

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on December 20, 2023 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 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 December 20, 2023 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Trustee Berry and Trustee Breihan reviewed the November billings in December
 - b. Treasurer Larson and Secretary Sullivan will review the December billings in January
4. Consent Agenda - Action Required
 - a. Approve Minutes of the November 15, 2023 Board Meeting
 - b. Acknowledge Treasurer's Report, 11/30/23, Investment Activity Report, 11/30/23, Current Assets Report, 11/30/23, Revenue Report, 11/30/23, and Expense Report, 11/30/23
 - c. Authorize Payment of Bills, 12/20/23
5. Unfinished Business
 - a. Capital Improvement Project
 - 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. Approve 2024 Holiday Closings - Action Required
Affirm Library holiday closing dates for the 2024 calendar year.
 - b. Acknowledge Annual Treasurer's Report
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
November 15, 2023 - 7:05 p.m.

1. Roll call

Present:

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

Absent:

Marjorie Bartelli - President

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Brad Porter - Lauterbach & Amen [left the meeting at 7:17 p.m.]
Edwin Rivera - Lauterbach & Amen [left the meeting at 7:17 p.m.]
Lorna Turner - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]
John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]
Marc Rogers - CCS International Inc. [left the meeting at 7:37 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 October billings in November
- b. Trustee Berry and Trustee Breihan will review the November billings in December

4. Consent Agenda - Action Required

- a. Approve Minutes of the October 18, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 10/31/23, Investment Activity Report, 10/31/23, Current Assets Report, 10/31/23, Revenue Report, 10/31/23, and Expense Report, 10/31/23
- c. Authorize Payment of Bills, 11/15/23

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

5. Audit Presentation - Lauterbach & Amen

Mr. Porter introduced Edwin Rivera from Lauterbach & Amen. He provided an overview of the Annual Audit including the Independent Auditors' Report, Management's Discussion and Analysis, Statement of Revenues, Expenditures, and Changes in Fund Balances. Mr. Porter pointed out that the IMRF Pension Fund was ninety-seven percent funded. He had no rectification recommendations for the LLD and reported that all recommended financial controls are in place.

Mr. Porter and Mr. Rivera left the meeting at 7:17 p.m.

6. Decennial Committee

a. Roll call

Present:

Emily Swistak - Vice President

Karen Larson - Treasurer

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 7:31 p.m.]

John McCabe - Lisle Resident/Decennial Committee member [left the meeting at 7:31 p.m.]

Absent:

Marjorie Bartelli - President

b. Compliance guidelines

Director Weinstein reviewed the State of Illinois Decennial Committee guidelines.

c. Draft report document - discussion

Director Weinstein reviewed the draft report to date. She described a potential service the LLD is considering where District cards would automatically renew. This service would be facilitated by an outsourced vendor.

Discussion: Trustee Martin asked if the vendor also supported virtual library cards. Director Weinstein and Vice President Swistak affirmed that LLD cards already have the ability to be stored on smart phones. Trustee Berry asked how cards held by minors are verified. Assistant Director Savage stated that youth cards are registered under an adult caregiver's card and that once a caregiver is verified, youth cards are auto-verified as well. Trustee Martin asked how many libraries in Illinois use this service. Director Weinstein stated that the LLD would be one of the first, using this specific vendor. She also stated that the LLD utilizes this vendor for other services, so the company has been vetted. Ms. Turner asked if staff had input regarding providing this service. Director Weinstein affirmed that the Department Directors were in favor of this service and the Circulation Director was leading this effort. The Committee agreed that the service would benefit the Library. Director Weinstein stated that she would implement discussion notes within the report and have a draft ready for the next meeting.

d. Public comment - None

e. Adjourn

MOTION: Trustee Martin moved to adjourn. Treasurer Larson seconded.

Roll Call Vote: All Aye. The motion passed.

Ms. Turner and Mr. McCabe left the meeting at 7:31 p.m.

7. Unfinished Business

a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget updates & discussion

Mr. Rogers stated that the A/V system controls and software were installed. The punch-list walk through is scheduled for Monday, November 20, 2023. The remaining shelving end panels should arrive the week of November 20th. Quotes are being obtained for remaining signage. He said that there are funds for signage. Mr. Rogers stated that Camosy noted that outstanding items have been completed. Mr. Rogers said that Camosy would soon invoice for the remaining balance owed for construction.

Discussion: Vice President Swistak asked if the walk through included the entire building. Mr. Rogers explained that library-wide punch-list items would be reviewed. Secretary Sullivan asked if the meeting room screen was addressed. Mr. Rogers stated that the screen was not initially part of the construction project but he is consulting with a vendor to cap the existing ceiling cover for the screen.

Mr. Rogers explained that the contingency line has increased slightly because funds held for additional allowances weren't required. He stated that the available contingency at the conclusion of the project should be near \$100,000. He said there were no payouts this month and there were no new change orders.

Mr. Rogers left the meeting at 7:37 p.m.

8. Committee Reports

- a. Finance - Secretary Sullivan had nothing to report.
- b. Personnel and Policy -

Vice President Swistak informed the board that the Committee met in October and had four policies they would put forth to the Board later in the meeting.

- c. Physical Plant -

Treasurer Larson stated that the Physical Plant Committee met in October and reviewed the 2019 FQC Report. The Committee discussed updating the Special Reserve Ordinance. They discussed non-renovation repair projects. The Committee will meet again, possibly in January.

9. Staff Reports

Director Weinstein stated that all staff have been assigned annual sexual harassment prevention training per State of Illinois guidelines and per LLD Policy 901. She told Trustees to expect to an email with a link to complete their training. Director Weinstein informed the Board of the work that goes in to completing the annual audit and commended staff for their contributions. Director Weinstein stated that a significant amount of staff time went into drafting the Levy, which would be discussed later in the meeting. She informed Trustees of the process when revising policies, which include input from Department Directors as well as editing and revising to address the needs of the Library. She stated that policies are first presented to the Personnel and Policy Committee for review and editing. She said she would discuss the policies in greater detail later in the meeting.

Assistant Director Savage stated that he met with vendors regarding the BAS software and is awaiting quotes. He also informed the Trustees that he met with Department Directors for input and suggestions on event calendar software. The team reviewed three different products and a final decision will be made soon. Assistant Director Savage received training on the new A/V controls in the meeting rooms. He is in the process of training departments on the use of the equipment. Outdoor lighting in the North parking lot was repaired. Winter Read preparations are underway. Metalmaster completed an inspection of the roof. Two inspections were conducted on the elevators:

The State required FAID Inspection, and the final inspection by the Fire Marshall. The shelving tops from Bradford are expected next week.

Discussion: Vice President Swistak asked if the Winter Read Kick-off schedule has been confirmed. Assistant Director Savage stated that the event would take place from 5:00 p.m. to 7:00 p.m. on December 8th. The Lisle High School Jazz Band Combo will perform at 5:00 p.m., and at 6:00 p.m. there will be Storytime. Ice sculpting and a cupcake truck will occur outdoors.

Secretary Sullivan asked if the Library has ever partnered with local businesses during reading events. Assistant Director Savage stated the Library has in the past and that Youth Services Director Ferrari is looking into reading reward opportunities for Summer Read.

10. New Business

- a. Accept Annual Audit - Action Required

MOTION: Secretary Sullivan moved to Accept the Annual Audit. Trustee Martin seconded.

Discussion: None

Roll Call Vote - All Aye. The motion passed.

- b. Adopt Ordinance 23-05: Tax Levy Ordinance - Action Required

MOTION: Trustee Breihan moved to adopt Ordinance 23-05 the Tax Levy Ordinance for the fiscal year beginning July 1, 2023 and ending June 30, 2024. Trustee Berry seconded.

Director Weinstein provided an overview of Ordinance 23-05, the Tax Levy Ordinance. She explained that the funds levied this year will be utilized in the next fiscal year. Director Weinstein reviewed the Consumer Price Index (CPI) for the Midwest region which has risen as high as 9.5% and is currently at 4.6%. The Ordinance shows an increase of 4.8%, which aligns with the fluctuating CPI and with the LLD's financial plan. Director Weinstein affirmed that the Ordinance was reviewed by the LLD's financial advisors and the Library's attorney, who agreed that the Ordinance was sound and ensured the LLD would be prepared for the next fiscal year.

Discussion: There was no further discussion; Trustees agreed that the overview was thorough.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Certification of Compliance with TITA - Action Required

MOTION: Treasurer Larson moved to approve the annual Certificate of Compliance with the Truth in Taxation Act (TITA). Secretary Sullivan seconded.

Director Weinstein provided an overview of the Certification of Compliance with TITA.

Roll Call Vote - All Aye. The motion passed.

- d. Approve LLD Policy 340: Internet Access & Public Computer Use - Action Required

MOTION: Trustee Martin moved to approve LLD Policy 340: Internet Access & Public Computer Use. Trustee Breihan seconded.

Director Weinstein highlighted the changes to the policy which specify that Adult Services computers should be utilized by adult patrons, and that Youth Services computers should be utilized by youth patrons and their caregivers. This arrangement provides access to staff who have expertise in serving specific demographics, keeps noise levels appropriate to specific areas of the facility, and imparts a level of protection for our younger users.

Discussion: Trustee Martin asked about some of the language that was removed. Director Weinstein confirmed that there was duplicative wording and that identical language was within the Code of Conduct. Trustee Martin agreed and suggested inserting matching language throughout the document. Trustees agreed with his suggestions.

Roll Call Vote - All Aye. The motion passed.

- e. Approve LLD Policy 610: Patron Code of Conduct - Action Required

MOTION: Treasurer Larson moved to approved LLD Policy 610: Patron Code of Conduct. Secretary Sullivan seconded.

Director Weinstein advised Trustees of changes to the Policy that included treating equipment with care, prohibiting patrons from distributing items/food within the facility, and modifying the cell phone behavior language.

Discussion: Trustee Breihan asked for clarification on the mention of pervasive/offensive odors. Director Weinstein explained that a pervasive odor may refer to skunk spray or heavy perfume. Trustee Martin asked for clarification on the dress code reference. Vice President Swistak explained that the Committee agreed that the dress code should align with local school district policy. Trustees agreed.

Roll Call Vote - All Aye. The motion passed

- f. Approve LLD Policy 650: Use of Meeting Space - Action Required

MOTION: Secretary Sullivan moved to approve LLD Policy 650: Use of Meeting and Study Rooms. Trustee Berry seconded.

Director Weinstein stated that this Policy underwent a major revision because the Library now has additional study rooms. Adjustments included a title change and information about reserving the Maple and Ginkgo Study Rooms.

Discussion: Trustee Martin asked for clarification regarding the age for reserving the meeting rooms. Director Weinstein stated that meeting rooms must be reserved by an adult but the study rooms may be reserved by patrons of any age. Trustee Sullivan asked if the Oak Study Room is both a reservable meeting room and first come first serve space. Director Weinstein affirmed that the Oak Study Room is both reservable, and a first come first serve use space. Trustee Breihan asked if patrons who use the first come first serve study rooms need to show a library card. Trustee Weinstein stated that library cards are not necessary to use the space.

Roll call vote - All Aye. The motion passed.

- g. Approve LLD Policy 735: Donations & Gifts - Action Required

MOTION: Secretary Larson moved to approve LLD Policy 735: Donation & Gifts. Trustee Martin seconded.

Director Weinstein explained revisions to Policy 735 which included guidelines on non-monetary donations as well as in-memoriam donations. The Policy includes instructions on how to make donations in person and online.

Discussion: Trustee Breihan appreciated that the Policy outlined non-monetary donations must be approved in advance.

Roll call vote - All Aye. The motion passed.

11. Opportunity for Trustee comments (five minutes)

Secretary Sullivan thanked the Director and the Personnel & Policy Committee for their work on revising the policies.

Trustee Martin thanked Trustees for their efforts.

Treasurer Larson wished everyone a Happy Thanksgiving.

Trustee Breihan expressed gratitude for the Director and Assistant Director's work this month. She said that the agenda for Staff Development Day seemed very comprehensive.

Trustee Berry wished everyone a Happy Thanksgiving.

Vice President Swistak thanked the Director and Assistant Director for their work this month. She was grateful that the Board of Trustees acknowledged the work that goes into policy revisions and she thanked them for their input. She is looking forward to Winter Read Kick-Off.

12. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting.

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:31 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on December 20, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of November 30, 2023

Fund Name	Cash Balance 11/30/23	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,913,819.65	80.35%	91.49%
IMRF	195,006.42	3.19%	3.63%
FICA	261,899.50	4.28%	4.88%
Subtotals	5,370,725.57	87.82%	100.00%
Special Reserve	743,656.59	12.18%	0.00%
	6,114,382.16	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	11.26	12.56	12.28	12.87	12.86							61.83
Ehlers-inv Interest Pershing	1,641.38	6,198.00	7,856.36	6,386.03	4,851.99							26,933.76
Fifth Third Bank	2,857.27	2,696.08	3,357.92	3,791.60	3,431.45							16,134.32
Uile Savings	222.16	222.40	222.64	215.68	223.10							1,105.98
Uile CD 2635	109.73	109.78	106.29	109.89	106.39							542.08
Uile CD 2669	110.02	110.07	106.57	110.17	106.67							543.50
IL Funds	216.70	238.51	234.98	277.23	273.63							1,241.05
US Bank-9853	10.28	10.61	10.62	10.27	10.62							52.40
US Bank-9370	3.06	4.82	11.90	12.22	13.33							45.33
TOTALS	5,181.86	9,602.83	11,519.56	10,925.96	9,030.04	-	-	-	-	-	-	46,660.25
Interest - Special Reserve Only	892.95	1,622.22	1,387.67	1,266.44	1,100.15							6,249.43
Interest - No Special Reserve Reflected	4,288.91	7,980.61	10,351.89	9,659.52	7,929.89	-	-	-	-	-	-	40,410.82
Totals	5,181.86	9,602.83	11,519.56	10,925.96	9,030.04	-	-	-	-	-	-	46,660.25

	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	118,393.85							1,452,793.88
Investment Purchases	298,339.08	(766,143.49)	(499,341.34)	(247,985.20)	(197,841.98)							-912,372.93
TOTALS	[298,339.08]	661,027.27	1,140,857.59	545,985.20	316,235.83	-	-	-	-	-	-	2,365,166.81

CURRENT ASSETS
AT FAIR MARKET VALUE
November 30, 2023

Fair Market Value on 11/30/23						
Checking Accounts						
Fifth Third Operating Acct						\$28,312.10
Fifth Third Financial Now acct					1.60%	\$3,708,034.49
Fifth Third Financial-petty cash						\$252.33
US Bank						\$5,909.13
E commerce						\$66,271.76
						<u>\$3,808,779.81</u>
Money Markets						
Lisle Savings Bank						\$210,262.59
IMET					2.33%	\$3,134.32
The Illinois Funds					2.40%	\$60,588.39
						<u>\$273,985.30</u>
Ehlers Investments Pershing						\$360,528.44
Investments						
Fixed Income						
Lisle Savings Bank						\$236,015.89
US Treasury Bill						\$252,300.80
Everbank NA Jacksonville FLA CTF						\$162,920.13
Morton Cmnty BK IL CTF						\$87,591.60
Lisle Savings Bank						\$235,402.28
Empower Fed CR Union Syracuse						\$248,567.92
US Bank						\$249,999.99
Freedom First Fed CR UN Roanoke						\$198,290.00
						<u>\$1,671,088.61</u>
						<u>\$6,114,382.16</u>
TOTAL CURRENT ASSETS						

Lisle Library District
For the Five Months Ending November 30, 2023
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 20,641.34	\$ 4,068,525.03	\$ 3,816,346.85	\$ 4,124,600.00	98.64
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	79,534.85	0.00	0.00
45-01-4415-00 Tax Levy - FICA	866.12	170,716.89	169,674.35	173,305.00	98.51
TOTAL TAX LEVY	21,507.46	4,239,241.92	4,065,556.05	4,297,905.00	98.64
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 -	0.00	17,851.07	21,977.89	40,000.00	44.63
40-01-4462-00 Personal Property Repl. Tax -	0.00	1,030.23	1,268.41	1,500.00	68.68
45-01-4463-00 Personal Property Repl. Tax -	0.00	161.87	199.28	250.00	64.75
TOTAL PERSONAL PROPERTY REP	0.00	19,043.17	23,445.58	41,750.00	45.61
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	7,229.66	36,780.82	37,014.58	35,000.00	105.09
40-02-4475-00 Interest Earned - IMRF	292.99	1,547.70	1,947.00	1,500.00	103.18
45-02-4476-00 Interest Earned - FICA	407.24	2,082.30	2,016.25	1,500.00	138.82
TOTAL INTEREST INCOME	7,929.89	40,410.82	40,977.83	38,000.00	106.34
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	1,157.92	537.24	5,508.07	5,000.00	10.74
TOTAL UNREALIZED GAIN/LOSS O	1,157.92	537.24	5,508.07	5,000.00	10.74
DESK INCOME					
10-03-4531-00 Lost Books	(3.89)	277.08	540.61	1,000.00	27.71
10-03-4536-00 Non-Resident Fees	0.00	332.00	732.63	750.00	44.27
10-03-4538-00 Book Sale	199.00	325.00	0.00	0.00	0.00
10-03-4540-00 Fines	91.36	1,586.19	(248.07)	0.00	0.00
TOTAL DESK INCOME	286.47	2,520.27	1,025.17	1,750.00	144.02
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 Five Months Ending November 30, 2023
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4570-00	34.00	221.00	0.00	0.00	0.00
10-04-4573-00	4.28	1,746.94	1,693.90	3,500.00	49.91
10-04-4575-00	818.25	896.46	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	0.00	1,429.16	1,848.26	2,000.00	71.46
10-04-4585-00	166.75	1,044.00	1,290.50	2,500.00	41.76
10-05-4595-00	0.00	0.00	416.28	100.00	0.00
TOTAL UNRESTRICTED INCOME	1,023.28	50,502.04	50,959.42	60,100.00	84.03
TOTAL REVENUES	\$ 31,905.02	\$ 4,384,394.37	\$ 4,219,227.93	\$ 4,474,505.00	97.99

Lisle Library District
For the Five Months Ending November 30, 2023
Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 1,100.15	\$ 6,249.43	\$ 39,217.70	\$ 20,000.00	31.25
TOTAL INTEREST	1,100.15	6,249.43	39,217.70	20,000.00	31.25
70-04-4587-10 Restricted - Transfer from Cor	5,000.00	25,000.00	1,022,500.00	60,000.00	41.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	5,000.00	25,000.00	1,022,500.00	60,000.00	41.67
TOTAL REVENUES	6,100.15	31,249.43	1,061,717.70	80,000.00	39.06

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 46,398.68	\$ 218,622.33	\$ 201,559.93	\$ 561,040.00	38.97
10-10-5603-20 Adult Services - Reg. Hours	43,519.16	205,296.90	195,075.89	548,458.00	37.43
10-10-5603-30 Youth Services - Reg. Hours	34,596.63	148,977.84	162,487.97	454,846.00	32.75
10-10-5603-50 Technical Services - Reg. Hour	21,378.03	101,417.66	94,750.26	271,141.00	37.40
10-10-5603-60 Circulation - Reg. Hours	39,837.39	175,906.25	173,912.24	464,515.00	37.87
Total Salaries	185,729.89	850,220.98	827,786.29	2,300,000.00	36.97
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,095.15	23,655.19	22,389.01	70,907.00	33.36
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,942.75	34,944.45	30,872.18	88,487.00	39.49
10-10-5621-30 Hosp. Ins. - YS	4,328.90	20,725.58	19,532.12	48,094.00	43.09
10-10-5621-50 Hosp. Ins. - Tech	2,634.56	13,223.62	12,041.80	36,630.00	36.10
10-10-5621-60 Hosp. Ins. - Circ	4,137.26	18,019.14	20,108.57	56,608.00	31.83
10-10-5622-10 Dental Ins. - Admin.	188.90	767.91	1,018.20	2,877.00	26.69
10-10-5622-20 Dental Ins. - Adult Serv	395.01	2,196.24	1,878.46	5,497.00	39.95
10-10-5622-30 Dental Ins. - YS	242.80	1,227.26	912.36	2,765.00	44.39
10-10-5622-50 Dental Ins. - Tech	138.74	779.52	658.90	1,907.00	40.88
10-10-5622-60 Dental Ins. - Circ	25.92	528.26	664.14	2,228.00	23.71
Total Health and Dental Ins.	24,129.99	116,067.17	110,075.74	316,000.00	36.73
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	174.63	(1,726.13)	4,000.00	4.37
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	174.63	(1,726.13)	4,000.00	4.37
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,501.89	16,486.62	15,194.02	43,400.00	37.99
45-10-5625-20 FICA Expense - Adult Serv.	3,214.64	15,138.36	14,253.88	42,500.00	35.62
45-10-5625-30 FICA Expense - Youth Services	2,605.89	11,217.43	12,249.23	35,100.00	31.96
45-10-5625-50 FICA Expense - Tech Servs.	1,608.54	7,624.14	7,124.73	21,000.00	36.31
45-10-5625-60 FICA Expense - Circulation	2,920.08	12,756.20	12,294.78	36,000.00	35.43
Total FICA Expenses	13,851.04	63,222.75	61,116.64	178,000.00	35.52
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	869.55	4,094.59	9,348.85	19,500.00	21.00
40-10-5628-20 IMRF Expense - Adult Servs	861.66	4,064.78	9,502.90	19,100.00	21.28
40-10-5628-30 IMRF Expense - Youth Services	627.52	2,712.22	7,304.78	15,800.00	17.17
40-10-5628-50 IMRF Expense - Tech Servs.	423.29	1,996.24	4,652.26	9,400.00	21.24

Lisle Library District
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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	IMRF Expense - Circulation	603.01	2,597.12	6,364.75	16.03
	Total IMRF Expenses	3,385.03	15,464.95	37,173.54	19.33
	Total EMPLOYEE COSTS	227,095.95	1,045,150.48	2,878,000.00	36.32
BUILDING COSTS					
Utilities					
10-20-5650-00	Internet Service Provider	450.00	2,250.00	1,800.00	41.67
10-20-5651-00	INet	0.00	1,810.00	1,810.00	100.00
10-20-5652-00	Utilities - Phone	1,599.75	6,741.31	2,797.40	33.71
10-20-5653-00	Utilities - Gas	335.47	946.91	1,484.74	7.89
10-20-5654-00	Utilities - Sewer & Water	124.06	854.64	1,439.51	18.99
10-20-5655-00	Utilities - Electric	2,574.27	16,431.70	15,230.70	32.86
10-20-5656-00	Verizon	0.00	0.00	500.00	0.00
	Total Utilities	5,083.55	29,034.56	93,710.00	30.98
Maintenance and Repairs					
10-20-5660-00	Maint Contracts - HVAC	0.00	1,437.50	1,250.00	23.96
10-20-5661-00	Maint Contracts - Maint. Servi	157.10	12,217.67	11,912.50	24.68
10-20-5662-00	Maint Contr. - Landscape Serv.	6,114.00	9,590.06	10,410.00	23.98
10-20-5663-00	Maint/Repairs-Genl repairs, Su	699.02	4,190.75	3,929.98	41.91
10-20-5664-00	Maint/Repairs-Non Contr. Work	9,610.00	31,486.44	9,600.10	52.48
10-20-5665-00	Rubbish Removal	289.84	1,155.28	1,396.32	28.88
	Total Maintenance and Repairs	16,869.96	60,077.70	38,498.90	35.44
	TOTAL BUILDING COSTS	21,953.51	89,112.26	63,561.25	33.86
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	Postage and Shipping	559.68	1,336.19	1,609.65	24.29
10-25-5710-10	Printing/Spec. Serv. - Adult	0.00	9,040.00	7,012.00	39.30
10-25-5711-00	Postage Special Serv	0.00	4,736.86	3,857.92	47.37
10-25-5712-00	Printing	32.00	888.69	105.00	88.87
	Total Postage and Printing	591.68	16,001.74	12,584.57	40.51
Supplies					
10-25-5713-00	Office Supplies	(1,286.15)	3,285.63	2,782.03	54.76
10-25-5714-00	Circ. Material Supplies	0.00	5,531.20	2,587.00	55.31
10-25-5715-00	Copier Supplies	0.00	177.96	898.00	9.37
10-25-5716-00	Kitchen Supplies	216.69	1,875.51	1,136.52	37.51
10-25-5717-00	Processing Supplies	3,907.23	14,310.46	12,021.26	33.28

Lisle Library District
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	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
10-25-5718-00 Computer Supplies	2,049.49	2,859.85	4,342.35	12,100.00	23.64
Total Supplies	4,887.26	28,040.61	23,767.16	78,000.00	35.95
Other Operating Costs					
10-25-5719-00 Publishing	0.00	646.30	688.16	1,500.00	43.09
10-25-5722-15 Safety Deposit Box Rental	0.00	116.67	108.33	200.00	58.34
10-25-5723-00 Check Printing	148.28	148.28	0.00	500.00	29.66
10-25-5723-15 Bank Charges	354.64	2,319.23	2,153.31	5,800.00	39.99
10-25-5724-15 Local Travel	0.00	55.67	196.08	500.00	11.13
Total Other Operating Costs	502.92	3,286.15	3,145.88	8,500.00	38.66
TOTAL OPERATING EXPENSES	5,981.86	47,328.50	39,497.61	126,000.00	37.56
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	19,772.05	19,733.00	50,000.00	39.54
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	1,935.00	2,598.00	7,000.00	27.64
TOTAL INSURANCE	0.00	23,807.05	24,431.00	59,325.00	40.13
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	183.75	1,241.25	450.00	15,000.00	8.28
10-35-5761-00 Collection Agency	0.00	215.05	139.15	700.00	30.72
10-35-5762-00 Other Contr Services - Admin	575.00	1,870.00	2,475.00	5,000.00	37.40
10-35-5763-00 Other Contr Srves-Tech Asst	3,446.17	83,675.66	58,103.19	98,000.00	85.38
10-35-5764-10 Other Contr Srves - Library Wi	1,873.66	11,245.21	10,988.00	47,000.00	23.93
10-35-5765-10 Investment Agency Consultants	278.16	748.43	2,185.80	6,000.00	12.47
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	2,000.00	9,450.00	7,175.00	9,500.00	99.47
10-35-5771-00 Payroll Service	865.05	4,403.73	2,924.28	12,000.00	36.70
TOTAL CONTRACTUAL SERVICES	9,221.79	116,586.83	84,440.42	198,000.00	58.88
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	175.00	1,695.00	1,764.00	4,000.00	42.38
10-40-5784-00 Meetings - Staff	0.00	241.52	32.63	1,400.00	17.25
10-40-5785-00 Conferences - Staff	1,751.09	2,347.27	3,371.96	8,000.00	29.34
10-40-5786-00 Memorial/Tribute/Recognition	0.00	0.00	74.99	3,000.00	0.00
10-40-5787-00 Staff Development	751.04	751.04	543.93	2,500.00	30.04
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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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	2,677.13	5,034.83	5,937.51	31,525.00	15.97
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	0.00	13,819.89	7,280.96	80,000.00	17.27
10-48-5804-10 Facility	0.00	2,143.51	1,990.00	10,000.00	21.44
Total Major Equipment	0.00	72,913.37	68,204.53	180,000.00	40.51
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	139.99	325.94	85.57	700.00	46.56
10-48-5823-30 Minor Equipment - Youth	65.17	98.06	0.00	700.00	14.01
10-48-5823-50 Minor Equip - Tech Services	190.29	224.98	79.23	700.00	32.14
10-48-5823-60 Minor Equip - Circ	0.00	144.83	0.00	700.00	20.69
Total Minor Equipment	395.45	793.81	913.66	3,500.00	22.68
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	361.14	361.14	720.00	50.16
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,142.60	10,357.32	4,021.05	23,280.00	44.49
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	317.98	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	1,142.60	10,718.46	4,700.17	25,000.00	42.87
TOTAL EQUIPMENT COSTS	1,538.05	84,425.64	73,818.36	208,500.00	40.49
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	308.50	1,417.71	2,825.80	8,000.00	17.72
10-50-5863-30 Books - Youth Serv	6,135.01	20,251.43	17,709.62	56,500.00	35.84
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	6,927.14	21,127.35	23,387.19	90,000.00	23.47
10-50-5865-10 Books - Adult/Teen Fiction	5,852.19	25,505.67	21,244.55	80,500.00	31.68
10-50-5867-20 Ref Books - Adult Serv	0.00	917.10	2,036.50	15,000.00	6.11
Total Books	19,222.84	69,219.26	67,203.66	250,000.00	27.69
Databases					
10-50-5869-20 Internet Licensed DBases	3,531.00	87,534.15	82,908.88	115,000.00	76.12
10-50-5872-10 DBases - Professional	3,702.14	5,703.95	4,035.65	10,000.00	57.04

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10-50-5873-30 Dbases - Youth Serv	0.00	9,578.37	7,593.66	12,500.00	76.63
Total Databases	7,233.14	102,816.47	94,538.19	137,500.00	74.78
Audio- Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	774.86	2,771.58	3,848.02	15,000.00	18.48
10-50-5895-40 A-V Matls - Adult Serv	4,495.66	21,132.09	20,012.68	60,000.00	35.22
10-50-5899-20 Digital Content	8,555.70	41,706.48	42,684.31	115,000.00	36.27
Total Audio-Visual Materials	13,826.22	65,610.15	66,545.01	190,000.00	34.53
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	24,304.78	24,462.60	23,760.56	24,500.00	99.85
10-50-5900-20 Periodicals - Adult Serv	14,137.05	17,807.02	20,396.26	31,500.00	56.53
10-50-5900-30 Periodicals - Youth	398.23	398.23	264.89	500.00	79.65
10-50-5900-80 Periodicals - Prof. Collection	2,385.49	2,799.49	2,927.97	3,000.00	93.32
Total Periodicals/Doc Delivery	41,225.55	45,467.34	47,349.68	59,500.00	76.42
TOTAL LIBRARY MEDIA	81,507.75	283,113.22	275,636.54	637,000.00	44.44
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	2,138.47	7,019.35	4,580.50	15,000.00	46.80
10-60-5931-30 Programs - Youth	585.62	3,619.59	5,190.87	15,000.00	24.13
10-60-5931-40 Online Marketing	153.07	346.72	370.46	1,700.00	20.40
10-60-5931-50 Community Relations	2,136.45	2,612.14	1,222.88	5,500.00	47.49
Total Programs	5,013.61	13,597.80	11,364.71	37,200.00	36.55
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	139.98	3,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	404.32	1,551.84	1,843.14	6,800.00	22.82
Total Readers Services	404.32	1,551.84	1,983.12	9,800.00	15.84
TOTAL PROGRAMS AND READERS	5,417.93	15,149.64	13,347.83	47,000.00	32.23
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	39.52	389.48	0.00	5,000.00	7.79
10-80-5981-80 Restricted - Per Capita Grant	(30.97)	5,443.93	14,939.75	45,000.00	12.10
10-80-5982-80 Interest Expense	12,900.00	25,800.00	13,250.00	26,000.00	99.23
10-80-5983-80 Debt Principal Payment	40,000.00	40,000.00	35,000.00	40,000.00	100.00
TOTAL RESTRICTED USAGE EXPEN	52,908.55	71,633.41	63,189.75	116,000.00	61.75

Lisle Library District
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	<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	408,302.52	1,781,341.86	1,678,286.35	4,589,560.00	38.81
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	5,000.00	25,000.00	1,022,500.00	60,000.00	41.67
TOTAL OPERATING TRANSFERS O	5,000.00	25,000.00	1,022,500.00	60,000.00	41.67
TOTAL ALL EXPENSES	413,302.52	1,806,341.86	2,700,786.35	4,649,560.00	38.85

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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	6,279.48	(81,687.44)	2,478,561.54	1,000,000.00	(8.17)
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	6,279.48	(81,687.44)	2,478,561.54	1,000,000.00	(8.17)
TOTAL SPECIAL RESERVE EXPENSES	6,279.48	(81,687.44)	2,478,561.54	1,060,000.00	(7.71)

Lisle Library District

Accounts Payable - December 20, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Amazon	120423	Books, Supplies, Equipment	10-50-5864-10	Books - Non Fiction	107.20	
			10-50-5865-10	Books - Adult/Teen Ficti	146.93	
			10-60-5931-10	Programs - Adult Service	94.15	
			10-60-5940-10	Reader Services - Adult	257.96	
			10-50-5863-30	Books - Youth Serv	628.98	
			10-60-5931-30	Programs - Youth	505.31	
			10-48-5823-30	Minor Equipment - Youth	19.78	
			10-60-5940-30	Reader Services - Youth	169.85	
			10-25-5716-00	Kitchen Supplies	44.01	
			10-25-5713-00	Office Supplies	73.33	
			10-40-5787-00	Staff Development	19.78	
			10-20-5663-00	Maint/Repairs-Genl repai	202.55	
			10-25-5717-00	Processing Supplies	36.99	
			10-48-5823-50	Minor Equip - Tech Servi	11.73	
			10-25-5718-00	Computer Supplies	39.59	
			10-40-5786-00	Memorial/Tribute/Recog	23.69	
Anderson	55528820	Amazon Capital Services	10-48-5804-10	Facility	383.06	50.90
			10-48-5823-50	Minor Equip - Tech Servi		7.99
			10-50-5865-10	Books - Adult/Teen Ficti		2,706.00
			10-00-2610-00	Accounts Payable		
			10-20-5661-00	Maint Contracts - Maint.	157.10	
			10-00-2610-00	Accounts Payable		157.10
B&T (C5223353)	113023	Continuations & Processing	10-50-5867-20	Ref Books - Adult Serv	357.34	
			10-25-5717-00	Processing Supplies	3.18	
B&T (C5223433)	113023	Continuations & Processing	10-00-2610-00	Accounts Payable		360.52
			10-50-5864-10	Books - Non Fiction	18.96	
Bear Landscape	13105	Landscape Contract	10-25-5717-00	Processing Supplies	1.59	
			10-00-2610-00	Accounts Payable		20.55
Bush, Sheri	113023	ARRTcon	10-20-5662-00	Maint Contr. - Landscap	1,134.00	
			10-00-2610-00	Accounts Payable		1,134.00
Chicago Metro Fire	IN00422629	Fire Prevention Testing	10-40-5785-00	Conferences - Staff	15.98	
			10-00-2610-00	Accounts Payable		15.98
Collazo, Karalyn	113023	Winter Read Supplies	10-20-5664-00	Maint/Repairs-Non Contr	415.00	
			10-00-2610-00	Accounts Payable		415.00
Colley Elevator	250973	Elevator Compliance	10-60-5931-10	Programs - Adult Service	27.47	
			10-00-2610-00	Accounts Payable		27.47
Colley Elevator Company	250973	Elevator Compliance	10-48-5845-00	Equip Maint/Repr-Contr	778.00	
			10-00-2610-00	Accounts Payable		778.00

Lisle Library District
Accounts Payable - December 20, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Culligan of Wheaton	113023	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	119.81	119.81
Current Technologies	733017	Monthly Network Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
Demco	7403395	Labels Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	170.41	170.41
Demco	7407991	Bookmarks Demco	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	250.86	250.86
Eco Clean	12307	Janitorial Services Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,940.00	2,940.00
ELM USA	63046	Supplies for Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	79.95	79.95
FNBO Billing - 1897	112923	Programs, Insulation, Staff In-Service	10-03-4540-00	Fines	1.00	
			10-20-5653-00 10-20-5664-00 10-35-5763-00 10-40-5785-00 10-40-5787-00 10-50-5867-20 10-50-5895-40 10-60-5931-10 10-60-5931-30 10-60-5931-40 10-60-5931-50 10-80-5981-80 70-65-5675-00 10-00-2610-00	Utilities - Gas Maint/Repairs-Non Contr Other Contr Svcs-Tech Conferences - Staff Staff Development Ref Books - Adult Serv A-V Mats - Adult Serv Programs - Adult Service Programs - Youth Online Marketing Community Relations Restricted - Per Capita Renovation Project Accounts Payable	232.37 3,528.00 92.40 100.00 834.21 30.00 310.75 89.55 96.83 93.97 31.97 4,037.73 31.00	9,509.78
Garvey's	PINV2503537	Office Supplies Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	31.17	31.17
Garvey's	PINV2507624	Expandable Folders Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	44.18	44.18
Groot	11666786T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	288.82	288.82
Hagg Press	119146	December/January Newsletter	10-25-5711-00	Postage Special Serv	140.40	

Lisle Library District
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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Hagg Press	231201F	Hagg Press	10-25-5710-10 10-00-2610-00	Printing/Spec. Serv. - Ad Accounts Payable	3,576.00	3,716.40
Hagg Press		February/March Newsletter Postage	10-25-5711-00	Postage Special Serv	1,500.00	
Hagg Press		Hagg Press	10-00-2610-00	Accounts Payable		1,500.00
Heritage Technology	238987	Annual Maintenance Security Camera & People Counter	10-35-5763-00	Other Contr Svcs-Tech	1,697.00	
Heritage Technology		Heritage Technology Solutions	10-00-2610-00	Accounts Payable		1,697.00
Holloman, Meagan	113023	ARRTcon Meagan Holloman	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	15.98	15.98
Home Depot	1916 07 56254	Misc. Supplies Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	29.80	29.80
Home Depot	1916 52 51772	Light Bulb Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	16.68	16.68
Home Depot	1942 51 95151	Ceiling Hooks Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	31.32	31.32
Home Depot	1942 62 4676	Light & Ceiling Hooks Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	78.91	78.91
Ingram	113023	Books, CD Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	5,999.31	
			10-50-5864-10	Books - Non Fiction	7,080.47	
			10-50-5863-30	Books - Youth Serv	3,401.56	
			10-50-5895-40	A-V Matls - Adult Serv	443.20	
			10-25-5717-00	Processing Supplies	2,472.48	
		Ingram Library Services	10-00-2610-00	Accounts Payable		19,397.02
Ingram Express	79124973	Books Ingram Library Services, Inc.	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	24.00	24.00
Kanopy	377501-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	347.00	347.00
Konica Minolta Busin	290697711	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	139.38	139.38
Konica Minolta Premi	517752754	#C227 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00

Lisle Library District
Accounts Payable - December 20, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Libraries First	8720	Museum Adventure Pass 2024 Libraries First	10-60-5931-50	Community Relations	550.00	
Library Ideas	101623B	Vox Books Library Ideas LLC	10-00-2610-00	Accounts Payable		550.00
Library Ideas	103948	Vox Books Library Ideas LLC	10-50-5890-30 10-00-2610-00	A-V Mats - Youth Serv Accounts Payable	270.00	270.00
LIMRICC PHIP Healt	120623	December Premium	10-50-5890-30 10-00-2610-00	A-V Mats - Youth Serv Accounts Payable	261.12	261.12
Midwest Tape 2516	120123	LIMRICC PHIP Health	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,810.21 8,282.04 4,853.22 2,958.06 7,491.79	29,395.32
Midwest Tape 7288	120123	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	2,844.86	2,844.86
Midwest Tape 7289	120123	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	2,036.18 525.34	2,561.52
NICOR	113023	Processing Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	649.98	649.98
OverDrive	23426315	Usage NICOR	10-20-5653-00 10-00-2610-00	Utilities - Gas Accounts Payable	948.09	948.09
OverDrive	23426396	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,039.76	2,039.76
OverDrive	23436266	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	65.00	65.00
OverDrive	23444672	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1,135.76	1,135.76
Paddock Publication	271316	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,057.56	2,057.56
Peregrine	62507	Audit Notice Paddock Publications	10-25-5719-00 10-00-2610-00	Publishing Accounts Payable	36.80	36.80
		Levy Ordinance Peregrine, Stime, Newman, Pittman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	225.00	225.00

Lisle Library District
Accounts Payable - December 20, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Ritzman				
ProQuest	70800413	Heritage Quest & Ancestry Library ProQuest LLC	10-50-5869-20	Internet Licensed DBase	3,554.77	
			10-00-2610-00	Accounts Payable		3,554.77
Savage, Will	112923	LIRA Meeting Will Savage	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	31.70	31.70
Sendra Service	231251B	HVAC Contract Sendra Service Corp.	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	1,437.50	1,437.50
Shaw Media / Sub	121423	One Year Subscription Shaw Media / Suburban Life	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	91.00	91.00
Sidecar	011025	Gimlet Sidecar Publications LLC	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	348.00	348.00
Thomas Klise	012707	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	386.22	386.22
Thomas Klise	012708	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matls - Adult Serv Accounts Payable	106.74	106.74
Unique	6119693	November Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	37.95	37.95
Village of Lisle	101523	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	13.74	13.74
					95,495.37	95,495.37

7612	Delta Dental - Risk	December Premium	1,894.62
7613	Demco	Cases & Labels	166.61
7614	DuPage County Public Works	Usage	124.06
7615	Employee Benefits Corporation	Pre-Tax Benefits	275.00
7616	Garvey's Office Products	Folders & Swiffers	63.08
7617	Sandy Hayes	Winter Flower Pots	10.95
7618	Heritage Technology Solutions	Wiring for Lighting Controls to Server Room	730.07
7619	IHLS - OCLC	WebDewey & Replacement Cost for Lost ILL Item	227.40
7620	Illinois Reading Council	Annual Membership	50.00
7621	Jackie Kilcran	Establishment Documents	32.00
7622	Konica Minolta Business Solutions	Printer Maintenance	174.00
7623	Konica Minolta Premier Finance	#C227 Lease	60.00
7624	Lauterbach & Amen, LLP	Audit - Final	2,000.00
7625	Library Market	Program & Room Reservation Software	3,500.00
7626	Lisa Moe	Windycor & LACONI Governing Board	96.37
7627	Laura Murff	LACONI Governing Board & Program	73.75
7628	Naperville Sun	Newspaper Through 3/5/24	95.99
7629	NCPERS Group Life Ins	Payroll Withholding	48.00
7630	NICOR	Usage	567.84
7631	OverDrive, Inc.	Advantage	2,358.12
7632	Robbins Schwartz	Legal Services	183.75
7633	Sikich LLP	Accounting Services	1,789.20
7634	Staples Advantage	Misc. Office & Kitchen Supplies	408.38
7635	Terrance Electric & Technology	Outdoor Lighting	525.00
7636	Thomas Klise / Crimson Multimedia	Video Games	556.32
7637	Today's Business Solutions, Inc.	Annual Maintenance Coin Tower	395.00
7638	Toshiba America Business Solutions	Quarterly Maintenance Lower Level Photocopier	123.34
7639	Verizon	Usage	1,599.75
7640	Village of Lisle	Monthly Internet Service	450.00
		Sub Total	\$ 82,346.70
		TOTAL	\$ 281,136.58

Monthly Circulation Report - November 2023

	Checkouts	Renewals	Nov-23 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,669	2,482	5,151	20,509	25,874	26.16%	
Adult Print	3,915	3,532	7,447	32,588	43,715	34.14%	
Adult Total	6,584	6,014	12,598	53,097	69,589	31.06%	
YS Non-Print	557	916	1,473	6,211	8,798	41.65%	
YS Print	6,608	6,277	12,885	60,690	71,415	17.67%	
Total YS	7,165	7,193	14,358	66,901	80,213	19.90%	
Digital Media							
Overdrive	4,534		4,534	19,919	24,329	22.14%	
hoopla	2,308		2,308	8,178	11,561	41.37%	
Overdrive Magazines	653		653	680	1,756	158.24%	
PressReader	587		587	2,127	3,711	74.47%	
Kanopy	325		325	1,021	1,534	50.24%	
Total Digital	8,407	0	8,407	31,925	42,891	34.35%	
Subtotal Print + Non-Print/Digital	22,156	13,207	35,363	151,923	192,693	26.84%	
Computer/Tech Sessions Logins ***	1,035		1,035	3,784	5,721	51.19%	
Database Usage/Unique Logins	6,584		6,584	18,288	31,032	69.69%	
Wireless Use	1,176		1,176	1,498	5,479	265.75%	
ScannX sessions/jobs	126		126	700	1,456	108.00%	
Museum Adventure Passes	21		21	214	203	-5.14%	
Total IT/Resource Sessions	8,942	0	8,942	24,484	43,891	79.26%	
Total Circulation	31,098	13,207	44,305	176,407	236,584	34.11%	
Borrower Information	Nov. 2023 Total	YTD 22/23	YTD 23/24	YTD % Change			
New Library Cards Added	118	661	879	32.98%	*** Sessions were changed from 2 to 4 hours on 8/31/23.		
Monthly Borrowers	2,666	11,327	14,416	27.27%			
Total # Registered Borrowers	9,033	8,212	9,033	10.00%			
InterLibrary Loans							
Materials Sent *	41	0	256	100.00%			
Materials Received	334	1,873	1,780	-4.97%			
Polaris/Catalog Holds							
Holds Placed	3,003	14,474	15,051	3.99%			
Holds Checked Out	2,403	11,309	11,996	6.07%			
Pick-Up Window Service Stats **							
# of Patrons/Users	20	N/A	147	--			
# of Items Picked Up/Checked Out	60	N/A	472	--			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

Lisle Library District - Program and Service Statistics - November 2023

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Staff Facilitated Programs			10	36	7	2	55	297	301	1.35%
Attendees			153	555	14	11	733	3,449	3,872	12.26%
Computer/Technology Programs			2	0			2	22	12	-45.45%
Attendees			13	0			13	45	91	102.22%
Performer/Speaker/Author			4	0			4	13	18	38.46%
Attendees			64	0			64	208	299	43.75%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	0	1	100.00%
Attendees		0					0	0	900	100.00%
Total Number of Programs		0	16	36	7	2	61	332	332	0.00%
Total Patrons Served by Programming		0	230	555	14	11	810	3,702	5,162	39.44%
Reference Questions			1,873	1,312	929		4,114	18,942	21,267	12.27%
Volunteer Hours			5.00	31.00			36.00	27.50	502.50	1727.27%
Notary Service		21					21	103	186	80.58%
LLD Kindness Cards **			18	43			61	N/A	402	--
Outreach Service Statistics										
Outreach Visits			0	10	0		10	42	32	-23.81%
Patrons Served by Outreach Visits			0	514	0		514	2,196	3,208	46.08%
Home Delivery Dates			2				2	11	11	0.00%
Patrons Served via Home Delivery			95				95	472	504	6.78%
Total Outreach Programs			2	10	0		12	53	43	-18.87%
Total Patrons Served with Outreach Services			95	514	0		609	2,668	3,712	39.13%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		27						0	126	100.00%
Number of Outside Groups Using Meeting Space		43						0	158	100.00%
Patrons Entering Building		11,536						40,778	62,358	52.92%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		1,145						5,022	5,260	4.74%
X (f.k.a. Twitter) Followers		1,053						1,004	1,053	4.88%
Instagram Likes		620						3,040	3,222	5.99%
Flickr Views		3,433						42,819	49,304	15.15%
YouTube Views		5,307						32,851	38,404	16.90%
eBlast Engagement *		752						N/A	3,832	--
Total LLD App Downloads		759						526	759	44.30%
Total LLD App Sessions		3,622						9,357	18,770	100.60%

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



December Board Report (12/15/2023)

A. Close-Out Progress Update

- Overall Close-out, Punchlist and Corrective Work is ongoing:
 - Final overall walk-thrus of the punchlist completed by CCS and SNHA – report issued to Camosy
 - Minor remaining items being addressed by Camosy
- Added Scope status updates:
 - Added signage ordered by LLD
 - Proposal for additional, new, speakers for Meeting Room in the sum of \$3,268 in review

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 12/14/2023)		Committed to Date (thru 12/14/2023)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
E-000: Land Cost Total	\$0	\$0	\$0	\$0	\$0
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
E-100: Bond Cost Total	\$15,000	\$0	-\$15,000	\$0	\$0
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,754,651	\$85,451	\$5,754,651	\$5,635,412
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$7,000	-\$53,782	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,800,671	\$70,689	\$5,796,250	\$5,675,542
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$914,193	-\$10,617	\$910,419	\$883,177
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$859,049	\$19,049	\$841,570	\$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	\$1,778,219	\$13,409	\$1,756,967	\$1,717,207
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$121,110	-\$69,098	\$0	\$0
E-400: Contingency Total	\$190,208	\$121,110	-\$69,098	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,553,217	\$7,392,749

Variance \$ from Budget Notes (New Only):

-

Lisle Library District
North Main Entry Capital Improvement Project



December Board Report (12/15/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #21	\$ 105,769.50
E-300: Soft Costs		
E-300.1: Professional Service Costs		
SNHA	440.01.26	\$ 1,950.00
Grand Total		\$ 107,719.50

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: December 15, 2023

December 2023 | DIRECTOR'S REPORT

Meetings:

LLD Board – Nov 15	Dept. Directors – Nov 27	Staff – Dec 5
Staff – Nov 16	Dept. Directors – Nov 28	Palatine Library – Dec 6
LLD In-Service – Nov 17	MJB Designs – Nov 29	Winter Read – Dec 8
LIRA – Nov 20	Staff – Nov 30	Patron – Dec 11
Dept. Directors – Nov 21	IT Staff– Nov 30	Dept. Directors – Dec 12
Staff – Nov 21	Staff – Dec 4	Bartelli – Dec 15
Staff – Nov 22	Dept. Directors – Dec 5	

LLD In-Service Day

This year's In-Service Day was productive and informative. Staff conducted emergency preparedness drills; tornado, fire, Code Adam, and power outage. The drills were organized as active emergencies, where staff were stationed in each department and then had to act upon the emergency announcements as-if on duty.

Lisle Police Dept. Sergeant Dan Taylor went over facility threats and ways to manage those incidents; allowing for a Q&A session after.

We had a speaker/trainer speak to staff about navigating challenging situations at the public desks such as managing aggressive behavior and keeping emotions in check. The session was interactive and staff participated in example scenarios.

Staff viewed an informative RAILS webinar hosted by attorney Julie Tappendorf on First Amendment Audits. Staff gained a better understanding of such events and learned how to effectively manage them. We capped the day with a team building exercise where staff worked in groups outside of their own departments.

It was important for staff to hear clear advice from qualified professionals on matters that affect their daily duties here at the LLD. We thank the Board for allowing for this full day of training.

Technology Update

Catalog overlay: In consultation with IT staff and Department Directors, the LLD has decided to not contract with VEGA as the catalog overlay. VEGA is the product that our catalog vendor, Polaris, has created. However, there are other options that provide a similar experience at a more reasonable price point. Staff are exploring Bibliocore, a product that Elgin, Elk Grove Village, and Chicago public libraries utilize. As a reminder, the overlay option provides a smoother experience for patrons when searching the catalog for items that have

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: December 15, 2023

multiple formats, and also allows the patron to see the availability of the item immediately, instead of clicking on “availability.” Bibliocore is compatible with Polaris.

Lislelibrary.org: The LLD continues to work with our website designer on moving relevant information over to a new draft site which includes moving archived Board packets, calendar/event software, and other important information. We are updating to Drupal 10 which has more media management tools, better firewall, and has more user-friendly content creation and editing capabilities.

Calendar/Event Software: Department Directors have decided upon *LibraryMarket* as the new calendar/event software option. *LibraryMarket* is an integrated event/program & meeting room management system that will join the new website via widget as well as via link to a full calendar display. We’ve had the first onboarding consultation and have scheduled a series of meetings to fully implement the software package. The *LibraryMarket* product is currently used at Barrington Area and Western Springs public libraries.

Hosting vs On-site Servers: The Board has asked that the Library explore ways to ensure that patrons can utilize online resources during a power outage, either by hosting our Polaris server in the cloud or via installing a generator to safeguard the LLD server room. The Polaris server authenticates District patrons in order to access LLD online resources. IT Manager Hayes has obtained estimates for annual hosting and some generator options. We are waiting to hear back from one more vendor before preparing a recommendation. This project may be further explored in a Physical Plant Committee meeting.

Winter Read Kick-Off

The Winter Read Kick-Off Party on December 8th was a wonderful success. Staff estimate at least 375-400 patrons attended the event. Having the District 202 High School Jazz band was a delight, as was the cupcake truck, ice sculptors, and fantastic Storytime conducted by Youth Services staff. The YS Play Area was a winter wonderland of fun, and the wintry photo booth proved a smash with patrons of all ages.

The Winter Read Program runs from December 1 through January 12. As of this report, 214 adults, 115 youth, and 21 teens are registered for the program.

Respectfully submitted,



Tatiana Weinstein

December 2023 Assistant Director Report

Meetings/Virtual Meetings

- Staff In-Service- Nov 17
- LIRA, Metalmaster- Nov 20
- Punchlist Walkthrough- Nov 20
- Caliber Construction- Nov 21
- Event Team- Nov 28
- Full LIRA Meeting- Nov 29
- Library Market- Dec 4
- Camosy, PCG, ICT – Dec 5
- Crosstown Electric- Dec 6
- Winter Read Event- Dec 8
- Omega Plumbing- Dec 11
- Sendra- Dec 12
- Sikich Dec-13

Meetings

LIRA held their bi-annual full meeting to discuss the insurance market for the coming year. We also were presented with a talk on actions to take to promote daily safety in public buildings. The next meeting will be held on July 10, 2024.

The event team met to discuss the final preparations for our Winter Reading promotional event. The team finalized the locations of different activities, assigned staffing responsibilities, and confirmed all other preparation was on schedule. We also discussed the potential for a spring event to help celebrate National Library Week in April.

Our staff in-service day provided us the opportunity to meet as a full team and discuss safety procedures for our new space. We discussed and walked through safety drills, covered best practices for service desk staff, and heard a presentation from the Lisle Police Department. Staff feedback was positive, and we hope to build on this success at future staff meetings.

Facility

A representative from LIRA, our insurance pool, came out for an annual facility assessment. We had addressed concerns from the previous walkthrough and the representative was pleased with the current state of the facility. There were two minor deficiencies the representative noticed. I am in the process of addressing those matters.

Crosstown Electric came out to wire and pour a new light pole base for the fixture that was damaged in August. Once the concrete has fully cured, they will return to remove the damaged light pole and install the new one.

Respectfully Submitted,



Will Savage
Assistant Director

Daily Herald

Virtual Storytime

Winter Read Kick-Off

Estate Planning Explained

Illinois Libraries Presents: Surviving the Holidays with Lori Gottlieb

Teen Craft: Brain Break Art

Winter Read Kick-Off

Pearl Harbor - A Day of Infamy

Creative Connections: Sphero Painting

Craft & Coffee

Chicago Tribune & Wall Street Journal Online

Chicago Tribune

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Chicago Tribune & Wall Street Journal Online

Daily Herald

Lisle Library District to kick off 'Winter Read' Dec. 8
Submitted by Joy Davis

The Lisle Library District, 777 Front St., is hosting its annual Winter Read kickoff from 5 to 7 p.m. on Friday, Dec. 8.

Festivities begin with live music from the Lisle High School jazz combo, holiday photo booth, a seasonal craft, reading recommendation stations, and a wintry storytime at 6 p.m.

Outdoors, attendees will enjoy live ice sculpting and cupcakes from the Courageous Bakery food truck (while supplies last).

"I can't wait to hear the high school jazz combo on Friday night. They always put on a festive show. Our youngest patrons will be thrilled to see their favorite turtles, Jack and Jill, sculpted from a block of ice," said Tatiana Weinstein, director. "And you really can't go wrong with cupcakes! This event is sure to get residents geared up for the holidays and for a season of reading."

The event follows the launch of the library's Winter Read, which begins Friday, Dec. 1 for all ages.

Adults who read and log two books will earn a soft winter scarf. Teens and children who complete weekly reading challenges will earn a very special holographic sticker.

Lisle residents can enter to win two Brookfield Zoo tickets. Winners will be selected by a random drawing and informed after Winter Read concludes on Friday, Jan. 12.

All are welcome to register for Winter Read at lislelibrary.beanstack.com/reader365.





Virtual Storytime

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Chicago Tribune & Wall Street Journal Online



Winter Read Kick-Off

Teen Craft: Brain Break

Creative Connections: Sphero Painting

ILP Presents: Experience The Nutcracker at Home

Craft and Coffee

Lisle Library District 2024 Holiday Closings

<u>Holiday</u>	<u>Date</u>	<u>Day</u>
New Year's Eve	12/31/23	Sunday
New Year's Day	1/1/2024	Monday
Easter	3/31/2024	Sunday
Memorial Day	5/26/2024	Sunday
Memorial Day	5/27/2024	Monday
Independence Day	7/4/2024	Thursday
Labor Day	9/1/2024	Sunday
Labor Day	9/2/2024	Monday
Thanksgiving	11/28/2024	Thursday
Christmas Eve	12/24/2024	Tuesday
Christmas Day	12/25/2024	Wednesday
New Year's Eve	12/31/2024	Tuesday
New Year's Day	1/1/2025	Wednesday

**LEGAL NOTICE
LISLE LIBRARY DISTRICT
TREASURER'S REPORT
FOR THE YEAR ENDED JUNE 30, 2023**

SUMMARY STATEMENT OF CONDITION

	General Fund	Special Reserve - Capital Project Fund	Nonmajor Governmental Funds
Beginning Fund Balance	\$ 3,208,588	\$ 4,904,786	\$ 316,989
Revenues	4,084,692	71,405	264,649
Expenditures	(3,764,954)	(5,445,472)	(221,584)
Other Financing Sources (Uses)	(1,100,000)	1,100,000	-
Ending Fund Balance	\$ 2,428,326	\$ 630,719	\$ 360,054

TOTAL DEBT

Outstanding 7/1/2022	Issued Current Fiscal Year	Retired Current Fiscal Year	Outstanding 6/30/2023
\$ 995,000	\$ -	\$ 35,000	\$ 960,000

Subscribed and sworn to me this ____th day of December, 2023

KAREN LARSON, LIBRARY BOARD TREASURER

I, Liz Sullivan, Library Board Secretary, DuPage County Illinois,
do hereby certify that the above is a true copy of the Annual
Treasurer's Report for the fiscal year ended June 30, 2023.

LIZ SULLIVAN, LIBRARY BOARD SECRETARY

**LISLE LIBRARY DISTRICT
SCHEDULE OF REVENUES
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

Property Taxes	\$ 4,092,555
TIF Revenues	31,756
Replacement Taxes	60,640
Charges for Services	8,223
Grants and Donations	44,664
Interest	176,834
Miscellaneous	6,074
TOTAL REVENUES	4,420,746

**LISLE LIBRARY DISTRICT
FISCAL GROSS SALARIES
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<\$25,000	\$25,001-\$49,999	\$50,000-\$74,999	\$75,000-\$99,999	>\$100,000
Brown, Rosalie	Baxter, Brian	Caise, Mallory	Hayes, Sandra	McQuillan, Elizabeth
Bush, Sherilyn	Collazo, Karalyn	Demas, Jean	Hopkins, Elizabeth	Weinstein, Tatiana
Dahlman, Tina	Davis, Joy	Duran, Xavier	Hurt, Paul	
Filomena, Dawn	Dionne, Leigh	Ferrari, John	Murff, Laura	
Gehrke, Brittany	Gnanaratne, Thushangani	Kloepper, Krista	Savage, William	
Graziani, Gail	Jackson, Nigel	Knight, Chris		
Habal, Taylor	Kandlik, Stephanie	Spicher, Noelle		
Holloman, Meagan	Kilcran, Jacqueline	Varry, Andrea		
Kandlik, James	Kuch, Maria Cristina	Walker, Emily		
Kelley, Luanne	Lewellyn, Rosary Ann	Zarat, Teri		
Levins, Abigail	McCudy, Angela			
Makowski, Alexander	McMahon, Kathryn			
Mason, Chloe	Moe, Lisa			
Pellizzari, Dan	Page, Isolda			
Perek, Rachael	Rentfleish, Anjali			
Procter, Justin	Stein, Brian			
Ruocco, Patricia	Storm, Rochelle			
Sheahan, Joann				
Shubert, Jessica				
Stuart, Callie				
Thomas, Alexandria				
Triner, John				
Zailskaite, Mante				

**LISLE LIBRARY DISTRICT
SCHEDULE OF DISBURSEMENTS OVER \$2,500
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

4imprint	3,606.99
A. J. Gallagher	4,200.00
Adobe, Inc.	2,743.81
Advanced Imaging	2,955.00
Amalgamated	61,450.00
Amazon	40,249.84
Baker & Taylor	46,341.64
Bear Landscape	50,685.00
Bradford Systems	91,181.06
Brainfuse	2,800.00
Camosy Incorporated via Chicago Title	4,636,787.63
Case Lots	4,877.60
CCS	77,000.00
CDW G	21,981.84
Cengage Learning	42,403.84
Chicago Metro Fire	3,471.35
Chicago Title	4,000.00
Children's Plus	8,255.49
Collazo, Karalyn	2,719.42
Colley Elevator	2,771.00
ComEd	36,884.02
Compact Disc Source	9,521.36
Construction Field	20,837.25
Current Technologies	77,669.65
Dell	21,063.98
Delta Dental	24,243.32
Demco	6,618.69
EBSCO	40,163.16
Eco Clean	34,711.60
Ehlers Investment	5,240.94
EnvisionWare	71,339.40
Fifth Third Bank	68,745.19
G & M Electric	6,200.00
Groot	3,347.64
Hagg Press	30,531.96
Hallett Movers	76,000.00
Heritage Technology	22,283.39
HR Source	2,645.00
IHLS - OCLC	26,858.20
Illinois Library	3,915.00
Impact	4,542.00
InfoUSA	5,355.00
Ingram	144,454.41
Integrity Sign	14,645.00

Interior Investments	133,490.22
J and J Tree	8,250.00
Johnson Controls	15,607.49
Kanopy	2,881.00
Kinsale Contracting	15,387.50
Konica Minolta Business	4,816.24
Lauterbach & Amen	11,725.00
Librarica	3,877.00
Library Ideas	5,702.40
LIMRICC PHIP Health	359,904.33
LinkedIn	7,000.00
LIRA	39,544.10
Metalmaster	4,736.00
Midwest Environmental	7,190.00
Midwest Office Interiors	87,747.38
Midwest Tape	80,325.68
Miracle Method	17,370.00
Monaco	25,250.10
Morningstar	4,556.00
NICOR	10,357.88
OCLC	4,085.26
Outsource	13,052.26
OverDrive	75,424.39
Paddock Publications	2,665.71
Penworthy	7,948.60
Peregrine, Stime, Newman	2,812.50
Pieper Electric	3,223.00
Pitney Bowes	4,244.57
Playaway	4,930.27
ProQuest	9,438.57
RAILS	8,087.23
Risk Program Admin	4,386.00
Scholastic	5,708.10
Sendra Service	7,226.93
Sheehan, Nagle, Hartray	86,264.38
Sikich	29,222.10
Staples	6,490.79
Stephens Plumbing	2,859.45
Transparent Language	3,200.00
Verizon	12,340.85
Village of Lisle	8,669.99
Warehouse Direct	3,755.57
All vendors less than \$2500	68,213.12
Total Disbursements	7,088,265.63