

*PUBLIC/LEGAL NOTICE*

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 15, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 15, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
  - a. Treasurer Norton and Trustee Larson reviewed the December billings in January
  - b. President Hummel and Trustee Duffy will review the January billings in February
4. Consent Agenda - Action Required
  - a. Approve Minutes of the December 11, 2019 Board Meeting
  - b. Acknowledge Treasurer's Report, 12/31/19, Investment Activity Report, 12/31/19, Current Assets Report, 12/31/19, Revenue Report, 12/31/19, and Expense Report, 12/31/19
  - c. Authorize Payment of Bills, 01/15/20
5. Committee Reports
  - a. Finance
  - b. Personnel/Policy
  - c. Physical Plant
6. Unfinished Business
  - a. Facility options: Department statements, Board discussion, and consultant engagement
7. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
8. New Business
  - a. Appoint Committee to prepare FY20/21 Working Budget
  - b. LLD Friends and Foundation discussion
9. Opportunity for Trustee comments (five minutes)  
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
December 11, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary  
Will Savage - Director of Youth Services  
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak

One visitor addressed the Board. He mentioned that he attended the presentation by PMA Securities and CCS. He stated that he was surprised that none of the options came close to the minimum of 45,000 square feet as recommended by the 2016 Engberg Anderson report. He mentioned Geneva and Lake Villa libraries as examples of relevant construction projects. He handed out copies of a Library project proposal from 2004.

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Duffy reviewed the November billings in December
- b. Treasurer Norton and Trustee Larson will review the December billings in January

4. Consent Agenda

- a. Approve Minutes of the November 13, 2019 Board Meeting
- b. Approve Minutes of the December 2, 2019 Special Board Meeting
- c. Approve Minutes of the December 2, 2019 Executive Session
- d. Acknowledge Treasurer's Report, 11/30/19, Investment Activity Report, 11/30/19, Current Assets Report, 11/30/19, Revenue Report, 11/30/19, and Expense Report, 11/30/19
- e. Authorize Payment of Bills, 12/11/19

**MOTION:** Trustee Duffy moved to approve the Consent Agenda. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated there was nothing to report.
- b. Personnel/Policy - Secretary Swistak mentioned the Committee may meet sometime in January or February.
- c. Physical Plant - Vice President Bartelli stated there was nothing to report.

## 6. Unfinished Business

### Continuation of LLD facility option discussion

Review of Dec. 2nd Special Meeting documentation and provide direction regarding potential downtown option discussions with relevant entities.

Discussion: Vice President Bartelli asked for clarification on cost totals. Marc Rogers from CCS explained cost breakdowns and summaries in each proforma example. CCS stated that they would update labels within the report.

President Hummel asked about HVAC and elevator costs within the examples. CCS stated the costs for HVAC do not include the work that is currently being done and that the cost for an elevator was an allowance to see if any updating was needed. President Hummel stated it would not need to be updated.

Trustee Larson asked about Flaherty & Collins (F&C) presenting at the Village Planning and Zoning Commission. CCS stated that F&C will show preliminary plans. Trustee Sullivan mentioned that residents have inquired about CCS documents and the LLD facility. Director Weinstein stated the Library has posted the CCS documentation via the Board packets and have updated them as received.

President Hummel asked the Board if they would agree to have the Director contact F&C to allow the Library to be included in a conceptual plan for discussion with the Village, understanding that discussion and negotiations between F&C and the Library continue, along with discussions about renovating the Library's current building. President Hummel polled the table -- Trustee Larson did not agree with the idea, all other Board members agreed to allow the LLD to be included in a concept review.

Vice President Bartelli asked for clarification regarding CCS attending the Planning and Zoning meeting. Marc Rogers stated he is a member of the Planning and Zoning Commission and would abstain from discussions involving the LLD. Secretary Swistak and Trustee Sullivan asked for clarification regarding F&C. Director Weinstein explained that she would send F&C a statement letting them know they may use the Library as part of a concept for discussion purposes.

Trustee Sullivan mentioned that the Village posts videos of their meetings on their website. President Hummel stated there will be more meetings and more discussion on this topic at regular LLD Board meetings. Director Weinstein recommended having a page on the Library website dedicated to facility projects, linking to documentation and updates. The Board and CCS agreed that it was a good idea to have such a page.

## 7. Staff Reports

Discussion: Vice President Bartelli asked if Cathy Cawiezel would be attending the January LLD Board meeting, representing the Friends of the Lisle Library and the Lisle Library Foundation. Director Weinstein stated that it was a possibility for a representative to attend.

Vice President Bartelli commented that the LLD Board should discuss reinstituting the Foundation. Director Weinstein stated that the Foundation is committed to supporting the Library and would

like to hear from the Board about initiatives and goals the LLD Board would like the Foundation to pursue. President Hummel asked if the Board would appreciate an agenda item for next month to discuss ideas regarding the Foundation and Friends. Director Weinstein said it would be a good idea. President Hummel stated that he wondered if both groups would be open to consolidation.

Treasurer Norton commented that it would be helpful to know the spirit of both organizations. President Hummel mentioned that the Director provided the LLD Board with documentation on both groups. Trustee Sullivan mentioned that the mission statements overlap.

Trustee Duffy commented about the difficulty of accessing information regarding both organizations. He mentioned wanting a better alignment with both organizations. President Hummel stated that the LLD Board should facilitate a non-adversarial relationship with the Friends and Foundation.

Trustee Sullivan commented about people wanting to volunteer with the Friends and that emails were not being answered. Director Weinstein mentioned the links on the LLD website were updated a while ago and emails go to all Friends Board members.

Trustee Sullivan discussed the donor wall at the Lisle Park District and that the LLD Foundation cannot accept donations because it lost its 501(c)(3) designation. President Hummel and Director Weinstein stated the Foundation would be invited to the next Board meeting. President Hummel asked the Board if they would want an agenda item for next month to discuss ideas. The Board was agreeable to that idea.

Trustee Sullivan asked how the Foundation is held accountable for the \$17,000 they've accumulated. She mentioned that within the Foundation's articles, it states that the Foundation should gift the Library monies every year and that she'd prefer the Foundation to give the Library the \$17,000 in full. President Hummel stated he would like the Foundation to reactivate, keep those monies as a base, and to grow from there.

Trustee Sullivan said she would like the Board to evaluate whether the right people are running the Foundation.

Director Weinstein had additions to the submitted Director's Report. She mentioned there is volunteering information on the LLD website under 'About Us.' "Volunteering" will also be highlighted in the next newsletter. Director Weinstein mentioned the Winter Read Kick-off Party and encouraged everyone to sign up. She thanked the Lisle High School Varsity Singers for caroling during the Party and praised the staff for an enjoyable event.

Discussion: President Hummel asked Assistant Director McQuillan about the HVAC project. Assistant Director McQuillan mentioned that the project is on schedule and three of the four air handlers were completed. Trustee Larson asked about estimates for the roof repair. Assistant Director McQuillan mentioned that it would be approximately \$4,000 to do the necessary work.

Trustee Larson asked about hand cranks for broken windows. Assistant Director McQuillan stated that some of them aren't working and some of them are missing. Treasurer Norton asked for clarification regarding meetings with Sikich. Director Weinstein and Assistant Director McQuillan clarified that Sikich staff work in the Admin office two days a month and that Assistant Director



McQuillan aids in providing appropriate paperwork/invoices. Treasurer Norton asked if things were settling and getting streamlined. Director Weinstein stated Sikich is working out very well, but there continue to be details to hammer out.

8. New Business

- a. Approve Per Capita Grant - Action Required

**MOTION:** Trustee Sullivan moved to approve Per Capita Grant. Trustee Duffy seconded.

Discussion: Director Weinstein provided a brief overview of the grant application. Trustee Sullivan asked if a specific project is targeted for grant money. Director Weinstein explained that the grant application asks libraries for categories of use for grant funds.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

- b. Acknowledge Annual Treasurer's Report

President Hummel explained that a vote would not be taken for this item and stated that the Board acknowledges the Annual Treasurer's Report.

- c. Approve 2020 Holiday Closings - Action Required

**MOTION:** Trustee Duffy moved to approve 2020 Holiday Closings. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

- d. Trustee Travel Reimbursement for ILA Conference - Action Required

**MOTION:** Trustee Sullivan moved to reimburse Marjorie Bartelli, Vice President for \$41.08. Trustee Larson seconded.

Discussion: Director Weinstein mentioned this was per the Local Government Travel Expense Control Act of 2017 and the Board is required to vote on any Trustee reimbursements.

President Hummel asked for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

President Hummel mentioned the Executive Session was not needed.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan asked about a database usage statistics for each database. Director Weinstein said that the report would appear in the January packet. Trustee Larson mentioned she stopped by the Winter Read event and said it was very nice. Trustee Duffy said he would like to hear from the librarians regarding space needs at the LLD. Director Weinstein stated she could provide a statement in January from all Department Directors.

Vice President Bartelli wished the other Trustees and staff a Merry Christmas and a Happy New Year. President Hummel mentioned he attended the Winter Read event. He stated he was looking forward to 2020. Treasurer Norton mentioned she would like more feedback from the public regarding facility projects. Secretary Swistak mentioned she also attended the Winter Read Party and that it was a very fun event for her entire family.

10. Adjourn

**MOTION:** Trustee Duffy moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 8:20 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 15, 2020.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2019

Fund Name	Cash Balance 12/31/19	Financial Assets %	Financial Assets %
Corporate	6,780,499.04	W/ Spec Res 61.12%	W/O Spec Res 87.66%
Building Maintenance	0.00	0.00%	0.00%
IMRF	338,633.98	3.05%	4.38%
FICA	194,630.36	1.75%	2.52%
Working Cash	420,893.19	3.79%	5.44%
Subtotals	7,734,656.57	69.72%	100.00%
Special Reserve	3,359,284.56	30.28%	0.00%
	11,093,941.13	100.00%	100.00%

Treasurer

Date

12/31/2019

## INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,860.00	1,698.86	1,572.55	1,529.62	1,307.72	1,350.35							9,319.10
Ehlers	0.48	4.20	8.48	0.31	2.89	14.63							30.99
Ehlers-Inv interest	2,541.23	8,896.84	6,513.75	9,754.93	9,492.25	4,838.54							42,037.54
Fifth Third Bank	5,177.17	4,946.44	5,850.53	5,582.40	4,793.77	4,470.98							30,821.29
Lisle Savings	67.11	67.13	71.63	67.17	69.44	67.22							409.70
Lisle CD 2635	469.72	470.71	456.47	472.66	458.35	474.61							2,802.52
Lisle CD 2669	527.60	528.82	512.93	531.23	515.26	533.65							3,149.49
IL Funds	2,807.00	2,580.25	2,415.35	2,270.66	2,020.81	2,042.11							14,136.18
US Bank-9853	508.03	524.99	524.98	508.03	524.99	508.03							3,099.05
US Bank-9370	3.17	3.32	4.19	8.29	8.65	8.44							36.06
TOTALS	13,961.51	19,721.56	17,930.86	20,725.30	19,194.13	14,308.56	0.00	0.00	0.00	0.00	0.00	0.00	105,841.92

INVESTMENTS													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00	465,000.00	200,000.00	145,000.00	800,000.00	205,000.00							1,815,000.00
Investment Purchases	0.00	474,681.05	204,976.00	154,922.50	0.00	815,000.00							1,649,579.55
TOTALS	0.00	-9,681.05	-4,976.00	-9,922.50	800,000.00	-610,000.00	0.00	0.00	0.00	0.00	0.00	0.00	165,420.45

	Value on 12/31/2019
1. Cash and cash equivalents	1,000,000
2. Accounts receivable	2,000,000
3. Inventory	1,000,000
4. Prepaid expenses	500,000
5. Property, plant, and equipment	5,000,000
6. Intangible assets	1,000,000
7. Other assets	500,000
8. Accounts payable	1,000,000
9. Long-term debt	2,000,000
10. Equity	5,000,000
<b>Total</b>	<b>15,000,000</b>

[illegible]

\$11,093.941.13

## 9

**Lisle Library District**  
**Revenues through December 31, 2019 (50.0% of FY 19-20)**  
Special Reserve Only

	Current Month December 2019	YTD July - June 2019-2020	YTD Jul - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>REVENUES</b>					
INTEREST/ DONATIONS					
70-02-4481-00 Interest Earned - Special Reserve	\$4,887.18	\$29,683.03	\$27,347.90	\$35,000.00	84.81 %
70-04-4587-10 Restricted - Transfer from Corporate F	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
TOTAL INTEREST & CASH DONATION	\$29,887.18	\$179,683.03	\$177,347.90	\$335,000.00	53.64 %
<b>TOTAL REVENUES</b>	<b>\$29,887.18</b>	<b>\$179,683.03</b>	<b>\$177,347.90</b>	<b>\$335,000.00</b>	<b>53.64 %</b>

# Lisle Library District

## Revenues through December 31, 2019 (50.0% of FY 19-20)

No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$61,934.68	\$3,995,547.70	\$3,908,460.52	\$3,966,823.34	100.72 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$0.00	\$154,159.43	\$0.00	0.00 %
40-01-4414-00 Tax Levy - IMRF	\$352.48	\$50,909.89	\$154,360.97	\$50,984.25	99.85 %
45-01-4415-00 Tax Levy - FICA	\$876.91	\$126,653.88	\$136,293.15	\$126,838.87	99.85 %
<b>TOTAL TAX LEVY</b>	<b>\$63,164.07</b>	<b>\$4,173,111.47</b>	<b>\$4,353,274.07</b>	<b>\$4,144,646.46</b>	<b>100.69 %</b>
<b>BACK TAXES</b>					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$0.00	\$2,065.96	\$0.00	0.00 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$0.00	\$60.55	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$0.00	\$97.82	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$0.00	\$74.66	\$0.00	0.00 %
<b>TOTAL BACK TAXES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,298.99</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
<b>Total TIF SURPLUS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>0.00 %</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$773.78	\$8,431.38	\$5,706.66	\$12,000.00	70.26 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$44.66	\$486.59	\$329.34	\$600.00	81.10 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$7.01	\$76.45	\$51.74	\$100.00	76.45 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>	<b>\$825.45</b>	<b>\$8,994.42</b>	<b>\$6,087.74</b>	<b>\$12,700.00</b>	<b>70.82 %</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	\$8,561.13	\$65,081.15	\$59,359.36	\$82,000.00	79.37 %
30-02-4474-00 Interest Earned - .02 B/M	\$0.00	\$0.00	\$716.73	\$0.00	0.00 %
40-02-4475-00 Interest Earned - IMRF	\$591.36	\$4,495.50	\$3,008.89	\$4,500.00	99.90 %
45-02-4476-00 Interest Earned - FICA	\$268.89	\$2,044.11	\$1,514.63	\$2,500.00	81.76 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$4,538.14	\$3,415.80	\$4,500.00	100.85 %

**Lisle Library District**  
**Revenues through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TOTAL INTEREST INCOME	\$9,421.38	\$76,158.90	\$68,015.41	\$93,500.00	81.45 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	(\$1,580.85)	\$11,021.57	\$15,056.54	\$25,000.00	44.09 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$1,580.85)	\$11,021.57	\$15,056.54	\$25,000.00	44.09 %
DESK INCOME					
10-03-4531-00 Lost Books	\$175.00	\$929.16	\$1,568.16	\$3,000.00	30.97 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$1,992.71	\$12,149.49	\$20,049.73	\$35,000.00	34.71 %
TOTAL DESK INCOME	\$2,167.71	\$13,078.65	\$21,617.89	\$38,250.00	34.19 %
UNRESTRICTED INCOME					
10-04-4562-00 Gifts-book purchases	\$0.00	\$0.00	\$56.95	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$0.00	\$478.94	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$231.93	\$743.03	\$555.08	\$1,000.00	74.30 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$0.00	\$2,708.00	\$1,000.00	0.00 %
TOTAL UNRESTRICTED INCOME	\$231.93	\$36,373.03	\$39,428.97	\$2,000.00	1,818.65 %
TOTAL REVENUES	\$74,229.69	\$4,318,738.04	\$4,507,322.05	\$4,351,096.46	99.26 %



**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
Special Reserve Only

	Current Month December 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$99,150.00	\$122,807.50	\$0.00	\$345,000.00	35.60 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$140,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$3,764.99	\$30,000.00	0.00 %
70-65-5674-00 Consulting	\$1,500.00	\$5,750.00	\$0.00	\$75,000.00	7.67 %
<b>TOTAL MAINTENANCE AND EQUIPMENT EXPENSES</b>	<b>\$100,650.00</b>	<b>\$128,557.50</b>	<b>\$3,764.99</b>	<b>\$590,000.00</b>	<b>21.79 %</b>
<b>RENOVATION COSTS</b>					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
<b>TOTAL RENOVATION COSTS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0.00 %</b>
<b>TOTAL SPECIAL RESERVE EXPENSES</b>	<b>\$100,650.00</b>	<b>\$128,557.50</b>	<b>\$3,764.99</b>	<b>\$600,000.00</b>	<b>21.43 %</b>

# Lisle Library District

## Expenses through December 31, 2019 (50.0% of FY 19-20)

No Special Reserve reflected

ALL EXPENSES		Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$38,012.54	\$252,935.88	\$231,358.93	\$538,996.84	46.93 %
10-10-5603-20	Adult Services - Reg. Hours	\$46,514.50	\$280,641.47	\$249,820.49	\$561,938.59	49.94 %
10-10-5603-30	Youth Services - Reg. Hours	\$32,572.90	\$196,498.14	\$154,137.45	\$398,744.11	49.28 %
10-10-5603-50	Technical Services - Reg. Hours	\$22,117.06	\$133,744.60	\$129,641.99	\$279,943.69	47.78 %
10-10-5603-60	Circulation - Reg. Hours	\$39,051.18	\$236,546.13	\$221,701.16	\$482,446.73	49.03 %
Total Salaries		\$178,268.18	\$1,100,366.22	\$986,660.02	\$2,262,069.96	48.64 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$2,972.69	\$22,718.82	\$27,249.74	\$65,000.00	34.95 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$6,435.55	\$45,295.45	\$45,875.28	\$105,000.00	43.14 %
10-10-5621-30	Hosp. Ins. - YS	\$2,039.67	\$19,063.19	\$21,625.78	\$50,000.00	38.13 %
10-10-5621-50	Hosp. Ins. - Tech	\$2,137.97	\$14,661.88	\$18,420.94	\$40,000.00	36.65 %
10-10-5621-60	Hosp. Ins. - Circ	\$5,247.03	\$29,033.84	\$27,184.92	\$60,000.00	48.39 %
10-10-5622-10	Dental Ins. - Admin.	\$80.13	\$1,288.85	\$1,963.33	\$4,000.00	32.22 %
10-10-5622-20	Dental Ins. - Adult Serv	\$415.68	\$2,725.39	\$3,535.23	\$7,000.00	38.93 %
10-10-5622-30	Dental Ins. - YS	\$196.66	\$892.93	\$725.76	\$2,000.00	44.65 %
10-10-5622-50	Dental Ins. - Tech	\$159.23	\$1,405.39	\$1,699.54	\$3,000.00	46.85 %
10-10-5622-60	Dental Ins. - Circ	\$150.68	\$1,194.24	\$2,027.81	\$4,000.00	29.86 %
Total Health & Dental Ins.		\$19,835.29	\$138,279.98	\$150,308.33	\$340,000.00	40.67 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$736.27	\$206.95	\$4,000.00	18.41 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$382.20	\$0.00	\$870.00	43.93 %
Total Other Staff Benefits		\$0.00	\$1,118.47	\$206.95	\$4,870.00	22.97 %
FICA Expenses						
45-10-5625-10	FICA Expense - Admin	\$2,832.71	\$18,883.84	\$17,212.00	\$40,000.00	47.21 %
45-10-5625-20	FICA Expense - Adult Serv.	\$3,342.27	\$20,172.55	\$17,807.26	\$40,000.00	50.43 %
45-10-5625-30	FICA Expense - Youth Services	\$2,453.89	\$14,811.18	\$11,693.69	\$30,000.00	49.37 %

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
45-10-5625-50 FICA Expense - Tech Servs.	\$1,657.65	\$10,033.44	\$9,555.20	\$22,000.00	45.61 %
45-10-5625-60 FICA Expense - Circulation	\$2,831.25	\$17,482.62	\$16,517.82	\$41,048.35	42.59 %
Total FICA Expenses	\$13,117.77	\$81,383.63	\$72,785.97	\$173,048.35	47.03 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$2,378.53	\$15,872.59	\$19,387.06	\$41,000.00	38.71 %
40-10-5628-20 IMRF Expense - Adult Servs	\$3,116.47	\$18,802.99	\$23,023.58	\$46,000.00	40.88 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,085.33	\$12,592.34	\$12,450.84	\$34,000.00	37.04 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,481.84	\$8,960.89	\$12,129.95	\$25,000.00	35.84 %
40-10-5628-60 IMRF Expense - Circulation	\$1,867.91	\$11,331.37	\$13,789.58	\$30,000.00	37.77 %
Total IMRF Expenses	\$10,930.08	\$67,560.18	\$80,781.01	\$176,000.00	38.39 %
TOTAL EMPLOYEE COSTS	\$222,151.32	\$1,388,708.48	\$1,290,742.28	\$2,955,988.31	46.98 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,250.00	\$1,800.00	\$5,400.00	41.67 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$670.39	\$3,590.91	\$3,581.47	\$8,000.00	44.89 %
10-20-5653-00 Utilities - Gas	\$824.27	\$1,548.42	\$250.40	\$7,500.00	20.65 %
10-20-5654-00 Utilities - Sewer & Water	\$248.81	\$762.31	\$1,304.99	\$2,900.00	26.29 %
10-20-5655-00 Utilities - Electric	\$3,011.16	\$18,418.55	\$21,576.05	\$52,000.00	35.42 %
10-20-5656-00 Verizon	\$216.06	\$648.32	\$300.92	\$1,500.00	43.22 %
Total Utilities	\$5,420.69	\$29,028.51	\$30,623.83	\$79,110.00	36.69 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$2,400.00	\$2,400.00	\$5,000.00	48.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$4,119.23	\$12,148.15	\$15,904.86	\$37,500.00	32.40 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$2,617.50	\$7,928.50	\$11,017.50	\$40,000.00	19.82 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$537.44	\$4,542.88	\$3,840.13	\$9,000.00	50.48 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,971.85	\$18,060.60	\$6,946.21	\$83,700.00	21.58 %
10-20-5665-00 Rubbish Removal	\$226.41	\$1,837.87	\$1,326.23	\$2,500.00	73.51 %

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
Total Maintenance and Repairs	\$10,472.43	\$46,918.00	\$41,434.93	\$177,700.00	26.40 %
<b>TOTAL BUILDING COSTS</b>	<b>\$15,893.12</b>	<b>\$75,946.51</b>	<b>\$72,058.76</b>	<b>\$256,810.00</b>	<b>29.57 %</b>
<b>OPERATING EXPENSES</b>					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$577.24	\$2,709.61	\$2,282.05	\$4,500.00	60.21 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,213.45	\$6,623.45	\$6,510.00	\$18,000.00	36.80 %
10-25-5711-00 Postage Special Serv	\$0.00	\$3,306.08	\$4,396.57	\$8,500.00	38.90 %
10-25-5712-00 Printing	\$45.00	\$173.00	\$69.00	\$1,000.00	17.30 %
<b>Total Postage and Printing</b>	<b>\$2,835.69</b>	<b>\$12,812.14</b>	<b>\$13,257.62</b>	<b>\$32,000.00</b>	<b>40.04 %</b>
<b>Supplies</b>					
10-25-5713-00 Office Supplies	\$448.63	\$1,968.15	\$2,418.42	\$5,000.00	39.36 %
10-25-5714-00 Circ. Material Supplies	\$440.78	\$3,299.94	\$3,542.00	\$10,000.00	33.00 %
10-25-5715-00 Copier Supplies	\$309.90	\$619.80	\$589.80	\$1,800.00	34.43 %
10-25-5716-00 Kitchen Supplies	\$462.21	\$2,530.24	\$3,143.79	\$6,500.00	38.93 %
10-25-5717-00 Processing Supplies	\$2,654.15	\$12,865.48	\$9,327.88	\$28,000.00	45.95 %
10-25-5718-00 Computer Supplies	\$6,192.07	\$6,872.37	\$6,283.28	\$12,400.00	55.42 %
<b>Total Supplies</b>	<b>\$10,507.74</b>	<b>\$28,155.98</b>	<b>\$25,305.17</b>	<b>\$63,700.00</b>	<b>44.20 %</b>
<b>Other Operating Costs</b>					
10-25-5719-00 Publishing	\$0.00	\$663.32	\$703.71	\$2,200.00	30.15 %
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	\$51.36	\$258.78	\$250.00	20.54 %
10-25-5723-15 Bank Charges	\$102.78	\$900.85	\$1,563.50	\$3,100.00	29.06 %
10-25-5724-15 Local Travel	\$5.92	\$183.50	\$210.57	\$500.00	36.70 %
<b>Total Other Operating Costs</b>	<b>\$108.70</b>	<b>\$1,799.03</b>	<b>\$2,736.56</b>	<b>\$6,200.00</b>	<b>29.02 %</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$13,452.13</b>	<b>\$42,767.15</b>	<b>\$41,299.35</b>	<b>\$101,900.00</b>	<b>41.97 %</b>
<b>INSURANCE</b>					

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,400.00	\$2,100.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$22,328.51	\$22,328.51	\$8,418.70	\$22,600.00	98.80 %
10-30-5752-00 Notary Bond	\$0.00	\$0.00	\$0.00	\$65.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$6,457.00	\$6,457.00	\$2,955.00	\$6,200.00	104.15 %
<b>TOTAL INSURANCE</b>	<b>\$28,785.51</b>	<b>\$28,785.51</b>	<b>\$13,773.70</b>	<b>\$30,965.00</b>	<b>92.96 %</b>
<b>CONTRACTUAL SERVICES</b>					
10-35-5760-00 Legal Services	\$0.00	\$1,912.50	\$1,515.00	\$15,000.00	12.75 %
10-35-5761-00 Collection Agency	\$53.70	\$134.25	\$241.65	\$700.00	19.18 %
10-35-5762-00 Other Contr Services - Admin	\$67.56	\$2,282.56	\$2,040.00	\$6,500.00	35.12 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$2,634.56	\$21,436.44	\$8,579.87	\$60,000.00	35.73 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$2,964.30	\$9,965.21	\$2,681.60	\$14,000.00	71.18 %
10-35-5765-10 Investment Agency Consultants	\$582.65	\$2,958.12	\$2,852.21	\$7,000.00	42.26 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$7,574.04	\$8,950.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,400.00	\$8,500.00	\$10,000.00	84.00 %
10-35-5771-00 Payroll Service	\$512.60	\$3,053.82	\$3,022.59	\$7,700.00	39.66 %
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$6,815.37</b>	<b>\$50,142.90</b>	<b>\$37,006.96</b>	<b>\$129,850.00</b>	<b>38.62 %</b>
<b>PERSONNEL DEVELOPMENT</b>					
<b>Staff &amp; Trustee Development</b>					
10-40-5783-00 Dues - Staff	\$85.00	\$2,464.00	\$2,356.00	\$5,100.00	48.31 %
10-40-5784-00 Meetings - Staff	\$180.76	\$700.89	\$583.89	\$2,000.00	35.04 %
10-40-5785-00 Conferences - Staff	\$548.18	\$5,193.60	\$5,608.90	\$15,000.00	34.62 %
10-40-5786-00 Memorial/Tribute/Recognition	(\$0.58)	\$211.07	\$68.90	\$2,000.00	10.55 %
10-40-5787-00 In-Service	\$0.00	\$2,302.29	\$2,917.34	\$3,000.00	76.74 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$811.00	\$1,480.32	\$1,500.00	54.07 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$75.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$41.08	\$391.08	\$175.00	\$1,000.00	39.11 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
<b>Total Staff &amp; Trustee Development</b>	<b>\$854.44</b>	<b>\$12,148.93</b>	<b>\$13,265.35</b>	<b>\$32,125.00</b>	<b>37.82 %</b>

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TOTAL PERSONNEL DEVELOPMENT	\$854.44	\$12,148.93	\$13,265.35	\$32,125.00	37.82 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$48,230.78	\$48,956.48	\$48,622.70	\$52,500.00	93.25 %
10-48-5803-10 5803 Technology	\$1,461.51	\$4,448.46	\$0.00	\$66,000.00	6.74 %
10-48-5804-10 5804 Facility	\$1,231.20	\$5,035.65	\$0.00	\$10,000.00	50.36 %
Total Major Equipment	\$50,923.49	\$58,440.59	\$48,622.70	\$128,500.00	45.48 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$0.00	\$588.83	\$700.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$324.00	\$447.14	\$118.97	\$700.00	63.88 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$51.13	\$435.59	\$700.00	7.30 %
10-48-5823-50 Minor Equip - Tech Services	\$18.38	\$56.80	\$169.95	\$700.00	8.11 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment	\$342.38	\$555.07	\$1,313.34	\$3,500.00	15.86 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$180.00	\$360.00	\$720.00	25.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$739.99	\$6,429.44	\$5,346.67	\$19,000.00	33.84 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$25.94	\$438.80	\$2.58	\$1,000.00	43.88 %
Total Equip Maint/Repairs & Rentals	\$765.93	\$7,048.24	\$5,709.25	\$20,720.00	34.02 %
TOTAL EQUIPMENT COSTS	\$52,031.80	\$66,043.90	\$55,645.29	\$152,720.00	43.25 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$1,140.08	\$3,544.77	\$9,000.00	12.67 %
10-50-5863-30 Books - Youth Serv	\$3,233.63	\$21,355.22	\$22,352.98	\$54,000.00	39.55 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$27.17	\$100.00	\$100.00	27.17 %
10-50-5864-10 Books - Non Fiction	\$7,545.15	\$33,249.50	\$46,715.32	\$86,100.00	38.62 %
10-50-5865-10 Books - Adult/Teen Fiction	\$8,302.17	\$36,503.19	\$33,874.08	\$72,500.00	50.35 %

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
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	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 -2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-50-5867-20 Ref Books - Adult Serv	\$1,273.45	\$3,384.17	\$7,928.45	\$20,000.00	16.92 %
Total Books	\$20,354.40	\$95,659.33	\$114,515.60	\$241,700.00	39.58 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$10,206.28	\$104,627.22	\$114,494.75	\$130,000.00	80.48 %
10-50-5872-10 Dbases - Professional	\$678.00	\$3,853.62	\$3,923.55	\$10,000.00	38.54 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$2,880.00	\$3,118.00	\$12,700.00	22.68 %
Total Databases	\$10,884.28	\$111,360.84	\$121,536.30	\$152,700.00	72.93 %
Audio-Visual Materials					
10-50-5890-30 A-V Mats - Youth Serv	\$1,560.22	\$6,758.79	\$3,864.18	\$18,000.00	37.55 %
10-50-5895-40 A-V Mats - Adult Serv	\$12,045.39	\$65,732.26	\$55,105.95	\$117,300.00	56.04 %
Total Audio- Visual Materials	\$13,605.61	\$72,491.05	\$58,970.13	\$135,300.00	53.58 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$645.59	\$32,499.63	\$37,291.42	\$42,000.00	77.38 %
10-50-5900-30 Periodicals - Youth	\$0.00	\$193.91	\$327.40	\$700.00	27.70 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$3,034.47	\$2,385.93	\$3,800.00	79.85 %
10-50-5871-20 Document Delivery	\$0.00	\$21,697.83	\$21,245.98	\$23,000.00	94.34 %
Total Periodicals/Doc Delivery	\$645.59	\$57,425.84	\$61,250.73	\$69,500.00	82.63 %
TOTAL LIBRARY MEDIA	\$45,489.88	\$336,937.06	\$356,272.76	\$599,200.00	56.23 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$298.14	\$6,566.06	\$7,726.27	\$16,500.00	39.79 %
10-60-5931-30 Programs - Youth	\$328.19	\$3,792.89	\$4,753.69	\$12,000.00	31.61 %
10-60-5931-40 Online Marketing	\$0.00	\$1,342.38	\$1,471.21	\$2,000.00	67.12 %
10-60-5931-50 Community Relations	\$139.25	\$1,273.74	\$3,604.03	\$6,500.00	19.60 %
Total Programs	\$765.58	\$12,975.07	\$17,555.20	\$37,000.00	35.07 %
Readers Service's					

**Lisle Library District**  
**Expenses through December 31, 2019 (50.0% of FY 19-20)**  
 No Special Reserve reflected

	Current Month December 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-60-5940-10 Reader Services - Adult Serv. De	\$147.05	\$235.69	\$1,845.79	\$2,000.00	11.78 %
10-60-5940-30 Reader Services - Youth Serv. D	\$279.64	\$3,498.50	\$2,689.45	\$5,500.00	63.61 %
Total Readers Services's	\$426.69	\$3,734.19	\$4,535.24	\$7,500.00	49.79 %
<b>TOTAL PROGRAMS AND READER'S SERVICES</b>	<b>\$1,192.27</b>	<b>\$16,709.26</b>	<b>\$22,090.44</b>	<b>\$44,500.00</b>	<b>37.55 %</b>
<b>RESTRICTED USAGE EXPENSES</b>					
10-80-5980-80 Restricted - Gifts	\$0.00	\$0.00	\$500.94	\$0.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$827.23	\$0.00	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
10-80-5986-80 IMRF Funding	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	100.00 %
<b>TOTAL RESTRICTED USAGE EXPENSES</b>	<b>\$25,000.00</b>	<b>\$200,827.23</b>	<b>\$200,500.94</b>	<b>\$350,000.00</b>	<b>57.38 %</b>
<b>.02 BLDG/MAINT EXPENSES</b>					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$0.00	\$10,834.29	\$0.00	0.00 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$0.00	\$12,621.58	\$20,839.78	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$9,063.21	\$50,040.00	\$10,000.00	90.63 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$21,684.79	\$81,714.07	\$10,000.00	216.85 %
<b>CONTINGENCY</b>					
10-90-5999-00 Contingency	\$0.00	\$15,264.92	\$0.00	\$25,000.00	61.06 %
Total	\$0.00	\$15,264.92	\$0.00	\$25,000.00	61.06 %
<b>TOTAL ALL EXPENSES</b>	<b>\$411,665.84</b>	<b>\$2,255,966.64</b>	<b>\$2,184,369.90</b>	<b>\$4,689,058.31</b>	<b>48.11 %</b>



## Accounts Payable for January 15, 2020

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	1/15/2020 2020	(11) 2020 Memberships Invoice	Paid	10-40-5783-00	Dues - Staff	\$165.00
<b>Totals for Adult Reading Round Table/ARRT:</b>						<u>\$165.00</u>
<b>Allegra Print &amp; Imaging</b>						
Allegra Print & Imaging	1/15/2020 31565	Bookmarks Invoice	Paid	10-25-5712-00	Printing	\$103.23
<b>Totals for Allegra Print &amp; Imaging:</b>						<u>\$103.23</u>
<b>American Library Association (Chicago)</b>						
American Library Association (Chicago)	1/15/2020 263427-083120	Membership Dues - Weinste Invoice	Paid	10-40-5783-00	Dues - Staff	\$5.00
<b>Totals for American Library Association (Chicago):</b>						<u>\$5.00</u>
<b>Anderson Pest Solutions</b>						
Anderson Pest Solutions	1/15/2020 5428012	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
<b>Totals for Anderson Pest Solutions:</b>						<u>\$145.23</u>
<b>AWE</b>						
AWE	1/15/2020 LISLE19001-1	AWE Computers Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$5,272.00
<b>Totals for AWE:</b>						<u>\$5,272.00</u>
<b>Baker &amp; Taylor (L4171582)</b>						
Baker & Taylor (L4171582)	1/15/2020 123119	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$1,029.79 \$132.60
<b>Totals for Baker &amp; Taylor (L4171582):</b>						<u>\$1,162.39</u>
<b>Baker &amp; Taylor (C5223353)</b>						
Baker & Taylor (C5223353)	1/15/2020 123119	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$487.84 \$2.30
<b>Totals for Baker &amp; Taylor (C5223353):</b>						<u>\$490.14</u>

# Lisle Library District

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (C5223433)	1/15/2020 123119	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$1,070.82 \$20.70
					<i>Totals for Baker &amp; Taylor (C5223433):</i>	<i>\$1,091.52</i>
<b>Baker &amp; Taylor (L0334152)</b> Baker & Taylor (L0334152)	1/15/2020 123119	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$5,413.78 \$224.30
					<i>Totals for Baker &amp; Taylor (L0334152):</i>	<i>\$5,638.08</i>
<b>Baker &amp; Taylor (L3965522)</b> Baker & Taylor (L3965522)	1/15/2020 123119	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$7.38
					<i>Totals for Baker &amp; Taylor (L3965522):</i>	<i>\$7.38</i>
<b>Baker &amp; Taylor (L4342812)</b> Baker & Taylor (L4342812)	1/15/2020 123119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$774.82 \$17.10
					<i>Totals for Baker &amp; Taylor (L4342812):</i>	<i>\$791.92</i>
<b>Baker &amp; Taylor (L5202982)</b> Baker & Taylor (L5202982)	1/15/2020 123119	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$528.81 \$124.20
					<i>Totals for Baker &amp; Taylor (L5202982):</i>	<i>\$653.01</i>
<b>Baker &amp; Taylor (L5425632)</b> Baker & Taylor (L5425632)	1/15/2020 123119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,105.95 \$116.35
					<i>Totals for Baker &amp; Taylor (L5425632):</i>	<i>\$2,222.30</i>
<b>Baker &amp; Taylor (L5543202)</b> Baker & Taylor (L5543202)	1/15/2020 123119	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$6,301.27 \$280.55
					<i>Totals for Baker &amp; Taylor (L5543202):</i>	<i>\$6,581.82</i>
<b>Batteries Plus LLC</b> Batteries Plus LLC	1/15/2020 P22710449	Misc Batteries Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$142.65

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Bear Landscape Group</b> Bear Landscape Group	1/15/2020 7155	Winter Planters Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$90.00
					Totals for Batteries Plus LLC:	\$142.65
<b>Mark Cappelli</b> Mark Cappelli	1/15/2020 5332	Piano Tuning Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$125.00
					Totals for Bear Landscape Group:	\$90.00
<b>Case Lots, Inc.</b> Case Lots, Inc.	1/15/2020 1101	Misc. Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$205.50
					Totals for Mark Cappelli:	\$125.00
<b>CCS</b> CCS	1/15/2020 119111-12132019	Project Management Invoice	Paid	70-65-5674-00	Consulting	\$7,640.00
					Totals for Case Lots, Inc.:	\$205.50
<b>Chicago Metro Fire Prevention</b> Chicago Metro Fire Prevention	1/15/2020 IN00322951	Fire Safety Work Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$942.00
					Totals for CCS:	\$7,640.00
<b>Compact Disc Source</b> Compact Disc Source	1/15/2020 77716	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$297.37
	1/15/2020 77715	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$116.73
	1/15/2020 77797	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$253.59
					Totals for Chicago Metro Fire Prevention:	\$942.00

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Jean Demas</b> Jean Demas	1/15/2020 77796	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$105.45
					<i>Totals for Compact Disc Source:</i>	<u>\$773.14</u>
	1/15/2020 120419	Multilingual Conference, Bu Invoice	Paid	10-40-5785-00	Conferences - Staff	\$16.94
<b>Demco, Inc.</b> Demco, Inc.	1/15/2020 6738491	Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$150.92
					<i>Totals for Jean Demas:</i>	<u>\$16.94</u>
	1/15/2020 Order #93500771	AWE Station Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,160.18
<b>Direct Energy Business</b> Direct Energy Business	1/15/2020 193640040725773	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,986.06
					<i>Totals for Demco, Inc.:</i>	<u>\$1,311.10</u>
					<i>Totals for Direct Energy Business:</i>	<u>\$3,986.06</u>
<b>EBSCO</b> EBSCO	1/15/2020 2003166	Rate Adjustment Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$107.34
					<i>Totals for EBSCO:</i>	<u>\$107.34</u>
	1/15/2020 123119	Investments Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$603.28
<b>Ehlers Investment Partners</b> Ehlers Investment Partners					<i>Totals for Ehlers Investment Partners:</i>	<u>\$603.28</u>
	1/15/2020 121019	Imagination Inc Invoice	Paid	10-60-5931-30	Programs - Youth	\$62.00
					<i>Totals for John Ferrari:</i>	<u>\$62.00</u>

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Findaway World</b> Findaway World	1/15/2020 308290	Playaway Supplies Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$174.88
					<i>Totals for Findaway World:</i>	<u>\$174.88</u>
<b>Folding Partition Services</b> Folding Partition Services	1/15/2020 10091	Partition Meeting Room Main Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$424.00
					<i>Totals for Folding Partition Services:</i>	<u>\$424.00</u>
<b>Pam Freer</b> Pam Freer	1/15/2020 010620	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.49
					<i>Totals for Pam Freer:</i>	<u>\$8.49</u>
<b>Garvey's Office Products</b> Garvey's Office Products	1/15/2020 PINV1838720	Circ Services Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$29.97
	1/15/2020 PINV1834503	Misc. Office Supplies Invoice	Paid	10-25-5713-00	Office Supplies	\$62.59
	1/15/2020 PINV1836033	Calendars Invoice	Paid	10-25-5713-00	Office Supplies	\$36.71
	1/15/2020 PINV1847331	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$29.98
					<i>Totals for Garvey's Office Products:</i>	<u>\$159.25</u>
<b>Hagg Press</b> Hagg Press	1/15/2020 122019F	Postage - Feb/March Newslett Invoice	Paid	10-25-5711-00	Postage Special Serv	\$1,100.00
					<i>Totals for Hagg Press:</i>	<u>\$1,100.00</u>
<b>IHLS - OCLC</b> IHLS - OCLC	1/15/2020 20491	Web Dewey Invoice	Paid	10-50-5872-10	Dbases - Professional	\$184.50

# Lisle Library District

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Illinois Library Association</b> Illinois Library Association	1/15/2020 172838	Membership Dues - Baxter, D Invoice	Paid	10-40-5783-00	Dues - Staff	\$525.00
					Totals for IHLS - OCLC:	\$184.50
<b>Jensen's Plumbing &amp; Heating</b> Jensen's Plumbing & Heating	1/15/2020 J27464	Storm Water Sewer Repair Invoice	Paid	70-20-5666-00	5666 Facility and Campus (Spec Res)	\$10,570.00
					Totals for Illinois Library Association:	\$525.00
<b>Johnson Controls Security Solutions</b> Johnson Controls Security Solutions	1/15/2020 33582560	Security Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$936.14
					Totals for Jensen's Plumbing & Heating:	\$10,570.00
<b>Jackie Kilcran</b> Jackie Kilcran	1/15/2020 120619	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$25.17
	1/15/2020 120619	Winter Read Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$17.96
	1/15/2020 123019	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$10.79
					Totals for Johnson Controls Security Solutions:	\$936.14
<b>Chris Knight</b> Chris Knight	1/15/2020 121819	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$12.64
					Totals for Jackie Kilcran:	\$53.92
<b>Yolanda Kocemba</b> Yolanda Kocemba	1/15/2020 122219	ESL for You! Teacher Stipen Invoice	Paid	10-50-5863-20	Literacy/ESL	\$1,026.00
					Totals for Chris Knight:	\$12.64
					Totals for Yolanda Kocemba:	\$1,026.00

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Konica Minolta Business Solutions</b>						
Konica Minolta Business Solutions	1/15/2020 263421919	Copier Usage Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$229.25
<b>Totals for Konica Minolta Business Solutions:</b>						
						\$229.25
<b>Konica Minolta Premier Finance</b>						
Konica Minolta Premier Finance	1/15/2020 404075038	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
<b>Totals for Konica Minolta Premier Finance:</b>						
						\$211.10
<b>LibrariesFirst</b>						
LibrariesFirst	1/15/2020 7490	Museum Adventure Pass 20 Invoice	Paid	10-60-5931-50	Community Relations	\$275.00
<b>Totals for LibrariesFirst:</b>						
						\$275.00
<b>LIMRiCC PHIP Health</b>						
LIMRiCC PHIP Health	1/15/2020 010320	January Health Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ	\$5,841.25 \$10,782.67 \$4,869.56 \$3,284.66 \$6,365.39
<b>Totals for LIMRiCC PHIP Health:</b>						
						\$31,143.53
<b>Metalmaster Roofmaster</b>						
Metalmaster Roofmaster	1/15/2020 5742	Roof Repairs Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$3,787.00
<b>Totals for Metalmaster Roofmaster:</b>						
						\$3,787.00
<b>Midwest Tape (7288)</b>						
Midwest Tape (7288)	1/15/2020 010220	DVDs/Blu-rays & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,295.54 \$559.50
<b>Totals for Midwest Tape (7288):</b>						
						\$2,855.04
<b>Midwest Tape (7291)</b>						
Midwest Tape (7291)	1/15/2020 010220	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$45.73

# Lisle Library District

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Midwest Tape</b> Midwest Tape	1/15/2020 98417195	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$3,665.63
	<i>Totals for Midwest Tape (7291):</i>					<u>\$45.73</u>
<b>Monaco Mechanical Service, Inc.</b> Monaco Mechanical Service, Inc.	1/15/2020 18600	Final - 4 AHUs Replaced Invoice	Paid	70-20-5660-00	Maint/Repairs-Bldg Structure (Spec Res)	\$99,150.00
	1/15/2020 18611	Humidifiers HVAC Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$6,255.00
	1/15/2020 18620	1st Q Maintenance Contract Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
	<i>Totals for Midwest Tape:</i>					<u>\$3,665.63</u>
<b>Montano's Landscaping &amp; Nursery, Inc</b> Montano's Landscaping & Nursery, Inc	1/15/2020 010120	Snow Clearing & Salting Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$2,650.00
	<i>Totals for Monaco Mechanical Service, Inc.:</i>					<u>\$106,605.00</u>
<b>Outsource Solutions Group, Inc.</b> Outsource Solutions Group, Inc.	1/15/2020 50843	Backup Licenses Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$200.00
	1/15/2020 51204	Server Monitoring Jan 2020 Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$880.00
	<i>Totals for Montano's Landscaping &amp; Nursery, Inc:</i>					<u>\$2,650.00</u>
<b>OverDrive, Inc.</b> OverDrive, Inc.	1/15/2020 CD0110719233686	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	1/15/2020 CD0110719241525	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	<i>Totals for Outsource Solutions Group, Inc.:</i>					<u>\$1,080.00</u>
<i>Totals for OverDrive, Inc.:</i>						<u>\$2,000.00</u>



# Lisle Library District

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Paddock Publications</b> Paddock Publications	1/15/2020 36999	Notice of Audit Report Invoice	Paid	10-25-5719-00	Publishing	\$29.90
					<i>Totals for Paddock Publications:</i>	<i>\$29.90</i>
<b>Patriot Electric &amp; Technologies</b> Patriot Electric & Technologies	1/15/2020 726441	Emergency Lights Replacem Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$655.00
	1/15/2020 726450	Emergency Lights Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$530.00
					<i>Totals for Patriot Electric &amp; Technologies:</i>	<i>\$1,185.00</i>
<b>Winona Patterson</b> Winona Patterson	1/15/2020 122619	Volunteer Holiday Appreciati Invoice	Paid	10-40-5786-00	Memorial/Tribute/Recognition	\$56.97
					<i>Totals for Winona Patterson:</i>	<i>\$56.97</i>
<b>Petty Cash Checking Account</b> Petty Cash Checking Account	1/15/2020 121119	Replenish Fund Invoice	Paid	10-03-4540-00 10-25-5723-15	Fines Bank Charges	\$159.64 \$90.00
					<i>Totals for Petty Cash Checking Account:</i>	<i>\$249.64</i>
<b>Will Savage</b> Will Savage	1/15/2020 120419	Pokemon and Crafting Invoice	Paid	10-60-5931-30	Programs - Youth	\$43.22
	1/15/2020 121719	Magic Program Invoice	Paid	10-60-5931-30	Programs - Youth	\$42.67
	1/15/2020 121119	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$8.50
<b>SavATree</b> SavATree					<i>Totals for Will Savage:</i>	<i>\$94.39</i>
	1/15/2020 6616349	Shrub Pruning Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,650.00

## Accounts Payable for January 15, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Sikich LLP</b> Sikich LLP	1/15/2020 414648	Financial Services Invoice	Paid	10-35-5762-00	Totals for SavATree: Other Contr Services - Admin	\$2,650.00 \$2,634.70
<b>Staples Advantage</b> Staples Advantage	1/15/2020 1627184231	Misc Kitchen & Office Suppl Invoice	Paid	10-25-5716-00 10-25-5713-00	Totals for Sikich LLP: Kitchen Supplies Office Supplies	\$2,634.70 \$319.73 \$284.87
<b>Stephens Plumbing and Heating</b> Stephens Plumbing and Heating	1/15/2020 217458	Plumbing Work Invoice	Paid	10-20-5664-00	Totals for Staples Advantage: Maint/Repairs-Non Contr. Work	\$604.60 \$206.00
<b>Suburban Door Check &amp; Lock Service</b> Suburban Door Check & Lock Service	1/15/2020 IN521310	Repair 2 Doors Invoice	Paid	10-20-5664-00	Totals for Stephens Plumbing and Heating: Maint/Repairs-Non Contr. Work	\$206.00 \$349.00
<b>The Foot Soldier's Journey, Inc.</b> The Foot Soldier's Journey, Inc.	1/15/2020 19-0311	Program: You Have the Powe Invoice	Paid	10-60-5931-10	Totals for Suburban Door Check & Lock Service: Programs - Adult Services	\$349.00 \$350.00
<b>Unique Management Services, Inc.</b> Unique Management Services, Inc.	1/15/2020 569306	November Submittals Invoice	Paid	10-35-5761-00	Totals for The Foot Soldier's Journey, Inc.: Collection Agency	\$350.00 \$80.55
<b>University of Illinois Press</b> University of Illinois Press	1/15/2020 3511081-20	Subscription - IL State Histo Invoice	Paid	10-50-5900-20	Totals for Unique Management Services, Inc.: Periodicals - Adult Serv	\$80.55 \$75.00
<b>Village of Lisle</b>					Totals for University of Illinois Press:	\$75.00

## Lisle Library District

### Accounts Payable for January 15, 2020

Vendor Name		Transaction Date		Description		Status	Account Number	Account Description	Amount
Tax Identification Number		Transaction Number		Transaction Type					
Village of Lisle		1/15/2020		Usage		Paid	10-20-5654-00	Utilities - Sewer & Water	\$112.88
		122719		Invoice					
		1/15/2020		Monthly Internet Services		Paid	10-20-5650-00	Internet Service Provider	\$450.00
		360000325		Invoice					
Totals for Village of Lisle:									\$562.88
Wheaton Public Library									
Wheaton Public Library		1/15/2020		Reciprocal Borrowing Loss		Paid	10-50-5865-10	Books - Adult/Teen Fiction	\$94.98
		21337000729211		Invoice					
Totals for Wheaton Public Library:									\$94.98

# Lisle Library District

## Accounts Payable for January 15, 2020

### Account Summary

Account Number	Description	Net Amount
10-03-4540-00	Fines	\$159.64
10-10-5621-10	Hosp. Ins. - Admin	\$5,841.25
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,782.67
10-10-5621-30	Hosp. Ins. - YS	\$4,869.56
10-10-5621-50	Hosp. Ins. - Tech	\$3,284.66
10-10-5621-60	Hosp. Ins. - Circ	\$6,365.39
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$112.88
10-20-5655-00	Utilities - Electric	\$3,986.06
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$2,740.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$348.15
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$15,923.00
10-25-5711-00	Postage Special Serv	\$1,100.00
10-25-5712-00	Printing	\$103.23
10-25-5713-00	Office Supplies	\$384.17
10-25-5714-00	Circ. Material Supplies	\$29.97
10-25-5716-00	Kitchen Supplies	\$319.73
10-25-5717-00	Processing Supplies	\$1,850.70
10-25-5719-00	Publishing	\$29.90
10-25-5723-15	Bank Charges	\$90.00
10-25-5724-15	Local Travel	\$48.60
10-35-5761-00	Collection Agency	\$80.55
10-35-5762-00	Other Contr Services - Admin	\$2,634.70
10-35-5763-00	Other Contr Svcs-Tech Asst	\$1,080.00
10-35-5765-10	Investment Agency Consultants	\$603.28
10-40-5783-00	Dues - Staff	\$695.00
10-40-5785-00	Conferences - Staff	\$16.94
10-40-5786-00	Memorial/Tribute/Recognition	\$56.97
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,147.24
10-48-5846-00	Equip Maint/Repr-NonContr	\$229.25
10-50-5863-20	Literacy/ESL	\$1,026.00

# Lisle Library District

## Accounts Payable for January 15, 2020

10-50-5863-30	Books - Youth Serv	\$2,880.77
10-50-5864-10	Books - Non Fiction	\$6,491.98
10-50-5865-10	Books - Adult/Teen Fiction	\$6,925.06
10-50-5867-20	Ref Books - Adult Serv	\$487.84
10-50-5872-10	Dbases - Professional	\$184.50
10-50-5890-30	A-V Matls - Youth Serv	\$220.61
10-50-5895-40	A-V Matls - Adult Serv	\$7,541.92
10-50-5900-20	Periodicals - Adult Serv	\$182.34
10-60-5931-10	Programs - Adult Services	\$406.43
10-60-5931-30	Programs - Youth	\$156.39
10-60-5931-50	Community Relations	\$275.00
10-80-5981-80	Restricted - Per Capita Grant	\$8,432.18
70-20-5660-00	Maint/Repairs-Bldg Structure (Spec Res)	\$99,150.00
70-20-5666-00	5666 Facility and Campus (Spec Res)	\$10,570.00
70-65-5674-00	Consulting	\$7,640.00
	GRAND TOTAL:	\$219,279.74

## Account Distribution Report by Number

### January 15, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-03-4540-00, Fines									
1/15/2020	121119	Invoice	5928-001	Petty Cash Checking Account	Petty Cash Checking A	Posted	1/15/2020	\$159.64	\$0.00
								\$159.64	\$0.00
10-10-5621-10, Hosp. Ins. - Admin									
1/15/2020	010320	Invoice	5938-065	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	1/15/2020	\$5,841.25	\$0.00
								\$5,841.25	\$0.00
10-10-5621-20, Hosp. Ins. - Adult Serv.									
1/15/2020	010320	Invoice	5938-067	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	1/15/2020	\$10,782.67	\$0.00
								\$10,782.67	\$0.00
10-10-5621-30, Hosp. Ins. - YS									
1/15/2020	010320	Invoice	5938-068	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	1/15/2020	\$4,869.56	\$0.00
								\$4,869.56	\$0.00
10-10-5621-50, Hosp. Ins. - Tech									
1/15/2020	010320	Invoice	5938-069	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	1/15/2020	\$3,284.66	\$0.00
								\$3,284.66	\$0.00
10-10-5621-60, Hosp. Ins. - Circ									
1/15/2020	010320	Invoice	5938-070	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	1/15/2020	\$6,365.39	\$0.00
								\$6,365.39	\$0.00
10-20-5650-00, Internet Service Provider									
1/15/2020	3600000325	Invoice	5938-103	Village of Lisle	Village of Lisle-360000	Posted	1/15/2020	\$450.00	\$0.00
								\$450.00	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
1/15/2020	122719	Invoice	5938-075	Village of Lisle	Village of Lisle-12271	Posted	1/15/2020	\$112.88	\$0.00
								\$112.88	\$0.00
10-20-5655-00, Utilities - Electric									
1/15/2020	193640040725773	Invoice	5938-071	Direct Energy Business	Direct Energy Business	Posted	1/15/2020	\$3,986.06	\$0.00
								\$3,986.06	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
1/15/2020	18620	Invoice	5938-099	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/15/2020	\$1,200.00	\$0.00
								\$1,200.00	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
1/15/2020	5428012	Invoice	5928-008	Anderson Pest Solutions	Anderson Pest Solutio	Posted	1/15/2020	\$145.23	\$0.00

## Account Distribution Report by Number

January 15, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
1/15/2020	7155	Invoice	5928-012	Bear Landscape Group	Bear Landscape Group-	Posted	1/15/2020	\$90.00	\$0.00
1/15/2020	010120	Invoice	5938-083	Montano's Landscaping & Nur	Montano's Landscapin	Posted	1/15/2020	\$2,650.00	\$0.00
<b>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</b>								<b>\$2,740.00</b>	<b>\$0.00</b>
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
1/15/2020	1101	Invoice	5928-022	Case Lots, Inc.	Case Lots, Inc.-1101	Posted	1/15/2020	\$205.50	\$0.00
1/15/2020	P22710449	Invoice	5938-073	Batteries Plus LLC	Batteries Plus LLC-P22	Posted	1/15/2020	\$142.65	\$0.00
<b>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</b>								<b>\$348.15</b>	<b>\$0.00</b>
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
1/15/2020	IN521310	Invoice	5928-010	Suburban Door Check & Lock S	Suburban Door Check & Lock S	Posted	1/15/2020	\$349.00	\$0.00
1/15/2020	726441	Invoice	5928-137	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	1/15/2020	\$655.00	\$0.00
1/15/2020	10091	Invoice	5928-141	Folding Partition Services	Folding Partition Servi	Posted	1/15/2020	\$424.00	\$0.00
1/15/2020	5742	Invoice	5938-031	Metalmaster Roofmaster	Metalmaster Roofmaster	Posted	1/15/2020	\$3,787.00	\$0.00
1/15/2020	5332	Invoice	5938-035	Mark Cappelli	Mark Cappelli-5332	Posted	1/15/2020	\$125.00	\$0.00
1/15/2020	6616349	Invoice	5938-037	SavATree	SavATree-6616349	Posted	1/15/2020	\$2,650.00	\$0.00
1/15/2020	18611	Invoice	5938-077	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/15/2020	\$6,255.00	\$0.00
1/15/2020	217458	Invoice	5938-079	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	1/15/2020	\$206.00	\$0.00
1/15/2020	IN00322951	Invoice	5938-091	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	1/15/2020	\$942.00	\$0.00
1/15/2020	726450	Invoice	5938-095	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	1/15/2020	\$530.00	\$0.00
<b>Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:</b>								<b>\$15,923.00</b>	<b>\$0.00</b>
<b>10-25-5711-00, Postage Special Serv</b>									
1/15/2020	122019F	Invoice	5928-105	Hagg Press	Hagg Press-122019F	Posted	1/15/2020	\$1,100.00	\$0.00
<b>Totals for 10-25-5711-00, Postage Special Serv:</b>								<b>\$1,100.00</b>	<b>\$0.00</b>
<b>10-25-5712-00, Printing</b>									
1/15/2020	31565	Invoice	5928-020	Allegra Print & Imaging	Allegra Print & Imaging	Posted	1/15/2020	\$103.23	\$0.00
<b>Totals for 10-25-5712-00, Printing:</b>								<b>\$103.23</b>	<b>\$0.00</b>
<b>10-25-5713-00, Office Supplies</b>									
1/15/2020	PINV1834503	Invoice	5928-125	Garvey's Office Products	Garvey's Office Produc	Posted	1/15/2020	\$62.59	\$0.00
1/15/2020	PINV1836033	Invoice	5928-131	Garvey's Office Products	Garvey's Office Produc	Posted	1/15/2020	\$36.71	\$0.00
1/15/2020	1627184231	Invoice	5938-041	Staples Advantage	Staples Advantage-162	Posted	1/15/2020	\$284.87	\$0.00
<b>Totals for 10-25-5713-00, Office Supplies:</b>								<b>\$384.17</b>	<b>\$0.00</b>
<b>10-25-5714-00, Circ. Material Supplies</b>									

## Account Distribution Report by Number

### January 15, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/15/2020	PINV1838720	Invoice	5928-117	Garvey's Office Products	Garvey's Office Produc	Posted	1/15/2020	\$29.97	\$0.00
<b>10-25-5716-00, Kitchen Supplies</b>									
1/15/2020	1627184231	Invoice	5938-039	Staples Advantage	Staples Advantage-162'	Posted	1/15/2020	\$319.73	\$0.00
								<u>\$29.97</u>	<u>\$0.00</u>
								<u>\$29.97</u>	<u>\$0.00</u>
<b>10-25-5717-00, Processing Supplies</b>									
1/15/2020	77715	Invoice	5928-135	Compact Disc Source	Compact Disc Source	Posted	1/15/2020	\$116.73	\$0.00
1/15/2020	123119	Invoice	5938-003	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	1/15/2020	\$132.60	\$0.00
1/15/2020	123119	Invoice	5938-008	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/15/2020	\$224.30	\$0.00
1/15/2020	123119	Invoice	5938-011	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	1/15/2020	\$20.70	\$0.00
1/15/2020	123119	Invoice	5938-014	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	1/15/2020	\$2.30	\$0.00
1/15/2020	123119	Invoice	5938-017	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/15/2020	\$280.55	\$0.00
1/15/2020	123119	Invoice	5938-020	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/15/2020	\$116.35	\$0.00
1/15/2020	123119	Invoice	5938-023	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/15/2020	\$124.20	\$0.00
1/15/2020	123119	Invoice	5938-026	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/15/2020	\$17.10	\$0.00
1/15/2020	6738491	Invoice	5938-027	Demco, Inc.	Demco, Inc.-6738491	Posted	1/15/2020	\$150.92	\$0.00
1/15/2020	010220	Invoice	5938-058	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	1/15/2020	\$559.50	\$0.00
1/15/2020	77796	Invoice	5938-063	Compact Disc Source	Compact Disc Source	Posted	1/15/2020	\$105.45	\$0.00
								<u>\$1,850.70</u>	<u>\$0.00</u>
<b>10-25-5719-00, Publishing</b>									
1/15/2020	36999	Invoice	5938-050	Paddock Publications	Paddock Publications	Posted	1/15/2020	\$29.90	\$0.00
								<u>\$29.90</u>	<u>\$0.00</u>
<b>10-25-5723-15, Bank Charges</b>									
1/15/2020	121119	Invoice	5928-003	Petty Cash Checking Account	Petty Cash Checking A	Posted	1/15/2020	\$90.00	\$0.00
								<u>\$90.00</u>	<u>\$0.00</u>
<b>10-25-5724-15, Local Travel</b>									
1/15/2020	120619	Invoice	5928-006	Jackie Kilcran	Jackie Kilcran-120619	Posted	1/15/2020	\$25.17	\$0.00
1/15/2020	121819	Invoice	5938-033	Chris Knight	Chris Knight-121819	Posted	1/15/2020	\$12.64	\$0.00
1/15/2020	123019	Invoice	5938-085	Jackie Kilcran	Jackie Kilcran-123019	Posted	1/15/2020	\$10.79	\$0.00
								<u>\$48.60</u>	<u>\$0.00</u>
<b>10-35-5761-00, Collection Agency</b>									
1/15/2020	569306	Invoice	5928-004	Unique Management Services, I	Unique Management S	Posted	1/15/2020	\$80.55	\$0.00
								<u>\$80.55</u>	<u>\$0.00</u>



# Lisle Library District

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### January 15, 2020

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<b>10-35-5762-00, Other Contr Services - Admin</b>									
1/15/2020	414648	Invoice	5928-147	Sikich LLP	Sikich LLP-414648	Posted	1/15/2020	\$2,634.70	\$0.00
					<b>Totals for 10-35-5762-00, Other Contr Services - Admin:</b>			<b>\$2,634.70</b>	<b>\$0.00</b>
<b>10-35-5763-00, Other Contr Svcs-Tech Asst</b>									
1/15/2020	50843	Invoice	5928-129	Outsource Solutions Group, In	Outsource Solutions G	Posted	1/15/2020	\$200.00	\$0.00
1/15/2020	51204	Invoice	5938-093	Outsource Solutions Group, In	Outsource Solutions G	Posted	1/15/2020	\$880.00	\$0.00
					<b>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</b>			<b>\$1,080.00</b>	<b>\$0.00</b>
<b>10-35-5765-10, Investment Agency Consultants</b>									
1/15/2020	123119	Invoice	5938-081	Ehlers Investment Partners	Ehlers Investment Part	Posted	1/15/2020	\$603.28	\$0.00
					<b>Totals for 10-35-5765-10, Investment Agency Consultants:</b>			<b>\$603.28</b>	<b>\$0.00</b>
<b>10-40-5783-00, Dues - Staff</b>									
1/15/2020	2020	Invoice	5938-042	Adult Reading Round Table/AR	Adult Reading Round T	Posted	1/15/2020	\$165.00	\$0.00
1/15/2020	263427-083120	Invoice	5938-048	American Library Association (	American Library Ass	Posted	1/15/2020	\$5.00	\$0.00
1/15/2020	172838	Invoice	5938-107	Illinois Library Association	Illinois Library Associat	Posted	1/15/2020	\$525.00	\$0.00
					<b>Totals for 10-40-5783-00, Dues - Staff:</b>			<b>\$695.00</b>	<b>\$0.00</b>
<b>10-40-5785-00, Conferences - Staff</b>									
1/15/2020	120419	Invoice	5928-103	Jean Demas	Jean Demas-120419	Posted	1/15/2020	\$16.94	\$0.00
					<b>Totals for 10-40-5785-00, Conferences - Staff:</b>			<b>\$16.94</b>	<b>\$0.00</b>
<b>10-40-5786-00, Memorial/Tribute/Recognition</b>									
1/15/2020	122619	Invoice	5938-046	Winona Patterson	Winona Patterson-122	Posted	1/15/2020	\$56.97	\$0.00
					<b>Totals for 10-40-5786-00, Memorial/Tribute/Recognition:</b>			<b>\$56.97</b>	<b>\$0.00</b>
<b>10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide</b>									
1/15/2020	33582560	Invoice	5928-139	Johnson Controls Security Solu	Johnson Controls Secu	Posted	1/15/2020	\$936.14	\$0.00
1/15/2020	404075038	Invoice	5938-089	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	1/15/2020	\$211.10	\$0.00
					<b>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</b>			<b>\$1,147.24</b>	<b>\$0.00</b>
<b>10-48-5846-00, Equip Maint/Repr-NonContr</b>									
1/15/2020	263421919	Invoice	5938-097	Konica Minolta Business Solut	Konica Minolta Busine	Posted	1/15/2020	\$229.25	\$0.00
					<b>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</b>			<b>\$229.25</b>	<b>\$0.00</b>
<b>10-50-5863-20, Literacy/ESL</b>									
1/15/2020	122219	Invoice	5938-044	Yolanda Kocemba	Yolanda Kocemba-122	Posted	1/15/2020	\$1,026.00	\$0.00
					<b>Totals for 10-50-5863-20, Literacy/ESL:</b>			<b>\$1,026.00</b>	<b>\$0.00</b>
<b>10-50-5863-30, Books - Youth Serv</b>									

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Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/15/2020	123119	Invoice	5938-018	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/15/2020	\$2,105.95	\$0.00
1/15/2020	123119	Invoice	5938-024	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/15/2020	\$774.82	\$0.00
<b>10-50-5864-10, Books - Non Fiction</b>									
1/15/2020	123119	Invoice	5938-004	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	1/15/2020	\$7.38	\$0.00
1/15/2020	123119	Invoice	5938-006	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/15/2020	\$5,413.78	\$0.00
1/15/2020	123119	Invoice	5938-009	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	1/15/2020	\$1,070.82	\$0.00
<b>Totals for 10-50-5863-30, Books - Youth Serv:</b>									<b>\$0.00</b>
<b>10-50-5865-10, Books - Adult/Teen Fiction</b>									
1/15/2020	21337000729211	Invoice	5928-119	Wheaton Public Library	Wheaton Public Libra	Posted	1/15/2020	\$94.98	\$0.00
1/15/2020	123119	Invoice	5938-015	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/15/2020	\$6,301.27	\$0.00
1/15/2020	123119	Invoice	5938-021	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/15/2020	\$528.81	\$0.00
<b>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</b>									<b>\$0.00</b>
1/15/2020	123119	Invoice	5938-012	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	1/15/2020	\$487.84	\$0.00
<b>10-50-5867-20, Ref Books - Adult Serv</b>									
<b>Totals for 10-50-5867-20, Ref Books - Adult Serv:</b>									<b>\$0.00</b>
1/15/2020	20491	Invoice	5928-143	IHLS - OCLC	IHLS - OCLC-20491	Posted	1/15/2020	\$184.50	\$0.00
<b>10-50-5872-10, Dbases - Professional</b>									
<b>Totals for 10-50-5872-10, Dbases - Professional:</b>									<b>\$0.00</b>
1/15/2020	308290	Invoice	5928-111	Findaway World	Findaway World-3082	Posted	1/15/2020	\$174.88	\$0.00
1/15/2020	010220	Invoice	5938-059	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	1/15/2020	\$45.73	\$0.00
<b>10-50-5890-30, A-V Matis - Youth Serv</b>									
<b>Totals for 10-50-5890-30, A-V Matis - Youth Serv:</b>									<b>\$0.00</b>
1/15/2020	77716	Invoice	5928-133	Compact Disc Source	Compact Disc Source	Posted	1/15/2020	\$297.37	\$0.00
1/15/2020	123119	Invoice	5938-001	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	1/15/2020	\$1,029.79	\$0.00
1/15/2020	010220	Invoice	5938-056	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	1/15/2020	\$2,295.54	\$0.00
1/15/2020	77797	Invoice	5938-061	Compact Disc Source	Compact Disc Source	Posted	1/15/2020	\$253.59	\$0.00
1/15/2020	98417195	Invoice	5938-111	Midwest Tape	Midwest Tape-9841719	Posted	1/15/2020	\$3,665.63	\$0.00
<b>Totals for 10-50-5895-40, A-V Matis - Adult Serv:</b>									<b>\$0.00</b>
1/15/2020	2003166	Invoice	5928-145	EBSCO	EBSCO-2003166	Posted	1/15/2020	\$107.34	\$0.00
1/15/2020	3511081-20	Invoice	5938-052	University of Illinois Press	University of Illinois P	Posted	1/15/2020	\$75.00	\$0.00

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Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-60-5931-10, Programs - Adult Services</b>									
1/15/2020	120619	Invoice	5928-014	Jackie Kilcran	Jackie Kilcran-120619	Posted	1/15/2020	\$17.96	\$0.00
1/15/2020	19-0311	Invoice	5938-087	The Foot Soldier's Journey, Inc.	The Foot Soldier's Jour	Posted	1/15/2020	\$350.00	\$0.00
1/15/2020	PINV1847331	Invoice	5938-105	Garvey's Office Products	Garvey's Office Produc	Posted	1/15/2020	\$29.98	\$0.00
1/15/2020	010620	Invoice	5938-109	Pam Freer	Pam Freer-010620	Posted	1/15/2020	\$8.49	\$0.00
<b>Totals for 10-50-5900-20, Periodicals - Adult Serv:</b>								\$182.34	\$0.00
<b>10-60-5931-30, Programs - Youth</b>									
1/15/2020	120419	Invoice	5928-018	Will Savage	Will Savage-120419	Posted	1/15/2020	\$43.22	\$0.00
1/15/2020	121719	Invoice	5928-113	Will Savage	Will Savage-121719	Posted	1/15/2020	\$42.67	\$0.00
1/15/2020	121019	Invoice	5928-121	John Ferrari	John Ferrari-121019	Posted	1/15/2020	\$62.00	\$0.00
1/15/2020	121119	Invoice	5928-127	Will Savage	Will Savage-121119	Posted	1/15/2020	\$8.50	\$0.00
<b>Totals for 10-60-5931-30, Programs - Youth:</b>								\$156.39	\$0.00
<b>10-60-5931-50, Community Relations</b>									
1/15/2020	7490	Invoice	5928-016	LibrariesFirst	LibrariesFirst-7490	Posted	1/15/2020	\$275.00	\$0.00
<b>Totals for 10-60-5931-50, Community Relations:</b>								\$275.00	\$0.00
<b>10-80-5981-80, Restricted - Per Capita Grant</b>									
1/15/2020	CD0110719233686	Invoice	5928-107	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	1/15/2020	\$1,000.00	\$0.00
1/15/2020	CD0110719241525	Invoice	5928-109	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	1/15/2020	\$1,000.00	\$0.00
1/15/2020	Order #93500771	Invoice	5938-054	Demco, Inc.	Demco, Inc.-Order #9	Posted	1/15/2020	\$1,160.18	\$0.00
1/15/2020	LISLE19001-1	Invoice	5938-113	AWE	AWE-LISLE19001-1	Posted	1/15/2020	\$5,272.00	\$0.00
<b>Totals for 10-80-5981-80, Restricted - Per Capita Grant:</b>								\$8,432.18	\$0.00
<b>10-80-5982-80, Restricted - Other</b>									
1/15/2020	LISLE19001-1	Invoice	5938-115	AWE	AWE-LISLE19001-1	Posted	1/15/2020	\$0.00	\$5,272.00
1/15/2020	LISLE19001-1	Invoice	5928-115	AWE	AWE-LISLE19001-1	Posted	1/15/2020	\$5,272.00	\$0.00
<b>Totals for 10-80-5982-80, Restricted - Other:</b>								\$5,272.00	\$5,272.00
<b>70-20-5660-00, Maint/Repairs-Bldg Structure (Spec Res)</b>									
1/15/2020	18600	Invoice	5938-029	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/15/2020	\$99,150.00	\$0.00
<b>Totals for 70-20-5660-00, Maint/Repairs-Bldg Structure (Spec Res):</b>								\$99,150.00	\$0.00
<b>70-20-5666-00, 5666 Facility and Campus (Spec Res)</b>									
1/15/2020	J27464	Invoice	5938-101	Jensen's Plumbing & Heating	Jensen's Plumbing & Hi	Posted	1/15/2020	\$10,570.00	\$0.00
<b>Totals for 70-20-5666-00, 5666 Facility and Campus (Spec Res):</b>								\$10,570.00	\$0.00

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<b>70-65-5674-00, Consulting</b>									
1/15/2020	119111-12132019	Invoice	5928-123	CCS	CCS-119111-1213201	Posted	1/15/2020	\$7,640.00	\$0.00
<i>Totals for 70-65-5674-00, Consulting:</i>								<b>\$7,640.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$224,551.74</b>	<b>\$5,272.00</b>

PRIOR MONTHS BILLS PAID BETWEEN December 2019 and January 2020				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 12/13/19		\$	63,995.32
HSA	Garnishment	Employee Deduction	\$	160.54
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	4,065.83
Auto W/D	Howard Simon & Associates	Mo. PR Serv. - December 2019	\$	318.16
HSA	EFTPS/Electronic Tax Payment 12/13/19	Fed Tax \$7887.26	\$	21,167.67
		FICA W/H \$6640.21		
		FICA Lib \$6640.20		
HSA	Salaries 12/30/19		\$	62,391.51
HSA	Garnishment	Employee Deduction	\$	144.48
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	3,963.93
HSA	EFTPS/Electronic Tax Payment 12/30/19	Fed Tax \$7696.83	\$	20,651.98
		FICA W/H \$6477.56		
		FICA Lib \$6477.59		
Wired	IMRF	IMRF W/H \$7702.19	\$	18,632.27
		IMRF Lib. \$10930.08		
		Sub Total	\$	195,491.69
Check #	Vendor	Description	Amt	
3682	A.J. Gallagher Risk Management	Hartford W.C. Policy - 12/31/2020		6457.00
3683	AFLAC (G6920)	Payroll Withholding		273.22
3684	Albertsons/Safeway	AS Programs, YS Readers Services, Meeting Supplies		108.59
3685	Marjorie Barelli	Travel - ILA		41.08
3686	John Ferrari	Imaginations, Inc., Supplies for Programs		156.90
3687	Fifth Third Bank	Telephone, Programs, Periodicals, Computer Supplies		3495.53
3688	Gail Graziani	Book Group Supplies		16.54
3689	Innovative Interfaces	Polaris Subscriptions & Maintenance		48230.78
3690	Konica Minolta Business Solutions	Copier Usage		300.70
3691	Libraries of IL Risk Agency (LIRA)	Property Insurance Policies - 12/31/2020		24923.00
3692	PeopleFacts	Background Check		32.29
3693	Carahsoft Technology Corp	Lynda.com Renewal		7000.00
3694	Delta Dental - Risk	January Dental Premium		2235.83
3695	Hewlett-Packard Company	Lexmark Printers Maintenance/Supplies		631.70
3696	Outsource Solutions Group, Inc.	Sophos Antivirus Licenses		67.56
3697	Stephens Plumbing and Heating	Water Heater & Faucet		2707.85
3698	Amazon	Video Games, Books, Supplies		2488.19
3699	Eco Clean Maintenance	Cleaning		1862.00
3700	NCPERS Group Life Ins	Payroll Withholding		80.00
3701	NICOR	Usage		824.27
3702	Republic Services	Rubbish Removal	\$	226.41
3703	Verizon	3 Hotspots	\$	108.03
		Sub Total	\$	102,267.47
		TOTAL	\$	297,759.16

Monthly Circulation Report - December 2019

	Checkouts	Renewals	Dec-19 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	5,221	3,586	8,807	50,653	54,051	6.71%
Adult Print	5,182	3,670	8,852	55,380	59,220	6.93%
Adult Total	10,403	7,256	17,659	106,033	113,271	6.83%
YS Non-Print	1,057	1,177	2,234	12,843	15,766	22.76%
YS Print	5,750	4,374	10,124	62,706	74,461	18.75%
Total YS	6,807	5,551	12,358	75,549	90,227	19.43%
Digital Media						
Overdrive	2,545		2,545	11,840	15,171	28.13%
hoopla	1,846		1,846	11,259	11,857	5.31%
RB Digital	319		319	1,441	2,211	53.44%
Total Digital	4,710	0	4,710	24,540	29,239	19.15%
Subtotal Print + Non-Print/Digital	21,920	12,807	34,727	206,122	232,737	12.91%
Computer/Tech Sessions Logins	2,165		2,165	15,174	14,925	-1.64%
Database Usage/Unique Logins	2,402		2,402	18,849	15,841	-15.96%
Wireless Use	1,232		1,232	9,442	8,689	-7.98%
ScannX sessions/jobs	414		414	2,079	5,598	169.26%
Museum Adventure Passes	21		21	151	149	-1.32%
Total IT/Resource Sessions	6,234	0	6,234	45,695	45,202	-1.08%
Total Circulation	28,154	12,807	40,961	251,817	277,939	10.37%
Literacy Software Usage Hours			85	563	523	-7.10%
Borrower Information	Dec 2019 Total	YTD 18/19	YTD 19/20	YTD % Change		
New Library Cards Added	77	824	727	-11.77%		
Monthly Borrowers	2,817	17,742	18,632	5.02%		
Total # Registered Borrowers	10,417	10,789	10,417	-3.45%		
InterLibrary Loans						
Materials Sent	109	839	762	-9.18%		
Materials Received	303	2,325	2,244	-3.48%		
Polaris/Catalog Holds						
Holds Placed	2,652	17,677	17,676	-0.01%		
Holds Checked Out	2,268	13,939	14,163	1.61%		

# Lisle Library District

## Program and Service Statistics - December 2019

Library Event Statistics		LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Staff Facilitated Programs			18	52	29	2	101	800	758	-5.25%
Attendees			184	878	36	25	1,123	7,320	7,528	2.84%
Computer/Technology Programs			4	0		3	7	55	49	-10.91%
Attendees			10	0		4	14	180	209	16.11%
Performer/Speaker/Author			1	0			1	18	14	-22.22%
Attendees			20	0			20	646	437	-32.35%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		2					2	4	6	50.00%
Attendees		229					229	740	955	29.05%
Total Number of Programs		2	23	52	29	5	111	877	827	-5.70%
Total Patrons Served by Programming		229	214	878	36	29	1,386	8,886	9,129	2.73%
Reference Questions			2,304	1,593	2,768		6,665	37,020	39,230	5.97%
Volunteer Hours			5.00	0.00			5.00	636.50	545.50	-14.30%
MyLibraryRewards Total Registered Users		614						N/A **	614	--
Outreach Service Statistics										
Outreach Visits			0	5	0		5	87	84	-3.45%
Patrons Served by Outreach Visits			0	250	0		250	4,647	5,078	9.27%
Home Delivery Dates			2				2	13	13	0.00%
Patrons Served via Home Delivery			118				118	680	795	16.91%
Total Outreach Programs			2	5	0		7	100	97	-3.00%
Total Patrons Served with Outreach Services			118	250	0		368	5,327	5,873	10.25%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		73						558	493	-11.65%
Number of Outside Groups Using Meeting Space		25						125	148	18.40%
Patrons Entering Building		14,652						84,064	88,826	5.66%
Friend's Sponsored Programs		1						7	7	0.00%
Attendees		34						537	495	-7.82%
Social Media Use										
Facebook (daily page consumption)		900						9,800	8,323	-15.07%
Twitter Followers		796						742	796	7.28%
Instagram Likes		862						2,488	5,194	108.76%
Flickr Views		12,455						73,344	57,070	-22.19%
YouTube Views		433						N/A *	3,154	--
Total LLD App Downloads		192						N/A **	192	--

\* New statline for January 2019.

\*\* New statlines for December 2019.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

## January Director's Report

### Meetings:

LLD Board of Trustees – Dec 11  
Dept. Directors – Dec 12  
Staff – Dec 17  
VOL PZC – Dec 18  
Dept, Directors – Dec 19  
Collier/CCS – Dec 31  
Friends/Foundation – Jan 7  
CCS – Jan 8

Dept. Directors – Jan 9  
Staff – Jan 9  
Norton/Stanton – Jan 9  
Bartelli – Jan 9  
Physical Plant Committee – Jan 9  
Norton/Ehlers – Jan 10  
CCS – Jan 10  
Hummel – Jan 10

## Highlights/Developments

### Strategic Initiatives

Happy New Year! I begin this calendar year with a quarterly briefing regarding the LLD Strategic Plan. Below, are the four focus areas within the Plan and actions that have been accomplished or are in progress:

#### ADVOCACY | OUTREACH | AWARENESS

Proactively promote LLD services, resources, and programs via community engagement, intergovernmental efforts, and communications media.

- Evaluating areas to better promote services to underserved and unexplored populations in the District. Initial report follows regarding The Meadows Subdivision.
- To improve awareness regarding facility discussions, the LLD has a new *Capital Projects* page on LLD website that links to the reports and presentations that have affected and guided capital project discussions.
- To facilitate more community involvement, the LLD has updated its Jobs/Volunteer page on LLD website with fill-able forms/more information.
- Engaging intergovernmental colleagues regarding a community literacy awareness campaign (upcoming).
- Training new LLD Communications Coordinator.

#### FACILITY

Provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment.

- Commissioned professional assistance to achieve facility objectives. Hired CCS for a project definition exercise with LLD Board of Trustees.
- Financial expert (PMA) provided a funding option report to assist with facility discussions.
- LLD approached by developers. Conducted individual meetings with three developers/CCS in attendance.



To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

- Conducted LLD Physical Plant Committee meetings to review various projects and proposals.
- Continue to update and enhance the facility to improve patron experiences. Below are the projects that have been completed this quarter:
  - Replaced all HVAC air handlers in the building
  - Installed touchless soap dispensers (Universal Design [UD] initiative)
  - LED bulb project
  - Installed new book drop, accommodating both SUVs and sedans (UD)
  - Repaired curbs and sidewalks around the campus (UD)
  - Sealed/repared roof elements
  - Repaired offset pipe on Front Street
  - Installed new carbon monoxide detectors throughout building
  - Replaced worn carpet tiles in facility
  - Replaced an east-end water heater
  - Sealed atrium windows

#### ORGANIZATIONAL CULTURE

Develop and maintain a strong, diverse, and professional organizational culture that reflects the vision, mission and values of the LLD.

- Efforts to regenerate LLD Foundation relationship and continue to cultivate Friends (FLPLD) relationship via various meetings and gift-donations/tributes.
- Hired/outsourced Sikich LLP to provide monthly financial statements and reports.
- Hosted a College of DuPage LTA student; provided training/feedback.
- Increase community engagement via organized collaboration with local non-profits, units of government, and businesses.
  - Implemented *My Library Rewards* program. Meetings with businesses and non-profits in the community (continual program)
  - Meetings with SCARCE for Earth Day initiatives (upcoming)
  - Regular intergovernmental meetings and communications with individual administrators at local agencies
- Continue to train staff.
  - Person-in-Charge (PIC) responsibilities
  - Offer assistive training to staff – ASL/Signing opportunity (upcoming)
- Reviewed, updated, and drafted LLD policies:
  - LLD Policy 201: Trustee Code of Conduct & Ethics
  - LLD Policy 610: Patron Code of Conduct
  - LLD Policy 635: Signs and Displaying Promotional Literature and Materials
  - LLD Policy 705: Construction, Capital Improvements, and Contractual Services

#### TECHNOLOGY & INNOVATION

Implement and administer effective, efficient, and innovative technology throughout the facility and on campus.

- Researched, tested, and launched new LLD App providing access to databases, digital content, platforms, and programs.
- Provided calendar-year LLD database report. Follows this report.
- Exploring optimization of RFID components within facility: conducted meetings, received quotes, continued research.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

## Facility Options

At the December 11th LLD Board of Trustees meeting, Trustees discussed LLD facility option documentation as provided by CCS. Trustees also agreed to allow Flaherty & Collins (F&C/developer) to use the LLD as part of a concept review in an upcoming Village Planning & Zoning Committee (PZC) meeting. This allowance was to facilitate further discussion about the LLD's next steps regarding the choice to remain on the current property or to relocate to the downtown. Additionally, Trustees asked that I survey the staff about their perspectives regarding the facility and about library services. The department statements follow this report.

I attended the PZC meeting on December 18th. F&C presented their concept review at the tail end of a long meeting. The Committee showed some interest. The reception for their concept was not without questions, but also somewhat lacking in inclusive discussion. However, the topic of downtown parking was a clear issue. Since the PZC meeting, it is my understanding that F&C intends to extend their contract on the Family Square property and is seeking a meeting with the Village and/or the Economic Development Commission to gain more perspective on the project.

## Meetings

LLD Treasurer Norton and I attended two meetings together this month. The first meeting was with Tom Stanton of American Commercial Bank & Trust (ACB) in Lisle. ACB now occupies the building on the corner of Main St. and School St. ACB contacted me about having an introductory meeting. I invited Treasurer Norton to attend the January 9<sup>th</sup> meeting. Mr. Stanton provided an overview of ACB's offerings. ACB serves commercial and municipal organizations and does not offer personal banking services.

On January 10<sup>th</sup>, Treasurer Norton and I had a conference meeting via phone with our investment firm, Ehlers. We discussed investment options and Ehlers provided updates on some CDs that were maturing.

This month, I also met with LLD Friends/Foundation membership to invite representatives to the January LLD Board meeting, as requested by LLD Trustees. In place of attending a January meeting, both groups have chosen to communicate to the Board via letter.

Respectfully submitted,



Tatiana Weinstein | LLD Director

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

*At the December 11<sup>th</sup> Board meeting, Trustees requested that librarians provide additional feedback regarding space needs for an up-to-date facility. I assigned each Department Director to speak with their staff about the Library's space needs and to compile their comments. Below, are the departmental statements.*

### **Administration**

In accordance with the LLD Strategic Plan, the Library is committed to providing a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment for all of our patrons. As with any public institution, having a flexible facility allows for technology, service, and program variations that can advance with the changing times.

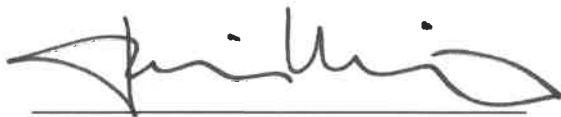
*The following statements reflect department thoughts on a renovation or relocation to downtown Lisle.*

Family/inclusive bathrooms are necessary for all public areas/departments. More study/small meeting areas are needed. Allowing for more large meeting room capacity with multi-media upgrades such as smart boards and patron-friendly projectors would be optimal. A better intercom system for emergency/informational announcements is necessary.

Electrical access and heating/cooling management systems should be addressed for both patron and staff access/comfort. Proper lighting arrangements are necessary for increased visibility, flex-use, and for energy efficiency. Technology needs to be incorporated into overall building design to afford maximum performance and utilization. Shelving should invite browsing and be easy to access for all ages. Having a single circulation desk and utilizing enhanced RFID/automatic return and sorting would provide a more efficient circulation system. Offices should have adequate space/functionality, as well as afford meeting space for confidential supervisor/staff conference.

Having a local history room with a collection of materials, historic documents/visuals, and access to affiliated group materials (Lisle Woman's Club/Friends/Foundation) would be useful as well as appropriate.

Parking, traffic flow, and drop-off areas should focus on safety, access needs, and convenience for all patrons. Having an entrance that is central to the design of the building is key. Our current entrance is difficult for those with mobility issues or for those who care for children. Our current location is difficult for new users to find. Outdoor signage is not adequate regarding highlighting the facility within the community.



Tatiana Weinstein | LLD Director

## Youth Services

The Youth Services area is not able to adequately provide what is currently standard for public spaces designated for youth education/enrichment. The lack of easily accessible bathrooms, baby changing and nursing stations are significant obstacles to public use. Sight lines are not clear.

Staff and caregivers have difficulty observing activity within the department due to the configuration. Space restrictions also limit access to our resources. Patron overcrowding in specific areas limits the experience of all users.

In addition, the role of a Youth Services Department with regards to early literacy has drastically changed. The importance of learning through active play and collaboration is being emphasized now more than ever. Our current space is woefully inadequate in both size and design when compared to what is being done by other local public libraries. This same sentiment can be made for our tween/teen space, programming spaces, and general floor space for the collection.

Similar statements can be made for the rest of the building. The lack of clear direction upon entering the building leads to confusion. Youth Staff regularly guide lost adults back downstairs after they mistakenly think the second level is the adult department. Having the Adult Services reference desk located down a flight of stairs and 70 yards from the entrance is an impediment for anyone with even minor mobility issues.

Public space for studying, reading, and collaborative work is extremely limited, resulting in tutors/students cobbling together tables and chairs within aisles. Current meeting room capacity limitations restrict certain programming opportunities. The outdoor campus should be improved for regular outdoor programming events.



Will Savage | Youth Services Director

## Adult Services

### Facility

- Restrooms: Family restrooms on all levels of the library. Restrooms in YS. Inclusive bathrooms.
- Mother's nursing/pumping room.
- Additional group study rooms and individual study spaces.
- TEEN space.
- Improved A.S. office space to accommodate staff off-desk work (with sink).
- Maintain and enhance Literacy Room and print Literacy/ELD collection area.
- More/dynamic programming space with storage and countertop work spaces.
- A designated, quiet, public area/s for collaborative computer use (use of cellphone, hold a conversation, etc. while on computer).
- A larger and upgraded vending/eating area. Consider *Farmer's Fridge* vending.
- More accessible shelving. Nothing low to the ground where patrons need to bend.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

## Technology

- Dedicated technology teaching classroom with PCs.
- Integrated projection and sound system, so we don't have to roll out a cart.
- Makerspace - Large format printers, 3D Printer, sewing machine, etc.
- Equip some study rooms with a smart board/projector/etc. for business meetings.

## Location

- Downtown Benefits: More visible. More centrally located-easier to stop in. When on outreaches, many residents ask us where we are located. A new building would allow for ecological upgrades, i.e. solar power or a green roof like Fountaindale PL.
- Current location benefits: Nestled and surrounded by trees. Parking is dedicated and no traffic.
- Include a public bus stop at either location.



Elizabeth Hopkins | Adult Services Director

## Technical Services

Though Technical Services is one of the departments with adequate work space, the staff work areas in other departments do not provide enough space for computer/work area, storage for supplies, and sensitive discussions with staff. In addition to staff work areas, the staff break room needs to be larger with more seating area and more bathrooms. The Library also needs a larger receiving and storage area to accommodate incoming and outgoing material, equipment, and supplies.

TS staff will be satisfied with either relocating or remaining on the current campus. The only prevailing thought is that it might be logistically easier to stay open during construction if moving to a new location as opposed to remodeling an occupied building while remaining open to the public. A new building also presents the opportunity to effectively plan the power and data infrastructure.

It is important that the Library design be accessible and welcoming with open spaces, natural light, and acoustic separation. Flexible spaces for community meetings, study rooms, and programs is also needed. Teens require their own space separate from youth and adult but still visible to the public desks for oversight. As new technology becomes increasingly accessible to all, it is vital for the Library to be there to help and support new learning. The Library needs a space for patrons to work with new technologies and support STEM learning.



Laura Murff | Technical Services Director

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: January 10, 2020

### **Circulation Services**

The staff of the Circulation Services Department are interested in an office area with space large enough for multiple return bins and an automated book sorter. Increased space would also create additional room for pre-shelving items and eliminate carts blocking walking paths. A modified area for interlibrary loan (ILL) processing is needed. Having adequate storage in the office for staff to place their personal items, and for Home Delivery and Book Group holds, is also needed.

In addition, having a dedicated space on the public floor for patrons to pick up their own holds would be an appealing addition. Having flexible furniture and spaces to accommodate future department and technology needs is essential. A public service circulation desk with unobstructed views of approaching patrons, designed for staff efficiency and ease, would benefit the department greatly.

Lastly, we feel very strongly about the Library having a Teen space - signaling that teens are valued and welcome here.



Paul Hurt | Circulation Services Director

\*

*We appreciate the opportunity to provide more feedback to the LLD Board of Trustees during their important deliberations regarding the facility.*

*--The LLD Staff*

## LLD Database Usage Report January-December 2019

The LLD subscribes to over 40 databases. Databases are selected via platform packages or as à la carte options as offered by various vendors. Some packages may include six or more individual databases.

\*

Adult and Youth Services staff gather monthly database usage statistics. Usage totals appear in the monthly statistical report to the LLD Board.

\*

Every year, Adult and Youth Services staff evaluate database use, meet with vendors, confer with other library colleagues/peers, and procure quotes for upcoming annual subscription packages.

\*

The chart on the right shows annual usage for LLD databases categorized by statistical reporting capability.

Please note that some low-use databases shown on the chart may be part of a vendor purchase “package” such as, *Miss Humblebee’s Academy (Gale package)*, but its statistic report comes as a separate number. Other statistic reports combine databases, such as *Proquest Newspapers* which includes: *Chicago Tribune*, *Wall Street Journal*, and *Chicago Defender* stats.

2019 Databases	Annual Access	Avg Access per Month
Ancestry	291	24
Antiques Database	23	2
AtoZ Maps Online	33	3
AtoZ World Travel	79	7
BookFlix (YS)	48	4
BrainFuse	1,321	110
BrainHQ	49	4
BYKI (T-Lo)	340	28
Chicago Consumer Checkbook	92	8
ChicagoTrib/Proquest Newspapers	421	35
Chilton's	173	15
Consumer Health Compl.	108	9
Consumer Reports	1,027	86
Demographics Now	9	<1
Gale Courses	86	7
Gale Ref	173	15
Grolier (Scholastic Go) (YS)	107	9
Heritage Quest	120	10
Hoopla	6,002	500
Job & Career Accelerator	131	11
LegalForms IL	21	2
Lynda.com	1,940	162
Learning Express Library	146	12
MasterFILE Premier	88	7
Miss Humblebee's Acad. (YS)	2	0
MorningStar	423	35
Newspaper Source	98	8
Novelist/K8	1,207	100
OCLC Firstsearch	4,273	356
Overdrive Unique Logins	7,408	617
Public Record	4,675	390
Ref USA (InfoUSA)	435	36
Science Reference Center	39	3
TumbleBooks (YS)	3,166	264
<b>TOTAL</b>	<b>34,554</b>	
Overdrive: Materials checked out	28,700	2,392
Hoopla: Materials checked out	23,789	1,982
Zinio: Materials checked out	4,622	385
<b>TOTAL</b>	<b>57,111</b>	

## District Zones and Card Use

When applying for a Library card, specific District zones are noted/included in registration information. The Polaris ILS divides the District into seven zones: Oakview/Old Lisle (LLD vicinity), North Warrenville, Beau Bien, Burlington Area/Four Lakes, Steeple Run/Oak Hill, Green Trails, and the Meadows. The District covers most of Lisle proper, including unincorporated areas of Lisle and Naperville.

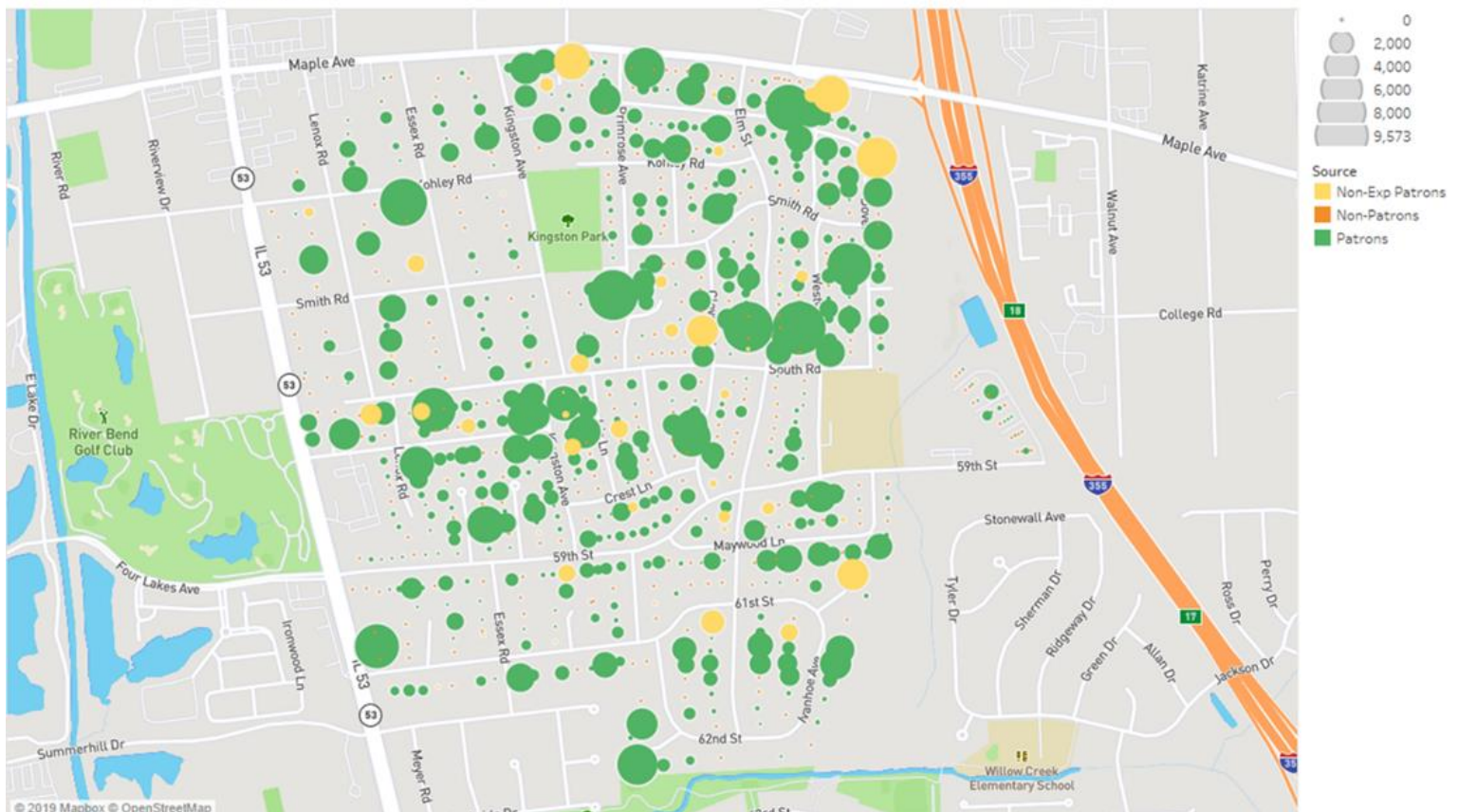
In July 2019, I prepared a report distinguishing the seven zones, as well as indicating card use within each zone. I've included that report here. The Board desired more discussion regarding The Meadows, as this subdivision showed the second to least amount of cards. The LLD utilized an analytics database and our zone map to compile this information:

### The Meadows

The Meadows Subdivision: An area bounded by Highway 355 to the east, Route 53 to the west, Maple Avenue to the north, and the District boundary to the south.

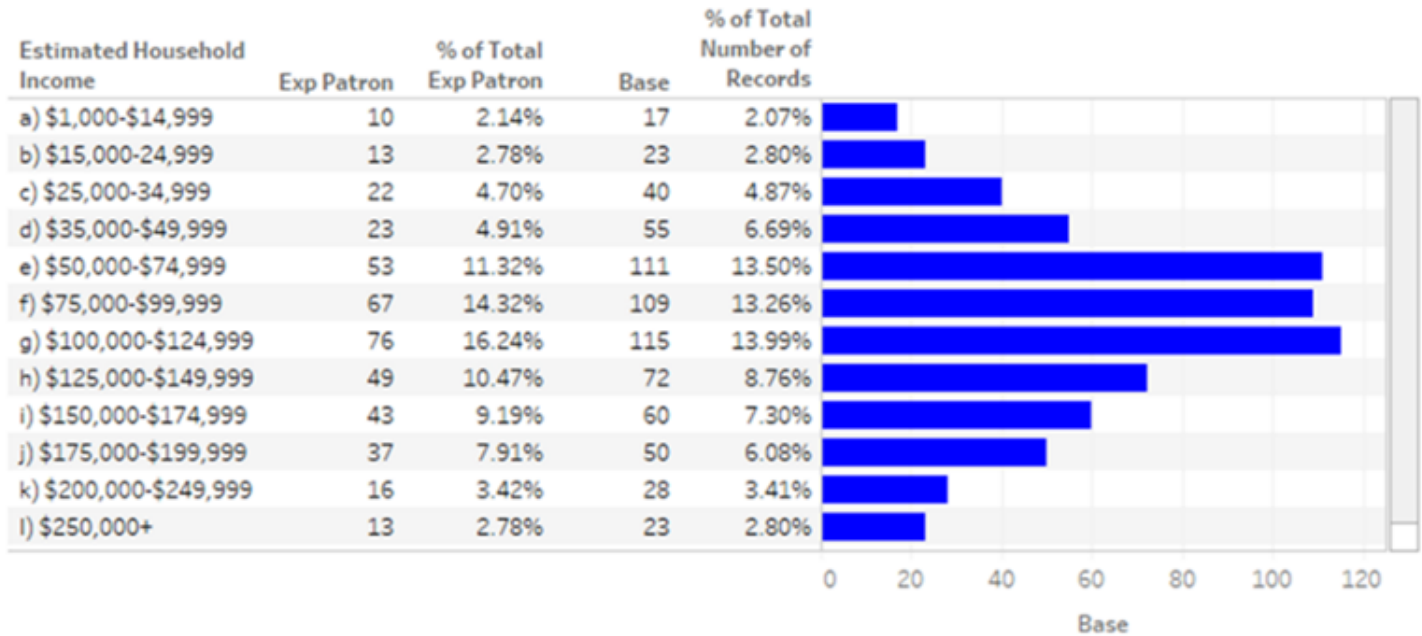
This area is mostly made up of single family, stand-alone homes with only a few apartment units. Approximately, 822 housing units are in this area. 518 units have at least one LLD card or 63% of the housing units have cards. Below are some compiled distribution charts.

Patrons/Non-Patrons Map WS

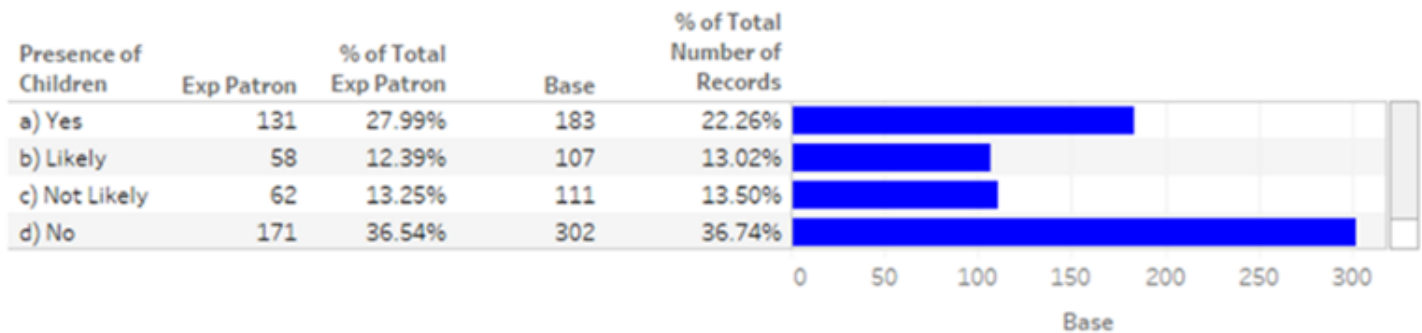




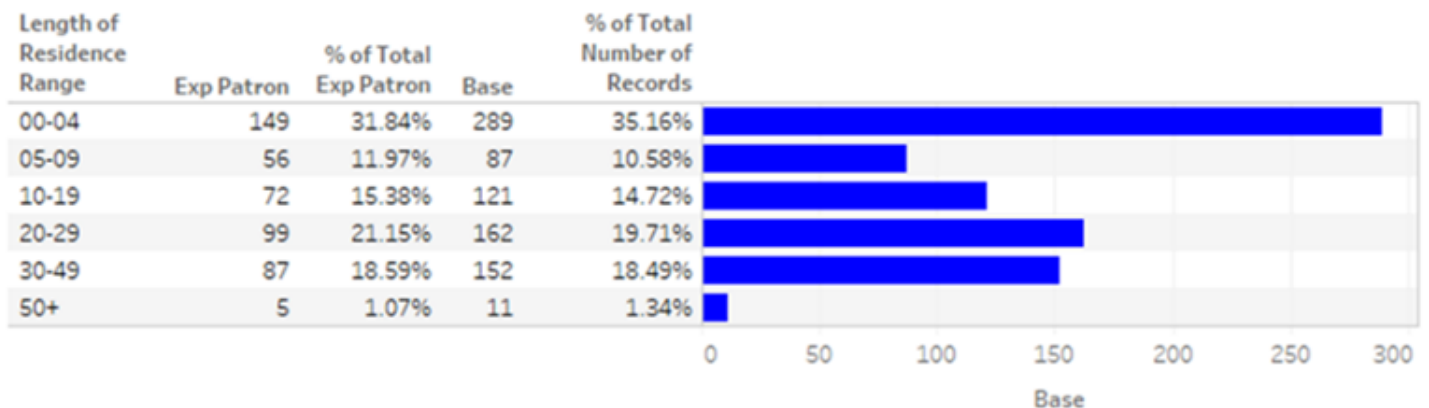
## Estimated Household Income



## Presence of Children



## Length of Residence

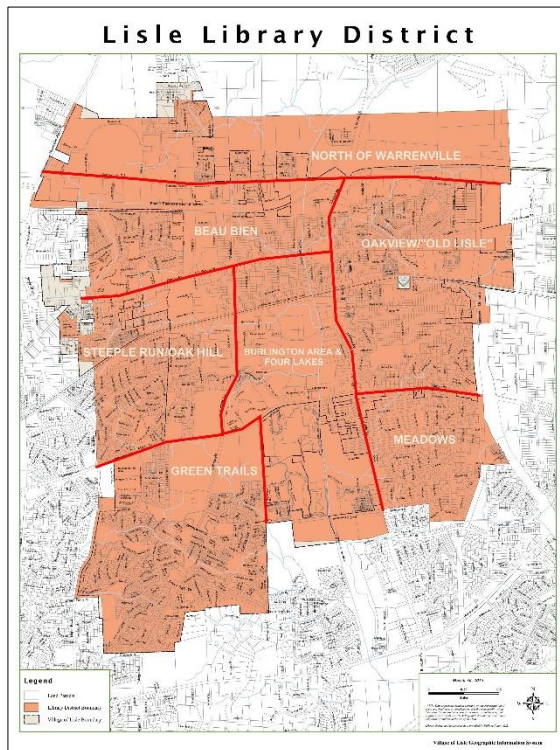


## Lisle Library District (LLD) Active Card Report

On June 12, 2019, the LLD Board of Trustees indicated their interest in recognizing underserved areas within the District. For the purposes of this report, the term “underserved” shall refer to the underutilization of LLD services and resources. One of the ways to research this topic is to examine card activity within the District.

This report presents the distribution of active cards in the District, using three years of Polaris (LLD Integrated Library System [ILS]) data; July 1, 2016 through June 30, 2019. The term “active” refers to Library cards that have been utilized<sup>1</sup> within this three year span.

The Polaris ILS divides the District into seven zones (Fig. 1, map/s attached): Oakview/Old Lisle (LLD vicinity), North Warrenville, Beau Bien, Burlington Area/Four Lakes, Steeple Run/Oak Hill, Green Trails, and the Meadows. The District covers most of Lisle proper, including unincorporated areas of Lisle and Naperville.



All District residents are eligible for a Library card regardless of age. LLD Library cards provide access to the Library’s collection of physical and digital materials and database content. They afford the cardholder reciprocal borrowing privileges at other libraries, participation in the LLD community discount program, interlibrary loan opportunities, and the option to reserve the meeting rooms for civic/educational/cultural activities.

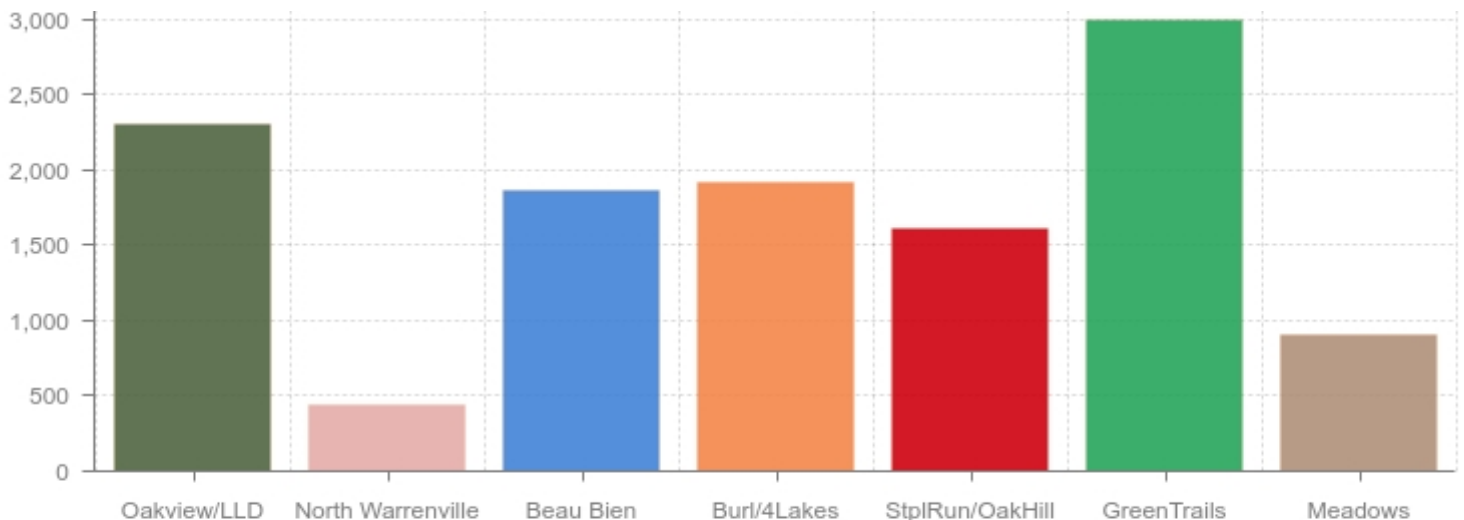
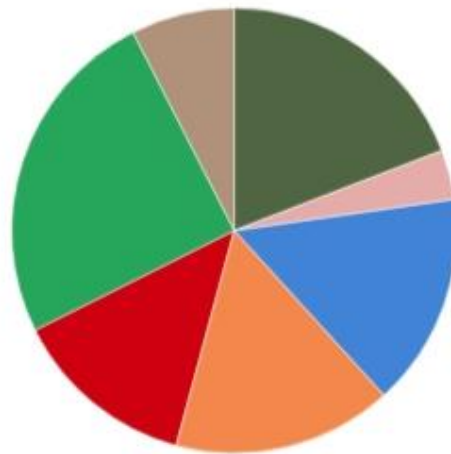
It is important to note that the allotment of housing within each zone fluctuates due to a variety of land uses such as commercial, residential, and public land applications. For example, the number of existing households within the North Warrenville zone is far less than in the Green Trails zone. This is due to less residential, more commercial, and Arboretum green space uses within the North Warrenville zone and expansive residential development within the Green Trails subdivision.

Figure 1. Lisle Library District map provided by Village of Lisle Geographic Information System; 2015. Zones charted by LLD.

<sup>1</sup> LLD Library cards provide access to the Library’s collection of physical and digital materials, database content and afford the cardholder reciprocal borrowing privileges at other libraries, participation in the LLD community discount program, interlibrary loan options, and the reservation of the meeting rooms for civic/educational/cultural activity.

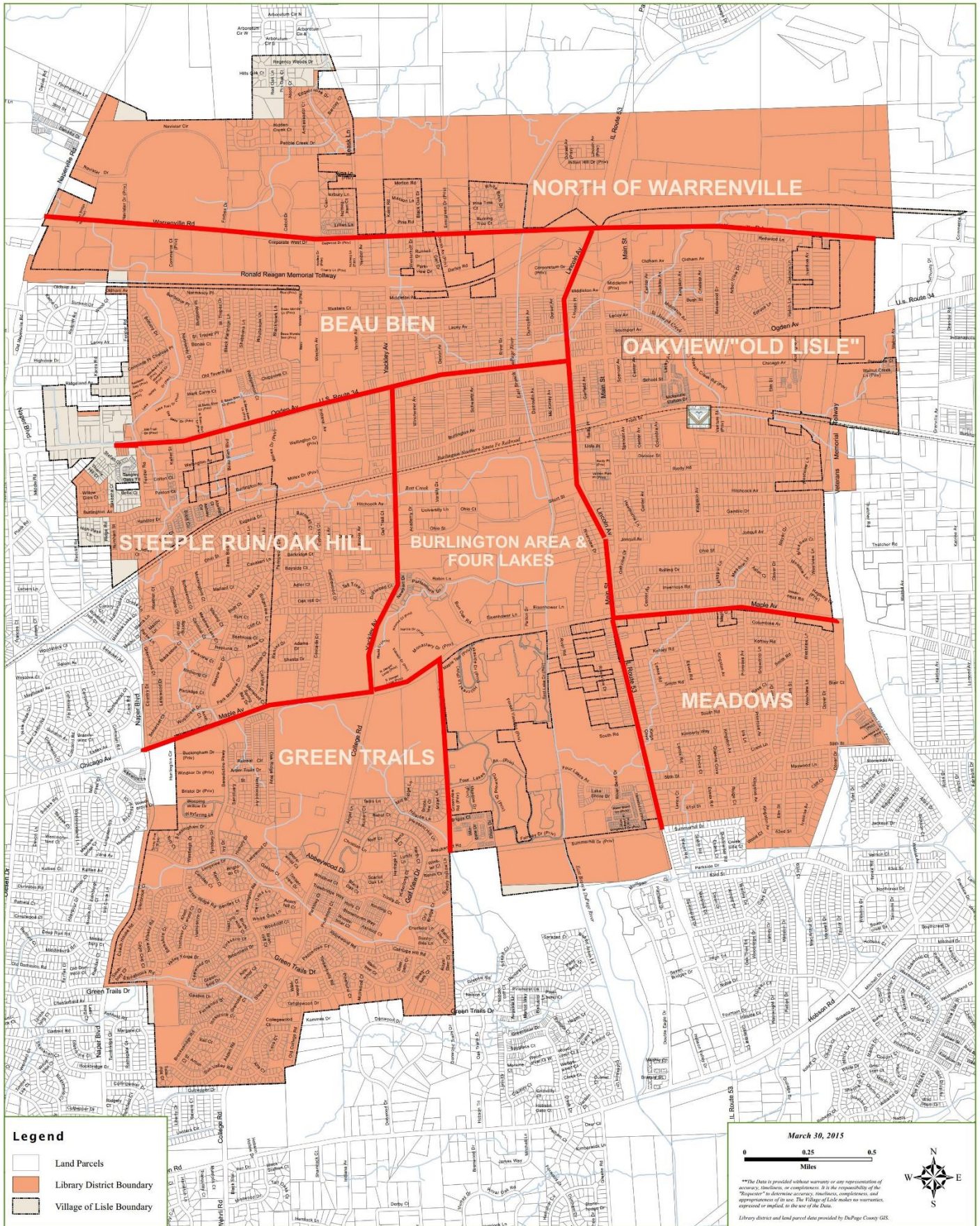
Below, are two charts depicting the distribution of active LLD cardholders within the District. Of the 12,026 active cards, most activity comes from the Green Trails zone (25%). The second most active area in the District is Oakview (19%), where the LLD facility is located. The Burlington/Four Lakes (16%), Beau Bien (16%), Steeple Run/Oak Hill (13%) zones are the next most active areas, with the Meadows (8%) and North Warrenville (4%) zones coming in as least active. Should the LLD wish to increase card activity within certain zones, a deeper analysis of household distribution is warranted.

**Active LLD Cardholders**  
 3 years of data



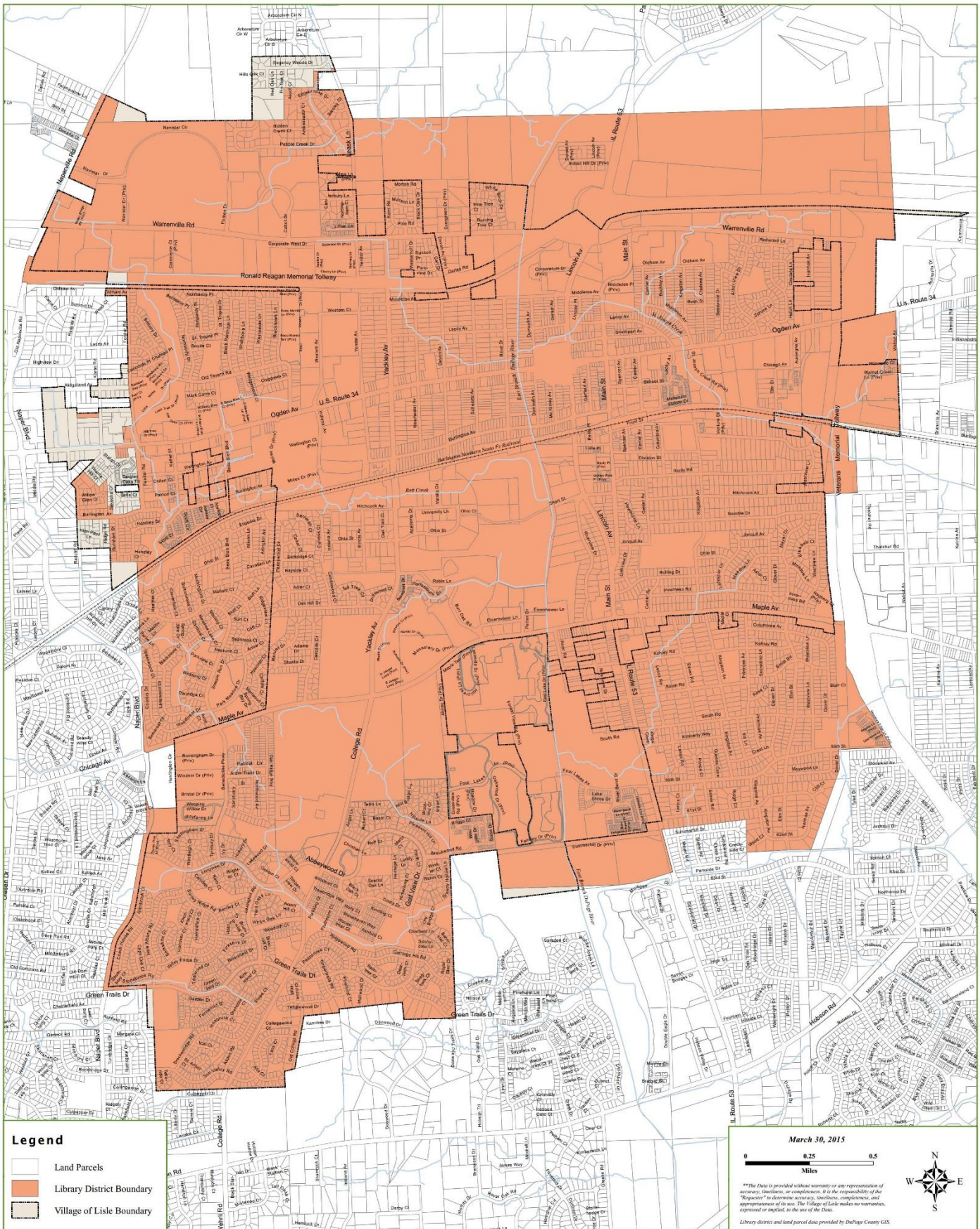


# Lisle Library District





# Lisle Library District





# ANNUAL REPORT

## FOR FY 2018 - 2019

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### LEADERSHIP

#### Board of Trustees

Thomas Hummel *President*  
Marjorie Bartelli *Vice President*  
Jenny Norton *Treasurer*  
Emily Swistak *Secretary*  
Tom Duffy *Trustee*  
Liz Sullivan *Trustee*  
Karen Larson *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*



# FY18-19 FINANCIAL HIGHLIGHTS



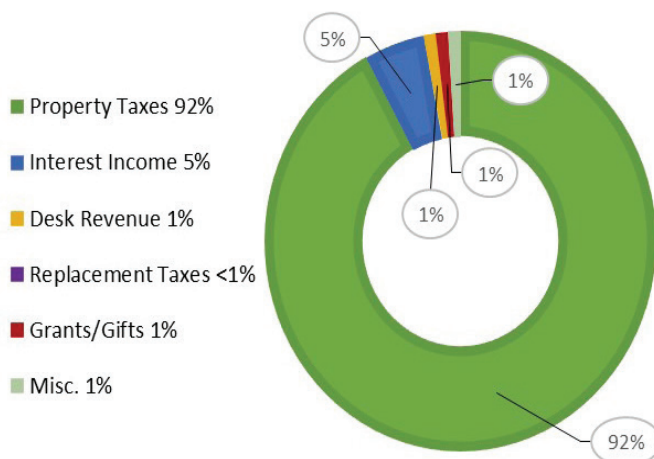
The Lisle Library District (LLD) is a public library serving residents in the District. The LLD is responsible for all Library operations, materials, services, staff and for the maintenance of the facility. The LLD fiscal year runs July 1st - June 30th. Additional financial information, including the 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 \$4,753,118 on an assessed valuation of \$1,243,518,289.
- The LLD has no debt.
- The LLD has a conservative investment policy and the majority of investments are 1-5 years in length. Investment income increased by 137% in fiscal year 2019 due to stabilizing investments, increased rate of returns and longer maturities.
- LLD fund balances at the end of the fiscal year:  
General/Corporate - \$4,732,175  
Special Reserve - \$3,308,159  
Retirement/Social Security - \$483,456
- This fiscal year ended with actual budget expenditures \$247,690 under the working budget (Corporate Fund).

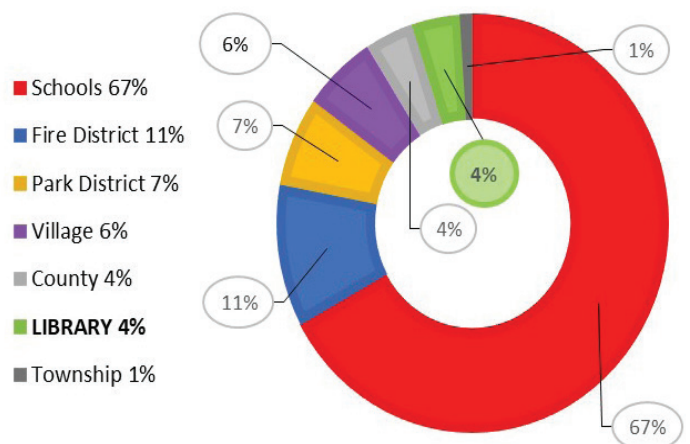
## FY18-19 FINANCIAL CHARTS

Sample property tax bill for a home owner in the Library District, in the Village of Lisle, School District 202. The Library portion of the total tax bill is 4%.

LIBRARY FUNDING SOURCES



LIBRARY PORTION OF YOUR TAX BILL





# FY18 -19 BOOKS AND MATERIALS

## LIBRARY CARD USE

- **475,949** checkouts
- **35,875** holds placed
- **4,821** interlibrary loans received
- **1,710** interlibrary loans supplied
- **52,412** digital downloads
- **30,560** internet/computer logins
- **40,766** database logins



## NEW SERVICES

**Auto Renewals** LLD launched automatic renewals in June 2019. Eligible LLD items are automatically renewed two days before they are due.

**Read-Along Books** These books come with the audio component attached to the inside cover, ensuring that the book and audio device are always together. Perfect for burgeoning independent readers!

**Family Steam Night** Create something fun and brush up on your science knowledge. Last year we covered basic circuits, balsa automata, and stop motion animation!

**Book a Librarian** LLD patrons can schedule up to 30-minute sessions with a librarian for one-on-one assistance with Library resources, such as databases, finding your next book, and downloading eBooks, or for help using Microsoft Office & Google Drive.







# FY18-19 LEADERSHIP

The Lisle Library District (LLD) is governed by a seven member elected Board of Trustees. The Board is elected in a regularly scheduled election by voters residing in the District. The Board is comprised of a President, a Vice President, a Secretary, and a Treasurer. There are three standing committees: Physical Plant, Personnel & Policy, and Finance. Regularly scheduled meetings are held on the second Wednesday of each month.



Thomas Hummel



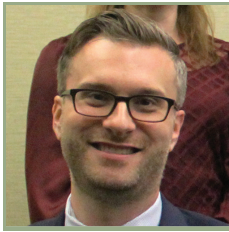
Marjorie Bartelli



Emily Swistak



Jenny Norton



Thomas Duffy



Karen Larson



Liz Sullivan



Director: Tatiana Weinstein

## FY18-19 STRATEGIC PLANNING



In January of 2018, the LLD formed a Strategic Planning Committee (SPC). The Committee included all LLD Trustees and key staff. The SPC has produced a plan that is focused on access, diversity, improved Library experiences, and fiscal responsibility. The SPC utilized community input, key research, and innovative ideas to direct development.

There are four areas of focus in the Strategic Plan:

Advocacy/Outreach Awareness	Facility	Organizational Culture	Technology & Innovation
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The 2019-2022 LLD Strategic Plan was adopted by the Board of Trustees on November 14, 2018.



# FY18 -19 BY THE NUMBERS



## GALLERY 777

**6** - Art exhibits  
**190** - Patrons attending opening receptions

## LITERACY AT THE LIBRARY

**20** - LLD-sponsored English Language Development (ELD) classes  
**1078** - Patron count for Literacy Room use and tutoring

## ADULT HOME DELIVERY PATRONS

*(Residents who cannot physically visit the Library)*

**65** - Average number of patrons in program  
**1424** - Number of bags of materials delivered  
**65** - Volunteer hours devoted to delivery

## PATRONS

**168,229** - Visitors  
**73,945** - Questions answered

## MATERIALS

**25,158** - Physical materials added to the collection  
**12,158** - Digital materials added to the collection



## PROGRAMS

### WINTER READ

**348** - Adult participants  
**48** - Teen participants  
**220** - Youth participants

### SUMMER READ

**971** - Kids registered  
**100** - Teens registered  
**457** - Adults registered  
**2,337** - Adult titles read  
**358** - Teen titles read



### HARRY POTTER DAY

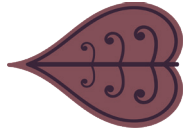
*LLD's all-ages celebration of everyone's favorite literary wizarding world.*

**585** - Attendees





# FY18 -19 BY THE NUMBERS (CONTINUED)



## I LOVE MY LISLE LIBRARY CARD PROGRAM (SEPT)

**38** - Business & nonprofit discount providers

**152** - Patrons registered for cards

**226** - Patrons renewed their cards



## YOUTH SERVICES

**207** - Spring Read participants

**150** - Halloween Storytime attendees

**603** - Total number of programs

**11,104** - Total number of program attendees



## ADULT SERVICES

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

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

**12** - Craft programs

**71** - Computer and Technology programs

**4,763** - Document scanner sessions







# A YEAR IN PHOTOS





777 Front Street | [lislelibrary.org](http://lislelibrary.org)  
Lisle, IL 60532 | (630) 971-1675

## January 2020 Assistant Director Report

### Meetings

- Special Board Mtg – Dec 2
- Board Meeting – Dec 11
- Staff Meeting – Dec 17
- Chgo Metro Fire – Dec 20
- Monaco Mechanical – Dec 19
- Staff – Dec 12
- U.S. Census – Dec 23 & 26
- Metalmaster – Dec 26
- Lou Ruggiero – Dec 12

### Event Team

LLD *Winter Read* kicked-off on Friday evening, December 6<sup>th</sup> with fun activities and signup for the reading program. A special winter-themed storytime concluded with a “snowball throw.” The Lisle High School Choir entertained in the Library atrium. 205 attendees enjoyed a fun evening of crafts, cookies and carols. LLD logo prize mugs were on display throughout the Winter Read program.

Staff have turned their attention to planning the ever popular Harry Potter event at the LLD. You may see signs around the Library that remind patrons that something magical is happening here on Saturday, March 7<sup>th</sup>.

### FACILITY:

Carbon monoxide detectors were replaced in the building.

Sav-A-Tree trimmed dormant shrubs around the Library building and facility. This completes the recommended, planned tree and shrub maintenance.

### Roof inspection

Metalmaster Roofing inspected the LLD roof in November and suggested several repairs before winter weather occurred. On December 26<sup>th</sup>, Metalmaster was able to make the recommended repairs. They repaired seven slip sheets, resealed stone cap joints, sealed a vent and six soil stacks.

### Offset Storm Water Pipe Repair

Equipment was on site Thursday, December 19<sup>th</sup> for a storm sewer pipe repair by Jensen Plumbing to repair a cracked storm water pipe. Friday, the 20<sup>th</sup>, concrete was poured for a section of the sidewalk completing the project.

### Air Handlers Replacement Project

The HVAC installation crew completed the fourth air handler (AHU) replacement in early December. Testing the AHU units began the week of December 9<sup>th</sup> and two new HVAC humidifiers were installed on December 19<sup>th</sup>. The computer system that controls the HVAC system will be updated and temperature settings checked.

### Meeting Room

Several meeting room repairs occurred in December. The piano was tuned in preparation for several planned recitals. The meeting room partition was inspected and repaired for smooth operation.

## Meetings

On December 10<sup>th</sup>, Jackie Kilcran and I attended an employee workshop for Illinois Municipal Retirement Fund (IMRF) administrators. Discussion centered on the role of an authorized agent, proper reporting to IMRF, and employer access to record keeping.

A handwritten signature in cursive script that reads "Beth McQuillan". The signature is written in dark ink on a white background.

Beth McQuillan

Adult Services Quarterly Report  
October-November-December 2019

## October

Adult Services staff learned that RAILS recently partnered with SWANK Movie Licensing USA to offer RAILS public libraries a special, discounted rate for annual public performance licenses. Thanks to the work of diligent staff who found this opportunity, the LLD was able to save approximately \$240 by signing up for this discount. Our public performance license allows us to have showings of thousands of movies, including classics and new releases.

October brought our annual horror film celebration- *Horrorween*. This year's *Horrorween* featured professional photoplay organist, Jay Warren. Jay played a live, original score to accompany the screening of the silent film, *Nosferatu*. After the performance Jay participated in a Q&A and film discussion with attendees.

October was a very busy month for professional development as seven Adult Services staff members attended the annual Illinois Library Association's Conference in Tinley Park. The team attended a variety of programs on topics such as Programming, Collection Management, Readers' Advisory, Teen Services, and Marketing. Additionally, Teen Librarian, Noelle Spicher, attended Anderson's 16<sup>th</sup> Annual Young Adult Literature Conference. Noelle attended a variety of sessions focused on trends in YA Literature.

Approximately 370 patrons attended our annual Star Wars Reads Day event. Activities included Star Wars crafts, bingo, snacks, interactive games, books and movies from our collection for check out, a new-and-improved Trash Compactor, and face painting.

The LLD hosted an artist's reception for Ritu Puppala's Gallery 777 exhibit- *The Joy of Travel*.

## November

Adult Services Librarian, Patricia Ruocco, attended the 50<sup>th</sup> annual Bouchercon Mystery Convention. Patricia attended several panels that further developed her skills in managing our Mystery print collection and facilitating the Mystery book group, *Murder Among Friends*. Patricia met author Sulari Gentill, whose first book will be read by *Murder Among Friends* next year, and Sulari agreed to Skype with the group from Australia.

Teen Librarian, Noelle Spicher, worked with Princeton Review to offer multiple practice ACT/SAT programs in the fall for our young adult patrons. These practice exams were well attended and participants left feedback asking for similar programs in the future.



Noelle also visited Lisle High School for a lunch room table visit. She spoke to about 20 teens while promoting upcoming Teen programs, our Winter Read Program, and therapy dogs that would be available at LLD during finals week.

In celebration of NaNoWriMo, the LLD hosted a Local Author Fest on November 30<sup>th</sup>. This event featured six local authors who offered book signings for attendees and then participated in a Q&A panel where they discussed their writing process.

Adult Services staff had several opportunities to participate in local conferences and networking groups during the month of November. Winona Patterson, Rochelle Storm, and Elizabeth Hopkins attended ARRTcon, a one-day conference dedicated to enhancing Readers' Advisory skills. Gail Graziani, who manages our print Science Fiction & Fantasy collection and facilitates the SFF book group, attended *Windycon*, an annual Science Fiction conference. Additionally, Noelle Spicher attended a Teen Librarian Special Interest Group where she discussed programming and popular titles for teens with librarians from area libraries. Jean Demas also attended a South & West Suburban Business Networking Group meeting where a group of librarians shared ideas and best practices for serving local businesses.

## December

Adult Services Assistant Director, Gail Graziani, volunteered to be part of the RAILS My Library Is... Grant Review Team. Gail reviewed and scored 9 grant applications in the first round, reviewed an additional batch of high scoring applications, participated in a conference call to discuss the top ten applications, and submitted a final vote for her top three applications.

The LLD celebrated the start of our Winter Read Program with our annual party on Friday, December 6<sup>th</sup>. The event featured a special story time and a "snowball" fight, a performance from the Lisle High School Varsity Singers, hot cocoa and cookies, and a winter-themed craft. During the party, patrons had the opportunity to register for the Winter Read Program. Approximately 205 people attended the event.

On Wednesday, December 4<sup>th</sup>, Jean Demas, along with Peggy Kiefer of the Ann Reid Early Childhood Center, presented the program, "Families Together: Reading Enrichment for Social Emotional Learning" at the Multilingual Illinois 2019 Annual Conference. 48 attendees including bilingual and ESL teachers and library staff attended the presentation, collected handouts, and asked questions.

Noelle Spicher worked with Therapy Dogs International to provide two therapy dogs to teen patrons during finals week. Nico and Rufio visited the Library so teens could take a study break and de-stress with a canine friend.

Youth Services and Adult Services partnered together to offer Family STEAM Night: Gingerbread Houses. Over 30 patrons put their architectural skills to work constructing gingerbread houses using graham crackers, frosting, cotton candy, and a wide variety of candy decorations.

The LLD hosted an artist's reception for Barbara Lipkin's Gallery 777 exhibit- *Whimsy*.

Respectfully Submitted,

Elizabeth Hopkins



*Star Wars Reads Day*



*Lisle Library Local Author Fest*



*Winter Read Party*



*Winter Read Party*



*Family STEAM Night*



*Rufio from Therapy Dogs International*

# Youth Services Quarterly Report–January 2020

## News and Patron Communications:

- We are updating our current AWE stations in youth services with new models that offer increased functionality on several levels. Currently, we have two stations that have are loaded with educational programs for patrons ages 2-6. The new stations will keep the offerings for those ages, as well as add programs for elementary school patrons and offer bilingual (Spanish and English) functionality. We hope to have the new stations delivered and running by the end of January.
- With the help of Technical services we are much closer to finishing the picture book categorization project. Youth Services staff is currently going through the process of placing each item into the most appropriate category, which will then be followed by a physical reprocessing and reshelving.
- Patrons have expressed their thanks for the Global Voices section of the youth collection. We have had visiting grandparents from around the world excitedly sharing stories in their primary language with their grandchildren. Recently we have overheard stories read in German, Polish, Arabic and Korean.

## Programs & Community Outreach Highlights:

- The Winter Reading program started on December 6<sup>th</sup> with our second annual kickoff event. Activities included a storytime, choir, crafts and snacks. As of writing this report, we have 207 children participating in the program.
- Our annual Halloween storytime was once again a massive success. We estimate that over 150 patrons came for our storytime and subsequent Halloween parade.
- We collaborated with the Lisle Police Department for a storytime in late October. Two officers joined us for stories and songs, followed by the opportunity to sit in the driver's seat of a police car!
- Many of our late elementary and middle school patrons have expressed an interest in more in depth crafting programs than we were previously offering, so in the January we are starting "Make it Mondays." These programs will focus on different hobbying skills and projects that would be too intricate to do with younger patrons but that have high appeal to slightly older ones.
- In an effort to share the fun of our elementary school programs with our smaller patrons, we have been running "Dress for Mess" in between storytime sessions. This program offers young patrons and their parents the opportunity to explore and interact with different tactile learning experiences that otherwise would be too time or space restrictive in other settings.

- Our partner program to Family Craft Night, Family Steam Night, has occurred twice since our last report. In November, we covered basic circuits and electricity while creating paper circuit cards, and in December we covered basic architectural engineering tenets while constructing (and eating!) gingerbread houses.
- We have taken on several new outreach opportunities with the school year starting. Just in the month of September we completed outreach programming at Chesterbrook Academy, Gentle Learning Preschool, Children's Creative Corner, both Lisle Kindercare locations, St Joan of Arc, Beebe Elementary, Pathway Connections, Bright Horizons, and multiple events at Lisle Elementary.
- Our Annual Star Wars reads day fell on October 19<sup>th</sup> this year. Patrons were able to craft lightsabers, battle Stormtrooper balloons, rescue Luke, Leia, Chewbacca and Han from the trash compactor and meet Boba Fett.
- The Park District allowed us to take part in their Monster Madness event this October. This year we were able to have an outreach table set up as part of the bingo game for young attendees. During the event I was able to interact with over 30 different families.
- Lisle Library Mini Branches have been officially functioning for nearly 6 weeks. The three constructed branches are replenished with books and newsletters every two weeks. So far, each location has exhibited a good amount of use each time staff have checked on material levels.

#### **Professional Development:**

- Librarian Katie McMahon attended a Laconi meeting this November. The program took place at the Brookfield Zoo and discussed the importance of nature play and how to incorporate it into Library programming.

Respectfully Submitted,

Will Savage  
Director of Youth Services

**Quarterly Board Report  
2<sup>nd</sup> Quarter FY19/20  
Circulation Services Department**

**January 8, 2020**

**Outreach Visits**

During this quarter, Circulation Services (CS) as well as Adult and Youth Services staff visited the Lisle Park District's Senior Center, the Secretary of State's driver's license event at Village Hall (*photo at right with Angela and Jean*), and Lisle High School's parent-teacher conferences in order to register new patrons, renew current patrons' cards, and discuss and promote LLD services and programs.



**Star Wars Reads Day & Winter Read Party**

CS staff participated in Star Wars Reads Day on Saturday, October 19. Special thanks to Julie Beck, CS Associate, for greeting everyone in the lobby and directing patrons to various activities; Teri Zarat, Assistant Director of CS; and both Brittany Gehrke and Luanne Kelley, CS Pages. CS staff also participated in the Winter Read Party on Friday, December 6. Special thanks to CS Associate, Rosary Ann Lewellyn.

**ILA Annual Conference**

In October 2019, Teri Zarat and both Anne Loeding-Foster and Angela McCurdy, CS Paraprofessionals, attended the Illinois Library Association (ILA) Annual Conference in Tinley Park where this year's theme was "Shift: Where Will You Grow?"

Teri attended presentations that focused on improving staff production and boosting morale. She believes that many people work for other reasons besides pay, and it is important in finding the right reward to motivate employees to continue to do a good job. She shared her ideas in multiple groups at the conference. Teri thought this particular ILA conference encouraged more interaction and discussion among colleagues than previous conferences, and she found that to be refreshing.

Anne attended a session about the importance of library outreach and education with the biggest takeaway being the importance of library staff going into the community with flyers and brochures in order to bring attention to what the Library has to offer. Many speakers stressed learning about one's community: That is, learn what your patrons are reading and listen to what is being discussed by your patrons. Anne shared with the attendees LLD's success with our year-round outreach.

Angela informed LLD staff that it was a wonderful experience to be surrounded by hundreds of other people committed to providing the best possible service to their communities and to gather fresh ideas of how to maximize the user experience of our Lisle patrons. She attended sessions on marketing the library collection by thinking of books as our brand and on involving the entire staff to promote the whole Library. The best promotion is a positive experience and small, thoughtful actions can have positive impact.

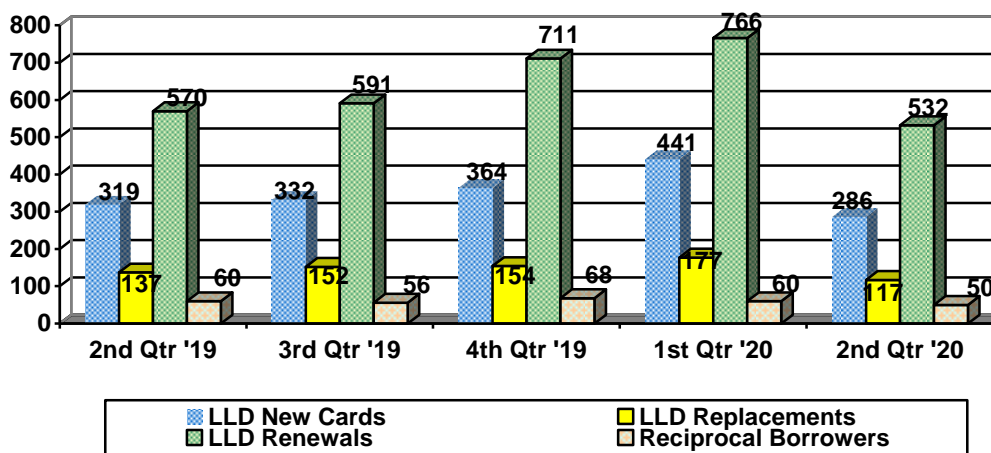
In addition, Angela was in attendance as representatives from Warren-Newport Public Library District, Vernon Area Public Library District, and Ela Area Public Library District presented “Mythbusters: Clearing the Misconceptions Trustees Might Have about Going Fines Free.” Angela took many notes: The New York Public Library found that 1 in 5 children were blocked from using the library because of fines. Blocked patrons are patrons who already want to use the library. The Vernon Area Library saw a 126% increase in library card registrations of children after it eliminated overdue fines. All three libraries reported increased numbers of cardholders and items circulated. Families reported that they felt freer to borrow more items. The number of holds requests and wait times for popular items held steady. Items continued to be returned in a timely manner (or sooner), and the number of accounts sent to collections did not increase. All three libraries saw it as a successful investment in customer service. Both patrons and staff saw their interactions as more positive and engaged.

### WILIUG Fall Conference

In November 2019, I attended the annual fall conference for the Wisconsin-Illinois Innovative Users Group (WILIUG) in Milwaukee, Wisconsin. As in past years, this was an opportunity for me to meet with my peers and discuss current library-world trends. I enjoy attending the WILIUG’s conferences because most of the attendees work in public libraries, and what we talk about is very public library-centric.

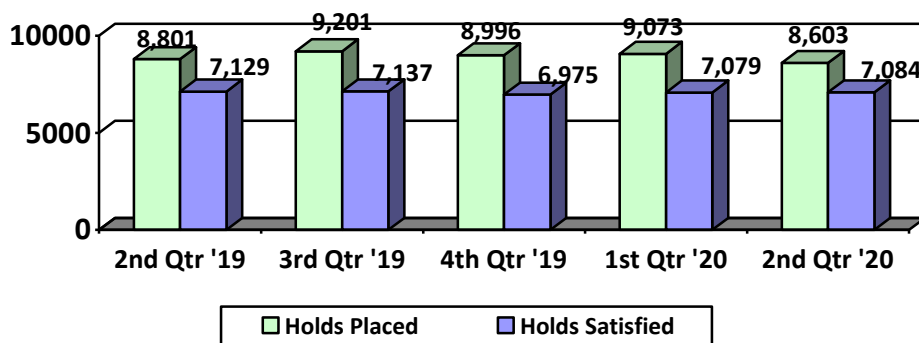
This year, I met with Michael Macenas who is an account manager with Innovative Interfaces, Inc., the company that owns the Polaris Integrated Library System (ILS) that we use here at LLD. I talked to him about Polaris updates being planned for 2020. I learned that the company plans on reorganizing their customer service staff in order to better serve its users more efficiently.

**LLD Quarterly Registrations Activity**

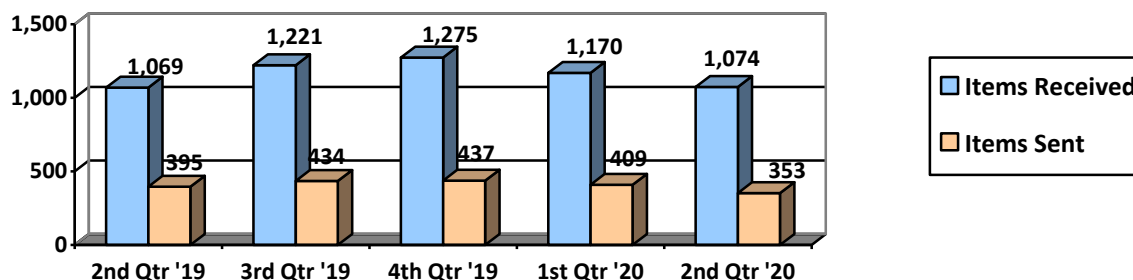


From October to December 2019, CS Pages pulled a total of 4,251 items from shelves to satisfy the “pending holds.” Last year at this time, a total of 4,229 items were pulled.

**LLD Quarterly Holds Activity**



**LLD Quarterly ILL Activity**



### Shelf Management Teams

In the CS Department’s continuing mission to improve our patrons' experience with locating adult and youth materials in the building, shelf management teams were created in November 2019. There are now four teams with CS staff members--pages *and* desk staff--assigned to each team. Each team is responsible for the shelf management of specific areas throughout the Library: upper *and* lower floors.

Every member of each team is expected to contribute their worktime and put forth a quality effort into this library-wide project. Shelf management includes straightening and tidying up shelves and shelf reading, which includes reading each call number in order to ensure that items are properly shelved. Our objectives include continuing positive teamwork, promoting quality control, proactively combating miss-shelving, and creating a friendly competition.

Respectfully Submitted by

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



## Second Quarter FY2019/2020 in Technical Services

In October, Chitra Gnanaratne celebrated 15 years with LLD. She is a valuable asset to LLD and a joy to work with in TS. We also celebrated anniversaries with Andrea Varry (2 years) and Brian Baxter (4 years). It is due to our wonderfully, dedicated staff that LLD is able to provide such exceptional service to our patrons.

Technical Services continues to further our education through webinars, professional meetings, and conferences. In October, 3 TS staff attended the Illinois Library Conference in Tinley Park. Laura, Andrea, and Brian attend ILA. We attended programs covering linked data implementation, using reports to keep collections fresh, and how to integrate and promote Technical Services skills in the Library. ILA provides an opportunity for Technical Services Librarians to learn about new skills, get exposed to new ideas, and connect with peers. In addition to attending ILA, Laura Murff presented a program on Copyright and Fair Use. The program was well attended with positive feedback. TS Staff also attended webinars dealing with subject analysis, copyright, and the new partnerships developing between Wikipedia and libraries. In November, TS staff attended the LACONI Authority Bootcamp day conference in Joliet. The conference provided an in depth look at sources for authority records, how to read them, and how to use them. It covered local practices and new ways to use authority records to provide virtual browsing and better search results within the catalog.

Laura Murff attended multiple LACONI planning meetings for future day conferences and presented at the Authority Bootcamp day conference. Laura also attended the RAILS Technical Services Networking group. The RAILS TS group meets quarterly and provides needed opportunities for discussing library workflows and issues in TS.

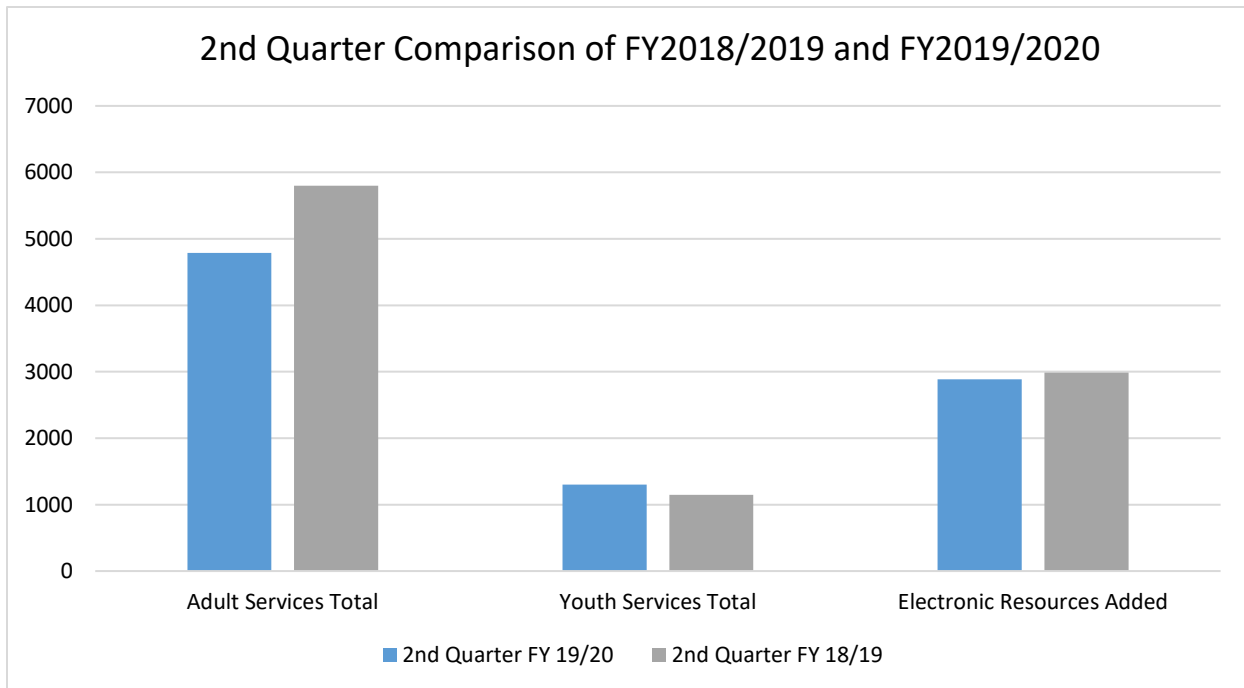
Laura Murff

Director of Technical Services



## MATERIALS PROCESSED THIS QUARTER

Adult Services Collection	
AS Fiction Books	1276
AS Non-Fiction Books	1173
AS Audio/Visual	831
AS Periodicals	1510
Adult Services Total	4790
Youth Services Collection	
YS Fiction Books	831
YS Non-Fiction Books	349
YS Audio/Visual	76
YS Periodicals	44
Youth Services Total	1300
Electronic Resources Collection	
EMediaLibrary MARC records added	53
Hoopla Marc records added	2831
Other Database records added	0
Electronic Resources Total	2884



# 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

## All Ages

### Winter Read Program

From December 6 - January 6, challenge yourself this winter with our Winter Read Program! Sign up at: [lislelibrary.readsquared.com](http://lislelibrary.readsquared.com). Once you have completed the program, visit the Library and get your LLD mug.



### Winter Read Prizes

Adults, teens, and kids who complete the program can earn a campfire mug! We have mugs in both adult and kid sizes.

### Winter Read Party

Join us for our Winter Read Party on Friday, December 6 from 6-8pm.

- 6:00-6:30pm – YS Winter Storytime (& snowball fight!)
- 6:30-7:30pm – Lisle Senior High School Choir Performance
- 6:00-8:00pm – Snacks & Crafts in Meeting Room A/B

## KIDS

### Discovery Brigade

Grades K-2. Registration Required. Mondays, Meeting Room A/B, 4:00-4:45PM

Each Monday, we explore a different science or technology topic with programming for kids in early Elementary School. Join the Discovery Brigade and see what fun and craziness awaits!

- It's Snow Problem (Dec. 2) It's snow season! Make your own winter wonderland!
- Changing Temperatures (Dec. 9) How do lower temperatures affect our world? Let's find out.
- Fizzing Creations (Dec. 16) It's time to get creative and mold your own glittery bath bombs.

### Imagination Inc.

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

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

- Winter Slime (Dec. 3) Here's a gooey scientific rhyme: a frosty slime for wintertime!
- DIY Gift Soap (Dec. 10) It's time for some good, clean fun! Make soap for friends and family.
- DIY Ornaments (Dec. 17) Make custom ornaments for the winter holidays!

## TEENS

### DIY Mason Jar Gifts

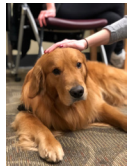
Friday, December 13, 6:30-8:00pm, Meeting Room A

Create a soothing sugar scrub and a delectable treat mix, put them in mason jars, and decorate. Give them as a gift or keep them as a special treat for yourself.

## Study Break: Dogs!

Tuesday & Thursday, December 17 & 19, 6:00-7:00pm, Group Study Room

Take a study break and cuddle with a dog! Stop by the group study room downstairs to say Hello! to our canine visitors and de-stress.



## DIY Origami Star Jar & Elf

Friday, December 20, 6:30-8:00pm, Meeting Room B

Learn origami skills, make lots of stars, and then fill a jar with your creations! We will watch Elf and enjoy snacks as we fold!

## ADULTS

### Holiday Hors D'oeuvres

Sunday, December 8, 2:00-3:30pm, Meeting Room A/B

Don't know what to drink or eat at your holiday party? Join Chef Maddox and Matt Phillips, of Lynfred Winery, for some great tips. Chef Maddox will prepare your next go-to appetizer and Matt Phillips will present your go-to wines for any occasion!

### Hallmark for the Holidays!

Saturday, December 14, 2:00-4:00pm, Meeting Room A/B

What's better than a Hallmark holiday movie? A Hallmark holiday movie with cocoa and a craft! Join us as we screen a Hallmark holiday movie, craft, and drink cocoa.



## LITERACY

If you or anyone you know needs help with speaking, reading, writing, or communicating in English, join the "ESL for You!" classes at the Library! Saturdays 10:00 AM - Noon. Dec. 7 & 21.

The Library also hosts an English Conversation Group led by Literacy DuPage tutors. Some conversation skills are necessary to engage in lively conversation. Saturdays 10:00 AM - Noon. Dec. 14 & 28.



LISLE LIBRARY DISTRICT  
PHYSICAL PLANT COMMITTEE MEETING  
August 7, 2019 - 7:00 p.m.

1. Roll call

Present:

Marjorie Bartelli - Vice President | Chair

Emily Swistak - Secretary

Karen Larson - Trustee

Thomas Hummel - President/Ex-officio

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the April 17, 2019 Physical Plant Committee Meeting

**MOTION:** Secretary Swistak moved to approve minutes of the April 17, 2019 Physical Plant Committee meeting. President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

4. HVAC/air handler project discussion

Director Weinstein provided an overview of the project with estimates from three vendors which included the LLD's current HVAC vendor.

Discussion: Committee members asked about additional costs and proprietary system controls.

Director Weinstein and Assistant Director McQuillan provided information regarding added costs and HVAC controls.

The Committee acknowledged that the LLD's current vendor estimate was most appropriate and agreed to recommend it at the next regular Board meeting.

5. Concrete project discussion: curbs, sidewalks, & book drop

Director Weinstein explained the project and presented the vendor's estimate.

Discussion: Committee members asked questions about the height of the book drop and about the ability to access the slots. Director Weinstein explained that the height and slots will accommodate both SUVs and sedans.

The Committee agreed that the project should advance and that they would make mention of this project at the next regular Board meeting.

6. Storm-water issues/remedies; discussion

Director Weinstein provided an overview on the report from Visu-Sewer that recommended repairing the offset pipe on Front Street. Jack Hayes from FQC assisted in drafting the RFP and also provided a list of three reputable companies that could do the work.

Discussion: Committee members asked about concrete removal, cost of the project, and time regarding receipt of RFPs. Director Weinstein and Assistant Director McQuillan stated that the Village may have to finish work on Front Street before the LLD project could begin. The estimated cost of the project is between \$10,000 and \$15,000. Director Weinstein mentioned that four weeks would be enough time for companies to receive and return the RFPs.

The Committee agreed that the project should advance and that they would make mention of this project at the next regular Board meeting.

7. Owner's representation; discussion

Director Weinstein relayed that she reached out to ten firms for owner's representation services. Three firms provided a breakdown of approximate costs for a preliminary facility planning exercise. She discussed the services such as providing objective advice, acting as the voice for the Library when dealing with designers/contractors, and defining project scope. A preliminary planning project such as this would last approximately one month (sixty hours). Director Weinstein discussed the three companies that provided the most comprehensive information and stated that she had a positive experience with company #2 and would like to work with them.

Discussion: Committee members discussed whether to have a broader discussion at the next Board meeting. President Hummel mentioned that the Board could have the discussion at a regular Board meeting or have a special Board meeting. Director Weinstein stated that this would be a limited project to gather expert advice to allow the Board to make informed decisions about the facility. Trustee Larson asked about a downtown location for the Library. Director Weinstein stated that the owner's rep could aid in those discussions and that there would be more comprehensive conversation about options at the next regular Board meeting. Vice President Bartelli asked if it could be possible to have company #2 present something to the Board. Director Weinstein stated that she would inquire.

Vice President Bartelli mentioned seeing a bump in the road between the Library's parking lot exit and the new pavement recently done by the Village.

8. Adjourn

**MOTION:** Secretary Swistak moved to adjourn the meeting. Trustee Larson seconded.

Voice Vote - All Aye

The meeting adjourned at 8:06 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on January 9, 2020

Approved by

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Marjorie Bartelli, Committee Chair