

LISLE LIBRARY DISTRICT

A checklist of information included in your board packet for the March 08, 2017 Board Meeting.

- 03/08/2017 Agenda - 1 pg.
- 02/06/2017 Health Insurance ad hoc Committee Meeting Minutes - 1 pg.
- 02/08/2017 Board Meeting Minutes - 2 pgs.
- 02/20/2017 Health Insurance ad hoc Committee Meeting Minutes - 1 pg.
- 02/22/2017 Committee of the Whole Budget Discussion Minutes - 1 pg.
- 03/01/2017 Personnel/Policy Committee Meeting Minutes - 1 pg.
- Treasurer's Report - 1 pg.
- Investment Activity Report - 1 pg.
- Current Assets Report - 1 pg.
- Revenue Report - 5 pgs.
- Expense Report - 10 pgs.
- Accounts Payable/Distribution - 25 pgs.
- Monthly Circulation Report - 1 pg.
- Program and Service Statistics - 1 pg.
- Director's Report - 4 pgs.
- Assistant Director's Report - 4 pgs.
- Media Hits - 3 pgs.
- Policy 850 section X - G. - 3 pgs.
- Millennia - 9 pgs.

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District Board of Trustees will be held on March 8, 2017 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
March 8, 2017 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda – Action Required
 - a. Approve Minutes of the February 6, 2017 Health Insurance ad hoc Committee Meeting
 - b. Approve Minutes of the February 8, 2017 Board Meeting
 - c. Approve Minutes of the February 8, 2017 Executive Session
 - d. Approve Minutes of the February 20, 2017 Health Insurance ad hoc Committee Meeting
 - e. Approve Minutes of the February 22, 2017 Committee of the Whole Budget Meeting
 - f. Approve Minutes of the March 1, 2017 Personnel/Policy Committee Meeting
 - g. Acknowledge Treasurer's Report, 02/28/17, Investment Activity Report, 02/28/17, Current Assets Report, 02/28/17, Revenue Report, 02/28/17, and Expense Report, 02/28/17
 - h. Authorize Payment of Bills, 03/08/17
4. Director's Report
Assign Trustees for "Review of Bills Next Month"
Trustee Flint and Trustee Fisher reviewed the February billings in March.
Trustee Rieck and Trustee Hummel will review the March billings in April.
5. Assistant Director's Report
6. Communications
7. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
 - d. Health Insurance (ad hoc)
8. Unfinished Business
9. New Business
 - a. Approve revision to Policy 850 section X - G. Insurance - Action Required
Recommended revisions to Policy 850 included health, dental, life, vision and vehicle insurance components.
 - b. Approve and confirm decision to hire Millennia Consulting as the Library's community engagement consulting firm for purposes such as, but not limited to, long range planning, focus groups, and data collection; for a fee of \$54,450.00 with additional expenses not to exceed \$5,500.00 – Action Required
10. Adjourn

LISLE LIBRARY DISTRICT
Health Insurance ad hoc Committee Meeting
February 6, 2017 – 2:00 p.m.

1. Roll call

Present:

Tatiana Weinstein – Director/Co-chair
Richard Flint – Board President/Co-chair
Ginger Boskelly – Finance Director
Pam Freer – Adult Services
Will Savage – Director of Youth Services
Colleen Sehy – Board Treasurer
Beth McQuillan – Assistant Director (ex-officio)

2. Opportunity for visitors to speak

3. Discussion of Library health insurance

Members discussed providing the Director with data to incorporate estimated health insurance expenses into the 17/18 budget. The committee recommends a revision of the health insurance policy. The committee will next meet on February 20th at 2pm.

4. Adjourn

MOTION: Will Savage moved to adjourn the meeting. Voice Vote – All Aye

The meeting adjourned at 3:47 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 8, 2017.

Approved by

Richard Flint, President of the Board

LISLE LIBRARY DISTRICT
BOARD MEETING
February 8, 2017 - 7:00 p.m.

1. Roll call

Present:

Richard Flint – President
Maureen Rieck – Vice-President
Colleen Sehy – Treasurer
John Huff – Secretary
Jay Fisher – Trustee
Tom Hummel – Trustee
Longry Wang – Trustee

2. Opportunity for visitors to speak

3. Consent Agenda

- a. Approve Minutes of the January 11, 2017 Board Meeting
- b. Approve Minutes of the January 25, 2017 Finance Committee Meeting
- c. Acknowledge Treasurer's Report, 01/31/17, Investment Activity Report, 01/31/17, Current Assets Report, 01/31/17, Revenue Report, 01/31/17, and Expense Report, 01/31/17
- d. Authorize Payment of Bills, 02/08/17

MOTION: Trustee Huff moved to approve the Consent Agenda. Roll Call Vote – All Aye

4. Director's Report

Assign Trustees for "Review of Bills Next Month"

Trustee Sehy and Trustee Wang reviewed the January billings in February.

Trustee Flint and Trustee Fisher will review the February billings in March.

The Director and the Board President thanked Eileen Soliday for her 25 years of service to the Library. The Director noted that there were three internal promotions. The consulting firm will interview trustees, department managers and the Director to better understand operations. Trustees were invited to attend the Trustee Workshop presented by the Illinois Library Association. Youth Services is working with the Lisle Police Department on a program for children. There was a sewage back-up in the mechanical room, the line has been cleared and the area sanitized. The State boiler inspector visited and stated that LLD needs emergency shut-off switches outside of the mechanical room door; this work has been completed.

5. Committee Reports

- a. Finance – The Finance Committee met on January 25, 2017. The Director, the Treasurer and the Finance Director will meet with Ken Herdeman (Ehlers) to discuss investment maturity times. Annual pay grade adjustments were discussed. The committee also discussed the financial information for the LLD Annual Report, which has since been released.
- b. Personnel Policy – This committee will meet to discuss a revision of the health insurance policy on March 1, 2017 at 7:00 p.m.
- c. Physical Plant – no meeting planned

- d. Health Insurance (ad hoc) – This committee met on February 6, 2017. The committee discussed library insurance plans and policies. The committee will advise the Director in budget preparation. They will meet again February 20, 2017 at 2:00 p.m.

6. Unfinished Business

7. New Business

- a. Approve revision to Policy 720: Lisle Library Investments

MOTION: Trustee Rieck moved to approve the revised Policy 720: Lisle Library Investments. Roll Call Vote – All Aye

- b. Approve pay grade adjustment

Management Association recommends that the pay grade schedule to be reviewed and adjusted annually to keep the Library in line with industry standards.

MOTION: Trustee Rieck moved to approve the suggested pay grade adjustment. Roll Call Vote – Trustee Fisher – Aye, Trustee Huff – Aye, Trustee Hummel – Nay, Trustee Rieck – Aye, Trustee Sehy – Aye, Trustee Wang – Aye
The motion passed.

- c. Approve PTO for retiring employee

MOTION: Trustee Rieck moved to approve the PTO (paid time off) payment to retiring employee Soliday not to exceed \$5,605.28. Roll Call Vote – All Aye

8. Executive Session

MOTION: Jay Fisher moved to go into Executive Session for 5ILCS 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. Voice Vote – All Aye
The Board went into Executive Session at 8:02 p.m.

The Board returned to Open Session at 8:11 p.m.

MOTION: Trustee Fisher moved to destroy executive session recordings: February 11, 2015 #1, February 11, 2015 #2, March 11, 2015, April 8, 2015 and July 29, 2015. Roll Call Vote – All Aye

MOTION: Trustee Hummel moved to release executive session minutes: September 14, 2016, October 12, 2016, November 9, 2016 #1, November 9, 2016 #2. Roll Call Vote – All Aye

MOTION: Trustee Sehy moved to release all the minutes from January 10, 1982 through April 14, 2004 excluding July 19, 1993, November 15, 1993, February 13, 1995, February 27, 1995, August 20, 1997, June/1999, March 15, 2004, and April 14, 2004. Roll Call Vote – All Aye

9. Adjourn

MOTION: Trustee Huff moved to adjourn the meeting. Roll Call Vote – All Aye

The meeting adjourned at 8:18 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 8, 2017.

Approved by

John Huff, Secretary of the Board

LISLE LIBRARY DISTRICT
Health Insurance ad hoc Committee Meeting
February 20, 2017 – 2:00 p.m.

1. Roll call

Present:

Richard Flint - President of the Board/Co-chair

Tatiana Weinstein – Director/Co-chair

Ginger Boskelly – Finance Director

Pam Freer – Adult Services Librarian

Will Savage – Director of Youth Services

Colleen Sehy – Treasurer of the Board

Beth McQuillan – Assistant Director (ex-officio)

2. Public Comment

3. Discussion draft policy

The committee discussed and made proposed changes to a draft health insurance policy. These changes will be brought to the March 1, 2017 Personnel/Policy committee.

4. Discussion of Library health insurance

The committee discussed the rising cost of health insurance and reviewed other library plans. Health insurance costs will be a part of the budgetary discussion at the March 22, 2017 Committee of the Whole budget meeting.

The President of the Board declared the Health Insurance ad hoc Committee retired as of February 20, 2017.

5. Adjourn

MOTION: W. Savage moved to adjourn the meeting. Voice Vote – All Aye
The meeting adjourned at 3:32 p.m.

Recorded by,

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 8, 2017.

Approved by,

Richard Flint, President of the Board

LISLE LIBRARY DISTRICT
Committee of the Whole Budget Discussion
February 22, 2017 - 7:00 p.m.

1. Roll call

Present:

Richard Flint – President
Maureen Rieck – Vice President
Colleen Sehy – Treasurer
Jay Fisher – Trustee
Thomas Hummel – Trustee

Absent:

John Huff – Secretary
Longry Wang – Trustee

2. Opportunity for visitors to speak

3. Budget Discussion

The Director reviewed elements of the draft budget for FY 2017-18 with Trustees: building costs, contractual services, equipment, insurance, library materials, operating costs, programming, and restricted use.

4. Adjourn

MOTION: Trustee Fisher moved to adjourn the meeting. Voice Vote – All Aye
The meeting adjourned at 7:42 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on March 8, 2017.
Approved by

John Huff, Secretary of the Board

*LISLE LIBRARY DISTRICT
Personnel/Policy Committee Meeting
March 1, 2017 - 2:00 p.m.*

1. Roll call
Present:
Richard Flint - Chair, Board President
Colleen Sehy - Trustee, Treasurer
Jay Fisher – Trustee

Also, present:
Tatiana Weinstein, Director
Beth McQuillan, Assistant Director
Ginger Boskelly, Financial Manager
Chris Knight, Recording Secretary

2. Opportunity for visitors to speak
3. Discussion of Policy 850 section X - G. Insurance

The Committee discussed Policy 850 section X - G. Insurance. The draft was recommended for board approval at the March 8, 2017 Board of Trustees meeting.

4. Adjourn

MOTION: Trustee Sehy moved to adjourn the meeting. Voice Vote - All Aye
Meeting adjourned at 3:09 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on March 8, 2017
Approved by

Richard Flint, Chair

Treasurer's Report as of February 28, 2017

Fund Name	Cash Balance 01/31/17	Cash Receipts this month	Cash Disbursed this month	Cash Balance 02/28/17	
Corporate	5,784,058.00	53,321.58	290,414.48	5,546,965.10	83.65%
Building Maintenance	116,777.69	109.04	10,098.65	106,788.08	1.61%
IMRF	386,184.39	152.65	15,396.34	370,940.70	5.59%
FICA	214,686.67	156.62	13,053.21	201,790.08	3.04%
Working Cash	403,916.88	376.67	0.00	404,293.55	6.10%
Subtotals	6,905,623.63	54,116.56	328,962.68	6,630,777.51	100.00%
Special Reserve	2,335,465.38	25,827.17	13,613.00	2,347,679.55	
	<u>9,241,089.01</u>	<u>79,943.73</u>	<u>342,575.68</u>	<u>8,978,457.06</u>	

Colleen Sehy
Treasurer

Date

MONTHLY INVESTMENT ACTIVITY

February, 2017

Lisle Savings Bank – Money Market

Earned monthly interest of \$51.56. The 2 CDs earned interest of \$311.05.

The Illinois Funds – MM

The deposits in February consisted of monthly interest of \$ 827.17 and \$850,000.00 was transferred to Ehlers for additional investing.

Ehlers Investment-TD Ameritrade

The interest for February was \$2.18. We had 9 notes that paid interest totaling \$4,751.16. We had 2 investments that matured and purchased 5 investments, 3 of the 5 transactions are finalized and 2 are pending and will be settled in March.

IMET-MM

The January and February's interest totaled \$1111.65. We also have \$31,210.15 in a restricted liquidating trust account.

US Bank

We earned interest of \$31.85 for February. We earned \$1332.63 in ecommerce income and paid \$89.33 in ecommerce fees.

MB Financial NOW acct

Earned monthly interest of \$349.19. February's payroll expenses were withdrawn for \$199,770.32 and we moved \$270,000 to the General Fund checking for monthly disbursements and payroll.

PAYMENT OF BILLS

According to the RECAP OF PRIOR SHEETS EXPENSES report, which is the last page of the Bills Paid Report for February 2017 Board Meeting, our payables totaled \$311,893.02.

CURRENT ASSETS
AT FAIR MARKET VALUE
Feb 28 2017

	Fair Market Value on 2/28/17
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Checking Accounts

Bank of America - (2) \$76,302.18
MB Financial Now acct \$2,254,940.61
US Bank \$11,359.71
E commerce \$22,100.19
\$2,364,702.69

Money Markets

Lisle Savings Bank \$202,385.38
IMET \$911,518.47
The Illinois Funds \$1,281,645.46
\$2,395,549.31

Restricted Cash-IMET

\$31,210.15

Ehlers Investments

\$478,526.33

Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Diff	Due
Lisle Savings Bank	7/11/2016	\$ 216,309.67	100.000	0.50	0.50	216,309.67	\$217,001.19	\$691.52	7/11/2017
Charter One/US Bank	3/15/2015	\$ 249,999.99	100.000	0.75	0.75	249,999.99	\$249,999.99	\$0.00	12/15/2016
Fountaindale PL, IL	1/29/2013	\$ 50,000.00	105.054	2.75	1.45	52,770.00	\$0.00	\$0.00	2/1/2017
BMW BK NA Utah	2/24/2014	\$ 100,000.00	99.635	1.00	1.13	99,677.40	\$0.00	\$0.00	2/14/2017
Goldman Sachs	12/13/2013	\$ 100,000.00	100.000	1.80	1.52	101,704.00	\$100,264.00	-\$1,440.00	5/16/2017
American Exp Bank CD	7/24/2014	\$ 150,000.00	100.000	1.15	1.15	150,000.00	\$150,285.00	\$285.00	7/24/2017
Sallie Mae CD	4/16/2014	\$ 125,000.00	101.230	1.75	1.37	126,933.05	\$125,568.75	-\$1,364.30	8/15/2017
Ally Bank CD	9/17/2015	\$ 155,000.00	100.000	1.25	1.25	154,937.50	\$155,427.80	\$490.30	9/18/2017
Winnebago Cty, IL	1/8/2013	\$ 55,000.00	107.516	3.25	1.67	59,133.80	\$56,054.90	-\$3,078.90	12/30/2017
Discover Bank	2/11/2015	\$ 50,000.00	100.000	1.20	1.20	50,000.00	\$50,105.00	\$105.00	2/12/2018
Goldman Sachs	2/11/2015	\$ 107,000.00	100.000	1.25	1.25	107,000.00	\$107,274.99	\$274.99	2/12/2018
Discover Bank	7/22/2015	\$ 150,000.00	99.100	1.30	1.63	149,023.97	\$150,357.00	\$1,333.03	5/14/2018
Fed Natl Mtge Assoc	2/27/2014	\$ 100,000.00	99.575	1.00	1.08	99,672.22	\$99,662.00	-\$10.22	7/30/2018
Capital One Bk USA Natl	8/19/2015	\$ 118,000.00	100.000	1.75	1.75	118,000.00	\$118,848.42	\$848.42	8/20/2018
Ally Bank CD	10/2/2015	\$ 30,000.00	99.800	1.70	1.77	29,965.58	\$30,216.60	\$251.02	9/24/2018
Capital One	10/1/2015	\$ 150,000.00	99.948	1.65	1.67	150,071.18	\$151,057.50	\$986.32	10/1/2018
Comenity Cap Bk	11/3/2015	\$ 125,000.00	99.970	1.40	1.41	124,982.29	\$125,867.50	\$885.21	11/2/2018
Capital One Bk USA	11/4/2015	\$ 125,000.00	100.000	1.55	1.55	125,000.00	\$125,862.50	\$862.50	11/5/2018
Lisle Savings Bank	7/16/2015	\$ 214,915.16	100.000	1.35	1.35	214,915.16	\$219,680.84	\$4,765.68	1/16/2019
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100.000	1.20	1.20	160,000.00	\$160,308.80	\$308.80	3/11/2019
Stevens Point	3/2/2016	\$ 16,000.00	107.615	4.10	1.56	16,409.06	\$15,706.65	-\$702.41	4/1/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99.975	1.20	1.21	159,975.00	\$159,150.40	-\$824.60	5/16/2019
Menomonee Falls	5/2/2016	\$ 25,000.00	102.191	2.00	1.27	25,757.47	\$25,095.75	-\$661.72	6/1/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100.000	1.20	1.20	124,952.50	\$123,793.75	-\$1,158.75	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100.000	1.20	1.20	160,015.00	\$158,857.60	-\$1,157.40	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100.000	1.25	1.58	59,398.02	\$59,653.20	\$255.18	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100.000	1.65	1.65	49,979.76	\$50,142.00	\$162.24	12/23/2019
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100.000	4.30	4.30	10,725.26	\$10,357.50	-\$367.76	4/1/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106.927	3.50	1.70	16,055.51	\$15,678.60	-\$376.91	5/1/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$50,347.50	\$63.07	10/1/2020
FNMA	2/28/2017	\$ 175,000.00	100.000	2.00	2.00	175,000.00	\$174,473.25	-\$526.75	2/28/2021
FNMA	2/28/2017	\$ 170,000.00	100.000	2.00	2.00	169,930.00	\$169,588.60	-\$341.40	5/28/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$102,421.00	-\$788.06	10/1/2021
FHLMC	2/24/2017	\$ 200,000.00	100.000	2.25	2.25	200,000.00	\$199,360.00	-\$640.00	11/24/2021
							\$3,708,468.58	-\$870.90	
							\$6,978,457.06		

TOTAL CURRENT ASSETS

Lisle Library District
Revenues through 2/28/17
Special Reserve Only

REVENUES		Current Month Feb 2017	YTD July - Feb 2016-2017	YTD Jul - Jan 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$827.17	\$6,164.60	\$908.27	\$200.00	3,082.30 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$375,000.00	\$450,000.00	\$300,000.00	125.00 %
TOTAL INTEREST & CASH DONATION		\$25,827.17	\$381,164.60	\$450,908.27	\$300,200.00	126.97 %
TOTAL REVENUES		\$25,827.17	\$381,164.60	\$450,908.27	\$300,200.00	126.97 %

Lisle Library District

Revenues through Feb 28 2017

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$45,454.19	\$4,420,646.97	\$4,178,262.97	\$4,380,738.95	100.91 %
20-01-4412-00 Tax Levy - Audit	\$0.00	\$0.00	\$103.92	\$0.00	0.00 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$121,436.24	\$89,597.00	\$121,595.08	99.87 %
40-01-4414-00 Tax Levy - IMRF	\$0.00	\$222,909.25	\$332,709.50	\$223,292.78	99.83 %
45-01-4415-00 Tax Levy - FICA	\$0.00	\$127,024.59	\$173,934.66	\$127,122.12	99.92 %
50-01-4416-00 Tax Levy - Liability Ins.	\$0.00	\$0.00	\$14.85	\$0.00	0.00 %
53-01-4417-00 Tax Levy - D & O Ins	\$0.00	\$0.00	\$44.55	\$0.00	0.00 %
55-01-4418-00 Tax Levy - Workers Comp.	\$0.00	\$0.00	(\$93.24)	\$0.00	0.00 %
60-01-4419-00 Tax Levy - Unempl. Comp.	\$0.00	\$0.00	\$14.85	\$0.00	0.00 %
80-01-4420-00 Tax Levy - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TAX LEVY	\$45,454.19	\$4,892,017.05	\$4,774,589.06	\$4,852,748.93	100.81 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$18,200.37	\$143.04	\$45,000.00	40.45 %
20-01-4442-00 Back Taxes - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$431.45	\$3.10	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$1,165.66	\$11.52	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$886.66	\$6.02	\$0.00	0.00 %
50-01-4446-00 Back Taxes - Liab. Ins.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-01-4447-00 Back Taxes - Tort Judge.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-01-4448-00 Back Taxes - Workers Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-01-4449-00 Back Taxes - Unempl. Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-01-4451-00 Back Taxes - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$20,684.14	\$163.68	\$45,000.00	45.96 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$9,611.15	\$9,444.83	\$11,000.00	87.37 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$544.36	\$545.09	\$800.00	68.05 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$85.53	\$85.63	\$150.00	57.02 %

Lisle Library District

Revenues through Feb 28 2017

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$0.00	\$10,241.04	\$10,075.55	\$11,950.00	85.70 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$3,762.31	\$19,206.17	\$38,245.42	\$40,000.00	48.02 %
20-02-4473-00 Interest Earned - Audit	\$0.00	\$0.00	(\$1.93)	\$0.00	0.00 %
30-02-4474-00 Interest Earned - .02 B/M	\$109.04	\$729.84	\$547.21	\$1,000.00	72.98 %
40-02-4475-00 Interest Earned - IMRF	\$152.65	\$1,021.77	\$763.98	\$2,500.00	40.87 %
45-02-4476-00 Interest Earned - FICA	\$156.62	\$1,048.33	\$784.68	\$2,000.00	52.42 %
50-02-4477-00 Interest Earned - Liab. Ins.	\$0.00	\$0.00	(\$1.93)	\$0.00	0.00 %
53-02-4478-00 Interest Earned - Tort Judg.	\$0.00	\$0.00	(\$0.86)	\$0.00	0.00 %
55-02-4479-00 Interest Earned - Work Comp	\$0.00	\$0.00	(\$5.58)	\$0.00	0.00 %
60-02-4480-00 Interest Earned - Unempl Comp	\$0.00	\$0.00	(\$4.08)	\$0.00	0.00 %
80-02-4482-00 Interest Earned - Working Cash	\$376.67	\$2,521.26	\$1,993.52	\$4,000.00	63.03 %
TOTAL INTEREST INCOME	\$4,557.29	\$24,527.37	\$42,320.43	\$49,500.00	49.55 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-02-4512-00 County Interest - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-02-4513-00 County Interest - .02 B/M	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-02-4514-00 County Interest - IMRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-02-4515-00 County Interest - FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-02-4516-00 County Interest - Liab. Ins.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-02-4517-00 County Interest - Tort Judg.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-02-4518-00 County Interest - Workers Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-02-4519-00 County Interest - Unempl. Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-02-4520-00 County Interest - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$165.32	\$3,416.78	\$3,237.89	\$4,000.00	85.42 %
10-03-4532-00 Lost Books - Youth	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$959.83	\$514.28	\$400.00	239.96 %

Lisle Library District

Revenues through Feb 28 2017

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-03-4540-00 Fines - Main Circ Desk	\$3,732.37	\$29,919.15	\$33,767.83	\$40,000.00	74.80 %
10-03-4542-00 Fines - YS Desk	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DESK INCOME	\$3,897.69	\$34,295.76	\$37,520.00	\$44,400.00	77.24 %
RESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$485.00	\$0.00	\$20,000.00	2.43 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4563-00 Gifts-A-V purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4565-00 Goldstein Lecture Series	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$78.00	\$988.96	\$1,013.49	\$1,200.00	82.41 %
10-04-4575-00 A-V Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4577-00 Piano tuning contrib.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4583-00 Per Capita Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$129.39	\$580.22	\$4,226.00	\$5,000.00	11.60 %
TOTAL RESTRICTED INCOME	\$207.39	\$2,054.18	\$5,239.49	\$26,200.00	7.84 %
MISCELLANEOUS INCOME					
10-05-4593-00 Misc. - Pay Phone	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4595-00 Misc. - Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %

Lisle Library District

Revenues through Feb 28 2017

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
53-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TRANSFER OUT FROM SPECIAL FUNDS					
20-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFER OUTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REVENUES	\$54,116.56	\$4,983,819.54	\$4,869,908.21	\$5,029,798.93	99.09 %

Lisle Library District

Expenses through Feb 28, 2017

Special Reserve Only

	Cur Mth Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-00-5656-00 Other Property - Utilities - Spec Res	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-00-5662-00 Other Property - Landscape Serv - Spe	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5663-00 Other Property - Maint/Repairs - Spec	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5667-00 Other Property - Real Est. Taxes - Spe	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5762-00 Other Property- Mgmt Serv - Spec Res	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$45.94	\$155,000.00	0.00 %
70-65-5672-00 Computer Upgrade & Equip. (Spec Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5673-10 Eng Study (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5674-00 Consulting	\$13,613.00	\$13,613.00	\$1,500.00	\$50,000.00	27.23 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$13,613.00	\$13,613.00	\$1,545.94	\$235,000.00	5.79 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
70-65-5915-10 Vacant Land Landscape	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
RENOVATION - PROFESSIONAL FEES					
70-65-5911-10 Architect - Interior (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5911-15 Remodeling (Spec Res)	\$0.00	\$0.00	(\$500.00)	\$0.00	0.00 %
70-65-5911-20 Architect - Exterior (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION - PROFESSIONAL FEES	\$0.00	\$0.00	(\$500.00)	\$0.00	0.00 %
RENOVATION - OPERATING COSTS					
70-65-5917-10 Publishing/Postage (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION - OPERATING COSTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
SPECIAL FUNDING					
70-65-5986-00 IMRF Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-80-5987-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %

Lisle Library District
Expenses through Feb 28, 2017
Special Reserve Only

	Cur Mth Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
Total SPECIAL FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
PURCHASE OF REAL ESTATE					
70-65-5863-10 Real Estate - Purchase (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$13,613.00	\$13,613.00	\$1,045.94	\$245,000.00	5.56 %

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

ALL EXPENSES

EMPLOYEE COSTS

Salaries

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-10-5603-10 Administrative - Reg. Hours	\$46,367.02	\$291,754.33	\$247,098.12	\$454,123.24	64.25 %
10-10-5603-20 Adult Services - Reg. Hours	\$37,909.21	\$331,087.67	\$330,866.92	\$548,910.88	60.32 %
10-10-5603-30 Youth Services - Reg. Hours	\$28,409.45	\$202,838.49	\$206,849.78	\$358,837.69	56.53 %
10-10-5603-50 Technical Services - Reg. Hours	\$19,965.39	\$195,020.76	\$201,302.04	\$332,702.70	58.62 %
10-10-5603-60 Circulation - Reg. Hours	\$35,439.62	\$295,281.22	\$289,212.75	\$489,564.44	60.32 %
10-10-5613-10 Administrative - Sunday Hrs.	\$618.96	\$3,973.82	\$4,051.49	\$6,500.00	61.14 %
10-10-5613-20 Adult Services - Sunday Hrs.	\$2,198.10	\$14,149.51	\$16,219.66	\$27,000.00	52.41 %
10-10-5613-30 Youth Services - Sunday Hrs.	\$1,334.05	\$9,585.02	\$9,869.06	\$18,300.00	52.38 %
10-10-5613-60 Circulation - Sunday Hrs.	\$3,105.42	\$20,311.56	\$20,665.37	\$34,500.00	58.87 %
Total Salaries	\$175,347.22	\$1,364,002.38	\$1,326,135.19	\$2,270,438.95	60.08 %

Health and Dental Ins.

10-10-5621-10 Hosp. Ins. - Admin	\$3,799.82	\$21,831.64	\$15,923.76	\$35,500.00	61.50 %
10-10-5621-20 Hosp. Ins. - Adult Serv.	\$6,668.77	\$50,556.34	\$40,694.60	\$79,000.00	64.00 %
10-10-5621-30 Hosp. Ins. - YS	\$2,969.50	\$24,898.84	\$22,368.05	\$40,000.00	62.25 %
10-10-5621-50 Hosp. Ins. - Tech	\$5,491.21	\$31,718.76	\$24,746.58	\$56,000.00	56.64 %
10-10-5621-60 Hosp. Ins. - Circ	\$2,991.27	\$26,016.12	\$23,335.77	\$48,000.00	54.20 %
10-10-5622-10 Dental Ins. - Admin.	\$340.48	\$2,288.34	\$2,820.32	\$4,000.00	57.21 %
10-10-5622-20 Dental Ins. - Adult Serv	\$474.94	\$4,146.37	\$4,252.69	\$6,200.00	66.88 %
10-10-5622-30 Dental Ins. - YS	\$174.66	\$1,446.88	\$1,952.15	\$2,800.00	51.67 %
10-10-5622-50 Dental Ins. - Tech	\$126.91	\$1,826.80	\$2,623.94	\$4,000.00	45.67 %
10-10-5622-60 Dental Ins. - Circ	\$289.90	\$2,329.65	\$2,587.17	\$3,000.00	77.66 %
Total Health & Dental Ins.	\$23,327.46	\$167,059.74	\$141,305.03	\$278,500.00	59.99 %

Other Staff Benefits

10-10-5646-00 5646 Unemployment Compensation	\$248.50	(\$2,044.34)	\$1,826.20	\$4,500.00	(45.43)%
10-10-5646-10 Tuition Reimbursement - Staff	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
60-10-5646-00 Unemployment Compensation	\$0.00	\$0.00	(\$955.48)	\$0.00	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 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
Total Other Staff Benefits	\$248.50	(\$2,044.34)	\$870.72	\$10,000.00	(20.44)%
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,515.75	\$22,373.10	\$18,745.88	\$34,800.00	64.29 %
45-10-5625-20 FICA Expense - Adult Serv.	\$2,940.09	\$25,919.70	\$26,224.51	\$45,088.58	57.49 %
45-10-5625-30 FICA Expense - Youth Services	\$2,273.12	\$16,194.84	\$16,477.66	\$28,800.00	56.23 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,457.21	\$14,028.35	\$14,679.48	\$26,000.00	53.96 %
45-10-5625-60 FICA Expense - Circulation	\$2,867.04	\$23,485.41	\$23,136.67	\$39,000.00	60.22 %
Total FICA Expenses	\$13,053.21	\$102,001.40	\$99,264.20	\$173,688.58	58.73 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$4,273.30	\$27,903.70	\$25,678.12	\$48,000.00	58.13 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,153.06	\$37,136.26	\$39,629.07	\$60,000.00	61.89 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,175.32	\$16,169.91	\$19,383.28	\$39,000.00	41.46 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,865.27	\$19,860.04	\$22,714.54	\$36,000.00	55.17 %
40-10-5628-60 IMRF Expense - Circulation	\$2,929.39	\$25,429.06	\$27,597.52	\$52,000.00	48.90 %
Total IMRF Expenses	\$15,396.34	\$126,498.97	\$135,002.53	\$235,000.00	53.83 %
TOTAL EMPLOYEE COSTS	\$227,372.73	\$1,757,518.15	\$1,702,577.67	\$2,967,627.53	59.22 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$900.00	\$4,112.40	\$7,200.00	\$6,600.00	62.31 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$0.00	\$5,050.62	\$5,149.55	\$7,500.00	67.34 %
10-20-5653-00 Utilities - Gas	\$1,041.90	\$3,629.81	\$2,808.60	\$8,000.00	45.37 %
10-20-5654-00 Utilities - Sewer & Water	\$209.49	\$1,483.20	\$1,091.74	\$2,750.00	53.93 %
10-20-5655-00 Utilities - Electric	\$3,592.97	\$28,346.49	\$23,108.68	\$47,250.00	59.99 %
10-20-5656-00 Verizon	\$0.00	\$300.46	\$500.26	\$680.00	44.19 %
Total Utilities	\$5,744.36	\$44,732.98	\$41,668.83	\$74,590.00	59.97 %
Maintenance and Repairs					

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-20-5660-00 Maint Contracts - HVAC	\$1,137.50	\$3,732.83	\$3,412.50	\$7,550.00	49.44 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,376.00	\$19,425.00	\$20,070.00	\$36,750.00	52.86 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$4,750.00	\$24,536.90	\$24,084.77	\$34,000.00	72.17 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$791.28	\$4,815.69	\$3,349.06	\$10,000.00	48.16 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$972.32	\$5,702.60	\$5,435.45	\$20,000.00	28.51 %
10-20-5665-00 Rubbish Removal	\$179.09	\$1,432.72	\$1,403.63	\$2,500.00	57.31 %
Total Maintenance and Repairs	\$10,206.19	\$59,645.74	\$57,755.41	\$110,800.00	53.83 %
TOTAL BUILDING COSTS	\$15,950.55	\$104,378.72	\$99,424.24	\$185,390.00	56.30 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$1,065.10	\$1,062.64	\$1,583.91	\$4,500.00	23.61 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$17,356.64	\$17,098.28	\$26,400.00	65.74 %
10-25-5710-30 Printing/Spec. Serv. - Youth Serv	\$0.00	\$0.00	\$87.80	\$1,000.00	0.00 %
10-25-5711-00 Postage Special Serv	\$0.00	\$4,312.38	\$3,701.69	\$8,500.00	50.73 %
10-25-5712-00 Printing	\$69.00	\$667.28	\$555.43	\$1,000.00	66.73 %
Total Postage and Printing	\$1,134.10	\$23,398.94	\$23,027.11	\$41,400.00	56.52 %
Supplies					
10-25-5713-00 Office Supplies	\$320.75	\$2,006.64	\$2,590.75	\$8,000.00	25.08 %
10-25-5714-00 Circ. Material Supplies	\$248.13	\$2,559.31	\$2,493.04	\$9,080.00	28.19 %
10-25-5715-00 Copier Supplies	\$299.50	\$1,254.80	\$855.84	\$2,500.00	50.19 %
10-25-5716-00 Kitchen Supplies	\$597.36	\$3,714.17	\$3,163.89	\$7,000.00	53.06 %
10-25-5717-00 Processing Supplies	\$2,241.36	\$14,691.26	\$14,015.28	\$35,275.00	41.65 %
10-25-5718-00 Computer Supplies	(\$41.25)	\$7,449.34	\$8,867.65	\$12,000.00	62.08 %
Total Supplies	\$3,665.85	\$31,675.52	\$31,986.45	\$73,855.00	42.89 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$657.80	\$1,080.50	\$2,395.00	27.47 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$50.00	\$50.00	\$150.00	33.33 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$187.26	\$500.00	0.00 %

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-25-5723-15 Bank Charges	\$89.33	\$904.02	\$540.03	\$1,000.00	90.40 %
10-25-5724-15 Local Travel	\$37.69	\$137.53	\$190.14	\$700.00	19.65 %
Total Other Operating Costs	\$127.02	\$1,749.35	\$2,047.93	\$4,745.00	36.87 %
TOTAL OPERATING EXPENSES	\$4,926.97	\$56,823.81	\$57,061.49	\$120,000.00	47.35 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,200.00	\$2,300.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$23,568.00	\$27,005.24	\$27,450.00	85.86 %
10-30-5754-00 5754 Workers Comp Insurance	\$5,290.00	\$5,290.00	\$5,408.00	\$5,550.00	95.32 %
55-30-5754-00 Workers Comp Insurance	\$0.00	\$0.00	\$2,614.00	\$0.00	0.00 %
TOTAL INSURANCE	\$5,290.00	\$28,858.00	\$37,227.24	\$35,300.00	81.75 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services - Admin	\$4,935.00	\$9,022.50	\$14,548.78	\$30,000.00	30.08 %
10-35-5761-00 Collection Agency	\$71.60	\$366.85	\$348.95	\$1,080.00	33.97 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$685.00	\$665.00	\$5,500.00	12.45 %
10-35-5763-00 Other Contractual Services-Tech	\$0.00	\$15,752.65	\$28,753.80	\$34,000.00	46.33 %
10-35-5764-10 Other Contractual Services - IS	\$0.00	\$0.00	\$411.50	\$5,100.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$446.35	\$3,097.25	\$2,907.18	\$5,250.00	59.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,000.00	\$8,000.00	\$8,250.00	96.97 %
10-35-5771-00 Payroll Service	\$1,159.97	\$4,717.26	\$4,692.00	\$7,500.00	62.90 %
TOTAL CONTRACTUAL SERVICES	\$6,612.92	\$41,641.51	\$60,327.21	\$96,680.00	43.07 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$500.00	\$3,204.00	\$3,705.00	\$5,400.00	59.33 %
10-40-5784-00 Meetings - Staff	\$28.99	\$1,097.61	\$1,095.19	\$3,650.00	30.07 %
10-40-5785-00 Conferences - Staff	\$109.11	\$4,506.62	\$10,532.16	\$19,000.00	23.72 %
10-40-5786-00 Employee/Volunteer Recognition	\$60.00	\$823.73	\$865.45	\$7,450.00	11.06 %
10-40-5787-00 In-Service	\$0.00	\$1,287.95	\$2,178.78	\$4,000.00	32.20 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$1,216.58	\$746.00	\$4,150.00	29.32 %

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$650.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$350.00	\$520.00	\$1,000.00	35.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$42.25	(\$88.71)	\$890.00	4.75 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$698.10	\$12,528.74	\$19,553.87	\$47,190.00	26.55 %
TOTAL PERSONNEL DEVELOPMENT	\$698.10	\$12,528.74	\$19,553.87	\$47,190.00	26.55 %

EQUIPMENT COSTS

Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$43,908.26	\$41,965.93	\$47,100.00	93.22 %
10-48-5802-00 Major Equip - Library Wide	(\$225.79)	\$455.64	\$0.00	\$500.00	91.13 %
10-48-5802-10 Major Equip - Dir/Asst Dir	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-15 Major Equip - Adm Services/PR	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-20 Major Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-30 Major Equip - Youth	\$0.00	\$0.00	\$415.80	\$500.00	0.00 %
10-48-5802-50 Major Equip - Tech Services	\$225.79	\$225.79	\$0.00	\$500.00	45.16 %
10-48-5802-60 Major Equip - Circ	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
Total Major Equipment	\$0.00	\$44,589.69	\$42,381.73	\$50,600.00	88.12 %

Minor Equipment

10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-15 Minor Equip - Adm Services/PR	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$94.75	\$264.10	\$200.00	47.38 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$35.96	\$0.00	\$200.00	17.98 %
Total Minor Equipment	\$0.00	\$130.71	\$264.10	\$1,200.00	10.89 %

Equip Maint/Repairs & Rentals

10-48-5843-00 Rental-Postage Meter	\$0.00	\$1.00	\$360.00	\$800.00	0.13 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$2,615.28	\$8,983.71	\$6,721.02	\$19,168.00	46.87 %

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$84.73	\$0.00	\$3,000.00	2.82 %
10-48-5846-20 Acct Maint & Upgrades (Corp)	\$0.00	\$7,520.49	\$6,777.57	\$7,500.00	100.27 %
Total Equip Maint/Repairs & Rentals	\$2,615.28	\$16,589.93	\$13,858.59	\$30,468.00	54.45 %
TOTAL EQUIPMENT COSTS	\$2,615.28	\$61,310.33	\$56,504.42	\$82,268.00	74.53 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$44.11	\$3,501.24	\$4,997.12	\$10,650.00	32.88 %
10-50-5863-30 Books - Youth Serv. Dept.	\$2,963.06	\$27,795.30	\$27,413.84	\$51,000.00	54.50 %
10-50-5863-50 Books - Tech Serv. Dept.	\$0.00	\$0.00	\$0.00	\$535.00	0.00 %
10-50-5864-10 Books - Non Fiction	\$4,467.14	\$46,809.26	\$49,279.01	\$84,000.00	55.73 %
10-50-5865-10 Books - Adult Fiction	\$5,038.59	\$39,867.97	\$42,968.62	\$56,100.00	71.07 %
10-50-5866-20 Business Ref Supplements	\$217.30	\$217.30	\$4,410.80	\$6,000.00	3.62 %
10-50-5867-20 Ref Books - Adult Serv. Dept.	\$2,179.92	\$12,499.78	\$12,419.89	\$19,700.00	63.45 %
Total Books	\$14,910.12	\$130,690.85	\$141,489.28	\$227,985.00	57.32 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$3,855.00	\$92,235.79	\$113,629.78	\$126,500.00	72.91 %
10-50-5872-10 Dbases - Professional	\$606.50	\$2,938.58	\$2,669.64	\$10,000.00	29.39 %
10-50-5873-30 Dbases - Youth Serv. Dept.	\$159.00	\$3,658.00	\$15,320.00	\$12,500.00	29.26 %
Total Databases	\$4,620.50	\$98,832.37	\$131,619.42	\$149,000.00	66.33 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv. Dept.	\$317.22	\$9,165.09	\$11,189.80	\$19,500.00	47.00 %
10-50-5895-40 A-V Matls - Adult Serv. Dept.	\$8,505.35	\$58,724.90	\$60,482.19	\$89,000.00	65.98 %
Total Audio-Visual Materials	\$8,822.57	\$67,889.99	\$71,671.99	\$108,500.00	62.57 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv. Dept.	\$646.10	\$39,174.78	\$36,659.72	\$42,620.00	91.92 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$715.59	\$654.55	\$1,000.00	71.56 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$3,378.44	\$2,575.40	\$5,000.00	67.57 %

Lisle Library District

Expenses through 2/28/17

No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-50-5871-20 Document Delivery	\$23.50	\$20,327.58	\$20,726.97	\$24,000.00	84.70 %
Total Periodicals/Doc Delivery	\$669.60	\$63,596.39	\$60,616.64	\$72,620.00	87.57 %
TOTAL LIBRARY MEDIA	\$29,022.79	\$361,009.60	\$405,397.33	\$558,105.00	64.68 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$925.06	\$6,434.52	\$6,225.71	\$16,550.00	38.88 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$360.40	\$3,249.36	\$5,299.23	\$11,000.00	29.54 %
10-60-5931-40 Online Marketing	\$25.32	\$461.33	\$1,458.71	\$2,545.00	18.13 %
10-60-5931-50 Community Relations	\$0.00	\$1,356.96	\$2,846.04	\$5,500.00	24.67 %
Total Programs	\$1,310.78	\$11,502.17	\$15,829.69	\$35,595.00	32.31 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$29.16	\$451.02	\$398.46	\$2,300.00	19.61 %
10-60-5940-30 Reader Services - Youth Serv. D	\$34.75	\$2,491.84	\$1,098.47	\$5,300.00	47.02 %
Total Readers Services's	\$63.91	\$2,942.86	\$1,496.93	\$7,600.00	38.72 %
TOTAL PROGRAMS AND READER'S SERVICES	\$1,374.69	\$14,445.03	\$17,326.62	\$43,195.00	33.44 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$7,558.01	\$22,509.44	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$375,000.00	\$450,000.00	\$450,000.00	83.33 %
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	\$582,558.01	\$672,509.44	\$670,000.00	86.95 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$2,656.65	\$36,416.65	\$17,405.05	\$52,000.00	70.03 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$7,442.00	\$33,320.47	\$9,526.00	\$35,000.00	95.20 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$30,811.98	\$7,365.00	\$47,500.00	64.87 %
Total .02 BLDG/MAINT EXPENSES	\$10,098.65	\$100,549.10	\$34,296.05	\$134,500.00	74.76 %

Lisle Library District
Expenses through 2/28/17
 No Special Reserve reflected

	Current Month Feb 2017	YTD July - Feb 2016-2017	YTD July - Feb 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
CONTINGENCY					
10-90-5999-00	\$0.00	\$0.00	\$11,237.75	\$75,000.00	0.00 %
Total	\$0.00	\$0.00	\$11,237.75	\$75,000.00	0.00 %
TOTAL ALL EXPENSES	\$328,962.68	\$3,121,621.00	\$3,173,443.33	\$5,015,255.53	62.24 %

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
AccessOne Inc AccessOne Inc	3/8/2017 2239915	Phone Bill Invoice	Paid	10-20-5652-00	Utilities - Phone	\$728.33
					Totals for AccessOne Inc:	\$728.33
Adult Reading Round Table/ARRT Adult Reading Round Table/ARRT	3/8/2017 022717	Dues - Hopkins and Habal Invoice	Paid	10-40-5783-00	Dues - Staff	\$15.00
					Totals for Adult Reading Round Table/ARRT:	\$15.00
Allegra Print & Imaging Allegra Print & Imaging	3/8/2017 25880	Business Cards Invoice	Paid	10-25-5712-00	Printing	\$248.00
					Totals for Allegra Print & Imaging:	\$248.00
AlphaGraphics AlphaGraphics	3/8/2017 49323	March/April Newsletter Invoice	Paid	10-25-5710-10	Printing/Spec. Serv. - Adult	\$4,339.17
					Totals for AlphaGraphics:	\$4,339.17
Amazon Amazon	3/8/2017 022717	Books, Video Games, Progra Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$90.11
				10-50-5865-10	Books - Adult Fiction	\$17.95
				10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$499.37
				10-50-5900-20	Periodicals - Adult Serv. Dept.	\$11.51
				10-50-5863-30	Books - Youth Serv. Dept.	\$155.96
				10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$357.34
				10-60-5931-30	Programs - Youth Serv. Dept.	\$132.04
				10-48-5823-15	Minor Equip - Adm Services/PR	\$41.90
				10-25-5717-00	Processing Supplies	\$4.58
					Totals for Amazon:	\$1,310.76
	3/8/2017 4136696	Monthly Service Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
Anderson Pest Solutions Anderson Pest Solutions					Totals for Anderson Pest Solutions:	\$141.00

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
B. Gunther & Company (266) B. Gunther & Company (266)	3/8/2017 102167	Name Plate Invoice	Paid	10-45-5788-70	Meetings - Trustee	\$10.00
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	3/8/2017 022817	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv. Dept. Processing Supplies	\$432.34 \$52.00
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	3/8/2017 022817	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$224.19
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	3/8/2017 022817	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$392.18
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	3/8/2017 022817	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$3,970.88 \$152.80
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	3/8/2017 022817	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$19.35
Baker & Taylor (L4171782) Baker & Taylor (L4171782)	3/8/2017 022817	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$192.43 \$16.25
Baker & Taylor (L5202982)					Totals for Baker & Taylor (L4171782):	\$208.68
					Totals for Baker & Taylor (L0334152):	\$4,123.68
					Totals for Baker & Taylor (C5223433):	\$392.18
					Totals for Baker & Taylor (C5223353):	\$224.19
					Totals for Baker & Taylor (L4171582):	\$484.34
					Totals for B. Gunther & Company (266):	\$10.00

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Baker & Taylor (L5202982)	3/8/2017 022817	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$196.23 \$39.10
Baker & Taylor (L5425632)					<i>Totals for Baker & Taylor (L5202982):</i>	<i>\$235.33</i>
Baker & Taylor (L5425632)	3/8/2017 022817	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$2,414.52 \$116.35
Baker & Taylor (L5543202)					<i>Totals for Baker & Taylor (L5425632):</i>	<i>\$2,530.87</i>
Baker & Taylor (L5543202)	3/8/2017 022817	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$4,747.75 \$194.85
Bank of America					<i>Totals for Baker & Taylor (L5543202):</i>	<i>\$4,942.60</i>
Bank of America	3/8/2017 021817Savage	Lego Kits, Books, IYSI, Pro Invoice	Paid	10-50-5890-30 10-40-5785-00 10-40-5784-00 10-60-5931-30 10-50-5863-30	A-V Matls - Youth Serv. Dept. Conferences - Staff Meetings - Staff Programs - Youth Serv. Dept. Books - Youth Serv. Dept.	\$932.54 \$300.00 \$10.00 \$46.26 \$340.55
	3/8/2017 021817Hopkins	Teen Advisory Board, AART Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$135.65
	3/8/2017 021817Murff	LACONI, Legislative Meet Invoice	Paid	10-40-5784-00 10-45-5788-70	Meetings - Staff Meetings - Trustee	\$70.00 \$40.00
	3/8/2017 021817Seelig	Hot Spot Invoice	Paid	10-20-5656-00	Verizon	\$50.10
	3/8/2017 021817Hayes	Annual Fee Invoice	Paid	10-25-5713-00	Office Supplies	\$25.00
	3/8/2017 021817Hurt	Conference, Card Stock Invoice	Paid	10-40-5785-00 10-25-5714-00	Conferences - Staff Circ. Material Supplies	\$168.00 \$43.97
	3/8/2017 021817Weinstein	Chamber Meeting, iBackup, I Invoice	Paid	10-40-5784-00 10-60-5931-50 10-35-5763-00	Meetings - Staff Community Relations Other Contractual Services-Technology As	\$50.00 \$125.20 \$129.19

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Batteries Plus Batteries Plus	3/8/2017 281-337009	Exit Light Batteries Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$83.56
	<i>Totals for Bank of America:</i>					<u>\$2,466.46</u>
CFRA CFRA	3/8/2017 INV100099	Industry Surveys Invoice	Paid	10-50-5866-20	Business Ref Supplements	\$3,100.00
	<i>Totals for Batteries Plus:</i>					<u>\$83.56</u>
Compact Disc Source Compact Disc Source	3/8/2017 73849	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$500.50
	3/8/2017 73848	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$145.66
	3/8/2017 73883	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$208.08
	3/8/2017 73882	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$64.21
	3/8/2017 73906	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$189.43
	3/8/2017 73905	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$63.77
<i>Totals for Compact Disc Source:</i>						<u>\$1,171.65</u>
Complete Cleaning Company Complete Cleaning Company	3/8/2017 C00952	March 2017 Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,235.00
<i>Totals for Complete Cleaning Company:</i>						<u>\$2,235.00</u>
Costume Specialists						

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Tax Identification Number	Transaction Date	Description	Status	Account Number	Account Description	Amount
Costume Specialists		3/8/2017 SH6099	Pete the Cat Storytime Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$140.00
Cultivate Excellence						<i>Totals for Costume Specialists:</i>	<u>\$140.00</u>
Cultivate Excellence		3/8/2017 032317-2	Program: Mock Interview Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$150.00
Demco, Inc.						<i>Totals for Cultivate Excellence:</i>	<u>\$150.00</u>
Demco, Inc.		3/8/2017 6054771	Bookmarks and Stickers Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$187.72
		3/8/2017 6069571	Cork Tape Invoice	Paid	10-25-5717-00	Processing Supplies	\$81.94
Xavier Duran						<i>Totals for Demco, Inc.:</i>	<u>\$269.66</u>
Xavier Duran		3/8/2017 022717	Craft, Teen and Program Supp Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$57.99
Easypemrit Postage						<i>Totals for Xavier Duran:</i>	<u>\$57.99</u>
Easypemrit Postage		3/8/2017 022617	Meter and Permit Postage Invoice	Paid	10-25-5710-00 10-25-5711-00	Postage Postage Special Serv	\$520.99 \$254.23
Pam Freer						<i>Totals for Easypemrit Postage:</i>	<u>\$775.22</u>
Pam Freer		3/8/2017 022717	Booked for the Day Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.98
Garvey's Office Products						<i>Totals for Pam Freer:</i>	<u>\$8.98</u>
Garvey's Office Products		3/8/2017 PINV1286382	Electric Hole Punch and Tape Invoice	Paid	10-48-5802-50 10-25-5717-00	Major Equip - Tech Services Processing Supplies	\$140.20 \$44.15
						<i>Totals for Garvey's Office Products:</i>	<u>\$184.35</u>

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Tax Identification Number	Transaction Date	Description	Status	Account Number	Account Description	Amount
Innovative Interfaces		3/8/2017 INV-INC12811	Syndetics Subscription Invoice	Paid	10-48-5801-10	Polaris Maint (Corp)	\$698.81
Jackie Kilcran						<i>Totals for Innovative Interfaces:</i>	<i>\$698.81</i>
Jackie Kilcran		3/8/2017 022717	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$11.45
Lisle Area Chamber of Commerce						<i>Totals for Jackie Kilcran:</i>	<i>\$11.45</i>
Lisle Area Chamber of Commerce		3/8/2017 12993	Chamber Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$160.00
Marcotte Music, LLC						<i>Totals for Lisle Area Chamber of Commerce:</i>	<i>\$160.00</i>
Marcotte Music, LLC		3/8/2017 033117	Program: Dan the Bard Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$200.00
Matthew Bender & Co.						<i>Totals for Marcotte Music, LLC:</i>	<i>\$200.00</i>
Matthew Bender & Co.		3/8/2017 91544599	Lexis Nexis Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$129.43
Katie McMahon						<i>Totals for Matthew Bender & Co.:</i>	<i>\$129.43</i>
Katie McMahon		3/8/2017 022717	Friday Kids Club Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$19.03
Beth McQuillan						<i>Totals for Katie McMahon:</i>	<i>\$19.03</i>
Beth McQuillan		3/8/2017 022717	Legislative Meet-Up Invoice	Paid	10-25-5724-15	Local Travel	\$9.95
Media Finder						<i>Totals for Beth McQuillan:</i>	<i>\$9.95</i>
Media Finder		3/8/2017 103134	Standard Periodical Directory Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$1,915.25

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
MJB Design						
MJB Design	3/8/2017	Website Services				
XXX-XX-9751	76103	Invoice	Paid	10-35-5764-10	Other Contractual Services - IS	\$1,025.00
					Totals for Media Finder:	\$1,915.25
Monaco Mechanical Service, Inc.						
Monaco Mechanical Service, Inc.	3/8/2017	Humidifier Repair				
	17577	Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$2,350.00
					Totals for MJB Design:	\$1,025.00
Montano's Landscaping & Nursery, Inc						
Montano's Landscaping & Nursery, Inc	3/8/2017	Boiler Room Remote Shutoff				
	17596	Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$5,122.10
					Totals for Monaco Mechanical Service, Inc.:	\$7,472.10
Montano's Landscaping & Nursery, Inc						
Montano's Landscaping & Nursery, Inc	3/8/2017	Snow Maintenance #4 of 4				
	020117	Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,750.00
					Totals for Montano's Landscaping & Nursery, Inc:	\$4,750.00
Laura Murff						
Laura Murff	3/8/2017	Avid Meeting				
	2/2/17	Invoice	Paid	10-40-5784-00	Meetings - Staff	\$22.90
	3/8/2017	RAILS TS Meeting				
	022717	Invoice	Paid	10-40-5784-00	Meetings - Staff	\$28.03
					Totals for Laura Murff:	\$50.93
NCPERS - IL IMRF						
NCPERS - IL IMRF	3/8/2017	Payroll Withholding				
	4602 032017	Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$128.00
					Totals for NCPERS - IL IMRF:	\$128.00
New Albertsons Inc./Purchase Advantage Card						
New Albertsons Inc./Purchase Advantage Card	3/8/2017	Science Saturday				
	012017	Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$7.28

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
NICOR NICOR	3/8/2017 012517	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$7.49
	3/8/2017 012517	YA Thursday Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$19.75
	3/8/2017 021617	Friday Fan Club, Mario Kart Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$11.43
	3/8/2017 012717	Chess Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$19.32
	3/8/2017 021317	Display Items Book Cart Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$15.96
	3/8/2017 020917	TAB Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$13.50
	3/8/2017 020317	TAB Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$7.98
	3/8/2017 021417	Teen Program Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$36.96
	Totals for New Albertsons Inc./Purchase Advantage Card:					\$139.67
	3/8/2017 021617	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$1,102.99
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	Totals for NICOR:					\$1,102.99
	3/8/2017 34328	OSG Server Care Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$800.00
Oxford University Press Oxford University Press	Totals for Outsource Solutions Group, Inc.:					\$800.00
	3/8/2017 98413686	Oxford Picture Dictionaries - Invoice	Paid	10-50-5863-20	Literacy/ESL	\$238.96

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Winona Patterson Winona Patterson	3/8/2017 0098322084	Oxford U Press Titles Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$528.12
	3/8/2017 022717	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$5.14
					Totals for Oxford University Press:	\$767.08
Paul's Painting Paul's Painting XXX-XX-5264	3/8/2017 021817	Meeting Room Wall Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$850.00
					Totals for Winona Patterson:	\$5.14
Penworthy Company Penworthy Company	3/8/2017 0525609-IN	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$927.27
					Totals for Paul's Painting:	\$850.00
Craig Pierce Craig Pierce	3/8/2017 041417	Program: America's First Spo Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
					Totals for Penworthy Company:	\$927.27
Pitney Bowes Pitney Bowes	3/8/2017 1003344768	Postage Meter Ink Invoice	Paid	10-25-5710-00	Postage	\$67.99
					Totals for Craig Pierce:	\$125.00
Recorded Books, LLC Recorded Books, LLC	3/8/2017 74965528	Books on CD Credit memo	Applied	10-50-5895-40	A-V Matls - Adult Serv. Dept.	(\$45.00)
	3/8/2017 9211869	Books on CD Credit memo	Applied	10-50-5895-40	A-V Matls - Adult Serv. Dept.	(\$241.80)
	3/8/2017 8333856	Books on CD Credit memo	Applied	10-50-5895-40	A-V Matls - Adult Serv. Dept.	(\$12.80)
					Totals for Pitney Bowes:	\$67.99

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Republic Services Republic Services	3/8/2017 75481025	Books on CD Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$353.80
	3/8/2017 0551-013259761	Monthly Service Invoice	Paid	10-20-5665-00	Rubbish Removal	\$179.09
					Totals for Recorded Books, LLC:	\$54.20
RMC Imaging, Inc. RMC Imaging, Inc.	3/8/2017 1971	Hardware/Software Agreemen Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$735.00
					Totals for Republic Services:	\$179.09
Robbins Schwartz Robbins Schwartz	3/8/2017 272509	December Legal Fees Invoice	Paid	10-35-5760-00	Legal Services - Admin	\$337.50
					Totals for RMC Imaging, Inc.:	\$735.00
ServiceMaster All Services ServiceMaster All Services	3/8/2017 02072017-11	Clean Sewer Backup West Mt Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,100.00
					Totals for Robbins Schwartz:	\$337.50
Staples Business Advantage Staples Business Advantage	3/8/2017 8042917343	Misc. Kitchen, Office and Ja Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$217.44
				10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$341.06
				10-25-5715-00	Copier Supplies	\$7.44
				10-25-5713-00	Office Supplies	\$331.71
					Totals for ServiceMaster All Services:	\$1,100.00
Stephens Plumbing and Heating Stephens Plumbing and Heating	3/8/2017 183991	Drain Rodding Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$196.00
					Totals for Stephens Plumbing and Heating:	\$196.00

The Teaching Company

Lisle Library District

Accounts Payable for March 8, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
The Teaching Company	3/8/2017 SINV06469279	Great Courses Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$89.95
Thyssenkrupp Elevator Corp.					<i>Totals for The Teaching Company:</i>	<u>\$89.95</u>
Thyssenkrupp Elevator Corp.	3/8/2017 6000235038	Inspection Cost Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$300.00
	3/8/2017 3003062181	Service 3/1/17 - 2/28/18 Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$2,538.29
Toshiba Business Solutions, USA					<i>Totals for Thyssenkrupp Elevator Corp.:</i>	<u>\$2,838.29</u>
Toshiba Business Solutions, USA	3/8/2017 13418407	Lower Level Copier Mainten Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
Triple S Vending					<i>Totals for Toshiba Business Solutions, USA:</i>	<u>\$90.32</u>
Triple S Vending	3/8/2017 11419	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$126.00
	3/8/2017 11454	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$84.00
Tumbleweed Press, Inc.					<i>Totals for Triple S Vending:</i>	<u>\$210.00</u>
Tumbleweed Press, Inc.	3/8/2017 79667	Tumblebooks Upgrade Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$99.00
Unique Management Services, Inc.					<i>Totals for Tumbleweed Press, Inc.:</i>	<u>\$99.00</u>
Unique Management Services, Inc.	3/8/2017 439694	Collection Accounts - Januar Invoice	Paid	10-35-5761-00	Collection Agency	\$71.60
Village of Lisle					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$71.60</u>
Village of Lisle	3/8/2017 3600000173	Shared Internet Invoice	Paid	10-20-5651-00	INet	\$450.00

**Lisle Library District
Accounts Payable for March 8, 2017**

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Wells Fargo Vendor Financial Services, LLC						
Wells Fargo Vendor Financial Services, L	3/8/2017 98373417	Monthly Rental Fee Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$202.55
Totals for Village of Lisle:						\$450.00
Wolters Kluwer Law & Business						
Wolters Kluwer Law & Business	3/8/2017 5410092616	Business Strategies Plus Supp Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$2,174.00
Totals for Wells Fargo Vendor Financial Services, LLC:						\$202.55
Totals for Wolters Kluwer Law & Business:						\$2,174.00

Lisle Library District

Accounts Payable for March 8, 2017

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$128.00
10-20-5651-00	INet	\$450.00
10-20-5652-00	Utilities - Phone	\$728.33
10-20-5653-00	Utilities - Gas	\$1,102.99
10-20-5656-00	Verizon	\$50.10
10-20-5660-00	Maint Contracts - HVAC	\$2,350.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,376.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,750.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$424.62
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$7,142.10
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5710-00	Postage	\$588.98
10-25-5710-10	Printing/Spec. Serv. - Adult	\$4,339.17
10-25-5711-00	Postage Special Serv	\$254.23
10-25-5712-00	Printing	\$248.00
10-25-5713-00	Office Supplies	\$356.71
10-25-5714-00	Circ. Material Supplies	\$231.69
10-25-5715-00	Copier Supplies	\$7.44
10-25-5716-00	Kitchen Supplies	\$427.44
10-25-5717-00	Processing Supplies	\$975.66
10-25-5718-00	Computer Supplies	\$3,392.52
10-25-5724-15	Local Travel	\$32.32
10-35-5760-00	Legal Services - Admin	\$337.50
10-35-5761-00	Collection Agency	\$71.60
10-35-5763-00	Other Contractual Services-Technology Asst	\$929.19
10-35-5764-10	Other Contractual Services - IS	\$1,025.00
10-40-5783-00	Dues - Staff	\$175.00
10-40-5784-00	Meetings - Staff	\$180.93
10-40-5785-00	Conferences - Staff	\$468.00
10-45-5788-70	Meetings - Trustee	\$310.00
10-48-5801-10	Polaris Maint (Corp)	\$698.81
10-48-5802-50	Major Equip - Tech Services	\$140.20
10-48-5823-15	Minor Equip - Adm Services/PR	\$41.90

Lisle Library District

Accounts Payable for March 8, 2017

10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$3,866.16
10-50-5863-20	Literacy/ESL	\$238.96
10-50-5863-30	Books - Youth Serv. Dept.	\$4,129.73
10-50-5864-10	Books - Non Fiction	\$4,472.52
10-50-5865-10	Books - Adult Fiction	\$4,961.93
10-50-5866-20	Business Ref Supplements	\$3,100.00
10-50-5867-20	Ref Books - Adult Serv. Dept.	\$2,926.31
10-50-5871-20	Document Delivery	\$8.50
10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$1,289.88
10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$1,973.87
10-50-5900-20	Periodicals - Adult Serv. Dept.	\$2,056.19
10-60-5931-10	Programs - Adult Services	\$797.10
10-60-5931-30	Programs - Youth Serv. Dept.	\$243.28
10-60-5931-50	Community Relations	\$125.20
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$140.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$196.00
	GRAND TOTAL:	\$65,439.15

Lisle Library District

Account Distribution Report by Number

March 8, 2017

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)									
3/8/2017	4602 032017	Invoice	5119-241	NCPERS - IL IMRF	NCPERS - IL IMRF-	Posted	3/8/2017	\$128.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$128.00	\$0.00
10-20-5651-00, INet									
3/8/2017	3600000173	Invoice	5119-235	Village of Lisle	Village of Lisle-360000	Posted	3/8/2017	\$450.00	\$0.00
					Totals for 10-20-5651-00, INet:			\$450.00	\$0.00
10-20-5652-00, Utilities - Phone									
3/8/2017	2239915	Invoice	5119-181	AccessOne Inc	AccessOne Inc-223991	Posted	3/8/2017	\$728.33	\$0.00
					Totals for 10-20-5652-00, Utilities - Phone:			\$728.33	\$0.00
10-20-5653-00, Utilities - Gas									
3/8/2017	021617	Invoice	5119-129	NICOR	NICOR-021617	Posted	3/8/2017	\$1,102.99	\$0.00
					Totals for 10-20-5653-00, Utilities - Gas:			\$1,102.99	\$0.00
10-20-5656-00, Verizon									
3/8/2017	021817Seelig	Invoice	5119-222	Bank of America	Bank of America-021817	Posted	3/8/2017	\$50.10	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$50.10	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
3/8/2017	17577	Invoice	5119-039	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	3/8/2017	\$2,350.00	\$0.00
					Totals for 10-20-5660-00, Maint Contracts - HVAC:			\$2,350.00	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
3/8/2017	4136696	Invoice	5119-035	Anderson Pest Solutions	Anderson Pest Solutio	Posted	3/8/2017	\$141.00	\$0.00
3/8/2017	C00952	Invoice	5119-111	Complete Cleaning Company	Complete Cleaning Co	Posted	3/8/2017	\$2,235.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$2,376.00	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
3/8/2017	020117	Invoice	5119-037	Montano's Landscaping & Nur	Montano's Landscapin	Posted	3/8/2017	\$4,750.00	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$4,750.00	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
3/8/2017	8042917343	Invoice	5119-080	Staples Business Advantage	Staples Business Advan	Posted	3/8/2017	\$341.06	\$0.00
3/8/2017	281-337009	Invoice	5119-109	Batteries Plus	Batteries Plus-281-3370	Posted	3/8/2017	\$83.56	\$0.00
					Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:			\$424.62	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
3/8/2017	02072017-11	Invoice	5119-076	ServiceMaster All Services	ServiceMaster All Serv	Posted	3/8/2017	\$1,100.00	\$0.00
3/8/2017	9570394	Invoice	5119-131	Illinois Office of the State Fire M	Illinois Office of the St	Posted	3/8/2017	\$70.00	\$0.00

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/8/2017	021817	Invoice	5119-177	Paul's Painting	Paul's Painting-021817	Posted	3/8/2017	\$850.00	\$0.00
3/8/2017	17596	Invoice	5119-248	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	3/8/2017	\$5,122.10	\$0.00
10-20-5665-00, Rubbish Removal				Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:					
3/8/2017	0551-013259761	Invoice	5119-246	Republic Services	Republic Services-055	Posted	3/8/2017	\$179.09	\$0.00
10-25-5710-00, Postage				Totals for 10-20-5665-00, Rubbish Removal:					
3/8/2017	1003344768	Invoice	5119-135	Pitney Bowes	Pitney Bowes-1003344	Posted	3/8/2017	\$67.99	\$0.00
3/8/2017	022617	Invoice	5119-243	Easyp permit Postage	Easyp permit Postage-02	Posted	3/8/2017	\$520.99	\$0.00
10-25-5710-10, Printing/Spec. Serv. - Adult				Totals for 10-25-5710-00, Postage:					
3/8/2017	49323	Invoice	5119-031	AlphaGraphics	AlphaGraphics-49323	Posted	3/8/2017	\$4,339.17	\$0.00
10-25-5711-00, Postage Special Serv				Totals for 10-25-5710-10, Printing/Spec. Serv. - Adult:					
3/8/2017	022617	Invoice	5119-245	Easyp permit Postage	Easyp permit Postage-02	Posted	3/8/2017	\$254.23	\$0.00
10-25-5712-00, Printing				Totals for 10-25-5711-00, Postage Special Serv:					
3/8/2017	25880	Invoice	5119-097	Allegra Print & Imaging	Allegra Print & Imaging	Posted	3/8/2017	\$248.00	\$0.00
10-25-5713-00, Office Supplies				Totals for 10-25-5712-00, Printing:					
3/8/2017	8042917343	Invoice	5119-082	Staples Business Advantage	Staples Business Advan	Posted	3/8/2017	\$331.71	\$0.00
3/8/2017	021817Hayes	Invoice	5119-224	Bank of America	Bank of America-02181	Posted	3/8/2017	\$23.00	\$0.00
10-25-5714-00, Circ. Material Supplies				Totals for 10-25-5713-00, Office Supplies:					
3/8/2017	6054771	Invoice	5119-041	Demco, Inc.	Demco, Inc.-6054771	Posted	3/8/2017	\$187.72	\$0.00
3/8/2017	021817Hurt	Invoice	5119-228	Bank of America	Bank of America-02181	Posted	3/8/2017	\$43.97	\$0.00
10-25-5715-00, Copier Supplies				Totals for 10-25-5714-00, Circ. Material Supplies:					
3/8/2017	8042917343	Invoice	5119-081	Staples Business Advantage	Staples Business Advan	Posted	3/8/2017	\$7.44	\$0.00
10-25-5716-00, Kitchen Supplies				Totals for 10-25-5715-00, Copier Supplies:					
3/8/2017	11419	Invoice	5119-043	Triple S Vending	Triple S Vending-1141	Posted	3/8/2017	\$126.00	\$0.00

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/8/2017	8042917343	Invoice	5119-078	Staples Business Advantage	Staples Business Advan	Posted	3/8/2017	\$217.44	\$0.00
3/8/2017	I1454	Invoice	5119-139	Triple S Vending	Triple S Vending-1145	Posted	3/8/2017	\$84.00	\$0.00
Totals for 10-25-5716-00, Kitchen Supplies:									\$0.00
10-25-5717-00, Processing Supplies									
3/8/2017	PINV1286382	Invoice	5119-047	Garvey's Office Products	Garvey's Office Produc	Posted	3/8/2017	\$44.15	\$0.00
3/8/2017	022717	Invoice	5119-108	Amazon	Amazon-022717	Posted	3/8/2017	\$4.58	\$0.00
3/8/2017	022817	Invoice	5119-256	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	3/8/2017	\$152.80	\$0.00
3/8/2017	022817	Invoice	5119-261	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	3/8/2017	\$16.25	\$0.00
3/8/2017	022817	Invoice	5119-264	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	3/8/2017	\$39.10	\$0.00
3/8/2017	022817	Invoice	5119-267	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	3/8/2017	\$52.00	\$0.00
3/8/2017	022817	Invoice	5119-270	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	3/8/2017	\$194.85	\$0.00
3/8/2017	022817	Invoice	5119-274	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	3/8/2017	\$116.35	\$0.00
3/8/2017	6069571	Invoice	5119-273	Demco, Inc.	Demco, Inc.-6069571	Posted	3/8/2017	\$81.94	\$0.00
3/8/2017	73848	Invoice	5119-278	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$145.66	\$0.00
3/8/2017	73882	Invoice	5119-282	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$64.21	\$0.00
3/8/2017	73905	Invoice	5119-286	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$63.77	\$0.00
Totals for 10-25-5717-00, Processing Supplies:									\$0.00
10-25-5718-00, Computer Supplies									
3/8/2017	0413031	Invoice	5119-050	Hewlett-Packard Company	Hewlett-Packard Comp	Posted	3/8/2017	\$1,143.77	\$0.00
3/8/2017	IN266566	Invoice	5119-117	Impact Networking, LLC	Impact Networking, LL	Posted	3/8/2017	\$2,248.75	\$0.00
Totals for 10-25-5718-00, Computer Supplies:									\$0.00
10-25-5724-15, Local Travel									
3/8/2017	022717	Invoice	5119-115	Alexa Hansen	Alexa Hansen-022717	Posted	3/8/2017	\$5.78	\$0.00
3/8/2017	022717	Invoice	5119-121	Jackie Kilcran	Jackie Kilcran-022717	Posted	3/8/2017	\$11.45	\$0.00
3/8/2017	022717	Invoice	5119-123	Beth McQuillan	Beth McQuillan-02271	Posted	3/8/2017	\$9.95	\$0.00
3/8/2017	022717	Invoice	5119-169	Winona Patterson	Winona Patterson-022	Posted	3/8/2017	\$5.14	\$0.00
Totals for 10-25-5724-15, Local Travel:									\$0.00
10-35-5760-00, Legal Services - Admin									
3/8/2017	272509	Invoice	5119-191	Robbins Schwartz	Robbins Schwartz-272	Posted	3/8/2017	\$337.50	\$0.00
Totals for 10-35-5760-00, Legal Services - Admin:									\$0.00
10-35-5761-00, Collection Agency									
3/8/2017	439694	Invoice	5119-093	Unique Management Services, I	Unique Management S	Posted	3/8/2017	\$71.60	\$0.00
Totals for 10-35-5761-00, Collection Agency:									\$0.00

Lisle Library District

Account Distribution Report by Number

March 8, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-35-5763-00, Other Contractual Services-Technology Asst									
3/8/2017	34328	Invoice	5119-185	Outsource Solutions Group, In	Outsource Solutions G	Posted	3/8/2017	\$800.00	\$0.00
3/8/2017	021817Weinstein	Invoice	5119-232	Bank of America	Bank of America-02181	Posted	3/8/2017	\$129.19	\$0.00
Totals for 10-35-5763-00, Other Contractual Services-Technology Asst:								\$929.19	\$0.00
10-35-5764-10, Other Contractual Services - IS									
3/8/2017	76103	Invoice	5119-233	MJB Design	MJB Design-76103	Posted	3/8/2017	\$1,025.00	\$0.00
Totals for 10-35-5764-10, Other Contractual Services - IS:								\$1,025.00	\$0.00
10-40-5783-00, Dues - Staff									
3/8/2017	022717	Invoice	5119-173	Adult Reading Round Table/AR	Adult Reading Round T	Posted	3/8/2017	\$15.00	\$0.00
3/8/2017	12993	Invoice	5119-175	Lisle Area Chamber of Commer	Lisle Area Chamber of C	Posted	3/8/2017	\$160.00	\$0.00
Totals for 10-40-5783-00, Dues - Staff:								\$175.00	\$0.00
10-40-5784-00, Meetings - Staff									
3/8/2017	2/2/17	Invoice	5119-083	Laura Murff	Laura Murff-2/2/17	Posted	3/8/2017	\$22.90	\$0.00
3/8/2017	022717	Invoice	5119-127	Laura Murff	Laura Murff-022717	Posted	3/8/2017	\$28.03	\$0.00
3/8/2017	021817Savage	Invoice	5119-214	Bank of America	Bank of America-02181	Posted	3/8/2017	\$10.00	\$0.00
3/8/2017	021817Murff	Invoice	5119-219	Bank of America	Bank of America-02181	Posted	3/8/2017	\$70.00	\$0.00
3/8/2017	021817Weinstein	Invoice	5119-229	Bank of America	Bank of America-02181	Posted	3/8/2017	\$50.00	\$0.00
Totals for 10-40-5784-00, Meetings - Staff:								\$180.93	\$0.00
10-40-5785-00, Conferences - Staff									
3/8/2017	021817Savage	Invoice	5119-213	Bank of America	Bank of America-02181	Posted	3/8/2017	\$300.00	\$0.00
3/8/2017	021817Hurt	Invoice	5119-226	Bank of America	Bank of America-02181	Posted	3/8/2017	\$168.00	\$0.00
Totals for 10-40-5785-00, Conferences - Staff:								\$468.00	\$0.00
10-45-5788-70, Meetings - Trustee									
3/8/2017	102167	Invoice	5119-048	B. Gunther & Company (266)	B. Gunther & Compan	Posted	3/8/2017	\$10.00	\$0.00
3/8/2017	127547	Invoice	5119-183	Illinois Library Association	Illinois Library Associa	Posted	3/8/2017	\$260.00	\$0.00
3/8/2017	021817Murff	Invoice	5119-221	Bank of America	Bank of America-02181	Posted	3/8/2017	\$40.00	\$0.00
Totals for 10-45-5788-70, Meetings - Trustee:								\$310.00	\$0.00
10-48-5801-10, Polaris Maint (Corp)									
3/8/2017	INV-INC12811	Invoice	5119-119	Innovative Interfaces	Innovative Interfaces-I	Posted	3/8/2017	\$698.81	\$0.00
Totals for 10-48-5801-10, Polaris Maint (Corp):								\$698.81	\$0.00
10-48-5802-50, Major Equip - Tech Services									
3/8/2017	PINV1286382	Invoice	5119-045	Garvey's Office Products	Garvey's Office Produc	Posted	3/8/2017	\$140.20	\$0.00

March 8, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-48-5823-15, Minor Equip - Adm Services/PR									
3/8/2017	022717	Invoice	5119-107	Amazon		Posted	3/8/2017	\$41.90	\$0.00
					Totals for 10-48-5802-50, Major Equip - Tech Services:				
					\$140.20				
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
3/8/2017	6000235038	Invoice	5119-091	Thyssenkrupp Elevator Corp.		Posted	3/8/2017	\$300.00	\$0.00
3/8/2017	13418407	Invoice	5119-095	Toshiba Business Solutions, US		Posted	3/8/2017	\$90.32	\$0.00
3/8/2017	1971	Invoice	5119-179	RMC Imaging, Inc.-		Posted	3/8/2017	\$735.00	\$0.00
3/8/2017	3003062181	Invoice	5119-237	Thyssenkrupp Elevator Corp.		Posted	3/8/2017	\$2,538.29	\$0.00
3/8/2017	98373417	Invoice	5119-239	Wells Fargo Vendor Financial S		Posted	3/8/2017	\$202.55	\$0.00
					Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:				
					\$3,866.16				
10-50-5863-20, Literacy/ESL									
3/8/2017	98413686	Invoice	5119-089	Oxford University Press		Posted	3/8/2017	\$238.96	\$0.00
					Totals for 10-50-5863-20, Literacy/ESL:				
					\$238.96				
10-50-5863-30, Books - Youth Serv. Dept.									
3/8/2017	79667	Invoice	5119-085	Tumbleweed Press, Inc.		Posted	3/8/2017	\$99.00	\$0.00
3/8/2017	022717	Invoice	5119-104	Amazon		Posted	3/8/2017	\$155.96	\$0.00
3/8/2017	0525609-IN	Invoice	5119-133	Penworthy Company		Posted	3/8/2017	\$927.27	\$0.00
3/8/2017	021817Savage	Invoice	5119-216	Bank of America		Posted	3/8/2017	\$340.55	\$0.00
3/8/2017	022817	Invoice	5119-259	Baker & Taylor (L4171782)		Posted	3/8/2017	\$192.43	\$0.00
3/8/2017	022817	Invoice	5119-271	Baker & Taylor (L5425632)		Posted	3/8/2017	\$2,414.52	\$0.00
					Totals for 10-50-5863-30, Books - Youth Serv. Dept.:				
					\$4,129.73				
10-50-5864-10, Books - Non Fiction									
3/8/2017	022717	Invoice	5119-099	Amazon		Posted	3/8/2017	\$90.11	\$0.00
3/8/2017	022817	Invoice	5119-250	Baker & Taylor (C5223433)		Posted	3/8/2017	\$392.18	\$0.00
3/8/2017	022817	Invoice	5119-254	Baker & Taylor (L0334152)		Posted	3/8/2017	\$3,970.88	\$0.00
3/8/2017	022817	Invoice	5119-257	Baker & Taylor (L3965522)		Posted	3/8/2017	\$19.35	\$0.00
					Totals for 10-50-5864-10, Books - Non Fiction:				
					\$4,472.52				
10-50-5865-10, Books - Adult Fiction									
3/8/2017	022717	Invoice	5119-101	Amazon		Posted	3/8/2017	\$17.95	\$0.00
3/8/2017	022817	Invoice	5119-262	Baker & Taylor (L5202982)		Posted	3/8/2017	\$196.23	\$0.00
3/8/2017	022817	Invoice	5119-268	Baker & Taylor (L5543202)		Posted	3/8/2017	\$4,747.75	\$0.00
					Totals for 10-50-5865-10, Books - Adult Fiction:				
					\$4,961.93				

Lisle Library District
Account Distribution Report by Number
March 8, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5866-20, Business Ref Supplements									
3/8/2017	INV100099	Invoice	5119-029	CFRA	CFRA-INV100099	Posted	3/8/2017	\$3,100.00	\$0.00
								Totals for 10-50-5866-20, Business Ref Supplements:	\$3,100.00
10-50-5867-20, Ref Books - Adult Serv. Dept.									
3/8/2017	5410092616	Invoice	5119-165	Wolters Kluwer Law & Business		Posted	3/8/2017	\$2,174.00	\$0.00
3/8/2017	0098322084	Invoice	5119-167	Oxford University Press	Oxford University Pre	Posted	3/8/2017	\$528.12	\$0.00
3/8/2017	022817	Invoice	5119-252	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	3/8/2017	\$224.19	\$0.00
								Totals for 10-50-5867-20, Ref Books - Adult Serv. Dept.:	\$2,926.31
10-50-5871-20, Document Delivery									
3/8/2017	12951	Invoice	5119-033	IHLS - OCLC	IHLS - OCLC-12951	Posted	3/8/2017	\$8.50	\$0.00
								Totals for 10-50-5871-20, Document Delivery:	\$8.50
10-50-5890-30, A-V Matls - Youth Serv. Dept.									
3/8/2017	022717	Invoice	5119-105	Amazon	Amazon-022717	Posted	3/8/2017	\$357.34	\$0.00
3/8/2017	021817Savage	Invoice	5119-211	Bank of America	Bank of America-02181	Posted	3/8/2017	\$932.54	\$0.00
								Totals for 10-50-5890-30, A-V Matls - Youth Serv. Dept.:	\$1,289.88
10-50-5895-40, A-V Matls - Adult Serv. Dept.									
3/8/2017	022717	Invoice	5119-102	Amazon	Amazon-022717	Posted	3/8/2017	\$499.37	\$0.00
3/8/2017	75481025	Invoice	5119-136	Recorded Books, LLC	Recorded Books, LLC-7	Posted	3/8/2017	\$353.80	\$0.00
3/8/2017	74965528	Credit Memo	5119-141	Recorded Books, LLC	Recorded Books, LLC-7	Posted	3/8/2017	\$0.00	\$45.00
3/8/2017	9211869	Credit Memo	5119-145	Recorded Books, LLC	Recorded Books, LLC-9	Posted	3/8/2017	\$0.00	\$241.80
3/8/2017	8333856	Credit Memo	5119-150	Recorded Books, LLC	Recorded Books, LLC-8	Posted	3/8/2017	\$0.00	\$12.80
3/8/2017	SINV06469279	Invoice	5119-171	The Teaching Company	The Teaching Company	Posted	3/8/2017	\$89.95	\$0.00
3/8/2017	022817	Invoice	5119-265	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	3/8/2017	\$432.34	\$0.00
3/8/2017	73849	Invoice	5119-276	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$500.50	\$0.00
3/8/2017	73883	Invoice	5119-280	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$208.08	\$0.00
3/8/2017	73906	Invoice	5119-284	Compact Disc Source	Compact Disc Source	Posted	3/8/2017	\$189.43	\$0.00
								Totals for 10-50-5895-40, A-V Matls - Adult Serv. Dept.:	\$2,273.47
10-50-5900-20, Periodicals - Adult Serv. Dept.									
3/8/2017	022717	Invoice	5119-103	Amazon	Amazon-022717	Posted	3/8/2017	\$11.51	\$0.00
3/8/2017	103134	Invoice	5119-125	Media Finder	Media Finder-103134	Posted	3/8/2017	\$1,915.25	\$0.00
3/8/2017	91544599	Invoice	5119-149	Matthew Bender & Co.	Matthew Bender & Co	Posted	3/8/2017	\$129.43	\$0.00
								Totals for 10-50-5900-20, Periodicals - Adult Serv. Dept.:	\$2,056.19
10-60-5931-10, Programs - Adult Services									

Lisle Library District

Account Distribution Report by Number

March 8, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/8/2017	033117	Invoice	5119-157	Marcotte Music, LLC	Marcotte Music, LLC-	Posted	3/8/2017	\$200.00	\$0.00
3/8/2017	032317-2	Invoice	5119-159	Cultivate Excellence	Cultivate Excellence-03	Posted	3/8/2017	\$150.00	\$0.00
3/8/2017	041417	Invoice	5119-161	Craig Pierce	Craig Pierce-041417	Posted	3/8/2017	\$125.00	\$0.00
3/8/2017	022717	Invoice	5119-163	Xavier Duran	Xavier Duran-022717	Posted	3/8/2017	\$57.99	\$0.00
3/8/2017	022717	Invoice	5119-187	Gail Graziani	Gail Graziani-022717	Posted	3/8/2017	\$25.76	\$0.00
3/8/2017	022717	Invoice	5119-189	Pam Freer	Pam Freer-022717	Posted	3/8/2017	\$8.98	\$0.00
3/8/2017	012717	Invoice	5119-201	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$19.32	\$0.00
3/8/2017	021317	Invoice	5119-203	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$15.96	\$0.00
3/8/2017	020917	Invoice	5119-205	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$13.50	\$0.00
3/8/2017	020317	Invoice	5119-207	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$7.98	\$0.00
3/8/2017	021417	Invoice	5119-209	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$36.96	\$0.00
3/8/2017	021817Hopkins	Invoice	5119-217	Bank of America	Bank of America-021817	Posted	3/8/2017	\$135.65	\$0.00
Totals for 10-60-5931-10, Programs - Adult Services:								\$797.10	\$0.00
3/8/2017	022717	Invoice	5119-106	Amazon	Amazon-022717	Posted	3/8/2017	\$132.04	\$0.00
3/8/2017	022717	Invoice	5119-155	Katie McMahon	Katie McMahon-022717	Posted	3/8/2017	\$19.03	\$0.00
3/8/2017	012017	Invoice	5119-193	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$7.28	\$0.00
3/8/2017	012517	Invoice	5119-195	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$7.49	\$0.00
3/8/2017	012517	Invoice	5119-197	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$19.75	\$0.00
3/8/2017	021617	Invoice	5119-199	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	3/8/2017	\$11.43	\$0.00
3/8/2017	021817Savage	Invoice	5119-215	Bank of America	Bank of America-021817	Posted	3/8/2017	\$46.26	\$0.00
Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:								\$243.28	\$0.00
3/8/2017	021817Weinstein	Invoice	5119-231	Bank of America	Bank of America-021817	Posted	3/8/2017	\$125.20	\$0.00
Totals for 10-60-5931-50, Community Relations:								\$125.20	\$0.00
3/8/2017	SH6099	Invoice	5119-113	Costume Specialists	Costume Specialists	Posted	3/8/2017	\$140.00	\$0.00
Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:								\$140.00	\$0.00
3/8/2017	183991	Invoice	5119-087	Stephens Plumbing and Heating	Stephens Plumbing and Heating	Posted	3/8/2017	\$196.00	\$0.00
Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):								\$196.00	\$0.00
Grand Totals:								\$65,738.75	\$299.60

Lisle Library District Account Distribution Report by Number March 8, 2017

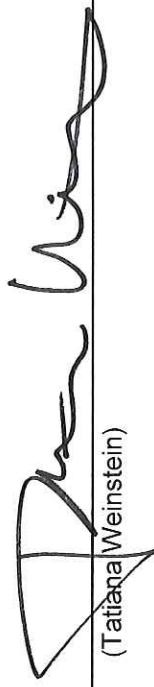
Report name: Account number report for 03/08/17
Report format: Detail
Include these transaction dates: 3/8/2017 to 3/8/2017
Include these post dates: 3/8/2017 to 3/8/2017
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: Query: Account 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 BILL PAID BETWEEN February 2017 and March 2017
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.**

Check #	Vendor		Amount
HSA	Salaries 2/15/17		\$ 63,688.41
HSA	Garnishment	Employee Deduction	\$ 192.49
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 3,104.48
Auto W/D	Howard Simon & Associates	Mo. PR Serv. - Feb. 2017	\$ 1,159.97
HSA	EFTPS/Electronic Tax Pymt 2/15/17	Fed Tax \$9447.43	\$ 22,807.81
		FICA W/H \$6680.19	
		FICA Lib \$6680.19	
HSA	Salaries 2/28/17		\$ 60,642.47
HSA	Garnishment	Employee Deduction	\$ 152.85
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 2,954.23
HSA	EFTPS/Electronic Tax Pymt 2/28/17	Fed Tax \$9086.97	\$ 21,833.08
		FICA W/H \$6373.02	
		FICA Lib \$6373.09	
Wired	IMRF	IMRF W/H \$7838.22	\$ 23,234.53
		IMRF Lib. \$15396.31	
		Sub Total	\$ 199,770.32
Check #	Vendor	Description	Amt
40898	Ehlers Investment Partner, LLC	Consulting Fee	\$ 446.35
40899	LIMR/CC Purchase of Health Ins. Program	Medical Insurance	\$ 26,148.19
40900	Midwest Tape (7288)	Processing Fee	\$ 729.50
40901	Millennia Consulting LLC	1 of 4 Origination Fee	\$ 13,613.00
40902	Ricoh USA, Inc.	Base Plus Usage	\$ 723.58
40903	Village of Lisle	ISP	\$ 450.00
40904	AFLAC (G6920)	Payroll Withholding	\$ 484.34
40905	Delta Dental - Risk	Dental Premiums	\$ 2,017.89
40906	Easypost Postage	Meter Refill	\$ 1,065.10
40907	EnvisionWare, INC.	Wireless Printing	\$ 895.00
40809	Village of Lisle	Water Usage	\$ 110.60
		Sub Total	\$ 46,683.55
		TOTAL	\$ 246,453.87

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$269,634.43
TOTAL .02 BUILDING/MAINT. EXPENSES	\$196.00
TOTAL IMRF/FICA EXPENSES	\$28,449.59
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	\$13,613.00
TOTAL OF ALL ABOVE	\$311,893.02

These expenses have been submitted by 
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 3/8/2017

Trustee

Presiding Officer

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

Monthly Circulation Report - February 2017

	Checkouts	Renewals	Feb-17 TOTALS	YTD FY 15/16	YTD FY 16/17	YTD % Change
Adult Non-Print	7,408	2,280	9,688	91,405	80,965	-11.42%
Adult Print	6,245	2,754	8,999	84,796	78,811	-7.06%
Adult Total	13,653	5,034	18,687	176,201	159,776	-9.32%
YS Non-Print	1,478	652	2,130	22,763	21,144	-7.11%
YS Print	6,554	2,961	9,515	90,517	83,232	-8.05%
Total YS	8,032	3,613	11,645	113,280	104,376	-7.86%
Digital Media						
Overdrive	1,333		1,333	12,649	11,468	-9.34%
hoopla	1,091		1,091	3,871	8,064	108.32%
Zinio	201		201	1,393	1,211	-13.07%
Total Digital	2,625	0	2,625	17,913	20,743	15.80%
Subtotal Print + Non-Print/Digital	24,310	8,647	32,957	307,394	284,895	-7.32%
Computer/Tech Sessions Logins	2,783		2,783	26,241	23,138	-11.83%
Database Usage/Unique Logins	4,976		4,976	54,569	49,592	-9.12%
Wireless Use	2,110		2,110	18,953	16,425	-13.34%
ScannX sessions/jobs	233		233	1,955	2,219	13.50%
Museum Adventure Passes	9		9	201	212	5.47%
Total IT/Resource Sessions	10,111	0	10,111	101,919	91,586	-10.14%
Total Circulation	34,421	8,647	43,068	409,313	376,481	-8.02%
Literacy Software Usage Hours *			85	387	730	88.63%
Borrower Information	Feb 2017 Total	YTD 15/16	YTD 16/17	YTD % Change		
New Library Cards Added	124	1,264	1,239	-1.98%		
Monthly Borrowers	3,163	26,827	25,682	-4.27%		
Total # Registered Borrowers	11,698	12,216	11,698	-4.24%		
InterLibrary Loans						
Materials Sent	120	866	973	12.36%		
Materials Received	388	3,423	3,053	-10.81%		
Polaris/Catalog Holds						
Holds Placed	2,874	27,070	24,188	-10.65%		
Holds Checked Out	2,252	21,554	19,257	-10.66%		

* This statistic was added in October 2015.

Program and Service Statistics - February 2017

Library Event Statistics		LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY15/16	YTD FY16/17	% Change
Staff Facilitated Programs			20	45		10	75	551	613	11.25%
Attendees			261	680		128	1,069	8,002	9,205	15.03%
Computer/Technology Programs			0	0		3	3	90	46	-48.89%
Attendees			0	0		7	7	382	198	-48.17%
Performer/Speaker/Author			3	0			3	33	29	-12.12%
Attendees			80	0			80	899	644	-28.36%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	5	4	-20.00%
Attendees		0					0	984	510	-48.17%
Total Number of Programs			23	45		13	81	679	692	1.91%
Total Patrons Served by Programming			341	680		135	1,156	10,267	10,557	2.82%
Reference Questions			2,135	1,595	2,523		6,253	51,762	51,434	-0.63%
Volunteer Hours			5.00	66.00			71.00	877.00	1,025.50	16.93%
Outreach Service Statistics										
Outreach Visits			0	10	2		12	82	89	8.54%
Patrons Served by Outreach Visits			0	696	85		781	5,178	5,069	-2.11%
Home Delivery Dates			2				2	17	17	0.00%
Patrons Served via Home Delivery			75				75	588	639	8.67%
Total Outreach Programs			2	10	2		14	99	106	7.07%
Total Patrons Served with Outreach Services			75	696	85		856	5,766	5,708	-1.01%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		97						560	797	42.32%
Number of Outside Groups Using Meeting Space		29						229	180	-21.40%
Patrons Entering Building		14,004						126,632	121,438	-4.10%
Friend's Sponsored Programs		1						12	7	-41.67%
Attendees		87						417	357	-14.39%
Social Media Use										
Facebook (daily page consumption)		738						8,188	8,907	8.78%
Twitter Followers		629						511	629	23.09%
Pinterest Average Daily Viewers *		158						1,234	1,683	36.39%
Instagram Likes		277						1,170	2,459	110.17%
Flickr Views *		6,766						47,442	46,553	-1.87%

* New statlines beginning in Sept. 2015.

Director's Report March 2017

Meetings

- Outsourced Solutions Group/OSG – Feb 9
- Ehlers – Feb 14
- Staff – Feb 14
- Fire Chief Krestan – Feb 15
- Health Insurance Committee – Feb 20
- CoW Budget – Feb 22
- Rep. David Olsen – Feb 27
- Paul DeVolpi – Mar 1
- Personnel Policy Committee – Mar 1

Highlights | Developments

Staff

February was a month of organizational restructure, staff training and conversation. The Library continues in this mode through March. Laura Murff now supervises our Technical Services Department as the new Director, Chris Knight has been hired as our new Administrative/IT Assistant and Josh Helper is our new Communications Coordinator. These were internal promotions. We are not filling two of the three open positions and have filled one of the full time openings with a part-time paraprofessional.

Office Manager, Eileen Soliday retired at the end of February and many friends, family and former employees came to wish Eileen a happy retirement.

Adult Services continues to manage Gallery 777 and AS Assistant Director, Gail Graziani, will take the reigns as the new coordinator. Gail will oversee the exhibits, artist scheduling and the hosting of the receptions. I will continue to work with Gallery 777 in an auxiliary capacity.

Literacy librarian, Jean Demas, will now officially move from the Administrative Department to the Adult Services Department. The English Language Development (ELD) collection is housed on the Adult floor near the Literacy study room. Having Jean accessible for students, tutors and other ELD-interested patrons motivated this decision.

Technology

The Library advances in our efforts to reorganize our technology configuration. From our network structure, outsourced IT firm services, public/staff PCs to our server room, we look to streamline the physical as well as digital composition to provide ease of use and access as well as ensure security.

Community Engagement Process

Millennia Consulting will meet with the department managers/reference team this month to discuss respective department operations and resources as well as library-wide activities and ideas for planning for the future. The Board has also been asked for individual input.

Community Resource

LLD hosted Representative, David Olsen's February 27th "Mobile Office" at their request. He and his assistant stationed a table in the Library's foyer and answered questions from his constituents. Approximately 25-30 people stopped by during the one and half hour visit.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: March 3, 2017

Budget

February involved extensive budget conversations, from the first Committee of the Whole meeting to both ad hoc Health Insurance Committee meetings. I appreciate the Board's feedback on the first part of our draft budget. The Health Insurance Committee crafted a draft insurance policy for review by the Personnel Policy Committee. On March 1st the Personnel Policy Committee made further revisions and recommended the draft be presented for Board approval at the March 8th meeting.

Apart from the proposed insurance policy change, I am working on a new expense arrangement for health insurance. Rising health insurance costs will obviously impact our 17/18 operating budget. It is my goal to create a new system where employees will share part of the insurance costs while also offering a more equitable coverage option for eligible dependents.

Because this will be the first year we implement such a structure, it's important we understand the financial impact from the Library's position as well as from the employees' position. I am working with our Financial Director to come to a reasonable first-year implementation of this new health insurance structure. I will have more information for the March 22nd Committee of the Whole meeting.

Facility

The meeting room wall was repaired and painted and we had a few building issues this past month that included plumbing work, masonry damage and PA system testing. Beth McQuillan has a more detailed account of the facility issues in her Assistant Director report.

American Libraries

I've included a recent article from *American Libraries* magazine that speaks to future programming/operational trends in libraries. This 9-point 'takeaway' was featured at the ALA Midwinter Conference in Atlanta. As the article applies to the Lisle Library District, one of my objectives as Director is to foster growth in a number of the initiatives highlighted such as supporting entrepreneurship, civic engagement, life-long education, accessibility and advancing our citizens' technology skills.

The Lisle Library District currently offers classes in small business resources, provides space for our community to gather and participate in civic engagement, has moved to increase accessibility for those residents who may have physical challenges and seeks to increase technology awareness and aptitude among both our staff and patrons. I intend on continuing along that path because the public library is now more than ever, an essential resource in society and in our residents' personal lives.

Respectfully submitted,



Tatiana Weinstein

Our Futures in Times of Change

How values guide our understanding of trends and transition

By Miguel Figueroa | March 1, 2017

9 Takeaways for the Future

Librarians and speakers shared successes and concerns during a futures symposium at the 2017 ALA Midwinter Meeting & Exhibits in Atlanta. Dozens of people offered ideas, tips, and projects that showcased a wide variety of future themes for libraries. Here are nine highlights:

1. Entrepreneurship

Getting access to capital, mentoring, coaching, and workspace needs are key issues that face black and Latina women starting in tech entrepreneurship. A network of support can help. Using metrics, says Darlene Gillard of Atlanta's BIG Accelerator program, can get the funding faster and helps confirm success.

2. Civic engagement and innovation

Amy Koester and Amita Lonial's "Building Civic Engagement with a Civic Lab" session covered their experiences with the Civic Lab at Skokie (Ill.) Public Library, a pop-up library. They highlighted six areas of civic engagement via microcollections, resource lists, and interactive activities, like a passive voting wall and postcard writing station, as well as community conversations with elected officials and others.

3. School libraries as global educators

From Skyping with Rube Goldberg's granddaughter to facilitating a video conference between a professor from Cornell University's Lab of Ornithology and a budding middle school ornithology expert, librarians can open the classroom learning experience to conversations with established and emerging experts, as speaker Andy Plemmons has. Plemmons, school library media specialist at David C. Barrow Elementary School in Athens, Georgia, says he invests time cultivating in-person guests, including children's authors and illustrators. He has also experienced the serendipity of social media—sharing news of what his students are learning in the school library and having his conversations reach big-name speakers.

4. Sustainability

Sustainability expert Rebekkah Smith Aldrich, coordinator for library sustainability at Mid-Hudson Library System in Poughkeepsie, New York, says by using a "triple bottom line" test—asking if something is environmentally sound, economically feasible, and socially equitable—librarians can ensure that the most important bases are covered as they make decisions about services, buildings, and the community beyond library walls.

5. Virtual reality

Matthew Boyer, codirector of the Digital Media and Learning Labs at Clemson (S.C.) University, and copresenter Stephen Moysey, codirector of Clemson's Center for Geospatial Technologies, have been working on projects to test whether virtual reality will become the next content delivery platform. They are interested in using virtual reality to support immersive, interactive game-based engagement within a contextually rich learning environment. Virtual reality allows for place-based learning that moves beyond the traditional field trip.

6. Welcoming communities

Several libraries participate in National Welcoming Week, a project of Welcoming America, which helps bring together immigrants and US-born residents in a spirit of unity. Welcoming America's Isha Lee emphasized that true social innovation requires consideration of the whole person's needs, not just his or her perceived economic value or benefit.

7. Accessibility

One in four adults will have a disability at some point in his or her life, which should encourage everyone to view accessibility as benefiting "us," not some vaguely defined "them." Accessible features like curb cuts and closed captioning expand benefits beyond any single audience and improve experiences for all. That was the focus of the presentation by Patrice Johnson of Chicago Public Library, Pat Herndon of the Georgia Library for Accessible Statewide Services, and Jill Rothstein of New York Public Library's Andrew Heiskell Braille and Talking Book Library. A universal approach develops innovations that integrate and include all.

8. Academic tech focus

Jeffrey Martín, founder and CEO of honorCode, a program that aims to integrate coding into the K-12 curriculum, says that media specialists and librarians play a role in incubating these programs—and other STEAM programs—and making them successful. He sees them taking on responsibilities as teachers and instruction partners who stay up on computer science and technology trends; as information specialists who provide leadership and expertise in acquiring and evaluating information; and as program administrators who guide activities and work collaboratively with the community to define the program and build partnerships.

9. 21st-century ethics

San Rafael (Calif.) Public Library Director Sarah Houghton used the framework of ALA's Library Bill of Rights to revisit what librarians say about their own ethics and apply them to current situations. One rallying point for most libraries is fighting censorship in all its forms. As professionals look ahead, new technologies like digital rights management—which allows content creators to "lock" content that can be opened only with a special digital key—or concepts like net neutrality—which champions an open internet free from "fast" and "slow" access channels based on cost or providers—will require professionals to consider their values as a means of navigation.

MIGUEL FIGUEROA is director of ALA's Center for the Future of Libraries.

March 8, 2017 Assistant Director's Report

Meetings:

- Cintas cleaning-Feb 9
- Ruhl Landscaping-Feb 9
- Carlos Montano snowplowing-Feb10
- Legislative Meet Up-Feb13
- DOT team-Feb13
- Republic Services-Feb14
- Health Insurance ad hoc committee-Feb 20
- LLD COW Budget-Feb22
- Personnel Policy- Mar 1

Vendors: I met with cleaning, landscaping and snow removal vendors to get new ideas and evaluate current maintenance contracts and projects. I am scheduling carpet cleaning for later this month. Window cleaning was completed February 28th.

I followed up with plumbing issues from the blockage found in the west mechanical room. The plumbing crew pointed out the aging cast iron sanitary sewer pipes are a reoccurring source of clogs due to the breakdown of the inside of the cast iron pipes catching debris.

Legislative Meet-up February 13th in Oakbrook. I met with Representative David Olsen and discussed the Illinois budget stalemate and the possible effects of budgetary ideas such as a property tax freeze. Representative Olsen spoke of the necessary connection Illinois libraries provide to educational materials and government information. Bob Doyle, Executive Director of the Illinois Library Association, and James LaRue, Director of the American Library Association Office for Intellectual Freedom, spoke of current smart investments in libraries and the value of your library card. Both spoke of the correlation of children's educational success to the access to physical books in the home. Communities ranking high in achievement tests have several factors in common: an abundance of books in public libraries and easy access to books in the community at large.

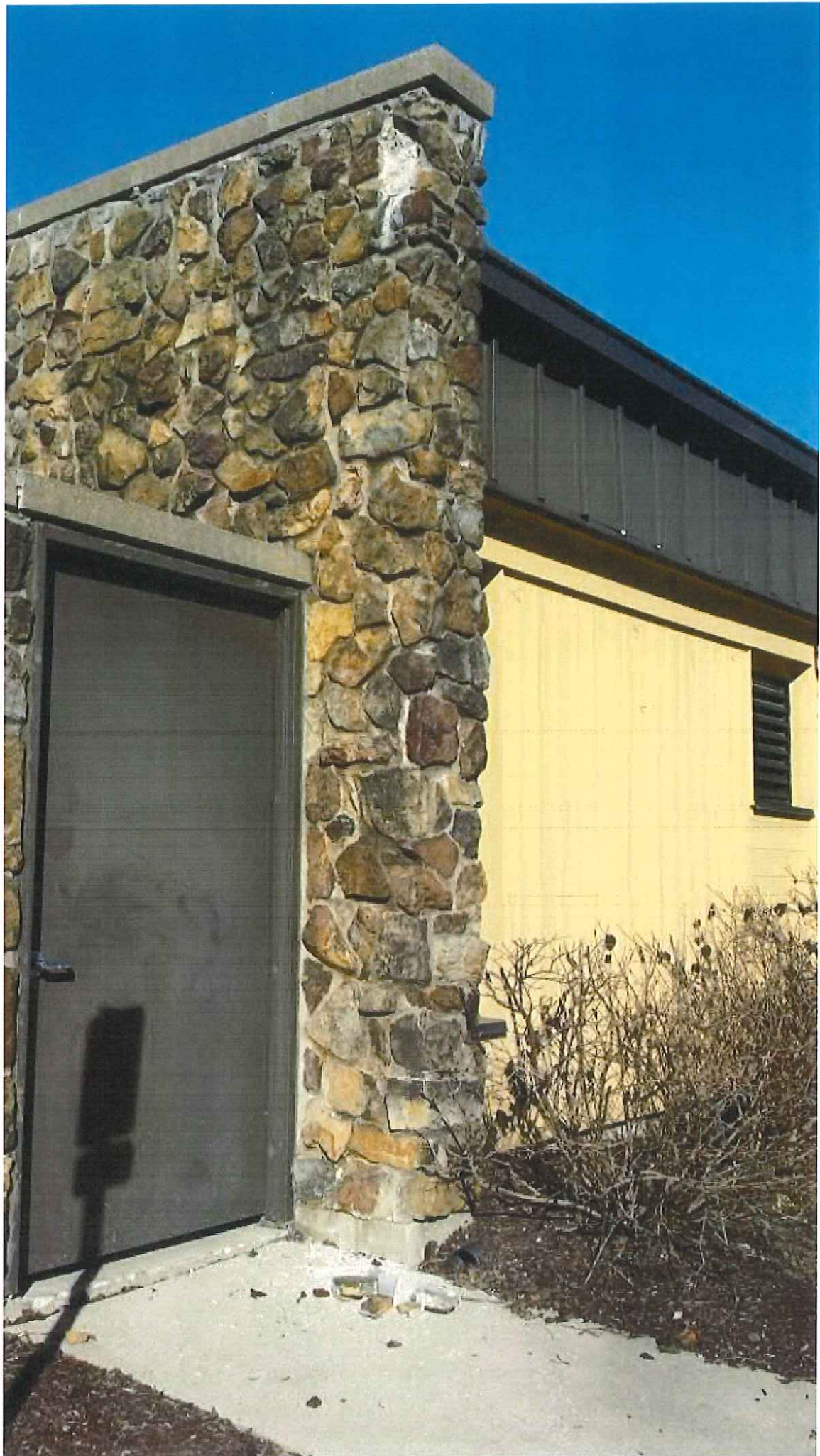
Facilities: In early February, I worked with staff and IT Manager Sandy Hayes testing speakers in the building after it was found the building announcements could not be heard in certain areas. Sandy reset the speaker settings through our phone system and made volume adjustments. Speakers are original to the library architecture rather than the redesign of LLD in 2007-08. Location of speakers often does not match where speakers should be located in the current building layout.

The week of February 13th, a few rocks fell off the stone facade on our building, near the entrance doors. No one was injured. I've attached a few photos to illustrate the situation. I have contacted a stone masonry firm to estimate the repair. We may need to inspect the rest of the building that has this type of "stone feature." We have this type of stone work inside and outside of the building.

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



Friday Kids Club: Super Sneaky Spies **Friday, February 17, 4 - 4:45 p.m.**

Are you a master of disguise? Can you crack a code? Is stealth your middle name? Come to the library and put your skills to the test with spy activities and projects! For grades K-2. Registration required.

Friday Kids Club: Reach for the Stars

Friday, February 24, 4 - 4:45 p.m.

The sky is full of stars making up amazing constellations. Learn more about the stories behind these constellations and even create your own! For grades K-2. Registration required.

Monday Fundays & Terrific Tuesdays: Black History Month - Author/Illustrator Spotlight

Monday, February 13 & Tuesday, February 14, 4 - 5 p.m.

February is Black History Month! This week we will highlight some of the great African American authors and illustrators with crafts and projects based on their books. For grades K-5. Registration required.

Monday Fundays & Terrific Tuesdays: Black History Month - Engineer Spotlight

Monday, February 20 & Tuesday, February 21, 4 - 5 p.m.

February is Black History Month! This week we will highlight some of the great African American engineers with projects based on their accomplishments. For grades K-5. Registration required.

Monday Fundays & Terrific Tuesdays: Black History Month - Artist Spotlight

Monday, February 13 & Tuesday, February 14, 4 - 5 p.m.

February is Black History Month! Come celebrate the great works of African American artists and create your own masterpiece. For grades K-5. Registration required.

TEENS

Fandom Friday: LEGO Universe

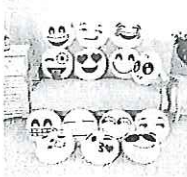
Friday, February 17, 4 - 5 p.m.

Are you into fandom? This month we build our own LEGO empire! For grades 6 and up. Registration required.

YA Thursday: Emoji Pillows

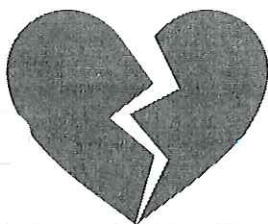
Thursday, February 23, 4 - 5 p.m.

Express yourself with easy, adorable emoji pillows! For grades 6 and up. Registration required.



YA/Teen: Anti-Valentine's Day Party **Thursday, February 9, 4 - 5 p.m.**

Love stinks! Join other misanthropic folk as we play board games, craft, make black-out poetry, and use the photo booth. Snack will be served. Moping is encouraged.



TEEN: Smash Bros. Night!

Tuesday, February 14, 6:30 - 8 p.m.

Can Princess Peach pummel Pikachu? Will Cloud crush Corrin? Gather your friends for a fun night of delightful demolition and delicious snacks! Bring your best trash talk and beat your best friends!

TEEN: Candy Sushi and Anime!

Friday, February 24, 6:30 - 8 p.m.

Do you love anime? Join us for a fun filled night as we make candy sushi and watch episodes of some of the most popular shows on Crunchyroll, the leading provider of Anime online! Registration required.

ADULTS

Harriet Tubman: A Historical Portrayal **Thursday, February 23, 7 - 8 p.m.**

Harriet Tubman was an abolitionist, civil rights activist, and humanitarian. Join Pamela Welcome, as she delivers a compelling portrayal of Harriet Tubman, who led hundreds of slaves to their freedom on the Underground Railroad.



Senior Spotlight: Vintage Cookies and Candies

Sunday, February 19, 2 - 3:30 p.m.

Pizzelles, kolackies, Dove chocolates, and more! Revisit favorite treats from past decades in this humorous and nostalgic trip through a very sweet history with Amy Alessio, vintage cookbook collector and award-winning librarian. Enjoy a snack and leave with recipes!

Friends of the Library presents Eric Lambert and Chris Walz: A Tribute to Johnny Cash

Sunday, February 26, 2 p.m.

Eric Lambert and Chris Walz are each virtuoso flat pickers, master musicians, and respected educators. Join us for a tribute to Johnny Cash, an American singer-songwriter, guitarist, actor, and author, who was widely considered one of the most influential musicians of the 20th century.



LITERACY

Learn English at the Library!

Need help with speaking, reading, or writing in English? Visit Lisle Library to attend one of our Literacy classes and conversation groups. No registration or fees are required.

ESL (English as a Second Language) for You!

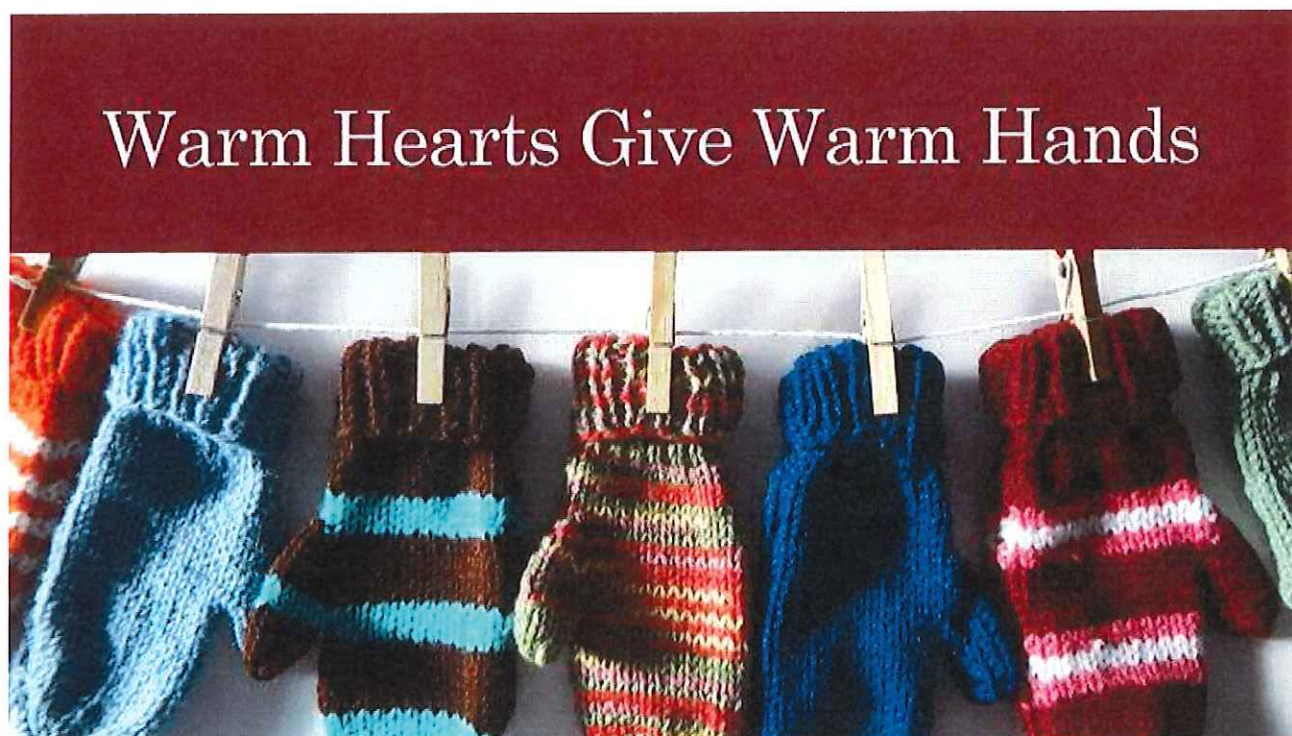
Classes: Saturday, February 4 & 21, 10 a.m. to Noon

Conversation Group/Book Discussion: Saturday, February 11 & 25, 10 a.m. to Noon

Chicago Tribune NAPERVILLE SUN

From the community: Lisle Library District's 7th Annual Warm Hearts Give Warm Hands Clothing Drive

Community Contributor Alexa Hansen
February 1, 2017



During the month of February, the Lisle Library District will collect donations for its annual Warm Hearts Give Warm Hands clothing accessories drive for the People's Resource Center of Du Page County.

The Lisle Library is collecting gently used mittens, hats, and scarves. The donations will be directly given to the People's Resource Center of DuPage County, an organization focused on providing nearly 32,000 low-income DuPage residents with basic human services such as food, clothing, shelter, and resources.

Patrons are invited to drop off new or gently-used mittens/gloves, hats, and scarves in the specially marked box in the Library's foyer during regular business hours.

From the community: Celebrate Black History Month at Lisle Library District

Community Contributor Alexa Hansen

February 6, 2017

February is Black History Month!

Stop into the Lisle Library District to celebrating all month-long with the following programs:

Monday Funday/Terrific Tuesday: Scientist Spotlight

Monday, February 6 and Tuesday, February 7, 4 - 5 p.m.

Come celebrate the works of African American scientists with projects and experiments based on their work.

Monday Funday/Terrific Tuesday: Author/Illustrator Spotlight

Monday, February 13 and Tuesday, February 14, 4 - 5 p.m.

This week we will highlight some of the great African American authors and illustrators with crafts and projects based on their books.

Monday Funday/Terrific Tuesday: Engineer Spotlight

Monday, February 20 and Tuesday, February 21, 4 - 5 p.m.

We will celebrate the great works of African American engineers with projects based on their accomplishments.

Harriet Tubman: A Historical Portrayal

Thursday, February 23, 7 - 8 p.m.

Harriet Tubman was an abolitionist, civil rights activist, and humanitarian. Now get to see her at the Lisle Library District. Join Pamela Welcome, who has performed in numerous diverse theatrical productions, as she delivers a convincing portrayal of Harriet Tubman, who led hundreds of slaves to their freedom on the Underground Railroad.

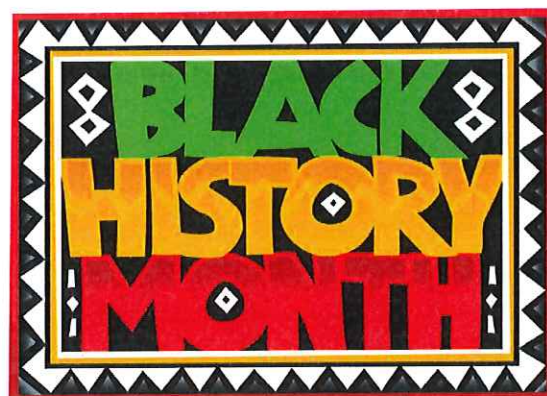
Monday Funday/Terrific Tuesday: Artist Spotlight

Monday, February 27 and Tuesday, February 28, 4 - 5 p.m.

Come celebrate the great works of African American artists and create your own masterpiece.

To sign up for these programs go to

<http://lislelibrary.evanced.info/signup/Calendar>



Policy 850 section X - G. Insurance

G. Insurance

For the purposes of this section and for Affordable Care Act compliance, a full-time employee is any employee who is employed on average, per month, at least 30 hours per week (or at least 130 hours in a calendar month).

The Library will provide group dental, health, and life insurance as described in this policy for full-time employees who are not otherwise covered under an existing policy. .

Employees may choose any available health care plan. The Library will pay the cost of the HMO premium through calendar 2017 for full-time employees. This amount will serve as the Library's maximum financial contribution for premium cost for the employee.

Should the employee choose a plan premium that exceeds the HMO amount, the employee is responsible for any amount over the Library's contribution. The first year an employee chooses an HSA, the Library will deposit half the cost of the HSA deductible into the employee's HSA account. In subsequent years the Library may deposit additional monies to the employee's HSA account.

For the purposes of this section, benefit eligibility shall be defined by the Library insurance carrier(s). Part time employees must work a minimum of 20 hours per week with one year of service in the 20 hours per week position and may join any available plan at their own expense.

Any benefit eligible employee (that is any employee hired for 20 hours per week or more) wishing family coverage in any group plan offered may have the option of joining at his/her own expense. The Library will contribute \$50 per month per employee toward the cost of such coverage.

According to provisions of the Consolidated Budget Reconciliation Act of 1985 (COBRA), employees and dependents may choose to continue coverage under the Library's health and dental care plans at their own expense after they terminate employment or are no longer eligible for coverage.

Revised 10/13/16

The Library will reimburse any District employee for a portion of the property damage to an employee's automobile suffered while the employee is utilizing his/her automobile for Library purposes. The intent of the Board in establishing this policy is to reimburse the employee for the amount of the property damage deductible that is paid by the employee pursuant to the employee's personal "collision" insurance coverage. In no event will the amount of the reimbursement exceed the sum of five hundred (\$500.00) dollars. Proof of liability insurance from persons using their cars for Library business is required to be on file with the Library's Financial Manager.

Lisle Library District
DRAFT -- Policy 850 Section X – G. Insurance

G. Insurance

1.

The Lisle Library District offers group health, dental, life and vision insurance. Health and dental insurance is provided for full-time employees who are not otherwise covered under an existing policy. For the purposes of insurance coverage and the Affordable Care Act, a full-time employee is defined as an employee who is employed at least 30 hours per week or at least 130 hours in a calendar month, on average, over the previous 12 months.

For the purposes of insurance coverage, a dependent is defined as a spouse, civil union or domestic partner, or a child age 26 or younger. If a child is disabled, and meets necessary criteria, there is no limiting age on the disabled dependent.

The Lisle Library District pays a portion of eligible employees' and eligible dependents' health and dental insurance premiums. Information on current coverage and benefit levels is available in the Administrative Office.

Part-time employees who work a minimum of 20 hours per week and who have completed one year of service in a 20 hour per week position are entitled to purchase individual and family health and dental insurance at their own expense.

Covered employees who take an approved leave of absence may elect to continue coverage during their leave at their own expense. Payment arrangements must be made with the Lisle Library District's Finance Director.

The Lisle Library District provides Basic Group Life Term Insurance and Basic AD & D Insurance (accidental death and dismemberment) effective for all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.

The Lisle Library District offers a group-rate vision plan. Employees may purchase a vision plan at their own expense. This is effective for all full-time employees and part-time employees who have one year of service and work at least 20 hours a week.

According to provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees may choose to continue existing health and/or dental coverage at their own expense after they terminate employment or are no longer eligible for coverage.

2.

Lisle Library District employees who use a personal vehicle for Library business must ensure that the vehicle has liability insurance coverage. Current proof of insurance is required to be on file with the Library's Finance Director before use of personal vehicle for Library business.

If an employee is involved in an accident while using a personal vehicle for Library business, the Lisle Library District will reimburse the employee for the amount of the property damage deductible paid by the employee, pursuant to the employee's personal collision insurance coverage. In no event will the amount of the reimbursement exceed five hundred dollars (\$500).

Employees are required to obey all state rules of the road while using a personal vehicle for Library business. This includes laws regarding cell phone use and texting while driving. If it is found that an employee was involved in an accident due to their own failure to obey the rules of the road, the Lisle Library District may choose not to reimburse the employee for the amount of the deductible.



**PROPOSAL TO THE LISLE LIBRARY DISTRICT TO IMPLEMENT
A COMMUNITY ENGAGEMENT STRATEGY**

Final Revision 1.16.2017

I. Our Understanding of the Engagement

The Lisle Library District (LLD) is about to celebrate 50 years as a library district and is also coming to the close of a five-year Strategic Plan. This is an exciting and pivotal time for LLD. In keeping with its mission and values and its commitment to honoring patron and community concerns, LLD is interested in engaging a consulting firm to conduct a community engagement process designed to gather input from the Lisle community at-large about their vision for LLD for the future. This input will inform decision-making as LLD moves into its next strategic planning process. Depending on LLD's priorities, research findings will be able to inform a range of issues, including but not limited to managing growth, space and place, and ways to increase usage and support.

II. Our Approach

Millennia proposes to conduct a community engagement process that includes both qualitative and quantitative primary research, incorporating a wide range of perspectives across the Lisle community. Millennia consultants, Brenda Bannor and Wendy Siegel, have deep expertise and experience in participatory and facilitated engagement of stakeholders. For this assignment, we would round out our team by working collaboratively with Carol White, principal of CBWhite, who brings over 30 years of experience designing, implementing, and analyzing surveys. Both Millennia and CBWhite bring to this engagement relevant experience working with organizations serving the public interest, an understanding of mission-based objectives, and expertise working within strict budgets.

As a first step, we suggest that LLD develop a small working committee made up of trustees and staff to act as the advisors to the project, assisting in the identification of key informants, providing input on research questions, distribution methods, etc. Another role of the "Engagement Committee" is to champion the process in the community, explaining it, encouraging participation, and garnering support. We would expect to meet with this group periodically throughout the assignment.

Qualitative Analysis - Our qualitative analysis, including an internal and external component, would be directed at gathering general insight and perspectives as well as identifying key questions and issues for the development of the survey. Conversations with key internal informants provide nuanced input to the community engagement process and priorities. External community input at the front end would help us to improve the questions, to ensure we gather meaningful answers from the survey.

For the internal stakeholder analysis, we recommend two facilitated sessions with library staff and/or trustees. While it is important to hear from the community, it is the internal stakeholders who will help us to fully understand the Library's current situation, issues, and key questions. The external

stakeholder analysis would include focus groups with community members, both library cardholders and non-cardholders. We find that the key variable in gathering relevant data is not based on the number of meetings but rather on the strategic identification of target participants. If the budget allows, our recommendation would be for three focus groups, most likely targeting the following groupings: card holders and users, non-users, teens, or perhaps second language speakers. Additional focus groups can be added at additional cost should our discussion with the Engagement Committee lead us to conclude that other sub-groups such as seniors or parents of young children could be beneficial. In general, attention should be paid to including diverse representatives in our sample. We would hope to schedule the focus groups efficiently such that we guide two or more in a single day. The final composition of the groups and the question protocol to be used will be discussed with the Engagement Committee in a collaborative and interactive process.

In addition, we suggest convening two public meetings. These meetings would not be hearing style meetings but rather facilitated sessions in which residents would be asked to weigh in on a carefully developed set of issues and questions. We might work in small and large groups engaging residents in dialogue with us and each other, and perhaps prioritizing some issues or concerns. We are trained group facilitators with a varied toolbox of techniques designed to engage stakeholders in productive, positive, and creative ways.

The list of the internal and external stakeholders would be developed with significant input from the Engagement Committee. It is assumed that LLD would take the lead on organizing facilitated meetings and focus groups, and provide appropriate venues and refreshments. Incentives can also be useful in order to encourage maximum participation. We suggest that focus group participants receive a modest gift card if they attend and stay for the full session (perhaps \$15.00 per card). This would not be advised for the public meetings.

Quantitative Analysis - We would design a ten-minute e-survey to be available to all residents of the Lisle community. The specific lines of inquiry would be developed based on input from the Engagement Committee, findings from the qualitative analysis, and other relevant models.

Content would likely be focused on what is valuable and important about LLD and what could increase value/importance to members of the community. We can imagine trying to learn:

- What LLD resources are used? What might increase usage?
- What do they value in the community? What else would they like to have available in the community?
- What is important about having a library district in Lisle?
- Do they view themselves as supporters? What might increase their support?
- What other relevant attitudes do they express?
- What are their relevant demographics?

The survey would be customized to LLD's needs, using thoughtful and strategic consideration of the decisions and actions to be informed by the results. Carol White leverages her experience to inform surveys but does not use a boilerplate. Making survey results powerful and useful comes from:

- Thoughtful and strategic consideration of the decisions and actions that will be informed by the results.



- Objective and relevant wording of questions and answer choices, much of which comes from the qualitative phase allowing us to:
 - Use the language the community uses and reflect that in the survey to avoid jargon that is not meaningful to the survey-taker.
 - Hear their ideas about what to include and test in terms of values, likes, dislikes, etc.
 - Ask questions and provide answer choices that make survey-takers feel valued, like the time and input they offer is meaningful; avoid questions and answer choices that frustrate the survey-taker as they don't feel relevant, don't provide answer choices that fit, or are confusing.
- Custom development of a survey that is relevant to this particular organization, at this time, in this place.

We work with an outstanding custom survey programmer so that each person's set of questions can be tailored to his/her experience with LLD or along other lines of inquiry. We should note that custom programming, which is outstanding for a good respondent experience and a tailored survey, does not lend itself easily to conversion to paper-based. We understand the importance of making a paper survey available, but will work with LLD to encourage people to take it online.

We would work with LLD, drawing on our experience and LLD's knowledge of the local community, to advise on methods LLD can use to distribute the survey as broadly as possible using existing channels, lists, and resources. While we are aware the RFP mentioned a mailer, we would like to discuss the relative costs and benefits of the various techniques of survey distribution. While mailers may create a feeling of "comfort" in knowing that every household received an invitation to participate, mailers typically result in such low completion rates that the cost is not justified. The intent of LLD's survey is to invite a wide range of input from an array of community members, but cannot and does not need to replicate a census. Good local communication about the important opportunity to share views about the future of the LLD, via a wide array of social media, school bulletins, local papers, city newsletters, etc., can garner solid input at virtually no cost. We have used such methods in the past and can work with LLD to identify a range of opportunities to promote the survey. Other key factors to enhance response rates, particularly with non-users, are keeping the survey short and, possibly, offering an incentive for completion.

In addition to the e-survey, we would create a simplified paper version of the survey in English. LLD would be responsible for copying and distributing the paper survey, which would include a link to the online version. If non-English surveys are needed, we suggest preparing them on paper. LLD would be responsible for translation and distribution. We will provide data input for up to 100 paper surveys.

Once data collection is complete, the survey data would be analyzed for the total sample and by up to three selected respondent variables (e.g., user/non-user, age, ethnicity), with defined subgroups within each variable. The analysis would include statistical testing of subgroups for significant differences. If open-ended questions are included, we will extract illustrative quotes and will provide the full text to LLD so additional coding and analysis may be conducted by the library district. Our analysis would focus on extracting what is most meaningful in terms of community viewpoints and



input, comparing groups to determine what matters most to various segments. The results would be combined with LLD wisdom and experience to inform strategic decisions and actions.

Presenting Findings - We would prepare a presentation of our findings and its implications, which we would share with the Engagement Committee and, if requested, with the Board of Trustees.

III. Qualifications: Millennia Consulting in Partnership with CBWhite

Millennia Consulting, L.L.C. is a Chicago-based firm dedicated to serving the nonprofit, government, and philanthropic communities. Formed in 1996, Millennia is a Illinois Limited Liability Company (LLC) comprised of senior consultants who provide highly customized research, community engagement and planning, training, strategic planning and organizational development, evaluation, and selected fund development services. Millennia is a recognized expert in the development of participatory techniques that foster collaborative program delivery. Millennia consultants have worked with over 1500 organizations in health and human services, education, economic development, and the arts. We believe that this diversity of experience allows us to cross-pollinate ideas and approaches across sectors, adding value for every client. We have expertise in the following areas:

- Organizational Development and Strategic Planning
- Civic and Community Engagement
- Program Design and Evaluation
- Research and Policy Analysis
- Board Development and Governance
- Grant Writing and Related Services
- Leadership Development and Training
- Succession Planning

During our careers, Millennia's partners and consultants have conducted engagements across the United States. We have worked in a wide range of communities, including those that are ethnically and racially diverse, urban and rural, and low and middle income. Several of our consultants have served as adjunct faculty at local universities. Our firm has partnered with DePaul University Continuing and Professional Education to offer a Certificate in the Art of Group Facilitation. Our consultants are members of a wide range of professional associations and we were among the founders of the International Association of Facilitators.

Millennia's role in this effort will be to manage the overall project as the prime contractor, and guide the qualitative elements of the engagement. We will partner with CBWhite as described below.

CB White's Qualifications

CBWhite was incorporated in Illinois in 1999. Carol White formed the consultancy to apply her experience in marketing research to organizations serving the public interest. Her marketing expertise has been translated for and successfully applied to dozens of clients in the nonprofit arena, helping them use market research to further their missions.

CBWhite has been fortunate to work with a wide variety of organizations including the Monroe County (MI) Library System, the Forest Preserve District of DuPage County, the Cook County Forest Preserves, as well as schools, universities, environmental organizations, health causes, and others. Projects involve partnership with clients, combining CBWhite's rigorous and objective research methods with each client's deep wisdom, experience, and intuition that is specific to the subject matter.

CBWhite results are used to transform the way organizations present themselves, to re-brand, to kick-off strategic planning with objective market insights, to design and price programs, to enhance efforts to reach target audiences, and to create a platform for consistent, high-impact marketing implementation (e.g., events, communications, websites, brochures). Recommendations are formed in partnership to remain true to the organizational mission.

Our Team for this Assignment

The project manager and lead consultant will be Wendy Siegel. She will be joined by Brenda Bannor for some facilitation activities. Carol White, principal of CBWhite, will design and manage the survey research aspects of the project. Other consultants in the firm are available should we need more capacity or expertise.

Wendy Siegel, Millennia's President, has guided a wide range of organizational development, visioning, and planning efforts for nonprofit, public, and philanthropic organizations. She is able to bring strong analytic and participatory facilitation methods to results-oriented group processes fully engaging diverse stakeholders. An accomplished consensus-builder, she had guided several large-scale community planning efforts around difficult issues such as community mental health, developmental disabilities, violence prevention, and education.

Her clients span many fields and have included national and local health systems and associations, community and private foundations, community-based social service agencies, libraries, arts groups, public schools, and government agencies. Her training as an urban planner combined with her years of experience working with organizations, large and small, has provided her a wealth of insight into organizational engagement, strategy, management, and change.

She has facilitated many, many groups as part of strategic planning and larger scale community engagement assignments during her twenty years as a consultant. Examples of her large scale community engagement work includes: community meetings around the six county metro Chicago area in service to the development of a Citizen Transportation Plan; visioning for a Metro South Mental Health task force which included contentious stakeholders from community mental health organizations, the State of Illinois, and the public employee unions; and a three-year collaboration between six community organizations and the Chicago Police Department to develop CLEARPath, a joint Internet portal meant to link community and police data. In addition, almost every strategic planning assignment requires some level of environmental analysis. As a result, Wendy has conducted numerous focus groups and individual interviews with community leaders, politicians, and ordinary residents.



Wendy holds a Masters of Urban Planning and Policy from the University of Illinois at Chicago and a bachelor's degree from the University of Michigan at Ann Arbor. She has earned a SHRM Essentials of Human Resource Management Certificate through DePaul University and holds other certificates in focus group research strategies and group process methods. She is a member of the Association of Consultant to Nonprofits and Forefront. She is the founder and former president of Friends of Whitney Young High School and served on its Local School Council. She has recently completed three terms as a board member of the Chicago Cultural Alliance, an association of ethnic museums and cultural centers.

Brenda Bannor is a nationally recognized health care expert with more than 30 years of professional experience as a health care administrator, fund-raiser, community coalition builder, and educator. Since joining Millennia in 2002, Brenda has directed program planning and development activities, conducted program evaluations, facilitated planning sessions, organized conferences, and written grant proposals for a wide range of health and educational organizations, including libraries. Brenda is a trained facilitator and uses participatory group process methods in all of her work.

Brenda came to Millennia from her position as Director of School-Based Health Centers and faculty member in the family practice residency program at Advocate Illinois Masonic Medical Center. In this capacity, she co-founded and directed the first school-based health centers on the North Side of Chicago, served as the system-wide consultant on school health for Advocate Health Care, co-founded and served as Executive Board President of the Illinois Coalition for School-Based Health Centers, as well as presented at local and national conferences on health and education.

Brenda's professional experience extends beyond the health care field. She has a M.Ed. in Education of the Deaf and a B.A. in Anthropology and Asian Studies. She has worked in these areas as a special education teacher for the Chicago Public Schools, a sign language interpreter and instructor, director of vocational programs for developmentally disabled adults at Chicago Citywide College, and co-developer and instructor of the first medical interpreter training program in Chicago.

Carol White has helped clients turn information into high-impact marketing strategies for over 30 years through marketing research on stakeholder preferences, perceptions, and needs. Prior to founding CBWhite, Carol spent 15 years as a market research consultant to Fortune 500 corporations, absorbing the best marketing practices across a wide range of industries. Since 1999, she has led projects that reveal critical information about all types of constituents – current/prospective users of services, members, community partners, donors, volunteers – and guide the creation of effective strategic, service, and marketing plans. In the planning phase, she works with clients to define goals, identify issues, and broaden the view of possibilities. She then designs and implements market research. Once information is in hand, she provides insightful analysis and synthesis that clients use to make decisions and take well-reasoned action.

Carol is a firm believer that marketing can help organizations be more effective without compromising their missions. She has delivered many seminars and speeches on branding, strategy, planning, and research. She is a member of the Association of Consultants to Nonprofits and Forefront.

Carol holds a BA in Economics from the University of Michigan and an MBA in Marketing from the University of Chicago.

IV. Work Plan

Here is our anticipated timeline which we will finalize if we are engaged, taking LLD and our availability into consideration. We are generally prepared to launch the assignment within 2-3 weeks of contract origination.

Proposed Activity	Timeline-2017	Cost
Client meetings - Conduct launch meeting with Director and Selected Staff and Board that comprise the "Engagement Committee" - Conduct two Engagement Committee planning meetings	Begin approximately 2 weeks from contract origination. Month 1-2	\$5,600
Qualitative Analysis - Develop interview and focus group protocols - Conduct facilitated meetings (n = 2) - Conduct focus groups (n = 3) - Plan and facilitate public sessions (n=2) - Analyze interviews and focus group findings	Month 3	\$15,250
Quantitative Analysis - Develop ten-minute survey, including review/revise with LLD's working committee - Create paper version in English, master copy - Create programmed version in English, provide link - Provide guidance to LLD on distributing and promoting link and paper versions - Host survey (programmed version) - Provide data input for up to 100 paper surveys - Analyze data for total sample and by three variables, with subgroups within each variable	Month 3-4	\$23,800
PowerPoint and presentation of results	Month 5-6	\$3,500
Project Management Internal consultant meetings and calls; emails and phone calls to client; back office services		\$6,300
TOTAL CONSULTING FEE		\$54,450

CONSULTANT EXPENSES Reasonable expenses for mileage, facilitation supplies, copying, etc. Billed at actual cost. Not to exceed \$1,000 without prior approval		\$1,000
Other estimated project expenses not included in our budget are: ▪ Gift cards: 3 focus groups x 15 x \$15 ▪ Additional focus groups ▪ Refreshments for focus groups and public meeting (optional and the responsibility of the library) ▪ Design and mailing of a post card, if needed		▪ \$675 ▪ \$750 each ▪ \$200-\$300 ▪ TBD

V. Consulting Fee

Millennia's fee for this assignment will be \$54,450 payable in four equal increments. This is a fixed fee contract. Consultant expenses to include local travel, parking, copying, and facilitation supplies will be billed in addition at actual cost, not to exceed \$1,000. Additional project expenses that are tied to the number of focus group and public meeting attendees and decisions about a mailer are detailed in the work plan.

All final documents will also be supplied electronically, nicely formatted but not professionally designed. Meeting space and accommodations and gift cards for focus groups and meetings are not included in this proposal. It is assumed that the Lisle Library District will make all arrangements and recruit participants for these meetings. Millennia will make every effort to stay within this budget. Should there be a significant change in the scope of work, consultants will bring this to the attention of the Library Director prior to expending any additional hours.

Payment Schedule

Upon acceptance of contract	\$ 13,613
Upon completion of Qualitative	\$ 13,613
Upon completion of Quantitative	\$ 13,612
Upon submission of the final presentation	\$ 13,612
Contract Fee	\$ 54,450

Consultant Expenses billed in addition	\$ 1,000
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See other possible expenses detailed on work plan.

VI. Other Provisions

It is understood that the Lisle Library District will act in good faith to facilitate the community engagement process and make the timeline feasible, e.g. ensure the timely cooperation of principals, make documents available, schedule meetings and focus groups promptly, identify key informants and supply contact information as needed, etc.



We would be honored to assist Lisle Library District with this important project. We believe that combining our experience with similar organizations and engagements with your deep understanding of and long history of providing library services to the Lisle community, can lead to powerful results. **We can be reached at 312-922-9920, 773-206-2904 (c) or by e-mail at siegel@consultmillennia.com**

References:

For Millennia Consulting/Wendy Siegel

1. James Durkan, Interim Director, The Arthur Foundation, Riverside, IL
(Formerly the President and CEO of the Community Memorial Foundation, Hinsdale, IL)
jdurkan@arthurfdn.org; (709) 443-5696, (708) 829-8731 (c)
2. Beatriz Ponce de Leon, Director, Generation All
bponcedeleon@cct.org, (312) 565-2936 ext 176 (o), (312) 371-2804

For CBWhite/ Carol White

3. Amy J. Hauenstein, Director of Curriculum and Non-Degree Programs, Master of Science in Communication, Northwestern University, Evanston, IL
hauenstein@northwestern.edu; (847) 467-1098
4. Eileen Figel, Deputy General Superintendent, Cook County Forest Preserves, Chicago, IL
Eileen.Figel@cookcountyil.gov; (312) 603-8960

For the LISLE LIBRARY DISTRICT COMMUNITY ENGAGEMENT STRATEGY 2017

Accepted for Millennia Consulting, L.L.C.

Wendy L. Siegel

President

January 16, 2017

Name

Signature and Title

Date

Accepted for the Lisle Library District

[Signature]

1-23-2017

Name

Signature and Title

Date

DIRECTOR LLD



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