

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on June 17, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

The Library's Meeting Room and lobby will be open to the public solely for Board Meeting business. No other area of the Library will be accessible. In accordance with Governor Pritzker's Executive Order 2020-32, all persons over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. Due to COVID-19 limitations, citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record. The Library recognizes the Governor's Executive Order No. 2020-07 which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely.

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 June 17, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Election of Officers - Action Required
Election of LLD President, Vice President, Secretary, and Treasurer for 12 month terms.
4. Presidential appointment of LLD standing committees
5. Assignments for reviewing monthly accounts payable
 - a. President Hummel reviewed the May billings in June
 - b. Treasurer Norton and Trustee Larson review the June billings in July - *if not possible, Board President shall sign June billings in July.*
6. Consent Agenda - Action Required
 - a. Approve Minutes of the May 13, 2020 Board Meeting
 - b. Acknowledge Treasurer's Report, 05/31/20, Investment Activity Report, 05/31/20, Current Assets Report, 05/31/20, Revenue Report, 05/31/20, and Expense Report, 05/31/20
 - c. Authorize Payment of Bills, 06/17/20
7. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
 - d. Committee of the Whole/Budget – President to formally retire Committee
8. Executive Session
 - a. 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
9. Unfinished Business
 - a. Facility options: CCS update and discussion
10. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report

11. New Business

- a. Adopt Resolution 20-01: Lisle Library District Board Members - Action Required
Annual resolution of true and correct list of current LLD Board Members
- b. Adopt Ordinance 20-01: Ordinance authorizing non-resident cards - Action Required
Annual ordinance authorizing public library non-resident cards by the tax bill method
- c. Adopt Ordinance 20-02: Meeting Date Ordinance - Action Required
Annual setting of regular Board Meetings for the Lisle Library District; two drafts to consider:
Draft I documenting second Wednesday of the month, and *Draft II* documenting third Wednesday of the month.
- d. (If LLD Ord. 20-02 *Draft II* is adopted) Approve LLD Policy 200, Board By-Laws - Action Required
Accept modifications to LLD Policy 200, Board By-Laws
- e. Adopt Ordinance 20-03: Ordinance amending LLD Budget & Appropriate Ordinance for Fiscal Year 2019-2020 - Action Required
Amendment of LLD Budget & Appropriation Ordinance 19-03 under 75 ILCS 16/30-90 (b) authorizing the appropriation for "Maintenance & Repairs" to be decreased from \$111,240.00 to \$104,240.00 and the appropriation for ".02 Building/Maintenance Fund" be increased to 22,000.00 from \$15,000.00; not affecting the total amount appropriated in Fiscal Year 2019-2020.
- f. Adopt Resolution 20-02 : Resolution to Abolish Working Cash Fund - Action Required
Abolishment of the Working Cash Fund established under 75 ILCS 16/30-95 and to direct the transfer of any balance in the fund, including any interest that has accrued, to the Corporate Library Fund. Balance to date is \$420,893.19.
- g. Adopt Ordinance 20-04: Transfer of funds to Special Reserve Fund including Working Cash Fund monies - Action Required
Transfer of \$420,900.00 from the Corporate Library Fund to the Special Reserve Fund under 75 ILCS 16/40-50.
- h. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - First payment shall not exceed \$809.03, to be paid to Julie Beck. Second payment shall not exceed \$3819.60, to be paid to Mary Bannon.

12. Opportunity for Trustee comments (five minutes)

Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak

13. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
May 13, 2020 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - President
Marjorie Bartelli - Vice President (via GoToMeeting)
Jenny Norton - Treasurer (via GoToMeeting)
Emily Swistak - Secretary (via GoToMeeting)
Thomas Duffy - Trustee (via GoToMeeting)
Karen Larson - Trustee
Liz Sullivan - Trustee (via GoToMeeting)

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. President Hummel approved the March billings in April
- b. President Hummel signed April billings in May
- c. President Hummel and Trustee Sullivan shall review the May billings in June - *if not possible, President Hummel shall sign May billings in June.*

4. Consent Agenda

- a. Approve Minutes of the March 11, 2020 Committee of the Whole Meeting
- b. Approve Minutes of the March 11, 2020 Board Meeting
- c. Acknowledge Treasurer's Report, 3/31/2020, Investment Activity Report, 03/31/2020, Current Assets Report, 3/31/2020, Revenue Report, 3/31/2020, and Expense Report, 3/31/2020
- d. Acknowledge Treasurer's Report, 04/30/20, Investment Activity Report, 04/30/20, Current Assets Report, 04/30/20, Revenue Report, 04/30/20, and Expense Report, 04/30/20
- e. Authorize Payment of Bills, 04/02/20 and 05/13/20

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

5. Committee Reports

- a. Finance - Treasurer Norton stated no update.
- b. Personnel/Policy - Secretary Swistak mentioned the March 23rd meeting was cancelled and there were two policies for the Board to review later in the meeting.
- c. Physical Plant - Vice President Bartelli commented she had questions regarding the Assistant Director's report. President Hummel suggested waiting until the Staff Reports portion of the meeting.

6. Unfinished Business

Facility options: CCS update and discussion

Director Weinstein provided an overview of the CCS document which contained discussion points for the facility. It included downtown development options, request for qualifications (RFQ) matters, and financial considerations.

Discussion: President Hummel mentioned that the Board should focus on priorities and continue that discussion next month. Trustee Duffy stated that he wanted to see how things move in the next months. Trustee Larson stated that everyone is in a waiting mode. Treasurer Norton mentioned that waiting is the only option at this time. Trustee Sullivan commented about the Village's revenue stream. President Hummel mentioned the developer is still reviewing the Village TIF study and that there may also be another developer who has shown interest in the downtown area. Director Weinstein stated that she and President Hummel will try to connect with the Village next week and receive an update. Secretary Swistak said she agreed with Trustee Duffy and Treasurer Norton due to all of the unknowns at this time.

7. Staff Reports

Director Weinstein stated that she has attended various online meetings and has discussed with other area directors about serving the public during COVID-19 facility closures. Public libraries are considering curbside services at this time. Safety considerations such as having adequate PPE (personal protective equipment), the physical layout of the building, parking lots, staffing, quarantine time for materials, and clear directives for the public are important aspects. Director Weinstein mentioned she attended a system-wide conference call on May 7th where a majority of libraries in and around DuPage County are opting to start curbside services May 18th through June 1st. Naperville began curbside on May 11th.

Director Weinstein discussed best practices for curbside with department directors and the LLD is looking to launch on May 18th. The Library will post guidelines and promote the program via social media and the website. Director Weinstein summarized a chronology of developments that have happened during the closure. President Hummel thanked Director Weinstein and the staff for the great job and for keeping the Board updated.

Discussion: President Hummel asked if the LLD was one of the few libraries that kept their book drops open. Director Weinstein confirmed that fact. She said that keeping the book drops open allowed for structured quarantining and shelving. Trustee Duffy asked about Naperville's process for curbside. Director Weinstein stated she believes they are putting materials on book carts for pick-up at their entrance and that each branch might be handling it differently due to parking lot configurations.

Director Weinstein provided a brief overview of curbside service and said that more details will come very soon. Trustee Larson mentioned that Naperville was signing patrons up for pick-up times. Director Weinstein mentioned that the Library's calendar program will be utilized to reserve time for pick-up. Treasurer Norton stated that she was amazed with the Director and staff's ability to adapt as the COVID-19 situation unfolded. Trustee Sullivan agreed with Treasurer Norton and was excited to hear that the LLD will be doing curbside pick-up.

Secretary Swistak stated she was impressed with the Director staff's work over the last two months during this unprecedented time and really appreciates the Board updates. Trustee Duffy asked if the Library had enough PPE. Director Weinstein stated she was confident that the LLD currently has appropriate amounts and that staff have continued to place orders to maintain supplies.

Vice President Bartelli asked about HVAC preventative maintenance and duct sensitivity work. Director Weinstein stated that maintenance and duct sensitivity were separate jobs; one for fire safety, the other, regular maintenance. Assistant Director McQuillan stated Johnson Controls, along with an electrician, will be doing the duct sensitivity work and that Monaco handles the preventative maintenance for the HVAC system.

Vice President Bartelli asked about electrical fixture replacement. Assistant Director McQuillan stated that an electrician will be doing that work in the storage room. Vice President Bartelli asked if the water in south detention pond storm drained quickly. Assistant Director McQuillan stated that it drained by the next morning. Vice president Bartelli asked about other drainage remediation work and the CIPP lining project. Assistant Director McQuillan stated that the first project on the docket was to install a French drain in the east parking lot. Director Weinstein mentioned that the CIPP lining project would happen if the Library remained in its current location.

Treasurer Norton asked about the webinar Assistant Director McQuillan attended on March 30th. Assistant Director McQuillan stated that the webinar pertained to taking care of library materials during COVID-19. She stated that best practice is to quarantine materials for 72 hours. Director Weinstein mentioned that the Library is quarantining beyond the 72 hours.

Trustee Larson asked about the quarantining process. Director Weinstein explained that the book drops are emptied and materials sit for 4 days before they are checked in. She said there is generally a day to organize quarantined materials on carts and the next day staff shelve those materials. President Hummel asked about the lag between returns and check outs. Director Weinstein stated the quarantining process will continue and that some material may not be readily available due to being quarantined. Trustee Sullivan stated that it was very interesting to hear about the quarantine process. Trustee Duffy suggested posting something about quarantining materials on social media so that those who frequent the little libraries stationed around Lisle could be informed.

8. New Business

a. Approve LLD Policy 315: Loan Periods - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Duffy seconded.

Director Weinstein provided an overview of changes.

Discussion: Secretary Swistak stated that one significant change was the limit of video games that patrons could check out. She mentioned that the revised date would need to be changed.

Roll Call Vote - All Aye. The motion passed.

b. Approve LLD Policy 660: Environmental Responsibility - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 660: Environmental Responsibility. Trustee Duffy seconded.

Director Weinstein provided an overview of the policy.

Discussion: Secretary Swistak suggested to add the word 'the' between the words 'throughout' and 'facility' on item B5 of the policy. President Hummel stated the revised

date would need to be changed. Director Weinstein asked that a Trustee amend the motion. Trustee Duffy stated that he considered it a broad policy that provides guidance.

Treasurer Norton stated that she appreciates the work of the Personnel and Policy Committee and asked how the policy will serve the LLD. Director Weinstein mentioned connecting with the environmental group SCARCE and having more environmental programming. She said that it was a more substantial policy that points to broad objectives. Treasurer Norton asked if other libraries have similar environmental policies. Director Weinstein stated that having a full-fledged environmental policy was not commonplace at most public libraries. She said that the staff connected with SCARCE and looked at policies from park districts and schools. Trustee Duffy suggested it was a 'guiding' policy.

MOTION: Secretary Swistak moved to approve LLD Policy 660: Environmental Responsibility as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

c. Approve FY2020-21 LLD Working Budget - Action Required

MOTION: Trustee Duffy moved to approve FY2020-21 LLD Working Budget. Treasurer Norton seconded.

Director Weinstein provided an overview of adjustments made to the FY2020-21 LLD Working Budget since the Committee of the Whole meeting on March 11th.

Discussion: Vice President Bartelli asked how much money the LLD has saved by contracting with Sikich now that the LLD does not employ a full-time Finance Director. Director Weinstein stated that she could not calculate that number at that moment and said she could get back to Trustees on that topic. President Hummel stated that the cost for Sikich services was approximately \$1,600-\$1,800 a month. Director Weinstein mentioned that the cost can fluctuate depending on what work is being accomplished such as the B&A. President Hummel mentioned he thought that the LLD was saving at least \$50,000 alone in salary. Director Weinstein restated that she would supply Trustees numbers at a later date.

Trustee Duffy thanked Director Weinstein and Assistant Director McQuillan for putting together the budget summary. Treasurer Norton stated the summary was great and asked about the removal of the salary study. Director Weinstein stated that due to the COVID-19 closure and all new procedures, the staff have not begun the annual evaluation process and it may take a couple more months to accomplish. She said that the salary study could be postponed until next fiscal year.

Trustee Sullivan asked Director Weinstein for her thoughts on rethinking how the Library will serve the public in this day and age. Director Weinstein mentioned that the Board will have to discuss the physical space soon. She stated that the LLD will never be without physical materials, but that there may be a decrease in certain materials and increases in digital content. She stated that the LLD is looking at various digital platforms in the next fiscal year to supplement existing offerings. Director Weinstein stated she imagines more 'pick-up and go' and small group programming in the future. Secretary Swistak thanked Director Weinstein for being thorough with the budget draft. President Hummel thanked Director Weinstein and staff.

Roll Call Vote - All Aye. The motion passed.

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli commented that she thoroughly enjoyed all the Facebook posts from every department and that the communications from Director Weinstein have been fantastic. Trustee Duffy recognized the Lisle residents that have passed away due to Covid-19. He praised President Hummel and Director Weinstein for foresight, transparency, and effective communications. Trustee Duffy mentioned that waiving fines and increasing WiFi capacity should be considered for the future. Trustee Larson commented that the updates have been great and liked seeing posts on Facebook/Instagram. Treasurer Norton commented that she appreciates the staff quarterly reports and mentioned she was very humbled and honored to be a Trustee during this challenging time. Trustee Sullivan thanked Director Weinstein and staff. She commented that the LLD has a great reputation as the 'little jewel' of Lisle and the people of Lisle miss it. Secretary Swistak stated that she appreciated the communications and social media posts from staff. President Hummel thanked Director Weinstein and the staff for their efforts. He also suggested having the Board discuss all that goes with expanding WiFi. He also suggested delaying the Director's evaluation so that it takes place in tandem with the Director's evaluation of staff.

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:23 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on June 17, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of May 31, 2020

Fund Name	Cash Balance 05/31/20	Financial Assets %	Financial Assets %
Corporate	5,384,835.59	W/ Spec Res 56.24%	W/O Spec Res 86.75%
Building Maintenance	0.00	0.00%	0.00%
IMRF	270,081.02	2.82%	4.35%
FICA	131,331.05	1.37%	2.12%
Working Cash	420,893.19	4.40%	6.78%
Subtotals	6,207,140.85	64.83%	100.00%
Special Reserve	3,366,873.73	35.17%	0.00%
	9,574,014.58	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

Company	INTEREST											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
IMET	1,860.00	1,698.86	1,572.55	1,529.62	1,307.72	1,350.35	1,272.11	1,226.22	658.36	339.01	382.14	13,196.94
Ehlers	0.48	4.20	8.48	0.31	2.89	14.63	0.59	0.09	0.98	0.16	0.16	32.97
Ehlers-Inv interest	2,541.23	8,896.84	6,513.75	9,754.93	9,492.25	4,838.54	2,055.35	8,061.89	8,374.52	9,825.72	3,090.50	73,445.52
Fifth Third Bank	5,177.17	4,946.44	5,850.53	5,582.40	4,793.77	4,470.98	3,931.57	3,272.71	2,301.19	1,267.48	730.87	42,325.11
Lisle Savings	67.11	67.13	71.63	67.17	69.44	67.22	69.37	246.12	241.94	249.40	228.42	1,444.95
Lisle CD 2635	469.72	470.71	456.47	472.66	458.35	474.61	474.31	444.61	476.23	461.82	478.20	5,137.69
Lisle CD 2669	527.60	528.82	512.93	531.23	515.26	533.65	534.89	325.85	147.51	142.84	147.70	4,448.28
IL Funds	2,807.00	2,580.25	2,415.35	2,270.66	2,020.81	2,042.11	2,004.61	1,850.41	1,468.41	1,164.93	884.32	21,508.86
US Bank-9853	508.03	524.99	524.98	508.03	524.99	508.03	524.34	523.54	489.74	523.55	30.80	5,191.02
US Bank-9370	3.17	3.32	4.19	8.29	8.65	8.44	8.80	8.84	8.33	4.20	2.17	68.40
TOTALS	13,961.51	19,721.56	17,930.86	20,725.30	19,194.13	14,308.56	10,875.94	15,960.28	14,167.21	13,979.11	5,975.28	0.00
												166,799.74

	INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Investment Maturities	0.00	465,000.00	200,000.00	145,000.00	800,000.00	205,000.00	0.00	0.00	225,000.00	601,000.00	15,000.00	2,656,000.00
Investment Purchases	0.00	474,681.05	204,976.00	154,922.50	0.00	815,000.00	210,000.00	0.00	241,000.00	613,473.94	156,896.70	2,870,950.19
TOTALS	-	(9,681.05)	(4,976.00)	(9,922.50)	800,000.00	(610,000.00)	(210,000.00)	-	(16,000.00)	(12,473.94)	(141,896.70)	-
												(214,950.19)

Lisle Library District
Revenues through May 31, 2020 (91.7% of FY 19-20)
Special Reserve Only

REVENUES		Current Month May 2020	YTD July - June 2019-2020	YTD Jul - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$1,528.45	\$45,755.20	\$45,755.20	\$35,000.00	130.73 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$275,000.00	\$275,000.00	\$300,000.00	91.67 %
TOTAL INTEREST & CASH DONATION		\$26,528.45	\$320,755.20	\$320,755.20	\$335,000.00	95.75 %
TOTAL REVENUES		\$26,528.45	\$320,755.20	\$320,755.20	\$335,000.00	95.75 %

Lisle Library District

Revenues through May 31, 2020 (91.7% of FY 19-20)

No Special Reserve reflected

REVENUES					
	Current Month May 2020	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$42,318.66	\$4,003,356.38	\$3,945,848.92	\$3,966,823.34	100.92 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$0.00	\$154,159.43	\$0.00	0.00 %
40-01-4414-00 Tax Levy - IMRF	\$543.91	\$51,453.80	\$154,360.97	\$50,984.25	100.92 %
45-01-4415-00 Tax Levy - FICA	\$1,353.14	\$128,007.02	\$136,293.15	\$126,838.87	100.92 %
TOTAL TAX LEVY	\$44,215.71	\$4,182,817.20	\$4,390,662.47	\$4,144,646.46	100.92 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$0.00	\$2,065.96	\$0.00	0.00 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$0.00	\$60.55	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$0.00	\$97.82	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$0.00	\$74.66	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$0.00	\$2,298.99	\$0.00	0.00 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$34,509.98	\$0.00	\$35,000.00	98.60 %
Total TIF SURPLUS	\$0.00	\$34,509.98	\$0.00	\$35,000.00	98.60 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$2,483.04	\$18,190.09	\$16,618.11	\$12,000.00	151.58 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$143.30	\$1,049.79	\$959.06	\$600.00	174.97 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$22.52	\$164.93	\$150.69	\$100.00	164.93 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,648.86	\$19,404.81	\$17,727.86	\$12,700.00	152.79 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$4,040.80	\$105,868.35	\$112,272.33	\$82,000.00	129.11 %
30-02-4474-00 Interest Earned - .02 B/M	\$0.00	\$0.00	\$1,173.96	\$0.00	0.00 %
40-02-4475-00 Interest Earned - IMRF	\$279.12	\$7,312.89	\$6,039.87	\$4,500.00	162.51 %
45-02-4476-00 Interest Earned - FICA	\$126.91	\$3,325.17	\$2,913.98	\$2,500.00	133.01 %

Lisle Library District
Revenues through May 31, 2020 (91.7% of FY 19-20)
 No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$4,538.14	\$7,069.86	\$4,500.00	100.85 %
TOTAL INTEREST INCOME	\$4,446.83	\$121,044.55	\$129,470.00	\$93,500.00	129.46 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$12,131.32	\$46,822.49	\$47,197.20	\$25,000.00	187.29 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$12,131.32	\$46,822.49	\$47,197.20	\$25,000.00	187.29 %
DESK INCOME					
10-03-4531-00 Lost Books	\$0.00	\$1,244.72	\$2,264.43	\$3,000.00	41.49 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$576.96	\$250.00	0.00 %
10-03-4540-00 Fines	\$74.74	\$17,120.38	\$34,822.46	\$35,000.00	48.92 %
TOTAL DESK INCOME	\$74.74	\$18,365.10	\$37,663.85	\$38,250.00	48.01 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$1,204.01	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$0.00	\$56.95	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$0.00	\$478.94	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$0.00	\$942.23	\$1,293.86	\$1,000.00	94.22 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$0.00	\$12,900.40	\$1,000.00	0.00 %
TOTAL UNRESTRICTED INCOME	\$0.00	\$36,572.23	\$51,564.16	\$2,000.00	1,828.61 %
TOTAL REVENUES	\$63,517.46	\$4,459,536.36	\$4,678,126.97	\$4,351,096.46	102.49 %

Lisle Library District
Expenses through May 31, 2020 (91.7% of FY 19-20)
Special Reserve Only

	Current Month May 2020	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$0.00	\$232,527.50	\$0.00	\$345,000.00	67.40 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$140,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$15,548.00	\$4,357.84	\$30,000.00	51.83 %
70-65-5674-00 Consulting	\$0.00	\$13,965.00	\$0.00	\$75,000.00	18.62 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$0.00	\$262,040.50	\$4,357.84	\$590,000.00	44.41 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$262,040.50	\$4,357.84	\$600,000.00	43.67 %

Lisle Library District
Expenses through May 31, 2020 (91.7% of FY 19-20)
 No Special Reserve reflected

ALL EXPENSES		Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$38,094.49	\$444,401.05	\$444,401.05	\$538,996.84	82.45 %
10-10-5603-20	Adult Services - Reg. Hours	\$46,877.11	\$514,813.79	\$514,813.79	\$561,938.59	91.61 %
10-10-5603-30	Youth Services - Reg. Hours	\$33,217.26	\$362,335.91	\$362,335.91	\$398,744.11	90.87 %
10-10-5603-50	Technical Services - Reg. Hours	\$22,471.23	\$245,820.13	\$245,820.13	\$279,943.69	87.81 %
10-10-5603-60	Circulation - Reg. Hours	\$37,762.67	\$428,623.45	\$428,623.45	\$482,446.73	88.84 %
Total Salaries		\$178,422.76	\$1,995,994.33	\$1,995,994.33	\$2,262,069.96	88.24 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	(\$1,851.06)	\$43,172.57	\$43,172.57	\$65,000.00	66.42 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	(\$2,621.60)	\$86,222.00	\$86,222.00	\$105,000.00	82.12 %
10-10-5621-30	Hosp. Ins. - YS	(\$1,460.04)	\$36,149.19	\$36,149.19	\$50,000.00	72.30 %
10-10-5621-50	Hosp. Ins. - Tech	(\$505.50)	\$28,871.68	\$28,871.68	\$40,000.00	72.18 %
10-10-5621-60	Hosp. Ins. - Circ	(\$1,164.02)	\$55,684.29	\$55,684.29	\$60,000.00	92.81 %
10-10-5622-10	Dental Ins. - Admin.	(\$172.17)	\$2,213.75	\$2,213.75	\$4,000.00	55.34 %
10-10-5622-20	Dental Ins. - Adult Serv	(\$273.12)	\$5,205.78	\$5,205.78	\$7,000.00	74.37 %
10-10-5622-30	Dental Ins. - YS	(\$211.07)	\$2,039.03	\$2,039.03	\$2,000.00	101.95 %
10-10-5622-50	Dental Ins. - Tech	(\$153.23)	\$2,634.83	\$2,634.83	\$3,000.00	87.83 %
10-10-5622-60	Dental Ins. - Circ	(\$115.13)	\$2,128.64	\$2,128.64	\$4,000.00	53.22 %
Total Health & Dental Ins.		(\$8,526.94)	\$264,321.76	\$264,321.76	\$340,000.00	77.74 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$1,362.62	\$1,635.57	\$1,635.57	\$4,000.00	40.89 %
10-10-5623-00	ComPsych Assistance Plan	\$0.00	\$382.20	\$382.20	\$870.00	43.93 %
Total Other Staff Benefits		\$1,362.62	\$2,017.77	\$2,017.77	\$4,870.00	41.43 %
FICA Expenses						
45-10-5625-10	FICA Expense - Admin	\$2,835.54	\$33,137.46	\$33,137.46	\$40,000.00	82.84 %
45-10-5625-20	FICA Expense - Adult Serv.	\$3,360.24	\$36,957.47	\$36,957.47	\$40,000.00	92.39 %

Lisle Library District

Expenses through May 31, 2020 (91.7% of FY 19-20)

No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
45-10-5625-30 FICA Expense - Youth Services	\$2,501.45	\$27,299.44	\$27,299.44	\$30,000.00	91.00 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,683.57	\$18,429.81	\$18,429.81	\$22,000.00	83.77 %
45-10-5625-60 FICA Expense - Circulation	\$2,769.79	\$31,581.43	\$31,581.43	\$41,048.35	76.94 %
Total FICA Expenses	\$13,150.59	\$147,405.61	\$147,405.61	\$173,048.35	85.18 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,105.40	\$31,558.83	\$31,558.83	\$41,000.00	76.97 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,125.18	\$39,410.13	\$39,410.13	\$46,000.00	85.67 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,800.57	\$26,572.15	\$26,572.15	\$34,000.00	78.15 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,977.46	\$18,823.49	\$18,823.49	\$25,000.00	75.29 %
40-10-5628-60 IMRF Expense - Circulation	\$2,437.73	\$23,673.04	\$23,673.04	\$30,000.00	78.91 %
Total IMRF Expenses	\$14,446.34	\$140,037.64	\$140,037.64	\$176,000.00	79.57 %
TOTAL EMPLOYEE COSTS	\$198,855.37	\$2,549,777.11	\$2,549,777.11	\$2,955,988.31	86.26 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$0.00	\$4,500.00	\$4,500.00	\$5,400.00	83.33 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$790.55	\$7,281.34	\$7,281.34	\$8,000.00	91.02 %
10-20-5653-00 Utilities - Gas	\$497.21	\$5,438.92	\$5,438.92	\$7,500.00	72.52 %
10-20-5654-00 Utilities - Sewer & Water	\$98.86	\$1,644.00	\$1,644.00	\$2,900.00	56.69 %
10-20-5655-00 Utilities - Electric	\$2,743.39	\$36,517.37	\$36,517.37	\$52,000.00	70.23 %
10-20-5656-00 Verizon	\$0.00	\$1,080.44	\$1,080.44	\$1,500.00	72.03 %
Total Utilities	\$4,130.01	\$58,272.07	\$58,272.07	\$79,110.00	73.66 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$4,800.00	\$4,800.00	\$5,000.00	96.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$840.00	\$18,399.26	\$18,399.26	\$37,500.00	49.06 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$987.50	\$31,586.00	\$31,586.00	\$40,000.00	78.97 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$731.74	\$9,000.00	\$9,000.00	\$9,000.00	100.00 %

Lisle Library District
Expenses through May 31, 2020 (91.7% of FY 19-20)
 No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-20-5664-00	\$5,753.27	\$63,370.55	\$63,370.55	\$83,700.00	75.71 %
10-20-5665-00	(\$101.43)	\$2,800.00	\$2,800.00	\$2,500.00	112.00 %
Total Maintenance and Repairs	\$8,211.08	\$129,955.81	\$129,955.81	\$177,700.00	73.13 %
TOTAL BUILDING COSTS	\$12,341.09	\$188,227.88	\$188,227.88	\$256,810.00	73.29 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$0.00	\$4,325.06	\$4,325.06	\$4,500.00	96.11 %
10-25-5710-10	\$0.00	\$10,127.45	\$10,127.45	\$18,000.00	56.26 %
10-25-5711-00	\$0.00	\$6,689.09	\$6,689.09	\$8,500.00	78.70 %
10-25-5712-00	\$0.00	\$379.46	\$379.46	\$1,000.00	37.95 %
Total Postage and Printing	\$0.00	\$21,521.06	\$21,521.06	\$32,000.00	67.25 %
Supplies					
10-25-5713-00	\$0.00	\$4,218.45	\$4,218.45	\$5,000.00	84.37 %
10-25-5714-00	\$0.00	\$4,230.92	\$4,230.92	\$10,000.00	42.31 %
10-25-5715-00	\$0.00	\$929.70	\$929.70	\$1,800.00	51.65 %
10-25-5716-00	\$4.00	\$4,362.77	\$4,362.77	\$6,500.00	67.12 %
10-25-5717-00	\$9.20	\$19,546.17	\$19,546.17	\$28,000.00	69.81 %
10-25-5718-00	\$137.97	\$7,183.34	\$7,183.34	\$12,400.00	57.93 %
Total Supplies	\$151.17	\$40,471.35	\$40,471.35	\$63,700.00	63.53 %
Other Operating Costs					
10-25-5719-00	\$0.00	\$693.22	\$693.22	\$2,200.00	31.51 %
10-25-5722-15	\$100.00	\$150.00	\$150.00	\$150.00	100.00 %
10-25-5723-00	\$0.00	\$51.36	\$51.36	\$250.00	20.54 %
10-25-5723-15	\$62.99	\$1,457.26	\$1,457.26	\$3,100.00	47.01 %
10-25-5724-15	\$0.00	\$302.58	\$302.58	\$500.00	60.52 %
Total Other Operating Costs	\$162.99	\$2,654.42	\$2,654.42	\$6,200.00	42.81 %

Lisle Library District

Expenses through May 31, 2020 (91.7% of FY 19-20)

No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$314.16	\$64,646.83	\$64,646.83	\$101,900.00	63.44 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$0.00	\$2,100.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$24,178.51	\$24,178.51	\$22,600.00	106.98 %
10-30-5752-00 Notary Bond	\$0.00	\$0.00	\$0.00	\$65.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$9,319.00	\$9,319.00	\$6,200.00	150.31 %
TOTAL INSURANCE	\$0.00	\$33,497.51	\$33,497.51	\$30,965.00	108.18 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$0.00	\$3,825.00	\$3,825.00	\$15,000.00	25.50 %
10-35-5761-00 Collection Agency	\$0.00	\$358.00	\$358.00	\$700.00	51.14 %
10-35-5762-00 Other Contr Services - Admin	\$1,340.00	\$6,080.22	\$6,080.22	\$6,500.00	93.54 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$1,605.43	\$44,711.77	\$44,711.77	\$60,000.00	74.52 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$18,020.71	\$18,020.71	\$14,000.00	128.72 %
10-35-5765-10 Investment Agency Consultants	\$610.43	\$5,945.38	\$5,945.38	\$7,000.00	84.93 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$0.00	\$8,950.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,400.00	\$8,400.00	\$10,000.00	84.00 %
10-35-5771-00 Payroll Service	\$512.66	\$6,665.34	\$6,665.34	\$7,700.00	86.56 %
TOTAL CONTRACTUAL SERVICES	\$4,068.52	\$94,006.42	\$94,006.42	\$129,850.00	72.40 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$4,009.00	\$4,009.00	\$5,100.00	78.61 %
10-40-5784-00 Meetings - Staff	\$0.00	\$1,130.51	\$1,130.51	\$2,000.00	56.53 %
10-40-5785-00 Conferences - Staff	\$399.00	\$7,819.60	\$7,819.60	\$15,000.00	52.13 %
10-40-5786-00 Memorial/Tribute/Recognition	\$0.00	\$359.18	\$359.18	\$2,000.00	17.96 %
10-40-5787-00 In-Service	\$0.00	\$2,391.29	\$2,391.29	\$3,000.00	79.71 %
10-40-5788-00 Training (Cont Ed) - Staff	\$175.00	\$1,459.00	\$1,459.00	\$1,500.00	97.27 %
10-45-5786-70 Dues - Trustee	\$0.00	\$525.00	\$525.00	\$525.00	100.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$391.08	\$391.08	\$1,000.00	39.11 %

Lisle Library District

Expenses through May 31, 2020 (91.7% of FY 19-20)

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	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$574.00	\$18,084.66	\$18,084.66	\$32,125.00	56.29 %
TOTAL PERSONNEL DEVELOPMENT	\$574.00	\$18,084.66	\$18,084.66	\$32,125.00	56.29 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$48,956.48	\$48,956.48	\$52,500.00	93.25 %
10-48-5803-10 5803 Technology	\$0.00	\$17,041.04	\$17,041.04	\$66,000.00	25.82 %
10-48-5804-10 5804 Facility	\$0.00	\$7,910.62	\$7,910.62	\$10,000.00	79.11 %
Total Major Equipment	\$0.00	\$73,908.14	\$73,908.14	\$128,500.00	57.52 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$636.51	\$636.51	\$700.00	90.93 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$207.01	\$207.01	\$700.00	29.57 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$211.33	\$211.33	\$700.00	30.19 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$24.99	\$24.99	\$700.00	3.57 %
Total Minor Equipment	\$0.00	\$1,079.84	\$1,079.84	\$3,500.00	30.85 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$720.00	\$720.00	\$720.00	100.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$590.18	\$11,808.87	\$11,808.87	\$19,000.00	62.15 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$733.73	\$733.73	\$1,000.00	73.37 %
Total Equip Maint/Repairs & Rentals	\$590.18	\$13,262.60	\$13,262.60	\$20,720.00	64.01 %
TOTAL EQUIPMENT COSTS	\$590.18	\$88,250.58	\$88,250.58	\$152,720.00	57.79 %
LIBRARY MEDIA					
Books					

Lisle Library District

Expenses through May 31, 2020 (91.7% of FY 19-20)

No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-50-5863-20	\$0.00	\$2,638.92	\$2,638.92	\$9,000.00	29.32 %
Literacy/ESL					
10-50-5863-30	\$0.00	\$36,143.94	\$36,143.94	\$54,000.00	66.93 %
Books - Youth Serv					
10-50-5863-50	\$0.00	\$155.66	\$155.66	\$100.00	155.66 %
Books - Tech Serv					
10-50-5864-10	\$120.18	\$54,782.17	\$54,782.17	\$86,100.00	63.63 %
Books - Non Fiction					
10-50-5865-10	\$0.00	\$57,705.87	\$57,705.87	\$72,500.00	79.59 %
Books - Adult/Teen Fiction					
10-50-5867-20	\$0.00	\$10,436.30	\$10,436.30	\$20,000.00	52.18 %
Ref Books - Adult Serv					
Total Books	\$120.18	\$161,862.86	\$161,862.86	\$241,700.00	66.97 %
Databases					
10-50-5869-20	\$0.00	\$112,382.26	\$112,382.26	\$130,000.00	86.45 %
Internet Licensed DBases					
10-50-5872-10	\$0.00	\$4,864.09	\$4,864.09	\$10,000.00	48.64 %
Dbases - Professional					
10-50-5873-30	\$2,273.70	\$9,926.70	\$9,926.70	\$12,700.00	78.16 %
Dbases - Youth Serv					
Total Databases	\$2,273.70	\$127,173.05	\$127,173.05	\$152,700.00	83.28 %
Audio-Visual Materials					
10-50-5890-30	\$0.00	\$11,425.47	\$11,425.47	\$18,000.00	63.47 %
A-V Matls - Youth Serv					
10-50-5895-40	\$4,125.21	\$99,259.65	\$99,259.65	\$117,300.00	84.62 %
A-V Matls - Adult Serv					
Total Audio-Visual Materials	\$4,125.21	\$110,685.12	\$110,685.12	\$135,300.00	81.81 %
Periodicals/Doc Delivery					
10-50-5900-20	\$43.98	\$42,306.00	\$42,306.00	\$42,000.00	100.73 %
Periodicals - Adult Serv					
10-50-5900-30	\$0.00	\$193.91	\$193.91	\$700.00	27.70 %
Periodicals - Youth					
10-50-5900-80	\$0.00	\$3,034.47	\$3,034.47	\$3,800.00	79.85 %
Periodicals - Prof. Collections					
10-50-5871-20	\$25.75	\$21,908.58	\$21,908.58	\$23,000.00	95.25 %
Document Delivery					
Total Periodicals/Doc Delivery	\$69.73	\$67,442.96	\$67,442.96	\$69,500.00	97.04 %
TOTAL LIBRARY MEDIA	\$6,588.82	\$467,163.99	\$467,163.99	\$599,200.00	77.96 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	\$75.00	\$10,320.25	\$10,320.25	\$16,500.00	62.55 %
Programs - Adult Services					

Lisle Library District
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 No Special Reserve reflected

	Current Month May 2020	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-60-5931-30 Programs - Youth	\$173.70	\$6,723.52	\$6,723.52	\$12,000.00	56.03 %
10-60-5931-40 Online Marketing	\$31.78	\$1,446.16	\$1,446.16	\$2,000.00	72.31 %
10-60-5931-50 Community Relations	\$0.00	\$2,480.96	\$2,480.96	\$6,500.00	38.17 %
Total Programs	\$280.48	\$20,970.89	\$20,970.89	\$37,000.00	56.68 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$0.00	\$295.06	\$295.06	\$2,000.00	14.75 %
10-60-5940-30 Reader Services - Youth Serv. D	\$0.00	\$4,135.16	\$4,135.16	\$5,500.00	75.18 %
Total Readers Services's	\$0.00	\$4,430.22	\$4,430.22	\$7,500.00	59.07 %
TOTAL PROGRAMS AND READER'S SERVICES	\$280.48	\$25,401.11	\$25,401.11	\$44,500.00	57.08 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$6,000.00	\$32,872.65	\$32,872.65	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$275,000.00	\$275,000.00	\$300,000.00	91.67 %
10-80-5986-80 IMRF Funding	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$31,000.00	\$357,872.65	\$357,872.65	\$350,000.00	102.25 %
.02 BLDG/MAINT EXPENSES					
30-65-5925-00 Network - Maint. (.02 B/M)	\$0.00	\$12,621.58	\$12,621.58	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$9,063.21	\$9,063.21	\$10,000.00	90.63 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$21,684.79	\$21,684.79	\$10,000.00	216.85 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$15,264.92	\$15,264.92	\$25,000.00	61.06 %
Total	\$0.00	\$15,264.92	\$15,264.92	\$25,000.00	61.06 %
TOTAL ALL EXPENSES	\$254,612.62	\$3,923,878.45	\$3,923,878.45	\$4,689,058.31	83.68 %

Lisle Library District Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	6/10/2020 053120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$276.28 \$31.20
					<i>Totals for Baker & Taylor (L4171582):</i>	<i>\$307.48</i>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	6/10/2020 053120	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$1,139.58 \$54.05
					<i>Totals for Baker & Taylor (C5223433):</i>	<i>\$1,193.63</i>
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	6/10/2020 053120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$1,542.06 \$61.75
					<i>Totals for Baker & Taylor (L0334152):</i>	<i>\$1,603.81</i>
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	6/10/2020 053120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$373.38 \$20.50
					<i>Totals for Baker & Taylor (L4342812):</i>	<i>\$393.88</i>
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	6/10/2020 053120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$285.17 \$11.40
					<i>Totals for Baker & Taylor (L5425632):</i>	<i>\$296.57</i>
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	6/10/2020 053120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$2,539.99 \$96.05
					<i>Totals for Baker & Taylor (L5543202):</i>	<i>\$2,636.04</i>
Bear Landscape Group Bear Landscape Group	6/10/2020 7620	Flower Pots Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$100.00
	6/10/2020 7642	Landscape Service Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50

Lisle Library District

Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Blackbaud Blackbaud	6/10/2020 91893172	Annual Renewal Invoice	Paid	10-35-5769-00	Acct Maint & Upgrades	\$9,494.06
					Totals for Bear Landscape Group:	\$1,087.50
CCS CCS	6/10/2020 120029-04302020	Project Consulting Invoice	Paid	70-65-5674-00	Consulting	\$1,035.00
					Totals for Blackbaud:	\$9,494.06
CDW Government CDW Government	6/10/2020 XWW6583	2 Cisco Switches Invoice	Paid	10-48-5803-10	5803 Technology	\$3,409.52
	6/10/2020 XWM8478	Battery Backup Invoice	Paid	10-48-5803-10	5803 Technology	\$1,063.95
					Totals for CCS:	\$1,035.00
Chicago Metro Fire Prevention Chicago Metro Fire Prevention	6/10/2020 IN00333523	Fire Alarm Testing Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$515.00
					Totals for CDW Government:	\$4,473.47
Colley Elevator Colley Elevator	6/10/2020 197578	Alarm Testing Elevator Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$199.00
					Totals for Chicago Metro Fire Prevention:	\$515.00
EBSCO EBSCO	6/10/2020 2007375	Rate Adjustment - Model Air Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$5.50
					Totals for Colley Elevator:	\$199.00
Eco Clean Maintenance Eco Clean Maintenance	6/10/2020 8738	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$434.00
					Totals for EBSCO:	\$5.50

Lisle Library District

Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Ehlers Investment Partners Ehlers Investment Partners	6/10/2020 053120	Consulting Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$589.76
					<i>Totals for Eco Clean Maintenance:</i>	<i>\$434.00</i>
ELM USA, Inc. ELM USA, Inc.	6/10/2020 29000	Supplies for Disc Cleaning M Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$138.95
					<i>Totals for Ehlers Investment Partners:</i>	<i>\$589.76</i>
Garvey's Office Products Garvey's Office Products	6/10/2020 PINV1916254	Clorox Wipes Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$359.00
	6/10/2020 PINV1921699	Note Cards Invoice	Paid	10-25-5713-00	Office Supplies	\$9.08
	6/10/2020 PINV1921707	Wipes Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$161.10
					<i>Totals for ELM USA, Inc.:</i>	<i>\$138.95</i>
Jackie Kilcran Jackie Kilcran	6/10/2020 052720	Disinfectant Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$40.91
					<i>Totals for Garvey's Office Products:</i>	<i>\$529.18</i>
Library Furniture International Library Furniture International	6/10/2020 6918	YS Shelving Invoice	Paid	70-65-5671-00 10-48-5804-10	Furniture & Equipment (Spec Res) 5804 Facility	\$14,452.00 \$1,097.00
					<i>Totals for Jackie Kilcran:</i>	<i>\$40.91</i>
LIMRiCC PHIP Health LIMRiCC PHIP Health	6/10/2020 060120	June Health Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech	\$5,850.85 \$10,792.27 \$4,879.16 \$3,294.26
					<i>Totals for Library Furniture International:</i>	<i>\$15,549.00</i>

Lisle Library District Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Lisle Postmaster (208) Lisle Postmaster (208)	6/10/2020 Permit208 - 2020	Permit Postage Invoice	Paid	10-10-5621-60	Hosp. Ins. - Circ	\$6,384.59
					Totals for LIMRiCC PHIP Health:	\$31,201.13
Low Voltage Solutions Low Voltage Solutions	6/10/2020 26608	New Wireless Access Point Invoice	Paid	10-25-5711-00	Postage Special Serv	\$240.00
					Totals for Lisle Postmaster (208):	\$240.00
Media Finder Media Finder	6/10/2020 103302	Standard Periodical Directory Invoice	Paid	10-48-5803-10	5803 Technology	\$1,715.00
					Totals for Low Voltage Solutions:	\$1,715.00
Midwest Tape (7288) Midwest Tape (7288)	6/10/2020 060120	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$1,915.25
					Totals for Media Finder:	\$1,915.25
Midwest Tape (7291) Midwest Tape (7291)	6/10/2020 060120	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,511.42 \$450.80
					Totals for Midwest Tape (7288):	\$1,962.22
Montano's Landscaping & Nursery, Inc Montano's Landscaping & Nursery, Inc	6/10/2020 051820	Salting Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$351.19
					Totals for Midwest Tape (7291):	\$351.19
Naperville Sun Naperville Sun	6/10/2020 33968309-031020	Subscription Through 9/6/20 Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$250.00
					Totals for Montano's Landscaping & Nursery, Inc:	\$250.00

Lisle Library District

Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	6/10/2020 53627	Backup Server Licenses Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$200.00
	6/10/2020 53093	Backup Server Licenses - Ma Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$200.00
	<i>Totals for Naperville Sun:</i>					<i>\$87.40</i>
OverDrive, Inc. OverDrive, Inc.	6/10/2020 0110720136974	Advantage Invoice	Paid	10-80-5981-80 10-50-5895-40	Restricted - Per Capita Grant A-V Matls - Adult Serv	\$257.35 \$242.65
	6/10/2020 0110720138406	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$500.00
	6/10/2020 0110720144836	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	6/10/2020 0110720145873	Advantage Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$1,000.00
	6/10/2020 1107CO20157408	Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$111.77
	6/10/2020 0110720154887	Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
	6/10/2020 0110720152123	Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
	6/10/2020 01107CO20154331	eBooks Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$209.10
<i>Totals for OverDrive, Inc.:</i>						<i>\$5,220.87</i>
ProLiteracy Membership Program ProLiteracy Membership Program	6/10/2020 580457-063020	Membership & Subscription Invoice	Paid	10-50-5863-20	Literacy/ESL	\$169.97
	<i>Totals for ProLiteracy Membership Program:</i>					<i>\$169.97</i>

Lisle Library District

Accounts Payable June 10, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
RAILS						
RAILS	6/10/2020 6617	Gale Analytics Invoice	Paid	10-48-5803-10	5803 Technology	\$6,594.30
					<i>Totals for RAILS:</i>	<i>\$6,594.30</i>
Suburban Life Media						
Suburban Life Media	6/10/2020 290778-072320	1 Year Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$39.00
					<i>Totals for Suburban Life Media:</i>	<i>\$39.00</i>
Thomson Reuters - West						
Thomson Reuters - West	6/10/2020 ILLCourtRules	Illinois Court Rules Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$498.00
					<i>Totals for Thomson Reuters - West:</i>	<i>\$498.00</i>
Toshiba Business Solutions, USA						
Toshiba Business Solutions, USA	6/10/2020 5259443	Adult Floor Copier Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$94.83
					<i>Totals for Toshiba Business Solutions, USA:</i>	<i>\$94.83</i>
Verizon						
Verizon	6/10/2020 9854975346	3 Hot Spots Invoice	Paid	10-20-5656-00	Verizon	\$108.05
					<i>Totals for Verizon:</i>	<i>\$108.05</i>
Village of Lisle						
Village of Lisle	6/10/2020 3600000347	Monthly ISP Charge Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
					<i>Totals for Village of Lisle:</i>	<i>\$450.00</i>
Warehouse Direct						
Warehouse Direct	6/10/2020 4648632-1	Masks Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$259.80
					<i>Totals for Warehouse Direct:</i>	<i>\$259.80</i>

Lisle Library District

Accounts Payable June 10, 2020

Account Summary

Account Number	Description	Net Amount
10-10-5621-10	Hosp. Ins. - Admin	\$5,850.85
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,792.27
10-10-5621-30	Hosp. Ins. - YS	\$4,879.16
10-10-5621-50	Hosp. Ins. - Tech	\$3,294.26
10-10-5621-60	Hosp. Ins. - Circ	\$6,384.59
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5656-00	Verizon	\$108.05
10-20-5661-00	Maint Contracts - Maint. Service	\$434.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,337.50
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$820.81
10-25-5711-00	Postage Special Serv	\$240.00
10-25-5713-00	Office Supplies	\$9.08
10-25-5714-00	Circ. Material Supplies	\$138.95
10-25-5717-00	Processing Supplies	\$725.75
10-35-5763-00	Other Contr Svcs-Tech Asst	\$400.00
10-35-5765-10	Investment Agency Consultants	\$589.76
10-35-5769-00	Acct Maint & Upgrades	\$9,494.06
10-48-5803-10	5803 Technology	\$12,782.77
10-48-5804-10	5804 Facility	\$1,097.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$808.83
10-50-5863-20	Literacy/ESL	\$169.97
10-50-5863-30	Books - Youth Serv	\$658.55
10-50-5864-10	Books - Non Fiction	\$2,681.64
10-50-5865-10	Books - Adult/Teen Fiction	\$2,539.99
10-50-5867-20	Ref Books - Adult Serv	\$2,413.25
10-50-5890-30	A-V Matls - Youth Serv	\$560.29
10-50-5895-40	A-V Matls - Adult Serv	\$4,042.12
10-50-5900-20	Periodicals - Adult Serv	\$131.90
10-80-5981-80	Restricted - Per Capita Grant	\$2,757.35
70-65-5671-00	Furniture & Equipment (Spec Res)	\$14,452.00
70-65-5674-00	Consulting	\$1,035.00
	GRAND TOTAL:	\$92,079.75

Lisle Library District

Account Distribution Report by Number

June 10, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-10-5621-10, Hosp. Ins. - Admin									
6/10/2020	060120	Invoice	6072-102	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	6/10/2020	\$5,850.85	\$0.00
					Totals for 10-10-5621-10, Hosp. Ins. - Admin:			\$5,850.85	\$0.00
10-10-5621-20, Hosp. Ins. - Adult Serv.									
6/10/2020	060120	Invoice	6072-104	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	6/10/2020	\$10,792.27	\$0.00
					Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:			\$10,792.27	\$0.00
10-10-5621-30, Hosp. Ins. - YS									
6/10/2020	060120	Invoice	6072-105	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	6/10/2020	\$4,879.16	\$0.00
					Totals for 10-10-5621-30, Hosp. Ins. - YS:			\$4,879.16	\$0.00
10-10-5621-50, Hosp. Ins. - Tech									
6/10/2020	060120	Invoice	6072-106	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	6/10/2020	\$3,294.26	\$0.00
					Totals for 10-10-5621-50, Hosp. Ins. - Tech:			\$3,294.26	\$0.00
10-10-5621-60, Hosp. Ins. - Circ									
6/10/2020	060120	Invoice	6072-108	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	6/10/2020	\$6,384.59	\$0.00
					Totals for 10-10-5621-60, Hosp. Ins. - Circ:			\$6,384.59	\$0.00
10-20-5650-00, Internet Service Provider									
6/10/2020	3600000347	Invoice	6072-039	Village of Lisle	Village of Lisle-360000	Posted	6/10/2020	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$450.00	\$0.00
10-20-5656-00, Verizon									
6/10/2020	9854975346	Invoice	6072-062	Verizon	Verizon-9854975346	Posted	6/10/2020	\$108.05	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$108.05	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
6/10/2020	8738	Invoice	6072-074	Eco Clean Maintenance	Eco Clean Maintenananc	Posted	6/10/2020	\$434.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$434.00	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
6/10/2020	051820	Invoice	6072-009	Montano's Landscaping & Nur	Montano's Landscapin	Posted	6/10/2020	\$250.00	\$0.00
6/10/2020	7620	Invoice	6072-052	Bear Landscape Group	Bear Landscape Group-	Posted	6/10/2020	\$100.00	\$0.00
6/10/2020	7642	Invoice	6072-054	Bear Landscape Group	Bear Landscape Group-	Posted	6/10/2020	\$987.50	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$1,337.50	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
6/10/2020	4648632-1	Invoice	6072-007	Warehouse Direct	Warehouse Direct-464	Posted	6/10/2020	\$259.80	\$0.00
6/10/2020	PINV1916254	Invoice	6072-011	Garvey's Office Products	Garvey's Office Produc	Posted	6/10/2020	\$359.00	\$0.00

30

Account Distribution Report by Number

June 10, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
6/10/2020	6617	Invoice	6072-058	RAILS	RAILS-6617	Posted	6/10/2020	\$6,594.30	\$0.00
6/10/2020	XVWV6583	Invoice	6072-060	CDW Government	CDW Government-X	Posted	6/10/2020	\$3,409.52	\$0.00
6/10/2020	XVWM8478	Invoice	6072-068	CDW Government	CDW Government-X	Posted	6/10/2020	\$1,063.95	\$0.00
6/10/2020	26608	Invoice	6072-076	Low Voltage Solutions	Low Voltage Solution	Posted	6/10/2020	\$1,715.00	\$0.00
10-48-5804-10, 5804 Facility									\$0.00
6/10/2020	6918	Invoice	6072-017	Library Furniture International	Library Furniture Inter	Posted	6/10/2020	\$1,097.00	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									\$0.00
6/10/2020	197578	Invoice	6072-005	Colley Elevator	Colley Elevator-19757	Posted	6/10/2020	\$199.00	\$0.00
6/10/2020	IN00333523	Invoice	6072-019	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	6/10/2020	\$515.00	\$0.00
6/10/2020	5259443	Invoice	6072-021	Toshiha Business Solutions, US	Toshiha Business Solu	Posted	6/10/2020	\$94.83	\$0.00
10-50-5863-20, Literacy/ESL									\$0.00
6/10/2020	580457-063020	Invoice	6072-072	ProLiteracy Membership Progra	ProLiteracy Membershi	Posted	6/10/2020	\$169.97	\$0.00
10-50-5863-30, Books - Youth Serv									\$0.00
6/10/2020	053120	Invoice	6072-087	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	6/10/2020	\$285.17	\$0.00
6/10/2020	053120	Invoice	6072-090	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	6/10/2020	\$373.38	\$0.00
10-50-5864-10, Books - Non Fiction									\$0.00
6/10/2020	053120	Invoice	6072-096	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	6/10/2020	\$1,542.06	\$0.00
6/10/2020	053120	Invoice	6072-099	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	6/10/2020	\$1,139.58	\$0.00
10-50-5865-10, Books - Adult/Teen Fiction									\$0.00
6/10/2020	053120	Invoice	6072-084	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	6/10/2020	\$2,539.99	\$0.00
10-50-5867-20, Ref Books - Adult Serv									\$0.00
6/10/2020	103302	Invoice	6072-013	Media Finder	Media Finder-103302	Posted	6/10/2020	\$1,915.25	\$0.00
6/10/2020	ILLCourtRules	Invoice	6072-031	Thomson Reuters - West	Thomson Reuters - We	Posted	6/10/2020	\$498.00	\$0.00
10-50-5890-30, A-V Mats - Youth Serv									\$0.00

Account Distribution Report by Number

June 10, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
6/10/2020	01107CO20154331	Invoice	6072-080	OverDrive, Inc.	OverDrive, Inc.-01107C	Posted	6/10/2020	\$209.10	\$0.00
6/10/2020	060120	Invoice	6072-111	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	6/10/2020	\$351.19	\$0.00
10-50-5895-40, A-V Malls - Adult Serv									\$560.29
6/10/2020	0110720136974	Invoice	6072-043	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$242.65	\$0.00
6/10/2020	1107CO20157408	Invoice	6072-044	OverDrive, Inc.	OverDrive, Inc.-1107C	Posted	6/10/2020	\$11.77	\$0.00
6/10/2020	0110720154887	Invoice	6072-046	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$1,000.00	\$0.00
6/10/2020	0110720152123	Invoice	6072-048	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$1,000.00	\$0.00
6/10/2020	053120	Invoice	6072-093	Baker & Taylor (L4171582)	Baker & Taylor (L4171)	Posted	6/10/2020	\$276.28	\$0.00
6/10/2020	060120	Invoice	6072-107	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	6/10/2020	\$1,511.42	\$0.00
Totals for 10-50-5895-40, A-V Malls - Adult Serv:									\$4,042.12
10-50-5900-20, Periodicals - Adult Serv									\$0.00
6/10/2020	2007375	Invoice	6072-035	EBSCO	EBSCO-2007375	Posted	6/10/2020	\$5.50	\$0.00
6/10/2020	33968309-031020	Invoice	6072-041	Naperville Sun	Naperville Sun-339683	Posted	6/10/2020	\$87.40	\$0.00
6/10/2020	290778-072320	Invoice	6072-050	Suburban Life Media	Suburban Life Media-2	Posted	6/10/2020	\$39.00	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv:									\$131.90
10-80-5981-80, Restricted - Per Capita Grant									\$0.00
6/10/2020	0110720136974	Invoice	6072-023	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$257.35	\$0.00
6/10/2020	0110720138406	Invoice	6072-025	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$500.00	\$0.00
6/10/2020	0110720144836	Invoice	6072-027	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$1,000.00	\$0.00
6/10/2020	0110720145873	Invoice	6072-029	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	6/10/2020	\$1,000.00	\$0.00
Totals for 10-80-5981-80, Restricted - Per Capita Grant:									\$2,757.35
6/10/2020	6918	Invoice	6072-015	Library Furniture International	Library Furniture Inter	Posted	6/10/2020	\$14,452.00	\$0.00
70-65-5671-00, Furniture & Equipment (Spec Res)									\$0.00
Totals for 70-65-5671-00, Furniture & Equipment (Spec Res):									\$14,452.00
6/10/2020	120029-04302020	Invoice	6072-003	CCS	CCS-120029-0430202	Posted	6/10/2020	\$1,035.00	\$0.00
Totals for 70-65-5674-00, Consulting:									\$1,035.00
Grand Totals:									\$92,079.75

PRIOR MONTHS BILLS PAID BETWEEN May 2020 and June 2020				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 5/15/2020		\$ 64,783.02	
HSA	Garnishment		\$ 128.43	
HSA	Ill. Dept. of Revenue	Employee Deduction	\$ 4,127.47	
Auto W/D	Howard Simon & Associates	State Tax Withheld	\$ 314.54	
HSA	EFTPS/Electronic Tax Payment 5/15/2020	PR Serv. - 5/15/2020	\$ 21,355.70	
		Fed Tax \$7925.38		
		FICA W/H \$6715.14		
		FICA Lib \$6715.18		
HSA	Salaries 5/29/2020		\$ 62,020.78	
HSA	Garnishment	Employee Deduction	\$ 147.97	
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 3,950.95	
Auto W/D	Howard Simon & Associates	PR Serv. - 5/29/2020	\$ 198.12	
HSA	EFTPS/Electronic Tax Payment 5/29/2020	Fed Tax \$7572.23	\$ 20,443.13	
		FICA W/H \$6435.45		
		FICA Lib \$6435.45		
Wired	IMRF	IMRF W/H \$7747.50	\$ 22,193.84	
		IMRF Lib. \$14446.34		
		Sub Total	\$ 199,663.95	
Check #	Vendor	Description	Amount	
4028	Bear Landscape Group	April Landscape	987.50	
4029	Colley Elevator	Elevator Maintenance	370.00	
4030	Direct Energy Business	Usage	2743.39	
4031	Eco Clean Maintenance	Deep Clean	840.00	
4032	Ehlers Investment Partners	Consultants	610.43	
4033	HR Source	Annual Membership	1340.00	
4034	IHLS - OCLC	ILL Fee Management	25.75	
4035	Konica Minolta Business Solutions	Usage	9.08	
4036	Konica Minolta Premier Finance	Lease	211.10	
4037	LIMRiCC - UCGA	1st Quarter Unemployment	1362.62	
4038	Midwest Tape	Hoopla	4065.22	
4039	Outsource Solutions Group Inc.	Additional License/Monthly Server	1257.43	
4040	OverDrive, Inc.	Advantage	6000.00	
4041	Tumbleweed Press, Inc.	Database - 3 Years	2273.70	

4042	Village of Lisle	Sewer & Water	98.86
4043	Warehouse Direct	Sanitizing Solution & Masks	145.85
4044	AFLAC (G6920)	Payroll Deduction	273.22
4045	Amazon	Video Games, Supplies, PPE	742.26
4046	Baker & Taylor (C5223433)	Continuations & Processing	129.38
4047	Fifth Third Bank	Telephone, Training, PPE, Periodicals	7440.11
4048	Lisle Savings Bank	Safe Deposit Box Rental	100.00
4049	NICOR	Usage	497.21
4050	Republic Services	Rubbish	294.33
		Sub Total	\$ 31,817.44
		TOTAL	\$ 231,481.39

Monthly Circulation Report - May 2020

	Checkouts	Renewals	May-20 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	625	201	826	91,495	80,219	-12.32%
Adult Print	1,216	450	1,666	99,827	90,998	-8.84%
Adult Total	1,841	651	2,492	191,322	171,217	-10.51%
YS Non-Print	139	79	218	23,770	22,451	-5.55%
YS Print	1,449	412	1,861	114,551	114,178	-0.33%
Total YS	1,588	491	2,079	138,321	136,629	-1.22%
Digital Media						
Overdrive	4,402		4,402	22,994	32,219	40.12%
hoopla	2,600		2,600	21,333	22,722	6.51%
RB Digital	573		573	3,492	4,318	23.65%
Total Digital	7,575	0	7,575	47,819	59,259	23.92%
Subtotal Print + Non-Print/Digital	11,004	1,142	12,146	377,462	367,105	-2.74%
Computer/Tech Sessions Logins	29		29	27,790	21,114	-24.02%
Database Usage/Unique Logins	2,136		2,136	34,864	28,621	-17.91%
Wireless Use	87		87	16,598	12,024	-27.56%
ScannX sessions/jobs	123		123	4,323	6,987	61.62%
Museum Adventure Passes	0		0	230	164	-28.70%
Total IT/Resource Sessions	2,375	0	2,375	83,805	68,910	-17.77%
Total Circulation	13,379	1,142	14,521	461,267	436,015	-5.47%
Literacy Software Usage Hours			0	1,003	731	-27.12%
Borrower Information	May 2020 Total	YTD 18/19	YTD 19/20	YTD % Change		
New Library Cards Added	30	1,353	1,152	-14.86%		
Monthly Borrowers	677	31,947	29,081	-8.97%		
Total # Registered Borrowers	10,422	10,693	10,422	-2.53%		
InterLibrary Loans						
Materials Sent	0	1,578	1,067	-32.38%		
Materials Received	0	4,380	3,375	-22.95%		
Polaris/Catalog Holds						
Holds Placed	4,380	32,859	29,583	-9.97%		
Holds Checked Out	3,412	25,845	23,135	-10.49%		

Lisle Library District
Program and Service Statistics - May 2020

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Staff Facilitated Programs			4	0	0	0	4	1,347	1,063	-21.08%
Attendees			25	0	0	0	25	12,767	10,651	-16.57%
Computer/Technology Programs			0	0	0	0	0	107	68	-36.45%
Attendees			0	0	0	0	0	406	281	-30.79%
Performer/Speaker/Author			0	0	0	0	0	35	19	-45.71%
Attendees			0	0	0	0	0	1,122	549	-51.07%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		1					1	8	8	0.00%
Attendees		155					155	1,530	1,660	8.50%
Total Number of Programs		1	4	0	0	0	5	1,497	1,158	-22.65%
Total Patrons Served by Programming		155	25	0	0	0	180	15,825	13,141	-16.96%
Reference Questions			68	120	1,571		1,759	66,279	57,200	-13.70%
Volunteer Hours			2.50	0.00			2.50	783.00	607.50	-22.41%
MyLibraryRewards Total Registered Users		759						N/A **	759	--
Outreach Service Statistics										
Outreach Visits			0	0	0	0	0	169	114	-32.54%
Patrons Served by Outreach Visits			0	0	0	0	0	11,129	6,752	-39.33%
Home Delivery Dates			2				2	24	20	-16.67%
Patrons Served via Home Delivery			58				58	1,309	1,146	-12.45%
Total Outreach Programs			2	0	0	0	2	193	134	-30.57%
Total Patrons Served with Outreach Services			58	0	0	0	58	12,438	7,898	-36.50%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						995	703	-29.35%
Number of Outside Groups Using Meeting Space		0						260	211	-18.85%
Patrons Entering Building		0						153,586	125,691	-18.16%
Friend's Sponsored Programs		0						14	10	-28.57%
Attendees		0						1,011	630	-37.69%
Social Media Use										
Facebook (daily page consumption)		1,784						17,332	16,733	-3.46%
Twitter Followers		800						771	800	3.76%
Instagram Likes		798						5,313	9,997	88.16%
Flickr Views		1,362						162,718	94,164	-42.13%
YouTube Views *		525						1,883	6,216	230.11%
Total LLD App Downloads / Sessions		210/905						N/A **	1,380/4,366	--

* New statline for January 2019.

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



CCS Status Updates thru June 11

The following Lisle Library capital project discussion update is provided for the Trustees ahead of the June Library Board Meeting.

A. Downtown Developer Discussions

- **There has been no change in status regarding discussions with Flaherty & Collins.**
 - i. CCS is not aware of new public discussions between the Village and F&C since the Kane, McKenna and Associates, Inc.'s 2/27/2020 Redevelopment Project Summary and TIF Analysis was issued.
- **CCS is continuing to monitor developer interest in Downtown Lisle.**
 - i. No new formal discussions have been had with developers since the last Library board meeting
 - ii. A call was placed to one additional developer to inquire if they were entertaining developing in Downtown Lisle.
 - CCS plans to monitor their interest in Lisle and the Library over the next month.

B. Design Consultant Request For Qualifications (RFQ)

- **CCS has developed PRELIMINARY RFQ documents for discussion with the Library Director**
 - i. Pending discussion at the June Library Board Meeting CCS can develop the documents further.

C. Covid-19 Impact on Building Planning

- **CCS is prepared to discuss the impact on Building Planning with the Library Board in the June Board Meeting. Discussion points will include:**
 - i. How does the knowledge of Covid-19 impact previously identified Library needs.
 - ii. What considerations are advisable for planning a Library building or renovation.

June Director's Report

Meetings:

LLD Board – May 13
VOL/Hummel – May 20
SCARCE – May 20
Ehlers/Norton/Hummel – May 21

Dept Directors – May 29
LPD – June 9
Robbins/Schwartz – June 11
Ritzman – June 11

Conference calls/ZOOM/GOTO Meetings:

Since the LLD's closure on March 13th I've participated in weekly conference meetings with various groups. The weekly calls are outside of the numerous one-on-one phone calls with staff and other colleagues in our community.

- Intergovernmental Group
- LLD Dept. Directors/Staff
- Zone 1 Directors Group (local DuPage area)
- Zone 1+ Directors (DuPage+ libraries)
- RAILS
- Board President Hummel

Highlights/Developments

LLD Statement and Actions

Public libraries serve as anchors for intellectual freedom, democracy, and social justice. Providing opportunities, materials, and access for all is at the core of a public library's mission.

The Lisle Library District (LLD) stands with those who support diversity, equity, and inclusion. The LLD backs constructive civic engagement and supports an inclusive collection that represents our diverse community. The LLD Board/Staff are united in our commitment to enrich, educate, and empower patrons – all patrons.

-The LLD Board of Trustees and Staff (posted on LLD social media platforms).

The LLD staff are a diverse team who care deeply about the social unrest we are all experiencing. Staff have created reading recommendations for both adults and children on the topics of diversity, anti-racism, and social justice. The videos are available via the LLD's social media platforms. The LLD staff shall continue to select and recommend appropriate materials so that this conversation/education continues.

COVID-19, Public Health, & the LLD

During this COVID-19 pandemic, the LLD has continued to provide Library service to our patrons; uninterrupted book-drop availability, email communications, phone calls, home delivery, and curbside pick-up service. The LLD has also serviced the facility with regular maintenance appointments from our HVAC, plumbing, elevator, fire safety, and cleaning vendors.

Staff continue to work staggered shifts to maintain proper social distancing protocol. Everyone on premises is required to wear a face covering/mask (staff/vendors). We continue to order supplies to maintain proper PPE quantities while working on premises (masks, gloves, sanitizer, and acrylic barriers).

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 12, 2020

We continue to quarantine returned materials for 4 days (96 hours), exceeding the 72 hour recommendation¹ of the Northeast Document Conservation Center.

As the State is currently in *Phase 3* of Governor Pritzker's Restore Illinois Plan, many local businesses are re-opening in a limited fashion with outdoor seating. Some "non-essential" stores have allowed restricted in-person shopping. The LLD is also in the midst of planning for re-opening to the public. I have consulted with LLD Department Directors, staff who inventory/order supplies, as well as conferenced with many other library Directors in our area on this topic.

After approximately three months of awareness, there are still conflicting reports of virus susceptibility, transmission data, and vaccine projections. Two and a half weeks ago, many states opened for Memorial Day and now are showing significant spikes² in COVID-19 cases.

With the current mass protests in support of social justice, Illinois has experienced, and continues to hold, protest marches across our State. Large gatherings, whether for protest or for entertainment events, may stimulate another spike in our community in another two weeks. We just don't know. I am hopeful that those who choose to gather in large groups follow CDC guidelines regarding mask-wearing and social distancing so that we do not experience any more spikes or a "second wave." We will follow State case reporting to determine the best path forward in re-opening efforts.

Illinois has taken a phased path to re-opening and case numbers are currently decreasing. Similarly, the LLD has taken a measured approach to staffing, services, and planning for reopening. For the safety of both the public and staff, I will continue to plan for a structured and limited re-opening, in accordance with State/local guidelines and LLD Board recommendations.

Re-opening the LLD to the Public

Last week, in preparation for the regular Board meeting, I asked Trustees to think about some of the questions that area Directors have shared with each other in the last couple of weeks:

- *Will the Library limit the amount of people in the building? How many? How to enforce?*
- *What happens if a patron refuses to wear a mask in the building?*
- *Should curbside pick-up service continue? Be limited?*
- *Will patrons be allowed to linger, study, or sit? Or will this phase only allow for browse-grab-n-go?*
- *Will the computers be open to the public? Limited? How long?*
- *Will hours return to normal? Or will there be specific days to be open to the public?*
- *Should the elevator be restricted to one patron/one family at a time?*
- *Will study rooms remained closed? Or will they serve as 'offices' for staff who cannot maintain social distance within their own offices?*

These are just *some* of the questions we must consider before we re-open. Directors continue to discuss best practices for re-opening and we have another system-wide conference call scheduled for Monday, June 15th.

¹ <https://bit.ly/2XVGBz6>

² <https://n.pr/30yL2YM>

Some other questions:

- *How will libraries manage browsing – as in, when a patron pulls a book and then wants to return to the shelf? Quarantine?*
- *Will quarantine time limits continue as-is?*
- *Will the Library apply directional aisles like grocery stores?*

As of now, most surrounding libraries have changed their re-open date to Monday, July 6th (or later) instead of Wednesday, July 1st, due to the July 4th holiday closing on Saturday.

Many libraries have *just* begun curbside service. Most also plan to continue to provide a curbside service option while re-opening to the public.

The LLD Communications Coordinator initiated a postcard survey for those who use our curbside pick-up service. We want to gauge experiences and also ask a few questions:

POSTCARD:

1. Was your curbside pick-up experience convenient? YES/NO explain _____
2. Were LLD staff helpful? YES/NO explain _____
3. How did you hear about curbside pick-up (i.e social media, LLD website, word of mouth...)? _____
4. If possible, would you like curbside pick-up to be available once the Library re-opens to the public? YES/NO explain _____
5. Anything else? _____

Once returned, we will compile the responses and share. We are hoping to receive a few this weekend so I can share some feedback at the next Board meeting.

LLD Curbside Pick-Up Service

The LLD initiated curbside pick-up on May 18th. Curbside pick-up is available from 11:00 a.m. to 7:00 p.m. on Tuesdays and Thursdays, and from 10:00 a.m. to 5:00 p.m. on Saturdays. Registration for a pick-up time slot is required. This service is for LLD patrons only.

To start, patrons visit the LLD online catalog and place items on hold. All items must be past quarantine to be circulated. Cardholders are currently limited to receiving 20 items per week. If patrons need assistance placing holds, they may call 630-971-1675 and listen for the phone prompts to direct them to a department, or they may email adultservices@lislelibrary.org or youthservices@lislelibrary.org.

After 24 hours, patrons can log into their LLD account to confirm that their items are available. Items will have a status of 'Held' when available. Once it has been verified that the items are available, patrons can schedule a pick-up date via the LLD online calendar. The LLD will keep holds for 7 days.

Once a pick-up time is confirmed, patrons can drive to 777 Front Street, enter the employee/book-drop parking lot off of Front Street, and park where LLD CURBSIDE PICK-UP signs are located. Patrons are to call 630-971-1675 to let staff know they have arrived.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 12, 2020

A staff member wearing protective gear will bring the items out in a plastic bag, place on a book cart, and step away. Once the staff member steps away from the book cart, patrons can exit their vehicle and pick-up their items.

Complete *LLD Curbside Pick-Up* instructions are available at lislelibrary.org.

During one month of curbside pick-up service, the LLD has distributed over 6,268 items to our residents! The staff have worked very hard to afford a smooth experience and make accommodations for our patrons during this unique service period.

Dates	Reservations	Pick-Ups	# of Items
5/19/2020	96	93	430
5/21/2020	96	95	814
5/23/2020	84	84	643
5/26/2020	96	96	513
5/28/2020	96	96	603
5/30/2020	84	80	409
6/2/2020	96	92	463
6/4/2020	96	99	580
6/6/2020	84	81	420
6/9/2020	96	101	756
6/11/2020	96	98	637
Totals:	1,020	1,015	6,268

LLD Summer Read 2020

Yes! We are conducting an online and curbside Summer Read experience this year. Everything begins on Monday, June 15th with online registration for kids, teens, and adults.

KIDS:

The goal for kids is to log at least 100 minutes a week. Kids will be entered into a prize drawing every week if their goal is reached. There will be other reading incentives to win books as well. We will also have a special program for LLD babies. By registering for activities that promote early literacy, babies can earn points. Once 15 points are earned, babies will earn a board book and LLD beach ball!

Along with the reading incentive program, Youth Services is offering YS Adventure Kits! The kits include supplies and instructions to mirror the fun we provide at our LLD programs such as *Discovery Brigade* and *Imagination Inc.* Patrons can register online or call 630-971-1675 on June 15th for the first YS Adventure Kit.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: June 12, 2020

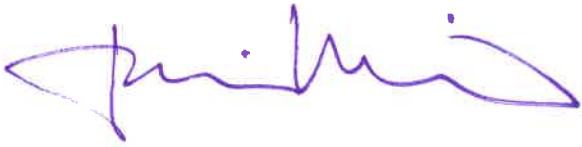
ADULTS/TEENS:

The goal for adults is to read and log 4 books using the online platform to earn an LLD canvas tote bag. The goal for teens is to read and log 4 books to earn an LLD water bottle with options to earn stickers to decorate the water bottle.

Along with the reading incentives, adults and teens may visit the LLD online calendar to reserve a take-and-make craft kit and schedule a curbside pick-up. Supplies are limited. Kits are given on a first registered, first-served basis and are only available to LLD cardholders. The program will offer a different craft kit each week of Summer Read. Registration for kits opens every Monday at 9:00 a.m. throughout Summer Read.

It is our hope that while we are all weathering changes to our normal routines, the LLD can still provide an enjoyably unique, *yet familiar*, experience for our patrons via this very special Summer Read program.

Respectfully submitted,

A handwritten signature in purple ink, appearing to read 'Tatiana Weinstein', with a stylized, flowing script.

Tatiana Weinstein

June 2020 Assistant Director Report

Meetings/Virtual Meetings

- Monaco – May 04, 22, 28
- Colley Elevator – May 05
- CMFP – May 05, 19, 29
- LLD Managers – May 9
- Board Meeting – May 13
- Patriot Electric May 22, June 3
- Eco Clean – May 15, 20
- Johnson Controls – June 4 & 5
- RAILS Update – May 27 & June 4

FACILITY:

During this time of LLD closure due to COVID-19 and the introduction of curbside service, staff have worked together to provide extraordinary customer service. Staff have coordinated the emptying of book drops with the quarantine of materials, and they have made suggestions to improve curbside pick-up.

Staff have continued to maintain the building and grounds. The elevator requires operation to ensure proper function and the restroom fixtures require running water frequently to avoid drain problems.

Eco Clean Maintenance, the Library's regular janitorial service, re-started cleaning service in May and deep cleaned the Library carpeting.

Monaco Mechanical turned on the four main air conditioning units, monitored the running performance, and repaired compressor equipment for one air conditioning unit.

Chicago Metro Fire Prevention performed the required annual fire safety check of extinguishers, fire alarms, sprinklers, heat detectors and the backflow system. A few items were noted for repair such as a ceiling heat detector that was 15 years old.

Patriot Electric replaced failing light fixtures with LED fixtures in the storage room. The fixtures are adjustable for brightness. LED bulbs will also be installed the meeting room with changes to the existing fixtures.

Johnson Controls installed the new HVAC duct sensitivity detectors to the four air handlers and connected the detectors to the fire safety panel. This completes the air handler project.

During the last major rain, water overflowed the northeast parking lot drain and washed away the landscape area around the curb. Bear Landscaping will add fill dirt around the curb.

Meetings:

RAILS Update May 27th

RAILS Executive Director Diedre Brennan and Member Manager Dan Bostrom discussed library services in the area. Over 450 RAILS members participated in a analysis of re-opening and delivery services with COVID-19. Results are still being tabulated, but most libraries are looking to *start* curbside services between June 1 -15. RAILS aims to have more information about how to re-start materials moving between libraries via interlibrary loan. Another topic up for discussion is how to enhance “browsing” when the patron is not in the library. RAILS plans to work with ILA and ALA to encourage a “what’s available” feature for library catalogs.

RAILS Update June 4th

Deidre Brennan, RAILS Executive Director, provided an update on RAILS delivery. RAILS is storing 40,000 library items to be returned to the lending libraries the weeks of June 15 and 22. Once the delivery occurs, RAILS staff will coordinate the re-start of interlibrary loan. RAILS staff will need to contact public, school, and academic libraries to coordinate. RAILS members were able to hear from staff at Rock Island and Gail Borden libraries on their curbside circulation efforts and procedures. Greg McCormick explained the legislative efforts to expand non-resident cards for students during COVID-19. Miguel Figueroa, of the American Library Association presented ideas to consider for libraries. Library technology will need to mesh with future healthcare, tele-medicine innovations, and database access for working from home. Libraries will guard against misinformation and disinformation and ensure the quality of material through collection development.

Staff

During the LLD closure the Facility Monitors have been training and increasing knowledge on various aspects of customer service, serving the homeless in the Library, and racial equity and library service. The Facility Monitors were able to use Lynda.com, RAILS and ALA continuing education modules.



Beth McQuillan

Assistant Director, LLD

RESOLUTION 20-01
LISLE LIBRARY BOARD MEMBERS
June 17, 2020

Be it resolved that the following is a true and correct list of Board Members of the Lisle Library District (LLD), as of June 17, 2020.

Marjorie Bartelli

Thomas Duffy

Thomas Hummel

Karen Larson

Jenny Norton

Liz Sullivan

Emily Swistak

Further, this resolution shall be in full force and effect from and after the adoption as provided by law.

Adopted this 17th day of June, 2020 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President of the LLD Board of Trustees

ATTEST:

Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

I, _____, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois do hereby certify that at a regular meeting of said Board of Trustees held on the 17th day of June, 2020 the foregoing resolution was duly passed by the Board of Trustees.

Secretary of the LLD Board of Trustees
DuPage County, Illinois

ORDINANCE 20-01

ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

Whereas, the Lisle Library District (LLD) is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Lisle Library District pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a Library card; and

Whereas, 75 ILCS 16/30-55.60 stipulates that a person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the closest public library and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Board of Library Trustees of the Lisle Library District has determined for its 2020-2021 fiscal year, commencing July 1, 2020 and ending June 30, 2021 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident Library cards;

Now, therefore, be it and it is hereby ordained BY THE BOARD OF LIBRARY TRUSTEES OF THE LISLE LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Lisle Library District, and residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Lisle Library District, may purchase a non-resident fee card for the price calculated according to the box which is checked off below:

General Mathematical Formula (23 Ad. Code 3050.60 (a));

X Tax Bill Method (23 Ad. Code 3050.60(b)); or

Average Non-Resident Fee (23 Ad. Code 3050.60(c)), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the Lisle Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Lisle Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Lisle Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident Library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident Library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Lisle Library District shall continue to honor all non-resident Library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Lisle Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Lisle Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident Library card issued by the Lisle Library District pursuant to this Ordinance shall accord a non-resident Library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a local use Library card from the Lisle Library District.

ADOPTED this 17th day of June, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by

President of the LLD Board of Trustees

ATTEST:

Secretary of the LLD Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

I hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Lisle Library District (LLD), DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Annual Ordinance Authorizing Public Library Non-Resident Cards for the 2020-2021 Fiscal Year adopted on the 17th day of June 2020, at a meeting of the Board of Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Lisle Library District, DuPage County, Illinois, this 17th day of June, 2020.

Secretary of the LLD Board of Trustees

DRAFT I

ORDINANCE 20-02

REGULAR MEETING DATE ORDINANCE

Be it ordained that the regular meeting of the Lisle Library District (LLD) Board of Trustees shall be held at 7:00 P.M. at the Lisle Library, 777 Front Street, Lisle, Illinois, on the following dates:

July 8, 2020
August 12, 2020
September 16, 2020
October 14, 2020
November 11, 2020
December 9, 2020
January 13, 2021
February 10, 2021
March 10, 2021
April 14, 2021
May 12, 2021
June 9, 2021

This Ordinance is effective immediately upon adoption.
Adopted at the Regular Meeting, June 17, 2020.

Board of Trustees of Lisle Library District

President of the LLD Board of Trustees

ATTEST:

Secretary of the LLD Board of Trustees

DRAFT I

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

I hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Lisle Library District (LLD), DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance setting Meeting Dates for the 2020-2021 Fiscal Year of the Lisle Library District Board of Trustees adopted on the 17th day of June 2020, at a meeting of the Board of Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Lisle Library District, DuPage County, Illinois, this 17th day of June, 2020.

Secretary of the LLD Board of Trustees

ORDINANCE 20-02

REGULAR MEETING DATE ORDINANCE

Be it ordained that the regular meeting of the Lisle Library District (LLD) Board of Trustees shall be held at 7:00 P.M. at the Lisle Library, 777 Front Street, Lisle, Illinois, on the following dates:

July 15, 2020
August 12, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020
January 20, 2021
February 17, 2021
March 17, 2021
April 21, 2021
May 19, 2021
June 16, 2021

This Ordinance is effective immediately upon adoption.
Adopted at the Regular Meeting, June 17, 2020.

Board of Trustees of Lisle Library District

President of the LLD Board of Trustees

ATTEST:

Secretary of the LLD Board of Trustees

DRAFT II

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF AUTHENTICITY

I hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Lisle Library District (LLD), DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance setting Meeting Dates for the 2020-2021 Fiscal Year of the Lisle Library District Board of Trustees adopted on the 17th day of June 2020, at a meeting of the Board of Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of the Lisle Library District, DuPage County, Illinois, this 17th day of June, 2020.

Secretary of the LLD Board of Trustees

**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 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~~ **third** 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.

Article 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.

Adopted 7/18/94
Revised 8/13/97
Revised 11/13/02
Revised 3/13/19
Revised 6/17/2020

ORDINANCE 20-03

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2019-2020

WHEREAS, The Board of Library Trustees of the Lisle Library District, by Ordinance 19-03, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE LISLE LIBRARY DISTRICT AS FOLLOWS:

SECTION 1. Ordinance 19-03, the Budget and Appropriation Ordinance for the fiscal year 2019-2020, be and is amended in the following respects:

- A. The appropriation for "Maintenance & Repairs" is decreased from \$111,240.00 to \$104,240.00;
- B. The appropriation for ".02 Building/Maintenance Fund" is increased to \$22,000.00 from \$15,000.00.

SECTION 2. The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3. All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4. This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 17th day of June, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Lisle Library Board of Trustees

Attest:

Secretary, Lisle Library Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that the attached is a true and correct copy of Ordinance 20-03 adopted on June 17, 2020, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 17th day of June, 2020.

Secretary
Board of Library Trustees
Lisle Library District

Resolution 20-02

Lisle Library District (LLD)

A RESOLUTION ABOLISHING LLD WORKING CASH FUND

WHEREAS, the Board of Library Trustees of the Lisle Library District (the "Board") previously created a Working Cash Fund; and

WHEREAS, applicable statutes authorize the Board to abolish the Working Cash Fund and transfer any balance in the Working Cash Fund, including accrued interest, to the general library fund (Corporate Fund); and

WHEREAS, the Board believes it is in the best interests of the Library District to abolish the Working Cash Fund and transfer the balance in the Working Cash Fund to the Corporate Fund.

NOW, THEREFORE, BE IT RESOLVED that the Working Cash Fund be abolished and the balance in the Working Cash Fund be transferred to the Corporate Fund at the close of the current fiscal year on June 30, 2020.

This Resolution is effective on the date of adoption.

Adopted the 17th of June, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President
Lisle Library Board of Trustees
Lisle Library District

Attest:

Secretary
Lisle Library Board of Trustees
Lisle Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

I, _____, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois do hereby certify that at a regular meeting of said Board of Trustees held on the 17th day of June, 2020 the foregoing resolution was duly passed by the Board of Trustees.

Secretary of the LLD Board of Trustees
DuPage County, Illinois

DRAFT

ORDINANCE 20-04

ORDINANCE TRANSFERRING FUNDS TO SPECIAL RESERVE FUND; INCLUDING WORKING
CASH FUND MONIES

WHEREAS, the Board of Library Trustees of the Lisle Library District previously established a Special Reserve Fund in accordance with applicable statutes; and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois, as follows:

SECTION 1: The sum of \$420,900.00 in the Corporate Fund shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: This ordinance is effective immediately on the date of its passage.

ADOPTED this 17th day of June, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Lisle Library Board of Trustees

Attest:

Secretary, Lisle Library Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I further certify that the attached is a true and correct copy of Ordinance 20-04 adopted on June 17, 2020, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 17th day of June, 2020.

Secretary
Board of Library Trustees
Lisle Library District



LLD CURBSIDE PICK-UP SERVICE

- The [Lisle Library District](#) (LLD) launched the curbside pick-up program on Monday, May 18, 2020.
- Curbside pick-up is available from 11:00 a.m. to 7:00 p.m. on **Tuesdays** and **Thursdays**, and from 10:00 a.m. to 5:00 p.m. on **Saturdays**. Registration for a pick-up time slot is required. See the “HOW IT WORKS” instructions below.
- This service is reserved for LLD patrons only. This includes patrons who’ve recently applied for an LLD card online. [Register for a Library card](#) from home by going to [lislelibrary.org](#).
- We will only offer LLD items (no interlibrary loans at this time).
- Pick-up items will be in plastic bags.
- A physical Library card or smartphone barcode is not required for checkout. Items will be checked-out remotely.
- While LLD curbside service is in operation, new feature films can be placed on hold (*though they are not renewable*) and all loan periods have been extended. Please pay attention to your due date receipt for return dates.

RESTRICTIONS:

- There is a limitation of 20 “held” items per week, per cardholder. NOTE: When scheduling a pick-up time, please indicate if you are picking up for more than one person/cardholder within your household by emailing circ@lislelibrary.org or calling 630-971-1675. If you are picking up for *someone else*, please notify circ@lislelibrary.org *prior* to picking up materials so that staff have time to verify permission/availability.
- Patrons shall remain in their vehicles when they arrive to pick-up holds, until a Library employee brings your items out on a book cart for pick-up.
- The curbside pick-up is to pick-up items only. It is not for returns. Please continue to return all items in the outside bookdrops so they can be properly quarantined.
- Certain items may not be “hold-able” at this time. Please check the Library’s online catalog for available items.

LLD CARD INFO

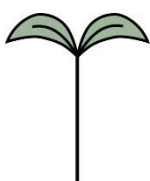
- Online card registration continues. [Register for a Library card](#) from home by going to [lislelibrary.org](#).
- In order to renew an expired LLD card or if you have additional questions about your card, please email your full name and Library card barcode number to Circulation Services at circ@lislelibrary.org.
- If you have reference or readers advisory questions please email adultservices@lislelibrary.org or youthservices@lislelibrary.org. A staff member will contact you soon.

The LLD is complying with social distancing guidelines and is operating with a sequenced staffing schedule. Wait times for specific items may be longer than usual as all of our materials will be quarantined for a minimum of 96 hours (4-days) before they are made available to the public.

The LLD is exceeding the quarantine [recommendations](#) of the Northeast Document Conservation Center (NDCC). For more information on COVID-19 and surface area stability see the recent [study](#) published in the *New England Journal of Medicine* on March 17, 2020.

We thank you for your support and patience.

- *The Lisle Library District Staff*



HOW IT WORKS

- **Place your items on hold:** Visit the LLD [online catalog](#) and place the items you would like on hold. All items must be past quarantine to be circulated. Cardholders are currently limited to receiving 20 items per week.
 - If you need assistance placing your holds, please call 630-971-1675 and listen for the phone prompts to direct you to a department, or email us at adultservices@lislelibrary.org or youthservices@lislelibrary.org if you cannot reach us by phone.
- **Verify that your items are ready:** After 24 hours, log into your Library card account to confirm that your items are available. They will have a status of 'Held' when available.
- **Schedule your pickup time:** Once you have verified that your items are available, click on [SCHEDULE LLD CURBSIDE PICK-UP](#).
 - Go to the LLD [online calendar](#) and schedule a pick-up date and time that works for you. Look for LLD CURBSIDE PICK-UP on Tuesdays, Thursdays, and Saturdays on the online calendar.
 - There are limited time-slots for each curbside pick-up day (times/days may be modified if necessary).
 - We will keep holds for 7 days.
- **Pick-up your items:** Once you have a pick-up time confirmed, drive to 777 Front Street, and enter the employee/bookdrop parking lot off of Front Street and park where LLD CURBSIDE PICK-UP signs are located (#1).
 - Call 630-971-1675 to let us know you have arrived. Please listen for voicemail prompts to guide you. Indicate if you are picking up for more than one person/cardholder in your household.
 - A staff member wearing protective gear will bring your holds out in a plastic bag, on a book cart, and will park the book cart in front of your vehicle, and step away (#2).
 - Once the staff member steps away from the book cart, please exit your vehicle and pick-up your items.

**The Library building remains closed to the public.
Use the outside bookdrops to return all materials (#3).**



#1



#2



#3

FREQUENTLY ASKED QUESTIONS



Can I place a hold over the telephone?

Yes. Call us at 630-971-1675 and listen for the new phone prompts to direct you to a department or email us at adultservices@lislelibrary.org or youthservices@lislelibrary.org for additional assistance.

How do I return materials?

Please return materials in the outside bookdrops. Do not return items to staff members. There are two blue bookdrops stationed in the Front Street parking lot and one bookdrop at the Library entrance, under the canopy, on the east side of the building.

Are all materials available for pick-up?

No. Certain items are not available for pick-up, please check the [online catalog](#) for item availability. Please note that the LLD is adhering to a 96-hour (4-day) quarantine of returned materials, so some items may have longer wait periods. Interlibrary loan service has also been temporarily suspended.

What if I don't have a mobile phone? How can I let you know I'm in the pick-up parking lot?

If you do not have a mobile phone to alert us that you are at the LLD to pick up your items, please notify us ahead of time via a landline call or via email, and we will make special arrangements for the pick-up.

Do I need a Library card?

Yes, you must have a Lisle Library District card in order to place holds. However, you will not need the physical card to pick-up your holds. All holds will be checked-out to you before you pick-up. [Register for a Library card](#) from home by going to lislelibrary.org.

What if I have fines?

For patrons who had overdue fines that blocked Library material usage before the LLD closed to the public (March 13, 2020), there is a temporary allowance to place holds on materials. No fines have accrued since the LLD closure. We rely on patrons to return items by the check-out receipt date (*receipts provided with all curbside pick-ups*).

What if I miss or have to change my pick-up time?

If you miss or have to change your pick-up time, call 630-971-1675 to reschedule. Items that have been scheduled and are not picked up will be cancelled after 24 hours. Please do not come to pick-up materials without a scheduled/confirmed online pick-up time.

What if it is raining or we have bad weather?

We will do our best to provide pick-up service in any weather. Should dangerous weather conditions arise, we will suspend services until it is safe. We will contact patrons as soon as possible to avoid complications. Please provide your contact information when you schedule a pick-up. Materials will be in plastic bags.

Are Library materials safe to use?

All LLD materials will be quarantined for a minimum of 96 hours (4-days) before they are made available to the public. The LLD is exceeding the [recommendations](#) of the Northeast Document Conservation Center (NDCC). However, the LLD cannot make any medical/scientific safety guarantees regarding materials. It will be up to the individual patron to determine their comfort level upon using Library materials. For more information on COVID-19 and surface area stability see the recent [study](#) published in the *New England Journal of Medicine* on March 17, 2020.

What are you doing to protect the safety of patrons and staff?

LLD staff are provided with PPE (personal protective equipment). The LLD will continue to follow the CDC (Center for Disease Control) [guidelines](#). Curbside pick-up shall be *non-contact*, where both patrons and staff maintain social distancing protocol and follow all LLD procedures for curbside service.

Why are you using plastic bags for pick-up items?

Plastic bags are being used to protect materials, patron privacy, and to limit physical contact with the items.