

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on February 13, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT
BOARD MEETING
February 13, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
 - a. Approve Minutes of the January 9, 2019 Board Meeting
 - b. Acknowledge Treasurer's Report, 01/31/19, Investment Activity Report, 01/31/19, Current Assets Report, 01/31/19, Revenue Report, 01/31/19, and Expense Report, 01/31/19
 - c. Authorize Payment of Bills, 02/13/19
4. Director's Report
Assign Trustees for "Review of Bills Next Month"
Vice President Hummel and Trustee Flint reviewed the January billings in February.
Treasurer Wang and Trustee Swistak will review the February billings in March.
5. Assistant Director's Report
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Unfinished Business
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, Fisher, Flint, Hummel, Sullivan, Swistak, Wang
11. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
January 9, 2019 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President (arrived 7:01 p.m.)

Thomas Hummel - Vice President

Longry Wang - Treasurer

Marjorie Bartelli - Secretary

Richard Flint - Trustee

Liz Sullivan - Trustee

Emily Swistak - Trustee

Also present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Ginger Boskelly - Finance Director

Chris Knight - Recording Secretary

Will Savage - Director of Youth Services

2. Opportunity for visitors to speak

One member of the public addressed the Board. She read aloud portions of LLD Policy 650 concerning meeting room capacity. She suggested that the Library was in fire code violation during a recent program. She referenced *United for Libraries* and read aloud portions of an ethics statement.

3. Consent Agenda

- a. Approve Minutes of the December 12, 2018 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/18, Investment Activity Report, 12/31/18, Current Assets Report, 12/31/18, Revenue Report, 12/31/18, and Expense Report, 12/31/18
- c. Authorize Payment of Bills, 01/09/19

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

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Sullivan reviewed the December billings in January.

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

Director Weinstein provided an update regarding the elevator. She mentioned that Assistant Director McQuillan would have more information in her report.

Director Weinstein reminded everyone that there is an election on April 2nd. Nine candidates have filed as of December 17th for the four trustee position openings. One candidate has withdrawn as of January 3rd. A lottery for the last position on the ballot was held on December 18th. The results of that lottery have been updated due to the withdrawal and are posted on the Library's website. There are hearings scheduled for two other candidates due to objections.

The Friends of the Library purchased 15 freestanding shelving units for the storage room. The objective of purchasing the shelving units is to aid storage organization and to eventually be able to accept public donations of materials again.

Discussion: Trustee Sullivan asked if the shelving units had wheels. Director Weinstein stated she was not sure.

Because of the Library's collaboration with Literacy DuPage, the Glen Ellyn-Wheaton Alumnae Club of Pi Beta Phi has donated \$400 to the Library.

Director Weinstein presented statistics regarding the Library's website use from last quarter -- October 2018 through December 2018.

Discussion: Trustee Sullivan asked how the stats were collected. Director Weinstein said that Google Analytics was used. Trustee Sullivan also asked how Google Analytics knew what kind of device someone used to visit the site. Recording Secretary Knight suggested that it was probably based on the operating system the devices use.

Director Weinstein gave an update on the mobile app project.

Discussion: Treasurer Wang commented that the statistics report was great and provided insight for streamlining the website. Trustee Sullivan asked how often the Board should review this type of data. Director Weinstein stated that highlighting statistics via the Director's report was new and that she was still working out how to best provide highlighted data throughout the year. Trustee Sullivan suggested seeing database statistics. Director Weinstein mentioned that they were highlighted last year at this time and perhaps another is due at the end of the fiscal year.

5. Assistant Director's Report

Assistant Director McQuillan commented that staff had active shooter training at their December staff meeting, presented by Officer Dan Taylor of the Lisle Police Department.

She gave updates on facility projects from the past month including the elevator project.

Discussion: Trustee Sullivan asked if the Trustees should also have active shooter training. President Fisher recalled watching a video on active shooter training the previous year. Assistant Director McQuillan stated that a reputable video is referenced in her report and that it can be found online. Trustee Sullivan asked if staff would update the Board on projects. Vice President Hummel stated that the Physical Plant Committee would be discussing a number of upcoming projects at the next meeting.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang stated that the next meeting was scheduled for February 4th at 7 pm.
- b. Personnel/Policy - The Committee did not meet. Committee members agreed upon a meeting date of February 19th at 7 pm.

- c. Physical Plant - The Committee did not meet. Vice President Hummel stated that the next meeting was scheduled for January 16th at 7 pm.

7. Unfinished Business - None

8. New Business

- a. Appoint Committee to prepare 19/20 Working Budget

President Fisher announced that the Committee will include all Board members, a Committee of the Whole. Director Weinstein presented possible meeting dates. The Board agreed to meet at 6:00 pm, on the regular Board meeting dates of March 13th and April 10th.

9. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated she was disappointed that the Board has not yet addressed the waiving of fines and fees for Trustees. Vice President Hummel thanked staff for their hard work during the past few weeks. He also congratulated President Fisher who was appointed State Senator for a day. President Fisher thanked the Youth Services Director and staff for their work in helping the local school districts. Secretary Bartelli commented that the candidate petition process was interesting and thanked Director Weinstein, Assistant Director McQuillan, and Recording Secretary Knight for being good deputy secretaries. Secretary Bartelli also mentioned that she read each quarterly report from the Department Directors. Trustee Flint referred to past public comments regarding patron accessibility and public transportation to the Library. Trustee Flint also stated that the Library has limited space for meeting and events.

10. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 7:47 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 13, 2019.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees

Treasurer's Report as of January 31, 2019

Fund Name	Cash Balance 12/31/18	Cash Receipts this month	Cash Disbursed this month	Cash Balance 01/31/19	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	6,740,123.42	55,617.94	321,103.47	6,474,637.89	61.21%	87.32%
Building Maintenance	72,637.22	65.42	20,171.93	52,530.71	0.50%	0.71%
IMRF	336,901.44	413.14	11,107.90	326,206.68	3.08%	4.40%
FICA	160,462.93	161.99	13,234.91	147,390.01	1.39%	1.99%
Working Cash	413,755.17	372.33	0.00	414,127.50	3.92%	5.59%
Subtotals	7,723,880.18	56,630.82	365,618.21	7,414,892.79	70.10%	100.00%
Special Reserve	3,132,822.04	29,898.90	343.85	3,162,377.09	29.90%	0.00%
	10,856,702.22	86,529.72	365,962.06	10,577,269.88	100.00%	100.00%

Treasurer

Date

1/31/2019

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02	1,447.03	1,660.23	1,600.34	1,736.16	1,833.05						11,259.99
Ehlers	1.46	10.70	1.47	1.04	0.86	1.43	1.81						18.77
Ehlers-Inv interest	1,204.39	6,782.39	5,597.35	4,977.99	9,606.48	4,075.19	840.83						33,084.62
MB Financial	5,010.51	4,791.21	6,050.57	6,224.69	5,702.43	5,484.31	4,950.38						38,214.10
Lisle	66.84	69.09	69.12	66.91	66.93	69.18	69.21						477.28
Lisle CD 2635	337.46	459.22	445.33	461.12	447.17	463.03	464.00						3,077.33
Lisle CD 2669	256.60	256.90	248.89	257.48	249.45	258.06	393.78						1,921.16
IL Funds	2,184.69	2,221.51	2,221.08	2,465.39	2,459.02	2,659.62	2,777.26						16,988.57
US Bank-9853	30.82	31.85	31.86	508.03	524.98	508.03	524.99						2,160.56
US Bank-9370	2.50	2.65	2.74	2.71	2.84	2.80	2.95						19.19
TOTALS	10,581.43	16,122.54	16,115.44	16,625.59	20,660.50	15,257.81	11,858.26	0.00	0.00	0.00	0.00	0.00	107,221.57

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

Lisle Library District
Revenues through January 31, 2019 (58% of FY 18-19)
Special Reserve Only

	Current Month Jan, 2019	YTD July - Jan 2018-2019	YTD Jul - Jan 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
REVENUES					
INTEREST/DONATIONS					
70-02-4481-00 Interest Eamed - Special Reserve	\$4,898.90	\$32,246.80	\$9,365.22	\$13,000.00	248.05 %
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	\$29,898.90	\$207,246.80	\$184,365.22	\$313,000.00	66.21 %
TOTAL REVENUES	\$29,898.90	\$207,246.80	\$184,365.22	\$313,000.00	66.21 %

Lisle Library District

Revenues through January 31, 2019 (58% of FY 18-19)

No Special Reserve reflected

	Current Month Jan, 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$37,388.40	\$3,945,848.92	\$4,337,014.68	\$3,914,484.64	100.80 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$154,159.43	\$136,387.24	\$152,136.05	101.33 %
40-01-4414-00 Tax Levy - IMRF	\$0.00	\$154,360.97	\$219,747.81	\$156,965.76	98.34 %
45-01-4415-00 Tax Levy - FICA	\$0.00	\$136,293.15	\$174,061.74	\$136,439.47	99.89 %
TOTAL TAX LEVY	\$37,388.40	\$4,390,662.47	\$4,867,211.47	\$4,360,025.92	100.70 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$2,065.96	\$1,227.72	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$38.50	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$97.82	\$62.56	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$74.66	\$49.27	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$2,298.99	\$1,378.05	\$40,000.00	5.75 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$1,900.95	\$7,607.61	\$7,278.29	\$11,000.00	69.16 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$109.71	\$439.05	\$420.05	\$600.00	73.18 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$17.24	\$68.98	\$66.00	\$100.00	68.98 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,027.90	\$8,115.64	\$7,764.34	\$11,700.00	69.36 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$6,073.43	\$65,432.79	\$222.13	\$35,000.00	186.95 %
30-02-4474-00 Interest Earned - .02 B/M	\$65.42	\$782.15	\$884.46	\$1,500.00	52.14 %
40-02-4475-00 Interest Earned - IMRF	\$303.43	\$3,312.32	\$2,459.12	\$4,000.00	82.81 %
45-02-4476-00 Interest Earned - FICA	\$144.75	\$1,659.38	\$1,395.43	\$2,300.00	72.15 %
80-02-4482-00 Interest Earned - Working Cash	\$372.33	\$3,788.13	\$2,348.17	\$4,000.00	94.70 %
TOTAL INTEREST INCOME	\$6,959.36	\$74,974.77	\$7,309.31	\$46,800.00	160.20 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %

Lisle Library District
Revenues through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan, 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL COUNTY INTEREST	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$8,027.59	\$23,084.13	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$8,027.59	\$23,084.13	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$150.87	\$1,719.03	\$2,008.93	\$3,500.00	49.12 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$2,853.55	\$22,903.28	\$26,953.88	\$40,000.00	57.26 %
TOTAL DESK INCOME	\$3,004.42	\$24,622.31	\$28,962.81	\$44,000.00	55.96 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$400.00	\$400.00	\$32.00	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$56.95	\$90.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$478.94	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$122.05	\$677.13	\$600.03	\$1,200.00	56.43 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	(\$1,298.90)	\$1,409.10	\$3,529.87	\$1,000.00	140.91 %
TOTAL UNRESTRICTED INCOME	(\$776.85)	\$38,652.12	\$4,251.90	\$2,200.00	1,756.91 %
TOTAL REVENUES	\$56,630.82	\$4,563,952.87	\$4,916,877.88	\$4,504,725.92	101.31 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
Special Reserve Only

	Cur Mth Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00	\$343.85	\$4,108.84	\$0.00	\$200,000.00	2.05 %
70-65-5674-00	\$0.00	\$0.00	\$26,647.44	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$343.85	\$4,108.84	\$26,647.44	\$280,000.00	1.47 %
TOTAL SPECIAL RESERVE EXPENSES	\$343.85	\$4,108.84	\$26,647.44	\$280,000.00	1.47 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$42,905.13	\$274,264.06	\$262,565.98	\$524,814.38	52.26 %
10-10-5603-20	\$45,162.33	\$294,982.82	\$284,453.83	\$549,285.24	53.70 %
10-10-5603-30	\$27,853.41	\$181,990.86	\$173,663.23	\$346,183.57	52.57 %
10-10-5603-50	\$22,284.82	\$151,926.81	\$144,544.72	\$272,021.81	55.85 %
10-10-5603-60	\$40,100.60	\$261,801.76	\$252,266.59	\$513,846.15	50.95 %
10-10-5613-10	\$0.00	\$0.00	\$3,447.15	\$0.00	0.00 %
10-10-5613-20	\$0.00	\$0.00	\$13,608.51	\$0.00	0.00 %
10-10-5613-30	\$0.00	\$0.00	\$8,785.76	\$0.00	0.00 %
10-10-5613-60	\$0.00	\$0.00	\$17,702.24	\$0.00	0.00 %
Total Salaries	\$178,306.29	\$1,164,966.31	\$1,161,038.01	\$2,206,151.15	52.81 %
Health and Dental Ins.					
10-10-5621-10	\$4,580.96	\$31,830.70	\$32,580.29	\$59,000.00	53.95 %
10-10-5621-20	\$7,726.80	\$53,602.08	\$52,240.07	\$111,000.00	48.29 %
10-10-5621-30	\$3,667.45	\$25,293.23	\$25,475.30	\$48,000.00	52.69 %
10-10-5621-50	\$2,920.72	\$21,341.66	\$20,865.29	\$42,000.00	50.81 %
10-10-5621-60	\$4,551.55	\$31,736.47	\$32,003.30	\$60,000.00	52.89 %
10-10-5622-10	\$338.03	\$2,301.36	\$2,346.03	\$4,000.00	57.53 %
10-10-5622-20	\$549.19	\$4,084.42	\$4,705.66	\$6,500.00	62.84 %
10-10-5622-30	\$193.83	\$919.59	\$1,459.72	\$2,500.00	36.78 %
10-10-5622-50	\$297.70	\$1,997.24	\$1,869.29	\$4,000.00	49.93 %
10-10-5622-60	\$275.95	\$2,303.76	\$2,666.11	\$3,000.00	76.79 %
Total Health & Dental Ins.	\$25,102.18	\$175,410.51	\$176,211.06	\$340,000.00	51.59 %
Other Staff Benefits					
10-10-5646-00	(\$102.08)	\$104.87	\$461.42	\$4,000.00	2.62 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits	(\$102.08)	\$104.87	\$461.42	\$4,870.00	2.15 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,203.61	\$20,415.61	\$19,400.03	\$40,130.56	50.87 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,234.21	\$21,041.47	\$21,789.95	\$42,020.00	50.07 %
45-10-5625-30 FICA Expense - Youth Services	\$2,117.53	\$13,811.22	\$13,928.54	\$26,500.00	52.12 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,685.09	\$11,240.29	\$10,567.66	\$20,810.00	54.01 %
45-10-5625-60 FICA Expense - Circulation	\$2,994.47	\$19,512.29	\$20,101.32	\$39,310.00	49.64 %
Total FICA Expenses	\$13,234.91	\$86,020.88	\$85,787.50	\$168,770.56	50.97 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$2,704.70	\$22,091.83	\$24,150.42	\$43,000.00	51.38 %
40-10-5628-20 IMRF Expense - Adult Servs	\$3,025.89	\$26,049.47	\$29,606.28	\$45,000.00	57.89 %
40-10-5628-30 IMRF Expense - Youth Services	\$1,866.19	\$14,317.03	\$15,992.26	\$28,000.00	51.13 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,493.09	\$13,623.04	\$13,827.43	\$22,000.00	61.92 %
40-10-5628-60 IMRF Expense - Circulation	\$2,018.03	\$15,807.61	\$18,528.78	\$42,000.00	37.64 %
Total IMRF Expenses	\$11,107.90	\$91,888.98	\$102,105.17	\$180,000.00	51.05 %
TOTAL EMPLOYEE COSTS	\$227,649.20	\$1,518,391.55	\$1,525,603.16	\$2,899,791.71	52.36 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,250.00	\$2,700.00	\$5,400.00	41.67 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$754.27	\$4,335.74	\$3,654.54	\$8,000.00	54.20 %
10-20-5653-00 Utilities - Gas	\$1,439.06	\$1,689.46	\$2,136.46	\$7,000.00	24.14 %
10-20-5654-00 Utilities - Sewer & Water	\$315.09	\$1,620.08	\$1,375.66	\$2,750.00	58.91 %
10-20-5655-00 Utilities - Electric	\$0.00	\$21,576.05	\$24,989.27	\$50,000.00	43.15 %
10-20-5656-00 Verizon	\$50.08	\$351.00	\$300.48	\$1,500.00	23.40 %
Total Utilities	\$3,008.50	\$33,632.33	\$36,966.41	\$76,460.00	43.99 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$2,400.00	\$2,400.00	\$5,000.00	48.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$1,074.83	\$16,979.69	\$16,205.95	\$36,750.00	46.20 %

Lisle Library District
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 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00	\$1,750.00	\$12,767.50	\$9,836.90	\$34,500.00	37.01 %
10-20-5663-00	\$11.58	\$3,851.71	\$4,585.82	\$9,000.00	42.80 %
10-20-5664-00	\$2,289.29	\$9,235.50	\$10,981.94	\$18,700.00	49.39 %
10-20-5665-00	\$179.09	\$1,505.32	\$1,253.63	\$2,500.00	60.21 %
Total Maintenance and Repairs	\$5,304.79	\$46,739.72	\$45,264.24	\$106,450.00	43.91 %
TOTAL BUILDING COSTS	\$8,313.29	\$80,372.05	\$82,230.65	\$182,910.00	43.94 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$35.19	\$2,317.24	\$2,178.30	\$4,000.00	57.93 %
10-25-5710-10	\$0.00	\$6,510.00	\$8,736.17	\$20,000.00	32.55 %
10-25-5711-00	\$1,125.47	\$5,522.04	\$4,792.89	\$8,500.00	64.97 %
10-25-5712-00	\$0.00	\$69.00	\$620.19	\$1,000.00	6.90 %
Total Postage and Printing	\$1,160.66	\$14,418.28	\$16,327.55	\$33,500.00	43.04 %
Supplies					
10-25-5713-00	\$581.96	\$3,000.38	\$2,285.93	\$5,000.00	60.01 %
10-25-5714-00	\$322.91	\$3,864.91	\$2,356.07	\$9,500.00	40.68 %
10-25-5715-00	\$0.00	\$589.80	\$589.80	\$2,000.00	29.49 %
10-25-5716-00	\$729.65	\$3,873.44	\$2,588.85	\$6,500.00	59.59 %
10-25-5717-00	\$3,809.63	\$13,137.51	\$9,405.64	\$25,000.00	52.55 %
10-25-5718-00	(\$14.00)	\$6,269.28	\$6,680.01	\$14,500.00	43.24 %
Total Supplies	\$5,430.15	\$30,735.32	\$23,906.30	\$62,500.00	49.18 %
Other Operating Costs					
10-25-5719-00	\$28.75	\$732.46	\$746.35	\$1,200.00	61.04 %
10-25-5722-15	\$50.00	\$50.00	\$0.00	\$150.00	33.33 %
10-25-5723-00	\$0.00	\$258.78	\$0.00	\$250.00	103.51 %
10-25-5723-15	\$233.17	\$1,796.67	\$1,100.65	\$1,750.00	102.67 %
10-25-5724-15	\$43.72	\$254.29	\$262.32	\$500.00	50.86 %
Total Other Operating Costs	\$555.64	\$3,092.20	\$2,109.32	\$3,850.00	80.32 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$6,946.45	\$48,245.80	\$42,343.17	\$99,850.00	48.32 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$2,400.00	\$2,300.00	104.35 %
10-30-5751-00 Property Damage (All-Peril)	\$21,450.00	\$29,868.70	\$25,820.36	\$23,000.00	129.86 %
10-30-5754-00 5754 Workers Comp Insurance	\$5,881.00	\$8,836.00	\$8,555.00	\$6,400.00	138.06 %
TOTAL INSURANCE	\$27,331.00	\$41,104.70	\$36,775.36	\$31,700.00	129.67 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$588.00	\$2,103.00	\$1,260.00	\$20,000.00	10.52 %
10-35-5761-00 Collection Agency	\$26.85	\$268.50	\$295.35	\$700.00	38.36 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$2,040.00	\$1,073.00	\$3,500.00	58.29 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$0.00	\$8,579.87	\$20,306.81	\$30,000.00	28.60 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$2,681.60	\$0.00	\$4,500.00	59.59 %
10-35-5765-10 Investment Agency Consultants	\$0.00	\$2,852.21	\$3,418.06	\$7,000.00	40.75 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$7,574.04	\$9,818.12	\$7,574.00	100.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,500.00	\$8,250.00	\$8,500.00	100.00 %
10-35-5771-00 Payroll Service	\$488.14	\$3,510.73	\$3,628.79	\$7,700.00	45.59 %
TOTAL CONTRACTUAL SERVICES	\$1,102.99	\$38,109.95	\$48,050.13	\$89,474.00	42.59 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$300.00	\$2,656.00	\$3,851.00	\$5,100.00	52.08 %
10-40-5784-00 Meetings - Staff	\$67.83	\$651.72	\$858.29	\$2,000.00	32.59 %
10-40-5785-00 Conferences - Staff	\$139.30	\$5,748.20	(\$3,100.04)	\$15,000.00	38.32 %
10-40-5786-00 Employee/Volunteer Recognition	\$86.97	\$155.87	\$402.77	\$2,000.00	7.79 %
10-40-5787-00 In-Service	\$0.00	\$2,917.34	\$1,777.41	\$3,000.00	97.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$1,480.32	\$366.00	\$1,500.00	98.69 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$75.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$300.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$30.00	\$1,000.00	0.00 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$500.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$594.10	\$13,859.45	\$5,060.43	\$32,125.00	43.14 %
TOTAL PERSONNEL DEVELOPMENT	\$594.10	\$13,859.45	\$5,060.43	\$32,125.00	43.14 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$48,622.70	\$46,099.07	\$50,000.00	97.25 %
Total Major Equipment	\$0.00	\$48,622.70	\$46,099.07	\$50,000.00	97.25 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$588.83	\$472.80	\$700.00	84.12 %
10-48-5823-20 Minor Equip - Adult Services	\$99.78	\$218.75	\$224.53	\$700.00	31.25 %
10-48-5823-30 Minor Equip - Youth	\$114.22	\$549.81	\$178.18	\$700.00	78.54 %
10-48-5823-50 Minor Equip - Tech Services	\$91.98	\$261.93	\$292.61	\$700.00	37.42 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$76.84	\$700.00	0.00 %
Total Minor Equipment	\$305.98	\$1,619.32	\$1,244.96	\$3,500.00	46.27 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$360.00	\$0.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$2,645.73	\$7,992.40	\$6,910.40	\$19,000.00	42.07 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$251.57	\$254.15	\$734.33	\$1,000.00	25.42 %
Total Equip Maint/Repairs & Rentals	\$2,897.30	\$8,606.55	\$7,644.73	\$20,720.00	41.54 %
TOTAL EQUIPMENT COSTS	\$3,203.28	\$58,848.57	\$54,988.76	\$74,220.00	79.29 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$3,544.77	\$5,465.12	\$9,000.00	39.39 %
10-50-5863-30 Books - Youth Serv	\$2,499.97	\$24,852.95	\$30,680.00	\$53,000.00	46.89 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$78.00	\$200.00	50.00 %
10-50-5864-10 Books - Non Fiction	\$16,470.02	\$63,185.34	\$37,359.70	\$82,000.00	77.06 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5865-10 Books - Adult Fiction	\$5,301.89	\$39,175.97	\$33,730.49	\$68,500.00	57.19 %
10-50-5867-20 Ref Books - Adult Serv	\$198.70	\$8,127.15	\$8,014.92	\$22,000.00	36.94 %
Total Books	\$24,470.58	\$138,986.18	\$115,328.23	\$234,700.00	59.22 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$114,494.75	\$94,087.62	\$126,500.00	90.51 %
10-50-5872-10 Dbases - Professional	\$184.50	\$4,108.05	\$9,507.35	\$10,000.00	41.08 %
10-50-5873-30 Dbases - Youth Serv	\$7,386.00	\$10,504.00	\$5,073.70	\$12,700.00	82.71 %
Total Databases	\$7,570.50	\$129,106.80	\$108,668.67	\$149,200.00	86.53 %
Audio- Visual Materials					
10-50-5890-30 A-V Mats - Youth Serv	\$2,797.46	\$6,661.64	\$6,141.16	\$18,000.00	37.01 %
10-50-5895-40 A-V Mats - Adult Serv	\$8,371.99	\$63,477.94	\$44,896.07	\$102,000.00	62.23 %
Total Audio-Visual Materials	\$11,169.45	\$70,139.58	\$51,037.23	\$120,000.00	58.45 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$168.42	\$37,459.84	\$33,957.81	\$42,000.00	89.19 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$327.40	\$683.39	\$800.00	40.93 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$2,385.93	\$3,967.46	\$4,000.00	59.65 %
10-50-5871-20 Document Delivery	\$12.00	\$21,257.98	\$20,721.79	\$22,000.00	96.63 %
Total Periodicals/Doc Delivery	\$180.42	\$61,431.15	\$59,330.45	\$68,800.00	89.29 %
TOTAL LIBRARY MEDIA	\$43,390.95	\$399,663.71	\$334,364.58	\$572,700.00	69.79 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,070.34	\$8,796.61	\$9,662.81	\$16,000.00	54.98 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$361.27	\$5,114.96	\$3,698.60	\$11,000.00	46.50 %
10-60-5931-40 Online Marketing	\$12.01	\$1,483.22	\$1,108.98	\$1,800.00	82.40 %
10-60-5931-50 Community Relations	\$0.00	\$3,604.03	\$2,948.32	\$6,500.00	55.45 %
Total Programs	\$1,443.62	\$18,998.82	\$17,418.71	\$35,300.00	53.82 %

Lisle Library District
Expenses through January 31, 2019 (58% of FY 18-19)
 No Special Reserve reflected

	Current Month Jan 2019	YTD July - Jan 2018-2019	YTD July - Jan 2017-2019	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$50.00	\$1,895.79	\$148.57	\$2,000.00	94.79 %
10-60-5940-30 Reader Services - Youth Serv. D	\$371.60	\$3,061.05	\$769.53	\$5,000.00	61.22 %
Total Readers Service's	\$421.60	\$4,956.84	\$918.10	\$7,000.00	70.81 %
TOTAL PROGRAMS AND READER'S SERVICES	\$1,865.22	\$23,955.66	\$18,336.81	\$42,300.00	56.63 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$49.80	\$550.74	\$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	\$0,000.00	\$200,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,049.80	\$225,550.74	\$375,000.00	\$350,000.00	64.44 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$1,193.29	\$12,027.58	\$1,985.70	\$60,000.00	20.05 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$998.64	\$21,838.42	\$9,087.52	\$30,000.00	72.79 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$17,980.00	\$68,020.00	\$21,767.50	\$65,000.00	104.65 %
Total .02 BLDG/MAINT EXPENSES	\$20,171.93	\$101,886.00	\$32,840.72	\$155,000.00	65.73 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$500.00	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$500.00	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$365,618.21	\$2,549,988.18	\$2,556,093.77	\$4,555,070.71	55.98 %

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Adult Reading Round Table/ARRT Adult Reading Round Table/ARRT	2/13/2019 2019Membership	AS Memberships Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
Totals for Adult Reading Round Table/ARRT:						\$150.00
Anderson Pest Solutions Anderson Pest Solutions	2/13/2019 5032642	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
Totals for Anderson Pest Solutions:						\$145.23
ASSA ABLOY Entrance Systems US Inc. ASSA ABLOY Entrance Systems US Inc.	2/13/2019 SEI/01235772	Door Decals Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$24.97
Totals for ASSA ABLOY Entrance Systems US Inc.:						\$24.97
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	2/13/2019 013119	YS Continuations Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$24.90
Totals for Baker & Taylor (C4053863):						\$24.90
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	2/13/2019 013119	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$907.12 \$114.40
Totals for Baker & Taylor (L4171582):						\$1,021.52
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	2/13/2019 013119	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$2,487.18
Totals for Baker & Taylor (C5223353):						\$2,487.18
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	2/13/2019 013119	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$1,044.78
Totals for Baker & Taylor (C5223433):						\$1,044.78
Baker & Taylor (L0334152) Baker & Taylor (L0334152)						

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L0334152)	2/13/2019 013119	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$5,495.80 \$221.76
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	2/13/2019 013119	Unprocessed Invoice	Paid	10-50-5864-10	<i>Totals for Baker & Taylor (L0334152):</i>	<u>\$5,717.56</u> \$38.72
Baker & Taylor (L4171782) Baker & Taylor (L4171782)	2/13/2019 013119	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L3965522):</i> Books - Youth Serv Processing Supplies	<u>\$38.72</u> \$174.20 \$2.30
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	2/13/2019 013119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L4171782):</i>	<u>\$176.50</u> \$774.67 \$18.05
Baker & Taylor (L5202982) Baker & Taylor (L5202982)	2/13/2019 013119	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	<i>Totals for Baker & Taylor (L4342812):</i> Books - Adult Fiction Processing Supplies	<u>\$792.72</u> \$208.80 \$50.60
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	2/13/2019 013119	Books- YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L5202982):</i>	<u>\$259.40</u> \$2,144.74 \$103.40
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	2/13/2019 013119	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	<i>Totals for Baker & Taylor (L5425632):</i> Books - Adult Fiction Processing Supplies	<u>\$2,248.14</u> \$5,957.55 \$229.45
Brodart Co. Brodart Co.	2/13/2019 519671	Pen/Pencil Holders Invoice	Paid	10-48-5823-20	<i>Totals for Baker & Taylor (L5543202):</i> Minor Equip - Adult Services	<u>\$6,187.00</u> \$105.35

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Case Lots, Inc. Case Lots, Inc.	2/13/2019 007005	Misc. Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$387.80
<i>Totals for Brodart Co.:</i>						<u>\$105.35</u>
Chicago Metropolitan Fire Prevention Chicago Metropolitan Fire Prevention	2/13/2019 IN00201383	Sprinkler Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$442.50
	2/13/2019 IN00203433	Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
	2/13/2019 IN00204762	Back Flow Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$910.16
<i>Totals for Case Lots, Inc.:</i>						<u>\$387.80</u>
Colley Elevator Colley Elevator	2/13/2019 180692	1/3 Proposal Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$17,980.00
<i>Totals for Chicago Metropolitan Fire Prevention:</i>						<u>\$1,513.16</u>
Compact Disc Source Compact Disc Source	2/13/2019 76321	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$286.49
	2/13/2019 76320	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$113.55
	2/13/2019 76402	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$216.90
	2/13/2019 76401	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$81.40
<i>Totals for Colley Elevator:</i>						<u>\$17,980.00</u>
<i>Totals for Compact Disc Source:</i>						<u>\$698.34</u>

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Complete Cleaning Company	2/13/2019 C08806	February Janitorial Services Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
Concept Wireless Communications, Inc.						
Concept Wireless Communications, Inc.	2/13/2019 162323	Walkie Talkies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$518.00
<i>Totals for Complete Cleaning Company:</i>						<u>\$2,303.00</u>
Demco, Inc.						
Demco, Inc.	2/13/2019 Order #90280385	Bookmarks Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$128.82
<i>Totals for Concept Wireless Communications, Inc.:</i>						<u>\$518.00</u>
Direct Energy Business						
Direct Energy Business	2/13/2019 183650036987383	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$4,558.34
<i>Totals for Demco, Inc.:</i>						<u>\$128.82</u>
EnvisionWare, INC.						
EnvisionWare, INC.	2/13/2019 INV-US-40160	Payware - PCI Compliance Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
<i>Totals for Direct Energy Business:</i>						<u>\$4,558.34</u>
John Ferrari						
John Ferrari	2/13/2019 012919	Imagination Inc. Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$56.98
<i>Totals for EnvisionWare, INC.:</i>						<u>\$167.00</u>
Findaway World						
Findaway World	2/13/2019 Order 546893062	Playaway Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$1,419.59
<i>Totals for John Ferrari:</i>						<u>\$56.98</u>
Pam Freer						
Pam Freer	2/13/2019 020419	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$20.36
<i>Totals for Findaway World:</i>						<u>\$1,419.59</u>

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Garvey's Office Products Garvey's Office Products	2/13/2019 PINV1662005	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$59.85
	2/13/2019 PINV1608382	Calendars, Labels, Markers Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$172.87
	2/13/2019 PINV1662802	Reference Binders Invoice	Paid	10-25-5713-00	Office Supplies	\$17.42
	2/13/2019 PINV1660349	Reference Binders Invoice	Paid	10-25-5713-00	Office Supplies	\$165.10
	2/13/2019 PINV1657606	Display Signage Invoice	Paid	10-25-5713-00	Office Supplies	\$10.89
	2/13/2019 PINV1657600	Paper Invoice	Paid	10-25-5713-00	Office Supplies	\$36.45
	2/13/2019 PINV1673671	Pens Invoice	Paid	10-25-5713-00	Office Supplies	\$11.77
					Totals for Garvey's Office Products:	\$474.35
Hagg Press Hagg Press	2/13/2019 107405	Feb/March Newsletter Invoice	Paid	10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,170.00
					Totals for Hagg Press:	\$2,170.00
Home Depot Credit Service Home Depot Credit Service	2/13/2019 7050290	Tactile Learning Station Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$56.80
					Totals for Home Depot Credit Service:	\$56.80
IL Office of the State Fire Marshall IL Office of the State Fire Marshall	2/13/2019 9607652	Boiler Inspection Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$70.00
					Totals for IL Office of the State Fire Marshall:	\$70.00

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Illinois Library Association Illinois Library Association	2/13/2019 158113	Membership - McMahon Invoice	Paid	10-40-5783-00	Dues - Staff	\$75.00
	2/13/2019 157963	Membership - Baxter Invoice	Paid	10-40-5783-00	Dues - Staff	\$40.00
	2/13/2019 158078	Membership - Demas Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
	2/13/2019 158197	Membership - Spicher Invoice	Paid	10-40-5783-00	Dues - Staff	\$75.00
	2/13/2019 158198	Membership - Freer Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00
	2/13/2019 158221	Membership - Flint Invoice	Paid	10-45-5786-70	Dues - Trustee	\$75.00
	2/13/2019 158076	Membership - Fisher Invoice	Paid	10-45-5786-70	Dues - Trustee	\$75.00
	2/13/2019 158144	Membership - Wang Invoice	Paid	10-45-5786-70	Dues - Trustee	\$75.00
	<i>Totals for Illinois Library Association:</i>					
Impact Networking, LLC Impact Networking, LLC	2/13/2019 1335785	Paper Invoice	Paid	10-25-5715-00	Copier Supplies	\$294.90
	<i>Totals for Impact Networking, LLC:</i>					
Johnson Controls Security Solutions Johnson Controls Security Solutions	2/13/2019 41239619	Fire Safety - Elevator and Fir Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$19,557.00
	<i>Totals for Johnson Controls Security Solutions:</i>					
Jackie Kilcran Jackie Kilcran	2/13/2019 020119	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$35.38

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Chris Knight Chris Knight	2/13/2019 020119	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$35.38
<i>Totals for Jackie Kilcran: \$35.38</i>						
Konica Minolta Premier Finance Konica Minolta Premier Finance	2/13/2019 377086202	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$25.29
<i>Totals for Chris Knight: \$25.29</i>						
Colin Langenderfer Colin Langenderfer	2/13/2019 030919	Program: Harry Potter Day Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$400.00
<i>Totals for Konica Minolta Premier Finance: \$211.10</i>						
Library Ideas LLC Library Ideas LLC	2/13/2019 67360	VOX Books (Spanish) Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$184.75
<i>Totals for Colin Langenderfer: \$400.00</i>						
	2/13/2019 67359	VOX Books Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$2,207.10
<i>Totals for Library Ideas LLC: \$2,391.85</i>						
Susan K. Maddox Susan K. Maddox	2/13/2019 022219	Program: Cooking Demo Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
<i>Totals for Susan K. Maddox: \$350.00</i>						
Constance Martin Constance Martin	2/13/2019 021219	Program: Pre-Civil War Quil Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$271.84
<i>Totals for Constance Martin: \$271.84</i>						
Midwest Tape (7289) Midwest Tape (7289)	2/13/2019 020419	DVDs/Blu-rays w/o Process Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$81.71

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7288) Midwest Tape (7288)	2/13/2019 020419	DVDs/Blu-rays & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$3,481.46 \$1,044.40
<i>Totals for Midwest Tape (7288):</i>						<u>\$81.71</u>
Midwest Tape (7291) Midwest Tape (7291)	2/13/2019 020419	JH CDs, YS DVD/Blu-rays Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$736.39
<i>Totals for Midwest Tape (7288):</i>						<u>\$4,525.86</u>
Midwest Tape Midwest Tape	2/13/2019 96798599	Hoopla Monthly Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$4,184.71
<i>Totals for Midwest Tape (7291):</i>						<u>\$736.39</u>
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	2/13/2019 18248	Service Contract Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
<i>Totals for Midwest Tape:</i>						<u>\$4,184.71</u>
Montano's Landscaping & Nursery, Inc Montano's Landscaping & Nursery, Inc	2/13/2019 020419	Snow Removal Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$13,700.00
<i>Totals for Monaco Mechanical Service, Inc.:</i>						<u>\$1,200.00</u>
Naperville Sun Naperville Sun	2/13/2019 33968309-122018	Newspaper Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$84.50
<i>Totals for Montano's Landscaping & Nursery, Inc.:</i>						<u>\$13,700.00</u>
NICOR NICOR	2/13/2019 010819	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$2,386.88
<i>Totals for Naperville Sun:</i>						<u>\$84.50</u>
<i>Totals for NICOR:</i>						<u>\$2,386.88</u>

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	2/13/2019 45150	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$720.00
	2/13/2019 45258	Backup Software Licenses Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$200.00
	2/13/2019 45502	Polaris Server Installation Invoice	Paid	30-65-5920-00	Network - Purchases (.02 B/M)	\$937.50
					Totals for Outsource Solutions Group, Inc.:	\$1,857.50
OverDrive, Inc. OverDrive, Inc.	2/13/2019 CD0110719003797	Overdrive Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
	2/13/2019 CD0110718236664	Overdrive Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
					Totals for OverDrive, Inc.:	\$2,000.00
Patriot Electric & Technologies Patriot Electric & Technologies	2/13/2019 726144	Outlets & Emergency Lights Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,280.00
	2/13/2019 726203	Exit & Emergency Lights Rep Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$665.00
					Totals for Patriot Electric & Technologies:	\$2,945.00
Winona Patterson Winona Patterson	2/13/2019 010819	Winter Read Prize Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$25.63
					Totals for Winona Patterson:	\$25.63
Penworthy Company Penworthy Company	2/13/2019 0548296-IN	Books - YS Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$1,400.69
	2/13/2019 0548309-IN	Books - YS Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$3,073.11

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Peregrine, Stime, Newman, Ritzman					<i>Totals for Penworthy Company:</i>	<u>\$4,473.80</u>
Peregrine, Stime, Newman, Ritzman	2/13/2019 59607	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$1,260.00
Precision Control System					<i>Totals for Peregrine, Stime, Newman, Ritzman:</i>	<u>\$1,260.00</u>
Precision Control System	2/13/2019 35638	HVAC Computer Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$746.00
Recorded Books,LLC					<i>Totals for Precision Control System:</i>	<u>\$746.00</u>
Recorded Books,LLC	2/13/2019 76165044	Audio Books Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$53.99
Robbins Schwartz					<i>Totals for Recorded Books,LLC:</i>	<u>\$53.99</u>
Robbins Schwartz XX-XXX0001	2/13/2019 285797	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$56.25
Will Savage					<i>Totals for Robbins Schwartz:</i>	<u>\$56.25</u>
Will Savage	2/13/2019 012319	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$21.69
Staples Advantage					<i>Totals for Will Savage:</i>	<u>\$21.69</u>
Staples Advantage	2/13/2019 1622723313	Misc. Kitchen, Office & Jani Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$213.28
				10-25-5713-00	Office Supplies	\$164.69
				10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$127.00
SWAN					<i>Totals for Staples Advantage:</i>	<u>\$504.97</u>
SWAN	2/13/2019 6604	Reciprocal Borrowing & ILL Invoice	Paid	10-50-5871-20	Document Delivery	\$38.00
					<i>Totals for SWAN:</i>	<u>\$38.00</u>

Lisle Library District Accounts Payable for February 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
The Great Courses The Great Courses	2/13/2019 50062951	Great Courses Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$227.46
Totals for The Great Courses:						\$227.46
Toshiba Business Solutions, USA Toshiba Business Solutions, USA	2/13/2019 15100674	Copier Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
Totals for Toshiba Business Solutions, USA:						\$90.32
Unique Management Services, Inc. Unique Management Services, Inc.	2/13/2019 493071	Collection Accounts - Deceml Invoice	Paid	10-35-5761-00	Collection Agency	\$44.75
Totals for Unique Management Services, Inc.:						\$44.75
Village of Lisle Village of Lisle	2/13/2019 360000275	Inet Shared Services Dec 15 - Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	2/13/2019 012419	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$133.34
Totals for Village of Lisle:						\$583.34
Wine Spectator Wine Spectator	2/13/2019 0021990023	Subscription Renewal Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$59.95
Totals for Wine Spectator:						\$59.95
Workshop 88 Workshop 88	2/13/2019 062119	Program: Teen Arduino 101 Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$200.00
Totals for Workshop 88:						\$200.00

Lisle Library District Accounts Payable for February 13, 2019

Account Summary

Account Number	Description	Net Amount
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$2,386.88
10-20-5654-00	Utilities - Sewer & Water	\$133.34
10-20-5655-00	Utilities - Electric	\$4,558.34
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,448.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$13,700.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$1,032.80
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$4,297.66
10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,170.00
10-25-5713-00	Office Supplies	\$406.32
10-25-5714-00	Circ. Material Supplies	\$172.87
10-25-5715-00	Copier Supplies	\$294.90
10-25-5716-00	Kitchen Supplies	\$213.28
10-25-5717-00	Processing Supplies	\$1,979.31
10-25-5724-15	Local Travel	\$82.36
10-35-5760-00	Legal Services	\$1,316.25
10-35-5761-00	Collection Agency	\$44.75
10-35-5763-00	Other Contr Svcs-Tech Asst	\$720.00
10-40-5783-00	Dues - Staff	\$590.00
10-45-5786-70	Dues - Trustee	\$225.00
10-48-5823-20	Minor Equip - Adult Services	\$105.35
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$531.92
10-48-5846-00	Equip Maint/Repr-NonContr	\$24.97
10-50-5863-30	Books - Youth Serv	\$7,592.31
10-50-5864-10	Books - Non Fiction	\$6,579.30
10-50-5865-10	Books - Adult Fiction	\$6,166.35
10-50-5867-20	Ref Books - Adult Serv	\$2,487.18
10-50-5871-20	Document Delivery	\$38.00
10-50-5890-30	A-V Matls - Youth Serv	\$4,547.83
10-50-5895-40	A-V Matls - Adult Serv	\$11,439.84
10-50-5900-20	Periodicals - Adult Serv	\$144.45
10-60-5931-10	Programs - Adult Services	\$1,267.83

Lisle Library District Accounts Payable for February 13, 2019

10-60-5931-30	Programs - Youth Serv. Dept.	\$116.83
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$185.62
30-65-5920-00	Network - Purchases (.02 B/M)	\$937.50
30-65-5925-00	Network - Maint. (.02 B/M)	\$1,113.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$37,537.00
	GRAND TOTAL:	\$119,237.57

Lisle Library District Account Distribution Report by Number

February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5650-00, Internet Service Provider									
2/13/2019	3600000275	Invoice	5651-263	Village of Lisle	Village of Lisle-360000	Posted	2/13/2019	\$450.00	\$0.00
								\$450.00	\$0.00
10-20-5653-00, Utilities - Gas									
2/13/2019	010819	Invoice	5651-144	NICOR	NICOR-010819	Posted	2/13/2019	\$2,386.88	\$0.00
								\$2,386.88	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
2/13/2019	012419	Invoice	5651-311	Village of Lisle	Village of Lisle-01241	Posted	2/13/2019	\$133.34	\$0.00
								\$133.34	\$0.00
10-20-5655-00, Utilities - Electric									
2/13/2019	183650036987383	Invoice	5651-015	Direct Energy Business	Direct Energy Business	Posted	2/13/2019	\$4,558.34	\$0.00
								\$4,558.34	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
2/13/2019	18248	Invoice	5651-001	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	2/13/2019	\$1,200.00	\$0.00
								\$1,200.00	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
2/13/2019	5032642	Invoice	5651-142	Anderson Pest Solutions	Anderson Pest Solutio	Posted	2/13/2019	\$145.23	\$0.00
2/13/2019	C08806	Invoice	5651-251	Complete Cleaning Company	Complete Cleaning Co	Posted	2/13/2019	\$2,303.00	\$0.00
								\$2,448.23	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
2/13/2019	020419	Invoice	5651-326	Montano's Landscaping & Nur	Montano's Landscapin	Posted	2/13/2019	\$13,700.00	\$0.00
								\$13,700.00	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
2/13/2019	162323	Invoice	5651-146	Concept Wireless Communicati	Concept Wireless Comr	Posted	2/13/2019	\$518.00	\$0.00
2/13/2019	1622723313	Invoice	5651-228	Staples Advantage	Staples Advantage-162	Posted	2/13/2019	\$127.00	\$0.00
2/13/2019	007005	Invoice	5651-253	Case Lots, Inc.	Case Lots, Inc.-007005	Posted	2/13/2019	\$387.80	\$0.00
								\$1,032.80	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
2/13/2019	IN00201383	Invoice	5651-007	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	2/13/2019	\$442.50	\$0.00
2/13/2019	726144	Invoice	5651-017	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	2/13/2019	\$2,280.00	\$0.00
2/13/2019	IN00204762	Invoice	5651-273	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	2/13/2019	\$910.16	\$0.00
2/13/2019	726203	Invoice	5651-330	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	2/13/2019	\$665.00	\$0.00

Account Distribution Report by Number

February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5710-10, Printing/Spec. Serv. - Adult									
2/13/2019	107405	Invoice	5651-328	Hagg Press	Hagg Press-107405	Posted	2/13/2019	\$2,170.00	\$0.00
								\$4,297.66	\$0.00
Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:									
								\$2,170.00	\$0.00
10-25-5713-00, Office Supplies									
2/13/2019	1622723313	Invoice	5651-227	Staples Advantage	Staples Advantage-162	Posted	2/13/2019	\$164.69	\$0.00
2/13/2019	PINV1662802	Invoice	5651-289	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$17.42	\$0.00
2/13/2019	PINV1660349	Invoice	5651-291	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$165.10	\$0.00
2/13/2019	PINV1657606	Invoice	5651-293	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$10.89	\$0.00
2/13/2019	PINV1657600	Invoice	5651-295	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$36.45	\$0.00
2/13/2019	PINV1673671	Invoice	5651-297	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$11.77	\$0.00
								\$406.32	\$0.00
Totals for 10-25-5713-00, Office Supplies:									
								\$172.87	\$0.00
10-25-5714-00, Circ. Material Supplies									
2/13/2019	PINV1608382	Invoice	5651-249	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$172.87	\$0.00
								\$172.87	\$0.00
Totals for 10-25-5714-00, Circ. Material Supplies:									
								\$294.90	\$0.00
10-25-5715-00, Copier Supplies									
2/13/2019	1335785	Invoice	5651-285	Impact Networking, LLC	Impact Networking, LL	Posted	2/13/2019	\$294.90	\$0.00
								\$294.90	\$0.00
Totals for 10-25-5715-00, Copier Supplies:									
								\$213.28	\$0.00
10-25-5716-00, Kitchen Supplies									
2/13/2019	1622723313	Invoice	5651-225	Staples Advantage	Staples Advantage-162	Posted	2/13/2019	\$213.28	\$0.00
								\$213.28	\$0.00
Totals for 10-25-5716-00, Kitchen Supplies:									
								\$113.55	\$0.00
2/13/2019	76320	Invoice	5651-150	Compact Disc Source	Compact Disc Source	Posted	2/13/2019	\$113.55	\$0.00
2/13/2019	013119	Invoice	5651-192	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	2/13/2019	\$221.76	\$0.00
2/13/2019	013119	Invoice	5651-197	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	2/13/2019	\$114.40	\$0.00
2/13/2019	013119	Invoice	5651-200	Baker & Taylor (L4171782)	Baker & Taylor (L4171782)	Posted	2/13/2019	\$2.30	\$0.00
2/13/2019	013119	Invoice	5651-203	Baker & Taylor (L4342812)	Baker & Taylor (L4342812)	Posted	2/13/2019	\$18.05	\$0.00
2/13/2019	013119	Invoice	5651-206	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	2/13/2019	\$50.60	\$0.00
2/13/2019	013119	Invoice	5651-209	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	2/13/2019	\$103.40	\$0.00
2/13/2019	013119	Invoice	5651-212	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	2/13/2019	\$229.45	\$0.00
2/13/2019	76401	Invoice	5651-261	Compact Disc Source	Compact Disc Source	Posted	2/13/2019	\$81.40	\$0.00
2/13/2019	020419	Invoice	5651-321	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	2/13/2019	\$1,044.40	\$0.00
								\$1,979.31	\$0.00
Totals for 10-25-5717-00, Processing Supplies:									

Lisle Library District Account Distribution Report by Number

February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5724-15, Local Travel									
2/13/2019	012319	Invoice	5651-229	Will Savage	Will Savage-012319	Posted	2/13/2019	\$21.69	\$0.00
2/13/2019	020119	Invoice	5651-233	Chris Knight	Chris Knight-020119	Posted	2/13/2019	\$25.29	\$0.00
2/13/2019	020119	Invoice	5651-247	Jackie Kilcran	Jackie Kilcran-020119	Posted	2/13/2019	\$35.38	\$0.00
<i>Totals for 10-25-5724-15, Local Travel:</i>								\$82.36	\$0.00
10-35-5760-00, Legal Services									
2/13/2019	59607	Invoice	5651-231	Peregrine, Stime, Newnman, Rit	Peregrine, Stime, Newnman	Posted	2/13/2019	\$1,260.00	\$0.00
2/13/2019	285797	Invoice	5651-313	Robbins Schwartz	Robbins Schwartz-285	Posted	2/13/2019	\$56.25	\$0.00
<i>Totals for 10-35-5760-00, Legal Services:</i>								\$1,316.25	\$0.00
10-35-5761-00, Collection Agency									
2/13/2019	493071	Invoice	5651-019	Unique Management Services, I	Unique Management S	Posted	2/13/2019	\$44.75	\$0.00
<i>Totals for 10-35-5761-00, Collection Agency:</i>								\$44.75	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
2/13/2019	45150	Invoice	5651-013	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/13/2019	\$720.00	\$0.00
<i>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</i>								\$720.00	\$0.00
10-40-5783-00, Dues - Staff									
2/13/2019	158113	Invoice	5651-021	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$75.00	\$0.00
2/13/2019	157963	Invoice	5651-023	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$40.00	\$0.00
2/13/2019	158078	Invoice	5651-025	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$150.00	\$0.00
2/13/2019	158197	Invoice	5651-027	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$75.00	\$0.00
2/13/2019	158198	Invoice	5651-029	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$100.00	\$0.00
2/13/2019	2019Membership	Invoice	5651-315	Adult Reading Round Table/AR	Adult Reading Round T	Posted	2/13/2019	\$150.00	\$0.00
<i>Totals for 10-40-5783-00, Dues - Staff:</i>								\$590.00	\$0.00
10-45-5786-70, Dues - Trustee									
2/13/2019	158221	Invoice	5651-031	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$75.00	\$0.00
2/13/2019	158076	Invoice	5651-033	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$75.00	\$0.00
2/13/2019	158144	Invoice	5651-035	Illinois Library Association	Illinois Library Associa	Posted	2/13/2019	\$75.00	\$0.00
<i>Totals for 10-45-5786-70, Dues - Trustee:</i>								\$225.00	\$0.00
10-48-5823-20, Minor Equip - Adult Services									
2/13/2019	519671	Invoice	5651-287	Brodart Co.	Brodart Co.-519671	Posted	2/13/2019	\$105.35	\$0.00
<i>Totals for 10-48-5823-20, Minor Equip - Adult Services:</i>								\$105.35	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
2/13/2019	IN00203433	Invoice	5651-138	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	2/13/2019	\$160.50	\$0.00

Lisle Library District Account Distribution Report by Number February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/13/2019	15100674	Invoice	5651-152	Toshiba Business Solutions, US	Toshiba Business Solut	Posted	2/13/2019	\$90.32	\$0.00
2/13/2019	9607652	Invoice	5651-215	IL Office of the State Fire Marsh	IL Office of the State F	Posted	2/13/2019	\$70.00	\$0.00
2/13/2019	377086202	Invoice	5651-275	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	2/13/2019	\$211.10	\$0.00
				Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:					
				\$531.92					
2/13/2019	SEI/01235772	Invoice	5651-011	ASSA ABLOY Entrance Syst	ASSA ABLOY Entra	Posted	2/13/2019	\$24.97	\$0.00
				Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:					
				\$24.97					
				10-50-5863-30, Books - Youth Serv					
2/13/2019	013119	Invoice	5651-184	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	2/13/2019	\$24.90	\$0.00
2/13/2019	013119	Invoice	5651-198	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	2/13/2019	\$174.20	\$0.00
2/13/2019	013119	Invoice	5651-201	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	2/13/2019	\$774.67	\$0.00
2/13/2019	013119	Invoice	5651-207	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	2/13/2019	\$2,144.74	\$0.00
2/13/2019	0548296-IN	Invoice	5651-269	Penworthy Company	Penworthy Company-0:	Posted	2/13/2019	\$1,400.69	\$0.00
2/13/2019	0548309-IN	Invoice	5651-271	Penworthy Company	Penworthy Company-0:	Posted	2/13/2019	\$3,073.11	\$0.00
				Totals for 10-50-5863-30, Books - Youth Serv:					
				\$7,592.31					
				10-50-5864-10, Books - Non Fiction					
2/13/2019	013119	Invoice	5651-188	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	2/13/2019	\$1,044.78	\$0.00
2/13/2019	013119	Invoice	5651-190	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	2/13/2019	\$5,495.80	\$0.00
2/13/2019	013119	Invoice	5651-193	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	2/13/2019	\$38.72	\$0.00
				Totals for 10-50-5864-10, Books - Non Fiction:					
				\$6,579.30					
				10-50-5865-10, Books - Adult Fiction					
2/13/2019	013119	Invoice	5651-204	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	2/13/2019	\$208.80	\$0.00
2/13/2019	013119	Invoice	5651-210	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	2/13/2019	\$5,957.55	\$0.00
				Totals for 10-50-5865-10, Books - Adult Fiction:					
				\$6,166.35					
				10-50-5867-20, Ref Books - Adult Serv					
2/13/2019	013119	Invoice	5651-186	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	2/13/2019	\$2,487.18	\$0.00
				Totals for 10-50-5867-20, Ref Books - Adult Serv:					
				\$2,487.18					
				10-50-5871-20, Document Delivery					
2/13/2019	6604	Invoice	5651-255	SWAN	SWAN-6604	Posted	2/13/2019	\$38.00	\$0.00
				Totals for 10-50-5871-20, Document Delivery:					
				\$38.00					
				10-50-5890-30, A-V Matls - Youth Serv					
2/13/2019	Order 546893062	Invoice	5651-003	Findaway World	Findaway World-Order	Posted	2/13/2019	\$1,419.59	\$0.00
2/13/2019	67360	Invoice	5651-265	Library Ideas LLC	Library Ideas LLC-6736	Posted	2/13/2019	\$184.75	\$0.00

Lisle Library District Account Distribution Report by Number February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/13/2019	67359	Invoice	5651-267	Library Ideas LLC	Library Ideas LLC-6735	Posted	2/13/2019	\$2,207.10	\$0.00
2/13/2019	020419	Invoice	5651-324	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	2/13/2019	\$736.39	\$0.00
Totals for 10-50-5895-40, A-V Mats - Adult Serv:									
								\$4,547.83	\$0.00
10-50-5895-40, A-V Mats - Adult Serv									
2/13/2019	76321	Invoice	5651-148	Compact Disc Source	Compact Disc Source	Posted	2/13/2019	\$286.49	\$0.00
2/13/2019	013119	Invoice	5651-195	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	2/13/2019	\$907.12	\$0.00
2/13/2019	76165044	Invoice	5651-257	Recorded Books,LLC	Recorded Books,LLC-7	Posted	2/13/2019	\$53.99	\$0.00
2/13/2019	76402	Invoice	5651-259	Compact Disc Source	Compact Disc Source	Posted	2/13/2019	\$216.90	\$0.00
2/13/2019	96798599	Invoice	5651-303	Midwest Tape	Midwest Tape-9679859	Posted	2/13/2019	\$4,184.71	\$0.00
2/13/2019	CD0110719003797	Invoice	5651-305	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	2/13/2019	\$1,000.00	\$0.00
2/13/2019	CD0110718236664	Invoice	5651-307	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	2/13/2019	\$1,000.00	\$0.00
2/13/2019	50062951	Invoice	5651-309	The Great Courses	The Great Courses-500	Posted	2/13/2019	\$227.46	\$0.00
2/13/2019	020419	Invoice	5651-319	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	2/13/2019	\$3,481.46	\$0.00
2/13/2019	020419	Invoice	5651-322	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	2/13/2019	\$81.71	\$0.00
								\$11,439.84	\$0.00
10-50-5900-20, Periodicals - Adult Serv									
2/13/2019	33968309-122018	Invoice	5651-005	Naperville Sun	Naperville Sun-339683	Posted	2/13/2019	\$84.50	\$0.00
2/13/2019	0021990023	Invoice	5651-217	Wine Spectator	Wine Spectator-002199	Posted	2/13/2019	\$59.95	\$0.00
								\$144.45	\$0.00
10-60-5931-10, Programs - Adult Services									
2/13/2019	022219	Invoice	5651-279	Susan K. Maddox	Susan K. Maddox-0222	Posted	2/13/2019	\$350.00	\$0.00
2/13/2019	030919	Invoice	5651-281	Colin Langenderfer	Colin Langenderfer-03	Posted	2/13/2019	\$400.00	\$0.00
2/13/2019	021219	Invoice	5651-283	Constance Martin	Constance Martin-021	Posted	2/13/2019	\$271.84	\$0.00
2/13/2019	062119	Invoice	5651-299	Workshop 88	Workshop 88-062119	Posted	2/13/2019	\$200.00	\$0.00
2/13/2019	010819	Invoice	5651-301	Winona Patterson	Winona Patterson-010	Posted	2/13/2019	\$25.63	\$0.00
2/13/2019	020419	Invoice	5651-317	Pam Freer	Pam Freer-020419	Posted	2/13/2019	\$20.36	\$0.00
								\$1,267.83	\$0.00
10-60-5931-30, Programs - Youth Serv. Dept.									
2/13/2019	PINV1662005	Invoice	5651-140	Garvey's Office Products	Garvey's Office Produc	Posted	2/13/2019	\$59.85	\$0.00
2/13/2019	012919	Invoice	5651-221	John Ferrari	John Ferrari-012919	Posted	2/13/2019	\$56.98	\$0.00
								\$116.83	\$0.00
10-60-5940-30, Reader Services - Youth Serv. Dept.									
2/13/2019	7050290	Invoice	5651-213	Home Depot Credit Service	Home Depot Credit Se	Posted	2/13/2019	\$56.80	\$0.00

Lisle Library District Account Distribution Report by Number February 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/13/2019	Order #90280385	Invoice	5651-219	Demco, Inc.	Demco, Inc.-Order #9	Posted	2/13/2019	\$128.82	\$0.00
30-65-5920-00, Network - Purchases (.02 B/M)				<i>Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:</i>					
2/13/2019	45502	Invoice	5651-277	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/13/2019	\$937.50	\$0.00
30-65-5925-00, Network - Maint. (.02 B/M)				<i>Totals for 30-65-5920-00, Network - Purchases (.02 B/M):</i>					
2/13/2019	35638	Invoice	5651-009	Precision Control System	Precision Control Syste	Posted	2/13/2019	\$746.00	\$0.00
2/13/2019	45258	Invoice	5651-154	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/13/2019	\$200.00	\$0.00
2/13/2019	INV-US-40160	Invoice	5651-156	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	2/13/2019	\$167.00	\$0.00
30-65-5926-00, Maint - Bldg Structure (.02 B/M)				<i>Totals for 30-65-5925-00, Network - Maint. (.02 B/M):</i>					
2/13/2019	180692	Invoice	5651-223	Colley Elevator	Colley Elevator-18069	Posted	2/13/2019	\$17,980.00	\$0.00
2/13/2019	41239619	Invoice	5651-331	Johnson Controls Security Solu	Johnson Controls Secu	Posted	2/13/2019	\$19,557.00	\$0.00
				<i>Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):</i>					
								\$37,537.00	\$0.00
Grand Totals:								\$119,237.57	\$0.00

Lisle Library District Account Distribution Report by Number February 13, 2019

- Report name: Account Number Report for February 13, 2019
- Report format: Detail
- Include these transaction dates: 2/13/2019 to 2/13/2019
- Include these post dates: 2/13/2019 to 2/13/2019
- Include all Post Statuses
- Do not include adjustment transactions
- Include miscellaneous entries
- Include these Accounts: Query: Account number report
- Include all Funds
- Include all Classes
- Include all Vendors
- Include all Invoices
- Include all Credit Memos
- Include all Payments
- Include all Purchase Orders
- Include all Receipts
- Include all Account Attributes
- Include all Vendor Attributes
- Include all Invoice Attributes
- Include all Credit Memo Attributes
- Include all Purchase Order Attributes
- Include all Function(s)
- Include all Department(s)

**PRIOR MONTHS BILLS PAID BETWEEN January 2019 and February 2019
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.**

Check #	Vendor	Amount	
HSA	Salaries 1/15/19	\$ 64,619.82	
HSA	Garnishment	\$ 158.44	
HSA	Ill. Dept. of Revenue	\$ 4,124.43	
Auto W/D	Howard Simon & Associates	\$ 488.14	
HSA	EFTPS/Electronic Tax Pymt 1/15/19	\$ 21,422.86	
	Fed Tax \$7974.26		
	FICA W/H \$6724.31		
	FICA Lib \$6724.29		
HSA	Salaries 1/31/19	\$ 62,578.36	
HSA	Garnishment	\$ 146.58	
HSA	Ill. Dept. of Revenue	\$ 3,991.13	
HSA	EFTPS/Electronic Tax Pymt 1/31/19	\$ 20,714.65	
	Fed Tax \$7693.41		
	FICA W/H \$6510.60		
	FICA Lib \$8510.64		
Wired	IMRF	\$ 19,176.04	
	IMRF W/H \$8068.14		
	IMRF Lib. \$11107.90		
	Sub Total	\$ 197,420.45	
Check #	Vendor	Description	Amt
2686	AFLAC (G6920)	Payroll Withholding	338.61
2687	Albertsons/Safeway	Program Supplies	124.75
2688	Arthur J. Gallagher Risk Management Services	Worker's Comp 12/31/18 - 12/31/19	5881.00
2689	Compact Disc Source	Music CDs & Processing	443.63
2690	Konica Minolta Business Solutions	Usage	190.40
2691	Konica Minolta Premier Finance	Lease	211.10
2692	LIMR/CC - UCGA	4th Quarter	109.41
2693	LIMR/CC - PHIP Health	Medical Premium	28309.26
2694	Lisle Savings Bank	Safety Deposit Box	50.00
2695	MB Financial Credit Card	Phone, Fines, Programs, Periodicals, Supplies	3699.31
2696	Midwest Tape (7288)	DVDs & Processing	4773.05
2697	Midwest Tape (7291)	JH CDs, YS DVDs	1261.64
2698	Village of Lisle	Usage	189.18
2699	Village of Lisle	Service	450.00
2700	Amazon	Books, Games, Supplies, Equipment	3104.81
2701	Delta Dental - Risk	Dental Premium	2017.45
2702	DuPage County Public Works	Usage	125.91
2703	Heritage Technology Solutions	People Counter	845.64
2704	NCPERS Group Life Ins	Payroll Withholding	96.00
2705	Republic Services	Rubbish Services	179.09
	Sub Total		\$ 52,400.24
	TOTAL		\$ 249,820.69

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	<u>\$305,127.95</u>
TOTAL .02 BUILDING/MAINT. EXPENSES	<u>\$39,587.50</u>
TOTAL IMRF/FICA EXPENSES	<u>\$24,342.83</u>
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	<u><u>\$369,058.28</u></u>

These expenses have been submitted by _____
 (Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 2/13/2019

 Trustee

 Presiding Officer

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

Monthly Circulation Report - January 2019

	Checkouts	Renewals	Jan-19 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change
Adult Non-Print	6,401	2,322	8,723	63,919	59,376	-7.11%
Adult Print	6,431	3,045	9,476	66,848	64,856	-2.98%
Adult Total	12,832	5,367	18,199	130,767	124,232	-5.00%
YS Non-Print	1,594	746	2,340	16,637	15,183	-8.74%
YS Print	6,768	3,531	10,299	74,742	73,005	-2.32%
Total YS	8,362	4,277	12,639	91,379	88,188	-3.49%
Digital Media						
Overdrive	2,448		2,448	10,274	14,288	39.07%
hoopla	2,143		2,143	10,278	13,402	30.40%
RB Digital	371		371	1,017	1,812	78.17%
Total Digital	4,962	0	4,962	21,569	29,502	36.78%
Subtotal Print + Non-Print/Digital	26,156	9,644	35,800	243,715	241,922	-0.74%
Computer/Tech Sessions Logins	2,362		2,362	18,527	17,536	-5.35%
Database Usage/Unique Logins	3,032		3,032	18,692	21,881	17.06%
Wireless Use	1,309		1,309	12,650	10,751	-15.01%
ScannX sessions/jobs	284		284	2,311	2,363	2.25%
Museum Adventure Passes	2		2	174	153	-12.07%
Total IT/Resource Sessions	6,989	0	6,989	52,354	52,684	0.63%
Total Circulation	33,145	9,644	42,789	296,069	294,606	-0.49%
Literacy Software Usage Hours			90	691	653	-5.50%
Borrower Information	Jan. 2019 Total	YTD 17/18	YTD 18/19	YTD % Change		
New Library Cards Added	105	965	929	-3.73%		
Monthly Borrowers	2,821	21,489	20,563	-4.31%		
Total # Registered Borrowers	10,825	11,345	10,825	-4.58%		
InterLibrary Loans						
Materials Sent	160	1,017	999	-1.77%		
Materials Received	460	2,696	2,785	3.30%		
Polaris/Catalog Holds						
Holds Placed	3,373	20,397	21,050	3.20%		
Holds Checked Out	2,566	15,972	16,505	3.34%		

**Lisle Library District
Program and Service Statistics - January 2019**

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
Library Event Statistics									
Staff Facilitated Programs		19	53	47	2	121	510	921	80.59%
Attendees		156	881	59	25	1,121	8,386	8,441	0.66%
Computer/Technology Programs		7	3		2	12	74	67	-9.46%
Attendees		17	22		12	51	314	231	-26.43%
Performer/Speaker/Author		3	0			3	25	21	-16.00%
Attendees		63	0			63	616	709	15.10%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	5	4	-20.00%
Attendees	0					0	472	740	56.78%
Total Number of Programs	0	29	56	47	4	136	614	1,013	64.98%
Total Patrons Served by Programming	0	236	903	59	37	1,235	9,788	10,121	3.40%
Reference Questions		2,176	2,092	2,543		6,811	43,835	43,831	-0.01%
Volunteer Hours		5.00	17.00			22.00	685.50	658.50	-3.94%
Outreach Service Statistics									
Outreach Visits		1	12	2		15	79	102	29.11%
Patrons Served by Outreach Visits		21	635	35		691	4,186	5,338	27.52%
Home Delivery Dates		2				2	15	15	0.00%
Patrons Served via Home Delivery		108				108	573	788	37.52%
Total Outreach Programs		3	12	2		17	94	117	24.47%
Total Patrons Served with Outreach Services		129	635	35		799	4,759	6,126	28.72%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	87						702	645	-8.12%
Number of Outside Groups Using Meeting Space	27						169	152	-10.06%
Patrons Entering Building	13,615						101,676	97,679	-3.93%
Friend's Sponsored Programs	1						6	8	33.33%
Attendees	54						200	591	195.50%
Social Media Use									
Facebook (daily page consumption)	1,130						11,425	10,930	-4.33%
Twitter Followers	743						694	743	7.06%
Pinterest Average Daily Viewers	206						1,118	1,439	28.71%
Instagram Likes	474						2,439	2,962	21.44%
Flickr Views	13,044						55,784	86,388	54.86%
YouTube Views	370						N/A *	370	--

* New statline for January 2019.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 8, 2019

Director's Report February 2019

Meetings

Staff – Jan 8	Physical Plant Committee – Jan 16
Board of Trustees – Jan 9	Dept Directors – Jan 17
Hummel – Jan 9	Roake Funeral – Jan 18
Intergovernmental – Jan 10	Joint Review Brd/VOL – Feb 1
Dept Directors – Jan 10	Keyless Vendor – Feb 7
Staff – Jan 14	Fisher – Feb 8
Staff – Jan 15	

Highlights/Developments

Barbara Roake

I attended the visitation for Ms. Barbara Roake, who passed away in January. Ms. Roake was one of the founders of the LLD. She was a Library Trustee for many years and also an organizer of the Lisle Woman's Club. I met Barbara within days of starting my career here at the LLD. Ms. Roake was an avid reader, conversationalist, and all-around positive figure. Barbara always had ideas and suggestions to improve the LLD. She was a forward thinker and cared deeply about providing library services to the community. Her grace, advocacy, and wit will certainly be missed.

Intergovernmental

The President and I attended the Intergovernmental Meeting on January 10th. The following topics were discussed among participants:

Park District: An equipment storage garage is being planned. Staff are addressing various erosion issues. The Universal Design Playground is in the design phase. Summer concerts will continue on Wednesdays. Staff are researching dog park concepts.

Chamber of Commerce: The dinner dance event is in March and has an Irish theme. The State of the Village event will be at the Hyatt.

Fire District: The District passed their annual budget. The goal is to be fully accredited by summer. A new fire engine was purchased. The firehouse is fully staffed.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 8, 2019

Visitors and Convention Bureau: Conversations continue regarding a funding agreement between the LCVB and Village. The Hilton is changing their name to Doubletree by Hilton. The name of the new summer baseball league is the DuPage Pistol Shrimps.

District 202: The elementary school should be completed by August of 2019. Tate Woods School was sold. Scheischer School was appraised. There will be a referendum regarding school funding on the April 2019 ballot.

District 203: Melanie Brown, the new CFO, introduced herself. There are two new Director positions at 203; Director of Diversity and Inclusion and Director of Safety and Security. 203 is researching a pilot program for breakfasts for students. All 203 libraries are being renovated to provide more space for collaboration.

LLD Trustee Elections

On January 29th the DuPage County Clerk Election Division notified the LLD that a final objection hearing was held and that it was overruled. The candidate's name will appear on the April 2, 2019 ballot. As of this report, the LLD has eight candidates running for four Trustee seats on the Board.

Joint Review Board (JRB)

I attended the JRB at Village Hall on February 1st. The Village of Lisle is required to hold an annual JRB meeting that involves three Lisle TIF Districts (*Navistar, UTI, and Downtown Lisle*). Taxing Districts and a public participant are members of the JRB. The JRB hears the reports as presented by Kane, McKenna and Associates, Inc., a financial services consultant employed by the Village that specializes in municipal economic development and public finance. Reports document the revenues, fund balances, and the agreements.

Statistics Highlight

Accessing digital content is clearly important to our patrons as evidenced by our YTD Digital Media circulation statistics. This month, I am featuring one of the digital resources we subscribe to, eMediaLibrary. eMediaLibrary is an online platform -- a consortium, comprised of 24 local public libraries. eMediaLibrary is "powered" by Overdrive, a content distribution service that features audio books and ebooks.

Both eMediaLibrary (Overdrive) and hoopla (LLD subscription) feature audio books and ebooks, and provide different publishers/authors/content creators and distinct checkout capabilities.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 8, 2019*

Overdrive does have circulation limitations and because this issue has been raised a number of times, I'd like to address some of the challenges we face when dealing with companies who create platforms for public libraries, as well as discuss how we tackle those challenges to better serve our patrons.

When using eMediaLibrary, patrons may choose to place a hold on a book if the selected item (and all duplicate copies) are "out," whereas, other platforms (hoopla) may allow patrons to check-out materials simultaneously. Every platform has restrictions, specific publisher agreements, and costs related their public library model/plan.

To remedy long wait periods, in 2013, the LLD implemented a new option via eMediaLibrary, where we were able to purchase multiple copies that only LLD patrons (not entire consortia) would be able to check-out. This helped, but could not completely solve the holds problem due to a variety of issues with the platform. When you are part of a consortium, there are pluses and minuses. One of the pluses is that you share costs by being part of a large group, one of the drawbacks is that there may be limitations regarding programming enhancements that benefit your particular institution.

When we discovered that some of our patrons were experiencing significant wait times while sitting in a holds queue, we investigated. We learned that patrons were inadvertently able to place holds on "dead content," i.e. titles that are no longer available to check-out due to publisher restrictions. Via numerous communications with Overdrive, eMediaLibrary contacts, and other libraries, we learned that the only way to rectify this issue was to turn on an "auto-weed" feature. This would have to be a consortium-level decision.

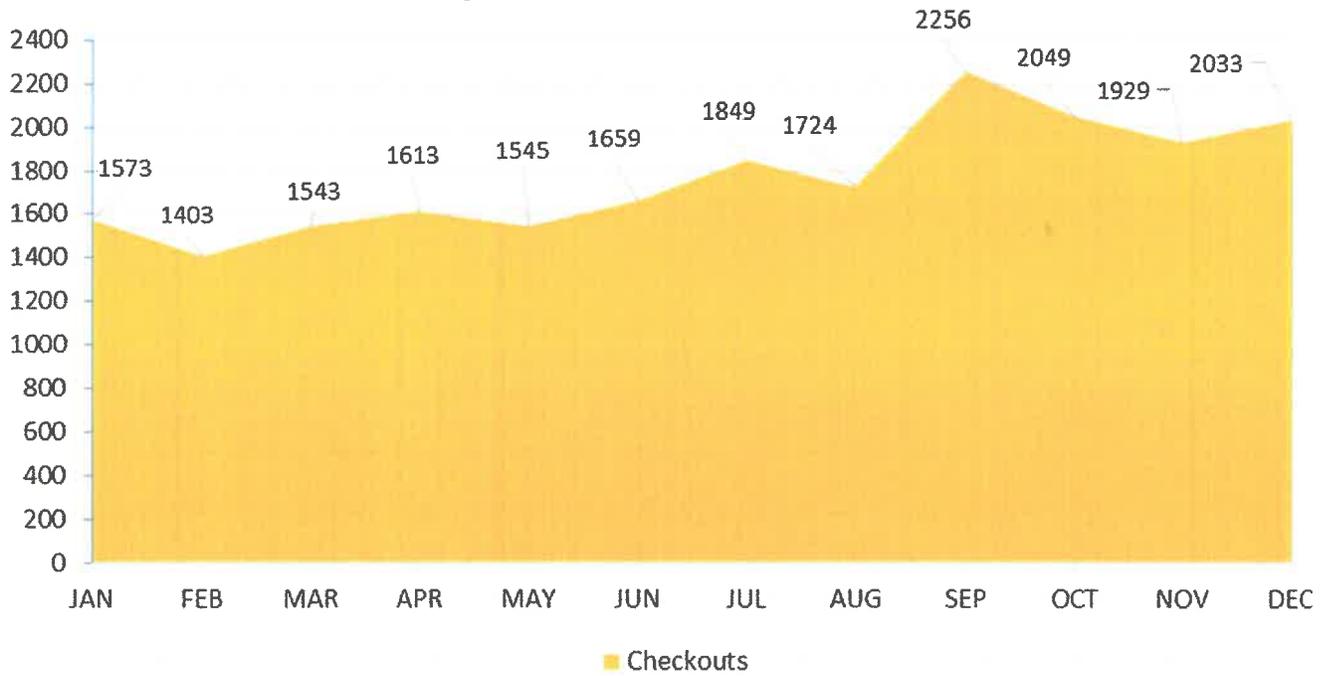
The consortium opted not to pursue this choice because patrons would no longer be able to *see* a title as soon as the first copy expired online. This is a database/platform programming matter and not something the consortium can modify.

Due to the consortium choice to not "auto-weed," we again, reached out to the platform administrators to request guidance on how to best address the holds issue. After numerous communications, a special report will be created that helps our LLD selectors better sort and review LLD holds. We are in the process of reviewing those reports, distributing responsibilities among staff to improve the user experience, and preparing budget projections.

We are also exploring other options such as looking at other consortia, leaving the current consortium, purchasing an Overdrive stand-alone plan, as well as investigating other vendors who have public library models.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 8, 2019

Overdrive Checkouts | 2018



Respectfully submitted,

Tatiana Weinstein

January 2019 Assistant Director Report

- Colley Elevator – Jan 2 - 18
- Event Team – Jan 8
- Board Meeting – Jan 9
- Johnson Controls – Jan 10 - 18
- CMFP – Jan 2, 7
- Physical Plant Comm – Jan 16
- Assa Abloy – Jan 9
- Monaco Mechanical – Jan 4, 15
- Staff Meeting – Jan 15
- Heritage – Jan 14
- Nicor – Jan 28

Staff

The Event Team met to plan Harry Potter Day at LLD for Saturday, March 9th from 1-3pm. The day's events include a game of remote-controlled Quidditch, a visit to Diagon Alley with crafts and snacks, a chance to venture into the Forbidden Forest of spiders and lizards, plus a new Harry Potter themed scavenger hunt. Staff are also planning events for National Library Week and Summer Read.

Facility

On Monday, January 28th staff detected natural gas odors in the west mechanical room. Nicor (gas company) was called and arrived within minutes. The technician found a leak at a shutoff valve for the gas line. The valve was tightened and the Nicor technician recommended changing three older shutoff valves. This work is scheduled for the week of February 11th.

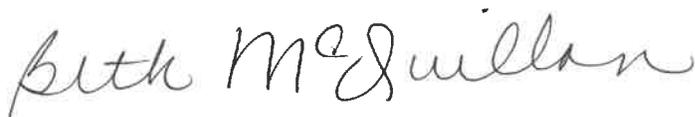
Staff planned for the closing of the Library due to severe weather by preparing notifications for social media, signs, phones and the LLD web site. The Village of Lisle and the Lisle Police were also contacted about the closing. After consultation with our HVAC company, we changed the overnight settings for the heating system to maintain temperatures during the extreme cold.

Elevator Update

Colley Elevator began the elevator modernization work on January 2nd and completed installation on January 18th. Testing by the Village of Lisle's inspection firm was on January 23rd. The Library received an inspection certificate on January 29th. Patrons and staff were able to utilize the elevator the same day.

Johnson Controls completed their fire safety work on January 21st. Fire safety testing for the elevator was performed on February 7th with a Johnson Controls and Village of Lisle inspection. The inspection noted several areas for Johnson Controls to improve such as changing batteries in the fire panel and documentation. These improvements relate to the fire safety panel, not the elevator and work will be scheduled soon.

Beth McQuillan



Chicago Tribune NAPERVILLE SUN

From the community: Author Victoria Thompson Visits Lisle Library District



Community Contributor Josh Hepler | January 18, 2019

Writer Victoria Thompson visits the Lisle Library District book group Murder Among Friends to discuss her new novel City of Lies.

Chicago Tribune **NAPERVILLE SUN**

From the community: **Busyboard Fun at Lisle Library District**



Community Contributor Josh Hepler | January 23, 2019

Young Lisle Library patrons interact with a new "busyboard", a interactive learning tool created by Librarians at LLD.

Chicago Tribune **NAPERVILLE SUN**

From the community: Storytime Fun at Lisle Library District



Community Contributor Josh Hepler | January 24, 2019

Some of the Library's youngest patrons learn about colors and counting during one of Lisle Library District's many storytimes.

Lisle Library Events

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

KIDS

Discovery Brigade

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



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

- Snow Much Fun (Jan. 7) Have you ever wondered how snowflakes form? This week we explore snow and all its wonders.
- Making a Splash (Jan. 14) Can water defy gravity? Or make colors travel? Join us as we test the amazing properties of water.
- What's the Code? (Jan. 21) Today we try out different coding techniques while building on our technology skills.
- Off to the Races (Jan. 28) Decorate a cardboard tube airplane, test in on our zipline, then compete in an air-powered balloon race.

Imagination Inc.

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

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

- Body Science (Jan. 8) Learn about the amazing physics of the body and make a working model of a human lung!
- Coding Club (Jan. 15) Build your tech skills and learn some programming basics by solving puzzles using Scratch.
- Map Making (Jan. 22) Space out for an hour of experimentation and a peek into life aboard the International Space Station.
- Art Slam (Jan. 29) Start with a blank canvas and a tool, then switch canvases! What crazy collaborations will we create?

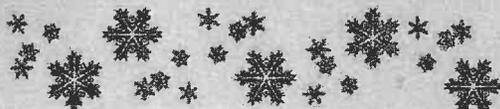
TEENS

Effective Study Skills

Thursday, January 10, 6:30-7:30 PM | Meeting Room B



Give yourself an advantage in your toughest classes. We'll cover time management, organization, recalling information, and overcoming test anxiety. This workshop is intended for High School students and parents, but is open to anyone interested.



Shadow Drawing

Thursday, Jan. 10, 4:15-5:15 PM | Meeting Rooms

Want to practice drawing, but not ready to take a class? Learn to draw amazing pieces using shadows and light.

Game On! Ticket to Ride

Tuesday, January 12, 2:00-4:00 PM | Meeting Room B

Join us for our new monthly game program and learn a new tabletop game! Ticket to Ride is a cross-country train adventure where you earn points for claiming railway routes and connecting cities. This program is best suited for adult and teen patrons.

DIY Projectors

Thursday, January 24, 4:15-5:15 PM | Meeting Rooms

Craft a projector from simple materials and make sharing videos with your friends so much easier!

ADULTS

New Service: Book a Librarian

LLD cardholders can now schedule 30-minute sessions with a librarian for one-on-one assistance with Library resources, such as databases, finding your next book, and downloading eBooks, or for help using Microsoft Office, Google Drive, and more! Visit lislelibrary.org/book-librarian to fill out an online form or call or stop by the Connection Desk 630-971-1675 x1508 to schedule an appointment.



Winter Sowing

Friday, January 11, 7:00-8:00 PM | Meeting Room A/B

Want to get a jumpstart on spring planting? Join Jan Gricus, Illinois Master Gardener, as she discusses winter sowing: an energy efficient method of seed starting that grows hardy and healthy seedlings using the cold and recycled plastic containers!

Lisle Library District Writer's Group

Friday, January 18, 6:30-8:30 PM | Meeting Room A

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

LITERACY

Launchpads in the Literacy/ELD Section!

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

More events can be found at lislelibrary.org

LISLE LIBRARY DISTRICT
PHYSICAL PLANT COMMITTEE MEETING
August 20, 2018 - 6:00 p.m.

1. Roll call

Present:

Thomas Hummel - Vice President | Chair

Marjorie Bartelli - Trustee

Emily Swistak - Trustee

Also Present:

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Chris Knight - Recording Secretary

Absent:

Jay Fisher - President/Ex-officio

2. Opportunity for visitors to speak

One member of the public addressed the Committee. He made comments regarding upcoming elevator repair work.

3. Approve Minutes of the April 10, 2018 Physical Plant Committee Meeting

MOTION: Trustee Swistak moved to approve minutes of the April 10, 2018 Physical Plant Committee meeting. Secretary Bartelli seconded.

Roll Call Vote - All Aye

4. Discussion: elevator repair

Assistant Director McQuillan made a clarification regarding information she provided at the last Board meeting. She previously stated that the elevator hydraulics were replaced in 2016. The hydraulic starter was replaced, not all hydraulic components. Assistant Director McQuillan also stated that the \$70,000 estimate for a new elevator from the Library's current vendor was for replacement parts for a complete modernization not all new construction.

Assistant Director McQuillan gave an overview of three proposals for repair from the Library's current vendor and two alternate companies. Committee members asked questions about the components for repair.

Vice President Hummel reminded the Committee that the Board authorized up to \$60,000 for the repair. If the recommendation from the Committee went above the \$60,000, the Board would likely hold a Special Board meeting to authorize further expenditures.

Assistant Director McQuillan gave a timeline for the repair project including additional code compliance work with the new components. Secretary Bartelli asked how the Library measures up to code compliance currently. Assistant Director McQuillan replied that the Library is grandfathered

in with the equipment it has and that the compliance work would require additional, necessary expenditures.

Vice President Hummel asked if the additional \$15,000-20,000 for code compliance work was included in the repair proposal costs. Director Weinstein said that they were separate costs with separate entities, though the company chosen could coordinate this work. Committee members agreed to recommend scheduling a Special Board meeting to make a vendor recommendation and to confirm additional, necessary compliance costs. Assistant Director McQuillan also mentioned that a complete rebuild of the elevator with new construction throughout would cost approximately double the estimated cost of a modernization.

The Committee came to a consensus regarding a vendor. Vice President Hummel asked if the building would have to be closed while the elevator was out of service. Director Weinstein replied that staff would work on a substitute plan to provide access to materials and resources during the time the elevator was completely out of order.

5. Discussion: HVAC repair

Assistant Director McQuillan gave an overview of recent HVAC repairs made by Monaco and Precision. Director Weinstein discussed both companies and potential duct work projects.

6. Discussion: security system enhancement

Director Weinstein wished to apprise the Committee of the costs for a security camera on the west side of the building. The vendor recommends two cameras, one facing north and one facing south. Director Weinstein stated that providing better coverage resulted in a cost increase. The Committee agreed that both cameras were necessary for coverage.

7. Adjourn

MOTION: Trustee Swistak moved to adjourn the meeting. Trustee Bartelli seconded.

Roll Call Vote - All Aye

The meeting adjourned at 6:44 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on January 16, 2019

Approved by

Thomas Hummel, Committee Chair