

PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District Board of Trustees will be held on January 10, 2018 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.*

*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 10, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
  - a. Approve Minutes of the December 13, 2017 Board Meeting
  - b. Acknowledge Treasurer's Report, 12/31/17, Investment Activity Report, 12/31/17, Current Assets Report, 12/31/17, Revenue Report, 12/31/17, and Expense Report, 12/31/17
  - c. Authorize Payment of Bills, 1/10/18
4. Director's Report

Assign Trustees for "Review of Bills Next Month"

Vice President Hummel and Trustee Flint reviewed the December billings in January.

President Fisher and Trustee Bartelli 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 18/19 Working Budget
  - b. Approve Per Capita Grant - Action Required

Approve the 2018 Illinois Public Library Per Capita and Equalization Aid Grant Application
  - c. Appoint Strategic Plan Committee
9. Executive Session

5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity.
10. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
December 13, 2017 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President

Thomas Hummel - Vice President

Longry Wang - Treasurer

Liz Sullivan - Secretary

Marjorie Bartelli - Trustee

Richard Flint - Trustee

Emily Swistak - 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 - President, Kiwanis Club of Lisle

Gary Shafer - Kiwanis Club of Lisle

Cathy Cawiezel - Friends of the Lisle Public Library District

Nancy Wilson - Friends of the Lisle Public Library District

Kevin Musial - Knutte & Associates, P.C.

2. Opportunity for visitors to speak - None

3. Presentations: Kiwanis Club of Lisle and Friends of the Lisle Public Library District

**MOTION:** President Fisher moved to amend the agenda to begin the meeting with presentations from the Kiwanis Club of Lisle and Friends of the Lisle Public Library. Vice President Hummel seconded.

Voice Vote - All Aye

The LLD Director introduced and thanked the Kiwanis Club of Lisle for donating sensory toys for the Youth Services Department (toys on display). Kiwanis President, Michael Lo, stated that the Club was happy to donate toys and credited the Library for the good work they do. Photos were taken of Kiwanis Club members and the LLD Board of Trustees near the display of sensory toys.

The Director introduced and thanked Friends of the Lisle Public Library District members, Nancy Wilson and Cathy Cawiezel for donating a rocking chair to the Youth Services Department (chair on display). Ms. Cawiezel stated that the rocking chair was in memory of Robin Sprietsma, a former Lisle Library District Board member, staff member, and Friend. She distributed handouts about Robin's contributions to the community. Photos were taken of Friends members and the LLD Board of Trustees surrounding the rocking chair.

4. Accept Annual Audit

**MOTION:** President Fisher moved to amend the agenda to advance the presentation of the annual audit.

Vice President Hummel seconded. Voice Vote - All Aye

Kevin Musial from Knutte & Associates, P.C. presented the annual audit, walking the Board through each section of the report. Mr. Musial concluded that the Library is in a good financial position. The Board was asked if they had any questions. Secretary Sullivan asked that the last sentence be removed from the management letter. Mr. Musial clarified that the statement is standard for management letters, however he would follow up with the firm President for possible modification in future letters.

**MOTION:** Vice President Hummel moved to accept the audit. Trustee Wang seconded.

Roll Call Vote – All Aye.

5. Consent Agenda

- a. Approve Minutes of the November 1, 2017 Special Board Meeting
- b. Approve Minutes of the November 8, 2017 Board Meeting
- c. Approve Minutes of the November 9, 2017 Special Board Meeting
- d. Acknowledge Treasurer's Report, 11/30/17, Investment Activity Report, 11/30/17, Current Assets Report, 11/30/17, Revenue Report, 11/30/17, and Expense Report, 11/30/17
- e. Authorize Payment of Bills, 12/13/17

**MOTION:** Trustee Flint moved to approve the Consent Agenda. Vice President Hummel seconded.

Roll Call Vote - All Aye

6. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Bartelli reviewed the November billings in December.

Vice President Hummel and Trustee Flint will review the December billings in January.

The Director stated that LLD's Winter Read launched on December 1<sup>st</sup>. On December 2<sup>nd</sup>, the Library held a holiday event for Winter Read featuring award-winning musician, Fruteland Jackson. 43 patrons registered on that day. As of the Director's report, 220 adults have registered and 208 bookmarks were given out to the Library's younger readers to keep track of their Winter Read progress.

The Director, Assistant Director, and IT Manager met with the Library's outsourced technology company, OSG. They discussed future enhancements and upgrades for the Library's network.

A new networked copier/scanner has been connected in the Administrative Department. LLD contracted with Konica Minolta. The new copier/scanner has enhanced features and should prove more cost effective than the preceding machine.

The Director conferred with the LLD attorney on policies up for discussion this evening. The attorney was impressed with the Committee work on Policy 901: Sexual Harassment.

The Library received its final restitution payment in November for a theft in 2011.

There is a new Gallery 777 exhibit by artist Kasia Szczesniewski. A reception for the exhibit was held on December 8<sup>th</sup>. Over 50 people attended the reception.

The Director mentioned that the President of the Friends of the Lisle Public Library District sent a program attendance report for the year. So far, 522 people have attended Friends programs in 2017.

The Book and Paper Guild, who meet at the Library on a monthly basis, donated a book for the Library's collection. The Director publicly thanked them for the holiday donation.

Discussion:

Trustee Bartelli asked the Director if it was possible for those not on Committees to be notified of the Committee meeting dates. The Director stated that she would email all Trustees prior to Committee meetings. Trustee Flint stated that Fruteland Jackson is a major blues performer and a great catch for the Library. Secretary Sullivan requested that she would like the audit earlier than was received this year. The Director stated that the audit was provided one week prior to the Board meeting. Treasurer Wang responded that it may depend on the auditor's workload and that the delivery schedule might be negotiable when contracting with a firm next year.

7. Assistant Director's Report

The Assistant Director provided information about her meeting with the Digital Outreach Team (DOT). They discussed using Hootsuite for posting social media posts. The team boosted the Winter Read program with special posts.

The Safety Team finalized their work for the Illinois Per Capita Grant and submitted a report to the Director.

Employees will receive active shooter training at the December staff meeting by the Lisle Police Department.

The Event Planning Team met to finish Winter Read plans and discussed planning for next year's Harry Potter event to be held on March 10<sup>th</sup>.

The Assistant Director, Director and IT Manager met with Outsource Solutions Group to discuss the Library's network, security and server replacement.

The Library received memorial donations. Staff selected genre books for those donations. Memorial plates were then placed inside each book.

A new roof was installed on the storage room by Rightway Roofing and Gutters. Six damaged carpet squares were replaced in Meeting Room A by DeSitter Flooring.

Discussion:

Secretary Sullivan asked if there was a way to count clicks on social media posts. The Assistant Director told her that she would check into that. Treasurer Wang commented on the increase in computer program attendance and increased use of Hoopla. The Director responded by stating that Adult Services has walk-up sessions for patrons at the Connection Desk for various electronic device related training. The Director stated that the increased use of Hoopla may very well be because patrons are more comfortable using the service after platform updates.

Vice President Hummel asked if email training was available for patrons. The Director affirmed that staff facilitate technology classes as well as one-on-one instruction as needed. Secretary Sullivan asked why the number of volunteer hours were down. The Assistant Director informed her that this time of year there isn't as much of a demand for volunteers as there is in the summer. Will Savage, Director of Youth Services, explained that the primary need for volunteers is during the Summer Read program and that they have pared down the number of volunteers to best suit the needs of the Department allowing for more quality, not quantity, of time spent volunteering.



Secretary Sullivan asked how the Library gets the statistics regarding people visiting the Library. The Director stated that there is a people counter device at the entrance of the building.

Secretary Sullivan commented on the use of the small group study rooms. She asked if there was a way to let patrons reserve them or sign-up by using a form. The Director informed her that attempts had been made in the past to have a sign-in sheet as an experiment for room use. Patrons were to self-regulate the room schedule. Staff cannot visually monitor the rooms due to the building's configuration. Staff found that patrons intermittently used the sign-in sheet and most often disregarded the practice.

Trustee Bartelli asked if there were time limits for using the small group study rooms. The Director explained that the rooms are shared spaces and that there are no time limits. The Director also stated that there are three rooms; a quiet study room near Reference, and two other study rooms near the Circulation Desk. The Director mentioned that she was aware of other libraries that have a sign-in system, but that those libraries have a number of rooms where dedicated staff are able to monitor the use of the rooms.

#### 8. Committee Reports

- a. Finance - The Committee met on December 13<sup>th</sup> to approve the minutes of the October 30<sup>th</sup> Finance Committee meeting. The approved minutes will be in the January Board packet. Treasurer Wang provided a tax receipt update. No meeting planned.
- b. Personnel/Policy - The Committee met on November 29<sup>th</sup>. They discussed Ordinance 17-08, Policy 901, Policy 906, and Policy 325. All except Policy 325 are to be discussed and voted on later in the meeting. The Committee has planned for a meeting on January 17, 2018 at 6:00 pm.
- c. Physical Plant - The Committee did not meet. No meeting planned.

#### 9. Unfinished Business - None

#### 10. New Business

- a. Approve Illinois Municipal Retirement Fund (IMRF) contribution  
**MOTION:** Trustee Flint moved to approve the Illinois Municipal Retirement Fund contribution of \$200,000. Treasurer Wang seconded.  
Discussion of IMRF funds and rates followed. Trustees requested a presentation from IMRF representatives in 2018.  
Roll Call Vote - All Aye. The motion passed.
- b. Adopt Ordinance 17-08, Ordinance Adopting Policy Prohibiting Sexual Harassment, Discrimination, and Retaliation and Policy 901: Sexual Harassment  
**MOTION:** Trustee Flint Moved to adopt Ordinance 17-08, Ordinance Adopting Policy Prohibiting Sexual Harassment, Discrimination, and Retaliation and Policy 901: Sexual Harassment as written. Trustee Swistak seconded.

#### Discussion:

Vice President Hummel requested confirmation on section B(3). Director Weinstein responded that the attorney said the policy was appropriately drafted and the procedure was proper. Secretary Sullivan asked if the term "unwelcoming environment" could be added

to the policy. President Fisher responded by stating that section A, Item 3 of the new policy covers “unwelcoming environment” issues.

Secretary Sullivan expressed that the word “may” was used too frequently and instead, the term “shall” should be used. Director Weinstein asked Secretary Sullivan to indicate which areas she thought needed wordsmithing. Secretary Sullivan said she had notes regarding the entire policy.

Secretary Sullivan stated that she thought that handling a complaint “informally” was incorrect. President Hummel responded by stating that handling a complaint informally is just the first step. If the complainant feels that the issue needs to be handled formally, they have the right to do so at any time.

Secretary Sullivan asked why the policy has a one year time limit to file a complaint. Trustee Swistak and President Fisher responded by explaining that the Illinois Department of Human Rights (IDHR) has a 180 day time limit to file and the United States Equal Employment Opportunity Commission (EEOC) has a 300 day time limit to file. The one year time limit to file a complaint with the LLD, extends beyond the time limits of the State and Federal organizations.

President Fisher called for a vote on the motion.

Roll Call Vote - Trustee Flint - Aye, Trustee Hummel - Aye, Trustee Sullivan - Abstain, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Bartelli - Aye. The motion passed.

c. Approve Policy 906: Recording of LLD Board of Trustee Meetings

**MOTION:** Vice President Hummel moved to approve Policy 906: Recording of LLD Board of Trustee Meetings following the purchase and training of audio equipment. Trustee Swistak seconded.

Discussion:

Treasurer Wang asked if this policy covers both audio and video. President Fisher and Director Weinstein stated that the policy encompasses all types of recording. Secretary Sullivan had a concern about the revised title of the policy in that patrons might think the policy references written minutes.

Secretary Sullivan asked if the Library had a safety deposit box and if the Library paid for the box because she did not see a line item for a safety deposit box in the expense report. President Fisher confirmed that the Library does have a safety deposit box.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

d. Approve 2018 Holiday Closings

**MOTION:** Trustee Flint moved to approve the 2018 holiday closings. Trustee Swistak seconded.

Discussion:

Vice President Hummel asked if it was possible to dismiss staff early on July 3<sup>rd</sup>. The Director mentioned that the Library has a fair amount of business before holidays such as patrons coming in for books and movies before the Library closes for Christmas. Trustee Swistak agreed and confirmed that her family stocks up before the Library closes for a holiday.

Secretary Sullivan also asked about closing at 5pm the day before a holiday closing. The Finance Director replied that the Library may have to calculate overtime pay for being open on a scheduled closed day and we would also have to change the holiday closing policy.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

e. Discussion: Strategic Planning/Committee process

President Fisher suggested a joint Trustee and staff committee to be announced in January consisting of three staff members and three Trustees. He asked that Board members wishing to be a part of the process to let him know. Trustee Bartelli suggested that the whole Board be on the committee. The rest of the Board members agreed. Trustee Flint affirmed that staff should be included. President Fisher agreed that staff should be part the committee as they have library expertise. Trustee Flint mentioned his experience with the previous strategic plan and that the process will require expertise, effort and cooperation on everyone's part. Secretary Sullivan suggested that the Board should look at strategic plans from other libraries. President Fisher agreed.

f. Discussion: Board Conference Update

President Fisher and Trustee Flint both attended the Illinois Library Association Conference in October. They participated in various programs at the conference. President Fisher participated in programs relating to FOIA and OMA.

Trustee Flint presented a table-talk program on Board diversity. Director Weinstein reviewed the new procedure and form for attendance/travel reimbursement for Trustees. She announced that both President Fisher and Trustee Flint submitted forms for their ILA attendance/travel and did not request reimbursement.

Trustee Flint reminded the Board of a February Trustee Forum in Oakbrook.

The Finance Director answered a question previously asked by Secretary Sullivan about not seeing a line item (cost) of a safety deposit box in the Library's financials. The Finance Director pointed out that there is an expense line for the safety deposit box and it appears on page 21 within the Board packet.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 10, 2018.

Approved by

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Liz Sullivan, Secretary of the Board

DRAFT

## Treasurer's Report as of December 31, 2017

Fund Name	Cash Balance 11/30/17	Cash Receipts this month	Cash Disbursed this month	Cash Balance 12/31/17	
<b>Corporate</b>	<b>6,823,321.99</b>	<b>40,646.81</b>	<b>555,942.88</b>	<b>6,308,025.92</b>	83.39%
<b>Building Maintenance</b>	<b>170,240.71</b>	<b>1,263.91</b>	<b>1,118.86</b>	<b>170,385.76</b>	2.25%
<b>IMRF</b>	<b>446,973.04</b>	<b>2,186.05</b>	<b>16,432.35</b>	<b>432,726.74</b>	5.72%
<b>FICA</b>	<b>257,319.91</b>	<b>1,644.67</b>	<b>13,333.51</b>	<b>245,631.07</b>	3.25%
<b>Working Cash</b>	<b>407,384.71</b>	<b>280.68</b>	<b>0.00</b>	<b>407,665.39</b>	5.39%
Subtotals	<b>8,105,240.36</b>	<b>46,022.12</b>	<b>586,827.60</b>	<b>7,564,434.88</b>	100.00%
<b>Special Reserve</b>	<b>2,783,827.14</b>	<b>26,504.35</b>	<b>12,950.00</b>	<b>2,797,381.49</b>	
	<b>10,889,067.50</b>	<b>72,526.47</b>	<b>599,777.60</b>	<b>10,361,816.37</b>	

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Treasurer

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Date

## INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	900.80	900.82	871.85	906.78	883.23	1,004.51							5,467.99
Ehlers	0.21	1.69	0.85	0.18	0.29	0.47							3.69
Ehlers-Inv interest	1,780.35	6,364.21	7,449.33	4,438.61	7,908.82	3,686.43							31,627.75
MB Financial	529.50	498.28	723.13	759.08	678.59	656.19							3,844.77
Lisle	51.62	51.64	51.65	50.00	51.68	50.02							306.61
Lisle CD 2635	86.07	83.12	80.47	83.19	80.53	83.25							496.63
Lisle CD 2669	253.16	253.45	245.55	254.02	246.11	254.60							1,506.89
IL Funds	1,059.68	1,110.77	1,120.42	1,183.65	1,166.98	1,318.24							6,959.74
US Bank	30.82	31.85	31.85	30.83	31.85	30.82							188.02
TOTALS	4,692.21	9,295.83	10,575.10	7,706.34	11,048.08	7,084.53	0.00	0.00	0.00	0.00	0.00	0.00	50,402.09

INVESTMENTS													
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Investment Maturities	150,000.00	325,000.00	405,000.00	0.00	0.00	0.00						880,000.00	
Investment Purchases	155,223.39	334,976.39	411,768.75	0.00	0.00	0.00						901,968.53	
TOTALS	-5,223.39	-9,976.39	-6,768.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-21,968.53	

**CURRENT ASSETS**  
**AT FAIR MARKET VALUE**  
**December 31 2017**

Value on 12/31/17									
Checking Accounts									
MB Operating Acct-opened 5/23									
MB Financial Now acct									
MB Financial-petty cash									
US Bank									
E commerce									
Money Markets									
Lisle Savings Bank									
IMET									
The Illinois Funds									
Restricted Cash-IMET									
Ehlers Investments									
Investments									
Lisle Savings Bank									
Charter One/US Bank									
Winnebago Cty, IL									
Discover Bank									
Goldman Sachs									
Discover Bank									
Fed Natl Mtge Assoc									
Capital One Bk USA Nail									
Ally Bank CD									
Capital One									
Comenity Cap Bk									
Capital One BK USA									
Lisle Savings Bank									
Wells Fargo Bank									
Stevens Point									
Fed Natl Mtg Assoc									
Menomonee Falls									
Merrick Bk South									
Everbank									
Freddie Mac									
Ally Bank									
Key Bank Nail									
Green Bay, WI SD									
Menomonee Falls									
Sallie Mae									
Sallie Mae									
Barclays Bank									
Will County, IL CCS									
FNMA									
FNMA									
Madison, WI									
FHLMC									
FHLB									
Federal Farm Credit									

**Lisle Library District**  
**Revenues through 12/31/2017**  
Special Reserve Only

		Current Month Dec 2017	YTD July - Dec 2017-2018	YTD Jul - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
<b>REVENUES</b>						
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$1,504.35	\$7,728.64	\$4,270.17	\$7,000.00	110.41 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$150,000.00	\$325,000.00	\$300,000.00	50.00 %
TOTAL INTEREST & CASH DONATION		\$26,504.35	\$157,728.64	\$329,270.17	\$307,000.00	51.38 %
<b>TOTAL REVENUES</b>		<b>\$26,504.35</b>	<b>\$157,728.64</b>	<b>\$329,270.17</b>	<b>\$307,000.00</b>	<b>51.38 %</b>



# Lisle Library District

## Revenues through Dec 31 2017

No Special Reserve reflected

REVENUES		Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	\$35,251.30	\$4,338,454.79	\$4,375,192.78	\$4,347,646.00	99.79 %
30-01-4413-00	Tax Levy - .02 Building/Maint.	\$1,108.47	\$136,432.53	\$121,436.24	\$136,350.00	100.06 %
40-01-4414-00	Tax Levy - IMRF	\$1,786.93	\$219,820.81	\$222,909.25	\$220,180.00	99.84 %
45-01-4415-00	Tax Levy - FICA	\$1,414.26	\$174,119.52	\$127,024.59	\$173,720.00	100.23 %
TOTAL TAX LEVY		\$39,560.96	\$4,868,827.65	\$4,846,562.86	\$4,877,896.00	99.81 %
BACK TAXES						
10-01-4441-00	Back Taxes - Corp.	\$1,216.65	\$1,227.72	\$17,942.36	\$45,000.00	2.73 %
30-01-4443-00	Back Taxes - .02 Building/Maint	\$38.26	\$38.50	\$424.29	\$0.00	0.00 %
40-01-4444-00	Back Taxes - IMRF	\$61.67	\$62.56	\$1,152.51	\$0.00	0.00 %
45-01-4445-00	Back Taxes - FICA	\$48.81	\$49.27	\$879.17	\$0.00	0.00 %
TOTAL BACK TAXES		\$1,365.39	\$1,378.05	\$20,398.33	\$45,000.00	3.06 %
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax - Corp	\$519.51	\$5,509.38	\$6,753.67	\$11,000.00	50.09 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$29.98	\$317.96	\$389.78	\$600.00	52.99 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$4.71	\$49.96	\$61.24	\$100.00	49.96 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX		\$554.20	\$5,877.30	\$7,204.69	\$11,700.00	50.23 %
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	(\$1,095.03)	\$12,757.95	\$12,228.13	\$30,000.00	42.53 %
30-02-4474-00	Interest Earned - .02 B/M	\$117.18	\$806.57	\$576.63	\$1,000.00	80.66 %
40-02-4475-00	Interest Earned - IMRF	\$307.47	\$2,254.74	\$807.28	\$1,200.00	187.90 %
45-02-4476-00	Interest Earned - FICA	\$176.89	\$1,277.85	\$828.26	\$1,200.00	106.49 %
80-02-4482-00	Interest Earned - Working Cash	\$280.68	\$2,161.60	\$1,991.99	\$3,000.00	72.05 %
TOTAL INTEREST INCOME		(\$212.81)	\$19,258.71	\$16,432.29	\$36,400.00	52.91 %
DESK INCOME						
10-03-4531-00	Lost Books - Adult	\$339.66	\$1,735.33	\$2,897.07	\$4,000.00	43.38 %

# Lisle Library District

## Revenues through Dec 31 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
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	\$4,350.36	\$23,738.90	\$22,692.05	\$40,000.00	59.35 %
TOTAL DESK INCOME	\$4,690.02	\$25,474.23	\$25,589.12	\$44,500.00	57.25 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	(\$150.00)	\$32.00	\$0.00	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$90.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$214.36	\$576.70	\$646.38	\$1,200.00	48.06 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$3,458.87	\$417.87	\$1,000.00	345.89 %
TOTAL UNRESTRICTED INCOME	\$64.36	\$4,157.57	\$1,064.25	\$2,200.00	188.98 %
TOTAL REVENUES	\$46,022.12	\$4,924,973.51	\$4,917,251.54	\$5,017,696.00	98.15 %

Lisle Library District  
Expenses through Dec 31 2017  
Special Reserve Only

	Cur Mth Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % 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	\$0.00	\$0.00	\$100,000.00	0.00 %
70-65-5674-00 Consulting	\$12,950.00	\$26,647.44	\$0.00	\$50,000.00	53.29 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$12,950.00	\$26,647.44	\$0.00	\$180,000.00	14.80 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$12,950.00	\$26,647.44	\$0.00	\$190,000.00	14.03 %

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

ALL EXPENSES		Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$40,907.04	\$221,616.81	\$195,158.49	\$508,961.08	43.54 %
10-10-5603-20	Adult Services - Reg. Hours	\$43,052.98	\$241,242.46	\$251,388.53	\$529,222.36	45.58 %
10-10-5603-30	Youth Services - Reg. Hours	\$28,753.82	\$145,669.00	\$147,172.07	\$357,007.29	40.80 %
10-10-5603-50	Technical Services - Reg. Hours	\$21,758.18	\$121,468.31	\$148,018.10	\$268,861.76	45.18 %
10-10-5603-60	Circulation - Reg. Hours	\$39,072.52	\$213,323.42	\$221,467.91	\$481,779.21	44.28 %
10-10-5613-10	Administrative - Sunday Hrs.	\$501.65	\$3,088.80	\$3,039.11	\$6,200.00	49.82 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$1,798.55	\$11,987.63	\$11,054.52	\$23,400.00	51.23 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$1,369.39	\$7,817.95	\$7,623.39	\$16,000.00	48.86 %
10-10-5613-60	Circulation - Sunday Hrs.	\$2,567.45	\$15,808.47	\$15,967.10	\$29,400.00	53.77 %
Total Salaries		\$179,781.58	\$982,022.85	\$1,000,889.22	\$2,220,831.70	44.22 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,637.20	\$27,823.20	\$15,003.82	\$60,000.00	46.37 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,430.99	\$44,594.19	\$36,456.58	\$100,000.00	44.59 %
10-10-5621-30	Hosp. Ins. - YS	\$3,760.38	\$21,874.67	\$18,946.72	\$60,000.00	36.46 %
10-10-5621-50	Hosp. Ins. - Tech	\$3,077.99	\$17,759.55	\$20,736.34	\$38,000.00	46.74 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,577.58	\$27,472.48	\$20,033.58	\$47,000.00	58.45 %
10-10-5622-10	Dental Ins. - Admin	\$297.58	\$1,699.70	\$1,564.49	\$4,600.00	36.95 %
10-10-5622-20	Dental Ins. - Adult Serv	\$482.05	\$3,404.34	\$3,068.70	\$7,000.00	48.63 %
10-10-5622-30	Dental Ins. - YS	(\$52.39)	\$928.41	\$932.62	\$2,600.00	35.71 %
10-10-5622-50	Dental Ins. - Tech	\$84.47	\$1,231.11	\$1,402.30	\$2,500.00	49.24 %
10-10-5622-60	Dental Ins. - Circ	\$339.60	\$1,960.80	\$1,787.44	\$3,300.00	59.42 %
Total Health & Dental Ins.		\$24,635.45	\$148,748.45	\$119,932.59	\$325,000.00	45.77 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$303.13	\$365.09	\$4,000.00	7.58 %
10-10-5646-10	Tuition Reimbursement - Staff	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
Total Other Staff Benefits	\$0.00	\$303.13	\$365.09	\$7,000.00	4.33 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,031.11	\$16,370.16	\$15,003.34	\$40,000.00	40.93 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,298.74	\$18,577.60	\$19,842.42	\$41,000.00	45.31 %
45-10-5625-30 FICA Expense - Youth Services	\$2,302.23	\$11,729.23	\$11,790.79	\$29,393.63	39.90 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,593.83	\$8,870.88	\$10,638.63	\$21,500.00	41.26 %
45-10-5625-60 FICA Expense - Circulation	\$3,107.60	\$17,059.44	\$17,669.69	\$38,000.00	44.89 %
Total FICA Expenses	\$13,333.51	\$72,607.31	\$74,944.87	\$169,893.63	42.74 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,956.52	\$20,544.93	\$19,315.25	\$51,000.00	40.28 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,583.84	\$25,423.42	\$28,395.38	\$54,000.00	47.08 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,673.15	\$13,592.29	\$11,853.78	\$37,000.00	36.74 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,088.80	\$11,799.11	\$15,404.07	\$27,000.00	43.70 %
40-10-5628-60 IMRF Expense - Circulation	\$3,130.04	\$15,701.69	\$19,431.53	\$48,419.42	32.43 %
Total IMRF Expenses	\$16,432.35	\$87,061.44	\$94,400.01	\$217,419.42	40.04 %
TOTAL EMPLOYEE COSTS	\$234,182.89	\$1,290,743.18	\$1,290,531.78	\$2,940,144.75	43.90 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,250.00	\$2,762.40	\$6,600.00	34.09 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$743.85	\$3,576.31	\$4,358.14	\$7,800.00	45.85 %
10-20-5653-00 Utilities - Gas	\$443.90	\$1,344.58	\$1,233.44	\$7,000.00	19.21 %
10-20-5654-00 Utilities - Sewer & Water	\$283.66	\$1,036.72	\$1,156.23	\$2,750.00	37.70 %
10-20-5655-00 Utilities - Electric	\$3,979.95	\$20,561.16	\$21,106.96	\$48,700.00	42.22 %
10-20-5656-00 Verizon	\$50.08	\$250.40	\$250.40	\$680.00	36.82 %
Total Utilities	\$5,951.44	\$30,829.17	\$32,677.57	\$75,340.00	40.92 %
Maintenance and Repairs					

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$2,400.00	\$2,595.33	\$5,500.00	43.64 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,677.95	\$16,064.95	\$14,673.00	\$36,750.00	43.71 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$969.38	\$4,936.90	\$15,036.90	\$34,000.00	14.52 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$976.11	\$3,740.36	\$3,927.02	\$8,000.00	46.75 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$1,601.32	\$8,461.94	\$4,020.28	\$18,000.00	47.01 %
10-20-5665-00 Rubbish Removal	\$179.09	\$1,074.54	\$1,074.54	\$2,500.00	42.98 %
Total Maintenance and Repairs	\$6,403.85	\$36,678.69	\$41,327.07	\$104,750.00	35.02 %
TOTAL BUILDING COSTS	\$12,355.29	\$67,507.86	\$74,004.64	\$180,090.00	37.49 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$0.00	\$1,158.51	(\$2.46)	\$4,500.00	25.74 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$4,333.25	\$8,736.17	\$13,017.48	\$26,400.00	33.09 %
10-25-5711-00 Postage Special Serv	\$1,102.83	\$3,690.06	\$4,302.23	\$8,500.00	43.41 %
10-25-5712-00 Printing	\$110.41	\$457.77	\$598.28	\$1,000.00	45.78 %
Total Postage and Printing	\$5,546.49	\$14,042.51	\$17,915.53	\$40,400.00	34.76 %
Supplies					
10-25-5713-00 Office Supplies	\$402.13	\$2,233.00	\$1,685.89	\$5,000.00	44.66 %
10-25-5714-00 Circ. Material Supplies	\$542.92	\$2,187.08	\$1,637.38	\$9,080.00	24.09 %
10-25-5715-00 Copier Supplies	\$294.90	\$589.80	\$955.30	\$2,500.00	23.59 %
10-25-5716-00 Kitchen Supplies	\$877.14	\$2,424.94	\$2,868.06	\$6,500.00	37.31 %
10-25-5717-00 Processing Supplies	\$1,706.45	\$7,825.65	\$10,652.52	\$27,500.00	28.46 %
10-25-5718-00 Computer Supplies	\$2,609.35	\$6,607.48	\$7,327.64	\$13,500.00	48.94 %
Total Supplies	\$6,432.89	\$21,867.95	\$25,126.79	\$64,080.00	34.13 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$717.60	\$629.05	\$2,000.00	35.88 %
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	\$0.00	\$0.00	\$250.00	0.00 %
10-25-5723-15 Bank Charges	\$164.06	\$919.66	\$480.48	\$1,000.00	91.97 %

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-25-5724-15 Local Travel	(\$3.18)	\$96.62	\$71.27	\$700.00	13.80 %
Total Other Operating Costs	\$160.88	\$1,733.88	\$1,180.80	\$4,100.00	42.29 %
<b>TOTAL OPERATING EXPENSES</b>	\$12,140.26	\$37,644.34	\$44,223.12	\$108,580.00	34.67 %
<b>INSURANCE</b>					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$0.00	\$2,500.00	96.00 %
10-30-5751-00 Property Damage (All-Peril)	\$21,011.00	\$14,036.36	\$0.00	\$25,000.00	56.15 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$5,400.00	0.00 %
<b>TOTAL INSURANCE</b>	\$21,011.00	\$16,436.36	\$0.00	\$32,900.00	49.96 %
<b>CONTRACTUAL SERVICES</b>					
10-35-5760-00 Legal Services - Admin	\$1,260.00	\$1,260.00	\$4,087.50	\$25,000.00	5.04 %
10-35-5761-00 Collection Agency	\$53.70	\$259.55	\$250.55	\$700.00	37.08 %
10-35-5762-00 Other Contr Services - Admin	\$250.00	\$2,333.00	\$685.00	\$3,500.00	66.66 %
10-35-5763-00 Other Contractual Services-Tech	\$720.00	\$12,836.81	\$14,952.65	\$25,000.00	51.35 %
10-35-5764-10 Other Contractual Services - IS	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$557.95	\$2,842.09	\$2,204.82	\$7,000.00	40.60 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$0.00	\$7,937.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,250.00	\$8,000.00	\$8,250.00	100.00 %
10-35-5771-00 Payroll Service	\$505.64	\$3,123.15	\$3,053.89	\$7,700.00	40.56 %
<b>TOTAL CONTRACTUAL SERVICES</b>	\$3,347.29	\$30,904.60	\$33,234.41	\$89,587.00	34.50 %
<b>PERSONNEL DEVELOPMENT</b>					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$206.00	\$3,686.00	\$2,689.00	\$5,400.00	68.26 %
10-40-5784-00 Meetings - Staff	\$166.49	\$772.96	\$1,068.62	\$2,500.00	30.92 %
10-40-5785-00 Conferences - Staff	(\$159.02)	(\$3,622.23)	\$3,756.61	\$15,000.00	(24.15)%
10-40-5786-00 Employee/Volunteer Recognition	\$35.85	\$103.69	\$645.84	\$2,000.00	5.18 %
10-40-5787-00 In-Service	\$0.00	\$1,777.41	\$1,287.95	\$3,000.00	59.25 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$366.00	\$1,216.58	\$2,200.00	16.64 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$0.00	\$525.00	14.29 %

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-45-5787-70 Conferences - Trustee	\$0.00	\$300.00	\$350.00	\$500.00	60.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$30.00	\$42.25	\$500.00	6.00 %
10-45-5789-70 Training-Trustees	\$50.00	\$50.00	\$0.00	\$500.00	10.00 %
Total Staff & Trustee Development	\$299.32	\$3,538.83	\$11,056.85	\$32,125.00	11.02 %
TOTAL PERSONNEL DEVELOPMENT	\$299.32	\$3,538.83	\$11,056.85	\$32,125.00	11.02 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$1,528.00	\$43,065.96	\$43,908.26	\$47,100.00	91.44 %
10-48-5802-00 Major Equip - Library Wide	\$0.00	\$0.00	\$681.43	\$0.00	0.00 %
Total Major Equipment	\$1,528.00	\$43,065.96	\$44,589.69	\$47,100.00	91.44 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$204.80	\$472.80	\$0.00	\$700.00	67.54 %
10-48-5823-20 Minor Equip - Adult Services	\$114.61	\$156.55	\$0.00	\$700.00	22.36 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$74.82	\$94.75	\$700.00	10.69 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$45.64	\$0.00	\$700.00	6.52 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$76.84	\$0.00	\$700.00	10.98 %
Total Minor Equipment	\$319.41	\$826.65	\$94.75	\$3,500.00	23.62 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$0.00	\$1.00	\$800.00	0.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$314.17	\$5,945.74	\$5,269.74	\$19,150.00	31.05 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$485.33	\$84.73	\$1,000.00	48.53 %
10-48-5846-20 Acct Maint & Upgrades (Corp)	\$0.00	\$0.00	\$7,520.49	\$0.00	0.00 %
Total Equip Maint/Repairs & Rentals	\$314.17	\$6,431.07	\$12,875.96	\$20,950.00	30.70 %
TOTAL EQUIPMENT COSTS	\$2,161.58	\$50,323.68	\$57,560.40	\$71,550.00	70.33 %
LIBRARY MEDIA					
Books					



# Lisle Library District Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-50-5863-20	\$1,126.18	\$5,658.56	\$3,457.13	\$10,000.00	56.59 %
10-50-5863-30	\$2,737.19	\$28,046.60	\$22,119.48	\$51,000.00	54.99 %
10-50-5863-50	\$78.00	\$78.00	\$0.00	\$500.00	15.60 %
10-50-5864-10	\$7,731.99	\$33,249.88	\$38,285.10	\$82,000.00	40.55 %
10-50-5865-10	\$5,811.85	\$29,927.69	\$31,490.51	\$65,000.00	46.04 %
10-50-5867-20	\$2,806.19	\$6,427.56	\$9,302.95	\$24,000.00	26.78 %
Total Books	\$20,291.40	\$103,388.29	\$104,655.17	\$232,500.00	44.47 %
Databases					
10-50-5869-20	\$2,304.00	\$87,482.29	\$88,380.79	\$126,500.00	69.16 %
10-50-5872-10	\$1,198.00	\$9,322.85	\$1,394.58	\$10,000.00	93.23 %
10-50-5873-30	\$0.00	\$5,073.70	\$3,499.00	\$12,500.00	40.59 %
Total Databases	\$3,502.00	\$101,878.84	\$93,274.37	\$149,000.00	68.38 %
Audio-Visual Materials					
10-50-5890-30	\$680.75	\$5,533.43	\$7,747.97	\$18,000.00	30.74 %
10-50-5895-40	\$11,441.84	\$36,158.63	\$43,221.59	\$95,000.00	38.06 %
Total Audio-Visual Materials	\$12,122.59	\$41,692.06	\$50,969.56	\$113,000.00	36.90 %
Periodicals/Doc Delivery					
10-50-5900-20	\$31,377.31	\$32,444.61	\$38,528.68	\$42,620.00	76.13 %
10-50-5900-30	\$683.39	\$683.39	\$715.59	\$1,000.00	68.34 %
10-50-5900-80	\$3,942.46	\$3,967.46	\$3,378.44	\$5,000.00	79.35 %
10-50-5871-20	\$103.25	\$20,640.29	\$19,891.66	\$22,000.00	93.82 %
Total Periodicals/Doc Delivery	\$36,106.41	\$57,735.75	\$62,514.37	\$70,620.00	81.76 %
TOTAL LIBRARY MEDIA	\$72,022.40	\$304,694.94	\$311,413.47	\$565,120.00	53.92 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	\$1,397.82	\$8,341.35	\$5,079.21	\$16,000.00	52.13 %
10-60-5931-30	\$739.41	\$3,146.31	\$2,303.80	\$11,000.00	28.60 %

# Lisle Library District

## Expenses through Dec 31, 2017

No Special Reserve reflected

	Current Month Dec 2017	YTD July - Dec 2017-2018	YTD July - Dec 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-60-5931-40 Online Marketing	\$5.40	\$94.38	\$430.99	\$2,000.00	4.72 %
10-60-5931-50 Community Relations	\$981.48	\$970.34	\$1,247.68	\$6,000.00	16.17 %
Total Programs	\$3,124.11	\$12,552.38	\$9,061.68	\$35,000.00	35.86 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	(\$78.81)	\$95.52	\$401.36	\$2,000.00	4.78 %
10-60-5940-30 Reader Services - Youth Serv. D	\$143.41	\$769.53	\$2,262.27	\$5,300.00	14.52 %
Total Readers Services's	\$64.60	\$865.05	\$2,663.63	\$7,300.00	11.85 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,188.71	\$13,417.43	\$11,725.31	\$42,300.00	31.72 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$0.00	\$7,558.01	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$150,000.00	\$325,000.00	\$300,000.00	50.00 %
10-80-5986-80 IMRF Funding	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$225,000.00	\$350,000.00	\$532,558.01	\$500,000.00	70.00 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$334.86	\$1,985.70	\$23,660.00	\$50,000.00	3.97 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$784.00	\$8,695.52	\$19,783.49	\$30,000.00	28.99 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$21,767.50	\$30,811.98	\$57,000.00	38.19 %
Total .02 BLDG/MAINT EXPENSES	\$1,118.86	\$32,448.72	\$74,255.47	\$137,000.00	23.69 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00 %
TOTAL ALL EXPENSES	\$586,827.60	\$2,197,659.94	\$2,440,563.46	\$4,774,396.75	46.03 %

# Lisle Library District

## Accounts Payable for January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Adult Reading Round Table/ARRT</b>						
Adult Reading Round Table/ARRT	1/10/2018 2018Dues	11 Membership Renewals Invoice	Paid	10-40-5783-00	Dues - Staff	\$165.00
<b>Totals for Adult Reading Round Table/ARRT:</b>						<b>\$165.00</b>
<b>Allegra Print &amp; Imaging</b>						
Allegra Print & Imaging	1/10/2018 27610	Window Envelopes Invoice	Paid	10-25-5712-00	Printing	\$162.42
<b>Totals for Allegra Print &amp; Imaging:</b>						<b>\$162.42</b>
<b>ALPLM</b>						
ALPLM	1/10/2018 2018	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$25.00
<b>Totals for ALPLM:</b>						<b>\$25.00</b>
<b>Ancel, Glink, Diamond, Bush, DiCianni &amp; Krafthefer, PC</b>						
Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, PC	1/10/2018 011117	Training for Board Invoice	Paid	10-45-5789-70 10-90-5999-00	Training-Trustees Contingency	\$450.00 \$500.00
<b>Totals for Ancel, Glink, Diamond, Bush, DiCianni &amp; Krafthefer, PC:</b>						<b>\$950.00</b>
<b>Anderson Pest Solutions</b>						
Anderson Pest Solutions	1/10/2018 4547300	Dec. 2017 Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
<b>Totals for Anderson Pest Solutions:</b>						<b>\$141.00</b>
<b>Baker &amp; Taylor (L4171582)</b>						
Baker & Taylor (L4171582)	1/10/2018 123117	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv. Dept. Processing Supplies	\$630.07 \$80.60
<b>Totals for Baker &amp; Taylor (L4171582):</b>						<b>\$710.67</b>
<b>Baker &amp; Taylor (C5223353)</b>						
Baker & Taylor (C5223353)	1/10/2018 123117	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$1,587.36
<b>Totals for Baker &amp; Taylor (C5223353):</b>						<b>\$1,587.36</b>

## Accounts Payable fo January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (C5223433)	1/10/2018 123117	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$494.86
<b>Baker &amp; Taylor (L0334152)</b>					<i>Totals for Baker &amp; Taylor (C5223433):</i>	<u>\$494.86</u>
Baker & Taylor (L0334152)	1/10/2018 123117	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$3,504.39 \$148.25
<b>Baker &amp; Taylor (L3965522)</b>					<i>Totals for Baker &amp; Taylor (L0334152):</i>	<u>\$3,652.64</u>
Baker & Taylor (L3965522)	1/10/2018 123117	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$94.75
<b>Baker &amp; Taylor (L4171782)</b>					<i>Totals for Baker &amp; Taylor (L3965522):</i>	<u>\$94.75</u>
Baker & Taylor (L4171782)	1/10/2018 123117	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$329.43 \$10.65
<b>Baker &amp; Taylor (L4342812)</b>					<i>Totals for Baker &amp; Taylor (L4171782):</i>	<u>\$340.08</u>
Baker & Taylor (L4342812)	1/10/2018 123117	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$624.47 \$12.70
<b>Baker &amp; Taylor (L5202982)</b>					<i>Totals for Baker &amp; Taylor (L4342812):</i>	<u>\$637.17</u>
Baker & Taylor (L5202982)	1/10/2018 123117	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$159.46 \$36.80
<b>Baker &amp; Taylor (L5425632)</b>					<i>Totals for Baker &amp; Taylor (L5202982):</i>	<u>\$196.26</u>
Baker & Taylor (L5425632)	1/10/2018 123117	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$1,735.99 \$77.60
<b>Baker &amp; Taylor (L5543202)</b>					<i>Totals for Baker &amp; Taylor (L5425632):</i>	<u>\$1,813.59</u>
Baker & Taylor (L5543202)	1/10/2018 123117	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$3,643.34 \$159.50

## Accounts Payable fo January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Mary Bannon</b> Mary Bannon	1/10/2018 123117	Reissue Check Never Cashed Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$7.99
					<i>Totals for Baker &amp; Taylor (L5543202):</i>	<u>\$3,802.84</u>
<b>Bear Landscape Group</b> Bear Landscape Group	1/10/2018 4236	2 Winter Planters Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$90.00
					<i>Totals for Mary Bannon:</i>	<u>\$7.99</u>
<b>Mallory Caise</b> Mallory Caise	1/10/2018 101117	ILA Invoice	Paid	10-40-5785-00	Conferences - Staff	\$37.34
					<i>Totals for Bear Landscape Group:</i>	<u>\$90.00</u>
<b>Compact Disc Source</b> Compact Disc Source	1/10/2018 74888	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$309.28
	1/10/2018 74887	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$102.05
					<i>Totals for Mallory Caise:</i>	<u>\$37.34</u>
<b>Demco, Inc.</b> Demco, Inc.	1/10/2018 6266346	Processing Supplies Invoice	Paid	10-25-5717-00	Processing Supplies	\$389.47
					<i>Totals for Compact Disc Source:</i>	<u>\$411.33</u>
<b>Kerry Devitt</b> Kerry Devitt	1/10/2018 123117	Reissue Check Never Cashed Invoice	Paid	10-60-5931-30 10-25-5724-15	Programs - Youth Serv. Dept. Local Travel	\$9.89 \$5.23
					<i>Totals for Demco, Inc.:</i>	<u>\$389.47</u>
<b>Lindsey Dorfman</b>					<i>Totals for Kerry Devitt:</i>	<u>\$15.12</u>

## Accounts Payable for January 10, 2018

Vendor Name	Tax Identification Number	Transaction Date	Description	Transaction Type	Status	Account Number	Account Description	Amount
Lindsey Dorfman		1/10/2018 123117	Reissue Check Never Cashed Invoice		Paid	10-40-5785-00 10-60-5931-30	Conferences - Staff Programs - Youth Serv. Dept.	\$139.85 \$53.61
<b>Dynegy Energy Services</b>								
Dynegy Energy Services		1/10/2018 149565717121	Usage Invoice		Paid	10-20-5655-00	Utilities - Electric	\$4,428.11
<b>Easypermit Postage</b>								
Easypermit Postage		1/10/2018 122617	Meter & Permit Postage Invoice		Paid	10-25-5710-00 10-25-5711-00	Postage Postage Special Serv	\$1,020.99 \$1,102.83
<b>EBSCO</b>								
EBSCO		1/10/2018 1557231	Subscription Invoice		Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$40.00
<b>EnvisionWare, INC.</b>								
EnvisionWare, INC.		1/10/2018 INV-US-34251	PCI Compliance Nov. 2017 Invoice		Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
<b>John Ferrari</b>								
John Ferrari		1/10/2018 123117	Reissue Check Never Cashed Invoice		Paid	10-60-5931-30 10-25-5724-15	Programs - Youth Serv. Dept. Local Travel	\$112.41 \$41.42
<b>Kym Frankovaglia</b>								
Kym Frankovaglia		1/10/2018 020818	Program: The Love Show Invoice		Paid	10-60-5931-10	Programs - Adult Services	\$300.00
<b>Garvey's Office Products</b>								
Garvey's Office Products		1/10/2018 PINV1448429	Water, Tape Invoice		Paid	10-25-5714-00	Circ. Material Supplies	\$36.96

# Lisle Library District

## Accounts Payable fo January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Glen Ellyn Public Library Glen Ellyn Public Library	1/10/2018 PINV1453679	Circ Services Office Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$73.05
	1/10/2018 PINV1457666	Paper Invoice	Paid	10-25-5713-00	Office Supplies	\$18.46
	1/10/2018 PINV1459410	Calendar Invoice	Paid	10-25-5713-00	Office Supplies	\$34.47
	Totals for Garvey's Office Products:					\$162.94
	1/10/2018 730124281602	Reciprocal Borrowing Loss Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$15.82
Glenview Office Equipment, Inc. Glenview Office Equipment, Inc.	1/10/2018 10088	Repair Shredder Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$557.50
	Totals for Glen Ellyn Public Library:					\$15.82
Gail Graziani Gail Graziani	1/10/2018 112917	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.77
	Totals for Glenview Office Equipment, Inc.:					\$557.50
Home Depot Credit Service Home Depot Credit Service	1/10/2018 9025887	Rope and Cable Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$32.74
	Totals for Gail Graziani:					\$10.77
Elizabeth Hopkins Elizabeth Hopkins	1/10/2018 123117	Reissue Check Never Cashd Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$11.77
	Totals for Home Depot Credit Service:					\$32.74
IHLS - OCLC	Totals for Elizabeth Hopkins:					\$11.77

# Lisle Library District

## Accounts Payable fo January 10, 2018

Vendor Name	Tax Identification Number	Transaction Date	Description	Status	Account Number	Account Description	Amount
IHLS - OCLC		1/10/2018 15327	Web Delivery and ILL Fees Invoice	Paid	10-50-5872-10 10-50-5871-20	Dbases - Professional Document Delivery	\$184.50 \$46.50
<b>Jackie Kilcran</b>							<u>Totals for IHLS - OCLC:</u>
Jackie Kilcran		1/10/2018 122917	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$32.64
<b>Chris Knight</b>							<u>Totals for Jackie Kilcran:</u>
Chris Knight		1/10/2018 121417	Local Travel Invoice	Paid	10-25-5724-15	Local Travel	\$20.97
<b>Virgina McKeefery-Reynolds</b>							<u>Totals for Chris Knight:</u>
Virgina McKeefery-Reynolds		1/10/2018 123117	Reissue Check Never Cashed Invoice	Paid	10-25-5724-15	Local Travel	\$47.82
<b>Midwest Tape (7288)</b>							<u>Totals for Virgina McKeefery-Reynolds:</u>
Midwest Tape (7288)		1/10/2018 010218	DVDs/Blu-rays Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$2,000.95
<b>Midwest Tape (7291)</b>							<u>Totals for Midwest Tape (7288):</u>
Midwest Tape (7291)		1/10/2018 010218	DVDs/Blu-rays Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$592.74
<b>Midwest Tape (12957)</b>							<u>Totals for Midwest Tape (7291):</u>
Midwest Tape (12957)		1/10/2018 010218	Blu-ray - TV Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$158.97
<b>Midwest Tape</b>							<u>Totals for Midwest Tape (12957):</u>
Midwest Tape		1/10/2018 95704919	Hoopla Monthly Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$3,046.23



## Accounts Payable for January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Monaco Mechanical Service, Inc.</b>						
Monaco Mechanical Service, Inc.	1/10/2018 17875	Humidifier and Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,310.00
<b>Totals for Midwest Tape:</b>						<b>\$3,046.23</b>
<b>Montano's Landscaping &amp; Nursery, Inc</b>						
Montano's Landscaping & Nursery, Inc	1/10/2018 010118	December 2017 Snow Remov Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,810.00
<b>Totals for Monaco Mechanical Service, Inc.:</b>						<b>\$1,310.00</b>
<b>Laura Murff</b>						
Laura Murff	1/10/2018 010717	RAILS TS Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$27.90
	1/10/2018 123117	Reissue Check Never Cashd Invoice	Paid	10-25-5724-15	Local Travel	\$15.44
<b>Totals for Montano's Landscaping &amp; Nursery, Inc:</b>						<b>\$4,810.00</b>
<b>Carol Naughton</b>						
Carol Naughton	1/10/2018 123117	Reissue Check Never Cashd Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$14.53
<b>Totals for Laura Murff:</b>						<b>\$43.34</b>
<b>NCPERS - IL IMRF</b>						
NCPERS - IL IMRF	1/10/2018 46020118	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$96.00
<b>Totals for Carol Naughton:</b>						<b>\$14.53</b>
<b>New Albertsons Inc</b>						
New Albertsons Inc	1/10/2018 120117	Winter Read Party Invoice	Paid	10-60-5931-50	Community Relations	\$13.98
	1/10/2018 120817	G777 Reception Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$44.06
<b>Totals for NCPERS - IL IMRF:</b>						<b>\$96.00</b>

# Lisle Library District

## Accounts Payable fo January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>NICOR</b> NICOR	1/10/2018 121417	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$16.98
	1/10/2018 121217	PJ Storytime, Turtles Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$4.99
	1/10/2018 121517	Mario Kart Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$9.98
	1/10/2018 121817	Staff Meeting Supplies Invoice	Paid	10-40-5784-00	Meetings - Staff	\$14.38
					<i>Totals for New Albertsons Inc.:</i>	<u>\$104.37</u>
<b>Outsource Solutions Group, Inc.</b> Outsource Solutions Group, Inc.	1/10/2018 121517	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$791.88
	1/10/2018 39033	Monthly Backup Licenses - 9 Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$225.00
	1/10/2018 38918	Monthly Server Monitoring D Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$720.00
					<i>Totals for NICOR:</i>	<u>\$791.88</u>
<b>Paddock Publications</b> Paddock Publications	1/10/2018 384582 - 2018	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$526.20
					<i>Totals for Outsource Solutions Group, Inc.:</i>	<u>\$945.00</u>
<b>Paddock Publications</b>	1/10/2018 T4488731	Notice of Audit Report Invoice	Paid	10-25-5719-00	Publishing	\$28.75
					<i>Totals for Paddock Publications:</i>	<u>\$526.20</u>
<b>Palos Heights Public Library</b>					<i>Totals for Paddock Publications:</i>	<u>\$28.75</u>

# Lisle Library District

## Accounts Payable fo January 10, 2018

Vendor Name	Tax Identification Number	Transaction Date	Description	Status	Account Number	Account Description	Amount
Palos Heights Public Library		1/10/2018 122217	Prague Winter Invoice	Paid	10-50-5871-20	Document Delivery	\$35.00
<b>Patriot Electric &amp; Technologies</b>							
Patriot Electric & Technologies		1/10/2018 725607	Surge Suppressor on Electric P Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,150.00
		1/10/2018 725608	Repair Ballast Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$60.00
<b>Winona Patterson</b>							
Winona Patterson		1/10/2018 121317	Display Supplies Invoice	Paid	10-60-5940-10	Reader Services - Adult Serv. Dept.	\$12.72
<b>Dan Pellizzari</b>							
Dan Pellizzari		1/10/2018 123117	Reissue Check Never Cashed Invoice	Paid	10-25-5724-15	Local Travel	\$2.18
<b>Patricia Ruocco</b>							
Patricia Ruocco		1/10/2018 123117	Reissue Check Never Cashed Invoice	Paid	10-60-5931-10 10-40-5786-00 10-60-5940-10	Programs - Adult Services Employee/Volunteer Recognition Reader Services - Adult Serv. Dept.	\$111.24 \$200.00 \$22.34
<b>Rochelle Storm</b>							
Rochelle Storm		1/10/2018 110917	ARRT Professional Develop Invoice	Paid	10-40-5784-00	Meetings - Staff	\$13.05
<b>Strauss Tax Service</b>							
Strauss Tax Service XX-XXX9451		1/10/2018 013018	Program: Taxes Are Everyone Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$100.00

# Lisle Library District

## Accounts Payable for January 10, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
XX-XXX9451	1/10/2018 011818	Program: Taxes for Millennia Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$100.00
					<i>Totals for Strauss Tax Service:</i>	<i>\$200.00</i>
<b>Triple S Vending</b> Triple S Vending	1/10/2018 11985	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$126.00
	1/10/2018 12005	Water Cooler Rental Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$30.00
					<i>Totals for Triple S Vending:</i>	<i>\$156.00</i>
<b>Tyco Integrated Security LLC</b> Tyco Integrated Security LLC	1/10/2018 29746733	Security Monitoring 1/13 - 3/ Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$753.56
					<i>Totals for Tyco Integrated Security LLC:</i>	<i>\$753.56</i>
<b>Unique Management Services, Inc.</b> Unique Management Services, Inc.	1/10/2018 454013	Collection Account Submittal Invoice	Paid	10-35-5761-00	Collection Agency	\$35.80
					<i>Totals for Unique Management Services, Inc.:</i>	<i>\$35.80</i>
<b>Village of Lisle</b> Village of Lisle	1/10/2018 3600000211	INET - Shared Internet Servi Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	1/10/2018 122717	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$193.16
					<i>Totals for Village of Lisle:</i>	<i>\$643.16</i>

# Lisle Library District

## Accounts Payable fo January 10, 2018

### Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$791.88
10-20-5654-00	Utilities - Sewer & Water	\$193.16
10-20-5655-00	Utilities - Electric	\$4,428.11
10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,900.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$590.24
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,520.00
10-25-5710-00	Postage	\$1,020.99
10-25-5711-00	Postage Special Serv	\$1,102.83
10-25-5712-00	Printing	\$162.42
10-25-5713-00	Office Supplies	\$52.93
10-25-5714-00	Circ. Material Supplies	\$110.01
10-25-5716-00	Kitchen Supplies	\$156.00
10-25-5717-00	Processing Supplies	\$1,017.62
10-25-5719-00	Publishing	\$28.75
10-25-5724-15	Local Travel	\$165.70
10-35-5761-00	Collection Agency	\$35.80
10-35-5763-00	Other Contractual Services-Technology Asst	\$720.00
10-40-5783-00	Dues - Staff	\$165.00
10-40-5784-00	Meetings - Staff	\$55.33
10-40-5785-00	Conferences - Staff	\$177.19
10-40-5786-00	Employee/Volunteer Recognition	\$200.00
10-45-5789-70	Training-Trustees	\$450.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$753.56
10-50-5863-30	Books - Youth Serv. Dept.	\$2,689.89
10-50-5864-10	Books - Non Fiction	\$4,109.82
10-50-5865-10	Books - Adult Fiction	\$3,802.80
10-50-5867-20	Ref Books - Adult Serv. Dept.	\$1,587.36
10-50-5871-20	Document Delivery	\$81.50
10-50-5872-10	Dbases - Professional	\$184.50
10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$592.74

**Lisle Library District  
Accounts Payable fo January 10, 2018**

10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$6,145.50
10-50-5900-20	Periodicals - Adult Serv. Dept.	\$591.20
10-60-5931-10	Programs - Adult Services	\$694.82
10-60-5931-30	Programs - Youth Serv. Dept.	\$213.40
10-60-5931-50	Community Relations	\$13.98
10-60-5940-10	Reader Services - Adult Serv. Dept.	\$35.06
10-90-5999-00	Contingency	\$500.00
30-65-5925-00	Network - Maint. (.02 B/M)	\$392.00
GRAND TOTAL:		\$42,119.09

# Lisle Library District

## Account Distribution Report by Number

### January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-00-2638-00, Vol. Life (NCPERS)</b>									
1/10/2018	46020118	Invoice	5355-187	NCPERS - IL IMRF	NCPERS - IL IMRF- Posted		1/10/2018	\$96.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$96.00	\$0.00
<b>10-20-5650-00, Internet Service Provider</b>									
1/10/2018	3600000211	Invoice	5355-200	Village of Lisle	Village of Lisle-360000 Posted		1/10/2018	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$450.00	\$0.00
<b>10-20-5653-00, Utilities - Gas</b>									
1/10/2018	121517	Invoice	5355-185	NICOR	NICOR-121517 Posted		1/10/2018	\$791.88	\$0.00
					Totals for 10-20-5653-00, Utilities - Gas:			\$791.88	\$0.00
<b>10-20-5654-00, Utilities - Sewer &amp; Water</b>									
1/10/2018	122717	Invoice	5355-204	Village of Lisle	Village of Lisle-122717 Posted		1/10/2018	\$193.16	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$193.16	\$0.00
<b>10-20-5655-00, Utilities - Electric</b>									
1/10/2018	149565717121	Invoice	5355-189	Dynegy Energy Services	Dynegy Energy Servi Posted		1/10/2018	\$4,428.11	\$0.00
					Totals for 10-20-5655-00, Utilities - Electric:			\$4,428.11	\$0.00
<b>10-20-5661-00, Maint Contracts - Maint. Service</b>									
1/10/2018	4547300	Invoice	5355-004	Anderson Pest Solutions	Anderson Pest Solutio Posted		1/10/2018	\$141.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$141.00	\$0.00
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
1/10/2018	4236	Invoice	5355-100	Bear Landscape Group	Bear Landscape Group- Posted		1/10/2018	\$90.00	\$0.00
1/10/2018	010118	Invoice	5355-252	Montano's Landscaping & Nur	Montano's Landscapin Posted		1/10/2018	\$4,810.00	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$4,900.00	\$0.00
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
1/10/2018	10088	Invoice	5355-096	Glenview Office Equipment, In	Glenview Office Equip Posted		1/10/2018	\$557.50	\$0.00
1/10/2018	9025887	Invoice	5355-196	Home Depot Credit Service	Home Depot Credit Se Posted		1/10/2018	\$32.74	\$0.00
					Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:			\$590.24	\$0.00
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
1/10/2018	725607	Invoice	5355-016	Patriot Electric & Technologies	Patriot Electric & Techn Posted		1/10/2018	\$1,150.00	\$0.00
1/10/2018	725608	Invoice	5355-018	Patriot Electric & Technologies	Patriot Electric & Techn Posted		1/10/2018	\$60.00	\$0.00
1/10/2018	17875	Invoice	5355-063	Monaco Mechanical Service, I	Monaco Mechanical S Posted		1/10/2018	\$1,310.00	\$0.00
					Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:			\$2,520.00	\$0.00
<b>10-25-5710-00, Postage</b>									

# Lisle Library District

## Account Distribution Report by Number

### January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/10/2018	122617	Invoice	5355-193	Easypermit Postage	Easypermit Postage-12	Posted	1/10/2018	\$1,020.99	\$0.00
	<b>10-25-5711-00, Postage Special Serv</b>								
1/10/2018	122617	Invoice	5355-195	Easypermit Postage				<u>\$1,020.99</u>	<u>\$0.00</u>
	<b>10-25-5712-00, Printing</b>								
1/10/2018	27610	Invoice	5355-053	Allegra Print & Imaging	Allegra Print & Imaging	Posted	1/10/2018	\$1,102.83	\$0.00
	<b>10-25-5713-00, Office Supplies</b>								
1/10/2018	PINV1457666	Invoice	5355-124	Garvey's Office Products	Garvey's Office Produc	Posted	1/10/2018	\$18.46	\$0.00
1/10/2018	PINV1459410	Invoice	5355-126	Garvey's Office Products	Garvey's Office Produc	Posted	1/10/2018	\$34.47	\$0.00
	<b>10-25-5714-00, Circ. Material Supplies</b>								
1/10/2018	PINV1448429	Invoice	5355-006	Garvey's Office Products	Garvey's Office Produc	Posted	1/10/2018	\$36.96	\$0.00
1/10/2018	PINV1453679	Invoice	5355-098	Garvey's Office Products	Garvey's Office Produc	Posted	1/10/2018	\$73.05	\$0.00
	<b>10-25-5716-00, Kitchen Supplies</b>								
1/10/2018	11985	Invoice	5355-014	Triple S Vending	Triple S Vending-1198	Posted	1/10/2018	\$126.00	\$0.00
1/10/2018	12005	Invoice	5355-198	Triple S Vending	Triple S Vending-1200	Posted	1/10/2018	\$30.00	\$0.00
	<b>10-25-5717-00, Processing Supplies</b>								
1/10/2018	6266346	Invoice	5355-059	Demco, Inc.	Demco, Inc.-6266346	Posted	1/10/2018	\$389.47	\$0.00
1/10/2018	74887	Invoice	5355-104	Compact Disc Source	Compact Disc Source	Posted	1/10/2018	\$102.05	\$0.00
1/10/2018	123117	Invoice	5355-210	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/10/2018	\$159.50	\$0.00
1/10/2018	123117	Invoice	5355-213	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/10/2018	\$77.60	\$0.00
1/10/2018	123117	Invoice	5355-216	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/10/2018	\$36.80	\$0.00
1/10/2018	123117	Invoice	5355-219	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/10/2018	\$12.70	\$0.00
1/10/2018	123117	Invoice	5355-222	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	1/10/2018	\$10.65	\$0.00
1/10/2018	123117	Invoice	5355-225	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	1/10/2018	\$80.60	\$0.00
1/10/2018	123117	Invoice	5355-230	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/10/2018	\$148.25	\$0.00
	<b>10-25-5719-00, Publishing</b>								
1/10/2018	T4488731	Invoice	5355-112	Paddock Publications	Paddock Publications	Posted	1/10/2018	\$28.75	\$0.00
	<b>Totals for 10-25-5717-00, Processing Supplies:</b>								
									<u>\$1,017.62</u>
									<u>\$0.00</u>



# Lisle Library District

## Account Distribution Report by Number

### January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-25-5724-15, Local Travel</b>									
1/10/2018	121417	Invoice	5355-057	Chris Knight	Chris Knight-121417	Posted	1/10/2018	\$28.75	\$0.00
1/10/2018	122917	Invoice	5355-191	Jackie Kilcran	Jackie Kilcran-122917	Posted	1/10/2018	\$20.97	\$0.00
1/10/2018	123117	Invoice	5355-243	Kerry Devitt	Kerry Devitt-123117	Posted	1/10/2018	\$32.64	\$0.00
1/10/2018	123117	Invoice	5355-250	Virginia McKeefery-Reynolds	Virginia McKeefery-Re	Posted	1/10/2018	\$5.23	\$0.00
1/10/2018	123117	Invoice	5355-257	Laura Murff	Laura Murff-123117	Posted	1/10/2018	\$47.82	\$0.00
1/10/2018	123117	Invoice	5355-261	John Ferrari	John Ferrari-123117	Posted	1/10/2018	\$15.44	\$0.00
1/10/2018	123117	Invoice	5355-264	Dan Pellizzari	Dan Pellizzari-123117	Posted	1/10/2018	\$41.42	\$0.00
<i>Totals for 10-25-5719-00, Publishing:</i>								\$2.18	\$0.00
<i>Totals for 10-25-5724-15, Local Travel:</i>								\$165.70	\$0.00
<b>10-35-5761-00, Collection Agency</b>									
1/10/2018	454013	Invoice	5355-010	Unique Management Services, I	Unique Management S	Posted	1/10/2018	\$35.80	\$0.00
<i>Totals for 10-35-5761-00, Collection Agency:</i>								\$35.80	\$0.00
<b>10-35-5763-00, Other Contractual Services-Technology Asst</b>									
1/10/2018	38918	Invoice	5355-239	Outsource Solutions Group, In	Outsource Solutions G	Posted	1/10/2018	\$720.00	\$0.00
<i>Totals for 10-35-5763-00, Other Contractual Services-Technology Asst:</i>								\$720.00	\$0.00
<b>10-40-5783-00, Dues - Staff</b>									
1/10/2018	2018Dues	Invoice	5355-114	Adult Reading Round Table/AR	Adult Reading Round T	Posted	1/10/2018	\$165.00	\$0.00
<i>Totals for 10-40-5783-00, Dues - Staff:</i>								\$165.00	\$0.00
<b>10-40-5784-00, Meetings - Staff</b>									
1/10/2018	010717	Invoice	5355-106	Laura Murff	Laura Murff-010717	Posted	1/10/2018	\$27.90	\$0.00
1/10/2018	110917	Invoice	5355-128	Rochelle Storm	Rochelle Storm-11091	Posted	1/10/2018	\$13.05	\$0.00
1/10/2018	121817	Invoice	5355-140	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$14.38	\$0.00
<i>Totals for 10-40-5784-00, Meetings - Staff:</i>								\$55.33	\$0.00
<b>10-40-5785-00, Conferences - Staff</b>									
1/10/2018	101117	Invoice	5355-116	Mallory Caise	Mallory Caise-101117	Posted	1/10/2018	\$37.34	\$0.00
1/10/2018	123117	Invoice	5355-254	Lindsey Dorfman	Lindsey Dorfman-1231	Posted	1/10/2018	\$139.85	\$0.00
<i>Totals for 10-40-5785-00, Conferences - Staff:</i>								\$177.19	\$0.00
<b>10-40-5786-00, Employee/Volunteer Recognition</b>									
1/10/2018	123117	Invoice	5355-248	Patricia Ruocco	Patricia Ruocco-12311	Posted	1/10/2018	\$200.00	\$0.00
<i>Totals for 10-40-5786-00, Employee/Volunteer Recognition:</i>								\$200.00	\$0.00
<b>10-45-5789-70, Training-Trustees</b>									

# Lisle Library District

## Account Distribution Report by Number

### January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/10/2018	011117	Invoice	5355-001	Ancel, Glink, Diamond, Bush, E Ancel, Glink, Diamond Posted			1/10/2018	\$450.00	\$0.00
					Totals for 10-45-5789-70, Training-Trustees:			\$450.00	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
1/10/2018	29746733	Invoice	5355-051	Tyco Integrated Security LLC	Tyco Integrated Securi	Posted	1/10/2018	\$753.56	\$0.00
					Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:			\$753.56	\$0.00
10-50-5863-30, Books - Youth Serv. Dept.									
1/10/2018	123117	Invoice	5355-211	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/10/2018	\$1,735.99	\$0.00
1/10/2018	123117	Invoice	5355-217	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/10/2018	\$624.47	\$0.00
1/10/2018	123117	Invoice	5355-220	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	1/10/2018	\$329.43	\$0.00
					Totals for 10-50-5863-30, Books - Youth Serv. Dept.:			\$2,689.89	\$0.00
10-50-5864-10, Books - Non Fiction									
1/10/2018	123117	Invoice	5355-226	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	1/10/2018	\$94.75	\$0.00
1/10/2018	123117	Invoice	5355-228	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/10/2018	\$3,504.39	\$0.00
1/10/2018	123117	Invoice	5355-231	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	1/10/2018	\$494.86	\$0.00
1/10/2018	730124281602	Invoice	5355-237	Glen Ellyn Public Library	Glen Ellyn Public Libr	Posted	1/10/2018	\$15.82	\$0.00
					Totals for 10-50-5864-10, Books - Non Fiction:			\$4,109.82	\$0.00
10-50-5865-10, Books - Adult Fiction									
1/10/2018	123117	Invoice	5355-208	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/10/2018	\$3,643.34	\$0.00
1/10/2018	123117	Invoice	5355-214	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/10/2018	\$159.46	\$0.00
					Totals for 10-50-5865-10, Books - Adult Fiction:			\$3,802.80	\$0.00
10-50-5867-20, Ref Books - Adult Serv. Dept.									
1/10/2018	123117	Invoice	5355-233	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	1/10/2018	\$1,587.36	\$0.00
					Totals for 10-50-5867-20, Ref Books - Adult Serv. Dept.:			\$1,587.36	\$0.00
10-50-5871-20, Document Delivery									
1/10/2018	15327	Invoice	5355-050	IHLIS - OCLC	IHLIS - OCLC-15327	Posted	1/10/2018	\$46.50	\$0.00
1/10/2018	122217	Invoice	5355-108	Palos Heights Public Library	Palos Heights Public L	Posted	1/10/2018	\$35.00	\$0.00
					Totals for 10-50-5871-20, Document Delivery:			\$81.50	\$0.00
10-50-5872-10, Dbases - Professional									
1/10/2018	15327	Invoice	5355-048	IHLIS - OCLC	IHLIS - OCLC-15327	Posted	1/10/2018	\$184.50	\$0.00
					Totals for 10-50-5872-10, Dbases - Professional:			\$184.50	\$0.00
10-50-5890-30, A-V Matls - Youth Serv. Dept.									
1/10/2018	010218	Invoice	5355-268	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	1/10/2018	\$592.74	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-50-5895-40, A-V Matls - Adult Serv. Dept.</b>									
1/10/2018	74888	Invoice	5355-102	Compact Disc Source		Posted	1/10/2018	\$309.28	\$0.00
1/10/2018	95704919	Invoice	5355-202	Midwest Tape		Posted	1/10/2018	\$3,046.23	\$0.00
1/10/2018	123117	Invoice	5355-223	Baker & Taylor (L4171582)		Posted	1/10/2018	\$630.07	\$0.00
1/10/2018	010218	Invoice	5355-270	Midwest Tape (7288)		Posted	1/10/2018	\$2,000.95	\$0.00
1/10/2018	010218	Invoice	5355-272	Midwest Tape (12957)		Posted	1/10/2018	\$158.97	\$0.00
<b>Totals for 10-50-5895-40, A-V Matls - Youth Serv. Dept.:</b>								<b>\$592.74</b>	<b>\$0.00</b>
<b>10-50-5900-20, Periodicals - Adult Serv. Dept.</b>									
1/10/2018	1557231	Invoice	5355-012	EBSCO	EBSCO-1557231	Posted	1/10/2018	\$40.00	\$0.00
1/10/2018	2018	Invoice	5355-061	ALPLM	ALPLM-2018	Posted	1/10/2018	\$25.00	\$0.00
1/10/2018	384582 - 2018	Invoice	5355-206	Paddock Publications	Paddock Publications	Posted	1/10/2018	\$526.20	\$0.00
<b>Totals for 10-50-5900-20, Periodicals - Adult Serv. Dept.:</b>								<b>\$591.20</b>	<b>\$0.00</b>
<b>10-60-5931-10, Programs - Adult Services</b>									
1/10/2018	112917	Invoice	5355-008	Gail Graziani	Gail Graziani-112917	Posted	1/10/2018	\$10.77	\$0.00
1/10/2018	013018	Invoice	5355-118	Strauss Tax Service	Strauss Tax Service-01	Posted	1/10/2018	\$100.00	\$0.00
1/10/2018	011818	Invoice	5355-120	Strauss Tax Service	Strauss Tax Service-01	Posted	1/10/2018	\$100.00	\$0.00
1/10/2018	020818	Invoice	5355-122	Kym Frankoveglia	Kym Frankoveglia-02	Posted	1/10/2018	\$300.00	\$0.00
1/10/2018	120817	Invoice	5355-132	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$44.06	\$0.00
1/10/2018	121417	Invoice	5355-134	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$16.98	\$0.00
1/10/2018	123117	Invoice	5355-246	Patricia Ruocco	Patricia Ruocco-12311	Posted	1/10/2018	\$111.24	\$0.00
1/10/2018	123117	Invoice	5355-262	Elizabeth Hopkins	Elizabeth Hopkins-123	Posted	1/10/2018	\$11.77	\$0.00
<b>Totals for 10-60-5931-10, Programs - Adult Services:</b>								<b>\$694.82</b>	<b>\$0.00</b>
<b>10-60-5931-30, Programs - Youth Serv. Dept.</b>									
1/10/2018	121217	Invoice	5355-136	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$4.99	\$0.00
1/10/2018	121517	Invoice	5355-138	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$9.98	\$0.00
1/10/2018	123117	Invoice	5355-241	Kerry Devitt	Kerry Devitt-123117	Posted	1/10/2018	\$9.89	\$0.00
1/10/2018	123117	Invoice	5355-244	Mary Bannon	Mary Bannon-123117	Posted	1/10/2018	\$7.99	\$0.00
1/10/2018	123117	Invoice	5355-256	Lindsey Dorfman	Lindsey Dorfman-1231	Posted	1/10/2018	\$53.61	\$0.00
1/10/2018	123117	Invoice	5355-259	John Ferrari	John Ferrari-123117	Posted	1/10/2018	\$112.41	\$0.00
1/10/2018	123117	Invoice	5355-266	Carol Naughton	Carol Naughton-12311	Posted	1/10/2018	\$14.53	\$0.00
<b>Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:</b>								<b>\$213.40</b>	<b>\$0.00</b>
<b>10-60-5931-50, Community Relations</b>									

# Lisle Library District

## Account Distribution Report by Number

January 10, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/10/2018	120117	Invoice	5355-130	New Albertsons Inc	New Albertsons Inc-1	Posted	1/10/2018	\$13.98	\$0.00
<b>10-60-5940-10, Reader Services - Adult Serv. Dept.</b>									
1/10/2018	121317	Invoice	5355-110	Winona Patterson	Winona Patterson-121	Posted	1/10/2018	\$12.72	\$0.00
1/10/2018	123117	Invoice	5355-249	Patricia Ruocco	Patricia Ruocco-12311	Posted	1/10/2018	\$22.34	\$0.00
<b>Totals for 10-60-5940-10, Reader Services - Adult Serv. Dept.:</b>								<b>\$35.06</b>	<b>\$0.00</b>
<b>10-90-5999-00, Contingency</b>									
1/10/2018	011117	Invoice	5355-003	Ancel, Glink, Diamond, Bush, E Ancel, Glink, Diamond	Posted		1/10/2018	\$500.00	\$0.00
<b>Totals for 10-90-5999-00, Contingency:</b>								<b>\$500.00</b>	<b>\$0.00</b>
<b>30-65-5925-00, Network - Maint. (.02 B/M)</b>									
1/10/2018	39033	Invoice	5355-055	Outsource Solutions Group, In	Outsource Solutions G	Posted	1/10/2018	\$225.00	\$0.00
1/10/2018	INV-US-34251	Invoice	5355-235	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	1/10/2018	\$167.00	\$0.00
<b>Totals for 30-65-5925-00, Network - Maint. (.02 B/M):</b>								<b>\$392.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$42,119.09</b>	<b>\$0.00</b>

# Lisle Library District Account Distribution Report by Number January 10, 2018

Report name: Account Number Report for January 18, 2018  
Report format: Detail  
Include these transaction dates: 1/10/2018 to 1/10/2018  
Include these post dates: 1/10/2018 to 1/10/2018  
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)



RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$276,187.86
TOTAL .02 BUILDING/MAINT. EXPENSES	\$392.00
TOTAL IMRF/FICA EXPENSES	\$29,760.77
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	\$306,340.63

These expenses have been submitted by \_\_\_\_\_  
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: 1/10/2018

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Presiding Officer

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Director's Report January 2018

### Meetings

Directors – Dec 14  
Staff/LPD – Dec 19  
LWC – Dec 19

Directors – Dec 21  
Directors – Dec 28  
Fisher – Jan 5

## Highlights | Developments

### Annual Report

Every year after the financial audit, Administration prepares a snapshot report of the previous fiscal year. The report contains financial excerpts from the audit, new technology highlights, leadership mentions, program data and other resource statistics. It's always a pleasure to review the prior year's work and feature the accomplishments and connections that have been made. The report is available on the LLD website as well as at the public service desks.

### Training

LLD employees participated in active shooter training in December as provided by the Lisle Police Department. We thank Officer Dan Taylor in providing an enlightening and useful program for the staff. As public service employees it's important to provide staff instruction should the unthinkable happen. Unfortunately, in this day and age, this type of training has become a necessary exercise. Training cannot guarantee positive results, but training can decrease negative results.

### Trend Reports

Last January, I became the LLD's sixth Director. One of my goals was to provide the Board of Trustees a statistics report that gives a broader perspective on library trends. Looking at the big picture will benefit us in strategic planning.

In the past few years, the general statistics report as provided in the regular LLD Board packet, has been earnestly scrutinized by several Board members and there have been questions regarding what the monthly numbers actually tell us. Seeing statistics through a larger lens, over a 3 or 4 year span, may prove a better gauge. I've included a trend report following my Director's Report.



To: Lisle Library District Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 5, 2018

This report is by no means exhaustive, but it does focus on a few key data points: physical and digital material circulation, computer/internet use, program attendance, building use and room use over a four year period.

Using trend reports gives the Board a long-view of where our energy, efforts and resources make the most sense. Of course there are other data points to consider when looking at long range planning and if the Board sees this report format as more helpful, I can look to provide similar trend reports in future Board packets.

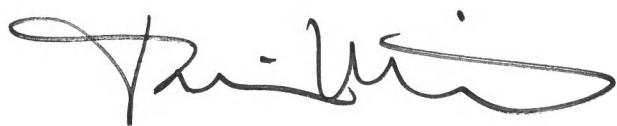
Last month, the Board requested individual database statistics. I've included a statistical sheet for calendar year 2017. Statistics are generated by staff or they are delivered by the vendor via email. Occasionally, vendors may reconfigure their databases, which can affect totals (i.e. how vendors count logins/sessions/downloads/access clicks). When this happens, staff correct the stats as necessary or ask the vendor to provide adjusted statistics for the prior months.

The databases on this report are uniquely listed, however they may have been purchased as part of a vendor "package" such as Ebsco provides: *Consumer Reports + MasterFile Premier + Newspaper Source + Consumer Health Complete + Science Ref Center + Novelist/K8*.

Staff evaluate databases on a yearly basis and make selection determinations based on patron/community requests and library standards.

The LLD public document scanner statistics also appear on this report. We keep track of the use of this unique resource to gauge demand for other like equipment. You can see that this scanner is as popular as *hoopla*, one of our digital content databases.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a stylized, flowing script.

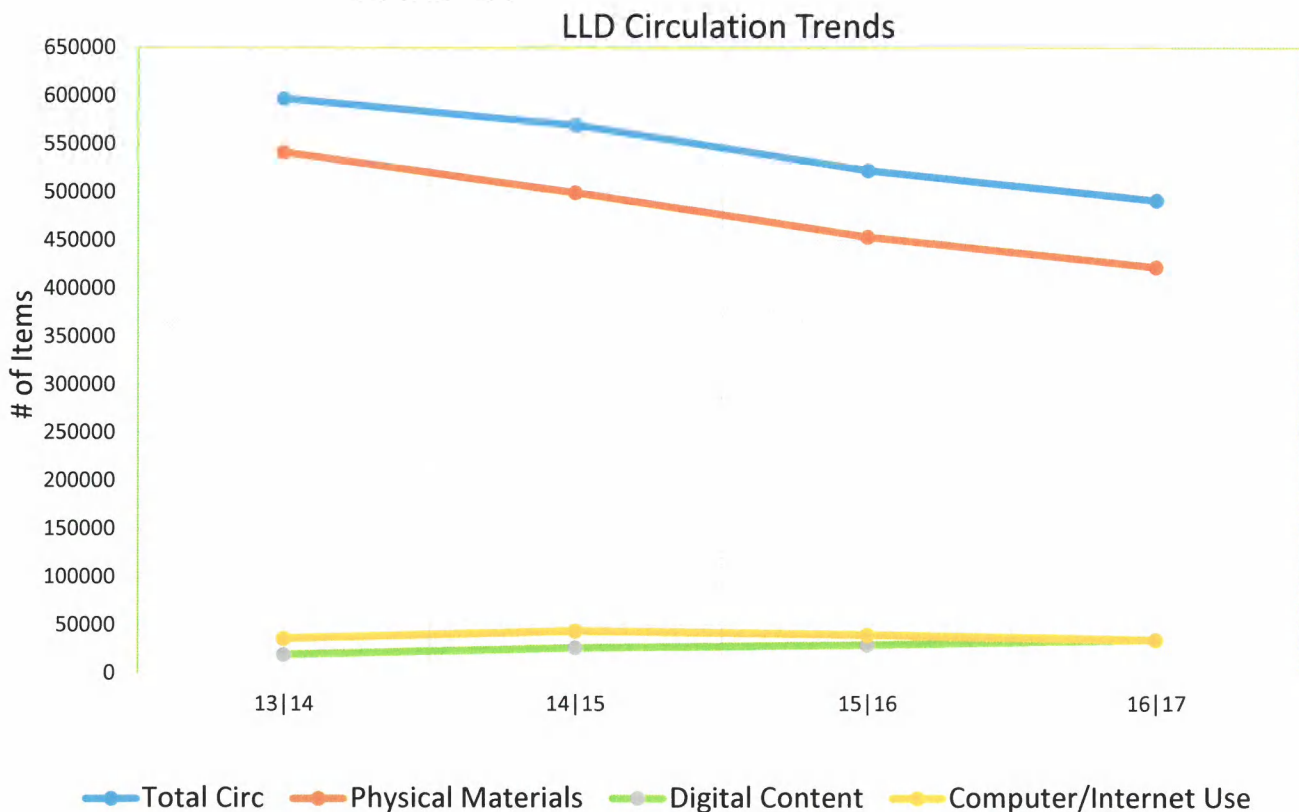
Tatiana Weinstein

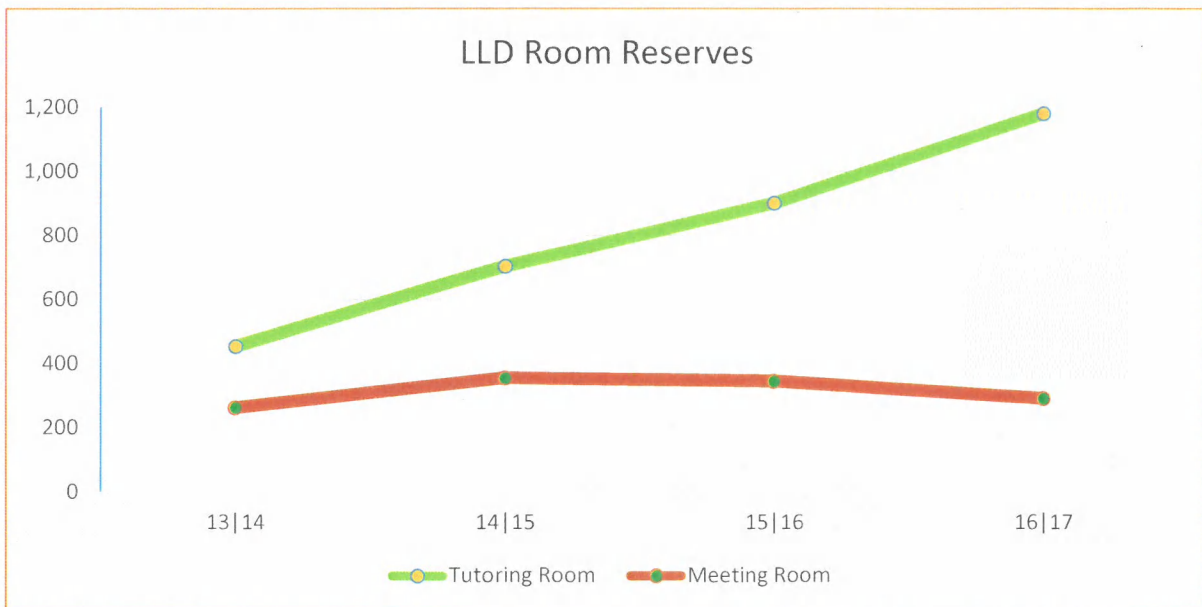
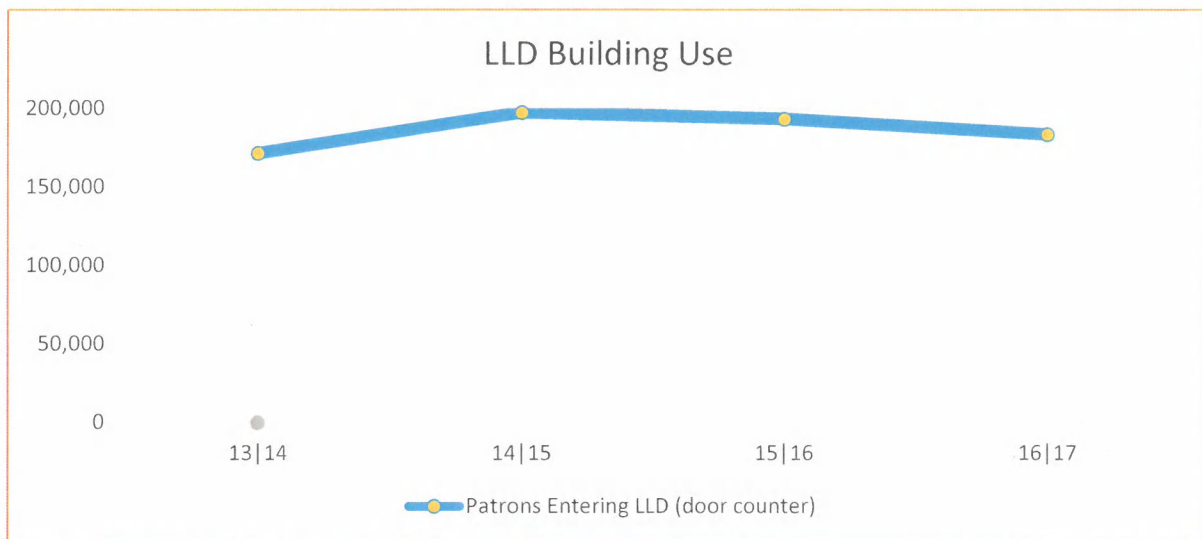
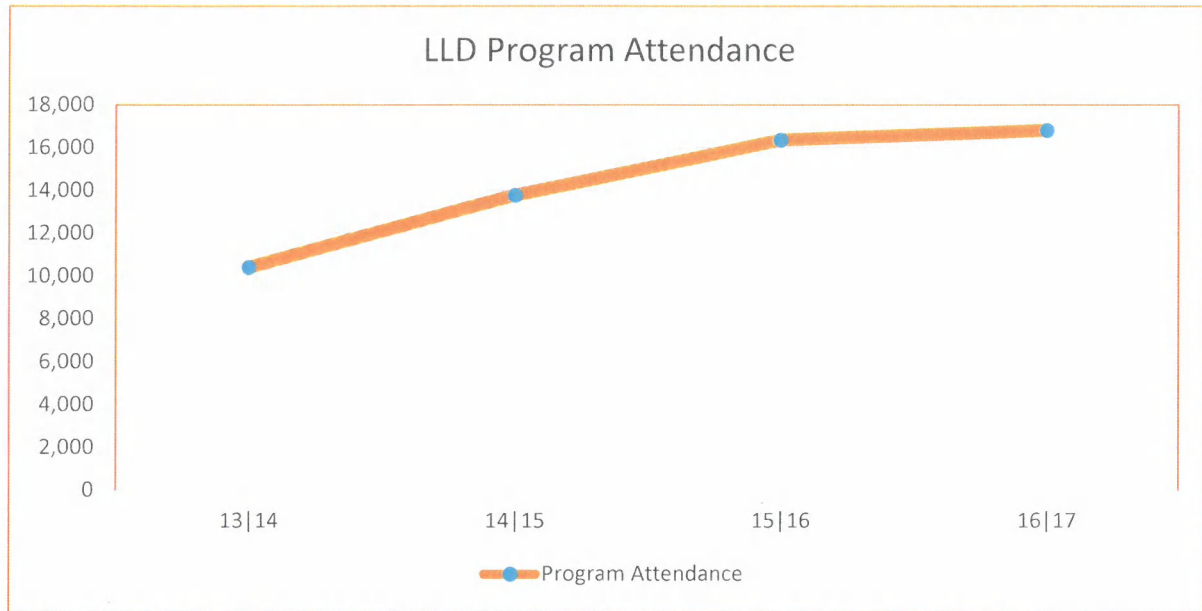
Nationally, public libraries have experienced circulation decreases regarding physical materials, but have seen upticks in programming attendance and use of facility space (see charts). Digital material use is also on an upward swing, though digital circulation totals significantly fall behind physical item totals. For example, 34,870 digital items circulated in contrast to 421,975 physical items in LLD FY16/17.

However, the LLD did see an almost 20% *increase* in digital downloads from 15/16 to 16/17 and a 7% *decrease* in physical materials from 15/16 to 16/17. It's important to keep things in perspective regarding percentages and total circulated items.

Public libraries will likely find a 'plateau' in the next couple of years with both physical and digital materials as more and more people become technologically fluent and make decisions about what format they prefer. Has digital material circulation increased due to the 'novelty effect' or will patrons prefer materials in a digital format from now on? Are there other formats on the horizon? Currently, public libraries are in a state of *fluidity* regarding material format – from cassettes, VHS tapes, DVDs, CDs, MP3s, to e-books and streaming content, librarians make these format decisions every day.

Space, cost, standards, relevancy and demand are all determining factors in making material/format selections. It will be interesting to see if the LLD plateaus or continues to show the same trajectory over the next couple of years regarding material format. Similarly, it should prove just as interesting tracking our program and building use.







Databases are uniquely listed, however may have been purchased within a vendor "package" such as Ebsco; Consumer Reports + Masterfile Premier + Newspaper Source + Consumer Health Complete + Science Ref Center + Novelist/K8



# ANNUAL REPORT

## FOR FY 2016 - 2017

ENRICH • EDUCATE • EMPOWER

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### LEADERSHIP 2018

#### **Board of Trustees**

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

#### **LLD Team of Directors**

Tatiana Weinstein *Director*  
Beth McQuillan *Assistant Director*  
Paul Hurt *Circulation Services Director*  
Will Savage *Youth Services Director*  
Elizabeth Hopkins *Adult Services Director*  
Laura Murff *Technical Services Director*

# FY16 -17 FINANCIAL HIGHLIGHTS



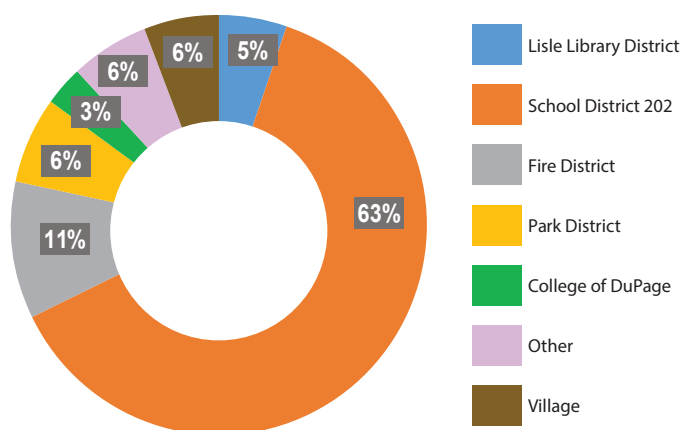
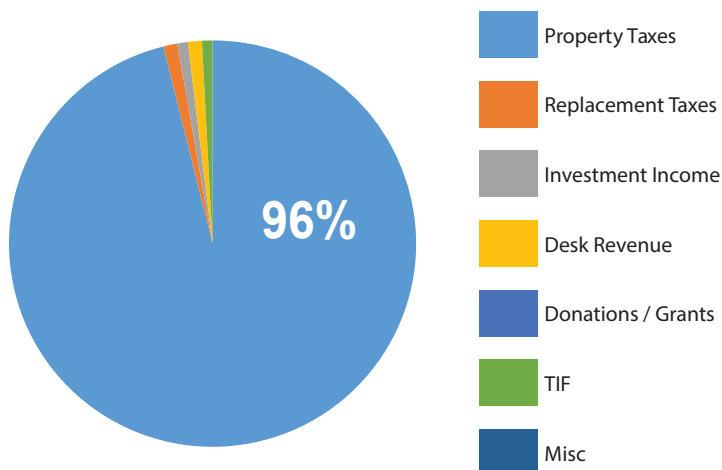
The Lisle Library District (LLD) is a public library serving residents in the District. The LLD is responsible for all Library operations, materials, services, staff and for the maintenance of the facility. The LLD fiscal year runs July 1st - June 30th. Additional financial information, including the annual audit, is available on the Library's website [lislelibrary.org](http://lislelibrary.org).

- The LLD received property (including deferred property tax revenue), TIF and replacement taxes of \$4,961,829 on an assessed valuation of \$1,178,835,794.
- The LLD has no debt and a relatively small amount of liabilities. Total liabilities = \$791,456.
- The LLD has a conservative investment policy and the majority of investments are 1-5 years in length. Investment income increased by 1.66% in fiscal year 2017 due to stabilizing investments, increased rate of returns and longer maturities.
- LLD fund balances at the end of the fiscal year:
  - General/Corporate - \$3,985,209
  - Special Reserve - \$2,666,300
  - Building/Maintenance, retirement and Social Security - \$913,308
- The fiscal year ended with actual budget expenditures \$267,688 under the working budget (Corporate Fund). This is largely due to five employee retirements, paying close attention to costs/renegotiating contracts and unexpended contingency funds.

The primary source of Library funding comes from property taxes:

Sample property tax bill for a home owner on Main Street, in the Village of Lisle, School District 202.

The Library portion of the total tax bill is 5%.





# FY16 -17 BOOKS AND MATERIALS

## LIBRARY CARD USE

**491,246** checkouts  
**36,214** holds placed  
**4,543** interlibrary loans received  
**1,499** interlibrary loans supplied  
**34,870** digital downloads  
**34,419** internet/computer logins  
**33,557** database logins



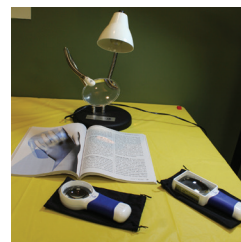
## NEW TECHNOLOGY

**Roku Streaming Movie Player** Over 600 movies and TV shows were made available to patrons. 2 Adult Roku and 2 Youth Roku were added to the collection this fiscal year.

**Playaway Launchpads** Launchpads are tablets preloaded with games and activities designed to teach children different educational skills and also focus on STEAM elements (science, technology, engineering, art and math). In FY 16 /17 Youth Services acquired 13 Launchpads and they circulated a total of 272 times.

**Playaway Bookpacks** Packs contain a print book with the audiobook. This package allows readers to follow along; aiding with more challenging books. These items have been especially lauded by teachers working with ESL/ELD students or with struggling readers.

**Low Vision Technology** Thanks to a generous donation from the Lisle Lions Club, we have new equipment for low vision patrons. These items include large print keyboards, high-definition PC monitors, handheld magnifiers, and a no-glare, adjustable floor lamp.





# FY16 -17 LEADERSHIP



On January 1, 2017, Tatiana Weinstein became LLD's 6th Library Director. The Director acts for the benefit of the residents of the District by directing services and programs in accordance with the Library's mission, vision, values, and goals. Director Weinstein decreased the working budget for 17/18 by 5.62% while continuing to devote appropriate funding towards materials, programs and resources for District residents.

In May of 2017, LLD Board membership changed to reflect three newly elected Trustees: Marjorie Bartelli, Emily Swistak and Liz Sullivan.



(Trustees, left to right: Hummel, Fisher, Bartelli, Wang, Swistak, Flint, Sullivan)



(Director: Tatiana Weinstein)

# FY16 -17 COMMUNITY ENGAGEMENT



The LLD launched a Community Engagement Project (CEP). The CEP was piloted by an independent consultant with direction from the LLD Board of Trustees and Library Administration.

Objectives of the CEP:

- Listen to the residents of the District
  - Gather perceptions about future services, resources, and programs
  - Hear ideas, suggestions and perspectives about our facility/grounds
- (The CEP extended and concluded in FY17/18, more info at [lislelibrary.org](http://lislelibrary.org))*





# FY16 -17 BY THE NUMBERS



## GALLERY 777

**6** - Art exhibits

**108** - Patrons attending opening receptions

## LITERACY AT THE LIBRARY

**107** - English Language Development (ELD) classes

**46** - ELD technology sessions

**2,400** - Grant dollars awarded from the Naperville Education Foundation (NEF) to the LLD *Families Together* literacy program to purchase materials to support Literacy programming.

## ADULT HOME DELIVERY PATRONS

*(Residents who cannot physically visit the Library)*

**52** - Average number of patrons in program

**973** - Number of bags of materials delivered

**65** - Volunteer hours devoted to delivery

## PATRONS

**183,429** - Visitors

**77,594** - Questions answered

## MATERIALS

**23,479** - Physical materials added/cataloged to the collection

**17,326** - Digital materials added/cataloged to the collection

## PROGRAMS

### SUMMER READ 2017

**788** - Kids registered

**149** - Teens registered

**431** - Adults registered

**2,072** - Adult titles read

**734** - Adult reviews logged

**513** - Teen titles read

**110** - Teen reviews logged



## CHESS TOURNAMENT

*LLD's first annual, timed, all-ages, tournament.*

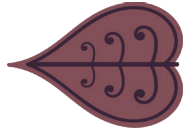
**26** - Registered players

**40** - Attendees

**4** - hours of play



# FY16 -17 BY THE NUMBERS (CONTINUED)



## 8TH ANNUAL I LOVE MY LISLE LIBRARY CARD PROGRAM (SEPT)

**43** - Business & nonprofit discount providers

**178** - Patrons registered for cards

**230** - Patrons renewed their cards



## YOUTH SERVICES

**3,174** - Pegboard, Marble Run and Wishing Tree discoverable program participants

**135** - Spring Read participants

**140** - Halloween Storytime attendees

**589** - Total number of programs

**10,640** - Total number of program attendees



## ADULT SERVICES

**72** - Book and Film Discussions lead by Librarians

**79** - Teen programs; includes Teen Advisory Board (TAB) meetings

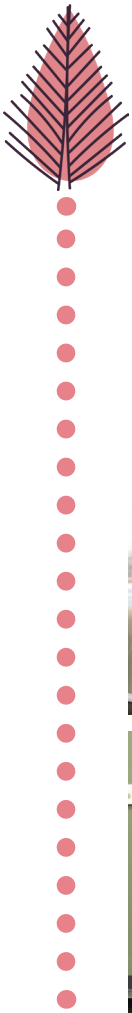
**8** - Craft programs

**148** - Participants in the first Winter Read program

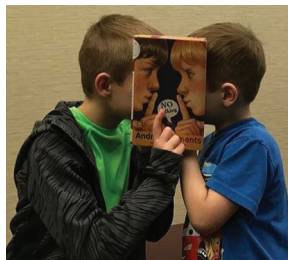
**3635** - Document scanner sessions







# A YEAR IN PHOTOS





## January 2018 Assistant Director's Report

### Meetings:

- Konica Minolta copier installation – Dec 4
- DeSitter Flooring – Dec 4
- Konica Minolta copier training – Dec 5
- Imperial Cleaning – Dec 5, 15, 27
- Miller Asphalt – Dec 11
- Climatemp Service HVAC maintenance – Dec 6
- Kruml Concrete – Dec 12
- Event Team – Dec 12
- Cover-all Clean – Dec 12 & 21
- Stanley Security, ADA doors – Dec 18

The Digital Outreach Team (DOT) met in December to discuss scheduling posts for Yoga programs and Winter Read, both sign-up and informational posts. Instagram was discussed for compiling and sharing photos of Library activities and memories. In response to a Board question about Library Social Media, the Digital Outreach Team tracks engagement and views of all Library social media. Staff have been working on YouTube Readers Advisory videos and have now created their own.

The LLD Safety Team is working to improve the map of emergency and safety equipment in the Library. The Team is also watching the RAILS presentation *Trends in Safety and Security for Libraries* from November 17, 2017 by Steve Albrecht. The LLD Safety Team will meet soon to discuss the webinar.

Lisle Police Officer Dan Taylor attended the December 19th Staff meeting and presented training and discussion on Active Shooter protocols. Officer Taylor showed the video *Options for Consideration Active Shooter Preparedness* from the Department of Homeland Security. Staff were able to ask questions of Officer Taylor and discussed exiting the building in an emergency. The Library staff have been reviewing safety procedures for the past few months, such as a fire drill, Code Adam and a tornado drill. The Active Shooter training completes our yearly safety training.

Department Heads are reviewing closing procedures with our Facility Monitor Staff. Staff included topics such as emptying the bookdrop, closing the meeting rooms, watching for children, closing the west end of the building and staff exiting the east end and parking lot. A revised checklist is in discussion to add to the Person-in-Charge manual.

Staff are learning to use the new networked office copier/scanner. Staff are updating Library brochures using the new machine folding and stapling capabilities.

Respectfully submitted,



Beth McQuillan

Adult Services Quarterly Report  
October –November –December 2017

**October:**

October brought the Library's annual tradition of celebrating *Star Wars Reads Day*. SWRD is an international celebration of storytelling and all things *Star Wars*. Approximately 75 people attended and enjoyed our themed photo booth, crafts, face painter, and snacks. Several patrons dressed up as their favorite Star Wars characters, and one family decorated their stroller in the style of a Tie-Fighter. Additionally, the Library hosted a screening of *The Force Awakens* and families enjoyed the matinee while snacking on popcorn. Due to the high attendance and patron enthusiasm, this event continues to be a great success.

October was a busy month for outreach in Adult Services. Winona Patterson and Krista Kloepper along with Anne Loeding-Foster, visited Brookdale to sign up residents for new library cards or to renew library cards and discussed the home delivery program. Noelle Spicher spoke to approximately 25 Lisle High School students during a lunch time visit where she promoted upcoming programs and our digital offerings. Gail Graziani and Stephanie Kandlik attended the Lisle Heritage Society program *1917: Catalyst for the Modern Era*, where they displayed a selection of related books for check out and discussed various library services with attendees. Pam Freer and Anne Loeding-Foster attended the Lisle Chamber of Commerce event, *Lisle Uncorked*, where they displayed a selection of related books, DVDS, and periodicals. They also promoted Book Club in a Bag and other library services and spoke with approximately 38 individuals.

Due to the popularity of our two Roku streaming devices in Adult Services, we added a Roku stick to our collection. The stick contains the same content as our Roku Ultra devices, hundreds of movies and TV shows, and is compatible with an HDMI port.

Xavier Duran, Noelle Spicher and I attended ILA's Annual Conference held at the Tinley Park Convention Center. Some of the sessions attended included the opening session with Verna Myers, *Comfortable Being Uncomfortable in the Library: Civic Engagement through Programming, Dynamic Strategies for Dialogue-Based Programs*, programs related to teens and tweens, and various programs on collection management.

**November**

In celebration of National Novel Writing Month (NaNoWriMo), we displayed the Library's typewriter on our community table and invited patrons to write six word stories. We received over 100 stories throughout the month, such as: "I will never time travel again." And- "Life was good, despite the bears." Adult Services staff received positive feedback from patrons on both the writing challenge and the typewriter itself. Several of our TAB volunteers confessed they had never seen a typewriter before and enjoyed using it.

Winona Patterson, Patricia Ruocco, Rochelle Storm, and I attended the Adult Reading Round Table's ARRTcon at the Naperville Public Library. ARRTcon is a one day conference on all things Readers' Advisory. Offerings included a keynote speech by author Barbara Barnett, information on resources and tools for improving Readers' Advisory services, and collection development tips. Additionally I moderated a panel at this event titled- *The Librarian's Book Club Toolkit: Everything you need to know about off-site groups, branding, and the big leadership take-aways from ARRT's Book Club Study.*

Jean Demas planned and attended the Fall LEARN (Libraries English and Reading Network) meeting at the White Oak Library in Lockport. There were 30 literacy/English language development librarians present to hear a speaker discuss teaching strategies for group classes and for the attendees to share ideas about new materials. Jean showed the group LLD's new Launchpads for English learning and improvement.

Teen Focus Librarian, Noelle Spicher, launched a brand new book group just for teens at LLD. The group, named *Readers Rejoice*, held its first meeting in November and discussed *Everything, Everything* by Nicola Yoon. The teens also viewed the film version of this title at their meeting and discussed both the book and movie. They will continue to meet once a month and will continue a book-to-movie theme.

Adult Services launched the first ever Family Craft Night at LLD. Staff noticed a need for family crafting after discovering parents attending our Adult Craft program series with children in tow. Xavier Duran, Taylor Habal and Noelle Spicher worked together to plan and execute this program. Additionally, the Youth Services team answered many questions about appropriate crafting activities for small children and gave us valuable tips on executing a program with kids. We were delightfully surprised to be flooded with phone calls for reservations within the first three hours of opening registration. The program itself was very successful, patron feedback included: "First time participant and super impressed. Everyone was so nice and helpful." And- "Love family togetherness with art. Something for our walls!" After such a strong positive response to this first offering, staff quickly worked to plan a second Family Craft Night for December.

## **December:**

December brought the start of our second Winter Read Program for adults and teens. The challenge consisted of reading and logging two books between December 1<sup>st</sup> and January 7<sup>th</sup>. If patrons completed this task, they were awarded with a campfire style mug decorated with a wintry LLD logo. This second offering of Winter Read proved to be extremely successful given the extraordinary amount of sign-ups within the first week of the program. Our total number of adult registrations after week one was 188. Compared to last year's first week sign-ups (42), our number of adult registrations more than quadrupled. Similarly, our teen registrations increased significantly as well. By the end of week one we had 22 teens registered compared to last year's number of 5.

We kicked off the start of Winter Read with a festive Winter Party. Special musical guest Fruteland Jackson, a three-time *Blues Music Award* nominee, performed holiday standards. Guests enjoyed cookies and hot chocolate while listening to the live performance and were invited to register for the Winter Read program as well.

On Friday, December 8th, over 50 people attended the reception for the opening of the Gallery 777 show “Beyond the White Gardens” by artist Kasia Szczesniewski.

Literacy Outreach Librarian, Jean Demas, attended the annual Adult Learning Resource Center Northern Illinois Regional Conference in Itasca where she moderated two panel presentations, *Task-Based Instruction: Helping English Learners Meet their 21<sup>st</sup> Century Goals* and *The Secrets to Computer Training on a Nickle and Dime Budget*, and attended various workshops on English language development topics. Over 700 educators and librarians were in attendance.

In December, the community table offered festive paper, cut outs, and envelopes for patrons to create holiday cards. The table also featured a list of organizations that would happily accept mailed letters for distribution, such as *A Million Thanks* and *Cards for Hospitalized Kids*. Approximately 200 individuals participated in this activity.

Teen Focus Librarian, Noelle Spicher, organized a *Teen Exam Cram* during the week of final exams. Students were invited to utilize the meeting rooms as a quiet study space where they could use the dry erase boards, refuel with snacks, and take a study break with some small crafts. Additionally, the West Suburban Humane Society visited the Library so that teens could de-stress by enjoying the company of two therapy dogs. Approximately 50 high schools students attended *Teen Exam Cram* during the week of finals.

Respectfully submitted,

Elizabeth Hopkins

# Youth Services Quarterly Report–January 2018

## News and Patron Communications:

- Patrons have been extremely pleased with our toddler storytimes, specifically commenting on the planning and preparation that each session requires. Parents have said that they appreciate the focus on not only early literacy building skills, but math and science activities as well.
- The toys donated by the Lisle Kiwanis club have been a big hit in our Lapsit storytime programs. Children across the age spectrum in that program have been able to enjoy the sensory tubes, the magnetic cars, and the alphabet blocks. They have been so popular we have had to try extra hard make sure all of the little ones are learning to share!
- Our dinosaur painting has officially been named! After votes were submitted this September and October the name of our dinosaur is officially Pickles. We will be mounting a plaque on the wall beneath the painting denoting the name and indicating that the painting was a donation from former Lisle District 202 art teacher Nancy Staszak.
- In honor of former Youth Services Manager Robin Sprietsma, the Friends of the Lisle Public Library District donated a new rocking chair for storytime use. I am happy to say the new one has more than served us well during the last storytime session.

## Programs & Community Outreach Highlights:

- The Winter Reading Program kicked off on December 2 and will be running until school begins after break in January 2018. I visited both Schiesher and Tate Woods elementary schools to promote the program to students between 1<sup>st</sup> and 5<sup>th</sup> grade. As of this report, we currently have 365 young readers participating in the program.
- Schiesher Elementary School 4<sup>th</sup> graders worked on their famous American biography projects in November. I gave a presentation to the 4<sup>th</sup> grade class giving them a brief overview of how to use our databases and catalog in order to accurately find the information they needed for their projects.
- Our annual Halloween storytime was held at the end of October. Prepared and presented by Paraprofessional Mary Bannon and me, we had 150 patrons attend the event. Children came dressed in costume to participate in storytime followed by a Halloween parade through the library. The event was capped off with a Halloween snack of jack-o-lantern Cuties.
- Due to the overwhelming success of Adult Services Family Craft Night, the Youth Services Department will be assisting AS in the planning and execution of future events. By collaborating across departments we hope to best serve patrons of all ages. See the Adult Services report for specific family craft night program details.
- The Holiday Hop, our winter song and dance storytime, was held this December. Children participated in active books and songs, then capped off the event with a “snowball fight” (biodegradable packing peanuts). Meeting room A was filled with over 75 attendees.



- The popularity of Thursday Kids Club has increased dramatically during the last quarter, with attendance increasing nearly 300%. These programs are targeted towards young patrons too old for traditional storytime but not yet ready for Monday Fundays. Recent programs have included making snow globes, constructing igloos, and Morse code jewelry.

**Professional Development:**

- Three staff members attended ILA at the Tinley Park Convention center this October, each focusing on sessions targeted toward different audiences of the department. Paraprofessional Lexy Raines focused on early childhood development sessions, Paraprofessional Emily Walker attended several elementary programming focused sessions and Jh Coordinator Mallory Caise attended programs that addressed serving our junior high and high school patrons.
- In November I attended a Laconi meeting at the Museum of Science and Industry. The program discussed not only math and science in library programming, but how to make those potentially dry topics engaging. I returned with several exciting ideas for programming, including mathematical magic tricks and constructing structurally stable geodesic domes from newspaper.
- I attended second meeting of the District 203 Early Childhood Collaborative on December 9<sup>th</sup>. The collaborative is made up of early childhood educators across DuPage County, from the Naperville Park district to the DuPage Children's Museum. The purpose of this second meeting was to set a vision and mission statement for our collaborative, in order to have a solid base from which to broadcast our agenda. Our next meeting is scheduled for March, where we plan to set goals for the upcoming 18-19 school year.

Respectfully Submitted,

Will Savage  
Director of Youth Services

**Quarterly Board Report  
2<sup>nd</sup> Quarter FY17/18  
Circulation Services Department**

**January 4, 2018**

**Fall 2017 Outreach Visits**

**Brookdale**

In October, Circulation Services Paraprofessional, Anne Loeding-Foster, registered new patrons and renewed current patrons' cards at Brookdale Senior Living Solutions in Lisle. In addition, information about Library services and programs was discussed by Adult Services staff.

**Tate Woods**

On October 12, Circulation Services Receptionist/Library Associate, Stephanie Kandlik, visited Tate Woods Elementary School in Lisle during an author visit in order to register new patrons. Will Savage was available also to talk about Library services and programs.

**Lisle Uncorked**

On October 27, Anne Loeding-Foster and Pam Freer from Adult Services attended *Lisle Uncorked: A Wine Event* at the Hilton Lisle Naperville. At this event, books, DVDs and periodicals that focused on wine (including wine country travel books, wine/food pairing materials, and how-to-choose a wine and the history of wine items) were promoted. Anne (*shown in the photo*) was available to register new patrons.



**Arbor Place**

In November, Circulation Services Paraprofessional, Angela McCurdy, joined Adult Services staff and visited Arbor Place of Lisle Senior Living and registered new patrons and renewed current patrons' cards and discussed Library services and programs.

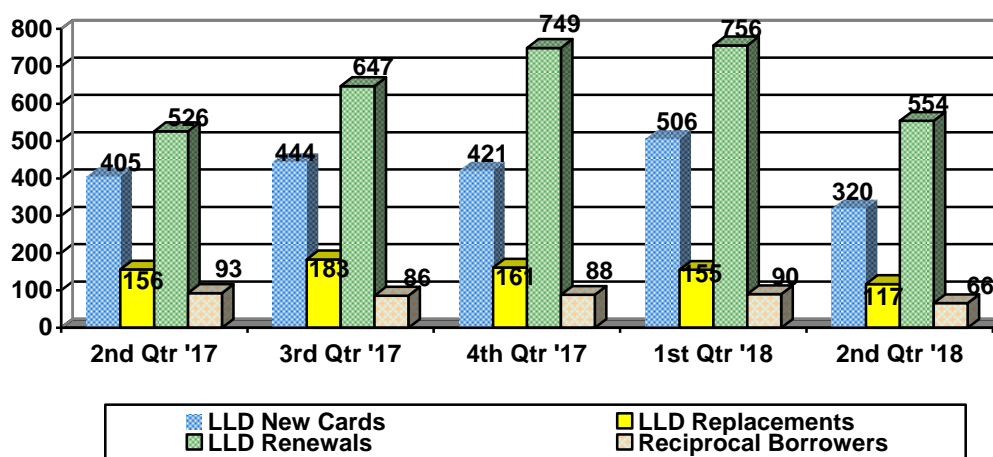
**Family Craft Night**

In December, Stephanie Kandlik attended Adult Services' Family Craft Night event in the Library's meeting rooms. She was on hand to register new patrons and renew current patrons' cards.

**Quality Patron Service**

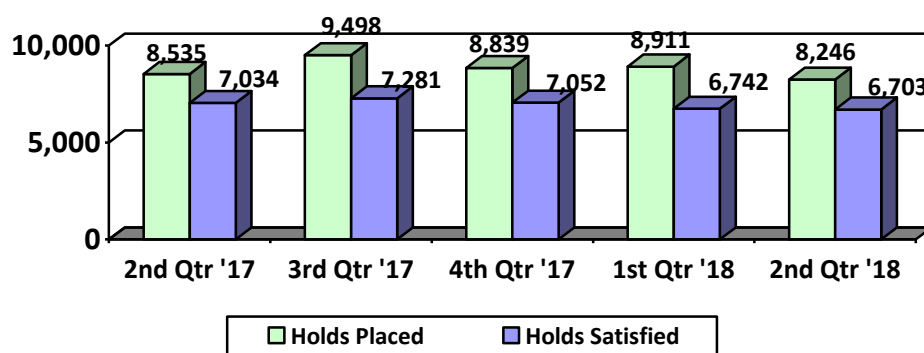
In order to continue to provide quality service to our patrons, every year, Circulation Services staff members receive refresher courses on patron service skills. Most recently, staff members attended various free webinars (online seminars) and read professional resources that all focused on best practices for providing excellent patron service. Circulation Services Receptionist/Library Associate, Rose Brown, participated in a one-day off-site patron service seminar. She is currently preparing a presentation on what she learned for an upcoming Circulation Services Department meeting.

LLD Quarterly Registration Activity

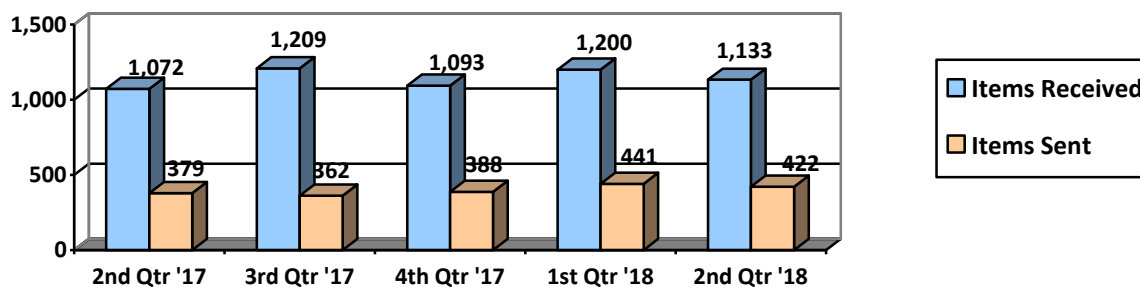


From October to December 2017, Circulation Services Pages pulled a total of 3,629 items from shelves to satisfy the “pending holds.”

LLD Quarterly Hold Activity



LLD Quarterly ILL Activity



Lisle Library borrowed and loaned more items this quarter than during the 2<sup>nd</sup> quarter of last year.

**ILA Annual Conference**

This past October, Assistant Director of Circulation Services, Teri Zarat, Circulation Services Associate, Julie Beck, Circulation Services Paraprofessional, Racheal Perek, and both Stephanie Kandlik and Angela McCurdy attended the Illinois Library Association Annual Conference in Tinley Park. Details about the presentations they attended were shared by these staff members during the Library's all-staff meeting in October and with Circulation Services staff.

**LACONI Circulation Services Section Event**

In November, Teri Zarat attended an event at the Gail Borden Public Library District in Elgin: *Tech Trends in Circulation and the Library*. Presentations included details about automated materials handling (AMH), self-checkouts, point of sale (POS) systems, and mobile circ. Teri shared details about this event with Circulation Services staff.

Respectfully Submitted by

Paul T. Hurt  
Director of Circulation Services

## Second Quarter FY17-18 in Technical Services

Technical Services staff continued to expand their knowledge through webinars, training, and meetings during the 2nd quarter. Brian Baxter and Cathi Agostino attended the LACONI Resources for Catalogers. Resources presented included OCLC Classify, Web Dewey, Classification Web, Catalogers' Toolkit, RDA Toolkit, and other free website resources. Especially useful was the demonstration of the Catalogers' Toolkit, a newly added resource for LLD catalogers in the 2<sup>nd</sup> quarter. The Catalogers' Toolkit is a vital resource offered by the Library of Congress that provides access to nearly all heavily-used cataloging documentation resources. Shelly Sandstrom from the Naperville Library discussed their involvement with NACO, which is the Name Authority Cooperative Program run by the Library of Congress. She explained the reason they had gone through the training and what advantages there are for a library to be a participant in this program. These were informative presentations that gave a greater understanding of how the independent resources work together and help make the Library's catalog a resourceful and efficient tool for patrons and staff.

Laura Murff attended two webinars offered through ALTCS, the Association for Library Collections and Technical Services division of the American Library Association. The first webinar introduced the programming language Python and PyMarc script, open source library code used to transform metadata in the Library's catalog and make Technical Services workflows more efficient. As the Library moves towards more visibility on the internet, it is increasingly necessary for the Library to actively manage the metadata connected to our resources. The second webinar discussed how libraries protect patron's privacy, in respect to the information sought or received and the resources accessed, and current challenges to protecting patron privacy. In particular, the webinar discussed difficulties in achieving patron privacy when the materials are online.

Also during the 2<sup>nd</sup> quarter, Laura attended the RAILS Technical Services Networking Group meeting in Schaumburg. The meeting is a vital quarterly event for Technical Service librarians to discuss upcoming trends and brainstorm common issues or concerns involved with processing, vendors, cataloging, and more. Topics discussed were processing workflows, vendor invoice options, circulating single download digital material/Rokus, and implementing non-Dewey collections for browsing.

Laura Murff

Director of Technical Services

# Materials processed this quarter

Adult Services books	2,387
Adult Services AudioVisual	606
Adult Services Periodicals	1,639
Adult Services Total	4,632
Youth Services books	1,642
Youth Services AudioVisual	125
Youth Services Periodicals	72
Youth Services Total	1,839
EMediaLibrary Marc records added	154
Hoopla Marc records added	2,643 (923 removed)

# Chicago Tribune **NAPERVILLE SUN**

From the community: The Winter Read Has Begun at Lisle Library District



**Community Contributor Josh Hepler / December 1, 2017**

The Lisle Library District's annual Winter Reading Program has officially begun! The program starts today, December 1st, and 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 receive a special cocoa mug for cold weather drinks. Kids can complete special Winter Reading challenges and receive special Winter Read badges and a snowman mini-plushie.



# Lisle Library Events

For more information, or to register for any of these events, visit [lislelibrary.org](http://lislelibrary.org) or call 630-971-1675

## KIDS



**Thursday Kids Club**  
**Grades K-2. Registration Required.**  
**Meeting Room A/B. 4:00-4:45 PM**

Anything can be discovered between the pages of a book! Every week we will focus on a different theme with books, crafts, science experiments, and more! December's themes are 3D Snowflakes (Dec. 7), Watercolor Winter (Dec. 14), Snow Globes (Dec. 21), and Igloo Fortress (Dec. 28)!

**Funday Monday & Terrific Tuesday**  
**Grades K-5. Registration required.**  
**Meeting Room A/B. 4:00-5:00 PM**

Combine fantastic fun with education at the Library! This month we design our own videogames with Bloxels (Dec. 4 & 5), explore the universe's push and pull with Gravity (Dec. 11 & 12), and engineer robot bees with Lego WeDo WeDo Buzz Buzz (Dec. 18 & 19)!

**Holiday Hop! (Song & Dance Storytime)**  
**Tuesday, December 19, 10:30-11:00 AM**  
**Meeting Room A**

Want to jump to Jingle Bells and romp with Rudolph? Come in for our annual wintertime Holiday Hop! This special storytime will be comprised of all types of festive songs and dancing, we will dance till we drop! For ages 2-6.

**Science Saturday: The Science of Reactions**  
**Saturday, December 9, 10:30-11:30 AM**  
**Meeting Room B**

How can water become something else? Science! Turn ordinary water into carbonic acid as we explore this and other chemical reactions.



## TEENS

**YA Thursday: Giant Snowflakes**  
**Thursday, December 7, 4:15-5:15 PM**  
**Meeting Room A/B**

Let it snow? Maybe not, but we're still going to make some flakes in a big way. Explore geometry and make your space into a winter wonderland with giant DIY paper snowflakes!

**Exam Cram (and Therapy Dogs)**  
**December 19-21, 6:00-8:30 PM**  
**Meeting Room B**



It's final exam time! Don't panic! We're here to help. If you need a place to study, we will have our meeting rooms open just for you. We will also have snacks and moral support. On Wed. Dec. 20 (6:00 - 7:00 PM), come de-stress with cuddles from a therapy dog brought to you by the West Suburban Humane Society.

**YA Thursday: Between the Panels**  
**Thursday, Dec. 21, 4:15-5:00 PM**  
**Meeting Room A/B**

Want to read comics, but aren't sure where to start? Love them already, want to share your faves, and get new recommendations? Join our new YA Comic Book Club! This month we read My Hero Academia by Kohei Horikoshi



**Teen Book Club: Readers Rejoice!**

**Friday, December 22, 6:30-8:00 PM | Meeting Room B**  
Readers Rejoice! Join us as we discuss The Duff by Kody Keplinger. This witty and irreverent story about 17-year-old Bianca and her relationship with the notorious Wesley touches on topics of self-esteem, body image, and friendship. Recommended for 15+.

## ADULTS

**Religious Chicago: A Look Back**  
**Thursday, December 7, 7:00-8:30 PM | Meeting Room B**



Join us for a historic look back at Chicago's religious communities. Presenter Richard Flint will discuss practices from the early 1900's to World War II, and how communities of faith develop. We'll also look at the diverse faiths have shaped Chicago into the city that we know today.

**Adult Craft: Cork Beverage Charms & Painted Glasses**  
**Friday, December 15, 7:00-8:30 PM | Meeting Room A/B**

Which glass is which?! Be confused no more! Each aspiring party host will have the opportunity make charms out of cork and decorate their own wine glass! Each participant will receive 4 charms and one glass. Limited to 30 individuals, registration begins Fri. Dec. 8, 9:30 AM.



**Lisle Library District Writer's Group**  
**Friday, December 15, 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

**Literacy (ELD) Class & Conversation Group**  
**Saturdays, 10:00 AM - Noon | Dec. 2 & 16 (Conversation Group Dec. 9)**

If you, or someone you know, needs help with speaking, reading, writing, or communicating in English, come to class! Or, join our Conversation Group to improve speaking skills on Saturday, Dec. 9, from 10:00 AM - Noon.



# Chicago Tribune **NAPERVILLE SUN**

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



Community Contributor Josh Hepler / December 14, 2017

Artist Kasia Szczesniewski presents "Beyond the White Gardens", on display at the Lisle Library District through January.

# Chicago Tribune **NAPERVILLE SUN**

From the community: **Lisle Kiwanis Donate Sensory Toys to Lisle Library District**



**Community Contributor Josh Hepler / December 15, 2017**

The Lisle Library District has received a donation of new children's sensory toys from the Kiwanis Club of Lisle. The toys will be used during the Library's Baby storytimes, and are specially designed to help with early childhood development. Since the Library hosts several storytimes for over a hundred young children every week, the new sensory toys are a much-needed replacement for older toys.

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.



# Chicago Tribune **NAPERVILLE SUN**

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

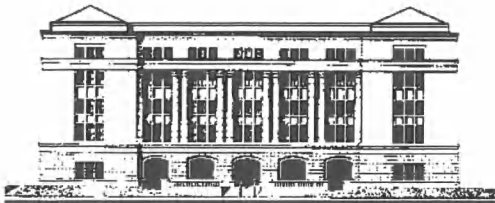


**Community Contributor Josh Hepler / December 15, 2017**

During a special presentation at the Lisle Library District Board of Trustees meeting, the Friends of the Lisle Public Library District donated a new rocking chair to the Library in memory of longtime member Robin Sprietsma. Robin served on the Board of the Lisle Library District soon after its founding, from 1968 - 1971, and again from 1974 - 1975. She became the Library's first head of Youth Services in 1976, and retired from the Library in 1989. After retirement, she continued to serve as a member of the Friends of the Library, and was involved in the Library's book discussion groups.

The rocking chair donated in her honor will serve as the centerpoint of many of the Library's storytimes for children, and will replace a much-loved older chair that was in need of repair. During the presentation, current members of the Friends remembered Robin fondly, and explained that the chair exemplified both her passion for the Library and the children of the community.

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.



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application and to acknowledge you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

TW

01/05/2018

Initials

Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Lisle Library District

2. Library's Control Number: 30410 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Tatiana Weinstein  
(Prefix) (First Name) (Last Name)

Preparer's Title: Director

Preparer's Phone Number: (630) 971-1675

Preparer's Email Address: tatiana@lislelibrary.org

4. Population Served: 28,504

All changes in population must be documented, and supporting information that details the increase or decrease shall be submitted electronically along with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that have been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with additional questions.



5. **Standards Chapter Review:** As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings.

The Lisle Library District (LLD) understands that planning for emergencies is a staff responsibility for patrons and for employees/Trustees. The LLD Board President and staff have reviewed Chapter 12 in the Standards for IL Public Libraries. LLD provides a list of emergency call numbers at all staff phones and has a floor plan and signage that indicate emergency exits, alarms, and supplies/equipment. The LLD staff have emergency manuals with instructions for all types of emergencies. The LLD provides annual staff safety training and on an as-needed basis when orienting a new employee. The Library has a designated tornado shelter space. The LLD has a designated staff "Safety Team" who address safety issues on a monthly basis. The LLD employs part-time personnel to monitor the facility on a daily basis. The LLD has a strong relationship with the local police and fire departments and the LLD regularly communicates with community safety personnel on emergency matters via intergovernmental meetings as well as arranging for safety presentations by security officers. The LLD staff completed fire, tornado, AED, and Code Adam training during its staff development day in August 2017 and received active shooter training from the Lisle Police Department in December 2017. The LLD satisfies all the standards on the Safety Checklist as provided in Chapter 12 and will continue to work to enhance safety principles and practices throughout the year as related to the Chapter 12 Checklist.

6. **Trustees:** Review chapters 1-5 of the "TRUSTEE FACTS FILE, third or fourth edition," placing particular emphasis on the Library Board Bylaws contained in Chapter 3.

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

Describe the Library Board's plan to modify or create bylaws as a result of the review.

The Lisle Library District (LLD) recognizes the duties and responsibilities of Library Trustees as indicated in chapters 1-5 in the ILA's Trustee Facts File, 4th Ed. All LLD Trustees have reviewed the required chapters in accordance with grant requirements. The LLD adopted Policy 200, Lisle Library District By-Laws in 1994 and has been revised twice, since. The LLD By-Laws define the organization, describe the Officers/members, meetings, Committees, and Director. The LLD Personnel & Policy Committee shall review the LLD By-Laws in the coming year, referencing Chapter 3 of the ILA Trustee Facts File. As a result of the 2017 LLD Trustee election, the Library has three new Trustees and new Committee Chairs/members. In preparation for Committee work, LLD Trustees have participated in Trustee training in November 2017 to aid with Board/staff relations and to address OMA/FOIA issues, legal obligations and ethical standards. The LLD Board of Trustees looks to enhance its By-Laws by incorporating new articles as well as to review/edit current articles/language to best reflect ILA Trustee Facts File guidelines.

7. All Trustees, existing and new, must complete the Open Meeting Act electronic training once during their appointment.

[http://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](http://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf)

Has each board member completed the test? Yes ☒ Not yet ☐

All board members are to complete a Conflict of Interest Statement and an Economic Interest Statement annually. These are distributed by the County Clerk.

Has each board member completed a Conflict of Interest Statement? Yes ☐ Not yet ☐

Has each board member completed an Economic Interest Statement? Yes ☐ Not yet ☒

8. **Continuing Education:** Library staff and at least one trustee will complete at least one educational program focusing on safety in the library. The requirement can be met via live presentation, webinar or a free online course. Providers may include, but are not limited to, local police and fire personnel, an Illinois Library System, the American Library Association, the Public Library Association, the Illinois Library Association or other state libraries. Report on the libraries commitment to the safety of staff and patrons in the event of an emergency, active shooter, fire, etc.

The Lisle Library District (LLD) is committed to providing a safe environment for both patrons and staff. This requires planning and training. The LLD Safety Team met throughout the year to review Chapter 12 of the Standards for Illinois Public Libraries and prepare for safety drills for the August 2017 staff development day. Staff development day also included a presentation from Libraries of Illinois Risk Agency on hazards in the Library. Staff updated the floor plan map indicating emergency equipment, exits, and fire alarms. Emergency call lists were updated. The Person-in-Charge manual, with emergency and disaster information was revised. Technology recovery plans were updated. Information Technology (IT) staff completed webinars on IT security and ransomware. The IT Manager attended a seminar on Microsoft server safety. Active shooter training was completed at the LLD December staff meeting with Officer Dan Taylor from the Lisle Police Department. The LLD Board President and all LLD staff viewed the Lisle Police recommended video: Options for Consideration, Active Shooter Preparedness from the Department of Homeland Security. The LLD Board President and LLD Safety Team staff viewed the video, Trends in Safety and Security for Libraries as presented by Dr. Steve Albrecht, PHR, CPP, BCC. Presentations were made available to all Trustees.

9. Please provide the hours the library and its branches are open, i.e. Monday - Thursday, 9 a.m. - 9 p.m.

The Lisle Library District is open Monday – Friday from 9:30 am. to 9 p.m., Saturday from 9:30 a.m. to 5 p.m., and Sunday from 1:00 p.m. to 5:00 p.m.

10. **Outreach:** The library shall familiarize itself with services provided by the Illinois State Library Literacy program at <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

Provide a brief description of the library's current or planned services to accommodate low literate English speaking and/or English as a Second Language patrons. Explain the library's involvement, if any, with the Illinois State Library Literacy initiative and/or local literacy agencies.

Would you like a follow-up discussion with a member of the Illinois State Library Literacy team after the January 15 deadline?      Yes ☐      Not at this time ☒

The Lisle Library District (LLD) is aware of the services provided by the Illinois State Library Literacy Program. The LLD has Literacy/English language development (ELD) services for adults and families. The LLD was awarded two Library Services and Technology Act (LSTA) grants in the 1990's, by the Illinois Secretary of State's Office. The LLD's Literacy collection includes books, audiobooks, DVDs, CDs, databases/software and Launchpad devices for improving English. The LLD has a dedicated Literacy room for tutoring, offers group ELD classes, and holds a weekly family literacy class for at-risk parents and their preschool children. Literacy community partners include Literacy DuPage, School Districts 202 & 203, College of DuPage, and The Peoples Resource Center. The LLD founded LEARN: Libraries' English and Reading Network, a local Literacy librarians group. The LLD is dedicated to providing valuable literacy services to those in need. The LLD will regularly reference the Illinois State Library's Literacy resources as we continue to provide these essential services.

11. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards described in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

The Lisle Library District (LLD) intends to utilize Per Capita Grant monies to best meet the standards as described in *Serving Our Public 3.0, Standards for Illinois Public Libraries*. The LLD plans to expend grant funds in the following categories: Technology/Access (hardware/software/digital content), Marketing/Awareness, Programs, Equipment, and Materials.





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## Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

**Library Name:** Lisle Library District **City:** Lisle  
**Control Number:** 30410 **Branch Number:** 00  
**Fiscal Year:** 2016 **Exact amount of Per Capita Grant received:** \$21,972.31

**CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.**

☐ **Materials** (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

☐ **Programs** (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ **Personnel**

☒ **Electronic Access** (databases, resource sharing, LLSAPs, system fees, etc.)

Cengage/Gale databases; back-up software for Library

☐ **Continuing Education** (staff and/or board)

☐ **Supplies**

☒ **Equipment** (office equipment, computer software and hardware, etc.)

Public color copier; Envisionware self-check kiosk and low vision equipment

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

1. Roll call

Present:

Longry Wang - Treasurer | Chair

Jay Fisher - President

Liz Sullivan - Secretary

Also Present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Ginger Boskelly - Finance Director

Chris Knight - Recording Secretary

Ken Herdeman - Ehlers Investment Partners

2. Opportunity for visitors to speak - None

3. Ehlers Investment Partners

Treasurer Wang introduced Ken Herdeman, from Ehlers Investment Partners to the Committee. Mr. Herdeman presented the annual investment portfolio review. The review included information on allocation of assets, average weighted maturity, total annual rate of return, and cash flow forecast. Secretary Sullivan stated she would like to see a breakdown of liquid assets presented in the form of a chart or graph. Treasurer Wang acknowledged Secretary Sullivan's suggestion.

4. Policy 710: Fund Balances and Policy 720: Lisle Library District Investments

Mr. Herdeman reviewed definitions in Policy 710. Secretary Sullivan suggested the last sentence of Policy 710 *Section C. Corporate Fund* be modified to read that fund balances can be transferred or remain in the Corporate Fund. Treasurer Wang recommended having discussions about this recommendation. Mr. Herdeman suggested the Board seek legal counsel before making any major changes to financial policies.

Secretary Sullivan stated that the Board should discuss a 5 year financial strategy. Treasurer Wang and President Fisher both agreed having a financial strategy was important.

A spelling error was found in Policy 720 *Section E. Financial and Investment Services Providers*.

5. Adjourn

**MOTION:** President Fisher moved to adjourn the meeting. Secretary Sullivan seconded.  
Voice Vote - All Aye

The meeting adjourned at 12:09 p.m.

Recorded by:

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Chris Knight, Recording Secretary

Approved by the Finance Committee on December 13, 2017.

Approved by

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Longry Wang, Committee Chair