design

Wednesday, March 20 @ 7PM via Zoom
Join us for a special event with Ruth E. Carter, two-time Academy Award-winning costume designer. Carter made history as the first Black person to win the Costume Design category, winning an Academy Award for Black Panther. She received a second Academy Award for Black Panther: Wakanda Forever.

Adult Craft: Floral Planter Pot

Friday, March 29 @ 7PM | Meeting Room A/B
Use decoupage to transform a planter pot into a decorative creation ready for all your springtime plants!



Technology Classes

Tech Tutors

Wednesday, March 13 @ 6PM | Meeting Room B
Sign up for a one-on-one 30-minute Tech Tutor session to get help with your device, navigate new-to-you software, and more. Visit our Events Calendar to sign up for a time slot and choose the topic you would like to cover.

Google Forms for Surveys & Quizzes

Thursday, March 28 @ 7PM | Meeting Room B
Learn how to use Google Forms on a computer to manage event registrations, create quick polls, quizzes, or more. Registrants should already have a Google account; please be prepared with your Gmail login and password.

Registration is required. To sign up for these programs, go to <https://lislelibrary.evanced.info/signup>

APPROVED

LISLE LIBRARY DISTRICT
PHYSICAL PLANT COMMITTEE MEETING
October 23, 2023 - 7:00 p.m.

1. Roll call

Present:

Karen Larson - Treasurer | Chair

Liz Sullivan - Secretary

Joshua Martin - Trustee

Tatiana Weinstein - Director | Ex-officio

Will Savage - Assistant Director | Ex-officio

Absent:

Marjorie Bartelli - President

Also Present:

Jackie Kilcran - Recording Secretary

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

3. Approve Minutes of the September 14, 2022 Physical Plant Committee Meeting

MOTION: Secretary Sullivan moved to approve minutes of the September 14, 2022 Physical Plant Committee meeting. Trustee Martin seconded.

Roll Call Vote - All Aye. The motion passed.

4. Facility Update - discussion

Assistant Director Savage informed the Committee that the Library has contacted Metalmaster to clean and level gutters. This work should be completed by mid-November. The Library has contracted to have the damaged light pole replaced. This work should be completed in November and the claim for reimbursement will be submitted to the insurance company. Plants on the north and south entrance of the property have died. They are under warranty. Assistant Director Savage is working with Marc Rogers of CCS to obtain a credit. The Library will have Bear Landscape replace these plants in spring. Assistant Director Savage informed the Committee that he has met with several contractors regarding the Building Automation System (BAS). They have reviewed the HVAC as-built drawings. He is awaiting quotes on new BAS software.

5. FQC Report - review/discussion

Director Weinstein provided an overview of the recommended actions via the FQC report. She listed projects that have been accomplished prior to, and during, the renovation. Items recommended to be completed were sidewalk repairs not addressed during renovation, storage room humidity controls, emergency lighting at electrical panels, and new circuit breakers. Projects that were recommended to be addressed during the 2025 - 2029 time period were masonry planter and retention wall repair or replacement, and replacement of the east end boiler. Director Weinstein reviewed projects that were recommended after 2030 which include a roof replacement, complete replacement of the parking lot,

and the replacement of the east end condensing unit. Director Weinstein cautioned that the east end condensing unit might need to be addressed prior to 2030.

Discussion: Trustee Martin asked about the life span of the existing east end condensing unit. Director Weinstein informed the Committee that the unit should be replaced within 24 months. Trustee Martin suggested a study be conducted to determine if the current HVAC configuration is still the most beneficial. He asked that the Library explore solar panels at the time the roof replacement is being considered. Trustee Martin asked about inflationary budget changes since the 2019 report. Director Weinstein offered that vendors have suggested that a 10% increase would not be unreasonable.

6. Special Reserve Ordinance - discussion

Director Weinstein reviewed the current Special Reserve Ordinance. She suggested the Board should discuss plans for future projects. She suggested considering the BAS software, east end condensing unit, and the east end boiler. She asked the Committee to consider options for the two lots adjacent to the Library campus.

Discussion: The Committee discussed developing the Kingston property for use as programming space. Members also discussed using the Front Street lot as a green space or nature preserve. Director Weinstein informed the Committee that surplus Corporate Funds may be transferred into the Special Reserve Fund to fund future projects. Members asked for more data concerning the vacant lots. Director Weinstein confirmed that staff would procure more information for the next Physical Plant meeting.

7. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 7:51 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Physical Plant Committee on April 1, 2024.

Approved by

Karen Larson, Committee Chair