

PUBLIC/LEGAL NOTICE

A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 21, 2022 at 6:45 pm at the Lisle Police Department, 5040 Lincoln Avenue, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE September 21, 2021 - 6:45 p.m.

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

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on September 21, 2022 at 7:00 pm at the Lisle Police Department, 5040 Lincoln Avenue, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT BOARD MEETING September 21, 2022 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
 - a. Trustee Sullivan and Trustee Turner reviewed the August billings in September
 - b. Secretary Larson and Trustee Wynn will review the September billings in October
4. Consent Agenda - Action Required
 - a. Approve Minutes of the August 17, 2022 Board Meeting
 - b. Approve Minutes of the August 17, 2022 Executive Session
 - c. Acknowledge Treasurer's Report, 08/31/22, Investment Activity Report, 08/31/22, Current Assets Report, 08/31/22, Revenue Report, 08/31/22, and Expense Report, 08/31/22
 - d. Authorize Payment of Bills, 09/21/22
5. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including schedule, cost, and change order log updates
 - ii. Exterior Signage Options & Discussion
 - iii. Phase 2 Move Planning Discussion
 - iv. Library Closure - Action Required
Library Closure to facilitate the move from Phase 1 to Phase 2 of the renovation project. Library closure dates: 10/19 to 10/28
6. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
 - d. Advocacy and Outreach
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
8. New Business
 - a. Approve LLD Policy 315: Loan Periods - Action Required
Approval of revisions to LLD Policy 315: Loan Periods.

- b. Approve LLD Policy 330: RAILS Fines and Fees - Action Required
Approval of revisions to LLD Policy 330: RAILS Fines and Fees.
 - c. Approve LLD Policy 675: Keys & Keyless Access Systems - Action Required
Approval of revisions to LLD Policy 675: Keys & Keyless Access Systems.
 - d. Approve LLD Policy 680: Property Damage - Action Required
Approval of revisions to LLD Policy 680: Property Damage.
 - e. Approve LLD Policy 700: Expenditures, Contracts, & Grants - Action Required
Approval of revisions to LLD Policy 700: Expenditures, Contracts, & Grants.
 - f. Approve LLD Policy 710: Fund Balances - Action Required
Approval of revisions to LLD Policy 710: Fund Balances.
 - g. Approve LLD Policy 715: Accounts Payable & Payroll - Action Required
Approval of revisions to LLD Policy 715: Accounts Payable & Payroll.
 - h. Adopt Ordinance 22-04: Budget and Appropriation - Action Required
A Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023.
 - i. Approve Certificate of Estimated Revenue - Action Required
Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2022-23.
 - j. Approve LLD Ordinance 22-05: Transferring funds to Special Reserve - Action Required
Authorization to transfer \$1,010,000 from the Corporate Fund to the Special Reserve Fund.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
August 17, 2022 - 7:02 p.m.

1. Roll call

Present:

Marjorie Bartelli - President
Emily Swistak - Vice President
Jenny Norton - Treasurer
Karen Larson - Secretary
Liz Sullivan - Trustee

Absent:

Lorna Turner - Trustee
Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director
Chris Knight - Recording Secretary
Christina Allegrini - CCS International Inc. [left the meeting at 8:04 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects [left the meeting at 8:04 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Wynn reviewed the July billings in August
- b. Trustee Sullivan and Trustee Turner will review the August billings in September

4. Consent Agenda - Action Required

- a. Approve Minutes of the July 14, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/22, Investment Activity Report, 07/31/22, Current Assets Report, 07/31/22, Revenue Report, 07/31/22, and Expense Report, 07/31/22
- c. Authorize Payment of Bills, 08/17/22

MOTION: Vice President Swistak moved to approve the Consent Agenda. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

a. Capital Improvement Project

- I. Monthly Project Status Update - CCS Report including schedule, cost and change order log updates

Ms. Allegrini provided an update on the renovation project which included the north entry, elevator pit, cabling, wiring, drywall, and rough-ins for mechanical, electrical, and plumbing. She stated that Phase 1 and Phase 2 appear to be on schedule. Ms. Allegrini mentioned that the project cost summary was tracking on budget.

II. Masonry Cleaning Alternate - Discussion

Ms. Allegrini asked the Board to discuss the alternate for masonry cleaning. She showed photos of test areas that were power washed.

Discussion: Trustee Sullivan asked if cleaning the masonry at a later date would negatively impact the paint on cedar. Mr. McKay confirmed that power washing at a later date would likely impact the paint and that the cedar would have to be protected which would add cost. Trustee Sullivan asked for the pros and cons regarding the cleaning. Mr. McKay commented that cleaning would positively impact the building's overall aesthetic and that it was the proper time to schedule the power washing. Director Weinstein mentioned that the test area may not have been the best place to test. Assistant Director McQuillan commented that the north side masonry has more dirt and build-up.

Vice President Swistak commented about the new renovation and suggested that the LLD should power wash the stone. Assistant Director McQuillan explained that three cleaning products were used to test and that all three cleaned about the same. Director Weinstein asked about the timing of the power washing. Mr. McKay suggested that the timing is most likely related to the schedule of construction activities.

Treasurer Norton said that she would prefer to wait and see how the budget evolves through the next phase. She asked about the frequency of power washing. Mr. McKay stated that this type of washing may occur every 10 years. Trustee Sullivan suggested that it might not be the right time. Treasurer Norton suggested possibly including power washing in a future budget. Director Weinstein asked if there was an opportunity to spot clean. Mr. McKay suggested that doing only certain areas might show inconsistencies.

President Bartelli asked if the Board needed to come to a consensus at this meeting. Vice President Swistak suggested that the Board was not ready to move forward on this topic. President Bartelli asked if delaying the washing would negatively impact the project. Mr. McKay suggested that delaying may incur costs due to the contractor's "critical path" status. Trustee Sullivan stated that she would like more information regarding cleaning the north side. Director Weinstein stated that she would walk around the building again to determine where most of dirt and build-up occur.

III. Exterior Signage - Drafts/Discussion

Mr. McKay provided an overview of three exterior signage design concepts.

Discussion: Vice President Swistak mentioned a need for additional text on the Kingston Avenue sign. Mr. McKay explained that it would be modified. Trustee Sullivan commented that concept 1 was appealing and that using the stone pillars worked. President Bartelli stated that she liked concept 3b and would prefer not to utilize the stone pillars.

Secretary Larson commented on the visibility of the sign and suggested making sure it was more visible to the public. President Bartelli asked about costs. Mr. McKay stated that procuring cost estimates via CCS would be the best route. Ms. Allegrini stated that the LLD was working with a signage vendor and that she would forward selected designs to procure cost estimates.

Vice President Swistak asked who would determine the best location of the main sign. Director Weinstein stated that the Board would make that decision with guidance from the project team. Mr. McKay suggested using a mock-up to determine the best placement. Ms. Allegrini reminded the Board about permitting regulations. Treasurer Norton stated that she would like to see cost estimates and asked to eliminate concept 2 as an option. Treasurer Norton suggested concept 1. She mentioned that concepts 3a and 3b looked unfriendly. Trustee Sullivan stated that the size of concept 1 felt appropriate. Secretary Larson stated that was agreeable with 3a and 3b and mentioned that she was agreeable with concept 1, less the stone structure and current location.

Mr. McKay suggested using the base of concept 2 and the sign of concept 1. Vice President Swistak liked Mr. McKay's idea. President Bartelli suggested sharing the information with Trustees Turner and Wynn and procuring costs. Ms. Allegrini asked for direction regarding which concepts to include in cost estimation. Treasurer Norton said that she did not like the combined shape of concept 1 and 2. The Board agreed to pursue cost estimates for modified concepts 1, 2, and 3.

IV. Phase 2 Move Planning - Discussion

Ms. Allegrini stated that Phase 2 would begin with closure dates of October 3 through October 12. She commented that some items in Phase 1 would not be fully completed because of long lead times. Ms. Allegrini stated that the south entry would not be available at the beginning of Phase 2.

Ms. Allegrini and Mr. McKay left the meeting at 8:04 p.m.

6. Committee Reports

- a. Finance - Treasurer Norton spoke on behalf of Trustee Turner stating that there was nothing to report.
- b. Personnel and Policy - Vice President Swistak stated that there was a meeting scheduled for Monday, August 29th at 10 am.
- c. Physical Plant - Secretary Larson stated that the Committee toured the Library campus and the landscaping along Kingston Avenue.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.
- e. Ad Hoc Committee to Review Minutes - President Bartelli stated that she and Secretary Larson reviewed the fiscal year 2021-22 official Board packets in accordance with the Library's IPLAR documentation. She stated that the Committee had done its work. President Bartelli officially retired the Ad Hoc Committee.

7. Staff Reports

Director Weinstein summarized her Director's report. She stated that the Library participated in Lisle's National Night Out on August 2nd. She commented that the event was organized by the Lisle Police Department and included other intergovernmental agencies. Director Weinstein mentioned that she met the new Deputy Chief of Police and that Police Chief Licko personally thanked the Library for participating. She commented that LLD staff met over 200 residents, issued 7 new cards, and renewed 8 cards on site.

Director Weinstein also met with the Police Chief Licko in May to talk about active shooter training and security patrols around the Library. Director Weinstein said that she agreed to partner with the Police Department for future programs.

Director Weinstein stated that she and the LLD Department Directors and met with Mr. Rogers to discuss preliminary planning for Phase 2. She explained that they discussed shelving and collection counts, storage, packing/unpacking, and closure. Director Weinstein discussed the southside entrance framing and explained that the fencing will be adjusted so that equipment for the south entry lot work could occur.

Director Weinstein mentioned the new check-out receipts highlighting value and savings. She said that the Illinois Library Association conference runs October 18th through the 20th in Rosemont. Director Weinstein mentioned Trustee-related sessions and asked Trustees to let her know if they were interested in attending.

Director Weinstein said that at the last Village Board meeting a Village Trustee mentioned a potential grant opportunity for electric vehicle charging stations. Director Weinstein asked Trustees if they would be open to having a charging station on the LLD campus if it did not incur added costs. She said she would like to contact Village Trustees and remind them to keep the Library on their radar when seeking such grants. The Board agreed.

Assistant Director McQuillan stated that Administration staff was preparing for the annual audit. She said that the landscaper would soon come out to assess trimming in the east parking area.

8. New Business

- a. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Vice President Swistak moved to approve Ordinance 22-04 a tentative Budget and Appropriation of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023. Secretary Larson seconded.

Director Weinstein provided an overview of the tentative Budget and Appropriation Ordinance (B&A).

Discussion: Trustee Sullivan suggested that the line item for gifts was appropriate and that if the Library was gifted more than the amount appropriated, the LLD could spend in the next fiscal year. She asked if the consulting line amount was appropriate. Director Weinstein provided past examples and stated that the B&A could be adjusted if needed. President Bartelli asked about the transfer of funds. Director Weinstein explained why the amounts in the Working Budget and B&A were different. She stated that the fund transfer from the Corporate Fund to the Special Reserve Fund was properly documented per the LLD attorney. Trustee Sullivan asked if expenses were increasing more than anticipated. Director Weinstein

stated that most all expenditures show a percentage increase. President Bartelli asked about onboarding a new outsourced IT vendor. Director Weinstein explained that LLD has been researching other vendors for a year. She stated that there would be a transition period between the current and new vendor.

Roll Call Vote - All Aye. The motion passed.

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

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

Discussion: Vice President Swistak mentioned that the phone number listed for her was not accurate. Director Weinstein stated that it would be corrected.

Roll Call Vote - All Aye. The motion passed.

- 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 \$8437.44, to be paid to Gail Graziani (August 2022).

President Bartelli read aloud the acknowledgement of payment to Gail Graziani for earned/unused vacation time.

- d. Semi-annual review of executive session minutes - Action Required
- e. Review of executive session recordings more than 18 months old - Action Required

9. Executive Session

MOTION: Trustee Sullivan moved to go into Executive Session under 5 ILCS 120/2(c)(21) the discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:36 p.m.

The Board came back into Open Session at 8:43 p.m.

MOTION: Vice President Swistak moved to release the following Executive Session minutes; February 16, 2022. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

MOTION: Vice President Swistak moved to destroy the following Executive Session recordings more than 18 months old; February 17, 2021. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated that she enjoyed the Physical Plant Committee meeting and suggested Trustees take another tour of the interior construction site. She commented that Summer Read was a lot of fun and that outside programming has been very successful.

11. Adjourn

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

The meeting adjourned at 8:46 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 21, 2022.

Approved by

Karen Larson, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of August 31, 2022

Fund Name	Cash Balance	Financial	Financial
	08/31/22	Assets %	Assets %
		W/ Spec Res	W/O Spec Res
Corporate	4,935,676.53	49.87%	91.89%
IMRF	221,561.98	2.24%	4.12%
FICA	214,502.54	2.17%	3.99%
Subtotals	5,371,741.05	54.28%	100.00%
Special Reserve	4,525,383.06	45.72%	0.00%
	9,897,124.11	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,228.98	1,677.92											2,906.90
Ehlers	22.87	0.00											22.87
Ehlers-Inv interest #5707	13,731.25	0.00											13,731.25
Ehlers-Inv interest #8217	0.00	0.00											0.00
Ehlers-Inv interest Pershing	280.45	22,830.90											23,111.35
Fifth Third Bank	926.40	1,493.92											2,420.32
Lisle Savings	51.21	60.90											112.11
Lisle CD 2635	131.52	109.18											240.70
Lisle CD 2669	49.82	49.83											99.65
IL Funds	1,238.56	1,692.54											2,931.10
US Bank-9853	10.27	10.62											20.89
US Bank-9370	0.43	0.42											0.85
TOTALS	17,671.76	27,926.23	-	-	-	-	-	-	-	-	-	-	45,597.99

Interest - Special Reserve Only	9,072.08	13,730.81											22,802.89
Interest - No Special Reserve Reflected	8,599.68	14,195.42											22,795.10
Totals	17,671.76	27,926.23	-	-	-	-	-	-	-	-	-	-	45,597.99

INVESTMENTS													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities and Sales	935,000.00	2,114,118.05											3,049,118.05
Investment Purchases	499,118.05	1,698,265.94											2,197,383.99
TOTALS	435,881.95	415,852.11	-	-	-	-	-	-	-	-	-	-	851,734.06

Lisle Library District
 For the Two Months Ending August 31, 2022
 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	\$ 13,730.80	\$ 22,802.88	\$ 3,495.91	\$ 10,000.00	228.03
TOTAL INTEREST	13,730.80	22,802.88	3,495.91	10,000.00	228.03
70-04-4587-10 Restricted - Transfer from Cor	2,500.00	5,000.00	0.00	30,000.00	16.67
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,500.00	5,000.00	0.00	30,000.00	16.67
TOTAL REVENUES	16,230.80	27,802.88	3,495.91	40,000.00	69.51

Lisle Library District
For the Two Months Ending August 31, 2022
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.	\$ 289,077.39	\$ 306,764.87	\$ 2,349,110.41	\$ 3,846,660.00	7.97
40-01-4414-00 Tax Levy - IMRF	6,024.53	6,393.15	50,982.21	80,166.00	7.97
45-01-4415-00 Tax Levy - FICA	12,852.35	13,638.74	106,067.69	171,022.00	7.97
TOTAL TAX LEVY	307,954.27	326,796.76	2,506,160.31	4,097,848.00	7.97
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	30,000.00	0.00
TOTAL TIF SURPLUS	0.00	0.00	0.00	30,000.00	0.00
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	1,019.55	9,949.63	5,315.88	18,000.00	55.28
40-01-4462-00 Personal Property Repl. Tax -	58.84	574.22	306.79	850.00	67.56
45-01-4463-00 Personal Property Repl. Tax -	9.24	90.21	48.20	150.00	60.14
TOTAL PERSONAL PROPERTY REP	1,087.63	10,614.06	5,670.87	19,000.00	55.86
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	12,904.04	20,705.98	5,890.49	10,000.00	207.06
40-02-4475-00 Interest Earned - IMRF	648.26	1,050.09	223.14	700.00	150.01
45-02-4476-00 Interest Earned - FICA	643.13	1,039.04	179.98	500.00	207.81
TOTAL INTEREST INCOME	14,195.43	22,795.11	6,293.61	11,200.00	203.53
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	1,381.21	(852.40)	(6,697.82)	0.00	0.00
TOTAL UNREALIZED GAIN/LOSS O	1,381.21	(852.40)	(6,697.82)	0.00	0.00
DESK INCOME					
10-03-4531-00 Lost Books	85.30	305.58	183.88	1,000.00	30.56
10-03-4536-00 Non-Resident Fees	331.55	732.63	0.00	500.00	146.53
10-03-4540-00 Fines	(330.54)	(310.56)	37.50	500.00	(62.11)
TOTAL DESK INCOME	86.31	727.65	221.38	2,000.00	36.38
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	21.00	1,021.00	0.00	5,000.00	20.42
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	0.00	0.00
10-04-4573-00 Copier Income	594.29	887.82	651.16	3,500.00	25.37
10-04-4583-00 Per Capita Grant	44,664.48	44,664.48	42,043.40	42,000.00	106.34

Lisle Library District
 For the Two Months Ending August 31, 2022
 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>
10-04-4584-00	279.85	279.85	21,311.02	2,000.00	13.99
10-04-4585-00	246.50	456.75	1,807.50	8,000.00	5.71
10-05-4595-00	0.00	0.00	0.00	0.00	0.00
TOTAL UNRESTRICTED INCOME	45,806.12	47,309.90	65,813.08	60,500.00	78.20
TOTAL REVENUES	\$ 370,510.97	\$ 407,391.08	\$ 2,577,461.43	\$ 4,220,548.00	9.65

Lisle Library District
 For the Two Months Ending August 31, 2022
 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	343,357.04	707,446.24	56,303.78	5,200,000.00	13.60
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	343,357.04	707,446.24	56,303.78	5,200,000.00	13.60
TOTAL SPECIAL RESERVE EXPENSES	343,357.04	707,446.24	56,303.78	5,215,000.00	13.57

Lisle Library District
 For the Two Months Ending August 31, 2022
 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	\$ 42,767.06	\$ 85,498.31	\$ 69,023.08	\$ 519,278.00	16.46
10-10-5603-20 Adult Services - Reg. Hours	47,354.92	90,009.79	74,035.32	539,621.00	16.68
10-10-5603-30 Youth Services - Reg. Hours	34,646.31	69,372.64	55,480.75	416,519.00	16.66
10-10-5603-50 Technical Services - Reg. Hour	20,079.64	40,400.25	41,118.14	347,451.00	11.63
10-10-5603-60 Circulation - Reg. Hours	37,149.86	74,643.20	66,073.63	477,131.00	15.64
Total Salaries	181,997.79	359,924.19	305,730.92	2,300,000.00	15.65
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,637.94	8,475.19	7,028.30	49,835.00	17.01
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,186.36	14,372.72	14,308.18	101,330.00	14.18
10-10-5621-30 Hosp. Ins. - YS	3,941.92	7,883.84	8,183.19	50,890.00	15.49
10-10-5621-50 Hosp. Ins. - Tech	2,408.36	4,816.72	5,835.52	30,998.00	15.54
10-10-5621-60 Hosp. Ins. - Circ	4,484.97	8,977.96	8,288.56	58,516.00	15.34
10-10-5622-10 Dental Ins. - Admin.	199.97	418.29	369.96	2,431.00	17.21
10-10-5622-20 Dental Ins. - Adult Serv	419.56	839.12	1,004.31	6,229.00	13.47
10-10-5622-30 Dental Ins. - YS	191.05	339.21	503.10	3,136.00	10.82
10-10-5622-50 Dental Ins. - Tech	131.78	263.56	364.04	1,849.00	14.25
10-10-5622-60 Dental Ins. - Circ	65.66	201.86	436.58	4,786.00	4.22
Total Health and Dental Ins.	23,667.57	46,588.47	46,321.74	310,000.00	15.03
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	0.00	525.64	0.00	4,000.00	13.14
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	0.00	525.64	0.00	4,000.00	13.14
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,225.11	6,454.89	5,207.51	40,187.00	16.06
45-10-5625-20 FICA Expense - Adult Serv.	3,442.95	6,526.35	5,296.51	41,761.00	15.63
45-10-5625-30 FICA Expense - Youth Services	2,614.21	5,234.56	4,060.74	32,234.00	16.24
45-10-5625-50 FICA Expense - Tech Servs.	1,511.37	3,041.15	3,074.94	26,889.00	11.31
45-10-5625-60 FICA Expense - Circulation	2,633.72	5,294.16	4,816.57	36,929.00	14.34
Total FICA Expenses	13,427.36	26,551.11	22,456.27	178,000.00	14.92
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	1,977.49	3,947.90	4,659.37	19,090.00	20.68
40-10-5628-20 IMRF Expense - Adult Servs	2,325.14	4,344.12	5,338.01	22,261.00	19.51
40-10-5628-30 IMRF Expense - Youth Services	1,559.24	3,111.02	3,798.23	15,123.00	20.57
40-10-5628-50 IMRF Expense - Tech Servs.	985.92	1,983.67	2,964.60	9,869.00	20.10

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40-10-5628-60	1,334.26	2,733.57	3,397.65	13,657.00	20.02
IMRF Expense - Circulation					
Total IMRF Expenses	8,182.05	16,120.28	20,157.86	80,000.00	20.15
Total EMPLOYEE COSTS	227,274.77	449,709.69	394,666.79	2,872,000.00	15.66
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	450.00	900.00	5,400.00	8.33
Internet Service Provider					
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
INet					
10-20-5652-00	675.39	1,586.94	791.31	10,000.00	15.87
Utilities - Phone					
10-20-5653-00	183.52	401.44	455.81	10,000.00	4.01
Utilities - Gas					
10-20-5654-00	200.02	650.02	0.00	2,300.00	28.26
Utilities - Sewer & Water					
10-20-5655-00	4,177.69	8,617.69	4,180.97	50,000.00	17.24
Utilities - Electric					
10-20-5656-00	125.00	250.00	125.00	1,500.00	16.67
Verizon					
Total Utilities	5,811.62	11,956.09	8,263.09	81,010.00	14.76
Maintenance and Repairs					
10-20-5660-00	0.00	1,250.00	1,200.00	5,000.00	25.00
Maint Contracts - HVAC					
10-20-5661-00	2,697.00	8,068.10	3,715.20	49,500.00	16.30
Maint Contracts - Maint. Servi					
10-20-5662-00	1,080.00	2,080.00	1,000.00	40,000.00	5.20
Maint Contr. - Landscape Serv.					
10-20-5663-00	970.18	1,316.38	1,247.00	10,000.00	13.16
Maint/Repairs-Gen repairs, Su					
10-20-5664-00	0.00	1,171.10	9,475.74	70,000.00	1.67
Maint/Repairs-Non Contr. Work					
10-20-5665-00	282.80	565.60	765.26	4,000.00	14.14
Rubbish Removal					
Total Maintenance and Repairs	5,029.98	14,451.18	17,403.20	178,500.00	8.10
TOTAL BUILDING COSTS	10,841.60	26,407.27	25,666.29	259,510.00	10.18
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	216.17	448.53	463.11	5,500.00	8.16
Postage and Shipping					
10-25-5710-10	3,436.00	3,436.00	3,785.00	17,000.00	20.21
Printing/Spec. Serv. - Adult					
10-25-5711-00	1,378.78	1,378.78	1,152.50	8,800.00	15.67
Postage Special Serv					
10-25-5712-00	0.00	0.00	35.00	1,000.00	0.00
Printing					
Total Postage and Printing	5,030.95	5,263.31	5,435.61	32,300.00	16.30
Supplies					
10-25-5713-00	312.89	741.55	701.32	5,500.00	13.48
Office Supplies					
10-25-5714-00	137.21	1,721.89	1,292.45	10,000.00	17.22
Circ. Material Supplies					
10-25-5715-00	184.00	362.00	0.00	1,900.00	19.05
Copier Supplies					
10-25-5716-00	493.06	695.47	151.79	5,000.00	13.91
Kitchen Supplies					
10-25-5717-00	1,829.16	6,059.98	3,087.64	43,000.00	14.09
Processing Supplies					

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10-25-5718-00 Computer Supplies	3,469.00	3,643.00	730.00	12,400.00	29.38
Total Supplies	6,425.32	13,223.89	5,963.20	77,800.00	17.00
Other Operating Costs					
10-25-5719-00 Publishing	66.70	66.70	62.10	1,500.00	4.45
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	87.50	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	402.29	500.00	0.00
10-25-5723-15 Bank Charges	368.07	782.15	872.10	6,000.00	13.04
10-25-5724-15 Local Travel	12.56	36.55	13.10	500.00	7.31
Total Other Operating Costs	447.33	885.40	1,437.09	8,700.00	10.18
TOTAL OPERATING EXPENSES	11,903.60	19,372.60	12,835.90	118,800.00	16.31
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	0.00	17,766.50	46,000.00	0.00
10-30-5752-00 Notary Bond	0.00	0.00	0.00	225.00	0.00
10-30-5754-00 Workers Comp Insurance	0.00	0.00	4,176.50	7,000.00	0.00
TOTAL INSURANCE	0.00	2,100.00	24,043.00	55,325.00	3.80
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	0.00	0.00	0.00	15,000.00	0.00
10-35-5761-00 Collection Agency	25.30	113.85	17.90	700.00	16.26
10-35-5762-00 Other Contr Services - Admin	435.00	435.00	0.00	5,000.00	8.70
10-35-5763-00 Other Contr Svcs-Tech Asst	4,690.92	12,252.11	22,837.34	95,000.00	12.90
10-35-5764-10 Other Contr Svcs - Library Wi	1,714.50	6,962.50	3,611.50	40,000.00	17.41
10-35-5765-10 Investment Agency Consultants	561.91	1,132.90	616.22	7,500.00	15.11
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	0.00	0.00	9,200.00	0.00
10-35-5771-00 Payroll Service	515.02	1,055.74	1,064.35	7,900.00	13.36
TOTAL CONTRACTUAL SERVICES	7,942.65	21,952.10	28,147.31	185,500.00	11.83
PERSONNEL DEVELOPMENT					
10-40-5783-00 Ducs - Staff	0.00	700.00	700.00	4,000.00	17.50
10-40-5784-00 Meetings - Staff	32.63	32.63	0.00	2,400.00	1.36
10-40-5785-00 Conferences - Staff	0.00	0.00	125.00	7,000.00	0.00
10-40-5786-00 Memorial/Tribute/Recognition	74.99	74.99	18.90	4,500.00	1.67
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00
10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	6,500.00	0.00
10-45-5786-70 Ducs - 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

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10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	39.98	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMENT	107.62	957.62	1,113.88	30,425.00	3.15
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	202.95	202.95	3,650.17	55,000.00	0.37
10-48-5803-10 Technology	1,230.00	1,309.99	0.00	50,000.00	2.62
10-48-5804-10 Facility	0.00	0.00	199.99	10,000.00	0.00
Total Major Equipment	1,432.95	1,512.94	3,850.16	115,000.00	1.32
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	0.00	0.00	0.00	700.00	0.00
10-48-5823-20 Minor Equip - Adult Services	0.00	0.00	0.00	700.00	0.00
10-48-5823-30 Minor Equipment - Youth	0.00	84.95	0.00	700.00	12.14
10-48-5823-50 Minor Equip - Tech Services	0.00	42.49	0.00	700.00	6.07
10-48-5823-60 Minor Equip - Circ	0.00	178.70	0.00	700.00	25.53
Total Minor Equipment	0.00	306.14	0.00	3,500.00	8.75
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	0.00	180.57	180.57	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	(10.51)	408.12	3,300.94	20,280.00	2.01
10-48-5846-00 Equip Maint/Repr-NonContr	59.88	59.88	0.00	1,000.00	5.99
Total Equip Maint/Repairs and Rentals	49.37	648.57	3,481.51	22,000.00	2.95
TOTAL EQUIPMENT COSTS	1,482.32	2,467.65	7,331.67	140,500.00	1.76
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	838.70	838.70	1,422.62	8,000.00	10.48
10-50-5863-30 Books - Youth Serv	2,420.83	6,863.52	7,977.61	54,000.00	12.71
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	5,046.60	13,334.85	5,272.30	86,200.00	15.47
10-50-5865-10 Books - Adult/Teen Fiction	5,668.38	16,549.25	7,268.98	74,500.00	22.21
10-50-5867-20 Ref Books - Adult Serv	446.44	4,849.10	463.50	18,000.00	26.94
Total Books	14,420.95	42,435.42	22,405.01	240,700.00	17.63
Databases					
10-50-5869-20 Internet Licensed DBases	5,783.34	62,664.18	65,294.80	110,000.00	56.97
10-50-5872-10 Dbases - Professional	0.00	171.39	3,329.16	10,000.00	1.71

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10-50-5873-30	1,244.00	4,044.00	9,125.15	12,000.00	33.70
Total Databases	7,027.34	66,879.57	77,749.11	132,000.00	50.67
Audio-Visual Materials					
10-50-5890-30	1,549.44	2,376.38	1,963.10	15,000.00	15.84
10-50-5895-40	4,716.64	5,903.23	5,911.69	60,000.00	9.84
10-50-5899-20	11,277.27	18,277.27	10,380.76	105,000.00	17.41
Total Audio-Visual Materials	17,543.35	26,556.88	18,255.55	180,000.00	14.75
Periodicals/Doc Delivery					
10-50-5871-20	37.52	23,607.05	22,721.34	24,500.00	96.36
10-50-5900-20	1,258.31	1,858.51	1,914.62	37,500.00	4.96
10-50-5900-30	0.00	0.00	0.00	500.00	0.00
10-50-5900-80	0.00	0.00	0.00	3,000.00	0.00
Total Periodicals/Doc Delivery	1,295.83	25,465.56	24,635.96	65,500.00	38.88
TOTAL LIBRARY MEDIA	40,287.47	161,337.43	143,045.63	618,200.00	26.10
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	406.87	1,181.76	4,394.80	13,000.00	9.09
10-60-5931-30	847.68	1,586.30	1,173.00	12,000.00	13.22
10-60-5931-40	84.00	164.99	97.49	2,000.00	8.25
10-60-5931-50	131.96	755.71	59.37	5,500.00	13.74
Total Programs	1,470.51	3,688.76	5,724.66	32,500.00	11.35
Readers Services					
10-60-5940-10	0.00	0.00	0.00	2,000.00	0.00
10-60-5940-30	689.72	2,225.11	0.00	5,500.00	40.46
Total Readers Services	689.72	2,225.11	0.00	7,500.00	29.67
TOTAL PROGRAMS AND READERS	2,160.23	5,913.87	5,724.66	40,000.00	14.78
RESTRICTED USAGE EXPENSES					
10-80-5980-80	0.00	0.00	0.00	16,000.00	0.00
10-80-5981-80	0.00	0.00	1,522.50	42,000.00	0.00
10-80-5982-80	0.00	0.00	0.00	31,000.00	0.00
10-80-5983-80	0.00	0.00	0.00	36,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	1,522.50	125,000.00	0.00

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CONTINGENCY					
10-90-5999-00 Contingency	0.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENSES - EXC OP TRANS	302,000.26	690,218.23	644,097.63	4,470,260.00	15.44
OPERATING TRANSFERS OUT					
10-80-5984-80 Transfer to Special Reserve	2,500.00	5,000.00	0.00	30,000.00	16.67
TOTAL OPERATING TRANSFERS O	2,500.00	5,000.00	0.00	30,000.00	16.67
TOTAL ALL EXPENSES	304,500.26	695,218.23	644,097.63	4,500,260.00	15.45

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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
4imprint	10298181	Shirts 4imprint, Inc.	10-48-5823-10 10-00-2610-00	Minor Equip - Administra Accounts Payable	280.38	280.38
AFLAC	878118	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Albertsons	090222	YS Program Albertsons Safeway	10-60-5931-30 10-00-2610-00	Programs - Youth Accounts Payable	21.29	21.29
Anderson	25871381	Pest Control Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	157.10	157.10
Anderson	27119106	Wasp Nest Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	150.00	150.00
B&T (C5223353)	083122	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	345.19 6.36	351.55
B&T (C5223433)	083122	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	633.22 68.07	701.29
B&T (L0334152)	083122	Circ & Processing Baker & Taylor (L0334152)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	2,925.72 146.70	3,072.42
B&T (L4171582)	083122	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	268.55 43.89	312.44
B&T (L5443202)	083122	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	149.13 17.88	167.01
Bear Landscape	11152	Tree Trimming Bear Landscape	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	175.00	175.00
Bear Landscape	11190	August Landscape Services Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,080.00	1,080.00
Case Lots	13541	Janitorial Supplies Case Lots Inc.	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	264.50	264.50
CCS	121082-07312022	Owner's Rep CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	7,700.00	7,700.00
Colley Elevator	231247	Elevator Wireless Phone	10-20-5664-00	Maint/Repairs-Non Contr	426.00	

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ComEd	082522	Colley Elevator Company Usage ComEd	10-00-2610-00 10-20-5655-00 10-00-2610-00	Accounts Payable Utilities - Electric Accounts Payable	4,549.76	426.00 4,549.76
Compact Disc Sourc	80325	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mails - Adult Serv Accounts Payable	142.97	142.97
Compact Disc Sourc	80326	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	53.87	53.87
Construction Field	1863	Material Testing Construction Field Services	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	3,973.90	3,973.90
Current Technologie	12774	Patching Software Subscription Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	720.00	720.00
Current Technologie	730002	100 Prepaid Hours Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	14,000.00	14,000.00
Demco	7171514	Supplies Demco	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	75.96	75.96
EBSCO	1000191411-1	Learning Express Library EBSCO	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	2,123.00	2,123.00
Ehlers Investment	083122	Investment Services Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	593.38	593.38
Findaway	403192	Adapters Findaway World	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	56.90	56.90
Findaway	404431	Launchpads Findaway World	10-50-5890-30 10-00-2610-00	A-V Mails - Youth Serv Accounts Payable	816.95	816.95
Garvey's	PINV2311180	Supplies for Circ Services Garvey's Office Products	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	10.50	10.50
Groot	9369463T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	274.86	274.86
Home Depot	1916 51 46428	Light Bulbs Home Depot Credit Services	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	43.94	43.94
Illinois Library	225382	Conference Registration - Lean Demas	10-40-5785-00	Conferences - Staff	200.00	200.00

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Ingram	090122	Jean Demas Illinois Library Association	10-00-2610-00	Accounts Payable		200.00
		Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	4,623.09	
			10-50-5864-10	Books - Non Fiction	1,116.17	
			10-50-5863-30	Books - Youth Serv	2,514.40	
			10-25-5717-00	Processing Supplies	695.36	
		Ingram Library Services	10-00-2610-00	Accounts Payable		8,949.02
Kanopy	312043 - PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	211.00	211.00
Kocemba, Yolanda	081322	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	114.00	114.00
Konica Minolta Busin	282232924	Copier Usage #C458 Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	195.11	195.11
Konica Minolta Busin	9008846316	Printer Maintenance Konica Minolta Business Solutions	10-25-5718-00 10-00-2610-00	Computer Supplies Accounts Payable	174.00	174.00
Konica Minolta Premi	482253796	Copier Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
LIMRICC PHIP Healt	090722	September Premium	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60 10-00-2610-00	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ Accounts Payable	5,251.38 7,211.94 4,396.62 2,716.78 7,747.48	27,324.20
Microsystems	086064	Digitization Microsystems, Inc.	10-50-5867-20 10-00-2610-00	Ref Books - Adult Serv Accounts Payable	136.08	136.08
Midwest Environmen	22-574	Asbestos Management & Air Quality Testing Midwest Environmental Consulting	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	3,250.00	3,250.00
Midwest Tape	502613854	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	3,869.66	3,869.66
Midwest Tape 7288	090122	DVDs/Blu-rays & Processing	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	1,677.76 471.55	

**Lisle Library District
Accounts Payable - September 21, 2022**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7289	090122	Midwest Tape (7288)	10-00-2610-00	Accounts Payable		2,149.31
		DVDs/Blu-rays	10-50-5895-40	A-V Mats - Adult Serv	29.97	
		Midwest Tape (7289)	10-00-2610-00	Accounts Payable		29.97
Midwest Tape 7291	090122	DVDs/Blu-rays & CD Books	10-50-5890-30	A-V Mats - Youth Serv	46.48	
		Midwest Tape (7291)	10-00-2610-00	Accounts Payable		46.48
NCBERS	4602102022	Payroll Withholding	10-00-2638-00	Vol. Life (NCPERS)	48.00	
		NCBERS Group Life Ins	10-00-2610-00	Accounts Payable		48.00
NICOR	090122	Usage	10-20-5653-00	Utilities - Gas	191.34	
		NICOR	10-00-2610-00	Accounts Payable		191.34
Outsource	70788	Network Maintenance	10-35-5763-00	Other Contr Svcs-Tech	1,520.00	
		Backup	10-00-2610-00	Accounts Payable		1,520.00
		Outsource Solutions	10-00-2610-00	Accounts Payable		1,520.00
Outsource	70982	Cisco Firewall Updates	10-35-5763-00	Other Contr Svcs-Tech	1,268.75	
		Outsource Solutions	10-00-2610-00	Accounts Payable		1,268.75
OverDrive	110722335268	Advantage	10-50-5899-20	Digital Content	2,015.41	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		2,015.41
OverDrive	1107CP22324499	CPC	10-50-5899-20	Digital Content	821.54	
		OverDrive, Inc.	10-00-2610-00	Accounts Payable		821.54
Peregrine	61966	Legal Services	10-35-5760-00	Legal Services	450.00	
		Peregrine, Stime, Newman, Ritzman	10-00-2610-00	Accounts Payable		450.00
Procter, Justin	082622	Reimburse Mileage	10-25-5724-15	Local Travel	6.38	
		Justin Procter	10-00-2610-00	Accounts Payable		6.38
Savage, Will	083122	Misc Kitchen Supplies	10-25-5716-00	Kitchen Supplies	10.99	
		Will Savage	10-00-2610-00	Accounts Payable		10.99
Savage, Will	090622-1	YA Program	10-60-5931-30	Programs - Youth	7.45	
		Will Savage	10-00-2610-00	Accounts Payable		7.45
Savage, Will	090622-2	Programs	10-60-5931-30	Programs - Youth	20.97	
		Will Savage	10-00-2610-00	Accounts Payable		20.97
Sheehan, Nagle	440-01-16	Architect Services	70-65-5675-00	Renovation Project	10,757.20	
		Sheehan, Nagle, Hartray Architects	10-00-2610-00	Accounts Payable		10,757.20
Staples	7363732462-0-1	Calendars	10-25-5713-00	Office Supplies	69.96	

**Lisle Library District
Accounts Payable - September 21, 2022**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Unique	6104165	Staples Advantage	10-00-2610-00	Accounts Payable		69.96
		August Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	63.25	63.25
Village of Lisle	090122	Usage Village of Lisle	10-20-5654-00 10-00-2610-00	Utilities - Sewer & Water Accounts Payable	208.29	208.29
Wylly, David	101122	Program: Medicare David Wylly	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	50.00	50.00
					106,624.74	106,624.74

PRIOR MONTHS BILLS PAID BETWEEN August 2022 AND September 2022

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount	
HSA	Salaries 8/15/2022	63323.64	
HSA	IL Dept. of Revenue	3993.45	
Auto W/D	Howard Simon & Associates	319.57	
HSA	EFTPS/Electronic Tax Payment 8/15/2022	21284.19	
	Fed Tax \$8134.59		
	FICA W/H \$6574.79		
	FICA Lib \$6574.81		
HSA	Salaries 8/31/2022	65362.61	
HSA	IL Dept. of Revenue	4161.20	
Auto W/D	Howard Simon & Associates	195.45	
HSA	EFTPS/Electronic Tax Payment 8/31/2022	22741.40	
	Fed Tax \$9036.32		
	FICA W/H \$6852.53		
	FICA Lib \$6852.55		
Wired	IMRF	16043.73	
	IMRF Lib. \$8182.08		
	Sub Total	197425.24	
Check #	Vendor	Description	Amount
6356	AFLAC (G6920)	Payroll Withholding	165.75
6357	Albertsons Safeway	Activity Kits	30.41
6358	Amazon	Books, Video Games & Supplies	1,238.74
6359	Chicago Metro Fire Prevention	Alarm Repair	145.00
6360	Chicago Title and Trust Company	Construction Draw 4 & 5	800.00
6361	Chicago Tribune	Newspaper Through 3/13/2023	614.24
6362	Compact Disc Source	Music CDs & Processing	898.38
6363	Construction Field Services	Material Testing	2,478.75
6364	Consumers' Checkbook	Consumer's Checkbook	450.00
6365	Joy Davis	Reimburse Mileage	12.56
6366	Delta Dental - Risk	September Premium	2,151.37
6367	EBSCO	Chicago Sun Times	379.02
6368	Eco Clean Maintenance	Cleaning Services	2,697.00
6369	Encomium Publications	Basic/Core & ELD Skills Books	724.70
6370	Fifth Third Bank	Phone, Audio Visual Material, Supplies	2,640.38
6371	Flowers of Lisle	Sympathy	74.99

6372	Garvey's Office Products		Paper & Supplies for Circulation Services	63.26
6373	Sandy Hayes		AMH	32.63
6374	IHLS - OCLC		Replacement Cost for ILL Item & EZ Proxy Hosting	2,934.43
6375	Impact Network, LLC		Paper & Versalink Toner	3,479.00
6376	Industrial Appraisal Company		Insurable Value Report & Asset Report	435.00
6377	Krista Kloepper		AFLAC Premium Refund	10.92
6378	KnowBe4, Inc.		Security Training	1,218.00
6379	Konica Minolta Premier Finance		Copier Lease	60.00
6380	Library Ideas LLC		VOX Books	1,075.80
6381	NCPERS Group Life Ins		Payroll Withholding	64.00
6382	NICOR		Usage	183.52
6383	OverDrive, Inc.		Advantage	4,029.73
6384	Petty Cash Checking Account		Replenish Fund	456.43
6385	Will Savage		Pokemon Club & Activity Kits	97.94
6386	Sheehan, Nagle, Hartray Architects		Architects	8,257.20
6387	Sikich LLP		Accounting Services	1,714.50
6388	Staples Advantage		Office, Kitchen & Sanitation Supplies	459.23
6389	Toshiba America Business Solutions		Photocopier Quarterly Maintenance	103.30
6390	Verizon		Cellphone, Hotspots & Phone Line	345.49
6391	Village of Lisle		Monthly Internet Services	450.00
			Sub Total	\$ 40,971.67
			TOTAL	\$ 238,396.91
Wire Transfer	Camosy Incorporated		Construction Draw #5 - 8/19/2022	\$ 345,592.00

Monthly Circulation Report - August 2022

	Checkouts	Renewals	Aug-22 TOTALS	YTD FY 21/22	YTD FY 22/23	YTD % Change
Adult Non-Print	2,348	2,493	4,841	11,431	9,582	-16.18%
Adult Print	4,180	3,147	7,327	19,344	14,552	-24.77%
Adult Total	6,528	5,640	12,168	30,775	24,134	-21.58%
YS Non-Print	548	1,052	1,600	4,427	3,359	-24.12%
YS Print	6,908	6,548	13,456	31,885	28,249	-11.40%
Total YS	7,456	7,600	15,056	36,312	31,608	-12.95%
Digital Media						
Overdrive	4,039		4,039	7,303	8,493	16.29%
hoopla	471		471	3,837	2,564	-33.18%
Overdrive Magazines	73		73	243	145	-40.33%
PressReader	483		483	710	698	-1.69%
Kanopy	260		260	540	419	-22.41%
Total Digital	5,326	0	5,326	12,633	12,319	-2.49%
Subtotal Print + Non-Print/Digital	19,310	13,240	32,550	79,720	68,061	-14.62%
Computer/Tech Sessions Logins	1,008		1,008	1,969	1,881	-4.47%
Database Usage/Unique Logins	3,719		3,719	7,526	7,452	-0.98%
Wireless Use	354		354	1,016	692	-31.89%
ScannX sessions/jobs	203		203	747	396	-46.99%
Museum Adventure Passes	62		62	94	124	31.91%
Total IT/Resource Sessions	5,346	0	5,346	11,352	10,545	-7.11%
Total Circulation	24,656	13,240	37,896	91,072	78,606	-13.69%
Literacy Software Usage Hours			0	0	0	--
Borrower Information	August 2022 Total	YTD 21/22	YTD 22/23	YTD % Change		
New Library Cards Added	166	289	310	7.27%		
Monthly Borrowers	2,535	5,283	5,017	-5.04%		
Total # Registered Borrowers	8,484	8,064	8,484	5.21%		
InterLibrary Loans						
Materials Sent	0	157	0	-100.00%		
Materials Received	450	603	758	25.70%		
Polaris/Catalog Holds						
Holds Placed	3,215	6,950	6,351	-8.62%		
Holds Checked Out	2,509	5,785	4,963	-14.21%		

Lisle Library District - Program and Service Statistics - August 2022

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY21/22	YTD FY22/23	% Change
Staff Facilitated Programs			12	50	16	2	80	206	150	-27.18%
Attendees			79	770	19	13	881	2,109	1,774	-15.88%
Computer/Technology Programs			2	0		3	5	4	13	225.00%
Attendees			12	0		3	15	10	27	170.00%
Performer/Speaker/Author			3	0			3	5	6	20.00%
Attendees			23	0			23	63	113	79.37%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	4	0	-100.00%
Attendees		0					0	490	0	-100.00%
Total Number of Programs		0	17	50	16	5	88	219	169	-22.83%
Total Patrons Served by Programming		0	114	770	19	16	919	2,672	1,914	-28.37%
Reference Questions			2,057	1,509	1,216		4,782	10,241	9,514	-7.10%
Volunteer Hours			7.50	0.00			7.50	10.00	12.50	25.00%
Notary Service		30					30	47	37	-21.28%
LLD Kindness Cards *			0	0			0	NA	0	--
Outreach Service Statistics										
Outreach Visits			2	3	2		7	3	18	500.00%
Patrons Served by Outreach Visits			267	435	21		723	95	1,152	1112.63%
Home Delivery Dates			3				3	4	5	25.00%
Patrons Served via Home Delivery			126				126	156	210	34.62%
Total Outreach Programs			5	3	2		10	7	23	228.57%
Total Patrons Served with Outreach Services			393	435	21		849	251	1,362	442.63%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						0	0	--
Number of Outside Groups Using Meeting Space		0						1	0	-100.00%
Patrons Entering Building		10,678						18,389	20,718	12.67%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		1,292						3,318	2,222	-33.03%
Twitter Followers		894						835	894	7.07%
Instagram Likes		553						1,895	1,039	-45.17%
Flickr Views		4,897						15,274	30,550	100.01%
YouTube Views		7,694						10,781	15,140	40.43%
Total LLD App Downloads		545						439	545	24.15%
Total LLD App Sessions		2,403						4,126	4,798	16.29%

* New statline as of December 2021, due to renovation temporarily suspended.



September Board Report (9/16/2022)

A. Progress Update (since the last Board Meeting on 8/17/2022)

- Move planning is in progress. Meetings have been held with staff and a plan is in place with the moving company. Phase 1 furniture and workstation installation planning is also in progress.
- Main Sign concepts have been reviewed following last months Board meeting with requests for order of magnitude pricing for discussion by the Board.
- Construction is progressing.
 - Interior finishes are progressing (paint, ceiling and floors).
 - Elevator shaft work is in progress with the steel installation being complete.
 - The south lot storm structure work has been completed.
 - Mechanical, Electrical and Plumbing (M/E/P) trim out (lighting, diffusers, etc.) is ongoing.
 - The north entry structural steel was installed but fabrication errors were uncovered by Camosy which had to be addressed by their subcontractor.
 - North entry framing has restarted following correction of the structural steel.



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



B. Project Schedule Summary – Schedule Risk

At the August Board meeting the project was tracking to complete phase 1 in September with the move from phase 1 to phase 2 being planned for early October. Since then, fabrication issues with the structural steel of the north canopy were found. Camosy’s subcontractors have corrected the issues but the corrective work delayed the completion of the north main entry.

Currently, the north main entry will be completed for use at the end of October. Therefore, the move from phase 1 to phase 2 has been pushed to the end of October.

A separate discussion topic for the move planning is listed for the September Board meeting.

Master Project Schedule - Executive Summary # of working months: month	Months														
	8	9	10	11	12	13	14	15	16	17	18	19	20	21	3/23
	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23
Permitting															
Contractor Procurement															
Construction Phase															
Pre-Construction / Mobilization															
Phase 1 Construction - West Side of Building (including new entrances & sitework)															
Phase 2 Construction - East Side of Building															
Project Close-Out and Final Move-In															

C. Upcoming Activities

- Planning for phase 2 abatement to occur in late October.
- Temporary occupancy planning to be coordinated.
- Main sign design concept to be developed by a signage vendor and signage permit submittal to be developed.
- Construction is ongoing:
 - Phase 1 completion.
 - North side sitework.
 - Elevator and south entry.
 - Preparation for phase 2 demolition.



September Board Report (9/16/2022)

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 9/16/2022)		Committed to Date (thru 9/16/2022)	
		\$	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	\$5,573,944	-\$95,256	\$5,398,992	\$2,206,673
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$20,383
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	\$5,625,464	-\$104,518	\$5,440,592	\$2,228,166
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$911,043	-\$13,767	\$844,008	\$709,757
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$974,569	\$134,569	\$779,064	\$199,046
E-300.3: Other Owner Soft Costs	\$0	\$335	\$335	\$335	\$335
E-300: Soft Costs Total	\$1,764,810	\$1,885,947	\$121,137	\$1,623,407	\$909,138
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$188,590	-\$1,619	\$0	\$0
E-400: Contingency Total	\$190,208	\$188,590	-\$1,619	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,063,999	\$3,137,303

Variance \$ from Budget Notes (New Only):

- #1 Increased for approved power washing added scope.
- #2 Reduction to align with actual costs of found ACM abatement
- #3 Contingency balance remaining.

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #6	\$ 852,339.00
E-200.2: Environmental Remediation		
MEC	22-574	\$ 3,250.00
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	121082-07312022	\$ 7,700.00
SNHA	444.01.16	\$ 10,757.20
Construction Field Services	1863	\$ 3,973.90
Grand Total		\$ 878,020.10

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September Board Report (9/16/2022)

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:	\$ 101,283.92
Recommended for Board Approval:	\$ 0.00
<u>Pending Change Orders:</u>	<u>\$ 27,243.00</u>
Total:	\$ 128,526.92

Updated Change Order Log

Change Order	Current Cost	Notes
COR #1 – Permitting required changes.	\$ 27,243.00	Under Review
COR #2 thru #17 and #20 – From previous Board Meetings	\$ 89,220.92	Approved as recorded in past Board meetings
COR #18 – Arch Changes for MEP conflict.	\$ 2,146.00	Approved
COR #19 –South change MEP conflicts.	(\$ 1,470.00)	Revised and Approved as a <u>credit</u>
COR #21 –Added electrical circuits to correct found conditions.	\$ 2,206.00	Approved
COR #22 – Masonry Cleaning	\$ 9,181.00	Approved

F. Open Bid Alternate Discussion –

Following is a list of bid alternates that are still open.

Alternate	Cost @ Bid	Notes
Alternate #1 - Meeting Room AV - Wireless Screen Casting	\$ 5,725	Award not critical at this time. To be considered for approval in the future.
Alternate #2 - Meeting Room AV - Sound Upgrades & Asst. Listen	\$ 6,500	Award not critical at this time. To be considered for approval in the future.
Alternate #3 - Meeting Room AV - Wireless Microphone	\$ 17,200	Award not critical at this time. To be considered for approval in the future.
Alternate #7 – Masonry Cleaning	\$ 9,000	Approved



September Board Report (9/16/2022)

G. Exterior Signage Options & Discussion

Following last month's Board discussion on the Main Library sign multiple concepts have been further review/refined and order of magnitude pricing has been requested.

A comparative range of pricing is anticipated to be provided by the September Board meeting for the following sign concepts.

The Board will be requested to confirm in discussion which concept is preferred to move forward for additional development and pricing.

Concept 1: Use the existing location and columns with a new sign cabinet



Concept 2: New Sign in new location

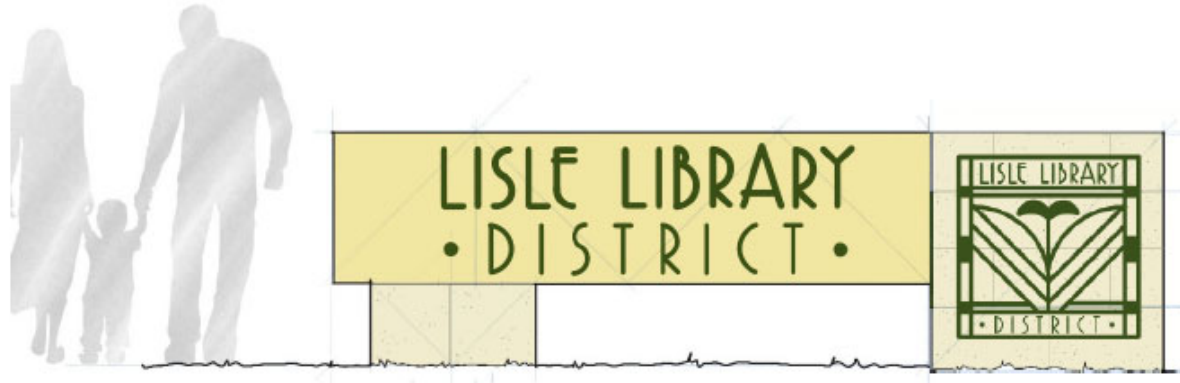




September Board Report (9/16/2022)

Concept 3: New Sign in new location – three general variations (A, B & C)

Concept 3A:



Concept 3B:



Concept 3C:





September Board Report (9/16/2022)

H. Phase 2 Move Planning Discussion

- **Revised Proposed Library Closure Dates: 10/19/2022 thru 10/28/2022**

In order to open to the public for phase 2 work the new north main entry canopy work must be substantially complete. Due to corrections required with the canopy's structural steel fabrication Camosy has advised that the soonest date the canopy can be completed in an orderly manner is 10/28/2022.

Accordingly, key Dates are as follows:

- **Phase 1 new workstation furniture installation: Requested to start 10/10/22**
 - No impact on Library operations
- **RFID installation: Requested to start 10/10/22**
 - No impact on Library operations
- **Library Moving: Requested Wednesday, 10/19/22 thru Friday, 10/28/22**
 - no work on Saturday or Sunday
 - Library will need to be closed to allow for all stacks and collection materials to be moved from the east half of the building to the west half.
- **Phase 2 Abatement: Requested to be the week of 10/24/22**
 - No impact on Library operations – work will be performed after materials are moved out of the east half of the building.
- **Phase 2 Construction Starts on 10/31/22**

During phase 2 the library will be in a temporary not 'finished' state. For instance, it is anticipated that lighting control will be "on/off", not all decorative light fixtures will be installed, the main entry doors will be 'temporary doors' and temporary construction walls will be in place.

Of note, the south main entry is not expected to be open until sometime before 12/1.

I. Library Closure – Action Required

Board Approval is Recommended to close the Library for the move from Phase 1 construction to Phase 2 construction.

Potential Board Action is as follows:

Approval of Library Closure to facilitate the move from Phase 1 to Phase 2 of the renovation project from 10/19/22 to 10/28/22.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 16, 2022

September 2022 | DIRECTOR'S REPORT

Meetings:

LLD Board – Aug 17	LLD Staff – Aug 26	Lauterbach & Amen – Sept 12
Bear Landscaping – Aug 18	Personnel/Policy Comm. – Aug 29	Dept Dir/Hallett – Sept 12
CCS/Camosy/SNH – Aug 18	Dept. Directors – Aug 30	Lauterbach & Amen – Sept 13
LLD Staff – Aug 19	CCS/Camosy/SNH – Sept 1	Phys Plant Comm – Sept 14
LLD Staff – Aug 23	Camosy – Sept 6	Camosy – Sept 14
IT Mgr/Camosy – Aug 25	Lisle Woman's Club – Sept 7	CCS/Camosy/SNH – Sept 15
CCS/Camosy/SNH – Aug 25	CCS/Camosy/SNH – Sept 8	Bartelli – Sept 15

Consolidated Election

In the spring of 2023, the LLD will have four Trustee seats up for election. Citizens who wish to run for office may pick up a candidate 'packet' at the Library or go to lislelibrary.org to download the PDF. Local elections are on Tuesday, April 4, 2023. Candidate's guide, timelines, and other relevant election information can be found at dupageco.org/election. The first day to circulate petitions is September 20, 2022.

LLD visits LWC

I was invited by the Lisle Woman's Club (LWC) to update members about the LLD renovation. I conducted a PowerPoint presentation at the LWC Board meeting highlighting current construction photos. LWC members were enthusiastic about the project and I fielded questions after the presentation. One woman mentioned visiting the Library regularly during construction and that she had great experiences with the staff.

Correspondingly, LLD Adult Services Director Hopkins notified me that she welcomed a new member to her book club who mentioned going to the LWC meeting. The patron was excited to hear about the renovation and to participate in Library programs. I was pleased that the presentation had a positive impact and also generated a new book club member.

Conveniences

Creating conveniences for our patrons is an established value as described in the LLD's *Vision, Mission, & Values* statements (lislelibrary.org):

Offer materials, technologies, services, and programs that will help meet the diverse and ever-changing needs of patrons, both within and beyond our walls.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 16, 2022

The LLD provides civic services such as voter registration, notary public, and Illinois license plate sticker renewals for our residents. These services have proven very popular with our patrons. The LLD seeks to broaden our *conveniences-reach* by offering local garbage stickers and fishing licenses soon.

The LLD is open seven days a week with evening hours, exceeding the hours of operation of many other agencies. Though some LLD services such as notary have limited availability due to scheduling, stickers and licenses are offered during regular operating hours, including nights and weekends. We look forward to increasing these conveniences for our residents.

LLD Committees

Personnel & Policy

I've drafted seven policies for the Committee's consideration. All are existing policies; however, they need updating due to new procedures, updated renovation activity, and the need for appropriate and relevant inclusions/enhancements. These policies will be discussed and potentially approved at the September regular LLD Board meeting.

Physical Plant

Assistant Director McQuillan and I have coordinated meetings regarding improvements to the Kingston Avenue landscaping. These improvements will compliment the ongoing renovation landscape plan.

Renovation Activities

Planning for Phase 2

The LLD Department Directors and I met with Marc Rogers and Richard Benda from Hallett Movers to discuss packing and moving to Phase 2. Discussions pertained to shelving and collection counts, storage, packing/unpacking, and closure.

At the last construction meeting, SNH, CCS, and Camosy discussed the time necessary to ensure that both staff and patrons would be able to access west end Library services during Phase 2. Camosy resolved that a closing date of October 19th was a realistic and reasonable date for closure and moving.

Assistant Director McQuillan and I are preparing staff schedules accordingly. Staff will be on premises for the majority of the closure, assisting with workstation moving, IT configuration, and attending to patron inquiries digitally. Staff will conduct remote programs during the closure. Some staff will attend ILA during the closure. Administration is developing a staff in-service program for this period as well.

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South Entrance Fencing

The drive aisle/fencing on the south side of the building has been restored to the previous positioning. The stormwater pipes beneath the pavement have been addressed/replaced per the FQC facility report recommendations as part of the renovation project.

Outreach

Angela (Circulation) and Karalyn (Adult Services) visited Villa St. Benedict Senior Living this month. They issued new LLD cards, renewed cards, delivered books for their book group, and registered residents for home delivery services.

Noelle (Adult Services) visited Lisle High School this month during lunchtime to discuss popular teen books, programs, and online resources for homework help.

Karlyn (Adult Services) and Stephanie (Circulation) attended the *Healthy, Wealthy and Wise Senior Conference* in Naperville this month. They spoke to over 150 people about LLD programming, online resources, home delivery, and the renovation. They offered bookmarks/pamphlets, registered someone for a new card, and discussed becoming a reciprocal patron if Naperville was their primary library.

John, Will, and Katie (Youth Services) conducted Storytimes at Giant Steps, St. Joan of Arc School, and Kindercare Daycare (respectively). Visiting local organizations and schools opens young eyes to Library resources -- *and librarians!*

Respectfully submitted,



Tatiana Weinstein

September 2022 Assistant Director Report
Meetings/Virtual Meetings/Events

- LIMRiCC – Aug 16 & Sept 6
- LLD Board Meeting – Aug 17
- OSG – Aug 18
- CCS, SNH, Camosy – Aug 18, 25
- Lauterbach & Amen – Aug 24 & Sept 12
- LLD Digital Outreach - Aug 25
- Anderson Pest – Aug 25
- Metalmaster – Aug 26
- Personnel & Policy Comm – Aug 29
- Department Head – Aug 30
- Monaco – Aug 31
- Sikich – Sept 6
- Bear Landscape – Sept 12
- Hallet Movers – Sept 12
- Physical Plant Comm – Sept 14

Facility Operations

MetalMaster Roofing inspected the Library main roof, storage section and gutters in August. Three small areas were marked for repair and a temporary patch was applied to the roofing material. The gutters were cleaned of debris. MetalMaster sent a proposal for repairs.

Monaco technicians cleaned the water discharge hoses from the HVAC air-handlers in the east end mechanical room. They plan to change HVAC filters in September.

Meetings

I attended the Library Insurance Management and Risk Control Combination (LIMRiCC) Fall Meeting on August 16. LIMRiCC provided information for 2023 renewal for health insurance with Aetna. LIMRiCC discussed the benefit summary for the health plans with rate information. Year to date claim information and wellness options were also shared by the health care management group.

Administrative Office Coordinator, Jackie Kilcran and I met with David Marciano from the LLD auditors Lauterbach & Amen to prepare the OPEB (Other Post-Employment Benefits) report. LLD will provide retirement information to Lauterbach & Amen to complete GASB 74 & 75 financial reporting of liabilities.

The Physical Plant Committee met Wednesday, September 14th. The Committee discussed the proposed minor roofing repairs by Metalmaster and the landscape work on the west side of the Library. The Committee agreed to move forward with both proposals.



Beth McQuillan
Assistant Director

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Hold-able
Books	3 weeks	yes -3x	no	yes
Periodicals	3 weeks	yes -3x	no	yes
Periodicals – new	non-circulating	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A
Art prints	3 weeks	yes -3x	no	yes
Audio CDs and /Audio SMP*	3 weeks	yes -3x	no	yes
Video games	1 week	yes -3x	5	yes
Video games -- new	1 week	no	2	no yes
DVD/BluRay	1 week	yes -3x	no	yes
DVD/BluRay – new	2 days 1 week	no	2	no yes
SMP* Viewing device	1 week	yes -3x	no	yes
Electronic readers	3 weeks	yes -3x	1	yes
Roku	1 week 3 weeks	no yes -3x	1	yes
Launchpad interactive tablets	1 week 3 weeks	yes -3x	5	yes
Youth kits and puzzles	3 weeks	yes -3x	no	yes
Literacy DVD player	3 weeks	no yes -3x	1	yes
Literacy headphones	3 weeks	yes -3x	1	no
“Kill-a-watt” meter	1 week	no	1	no

*SMP – Single **Sound** Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. LLD reserves the right to limit numbers of items and to shorten/lengthen loan periods for seasonal items, special displays, school assignments, and high-demand material.
3. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
Revised 11/13/02, 12/8/10,
4/13/11, 2/20/13, 1/14/15,
12/14/16, 5/13/20, 8/12/20,
3/17/21, **9/21/22**

¹ “Holds” are items placed on reserve by another patron.

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Adopted 2/11/91
Revised: 11/13/02, 12/8/10,
4/13/11, 2/20/13, 1/14/15,
12/14/16, 5/13/20, 8/12/20,
3/17/21, 9/21/22

¹ “Holds” are items placed on reserve by another patron.

**POLICY 330
RAILS FINES AND FEES**

The Lisle Library District (**LLD**) is a member of the Reaching Across Illinois System (RAILS), and Lisle **LLD** card holders, in good standing, ~~may avail themselves of all RAILS services, including reciprocal borrowing, interlibrary loan and reference services.~~ **have access to RAILS services such as reciprocal borrowing privileges, interlibrary loan (ILL), and access to reference information via LLD librarian liaison.**

The LLD complies with the RAILS Resource Sharing Plan and Illinois Library and Information Network (ILLINET) ILL Codes.

Lisle Library District ~~The LLD~~ **The LLD** adheres to the ~~recognizes and abides by RAILS~~ **recognizes and abides by RAILS** policies of RAILS concerning ~~certain overdue, and insurance damaged, and lost item~~ **damaged, and lost item** fees, which apply in the following instances:

- ~~1. For overdue interlibrary loan print materials~~
- ~~2. For damaged and lost materials~~
- ~~3. For overdue and audiovisual materials~~
- ~~4. For insurance and handling when 16mm films and video tapes are borrowed~~
- ~~5. For overdue reciprocal borrowing materials.~~

Adopted 8/21/91
Revised 11/13/02
Revised 2/20/13
Revised 9/21/22

POLICY 330
RAILS FINES AND FEES

The Lisle Library District (LLD) is a member of the Reaching Across Illinois System (RAILS). LLD card holders, in good standing, have access to RAILS services such as reciprocal borrowing privileges, interlibrary loan (ILL), and access to reference information via LLD librarian liaison.

The LLD complies with the RAILS Resource Sharing Plan and Illinois Library and Information Network (ILLINET) ILL Codes.

The LLD recognizes and abides by RAILS policies concerning overdue, damaged, and lost item fees.

Adopted 8/21/91
Revised 11/13/02
Revised 2/20/13
Revised 9/21/22

POLICY 675
KEYS & KEYLESS ACCESS SYSTEMS

~~A list of key holders will be kept by the Administrative Assistant. The Administrative Assistant will manage disbursement of all keys. Each person taking a key will be expected to sign for it.~~

The Lisle Library District (LLD) Administrative Office staff¹ supervises the issuance of keys and facility access systems to safeguard ingress/egress and manages security for the building and related equipment (See also: LLD Policy 670 – Library Security).

A. Responsibility

- 1. The Administrative Office staff shall keep a the list of authorized keyholders and manage access system users/permissions.**
- 2. LLD staff who receive keys and/or access system equipment shall sign a form indicating the receipt of such items.**
- 3. Upon retirement, resignation, or dismissal, LLD keyholders shall return all keys and any access equipment to the LLD Administration Administrative Office prior to the issuance of a final paycheck.**

~~Every six months, everyone having a key or keys should be prepared to participate in a key inventory conducted by the Administrative Assistant.~~

~~Anyone leaving the employ of the Library will be required to turn in his/her key(s) before receiving his/her final paycheck.~~

B. Audits

- 1. The Administrative Office staff shall routinely inspect/audit keys, locks, and access system equipment and/or relevant software to ensure they are current, regularly updated, and in good working order.**
- 2. The Administrative Office staff shall determine proper access permissions for staff, Trustees, partners, and vendors. Should circumstances necessitate permission denial/s-(s). Administrative Office staff shall execute the necessary steps for such denial/s-(s).**

Adopted 10/8/90
Revised 11/13/02
Revised 11/13/02
Revised 9/21/22

¹ LLD Administrative Office staff include: Director, Assistant Director, Administrative Office Coordinator, IT Manager, and/or Administrative/IT Assistant

POLICY 675
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A. Responsibility

1. Administrative Office staff shall keep the list of authorized keyholders and manage access system users/permissions.
2. LLD staff who receive keys and/or access system equipment shall sign a form indicating the receipt of such items.
3. Upon retirement, resignation, or dismissal, LLD keyholders shall return all keys and any access equipment to the LLD Administrative Office prior to the issuance of a final paycheck.

B. Audits

1. Administrative Office staff shall routinely inspect/audit keys, locks, and access system equipment and/or relevant software to ensure they are current, regularly updated, and in good working order.
2. Administrative Office staff shall determine proper access permissions for staff, Trustees, partners, and vendors. Should circumstances necessitate permission denial(s). Administrative Office staff shall execute the necessary steps for such denial(s).

Adopted 10/8/90
Revised 11/13/02
Revised 11/13/02
Revised 9/21/22

¹ LLD Administrative Office staff supervising keys/keyless access systems include: Director, Assistant Director, Administrative Office Coordinator, IT Manager, and/or Administrative/IT Assistant

**POLICY 680
PROPERTY DAMAGE**

It is the responsibility of the Library Board to ensure all possible protection for the Library building and property and to provide for suitable penalties for persons committing injury upon the Library or the grounds thereof.

The Lisle Library District (LLD) Board of Trustees shall ensure that LLD building/s and property are protected from damage, potential harm, and vandalism.

A. Insurance

The LLD shall annually budget for and maintain appropriate property damage insurance policies.

B. Security

In efforts to prevent/deter property damage, the LLD shall implement appropriate security procedures and/or procure proper equipment. See LLD Policy 670: Library Security.

C. Crime

Therefore, any **in the spirit of LLD Board Ordinance R-3 (July 18, 1983),** damage to the building and/or the grounds **property must shall be promptly reported promptly to the Director, in writing, on the form provided. to appropriate authorities. The Director shall notify the Board of any property damage.**

Depending on the extent of the damage done, a police report will be filed by the Library. If the person doing such damage is known, he/she shall be required to pay for the damages to be repaired. Where legal action appears to be necessary to effect such reimbursement, it will be taken at the discretion of the Board of Trustees. (See Ordinance R-3, dated July 18, 1983)

The Board shall determine any necessary legal action when a property damage crime has been committed.

D. Property Damage Outcomes

The LLD Board of Trustees shall make efforts to authorize the repair or replacement of damaged LLD property via insurance claims and/or supplementary funds to safeguard continuing services, retain property features, and ensure aesthetic continuity. Should other avenues provide valuable improvements to the damaged property, the Board may entertain consider other options as remedy.

Adopted 10/8/90
Revised 11/13/02
Revised 9/21/22

**POLICY 680
PROPERTY DAMAGE**

The Lisle Library District (LLD) Board of Trustees shall ensure that LLD building/s and property are protected from damage, potential harm, and vandalism.

A. Insurance

The LLD shall annually budget for and maintain appropriate property damage insurance policies.

B. Security

In efforts to prevent/deter property damage, the LLD shall implement appropriate security procedures and/or procure proper equipment. See LLD Policy 670: Library Security.

C. Crime

In the spirit of LLD Board Ordinance R-3 (July 18, 1983), damage to the building and/or property shall be promptly reported to appropriate authorities. The Director shall notify the Board of any property damage.

The Board shall determine any necessary legal action when a property damage crime has been committed.

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The LLD Board of Trustees shall make efforts to authorize the repair or replacement of damaged LLD property via insurance claims and/or supplementary funds to safeguard continuing services, retain property features, and ensure aesthetic continuity. Should other avenues provide valuable improvements to the damaged property, the Board may consider other options as remedy.

Adopted 10/8/90
Revised 11/13/02
Revised 9/21/22

POLICY 700
PURCHASING, AND EXPENDITURES, CONTRACTS, & GRANTS

This policy applies to all purchases and contracts requiring an expenditure of funds under the control of the Board of Trustees of the Lisle Library District. **The Lisle Library District (LLD) Board of Trustees has the ultimate responsibility for the approval of the Library budget and authorization of all LLD expenditures via the Board Consent Agenda. The Board designates the Library Director as Administrator of these expenditures.**

A. Expenditures/Contracts

In accordance with good business practices, **The Director may commit expenditures within the working Board-approved budget and oversees agreements between the LLD and related vendors., observing the limitations imposed by the Contractual Services Policy (Policy 705). The Director shall comply with LLD Policy 705: Construction, Capital Improvements, and Contractual Services and present formal contracts for Board approval.** The Director shall present to the Board the terms of all formal contracts for approval. The Director has the authority to obtain the opinion of counsel. The Director shall advise the Board of the terms of all implied contracts (i.e., rental and service agreements, personnel appointment letters, etc.) and of any alterations to existing agreements and/or contracts.

The LLD Administrative Office shall retain records of expenditures, contracts/agreements, and formal applications in compliance with the Illinois Local Records Act (50 ILCS 205/).

B. Grants

The Director shall advise the Board of the terms of all grant applications and the recommendations from appropriate Board committees will be required before such applications are submitted. **Federal and State grants can provide additional funding for the LLD. The Director shall advise the Board of formal grant applications and include within Board packets for approval as required. The Director shall inform the Board of efforts to procure funding via other available grants such as grants offered by organizations, agencies, or businesses.**

The Administrative Office will retain all records of terms of agreements, contracts, service records or equipment, operating manuals, financial transactions, personnel records, and any other details necessary.

No staff below the Director shall enter into a contract formal or implied, with the exception of the areas of Library materials, personnel development, and programming, without the prior approval of the Director. Even in the excepted categories listed above, the Director shall be informed before such implied contracts are made, and the staff members involved shall be aware of all budgetary limitations in those affected categories.

Adopted 8/13/90
Revised 11/13/02
Revised 9/21/22

POLICY 700
EXPENDITURES, CONTRACTS, & GRANTS

The Lisle Library District (LLD) Board of Trustees has the ultimate responsibility for the approval of the Library budget and authorization of all LLD expenditures via the Board Consent Agenda. The Board designates the Library Director as Administrator of these expenditures.

A. Expenditures/Contracts

The Director may commit expenditures within the Board-approved budget and oversees agreements between the LLD and related vendors. The Director shall comply with LLD Policy 705: Construction, Capital Improvements, and Contractual Services and present formal contracts for Board approval.

The LLD Administrative Office shall retain records of expenditures, contracts/agreements, and formal applications in compliance with the Illinois Local Records Act (50 ILCS 205/).

B. Grants

Federal and State grants can provide additional funding for the LLD. The Director shall advise the Board of formal grant applications and include within Board packets for approval as required.

The Director shall inform the Board of efforts to procure funding via other available grants such as grants offered by organizations, agencies, or businesses.

Adopted 8/13/90
Revised 11/13/02
Revised 9/21/22

POLICY 710 FUND BALANCES

1. Purpose and Scope

The Lisle Library District (LLD) is committed to the responsible accounting for all public funds. The purpose of this policy is to provide financial stability, cash flow for operations, and the maintenance of adequate fund balances to mitigate future risks and assure that the District will be able to respond to emergencies, revenue shortfalls, and unexpected expenditures with fiscal strength.

Policy 710 establishes minimum levels and target range at which the projected year-end fund balances should be maintained.

Fiscal sustainability is a priority, as is saving for future needs. Adequate fund balance levels are crucial to long-term financial planning.

This policy shall be reviewed annually.

2. Classifications

The following fund balance classifications, as established by GASB (Governmental Accounting Standards Board), depict spending constraints, from the most restrictive to the least:

- a. Non-spendable fund balance: amounts that are not in a spendable form or are required to be maintained intact.¹
- b. Restricted fund balance: amounts constrained to specific purposes by their providers through constitutional provisions, or by enabling legislation.²
- c. Committed fund balance: amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Formal action to commit fund balance must occur before the end of a fiscal year.³
- d. Assigned fund balance: amounts a government intends to use for a specific purpose.⁴

1 Non-Spendable examples: prepaid expenses, **and** land/property, ~~Working Cash Fund~~

2 Restricted examples: ~~02 Building & Maintenance~~, IMRF, & FICA Funds

3 Committed example: the LLD does not currently have funds categorized as "Committed"

4 Assigned example: Special Reserve Fund

- e. Unassigned fund balance: amounts that are available for any purpose; these amounts are reported only in the General/Corporate Fund.⁵

3. Corporate Fund

The Corporate Fund is the general operating fund of the Library. Expenditures from this fund include, but are not limited to, personnel (salaries/benefits), maintenance, utilities, materials (ex: books/DVDs/online resources), insurance, equipment, and programs.

The Corporate Fund should represent no less than six months of operating expenditures and may be maintained at a level representing up to twelve months of operating expenditures. Balances above 6 months, at fiscal year-end, may be transferred to the Special Reserve Fund via Board ordinance.

4. Other Revenue Funds

Other revenue sources legally restricted for special purposes include, IMRF (Illinois Municipal Retirement Fund), FICA (Federal Insurance Contributions Act), ~~02 Building and Maintenance (levy ceased in 2018), Working Cash,~~ and Special Reserve.

Each fund⁶ is documented via line item on the District's annual property tax levy ~~with the exception of the Working Cash Fund (the LLD does not appropriate for Working Cash funds).~~

The balance of such funds should represent no less than three months of budgeted expenditures for the specified purpose.

5. Special Reserve Fund

The Special Reserve Fund is a restricted fund utilized for capital outlays including the maintenance, acquisition, construction, or improvement of capital facilities. This fund is also to provide for emergency capital expenditures. The LLD does not levy for Special Reserve funds. A Special Reserve Fund Ordinance is statutorily required to accumulate and set apart reserve funds.

All monies in the Special Reserve Fund are dedicated to the furtherance of projects identified within Special Reserve Fund Ordinance categories. The Special Reserve Fund Ordinance must include provision for emergency capital expenditures. This ordinance may be amended as circumstances ~~may~~ require.

⁵ Unassigned example: General/Corporate Fund

⁶ The LLD appropriates for the Special Reserve Fund, but does not levy for Special Reserve funds.

6. Monitoring Targets

The Library's Director, ~~Finance Director,~~ and Treasurer of the LLD Board of Trustees, **and LLD-authorized financial vendors**, shall monitor revenue collection, expenditures, and availability of cash. This is accomplished via reviewing monthly financial reports and the annual review of a cash flow forecast.

The Director shall apprise the Board of Trustees when revenues or expenditures show significant variances from LLD financial expectations/goals.

Adopted 10/08/14
Revised 12/14/16
Revised 11/14/18
Revised 9/21/22

DRAFT

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1 Non-Spendable examples: prepaid expenses and land/property

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The Director shall apprise the Board of Trustees when revenues or expenditures show significant variances from LLD financial expectations/goals.

Adopted 10/08/14
Revised 12/14/16
Revised 11/14/18
Revised 9/21/22

DRAFT

POLICY 715
AUTHORIZATION FOR LIBRARY DIRECTOR TO SIGN CHECKS
ACCOUNTS PAYABLE & PAYROLL

A. Accounts Payable

~~1. ACCOUNTS PAYABLE~~

The Library Director ~~(or in the Director's absence, the Assistant Director)~~ **and Assistant Director review and authorize all invoices/bills.** ~~and Two Trustees will shall be assigned to~~ review the Accounts Payable bills ~~file.~~ ~~and sign the last page as approval.~~ **Trustees shall indicate the review and authorization of bills by signing a monthly Administrative review sheet.**

~~Two signatures, one being the Director's (or in the Director's absence, the Assistant Director's) and one being an officer of the Board's, will be required on all checks. The signature can be live or facsimile.~~

An Officer of the LLD Board of Trustees and Director (or Assistant Director) shall sign all checks. The signatures may be handwritten or via authorized stamp.

~~Bills will be available for review~~ **may be reviewed** by any ~~Board member~~ **Trustee** prior to **regular** Board meetings. **Questions related to Accounts Payable bills should be submitted to the Director within 48 hours of the next regular Board meeting to allow for research and/or follow-up.**

B. Payroll

~~2. PAYROLL AUTHORIZATION AND SIGNATURES~~

~~Payroll is prepared twice per month by a third-party~~ **entity**, ~~i.e., outsourced.~~ The listing of the payroll checks and their related expenses (liabilities) are available to ~~every Board member at the monthly Board meeting.~~

Payroll and related expenses are included within the Board's regular monthly meeting packet.

~~If needed, the Director (or in the Director's absence, the Assistant Director), will sign all payroll checks via live or facsimile signature.~~

If necessary, due to third-party disbursement difficulties, the Director or Assistant Director may provisionally sign payroll checks by hand or via authorized stamp. In this case, a second signature by a Board Officer would be required.

C. Controls

1. The LLD outsources accounting services and payroll processing for its monthly financial reporting and twice monthly disbursement of payroll. Authorized, third-party vendors provide added controls over internal departmental oversight and business.

2. The LLD conducts an annual audit with Certified Public Accountants. As part of the audit process regarding accounts and payroll, the audit includes, but is not limited to:
 - a. Reviewing check registers
 - b. Tracing amounts to the general ledger
 - c. Tracing hours/approvals on timesheets
 - d. Cross-verifying payroll journal to net pay

Adopted 4/8/98
Revised 12/9/98
Revised 11/13/02
Revised 1/12/11
Revised 9/21/22

DRAFT

POLICY 715
ACCOUNTS PAYABLE & PAYROLL

A. Accounts Payable

The Library Director and Assistant Director review and authorize all invoices/bills. Two Trustees shall be assigned to review the Accounts Payable bills file. Trustees shall indicate the review and authorization of bills by signing a monthly Administrative review sheet.

An Officer of the LLD Board of Trustees and Director (or Assistant Director) shall sign all checks. The signatures may be handwritten or via authorized stamp.

Bills may be reviewed by any Trustee prior to regular Board meetings. Questions related to Accounts Payable bills should be submitted to the Director within 48 hours of the next regular Board meeting to allow for research and/or follow-up.

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If necessary, due to third-party disbursement difficulties, the Director or Assistant Director may provisionally sign payroll checks by hand or via authorized stamp. In this case, a second signature by a Board Officer would be required.

C. Controls

The LLD outsources accounting services and payroll processing for its monthly financial reporting and twice monthly disbursement of payroll. Authorized, third-party vendors provide added controls over internal departmental oversight and business.

The LLD conducts an annual audit with Certified Public Accountants. As part of the audit process regarding accounts and payroll, the audit includes, but is not limited to:

1. Reviewing check registers
2. Tracing amounts to the general ledger
3. Tracing hours/approvals on timesheets
4. Cross-verifying payroll journal to net pay

Adopted 4/8/98
Revised 12/9/98
Revised 11/13/02
Revised 1/12/11
Revised 9/21/22

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of Ordinance 22-04 adopted on September 21, 2022, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 21st day of September, 2022.

Karen Larson, Secretary
Board of Library Trustees
Lisle Library District

DRAFT

ORDINANCE 22-04

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2022, AND ENDING JUNE 30, 2023, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

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

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2022, and ending June 30, 2023.

1	CORPORATE FUND	BUDGET 2022-2023	2022-2023 AMOUNT TO BE APPROPRIATED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$2,300,000.00	\$2,350,000.00
	Health Ins/Unemp	\$314,000.00	\$350,000.00
		\$2,614,000.00	\$2,700,000.00
B.	BUILDING COSTS		
	Internet/Inet	\$7,210.00	\$8,200.00
	Phone	\$10,000.00	\$12,000.00
	Gas	\$10,000.00	\$15,000.00
	Sewer/Water	\$2,300.00	\$3,500.00
	Electrical	\$50,000.00	\$65,000.00
	Verizon	\$1,500.00	\$2,000.00
	Maint. Contracts - HVAC	\$5,000.00	\$5,500.00
	Maint. Contracts - Cleaning/Pests	\$49,500.00	\$55,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$45,000.00
	Non-contract Repr	\$80,000.00	\$120,000.00
	Rubbish Removal	\$4,000.00	\$5,000.00
		\$259,510.00	\$336,200.00

C.	<u>OPERATING COSTS</u>		
	Postage/Shipping	\$14,300.00	\$15,000.00
	Printing	\$18,000.00	\$20,000.00
	Supplies/Processing	\$77,800.00	\$80,000.00
	Bank/Notices	\$8,200.00	\$8,500.00
	Local Travel	\$500.00	\$600.00
		\$118,800.00	\$124,100.00
D.	<u>INSURANCE COSTS</u>		
	Fidelity Bond	\$2,100.00	\$2,400.00
	Prop. Damage (All Peril)	\$46,000.00	\$55,000.00
	Notary Bond	\$225.00	\$600.00
	Workers Comp	\$7,000.00	\$8,500.00
		\$55,325.00	\$66,500.00
E.	<u>CONTRACTUAL COSTS</u>		
	Legal services	\$15,000.00	\$25,000.00
	Collection Agency	\$700.00	\$700.00
	Outsrc Acc/HR/Outsrc IT	\$140,000.00	\$160,000.00
	Investment Agency	\$7,500.00	\$8,000.00
	Acct Software	\$5,200.00	\$6,000.00
	Audit	\$9,200.00	\$12,000.00
	Payroll	\$7,900.00	\$8,500.00
		\$185,500.00	\$220,200.00
F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$13,400.00	\$14,000.00
	Memorial/Recog	\$4,500.00	\$5,000.00
	In-Service Day	\$2,500.00	\$3,000.00
	Cont. Ed	\$6,500.00	\$7,000.00
	Trustee Dues/Conf/Train	\$3,525.00	\$4,000.00
		\$30,425.00	\$33,000.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$55,000.00	\$60,000.00
	Technology	\$50,000.00	\$60,000.00
	Facility	\$10,000.00	\$15,000.00
	Minor Equip	\$3,500.00	\$4,000.00
	Other Fac Maint/Repairs	\$22,000.00	\$25,000.00
		\$140,500.00	\$164,000.00

H.	<u>LIBRARY MATERIALS</u>		
	Books	\$240,700.00	\$250,000.00
	Databases	\$132,000.00	\$150,000.00
	Doc Delivery/ILLs	\$24,500.00	\$25,500.00
	Audio/Visual	\$180,000.00	\$200,000.00
	Periodicals	\$41,000.00	\$42,000.00
		\$618,200.00	\$667,500.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$25,000.00	\$30,000.00
	Comm Rel/Supplies	\$15,000.00	\$20,000.00
		\$40,000.00	\$50,000.00
J.	<u>OTHER EXPENSES</u>		
	Gifts (if gifts are received)	\$16,000.00	\$20,000.00
	Per Capita Grant (per State if received)	\$42,000.00	\$45,000.00
	IMRF (supplemental funding)	\$0.00	\$0.00
		\$58,000.00	\$65,000.00
K.	<u>DEBT CERTIFICATE</u>	\$67,000.00	\$67,000.00
L.	<u>CONTINGENCY</u>	\$25,000.00	\$30,000.00
	<u>SUBTOTAL CORPORATE</u>	\$4,212,260.00	\$4,523,500.00
	Transfer to Special Reserve*	\$30,000.00	\$1,100,000.00
	Total Corporate	\$4,242,260.00	\$5,623,500.00
2	IMRF	\$80,000.00	\$100,000.00
3	FICA	\$178,000.00	\$185,000.00
	TOTAL CORP/IMRF/FICA	\$4,500,260.00	\$5,908,500.00
4	SPECIAL RESERVE FUND		
	Consulting	\$0.00	\$20,000.00
	Facility/Campus	\$15,000.00	\$20,000.00
	Furniture/Equip	\$0.00	\$0.00
	Interior Updates	\$0.00	\$0.00
	Security Systems	\$0.00	\$0.00
	Project Expense	\$5,200,000.00	\$5,900,000.00
		\$5,215,000.00	\$5,940,000.00
	TOTALS	\$9,715,260.00	\$11,848,500.00

*An additional \$1,070,000 is appropriated to support completion of capital improvement project.

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

(a) That the cash on hand at the beginning of the fiscal year is \$ 10,864,248.39.

(b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,230,548.00.¹

(c) That the estimated expenditures for the fiscal year are \$ 9,685,260.00 per the Annual Budget; Appropriated amounts reflect an updated expenditure of \$10,285,260.00 which accounts for unexpended project costs in FY 21/22.²

(d) That the estimated cash expected to be on hand at the end of the fiscal year is \$4,809,536.39.

(e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,146,848.00.

(f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 83,700.00.

Section 3: That the funds in the total amount of \$ 11,848,500.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

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

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

² Supply chain matters and delayed contractor billing account for unexpended capital project funds in FY21/22.

ADOPTED this 21st day of September, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this 21st day of September, 2022.

Marjorie Bartelli
President, Lisle Library Board of Trustees

Attest:

Karen Larson
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 23rd day of September, 2022.
To be published in the Daily Herald on the 28th day of September, 2022.

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

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

I, Jenny Norton, do hereby certify as follows:

1. I am the Chief Fiscal Officer (Treasurer) of the Lisle Library District, Lisle, DuPage County, Illinois.
2. I certify that the estimate of the revenue by source as approved by the Board of Trustees of said District for the fiscal year beginning July 1, 2022 and ending June 30, 2023, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	\$3,894,660.00
IMRF Fund Taxes	\$81,016.00
FICA Fund Taxes	\$171,172.00
Desk Income	\$13,500.00
Gifts, Grants and Other	\$79,000.00
Interest Earned on Dist. Funds	\$21,200.00
	\$4,260,548.00

IN WITNESS WHEREOF, I have affixed my signature this 21st day of September 2022.

Jenny Norton, Treasurer of the LLD Board of Trustees
Chief Fiscal Officer

ORDINANCE 22-05

ORDINANCE TRANSFERRING FUNDS TO SPECIAL RESERVE FUND

WHEREAS, the Board of Library Trustees of the Lisle Library District previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, as follows:

SECTION 1: The sum of \$1,010,000.00 in the Corporate Fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: This ordinance is effective immediately on the date of its passage.

ADOPTED this 21st day of September, 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Marjorie Bartelli
President, Lisle Library Board of Trustees

Attest:

Karen Larson
Secretary, Lisle Library Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of Ordinance 22-05 adopted on September 21, 2022, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 21st day of September, 2022.

Karen Larson, Secretary
Board of Library Trustees
Lisle Library District

Chicago Tribune

Food For Thought: A Culinary Discussion

Thursday, September 1, 2022
7:00 pm

Virtual Event URL: <https://bit.ly/3osb9va>

Home chefs, join us for a culinary discussion group meeting! This meeting is virtual through Zoom.

Pick one cookbook to read that fits the month's theme. Choose one recipe from the book to create before we meet, and come prepared to discuss. (Pictures of your creation are welcome too!)

This month's theme is International Cooking and Baking. Visit <https://bit.ly/34AT7Au> for a list of suggested cookbooks, or choose another book that fits this theme.

The Zoom meeting link will be sent through email at least a day before the program.

Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675



Invite Nature to Your Yard

Tuesday, September 6, 2022
7:00 pm

Virtual Event URL: <https://bit.ly/3osb9va>

The Conservation @ Home program, brought to you by The Conservation Foundation, is all about creating more eco-friendly yards! This educational program will cover a variety of techniques for transforming your yard into a beneficial wildlife oasis for butterflies and songbirds. Some techniques covered are: the use of Rain Barrels, Rain Gardens, and the selection and use of native plants. Participants will receive a butterfly attraction and identification pamphlet, and native plant guide.

Joy Davis
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630-971-1675



Chicago Tribune

LinkedIn Learning

Wednesday, September 7, 2022
7:00 pm

Virtual Event URL: <https://bit.ly/3osb9va>

Join us for LinkedIn Learning 101! We will explore how to search, navigate, and organize this versatile online resource with thousands of video tutorials on business, creative, and technology topics. An LLD card is needed to access the database. This is a virtual program that requires a computer or device with an Internet connection.

Joy Davis
Lisle Library District
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630-971-1675



Adult Outdoor Craft: Bubble Wrap Tree Painting

Friday, September 9, 2022
10:30 am

Event URL: <https://bit.ly/3osb9va>

Love being outside and crafting? Join us on the hardscape for Bubble Wrap Tree Painting! Using bubble wrap as a stamp, we'll create paintings of trees that are out of this world! **Registration is required and begins Friday, September 2 @ 9:30 AM.** (Weather permitting)*

Joy Davis
Lisle Library District
davisj@lislelibrary.org



DIY Beaded Keychain

Friday, September 9, 2022
6:00 pm

Virtual Event URL: <https://bit.ly/3osb9va>

Personalize your own keychain using craft cord and glass beads!

We will meet outside in the parking lot, weather permitting.

Joy Davis
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Chicago Tribune

ESL for You!

Saturday, September 10, 2022

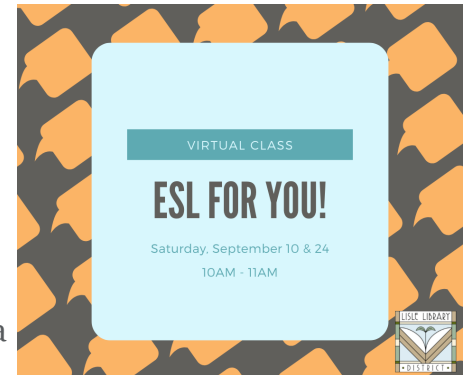
Saturday, September 24, 2022

10:00 am

Virtual Event URL: <https://bit.ly/3osb9va>

Come to our virtual English as a second language class to help you improve your reading, speaking, and writing skills. Registration is required along with an Internet connected device to join the class. This is a virtual program and the Zoom information is:

Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675



Virtual Program: Can You Afford to Retire?

Tuesday, September 13, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Jim Flanagan, of Bentron Financial, will assist patrons in evaluating their readiness for retirement. Flanagan will then discuss how benefits are calculated, when to file to maximize benefit, taxation of benefits, benefits while working, and benefits for spouses, divorced and widowed.

This is a virtual program. A link will be provided a day before the event.

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Booked for the Day

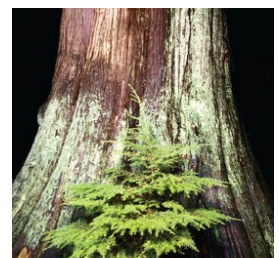
Monday, September 12, 2022

11:00 am

Virtual Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **Finding the Mother Tree: Discovering the Wisdom of the Forest** by Suzanne Simard.

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FINDING THE MOTHER TREE
Discovering the Wisdom of the Forest
SUZANNE SIMARD

Chicago Tribune

Illinois Libraries Presents: An Evening with Marlee Matlin

Wednesday, September 14, 2022

7:00 9m

Virtual Event URL: <https://bit.ly/3osb9va>

In celebration of Deaf Awareness Month, Marlee Matlin joins Illinois Libraries Present to share the highs and lows of her Hollywood career and journeys as an activist. The youngest recipient of the Best Actress Oscar, Matlin's acting career recently achieved another milestone as her 2021 film CODA swept every category it was nominated in at the 2022 Academy Awards.

A longtime advocate for deaf rights, Matlin continues to break down barriers for herself and others through her acting, awareness, and writing. As she has so aptly stated, "The only thing I can't do is hear. The rest is there for the taking."

This program will be offered in ASL and translated through an interpreter.

This event is made possible by Illinois Libraries Present, a statewide collaboration among public libraries offering high-quality 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).

This is a virtual program. A link will be provided a day before the event.

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Murder Among Friends Book Group

Thursday, September 20, 2022

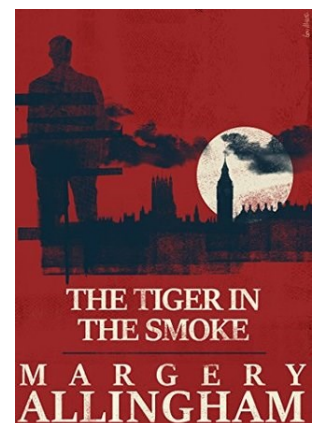
7:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **The Tiger in the Smoke** by Margery Allingham. We are also going to be discussing the author with Allingham enthusiast, & exceptional mystery author, Sara Paretsky, via Zoom!

This is a virtual program. A link will be provided a day before the event.

Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675



Chicago Tribune

Disposable Labor: Immigration from Northern Mexico to South Texas from 1915 to 1925

Tuesday, September 20, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Join Edward Bates, Faculty at College of DuPage, for an examination of Urban and Rural Agricultural Migrants from the Monterrey Center through the Nuevo Leon Corridor to San Antonio, 1915-1925. Though this movement took place over 100 years ago, it still informs immigration trends today.

This is a virtual program. A link will be provided a day before the event.



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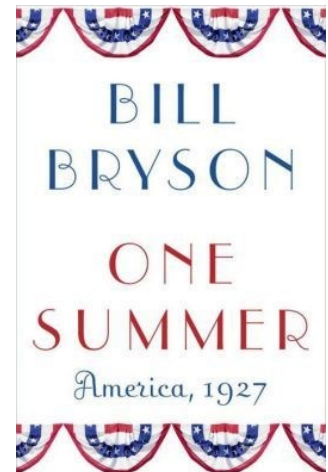
Just the Facts Book Group

Wednesday, September 21, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **One Summer: America, 1927** by Bill Bryson.
This is a virtual program. A link will be provided a day before the event.



Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675

Online Privacy

Thursday, September 22, 2022

2:00 pm

Event URL: <https://bit.ly/3osb9va>

Worried about information being collected when you use the internet? Join us for a class on improving your privacy online including using apps and programs. Registration required. **This is a virtual program. A link will be provided a day before the event.**

Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675



Chicago Tribune

Teen Virtual: Anime & Manga Night

Thursday, September 22, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Want to learn more about anime and manga? Already a fan? Join us on Zoom as we screen anime, talk about our favorites, and enjoy a manga-inspired craft. Pick up an anime night kit from Adult Services Staff at the Circulation Desk beginning a week before the program to be prepared with all the necessary treats and supplies for our virtual meeting.



The Zoom meeting link will be sent through email at least a day before the program. This month's craft includes blank manga book pages and anime and manga stickers...

Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675

Science Fiction & Fantasy Book Group

Thursday, September 22, 2022

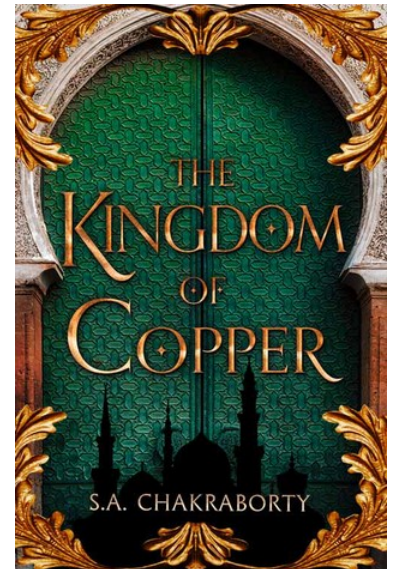
2:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **The Kingdom of Copper** by S.A. Chakraborty via Zoom.

This is a virtual program. A link will be provided a day before the event.

Joy Davis
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davisj@lislelibrary.org
630-971-1675



Daily Herald

Food For Thought: A Culinary Discussion

Thursday, September 1, 2022
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Daily Herald

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Saturday, September 10, 2022

Saturday, September 24, 2022

10:00 am

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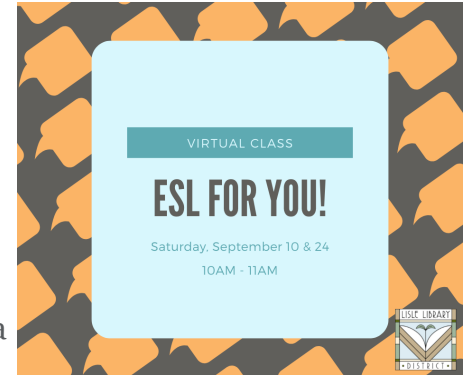
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630-971-1675



Booked for the Day

Monday, September 12, 2022

11:00 am

Virtual Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **Finding the Mother Tree: Discovering the Wisdom of the Forest** by Suzanne Simard.

Joy Davis

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FINDING THE MOTHER TREE

Discovering the
Wisdom of the Forest
SUZANNE SIMARD

Daily Herald

Illinois Libraries Presents: An Evening with Marlee Matlin

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Joy Davis
Lisle Library District
davisj@lislelibrary.org
630-971-1675

Murder Among Friends Book Group

Thursday, September 20, 2022

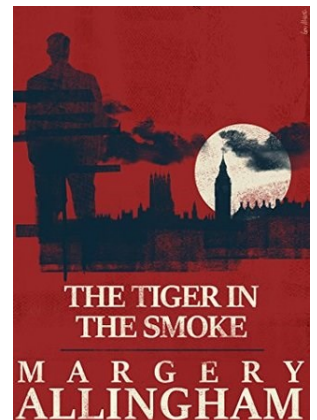
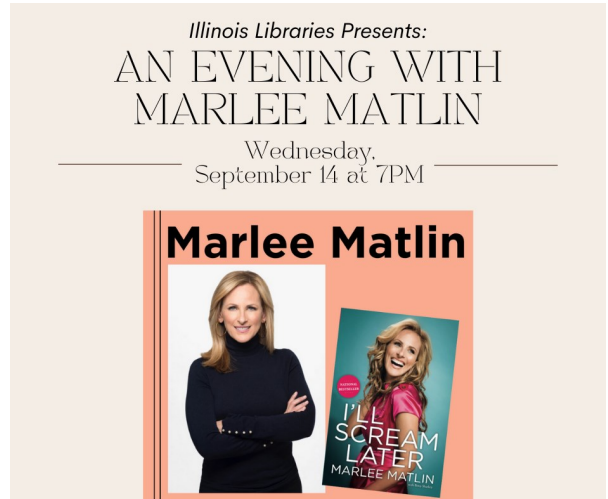
7:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **The Tiger in the Smoke** by Margery Allingham. We are also going to be discussing the author with Allingham enthusiast, & exceptional mystery author, Sara Paretsky, via Zoom!

This is a virtual program. A link will be provided a day before the event.

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Daily Herald

Disposable Labor: Immigration from Northern Mexico to South Texas from 1915 to 1925

Tuesday, September 20, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Join Edward Bates, Faculty at College of DuPage, for an examination of Urban and Rural Agricultural Migrants from the Monterrey Center through the Nuevo Leon Corridor to San Antonio, 1915-1925. Though this movement took place over 100 years ago, it still informs immigration trends today.

This is a virtual program. A link will be provided a day before the event.



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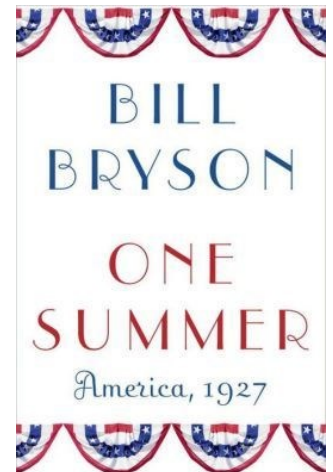
Just the Facts Book Group

Wednesday, September 21, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **One Summer: America, 1927** by Bill Bryson.
This is a virtual program. A link will be provided a day before the event.



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Online Privacy

Thursday, September 22, 2022

2:00 pm

Event URL: <https://bit.ly/3osb9va>

Worried about information being collected when you use the internet? Join us for a class on improving your privacy online including using apps and programs. Registration required. **This is a virtual program. A link will be provided a day before the event.**



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Daily Herald

Teen Virtual: Anime & Manga Night

Thursday, September 22, 2022

7:00 pm

Event URL: <https://bit.ly/3osb9va>

Want to learn more about anime and manga? Already a fan? Join us on Zoom as we screen anime, talk about our favorites, and enjoy a manga-inspired craft. Pick up an anime night kit from Adult Services Staff at the Circulation Desk beginning a week before the program to be prepared with all the necessary treats and supplies for our virtual meeting.



The Zoom meeting link will be sent through email at least a day before the program. This month's craft includes blank manga book pages and anime and manga stickers...

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Science Fiction & Fantasy Book Group

Thursday, September 22, 2022

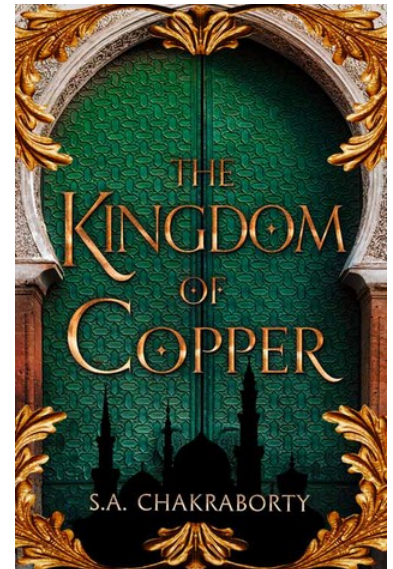
2:00 pm

Event URL: <https://bit.ly/3osb9va>

Please join us to discuss **The Kingdom of Copper** by S.A. Chakraborty via Zoom.

This is a virtual program. A link will be provided a day before the event.

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LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
June 2, 2022 - 5:32 p.m.

1. Roll call

Present:

Emily Swistak - Vice President | Chair

Marjorie Bartelli - President

Jenny Norton - Treasurer

Sara Wynn - Trustee

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the April 7, 2022 Personnel & Policy Committee Meeting

MOTION: Trustee Wynn moved to approve the minutes of the April 7, 2022 Personnel & Policy Committee Meeting. Treasurer Norton seconded.

Discussion: President Bartelli recommended providing answers to questions within the minutes if possible.

Roll Call Vote - All Aye. The motion passed.

4. Director evaluation - draft review/discussion

Chairwoman Swistak stated that she drafted a document based on Committee feedback and other evaluation examples.

Discussion: Chairwoman Swistak discussed core competencies. Treasurer Norton suggested that individual Trustee assessments should be submitted to the Board President to lead Executive Session discussion. Trustee Wynn stated she was unsure of how to address individual Trustee assessments. President Bartelli asked about a cumulative Trustee score. Chairwoman Swistak recommended returning the completed form to the Board President in advance of an Executive Session. The Committee agreed.

Chairwoman Swistak explained the 3-point rating scale. President Bartelli made grammatical suggestions. Chairwoman Swistak discussed the Board Relations category. Treasurer Norton made grammatical suggestions. Treasurer Norton suggested adding a rating explanation in the form instructions. Chairwoman Swistak agreed.

Chairwoman Swistak discussed the financial matters category. President Bartelli discussed capital expenditure responsibilities. Chairwoman Swistak clarified her intention regarding capital expenditures and asked Director Weinstein for feedback.

Director Weinstein suggested the term “capital projects.” Treasurer Norton said that she preferred the word “projects” over “expenditures.” The Committee agreed.

Chairwoman Swistak discussed the community and public relations category. Treasurer Norton made grammatical suggestions. Chairwoman Swistak discussed the personnel category. President Bartelli asked if staff have programming and collection input. Director Weinstein explained that staff have collection input and that they introduce new programming ideas to her to ensure they meet the Library’s mission and goals. Chairwoman Swistak asked Director Weinstein for feedback regarding category titles. Director Weinstein provided suggestions and members concurred.

Treasurer Norton suggested including a category regarding relations between the Director and staff. Chairwoman Swistak discussed the legislative and legal category. Treasurer Norton expressed concerns about a proposed comments section. Director Weinstein stated that personnel documents are kept on premises. Chairwoman Swistak suggested that the ratings document would serve as the official personnel record. The Committee agreed to remove the draft comments section.

Chairwoman Swistak discussed the strategic and community planning section. Trustee Wynn suggested moving some items into another section. Members discussed various section titles and category changes.

Chairwoman Swistak discussed the technology and innovation category. Director Weinstein suggested combining two categories. Treasurer Norton agreed with the suggestion. Chairwoman Swistak stated she would combine the two categories. Chairwoman Swistak discussed the personal growth and goals category. Treasurer Norton made suggestions about combining categories. The Committee agreed.

Chairwoman Swistak discussed Board-directed goals and self-directed goals. Treasurer Norton suggested leaving Board-directed goals as an option because the Director may have self-directed goals that satisfy the Board. Treasurer Norton asked about the timing of goals. Chairwoman Swistak stated that the Director would eventually provide self-directed goals to the Board. President Bartelli asked about the timing of the Director evaluation. Assistant Director McQuillan mentioned the importance of fiscal year timing. Chairwoman Swistak asked about the timing of staff evaluations. Director Weinstein stated that they are traditionally done in concert with the Director evaluation. Chairwoman Swistak discussed conducting the Director evaluation in June.

Chairwoman Swistak discussed the Director’s monthly snapshot from previous evaluations. Director Weinstein stated that Board-directed goals should be discussed in open session. She said that the Executive Session was for assessment purposes.

Chairwoman Swistak asked the Committee for more feedback on the draft. Treasurer Norton discussed the importance of the Board providing support for the Director. Committee members discussed various category changes and grammatical suggestions.

Chairwoman Swistak discussed how to approach setting the Director's salary and how to document the matter. Director Weinstein suggested a final document with the overall performance rating, signatures, compiled score, and salary. She also suggested having signature lines.

Chairwoman Swistak asked Committee members if they agreed to forward the edited draft to the Board at the next regular meeting for discussion. The Committee agreed. Director Weinstein suggested providing a cover page to outline procedures.

5. Adjourn

MOTION: Trustee Wynn moved to adjourn the meeting. Treasurer Norton seconded.

Voice Vote - All Aye

The meeting adjourned at 7:05 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on August 29, 2022.

Approved by

Emily Swistak, Committee Chair

LISLE LIBRARY DISTRICT
PHYSICAL PLANT COMMITTEE MEETING
August 10, 2022 - 3:00 p.m.

1. Roll call

Present:

Karen Larson - Secretary | Chair

Emily Swistak - Vice President

Marjorie Bartelli - President

Tatiana Weinstein - Director | Ex-officio

Beth McQuillan - Assistant Director | Ex-officio

Also Present:

Chris Knight - Recording Secretary

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

3. Approve Minutes of the January 9, 2020 Physical Plant Committee Meeting

MOTION: Vice President Swistak moved to approve minutes of the January 9, 2020 Physical Plant Committee meeting. President Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

4. Landscape options on Kingston Avenue - tour/discussion

Director Weinstein discussed landscaping on the west side of the Library campus. She stated that the landscape quote in the packet included removing unwanted growth, such as invasive buckthorn, near Kingston Avenue.

The Committee toured the Library campus at 3:04 p.m. which included visiting the main campus's adjacent lots. The Committee discussed where landscape improvements might be made on the Kingston Avenue side of the main campus. The Committee returned from the tour at 3:41 p.m.

5. FQC Report - review/discussion

Director Weinstein provided an overview of the recommended actions via the FQC report. She listed the projects that have been accomplished and which are anticipated to be addressed in the renovation.

Discussion: President Bartelli asked which items were included in Camosy's bid. Director Weinstein stated that all of the highlighted items were included except sealcoating. Chairwoman Larson asked how often the Library sealcoats the parking lots. Assistant Director McQuillan stated that it is done every other year.

Director Weinstein asked the Committee for direction on the landscape work. The Committee was agreeable to the maintenance quote and wished to see a proposal that also included mulch and new plantings.

6. Annual roof inspection - discussion

Assistant Director McQuillan stated that the annual roof inspection would occur on August 26th.

Discussion: President Bartelli asked if the new canopy would be attached underneath the roof. Director Weinstein said that she believed that the canopy was mostly an exterior structure. Vice President Swistak asked about the current gap between the canopy and the roof. Director Weinstein stated that flashing would likely be installed.

Vice President Swistak suggested that the Committee look into a personalized brick program that might include the Library Foundation or the Friends of the Library. The Committee was open to the idea and deliberated about where bricks could be installed. Director Weinstein mentioned the need for a solid plan and to consider ADA compliance regarding walkways. She suggested that the Committee bring the idea up for Board discussion.

7. Adjourn

MOTION: Vice President Swistak moved to adjourn the meeting. President Bartelli seconded.

Voice Vote - All Aye

The meeting adjourned at 4:00 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on September 14, 2022.

Approved by

Karen Larson, Committee Chair