

## PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 12, 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 February 12, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
  - a. President Hummel and Trustee Duffy reviewed the January billings in February
  - b. Secretary Swistak and Trustee Sullivan will review the February billings in March
4. Consent Agenda - Action Required
  - a. Approve Minutes of the January 15, 2020 Board Meeting
  - b. Acknowledge Treasurer's Report, 01/31/20, Investment Activity Report, 01/31/20, Current Assets Report, 01/31/20, Revenue Report, 01/31/20, and Expense Report, 01/31/20
  - c. Authorize Payment of Bills, 02/12/20
5. Committee Reports
  - a. Finance
  - b. Personnel/Policy
  - c. Physical Plant
6. Unfinished Business
  - a. Facility options: CCS update and discussion
7. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
8. New Business
  - a. Semi-annual review of executive session minutes - Action Required  
Six month review of executive session minutes to release or to remain closed.
  - b. Review of executive session recordings more than 18 months old - Action Required  
Six month review of executive session recordings to retain or destroy.
9. Executive Session
  - a. 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
January 15, 2020 - 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

2. Opportunity for visitors to speak - None

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

- 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

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

Roll Call Vote - All Aye. The motion passed.

5. Committee Reports

- a. Finance - Treasurer Norton stated that she may aim for a meeting in February.
- b. Personnel/Policy - Secretary Swistak stated she met with Director Weinstein and discussed dates for a meeting; Committee members agreed to meet on Friday, February 21<sup>st</sup> at 6 pm.
- c. Physical Plant - Vice President Bartelli stated the Committee met on January 9<sup>th</sup>. She provided a recap of the discussion regarding critical repairs, roof maintenance, HVAC fire safety work, drainage work for the east parking area, battery backup, and paging system needs. The Committee endorsed upcoming projects such as landscape drainage work and updating the uninterruptable power system (UPS) backup and paging system.

Discussion: Trustee Sullivan asked which projects were still on the critical list according to FQC. Vice President Bartelli stated that she mentioned them during her committee report. Trustee Sullivan asked if all air handlers were done. Vice President Bartelli and Director Weinstein confirmed all four air handlers were replaced. Trustee Sullivan commented that

a paging system and intercom system are not interchangeable terms. Director Weinstein mentioned that departmental budget planning has begun.

## 6. Unfinished Business

Facility options: Department statements, Board discussion, and consultant engagement

President Hummel stated that the Board asked staff to provide additional feedback regarding the facility. He mentioned that the statements reiterate a lot of what has been discussed at previous Strategic Planning meetings. He also stated that he would like to discuss upcoming arrangements with CCS. Director Weinstein clarified that Flaherty & Collins is seeking a meeting with the Village. She also discussed opportunities to continue work with CCS. She stated that CCS will attend the next Board meeting to provide an update. She said that future arrangements should be in accordance with the rates as quoted in the original project exercise contract.

Discussion: Trustee Sullivan asked for CCS's rates. Director Weinstein stated that she did not have the information at hand. Trustee Sullivan asked if CCS could provide EPA remediation information regarding the Family Square property. Trustee Sullivan stated that she wanted staff to give more detail regarding their facility statements. Trustee Duffy asked about the space needs for the next 10-15 years. Director Weinstein asked the Board if they wanted a more detailed report next month. President Hummel commented that the Board is not ready for finer details as of yet. Director Weinstein commented that the quarterly reports are provided to inform the Board of activities in each department. She also suggested forwarding additional professional articles to apprise the Board of state/national library news and innovation. Trustee Larson asked which local libraries had active play areas. The Director of Youth Services gave a few examples including Geneva, Naperville, Woodridge, and Downers Grove. Trustee Duffy asked about a deadline regarding Flaherty & Collins, the Village, and downtown area discussions. Trustee Sullivan asked about next steps regarding CCS and funding. Director Weinstein clarified that expenditures may be different depending on renovation or relocation, particularly if a developer is working with LLD on a mixed use property. President Hummel stated that the Board should continue to work with CCS at the hourly rate and see how things progress. Trustee Sullivan stated that she now disagrees with giving Flaherty & Collins permission to include the Library within their downtown concept. She stated that she spoke with many people in her neighborhood who don't want the Library to move. President Hummel stated that the downtown area has been discussed for many years. He suggested that having the Library downtown would be a game-changer for the community and that the Board should continue discussion on this topic. Director Weinstein suggested that having a public meeting regarding downtown options, including discussing public parking, would be helpful.

## 7. Staff Reports

Discussion: President Hummel stated that he appreciated Director Weinstein's summary regarding the Strategic Plan initiatives that have been accomplished this past quarter. Trustee Sullivan would like to see more detail regarding the database packages and their costs. Director Weinstein stated that staff are actively budgeting for all materials, including databases. Trustee Sullivan asked about the Meadows zone data in the packet. Director Weinstein provided an overview of the data and stated that she would provide data for all zones next month.

8. New Business

a. Appoint Committee to prepare FY20/21 Working Budget

President Hummel announced that a Committee of the Whole will be created to prepare the working budget. He asked Trustees if they were agreeable to have meetings at 6 pm prior to the regular Board meetings in March and April. The Board agreed to this schedule.

b. LLD Friends and Foundation discussion

President Hummel stated that last month, he asked Board members to think of ideas/goals for the Friends and Foundation. He mentioned the letters that the Board received from both organizations regarding their status and intentions.

Discussion: Vice President Bartelli asked if the organizations wanted to be active and if they had plans for fundraising. Director Weinstein said that she understood that they did have plans to fundraise and remain supportive of the Library. Director Weinstein reiterated that the Foundation is seeking Board input regarding projects/initiatives. President Hummel suggested that the Youth Services department might be a good target for fundraising. Trustee Duffy thanked the groups for their letters but mentioned that his questions from last month remain unanswered. Treasurer Norton commented that she was glad the Board received a response but prefers a shared discussion of goals. President Hummel asked Trustees for ideas to give the Foundation direction. Trustee Sullivan stated she tried to join both organizations but was denied. Trustee Duffy suggested the Foundation initiate a marketing strategy to be more effective and build brand awareness. Trustee Sullivan mentioned the letters were not signed. President Hummel mentioned the \$2,000 grant application from the Foundation. Director Weinstein stated that the grant was a step towards refreshing the relationship and opening communication. Trustee Larson commented that staff would have a better idea of the Library's needs than the Board. Secretary Swistak mentioned that a couple of years ago, there were negative communications regarding the Friends and that the Library Board/Friends relationship has been strained since. President Hummel asked the Board if they agreed to ask staff for ideas for the grant. The Board agreed. Trustee Duffy asked if the Foundation was legally allowed to grant money. Director Weinstein said that she understands that the Foundation has checked with legal counsel for their activities.

9. Opportunity for Trustee comments (five minutes)

President Hummel asked how the mini-branches have been doing. The Director of Youth Services stated that the mini-branches are doing well. Treasurer Norton encouraged the Board to start looking at funding for capital projects. Trustee Sullivan commented about the parking in downtown and costs. Secretary Swistak mentioned that her child has attended two teen programs and enjoyed them. Vice President Bartelli asked Treasurer Norton about funding sources and the budget. Treasurer Norton stated she is focused on the Library's economic position. Trustee Duffy clarified his frustration regarding the lack of dialog with the Friends/Foundation and apologized if his reaction came off harsh.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:36 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 12, 2020.

Approved by

---

Emily Swistak, Secretary of the LLD Board of Trustees

DRAFT

Treasurer's Report as of January 31, 2020

Fund Name	Cash Balance 01/31/20	Financial	Financial
		Assets %	Assets %
		W/ Spec Res	W/O Spec Res
Corporate	6,482,906.99	60.69%	87.49%
Building Maintenance	0.00	0.00%	0.00%
IMRF	324,650.88	3.04%	4.38%
FICA	181,561.81	1.70%	2.45%
Working Cash	420,893.19	3.94%	5.68%
Subtotals	7,410,012.87	69.37%	100.00%
Special Reserve	3,271,289.07	30.63%	0.00%
	10,681,301.94	100.00%	100.00%

Treasurer

Date

1/31/2020

## INVESTMENT ACTIVITY

Company	INTEREST												
	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	1,272.11						10,591.21
Ehlers	0.48	4.20	8.48	0.31	2.89	14.63	0.59						31.58
Ehlers-Inv interest	2,541.23	8,896.84	6,513.75	9,754.93	9,492.25	4,838.54	2,055.35						44,092.89
Fifth Third Bank	5,177.17	4,946.44	5,850.53	5,582.40	4,793.77	4,470.98	3,931.57						34,752.86
Lisle Savings	67.11	67.13	71.63	67.17	69.44	67.22	69.37						479.07
Lisle CD 2635	469.72	470.71	456.47	472.66	458.35	474.61	474.31						3,276.83
Lisle CD 2669	527.60	528.82	512.93	531.23	515.26	533.65	534.89						3,684.38
IL Funds	2,807.00	2,580.25	2,415.35	2,270.66	2,020.81	2,042.11	2,004.61						16,140.79
US Bank-9853	508.03	524.99	524.98	508.03	524.99	508.03	524.34						3,623.39
US Bank-9370	3.17	3.32	4.19	8.29	8.65	8.44	8.80						44.86
TOTALS	13,961.51	19,721.56	17,930.86	20,725.30	19,194.13	14,308.56	10,875.94	0.00	0.00	0.00	0.00	0.00	116,717.86

INVESTMENTS													
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
0.00	465,000.00	200,000.00	145,000.00	800,000.00	205,000.00	0.00						1,815,000.00	
0.00	474,681.05	204,976.00	154,922.50	0.00	815,000.00	210,000.00						1,859,579.55	
-	(9,681.05)	(4,976.00)	(9,922.50)	800,000.00	(610,000.00)	(210,000.00)	-	-	-	-	-	(44,579.55)	

**CURRENT ASSETS  
AT FAIR MARKET VALUE  
January 31, 2020**

												Value on 01/31/2020
<b>Checking Accounts</b>												
Fifth Third Operating Acct												\$235,813.34
Fifth Third Financial Now acct												\$3,369,883.73
Fifth Third Financial-petty cash												\$400.00
US Bank												\$25,482.62
E commerce												\$52,281.92
												\$3,683,861.61
<b>Money Markets</b>												
Lislie Savings Bank												\$204,564.38
IMET												\$957,798.49
The Illinois Funds												\$1,404,714.48
												\$2,567,077.35
<b>Restricted Cash-IMET</b>												
												\$14,571.02
<b>Ehlers Investments</b>												
												\$2,680.53
<b>Investments</b>												
Lislie Savings Bank												\$231,814.88
Key Bank Natl												\$225,049.55
Green Bay, WI SD												\$10,037.12
US Bank												\$249,999.99
Menomonee Falls												\$15,058.15
Sallie Mae												\$110,127.60
Lislie Savings Bank												\$226,960.61
Sallie Mae												\$130,200.73
Barclays Bank												\$160,332.69
Will County, IL CCS												\$50,286.17
Live Oak Banking												\$112,991.98
Cook Cty IL Comm College												\$30,149.90
Community Bank												\$151,306.90
Fond Du Lac Cty, WI												\$61,398.44
Ally Bank												\$170,717.23
Citibank												\$122,450.28
Morgan Stanley Pvt Bk												\$75,145.30
Celtic Bank Corp												\$130,043.99
Madison, WI												\$101,401.25
Discover Bk												\$107,365.13
Goldman Sachs Bk												\$101,899.00
Morgan Stanley Bk												\$178,509.45
Goldman Sachs Bk												\$152,680.56
Sallie Mae Bk												\$10,178.70
Capital One Bk												\$131,093.43
Enerbank USA												\$175,172.59
Morgan Stanley Bk												\$155,759.81
Federated Inv. Govt Obl. Inst.												\$1,025,000.00
												\$4,413,111.43

**TOTAL CURRENT ASSETS**

**\$10,681,301.94**



**Lisle Library District**  
**Revenues through January 31, 2020 (58.3% of FY 19-20)**  
Special Reserve Only

REVENUES		Current Month January 2020	YTD July - June 2019-2020	YTD Jul - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,364.51	\$34,047.54	\$32,246.80	\$35,000.00	97.28 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$175,000.00	\$175,000.00	\$300,000.00	58.33 %
TOTAL INTEREST & CASH DONATION		\$29,364.51	\$209,047.54	\$207,246.80	\$335,000.00	62.40 %
TOTAL REVENUES		\$29,364.51	\$209,047.54	\$207,246.80	\$335,000.00	62.40 %

**Lisle Library District**  
**Revenues through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

		Current Month January 2020	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.	\$0.00	\$3,995,547.70	\$3,945,848.92	\$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	\$0.00	\$50,909.89	\$154,360.97	\$50,984.25	99.85 %
45-01-4415-00	Tax Levy - FICA	\$0.00	\$126,653.88	\$136,293.15	\$126,838.87	99.85 %
<b>TOTAL TAX LEVY</b>		<b>\$0.00</b>	<b>\$4,173,111.47</b>	<b>\$4,390,662.47</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	\$2,829.34	\$11,260.72	\$7,607.61	\$12,000.00	93.84 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$163.29	\$649.88	\$439.05	\$600.00	108.31 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$25.65	\$102.10	\$68.98	\$100.00	102.10 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>		<b>\$3,018.28</b>	<b>\$12,012.70</b>	<b>\$8,115.64</b>	<b>\$12,700.00</b>	<b>94.59 %</b>
<b>INTEREST INCOME</b>						
10-02-4472-00	Interest Earned - Corp	\$5,916.88	\$70,998.03	\$65,432.79	\$82,000.00	86.58 %
30-02-4474-00	Interest Earned - .02 B/M	\$0.00	\$0.00	\$782.15	\$0.00	0.00 %
40-02-4475-00	Interest Earned - IMRF	\$408.71	\$4,904.21	\$3,312.32	\$4,500.00	108.98 %
45-02-4476-00	Interest Earned - FICA	\$185.84	\$2,229.95	\$1,659.38	\$2,500.00	89.20 %
80-02-4482-00	Interest Earned - Working Cash	\$0.00	\$4,538.14	\$3,788.13	\$4,500.00	100.85 %

**Lisle Library District**  
**Revenues through January 31, 2020 (58.3% of FY 19-20)**  
No Special Reserve reflected

	Current Month January 2020	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	\$6,511.43	\$82,670.33	\$74,974.77	\$93,500.00	88.42 %
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	\$949.47	\$11,971.04	\$23,084.13	\$25,000.00	47.88 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$949.47	\$11,971.04	\$23,084.13	\$25,000.00	47.88 %
DESK INCOME					
10-03-4531-00 Lost Books	\$181.46	\$1,110.62	\$1,719.03	\$3,000.00	37.02 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$1,733.27	\$13,882.76	\$22,903.28	\$35,000.00	39.67 %
TOTAL DESK INCOME	\$1,914.73	\$14,993.38	\$24,622.31	\$38,250.00	39.20 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$400.00	\$0.00	0.00 %
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	\$0.00	\$743.03	\$677.13	\$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	\$1,409.10	\$1,000.00	0.00 %
TOTAL UNRESTRICTED INCOME	\$0.00	\$36,373.03	\$38,652.12	\$2,000.00	1,818.65 %
<b>TOTAL REVENUES</b>	<b>\$12,393.91</b>	<b>\$4,331,131.95</b>	<b>\$4,563,952.87</b>	<b>\$4,351,096.46</b>	<b>99.54 %</b>

**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
Special Reserve Only

	Current Month January 2020	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)	\$109,720.00	\$232,527.50	\$0.00	\$345,000.00	67.40 %
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	\$4,108.84	\$30,000.00	0.00 %
70-65-5674-00 Consulting	\$7,640.00	\$13,390.00	\$0.00	\$75,000.00	17.85 %
<b>TOTAL MAINTENANCE AND EQUIPMENT EXPENSES</b>	<b>\$117,360.00</b>	<b>\$245,917.50</b>	<b>\$4,108.84</b>	<b>\$590,000.00</b>	<b>41.68 %</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>\$117,360.00</b>	<b>\$245,917.50</b>	<b>\$4,108.84</b>	<b>\$600,000.00</b>	<b>40.99 %</b>

# Lisle Library District

## Expenses through January 31, 2020 (58.3% of FY 19-20)

No Special Reserve reflected

		Current Month January 2020	YTD July - June 2019 - 2020	YTD July - June 2018 -2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
ALL EXPENSES						
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$38,126.69	\$291,062.57	\$274,264.06	\$538,996.84	54.00 %
10-10-5603-20	Adult Services - Reg. Hours	\$47,063.93	\$327,705.40	\$294,982.82	\$561,938.59	58.32 %
10-10-5603-30	Youth Services - Reg. Hours	\$33,345.92	\$229,844.06	\$181,990.86	\$398,744.11	57.64 %
10-10-5603-50	Technical Services - Reg. Hours	\$22,517.19	\$156,261.79	\$151,926.81	\$279,943.69	55.82 %
10-10-5603-60	Circulation - Reg. Hours	\$39,060.73	\$275,606.86	\$261,801.76	\$482,446.73	57.13 %
Total Salaries		\$180,114.46	\$1,280,480.68	\$1,164,966.31	\$2,262,069.96	56.61 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$3,990.19	\$26,709.01	\$31,830.70	\$65,000.00	41.09 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$8,161.07	\$53,456.52	\$53,602.08	\$105,000.00	50.91 %
10-10-5621-30	Hosp. Ins. - YS	\$3,354.52	\$22,417.71	\$25,293.23	\$50,000.00	44.84 %
10-10-5621-50	Hosp. Ins. - Tech	\$2,779.16	\$17,441.04	\$21,341.66	\$40,000.00	43.60 %
10-10-5621-60	Hosp. Ins. - Circ	\$5,201.37	\$34,235.21	\$31,736.47	\$60,000.00	57.06 %
10-10-5622-10	Dental Ins. - Admin.	\$184.98	\$1,473.83	\$2,301.36	\$4,000.00	36.85 %
10-10-5622-20	Dental Ins. - Adult Serv	\$479.01	\$3,204.40	\$4,084.42	\$7,000.00	45.78 %
10-10-5622-30	Dental Ins. - YS	\$214.75	\$1,107.68	\$919.59	\$2,000.00	55.38 %
10-10-5622-50	Dental Ins. - Tech	\$228.82	\$1,634.21	\$1,997.24	\$3,000.00	54.47 %
10-10-5622-60	Dental Ins. - Circ	\$186.88	\$1,381.12	\$2,303.76	\$4,000.00	34.53 %
Total Health & Dental Ins.		\$24,780.75	\$163,060.73	\$175,410.51	\$340,000.00	47.96 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$126.80	\$863.07	\$104.87	\$4,000.00	21.58 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$382.20	\$0.00	\$870.00	43.93 %
Total Other Staff Benefits		\$126.80	\$1,245.27	\$104.87	\$4,870.00	25.57 %
FICA Expenses						
45-10-5625-10	FICA Expense - Admin	\$2,838.00	\$21,721.84	\$20,415.61	\$40,000.00	54.30 %
45-10-5625-20	FICA Expense - Adult Serv.	\$3,374.54	\$23,547.09	\$21,041.47	\$40,000.00	58.87 %
45-10-5625-30	FICA Expense - Youth Services	\$2,511.30	\$17,322.48	\$13,811.22	\$30,000.00	57.74 %

**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month January 2020	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.	\$1,687.07	\$11,720.51	\$11,240.29	\$22,000.00	53.28 %
45-10-5625-60 FICA Expense - Circulation	\$2,869.17	\$20,351.79	\$19,512.29	\$41,048.35	49.58 %
Total FICA Expenses	\$13,280.08	\$94,663.71	\$86,020.88	\$173,048.35	54.70 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,131.49	\$19,004.08	\$22,091.76	\$41,000.00	46.35 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,141.62	\$22,944.61	\$26,049.47	\$46,000.00	49.88 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,812.27	\$15,404.61	\$14,317.03	\$34,000.00	45.31 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,981.51	\$10,942.40	\$13,623.04	\$25,000.00	43.77 %
40-10-5628-60 IMRF Expense - Circulation	\$2,488.21	\$13,819.58	\$15,807.61	\$30,000.00	46.07 %
Total IMRF Expenses	\$14,555.10	\$82,115.28	\$91,888.91	\$176,000.00	46.66 %
TOTAL EMPLOYEE COSTS	\$232,857.19	\$1,621,565.67	\$1,518,391.48	\$2,955,988.31	54.86 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,700.00	\$2,250.00	\$5,400.00	50.00 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$672.00	\$4,262.91	\$4,335.74	\$8,000.00	53.29 %
10-20-5653-00 Utilities - Gas	\$1,013.24	\$2,561.66	\$1,689.46	\$7,500.00	34.16 %
10-20-5654-00 Utilities - Sewer & Water	\$235.15	\$997.46	\$1,620.08	\$2,900.00	34.40 %
10-20-5655-00 Utilities - Electric	\$3,986.06	\$22,404.61	\$21,576.05	\$52,000.00	43.09 %
10-20-5656-00 Verizon	\$0.00	\$648.32	\$351.00	\$1,500.00	43.22 %
Total Utilities	\$6,356.45	\$35,384.96	\$33,632.33	\$79,110.00	44.73 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$1,200.00	\$3,600.00	\$2,400.00	\$5,000.00	72.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$290.46	\$12,438.61	\$16,979.69	\$37,500.00	33.17 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$2,740.00	\$10,668.50	\$12,767.50	\$40,000.00	26.67 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$348.15	\$4,891.03	\$3,851.71	\$9,000.00	54.34 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$17,120.95	\$35,181.55	\$9,235.50	\$83,700.00	42.03 %
10-20-5665-00 Rubbish Removal	\$226.41	\$2,064.28	\$1,505.32	\$2,500.00	82.57 %

# Lisle Library District

## Expenses through January 31, 2020 (58.3% of FY 19-20)

No Special Reserve reflected

	Current Month January 2020	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	\$21,925.97	\$68,843.97	\$46,739.72	\$177,700.00	38.74 %
TOTAL BUILDING COSTS	\$28,282.42	\$104,228.93	\$80,372.05	\$256,810.00	40.59 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$9.53	\$2,719.14	\$2,317.24	\$4,500.00	60.43 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$6,623.45	\$6,510.00	\$18,000.00	36.80 %
10-25-5711-00 Postage Special Serv	\$1,100.00	\$4,406.08	\$5,522.04	\$8,500.00	51.84 %
10-25-5712-00 Printing	\$103.23	\$276.23	\$69.00	\$1,000.00	27.62 %
Total Postage and Printing	\$1,212.76	\$14,024.90	\$14,418.28	\$32,000.00	43.83 %
Supplies					
10-25-5713-00 Office Supplies	\$499.17	\$2,467.32	\$3,000.38	\$5,000.00	49.35 %
10-25-5714-00 Circ. Material Supplies	\$103.38	\$3,403.32	\$3,864.91	\$10,000.00	34.03 %
10-25-5715-00 Copier Supplies	\$0.00	\$619.80	\$589.80	\$1,800.00	34.43 %
10-25-5716-00 Kitchen Supplies	\$545.89	\$3,076.13	\$3,873.44	\$6,500.00	47.33 %
10-25-5717-00 Processing Supplies	\$1,850.70	\$14,716.18	\$13,137.51	\$28,000.00	52.56 %
10-25-5718-00 Computer Supplies	(\$5.80)	\$6,866.57	\$6,269.28	\$12,400.00	55.38 %
Total Supplies	\$2,993.34	\$31,149.32	\$30,735.32	\$63,700.00	48.90 %
Other Operating Costs					
10-25-5719-00 Publishing	\$29.90	\$693.22	\$732.46	\$2,200.00	31.51 %
10-25-5722-15 Safety Deposit Box Rental	\$50.00	\$50.00	\$50.00	\$150.00	33.33 %
10-25-5723-00 Check Printing	\$0.00	\$51.36	\$258.78	\$250.00	20.54 %
10-25-5723-15 Bank Charges	\$144.28	\$1,045.13	\$1,845.67	\$3,100.00	33.71 %
10-25-5724-15 Local Travel	\$48.60	\$232.10	\$254.29	\$500.00	46.42 %
Total Other Operating Costs	\$272.78	\$2,071.81	\$3,141.20	\$6,200.00	33.42 %
TOTAL OPERATING EXPENSES	\$4,478.88	\$47,246.03	\$48,294.80	\$101,900.00	46.37 %
INSURANCE					

**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month January 2020	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)	\$0.00	\$22,328.51	\$29,868.70	\$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	\$0.00	\$6,457.00	\$8,836.00	\$6,200.00	104.15 %
<b>TOTAL INSURANCE</b>	<b>\$0.00</b>	<b>\$28,785.51</b>	<b>\$41,104.70</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	\$2,103.00	\$15,000.00	12.75 %
10-35-5761-00 Collection Agency	\$80.55	\$214.80	\$268.50	\$700.00	30.69 %
10-35-5762-00 Other Contr Services - Admin	\$4,807.60	\$7,090.16	\$2,040.00	\$6,500.00	109.08 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$1,159.98	\$22,596.42	\$8,579.87	\$60,000.00	37.66 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$9,965.21	\$2,681.60	\$14,000.00	71.18 %
10-35-5765-10 Investment Agency Consultants	\$603.28	\$3,561.40	\$2,852.21	\$7,000.00	50.88 %
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	\$498.97	\$3,552.79	\$3,510.73	\$7,700.00	46.14 %
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$7,150.38</b>	<b>\$57,293.28</b>	<b>\$38,109.95</b>	<b>\$129,850.00</b>	<b>44.12 %</b>
<b>PERSONNEL DEVELOPMENT</b>					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$695.00	\$3,159.00	\$2,656.00	\$5,100.00	61.94 %
10-40-5784-00 Meetings - Staff	\$8.84	\$709.73	\$651.72	\$2,000.00	35.49 %
10-40-5785-00 Conferences - Staff	\$16.94	\$5,210.54	\$5,748.20	\$15,000.00	34.74 %
10-40-5786-00 Memorial/Tribute/Recognition	\$75.16	\$286.23	\$155.87	\$2,000.00	14.31 %
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	\$0.00	\$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>\$795.94</b>	<b>\$12,944.87</b>	<b>\$13,859.45</b>	<b>\$32,125.00</b>	<b>40.30 %</b>



**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

		Current Month January 2020	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		\$795.94	\$12,944.87	\$13,859.45	\$32,125.00	40.30 %
EQUIPMENT COSTS						
Major Equipment						
10-48-5801-10	Polaris Maint (Corp)	\$0.00	\$48,956.48	\$48,622.70	\$52,500.00	93.25 %
10-48-5803-10	5803 Technology	\$0.00	\$4,448.46	\$0.00	\$66,000.00	6.74 %
10-48-5804-10	5804 Facility	\$0.00	\$5,035.65	\$0.00	\$10,000.00	50.36 %
Total Major Equipment		\$0.00	\$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	\$0.00	\$447.14	\$218.75	\$700.00	63.88 %
10-48-5823-30	Minor Equip - Youth	\$17.99	\$69.12	\$549.81	\$700.00	9.87 %
10-48-5823-50	Minor Equip - Tech Services	\$0.00	\$56.80	\$261.93	\$700.00	8.11 %
10-48-5823-60	Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment		\$17.99	\$573.06	\$1,619.32	\$3,500.00	16.37 %
Equip Maint/Repairs & Rentals						
10-48-5843-00	Rental-Postage Meter	\$360.00	\$540.00	\$360.00	\$720.00	75.00 %
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wi	\$1,147.24	\$7,576.68	\$7,992.40	\$19,000.00	39.88 %
10-48-5846-00	Equip Maint/Repr-NonContr	\$229.25	\$668.05	\$254.15	\$1,000.00	66.81 %
Total Equip Maint/Repairs & Rentals		\$1,736.49	\$8,784.73	\$8,606.55	\$20,720.00	42.40 %
TOTAL EQUIPMENT COSTS		\$1,754.48	\$67,798.38	\$58,848.57	\$152,720.00	44.39 %
LIBRARY MEDIA						
Books						
10-50-5863-20	Literacy/ESL	\$1,026.00	\$2,166.08	\$3,544.77	\$9,000.00	24.07 %
10-50-5863-30	Books - Youth Serv	\$2,880.77	\$24,235.99	\$24,852.95	\$54,000.00	44.88 %
10-50-5863-50	Books - Tech Serv	\$0.00	\$27.17	\$100.00	\$100.00	27.17 %
10-50-5864-10	Books - Non Fiction	\$6,589.15	\$39,838.65	\$63,185.34	\$86,100.00	46.27 %
10-50-5865-10	Books - Adult/Teen Fiction	\$6,925.06	\$43,428.25	\$39,175.97	\$72,500.00	59.90 %

**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month January 2020	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	\$487.84	\$3,872.01	\$8,127.15	\$20,000.00	19.36 %
Total Books	\$17,908.82	\$113,568.15	\$138,986.18	\$241,700.00	46.99 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$104,627.22	\$114,494.75	\$130,000.00	80.48 %
10-50-5872-10 Dbases - Professional	\$184.50	\$4,038.12	\$4,108.05	\$10,000.00	40.38 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$2,880.00	\$10,504.00	\$12,700.00	22.68 %
Total Databases	\$184.50	\$111,545.34	\$129,106.80	\$152,700.00	73.05 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$325.32	\$7,084.11	\$6,661.64	\$18,000.00	39.36 %
10-50-5895-40 A-V Matls - Adult Serv	\$7,780.56	\$73,512.82	\$63,477.94	\$117,300.00	62.67 %
Total Audio-Visual Materials	\$8,105.88	\$80,596.93	\$70,139.58	\$135,300.00	59.57 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$277.25	\$32,776.88	\$37,459.84	\$42,000.00	78.04 %
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	\$21,257.98	\$23,000.00	94.34 %
Total Periodicals/Doc Delivery	\$277.25	\$57,703.09	\$61,431.15	\$69,500.00	83.03 %
TOTAL LIBRARY MEDIA	\$26,476.45	\$363,413.51	\$399,663.71	\$599,200.00	60.65 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$933.60	\$7,499.66	\$8,796.61	\$16,500.00	45.45 %
10-60-5931-30 Programs - Youth	\$632.13	\$4,425.02	\$5,114.96	\$12,000.00	36.88 %
10-60-5931-40 Online Marketing	\$0.00	\$1,342.38	\$1,483.22	\$2,000.00	67.12 %
10-60-5931-50 Community Relations	\$275.00	\$1,548.74	\$3,604.03	\$6,500.00	23.83 %
Total Programs	\$1,840.73	\$14,815.80	\$18,998.82	\$37,000.00	40.04 %
Readers Service's					

**Lisle Library District**  
**Expenses through January 31, 2020 (58.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month January 2020	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	\$0.00	\$235.69	\$1,895.79	\$2,000.00	11.78 %
10-60-5940-30 Reader Services - Youth Serv. D	\$0.00	\$3,498.50	\$3,061.05	\$5,500.00	63.61 %
Total Readers Services's	\$0.00	\$3,734.19	\$4,956.84	\$7,500.00	49.79 %
<b>TOTAL PROGRAMS AND READER'S SERVICES</b>	<b>\$1,840.73</b>	<b>\$18,549.99</b>	<b>\$23,955.66</b>	<b>\$44,500.00</b>	<b>41.69 %</b>
<b>RESTRICTED USAGE EXPENSES</b>					
10-80-5980-80 Restricted - Gifts	\$0.00	\$0.00	\$550.74	\$0.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$8,432.18	\$9,259.41	\$0.00	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$175,000.00	\$175,000.00	\$300,000.00	58.33 %
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>\$33,432.18</b>	<b>\$234,259.41</b>	<b>\$225,550.74</b>	<b>\$350,000.00</b>	<b>66.93 %</b>
<b>.02 BLDG/MAINT EXPENSES</b>					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$0.00	\$12,027.58	\$0.00	0.00 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$0.00	\$12,621.58	\$21,838.42	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$9,063.21	\$68,020.00	\$10,000.00	90.63 %
<b>Total .02 BLDG/MAINT EXPENSES</b>	<b>\$0.00</b>	<b>\$21,684.79</b>	<b>\$101,886.00</b>	<b>\$10,000.00</b>	<b>216.85 %</b>
<b>CONTINGENCY</b>					
10-90-5999-00 Contingency	\$0.00	\$15,264.92	\$0.00	\$25,000.00	61.06 %
<b>Total</b>	<b>\$0.00</b>	<b>\$15,264.92</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>61.06 %</b>
<b>TOTAL ALL EXPENSES</b>	<b>\$337,068.65</b>	<b>\$2,593,035.29</b>	<b>\$2,550,037.11</b>	<b>\$4,689,058.31</b>	<b>55.30 %</b>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>AWE</b> AWE	2/12/2020 LISLE20001-1	AWE Stations Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$5,740.00
					<b>Totals for AWE:</b>	<b>\$5,740.00</b>
<b>Baker &amp; Taylor (L4171582)</b> Baker & Taylor (L4171582)	2/12/2020 013120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$705.59 \$114.40
					<b>Totals for Baker &amp; Taylor (L4171582):</b>	<b>\$819.99</b>
<b>Baker &amp; Taylor (C5223353)</b> Baker & Taylor (C5223353)	2/12/2020 013120	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$869.33 \$4.60
					<b>Totals for Baker &amp; Taylor (C5223353):</b>	<b>\$873.93</b>
<b>Baker &amp; Taylor (C5223433)</b> Baker & Taylor (C5223433)	2/12/2020 013120	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$423.82 \$21.85
					<b>Totals for Baker &amp; Taylor (C5223433):</b>	<b>\$445.67</b>
<b>Baker &amp; Taylor (L0334152)</b> Baker & Taylor (L0334152)	2/12/2020 013120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$4,933.89 \$200.50
					<b>Totals for Baker &amp; Taylor (L0334152):</b>	<b>\$5,134.39</b>
<b>Baker &amp; Taylor (L4171782)</b> Baker & Taylor (L4171782)	2/12/2020 013120	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$9.63 \$2.30
					<b>Totals for Baker &amp; Taylor (L4171782):</b>	<b>\$11.93</b>
<b>Baker &amp; Taylor (L4342812)</b> Baker & Taylor (L4342812)	2/12/2020 013120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$797.71 \$25.55
					<b>Totals for Baker &amp; Taylor (L4342812):</b>	<b>\$823.26</b>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L5202982)	2/12/2020 013120	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$141.41 \$34.50
<b>Baker &amp; Taylor (L5425632)</b> Baker & Taylor (L5425632)	2/12/2020 013120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,167.20 \$112.25
					<i>Totals for Baker &amp; Taylor (L5202982):</i>	<i>\$175.91</i>
<b>Baker &amp; Taylor (L5543202)</b> Baker & Taylor (L5543202)	2/12/2020 013120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$5,204.79 \$216.00
					<i>Totals for Baker &amp; Taylor (L5425632):</i>	<i>\$2,279.45</i>
<b>Mary Bannon</b> Mary Bannon	2/12/2020 012020	Baby Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$13.00
					<i>Totals for Baker &amp; Taylor (L5543202):</i>	<i>\$5,420.79</i>
<b>Capira Technologies LLC</b> Capira Technologies LLC	2/12/2020 012120	1 Year LLD App Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$1,657.50
					<i>Totals for Mary Bannon:</i>	<i>\$13.00</i>
<b>Case Lots, Inc.</b> Case Lots, Inc.	2/12/2020 1883	Misc Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$119.40
	2/12/2020 1797	Misc Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$409.80
					<i>Totals for Capira Technologies LLC:</i>	<i>\$1,657.50</i>
<b>Cavendish Square</b> Cavendish Square	2/12/2020 CAL3222451	My State Database Invoice	Paid	10-50-5873-30	Dbases - Youth Serv	\$159.00
					<i>Totals for Case Lots, Inc.:</i>	<i>\$529.20</i>
					<i>Totals for Cavendish Square:</i>	<i>\$159.00</i>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
CFRA CFRA	2/12/2020 INV113843	Industry Surveys Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$3,240.00
					<i>Totals for CFRA:</i>	<i>\$3,240.00</i>
Chicago Metro Fire Prevention Chicago Metro Fire Prevention	2/12/2020 IN00325730	Fire Safety Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$165.75
					<i>Totals for Chicago Metro Fire Prevention:</i>	<i>\$165.75</i>
Colley Elevator Colley Elevator	2/12/2020 193234	Inspection Fee Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$240.00
	2/12/2020 193428	Quarterly Elevator Maintenan Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$370.00
					<i>Totals for Colley Elevator:</i>	<i>\$610.00</i>
Compact Disc Source Compact Disc Source	2/12/2020 77885	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$498.47
	2/12/2020 77884	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$189.24
	2/12/2020 77857	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$188.61
	2/12/2020 77856	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$72.33
	2/12/2020 77930	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$145.69
	2/12/2020 77929	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$55.86
	2/12/2020 77961	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$83.74

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Demco, Inc. Demco, Inc.	2/12/2020 77962	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$33.30
	2/12/2020 Ref #0023039900	Tables Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,160.44
	2/12/2020 6748658	Corner Pockets Invoice	Paid	10-25-5717-00	Processing Supplies	\$73.82
Totals for Compact Disc Source:						\$1,267.24
Xavier Duran Xavier Duran	2/12/2020 012320	Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$22.95
	Totals for Demco, Inc.:					\$1,234.26
EBSCO EBSCO	2/12/2020 2004052	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$373.92
	2/12/2020 2004051	Rate Adjustment Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$26.40
	Totals for Xavier Duran:					\$22.95
Eco Clean Maintenance Eco Clean Maintenance	2/12/2020 8479	Monthly Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
	Totals for EBSCO:					\$400.32
Ehlers Investment Partners Ehlers Investment Partners	2/12/2020 013120	Investment Consulting Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$602.04
	Totals for Eco Clean Maintenance:					\$1,862.00
ELM USA, Inc. ELM USA, Inc.	2/12/2020 27560	Supplies for Disc Cleaning M Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$203.95
	Totals for Ehlers Investment Partners:					\$602.04

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>John Ferrari</b> John Ferrari	2/12/2020 012420	Cookies & Crayons Invoice	Paid	10-60-5931-30	Programs - Youth	\$203.95
					Totals for ELM USA, Inc.:	\$14.74
<b>Findaway World</b> Findaway World	2/12/2020 310912	Launchpad Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$14.74
					Totals for John Ferrari:	\$560.46
<b>Pam Freer</b> Pam Freer	2/12/2020 020320	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$560.46
					Totals for Findaway World:	\$7.29
<b>Gallagher Bassett</b> Gallagher Bassett	2/12/2020 INV-00488444	Asset Appraisal Invoice	Paid	10-30-5751-00	Property Damage (All-Peril)	\$7.29
					Totals for Pam Freer:	\$1,850.00
<b>Garvey's Office Products</b> Garvey's Office Products	2/12/2020 PINV1861246	Circ & Office Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$1,850.00
	2/12/2020 PINV1849708	Dusters Invoice	Paid	10-25-5713-00	Office Supplies	\$28.50
	2/12/2020 PINV1852483	Tape Invoice	Paid	10-25-5713-00	Office Supplies	\$42.80
						\$25.56
						\$16.26
<b>Grass Roots Press</b> Grass Roots Press	2/12/2020 30441	Books Invoice	Paid	10-50-5863-20	Literacy/ESL	\$113.12
					Totals for Garvey's Office Products:	\$432.70
					Totals for Grass Roots Press:	\$432.70



# Lisle Library District

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Home Depot Credit Service</b> Home Depot Credit Service	2/12/2020 3074093	Carbon Monoxide Detectors Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$119.91
	2/12/2020 1510990	Carbon Monoxide Detectors Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$42.54
	2/12/2020 2521773	Duct Tape, Cleaning Supplies Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$49.38
	2/12/2020 1076459	Light Bulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$60.39
	<b>Totals for Home Depot Credit Service:</b>					<b>\$272.22</b>
<b>Illinois Library Association</b> Illinois Library Association	2/12/2020 174230	Spring Read Supplies Invoice	Paid	10-60-5931-30	Programs - Youth	\$455.50
	<b>Totals for Illinois Library Association:</b>					<b>\$455.50</b>
<b>Nigel Jackson</b> Nigel Jackson	2/12/2020 013120	Harry Potter Day Supplies Invoice	Paid	10-60-5931-50	Community Relations	\$30.00
	<b>Totals for Nigel Jackson:</b>					<b>\$30.00</b>
<b>Johnson Controls Fire Protection</b> Johnson Controls Fire Protection	2/12/2020 41348635	Duct Sensitivity Work - Part Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$5,542.04
	<b>Totals for Johnson Controls Fire Protection:</b>					<b>\$5,542.04</b>
<b>Jackie Kilcran</b> Jackie Kilcran	2/12/2020 011420	Lauterbach & Amen Training Invoice	Paid	10-40-5784-00	Meetings - Staff	\$12.94
	2/12/2020 013120	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$14.26
<b>Konica Minolta Premier Finance</b>	<b>Totals for Jackie Kilcran:</b>					<b>\$27.20</b>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Konica Minolta Premier Finance	2/12/2020 406329904	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
<b>LACONI</b> LACONI	2/12/2020 010120	Annual Membership Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00
					<i>Totals for Konica Minolta Premier Finance:</i>	<i>\$211.10</i>
<b>Colin Langenderfer</b> Colin Langenderfer	2/12/2020 030720	Program: Harry Potter Day Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
					<i>Totals for LACONI:</i>	<i>\$100.00</i>
<b>Library Ideas LLC</b> Library Ideas LLC	2/12/2020 73996	Vox Books Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$236.70
					<i>Totals for Colin Langenderfer:</i>	<i>\$350.00</i>
<b>Lisle Area Chamber of Commerce</b> Lisle Area Chamber of Commerce	2/12/2020 14193	Annual Membership Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$170.00
					<i>Totals for Library Ideas LLC:</i>	<i>\$236.70</i>
<b>Metalmaster Roofmaster</b> Metalmaster Roofmaster	2/12/2020 6003	Storage Roof Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,200.00
					<i>Totals for Lisle Area Chamber of Commerce:</i>	<i>\$170.00</i>
<b>Monaco Mechanical Service, Inc.</b> Monaco Mechanical Service, Inc.	2/12/2020 18627	HVAC Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$594.31
					<i>Totals for Metalmaster Roofmaster:</i>	<i>\$1,200.00</i>
<b>Montano's Landscaping &amp; Nursery, Inc</b> Montano's Landscaping & Nursery, Inc	2/12/2020 020120	Snow Removal Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$10,340.00
					<i>Totals for Monaco Mechanical Service, Inc.:</i>	<i>\$594.31</i>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Outsource Solutions Group, Inc.</b> Outsource Solutions Group, Inc.	2/12/2020 51332	Backup Licenses Dec. 2019 Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$200.00
					<i>Totals for Montano's Landscaping &amp; Nursery, Inc.:</i>	<i>\$10,340.00</i>
<b>OverDrive, Inc.</b> OverDrive, Inc.	2/12/2020 011072000594	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	2/12/2020 0110720008372	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,004.04
	2/12/2020 0110720016392	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	2/12/2020 0110720013555	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$150.00
					<i>Totals for Outsource Solutions Group, Inc.:</i>	<i>\$200.00</i>
<b>Penworthy Company</b> Penworthy Company	2/12/2020 Quote# 198897	Kit & Books Invoice	Paid	10-50-5890-30 10-50-5863-30	A-V Mats - Youth Serv Books - Youth Serv	\$112.99 \$2,869.33
					<i>Totals for OverDrive, Inc.:</i>	<i>\$3,154.04</i>
<b>PeopleFacts</b> PeopleFacts	2/12/2020 37589-012020	Background Checks Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$96.87
					<i>Totals for Penworthy Company:</i>	<i>\$2,982.32</i>
<b>Peregrine, Stime, Newman, Ritzman</b> Peregrine, Stime, Newman, Ritzman	2/12/2020 60240	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$1,912.50
					<i>Totals for PeopleFacts:</i>	<i>\$96.87</i>
<b>Pixsy</b>					<i>Totals for Peregrine, Stime, Newman, Ritzman:</i>	<i>\$1,912.50</i>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Pixsy	2/12/2020 002-078507	License Fee Invoice	Paid	10-60-5931-50	Community Relations	\$375.00
<b>Precision Control System</b>						
Precision Control System	2/12/2020 38337	HVAC BAS Check Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$746.00
<b>Justin Procter</b>						
Justin Procter	2/12/2020 011620	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$5.87
	2/12/2020 01172020	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$7.02
<b>ProQuest LLC</b>						
ProQuest LLC	2/12/2020 70612308	WSJ Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$781.04
<b>RMC Imaging, Inc.</b>						
RMC Imaging, Inc.	2/12/2020 2300	Microfiche Reader Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$775.00
<b>Will Savage</b>						
Will Savage	2/12/2020 011320	Small Hardware Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$7.33
	2/12/2020 010820	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$7.48
<b>Scholastic Inc.</b>						
Scholastic Inc.	2/12/2020 20862456	Scholastic Database Invoice	Paid	10-50-5873-30	Dbases - Youth Serv	\$4,614.00

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Sparkles Entertainment, Inc.</b> Sparkles Entertainment, Inc. XX-XXX9902	2/12/2020 030720	Program: Harry Potter Day Invoice	Paid	10-60-5931-50	Community Relations	\$275.00
					<i>Totals for Scholastic Inc.:</i>	<u>\$4,614.00</u>
<b>Staples Advantage</b> Staples Advantage	2/12/2020 1627618578	Misc Kitchen, Office & Janit Invoice	Paid	10-25-5716-00 10-25-5713-00 10-20-5663-00	Kitchen Supplies Office Supplies Maint/Repairs-Genl repairs, Supplies	\$129.51 \$322.62 \$185.40
					<i>Totals for Sparkles Entertainment, Inc.:</i>	<u>\$275.00</u>
<b>Strauss Tax Service</b> Strauss Tax Service XX-XXX9451	2/12/2020 012320	Program: Taxes Are Everyone Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$100.00
					<i>Totals for Staples Advantage:</i>	<u>\$637.53</u>
<b>SWAN</b> SWAN	2/12/2020 7247	ILL Fine Invoice	Paid	10-50-5871-20	Document Delivery	\$30.00
					<i>Totals for Strauss Tax Service:</i>	<u>\$100.00</u>
<b>Unique Management Services, Inc.</b> Unique Management Services, Inc.	2/12/2020 575322	December Placements (3) Invoice	Paid	10-35-5761-00	Collection Agency	\$26.85
					<i>Totals for SWAN:</i>	<u>\$30.00</u>
<b>Verizon</b> Verizon	2/12/2020 9846676156	3 Hotspots Invoice	Paid	10-20-5656-00	Verizon	\$108.03
					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$26.85</u>
<b>Village of Lisle</b> Village of Lisle	2/12/2020 3600000330	Monthly Internet Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
					<i>Totals for Verizon:</i>	<u>\$108.03</u>

## Accounts Payable for February 12, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Warehouse Direct</b> Warehouse Direct	2/12/2020 012720	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$112.88
					<i>Totals for Village of Lisle:</i>	<u>\$562.88</u>
	2/12/2020 4550137-0	Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$265.60
					<i>Totals for Warehouse Direct:</i>	<u>\$265.60</u>

## Accounts Payable for February 12, 2020

## Account Summary

Account Number	Description	Net Amount
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$112.88
10-20-5656-00	Verizon	\$108.03
10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$10,340.00
10-20-5663-00	Maint/Repairs-Gent repairs, Supplies	\$1,203.04
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$8,082.35
10-25-5713-00	Office Supplies	\$407.24
10-25-5714-00	Circ. Material Supplies	\$232.45
10-25-5716-00	Kitchen Supplies	\$129.51
10-25-5717-00	Processing Supplies	\$1,156.50
10-25-5724-15	Local Travel	\$27.15
10-30-5751-00	Property Damage (All-Peril)	\$1,850.00
10-35-5760-00	Legal Services	\$1,912.50
10-35-5761-00	Collection Agency	\$26.85
10-35-5762-00	Other Contr Services - Admin	\$96.87
10-35-5763-00	Other Contr Svcs-Tech Asst	\$2,632.50
10-35-5765-10	Investment Agency Consultants	\$602.04
10-40-5783-00	Dues - Staff	\$270.00
10-40-5784-00	Meetings - Staff	\$12.94
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$986.85
10-48-5846-00	Equip Maint/Repr-NonContr	\$56.71
10-50-5863-20	Literacy/ESL	\$432.70
10-50-5863-30	Books - Youth Serv	\$5,843.87
10-50-5864-10	Books - Non Fiction	\$5,357.71
10-50-5865-10	Books - Adult/Teen Fiction	\$5,346.20
10-50-5867-20	Ref Books - Adult Serv	\$4,109.33
10-50-5869-20	Internet Licensed DBases	\$781.04
10-50-5871-20	Document Delivery	\$30.00
10-50-5873-30	DBases - Youth Serv	\$4,773.00
10-50-5890-30	A-V Matls - Youth Serv	\$910.15
10-50-5895-40	A-V Matls - Adult Serv	\$1,622.10
10-50-5900-20	Periodicals - Adult Serv	\$400.32

**Lisle Library District**  
**Accounts Payable for February 12, 2020**

10-60-5931-10	Programs - Adult Services	\$480.24
10-60-5931-30	Programs - Youth	\$490.72
10-60-5931-50	Community Relations	\$680.00
10-80-5981-80	Restricted - Per Capita Grant	\$10,054.48
	GRAND TOTAL:	\$73,870.27



# Lisle Library District

## Account Distribution Report by Number

### February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-20-5650-00, Internet Service Provider</b>									
2/12/2020	3600000330	Invoice	5971-003	Village of Lisle	Village of Lisle-360000	Posted	2/12/2020	\$450.00	\$0.00
					<b>Totals for 10-20-5650-00, Internet Service Provider:</b>			<b>\$450.00</b>	<b>\$0.00</b>
<b>10-20-5654-00, Utilities - Sewer &amp; Water</b>									
2/12/2020	012720	Invoice	5971-061	Village of Lisle	Village of Lisle-01272	Posted	2/12/2020	\$112.88	\$0.00
					<b>Totals for 10-20-5654-00, Utilities - Sewer &amp; Water:</b>			<b>\$112.88</b>	<b>\$0.00</b>
<b>10-20-5656-00, Verizon</b>									
2/12/2020	9846676156	Invoice	5971-007	Verizon	Verizon-9846676156	Posted	2/12/2020	\$108.03	\$0.00
					<b>Totals for 10-20-5656-00, Verizon:</b>			<b>\$108.03</b>	<b>\$0.00</b>
<b>10-20-5661-00, Maint Contracts - Maint. Service</b>									
2/12/2020	8479	Invoice	5971-005	Eco Clean Maintenance	Eco Clean Maintenanc	Posted	2/12/2020	\$1,862.00	\$0.00
					<b>Totals for 10-20-5661-00, Maint Contracts - Maint. Service:</b>			<b>\$1,862.00</b>	<b>\$0.00</b>
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
2/12/2020	020120	Invoice	5971-051	Montano's Landscaping & Nur	Montano's Landscapin	Posted	2/12/2020	\$10,340.00	\$0.00
					<b>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</b>			<b>\$10,340.00</b>	<b>\$0.00</b>
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
2/12/2020	4550137-0	Invoice	5970-110	Warehouse Direct	Warehouse Direct-455	Posted	2/12/2020	\$265.60	\$0.00
2/12/2020	1883	Invoice	5970-112	Case Lots, Inc.	Case Lots, Inc.-1883	Posted	2/12/2020	\$119.40	\$0.00
2/12/2020	1797	Invoice	5970-114	Case Lots, Inc.	Case Lots, Inc.-1797	Posted	2/12/2020	\$409.80	\$0.00
2/12/2020	3074093	Invoice	5971-009	Home Depot Credit Service	Home Depot Credit Se	Posted	2/12/2020	\$119.91	\$0.00
2/12/2020	1510990	Invoice	5971-011	Home Depot Credit Service	Home Depot Credit Se	Posted	2/12/2020	\$42.54	\$0.00
2/12/2020	1076459	Invoice	5971-015	Home Depot Credit Service	Home Depot Credit Se	Posted	2/12/2020	\$60.39	\$0.00
2/12/2020	1627618578	Invoice	5971-060	Staples Advantage	Staples Advantage-162	Posted	2/12/2020	\$185.40	\$0.00
					<b>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</b>			<b>\$1,203.04</b>	<b>\$0.00</b>
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
2/12/2020	18627	Invoice	5970-092	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	2/12/2020	\$594.31	\$0.00
2/12/2020	41348635	Invoice	5971-099	Johnson Controls Fire Protecti	Johnson Controls Fire P	Posted	2/12/2020	\$5,542.04	\$0.00
2/12/2020	38337	Invoice	5971-105	Precision Control System	Precision Control Syste	Posted	2/12/2020	\$746.00	\$0.00
2/12/2020	6003	Invoice	5971-113	Metalmaster Roofmaster	Metalmaster Roofmaste	Posted	2/12/2020	\$1,200.00	\$0.00
					<b>Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:</b>			<b>\$8,082.35</b>	<b>\$0.00</b>
<b>10-25-5713-00, Office Supplies</b>									
2/12/2020	PINV1861246	Invoice	5971-019	Garvey's Office Products	Garvey's Office Produc	Posted	2/12/2020	\$42.80	\$0.00
2/12/2020	1627618578	Invoice	5971-059	Staples Advantage	Staples Advantage-162	Posted	2/12/2020	\$322.62	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/12/2020	PINV1849708	Invoice	5971-095	Garvey's Office Products	Garvey's Office Produc	Posted	2/12/2020	\$25.56	\$0.00
2/12/2020	PINV1852483	Invoice	5971-097	Garvey's Office Products	Garvey's Office Produc	Posted	2/12/2020	\$16.26	\$0.00
				<i>Totals for 10-25-5713-00, Office Supplies:</i>					<i>\$0.00</i>
				<b>10-25-5714-00, Circ. Material Supplies</b>					
2/12/2020	27560	Invoice	5970-096	ELM USA, Inc.	ELM USA, Inc.-27560	Posted	2/12/2020	\$203.95	\$0.00
2/12/2020	PINV1861246	Invoice	5971-017	Garvey's Office Products	Garvey's Office Produc	Posted	2/12/2020	\$28.50	\$0.00
				<i>Totals for 10-25-5714-00, Circ. Material Supplies:</i>					<i>\$0.00</i>
				<b>10-25-5716-00, Kitchen Supplies</b>					
2/12/2020	1627618578	Invoice	5971-057	Staples Advantage	Staples Advantage-162	Posted	2/12/2020	\$129.51	\$0.00
				<i>Totals for 10-25-5716-00, Kitchen Supplies:</i>					<i>\$0.00</i>
				<b>10-25-5717-00, Processing Supplies</b>					
2/12/2020	6748658	Invoice	5970-100	Demco, Inc.	Demco, Inc.-6748658	Posted	2/12/2020	\$73.82	\$0.00
2/12/2020	77884	Invoice	5970-104	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$189.24	\$0.00
2/12/2020	77856	Invoice	5970-108	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$72.33	\$0.00
2/12/2020	77929	Invoice	5970-122	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$55.86	\$0.00
2/12/2020	013120	Invoice	5971-026	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	2/12/2020	\$216.00	\$0.00
2/12/2020	013120	Invoice	5971-029	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	2/12/2020	\$112.25	\$0.00
2/12/2020	013120	Invoice	5971-032	Baker & Taylor (L4342812)	Baker & Taylor (L4342812)	Posted	2/12/2020	\$25.55	\$0.00
2/12/2020	013120	Invoice	5971-035	Baker & Taylor (L4171782)	Baker & Taylor (L4171782)	Posted	2/12/2020	\$2.30	\$0.00
2/12/2020	013120	Invoice	5971-038	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	2/12/2020	\$114.40	\$0.00
2/12/2020	013120	Invoice	5971-041	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	2/12/2020	\$200.50	\$0.00
2/12/2020	013120	Invoice	5971-044	Baker & Taylor (C5223433)	Baker & Taylor (C5223433)	Posted	2/12/2020	\$21.85	\$0.00
2/12/2020	013120	Invoice	5971-047	Baker & Taylor (C5223353)	Baker & Taylor (C5223353)	Posted	2/12/2020	\$4.60	\$0.00
2/12/2020	013120	Invoice	5971-050	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	2/12/2020	\$34.50	\$0.00
2/12/2020	77962	Invoice	5971-109	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$33.30	\$0.00
				<i>Totals for 10-25-5717-00, Processing Supplies:</i>					<i>\$0.00</i>
				<b>10-25-5724-15, Local Travel</b>					
2/12/2020	011620	Invoice	5970-094	Justin Procter	Justin Procter-011620	Posted	2/12/2020	\$5.87	\$0.00
2/12/2020	01172020	Invoice	5970-098	Justin Procter	Justin Procter-01172020	Posted	2/12/2020	\$7.02	\$0.00
2/12/2020	013120	Invoice	5970-126	Jackie Kilcran	Jackie Kilcran-013120	Posted	2/12/2020	\$14.26	\$0.00
				<i>Totals for 10-25-5724-15, Local Travel:</i>					<i>\$0.00</i>
				<b>10-30-5751-00, Property Damage (All-Peril)</b>					
2/12/2020	INV-00488444	Invoice	5971-101	Gallagher Bassett	Gallagher Bassett-INV-	Posted	2/12/2020	\$1,850.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-35-5760-00, Legal Services									
2/12/2020	60240	Invoice	5970-118	Peregrine, Stime, Newman, Rit	Peregrine, Stime, Newn	Posted	2/12/2020	\$1,912.50	\$0.00
								Totals for 10-30-5751-00, Property Damage (All-Peril): \$1,850.00	
10-35-5761-00, Collection Agency									
2/12/2020	575322	Invoice	5970-086	Unique Management Services, I	Unique Management S	Posted	2/12/2020	\$26.85	\$0.00
								Totals for 10-35-5760-00, Legal Services: \$1,912.50	
10-35-5762-00, Other Contr Services - Admin									
2/12/2020	37589-012020	Invoice	5971-053	PeopleFacts	PeopleFacts-37589-01	Posted	2/12/2020	\$96.87	\$0.00
								Totals for 10-35-5761-00, Collection Agency: \$26.85	
10-35-5763-00, Other Contr Svcs-Tech Asst									
2/12/2020	51332	Invoice	5970-084	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/12/2020	\$200.00	\$0.00
2/12/2020	2300	Invoice	5971-001	RMC Imaging, Inc.	RMC Imaging, Inc.-	Posted	2/12/2020	\$775.00	\$0.00
2/12/2020	012120	Invoice	5971-103	Capira Technologies LLC	Capira Technologies L	Posted	2/12/2020	\$1,657.50	\$0.00
								Totals for 10-35-5762-00, Other Contr Services - Admin: \$96.87	
10-35-5765-10, Investment Agency Consultants									
2/12/2020	013120	Invoice	5971-065	Ehlers Investment Partners	Ehlers Investment Part	Posted	2/12/2020	\$602.04	\$0.00
								Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst: \$2,632.50	
10-40-5783-00, Dues - Staff									
2/12/2020	010120	Invoice	5970-074	LACONI	LACONI-010120	Posted	2/12/2020	\$100.00	\$0.00
2/12/2020	14193	Invoice	5971-111	Lisle Area Chamber of Commer	Lisle Area Chamber of	Posted	2/12/2020	\$170.00	\$0.00
								Totals for 10-40-5783-00, Dues - Staff: \$270.00	
10-40-5784-00, Meetings - Staff									
2/12/2020	011420	Invoice	5970-076	Jackie Kilcran	Jackie Kilcran-011420	Posted	2/12/2020	\$12.94	\$0.00
								Totals for 10-40-5784-00, Meetings - Staff: \$12.94	
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
2/12/2020	IN00325730	Invoice	5970-072	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	2/12/2020	\$165.75	\$0.00
2/12/2020	193234	Invoice	5970-116	Colley Elevator	Colley Elevator-19323	Posted	2/12/2020	\$240.00	\$0.00
2/12/2020	193428	Invoice	5971-063	Colley Elevator	Colley Elevator-19342	Posted	2/12/2020	\$370.00	\$0.00
2/12/2020	406329904	Invoice	5971-075	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	2/12/2020	\$211.10	\$0.00
								Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide: \$986.85	
10-48-5846-00, Equip Maint/Repr-NonContr									

## Account Distribution Report by Number

### February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/12/2020	011320	Invoice	5970-070	Will Savage	Will Savage-011320	Posted	2/12/2020	\$7.33	\$0.00
2/12/2020	2521773	Invoice	5971-013	Home Depot Credit Service	Home Depot Credit Sc	Posted	2/12/2020	\$49.38	\$0.00
					Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:			\$56.71	\$0.00
					Grass Roots Press-304	Posted	2/12/2020	\$432.70	\$0.00
					Totals for 10-50-5863-20, Literacy/ESL:			\$432.70	\$0.00
					Penworthy Company-Q	Posted	2/12/2020	\$2,869.33	\$0.00
2/12/2020	Quote#198897	Invoice	5970-065	Penworthy Company	Penworthy Company-Q	Posted	2/12/2020	\$2,869.33	\$0.00
2/12/2020	013120	Invoice	5971-027	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	2/12/2020	\$2,167.20	\$0.00
2/12/2020	013120	Invoice	5971-030	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	2/12/2020	\$797.71	\$0.00
2/12/2020	013120	Invoice	5971-033	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	2/12/2020	\$9.63	\$0.00
					Totals for 10-50-5863-30, Books - Youth Serv:			\$5,843.87	\$0.00
2/12/2020	013120	Invoice	5971-039	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	2/12/2020	\$4,933.89	\$0.00
2/12/2020	013120	Invoice	5971-042	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	2/12/2020	\$423.82	\$0.00
					Totals for 10-50-5864-10, Books - Non Fiction:			\$5,357.71	\$0.00
2/12/2020	013120	Invoice	5971-024	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	2/12/2020	\$5,204.79	\$0.00
2/12/2020	013120	Invoice	5971-048	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	2/12/2020	\$141.41	\$0.00
					Totals for 10-50-5865-10, Books - Adult/Teen Fiction:			\$5,346.20	\$0.00
2/12/2020	013120	Invoice	5971-045	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	2/12/2020	\$869.33	\$0.00
2/12/2020	INV113843	Invoice	5971-079	CFRA	CFRA-INV113843	Posted	2/12/2020	\$3,240.00	\$0.00
					Totals for 10-50-5867-20, Ref Books - Adult Serv:			\$4,109.33	\$0.00
2/12/2020	70612308	Invoice	5971-081	ProQuest LLC	ProQuest LLC-7061230	Posted	2/12/2020	\$781.04	\$0.00
					Totals for 10-50-5869-20, Internet Licensed DBases:			\$781.04	\$0.00
2/12/2020	7247	Invoice	5971-091	SWAN	SWAN-7247	Posted	2/12/2020	\$30.00	\$0.00
					Totals for 10-50-5871-20, Document Delivery:			\$30.00	\$0.00
2/12/2020	20862456	Invoice	5970-059	Scholastic Inc.	Scholastic Inc.-208624	Posted	2/12/2020	\$4,614.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/12/2020	CAL3222451	Invoice	5970-088	Cavendish Square	Cavendish Square-CAL	Posted	2/12/2020	\$159.00	\$0.00
<b>10-50-5890-30, A-V Matls - Youth Serv</b>									
2/12/2020	Quote#198897	Invoice	5970-063	Penworthy Company	Penworthy Company-Q	Posted	2/12/2020	\$112.99	\$0.00
2/12/2020	310912	Invoice	5970-066	Findaway World	Findaway World-3109	Posted	2/12/2020	\$560.46	\$0.00
2/12/2020	73996	Invoice	5971-055	Library Ideas LLC	Library Ideas LLC-7399	Posted	2/12/2020	\$236.70	\$0.00
Totals for 10-50-5890-30, A-V Matls - Youth Serv:									\$0.00
<b>10-50-5895-40, A-V Matls - Adult Serv</b>									
2/12/2020	77885	Invoice	5970-102	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$498.47	\$0.00
2/12/2020	77857	Invoice	5970-106	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$188.61	\$0.00
2/12/2020	77930	Invoice	5970-120	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$145.69	\$0.00
2/12/2020	013120	Invoice	5971-036	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	2/12/2020	\$705.59	\$0.00
2/12/2020	77961	Invoice	5971-107	Compact Disc Source	Compact Disc Source	Posted	2/12/2020	\$83.74	\$0.00
Totals for 10-50-5895-40, A-V Matls - Adult Serv:									\$0.00
<b>10-50-5900-20, Periodicals - Adult Serv</b>									
2/12/2020	2004052	Invoice	5970-078	EBSCO	EBSCO-2004052	Posted	2/12/2020	\$373.92	\$0.00
2/12/2020	2004051	Invoice	5970-080	EBSCO	EBSCO-2004051	Posted	2/12/2020	\$26.40	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv:									\$0.00
<b>10-60-5931-10, Programs - Adult Services</b>									
2/12/2020	030720	Invoice	5971-067	Colin Langenderfer	Colin Langenderfer-03	Posted	2/12/2020	\$350.00	\$0.00
2/12/2020	012320	Invoice	5971-071	Xavier Duran	Xavier Duran-012320	Posted	2/12/2020	\$22.95	\$0.00
2/12/2020	012320	Invoice	5971-073	Strauss Tax Service	Strauss Tax Service-01	Posted	2/12/2020	\$100.00	\$0.00
2/12/2020	020320	Invoice	5971-093	Pam Freer	Pam Freer-020320	Posted	2/12/2020	\$7.29	\$0.00
Totals for 10-60-5931-10, Programs - Adult Services:									\$0.00
<b>10-60-5931-30, Programs - Youth</b>									
2/12/2020	012020	Invoice	5970-068	Mary Bannon	Mary Bannon-012020	Posted	2/12/2020	\$13.00	\$0.00
2/12/2020	010820	Invoice	5970-090	Will Savage	Will Savage-010820	Posted	2/12/2020	\$7.48	\$0.00
2/12/2020	012420	Invoice	5971-022	John Ferrari	John Ferrari-012420	Posted	2/12/2020	\$14.74	\$0.00
2/12/2020	174230	Invoice	5971-077	Illinois Library Association	Illinois Library Associa	Posted	2/12/2020	\$455.50	\$0.00
Totals for 10-60-5931-30, Programs - Youth:									\$0.00
<b>10-60-5931-50, Community Relations</b>									
2/12/2020	002-078507	Invoice	5970-082	Pixsy	Pixsy-002-078507	Posted	2/12/2020	\$375.00	\$0.00
2/12/2020	013120	Invoice	5971-020	Nigel Jackson	Nigel Jackson-013120	Posted	2/12/2020	\$30.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

February 12, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/12/2020	030720	Invoice	5971-069	Sparkles Entertainment, Inc.	Sparkles Entertainment	Posted	2/12/2020	\$275.00	\$0.00
<b>10-80-5981-80, Restricted - Per Capita Grant</b>									
2/12/2020	Ref #0023039900	Invoice	5970-061	Demco, Inc.	Demco, Inc.-Ref #002	Posted	2/12/2020	\$1,160.44	\$0.00
2/12/2020	LISLE20001-1	Invoice	5970-128	AWE	AWE-LISLE20001-1	Posted	2/12/2020	\$5,740.00	\$0.00
2/12/2020	0110720000594	Invoice	5971-083	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	2/12/2020	\$1,000.00	\$0.00
2/12/2020	0110720008372	Invoice	5971-085	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	2/12/2020	\$1,004.04	\$0.00
2/12/2020	0110720016392	Invoice	5971-087	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	2/12/2020	\$1,000.00	\$0.00
2/12/2020	0110720013555	Invoice	5971-089	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	2/12/2020	\$150.00	\$0.00
<b>Totals for 10-80-5981-80, Restricted - Per Capita Grant:</b>								<b>\$10,054.48</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$73,870.27</b>	<b>\$0.00</b>

PRIOR MONTHS BILLS PAID BETWEEN January 2020 and February 2020				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 1/15/2020		\$	65,691.03
HSA	Garnishment	Employee Deduction	\$	175.89
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	4,173.96
Auto W/D	Howard Simon & Associates	PR Serv. - 1/15/2020	\$	306.77
HSA	EFTPS/Electronic Tax Payment 1/15/2020	Fed Tax \$8079.47	\$	21,710.87
		FICA W/H \$6815.71		
		FICA Lib \$6815.69		
HSA	Salaries 1/31/2020		\$	62,369.21
HSA	Garnishment	Employee Deduction	\$	116.56
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	3,952.87
Auto W/D	Howard Simon & Associates	PR Serv. - 1/31/2020	\$	192.20
HSA	EFTPS/Electronic Tax Payment 1/31/2020	Fed Tax \$7589.14	\$	20,517.86
		FICA W/H \$6464.37		
		FICA Lib \$6464.35		
Wired	IMRF	IMRF W/H \$7817.81	\$	22,372.91
		IMRF Lib. \$14555.10		
		Sub Total	\$	201,580.13
Check #	Vendor	Description	Amount	
3771	AFLAC (G6920)	Payroll Withholding		273.22
3772	Albertsons/Safeway	Meeting Supplies, Program Supplies		155.08
3773	Amazon	Books, Video Games, Supplies		769.67
3774	Anderson Pest Solutions	Pest Control		145.23
3775	Delta Dental - Risk	February Dental Premium		2219.16
3776	Fifth Third Bank	Telephone, Programs, Periodicals		1921.23
3777	LMRiCC - UCGA	4th Quarter Unemployment		126.80
3778	Liste Savings Bank	Safe Deposit Box Rental		50.00
3779	NICOR	Usage		1013.24
3780	DuPage County Public Works	Usage		122.27
3781	Elkay Sales, Inc.	Water Fountain Repair		1197.95
3782	Employee Benefits Corporation	Pre Tax Benefits		250.00
3783	Republic Services	Rubbish		226.41
3784	Sikich, LLP	Financial Services	\$	1,922.90
		Sub Total	\$	10,393.16
		TOTAL	\$	211,973.29

Monthly Circulation Report - January 2020

	Checkouts	Renewals	Jan-20 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	5,738	3,825	9,563	59,376	63,614	7.14%
Adult Print	6,374	3,818	10,192	64,856	69,412	7.02%
Adult Total	12,112	7,643	19,755	124,232	133,026	7.08%
YS Non-Print	1,094	1,160	2,254	15,183	18,020	18.69%
YS Print	7,434	4,362	11,796	73,005	86,257	18.15%
Total YS	8,528	5,522	14,050	88,188	104,277	18.24%
Digital Media						
Overdrive	2,825		2,825	14,288	17,996	25.95%
hoopla	1,787		1,787	13,402	13,644	1.81%
RB Digital	212		212	1,812	2,423	33.72%
Total Digital	4,824	0	4,824	29,502	34,063	15.46%
Subtotal Print + Non-Print/Digital	25,464	13,165	38,629	241,922	271,366	12.17%
Computer/Tech Sessions Logins	2,692		2,692	17,536	17,617	0.46%
Database Usage/Unique Logins	3,017		3,017	21,881	18,858	-13.82%
Wireless Use	1,317		1,317	10,751	10,006	-6.93%
ScannX sessions/jobs	619		619	2,363	6,217	163.10%
Museum Adventure Passes	5		5	153	154	0.65%
Total IT/Resource Sessions	7,650	0	7,650	52,684	52,852	0.32%
Total Circulation	33,114	13,165	46,279	294,606	324,218	10.05%
Literacy Software Usage Hours			84	653	607	-7.04%
Borrower Information	Jan 2020 Total	YTD 18/19	YTD 19/20	YTD % Change		
New Library Cards Added	96	929	823	-11.41%		
Monthly Borrowers	2,971	20,563	21,603	5.06%		
Total # Registered Borrowers	10,430	10,825	10,430	-3.65%		
InterLibrary Loans						
Materials Sent	160	999	922	-7.71%		
Materials Received	513	2,785	2,757	-1.01%		
Polaris/Catalog Holds						
Holds Placed	3,336	21,050	21,012	-0.18%		
Holds Checked Out	2,497	16,505	16,660	0.94%		



**Lisle Library District**  
**Program and Service Statistics - January 2020**

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Staff Facilitated Programs			20	69	36	2	127	921	885	-3.91%
Attendees			191	985	47	20	1,243	8,441	8,771	3.91%
Computer/Technology Programs			4	0		2	6	67	55	-17.91%
Attendees			24	0		4	28	231	237	2.60%
Performer/Speaker/Author			2	0			2	21	16	-23.81%
Attendees			47	0			47	709	484	-31.73%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	4	6	50.00%
Attendees		0					0	740	955	29.05%
<b>Total Number of Programs</b>		0	26	69	36	4	135	1,013	962	-5.03%
<b>Total Patrons Served by Programming</b>		0	262	985	47	24	1,318	10,121	10,447	3.22%
Reference Questions			2,644	1,696	2,372		6,712	43,831	45,942	4.82%
Volunteer Hours			5.00	24.00			29.00	658.50	574.50	-12.76%
MyLibraryRewards Total Registered Users		685						N/A **	685	--
Outreach Service Statistics										
Outreach Visits			1	9	0		10	102	94	-7.84%
Patrons Served by Outreach Visits			25	570	0		595	5,338	5,673	6.28%
Home Delivery Dates			2				2	15	15	0.00%
Patrons Served via Home Delivery			117				117	788	912	15.74%
<b>Total Outreach Programs</b>			3	9	0		12	117	109	-6.84%
<b>Total Patrons Served with Outreach Services</b>			142	570	0		712	6,126	6,585	7.49%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		82						645	575	-10.85%
Number of Outside Groups Using Meeting Space		25						152	173	13.82%
Patrons Entering Building		15,071						97,679	103,897	6.37%
Friend's Sponsored Programs		1						8	8	0.00%
Attendees		44						591	539	-8.80%
Social Media Use										
Facebook (daily page consumption)		569						10,930	8,892	-18.65%
Twitter Followers		803						743	803	8.08%
Instagram Likes		1,133						2,962	6,327	113.61%
Flickr Views		8,827						86,388	65,897	-23.72%
YouTube Views *		780						370	3,934	963.24%
Total LLD App Downloads / Sessions		213/752						N/A **	405/752	--

\* New statline for January 2019.

\*\* "Downloads Stats" began in December 2019 and "Sessions Stats" began in January 2020.

## February Director's Report

### Meetings:

Staff – Jan 13  
Dist 202 – Jan 15  
LLD Board of Trustees – Jan 15  
Dept Directors – Jan 16  
ClaySpace – Jan 16  
Joint Review Board/VOL – Jan 17  
Staff – Jan 21

Intergovernmental – Jan 23  
Patron – Jan 24  
Patron – Jan 24  
DuPage Pistol Shrimp – Jan 30  
ILA Legislative Meetup – Feb 3  
CCS – Feb 3  
Patron – Feb 4

### Highlights/Developments

#### Intergovernmental

The Board President and I attended the Intergovernmental Meeting on January 23rd. The following topics were discussed among participants:

**Benedictine University:** The second semester has begun. BenU has seen a 15% increase in enrollment. A *Women in Leadership* program has been implemented. The school is looking to participate in more community engagement projects.

**District 202:** The District has formed a Facilities Planning Committee to explore ideas for the Junior High. Teachers, parents, and students will all take part. The District is carefully handling the many challenges that students face today, particularly social/emotional issues.

**Village:** The State of the Village speech is viewable on the VOL website. The DuPage River Feasibility Study is ongoing. The VOL is revising its zoning codes. The VOL is looking at redesigning its website. Budget discussions are upcoming. The VOL looks to select a new police chief by March.

**Fire District:** The District participated in a ComEd LED bulb project. The Chief is part of a county-level opioid taskforce. The LWFD participated in a NARCAN training session at BenU recently. The District shall lease vehicles instead of purchasing.

**Township:** The Township is revising its policies. The Assessor's office has been demolished. The Township had a successful holiday programming season. The Township is partnering with the Alive Center in Naperville regarding mental health issues in the community. Residents can register for SNAP at the Township. Budget discussions are beginning.

**District 203:** Student social/emotional issues are also a challenge at 203. Vaping is also prevalent. Breakfast is now being made available to all elementary school students in 203. The District is focusing on implicit bias and racism via a newly formed committee. The District redesigned its website. Budget discussions are beginning.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 7, 2020

Park District: The District is looking forward to a new maintenance facility. Ground has been broken at the new Universal Design Park. The District is looking to update its master-plan soon. Minimum wage increases will impact the budget and services. The District is updating its policies.

### **Joint Review Board**

The annual Joint Review Board (JRB) meeting occurred on January 17<sup>th</sup>. This meeting is conducted by the Village with TIF (Tax Increment Finance) consultants Kane, McKenna & Associates Inc in attendance. The LLD is a member of the JRB. Other governing bodies such as District 202 and Lisle Township were also in attendance. Additionally, the Mayor appoints a 'public member' to the JRB. TIF consultant, Bob Rychlicki reviewed the three TIFs within the Village: #1 2600 Warrenville Road/Navistar, #2 2611 Corporate West Drive/UTI, and #3 Downtown Lisle. The TIF Reports are available via the Illinois Comptroller's Office/Website: [illinoiscomptroller.gov](http://illinoiscomptroller.gov).

### **DuPage Pistol Shrimp**

On January 30<sup>th</sup>, Youth Services Director Savage and I met with the DuPage Pistol Shrimp Owner, General Manager, and Sales Executive to discuss ways to partner on spring/summer programs. We look forward to many collaborative opportunities regarding family programming in 2020.

### **ILA Legislative Meet-up & Standards Book**

Assistant Director McQuillan and I attended the ILA Legislative meet-up on February 3<sup>rd</sup>. We sat with Library Trustees and Directors from Downers Grove and Glen Ellyn, as well as with 48th District State Representative Terra Costa Howard. These meet-ups serve to inform our legislators of prospective laws and initiatives that affect libraries. ILA representatives discussed State funding, trustee qualifications, net neutrality, copyright/licensing, and the 2020 Census. The 101<sup>st</sup> Illinois General Assembly and 116th Congressional topic list follows this report.

All LLD Trustees have received the *Standards for Illinois Public Libraries: Serving Our Public 4.0*, published by ILA. We reference/utilize this book when establishing policy and when we apply for State grants.

#### *Standards for Illinois Public Libraries:*

*This updated edition, completely revised by a group of library professionals convened in 2017 by the ILA Executive Board, contains everything your library needs to complete applications for state grant programs, and is an important guide for trustees and library boards. Serving Our Public 4.0 features 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility, and three new appendices.*  
- ILA 2020

### **Census 2020**

April 1<sup>st</sup> is Census Day, and in March residents will receive invitations to complete the 2020 Census. Once the invitation arrives, residents may respond online, by phone, or by mail.

The LLD has public computers, WiFi, and Librarians to assist residents with online access. Staff have been trained to assist those filling out their online forms. We anticipate a number of new visitors to our facility in the coming months and appreciate the opportunity to highlight our resources.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: February 7, 2020

The LLD has Census 2020 information on the website/lislelibrary.org. Under the “SERVICES” drop-down tab, you will find Civic Services | Census 2020. The Village of Lisle is also communicating the importance of completing the Census and has linked to the LLD’s Civic Services | Census 2020 page as well.

The American Library Association has published an excellent Census 2020 Guide for citizens to reference. A link to that guide is available on the LLD Census 2020 page, along with a video/PSA distributed by 2020Census.gov. A copy of the ALA guide follows this report.

### Library Cards/Zones in District

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 January, the Board received LLD cardholder statistics regarding the Meadows subdivision. Approximately, 822 housing units are in the area. In January, 518 units had at least one LLD card or 63% of total housing units. In February, the Meadows statistics increased by 2 housing units. A chart report depicting all District zones follows this report.

ZONE	Total Households	With Cards	%
North of Warrenville	484	166	34%
Beau Bien	1707	585	34%
Steeple/Oak Hill	1315	784	60%
Oakview/Old Lisle	2033	973	48%
Meadows	832	520	63%
Green Trails	2613	1438	55%
Burl/Four Lakes	3103	729	23%
Total	12087	5195	43%

### Library News

At the January Board meeting, Trustees discussed the need to keep abreast of library innovation and news. I suggested supplementing existing ILA updates with additional professional articles published on topics of interest to the LLD – especially articles that concern facility enhancement. This month the Board received:

- **Future Flexible | New Landmark Libraries 2019**, by Emily Puckett Rodgers; *Library Journal/December 2019*: documenting a number of landmark building projects that focus on flexibility, Universal Design, civic space, maker-spaces, STEAM learning, and inclusive design.
- **Babies in the Library: Creating a Truly Baby-Friendly Early Literacy Play Space**, by Debra Knoll; *Public Libraries/May 2014*: helpful in addressing the LLD’s current issues in the Youth Services Department. It references play-spaces, caregiver and nursing areas, and programming spaces.
- **Harold Washington Library revamps kids section**, by Leonor Vivanco; *Chicago Tribune/July 2017*: focuses on active learning, STEAM programs, appropriate spaces for nursing/restrooms, innovative components/equipment to add to youth spaces.

Respectfully submitted,



Tatiana Weinstein | LLD Director

# 101<sup>st</sup> Illinois General Assembly

| 2020 Spring Session |

## FUND LIBRARIES

Fully fund fiscal year 2021 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur due to the mandated minimum wage increase.

## OPPOSE ADDITIONAL UNFUNDED MANDATES

Hundreds of unfunded mandates have been imposed on units of local government, only one of which is the minimum wage increase. Libraries are among the smallest property tax recipients, and opportunities to raise other sources of revenue to address mandate imposition are virtually non-existent. Consequently, unfunded mandates often result in library service reductions, exacerbating the strain that has been placed on our schools, parks, and other community organizations.

## PRESERVE LIBRARY FUNDING SOURCES

Public libraries' primary funding source is local property taxes. A statewide property tax freeze preempts local control. Local library trustees' primary duty is to manage local revenues and expenditures. A freeze nullifies this most basic responsibility. Attempts to reform the property tax system must protect our ability to raise local funds for local needs. A freeze is especially harmful when accompanied by unfunded mandates.



Illinois Library Association

33 W. Grand Ave., Ste. 401  
Chicago, IL 60654  
phone: 312-644-1896  
fax: 312-644-1899  
e-mail: [ila@ila.org](mailto:ila@ila.org)  
[www.ila.org](http://www.ila.org)

## SUPPORT CONSISTENT LIBRARY TRUSTEE QUALIFICATIONS

In 2018, Public Act 100-1476/HB 2222 updated trustee eligibility to those who had lived in the district for at least one year, those who are not "in arrears in the payment of a tax or other indebtedness due to the library district," and those who have not been convicted of a crime. ILA seeks first to change "payment of a tax or other indebtedness due to the library district" to "payment of a property tax;" primarily over concerns about breaching patron privacy. Second, we seek to have this law also apply to the Local Library Act so that municipal libraries and district libraries are treated consistently.

## PROTECT NET NEUTRALITY

Following the FCC's lifting of regulations protecting net neutrality, legislation has been introduced in the Illinois General Assembly: First, in 2018, to prevent the state from doing business with internet service providers that engaged in activities that abridge net neutrality, such as throttling content or offering faster connectivity to sites based on content or content creator; then in 2019, to allow the state to do business with such providers, as long as practices were disclosed. Neither advanced, pending resolution of a federal lawsuit brought by the ACLU, coalition partners, and several state (including Illinois) attorneys general against the FCC. The D.C. Court of Appeals ruled in 2019 that the lifting of regulations could stand, but a prohibition against states taking action was lifted. ILA supports legislation that protects net neutrality for Illinoisans.

## SCHOOL LIBRARIANS ARE MEDIA LITERACY EXPERTS

ILA continues to work with our partner organization, the Association of Illinois School Library Educators (AISLE) on an eventual goal to have a licensed school librarian in all Illinois schools. ILA and AISLE recognize this is a long-term goal. In the meantime, we support legislation introduced in spring 2019 creating a Media Literacy Task Force, and advocate for the addition of a licensed school librarian as one of the appointees.

# 116<sup>th</sup> U.S. Congress

| Second Session |

## FUND LIBRARIES

The Institute of Museum and Library Services (IMLS) administers the Library Services and Technology Act (LSTA), the only federal program that exclusively covers services and funding for libraries. The LSTA provides more than \$195 million for libraries, including \$6 million here in Illinois. We urge full funding for LSTA and for the Innovative Approaches to Literacy (IAL) grant program authorized in the Every Student Succeeds Act (ESSA), the Library of Congress, the National Library of Medicine, and the Federal Depository Library Program in fiscal year 2021.

## COPYRIGHT, LICENSING, AND COMPETITION

Libraries rely on balanced and flexible copyright policy to enable vital library services, and on fair licenses and market practices in order to provide access to digital content such as e-books. We support any necessary federal and state scrutiny of unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs. We urge the preservation of the Librarian of Congress' authority to manage and oversee the Copyright Office.

## EQUITABLE ACCESS TO HIGH-SPEED INTERNET

Modern library services depend on high-speed internet. We support continued funding for the E-rate program, reduced complexity in applying for E-rate and increased support for applicants from the Universal Service Administrative Company. ILA supports the Access Broadband Act.

Net neutrality principles are at the core of libraries' mission to provide information without artificial barriers such as throttling or speeding up access to particular websites by internet service providers. ILA supports the Save the Internet Act, and the Digital Equity Act.

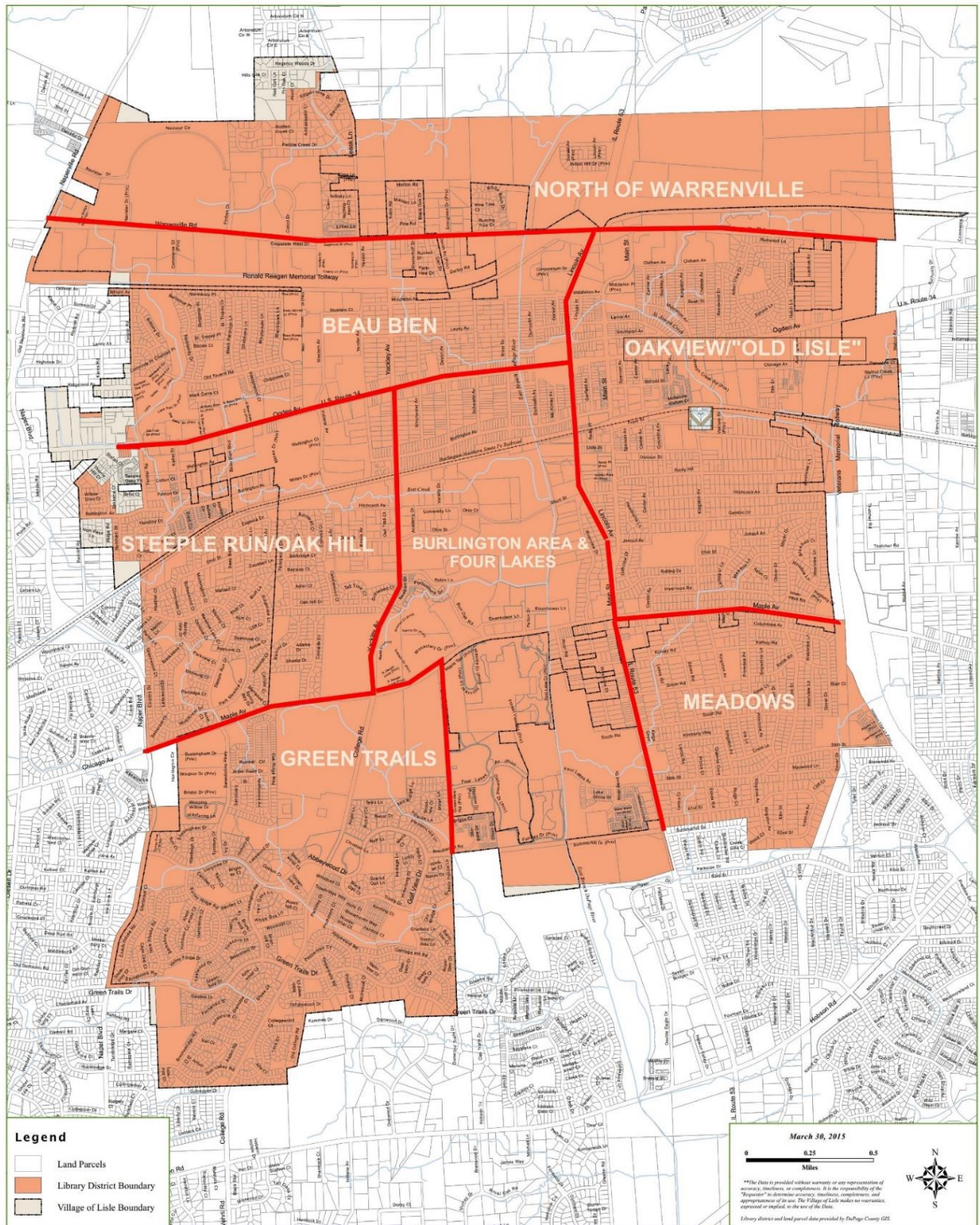
## 2020 CENSUS

Libraries are essential, trusted partners in achieving a complete count in the 2020 Census. Libraries deliver information about the Census and host community outreach activities; provide internet access and enable respondents to complete the Census form online; serve as trusted messengers, including in hard-to-count communities; and train data users and provide access to Census statistics for businesses and community members.

**ILLINOIS  
LIBRARIES  
TRANSFORM<sup>®</sup>**

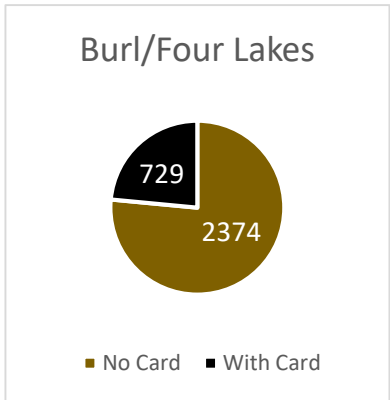
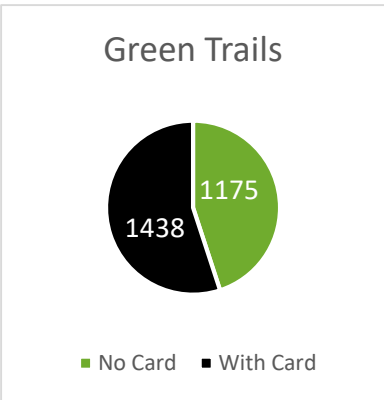
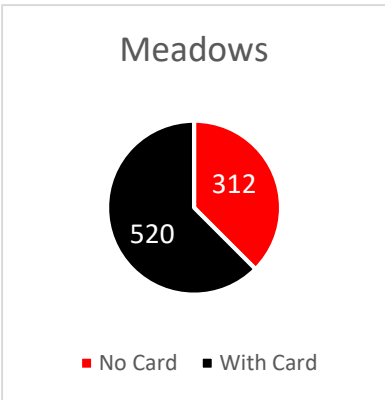
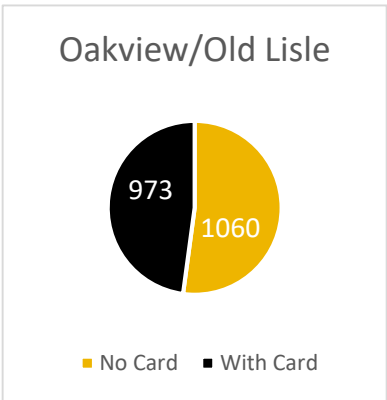
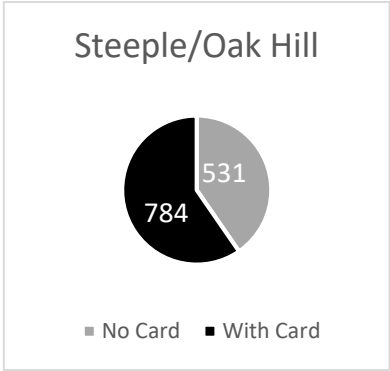
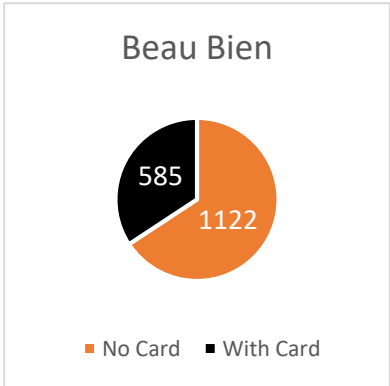
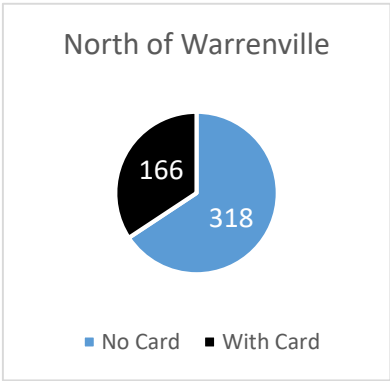
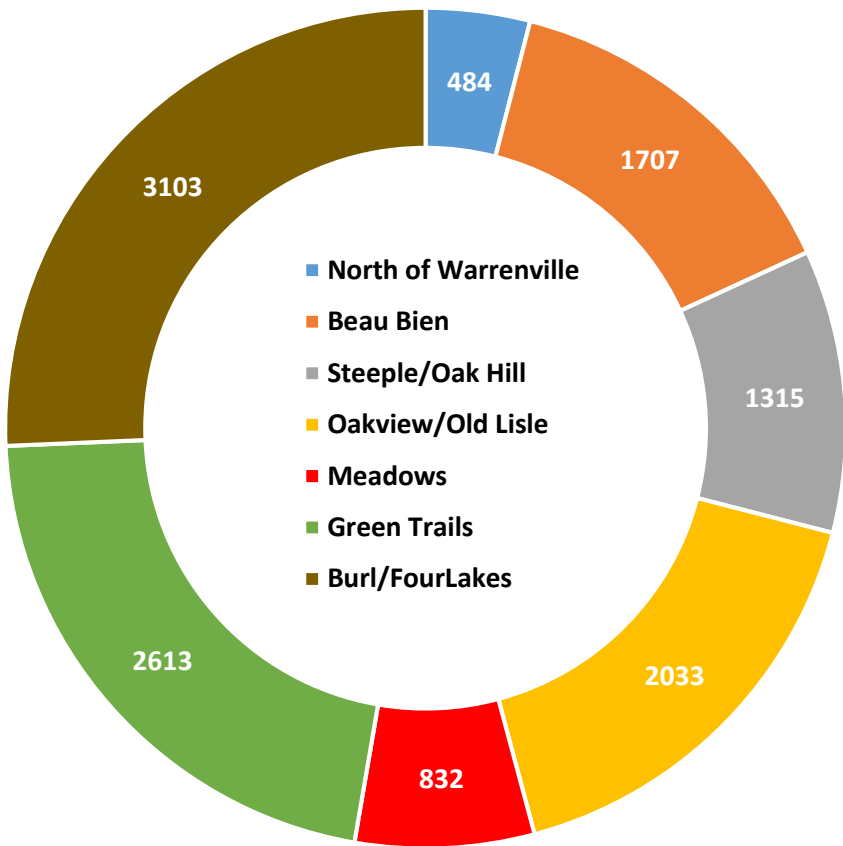


# Lisle Library District



Village of Lisle Geographic Information System

LISLE LIBRARY DISTRICT ZONES | CARD HOLDERS PER HOUSEHOLD





JANUARY  
2020  
UPDATE

# LIBRARIES' GUIDE TO THE 2020 Census



# Contents

<b>3</b>	<b>Welcome from the American Library Association</b>
<b>4</b>	<b>What is the census, and why is it important?</b>
<b>5</b>	<b>2020 Census: The basics</b>
<b>6</b>	<b>How will the online response option work?</b>
<b>6</b>	<b>Will everyone receive Census materials in the mail?</b>
<b>7</b>	<b>Timeline of key 2020 Census activities</b>
<b>8</b>	<b>What should I expect for the 2020 Census?</b>
<b>9</b>	<b>Who is at risk of being undercounted in 2020?</b>
<b>11</b>	<b>What can libraries do, and how can libraries prepare?</b>
<b>13</b>	<b>Frequently asked questions</b>
<b>16</b>	<b>Contact the Census Bureau in your community</b>
<b>17</b>	<b>Census Bureau resources</b>
<b>18</b>	<b>Resources from ALA and other organizations</b>
<b>19</b>	<b>Endnotes</b>
<b>21</b>	<b>Acknowledgments</b>

# Welcome from the American Library Association

---

Dear colleagues,

As library workers, we know the vital importance of accurate and complete data from the U.S. Census Bureau. The census informs everything from strategic library planning to how we respond to millions of reference questions related to U.S. demographics.

The decennial census also is a cornerstone of our democracy. This count of all U.S. residents is required by the U.S. Constitution to determine representation in Congress and the Electoral College. It is the basis for drawing districts for federal, state, and local offices. And it determines the allocation of hundreds of billions of dollars in federal funding to states and localities (including the grants to states under the Library Services and Technology Act).

Working to ensure a fair, accurate, and inclusive census aligns with our professional values and the needs of the diverse communities we serve—particularly those most in danger of underrepresentation and underfunding. In fact, libraries have long been involved in census work. Library staff have served on local Complete Count Committees, hosted events to support census hiring, and helped to get the word out about the decennial census and why it matters.

We are committed to helping our communities achieve a complete count because libraries serve everyone, and we believe that *everyone counts*.

In early 2020, when people receive materials asking them to complete the census, we know many will have questions, and they will turn to us as one of their most trusted sources of information for answers. The 2020 Census also will be the first one to encourage online response as the primary way to participate—so libraries can connect people who otherwise lack secure and reliable internet access, and make sure that people know that they also can respond by phone or paper questionnaire if they prefer.

For all these reasons, the American Library Association has teamed with the Georgetown Center on Poverty and Inequality (GCPI) to develop this *Libraries' Guide to the 2020 Census* to support your work. We want you to have ready answers to the questions we know are coming. And we will continue to add updated information and resources online at [www.ala.org/census](http://www.ala.org/census).

Thank you for being a part of this critical civic effort!



**Wanda Brown**

ALA PRESIDENT, 2019–2020



**Loida Garcia-Febo**

ALA PAST PRESIDENT, 2019–2020



**The census informs everything from strategic library planning to how we respond to millions of reference questions related to U.S. demographics.**

# What is the census, and why is it important?



**T**he census, conducted once every 10 years, is the constitutionally-required count of every person living in the United States. It's a huge and complex endeavor, one with an enormous impact on all our communities. The 2020 Census will be the first to urge most households to respond online, but people will also have the option of responding by phone or paper questionnaire.

The decennial census form asks questions about all the people who live and sleep in a household most of the time—including babies and anyone who has no other permanent place to stay and is staying in the household—as of April 1, 2020. The census form should take about 10 minutes to complete, depending on the number of people in the household.

Census data are used to make decisions about how and where to spend more than \$1.5 trillion each year for programs and services that communities rely on.<sup>1</sup> Census data also drive federal funding allocations for libraries, including grants to states under the Library Services and Technology Act. The census population count is used to determine representation in Congress (known as reapportionment) and the Electoral College. Simply put, communities that are undercounted are disadvantaged economically and politically.

Communities also use census data for planning purposes. For example, local school districts may not be able to plan effectively for changing needs if large numbers of young children are not counted, as has been the case in previous censuses. Census data help local leaders make planning decisions about where libraries should be located, whether they should expand, and what kinds of services should be offered based on the characteristics of the community.

We only have one shot every 10 years to get the census right. If we don't, undercounted groups won't get the appropriate level of funding for programs needed in their neighborhoods, and local leaders and officials won't have the reliable information they need to make decisions.

Libraries are uniquely positioned to help ensure that communities across the country are accurately counted. Our institutions are trusted and welcoming hubs of public life, and librarians are respected members of their communities. We can play an important role in outreach to groups often missed by the census—like people experiencing homelessness, young people and children, people of color, people with low incomes, recent immigrants, and those who live in rural or remote areas. Libraries are great places for people to fill out the census form online—especially those who lack internet access at home or on their phones—and get accurate information about the census.

**We only have one shot every 10 years to get the census right. If we don't, undercounted groups won't get the appropriate level of funding for programs needed in their neighborhoods, and local leaders and officials won't have the reliable information they need to make decisions.**

# 2020 Census: The basics

The United States Constitution requires a count every 10 years of every person who is residing in the U.S., regardless of immigration status or citizenship. The Census Bureau's goal for the 2020 Census is to "count everyone once, only once, and in the right place." Here are the basic steps in the process:

## **STEP 1** Update the address list

The Census Bureau maintains a list of every housing unit in the United States. A housing unit is a house, apartment, condominium, trailer, or other place where people might live. The Census Bureau started updating its list for the 2020 Census in 2015, adding new houses and apartment buildings that have been built and removing houses and apartment buildings that were demolished or converted to non-residential uses since the 2010 Census.

## **STEP 2** Solicit responses

Beginning March 12, 2020, the Census Bureau will mail census materials to 95% of homes. (To understand how the other 5% of households are counted, or how the Census counts people who don't live in a household, see [pages 6 and 7](#).) Eighty percent (80%) of those homes will receive a letter inviting them to respond to the census online using a unique code. The other 20% (where internet access may be limited) will receive the same letter plus a paper questionnaire. All households also will receive information about how to answer the census by telephone. April 1 is Census Day, although most households will receive their materials before then and may respond prior to that date.

## **STEP 3** Collect responses

Respondents will submit one census form listing everyone who lives in their household. Respondents may complete the questionnaire for their household online, by mail, or by phone.

## **STEP 4** Follow up

Households will receive several reminder letters from the Census Bureau if they do not self-respond. If a household does not complete the questionnaire after receiving mailed reminders, beginning in May 2020 they may receive a phone call or an in-person visit from a Census Bureau employee. Households can continue to self-respond online, using a paper questionnaire, or by phone during the follow up period.

## **STEP 5** Analyze and disseminate

The Census Bureau will release population totals and other publicly-available data beginning in early 2021.

### What we will send in the mail

On or between	You will receive
Mar 12–20	An invitation to respond online to the 2020 Census. Some households will also receive paper questionnaires.
Mar 16–24	A reminder letter
If you haven't responded yet	
Mar 26–Apr 3	A reminder postcard
Apr 8–16	A reminder letter and paper questionnaire
Apr 20–27	A final reminder postcard before we follow up in person

### Census Bureau mailing timeline

SOURCE: U.S. CENSUS BUREAU<sup>2</sup>

## How will the **online response option** work?

---

Almost all households will receive an invitation letter in the mail with instructions for responding to the census online. The invitation will include a unique identification code called a Census ID. Using the Census ID helps the Bureau keep track of responses and prevent duplication. However, the Census ID is not required in order to respond online or by telephone. If respondents don't have their Census ID handy, they can use their street address instead.

The entire online survey must be completed in one session; draft responses cannot be saved. There is no time limit to complete the form. However, for security purposes, if there is no activity for 15 minutes, the respondent will be logged out and have to start again. All data submitted online are encrypted. A confirmation page will be displayed after submission; there will not be an email or text message confirmation.

The online questionnaire will be available in 13 languages: Arabic, Chinese (Simplified), English, French, Haitian Creole, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Tagalog, and Vietnamese. For help, respondents can call Census Questionnaire Assistance in the same 13 languages (see toll-free numbers on [page 17](#)). Respondents can also complete the questionnaire over the phone when they call.

## Will everyone receive Census materials **in the mail**?

---

Some households will receive census materials in person, rather than through the mail. Additionally, people living in group facilities, or whose home is transitory, will be counted through different methods. Anyone who is not sure how they will be counted can call Census Questionnaire Assistance for more information starting March 9, 2020 (see [page 17](#)).



### **Group quarters (e.g., college dorms, military bases, nursing homes)**

The Census Bureau uses a different method to count people in group living situations, called “group quarters,” such as college student housing, prisons, military barracks, and nursing homes. The facility administrator will work with Census Bureau employees to collect the information for the people residing there; those individuals will not respond directly to the Census Bureau.

- For more information, see “[Academic Libraries and the 2020 Census: Reaching College Students](#)”<sup>3</sup> and [GCPI's group quarters fact sheets](#).<sup>4</sup>

### **Remote areas and areas affected by disasters**

Some rural and all remote areas, such as those without reliable mail delivery or traditional mailing addresses, as well as communities recovering from natural disasters such as hurricanes, tornadoes, and flooding, will not receive a mailed invitation from the Census Bureau. Instead, census workers will hand-deliver materials as they update the address list, or count households in person as they go door-to-door.

- For more information, see: [Counting Rural America: A Guide to 2020 Census Operations](#).<sup>5</sup>
- To find out how your community will be counted, see the [2020 Type of Enumeration Area Viewer](#).<sup>6</sup>

## People experiencing homelessness

The Census Bureau will count people experiencing homelessness (and who are not staying in a household) at the places where they receive services, such as shelters and soup kitchens, on March 30 through April 1. Non-sheltered outdoor locations will be counted on April 1. This operation is called Service-Based Enumeration.

In addition, the Bureau will count people staying in transitory locations such as motels, campgrounds, and migrant farmworker camps, through the Enumeration at Transitory Locations operation. Census takers will count people at transitory locations who do not have a “usual home elsewhere.” However, people who are staying in the home of a friend or family member as of Census Day should be counted on the questionnaire for that household if the person does not have a usual home elsewhere.

→ For more information, see: [Counting People Experiencing Homelessness: A Guide to 2020 Census Operations](#).<sup>7</sup>

## Timeline of key 2020 Census activities

February 2020	The Census Bureau will contact administrators of group quarters (military barracks, college dorms, prisons, and skilled nursing homes, among others) in advance of the enumeration of these locations, which will occur in April.
March 12, 2020	The self-response period will start as households begin to receive invitations to respond, either through the mail or hand-delivered in many rural and remote areas. Census Questionnaire Assistance toll-free numbers also will open with live customer service representatives (see <a href="#">page 17</a> ). Households may continue to self-respond through July 31.
March 30, 2020	Service-Based Enumeration will begin. This three-day/night enumeration occurs at shelters, locations that provide services for people experiencing homelessness, and targeted outdoor locations where people experiencing homelessness sleep.
April 1, 2020	Census Day! Respondents do not have to wait until April 1 to respond but should include everyone who will be a “usual resident” on April 1, or anyone staying there on April 1 who does not have a usual home elsewhere.
April 2020	Group Quarters will be counted April 2–June 5. Enumeration at Transitory Locations data collection will occur April 9–May 4.
May 13, 2020	Nonresponse Follow-up (NRFU) will begin. During NRFU, the Census Bureau will follow up with households that did not self-respond to the census by sending reminders and/or visiting in person. NRFU will continue through July. (In communities with large numbers of off-campus college students, NRFU will begin on April 9, to reach students before the academic term ends.)

→ For more information, see this [detailed timeline of census milestones](#).<sup>8</sup>



# What should I expect for the 2020 Census?

## Option to respond online, by phone, or by mail

For the first time, the Census Bureau will promote online response as the preferred method. The Census Bureau's mailing will include a Census ID code that the person responding for that household can enter to identify their address. However, if respondents don't have a Census ID code, they can enter their home address instead.

For many people, the online response option will make it easier and more convenient to respond. However, other people may prefer not to respond online, such as those with limited internet proficiency or who lack reliable internet access. *No one is required to respond online.* If people choose not to respond online, they can respond by phone (see [page 17](#)) or by mail. Between April 8–16, the Census Bureau will mail a paper questionnaire to households that have not yet responded.

### IMPORTANT UPDATE

*There will be NO question asking if a respondent is a U.S. citizen in the 2020 Census.*

## Household relationship question

For the first time, the 2020 Census offers a way for the person filling out the form to indicate a same-sex relationship with another household member.<sup>9</sup> This change is expected to improve national statistics on same-sex couples.

## Confidentiality

Responses to the 2020 Census are safe, secure and protected by federal law. Answers can only be used to produce anonymous statistics—they cannot be used against any person or household in any way. The law prohibits the Census Bureau from sharing personal census responses with any other government agency (at any level), court of law, or private entity or person (such as a landlord), for any purpose, including law or immigration enforcement and housing code enforcement. Any current or former Census Bureau employee who releases or shares personally identifiable data can go to prison for up to five years, pay a fine up to \$250,000, or both.

## Sex

The 2020 Census will ask the sex of each individual, with options for male or female. For transgender, non-binary, or gender nonconforming individuals, the National LGBTQ Taskforce recommends, **"you can self-identify here in the way that feels most comfortable for you."**<sup>10</sup>



**To learn more about the questions on the 2020 Census, view the sample questionnaire<sup>11</sup> or the video guide.<sup>12</sup>**

## Race and origin

The 2020 Census will ask two questions about race and origin. Accurate, detailed data are necessary to enforce civil rights protections, reveal disparate impacts of policies, and meet the needs of diverse communities.



# Who is at risk of being undercounted in 2020?

Historically, certain groups of people have been undercounted disproportionately by the decennial census. The Census Bureau considers these groups challenging to interview, locate, contact, or persuade—for instance, because of language or literacy barriers, fear of the government, or frequent changes in residence.<sup>13</sup> If these groups are undercounted in the 2020 Census, their communities will be underfunded and underrepresented for the next decade.

## Young children

Children under age 5 were the most undercounted age group in the 2010 Census, with more than 2 million estimated to have been missed. The undercount was especially severe among Black and Hispanic young children,<sup>14</sup> and was particularly concentrated in the Census-defined South (from Texas to Delaware).<sup>15</sup> Young children are undercounted, in part, because millions of them live in households and neighborhoods that are difficult to enumerate. Additionally, families are often unsure whether to list young children on their census forms.<sup>16</sup>

When children are undercounted, their communities lose needed funding for programs that directly impact young children's lives, including Head Start, children's health insurance, and the Supplemental Nutrition Assistance Program (SNAP). Special attention is needed to inform parents and caretakers about the importance of including children and babies on their census form.

➔ For more information, see [ALA's tip sheet about the young child undercount](#)<sup>17</sup> and get resources at [CountAllKids.org](#).



**Young children  
(ages 0–5)  
are considered  
hard-to-count.**

## Other groups the Census Bureau considers hard-to-count<sup>18</sup>

- + Complex households, including those with blended families, multi-generations or non-relatives
- + Cultural and linguistic minorities, and people who do not speak English fluently
- + Displaced people affected by a disaster
- + People who are lesbian, gay, bisexual, transgender, queer and/or questioning
- + People with low incomes<sup>19</sup>
- + People experiencing homelessness<sup>20</sup>
- + People less likely to use the internet and others without internet access
- + People who have distrust in the government
- + People with disabilities
- + People without a high school diploma
- + Racial and ethnic minorities, such as Latinos<sup>21</sup>, Asian Americans and Native Hawaiians and Pacific Islanders<sup>22</sup>, African Americans<sup>23</sup>, American Indians and Alaska Natives<sup>24</sup>, and Middle Eastern and North African Americans<sup>25</sup>
- + Renters<sup>26</sup>
- + People who are undocumented immigrants or recent immigrants
- + Young children<sup>27</sup>
- + Young, mobile people, such as college students

For more information, see [Hard-to-Count Communities in the 2020 Census](#).<sup>28</sup>



**99% of hard-to-count  
census tracts have a  
public library located  
within five miles.<sup>40</sup>**

## Low response areas

There are several tools to identify the neighborhoods in your community that are at greatest risk of being undercounted:

- + **The Census 2020 Hard to Count Map**<sup>29</sup> shows mail return rates from the 2010 Census, highlighting the Census tracts where households were least likely to send in their Census questionnaire. Toggle options in Map Overlays to view additional information, including the locations of public libraries.
- + The Census Bureau's **Response Outreach Area Mapper**<sup>30</sup> (ROAM) displays a metric called the Low Response Score—the higher the score, the harder-to-count that area is. ROAM also provides demographic information about each Census tract.
- + After self-response to the 2020 Census begins, the public will be able to view their community's participation rate live at the **2020 Census Response Rate**<sup>31</sup> page.



## Census Bureau efforts to count hard-to-count communities

### Language support

- + The online 2020 Census questionnaire will be available in 13 languages: Arabic, Chinese (Simplified), English, French, Haitian Creole, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Tagalog, and Vietnamese.<sup>32</sup>
- + Census Questionnaire Assistance will be available in the same languages, as well as Cantonese and Mandarin, and via Telecommunications Device for the Deaf (TDD); see [page 17](#).
- + Paper questionnaires will be printed in English and bilingual English-Spanish only. (The exception is in Puerto Rico, where there will be Spanish-only forms.)
- + The Census Bureau will provide guides to completing the census in 59 non-English languages, including American Sign Language, in video and/or print. Guides will also be available in Braille and large print.<sup>33</sup>

The online  
2020 Census  
questionnaire  
will be available in  
13 languages.

### Questionnaire options and instructions

- + The 2020 Census form will allow people to self-identify their race and ethnicity through a combination of checkboxes with specific nationalities and write-in spaces to identify any other national origins or subgroups.<sup>34</sup>
- + For the first time, the 2020 Census will enable a head of household to indicate a same-sex relationship with another household member.<sup>35</sup>
- + Instructions will remind respondents to include all children in their household on the census form.<sup>36</sup>

### Outreach strategies

- + The Census Bureau is recruiting employees who are familiar with the neighborhoods they will be assigned to count and who reflect the diversity of those communities.<sup>37</sup>
- + The Bureau will work with community partners (such as libraries) who are “trusted voices,” to increase census awareness and participation.<sup>38</sup>
- + The Census Bureau has hired 1,500 Partnership Specialists to work with local libraries, schools, churches, and other organizations to help spread the word about the 2020 Census, particularly in hard-to-count communities.<sup>39</sup>



2020 Census handout for libraries

SOURCE: U.S. CENSUS BUREAU<sup>41</sup>

# What can libraries do, and how can libraries prepare?

---

## Connect with Complete Count Committees

**Complete Count Committees**<sup>42</sup> are established by tribal, state, and local governments and community leaders to increase awareness and encourage residents to respond to the 2020 Census. Committees bring together community representatives who know local needs and have contact with hard-to-count populations. Libraries can partner with Complete Count Committees to coordinate outreach efforts and plan events. For more information, contact your Regional Census Center ([see page 16](#)).

## Prepare for increased use of library computers and the internet

Millions of Americans do not have broadband internet service at home. Lacking reliable access to the internet can create a barrier to applying online for census jobs, completing online training for these jobs, and completing the online census form. Because libraries provide reliable internet access, they will play an important role in supporting a complete count in the 2020 Census. Library workers can prepare in several ways:

- + Provide guest or “express” internet access without a library card in March and April;
- + Add or dedicate devices for completing the census in March and April;
- + Allow patrons extra computer time, if needed, to complete the census online;
- + Review [guidance for partners](#)<sup>43</sup> from the Census Bureau; and
- + Review and update, if needed, privacy and security practices for public internet access devices.

For more information, see the [Library Privacy Checklist for Public Access Computers and Networks](#)<sup>44</sup> and [Preparing for the First Digital Census](#).<sup>45</sup>

## Help community members apply for census jobs

The Census Bureau will hire about 500,000 temporary workers, including census takers, recruiting assistants, office staff, and supervisory staff. Job opportunities are spread across the country and offer good pay, flexible hours (for many positions), and paid training. To be eligible, candidates must be at least 18 years old and have a valid Social Security Number.

Libraries can host hiring workshops with the Census Bureau or other community partners to prepare potential applicants, promote awareness of census hiring through library social media, and share information about census hiring through its other workforce activities, including training to help people search and apply for jobs online. For more information, visit the [2020 Census Jobs](#)<sup>46</sup> page and read the [ALA’s tip sheet on census hiring](#).<sup>47</sup>



**Millions of Americans do not have broadband internet service at home.**



**The Census Bureau is recruiting employees who are familiar with the neighborhoods they will be assigned to count and who reflect the diversity of those communities.**

## Fight misinformation, disinformation, and scams

Many people may have questions or concerns about the 2020 Census. As a trusted source of information in our communities, library staff are well-positioned to make sure people receive accurate information. Be wary of “fake news” that appears to drum up fear, opposition, or even apathy.

Librarians can also help members of their communities recognize and avoid spam and phishing attempts online that may try to collect personal information for nefarious purposes.<sup>48</sup> Share **safety tips**<sup>49</sup> from the Census Bureau where appropriate.

The Bureau has launched a **dedicated web page**<sup>50</sup> to address rumors and false information and encourages partners to report anything suspicious to [rumors@census.gov](mailto:rumors@census.gov).

The Census Bureau will *not* email or text people, and it will *not* ask for a bank or credit card number, Social Security Number, or payment or donation. If a person is unsure about the authenticity of someone purporting to be a Census Bureau employee, or if they suspect fraud, they can call the Regional Census Center for their state. (Phone numbers for the Regional Census Centers can be found on [page 16](#).)

→ For more information, see: **Avoiding 2020 Census Fraud and Scams**.<sup>51</sup>

## Increase awareness about the 2020 Census and its impact

Libraries can host events, workshops, and after-school programming to increase awareness about the upcoming census. The more people know about the census, how the data are used, and how it impacts them and their communities, the more likely they are to participate. Here are some resources and ideas to consider:

- + **Census & Sensibility**<sup>52</sup> from the California Library Association includes tips and ideas related to marketing, programming and booklists.
- + The Census Bureau provides a wide range of **downloadable outreach and promotional materials**<sup>53</sup> in many languages, targeted to different audiences and addressing various concerns (e.g., security or how census data supports education).
- + You don't have to be a classroom teacher to use **Statistics in Schools**<sup>54</sup> activities to show how census data are used, including **seasonal fun facts**<sup>55</sup>, **games**<sup>56</sup> and resources specifically for **English-language learners**.<sup>57</sup>
- + Invite local elected officials and media to show how easy and secure it is to complete the census online at the library.

Visit [ala.org/census](https://ala.org/census) for additional resources, including tip sheets, webinars, and graphics.



**Unfortunately, some scammers may attempt to exploit public trust by pretending to be the Census Bureau.**



Poster about the benefits of being counted

SOURCE: U.S. CENSUS BUREAU<sup>58</sup>

# Frequently asked questions

---

## Responding to the 2020 Census

### When does the 2020 Census start?

The enumeration starts in remote Alaska on January 21, 2020, but most households will receive their census materials by U.S. mail or hand delivery starting in mid-March. Online and telephone response options will be available starting after March 12.

### What is “Census Day,” and why is it important?

April 1 is “Census Day.” When you respond to the census, you tell the Census Bureau where you live as of April 1, 2020, and include everyone living in your home on that day (including newborns and anyone staying there who does not have a usual home elsewhere). While April 1 is the reference date, people can submit their questionnaire before or after that date.

### When is the last day people can respond?

To avoid a home visit from a Census Bureau employee, people should respond before the end of April 2020. The Census Bureau will begin in-person visits in May, although households can still respond online, by phone, or by mail until July 31.

### How long does it take to fill out the form?

The Census Bureau estimates that it will take about 10 minutes to complete the census questionnaire, depending on the number of people in the household.

### What happens if I leave some responses blank?

The Census Bureau strongly encourages respondents to answer every question for every person in the household, but will allow submission of incomplete questionnaires. Bureau staff may follow up on incomplete submissions.

### In what languages will the paper form be available?

Paper questionnaires will be either in English or bilingual English-Spanish (with Spanish-only forms in Puerto Rico).

### What should people do if they have a question or problem?

The [Census Questionnaire Assistance](#)<sup>59</sup> phone line will be available with live customer service representatives supporting 13 languages and TDD from March 9 through July 31. Call toll-free 844-330-2020 in English, and [see page 17](#) for other languages. People can also find general answers about the 2020 Census at [2020census.gov](https://2020census.gov).

## Online response option

### Do people have to respond online?

No, households have the option to respond to the census online, by phone, or by mail.



### In what languages will the online form be printed?

The online form will be available in English and 12 non-English languages: Arabic, Chinese (Simplified), French, Haitian Creole, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Tagalog, and Vietnamese.

### Can people respond on a smartphone or tablet?

Yes, the online form will be optimized to allow people to respond on a smartphone or tablet.

### Is the online system secure?

Yes, the Census Bureau has taken significant steps to protect online responses. All information entered online is encrypted as soon as the respondent hits “submit.”

### How will we know if the census online form was successfully submitted?

Once a respondent completes and submits the online form, a new screen will confirm submission. The respondent may print that page for their records. The Census Bureau will *not* email or text households to confirm response to the census.

### Can library staff help people complete the online form?

In certain ways, yes. Library staff can direct respondents to the response option that best suits their needs: online, phone, mail, or a census taker visit to their home. Library staff can also point respondents to the online questionnaire guides in English and 59 other languages.<sup>60</sup> In addition, library staff can explain basic features of the online form, such as how to navigate the pages or change the language. However, only Census Bureau employees may collect responses directly from individuals, and only they are sworn for life to keep an individual’s responses confidential. For more guidance, see the Census Bureau’s [Questions and Answers for Stakeholders Supporting the 2020 Census](#).<sup>61</sup>

## Census operations

### Where do active military personnel and their families get counted?

If stationed at a military installation in the United States, they will be counted at their usual residence either on-base or off-base. If stationed overseas, they will be counted as part of the federally affiliated overseas population, conducted in partnership with the U.S. Department of Defense. If they are stationed stateside but deployed overseas during the census, they will be counted at their usual residence in the U.S. If they are aboard a military vessel, they will be counted at either their usual U.S. residence or as a part of the federally affiliated overseas population—depending on whether the vessel’s homeport is in the U.S. or overseas. Learn more at [GCPI’s Counting Military Personnel fact sheet](#).<sup>62</sup>



### Is there a way to report scams if we see them?

Report suspected fraud to the Census Bureau at 800-923-8282. To report false information, email [rumors@census.gov](mailto:rumors@census.gov).

### How do I identify an official census worker in person or over the phone?

Census workers must present an ID badge with their photo, the U.S. Department of Commerce watermark, and an expiration date. See these [tips to identify Census Bureau employees](#).<sup>63</sup> To verify, people can call Census Questionnaire Assistance ([see page 17](#)), enter the name into the [Census Bureau Staff Search](#),<sup>64</sup> or call their [Regional Census Center](#).<sup>65</sup>

### How can my library get 2020 Census materials or other resources from the Census Bureau?

The Census Bureau offers [free downloadable outreach materials](#).<sup>66</sup> For information about events, materials, and other opportunities, contact the Partnership Specialist in your area ([see page 16](#)).

## Helping with hard-to-count communities

### What languages will be supported in the 2020 Census?

The online and telephone questionnaires will be offered in 13 languages (including English). The paper form will be in English and bilingual English-Spanish, with Spanish-only forms in Puerto Rico. The Census Bureau also will provide [language guides](#)<sup>67</sup> in 59 non-English languages that help respondents fill out the form in English.



### **In what ways will responding to the census be accessible for people with disabilities?**

The Census Bureau will disseminate language guides in braille and large print to respondents through their partnership programs. Respondents will also have access to a video guide in American Sign Language to help complete the census online. Additionally, respondents may choose to complete the census in English via a phone line that uses Telephone Device for the Deaf (TDD/TTY) technology. Learn more at GCPI's FAQ on [An Accessible 2020 Census](#).<sup>68</sup>

### **Can census responses be shared with law enforcement or other government agencies?**

No. Title 13 of the U.S. Code protects the confidentiality of personal information provided in census responses. Federal law prohibits the Census Bureau from sharing personal census responses with any other government agencies, courts, or private entities, for any purpose. Census staff take a lifetime oath to protect census responses, with severe penalties for violations. The law prohibits personal information collected by the Census Bureau from being used against respondents by any government agency or court.

### **I heard the U.S. Government used census data to identify and intern Japanese Americans during World War II. Why should we trust the government now?**

The Census Act (Title 13 U.S.C.) did not provide the same level of strict confidentiality protections then as it does now. Furthermore, the standard protections that existed at the time were suspended under the Second War Powers Act starting in March 1942. *Confidentiality provisions tied to census data were reinstated in 1947, and Congress subsequently amended the Census Act to close any potential "loopholes" related to the strict prohibition on sharing personally identifiable data outside of the Census Bureau for any purpose.* In 2010, the U.S. Justice Department determined that the Patriot Act does not override the law that protects the confidentiality of individual census responses. No court of law can subpoena census responses or enforce such a subpoena issued by another entity (e.g., a government agency).

### **How can libraries help address the undercount of people experiencing homelessness?**

Library staff can raise awareness of the fact that people experiencing homelessness have been undercounted in the past, depriving their communities of fair representation and funding for programs such as housing vouchers, Medicaid and homeless youth programs. The [Chicago Coalition for the Homeless](#)<sup>69</sup> states: The best way to be sure they are counted is for them to speak with staff at the location where they receive services to confirm when and where the census workers will be coming (March 30–April 1). They can share this information with others who are homeless so they can be counted, too. Keep in mind, however, that some people experiencing homelessness may be temporarily staying in a household at the time of the census. It is vital that those households include these members on their census forms.

### **How should non-binary and transgender people complete the census form?**

The [National LGBTQ Task Force](#)<sup>70</sup> states: Like many surveys, the census restricts responses to "male" or "female" only. Transgender, non-binary, and gender nonconforming people can self-identify in the way that feels most comfortable for them. The Census Bureau does not cross-reference individuals' answers on the census with any other documentation.

## **Census hiring**

### **Can people with criminal records be hired to help with the 2020 Census?**

The Census Bureau will make hiring decisions on a case-by-case basis, following a background check that includes fingerprinting and a records search.

### **Can non-citizens be hired to help with the 2020 Census?**

The Census Bureau can hire work-authorized non-citizens for temporary census jobs when a qualified citizen is not available, such as for positions that require non-English language skills. Jobseekers can apply at [2020census.gov/jobs](https://2020census.gov/jobs).



# Contact the Census Bureau in your community

---

For information about events, materials, and other opportunities, contact the Regional Census Center for your area and ask for a Partnership Specialist.

## **Atlanta Regional Census Center**

Serving Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

(470) 889-6800 or 1-800-424-6974

TDD: (404) 730-3963

E-mail: [Atlanta.rcc.partnership@2020census.gov](mailto:Atlanta.rcc.partnership@2020census.gov)

## **Chicago Regional Census Center**

Serving Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

(312) 579-1500 or 1-800-865-6384

TDD: (708) 562-1791

E-mail: [Chicago.rcc.partnership@2020census.gov](mailto:Chicago.rcc.partnership@2020census.gov)

## **Dallas Regional Census Center**

Serving Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, Wyoming

(972) 510-1800 or 1-800-852-6159

TDD: (303) 969-6767

E-mail: [Dallas.rcc.partnership@2020census.gov](mailto:Dallas.rcc.partnership@2020census.gov)

## **Los Angeles Regional Census Center**

Serving Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

(213) 314-6500 or 1-800-992-3530

TDD: (818) 904-6249

E-mail: [Los.Angeles.rcc.partnership@2020census.gov](mailto:Los.Angeles.rcc.partnership@2020census.gov)

## **New York Regional Census Center**

Serving Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, and Vermont

(212) 882-7100 or 1-800-991-2520

TDD: (212) 478-4793

E-mail: [New.York.rcc.partnership@2020census.gov](mailto:New.York.rcc.partnership@2020census.gov)

## **Philadelphia Regional Census Center**

Serving Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

(267) 780-2600 or 1-800-262-4236

TDD: (215) 717-0894

E-mail: [Philadelphia.rcc.partnership@2020census.gov](mailto:Philadelphia.rcc.partnership@2020census.gov)

United States®  
**Census  
2020**

The 2020 Census logo  
will be on all official  
communications.



## Sample downloadable outreach materials from [2020census.gov/partners](https://2020census.gov/partners)



Response Location  
Poster<sup>71</sup>



Confidentiality  
Poster<sup>72</sup>



Counting Young  
Children Poster<sup>73</sup>



Spanish-Speaking  
Audiences Poster<sup>74</sup>

## Online resources

- + [2020 Census page](#)<sup>75</sup>
- + [Sample invitation letter](#)<sup>76</sup>
- + [Sample paper questionnaire \(in English and Spanish\)](#)<sup>77</sup>
- + [Preview of the 2020 Census Video Language Guide \(in English\)](#)<sup>78</sup>
- + [Language guides](#)<sup>79</sup>
- + [Outreach materials](#)<sup>80</sup>, including [library-specific flyer](#)<sup>81</sup>
- + [Public service announcement toolkit](#)<sup>82</sup>
- + [Response Outreach Area Mapper](#)<sup>83</sup> (ROAM)

## Census Questionnaire Assistance phone numbers

Starting March 9, respondents can call these toll-free numbers for assistance or to respond to the 2020 Census by phone.

**English:** 844-330-2020

**Spanish:** 844-468-2020

**Chinese (Mandarin):** 844-391-2020

**Chinese (Cantonese):** 844-398-2020

**Vietnamese:** 844-461-2020

**Korean:** 844-392-2020

**Russian:** 844-417-2020

**Arabic:** 844-416-2020

**Tagalog:** 844-478-2020

**Polish:** 844-479-2020

**French:** 844-494-2020

**Haitian Creole:** 844-477-2020

**Portuguese:** 844-474-2020

**Japanese:** 844-460-2020

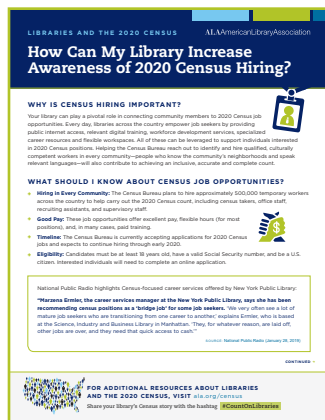
**English (Puerto Rico residents):** 844-418-2020

**Spanish (Puerto Rico residents):** 844-426-2020

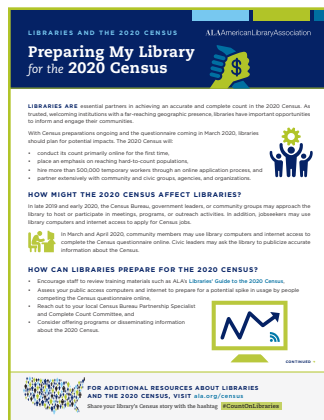
**Telephone Display Device (TDD):**  
844-467-2020

# Resources from ALA and other organizations

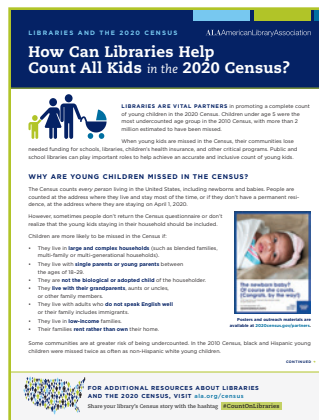
## ALA tip sheets for library staff



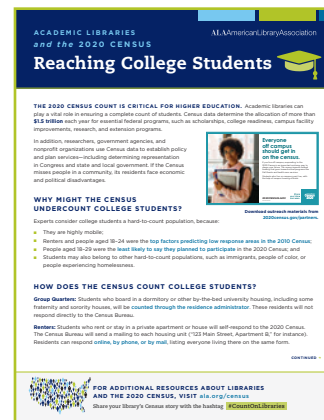
How Can My Library Increase Awareness of 2020 Census Hiring?<sup>93</sup>



Preparing My Library for the 2020 Census<sup>94</sup>



How Can Libraries Help Count All Kids in the 2020 Census?<sup>95</sup>



Academic Libraries and the 2020 Census: Reaching College Students<sup>96</sup>

## American Library Association

- + [ALA 2020 Census page](#)<sup>84</sup>, including tip sheets, recorded webinars, and downloadable graphics

## Georgetown Center on Poverty and Inequality (GCPI)

- + [GCPI census page](#)<sup>85</sup>
- + [Hard-to-Count Communities in the 2020 Census](#)<sup>86</sup>

## Other organizations

- + [Census Counts](#)<sup>87</sup>
- + [Count All Kids](#)<sup>88</sup>
- + [Census & Sensibility](#)<sup>89</sup> from the California Library Association
- + [Preparing for the First Digital Census](#)<sup>90</sup> from the Digital Equity Laboratory
- + [Counted In toolkit](#)<sup>91</sup> from the University of Maryland College of Information Studies
- + [Census 2020 Hard to Count Map](#)<sup>92</sup> from the City University of New York Mapping Service

*Note: Toggle Map Overlays to show public library locations*



**FOR ADDITIONAL RESOURCES ABOUT LIBRARIES AND THE 2020 CENSUS, VISIT [ala.org/census](https://ala.org/census)**

Share your library's Census story with the hashtag **#CountOnLibraries**

# Endnotes

1. [gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds](http://gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds)
2. [www.census.gov/library/visualizations/2019/comm/2020-everyone.html](http://www.census.gov/library/visualizations/2019/comm/2020-everyone.html)
3. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusAcademic.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusAcademic.pdf)
4. [www.georgetownpoverty.org/issues/democracy/census/2020-census-group-quarters-operation/](http://www.georgetownpoverty.org/issues/democracy/census/2020-census-group-quarters-operation/)
5. [www.georgetownpoverty.org/wp-content/uploads/2018/10/GCPI-ESOI-Counting-Rural-America-20181010.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/10/GCPI-ESOI-Counting-Rural-America-20181010.pdf)
6. [www.census.gov/newsroom/press-releases/2019/tea-viewer.html](http://www.census.gov/newsroom/press-releases/2019/tea-viewer.html)
7. [www.georgetownpoverty.org/wp-content/uploads/2018/09/GCPI-ESOI-Counting-People-Experiencing-Homelessness-20180904.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/09/GCPI-ESOI-Counting-People-Experiencing-Homelessness-20180904.pdf)
8. <https://funderscommittee.us8.list-manage.com/track/click?u=8dbe09e1d7a4c411edca0e5d8&id=69c6c7bd-8c&e=53ac83e9e5>
9. [www.washingtonpost.com/local/social-issues/federal-judge-in-maryland-blocks-trumps-administration-plan-to-add-citizenship-question-to-2020-census/2019/04/05/3db89fb0-57c7-11e9-9136-f8e636f1f6df\\_story.html?utm\\_term=.95cdaeb8e730](http://www.washingtonpost.com/local/social-issues/federal-judge-in-maryland-blocks-trumps-administration-plan-to-add-citizenship-question-to-2020-census/2019/04/05/3db89fb0-57c7-11e9-9136-f8e636f1f6df_story.html?utm_term=.95cdaeb8e730)
10. [www.thetaskforce.org/wp-content/uploads/2019/05/Guide-to-the-2020-Census-An-Introduction.pdf](http://www.thetaskforce.org/wp-content/uploads/2019/05/Guide-to-the-2020-Census-An-Introduction.pdf)
11. <https://www2.census.gov/programs-surveys/decennial/2020/technical-documentation/questionnaires-and-instructions/questionnaires/2020-informational-questionnaire.pdf>
12. [www.census.gov/library/video/2019/preview-2020-census-video-language-guide.html](http://www.census.gov/library/video/2019/preview-2020-census-video-language-guide.html)
13. <https://www.gao.gov/products/GAO-18-599>
14. Adapted from U.S. Government Accountability Office (GAO) Report, GAO-18-599, July 26, 2018. Available at [www.gao.gov/products/GAO-18-599](http://www.gao.gov/products/GAO-18-599).
15. <https://censusproject.files.wordpress.com/2019/11/cp-ohare-counting-young-kids-in-south-for-2020-census-11-7-2019.pdf>
16. [www.georgetownpoverty.org/wp-content/uploads/2018/06/Fact-Sheet-Undercount-of-Young-Children.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/06/Fact-Sheet-Undercount-of-Young-Children.pdf)
17. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusLibrariesYoungKids.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusLibrariesYoungKids.pdf)
18. Adapted from U.S. Government Accountability Office (GAO) Report, GAO-18-599, July 26, 2018. Available at <https://www.gao.gov/products/GAO-18-599>.
19. [www.georgetownpoverty.org/wp-content/uploads/2018/08/Low-Income-Families-HTC.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/08/Low-Income-Families-HTC.pdf)
20. [www.georgetownpoverty.org/wp-content/uploads/2018/08/People-Experiencing-Homelessness-HTC.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/08/People-Experiencing-Homelessness-HTC.pdf)
21. [www.georgetownpoverty.org/issues/democracy/census-2/latinos/](http://www.georgetownpoverty.org/issues/democracy/census-2/latinos/)
22. [www.georgetownpoverty.org/issues/democracy/census-2/asian-americans-and-native-hawaiians-and-pacific-islanders/](http://www.georgetownpoverty.org/issues/democracy/census-2/asian-americans-and-native-hawaiians-and-pacific-islanders/)
23. [www.georgetownpoverty.org/issues/democracy/census-2/african-americans/](http://www.georgetownpoverty.org/issues/democracy/census-2/african-americans/)
24. [www.georgetownpoverty.org/issues/democracy/census-2/aian/](http://www.georgetownpoverty.org/issues/democracy/census-2/aian/)
25. [www.georgetownpoverty.org/wp-content/uploads/2018/06/Fact-Sheet-MENA-HTC.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/06/Fact-Sheet-MENA-HTC.pdf)
26. [www.georgetownpoverty.org/wp-content/uploads/2018/08/Renters-HTC-1.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2018/08/Renters-HTC-1.pdf)
27. [www.georgetownpoverty.org/issues/democracy/young-children/](http://www.georgetownpoverty.org/issues/democracy/young-children/)
28. [www.georgetownpoverty.org/issues/democracy/census-2/hard-to-count/](http://www.georgetownpoverty.org/issues/democracy/census-2/hard-to-count/)
29. [www.censushardtcountmaps2020.us/](http://www.censushardtcountmaps2020.us/)
30. [www.census.gov/roam](http://www.census.gov/roam)
31. <https://2020census.gov/en/response-rates.html>
32. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
33. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
34. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
35. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
36. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
37. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
38. [www.census.gov/partners/2020.html](http://www.census.gov/partners/2020.html)
39. <https://www2.census.gov/programs-surveys/decennial/2020/program-management/planning-docs/2020-oper-plan4.pdf>
40. [www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Centers-and-Institutes/Center-for-Urban-Research/CUR-research-initiatives/Public-Libraries-and-the-2020-Census](http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Centers-and-Institutes/Center-for-Urban-Research/CUR-research-initiatives/Public-Libraries-and-the-2020-Census)
41. [2020census.gov/content/dam/2020census/materials/partners/2019-12/Half\\_Page\\_Handout\\_for\\_Libraries.pdf](http://2020census.gov/content/dam/2020census/materials/partners/2019-12/Half_Page_Handout_for_Libraries.pdf)
42. [www.census.gov/programs-surveys/decennial-census/2020-census/complete\\_count.html](http://www.census.gov/programs-surveys/decennial-census/2020-census/complete_count.html)
43. <https://2020census.gov/content/dam/2020census/materials/partners/2019-10/partners-self-response.pdf>
44. [www.ala.org/advocacy/privacy/checklists/public-access-computer](http://www.ala.org/advocacy/privacy/checklists/public-access-computer)

45. [https://drive.google.com/file/d/1IW1UAdJof\\_EIY2xVQ1atK93btz0omR-/view](https://drive.google.com/file/d/1IW1UAdJof_EIY2xVQ1atK93btz0omR-/view)
46. <https://2020census.gov/jobs>
47. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/tools/Census%20Tips%2002%20-%20Hiring%20-%20v4%20-%20WEB.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/tools/Census%20Tips%2002%20-%20Hiring%20-%20v4%20-%20WEB.pdf)
48. [www.census.gov/programs-surveys/surveyhelp/fraudulent-activity-and-scams.html](http://www.census.gov/programs-surveys/surveyhelp/fraudulent-activity-and-scams.html)
49. [www.census.gov/programs-surveys/surveyhelp/fraudulent-activity-and-scams.html](http://www.census.gov/programs-surveys/surveyhelp/fraudulent-activity-and-scams.html)
50. <https://2020census.gov/en/news-events/rumors.html>
51. <https://2020census.gov/en/avoiding-fraud.html>
52. <https://claleadership.org/wp-content/uploads/2019/09/Census-Sensability-Final.pdf>
53. <https://2020census.gov/en/partners.html>
54. [www.census.gov/programs-surveys/sis/2020census/2020-resources.html](http://www.census.gov/programs-surveys/sis/2020census/2020-resources.html)
55. [www.census.gov/programs-surveys/sis/resources/fun-facts.html](http://www.census.gov/programs-surveys/sis/resources/fun-facts.html)
56. [census.gov/programs-surveys/sis/resources/games.html](http://census.gov/programs-surveys/sis/resources/games.html)
57. [www.census.gov/programs-surveys/sis/2020census/2020-resources/ell-adult-esl.html](http://www.census.gov/programs-surveys/sis/2020census/2020-resources/ell-adult-esl.html)
58. [https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Poster\\_About\\_2020\\_Census\\_Benefits\\_Option\\_1.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Poster_About_2020_Census_Benefits_Option_1.pdf)
59. [https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2019\\_18.pdf](https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2019_18.pdf)
60. <https://2020census.gov/en/languages.html>
61. [www.census.gov/library/fact-sheets/2019/dec/guidelines-for-partners.html](http://www.census.gov/library/fact-sheets/2019/dec/guidelines-for-partners.html)
62. [www.georgetownpoverty.org/issues/counting-military-personnel/](http://www.georgetownpoverty.org/issues/counting-military-personnel/)
63. [www.census.gov/programs-surveys/surveyhelp/verify-a-survey.html#par\\_textimage\\_972786710](http://www.census.gov/programs-surveys/surveyhelp/verify-a-survey.html#par_textimage_972786710)
64. [www.census.gov/cgi-bin/main/email.cgi](http://www.census.gov/cgi-bin/main/email.cgi)
65. [www.census.gov/about/regions.html](http://www.census.gov/about/regions.html)
66. [2020census.gov/en/partners/outreach-materials.html](http://2020census.gov/en/partners/outreach-materials.html)
67. [www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources/language-guides.html](http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources/language-guides.html)
68. [www.georgetownpoverty.org/wp-content/uploads/2019/11/GCPI-ESOI-An-Accessible-2020-Census-201901127.pdf](http://www.georgetownpoverty.org/wp-content/uploads/2019/11/GCPI-ESOI-An-Accessible-2020-Census-201901127.pdf)
69. <https://s6624.pcdn.co/wp-content/uploads/2019/10/CCH-Census-Fact-Sheet.pdf>
70. [www.thetaskforce.org/wp-content/uploads/2019/05/Guide-to-the-2020-Census-An-Introduction.pdf](http://www.thetaskforce.org/wp-content/uploads/2019/05/Guide-to-the-2020-Census-An-Introduction.pdf)
71. [https://2020census.gov/content/dam/2020census/materials/partners/2019-11/Poster\\_Indicating\\_Response\\_Location.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-11/Poster_Indicating_Response_Location.pdf)
72. [https://2020census.gov/content/dam/2020census/materials/partners/2019-08/Poster\\_About\\_Confidentiality\\_Option1.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-08/Poster_About_Confidentiality_Option1.pdf)
73. [https://2020census.gov/content/dam/2020census/materials/partners/2019-07/Poster\\_About\\_Counting\\_Young\\_Children\\_Option2.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-07/Poster_About_Counting_Young_Children_Option2.pdf)
74. [https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Poster\\_for\\_Hispanic\\_Audiences\\_Spanish.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Poster_for_Hispanic_Audiences_Spanish.pdf)
75. [www.2020census.gov](http://www.2020census.gov)
76. <https://2020census.gov/content/dam/2020census/materials/partners/2019-12/2020-informational-invitation-letter.pdf>
77. <https://www2.census.gov/programs-surveys/decennial/2020/technical-documentation/questionnaires-and-instructions/questionnaires/2020-informational-questionnaire.pdf>
78. [www.census.gov/library/video/2019/preview-2020-census-video-language-guide.html](http://www.census.gov/library/video/2019/preview-2020-census-video-language-guide.html)
79. [www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources/language-guides.html](http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/language-resources/language-guides.html)
80. <https://2020census.gov/en/partners/outreach-materials.html>
81. [https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Half\\_Page\\_Handout\\_for\\_Libraries.pdf](https://2020census.gov/content/dam/2020census/materials/partners/2019-12/Half_Page_Handout_for_Libraries.pdf)
82. <https://2020census.gov/en/partners/psa-toolkit.html>
83. [www.census.gov/roam](http://www.census.gov/roam)
84. [www.ala.org/advocacy/govinfo/census](http://www.ala.org/advocacy/govinfo/census)
85. [www.georgetownpoverty.org/issues/democracy/census/](http://www.georgetownpoverty.org/issues/democracy/census/)
86. [www.georgetownpoverty.org/issues/democracy/census-2/hard-to-count/](http://www.georgetownpoverty.org/issues/democracy/census-2/hard-to-count/)
87. <https://censuscounts.org/>
88. <https://countallkids.org/>
89. <https://claleadership.org/wp-content/uploads/2019/09/Census-Sensability-Final.pdf>
90. [https://drive.google.com/file/d/1IW1UAdJof\\_EIY2xVQ1atK93btz0omR-/view](https://drive.google.com/file/d/1IW1UAdJof_EIY2xVQ1atK93btz0omR-/view)
91. [countedinlibraries.org](http://countedinlibraries.org)
92. [www.censushardtocountmaps2020.us/](http://www.censushardtocountmaps2020.us/)
93. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/tools/Census%20Tips%2002%20-%20Hiring%20-%20v4%20-%20WEB.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/tools/Census%20Tips%2002%20-%20Hiring%20-%20v4%20-%20WEB.pdf)
94. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/Sign-ons/Preparing%20Library-2020Census.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/Sign-ons/Preparing%20Library-2020Census.pdf)
95. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusLibrariesYoungKids.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusLibrariesYoungKids.pdf)
96. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusAcademic.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/CensusAcademic.pdf)
97. [www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/LT-Census-Counts.jpg](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/govinfo/LT-Census-Counts.jpg)



# Acknowledgments

Many individuals worked to draft, review, edit and design to make this document possible.

We are grateful for their many contributions, including:

- + Christopher Brown, Initiative Coordinator, GCPI
- + Cara Brumfield, Senior Policy Analyst, GCPI
- + Isabella Camacho-Craft, Communications and Policy Associate, GCPI
- + Indivar Dutta-Gupta, Co-Executive Director, GCPI
- + Jae June Lee, Policy Assistant, GCPI
- + Gavin Baker, Deputy Director of Public Policy and Government Relations, ALA Public Policy & Advocacy Office
- + Karen Brown, ACRL Consulting Services
- + Larra Clark, Deputy Director of the Public Library Association and the ALA Public Policy & Advocacy Office
- + Sara Kamal, Policy Associate, ALA Public Policy & Advocacy Office
- + Catherine Hartz, National Partnerships, U.S. Census Bureau
- + Terri Ann Lowenthal, Consultant on 2020 Census
- + Karen Sheets de Gracia, Graphic Designer



Libraries Transform graphic

SOURCE: ALA<sup>97</sup>

## ALA 2020 Census Library Outreach and Education Task Force members

- + Erin Ackerman, R. Barbara Gitenstein Library, The College of New Jersey
- + Tom Adamich, Visiting Librarian Service
- + Patricia Ball, Cobb County (GA) Public Library System
- + Heather Cousin, Thousand Oaks (CA) Library
- + Susan Hildreth, Aspen Institute Fellow
- + Nate Hill, Metropolitan New York Library Council
- + Martha Hutzal, Central Rappahannock (VA) Regional Library
- + Jeremy Johannesen, New York Library Association
- + Sarah Kosteletzky, College of University Libraries & Learning Sciences, University of New Mexico
- + Karen Mellor, Rhode Island Office of Library & Information Services
- + Janet O'Keefe, Flint (MI) Public Library
- + Michelle Perera, Pasadena (CA) Public Library
- + Ramiro Salazar, San Antonio (TX) Public Library
- + Jennie Stapp, Montana State Library
- + Tracy Strobel, Cuyahoga County (OH) Public Library, Task Force Chair
- + Cecilia Tovar, Santa Monica (CA) Public Library
- + Kelvin Watson, Broward County (FL) Libraries Division



**UPDATE PUBLISHED JANUARY 2020.**

© American Library Association. This work is licensed under a Creative Commons Attribution License, available at <http://creativecommons.org/licenses/by/3.0>. © ⓘ



**CENTER ON POVERTY and INEQUALITY**  
**GEORGETOWN LAW**

**ECONOMIC SECURITY and**  
**OPPORTUNITY INITIATIVE**

**AMERICAN LIBRARY ASSOCIATION**

50 E. Huron St., Chicago, IL 60611

[www.ala.org/census](http://www.ala.org/census)

## February 2020 Assistant Director Report

### Meetings

- Air Comfort – Jan 3
- Assa Abloy – Jan 3
- Physical Plant Com – Jan 9
- Willow Ridge Glass – Jan 14
- Lauterbach & Amen – Jan 14
- Board Meeting – Jan 15
- Eco-Clean – Jan 15 & 22
- Bear Landscape – Jan 16
- Metalmaster – Jan 16
- Staff Meeting – Jan 21
- Precision – Jan 23

### Event Team

Staff have been working to finalize activities for Harry Potter Day on Saturday, March 7<sup>th</sup>, from 1-3pm. New this year, we will feature a potion lab with experiments. Other activities include exotic animals, photo booth, crafts, spray on tattoos, snacks, and Harry Potter materials to check-out.

National Library Week is April 19 - 25. Activities include a family craft night, author visit from psychological suspense novelist, Mary Kubica, creative storytimes, and outreach activities with character, *Bruce the Bear*.

### Programs

The Library received a thank you card from the Northern Illinois Food Bank for partnering in summer lunch programming at the LLD. The Library was also listed in their annual report as a valued partner. We plan again to be part of the summer lunch program working with the West Suburban Community Pantry and the Northern Illinois Food Bank.

### FACILITY:

#### Roof inspection

Metalmaster Roofing inspected the LLD roof in November and suggested repairs to the storage unit on the west end of the Library. Metalmaster was able to repair the roof edge as it meets the gutters.

#### Air Handlers Replacement Project

Precision Controls updated and moved HVAC software to a new Windows 10 PC that controls the heating/cooling system and the outdoor lights for the Library. Precision will also check temperatures as part of the building automation system check.

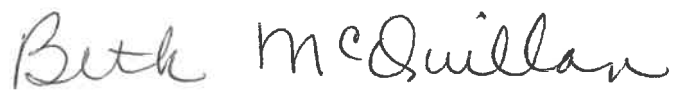
As the air handler project concludes, the LLD must now replace the duct sensitivity equipment per Village code. Johnson Controls has ordered components and plans installation at the end of February.

**Water Heater**

Staff have noticed several faucets expelling calcified debris in the west end of the building. Our Stephens plumbing representatives found that the west end water heater was the cause and was also due for replacement. Stephens has since measured the space and we've planned for replacement.

**Meetings**

On January 14th, Administrative Office Coordinator, Kilcran and I attended a workshop presented by our auditor Lauterbach & Amen regarding payroll. The workshop covered the new Federal forms with changes for 2020.

A handwritten signature in cursive script that reads "Beth McQuillan". The ink is dark and the handwriting is fluid.

Beth McQuillan

Assistant Director, LLD



---

# Lisle Library Events

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

## Kids

### **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!

- Igloo Engineering (Jan. 6) Team up with a friend to build the sturdiest igloo.
- Symmetry Science (Jan. 13) Let's find out what makes snowflakes so unique.
- There's Snow Place Like Home (Jan. 20) Bring cold weather inside and explore a winter storm.
- Friend or Froze? (Jan. 27) Today we'll discover how ice can be used in experiments.

### **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!

- Lego WeDo (Jan. 7) Learn a little engineering and build robots with Lego WeDo.
- DIY Moon Sand (Jan. 14) Use lunar logic and try different recipes for making moon sand!
- Food Engineering (Jan. 21) Use every day, common foods to solve crazy challenges!
- Snowball Cannons (Jan. 28) You read that right! Learn how to make a snowball cannon.

## Teens

### **Decorating Sugar Cookies**

**Thursday, January 9, 6:00-7:30pm, Meeting Room B**

Join Rachel Cuzzone, from the Culinary Arts Program at College of DuPage, as she demonstrates techniques for decorating sugar cookies. Then, use those skills to decorate your own wintery creations.

### **Smash Bros. Night!**

**Thursday, January 16, 6:30-8:00pm, Meeting Room A**



Join us for a fun night of delightful demolition with Super Smash Bros. Ultimate on the Nintendo Switch! Bring your A-game and beat your friends! Snacks will be served!

### **DIY Galaxy Tote Bag**

**Friday, January 24, 6:30-8:00pm Meeting Room B**

Create your very own painted galaxy tote bag! Perfect for carrying all your books or accompanying you on your intergalactic travels.

## Adults

### **Start the New Year with Meditation**

**Tuesday, January 7, 7:00-8:00pm Meeting Room A/B**

The New Year is a time to create a clean slate. Sara Gerliczki has been inspiring her audiences with simple meditation techniques, and now you can join her! Improve positivity and relaxation, and begin the New Year with a fresh start.

### **Lisle Library Writers Group**

**Friday, January 17, 6:30-8:30pm Meeting Room A**

This once-a-month group shares three pages of written work, be it creative fiction, non-fiction, poetry, or other formats, and gives helpful feedback. Writers can join anytime without any need to commit to the forum, the door is open to all writers of any format.



### **Taxes Are Everyone's Business**

**Thursday, January 23, 6:30-8:30pm Meeting Room A/B**

Doing your taxes can be a daunting process. New tax laws for the New Year can make it even more stressful. Join Judi Strauss to get some clarity for the new tax year.

### **Adult Board Game Night!**

**Friday, January 31, 6:00-8:30pm Meeting Room B**

Beat cabin fever with tabletop gaming! We will have an assortment of tabletop games such as Settlers of Catan, Dominion, Smashup, and Splendor, or bring your own game! We also have a small crafty while you wait your turn at the dice.

## 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 10:00am – Noon, Jan. 11 & 25.

The Library also hosts an English Conversation Group led by Literacy DuPage tutors. Some conversation skills are necessary to engage in lively conversation. Saturdays 10:00am – Noon. Jan 11 & 28.

