

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 21, 2024 at 7:00 pm at 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](mailto:library@lislelibrary.org) or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day.*

*Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

### LISLE LIBRARY DISTRICT BOARD MEETING February 21, 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. Vice President Swistak and Trustee Breihan reviewed the January billings in February
  - b. President Bartelli and Trustee Martin will review the February billings in March
4. Consent Agenda - Action Required
  - a. Approve Minutes of the January 17, 2024 Board Meeting
  - b. Acknowledge Treasurer's Report, 01/31/24, Investment Activity Report, 01/31/24, Current Assets Report, 01/31/24, Revenue Report, 01/31/24, and Expense Report, 01/31/24
  - c. Authorize Payment of Bills, 02/21/24
5. Unfinished Business
  - a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
    - i. Monthly Project Status Update – CCS Report including schedule and budget update
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. Semi-annual review of executive session minutes - Action Required  
Six-month review of executive session minutes to release or to remain closed.
  - b. Review of executive session recordings more than 18 months old - Action Required  
Six-month review of executive session recordings to retain or destroy.
9. Executive Session
  - a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 – Action Required
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 17, 2024 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President  
Emily Swistak - Vice President  
Karen Larson - Treasurer  
Liz Sullivan - Secretary  
Vanessa Berry - Trustee  
Josh Martin – Trustee [arrived at 7:14 p.m.]

Absent:

Debbie Breihan - Trustee

Also present:

Tatiana Weinstein – Director  
Will Savage – Assistant Director  
Jackie Kilcran - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 7:06 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Larson and Trustee Martin reviewed the December billings in January
- b. Vice President Swistak and Trustee Breihan will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 20, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/23, Investment Activity Report, 12/31/23, Current Assets Report, 12/31/23, Revenue Report, 12/31/23, and Expense Report, 12/31/23
- c. Authorize Payment of Bills, 01/17/24

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

5. Unfinished Business

- a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
  - i. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update

Mr. Rogers updated Trustees on progress with punch list items. Bradford installed the top of the periodical shelving. Camosy was on site working on Youth Services doors. Indoor and outdoor lighting issues have been addressed and some progress had been made with the meeting room speakers. Outstanding items include attending to certain plumbing fixtures and a credit for landscape plants that died. Plants will be replaced in the spring.

Mr. Rogers stated that after this month's payout, the balance of retainage due to Camosy is under \$10,000. Camosy will continue to support the project under the current warranty which runs

through April, 2024. Contingency funds available for the project are approximately \$122,000. Mr. Rogers is contacting contractors for proposals for the projector screen covering.

Discussion: None.

Mr. Rogers left the meeting at 7:06 p.m.

#### 6. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that the Committee had met on January 10th to review Policy 850 which would be discussed later in the meeting.
- c. Physical Plant – Treasurer Larson had nothing to report.

#### 7. Staff Reports

- a. Director Weinstein stated that the Library closed on Friday, January 11th due to severe weather conditions. She explained that emergency procedures were followed, which included posting the closure on the website and social media. Department Directors contacted their staff. Patrons who were registered for programs were contacted. The Library's voice mail was changed to inform callers of the closure.

Director Weinstein stated that the Personnel and Policy Committee met to discuss revisions to Policy 850. She stated that the Policy would be reviewed in detail later in the meeting. She highlighted the Annual Report that was included in the Board Packet. The Annual Report is posted on the website, and printed copies are available for patrons at service desks. Director Weinstein stated that on January 23, Representative Terra Costa Howard will meet with constituents at the LLD.

- b. Assistant Director Savage stated that staff training on the new calendar and scheduling software is ongoing. The Event Team met to discuss a Library-wide event that will take place during National Library Week in April.

Director Savage stated that he was in the process of obtaining quotes for BAS software and would be meeting with another vendor later in the week. All American Sign Company was on site to change restroom signage. Meilahn Mfg. was on site to conduct warranty repairs on the public service desks. On Sunday, January 14<sup>th</sup>, the boiler went into alarm mode. Sendra Services found that a sensor was tripping. The sensor was replaced. Work on the Meeting Room speakers was conducted. Meeting Room B is complete. Work on Meeting Room A is still being addressed. Electricians will be on site later in the week to troubleshoot a short in the parking lot.

Discussion: President Bartelli asked if the same vendor maintains both the BAS software and the mechanical HVAC system. Director Weinstein said that separate companies manage the systems. Secretary Sullivan asked if English Language Development had a study room. Director Weinstein stated that there is a room on the upper level near the Reference Desk reserved for literacy, language development, and tutoring.

#### 8. New Business

- a. Appoint Committee to prepare FY2024/25 Working Budget  
President Bartelli appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2024-25.

- b. Approve Resolution 24-01: Adoption of the ALA Bill of Rights Pursuant to P.A. 103-100 – Action Required

**MOTION:** Vice President Swistak moved to approve Resolution 24-01: Adoption of the ALA Bill of Rights Pursuant to Illinois Public Act 103-100 (75 ILCS 10/1). Secretary Sullivan seconded.

Director Weinstein informed Trustees that a new law was enacted to ensure libraries do not ban materials and to support the ALA Bill of Rights. All Illinois Libraries applying for the Illinois Public Per Capita and Equalization Aid Grant are advised to formally adopt the ALA Bill of Rights.

Roll call Vote – All Aye. The motion passed.

- c. Approve Per Capita Grant - Action Required

**MOTION:** Secretary Sullivan moved to approve the 2024 Illinois Public Library Per Capita and Equalization Aid Grant Application. Treasurer Larson seconded.

Director Weinstein provided an overview of the 2024 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 850: LLD Employee Handbook – Action Required

Vice President Swistak moved to approved LLD Policy 850: Employee Handbook. Trustee Berry seconded.

Director Weinstein explained that the Personnel and Policy Committee met to review LLD Policy 850: Employee Handbook. The Policy was updated to incorporate new legislation and procedures including VESSA and PLAWA. Other areas were revised for clarification or to remove redundant and/or outdated material.

Discussion: Vice President Swistak suggested minor grammatical changes and format corrections. Trustee Berry found strikeouts to be removed. Secretary Sullivan pointed out a word that needed to be deleted.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Swistak thanked the Director for her determination on revising Policy 850 and thanked the Personnel and Policy Committee for their efforts in reviewing the Policy. She also mentioned that she appreciated that staff properly responded to the emergency closure on January 11th. Secretary Sullivan thanked Circulation Department employees Stephanie and Teri for helping the Lisle Woman's Club schedule meetings and set up the meeting room. Trustees Martin, Larson, and Berry had no comment. President Bartelli thanked the Personnel and Policy Committee for their work on Policy 850. She also thanked the Department Directors for their Quarterly Reports.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 7:36 p.m.

Recorded by

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Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on February 21, 2024.

Approved by

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Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer’s Report as of January 31, 2024

Fund Name	Cash Balance 01/31/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,309,257.76	81.43%	91.01%
IMRF	187,673.86	3.55%	3.96%
FICA	238,042.30	4.50%	5.03%
Subtotals	4,734,973.92	89.48%	100.00%
Special Reserve	556,899.84	10.52%	0.00%
	5,291,873.76	100.00%	100.00%

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Treasurer

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Date

INVESTMENT ACTIVITY

Company	INTEREST											
	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					88.62
Elfers-Inv Interest Parking	1,641.38	6,196.00	7,856.36	6,386.03	4,851.99	2,856.59	2,269.84					32,060.19
Fifth Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45	3,202.95	2,873.97					22,211.24
Life Savings	222.16	222.40	222.64	215.68	223.10	216.13	223.21					1,545.32
Life CD 8635	109.73	109.78	106.29	109.89	106.39	109.99	109.74					761.81
Life CD 2869	110.02	110.07	106.57	110.17	106.67	110.27	110.32					760.09
IL Funds	216.70	238.51	234.98	277.23	273.63	290.65	312.69					1,844.39
US Bank-9853	10.28	10.61	10.62	10.27	10.62	10.27	10.61					73.28
US Bank-9370	3.06	4.82	11.90	12.22	13.33	0.40	3.19					48.92
TOTALS	5,181.86	9,602.83	11,519.56	10,925.96	9,030.04	6,810.63	5,926.98	-	-	-	-	59,397.86
Interest - Special Reserve Only	892.95	1,622.22	1,867.67	1,266.44	1,100.15	890.95	721.80					7,862.18
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	-	-	-	-	51,535.68
Totals	5,181.86	9,602.83	11,519.56	10,925.96	9,030.04	6,810.63	5,926.98	-	-	-	-	59,397.86

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-	394,883.78	641,516.25	298,000.00	118,399.85	-	-					1,452,793.88
Investment Purchases	298,939.08	(266,143.49)	(499,341.34)	(247,985.20)	(137,841.99)	(149,964.45)	-					-1,062,337.38
TOTALS	(298,939.08)	661,027.27	1,140,857.59	545,985.20	316,235.83	149,964.45	-	-	-	-	-	2,515,131.26

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

<b>Fair Market Value on</b>									
<b>1/31/24</b>									
<b>Checking Accounts</b>									
Fifth Third Operating Acct									\$66,470.82
Fifth Third Financial Now acct									\$3,020,604.55
Fifth Third Financial-petty cash									\$139.85
US Bank									\$30,655.46
E commerce									\$39,970.42
									\$3,157,841.10
<b>Money Markets</b>									
Lisle Savings Bank									\$210,701.93
IMET									\$3,161.11
The Illinois Funds									\$69,096.39
									\$282,959.43
<b>Ehlers Investments Pershing</b>									
									\$23,185.94
<b>Investments</b>									
<b>Fixed Income</b>									
Lisle Savings Bank									\$236,236.48
US Treasury Bill									\$254,481.92
Everbank NA Jacksonville FLA CTF									\$163,141.81
Morton Cmnty BK IL CTF									\$88,430.40
Lisle Savings Bank									\$235,622.01
Empower Fed CR Union Syracuse									\$249,279.68
US Bank									\$249,999.99
Freedom First Fed CR UN Roanoke									\$200,062.00
Citibank Natl Assn									\$150,633.00
									\$1,827,887.29
<b>TOTAL CURRENT ASSETS</b>									
<b>\$5,291,873.76</b>									



Lisle Library District  
For the Seven Months Ending January 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>
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 0.00	\$ 4,121,833.89	\$ 3,841,496.54	\$ 4,124,600.00	99.93
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	80,058.98	0.00	0.00
45-01-4415-00 Tax Levy - FICA	0.00	172,953.75	170,792.50	173,305.00	99.80
<b>TOTAL TAX LEVY</b>	<b>0.00</b>	<b>4,294,787.64</b>	<b>4,092,348.02</b>	<b>4,297,905.00</b>	<b>99.93</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	32,138.91	31,755.81	30,000.00	107.13
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>32,138.91</b>	<b>31,755.81</b>	<b>30,000.00</b>	<b>107.13</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	5,102.41	25,260.90	34,606.02	40,000.00	63.15
40-01-4462-00 Personal Property Repl. Tax -	294.47	1,457.87	1,997.21	1,500.00	97.19
45-01-4463-00 Personal Property Repl. Tax -	46.27	229.06	313.79	250.00	91.62
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>5,443.15</b>	<b>26,947.83</b>	<b>36,917.02</b>	<b>41,750.00</b>	<b>64.55</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	4,707.73	46,857.95	50,978.95	35,000.00	133.88
40-02-4475-00 Interest Earned - IMRF	215.74	1,997.24	2,778.82	1,500.00	133.15
45-02-4476-00 Interest Earned - FICA	281.71	2,680.49	2,885.25	1,500.00	178.70
<b>TOTAL INTEREST INCOME</b>	<b>5,205.18</b>	<b>51,535.68</b>	<b>56,643.02</b>	<b>38,000.00</b>	<b>135.62</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	2,789.54	6,931.15	12,174.53	5,000.00	138.62
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>2,789.54</b>	<b>6,931.15</b>	<b>12,174.53</b>	<b>5,000.00</b>	<b>138.62</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	112.66	327.73	647.94	1,000.00	32.77
10-03-4536-00 Non-Resident Fees	370.40	702.40	995.26	750.00	93.65
10-03-4538-00 Book Sale	14.00	469.00	0.00	0.00	0.00
10-03-4540-00 Fines	(9.00)	1,629.18	(91.95)	0.00	0.00
<b>TOTAL DESK INCOME</b>	<b>488.06</b>	<b>3,128.31</b>	<b>1,551.25</b>	<b>1,750.00</b>	<b>178.76</b>
<b>UNRESTRICTED INCOME</b>					
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 Seven Months Ending January 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	41.00	312.00	0.00	0.00	0.00
10-04-4573-00	0.22	1,882.81	2,209.87	3,500.00	53.79
10-04-4575-00	274.25	1,510.06	0.00	0.00	0.00
10-04-4583-00	0.00	44,664.48	44,664.48	45,000.00	99.25
10-04-4584-00	18.30	1,450.46	1,848.26	2,000.00	72.52
10-04-4585-00	126.50	1,264.75	1,645.75	2,500.00	50.59
10-05-4595-00	0.00	0.00	416.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	460.27	51,584.56	51,830.64	60,100.00	85.83
TOTAL REVENUES	\$ 14,386.20	\$ 4,467,054.08	\$ 4,283,220.29	\$ 4,474,505.00	99.83

Lisle Library District  
For the Seven Months Ending January 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	\$ 721.80	\$ 7,862.18	\$ 51,529.99	\$ 20,000.00	39.31
Interest Earned					
TOTAL INTEREST	721.80	7,862.18	51,529.99	20,000.00	39.31
70-04-4587-10	5,000.00	35,000.00	1,027,500.00	60,000.00	58.33
70-05-4680-00	0.00	0.00	0.00	0.00	0.00
Restricted - Transfer from Cor Debt Certificate					
TOTAL OTHER REVENUE	5,000.00	35,000.00	1,027,500.00	60,000.00	58.33
TOTAL REVENUES	5,721.80	42,862.18	1,079,029.99	80,000.00	53.58

Lisle Library District  
For the Seven Months Ending January 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>
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 45,868.31	\$ 310,747.47	\$ 288,664.71	\$ 561,040.00	55.39
10-10-5603-20 Adult Services - Reg. Hours	43,469.42	292,022.49	275,069.23	548,458.00	53.24
10-10-5603-30 Youth Services - Reg. Hours	33,883.45	216,782.61	232,351.85	454,846.00	47.66
10-10-5603-50 Technical Services - Reg. Hour	21,868.71	143,039.04	135,270.98	271,141.00	52.75
10-10-5603-60 Circulation - Reg. Hours	35,970.16	246,066.76	247,785.64	464,515.00	52.97
Total Salaries	181,060.05	1,208,658.37	1,179,142.41	2,300,000.00	52.55
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	5,647.19	34,397.53	32,122.09	70,907.00	48.51
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,715.48	49,584.27	42,661.27	88,487.00	56.04
10-10-5621-30 Hosp. Ins. - YS	4,796.20	29,850.68	27,802.95	48,094.00	62.07
10-10-5621-50 Hosp. Ins. - Tech	2,931.90	18,777.66	17,094.32	36,630.00	51.26
10-10-5621-60 Hosp. Ins. - Circ	3,967.19	27,797.34	27,897.11	56,608.00	49.10
10-10-5622-10 Dental Ins. - Admin.	188.90	1,145.71	1,418.14	2,877.00	39.82
10-10-5622-20 Dental Ins. - Adult Serv	527.92	2,986.26	2,637.82	5,497.00	54.33
10-10-5622-30 Dental Ins. - YS	331.10	1,624.56	1,294.46	2,765.00	58.75
10-10-5622-50 Dental Ins. - Tech	316.26	1,057.00	880.01	1,907.00	55.43
10-10-5622-60 Dental Ins. - Circ	114.22	889.15	1,058.64	2,228.00	39.91
Total Health and Dental Ins.	26,536.36	168,110.16	154,866.81	316,000.00	53.20
<b>Other Staff Benefits</b>					
10-10-5646-00 Unemployment Compensation	170.27	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	170.27	344.90	(2,949.25)	4,000.00	8.62
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	3,471.96	23,507.03	21,760.53	43,400.00	54.16
45-10-5625-20 FICA Expense - Adult Serv.	3,200.51	21,533.35	20,158.08	42,500.00	50.67
45-10-5625-30 FICA Expense - Youth Services	2,547.34	16,318.98	17,517.47	35,100.00	46.49
45-10-5625-50 FICA Expense - Tech Servs.	1,658.98	10,767.34	10,173.07	21,000.00	51.27
45-10-5625-60 FICA Expense - Circulation	2,611.19	17,855.49	17,533.60	36,000.00	49.60
Total FICA Expenses	13,489.98	89,982.19	87,142.75	178,000.00	50.55
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	1,280.02	6,250.87	12,189.79	19,500.00	32.06
40-10-5628-20 IMRF Expense - Adult Servs	1,278.01	6,199.24	12,260.05	19,100.00	32.46
40-10-5628-30 IMRF Expense - Youth Services	926.64	4,255.57	9,508.90	15,800.00	26.93
40-10-5628-50 IMRF Expense - Tech Servs.	648.82	3,036.16	6,049.97	9,400.00	32.30

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

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
40-10-5628-60 IMRF Expense - Circulation	818.35	3,932.85	8,265.95	16,200.00	24.28
Total IMRF Expenses	4,951.84	23,674.69	48,274.66	80,000.00	29.59
Total EMPLOYEE COSTS	226,208.50	1,490,770.31	1,466,477.38	2,878,000.00	51.80
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00 Internet Service Provider	450.00	3,150.00	2,700.00	5,400.00	58.33
10-20-5651-00 INet	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00 Utilities - Phone	0.00	8,341.64	4,170.86	20,000.00	41.71
10-20-5653-00 Utilities - Gas	1,006.53	3,133.90	4,923.06	12,000.00	26.12
10-20-5654-00 Utilities - Sewer & Water	362.80	1,231.18	1,989.00	4,500.00	27.36
10-20-5655-00 Utilities - Electric	2,465.08	18,896.78	20,690.84	50,000.00	37.79
10-20-5656-00 Verizon	0.00	0.00	750.00	0.00	0.00
Total Utilities	4,284.41	36,563.50	37,033.76	93,710.00	39.02
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	0.00	1,437.50	2,500.00	6,000.00	23.96
10-20-5661-00 Maint Contracts - Maint. Servi	3,142.10	22,789.37	17,440.70	49,500.00	46.04
10-20-5662-00 Maint Contr. - Landscape Serv.	4,980.00	20,684.06	16,710.00	40,000.00	51.71
10-20-5663-00 Maint/Repairs-Genl repairs, Su	306.09	5,360.18	6,499.42	10,000.00	53.60
10-20-5664-00 Maint/Repairs-Non Contr. Work	3,086.00	39,037.19	12,244.32	60,000.00	65.06
10-20-5665-00 Rubbish Removal	284.32	1,728.42	1,951.46	4,000.00	43.21
Total Maintenance and Repairs	11,798.51	91,036.72	57,345.90	169,500.00	53.71
TOTAL BUILDING COSTS	16,082.92	127,600.22	94,379.66	263,210.00	48.48
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00 Postage and Shipping	0.00	2,546.94	1,863.31	5,500.00	46.31
10-25-5710-10 Printing/Spec. Serv. - Adult	3,576.00	16,192.00	10,588.00	23,000.00	70.40
10-25-5711-00 Postage Special Serv	1,702.18	8,079.44	5,237.60	10,000.00	80.79
10-25-5712-00 Printing	0.00	888.69	298.69	1,000.00	88.87
Total Postage and Printing	5,278.18	27,707.07	17,987.60	39,500.00	70.14
Supplies					
10-25-5713-00 Office Supplies	408.16	4,151.92	3,776.43	6,000.00	69.20
10-25-5714-00 Circ. Material Supplies	943.82	6,805.83	4,591.91	10,000.00	68.06
10-25-5715-00 Copier Supplies	0.00	444.90	1,247.00	1,900.00	23.42
10-25-5716-00 Kitchen Supplies	418.23	2,589.38	1,692.63	5,000.00	51.79
10-25-5717-00 Processing Supplies	2,333.99	20,735.10	16,628.43	43,000.00	48.22

Lisle Library District  
For the Seven Months Ending January 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	3,061.15	5,960.59	4,857.22	12,100.00	49.26
Total Supplies	7,165.35	40,687.72	32,793.62	78,000.00	52.16
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	50.00	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	406.16	3,105.49	2,763.19	5,800.00	53.54
10-25-5724-15 Local Travel	0.00	82.39	250.52	500.00	16.48
Total Other Operating Costs	456.16	4,185.93	4,264.45	8,500.00	49.25
TOTAL OPERATING EXPENSES	12,899.69	72,580.72	55,045.67	126,000.00	57.60
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	6,984.00	7,000.00	94.10
TOTAL INSURANCE	0.00	73,898.50	68,361.10	59,325.00	124.57
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	1,466.25	1,518.75	15,000.00	9.78
10-35-5761-00 Collection Agency	101.20	354.20	265.65	700.00	50.60
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 Svcs-Tech Asst	21,713.22	123,804.28	87,374.25	98,000.00	126.33
10-35-5764-10 Other Contr Svcs - Library Wi	2,233.83	15,721.84	14,946.50	47,000.00	33.45
10-35-5765-10 Investment Agency Consultants	491.66	1,507.91	3,040.92	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	893.79	6,115.98	4,659.79	12,000.00	50.97
TOTAL CONTRACTUAL SERVICES	25,433.70	164,027.96	123,455.86	198,000.00	82.84
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	625.00	2,360.00	2,774.00	4,000.00	59.00
10-40-5784-00 Meetings - Staff	39.41	280.93	95.45	1,400.00	20.07
10-40-5785-00 Conferences - Staff	151.28	2,813.19	3,371.96	8,000.00	35.16
10-40-5786-00 Memorial/Tribute/Recognition	500.00	1,273.69	74.99	3,000.00	42.46
10-40-5787-00 Staff Development	0.00	1,640.10	1,843.93	2,500.00	65.60
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	9,100.00	0.00
10-45-5786-70 Dues - Trustee	0.00	0.00	150.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00

Lisle Library District  
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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
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 DEVELOPMENT	1,315.69	8,367.91	8,310.33	31,525.00	26.54
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	482.29	17,704.50	38,407.19	80,000.00	22.13
10-48-5804-10 Facility	26.99	2,553.56	1,990.00	10,000.00	25.54
Total Major Equipment	509.28	77,208.03	99,330.76	180,000.00	42.89
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	748.86	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	14.39	340.33	149.93	700.00	48.62
10-48-5823-30 Minor Equipment - Youth	0.00	117.84	28.17	700.00	16.83
10-48-5823-50 Minor Equip - Tech Services	0.00	185.81	139.12	700.00	26.54
10-48-5823-60 Minor Equip - Circ	143.99	288.82	146.00	700.00	41.26
Total Minor Equipment	158.38	932.80	1,212.08	3,500.00	26.65
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	180.57	541.71	541.71	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	889.51	13,261.67	6,023.87	23,280.00	56.97
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	1,001.76	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,070.08	13,803.38	7,567.34	25,000.00	55.21
TOTAL EQUIPMENT COSTS	1,737.74	91,944.21	108,110.18	208,500.00	44.10
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	228.00	1,759.71	3,053.80	8,000.00	22.00
10-50-5863-30 Books - Youth Serv	2,524.56	26,806.53	24,524.46	56,500.00	47.45
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	3,842.60	32,087.31	32,024.74	90,000.00	35.65
10-50-5865-10 Books - Adult/Teen Fiction	3,944.26	35,612.18	29,639.04	80,500.00	44.24
10-50-5867-20 Ref Books - Adult Serv	1,765.00	3,069.44	2,138.49	15,000.00	20.46
Total Books	12,304.42	99,335.17	91,380.53	250,000.00	39.73
Databases					
10-50-5869-20 Internet Licensed DBases	7,000.00	101,088.92	97,343.44	115,000.00	87.90
10-50-5872-10 Dbases - Professional	0.00	6,051.95	4,383.65	10,000.00	60.52

Lisle Library District  
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Expenses - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-50-5873-30 Dbases - Youth Serv	0.00	9,578.37	12,299.66	12,500.00	76.63
Total Databases	7,000.00	116,719.24	114,026.75	137,500.00	84.89
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	328.36	4,448.01	7,297.11	15,000.00	29.65
10-50-5895-40 A-V Matls - Adult Serv	3,830.14	32,479.61	27,547.75	60,000.00	54.13
10-50-5899-20 Digital Content	10,220.98	64,430.24	63,377.69	115,000.00	56.03
Total Audio-Visual Materials	14,379.48	101,357.86	98,222.55	190,000.00	53.35
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	0.00	24,536.64	23,841.03	24,500.00	100.15
10-50-5900-20 Periodicals - Adult Serv	1,617.17	19,515.19	20,750.70	31,500.00	61.95
10-50-5900-30 Periodicals - Youth	0.00	398.23	264.89	500.00	79.65
10-50-5900-80 Periodicals - Prof. Collection	0.00	2,799.49	2,927.97	3,000.00	93.32
Total Periodicals/Doc Delivery	1,617.17	47,249.55	47,784.59	59,500.00	79.41
TOTAL LIBRARY MEDIA	35,301.07	364,661.82	351,414.42	637,000.00	57.25
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,684.77	8,915.29	6,143.48	15,000.00	59.44
10-60-5931-30 Programs - Youth	483.01	4,704.74	6,763.50	15,000.00	31.36
10-60-5931-40 Online Marketing	266.64	707.33	646.46	1,700.00	41.61
10-60-5931-50 Community Relations	32.98	3,227.09	1,761.30	5,500.00	58.67
Total Programs	2,467.40	17,554.45	15,314.74	37,200.00	47.19
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	13.99	271.95	139.98	3,000.00	9.07
10-60-5940-30 Reader Services - Youth Serv.	47.77	1,769.46	1,843.14	6,800.00	26.02
Total Readers Services	61.76	2,041.41	1,983.12	9,800.00	20.83
TOTAL PROGRAMS AND READERS	2,529.16	19,595.86	17,297.86	47,000.00	41.69
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	0.00	425.44	1,150.00	5,000.00	8.51
10-80-5981-80 Restricted - Per Capita Grant	0.00	9,481.66	17,483.85	45,000.00	21.07
10-80-5982-80 Interest Expense	0.00	25,800.00	13,250.00	26,000.00	99.23
10-80-5983-80 Debt Principal Payment	0.00	40,000.00	35,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	0.00	75,707.10	66,883.85	116,000.00	65.26



Lisle Library District  
For the Seven Months Ending January 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>
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	321,508.47	2,489,154.61	2,359,736.31	4,589,560.00	54.24
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	5,000.00	35,000.00	1,027,500.00	60,000.00	58.33
TOTAL OPERATING TRANSFERS O	5,000.00	35,000.00	1,027,500.00	60,000.00	58.33
TOTAL ALL EXPENSES	326,508.47	2,524,154.61	3,387,236.31	4,649,560.00	54.29

Lisle Library District  
For the Seven Months Ending January 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>
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
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
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	92,569.00	116,682.06	3,094,631.02	1,000,000.00	11.67
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>92,569.00</b>	<b>116,682.06</b>	<b>3,094,631.02</b>	<b>1,000,000.00</b>	<b>11.67</b>
<b>TOTAL SPECIAL RESERVE EXPENSES</b>	<b>92,569.00</b>	<b>116,682.06</b>	<b>3,094,631.02</b>	<b>1,060,000.00</b>	<b>11.01</b>

**Lisle Library District**  
**Accounts Payable - February 21, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	979901	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
All-American Sign Co	14136	Signage All-American Sign Co., Inc.	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	480.00	480.00
Amazon	1012924	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	135.91	
			10-50-5865-10	Books - Adult/Teen Ficti	306.52	
			10-50-5895-40	A-V Mats - Adult Serv	129.89	
			10-60-5931-10	Programs - Adult Service	55.01	
			10-48-5823-20	Minor Equip - Adult Servi	21.99	
			10-50-5890-30	A-V Mats - Youth Serv	56.40	
			10-60-5931-30	Programs - Youth	1,031.97	
			10-25-5716-00	Kitchen Supplies	64.92	
			10-25-5713-00	Office Supplies	89.27	
			10-20-5663-00	Maint/Repairs-Genl repai	27.43	
			10-25-5717-00	Processing Supplies	14.44	
			10-25-5714-00	Circ. Material Supplies	38.50	
			10-48-5823-10	Minor Equip - Administra	16.99	
			10-48-5823-50	Minor Equip - Tech Servi	82.57	
			10-25-5718-00	Computer Supplies	21.48	
			10-48-5804-10	Facility	571.90	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,665.19
Anderson	57535821	Pest Control Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	157.10	157.10
B&T (C5223433)	013126	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	326.13 3.18	329.31
B&T (L5443202)	2038034808	Books Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	28.09	28.09
B&T (L5443202)	2038034809	Processing Baker & Taylor (L5443202)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	2.05	2.05
Bochenek, Annette	022524	Program: The History of the Hollywood Musical Annette Bochenek	10-60-5931-10	Programs - Adult Service	400.00	
			10-00-2610-00	Accounts Payable		400.00
Bradford Systems	37469-1	Shelving Bradford Systems Corporation	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	7,013.00	7,013.00
Case Lots	22912	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	258.50	258.50

**Lisle Library District**  
**Accounts Payable - February 21, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
CCS	021324	Project Management CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	1,770.00	1,770.00
Chinese Intercult	0338	Program: Celebrating Lunar New Year Chinese Intercultural, LLC	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	300.00	300.00
Colley Elevator	253960	Elevator Service Agreement - 3 Months Colley Elevator Company	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	408.00	408.00
ComEd	012624	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,414.69	3,414.69
Compact Disc Sourc	81659	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	196.67	196.67
Compact Disc Sourc	81660	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	443.24	443.24
Culligan of Wheaton	020624	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	66.88	66.88
Current Technology	733429	Monthly Network Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
Data443	38878	Smartshield Software Data443 Risk Mitigation, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	598.40	598.40
Dell	10724835010	12 Public & Staff PCs Dell Marketing LLP	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	12,306.24	12,306.24
Demco	7430035	Labels & Supplies Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	390.62	390.62
ELM USA	64902	Supplies for Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	246.95	246.95
EnvisionWare	INV-US-69723	Sort Trolley for AMH EnvisionWare, Inc.	10-48-5804-10 10-00-2610-00	Facility Accounts Payable	1,670.00	1,670.00
G & M Electric	53493	Light Pole Repair G & M Electrical Contractors	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	13,200.00	13,200.00
Goodman, Clarence	02-27-2024	Program: The Great Migration & The Great War	10-60-5931-10	Programs - Adult Service	335.00	

**Lisle Library District**  
**Accounts Payable - February 21, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Migration & The Great War: Engines of Change Clarence Goodman	10-00-2610-00	Accounts Payable		335.00
Groot	12012105T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	287.98	287.98
IHLS - OCLC	29766	Replacement Cost Lost ILL Item IHLS - OCLC	10-50-5871-20 10-00-2610-00	Document Delivery Accounts Payable	15.26	15.26
Ingram	013124	Books, Processing & Professional Reviews	10-50-5865-10 10-50-5864-10 10-50-5863-20 10-50-5863-30 10-50-5872-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Literacy/ESL Books - Youth Serv Dbases - Professional Processing Supplies Accounts Payable	4,102.49 3,083.96 43.48 3,865.96 364.00 1,703.09	13,162.98
Ingram Express	011124	Ingram Library Services	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	86.97	86.97
JanWay Company	144518	Non-Woven Tote Bags JanWay Company USA	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	1,330.00	1,330.00
Kanopy	385967	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	477.00	477.00
Kone	1158669886	Elevator Safety Compliance Kone	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	716.90	716.90
Konica Minolta Busin	291854221	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	265.23	265.23
Konica Minolta Busin	9009788610	Printer Maintenance Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	174.00	174.00
Konica Minolta Premi	522350875	#C227 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
LIMRICC PHIP Healt	020624	February Health Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech	6,423.57 9,170.84 5,372.42 4,339.83	

**Lisle Library District**  
**Accounts Payable - February 21, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Lisle Area Chamber	15403	LIMRICC PHIP Health	10-10-5621-60 10-00-2610-00	Hosp. Ins. - Circ Accounts Payable	8,366.50	33,673.16
		Annual Membership Lisle Area Chamber of Commerce	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	195.00	195.00
Lisle Area Chamber	15414	General Membership Meeting Lisle Area Chamber of Commerce	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	135.00	135.00
Matthew Bender	40497461	Employment in IL Matthew Bender & Co.	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	269.10	269.10
Metalmaster	17509	Repair Roof Membrane Metalmaster Roofmaster Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	1,290.00	1,290.00
Midwest Tape	504993200	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	5,606.22	5,606.22
Midwest Tape 2516	013124	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	1,715.28	1,715.28
Midwest Tape 7288	013124	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	1,127.50 356.31	1,483.81
Midwest Tape 7291	013124	DVDs, Blu-rays, & CD Books Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	210.67	210.67
Moe, Lisa	020224	Capricorn Conference Lisa Moe	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	180.17	180.17
Moe, Lisa	020324	Capricorn Conference Lisa Moe	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	51.58	51.58
Naperville Public Li	31318051147147	Reciprocal Borrowing Loss Naperville Public Library	10-50-5863-30 10-50-5863-30 10-00-2610-00	Books - Youth Serv Books - Youth Serv Accounts Payable	9.99	9.99
Naperville Public Li	31318057880642	Reciprocal Borrowing Loss Naperville Public Library	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	13.99	13.99
New Readers Press	23245	Career Skills Books New Readers Press	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	41.80	41.80
New Readers Press	23463	Workplace Skills Book	10-50-5863-20	Literacy/ESL	143.45	

**Lisle Library District**  
**Accounts Payable - February 21, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
NICOR	020424	New Readers Press Usage NICOR	10-00-2610-00 10-20-5653-00 10-00-2610-00	Accounts Payable Utilities - Gas Accounts Payable	1,898.94	143.45 1,898.94
OverDrive	24027820	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	152.00	152.00
OverDrive	24031415	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	991.83	991.83
OverDrive	24038564	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,076.13	2,076.13
Sendra Service	24226	HVAC Overheat Sendra Service Corp.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	1,195.00	1,195.00
Showcases	328127	Cases Showcases	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	292.90	292.90
Toshiba	6208927	Quarterly Photocopier Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	123.34	123.34
Unique	6122045	February Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	75.90	75.90
Village of Lisle	020124	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	112.48	112.48
					<b>115,590.40</b>	<b>115,590.40</b>

PRIOR MONTHS BILLS PAID BETWEEN December 2023 AND January 2024				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 1/12/2024		65671.90	
HSA	IL Child Support	Child Support Withheld	300.00	
HSA	IL Dept. of Revenue	State Tax Withheld	4126.51	
Auto W/D	Howard Simon & Associates	PR Serv. - 1/12/2024	859.05	
HSA	EFTPS/Electronic Tax Payment 1/12/2024	Fed Tax \$7835.40	21437.01	
		FICA W/H \$6800.81		
		FICA Lib \$6800.80		
HSA	Salaries 1/31/2024		64456.08	
HSA	IL Child Support	Child Support Withheld	300.00	
HSA	IL Dept. of Revenue	State Tax Withheld	4053.35	
Auto W/D	Howard Simon & Associates	PR Serv. - 1/31/2024	34.74	
HSA	EFTPS/Electronic Tax Payment 1/31/2024	Fed Tax \$7733.31	21111.67	
		FICA W/H \$6689.18		
		FICA Lib \$6689.18		
Wired	IMRF	IMRF W/H \$7960.23		
		IMRF Lib \$4951.83	12912.06	
		Sub Total	182350.31	
Check #	Vendor	Description	Amount	
7762	AFLAC (G6920)	Payroll Withholding	111.41	
7763	Allegion Access Technologies, LLC	Emergency Exterior Door Repair	402.00	
7764	Anderson Pest Solutions	Pest Control	157.10	
7765	Bear Landscape	Snow Removal #3 of 5	4,980.00	
7766	Case Lots Inc.	Janitorial Supplies	133.60	
7767	CDW Government	Annual Xerox Maintenance & Printer Ink	3,066.45	
7768	Chicago Metro Fire Prevention	Fire Prevention Contract	174.75	
7769	Chicago Title and Trust Company	Draws 22 & 23	800.00	
7770	Culligan of Wheaton	Water	63.92	



7771	Current Technologies Corporation	Monthly Network Monitoring & Message Archiver	12,153.63
7772	Delta Dental - Risk	February Premium	1,982.92
7773	Demco	Supplies	357.92
7774	DuPage County Public Works	Usage	124.06
7775	Eco Clean Maintenance	Janitorial Services	2,985.00
7776	ELM USA Inc.	Disc Cleaning Machine Supplies	282.45
7777	FNBO Billing Account	Programs, AV Materials & Supplies	2,247.52
7778	Garvey's Office Products	Office Supplies	79.17
7779	Hagg Press	February/March Newsletter	5,278.18
7780	Home Depot Credit Services	Program Supplies	45.26
7781	Illinois Library Association	Annual Memberships	625.00
7782	Jackie Kilcran	Meeting Supplies	29.19
7783	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
7784	Konica Minolta Business Solutions	#C227 Usage & Printer Maintenance	366.00
7785	Konica Minolta Premier Finance	#C227 Lease	60.00
7786	LIMRICC UCGA	4th Q 2023 Unemployment	170.27
7787	LinkedIn Corporation	LinkedIn Database	7,000.00
7789	Naperville Sun	Subscription	97.99
7790	NCPERS Group Life Ins	Payroll Withholding	48.00
7791	NICOR	Usage	1,006.53
7792	OverDrive, Inc.	Advantage	4,068.91
7794	Sendra Service Corp.	Boiler Repair	1,775.00
7795	Sikich LLP	Accounting Services	2,197.60
7796	Staples Advantage	Misc. Kitchen, Office & Janitorial Supplies	483.01
7797	Sullivan's Law Directory	Sullivan's Law Directory	144.22
7798	Village of Lisle	Monthly Internet Services	450.00
7799	Warehouse Direct	Casters	16.00
7800	Wolters Kluwer	2024 Social Security Changes	583.20
7801	Precision Control Systems	HVAC Control System	390.00
			\$ 55,050.26
		Sub Total	
			\$ 237,400.57
		TOTAL	
Wire Transfer	Camosy Incorporated	Construction Draw #22 - 1/18/24	\$ 86,745.00

Monthly Circulation Report - January 2024

	Checkouts	Renewals	Jan-24 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,563	2,888	5,451	28,927	36,575	26.44%	
Adult Print	4,959	3,790	8,749	44,415	60,417	36.03%	
Adult Total	7,522	6,678	14,200	73,342	96,992	32.25%	
YS Non-Print	559	972	1,531	8,512	11,881	39.58%	
YS Print	7,445	6,323	13,768	82,478	98,391	19.29%	
Total YS	8,004	7,295	15,299	90,990	110,272	21.19%	
Digital Media							
Overdrive	5,791		5,791	28,515	34,896	22.38%	
hoopla	2,551		2,551	12,275	16,331	33.04%	
Overdrive Magazines	762		762	988	3,222	226.11%	
PressReader	765		765	3,486	5,132	47.22%	
Kanopy	408		408	1,425	2,230	56.49%	
Total Digital	10,277	0	10,277	46,689	61,811	32.39%	
Subtotal Print + Non-Print/Digital	25,803	13,973	39,776	211,021	269,075	27.51%	
Computer/Tech Sessions Logins ***	1,110		1,110	5,181	7,810	50.74%	
Database Usage/Unique Logins	7,704		7,704	25,521	45,463	78.14%	
Wireless Use	1,092		1,092	2,121	7,640	260.21%	
ScannX sessions/jobs	216		216	1,055	1,842	74.60%	
Museum Adventure Passes	8		8	248	237	-4.44%	
Total IT/Resource Sessions	10,130	0	10,130	34,126	62,992	84.59%	
Total Circulation	35,933	13,973	49,906	245,147	332,067	35.46%	
Borrower Information	Jan. 2024 Total	YTD 22/23	YTD 23/24	YTD % Change			
New Library Cards Added	161	935	1,170	25.13%	*** Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	2,733	15,538	19,809	27.49%			
Total # Registered Borrowers	9,160	8,326	9,160	10.02%			
InterLibrary Loans							
Materials Sent *	43	0	346	100.00%			
Materials Received	319	2,732	2,412	-11.71%			
Polaris/Catalog Holds							
Holds Placed	3,313	20,002	20,975	4.86%			
Holds Checked Out	2,603	15,358	16,710	8.80%			
Pick-Up Window Service Stats **							
# of Patrons/Users	24	N/A	190	--			
# of Items Picked Up/Checked Out	67	N/A	593	--			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

# Lisle Library District - Program and Service Statistics - January 2024

Library Event Statistics										
	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change	
Staff Facilitated Programs		10	44	7	2	63	398	413	3.77%	
Attendees		98	690	12	10	810	4,780	5,209	8.97%	
Computer/Technology Programs		2	0			2	27	16	-40.74%	
Attendees		6	0			6	79	110	39.24%	
Performer/Speaker/Author		3	0			3	18	26	44.44%	
Attendees		54	0			54	362	440	21.55%	
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	44	7	2	68	443	457	3.16%	
Total Patrons Served by Programming	0	158	690	12	10	870	5,221	7,059	35.20%	
Reference Questions		2,631	1,017	897		4,545	27,202	30,764	13.09%	
Volunteer Hours		7.50	5.00			12.50	37.50	541.00	1342.67%	
Notary Service	61					61	140	278	98.57%	
LLD Kindness Cards **		N/A	N/A			0	N/A	439	--	
Outreach Service Statistics										
Outreach Visits		0	8	0		8	57	46	-19.30%	
Patrons Served by Outreach Visits		0	277	0		277	3,473	3,734	7.52%	
Home Delivery Dates		3				3	15	16	6.67%	
Patrons Served via Home Delivery		129				129	646	718	11.15%	
Total Outreach Programs		3	8	0		11	72	62	-13.89%	
Total Patrons Served with Outreach Services		129	277	0		406	4,119	4,452	8.08%	
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)	30	<div></div>					0	184	100.00%	
Number of Outside Groups Using Meeting Space	42						0	240	100.00%	
Patrons Entering Building	12,144						53,498	85,782	60.35%	
Friend's Sponsored Programs	0	<div></div>					0	0	--	
Attendees	0						0	0	--	
Social Media Use										
Facebook (daily page consumption)	735	<div></div>					6,526	6,761	3.60%	
X (f.k.a. Twitter) Followers	1,063						1,014	1,063	4.83%	
Instagram Likes	474						4,306	4,199	-2.48%	
Flickr Views	7,033						49,395	64,519	30.62%	
YouTube Views	7,181						42,095	50,037	18.87%	
eBlast Engagement *	230						592	5,451	820.78%	
Total LLD App Downloads	860	578	860	48.79%						
Total LLD App Sessions	4,294	14,068	26,915	91.32%						

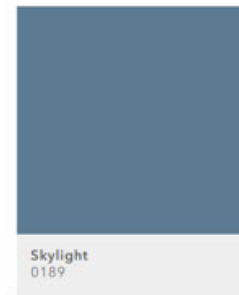
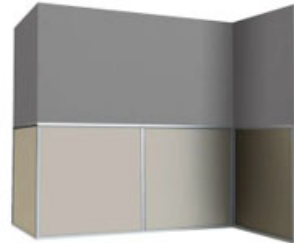
\* eBlast Engagement statline added January 2023. \*\* LLD Kindness Cards reintroduced in May 2023.



February Board Report (2/16/2023)

### A. Close-Out Progress Update

- Overall Close-out, Punchlist and Corrective Work is ongoing:
  - Landscaping (warranty) replacement agreed to take place in April 2024
  - Camosy Pay App will release retainage on all subs except Landscaping
- Proposal received in the sum of \$12,750 for the following scope of work:
  - Refinishing the drop down projector screen in the meeting room
  - Providing protective wall cladding in the meeting room(s)
  - (2) Drywall crack repairs – with expansion joints
    - Repairs to existing walls that were not rebuilt as part of Camosy's work
  - (8) firms were contacted to provide pricing



### 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 2/16/2024)		Committed to Date (thru 2/16/2024)	
		\$	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	\$5,754,651	\$5,726,682
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	\$5,796,250	\$5,766,812
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$919,393	-\$5,417	\$916,209	\$888,967
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$857,346	\$17,346	\$845,436	\$829,053
E-300.3: Other Owner Soft Costs	\$0	\$4,977	\$4,977	\$4,977	\$4,977
E-300: Soft Costs Total	\$1,764,810	\$1,781,717	\$16,907	\$1,766,623	\$1,722,997
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$109,283	-\$80,925	\$0	\$0
E-400: Contingency Total	\$190,208	\$109,283	-\$80,925	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,562,873	\$7,489,809

**Variance \$ from Budget Notes (New Only):**

#1 - Includes cost proposal for meeting cover screen cover, meeting room protective wall panels and (2) existing wall expansion joints. Costs allocated from contingency.

1815 South Meyers Road  
Suite 1070  
Oakbrook Terrace, IL 60181

630.678.0808  
www.CCSdifference.com

**Lisle Library District**  
North Main Entry Capital Improvement Project



February Board Report (2/16/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
<b>E-200: Building Costs</b>		
<b>E-200.1: Building Construction</b>		
Camosy	Pay App #23	\$ 4,525.00
<b>Grand Total</b>		<b>\$ 4,525.00</b>

Note: not listed above is approval to release retainage from Bradford systems (shelving) whose work was completed.

**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	<b>Approved</b> as recorded in past Board meetings

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 16, 2024

## FEBRUARY 2024 | DIRECTOR'S REPORT

### Meetings:

Dept. Dir – Jan 16	Lisle Event Comm – Jan 24	RAILS – Feb 9
MJB Designs –Jan 16	State of VOL – Jan 25	Staff – Feb 12
LLD Board – Jan 17	Intergovernmental – Jan 30	Dept. Directors – Feb 13
ILA Editor – Jan 22	GATA Training – Feb 2	Lisle Savings Bank – Feb 13
All-Staff – Jan 23	MJB Designs – Feb 5	MJB Designs – Feb 14
Rep. Terra C. Howard – Jan 23	VOL Emergency Mgmt. – Feb 7	Bartelli – Feb 15

### Illinois Representative Terra Costa Howard

On January 23, Representative Terra Costa Howard visited the LLD to meet with constituents. Rep. Costa Howard was here from 1-3PM and met with residents in the Maple Study room for scheduled one-on-one meetings to discuss topics affecting the District. Approximately 6-7 people scheduled appointments that day. As usual, Representative Costa Howard also graciously met with people who just happened to stop by and she also had fun taking photos with visitors.

### Village Meetings

#### *State of the Village*

President Bartelli, Assistant Director Savage, and I attended the State of the Village luncheon at the Hyatt in Lisle on January 25. This annual luncheon aims to bring together government officials, staff, and businesses to hear the Mayor's updates and Village accomplishments. Intergovernmental agency employees, a few business owners, and Chamber of Commerce employees were in attendance.

#### *Intergovernmental*

President Bartelli and I attended the Intergovernmental group on January 30 at the Fire Department in downtown Lisle. The Park District, School District 202, Township, Village, and Fire District attended. Highlights included:

- Park District received a grant for Tate Woods Park
- District 202 is in the top 8% ranking for high schools nationwide per U.S. News and World Report
- Fire District had less fire calls this past year
- Township is holding a transportation forum at the LLD
- Village is purchasing body cameras for police and the community wide survey was a success.

#### *Emergency Management*

Assistant Director Savage and I attended an emergency management meeting at the Lisle Police Station on February 7. The purpose of this meeting was to group together different cities via webinar to discuss emergency scenarios. The webinar was facilitated by FEMA. Lisle



*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 16, 2024*

intergovernmental agencies and a few larger nonprofit organizations attended. It was a valuable opportunity to discuss hypothetical emergency logistics, preparedness, response, and recovery efforts within our Village. Though the LLD is not an emergency responder per se, we would play a key role in disseminating information should a community-wide emergency occur as well as possibly serve as a reunification station.

## **LLD WEBSITE & CALENDAR**

The LLD continues to hone a new look for the Library's website. Along with a new website, staff are currently training on the new calendar product. We'd like to launch both at the same time. Trustees have been provided samples of the website's new look as requested. A lot of superfluous 'landing pages' have been removed, colors are brighter, and there are updated photos throughout. So far, staff are pleased with the look. Content continues to be moved from the old site to the new. In doing so, staff are proofreading the information and deleting outdated or irrelevant content.

When the LLD launches the new website, there is an opportunity to present a tidier event calendar. Currently, the calendar shows anyone or any group who's reserved the meeting rooms along with Library-sponsored programs. We seem to be the only Library who does this. Additionally, now that the LLD is accepting reservations for certain study rooms, extra reservations would also add to the clutter and lengthen the online scroll.

Attached to this report are examples showing just one week of reservations from two perspectives: one with just Library-sponsored programs and one with anyone/group with a meeting room reservation. There are also examples showing a month's worth of reservations from both perspectives.

Staff's recommendation is to promote Library-sponsored programming as well as any intergovernmental group or legislative-related forums. This would require a modification to LLD Policy 650; A4, where it outlines what outside groups can or cannot do regarding promotional activities:

### **A. RESERVABLE MEETING ROOMS...**

4. Advertisements for meetings held at the Library may not be displayed or promoted in a manner to suggest Library sponsorship or endorsement. Advertisements may not use the Library logo as a means to promote their program. **Outside group meetings held in the building are noted on the Library's online events calendar.** Advertisements by outside individuals/groups are not permitted on Library property (excludes local government organizations). Advertisements, mailings, and postings that specify the LLD must include the disclaimer, "This event is not endorsed or sponsored by the Lisle Library District."

Doing so would declutter the calendar, more effectively promote Library programs, and align us with how other libraries present their programs.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 16, 2024*

## **GATA Training**

The Grant Accountability and Transparency Act (GATA 30 ILCS 708/1) is legislation that aims to increase accountability and transparency in the use of grant funds through adoption of federal grant guidelines and regulations that include audit and reporting requirements ([gata.illinois.gov](http://gata.illinois.gov)). GATA is used to create a standardized process for State grants. Before applying for a grant, organizations must pre-qualify on the GATA Grantee Portal. Grant funding for large projects is a complex and time-consuming effort.

Should the LLD opt for State grant funding for a project that involves any of its properties, receiving training on GATA is essential. I've started the process by viewing a few online webinars and have most recently registered for training via the Illinois Department of Commerce & Economic Opportunity on the pre-qualification steps. This training will occur later this month. All of these training efforts are in anticipation of future Physical Plant Committee and Board meeting discussion regarding future capital projects.

Respectfully submitted,



Tatiana Weinstein





(630) 971-1675  
777 Front Street  
Lisle, IL 60532  
See map: [Google Maps](#)

Sun: 1:00pm-5:00pm  
Mon-Fri: 9:30am-9:00pm  
Sat: 9:30am-5:00pm

[Library Website](#) [Events Calendar](#) [Reserve a Room](#)

## Month Calendar

Filters

Upcoming

Month

Week

Day

«

MARCH 2024

»

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29		2
					TAB Meeting 7:00pm - 8:00pm Teens	Cookies and Crayons 10:00am - 11:00am Kids ESL For You! Class 10:00am - 11:30am Adults
3	4	5	6	7	8	9
	Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids Booked for the Day Book Group 11:00am - 12:00pm Adults Funday Afternoon: Luminous Lanterns 4:00pm - 4:45pm Kids	Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies Music and Movement (ages 3+) 10:30am - 11:00am Kids Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids Teen Craft: Embroidered Notebook 6:30pm - 7:30pm Teens From Chaos to Memories: Declutter Your Photo Life 7:00pm - 8:00pm Adults Open	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids Pokémon Club 4:00pm - 5:00pm Kids	Stories and Songs (ages 2+) 9:30am - 10:15am Kids Funday Afternoon: Luminous Lanterns 4:00pm - 4:45pm Kids Food For Thought 7:00pm - 8:00pm Adults Open	ARTstravaganza!: Ice Art 10:00am - 11:00am Kids Kids and Families Boardgame Night 6:00pm - 7:00pm Kids, Everyone Gallery 777 Artist Reception: Susan R. Wilson, Color Legends 7:00pm - 8:00pm Adults	Mario Kart Tournament 10:00am - 11:00am Kids The Kilgubbin Brothers: Lively Traditional Irish Music 2:00pm - 3:00pm Adults Open
10	11	12	13	14	15	16
	Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids Funday Afternoon: Cup Stacking Scheme 4:00pm - 4:45pm Kids	Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies Music and Movement (ages 3+) 10:30am - 11:00am Kids Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids Teens Get Dirty: Not Your Average Board Games 6:00pm - 7:30pm Teens	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids LEGO Open Builders 4:00pm - 5:00pm Kids Tech Tutors, 6:30PM-7:00PM 6:30pm - 7:00pm Adults Waitlist Tech Tutors, 7:00PM-7:30PM 7:00pm - 7:30pm Adults Waitlist View All	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Funday Afternoon: Cup Stacking Scheme 4:00pm - 4:45pm Kids Leprechaun Hunt: Pajama Storytime 8:00pm - 8:30pm Kids Fixed on Fiction Book Group 7:00pm - 8:00pm Adults	ARTstravaganza!: Crumpled Paper Art 10:00am - 11:00am Kids ESL For You! Class 10:00am - 11:30am Adults	ARTstravaganza!: Crumpled Paper Art 10:00am - 11:00am Kids
17	18	19	20	21	22	23
	Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids Funday Afternoon: Wildflower Seed Bombs 4:00pm - 4:45pm Kids	Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies Music and Movement (ages 3+) 10:30am - 11:00am Kids Virtual Storytime on Zoom (ages 2+) 6:00pm - 6:30pm Kids Women's History Trivial 7:00pm - 8:00pm Adults Open	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids Pokémon Club 4:00pm - 5:00pm Kids Illinois Libraries Present: Ruth E. Carter: Interweaving Tradition and Imagination Through Costume Design 7:00pm - 8:00pm Adults Just the Facts Book Group 7:00pm - 8:00pm Adults View All	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Funday Afternoon: Wildflower Seed Bombs 4:00pm - 4:45pm Kids Murder Among Friends Book Group 7:00pm - 8:00pm Adults	ARTstravaganza!: Eye Dropper Painting 10:00am - 11:00am Kids Books & Senior 10:00am - 11:00am Kids, Teens, Tweens Craft & Coffee 10:00am - 11:30am Adults Open	
24	25	26	27	28	29	30
	Adult Take & Make Craft 03/25/2024 @ 9:30am - 03/29/2024 @ 9:00pm Adults Family Craft Kit: Shadow Puppet Box (Take Home) 03/25/2024 @ 9:30am - 03/30/2024 @ 5:00pm Kids Little Movers & Shakers: At Home Edition (ages: 0-2) 03/25/2024 @ 9:30am - 03/30/2024 @ 5:00pm Kids, Babies					
	Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies Music and Movement (ages 3+) 10:30am - 11:00am Kids Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids Stories and Songs (ages 2+) 9:30am - 10:00am Kids Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids LEGO Open Builders 4:00pm - 5:00pm Kids RESERVATION Lisle Township Mental Health Board Hearing 6:45pm - 8:45pm Science Fiction & Fantasy Book Group 7:00pm - 8:00pm Adults	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids LEGO Open Builders 4:00pm - 5:00pm Kids RESERVATION Lisle Township Mental Health Board Hearing 6:45pm - 8:45pm Science Fiction & Fantasy Book Group 7:00pm - 8:00pm Adults	Stories and Songs (ages 2+) 9:30am - 10:00am Kids Google Forms for Surveys & Quizzes 7:00pm - 8:00pm Adults Open	ARTstravaganza!: Sun Catchers 10:00am - 11:00am Kids Adult Craft: Floral Planter Pot 7:00pm - 8:30pm Adults	ESL For You! Class 10:00am - 11:30am Adults	
31	1	2	3	4	5	6
LLD Closed for Easter All Day						



(630) 971-1675  
777 Front Street  
Lisle, IL 60532  
See map: [Google Maps](#)

Sun: 1:00pm-5:00pm  
Mon-Fri: 9:30am-9:00pm  
Sat: 9:30am-5:00pm

[Library Website](#) [Events Calendar](#) [Reserve a Room](#)

## Month Calendar

Filters

MARCH 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
					<div>PRIVATE RESERVATION APPROVED The SIG 10:00am - 12:00pm</div> <div>PUBLIC TAB Meeting 7:00pm - 8:00pm Teens</div>	<div>PUBLIC Cookies and Crayons 10:00am - 11:00am Kids</div> <div>PUBLIC ESL For You! Class 10:00am - 11:30am Adults</div> <div>PRIVATE Citizen Climate Lobby 10:00pm - 3:00pm</div>
3	4	5	6	7	8	9
	<div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids</div> <div>PUBLIC Booked for the Day Book Group 11:00am - 12:00pm Adults</div> <div>PUBLIC Funday Afternoon: Luminous Lanterns 4:00pm - 4:45pm Kids</div> <div>PRIVATE RESERVATION APPROVED Life After Death 7:00pm - 8:00pm</div>	<div>PUBLIC Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies</div> <div>PUBLIC Music and Movement (ages 3+) 10:30am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Ethel J. Marshall KCE Unit 12:00pm - 3:00pm</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66641 5:30pm - 6:30pm</div> <div>PUBLIC Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids</div> <div>PUBLIC Pokémon Club 4:00pm - 5:00pm Kids</div> <div>PRIVATE RESERVATION APPROVED Lisle Woman's Club 5:00pm - 6:00pm</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:15am Kids</div> <div>PRIVATE RESERVATION APPROVED Maperville 203 Early Connections 9:30am - 3:00pm</div> <div>PUBLIC Funday Afternoon: Luminous Lanterns 4:00pm - 4:45pm Kids</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66915 5:00pm - 6:00pm</div> <div>PUBLIC Food For Thought 7:00pm - 8:00pm Adults Open</div>	<div>PUBLIC ARTstravaganza!: Ice Art 10:00am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Key One Pact 12:00pm - 1:30pm</div> <div>PUBLIC Kids and Families Boardgame Night 6:00pm - 7:00pm Kids, Everyone</div> <div>PUBLIC Gallery 777 Artist Reception: Susan R. Wilson, Color Legends 7:00pm - 8:00pm Adults</div>	<div>PUBLIC Mario Kart Tournament 10:00am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Foxy Ladies Rug Hooking Guilds 10:00am - 3:00pm</div> <div>PUBLIC The Kilgubbin Brothers: Lively Traditional Irish Music 2:00pm - 3:00pm Adults Open</div>
<div>View All</div> <div>MORE</div>						
10	11	12	13	14	15	16
<div>PRIVATE RESERVATION APPROVED Jungles and Dragons Club 1:00pm - 4:30pm</div> <div>PRIVATE RESERVATION APPROVED Not For Kids Only 2:00pm - 4:00pm</div>	<div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids</div> <div>PUBLIC Funday Afternoon: Cup Stacking Scheme 4:00pm - 4:45pm Kids</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66418 6:00pm - 7:00pm</div>	<div>PUBLIC Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies</div> <div>PUBLIC Music and Movement (ages 3+) 10:30am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Brownie Troop 66717 5:30pm - 6:30pm</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66214 5:30pm - 6:30pm</div> <div>PUBLIC Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids</div> <div>PUBLIC LEGO Open Builders 4:00pm - 5:00pm Kids</div> <div>PRIVATE RESERVATION APPROVED Lisle Woman's Club 6:00pm - 8:30pm</div> <div>PUBLIC Tech Tutors, 6:30PM-7:00PM 6:30pm - 7:00pm Adults Waitlist</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Maperville 203 Tech Connections 8:30am - 3:30pm</div> <div>PRIVATE RESERVATION APPROVED Cook and Testis 12:00pm - 3:00pm</div> <div>PUBLIC Funday Afternoon: Cup Stacking Scheme 4:00pm - 4:45pm Kids</div> <div>PUBLIC Leprechaun Hunt: Pajama Storytime 6:00pm - 6:30pm Kids</div>	<div>PUBLIC ARTstravaganza!: Crumpled Paper Art 10:00am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED The SIG 10:00am - 12:00pm</div>	<div>PUBLIC ARTstravaganza!: Crumpled Paper Art 10:00am - 11:00am Kids</div> <div>PUBLIC ESL For You! Class 10:00am - 11:30am Adults</div>
<div>View All</div> <div>MORE</div>						
17	18	19	20	21	22	23
<div>PRIVATE RESERVATION APPROVED Unity Love Church 1:00pm - 4:30pm</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66212 1:30pm - 4:30pm</div>	<div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids</div> <div>PUBLIC Funday Afternoon: Wildflower Seed Bombs 4:00pm - 4:45pm Kids</div> <div>PRIVATE RESERVATION APPROVED LWC Book Discussion 6:30pm - 8:45pm</div> <div>PRIVATE RESERVATION APPROVED Friends of the Saints 7:00pm - 8:30pm</div>	<div>PUBLIC Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies</div> <div>PUBLIC Music and Movement (ages 3+) 10:30am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66161 5:30pm - 6:30pm</div> <div>PUBLIC Virtual Storytime on Zoom (ages 2+) 6:00pm - 6:30pm Kids</div> <div>PUBLIC Women's History Trivial 7:00pm - 8:00pm Adults Open</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 10:30am - 11:15am Kids</div> <div>PUBLIC Pokémon Club 4:00pm - 5:00pm Kids</div> <div>PUBLIC Illinois Libraries Present: Ruth E. Carter - Interviewing Tradition and Imagination Through Costume Design 7:00pm - 8:00pm Adults</div> <div>PUBLIC Just the Facts Book Group 7:00pm - 8:00pm Adults</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PUBLIC Funday Afternoon: Wildflower Seed Bombs 4:00pm - 4:45pm Kids</div> <div>PRIVATE RESERVATION APPROVED Girl Scout Troop 66161 5:00pm - 6:30pm</div> <div>PUBLIC Murder Among Friends Book Group 7:00pm - 8:00pm Adults</div>	<div>PUBLIC ARTstravaganza!: Eye Dropper Painting 10:00am - 11:00am Kids</div> <div>PRIVATE RESERVATION APPROVED The SIG 10:00am - 12:00pm</div>	<div>PUBLIC Books &amp; Banter 10:00am - 11:00am Kids, Teens, Tweens</div> <div>PUBLIC Craft &amp; Coffee 10:00am - 11:30am Adults Open</div> <div>PRIVATE RESERVATION APPROVED LWC Book 12:00pm - 4:30pm</div>
<div>View All</div> <div>MORE</div>						
24	25	26	27	28	29	30
	<div>PUBLIC Adult Take &amp; Make Craft 03/25/2024 @ 9:30am - 03/29/2024 @ 9:00pm Adults</div> <div>PUBLIC Family Craft Kit: Shadow Puppet Box (Take Home) 03/25/2024 @ 9:30am - 03/30/2024 @ 5:00pm Kids</div> <div>PUBLIC Little Movers &amp; Shakers: At Home Edition (ages: 0-2) 03/25/2024 @ 9:30am - 03/30/2024 @ 5:00pm Kids, Babies</div>					
<div>PRIVATE RESERVATION APPROVED Celeste Gary 1:00pm - 4:30pm</div>	<div>PUBLIC Little Movers and Shakers (ages: walking-2 years) 9:30am - 10:15am Kids</div> <div>PUBLIC Music and Movement (ages 3+) 10:30am - 11:00am Kids</div> <div>PUBLIC Virtual Storytime on Zoom (ages: 2+) 6:00pm - 6:30pm Kids</div> <div>PRIVATE RESERVATION APPROVED Great Books Discussion Group 7:00pm - 8:30pm</div>	<div>PUBLIC Bitty Babies (ages: 6 weeks-1 year) 9:30am - 10:00am Kids, Babies</div> <div>PUBLIC Music and Movement (ages 3+) 10:30am - 11:00am Kids</div> <div>PUBLIC LEGO Open Builders 4:00pm - 5:00pm Kids</div> <div>PRIVATE RESERVATION APPROVED Rose Loukaitis Book Study 6:30pm - 8:30pm</div> <div>PUBLIC RESERVATION APPROVED Lisle Township Mental Health Board Hearing 6:45pm - 8:45pm</div>	<div>PUBLIC Stories and Songs (ages 2+) 9:30am - 10:00am Kids</div> <div>PUBLIC Google Forms for Surveys &amp; Quizzes 7:00pm - 8:00pm Adults Open</div> <div>PRIVATE RESERVATION APPROVED Lisle Book Club 7:30pm - 8:45pm</div>	<div>PUBLIC ARTstravaganza!: Sun Catchers 10:00am - 11:00am Kids</div> <div>PUBLIC Adult Craft: Floral Planter Pot 7:00pm - 8:30pm Adults</div>	<div>PUBLIC ESL For You! Class 10:00am - 11:30am Adults</div>	
<div>View All</div> <div>MORE</div>						
31	1	2	3	4	5	6
<div>PUBLIC LLD Closed for Easter All Day</div>						

3

4

**Little Movers and Shakers (ages: walking-2 years)**  
9:30am - 10:15am  
Kids 

**Booked for the Day Book Group**  
11:00am - 12:00pm  
Adults

**Funday Afternoon: Luminous Lanterns**  
4:00pm - 4:45pm  
Kids 

5

**Bitty Babies (ages: 6 weeks-1 year)**  
9:30am - 10:00am  
Kids, Babies 

**Music and Movement (ages 3+)**  
10:30am - 11:00am  
Kids 

**Virtual Storytime on Zoom (ages: 2+)**  
6:00pm - 6:30pm  
Kids 

**Teen Craft: Embroidered Notebook**  
6:30pm - 7:30pm  
Teens 

**From Chaos to Memories: Declutter Your Photo Life**  
7:00pm - 8:00pm  
Adults **Open** 

6

**Stories and Songs (ages 2+)**  
9:30am - 10:00am  
Kids 

**Little Movers and Shakers (ages: walking-2 years)**  
10:30am - 11:15am  
Kids 

**Pokémon Club**  
4:00pm - 5:00pm  
Kids 

7

**Stories and Songs (ages 2+)**  
9:30am - 10:15am  
Kids 

**Funday Afternoon: Luminous Lanterns**  
4:00pm - 4:45pm  
Kids 

**Food For Thought**  
7:00pm - 8:00pm  
Adults **Open** 

8

**ARTstravaganza!: Ice Art**  
10:00am - 11:00am  
Kids

**Kids and Families Boardgame Night**  
6:00pm - 7:00pm  
Kids, Everyone 

**Gallery 777 Artist Reception: Susan R. Wilson, Color Legends**  
7:00pm - 8:00pm  
Adults

9

**Mario Kart Tournament**  
10:00am - 11:00am  
Kids 

**The Kilgubbin Brothers: Lively Traditional Irish Music**  
2:00pm - 3:00pm  
Adults **Open** 





## February 2024 Assistant Director Report

### Meetings/Virtual Meetings

- ACG, Bradford, Terrance Electric, Camosy, Sendra- Jan 16
- Trane- Jan 18
- All Staff- Jan 23
- State of the Village- Jan 25
- LIMRICC Webinar- Jan 30
- ACG- Feb 1
- Event Team Meeting- Feb 2
- Emergency Response Meeting- Feb 7
- Comfort Zone- Feb 12
- Carrier- Feb 13

#### Meetings

I met with representatives from several different HVAC companies over the course of the last month to obtain quotes for changes to our control system. Once I have compiled each of the quotes, the Director and I will prepare a recommendation for the best course of action.

The event team met on February 2 to brainstorm an event for National Library Week. Preparations have begun, with staff reaching out to different vendors to check availability and pricing.

I attended the annual State of the Village meeting with Director Weinstein and President Bartelli. I appreciated the chance to meet local business owners as well as local government officials from the Village, and the Park District.

#### Facility

Applied Communications Group installed a new amplifier that runs audio through Meeting Room A. Now both meeting rooms offer the audio quality required to run meeting, programs, and other Library events.

Bradford came out for the final shelving install, and completed the job to our satisfaction. As we now stand, all of the shelving in the Library that was part of the renovation is complete.

Terrance Electric came out to assess the south parking lot lighting issues that arose in January. They diagnosed and resolved the issue, and all of our lights are now functional.

Respectfully Submitted,



Will Savage  
Assistant Director