

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District Board of Trustees will be held on February 14, 2018 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT
BOARD MEETING
February 14, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
 - a. Approve Minutes of the January 10, 2018 Board Meeting
 - b. Approve Minutes of the January 10, 2018 Executive Session
 - c. Acknowledge Treasurer's Report, 01/31/18, Investment Activity Report, 01/31/18, Current Assets Report, 01/31/18, Revenue Report, 01/31/18, and Expense Report, 01/31/18
 - d. Authorize Payment of Bills, 02/14/18
4. Director's Report
Assign Trustees for "Review of Bills Next Month"
President Fisher and Trustee Bartelli 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. Ratify legal representation - Action Required
Approve attorney/firm to represent the Lisle Library District
 - b. Approve Policy 325: Schedule of Fines, Fees, and Financial Transactions - Action Required
Affirm revisions to Policy 325: Schedule of Fines, Fees, and Financial Transactions.
 - c. Approve Policy 340: Internet Access and Public Computer Use - Action Required
Affirm revisions to Policy 340: Internet Access and Public Computer Use.
 - d. Approve Policy 805: Conference and Meeting Attendance - Action Required
Affirm revisions to Policy 805: Conference and Meeting Attendance.
 - e. PAC letter: ratification of action complying with recommended remedy - Action Required
 - f. Semi-annual review of executive session minutes - Action Required
Six month review of executive session minutes to release or to remain closed.
 - g. Review of executive session recordings more than 18 months old - Action Required
Six month review of executive session recordings to retain, release, 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. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
January 10, 2018 - 7:00 p.m.

1. Roll call

Present:

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

Absent:

Liz Sullivan - Secretary

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Ginger Boskelly - Finance Director
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Consent Agenda

- a. Approve Minutes of the December 13, 2017 Board Meeting
- b. Acknowledge Treasurer's Report, 12/31/17, Investment Activity Report, 12/31/17, Current Assets Report, 12/31/17, Revenue Report, 12/31/17, and Expense Report, 12/31/17
- c. Authorize Payment of Bills, 01/10/18

Vice President Hummel requested item c., Authorize Payment of Bills, be removed from the Consent Agenda.

There were three amendments to the December 13, 2017 Board Meeting minutes:

Correction to Item 10b: ***Vice President Hummel responded by stating that handling a complaint informally is just the first step.***

Addition to Item 10c: ***Trustee Flint stated the policy is clear as written.***

Addition to Item 10d: ***Trustee Flint stated that for government entities, hours of operation are not decided by the number of patrons in the building.***

MOTION: Vice President Hummel moved to approve only items a. and b. of the Consent Agenda as amended. Trustee Flint seconded.

Roll Call Vote - All Aye

MOTION: Trustee Flint moved to approve item c. of the Consent Agenda; Authorize Payment of bills. Trustee Swistak seconded.

Discussion: Vice President Hummel explained why he wanted item c. separated from the Consent Agenda. He did not want to pay the total cost of \$1000 for the Trustee training presented by Julie A. Tappendorf from Ancel Glink. Vice President Hummel stated he originally did not want to have training, does not think Trustee training is necessary, did not think the presentation was worth

\$1000 and wanted to know the full cost beforehand. The Director responded by saying the original estimate was \$800 for a one hour program which included prep, travel and presentation. The program lasted a total of two hours with the latter half consisting of a series of questions from Trustees. The Director confirmed that she discussed training costs with the Board President prior to scheduling Ms. Tappendorf.

Director Weinstein felt the training was important for all Board members and that it was money well spent especially since all the Trustees asked pertinent questions of the presenter. Trustee Flint agreed. The Director stated that the *Trustee Training* account line had not been used in years. Trustee Bartelli asked the Director if spending on conferences was the same as spending on training regarding the Trustee account lines. The Director explained that there are four different account lines for Trustee expenses; conferences, training, meetings, and dues. Trustee Swistak added that she thought the training was beneficial particularly due to the number of questions asked after the formal presentation. Vice President Hummel questioned the follow-up email that was included in the total cost. The Director mentioned that a Trustee posed a question at the end of the meeting that may have been misinterpreted, so she asked for clarification. Treasurer Wang stated that she thought the training was valuable and suggested that future Board training expenses be discussed at Board meetings for transparency's sake. Director Weinstein verified that the Contingency expense line was used to supplement the Training expense.

President Fisher called for a vote on the motion.

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

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

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

President Fisher and Trustee Bartelli will review the January billings in February.

Director Weinstein updated the Board on the status of a currently popular, political title. She presented the FY16-17 Annual Report. Active shooter training for employees took place at the December staff meeting. Training was provided by Officer Dan Taylor of the Lisle Police Department. The Director is researching sexual harassment training for staff and for Trustees. The Director presented a new way of looking at statistics with a report that shows library trends, national and internal, over multiple years. This report gives a big-picture view of a key data points such as physical and digital material use, program attendance, meeting room use and individual database statistics as requested by the Board.

Discussion: Treasurer Wang asked the Director if the database numbers included unique users. The Director said that the statistics showed unique sessions and that the counts at the bottom of the report show digital material check-outs. A majority of the Trustees said that they liked the new style of statistical reporting. Some mentioned that they liked both the old and new methods of reporting. Treasurer Wang suggested keeping the monthly statistics report in the Board packets and having the trend report as a quarterly addition.

After discussion, the Director informed the Board about the West Suburban Library Legislative Lunch and Trustee Forum Workshop taking place on the 16th and 17th of February at the Chicago Marriott in Oak Brook.

5. Assistant Director's Report

Assistant Director McQuillan discussed the Digital Outreach Team meeting in December. They talked about posting photos to Instagram and uploading Readers' Advisory videos to YouTube such as the new Star Wars themed video. The Safety Team has worked on a map of emergency and safety equipment located throughout the building. A fire inspection was completed on January 9th. Several repairs were recommended and are in the process of being completed. The inspector will return in a few weeks to evaluate progress. Closing procedures are being reviewed and revised by the Department Directors with the aid of the Facility Monitors. A new networked printer/scanner has been installed. Staff are learning to use its new features such as paper folding pamphlets.

Discussion: Vice President Hummel asked about NACO (Name Authority Cooperative Program), which was mentioned in the Technical Services Quarterly Report. The Assistant Director clarified that many authors write under multiple names so this program is a way to keep track of those names using authority records.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang mentioned that the Library had received its final tax receipt payment of 2017. No meeting planned.
- b. Personnel/Policy - The Committee did not meet. A meeting has been planned for January 17, 2018 at 6:00 pm.
- c. Physical Plant - The Committee did not meet. No meeting planned. Vice President Hummel commented that a meeting may be planned in the next month or so depending on the work of the Strategic Plan Committee.

7. Unfinished Business - None

8. New Business

- a. Appoint Committee to prepare 18/19 Working Budget
The Board President announced that the Committee will include all Board members. The Director suggested possible meeting dates. April 4th and 18th were scheduled.
- b. Approve Per Capita Grant

MOTION: Trustee Swistak moved to approve the Per Capita Grant. Trustee Flint seconded.

Discussion: The Director discussed the application process and the grant itself. The LLD is not guaranteed to receive funds. Last year's application was accepted and the LLD received an award acknowledgement letter, but has not received the grant as of yet. Trustee Flint asked about grant amounts. The Director explained that awards have decreased from year to year. Trustee Bartelli asked about the Conflict of Interest Statement on the application. The Director responded that the State Library instructed the LLD to leave that question blank.

President Fisher called for a vote on the motion.

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

- c. Appoint Strategic Plan Committee

The Board President announced that the Committee will include all Board members plus two additional Department Director members. Treasurer Wang commented that she would like to

determine an end date for the project. The Director anticipated the first meeting being an introductory session. The consensus of the Board was to start as soon as possible. The Director confirmed she would research February dates and check the availability of Board members.

9. Executive Session

MOTION: Trustee Flint moved to go into Executive Session for 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body, or against legal counsel for the public body to determine its validity. Treasurer Wang seconded.

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

The Board voted to go into Executive Session at 7:52 p.m.

The Board came back into Open Session at 8:11 p.m.

Discussion: The Board instructed Director Weinstein to contact Roger Ritzman in accordance with Board Executive Session discussion.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:13 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on February 14, 2018.

Approved by

Liz Sullivan, Secretary of the Board

Treasurer's Report as of January 31 2018

Fund Name	Cash Balance 12/31/17	Cash Receipts this month	Cash Disbursed this month	Cash Balance 01/31/18	
Corporate	6,304,741.22	-7,184.00	281,319.07	6,016,238.15	83.04%
Building Maintenance	170,385.76	77.89	392.00	170,071.65	2.35%
IMRF	432,726.74	306.47	15,043.89	417,989.32	5.77%
FICA	245,631.07	133.62	13,180.19	232,584.50	3.21%
Working Cash	407,665.39	186.57	0.00	407,851.96	5.63%
Subtotals	7,561,150.18	-6,479.45	309,935.15	7,244,735.58	100.00%
Special Reserve	2,797,381.49	26,636.58	0.00	2,824,018.07	
	10,358,531.67	20,157.13	309,935.15	10,068,753.65	

Treasurer

Date

1/31/2018

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	900.80	900.82	871.85	906.78	883.23	1,004.51	1,072.13						6,540.12
Ehlers	0.21	1.69	0.85	0.18	0.29	0.47	2.22						5.91
Ehlers-Inv interest	1,780.35	6,364.21	7,449.33	4,438.61	7,908.82	3,686.43	1,832.85						33,460.60
MB Financial	529.50	498.28	723.13	759.08	678.59	656.19	565.33						4,410.10
Lisle	51.62	51.64	51.65	50.00	51.68	50.02	51.70						358.31
Lisle CD 2635	86.07	83.12	80.47	83.19	80.53	83.25	83.28						579.91
Lisle CD 2669	253.16	253.45	245.55	254.02	246.11	254.60	254.89						1,761.78
IL Funds	1,059.68	1,110.77	1,120.42	1,183.65	1,166.98	1,318.24	1,451.55						8,411.29
US Bank	30.82	31.85	31.85	30.83	31.85	30.82	31.85						219.87
TOTALS	4,692.21	9,295.83	10,575.10	7,706.34	11,048.08	7,084.53	5,345.80	0.00	0.00	0.00	0.00	0.00	55,747.89

	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	150,000.00	325,000.00	405,000.00		0.00	0.00	55,000.00						935,000.00
Investment Purchases	155,223.39	334,976.39	411,768.75		0.00	0.00	63,050.40						965,018.93
TOTALS	-5,223.39	-9,976.39	-6,768.75		0.00	0.00	-8,050.40	0.00	0.00	0.00	0.00	0.00	-30,018.93

CURRENT ASSETS
AT FAIR MARKET VALUE
January 31 2018

	Fair Market Value on 1/31/18
Checking Accounts	
MB Operating Acct-opened 5/23	\$73,111.12
MB Financial Now acct	\$3,286,181.47
MB Financial-petty cash	\$400.00
US Bank	\$13,982.70
E commerce	\$34,227.89
	<u>\$3,407,903.18</u>
Money Markets	
Liste Savings Bank	\$202,941.73
IMET	\$920,988.76
The Illinois Funds	\$1,310,728.63
	<u>\$2,434,657.12</u>
	\$31,210.15
	\$12,530.80

	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Investments								
Discover Bank	2/11/2015	\$ 50,000.00	100,000	1.20	1.20	50,000.00	\$49,988.50	2/12/2018
Goldman Sachs	2/11/2015	\$ 107,000.00	100,000	1.25	1.25	107,000.00	\$106,997.86	2/12/2018
Discover Bank	7/22/2015	\$ 150,000.00	99,100	1.30	1.63	149,023.97	\$149,922.00	5/14/2018
Liste Savings Bank	7/11/2017	\$ 217,393.93	100,000	0.45	0.45	217,450.22	\$217,944.06	7/12/2018
Fed Natl Mtge Assoc	2/27/2014	\$ 100,000.00	99,575	1.00	1.08	99,672.22	\$99,661.00	7/30/2018
Capital One Bk USA Natl	8/19/2015	\$ 118,000.00	100,000	1.75	1.75	118,000.00	\$118,057.82	8/20/2018
US Bank	12/15/2016	\$ 249,999.99	100,000	0.15	0.15	249,999.99	\$249,999.99	9/15/2018
Ally Bank CD	10/2/2015	\$ 30,000.00	99,800	1.70	1.77	29,965.58	\$30,013.80	9/24/2018
Capital One	10/1/2015	\$ 150,000.00	99,948	1.65	1.67	150,071.18	\$150,055.50	10/1/2018
Comenity Cap Bk	11/3/2015	\$ 125,000.00	99,970	1.40	1.41	124,982.29	\$125,025.00	11/2/2018
Capital One Bk USA	11/4/2015	\$ 125,000.00	100,000	1.55	1.55	125,000.00	\$125,018.75	11/5/2018
Liste Savings Bank	7/16/2015	\$ 214,915.16	100,000	1.35	1.35	214,915.16	\$222,436.12	1/16/2019
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100,000	1.20	1.20	160,000.00	\$159,299.20	3/11/2019
Stevens Point	3/2/2016	\$ 18,000.00	107,615	4.10	1.56	16,409.06	\$15,277.50	4/1/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99,975	1.20	1.21	159,975.00	\$158,300.80	5/16/2019
Menominee Falls	5/2/2016	\$ 25,000.00	102,191	2.00	1.27	25,757.47	\$24,940.00	6/1/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100,000	1.20	1.20	124,952.50	\$123,188.75	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100,000	1.20	1.20	160,015.00	\$157,873.60	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100,000	1.25	1.58	59,398.02	\$59,122.20	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100,000	1.65	1.65	49,979.76	\$49,545.00	12/23/2019
Key Bank Natl	3/8/2017	\$ 225,000.00	100,000	1.70	1.70	224,902.50	\$222,727.50	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100,000	4.30	4.30	10,725.26	\$10,403.40	4/1/2020
Menominee Falls	5/2/2016	\$ 15,000.00	106,927	3.50	1.70	16,055.51	\$15,331.95	5/1/2020
Sallie Mae	6/14/2017	\$ 110,000.00	99,950	1.90	1.90	109,960.00	\$109,140.90	6/15/2020
Barclays Bank	8/16/2017	\$ 130,000.00	100,000	1.90	1.90	129,950.00	\$128,820.90	8/17/2020
Will County, IL CCS	9/20/2017	\$ 160,000.00	100,000	1.95	1.95	159,935.00	\$158,638.40	9/20/2020
FNMA	12/20/2016	\$ 50,000.00	100,000	2.57	2.57	50,284.43	\$49,876.00	10/1/2020
Fond Du Lac Cty, WI	2/28/2017	\$ 175,000.00	100,000	2.00	2.00	175,000.00	\$171,620.75	2/26/2021
FNMA	12/28/2017	\$ 60,000.00	100,000	4.00	2.32	63,050.40	\$62,386.20	3/1/2021
Madison, WI	2/28/2017	\$ 170,000.00	100,000	2.00	2.00	169,930.00	\$166,895.60	5/28/2021
FHLMC	11/17/2016	\$ 100,000.00	102,896	2.45	1.83	103,209.06	\$99,507.00	10/1/2021
FHLB	7/25/2017	\$ 155,000.00	100,000	2.00	2.00	155,223.39	\$151,763.60	12/29/2021
Federal Farm Credit	8/29/2017	\$ 205,000.00	100,000	2.00	2.00	205,026.39	\$198,667.55	2/28/2022
	9/19/2017	\$ 250,000.00	100,000	2.07	2.07	251,833.75	\$243,995.00	5/9/2022
							<u>\$4,182,452.40</u>	

TOTAL CURRENT ASSETS

\$10,068,753.55

Lisle Library District Revenues through 1/31/2018 Special Reserve Only

REVENUES		Current Month Jan 2018	YTD July - Jan 2017-2018	YTD Jul - Jan 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$1,636.58	\$9,365.22	\$5,337.43	\$7,000.00	133.79 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$175,000.00	\$350,000.00	\$300,000.00	58.33 %
TOTAL INTEREST & CASH DONATION		\$26,636.58	\$184,365.22	\$355,337.43	\$307,000.00	60.05 %
TOTAL REVENUES		\$26,636.58	\$184,365.22	\$355,337.43	\$307,000.00	60.05 %

Lisle Library District

Revenues through Jan 31 2018

No Special Reserve reflected

REVENUES		Current Month Jan 2017	YTD July - Jan 2017-2018	YTD July - Jan 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	\$0.00	\$4,337,014.68	\$4,375,192.78	\$4,347,646.00	99.76 %
30-01-4413-00	Tax Levy - .02 Building/Maint.	\$0.00	\$136,387.24	\$121,436.24	\$136,350.00	100.03 %
40-01-4414-00	Tax Levy - IMRF	\$0.00	\$219,747.81	\$222,909.25	\$220,180.00	99.80 %
45-01-4415-00	Tax Levy - FICA	\$0.00	\$174,061.74	\$127,024.59	\$173,720.00	100.20 %
TOTAL TAX LEVY		\$0.00	\$4,867,211.47	\$4,846,562.86	\$4,877,896.00	99.78 %
BACK TAXES						
10-01-4441-00	Back Taxes - Corp.	\$0.00	\$1,227.72	\$18,200.37	\$45,000.00	2.73 %
30-01-4443-00	Back Taxes - .02 Building/Maint	\$0.00	\$38.50	\$431.45	\$0.00	0.00 %
40-01-4444-00	Back Taxes - IMRF	\$0.00	\$62.56	\$1,165.66	\$0.00	0.00 %
45-01-4445-00	Back Taxes - FICA	\$0.00	\$49.27	\$886.66	\$0.00	0.00 %
TOTAL BACK TAXES		\$0.00	\$1,378.05	\$20,684.14	\$45,000.00	3.06 %
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax - Corp	\$1,768.91	\$7,278.29	\$9,611.15	\$11,000.00	66.17 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$102.09	\$420.05	\$544.36	\$600.00	70.01 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$16.04	\$66.00	\$85.53	\$100.00	66.00 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX		\$1,887.04	\$7,764.34	\$10,241.04	\$11,700.00	66.36 %
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	(\$12,535.82)	\$222.13	\$15,443.86	\$30,000.00	0.74 %
30-02-4474-00	Interest Earned - .02 B/M	\$77.89	\$884.46	\$620.80	\$1,000.00	88.45 %
40-02-4475-00	Interest Earned - IMRF	\$204.38	\$2,459.12	\$869.12	\$1,200.00	204.93 %
45-02-4476-00	Interest Earned - FICA	\$117.58	\$1,395.43	\$891.71	\$1,200.00	116.29 %
80-02-4482-00	Interest Earned - Working Cash	\$186.57	\$2,348.17	\$2,144.59	\$3,000.00	78.27 %
TOTAL INTEREST INCOME		(\$11,949.40)	\$7,309.31	\$19,970.08	\$36,400.00	20.08 %
DESK INCOME						
10-03-4531-00	Lost Books - Adult	\$273.60	\$2,008.93	\$3,251.46	\$4,000.00	50.22 %

Lisle Library District Revenues through Jan 31 2018

No Special Reserve reflected

	Current Month Jan 2017	YTD July - Jan 2017-2018	YTD July - Jan 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$959.83	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$3,214.98	\$26,953.88	\$26,186.78	\$40,000.00	67.38 %
TOTAL DESK INCOME	\$3,488.58	\$28,962.81	\$30,398.07	\$44,500.00	65.09 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$32.00	\$485.00	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$90.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$23.33	\$600.03	\$910.96	\$1,200.00	50.00 %
10-04-4584-00 Other Income - Corp.	\$71.00	\$3,529.87	\$450.83	\$1,000.00	352.99 %
TOTAL UNRESTRICTED INCOME	\$94.33	\$4,251.90	\$1,846.79	\$2,200.00	193.27 %
TOTAL REVENUES	(\$6,479.45)	\$4,916,877.88	\$4,929,702.98	\$5,017,696.00	97.99 %

Lisle Library District

Expenses through Jan 31 2018

Special Reserve Only

	Cur Mth Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$26,647.44	\$0.00	\$50,000.00	53.29 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$0.00	\$26,647.44	\$0.00	\$180,000.00	14.80 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$26,647.44	\$0.00	\$190,000.00	14.03 %

Lisle Library District

Expenses through Jan 31, 2018

No Special Reserve reflected

ALL EXPENSES		Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$40,949.17	\$262,565.98	\$245,387.31	\$508,961.08	51.59 %
10-10-5603-20	Adult Services - Reg. Hours	\$43,211.37	\$284,453.83	\$293,178.46	\$529,222.36	53.75 %
10-10-5603-30	Youth Services - Reg. Hours	\$27,994.23	\$173,663.23	\$174,429.04	\$357,007.29	48.64 %
10-10-5603-50	Technical Services - Reg. Hours	\$23,076.41	\$144,544.72	\$175,055.37	\$268,861.76	53.76 %
10-10-5603-60	Circulation - Reg. Hours	\$38,943.17	\$252,266.59	\$259,841.60	\$481,779.21	52.36 %
10-10-5613-10	Administrative - Sunday Hrs.	\$358.35	\$3,447.15	\$3,354.86	\$6,200.00	55.60 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$1,620.88	\$13,608.51	\$11,951.41	\$23,400.00	58.16 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$967.81	\$8,785.76	\$8,250.97	\$16,000.00	54.91 %
10-10-5613-60	Circulation - Sunday Hrs.	\$1,893.77	\$17,702.24	\$17,206.14	\$29,400.00	60.21 %
Total Salaries		\$179,015.16	\$1,161,038.01	\$1,188,655.16	\$2,220,831.70	52.28 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,757.09	\$32,580.29	\$18,031.82	\$60,000.00	54.30 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,645.88	\$52,240.07	\$43,887.57	\$100,000.00	52.24 %
10-10-5621-30	Hosp. Ins. - YS	\$3,600.63	\$25,475.30	\$21,929.34	\$60,000.00	42.46 %
10-10-5621-50	Hosp. Ins. - Tech	\$3,105.74	\$20,865.29	\$26,227.55	\$38,000.00	54.91 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,530.82	\$32,003.30	\$23,024.85	\$47,000.00	68.09 %
10-10-5622-10	Dental Ins. - Admin.	\$263.40	\$2,346.03	\$1,947.86	\$4,600.00	51.00 %
10-10-5622-20	Dental Ins. - Adult Serv	\$549.19	\$4,705.66	\$3,671.43	\$7,000.00	67.22 %
10-10-5622-30	Dental Ins. - YS	\$191.71	\$1,459.72	\$1,272.22	\$2,600.00	56.14 %
10-10-5622-50	Dental Ins. - Tech	\$297.70	\$1,869.29	\$1,699.89	\$2,500.00	74.77 %
10-10-5622-60	Dental Ins. - Circ	\$318.40	\$2,666.11	\$2,039.75	\$3,300.00	80.79 %
Total Health & Dental Ins.		\$25,260.56	\$176,211.06	\$143,732.28	\$325,000.00	54.22 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$158.29	\$461.42	(\$2,292.84)	\$4,000.00	11.54 %
10-10-5646-10	Tuition Reimbursement - Staff	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District

Expenses through Jan 31, 2018

No Special Reserve reflected

	Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
Total Other Staff Benefits	\$158.29	\$461.42	(\$2,292.84)	\$7,000.00	6.59 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,029.87	\$19,400.03	\$18,857.35	\$40,000.00	48.50 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,212.35	\$21,789.95	\$22,979.61	\$41,000.00	53.15 %
45-10-5625-30 FICA Expense - Youth Services	\$2,199.31	\$13,928.54	\$13,921.72	\$29,393.63	47.39 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,696.78	\$10,567.66	\$12,571.14	\$21,500.00	49.15 %
45-10-5625-60 FICA Expense - Circulation	\$3,041.88	\$20,101.32	\$20,618.37	\$38,000.00	52.90 %
Total FICA Expenses	\$13,180.19	\$85,787.50	\$88,948.19	\$169,893.63	50.49 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,605.65	\$24,150.42	\$23,630.40	\$51,000.00	47.35 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,182.86	\$29,606.28	\$32,983.20	\$54,000.00	54.83 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,399.97	\$15,992.26	\$13,994.59	\$37,000.00	43.22 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,028.32	\$13,827.43	\$17,994.77	\$27,000.00	51.21 %
40-10-5628-60 IMRF Expense - Circulation	\$2,827.09	\$18,528.78	\$22,499.67	\$48,419.42	38.27 %
Total IMRF Expenses	\$15,043.89	\$102,105.17	\$111,102.63	\$217,419.42	46.96 %
TOTAL EMPLOYEE COSTS	\$232,658.09	\$1,525,603.16	\$1,530,145.42	\$2,940,144.75	51.89 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,700.00	\$3,212.40	\$6,600.00	40.91 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$78.23	\$3,654.54	\$5,050.62	\$7,800.00	46.85 %
10-20-5653-00 Utilities - Gas	\$791.88	\$2,136.46	\$2,587.91	\$7,000.00	30.52 %
10-20-5654-00 Utilities - Sewer & Water	\$338.94	\$1,375.66	\$1,273.71	\$2,750.00	50.02 %
10-20-5655-00 Utilities - Electric	\$4,428.11	\$24,989.27	\$24,753.52	\$48,700.00	51.31 %
10-20-5656-00 Verizon	\$50.08	\$300.48	\$300.46	\$680.00	44.19 %
Total Utilities	\$6,137.24	\$36,966.41	\$38,988.62	\$75,340.00	49.07 %
Maintenance and Repairs					

Lisle Library District

Expenses through Jan 31, 2018

No Special Reserve reflected

	Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-20-5660-00	\$0.00	\$2,400.00	\$2,595.33	\$5,500.00	43.64 %
10-20-5661-00	\$141.00	\$16,205.95	\$17,049.00	\$36,750.00	44.10 %
10-20-5662-00	\$4,900.00	\$9,836.90	\$19,786.90	\$34,000.00	28.93 %
10-20-5663-00	\$845.46	\$4,585.82	\$4,024.41	\$8,000.00	57.32 %
10-20-5664-00	\$2,520.00	\$10,981.94	\$4,730.28	\$18,000.00	61.01 %
10-20-5665-00	\$179.09	\$1,253.63	\$1,253.63	\$2,500.00	50.15 %
Total Maintenance and Repairs	\$8,585.55	\$45,264.24	\$49,439.55	\$104,750.00	43.21 %
TOTAL BUILDING COSTS	\$14,722.79	\$82,230.65	\$88,428.17	\$180,090.00	45.66 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$1,019.79	\$2,178.30	(\$2.46)	\$4,500.00	48.41 %
10-25-5710-10	\$0.00	\$8,736.17	\$17,356.64	\$26,400.00	33.09 %
10-25-5711-00	\$1,102.83	\$4,792.89	\$4,312.38	\$8,500.00	56.39 %
10-25-5712-00	\$162.42	\$620.19	\$598.28	\$1,000.00	62.02 %
Total Postage and Printing	\$2,285.04	\$16,327.55	\$22,264.84	\$40,400.00	40.41 %
Supplies					
10-25-5713-00	\$52.93	\$2,285.93	\$1,685.89	\$5,000.00	45.72 %
10-25-5714-00	\$168.99	\$2,356.07	\$2,311.18	\$9,080.00	25.95 %
10-25-5715-00	\$0.00	\$589.80	\$955.30	\$2,500.00	23.59 %
10-25-5716-00	\$163.91	\$2,588.85	\$3,116.81	\$6,500.00	39.83 %
10-25-5717-00	\$1,579.99	\$9,405.64	\$12,449.90	\$27,500.00	34.20 %
10-25-5718-00	\$72.53	\$6,680.01	\$7,490.59	\$13,500.00	49.48 %
Total Supplies	\$2,038.35	\$23,906.30	\$28,009.67	\$64,080.00	37.31 %
Other Operating Costs					
10-25-5719-00	\$28.75	\$746.35	\$657.80	\$2,000.00	37.32 %
10-25-5722-15	\$0.00	\$0.00	\$50.00	\$150.00	0.00 %
10-25-5723-00	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-25-5723-15	(\$963.24)	\$1,100.42	\$814.69	\$1,000.00	110.04 %

Lisle Library District

Expenses through Jan 31, 2018

No Special Reserve reflected

	Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-25-5724-15 Local Travel	\$165.70	\$262.32	\$99.84	\$700.00	37.47 %
Total Other Operating Costs	(\$768.79)	\$2,109.09	\$1,622.33	\$4,100.00	51.44 %
TOTAL OPERATING EXPENSES	\$3,554.60	\$42,342.94	\$51,896.84	\$108,580.00	39.00 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$0.00	\$2,500.00	96.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$25,820.36	\$23,568.00	\$25,000.00	103.28 %
10-30-5754-00 5754 Workers Comp Insurance	\$5,910.00	\$8,555.00	\$0.00	\$5,400.00	158.43 %
TOTAL INSURANCE	\$5,910.00	\$36,775.36	\$23,568.00	\$32,900.00	111.78 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services - Admin	\$0.00	\$1,260.00	\$4,087.50	\$25,000.00	5.04 %
10-35-5761-00 Collection Agency	\$35.80	\$295.35	\$295.25	\$700.00	42.19 %
10-35-5762-00 Other Contr Services - Admin	(\$1,260.00)	\$1,073.00	\$685.00	\$3,500.00	30.66 %
10-35-5763-00 Other Contractual Services-Tech	\$720.00	\$20,306.81	\$15,752.65	\$25,000.00	81.23 %
10-35-5764-10 Other Contractual Services - IS	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$575.97	\$3,418.06	\$2,650.90	\$7,000.00	48.83 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$9,818.12	\$0.00	\$7,937.00	123.70 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,250.00	\$8,000.00	\$8,250.00	100.00 %
10-35-5771-00 Payroll Service	\$505.64	\$3,628.79	\$3,557.29	\$7,700.00	47.13 %
TOTAL CONTRACTUAL SERVICES	\$577.41	\$48,050.13	\$35,028.59	\$89,587.00	53.64 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$165.00	\$3,851.00	\$2,704.00	\$5,400.00	71.31 %
10-40-5784-00 Meetings - Staff	\$85.33	\$858.29	\$1,068.62	\$2,500.00	34.33 %
10-40-5785-00 Conferences - Staff	\$522.19	(\$3,100.04)	\$4,397.51	\$15,000.00	(20.67)%
10-40-5786-00 Employee/Volunteer Recognition	\$299.08	\$402.77	\$763.73	\$2,000.00	20.14 %
10-40-5787-00 In-Service	\$0.00	\$1,777.41	\$1,287.95	\$3,000.00	59.25 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$366.00	\$1,216.58	\$2,200.00	16.64 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$0.00	\$525.00	14.29 %

Lisle Library District

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	Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-45-5787-70	\$0.00	\$300.00	\$350.00	\$500.00	60.00 %
10-45-5788-70	\$0.00	\$30.00	\$42.25	\$500.00	6.00 %
10-45-5789-70	\$450.00	\$500.00	\$0.00	\$500.00	100.00 %
Total Staff & Trustee Development	\$1,521.60	\$5,060.43	\$11,830.64	\$32,125.00	15.75 %
TOTAL PERSONNEL DEVELOPMENT	\$1,521.60	\$5,060.43	\$11,830.64	\$32,125.00	15.75 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10	\$0.00	\$46,099.07	\$43,908.26	\$47,100.00	97.87 %
10-48-5802-00	\$0.00	\$0.00	\$681.43	\$0.00	0.00 %
Total Major Equipment	\$0.00	\$46,099.07	\$44,589.69	\$47,100.00	97.87 %
Minor Equipment					
10-48-5823-10	\$0.00	\$472.80	\$0.00	\$700.00	67.54 %
10-48-5823-20	\$67.98	\$224.53	\$0.00	\$700.00	32.08 %
10-48-5823-30	\$103.36	\$178.18	\$94.75	\$700.00	25.45 %
10-48-5823-50	\$246.97	\$292.61	\$0.00	\$700.00	41.80 %
10-48-5823-60	\$0.00	\$76.84	\$35.96	\$700.00	10.98 %
Total Minor Equipment	\$418.31	\$1,244.96	\$130.71	\$3,500.00	35.57 %
Equip Maint/Repairs & Rentals					
10-48-5843-00	\$0.00	\$0.00	\$1.00	\$800.00	0.00 %
10-48-5845-00	\$964.66	\$6,910.40	\$6,368.43	\$19,150.00	36.09 %
10-48-5846-00	\$249.00	\$734.33	\$84.73	\$1,000.00	73.43 %
10-48-5846-20	\$0.00	\$0.00	\$7,520.49	\$0.00	0.00 %
Total Equip Maint/Repairs & Rentals	\$1,213.66	\$7,644.73	\$13,974.65	\$20,950.00	36.49 %
TOTAL EQUIPMENT COSTS	\$1,631.97	\$54,988.76	\$58,695.05	\$71,550.00	76.85 %
LIBRARY MEDIA					
Books					

Lisle Library District

Expenses through Jan 31, 2018

No Special Reserve reflected

	Current Month Jan 2018	YTD July - Jan 2017-2018	YTD July - Jan 2016-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-50-5863-20 Literacy/ESL	(\$193.44)	\$5,465.12	\$3,457.13	\$10,000.00	54.65 %
10-50-5863-30 Books - Youth Serv. Dept.	\$2,633.40	\$30,680.00	\$24,832.24	\$51,000.00	60.16 %
10-50-5863-50 Books - Tech Serv. Dept.	\$0.00	\$78.00	\$0.00	\$500.00	15.60 %
10-50-5864-10 Books - Non Fiction	\$4,109.82	\$37,359.70	\$42,342.12	\$82,000.00	45.56 %
10-50-5865-10 Books - Adult Fiction	\$3,802.80	\$33,730.49	\$34,829.38	\$65,000.00	51.89 %
10-50-5867-20 Ref Books - Adult Serv. Dept.	\$1,587.36	\$8,014.92	\$10,319.86	\$24,000.00	33.40 %
Total Books	\$11,939.94	\$115,328.23	\$115,780.73	\$232,500.00	49.60 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$94,087.62	\$88,380.79	\$126,500.00	74.38 %
10-50-5872-10 Dbases - Professional	\$184.50	\$9,507.35	\$2,332.08	\$10,000.00	95.07 %
10-50-5873-30 Dbases - Youth Serv. Dept.	\$0.00	\$5,073.70	\$3,499.00	\$12,500.00	40.59 %
Total Databases	\$184.50	\$108,668.67	\$94,211.87	\$149,000.00	72.93 %
Audio-Visual Materials					
10-50-5890-30 A-V Mats - Youth Serv. Dept.	\$607.73	\$6,141.16	\$8,847.87	\$18,000.00	34.12 %
10-50-5895-40 A-V Mats - Adult Serv. Dept.	\$6,237.44	\$44,896.07	\$50,219.55	\$95,000.00	47.26 %
Total Audio-Visual Materials	\$6,845.17	\$51,037.23	\$59,067.42	\$113,000.00	45.17 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv. Dept.	\$591.20	\$33,957.81	\$38,528.68	\$42,620.00	79.68 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$683.39	\$715.59	\$1,000.00	68.34 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$3,967.46	\$3,378.44	\$5,000.00	79.35 %
10-50-5871-20 Document Delivery	\$81.50	\$20,721.79	\$20,304.08	\$22,000.00	94.19 %
Total Periodicals/Doc Delivery	\$672.70	\$59,330.45	\$62,926.79	\$70,620.00	84.01 %
TOTAL LIBRARY MEDIA	\$19,642.31	\$334,364.58	\$331,986.81	\$565,120.00	59.17 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,221.46	\$9,662.81	\$5,509.46	\$16,000.00	60.39 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$552.29	\$3,698.60	\$2,888.96	\$11,000.00	33.62 %

Lisle Library District

Expenses through Jan 31, 2018

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10-60-5931-40 Online Marketing	\$19.60	\$1,108.98	\$436.01	\$2,000.00	55.45 %
10-60-5931-50 Community Relations	\$1,977.98	\$2,948.32	\$1,356.96	\$6,000.00	49.14 %
Total Programs	\$3,771.33	\$17,418.71	\$10,191.39	\$35,000.00	49.77 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$53.05	\$148.57	\$421.86	\$2,000.00	7.43 %
10-60-5940-30 Reader Services - Youth Serv. D	\$0.00	\$769.53	\$2,457.09	\$5,300.00	14.52 %
Total Readers Services's	\$53.05	\$918.10	\$2,878.95	\$7,300.00	12.58 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,824.38	\$18,336.81	\$13,070.34	\$42,300.00	43.35 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$0.00	\$7,558.01	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$175,000.00	\$350,000.00	\$300,000.00	58.33 %
10-80-5986-80 IMRF Funding	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,000.00	\$375,000.00	\$557,558.01	\$500,000.00	75.00 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$1,985.70	\$33,760.00	\$50,000.00	3.97 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$392.00	\$9,087.52	\$25,878.47	\$30,000.00	30.29 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$21,767.50	\$30,811.98	\$57,000.00	38.19 %
Total .02 BLDG/MAINT EXPENSES	\$392.00	\$32,840.72	\$90,450.45	\$137,000.00	23.97 %
CONTINGENCY					
10-90-5999-00 Contingency	\$500.00	\$500.00	\$0.00	\$75,000.00	0.67 %
Total	\$500.00	\$500.00	\$0.00	\$75,000.00	0.67 %
TOTAL ALL EXPENSES	\$309,935.15	\$2,556,093.54	\$2,792,658.32	\$4,774,396.75	53.54 %

Lisle Library District

Accounts Payable fo February 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Anderson Pest Solutions Anderson Pest Solutions	2/14/2018 4587497	January Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
Antelope Valley College Library Antelope Valley College Library	2/14/2018 121	Replacement Cost for Lost I Invoice	Paid	10-50-5871-20	Document Delivery	\$55.00
					<i>Totals for Anderson Pest Solutions:</i>	<u>\$141.00</u>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	2/14/2018 013118	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv. Dept. Processing Supplies	\$703.66 \$83.20
					<i>Totals for Antelope Valley College Library:</i>	<u>\$55.00</u>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	2/14/2018 013118	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$1,216.74
					<i>Totals for Baker & Taylor (L4171582):</i>	<u>\$786.86</u>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	2/14/2018 013118	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$1,161.45
					<i>Totals for Baker & Taylor (C5223353):</i>	<u>\$1,216.74</u>
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	2/14/2018 013118	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$5,896.61 \$249.65
					<i>Totals for Baker & Taylor (C5223433):</i>	<u>\$1,161.45</u>
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	2/14/2018 013118	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$70.94
					<i>Totals for Baker & Taylor (L0334152):</i>	<u>\$6,146.26</u>
Baker & Taylor (L4171782) Baker & Taylor (L4171782)					<i>Totals for Baker & Taylor (L3965522):</i>	<u>\$70.94</u>

Lisle Library District

Accounts Payable fo February 14, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Baker & Taylor (L4171782)	2/14/2018 013118	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$953.03 \$8.30
Baker & Taylor (L4342812)					<i>Totals for Baker & Taylor (L4171782):</i>	<i>\$961.33</i>
Baker & Taylor (L4342812)	2/14/2018 013118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$695.25 \$22.75
Baker & Taylor (L5202982)					<i>Totals for Baker & Taylor (L4342812):</i>	<i>\$718.00</i>
Baker & Taylor (L5202982)	2/14/2018 013118	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$112.52 \$26.45
Baker & Taylor (L5226642)					<i>Totals for Baker & Taylor (L5202982):</i>	<i>\$138.97</i>
Baker & Taylor (L5226642)	2/14/2018 013118	Reference Books - Adult & P Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv. Dept. Processing Supplies	\$293.24 \$7.80
Baker & Taylor (L5425632)					<i>Totals for Baker & Taylor (L5226642):</i>	<i>\$301.04</i>
Baker & Taylor (L5425632)	2/14/2018 013118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$1,605.75 \$73.85
Baker & Taylor (L5543202)					<i>Totals for Baker & Taylor (L5425632):</i>	<i>\$1,679.60</i>
Baker & Taylor (L5543202)	2/14/2018 013118	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$6,641.09 \$289.85
Batteries Plus					<i>Totals for Baker & Taylor (L5543202):</i>	<i>\$6,930.94</i>
Batteries Plus	2/14/2018 281-352288	Batteries Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$98.76
Case Lots, Inc.					<i>Totals for Batteries Plus:</i>	<i>\$98.76</i>
Case Lots, Inc.	2/14/2018 009153	Misc Kitchen & Janitorial Su Invoice	Paid	10-20-5663-00 10-25-5716-00	Maint/Repairs-Genl repairs, Supplies Kitchen Supplies	\$284.80 \$57.80

Accounts Payable fo February 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Chicago Metropolitan Fire Prevention Co.						
Chicago Metropolitan Fire Prevention Co.	2/14/2018 IN00176724	Fire Monitor 1/1 - 3/31/18 Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
	2/14/2018 IN00178051	Move Smoke Detector in St Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$235.50
Totals for Case Lots, Inc.:						\$342.60
Compact Disc Source						
Compact Disc Source	2/14/2018 74921	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$214.92
	2/14/2018 74920	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$75.61
Totals for Chicago Metropolitan Fire Prevention Co.:						\$396.00
	2/14/2018 74952	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$126.26
	2/14/2018 74951	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$40.23
	2/14/2018 74966	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$187.60
	2/14/2018 74965	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$66.67
	2/14/2018 74996	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$225.71
	2/14/2018 74995	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$75.61
Totals for Compact Disc Source:						\$1,012.61
Complete Cleaning Company						
Complete Cleaning Company	2/14/2018 C04765	February 2018 Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00

Lisle Library District

Accounts Payable fo February 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Dell Marketing LP Dell Marketing LP	2/14/2018 10221884730	Application Server Invoice	Paid	30-65-5920-00	<i>Totals for Complete Cleaning Company:</i>	<u>\$2,303.00</u>
					Network - Purchases (.02 B/M)	\$3,519.88
Demco, Inc. Demco, Inc.	2/14/2018 6283795	Bookmarks Invoice	Paid	10-60-5940-30	<i>Totals for Dell Marketing LP:</i>	<u>\$3,519.88</u>
					Reader Services - Youth Serv. Dept.	\$115.34
	2/14/2018 6289687	Ground Seating for Storytime Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$208.98
	2/14/2018 6296952	Book Cart Invoice	Paid	10-48-5823-50	Minor Equip - Tech Services	\$384.09
	2/14/2018 6296182	Clear ID Card Protectors Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$230.23
Discount School Supply Discount School Supply	2/14/2018 W30212660101 OA	Crafting, Storytime Invoice	Paid	10-60-5931-30	<i>Totals for Demco, Inc.:</i>	<u>\$938.64</u>
					Programs - Youth Serv. Dept.	\$84.81
	2/14/2018 6288108	Paper Cutter Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$153.00
Dynegy Energy Services Dynegy Energy Services	2/14/2018 8032334006	Usage Invoice	Paid	10-20-5655-00	<i>Totals for Discount School Supply:</i>	<u>\$237.81</u>
					Utilities - Electric	\$4,607.17
EBSCO EBSCO	2/14/2018 0087783	Subscription Invoice	Paid	10-50-5900-20	<i>Totals for Dynegy Energy Services:</i>	<u>\$4,607.17</u>
					Periodicals - Adult Serv. Dept.	\$1,996.50

Lisle Library District

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Ehlers Investment Partners Ehlers Investment Partners	2/14/2018 1558705	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$642.00
	2/14/2018 1558783	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$26.99
					<i>Totals for EBSCO:</i>	<u>\$2,665.49</u>
Ehlers Investment Partners Ehlers Investment Partners	2/14/2018 013118	Consulting Fee Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$575.07
					<i>Totals for Ehlers Investment Partners:</i>	<u>\$575.07</u>
ELM USA, Inc. ELM USA, Inc.	2/14/2018 8127	Item for Disc Cleaning Machi Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$19.14
					<i>Totals for ELM USA, Inc.:</i>	<u>\$19.14</u>
EnvisionWare, INC. EnvisionWare, INC.	2/14/2018 INV-US-34602	PCI Compliance Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
					<i>Totals for EnvisionWare, INC.:</i>	<u>\$167.00</u>
Findaway World Findaway World	2/14/2018 241590	Launchpads Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$1,569.89
					<i>Totals for Findaway World:</i>	<u>\$1,569.89</u>
Flowers of Lisle Flowers of Lisle	2/14/2018 003589	Get Well Flowers - Frederick Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$54.95
	2/14/2018 003566	Sympathy Flowers - Nowaczy Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$60.95
					<i>Totals for Flowers of Lisle:</i>	<u>\$115.90</u>
Fox Valley Wildlife Center Fox Valley Wildlife Center	2/14/2018 031018	Program - Harry Potter Day Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$200.00

Lisle Library District

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Pam Freer Pam Freer	2/14/2018 010818	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$7.49
					<i>Totals for Fox Valley Wildlife Center:</i>	<u>\$200.00</u>
Gale / Cengage Learning Gale / Cengage Learning	2/14/2018 62967262	LPRs Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$54.38
					<i>Totals for Pam Freer:</i>	<u>\$7.49</u>
Garvey's Office Products Garvey's Office Products	2/14/2018 PINV1467515	File Folder Invoice	Paid	10-25-5713-00	Office Supplies	\$12.49
	2/14/2018 PINV1467541	Note Pads Invoice	Paid	10-25-5713-00	Office Supplies	\$49.99
	2/14/2018 PINV1463850	Circ Services Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$37.05
	2/14/2018 PINV1473915	Scotch Tape Invoice	Paid	10-25-5717-00	Processing Supplies	\$52.98
	2/14/2018 PINV1471764	Document Holder Invoice	Paid	10-25-5713-00	Office Supplies	\$9.48
	2/14/2018 PINV1473450	Paper Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$19.99
	2/14/2018 PINV1482014	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$45.47
					<i>Totals for Garvey's Office Products:</i>	<u>\$227.45</u>
Glen Ellyn Public Library Glen Ellyn Public Library	2/14/2018 730124281602	The Lost City of the Monkey Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$14.92
					<i>Totals for Glen Ellyn Public Library:</i>	<u>\$14.92</u>

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Gail Graziani Gail Graziani	2/14/2018 102517	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.49
	2/14/2018 012918	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$13.49
Hagg Press Hagg Press	2/14/2018 104104	February/March Newsletter Invoice	Paid	10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,156.00
					<i>Totals for Gail Graziani:</i>	<u>\$23.98</u>
Hewlett-Packard Company Hewlett-Packard Company	2/14/2018 0423045	B&W Printer Pages Printed & Invoice	Paid	10-25-5718-00	Computer Supplies	\$469.31
					<i>Totals for Hagg Press:</i>	<u>\$2,156.00</u>
Home Depot Credit Service Home Depot Credit Service	2/14/2018 6562271	Facility Supplies Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$24.34
					<i>Totals for Hewlett-Packard Company:</i>	<u>\$469.31</u>
Illinois Office of the State Fire Marshall Illinois Office of the State Fire Marshall	2/14/2018 9588778	Boiler Inspection Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$70.00
					<i>Totals for Home Depot Credit Service:</i>	<u>\$24.34</u>
Innovative Interfaces Innovative Interfaces	2/14/2018 INV-INC16827	Services Invoice	Paid	10-48-5801-10	Polaris Maint (Corp)	\$1,800.00
	2/14/2018 INV-INC16826	Services Invoice	Paid	10-48-5801-10	Polaris Maint (Corp)	\$400.00
					<i>Totals for Innovative Interfaces:</i>	<u>\$2,200.00</u>

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jackie Kilcran	2/14/2018 012918	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$26.60
Chris Knight Chris Knight	2/14/2018 012918	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	<u>Totals for Jackie Kilcran:</u> \$26.60
Lisle Savings Bank Lisle Savings Bank	2/14/2018 0005097-2018	Box 5097 Invoice	Paid	10-25-5722-15	Safety Deposit Box Rental	\$8.18
Susan K. Maddox Susan K. Maddox	2/14/2018 021018	Program: Gluten-Free Brunch Invoice	Paid	10-60-5931-10	Programs - Adult Services	<u>Totals for Chris Knight:</u> \$8.18
Midwest Tape (7288) Midwest Tape (7288)	2/14/2018 020118	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Lisle Savings Bank:</u> \$50.00
Midwest Tape (7291) Midwest Tape (7291)	2/14/2018 020118	DVD/Blu-rays Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv. Dept.	<u>Totals for Susan K. Maddox:</u> \$300.00
Midwest Tape (12516) Midwest Tape (12516)	2/14/2018 020118	CD Books Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (7288):</u> \$2,914.68
Midwest Tape (12957) Midwest Tape (12957)	2/14/2018 020118	Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (7291):</u> \$305.06
Midwest Tape (12516) Midwest Tape (12516)	2/14/2018 020118	Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (12516):</u> \$305.06
Midwest Tape (12957) Midwest Tape (12957)	2/14/2018 020118	Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (12957):</u> \$109.98
Midwest Tape (12957) Midwest Tape (12957)	2/14/2018 020118	Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (12516):</u> \$109.98
Midwest Tape (12957) Midwest Tape (12957)	2/14/2018 020118	Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	<u>Totals for Midwest Tape (12957):</u> \$157.97

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape Midwest Tape	2/14/2018 95786644	Hoopla Monthly Invoice	Paid	10-50-5895-40	Totals for Midwest Tape (12957):	\$157.97
					A-V Mats - Adult Serv. Dept.	\$3,714.24
	2/14/2018 95798241	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$615.80
MJB Design MJB Design XX-XXX5992	2/14/2018 76239	Website Design Annual Fee Invoice	Paid	10-35-5764-10	Totals for Midwest Tape:	\$4,330.04
					Other Contractual Services - IS	\$1,025.00
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	2/14/2018 17898	HVAC 1/1 - 3/31/18 Invoice	Paid	10-20-5660-00	Totals for MJB Design:	\$1,025.00
					Maint Contracts - HVAC	\$1,200.00
	2/14/2018 17921	Repair HVAC 1/11 & 1/2 Ea Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$709.16
	2/14/2018 17940	2nd Floor HVAC Repairs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$457.32
Montano's Landscaping & Nursery, Inc Montano's Landscaping & Nursery, Inc	2/14/2018 020218	January Snow Removal Invoice	Paid	10-20-5662-00	Totals for Monaco Mechanical Service, Inc.:	\$2,366.48
					Maint Contr. - Landscape Serv.	\$6,710.00
NCPERS - IL IMRF NCPERS - IL IMRF	2/14/2018 46020218	Payroll Withholding Invoice	Paid	10-00-2638-00	Totals for Montano's Landscaping & Nursery, Inc:	\$6,710.00
					Vol. Life (NCPERS)	\$96.00
New Albertsons Inc					Totals for NCPERS - IL IMRF:	\$96.00

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
New Albertsons Inc	2/14/2018 121917	Teen Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.95
	2/14/2018 122117	Teen Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$17.96
	2/14/2018 122717	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$4.99
	2/14/2018 122917	Monday Funday Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$22.09
	2/14/2018 010518	TAB Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$5.00
	2/14/2018 010918	Turtles, PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$13.96
	2/14/2018 011118	Thursday Kids Club Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$8.46
	2/14/2018 011518	Staff Meeting Supplies Invoice	Paid	10-40-5784-00	Meetings - Staff	\$13.31
					<i>Totals for New Albertsons Inc:</i>	<u>\$94.72</u>
	2/14/2018 011818	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$915.10
NICOR NICOR					<i>Totals for NICOR:</i>	<u>\$915.10</u>
	2/14/2018 39347	Monthly Server Monitoring J Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$720.00
	2/14/2018 39466	Backup Software Licenses Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$225.00
	2/14/2018 39825	Monthly Server Monitoring Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$720.00
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.						

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Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
OverDrive, Inc. OverDrive, Inc.	2/14/2018 CD110717048479	Overdrive Content Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$233.00
	2/14/2018 CD110717063038	Overdrive Content Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$600.00
	2/14/2018 CD0110717085099	Overdrive Content Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$800.00
	2/14/2018 CD110717093968	Overdrive Content Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$800.00
	2/14/2018 CD0110717101993	E-Materials Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$2,000.00
	Totals for OverDrive, Inc.:					\$4,433.00
Winona Patterson Winona Patterson	2/14/2018 013118	Display Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.77
Penworthy Company Penworthy Company	2/14/2018 151613	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$1,510.22
	2/14/2018 0536751-IN	Books - YS Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$1,825.71
	Totals for Winona Patterson:					\$10.77
Petty Cash Checking Account Petty Cash Checking Account	2/14/2018 012218	Replenish Fund Invoice	Paid	10-03-4540-00 10-60-5931-50	Fines - Main Circ Desk Community Relations	\$138.65 \$75.00
	Totals for Penworthy Company:					\$3,335.93
	Totals for Petty Cash Checking Account:					\$213.65
Physio-Control, Inc.						

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Vendor Name	Tax Identification Number	Transaction Date	Description	Transaction Type	Status	Account Number	Account Description	Amount
Physio-Control, Inc.		2/14/2018 118004721	Adult Electrodes for AED Invoice		Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$158.00
Pitney Bowes								
Pitney Bowes		2/14/2018 611332	Shipping Labels Invoice		Paid	10-25-5710-00	Postage	\$220.00
Republic Services								
Republic Services		2/14/2018 0551-013901180	Service - February 2018 Invoice		Paid	10-20-5665-00	Rubbish Removal	\$179.09
Ricoh USA, Inc.								
Ricoh USA, Inc.		2/14/2018 5052071316	Ricoh Usage 10/10 - 1/9/18 Invoice		Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$441.41
RMC Imaging, Inc.								
RMC Imaging, Inc.		2/14/2018 1420	Scan Software Invoice		Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$735.00
Will Savage								
Will Savage		2/14/2018 012418	PJ Storytime, Crafting Invoice		Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$13.67
		2/14/2018 020118	LACONI Meeting Invoice		Paid	10-40-5784-00	Meetings - Staff	\$27.92
Staples Advantage								
Staples Advantage		2/14/2018 8048095414	Misc. Kitchen, Office and Ja Invoice		Paid	10-25-5713-00	Office Supplies	\$203.14
						10-25-5716-00	Kitchen Supplies	\$298.44
						10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$303.10
Totals for Physio-Control, Inc.:								
Totals for Pitney Bowes:								
Totals for Republic Services:								
Totals for Ricoh USA, Inc.:								
Totals for RMC Imaging, Inc.:								
Totals for Will Savage:								
Totals for Staples Advantage:								

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Brian Stein Brian Stein	2/14/2018 011218	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$32.42
					<i>Totals for Brian Stein:</i>	<u>\$32.42</u>
Stephens Plumbing and Heating Stephens Plumbing and Heating	2/14/2018 194190	Leak Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$248.50
					<i>Totals for Stephens Plumbing and Heating:</i>	<u>\$248.50</u>
Suburban Door Check & Lock Service Suburban Door Check & Lock Service	2/14/2018 IN496981	Door Repairs per Fire Inspe Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$1,177.08
					<i>Totals for Suburban Door Check & Lock Service:</i>	<u>\$1,177.08</u>
SWAN SWAN	2/14/2018 5997	Internet Access Libraries Rent Invoice	Paid	10-50-5872-10	Dbases - Professional	\$606.50
					<i>Totals for SWAN:</i>	<u>\$606.50</u>
Thyssenkrupp Elevator Corp. Thyssenkrupp Elevator Corp.	2/14/2018 6000287787	Annual Pressure Test Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$300.00
					<i>Totals for Thyssenkrupp Elevator Corp.:</i>	<u>\$300.00</u>
Triple S Vending Triple S Vending	2/14/2018 I2037	Rcfund Bottle Deposit Credit memo	Applied	10-25-5716-00	Kitchen Supplies	(\$91.00)
	2/14/2018 I2028	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$203.00
	2/14/2018 I2059	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$98.00
					<i>Totals for Triple S Vending:</i>	<u>\$210.00</u>
Unique Management Services, Inc.						

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Unique Management Services, Inc.	2/14/2018 455441	Collection Accounts (4) Subrr Invoice	Paid	10-35-5761-00	Collection Agency	\$35.80
Village of Lisle					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$35.80</u>
Village of Lisle	2/14/2018 012918	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$193.16
	2/14/2018 3600000215	INET-Shared Internet Servic Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
					<i>Totals for Village of Lisle:</i>	<u>\$643.16</u>

Lisle Library District

Accounts Payable fo February 14, 2018

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-03-4540-00	Fines - Main Circ Desk	\$138.65
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$915.10
10-20-5654-00	Utilities - Sewer & Water	\$193.16
10-20-5655-00	Utilities - Electric	\$4,607.17
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,444.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$6,710.00
10-20-5663-00	Maint/Repairs-Gentl repairs, Supplies	\$1,301.98
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$957.66
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5710-00	Postage	\$220.00
10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,156.00
10-25-5713-00	Office Supplies	\$275.10
10-25-5714-00	Circ. Material Supplies	\$286.42
10-25-5716-00	Kitchen Supplies	\$566.24
10-25-5717-00	Processing Supplies	\$1,688.75
10-25-5718-00	Computer Supplies	\$469.31
10-25-5722-15	Safety Deposit Box Rental	\$50.00
10-25-5724-15	Local Travel	\$67.20
10-35-5761-00	Collection Agency	\$35.80
10-35-5763-00	Other Contractual Services-Technology Asst	\$1,440.00
10-35-5764-10	Other Contractual Services - IS	\$1,025.00
10-35-5765-10	Investment Agency Consultants	\$575.07
10-40-5784-00	Meetings - Staff	\$41.23
10-40-5786-00	Employee/Volunteer Recognition	\$115.90
10-48-5801-10	Polaris Maint (Corp)	\$2,200.00
10-48-5823-30	Minor Equip - Youth	\$361.98
10-48-5823-50	Minor Equip - Tech Services	\$384.09
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,706.91
10-48-5846-00	Equip Maint/Repr-NonContr	\$259.84
10-50-5863-30	Books - Youth Serv. Dept.	\$6,589.96

Lisle Library District Accounts Payable fo February 14, 2018

10-50-5864-10	Books - Non Fiction	\$7,198.30
10-50-5865-10	Books - Adult Fiction	\$6,753.61
10-50-5867-20	Ref Books - Adult Serv. Dept.	\$1,509.98
10-50-5871-20	Document Delivery	\$55.00
10-50-5872-10	Dbases - Professional	\$606.50
10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$3,874.95
10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$10,788.02
10-50-5900-20	Periodicals - Adult Serv. Dept.	\$2,665.49
10-60-5931-10	Programs - Adult Services	\$619.62
10-60-5931-30	Programs - Youth Serv. Dept.	\$167.97
10-60-5931-50	Community Relations	\$75.00
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$115.34
30-65-5920-00	Network - Purchases (.02 B/M)	\$3,519.88
30-65-5925-00	Network - Maint. (.02 B/M)	\$392.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$1,177.08
	GRAND TOTAL:	\$79,226.35

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-00-2638-00, Vol. Life (NCPERS)									
2/14/2018	46020218	Invoice	5383-225	NCPERS - IL IMRF	NCPERS - IL IMRF-	Posted	2/14/2018	\$96.00	\$0.00
Totals for 10-00-2638-00, Vol. Life (NCPERS):								\$96.00	\$0.00
10-03-4540-00, Fines - Main Circ Desk									
2/14/2018	012218	Invoice	5383-116	Petty Cash Checking Account	Petty Cash Checking A	Posted	2/14/2018	\$138.65	\$0.00
Totals for 10-03-4540-00, Fines - Main Circ Desk:								\$138.65	\$0.00
10-20-5650-00, Internet Service Provider									
2/14/2018	3600000215	Invoice	5383-370	Village of Lisle	Village of Lisle-3600000	Posted	2/14/2018	\$450.00	\$0.00
Totals for 10-20-5650-00, Internet Service Provider:								\$450.00	\$0.00
10-20-5653-00, Utilities - Gas									
2/14/2018	011818	Invoice	5383-251	NICOR	NICOR-011818	Posted	2/14/2018	\$915.10	\$0.00
Totals for 10-20-5653-00, Utilities - Gas:								\$915.10	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
2/14/2018	012918	Invoice	5383-309	Village of Lisle	Village of Lisle-01291	Posted	2/14/2018	\$193.16	\$0.00
Totals for 10-20-5654-00, Utilities - Sewer & Water:								\$193.16	\$0.00
10-20-5655-00, Utilities - Electric									
2/14/2018	8032334006	Invoice	5383-313	Dynegy Energy Services	Dynegy Energy Servi	Posted	2/14/2018	\$4,607.17	\$0.00
Totals for 10-20-5655-00, Utilities - Electric:								\$4,607.17	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
2/14/2018	17898	Invoice	5383-001	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	2/14/2018	\$1,200.00	\$0.00
Totals for 10-20-5660-00, Maint Contracts - HVAC:								\$1,200.00	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
2/14/2018	4587497	Invoice	5383-127	Anderson Pest Solutions	Anderson Pest Solutio	Posted	2/14/2018	\$141.00	\$0.00
2/14/2018	C04765	Invoice	5383-235	Complete Cleaning Company	Complete Cleaning Co	Posted	2/14/2018	\$2,303.00	\$0.00
Totals for 10-20-5661-00, Maint Contracts - Maint. Service:								\$2,444.00	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
2/14/2018	020218	Invoice	5383-317	Montano's Landscaping & Nur	Montano's Landscapin	Posted	2/14/2018	\$6,710.00	\$0.00
Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:								\$6,710.00	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
2/14/2018	8048095414	Invoice	5383-034	Staples Advantage	Staples Advantage-804	Posted	2/14/2018	\$303.10	\$0.00
2/14/2018	009153	Invoice	5383-133	Case Lots, Inc.	Case Lots, Inc.-009153	Posted	2/14/2018	\$284.80	\$0.00
2/14/2018	281-352288	Invoice	5383-247	Batteries Plus	Batteries Plus-281-3522	Posted	2/14/2018	\$98.76	\$0.00

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/14/2018	118004721	Invoice	5383-249	Physio-Control, Inc.	Physio-Control, Inc.-I	Posted	2/14/2018	\$158.00	\$0.00
2/14/2018	17940	Invoice	5383-386	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	2/14/2018	\$457.32	\$0.00
				Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:					\$1,301.98
10-20-5664-00, Maint/Repairs-Non Contr. Work									\$0.00
2/14/2018	194190	Invoice	5383-015	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	2/14/2018	\$248.50	\$0.00
2/14/2018	17921	Invoice	5383-231	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	2/14/2018	\$709.16	\$0.00
				Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:					\$957.66
10-20-5665-00, Rubbish Removal									\$0.00
2/14/2018	0551-013901180	Invoice	5383-261	Republic Services	Republic Services-055	Posted	2/14/2018	\$179.09	\$0.00
				Totals for 10-20-5665-00, Rubbish Removal:					\$179.09
10-25-5710-00, Postage									\$0.00
2/14/2018	611332	Invoice	5383-098	Pitney Bowes	Pitney Bowes-611332	Posted	2/14/2018	\$220.00	\$0.00
				Totals for 10-25-5710-00, Postage:					\$220.00
10-25-5710-10, Printing/Spec. Serv. - Adult									\$0.00
2/14/2018	104104	Invoice	5383-263	Hagg Press	Hagg Press-104104	Posted	2/14/2018	\$2,156.00	\$0.00
				Totals for 10-25-5710-10, Printing/Spec. Serv. - Adult:					\$2,156.00
10-25-5713-00, Office Supplies									\$0.00
2/14/2018	8048095414	Invoice	5383-031	Staples Advantage	Staples Advantage-804	Posted	2/14/2018	\$203.14	\$0.00
2/14/2018	PINV1467515	Invoice	5383-035	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$12.49	\$0.00
2/14/2018	PINV1467541	Invoice	5383-083	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$49.99	\$0.00
2/14/2018	PINV1471764	Invoice	5383-243	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$9.48	\$0.00
				Totals for 10-25-5713-00, Office Supplies:					\$275.10
10-25-5714-00, Circ. Material Supplies									\$0.00
2/14/2018	PINV1463850	Invoice	5383-101	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$37.05	\$0.00
2/14/2018	8127	Invoice	5383-255	ELM USA, Inc.	ELM USA, Inc.-8127	Posted	2/14/2018	\$19.14	\$0.00
2/14/2018	6296182	Invoice	5383-315	Demco, Inc.	Demco, Inc.-6296182	Posted	2/14/2018	\$230.23	\$0.00
				Totals for 10-25-5714-00, Circ. Material Supplies:					\$286.42
10-25-5716-00, Kitchen Supplies									\$0.00
2/14/2018	12028	Invoice	5383-009	Triple S Vending	Triple S Vending-1202	Posted	2/14/2018	\$203.00	\$0.00
2/14/2018	12037	Credit Memo	5383-017	Triple S Vending	Triple S Vending-1203	Posted	2/14/2018	\$0.00	\$91.00
2/14/2018	8048095414	Invoice	5383-033	Staples Advantage	Staples Advantage-804	Posted	2/14/2018	\$298.44	\$0.00
2/14/2018	009153	Invoice	5383-135	Case Lots, Inc.	Case Lots, Inc.-009153	Posted	2/14/2018	\$57.80	\$0.00
2/14/2018	12059	Invoice	5383-245	Triple S Vending	Triple S Vending-1205	Posted	2/14/2018	\$98.00	\$0.00

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5717-00, Processing Supplies									
2/14/2018	74920	Invoice	5383-007	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$75.61	\$0.00
2/14/2018	74951	Invoice	5383-091	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$40.23	\$0.00
2/14/2018	PINV1473915	Invoice	5383-229	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$52.98	\$0.00
2/14/2018	74965	Invoice	5383-259	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$66.67	\$0.00
2/14/2018	74995	Invoice	5383-289	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$75.61	\$0.00
2/14/2018	013118	Invoice	5383-333	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	2/14/2018	\$249.65	\$0.00
2/14/2018	013118	Invoice	5383-338	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	2/14/2018	\$83.20	\$0.00
2/14/2018	013118	Invoice	5383-341	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	2/14/2018	\$8.30	\$0.00
2/14/2018	013118	Invoice	5383-344	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	2/14/2018	\$22.75	\$0.00
2/14/2018	013118	Invoice	5383-347	Baker & Taylor (L5226642)	Baker & Taylor (L5226	Posted	2/14/2018	\$7.80	\$0.00
2/14/2018	013118	Invoice	5383-350	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	2/14/2018	\$73.85	\$0.00
2/14/2018	013118	Invoice	5383-353	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	2/14/2018	\$289.85	\$0.00
2/14/2018	95798241	Invoice	5383-380	Midwest Tape	Midwest Tape-9579824	Posted	2/14/2018	\$615.80	\$0.00
2/14/2018	013118	Invoice	5383-384	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	2/14/2018	\$26.45	\$0.00
Totals for 10-25-5717-00, Processing Supplies:								\$1,688.75	\$0.00
10-25-5718-00, Computer Supplies									
2/14/2018	0423045	Invoice	5383-368	Hewlett-Packard Company	Hewlett-Packard Comp	Posted	2/14/2018	\$469.31	\$0.00
Totals for 10-25-5718-00, Computer Supplies:								\$469.31	\$0.00
10-25-5722-15, Safety Deposit Box Rental									
2/14/2018	0005097-2018	Invoice	5383-112	Lisle Savings Bank	Lisle Savings Bank-000	Posted	2/14/2018	\$50.00	\$0.00
Totals for 10-25-5722-15, Safety Deposit Box Rental:								\$50.00	\$0.00
10-25-5724-15, Local Travel									
2/14/2018	011218	Invoice	5383-110	Brian Stein	Brian Stein-011218	Posted	2/14/2018	\$32.42	\$0.00
2/14/2018	012918	Invoice	5383-233	Jackie Kilcran	Jackie Kilcran-012918	Posted	2/14/2018	\$26.60	\$0.00
2/14/2018	012918	Invoice	5383-291	Chris Knight	Chris Knight-012918	Posted	2/14/2018	\$8.18	\$0.00
Totals for 10-25-5724-15, Local Travel:								\$67.20	\$0.00
10-35-5761-00, Collection Agency									
2/14/2018	455441	Invoice	5383-106	Unique Management Services, I	Unique Management S	Posted	2/14/2018	\$35.80	\$0.00
Totals for 10-35-5761-00, Collection Agency:								\$35.80	\$0.00
10-35-5763-00, Other Contractual Services-Technology Asst									
2/14/2018	39347	Invoice	5383-003	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/14/2018	\$720.00	\$0.00

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/14/2018	39825	Invoice	5383-372	Outsource Solutions Group, Inc.	Outsource Solutions G	Posted	2/14/2018	\$720.00	\$0.00
10-35-5764-10, Other Contractual Services - IS									\$0.00
2/14/2018	76239	Invoice	5383-366	MJB Design	MJB Design-76239	Posted	2/14/2018	\$1,025.00	\$0.00
10-35-5765-10, Investment Agency Consultants									\$0.00
2/14/2018	013118	Invoice	5383-321	Ehlers Investment Partners	Ehlers Investment Part	Posted	2/14/2018	\$575.07	\$0.00
10-40-5784-00, Meetings - Staff									\$0.00
2/14/2018	011518	Invoice	5383-285	New Albertsons Inc	New Albertsons Inc-0	Posted	2/14/2018	\$13.31	\$0.00
2/14/2018	020118	Invoice	5383-319	Will Savage	Will Savage-020118	Posted	2/14/2018	\$27.92	\$0.00
10-40-5786-00, Employee/Volunteer Recognition									\$0.00
2/14/2018	003589	Invoice	5383-237	Flowers of Lisle	Flowers of Lisle-00358	Posted	2/14/2018	\$54.95	\$0.00
2/14/2018	003566	Invoice	5383-239	Flowers of Lisle	Flowers of Lisle-00356	Posted	2/14/2018	\$60.95	\$0.00
10-48-5801-10, Polaris Maint (Corp)									\$0.00
2/14/2018	INV-INC16827	Invoice	5383-123	Innovative Interfaces	Innovative Interfaces-I	Posted	2/14/2018	\$1,800.00	\$0.00
2/14/2018	INV-INC16826	Invoice	5383-125	Innovative Interfaces	Innovative Interfaces-I	Posted	2/14/2018	\$400.00	\$0.00
10-48-5823-30, Minor Equip - Youth									\$0.00
2/14/2018	6288108	Invoice	5383-136	Discount School Supply	Discount School Suppl	Posted	2/14/2018	\$153.00	\$0.00
2/14/2018	6289687	Invoice	5383-138	Demco, Inc.	Demco, Inc.-6289687	Posted	2/14/2018	\$208.98	\$0.00
10-48-5823-50, Minor Equip - Tech Services									\$0.00
2/14/2018	6296952	Invoice	5383-295	Demco, Inc.	Demco, Inc.-6296952	Posted	2/14/2018	\$384.09	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									\$0.00
2/14/2018	9588778	Invoice	5383-108	Illinois Office of the State Fire Marshal	Illinois Office of the Str	Posted	2/14/2018	\$70.00	\$0.00
2/14/2018	5052071316	Invoice	5383-114	Ricoh USA, Inc.	Ricoh USA, Inc.-505	Posted	2/14/2018	\$441.41	\$0.00
2/14/2018	IN00176724	Invoice	5383-221	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	2/14/2018	\$160.50	\$0.00
2/14/2018	6000287787	Invoice	5383-253	Thyssenkrupp Elevator Corp.	Thyssenkrupp Elevator	Posted	2/14/2018	\$300.00	\$0.00

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/14/2018	1420	Invoice	5383-356	RMC Imaging, Inc.	RMC Imaging, Inc.-	Posted	2/14/2018	\$735.00	\$0.00
10-48-5846-00, Equip Maint/Repr-NonContr									
2/14/2018	6562271	Invoice	5383-265	Home Depot Credit Service	Home Depot Credit Se	Posted	2/14/2018	\$24.34	\$0.00
2/14/2018	IN00178051	Invoice	5383-323	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	2/14/2018	\$235.50	\$0.00
<i>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</i>								\$1,706.91	\$0.00
10-50-5863-30, Books - Youth Serv. Dept.									
2/14/2018	151613	Invoice	5383-121	Penworthy Company	Penworthy Company-L	Posted	2/14/2018	\$1,510.22	\$0.00
2/14/2018	0536751-IN	Invoice	5383-223	Penworthy Company	Penworthy Company-0	Posted	2/14/2018	\$1,825.71	\$0.00
2/14/2018	013118	Invoice	5383-339	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	2/14/2018	\$953.03	\$0.00
2/14/2018	013118	Invoice	5383-342	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	2/14/2018	\$695.25	\$0.00
2/14/2018	013118	Invoice	5383-348	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	2/14/2018	\$1,605.75	\$0.00
<i>Totals for 10-50-5863-30, Books - Youth Serv. Dept.:</i>								\$6,589.96	\$0.00
10-50-5864-10, Books - Non Fiction									
2/14/2018	730124281602	Invoice	5383-311	Glen Ellyn Public Library	Glen Ellyn Public Libr	Posted	2/14/2018	\$14.92	\$0.00
2/14/2018	62967262	Invoice	5383-325	Gale / Cengage Learning	Gale / Cengage Learnin	Posted	2/14/2018	\$54.38	\$0.00
2/14/2018	013118	Invoice	5383-329	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	2/14/2018	\$1,161.45	\$0.00
2/14/2018	013118	Invoice	5383-331	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	2/14/2018	\$5,896.61	\$0.00
2/14/2018	013118	Invoice	5383-334	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	2/14/2018	\$70.94	\$0.00
<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>								\$7,198.30	\$0.00
10-50-5865-10, Books - Adult Fiction									
2/14/2018	013118	Invoice	5383-351	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	2/14/2018	\$6,641.09	\$0.00
2/14/2018	013118	Invoice	5383-382	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	2/14/2018	\$112.52	\$0.00
<i>Totals for 10-50-5865-10, Books - Adult Fiction:</i>								\$6,753.61	\$0.00
10-50-5867-20, Ref Books - Adult Serv. Dept.									
2/14/2018	013118	Invoice	5383-327	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	2/14/2018	\$1,216.74	\$0.00
2/14/2018	013118	Invoice	5383-345	Baker & Taylor (L5226642)	Baker & Taylor (L5226	Posted	2/14/2018	\$293.24	\$0.00
<i>Totals for 10-50-5867-20, Ref Books - Adult Serv. Dept.:</i>								\$1,509.98	\$0.00
10-50-5871-20, Document Delivery									
2/14/2018	121	Invoice	5383-269	Antelope Valley College Librar	Antelope Valley Colleg	Posted	2/14/2018	\$55.00	\$0.00
<i>Totals for 10-50-5871-20, Document Delivery:</i>								\$55.00	\$0.00
10-50-5872-10, Dbases - Professional									
2/14/2018	5997	Invoice	5383-354	SWAN	SWAN-5997	Posted	2/14/2018	\$606.50	\$0.00

Lisle Library District

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Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5890-30, A-V Matis - Youth Serv. Dept.									
2/14/2018	CD0110717101993	Invoice	5383-104	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	2/14/2018	\$2,000.00	\$0.00
2/14/2018	241590	Invoice	5383-119	Findaway World	Findaway World-2415	Posted	2/14/2018	\$1,569.89	\$0.00
2/14/2018	020118	Invoice	5383-307	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	2/14/2018	\$305.06	\$0.00
Totals for 10-50-5890-30, A-V Matis - Youth Serv. Dept.:								\$3,874.95	\$0.00
10-50-5895-40, A-V Matis - Adult Serv. Dept.									
2/14/2018	74921	Invoice	5383-005	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$214.92	\$0.00
2/14/2018	CD110717048479	Invoice	5383-021	OverDrive, Inc.	OverDrive, Inc.-CD110	Posted	2/14/2018	\$233.00	\$0.00
2/14/2018	CD110717063038	Invoice	5383-023	OverDrive, Inc.	OverDrive, Inc.-CD110	Posted	2/14/2018	\$600.00	\$0.00
2/14/2018	CD0110717085099	Invoice	5383-025	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	2/14/2018	\$800.00	\$0.00
2/14/2018	CD110717093968	Invoice	5383-027	OverDrive, Inc.	OverDrive, Inc.-CD110	Posted	2/14/2018	\$800.00	\$0.00
2/14/2018	74952	Invoice	5383-087	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$126.26	\$0.00
2/14/2018	74966	Invoice	5383-257	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$187.60	\$0.00
2/14/2018	74996	Invoice	5383-287	Compact Disc Source	Compact Disc Source	Posted	2/14/2018	\$225.71	\$0.00
2/14/2018	020118	Invoice	5383-301	Midwest Tape (12516)	Midwest Tape (12516)	Posted	2/14/2018	\$109.98	\$0.00
2/14/2018	020118	Invoice	5383-303	Midwest Tape (12957)	Midwest Tape (12957)	Posted	2/14/2018	\$157.97	\$0.00
2/14/2018	020118	Invoice	5383-305	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	2/14/2018	\$2,914.68	\$0.00
2/14/2018	013118	Invoice	5383-336	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	2/14/2018	\$703.66	\$0.00
2/14/2018	95786644	Invoice	5383-364	Midwest Tape	Midwest Tape-9578664	Posted	2/14/2018	\$3,714.24	\$0.00
Totals for 10-50-5895-40, A-V Matis - Adult Serv. Dept.:								\$10,788.02	\$0.00
10-50-5900-20, Periodicals - Adult Serv. Dept.									
2/14/2018	0087783	Invoice	5383-095	EBSCO	EBSCO-0087783	Posted	2/14/2018	\$1,996.50	\$0.00
2/14/2018	1558705	Invoice	5383-227	EBSCO	EBSCO-1558705	Posted	2/14/2018	\$642.00	\$0.00
2/14/2018	1558783	Invoice	5383-293	EBSCO	EBSCO-1558783	Posted	2/14/2018	\$26.99	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv. Dept.:								\$2,665.49	\$0.00
10-60-5931-10, Programs - Adult Services									
2/14/2018	010818	Invoice	5383-029	Pam Freer	Pam Freer-010818	Posted	2/14/2018	\$7.49	\$0.00
2/14/2018	031018	Invoice	5383-241	Fox Valley Wildlife Center	Fox Valley Wildlife Ce	Posted	2/14/2018	\$200.00	\$0.00
2/14/2018	102517	Invoice	5383-267	Gail Graziani	Gail Graziani-102517	Posted	2/14/2018	\$10.49	\$0.00
2/14/2018	121917	Invoice	5383-271	New Albertsons Inc	New Albertsons Inc-1	Posted	2/14/2018	\$8.95	\$0.00
2/14/2018	122117	Invoice	5383-273	New Albertsons Inc	New Albertsons Inc-1	Posted	2/14/2018	\$17.96	\$0.00
2/14/2018	010518	Invoice	5383-279	New Albertsons Inc	New Albertsons Inc-0	Posted	2/14/2018	\$5.00	\$0.00
2/14/2018	021018	Invoice	5383-358	Susan K. Maddox	Susan K. Maddox-0210	Posted	2/14/2018	\$300.00	\$0.00

Lisle Library District

Account Distribution Report by Number

February 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
2/14/2018	013118	Invoice	5383-360	Winona Patterson	Winona Patterson-013	Posted	2/14/2018	\$10.77	\$0.00
2/14/2018	012918	Invoice	5383-362	Gail Graziani	Gail Graziani-012918	Posted	2/14/2018	\$13.49	\$0.00
2/14/2018	PINV1482014	Invoice	5383-378	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$45.47	\$0.00
Totals for 10-60-5931-10, Programs - Adult Services:									\$619.62
10-60-5931-30, Programs - Youth Serv. Dept.									
2/14/2018	W30212660101 OA	Invoice	5383-013	Discount School Supply	Discount School Suppl	Posted	2/14/2018	\$84.81	\$0.00
2/14/2018	122717	Invoice	5383-275	New Albertsons Inc	New Albertsons Inc-1	Posted	2/14/2018	\$4.99	\$0.00
2/14/2018	122917	Invoice	5383-277	New Albertsons Inc	New Albertsons Inc-1	Posted	2/14/2018	\$22.09	\$0.00
2/14/2018	010918	Invoice	5383-281	New Albertsons Inc	New Albertsons Inc-0	Posted	2/14/2018	\$13.96	\$0.00
2/14/2018	011118	Invoice	5383-283	New Albertsons Inc	New Albertsons Inc-0	Posted	2/14/2018	\$8.46	\$0.00
2/14/2018	PINV1473450	Invoice	5383-297	Garvey's Office Products	Garvey's Office Produc	Posted	2/14/2018	\$19.99	\$0.00
2/14/2018	012418	Invoice	5383-299	Will Savage	Will Savage-012418	Posted	2/14/2018	\$13.67	\$0.00
Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:									\$167.97
10-60-5931-50, Community Relations									
2/14/2018	012218	Invoice	5383-118	Petty Cash Checking Account	Petty Cash Checking A	Posted	2/14/2018	\$75.00	\$0.00
Totals for 10-60-5931-50, Community Relations:									\$75.00
10-60-5940-30, Reader Services - Youth Serv. Dept.									
2/14/2018	6283795	Invoice	5383-011	Demco, Inc.	Demco, Inc.-6283795	Posted	2/14/2018	\$115.34	\$0.00
Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:									\$115.34
30-65-5920-00, Network - Purchases (.02 B/M)									
2/14/2018	10221884730	Invoice	5383-374	Dell Marketing LP	Dell Marketing LP-102	Posted	2/14/2018	\$3,519.88	\$0.00
Totals for 30-65-5920-00, Network - Purchases (.02 B/M):									\$3,519.88
30-65-5925-00, Network - Maint. (.02 B/M)									
2/14/2018	39466	Invoice	5383-129	Outsource Solutions Group, In	Outsource Solutions G	Posted	2/14/2018	\$225.00	\$0.00
2/14/2018	INV-US-34602	Invoice	5383-131	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	2/14/2018	\$167.00	\$0.00
Totals for 30-65-5925-00, Network - Maint (.02 B/M):									\$392.00
30-65-5926-00, Maint - Bldg Structure (.02 B/M)									
2/14/2018	IN496981	Invoice	5383-376	Suburban Door Check & Lock S	Suburban Door Check & Lock	Posted	2/14/2018	\$1,177.08	\$0.00
Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):									\$1,177.08
Grand Totals:									\$79,317.35

Lisle Library District Account Distribution Report by Number February 14, 2018

Report name: Account Number Report for February 14, 2018

Report format: Detail

Include these transaction dates: 2/14/2018 to 2/14/2018

Include these post dates: 2/14/2018 to 2/14/2018

Include all Post Statuses

Do not include adjustment transactions

Include miscellaneous entries

Include these Accounts: Query: Account number report

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Function(s)

Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN January 2018 and February 2018			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 1/12/18		\$ 62,740.12
HSA	Garnishment	Employee Deduction	\$ 136.88
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,088.47
Auto W/D	Howard Simon & Associates	Mo. PR Serv. - Jan. 2018	\$ 505.64
HSA	EFTPS/Electronic Tax Pymt 1/12/18	Fed Tax \$9491.40	\$ 22,859.98
		FICA W/H \$6684.29	
		FICA Lib \$6684.29	
HSA	Salaries 1/31/18		\$ 62,777.52
HSA	Garnishment	Employee Deduction	\$ 112.92
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 3,973.04
HSA	EFTPS/Electronic Tax Pymt 1/31/18	Fed Tax \$7480.46	\$ 20,472.22
		FICA W/H \$6495.90	
		FICA Lib \$6495.86	
Wired	IMRF	IMRF W/H \$7865.96	\$ 22,909.85
		IMRF Lib. \$15043.89	
		Sub Total	\$ 200,576.64
Check #	Vendor	Description	Amt
1659	AFLAC (G6920)	Payroll Withholding	\$ 484.34
1661	Ehlers Investment Partners	Consulting Fee	\$ 575.97
1663	Konica Minolta Premier Finance	Contract	\$ 211.10
1664	LACONI YSS	Rissue Check Never Cashed	\$ 10.00
1665	LIMRICC PHIP Health	Premium Payment	\$ 29,786.50
1666	LIMRICC Unemployment UCGA	4th Quarter Unemployment	\$ 158.29
1667	Metropolitan Library System - General Fund	Reissue Check Never Cashed	\$ 51.95
1668	Midwest Tape (7288)	Processing Fee	\$ 543.25
1669	Barbara Otolino	Reissue Check Never Cashed	\$ 2,015.00
1671	Public Library Association	Reissue Check Never Cashed	\$ 200.00
1672	Radboud Universiteit Nijmegen	Reissue Check Never Cashed	\$ 16.99
1673	Republic Services	Services for January 2018	\$ 179.09
1674	Amazon	Supplies, Heater, Camera, Printer, Speaker	\$ 1,213.97
1675	Delta Dental - Risk	Delta Dental	\$ 2,102.79
1676	DuPage County Public Works	Water Usage	\$ 145.78
1677	John Ferrari	Reissue Check Never Cashed	\$ 65.27
1678	Full Circle Creative Media Services, Inc.	Audio Video Equipment and Training	\$ 1,870.00
1679	The Hartford	W.C. Insurance 12/31/17 - 12/31/18	\$ 5,910.00
1680	Gary Janssen	Rissue Check Never Cashed	\$ 50.00
1681	MB Financial Credit Card	Access One, PLA, Winter Read Supplies, Verizon	\$ 2,835.55
1682	Ellen Purcell	Reissue Check Never Cashed	\$ 4.98
		Sub Total	\$ 48,430.82
		TOTAL	\$ 249,007.46

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$294,920.81
TOTAL .02 BUILDING/MAINT. EXPENSES	\$5,088.96
TOTAL IMRF/FICA EXPENSES	\$28,224.04
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	\$328,233.81

These expenses have been submitted by _____
 (Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 2/14/2018

 Trustee

 Presiding Officer

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

Monthly Circulation Report - January 2018

	Checkouts	Renewals	Jan-18 TOTALS	YTD FY 16/17	YTD FY 17/18	YTD % Change
Adult Non-Print	7,444	2,683	10,127	71,277	63,919	-10.32%
Adult Print	6,740	3,057	9,797	69,812	66,848	-4.25%
Adult Total	14,184	5,740	19,924	141,089	130,767	-7.32%
YS Non-Print	1,622	755	2,377	19,014	16,637	-12.50%
YS Print	7,657	3,405	11,062	73,717	74,742	1.39%
Total YS	9,279	4,160	13,439	92,731	91,379	-1.46%
Digital Media						
Overdrive	1,573		1,573	10,135	10,274	1.37%
hoopla	1,797		1,797	6,973	10,278	47.40%
RB Digital (formerly Zinio)	188		188	1,010	1,017	0.69%
Total Digital	3,558	0	3,558	18,118	21,569	19.05%
Subtotal Print + Non-Print/Digital	27,021	9,900	36,921	251,938	243,715	-3.26%
Computer/Tech Sessions Logins	2,736		2,736	20,355	18,527	-8.98%
Database Usage/Unique Logins	2,624		2,624	21,732	18,692	-13.99%
Wireless Use	1,848		1,848	14,315	12,650	-11.63%
ScannX sessions/jobs	283		283	1,986	2,311	16.36%
Museum Adventure Passes	12		12	203	174	-14.29%
Total IT/Resource Sessions	7,503	0	7,503	58,591	52,354	-10.64%
Total Circulation	34,524	9,900	44,424	310,529	296,069	-4.66%
Literacy Software Usage Hours			103	645	691	7.13%
Borrower Information	Jan. 2018 Total	YTD 16/17	YTD 17/18	YTD % Change		
New Library Cards Added	139	1,115	965	-13.45%		
Monthly Borrowers	3,060	22,519	21,489	-4.57%		
Total # Registered Borrowers	11,345	11,732	11,345	-3.30%		
InterLibrary Loans						
Materials Sent	154	853	1,017	19.23%		
Materials Received	363	2,665	2,696	1.16%		
Polaris/Catalog Holds						
Holds Placed	3,240	21,314	20,397	-4.30%		
Holds Checked Out	2,527	17,005	15,972	-6.07%		

Lisle Library District
Program and Service Statistics - January 2018

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY16/17	YTD FY17/18	% Change
Library Event Statistics									
Staff Facilitated Programs		23	61		2	86	538	510	-5.20%
Attendees		193	1,190		30	1,413	8,136	8,386	3.07%
Computer/Technology Programs		4	4		3	11	43	74	72.09%
Attendees		25	19		4	48	191	314	64.40%
Performer/Speaker/Author		5	0			5	26	25	-3.85%
Attendees		174	0			174	564	616	9.22%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	4	5	25.00%
Attendees	0					0	510	472	-7.45%
Total Number of Programs	0	32	65	0	5	102	611	614	0.49%
Total Patrons Served by Programming	0	392	1,209	0	34	1,635	9,401	9,788	4.12%
Reference Questions		2,379	1,949	2,521		6,849	45,181	43,835	-2.98%
Volunteer Hours		5.00	29.00			34.00	954.50	685.50	-28.18%
Outreach Service Statistics									
Outreach Visits		2	8	1		11	77	79	2.60%
Patrons Served by Outreach Visits		51	624	120		795	4,288	4,186	-2.38%
Home Delivery Dates		2				2	15	15	0.00%
Patrons Served via Home Delivery		69				69	564	573	1.60%
Total Outreach Programs		4	8	1		13	92	94	2.17%
Total Patrons Served with Outreach Services		120	624	120		864	4,852	4,759	-1.92%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	101						700	702	0.29%
Number of Outside Groups Using Meeting Space	27						151	169	11.92%
Patrons Entering Building	14,109						107,434	101,676	-5.36%
Friend's Sponsored Programs	1						6	6	0.00%
Attendees	40						270	200	-25.93%
Social Media Use									
Facebook (daily page consumption)	803						8,169	11,425	39.86%
Twitter Followers	694						621	694	11.76%
Pinterest Average Daily Viewers	159						1,525	1,118	-26.69%
Instagram Likes	346						2,182	2,439	11.78%
Flickr Views	4,984						39,787	55,784	40.21%

Director's Report February 2018

Meetings

US Bank/Fisher/Wang – Jan 11
Flint – Jan 15
Staff – Jan 16
Personnel & Policy – Jan 17
Intergovernmental – Jan 18
Full Circle – Jan 22

Fisher – Jan 24
Staff – Jan 24
Directors – Jan 25
OSG – Jan 31
Fisher – Feb 1

Highlights | Developments

TIF Funds

LLD received the Library portion of the TIF surplus declared by the Village of Lisle Board of Trustees dated 1/23/18 in the amount of \$42,865.68. As authorized by DuPage County, the Village distributes TIF surplus funds directly to the affected taxing bodies. These funds are deposited into the LLD's Corporate Fund.

Intergovernmental

The President and I attended the Intergovernmental Meeting on January 18th. The following topics were discussed among participants:

Chamber: The luncheon with Governor Rauner was a success. Mayor Pecak will give the State of the Village address at the Sheraton tonight. This is the tenth anniversary of the Chamber Dinner Dance.

District 202: The new elementary school is slated to open in the 2019/2020 school year. There is a video on the District's website showing a model of the school. The District bought a property to increase the play area near the school. The District is responding to misinformation on social media with increased communications.

Village: The Downtown Master Plan continues. A density plan and public hearing is forthcoming. There is continued planning for the Family Square area off of Ogden. Volvo of Lisle is staying in Lisle. Homeowners in the floodplain have the opportunity to work with the Village regarding home elevation. The Board passed a flat levy along with adding \$300,000.00 to the police pension fund. There is ongoing work on a capital improvement plan. There is a new Assistant Village Manager and new Development Service Director. The Village and DuPage County offices are sharing a GIS professional. The Village will opt for a strategic plan consultant. RFPs are being sent regarding recycling and waste management.

*To: Lisle Library District Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: February 9, 2018*

Park District: The District is working on a capital replacement plan. The levy was increased to attend to the Community Center, roads, windows and other necessary improvements. Program participation has increased from year to year. They will replace playgrounds in Green Trails and in Community Park to ensure ADA compliance. The District regularly looks for personnel to assist with inclusion programming.

Visitors Bureau: There is a new sales manager at the Bureau. The Bureau was awarded an accreditation seal. The USGA Senior Women's Golf Open will happen in July. Lisle expects some hotel stays for this Wheaton event.

District 203: The District continues to explore "blended learning" where students utilize classroom instruction along with independent study to achieve goals. The District is modernizing their libraries, with special emphasis on updating seating/study space. The District continues to monitor the "late Wednesdays" where teachers have morning training and students start their day at 9:00 am.

Fire District: The District is following through with professional accreditation. The functional cooperation is going very well and other Districts are asking for advice. The Fire District is also partnering with DuPage County regarding GIS services. The District has had success with outsourcing their finance department through a specialized government firm. The Fire Chief warned against live trees in the home during the holidays, referencing the significant fire event in December.

Technology

The IT Manager, Assistant Director and I had a quarterly service meeting with OSG, our out-of-house IT firm. There are a number of technology projects on the horizon for the next couple of months that include installing a new server, port mapping new switches, and updating public PCs in Adult Services to Windows 10.

On February 7th and 8th the LLD experienced connectivity issues within the building as well as some phone (VOIP) problems. Half of the building was without connectivity to our main server room. We had no active PCs in Youth Services, Circulation or at the Connection Desk. There was no wireless connection in the building. Areas west of the Adult Services Office had connectivity, although a few Adult PCs were also down. The server room was functional. This experience mirrors what happened this past summer.

The IT Manager and OSG worked hard to bring the LLD back on track late in the day on Thursday. They've determined that our ongoing connectivity issues are due to the variety of equipment/gear that compose the overall configuration. Over the years, fiber/cables, switches, and other fixtures, have been added-on to address IT issues or to bring connectivity to other

*To: Lisle Library District Board of Trustees
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Date: February 9, 2018*

parts of the building. This add-on methodology has brought the LLD to where we have a variety of differing or non-standard equipment which can negatively affect technology lifespan and uniform performance.

The IT Manager and OSG continue to analyze the Library's complete technology picture. We are exploring a phase-in plan to standardize the IT infrastructure.

Library Love

This month we are asking our patrons why they love the LLD. Patrons are encouraged to write their endearing reasons onto a paper heart at any of our public service desks. The Library foyer features the loving responses.

RWA Gift

Romance Writers Association (RWA) donated \$50.00 to the LLD. The RWA meets at the Library monthly to discuss and share literary projects. We thank them for their support and we champion their creative efforts.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tatiana Weinstein', with a long horizontal flourish extending to the right.

Tatiana Weinstein

February 2018 Assistant Director's Report

Meetings:

- Monaco Mechanical – Jan 2
- DeSitter Flooring – Jan 11
- Stephens Plumbing – Jan 3
- Fire Inspection – Jan 9
- Digital Outreach Team – Jan 8
- Chicago Metro Fire Protection – Jan 12
- Suburban Lock – Jan 11
- Event Team – Jan 16 & 30
- Personnel & Policy Committee – Jan 17
- Clean Advantage – Jan 30
- Outsource Solutions – Jan 31
- Board Meeting – Jan 10
- Boiler Inspection – Jan 11

The Digital Outreach Team (DOT) met in January to discuss the levels of YouTube membership for the Library. Several social media platforms have made changes in the area of verifying users and other rules for organizations. Staff are researching these rules and the impact for the Library, including scheduling for Instagram. Digital Outreach members are reviewing the Team procedures and responsibilities plus updating documentation. The Team also received an update for the February "I love my Library" activity and plans for postings for Black History month using youth and adult authors.

The LLD Safety Team is working to document AED (automated external defibrillator) maintenance for the two devices in the Library. Shelf life for the pads and batteries have been noted and added to the Safety Team schedule.

Neil Berkowitz of the Lisle – Woodridge Fire District inspected the Library in January. He listed several required repairs. These repairs have all been completed:

- Moved a smoke detector to the storage room ceiling
- AED pads replaced
- Fire alarm circuit breaker fitted with a lockout device
- Three fire doors repaired for automatic closers

The Library Event Planning Team met twice in January to prepare for Harry Potter Day at the Library March 10th from noon until 4:30. Activities include a live owl program, scavenger hunt, crafts and movie. The Event Team is also preparing for National Library Week in April.

Gutter work on the storage room and south side of Library was completed in January.

Respectfully submitted,



Beth McQuillan

Lisle Library Events

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

KIDS

Thursday Kids Club

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

Anything can be discovered between the pages of a book! Every week we will focus on a different theme with books, crafts, science experiments, and more! January's themes are Penguin Party (Jan. 4) Do You Want to Build a Snowman? (Jan. 11) Hot Chocolate Extravaganza (Jan. 18) and Snow Dough (Jan. 25)!

Funday Monday & Terrific Tuesday

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

Combine fantastic fun with education at the Library! This month we experiment with density with Layers of Liquid (Jan. 2) make our own gooey concoctions in Slimed! (Jan. 8 & 9) engineer an amphibious robot in Lego WeDo Frog Time (Jan. 15 & 16) and follow clues to Solve the Case (Jan. 22 & 23).

Science Saturday: The Science of Reactions

Saturday, January 6, 10:30-11:30 AM | Meeting Room B

Levers, pulleys, inclined planes - they are all simple machines we use every day, sometimes without even knowing it. Put these machines to the test!



Pajama Storytime

Ages 2-6. Wednesday, January 10 & 24,
Youth Services Activity Room. 6:00-6:30 PM

Bring your favorite stuffed animal and cuddle up for a night storytime at the library. Stories will be heard, songs will be danced to, and everyone will have a blast!

TEENS

YA Thursday: Life-Sized Games

Thursday, January 4, 4:00-6:00 PM | Meeting Room A/B

Bored of normal board games? Try giant versions of your favorites. Join us for an afternoon of life-sized board games! Battle your friends with life-sized versions of Battleship, Connect Four, and more!

Craft Connection: Knit Scarves

Tuesday, January 9, 7:00-8:30 PM | Meeting Room A



Do you knit, crochet, cross-stitch (or some other nifty craft), or want to learn how? Meet up with other teens for informal crafting and snacks. At this session we'll knit a scarf!

YA Thursday: Between the Panels

Thursday, Jan. 11 4:15-5:00 PM | Meeting Room B

Want to read comics, but aren't sure where to start? Love them already and want to share your faves and get new recommendations? Join our new YA Comic Book Club! This month we read Rickety Stitch & the Gelatinous Goo by Ben Costa & James Parks.

Teen Book Club: Readers Rejoice!

Friday, January 19, 6:30-8:00 PM | Meeting Room B

Readers Rejoice! Join us as we discuss The Blind Side by Michael Lewis. This biography weaves a study of the evolution of football with the bittersweet story of Michael Oher, who went from homeless to a top-tier contender. Recommended for 13+



ADULTS

Bel Sonore Chamber Ensemble Presents: Music of the Italian Baroque

Saturday, January 13, 3:00-4:00 PM | Meeting Room A/B

Enjoy an afternoon of Italian Baroque music by the Bel Sonore Chamber Ensemble. Savor Vivaldi, Tartini, Caldara, and others!

Lisle Library District Writer's Group

Friday, January 19, 6:30-8:30 PM | Meeting Room

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.

Treasures from the Vault: A Quilting History

Sunday, January 21, 2:00-4:30 PM | Meeting Room A/B

Melissa Wraalstad, Executive Director of Wisconsin Museum of Quilts & Fiber Arts, will take us on a journey through quilting history. Join us as she shares stories behind the quilts that are not always exhibited. Attendees are encouraged to bring quilts and share their stories.

Taxes Are Everyone's Business

Tuesday, January 30, 6:30-8:30 PM | Meeting Room A/B

In this workshop, Judi Strauss will review the key elements of the 2017 tax code, both for the IRS and Illinois. She will also discuss important deductions, as well as common tax problems such as IRA withdrawals, K-1s from Trusts and Estates, Roth conversions, and taxable Social Security.



LITERACY

ESL for You! Literacy/English Language Development (ELD) Class

Saturdays, 10:00 AM - Noon | Jan. 6 & 20

If you, or someone you know, needs help with speaking, reading, writing, or communicating in English, come to class! No registration required; classes are in session all year.

Conversation Group

Saturdays, 10:00 AM - Noon | Jan. 13 & 27

Improve your conversation skills at our English Conversation Group that meets on the 2nd and 4th Saturday of every month. Some speaking skills are required to learn new vocabulary words and phrases and to engage in lively conversation.

From the community: Quilting History at Lisle Library District



Community Contributor Josh Hepler
January 16, 2018

Melissa Wraalstad, Executive Director of the Wisconsin Museum of Quilts & Fiber Arts, will present Treasures from the Vault: A Quilting History on Sunday, January 21, from 2:00 - 4:30 PM at the Lisle Library District. Director Wraalstad will share highlights from the museum's permanent collection, including the stories behind quilts that are not always exhibited at the Museum. Attendees are encouraged to bring their own quilts and share the stories behind them. This program is a partnership between the Lisle Heritage Society, Lisle Woman's Club, and the Lisle Library District.

Chicago Tribune **NAPERVILLE** SUN

From the community: **Learning Engineering with Legos at Lisle Library District**



Community Contributor Josh Hepler
January 22, 2018

Attendees use Lego WeDo Educational Construction sets to learn engineering basics as part of Lisle Library's Funday Monday and Terrific Tuesday programs.

From the community: Writers Group at Lisle Library District

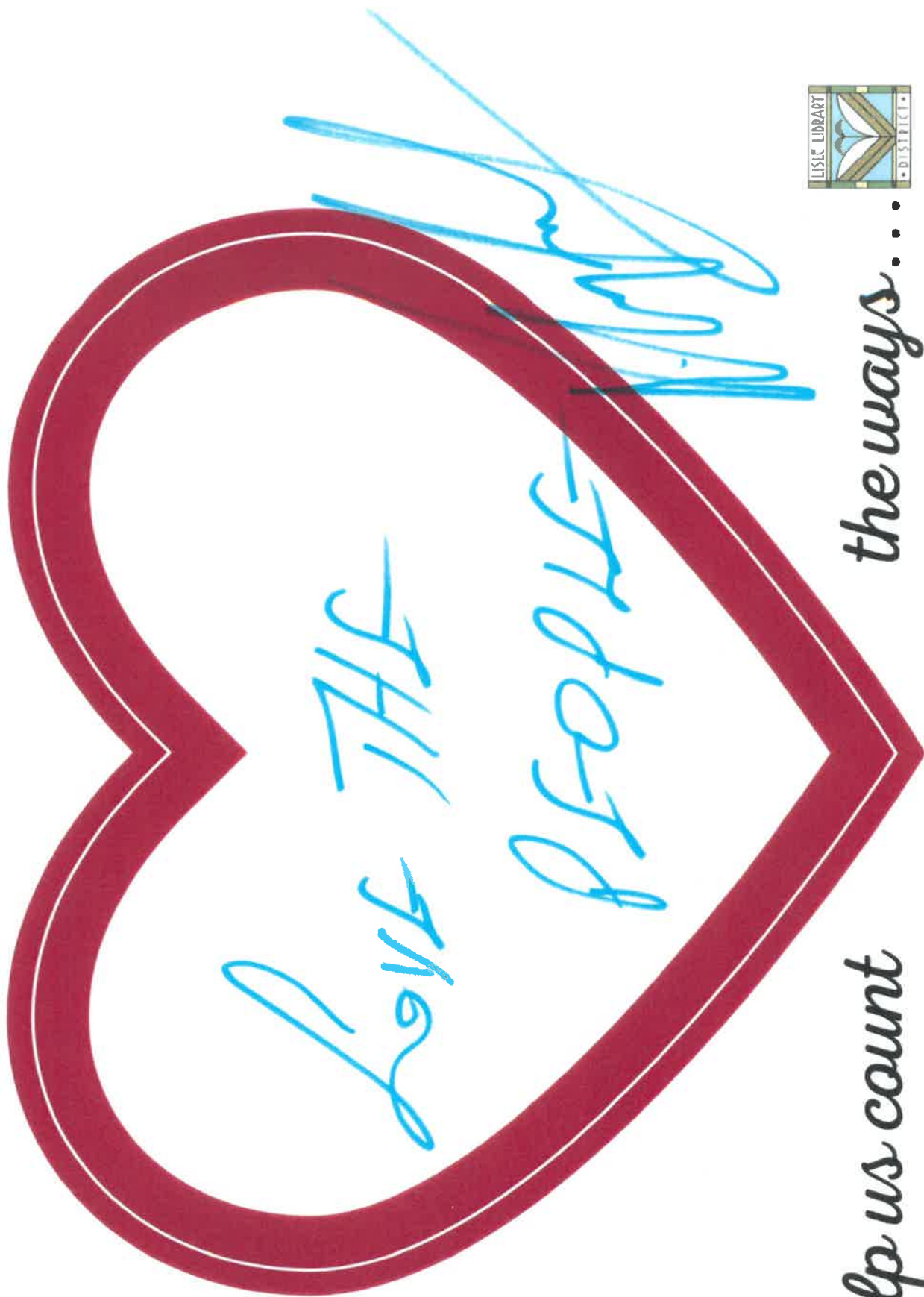


Community Contributor Josh Hepler
January 16, 2018

The Lisle Library District is calling on writers of all skill levels to join the Lisle Library District's Writers Group. This is a once-a-month creative forum that meets on the third Friday of every month at 6:30 PM. Each member of the group shares three pages of written work and gives helpful feedback. The group welcomes fiction, non-fiction, poetry, or any other written formats. Writers can join anytime without the need to commit to the forum.

About the Lisle Library District: Established in 1965, the mission of Lisle Library District is to provide the highest level of service, programming and materials that enrich, educate and empower the community. The Lisle Library District is constantly evolving to meet the dynamic needs of patrons and serves as a place to research, study, experience cultural programming, grow in knowledge and gather as a community. For more information, visit www.lislelibrary.org.

WHAT DO YOU LOVE ABOUT THE LIBRARY?



WHAT DO YOU LOVE ABOUT THE LIBRARY?

Hard-
to-find movies,
and graphic novels!
Thanks!

Help us count

the ways...



WHAT DO YOU LOVE ABOUT THE LIBRARY?

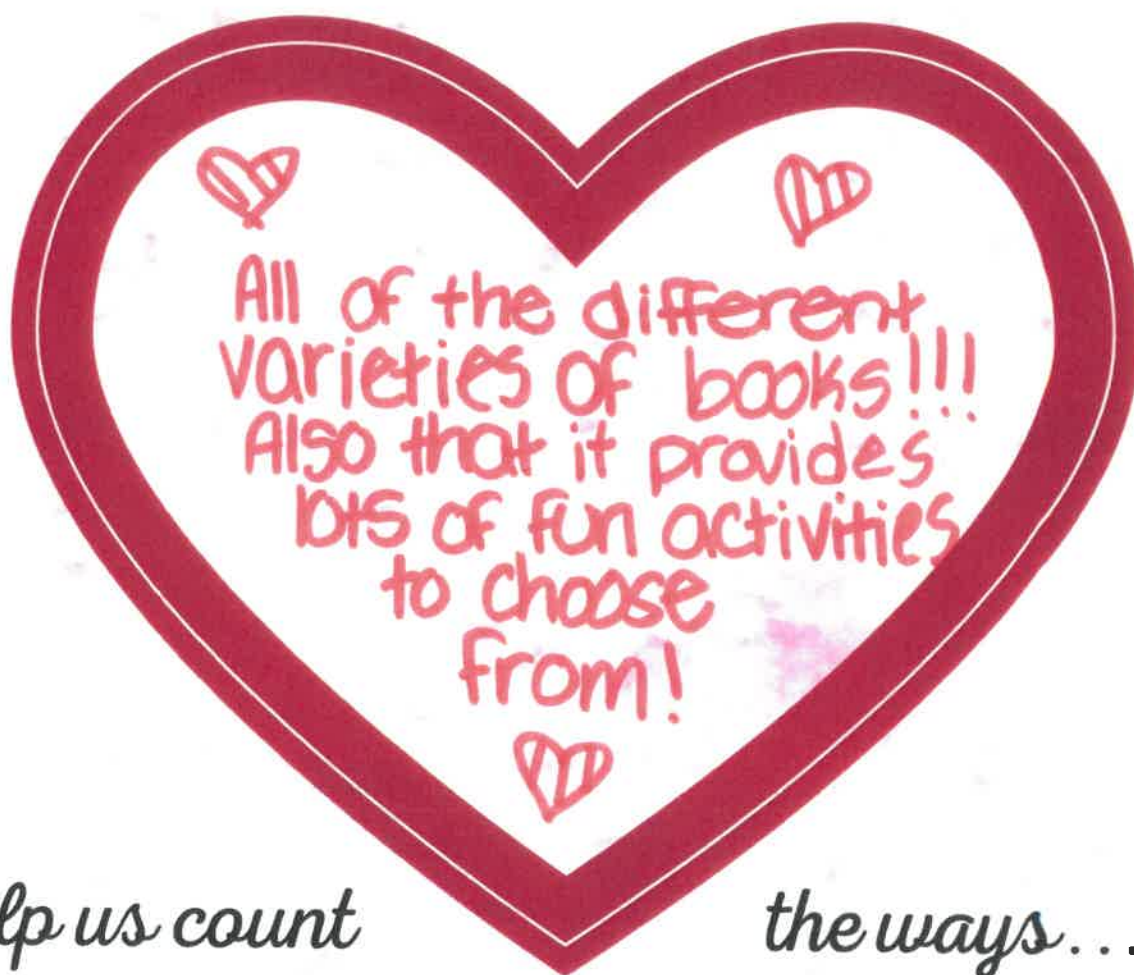
It's
a place
to
experience
new
books
and
media + computers

Help us count

the ways...



WHAT DO YOU LOVE ABOUT THE LIBRARY?

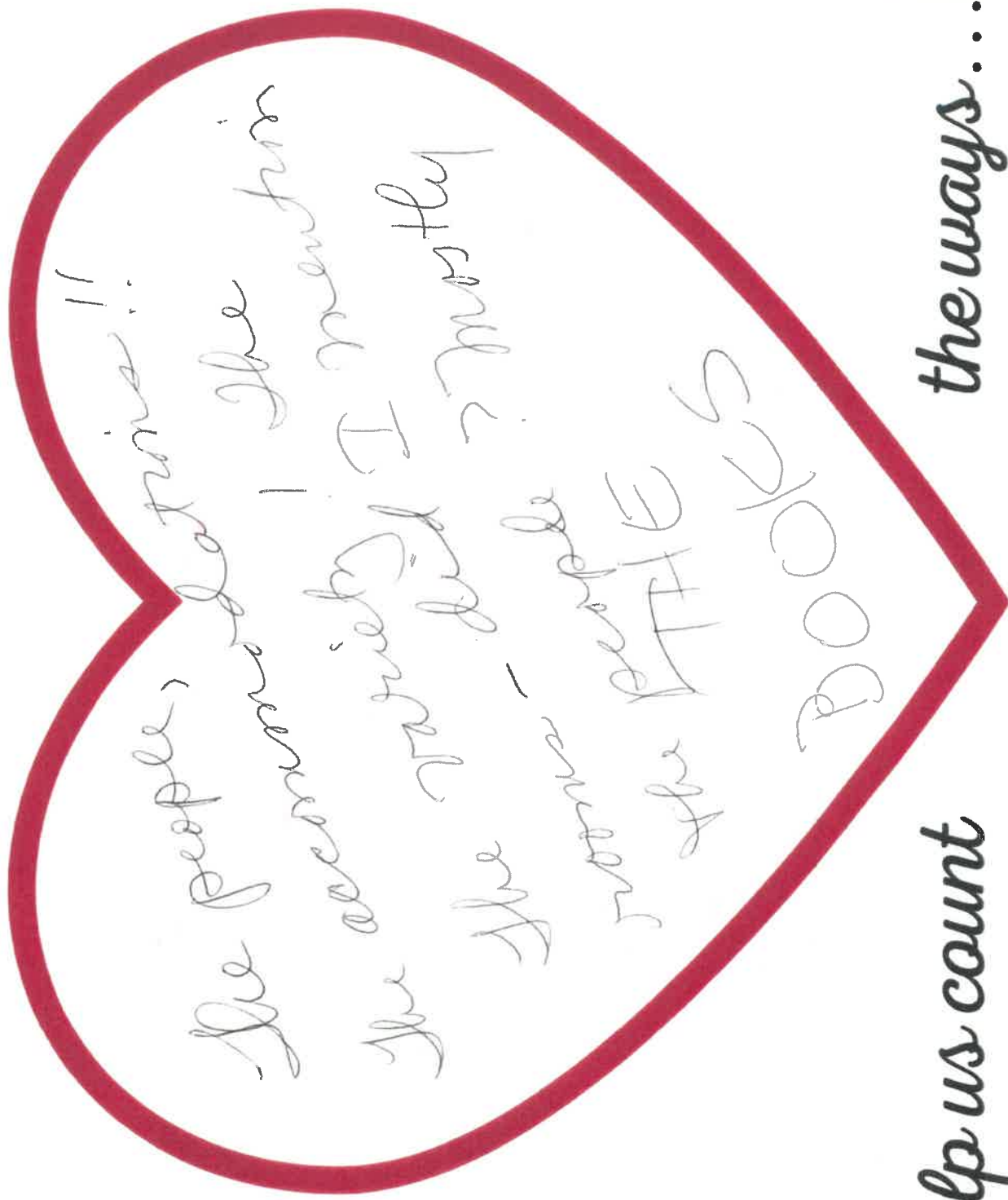


Help us count

the ways...



WHAT DO YOU LOVE ABOUT THE LIBRARY?



Help us count

the ways...



Draft Policy 325
Schedule of Fines, Fees, and Financial Transactions

1. Lisle Library District Materials Fines and Fees:

a. To replace a lost or damaged Library card: \$1.25.

b. For overdue Lisle Library District materials and equipment:

All materials except as noted below:	\$0.25 per day
Videos and Video Games	\$1.00 per day
SMP View and Digital devices	\$1.00 per day
Book Club in a Bag	\$1.00 per day

c. To replace a lost or damaged art print bag: \$20.00.

d. For each account sent to collection agency: Rate set by vendor.

e. For damaged and lost items: Original Library cost, plus \$5.00 processing fee.

The Library makes material replacement decisions in accordance with Policy 500/Collection Management. The Library does not accept patron acquired materials in exchange for paying the original Library cost.

~~For lost or damaged ephemeral items, such as pamphlets, annual reports, college catalogs, etc.: \$2.00.~~

Patrons will receive a payment receipt for both damaged and lost items.

For damaged or lost items, the patron will not be charged overdue fines once payment is made. and will, in all cases, be given a receipt.

If lost material is found and returned within two months of the date of the receipt, a refund will be made, less the processing fee and the overdue fine, upon presentation of receipt. No refunds will be made after two months of the date of payment.

f. Returning digital devices **and/or Book Club in a Bag** in a book drop: \$5.00 fine per instance.

g. Maximum overdue fines are \$6.00 for all materials except ILL items **(see 3b below).**

2. Borrowing privileges ~~including access to library public internet computers~~ will be

suspended in the following cases:

- a. When an individual's fines reach \$10.00.
- b. When an individual has materials that are more than 6 weeks overdue.
- c. When a reciprocal borrower's library has requested suspension.

3. ILL (Inter-Library Loan) Fines and Fees:

- a. For overdue LLD materials loaned through ILL, (see Part 1 section b above).
- b. Items obtained through ILL for Lisle Library District residents are subject to fines and fees set by the loaning institution.
- c. The loaning institution will bill for damaged and/or lost materials.
- d. ILL materials received from other institutions have no maximum fine.
- e. ILL privileges will be suspended at the discretion of the Director if they have been abused.

4. Reciprocal Borrowing Fines and Fees:

- a. For overdue LLD materials borrowed by reciprocal users (**not LLD residents**), see Part 1, section b above.
- ~~b. The loaning institution will may directly bill LLD resident reciprocal borrowers for damaged and/or lost materials or they may bill the LLD for the damaged and/or lost materials and in turn, the LLD will place those fines/fees on the LLD patron's Library account.~~
OR
b. For LLD resident reciprocal borrowers with damages and/or lost materials, the loaning institution may directly bill the LLD resident or the loaning institution may bill the LLD for the damaged and/or lost materials. **and in turn- In such case**, the LLD will place those fines/fees on the LLD patron's Library account.
- ~~c. Reciprocal borrowing privileges will be suspended by the loaning institution if they are abused.~~

Note: A loaning institution may suspend reciprocal borrowing privileges if privileges are abused.

5. Credit Card Use:

There will be minimum transaction amount for credit card transactions of \$1.00.

6. **Public Use of Internet Computers:**

~~Residents and non-residents who do not own or do not wish to apply for a card must show identification and will be charged a \$2.00 per day fee to use the public internet computers.~~

~~There are 15-minute express internet computers that do not require any card. Printing may be done via wireless connection and paid for at the Circulation Desk.~~

7. **6. Waiver of Fines:**

Material replacement costs and associated fees may not be waived **for lost or damaged items.**

Fines **and fees on** for materials not owned by Lisle Library District may not be waived.

Fines or other charges may be waived or adjusted in cases of documented patron emergency. These may include: ~~patron's personal or family illness, injury, or hospitalization; death of a patron or family member; and weather-related or lock-down emergencies that prevent travel.~~ **death, hospitalization, or other emergencies.** Patrons will provide proof of circumstance **upon request.** ~~such as physician's excuse or published obituary. Patrons will be held responsible for restitution in cases of item damage or loss related to theft, flood, fire, etc.~~

~~Authorized Circulation staff may waive amounts up to a total of \$5.00. Book~~

~~The Library Director may authorize some Library programs or services to be exempt from and/or to waive overdue fines, with prior notice to the Board.~~

The Library Director may periodically authorize special waive programs with prior notice to the Board.

Adopted 9/1/95
Revised 12/9/98
Revised 11/13/02
Revised 1/14/04
Revised 1/13/10
Revised 1/12/11
Revised 2/20/13
Revised 3/11/15
Revised 12/9/15
Revised 2/14/18

POLICY 340
~~LISLE LIBRARY DISTRICT ACCESS TO PUBLIC COMPUTERS/INTERNET~~
INTERNET ACCESS AND PUBLIC COMPUTER USE

~~As a service to the community, and in response to advances in technology and the changing needs of the public, The Lisle Library District (LLD) offers access to the Internet and other Electronic Information Networks for both adults and children to use. Patrons with valid library cards are welcome to use the computers at no cost, except for a minimal charge for printouts. An automated PC activity management system is in place to more efficiently attend to patron computer needs.~~ **Patrons with valid library cards from other Illinois libraries may apply for a reciprocal barcode to use the seated computers in Adult and Youth Services.**

Those visiting the area from out of town, or who aren't eligible for a library card, may obtain a visitor's pass to use the public computers. Visitor's passes are available at the Circulation Desk. The LLD has standing, express-internet terminals in the building for short-term, online access. No library card or pass is required to use these standing terminals unless printing is desired.

The LLD utilizes a PC activity management system to monitor computer time and provide printing capabilities.

~~Internet use computers in both adult and youth areas are open to non-residents with valid library cards at other institutions. If a resident or non-resident does not have a library card, they may apply for one following standard library policies and procedures. If a resident or non-resident has forgotten to bring the library card or does not wish to apply for a card there will be a \$2.00 per day or fraction of a day fee to use the public internet computers.~~

~~Lisle Library~~ **The LLD assumes no responsibility for any loss or damage to data, directly or indirectly, arising from the use of Library-LLD computers. The Library LLD assumes no liability for any loss or damage due to invasion of privacy issues in any Internet computer regarding online accounts, programs, or files. The Library LLD does not guarantee that the system Internet access or computers will function error-free or uninterrupted.**

~~The Lisle Library District uses electronic information networks such as the Internet for a variety of purposes:~~

- ~~• Access to shared automation systems that provide bibliographic access to the collections of the local Library and libraries in the region and across the state~~
- ~~• Access to the wealth of information resources available via the Internet~~
- ~~• Access to general and specialized shared licensed databases available to member libraries through regional and statewide cooperative programs~~

~~Integrating electronic resources from outside networks with the Library's current collection broadens the spectrum of information, ideas, images, and commentary available, and shows what the electronic information age can bring from around the globe to all the citizens of Lisle,~~

regardless of education, occupation, economic status, or age.

EXTERNAL NETWORKS

This policy for Access to Internet/Electronic Information Networks is part of the Library's overall policy structure and should be interpreted in conjunction with other existing policies. Members of the Lisle Library District who use networks not owned by the Library will adhere to the policies and procedures established by the administration of these networks and facilities.

LIBRARY-PATRON RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. The Lisle Library District will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

The LLD supports the rights of all Library users to access information and will not deny access to the Internet based on age or any other **personal** classification **such as race or religion**.

Library patrons have the right to:

- Library patrons have the right to Confidentiality and privacy in the use of electronic information networks **public computers** to the extent possible, given certain constraints such as proximity of other patrons and staff in a public access setting.
- Library patrons have the right to Equitable access to electronic information networks **public computers and the Internet**.

- **OTHERS...?.....?.....?**
- Library patrons have the right to **Access and read all Library LLD service policies and discuss questions with appropriate Library staff**.

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS—THE INTERNET

The Lisle Library District supports the right of all Library users to access information and will not deny access to electronic information networks based on age. The Library LLD recognizes that electronic information networks such as the Internet may contain material that is inappropriate for children.

The LLD **strongly encourages** parents/guardians ~~are encouraged~~ to discuss ~~with their children~~ **issues of appropriate Internet use and electronic information network safety issues regarding online activity with their children**.

Parents/guardians are expected to monitor and supervise their children's use of the Internet **while on LLD property**. Parents/guardians, not ~~the Library or its LLD staff~~, are responsible for the Internet information ~~selected and/or~~ accessed by their children. Parents/guardians may **actively** restrict their children's ~~—and only their children—~~ from access to **the** Internet **resources available through** ~~via~~ the Library.

RESPONSIBILITIES OF USERS

The freedom to access information is also a responsibility. The Internet enables the Library to provide resources not available within the confines of its **beyond the LLD's physical own** collection. However, the Internet is an unregulated medium. The Lisle Library District **LLD** does not assume responsibility for material accessed on electronic information networks via the Internet **because** Internet resources are not subject to the same selection criteria that the Library uses for other materials.

Information obtained via the Internet:

- Information obtained via the Internet May or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet May or may not be accurate **or current. or up to date**
- Information obtained via the Internet may or may not be current and up to date.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
- Certain information viewed via the Internet May be considered controversial and/or objectionable by some Library patrons.

Because The Library **LLD** is a public forum institution, materials viewed on the Internet computers should be viewed in accordance with the ethical standards of the Lisle Library District. **and all patrons must comply with the ethical and behavioral standards as set by the LLD Code of Conduct.** Viewing or audibly listening to materials that may be is deemed inappropriate in this public forum for a public space, may will result in staff intervention and may result in suspension of LLD privileges or expulsion from the facility/property and/or police involvement. Continual misuse by patron/s may result in suspension of computer privileges.

The Lisle Library District does not control or restrict the information content of the Internet. Library users are the final selectors in using the Internet and are responsible for their individual choices and decisions.

STAFF ASSISTANCE AND INSTRUCTION

The Lisle Library's **LLD** staff may provide **computer/Internet** assistance to patrons in the use of electronic information networks as time and staff knowledge permits. But Library Staff cannot provide in-depth training concerning Internet computer jargon or usage, outside of Library **LLD** facilitated provided computer classes.

LEGAL AND ETHICAL USE

Library **LLD** computing resources may only be used for legal purposes and should **be** used in accordance with **the LLD Code of Conduct** the ethical standards of the Lisle Library District. Examples of unacceptable purposes/activities include, but are not limited to; the following:

- Harassment **or defaming** of, **libeling, or slandering** others ~~users.~~
- Destruction of, damage to, or unauthorized access, and/or alteration of the Library's LLD's computer equipment, software, or network ~~security procedures.~~
- **Internet** use of electronic information networks in any way that violates a Federal or State law.
- **Database** use of electronic information networks in any way that violates licensing and **payment-financial** agreements between the Lisle Library District LLD and network/database providers.
- Unauthorized duplication of copyright-protected **or other material, software** or violation of **software** license agreements, **or plagiarism.**
- ~~Obstruction of other people's work by~~ Consuming large amounts of system resources, deliberately crashing any Library systems, or otherwise causing degradation of system performance.
- Behaving in a manner that is disruptive to other users, including, but not limited to, ~~overuse of computer equipment that serves to denying~~ access to other users.

SANCTIONS

Violation of any aspect of the policies described above will be dealt with in a serious and appropriate manner. Violators may lose Library privileges. ~~Illegal acts involving Library computing resources may also or may~~ be subject to prosecution by local, state, or federal authorities.

Adopted 10/9/96
 Revised 11/13/02
 Revised 12/10/03
Revised 2/14/18

POLICY 805
CONFERENCE AND MEETING ATTENDANCE

The Lisle Library District (LLD) supports sending staff and LLD Trustee members to appropriate conferences and other professionally applicable meetings.

Whenever possible, time with pay is allowed to staff members to attend appropriate Library conferences and other professional meetings. The Library LLD will pay the expenses of officially designated representatives, both staff and Board members (see Policy 810, Reimbursed Expenses). **Priority will be given to staff** As far as possible, **those** who take an active part in the meetings and are involved in the preparation of papers or the organization of **workshops/programs**. committee work will be given priority.

A. Staff

1. **Employee** requests for permission to attend professional Library meetings **conferences** and workshops should be made to the staff member's Supervisor **their immediate supervisor**. The Library Director has final approval of all such requests.
2. **Priority will be given to staff** As far as possible, **those** who take an active part in the meetings and are involved in the preparation of papers or the organization of **workshops/programs**. committee work will be given priority

B. Trustees

1. Accredited organizations such as the Illinois Library Association, Public Library Association, and the American Library Association provide conference notifications relevant to library Trustees. Reaching Across Illinois Libraries System (RAILS) also provides information on pertinent workshops for Trustees.
2. The LLD encourages Trustees to attend local (IL) meetings specific to Trustee duties to enhance institutional knowledge, provide training, and to increase awareness regarding library-related issues.
3. Trustees wishing to attend conferences and/or meetings should make their request known in an open **Board** meeting and in accordance with **administrative** procedures as approved by the LLD Board of Trustees.

Adopted 8/18/80
Revised 11/13/02
Revised 2/14/18

LISLE LIBRARY DISTRICT
Personnel & Policy Committee Meeting
November 29, 2017 - 6:00 p.m.

1. Roll call

Present:

Richard Flint - Chair

Thomas Hummel - Vice President

Emily Swistak - Trustee

Jay Fisher - President

Also Present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Introductory comments from the Chair

Committee Chair Flint opened the meeting by describing the responsibilities of the Committee. He reviewed Open Meetings Act obligations, reminded members that Committees cannot take final action, indicated that two members cannot discuss business between meetings, and reminded members that work would be subject to Board discussion and a vote regarding policy adoption and/or revision.

4. Discuss Draft Policy 901: Sexual Harassment

The Director informed the Committee of the new Illinois Public Act 100-0554 regarding sexual harassment. A policy in compliance with the Act must be adopted by ordinance or resolution by January 15, 2018. The Director contacted the Management Association and the Library attorney for policy guidance. Additionally, both recommended the entire Board participate in some type of sexual harassment training. The Committee agreed. The Director proceeded to walk the Committee through the Draft.

Committee Chair Flint questioned the use of the word “unwelcome” in *Section A. Purpose and Scope (3)*. The Committee decided to leave section as written. Trustee Swistak recommended changing the word “email” to the phrase “electronic communications.” The Committee agreed to this change.

Vice President Hummel suggested item (3) go to the full Board instead of the Chair of the LLD Personnel & Policy Committee. Committee Chair Flint stated that item (3) reflects the LLD’s Grievance policy and it should remain as written.

Committee Chair Flint questioned the procedures in item (5) where it mentions that if the alleged harasser is the President of the Board, the individual shall bring the matter to the Vice President of the Board or via the Director to the Vice President if the individual is an employee and that the Vice President shall call a Special Committee to investigate and/or advance the case to State officials. Committee Chair Flint questioned the Vice President's authority to call a Special Meeting in this case. There was further discussion about having the Vice President call an Executive Session instead of a Special Meeting. There were questions among Committee members as to proper procedures and members agreed that the Director should consult the Library attorney on these points.

Trustee Swistak suggested that a seventh item be added to *Section B. Proper Action* regarding when a patron alleges harassment by an employee. All members agreed.

Committee Chair Flint proposed to add the phrase "every effort will be made" to *Section C. Documentation and Investigation*. All agreed. In the same section, Vice President Hummel questioned the one year report deadline in reference to the IDHR and EEOC notes in the draft policy. The Committee agreed to leave the one year deadline in the draft as written.

President Fisher asked if the complainant should be informed of their options for filing at the time of a complaint. The Director suggested that the complainant could be handed a copy of the policy at the time a formal complaint is made.

The Committee discussed *Section D, Training*. The Draft states that employees and Trustees are required to participate in annual sexual harassment training. The Committee agreed that annual training shall be required. Vice President Hummel asked if the State would provide training such as the online OMA training. The Director was not aware of any State run training at this time but stated that the LLD can utilize tools and/or presenters as provided by LIRA (Libraries of Illinois Risk Agency) for sexual harassment training and that she would also look into professionally recommended webinars.

5. Discuss Draft Policy 906: Recording of LLD Board of Trustee Meetings

The Director reviewed the Draft with the Committee members. It was suggested that the first paragraph be moved to the bottom of *Section B., Executive Sessions*.

Committee Chair Flint suggested striking the word "technologically" from *Section A. Regular Board and Committee Meetings*. Vice President Hummel had concerns about removing the word. He also suggested that a timeframe be added to the sentence such as 48 hours instead of "as soon as possible." The majority of the Committee opted to strike "technologically" and leave the rest of the sentence as written. Minor language edits were also made to *Section C., Equipment and Staff*.

6. Discuss Draft Policy 325: Schedule of Fines, Fees and Financial Transactions

The Director explained replacement procedures for lost or damaged materials. The Draft language states that the LLD will not accept patron-acquired materials in exchange for paying the original Library cost. *Section 3., Item (a) of ILL (Inter-Library Loan) Fines and Fees* was edited for clarity.

There were two language options for *Section 4, item (b)*. The committee came to a consensus to choose the second choice with some modification.

The Director recommended removing the \$2.00 fee for internet guest passes, stating that it was an antiquated charge and that the Library should provide barrier-free access to information in the building. The Director noted that 25 other local libraries have eliminated charging for internet access. Vice President Hummel suggested that individuals who do not pay property taxes or a non-resident fee still be charged the \$2.00 fee. A majority of the Committee opted to remove the \$2.00 fee.

7. Other Business

Committee Chair Flint and Vice President Hummel restated their positions on proper procedures regarding Draft Policy 901: Sexual Harassment. Trustee Swistak pointed out grammatical mistakes in various policies. Vice President Hummel expressed interest in discussing other topics at future meetings such as waiving fines for Trustees, the use of the Library logo by Trustee candidates for campaigning, the segregation of duties for contractors regarding facility work, and prohibiting campaign contributions from vendors.

Trustee Swistak recommended Policy 340: LLD Access to Public Computers be discussed and modified if the \$2.00 fee is removed from draft Policy 325: Schedule of Fines, Fees and Financial Transactions. The Committee agreed to discuss Policy 325 and Policy 340 in January.

Trustee Swistak suggested that language in Policy 342: Social Media should include Trustee communications and also proposed having more discussion about Board ethics policies.

There was more discussion about draft Policy 901: Sexual Harassment. The Committee confirmed that the Director should consult with the Library's attorney about the Committee's questions. The next Personnel & Policy Committee meeting was scheduled for January 17, 2018 at 6:00 pm.

8. Adjourn

MOTION: Vice President Hummel moved to adjourn the meeting. Trustee Swistak seconded.
Voice Vote - All Aye

The meeting adjourned at 8:00 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on January 17, 2018.

Approved by

Richard Flint, Committee Chair



LLD Trustee Reimbursement Form (one per official business event)

As required by the *Local Government Travel Expense Control Act (50 ILCS 150)* [January 1, 2017]

Per LLD Policies: 805/Conference Attendance, 810/Reimbursed Travel Expenses & 815/Personal Vehicle Use for Library Business Accounts: 10-45-5787-70 Conferences-Trustee | 10-45-5788-70 Meetings-Trustee | 10-45-5789-70 Training-Trustee

PAID IN ADVANCE BY LLD	Cost \$	* Attach corresponding receipts upon event conclusion
Registration/admission fee	40.00	
TRUSTEE REIMBURSEMENT	Estimated \$	Actual \$
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .54) TOTAL MILES: <u>18.6</u> w/documentation, see below	10.04	
Tolls		
Parking fees		
Meals		
Lodging		
Other (Please explain)		
TOTAL TRUSTEE REIMBURSEMENT	\$10.04	\$
TOTAL EXPENSES FOR EVENT: Reimbursement + Registration	\$50.04	\$

Name of reimbursement requestor: RICHARD FLINT |
PRINT SIGN

Title/Office held: TRUSTEE

Date of request: 2/6/18

Name/Title of official business event: ILA LEGISLATIVE LUNCH

Location of official business event – city/state/arena, agency, etc... OAK BROOK, IL

Date/s of official business event: Fri. FEB 16, 2018

Please indicate on a separate sheet of paper, the nature of official business in which the above estimated expenses are to be expended and attach to this form.

Please attach a printout from an online direction tool (*Google Maps, Mapquest, etc*) marking your starting point address and destination address, indicating total miles if requesting mileage reimbursement.

**To receive reimbursement, please submit corresponding receipts for all business expenses to LLD Administration Office. Trustee reimbursements are subject to the Illinois Compiled Statutes and Lisle Library District (LLD) Policies.*



LLD Trustee Reimbursement Form (one per official business event)

As required by the *Local Government Travel Expense Control Act (50 ILCS 150)* [January 1, 2017]

Per LLD Policies: 805/Conference Attendance, 810/Reimbursed Travel Expenses & 815/Personal Vehicle Use for Library Business
Accounts: 10-45-5787-70 Conferences-Trustee | 10-45-5788-70 Meetings-Trustee | 10-45-5789-70 Training-Trustee

PAID IN ADVANCE BY LLD	Cost \$	* Attach corresponding receipts upon event conclusion
Registration/admission fee	135.00	
TRUSTEE REIMBURSEMENT	Estimated \$	Actual \$
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .54) TOTAL MILES: <u>18.6</u> w/documentation, see below	10.04	
Tolls		
Parking fees		
Meals		
Lodging		
Other (Please explain)		
TOTAL TRUSTEE REIMBURSEMENT	\$10.04	\$
TOTAL EXPENSES FOR EVENT: <i>Reimbursement + Registration</i>	\$145.04	\$

Name of reimbursement requestor: RICHARD FLINT |
PRINT SIGN

Title/Office held: TRUSTEE

Date of request: 2/6/18

Name/Title of official business event: ILIA TRUSTEE FORUM WORKSHOP

Location of official business event – city/state/arena, agency, etc... OAKBROOK, IL

Date/s of official business event: SAT, FEB 17, 2018

Please indicate on a separate sheet of paper, the nature of official business in which the above estimated expenses are to be expended and attach to this form.

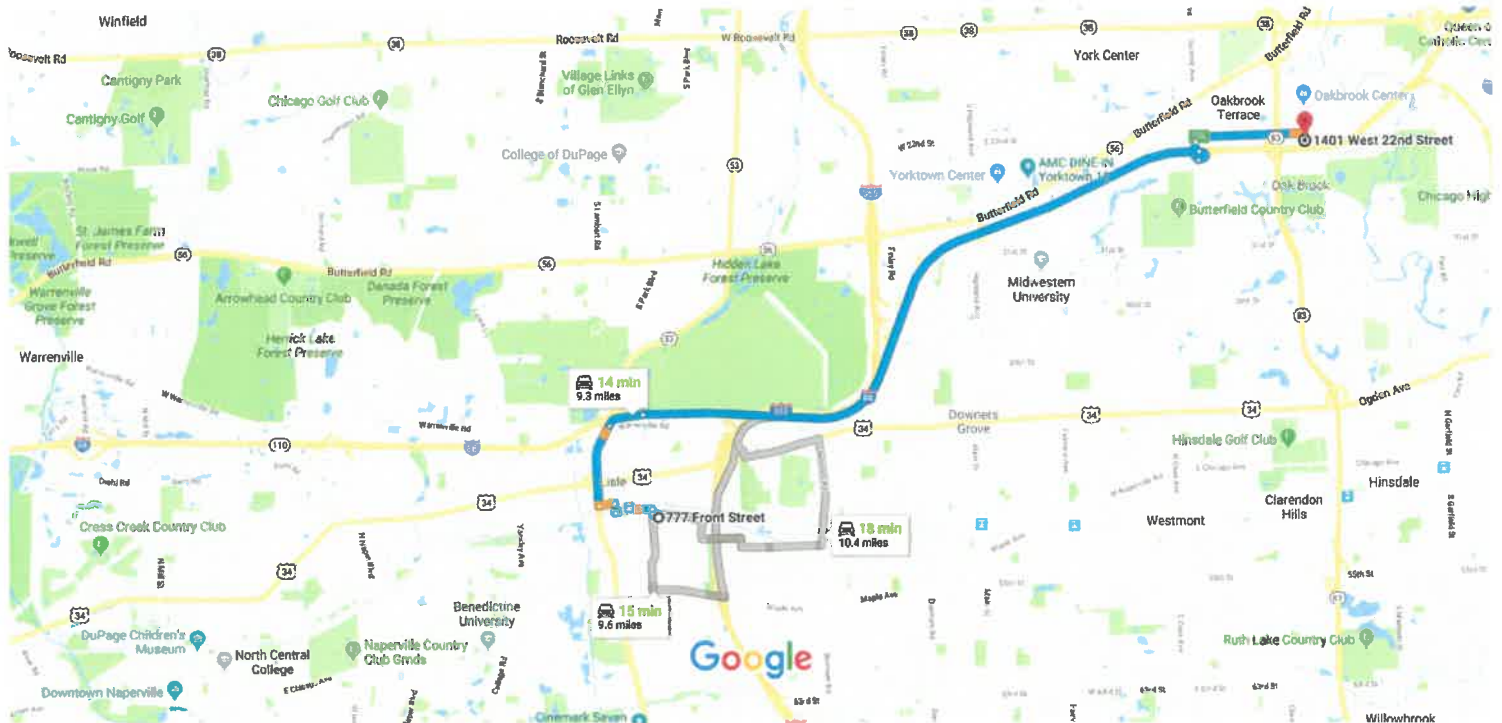
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777 Front St, Lisle, IL 60532 to 1401 W 22nd St, Oak Brook, IL 60523

Drive 9.3 miles, 14 min



Map data ©2018 Google

1 mi



via I-88 E

Fastest route, the usual traffic



14 min

9.3 miles



via I-88 E and W 22nd St

15 min

9.6 miles



via Belmont Rd and I-88 E

18 min

10.4 miles

February

Richard Flint

Thu 2/8/2018 3:30 PM

To: Tatiana Weinstein <tatiana@lislelibrary.org>;

The February 17 ILA event features "advocacy bootcamp," explaining challenges to libraries and how to address them.

The February 16 ILA event is an opportunity to meet personally with local elected officials and discuss legislative priorities, and how they effect libraries.