

PUBLIC/LEGAL NOTICE

A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 18, 2024 at 6:45 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE
September 18, 2024 - 6:45 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Adjourn

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on September 18, 2024 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Public Comment Prior to the Meeting: Citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day.

Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

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

LISLE LIBRARY DISTRICT BOARD MEETING September 18, 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. President Swistak and Trustee Martin reviewed the August billings in September
 - b. Secretary Sullivan and Trustee Berry will review the September billings in October
4. Consent Agenda - Action Required
 - a. Approve Minutes of the August 14, 2024 Board Meeting
 - b. Acknowledge Treasurer's Report, 08/31/24, Investment Activity Report, 08/31/24, Current Assets Report, 08/31/24, Revenue Report, 08/31/24, and Expense Report, 08/31/24
 - c. Authorize Payment of Bills, 09/18/24
5. Unfinished Business
 - a. Capital Improvement Project/Program
 - i. Close-Out Progress Update
 - ii. General Capital Improvement Program Summary
 - iii. Mechanical Equipment Replacements Bid Discussion – including BAS and HVAC Bid Status
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Strategic Planning
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
8. New Business
 - a. Adopt Ordinance 24-06: Budget and Appropriation - Action Required
A Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025.
 - b. Approve Certificate of Estimated Revenue - Action Required
Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2024-25.
 - c. Approval for closing Library for Staff Development Day - Action Required
Board approval for closing the LLD on Friday, October 11, 2024 for Staff Development Day.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
August 14, 2024 - 7:00 p.m.

1. Roll call

Present:

Emily Swistak - President
Marjorie Bartelli - Vice President
Liz Sullivan - Secretary
Vanessa Berry - Trustee [arrived at 7:01 p.m.]
Debbie Breihan - Trustee
Joshua Martin - Trustee

Absent

Karen Larson - Treasurer

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Jackie Kilcran - Recording Secretary
Marc Rogers - CCS International Inc. [arrived at 7:41 p.m., left the meeting at 8:00 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Breihan reviewed the July billings in August
- b. President Swistak and Trustee Martin will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 17, 2024 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/24, Investment Activity Report, 07/31/24, Current Assets Report, 07/31/24, Revenue Report, 07/31/24, and Expense Report, 07/31/24
- c. Authorize Payment of Bills, 08/14/24

MOTION: Trustee Breihan moved to approve the Consent Agenda. Secretary Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Trustee Breihan had nothing to report.
- b. Personnel and Policy - Trustee Berry had nothing to report.
- c. Physical Plant - Trustee Martin had nothing to report.
- d. Strategic Planning - President Swistak stated that the Strategic Planning Committee will meet on August 27th at 7:00 p.m.
- e. Committee to Review Minutes - President Swistak stated that Treasurer Larson and Secretary Sullivan completed the review of the minutes. She officially retired the committee.

6. Staff Reports

- a. Director's Report
Director Weinstein stated that the dedication of the LLD Oak Study Room to the Lisle Woman's Club was a wonderful success, and thanked the Woman's Club for their years of support.

Director Weinstein said that on July 23rd, Representative Terra Costa Howard met with constituents at the Library. Ms. Howard and her staff will be at the Library on August 15th to take pictures and video of the unique services the LLD offers, such as license sticker renewals, seed library, art prints, notary services, and LiteZilla. The intention is to promote these services on the Representative's social media pages.

Director Weinstein said that she was contacted by licensed social worker, Felicia Acosta of the Woodridge Police Department. Ms. Acosta's service area includes Lisle Township. As the LLD is within Lisle Township's boundaries, the LLD is able to contact Ms. Acosta for assistance if needed (if available). Director Weinstein stated that during a crisis or emergency situation at the Library, LLD staff contact police or emergency responders as a situation necessitates. She stated that she supports having licensed social workers as key personnel within local police departments.

Director Weinstein stated the LLD participated in the August 6th National Night Out Event at the Lisle Police Department. The Director was able to speak to various police officers and volunteers at the event. Staff interacted with hundreds of Lisle residents that evening.

Director Weinstein stated that Summer Read has officially wrapped up. The program was very successful. She will provide statistics at the next board meeting.

b. Assistant Director's Report

Assistant Director Savage stated that a representative of the DuPage County Registrar's Office came to the LLD and trained staff to become voter registrars. The LLD now has 9 staff who may act as voter registrars.

Assistant Director Savage stated that he attended the bi-annual LIRA building insurance meeting. The topics of discussion included post-disaster cleanup, and steps to get a building up and running again.

Sendra Services found excessive condensation on the server room AC lines. They split the lines and reinsulated them to remedy the moisture issues. Westside Rub-R-Wall came to assess a crack in the west side mechanical room. Assistant Director Savage said he expects a proposal for repair soon. Terrance Electric was on site to assess electrical issues in the YS storage area, and the pergola area. Warranty claims have been submitted for the malfunctioning fixtures. Once the warranty claims have been approved, Terrance will return to complete repairs.

The American Red Cross contacted the LLD. A location they had scheduled with for a donation drive cancelled last minute. The LLD was able to provide meeting room space. The Red Cross was able to collect donations from 25 participants.

7. New Business

- a. Approve tentative Budget and Appropriation Ordinance 24-06 (B&A) - Action Required
MOTION: Secretary Sullivan moved to approve Ordinance 24-06 a Tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025. Trustee Martin seconded.

Director Weinstein provided a comprehensive overview of the tentative Budget and Appropriation Ordinance 24-06 (B&A).

Roll Call Vote - All Aye. The motion passed.

- b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

MOTION: Trustee Breihan moved to accept the Illinois Public Library Annual Report as statutorily required and to submit the IPLAR to the State Library as a condition of system membership. Trustee Berry seconded.

Director Weinstein provided an explanation of the Illinois Public Library Annual Report (IPLAR).

Roll Call Vote - All Aye. The motion passed.

Executive Session

MOTION: Secretary Sullivan moved to go into Executive Session under 5 ILCS 120/2(c)(21) the 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. Trustee Breihan seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 7:31 p.m.

The Board came back into Open Session at 7:41 p.m.

Open Session

- c. **MOTION:** Trustee Breihan moved to release the following Executive Session minutes; February 21, 2024. Trustee Berry seconded.

Roll Call Vote - All Aye. The motion passed.

- d. **MOTION:** Secretary Sullivan moved to destroy the following Executive Session recording more than 18 months old; February 21, 2023. Vice President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

8. Unfinished Business

- a. Capital Improvement Project

- i. Monthly Project Status Update - CCS Report including progress, budget updates, and capital program/HVAC schedule.

Mr. Rogers stated that Camosy has been paid in full. The renovation project is complete. The project was completed at \$114,000 under budget.

Mr. Rogers stated that the RFPs for the HVAC and BAS projects have been published in the newspaper and on our website. All bids are due by September 4th. Bids will be discussed at the next Board Meeting.

- ii. Vacant Lot Planning Discussion

Mr. Rogers presented budgeted numbers for the Kingston lot development project. He presented budgeted numbers for installing a pedestrian bridge from the parking lot to the

lot. Mr. Rogers suggested continuing the conversation at the next board meeting after the HVAC/BAS bids are received/reviewed.

Mr. Rogers left the meeting at 8:00 p.m.

9. Opportunity for Trustee comments (five minutes)

Trustee Breihan stated that she is enthusiastic about developing the Kingston lot. She stated that she is pleased that the LLD has 9 staff who are trained to register patrons to vote and suggested that the LLD promote this service via social media.

Trustee Martin thanked the Director for her presentation and work on the B & A Ordinance.

Trustee Berry thanked the staff for the great job on the Summer Read Program. She felt the prizes selected for youth readers were great incentives to keep them reading.

Secretary Sullivan said she was pleased with the dedication of the Oak Study Room to the Lisle Woman's Club and thanked the Library for their efforts.

Vice President Bartelli said she thought the dedication ceremony was a success. She enjoyed meeting members of the Woman's Club.

President Swistak said she enjoyed the dedication ceremony and appreciated hearing about the history of the founding of the LLD at the event. She thanked all the participants for making the dedication so successful.

10. Adjourn

MOTION: Trustee Martin moved to adjourn the meeting. Secretary Sullivan seconded.
Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:04 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the Board of Trustees on September 18, 2024.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

Treasurer's Report as of August 31, 2024

Fund Name	Cash Balance 08/31/24	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	4,318,395.02	81.72%	91.57%
IMRF	156,965.46	2.97%	3.33%
FICA	240,489.53	4.55%	5.10%
Subtotals	4,715,860.00	89.24%	100.00%
Special Reserve	568,648.51	10.76%	0.00%
	5,284,498.52	100.00%	100.00%

Treasurer

Date

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

	Fair Market Value on 8/31/24	
Checking Accounts		
Fifth Third Operating Acct	\$30,906.70	
Fifth Third Financial Now acct	\$2,991,796.34	
Fifth Third Financial-petty cash	\$594.80	
US Bank	\$19,888.03	
E commerce	\$49,003.50	
	<u>\$3,092,179.37</u>	
Money Markets		
Lisle Savings Bank	1.60%	\$212,233.01
IMET		\$3,255.35
The Illinois Funds	1.25%	\$91,975.05
	2.33%	<u>\$307,463.41</u>
	2.40%	
Ehlers Investments Pershing		\$12,092.80
Investments		
Fixed Income		
US Treasury Bill		
Empower Fed CR Union Syracuse	98.673	\$56,867.76
Lisle Savings Bank	99.990	\$248,161.20
Simmons Bj Pine Bluff	100.000	\$242,443.58
Key Bk Natl Assn Ohio CTF	100.000	\$243,328.05
US Bank	100.000	\$243,340.20
Freedom First Fed CR UN Roanoke	100.000	\$249,999.99
Lisle Savings Bank	98.679	\$200,158.00
Citibank Natl Assn	100.000	\$237,565.66
	99.950	<u>\$150,898.50</u>
		<u>\$1,872,762.94</u>
		<u><u>\$5,284,498.52</u></u>
		<u><u>\$5,284,498.52</u></u>

TOTAL CURRENT ASSETS

Lisle Library District
For the Two Months Ending August 31, 2024
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 61,181.64	\$ 96,456.94	\$ 2,419,706.85	\$ 4,280,000.00	2.25
40-01-4414-00 Tax Levy - IMRF	715.46	1,127.97	0.00	50,000.00	2.26
45-01-4415-00 Tax Levy - FICA	2,514.32	3,963.99	101,531.84	176,225.00	2.25
TOTAL TAX LEVY	64,411.42	101,548.90	2,521,238.69	4,506,225.00	2.25
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	35,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	35,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	1,082.83	6,888.22	10,416.20	42,720.00	16.12
40-01-4462-00 Personal Property Repl. Tax -	62.49	397.54	601.14	2,470.00	16.09
45-01-4463-00 Personal Property Repl. Tax -	9.82	62.46	94.45	390.00	16.02
TOTAL PERSONAL PROPERTY REP	1,155.14	7,348.22	11,111.79	45,580.00	16.12
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	6,011.46	11,888.14	11,049.37	50,000.00	23.78
40-02-4475-00 Interest Earned - IMRF	228.51	443.30	557.44	2,500.00	17.73
45-02-4476-00 Interest Earned - FICA	359.15	702.91	662.71	3,500.00	20.08
TOTAL INTEREST INCOME	6,599.12	13,034.35	12,269.52	56,000.00	23.28
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	1,604.09	3,477.25	499.91	6,000.00	57.95
TOTAL UNREALIZED GAIN/LOSS O	1,604.09	3,477.25	499.91	6,000.00	57.95
DESK INCOME					
10-03-4531-00 Lost Books	62.17	172.46	236.64	1,000.00	17.25
10-03-4536-00 Non-Resident Fees	0.00	298.11	0.00	800.00	37.26
10-03-4538-00 Book Sale	40.00	155.00	0.00	1,600.00	9.69
10-03-4540-00 Fines	94.40	156.14	1,389.14	1,000.00	15.61
TOTAL DESK INCOME	196.57	781.71	1,625.78	4,400.00	17.77
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	0.00	2,000.00	0.00
10-03-4560-00 Gifts - Restricted	0.00	0.00	500.00	2,000.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00

Lisle Library District
 For the Two Months Ending August 31, 2024
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to</u> <u>Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current Annual</u> <u>Budget</u>	<u>% of Budget to</u> <u>YTD</u>
10-04-4570-00	44.00	96.00	0.00	700.00	13.71
10-04-4573-00	139.25	144.35	841.42	3,500.00	4.12
10-04-4575-00	435.31	687.27	0.00	4,000.00	17.18
10-04-4583-00	0.00	44,967.29	44,664.48	46,000.00	97.75
10-04-4584-00	885.70	942.34	1,020.76	2,500.00	37.69
10-04-4585-00	152.25	326.25	514.75	2,500.00	13.05
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	1,656.51	47,163.50	47,541.41	63,200.00	74.63
TOTAL REVENUES	\$ 75,622.85	\$ 173,353.93	\$ 2,594,287.10	\$ 4,716,405.00	3.68

Lisle Library District
 For the Two Months Ending August 31, 2024
 Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 845.45	\$ 1,602.19	\$ 2,515.17	\$ 12,000.00	13.35
TOTAL INTEREST	845.45	1,602.19	2,515.17	12,000.00	13.35
70-04-4587-10 Restricted - Transfer from Cor	10,000.00	20,000.00	0.00	120,000.00	16.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	10,000.00	20,000.00	0.00	120,000.00	16.67
TOTAL REVENUES	10,845.45	21,602.19	2,515.17	132,000.00	16.37

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 48,141.16	\$ 95,996.25	\$ 81,418.43	\$ 590,325.00	16.26
10-10-5603-20 Adult Services - Reg. Hours	45,127.04	91,085.02	74,869.55	555,600.00	16.39
10-10-5603-30 Youth Services - Reg. Hours	36,760.25	71,674.11	49,275.71	416,700.00	17.20
10-10-5603-50 Technical Services - Reg. Hour	24,391.81	48,139.23	36,548.48	289,375.00	16.64
10-10-5603-60 Circulation - Reg. Hours	38,729.31	77,534.45	60,753.40	463,000.00	16.75
Total Salaries	193,149.57	384,429.06	302,865.57	2,315,000.00	16.61
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,681.17	9,381.66	8,369.74	67,305.00	13.94
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,740.65	13,519.94	14,116.20	96,150.00	14.06
10-10-5621-30 Hosp. Ins. - YS	4,796.20	9,611.72	8,697.22	57,690.00	16.66
10-10-5621-50 Hosp. Ins. - Tech	3,872.13	7,757.14	5,300.74	41,665.00	18.62
10-10-5621-60 Hosp. Ins. - Circ	5,242.24	8,445.30	7,334.74	57,690.00	14.64
10-10-5622-10 Dental Ins. - Admin.	173.91	347.82	245.36	2,480.00	14.03
10-10-5622-20 Dental Ins. - Adult Serv	355.28	710.56	1,011.21	5,735.00	12.39
10-10-5622-30 Dental Ins. - YS	198.65	397.30	538.59	3,100.00	12.82
10-10-5622-50 Dental Ins. - Tech	178.47	356.94	455.00	2,325.00	15.35
10-10-5622-60 Dental Ins. - Circ	184.67	325.19	236.31	1,860.00	17.48
Total Health and Dental Ins.	26,423.37	50,853.57	46,305.11	336,000.00	15.13
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	398.58	0.00	4,000.00	9.96
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	398.58	0.00	4,000.00	9.96
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,639.49	7,257.06	6,133.36	45,390.00	15.99
45-10-5625-20 FICA Expense - Adult Serv.	3,336.47	6,736.51	5,504.43	42,720.00	15.77
45-10-5625-30 FICA Expense - Youth Services	2,767.45	5,401.27	3,704.36	32,040.00	16.86
45-10-5625-50 FICA Expense - Tech Servs.	1,827.73	3,606.18	2,742.23	22,250.00	16.21
45-10-5625-60 FICA Expense - Circulation	2,870.38	5,746.61	4,312.71	35,600.00	16.14
Total FICA Expenses	14,441.52	28,747.63	22,397.09	178,000.00	16.15
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,345.59	2,672.69	1,522.10	20,800.00	12.85
40-10-5628-20 IMRF Expense - Adult Servs	1,326.72	2,677.89	1,482.38	20,800.00	12.87
40-10-5628-30 IMRF Expense - Youth Services	983.35	1,963.33	910.12	14,400.00	13.63
40-10-5628-50 IMRF Expense - Tech Servs.	717.14	1,415.34	723.63	10,400.00	13.61

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-60	868.81	1,741.06	888.14	13,600.00	12.80
IMRF Expense - Circulation					
Total IMRF Expenses	5,241.61	10,470.31	5,526.37	80,000.00	13.09
Total EMPLOYEE COSTS	239,256.07	474,899.15	377,094.14	2,913,000.00	16.30
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	900.00	900.00	5,490.00	16.39
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	1,887.21	3,705.76	1,708.70	20,000.00	18.53
10-20-5653-00	316.32	477.66	180.85	12,000.00	3.98
10-20-5654-00	169.16	631.95	276.24	4,000.00	15.80
10-20-5655-00	3,641.29	7,139.09	7,332.21	40,000.00	17.85
10-20-5656-00	0.00	0.00	0.00	0.00	0.00
Total Utilities	6,463.98	12,854.46	12,208.00	83,300.00	15.43
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	0.00	5,000.00	0.00
10-20-5661-00	172.81	3,325.37	3,358.37	40,000.00	8.31
10-20-5662-00	1,134.00	2,268.00	1,134.00	40,000.00	5.67
10-20-5663-00	1,012.01	2,416.23	1,518.22	9,000.00	26.85
10-20-5664-00	8,359.10	21,456.88	10,366.77	51,000.00	42.07
10-20-5665-00	305.94	588.14	283.42	4,000.00	14.70
Total Maintenance and Repairs	10,983.86	30,054.62	16,660.78	149,000.00	20.17
TOTAL BUILDING COSTS	17,447.84	42,909.08	28,868.78	232,300.00	18.47
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	417.25	845.53	354.76	4,500.00	18.79
10-25-5710-10	3,576.00	3,576.00	5,364.00	21,000.00	17.03
10-25-5711-00	1,393.96	1,393.96	3,096.71	9,500.00	14.67
10-25-5712-00	73.35	508.35	337.50	1,000.00	50.84
Total Postage and Printing	5,460.56	6,323.84	9,152.97	36,000.00	17.57
Supplies					
10-25-5713-00	644.06	1,270.11	1,100.47	6,300.00	20.16
10-25-5714-00	4,603.12	4,603.12	7,752.47	10,000.00	46.03
10-25-5715-00	0.00	75.51	0.00	1,900.00	3.97
10-25-5716-00	590.49	796.89	946.68	4,700.00	16.96
10-25-5717-00	3,909.61	7,823.40	3,494.43	43,000.00	18.19

Lisle Library District
 For the Two Months Ending August 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	28.76	511.55	424.49	10,100.00	5.06
Computer Supplies					
Total Supplies	9,776.04	15,080.58	13,718.54	76,000.00	19.84
Other Operating Costs					
10-25-5719-00	138.00	138.00	66.70	600.00	23.00
Publishing					
10-25-5722-15	0.00	0.00	116.67	200.00	0.00
Safety Deposit Box Rental					
10-25-5723-00	0.00	0.00	0.00	100.00	0.00
Check Printing					
10-25-5723-15	657.12	1,307.78	907.22	5,100.00	25.64
Bank Charges					
10-25-5724-15	6.83	6.83	34.71	500.00	1.37
Local Travel					
Total Other Operating Costs	801.95	1,452.61	1,125.30	6,500.00	22.35
TOTAL OPERATING EXPENSES	16,038.55	22,857.03	23,996.81	118,500.00	19.29
INSURANCE					
10-30-5750-00	0.00	0.00	2,100.00	2,250.00	0.00
Fidelity Bonds					
10-30-5751-00	0.00	0.00	19,772.05	52,000.00	0.00
Property Damage (All-Peril)					
10-30-5752-00	0.00	0.00	0.00	0.00	0.00
Notary Bond					
10-30-5754-00	0.00	0.00	2,193.00	7,000.00	0.00
Workers Comp Insurance					
TOTAL INSURANCE	0.00	0.00	24,065.05	61,250.00	0.00
CONTRACTUAL SERVICES					
10-35-5760-00	0.00	0.00	0.00	8,000.00	0.00
Legal Services					
10-35-5761-00	50.60	50.60	101.20	700.00	7.23
Collection Agency					
10-35-5762-00	0.00	0.00	1,295.00	4,000.00	0.00
Other Contr Services - Admin					
10-35-5763-00	4,447.36	10,945.41	75,822.16	106,000.00	10.33
Other Contr Svcs-Tech Asst					
10-35-5764-10	4,082.40	5,857.61	(2,197.54)	40,000.00	14.64
Other Contr Svcs - Library Wi					
10-35-5765-10	0.00	0.00	253.12	4,500.00	0.00
Investment Agency Consultants					
10-35-5769-00	0.00	0.00	3,737.50	4,000.00	0.00
Accounting Software					
10-35-5770-00	0.00	0.00	0.00	9,725.00	0.00
Contractual - Audit Fee					
10-35-5771-00	892.07	1,834.00	1,749.56	13,000.00	14.11
Payroll Service					
TOTAL CONTRACTUAL SERVICES	9,472.43	18,687.62	80,761.00	189,925.00	9.84
PERSONNEL DEVELOPMENT					
10-40-5783-00	0.00	640.00	640.00	4,000.00	16.00
Dues - Staff					
10-40-5784-00	120.02	255.20	24.92	1,000.00	25.52
Meetings - Staff					
10-40-5785-00	700.00	700.00	101.18	7,000.00	10.00
Conferences - Staff					
10-40-5786-00	0.00	179.40	0.00	3,000.00	5.98
Memorial/Tribute/Recognition					
10-40-5787-00	0.00	0.00	0.00	2,500.00	0.00
Staff Development					
10-40-5788-00	165.11	165.11	0.00	8,500.00	1.94
Training (Cont Ed) - Staff					
10-45-5786-70	0.00	0.00	0.00	525.00	0.00
Dues - Trustee					
10-45-5787-70	0.00	0.00	0.00	825.00	0.00
Conferences - Trustees					

Lisle Library District
For the Two Months Ending August 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>
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	825.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	825.00	0.00
TOTAL PERSONNEL DEVELOPMEN	985.13	1,939.71	766.10	29,000.00	6.69
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	58,943.11	56,949.97	80,000.00	73.68
10-48-5803-10 Technology	0.00	340.63	13,819.89	70,000.00	0.49
10-48-5804-10 Facility	30.38	30.38	20.51	10,000.00	0.30
Total Major Equipment	30.38	59,314.12	70,790.37	160,000.00	37.07
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	159.98	159.98	0.00	700.00	22.85
10-48-5823-20 Minor Equip - Adult Services	90.67	90.67	0.00	700.00	12.95
10-48-5823-30 Minor Equipment - Youth	0.00	0.00	0.00	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	97.49	151.09	23.72	700.00	21.58
10-48-5823-60 Minor Equip - Circ	0.00	915.29	62.86	700.00	130.76
Total Minor Equipment	348.14	1,317.03	86.58	3,500.00	37.63
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	180.57	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. W/	569.21	1,896.17	4,713.05	18,280.00	10.37
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	569.21	2,076.74	4,893.62	20,000.00	10.38
TOTAL EQUIPMENT COSTS	947.73	62,707.89	75,770.57	183,500.00	34.17
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	1,534.12	1,818.89	704.79	8,000.00	22.74
10-50-5863-30 Books - Youth Serv	4,477.83	9,280.33	2,208.10	56,500.00	16.43
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	5,525.60	22,214.70	3,873.18	90,000.00	24.68
10-50-5865-10 Books - Adult/Teen Fiction	5,398.62	14,258.69	7,264.51	80,500.00	17.71
10-50-5867-20 Ref Books - Adult Serv	332.08	332.08	264.63	15,000.00	2.21
Total Books	17,268.25	47,904.69	14,315.21	250,000.00	19.16
Databases					
10-50-5869-20 Internet Licensed DBases	9,366.00	47,326.00	76,572.15	115,000.00	41.15
10-50-5872-10 Dbases - Professional	174.87	174.87	1,455.42	8,500.00	2.06

Lisle Library District
For the Two Months Ending August 31, 2024
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10-50-5873-30 Dbases - Youth Serv	1,306.00	(1,714.15)	9,578.37	11,500.00	(14.91)
Total Databases	10,846.87	45,786.72	87,605.94	135,000.00	33.92
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	138.56	1,392.40	195.90	10,000.00	13.92
10-50-5895-40 A-V Matls - Adult Serv	3,814.23	4,644.37	3,167.58	63,000.00	7.37
10-50-5899-20 Digital Content	10,747.36	12,772.75	10,942.17	122,000.00	10.47
Total Audio-Visual Materials	14,700.15	18,809.52	14,305.65	195,000.00	9.65
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	0.00	24,830.30	40.26	26,000.00	95.50
10-50-5900-20 Periodicals - Adult Serv	1,230.99	1,230.99	3,134.15	21,500.00	5.73
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	3,000.00	0.00
Total Periodicals/Doc Delivery	1,230.99	26,061.29	3,174.41	51,000.00	51.10
TOTAL LIBRARY MEDIA	44,046.26	138,562.22	119,401.21	631,000.00	21.96
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	1,765.68	2,399.56	2,256.45	15,000.00	16.00
10-60-5931-30 Programs - Youth	772.60	1,280.26	1,070.34	15,000.00	8.54
10-60-5931-40 Online Marketing	86.44	192.88	108.45	1,700.00	11.35
10-60-5931-50 Community Relations	145.11	1,076.93	355.05	5,500.00	19.58
Total Programs	2,769.83	4,949.63	3,790.29	37,200.00	13.31
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	0.00	3,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	491.93	1,162.86	875.96	6,800.00	17.10
Total Readers Services	491.93	1,162.86	875.96	9,800.00	11.87
TOTAL PROGRAMS AND READERS	3,261.76	6,112.49	4,666.25	47,000.00	13.01
RESTRICTED USAGE EXPENSES - CORPORATE					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	2,000.00	0.00
10-80-5981-80 Restricted - Per Capita Grant	191.76	191.76	0.00	46,000.00	0.42
10-80-5982-80 Interest Expense	0.00	0.00	12,900.00	26,000.00	0.00
10-80-5983-80 Debt Principal Payment	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	191.76	191.76	12,900.00	114,000.00	0.17

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

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
RESTRICTED USAGE EXPENSES - IMRF					
40-80-5986-80 IMRF Funding	0.00	0.00	0.00	70,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	70,000.00	0.00
CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	331,647.53	768,866.95	748,289.91	4,614,475.00	16.66
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	10,000.00	20,000.00	0.00	120,000.00	16.67
TOTAL OPERATING TRANSFERS O	10,000.00	20,000.00	0.00	120,000.00	16.67
TOTAL ALL EXPENSES	341,647.53	788,866.95	748,289.91	4,734,475.00	16.66

Lisle Library District
 For the Two Months Ending August 31, 2024
 Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	25,665.00	29,113.00	(143,316.60)	0.00	0.00
70-65-5680-00 HVAC Replacement Project	5,840.00	9,455.00	0.00	200,000.00	4.73
70-65-5685-00 Lot Development Project	0.00	0.00	0.00	500,000.00	0.00
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	31,505.00	38,568.00	(143,316.60)	700,000.00	5.51
TOTAL SPECIAL RESERVE EXPENS	31,505.00	38,568.00	(143,316.60)	760,000.00	5.07

**Lisle Library District
Accounts Payable - September 18, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Amazon	090224	Books, Video Games & Supplies	10-50-5865-10	Books - Adult/Teen Ficti	137.60	
			10-50-5895-40	A-V Mats - Adult Serv	18.92	
			10-60-5931-10	Programs - Adult Service	331.84	
			10-60-5940-10	Reader Services - Adult	469.45	
			10-50-5863-30	Books - Youth Serv	101.30	
			10-50-5890-30	A-V Mats - Youth Serv	58.17	
			10-60-5931-30	Programs - Youth	184.94	
			10-60-5940-30	Reader Services - Youth	23.97	
			10-25-5716-00	Kitchen Supplies	16.98	
			10-25-5713-00	Office Supplies	89.97	
			10-20-5663-00	Maint/Repairs-Genl repai	222.17	
			10-25-5717-00	Processing Supplies	141.14	
			10-25-5714-00	Circ. Material Supplies	82.78	
			10-48-5823-10	Minor Equip - Administra	69.97	
			10-25-5718-00	Computer Supplies	23.88	
			10-60-5931-50	Community Relations	77.99	
			10-48-5804-10	Facility	43.98	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,095.05
Bear Landscape	14089	Landscape Services Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
CDW G	AA28M5L	2 Lexmark Printer Warranties CDW Government	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	824.82	824.82
CDW G	AA2CN6U	Battery Backup Replacement Battery CDW Government	10-25-5718-00	Computer Supplies	90.96	90.96
CDW G	AA2CN9D	Battery Backup Replacement Battery CDW Government	10-25-5718-00 10-00-2610-00	Accounts Payable Computer Supplies	90.96	90.96
Cheesie's Truck	092724	Fall Fest Food Truck Cheesie's Truck	10-80-5981-80 10-00-2610-00	Restricied - Per Capita Accounts Payable	3,350.00	3,350.00
ComEd	082724	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	4,016.43	4,016.43
Current Technologie	735074	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	7525749	Supplies for Circ Services Demco	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	105.96	105.96
Eco Clean	13083	Janitorial Services	10-20-5661-00	Maint Contracts - Maint.	2,985.00	

**Lisle Library District
Accounts Payable - September 18, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
ELM USA	70374	Eco Clean Maintenance	10-00-2610-00	Accounts Payable		2,985.00
		Disc Cleaning Machine Warranty	10-48-5845-00	Equip Maint/Repr-Contr-	940.00	
		ELM USA Inc.	10-00-2610-00	Accounts Payable		940.00
Encomium Publicatio	24113	Literacy/ELD Books Encomium Publications	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	174.60	174.60
FNBO - 0187	082724	A/V & Supplies	10-50-5895-40 10-60-5931-10 10-60-5931-50 10-00-2610-00	A-V Mats - Adult Serv Programs - Adult Service Community Relations Accounts Payable	173.89 21.48 85.96	281.33
		First National Bank of Omaha				
Garvey's	PINV609454	Laminate Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	87.69	87.69
Groot	13085748T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	304.98	304.98
Home Depot	1916 51 39670	Janitorial Supplies & Small Tools	10-20-5663-00	Maint/Repairs-Genl repai	89.72	89.72
		Home Depot Credit Services	10-00-2610-00	Accounts Payable		
Ingram	090124	Books & Processing	10-50-5865-10 10-50-5864-10 10-50-5867-20 10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Ref Books - Adult Serv Books - Youth Serv Processing Supplies Accounts Payable	4,784.14 3,797.21 437.22 3,585.43 1,786.74	14,390.74
		Ingram Library Services				
Jim Dhamer Plumbin	139573	Restroom Repairs Jim Dhamer Plumbing & Sewer	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	364.00	364.00
Kanopy	414706	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	363.00	363.00
Kent Adhesive Prod	1488589	Labels Kent Adhesive Products Co	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	172.70	172.70
Kilcran, Jackie	082824	Certified Mail Jackie Kilcran	10-25-5710-00 10-00-2610-00	Postage and Shipping Accounts Payable	9.68	9.68
Kocemba, Yolanda	083124	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00

**Lisle Library District
Accounts Payable - September 18, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Konica Minolta Busin	295605032	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	278.57	278.57
Konica Minolta Busin	9010105790	Printer Maintenance Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	162.10	162.10
LIMIRICC PHIP Healt	090524	September Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,342.45 8,099.32 5,372.42 4,339.83 7,366.60	30,520.62
Midwest Tape	505982781	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	6,121.40	6,121.40
Midwest Tape 2516	083124	CD Books Midwest Tape (2516)	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	1,448.41	1,448.41
Midwest Tape 7288	083124	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	1,850.30 426.63	2,276.93
OverDrive	24249772	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,054.24	2,054.24
Peregrine	62653	Review of B&A Peregrine, Stime, Newman, Ritzman	10-35-5760-00 10-00-2610-00	Legal Services Accounts Payable	337.50	337.50
Procter, Justin	090625	Reimburse Mileage Justin Procter	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	6.83	6.83
Thomas Klise	16098	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	105.00	105.00
Thomas Klise	16099	Video Games Thomas Klise / Crimson Multimedia	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	753.03	753.03
Thomas Klise	16100	Video Games Thomas Klise / Crimson Multimedia	10-50-5890-30 10-00-2610-00	A-V Matis - Youth Serv Accounts Payable	241.77	241.77

**Lisle Library District
Accounts Payable - September 18, 2024**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Unique	6129842	August Collections Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	25.30	25.30
Zoos Are Us	092724	Fall Fest - A Zoo to You - Final Zoos Are Us, Inc.	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	332.50	332.50
					76,991.82	76,991.82

PRIOR MONTHS BILLS PAID BETWEEN AUGUST 2024 AND SEPTEMBER 2024

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 8/15/2024	71270.10
HSA	IL Dept. of Revenue State Tax Withheld	4484.63
Auto W/D	Howard Simon & Associates PR Serv. - 8/15/2024	844.31
HSA	EFTPS/Electronic Tax Payment 8/15/2024 Fed Tax \$8592.03	23348.27
	FICA W/H \$7378.12	
	FICA Lib \$7378.12	
HSA	Salaries 8/30/2024	68122.58
HSA	IL Dept. of Revenue State Tax Withheld	4286.87
Auto W/D	Howard Simon & Associates PR Serv. - 8/30/2024	47.76
HSA	EFTPS/Electronic Tax Payment 8/30/2024 Fed Tax \$8256.88	22383.66
	FICA W/H \$7063.38	
	FICA Lib \$7063.40	
Wired	IMRF IMRF W/H \$8876.59	14118.28
	IMRF Lib \$5241.69	
	Sub Total	208906.46
Check #	Vendor	Amount
8377	AFLAC (G6920)	111.41
8378	Albertsons Safeway	53.83
8379	Anderson Pest Solutions	172.81
8380	Cambridge University Press	570.28
8381	Case Lots Inc.	258.50
8382	CCS	7740.00
8383	Cengage Learning / Gale	25.00
8384	Chicago Metro Fire Prevention	3287.00
8385	ComEd	3641.29
8386	Compact Disc Source	482.74
8387	Culligan of Wheaton	66.88
8388	Daily Herald	1038.40
8389	Delta Dental - Risk	1921.64

8390	Demco	Labels, Storage Boxes & Supplies	1269.28
8391	Elara Engineering	Engineering Services	5840.00
8392	ELM USA Inc.	Supplies for Disc Cleaning Machine	54.95
8393	FNBO Billing Account	Programs, Conferences, Contractual Services	3773.01
8394	Garvey's Office Products	Office Supplies	54.47
8395	Garvin Gardens	Program: Floral Arrangement	375.00
8396	Hagg Press	Newsletter Printing & Postage	4969.96
8397	IHLS - OCLC	EZ Proxy Hosted	3148.38
8398	Ingram Library Services	Processing	202.31
8399	JanWay Company USA	LLD Plastic Bags	2160.00
8400	Jim Dhamer Plumbing & Sewer	Water Meter Installation	189.00
8401	Kone	Alarm & Sprinkler Testing	1508.89
8402	Konica Minolta Business Solutions	Printer Maintenance	178.00
8403	Lauterbach & Amen, LLP	OPEB Report	2700.00
8404	Matthew Bender & Co.	Employment in IL	269.10
8405	Metalmaster Roofmaster Inc.	Gutter Cleaning & Assessment	680.00
8406	NCPERS Group Life Ins	Payroll Withholding	48.00
8407	New Readers Press	ELD Books & Workbooks	928.05
8408	NICOR	Usage	316.32
8409	Paddock Publications	RFP for HVAC & BAS	138.00
8410	Sikich LLP	Accounting Services	1,382.40
8411	Staples Advantage	Supplies for Disc Cleaning Machine	1,144.88
8412	SWAN	Reciprocal Borrower Loss	20.00
8413	Toshiba America Business Solutions	Quarterly Maintenance	123.34
8414	Unique	July Placements	50.60
8415	Andrea Varry	Project Management for the Rest of Us	39.21
8416	Verizon	Usage	1,887.21
8418	Zoobean Inc.	Beanstack	1,306.00
8419	Village of Lisle	Monthly Internet Service	450.00
8420	Village of Lisle	Usage	169.16
		Sub Total	\$ 54,745.30
		TOTAL	\$ 263,651.76

Monthly Circulation Report - August 2024

	Checkouts	Renewals	Aug-24 TOTALS	YTD FY 23/24	YTD FY 24/25	YTD % Change
Adult Non-Print	2,265	2,401	4,666	10,841	9,554	-11.87%
Adult Print	4,902	4,022	8,924	19,372	18,424	-4.89%
Adult Total	7,167	6,423	13,590	30,213	27,978	-7.40%
YS Non-Print	604	1,075	1,679	4,222	3,496	-17.20%
YS Print	8,058	7,023	15,081	31,739	32,877	3.59%
Total YS	8,662	8,098	16,760	35,961	36,373	1.15%
Digital Media						
Overdrive	5,517		5,517	10,096	11,598	14.88%
hoopla	2,796		2,796	4,899	5,680	15.94%
Overdrive Magazines	402		402	237	863	264.14%
PressReader	426		426	1,775	838	-52.79%
Kanopy	368		368	605	879	45.29%
Total Digital	9,509	0	9,509	17,612	19,858	12.75%
Subtotal Print + Non-Print/Digital	25,338	14,521	39,859	83,786	84,209	0.50%
Computer/Tech Sessions Logins *	1,387		1,387	2,395	2,807	17.20%
Database Usage/Unique Logins	197		197	11,870	8,512	-28.29%
Wireless Use	1,218		1,218	2,025	2,521	24.49%
ScannX sessions/jobs	1,022		1,022	333	1,250	275.38%
Museum Adventure Passes	53		53	106	113	6.60%
Total IT/Resource Sessions	3,877	0	3,877	16,729	15,203	-9.12%
Total Circulation	29,215	14,521	43,736	100,515	99,412	-1.10%
Borrower Information	Aug 2024 Total	YTD 23/24	YTD 24/25	YTD % Change		
New Library Cards Added	168	404	337	-16.58%		* Sessions were changed from 2 to 4 hours on 8/31/23.
Monthly Borrowers	3,086	6,104	6,204	1.64%		
Total # Registered Borrowers	10,374	8,978	10,374	15.55%		
InterLibrary Loans						
Materials Sent	56	107	106	-0.93%		
Materials Received	356	751	721	-3.99%		
Polaris/Catalog Holds						
Holds Placed	2,851	6,132	6,087	-0.73%		
Holds Checked Out	2,411	4,879	4,990	2.28%		
Pick-Up Window Service Stats						
# of Patrons/Users	16	53	35	-33.96%		
# of Items Picked Up/Checked Out	44	194	97	-50.00%		

Lisle Library District - Program and Service Statistics - August 2024

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY23/24	YTD FY24/25	% Change
Library Event Statistics									
Staff Facilitated Programs		9	18	13	3	43	116	129	11.21%
Attendees		89	369	18	32	508	1,529	1,815	18.71%
Computer/Technology Programs		2	0			2	6	4	-33.33%
Attendees		6	0			6	54	21	-61.11%
Performer/Speaker/Author		2	1			3	6	7	16.67%
Attendees		32	40			72	145	167	15.17%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	0	0	--
Attendees	0					0	0	0	--
Total Number of Programs	0	13	19	13	3	48	128	140	9.38%
Total Patrons Served by Programming	0	127	409	18	32	586	1,728	2,003	15.91%
Reference Questions		1,693	1,237	772		3,702	9,213	8,391	-8.92%
Volunteer Hours		5.00	89.00			94.00	405.50	527.50	30.09%
Notary Service	19					19	58	48	-17.24%
LLD Kindness Cards **		N/A	N/A			0	207	0	-100.00%
Outreach Service Statistics									
Outreach Visits		1	4	2		7	3	12	300.00%
Patrons Served by Outreach Visits		272	265	577		1,114	722	1,708	136.57%
Home Delivery Dates		2				2	5	5	0.00%
Patrons Served via Home Delivery		88				88	223	221	-0.90%
Total Outreach Programs		3	4	2		9	8	17	112.50%
Total Patrons Served with Outreach Services		360	265	577		1,202	945	1,929	104.13%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	29						58	64	10.34%
Number of Outside Groups Using Meeting Space	34						36	61	69.44%
Number of Ginkgo & Maple Study Room Reservations***	62						N/A	118	--
Patrons Entering Building	10,488						26,161	22,015	-15.85%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
Social Media Use									
Facebook (daily page consumption)	662						1,766	1,295	-26.67%
X (f.k.a. Twitter) Followers	1,111						1,047	1,111	6.11%
Instagram Likes	606						1,191	1,102	-7.47%
Flickr Views	2,450						7,630	7,297	-4.36%
YouTube Views	9,333						17,647	18,587	5.33%
eBlast Engagement *	522						740	1,119	51.22%
Total LLD App Downloads	1,022						783	1,022	30.52%
Total LLD App Sessions	4,680						7,293	9,869	35.32%

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



North Main Entry Capital Improvement Project

A. Close-Out Progress Update

1. Final payment to Camosy was approved in July/August.
2. Reviewing seepage (foundation?) into storage room behind the new elevator.

General Capital Improvement Program

B. Executive Summary

The Capital Improvement Program has been divided into (3) main projects:

1. Capital Planning

- Over the next 10 years capital expenditures may be in the range of \$2.5m- \$3m without including costs to develop the vacant lots.
- Note, this is a **conservative approach, with contingencies**, intended to be guideline in nature providing the LLD an initial assessment of potential costs to review and develop a long term (10+ year) financial plan with a financial planner.
- Major PLANNED future expenditures include:
 - **Roof Replacement (\$650k - \$950k)** – intentionally not included in renovation as the roof was in good condition
 - **Atrium Window Replacement (\$250k - \$400k)** – may not be required w/ continued maintenance
 - **HVAC Replacements (\$525k - \$675k)** – includes Condensing Units, Boilers, BAS systemThe items above account for over 68% of projected/planned costs over the next 10 years.

2. Mechanical Equipment Replacement (see additional details on page 2-3)

- Condensing Unit – 4 bids received
 - Low Bidder requesting to withdraw bid
 - Bids under review and Scope review calls held with 1 of 2 low bidders
- BAS – 4 bids received
 - Bids under review and Scope review calls held with two low bidders

3. Vacant Lots planning

- Further discussions pending capital planning review.



September Board Report (9/12/2024)

C. Mechanical Equipment Replacement

Bids were opened on 9/4/2024 for both the BAS Replacement and HVAC Projects. Four (4) Bids were received for both projects which is sufficient bid coverage for these types of small projects.

Both bids are currently under review as noted below.

The Board is requested to discuss the results of the bids, and provide feedback to LLD Administration and CCS on recommended next steps.

BAS REPLACEMENT PROJECT:

Scope review calls were held with both Delta and Interactive Building on 9/11. Further vetting of the proposals and companies is ongoing based on the information provided in those calls.

Lisle Library District:				
RFP: BAS Replacement				
Submittal Comparison				
Original Bid Submittal				
Scope Breakdown	ALC	AMS	Delta	Interactive Building S.
Base Bid	\$189,760.00	\$182,100.00	\$91,407.00	\$120,800.00
BASE BID TOTAL	\$189,760.00	\$182,100.00	\$91,407.00	\$120,800.00
Signed Bid	Yes	Yes	Yes	Yes
Critical Path Schedule	N/P	Yes	Yes	No
Bid Bond	N/P	Yes	N/P	Yes
Certificate of Insurance	N/P	Yes	N/P	N/P
AIA A305-1986	Yes	Yes	N/P	Yes
Years in Business	20+	57	N/P	15
Claims/Suits Outstanding	No	No	N/P	No
Financial Statement	N/P	Yes	N/P	N/P
Annual Volume Avg. 5 Yrs.	N/P	N/P	N/P	\$7,000,000.00
Total Worth of work under contract	N/P	\$1M+	N/P	\$5,184,409.00

- Delta submitted the lowest bid and also submitted a voluntary alternates as follows:
 - ADD alt 1: \$12,035 Unlock Tridium Supervisor Software (Head End Graphics)
 - DEDUCT alt 2: (\$44,000) to NOT replace the branch/terminal devices
 - ADD alt 3: \$640 for a performance bond
- Delta would complete work in in +/- 6 weeks of on site work

Prior to recommending a contract award the LLD has requested clarification on a few technical points which is in progress by Elara / CCS.

It is recommended additional vetting be completed prior to Board approval of an award.



HVAC PROJECT:

Scope review calls were requested with both low bidders; a call was held with Seven Star on 9/11.

Beeliner has notified CCS via phone call that they intend to withdraw their bid. CCS had advised the LLD to have Legal counsel review the bid bond for potential enforcement steps.

Further review of the situation is ongoing.

Lisle Library District:				
RFP: HVAC System Upgrades				
Submittal Comparison				
Original Bid Submittal				
Scope Breakdown	Bee Liner	CCS	Seven Star	1 Source Mechanical
Base Bid CU-1E	\$50,000.00	\$74,750.00	\$76,490.00	\$102,200.00
Base Bid CU-2E	\$35,000.00	\$74,750.00	\$59,750.00	\$116,600.00
Base Bid CU-1W	\$35,000.00	\$74,750.00	\$75,725.00	\$110,000.00
Base Bid CU-2W	\$35,000.00	\$74,750.00	\$70,485.00	\$117,700.00
BASE BID TOTAL	\$155,000.00	\$299,000.00	\$282,450.00	\$446,500.00
Alt #1				
Credit for awarding (4) CUs	N/P	N/P	-\$15,000.00	-\$24,500.00
Total - including Alt.	\$155,000.00	\$299,000.00	\$267,450.00	\$422,000.00
Signed Bid	Yes	Yes	Yes	Yes
Critical Path Schedule	N/P	Yes	N/P	N/P
Bid Bond	Yes	Yes	Yes	Yes
Certificate of Insurance	N/P	N/P	N/P	N/P
AIA A305-1986	Yes	Yes	Yes	Yes
Years in Business	10	7	6	14
Claims/Suits Outstanding	0	0	0	0
Financial Statement	Provided	Provided	N/P	N/P
Annual Volume Avg. 5 Yrs.	\$3,200,000.00	\$917,770.00	\$7,000,000.00	\$8,922,767.00
Total Worth of work under contract	\$1,800,000.00	\$121,050,000.00	\$1,300,000.00	\$5,800,000.00

Prior to recommending next steps Legal counsel is requested to advise the LLD on procedures to enforce the bid bond. A scope review call may be necessary with the third low bid, CCS.

It is recommended additional review be completed prior to Board approval of an award.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 13, 2024

SEPTEMBER 2024 | DIRECTOR'S REPORT

Meetings:

VOL Comm. Event – Aug 12	Lauterbach/Amen – Aug 28
CBS News – Aug 13	Admin – Aug 29
Dept Directors – Aug 13	CCS – Sept 3
LWC Oak Room Dedication – Aug 14	CCS – Sept 4
LLD Board of Trustees – Aug 14	VOL Comm. Event – Sept 9
IL Rep. T.C. Howard – Aug 15	Dist. 202 Tour – Sept 10
All Staff – Aug 20	Dept. Directors – Sept 10
IT Staff – Aug 26	Admin – Sept 10
Dept. Directors – Aug 27	COD/Hokusai – Sept 11
Swistak – Aug 27	CCS – Sept 11
IT Staff – Aug 27	Lauterbach/Amen – Sep 12
Strategic Planning Comm. -- Aug 27	Admin – Sept 12

Summer Read Wrap-Up

Summer Read kicked-off on June 1 and ended on August 10. Adults, teens, kids, babies, and LLD Home Delivery patrons participated in the LLD's Olympic-themed program with fantastic reading results:

<p>ADULTS 764 Registered 3,478 books read</p> <p>Top 3 Adult Reads <i>Funny Story</i> by Emily Henry <i>The Women</i> by Kristin Hannah <i>Just for the Summer</i> by Abby Jimenez</p>	<p>TEENS 125 Registered 498 books read</p> <p>Top 3 Teen Reads <i>Smile</i> by Raina Telgemeier <i>Noragami: Stray God</i> by Adachitoka <i>Harry Potter and the Cursed Child</i> by J. K. Rowling</p>
<p>KIDS 978 registered 439,692 minutes read</p> <p>Top 3 Kids Reads <i>The Hobbit</i> by J. R. R. Tolkien <i>Harry Potter and the Sorcerer's Stone</i> by J.K Rowling <i>Harry Potter and the Half Blood Prince</i> by J.K Rowling</p>	<p>BABIES 77 registered 734 completed activities</p> <p>HOME DELIVERY 13 participated 66 books read</p>

I commend the staff for planning, promoting, and executing a wonderful program for our community this year. The program involved a lot of fun activities and prizes but the goal of the program is to keep people reading throughout the summer, especially kids. What a great way to prepare for an excellent school year ahead!

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 13, 2024

Fall Fest

To usher in autumn in the best way, we invite the public to LLD Fall Fest 2024! Visit the LLD on Friday, September 27 from 5-7PM for our annual all-ages event. A *Creepy Carrots Storytime* with special guest Jasper Rabbit kicks off the program. Patrons can also enjoy visiting animals in the petting zoo, grabbing a grilled cheese sandwich from *Cheesie's* food truck, finding awesome fall books, taking snapshots in the themed photo booth, partaking in festive crafts, and getting a temporary tattoo at our tattoo station.

Fall Fest is an event that brings the whole community together to enjoy family-friendly activities and also provides yet another opportunity for the LLD to promote our resources and services with a little pumpkin spice sprinkled on top.

LLD Oak Room Dedication Ceremony

On August 14, the LLD held a dedication ceremony for the Lisle Woman's Club (LWC) in the Oak Study Room. The room houses cabinets that hold LWC historical documents and photos. The LLD decorated the room with LWC art, a framed historical letter, and board-member plaques. In attendance were LWC members, LLD Board/staff members, Village Manager/staff, Park District Director, and Lisle Chamber staff.

There was a ribbon-cutting to commemorate the dedication. LWC President Sullivan provided introductions and history about the LWC. I provided a brief background about the Library renovation and why it was important for the LLD to create a room that celebrates this founding Club. The Village Manager read a proclamation from the Mayor that honored the Club. President Sullivan and I also unveiled a hand-painted plaque memorializing the LWC's founding of the LLD.

The LWC gifted the Library with a handmade butterfly-book that symbolizes the love of reading (*the book art is now in a display case in the room*). After the dedication, attendees continued the celebration in Meeting Room B with coffee, cake, and conversation.

Illinois Representative Terra Costa Howard Visit

On August 15, Representative Costa Howard and her staff came to the LLD with the intention of filming video clips of various unique Library services and features such as Illinois license sticker renewals, Seed Library, voter registration, YS Play Area, Teen Space, art prints, and the like.

However, during her scheduled visit, the LLD experienced a facility-wide power outage (*as did the entire neighborhood*). Due to the length of the outage, the LLD evacuated patrons from the building for safety purposes.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 13, 2024

Before clearing the building, Representative Costa Howard was able to find a corner with some natural light and film a quick conversation with an Adult Services employee discussing the Seed Library. Depending on the quality of the video and her team's social media schedule, we may see this clip in one of her eBlasts in the near future. To supplement the regrettably truncated visit, I immediately created a flyer with hyperlinked images of the aforementioned features so that readers can find more information. I supplied their office with the PDF the next day (attached).

Capital Projects

This month, Assistant Director Savage and I met with CCS representatives to discuss, plan, and facilitate receiving and opening of the bids for the HVAC project. In addition to the HVAC project, we also had meetings about long range facility planning.

Planning for the next 10 years in terms of financial impact, requirements, and allotting the projects will require more than just a few meetings, but we've begun to outline what the next decade of projects may entail for budgeting purposes. My suggestion after solidifying a clear direction, is to connect with our professional advisors to assist us in drafting a financial blueprint with the help of the LLD Finance Committee.

Community-wide Event Team/Hokusai

I've been attending monthly community event meetings to prepare for another Lisle-wide art program, akin to the Warhol Event the LLD launched in May of 2023.

In 2025, The College of DuPage (COD) art museum will showcase Hokusai & Ukiyo-e art. The exhibit is entitled, *The Floating World*. Katsushika Hokusai was born in 1760 in Japan. Hokusai was a Japanese master artist and printmaker of the Ukiyo-e school of art. His works include landscapes, nature, historical figures, and works that celebrate the seasons.

The LLD, Village, Chamber, and various business owners have been meeting to prepare for broader meetings with other intergovernmental entities, organizations, and businesses so that we can make this next community-wide event even more impactful than the Warhol venture.

Respectfully submitted,



Tatiana Weinstein



LISLE LIBRARY DISTRICT | BOOKS...AND SO MUCH MORE!

CLICK IMAGES FOR MORE INFO!



VOTER REGISTRATION



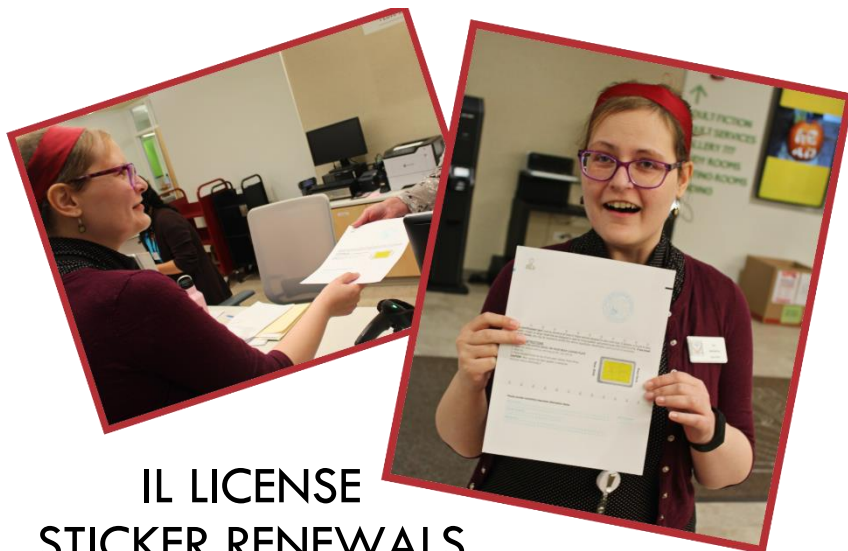
SEED LIBRARY



ART GALLERY



NOTARY PUBLIC



IL LICENSE STICKER RENEWALS



LOW-VISION MAGNIFIER



CLIMBING WALL &
BIG BLUE BLOCKS



ART PRINTS TO
CHECK-OUT



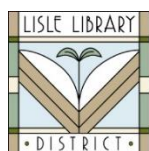
LITEZILLA



DRIVE-UP PICK-UP
WINDOW



TEEN
SPACE



Oak Room Dedication Ceremony - August 14, 2024
Lisle Library District | Lisle Woman's Club



September 2024 Assistant Director Report

Meetings/Virtual Meetings

- CMFP/Kone- August 9
- Terrance- August 12
- Dhamer Plumbing- August 19
- LIMRICC- August 20
- Del Concrete- August 20
- CCS Vendor site visit- August 21
- Metalmaster- August 26
- Dhamer Plumbing- August 27
- Lauterbach and Amen- August 28
- CCS – Sept 3
- Event Team- Sept 5
- INET Meeting- Sept 10

Meetings

The LLD event team met to finalize plans for Fall Fest on September 27th. The event has been mapped out, and staffing assignments have been delegated. We also began preliminary planning on a Winter Read event for early December.

Director Weinstein and I met with CCS several times over the course of the last month. Discussions revolved around the lead up to, and the process following, the bid selection for the BAS and HVAC projects.

Facility

Dhamer Plumbing came out several times to repair sensors in public restroom sinks, as well as flushometers in several public restroom fixtures. I have requested a quote to replace the remaining seven flushometers in the meeting room restrooms, as they were all installed at the same time, and two have failed in the last 4 months.

We have received the light fixtures that were under warranty to replace faulty fixtures in the YS storage closet and the pergola area. I am coordinating installation with Terrance Electric to coincide with the installation of lighting above the non-fiction DVD section.

Metalmaster came out to address overflowing gutters above the receiving door on the west end of the building. The gutters were cleaned, and it was recommended that certain sections of gutter be releveled. I am working with Metalmaster to schedule that work.

I met with a representative from Del Concrete in late August to discuss a few areas of the property that need repair. I will be scheduling repairs to some areas of sidewalk as well as light pole base repairs this fall. We hope to address other concrete areas on the property in the spring.

Respectfully Submitted,



Will Savage
Assistant Director



LLD Budget & Appropriation (B&A) Overview

What is the B&A Ordinance?

The Budget & Appropriation Ordinance, or more commonly known as the B&A, is an ordinance that Illinois taxing districts must adopt in order to spend the funding the Library receives. The LLD presents a Tentative B&A in August and a final draft for approval in September.

The *Budget* column within Ordinance 24-06 indicates Board-approved working budget expenditures and the *Appropriation* column designates the District's authorization to expend funds for any necessary obligations that extend beyond budgeted categories. The Ordinance accounts for the District's operational expenditures as well as Special Reserve expenditures.

Restated, the Appropriation column is not the District's intention to spend this provision. The Appropriation is purely an allowance should the District require spending beyond planned-for expenses. Examples of unintended expenses may include supplemental tree removal service due to severe weather events or if gas/electricity rates suddenly rise; expenditures beyond the control or predictive abilities of the District.

Allowances for Funds

The LLD has four major funds: Corporate, IMRF, FICA, and Special. All funds are recorded on the B&A Ordinance. Some institutions simply double their budget or provide flat increases of 20% to account for such expenses. The LLD has regularly, thoughtfully, examined each account category to determine its Appropriation. The total appropriation in the Corporate Fund shows a reasonable 13.75% (\$605,975) allowance for unintended expenses in all operating expenditure lines.

The IMRF and FICA Funds show negligible appropriation allowances of 3.3% (\$5,000) and 7.8% (\$14,000) respectively.

The Special Reserve Fund shows a significant appropriation allowance of 81% (\$615,000). This provision captures conservative estimates for capital improvements such as the HVAC replacement project and development of the lot on Kingston Avenue.

Note: Ordinance 24-06 reflects the budgeted transfer of \$120,000 in funds from the Corporate Fund to the Special Reserve Fund and provides an allowance of \$500,000, should the LLD fully advance capital improvement projects in FY24/25.

Additional Information

Please note that the LLD utilized pre-audit numbers (EOY/June 30, 2024), vendor estimates, as well as the Board approved Working Budget to draft Ordinance 24-06.

ORDINANCE 24-06

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LISLE LIBRARY DISTRICT:

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

DRAFT

1	CORPORATE FUND	BUDGET 2024-2025	2024-2025 AMOUNT TO BE APPROPRIATED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$2,315,000.00	\$2,330,000.00
	Health Ins/Unemp	\$340,000.00	\$390,000.00
		\$2,655,000.00	\$2,720,000.00
B.	BUILDING COSTS		
	Internet/Inet	\$7,300.00	\$10,000.00
	Phone	\$20,000.00	\$25,000.00
	Gas	\$12,000.00	\$15,000.00
	Sewer/Water	\$4,000.00	\$5,000.00
	Electrical	\$40,000.00	\$45,000.00
	Maint. Contracts - HVAC	\$5,000.00	\$5,500.00
	Maint. Contracts - Cleaning/Pests	\$40,000.00	\$45,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$45,000.00
	Non-contract Repr	\$60,000.00	\$70,000.00
	Rubbish Removal	\$4,000.00	\$4,000.00
		\$232,300.00	\$269,500.00
C.	OPERATING COSTS		
	Postage/Shipping	\$14,000.00	\$15,500.00
	Printing	\$22,000.00	\$25,000.00
	Supplies/Processing	\$76,000.00	\$76,000.00
	Bank/Notices	\$6,000.00	\$7,000.00
	Local Travel	\$500.00	\$500.00
		\$118,500.00	\$124,000.00
D.	INSURANCE COSTS		
	Fidelity Bond	\$2,250.00	\$2,250.00
	Prop. Damage (All Peril)	\$52,000.00	\$60,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp	\$7,000.00	\$7,000.00
		\$61,250.00	\$69,250.00
E.	CONTRACTUAL COSTS		
	Legal services	\$8,000.00	\$15,000.00
	Collection Agency	\$700.00	\$700.00
	Outsrc Acc/HR/Outsrc IT	\$150,000.00	\$175,000.00
	Investment Agency	\$4,500.00	\$5,500.00
	Acct Software	\$4,000.00	\$5,000.00
	Audit	\$9,725.00	\$10,500.00
	Payroll	\$13,000.00	\$15,000.00
		\$189,925.00	\$226,700.00

F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$12,000.00	\$12,000.00
	Memorial/Recog	\$3,000.00	\$3,500.00
	In-Service Day	\$2,500.00	\$2,500.00
	Cont. Ed	\$8,500.00	\$8,500.00
	Trustee Dues/Conf/Train	\$3,000.00	\$3,000.00
		\$29,000.00	\$29,500.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$80,000.00	\$85,000.00
	Technology	\$70,000.00	\$75,000.00
	Facility	\$10,000.00	\$10,000.00
	Minor Equip	\$3,500.00	\$3,500.00
	Other Fac Maint/Repairs	\$20,000.00	\$25,000.00
		\$183,500.00	\$198,500.00
H.	<u>LIBRARY MATERIALS</u>		
	Books	\$250,000.00	\$260,000.00
	Databases	\$135,000.00	\$135,000.00
	Doc Delivery/ILLs	\$26,000.00	\$28,000.00
	Audio/Visual	\$195,000.00	\$210,000.00
	Periodicals	\$25,000.00	\$25,000.00
		\$631,000.00	\$658,000.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$30,000.00	\$40,000.00
	Comm Rel/Supplies	\$17,000.00	\$20,000.00
		\$47,000.00	\$60,000.00
J.	<u>OTHER EXPENSES</u>		
	Gifts (if gifts are received)	\$2,000.00	\$20,000.00
	Per Capita Grant (per State if received)	\$46,000.00	\$46,000.00
		\$48,000.00	\$66,000.00
K.	<u>DEBT CERTIFICATE</u>	\$66,000.00	\$66,000.00
L.	<u>CONTINGENCY</u>	\$25,000.00	\$25,000.00
	<u>SUBTOTAL CORPORATE</u>	\$4,286,475.00	\$4,512,450.00
	Transfer to Special Reserve*	\$120,000.00	\$500,000.00
	Total Corporate	\$4,406,475.00	\$5,012,450.00
2	IMRF Fund	\$80,000.00	\$85,000.00
	IMRF (supplemental funding)	\$70,000.00	\$70,000.00
	Total IMRF	\$150,000.00	\$155,000.00

3	FICA	\$178,000.00	\$192,000.00
	TOTAL CORP/IMRF/FICA	\$4,734,475.00	\$5,359,450.00
4	SPECIAL RESERVE FUND		
	Consulting	\$20,000.00	\$25,000.00
	Facility/Campus	\$15,000.00	\$15,000.00
	Furniture/Equip	\$25,000.00	\$25,000.00
	Security Systems	\$0.00	\$10,000.00
	HVAC Project Expense	\$200,000.00	\$300,000.00
	Outdoor Programming Expense	\$500,000.00	\$1,000,000.00
	TOTAL SPECIAL RESERVE	\$760,000.00	\$1,375,000.00
	TOTALS	\$5,494,475.00	\$6,734,450.00

DRAFT

Section 2: As part of the Annual Budget, it is stated:

- (a) That the cash on hand at the beginning of the fiscal year is \$ 5,917,875.12.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,728,405.00¹
- (c) That the estimated expenditures for the fiscal year are \$ 5,494,475.00 per the Annual Working Budget.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$5,151,805.12.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,586,805.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 141,600.00.

Section 3: That the funds in the total amount of \$6,734,450.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 4: The receipts and revenue of the said Lisle Library District derived from sources other than taxation and specifically appropriated and all unexpended balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied may be transferred to and become part of the Special Reserve Fund for the purchase of Sites and Buildings, the Construction, Repair, Remodeling, Improving and Equipping of the Same.

Section 5: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 18th day of September, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

¹ This does not include budgeted transfer to the Special Reserve Fund.

Approved by me this 18th day of September, 2024.

Emily Swistak
President, Lisle Library Board of Trustees

Attest:

Liz Sullivan
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 18th day of September, 2024.
To be published in the Daily Herald on the 25th day of September, 2024.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Liz Sullivan, hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that the attached is a true and correct copy of Ordinance 24-06 adopted on September 18, 2024, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 18th day of September, 2024.

Liz Sullivan, Secretary
Board of Library Trustees
Lisle Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE
FOR THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS

I, Karen Larson, do hereby certify as follows:

1. I am the Chief Fiscal Officer (Treasurer) of the Lisle Library District, Lisle, DuPage County, Illinois.
2. I certify that the estimate of the revenue by source as approved by the Board of Trustees of said District for the fiscal year beginning July 1, 2024 and ending June 30, 2025, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	4,357,720.00
IMRF Fund Taxes	52,470.00
FICA Fund Taxes	176,615.00
Desk Income	18,900.00
Gifts, Grants and Other	48,700.00
Interest Earned on Dist. Funds	74,000.00
	4,728,405.00

IN WITNESS WHEREOF, I have affixed my signature this 18th day of September 2024.

Karen Larson, Treasurer of the LLD Board of Trustees
Chief Fiscal Officer

Daily Herald

In-Person: Senior Social Hour
Saturday Morning Cartoon Party: The Super Mario Bros. Movie
In-Person: Career Headshots
MasterFILE Premier for Research, Papers, & Presentations
Books & Banter
Petra Sings/Andy Swings
Teen Craft: Drip Sculptures
Food For Thought
Gallery 777 Reception: KerAboutArt
Summer Floral Arrangements
Conceptual Art Game
Medicare 101

Chicago Tribune

In-Person: Senior Social Hour
Saturday Morning Cartoon Party: The Super Mario Bros. Movie
In-Person: Career Headshots
MasterFILE Premier for Research, Papers, & Presentations
Books & Banter
Petra Sings/Andy Swings
Teen Craft: Drip Sculptures
Food For Thought
Gallery 777 Reception: KerAboutArt
Summer Floral Arrangements
Conceptual Art Game
Medicare 101

CHICAGO'S VERY OWN
WGN9

In-Person: Senior Social Hour
Saturday Morning Cartoon Party: The Super Mario Bros. Movie
In-Person: Career Headshots
MasterFILE Premier for Research, Papers, & Presentations
Books & Banter
Petra Sings/Andy Swings
Teen Craft: Drip Sculptures
Food For Thought
Gallery 777 Reception: KerAboutArt
Summer Floral Arrangements
Conceptual Art Game
Medicare 101

Patch

In-Person: Senior Social Hour
Saturday Morning Cartoon Party: The Super Mario Bros. Movie
In-Person: Career Headshots
MasterFILE Premier for Research, Papers, & Presentations
Books & Banter
Petra Sings/Andy Swings
Teen Craft: Drip Sculptures
Food For Thought
Gallery 777 Reception: KerAboutArt
Summer Floral Arrangements
Conceptual Art Game
Medicare 101



Petra Sings/Andy Swings
Teen Craft: Drip Sculptures
Gallery 777 Reception: KerAboutArt
Summer Floral Arrangements
Conceptual Art Game

APPROVED

LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE

July 1, 2024 - 1:00 p.m.

1. Roll call

Present:

Emily Swistak - President

Marjorie Bartelli - Vice President

Karen Larson - Treasurer

Liz Sullivan - Secretary

Vanessa Berry - Trustee

Debbie Breihan - Trustee

Josh Martin - Trustee

Tatiana Weinstein - Director

Will Savage - Assistant Director

John Ferrari - Director of Youth Services

Elizabeth Hopkins - Director of Adult Services

Paul Hurt - Director of Circulation Services

Laura Murff - Director of Technical Services

Also Present:

Jackie Kilcran - Recording Secretary

2. Opportunity for visitors to speak - None

3. Minutes of the May 7, 2024 Strategic Planning Committee Meeting

MOTION: Treasurer Larson moved to approve minutes of the May 7, 2024 Strategic Planning Committee meeting. Secretary Sullivan seconded.

Roll Call Vote - All aye. The motion passed.

4. Discussion - SWOT Analysis Survey Results

Director Weinstein presented the results of the Committee's SWOT analysis survey. She stated that the results indicated patterns of priority. Director Weinstein stated that she grouped the priorities into five major themes: staff, programs, facility, support, and materials. Committee members discussed the themes and provided additional feedback on the stated themes.

5. Discussion - General Survey

Based on the results of the survey, the Director presented a list of questions that might be used for a community-wide survey. The Committee recommended multiple choice answers as well as offering free text options for some questions. The Committee suggested that demographic questions such as age, number of visits to the Library, and location within the District were valuable questions. The Committee agreed to delete the gender/prefer-not-to-answer question. The Committee agreed to have the Director hone the questions into a draft for members to review at the next meeting.

6. Adjourn

MOTION: Secretary Sullivan moved to adjourn the meeting. Trustee Martin seconded.
Voice Vote - All Aye
The meeting adjourned at 2:09 p.m.

Recorded by

Jackie Kilcran, Recording Secretary

Approved by the LLD Strategic Planning Committee on August 28, 2024.
Approved by

Liz Sullivan, Secretary of the Board