

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 21, 2023 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](mailto:library@lislelibrary.org) or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day.*

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

### LISLE LIBRARY DISTRICT BOARD MEETING February 21, 2023 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Assignments for reviewing monthly accounts payable
  - a. Vice President Swistak and Trustee Wynn reviewed the January billings in February
  - b. Trustee Sullivan and Trustee Turner will review the February billings in March
4. Consent Agenda - Action Required
  - a. Approve Minutes of the January 24, 2023 Board Meeting
  - b. Acknowledge Treasurer's Report, 01/31/23, Investment Activity Report, 01/31/23, Current Assets Report, 01/31/23, Revenue Report, 01/31/23, and Expense Report, 01/31/23
  - c. Authorize Payment of Bills, 02/21/23
5. Unfinished Business
  - a. Capital Improvement Project: Monthly Project Status Update - CCS Report including schedule and budget update
    - i. Change Order Approval – Action Required  
Approval of Change Order #41 to Camosy for one month of extended supervision and general conditions costs in the sum of \$49,520.00
    - ii. Library Closure Discussion
    - iii. Grand Opening Discussion
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. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$1888.65, to be paid to Rachael Persek.
9. Executive Session
  - a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 -- Action Required
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Larson, Norton, Sullivan, Swistak, Turner, Wynn
11. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 24, 2023 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Sara Wynn - Trustee

Also present:

Tatiana Weinstein - Director  
Chris Knight - Recording Secretary  
Marc Rogers - CCS International Inc. [left the meeting at 8:03 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Trustee Sullivan and Trustee Turner reviewed the December billings in January
- b. Vice President Swistak and Trustee Wynn will review the January billings in February

4. Consent Agenda - Action Required

- a. Approve Minutes of the December 21, 2022 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/22, Investment Activity Report, 12/31/22, Current Assets Report, 12/31/22, Revenue Report, 12/31/22, and Expense Report, 12/31/22
- c. Authorize Payment of Bills, 01/24/23

**MOTION:** Vice President Swistak moved to approve the Consent Agenda. Secretary Larson seconded.

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

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

Mr. Rogers apprised the Board about updates regarding Phase Two stairs, elevator shaft, north and south canopy, windows, restrooms, handrails, asphalt, and paint.

Discussion: Vice President Swistak asked about paint near the north entry. Mr. Rogers explained that a first coat was applied and another coat would follow once warmer weather arrived. Treasurer Norton asked about north canopy completion. Mr. Rogers stated that the sliding glass doors were in production and suggested timing the install to coincide with transitioning to the other side of the building. The Board agreed. Vice President Swistak asked about south entrance access. Mr. Rogers explained that the elevator inspection would come first and that substantial completion is anticipated to be mid-March.

Trustee Sullivan asked when the Board would be able to use the Library meeting rooms again. Mr. Rogers stated that the meeting rooms should be accessible in April. President Bartelli asked about the anticipated closure. Mr. Rogers suggested it could last 1-2 weeks. Trustee Sullivan suggested reminding patrons to use their card reciprocally during the closure. Director Weinstein agreed and also stated that the LLD would promote digital offerings as well.

Mr. Rogers stated that final completion is slated for mid-April. He said that more discussion regarding the grand opening would occur next month. Mr. Rogers provided an overview of the project schedule and upcoming activities.

Discussion: Vice President Swistak asked about the automatic doors for the restrooms. Mr. Rogers stated that key hardware has been installed and explained the automatic system. He said that additional components await install.

Mr. Rogers reported an update on the project budget.

Discussion: Trustee Sullivan said that she observed cones on the roof of the Library. Mr. Rogers explained that they were serving as indicators for the safe passage between the two canopies. Director Weinstein mentioned water dripping off the north side near the entrance and asked about gutter replacement. Mr. Rogers explained that a temporary gutter is in place and a new gutter system would soon be installed.

Mr. Rogers provided an overview of change orders that included credits, mechanical revisions, found conditions, relocation of mechanical equipment, and tile replacement for the east side restrooms. He provided information regarding plumbing and tiling work for the east restrooms. He discussed tile choices and samples.

Discussion: President Bartelli asked about the condition of the wall tiles in both restrooms and how much it would cost. Director Weinstein suggested a deep cleaning. Trustee Sullivan suggested that cleaning would not be satisfactory. Secretary Larson asked if the tiles could be painted. Director Weinstein mentioned that the tiles had a slight texture and worried that paint would flake. She suggested removing the tile altogether. Trustee Turner suggested a laminate to replace the tile. The Board gave direction to Director Weinstein to move forward with a solution for the wall tile in both restrooms.

- i. Approve renovation update to east men's restroom - Action Required  
**MOTION:** Trustee Sullivan moved to approve Change Order #27 to Camosy to replace the east men's restroom floor in the sum of \$19,373.00. Secretary Larson seconded.  
Roll Call Vote - All Aye. The motion passed.
- ii. Approve update to east women's restroom - Action Required  
**MOTION:** Trustee Sullivan moved to approve Change Order #28 to Camosy to replace the east women's restroom floor in the sum of \$19,373.00. Treasurer Norton seconded.  
Roll Call Vote - All Aye. The motion passed.
- iii. Select monument sign design - Action Required

Mr. Rogers provided four design options from Integrity Sign for the monument sign.

Discussion: Vice President Swistak asked about the lighting in each design option. Mr. Rogers explained the acrylic portion and lighting elements. Mr. Rogers mentioned three smaller directional signs with a similar color scheme.

President Bartelli asked about uniformity between the directional signs and the monument sign. Director Weinstein agreed that using white lettering on all signs provided continuity and suggested using reflective text. Trustee Sullivan asked Director Weinstein if she had a preferred option. Director Weinstein stated that option 1 was her preference. Mr. Rogers said that the green color would mirror the building's color.

Vice President Swistak stated that she preferred option 1 as well. Secretary Larson agreed with option 1. Treasurer Norton stated that she preferred option 1. She suggested changing the yellow line on the South Entrance sign. Mr. Rogers asked about replacing it with a white line. The Board agreed to change it to a white line.

**MOTION:** Vice President Swistak moved to approve Option 1 for the Library monument sign and peripheral signage. Treasurer Norton seconded. Roll Call Vote - All Aye. The motion passed.

Mr. Rogers stated that his next step would be to send a sign package to the Village for permit approval.

Mr. Rogers left the meeting at 8:03 p.m.

#### 6. Committee Reports

- a. Finance - Trustee Turner had nothing to report.
- b. Personnel and Policy - Vice President Swistak had nothing to report.
- c. Physical Plant - Secretary Larson had nothing to report.
- d. Advocacy and Outreach - Trustee Sullivan had nothing to report.

#### 7. Staff Reports

Director Weinstein stated that she has attended Lisle Warhol Committee meetings on a regular basis. She mentioned the four influential Lisle figures to be represented on a large window cling; Joy Morton, Martha Schiesher, Carlin Nalley, and Henry "Hank" Van Kampen. Director Weinstein commented that the Library would receive the complimentary window cling to display for the community Warhol event that begins in June and runs for three months. She shared information on plans and ideas that the Village and businesses would implement during the event.

Director Weinstein mentioned that the Library's phone system would migrate to a cloud-based solution.

Director Weinstein mentioned that part of her professional goals included a Library marketing plan for 2023. The plan focuses on three main goals; broaden reach to underserved populations, increase community awareness regarding Library location, and seek new avenues to promote digital offerings. She shared information on key performance indicators. Director Weinstein mentioned that the assessment would start in April 2023, gauging progress in October 2023, and fully analyzed in April 2024.

Discussion: Trustee Sullivan stated that this was the perfect time to publicize the value of the Library when people are cutting back on expenses. Treasurer Norton suggested having signage from the downtown to the Library and possibly partnering with an organization, such as the Park District, to develop the adjacent lot. Director Weinstein stated that the next Strategic Plan could fold in a focus area that included addressing the adjacent properties. President Bartelli suggested adding a QR code on LLD yard signs.

8. New Business

- a. Appoint Committee to prepare FY2023/24 Working Budget

President Bartelli appointed a Committee of the Whole to prepare the Working Budget for Fiscal Year 2023-24.

- b. Approve Per Capita Grant - Action Required

**MOTION:** Trustee Sullivan moved to approve the 2023 Illinois Public Library Per Capita and Equalization Aid Grant Application. Secretary Larson seconded.

Director Weinstein provided an overview of the 2023 Illinois Public Library Per Capita and Equalization Aid Grant Application.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Treasurer Norton mentioned that she visited a number of local area libraries and commented on interactive features within youth sections. Vice President Swistak mentioned her anticipation for the renovation completion date. President Bartelli asked if Trustees had a chance to tour Phase 2. Director Weinstein suggested scheduling tours. President Bartelli thanked Department Directors for their quarterly reports and commented on the usefulness of the self-pickup holds area.

10. Adjourn

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

Voice Vote - All Aye. The motion passed.

The meeting adjourned at 8:40 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 21, 2023.

Approved by

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Karen Larson, Secretary of the LLD Board of Trustees

## Treasurer's Report as of January 31, 2023

Fund Name	Cash Balance	Financial	Financial
	01/31/23	Assets %	Assets %
		W/ Spec Res	W/O Spec Res
<b>Corporate</b>	3,984,412.08	<b>54.49%</b>	<b>90.04%</b>
<b>IMRF</b>	221,519.37	<b>3.03%</b>	<b>5.01%</b>
<b>FICA</b>	218,879.60	<b>2.99%</b>	<b>4.95%</b>
Subtotals	<b>4,424,811.05</b>	<b>60.51%</b>	<b>100.00%</b>
<b>Special Reserve</b>	2,889,183.78	<b>39.49%</b>	<b>0.00%</b>
	<b>7,313,994.83</b>	<b>100.00%</b>	<b>100.00%</b>

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Treasurer

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Date

**CURRENT ASSETS**  
**AT FAIR MARKET VALUE**  
**January 31, 2023**

	Fair Market Value on 1/31/23	
<u>Checking Accounts</u>		
Fifth Third Operating Acct	\$89,540.84	
Fifth Third Financial Now acct	\$2,813,605.09	
Fifth Third Financial-petty cash	\$410.96	
US Bank	\$26,572.77	
E commerce	\$46,158.05	
	<u>\$2,976,287.71</u>	
<u>Money Markets</u>		
Lisle Savings Bank	\$208,168.77	
IMET	\$731,664.62	
The Illinois Funds	\$130,534.44	
	<u>\$1,070,367.83</u>	
<u>Ehlers Investments Pershing</u>		\$27,425.02
<u>Investments</u>		
<u>Fixed Income</u>		
US Treasury Bill	98.723	@
Lisle Savings Bank	100.000	
MJFG BK LTD N Y BRH Disc Coml Paper	98.752	
US Treasury Note	98.895	
US Treasury Bill	97.939	
US Treasury Bill	98.801	
US Bank	100.000	
Lisle Savings Bank	100.000	
	Purchased	Face Amt.
	10/12/2022	506,000.00
	1/16/2019	225,325.93
	12/8/2022	220,000.00
	12/21/2022	1,000,000.00
	10/26/2022	306,000.00
	1/18/2023	506,000.00
	9/15/2018	249,999.99
	7/11/2018	218,374.39
	YTM	Paid
	0.00	499,537.89
	2.72	225,325.93
	0.00	217,255.44
	0.13	989,230.34
	0.00	299,694.53
	0.00	499,930.53
	2.50	249,999.99
	2.50	218,374.39
	Coupon Rate	FMV
	0.00	\$505,220.76
	2.72	\$234,969.73
	0.00	\$218,785.97
	0.13	\$992,860.00
	0.00	\$302,995.08
	0.00	\$500,752.78
	2.50	\$249,999.99
	2.50	\$234,329.96
		<u>\$3,239,914.27</u>
		<u>\$7,313,994.83</u>
		<u>\$7,313,994.83</u>
		<u>\$7,313,994.83</u>

**TOTAL CURRENT ASSETS**





Lisle Library District  
For the Seven Months Ending January 31, 2023  
Revenues - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
70-02-4481-00 Interest Earned	\$ 5,283.27	\$ 51,529.99	\$ 9,142.67	10,000.00	515.30
TOTAL INTEREST	5,283.27	51,529.99	9,142.67	10,000.00	515.30
70-04-4587-10 Restricted - Transfer from Cor	2,500.00	1,027,500.00	0.00	30,000.00	3,425.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,500.00	1,027,500.00	0.00	30,000.00	3,425.00
TOTAL REVENUES	7,783.27	1,079,029.99	9,142.67	40,000.00	2,697.57

Lisle Library District  
 For the Seven Months Ending January 31, 2023  
 Expenses - Special Reserve Only

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	0.00	0.00
<b>TOTAL MAINTENANCE AND EQUIP</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>RENOVATION COSTS</b>					
70-65-5675-00 Renovation Project	356,964.48	3,094,631.02	416,636.97	5,200,000.00	59.51
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RENOVATION COSTS</b>	<b>356,964.48</b>	<b>3,094,631.02</b>	<b>416,636.97</b>	<b>5,200,000.00</b>	<b>59.51</b>
<b>TOTAL SPECIAL RESERVE EXPENSES</b>	<b>356,964.48</b>	<b>3,094,631.02</b>	<b>416,636.97</b>	<b>5,215,000.00</b>	<b>59.34</b>

Lisle Library District  
For the Seven Months Ending January 31, 2023  
Revenues - No Special Reserve reflected

	Current Month	Current Year to Date	Prior Year to Date	Current Annual Budget	% of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$ 0.00	\$ 3,841,496.54	\$ 3,770,568.40	\$ 3,846,660.00	99.87
40-01-4414-00 Tax Levy - IMRF	0.00	80,058.98	81,829.38	80,166.00	99.87
45-01-4415-00 Tax Levy - FICA	0.00	170,792.50	170,249.73	171,022.00	99.87
<b>TOTAL TAX LEVY</b>	<b>0.00</b>	<b>4,092,348.02</b>	<b>4,022,647.51</b>	<b>4,097,848.00</b>	<b>99.87</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	0.00	31,755.81	31,560.08	30,000.00	105.85
<b>TOTAL TIF SURPLUS</b>	<b>0.00</b>	<b>31,755.81</b>	<b>31,560.08</b>	<b>30,000.00</b>	<b>105.85</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax -	8,689.12	34,606.02	20,787.65	18,000.00	192.26
40-01-4462-00 Personal Property Repl. Tax -	501.47	1,997.21	1,199.71	850.00	234.97
45-01-4463-00 Personal Property Repl. Tax -	78.79	313.79	188.49	150.00	209.19
<b>TOTAL PERSONAL PROPERTY REP</b>	<b>9,269.38</b>	<b>36,917.02</b>	<b>22,175.85</b>	<b>19,000.00</b>	<b>194.30</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	5,877.60	50,978.95	16,945.41	10,000.00	509.79
40-02-4475-00 Interest Earned - IMRF	365.71	2,778.82	607.78	700.00	396.97
45-02-4476-00 Interest Earned - FICA	377.35	2,885.25	538.28	500.00	577.05
<b>TOTAL INTEREST INCOME</b>	<b>6,620.66</b>	<b>56,643.02</b>	<b>18,091.47</b>	<b>11,200.00</b>	<b>505.74</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 Unrealized Gain/Loss on	7,755.38	12,174.53	(27,033.63)	0.00	0.00
<b>TOTAL UNREALIZED GAIN/LOSS O</b>	<b>7,755.38</b>	<b>12,174.53</b>	<b>(27,033.63)</b>	<b>0.00</b>	<b>0.00</b>
<b>DESK INCOME</b>					
10-03-4531-00 Lost Books	69.17	647.94	869.47	1,000.00	64.79
10-03-4536-00 Non-Resident Fees	262.63	995.26	591.95	500.00	199.05
10-03-4540-00 Fines	156.12	(91.95)	305.46	500.00	(18.39)
<b>TOTAL DESK INCOME</b>	<b>487.92</b>	<b>1,551.25</b>	<b>1,766.88</b>	<b>2,000.00</b>	<b>77.56</b>
<b>UNRESTRICTED INCOME</b>					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	1,046.00	0.00	5,000.00	20.92
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	5,205.00	0.00	0.00
10-04-4573-00 Copier Income	266.13	2,209.87	2,575.61	3,500.00	63.14

Lisle Library District  
 For the Seven Months Ending January 31, 2023  
 Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-04-4583-00	0.00	44,664.48	42,043.40	42,000.00	106.34
10-04-4584-00	0.00	1,848.26	1,024,614.97	2,000.00	92.41
10-04-4585-00	181.25	1,645.75	4,366.00	8,000.00	20.57
10-05-4595-00	0.00	416.28	0.00	0.00	0.00
<b>TOTAL UNRESTRICTED INCOME</b>	<b>447.38</b>	<b>51,830.64</b>	<b>1,078,804.98</b>	<b>60,500.00</b>	<b>85.67</b>
<b>TOTAL REVENUES</b>	<b>\$ 24,580.72</b>	<b>\$ 4,283,220.29</b>	<b>\$ 5,148,013.14</b>	<b>\$ 4,220,548.00</b>	<b>101.48</b>

Lisle Library District  
For the Seven Months Ending January 31, 2023  
Expenses - No Special Reserve reflected

	<u>Current</u> <u>Month</u>	<u>Current Year</u> <u>to Date</u>	<u>Prior Year to</u> <u>Date</u>	<u>Current</u> <u>Annual</u> <u>Budget</u>	<u>% of Budget</u> <u>to YTD</u>
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 43,331.67	\$ 288,664.71	\$ 274,140.52	\$ 519,278.00	55.59
10-10-5603-20 Adult Services - Reg. Hours	39,950.28	275,069.23	293,042.29	539,621.00	50.97
10-10-5603-30 Youth Services - Reg. Hours	35,211.67	232,351.85	217,067.96	416,519.00	55.78
10-10-5603-50 Technical Services - Reg. Hour	20,200.12	135,270.98	144,992.16	347,451.00	38.93
10-10-5603-60 Circulation - Reg. Hours	36,749.94	247,785.64	260,128.98	477,131.00	51.93
<b>Total Salaries</b>	<b>175,443.68</b>	<b>1,179,142.41</b>	<b>1,189,371.91</b>	<b>2,300,000.00</b>	<b>51.27</b>
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	5,095.14	32,122.09	24,929.05	49,835.00	64.46
10-10-5621-20 Hosp. Ins. - Adult Serv.	6,901.03	42,661.27	50,675.77	101,330.00	42.10
10-10-5621-30 Hosp. Ins. - YS	4,328.91	27,802.95	26,501.19	50,890.00	54.63
10-10-5621-50 Hosp. Ins. - Tech	2,656.58	17,094.32	18,469.52	30,998.00	55.15
10-10-5621-60 Hosp. Ins. - Circ	4,077.37	27,897.11	27,425.04	58,516.00	47.67
10-10-5622-10 Dental Ins. - Admin.	199.97	1,418.14	1,294.86	2,431.00	58.34
10-10-5622-20 Dental Ins. - Adult Serv	507.47	2,637.82	3,243.01	6,229.00	42.35
10-10-5622-30 Dental Ins. - YS	318.40	1,294.46	1,889.45	3,136.00	41.28
10-10-5622-50 Dental Ins. - Tech	260.01	880.01	917.01	1,849.00	47.59
10-10-5622-60 Dental Ins. - Circ	197.25	1,058.64	1,512.65	4,786.00	22.12
<b>Total Health and Dental Ins.</b>	<b>24,542.13</b>	<b>154,866.81</b>	<b>156,857.55</b>	<b>310,000.00</b>	<b>49.96</b>
<b>Other Staff Benefits</b>					
10-10-5646-00 Unemployment Compensation	(1,223.12)	(2,949.25)	418.67	4,000.00	(73.73)
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
<b>Total Other Staff Benefits</b>	<b>(1,223.12)</b>	<b>(2,949.25)</b>	<b>418.67</b>	<b>4,000.00</b>	<b>(73.73)</b>
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	3,264.43	21,760.53	20,714.36	40,187.00	54.15
45-10-5625-20 FICA Expense - Adult Serv.	2,944.19	20,158.08	21,114.82	41,761.00	48.27
45-10-5625-30 FICA Expense - Youth Services	2,653.57	17,517.47	16,252.60	32,234.00	54.34
45-10-5625-50 FICA Expense - Tech Servs.	1,518.56	10,173.07	10,880.50	26,889.00	37.83
45-10-5625-60 FICA Expense - Circulation	2,595.88	17,533.60	19,000.92	36,929.00	47.48
<b>Total FICA Expenses</b>	<b>12,976.63</b>	<b>87,142.75</b>	<b>87,963.20</b>	<b>178,000.00</b>	<b>48.96</b>
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	807.53	12,189.79	17,627.14	19,090.00	63.85
40-10-5628-20 IMRF Expense - Adult Servs	791.01	12,260.05	20,119.74	22,261.00	55.07
40-10-5628-30 IMRF Expense - Youth Services	636.44	9,508.90	13,912.42	15,123.00	62.88

Lisle Library District  
 For the Seven Months Ending January 31, 2023  
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
40-10-5628-50	399.96	6,049.97	10,017.57	9,869.00	61.30
40-10-5628-60	550.91	8,265.95	13,027.33	13,657.00	60.53
Total IMRF Expenses	3,185.85	48,274.66	74,704.20	80,000.00	60.34
Total EMPLOYEE COSTS	214,925.17	1,466,477.38	1,509,315.53	2,872,000.00	51.06
<b>BUILDING COSTS</b>					
Utilities					
10-20-5650-00	450.00	2,700.00	3,150.00	5,400.00	50.00
10-20-5651-00	0.00	1,810.00	1,810.00	1,810.00	100.00
10-20-5652-00	724.33	4,170.86	4,693.61	10,000.00	41.71
10-20-5653-00	2,246.13	4,923.06	4,563.83	10,000.00	49.23
10-20-5654-00	385.54	1,989.00	923.76	2,300.00	86.48
10-20-5655-00	3,489.14	20,690.84	26,538.59	50,000.00	41.38
10-20-5656-00	125.00	750.00	750.00	1,500.00	50.00
Total Utilities	7,420.14	37,033.76	42,429.79	81,010.00	45.72
Maintenance and Repairs					
10-20-5660-00	0.00	2,500.00	3,750.00	5,000.00	50.00
10-20-5661-00	2,764.10	17,440.70	18,580.70	49,500.00	35.23
10-20-5662-00	4,980.00	16,710.00	19,075.00	40,000.00	41.78
10-20-5663-00	724.19	6,499.42	4,477.64	10,000.00	64.99
10-20-5664-00	1,439.22	12,244.32	28,435.79	70,000.00	17.49
10-20-5665-00	270.62	1,951.46	1,949.63	4,000.00	48.79
Total Maintenance and Repairs	10,178.13	57,345.90	76,268.76	178,500.00	32.13
TOTAL BUILDING COSTS	17,598.27	94,379.66	118,698.55	259,510.00	36.37
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00	236.21	1,863.31	2,313.69	5,500.00	33.88
10-25-5710-10	0.00	10,588.00	8,731.00	17,000.00	62.28
10-25-5711-00	0.00	5,237.60	3,591.16	8,800.00	59.52
10-25-5712-00	153.69	298.69	271.38	1,000.00	29.87
Total Postage and Printing	389.90	17,987.60	14,907.23	32,300.00	55.69
Supplies					
10-25-5713-00	431.30	3,776.43	2,778.74	5,500.00	68.66
10-25-5714-00	1,876.13	4,591.91	4,863.20	10,000.00	45.92
10-25-5715-00	349.00	1,247.00	751.37	1,900.00	65.63

Lisle Library District  
 For the Seven Months Ending January 31, 2023  
 Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
10-25-5716-00	192.38	1,692.63	1,987.53	5,000.00	33.85
10-25-5717-00	2,259.88	16,628.43	16,115.14	43,000.00	38.67
10-25-5718-00	226.98	4,857.22	6,757.15	12,400.00	39.17
<b>Total Supplies</b>	<b>5,335.67</b>	<b>32,793.62</b>	<b>33,253.13</b>	<b>77,800.00</b>	<b>42.15</b>
<b>Other Operating Costs</b>					
10-25-5719-00	0.00	1,092.41	714.61	1,500.00	72.83
10-25-5722-15	50.00	158.33	137.50	200.00	79.17
10-25-5723-00	0.00	0.00	402.29	500.00	0.00
10-25-5723-15	332.00	2,763.19	2,391.15	6,000.00	46.05
10-25-5724-15	19.18	250.52	130.25	500.00	50.10
<b>Total Other Operating Costs</b>	<b>401.18</b>	<b>4,264.45</b>	<b>3,775.80</b>	<b>8,700.00</b>	<b>49.02</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>6,126.75</b>	<b>55,045.67</b>	<b>51,936.16</b>	<b>118,800.00</b>	<b>46.33</b>
<b>INSURANCE</b>					
10-30-5750-00	0.00	2,100.00	2,100.00	2,100.00	100.00
10-30-5751-00	39,544.10	59,277.10	57,232.50	46,000.00	128.86
10-30-5752-00	0.00	0.00	75.00	225.00	0.00
10-30-5754-00	4,386.00	6,984.00	9,372.50	7,000.00	99.77
<b>TOTAL INSURANCE</b>	<b>43,930.10</b>	<b>68,361.10</b>	<b>68,780.00</b>	<b>55,325.00</b>	<b>123.56</b>
<b>CONTRACTUAL SERVICES</b>					
10-35-5760-00	506.25	1,518.75	3,813.75	15,000.00	10.13
10-35-5761-00	126.50	265.65	179.00	700.00	37.95
10-35-5762-00	0.00	2,475.00	250.00	5,000.00	49.50
10-35-5763-00	5,681.61	87,374.25	55,831.77	95,000.00	91.97
10-35-5764-10	2,085.00	14,946.50	20,990.08	40,000.00	37.37
10-35-5765-10	429.20	3,040.92	3,660.02	7,500.00	40.55
10-35-5769-00	0.00	0.00	0.00	5,200.00	0.00
10-35-5770-00	0.00	9,175.00	8,900.00	9,200.00	99.73
10-35-5771-00	900.09	4,659.79	3,663.71	7,900.00	58.98
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>9,728.65</b>	<b>123,455.86</b>	<b>97,288.33</b>	<b>185,500.00</b>	<b>66.55</b>
<b>PERSONNEL DEVELOPMENT</b>					
10-40-5783-00	735.00	2,774.00	2,571.00	4,000.00	69.35
10-40-5784-00	20.00	95.45	114.51	2,400.00	3.98
10-40-5785-00	0.00	3,371.96	728.00	7,000.00	48.17
10-40-5786-00	0.00	74.99	252.87	4,500.00	1.67
10-40-5787-00	825.00	1,843.93	383.86	2,500.00	73.76

Lisle Library District  
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10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	700.00	6,500.00	0.00
10-45-5786-70 Dues - Trustee	0.00	150.00	230.00	525.00	28.57
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	39.98	1,000.00	0.00
<b>TOTAL PERSONNEL DEVELOPMEN</b>	<b>1,580.00</b>	<b>8,310.33</b>	<b>5,020.22</b>	<b>30,425.00</b>	<b>27.31</b>
<b>EQUIPMENT COSTS</b>					
<b>Major Equipment</b>					
10-48-5801-10 Polaris Maint (Corp)	0.00	58,933.57	56,060.59	55,000.00	107.15
10-48-5803-10 Technology	15,522.63	38,407.19	4,484.13	50,000.00	76.81
10-48-5804-10 Facility	0.00	1,990.00	5,377.99	10,000.00	19.90
<b>Total Major Equipment</b>	<b>15,522.63</b>	<b>99,330.76</b>	<b>65,922.71</b>	<b>115,000.00</b>	<b>86.37</b>
<b>Minor Equipment</b>					
10-48-5823-10 Minor Equip - Administration	0.00	748.86	0.00	700.00	106.98
10-48-5823-20 Minor Equip - Adult Services	31.98	149.93	182.51	700.00	21.42
10-48-5823-30 Minor Equipment - Youth	0.00	28.17	103.99	700.00	4.02
10-48-5823-50 Minor Equip - Tech Services	0.00	139.12	520.70	700.00	19.87
10-48-5823-60 Minor Equip - Circ	146.00	146.00	0.00	700.00	20.86
<b>Total Minor Equipment</b>	<b>177.98</b>	<b>1,212.08</b>	<b>807.20</b>	<b>3,500.00</b>	<b>34.63</b>
<b>Equip Maint/Repairs and Rentals</b>					
10-48-5843-00 Rental-Postage Meter	180.57	541.71	541.71	720.00	75.24
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	1,441.03	6,023.87	9,043.18	20,280.00	29.70
10-48-5846-00 Equip Maint/Repr-NonContr	283.79	1,001.76	29.91	1,000.00	100.18
<b>Total Equip Maint/Repairs and Rentals</b>	<b>1,905.39</b>	<b>7,567.34</b>	<b>9,614.80</b>	<b>22,000.00</b>	<b>34.40</b>
<b>TOTAL EQUIPMENT COSTS</b>	<b>17,606.00</b>	<b>108,110.18</b>	<b>76,344.71</b>	<b>140,500.00</b>	<b>76.95</b>
<b>LIBRARY MEDIA</b>					
<b>Books</b>					
10-50-5863-20 Literacy/ESL	0.00	3,053.80	3,200.47	8,000.00	38.17
10-50-5863-30 Books - Youth Serv	678.45	24,524.46	26,939.47	54,000.00	45.42
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	4,506.55	32,024.74	39,441.08	86,200.00	37.15
10-50-5865-10 Books - Adult/Teen Fiction	3,070.60	29,639.04	36,473.17	74,500.00	39.78
10-50-5867-20 Ref Books - Adult Serv	59.14	2,138.49	6,809.43	18,000.00	11.88
<b>Total Books</b>	<b>8,314.74</b>	<b>91,380.53</b>	<b>112,863.62</b>	<b>240,700.00</b>	<b>37.96</b>



Lisle Library District  
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	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
<b>Databases</b>					
10-50-5869-20	10,000.00	97,343.44	87,372.83	110,000.00	88.49
10-50-5872-10	348.00	4,383.65	4,260.41	10,000.00	43.84
10-50-5873-30	4,706.00	12,299.66	15,142.15	12,000.00	102.50
<b>Total Databases</b>	<b>15,054.00</b>	<b>114,026.75</b>	<b>106,775.39</b>	<b>132,000.00</b>	<b>86.38</b>
<b>Audio-Visual Materials</b>					
10-50-5890-30	244.10	7,297.11	9,625.33	15,000.00	48.65
10-50-5895-40	3,336.00	27,547.75	37,354.25	60,000.00	45.91
10-50-5899-20	11,186.90	63,377.69	63,303.95	105,000.00	60.36
<b>Total Audio-Visual Materials</b>	<b>14,767.00</b>	<b>98,222.55</b>	<b>110,283.53</b>	<b>180,000.00</b>	<b>54.57</b>
<b>Periodicals/Doc Delivery</b>					
10-50-5871-20	0.00	23,841.03	22,968.32	24,500.00	97.31
10-50-5900-20	162.99	20,750.70	28,353.72	37,500.00	55.34
10-50-5900-30	0.00	264.89	132.91	500.00	52.98
10-50-5900-80	0.00	2,927.97	2,115.97	3,000.00	97.60
<b>Total Periodicals/Doc Delivery</b>	<b>162.99</b>	<b>47,784.59</b>	<b>53,570.92</b>	<b>65,500.00</b>	<b>72.95</b>
<b>TOTAL LIBRARY MEDIA</b>	<b>38,298.73</b>	<b>351,414.42</b>	<b>383,493.46</b>	<b>618,200.00</b>	<b>56.84</b>
<b>PROGRAMS AND READER'S SERVICES</b>					
<b>Programs</b>					
10-60-5931-10	655.10	6,143.48	7,940.40	13,000.00	47.26
10-60-5931-30	733.10	6,763.50	5,735.34	12,000.00	56.36
10-60-5931-40	79.22	646.46	466.19	2,000.00	32.32
10-60-5931-50	80.00	1,761.30	693.64	5,500.00	32.02
<b>Total Programs</b>	<b>1,547.42</b>	<b>15,314.74</b>	<b>14,835.57</b>	<b>32,500.00</b>	<b>47.12</b>
<b>Readers Services</b>					
10-60-5940-10	0.00	139.98	184.68	2,000.00	7.00
10-60-5940-30	0.00	1,843.14	401.67	5,500.00	33.51
<b>Total Readers Services</b>	<b>0.00</b>	<b>1,983.12</b>	<b>586.35</b>	<b>7,500.00</b>	<b>26.44</b>
<b>TOTAL PROGRAMS AND READERS</b>	<b>1,547.42</b>	<b>17,297.86</b>	<b>15,421.92</b>	<b>40,000.00</b>	<b>43.24</b>
<b>RESTRICTED USAGE EXPENSES</b>					
10-80-5980-80	0.00	1,150.00	0.00	16,000.00	7.19

Lisle Library District  
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10-80-5981-80	0.00	17,483.85	23,733.78	42,000.00	41.63
10-80-5982-80	0.00	13,250.00	0.00	31,000.00	42.74
10-80-5983-80	0.00	35,000.00	0.00	36,000.00	97.22
<b>TOTAL RESTRICTED USAGE EXPEN</b>	<b>0.00</b>	<b>66,883.85</b>	<b>23,733.78</b>	<b>125,000.00</b>	<b>53.51</b>
<b>CONTINGENCY</b>					
10-90-5999-00	0.00	0.00	13,671.14	25,000.00	0.00
<b>TOTAL CONTINGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>13,671.14</b>	<b>25,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENSES - EXC OP TRANS</b>	<b>351,341.09</b>	<b>2,359,736.31</b>	<b>2,363,703.80</b>	<b>4,470,260.00</b>	<b>52.79</b>
<b>OPERATING TRANSFERS OUT</b>					
10-80-5984-80	2,500.00	1,027,500.00	0.00	30,000.00	3,425.00
Transfer to Special Reserve					
<b>TOTAL OPERATING TRANSFERS O</b>	<b>2,500.00</b>	<b>1,027,500.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>3,425.00</b>
<b>TOTAL ALL EXPENSES</b>	<b>353,841.09</b>	<b>3,387,236.31</b>	<b>2,363,703.80</b>	<b>4,500,260.00</b>	<b>75.27</b>

**Lisle Library District**  
**Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
AFLAC	719159	Payroll Withholding AFLAC (G6920)	10-00-2612-00 10-00-2610-00	AFLAC Withholding Accounts Payable	111.41	111.41
Albertsons	013123	Tablecloths Albertsons   Safeway	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	14.99	14.99
Amazon	013023	Books, Video Games, Supplies	10-50-5895-40	A-V Mats - Adult Serv	189.86	
			10-60-5931-10	Programs - Adult Service	119.85	
			10-48-5823-20	Minor Equip - Adult Servi	180.55	
			10-50-5863-30	Books - Youth Serv	14.98	
			10-50-5890-30	A-V Mats - Youth Serv	144.86	
			10-60-5931-30	Programs - Youth	199.61	
			10-25-5713-00	Office Supplies	98.49	
			10-25-5714-00	Circ. Material Supplies	27.66	
			10-48-5823-50	Minor Equip - Tech Servi	79.33	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,055.19
Amazon	021323	Books, Video Games, Supplies	10-50-5864-10	Books - Non Fiction	55.84	
			10-50-5865-10	Books - Adult/Teen Ficti	28.49	
			10-50-5895-40	A-V Mats - Adult Serv	85.97	
			10-60-5931-10	Programs - Adult Service	49.84	
			10-48-5823-20	Minor Equip - Adult Servi	111.55	
			10-50-5890-30	A-V Mats - Youth Serv	39.99	
			10-60-5931-30	Programs - Youth	238.98	
			10-48-5823-30	Minor Equipment - Youth	515.06	
			10-60-5940-30	Reader Services - Youth	143.73	
			10-20-5663-00	Maint/Repairs-Genl repai	14.11	
			10-48-5846-00	Equip Maint/Repr-NonCo	50.88	
			10-48-5823-60	Minor Equip - Circ	31.99	
			10-48-5823-50	Minor Equip - Tech Servi	68.48	
			10-25-5718-00	Computer Supplies	117.09	
			10-60-5931-50	Community Relations	96.54	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		1,648.54
Anderson	31402006	Pest Control Anderson Pest Solutions	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	157.10	157.10
B&T (C5223353)	013123	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	200.72 3.18	203.90
B&T (C5223433)	013123	Continuations & Processing Baker & Taylor (C5223433)	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	387.17 12.72	399.89
B&T (L0334152)	013123	Circ & Processing	10-50-5864-10	Books - Non Fiction	2,785.40	

**Lisle Library District**  
**Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
		Baker & Taylor (L0334152)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	140.04	2,925.44
B&T (L4171582)	013123	Audio Books & Processing Baker & Taylor (L4171582)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Mats - Adult Serv Processing Supplies Accounts Payable	22.10 3.99	26.09
B&T (L5425632)	013123	Books - YS & Processing Baker & Taylor (L5425632)	10-50-5863-30 10-25-5717-00 10-00-2610-00	Books - Youth Serv Processing Supplies Accounts Payable	3.00 1.59	4.59
B&T (L5443202)	013123	Books - Fiction Baker & Taylor (L5443202)	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	35.16	35.16
Bear Landscape	11749	Snow Removal #3 of 5 Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	4,980.00	4,980.00
Booklist Reader	13431327	Booklist Reader Subscription Booklist Reader	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	625.00	625.00
CDW G	GB40036	1 Versalink Printer Maintenance CDW Government	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	215.61	215.61
Chicago Tribune	082923	Newspaper Thru 8/29/23 Chicago Tribune	10-50-5900-20 10-00-2610-00	Periodicals - Adult Serv Accounts Payable	614.24	614.24
Collazo, Karalyn	013023	Tuition Reimbursement Karalyn Collazo	10-40-5788-00 10-00-2610-00	Training (Cont Ed) - Staff Accounts Payable	2,550.00	2,550.00
Colley Elevator	237468	Elevator Inspection Colley Elevator Company	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	385.00	385.00
ComEd	013023	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	1,787.05	1,787.05
Compact Disc Sourc	80697	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	54.73	54.73
Compact Disc Sourc	80698	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	145.33	145.33
Compact Disc Sourc	80749	Processing Compact Disc Source	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	148.93	148.93
Compact Disc Sourc	80750	Music CDs Compact Disc Source	10-50-5895-40 10-00-2610-00	A-V Mats - Adult Serv Accounts Payable	357.35	357.35

**Lisle Library District  
Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Culligan of Wheaton	013123	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	134.95	134.95
Current Technologe	13167	1/2 Half Battery Backup Current Technologies Corporation	10-48-5803-10 10-00-2610-00	Technology Accounts Payable	2,762.37	2,762.37
Current Technologie	730905	Network Monitoring February 2023 Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Srvc-Tech Accounts Payable	285.00	285.00
Current Technologie	730956	100 Hours Tech Work Current Technologies Corporation	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	14,000.00	14,000.00
Eco Clean	11402	Cleaning Eco Clean Maintenance	10-20-5661-00 10-00-2610-00	Maint Contracts - Maint. Accounts Payable	2,607.00	2,607.00
Ehlers Investment	013123	Investment Consulting Ehlers Investment Partners	10-35-5765-10 10-00-2610-00	Investment Agency Cons Accounts Payable	430.64	430.64
ELM USA	55752	Supplies for Disc Cleaning Machine ELM USA Inc.	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	346.99	346.99
Forst, Richard J.	031023	Program: Supremes of Justice Richard J. Forst	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	175.00	175.00
Forst, Taya R.	031023	Program: Supremes of Justice Taya R. Forst	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	175.00	175.00
Garvey's	PINV2379540	Supplies for Circ Services Garvey's Office Products	10-25-5714-00 10-00-2610-00	Circ. Material Supplies Accounts Payable	78.82	78.82
Groot	10150042T098	Rubbish Groot, Inc.	10-20-5665-00 10-00-2610-00	Rubbish Removal Accounts Payable	269.66	269.66
Hagg Press	117115	February/March Newsletter Hagg Press	10-25-5710-10 10-25-5711-00 10-00-2610-00	Printing/Spec. Serv. - Ad Postage Special Serv Accounts Payable	3,576.00 578.36	4,154.36
Hagg Press	230201F	April/May Newsletter Postage Hagg Press	10-25-5711-00 10-00-2610-00	Postage Special Serv Accounts Payable	1,500.00	1,500.00

**Lisle Library District  
Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Ingram	013123	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	3,709.20	
			10-50-5864-10	Books - Non Fiction	1,104.92	
			10-50-5863-30	Books - Youth Serv	2,881.45	
			10-50-5895-40	A-V Matis - Adult Serv	540.47	
			10-25-5717-00	Processing Supplies	1,255.62	9,491.66
			10-00-2610-00	Accounts Payable		
Ingram	74098060	Professional Reviews Ingram Library Services	10-50-5872-10 10-00-2610-00	Dbases - Professional Accounts Payable	350.00	350.00
Kanopy	321529-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	262.00	262.00
Kanopy	334937-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	216.00	216.00
Kocemba, Yolanda	012123	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	285096929	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	148.55	148.55
Konica Minolta Premi	494171051	C227 Lease Konica Minolta Premier Finance	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	60.00	60.00
Law Bulletin	2023	2022-23 Subscription Law Bulletin Media	10-50-5867-20 10-00-2610-00	Ref Books - Adult Serv Accounts Payable	135.15	135.15
LIMRICC PHIP Healt	020623	February 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	5,822.62 13,762.04 4,845.47 2,980.38 8,528.64	35,939.15
Lisle Area Chamber	15066	Annual Membership Lisle Area Chamber of Commerce	10-60-5931-50 10-00-2610-00	Community Relations Accounts Payable	185.00	185.00
Midwest Tape	503309875	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	4,416.19	4,416.19
Midwest Tape 7288	020123	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matis - Adult Serv Processing Supplies Accounts Payable	799.16 401.30	1,200.46

**Lisle Library District**  
**Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Midwest Tape 7289	020123	Processing Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	252.98	252.98
Midwest Tape 7291	020123	DVDs & Blu-rays Midwest Tape (7291)	10-50-5890-30 10-00-2610-00	A-V Mats - Youth Serv Accounts Payable	422.05	422.05
Moe, Lisa	020423-1	Capricorn Conference Lisa Moe	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	32.41	32.41
Moe, Lisa	020423-2	Capricorn Conference Lisa Moe	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	91.17	91.17
Monaco	12433460	HVAC Valve Actuator Monaco Mechanical Services, Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	3,325.00	3,325.00
Monaco	19036	HVAC Preventative Maintenance Monaco Mechanical Services, Inc.	10-20-5660-00 10-00-2610-00	Maint Contracts - HVAC Accounts Payable	1,250.00	1,250.00
NICOR	020523	Usage NICOR	10-20-5653-00 10-00-2610-00	Utilities - Gas Accounts Payable	1,883.86	1,883.86
Outsource	72823	Backup Licenses Dec 2022 Outsource Solutions	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	200.00	200.00
OverDrive	23031834	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	1,492.00	1,492.00
OverDrive	23037390	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,027.11	2,027.11
Penworthy	587799-IN	Activity Kits The Penworthy Company	10-80-5981-80 10-00-2610-00	Restricted - Per Capita Accounts Payable	299.90	299.90
Ruocco, Patricia	020823	Reimburse February Medical Premium Patricia Ruocco	10-10-5621-20 10-00-2610-00	Hosp. Ins. - Adult Serv. Accounts Payable	710.00	710.00
Savage, Will	020423	Award Selection Meeting Will Savage	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	198.07	198.07
Stephens Plumbing	254908	Shut Off Valve Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	534.45	534.45

**Lisle Library District  
Accounts Payable - February 21, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Stephens Plumbing	255942	Urinal Repair Stephens Plumbing & Heating	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	156.00	156.00
SWAN	10130	Reciprocal Borrowing Loss SWAN	10-50-5864-10 10-00-2610-00	Books - Non Fiction Accounts Payable	61.95	61.95
Toshiba	5956355	Copier Quarterly Maintenance Toshiba America Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	112.76	112.76
Unique	6109109	January Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	25.30	25.30
Verizon	9925753076	Hotspots, Cell Phone & Staff Phones	10-50-5895-40 10-20-5656-00 10-48-5804-10 10-48-5804-10 10-00-2610-00	A-V Matis - Adult Serv Verizon Facility Facility Accounts Payable	167.23 125.00 2,968.72 296.69	3,547.64
Warehouse Direct	5435736-0	Soap Warehouse Direct	10-20-5663-00 10-00-2610-00	Maint/Repairs-Genl repai Accounts Payable	87.20	87.20
					<b>114,593.34</b>	<b>114,593.34</b>



**PRIOR MONTHS BILLS PAID BETWEEN January 2023 AND February 2023**

**BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.**

<b>Check #</b>	<b>Vendor</b>		<b>Amount</b>
HSA	Salaries 1/13/2023		63889.41
HSA	IL Child Support	Child Support Withheld	175.00
HSA	IL Dept. of Revenue	State Tax Withheld	4043.43
Auto W/D	Howard Simon & Associates	PR Serv. - 1/13/2023	855.57
HSA	EFTPS/Electronic Tax Payment 1/13/2023	Fed Tax \$7874.34	21156.09
		FICA W/H \$6640.91	
		FICA Lib \$6640.84	
HSA	Salaries 1/31/2023		60831.85
HSA	IL Child Support	Child Support Withheld	300.00
HSA	IL Dept. of Revenue	State Tax Withheld	3852.36
Auto W/D	Howard Simon & Associates	PR Serv. - 1/31/2023	44.52
HSA	EFTPS/Electronic Tax Payment 1/31/2023	Fed Tax \$7476.55	20148.05
		FICA W/H \$6335.71	
		FICA Lib \$6335.79	
Wired	IMRF	IMRF W/H \$3185.88	11011.97
		IMRF Lib. \$7826.09	
		<b>Sub Total</b>	<b>186308.25</b>
<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6771	Amazon	Books, Video Games, Supplies	1,424.92
6772	Case Lots Inc.	Janitorial Supplies	296.80
6773	CCS	Project Management	7,700.00
6774	Chicago Metro Fire Prevention	Fire Alarm Monitoring	165.75
6775	Chicago Title and Trust Company	Draws 10 & 11	800.00
6776	Concept Wireless Communications	(2) Kenwood Radios	660.30
6777	Construction Field Services	Materials Testing	1,307.80
6778	Delta Dental - Risk	February Premium	1,966.77
6779	DuPage County Public Works	Usage	123.37
6780	ELM USA Inc.	Supplies for Disc Cleaning Machine	131.99
6781	Garvey's Office Products	Office Supplies	157.45
6782	Konica Minolta Business Solutions	Lexmark Printers, C458 Usage	294.10
6783	LinkedIn Corporation	Linked In Learning	7,000.00
6784	NCPERS Group Life Ins	Payroll Withholding	48.00

6785	OverDrive, Inc.	Advantage	2,001.04
6786	Callie Romenesko	Reimburse Mileage	6.25
6787	Scholastic	Scholastic Go	4,706.00
6788	Sheehan, Nagle, Hartray Architects	Architectural Services	8,257.20
6789	Showcases	Cases	377.46
6790	Sikich LLP	Accounting Services	2,085.00
6791	Staples Advantage	Kitchen & Office Supplies, PPE	281.67
6792	Village of Lisle	Monthly Internet Services	450.00
6793	Village of Lisle	Usage	262.17
		<b>Sub Total</b>	<b>\$ 40,504.04</b>
		<b>TOTAL</b>	<b>\$ 226,812.29</b>
Wire Transfer	Camosy Incorporated	Construction Draw #10 - 1/25/2023	<b>\$ 242,878.00</b>

**Monthly Circulation Report - January 2023**

			Jan-23	YTD FY 21/22	YTD FY 22/23	YTD % Change		
	Checkouts	Renewals	TOTALS					
Adult Non-Print	1,911	2,267	4,178	40,136	28,927	-27.93%		
Adult Print	3,658	2,832	6,490	61,682	44,415	-27.99%		
Adult Total	5,569	5,099	10,668	101,818	73,342	-27.97%		
YS Non-Print	436	771	1,207	12,043	8,512	-29.32%		
YS Print	6,307	5,689	11,996	96,648	82,478	-14.66%		
Total YS	6,743	6,460	13,203	108,691	90,990	-16.29%		
<b>Digital Media</b>								
Overdrive	4,558		4,558	24,727	28,515	15.32%		
hoopla	2,175		2,175	13,125	12,275	-6.48%		
Overdrive Magazines	115		115	716	988	37.99%		
PressReader	599		599	2,034	3,486	71.39%		
Kanopy	229		229	1,650	1,425	-13.64%		
Total Digital	7,676	0	7,676	42,252	46,689	10.50%		
<b>Subtotal Print + Non-Print/Digital</b>	<b>19,988</b>	<b>11,559</b>	<b>31,547</b>	<b>252,761</b>	<b>211,021</b>	<b>-16.51%</b>		
Computer/Tech Sessions Logins	743		743	6,895	5,181	-24.86%		
Database Usage/Unique Logins	3,745		3,745	26,345	25,521	-3.13%		
Wireless Use	333		333	3,334	2,121	-36.38%		
ScannX sessions/jobs	223		223	4,068	1,055	-74.07%		
Museum Adventure Passes	8		8	192	248	29.17%		
Total IT/Resource Sessions	5,052	0	5,052	40,834	34,126	-16.43%		
<b>Total Circulation</b>	<b>25,040</b>	<b>11,559</b>	<b>36,599</b>	<b>293,595</b>	<b>245,147</b>	<b>-16.50%</b>		
Literacy Software Usage Hours			0	0	0	--		
<b>Borrower Information</b>								
	Jan. 2023 Total	YTD 21/22	YTD 22/23	YTD % Change				
New Library Cards Added	156	831	935	12.52%				
Monthly Borrowers	2,133	17,366	15,538	-10.53%				
Total # Registered Borrowers	8,326	7,818	8,326	6.50%				
<b>InterLibrary Loans</b>								
Materials Sent	0	618	0	-100.00%				
Materials Received	465	2,073	2,732	31.79%				
<b>Polaris/Catalog Holds</b>								
Holds Placed	3,258	22,727	20,002	-11.99%				
Holds Checked Out	2,301	18,853	15,358	-18.54%				

Lisle Library District - Program and Service Statistics - January 2023

	Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY21/22	YTD FY22/23	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		13	27	12	2	54	902	398	-55.88%
Attendees		73	703	18	13	807	6,044	4,780	-20.91%
Computer/Technology Programs		3	0			3	19	27	42.11%
Attendees		32	0			32	44	79	79.55%
Performer/Speaker/Author		3	0			3	21	18	-14.29%
Attendees		99	0			99	288	362	25.69%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	11	0	-100.00%
Attendees	0					0	1,811	0	-100.00%
<b>Total Number of Programs</b>	0	19	27	12	2	60	953	443	-53.52%
<b>Total Patrons Served by Programming</b>	0	204	703	18	13	938	8,187	5,221	-36.23%
Reference Questions		1,716	1,295	1,394		4,405	30,466	27,202	-10.71%
Volunteer Hours		5.00	0.00			5.00	51.50	37.50	-27.18%
Notary Service	14					14	118	140	18.64%
<b>Outreach Service Statistics</b>									
Outreach Visits		0	8	0		8	22	57	159.09%
Patrons Served by Outreach Visits		0	245	0		245	723	3,473	380.36%
Home Delivery Dates		2				2	15	15	0.00%
Patrons Served via Home Delivery		86				86	604	646	6.95%
<b>Total Outreach Programs</b>		2	8	0		10	37	72	94.59%
<b>Total Patrons Served with Outreach Services</b>		86	245	0		331	1,327	4,119	210.40%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	0						0	0	--
Number of Outside Groups Using Meeting Space	0						77	0	-100.00%
Patrons Entering Building	6,787						60,911	53,498	-12.17%
Friend's Sponsored Programs	0						0	0	--
Attendees	0						0	0	--
<b>Social Media Use</b>									
Facebook (daily page consumption)	882						9,048	6,526	-27.87%
Twitter Followers	1,014						858	1,014	18.18%
Instagram Likes	615						5,513	4,306	-21.89%
Flickr Views	1,191						38,817	49,395	27.25%
YouTube Views	5,162						39,904	42,095	5.49%
eBlast Engagement *	592						N/A	592	--
Total LLD App Downloads	578						480	578	20.42%
Total LLD App Sessions	2,608						13,620	14,068	3.29%

\* eBlast Engagement statline added January 2023.



February Board Report (2/16/2023)

**A. Progress Update (since the last Board Meeting on 1/24/2023)**

- Carry over Phase 1 work (balance of unfinished work) is progressing:
  - HVAC system modifications completed – testing and balancing will be the next step.
  - Main door installation has started.
  - The north main entry canopy is open
- Phase 2 Construction is progressing.
  - Drywall, mud and tape is substantially complete.
  - Painting has started as of 2/16/2023
  - Light fixtures are in place in the drywall ceilings.
  - The south entry doors and window system (storefront) installation is in progress.
  - The elevator installation is in progress.
  - The new stair is installed.



- Due to winter conditions select work will be required to complete once the winter weather has passed. (No Update)
  - Final paint coating on the entrance canopy cedar siding
  - Final asphalt infill around the outdoor program area (asphalt plants closed for the season)
- Site Signage has been submitted for Permit
- Tile selected for the men's and women's restroom floors



February Board Report (2/16/2023)

**B. Project Schedule Summary – Schedule Risk**

There has been no change since last month to Camosy’s overall schedule. The project is tracking to the following milestone dates:

- Phase 2 Substantial Completion 3/22/2023
- Punchlist and Transitional Work\* 3/22/2023 – 4/11/2023
- Tentative Final Completion 4/11/2023
- Tentative Grand Opening 4/22/2023

\*Includes the transitional work required to finish the YS play area and teen room

Note: The final completion sequence of events including the final move, furniture installation and transitional work is currently under review.

Master Project Schedule - Executive Summary	Months													21	2/23	3/23	
	# of working months:	8	9	10	11	12	13	14	15	16	17	18	19				20
	month	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
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																	

No change to schedule Impacts from last month as outlined below.

- **Phase 1 Found Conditions (+/- 1 month impact noted in July Board Report)**
- Material Availability & North Entry Canopy Structural Steel (+/- ½ to 1 month impact noted in September Board Report)
- **Phase 2 Found Conditions (+/- ½ to 1 month impact noted in December Board Report)**

**NOTE: 1.5 – 2 Months of schedule impact are from found conditions**

**C. Upcoming Activities**

- Pending Board approval – the site signage package will be submitted to the Village for permitting
- Construction is ongoing:
  - Phase 1 carry over work including:
    - N. & S. Entrance canopy finish work
    - Main entry door installation – anticipated to be complete the week of 2/20/2023
  - Phase 2 work including:
    - Interior Finishes installation will be ongoing in February thru March
    - Elevator install to be completed
    - Move planning is ongoing
    - Shelving and workstation installation planned for week of 3/20/2023



February Board Report (2/16/2023)

**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 2/16/2023)		Committed to Date (thru 2/16/2023)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
<b>E-000: Land Cost Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
<b>E-100: Bond Cost Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>-\$15,000</b>	<b>\$0</b>	<b>\$0</b>
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,725,998	\$56,798	\$5,586,319	\$3,987,447 #1
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$12,500	-\$48,282	\$2,580	\$1,110
<b>E-200: Building Costs Total</b>	<b>\$5,729,982</b>	<b>\$5,777,518</b>	<b>\$47,536</b>	<b>\$5,627,918</b>	<b>\$4,027,577</b>
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$909,503	-\$15,307	\$889,321	\$813,405 #2
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$884,667	\$44,667	\$818,672	\$328,620 #3
E-300.3: Other Owner Soft Costs	\$0	\$335	\$335	\$335	\$335
<b>E-300: Soft Costs Total</b>	<b>\$1,764,810</b>	<b>\$1,794,505</b>	<b>\$29,695</b>	<b>\$1,708,327</b>	<b>\$1,142,360</b>
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$127,978	-\$62,231	\$0	\$0 #4
<b>E-400: Contingency Total</b>	<b>\$190,208</b>	<b>\$127,978</b>	<b>-\$62,231</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Expenditure Totals</b>	<b>\$7,700,000</b>	<b>\$7,700,000</b>	<b>\$0</b>	<b>\$7,336,246</b>	<b>\$5,169,937</b>

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

- #1 +/- \$60K increase for both East Restroom Floor Tile Replacements and Schedule Extension
- #2 +/- \$3K reduction due to unused allowances
- #3 +/- \$20K reduction due to unused budget allowance for IT/AV scope (bought in base GC scope)
- #4 Contingency Reduction for East Restroom Floor Tile Replacement (+/- \$40k from last month)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
<b>E-200: Building Costs</b>		
<b>E-200.1: Building Construction</b>		
Camosy	Pay App #11	\$ 254,635.00
<b>E-200.2: Environmental Remediation</b>		
MEC	22-071	\$ 3,250.00
<b>E-300: Soft Costs</b>		
<b>E-300.1: Professional Service Costs</b>		
CCS International	121082-1312023	\$ 7,700.00
SNHA	444.01.20	\$ 7,092.90
Construction Field Services	2028	\$ 1,242.50
Construction Field Services	2038	\$ 1,546.90
<b>Grand Total</b>		<b>\$ 275,467.30</b>



February Board Report (2/16/2023)

**E. Change Order Update**

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

**Change Order Log Summary**

Approved Change Orders:	\$ 288,610.55
Recommended for Board Approval:	\$ 49,520.00 (COR #41)
Pending Change Orders:	\$ 16,323.00
<b>Total:</b>	<b>\$ 354,453.55</b>

**Updated Change Order Log**

Change Order	Current Cost	Notes
COR #1 thru #26 & #29 thru #31 & #33r thru #36 and #38– From previous Board Meetings	\$ 246,255.55	<b>Approved</b> as recorded in past Board meetings
COR #37 – Phase 2 Found Conditions – Modified Wall Scope	\$ 17,528.00	<b>Approved</b> – Scope confirmed and work approved to not impact schedule
COR #39 – Repairs to Uncovered Existing Site Lighting Conduit	\$ 3,505.00	<b>Approved</b> – Scope confirmed
COR #40R – Relocate conflict between existing equipment and firewall	\$ 1,922.00	<b>Approved</b> – Scope confirmed and cost reduced
COR #41 – Negotiated Camosy Schedule Extension	\$ 49,520.00	<b>Recommended for Board Approval</b> - Negotiated down from two month to one month cost exposure
COR #42 - East Façade Repairs where old canopy was previously cut to the building	\$ 6,788.00	<b>Approved</b> – Scope confirmed
COR #43 – Snow protection added to canopies	\$ 4,827.00	<b>Approved</b>
COR #44r – 5 additional access panels to provide access for future maintenance of equipment in ceilings	\$ 1,442.00	<b>Under Review</b> – may be approved prior to the Board meeting
COR #45 – Closet Shelves in Back of House	\$ 1,019.00	<b>Approved</b> - was completed on T&M*
COR #46 – Cost to furnish temporary handrails at north entry	\$ 9,252.00	<b>Under Review</b>
COR #47 – Stone and Fabric backfill at the north side sidewalk planting bed	\$ 2,804.00	<b>Approved</b> - was completed on T&M*
COR #48 – Removal of non-plenum existing wiring (found condition)	\$ 3,962.00	<b>Approved</b> - was completed on T&M*
COR #49 – Replacement of one non-plenum cable in meeting room phone	\$ 473.00	<b>Under Review</b> – may be approved prior to the Board meeting
COR #50 – Winter condition costs from concrete installer (surcharges)	\$ 5,156.00	<b>Under Review</b>

\*T&M = actual time and materials (with documentation)





February Board Report (2/16/2023)

**F. Project Schedule Discussion**

**As tracked throughout the project, there has been a schedule extensions risk of +/- 2 – 3 months** due to:

- Phase 1 Found Conditions (+/- 1 month impact noted in July Board Report) – **LLD Risk**
- Material Availability & North Entry Canopy Structural Steel (+/- ½ to 1 month impact noted in September Board Report) – **Camosy Risk**
- Phase 2 Found Conditions (+/- ½ to 1 month impact noted in December Board Report) – **LLD Risk**

**LLD Cost Exposures**

**General Contracting:**

The cost exposure to the Library that we have been tracking is approximately 2 months resulting from the found conditions. However, Camosy committed to providing services thru 2/28/2023 without additional cost to the LLD. Change Order 41 in the sum of \$49,520.00 to cover one month of extended services is a separate topic in this Board meeting.

The cost of the extended general contracting services is anticipated to be covered **without** having to use contingency funds. This is due to budgeting for a 10-12 month construction project at the onset of the project.

**Consultants:**

**SNHA:** The contract with SNHA anticipated construction close-out phase services as follows:

- Construction Administration (CA) for 10 months from the start of construction to substantial completion
  - = base CA work thru 12/2023
- Close-out Services for up to 60 days after substantial completion

SNHA has offered to use the (November 2022) \$21,311 CREDIT due to the LLD to offset extended construction administrative costs thru 2/28/2023.

This leaves a 3-week service gap from 3/1 to the projected substantial completion date (3/22).

**SNHA Cost exposure = 3weeks x \$3,300 week fee rate = \$9,900.**

**This cost will be offset by unused allowances in the project budget without impacting contingency.**

**CCS:** The project budget already projects services through March without impacting contingency.

**CCS has a monthly fee agreement in place for the project at \$7,700 monthly.**

**Close-out services in April / May will be accounted for with unused allowances without impacting contingency.**

**FFE Costs:** The following costs for extended storage are based on contract provisions for the following vendors:

Vendor	Rate	Unit	Base Date	Extension	Total
Interior Investments	\$225	per week	2/3/2023	8 week	\$1,800
Bradford	\$100	per week	2/3/2023	8 week	\$800
MOI	\$225	per week	2/3/2023	8 week	\$1,800
Hallet	\$3,500	per month	2/1/2023	2 months	\$7,000
<b>Total</b>					<b>\$11,400</b>

Project contingency may be used for these storage fees.



February Board Report (2/16/2023)

**G. Change Order Approval – Action Item**

Board Approval is Recommended for one change order as follows:

- Change Order #41 in a sum of \$49,520.00 (attached exhibit A)
  - Cost for one month of General Contractor services for supervision and general conditions
    - Supervision Cost - \$27,368.90
    - General Conditions Cost - \$21,175.00
    - Plus insurance and bond costs - \$ 975.00

**Contract Schedule Comparison:**

- The original bid and contract with Camosy was set to complete work by 1/6/2023.
- Currently, substantial completion is tracking towards 3/22/2023.
  - Final completion is tracking between 4/1/2023 and 4/11/2023.

The current schedule equates to an approximate 2.5 month schedule extension from baseline.

**LLD Cost Exposure – General Contracting:**

The cost exposure to the Library that we have been tracking is approximately 2 months resulting from the found conditions. However, Camosy committed to providing services thru 2/28/2023 without additional cost to the LLD.

**Recommendation:**

Accordingly, the Board is recommended to approve the cost for one month of Camosy’s supervision and general conditions services.

Note: General Conditions are the services, equipment and materials that general contractors provide to complete the project. This includes but is not limited to:

- Supervision
- Safety Management
- Field Office setup and supplies
- Office support
- Temporary constructions and protections
- Small tools and consumables
- Dumpsters
- Job Site Equipment

Camosy provides a listing of applicable items in their change order request (Exhibit A)

**Potential Board Action is as follows:**

**Approval of Change Order #41 to Camosy for one month of extended supervision and general conditions costs in the sum of \$49,520.00.**



## **H. Library Closure - Discussion**

---

Board Approval will requested in March to close the Library to allow for the move from the temporary Library setup to the final Library configuration.

The tentative move plan is as follows:

- Phase 2 Workroom Furniture and Shelving Install – week of 3/20
- **Substantial Completion and Temporary Occupancy\*** +/- Wednesday 3/22
- **Library Closed for Moving** **Monday 3/27 thru Sunday 4/9**
  - IT Setup week of 3/27
  - Collection Moved by Movers – week of 3/27
  - Staff Collection Integration and Setup – week of 4/3
  - Loose Furniture Installed – week of 4/3

The LLD Board will be requested to confirm the closure dates at the March Board meeting.

## **I. Grand Opening - Discussion**

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Typically, Libraries will allow time for a soft re-opening ahead of a scheduled Grand Opening Event. This time is used to allow staff to accommodate to the new space, de-bug new systems and equipment and allow for punchlist work to be completed, if necessary.

Assuming the Library has a soft re-opening on Monday 4/10 a potential Grand Opening date could be Saturday, 4/22.


For Board discussion:

- What day of the week is best for Grand Opening?
- How to satisfy OMA and create a festive event?
- What food/drinks will be available?
- How will it be publicized?

<b>Changes Order Request</b>		<b>NO. 41</b>
<b>PROJECT:</b> Lisle Library Addition & Rehabilitation	<b>DATE QUOTED:</b> 01/20/23	<b>PROJECT NO.:</b> 2153
<b>WCPR NO.:</b> 41		<b>ARCH. PRO. NO.:</b> LLD
<b>TO:</b> Tatiana Weinstein, Library Director Lisle Library District 777 Front Street Lisle, IL 60532		<b>DAYS ALLOWED</b>
		<b>FOR APPROVAL:</b> 5
		<b>EXPIRATION DATE:</b> 1/25/2023
		<b>REQUESTED EXT. OF TIME IN DAYS:</b> 0

<b>DESCRIPTION:</b>
Monthly rate for extended supervision and general conditions.
<b>Note: General Conditions can include but are not limited to :</b>
Safety Manager, CPM Scheduler Quality Assurance / Quality Control, Project Manager, Project Executive, Temporary Entries, Traffic Control Measures, Traffic Control Maintenance, Temporary Barricades & Signage, Temporary Lighting, Temporary Partitions & Covered Floor Openings, Temporary Toilets/Sanitary Measures, Temporary Laydown (prep and restoration), Progress Photos, Temporary Protection (in-place work/adjacent structures), Temporary Weather Protection/Enclosures, Dumpsters, Field Offices & Construction, Field Offices & Furnishings, Storage Trailers, Small Tools & Consumables, Mobilization & Demobilization, Monthly Cell Phone Expenses, Job Site Communications (radios, chargers, etc.), Final Clean (general site, windows/glass, etc.), Job Office Supplies, Job Site Computers, Copiers, Fax, Servers, etc., Postage & Shipping Expenses, Project Sign, Drinking Water & Supplies (site and offices), Incidental Construction Equipment, Fuel & Drayage, Materials Handling, Document Imaging, Tolls, Printing Costs, Reproduction Costs, As-built & Record Document Preparation, Project Milestone Event Costs, Employee I.D./Badging/Background Checks, Safety Expenses, PPE for Staff & Visitors, First Aid, Fall Protection, Safety Program Administration & Training, Safety Incentives, Drug Testing, Safety Signage

SUBCONTRACTORS/VENDORS	SUB/VENDOR WORK DESCRIPTION	AMOUNT:
camm Camosy Construction	General Conditions from the Schedule of Values \$211,752/10 months	21,175.20
camm Camosy Construction	Supervision from the Schedule of Values \$27,3689/10 months	27,368.90
Camosy self-performed work (breakdown attached)		

<b>APPROVAL:</b>		<b>SUBTOTAL</b>	<b>\$48,544.10</b>
<b>ARCH:</b> _____		<b>Overhead 4.0%</b>	
<b>DATE:</b> _____		<b>SUBTOTAL:</b>	\$48,544.10
<b>OWNER:</b> _____		<b>Insurance 1.0%</b>	\$485.00
<b>DATE:</b> _____		<b>SUBTOTAL:</b>	\$49,029.10
<b>CAMOSY CONSTRUCTION</b>		<b>Bond 1.0%</b>	\$490.00
<b>BY:</b> 		<b>TOTAL COP AMOUNT:</b>	<b>\$49,520.00</b>
Tim Drewry, AIC, CPC, Vice President - Construction Services			

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 17, 2023

## February 2023 | DIRECTOR'S REPORT

### Meetings:

LLD Staff – Jan 23	Swistak & Wynn – Feb 2	Integrity/CCS – Feb 14
LLD Board of Trustees – Jan 24	Staff – Feb 3	Dept. Directors – Feb 15
Warhol Committee – Jan 24	Miracle Method – Feb 6	Hallett/CCS/Dept Dirs – Feb 15
CCS/Camosy/SNH – Jan 26	Warhol Committee – Feb 7	Larson – Feb 15
Larson – Feb 1	CCS/Camosy/SNH – Feb 9	CCS – Feb 15
CCS/Camosy/SNH – Feb 2	CCS – Feb 10	CCS/Camosy/SNH – Feb 16
Aiprolab – Feb 2	SNH – Feb 13	Bartelli – Feb 16

### Lisle Warhol Committee

The Lisle Warhol Committee has had many productive meetings since its inception. The LLD is also busy coordinating its own Warhol elements in anticipation of the summer exhibit. The LLD shall receive the 4-person (Morton, Schiesher, Van Kampen, & Nalley) Lisle window cling once the College of DuPage commissioned artist completes the design.

The Library will feature the *Pop in Lisle* Warhol theme by showcasing books, movies, and other notable pop art items in the LLD lobby along with biographical information on the figures depicted on the cling. The LLD also anticipates hosting an unveiling of the cling honorees. Family members of the honorees will be invited, along with the rest of the community. *Date still to be determined.*

The LLD will adapt its logo to highlight Lisle's summer Warhol theme. Other entities will also follow suit. The LLD will host an Andy Warhol art program, compliments of the College of DuPage on June 20 at 7PM. As a Lisle Warhol Committee member, the LLD contributed a book and branded LLD mug/glass to the February 18, For the Love of Warhol: A Night at Studio 54 Gala. Lisle Warhol Committee businesses and organizations contributed themed items to comprise an "Experience Lisle Style" gift basket for auction. There are over 60 opportunities to bid on auction items at the Gala. Proceeds contribute to the Exhibition Fund of the College of DuPage Foundation which funds the Andy Warhol Portfolios: A Life in Pop Exhibition and associated costs.

The Committee has great confidence that this exhibit will benefit the community at large. Having Lisle businesses and organizations work together has been enlightening and should create a solid blueprint for future COD art shows as well as separate Lisle endeavors.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 17, 2023*

## **Renovation News**

### *Trustee Tours*

I was happy to provide Trustees tours of the Phase Two construction site this month. Trustees had the opportunity to see the second floor completely gutted with crews working on framing the Adult Nonfiction Department. They also saw the skeleton of what will be the south side entrance.

On the first level, Trustees saw the elevator shaft and the new elevator components that were delivered on various pallets. They saw the newly poured staircase and the makings of the Adult Fiction, Audio-Visual, and Gallery 777 areas. Trustees also saw the plumbing repair and tile work in the east side restrooms.

### *Restrooms*

At the January 2023 Board meeting, Trustees approved the repairs and maintenance fixes for the east side restroom plumbing and floors. Trustees also provided direction regarding a solution for the existing wall tile in both restrooms. This month, Assistant Director McQuillan and I contemplated a number of potential solutions using the Board's suggestions. Marc Rogers and Camosy suggested one other solution; refacing the existing tile.

I met with a representative from a tile resurfacing company on February 6. Refacing existing wall tile will save the LLD approximately 50% of what it would cost to fully retiler the walls. It would eliminate any demolition, thus saving significant cost. The procedure includes a deep clean, filling surface scratches and chips, and treating the surface with a proprietary agent that creates a molecular bond between the surface and the specialized coating. This procedure addresses both the tile and grout. The new color will be of a natural tone and complement the floor tile selection and existing countertops, and toilet partitions.

This wall tile appears in both the east and west side restrooms. The LLD will consider quotes for both areas and if financially feasible, shall address both ends of the facility. The existing tile is legacy tile that has never matched the interior color scheme. The tile also has significant staining and wear. We are pleased that we've found a more economical solution to a longstanding aesthetic and maintenance dilemma.

### *Moving*

The Department Directors, Richard from Hallett Movers, Marc Rogers, and I met to discuss moving to the east side of the building. Discussion involved schedule, shelving, office furniture, outfitting the Teen and Play areas, return of materials from storage, and RFID tagging. More meetings will be scheduled as we navigate towards a fully operational facility.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 17, 2023*

**State Rep. Terra Costa Howard Visit**

The LLD welcomes Illinois State Representative Terra Costa Howard on Monday, February 27 from noon to 2PM. Representative Costa Howard will be stationed in the LLD lobby to hear from constituents. Interested parties can call 630-812-9292 or email [joe@reptch42.com](mailto:joe@reptch42.com) to set up a one-on-one appointment. The LLD is happy to provide a space for residents to connect with legislators.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a stylized flourish at the end.

Tatiana Weinstein

## February 2023 Assistant Director Report

### Meetings/Virtual Meetings/Events

- Lyngose – Feb 1
- Johnson Control – Feb 2
- Stephens Plumbing – Feb 2, 8
- CCS, SNH, Camosy – Feb 2, 9
- Staff training – Feb 6
- Sikich – Feb 8
- LIRA webinar – Feb 8
- Monaco – Feb 8, 13
- Dept Head Mtg – Feb 15
- CCS, SNH, Camosy – Feb 16

#### Meetings

February 8<sup>th</sup> Jackie Kilcran and I met with the accounting staff, Bridget Rakowski and Laura Babula, from Sikich. We discussed budgeting for the Illinois Municipal Retirement Fund. A timeline for budget and audit preparation was created, and we discussed and updated recent renovation project expenses.

I participated in a RAILS meeting for Facility Managers. The discussion centered on maintenance with a discussion of selecting cleaning vendors and preparing facility assessment reports.

#### Staff

I trained two staff members to be Person-in-Charge (PIC) for the Library. We reviewed closing procedures for the Library under the current layout. Together, we studied the PIC manual that guides staff for the times the Administration Staff is not available. We reviewed the LLD Patron Code of Conduct, opening and closing procedures, troubleshooting Library equipment, electrical outages, and emergency procedures.

Staff will be preparing a new PIC manual and a staff guide to the new building layout, equipment, and technology with the completion of the Library renovation.



Beth McQuillan  
Assistant Director



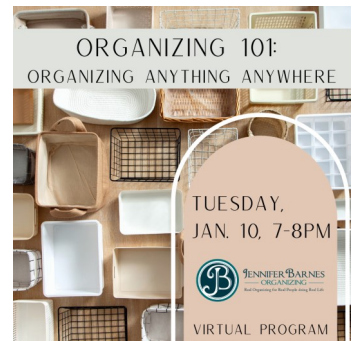
# CHICAGO'S VERY OWN WGN9

## Organizing 101: Organizing Anything Anywhere

Tue 1/10/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3vm1ry0>

Join Jennifer Barnes, of JB Organizing, as she discusses the 5 Principles of Organizing and how to apply them to anything, anywhere. She will then highlight the different types of Organizers and how our personalities impact how we must organize in order to be effective. Practical methods for organizing and staying organized will be discussed.

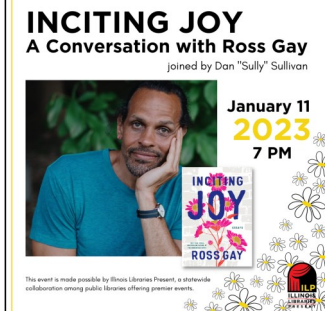


## Illinois Library Presents: Inciting Joy: A Conversation with Ross Gay

Wed 1/11/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/Rossgay>

Kick off your new year with a conversation about joy with best-selling essayist and award-winning poet Ross Gay. An exploration of the joy we incite when we turn our attention to what we love and what brings us together, Ross will discuss his most recent collection of essays, *Inciting Joy*, with performance poet Dan "Sully" Sullivan.

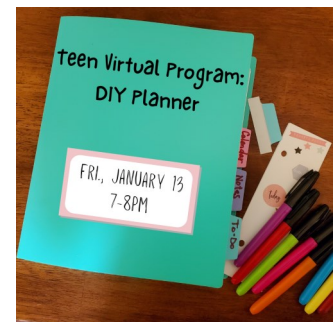


## Teen Virtual Craft: DIY Planner

Fri 1/13/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3YLSjjH>

Assemble, decorate, and personalize your own planner to help you tackle 2023! Pick up your craft kit up to a week before the event with essentials you will need to create your own planner, like a binder, papers, markers, stickers, and more! Join us virtually on Zoom to get tips and tricks for customizing your planner and to share your ideas and creations with fellow crafters!

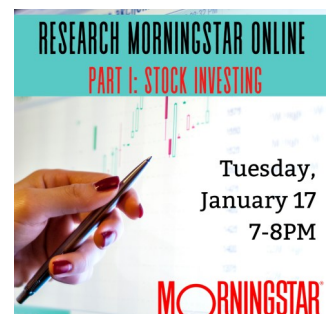


## Research MorningStar Online for Stock Investing!

Tue 1/17/2023 7:00 pm to 8:00 pm

<https://bit.ly/3C4hpk7>

Join Part I of this two-part class to learn how to navigate Morningstar Online, an all-inclusive online investment research tool. Part 1 will feature data and analysis for more than 15,000 international and domestic stocks to help you research the best options for your investing strategies. The database also offers a comprehensive Help and Education Center, Portfolio X-Ray, and more that can be accessed in the Library or from home with your LLD library card.



# CHICAGO'S VERY OWN WGND9

## Food for Thought: A Culinary Discussion Group

Wed 1/18/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3WtwZ0M>

Home chefs, join us for a culinary discussion group meeting! This month we will meet in person in the Library's atrium!

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 Bread. Visit the library to find a fitting cookbook (check the non-fiction section under 641.815), visit hoopla digital or Libby by Overdrive for digital cookbooks, or choose another book that fits this theme. Visit <https://bit.ly/3Ojcv09> for a list of possible cookbooks.

## Meditation for Teens

Fri 1/20/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3C5CCdm>

Teens today face a great deal of turmoil in their lives, and the world, as they become adults. Meditation is a tool that can be used to cope with the pains of everyday life and reduce stress. There will be a chance to practice this technique and also questions and answers. Join Arlene Samsel for this powerful workshop.

## LinkedIn 101: Why and How to Create a Profile

Tue 1/24/2023 10:00 am to 11:00 am

**Event URL:** <https://bit.ly/3l8h2J6>

Have you been putting off joining the social network for professionals and job seekers? Learn why you should join and how to create a profile that leverages LinkedIn to your advantage. Registration required.

This event is virtual and will take place on Zoom. A link for the virtual class will be sent out at least a day before the event.



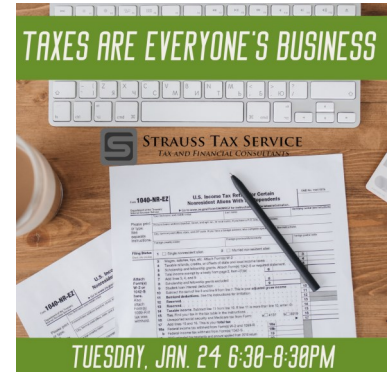
# CHICAGO'S VERY OWN WGNI9

Taxes Are Everyone's Business

Tue 1/24/2023 6:30 pm to 8:30 pm

**Event URL:** <https://bit.ly/3Go3Yhx>

With the signing of the Inflation Reduction Act on August 17, 2022, there are a LOT of changes for 2022 taxes and beyond. Join Judi Strauss, of Strauss Tax Service, for an informational discussion on changes for the tax year.



**Virtual Anime & Manga Night**

Thu 1/26/23 07:00 pm to 08:00 pm

<https://bit.ly/3Ww3Guj>

Join us to watch new anime and talk about our favorites while we create an anime or manga inspired craft! Pick up a kit up to a week before the program to be prepared with snacks and crafting supplies for our January 26th virtual meeting.



# Daily Herald

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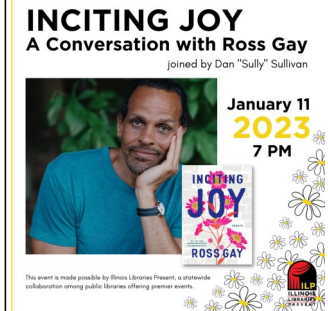


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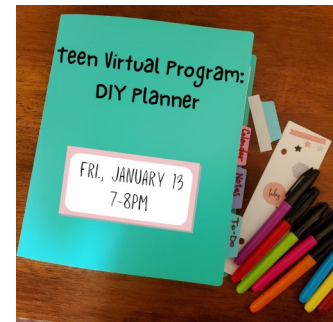


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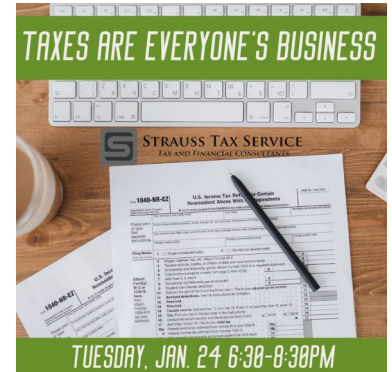
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# Arts DuPage

## **Virtual Anime & Manga**

Thursday, January 26 at 7PM

Join us to watch new anime and talk about our favorites while we create an anime or manga inspired craft! Pick up a kit up to a week before the program to be prepared with snacks and crafting supplies for our January 26th virtual meeting.



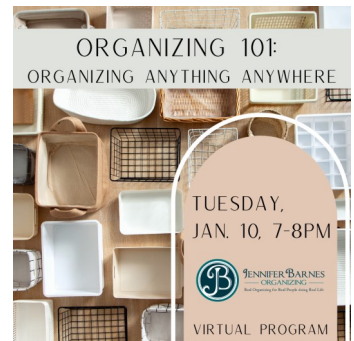
# Chicago Tribune

## Organizing 101: Organizing Anything Anywhere

Tue 1/10/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3vm1ry0>

Join Jennifer Barnes, of JB Organizing, as she discusses the 5 Principles of Organizing and how to apply them to anything, anywhere. She will then highlight the different types of Organizers and how our personalities impact how we must organize in order to be effective. Practical methods for organizing and staying organized will be discussed.



## Illinois Library Presents: Inciting Joy: A Conversation with Ross Gay

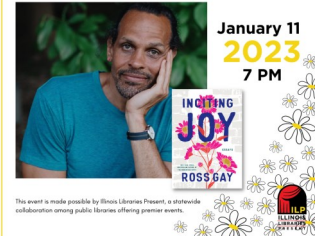
Wed 1/11/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/Rossgay>

Kick off your new year with a conversation about joy with best-selling essayist and award-winning poet Ross Gay. An exploration of the joy we incite when we turn our attention to what we love and what brings us together, Ross will discuss his most recent collection of essays, Inciting Joy, with performance poet Dan "Sully" Sullivan.

## INCITING JOY A Conversation with Ross Gay

joined by Dan "Sully" Sullivan

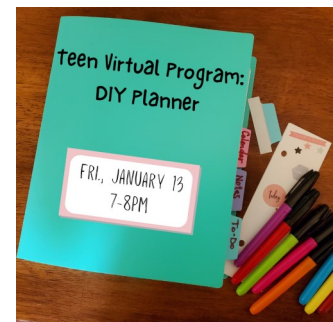


## Teen Virtual Craft: DIY Planner

Fri 1/13/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3YLSjjH>

Assemble, decorate, and personalize your own planner to help you tackle 2023! Pick up your craft kit up to a week before the event with essentials you will need to create your own planner, like a binder, papers, markers, stickers, and more! Join us virtually on Zoom to get tips and tricks for customizing your planner and to share your ideas and creations with fellow crafters!

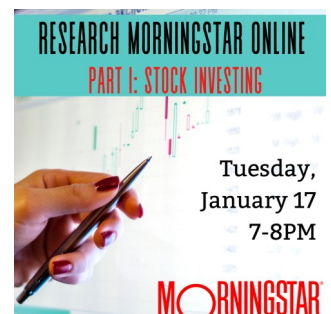


## Research MorningStar Online for Stock Investing!

Tue 1/17/2023 7:00 pm to 8:00 pm

<https://bit.ly/3C4hpk7>

Join Part I of this two-part class to learn how to navigate Morningstar Online, an all-inclusive online investment research tool. Part 1 will feature data and analysis for more than 15,000 international and domestic stocks to help you research the best options for your investing strategies. The database also offers a comprehensive Help and Education Center, Portfolio X-Ray, and more that can be accessed in the Library or from home with your LLD library card.





# Chicago Tribune

## Food for Thought: A Culinary Discussion Group

Wed 1/18/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3WtwZOM>

Home chefs, join us for a culinary discussion group meeting! This month we will meet in person in the Library's atrium!

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 Bread. Visit the library to find a fitting cookbook (check the non-fiction section under 641.815), visit hoopla digital or Libby by Overdrive for digital cookbooks, or choose another book that fits this theme. Visit <https://bit.ly/3Ojcv09> for a list of possible cookbooks.

## Meditation for Teens

Fri 1/20/2023 7:00 pm to 8:00 pm

**Event URL:** <https://bit.ly/3C5CCdm>

Teens today face a great deal of turmoil in their lives, and the world, as they become adults. Meditation is a tool that can be used to cope with the pains of everyday life and reduce stress. There will be a chance to practice this technique and also questions and answers. Join Arlene Samsel for this powerful workshop.

## LinkedIn 101: Why and How to Create a Profile

Tue 1/24/2023 10:00 am to 11:00 am

**Event URL:** <https://bit.ly/3l8h2J6>

Have you been putting off joining the social network for professionals and job seekers? Learn why you should join and how to create a profile that leverages LinkedIn to your advantage. Registration required.

This event is virtual and will take place on Zoom. A link for the virtual class will be sent out at least a day before the event.



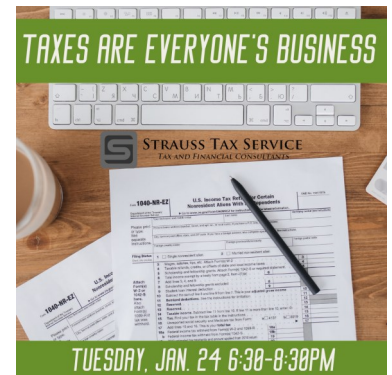
# Chicago Tribune

Taxes Are Everyone's Business

Tue 1/24/2023 6:30 pm to 8:30 pm

**Event URL:** <https://bit.ly/3Go3Yhx>

With the signing of the Inflation Reduction Act on August 17, 2022, there are a LOT of changes for 2022 taxes and beyond. Join Judi Strauss, of Strauss Tax Service, for an informational discussion on changes for the tax year.



**Virtual Anime & Manga Night**

Thu 1/26/23 07:00 pm to 08:00 pm

<https://bit.ly/3Ww3Guj>

Join us to watch new anime and talk about our favorites while we create an anime or manga inspired craft! Pick up a kit up to a week before the program to be prepared with snacks and crafting supplies for our January 26th virtual meeting.

