

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on April 19, 2023 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT
BOARD MEETING

April 19, 2023 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Trustee Recognition
 - a. Resolution 23-01 - Jenny Norton commendation - Action Required
 - i. Acknowledgement opportunity for honoree
 - b. Resolution 23-02 - Lorna Turner commendation - Action Required
 - i. Acknowledgement opportunity for honoree
 - c. Resolution 23-03 - Sara Wynn commendation - Action Required
 - i. Acknowledgement opportunity for honoree
4. Assignments for reviewing monthly accounts payable
 - a. Secretary Larson and Trustee Turner reviewed the March billings in April
 - b. President Bartelli and Trustee Sullivan will review the April billings in May
5. Consent Agenda - Action Required
 - a. Approve Minutes of the March 15, 2023 Board Meeting
 - b. Acknowledge Treasurer's Report, 03/31/23, Investment Activity Report, 03/31/23, Current Assets Report, 03/31/23, Revenue Report, 03/31/23, and Expense Report, 03/31/23
 - c. Authorize Payment of Bills, 04/19/23
6. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
7. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Advocacy and Outreach
8. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
9. New Business
 - a. Announcement for Request for Proposal (RFP) for Library cleaning services
 - b. Draft Working Budget FY23/24 - discussion
 - c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$3139.64, to be paid to Taylor Habal (May 2023).
10. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
11. Adjourn

RESOLUTION 23-01
LISLE LIBRARY DISTRICT (LLD)
April 19, 2023

Be it resolved that the following is true and accurate:

WHEREAS Jenny Norton has served on the Board of Trustees for the Lisle Library District since May 2019; and

WHEREAS Jenny Norton has served as Treasurer of the Lisle Library District (2019-2023); and

WHEREAS Jenny Norton has served on the LLD Finance Committee (2019-2023) and has chaired the Committee (2019-2021); and

WHEREAS Jenny Norton has served on the LLD Personnel and Policy Committee (2021-2023); and

WHEREAS Jenny Norton has reliably represented the District’s Vision, Mission, and Values; and

WHEREAS Jenny Norton has benefited the LLD Board of Trustees with her attention to policy and procedural detail; and

WHEREAS Jenny Norton has consistently supported fiscally responsible transactions, activities, and planning; and

WHEREAS Jenny Norton has elevated our meetings with her accounting acumen, wit, and advocacy for aesthetically pleasing finishes in the Youth Services area;

Therefore, be it resolved by the Board of Trustees of the Lisle Library District that Jenny Norton be commended for her exemplary service to the District.

This Resolution has been adopted by the LLD Board of Trustees this 19th day of April, 2023.

Approved by

Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:

Karen Larson, Secretary of the LLD Board of Trustees

RESOLUTION 23-02
LISLE LIBRARY DISTRICT (LLD)
April 19, 2023

Be it resolved that the following is true and accurate:

WHEREAS Lorna Turner has served on the Board of Trustees for the Lisle Library District since July 2021; and

WHEREAS Lorna Turner has served on the LLD Finance Committee (2021-2023) and chaired the Committee (2021-2023); and

WHEREAS Lorna Turner has served on the LLD Advocacy and Outreach Committee (2021-2023); and

WHEREAS Lorna Turner has reliably represented the District's Vision, Mission, and Values; and

WHEREAS Lorna Turner has demonstrated support for government transparency; and

WHEREAS Lorna Turner has encouraged community engagement; and

WHEREAS Lorna Turner has broad Village knowledge and demonstrates a strong commitment to volunteerism in the community; and

WHEREAS Lorna Turner has enriched our meetings with her financial acumen, reliability, and dedication;

Therefore, be it resolved by the Board of Trustees of the Lisle Library District that Lorna Turner be commended for her admirable service to the District.

This Resolution has been adopted by the LLD Board of Trustees this 19th day of April, 2023.

Approved by

Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:

Karen Larson, Secretary of the LLD Board of Trustees

RESOLUTION 23-03
LISLE LIBRARY DISTRICT (LLD)
April 19, 2023

Be it resolved that the following is true and accurate:

WHEREAS Sara Wynn has served on the Board of Trustees for the Lisle Library District since July 2021; and

WHEREAS Sara Wynn has served on the LLD Personnel and Policy Committee (2021-2023); and

WHEREAS Sara Wynn has served on the LLD Advocacy and Outreach Committee (2021-2023); and

WHEREAS Sara Wynn has reliably represented the District’s Vision, Mission, and Values; and

WHEREAS Sara Wynn has consistently supported and participated in LLD programs, especially for children and families; and

WHEREAS Sara Wynn has encouraged volunteerism within the community at large; and

WHEREAS Sara Wynn has enlightened the LLD Board of Trustees about first responder activities and events; and

WHEREAS Sara Wynn has enhanced our meetings with her graciousness, insight, and advocacy.

Therefore, be it resolved by the Board of Trustees of the Lisle Library District that Sara Wynn be commended for her exemplary service to the District.

This Resolution has been adopted by the LLD Board of Trustees this 19th day of April, 2023.

Approved by

Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:

Karen Larson, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
BOARD MEETING
March 15, 2023 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - President

Emily Swistak - Vice President (arrived at 7:01 p.m.)

Jenny Norton - Treasurer

Karen Larson - Secretary

Liz Sullivan - Trustee

Lorna Turner - Trustee

Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Chris Knight - Recording Secretary

Marc Rogers - CCS International Inc. [left the meeting at 7:28 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and Trustee Turner reviewed the February billings in March
- b. Secretary Larson and Trustee Wynn will review the March billings in April

4. Consent Agenda - Action Required

- a. Approve Minutes of the February 21, 2023 Board Meeting
- b. Approve Minutes of the February 21, 2023 Executive Session
- c. Acknowledge Treasurer's Report, 02/28/23, Investment Activity Report, 02/28/23, Current Assets Report, 02/28/23, Revenue Report, 02/28/23, and Expense Report, 02/28/23
- d. Authorize Payment of Bills, 03/15/23

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

5. Capital Improvement Project

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

Mr. Rogers discussed Phase 1 carry-over work and Phase 2 construction progress. He stated that the project was tracking to completion by 3/22 depending on the issuance of the temporary Certification of Occupancy. Mr. Rogers commented that workstation installation would begin on 3/24 and shelving installation for Phase 2 would begin on 3/27. He stated that punch-list work would happen through April. Mr. Rogers mentioned that exterior signage was approved and scheduled for install on April 20. He provided an overview of upcoming activities and cost summary.

Discussion: President Bartelli asked if there would be money left in contingency. Mr. Rogers affirmed that it there would likely be money left within contingency.

Mr. Rogers explained change orders that had been approved and under review.

Discussion: President Bartelli asked for clarification on change orders under review. Mr. Rogers explained that costs were incurred by Camosy and that the costs were actively being negotiated.

Vice President Swistak asked for an update on the railing. Mr. Rogers stated that an inappropriate abrasive compound was used and that it will be properly addressed.

President Bartelli asked if there may be a delay receiving a temporary occupancy permit. Mr. Rogers explained that inspections must be done prior to receiving the temporary Certificate of Occupancy.

Mr. Rogers suggested Library Closure dates be March 27th through April 9th. He provided an overview of activities.

b. Library Closure - Action Required

Library Closure to facilitate final, interior, renovation move; from 3/27/23 to 4/9/23.

MOTION: Vice President Swistak moved to approve the Library closure from March 27th to April 9th 2023 to facilitate the renovation project's final interior move. Trustee Sullivan seconded.

Discussion: Treasurer Norton asked if a Special meeting or Board action would be necessary to open sooner if possible. Director Weinstein stated that she did not anticipate an early opening. Treasurer Norton mentioned that she would prefer that the motion state that the dates are an estimation. Trustee Sullivan suggested amending the motion.

President Bartelli asked for more clarification on the amendment. Trustee Sullivan stated that it would give the Director the flexibility to open sooner. Secretary Larson commented that she was comfortable with what was originally scheduled. President Bartelli asked for Director Weinstein's opinion. Director Weinstein reiterated that she did not anticipate an early opening, however the Board may amend the motion if they so desired.

Trustee Sullivan amended the motion.

MOTION: Trustee Sullivan moved to restate the motion to read as follows; The Library will close from Monday, March 27th through Sunday, April 9th, giving the Director the flexibility to open the Library sooner should she determine that the move takes less time and that the Library should be opened sooner. Trustee Turner seconded.

Roll Call Vote - All Aye. The motion passed.

Mr. Rogers left the meeting at 7:28 p.m.

6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak stated the Committee would schedule a meeting in April. She provided date and time options. The Committee members agreed on a tentative meeting date of Tuesday, April 18th at 1:15 pm.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report. She commented that the Committee would start meeting again after the completion of the renovation.

7. Staff Reports

Director Weinstein asked Trustees to refer to the images provided in the CCS report regarding the restroom wall tiles as well as the south side entrance window for possible placement for the Warhol cling. She mentioned that the Library would like to hold an unveiling ceremony for the cling in May. Director Weinstein said she worked with Beth Lesniak, the Lisle Warhol Committee coordinator, to reach out to the families of the four honorees for the ceremony. Director Weinstein mentioned that there will be a brief presentation on the honorees, displays featuring Warhol items and pop art, tours of the facility, and refreshments. She stated that a small book binding machine would be used to create pamphlets about the honorees using articles researched by staff. The pamphlets will be given out to attendees at the unveiling ceremony. She stated that a hardcover copy of the pamphlet will be cataloged and added to the Library's permanent collection.

Director Weinstein mentioned that the Library experienced a tornado warning on February 27th around 10 am. Staff and 12 patrons took shelter for approximately 15 minutes. She stated that Illinois State Representative Terra Costa Howard visited later that same day from noon until 2 pm and met with constituents.

Director Weinstein explained the Decennial Committee on Local Government Efficiency Act. It requires the LLD, and other government entities, to form a committee to report on government efficiencies, meeting at least once before June 10th, and meeting at least three times within an 18-month period. She stated that the Committee would be comprised of the entire Board and that meetings could coincide with regular Board meetings as long as it complies with the OMA. The goal of the Committee is to create a report on government efficiency efforts and to file the report with the County. Director Weinstein commented that the LLD could schedule a first meeting in May.

Discussion: Secretary Larson asked if there was a format to follow. Director Weinstein stated that there hasn't been much guidance yet. She mentioned that RAILS has discussed providing direction and that Ancel Glink has issued an online outline on the subject.

Assistant Director McQuillan mentioned that MetalMaster performed repairs on gutters on the south side of the building. She stated that they caulked several gutter seams and installed fasteners to secure gutters. Assistant Director McQuillan commented that staff were preparing for the reopening and also preparing for an upgrade to the Polaris operating system. She stated that the upgrade would take place in early April and that staff have trained on Polaris LEAP which can be used on a mobile tablet.

8. Opportunity for Trustee comments (five minutes)

President Bartelli thanked the Police Department for the use of their meeting room and shared that she was excited during this final stretch of the renovation. Vice President Swistak echoed President Bartelli's sentiments. She asked for clarification for the convening and adjourning of a meeting for the Grand Opening. Director Weinstein stated that the Board suggested keeping the official meeting to an hour and that details are being worked out.

Secretary Larson thanked the Police Department and commented on the ground breaking that occurred a year ago. Trustee Sullivan thanked the Police Department and everyone who donated to procure the LiteZilla. She was pleased about the increased public WiFi access. Trustee Sullivan mentioned potential future fundraising opportunities. Treasurer Norton echoed previous Trustee comments and stated that she was looking forward to next month. Trustee Turner stated that Mr. Rogers has been a pleasure to work with.

Trustee Wynn echoed previous Trustee comments. She shared her appreciation for being a part of the Board and excitement for the finished renovation.

9. Adjourn

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

The meeting adjourned at 7:51 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on April 19, 2023.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of March 31, 2023

Fund Name	Cash Balance 03/31/23	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	3,413,593.90	57.54%	89.27%
IMRF	216,178.06	3.64%	5.65%
FICA	194,297.17	3.28%	5.08%
Subtotals	3,824,069.13	64.46%	100.00%
Special Reserve	2,108,528.72	35.54%	0.00%
	5,932,597.85	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
IMET	1,238.98	1,677.92	1,850.93	2,339.48	2,735.71	3,247.71	2,444.59	1,937.73	436.25				17,899.30
Ehlers	72.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.87
Ehlers-inv Interest #5707	13,731.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,731.25
Ehlers-inv Interest #8217	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ehlers-inv Interest Pershing	280.45	22,830.90	4,519.22	8,524.09	1,607.22	8,710.56	5,994.17	6,692.82	4,495.31				63,654.74
Fifth Third Bank	926.40	1,493.92	2,125.81	2,746.09	2,970.67	2,946.48	2,720.16	2,029.44	2,029.44				20,155.34
Lesle Savings	51.21	60.90	68.32	70.62	73.49	82.63	114.03	159.18	177.87				858.25
Lesle CD 2635	131.52	109.18	105.71	109.28	105.81	109.38	109.43	96.89	109.53				988.73
Lesle CD 2669	49.82	49.83	48.24	49.85	48.26	49.87	49.89	70.18	109.82				525.76
IL Funds	1,238.56	1,692.54	1,541.54	1,628.87	1,295.61	916.29	460.65	448.69	151.65				9,374.40
US Bank-9853	10.27	10.62	10.62	10.27	10.62	10.27	10.62	10.62	9.58				93.49
US Bank-9970	0.43	0.42	0.41	0.39	0.41	0.36	0.39	0.38	0.34				3.53
TOTALS	17,671.76	27,926.23	10,270.80	15,478.94	8,847.80	16,073.55	11,903.93	11,614.86	7,519.79	-	-	-	127,307.66

Interest - Special Reserve Only	9,072.08	13,730.81	4,530.98	7,572.81	4,311.03	7,029.02	5,283.27	4,985.81	3,328.90				59,854.71
Interest - No Special Reserve Reflected	8,599.68	14,195.42	5,739.82	7,906.13	4,536.77	9,044.53	6,620.66	6,629.05	4,190.89				67,452.95
Totals	17,671.76	27,926.23	10,270.80	15,478.94	8,847.80	16,073.55	11,903.93	11,614.86	7,519.79	-	-	-	127,307.66

Company	INVESTMENTS												Total
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Investment Maturities and Sales	935,000.00	2,114,118.05	593,923.92	1,654,003.05	200,000.00	999,437.04	498,000.00	499,537.89	1,517,203.44				9,011,223.39
Investment Purchases	499,118.05	1,698,265.94	999,437.04	1,298,503.09	-	1,206,485.78	499,930.53	496,774.67	549,480.29				7,247,995.39
TOTALS	435,881.95	415,852.11	(405,513.12)	355,499.96	200,000.00	(207,046.74)	(1,930.53)	2,763.22	967,723.15	-	-	-	1,763,228.00

Lisle Library District
 For the Nine Months Ending March 31, 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	\$ 3,328.90	\$ 59,854.70	\$ 12,848.70	\$ 10,000.00	598.55
TOTAL INTEREST	3,328.90	59,854.70	12,848.70	10,000.00	598.55
70-04-4587-10 Restricted - Transfer from Cor	2,500.00	1,032,500.00	0.00	30,000.00	3,441.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,500.00	1,032,500.00	0.00	30,000.00	3,441.67
TOTAL REVENUES	5,828.90	1,092,354.70	12,848.70	40,000.00	2,730.89

Lisle Library District
 For the Nine Months Ending March 31, 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.	\$ 60.21	\$ 3,841,556.75	\$ 3,770,568.40	\$ 3,846,660.00	99.87
40-01-4414-00 Tax Levy - IMRF	1.25	80,060.23	81,829.38	80,166.00	99.87
45-01-4415-00 Tax Levy - FICA	2.68	170,795.18	170,249.73	171,022.00	99.87
TOTAL TAX LEVY	64.14	4,092,412.16	4,022,647.51	4,097,848.00	99.87
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	31,755.81	31,560.08	30,000.00	105.85
TOTAL TIF SURPLUS	0.00	31,755.81	31,560.08	30,000.00	105.85
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	4,304.39	38,910.41	28,623.95	18,000.00	216.17
40-01-4462-00 Personal Property Repl. Tax -	248.42	2,245.63	1,651.97	850.00	264.19
45-01-4463-00 Personal Property Repl. Tax -	39.03	352.82	259.55	150.00	235.21
TOTAL PERSONAL PROPERTY REP	4,591.84	41,508.86	30,535.47	19,000.00	218.47
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	3,651.02	60,487.51	23,465.90	10,000.00	604.88
40-02-4475-00 Interest Earned - IMRF	277.89	3,439.74	842.27	700.00	491.39
45-02-4476-00 Interest Earned - FICA	261.98	3,525.71	742.71	500.00	705.14
TOTAL INTEREST INCOME	4,190.89	67,452.96	25,050.88	11,200.00	602.26
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	6,629.26	20,821.11	(44,693.99)	0.00	0.00
TOTAL UNREALIZED GAIN/LOSS O	6,629.26	20,821.11	(44,693.99)	0.00	0.00
DESK INCOME					
10-03-4531-00 Lost Books	104.01	800.97	672.61	1,000.00	80.10
10-03-4536-00 Non-Resident Fees	0.00	995.26	591.95	500.00	199.05
10-03-4540-00 Fines	9.00	(31.82)	389.99	500.00	(6.36)
TOTAL DESK INCOME	113.01	1,764.41	1,654.55	2,000.00	88.22
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	1,046.00	0.00	5,000.00	20.92
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	11,050.00	0.00	0.00
10-04-4573-00 Copier Income	214.00	3,386.29	3,250.49	3,500.00	96.75

Lisle Library District
 For the Nine Months Ending March 31, 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>
10-04-4583-00	0.00	44,664.48	42,043.40	42,000.00	106.34
10-04-4584-00	0.00	1,848.26	1,025,437.64	2,000.00	92.41
10-04-4585-00	275.50	2,124.25	5,849.00	8,000.00	26.55
10-05-4595-00	0.00	486.28	44.44	0.00	0.00
TOTAL UNRESTRICTED INCOME	489.50	53,555.56	1,087,674.97	60,500.00	88.52
TOTAL REVENUES	\$ 16,078.64	\$ 4,309,270.87	\$ 5,154,429.47	\$ 4,220,548.00	102.10

Lisle Library District
 For the Nine Months Ending March 31, 2023
 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	0.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	15,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	517,750.50	3,888,610.79	512,879.92	5,200,000.00	74.78
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	517,750.50	3,888,610.79	512,879.92	5,200,000.00	74.78
TOTAL SPECIAL RESERVE EXPENSES	517,750.50	3,888,610.79	512,879.92	5,215,000.00	74.57

Lisle Library District
 For the Nine Months Ending March 31, 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	\$ 40,250.39	\$ 370,295.55	\$ 354,930.02	\$ 519,278.00	71.31
10-10-5603-20 Adult Services - Reg. Hours	39,680.76	354,724.68	380,407.52	539,621.00	65.74
10-10-5603-30 Youth Services - Reg. Hours	33,732.06	300,793.17	282,372.34	416,519.00	72.22
10-10-5603-50 Technical Services - Reg. Hour	20,029.64	175,581.06	182,604.11	347,451.00	50.53
10-10-5603-60 Circulation - Reg. Hours	31,169.65	316,727.06	332,652.99	477,131.00	66.38
Total Salaries	164,862.50	1,518,121.52	1,532,966.98	2,300,000.00	66.01
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	5,095.14	42,364.60	32,596.65	49,835.00	85.01
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,428.51	61,496.45	66,299.91	101,330.00	60.69
10-10-5621-30 Hosp. Ins. - YS	4,301.41	36,433.27	34,357.53	50,890.00	71.59
10-10-5621-50 Hosp. Ins. - Tech	2,631.74	22,370.22	23,286.24	30,998.00	72.17
10-10-5621-60 Hosp. Ins. - Circ	5,017.77	36,992.25	36,410.72	58,516.00	63.22
10-10-5622-10 Dental Ins. - Admin.	199.97	1,818.92	1,664.82	2,431.00	74.82
10-10-5622-20 Dental Ins. - Adult Serv	251.89	3,269.39	4,158.55	6,229.00	52.49
10-10-5622-30 Dental Ins. - YS	63.70	1,549.21	2,010.69	3,136.00	49.40
10-10-5622-50 Dental Ins. - Tech	(38.90)	972.89	1,527.21	1,849.00	52.62
10-10-5622-60 Dental Ins. - Circ	112.35	1,368.24	1,980.36	4,786.00	28.59
Total Health and Dental Ins.	24,063.58	208,635.44	204,292.68	310,000.00	67.30
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	(2,949.25)	418.67	4,000.00	(73.73)
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	(2,949.25)	418.67	4,000.00	(73.73)
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,032.71	27,912.46	26,816.55	40,187.00	69.46
45-10-5625-20 FICA Expense - Adult Serv.	2,942.71	26,046.83	27,399.58	41,761.00	62.37
45-10-5625-30 FICA Expense - Youth Services	2,540.41	22,673.05	21,175.96	32,234.00	70.34
45-10-5625-50 FICA Expense - Tech Servs.	1,509.35	13,207.14	13,708.34	26,889.00	49.12
45-10-5625-60 FICA Expense - Circulation	2,360.25	22,567.87	24,129.82	36,929.00	61.11
Total FICA Expenses	12,385.43	112,407.35	113,230.25	178,000.00	63.15
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	744.47	13,720.96	21,341.71	19,090.00	71.88
40-10-5628-20 IMRF Expense - Adult Servs	790.62	13,825.73	24,409.37	22,261.00	62.11
40-10-5628-30 IMRF Expense - Youth Services	619.04	10,760.53	16,829.28	15,123.00	71.15

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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>
40-10-5628-50	397.58	6,849.11	11,864.34	9,869.00	69.40
40-10-5628-60	516.33	9,370.23	15,669.29	13,657.00	68.61
Total IMRF Expenses	3,068.04	54,526.56	90,113.99	80,000.00	68.16
Total EMPLOYEE COSTS	204,379.55	1,890,741.62	1,941,022.57	2,872,000.00	65.83
BUILDING COSTS					
Utilities					
10-20-5650-00	900.00	3,600.00	4,050.00	5,400.00	66.67
10-20-5651-00	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00	805.18	5,741.20	6,243.94	10,000.00	57.41
10-20-5653-00	1,489.49	8,296.41	7,538.37	10,000.00	82.96
10-20-5654-00	(380.40)	2,058.60	1,217.20	2,300.00	89.50
10-20-5655-00	1,588.09	24,065.98	33,912.53	50,000.00	48.13
10-20-5656-00	125.00	1,000.00	1,125.00	1,500.00	66.67
Total Utilities	4,527.36	46,572.19	55,897.04	81,010.00	57.49
Maintenance and Repairs					
10-20-5660-00	0.00	3,750.00	3,750.00	5,000.00	75.00
10-20-5661-00	2,719.10	22,923.90	27,270.90	49,500.00	46.31
10-20-5662-00	4,980.00	26,670.00	28,275.00	40,000.00	66.68
10-20-5663-00	350.55	6,951.28	5,080.49	10,000.00	69.51
10-20-5664-00	14,658.00	31,097.77	36,985.47	70,000.00	44.43
10-20-5665-00	283.60	2,504.72	2,709.57	4,000.00	62.62
Total Maintenance and Repairs	22,991.25	93,897.67	104,071.43	178,500.00	52.60
TOTAL BUILDING COSTS	27,518.61	140,469.86	159,968.47	259,510.00	54.13
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	0.00	1,854.35	3,171.05	5,500.00	33.72
10-25-5710-10	0.00	14,164.00	10,242.00	17,000.00	83.32
10-25-5711-00	0.00	7,315.96	5,952.79	8,800.00	83.14
10-25-5712-00	0.00	298.69	271.38	1,000.00	29.87
Total Postage and Printing	0.00	23,633.00	19,637.22	32,300.00	73.17
Supplies					
10-25-5713-00	711.54	4,822.69	4,050.20	5,500.00	87.69
10-25-5714-00	1,663.73	7,120.91	8,930.52	10,000.00	71.21
10-25-5715-00	133.47	1,380.47	751.37	1,900.00	72.66

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10-25-5716-00 Kitchen Supplies	391.57	2,675.15	2,968.78	5,000.00	53.50
10-25-5717-00 Processing Supplies	4,110.14	23,391.64	22,041.67	43,000.00	54.40
10-25-5718-00 Computer Supplies	189.00	8,843.24	7,638.97	12,400.00	71.32
Total Supplies	7,199.45	48,234.10	46,381.51	77,800.00	62.00
Other Operating Costs					
10-25-5719-00 Publishing	0.00	1,092.41	714.61	1,500.00	72.83
10-25-5722-15 Safety Deposit Box Rental	0.00	158.33	137.50	200.00	79.17
10-25-5723-00 Check Printing	0.00	0.00	402.29	500.00	0.00
10-25-5723-15 Bank Charges	369.94	3,435.16	3,067.13	6,000.00	57.25
10-25-5724-15 Local Travel	6.25	263.02	154.13	500.00	52.60
Total Other Operating Costs	376.19	4,948.92	4,475.66	8,700.00	56.88
TOTAL OPERATING EXPENSES	7,575.64	76,816.02	70,494.39	118,800.00	64.66
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	59,277.10	57,232.50	46,000.00	128.86
10-30-5752-00 Notary Bond	0.00	0.00	75.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	6,514.00	10,285.50	7,000.00	93.06
TOTAL INSURANCE	0.00	67,891.10	69,693.00	55,325.00	122.71
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	1,350.00	2,868.75	4,151.25	15,000.00	19.13
10-35-5761-00 Collection Agency	63.25	354.20	277.45	700.00	50.60
10-35-5762-00 Other Contr Services - Admin	0.00	2,475.00	250.00	5,000.00	49.50
10-35-5763-00 Other Contr Svcs-Tech Asst	4,847.25	99,214.71	76,499.78	95,000.00	104.44
10-35-5764-10 Other Contr Svcs - Library Wi	1,280.63	18,491.44	24,245.58	40,000.00	46.23
10-35-5765-10 Investment Agency Consultants	390.61	3,862.17	4,831.57	7,500.00	51.50
10-35-5769-00 Accounting Software	0.00	0.00	0.00	5,200.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	9,175.00	8,900.00	9,200.00	99.73
10-35-5771-00 Payroll Service	842.60	7,415.55	5,760.65	7,900.00	93.87
TOTAL CONTRACTUAL SERVICES	8,774.34	143,856.82	124,916.28	185,500.00	77.55
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	0.00	2,814.00	2,571.00	4,000.00	70.35
10-40-5784-00 Meetings - Staff	0.00	609.69	167.51	2,400.00	25.40
10-40-5785-00 Conferences - Staff	337.02	4,151.32	937.94	7,000.00	59.30
10-40-5786-00 Memorial/Tribute/Recognition	2,875.00	2,949.99	252.87	4,500.00	65.56
10-40-5787-00 Staff Development	100.00	1,943.93	383.86	2,500.00	77.76

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10-40-5788-00 Training (Cont Ed) - Staff	0.00	2,550.00	700.00	6,500.00	39.23
10-45-5786-70 Dues - Trustee	0.00	150.00	230.00	525.00	28.57
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	39.98	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMENT	3,312.02	15,168.93	5,283.16	30,425.00	49.86
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	0.00	58,933.57	56,060.59	55,000.00	107.15
10-48-5803-10 Technology	187.42	42,577.42	12,304.53	50,000.00	85.15
10-48-5804-10 Facility	0.00	5,245.41	5,377.99	10,000.00	52.45
Total Major Equipment	187.42	106,756.40	73,743.11	115,000.00	92.83
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	748.86	0.00	700.00	106.98
10-48-5823-20 Minor Equip - Adult Services	(25.43)	416.60	463.92	700.00	59.51
10-48-5823-30 Minor Equipment - Youth	26.59	569.82	117.96	700.00	81.40
10-48-5823-50 Minor Equip - Tech Services	0.00	286.93	595.65	700.00	40.99
10-48-5823-60 Minor Equip - Circ	0.00	700.00	0.00	700.00	100.00
Total Minor Equipment	1.16	2,722.21	1,177.53	3,500.00	77.78
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	541.71	541.71	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	951.84	7,682.02	12,969.03	20,280.00	37.88
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	1,052.64	29.91	1,000.00	105.26
Total Equip Maint/Repairs and Rentals	951.84	9,276.37	13,540.65	22,000.00	42.17
TOTAL EQUIPMENT COSTS	1,140.42	118,754.98	88,461.29	140,500.00	84.52
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	403.00	3,570.80	3,604.87	8,000.00	44.64
10-50-5863-30 Books - Youth Serv	7,441.79	35,524.62	35,745.54	54,000.00	65.79
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	5,074.56	41,494.58	51,901.59	86,200.00	48.14
10-50-5865-10 Books - Adult/Teen Fiction	4,762.46	38,174.35	47,749.80	74,500.00	51.24
10-50-5867-20 Ref Books - Adult Serv	0.00	2,993.39	7,633.61	18,000.00	16.63
Total Books	17,681.81	121,757.74	146,635.41	240,700.00	50.58

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Databases					
10-50-5869-20 Internet Licensed DBases	6,187.63	103,531.07	92,727.83	110,000.00	94.12
10-50-5872-10 Dbases - Professional	179.00	6,215.56	5,327.56	10,000.00	62.16
10-50-5873-30 Dbases - Youth Serv	0.00	12,299.66	15,142.15	12,000.00	102.50
Total Databases	6,366.63	122,046.29	113,197.54	132,000.00	92.46
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	3,158.00	11,062.01	12,536.98	15,000.00	73.75
10-50-5895-40 A-V Matls - Adult Serv	3,443.54	33,547.84	44,617.18	60,000.00	55.91
10-50-5899-20 Digital Content	10,678.65	84,490.06	78,299.71	105,000.00	80.47
Total Audio-Visual Materials	17,280.19	129,099.91	135,453.87	180,000.00	71.72
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	56.78	23,897.81	23,051.57	24,500.00	97.54
10-50-5900-20 Periodicals - Adult Serv	1,270.60	23,503.94	29,805.95	37,500.00	62.68
10-50-5900-30 Periodicals - Youth	0.00	264.89	132.91	500.00	52.98
10-50-5900-80 Periodicals - Prof. Collection	0.00	3,319.97	2,115.97	3,000.00	110.67
Total Periodicals/Doc Delivery	1,327.38	50,986.61	55,106.40	65,500.00	77.84
TOTAL LIBRARY MEDIA	42,656.01	423,890.55	450,393.22	618,200.00	68.57
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	276.23	7,094.45	9,497.74	13,000.00	54.57
10-60-5931-30 Programs - Youth	467.05	7,783.89	6,397.41	12,000.00	64.87
10-60-5931-40 Online Marketing	79.75	726.21	690.18	2,000.00	36.31
10-60-5931-50 Community Relations	260.55	2,869.22	1,730.30	5,500.00	52.17
Total Programs	1,083.58	18,473.77	18,315.63	32,500.00	56.84
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	139.98	184.68	2,000.00	7.00
10-60-5940-30 Reader Services - Youth Serv.	1,425.00	4,099.15	1,690.58	5,500.00	74.53
Total Readers Services	1,425.00	4,239.13	1,875.26	7,500.00	56.52
TOTAL PROGRAMS AND READERS	2,508.58	22,712.90	20,190.89	40,000.00	56.78
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	0.00	1,150.00	0.00	16,000.00	7.19

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10-80-5981-80	0.00	32,083.65	24,552.78	42,000.00	76.39
10-80-5982-80	0.00	13,250.00	0.00	31,000.00	42.74
10-80-5983-80	0.00	35,000.00	0.00	36,000.00	97.22
TOTAL RESTRICTED USAGE EXPEN	0.00	81,483.65	24,552.78	125,000.00	65.19
CONTINGENCY					
10-90-5999-00	0.00	0.00	13,671.14	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	13,671.14	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	297,865.17	2,981,786.43	2,968,647.19	4,470,260.00	66.70
OPERATING TRANSFERS OUT					
10-80-5984-80	2,500.00	1,032,500.00	0.00	30,000.00	3,441.67
Transfer to Special Reserve	2,500.00	1,032,500.00	0.00	30,000.00	3,441.67
TOTAL OPERATING TRANSFERS O	300,365.17	4,014,286.43	2,968,647.19	4,500,260.00	89.20
TOTAL ALL EXPENSES					

**Lisle Library District
Accounts Payable - April 19, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
ALA	1301941	Annual Conference - Muirf American Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	385.00	385.00
ALA	1301963	Annual Conference - Hopkins American Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	240.00	240.00
ALA	1302006	Annual Conference - Duran American Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	500.00	500.00
ALA	1302038	Annual Conference - Spicher American Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	500.00	500.00
ALA	1302077	Annual Conference - Caise American Library Association	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	500.00	500.00
Anderson	36145338	Pest Remediation Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	157.10	157.10
B&T (C5223353)	033123	Continuations & Processing Baker & Taylor (C5223353)	10-50-5867-20 10-25-5717-00 10-00-2610-00	Ref Books - Adult Serv Processing Supplies Accounts Payable	289.98 3.18	293.16
B&T (C5223433)	033123	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	62.50 4.77	67.27
B&T (L0334152)	033123	Circ & Processing Baker & Taylor (L0334152)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	839.86 48.18	888.04
B&T (L4171582)	033123	Audio Books & Processing Baker & Taylor (L4171582)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	29.54 0.50	30.04
B&T (L5443202)	033123	Books - Fiction & Processing Baker & Taylor (L5443202)	10-50-5865-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Processing Supplies Accounts Payable	83.97 11.13	95.10
Bear Landscape	11828	Snow Removal #5 of 5 Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	4,980.00	4,980.00
Case Lots	17410	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	351.20	351.20
CDW G	HQ99293	2 Monitors CDW Government	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	1,839.54	1,839.54

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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
ComEd	032923	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,132.31	3,132.31
Compact Disc Sourc	80893	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	331.17	331.17
Compact Disc Sourc	80894	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	126.57	126.57
Compact Disc Sourc	80925	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Matis - Adult Serv Accounts Payable	300.54	300.54
Compact Disc Sourc	80926	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	125.21	125.21
Culligan of Wheaton	292151-0423	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	9.95	9.95
Culligan of Wheaton	800172523	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	68.91	68.91
Data443	EST1771A	Smartshield Software Annual Data443 Risk Mitigation, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	580.80	580.80
Demco	7287574	Book Ends Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	237.39	237.39
Demco	7290708	Supplies Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	381.85	381.85
Ehlers Investment	033123	Investment Consulting Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	433.94	433.94
EnvisionWare	INV-US-64648	Annual Maintenance - Gates, Material Handler, Scanners, Self Checks & RFID Pads EnvisionWare, Inc.	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	11,716.34	11,716.34
Fox Valley Fire	593996	Remove Old Fire Devices Fox Valley Fire & Safety	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	326.00	326.00
Garvey's	PINV2407184	Supplies for Circ Services Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	78.63	78.63
Garvey's	PINV2409700	Stapler, Tape Dispenser Garvey's Office Products	10-25-5713-00 10-00-2610-00	Office Supplies Accounts Payable	12.18	12.18
Grey House Publish	366491	Book	10-50-5867-20	Ref Books - Adult Serv	432.50	

**Lisle Library District
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Groot	10405582T098	Grey House Publishing	10-00-2610-00	Accounts Payable		432.50
		Rubbish Groot, Inc.	10-20-5665-00	Rubbish Removal	281.68	
			10-00-2610-00	Accounts Payable		281.68
Hagg Press	117547	April/May Newsletter Hagg Press	10-25-5710-10	Printing/Spec. Serv. - Ad	3,576.00	
			10-00-2610-00	Accounts Payable		3,576.00
Hagg Press	230410F	June/July Newsletter Postage Hagg Press	10-25-5711-00	Postage Special Serv	1,500.00	
			10-00-2610-00	Accounts Payable		1,500.00
Home Depot	1916 62 74195	Shelving Home Depot Credit Services	10-20-5663-00	Maint/Repairs-Genl repai	153.98	
			10-00-2610-00	Accounts Payable		153.98
Illinois Library	240213	Annual Membership Dues	10-40-5783-00	Dues - Staff	450.00	
			10-45-5786-70	Dues - Trustee	300.00	
		Illinois Library Association	10-00-2610-00	Accounts Payable		750.00
Ingram	033123	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	5,389.04	
			10-50-5864-10	Books - Non Fiction	4,028.27	
			10-50-5863-30	Books - Youth Serv	3,799.92	
			10-50-5895-40	A-V Mats - Adult Serv	555.87	
			10-25-5717-00	Processing Supplies	2,041.98	
		Ingram Library Services	10-00-2610-00	Accounts Payable		15,815.08
Johnson Controls	38631669	Phase II Final - Security System	70-65-5675-00	Renovation Project	1,224.21	
		Johnson Controls Security Solutions	10-00-2610-00	Accounts Payable		1,224.21
Johnson Controls	38633189	Quarterly Monitoring	10-48-5845-00	Equip Maint/Repr-Contr-	8.94	
		Johnson Controls Security Solutions	10-00-2610-00	Accounts Payable		8.94
Konica Minolta Busin	286253128	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00	Equip Maint/Repr-Contr-	211.85	
			10-00-2610-00	Accounts Payable		211.85
Konica Minolta Busin	9009255732	#C227 Usage Konica Minolta Business Solutions	10-48-5845-00	Equip Maint/Repr-Contr-	141.36	
			10-00-2610-00	Accounts Payable		141.36
Layman, Jez	052623	Program: Resume Workshop Jez Layman	10-60-5931-10	Programs - Adult Service	185.00	
			10-00-2610-00	Accounts Payable		185.00
Librarica	204234-111	Cassie Coin Box for AS Librarica LLC	10-80-5981-80	Restricted - Per Capita	3,251.80	
			10-00-2610-00	Accounts Payable		3,251.80

**Lisle Library District
Accounts Payable - April 19, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Libraries First	8424	Museum Adventure Pass 2023 Libraries First	10-60-5931-50	Community Relations	550.00	
LIMRICC PHIP Health	040623	April Premium	10-00-2610-00	Accounts Payable		550.00
			10-10-5621-10	Hosp. Ins. - Admin	5,822.62	
			10-10-5621-20	Hosp. Ins. - Adult Serv.	8,512.29	
			10-10-5621-30	Hosp. Ins. - YS	4,845.47	
			10-10-5621-50	Hosp. Ins. - Tech	2,980.38	
			10-10-5621-60	Hosp. Ins. - Circ	8,519.04	
		LIMRICC PHIP Health	10-00-2610-00	Accounts Payable		30,679.80
Metalmaster	13367	Roof and Gutter Repairs Metalmaster Roofmaster Inc.	10-20-5664-00	Maint/Repairs-Non Contr	1,498.00	
			10-00-2610-00	Accounts Payable		1,498.00
Midwest Tape	503583687	Hoopla Midwest Tape	10-50-5899-20	Digital Content	4,813.59	
			10-00-2610-00	Accounts Payable		4,813.59
Midwest Tape 7288	040323	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40	A-V Matis - Adult Serv	2,965.63	
			10-25-5717-00	Processing Supplies	866.09	
			10-00-2610-00	Accounts Payable		3,831.72
Midwest Tape 7289	040323	DVDs & Blu-rays Midwest Tape (7289)	10-50-5895-40	A-V Matis - Adult Serv	320.99	
			10-00-2610-00	Accounts Payable		320.99
Midwest Tape 7291	040323	DVDs, Blu-rays & CD Books Midwest Tape (7291)	10-50-5890-30	A-V Matis - Youth Serv	138.70	
			10-00-2610-00	Accounts Payable		138.70
Moe, Lisa	031523	LACONI Governing Board Lisa Moe	10-40-5784-00	Meetings - Staff	40.02	
			10-00-2610-00	Accounts Payable		40.02
Moe, Lisa	033123	C2E2 Convention Lisa Moe	10-40-5785-00	Conferences - Staff	88.51	
			10-00-2610-00	Accounts Payable		88.51
Naperville Public Li	730125429206	Replacement Cost for Lost Items Naperville Public Library	10-50-5890-30	A-V Matis - Youth Serv	187.92	
			10-00-2610-00	Accounts Payable		187.92
NCPERS	4602052023	Payroll Withholding NCPERS Group Life Ins	10-00-2638-00	Vol. Life (NCPERS)	48.00	
			10-00-2610-00	Accounts Payable		48.00
OverDrive	23105515	CPC OverDrive, Inc.	10-50-5899-20	Digital Content	1,574.80	
			10-00-2610-00	Accounts Payable		1,574.80
Stein, Brian	040323	Reimburse Mileage Brian Stein	10-25-5724-15	Local Travel	13.49	
			10-00-2610-00	Accounts Payable		13.49
Stein, Brian	040723	Reimburse Mileage	10-25-5724-15	Local Travel	9.17	

**Lisle Library District
Accounts Payable - April 19, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Stein, Brian	111422	Brian Stein	10-00-2610-00	Accounts Payable		9.17
		Reimburse Mileage	10-25-5724-15	Local Travel	6.38	
		Brian Stein	10-00-2610-00	Accounts Payable		6.38
Stryker	4117021M	AED Supplies	10-20-5663-00	Maint/Repairs-Genl repai	304.00	
		Stryker Sales, LLC	10-00-2610-00	Accounts Payable		304.00
Toshiba	6000735	Quarterly Photocopier Maintenance	10-48-5845-00	Equip Maint/Repr-Contr-	129.68	
		Toshiba America Business Solutions	10-00-2610-00	Accounts Payable		129.68
U of I Extension	050923	Program: Container Gardening	10-60-5931-10	Programs - Adult Service	125.00	
		University of Illinois Extension	10-00-2610-00	Accounts Payable		125.00
U of I Extension	051623	Program: Composting: Building Your Garden from the Ground Up	10-60-5931-10	Programs - Adult Service	125.00	
		University of Illinois Extension	10-00-2610-00	Accounts Payable		125.00
Unique	6111034	March 2023 Placements Unique	10-35-5761-00	Collection Agency	37.95	
			10-00-2610-00	Accounts Payable		37.95
Warehouse Direct	5463469-0	Soap Dispenser	10-20-5663-00	Maint/Repairs-Genl repai	67.41	
		Warehouse Direct	10-00-2610-00	Accounts Payable		67.41
Warehouse Direct	C5463469-0	Credit Memo	10-20-5663-00	Maint/Repairs-Genl repai	57.46	
		Warehouse Direct	10-00-2610-00	Accounts Payable	57.46	
					100,868.23	100,868.23

**PRIOR MONTHS BILLS PAID BETWEEN MARCH 2023 AND APRIL 2023
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.**

Check #	Vendor	Amount	
HSA	Salaries 3/15/2023	59112.34	
HSA	IL Child Support	300.00	
HSA	IL Dept. of Revenue	3730.44	
Auto W/D	Howard Simon & Associates	789.93	
HSA	EFTPS/Electronic Tax Payment 3/15/2023	19647.53	
	Fed Tax \$7322.49		
	FICA W/H \$6162.54		
	FICA Lib \$6162.50		
HSA	Salaries 3/31/2023	59764.16	
HSA	IL Child Support	300.00	
HSA	IL Dept. of Revenue	3767.88	
Auto W/D	Howard Simon & Associates	52.67	
HSA	EFTPS/Electronic Tax Payment 3/31/2023	19764.19	
	Fed Tax \$7318.29		
	FICA W/H \$6222.97		
	FICA Lib \$6222.93		
Wired	IMRF	10584.45	
	IMRF W/H \$3068.05		
	IMRF Lib. \$7516.40		
	Sub Total	177813.59	
Check #	Vendor	Description	Amount
6918	Advanced Imaging Incorporated	Bronze Plaque	2,175.00
6919	AFLAC (G6920)	Payroll Withholding	111.41
6920	Amazon Capital Services	Books, Video Games, Equipment	1,945.17
6921	Anderson Pest Solutions	Pest Control	157.10
6922	Case Lots Inc.	Janitorial Supplies	350.55
6923	CCS	Project Management	7,700.00
6924	Chicago Title and Trust Company	Draw 12 & 13 Fee	800.00
6925	Construction Field Services	Materials Testing	672.50
6926	Culligan of Wheaton	Water	70.86
6927	Current Technologies Corporation	Ruckus Wireless Warranty	1,039.50
6928	Delta Dental - Risk	April Premium	2,009.22
6929	Demco	Labels	1,118.79
6930	Discount School Supply	Take Home Kits	39.69
6931	DuPage County Public Works	Usage	69.60

6932	Xavier Duran	Program Supplies & Recognition	28.75
6933	Ehlers Investment Partners	Investment Consulting	390.61
6934	EnvisionWare, Inc.	Cash Register & Gate Installation - South Entrance	4,914.00
6935	Fifth Third Bank	Phone, AV Materials, Reader Services	4,813.18
6936	Flowers of Lisle	Flowers - Sympathy	65.00
6937	Garvey's Office Products	Supplies for Disc Cleaning Machine	10.50
6938	IHLS - OCLC	Lost ILL Item	35.52
6939	InfoUSA Marketing, Inc.	Reference Solutions	5,355.00
6940	Johnson Controls Security Solutions	Security Monitoring	750.25
6941	Yolanda Kocemba	ESL for You! Teacher Stipend	114.00
6942	Konica Minolta Business Solutions	Printer Maintenance	174.00
6943	Konica Minolta Premier Finance	#C227 Lease	60.00
6944	Monaco Mechanical Services, Inc.	Service Call & HVAC Humidifiers	10,725.00
6945	NCPERS Group Life Ins	Payroll Withholding	48.00
6946	NICOR	Usage	1,489.49
6947	Outsource Solutions	Backup Server Licenses	175.00
6948	OverDrive, Inc.	Advantage	2,026.34
6949	The Penworthy Company	Books	2,150.59
6950	Peregrine, Stime, Newman, Ritzman	Legal Services	1,350.00
6951	Playaway Products LLC	Adapters & Playaways	1,001.33
6952	Precision Control Systems	HVAC Controls Repair	860.00
6953	Callie Romenesko	Reimburse Mileage	6.25
6954	Showcases	Cases	172.69
6955	Sikich LLP	Accounting Services	1,244.40
6956	Staples Advantage	Misc. Kitchen & Office Supplies	452.69
6957	Verizon	Phones, Hotspots & Cell Phone	304.49
6958	Village of Lisle	Monthly internet Service	450.00
		Sub Total	\$ 57,426.47
		TOTAL	\$ 235,240.06
Wire Transfer	Camosy Incorporated	Construction Draw #12 - 3/19/2023	\$ 492,021.00
Wire Transfer	Camosy Incorporated	Construction Draw #13 - 3/20/2023	\$ 14,107.00

Monthly Circulation Report - March 2023

	Checkouts	Renewals	Mar-23 TOTALS	YTD FY 21/22	YTD FY 22/23	YTD % Change
Adult Non-Print	1,858	1,590	3,448	49,957	36,030	-27.88%
Adult Print	3,213	2,658	5,871	77,381	55,808	-27.88%
Adult Total	5,071	4,248	9,319	127,338	91,838	-27.88%
YS Non-Print	484	561	1,045	14,765	10,694	-27.57%
YS Print	6,240	5,844	12,084	121,797	105,382	-13.48%
Total YS	6,724	6,405	13,129	136,562	116,076	-15.00%
Digital Media						
Overdrive	4,414		4,414	31,988	36,924	15.43%
hoopla	2,185		2,185	17,001	16,391	-3.59%
Overdrive Magazines	135		135	977	1,239	26.82%
PressReader	683		683	3,035	4,777	57.40%
Kanopy	247		247	2,172	1,892	-12.89%
Total Digital	7,664	0	7,664	55,173	61,223	10.97%
Subtotal Print + Non-Print/Digital	19,459	10,653	30,112	319,073	269,137	-15.65%
Computer/Tech Sessions Logins	725		725	8,917	7,877	-11.66%
Database Usage/Unique Logins	4,056		4,056	34,070	32,817	-3.68%
Wireless Use	331		331	4,051	2,826	-30.24%
ScannX sessions/jobs	131		131	4,949	1,404	-71.63%
Museum Adventure Passes	20		20	241	273	13.28%
Total IT/Resource Sessions	5,263	0	5,263	52,228	45,197	-13.46%
Total Circulation	24,722	10,653	35,375	371,301	314,334	-15.34%
Literacy Software Usage Hours			0	14	0	--
Borrower Information	Mar. 2023 Total	YTD 21/22	YTD 22/23	YTD % Change		
New Library Cards Added	143	1,022	1,214	18.79%		
Monthly Borrowers	2,150	22,158	19,789	-10.69%		
Total # Registered Borrowers	8,366	7,781	8,366	7.52%		
InterLibrary Loans						
Materials Sent	0	719	0	-100.00%		
Materials Received	458	2,738	3,718	35.79%		
Polaris/Catalog Holds						
Holds Placed	2,828	28,361	25,357	-10.59%		
Holds Checked Out	1,951	23,334	19,144	-17.96%		

Lisle Library District - Program and Service Statistics - March 2023

Library Event Statistics	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY21/22	YTD FY22/23	% Change
Staff Facilitated Programs		12	16	2	2	32	1,077	473	-56.08%
Attendees		50	162	4	13	229	7,575	5,655	-25.35%
Computer/Technology Programs		2	0			2	28	32	14.29%
Attendees		6	0			6	79	124	56.96%
Performer/Speaker/Author		3	0			3	27	23	-14.81%
Attendees		64	0			64	394	440	11.68%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	11	0	-100.00%
Attendees	0					0	1,811	0	-100.00%
Total Number of Programs	0	17	16	2	2	37	1,143	528	-53.81%
Total Patrons Served by Programming	0	120	162	4	13	299	9,859	6,219	-36.92%
Reference Questions		1,335	1,261	1,156		3,752	38,915	34,987	-10.09%
Volunteer Hours		7.50	0.00			7.50	81.00	50.00	-38.27%
Notary Service	5					5	185	162	-12.43%
Outreach Service Statistics									
Outreach Visits		0	6	0	0	6	32	69	115.63%
Patrons Served by Outreach Visits		0	435	0	0	435	1,451	4,091	181.94%
Home Delivery Dates		3				3	20	20	0.00%
Patrons Served via Home Delivery		129				129	801	870	8.61%
Total Outreach Programs		3	6	0	0	9	52	89	71.15%
Total Patrons Served with Outreach Services		129	435	0	0	564	2,252	4,961	120.29%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	0					0	0	0	--
Number of Outside Groups Using Meeting Space	0					0	77	0	-100.00%
Patrons Entering Building	6,372					6,372	77,476	67,027	-13.49%
Friend's Sponsored Programs	0					0	0	0	--
Attendees	0					0	0	0	--
Social Media Use									
Facebook (daily page consumption)	1,388					1,388	11,200	8,555	-23.62%
Twitter Followers	1,087					1,087	868	1,087	25.23%
Instagram Likes	545					545	6,455	5,266	-18.42%
Flickr Views	1,729					1,729	43,614	51,938	19.09%
YouTube Views	5,923					5,923	54,827	53,079	-3.19%
eBlast Engagement *	346					346	N/A	1,611	--
Total LLD App Downloads	590					590	468	590	26.07%
Total LLD App Sessions	2,443					2,443	17,471	18,664	6.83%

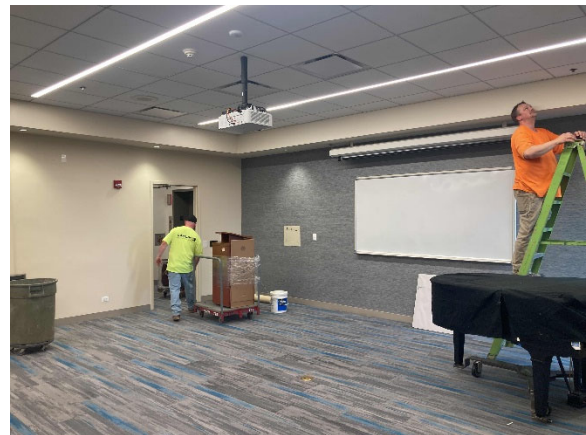
* eBlast Engagement statline added January 2023.



April Board Report (4/13/2023)

A. Progress Update (since the last Board Meeting on 3/15/2023)

- Furniture deliveries have substantially completed and the move has been completed!
- Transitional work (YS play area and Teen Room) have been completed!
- Temporary Occupancy was issued on 4/7/2023!
- The project is substantially complete (the LLD has use of the renovated spaces).
- Final completion activities are ongoing
 - Signage Installation
 - Punchlist Activities (corrections, touchups and final completion)



- Due to winter conditions and/or material availability issues some work remains to be installed
 - New shelving tops in selection locations
 - Signage (ongoing)
 - Final lighting controls
 - Final landscaping
 - Final sitework including the asphalt infill around the outdoor program area
 - Meeting room AV interface is pending material availability

B. Project Schedule Summary

The project substantially completed prior to the planned reopening that occurred on 4/10/2023.

The Grand Opening is scheduled for 4/22/2023!

1815 South Meyers Road
Suite 1070
Oakbrook Terrace, IL 60181
630.678.0808
www.CCSdifference.com



April Board Report (4/13/2023)

C. Upcoming Activities

- Signage installation is ongoing thru next week.
- The exterior signs are planned to be installed 4/21.
- Ongoing punchlist corrective/final work will be ongoing by Camosy
- Close-out Documentation will be compiled by Camosy.
- Final Occupancy will be requested upon completion of final work.

D. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 4/13/2023)		Committed to Date (thru 4/13/2023)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
E-000: Land Cost Total	\$0	\$0	\$0	\$0	\$0
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
E-100: Bond Cost Total	\$15,000	\$0	-\$15,000	\$0	\$0
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,725,998	\$56,798	\$5,672,453	\$4,852,826
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	\$12,500	-\$48,282	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,777,518	\$47,536	\$5,714,052	\$4,892,956
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$919,486	-\$5,324	\$897,056	\$835,290
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$874,667	\$34,667	\$823,944	\$329,168
E-300.3: Other Owner Soft Costs	\$0	\$335	\$335	\$335	\$335
E-300: Soft Costs Total	\$1,764,810	\$1,794,488	\$29,678	\$1,721,335	\$1,164,793
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$127,995	-\$62,213	\$0	\$0
E-400: Contingency Total	\$190,208	\$127,995	-\$62,213	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,435,387	\$6,057,749

#1
#2

Variance \$ from Budget Notes (New Only):

#1 Allocation for Schedule Extension as noted in 2/2023 Board meeting

#2 Reallocation of unused anticipated cost's to #1

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #13	\$ 14,107.00
Camosy	Pay App #14	\$ 359,251.00
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	121082-3312023	\$ 7,700.00
SNHA	440.01.22	\$ 5,012.50
Grand Total		\$ 386,070.50

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 Suite 1070
 Oakbrook Terrace, IL 60181

630.678.0808
www.CCSdifference.com



April Board Report (4/13/2023)

E. Change Order Update

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

Change Order Log Summary

Approved Change Orders:	\$ 361,117.55
Recommended for Board Approval:	\$ 0.00
Pending Change Orders:	\$ 27,464.00
Total:	\$ 388,581.55

Updated Change Order Log

Change Order	Current Cost	Notes
COR #1 thru #31, #33r thru #45, #47 thru #49, #51 thru #53 and #55 & #56 – From previous Board Meetings	\$ 345,162.55	Approved as recorded in past Board meetings
COR #46 – Cost to furnish temporary handrails at north entry	\$ 9,252.00	Under Review
COR #50 – Winter condition costs from concrete installer (surcharges)	\$ 5,156.00	Under Review
COR #54 –Cost to install temporary entrance doors	\$ 4,996.00	Under Review
COR #57 –Replacement of failed existing to remain drywall	\$ 1,019.00	Approved
COR #58 –Replace Existing Non-compatible Fire Alarm Devices	\$ 8,448.00	Approved
COR #59 –Add a code required vacuum breaker to existing water heater	\$ 756.00	Approved
COR #60 –Repair receiving area concrete slab cracks	\$ 2,242.00	Approved
COR #61 –Outdoor Program Area Plant infills	\$ 1,145.00	Approved
COR #62 –Added Fire Alarm per inspection comments	\$ 2,345.00	Approved
COR #63 –Kone elevator inspection	\$ 3,089.00	Under Review
COR #64 –Kone elevator storage cost	\$ 4,971.00	Under Review

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 14, 2023

APRIL 2023 | DIRECTOR'S REPORT

Meetings:

Staff – Mar 13	CCS/Camosy/SNH – Apr 5	CCS – Apr 11
Warhol Committee – Mar 14	Current Tech – Apr 5	Advanced Image – Apr 13
LLD Board of Trustees – Mar 15	Intergovernmental – Apr 6	Staff – Apr 13
CCS/Camosy/SNH – Mar 16	Staff – Apr 7	TIF Joint Review Board – Apr 13
Staff – Mar 20	Staff – Apr 8	Integrity Signs – April 13
CCS/Camosy/SNH – Mar 23	Soft Open to Public – Apr 10	Bartelli – Apr 14
Staff – Mar 29	Warhol Committee – Apr 11	
Johnson Controls – Mar 30	LWC/Art Contest – Apr 11	

Personnel News

After 32 dedicated years, Assistant Director Beth McQuillan has decided to retire. Beth has been my right hand since I became Director in early 2017. Prior to that, Beth and I were colleagues as Department Directors, and prior to that, Beth worked in various capacities within both Technical Services and Circulation Services.

As Assistant Director, Beth has been an integral member of the Administrative team. Beth graciously announced her retirement 2 months in advance and will round-out the renovation project by officially retiring on May 31. I am grateful for her willingness to remain on task with the capital project and to assist in training her successor.

Beth assisted in interviewing to fill her position. I am very happy to announce that Will Savage has been hired as the new LLD Assistant Director. Will has been with the LLD for almost exactly 9 years (*in May*). I had the pleasure of hiring Will back in 2014 to replace a departing YS Director. Since then, Will has fostered a vibrant, friendly, and informed team in Youth Services. Will has proven himself ready, qualified, and eager to grow within the LLD and I'm confident in his ability to succeed in this new role.

Will is currently balancing a dual role of YS Director and trainee under Beth's tutelage for the next month. I have not yet hired a new YS Director. My goal is to have a successful Grand Opening event, and then post, and begin interviews.

LLD Closure and Soft-open

I enthusiastically applaud the LLD staff for their tenacity, care, and demeanor during the Library's big move from the westside to the eastside of the building. Remaining open to the public while under construction was a key feature of this renovation. The LLD was intent on serving our residents throughout. This did not come without compromises and tight quarters for patrons and staff while only on one side of the building at a time.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 14, 2023

While temporarily closed for the final move, staff diligently worked to ensure that books were properly shelved, service desks were properly stocked and prepped, technology was in place, and furniture was appropriately arranged – all while working among construction and moving crews. Every day brought adjustments and pivots. The LLD staff are truly remarkable.

The soft open on April 10 was wonderful. Patrons were (and are) in awe of the changes and improvements. There are some outstanding ‘punch-list’ items throughout the building such as directional signage, paint touch-ups, and the like. We anticipate these to be corrected within the next month.

LLD Grand Opening

The Library’s Grand Opening and ribbon-cutting is scheduled for Saturday, April 22 at 11AM. A Special Board Meeting will commence at 10:45AM in the Meeting Room; roll will be called, opportunity for public comment will occur, and then Trustees will make their way to the main, exterior, entrance to proceed with the event.

President Bartelli will give a speech and I will follow with a perspective from staff. The Lisle Chamber of Commerce will issue President Bartelli a large pair of scissors for the ribbon-cutting. The LLD’s Owner’s Representative, Marc Rogers will attend, a representative from Camosy Construction and Sheehan Nagle Hartray Architects will also be present for questions/comments.

The theme for the Grand Opening is “Grow with Us” and we’ll have fresh sunflower bouquets from Flowers of Lisle around the building, “Grow With Us” sunflower seed cups for giveaways (with our logo), sunflower shaped lollipops at every service desk, sunflower decorations around the building, sunflower seed packets (with our logo/info), and a table with *Gnarly Knots* soft pretzels for attendees. There will also be an opportunity to win a *Penworthy* (publisher) gift basket of books (est. value \$175). We’ll pass out tickets during the ceremony and President Bartelli will draw the winning ticket at noon.

LLD Staff will offer Library tours, ensuring that every patron has a wonderful time. In Youth Services, the green corkboard wall that separates the TEEN room from YS, will highlight District 202’s 5th-grade Lisle Woman’s Club art contest winners. And of course, we have the wonderful LiteZilla and mini-Zilla ready for creative engagement. The new donor plaque has also been hung alongside LiteZilla.

The meeting rooms will feature photos from LLD’s early days through the current renovation. Gallery 777 in Adult Services features the work of Ellen Rottsoik, artist with the DuPage Art League and Chicago Pastel Painters. Ellen was able to install her work in time for the Grand Opening and will show through June. A celebratory reception will be held on Friday, May 5, 2023 at 7:00 PM.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: April 14, 2023

Lisle Warhol Committee

The LLD will host the unveiling of Lisle's community window cling on Saturday, May 20 at 11AM. Family members of Joy Morton, Carlin Nalley, Martha Schiesher, and Hank Van Kampen have been invited to this ceremony.

The Lisle Warhol Committee chose the Library as the location for the ceremony because the LLD has just completed its major capital project. I thank Committee leaders Beth Lesniak of Shiny Squirrel Art Studio, Chris Fry of Pulse Studio, and the Village of Lisle for selecting the LLD as the main location for the cling. What better way to celebrate *#Pop in Lisle* than by having this event at the newly renovated Library. The LLD will provide refreshments, booklets for attendees featuring the honorees, displays highlighting Warhol and Pop Art, and tours of the Library.

Lisle residents and exhibit visitors alike can participate in the Village-wide program for discounts at local businesses, by taking a selfie at the Library's window cling and showing the selfie at a participating business for a corresponding discount. Businesses and coupon values will be listed on various Pop in Lisle promotional and social media platforms. The Library will also hold a variety of Warhol-related programs all summer to coincide with the exhibit. The lislelibrary.org event calendar will feature an assortment of youth art and craft programs for the little ones – all related to Warhol and Pop Art.

The following selection of programs are for adults and teens:

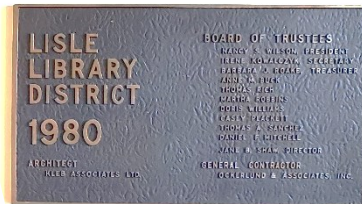
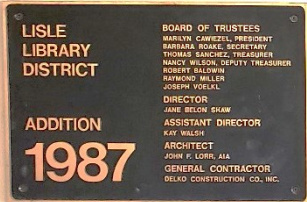
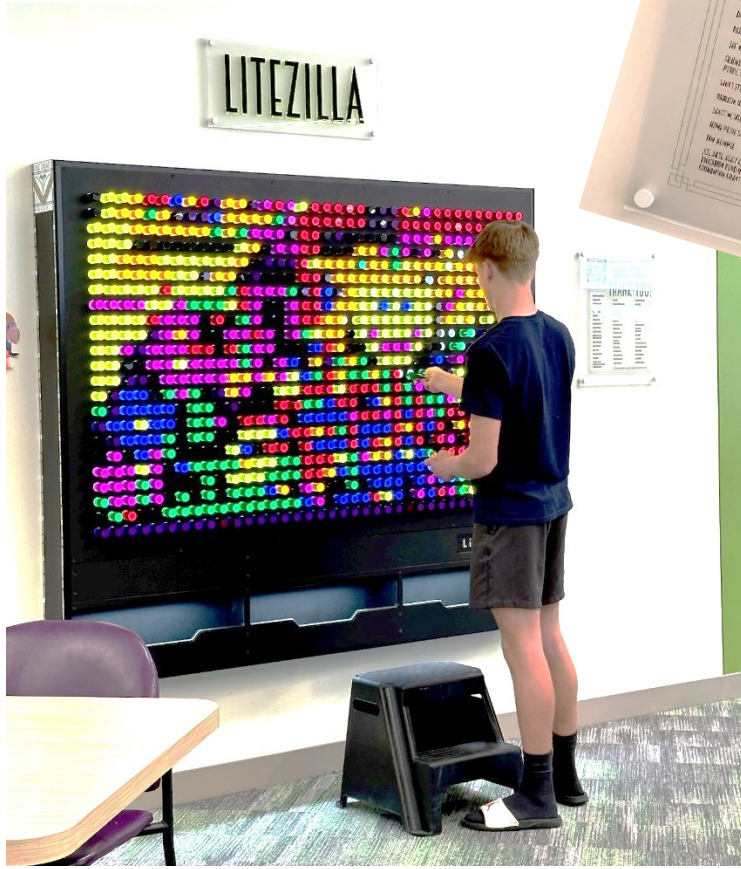
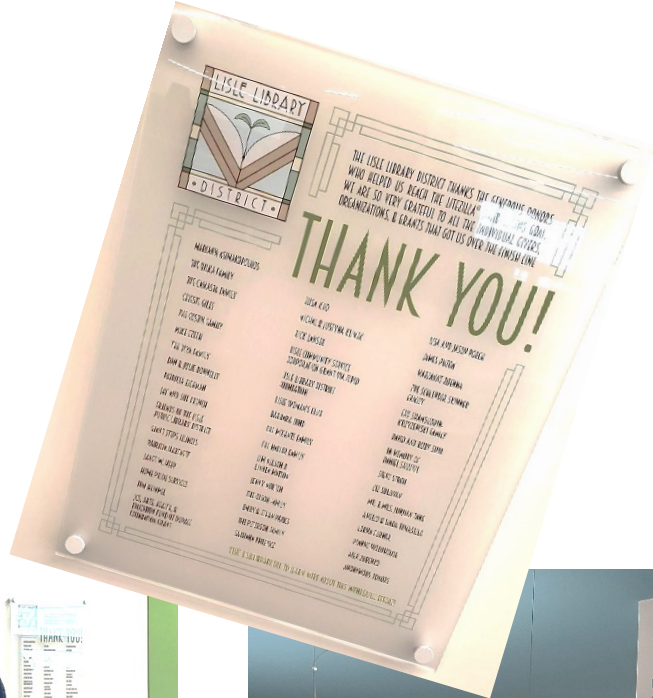
- On Tuesday, June 20 at 7PM, Justin Witte, director and curator of the Cleve Carney Art Gallery, will discuss Andy Warhol's journey towards iconic superstardom. Mr. Witte will provide a sneak peek into the Warhol exhibition at the McAninch Arts Center and Cleve Carney Museum of Art.
- On Friday, June 23 at 7PM, create your very own pop-art inspired painting on a canvas. The Library provides neon paints and tools-- you supply the creativity.
- Between June 26 -- June 30 register for the Pop-Art in a Jar Take & Make Kit. Kits contain all the materials and instructions needed to create your own Pop-Art in a Jar. Deconstruct a popular pop-art image, arrange it in your jar, and display!
- On Friday, July 21 at 7PM, make your own pop-art paper flowers to create a bold centerpiece. The Library will supply cardstock paper, markers, and scissors and walk you through creating your own low-maintenance pop art blooms.

And lastly, if patrons desire a piece of Warhol art in their own home, they can check out a framed Warhol print from the Library's art print collection as well as check out Warhol-related books, movies, and music too.

Respectfully submitted,



Tatiana Weinstein



April 2023 Assistant Director Report

Meetings/Virtual Meetings/Events

- MetalMaster – Mar 15 & Apr 10
- LLD Board Meeting – Mar 15
- Hallett – Mar 22
- Stephens Plumbing – Mar 29
- Johnson Controls – Mar 30
- Sikich – Mar 28 & Apr 12
- CCS, SNH, Camosy – Mar 30&Apr 5
- Bear Landscape – Apr 3&4
- Eco- Clean – Apr 4
- T. Hilton – Apr 4 & 6
- CMFP – Apr 6
- Fox Valley Fire – Apr 7
- Sendra – Apr 10
- Kone – Apr 11
- Patriot Electric – Apr 12

Meetings

On March 28 Jackie Kilcran, LLD Administrative Office Coordinator, and I met with the accounting staff, Brian LaFevre and Laura Babula, from Sikich. Brian and Laura provided details on accounting rules GASB 87 and 96 for leases and SBITA Subscription Based Information Technology Agreements.

April 12th staff met with Sikich to review monthly reports. We discussed preliminary budget accounts, petty cash management, audit planning and appraisal scheduling.

Facility

MetalMaster Roofing did the spring inspection of the roof and gutters. They suggested seam sealing on the north side gutters and prepared a proposal for snow guards on the north entrance. MetalMaster sealed the gutters on April 10th.

Bear Landscaping completed the spring clean-up of the Library campus. They will be landscaping the new renovated outdoor area on the east side.

It was a busy week preparing for the re-opening of the Library after renovation. The vending machines were returned to the meeting room lobby, and HVAC technicians replaced filters after construction. Bear Landscaping planted cold tolerant pansies in planters at the north entrance.



Beth McQuillan
Assistant Director

2023/2024 DRAFT LLD WORKING BUDGET

The Draft 23/24 LLD Working Budget covers all expense and revenue categories. LLD Administrative staff have compiled this data. Administration has consulted with department managers regarding departmental requests. The LLD's financial advisors and other outsourced professionals have reviewed this data and provided recommendations.

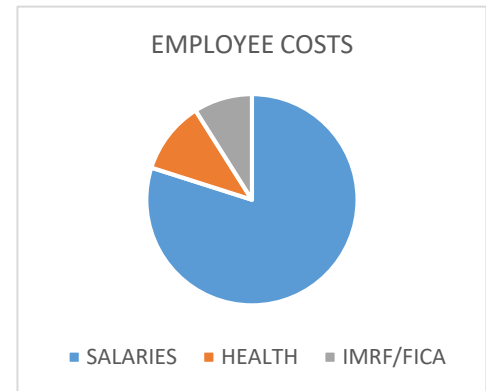
EXPENSE CATEGORIES

EMPLOYEE

Salaries and health care benefits represent the largest budgeted (and actual) expenditure in the Corporate Fund. ILA's Standards for Illinois Public Libraries manual references that salaries alone can comprise up to 60% of the budget. Salaries plus benefits can comprise up to 70% of the budget.¹ The LLD currently employs 48 staff, half of which qualify for health insurance. Total employee costs include performance increases and the minimum wage adjustment (aligned with the State target for 2025).

The LLD shows that salaries will comprise 49.5% of total budgeted expenses. Salaries plus benefits will comprise 62% of budgeted expenses.

The employee cost line total remains flat. This is primarily due to restructured staffing, retirements, and a reduction in IMRF expenditures. Information for these costs came via IMRF and LIMRICC.



SUMMARY: Total budgeted employee costs remain essentially flat 0.21%

BUILDING

Building costs include all utilities, maintenance contracts such as landscaping/HVAC, rubbish removal, phone system, and non-contractual building repair work. The building cost line total shows a modest increase.

SUMMARY: Total budgeted building costs show a modest increase of 1.43%

OPERATING

Operating costs include postage, printing, banking fees, and processing. The operating cost line total shows an increase primarily due to increased paper costs.

SUMMARY: Total budgeted operating costs shows an increase of 6.06%

¹ The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. (Pg. 9: Serving Our Public 4.0; Standards for Illinois Public Libraries, 2019).

INSURANCE

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

SUMMARY: Total budgeted insurance costs show an increase of 7.23%

CONTRACTUAL

Contractual costs include attorney fees, audit costs, investment agency fees, outsourced IT services, and payroll charges. There are anticipated increases due to new IT cybersecurity requirements, and outsourced hours connected to added technology components associated with the renovation.

SUMMARY: Total budgeted contractual costs show an increase of 6.74%

PERSONNEL DEVELOPMENT

Personnel Development costs include staff and Trustee dues, conference attendance, continuing education/training, and recognition costs. The proposed budgeted increases are due to the ability to attend conferences again, anticipated memorials/recognitions, and a request for continuing education.

SUMMARY: Total budgeted personnel development costs show an increase of 3.62%

EQUIPMENT

Equipment costs include the Polaris database, technology purchases, minor facility fixtures/gear, and minor repairs. Inflationary increases are included for the ILS (integrated library system) Polaris, and a potential enhancement overlay that staff are researching (VEGA). LLD IT Manager Hayes has also budgeted to replace instructional laptops for classes.

SUMMARY: Total budgeted equipment costs show an increase of 48.40%

LIBRARY MATERIALS

Library Materials costs include all physical materials, digital content, and interlibrary loan costs. This line shows an increase now that staff are able to replenish shelves with new materials. The increase also accounts for rising paper prices.

SUMMARY: Total budgeted materials costs show an increase of 3.04%

PROGRAMS

The Programs category includes all LLD programs, community relations costs, and supplies for such activities. With a newly renovated Library comes more robust programming and hopefully more patron participation.

SUMMARY: Total budgeted programs costs show an increase of 17.50%

CONTINGENCY

SUMMARY: Total budgeted contingency costs remain flat

RESTRICTED

Restricted expenses include Illinois Per Capita Grant proceeds, other grants, gifts, debt repayment, and transfers to Special Reserve. Total budgeted restricted costs without transfer to Special Reserve show a decrease of -7.20%. This budget to budget decrease is because last year the LLD had a defined fundraising project outlined for restricted expenditures (LiteZilla). Transfer to Special Reserve shows an increase of 100% to grow savings for future capital projects such as roof replacement and/or opportunities for the vacant lot/s.

SUMMARY: Total budgeted restricted costs show an increase of 13.55%

SPECIAL RESERVE

Special Reserve expenses include capital improvement project costs and facility enhancements. This category shows a marked decrease due to the reduced expenditures related to the renovation. It does include potential for any outstanding invoices for the current project. Replacing the HVAC software with a new product and installing an outdoor book locker is also budgeted. There is also opportunity for consulting dependent on Board direction regarding the vacant lot/s. *If approved, the Board shall revise its Special Reserve Ordinance.*

SUMMARY: Total budgeted special reserve costs show a decrease of -79.67%

REVENUE CATEGORIES

CORPORATE

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

SUMMARY: Total budgeted corporate revenues show an increase of 8.30%

To: LLD Finance Committee
From: Tatiana Weinstein, LLD Director
Date: April 14, 2023

IMRF

The IMRF Fund shows a significant decrease primarily due a 100% decrease in the levy for this fund due to a healthy balance. The LLD is fully funded.

SUMMARY: Total budgeted IMRF revenues show a -96.33% decrease

FICA

The FICA Fund remains essentially flat with a negligible increase. This increase aligns with Social Security/Medicare rates and proper fund balances.

SUMMARY: Total budgeted FICA revenues show an increase of 1.97%

SPECIAL RESERVE

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

SUMMARY: Total budgeted SPECIAL RESERVE revenues show a 100.00% increase

BUDGET RECAP

EXPENSES: The LLD shows a reasonable 3.32% increase in expenditures for FY 23/24. This overall increase accounts for inflation, staffing changes, technology adds, capital project opportunities, and flexibility for future operational or service needs. Budget to budget, this amounts to \$149,300.

REVENUES: The LLD shows a budgeted 6.02% increase in revenue. LLD’s financial advisors and outsourced professionals provided these recommendations and County determinations also have factored into this budgeted amount. Budget to budget, this amounts to \$253,957.

EXPENSES - DRAFT

Funds	EXPENSES	AUDITED ACTUALS 21-22	LLD Actuals YTD Thru March 31, 2023	BUDGET 22-23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22-23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
CORPORATE	EMPLOYEE COSTS						
	SALARIES	\$ 2,118,176.35	\$ 1,518,121.52	\$ 2,300,000.00	\$ 2,054,000.00	\$ 2,300,000.00	0.00%
	HEALTH INS/UNEMP	\$ 277,763.05	\$ 205,686.19	\$ 314,000.00	\$ 281,700.00	\$ 320,000.00	1.91%
	TOTAL SALARY+INS	\$ 2,395,939.40	\$ 1,723,807.71	\$ 2,614,000.00	\$ 2,335,700.00	\$ 2,620,000.00	0.23%
IMRF	IMRF EXP	\$ 116,347.41	\$ 54,526.56	\$ 80,000.00	\$ 64,750.00	\$ 80,000.00	0.00%
FICA	FICA EXP	\$ 156,471.84	\$ 112,407.35	\$ 178,000.00	\$ 157,131.00	\$ 178,000.00	0.00%
	TOTAL EMP COSTS W BENEFITS	\$ 2,668,758.65	\$ 1,890,741.62	\$ 2,872,000.00	\$ 2,557,581.00	\$ 2,878,000.00	0.21%
	BUILDING COSTS						
CORPORATE	INTERNET/INET	\$ 7,210.00	\$ 5,410.00	\$ 7,210.00	\$ 7,210.00	\$ 7,210.00	0.00%
	PHONE	\$ 9,532.45	\$ 5,741.20	\$ 10,000.00	\$ 10,350.00	\$ 20,000.00	100.00%
	GAS	\$ 10,217.92	\$ 8,296.41	\$ 10,000.00	\$ 11,060.00	\$ 12,000.00	20.00%
	SEWER/WATER	\$ 1,626.65	\$ 2,058.60	\$ 2,300.00	\$ 2,800.00	\$ 4,500.00	95.65%
	ELECTRICAL	\$ 50,643.50	\$ 24,065.98	\$ 50,000.00	\$ 32,100.00	\$ 50,000.00	0.00%
	VERIZON	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	0.00	-100.00%
	MAINT. CONTRACTS						
	HVAC	\$ 5,000.00	\$ 3,750.00	\$ 5,000.00	\$ 5,200.00	\$ 6,000.00	20.00%
	CLEANING/PESTS	\$ 35,159.00	\$ 22,923.90	\$ 49,500.00	\$ 30,366.00	\$ 49,500.00	0.00%
	LANDSCAPE	\$ 30,475.00	\$ 26,670.00	\$ 40,000.00	\$ 35,350.00	\$ 40,000.00	0.00%
	NON-CONTRACT REPAIRS	\$ 64,054.50	\$ 38,049.05	\$ 80,000.00	\$ 53,050.00	\$ 70,000.00	-12.50%
	RUBBISH REMOVAL	\$ 3,541.43	\$ 2,504.72	\$ 4,000.00	\$ 3,400.00	\$ 4,000.00	0.00%
	TOTAL	\$ 218,960.45	\$ 140,469.86	\$ 259,510.00	\$ 192,386.00	\$ 263,210.00	1.43%
	OPERATING COSTS						
CORPORATE	POSTAGE/SHIPPING	\$ 11,181.76	\$ 9,170.31	\$ 14,300.00	\$ 13,000.00	\$ 15,500.00	8.39%
	PRINTING	\$ 17,201.44	\$ 14,462.69	\$ 18,000.00	\$ 22,000.00	\$ 24,000.00	33.33%
	SUPPLIES/PROCESSING	\$ 70,423.91	\$ 48,234.10	\$ 77,800.00	\$ 65,000.00	\$ 78,000.00	0.26%
	BANK/NOTICES	\$ 5,613.11	\$ 4,685.90	\$ 8,200.00	\$ 6,700.00	\$ 8,000.00	-2.44%
	LOCAL TRAVEL	\$ 196.41	\$ 263.02	\$ 500.00	\$ 356.00	\$ 500.00	0.00%
	TOTAL	\$ 104,616.63	\$ 76,816.02	\$ 118,800.00	\$ 107,056.00	\$ 126,000.00	6.06%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 21-22	LLD Actuals YTD Thru March 31, 2023	BUDGET 22-23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22-23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
	INSURANCE COSTS						
CORPORATE	FIDELITY BONDS	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00%
Insurance billed on the calendar year	PROP. DAMAGE (ALL PERIL)	\$ 37,499.50	\$ 59,277.10	\$ 46,000.00	\$ 59,277.10	\$ 50,000.00	8.70%
	NOTARY BOND	\$75.00	\$0.00	\$ 225.00	\$0.00	\$ 225.00	0.00%
Insurance billed on the calendar year	WORKERS COMP	\$ 7,687.50	\$ 6,514.00	\$ 7,000.00	\$ 6,514.00	\$ 7,000.00	0.00%
	TOTAL	\$ 47,362.00	\$ 67,891.10	\$ 55,325.00	\$ 67,891.10	\$ 59,325.00	7.23%
CORPORATE	CONTRACTUAL COSTS						
	LEGAL SERVICES	\$ 4,713.75	\$ 2,868.75	\$ 15,000.00	\$ 3,800.00	\$ 15,000.00	0.00%
	COLLECTION AGENCY	\$ 470.30	\$ 354.20	\$ 700.00	\$ 500.00	\$ 700.00	0.00%
	OUTSRC ACCT/HR/IT	\$ 99,599.89	\$ 120,181.15	\$ 140,000.00	\$ 140,000.00	\$ 150,000.00	7.14%
	INVESTMENT AGENCY	\$ 7,224.56	\$ 3,862.17	\$ 7,500.00	\$ 5,400.00	\$ 6,000.00	-20.00%
	ACCT LICENSE SOFTWARE	\$ 4,295.00	\$0.00	\$ 5,200.00	\$ 4,485.00	\$ 4,800.00	-7.69%
	AUDIT	\$ 8,900.00	\$ 9,175.00	\$ 9,200.00	\$ 9,175.00	\$ 9,500.00	3.26%
	PAYROLL	\$ 7,337.12	\$ 7,415.55	\$ 7,900.00	\$ 10,000.00	\$ 12,000.00	51.90%
	TOTAL	\$ 132,540.62	\$ 143,856.82	\$ 185,500.00	\$ 173,360.00	\$ 198,000.00	6.74%
	PERSONNEL DEVELOPMENT						
CORPORATE	STAFF DUES/CONF	\$ 4,819.06	\$ 7,575.01	\$ 13,400.00	\$ 10,200.00	\$ 13,400.00	0.00%
	MEMORIAL/RECOG	\$ 448.71	\$ 2,949.99	\$ 4,500.00	\$ 3,800.00	\$ 3,000.00	-33.33%
	IN-SERVICE DAY	\$ 522.42	\$ 1,943.93	\$ 2,500.00	\$ 1,943.93	\$ 2,500.00	0.00%
	CONT. ED	\$ 700.00	\$ 2,550.00	\$ 6,500.00	\$ 6,500.00	\$ 9,100.00	40.00%
	TRUSTEE DUES/CONF/TRAIN	\$ 644.98	\$ 150.00	\$ 3,525.00	\$ 750.00	\$ 3,525.00	0.00%
	TOTAL	\$ 7,135.17	\$ 15,168.93	\$ 30,425.00	\$ 23,193.93	\$ 31,525.00	3.62%
	EQUIPMENT						
CORPORATE	POLARIS	\$ 52,095.68	\$ 58,933.57	\$ 55,000.00	\$ 58,933.57	\$ 90,000.00	63.64%
	TECH	\$36,530.19	\$42,577.42	\$ 50,000.00	\$ 50,000.00	\$ 80,000.00	60.00%
	FACILITY	\$5,775.99	\$5,245.41	\$ 10,000.00	\$ 9,000.00	\$ 10,000.00	0.00%
	MINOR EQUIP	\$ 2,878.24	\$ 2,722.21	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
	OTHER FAC MAINT/REPAIRS	\$ 18,654.22	\$ 9,276.37	\$ 22,000.00	\$ 18,000.00	\$ 25,000.00	13.64%
	TOTAL	\$ 115,934.32	\$ 118,754.98	\$ 140,500.00	\$ 139,433.57	\$ 208,500.00	48.40%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 21-22	LLD Actuals YTD Thru March 31, 2023	BUDGET 22-23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22-23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
	LIBRARY MATERIALS						
CORPORATE	BOOKS	\$ 229,437.88	\$ 121,757.74	\$ 240,700.00	\$ 185,000.00	\$ 250,000.00	3.86%
	DATABASES	\$ 101,392.78	\$ 122,046.29	\$ 132,000.00	\$ 131,000.00	\$ 137,500.00	4.17%
	DOC DELIVERY/ILLS	\$ 23,225.52	\$ 23,897.81	\$ 24,500.00	\$ 23,600.00	\$ 24,500.00	0.00%
	AUDIO/VISUAL	\$ 160,302.98	\$ 129,099.91	\$ 180,000.00	\$ 170,000.00	\$ 190,000.00	5.56%
	PERIODICALS	\$ 32,788.08	\$ 27,088.80	\$ 41,000.00	\$ 30,000.00	\$ 35,000.00	-14.63%
	TOTAL	\$ 547,147.24	\$ 423,890.55	\$ 618,200.00	\$ 539,600.00	\$ 637,000.00	3.04%
	PROGRAMS						
CORPORATE	LIB-WIDE PROGRAMS	\$ 20,760.58	\$ 14,878.34	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	20.00%
	COMM REL/SUPPLIES	\$ 11,142.84	\$ 7,834.56	\$ 15,000.00	\$ 15,000.00	\$ 17,000.00	13.33%
	TOTAL	\$ 31,903.42	\$ 22,712.90	\$ 40,000.00	\$ 40,000.00	\$ 47,000.00	17.50%
CORPORATE	CONTINGENCY	\$ 13,881.62	\$ 0.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00	0.00%
	RESTRICTED EXPENSES						
CORPORATE	GIFTS	\$ 13,739.00	\$ 1,150.00	\$16,000.00	\$4,350.00	\$ 5,000.00	-68.75%
	PER CAPITA GRANT	\$ 42,043.40	\$ 32,083.65	\$42,000.00	\$ 44,664.48	\$ 45,000.00	7.14%
	DEBT INTEREST EXPENSE	\$ 16,415.29	\$ 13,250.00	\$31,000.00	\$ 13,250.00	\$ 26,000.00	-16.13%
	DEBT PRINCIPAL PAYMENT	\$ 0.00	\$ 35,000.00	\$36,000.00	\$ 35,000.00	\$ 40,000.00	11.11%
	SUBTOTAL	\$ 72,197.69	\$ 81,483.65	\$ 125,000.00	\$ 97,264.48	\$ 116,000.00	-7.20%
	TRANSFER TO SPEC RESRV	\$ 2,800,000.00	\$ 1,032,500.00	\$ 30,000.00	\$ 1,040,000.00	\$ 60,000.00	100.00%
	TOTAL SPECIAL RESERVE	\$ 2,800,000.00	\$ 1,032,500.00	\$ 30,000.00	\$ 1,040,000.00	\$ 60,000.00	100.00%
	TOTAL RESTRICTED EXPENSES	\$ 2,872,197.69	\$ 1,113,983.65	\$ 155,000.00	\$ 1,137,264.48	\$ 176,000.00	13.55%
	TOTAL BUDGET W/O TRANS TO SR	\$ 3,960,437.81	\$ 2,981,786.43	\$ 4,470,260.00	\$ 3,937,766.08	\$ 4,589,560.00	2.67%
	TOTAL BUDGET EXPENSES	\$ 6,760,437.81	\$ 4,014,286.43	\$ 4,500,260.00	\$ 4,977,766.08	\$ 4,649,560.00	3.32%

EXPENSES - DRAFT

FUNDS		AUDITED ACTUALS 21-22	LLD Actuals YTD Thru March 31, 2023	BUDGET 22-23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22-23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
SPECIAL RESERVE	SPECIAL RESERVE						
	CONSULTING	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20,000.00	20000.00%
	FACILITY/CAMPUS	\$0.00	\$0.00	\$ 15,000.00	\$0.00	\$ 15,000.00	15000.00%
	FURNITURE/EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25,000.00	25000.00%
	INTERIOR UPDATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	SECURITY SYSTEMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	PROJECT EXPENSE	\$1,822,449.91	\$3,888,610.79	\$ 5,200,000.00	\$ 5,200,000.00	\$ 1,000,000.00	-80.77%
	TOTAL	\$ 1,822,449.91	\$ 3,888,610.79	\$ 5,215,000.00	\$ 5,200,000.00	\$ 1,060,000.00	-79.67%
	BY FUND						
		ACTUALS 21-22	Actuals YTD Thru March 31, 2023	BUDGET 22-23	PROJECTED ACTUALS W/O AUDIT ADJ 22-23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
	CORPORATE	\$ 6,487,618.56	\$ 3,847,352.52	\$ 4,242,260.00	\$ 4,755,885.08	\$ 4,391,560.00	3.52%
	IMRF	\$ 116,347.41	\$ 54,526.56	\$ 80,000.00	\$ 64,750.00	\$ 80,000.00	0.00%
	FICA	\$ 156,471.84	\$ 112,407.35	\$ 178,000.00	\$ 157,131.00	\$ 178,000.00	0.00%
	SPECIAL RESERVE	\$ 1,822,449.91	\$ 3,888,610.79	\$ 5,215,000.00	\$ 5,200,000.00	\$ 1,060,000.00	-79.67%
	TOTAL	\$ 8,582,887.72	\$ 7,902,897.22	\$ 9,715,260.00	\$ 10,177,766.08	\$ 5,709,560.00	-41.23%
	TOTAL FUNDS W/O SPEC RES	\$ 6,760,437.81	\$ 4,014,286.43	\$ 4,500,260.00	\$ 4,977,766.08	\$ 4,649,560.00	3.32%

REVENUE - DRAFT

FUNDS	REVENUES	Audited Actuals 21 - 22	LLD Actuals YTD Thru February 28, 2023	Budget 22 -23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22 - 23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
CORPORATE	TAX LEVY - CORPORATE	\$ 3,770,568.40	\$ 3,841,496.54	\$ 3,846,660.00	\$ 3,841,496.54	\$ 4,124,600.00	7.23%
	TIF SURPLUS	\$ 31,560.08	\$ 31,755.81	\$ 30,000.00	\$ 31,755.81	\$ 30,000.00	0.00%
	PERS. PROP. REPLACEMNT TAX	\$ 50,291.34	\$ 34,606.02	\$ 18,000.00	\$ 38,000.00	\$ 40,000.00	122.22%
	TOTAL TAXES	\$ 3,852,419.82	\$ 3,907,858.37	\$ 3,894,660.00	\$ 3,911,252.35	\$ 4,194,600.00	7.70%
	INTEREST EARNED	\$ 41,330.23	\$ 56,836.49	\$ 10,000.00	\$ 60,000.00	\$ 35,000.00	250.00%
	UNREALIZED GN/LOSS INVSTMNTS	\$ (77,057.46)	\$ 14,191.85	0.00	\$ 20,000.00	\$ 5,000.00	5000.00%
	TOTAL INTEREST	\$ (35,727.23)	\$ 71,028.34	\$ 10,000.00	\$ 80,000.00	\$ 40,000.00	300.00%
	OTHER INCOME						
	LOST MATERIALS	\$ 945.98	\$ 696.96	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%
	NON-RES FEES	\$ 929.95	\$ 995.26	\$ 500.00	\$ 995.26	\$ 750.00	50.00%
	FINES/FEES	\$ 534.88	\$ (40.82)	\$ 500.00	0.00	0.00	-100.00%
	GIFTS UNRESTRICTED	\$ 40.00	\$ 1,046.00	\$ 5,000.00	\$ 1,046.00	\$ 5,000.00	0.00%
	GIFTS/GRANTS RESTRICTED	\$ 17,000.00	0.00	0.00	0.00	\$ 2,000.00	2000.00%
	OTHER CORP INCOME	\$ 23,108.88	\$ 1,848.26	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%
	COPIER INCOME	\$ 4,454.37	\$ 3,172.29	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
	LICENSE STICKER SALES	\$ 3,886.00	\$ 1,848.75	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	-68.75%
	IL PER CAPITA GRANT	\$ 42,043.40	\$ 44,664.48	\$ 42,000.00	\$ 44,664.48	\$ 45,000.00	7.14%
	MISC/JURY DUTY	\$ 44.44	\$ 486.28	0.00	\$ 486.28	\$ 100.00	100.00%
	TOTAL OTHER INCOME	\$ 92,987.90	\$ 54,717.46	\$ 62,500.00	\$ 56,192.02	\$ 61,850.00	-1.04%
	TOTAL CORPORATE FUND	\$ 3,909,680.49	\$ 4,033,604.17	\$ 3,967,160.00	\$ 4,047,444.37	\$ 4,296,450.00	8.30%

REVENUE - DRAFT

FUNDS	REVENUES	Audited Actuals 21 - 22	LLD Actuals YTD Thru February 28, 2023	Budget 22 -23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22 - 23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
IMRF	TAX LEVY - IMRF	\$ 81,829.38	\$ 80,058.98	\$ 80,166.00	\$ 80,058.98	0.00	-100.00%
	PERS. PROP. REPLACEMNT TAX	\$ 2,902.46	\$ 1,997.21	\$ 850.00	\$ 2,200.00	\$ 1,500.00	76.47%
	TOTAL TAXES	\$ 84,731.84	\$ 82,056.19	\$ 81,016.00	\$ 82,258.98	\$ 1,500.00	-98.15%
	INTEREST EARNED	\$ 1,568.45	\$ 3,161.85	\$ 700.00	\$ 3,400.00	\$ 1,500.00	114.29%
	TOTAL INTEREST	\$ 1,568.45	\$ 3,161.85	\$ 700.00	\$ 3,400.00	\$ 1,500.00	114.29%
	TOTAL IMRF	\$ 86,300.29	\$ 85,218.04	\$ 81,716.00	\$ 85,658.98	\$ 3,000.00	-96.33%
FICA	TAX LEVY - FICA	\$ 170,249.72	\$ 170,792.50	\$ 171,022.00	\$ 170,792.50	\$ 173,305.00	1.33%
	PERS. PROP. REPLACEMNT TAX	\$ 456.02	\$ 313.79	\$ 150.00	\$ 350.00	\$ 250.00	66.67%
	TOTAL TAXES	\$ 170,705.74	\$ 171,106.29	\$ 171,172.00	\$ 171,142.50	\$ 173,555.00	1.39%
	INTEREST EARNED	\$ 1,371.55	\$ 3,263.73	\$ 500.00	\$ 3,500.00	\$ 1,500.00	200.00%
	TOTAL INTEREST	\$ 1,371.55	\$ 3,263.73	\$ 500.00	\$ 3,500.00	\$ 1,500.00	200.00%
	TOTAL FICA	\$ 172,077.29	\$ 174,370.02	\$ 171,672.00	\$ 174,642.50	\$ 175,055.00	1.97%
SPEC RESERVE	INTEREST EARNED	\$ 31,326.28	\$ 56,525.80	\$ 10,000.00	\$ 60,000.00	\$ 20,000.00	100.00%
	RESTR. TRANSFR FROM CORP.	\$ 2,800,000.00	\$ 1,030,000.00	\$ 30,000.00	\$ 1,040,000.00	\$ 60,000.00	100.00%
	TOTAL SPECIAL RESERVE	\$ 2,831,326.28	\$ 1,086,525.80	\$ 40,000.00	\$ 1,100,000.00	\$ 80,000.00	100.00%

REVENUE - DRAFT

	BY FUND	Audited Actuals 21 - 22	LLD Actuals YTD Thru February 28, 2023	Budget 22 -23	LLD PROJECTED ACTUALS W/O AUDIT ADJ 22 - 23	BUDGET 23 - 24	"+/-" From 22 - 23 Budget
	CORPORATE	\$ 3,909,680.49	\$ 4,033,604.17	\$ 3,967,160.00	\$ 4,047,444.37	\$ 4,296,450.00	8.30%
	IMRF	\$ 86,300.29	\$ 85,218.04	\$ 81,716.00	\$ 85,658.98	\$ 3,000.00	-96.33%
	FICA	\$ 172,077.29	\$ 174,370.02	\$ 171,672.00	\$ 174,642.50	\$ 175,055.00	1.97%
	SPECIAL RESERVE	\$ 2,831,326.28	\$ 1,086,525.80	\$ 40,000.00	\$ 1,100,000.00	\$ 80,000.00	100.00%
	TOTAL	\$ 6,999,384.35	\$ 5,379,718.03	\$ 4,260,548.00	\$ 5,407,745.85	\$ 4,554,505.00	6.90%
	TOTAL FUNDS W/O SPEC RES	\$ 4,168,058.07	\$ 4,293,192.23	\$ 4,220,548.00	\$ 4,307,745.85	\$ 4,474,505.00	6.02%

Adult Services Quarterly Report
January-February-March 2023

January

The LLD wrapped another successful Winter Read program in January. This year 292 Adults, 32 Teens, 12 Home Delivery patrons, and 269 Kids participated in our winter reading challenge. Adults and teens who read and logged two books received a festive LLD beanie as a prize.

After a year of virtual meetings, the *Food for Thought: Culinary Discussion Group* met in person for the first time in January. The group discussed cookbooks and recipes they used to bake bread. It was an especially celebratory meeting for the group's facilitator, Noelle Spicher, who had the opportunity to meet her group members in person for the first time.

Adult Services launched a brand-new collection: *Stay Sharp Kits*. Each kit comes with books and activities designed for adults who want to improve memory and cognition, build social skills, and encourage creative thinking. The LLD currently offers 6 kits on the following themes: Dogs, Garden, Space, Ocean, Birds & Butterflies, and Travel. All of our Stay Sharp kits were checked out as soon as they became available for patron circulation. We are pleased to offer this excellent resource to our community and hope to add more bags/themes in the future.

Adult Services continued to see high attendance in our virtual program offerings. 41 patrons attended *Taxes are Everyone's Business* with Judi Strauss while 53 patrons attended *Organizing 101* with Jennifer Barnes. Additionally- Adult Services Literary Librarian, Jean Demas, taught a popular virtual technology class. 15 patrons joined Jean for the two-part class: *Research Morningstar Online!* Part one of this course focused on Stock Investing while part two was dedicated to Mutual Fund and Exchange Traded Fund Investing. Jean received positive feedback from attendees and looks forward to offering this class again (in person!) once the renovation is complete.

February

Adult Services was delighted to add a new database to our collection: *Creativebug*. This online resource features unlimited access to thousands of online art and craft classes. Patrons can experience the joy of making with award-winning video classes taught by top designers and artists. Class topics include: sewing, quilting, paper crafts, knitting, crochet, drawing, painting, home decor, jewelry making, and more! Patrons can access Creativebug remotely from their homes using their LLD card.

Assistant Director of Adult Services, Noelle Spicher, participated in the Illinois Library Association's Young

Adult Services Forum’s annual Tournament of Books. She read two books, wrote reviews, and chose a winner to continue on in the tournament. Reviews can be found at the YASF’s website at <https://yasfnews.wordpress.com/2023/02/27/round-i-bracket-xi-lulu-and-milagros-search-for-clarity-vs-opheia-after-all/>.

On Friday, February 24th, Jean Demas attended the Illinois TESOL (Teachers of English to Speakers of Other Languages) annual conference where various speakers presented information, publications, and online resources on best practices for helping adult learners and foreign speakers who need assistance with learning skills and strategies to improve their English communications. There were more than 200 literacy/English language development interested individuals in attendance.

March

March brought our third, and final, move in the Adult Services Department. Staff had to prepare and box all materials and supplies in preparation for the final stages of our renovation. During the first days of our closure, our departmental office space was relocated from the Youth Services playroom to our permanent location upstairs. Staff were delighted to finally see their new workstations. It’s worth noting that this is the first time in my ten-year tenure at LLD that each AS staff member has their own desk, phone, and work space.

During the first week of the Library closure, Adult Services staff were hard at work organizing our Non-Fiction collection. We had two waves of materials from storage (from our Phase 1 and Phase 2 moves) plus the materials that were already on shelf during Phase 2. Our team had to ensure all materials were in order by Dewey number, unbox materials, and shelve appropriately. This was an incredibly intricate assignment that also required a great deal of physical labor as we unboxed heavy material and shifted the collection. I would be remiss not to note the professionalism of the Adult Services team who worked so diligently during this process. We also assisted the Technical Services department in ensuring all Library materials were properly tagged with RFID. It was truly a one team, one Library experience as all departments worked together to prepare our building and collection for the community.

Respectfully Submitted,

Elizabeth Hopkins



Food for Thought Discussion Group



Stay Sharp Kits



Staff Training during Library closure



Material to be unboxed and shelved



AS Staff shelf-reading



Temporary wall coming down

Youth Services Quarterly Report– April 2023

News and Patron Communications:

- Staff provided exemplary performance during our public closure. The work load to be completed before our soft opening on April 10th was daunting, but they all went above and beyond to make sure the library was ready for patrons.
- Patrons were thankful that we were able to continue in-person programming at the Park District during Phase 2 of construction. We were able to retain regular attendees as well as welcome new ones.

Programs & Community Outreach Highlights:

- Take home kits continue to be a popular item for patrons to use at home. Patrons registered for and picked up over 600 kits in the last quarter. Projects completed included:
 - Snowball Painting
 - Woven Snowflakes
 - Heart Coding Bracelet
 - Craft Stick Catapults
 - Origami Algorithms
- Little Movers and Shakers (6 week – 2 year old storytime) has been held at the Lisle Park District Community Center through February. We usually draw between 10-20 babies and are excited to host them in the new space when the renovation is complete in the spring.
- We continued to run Pokémon Club at the Park District through February. Participants are excited to have Pokémon Club in any space, and we are thankful to the Park District for allowing us to use one of their meeting rooms.
- Outreaches have continued at different locations across Lisle over the last 3 months. We have presented storytimes at Giant Steps, Lisle Depot Station, Lisle Elementary, Children's Creative Corner, Pathway Connections, St Joan of Arc and both Lisle Kindercare locations. We also sent staff to help prepare Lisle Elementary's upcoming Battle of the Books,
- We continue to see patrons, new and regular, visit us to complete the YS scavenger hunt. Participants are currently searching for characters from the nickelodeon show Paw Patrol, and will be switching to characters from the show Bluey in April. In the last quarter we had over 300 kids participate in and complete the search.

Professional Development:

- Staff attended the annual Anderson's Bookstore children's literature conference. They had the opportunity to network with other librarians as well as speak with several prominent authors of children's literature.
- Staff manned a table at Lisle 202s Kindergarten Registration event in March. We were able to speak with new kindergarteners and their families about resources the library offers.
- YS Librarians are currently serving on the following professional committees or groups:
 - 2020 Rise: Feminist Book Project Committee
 - YALSA Committee
 - Monarch Award Selection Committee
 - Rebecca Caudill Award Selection Committee

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report
3rd Quarter FY22/23
Circulation Services Department

April 10, 2023

LLD Renovation

During the 3rd Quarter, Circulation Services (CS) staff used our new centrally-located CS Desk to greet and assist patrons. Our patrons love the new Front Street entrance. Meanwhile, we continue to revise our workflow to efficiently use our new automated material handler to check in returned items.

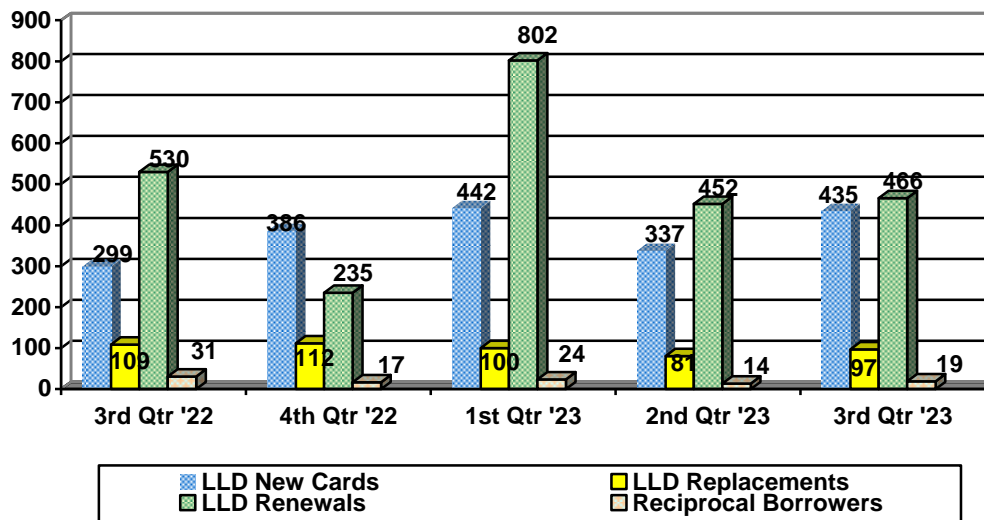
The new Self-Service Holds Pickup area in the lobby has proven to be very popular with our patrons. They really appreciate the fact that they can locate their holds on their own and then have the options to check out items either at the self-check kiosk or with CS staff.

CS staff have continued to learn new procedures, and I have witnessed their quality service and dedication to the library community day in and day out. There has been great teamwork, and we are looking forward to providing drive-up pick-up service.

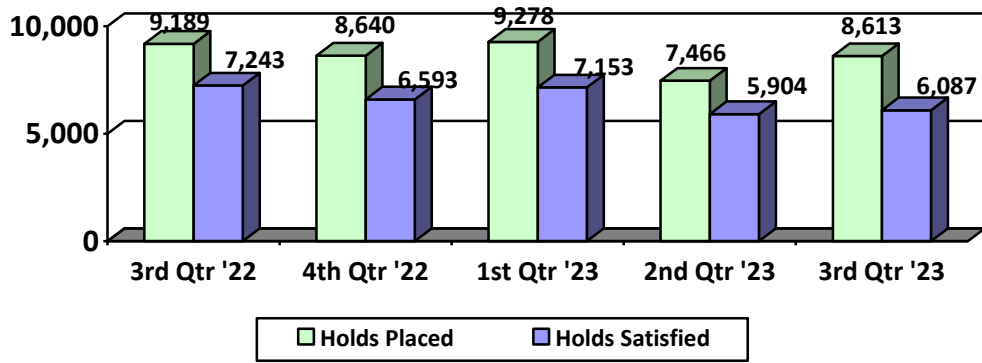
Illinois License Renewal Stickers

During this quarter, 78 stickers were sold.

LLD Quarterly Registrations Activity

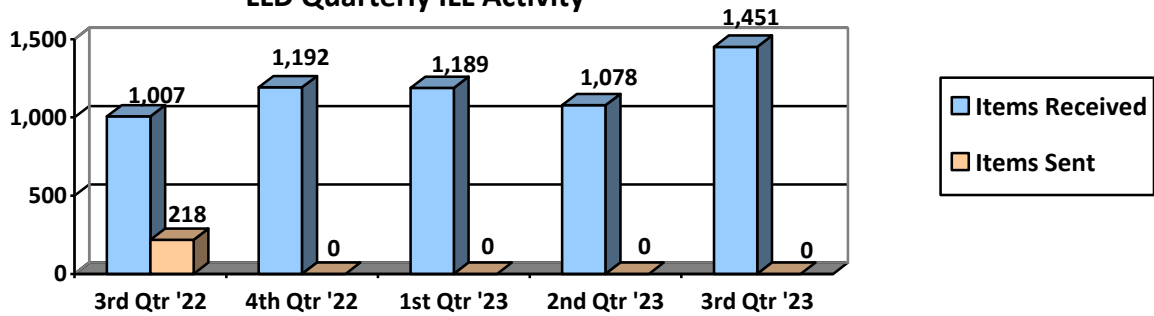


LLD Quarterly Holds Activity



From January to March 2023, CS staff pulled 3,765 items from shelves to satisfy the “pending holds requests.”

LLD Quarterly ILL Activity



Please Note: Since the start of the renovation, LLD was temporarily not lending out any of our materials to other libraries.

Respectfully Submitted by

Paul T. Hurt
 Director of Circulation Services

Technical Services 3rd Quarter FY2022/2023

- Managing Escalated Patron Situation
- De-escalation: A Crucial Tool in Libraries for Promoting Intellectual Freedom
- Challenging Employee Conversations Without Fear
- LACONI Governing Board meetings
- LACONI Technical Services Steering Committee meeting
- ALA Core Interest Group week (presentations on Cataloging, Linked Data, Middle Management, project management, workflows)
- RAILS Technical Services Networking meeting
- IUG (Innovative Users Group) monthly forum – Acquisition best practices
- OCLC Cataloging Community Meeting

Technical Services spent the 3rd quarter getting settled into our finished space and preparing for the completion of the renovation. The chance to organize our work space for our current workflow is exciting and allows the staff opportunity to offer suggestion to truly make the space “work” for us.

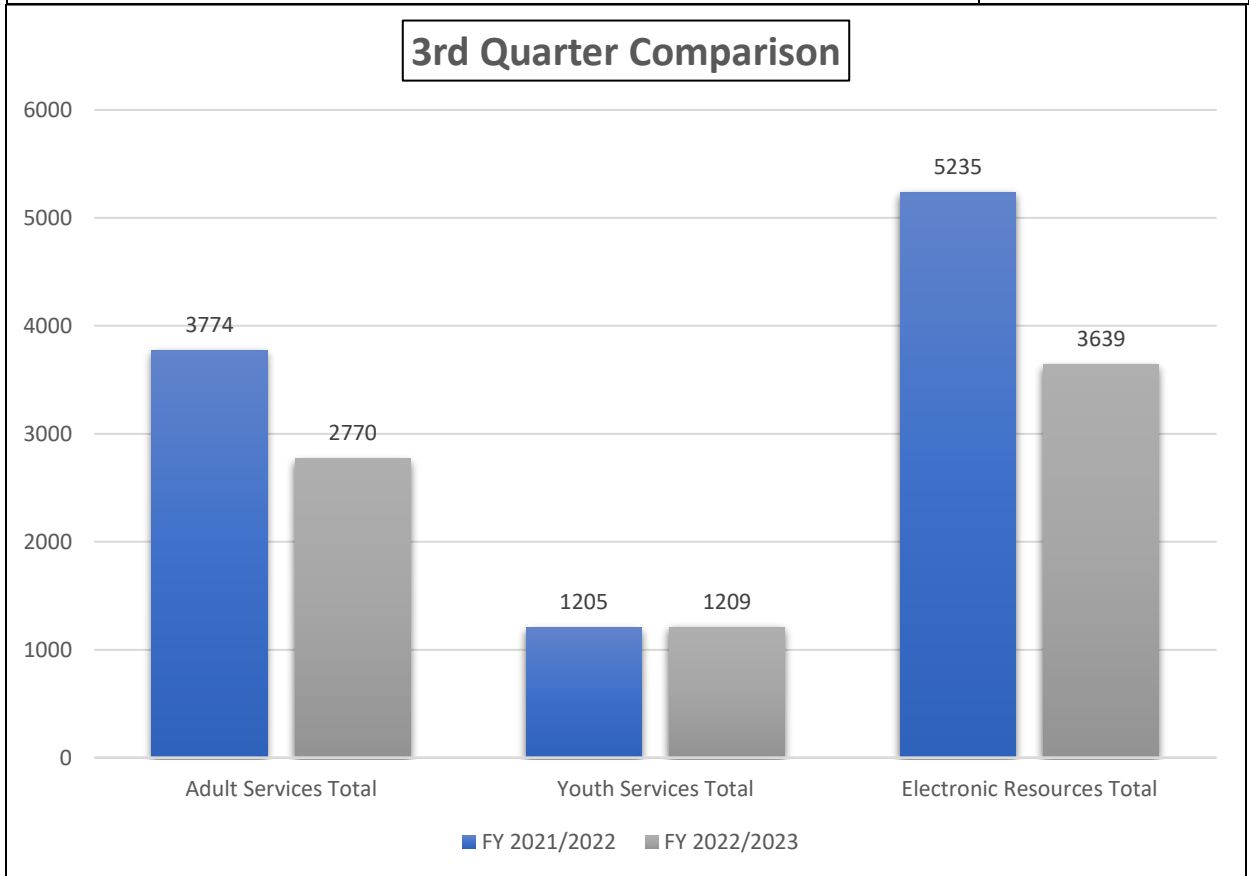
TS continued to work on RFID tagging the whole collection. In preparation for the storage materials returning, staff worked diligently to complete the collection on site. When the storage collection returned to LLD, all staff worked together to get organized and RFID tag the remaining 80,000+ books. Also due to the security RFID offers, LLD was able to move the video games out from behind circulation and onto the public floor in locking cases.

LLD introduced a new collection called Stay Sharp kits for older adults. The kits provide activities to improve mental speed, memory, and cognition. The collection started with 4 kits, but within weeks due to popularity 2 more kits were added. TS enjoys working with the public service staff and circulation in creating new collections.

Respectfully submitted by Laura Murff, Director of Technical Services

MATERIALS ADDED THIS QUARTER

Adult Services Collection	
AS Fiction Books	873
AS Non-Fiction Books	656
AS Audio/Visual	408
AS Periodicals	833
Adult Services Total	2770
Youth Services Collection	
YS Fiction Books	802
YS Non-Fiction Books	350
YS Audio/Visual	22
YS Periodicals	35
Youth Services Total	1209
Electronic Resources Collection*	
EMediaLibrary MARC records added	360
Hoopla Marc records added	2790
Other Database records added	489
Electronic Resources Total	3639



Lisle Library Events

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

Storytime with Mr. Will

Virtual (All ages): Thursdays @ 6PM

March 1 @ 7PM



Virtual Program: Illinois Libraries Presents: The Weird & Wonderful World with Mary Roach

Experience an entertaining and hilarious evening with New York Times bestselling science author, Mary Roach. Dubbed “America’s funniest science writer” by the Washington Post, Roach will discuss her frank

approach to science, the importance of humor, and explore the weird, wonderful world we live in.

March 10 @ 7PM

Virtual Program: Supremes of Justice

College of DuPage Professors Tauya Forst and Richard Forst discuss the six women who have been appointed to the United States Supreme Court and their impact on the Judicial Branch.

March 14 @ 7PM

Virtual Program: Waves of Irish Immigration: Development of American Irish

While many of us know about the wave of Irish immigration during and after the “potato famine” in the mid-19th century, not as many know about the Irish that came before. Dr. Marie M.



Ritzema, Associate Professor of History at College of DuPage, discusses the characteristics of the different waves of immigration from Ireland to the United States and how the Irish became American.

March 21 @ 7PM

Teen Virtual Program: Virtual Karaoke

IT’S BACK BY POPULAR DEMAND! Belt out your frustrations or sing to your heart’s content with virtual Karaoke!

March 28 @ 7PM

Teen Virtual Program: Virtual Jackbox Games

Get your smartphone or tablet (with internet connection) and join us on Zoom for Jackbox games! These fun team-based games will get you laughing in no time.



Technology Classes

March 7 @ 10AM

Virtual Program: Health Literacy & You

This class will give you trusted resources to consult, skills to evaluate the information you find, and tools for talking with your doctor.

March 23 @ 7PM

Virtual Program: Book Lover’s Toolkit

Are you a book lover? Learn about tools you can use to track and analyze your reading history, find your next favorite read, organize your own book collection, or discover the next book in your favorite authors’ series! Learn about online resources from StoryGraph to NoveList to Fantastic Fiction and more.



Registration is required. To sign up for these programs, go to

<https://lislelibrary.evanced.info/signup>



Daily Herald

Danny Trejo Talks Tacos, Hollywood, and Redemption

Tues 4/4/23 7:00 pm to 8:00 pm

Lisle Library District
777 Front St. Lisle IL
<https://bit.ly/3LKF3pr>

Actor, author, and restaurateur Danny Trejo will discuss how he developed a prolific career in the entertainment industry with a hard-earned and atypical road to success. Trejo's name, face, and achievements are well recognized in Hollywood and beyond.



This event is made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering premier events. ILP is funded in part by a grant awarded by the Illinois State Library, a department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).

ILP is committed to inclusion and accessibility. To request accommodations, please email illinoislibrariespresent@gmail.com

TEEN: World Food Taste Test: Mexico Edition

Tue 4/18/23 07:00 pm to 08:00 pm

Lisle Library District 777 Front St. Lisle IL

Sample popular snacks from around the world and rate your favorite among the contenders. This iteration's taste test: Mexico!



Chicago Tribune

Danny Trejo Talks Tacos, Hollywood, and Redemption

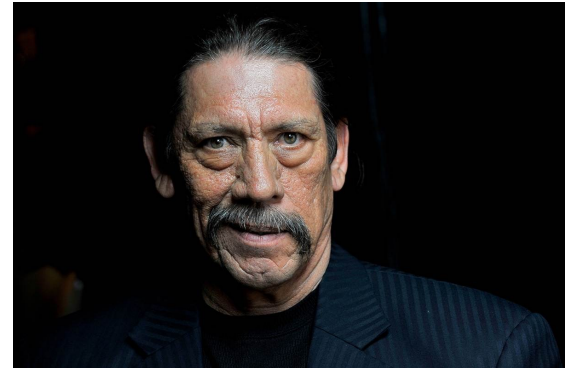
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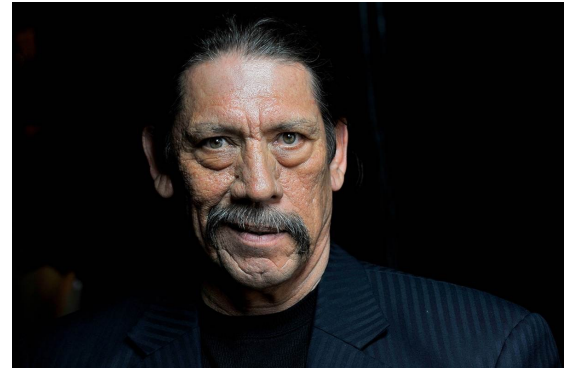
Patch

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CHICAGO'S VERY OWN WGND9

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777 Front St. Lisle IL
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