

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 16, 2023 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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

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

LISLE LIBRARY DISTRICT BOARD MEETING August 16, 2023 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak - general public comment period
3. Approve LLD Resolution 23-06: In Memoriam Resolution for Richard Flint - Action Required
4. Assignments for reviewing monthly accounts payable
 - a. Vice President Swistak and Trustee Martin reviewed the July billings in August
 - b. President Bartelli and Trustee Breihan will review the August billings in September
5. Consent Agenda - Action Required
 - a. Approve Minutes of the July 19, 2023 Board Meeting
 - b. Acknowledge Treasurer's Report, 07/31/23, Investment Activity Report, 07/31/23, Current Assets Report, 07/31/23, Revenue Report, 07/31/23, and Expense Report, 07/31/23
 - c. Authorize Payment of Bills, 08/16/23
6. Decennial Committee
 - a. Introductions
 - b. Compliance guidelines
 - c. Draft report document - discussion
 - d. Public comment
 - e. Adjourn
7. Unfinished Business
 - a. Capital Improvement Project
 - i. Monthly Project Status Update - CCS Report including progress, schedule and budget updates & discussions
8. Committee Reports
 - a. Finance
 - b. Personnel and Policy
 - c. Physical Plant
9. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report

10. New Business

- a. Approve tentative Budget and Appropriation Ordinance 23-04 (B&A) - Action Required
This is a tentative 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, 2023 and ending June 30, 2024.
- b. Accept Illinois Public Library Annual Report (IPLAR) - Action Required
Illinois public libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission of the IPLAR.
- c. Semi-annual review of executive session minutes - Action Required
Six-month review of executive session minutes to release or to remain closed.
- d. Review of executive session recordings more than 18 months old - Action Required
Six-month review of executive session recordings to retain or destroy.

11. 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

12. Opportunity for Trustee comments (five minutes)

Bartelli, Berry, Breihan, Larson, Martin, Sullivan, Swistak

13. Adjourn



RESOLUTION 23-06
LISLE LIBRARY DISTRICT (LLD)
August 16, 2023

WHEREAS, The Lisle Library District and the broader Lisle community lost a valued member and leader on July 17, 2023, with the death of Richard Norman Flint.

WHEREAS, Richard Flint served on the Lisle Library District Board of Trustees for seventeen years, since August 2002; and

WHEREAS, Richard Flint served as Board President for 10 years, from 2007-2017; and

WHEREAS, Richard Flint dependably attended Board and Committee meetings and reliably represented the LLD at intergovernmental gatherings; and

WHEREAS, Richard Flint chaired the LLD Technology Committee, twice chaired the LLD Personnel & Policy Committee, co-chaired the LLD Facilities Steering Committee, co-chaired the LLD Information Stewardship Committee, served on the LLD Financial Goals Committee, LLD Strategic Planning Committees; and

WHEREAS, Richard Flint authored, *A Non-mathematician's Guide to Statistics* in 2019 and gifted a copy to the Lisle Library District;

Now, therefore, be it

RESOLVED, that Richard Flint benefited the LLD Board of Trustees with his parliamentary insight and enriched Board meetings with his leadership, wisdom, and advocacy; and be it further

RESOLVED, that Richard Flint served as a model for Trustees; and be it further

RESOLVED, that the Board of Trustees of the Lisle Library District commend Richard Flint for his exemplary service to the District; and be it further

RESOLVED, that a copy of this Resolution will remain on premises at the Lisle Library District; and be it further

RESOLVED, that the LLD Board of Trustees extends its sincerest condolences to Richard's family and friends.

This Resolution has been adopted by the LLD Board of Trustees this 16th day of August, 2023.

Approved by:

Marjorie Bartelli, President of the LLD Board of Trustees

ATTEST:

Liz Sullivan, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
BOARD MEETING
July 19, 2023 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Will Savage - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc. [left the meeting at 7:10 p.m.]

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

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Larson and Trustee Breihan reviewed the June billings in July
- b. Vice President Swistak and Trustee Martin will review the July billings in August

4. Consent Agenda - Action Required

- a. Approve Minutes of the June 21, 2023 Board Meeting
- b. Acknowledge Treasurer's Report, 06/30/23, Investment Activity Report, 06/30/23, Current Assets Report, 06/30/23, Revenue Report, 06/30/23, and Expense Report, 06/30/23
- c. Authorize Payment of Bills, 07/19/23

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

5. Unfinished Business

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

Mr. Rogers provided a progress update regarding punchlist items including lighting controls, signage, and south parking lot lights.

Director Weinstein mentioned that the architects and Library are eager take photos with signage in place. She also mentioned wanting to create a 360° virtual tour of the Library.

Mr. Rogers provided an update on project costs, contingency, invoices, change orders, and hand rails.

Discussion: Vice President Swistak asked who was responsible for repairing a shelving unit in Youth Services. Mr. Rogers stated that it was the furniture vendor's responsibility. Secretary

Sullivan mentioned a small unpainted area within a study room. Director Weinstein said that the Library's Facility Monitors could address the matter.

Vice President Swistak mentioned a stain on the carpet near Gallery 777. Mr. Rogers stated that the carpet was commercial grade. He commented that the carpet could be cleaned and, if needed, the carpet tiles could be replaced.

Mr. Rogers left the meeting at 7:10 p.m.

6. Committee Reports

President Bartelli stated that the Library has not had any Committee meetings since the appointment of new members.

7. Staff Reports

Director Weinstein provided an update on Summer Read, stating that there were approximately 1400 people signed up. She announced that John Ferrari has been hired as the new Youth Services Director. She stated that she and YS Director Ferrari were in the process of interviewing for the Youth Services Assistant Director position.

She explained circulation statistics were impacted due to the renovation this past fiscal year. Director Weinstein commented that half of the building was closed at multiple times throughout the year and that 40-50% of the collection was stored offsite for the duration of the project. She stated that there has been a recent increase in circulation due to Summer Read.

Director Weinstein discussed VEGA, a potential upgrade to the public catalog. She stated that staff were scheduled for webinars on VEGA. Director Weinstein said that there would be a future presentation on VEGA and mentioned there was a list of libraries in the report that are in the process of implementing VEGA.

She stated that she and the IT Manager have been working on the website redesign with the outsourced vendor. Director Weinstein explained what will be included in the new design.

Director Weinstein commented that the Library has received its Per Capita Grant of \$44,664.48.

Director Weinstein explained that she was in communication with a discussion group regarding donation ideas in memory of patron John Marshall.

Discussion: Trustee Breihan commented on having guidelines for future donations. Secretary Sullivan suggested that groups donate something other than books. Trustee Martin asked about hiring procedures. Director Weinstein explained that open positions are first posted internally and then posted externally. She commented that Department Directors are responsible for hiring within their departments.

Assistant Director Savage stated that he has been working on punch-list items. He mentioned that he and the Department Directors met with the Library's Innovative representative to discuss VEGA and other Innovative products. Assistant Director Savage explained that he attended the full membership meeting of LIRA, where they highlighted the success of a water detection system.

He mentioned that Chicago Metro Fire performed inspections and provided repair recommendations in April. Chicago Metro Fire made those repairs in July. Assistant Director Savage commented that the coils for the HVAC units were cleaned. He stated that Summer Read is going well and was excited to see how the program finishes regarding minutes read, books read, and participants for this year.

8. New Business

- a. Approve Resolution 23-05: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A) - Action Required

MOTION: Secretary Sullivan moved to approve Resolution 23-05 a resolution authorizing the preparation and filing of the Budget and Appropriation, otherwise known as the B&A. Treasurer Larson seconded.

Director Weinstein provided an explanation of Resolution 23-05: authorizing preparation and filing of the Budget and Appropriation Ordinance (B&A).

Roll Call Vote - All Aye. The motion passed.

- b. Approve Public Notice of Public Hearing on B&A - Action Required

MOTION: Trustee Martin moved to approve the Public Notice of a Public Hearing on the Lisle Library District's B&A. Trustee Breihan seconded.

Director Weinstein provided an explanation of the Public Notice of Public Hearing on B&A.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Swistak stated that it was nice to see how everything was coming together regarding completing the renovation. She mentioned that was pleased with the number of patrons using the facility whenever she has visited. Vice President Swistak said that she enjoyed reading the quarterly reports and congratulated John Ferrari on his promotion. She also congratulated Assistant Director Savage for his work and acclimating to his new position. Trustee Martin said that he appreciated the Summer Read program for youth especially. He mentioned that he was looking forward to learn about VEGA and other catalog enhancements and an increased virtual presence.

Trustee Breihan commented that staff and Trustees did a great job with the 4th of July parade. She mentioned that the father/daughter book suggestions were a nice complement to a Park District program, and that she loved the Barbie display. She thanked President Bartelli and staff member Jackie Kilcran for the training for reviewing bills. Trustee Breihan stated that she loved reading the quarterly reports. Trustee Berry commented on an experience she had visiting the Library with her son when books were pulled from storage.

President Bartelli stated that she loved the 4th of July parade. She said that she appreciated the quarterly reports.

10. Adjourn

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

The meeting adjourned at 7:36 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 16, 2023.

Approved by

Liz Sullivan, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of July 31, 2023

Fund Name	Cash Balance 07/31/23	Financial	Financial
		Assets % W/ Spec Res	Assets % W/O Spec Res
Corporate*	4,334,841.82	76.17%	90.72%
IMRF	206,241.15	3.62%	4.32%
FICA	236,964.94	4.16%	4.96%
Subtotals	4,778,047.91	83.95%	100.00%
Special Reserve*	913,025.67	16.05%	0.00%
	5,691,073.58	100.00%	100.00%

* Represents Ordinance 23-03 authorizing transfer from Corporate to Special Reserve for \$60,000 recorded in July 2023; Funds will be journalized back to FY22-23 prior to audit.

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	11.26											11.26
Ehlers-Inv Interest Pershing	1,641.38											1,641.38
Fifth Third Bank	2,857.27											2,857.27
Lisle Savings	222.16											222.16
Lisle CD 2635	109.73											109.73
Lisle CD 2669	110.02											110.02
IL Funds	216.70											216.70
US Bank-9853	10.28											10.28
US Bank-9370	3.06											3.06
TOTALS	5,181.86	-	-	-	-	-	-	-	-	-	-	5,181.86
Interest - Special Reserve Only	892.95											892.95
Interest - No Special Reserve Reflected	4,288.91	-	-	-	-	-	-	-	-	-	-	4,288.91
Totals	5,181.86	-	-	-	-	-	-	-	-	-	-	5,181.86

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities and Sales	-											0.00
Investment Purchases	298,939.08											298,939.08
TOTALS	(298,939.08)	-	-	-	-	-	-	-	-	-	-	(298,939.08)

CURRENT ASSETS
AT FAIR MARKET VALUE
July 31, 2023

							Fair Market Value on 7/31/23
<u>Checking Accounts</u>							
Fifth Third Operating Acct							\$77,765.35
Fifth Third Financial Now acct						1.60%	\$3,103,099.42
Fifth Third Financial-petty cash							\$529.73
US Bank							\$19,286.49
E commerce							\$53,905.24
							<u>\$3,254,586.23</u>
<u>Money Markets</u>							
Lisle Savings Bank						2.33%	\$209,378.77
IMET						2.40%	\$3,083.75
The Illinois Funds							<u>\$50,089.88</u>
							<u>\$262,552.40</u>
Ehlers Investments Pershing							\$261,249.50
<u>Investments</u>							
<u>Fixed Income</u>							
US Treasury Bill	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV
US Treasury Bill	5/15/2023	400,000.00	98.721	0.00	0.00	394,883.78	\$399,068.00
US Treasury Bill	6/22/2023	500,000.00	98.703	0.00	0.00	493,516.25	\$496,275.00
US Treasury Note	7/12/2023	298,000.00	99.498	2.88	2.88	298,393.08	\$296,790.12
Lisle Savings Bank	1/16/2019	225,325.93	100.000	2.72	2.72	225,325.93	\$235,582.41
Lisle Savings Bank	7/11/2018	218,374.39	100.000	2.50	2.50	218,374.39	\$234,969.93
US Bank	9/15/2018	249,999.99	100.000	2.50	2.50	249,999.99	<u>\$249,999.99</u>
							<u>\$1,912,685.45</u>
TOTAL CURRENT ASSETS							<u><u><u>\$5,691,073.58</u></u></u>

Lisle Library District
For the One Month Ending July 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	\$ 892.95	\$ 892.95	\$ 9,072.08	\$ 20,000.00	4.46
TOTAL INTEREST	892.95	892.95	9,072.08	20,000.00	4.46
70-04-4587-10 Restricted - Transfer from Cor *	60,000.00	60,000.00	2,500.00	60,000.00	100.00
70-05-4680-00 Debt Certificate	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	60,000.00	60,000.00	2,500.00	60,000.00	100.00
TOTAL REVENUES	60,892.95	60,892.95	11,572.08	80,000.00	76.12

* Represents Ordinance 23-03 authorizing transfer from Corporate to Special Reserve for \$60,000 recorded in July 2023; Funds will be journalized back to FY22-23 prior to audit.

Lisle Library District
For the One Month Ending July 31, 2023
Revenues - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$ 97,106.76	\$ 97,106.76	\$ 2,038,789.94	\$ 4,124,600.00	2.35
40-01-4414-00 Tax Levy - IMRF	0.00	0.00	42,489.55	0.00	0.00
45-01-4415-00 Tax Levy - FICA	4,074.64	4,074.64	90,644.37	173,305.00	2.35
TOTAL TAX LEVY	<u>101,181.40</u>	<u>101,181.40</u>	<u>2,171,923.86</u>	<u>4,297,905.00</u>	<u>2.35</u>
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	0.00	0.00	0.00	30,000.00	0.00
TOTAL TIF SURPLUS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0.00</u>
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax -	8,969.99	8,969.99	8,930.08	40,000.00	22.42
40-01-4462-00 Personal Property Repl. Tax -	517.68	517.68	515.38	1,500.00	34.51
45-01-4463-00 Personal Property Repl. Tax -	81.34	81.34	80.97	250.00	32.54
TOTAL PERSONAL PROPERTY REP	<u>9,569.01</u>	<u>9,569.01</u>	<u>9,526.43</u>	<u>41,750.00</u>	<u>22.92</u>
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	3,869.91	3,869.91	7,801.94	35,000.00	11.06
40-02-4475-00 Interest Earned - IMRF	190.85	190.85	401.83	1,500.00	12.72
45-02-4476-00 Interest Earned - FICA	228.15	228.15	395.91	1,500.00	15.21
TOTAL INTEREST INCOME	<u>4,288.91</u>	<u>4,288.91</u>	<u>8,599.68</u>	<u>38,000.00</u>	<u>11.29</u>
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 Unrealized Gain/Loss on	1,518.04	1,518.04	(2,233.61)	5,000.00	30.36
TOTAL UNREALIZED GAIN/LOSS O	<u>1,518.04</u>	<u>1,518.04</u>	<u>(2,233.61)</u>	<u>5,000.00</u>	<u>30.36</u>
DESK INCOME					
10-03-4531-00 Lost Books	157.22	157.22	220.28	1,000.00	15.72
10-03-4536-00 Non-Resident Fees	0.00	0.00	401.08	750.00	0.00
10-03-4540-00 Fines	28.79	28.79	19.98	0.00	0.00
TOTAL DESK INCOME	<u>186.01</u>	<u>186.01</u>	<u>641.34</u>	<u>1,750.00</u>	<u>10.63</u>
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	0.00	0.00	1,000.00	5,000.00	0.00
10-03-4560-30 Gifts - Restricted - YS	0.00	0.00	0.00	2,000.00	0.00
10-04-4573-00 Copier Income	533.56	533.56	293.53	3,500.00	15.24

Lisle Library District
For the One Month Ending July 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	44,664.48	44,664.48	0.00	45,000.00	99.25
10-04-4584-00	600.00	600.00	0.00	2,000.00	30.00
10-04-4585-00	290.00	290.00	210.25	2,500.00	11.60
10-05-4595-00	0.00	0.00	0.00	100.00	0.00
TOTAL UNRESTRICTED INCOME	46,088.04	46,088.04	1,503.78	60,100.00	76.69
TOTAL REVENUES	\$ 162,831.41	\$ 162,831.41	\$ 2,189,961.48	\$ 4,474,505.00	3.64

Lisle Library District
For the One Month Ending July 31, 2023
Expenses - Special Reserve Only

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 Facility and Campus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,000.00	0.00
70-65-5667-00 Security Systems	0.00	0.00	0.00	0.00	0.00
70-65-5671-00 Furniture & Equipment	0.00	0.00	0.00	25,000.00	0.00
70-65-5674-00 Consulting	0.00	0.00	0.00	20,000.00	0.00
TOTAL MAINTENANCE AND EQUIP	0.00	0.00	0.00	60,000.00	0.00
RENOVATION COSTS					
70-65-5675-00 Renovation Project	127,697.00	127,697.00	63,847.59	1,000,000.00	12.77
70-65-5861-00 Interior Renovation	0.00	0.00	0.00	0.00	0.00
TOTAL RENOVATION COSTS	127,697.00	127,697.00	63,847.59	1,000,000.00	12.77
TOTAL SPECIAL RESERVE EXPENS	127,697.00	127,697.00	63,847.59	1,060,000.00	12.05

Lisle Library District
For the One Month Ending July 31, 2023
Expenses - No Special Reserve reflected

	<u>Current Month</u>	<u>Current Year to Date</u>	<u>Prior Year to Date</u>	<u>Current Annual Budget</u>	<u>% of Budget to YTD</u>
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$ 51,447.82	\$ 51,447.82	\$ 29,071.21	\$ 561,040.00	9.17
10-10-5603-20 Adult Services - Reg. Hours	45,247.51	45,247.51	28,580.32	548,458.00	8.25
10-10-5603-30 Youth Services - Reg. Hours	29,255.99	29,255.99	23,463.20	454,846.00	6.43
10-10-5603-50 Technical Services - Reg. Hour	22,448.21	22,448.21	13,739.12	271,141.00	8.28
10-10-5603-60 Circulation - Reg. Hours	35,379.87	35,379.87	25,597.02	464,515.00	7.62
Total Salaries	183,779.40	183,779.40	120,450.87	2,300,000.00	7.99
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	4,253.95	4,253.95	3,837.25	70,907.00	6.00
10-10-5621-20 Hosp. Ins. - Adult Serv.	7,207.73	7,207.73	7,186.36	88,487.00	8.15
10-10-5621-30 Hosp. Ins. - YS	4,316.41	4,316.41	3,941.92	48,094.00	8.97
10-10-5621-50 Hosp. Ins. - Tech	2,665.58	2,665.58	2,408.36	36,630.00	7.28
10-10-5621-60 Hosp. Ins. - Circ	4,094.77	4,094.77	4,492.99	56,608.00	7.23
10-10-5622-10 Dental Ins. - Admin.	144.75	144.75	218.32	2,877.00	5.03
10-10-5622-20 Dental Ins. - Adult Serv	572.06	572.06	419.56	5,497.00	10.41
10-10-5622-30 Dental Ins. - YS	335.52	335.52	148.16	2,765.00	12.13
10-10-5622-50 Dental Ins. - Tech	316.26	316.26	131.78	1,907.00	16.58
10-10-5622-60 Dental Ins. - Circ	73.52	73.52	136.20	2,228.00	3.30
Total Health and Dental Ins.	23,980.55	23,980.55	22,920.90	316,000.00	7.59
Other Staff Benefits					
10-10-5646-00 Unemployment Compensation	436.14	436.14	0.00	4,000.00	10.90
10-10-5646-10 Tuition Reimbursement - Staff	0.00	0.00	0.00	0.00	0.00
Total Other Staff Benefits	436.14	436.14	0.00	4,000.00	10.90
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	3,888.17	3,888.17	2,184.79	43,400.00	8.96
45-10-5625-20 FICA Expense - Adult Serv.	3,348.98	3,348.98	2,006.70	42,500.00	7.88
45-10-5625-30 FICA Expense - Youth Services	2,205.48	2,205.48	1,758.72	35,100.00	6.28
45-10-5625-50 FICA Expense - Tech Servs.	1,690.42	1,690.42	1,026.30	21,000.00	8.05
45-10-5625-60 FICA Expense - Circulation	2,490.78	2,490.78	1,750.37	36,000.00	6.92
Total FICA Expenses	13,623.83	13,623.83	8,726.88	178,000.00	7.65
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	968.47	968.47	1,339.89	19,500.00	4.97
40-10-5628-20 IMRF Expense - Adult Servs	895.89	895.89	1,327.92	19,100.00	4.69
40-10-5628-30 IMRF Expense - Youth Services	532.84	532.84	1,048.54	15,800.00	3.37

Lisle Library District
For the One Month Ending July 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	444.46	444.46	674.60	9,400.00	4.73
40-10-5628-60	531.39	531.39	962.43	16,200.00	3.28
Total IMRF Expenses	3,373.05	3,373.05	5,353.38	80,000.00	4.22
Total EMPLOYEE COSTS	225,192.97	225,192.97	157,452.03	2,878,000.00	7.82
BUILDING COSTS					
Utilities					
10-20-5650-00	450.00	450.00	0.00	5,400.00	8.33
10-20-5651-00	0.00	0.00	1,810.00	1,810.00	0.00
10-20-5652-00	120.82	120.82	73.25	20,000.00	0.60
10-20-5653-00	221.55	221.55	0.00	12,000.00	1.85
10-20-5654-00	215.29	215.29	450.00	4,500.00	4.78
10-20-5655-00	3,053.80	3,053.80	0.00	50,000.00	6.11
10-20-5656-00	0.00	0.00	125.00	0.00	0.00
Total Utilities	4,061.46	4,061.46	2,458.25	93,710.00	4.33
Maintenance and Repairs					
10-20-5660-00	0.00	0.00	1,250.00	6,000.00	0.00
10-20-5661-00	171.27	171.27	2,719.10	49,500.00	0.35
10-20-5662-00	1,080.00	1,080.00	1,000.00	40,000.00	2.70
10-20-5663-00	542.28	542.28	167.30	10,000.00	5.42
10-20-5664-00	4,727.26	4,727.26	1,171.10	60,000.00	7.88
10-20-5665-00	278.32	278.32	282.80	4,000.00	6.96
Total Maintenance and Repairs	6,799.13	6,799.13	6,590.30	169,500.00	4.01
TOTAL BUILDING COSTS	10,860.59	10,860.59	9,048.55	263,210.00	4.13
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	(92.24)	(92.24)	232.36	5,500.00	(1.68)
10-25-5710-10	0.00	0.00	0.00	23,000.00	0.00
10-25-5711-00	0.00	0.00	1,100.00	10,000.00	0.00
10-25-5712-00	67.50	67.50	0.00	1,000.00	6.75
Total Postage and Printing	(24.74)	(24.74)	1,332.36	39,500.00	(0.06)
Supplies					
10-25-5713-00	444.93	444.93	319.93	6,000.00	7.42
10-25-5714-00	4,685.27	4,685.27	1,252.69	10,000.00	46.85
10-25-5715-00	0.00	0.00	178.00	1,900.00	0.00

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>
10-25-5716-00 Kitchen Supplies	196.34	196.34	139.46	5,000.00	3.93
10-25-5717-00 Processing Supplies	4,263.21	4,263.21	1,907.03	43,000.00	9.91
10-25-5718-00 Computer Supplies	201.98	201.98	0.00	12,100.00	1.67
Total Supplies	9,791.73	9,791.73	3,797.11	78,000.00	12.55
Other Operating Costs					
10-25-5719-00 Publishing	0.00	0.00	0.00	1,500.00	0.00
10-25-5722-15 Safety Deposit Box Rental	0.00	0.00	108.33	200.00	0.00
10-25-5723-00 Check Printing	0.00	0.00	0.00	500.00	0.00
10-25-5723-15 Bank Charges	514.73	514.73	414.08	5,800.00	8.87
10-25-5724-15 Local Travel	6.55	6.55	23.99	500.00	1.31
Total Other Operating Costs	521.28	521.28	546.40	8,500.00	6.13
TOTAL OPERATING EXPENSES	10,288.27	10,288.27	5,675.87	126,000.00	8.17
INSURANCE					
10-30-5750-00 Fidelity Bonds	0.00	0.00	2,100.00	2,100.00	0.00
10-30-5751-00 Property Damage (All-Peril)	0.00	0.00	19,733.00	50,000.00	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	2,598.00	7,000.00	0.00
TOTAL INSURANCE	0.00	0.00	24,431.00	59,325.00	0.00
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	0.00	0.00	0.00	700.00	0.00
10-35-5762-00 Other Contr Services - Admin	0.00	0.00	1,465.00	5,000.00	0.00
10-35-5763-00 Other Contr Srvcs-Tech Asst	4,528.33	4,528.33	29,519.77	98,000.00	4.62
10-35-5764-10 Other Contr Srvcs - Library Wi	0.00	0.00	0.00	47,000.00	0.00
10-35-5765-10 Investment Agency Consultants	0.00	0.00	0.00	6,000.00	0.00
10-35-5769-00 Accounting Software	0.00	0.00	0.00	4,800.00	0.00
10-35-5770-00 Contractual - Audit Fee	0.00	0.00	0.00	9,500.00	0.00
10-35-5771-00 Payroll Service	901.91	901.91	540.72	12,000.00	7.52
TOTAL CONTRACTUAL SERVICES	5,430.24	5,430.24	31,525.49	198,000.00	2.74
PERSONNEL DEVELOPMENT					
10-40-5783-00 Dues - Staff	600.00	600.00	700.00	4,000.00	15.00
10-40-5784-00 Meetings - Staff	804.12	804.12	0.00	1,400.00	57.44
10-40-5785-00 Conferences - Staff	0.00	0.00	0.00	8,000.00	0.00
10-40-5786-00 Memorial/Tribute/Recognition	0.00	0.00	0.00	3,000.00	0.00
10-40-5787-00 Staff Development	0.00	0.00	0.00	2,500.00	0.00

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10-40-5788-00 Training (Cont Ed) - Staff	0.00	0.00	0.00	9,100.00	0.00
10-45-5786-70 Dues - Trustee	0.00	0.00	150.00	525.00	0.00
10-45-5787-70 Conferences - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5788-70 Meetings - Trustees	0.00	0.00	0.00	1,000.00	0.00
10-45-5789-70 Training-Trustees	0.00	0.00	0.00	1,000.00	0.00
TOTAL PERSONNEL DEVELOPMEN	1,404.12	1,404.12	850.00	31,525.00	4.45
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	56,949.97	56,949.97	58,656.82	90,000.00	63.28
10-48-5803-10 Technology	11,140.47	11,140.47	2,668.82	80,000.00	13.93
10-48-5804-10 Facility	0.00	0.00	0.00	10,000.00	0.00
Total Major Equipment	68,090.44	68,090.44	61,325.64	180,000.00	37.83
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	0.00	0.00	700.00	0.00
10-48-5823-50 Minor Equip - Tech Services	57.93	57.93	0.00	700.00	8.28
10-48-5823-60 Minor Equip - Circ	0.00	0.00	0.00	700.00	0.00
Total Minor Equipment	57.93	57.93	0.00	3,500.00	1.66
Equip Maint/Repairs and Rentals					
10-48-5843-00 Rental-Postage Meter	180.57	180.57	180.57	720.00	25.08
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	2,828.10	2,828.10	963.93	23,280.00	12.15
10-48-5846-00 Equip Maint/Repr-NonContr	0.00	0.00	0.00	1,000.00	0.00
Total Equip Maint/Repairs and Rentals	3,008.67	3,008.67	1,144.50	25,000.00	12.03
TOTAL EQUIPMENT COSTS	71,157.04	71,157.04	62,470.14	208,500.00	34.13
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	837.23	837.23	1,170.13	8,000.00	10.47
10-50-5863-30 Books - Youth Serv	6,038.67	6,038.67	501.05	56,500.00	10.69
10-50-5863-50 Books - Tech Serv	0.00	0.00	0.00	0.00	0.00
10-50-5864-10 Books - Non Fiction	5,297.15	5,297.15	88.21	90,000.00	5.89
10-50-5865-10 Books - Adult/Teen Fiction	7,976.14	7,976.14	31.13	80,500.00	9.91
10-50-5867-20 Ref Books - Adult Serv	366.81	366.81	108.00	15,000.00	2.45
Total Books	20,516.00	20,516.00	1,898.52	250,000.00	8.21

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Databases					
10-50-5869-20 Internet Licensed DBases	12,537.62	12,537.62	70,364.04	115,000.00	10.90
10-50-5872-10 Dbases - Professional	0.00	0.00	2,901.75	10,000.00	0.00
10-50-5873-30 Dbases - Youth Serv	6,233.70	6,233.70	6,349.66	12,500.00	49.87
Total Databases	18,771.32	18,771.32	79,615.45	137,500.00	13.65
Audio- Visual Materials					
10-50-5890-30 A- V Matls - Youth Serv	442.91	442.91	826.94	15,000.00	2.95
10-50-5895-40 A- V Matls - Adult Serv	4,045.20	4,045.20	1,186.59	60,000.00	6.74
10-50-5899-20 Digital Content	11,708.95	11,708.95	7,000.00	115,000.00	10.18
Total Audio- Visual Materials	16,197.06	16,197.06	9,013.53	190,000.00	8.52
Periodicals/Doc Delivery					
10-50-5871-20 Document Delivery	40.26	40.26	23,569.53	24,500.00	0.16
10-50-5900-20 Periodicals - Adult Serv	1,035.86	1,035.86	1,104.95	31,500.00	3.29
10-50-5900-30 Periodicals - Youth	0.00	0.00	0.00	500.00	0.00
10-50-5900-80 Periodicals - Prof. Collection	0.00	0.00	0.00	3,000.00	0.00
Total Periodicals/Doc Delivery	1,076.12	1,076.12	24,674.48	59,500.00	1.81
TOTAL LIBRARY MEDIA	56,560.50	56,560.50	115,201.98	637,000.00	8.88
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	828.74	828.74	1,474.89	15,000.00	5.52
10-60-5931-30 Programs - Youth	546.22	546.22	738.62	15,000.00	3.64
10-60-5931-40 Online Marketing	76.95	76.95	80.99	1,700.00	4.53
10-60-5931-50 Community Relations	0.00	0.00	886.94	5,500.00	0.00
Total Programs	1,451.91	1,451.91	3,181.44	37,200.00	3.90
Readers Services					
10-60-5940-10 Reader Services - Adult Serv.	0.00	0.00	0.00	3,000.00	0.00
10-60-5940-30 Reader Services - Youth Serv.	64.95	64.95	283.32	6,800.00	0.96
Total Readers Services	64.95	64.95	283.32	9,800.00	0.66
TOTAL PROGRAMS AND READERS	1,516.86	1,516.86	3,464.76	47,000.00	3.23
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	0.00	0.00	0.00	5,000.00	0.00

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10-80-5981-80	0.00	0.00	0.00	45,000.00	0.00
10-80-5982-80	0.00	0.00	0.00	26,000.00	0.00
10-80-5983-80	0.00	0.00	0.00	40,000.00	0.00
TOTAL RESTRICTED USAGE EXPEN	0.00	0.00	0.00	116,000.00	0.00
CONTINGENCY					
10-90-5999-00	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	382,410.59	382,410.59	410,119.82	4,589,560.00	8.33
OPERATING TRANSFERS OUT					
10-80-5984-80	60,000.00	60,000.00	2,500.00	60,000.00	100.00
Transfer to Special Reserve *					
TOTAL OPERATING TRANSFERS O	60,000.00	60,000.00	2,500.00	60,000.00	100.00
TOTAL ALL EXPENSES	442,410.59	442,410.59	412,619.82	4,649,560.00	9.52

* Represents Ordinance 23-03 authorizing transfer from Corporate to Special Reserve for \$60,000 recorded in July 2023; Funds will be journalized back to FY22-23 prior to audit.

Lisle Library District
Accounts Payable - August 16, 2023

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Allegra	39737	Business Cards - McMahon Allegra	10-25-5712-00 10-00-2610-00	Printing Accounts Payable	67.50	67.50
Allegra	39760	Business Cards - Walker, Page, Caise Allegra	10-25-5712-00 10-00-2610-00	Printing Accounts Payable	202.50	202.50
Amazon	073123	Books, Video Games, Supplies	10-50-5865-10	Books - Adult/Teen Ficti	170.53	
			10-60-5931-10	Programs - Adult Service	50.93	
			10-50-5890-30	A-V Matls - Youth Serv	179.86	
			10-60-5931-30	Programs - Youth	569.67	
			10-60-5940-30	Reader Services - Youth	75.96	
			10-25-5716-00	Kitchen Supplies	13.94	
			10-25-5713-00	Office Supplies	319.38	
			10-20-5663-00	Maint/Repairs-Genl repai	33.32	
			10-25-5717-00	Processing Supplies	304.53	
			10-25-5714-00	Circ. Material Supplies	346.41	
			10-48-5823-60	Minor Equip - Circ	62.86	
			10-48-5823-50	Minor Equip - Tech Servi	23.72	
			10-25-5718-00	Computer Supplies	18.99	
			10-48-5804-10	Facility	20.51	
		Amazon Capital Services	10-00-2610-00	Accounts Payable		2,190.61
B&T (C5223353)	073123	Continuations & Processing	10-50-5867-20	Ref Books - Adult Serv	264.63	
		Baker & Taylor (C5223353)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	9.54	274.17
B&T (C5223433)	073123	Continuations & Processing	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	129.53 11.13	140.66
B&T (L0334152)	073123	Circ & Processing	10-50-5864-10 10-25-5717-00 10-00-2610-00	Books - Non Fiction Processing Supplies Accounts Payable	228.26 12.12	240.38
B&T (L4342812)	073123	Baker & Taylor (L0334152)	10-50-5863-30 10-00-2610-00	Books - Youth Serv Accounts Payable	13.02	13.02
B&T (L5443202)	073123	Books - Fiction & Processing	10-50-5865-10 10-25-5717-00 10-00-2610-00	Books - Adult/Teen Ficti Processing Supplies Accounts Payable	474.78 70.28	545.06
Bear Landscape	12511	Landscape Services Bear Landscape	10-20-5662-00 10-00-2610-00	Maint Contr. - Landscap Accounts Payable	1,134.00	1,134.00
Camalliere, Pat	081723	Program: Hidden Gems Road Trip	10-60-5931-10	Programs - Adult Service	150.00	

Lisle Library District
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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Case Lots	19168	Pat Camalliere Janitorial Supplies Case Lots Inc.	10-00-2610-00 10-20-5663-00 10-00-2610-00	Accounts Payable Maint/Repairs-Genl repai Accounts Payable	647.35	150.00 647.35
CCS	123090-06302023	Project Management CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	3,360.00	3,360.00
CCS	123090-07312023	Project Management CCS	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	2,080.00	2,080.00
CDW G	KV63061	10 APC Power Strips CDW Government	10-25-5718-00 10-00-2610-00	Computer Supplies Accounts Payable	231.50	231.50
CDW G	KX09239	3 Cisco Switch Maintenance Contracts CDW Government	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	3,058.38	3,058.38
Cengage Learning	81499105	Databases Cengage Learning / Gale	10-50-5869-20 10-00-2610-00	Internet Licensed DBase Accounts Payable	44,524.03	44,524.03
Chicago Title	22002890LPB-11	Draws 18 & 19 Chicago Title and Trust Company	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	800.00	800.00
Colley Elevator	245447	Elevator Service Contract Colley Elevator Company	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	385.00	385.00
ComEd	072623	Usage ComEd	10-20-5655-00 10-00-2610-00	Utilities - Electric Accounts Payable	3,346.91	3,346.91
Culligan of Wheaton	073123	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	178.81	178.81
Culligan of Wheaton	800176332	Water Culligan of Wheaton	10-25-5716-00 10-00-2610-00	Kitchen Supplies Accounts Payable	61.92	61.92
Current Technologies	13857	Automox Windows Update Software Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	720.00	720.00
Current Technologies	732192	Monthly Server Monitoring Current Technologies Corporation	10-35-5763-00 10-00-2610-00	Other Contr Svcs-Tech Accounts Payable	285.00	285.00
EnvisionWare	INV-US-67103	Printer for AMH EnvisionWare, Inc.	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	694.40	694.40

Lisle Library District
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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
FNBO Billing - 1897	072723	Programs, Processing, AV	10-20-5664-00	Maint/Repairs-Non Contr	120.72	
			10-20-5663-00	Maint/Repairs-Genl repai	59.20	
			10-25-5714-00	Circ. Material Supplies	104.00	
			10-25-5717-00	Processing Supplies	186.60	
			10-40-5785-00	Conferences - Staff	50.00	
			10-50-5895-40	A-V Matis - Adult Serv	238.81	
			10-50-5900-20	Periodicals - Adult Serv	46.95	
			10-60-5931-10	Programs - Adult Service	987.52	
			10-60-5931-30	Programs - Youth	500.67	
			10-60-5931-50	Community Relations	189.72	
		FNBO Billing Account	10-00-2610-00	Accounts Payable		2,484.19
Garvey's	PINV2454034	Labels	10-25-5713-00	Office Supplies	10.62	
		Garvey's Office Products	10-00-2610-00	Accounts Payable		10.62
Garvey's	PINV2457158	Pens	10-25-5713-00	Office Supplies	21.65	
		Garvey's Office Products	10-00-2610-00	Accounts Payable		21.65
Goodman, Clarence	082223	Program: The Glorious Arts: Chicago as a Fine Arts Mecca	10-60-5931-10	Programs - Adult Service	318.00	
		Clarence Goodman	10-00-2610-00	Accounts Payable		318.00
Groot	11069366T098	Rubbish	10-20-5665-00	Rubbish Removal	283.42	
		Groot, Inc.	10-00-2610-00	Accounts Payable		283.42
Hagg Press	118330	Aug/Sept Newsletter Printing & Postage	10-25-5710-10	Printing/Spec. Serv. - Ad	3,576.00	
		Hagg Press	10-00-2610-00	Accounts Payable	96.71	3,672.71
Hagg Press	230807F	Oct/Nov Newsletter Postage	10-25-5711-00	Postage Special Serv	1,500.00	
		Hagg Press	10-00-2610-00	Accounts Payable		1,500.00
Hayes, Sandy	080123	Self Check Testing	10-03-4540-00	Fines	1.00	
		Sandy Hayes	10-00-2610-00	Accounts Payable		1.00
Home Depot	1916 08 69552	Small Tools	10-20-5663-00	Maint/Repairs-Genl repai	206.98	
		Home Depot Credit Services	10-00-2610-00	Accounts Payable		206.98
Ingram	080123	Books & Processing	10-50-5865-10	Books - Adult/Teen Ficti	6,316.90	
			10-50-5864-10	Books - Non Fiction	3,465.56	
			10-50-5863-30	Books - Youth Serv	2,498.52	
			10-50-5895-40	A-V Matis - Adult Serv	378.31	
			10-25-5717-00	Processing Supplies	1,759.81	
		Ingram Library Services	10-00-2610-00	Accounts Payable		14,419.10

Lisle Library District
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Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Ingram Express	080123	Books Ingram Library Services, Inc.	10-50-5865-10 10-00-2610-00	Books - Adult/Teen Ficti Accounts Payable	292.13	292.13
J and J Tree	E2420	Tree Removal J and J Tree Service	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	2,100.00	2,100.00
Johnson Controls	39088149	Silent Alarm Installation Johnson Controls Security Solutions	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	1,019.39	1,019.39
Kanopy	359285-PPU	Kanopy Kanopy, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	422.00	422.00
Kocemba, Yolanda	072923	ESL for You! Teacher Stipend Yolanda Kocemba	10-50-5863-20 10-00-2610-00	Literacy/ESL Accounts Payable	171.00	171.00
Konica Minolta Busin	288485635	#C458 Usage Konica Minolta Business Solutions	10-48-5845-00 10-00-2610-00	Equip Maint/Repr-Contr- Accounts Payable	213.19	213.19
Lauterbach & Amen	80563	OPEB Report Lauterbach & Amen, LLP	10-35-5764-10 10-00-2610-00	Other Contr Svcs - Libra Accounts Payable	950.00	950.00
LIMRICC PHIP Healt	080323	August 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	4,856.61 8,282.04 4,845.47 2,980.38 6,517.04	27,481.54
McQuillan, Elizabeth	080423	Consulting Elizabeth McQuillan	10-35-5764-10 10-00-2610-00	Other Contr Svcs - Libra Accounts Payable	190.86	190.86
Metalmaster	14948	Roof Drainage Check & Gutter Evaluation Metalmaster Roofmaster Inc.	10-20-5664-00 10-00-2610-00	Maint/Repairs-Non Contr Accounts Payable	433.00	433.00
Midwest Tape	504147378	Hoopla Midwest Tape	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	5,460.27	5,460.27
Midwest Tape 7288	080123	DVDs, Blu-rays & Processing Midwest Tape (7288)	10-50-5895-40 10-25-5717-00 10-00-2610-00	A-V Matls - Adult Serv Processing Supplies Accounts Payable	2,207.10 577.43	2,784.53
Midwest Tape 7289	083123	Supplies Midwest Tape (7289)	10-25-5717-00 10-00-2610-00	Processing Supplies Accounts Payable	419.99	419.99

**Lisle Library District
Accounts Payable - August 16, 2023**

Vendor ID	Invoice/CM #	Line Description	Account ID	Account Description	Debit Amount	Credit Amount
Moe, Lisa	080223	LACONI Meeting Lisa Moe	10-40-5784-00 10-00-2610-00	Meetings - Staff Accounts Payable	15.62	15.62
Moe, Lisa	080323	Reimburse Mileage Lisa Moe	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	1.44	1.44
Moe, Lisa	080723	LACONI Meeting Lisa Moe	10-40-5785-00 10-00-2610-00	Conferences - Staff Accounts Payable	51.18	51.18
OverDrive	23268825	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,016.94	2,016.94
OverDrive	23274792	CPC OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	996.54	996.54
OverDrive	23280705	Advantage OverDrive, Inc.	10-50-5899-20 10-00-2610-00	Digital Content Accounts Payable	2,046.42	2,046.42
Paddock Publication	258161	B & A Notice Paddock Publications	10-25-5719-00 10-00-2610-00	Publishing Accounts Payable	66.70	66.70
Sheehan, Nagle	440.01.25	Architectural Service Sheehan, Nagle, Hartray Architects	70-65-5675-00 10-00-2610-00	Renovation Project Accounts Payable	6,890.00	6,890.00
Stein, Brian	073123	Reimburse Mileage Brian Stein	10-25-5724-15 10-00-2610-00	Local Travel Accounts Payable	20.04	20.04
SWAN	10493	Reciprocal Borrowing Loss SWAN	10-50-5865-10 10-50-5864-10 10-00-2610-00	Books - Adult/Teen Ficti Books - Non Fiction Accounts Payable	10.17 49.83	60.00
Unique	6115295	July Placements Unique	10-35-5761-00 10-00-2610-00	Collection Agency Accounts Payable	101.20	101.20
Verizon	9940053968	Usage Verizon	10-20-5652-00 10-00-2610-00	Utilities - Phone Accounts Payable	3.31	3.31
WILIUG	23/24	Annual Membership - P. Hurt WILIUG	10-40-5783-00 10-00-2610-00	Dues - Staff Accounts Payable	40.00	40.00
Wyly, David	091223	Program: Medicare 101 David Wyly	10-60-5931-10 10-00-2610-00	Programs - Adult Service Accounts Payable	50.00	50.00
					142,546.16	142,546.16

PRIOR MONTHS BILLS PAID BETWEEN JULY 2023 AND AUGUST 2023			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 7/14/2023		69174.63
HSA	IL Child Support	Child Support Withheld	300.00
HSA	IL Dept. of Revenue	State Tax Withheld	4479.89
Auto W/D	Howard Simon & Associates	PR Serv. - 7/14/2023	855.55
HSA	EFTPS/Electronic Tax Payment 7/14/2023	Fed Tax \$10123.25	24864.47
		FICA W/H \$7370.60	
		FICA Lib \$7370.62	
HSA	Salaries 7/31/2023		59709.68
HSA	IL Child Support	Child Support Withheld	300.00
HSA	IL Dept. of Revenue	State Tax Withheld	3803.65
Auto W/D	Howard Simon & Associates	PR Serv. - 7/31/2023	46.36
HSA	EFTPS/Electronic Tax Payment 7/31/2023	Fed Tax \$7505.37	20011.83
		FICA W/H \$6253.25	
		FICA Lib \$6253.21	
Wired	IMRF	IMRF W/H \$8685.28	12058.40
		IMRF Lib. \$3373.12	
		Sub Total	195604.46
Check #	Vendor	Description	Amount
7288	AFLAC (G6920)	Payroll Withholding	111.41
7289	Allegra	Business Cards - Ferrari	67.50
7290	Anderson Pest Solutions	Pest Control	157.10
7291	Case Lots Inc.	Janitorial Supplies	351.20
7292	Chicago Metro Fire Prevention	Fire Prevention Contract	165.75
7293	Chicago Tribune	Subscription Through 2/6/2024	719.16
7294	Children's Plus Inc.	Books	100.78
7295	Current Technologies Corporation	50% New File Server	5,596.72
7296	Delta Dental - Risk	August Premium	2,042.47

7297	Demco	Books Carts & Magnetic Openers for AN Cases	2,494.32
7298	DuPage County Public Works	Usage	89.05
7299	EBSCO	Price Adjustment	2.18
7300	Fifth Third Bank	Telephone, Conferences	549.78
7301	Garvey's Office Products	Programs	188.20
7302	IHLS - OCLC	Office Supplies	10.26
7303	Illinois Library Association	Membership Dues	600.00
7304	Johnson Controls Security Solutions	Silent Alarm Installation	869.18
7305	Konica Minolta Business Solutions	Lexmark Printers	174.00
7306	Konica Minolta Premier Finance	#C227 Lease	60.00
7307	Libratca LLC	Keys for Cassie Coin Box	41.00
7308	LIMRICC UCGA	2nd Quarter 2023	436.14
7309	Matthew Bender & Co.	Employment in IL	243.10
7310	NICOR	Usage	221.55
7311	OverDrive, Inc.	Advantage	2,068.40
7312	RAILS	Brainfuse & Press Reader	7,604.62
7313	Record Informaiton Services	Public Record	1,462.00
7314	Scholastic	SRP Completion Books	1,552.95
7315	Sendra Service Corp.	AHU Mechanical Work	3,872.25
7316	Noelle Spicher	Program Supplies	12.00
7317	Staples Advantage	Misc. Kitchen & Office Supplies	529.28
7318	The Library Store	Bookcase	533.79
7319	Thomas Klise / Crimson Media	Video Games	517.03
7320	Village of Lisle	Usage	126.24
7321	Village of Lisle	Monthly Internet Access	450.00
7322	Zoobean Inc.	Beanstack	1,244.00
			\$ 35,263.41
		Sub Total	
			\$ 230,867.87
		TOTAL	
Wire Transfer	Camosy Incorporated	Construction Draw #17 - 7/20/23	\$ 27,809.00

Monthly Circulation Report - July 2023

	Checkouts	Renewals	Jul-23 TOTALS	YTD FY 22/23	YTD FY 23/24	YTD % Change	
Adult Non-Print	2,695	2,743	5,438	4,741	5,438	14.70%	
Adult Print	5,500	4,236	9,736	7,225	9,736	34.75%	
Adult Total	8,195	6,979	15,174	11,966	15,174	26.81%	
YS Non-Print	943	1,355	2,298	1,759	2,298	30.64%	
YS Print	9,076	7,850	16,926	14,793	16,926	14.42%	
Total YS	10,019	9,205	19,224	16,552	19,224	16.14%	
Digital Media							
Overdrive	5,109		5,109	4,454	5,109	14.71%	
hoopla	2,492		2,492	2,093	2,492	19.06%	
Overdrive Magazines	117		117	72	117	62.50%	
PressReader	914		914	215	914	325.12%	
Kanopy	334		334	159	334	110.06%	
Total Digital	8,966	0	8,966	6,993	8,966	28.21%	
Subtotal Print + Non-Print/Digital	27,180	16,184	43,364	35,511	43,364	22.11%	
Computer/Tech Sessions Logins	1,192		1,192	873	1,192	36.54%	
Database Usage/Unique Logins	5,873		5,873	3,733	5,873	57.33%	
Wireless Use	986		986	338	986	191.72%	
ScannX sessions/jobs	168		168	193	168	-12.95%	
Museum Adventure Passes	61		61	62	61	-1.61%	
Total IT/Resource Sessions	8,280	0	8,280	5,199	8,280	59.26%	
Total Circulation	35,460	16,184	51,644	40,710	51,644	26.86%	
Literacy Software Usage Hours			0	0	0	--	
Borrower Information	July 2023 Total	YTD 22/23	YTD 23/24	YTD % Change			
New Library Cards Added	182	144	182	26.39%			
Monthly Borrowers	3,075	2,482	3,075	23.89%			
Total # Registered Borrowers	8,849	8,435	8,849	4.91%			
InterLibrary Loans							
Materials Sent *	53	0	53	100.00%			
Materials Received	351	308	351	13.96%			
Polaris/Catalog Holds							
Holds Placed	3,191	3,136	3,191	1.75%			
Holds Checked Out	2,530	2,454	2,530	3.10%			
Pick-Up Window Service Stats **							
# of Patrons/Users	23	N/A	23	--			
# of Items Picked Up/Checked Out	96	N/A	96	--			
* Temporarily suspended during building renovation; re-introduced in June 2023.					** This service began in April 2023.		

Lisle Library District - Program and Service Statistics - July 2023

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY22/23	YTD FY23/24	% Change
Staff Facilitated Programs			16	35	7	3	61	70	61	-12.86%
Attendees			156	622	16	17	811	893	811	-9.18%
Computer/Technology Programs			2	0			2	8	2	-75.00%
Attendees			10	0			10	12	10	-16.67%
Performer/Speaker/Author			2	1			3	3	3	0.00%
Attendees			33	78			111	90	111	23.33%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	0	0	--
Attendees		0					0	0	0	--
Total Number of Programs		0	20	36	7	3	66	81	66	-18.52%
Total Patrons Served by Programming		0	199	700	16	17	932	995	932	-6.33%
Reference Questions			2,321	1,478	1,005		4,804	4,732	4,804	1.52%
Volunteer Hours			5.00	325.00			330.00	5.00	330.00	6500.00%
Notary Service		24					24	7	24	242.86%
LLD Kindness Cards **			9	75			84	N/A	84	--
Outreach Service Statistics										
Outreach Visits			0	0	0		0	11	0	-100.00%
Patrons Served by Outreach Visits			0	0	0		0	429	0	-100.00%
Home Delivery Dates			2				2	2	2	0.00%
Patrons Served via Home Delivery			92				92	84	92	9.52%
Total Outreach Programs			2	0	0		2	13	2	-84.62%
Total Patrons Served with Outreach Services			92	0	0		92	513	92	-82.07%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		30						0	30	100.00%
Number of Outside Groups Using Meeting Space		13						0	13	100.00%
Patrons Entering Building		12,814						10,040	12,814	27.63%
Friend's Sponsored Programs		0						0	0	--
Attendees		0						0	0	--
Social Media Use										
Facebook (daily page consumption)		917						930	917	-1.40%
X (f.k.a. Twitter) Followers		1,043						880	1,043	18.52%
Instagram Likes		524						486	524	7.82%
Flickr Views		6,423						25,653	6,423	-74.96%
YouTube Views		10,239						7,446	10,239	37.51%
eBlast Engagement *		360						N/A	360	--
Total LLD App Downloads		722						541	722	33.46%
Total LLD App Sessions		3,487						2,395	3,487	45.59%

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



LLD Decennial Committee Introduction

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act into law. This law requires all Illinois local governments that impose a tax to convene a committee to study and report on local government efficiency.

Under this law, impacted local governments must:

- Form a Committee to study local efficiencies and meet for the first time no later than June 10, 2023
- Have the Committee meet at least three times
- Prepare a written report with recommendations (if any) on efficiencies and increased accountability
- File the report with the County no later than 18 months after the first Committee meeting.

The Committee's membership must include the elected or appointed members of the governing body. It must include the chief executive officer and another officer of the local government. The Committee must also include at least two residents within the District served by the local government who are appointed by the Committee Chair. Committee members are not compensated but can be reimbursed for any Committee-related expenses.

The Committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting and be a part of the regular board meeting. All requirements of the Open Meetings Act apply.

*

Following this introduction, is a draft of what may be included in the final report to the County. RAILS provided an outline of what libraries may include in such a report. There is no definitive template for the report on efficiencies, however, the following does touch upon financial, operational, and aspirational activities. Committee members will be relied upon to hone the following draft and to come to the third meeting with additional ideas.

**LISLE LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES
ON LOCAL GOVERNMENT EFFICIENCY ACT**

1. Unit of government

- a. Name of Library: Lisle Library District (LLD)
- b. Address of Library Office: 777 Front Street, Lisle, IL 60532

2. Information about the Library

- a. The LLD is located in DuPage County.
- b. The population of the District is 30,281 (2020 Census).
- c. We currently have 48 employees.
- d. Our annual budget for FY23/24 is: \$4,649,560.00.
- e. The LLD owns the following properties:
 - 777 Front Street- 3.32 acres – Library facility
 - 4931 Kingston- .73 acres – vacant lot
 - 725 Front Street- 1.05 acres – vacant lot

3. Information about the LLD Decennial Committee

- a. Committee Members:
 - Board President: Marjorie Bartelli
 - Trustee: Vice President, Emily Swistak
 - Trustee: Treasurer, Karen Larson
 - Trustee: Secretary, Liz Sullivan
 - Trustee: Debbie Breihan
 - Trustee: Vanessa Berry
 - Trustee: Josh Martin
 - Executive Director: Tatiana Weinstein
 - Assistant Director: William Savage
 - Library Resident: Lorna Turner
 - Library Resident: John McCabe

b. Meeting Dates

- First Meeting (*must have occurred prior to June 10, 2023*): May 17, 2023
- Second Meeting: August 16, 2023
- Third Meeting: _____
- Fourth Meeting (?) _____

4. Core Programs or Services Offered by the LLD

- a. The LLD offers the following core services and programs:
Library cards, WiFi access/printing, Voter registration, Notary public, Readers Advisory, Book groups, Storytimes for children, Home delivery, Low-vision support equipment, Interlibrary loan, Meeting room use, Public computers, Public scanners, Programming for all ages, Outreach services, English language development services, Instructional classes, Art gallery, Seed collection, Community pass programs, Pick-up window service, digital and physical materials,

- b. Other core services/programs we could possibly provide:

5. Awards and Recognitions

The LLD has received the following awards, distinctions, and recognitions:

Annual Illinois Per Capita Grant funding, DuPage Foundation Arts grant (2022), Lisle Community Service Corporation grant via Friends of the Lisle Public Library District (2022),

6. Intergovernmental/System Partnerships

The LLD partners with the following entities:

- RAILS – Reaching Across Illinois Libraries System -- includes interlibrary delivery, continuing education and consulting resources to library employees and trustees, shared catalog and cataloging support, e-content services, museum and attractions pass program, group purchases and vendor discounts, networking opportunities for library employees, targeted grant funding to member libraries.
- OCLC -- Online Computer Library Center, a, "nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs."

- Village of Lisle, Lisle Park District, Lisle School District 202, Naperville School District 203, Lisle Fire District, Lisle Police, Lisle Township

- [REDACTED]

Our Library's efficiency has increased through intergovernmental cooperation in the following ways:

- Interlibrary loans via resource sharing using OCLC, SWAN system services
- Cost sharing on programs with intergovernmental partners
- Quarterly meetings with intergovernmental partners: sharing community information, emergency planning, and future partnership opportunities

- [REDACTED]

7. **Community Partnerships**

The LLD partners with the following organizations:

Friends of the Lisle Public Library District, Lisle Woman's Club, Lisle Heritage Society, Lisle Library Foundation, Lisle Community Service Corporation, Lisle Lion's Club, Lisle Kiwanis Club, [REDACTED]

8. **Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents**

The Committee has reviewed the following, non-exhaustive list of laws, policies, and training materials applicable to the Library and its compliance with Decennial Committee on [Local Government Efficiency Act](#):

State laws applicable to Libraries, [Illinois Local Government Efficiency Act](#), Illinois Open Meetings Act (LLD Trustees have completed OMA training), LLD Policy 907: Public Comment, Reports on government efficiency, including "*Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments*" by Wendell Cox (2016), Article re Cox report: <https://www.sj-r.com/story/opinion/columns/2019/08/24/local-government-consolidation-would-not/4393507007/>;

9. **Efficiency implementations/projects:**

- Reduced levy 2017, 2018, 2019 – flat in 2020
- Fiscally responsible renovation in 2023; complete renovation
- Record all meeting; provides access to public who cannot physically attend meetings
- Optimized parking/entrances; dual entrances with majority of parking spaces near

- Pickup window; providing safe, convenient access for patrons in vehicles
- Replaced all Library lighting with LED efficient systems
- Installed automated material handler (AMH) to sort returned materials
- Have 4 self-check kiosks for patron use
- Utilize outsourced Financial Advisor; board reporting and accounting
- Utilize outsourced Technology; network monitoring, cloud, and managed services
- Improved access: two elevators, automatic door openers
- Enhanced security system to connect with emergency services and to surveil property
- Modernized policies: 430 Equity, Diversity, & Inclusion, 201 Trustee Code of Conduct & Ethics, 901 Sexual Harassment, 705 Construction, Capital Improvements, and Contractual Services, 710 Fund Balances, 720 Investments, 735 Donations & Gifts,

10. Additional ideas for improving efficiencies

- _____
- _____

11. Summary of Committee's Recommendations Regarding Increased Accountability and Efficiency:

- _____
- _____

Submitted by: _____
Chairwoman Marjorie Bartelli, Decennial Committee

Date of Committee Approval of Report: _____



August Board Report (8/11/2023)

A. Close-Out Progress Update

- Overall Close-out, Punchlist and Corrective Work is ongoing:
 - Signage repairs and painting (remain) ongoing by Camosy
 - Interior Investments work completed and vendor closed out (workstations)
 - Retainage release (pending final lien waivers and close-out documentation on subcontractors with no remaining punchlist items)
- Added Scope status updates:
 - South lot lighting repair tentatively scheduled for the week of 8/14
 - Added Paging Speakers Ordered to ensure full building coverage
 - Added End Panels for the book holds area ordered
- Incomplete work including:
 - Lighting Controls – components installed! Programming expected in late August/September
 - AV Controls – due to manufacturer delays (remains Q4 of 2023)

B. Project Cost Summary – Tracking on Budget

Approved Total Project Budget: \$7.7M

Expenditures Summary					
Project Component	Concept Phase Budget (a)	Anticipated Cost Update (thru 8/11/2023)		Committed to Date (thru 8/11/2023)	
		\$	Change from Budget (\$)	Contracted (\$)	Expenditures (\$)
E-000: Land Cost					
E-000.1: Land Cost	\$0	\$0	\$0	\$0	\$0
E-000: Land Cost Total	\$0	\$0	\$0	\$0	\$0
E-100: Bond Cost					
E-100.1: Financing Costs	\$15,000	\$0	-\$15,000	\$0	\$0
E-100: Bond Cost Total	\$15,000	\$0	-\$15,000	\$0	\$0
E-200: Building Costs					
E-200.1: Building Construction	\$5,669,200	\$5,752,721	\$83,521	\$5,752,091	\$5,470,660
E-200.2: Environmental Remediation	\$0	\$39,020	\$39,020	\$39,020	\$39,020
E-200.3: Site Utilities	\$0	\$0	\$0	\$0	\$0
E-200.4: Permitting and Zoning Fees	\$60,782	\$12,500	-\$48,282	\$2,580	\$1,110
E-200: Building Costs Total	\$5,729,982	\$5,804,241	\$74,259	\$5,793,690	\$5,510,790
E-300: Soft Costs					
E-300.1: Professional Service Costs	\$924,810	\$909,893	-\$14,917	\$907,539	\$878,347
E-300.2: Fixtures, Furnishing & Equipment	\$840,000	\$871,049	\$31,049	\$839,186	\$827,343
E-300.3: Other Owner Soft Costs	\$0	\$4,977	\$4,977	\$4,977	\$4,977
E-300: Soft Costs Total	\$1,764,810	\$1,785,919	\$21,109	\$1,751,703	\$1,710,668
E-400: Contingency					
E-400.1: Owner Contingency	\$190,208	\$109,840	-\$80,368	\$0	\$0
E-400: Contingency Total	\$190,208	\$109,840	-\$80,368	\$0	\$0
Project Expenditure Totals	\$7,700,000	\$7,700,000	\$0	\$7,545,393	\$7,221,458

Variance \$ from Budget Notes (New Only):

#1 Added Paging Speakers Cost

#2 Added book hold end panels

#3 Reduction for added #1 and #2 scope

Lisle Library District
North Main Entry Capital Improvement Project



August Board Report (8/11/2023)

Invoices sent for processing since last Board Meeting:

Categories	Invoice #	Invoice Value
E-200: Building Costs		
E-200.1: Building Construction		
Camosy	Pay App #18	\$ 118,898.00
E-300: Soft Costs		
E-300.1: Professional Service Costs		
CCS International	123090-06302023	\$ 3,360.00
CCS International	123090-07312023	\$ 2,080.00
Chicago Title and Trust	22002890LPC-11	\$ 800.00
SNHA	440.01.25	\$ 6,890.00
Grand Total		\$ 132,028.00

C. Change Order Update

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

No New Camosy Change Orders!

Change Order Log Summary

Approved Change Orders:	\$ 418,682.20
Recommended for Board Approval:	\$ 0.00
Pending Change Orders:	\$ 0.00
Total:	\$ 418,682.20

Updated Change Order Log

Change Order	Current Cost	Notes
COR #1 thru #31, #33r #72 – From previous Board Meetings	\$ 418,682.20	Approved as recorded in past Board meetings

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 11, 2023

August 2023 | DIRECTOR'S REPORT

Meetings:

LLD Board of Trustees – Jul 19
Bartelli/Savage – Jul 28
CCS – Jul 31
Viso/VOL – Aug 1
Staff – Aug 1
McQuillan/Savage – Aug 3
Admin/McQuillan – Aug 4

Staff – Aug 4
Outside program – Aug 5
Staff – Aug 7
Finance Committee – Aug 9
McCabe – Aug 10
Admin – Aug 11
CCS – Aug 11

Community Survey

I met with Joseph Viso, the Village's Community Engagement Specialist, to discuss an upcoming Community Survey for Lisle. According to Mr. Viso, the Library, Parks, and other entities will be referred to within the survey to gauge resident satisfaction and use. The majority of the survey will involve Village-related questions. Mr. Viso asked that the LLD help promote the survey to residents via social media and internal signs and flyers. My understanding is that the survey will go live in September.

Remembrance

When I learned of Richard Flint's death last month, it compelled me to share recollections of his service to the District as well as personal notes in my monthly report. Richard's service to the District, is well documented in LLD Resolution 23-06. He was a staunch supporter of public service entities, qualified staff, and of having a diverse collection of materials.

His advocacy included ensuring libraries were safe spaces for the LGBTQ+ community as well as for those who have disabilities. He was a huge Beatles fan, and a classic horror movie aficionado. During his tenure as Trustee, he conducted programs on those topics to interested audiences. As Board President, he would meet with me to discuss the agenda and always had sage advice regarding proper report writing. His proofreading skills were unparalleled. His understanding of parliamentary procedure educated us all. He enjoyed playing the guitar, and discussing Chicago Blues musicians. One of his goals was to be a published author. I am pleased that he achieved his goal of publishing a book on statistics.

The Library sent condolence cards to Richard's sister and brother. My sympathies go out to them both.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: August 11, 2023*

Internal Meetings

This past month's meetings included checking in with staff after vacations, after change of job responsibilities, new hires, and regarding current Board packet inclusions; B&A draft, Decennial Committee draft, IPLAR statistics, etc.

Enhancing our operational needs regarding technology has also been a topic of conversation with staff. After upgrading our cabling, switches, servers, and ongoing technology improvements such as additional equipment in the meeting rooms, reassessing our needs with technology maintenance, replacements, monitoring, and documentation has come to light. IT Manager Hayes and I have discussed operational changes that should improve internal results this fiscal year.

Accessibility

My injury has forced me to work odd shifts of hours on premises and remotely while conducting outpatient physical therapy. My progress is improving, and I'm pleased with the staff's ability to adapt to my currently unusual schedule.

My inability to walk, though temporary, has brought to light the improvements the LLD has made regarding accessibility. Hands free door access, dual elevators, proper sloping for ramps, adequate lighting/natural light, and good sight lines are all important to those who use a wheelchair. It's given me a perspective that will remain with me forever.

Respectfully submitted,



Tatiana Weinstein

August 2023 Assistant Director Report

Meetings/Virtual Meetings/Events

- Event Team Meeting- July 21
- Pieper Electric- July 27, 28
- Bradford (Shelving)- July 27
- J and J Trimming- August 1, 7
- Johnson Controls- August 8
- Pieper Electric- August 8
- CCS (Marc Rogers)- August 7
- Sikich- August 9

Meetings

The LLD Event Team met to discuss plans for Fall Fest (September 22) as well as ideas for any upcoming Winter Events. We will be meeting again in August to finalize programming and staffing for Fall Fest.

Facility

Pieper Electric came out to install the appropriate power packs in the building necessary to use the lighting controls. We are currently waiting on the hardware to become available for that job to be completed. Pieper also sent out an electrician to address lighting issues in a few of the public restrooms.

A tree on the south lot was heavily damaged by storms over the last weekend in July. The state that the tree was in presented a hazard, so J and J Tree Trimming came out in August to remove the tree and all associated debris.

Metal Master came out to assess drainage issues on the overhang above the pick-up window. They are also supplying a quote for gutter repairs along the southeast end of the building.

Johnson Controls completed outstanding work on the alarm system for the building.

Events

We are looking forward to Fall Fest in September. So far staff have planned a petting zoo, inflatable obstacle course, take home craft, library card registration table, readers advisory table, and refreshments. I will provide more details in next month's report.



Will Savage
Assistant Director



LLD Budget & Appropriation (B&A) Overview

What is the B&A Ordinance?

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

The *Budget* column within Ordinance 23-04 indicates Board-approved working budget expenditures and the *Appropriation* column designates the District's authorization to expend funds for any necessary obligations that extend beyond budgeted categories. The Ordinance accounts for the District's operational expenditures as well as Special Reserve expenditures.

Restated, the Appropriation column is not the District's intention to spend this provision. The Appropriation is purely an allowance should the District require spending beyond planned-for expenses. One example of an unintended added expense may be increased snow removal services due to severe weather events; an expenditure beyond the control or predictive abilities of the District.

The total Appropriation in Ordinance 23-04 shows a very reasonable 4.5% allowance. Some institutions double their budget or provide flat increases of 10 or 20 percent to account for unintended expenses. The LLD has regularly, thoughtfully, examined each account category to determine its Appropriation.

Funds

The LLD has four major funds: Corporate, Special, IMRF, and FICA. All funds are recorded on the B&A Ordinance. Ordinance 23-04 reflects the budgeted transfer of 60K in funds from the Corporate Fund to the Special Reserve Fund and provides an allowance of 120K, should the Board determine there is a need for more savings.

Additional Information

Please note that the LLD utilizes pre-audit numbers (EOY/June 30, 2023), vendor estimates, as well as the Board approved working budget to draft the Ordinance.

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I further certify that the attached is a true and correct copy of Ordinance 23-04 adopted on September 20, 2023, 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 20th day of September, 2023.

Liz Sullivan, Secretary
Board of Library Trustees
Lisle Library District

ORDINANCE 23-04

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, 2023, AND ENDING JUNE 30, 2024, 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, 2023, and ending June 30, 2024.

1	CORPORATE FUND	BUDGET 2023-2024	2023-2024 AMOUNT TO BE APPROPRIATED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$ 2,300,000.00	\$2,300,000.00
	Health Ins/Unemp	\$320,000.00	\$350,000.00
		\$2,620,000.00	\$2,650,000.00
B.	BUILDING COSTS		
	Internet/Inet	\$7,210.00	\$10,000.00
	Phone	\$20,000.00	\$25,000.00
	Gas	\$12,000.00	\$15,000.00
	Sewer/Water	\$4,500.00	\$5,000.00
	Electrical	\$50,000.00	\$50,000.00
	Maint. Contracts - HVAC	\$6,000.00	\$7,000.00
	Maint. Contracts - Cleaning/Pests	\$49,500.00	\$60,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$42,000.00
	Non-contract Repr	\$70,000.00	\$90,000.00
	Rubbish Removal	\$4,000.00	\$5,000.00
		\$263,210.00	\$309,000.00

C.	<u>OPERATING COSTS</u>		
	Postage/Shipping	\$15,500.00	\$20,000.00
	Printing	\$24,000.00	\$28,000.00
	Supplies/Processing	\$78,000.00	\$80,000.00
	Bank/Notices	\$8,000.00	\$8,000.00
	Local Travel	\$500.00	\$500.00
		\$126,000.00	\$136,500.00
D.	<u>INSURANCE COSTS</u>		
	Fidelity Bond	\$2,100.00	\$2,500.00
	Prop. Damage (All Peril)	\$50,000.00	\$55,000.00
	Notary Bond	\$225.00	\$225.00
	Workers Comp	\$7,000.00	\$8,000.00
		\$59,325.00	\$65,725.00
E.	<u>CONTRACTUAL COSTS</u>		
	Legal services	\$15,000.00	\$15,000.00
	Collection Agency	\$700.00	\$700.00
	Outsrc Acc/HR/Outsrc IT	\$150,000.00	\$180,000.00
	Investment Agency	\$6,000.00	\$6,000.00
	Acct Software	\$4,800.00	\$5,000.00
	Audit	\$9,500.00	\$9,800.00
	Payroll	\$12,000.00	\$15,000.00
		\$198,000.00	\$231,500.00
F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$13,400.00	\$14,000.00
	Memorial/Recog	\$3,000.00	\$3,500.00
	In-Service Day	\$2,500.00	\$3,000.00
	Cont. Ed	\$9,100.00	\$10,000.00
	Trustee Dues/Conf/Train	\$3,525.00	\$3,525.00
		\$31,525.00	\$34,025.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$90,000.00	\$95,000.00
	Technology	\$80,000.00	\$90,000.00
	Facility	\$10,000.00	\$15,000.00
	Minor Equip	\$3,500.00	\$3,500.00
	Other Fac Maint/Repairs	\$25,000.00	\$25,000.00
		\$208,500.00	\$228,500.00

H.	<u>LIBRARY MATERIALS</u>		
	Books	\$250,000.00	\$250,000.00
	Databases	\$137,500.00	\$140,000.00
	Doc Delivery/ILLs	\$24,500.00	\$25,000.00
	Audio/Visual	\$190,000.00	\$195,000.00
	Periodicals	\$35,000.00	\$35,000.00
		\$637,000.00	\$645,000.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$30,000.00	\$30,000.00
	Comm Rel/Supplies	\$17,000.00	\$20,000.00
		\$47,000.00	\$50,000.00
J.	<u>OTHER EXPENSES</u>		
	Gifts (if gifts are received)	\$5,000.00	\$20,000.00
	Per Capita Grant (per State if received)	\$45,000.00	\$45,000.00
	IMRF (supplemental funding)	\$0.00	\$0.00
		\$50,000.00	\$65,000.00
K.	<u>DEBT CERTIFICATE</u>	\$66,000.00	\$70,000.00
L.	<u>CONTINGENCY</u>	\$25,000.00	\$25,000.00
	<u>SUBTOTAL CORPORATE</u>	\$4,331,560.00	\$4,510,250.00
	Transfer to Special Reserve	\$60,000.00	\$120,000.00
	Total Corporate	\$4,391,560.00	\$4,630,250.00
2	IMRF	\$80,000.00	\$80,000.00
3	FICA	\$178,000.00	\$178,000.00
	TOTAL CORP/IMRF/FICA	\$4,649,560.00	\$4,888,250.00
4	SPECIAL RESERVE FUND		
	Consulting	\$20,000.00	\$25,000.00
	Facility/Campus	\$15,000.00	\$20,000.00
	Furniture/Equip	\$25,000.00	\$25,000.00
	Security Systems	\$0.00	\$10,000.00
	Project Expense	\$1,000,000.00	\$1,000,000.00
		\$1,060,000.00	\$1,080,000.00
	TOTALS	\$5,709,560.00	\$5,968,250.00

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 \$ 6,036,766.99.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,494,505.00.¹
- (c) That the estimated expenditures for the fiscal year are \$ 5,709,560.00 per the Annual Working Budget.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$4,821,711.99.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,301,384.21.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 124,850.00.

Section 3: That the funds in the total amount of \$ 5,968,250.00 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, 2023 and ending June 30, 2024.

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.

ADOPTED this 20th day of September, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this 20th day of September, 2023.

Marjorie Bartelli
President, Lisle Library Board of Trustees

Attest:

Liz Sullivan
Secretary, Lisle Library Board of Trustees

To be submitted for publication on the 22nd day of September, 2023.
To be published in the Daily Herald on the 27th day of September, 2023.

LISLE LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0292
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Lisle Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	777 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Lisle
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60532
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	777 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Lisle
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60532
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6309711675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6309711701
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.lislelibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Tatiana Weinstein
1.15 Title	Director
1.16 Library Director's E-mail	tatiana@lislelibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	DuPage
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	30,281
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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LISLE L.D.	LISLE LIBRARY DISTRICT		
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ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
LISLE L.D.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LISLE L.D.	777 FRONT STREET		No

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
LISLE L.D.	LISLE		60532	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LISLE L.D.	DuPage		6309711675	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
LISLE L.D.	29,500	32,600	

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
LISLE L.D.	¹ 3,283	² 49	100,287	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Will Savage
3.5 Telephone Number of Person Preparing Report	630-971-1675
3.6 FAX Number	630-971-1701
3.7 E-Mail Address	savagew@lislelibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?

No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Vanessa Berry
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	
5.9 E-mail Address	berryv@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Second member

5.5 Name	Debbie Beihan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	
5.9 E-mail Address	breihand@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Third member

5.5 Name	Josh Martin
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	
5.9 E-mail Address	martinj@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL

5.13 Zip Code	60532
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Fourth member

5.5 Name	Marjorie Bartelli
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	bartellim@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Fifth member

5.5 Name	Emily Swistak
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	swistake@lislelibrary.org
5.10 Home Address	
5.11 City	Naperville
5.12 State	IL
5.13 Zip Code	60540

Sixth member

5.5 Name	Liz Sullivan
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	sullivanl@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

Seventh member

5.5 Name	Karen Larson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	larsonk@lislelibrary.org
5.10 Home Address	
5.11 City	Lisle
5.12 State	IL

5.13 Zip Code	60352
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Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	The Library offers quiet, secluded space for patrons experiencing sensory issues.
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year ³	29
6.3 Total Number of Study Rooms	5
6.3b Total number of times study room(s) used by the public during the fiscal year ⁴	598

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
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Number of Facilities			1		
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Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	⁵ \$20,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	⁶ 1	\$7,500	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1	⁷ \$30,000	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	⁸ 1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	0	\$0	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$9,861,529
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The Library has 979,829.72 in Special Reserve funds designated for capital improvement projects.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$1,006,702

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$4,092,348
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$4,331,384

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$44,664
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$60,640
8.5 Other State Government funds received	\$0
8.6 If Other, please specify ⁹	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$105,304

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0

8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$1,086
8.14 Other receipts intended to be used for operating expenditures	\$104,587
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$105,673
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,303,325
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,100,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,053,329
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$495,460
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,548,789

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$235,292
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$241,498
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$63,264
10.3b Please list the types of materials purchased in 10.3a	DVDs, Blu-rays, CDs, Games, Video Games, Art Prints, Digital devices, AV kits
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$540,054

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$889,486
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,978,329

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0

12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] ¹⁰	\$5,036,361
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	18	18	\$640.30	675.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$65.90	37.50
	Assistant Director	Assistant Library Director	\$53.62	37.50
	Adult Services Director	Adult Services	\$40.78	37.50
	Assistant Director Adult Services	Adult Services	\$28.70	37.50
	Librarian	Adult Services	\$35.56	37.50
	Librarian	Adult Services	\$29.64	37.50
	Librarian	Adult Services	\$33.72	37.50
	Librarian	Adult Services	\$25.50	37.50
	Assistant Director Youth Services	Children's Services	\$37.94	37.50
	Librarian	Children's Services	\$27.21	37.50
	Librarian	Children's Services	\$27.46	37.50
	Librarian	Children's Services	\$25.98	37.50
	Librarian	Children's Services	\$24.41	37.50
	Director of Circulation	Circulation	\$47.94	37.50
	Technical Services Director	Cataloging	\$40.44	37.50

	Librarian	Cataloging	\$25.04	37.50
	Librarian	Cataloging	\$26.78	37.50
	Director of Youth Services	Children's Services	\$43.68	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

16.88

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)

13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]

16.88

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	648.00
13.14 Minimum hourly rate actually paid	\$14.86
13.15 Maximum hourly rate actually paid	\$39.22
13.16 Total FTE Group C employees (13.13 / 40)	16.20

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	68.00
13.18 Minimum hourly rate actually paid	\$13.00
13.19 Maximum hourly rate actually paid	\$13.62
13.20 Total FTE Group D employees (13.17 / 40)	1.70

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	58.00
13.22 Minimum hourly rate actually paid	\$18.94
13.23 Maximum hourly rate actually paid	\$21.31
13.24 Total FTE Group E employees (13.21 / 40)	1.45

13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	19.35
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	36.23

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	7	\$68,152.00	\$102,219.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Director of Youth Services	Children's Services	Master's Degree (ALA accredited)	37.50	7	\$68,152.00	\$102,219.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	100,287
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	1199	123,187	45	807
Children (6-11)	1364	143,501	81	3,000
Young Adults (12-18)	1588	559	3	40
Adults (19 and older)	161	2,303	15	315
General Interest	3	1,120	0	0
Total	415	10,670	144	4,162

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	16139	3,380
Synchronous In-Person Offsite Program Sessions	1784	4,011
Synchronous Virtual Program Sessions	192	3,279
Total	415	10,670

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620] ¹⁸	29
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630] ¹⁹	1,772

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Storytimes specifically for patrons on the autism spectrum, ranging in ages from 5-12 years of age.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	8,461
16.2a Total Number of Unexpired Non-resident Cards	5

16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,339.26
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	8,466
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	102,986
17.2 Current Print Serial Subscriptions	254
17.3 Total Print Materials (17.1+17.2)	103,240
17.4 E-books Held at end of the fiscal year [PLS 451]	90,482
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	9,124
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	47,984
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	17,282
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	5,159
17.6c Other Circulating Physical Items [PLS 462]	1,075
17.6d Total Physical Items in Collection [PLS 461]	130,467

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	33
17.8 State (state government or state library) [PLS 457]	16

17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	49
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USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned ²⁰	188,985
18.2 Number of young adult materials loaned	6,816
18.3 Number of children's materials loaned [PLS 551]	172,055
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	367,856

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical ²¹	223,396
18.6 Videos/DVDs- Physical	41,573
18.7 Audios (include music)- Physical ²²	7,052
18.8 Magazines/Periodicals- Physical ²³	2,519
18.9 Other Items- Physical [PLS 561]	14,897
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	289,437
18.11 Use of Electronic Materials [PLS 552]	78,419
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	367,856
18.13 Successful Retrieval of Electronic Information [PLS 554]	55,828
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	134,247
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	423,684
18.16 Interlibrary Loans Provided TO other libraries [PLS 575] ²⁴	62
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	4,618

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502] ²⁵	31,194
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	4,763
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	102
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	32
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	500 Mbps shared, 150 Mbps each entity in consortium
21.3 What is the monthly cost of the library's internet access?	\$450
21.4 Number of Internet Computers Available for Public Use [PLS 650]	24
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	6,457
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	5,243
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653] ²⁶	93,623 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	-1Not Applicable

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$13,243
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	893.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The Library underwent a complete interior renovation that lasted through the middle of April during the 22-23 fiscal year. This greatly reduced the space we had for materials, programming, and general public use, thus affecting circulation and other statistics.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	On April 22, the Library introduced its new drive-up, pick-up window.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- ¹, 2.12 Closed for 3 weeks for renovation project. (0-2023-06-30)
- ², 2.13 Closed for renovation for 3 weeks during 22-23 fiscal year. (0-2023-06-30)
- ³, 6.2b Meeting rooms were closed to the public July 22-May 23 due to renovation. (0-2023-07-28)
- ⁴, 6.3b Renovated study room spaces have been a huge draw since the renovation has been finished. (0-2023-07-28)
- ⁵, New BAS system for HVAC (0-2023-08-11)
- ⁶, Looking in to minor sidewalk curb repair. (0-2023-07-28)
- ⁷, Potential ILS upgrades (0-2023-08-11)
- ⁸, Final pieces of renovation wrapping up. (0-2023-08-07)
- ⁹, 8.6 Misplaced numbers in last years report (0-2023-08-07)
- ¹⁰, 12.7 Cost of Renovation Project (0-2023-08-08)
- ¹¹, Due to renovation we had little to no space for synchronous on site programming compared to previous years (0-2023-08-11)
- ¹², Due to renovation we had little to no space for synchronous on site programming compared to previous years (0-2023-08-11)
- ¹³, [PLS 602] Due to renovation we had little to no space for synchronous on site programming compared to previous years (0-2023-08-11)
- ¹⁴, [PLS 612] Due to renovation we had little to no space for synchronous on site programming compared to previous years (0-2023-08-11)
- ¹⁵, 15.5 Due to renovation we had little to no space for synchronous on site programming compared to previous years (0-2023-08-11)
- ¹⁶, Due to space restrictions, Youth Services held a large number of synchronous programs off site when compared to previous years (0-2023-08-11)
- ¹⁷, [PLS 607] Due to space restrictions, Youth Services held a large number of synchronous programs off site when compared to previous years (0-2023-08-11)
- ¹⁸, 15.37 As we came out of COVID and the renovation, we began to move our programming from all virtual back to in-person. (0-2023-07-28)
- ¹⁹, 15.38 As COVID restrictions decreased, we were able to transition to more in person programming. (0-2023-08-10)
- ²⁰, 18.1 Collection capacity severely limited due to renovation project (0-2023-08-11)
- ²¹, 18.5 Due to renovation, at least 50% of the physical collection was inaccessible off site July 22-April 23 (0-2023-08-10)
- ²², 18.7 Transitioning audio collection to digital (0-2023-08-08)
- ²³, 18.8 Magazines seeing less circulation and going out of print. (0-2023-08-08)
- ²⁴, 18.16 ILL capabilities severely restricted due to renovation. (0-2023-08-08)
- ²⁵, 19.1 We went from 4 reference desks to 1 for the duration of our renovation. (0-2023-08-11)
- ²⁶, 21.9 The number of available computers during renovation was 25% of usual offerings. (0-2023-08-09)

Daily Herald

Organize Your Time with Google Calendar

Thu 7/27/2023 7:00 pm to 8:00 pm

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

Learn how to use Google Calendar to stay on top of your plans, share calendars with friends & family, get event reminders, and more.



Career Headshots



Career Headshots

Sat 7/29/2023 2:00 pm to 4:30 pm

Event URL: <https://bit.ly/3pcp9NM>

Need a headshot for your LinkedIn or Facebook profile? Stop by the LLD where librarian and photographer extraordinaire, Xavier Duran, will take your picture! Business attire with no logos or distracting patterns recommended. Digital photos will be emailed after the event.

Learn a New Language

Fri 7/28/2023 10:00 am to 11:00 am

Event URL: <https://bit.ly/44g8d7Y>

Join us to learn how you can access and use Transparent Language Online with your Library card to begin learning one of 100+ new languages.



Chicago Tribune

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CHICAGO'S VERY OWN WGN9

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Patch

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LISLE LIBRARY DISTRICT
FINANCE COMMITTEE MEETING
April 25, 2022 - 2:01 p.m.

1. Roll call

Present:

Lorna Turner - Trustee | Chair

Marjorie Bartelli - President

Jenny Norton - Treasurer

Liz Sullivan - Trustee

Tatiana Weinstein - Director | Ex-officio

Beth McQuillan - Assistant Director | Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the September 7, 2021 Finance Committee Meeting

MOTION: Trustee Sullivan moved to approve minutes of the September 7, 2021 Finance Committee meeting. Treasurer Norton seconded.

Roll Call Vote - All Aye. The motion passed.

4. Investment update/Ehlers

Director Weinstein provided a summary of an update memo from Ehlers. She stated that the memo indicates that the Library would use proceeds from the debt certificate first.

Discussion: Chairwoman Turner asked why funds from the debt certificate are used first. Director Weinstein stated that it was best practice and Assistant Director McQuillan mentioned that it was also per statute. President Bartelli asked about interest earned and how it's reflected within the budget. Director Weinstein stated that staff outline what the investment firm projects for the LLD. Assistant Director McQuillan commented that the LLD would begin paying construction bills this summer and thus there would be less money to earn interest.

5. Draft LLD Working Budget FY22/23 - discussion

Director Weinstein explained the Draft 2022/23 LLD Working Budget which included a projected actuals column and recorded expenditures through April 19, 2022 and revenues through March 31, 2022. She provided an overview of Expense categories (Employee, Building Operating, Insurance, Contractual, Personnel Development, Equipment, Library

Materials, Programs, Contingency, Restricted, and Special Reserve) and Revenue categories (Corporate, IMRF, FICA, and Special Reserve).

Discussion: Trustee Sullivan asked about minimum wage and her ILA membership renewal. Director Weinstein stated that minimum wage would be \$15 in 2025 and that the Library would renew her ILA membership. President Bartelli asked about consulting fees for CCS and SNHA. Director Weinstein stated that they were included in the Renovation Project line item and that the general Consulting line item was for anything outside the current project. President Bartelli asked how long the CCS contract would run. Director Weinstein stated that it would run through the completion of the project.

Trustee Sullivan expressed her appreciation of the Library's marketing talent. Director Weinstein asked Committee members for their feedback on the \$5,000 amount placeholder for the Gifts Unrestricted line item under Revenues. Trustee Sullivan commented on wanting an Advocacy & Outreach Committee meeting soon to brainstorm ideas. The Committee agreed that \$5,000 seemed reasonable. President Bartelli asked if the salary study was taken into consideration in the budget. Director Weinstein affirmed that it was.

Treasurer Norton asked about the Jury Duty line item. Director Weinstein explained that the Library pays employees who attend jury duty and that the check the employee receives from jury duty goes to the Library. Treasurer Norton asked if the wording of the Special Reserve items aligned with the Special Reserve Ordinance. Director Weinstein stated that the categories in the Ordinance are broad and that the Ordinance refers to capital projects. Treasurer Norton mentioned that the level of detail the Board receives from the CCS monthly report was sufficient. Trustee Sullivan stated that she agreed with keeping the Renovation Project line item as one item instead of several items and asked if CCS could provide a breakdown of professional services in their monthly budget update.

Treasurer Norton commented on the header format for the Expenditures and Revenues. She asked about the Personnel Development line. Director Weinstein stated that department directors provide their requests and she determines, with administrative staff assistance, what is affordable and reasonable. She mentioned that it included conference attendance such as ALA, memorials, recognition, and continuing education. Trustee Sullivan asked if there was money in the budget for Trustees to attend ILA. Director Weinstein stated that there were funds for this purpose. Treasurer Norton asked if COVID influenced any budget line items. Director Weinstein stated this year the LLD allowed more funds for conference attendance and programming. She commented on the fluctuations from year to year due to COVID.

6. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 2:55 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Finance Committee on August 9, 2023

Approved by

Liz Sullivan, Committee Chair