

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 9, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. 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
January 9, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
 - a. Approve Minutes of the December 12, 2018 Board Meeting
 - b. Acknowledge Treasurer's Report, 12/31/18, Investment Activity Report, 12/31/18, Current Assets Report, 12/31/18, Revenue Report, 12/31/18, and Expense Report, 12/31/18
 - c. Authorize Payment of Bills, 01/09/19
4. Director's Report
Assign Trustees for "Review of Bills Next Month"
President Fisher and Trustee Sullivan reviewed the December billings in January.
Vice President Hummel and Trustee Flint will review the January billings in February.
5. Assistant Director's Report
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Unfinished Business
8. New Business
 - a. Appoint Committee to prepare 19/20 Working Budget
9. Opportunity for Trustee comments (five minutes)
Bartelli, Fisher, Flint, Hummel, Sullivan, Swistak, Wang
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
December 12, 2018 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President
Thomas Hummel - Vice President
Longry Wang - Treasurer
Marjorie Bartelli - Secretary
Richard Flint - Trustee
Emily Swistak - Trustee

Absent:

Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services
Michael Lo - Kiwanis Club of Lisle
Cathy Cawiezel - Friends of the Lisle Public Library District
Nancy Wilson - Friends of the Lisle Public Library District
Abdullah Khan - CPA, Knutte & Associates, P.C.

2. Presentations: Friends of the Lisle Public Library District & Kiwanis Club of Lisle

MOTION: Vice President Hummel moved to amend the agenda for the Friends of the Lisle Public Library District & Kiwanis Club of Lisle presentations. Treasurer Wang seconded.

Voice Vote - All Aye. The motion passed.

The Friends of the Lisle Public Library District donated a standing globe and Oxford World Atlas for the Youth Services Department in memory of Sister Barbara Ann Svec. Director Weinstein introduced the donation. Friends Board member, Cathy Cawiezel, said a few words about Sister Barbara Ann. Photographs were taken.

The Kiwanis Club of Lisle donated a new wheelchair for the Library. Director Weinstein introduced the donation. Vice President Hummel and Kiwanis member, Michael Lo, said a few words about Kiwanis. Photographs were taken.

3. Opportunity for visitors to speak

Four members of the public addressed the Board. The first visitor thanked the Trustees for serving on the Board. He made reference to the June 8th Personnel/Policy Committee meeting and read aloud the statute regarding compensation of trustees and asked the Board to repeal Article XIII of the LLD By-Laws. The second visitor voiced her concerns about the LLD's security cameras. The third visitor referenced the June 8th Personnel/Policy Committee meeting regarding Trustee compensation. He urged Trustees to revoke Article XIII of the LLD By-Laws and also recommended revising the public comment policy. The fourth visitor

shared his perspective regarding Trustee commentary at last month's Board meeting. He thanked Director Weinstein and her staff for the work they do while properly managing costs.

4. Consent Agenda

- a. Approve Minutes of the November 14, 2018 Board Meeting
- b. Approve Minutes of the November 14, 2018 LLD Strategic Planning Committee Meeting
- c. Acknowledge Treasurer's Report, 11/30/18, Investment Activity Report, 11/30/18, Current Assets Report, 11/30/18, Revenue Report, 11/30/18, and Expense Report, 11/30/18
- d. Authorize Payment of Bills, 12/12/18

MOTION: Vice President Hummel moved to approve the Consent Agenda. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

5. Director's Report

Assign Trustees for "Review of Bills Next Month."

Trustee Flint and Trustee Swistak reviewed the November billings in December.

President Fisher and Trustee Sullivan will review the December billings in January.

Director Weinstein stated that the Library's Winter Read program had begun and runs through January 7th. The kickoff party for the program was well attended, with approximately 150 attendees during the 2 hour event. The party included crafts, live music, and a special story time.

The Library is accepting trustee candidate packets during normal business hours 9:30 am to 5:00 pm through Monday, December 17th. This is in reference to the consolidated election that will occur on April 2, 2019. There are four, four-year seats up for election.

Director Weinstein gave an overview of the Per Capita Grant application requirements. Director Weinstein referenced a list of completed technology projects.

Director Weinstein stated that Laura Murff, Director of Technical Services, was a presenter and panelist at LACONI's 21st Century Cataloging conference. Will Savage, Director of Youth Services, Elizabeth Hopkins, Director of Adult Services, and Xavier Duran, Adult Programming Coordinator, have been asked to write an article for the 2020 iREAD Resource Guide.

Director Weinstein asked the Board for clarification on statistical information that the Board has requested. Treasurer Wang and Vice President Hummel provided feedback.

Director Weinstein concluded by referencing commentary provided by two visitors at the November Board meeting. Both mentioned the "value" of the Library in their statements. Director Weinstein mentioned that her objective was to provide value to all community members, regardless of the level of Library use and thanked the visitors for their comments.

Discussion: Trustee Flint stated that the Library should look for ways to build community and to turn non-users into users. He also mentioned that libraries are for both books and meeting the public's need for meeting space, events, classes, and programs.

6. Assistant Director's Report

Assistant Director McQuillan mentioned that the Northern Illinois Food Bank sent the LLD a copy of their annual report. The LLD is mentioned as a community network provider.

Visu-Sewer submitted their analysis of the storm sewer drainage issues. They provided a technical report with recommendations for improvement and repairs.

Officer Dan Taylor from the Lisle Police Department will be reviewing active shooter training with staff at the December staff meeting.

The Safety Team worked on replacing batteries in the AED units throughout the building. They also evaluated first-aid supplies.

Staff have received favorable comments on the ice alert signs. A second sign has been installed in the south parking lot along the railing. Last month, the stairwell railing paint was removed and a varnish finish was applied.

Assistant Director McQuillan provided an update on the elevator project. Work is planned to begin the week of December 27th.

Discussion: Vice President Hummel asked about a timeframe for the elevator project. Assistant Director McQuillan informed him that it will be a few weeks of installation and testing. Director Weinstein stated that she thought the project might be completed in January. President Fisher asked about a procedure and timeframe in regards to the sewer issues. Assistant Director McQuillan recommended it be discussed at a Physical Plant Committee meeting.

7. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang mentioned that there is a plan for a meeting in January. A meeting date is to be determined.
- b. Personnel/Policy - The Committee did not meet. Trustee Flint stated that the Committee should plan for a meeting in January also. Director Weinstein gave the Committee a couple dates for possible meetings dates. Committee members decided on January 7th at 7:00 pm.
- c. Physical Plant - The Committee did not meet. Vice President Hummel mentioned that the Committee will also be having a meeting in January. The Committee will meet on January 16th at 7:00 pm.

8. Unfinished Business - None

9. New Business

- a. Accept Annual Audit

Abdullah Khan from Knutte & Associates, P.C. presented the annual audit and provided report highlights. Mr. Khan commented that the LLD has proper controls in place and is in good financial shape. President Fisher asked if any Trustees had questions or comments. There was no additional discussion.

MOTION: Trustee Flint moved to accept the annual audit report. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

- b. Approve Illinois Municipal Retirement Fund (IMRF) contribution
Affirm 18/19 budgeted \$50,000 funding to IMRF for retirement and disability benefits.
MOTION: Trustee Flint moved to approve the IMRF contribution as presented. Treasurer Wang seconded.

Discussion: Director Weinstein discussed the IMRF contribution. Treasurer Wang mentioned that they will look to schedule a representative from IMRF to attend a future Finance Committee meeting.

Roll Call Vote - All Aye. The motion passed.

- c. Approve Per Capita Grant
MOTION: Treasurer Wang moved to approve the 2019 Illinois Public Library Per Capita and Equalization grant application. Trustee Flint seconded.

Discussion: Trustee Flint asked about yearly grant award sums. Director Weinstein stated that award amounts fluctuate. Vice President Hummel referenced the 2017 amount of \$22,131.65.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- d. Approve 2019 Holiday Closings
MOTION: Trustee Flint moved to approve the 2019 holiday closings. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Bartelli talked about her visit to Giant Steps in Lisle. She wished her fellow Trustees, the Director, and staff, "Happy Holidays." President Fisher stated that he was glad to hear that Giant Steps was going strong and that the Library collaborates with the organization. Trustee Flint mentioned that the women who founded the Library should be recognized for their contributions and presented Nancy Wilson a bouquet of flowers. Vice President Hummel mentioned attending a Kiwanis meeting in November where the LLD Literacy Librarian gave a presentation on literacy classes. Vice President Hummel also stated that he was pleased that the Library is interested in learning more about the Illinois State Veteran's History Project. Trustee Swistak stated that she and her family attended the Winter Read kick-off party and had a very positive experience. Treasurer Wang stated that she would like to assess the current auditor and financial advisor and proceed with an RFP process in a future Finance Committee meeting. She also recommended that each Committee Chair review the Strategic Plan while conducting committee work.

11. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Vice President Hummel seconded.

Voice Vote - All Aye

The meeting adjourned at 8:08 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 9, 2019.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of December 31, 2018

Fund Name	Cash Balance 11/30/18	Cash Receipts this month	Cash Disbursed this month	Cash Balance 12/31/18	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	7,039,190.90	72,238.54	365,368.74	6,746,060.70	62.10%	87.27%
Building Maintenance	75,507.84	1,854.62	4,725.24	72,637.22	0.67%	0.94%
IMRF	350,263.97	2,170.35	15,532.88	336,901.44	3.10%	4.36%
FICA	172,081.87	1,749.81	13,368.75	160,462.93	1.48%	2.08%
Working Cash	413,257.67	497.50	0.00	413,755.17	3.81%	5.35%
Subtotals	8,050,302.25	78,510.82	398,995.61	7,729,817.46	71.16%	100.00%
Special Reserve	3,102,950.45	29,871.59	0.00	3,132,822.04	28.84%	0.00%
	11,153,252.70	108,382.41	398,995.61	10,862,639.50	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02	1,447.03	1,660.23	1,600.34	1,736.16							9,426.94
Ehlers	1.46	10.70	1.47	1.04	0.86	1.43							16.96
Ehlers-Inv interest	1,204.39	6,782.39	5,597.35	4,977.99	9,606.48	4,075.19							32,243.79
MB Financial	5,010.51	4,791.21	6,050.57	6,224.69	5,702.43	5,484.31							33,263.72
Lisle	66.84	69.09	69.12	66.91	66.93	69.18							408.07
Lisle CD 2635	337.46	459.22	445.33	461.12	447.17	463.03							2,613.33
Lisle CD 2669	256.60	256.90	248.89	257.48	249.45	258.06							1,527.38
IL Funds	2,184.69	2,221.51	2,221.08	2,465.39	2,459.02	2,659.62							14,211.31
US Bank-9853	30.82	31.85	31.86	508.03	524.98	508.03							1,635.57
US Bank-9370	2.50	2.65	2.74	2.71	2.84	2.80							16.24
Switched to MM 2/18													
TOTALS	10,581.43	16,122.54	16,115.44	16,625.59	20,660.50	15,257.81	0.00	0.00	0.00	0.00	0.00	0.00	95,363.31

INVESTMENTS													
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
100,000.00	118,000.00	30,000.00	150,000.00	250,000.00								648,000.00	
	231,914.00		189,926.50	249,998.68								671,839.18	
100,000.00	-113,914.00	30,000.00	-39,926.50	1.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-23,839.18	

**CURRENT ASSETS
AT FAIR MARKET VALUE
December 31, 2018**

						Value on 12/31/18		
Checking Accounts								
MB Operating Acct						\$15,740.86		
MB Financial Now acct					1.60%	\$4,002,604.15		
MB Financial-petty cash						\$400.00		
US Bank						\$17,253.59		
E commerce						\$43,595.38		
						\$4,079,593.98		
Money Markets								
Lisle Savings Bank						\$203,683.66		
IMET					2.34%	\$936,473.79		
The Illinois Funds					2.33%	\$1,348,446.13		
						\$2,488,603.58		
Restricted Cash-IMET								
						\$28,280.10		
Ehlers Investments								
						\$19,427.39		
Investments								
	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Lisle Savings Bank	7/16/2015	\$ 214,915.16	100.000	1.35	1.35	214,915.16	\$225,200.96	1/16/2019
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100.000	1.20	1.20	160,000.00	\$159,729.60	3/11/2019
Stevens Point	3/2/2016	\$ 16,000.00	107.615	4.10	1.56	16,409.06	\$15,041.25	4/1/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99.975	1.20	1.21	159,975.00	\$159,220.80	5/16/2019
Menomonee Falls	5/2/2016	\$ 25,000.00	102.191	2.00	1.27	25,757.47	\$24,910.50	6/1/2019
Cathay Bank	2/16/2018	\$ 170,000.00	100.000	2.00	2.00	170,000.00	\$169,381.20	8/16/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100.000	1.20	1.20	124,952.50	\$123,812.50	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100.000	1.20	1.20	160,015.00	\$158,473.60	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100.000	1.25	1.58	\$9,398.02	\$9,380.20	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100.000	1.65	1.65	49,979.76	\$49,486.00	12/23/2019
Key Bank Natl	3/8/2017	\$ 225,000.00	100.000	1.70	1.70	224,902.50	\$222,151.50	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100.000	4.30	4.30	10,725.26	\$10,179.40	4/1/2020
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	4/15/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106.927	3.50	1.70	16,055.51	\$15,108.90	5/1/2020
Sallie Mae	6/14/2017	\$ 110,000.00	99.950	1.90	1.90	109,960.00	\$108,469.90	6/15/2020
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$220,960.80	7/11/2020
Sallie Mae	8/16/2017	\$ 130,000.00	100.000	1.90	1.90	129,950.00	\$127,865.40	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100.000	1.95	1.95	159,935.00	\$157,289.60	9/20/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$49,805.50	10/1/2020
Live Oak Banking	7/30/2018	\$ 112,000.00	99.950	2.75	2.75	111,959.00	\$111,451.20	11/16/2020
FNMA	2/28/2017	\$ 175,000.00	100.000	2.00	2.00	175,000.00	\$172,317.25	2/26/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$61,413.60	3/1/2021
FNMA	2/28/2017	\$ 170,000.00	100.000	2.00	2.00	169,930.00	\$166,885.60	5/28/2021
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$119,521.20	8/24/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$99,326.00	10/1/2021
Federal Farm Credit	10/1/2018	\$ 85,000.00	99.940	3.04	3.06	84,964.00	\$85,226.95	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$104,655.60	10/4/2021
FHLMC	5/14/2018	\$ 170,000.00	99.000	2.50	2.80	169,256.25	\$169,884.40	11/23/2021
FHLMC	7/25/2017	\$ 155,000.00	100.000	2.00	2.00	155,223.39	\$152,526.20	12/29/2021
FHLB	8/29/2017	\$ 205,000.00	100.000	2.00	2.00	205,026.39	\$201,201.35	2/28/2022
FHLB	11/5/2018	\$ 250,000.00	99.700	3.05	3.14	249,998.68	\$250,132.50	3/28/2022
Federal Farm Credit	9/19/2017	\$ 250,000.00	100.000	2.07	2.07	251,833.75	\$245,725.00	5/9/2022
							\$4,246,734.45	
TOTAL CURRENT ASSETS							\$10,862,639.50	

Lisle Library District
Revenues through December 31, 2018 (50% of FY 18-19)
Special Reserve Only

REVENUES		Current Month Dec, 2018	YTD July - Dec 2018-2019	YTD Jul - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
INTEREST/DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,871.59	\$27,347.90	\$7,728.64	\$13,000.00	210.37 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
TOTAL INTEREST & CASH DONATION		\$29,871.59	\$177,347.90	\$157,728.64	\$313,000.00	56.66 %
TOTAL REVENUES		\$29,871.59	\$177,347.90	\$157,728.64	\$313,000.00	56.66 %

Lisle Library District
Revenues through December 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec, 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$43,350.30	\$3,908,460.52	\$4,337,014.68	\$3,914,484.64	99.85 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$1,738.29	\$154,159.43	\$136,387.24	\$152,136.05	101.33 %
40-01-4414-00 Tax Levy - IMRF	\$1,684.80	\$154,360.97	\$219,747.81	\$156,965.76	98.34 %
45-01-4415-00 Tax Levy - FICA	\$1,510.98	\$136,293.15	\$174,061.74	\$136,439.47	99.89 %
TOTAL TAX LEVY	\$48,284.37	\$4,353,274.07	\$4,867,211.47	\$4,360,025.92	99.85 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$2,065.96	\$1,227.72	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$38.50	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$97.82	\$62.56	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$74.66	\$49.27	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$2,298.99	\$1,378.05	\$40,000.00	5.75 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$566.99	\$5,706.66	\$5,509.38	\$11,000.00	51.88 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$32.72	\$329.34	\$317.96	\$600.00	54.89 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$5.14	\$51.74	\$49.96	\$100.00	51.74 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$604.85	\$6,087.74	\$5,877.30	\$11,700.00	52.03 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$9,085.87	\$59,359.36	\$12,757.95	\$35,000.00	169.60 %
30-02-4474-00 Interest Earned - .02 B/M	\$116.33	\$716.73	\$806.57	\$1,500.00	47.78 %
40-02-4475-00 Interest Earned - IMRF	\$452.83	\$3,008.89	\$2,254.74	\$4,000.00	75.22 %
45-02-4476-00 Interest Earned - FICA	\$233.69	\$1,514.63	\$1,277.85	\$2,300.00	65.85 %
80-02-4482-00 Interest Earned - Working Cash	\$497.50	\$3,415.80	\$2,161.60	\$4,000.00	85.40 %
TOTAL INTEREST INCOME	\$10,386.22	\$68,015.41	\$19,258.71	\$46,800.00	145.33 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %

Lisle Library District
Revenues through December 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec, 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL COUNTY INTEREST	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$16,020.04	\$15,056.54	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$16,020.04	\$15,056.54	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$380.09	\$1,568.16	\$1,735.33	\$3,500.00	44.80 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$2,272.56	\$20,049.73	\$23,738.90	\$40,000.00	50.12 %
TOTAL DESK INCOME	\$2,652.65	\$21,617.89	\$25,474.23	\$44,000.00	49.13 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$32.00	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$56.95	\$56.95	\$90.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$478.94	\$478.94	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$26.80	\$555.08	\$576.70	\$1,200.00	46.26 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$2,708.00	\$3,458.87	\$1,000.00	270.80 %
TOTAL UNRESTRICTED INCOME	\$562.69	\$39,428.97	\$4,157.57	\$2,200.00	1,792.23 %
TOTAL REVENUES	\$78,510.82	\$4,507,322.05	\$4,923,357.33	\$4,504,725.92	100.06 %

Lisle Library District
Expenses through December 31, 2018 (50% of FY 18-19)
Special Reserve Only

	Cur Mth Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$3,764.99	\$0.00	\$200,000.00	1.88 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$26,647.44	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$0.00	\$3,764.99	\$26,647.44	\$280,000.00	1.34 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$3,764.99	\$26,647.44	\$280,000.00	1.34 %

Lisle Library District

Expenses through Decem Kerr 31, 2018 (50% of FY 18-19)

No Special Reserve reflected

ALL EXPENSES		Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$43,187.36	\$231,358.93	\$221,616.81	\$524,814.38	44.08 %
10-10-5603-20	Adult Services - Reg. Hours	\$45,477.33	\$249,820.49	\$241,242.46	\$549,285.24	45.48 %
10-10-5603-30	Youth Services - Reg. Hours	\$28,686.18	\$154,137.45	\$145,669.00	\$346,183.57	44.52 %
10-10-5603-50	Technical Services - Reg. Hours	\$22,481.10	\$129,641.99	\$121,468.31	\$272,021.81	47.66 %
10-10-5603-60	Circulation - Reg. Hours	\$40,257.40	\$221,701.16	\$213,323.42	\$513,846.15	43.15 %
10-10-5613-10	Administrative - Sunday Hrs.	\$0.00	\$0.00	\$3,088.80	\$0.00	0.00 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$11,987.63	\$0.00	0.00 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$7,817.95	\$0.00	0.00 %
10-10-5613-60	Circulation - Sunday Hrs.	\$0.00	\$0.00	\$15,808.47	\$0.00	0.00 %
Total Salaries		\$180,089.57	\$986,660.02	\$982,022.85	\$2,206,151.15	44.72 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,543.59	\$27,249.74	\$27,823.20	\$59,000.00	46.19 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,645.88	\$45,875.28	\$44,594.19	\$111,000.00	41.33 %
10-10-5621-30	Hosp. Ins. - YS	\$3,567.63	\$21,625.78	\$21,874.67	\$48,000.00	45.05 %
10-10-5621-50	Hosp. Ins. - Tech	\$2,892.24	\$18,420.94	\$17,759.55	\$42,000.00	43.86 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,530.82	\$27,184.92	\$27,472.48	\$60,000.00	45.31 %
10-10-5622-10	Dental Ins. - Admin.	\$220.51	\$1,963.33	\$2,082.63	\$4,000.00	49.08 %
10-10-5622-20	Dental Ins. - Adult Serv	\$463.85	\$3,535.23	\$4,156.47	\$6,500.00	54.39 %
10-10-5622-30	Dental Ins. - YS	\$64.36	\$725.76	\$1,268.01	\$2,500.00	29.03 %
10-10-5622-50	Dental Ins. - Tech	\$212.36	\$1,699.54	\$1,571.59	\$4,000.00	42.49 %
10-10-5622-60	Dental Ins. - Circ	\$275.95	\$2,027.81	\$2,347.71	\$3,000.00	67.59 %
Total Health & Dental Ins.		\$24,417.19	\$150,308.33	\$150,950.50	\$340,000.00	44.21 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$206.95	\$303.13	\$4,000.00	5.17 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits		\$0.00	\$206.95	\$303.13	\$4,870.00	4.25 %

Lisle Library District
Expenses through Decemberr 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,222.70	\$17,212.00	\$16,370.16	\$40,130.56	42.89 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,261.72	\$17,807.26	\$18,577.60	\$42,020.00	42.38 %
45-10-5625-30 FICA Expense - Youth Services	\$2,178.15	\$11,693.69	\$11,729.23	\$26,500.00	44.13 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,700.22	\$9,555.20	\$8,870.88	\$20,810.00	45.92 %
45-10-5625-60 FICA Expense - Circulation	\$3,005.96	\$16,517.82	\$17,059.44	\$39,310.00	42.02 %
Total FICA Expenses	\$13,368.75	\$72,785.97	\$72,607.31	\$168,770.56	43.13 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,786.98	\$19,387.06	\$20,544.77	\$43,000.00	45.09 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,243.00	\$23,023.58	\$25,423.42	\$45,000.00	51.16 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,600.19	\$12,450.84	\$13,592.29	\$28,000.00	44.47 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,097.49	\$12,129.95	\$11,799.11	\$22,000.00	55.14 %
40-10-5628-60 IMRF Expense - Circulation	\$2,805.22	\$13,789.58	\$15,701.69	\$42,000.00	32.83 %
Total IMRF Expenses	\$15,532.88	\$80,781.01	\$87,061.28	\$180,000.00	44.88 %
TOTAL EMPLOYEE COSTS	\$233,408.39	\$1,290,742.28	\$1,292,945.07	\$2,899,791.71	44.51 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$0.00	\$1,800.00	\$2,250.00	\$5,400.00	33.33 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$747.73	\$3,581.47	\$3,576.31	\$8,000.00	44.77 %
10-20-5653-00 Utilities - Gas	\$250.40	\$250.40	\$1,344.58	\$7,000.00	3.58 %
10-20-5654-00 Utilities - Sewer & Water	\$659.70	\$1,304.99	\$1,036.72	\$2,750.00	47.45 %
10-20-5655-00 Utilities - Electric	\$3,732.70	\$21,576.05	\$20,561.16	\$50,000.00	43.15 %
10-20-5656-00 Verizon	\$50.30	\$300.92	\$250.40	\$1,500.00	20.06 %
Total Utilities	\$5,440.83	\$30,623.83	\$30,829.17	\$76,460.00	40.05 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$2,400.00	\$2,400.00	\$5,000.00	48.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,448.23	\$15,904.86	\$16,064.95	\$36,750.00	43.28 %

Lisle Library District
Expenses through Decemberr 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$7,067.50	\$11,017.50	\$4,936.90	\$34,500.00	31.93 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$180.31	\$3,840.13	\$3,740.36	\$9,000.00	42.67 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,709.71	\$6,946.21	\$8,461.94	\$18,700.00	37.15 %
10-20-5665-00 Rubbish Removal	\$358.18	\$1,326.23	\$1,074.54	\$2,500.00	53.05 %
Total Maintenance and Repairs	\$12,763.93	\$41,434.93	\$36,678.69	\$106,450.00	38.92 %
TOTAL BUILDING COSTS	\$18,204.76	\$72,058.76	\$67,507.86	\$182,910.00	39.40 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$73.73	\$2,282.05	\$1,158.51	\$4,000.00	57.05 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$6,510.00	\$8,736.17	\$20,000.00	32.55 %
10-25-5711-00 Postage Special Serv	\$1,097.24	\$4,396.57	\$3,690.06	\$8,500.00	51.72 %
10-25-5712-00 Printing	\$0.00	\$69.00	\$457.77	\$1,000.00	6.90 %
Total Postage and Printing	\$3,340.97	\$13,257.62	\$14,042.51	\$33,500.00	39.58 %
Supplies					
10-25-5713-00 Office Supplies	\$507.48	\$2,418.42	\$2,233.00	\$5,000.00	48.37 %
10-25-5714-00 Circ. Material Supplies	\$190.32	\$3,542.00	\$2,187.08	\$9,500.00	37.28 %
10-25-5715-00 Copier Supplies	\$294.90	\$589.80	\$589.80	\$2,000.00	29.49 %
10-25-5716-00 Kitchen Supplies	\$1,511.43	\$3,143.79	\$2,424.94	\$6,500.00	48.37 %
10-25-5717-00 Processing Supplies	\$2,259.48	\$9,327.88	\$7,825.65	\$25,000.00	37.31 %
10-25-5718-00 Computer Supplies	\$2,162.24	\$6,283.28	\$6,607.48	\$14,500.00	43.33 %
Total Supplies	\$6,925.85	\$25,305.17	\$21,867.95	\$62,500.00	40.49 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$703.71	\$717.60	\$1,200.00	58.64 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00 Check Printing	\$0.00	\$258.78	\$0.00	\$250.00	103.51 %
10-25-5723-15 Bank Charges	\$207.86	\$1,563.50	\$2,063.66	\$1,750.00	89.34 %
10-25-5724-15 Local Travel	\$52.05	\$210.57	\$96.62	\$500.00	42.11 %
Total Other Operating Costs	\$259.91	\$2,736.56	\$2,877.88	\$3,850.00	71.08 %

Lisle Library District
Expenses through Decemr 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$10,526.73	\$41,299.35	\$38,788.34	\$99,850.00	41.36 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$2,400.00	\$2,300.00	104.35 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$8,418.70	\$25,820.36	\$23,000.00	36.60 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$2,955.00	\$2,645.00	\$6,400.00	46.17 %
TOTAL INSURANCE	\$0.00	\$13,773.70	\$30,865.36	\$31,700.00	43.45 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$0.00	\$1,515.00	\$1,260.00	\$20,000.00	7.58 %
10-35-5761-00 Collection Agency	\$53.70	\$241.65	\$259.55	\$700.00	34.52 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$2,040.00	\$2,333.00	\$3,500.00	58.29 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$914.70	\$8,579.87	\$19,586.81	\$30,000.00	28.60 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$2,681.60	\$0.00	\$4,500.00	59.59 %
10-35-5765-10 Investment Agency Consultants	\$560.69	\$2,852.21	\$2,842.09	\$7,000.00	40.75 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$7,574.04	\$9,818.12	\$7,574.00	100.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,500.00	\$8,250.00	\$8,500.00	100.00 %
10-35-5771-00 Payroll Service	\$500.79	\$3,022.59	\$3,123.15	\$7,700.00	39.25 %
TOTAL CONTRACTUAL SERVICES	\$2,029.88	\$37,006.96	\$47,472.72	\$89,474.00	41.36 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$2,356.00	\$3,686.00	\$5,100.00	46.20 %
10-40-5784-00 Meetings - Staff	\$86.76	\$583.89	\$772.96	\$2,000.00	29.19 %
10-40-5785-00 Conferences - Staff	\$429.42	\$5,608.90	(\$3,622.23)	\$15,000.00	37.39 %
10-40-5786-00 Employee/Volunteer Recognition	\$0.00	\$68.90	\$103.69	\$2,000.00	3.45 %
10-40-5787-00 In-Service	\$1,200.00	\$2,917.34	\$1,777.41	\$3,000.00	97.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$550.00	\$1,480.32	\$366.00	\$1,500.00	98.69 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$75.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$300.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$30.00	\$1,000.00	0.00 %

Lisle Library District
Expenses through Decemberr 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$50.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$2,266.18	\$13,265.35	\$3,538.83	\$32,125.00	41.29 %
TOTAL PERSONNEL DEVELOPMENT	\$2,266.18	\$13,265.35	\$3,538.83	\$32,125.00	41.29 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$1,042.10	\$48,622.70	\$46,099.07	\$50,000.00	97.25 %
Total Major Equipment	\$1,042.10	\$48,622.70	\$46,099.07	\$50,000.00	97.25 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$159.00	\$588.83	\$472.80	\$700.00	84.12 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$118.97	\$156.55	\$700.00	17.00 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$435.59	\$74.82	\$700.00	62.23 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$169.95	\$45.64	\$700.00	24.28 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$76.84	\$700.00	0.00 %
Total Minor Equipment	\$159.00	\$1,313.34	\$826.65	\$3,500.00	37.52 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$180.00	\$360.00	\$0.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$918.55	\$5,346.67	\$5,945.74	\$19,000.00	28.14 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$2.58	\$485.33	\$1,000.00	0.26 %
Total Equip Maint/Repairs & Rentals	\$1,098.55	\$5,709.25	\$6,431.07	\$20,720.00	27.55 %
TOTAL EQUIPMENT COSTS	\$2,299.65	\$55,645.29	\$53,356.79	\$74,220.00	74.97 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$1,254.00	\$3,544.77	\$5,658.56	\$9,000.00	39.39 %
10-50-5863-30 Books - Youth Serv	\$4,942.27	\$22,352.98	\$28,046.60	\$53,000.00	42.18 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$78.00	\$200.00	50.00 %
10-50-5864-10 Books - Non Fiction	\$15,956.70	\$46,715.32	\$33,249.88	\$82,000.00	56.97 %

Lisle Library District

Expenses through Decemberr 31, 2018 (50% of FY 18-19)

No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5865-10 Books - Adult Fiction	\$7,004.45	\$33,874.08	\$29,927.69	\$68,500.00	49.45 %
10-50-5867-20 Ref Books - Adult Serv	\$1,571.22	\$7,928.45	\$6,427.56	\$22,000.00	36.04 %
Total Books	\$30,728.64	\$114,515.60	\$103,388.29	\$234,700.00	48.79 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$3,082.96	\$114,494.75	\$94,087.62	\$126,500.00	90.51 %
10-50-5872-10 Dbases - Professional	\$921.00	\$3,923.55	\$9,322.85	\$10,000.00	39.24 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$3,118.00	\$5,073.70	\$12,700.00	24.55 %
Total Databases	\$4,003.96	\$121,536.30	\$108,484.17	\$149,200.00	81.46 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$952.96	\$3,864.18	\$5,533.43	\$18,000.00	21.47 %
10-50-5895-40 A-V Matls - Adult Serv	\$10,924.96	\$55,105.95	\$38,658.63	\$102,000.00	54.03 %
Total Audio-Visual Materials	\$11,877.92	\$58,970.13	\$44,192.06	\$120,000.00	49.14 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$890.99	\$37,291.42	\$33,366.61	\$42,000.00	88.79 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$327.40	\$683.39	\$800.00	40.93 %
10-50-5900-80 Periodicals - Prof. Collections	\$317.00	\$2,385.93	\$3,967.46	\$4,000.00	59.65 %
10-50-5871-20 Document Delivery	\$79.25	\$21,245.98	\$20,640.29	\$22,000.00	96.57 %
Total Periodicals/Doc Delivery	\$1,287.24	\$61,250.73	\$58,657.75	\$68,800.00	89.03 %
TOTAL LIBRARY MEDIA	\$47,897.76	\$356,272.76	\$314,722.27	\$572,700.00	62.21 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$937.51	\$7,726.27	\$8,441.35	\$16,000.00	48.29 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$635.18	\$4,753.69	\$3,146.31	\$11,000.00	43.22 %
10-60-5931-40 Online Marketing	\$7.97	\$1,471.21	\$1,089.38	\$1,800.00	81.73 %
10-60-5931-50 Community Relations	\$354.00	\$3,604.03	\$970.34	\$6,500.00	55.45 %
Total Programs	\$1,934.66	\$17,555.20	\$13,647.38	\$35,300.00	49.73 %

Lisle Library District
Expenses through Decem Kerr 31, 2018 (50% of FY 18-19)
 No Special Reserve reflected

	Current Month Dec 2018	YTD July - Dec 2018-2019	YTD July - Dec 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$20.90	\$1,845.79	\$95.52	\$2,000.00	92.29 %
10-60-5940-30 Reader Services - Youth Serv. D	\$180.52	\$2,689.45	\$769.53	\$5,000.00	53.79 %
Total Readers Services's	\$201.42	\$4,535.24	\$865.05	\$7,000.00	64.79 %
TOTAL PROGRAMS AND READER'S SERVICES	\$2,136.08	\$22,090.44	\$14,512.43	\$42,300.00	52.22 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$500.94	\$500.94	\$0.00	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
10-80-5986-80 IMRF Funding	\$50,000.00	\$50,000.00	\$200,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$75,500.94	\$200,500.94	\$350,000.00	\$350,000.00	57.29 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$2,689.24	\$10,834.29	\$1,985.70	\$60,000.00	18.06 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$2,036.00	\$20,839.78	\$8,695.52	\$30,000.00	69.47 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$50,040.00	\$21,767.50	\$65,000.00	76.98 %
Total .02 BLDG/MAINT EXPENSES	\$4,725.24	\$81,714.07	\$32,448.72	\$155,000.00	52.72 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$398,995.61	\$2,184,369.90	\$2,246,158.39	\$4,555,070.71	47.95 %

Lisle Library District

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Albertsons/Safeway Albertsons/Safeway	1/9/2019 112618	Misc. Kitchen Supplies Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$6.00
	1/9/2019 111918	Meeting Supplies Invoice	Paid	10-40-5784-00	Meetings - Staff	\$14.58
	1/9/2019 113018	Winter Read Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$55.85
					<i>Totals for Albertsons/Safeway:</i>	<u>\$76.43</u>
Anderson Pest Solutions Anderson Pest Solutions	1/9/2019 5007193	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
					<i>Totals for Anderson Pest Solutions:</i>	<u>\$145.23</u>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	1/9/2019 123118	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,501.60 \$187.20
					<i>Totals for Baker & Taylor (L4171582):</i>	<u>\$1,688.80</u>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	1/9/2019 123118	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$198.70
					<i>Totals for Baker & Taylor (C5223353):</i>	<u>\$198.70</u>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	1/9/2019 123118	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$373.78
					<i>Totals for Baker & Taylor (C5223433):</i>	<u>\$373.78</u>
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	1/9/2019 123118	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$15,933.86 \$699.51
					<i>Totals for Baker & Taylor (L0334152):</i>	<u>\$16,633.37</u>
Baker & Taylor (L3965522) Baker & Taylor (L3965522)						

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L3965522)	1/9/2019 123118	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$122.38
Baker & Taylor (L4171782) Baker & Taylor (L4171782)	1/9/2019 123118	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$313.52 \$11.10
					<i>Totals for Baker & Taylor (L3965522):</i>	<u>\$122.38</u>
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	1/9/2019 123118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$502.20 \$15.60
					<i>Totals for Baker & Taylor (L4171782):</i>	<u>\$324.62</u>
Baker & Taylor (L5202982) Baker & Taylor (L5202982)	1/9/2019 123118	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$557.34 \$121.90
					<i>Totals for Baker & Taylor (L4342812):</i>	<u>\$517.80</u>
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	1/9/2019 123118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$1,684.25 \$66.55
					<i>Totals for Baker & Taylor (L5202982):</i>	<u>\$679.24</u>
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	1/9/2019 123118	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$4,647.01 \$150.75
					<i>Totals for Baker & Taylor (L5425632):</i>	<u>\$1,750.80</u>
Batteries Plus Batteries Plus	1/9/2019 281-P9178507	Emergency Light Batteries & Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$164.65
	1/9/2019 281-P9798511	Batteries Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$62.96
					<i>Totals for Batteries Plus:</i>	<u>\$227.61</u>

Lisle Library District Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
CDW Government CDW Government	1/9/2019 QJX1352	Gbics for New Cisco Switch Invoice	Paid	30-65-5920-00	Network - Purchases (.02 B/M)	\$221.02
					<i>Totals for CDW Government:</i>	<i>\$221.02</i>
Colley Elevator Colley Elevator	1/9/2019 179763	1/3 Payment Elevator Repair Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$17,980.00
					<i>Totals for Colley Elevator:</i>	<i>\$17,980.00</i>
Compact Disc Source Compact Disc Source	1/9/2019 76165	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$119.77
	1/9/2019 76164	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$42.73
	1/9/2019 76250	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$199.20
	1/9/2019 76249	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$75.74
	1/9/2019 76266	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$131.25
	1/9/2019 76267	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$48.43
					<i>Totals for Compact Disc Source:</i>	<i>\$617.12</i>
Complete Cleaning Company Complete Cleaning Company	1/9/2019 C08481	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
					<i>Totals for Complete Cleaning Company:</i>	<i>\$2,303.00</i>
Demco, Inc. Demco, Inc.	1/9/2019 6503637	Bar Code Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$858.85

Lisle Library District

Accounts Payable for January 9, 2019

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
EnvisionWare, INC. EnvisionWare, INC.	1/9/2019 83560012	Signage Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$114.22
	Totals for Demco, Inc.: \$973.07					
	1/9/2019 INV-US-39240	Move Software to New Serv Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$525.00
	1/9/2019 INV-US-39818	Payware - PCI Compliance Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
	Totals for EnvisionWare, INC.: \$692.00					
Garvey's Office Products Garvey's Office Products	1/9/2019 PINV1653345	Highlighters Invoice	Paid	10-25-5713-00	Office Supplies	\$4.08
Gail Graziani Gail Graziani	Totals for Garvey's Office Products: \$4.08					
	1/9/2019 122618	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$11.79
Heritage Technology Solutions Heritage Technology Solutions	Totals for Gail Graziani: \$11.79					
	1/9/2019 205732	Maintenance on (2) New Sec Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$106.64
Home Depot Credit Service Home Depot Credit Service	Totals for Heritage Technology Solutions: \$106.64					
	1/9/2019 2580902	Misc. Electrical & Hardware Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$23.96
IHLS - OCLC IHLS - OCLC	Totals for Home Depot Credit Service: \$23.96					
	1/9/2019 17886	Webdewey Invoice	Paid	10-50-5872-10	Dbases - Professional	\$184.50
Totals for IHLS - OCLC: \$184.50						\$184.50

Lisle Library District

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Illinois State Genealogical Society Illinois State Genealogical Society	1/9/2019 2019	Subscription - 1 Year Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$40.00
					<i>Totals for Illinois State Genealogical Society:</i>	<u>\$40.00</u>
Johnson Controls Security Solutions Johnson Controls Security Solutions	1/9/2019 31647139	Security Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$870.83
					<i>Totals for Johnson Controls Security Solutions:</i>	<u>\$870.83</u>
KAPCO (Kent Adhesive Products) KAPCO (Kent Adhesive Products)	1/9/2019 1367713	Book Covers Invoice	Paid	10-25-5717-00	Processing Supplies	\$497.16
					<i>Totals for KAPCO (Kent Adhesive Products):</i>	<u>\$497.16</u>
Jackie Kilcran Jackie Kilcran	1/9/2019 012818	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$26.60
					<i>Totals for Jackie Kilcran:</i>	<u>\$26.60</u>
Libraries Of IL Risk Agency (LIRA) Libraries Of IL Risk Agency (LIRA)	1/9/2019 2018 - 2019	Building & Cyber Insurance Invoice	Paid	10-30-5751-00	Property Damage (All-Peril)	\$21,450.00
					<i>Totals for Libraries Of IL Risk Agency (LIRA):</i>	<u>\$21,450.00</u>
Susan K. Maddox Susan K. Maddox	1/9/2019 120418-2	Program: Holiday Appetizers Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$25.00
					<i>Totals for Susan K. Maddox:</i>	<u>\$25.00</u>
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	1/9/2019 18234	Service Call Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$183.34
	1/9/2019 18240	Repair West Air Handler Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,973.95

Lisle Library District

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Montano's Landscaping & Nursery, Inc						
Montano's Landscaping & Nursery, Inc	1/9/2019 010119	Salting/Snow Removal Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,750.00
Totals for Monaco Mechanical Service, Inc.:						\$2,157.29
Naperville Public Library						
Naperville Public Library	1/9/2019 3131804470473	Reciprocal Borrowing Loss Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$40.00
Totals for Montano's Landscaping & Nursery, Inc:						\$1,750.00
NCPERS - IL IMRF						
NCPERS - IL IMRF	1/9/2019 4602012019	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$96.00
Totals for Naperville Public Library:						\$40.00
NICOR						
NICOR	1/9/2019 120418	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$1,439.06
Totals for NCPERS - IL IMRF:						\$96.00
Orland Park Public Library						
Orland Park Public Library	1/9/2019 31315002506546	Replacement Cost for Lost I Invoice	Paid	10-50-5871-20	Document Delivery	\$12.00
Totals for NICOR:						\$1,439.06
Outsource Solutions Group, Inc.						
Outsource Solutions Group, Inc.	1/9/2019 44743	Backup Software Licenses - N Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$200.00
Totals for Orland Park Public Library:						\$12.00
OverDrive, Inc.						
OverDrive, Inc.	1/9/2019 01107CO18226219	eBooks Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$358.10
Totals for Outsource Solutions Group, Inc.:						\$200.00
OverDrive, Inc.						
OverDrive, Inc.	1/9/2019 CD0110718222436	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$2,000.00

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Paddock Publications Paddock Publications	1/9/2019 T4514509	Notice of Audit Invoice	Paid	10-25-5719-00	Publishing	\$28.75
<i>Totals for OverDrive, Inc.:</i>						<u>\$2,358.10</u>
Winona Patterson Winona Patterson	1/9/2019 120218	Volunteers Holiday Apprecia Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$86.97
<i>Totals for Paddock Publications:</i>						<u>\$28.75</u>
Peregrine, Stime, Newman, Ritzman Peregrine, Stime, Newman, Ritzman	1/9/2019 59456	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$588.00
<i>Totals for Winona Patterson:</i>						<u>\$86.97</u>
Sandhill Coffee Sandhill Coffee	1/9/2019 012219	Program: Coffee Brewing Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
<i>Totals for Peregrine, Stime, Newman, Ritzman:</i>						<u>\$588.00</u>
Will Savage Will Savage	1/9/2019 122618	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$7.98
<i>Totals for Sandhill Coffee:</i>						<u>\$125.00</u>
Scholastic Library Publishing Scholastic Library Publishing	1/9/2019 18467293	Databases Invoice	Paid	10-50-5873-30	Dbases - Youth Serv	\$7,545.00
<i>Totals for Will Savage:</i>						<u>\$7.98</u>
Staples Advantage Staples Advantage	1/9/2019 1622277855	Misc Kitchen, Office & Janit Invoice	Paid	10-25-5716-00 10-25-5713-00 10-20-5663-00	Kitchen Supplies Office Supplies Maint/Repairs-Genl repairs, Supplies	\$584.85 \$577.88 \$11.58
<i>Totals for Scholastic Library Publishing:</i>						<u>\$7,545.00</u>
<i>Totals for Staples Advantage:</i>						<u>\$1,174.31</u>

Lisle Library District

Accounts Payable for January 9, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Brian Stein Brian Stein	1/9/2019 122818	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$17.12
					<i>Totals for Brian Stein:</i>	<u>\$17.12</u>
Stephens Plumbing and Heating Stephens Plumbing and Heating	1/9/2019 205547	Plumbing Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$132.00
					<i>Totals for Stephens Plumbing and Heating:</i>	<u>\$132.00</u>
Strauss Tax Service Strauss Tax Service XX-XXX9451	1/9/2019 013119	Program: Tax Talk Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$100.00
					<i>Totals for Strauss Tax Service:</i>	<u>\$100.00</u>
Unique Management Services, Inc. Unique Management Services, Inc.	1/9/2019 480288	Collection Account Placemen Invoice	Paid	10-35-5761-00	Collection Agency	\$26.85
					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$26.85</u>
University of Illinois Extension University of Illinois Extension	1/9/2019 011119	Program: Winter Sowing Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
					<i>Totals for University of Illinois Extension:</i>	<u>\$125.00</u>

Lisle Library District

Accounts Payable for January 9, 2019

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-20-5653-00	Utilities - Gas	\$1,439.06
10-20-5661-00	Maint Contracts - Maint. Service	\$2,448.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,750.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$11.58
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,289.29
10-25-5713-00	Office Supplies	\$581.96
10-25-5716-00	Kitchen Supplies	\$590.85
10-25-5717-00	Processing Supplies	\$2,775.52
10-25-5719-00	Publishing	\$28.75
10-25-5724-15	Local Travel	\$43.72
10-30-5751-00	Property Damage (All-Peril)	\$21,450.00
10-35-5760-00	Legal Services	\$588.00
10-35-5761-00	Collection Agency	\$26.85
10-40-5784-00	Meetings - Staff	\$14.58
10-40-5786-00	Employee/Volunteer Recognition	\$86.97
10-48-5823-30	Minor Equip - Youth	\$114.22
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$870.83
10-48-5846-00	Equip Maint/Repr-NonContr	\$251.57
10-50-5863-30	Books - Youth Serv	\$2,499.97
10-50-5864-10	Books - Non Fiction	\$16,470.02
10-50-5865-10	Books - Adult Fiction	\$5,204.35
10-50-5867-20	Ref Books - Adult Serv	\$198.70
10-50-5871-20	Document Delivery	\$12.00
10-50-5872-10	Dbases - Professional	\$184.50
10-50-5873-30	Dbases - Youth Serv	\$7,545.00
10-50-5890-30	A-V Mats - Youth Serv	\$358.10
10-50-5895-40	A-V Mats - Adult Serv	\$3,951.82
10-50-5900-20	Periodicals - Adult Serv	\$40.00
10-60-5931-10	Programs - Adult Services	\$442.64
10-60-5931-30	Programs - Youth Serv. Dept.	\$7.98
30-65-5920-00	Network - Purchases (.02 B/M)	\$221.02
30-65-5925-00	Network - Maint (.02 B/M)	\$998.64

**Lisle Library District
Accounts Payable for January 9, 2019**

30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$17,980.00
	GRAND TOTAL:	\$91,572.72

Account Distribution Report by Number

January 9, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-00-2638-00, Vol. Life (NCPERS)									
1/9/2019	4602012019	Invoice	5624-199	NCPERS - IL IMRF	NCPERS - IL IMRF-	Posted	1/9/2019	\$96.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$96.00	\$0.00
10-20-5653-00, Utilities - Gas									
1/9/2019	120418	Invoice	5624-023	NICOR	NICOR-120418	Posted	1/9/2019	\$1,439.06	\$0.00
					Totals for 10-20-5653-00, Utilities - Gas:			\$1,439.06	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
1/9/2019	5007193	Invoice	5624-045	Anderson Pest Solutions	Anderson Pest Solutio	Posted	1/9/2019	\$145.23	\$0.00
1/9/2019	C08481	Invoice	5624-134	Complete Cleaning Company	Complete Cleaning Co	Posted	1/9/2019	\$2,303.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$2,448.23	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
1/9/2019	010119	Invoice	5624-195	Montano's Landscaping & Nur	Montano's Landscapin	Posted	1/9/2019	\$1,750.00	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$1,750.00	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
1/9/2019	1622277855	Invoice	5624-143	Staples Advantage	Staples Advantage-162	Posted	1/9/2019	\$11.58	\$0.00
					Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:			\$11.58	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
1/9/2019	18234	Invoice	5624-033	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/9/2019	\$183.34	\$0.00
1/9/2019	205547	Invoice	5624-132	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	1/9/2019	\$132.00	\$0.00
1/9/2019	18240	Invoice	5624-136	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/9/2019	\$1,973.95	\$0.00
					Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:			\$2,289.29	\$0.00
10-25-5713-00, Office Supplies									
1/9/2019	PIN1653345	Invoice	5624-065	Garvey's Office Products	Garvey's Office Produc	Posted	1/9/2019	\$4.08	\$0.00
1/9/2019	1622277855	Invoice	5624-142	Staples Advantage	Staples Advantage-162	Posted	1/9/2019	\$577.88	\$0.00
					Totals for 10-25-5713-00, Office Supplies:			\$581.96	\$0.00
10-25-5716-00, Kitchen Supplies									
1/9/2019	112618	Invoice	5624-051	Albertsons/Safeway	Albertsons/Safeway-11	Posted	1/9/2019	\$6.00	\$0.00
1/9/2019	1622277855	Invoice	5624-140	Staples Advantage	Staples Advantage-162	Posted	1/9/2019	\$584.85	\$0.00
					Totals for 10-25-5716-00, Kitchen Supplies:			\$590.85	\$0.00
10-25-5717-00, Processing Supplies									
1/9/2019	6503637	Invoice	5605-01	Demco, Inc.	Demco, Inc.-6503637	Posted	1/9/2019	\$858.85	\$0.00
1/9/2019	1367713	Invoice	5624-029	KAPCO (Kent Adhesive Prod	KAPCO (Kent Adhes	Posted	1/9/2019	\$497.16	\$0.00

Lisle Library District

Account Distribution Report by Number

January 9, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/9/2019	76164	Invoice	5624-043	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$42.73	\$0.00
1/9/2019	76249	Invoice	5624-059	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$75.74	\$0.00
1/9/2019	76267	Invoice	5624-150	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$48.43	\$0.00
1/9/2019	123118	Invoice	5624-166	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	1/9/2019	\$150.75	\$0.00
1/9/2019	123118	Invoice	5624-169	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	1/9/2019	\$66.55	\$0.00
1/9/2019	123118	Invoice	5624-172	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	1/9/2019	\$121.90	\$0.00
1/9/2019	123118	Invoice	5624-175	Baker & Taylor (L4342812)	Baker & Taylor (L4342812)	Posted	1/9/2019	\$15.60	\$0.00
1/9/2019	123118	Invoice	5624-178	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	1/9/2019	\$187.20	\$0.00
1/9/2019	123118	Invoice	5624-181	Baker & Taylor (L4171782)	Baker & Taylor (L4171782)	Posted	1/9/2019	\$11.10	\$0.00
1/9/2019	123118	Invoice	5624-186	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	1/9/2019	\$699.51	\$0.00
10-25-5719-00, Publishing								\$2,775.52	\$0.00
1/9/2019	T4514509	Invoice	5624-124	Paddock Publications	Paddock Publications	Posted	1/9/2019	\$28.75	\$0.00
10-25-5724-15, Local Travel								\$28.75	\$0.00
1/9/2019	122818	Invoice	5624-120	Brian Stein	Brian Stein-122818	Posted	1/9/2019	\$17.12	\$0.00
1/9/2019	012818	Invoice	5624-122	Jackie Kilcran	Jackie Kilcran-012818	Posted	1/9/2019	\$26.60	\$0.00
10-30-5751-00, Property Damage (All-Peril)								\$43.72	\$0.00
1/9/2019	2018 - 2019	Invoice	5624-049	Libraries Of IL Risk Agency (L	Libraries Of IL Risk Ag	Posted	1/9/2019	\$21,450.00	\$0.00
10-35-5760-00, Legal Services								\$21,450.00	\$0.00
1/9/2019	59456	Invoice	5624-021	Peregrine, Stime, Newman, Rit	Peregrine, Stime, Newn	Posted	1/9/2019	\$588.00	\$0.00
10-35-5761-00, Collection Agency								\$588.00	\$0.00
1/9/2019	480288	Invoice	5605-07	Unique Management Services, I	Unique Management S	Posted	1/9/2019	\$26.85	\$0.00
10-40-5784-00, Meetings - Staff								\$26.85	\$0.00
1/9/2019	111918	Invoice	5624-053	Albertsons/Safeway	Albertsons/Safeway-11	Posted	1/9/2019	\$14.58	\$0.00
10-40-5786-00, Employee/Volunteer Recognition								\$14.58	\$0.00
1/9/2019	120218	Invoice	5624-061	Winona Patterson	Winona Patterson-120	Posted	1/9/2019	\$86.97	\$0.00
Totals for 10-40-5786-00, Employee/Volunteer Recognition:								\$86.97	\$0.00

Lisle Library District

Account Distribution Report by Number

January 9, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-48-5823-30, Minor Equip - Youth									
1/9/2019	83560012	Invoice	5624-130	Demco, Inc.	Demco, Inc.-83560012	Posted	1/9/2019	\$114.22	\$0.00
					<i>Totals for 10-48-5823-30, Minor Equip - Youth:</i>				<i>\$0.00</i>
								<i>\$114.22</i>	
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
1/9/2019	31647139	Invoice	5624-128	Johnson Controls Security Solu	Johnson Controls Secu	Posted	1/9/2019	\$870.83	\$0.00
					<i>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</i>				<i>\$0.00</i>
								<i>\$870.83</i>	
10-48-5846-00, Equip Maint/Repr-NonContr									
1/9/2019	281-P9178507	Invoice	5605-03	Batteries Plus	Batteries Plus-281-P917	Posted	1/9/2019	\$164.65	\$0.00
1/9/2019	2580902	Invoice	5624-126	Home Depot Credit Service	Home Depot Credit Se	Posted	1/9/2019	\$23.96	\$0.00
1/9/2019	281-P9798511	Invoice	5624-144	Batteries Plus	Batteries Plus-281-P979	Posted	1/9/2019	\$62.96	\$0.00
					<i>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</i>				<i>\$0.00</i>
								<i>\$251.57</i>	
10-50-5863-30, Books - Youth Serv									
1/9/2019	123118	Invoice	5624-167	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/9/2019	\$1,684.25	\$0.00
1/9/2019	123118	Invoice	5624-173	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/9/2019	\$502.20	\$0.00
1/9/2019	123118	Invoice	5624-179	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	1/9/2019	\$313.52	\$0.00
					<i>Totals for 10-50-5863-30, Books - Youth Serv:</i>				<i>\$0.00</i>
								<i>\$2,499.97</i>	
10-50-5864-10, Books - Non Fiction									
1/9/2019	3131804470473	Invoice	5605-05	Naperville Public Library	Naperville Public Libr	Posted	1/9/2019	\$40.00	\$0.00
1/9/2019	123118	Invoice	5624-182	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	1/9/2019	\$122.38	\$0.00
1/9/2019	123118	Invoice	5624-184	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/9/2019	\$15,933.86	\$0.00
1/9/2019	123118	Invoice	5624-187	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	1/9/2019	\$373.78	\$0.00
					<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>				<i>\$0.00</i>
								<i>\$16,470.02</i>	
10-50-5865-10, Books - Adult Fiction									
1/9/2019	123118	Invoice	5624-164	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/9/2019	\$4,647.01	\$0.00
1/9/2019	123118	Invoice	5624-170	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/9/2019	\$557.34	\$0.00
					<i>Totals for 10-50-5865-10, Books - Adult Fiction:</i>				<i>\$0.00</i>
								<i>\$5,204.35</i>	
10-50-5867-20, Ref Books - Adult Serv									
1/9/2019	123118	Invoice	5624-189	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	1/9/2019	\$198.70	\$0.00
					<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>				<i>\$0.00</i>
								<i>\$198.70</i>	
10-50-5871-20, Document Delivery									
1/9/2019	31315002506546	Invoice	5624-193	Orland Park Public Library	Orland Park Public Lib	Posted	1/9/2019	\$12.00	\$0.00
					<i>Totals for 10-50-5871-20, Document Delivery:</i>				<i>\$0.00</i>
								<i>\$12.00</i>	

Lisle Library District

Account Distribution Report by Number

January 9, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5872-10, Dbases - Professional									
1/9/2019	17886	Invoice	5624-047	IHLS - OCLC	IHLS - OCLC-17886	Posted	1/9/2019	\$184.50	\$0.00
								<u>\$184.50</u>	<u>\$0.00</u>
10-50-5873-30, Dbases - Youth Serv									
1/9/2019	18467293	Invoice	5624-138	Scholastic Library Publishing	Scholastic Library Pub	Posted	1/9/2019	\$7,545.00	\$0.00
								<u>\$7,545.00</u>	<u>\$0.00</u>
10-50-5890-30, A-V Mails - Youth Serv									
1/9/2019	01107CO18226219	Invoice	5624-031	OverDrive, Inc.	OverDrive, Inc.-01107C	Posted	1/9/2019	\$358.10	\$0.00
								<u>\$358.10</u>	<u>\$0.00</u>
10-50-5895-40, A-V Mails - Adult Serv									
1/9/2019	76165	Invoice	5624-041	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$119.77	\$0.00
1/9/2019	76250	Invoice	5624-057	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$199.20	\$0.00
1/9/2019	CD0110718222436	Invoice	5624-063	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	1/9/2019	\$2,000.00	\$0.00
1/9/2019	76266	Invoice	5624-148	Compact Disc Source	Compact Disc Source	Posted	1/9/2019	\$131.25	\$0.00
1/9/2019	123118	Invoice	5624-176	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	1/9/2019	\$1,501.60	\$0.00
								<u>\$3,951.82</u>	<u>\$0.00</u>
10-50-5900-20, Periodicals - Adult Serv									
1/9/2019	2019	Invoice	5624-160	Illinois State Genealogical Socie	Illinois State Genealogia	Posted	1/9/2019	\$40.00	\$0.00
								<u>\$40.00</u>	<u>\$0.00</u>
10-60-5931-10, Programs - Adult Services									
1/9/2019	113018	Invoice	5624-055	Albertsons/Safeway	Albertsons/Safeway-11	Posted	1/9/2019	\$55.85	\$0.00
1/9/2019	011119	Invoice	5624-152	University of Illinois Extension	University of Illinois E	Posted	1/9/2019	\$125.00	\$0.00
1/9/2019	120418-2	Invoice	5624-154	Susan K. Maddox	Susan K. Maddox-1204	Posted	1/9/2019	\$25.00	\$0.00
1/9/2019	013119	Invoice	5624-156	Strauss Tax Service	Strauss Tax Service-01	Posted	1/9/2019	\$100.00	\$0.00
1/9/2019	122618	Invoice	5624-158	Gail Graziani	Gail Graziani-122618	Posted	1/9/2019	\$11.79	\$0.00
1/9/2019	012219	Invoice	5624-162	Sandhill Coffee	Sandhill Coffee-01221	Posted	1/9/2019	\$125.00	\$0.00
								<u>\$442.64</u>	<u>\$0.00</u>
10-60-5931-30, Programs - Youth Serv. Dept.									
1/9/2019	122618	Invoice	5624-146	Will Savage	Will Savage-122618	Posted	1/9/2019	\$7.98	\$0.00
								<u>\$7.98</u>	<u>\$0.00</u>
30-65-5920-00, Network - Purchases (.02 B/M)									
1/9/2019	QJX1352	Invoice	5624-035	CDW Government	CDW Government-Q	Posted	1/9/2019	\$221.02	\$0.00

Lisle Library District

Account Distribution Report by Number

January 9, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
30-65-5925-00, Network - Maint. (.02 B/M)									
1/9/2019	INV-US-39240	Invoice	5624-025	EnvisionWare, INC.	EnvisionWare, INC. -IN Posted		1/9/2019	\$525.00	\$0.00
1/9/2019	INV-US-39818	Invoice	5624-027	EnvisionWare, INC.	EnvisionWare, INC. -IN Posted		1/9/2019	\$167.00	\$0.00
1/9/2019	44743	Invoice	5624-039	Outsource Solutions Group, In	Outsource Solutions G Posted		1/9/2019	\$200.00	\$0.00
1/9/2019	205732	Invoice	5624-191	Heritage Technology Solutions	Heritage Technology S Posted		1/9/2019	\$106.64	\$0.00
Totals for 30-65-5925-00, Network - Maint. (.02 B/M):								\$221.02	\$0.00
30-65-5926-00, Maint - Bldg Structure (.02 B/M)									
1/9/2019	179763	Invoice	5624-197	Colley Elevator	Colley Elevator-17976 Posted		1/9/2019	\$17,980.00	\$0.00
Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):								\$17,980.00	\$0.00
Grand Totals:								\$91,572.72	\$0.00

Lisle Library District Account Distribution Report by Number January 9, 2019

Report name: Account Number Report for January 9, 2019
Report format: Detail
Include these transaction dates: 1/9/2019 to 1/9/2019
Include these post dates: 1/9/2019 to 1/9/2019
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts; Query: Account number report
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Purchase Orders
Include all Receipts
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Purchase Order Attributes
Include all Function(s)
Include all Department(s)

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$290,160.12
TOTAL .02 BUILDING/MAINT. EXPENSES	\$19,199.66
TOTAL IMRF/FICA EXPENSES	\$28,901.66
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	\$338,261.44

These expenses have been submitted by _____
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 1/9/2019

Trustee

Presiding Officer

List any invoices by payee and check number NOT being approved for payment:

Monthly Circulation Report - December 2018

	Checkouts	Renewals	Dec-18 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change	
Adult Non-Print	6,429	2,215	8,644	53,792	50,653	-5.84%	
Adult Print	5,543	2,656	8,199	57,051	55,380	-2.93%	
Adult Total	11,972	4,871	16,843	110,843	106,033	-4.34%	
YS Non-Print	1,186	684	1,870	14,260	12,843	-9.94%	
YS Print	5,810	2,857	8,667	63,680	62,706	-1.53%	
Total YS	6,996	3,541	10,537	77,940	75,549	-3.07%	
Digital Media							
Overdrive	2,033		2,033	8,701	11,840	36.08%	
hoopla	1,989		1,989	8,481	11,259	32.76%	
RB Digital	324		324	829	1,441	73.82%	
Total Digital	4,346	0	4,346	18,011	24,540	36.25%	
Subtotal Print + Non-Print/Digital	23,314	8,412	31,726	206,794	206,122	-0.32%	
Computer/Tech Sessions Logins	2,321		2,321	15,791	15,174	-3.91%	
Database Usage/Unique Logins	3,095		3,095	16,068	18,849	17.31%	
Wireless Use	1,493		1,493	10,802	9,442	-12.59%	
ScannX sessions/jobs	265		265	2,028	2,079	2.51%	
Museum Adventure Passes	22		22	162	151	-6.79%	
Total IT/Resource Sessions	7,196	0	7,196	44,851	45,695	1.88%	
Total Circulation	30,510	8,412	38,922	251,645	251,817	0.07%	
Literacy Software Usage Hours			85	588	563	-4.25%	
Borrower Information	Dec. 2018 Total	YTD 17/18	YTD 18/19	YTD % Change			
New Library Cards Added	116	826	824	-0.24%			
Monthly Borrowers	2,672	18,429	17,742	-3.73%			
Total # Registered Borrowers	10,789	11,310	10,789	-4.61%			
InterLibrary Loans							
Materials Sent	115	863	839	-2.78%			
Materials Received	279	2,333	2,325	-0.34%			
Polaris/Catalog Holds							
Holds Placed	2,688	17,157	17,677	3.03%			
Holds Checked Out	2,143	13,445	13,939	3.67%			

Lisle Library District
Program and Service Statistics - December 2018

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
Library Event Statistics									
Staff Facilitated Programs		22	46	35	3	106	424	800	88.68%
Attendees		219	805	44	37	1,105	6,973	7,320	4.98%
Computer/Technology Programs		7	2		1	10	63	55	-12.70%
Attendees		20	23		2	45	266	180	-32.33%
Performer/Speaker/Author		3	0			3	20	18	-10.00%
Attendees		73	0			73	442	646	46.15%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	5	4	-20.00%
Attendees	150					150	472	740	56.78%
Total Number of Programs	1	32	48	35	4	120	512	877	71.29%
Total Patrons Served by Programming	150	312	828	44	39	1,373	8,153	8,886	8.99%
Reference Questions		1,088	2,007	2,184		5,279	36,986	37,020	0.09%
Volunteer Hours		5.00	6.00			11.00	651.50	636.50	-2.30%
Outreach Service Statistics									
Outreach Visits		0	14	0		14	68	87	27.94%
Patrons Served by Outreach Visits		0	880	0		880	3,391	4,647	37.04%
Home Delivery Dates		2				2	13	13	0.00%
Patrons Served via Home Delivery		107				107	504	680	34.92%
Total Outreach Programs		2	14	0		16	81	100	23.46%
Total Patrons Served with Outreach Services		107	880	0		987	3,895	5,327	36.77%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	86						601	558	-7.15%
Number of Outside Groups Using Meeting Space	26						142	125	-11.97%
Patrons Entering Building	12,450						87,567	84,064	-4.00%
Friend's Sponsored Programs	1						5	7	40.00%
Attendees	57						160	537	235.63%
Social Media Use									
Facebook (daily page consumption)	1,947						10,622	9,800	-7.74%
Twitter Followers	742						686	742	8.16%
Pinterest Average Daily Viewers	106						959	1,233	28.57%
Instagram Likes	686						2,093	2,488	18.87%
Flickr Views	12,172						50,800	73,344	44.38%

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 7, 2019

Director's Report January 2019

Meetings

First filing day/Trustees – Dec 10
Dept. Directors – Dec 13
Last filing day/Trustees – Dec 17
Ballot position lottery/Bartelli, M. – Dec 18
Patron – Dec 18

DuPage County Election Office – Dec 27
Dept. Director – Dec 28
Flint, R. – Jan 2
Fisher, J. – Jan 4

Trustee Elections

Nine candidates filed with the LLD for the four, upcoming openings, on the LLD Board of Trustees. The election will occur on April 2, 2019. The LLD conducted a lottery on December 18th for the last position on the ballot. Secretary Bartelli presided over the drawing. The results of the lottery are posted on the LLD website. There were three objections to three filings/petitions. I hand-delivered the objections to the DuPage County Election Commission on December 27th. Hearings are ongoing as of the date of this report.

FLPLD & Storage Room

The Friends of the Lisle Public Library District (FLPLD) delivered fifteen, free-standing, shelving units to the LLD in December. The steel shelving units are boxed and are being held in the LLD storage room. In efforts to better delineate storage room space for book sale materials, the Friends have purchased these shelving units. The Friends will assemble them as soon as the LLD can properly prepare the storage room for this project. The objective is to be able to eventually accept public book donations at the LLD for Friends sales again. To date, the LLD has halted public donations of materials due to space constraints. The forthcoming shelving configuration looks to better organize the space, thus allow for more material storage and subsequent acceptance of donations.

Donation

I am pleased to mention that the Glen Ellyn/Wheaton Alumnae Club of Pi Beta Phi has donated \$400.00 to the LLD. This donation was on behalf of the LLD's collaboration with Literacy DuPage. The donation letter stated, *"We are thrilled to support these programs that are so aligned with our literacy goals."* The LLD commits to expending these funds on literacy efforts benefitting the District. The LLD is very grateful for this generous donation and for the support from organizations like the Alumnae Club of Pi Beta Phi.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 7, 2019

Statistics Highlight

LLD's online presence is a digital extension of the Library's services and resources. LISLELIBRARY.ORG is our web platform, and via that platform we extend ourselves further by our presence on social media. Currently, we engage on six social media platforms: Facebook, Twitter, Pinterest, Instagram, Flickr, and YouTube. YouTube is our most recent adoption, and as of January 2019, we will add YouTube statistics within the monthly Board report.

The LLD's digital presence is dynamic, as evidenced by December's database and social media activity:

lislelibrary.org/LLDdatabases	Dec-18			
	Checkouts	YTD FY 17/18	YTD FY 18/19	YTD % Change
Database Usage/Unique Logins	3,095	16,068	18,849	17.31%

Social Media Use	Dec-18	YTD FY17/18	YTD FY18/19	% Change
Facebook (daily page consumption)	1,947	10,622	9,800	-7.74%
Twitter Followers	742	686	742	8.16%
Pinterest Average Daily Viewers	106	959	1,233	28.57%
Instagram Likes	686	2,093	2,488	18.87%
Flickr Views	12,172	50,800	73,344	44.38%

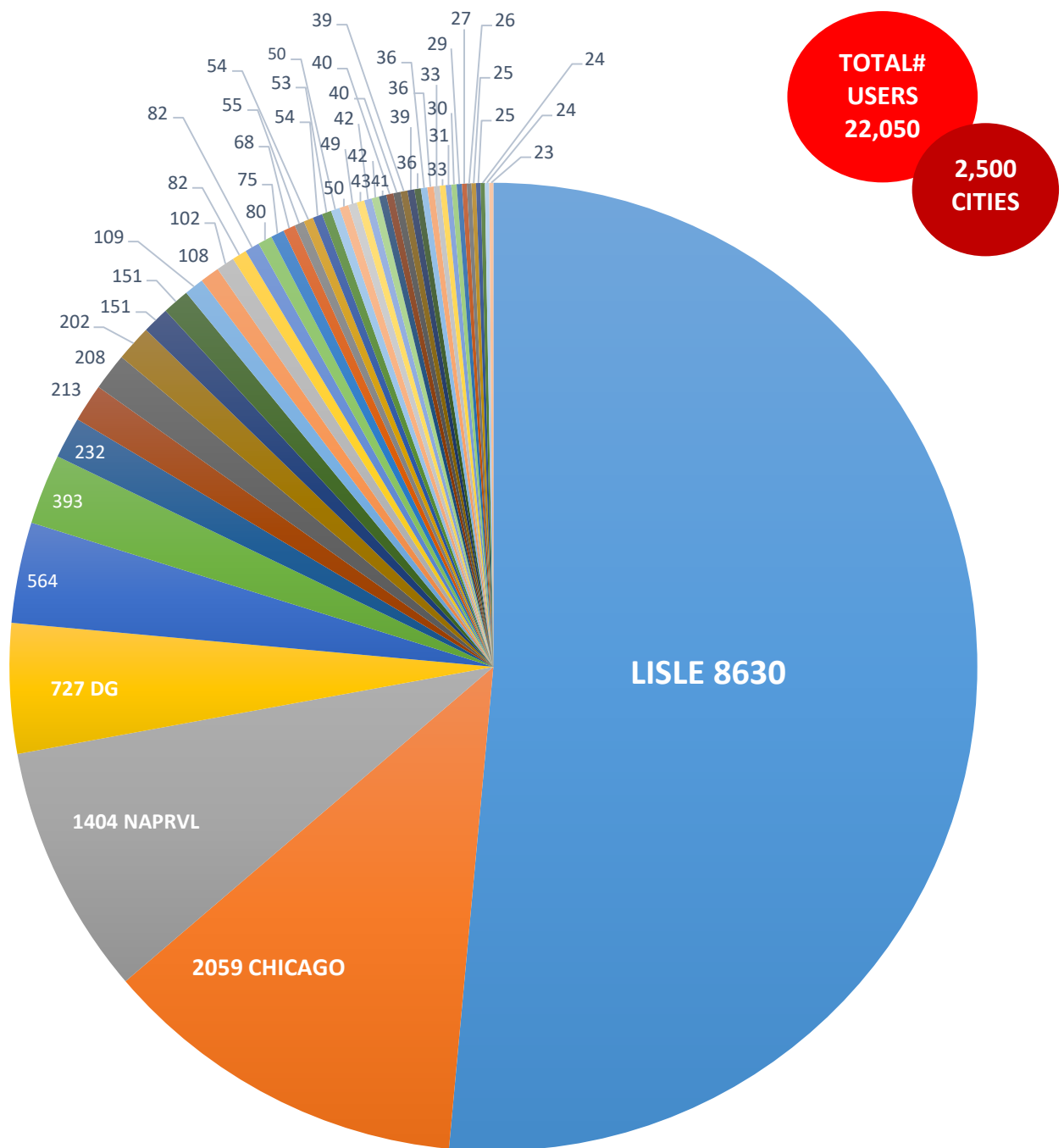
The LLD Social media and database use hits aren't the only statistics that show our dynamism. Our website, lislelibrary.org, is just as compelling. Did you know that during this quarter (Oct/Nov/Dec) 22,050 users visited lislelibrary.org? Those users also represent 2,500 different cities. Users access lislelibrary.org in different ways, such as via desktop, mobile device, or tablet. Which do you think is most popular? Lislelibrary.org has numerous pages accessible via the homepage and dropdown menus. This quarter, there were 65,448 page views with 821 unique pages viewed. 107 searches were conducted via the search box field on lislelibrary.org.

The following four pages, reflect the above mentions and provide additional statistical detail and charts to further illustrate the data.

Respectfully submitted,



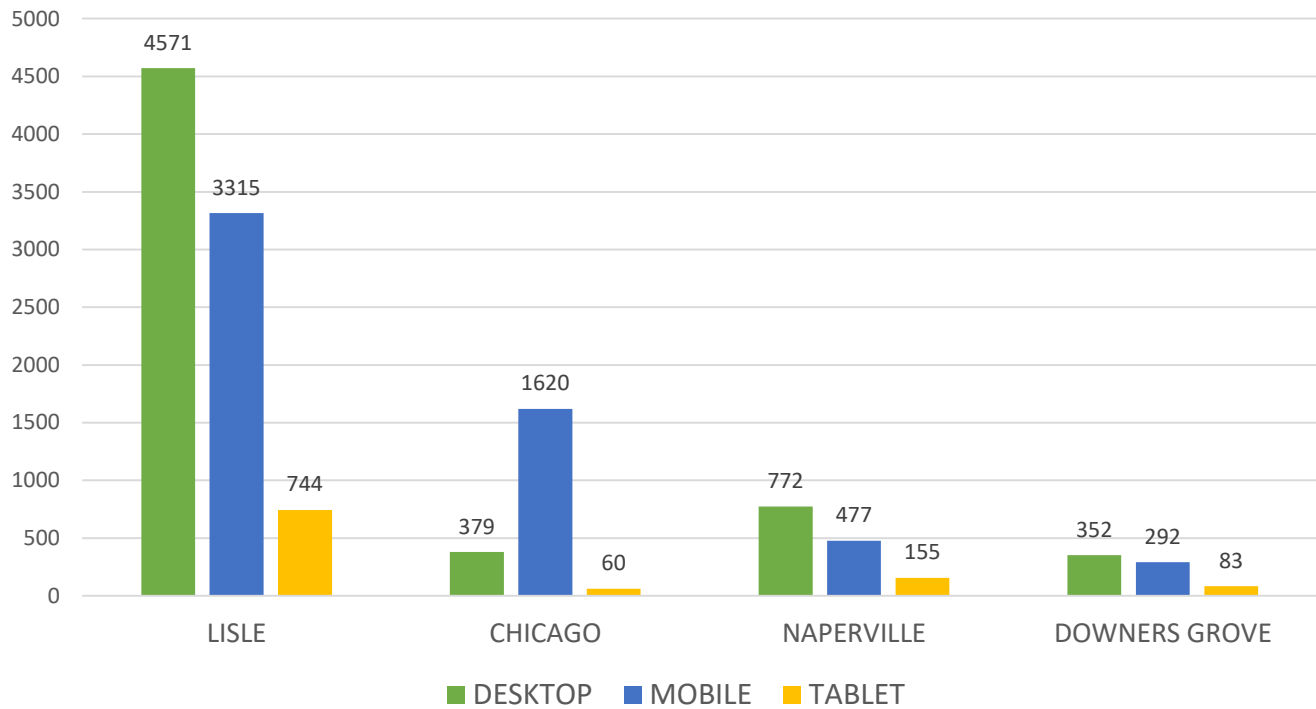
Tatiana Weinstein



USERS LISLELIBRARY.ORG | CITIES | OCT/NOV/DEC 2018

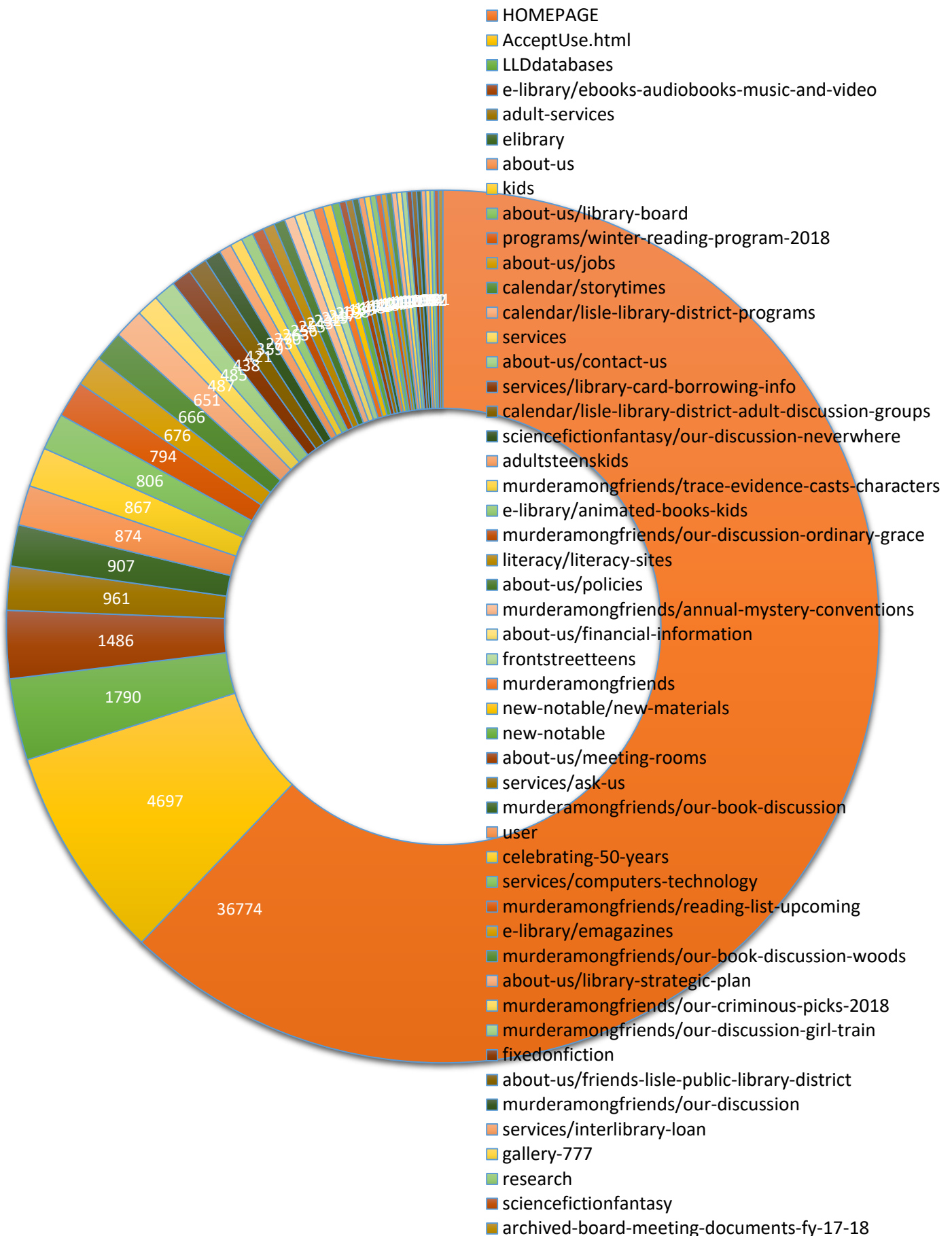
Lisle	Chicago	Naperville	Downers Grove	Campton Hills
North Aurora	Yorkville	Westmont	(not set) (US)	Ashburn
Wheaton	New York	Bolingbrook	Aurora	Arlington Heights
Lombard	Woodridge	Glen Ellyn	Los Angeles	San Francisco
Darien	London (UK)	Elmhurst	Minneapolis	Oak Park
Houston	Atlanta	Dallas	Toronto (CANADA)	Oswego
Seattle	Elgin	Joliet	(not set) (FRANCE)	Washington
Denver	Batavia	Schaumburg	Amsterdam	Hinsdale
(not set) (IRAQ)	Austin	Palatine	Phoenix	Milwaukee
San Jose	St. Louis	Oak Brook	Boston	Addison

HOW USERS ACCESS LISLELIBRARY.ORG | TOP 4 CITIES OCT/NOV/DEC 2018

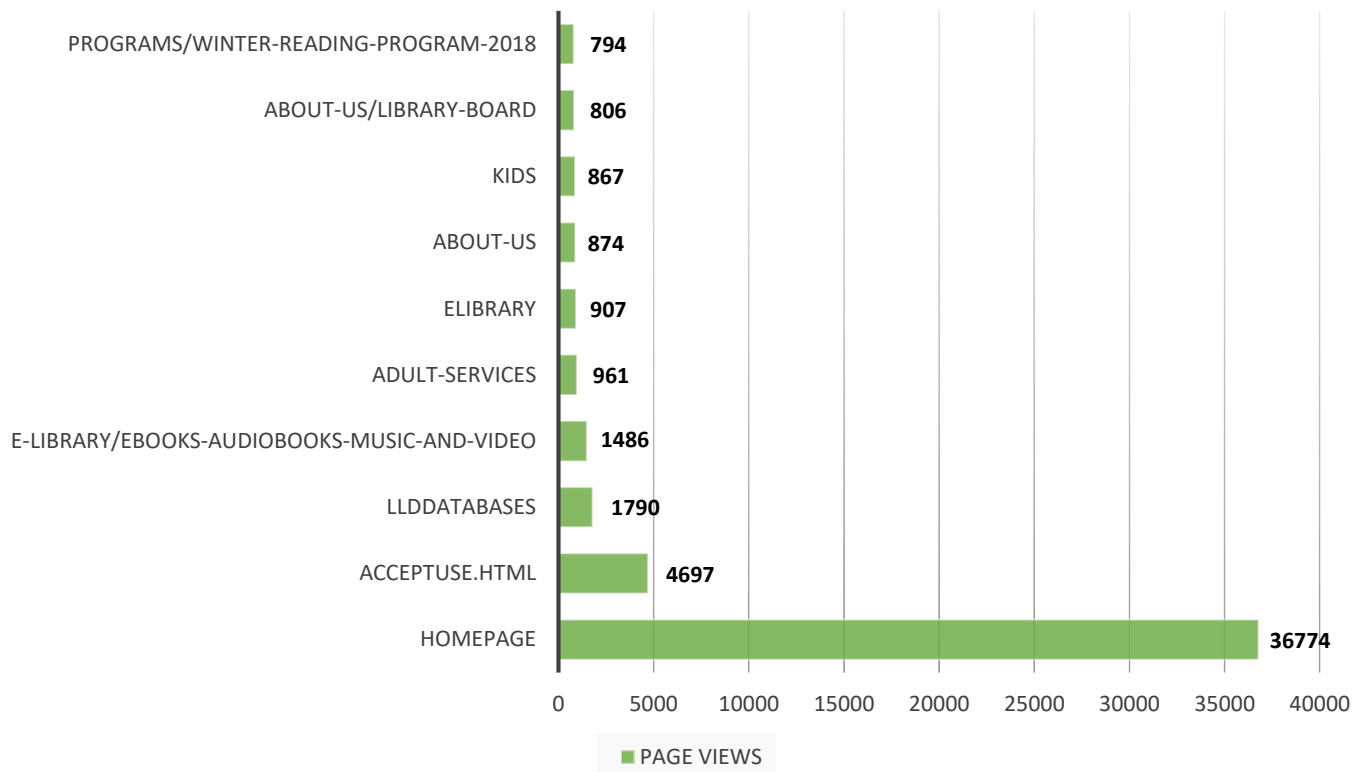


	Lisle	Chicago	Naperville	DG	Total Per Device
Desktop	4571	379	772	352	6074
Mobile	3315	1620	477	292	5704
Tablet	744	60	155	83	1042
Total Per City	8630	2059	1404	727	12820

TOP 50 PAGE VIEWS ACCESSING LISLELIBRARY.ORG | OCT/NOV/DEC 2018



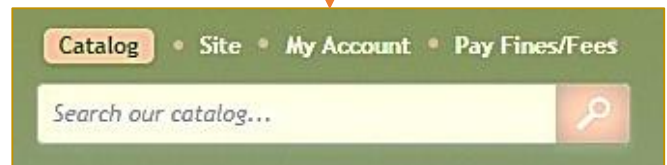
TOP 10 WEBSITE PAGE VIEWS | OCT/NOV/DEC 2018



/search-results?keys=ACT+practice+test
/search-results?keys=adult+coloring
/search-results?keys=author+fest
/search-results?keys=Christmas+in+Connecticut
/search-results?keys=Cogat
/search-results?keys=Gallery+777
/search-results?keys=games
/search-results?keys=German+peasant+war
/search-results?keys=lynda.com
/search-results?keys=Meeting+Rooms
/search-results?keys=Nintendo
/search-results?keys=Notary
/search-results?keys=Pokemon+club
/search-results?keys=refugee
/search-results?keys=roku
/search-results?keys=Seed
/search-results?keys=Shining
/search-results?keys=strategic+plan
/search-results?keys=the+Christmas+hat
/search-results?keys=The+rat+pack

OCT/NOV/DEC 2018:

TOTAL SEARCHES USING LLD SEARCH BOX ON LISLELIBRARY.ORG: 107



20 SAMPLE SEARCHES OCT/NOV/DEC 2018

TOTAL LLD PAGE VIEWS: 65,448

TOTAL UNIQUE PAGES VIEWED: 821

December Assistant Director Report

- Winter Read - Dec 7
- Mechanical Inc. – Dec 4, 18
- Board Meeting – Dec 12
- Precision Control – Dec 27
- CMFP – Dec 27
- Assa Abloy – Dec 28
- Stephens Plumbing – Dec 19, 20
- Monaco Mechanical – Dec 5, 6
- Staff Meeting – Dec 18

Staff

Dan Taylor of the Lisle Police Department reviewed Active Shooter Training at our December staff meeting. Staff watched the video *Options for Consideration Active Shooter Preparedness* from the Department of Homeland Security. Officer Taylor made specific recommendations on emergency exiting the LLD building and interaction with police responders. He explained to staff how the 911 call system works to notify responders of an emergency such as an active shooter and how to assist authorities once law enforcement arrives. The training concluded with a question and answer session.

Facility

Chicago Metro Fire Protection performed fire safety work in the building this month. Several sprinkler heads were replaced. A complete list of the building's sprinkler locations and type of sprinkler head is stored in the west mechanical room as required by the fire safety code. Also repaired was the back flow equipment that provides water to the sprinkler system.

Precision Control System was here to maintain the computer for the HVAC system and checked the various controllers that work the boiler, air conditioning units and air handling units.

Assa Abloy did their annual inspection and maintenance of the automatic doors at the LLD entrance.

Elevator Update

Colley Elevator began work on January 2nd moving material, supplies and replacement parts into the Library. January 3rd, work began in earnest, cutting off electrical power to the elevator. Colley plans two weeks of repairs and electrical work followed by testing of the elevator.

Staff continue to aid patrons in the Library Lobby who may need assistance returning or acquiring materials and/or information, assistance with walkers or strollers, and assistance with access to the first floor from the staff parking area. Staff are committed to providing the best patron service during this elevator downtime.



Beth McQuillan

Adult Services Quarterly Report
October –November –December 2018

October

LLD celebrated another successful *Star Wars Reads Day* on October 6th. Approximately 130 patrons joined the festivities which included creating a light saber craft, taking pictures in the *Millennium Falcon* photo booth, enjoying themed treats, face painting, playing games and participating in trivia, watching *The Clone Wars* film, and perhaps the most popular event—searching for *Star Wars* figurines in the interactive "trash compactor" room. LLD staff worked hard this year to best utilize our entire building for SWRD. By spreading out our activities patrons had more room to enjoy the event, which proved most useful as we had an increase in attendance this year.

Xavier Duran, Will Savage, and I had the wonderful opportunity to present a program at the annual Illinois Library Association conference. Our presentation, *Finger Paints, Full Hearts, Can't Lose: How Adult Services and Youth Services Can Collaborate to Offer Family Programming*, drew a full house with approximately 75 library professionals in attendance. Xavier, Will, and I spoke about implementing regularly scheduled family programming at LLD and how our two departments merged to best serve our community. Attendee feedback included:

These three worked together to fulfill their community's needs. Great information shared in a great presentation.

Content was wonderful—great story of two departments working together to solve a problem and benefit their community.

Lively presentation that was a great example of how to respond to an issue in a particular community. Presenters were warm and personable.

Additionally, Literacy Librarian Jean Demas presented a poster session at ILA titled, *Families Together: Reading Enrichment for Social/Emotional Learning* that described the weekly family literacy program for at-risk Literacy/English Language Development parents and children. 35 attendees had questions and comments for Jean.

In addition to ILA, AS staff had the opportunity to attend genre conferences in October as well. Noelle Spicher attended Anderson's YA Conference in Naperville where she visited panel discussions on realistic fiction, historical fantasy, and romance. Patricia Ruocco attended the Magna Cum Murder Conference, where she spoke with International Guest of Honor Peter Lovesey, learned about books being published by mystery authority Jim Huang, and met a number of both new and local mystery authors.

On October 5th, 20 individuals attended Shipping Zong's Gallery 777 opening, *Lisle: My Beautiful Home*.

November

On Friday, November 16th, 30 patrons attended the all-ages program, *Beginning Chess with Bennett Joseph*. The program offered instruction on how to play chess, beginning with the goal of chess, the board set up, and the movement of each piece. Patrons then had a chance to set up their boards and play or begin a game against each other. After everyone had a chance to practice their new skills, the instructor provided information on basic chess rules and strategies, and participants then had a bit more time to play and practice.

Adult Services and Youth Services jointly presented the program, *Family Craft: Fall Family Trees*. Participants used canvas panels and a variety of colors to create a lovely tree, leaves were then dotted onto the tree with fingerprints in autumnal colors. Patron comments included: "We have done a few of these...consistently excellent! Your staff is amazing" and "We love craft nights. Thank you for doing this!"

Adult Services staff had several professional development opportunities during the month of November. Pam Freer attended Anderson's Bookshop Book Club Open House where she learned about many exciting new titles to add to the Booked for the Day book group ballots for possible future reading selections. Gail Graziani attended the annual Windycon Science Fiction convention, which provided the opportunity to learn about trends, new and older books, upcoming author projects, and much more, to enhance SF-F collection development. Noelle Spicher attended a continuing education class online through the University of Wisconsin called, "Coding Together, Learning Together, Starting a Coding Club at Your Library." This class provided useful ideas and resources for creating a coding club for teens and tweens that Noelle will use to offer individual coding programs at LLD.

In addition to this month's family craft, AS offered the adult craft program- *Book Wreaths*. The craft utilized weeded books from the collection, as well as leftover supplies from previous crafts, to create environmentally-friendly upcycled decor. The result was beautiful winter-themed decorations that were also very "green." Patron comments included: "Thanks again, loved making @ LLD" and "Very creative project and love to see more."

December

We kicked off our third annual Winter Read Program for adults and teens on December 1st. Patrons were invited to read and log two books between December 1st and January 7th in order to earn a festive soup mug and spoon set. This offering proved to be popular once again with 152 adults and 17 teens registering during the first week alone. Additionally, we launched the program with an all ages Winter Read Party on Friday, December 7th. In an effort to diversify our offerings and invite all ages, we opted to host the party on a Friday evening for the first time (as opposed to a Saturday afternoon as we did last year). The response was overwhelmingly positive. Approximately 150 patrons joined us as children participated in a special winter story time and "snowball" fight, adults and teens crafted homemade holiday cards, patrons of all ages

enjoyed cookies and a hot chocolate bar while listening to live holiday music, and kids participated in a paint-a-penguin craft after story time. This is a huge increase in attendance compared to the 30 individuals who attended last year's celebration. We are already making plans for next year's event in hopes of continuing this success and providing an even better Winter Read celebration for our patrons in 2019.

On Tuesday, December 4th, we hosted a very popular program, *Holiday Hors d'oeuvres with Chef Maddox*. 56 attendees enjoyed samples and were given recipes to take home. Chef Maddox always receives positive feedback from patrons and we intend to have her back in the new year.

Adult Services Librarians offered a variety of technology classes throughout the month, including: *Microsoft Excel for Beginners*, *Hoopla Digital Content for the Holidays*, *Researching Your Family History*, and *Microsoft Word for Beginners*. While we diversify our offerings each month, our Excel and Family History classes prove to be consistently popular so AS staff continue to offer these selections on a regular basis.

On December 14th, 25 individuals attended Ritu Puppala's Gallery 777 opening, *Nature & Travelogue*.

Respectfully submitted,

Elizabeth Hopkins

Youth Services Quarterly Report–January 2019

News and Patron Communications:

- Our turtles Jack and Jill had a slight disagreement and had to be separated a few weeks ago. Unfortunately, it seems like this separation will have to remain permanent. However, this gave us the opportunity to evaluate their living space and on the advice of our veterinarian we will be updating their space and changing their diet. Hopefully these changes help the turtles stay a centerpiece of our department well into the future.
- We recently added a Nintendo Entertainment System Classic to the circulating collection. This compact system comes preloaded with 20 different original Nintendo games that patrons can safely and easily take home to enjoy. While the systems are not circulating yet, we have had many questions from excited patrons enquiring as to when they will be available.
- Elementary School Librarian Katie McMahon recently finished a shelf shifting project for the juvenile portion of our collection, both fiction and non-fiction. We shifted the non-fiction portion of the collection back and moved the fiction to the front. This gives us more space for our extremely popular and rapidly expanding graphic novel section.

Programs & Community Outreach Highlights:

- The Winter Reading Program kicked off on December 7th with a evening event that included a storytime, crafts and snacks. Over 150 people attended over the course of two hours. As of today we have 220 children participating in the program.
- Both of our new elementary school programs started in the last quarter, Discovery Brigade for K-2 and Imagination Inc for grades 3-5. This transition has allowed us to better serve patrons in both age groups and the programs are doing well. Currently we have around 15-18 children attending each day, with a maximum group size of 20 per program.
- We had several outreach events at local elementary schools in the last quarter. At Highlands Elementary we had a table and activity set up for their Math night in November. We attended the annual Holiday Shop at Steeple Run and participated in a Winter Read-Aloud at Beebe. Finally, before school ended for break we were at Tate Woods promoting the Winter Reading program and performing a storytimes for several groups of students.
- School year outreaches have begun once again at local preschools. This year we have monthly (or more) storytimes scheduled at local preschool including Gentle Learning, Pathway Connections, Kindercare, St Joan of Arc and Chesterbrook Academy. We have also added outreaches at both Lisle Kindercare facilities, Bright Horizons daycare, and Ann Reid Early Childhood Center.

- We set up our annual wrapped books display in the Youth Services department. We select different books, wrap them up and then write a brief description on the gift tag letting patrons know the reading level of the book. Of the 60 books wrapped 53 of them have circulated as of December 27th.
- Storytimes have started up again, running for the usual 8 week sessions. Each storytime involves several books, songs or activities that focus on developing early literacy and social skills. On average we offer 11 storytimes a week and have between 10-25 children attend each program.
- Our Halloween Storytime occurred at the end of October and once again was one of our most highly attended Youth Services events. Over 150 patrons were in attendance for a storytime, Halloween parade through the library, and snacks (jack-o-lantern cuties).

Professional Development:

- I attended several Laconi meetings over the course of the last three months. The meetings revolved around planning out the upcoming year of programming that we as the YS arm of LACONI will offer for professional development during the next fiscal year.
- Assistant Director John Ferrari has had several meetings as a member of the iRead board. This committee plans and implements the summer reading program theme for the state of Illinois. With summer upon us, many of his meetings are looking ahead and beginning to plan for the summer of 2019.

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report
2nd Quarter FY18/19
Circulation Services Department

January 3, 2019

Outreach Visits

During this quarter, Circulation Services (CS) staff and Adult Services staff visited Villa St. Benedict and The Museums at Lisle Station Park in order to register new patrons, renew current patrons' cards, and discuss and promote LLD services and programs.

Star Wars Reads Day& Winter Read Party

CS staff participated in Star Wars Reads Day on Saturday, October 6. Special thanks to Julie Beck, CS Associate, for greeting everyone in the Lobby and directing patrons to various activities; Teri Zarat, Assistant Director of CS; and to Frank Nowaczyk, CS Page.

CS staff also participated in the Winter Read Party on Friday, December 7. Special thanks to CS Pages, Robyn Johnson and Frank Nowaczyk.

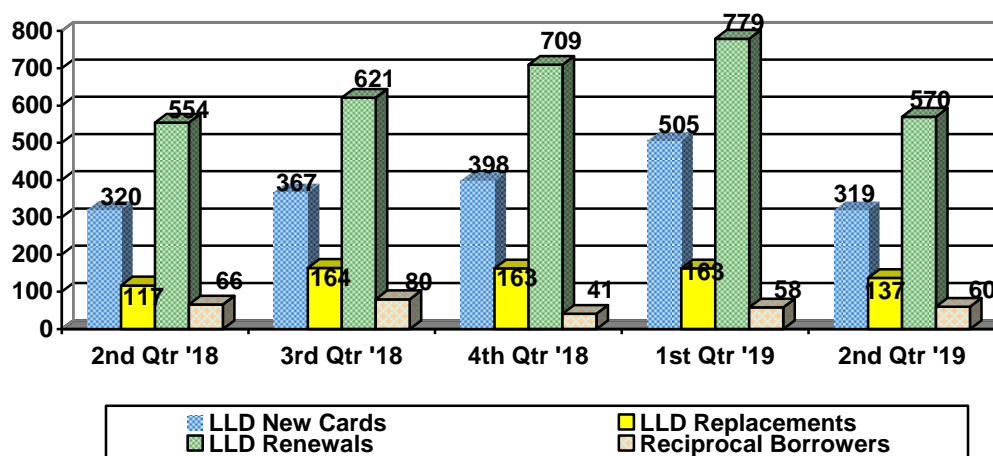
ILA Annual Conference

This past October, Teri Zarat attended the Illinois Library Association (ILA) Annual Conference in Peoria. Teri shared highlights from the presentations she attended during the Library's all-staff meeting in October and with all CS staff.

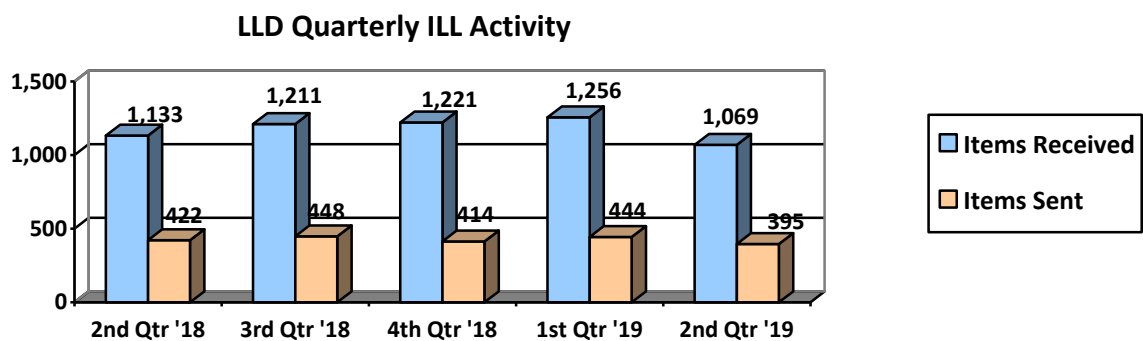
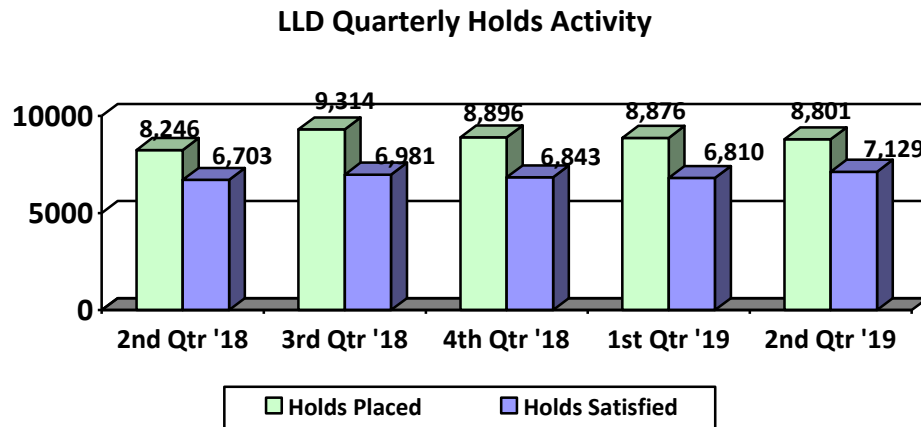
WILIUG Fall Conference

In November, I attended the annual fall conference for the Wisconsin-Illinois Innovative Users Group (WILIUG) in Racine, Wisconsin.

LLD Quarterly Registrations Activity



From October to December 2018, Circulation Services Pages pulled a total of 4,229 items from shelves to satisfy the “pending holds.”



Respectfully Submitted by

Paul T. Hurt, MLIS/M.Ed.
Director of Circulation Services

Second Quarter FY2018/2019 in Technical Services

PROJECTS

Technical Services is working on many projects to continue to provide excellent service and materials for patrons. This quarter, in coordination with Adult Services and Youth Services, Technical Services is updating and enhancing incomplete records while replacing worn and off-putting copies of our more popular, heavily borrowed titles. This project will not only improvement the condition of the materials in LLD but allows us to improve our metadata for better service to our patrons. We are also working with Youth Services to repackage audiobooks into slimmer case to increase available space so as to expand the collection. Additional projects include adding series names and numbering to the spine labels of our Romance collection for patrons and repackaging Youth Service CDs to more durable cases. The New Materials webpage was also redesigned; the lists are now New Fiction (including print and audiobooks), New Nonfiction (including print and audiobooks), New Teen & Junior High, New Movies and Music (including DVDs, Blu-rays, and CDs), and New Youth Books.

PROFESSIONAL DEVELOPMENT

Laura Murff attended ILA in Peoria. She was also a co-presenter with Tara Wood, from RAILS, of the program Building an Inclusive and Accessible Catalog. The program was attended by over 30 people and was well received. Laura also attended programs on collaboration between the public service departments and technical services, AV and RDA, and technical services as a public service. Laura Murff was also presenter and panelist for the LACONI program 21st Century Cataloging program. She presented on how to use Library of Congress Subject Headings and to build controlled vocabulary using the Library of Congress guidelines. Other topics covered included genre headings for video games, MarcEdit, and RDA updates. There were over 60 participates and the event was well received.

Technical Services staff continues their quarterly professional development by participating in webinars and programs covering basic PC troubleshooting, MarcEdit programing and use, and time management skills.

STAFF ACCOMPLISHMENTS

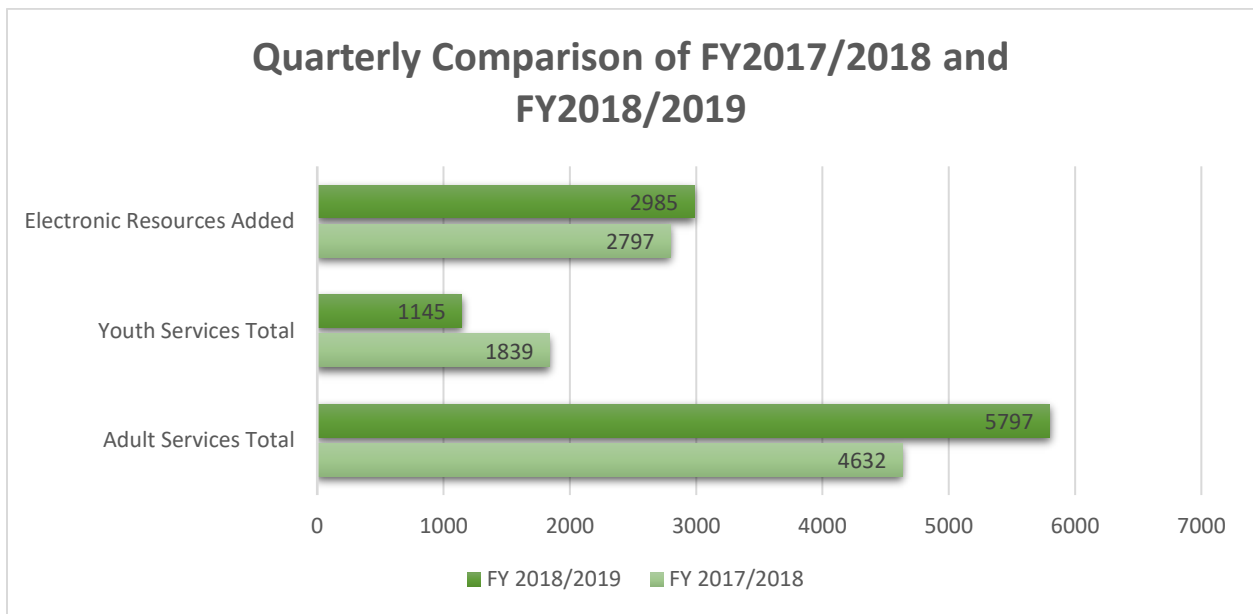
The second quarter brought anniversary celebrations in Technical Services: Chitra Gnanaratne (14 years), Brian Baxter (3 years), and Andrea Varry (1 year). It is the exceptional staff that makes LLD and Technical Services great!

Laura Murff

Director of Technical Services

MATERIALS PROCESSED THIS QUARTER

Adult Services Collection	
AS Fiction Books	1,181
AS Non-Fiction Books	2,024
AS Audio/Visual	992
AS Periodicals	1600
Adult Services Total	5,797
Youth Services Collection	
YS Fiction Books	649
YS Non-Fiction Books	323
YS Audio/Visual	108
YS Periodicals	65
Youth Services Total	1,145
Electronic Resources Collection	
EMediaLibrary MARC records added	139
Hoopla Marc records added	2846
Electronic Resources Total	2,985



Chicago Tribune **NAPERVILLE SUN**

From the community: Lisle Library District's Gallery 777
December Reception



Community Contributor Josh Hepler | December 18, 2018

Photographer Ritu Puppala poses with her work at the opening of her show at Lisle Library District's Gallery 777.

From the community: Friends of the Lisle Library District Honor Sister with Donation



Community Contributor Josh Hepler | December 17, 2018

During a special presentation at the Lisle Library District Board of Trustees meeting, the Friends of the Lisle Public Library District donated a new standing globe and Oxford World Atlas to the Library in memory of Sister Barbara Ann Svec. Sister Barbara Ann was a member of the Friends and a dedicated volunteer at Library book sales. This donation celebrates her love of history and exploration and will be used to extend that passion to young Library patrons for years to come.

The Friends of the Lisle Public Library District is a community organization that strives to create public support for Library events, sponsor programs that add to the cultural life of the community, and encourage gifts, endowments and memorials to the Library.

From the community: Lisle Kiwanis Donate Wheelchair to Lisle Library District



Community Contributor Josh Hepler | December 17, 2018

The Lisle Library District has received a donation of a new wheelchair from the Kiwanis Club of Lisle. This new wheelchair replaces the Library's older, broken model. The Library keeps a wheelchair on hand to provide emergency assistance for patrons who need it.

Kiwanis International is a community organization with more than 600,000 members in more than 80 countries, whose goal is to empower members to pursue creative ways to serve the needs of children through local service projects and fundraising. Kiwanis International hosts nearly 150,000 service projects each year.

From the community: Winter Reading Begins at Lisle Library District



Community Contributor Josh Hepler
December 3, 2018

The Lisle Library District's annual Winter Reading Program has officially begun! The program runs through January 7th. During the program, Adults, Teens, and Kids can participate by reading their favorite books and completing reading goals. Adults and Teens can read two (or more) books to complete their challenge and earn a special soup mug for cold weather recipes. Kids can complete special Winter Reading challenges to earn a pom-pom hat and special Winter Read badges. Navigate to www.lislelibrary.org under 'Programs' or lislelibrary.readsquared.com, call at (630) 971-1675, or visit the Library for more details.

Lisle Library Events

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

KIDS

Discovery Brigade

Grades K-2. Registration required. Mondays, Meeting Room A/B, 4:00-5:00 PM

Each Monday we will explore different science or technology topics with programming specifically targeting kids in early Elementary school. Join the Discovery Brigade to see what fun and craziness awaits! For grades K-2.



- Eggceptional Science (Nov. 5). Can you walk on eggs without breaking them? Or can you create the perfect suit of armor to protect that egg? Find out at today's eggciting program!
- Engineering Challenges (Nov. 12). Do you have what it takes to build the tallest tower or strongest raft? Explore different engineering techniques in this fun group challenge day!
- Three Little Pigs Architecture Challenge (Nov. 19). Our teams will build tiny homes based on the classic fairy tale, the watch to see which one stands up to the Big Bad Wolf!
- Physical Science (Nov. 26). Ever wondered how much weight objects can hold, or how to transform simple materials into toys? See how a few supplies can create amazing experiments!

Imagination Inc.

Grades 3-5. Registration required. Tuesdays, Meeting Room A/B, 4:00-5:00 PM

Are you ready to delve deeper when it comes to science? Do you yearn to explore strange new worlds? Do you like to watch things explode? Then join us for Imagination Inc. every Tuesday! For grades 3-5.

- Coding Stories (Nov. 6). Experience the filmmaking process as you use the Scratch easy-coding-language to storyboard and code your own animated narrative.
- Map Making (Nov. 13). Become a cartographer when you design a map of your own. Then, test each other's creations and see where they lead you!
- Lego WeDo (Nov. 20). Legos. Robots. What more could you ask for? Combine coding and creation to learn engineering skills and complete fun challenges on a Tuesday.
- Paper Circuits (Nov. 27). Did you know that it's possible to create real circuits with common, everyday materials? Experiment with electricity using only paper and tape!

TEENS

Painting with Bob Ross

Thursday, November 8, 4:15-6:00 PM | Meeting Room A



Sometimes self-care comes in the form of painting to the soothing voice of Mr. Bob Ross. Relax and create a landscape with the legend, no prior painting skills required.

Stop-Motion Animation

Thursday, Nov. 15, 4:15-5:30 PM | Meeting Room A or B

Lights! Camera! Action! You get to be the writer, director, and editor of your very own stop motion animation film, and have it featured on the Library's social media!

Teen DIY: Upcycled Crafting & Coloring Night

Tuesday, November 20, 6:30-7:30 PM | Meeting Room A

Join us for a relaxing night of informal crafting. Bring your ideas, and we'll have the supplies, from paint and brushes, to scrabble tiles, and ribbon. Create whatever you'd like, or just come in to de-stress with a coloring page. Snacks will be served.

FAFSA Completion Workshop

Thursday, November 29, 6:30-8:00 PM | Meeting Room B

Looking for assistance in filling out the FAFSA? Join us as an ISACorps member assists in completing the FAFSA at your own pace with one-on-one support as needed. Visit <https://tinyurl.com/y6wzxm4p> to learn what you need to bring to the workshop. Public laptops will be provided for use, or you may bring your own device and connect to the Library's internet.



ADULTS

**The Beatles: White Album 50th Anniversary
Tuesday, November 6, 7:00-8:45 PM | Meeting Room A/B**

The White Album stands as one of the most important and influential albums in rock history. This radical departure from previous soundscapes covers everything from social protest to bizarre folk. Presented by Richard Flint, faculty at College of DuPage.

Pharlis James Trio

Sunday, November 17, 2:00-3:00 PM | Meeting Room A/B

The air is getting chilly, why not warm up with Jazz by the Pharlis James Trio! James has performed at clubs in Chicago, Indiana, Wisconsin, and the surrounding suburbs for over 30 years. He brings his talents back to LLD with help from the Great American Songbook.

Lisle Library District Writer's Group

Friday, November 16, 6:30-8:30 PM | Meeting Room A

The Writer's Group meets on the third Friday of every month! The group shares three pages of written work, be it creative fiction or non-fiction, poetry, or other written formats, and gives helpful feedback. Writers can join anytime - the door is open to all writers of any format.



LITERACY

Launchpads in the Literacy/ELD Section!

Find our Playaway Launchpads on our Literacy/English Language Development (ELD) shelves. These kits contain a tablet preloaded with learning activities, including programs to improve grammar, writing, listening, vocabulary, and games such as crossword puzzles and brainteasers. Our newest title is Health Smarts for tips about staying healthy. Each Launchpad has a three-week loan period with two renewals to give you time to master the content. Try one today!

More events can be found at lislelibrary.org