

PUBLIC/LEGAL NOTICE

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

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

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
  - a. Approve Minutes of the February 13, 2019 Board Meeting
  - b. Approve Minutes of the February 13, 2019 Executive Session
  - c. Acknowledge Treasurer's Report, 02/28/19, Investment Activity Report, 02/28/19, Current Assets Report, 02/28/19, Revenue Report, 02/28/19, and Expense Report, 02/28/19
  - d. Authorize Payment of Bills, 03/13/19
4. Director's Report  
Assign Trustees for "Review of Bills Next Month"  
Treasurer Wang and Trustee Swistak reviewed the February billings in March.  
Secretary Bartelli and Trustee Sullivan will review the March billings in April.
5. Assistant Director's Report
6. Committee Reports
  - a. Finance
  - b. Personnel/Policy
  - c. Physical Plant
7. Unfinished Business
8. New Business
  - a. Approve Request for Proposal (RFP) for audit services - Action Required  
Accept RFP for audit services for the Lisle Library District
  - b. Approve LLD Policy 342: Social Media - Action Required  
Accept modifications to LLD Policy 342: Social Media
  - c. Approve LLD Policy 200: Lisle Library District (LLD) Board By-Laws - Action Required  
Accept modifications to LLD Policy 200: Lisle Library District (LLD) Board By-Laws
  - d. Approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services - Action Required  
Accept modifications to LLD Policy 705: Construction, Capital Improvements, and Contractual Services
  - e. Trustee Reimbursement for meetings, conferences, and workshops  
Consensus regarding Trustee conference attendance; form review
9. Opportunity for Trustee comments (five minutes)  
Bartelli, Fisher, Flint, Hummel, Sullivan, Swistak, Wang
10. Adjourn

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

1. Roll call

Present:

Thomas Hummel - Vice President  
Longry Wang - Treasurer (arrived 7:01 p.m.)  
Marjorie Bartelli - Secretary  
Richard Flint - Trustee  
Liz Sullivan - Trustee  
Emily Swistak - Trustee

Absent:

Jay Fisher - President

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary  
Will Savage - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Consent Agenda

- a. Approve Minutes of the January 9, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 01/31/19, Investment Activity Report, 01/31/19, Current Assets Report, 01/31/19, Revenue Report, 01/31/19, and Expense Report, 01/31/19
- c. Authorize Payment of Bills, 02/13/19

**MOTION:** Trustee Sullivan moved to approve Consent Agenda items 3a and 3b. Secretary Bartelli seconded. Roll Call Vote - Trustee Sullivan - Aye, Trustee Swistak - Aye, Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Nay, Trustee Hummel - Aye. The motion passed.

Trustee Flint raised a point of order regarding the opportunity for discussion on the motion. Vice President Hummel asked if there was any discussion on items 3a and 3b. Trustee Flint stated that it was too late due to the motion passing. Vice President Hummel asked for discussion on item 3c.

Discussion: Trustee Sullivan asked about the Library's office supply vendors. She also asked if ILA dues could be refunded or reappropriated for the two Trustees no longer running for office.

**MOTION:** Trustee Sullivan moved to approve Consent Agenda item 3c. Treasurer Wang seconded.

Discussion: Vice President Hummel noted the Colley Elevator, Johnson Controls, and landscaping invoices.

Vice President Hummel called for a vote on the motion.  
Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

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

Treasurer Wang and Trustee Swistak will review the February billings in March.

Director Weinstein provided an update on the elevator. The repair project was completed before the schedule. On January 18<sup>th</sup>, the Director attended the visitation for Barbara Roake who passed away on January 13<sup>th</sup>. Barbara Roake was one of the founders of the Library District, a Library Trustee for 30 years, and organizer of the Lisle Woman's Club. Her family asked that in lieu of flowers, that donations be made to the Library.

All donations will go towards book purchases in memory of Mrs. Roake. Director Weinstein mentioned that a number of women who've served in Library leadership roles have passed away within just the last 5 years including Marilyn Cawiezel and Robin Sprietsma. She announced that she would like to coordinate a program in April celebrating *National Library Week* and all the women who've contributed to the success of the LLD.

President Fisher and Director Weinstein attended the intergovernmental meeting on January 10<sup>th</sup>.

On January 29<sup>th</sup>, the DuPage County Clerk's Election Division notified the Library that the final objection hearing was held and overruled. The Library has 8 candidates running for 4 Trustee seats. The election will be held on April 2<sup>nd</sup>.

Director Weinstein attended the TIF Joint Review Board at Lisle Village Hall on February 1<sup>st</sup>.

Director Weinstein presented a report concerning the wait times on holds for materials via the LLD's digital media platform OverDrive.

The Director provided clarification regarding a public comment at last month's Board meeting. A member of the public stated that the Library had 150 people in the meeting room during a program and had violated fire code. The Director stated that the number mentioned by the patron was correct, but that number was a total number of attendees during a three hour event.

The Director noted that Will Savage, Director of Youth Services, along with representatives from the DuPage Children's Museum and Naperville Public Library made an appearance on NCTV17 (Naperville Community Television) to talk about Naperville 203's early childhood collaborative.

Discussion: Secretary Bartelli asked questions about TIF fund balances in reference to the Joint Review Board (JRB) meeting. Trustee Sullivan stated that she submitted a FOIA request to the Village for the JRB TIF report and was denied a report. Director Weinstein stated that she would provide a copy of the JRB TIF report to the Board. Secretary Bartelli asked about stand-alone costs for OverDrive services and Trustee Sullivan asked about partnering with Naperville Public Library for Overdrive services. Trustee Sullivan asked about intergovernmental meeting protocol.

## 5. Assistant Director's Report

Assistant Director McQuillan announced that the Event Planning team is coordinating *Harry Potter Day* which is taking place on Saturday, March 9<sup>th</sup> from 1 pm to 3 pm. Events include a game of remote control Quidditch, a visit to Diagon Alley with crafts and snacks, an adventure into the Forbidden Forest of spiders and lizards, and a scavenger hunt.

On Monday, January 28<sup>th</sup> staff detected a natural gas odor in the west mechanical room. A Nicor technician came out to investigate and found that a shut off valve had a leak. He tightened the valve and made recommendations to replace three original shut off valves.

Staff consulted with the LLD's HVAC vendor during the extreme cold weather. The heating system settings for overnight were changed to maintain temperatures during the polar vortex event.

Staff coordinated the weather related closing of the Library by preparing social media and sign notifications, changing the LLD's voicemail message, and alerts on the Library's website. The Village and Police Department were also notified of the closing.

Assistant Director McQuillan provided an update regarding the elevator project.

Discussion: Trustee Sullivan mentioned the Library's status as a warming center on the County website. Trustee Sullivan stated that the Library's social media post depicting a display with romance books showing men without shirts on was inappropriate. Director Weinstein stated that the romance book display is a tongue-in-cheek nod to Valentine's Day. Vice President Hummel referred to the Assistant Director's report regarding battery replacements for fire prevention components.

## 6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang stated that the next meeting was scheduled for February 25<sup>th</sup> at 6 pm.
- b. Personnel/Policy - The Committee did not meet. Trustee Flint stated that the next meeting was scheduled for February 19<sup>th</sup> at 7 pm.
- c. Physical Plant - The Committee met on January 16<sup>th</sup>. Vice President Hummel provided an overview of the January 16<sup>th</sup> meeting and stated that the next Committee meeting was scheduled for March 6<sup>th</sup> at 7 pm.

Discussion: Treasurer Wang recommended updating the facility project list. Trustee Sullivan voiced concerns about shelving that was purchased by the Friends of the Library for the Library's storage room. Trustee Sullivan asked how much money the Library has to implement projects in the Strategic Plan. Vice President Hummel suggested that funding projects would be discussed within Committee of the Whole budget discussions. Treasurer Wang suggested that Strategic Plan initiatives would be guided by Committee Chairs. Director Weinstein reminded everyone that the Strategic Plan was a three year plan and that project implementation would be discussed at yearly budget meetings.

## 7. Unfinished Business – None

8. New Business

- a. Semi-annual review of executive session minutes
- b. Review of executive session recordings more than 18 months old

9. Executive Session

**MOTION:** Trustee Sullivan moved to go into Executive Session according to 5 ILCS 120/2(c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Wang seconded. Roll Call Vote - Trustee Wang - Aye, Trustee Bartelli - Aye, Trustee Flint - Nay, Trustee Hummel - Aye, Trustee Sullivan - Aye, Trustee Swistak - Aye. The motion passed.

Trustee Flint raised a point of order regarding having no opportunity for discussion on the motion. Vice President Hummel asked for a motion to reconsider.

**MOTION:** Trustee Sullivan moved to reconsider. Treasurer Wang seconded. Voice Vote - All Aye.

**MOTION:** Trustee Sullivan moved to go into Executive Session according to 5 ILCS 120/2(c) (21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Treasurer Wang seconded.

Discussion: Trustee Flint commented that there was no need to go into Executive Session because the minutes and recordings were not private. Vice President Hummel reiterated what would be reviewed by the Board in Executive Session.

Vice President Hummel called for a vote on the motion.

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

The Board voted to go into Executive Session at 8:00 p.m.

The Board came back into Open Session at 8:09 p.m.

**MOTION:** Secretary Bartelli moved to release the August 8, 2018 Executive Session minutes. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

**MOTION:** Treasurer Wang moved to retain the Executive Session recordings more than 18 months old. Trustee Swistak seconded. Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Sullivan stated that she viewed active shooter training online. She would also like to see a foundation created for the Library. Trustee Flint stated that the Library already has a foundation. He also commented that if three Trustees went to an intergovernmental meeting, they would be subject to OMA

and could not discuss Library business there. Treasurer Wang spoke about Strategic Plan implementation and how the Library can collaborate with other entities. Secretary Bartelli mentioned that she thoroughly enjoyed the most recent Gallery 777 artist reception. She also thanked staff on the elevator repair project. Vice President Hummel stated his support of intergovernmental cooperation projects and said that he would like to see collaboration regarding a community newsletter. He also contacted the Township regarding the *Ride DuPage* program and provided a flyer to post. Vice President Hummel mentioned attending Barbara Roake's wake in January.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:20 p.m.

Recorded by

---

Chris Knight, Recording Secretary

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

Approved by

---

Marjorie Bartelli, Secretary of the LLD Board of Trustees

## Treasurer's Report as of February 28, 2019

Fund Name	Cash Balance 01/31/19	Cash Receipts this month	Cash Disbursed this month	Cash Balance 01/31/19	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	<b>6,474,834.06</b>	<b>16,829.48</b>	<b>320,476.82</b>	<b>6,171,186.72</b>	<b>60.27%</b>	<b>87.56%</b>
<b>Building Maintenance</b>	<b>52,530.71</b>	<b>92.23</b>	<b>40,733.14</b>	<b>11,889.80</b>	<b>0.12%</b>	<b>0.17%</b>
<b>IMRF</b>	<b>326,206.68</b>	<b>571.55</b>	<b>11,140.11</b>	<b>315,638.12</b>	<b>3.08%</b>	<b>4.48%</b>
<b>FICA</b>	<b>147,390.01</b>	<b>258.50</b>	<b>13,370.95</b>	<b>134,277.56</b>	<b>1.31%</b>	<b>1.91%</b>
<b>Working Cash</b>	<b>414,127.50</b>	<b>724.83</b>	<b>0.00</b>	<b>414,852.33</b>	<b>4.05%</b>	<b>5.89%</b>
<b>Subtotals</b>	<b>7,415,088.96</b>	<b>18,476.59</b>	<b>385,721.02</b>	<b>7,047,844.53</b>	<b>68.83%</b>	<b>100.00%</b>
<b>Special Reserve</b>	<b>3,162,377.09</b>	<b>29,561.53</b>	<b>249.00</b>	<b>3,191,689.62</b>	<b>31.17%</b>	<b>0.00%</b>
	<b>10,577,466.05</b>	<b>48,038.12</b>	<b>385,970.02</b>	<b>10,239,534.15</b>	<b>100.00%</b>	<b>100.00%</b>

---

Treasurer

---

Date

2/28/2019

## INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02	1,447.03	1,660.23	1,600.34	1,736.16	1,833.05	1,651.39					12,911.38
Ehlers	1.46	10.70	1.47	1.04	0.86	1.43	1.81	1.97					20.74
Ehlers-Inv interest	1,204.39	6,782.39	5,597.35	4,977.99	9,606.48	4,075.19	840.83	7,700.77					40,785.39
MB Financial	5,010.51	4,791.21	6,050.57	6,224.69	5,702.43	5,484.31	4,950.38	4,182.41					42,396.51
Lisle	66.84	69.09	69.12	66.91	66.93	69.18	69.21	64.76					542.04
Lisle CD 2635	337.46	459.22	445.33	461.12	447.17	463.03	464.00	419.94					3,497.27
Lisle CD 2669	256.60	256.90	248.89	257.48	249.45	258.06	393.78	471.19					2,392.35
IL Funds	2,184.69	2,221.51	2,221.08	2,465.39	2,459.02	2,659.62	2,777.26	2,530.94					19,519.51
US Bank-9853	30.82	31.85	31.86	508.03	524.98	508.03	524.99	524.98					2,685.54
US Bank-9370	2.50	2.65	2.74	2.71	2.84	2.80	2.95	3.01					22.20
TOTALS	10,581.43	16,122.54	16,115.44	16,625.59	20,660.50	15,257.81	11,858.26	17,551.36	0.00	0.00	0.00	0.00	124,772.93

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

**CURRENT ASSETS  
AT FAIR MARKET VALUE  
February 28, 2019**

	Fair Market Value on 2/28/19	
<u>Checking Accounts</u>		
MB Operating Acct	1.60%	\$24,386.23
MB Financial Now acct		\$3,336,737.24
MB Financial-petty cash		\$400.00
US Bank		\$18,644.99
E commerce		\$45,206.60
		<u>\$3,425,375.06</u>
<u>Money Markets</u>		
Lislie Savings Bank		\$203,817.63
IMET	2.34%	\$939,922.23
The Illinois Funds	2.44%	\$1,355,782.23
		<u>\$2,499,522.09</u>
<u>Restricted Cash-IMET</u>		\$28,280.10
<u>Ehlers Investments</u>		\$27,972.77

	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
<u>Investments</u>								
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100,000	1.20	1.20	160,000.00	\$159,964.80	3/11/2019
Stevens Point	3/2/2016	\$ 16,000.00	107,615	4.10	1.56	16,409.06	\$15,013.35	4/1/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99,975	1.20	1.21	159,975.00	\$159,566.40	5/16/2019
Menomonee Falls	5/2/2016	\$ 25,000.00	102,191	2.00	1.27	25,757.47	\$24,948.75	6/1/2019
Cathay Bank	2/16/2018	\$ 170,000.00	100,000	2.00	2.00	170,000.00	\$169,728.00	8/16/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100,000	1.20	1.20	124,952.50	\$124,260.00	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100,000	1.20	1.20	160,015.00	\$159,032.00	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100,000	1.25	1.58	59,398.02	\$59,556.60	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100,000	1.65	1.65	49,979.76	\$49,682.00	12/23/2019
Lislie Savings Bank	1/16/2019	\$ 225,325.93	100,000	2.72	2.75	225,325.93	\$226,065.93	2/16/2020
Key Bank Natl	3/6/2017	\$ 225,000.00	100,000	1.70	1.70	224,902.50	\$223,141.50	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100,000	4.30	4.30	10,725.26	\$10,153.30	4/1/2020
US Bank	9/15/2018	\$ 249,999.99	100,000	2.50	2.50	249,999.99	\$249,999.99	4/15/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106,927	3.50	1.70	16,055.51	\$15,105.60	5/1/2020
Sallie Mae	6/14/2017	\$ 110,000.00	99,950	1.90	1.90	109,960.00	\$109,063.90	6/15/2020
Lislie Savings Bank	7/11/2018	\$ 218,374.39	100,000	2.50	2.50	218,374.39	\$221,844.74	7/11/2020
Sallie Mae	8/16/2017	\$ 130,000.00	100,000	1.90	1.90	129,950.00	\$128,689.60	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100,000	1.95	1.95	159,935.00	\$158,377.60	9/20/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100,000	2.57	2.57	50,284.43	\$49,825.50	10/1/2020
Live Oak Banking	7/30/2018	\$ 112,000.00	99,950	2.75	2.75	111,959.00	\$112,191.52	11/16/2020
FNMA	2/28/2017	\$ 175,000.00	100,000	2.00	2.00	175,000.00	\$172,550.00	2/26/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100,000	4.00	2.32	63,050.40	\$61,256.40	3/1/2021
FNMA	2/28/2017	\$ 170,000.00	100,000	2.00	2.00	169,930.00	\$167,694.80	5/28/2021
Citibank	8/20/2018	\$ 120,000.00	99,950	3.00	3.00	119,955.00	\$120,651.60	8/24/2021
Madison, WI	11/17/2016	\$ 100,000.00	102,896	2.45	1.83	103,209.06	\$99,264.00	10/1/2021
Federal Farm Credit	10/1/2018	\$ 85,000.00	99,940	3.04	3.06	84,964.00	\$85,177.65	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99,950	3.05	3.06	104,962.50	\$105,679.35	10/4/2021
FHLMC	5/14/2018	\$ 170,000.00	99,950	2.50	2.80	169,256.25	\$169,714.40	11/23/2021
FHLMC	7/25/2017	\$ 155,000.00	100,000	2.00	2.00	155,223.39	\$152,533.95	12/29/2021
FHLB	8/29/2017	\$ 205,000.00	100,000	2.00	2.00	205,026.39	\$201,408.40	2/28/2022
FHLB	11/5/2018	\$ 250,000.00	99,700	3.05	3.14	249,998.68	\$250,037.50	3/28/2022
Federal Farm Credit	9/19/2017	\$ 250,000.00	100,000	2.07	2.07	251,833.75	\$246,205.00	5/9/2022
							<u>\$4,258,384.13</u>	

**TOTAL CURRENT ASSETS**

\$10,239,534.15

**Lisle Library District**  
**Revenues through February 28, 2019 (67% of FY 18-19)**  
Special Reserve Only

<b>REVENUES</b>		<b>Current Month Feb, 2019</b>	<b>YTD July - Feb 2018-2019</b>	<b>YTD Jul - Feb 2017-2018</b>	<b>FY 18-19 Annual Budget</b>	<b>FY 18-19 % of Budget to YTD</b>
INTEREST/DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,561.53	\$36,808.33	\$10,888.01	\$13,000.00	283.14 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$200,000.00	\$200,000.00	\$300,000.00	66.67 %
TOTAL INTEREST & CASH DONATION		\$29,561.53	\$236,808.33	\$210,888.01	\$313,000.00	75.66 %
<b>TOTAL REVENUES</b>		<b>\$29,561.53</b>	<b>\$236,808.33</b>	<b>\$210,888.01</b>	<b>\$313,000.00</b>	<b>75.66 %</b>

# Lisle Library District

## Revenues through February 28, 2019 (67% of FY 18-19)

No Special Reserve reflected

	Current Month Feb, 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$0.00	\$3,945,848.92	\$4,379,880.36	\$3,914,484.64	100.80 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$154,159.43	\$136,387.24	\$152,136.05	101.33 %
40-01-4414-00 Tax Levy - IMRF	\$0.00	\$154,360.97	\$219,747.81	\$156,965.76	98.34 %
45-01-4415-00 Tax Levy - FICA	\$0.00	\$136,293.15	\$174,061.74	\$136,439.47	99.89 %
<b>TOTAL TAX LEVY</b>	<b>\$0.00</b>	<b>\$4,390,662.47</b>	<b>\$4,910,077.15</b>	<b>\$4,360,025.92</b>	<b>100.70 %</b>
<b>BACK TAXES</b>					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$2,065.96	\$1,227.72	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$38.50	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$97.82	\$62.56	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$74.66	\$49.27	\$0.00	0.00 %
<b>TOTAL BACK TAXES</b>	<b>\$0.00</b>	<b>\$2,298.99</b>	<b>\$1,378.05</b>	<b>\$40,000.00</b>	<b>5.75 %</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$7,607.61	\$7,278.29	\$11,000.00	69.16 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$439.05	\$420.05	\$600.00	73.18 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$68.98	\$66.00	\$100.00	68.98 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>	<b>\$0.00</b>	<b>\$8,115.64</b>	<b>\$7,764.34</b>	<b>\$11,700.00</b>	<b>69.36 %</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	\$11,342.72	\$76,775.51	\$1,771.70	\$35,000.00	219.36 %
30-02-4474-00 Interest Earned - .02 B/M	\$92.23	\$874.38	\$1,100.15	\$1,500.00	58.29 %
40-02-4475-00 Interest Earned - IMRF	\$571.55	\$3,883.87	\$2,988.71	\$4,000.00	97.10 %
45-02-4476-00 Interest Earned - FICA	\$258.50	\$1,917.88	\$1,690.05	\$2,300.00	83.39 %
80-02-4482-00 Interest Earned - Working Cash	\$724.83	\$4,512.96	\$2,864.91	\$4,000.00	112.82 %
<b>TOTAL INTEREST INCOME</b>	<b>\$12,989.83</b>	<b>\$87,964.60</b>	<b>\$10,415.52</b>	<b>\$46,800.00</b>	<b>187.96 %</b>
<b>COUNTY INTEREST</b>					
10-02-4511-00 County Interest - Corp	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %

**Lisle Library District**  
**Revenues through February 28, 2019 (67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Feb, 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL COUNTY INTEREST	\$0.00	\$1,542.44	\$0.00	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$1,873.18	\$24,957.31	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$1,873.18	\$24,957.31	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$78.73	\$1,797.76	\$2,298.44	\$3,500.00	51.36 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$2,933.79	\$25,837.07	\$30,179.70	\$40,000.00	64.59 %
TOTAL DESK INCOME	\$3,012.52	\$27,634.83	\$32,478.14	\$44,000.00	62.81 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$400.00	\$96.50	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$56.95	\$90.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$478.94	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$0.00	\$677.13	\$730.39	\$1,200.00	56.43 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$601.06	\$2,010.16	\$3,729.87	\$1,000.00	201.02 %
TOTAL UNRESTRICTED INCOME	\$601.06	\$39,253.18	\$4,646.76	\$2,200.00	1,784.24 %
<b>TOTAL REVENUES</b>	<b>\$18,476.59</b>	<b>\$4,582,429.46</b>	<b>\$4,966,759.96</b>	<b>\$4,504,725.92</b>	<b>101.72 %</b>

**Lisle Library District**  
**Expenses through February 28, 2019 (67% of FY 18-19)**  
Special Reserve Only

	Cur Mth Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$249.00	\$4,357.84	\$0.00	\$200,000.00	2.18 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$26,647.44	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$249.00	\$4,357.84	\$26,647.44	\$280,000.00	1.56 %
TOTAL SPECIAL RESERVE EXPENSES	\$249.00	\$4,357.84	\$26,647.44	\$280,000.00	1.56 %

**Lisle Library District**  
**Expenses through February 28, 2019 (67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$43,049.46	\$317,313.52	\$303,954.88	\$524,814.38	60.46 %
10-10-5603-20 Adult Services - Reg. Hours	\$45,442.80	\$340,425.62	\$327,759.31	\$549,285.24	61.98 %
10-10-5603-30 Youth Services - Reg. Hours	\$29,363.17	\$211,354.03	\$202,388.91	\$346,183.57	61.05 %
10-10-5603-50 Technical Services - Reg. Hours	\$22,472.84	\$174,399.65	\$166,776.51	\$272,021.81	64.11 %
10-10-5603-60 Circulation - Reg. Hours	\$39,755.84	\$301,557.60	\$291,739.46	\$513,846.15	58.69 %
10-10-5613-10 Administrative - Sunday Hrs.	\$0.00	\$0.00	\$3,928.12	\$0.00	0.00 %
10-10-5613-20 Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$15,453.03	\$0.00	0.00 %
10-10-5613-30 Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$10,130.09	\$0.00	0.00 %
10-10-5613-60 Circulation - Sunday Hrs.	\$0.00	\$0.00	\$20,273.77	\$0.00	0.00 %
<b>Total Salaries</b>	<b>\$180,084.11</b>	<b>\$1,345,050.42</b>	<b>\$1,342,404.08</b>	<b>\$2,206,151.15</b>	<b>60.97 %</b>
<b>Health and Dental Ins.</b>					
10-10-5621-10 Hosp. Ins. - Admin	\$4,590.56	\$36,421.26	\$37,337.38	\$59,000.00	61.73 %
10-10-5621-20 Hosp. Ins. - Adult Serv.	\$7,726.80	\$61,328.88	\$59,885.95	\$111,000.00	55.25 %
10-10-5621-30 Hosp. Ins. - YS	\$2,143.05	\$27,436.28	\$29,097.93	\$48,000.00	57.16 %
10-10-5621-50 Hosp. Ins. - Tech	\$2,920.72	\$24,262.38	\$23,971.03	\$42,000.00	57.77 %
10-10-5621-60 Hosp. Ins. - Circ	\$4,551.55	\$36,288.02	\$36,534.12	\$60,000.00	60.48 %
10-10-5622-10 Dental Ins. - Admin.	\$167.35	\$2,468.71	\$2,609.43	\$4,000.00	61.72 %
10-10-5622-20 Dental Ins. - Adult Serv	\$463.85	\$4,548.27	\$5,169.51	\$6,500.00	69.97 %
10-10-5622-30 Dental Ins. - YS	\$66.48	\$986.07	\$1,524.08	\$2,500.00	39.44 %
10-10-5622-50 Dental Ins. - Tech	\$212.36	\$2,209.60	\$2,081.65	\$4,000.00	55.24 %
10-10-5622-60 Dental Ins. - Circ	\$275.95	\$2,579.71	\$2,984.51	\$3,000.00	85.99 %
<b>Total Health &amp; Dental Ins.</b>	<b>\$23,118.67</b>	<b>\$198,529.18</b>	<b>\$201,195.59</b>	<b>\$340,000.00</b>	<b>58.39 %</b>
<b>Other Staff Benefits</b>					
10-10-5646-00 5646 Unemployment Compensat	\$0.00	\$104.87	\$263.32	\$4,000.00	2.62 %
10-10-5623-00 CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
<b>Total Other Staff Benefits</b>	<b>\$0.00</b>	<b>\$104.87</b>	<b>\$263.32</b>	<b>\$4,870.00</b>	<b>2.15 %</b>

# Lisle Library District

## Expenses through February 28, 2019 (67% of FY 18-19)

No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	\$3,214.63	\$23,630.24	\$22,472.90	\$40,130.56	58.88 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,255.68	\$24,297.15	\$25,026.60	\$42,020.00	57.82 %
45-10-5625-30 FICA Expense - Youth Services	\$2,233.06	\$16,044.28	\$16,212.57	\$26,500.00	60.54 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,699.49	\$12,939.78	\$12,199.82	\$20,810.00	62.18 %
45-10-5625-60 FICA Expense - Circulation	\$2,968.09	\$22,480.38	\$23,235.55	\$39,310.00	57.19 %
Total FICA Expenses	\$13,370.95	\$99,391.83	\$99,147.44	\$168,770.56	58.89 %
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	\$2,692.86	\$24,784.62	\$27,834.89	\$43,000.00	57.64 %
40-10-5628-20 IMRF Expense - Adult Servs	\$2,631.34	\$28,680.81	\$33,818.77	\$45,000.00	63.74 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,000.41	\$16,317.44	\$18,428.96	\$28,000.00	58.28 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,683.92	\$15,306.96	\$15,761.57	\$22,000.00	69.58 %
40-10-5628-60 IMRF Expense - Circulation	\$2,131.58	\$17,939.19	\$21,350.39	\$42,000.00	42.71 %
Total IMRF Expenses	\$11,140.11	\$103,029.02	\$117,194.58	\$180,000.00	57.24 %
TOTAL EMPLOYEE COSTS	\$227,713.84	\$1,746,105.32	\$1,760,205.01	\$2,899,791.71	60.21 %
<b>BUILDING COSTS</b>					
<b>Utilities</b>					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,700.00	\$3,150.00	\$5,400.00	50.00 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$746.97	\$5,082.71	\$4,360.20	\$8,000.00	63.53 %
10-20-5653-00 Utilities - Gas	\$2,386.88	\$4,076.34	\$4,186.19	\$7,000.00	58.23 %
10-20-5654-00 Utilities - Sewer & Water	\$133.34	\$1,753.42	\$1,568.82	\$2,750.00	63.76 %
10-20-5655-00 Utilities - Electric	\$4,558.34	\$26,134.39	\$29,596.44	\$50,000.00	52.27 %
10-20-5656-00 Verizon	\$50.08	\$401.08	\$350.56	\$1,500.00	26.74 %
Total Utilities	\$8,325.61	\$41,957.94	\$45,022.21	\$76,460.00	54.88 %
<b>Maintenance and Repairs</b>					
10-20-5660-00 Maint Contracts - HVAC	\$1,200.00	\$3,600.00	\$3,600.00	\$5,000.00	72.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,448.23	\$19,427.92	\$18,649.95	\$36,750.00	52.87 %

# Lisle Library District

## Expenses through February 28, 2019 (67% of FY 18-19)

No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$13,700.00	\$26,467.50	\$16,546.90	\$34,500.00	76.72 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$1,166.76	\$5,018.47	\$6,191.34	\$9,000.00	55.76 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$4,297.66	\$13,533.16	\$11,959.79	\$18,700.00	72.37 %
10-20-5665-00 Rubbish Removal	\$0.00	\$1,505.32	\$1,432.72	\$2,500.00	60.21 %
Total Maintenance and Repairs	\$22,812.65	\$69,552.37	\$58,380.70	\$106,450.00	65.34 %
TOTAL BUILDING COSTS	\$31,138.26	\$111,510.31	\$103,402.91	\$182,910.00	60.96 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$853.30	\$3,170.54	\$2,405.25	\$4,000.00	79.26 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$8,680.00	\$10,892.17	\$20,000.00	43.40 %
10-25-5711-00 Postage Special Serv	\$0.00	\$5,522.04	\$4,792.89	\$8,500.00	64.97 %
10-25-5712-00 Printing	\$0.00	\$69.00	\$620.19	\$1,000.00	6.90 %
Total Postage and Printing	\$3,023.30	\$17,441.58	\$18,710.50	\$33,500.00	52.06 %
Supplies					
10-25-5713-00 Office Supplies	\$406.32	\$3,406.70	\$2,561.03	\$5,000.00	68.13 %
10-25-5714-00 Circ. Material Supplies	\$165.87	\$4,030.78	\$2,632.49	\$9,500.00	42.43 %
10-25-5715-00 Copier Supplies	\$294.90	\$884.70	\$589.80	\$2,000.00	44.24 %
10-25-5716-00 Kitchen Supplies	\$300.11	\$4,173.55	\$3,138.63	\$6,500.00	64.21 %
10-25-5717-00 Processing Supplies	\$1,979.31	\$15,116.82	\$11,094.39	\$25,000.00	60.47 %
10-25-5718-00 Computer Supplies	(\$16.95)	\$6,252.33	\$7,360.96	\$14,500.00	43.12 %
Total Supplies	\$3,129.56	\$33,864.88	\$27,377.30	\$62,500.00	54.18 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$732.46	\$746.35	\$1,200.00	61.04 %
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	\$258.78	\$0.00	\$250.00	103.51 %
10-25-5723-15 Bank Charges	\$214.01	\$2,010.68	\$1,327.51	\$1,750.00	114.90 %
10-25-5724-15 Local Travel	\$82.36	\$336.65	\$329.52	\$500.00	67.33 %
Total Other Operating Costs	\$296.37	\$3,388.57	\$2,453.38	\$3,850.00	88.01 %

# Lisle Library District

## Expenses through February 28, 2019 (67% of FY 18-19)

No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$6,449.23	\$54,695.03	\$48,541.18	\$99,850.00	54.78 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$2,400.00	\$2,300.00	104.35 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$29,868.70	\$25,820.36	\$23,000.00	129.86 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$8,836.00	\$8,555.00	\$6,400.00	138.06 %
TOTAL INSURANCE	\$0.00	\$41,104.70	\$36,775.36	\$31,700.00	129.67 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$1,316.25	\$3,419.25	\$1,260.00	\$20,000.00	17.10 %
10-35-5761-00 Collection Agency	\$44.75	\$313.25	\$331.15	\$700.00	44.75 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$2,040.00	\$1,073.00	\$3,500.00	58.29 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$720.00	\$9,299.87	\$21,746.81	\$30,000.00	31.00 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$2,681.60	\$1,025.00	\$4,500.00	59.59 %
10-35-5765-10 Investment Agency Consultants	\$584.12	\$3,436.33	\$3,993.13	\$7,000.00	49.09 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$7,574.04	\$9,818.12	\$7,574.00	100.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,500.00	\$8,250.00	\$8,500.00	100.00 %
10-35-5771-00 Payroll Service	\$1,541.89	\$5,052.62	\$5,214.20	\$7,700.00	65.62 %
TOTAL CONTRACTUAL SERVICES	\$4,207.01	\$42,316.96	\$52,711.41	\$89,474.00	47.30 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$590.00	\$3,246.00	\$4,151.00	\$5,100.00	63.65 %
10-40-5784-00 Meetings - Staff	\$60.61	\$712.33	\$899.52	\$2,000.00	35.62 %
10-40-5785-00 Conferences - Staff	\$716.97	\$6,465.17	(\$2,547.04)	\$15,000.00	43.10 %
10-40-5786-00 Employee/Volunteer Recognition	\$0.00	\$155.87	\$518.67	\$2,000.00	7.79 %
10-40-5787-00 In-Service	\$0.00	\$2,917.34	\$1,777.41	\$3,000.00	97.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$1,480.32	\$484.00	\$1,500.00	98.69 %
10-45-5786-70 Dues - Trustee	\$225.00	\$300.00	\$75.00	\$525.00	57.14 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$300.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$30.00	\$1,000.00	0.00 %

**Lisle Library District**  
**Expenses through February 28, 2019 (67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$500.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$1,592.58	\$15,452.03	\$6,188.56	\$32,125.00	48.10 %
<b>TOTAL PERSONNEL DEVELOPMENT</b>	<b>\$1,592.58</b>	<b>\$15,452.03</b>	<b>\$6,188.56</b>	<b>\$32,125.00</b>	<b>48.10 %</b>
<b>EQUIPMENT COSTS</b>					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$48,622.70	\$48,299.07	\$50,000.00	97.25 %
Total Major Equipment	\$0.00	\$48,622.70	\$48,299.07	\$50,000.00	97.25 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$588.83	\$472.80	\$700.00	84.12 %
10-48-5823-20 Minor Equip - Adult Services	\$105.35	\$324.10	\$490.96	\$700.00	46.30 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$549.81	\$602.09	\$700.00	78.54 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$261.93	\$776.58	\$700.00	37.42 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$242.78	\$700.00	0.00 %
Total Minor Equipment	\$105.35	\$1,724.67	\$2,585.21	\$3,500.00	49.28 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$360.00	\$0.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$1,441.47	\$9,433.87	\$8,828.41	\$19,000.00	49.65 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$24.97	\$279.12	\$1,076.13	\$1,000.00	27.91 %
Total Equip Maint/Repairs & Rentals	\$1,466.44	\$10,072.99	\$9,904.54	\$20,720.00	48.61 %
<b>TOTAL EQUIPMENT COSTS</b>	<b>\$1,571.79</b>	<b>\$60,420.36</b>	<b>\$60,788.82</b>	<b>\$74,220.00</b>	<b>81.41 %</b>
<b>LIBRARY MEDIA</b>					
Books					
10-50-5863-20 Literacy/ESL	\$100.00	\$3,644.77	\$5,465.12	\$9,000.00	40.50 %
10-50-5863-30 Books - Youth Serv	\$8,423.99	\$33,276.94	\$37,278.09	\$53,000.00	62.79 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$78.00	\$200.00	50.00 %
10-50-5864-10 Books - Non Fiction	\$6,567.33	\$69,752.67	\$44,684.86	\$82,000.00	85.06 %

# Lisle Library District

## Expenses through February 28, 2019 (67% of FY 18-19)

No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5865-10 Books - Adult Fiction	\$6,166.35	\$45,342.32	\$40,556.89	\$68,500.00	66.19 %
10-50-5867-20 Ref Books - Adult Serv	\$2,456.55	\$10,583.70	\$9,524.90	\$22,000.00	48.11 %
Total Books	\$23,714.22	\$162,700.40	\$137,587.86	\$234,700.00	69.32 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$114,494.75	\$94,087.62	\$126,500.00	90.51 %
10-50-5872-10 Dbases - Professional	\$0.00	\$4,108.05	\$10,113.85	\$10,000.00	41.08 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$10,504.00	\$5,073.70	\$12,700.00	82.71 %
Total Databases	\$0.00	\$129,106.80	\$109,275.17	\$149,200.00	86.53 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$4,597.83	\$11,259.47	\$10,080.09	\$18,000.00	62.55 %
10-50-5895-40 A-V Matls - Adult Serv	\$15,786.87	\$79,264.81	\$56,010.09	\$102,000.00	77.71 %
Total Audio-Visual Materials	\$20,384.70	\$90,524.28	\$66,090.18	\$120,000.00	75.44 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$196.40	\$37,656.24	\$36,678.30	\$42,000.00	89.66 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$327.40	\$683.39	\$800.00	40.93 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$2,385.93	\$3,967.46	\$4,000.00	59.65 %
10-50-5871-20 Document Delivery	\$43.25	\$21,301.23	\$20,776.79	\$22,000.00	96.82 %
Total Periodicals/Doc Delivery	\$239.65	\$61,670.80	\$62,105.94	\$68,800.00	89.64 %
TOTAL LIBRARY MEDIA	\$44,338.57	\$444,002.28	\$375,059.15	\$572,700.00	77.53 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,805.35	\$10,601.96	\$10,702.64	\$16,000.00	66.26 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$532.39	\$5,647.35	\$4,799.11	\$11,000.00	51.34 %
10-60-5931-40 Online Marketing	\$72.00	\$1,555.22	\$1,112.88	\$1,800.00	86.40 %
10-60-5931-50 Community Relations	\$381.24	\$3,985.27	\$3,674.66	\$6,500.00	61.31 %
Total Programs	\$2,790.98	\$21,789.80	\$20,289.29	\$35,300.00	61.73 %

**Lisle Library District**  
**Expenses through February 28, 2019 (67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Feb 2019	YTD July - Feb 2018-2019	YTD July - Feb 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$0.00	\$1,895.79	\$168.56	\$2,000.00	94.79 %
10-60-5940-30 Reader Services - Youth Serv. D	\$185.62	\$3,246.67	\$884.87	\$5,000.00	64.93 %
Total Readers Services's	\$185.62	\$5,142.46	\$1,053.43	\$7,000.00	73.46 %
TOTAL PROGRAMS AND READER'S SERVICES	\$2,976.60	\$26,932.26	\$21,342.72	\$42,300.00	63.67 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$0.00	\$550.74	\$0.00	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$200,000.00	\$200,000.00	\$300,000.00	66.67 %
10-80-5986-80 IMRF Funding	\$0.00	\$50,000.00	\$200,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,000.00	\$250,550.74	\$400,000.00	\$350,000.00	71.59 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$2,083.14	\$14,110.72	\$5,505.58	\$60,000.00	23.52 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$1,113.00	\$22,951.42	\$9,479.52	\$30,000.00	76.50 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$37,537.00	\$105,557.00	\$22,944.58	\$65,000.00	162.40 %
Total .02 BLDG/MAINT EXPENSES	\$40,733.14	\$142,619.14	\$37,929.68	\$155,000.00	92.01 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$500.00	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$500.00	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$385,721.02	\$2,935,709.13	\$2,903,444.80	\$4,555,070.71	64.45 %

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Allegra Print &amp; Imaging</b> Allegra Print & Imaging	3/13/2019 29852	Business Cards - Duran Invoice	Paid	10-25-5712-00	Printing	\$69.00
	<b>Totals for Allegra Print &amp; Imaging:</b>					<b>\$69.00</b>
<b>AlphaGraphics</b> AlphaGraphics	3/13/2019 56920	Parking Lot Signs Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$153.00
	<b>Totals for AlphaGraphics:</b>					<b>\$153.00</b>
<b>Amazon</b> Amazon	3/13/2019 021019	Books, Video Games, Suppli Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$104.12
				10-50-5865-10	Books - Adult Fiction	\$70.85
				10-50-5895-40	A-V Matls - Adult Serv	\$722.02
				10-50-5867-20	Ref Books - Adult Serv	\$305.32
				10-60-5931-10	Programs - Adult Services	\$44.98
				10-48-5823-20	Minor Equip - Adult Services	\$76.14
				10-50-5863-30	Books - Youth Serv	\$91.03
				10-50-5890-30	A-V Matls - Youth Serv	\$612.83
				10-60-5931-30	Programs - Youth Serv. Dept.	\$289.50
				10-60-5940-30	Reader Services - Youth Serv. Dept.	\$161.58
				10-48-5823-30	Minor Equip - Youth	\$8.95
				10-25-5714-00	Circ. Material Supplies	\$77.23
				10-60-5931-50	Community Relations	\$27.99
				10-48-5823-60	Minor Equip - Circ	\$84.46
				10-25-5717-00	Processing Supplies	\$45.20
				10-48-5823-50	Minor Equip - Tech Services	\$25.99
	<b>Totals for Amazon:</b>					<b>\$2,748.19</b>
<b>Anderson Pest Solutions</b> Anderson Pest Solutions	3/13/2019 5070117	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
	<b>Totals for Anderson Pest Solutions:</b>					<b>\$145.23</b>
<b>Baker &amp; Taylor (L4171582)</b> Baker & Taylor (L4171582)	3/13/2019 022819	Audio Books & Processing Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$742.70
				10-25-5717-00	Processing Supplies	\$80.60

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Baker &amp; Taylor (C5223353)</b> Baker & Taylor (C5223353)	3/13/2019 022819	Continuations Invoice	Paid	10-50-5867-20	Totals for Baker & Taylor (L4171582): Ref Books - Adult Serv	<u>\$823.30</u> \$448.24
<b>Baker &amp; Taylor (C5223433)</b> Baker & Taylor (C5223433)	3/13/2019 022819	Continuations Invoice	Paid	10-50-5864-10	Totals for Baker & Taylor (C5223353): Books - Non Fiction	<u>\$448.24</u> \$995.85
<b>Baker &amp; Taylor (L0334152)</b> Baker & Taylor (L0334152)	3/13/2019 022819	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Totals for Baker & Taylor (C5223433): Books - Non Fiction Processing Supplies	<u>\$995.85</u> \$6,670.66 \$272.86
<b>Baker &amp; Taylor (L3965522)</b> Baker & Taylor (L3965522)	3/13/2019 022819	Unprocessed Invoice	Paid	10-50-5864-10	Totals for Baker & Taylor (L0334152): Books - Non Fiction	<u>\$6,943.52</u> \$12.03
<b>Baker &amp; Taylor (L4171782)</b> Baker & Taylor (L4171782)	3/13/2019 022819	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Totals for Baker & Taylor (L3965522): Books - Youth Serv Processing Supplies	<u>\$12.03</u> \$952.44 \$7.35
<b>Baker &amp; Taylor (L4342812)</b> Baker & Taylor (L4342812)	3/13/2019 022819	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Totals for Baker & Taylor (L4171782): Books - Youth Serv Processing Supplies	<u>\$959.79</u> \$767.22 \$22.75
<b>Baker &amp; Taylor (L5202982)</b> Baker & Taylor (L5202982)	3/13/2019 022819	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Totals for Baker & Taylor (L4342812): Books - Adult Fiction Processing Supplies	<u>\$789.97</u> \$107.74 \$26.45
<b>Baker &amp; Taylor (L5425632)</b>					Totals for Baker & Taylor (L5202982):	<u>\$134.19</u>

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L5425632)	3/13/2019 022819	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,421.47 \$128.60
<b>Baker &amp; Taylor (L5543202)</b> Baker & Taylor (L5543202)	3/13/2019 022819	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$7,448.58 \$309.35
<b>Totals for Baker &amp; Taylor (L5425632):</b>						<b>\$2,550.07</b>
<b>Brodart Co.</b> Brodart Co.	3/13/2019 Order Y-40962	Shelf Signage Invoice	Paid	10-48-5823-20 10-80-5981-80	Minor Equip - Adult Services Restricted - Per Capita Grant	\$376.00 \$682.30
<b>Totals for Brodart &amp; Taylor (L5543202):</b>						<b>\$7,757.93</b>
<b>Totals for Brodart Co.:</b>						<b>\$1,058.30</b>
<b>Deborah Bulgrin</b> Deborah Bulgrin	3/13/2019 041319	Program: Memorial Concert Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$400.00
<b>Totals for Deborah Bulgrin:</b>						<b>\$400.00</b>
<b>Mark Cappelli</b> Mark Cappelli	3/13/2019 5241	Piano Tuning & Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$125.00
<b>Totals for Mark Cappelli:</b>						<b>\$125.00</b>
<b>Case Lots, Inc.</b> Case Lots, Inc.	3/13/2019 007640	Misc Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$312.00
<b>Totals for Case Lots, Inc.:</b>						<b>\$312.00</b>
<b>CCH Inc.</b> CCH Inc.	3/13/2019 5410509500	Business Strategies Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$2,530.00
<b>Totals for CCH Inc.:</b>						<b>\$2,530.00</b>
<b>CDW Government</b> CDW Government	3/13/2019 RGD7497	New Polaris Server SQL Lic Invoice	Paid	30-65-5920-00	Network - Purchases (.02 B/M)	\$2,448.69

## Lisle Library District Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Centurion Technologies</b> Centurion Technologies	3/13/2019 8832313731	Annual License Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$458.01
					<i>Totals for CDW Government:</i>	<u>\$2,448.69</u>
<b>Children's Plus, Inc.</b> Children's Plus, Inc.	3/13/2019 Order 74305	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$4,741.89
					<i>Totals for Centurion Technologies:</i>	<u>\$458.01</u>
<b>Cicero Public Library</b> Cicero Public Library	3/13/2019 31942003067630	Replacement Cost of ILL It Invoice	Paid	10-50-5871-20	Document Delivery	\$12.00
					<i>Totals for Children's Plus, Inc.:</i>	<u>\$4,741.89</u>
<b>Compact Disc Source</b> Compact Disc Source	3/13/2019 76462	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$180.98
	3/13/2019 76461	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$69.98
	3/13/2019 76510	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$280.85
	3/13/2019 76511	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$112.13
	3/13/2019 76533	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$186.53
	3/13/2019 76532	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$72.57
	3/13/2019 76558	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$262.24
					<i>Totals for Cicero Public Library:</i>	<u>\$12.00</u>

# Lisle Library District Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Complete Cleaning Company</b> Complete Cleaning Company	3/13/2019 76557	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$105.99
	<i>Totals for Compact Disc Source:</i>					<u>\$1,271.27</u>
	3/13/2019 C09137	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
<b>Costume Specialists</b> Costume Specialists	3/13/2019 SH9300	Dragon Storytime Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$140.00
	<i>Totals for Complete Cleaning Company:</i>					<u>\$2,303.00</u>
<b>Demco Software</b> Demco Software	3/13/2019 INV00009217	Annual Evanced Maintenance Invoice	Paid	10-50-5872-10	Dbases - Professional	\$619.50
	<i>Totals for Costume Specialists:</i>					<u>\$140.00</u>
<b>Demco, Inc.</b> Demco, Inc.	<i>Totals for Demco Software:</i>					<u>\$619.50</u>
	3/13/2019 6541157	Puzzle Bags, Vinyl Pockets Invoice	Paid	10-25-5717-00	Processing Supplies	\$574.70
	3/13/2019 6546184	AV Case Openers Invoice	Paid	10-48-5823-60	Minor Equip - Circ	\$377.19
	3/13/2019 6546827	Custom Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$1,136.04
<b>Direct Energy Business</b> Direct Energy Business	3/13/2019 6552199	Media Pouches Invoice	Paid	10-25-5717-00	Processing Supplies	\$853.13
	<i>Totals for Demco, Inc.:</i>					<u>\$2,941.06</u>
	3/13/2019 190300037288922	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$4,268.49

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>EBSCO</b> EBSCO	3/13/2019 190600037604117	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,745.93
	<i>Totals for Direct Energy Business:</i>					<u>\$8,014.42</u>
	3/13/2019 1902609	Discontinued Title Credit memo	Applied	10-50-5900-80	Periodicals - Prof. Collections	(\$100.09)
	3/13/2019 1903470	Discontinued Title Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$44.95)
	3/13/2019 1574634	Easy English News - Subscri Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$45.00
	3/13/2019 1575688	Taste of Home - Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$35.96
	3/13/2019 1904684	Stock Reports - Adjustment Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$319.98
	3/13/2019 1904685	Financial Times - Adjustment Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$425.15
	<i>Totals for EBSCO:</i>					<u>\$681.05</u>
	3/13/2019 022619	K-5 Programs Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$103.55
<b>Findaway World</b> Findaway World	<i>Totals for John Ferrari:</i>					<u>\$103.55</u>
	3/13/2019 278359	Playaway Locks Invoice	Paid	10-25-5717-00	Processing Supplies	\$40.55
<b>Flowers of Lisle</b> Flowers of Lisle	<i>Totals for Findaway World:</i>					<u>\$40.55</u>
	3/13/2019 3851	Sympathy Flowers - B. Roake Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$162.95

## Lisle Library District Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Pam Freer</b> Pam Freer	3/13/2019 ef1120993770	Get Well - McCurdy Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$58.90
	3/13/2019 ef1136087734	Sympathy - McQuillan Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$65.95
	3/13/2019 ef1130141757	Sympathy - Boskelly Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$73.90
<b>Totals for Flowers of Lisle:</b>						<b>\$361.70</b>
<b>Garvey's Office Products</b> Garvey's Office Products	3/13/2019 030419	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$12.99
	3/13/2019 PINV1678107	Supplies for Circ Services Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$113.66
	3/13/2019 PINV1683954	Outreach Supplies Invoice	Paid	10-25-5713-00	Office Supplies	\$10.59
<b>Gail Graziani</b> Gail Graziani	3/13/2019 PINV1682310	Supplies, Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$75.48
	3/13/2019 PINV1690954	Laminates Invoice	Paid	10-25-5713-00	Office Supplies	\$267.96
	3/13/2019 PINV1657881	Misc. Office Supplies Invoice	Paid	10-25-5713-00	Office Supplies	\$48.08
<b>Totals for Garvey's Office Products:</b>						<b>\$515.77</b>
<b>Gail Graziani</b> Gail Graziani	3/13/2019 020619	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$11.74
	3/13/2019 022719	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.78
	<b>Totals for Gail Graziani:</b>					<b>\$22.52</b>

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Sandy Hayes</b> Sandy Hayes	3/13/2019 012619	Spiceworks Midwest Meetup Invoice	Paid	10-40-5785-00	Conferences - Staff	\$52.30
					<i>Totals for Sandy Hayes:</i>	<u>\$52.30</u>
<b>Josh Hepler</b> Josh Hepler	3/13/2019 022019	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$2.90
					<i>Totals for Josh Hepler:</i>	<u>\$2.90</u>
<b>Home Depot Credit Service</b> Home Depot Credit Service	3/13/2019 8321695	Return of Supplies Credit memo	Applied	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	(\$4.47)
	3/13/2019 9572004	Misc. Hardware Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$15.22
	3/13/2019 8070267	Misc. Small Equipment Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$42.89
					<i>Totals for Home Depot Credit Service:</i>	<u>\$53.64</u>
<b>InfoGroup</b> InfoGroup	3/13/2019 021919cb01	Reference USA Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$5,355.00
					<i>Totals for InfoGroup:</i>	<u>\$5,355.00</u>
<b>Jackie Kilcran</b> Jackie Kilcran	3/13/2019 030119	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$28.31
					<i>Totals for Jackie Kilcran:</i>	<u>\$28.31</u>
<b>Konica Minolta Premier Finance</b> Konica Minolta Premier Finance	3/13/2019 379558380	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
					<i>Totals for Konica Minolta Premier Finance:</i>	<u>\$211.10</u>
<b>Lakeshore Learning Materials</b>						

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Lakeshore Learning Materials	3/13/2019 Order27870933	YS Play Area Equipment Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$2,186.74
<b>Lisle Area Chamber of Commerce</b>					<i>Totals for Lakeshore Learning Materials:</i>	<u>\$2,186.74</u>
Lisle Area Chamber of Commerce	3/13/2019 13845	Annual Membership Invoice	Paid	10-40-5783-00	Dues - Staff	\$165.00
<b>Media Finder</b>					<i>Totals for Lisle Area Chamber of Commerce:</i>	<u>\$165.00</u>
Media Finder	3/13/2019 103252	Reference Material Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$1,915.25
<b>Midwest Tape (7289)</b>					<i>Totals for Media Finder:</i>	<u>\$1,915.25</u>
Midwest Tape (7289)	3/13/2019 030419	DVDs/Blu-rays W/O Proce Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$20.24
<b>Midwest Tape (7288)</b>					<i>Totals for Midwest Tape (7289):</i>	<u>\$20.24</u>
Midwest Tape (7288)	3/13/2019 030419	DVDs/Blu-rays W/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$2,762.50 \$807.20
<b>Midwest Tape (7291)</b>					<i>Totals for Midwest Tape (7288):</i>	<u>\$3,569.70</u>
Midwest Tape (7291)	3/13/2019 030419	DVDs/Blu-rays/CD Books Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$502.05
<b>Midwest Tape (12516)</b>					<i>Totals for Midwest Tape (7291):</i>	<u>\$502.05</u>
Midwest Tape (12516)	3/13/2019 030419	CD Books Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$42.49
<b>Monaco Mechanical Service, Inc.</b>					<i>Totals for Midwest Tape (12516):</i>	<u>\$42.49</u>
Monaco Mechanical Service, Inc.	3/13/2019 18287	HVAC Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,570.77

# Lisle Library District

## Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Montano's Landscaping &amp; Nursery, Inc</b> Montano's Landscaping & Nursery, Inc	3/13/2019 030219	Snow Removal & Salting Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$11,310.00
					Totals for Monaco Mechanical Service, Inc.:	\$1,570.77
<b>NICOR</b> NICOR	3/13/2019 020619	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$2,154.32
					Totals for Montano's Landscaping & Nursery, Inc:	\$11,310.00
<b>Outsource Solutions Group, Inc.</b> Outsource Solutions Group, Inc.	3/13/2019 45978	OSG Block 75 Hours Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$9,375.00
					Totals for NICOR:	\$2,154.32
<b>OverDrive, Inc.</b> OverDrive, Inc.	3/13/2019 CD0110719029628	Overdrive Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$2,000.00
	3/13/2019 CD0110719031930	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
	3/13/2019 011074CO18222433	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$920.70
	3/13/2019 CD0110719038446	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
					Totals for OverDrive, Inc.:	\$4,920.70
<b>Republic Services</b> Republic Services	3/13/2019 0551-014340469	Rubbish Invoice	Paid	10-20-5665-00	Rubbish Removal	\$179.09
					Totals for Republic Services:	\$179.09
<b>Will Savage</b>						

## Lisle Library District Accounts Payable for March 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Will Savage	3/13/2019 020619	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$6.99
	3/13/2019 060819	LACONI Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$24.82
	3/13/2019 022219	LACONI Invoice	Paid	10-40-5784-00	Meetings - Staff	\$29.02
	3/13/2019 022019	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$6.99
	3/13/2019 030119	MTG Club Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$26.00
<b>Noelle Spicher</b> Noelle Spicher						<u>Totals for Will Savage:</u> <b>\$93.82</b>
<b>Staples Advantage</b> Staples Advantage	3/13/2019 021319	Teen Librarian Special Inter Invoice	Paid	10-40-5784-00	Meetings - Staff	\$14.15
	<b>Totals for Noelle Spicher:</b> <u>\$14.15</u>					
	3/13/2019 1623079741	Misc Janitorial, Kitchen & O Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$93.55
				10-25-5716-00	Kitchen Supplies	\$340.51
				10-25-5713-00	Office Supplies	\$133.18
<b>Systems Technology Group</b> Systems Technology Group						<u>Totals for Staples Advantage:</u> <b>\$567.24</b>
	3/13/2019 12069	ReadSquared Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$1,800.00
<b>Toshiba Business Solutions, USA</b> Toshiba Business Solutions, USA						<u>Totals for Systems Technology Group:</u> <b>\$1,800.00</b>
	3/13/2019 15146785	Lower Level Copier Mainten Invoice	Paid	10-48-5845-00	Equip Maint/Rcpri-Contr-Lib. Wide	\$90.32
<b>Unique Management Services, Inc.</b>						<u>Totals for Toshiba Business Solutions, USA:</u> <b>\$90.32</b>

## Lisle Library District Accounts Payable for March 13, 2019

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Unique Management Services, Inc.	3/13/2019 494795	January Collection Accounts Invoice	Paid	10-35-5761-00	Collection Agency	\$80.55
<b>Verizon</b>					Totals for Unique Management Services, Inc.:	<u>\$80.55</u>
Verizon	3/13/2019 9824539903	3 Wireless Hotspots Invoice	Paid	10-20-5656-00	Verizon	\$184.71
<b>Village of Lisle</b>					Totals for Verizon:	<u>\$184.71</u>
Village of Lisle	3/13/2019 3600000279	Monthly INET- ISP Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	3/13/2019 022619	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$88.54
<b>Wolters Kluwer Legal</b>					Totals for Village of Lisle:	<u>\$538.54</u>
Wolters Kluwer Legal	3/13/2019 4804167731	Social Security Update Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$266.83
					Totals for Wolters Kluwer Legal:	<u>\$266.83</u>

# Lisle Library District

## Accounts Payable for March 13, 2019

### Account Summary

Account Number	Description	Net Amount
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$2,154.32
10-20-5654-00	Utilities - Sewer & Water	\$88.54
10-20-5655-00	Utilities - Electric	\$8,014.42
10-20-5656-00	Verizon	\$184.71
10-20-5661-00	Maint Contracts - Maint. Service	\$2,448.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$11,310.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$416.30
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,695.77
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5712-00	Printing	\$69.00
10-25-5713-00	Office Supplies	\$459.81
10-25-5714-00	Circ. Material Supplies	\$190.89
10-25-5716-00	Kitchen Supplies	\$340.51
10-25-5717-00	Processing Supplies	\$4,740.93
10-25-5724-15	Local Travel	\$31.21
10-35-5761-00	Collection Agency	\$80.55
10-35-5763-00	Other Contr Svcs-Tech Asst	\$9,833.01
10-40-5783-00	Dues - Staff	\$165.00
10-40-5784-00	Meetings - Staff	\$67.99
10-40-5785-00	Conferences - Staff	\$52.30
10-40-5786-00	Employee/Volunteer Recognition	\$361.70
10-48-5823-20	Minor Equip - Adult Services	\$452.14
10-48-5823-30	Minor Equip - Youth	\$8.95
10-48-5823-50	Minor Equip - Tech Services	\$25.99
10-48-5823-60	Minor Equip - Circ	\$461.65
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$301.42
10-48-5846-00	Equip Maint/Repr-NonContr	\$195.89
10-50-5863-30	Books - Youth Serv	\$8,974.05
10-50-5864-10	Books - Non Fiction	\$7,782.66
10-50-5865-10	Books - Adult Fiction	\$7,627.17
10-50-5867-20	Ref Books - Adult Serv	\$2,935.64
10-50-5869-20	Internet Licensed DBases	\$7,155.00

# Lisle Library District Accounts Payable for March 13, 2019

10-50-5871-20	Document Delivery	\$12.00
10-50-5872-10	Dbases - Professional	\$619.50
10-50-5890-30	A-V Matis - Youth Serv	\$3,114.88
10-50-5895-40	A-V Matis - Adult Serv	\$8,121.25
10-50-5900-20	Periodicals - Adult Serv	\$3,311.14
10-50-5900-80	Periodicals - Prof. Collections	(\$100.09)
10-60-5931-10	Programs - Adult Services	\$480.49
10-60-5931-30	Programs - Youth Serv. Dept.	\$433.03
10-60-5931-50	Community Relations	\$27.99
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$301.58
10-80-5981-80	Restricted - Per Capita Grant	\$2,869.04
30-65-5920-00	Network - Purchases (.02 B/M)	\$2,448.69
	GRAND TOTAL:	\$100,894.34

# Lisle Library District

## Account Distribution Report by Number

### March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-20-5650-00, Internet Service Provider</b>									
3/13/2019	3600000279	Invoice	5668-223	Village of Lisle	Village of Lisle-360000	Posted	3/13/2019	\$450.00	\$0.00
					<i>Totals for 10-20-5650-00, Internet Service Provider:</i>			<i>\$450.00</i>	<i>\$0.00</i>
<b>10-20-5653-00, Utilities - Gas</b>									
3/13/2019	020619	Invoice	5668-039	NICOR	NICOR-020619	Posted	3/13/2019	\$2,154.32	\$0.00
					<i>Totals for 10-20-5653-00, Utilities - Gas:</i>			<i>\$2,154.32</i>	<i>\$0.00</i>
<b>10-20-5654-00, Utilities - Sewer &amp; Water</b>									
3/13/2019	022619	Invoice	5668-255	Village of Lisle	Village of Lisle-02261	Posted	3/13/2019	\$88.54	\$0.00
					<i>Totals for 10-20-5654-00, Utilities - Sewer &amp; Water:</i>			<i>\$88.54</i>	<i>\$0.00</i>
<b>10-20-5655-00, Utilities - Electric</b>									
3/13/2019	190300037288922	Invoice	5668-313	Direct Energy Business	Direct Energy Business	Posted	3/13/2019	\$4,268.49	\$0.00
3/13/2019	190600037604117	Invoice	5668-315	Direct Energy Business	Direct Energy Business	Posted	3/13/2019	\$3,745.93	\$0.00
					<i>Totals for 10-20-5655-00, Utilities - Electric:</i>			<i>\$8,014.42</i>	<i>\$0.00</i>
<b>10-20-5656-00, Verizon</b>									
3/13/2019	9824539903	Invoice	5668-227	Verizon	Verizon-9824539903	Posted	3/13/2019	\$184.71	\$0.00
					<i>Totals for 10-20-5656-00, Verizon:</i>			<i>\$184.71</i>	<i>\$0.00</i>
<b>10-20-5661-00, Maint Contracts - Maint. Service</b>									
3/13/2019	5070117	Invoice	5668-093	Anderson Pest Solutions	Anderson Pest Solutio	Posted	3/13/2019	\$145.23	\$0.00
3/13/2019	C09137	Invoice	5668-137	Complete Cleaning Company	Complete Cleaning Co	Posted	3/13/2019	\$2,303.00	\$0.00
					<i>Totals for 10-20-5661-00, Maint Contracts - Maint. Service:</i>			<i>\$2,448.23</i>	<i>\$0.00</i>
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
3/13/2019	030219	Invoice	5668-251	Montano's Landscaping & Nur	Montano's Landscapin	Posted	3/13/2019	\$11,310.00	\$0.00
					<i>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</i>			<i>\$11,310.00</i>	<i>\$0.00</i>
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
3/13/2019	007640	Invoice	5668-207	Case Lots, Inc.	Case Lots, Inc.-007640	Posted	3/13/2019	\$312.00	\$0.00
3/13/2019	1623079741	Invoice	5668-231	Staples Advantage	Staples Advantage-162	Posted	3/13/2019	\$93.55	\$0.00
3/13/2019	9572004	Invoice	5668-237	Home Depot Credit Service	Home Depot Credit Se	Posted	3/13/2019	\$15.22	\$0.00
3/13/2019	8321695	Credit Memo	5668-241	Home Depot Credit Service	Home Depot Credit Se	Posted	3/13/2019	\$0.00	\$4.47
					<i>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</i>			<i>\$420.77</i>	<i>\$4.47</i>
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
3/13/2019	18287	Invoice	5668-195	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	3/13/2019	\$1,570.77	\$0.00
3/13/2019	5241	Invoice	5668-225	Mark Cappelli	Mark Cappelli-5241	Posted	3/13/2019	\$125.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-20-5665-00, Rubbish Removal</b>									
3/13/2019	0551-014340469	Invoice	5668-209	Republic Services		Posted	3/13/2019	\$179.09	\$0.00
Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:								\$1,695.77	\$0.00
<b>10-25-5712-00, Printing</b>									
3/13/2019	29852	Invoice	5668-009	Allegra Print & Imaging		Posted	3/13/2019	\$69.00	\$0.00
Totals for 10-20-5665-00, Rubbish Removal:								\$179.09	\$0.00
<b>10-25-5713-00, Office Supplies</b>									
3/13/2019	PINV1683954	Invoice	5668-089	Garvey's Office Products		Posted	3/13/2019	\$10.59	\$0.00
3/13/2019	PINV1690954	Invoice	5668-221	Garvey's Office Products		Posted	3/13/2019	\$267.96	\$0.00
3/13/2019	1623079741	Invoice	5668-234	Staples Advantage		Posted	3/13/2019	\$133.18	\$0.00
3/13/2019	PINV1657881	Invoice	5668-249	Garvey's Office Products		Posted	3/13/2019	\$48.08	\$0.00
Totals for 10-25-5712-00, Printing:								\$69.00	\$0.00
<b>10-25-5714-00, Circ. Material Supplies</b>									
3/13/2019	PINV1678107	Invoice	5668-001	Garvey's Office Products		Posted	3/13/2019	\$113.66	\$0.00
3/13/2019	021019	Invoice	5668-186	Amazon		Posted	3/13/2019	\$77.23	\$0.00
Totals for 10-25-5713-00, Office Supplies:								\$459.81	\$0.00
<b>10-25-5716-00, Kitchen Supplies</b>									
3/13/2019	1623079741	Invoice	5668-233	Staples Advantage		Posted	3/13/2019	\$340.51	\$0.00
Totals for 10-25-5714-00, Circ. Material Supplies:								\$190.89	\$0.00
<b>10-25-5717-00, Processing Supplies</b>									
3/13/2019	6541157	Invoice	5668-007	Demco, Inc.		Posted	3/13/2019	\$574.70	\$0.00
3/13/2019	278359	Invoice	5668-035	Findaway World		Posted	3/13/2019	\$40.55	\$0.00
3/13/2019	76461	Invoice	5668-085	Compact Disc Source		Posted	3/13/2019	\$69.98	\$0.00
3/13/2019	6546827	Invoice	5668-129	Demco, Inc.		Posted	3/13/2019	\$1,136.04	\$0.00
3/13/2019	76511	Invoice	5668-133	Compact Disc Source		Posted	3/13/2019	\$112.13	\$0.00
3/13/2019	PINV1682310	Invoice	5668-134	Garvey's Office Products		Posted	3/13/2019	\$75.48	\$0.00
3/13/2019	021019	Invoice	5668-189	Amazon		Posted	3/13/2019	\$45.20	\$0.00
3/13/2019	6552199	Invoice	5668-193	Demco, Inc.		Posted	3/13/2019	\$853.13	\$0.00
3/13/2019	76532	Invoice	5668-215	Compact Disc Source		Posted	3/13/2019	\$72.57	\$0.00
3/13/2019	76557	Invoice	5668-247	Compact Disc Source		Posted	3/13/2019	\$105.99	\$0.00
3/13/2019	022819	Invoice	5668-261	Baker & Taylor (L5543202)		Posted	3/13/2019	\$309.35	\$0.00
3/13/2019	022819	Invoice	5668-264	Baker & Taylor (L5425632)		Posted	3/13/2019	\$128.60	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/13/2019	022819	Invoice	5668-267	Baker & Taylor (L5202982)	Baker & Taylor (L5202)	Posted	3/13/2019	\$26.45	\$0.00
3/13/2019	022819	Invoice	5668-270	Baker & Taylor (L4342812)	Baker & Taylor (L4342)	Posted	3/13/2019	\$22.75	\$0.00
3/13/2019	022819	Invoice	5668-273	Baker & Taylor (L4171782)	Baker & Taylor (L4171)	Posted	3/13/2019	\$7.35	\$0.00
3/13/2019	022819	Invoice	5668-276	Baker & Taylor (L4171582)	Baker & Taylor (L4171)	Posted	3/13/2019	\$80.60	\$0.00
3/13/2019	022819	Invoice	5668-281	Baker & Taylor (L0334152)	Baker & Taylor (L0334)	Posted	3/13/2019	\$272.86	\$0.00
3/13/2019	030419	Invoice	5668-292	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	3/13/2019	\$807.20	\$0.00
<b>10-25-5724-15, Local Travel</b>								<b>\$4,740.93</b>	<b>\$0.00</b>
3/13/2019	022019	Invoice	5668-139	Josh Hepler	Josh Hepler-022019	Posted	3/13/2019	\$2.90	\$0.00
3/13/2019	030119	Invoice	5668-307	Jackie Kilcran	Jackie Kilcran-030119	Posted	3/13/2019	\$28.31	\$0.00
<b>10-35-5761-00, Collection Agency</b>								<b>\$31.21</b>	<b>\$0.00</b>
3/13/2019	494795	Invoice	5668-123	Unique Management Services, I	Unique Management S	Posted	3/13/2019	\$80.55	\$0.00
<b>10-35-5763-00, Other Contr Svcs-Tech Asst</b>								<b>\$80.55</b>	<b>\$0.00</b>
3/13/2019	45978	Invoice	5668-229	Outsource Solutions Group, In	Outsource Solutions G	Posted	3/13/2019	\$9,375.00	\$0.00
3/13/2019	8832313731	Invoice	5668-235	Centurion Technologies	Centurion Technolog	Posted	3/13/2019	\$458.01	\$0.00
<b>10-40-5783-00, Dues - Staff</b>								<b>\$9,833.01</b>	<b>\$0.00</b>
3/13/2019	13845	Invoice	5668-011	Lisle Area Chamber of Commer	Lisle Area Chamber of	Posted	3/13/2019	\$165.00	\$0.00
<b>10-40-5784-00, Meetings - Staff</b>								<b>\$165.00</b>	<b>\$0.00</b>
3/13/2019	060819	Invoice	5668-031	Will Savage	Will Savage-060819	Posted	3/13/2019	\$24.82	\$0.00
3/13/2019	022219	Invoice	5668-197	Will Savage	Will Savage-022219	Posted	3/13/2019	\$29.02	\$0.00
3/13/2019	021319	Invoice	5668-211	Noelle Spicher	Noelle Spicher-021319	Posted	3/13/2019	\$14.15	\$0.00
<b>10-40-5785-00, Conferences - Staff</b>								<b>\$67.99</b>	<b>\$0.00</b>
3/13/2019	012619	Invoice	5668-037	Sandy Hayes	Sandy Hayes-012619	Posted	3/13/2019	\$52.30	\$0.00
<b>10-40-5786-00, Employee/Volunteer Recognition</b>								<b>\$52.30</b>	<b>\$0.00</b>
3/13/2019	3851	Invoice	5668-081	Flowers of Lisle	Flowers of Lisle-3851	Posted	3/13/2019	\$162.95	\$0.00
3/13/2019	efl120993770	Invoice	5668-191	Flowers of Lisle	Flowers of Lisle-efl12	Posted	3/13/2019	\$58.90	\$0.00
3/13/2019	efl136087734	Invoice	5668-257	Flowers of Lisle	Flowers of Lisle-efl13	Posted	3/13/2019	\$65.95	\$0.00

# Lisle Library District Account Distribution Report by Number March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/13/2019	ef1130141757	Invoice	5668-311	Flowers of Lisle	Flowers of Lisle-ef113	Posted	3/13/2019	\$73.90	\$0.00
<b>10-48-5823-20, Minor Equip - Adult Services</b>									
3/13/2019	021019	Invoice	5668-180	Amazon	Amazon-021019	Posted	3/13/2019	\$76.14	\$0.00
3/13/2019	Order Y-40962	Invoice	5668-319	Brodart Co.	Brodart Co.-Order Y-4	Posted	3/13/2019	\$376.00	\$0.00
<b>Totals for 10-48-5823-20, Minor Equip - Adult Services:</b>								<b>\$452.14</b>	<b>\$0.00</b>
<b>10-48-5823-30, Minor Equip - Youth</b>									
3/13/2019	021019	Invoice	5668-185	Amazon	Amazon-021019	Posted	3/13/2019	\$8.95	\$0.00
<b>Totals for 10-48-5823-30, Minor Equip - Youth:</b>								<b>\$8.95</b>	<b>\$0.00</b>
<b>10-48-5823-50, Minor Equip - Tech Services</b>									
3/13/2019	021019	Invoice	5668-190	Amazon	Amazon-021019	Posted	3/13/2019	\$25.99	\$0.00
<b>Totals for 10-48-5823-50, Minor Equip - Tech Services:</b>								<b>\$25.99</b>	<b>\$0.00</b>
<b>10-48-5823-60, Minor Equip - Circ</b>									
3/13/2019	6546184	Invoice	5668-095	Demco, Inc.	Demco, Inc.-6546184	Posted	3/13/2019	\$377.19	\$0.00
3/13/2019	021019	Invoice	5668-188	Amazon	Amazon-021019	Posted	3/13/2019	\$84.46	\$0.00
<b>Totals for 10-48-5823-60, Minor Equip - Circ:</b>								<b>\$461.65</b>	<b>\$0.00</b>
<b>10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide</b>									
3/13/2019	15146785	Invoice	5668-043	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	3/13/2019	\$90.32	\$0.00
3/13/2019	379558380	Invoice	5668-253	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	3/13/2019	\$211.10	\$0.00
<b>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</b>								<b>\$301.42</b>	<b>\$0.00</b>
<b>10-48-5846-00, Equip Maint/Repr-NonContr</b>									
3/13/2019	56920	Invoice	5668-091	AlphaGraphics	AlphaGraphics-56920	Posted	3/13/2019	\$153.00	\$0.00
3/13/2019	8070267	Invoice	5668-239	Home Depot Credit Service	Home Depot Credit Se	Posted	3/13/2019	\$42.89	\$0.00
<b>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</b>								<b>\$195.89</b>	<b>\$0.00</b>
<b>10-50-5863-30, Books - Youth Serv</b>									
3/13/2019	021019	Invoice	5668-181	Amazon	Amazon-021019	Posted	3/13/2019	\$91.03	\$0.00
3/13/2019	Order 74305	Invoice	5668-217	Children's Plus, Inc.	Children's Plus, Inc.-O	Posted	3/13/2019	\$4,741.89	\$0.00
3/13/2019	022819	Invoice	5668-262	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	3/13/2019	\$2,421.47	\$0.00
3/13/2019	022819	Invoice	5668-268	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	3/13/2019	\$767.22	\$0.00
3/13/2019	022819	Invoice	5668-271	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	3/13/2019	\$952.44	\$0.00
<b>Totals for 10-50-5863-30, Books - Youth Serv:</b>								<b>\$8,974.05</b>	<b>\$0.00</b>
<b>10-50-5864-10, Books - Non Fiction</b>									

## Account Distribution Report by Number

March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/13/2019	021019	Invoice	5668-174	Amazon	Amazon-021019	Posted	3/13/2019	\$104.12	\$0.00
3/13/2019	022819	Invoice	5668-277	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	3/13/2019	\$12.03	\$0.00
3/13/2019	022819	Invoice	5668-279	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	3/13/2019	\$6,670.66	\$0.00
3/13/2019	022819	Invoice	5668-282	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	3/13/2019	\$995.85	\$0.00
<b>10-50-5865-10, Books - Adult Fiction</b>									
3/13/2019	021019	Invoice	5668-176	Amazon	Amazon-021019	Posted	3/13/2019	\$70.85	\$0.00
3/13/2019	022819	Invoice	5668-259	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	3/13/2019	\$7,448.58	\$0.00
3/13/2019	022819	Invoice	5668-265	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	3/13/2019	\$107.74	\$0.00
<b>Totals for 10-50-5865-10, Books - Non Fiction:</b>									<b>\$7,782.66</b>
<b>10-50-5867-20, Ref Books - Adult Serv</b>									<b>\$0.00</b>
3/13/2019	4804167731	Invoice	5668-003	Wolters Kluwer Legal	Wolters Kluwer Legal-	Posted	3/13/2019	\$266.83	\$0.00
3/13/2019	103252	Invoice	5668-101	Media Finder	Media Finder-103252	Posted	3/13/2019	\$1,915.25	\$0.00
3/13/2019	021019	Invoice	5668-178	Amazon	Amazon-021019	Posted	3/13/2019	\$305.32	\$0.00
3/13/2019	022819	Invoice	5668-284	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	3/13/2019	\$448.24	\$0.00
<b>Totals for 10-50-5867-20, Ref Books - Adult Serv:</b>									<b>\$2,935.64</b>
<b>10-50-5869-20, Internet Licensed DBases</b>									<b>\$0.00</b>
3/13/2019	12069	Invoice	5668-125	Systems Technology Group	Systems Technology G	Posted	3/13/2019	\$1,800.00	\$0.00
3/13/2019	021919cb01	Invoice	5668-303	InfoGroup	InfoGroup-021919cb0	Posted	3/13/2019	\$5,355.00	\$0.00
<b>Totals for 10-50-5869-20, Internet Licensed DBases:</b>									<b>\$7,155.00</b>
<b>10-50-5871-20, Document Delivery</b>									<b>\$0.00</b>
3/13/2019	31942003067630	Invoice	5668-097	Cicero Public Library	Cicero Public Library-	Posted	3/13/2019	\$12.00	\$0.00
<b>Totals for 10-50-5871-20, Document Delivery:</b>									<b>\$12.00</b>
<b>10-50-5872-10, Dbases - Professional</b>									<b>\$0.00</b>
3/13/2019	INV00009217	Invoice	5668-099	Demco Software	Demco Software-INV0	Posted	3/13/2019	\$619.50	\$0.00
<b>Totals for 10-50-5872-10, Dbases - Professional:</b>									<b>\$619.50</b>
<b>10-50-5890-30, A-V Mats - Youth Serv</b>									<b>\$0.00</b>
3/13/2019	021019	Invoice	5668-182	Amazon	Amazon-021019	Posted	3/13/2019	\$612.83	\$0.00
3/13/2019	CD0110719029628	Invoice	5668-201	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	3/13/2019	\$2,000.00	\$0.00
3/13/2019	030419	Invoice	5668-293	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	3/13/2019	\$502.05	\$0.00
<b>Totals for 10-50-5890-30, A-V Mats - Youth Serv:</b>									<b>\$3,114.88</b>
<b>10-50-5895-40, A-V Mats - Adult Serv</b>									<b>\$0.00</b>
3/13/2019	76462	Invoice	5668-083	Compact Disc Source	Compact Disc Source	Posted	3/13/2019	\$180.98	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/13/2019	76510	Invoice	5668-131	Compact Disc Source	Compact Disc Source	Posted	3/13/2019	\$280.85	\$0.00
3/13/2019	021019	Invoice	5668-177	Amazon	Amazon-021019	Posted	3/13/2019	\$722.02	\$0.00
3/13/2019	CD0110719031930	Invoice	5668-203	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	3/13/2019	\$1,000.00	\$0.00
3/13/2019	011074CO18222433	Invoice	5668-205	OverDrive, Inc.	OverDrive, Inc.-011074	Posted	3/13/2019	\$920.70	\$0.00
3/13/2019	76533	Invoice	5668-213	Compact Disc Source	Compact Disc Source	Posted	3/13/2019	\$186.53	\$0.00
3/13/2019	76558	Invoice	5668-245	Compact Disc Source	Compact Disc Source	Posted	3/13/2019	\$262.24	\$0.00
3/13/2019	022819	Invoice	5668-274	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	3/13/2019	\$742.70	\$0.00
3/13/2019	030419	Invoice	5668-286	Midwest Tape (12516)	Midwest Tape (12516)	Posted	3/13/2019	\$42.49	\$0.00
3/13/2019	030419	Invoice	5668-288	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	3/13/2019	\$20.24	\$0.00
3/13/2019	030419	Invoice	5668-290	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	3/13/2019	\$2,762.50	\$0.00
3/13/2019	CD0110719038446	Invoice	5668-301	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	3/13/2019	\$1,000.00	\$0.00
<b>Totals for 10-50-5900-20, Periodicals - Adult Serv</b>									<b>\$8,121.25</b>
3/13/2019	1574634	Invoice	5668-103	EBSCO	EBSCO-1574634	Posted	3/13/2019	\$45.00	\$0.00
3/13/2019	1575688	Invoice	5668-105	EBSCO	EBSCO-1575688	Posted	3/13/2019	\$35.96	\$0.00
3/13/2019	1904684	Invoice	5668-107	EBSCO	EBSCO-1904684	Posted	3/13/2019	\$319.98	\$0.00
3/13/2019	1904685	Invoice	5668-109	EBSCO	EBSCO-1904685	Posted	3/13/2019	\$425.15	\$0.00
3/13/2019	1903470	Credit Memo	5668-117	EBSCO	EBSCO-1903470	Posted	3/13/2019	\$0.00	\$44.95
3/13/2019	5410509500	Invoice	5668-127	CCH Inc.	CCH Inc.-5410509500	Posted	3/13/2019	\$2,530.00	\$0.00
<b>Totals for 10-50-5900-20, Periodicals - Adult Serv:</b>									<b>\$44.95</b>
3/13/2019	1902609	Credit Memo	5668-111	EBSCO	EBSCO-1902609	Posted	3/13/2019	\$0.00	\$100.09
<b>Totals for 10-50-5900-80, Periodicals - Prof. Collections:</b>									<b>\$100.09</b>
3/13/2019	020619	Invoice	5668-005	Gail Graziani	Gail Graziani-020619	Posted	3/13/2019	\$11.74	\$0.00
3/13/2019	021019	Invoice	5668-179	Amazon	Amazon-021019	Posted	3/13/2019	\$44.98	\$0.00
3/13/2019	030419	Invoice	5668-295	Pam Freer	Pam Freer-030419	Posted	3/13/2019	\$12.99	\$0.00
3/13/2019	041319	Invoice	5668-297	Deborah Bulgrin	Deborah Bulgrin-0413	Posted	3/13/2019	\$400.00	\$0.00
3/13/2019	022719	Invoice	5668-299	Gail Graziani	Gail Graziani-022719	Posted	3/13/2019	\$10.78	\$0.00
<b>Totals for 10-60-5931-10, Programs - Adult Services:</b>									<b>\$480.49</b>
3/13/2019	020619	Invoice	5668-029	Will Savage	Will Savage-020619	Posted	3/13/2019	\$6.99	\$0.00
3/13/2019	021019	Invoice	5668-183	Amazon	Amazon-021019	Posted	3/13/2019	\$289.50	\$0.00
3/13/2019	022019	Invoice	5668-199	Will Savage	Will Savage-022019	Posted	3/13/2019	\$6.99	\$0.00
<b>Totals for 10-60-5931-30, Programs - Youth Serv. Dept.</b>									<b>\$0.00</b>

# Lisle Library District

## Account Distribution Report by Number

March 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
3/13/2019	022619	Invoice	5668-219	John Ferrari	John Ferrari-022619	Posted	3/13/2019	\$103.55	\$0.00
3/13/2019	030119	Invoice	5668-309	Will Savage	Will Savage-030119	Posted	3/13/2019	\$26.00	\$0.00
<b>10-60-5931-50, Community Relations</b>									
3/13/2019	021019	Invoice	5668-187	Amazon	Amazon-021019	Posted	3/13/2019	\$27.99	\$0.00
<b>10-60-5940-30, Reader Services - Youth Serv. Dept.</b>									
3/13/2019	SH9300	Invoice	5668-087	Costume Specialists	Costume Specialists	Posted	3/13/2019	\$140.00	\$0.00
3/13/2019	021019	Invoice	5668-184	Amazon	Amazon-021019	Posted	3/13/2019	\$161.58	\$0.00
<b>10-80-5981-80, Restricted - Per Capita Grant</b>									
3/13/2019	Order27870933	Invoice	5668-305	Lakeshore Learning Materials	Lakeshore Learning Ma	Posted	3/13/2019	\$2,186.74	\$0.00
3/13/2019	Order Y-40962	Invoice	5668-321	Brodart Co.	Brodart Co.-Order Y-4	Posted	3/13/2019	\$682.30	\$0.00
<b>30-65-5920-00, Network - Purchases (.02 B/M)</b>									
3/13/2019	RGID7497	Invoice	5668-317	CDW Government	CDW Government-R	Posted	3/13/2019	\$2,448.69	\$0.00
<b>Totals for 10-60-5931-50, Community Relations:</b>									
<b>Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:</b>									
<b>Totals for 10-80-5981-80, Restricted - Per Capita Grant:</b>									
<b>Totals for 30-65-5920-00, Network - Purchases (.02 B/M):</b>									
<b>Grand Totals:</b>									

# Lisle Library District

## Account Distribution Report by Number

March 13, 2019

Report name: Account Number Report for March 13, 2019  
Report format: Detail  
Include these transaction dates: 3/13/2019 to 3/13/2019  
Include these post dates: 3/13/2019 to 3/13/2019  
Include all Post Statuses  
Do not include adjustment transactions  
Include miscellaneous entries  
Include these Accounts: Query: Account number report  
Include all Funds  
Include all Classes  
Include all Vendors  
Include all Invoices  
Include all Credit Memos  
Include all Payments  
Include all Purchase Orders  
Include all Receipts  
Include all Account Attributes  
Include all Vendor Attributes  
Include all Invoice Attributes  
Include all Credit Memo Attributes  
Include all Purchase Order Attributes  
Include all Function(s)  
Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN February 2019 and March 2019			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 2/15/19		\$ 65,442.78
HSA	Garnishment	Employee Deduction	\$ 173.80
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,181.86
Auto W/D	Howard Simon & Associates	Mo. PR Serv. - February, 2019	\$ 1,541.89
HSA	EFTPS/Electronic Tax Pymt 2/15/19	Fed Tax \$8149.02	\$ 21,777.04
		FICA W/H \$6814.04	
		FICA Lib \$6813.98	
HSA	Salaries 2/28/19		\$ 63,041.80
HSA	Garnishment	Employee Deduction	\$ 113.07
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,020.63
HSA	EFTPS/Electronic Tax Pymt 2/28/19	Fed Tax \$7783.67	\$ 20,897.53
		FICA W/H \$6556.91	
		FICA Lib \$6556.95	
Wired	IMRF	IMRF W/H \$8089.81	\$ 19,229.86
		IMRF Lib. \$11140.05	
		Sub Total	\$ 200,420.26
Check #	Vendor	Description	Amt
2774	AFLAC (G6920)	Payroll Withholding	338.61
2775	Albertsons/Safeway	Program Supplies	91.66
2776	Courageous Baker	Deposit for SR Kick Off	200.00
2777	Ehlers Investment Partners	Consulting Fees	584.12
2778	IHLS - OCLC	ILL Fees	5.25
2779	Indian Trails Public Library District	RAILS Program	15.00
2780	Konica Minolta Business Solutions	Usage	174.55
2781	Libraries First	Museum Pass	275.00
2782	LIMRICC PHIP Health	Medical Premium	26794.46
2783	Midwest Tape	Hoopla	4347.03
2784	RMC Imaging, Inc.	Viewscan Renewal	735.00
2785	Tina Williams	Online Program	200.00
2786	Delta Dental - Risk	March 2019 Billing	2017.45
2787	MB Financial Credit Card	Phone, Programs, Books, Conference	4850.34
		Sub Total	\$ 40,628.47
		TOTAL	\$ 241,048.73

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$314,734.40
TOTAL .02 BUILDING/MAINT. EXPENSES	\$2,448.69
TOTAL IMRF/FICA EXPENSES	\$24,510.98
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	\$249.00
TOTAL OF ALL ABOVE	\$341,943.07

These expenses have been submitted by \_\_\_\_\_  
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 3/13/2019

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Presiding Officer

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monthly Circulation Report - February 2019

	Checkouts	Renewals	Feb-19 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change
Adult Non-Print	5,870	1,981	7,851	75,909	67,227	-11.44%
Adult Print	5,730	2,685	8,415	72,765	73,271	0.70%
Adult Total	11,600	4,666	16,266	148,674	140,498	-5.50%
YS Non-Print	1,396	628	2,024	18,697	17,207	-7.97%
YS Print	6,869	3,062	9,931	84,663	82,936	-2.04%
Total YS	8,265	3,690	11,955	103,360	100,143	-3.11%
Digital Media						
Overdrive	2,154		2,154	11,677	16,442	40.81%
hoopla	1,950		1,950	11,949	15,352	28.48%
RB Digital	390		390	1,140	2,202	93.16%
Total Digital	4,494	0	4,494	24,766	33,996	37.27%
Subtotal Print + Non-Print/Digital	24,359	8,356	32,715	276,800	274,637	-0.78%
Computer/Tech Sessions Logins	2,455		2,455	20,823	19,991	-4.00%
Database Usage/Unique Logins	3,183		3,183	21,563	25,064	16.24%
Wireless Use	1,251		1,251	14,340	12,002	-16.30%
ScannX sessions/jobs	551		551	2,565	2,914	13.61%
Museum Adventure Passes	5		5	180	158	-12.22%
Total IT/Resource Sessions	7,445	0	7,445	59,471	60,129	1.11%
Total Circulation	31,804	8,356	40,160	336,271	334,766	-0.45%
Literacy Software Usage Hours			87	788	740	-6.09%
Borrower Information	Feb. 2019 Total	YTD 17/18	YTD 18/19	YTD % Change		
New Library Cards Added	139	1,072	1,068	-0.37%		
Monthly Borrowers	2,779	24,429	23,342	-4.45%		
Total # Registered Borrowers	10,785	11,266	10,785	-4.27%		
InterLibrary Loans						
Materials Sent	121	1,157	1,120	-3.20%		
Materials Received	354	3,080	3,139	1.92%		
Polaris/Catalog Holds						
Holds Placed	2,829	23,161	23,879	3.10%		
Holds Checked Out	2,311	18,012	18,816	4.46%		

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

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		22	48	31	2	103	579	1,024	76.86%
Attendees		237	794	46	23	1,100	9,438	9,541	1.09%
Computer/Technology Programs		8	3		1	12	87	79	-9.20%
Attendees		25	19		2	46	356	277	-22.19%
Performer/Speaker/Author		3	0			3	27	24	-11.11%
Attendees		82	0			82	640	791	23.59%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	5	4	-20.00%
Attendees	0					0	472	740	56.78%
<b>Total Number of Programs</b>	0	33	51	31	3	118	698	1,131	62.03%
<b>Total Patrons Served by Programming</b>	0	344	813	46	25	1,228	10,906	11,349	4.06%
Reference Questions		1,998	1,712	2,166		5,876	49,973	49,707	-0.53%
Volunteer Hours		5.00	17.00			22.00	753.50	680.50	-9.69%
<b>Outreach Service Statistics</b>									
Outreach Visits		2	12	0		14	96	116	20.83%
Patrons Served by Outreach Visits		33	834	0		867	5,225	6,205	18.76%
Home Delivery Dates		2				2	17	17	0.00%
Patrons Served via Home Delivery		132				132	646	920	42.41%
<b>Total Outreach Programs</b>		4	12	0		16	113	133	17.70%
<b>Total Patrons Served with Outreach Services</b>		165	834	0		999	5,871	7,125	21.36%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	88						799	733	-8.26%
Number of Outside Groups Using Meeting Space	23						199	175	-12.06%
Patrons Entering Building	13,149						114,415	110,828	-3.14%
Friend's Sponsored Programs	1						7	9	28.57%
Attendees	54						224	645	187.95%
<b>Social Media Use</b>									
Facebook (daily page consumption)	1,455						12,215	12,385	1.39%
Twitter Followers	752						702	752	7.12%
Pinterest Average Daily Viewers	198						1,378	1,637	18.80%
Instagram Likes	549						2,717	3,511	29.22%
Flickr Views	20,881						63,263	107,269	69.56%
YouTube Views	356						N/A *	726	--

\* New statline for January 2019.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: March 11, 2019*

## **Director's Report March 2019**

### **Meetings**

Feb. 11 -- West Sub. Comm. Pantry & VOL Police  
Feb. 13 – LLD Board  
Feb. 14 – Patron  
Feb. 14 – Staff  
Feb. 14 – Dept Directors  
Feb. 15 – Friends of the LPLD  
Feb. 15 – Staff  
Feb. 15 – Patron  
Feb. 18 – OSG  
Feb. 19 – Staff  
Feb. 19 – Staff

Feb. 20 – Patron  
Feb. 20 – Bartelli  
Feb. 21 – Staff  
Feb. 22 – Personell & Policy Comm.  
Feb. 25 – Finance Comm.  
Feb. 27 – Patron  
Mar. 1 – Patron  
Mar. 1 – Rep. Grant/Mobile Office  
Mar. 6 – Physical Plant Comm.  
Mar. 8 – Fisher

### **Highlights/Developments**

#### **Harry Potter Day at LLD**

On Saturday, March 9<sup>th</sup> the LLD celebrated our second annual Harry Potter Day. Despite the impending and eventual downpour of rain, approximately 585 patrons enjoyed the wizardry and whimsy! Staff deserve a standing ovation for the hours of creativity, energy, and passion they threw into this absolutely gratifying day. From the library-wide scavenger hunt, photo booth, remote control Quidditch game, Forbidden Forest creature room, family craft station, and wizards food court, there was something for everyone to enjoy. Relive some of the memories by visiting the LLD's Flickr page!

#### **Summer Lunch Program**

On February 11<sup>th</sup> Assistant Director McQuillan and I met with Kristin Jachymiak of the West Suburban Community Pantry, Lisle Police Chief David Anderson, Deputy Chief Ron Wilke, and Deputy Chief Jon Gaw to discuss the Library's second year of providing lunches to children in need during the summer months. The LLD also cooperates with the Northern Illinois Food Depository for training. Assistant Director McQuillan is coordinating this year's efforts and will have more information regarding dates and times closer to the program promotion schedule.

*To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: March 11, 2019*

## **Lisle Organizations**

Both, the Friends of the Lisle Public Library District and Lisle Woman's Club have deep roots with the LLD. The LLD is looking forward to cooperative programming in 2019 in tribute to our longstanding relationship with both organizations. In April, to celebrate National Library Week, the LLD is partnering with the Lisle Woman's Club to recognize the women who built the LLD. Later in the year, we look to partner with the Friends of the LPLD to sponsor a large-scale author event. We are excited to bring events like these to our residents. Our connection to local philanthropic organizations like the Friends of the LPLD and Lisle Woman's Club bring value to our entire community.

## **Meetings**

In February, I had the pleasure to meet with a number of residents interested in becoming more involved in the community. Whether through volunteering at the LLD or via other organizations, Lisle has a bevy of residents looking to give back.

The LLD is currently in the process of drafting a more comprehensive adult volunteer program. All volunteer activities (kids/teens/adults) are coordinated and supervised by staff. Currently, we have a limited program for adult volunteer participation and it is my goal to provide a more inclusive program. This takes planning, vetting, and thoughtful management. We hope to have an adult program in place this summer.

Respectfully submitted,



Tatiana Weinstein

## **February 2019 Assistant Director Report**

### **Meetings**

- Mechanical Inc. – Feb 5
- Event Team – Feb 26
- Board Meeting – Feb 13
- Johnson Controls – Feb 19
- Bear Landscape – Feb 6
- Applied Network Concepts – Feb 7
- Finance Comm – Feb 25
- Heritage Tech. – Feb 12
- Monaco Mechanical – Feb 20
- Staff Meeting – Feb 19
- Morse – Feb 12
- Nicor – Feb 19
- Patriot Electric – Feb 18, 20, 26
- Personnel & Policy Comm – Feb 22

### **EVENTS**

The Event Team met to finalize plans for Harry Potter Day scheduled for Saturday, March 9<sup>th</sup> from 1-3pm. Staff anticipate a popular program and are planning for many visitors to the LLD. The Team is also planning for National Library Week (April 7-13.) Youth Services is planning outreach programs with a theme from the book “Dragons Love Tacos.” A Family Craft Program will take place that week, as well as a tribute concert on Saturday, April 13<sup>th</sup> to celebrate the women who established the LLD.

### **POLARIS**

With the upgrade of the operating system Polaris 6.2, the LLD management staff will research ways to find the best visual gateway via the materials catalog. Staff will work to enhance the sidebar dashboard on the catalog. This will improve patron options when searching topics, titles or authors.

### **FACILITY**

On Tuesday, February 19<sup>th</sup> staff detected natural gas odors in the receiving area and west mechanical room. Nicor was called and arrived promptly before the Library opened. The technician found a leak at the boiler ignition. The valve was tightened by the technician. Later, Monaco Mechanical inspected both boilers for leaks.

As part of the LLD budget process, staff are preparing a request for proposal for cleaning services for the Library. The proposal will include a one year contract for daily cleaning of the floors, restrooms and emptying trash and recycling. Carpet deep cleaning, window washing and other periodical cleaning maintenance will be quoted, but not part of the daily cleaning contract.

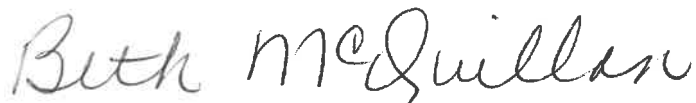
The piano in the meeting room was tuned and the foot pedals repaired this month. Several piano teachers will be scheduling end of year recitals in the meeting room.

### **SUMMER LUNCHES**

On February 11<sup>th</sup>, Director Weinstein and I met Kristin Jachymiak of the West Suburban Community Pantry (WSCP), Lisle Police Chief David Anderson, Deputy Chief Ron Wilke and Deputy Chief Jon Gaw to discuss the Summer Lunch program at the LLD. We discussed expanded notification of the program via our organizations with the aim of reaching those most in need. We reviewed samples of summer lunch posters and shared ideas for marketing the program.

### **MOBILE OFFICE VISIT**

March 1<sup>st</sup>, Amy Grant, District 42 State Representative, stationed a mobile office table in the LLD entrance lobby from noon to 2pm. Representative Grant greeted constituents and listened to their concerns and ideas.

A handwritten signature in cursive script that reads "Beth McQuillan". The ink is dark and the signature is fluid, with the first name "Beth" and last name "McQuillan" clearly distinguishable.

Beth McQuillan

## From the community: Harry Potter Day Returns to Lisle Library District



**Community Contributor Josh Hepler | February 20, 2019**

Lisle Library District would like to invite you to its second annual Harry Potter Day! This book-inspired celebration of all things magical is back by popular demand, and will come to the Library on Saturday, March 9th, from 1:00-3:00 PM.

Join us for games, crafts, snacks, and activities to celebrate our favorite literary wizarding world. All ages are welcome! Sort yourself into a Hogwarts house, visit Diagon Alley, try out our new scavenger hunt and photobooth, and play a game of remote-controlled Quidditch! Costumes are encouraged! This year's attendees will also be able to venture into the 'Forbidden Forest' and come face-to-face with a variety of awesome creatures and fantastic beasts (like lizards, snakes, and spiders) provided by Crosstown Exotics.

# Chicago Tribune **NAPERVILLE SUN**

From the community: Lisle Library District's Gallery 777  
February Reception



**Community Contributor Josh Hepler | February 12, 2019**

**Artist Sara S. Sadat poses with her work at the opening of her show at Lisle Library District's Gallery 777.**

## Presentation looks at secret messages of Civil War-era quilts



**February 2, 2019**

The story of quilting in America is as diverse as the patterns, fabrics and individuals who create the art.

Besides providing warmth, quilts can tell a story, display creativity and uncover history.

In a multimedia presentation, quilt specialist Connie Martin will come to the Lisle Public Library, 777 Front St., at 7 p.m. Feb. 12 to showcase her family's historic quilts.

A classroom teacher for 32 years, Martin trained under the guidance of her mother, a talented quilter and retired educator, Dr. Clarice Boswell, to share with audiences the hidden codes and secret messages within their family's 18 handcrafted quilts.

The stories are all tied to the family's oral testimony that predates the Civil War.

Both mother and daughter use quilt replicas, meticulously made over the years by Boswell for the presentation. Through research, codes and symbols were found that helped slaves secretly navigate the Underground Railroad system to reach freedom. Special hidden stitching techniques also communicated details.

"The unique stories tell about the secret codes and hidden messages inside the patterns of the pre-Civil War quilts that aided abolitionists to guide slaves to freedom in the North through several historical safe routes and Safe Houses on the Underground Railroad," Martin said.

In addition to the quilts, a family Bible makes the presentation unique. "Our Bible, copyrighted 1898, had documents, photos and information in it that dated back to 1850," Martin said. "It was found by my great aunt in Kentucky and passed on to Lizzie (Martin's great grandmother)."

Leah, a purchased slave, passed on secrets of the patterns to Delcy, who was Lizzie's mother. The line of succession then goes to Martin's grandfather Frank, and on to her mother, Clarice. The secret quilt code was passed from one generation to the next.

"Each decorative pattern that I show the audience, I have the original," said Martin. "They date back to Pearly in Leesburg, Kentucky, 1850."

The code was a way to warn a person or give directions without others knowing what was happening.

Some of the designs are universal, but the codes themselves were only known on an as-needed basis. For instance, the "Wagon Wheel" quilt design meant that the blacksmith would take one or more slaves off the plantation in a hidden, secret compartment on the hay wagon.

The quilt square "Bow Ties" and "Britches" meant that the safe house would have a change of clothing for the escaping slave or for the children. "Northern Star," which was also called "Evening Star," pointed the direction to the North for travel.

The design of a "Ring of Roses" or "Rose Wreath" was not a code, but rather was given to the traveler as a gift upon arriving in Canada and obtaining freedom.

Other codes included the design "Bear's Claw" that meant you would find water nearby, because bears often are near water. The design "Log Cabin" with a black center square meant it was safe to come into the designated Safe House. A red middle square, indicated possible trouble, and you should not stop at the house. A yellow center square meant to proceed with caution.

A "Boat" pattern meant you were going to go by boat as a way to travel to the next Safe House in the Underground Railroad system.

"The quilt codes were only privy to certain plantations and certain slaves," said Martin. "Not everyone was privy to this information. My family was one of those chosen and it's documented in our Bible."

Quilt research relies on oral anecdotes and written memory that Martin and her mother developed into their unique presentation.

"Sometimes a quilt is just a quilt," Martin said. "Other times, it is a secret message offering a safe route to freedom."

To register for the program, call the library at (630) 971-1675. The program is presented in partnership with the Lisle Heritage Society.



777 Front Street  
Lisle, IL 60532  
lislelibrary.org  
(630) 971-1675

## LISLE LIBRARY DISTRICT REQUEST FOR PROPOSALS (RFP) FOR AUDIT SERVICES

March 14, 2019

Firm/Address \_\_\_\_\_  
Ms/Mr \_\_\_\_\_:

The Lisle Library District (LLD) Board of Trustees requests proposals from firms to provide annual audit services for the Library. The LLD has retained the same firm for many years and the Board seeks to evaluate its options for audit services.

You have been identified as a potential candidate having expertise in the areas of audit services we seek. If interested, we request that you submit a proposal in accordance with the guidelines as described in this RFP.

### LLD:

Lisle Library District is located 25 miles west of Chicago in the western suburbs of DuPage County, Illinois. Serving the Village of Lisle and a portion of unincorporated Naperville, the LLD is committed to enhancing the cultural, social, and lifelong educational development of the community.

The LLD is governed by a seven-member, elected, Board of Trustees and administered by an Executive Director hired by the Board. Regularly scheduled Board meetings are held on the second Wednesday of each month.

The LLD utilizes a cash basis method of accounting and maintains its financial records on Library premises. The LLD's primary source of funding comes via property taxes. The LLD's fiscal year ends on June 30th. The LLD is required to file an official audit report and annual financial report with the Illinois State Comptroller. Past audit reports and other financial records are available on the LLD website: [www.lislelibrary.org](http://www.lislelibrary.org).

The LLD maintains the following funds:

- General/Corporate Fund
- Building and Maintenance Fund
- IMRF Pension Fund
- FICA Fund
- Working Cash
- Special Reserve Fund

The LLD maintains its reputation for quality public service. It is known in the community as the place to go for knowledgeable and friendly assistance. Whether patrons want to find local information, experience cultural programs, pursue a hobby, conduct academic research, find a good book or movie, the Lisle Library District provides what the community requires and desires.

## **SCOPE OF WORK AND TERMS OF ENGAGEMENT:**

The audit firm shall be required to perform financial services for the LLD Board of Trustees and Library Director in compliance with generally accepted auditing principles as applicable to governmental entities. The contract length shall be for one year with the option to renew for two years per mutual agreement. The scope of work includes, but is not limited to:

- Preparing an annual audit report, management letter, and financial statements for year ending June 30, 2019
- Filing audit report with Illinois Comptroller
- Presentation of audit report to LLD Board of Trustees at its regular October meeting
- Advise the LLD of financial reporting changes in state and federal regulations which will or may impact the LLD
- Be available for meetings/consultation (in-person or via telephone) with the Library Director and/or the Finance Director regarding accounting, compliance, internal control issues, or similar matters
- Issuance of 14 bound copies and a digital copy (PDF) of final audit report

## **QUALIFICATIONS:**

The audit firm and all key professional staff must be properly licensed by the State of Illinois and be experienced in current Government Accounting Standards Board (GASB) guidelines.

## **PROPOSAL REQUIREMENTS:**

Firms responding to this RFP must submit the proposal via e-mail. A response to this RFP shall include the below information in the following order:

1. A signed, letter of interest with expressed understanding of the services required
2. Resume/s of key personnel who will serve as contact staff
3. Response to the LLD QUESTIONS/DETAIL in order

## **LLD QUESTIONS/DETAIL:**

1. Describe your firm's background and any information applicable to the scope of work requirements as described in this RFP. Please indicate any unique services your firm provides.
2. Are there any potential conflict of interest issues regarding your firm in providing audit services to the LLD?
3. Describe your firm's audit project plan/fieldwork:
  - a. How many days do you expect to be on site? Consecutive?
  - b. How many staff will be on site?
  - c. What types of documents does your firm need to perform audit work?
  - d. Do you use QuickBooks (other)?
  - e. How does your firm conduct audit interviews?
4. Are there upcoming GASB pronouncements that the Library needs to be aware of?
5. Will the LLD need an actuarial study? If so, are there an additional cost or fees?
6. As part of the audit report, will your firm assist with writing the MD&A?
7. Will your firm review institutional financial policies prior to the completion of the audit?

8. Please provide your firm's complete fee structure, documenting a maximum, not-to-exceed fee, for three years.
9. Describe the professional liability insurance coverage that your firm carries
10. Please provide URLs or online addresses/links documenting examples of your firm's audit work.
11. Please provide 3-5 references.

#### **PROPOSAL SUBMISSION:**

Please submit proposals to Library Director, Tatiana Weinstein, via e-mail ([tatiana@lislelibrary.org](mailto:tatiana@lislelibrary.org)) in PDF format no later than 5:00 p.m., on Monday, April 15, 2019. Please reference "AUDIT SERVICES PROPOSAL" in the subject line. Confirmation will be sent upon receipt. Proposals will be kept confidential during the review process. Upon completion of the selection process, response contents may be subject to public disclosure. Questions and requests for clarifications regarding this RFP shall be sent to Tatiana Weinstein.

Responding firms may not contact individual LLD Trustees or LLD staff members other than Director Tatiana Weinstein during this submission period (630-971-1675 x 1004 | [tatiana@lislelibrary.org](mailto:tatiana@lislelibrary.org)).

#### **PROCESS:**

The LLD Board of Trustees will review submitted proposals and firms may be asked to provide additional information and/or attend a Board meeting for an in-person interview. All costs related to the RFP process, including any travel expenses, are at the cost of the firm.

The LLD reserves the right to accept or reject any or all proposals and is not bound to accept the proposal that cites the lowest costs/fees. This request for proposal does not constitute an offer by the LLD to enter into a contract with any person or firm. The LLD reserves the right to negotiate with those responding.

The LLD Board of Trustees anticipates making a selection in May of 2019. All candidates will be notified of the Board's decision within five business days after official selection.

Thank you for your time. We look forward to hearing from you.

Sincerely,

The LLD Board of Trustees

---

Jay Fisher, President | LLD Board of Trustees

---

Tatiana Weinstein, Director | LLD

**Lauterbach & Amen**

Fountaindale District Lib  
Wheaton Public Lib  
Elk Grove Village Lib  
Bloomington Public Lib  
Arlington Heights Public Lib

**Sikich (acquired Knutte)**

Carol Stream Lib  
RAILS  
Warrenville PLD  
St Charles PLD  
Woodridge PL

**BKD CPAs and Advisors**

Downers Grove Lib

**McClure Inserra**

Roselle PLD  
Barrington PLD

**Baker Tilly**

Schaumburg PLD

## POLICY 342

### SOCIAL MEDIA POLICY

Social media is a valuable tool for communicating information about Library-related subjects and events. Social media also provides an environment to engage and facilitate conversations around shared ideas. The Lisle Library District (LLD) supports participation in social media efforts as an additional method to promote the services and resources of the Library.

Social media may be defined as, but not limited to, blogs, micro blogging, self-published online journals, collaborative web-based discussion forums, and other forms of online broadcast communications.

The LLD supports the valuable use of Social Media by staff members and encourages media fluency. Usage of Social Media is in alignment with the Library's mission to enrich, educate and empower patrons as it is used for education, information, communication.

The following policy points apply:

#### A. Employees utilizing social media:

1. Employees ~~May~~ **Shall** not reveal or discuss confidential work-related matters ~~through the use of~~ **via** social media.
2. ~~Employees cannot~~ **Shall not** use social media to harass, threaten, ~~libel, or slander,~~ malign, defame, or discriminate against other employees, **Trustees**, or the Lisle Library District **as a whole**.
3. ~~Employees May~~ **Shall** not ~~participate in~~ **utilize** social media sites for personal use while on ~~Library~~ **LLD** work time and at no point on a public services desk.
4. ~~While on work time employees May~~ engage in responsible utilization of social media for communication and information about library-related subjects **topics** ~~and/or to utilize such social media sites~~ for the benefit of the ~~Library~~ **LLD** as assigned.
5. ~~Employees that want to respond or post comments with regards to Library related matters~~ **Should** always use professional ~~ethics~~ **behavior** and respectful communications **when posting or responding to comments regarding the LLD.**

#### B. ~~Lisle Library District~~ **LLD-Sponsored Social Media:**

1. Only employees designated by the Library Director may officially represent the ~~Library~~ **LLD** through social media.
2. **LLD social media sites/platforms are administered by employees of the LLD.**
3. Copyrighted material may not be posted unless permission has been obtained from the owner of the copyright.

4. ~~LLD reserves the right to lawfully monitor employee's use of social media with respect to LLD.~~

5. Designated employees are responsible for ensuring that all LLD-sponsored social media conforms to guidelines listed below. These employees are authorized to **immediately** remove ~~immediately and without advance warning~~ any content that violates the guidelines. ~~of LLD for social media as established below.~~

LLD reserves the right to remove or moderate ~~patron or employee~~ content from Library-sponsored social media ~~social with no advance warning~~ if it:

- ~~a. Is off topic or out of context~~
- b. **a.** Is ~~determined to be~~ offensive, obscene, or harassing
- c. **b.** Contains personal or private information
- d. **c.** Violates any local, state, or federal law
- e. **d.** Is not in accordance with the LLD Patron Code of Conduct
- f. **e.** Contains commercial, proselytizing, **political/campaign-related electioneering/campaigning content**
- ~~g. Violates the intent of Social Media which is sponsored by the LLD~~
- ~~h. Anonymous or unidentifiable to a specific individual~~

### **C: Lisle Library District LLD Utilization of Social Media**

Lisle Library District LLD utilizes social media ~~and publicity~~ in order to promote resources, events, **and services, and to connect to the community.** Photographs and other media opportunities may take place on ~~Library LLD~~ grounds, in programs, or ~~at~~ other sponsored events.

~~Patrons will not be identified in media unless they elect to opt into identification through formal acknowledgement or informal agreement such as self tagging. Images from events may be utilized without express permission though staff members will make every effort inform patrons that images are being recorded. A patron may opt out of participation in social media through self monitoring of their own accounts or by speaking with a staff member.~~

**Patrons identified by name in LLD social media posts have given permission for the LLD to use their name/s. A patron may opt out of social media participation by speaking with a staff member who may be taking photographs or recording an event. Images from events**

may be utilized on LLD social media platforms without express permission; staff members will make every effort to inform patrons that images are being recorded.

~~LLD performers will have the opportunity to accept, limit or decline permission to use social media promotion through via the general LLD contract acknowledgement agreement.~~

#### D. LLD Board of Trustees Social Media Use

The LLD Board of Trustees are encouraged to participate **in** and promote LLD events and communications via their own personal social media accounts or via commenting on LLD social media platforms.

Trustees utilizing social media:

- ~~1. Should promote and advocate for LLD sponsored events and resources via social media.~~
2. **May Shall** not reveal, share, ~~or~~ discuss, **or confirm** confidential/private LLD-related matters through the use of social media.
3. Shall not use social media to harass, threaten, ~~libel, or slander~~, malign, defame, or discriminate against employees, other Trustees, or the ~~Lisle Library District~~ **LLD** as a whole.
4. Should always use professional ~~ethics~~ **behavior** and respectful communications when posting or responding to comments regarding the LLD.
- ~~5. Should not use social media to debate or disagree with LLD Board of Trustee decisions.~~
- ~~6. Should not use social media to criticize LLD employees, policies or procedures.~~
7. **Should not appear to speak for the LLD Board as a whole** and shall state that opinions expressed are their own when responding to comments or questions about the LLD. ~~and always declare that any opinions expressed are their own when posting or responding to comments regarding the LLD.~~
- ~~8. OTHER \_\_\_\_\_?~~
9. Shall not intentionally or negligently post incorrect or incomplete information about the LLD.
10. Shall **make every effort to** correct the a record/post when misinformation about the LLD has been posted/shared.

Adopted 8/8/2012  
Revised 11/13/13  
~~Revised \_\_\_/\_\_\_/18~~  
Revised \_\_\_/\_\_\_/19

## **POLICY 342**

### **SOCIAL MEDIA**

Social media is valuable for communicating information about Library-related topics and events. Social media also provides an environment to engage and facilitate conversations around shared ideas. The Lisle Library District (LLD) supports participation in social media efforts to promote the services and resources of the Library.

Social media may be defined as, but not limited to, blogs, micro blogging, self-published online journals, collaborative web-based discussion forums, and other forms of online broadcast communications.

#### **A. Employees utilizing social media:**

1. Shall not reveal or discuss confidential work-related matters via social media.
2. Shall not use social media to harass, threaten, malign, defame, or discriminate against other employees, Trustees, or the Lisle Library District as a whole.
3. Shall not utilize social media for personal use while on LLD work time and at no point on a public services desk.
4. May engage in responsible utilization of social media for communication and information about library-related topics and/or for the benefit of the LLD as assigned.
5. Should always use professional behavior and respectful communications when posting or responding to comments regarding the LLD.

#### **B. LLD-sponsored social media:**

1. Only employees designated by the Library Director may officially represent the LLD through social media.
2. LLD social media sites/platforms are administered by employees of the LLD.
3. Copyrighted material may not be posted unless permission has been obtained from the owner of the copyright.
4. Designated employees are responsible for ensuring that all LLD-sponsored social media conforms to guidelines listed below. These employees are authorized to immediately remove any content that violates the guidelines.

LLD reserves the right to remove or moderate content from Library-sponsored social media if it:

- a. Is offensive, obscene, or harassing
- b. Contains personal or private information
- c. Violates any local, state, or federal law
- d. Is not in accordance with the LLD Patron Code of Conduct
- e. Contains commercial, proselytizing, electioneering/campaigning content

#### C: LLD utilization of social media:

LLD utilizes social media in order to promote resources, events, services, and to connect to the community. Photographs and other media opportunities may take place on LLD grounds, in programs, or at other sponsored events.

Patrons identified by name in LLD social media posts have given permission for the LLD to use their name/s. A patron may opt out of social media participation by speaking with a staff member who may be taking photographs or recording an event. Images from events may be utilized on LLD social media platforms without express permission; staff members will make every effort to inform patrons that images are being recorded.

#### D. LLD Board of Trustees social media use:

The LLD Board of Trustees are encouraged to participate in and promote LLD events and communications via their own personal social media accounts or via commenting on LLD social media platforms.

Trustees utilizing social media:

1. Shall not reveal, share, discuss, or confirm confidential/private LLD-related matters through the use of social media
2. Shall not use social media to harass, threaten, malign, defame, or discriminate against employees, other Trustees, or the LLD as a whole
3. Should always use professional behavior and respectful communications when posting or responding to comments regarding the LLD
4. Should not appear to speak for the LLD Board as a whole and shall state that opinions expressed are their own when responding to comments or questions about the LLD
5. Shall not intentionally or negligently post incorrect or incomplete information about the LLD
6. Shall make every effort to correct a record/post when misinformation about the LLD has been posted/shared

Adopted 8/8/12  
Revised 11/13/13  
Revised 03/13/19

**POLICY 200**  
**LISLE LIBRARY DISTRICT (LLD)**  
**BOARD BY-LAWS**

**Article I**  
**Name**

The name of this organization shall be ~~Board of Library Trustees of Lisle Library District of Illinois~~, the Lisle Library District (LLD), being an Illinois not-for-profit institution, approved by Referendum December 11, 1965. The governing body shall be named the Lisle Library District (LLD) Board of Trustees.

**Article II**  
**Objectives**

The objectives of The Lisle Library District shall be:

1. To Serve the Lisle Library District.
2. To Provide appropriate library programs, services, and materials for every citizen in this area to all users.
3. To provide library materials for student needs at every educational level through the public library services.
4. To provide library materials to satisfy the reference and research needs of the people of this area, directly or by referral to a reference center.
5. Comply with the Illinois Compiled Statutes and all other state and federal laws.
6. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances.
7. To Provide an adequate competent staff of professionally trained librarians.
8. To provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of this area.
9. To Foster the economic and efficient utilization of public funds.
10. To promote the full utilization of local pride, responsibility, initiative, and support of library service and at the same time employ available state aid and other grants for which the Library qualifies as supplements to local support Seek supplementary grants and alternative funding opportunities.

**Article III**  
**Board Members**

The Lisle Library District shall be governed by a seven-person Board of Trustees. All Trustees will have one vote on the Board of the Lisle Library District.

**A. Elections**

The Board shall be elected at large in a regularly scheduled election by all voters residing in the District. A regular term shall be for four years, and the terms shall be staggered with at least ~~two~~ three terms expiring every two years. Any resident of the Lisle Library District is

eligible to run for the Board upon compliance with State Election Law procedures. These elections shall be held biennially in each odd-numbered year on the date specified by the State Election Law.

B. All newly elected Board members shall receive a Board orientation coordinated and conducted by the President and Director. This orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.

#### C. Vacancies

Trustee vacancies shall be declared when a Trustee; (1) declines, fails, or is unable to serve, (2) becomes a nonresident of the District, (3) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Illinois Public Library District Act (75 ILCS 16/), or (4) has failed to pay the Library taxes levied by the District.

Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

All vacancies shall be filled by appointment by the remaining Trustees, and consistent with Illinois election law, until the next regular Library election. ~~at which time a Trustee shall be elected for the remainder of the unexpired term.~~

### Article IV Officers

The Board of Trustees shall elect a President, a Vice President, a Secretary, and a Treasurer.

~~The Board of Trustees of the Lisle Library District shall have the authority necessary to carry out the spirit and intent of Illinois District Library Law and the Statutes of the State of Illinois.~~

#### A. Elections

The election of Officers shall be held at the regular ~~May~~ June meeting of each year (or at the first meeting of a newly elected Board). The terms of office for the prior Officers shall end and the terms of their successors shall begin immediately subsequent to this election. The Officers shall be elected to serve for one year.

#### B. Procedure

The current President shall preside over the opening of the meeting to elect Officers. Immediately following the election of President, he/she shall assume Office and preside over the remainder of the meeting. The remaining statutory Officer positions are then elected. In special cases, when the former President no longer holds his/her seat, the Board may elect a chairman/woman pro tem to preside over the opening of the meeting to elect Officers. Upon election of the LLD Board President, he/she shall assume Office and preside over the remainder of the meeting where the remaining statutory Officer positions are then elected.

Nominations, including self-nominations, must be made by a Trustee who will take Office at the meeting to elect Officers. A nomination will only be valid if the candidate declares orally at the meeting, that ~~the candidate~~ **he/she** is willing to take Office if elected. A motion and a second are required for a vote. To be elected, a candidate must receive a majority vote.

In the case there are more than two candidates running for the same position and none receive a majority of affirmative votes, the vote will be rerun. The tie-vote candidates may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. A candidate who fails to be elected for a position may be nominated for another position.

#### ~~D.~~ **C. Primary Roles**

- **President:**  
Working closely with the Director, the President prepares Board agendas, presides at Board meetings, and serves as discussion leader. The President appoints committee members and is an ex-officio voting member of all committees. The President is signatory to all bank and investment accounts and signs account payable checks. The President and Director have access to the bank safety deposit box.
- **Vice President:**  
In the absence of the President, the Vice President presides at Board meetings and performs such other duties as necessary. The Vice President is a signatory to the general operating bank account and signs account payable checks.
- **Secretary:**  
The Secretary shall sign Board approved meeting minutes, resolutions, ordinances, applicable election paperwork and other necessary LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.
- **Treasurer:**  
The Treasurer oversees the LLD's annual audit, reviews general financial operations, and is bonded/insured. The Treasurer is typically appointed as the Chair of the Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

#### ~~E.~~ **Vacancies**

~~See LLD Policy 200/Article III, B.~~

### **Article V Meetings**

#### **A. Regular and Special**

The **LLD** Board of Trustees of the Lisle Library District shall meet at least five times a year to conduct the business of the **District**.

~~The R~~ Regular meetings of the Board of Trustees shall be held on the second Wednesday of

the designated month at the Library with one exception: the May meeting of an election year, which shall be held on the first Wednesday of May unless otherwise ordered authorized by the Board.

Four Trustees shall constitute a quorum. All meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

Special meetings may be called at any time by the President, and in the absence of the President, a special meeting may be called at any time by any Trustee or by any four Trustees. Special meetings will be called in accordance with statutory requirements, and An effort must be made to notify all Trustees at least 24 hours 3 days in advance of a Special meeting.

Should four or more Trustees call for a Special Meeting, procedurally, Trustees shall individually email the Director with the Special Meeting date, time, and agenda topic/s. Upon receipt of at least four like requests, the Director shall alert the President and publicly post the agenda in compliance with statutory guidelines.

In the absence of the President, the meetings shall be presided over by the Vice President.

~~Four Trustees shall constitute a quorum. Meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.~~

~~In case of extreme emergency, the Board shall be polled by phone. The decision shall then be ratified at the subsequent Board meeting.~~

## B. Agenda

The Board President, in cooperation with the Director, shall prepare Board agendas. Should a Trustee wish to add an item to the agenda before the statutory deadline, the Trustee shall contact the President to discuss the prospect. If the item is determined appropriate for Board business, the President shall then contact the Director to discuss modifying the agenda.

If after a Trustee discusses an agenda item with the President, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda. Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, Trustees shall individually email the Director with an agenda item request. Upon receipt of four like corresponding request items, the Director shall alert the President to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## Article VI Committees

~~There shall be the following standing committees, appointed by the President each year:~~  
The Board President shall appoint/confirm the following standing committees each fiscal year: Physical Plant Committee, Personnel & Policy Committee, and Finance Committee. ~~The term of all standing committees shall be until the next May meeting following the appointment. The business of each committee shall be such as associated with its name, or as shall be assigned to it.~~ The President shall announce the name of the Chair and fellow committee members aloud.

~~All business shall be concerned with the policy for Lisle Library District.~~  
LLD policy guides all Committee business. The action and The LLD Director shall development of operational procedures from in accordance with LLD policy. ~~shall be the business of the Library Director of Lisle Library District. The Board President may create such other committees from time to time as the Board may deem necessary or desirable.~~ as necessary and reassign, add, or remove members as needed.

The President shall be an ex-officio voting member of all committees. The Library Director and Assistant Director shall be ex-officio non-voting members of all committees. There shall be no limit on the number of members on each committee.

Each committee shall take its recommendations to the LLD Board of Trustees for action as appropriate.

The Committee Chair, in cooperation with the Director, shall prepare meeting agendas. Should a member wish to add an item to the agenda before the statutory deadline, the member shall contact the Chair to discuss the prospect. If the item is determined appropriate for Committee business, the Chair shall then contact the Director to discuss modifying the agenda. If after a member discusses an agenda item with the Chair, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda.

Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, members shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the Chair to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## **Article VII**

### **Administrative Records**

All records and accounts of the Lisle Library District shall be kept in the Business Office of the Library and in the custody of the Library Director. All such records and accounts, with the exception of personnel records, shall be open to all the members of the LLD Board of Trustees. at all reasonable times. None of these Business Office records shall be removed from the Library except for microfilming for Library purposes except those that require safety deposit box storage or for other required LLD business.

They will also be **Access to public records will be** made available to **any member of the public** upon submittal of the proper request forms to **citizens who submit a Freedom of Information Act (FOIA) request.** ~~None of these records shall be removed from the Library except for microfilming for Library purposes.~~

## **Article VIII**

### **Library Director of Lisle Library District**

~~The Library Director shall be responsible for carrying out the policies of the Board of Trustees, both as to their instruction and their intent. The Director shall attend all Board meetings except those at which his/her appointment, dismissal, or salary is to be discussed or decided, but the Director shall not have a vote.~~

The Director shall be the **Chief Administrative Officer**, **He/she shall and** have the general charge of the **Lisle Library District LLD** in consultation with the Board of Trustees.

~~He/she shall be responsible for the efficiency of the system's service to the public where direct library service is given. He/she shall certify all bills and money expended, and shall present monthly and annual financial and progress reports to the Board of Trustees. He/she shall have the responsibility for selection and purchase of all library materials. He/she shall be responsible for the maintenance and care of all Lisle Library District properties. He/she shall have charge of all personnel, including hiring and dismissal, with the exception of the Assistant Director. He/she shall have the power to commit expenditures within the working budget. He/she shall be encouraged to use the system of informal as well as formal bids for all expenditures. The Library Director shall operate within the job description.~~

#### **A. Duty**

**The Director's chief responsibilities include:**

- **Carrying out the policies of the LLD Board of Trustees**
- **Preparing for and attending all Board meetings**
- **Ensuring efficient, friendly, public service to Library users**
- **Authorizing all bills and expenditures, while working within Board approved financial limits**
- **Preparing monthly and annual financial statements**
- **Selection and purchase of Library materials**
- **Maintenance of the building, campus, and properties**
- **Hiring, dismissal, and evaluation of all personnel**
- **Operating within his/her job description**

#### **B. Appointment/Termination**

**The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and**

annually reviews the performance of the Director. The Director is the only employee that exclusively reports to the Board. The Board shall comply with all State and federal hiring/employment laws. The Board may choose to hire from within the organization or opt to recruit using standard hiring practices such as placing ads in professional journals or online. The Board shall have an official job description for the LLD Director position. Should the Board choose to terminate a Director, the Board shall consult their legal counsel prior to termination. Upon termination, the Board shall conduct an exit interview if possible.

### C. Grievance

Should the Director have a complaint involving sexual harassment, the Director and Board shall reference LLD Policy 901: Sexual Harassment. Should the Director wish to air any other grievance regarding his/her employment, the following procedures shall be followed:

- The Director shall discuss the grievance with the Board President as soon as possible.
- If the grievance specifically involves the Board President, the Director may contact the Vice President to discuss the grievance. In absence of the Vice President, the Director may contact the Chair of the Personnel and Policy Committee.
- All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- If, after discussing the grievance, the Director wishes to apprise the whole Board of the grievance, the President (authority) shall arrange for the opportunity to air the employment grievance to the Board via Executive Session, citing 5ILCS 120/2(c)(1).
- Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- In the event the Director feels his/her grievance was not addressed appropriately, the Director may advance the complaint to state authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

## Article IX Gifts

The LLD Board of Trustees of the Lisle Library District may, at its discretion, accept gifts, donations, or endowment funds for the Lisle Library District.

## Article X ~~Book Selection and Purchasing Library Materials~~ Intellectual Freedom

~~The selection of Library materials including books, periodicals, records, films, pictures, pamphlets, etc. shall be the primary responsibility of the Library Director. The LLD Board of Trustees does supports and affirms the belief in American Library Association (ALA) Library Bill of Rights, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement (LLD Policy Manual, appendices A, B, and C).~~

## **Article XI Governing of Meetings**

~~The rules contained in the current edition of Robert's Rules of Order shall govern the meetings in all cases to which they are applicable and in which they are~~ when not inconsistent with these LLD By-Laws, and any special rules of order the LLD Board may adopt.

## **Article XII Teleconferencing/Electronic participation at Board Meetings**

~~For the purpose of conducting Library business under abnormal/unusual circumstances (e.g., medical/health problems of a Trustee), participation in Board meetings via communication devices may be utilized.~~

~~Communication devices include without limitation, audio and/or video equipment that enable Trustees not physically present, in a meeting room to participate in meeting discussions and votes and to interact with those present on all motions, discussions, and votes.~~

~~As with all meetings, meetings involving communication devices shall be conducted in accordance with the provisions of the Illinois Open Meetings Act. Communication devices shall be counted toward establishing a quorum and may vote on all issues presented.~~

~~A meeting room shall be equipped with communication devices that allow members of the public, Trustees physically present, Trustees who wish to participate who are not physically present, Library staff, and other meeting participants to interact with those present on all motions, discussions, and votes.~~

~~The Secretary of the Library Board will note in the minutes of any meeting that utilizes communication devices that the meeting was conducted with one or more Trustees (identified by name) not physically present in the meeting room and that such Trustee's participation in the meeting was via a communication device.~~

LLD Board members may attend a meeting by teleconference or by other electronic means in accordance with the provisions of the Illinois Open Meetings Act. If a quorum is physically present, then a majority of the Board may allow a Trustee to participate by electronic means only if the Trustee is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. He/she must notify the Board President at least 48 hours before the meeting to allow for the accommodation. In cases of emergency, when notification time is limited, all efforts will be made to accommodate electronic participation if possible.

The circumstances supporting use of communication devices shall be announced at the start of

a meeting and such circumstances shall be noted in the minutes of the meeting.  
The use of communication devices **for meeting participation** shall be used sparingly and only under **extraordinary the** circumstances **cited above.**

### **Article XIII**

~~Upon election, Trustees are exempt from payment of fines and fees providing that the privilege is not abused. All other Library rules are to be followed. For example: placing holds on materials, renewal of materials, and ILL rules. This list is not meant to be complete, but merely examples of rules for Trustees.~~  
~~Trustees may also order library materials for personal use at a discount through the Library. The discount may vary according to the source used to obtain the material. Payment for these materials shall be due upon delivery.~~

### **Article XIII**

#### **LLD Board of Trustees Code of Conduct & Ethics Policy\***

Upon taking the Oath of Office, Trustees shall comply with Policy 201: LLD Board of Trustees Code of Conduct & Ethics.

### **XIV**

#### **Amendments**

These **LLD By-Laws** may be amended by a majority vote at a regular meeting of the **LLD** Board of Trustees ~~of the Lisle Library District~~, provided written notice of the proposed amendment has been given at the preceding regular meeting; or at a special meeting, ~~provided written notice has been given ten days prior thereto in writing supplied to the~~ **all** members of the Board of Trustees, **at least 48 hours prior to the meeting.**

### **Article XV**

#### **Review of **LLD** By-Laws**

These **LLD By-Laws** shall be reviewed at least every four years.

### **Article XVI**

#### **Severability**

If any provision of these **LLD By-Laws** enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these **LLD By-Laws**.

### **Article XVII**

The Illinois Statutes supersede any and all of the above articles.

\*

The LLD Personnel & Policy Committee is committed to drafting Policy 201: LLD Board of Trustees Code of Conduct & Ethics. The Committee has comprehensively researched and discussed this matter in efforts toward crafting an appropriate policy for the LLD (2/22/19).

Adopted 7/18/94  
Revised 8/13/97  
Revised 11/13/02  
Revised \_\_/\_\_/18  
Revised \_\_/\_\_/19

DRAFT

**POLICY 200**  
**LISLE LIBRARY DISTRICT (LLD)**  
**BOARD BY-LAWS**

**Article I**  
**Name**

The name of this organization shall be the Lisle Library District (LLD), being an Illinois not-for-profit institution, approved by Referendum December 11, 1965. The governing body shall be named the Lisle Library District (LLD) Board of Trustees.

**Article II**  
**Objectives**

The Lisle Library District shall:

1. Serve the Lisle Library District
2. Provide appropriate library programs, services, and materials to all users
3. Comply with the Illinois Compiled Statutes and all other state and federal laws
4. Develop an annual budget, enact appropriate policies, plans, resolutions, and ordinances
5. Provide competent staff of professionally trained librarians
6. Foster the economic and efficient utilization of public funds
7. Seek supplementary grants and alternative funding opportunities

**Article III**  
**Board Members**

The Lisle Library District shall be governed by a seven-person Board of Trustees. All Trustees will have one vote on the Board.

**A. Elections**

The Board shall be elected at large in a regularly scheduled election by all voters residing in the District. A regular term shall be for four years, and the terms shall be staggered with at least three terms expiring every two years. Any resident of the Lisle Library District is eligible to run for the Board upon compliance with State Election Law.

These elections shall be held biennially in each odd-numbered year on the date specified by State Election Law.

- B.** All newly elected Board members shall receive a Board orientation coordinated and conducted by the President and Director. This orientation may consist of more than one session and one of those meetings shall involve a legal briefing with the LLD attorney.

### C. Vacancies

Trustee vacancies shall be declared when a Trustee; (1) declines, fails, or is unable to serve, (2) becomes a nonresident of the District, (3) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by the Illinois Public Library District Act (75 ILCS 16/), or (4) has failed to pay the Library taxes levied by the District.

Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

All vacancies shall be filled by appointment by the remaining Trustees, and consistent with Illinois election law, until the next regular Library election.

## **Article IV Officers**

The Board shall elect a President, a Vice President, a Secretary, and a Treasurer.

### A. Elections

The election of Officers shall be held at the regular June meeting of each year (or at the first meeting of a newly elected Board). The terms of office for the prior Officers shall end and the terms of their successors shall begin immediately subsequent to this election. The Officers shall be elected to serve for one year.

### B. Procedure

The current President shall preside over the opening of the meeting to elect Officers. Immediately following the election of President, he/she shall assume Office and preside over the remainder of the meeting. The remaining statutory Officer positions are then elected. In special cases, when the former President no longer holds his/her seat, the Board may elect a chairman/woman pro tem to preside over the opening of the meeting to elect Officers. Upon election of the LLD Board President, he/she shall assume Office and preside over the remainder of the meeting where the remaining statutory Officer positions are then elected.

Nominations, including self-nominations, must be made by a Trustee who will take Office at the meeting to elect Officers. A nomination will only be valid if the candidate declares orally at the meeting, that he/she is willing to take Office if elected. A motion and a second are required for a vote. To be elected, a candidate must receive a majority vote.

In the case there are more than two candidates running for the same position and none receive a majority of affirmative votes, the vote will be rerun. The tie-vote candidates may make a statement to the Board regarding their candidacy. The presentation of such a statement shall take no longer than five minutes. A candidate who fails to be elected for a position may be nominated for another position.

### C. Primary roles

- **President:**  
Working closely with the Director, the President prepares Board agendas, presides at Board meetings, and serves as discussion leader. The President appoints committee members and is an ex-officio voting member of all committees. The President is signatory to all bank and investment accounts and signs account payable checks. The President and Director have access to the bank safety deposit box.
- **Vice President:**  
In the absence of the President, the Vice President presides at Board meetings and performs such other duties as necessary. The Vice President is a signatory to the general operating bank account and signs account payable checks.
- **Secretary:**  
The Secretary shall sign Board approved meeting minutes, resolutions, ordinances, applicable election paperwork and other necessary LLD documents. The Secretary is a signatory to the general operating bank account and signs account payable checks.
- **Treasurer:**  
The Treasurer oversees the LLD's annual audit, reviews general financial operations, and is bonded/insured. The Treasurer is typically appointed as the Chair of the Finance Committee. The Treasurer is signatory to all bank and investment accounts and signs account payable checks.

## **Article V Meetings**

### A. Regular and Special

The LLD Board of Trustees shall meet at least five times a year to conduct the business of the District.

Regular meetings of the Board shall be held on the second Wednesday of the month at the Library unless otherwise authorized by the Board.

Four Trustees shall constitute a quorum. All meetings shall be conducted in accordance with accepted parliamentary procedure standards and applicable Illinois Statutes.

Special meetings may be called at any time by the President, or by any four Trustees. An effort must be made to notify all Trustees at least 3 days in advance of a Special meeting. Should four or more Trustees call for a Special Meeting, procedurally, Trustees shall individually email the Director with the Special Meeting date, time, and agenda topic/s. Upon receipt of at least four like requests, the Director shall alert the President and publicly post the agenda in compliance with statutory guidelines.

In the absence of the President, meetings shall be presided over by the Vice President.

## B. Agenda

The Board President, in cooperation with the Director, shall prepare Board agendas. Should a Trustee wish to add an item to the agenda before the statutory deadline, the Trustee shall contact the President to discuss the prospect. If the item is determined appropriate for Board business, the President shall then contact the Director to discuss modifying the agenda.

If after a Trustee discusses an agenda item with the President, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda. Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, Trustees shall individually email the Director with an agenda item request. Upon receipt of corresponding request items, the Director shall alert the President to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## **Article VI Committees**

The Board President shall appoint/confirm the following standing committees each fiscal year: Physical Plant Committee, Personnel & Policy Committee, and Finance Committee. The President shall announce the name of the Chair and fellow committee members aloud.

LLD policy guides all Committee business. The LLD Director shall develop operational procedures in accordance with LLD policy. The Board President may create other committees as necessary and reassign, add, or remove members as needed.

The President shall be an ex-officio voting member of all committees. The Library Director and Assistant Director shall be ex-officio non-voting members of all committees. There shall be no limit on the number of members on each committee.

Each committee shall take its recommendations to the LLD Board of Trustees for action as appropriate.

The Committee Chair, in cooperation with the Director, shall prepare meeting agendas. Should a member wish to add an item to the agenda before the statutory deadline, the member shall contact the Chair to discuss the prospect. If the item is determined appropriate for Committee business, the Chair shall then contact the Director to discuss modifying the agenda. If after a member discusses an agenda item with the Chair, and fails to have that item added to the agenda, a majority of a quorum is required to add an item to the agenda.

Should a majority of a quorum contact the Director with a request to add an item to the agenda, the Director shall include that item on the agenda pursuant to statutory deadlines. Procedurally, members shall individually email the Director with an agenda item request. Upon

receipt of corresponding request items, the Director shall alert the Chair to the change in agenda.

All meetings shall comply with the Illinois Open Meetings Act.

## **Article VII Administrative Records**

All records and accounts of the Lisle Library District shall be kept in the Business Office of the Library and in the custody of the Library Director. All such records and accounts, with the exception of personnel records, shall be open to the LLD Board of Trustees. No Business Office records shall be removed from the Library except those that require safety deposit box storage or for other required LLD business.

Access to public records will be made available to citizens who submit a Freedom of Information Act (FOIA) request.

## **Article VIII Library Director**

The Director shall be the Chief Administrative Officer and have the general charge of the LLD in consultation with the Board of Trustees.

### **A. Duty**

The Director's chief responsibilities include:

- Carrying out the policies of the LLD Board of Trustees
- Preparing for and attending all Board meetings
- Ensuring efficient, friendly, public service to Library users
- Authorizing all bills and expenditures, while working within Board approved financial limits
- Preparing monthly and annual financial statements
- Selection and purchase of Library materials
- Maintenance of the building, campus, and properties
- Hiring, dismissal, and evaluation of all personnel
- Operating within his/her job description

### **B. Appointment/Termination**

The LLD Board of Trustees appoints a qualified librarian as Administrator/Director and annually reviews the performance of the Director. The Director is the only employee that exclusively reports to the Board. The Board shall comply with all State and federal hiring/employment laws. The Board may choose to hire from within the organization or opt to recruit using standard hiring practices such as placing ads in professional journals or

online. The Board shall have an official job description for the LLD Director position. Should the Board choose to terminate a Director, the Board shall consult their legal counsel prior to termination. Upon termination, the Board shall conduct an exit interview if possible.

### C. Grievance

Should the Director have a complaint involving sexual harassment, the Director and Board shall reference LLD Policy 901: Sexual Harassment.

Should the Director wish to air any other grievance regarding his/her employment, the following procedures shall be followed:

- The Director shall discuss the grievance with the Board President as soon as possible.
- If the grievance specifically involves the Board President, the Director may contact the Vice President to discuss the grievance. In absence of the Vice President, the Director may contact the Chair of the Personnel and Policy Committee.
- All parties to the grievance statement shall treat the information as a personnel matter, observing confidentiality principles and discretion where necessary.
- If, after discussing the grievance, the Director wishes to apprise the whole Board of the grievance, the President (authority) shall arrange for the opportunity to air the employment grievance to the Board via Executive Session, citing 5ILCS 120/2(c)(1).
- Upon hearing the grievance in closed session, the Board may choose to take action in open session.
- In the event the Director feels his/her grievance was not addressed appropriately, the Director may advance the complaint to state authorities such as the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC).

## **Article IX**

### **Gifts**

The LLD Board of Trustees may, at its discretion, accept gifts, donations, or endowment funds for the Lisle Library District.

## **Article X**

### **Intellectual Freedom**

The LLD Board of Trustees supports and affirms the American Library Association (ALA) Library Bill of Rights, the Freedom to Read Statement, and the American Film and Video Association (AFVA) Freedom to View Statement (LLD Policy Manual, appendices A, B, and C).

## **Article XI Governing of Meetings**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings when not inconsistent with LLD Board By-Laws, and any special rules of order the LLD Board may adopt.

## **Article XII Teleconferencing/Electronic participation at Board Meetings**

LLD Board members may attend a meeting by teleconference or by other electronic means in accordance with the provisions of the Illinois Open Meetings Act. If a quorum is physically present, then a majority of the Board may allow a Trustee to participate by electronic means only if the Trustee is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. He/she must notify the Board President at least 48 hours before the meeting to allow for the accommodation. In cases of emergency, when notification time is limited, all efforts will be made to accommodate electronic participation if possible.

The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting. The use of communication devices for meeting participation shall be used sparingly and only under the circumstances cited above.

## **Article XIII LLD Board of Trustees Code of Conduct & Ethics Policy\***

Upon taking the Oath of Office, Trustees shall comply with Policy 201: LLD Board of Trustees Code of Conduct & Ethics.

## **XIV Amendments**

These LLD By-Laws may be amended by a majority vote at a regular meeting of the LLD Board of Trustees provided written notice of the proposed amendment has been supplied to all members of the Board at least 48 hours prior to the meeting.

## **Article XV Review of LLD By-Laws**

These LLD Board By-Laws shall be reviewed at least every four years.

## **Article XVI Severability**

If any provision of these LLD Board By-Laws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these LLD Board By-Laws.

## Article XVII

The Illinois Statutes supersede any and all of the above articles.

*\*The LLD Personnel & Policy Committee is committed to drafting Policy 201: LLD Board of Trustees Code of Conduct & Ethics. The Committee has comprehensively researched and discussed this matter in efforts toward crafting an appropriate policy for the LLD (2/22/19).*

Adopted 7/18/94  
Revised 8/13/97  
Revised 11/13/02  
Revised 3/13/19

**POLICY 705**  
**~~CONTRACTUAL SERVICES, COMMODITIES, AND CAPITAL GOODS~~**  
**CONSTRUCTION, CAPITAL IMPROVEMENTS, AND CONTRACTUAL SERVICES**

1. FORMAL BIDS REQUIRED

All purchases and commitments for **construction, capital improvements, and** contractual services, ~~commodities, and capital goods~~ shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability **requirements.** ~~except that~~ Formal bidding is not required in the following ~~four~~ cases unless it is otherwise required by Section 75 ILCS 16/40-45 (b).

- a. Where the amount involved is under ~~\$20,000.00~~ **\$25,000**
- b. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies
- c. Where the services required are for professional, technical, or artistic skills
- d. **Where contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agents**
- e. **Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services**
- f. **Contracts for goods or services procured from another governmental agency**
- dg.. In emergencies:  

~~An emergency shall be deemed to exist when immediate repairs to or replacement of equipment owned by the Library is necessary in order to permit the Library to properly function and its regular services to be performed, or when there has been a local disaster or catastrophe.~~

~~Solicitation for bids shall be in conformance with accepted business practices and the~~

**The method of for the solicitation of bids and procedures are** ~~shall be~~ as follows:

- a.h. The Board shall request a "call for bids" **in an open meeting.**
- b.i. A call for bids shall be prepared. **The Board may call upon expert advice to assist with preparing bidding documents.** ~~Notice of the availability of such "call for bids" to all interested persons shall be published in at least four (4) newspapers, at least one of which will be local, at least two (2) times. Qualified suppliers should be selected with consideration being given to such things as prior experiences, accessibility, and general reputation. The Board may, in its discretion, select additional newspapers or other publications in which to place such advertisements as it shall from time to time deem necessary and desirable.~~

- c.j The “call for bids” shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.
- d.k. **Notice of the availability of such call for bids to all interested persons shall be published in at least four (4) one local newspapers, and on the LLD website. at least one of which will be local, at least two (2) times. Qualified suppliers should be selected with consideration being given to such things as prior experiences, accessibility, and general reputation. The Board may, in its discretion, select additional newspapers or other publications in which to place such advertisements. as it shall from time to time deem necessary and desirable. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days before the hearing. A copy of the notice shall be posted at the LLD.**
- e.l. The Director shall presents the bids to the **LLD Board of Trustees.** and the Board makes a ~~decision~~ and awards the contract. **The Board shall make the decision and award the contract in an open meeting.**

## 2. FORMAL BIDS NOT REQUIRED

~~All purchases and commitments for contractual services, consultants, commodities, and capital goods~~ **All purchases and commitments for construction, capital improvements, and contractual services** not requiring bids under this policy, ~~solely because the amount included is under \$20,000.00~~ shall be made on the basis of price, quality, and dependability and **using** at least three (3) informal competitive quotations from the most qualified suppliers, ~~all to the extent practicable in the circumstances, except that~~ **Three (3) quotations are not required in the following five cases: where the amount is under \$2,000.00.**

- a. ~~Where the amount involved is under \$1,000.00~~
- b. ~~Where the goods or services to be procured are economically procurable from only once source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies~~
- c. ~~Where the services required are for professional, technical, or artistic skills~~
- d. ~~Where the services or goods are procured as part of an intergovernmental group purchase~~
- e. ~~In emergencies:~~  
An emergency shall be deemed to exist when immediate repairs to or replacement of equipment owned by the Library is necessary in order to permit the Library to function and its regular services to be performed, or when there has been a local disaster or catastrophe.

Adopted 8/13/90  
Revised 8/8/01  
Revised 11/13/02  
Revised 9/21/05  
**Revised \_\_/\_\_/19**

DRAFT

**POLICY 705**  
**CONSTRUCTION, CAPITAL IMPROVEMENTS, AND CONTRACTUAL SERVICES**

**A. Formal bids required**

All purchases and commitments for construction, capital improvements, and contractual services, shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability requirements.

Formal bidding is not required in the following cases unless it is otherwise required by Section 75 ILCS 16/40-45 (b):

1. Where the amount involved is under \$25,000
2. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies
3. Where the services required are for professional, technical, or artistic skills
4. Where contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agents
5. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services
6. Contracts for goods or services procured from another governmental agency
7. In emergencies when immediate repairs or replacement of equipment owned by the Library is necessary in order to permit the Library to properly function, or when there has been a local disaster or catastrophe

The method for the solicitation of bids and procedures is as follows:

8. The Board shall request a "call for bids" in an open meeting.
9. A call for bids shall be prepared. The Board may call upon expert advice to assist with preparing bidding documents.
10. The call for bids shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.
11. Notice of the availability of such call for bids shall be published in at least one local newspaper and on the LLD website. The Board may select additional newspapers or other publications in which to place such advertisements. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days

- before the hearing. A copy of the notice shall be posted at the LLD.
12. The Director shall present the bids to the LLD Board of Trustees. The Board shall make the decision and award the contract in an open meeting.

B. Formal bids not required

All purchases and commitments for construction, capital improvements, and contractual services not requiring bids under this policy, shall be made on the basis of price, quality, and dependability and using at least three informal competitive quotations from qualified suppliers. Three quotations are not required where the amount is under \$2,000.00.

Adopted 8/13/90  
Revised 8/8/01  
Revised 11/13/02  
Revised 9/21/05  
Revised 3/13/19



## LLD Trustee Reimbursement Form (one per official business event)

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

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

PAID IN ADVANCE BY LLD	Cost \$	* Attach corresponding receipts upon event conclusion
Registration/admission fee		
TRUSTEE REIMBURSEMENT	Estimated \$	Actual \$
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .54) [2018] TOTAL MILES: _____ w/documentation, see below		
Tolls		
Parking fees		
Meals		
Lodging		
Other (Please explain)		
<b>TOTAL TRUSTEE REIMBURSEMENT</b>	\$	\$
<b>TOTAL EXPENSES FOR EVENT:</b> <i>Reimbursement + Registration</i>	\$	\$

Name of reimbursement requestor: \_\_\_\_\_ | \_\_\_\_\_  
PRINT SIGN

Title/Office held: \_\_\_\_\_

Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name/Title of official business event: \_\_\_\_\_

Location of official business event – city/state/arena, agency, etc... \_\_\_\_\_

Date/s of official business event: \_\_\_\_\_

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

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

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

LISLE LIBRARY DISTRICT  
Personnel & Policy Committee Meeting  
June 8, 2018 - 2:00 p.m.

1. Roll call

Present:

Richard Flint - Trustee | Chair

Thomas Hummel - Vice President

Emily Swistak - Trustee

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Absent:

Jay Fisher - President

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the January 17, 2018 Personnel-Policy Committee Meeting

There was an amendment to the January 17, 2018 Personnel-Policy Committee Meeting minutes:

Item 6: *"Trustee Swistak suggested ~~a~~ grammatical changes."*

Item 7: *"There were language modifications in section C."*

**MOTION:** Vice President Hummel moved to approve the minutes of the January 17, 2018 Personnel-Policy Committee Meeting as amended. Trustee Swistak seconded.

Roll Call Vote - All Aye

4. LLD Policy 850: VIII/E & X/D, hours of work & holidays, discussion and revision/draft

Director Weinstein explained the proposed changes, regarding Sundays, made to Policy 850 that were due to the passing of the FY2018-19 working budget. Trustee Flint reminded the Committee that final action could not be taken. He also confirmed with Director Weinstein that she would ask for the revised Policy 850 VIII/E & X/D be added to the agenda for the June 13<sup>th</sup> Board meeting.

5. LLD Policy 610: Patron Code of Conduct, discussion and revision/draft

Director Weinstein informed the Committee that Policy 610 had not been updated since 2012. Major adjustments were made to number 13 and 15 regarding service animals and petitioning. Committee members discussed each number individually and gave suggestions for revision. Director Weinstein asked the Committee if it was comfortable with the amendments to Policy 610 and, if so, would be including it in the agenda for the June 13<sup>th</sup> Board meeting. The Committee agreed that it was comfortable with the amendments made to Policy 610.

6. LLD Policy 342: Social Media, discussion and revision/draft

Director Weinstein reminded the Committee that Policy 342 was discussed briefly at the last Personnel & Policy Committee meeting back in January. Comments/suggestions from that

meeting and additional language made by the Director and Assistant Director had been added. Committee members discussed each section of the policy and gave suggestions for revision.

Trustee Flint commented that he would like to adjourn the meeting by 4:00 pm. He recommended that the Committee discuss what it would like to have in the By-Laws and Trustee Code of Conduct without going through each line by line.

7. Trustee Code of Conduct Policy discussion

Trustee Flint mentioned that Trustee Swistak had expressed why the Board needs a Code of Conduct and what needs to be in a Code of Conduct. The Committee was presented with a few different Code of Conduct models from various organizations. Trustee Flint asked if the Committee had read through these models and, if so, could it fashion a code of conduct from scratch. He also stated that he would like to call another meeting of the Committee around Labor Day. Committee members gave their thoughts on the models that were presented. Trustee Flint suggested Committee members go through the models and for the next meeting have language that each member likes best. Director Weinstein also suggested that she could create a basic template for the Committee using the Trustee Facts File standards and then adding to it with ideas from Committee members at the next meeting. The Committee agreed to Director Weinstein's suggestion. Trustee Flint charged Trustee Swistak to work with the Director to put together a draft.

8. LLD Policy 200: LLD By-Laws discussion and revision/draft

Trustee Flint noted that the By-Laws are really out of date. Director Weinstein gave an overview about changes, additions, and deletions within the By-Laws.

Trustee Flint proposed for the next meeting the Committee go over Policy 200, the Trustee code of conduct policy, and get started on a Trustee orientation policy. Director Weinstein asked if the orientation should be a policy or a procedure. Trustee Flint stated that it should be a policy.

Committee members discussed article IV regarding election of officers. Discussion followed on trustee election statutes, swearing in of elected trustees and meeting dates. Director Weinstein asked the Committee their thoughts on article XIII. Vice President Hummel commented that Trustees should not be exempt from paying fines and fees. He also commented Trustees should not be able to order materials for personal use through the Library discount. Trustee Flint disagreed.

Trustee Flint asked for a motion to adjourn.

9. Adjourn

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

The meeting adjourned at 3:51 p.m.

Recorded by:

---

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on February 22, 2019.

Approved by

---

Richard Flint, Committee Chair

LISLE LIBRARY DISTRICT  
FINANCE COMMITTEE MEETING  
October 22, 2018 - 11:00 a.m.

1. Roll call

Present:

Longry Wang - Treasurer | Chair

Jay Fisher - President

Liz Sullivan - Trustee

Also Present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Ginger Boskelly - Finance Director

Ken Herdeman - Ehlers Investment Partners

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the June 27, 2018 Finance Committee Meeting

**MOTION:** President Fisher moved to approve minutes of the June 27, 2018 Finance Committee meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Review draft LLD Investment Strategy

Treasurer Wang introduced Ken Herdeman from Ehlers Investment Partners. Mr. Herdeman provided an overview of the suggested edits for the LLD Investment Strategy. The Committee discussed the revised strategy and provided feedback for inclusion. A revised draft will be created for Board approval.

5. Review draft Policy 710: Fund Balances

Committee members reviewed the draft, suggested edits, and recommended footnotes for clarity. Mr. Herdeman supplemented the discussion with additional recommendations.

6. Review draft Policy 720: Investments

Committee members reviewed the draft and suggested edits. Director Weinstein recommended adding a sentence regarding item 2c, Delegation of Authority.

Trustee Sullivan suggested forwarding the drafts to the Board for approval in November. The Committee agreed.

7. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 12:12 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Finance Committee on February 25, 2019.

Approved by

---

Longry Wang, Committee Chair

LISLE LIBRARY DISTRICT  
PHYSICAL PLANT COMMITTEE MEETING  
January 16, 2019 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - Vice President | Chair

Marjorie Bartelli - Secretary

Emily Swistak - Trustee

Jay Fisher - President/Ex-officio

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

Vice President Hummel took a moment to make mention of the passing of former Trustee and founding member of the Library, Barbara Roake. He offered condolences to her family and friends.

2. Opportunity for visitors to speak - None

3. Approve Minutes of the August 20, 2018 Physical Plant Committee Meeting

**MOTION:** Trustee Swistak moved to approve minutes of the August 20, 2018 Physical Plant Committee meeting. Secretary Bartelli seconded.

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

4. Elevator project update

Assistant Director McQuillan provided an update of the elevator project. Colley Elevator and Johnson Controls projected finishing work by Friday or Monday. Testing would then be scheduled and the Village would conduct inspections thereafter. Director Weinstein mentioned that the project should be completed by the end of the month.

5. Strategic Plan initiatives

Director Weinstein provided an overview of the Facility and Technology focus areas from the Strategic Plan.

a. HVAC project discussion

Director Weinstein and Assistant Director McQuillan discussed the age of the various components of the HVAC system. They also mentioned projects including duct work on an air handler, reconfiguration of ductwork within the Administration area and possible replacement of smoke detectors for the air handlers.

Discussion: Committee members asked questions about the duct work configuration, an HVAC issue in YS from the summer, and long term plans for the HVAC system including the two companies that maintain the various equipment.

b. Storm water report and presentation

Assistant Director McQuillan presented a summary of the storm water report by Visu-Sewer. Committee members were shown two short video clips showing storm water pipes located on the campus.

Discussion: Committee members discussed CIPP lining, water flow restrictors, recommendations from the report for priority repairs, and getting a possible second opinion from another company. Director Weinstein also mentioned that Policy 705 should be reviewed and updated before any major construction work was done on property.

c. Keyless entry discussion

Director Weinstein explained that the Library has some keyless entry equipment from a previous project that never moved forward. She mentioned that it might be possible to utilize existing equipment or parts. Director Weinstein provided an overview of keyless entry system benefits.

Discussion: Committee members asked where in the building keyless entry would be used and how much it would cost to install/implement. Director Weinstein mentioned that she's only briefly discussed such a project with a couple of vendors, but would like to move forward with contacting vendors for quotes.

d. Universal Design restroom project discussion

Director Weinstein stated that she would like to investigate how much it would cost to modify the two restroom sink counters near the entrance, making them more accessible/inclusive for wheelchair users and children. The aim is to adjust the sink height, move the faucets forward, and angle a mirror for the user. Assistant Director McQuillan had the LLD's current plumber look at the two restrooms and also said she was planning to visit the ADA modified restrooms at the Park District.

Discussion: Trustee Swistak stated that the restrooms at the Park District's main recreation center were not modified, only the restrooms in the pre-school area were adapted. Vice President Hummel suggested looking at the restrooms in the SEASPAR area.

Committee members decided to meet again on March 6<sup>th</sup> at 7 p.m. to allow staff a month to gather information on projects. Vice President Hummel suggested the next meeting also focus on looking for a vendor to perform a building/campus life-expectancy assessment.

6. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:09 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on March 6, 2019

Approved by

---

Thomas Hummel, Committee Chair



# ANNUAL REPORT

## FOR FY 2017 - 2018

ENRICH • EDUCATE • EMPOWER

ENRICH • EDUCATE • EMPOWER

### LEADERSHIP

#### **Board of Trustees**

Jay Fisher *President*  
Thomas Hummel *Vice President*  
Longry Wang *Treasurer*  
Marjorie Bartelli *Secretary*  
Richard Flint *Trustee*  
Liz Sullivan *Trustee*  
Emily Swistak *Trustee*

#### **LLD Team of Directors**

Tatiana Weinstein *Director*  
Beth McQuillan *Assistant Director*  
Paul Hurt *Circulation Services Director*  
Will Savage *Youth Services Director*  
Elizabeth Hopkins *Adult Services Director*  
Laura Murff *Technical Services Director*

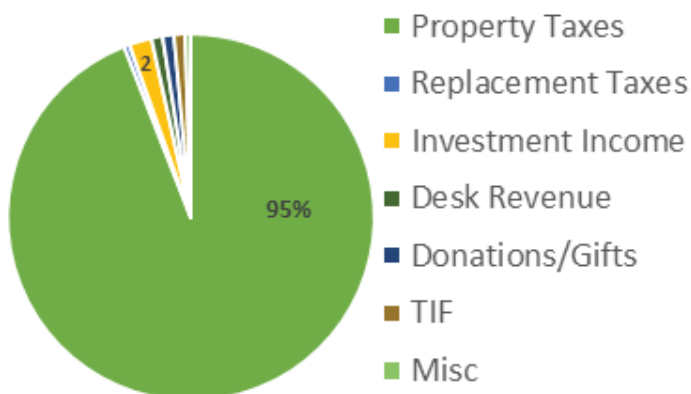


# FY17 -18 FINANCIAL HIGHLIGHTS

The Lisle Library District (LLD) is a public library serving residents in the District. The LLD is responsible for all Library operations, materials, services, staff and for the maintenance of the facility. The LLD fiscal year runs July 1st - June 30th. Additional financial information, including the annual audit, is available on the Library's website [lislelibrary.org](http://lislelibrary.org).

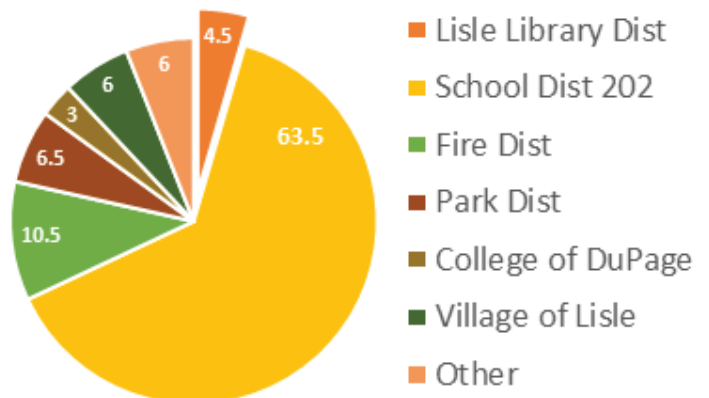
- The LLD received property (including deferred property tax revenue), TIF and replacement taxes of \$4,407,543 on an assessed valuation of \$1,207,428,945.
- The LLD has no debt and a relatively small amount of liabilities. Total liabilities = \$155,684.
- The LLD has a conservative investment policy and the majority of investments are 1-5 years in length. Investment income increased by 54.32% in fiscal year 2018 due to stabilizing investments, increased rate of returns and longer maturities.
- LLD fund balances at the end of the fiscal year:
  - General/Corporate - \$4,441,159
  - Special Reserve - \$2,959,240
  - Building/Maintenance, retirement and Social Security - \$979,462
- The fiscal year ended with actual budget expenditures \$213,690 under the working budget (Corporate Fund). This is largely due to paying close attention to costs, as well as renegotiating contracts and minimal and legal contingency funds.

The primary source of Library funding comes from property taxes:



Sample property tax bill for a home owner in the Library District, in the Village of Lisle, School District 202.

The Library portion of the total tax bill is 4.5%.





# FY17 -18 BOOKS AND MATERIALS

## LIBRARY CARD USE

**479,017** checkouts  
**35,367** holds placed  
**4,765** interlibrary loans received  
**1,725** interlibrary loans supplied  
**39,025** digital downloads  
**31,694** internet/computer logins  
**32,897** database logins



## NEW SERVICES AND TECHNOLOGY

**Book Club in a Bag** These circulating kits contain 10 copies of a discussion title and reading guide with questions and book club tips. Special loan periods and extra materials are designed to make facilitating a book club much easier for literary leaders.

**1000 Books Before Kindergarten** The goal of this program is simple: read 1,000 books with your child before they reach kindergarten! Any books - Library books, books from home, school books - are acceptable. The goal of the program is to promote reading to infants and toddlers.

**Family Craft Programs** These fun, interactive crafts are specifically designed for groups rather than individuals, and give adults with children a chance to participate in a craft together.

**Literacy Launchpads** These are convenient mobile devices pre-loaded with programs to help improve English skills. They are now located in a special collection near the Literacy Room.

**Global Voices** This new Youth Services section contains books written in languages from all over the world. These books are to help people share stories with a new generation in any language they wish!





## FY17-18 LEADERSHIP

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

Tatiana Weinstein is the LLD Director and acts for the benefit of the residents of the District by directing services and programs in accordance with the Library's mission, vision, values, goals, and objectives, and is accountable to the Board of Trustees. Tatiana assists the Board in the formulation, design, and implementation of policy and long range planning. She is also responsible for managing day to day operations of the facilities, financial management, personnel matters, and all public programs.



(Trustees, left to right: Hummel, Fisher, Bartelli, Wang, Swistak, Flint, Sullivan)



(Director: Tatiana Weinstein)

## FY17-18 COMMUNITY ENGAGEMENT AND STRATEGIC PLANNING



The LLD completed a comprehensive Community Engagement Project in November 2017. The LLD hired a consultant to facilitate focus groups, community forums and a District-wide community survey concentrating on service, collection, and facility needs.

In January 2018, the LLD Board President appointed the LLD Strategic Planning Committee (SPC). The SPC included all LLD Board members and key staff. The SPC focused on the results of the Community Engagement Project, Director-prepared reports on library trends, and statistical research.



# FY17 -18 BY THE NUMBERS



## GALLERY 777

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

## LITERACY AT THE LIBRARY

**29** - LLD-sponsored English Language Development (ELD) classes  
**1149** - Patron Count for Literacy Room Use and Tutoring

## ADULT HOME DELIVERY PATRONS

*(Residents who cannot physically visit the Library)*

**55** - Average number of patrons in program  
**1006** - Number of bags of materials delivered  
**65** - Volunteer hours devoted to delivery

## PATRONS

**176,565** - Visitors  
**77,842** - Questions answered

## MATERIALS

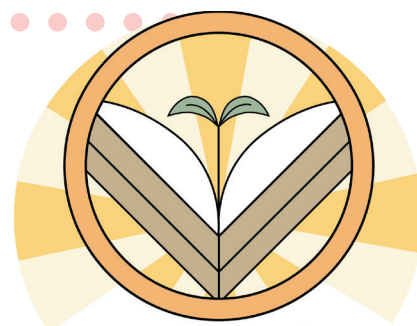
**25,012** - Physical materials added/cataloged to the collection  
**11,547** - Digital materials added/cataloged to the collection

## WINTER READ

**425** - Adult participants  
**53** - Teen participants  
**265** - Youth participants

## PROGRAMS

### SUMMER READ 2018



LISLE LIBRARY  
SUMMER READ

**820** - Kids registered  
**114** - Teens registered  
**464** - Adults registered  
**2,187** - Adult titles read  
**547** - Teen titles read



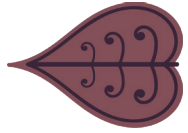
## HARRY POTTER DAY

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

**400** - Attendees  
**154** - Scavenger Hunt participants  
**10** - Harry Potter-themed activities



# FY17 -18 BY THE NUMBERS (CONTINUED)



## 9TH ANNUAL I LOVE MY LISLE LIBRARY CARD PROGRAM (SEPT)

**35** - Business & nonprofit discount providers

**184** - Patrons registered for cards

**227** - Patrons renewed their cards

## YOUTH SERVICES

**8,120** - Program badges earned

**190** - Spring Read participants

**150** - Halloween Storytime attendees

**581** - Total number of programs

**10,950** - Total number of program attendees

## ADULT SERVICES

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

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

**16** - Craft programs

**42** - Computer and Technology programs

**4,070** - Document scanner sessions





# A YEAR IN PHOTOS

