

PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on August 14, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 14, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
  - a. President Hummel and Trustee Duffy reviewed the July billings in August
  - b. Secretary Swistak and Trustee Duffy will review the August billings in September
4. Consent Agenda - Action Required
  - a. Approve Minutes of the July 10, 2019 Special Board Meeting
  - b. Approve Minutes of the July 10, 2019 Board Meeting
  - c. Acknowledge Treasurer's Report, 07/31/19, Investment Activity Report, 07/31/19, Current Assets Report, 07/31/19, Revenue Report, 07/31/19, and Expense Report, 07/31/19
  - d. Authorize Payment of Bills, 08/14/19
5. Unfinished Business: Continuation of discussion regarding capital planning options; presentation
6. Committee Reports
  - a. Finance: Scheduled meeting announcement
  - b. Personnel/Policy
    - i. LLD Policy 415 recommendation
    - ii. LLD Policy 830 recommendation
    - iii. Scheduled meeting announcement
  - c. Physical Plant
    - i. HVAC recommendation
    - ii. Curb/sidewalk repair recommendation
    - iii. Offset pipe repair recommendation
    - iv. Owner's Representation recommendation
  - d. Review of the Minutes: Dissolution of Committee
7. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
8. New Business
  - a. Approve LLD Policy 415: Volunteers - Action Required  
Accept modifications to LLD Policy 415: Volunteers
  - b. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks- Action Required  
Approval of new policy and forms - LLD Policy 830: Employee & Volunteer Reference/Background Checks
  - c. Approve emergency replacement of LLD air handling units - Action Required  
Approval for emergency replacement of four air handling units (AHU) with costs not to exceed \$225,000.00 for replacement and with costs not-to-exceed \$50,000.00 for supplementary work related to project

- d. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required  
This is a tentative Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2019 and ending June 30, 2020.
  - e. Accept Illinois Public Library Annual Report (IPLAR) - Action Required  
Illinois public libraries are statutorily required to prepare an annual report to be submitted to the State Library as a condition of system membership. This is done via online submission of the IPLAR.
  - f. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$11,272.74, to be paid to Ginger Boskelly (September 2019).
  - g. Approve Resolution 19-06: Appointing LLD Illinois Municipal Retirement Fund (IMRF) Representative/Authorized Agent (40 ILCS 5/7-135) - Action Required  
Designation of Director Weinstein as official IMRF representative | IMRF Form 2.20
  - h. Semi-annual review of executive session minutes - Action Required  
Six month review of executive session minutes to release or to remain closed.
  - i. Review of executive session recordings more than 18 months old - Action Required  
Six month review of executive session recordings to retain or destroy.
9. Executive Session  
5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
10. Opportunity for Trustee comments (five minutes)  
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
11. Adjourn

LISLE LIBRARY DISTRICT  
SPECIAL BOARD MEETING  
July 10, 2019 - 6:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary  
Jack Hayes - FQC, President/Presenter

2. Opportunity for visitors to speak - None

3. Facility Condition Assessment Report/FQC | Discussion

President Hummel introduced Jack Hayes from FQC.

Mr. Hayes presented his credentials and information about FQC. The presentation provided an overview of the current condition of various areas around the facility including the HVAC system, backup systems, exterior/interior of building, plumbing and electrical components, parking lots, public restrooms, storm water system, retaining walls, roof, and windows. The report documented maintenance and replacement costs, including a prioritized timeline for project implementation.

Discussion:

Trustee Sullivan asked about public grants to accomplish project goals. Mr. Hayes mentioned that ComEd has offered grants for lighting upgrades. President Hummel asked about electrical surges and electrical capacity. Director Weinstein stated that electrical issues chiefly involve the orientation of supply. Mr. Hayes reiterated that power is not distributed efficiently and/or effectively. Trustee Sullivan asked if the LLD was in need of an electrical engineering consultant. Mr. Hayes agreed that it would optimize power to and around the building. Director Weinstein stated that the paging system does not effectively target all areas of the Library and suggested that it was a safety and security issue. Trustee Sullivan asked if a Library-wide back-up system is an excessive recommendation. Mr. Hayes stated that it was not excessive and not uncommon for libraries to also have generators.

Trustee Duffy asked if the recommendations in the report were base proposals or those that exceed standards. Mr. Hayes provided examples of enhancements and advancements that may lead to more efficiencies, however answered that the report was strictly mid-line recommendations for maintenance and replacement, not innovation.

President Hummel questioned why the HVAC system did not receive a full upgrade 5-7 years ago. Assistant Director McQuillan and Mr. Hayes explained that in FY2012/13 a boiler and condensing units were installed and posited that a complete HVAC system overhaul may have been cost prohibitive to the prior administration. Assistant Director McQuillan mentioned that after recent heavy rains there has been some ceiling staining and roof issues regarding the coping where the roof joins the walls.

Trustee Duffy asked if the costs in the report strictly involve construction. Mr. Hayes confirmed that fact. Trustee Larson asked if FQC could recommend engineers for electrical and storm-water repair. Mr. Hayes stated that he could supply a list of vendors. Trustee Larson asked about a general price range for analysis. Mr. Hayes answered that consulting can run between \$10-15,000 depending on the extent of work.

Director Weinstein asked Mr. Hayes to talk about campus topography. Mr. Hayes described the complex variations in landscape where water regularly gathers and where there is ongoing erosion. President Hummel asked about storm-water from neighboring properties. Mr. Hayes said that it appears a hose is directing water onto LLD property from a neighboring lot.

Trustee Larson asked about asbestos in the building. Jack Hayes said it may be likely in a building of the Library's age. Trustee Larson asked about carpet replacement and laminate flooring. Mr. Hayes described varying flooring choices. Director Weinstein asked about recycled rubber flooring. Trustee Duffy discussed project management and asked Mr. Hayes about his recommendations regarding project implementation. Mr. Hayes mentioned hiring consultants to guide larger system work. Trustee Sullivan recommended that the Physical Plant Committee review the assessment and return to the Board with recommendations. Board members thanked Mr. Hayes for his presentation.

4. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:03 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 14, 2019.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT  
BOARD MEETING  
July 10, 2019 - 7:08 p.m.

1. Roll call

Present:

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

Also present:

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

2. Opportunity for visitors to speak - None

3. Continuation of Special Meeting

Trustee Sullivan recommended that the Physical Plant Committee plan for facility projects and have a five year proposal of spending. President Hummel stated that the Special Reserve Ordinance should be revised. Director Weinstein agreed that larger capital projects should abide by the President's desire to have Committee of the Whole meetings and that smaller projects be discussed via the Physical Plant Committee. Director Weinstein recommended having an agenda item that refers to long range capital planning for the August Board meeting.

Trustee Duffy discussed utilizing consultants. Trustee Larson discussed lighting projects. Treasurer Norton mentioned bundling projects. Trustee Larson asked about goals for the next meeting. Director Weinstein stated that the August meeting will provide an opportunity to have a comprehensive discussion and to consider project management services. President Hummel stated that there would be a long range capital planning item on the next agenda.

4. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Larson reviewed the June billings in July
- b. President Hummel and Trustee Duffy will review the July billings in August

5. Consent Agenda

- a. Approve Minutes of the June 12, 2019 Board Meeting
- b. Acknowledge Treasurer's Report, 06/30/19, Investment Activity Report, 06/30/19, Current Assets Report, 06/30/19, Revenue Report, 06/30/19, and Expense Report, 06/30/19
- c. Authorize Payment of Bills, 07/10/19

**MOTION:** Trustee Larson moved to approve the Consent Agenda. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.
- b. Personnel/Policy - The Committee met on June 28<sup>th</sup>. Secretary Swistak mentioned the Committee had discussed a number of policies and that one was on the agenda for the evening and others remain in draft form. The next meeting is scheduled for July 12<sup>th</sup> at 4:00 pm.
- c. Physical Plant - The Committee did not meet. Vice President Bartelli asked Committee members when they would like to meet. The consensus was to wait until after the August Board meeting.

7. Unfinished Business - None

8. New Business

- a. Approve Resolution 19-05: authorizing preparation and filing of the B&A - Action Required  
**MOTION:** Secretary Swistak moved to approve Resolution 19-05: authorizing preparation and filing of the B&A. Trustee Duffy seconded.  
Roll Call Vote - All Aye. The motion passed.
- b. Approve Public Notice of Public Hearing on B&A - Action Required  
**MOTION:** Trustee Duffy moved to approve Public Notice of Public Hearing on B&A. Trustee Larson seconded.  
Roll Call Vote - All Aye. The motion passed.
- c. Presidential appointment of a committee to review the minutes  
President Hummel appointed Treasurer Norton and himself to the committee to review the minutes.
- d. Approve LLD Policy 300: Library Cards - Action Required  
**MOTION:** Secretary Swistak moved to approve LLD Policy 300: Library Cards. Treasurer Norton seconded.

Discussion: Secretary Swistak and Director Weinstein provided an overview of the changes made by the Personnel & Policy Committee. Trustee Sullivan suggested changes to LLD Policy 300. President Hummel asked Secretary Swistak if she would like to make a motion to approve LLD Policy 300 as amended.

**MOTION:** Secretary Swistak moved to approve LLD Policy 300: Library Cards as amended. Trustee Duffy seconded.

Discussion: Trustee Sullivan commented about sentence structure in LLD policies. Trustee Duffy suggested discussing Trustee Sullivan's concerns at the next Personnel & Policy Committee meeting.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

9. Staff Reports

Vice President Bartelli asked if the B&A could coincide with the finalized audit. President Hummel replied that the B&A schedule is set by statute. President Hummel asked about line items that are adjusted after the audit. Finance Director Boskelly stated that adjustments regularly occur and that amounts vary from year to year.

Trustee Duffy asked Youth Services Director Savage about the new Monday night story time program and attendance rates. Director Savage replied that the attendance was low but that staff would gauge patron interest over a six month period to determine its continuance. Trustee Duffy recommended extra marketing efforts and said that he has received positive patron feedback regarding the new offering.

Trustee Duffy commented about the inoperative sink in the men's restroom. Assistant Director McQuillan explained that the faucet cannot be repaired and would need to be completely replaced. New sinks, faucets, and countertop installation is scheduled for September. Staff originally scheduled the project earlier, however, the fabricator and plumber have had scheduling conflicts that have delayed installation until September.

Director Weinstein provided an overview of reports on active cards and visitor statistics. Board members discussed and asked questions about both reports. Board members came to a consensus to take a deeper look into the number of households within the Meadows subdivision and asked that the Director provide more demographic information on this population of residents.

10. Opportunity for Trustee comments (five minutes)

Secretary Swistak mentioned that the Youth Services program featuring College of DuPage students was high quality and that her children found it valuable. Trustee Sullivan thanked everyone for having open discussion. Treasurer Norton thanked staff for participating in the 4th of July Parade and also thanked the staff who organize the monthly invoices. Trustee Larson stated the parade was great and a fun experience. President Hummel mentioned next year's July Board meeting and possibly having it later in the month. Trustee Duffy mentioned statistical data points and regarded the Monday evening story times as one data point to consider.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:39 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on August 14, 2019.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees

## Treasurer's Report as of July 31 2019

Fund Name	Cash Balance 06/30/19	Cash Receipts this month	Cash Disbursed this month	Cash Balance 07/31/19	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	6,696,156.90	89,414.77	255,202.15	6,530,369.52	60.13%	86.82%
<b>Building Maintenance</b>	9,709.08	0.00	0.00	9,709.08	0.09%	0.13%
<b>IMRF</b>	372,692.23	1,614.92	11,118.32	363,188.83	3.34%	4.83%
<b>FICA</b>	210,619.66	2,648.41	13,432.82	199,835.25	1.84%	2.66%
<b>Working Cash</b>	417,914.22	591.18	0.00	418,505.40	3.85%	5.56%
<b>Subtotals</b>	7,707,092.09	94,269.28	279,753.29	7,521,608.08	69.26%	100.00%
<b>Special Reserve</b>	3,308,788.96	30,267.71	0.00	3,339,056.67	30.74%	0.00%
	11,015,881.05	124,536.99	279,753.29	10,860,664.75	100.00%	100.00%

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

7/31/2019

## INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,860.00												1,860.00
Ehlers	0.48												0.48
Ehlers-Inv interest	2,541.23												2,541.23
Fifth Third Bank	5,177.17												5,177.17
Lisle Savings	67.11												67.11
Lisle CD 2635	469.72												469.72
Lisle CD 2669	527.60												527.60
IL Funds	2,807.00												2,807.00
US Bank-9853	508.03												508.03
US Bank-9370	3.17												3.17
<b>TOTALS</b>	13,961.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,961.51

INVESTMENTS													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00												0.00
Investment Purchases	0.00												0.00
<b>TOTALS</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



**Lisle Library District**  
**Revenues through July 31, 2019 (8.3% of FY 19-20)**  
Special Reserve Only

	Current Month July, 2019	YTD July - June 2019-2020	YTD Jul - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>REVENUES</b>					
<b>INTEREST/ DONATIONS</b>					
70-02-4481-00 Interest Eamed - Special Reserve	\$5,267.71	\$5,267.71	\$4,229.98	\$35,000.00	15.05 %
70-04-4587-10 Restricted - Transfer from Corporate F	\$25,000.00	\$25,000.00	\$25,000.00	\$300,000.00	8.33 %
<b>TOTAL INTEREST &amp; CASH DONATION</b>	<b>\$30,267.71</b>	<b>\$30,267.71</b>	<b>\$29,229.98</b>	<b>\$335,000.00</b>	<b>9.04 %</b>
<b>TOTAL REVENUES</b>	<b>\$30,267.71</b>	<b>\$30,267.71</b>	<b>\$29,229.98</b>	<b>\$335,000.00</b>	<b>9.04 %</b>

**Lisle Library District**  
**Revenues through July 31, 2019 (8.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month July, 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$2,037,374.57	\$2,037,374.57	\$2,098,121.36	\$3,966,823.34	51.36 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$0.00	\$0.00	\$81,567.17	\$0.00	0.00 %
40-01-4414-00 Tax Levy - IMRF	\$26,185.69	\$26,185.69	\$84,002.33	\$50,984.25	51.36 %
45-01-4415-00 Tax Levy - FICA	\$65,144.90	\$65,144.90	\$73,193.73	\$126,838.87	51.36 %
<b>TOTAL TAX LEVY</b>	<b>\$2,128,705.16</b>	<b>\$2,128,705.16</b>	<b>\$2,336,884.59</b>	<b>\$4,144,646.46</b>	<b>51.36 %</b>
<b>TIF SURPLUS</b>					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
<b>Total TIF SURPLUS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>0.00 %</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$2,677.13	\$2,677.13	\$2,562.11	\$12,000.00	22.31 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$154.50	\$154.50	\$147.87	\$600.00	25.75 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$24.28	\$24.28	\$23.23	\$100.00	24.28 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>	<b>\$2,855.91</b>	<b>\$2,855.91</b>	<b>\$2,733.21</b>	<b>\$12,700.00</b>	<b>22.49 %</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	\$7,362.78	\$7,362.78	\$5,526.40	\$82,000.00	8.98 %
30-02-4474-00 Interest Earned - .02 B/M	\$0.00	\$0.00	\$60.97	\$0.00	0.00 %
40-02-4475-00 Interest Earned - IMRF	\$508.59	\$508.59	\$287.72	\$4,500.00	11.30 %
45-02-4476-00 Interest Earned - FICA	\$231.26	\$231.26	\$142.27	\$2,500.00	9.25 %
80-02-4482-00 Interest Earned - Working Cash	\$591.18	\$591.18	\$334.09	\$4,500.00	13.14 %
<b>TOTAL INTEREST INCOME</b>	<b>\$8,693.81</b>	<b>\$8,693.81</b>	<b>\$6,351.45</b>	<b>\$93,500.00</b>	<b>9.30 %</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$2,502.68	\$2,502.68	(\$2,680.94)	\$25,000.00	10.01 %
<b>TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS</b>	<b>\$2,502.68</b>	<b>\$2,502.68</b>	<b>(\$2,680.94)</b>	<b>\$25,000.00</b>	<b>10.01 %</b>
<b>DESK INCOME</b>					

**Lisle Library District**  
**Revenues through July 31, 2019 (8.3% of FY 19-20)**  
 No Special Reserve reflected

	Current Month July, 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-03-4531-00 Lost Books	\$71.98	\$71.98	\$235.93	\$3,000.00	2.40 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$1,905.69	\$1,905.69	\$3,223.54	\$35,000.00	5.44 %
<b>TOTAL DESK INCOME</b>	<b>\$1,977.67</b>	<b>\$1,977.67</b>	<b>\$3,459.47</b>	<b>\$38,250.00</b>	<b>5.17 %</b>
<b>UNRESTRICTED INCOME</b>					
10-04-4573-00 Copier Income	\$59.00	\$59.00	\$111.71	\$1,000.00	5.90 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$0.00	\$2,208.00	\$1,000.00	0.00 %
<b>TOTAL UNRESTRICTED INCOME</b>	<b>\$59.00</b>	<b>\$59.00</b>	<b>\$2,319.71</b>	<b>\$2,000.00</b>	<b>2.95 %</b>
<b>TOTAL REVENUES</b>	<b>\$2,144,794.23</b>	<b>\$2,144,794.23</b>	<b>\$2,349,067.49</b>	<b>\$4,351,096.46</b>	<b>49.29 %</b>

**Lisle Library District**  
**Expenses through July 31, 2019 (8.3% of FY 19-20)**  
Special Reserve Only

	Cur Mth July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>SPECIAL RESERVE EXPENSES</b>					
<b>MAINTENANCE AND EQUIPMENT EXPENSES</b>					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$0.00	\$0.00	\$0.00	\$345,000.00	0.00 %
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	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00 %
<b>TOTAL MAINTENANCE AND EQUIPMENT EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$590,000.00</b>	<b>0.00 %</b>
<b>RENOVATION COSTS</b>					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
<b>TOTAL RENOVATION COSTS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0.00 %</b>
<b>TOTAL SPECIAL RESERVE EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>0.00 %</b>

# Lisle Library District

## Expenses through July 31 2019 (8.3% of the FY 19-20)

No Special Reserve reflected

	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
<b>ALL EXPENSES</b>					
<b>EMPLOYEE COSTS</b>					
Salaries					
10-10-5603-10	\$43,988.49	\$43,988.49	\$16,588.66	\$538,996.84	8.16 %
10-10-5603-20	\$46,791.46	\$46,791.46	\$22,908.50	\$561,938.59	8.33 %
10-10-5603-30	\$30,279.32	\$30,279.32	\$11,112.22	\$398,744.11	7.59 %
10-10-5603-50	\$21,176.27	\$21,176.27	\$16,720.27	\$279,943.69	7.56 %
10-10-5603-60	\$39,053.88	\$39,053.88	\$17,318.57	\$482,446.73	8.10 %
Total Salaries	\$181,289.42	\$181,289.42	\$84,648.22	\$2,262,069.96	8.01 %
<b>Health and Dental Ins.</b>					
10-10-5621-10	\$4,492.36	\$4,492.36	\$4,531.79	\$65,000.00	6.91 %
10-10-5621-20	\$7,771.98	\$7,771.98	\$7,645.88	\$105,000.00	7.40 %
10-10-5621-30	\$3,362.84	\$3,362.84	\$3,567.63	\$50,000.00	6.73 %
10-10-5621-50	\$1,936.07	\$1,936.07	\$3,105.74	\$40,000.00	4.84 %
10-10-5621-60	\$4,678.31	\$4,678.31	\$4,530.82	\$60,000.00	7.80 %
10-10-5622-10	\$246.41	\$246.41	\$689.22	\$4,000.00	6.16 %
10-10-5622-20	\$479.01	\$479.01	\$1,301.32	\$7,000.00	6.84 %
10-10-5622-30	\$53.76	\$53.76	\$531.31	\$2,000.00	2.69 %
10-10-5622-50	\$242.46	\$242.46	\$723.08	\$3,000.00	8.08 %
10-10-5622-60	\$315.70	\$315.70	\$478.26	\$4,000.00	7.89 %
Total Health & Dental Ins.	\$23,578.90	\$23,578.90	\$27,105.05	\$340,000.00	6.94 %
<b>Other Staff Benefits</b>					
10-10-5646-00	\$528.09	\$528.09	\$0.00	\$4,000.00	13.20 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits	\$528.09	\$528.09	\$0.00	\$4,870.00	10.84 %
<b>FICA Expenses</b>					
45-10-5625-10	\$3,278.46	\$3,278.46	\$1,187.90	\$40,000.00	8.20 %
45-10-5625-20	\$3,363.44	\$3,363.44	\$1,535.15	\$40,000.00	8.41 %
45-10-5625-30	\$2,285.07	\$2,285.07	\$833.79	\$30,000.00	7.62 %

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
 No Special Reserve reflected

	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
45-10-5625-50	\$1,593.45	\$1,593.45	\$1,210.55	\$22,000.00	7.24 %
45-10-5625-60	\$2,912.40	\$2,912.40	\$1,251.14	\$41,048.35	7.10 %
Total FICA Expenses	\$13,432.82	\$13,432.82	\$6,018.53	\$173,048.35	7.76 %
IMRF Expenses					
40-10-5628-10	\$2,767.88	\$2,767.88	\$691.53	\$41,000.00	6.75 %
40-10-5628-20	\$3,135.03	\$3,135.03	\$1,618.63	\$46,000.00	6.82 %
40-10-5628-30	\$1,932.55	\$1,932.55	\$197.20	\$34,000.00	5.68 %
40-10-5628-50	\$1,418.81	\$1,418.81	\$1,594.31	\$25,000.00	5.68 %
40-10-5628-60	\$1,864.05	\$1,864.05	(\$106.56)	\$30,000.00	6.21 %
Total IMRF Expenses	\$11,118.32	\$11,118.32	\$3,995.11	\$176,000.00	6.32 %
TOTAL EMPLOYEE COSTS	\$229,947.55	\$229,947.55	\$121,766.91	\$2,955,988.31	7.78 %
BUILDING COSTS					
Utilities					
10-20-5650-00	\$450.00	\$450.00	\$0.00	\$5,400.00	8.33 %
10-20-5651-00	\$0.00	\$0.00	\$0.00	\$1,810.00	0.00 %
10-20-5652-00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00 %
10-20-5653-00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00 %
10-20-5654-00	\$238.16	\$238.16	(\$98.44)	\$2,900.00	8.21 %
10-20-5655-00	\$3,907.41	\$3,907.41	\$0.00	\$52,000.00	7.51 %
10-20-5656-00	\$108.05	\$108.05	\$50.08	\$1,500.00	7.20 %
Total Utilities	\$4,703.62	\$4,703.62	(\$48.36)	\$79,110.00	5.95 %
Maintenance and Repairs					
10-20-5660-00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00 %
10-20-5661-00	\$145.23	\$145.23	\$2,303.00	\$37,500.00	0.39 %
10-20-5662-00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
10-20-5663-00	\$136.24	\$136.24	(\$23.96)	\$9,000.00	1.51 %
10-20-5664-00	\$637.42	\$637.42	\$0.00	\$83,700.00	0.76 %
10-20-5665-00	\$453.12	\$453.12	\$179.09	\$2,500.00	18.12 %

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
 No Special Reserve reflected

	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
Total Maintenance and Repairs	\$1,372.01	\$1,372.01	\$2,458.13	\$177,700.00	0.77 %
<b>TOTAL BUILDING COSTS</b>	<b>\$6,075.63</b>	<b>\$6,075.63</b>	<b>\$2,409.77</b>	<b>\$256,810.00</b>	<b>2.37 %</b>
<b>OPERATING EXPENSES</b>					
<b>Postage and Printing</b>					
10-25-5710-00 Postage and Shipping	\$220.21	\$220.21	\$0.00	\$4,500.00	4.89 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$0.00	\$0.00	\$0.00	\$18,000.00	0.00 %
10-25-5711-00 Postage Special Serv	\$1,106.08	\$1,106.08	\$1,098.21	\$8,500.00	13.01 %
10-25-5712-00 Printing	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
<b>Total Postage and Printing</b>	<b>\$1,326.29</b>	<b>\$1,326.29</b>	<b>\$1,098.21</b>	<b>\$32,000.00</b>	<b>4.14 %</b>
<b>Supplies</b>					
10-25-5713-00 Office Supplies	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00 %
10-25-5714-00 Circ. Material Supplies	(\$8.00)	(\$8.00)	\$186.71	\$10,000.00	(0.08)%
10-25-5715-00 Copier Supplies	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00 %
10-25-5716-00 Kitchen Supplies	\$157.95	\$157.95	\$0.00	\$6,500.00	2.43 %
10-25-5717-00 Processing Supplies	\$390.95	\$390.95	(\$630.00)	\$28,000.00	1.40 %
10-25-5718-00 Computer Supplies	(\$17.90)	(\$17.90)	(\$0.11)	\$12,400.00	(0.14)%
<b>Total Supplies</b>	<b>\$523.00</b>	<b>\$523.00</b>	<b>(\$443.40)</b>	<b>\$63,700.00</b>	<b>0.82 %</b>
<b>Other Operating Costs</b>					
10-25-5719-00 Publishing	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-25-5723-15 Bank Charges	\$134.74	\$134.74	\$221.44	\$3,100.00	4.35 %
10-25-5724-15 Local Travel	\$14.38	\$14.38	\$0.00	\$500.00	2.88 %
<b>Total Other Operating Costs</b>	<b>\$149.12</b>	<b>\$149.12</b>	<b>\$221.44</b>	<b>\$6,200.00</b>	<b>2.41 %</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,998.41</b>	<b>\$1,998.41</b>	<b>\$876.25</b>	<b>\$101,900.00</b>	<b>1.96 %</b>
<b>INSURANCE</b>					

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
 No Special Reserve reflected

	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-30-5750-00	\$0.00	\$0.00	\$2,400.00	\$2,100.00	0.00 %
10-30-5751-00	\$0.00	\$0.00	\$10,505.50	\$22,600.00	0.00 %
10-30-5752-00	\$0.00	\$0.00	\$65.00	\$65.00	0.00 %
10-30-5754-00	\$0.00	\$0.00	\$2,955.00	\$6,200.00	0.00 %
<b>TOTAL INSURANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,860.50</b>	<b>\$30,965.00</b>	<b>0.00 %</b>
<b>CONTRACTUAL SERVICES</b>					
10-35-5760-00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00 %
10-35-5761-00	\$0.00	\$0.00	(\$44.75)	\$700.00	0.00 %
10-35-5762-00	\$170.00	\$170.00	\$1,300.00	\$6,500.00	2.62 %
10-35-5763-00	\$3,727.00	\$3,727.00	\$1,628.00	\$60,000.00	6.21 %
10-35-5764-10	\$0.00	\$0.00	\$2,681.60	\$14,000.00	0.00 %
10-35-5765-10	\$575.63	\$575.63	\$0.00	\$7,000.00	8.22 %
10-35-5769-00	\$0.00	\$0.00	\$7,574.04	\$8,950.00	0.00 %
10-35-5770-00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
10-35-5771-00	\$504.20	\$504.20	\$505.73	\$7,700.00	6.55 %
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$4,976.83</b>	<b>\$4,976.83</b>	<b>\$13,644.62</b>	<b>\$129,850.00</b>	<b>3.83 %</b>
<b>PERSONNEL DEVELOPMENT</b>					
Staff & Trustee Development					
10-40-5783-00	\$0.00	\$0.00	\$481.00	\$5,100.00	0.00 %
10-40-5784-00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-40-5785-00	(\$208.79)	(\$208.79)	\$0.00	\$15,000.00	(1.39)%
10-40-5786-00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-40-5787-00	\$750.00	\$750.00	\$0.00	\$3,000.00	25.00 %
10-40-5788-00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-45-5786-70	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %
10-45-5787-70	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5788-70	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5789-70	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
<b>Total Staff &amp; Trustee Development</b>	<b>\$541.21</b>	<b>\$541.21</b>	<b>\$481.00</b>	<b>\$32,125.00</b>	<b>1.68 %</b>

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
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	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TOTAL PERSONNEL DEVELOPMENT	\$541.21	\$541.21	\$481.00	\$32,125.00	1.68 %
<b>EQUIPMENT COSTS</b>					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$0.00	\$3,461.50	\$52,500.00	0.00 %
10-48-5803-10 5803 Technology	\$0.00	\$0.00	\$0.00	\$66,000.00	0.00 %
10-48-5804-10 5804 Facility	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
Total Major Equipment	\$0.00	\$0.00	\$3,461.50	\$128,500.00	0.00 %
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	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-50 Minor Equip - Tech Services	\$38.42	\$38.42	\$0.00	\$700.00	5.49 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment	\$38.42	\$38.42	\$0.00	\$3,500.00	1.10 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$180.00	\$180.00	\$0.00	\$720.00	25.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$777.69	\$777.69	\$753.56	\$19,000.00	4.09 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$111.50	\$111.50	\$0.00	\$1,000.00	11.15 %
Total Equip Maint/Repairs & Rentals	\$1,069.19	\$1,069.19	\$753.56	\$20,720.00	5.16 %
TOTAL EQUIPMENT COSTS	\$1,107.61	\$1,107.61	\$4,215.06	\$152,720.00	0.73 %
<b>LIBRARY MEDIA</b>					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$0.00	\$1,349.99	\$9,000.00	0.00 %
10-50-5863-30 Books - Youth Serv	\$0.00	\$0.00	\$0.00	\$54,000.00	0.00 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$0.00	\$0.00	\$100.00	0.00 %
10-50-5864-10 Books - Non Fiction	(\$50.02)	(\$50.02)	\$0.00	\$86,100.00	(0.06)%
10-50-5865-10 Books - Adult/Teen Fiction	\$15.95	\$15.95	\$66.95	\$72,500.00	0.02 %

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
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	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-50-5867-20 Ref Books - Adult Serv	\$0.00	\$0.00	(\$94.00)	\$20,000.00	0.00 %
Total Books	(\$34.07)	(\$34.07)	\$1,322.94	\$241,700.00	(0.01)%
<b>Databases</b>					
10-50-5869-20 Internet Licensed DBases	\$0.00	\$0.00	\$74,611.03	\$130,000.00	0.00 %
10-50-5872-10 Dbases - Professional	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$0.00	\$0.00	\$12,700.00	0.00 %
Total Databases	\$0.00	\$0.00	\$74,611.03	\$152,700.00	0.00 %
<b>Audio-Visual Materials</b>					
10-50-5890-30 A-V Matls - Youth Serv	\$0.00	\$0.00	(\$1,000.00)	\$18,000.00	0.00 %
10-50-5895-40 A-V Matls - Adult Serv	\$429.59	\$429.59	\$285.98	\$117,300.00	0.37 %
Total Audio-Visual Materials	\$429.59	\$429.59	(\$714.02)	\$135,300.00	0.32 %
<b>Periodicals/Doc Delivery</b>					
10-50-5900-20 Periodicals - Adult Serv	\$51.95	\$51.95	\$1,269.76	\$42,000.00	0.12 %
10-50-5900-30 Periodicals - Youth	\$0.00	\$0.00	\$17.60	\$700.00	0.00 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$0.00	\$0.00	\$3,800.00	0.00 %
10-50-5871-20 Document Delivery	\$0.00	\$0.00	\$16.00	\$23,000.00	0.00 %
Total Periodicals/Doc Delivery	\$51.95	\$51.95	\$1,303.36	\$69,500.00	0.07 %
TOTAL LIBRARY MEDIA	\$447.47	\$447.47	\$76,523.31	\$599,200.00	0.07 %
<b>PROGRAMS AND READER'S SERVICES</b>					
<b>Programs</b>					
10-60-5931-10 Programs - Adult Services	\$2,822.21	\$2,822.21	\$2,565.95	\$16,500.00	17.10 %
10-60-5931-30 Programs - Youth	\$140.58	\$140.58	\$708.50	\$12,000.00	1.17 %
10-60-5931-40 Online Marketing	\$1,257.39	\$1,257.39	\$1,383.25	\$2,000.00	62.87 %
10-60-5931-50 Community Relations	\$0.00	\$0.00	\$94.01	\$6,500.00	0.00 %
Total Programs	\$4,220.18	\$4,220.18	\$4,751.71	\$37,000.00	11.41 %
Readers Service's					

**Lisle Library District**  
**Expenses through July 31 2019 (8.3% of the FY 19-20)**  
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	Current Month July 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-60-5940-10 Reader Services - Adult Serv. De	(\$10.25)	(\$10.25)	\$367.78	\$2,000.00	(0.51)%
10-60-5940-30 Reader Services - Youth Serv. D	\$1,335.00	\$1,335.00	\$1,200.00	\$5,500.00	24.27 %
Total Readers Services's	\$1,324.75	\$1,324.75	\$1,567.78	\$7,500.00	17.66 %
<b>TOTAL PROGRAMS AND READER'S SERVICES</b>	<b>\$5,544.93</b>	<b>\$5,544.93</b>	<b>\$6,319.49</b>	<b>\$44,500.00</b>	<b>12.46 %</b>
<b>RESTRICTED USAGE EXPENSES</b>					
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$25,000.00	\$25,000.00	\$300,000.00	8.33 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
<b>TOTAL RESTRICTED USAGE EXPENSES</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$350,000.00</b>	<b>7.14 %</b>
<b>.02 BLDG/MAINT EXPENSES</b>					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$0.00	\$33.98	\$0.00	0.00 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$0.00	\$0.00	\$11,017.82	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$0.00	\$11,051.80	\$10,000.00	0.00 %
<b>CONTINGENCY</b>					
10-90-5999-00 Contingency	\$4,113.65	\$4,113.65	\$0.00	\$25,000.00	16.45 %
Total	\$4,113.65	\$4,113.65	\$0.00	\$25,000.00	16.45 %
<b>TOTAL ALL EXPENSES</b>	<b>\$279,753.29</b>	<b>\$279,753.29</b>	<b>\$278,148.71</b>	<b>\$4,689,058.31</b>	<b>5.97 %</b>

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount	
<b>Albertsons/Safeway</b> Albertsons/Safeway	8/14/2019 803941-062819-0056	Parade Supplies Invoice	Paid	10-60-5931-50	Community Relations	\$16.99	
	8/14/2019 724280-070219-0056	Ice Invoice	Paid	10-60-5931-50	Community Relations	\$4.99	
	8/14/2019 809500-071219-0056	YA Thursday/Mario Kart Invoice	Paid	10-60-5931-30	Programs - Youth	\$44.81	
	8/14/2019 438750-071519-0056	Staff Meeting Supplies Invoice	Paid	10-40-5784-00	Meetings - Staff	\$14.09	
	8/14/2019 439372-071719-4013	Kids Club Invoice	Paid	10-60-5931-30	Programs - Youth	\$15.16	
	8/14/2019 666138-071519-0056	Teen Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$28.48	
	8/14/2019 665378-071219-0056	Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$5.00	
	<b>Totals for Albertsons/Safeway:</b>						<u>\$129.52</u>
	<b>ASSA ABLOY Entrance Systems US Inc.</b> ASSA ABLOY Entrance Systems US Inc.	8/14/2019 SCI/00055592	Automatic Door Maintenance Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,373.40
		<b>Totals for ASSA ABLOY Entrance Systems US Inc.:</b>					
<b>Baker &amp; Taylor (L4171582)</b> Baker & Taylor (L4171582)	8/14/2019 073119	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,045.85 \$119.60	
	<b>Totals for Baker &amp; Taylor (L4171582):</b>						<u>\$1,165.45</u>
<b>Baker &amp; Taylor (C5223433)</b> Baker & Taylor (C5223433)	8/14/2019 073119	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$872.63	
	<b>Totals for Baker &amp; Taylor (C5223433):</b>						<u>\$872.63</u>
<b>Baker &amp; Taylor (L0334152)</b> Baker & Taylor (L0334152)	<b>Totals for Baker &amp; Taylor (L0334152):</b>						<u>\$872.63</u>

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L0334152)	8/14/2019 073119	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$9,687.36 \$431.55
<b>Baker &amp; Taylor (L4171782)</b>					<b>Totals for Baker &amp; Taylor (L0334152):</b>	<b>\$10,118.91</b>
Baker & Taylor (L4171782)	8/14/2019 073119	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$171.37 \$1.95
<b>Baker &amp; Taylor (L4342812)</b>					<b>Totals for Baker &amp; Taylor (L4171782):</b>	<b>\$173.32</b>
Baker & Taylor (L4342812)	8/14/2019 073119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$623.20 \$22.45
<b>Baker &amp; Taylor (L5202982)</b>					<b>Totals for Baker &amp; Taylor (L4342812):</b>	<b>\$645.65</b>
Baker & Taylor (L5202982)	8/14/2019 07319	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$276.53 \$65.55
<b>Baker &amp; Taylor (L5425632)</b>					<b>Totals for Baker &amp; Taylor (L5202982):</b>	<b>\$342.08</b>
Baker & Taylor (L5425632)	8/14/2019 073119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,613.95 \$161.65
<b>Baker &amp; Taylor (L5543202)</b>					<b>Totals for Baker &amp; Taylor (L5425632):</b>	<b>\$2,775.60</b>
Baker & Taylor (L5543202)	8/14/2019 073119	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$8,576.01 \$359.00
<b>Batteries Plus LLC</b>					<b>Totals for Baker &amp; Taylor (L5543202):</b>	<b>\$8,935.01</b>
Batteries Plus LLC	8/14/2019 P16726000	Emergency Light Batteries Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$127.60
<b>Bear Landscape Group</b>					<b>Totals for Batteries Plus LLC:</b>	<b>\$127.60</b>
Bear Landscape Group	8/14/2019 6394	Landscape Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Ginger Boskelly</b> Ginger Boskelly	8/14/2019 071219	LIRA Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$12.18
<i>Totals for Bear Landscape Group:</i>						<u>\$987.50</u>
<b>Brainfuse, Inc.</b> Brainfuse, Inc.	8/14/2019 073119	Brainfuse HelpNow Renewal Invoice	Paid	10-50-5873-30	Dbases - Youth Serv	\$2,880.00
<i>Totals for Ginger Boskelly:</i>						<u>\$12.18</u>
<b>Case Lots, Inc.</b> Case Lots, Inc.	8/14/2019 10967	Misc. Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$506.00
<i>Totals for Brainfuse, Inc.:</i>						<u>\$2,880.00</u>
<b>Channing Bete Company</b> Channing Bete Company	8/14/2019 53678047	Pamphlets Invoice	Paid	10-50-5863-20	Literacy/ESL	\$217.04
<i>Totals for Case Lots, Inc.:</i>						<u>\$506.00</u>
<b>Chicago Metro Fire Prevention</b> Chicago Metro Fire Prevention	8/14/2019 IN00311606	Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
<i>Totals for Channing Bete Company:</i>						<u>\$217.04</u>
<b>Compact Disc Source</b> Compact Disc Source	8/14/2019 77063	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$382.32
8/14/2019 77064	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$155.58	
8/14/2019 77096	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$252.98	
<i>Totals for Chicago Metro Fire Prevention:</i>						<u>\$160.50</u>

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount	
<b>Deaf Planet Soul</b> Deaf Planet Soul	8/14/2019 77095	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$100.08	
	8/14/2019 77114	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$202.06	
	8/14/2019 77113	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$83.25	
	8/14/2019 77139	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$328.06	
	8/14/2019 77138	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$133.56	
	<i>Totals for Compact Disc Source:</i>						<u>\$1,637.89</u>
	<i>Totals for Deaf Planet Soul:</i>						<u>\$250.00</u>
<b>Demco, Inc.</b> Demco, Inc.	8/14/2019 6653155	Card Protectors Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$348.54	
	<i>Totals for Demco, Inc.:</i>						<u>\$348.54</u>
	<i>Totals for Deaf Planet Soul:</i>						<u>\$250.00</u>
<b>Direct Energy Business</b> Direct Energy Business	8/14/2019 192110039163309	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$4,022.86	
	<i>Totals for Direct Energy Business:</i>						<u>\$4,022.86</u>
<b>Discount School Supply</b> Discount School Supply	8/14/2019 W38072180101	Markers Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$51.13	
	<i>Totals for Discount School Supply:</i>						<u>\$51.13</u>
<b>EBSCO</b>							

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount	
EBSCO	8/14/2019 1906021	Discontinued Publication Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$63.99)	
	8/14/2019 1906737	Price Adjustment Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$19.95)	
	8/14/2019 1907974	Discontinued Title Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$41.95)	
	8/14/2019 1000106451-1	Ebsco Package Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$2,625.00	
	8/14/2019 1000102367-1	Ebsco Package Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$6,641.00	
	<b>Totals for EBSCO:</b>						<b>\$9,140.11</b>
	Eco Clean Maintenance Eco Clean Maintenance	8/14/2019 8034	Monthly Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
		<b>Totals for Eco Clean Maintenance:</b>					
	Encomium Publications Encomium Publications	8/14/2019 19113	Literacy/ELD Books & Teach Invoice	Paid	10-50-5863-20	Literacy/ESL	\$312.00
<b>Totals for Encomium Publications:</b>						<b>\$312.00</b>	
EnvisionWare, INC. EnvisionWare, INC.	8/14/2019 INV-US-43399	PCI Compliance - July 2019 Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$167.00	
	8/14/2019 INV-US-43668	Payware - 8 Months Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,336.00	
	8/14/2019 INV-US-43644	Payware - August 2019 Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$167.00	
<b>Totals for EnvisionWare, INC.:</b>						<b>\$1,670.00</b>	

**John Ferrari**

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
John Ferrari	8/14/2019 070219	SRP, Crafts Invoice	Paid	10-60-5931-30	Programs - Youth	\$16.74
<b>Findaway World</b> Findaway World	8/14/2019 292176	Covers Invoice	Paid	10-25-5717-00	Processing Supplies	\$8.93
					<i>Totals for John Ferrari:</i>	<u>\$16.74</u>
	8/14/2019 292147	Cases Invoice	Paid	10-25-5717-00	Processing Supplies	\$97.88
<b>Pam Freer</b> Pam Freer	8/14/2019 070119	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$11.49
	8/14/2019 080519	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$7.68
					<i>Totals for Findaway World:</i>	<u>\$106.81</u>
<b>Gale / Cengage Learning</b> Gale / Cengage Learning	8/14/2019 67372737	Annual Gale Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$63,015.31
					<i>Totals for Pam Freer:</i>	<u>\$19.17</u>
<b>Garvey's Office Products</b> Garvey's Office Products	8/14/2019 PINV1753010	Supplies for Circ Services Invoice	Paid	10-25-5713-00	Office Supplies	\$31.60
	8/14/2019 PINV1759067	Paper Invoice	Paid	10-60-5931-30	Programs - Youth	\$63.60
	8/14/2019 PINV1762841	Light Bulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Cent repairs, Supplies	\$285.00
					<i>Totals for Gale / Cengage Learning:</i>	<u>\$63,015.31</u>
<b>General Parts LLC</b>					<i>Totals for Garvey's Office Products:</i>	<u>\$380.20</u>

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
General Parts LLC	8/14/2019 6090857	Repair Water Fountains Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$795.01
<b>Hagg Press</b>						
Hagg Press	8/14/2019 108855	August/September Newsletter Invoice	Paid	10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,205.00
<i>Totals for General Parts LLC:</i>						<u>\$795.01</u>
<b>Josh Hepler</b>						
Josh Hepler	8/14/2019 072919	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$36.08
<i>Totals for Hagg Press:</i>						<u>\$2,205.00</u>
<b>Hewlett-Packard Company</b>						
Hewlett-Packard Company	8/14/2019 0443436	Lexmark Printers Maintenance Invoice	Paid	10-25-5718-00	Computer Supplies	\$1,101.12
<i>Totals for Josh Hepler:</i>						<u>\$36.08</u>
<b>Home Depot Credit Service</b>						
Home Depot Credit Service	8/14/2019 1074658	Light Bulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$56.52
<i>Totals for Hewlett-Packard Company:</i>						<u>\$1,101.12</u>
<b>IHLS - OCLC</b>						
IHLS - OCLC	8/14/2019 18990	OCLC Fee Invoice	Paid	10-50-5871-20	Document Delivery	\$21,558.59
<i>Totals for Home Depot Credit Service:</i>						<u>\$56.52</u>
<b>Illinois Library Association</b>						
Illinois Library Association	8/14/2019 166691	Membership Dues - Hurt, Gr Invoice	Paid	10-40-5783-00	Dues - Staff	\$750.00
8/14/2019 167283	Membership Dues - Page Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00	
<i>Totals for IHLS - OCLC:</i>						<u>\$21,558.59</u>
<i>Totals for Illinois Library Association:</i>						<u>\$850.00</u>

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Industrial Appraisal Company</b> Industrial Appraisal Company	8/14/2019 4301625	Insurable Values Report Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$245.00
<b>Intsita, LLC</b> Intsita, LLC XX-XXX5667	8/14/2019 081519	Staff Training Invoice	Paid	10-40-5787-00	In-Service	\$750.00
<i>Totals for Industrial Appraisal Company:</i>						<u>\$245.00</u>
<b>Bennett Joseph</b> Bennett Joseph	8/14/2019 100219	Program: Beginner Chess Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$250.00
<i>Totals for Intsita, LLC:</i>						<u>\$750.00</u>
<b>Jackie Kilcran</b> Jackie Kilcran	8/14/2019 080219	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$14.38
<i>Totals for Bennett Joseph:</i>						<u>\$250.00</u>
<b>Konica Minolta Business Solutions</b> Konica Minolta Business Solutions	8/14/2019 260393150	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$238.09
<i>Totals for Jackie Kilcran:</i>						<u>\$14.38</u>
<b>Konica Minolta Premier Finance</b> Konica Minolta Premier Finance	8/14/2019 391724697	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
<i>Totals for Konica Minolta Business Solutions:</i>						<u>\$238.09</u>
<b>Library Ideas LLC</b> Library Ideas LLC	8/14/2019 70741	VOX Books Invoice	Paid	10-60-5931-30	Programs - Youth	\$689.10
<i>Totals for Konica Minolta Premier Finance:</i>						<u>\$211.10</u>
<i>Totals for Library Ideas LLC:</i>						<u>\$689.10</u>

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
LIMRiCC PHiP Health	8/14/2019 080619	Medical Premium Invoice	Paid	10-10-5621-10 10-10-5621-20	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv.	\$5,577.72 \$10,265.92
				10-10-5621-60 10-10-5621-50	Hosp. Ins. - Circ Hosp. Ins. - Tech	\$5,443.55 \$3,129.66
				10-10-5621-30	Hosp. Ins. - YS	\$4,641.56
					<b>Totals for LIMRiCC PHiP Health:</b>	<b>\$29,058.41</b>
	<b>Matthew Bender &amp; Co.</b> Matthew Bender & Co.	8/14/2019 12562327	Employment in Illinois Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv
<b>Menard Consulting</b> Menard Consulting	8/14/2019 1500	OPEB Assess Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$1,800.00
<b>Metalmaster Roofmaster</b> Metalmaster Roofmaster	8/14/2019 4204	Roof Flashing Repair Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$449.00
					<b>Totals for Menard Consulting:</b>	<b>\$1,800.00</b>
<b>Midwest Tape (7288)</b> Midwest Tape (7288)	8/14/2019 080219	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,602.80 \$699.30
					<b>Totals for Metalmaster Roofmaster:</b>	<b>\$449.00</b>
<b>Midwest Tape (7291)</b> Midwest Tape (7291)	8/14/2019 080219	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$125.19
					<b>Totals for Midwest Tape (7288):</b>	<b>\$3,302.10</b>
<b>Midwest Tape (12516)</b> Midwest Tape (12516)	8/14/2019 080219	CD Books Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$9.99
					<b>Totals for Midwest Tape (7291):</b>	<b>\$125.19</b>
					<b>Totals for Midwest Tape (12516):</b>	<b>\$9.99</b>

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Midwest Tape</b> Midwest Tape	8/14/2019 97597130	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$4,060.46
	8/14/2019 97728480	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$4,415.42
					<i>Totals for Midwest Tape:</i>	<u>\$8,475.88</u>
<b>Monaco Mechanical Service, Inc.</b> Monaco Mechanical Service, Inc.	8/14/2019 18432	Quarterly Maintenance - HVA Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
					<i>Totals for Monaco Mechanical Service, Inc.:</i>	<u>\$1,200.00</u>
<b>Motion Picture Licensing Corp.</b> Motion Picture Licensing Corp.	8/14/2019 504224708	MPLC Renewal Invoice	Paid	10-50-5872-10	Dbases - Professional	\$167.82
					<i>Totals for Motion Picture Licensing Corp.:</i>	<u>\$167.82</u>
<b>Laura Murff</b> Laura Murff	8/14/2019 4371987667197	Video Games Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$59.98
					<i>Totals for Laura Murff:</i>	<u>\$59.98</u>
<b>NCBERS Group Life Ins</b> NCBERS Group Life Ins	8/14/2019 04602082019	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCBERS)	\$80.00
					<i>Totals for NCBERS Group Life Ins:</i>	<u>\$80.00</u>
<b>Outsource Solutions Group, Inc.</b> Outsource Solutions Group, Inc.	8/14/2019 48750	Server Maintenance - August Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$880.00
					<i>Totals for Outsource Solutions Group, Inc.:</i>	<u>\$880.00</u>
<b>OverDrive, Inc.</b> OverDrive, Inc.	8/14/2019 CD0110719128408	Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,600.00

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	8/14/2019 CD0110719139103	Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$990.90
<b>Paddock Publications</b>					<i>Totals for OverDrive, Inc.:</i>	<u>\$2,590.90</u>
Paddock Publications	8/14/2019 23151	Daily Herald Public Notice Invoice	Paid	10-25-5719-00	Publishing	\$64.40
<b>Patriot Electric &amp; Technologies</b>					<i>Totals for Paddock Publications:</i>	<u>\$64.40</u>
Patriot Electric & Technologies	8/14/2019 726318	Emergency Lights Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$206.00
	8/14/2019 726317	Ballasts Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$475.00
<b>Petty Cash Checking Account</b>					<i>Totals for Patriot Electric &amp; Technologies:</i>	<u>\$681.00</u>
Petty Cash Checking Account	8/14/2019 073119	Refund Lost Items, Petty Cas Invoice	Paid	10-03-4540-00 10-25-5723-00	Fines Check Printing	\$139.59 \$51.36
<b>Andrea Pracht</b>					<i>Totals for Petty Cash Checking Account:</i>	<u>\$190.95</u>
Andrea Pracht	8/14/2019 081319	Program: Cooking Demo Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$250.00
<b>RAILS</b>					<i>Totals for Andrea Pracht:</i>	<u>\$250.00</u>
RAILS	8/14/2019 5846	RDA Toolkit Invoice	Paid	10-50-5872-10	Dbases - Professional	\$152.80
	8/14/2019 6152	Gale Analytics Invoice	Paid	10-50-5872-10	Dbases - Professional	\$1,852.50
<b>Record Information Services, Inc.</b>					<i>Totals for RAILS:</i>	<u>\$2,005.30</u>
Record Information Services, Inc.	8/14/2019 46997	Public Record Check IL Rene Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$1,462.00

# Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount	
<b>Recorded Books,LLC</b> Recorded Books,LLC	8/14/2019 76445737	RB Digital Platform Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$1,350.00	
	8/14/2019 76445738	RB Digital Content Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$5,026.96	
	8/14/2019 76497524	Transparent Language Online Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,200.00	
<b>Totals for Recorded Books,LLC:</b>						<b>\$9,576.96</b>	
<b>Will Savage</b> Will Savage	8/14/2019 071019	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$6.38	
	8/14/2019 071319	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$29.97	
	8/14/2019 072519	Pokemon Invoice	Paid	10-60-5931-30	Programs - Youth	\$45.94	
<b>Totals for Will Savage:</b>						<b>\$82.29</b>	
<b>Scholastic Inc.</b> Scholastic Inc.	8/14/2019 19652970	Summer Read Invoice	Paid	10-60-5931-30	Programs - Youth	\$322.77	
	<b>Totals for Scholastic Inc.:</b>						<b>\$322.77</b>
	8/14/2019 1624976042	Misc. Kitchen, Office & Jani Invoice	Paid	10-25-5716-00 10-25-5713-00 10-20-5663-00	Kitchen Supplies Office Supplies Maint/Repairs-Genl repairs, Supplies	\$226.80 \$349.42 \$173.44	
<b>Totals for Staples Advantage:</b>						<b>\$749.66</b>	
<b>SWAN</b> SWAN	8/14/2019 6938	ILLs Invoice	Paid	10-50-5871-20	Document Delivery	\$25.00	

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>The Fun Ones</b> The Fun Ones XX-XXX1048	8/14/2019 64721	Generator for SRP Wrap Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$105.00
<i>Totals for SWAN:</i>						<u>\$25.00</u>
<b>Thomson Reuters - West</b> Thomson Reuters - West	8/14/2019 840629385	IL Compiled Statutes Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$257.00
<i>Totals for The Fun Ones:</i>						<u>\$105.00</u>
<b>Unique Management Services, Inc.</b> Unique Management Services, Inc.	8/14/2019 555030	Collection Accounts June (4) Invoice	Paid	10-35-5761-00	Collection Agency	\$35.80
<i>Totals for Thomson Reuters - West:</i>						<u>\$257.00</u>
<b>Vanguard ID Systems</b> Vanguard ID Systems	8/14/2019 8141622	Library Cards - 2000 Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$935.96
<i>Totals for Unique Management Services, Inc.:</i>						<u>\$35.80</u>
<b>Verizon</b> Verizon	8/14/2019 9834445308	3 WiFi Hotspots Invoice	Paid	10-20-5656-00	Verizon	\$108.03
<i>Totals for Vanguard ID Systems:</i>						<u>\$935.96</u>
<b>Village of Lisle</b> Village of Lisle	8/14/2019 320000020	Consortium Annual Charge f Invoice	Paid	10-20-5650-00	Internet Service Provider	\$1,810.00
<i>Totals for Verizon:</i>						<u>\$108.03</u>
	8/14/2019 072619	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$119.89
	8/14/2019 3600000300	Monthly Internet Service Fee Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
<i>Totals for Village of Lisle:</i>						<u>\$2,379.89</u>

## Lisle Library District Accounts Payable for August 14, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>When I Work, Inc.</b> When I Work, Inc.	8/14/2019 INV-3425	Staff Scheduling Software An Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,008.00
<i>Totals for When I Work, Inc.:</i>						<u>\$1,008.00</u>

# Lisle Library District Accounts Payable for August 14, 2019

## Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$80.00
10-03-4540-00	Fines	\$139.59
10-10-5621-10	Hosp. Ins. - Admin	\$5,577.72
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,265.92
10-10-5621-30	Hosp. Ins. - YS	\$4,641.56
10-10-5621-50	Hosp. Ins. - Tech	\$3,129.66
10-10-5621-60	Hosp. Ins. - Circ	\$5,443.55
10-20-5650-00	Internet Service Provider	\$2,260.00
10-20-5654-00	Utilities - Sewer & Water	\$119.89
10-20-5655-00	Utilities - Electric	\$4,022.86
10-20-5656-00	Verizon	\$108.03
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$1,020.96
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,476.01
10-25-5710-10	Printing/Spec. Serv. - Adult	\$2,205.00
10-25-5713-00	Office Supplies	\$381.02
10-25-5714-00	Circ. Material Supplies	\$1,284.50
10-25-5716-00	Kitchen Supplies	\$226.80
10-25-5717-00	Processing Supplies	\$2,440.33
10-25-5718-00	Computer Supplies	\$1,101.12
10-25-5719-00	Publishing	\$64.40
10-25-5723-00	Check Printing	\$51.36
10-25-5724-15	Local Travel	\$50.46
10-35-5761-00	Collection Agency	\$35.80
10-35-5762-00	Other Contr Services - Admin	\$2,045.00
10-35-5763-00	Other Contr Svcs-Tech Asst	\$3,558.00
10-40-5783-00	Dues - Staff	\$850.00
10-40-5784-00	Meetings - Staff	\$26.27
10-40-5787-00	In-Service	\$1,000.00
10-48-5823-30	Minor Equip - Youth	\$51.13
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,983.09

# Lisle Library District Accounts Payable for August 14, 2019

10-48-5846-00	Equip Maint/Repr-NonContr	\$127.60
10-50-5863-20	Literacy/ESL	\$529.04
10-50-5863-30	Books - Youth Serv	\$3,408.52
10-50-5864-10	Books - Non Fiction	\$10,559.99
10-50-5865-10	Books - Adult/Teen Fiction	\$8,852.54
10-50-5867-20	Ref Books - Adult Serv	\$257.00
10-50-5869-20	Internet Licensed DBases	\$83,320.27
10-50-5871-20	Document Delivery	\$21,583.59
10-50-5872-10	Dbases - Professional	\$2,173.12
10-50-5873-30	Dbases - Youth Serv	\$2,880.00
10-50-5890-30	A-V Mats - Youth Serv	\$185.17
10-50-5895-40	A-V Mats - Adult Serv	\$15,890.84
10-50-5900-20	Periodicals - Adult Serv	\$21.54
10-60-5931-10	Programs - Adult Services	\$552.65
10-60-5931-30	Programs - Youth	\$1,234.47
10-60-5931-50	Community Relations	\$21.98
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$105.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$449.00
	<b>GRAND TOTAL:</b>	<b>\$211,841.85</b>

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/14/2019	10-00-2638-00, Vol. Life (NCPERS) 04602082019	Invoice	5784-159	NCPERS Group Life Ins	NCPERS Group Life I	Posted	8/14/2019	\$80.00	\$0.00
					<b>Totals for 10-00-2638-00, Vol. Life (NCPERS):</b>			<b>\$80.00</b>	<b>\$0.00</b>
8/14/2019	10-03-4540-00, Fines 073119	Invoice	5784-343	Petty Cash Checking Account	Petty Cash Checking A	Posted	8/14/2019	\$139.59	\$0.00
					<b>Totals for 10-03-4540-00, Fines:</b>			<b>\$139.59</b>	<b>\$0.00</b>
8/14/2019	10-10-5621-10, Hosp. Ins. - Admin 080619	Invoice	5784-316	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/14/2019	\$5,577.72	\$0.00
					<b>Totals for 10-10-5621-10, Hosp. Ins. - Admin:</b>			<b>\$5,577.72</b>	<b>\$0.00</b>
8/14/2019	10-10-5621-20, Hosp. Ins. - Adult Serv. 080619	Invoice	5784-318	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/14/2019	\$10,265.92	\$0.00
					<b>Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:</b>			<b>\$10,265.92</b>	<b>\$0.00</b>
8/14/2019	10-10-5621-30, Hosp. Ins. - YS 080619	Invoice	5784-321	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/14/2019	\$4,641.56	\$0.00
					<b>Totals for 10-10-5621-30, Hosp. Ins. - YS:</b>			<b>\$4,641.56</b>	<b>\$0.00</b>
8/14/2019	10-10-5621-50, Hosp. Ins. - Tech 080619	Invoice	5784-320	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/14/2019	\$3,129.66	\$0.00
					<b>Totals for 10-10-5621-50, Hosp. Ins. - Tech:</b>			<b>\$3,129.66</b>	<b>\$0.00</b>
8/14/2019	10-10-5621-60, Hosp. Ins. - Circ 080619	Invoice	5784-319	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	8/14/2019	\$5,443.55	\$0.00
					<b>Totals for 10-10-5621-60, Hosp. Ins. - Circ:</b>			<b>\$5,443.55</b>	<b>\$0.00</b>
8/14/2019	10-20-5650-00, Internet Service Provider 3200000020	Invoice	5784-075	Village of Lisle	Village of Lisle-3200000	Posted	8/14/2019	\$1,810.00	\$0.00
8/14/2019	3600000300	Invoice	5784-267	Village of Lisle	Village of Lisle-3600000	Posted	8/14/2019	\$450.00	\$0.00
					<b>Totals for 10-20-5650-00, Internet Service Provider:</b>			<b>\$2,260.00</b>	<b>\$0.00</b>
8/14/2019	10-20-5654-00, Utilities - Sewer & Water 072619	Invoice	5784-223	Village of Lisle	Village of Lisle-07261	Posted	8/14/2019	\$119.89	\$0.00
					<b>Totals for 10-20-5654-00, Utilities - Sewer &amp; Water:</b>			<b>\$119.89</b>	<b>\$0.00</b>
8/14/2019	10-20-5655-00, Utilities - Electric 192110039163309	Invoice	5784-300	Direct Energy Business	Direct Energy Business	Posted	8/14/2019	\$4,022.86	\$0.00
					<b>Totals for 10-20-5655-00, Utilities - Electric:</b>			<b>\$4,022.86</b>	<b>\$0.00</b>

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/14/2019	9834445308	Invoice	5784-165	Verizon	Verizon-9834445308	Posted	8/14/2019	\$108.03	\$0.00
<b>10-20-5660-00, Maint Contracts - HVAC</b>									
8/14/2019	18432	Invoice	5784-013	Monaco Mechanical S	Monaco Mechanical S	Posted	8/14/2019	\$1,200.00	\$0.00
Totals for 10-20-5660-00, Maint Contracts - HVAC: <b>\$1,200.00</b>									
<b>10-20-5661-00, Maint Contracts - Maint. Service</b>									
8/14/2019	8034	Invoice	5784-163	Eco Clean Maintenance	Eco Clean Maintenanc	Posted	8/14/2019	\$1,862.00	\$0.00
Totals for 10-20-5661-00, Maint Contracts - Maint. Service: <b>\$1,862.00</b>									
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
8/14/2019	6394	Invoice	5784-296	Bear Landscape Group	Bear Landscape Group-	Posted	8/14/2019	\$987.50	\$0.00
Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.: <b>\$987.50</b>									
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
8/14/2019	1074658	Invoice	5784-155	Home Depot Credit Service	Home Depot Credit Se	Posted	8/14/2019	\$56.52	\$0.00
8/14/2019	PINV1762841	Invoice	5784-171	Garvey's Office Products	Garvey's Office Produc	Posted	8/14/2019	\$285.00	\$0.00
8/14/2019	1624976042	Invoice	5784-266	Staples Advantage	Staples Advantage-162-	Posted	8/14/2019	\$173.44	\$0.00
8/14/2019	10967	Invoice	5784-298	Case Lots, Inc.	Case Lots, Inc.-10967	Posted	8/14/2019	\$506.00	\$0.00
Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies: <b>\$1,020.96</b>									
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
8/14/2019	726318	Invoice	5784-081	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	8/14/2019	\$206.00	\$0.00
8/14/2019	726317	Invoice	5784-083	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	8/14/2019	\$475.00	\$0.00
8/14/2019	6090857	Invoice	5784-302	General Parts LLC	General Parts LLC-6090	Posted	8/14/2019	\$795.01	\$0.00
Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work: <b>\$1,476.01</b>									
<b>10-25-5710-10, Printing/Spec. Serv. - Adult</b>									
8/14/2019	108855	Invoice	5784-304	Hagg Press	Hagg Press-108855	Posted	8/14/2019	\$2,205.00	\$0.00
Totals for 10-25-5710-10, Printing/Spec. Serv. - Adult: <b>\$2,205.00</b>									
<b>10-25-5713-00, Office Supplies</b>									
8/14/2019	PINV1753010	Invoice	5784-069	Garvey's Office Products	Garvey's Office Produc	Posted	8/14/2019	\$31.60	\$0.00
8/14/2019	1624976042	Invoice	5784-265	Staples Advantage	Staples Advantage-162-	Posted	8/14/2019	\$349.42	\$0.00
Totals for 10-25-5713-00, Office Supplies: <b>\$381.02</b>									
<b>10-25-5714-00, Circ. Material Supplies</b>									
8/14/2019	8141622	Invoice	5784-161	Vanguard ID Systems	Vanguard ID Systems-	Posted	8/14/2019	\$935.96	\$0.00
8/14/2019	6653155	Invoice	5784-313	Demco, Inc.	Demco, Inc.-6653155	Posted	8/14/2019	\$348.54	\$0.00

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount		
<b>10-25-5716-00, Kitchen Supplies</b>											
8/14/2019	1624976042	Invoice	5784-263	Staples Advantage	Totals for 10-25-5714-00, Circ. Material Supplies:					\$1,284.50	\$0.00
<b>10-25-5717-00, Processing Supplies</b>											
8/14/2019	77064	Invoice	5784-007	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$155.58	\$0.00		
8/14/2019	77095	Invoice	5784-179	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$100.08	\$0.00		
8/14/2019	77113	Invoice	5784-195	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$83.25	\$0.00		
8/14/2019	073119	Invoice	5784-275	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	8/14/2019	\$161.65	\$0.00		
8/14/2019	073119	Invoice	5784-278	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	8/14/2019	\$359.00	\$0.00		
8/14/2019	07319	Invoice	5784-281	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	8/14/2019	\$65.55	\$0.00		
8/14/2019	073119	Invoice	5784-284	Baker & Taylor (L4342812)	Baker & Taylor (L4342812)	Posted	8/14/2019	\$22.45	\$0.00		
8/14/2019	073119	Invoice	5784-287	Baker & Taylor (L4171782)	Baker & Taylor (L4171782)	Posted	8/14/2019	\$1.95	\$0.00		
8/14/2019	073119	Invoice	5784-290	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	8/14/2019	\$119.60	\$0.00		
8/14/2019	073119	Invoice	5784-293	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	8/14/2019	\$431.55	\$0.00		
8/14/2019	292176	Invoice	5784-324	Findaway World	Findaway World-2921	Posted	8/14/2019	\$8.93	\$0.00		
8/14/2019	292147	Invoice	5784-326	Findaway World	Findaway World-2921	Posted	8/14/2019	\$97.88	\$0.00		
8/14/2019	080219	Invoice	5784-330	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	8/14/2019	\$699.30	\$0.00		
8/14/2019	77138	Invoice	5784-341	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$133.56	\$0.00		
Totals for 10-25-5717-00, Processing Supplies:								\$2,440.33	\$0.00		
<b>10-25-5718-00, Computer Supplies</b>											
8/14/2019	0443436	Invoice	5784-358	Hewlett-Packard Company	Hewlett-Packard Comp	Posted	8/14/2019	\$1,101.12	\$0.00		
Totals for 10-25-5718-00, Computer Supplies:								\$1,101.12	\$0.00		
<b>10-25-5719-00, Publishing</b>											
8/14/2019	23151	Invoice	5784-312	Paddock Publications	Paddock Publications	Posted	8/14/2019	\$64.40	\$0.00		
Totals for 10-25-5719-00, Publishing:								\$64.40	\$0.00		
<b>10-25-5723-00, Check Printing</b>											
8/14/2019	073119	Invoice	5784-345	Petty Cash Checking Account	Petty Cash Checking A	Posted	8/14/2019	\$51.36	\$0.00		
Totals for 10-25-5723-00, Check Printing:								\$51.36	\$0.00		
<b>10-25-5724-15, Local Travel</b>											
8/14/2019	080219	Invoice	5784-306	Jackie Kilcran	Jackie Kilcran-080219	Posted	8/14/2019	\$14.38	\$0.00		
8/14/2019	072919	Invoice	5784-322	Josh Hepler	Josh Hepler-072919	Posted	8/14/2019	\$36.08	\$0.00		
Totals for 10-25-5724-15, Local Travel:								\$50.46	\$0.00		

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/14/2019	555030	Invoice	5784-181	Unique Management Services, I	Unique Management S	Posted	8/14/2019	\$35.80	\$0.00
				<i>Totals for 10-35-5761-00, Collection Agency:</i>					
								<u>\$35.80</u>	<u>\$0.00</u>
8/14/2019	4301625	Invoice	5784-167	Industrial Appraisal Company	Industrial Appraisal Co	Posted	8/14/2019	\$245.00	\$0.00
8/14/2019	1500	Invoice	5784-219	Menard Consulting	Menard Consulting-1	Posted	8/14/2019	\$1,800.00	\$0.00
				<i>Totals for 10-35-5762-00, Other Contr Svcs - Admin:</i>					
								<u>\$2,045.00</u>	<u>\$0.00</u>
8/14/2019	INV-US-43399	Invoice	5784-187	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	8/14/2019	\$167.00	\$0.00
8/14/2019	INV-3425	Invoice	5784-221	When I Work, Inc.	When I Work, Inc.-IN	Posted	8/14/2019	\$1,008.00	\$0.00
8/14/2019	INV-US-43668	Invoice	5784-335	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	8/14/2019	\$1,336.00	\$0.00
8/14/2019	INV-US-43644	Invoice	5784-337	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	8/14/2019	\$167.00	\$0.00
8/14/2019	48750	Invoice	5784-356	Outsource Solutions Group, In	Outsource Solutions G	Posted	8/14/2019	\$880.00	\$0.00
				<i>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</i>					
								<u>\$3,558.00</u>	<u>\$0.00</u>
8/14/2019	166691	Invoice	5784-001	Illinois Library Association	Illinois Library Associa	Posted	8/14/2019	\$750.00	\$0.00
8/14/2019	167283	Invoice	5784-087	Illinois Library Association	Illinois Library Associa	Posted	8/14/2019	\$100.00	\$0.00
				<i>Totals for 10-40-5783-00, Dues - Staff:</i>					
								<u>\$850.00</u>	<u>\$0.00</u>
8/14/2019	071219	Invoice	5784-185	Ginger Boskelly	Ginger Boskelly-07121	Posted	8/14/2019	\$12.18	\$0.00
8/14/2019	438750-071519-0056	Invoice	5784-233	Albertsons/Safeway	Albertsons/Safeway-43	Posted	8/14/2019	\$14.09	\$0.00
				<i>Totals for 10-40-5784-00, Meetings - Staff:</i>					
								<u>\$26.27</u>	<u>\$0.00</u>
8/14/2019	081619	Invoice	5784-157	Deaf Planet Soul	Deaf Planet Soul-08161	Posted	8/14/2019	\$250.00	\$0.00
8/14/2019	081519	Invoice	5784-173	Intisita, LLC	Intisita, LLC-081519	Posted	8/14/2019	\$750.00	\$0.00
				<i>Totals for 10-40-5787-00, In-Service:</i>					
								<u>\$1,000.00</u>	<u>\$0.00</u>
8/14/2019	W38072180101	Invoice	5784-189	Discount School Supply	Discount School Suppl	Posted	8/14/2019	\$51.13	\$0.00
				<i>Totals for 10-48-5823-30, Minor Equip - Youth:</i>					
								<u>\$51.13</u>	<u>\$0.00</u>
8/14/2019	SCI00055592	Invoice	5784-011	ASSA ABLOY Entrance Syst	ASSA ABLOY Entra	Posted	8/14/2019	\$1,373.40	\$0.00
8/14/2019	IN00311606	Invoice	5784-079	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	8/14/2019	\$160.50	\$0.00
8/14/2019	391724697	Invoice	5784-308	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	8/14/2019	\$211.10	\$0.00

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/14/2019	260393150	Invoice	5784-310	Konica Minolta Business Solut	Konica Minolta Busine Posted		8/14/2019	\$238.09	\$0.00
<b>10-48-5846-00, Equip Maint/Repr-NonContr</b>				<i>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</i>					
8/14/2019	P16726000	Invoice	5784-089	Batteries Plus LLC	Batteries Plus LLC-P16 Posted		8/14/2019	\$127.60	\$0.00
<b>10-50-5863-20, Literacy/ESL</b>				<i>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</i>					
8/14/2019	19113	Invoice	5784-243	Encomium Publications	Encomium Publicati Posted		8/14/2019	\$312.00	\$0.00
8/14/2019	53678047	Invoice	5784-271	Channing Bete Company	Channing Bete Compar Posted		8/14/2019	\$217.04	\$0.00
<b>10-50-5863-30, Books - Youth Serv</b>				<i>Totals for 10-50-5863-20, Literacy/ESL:</i>					
8/14/2019	073119	Invoice	5784-273	Baker & Taylor (L5425632)	Baker & Taylor (L5425 Posted		8/14/2019	\$2,613.95	\$0.00
8/14/2019	073119	Invoice	5784-282	Baker & Taylor (L4342812)	Baker & Taylor (L4342 Posted		8/14/2019	\$623.20	\$0.00
8/14/2019	073119	Invoice	5784-285	Baker & Taylor (L4171782)	Baker & Taylor (L4171 Posted		8/14/2019	\$171.37	\$0.00
<b>10-50-5864-10, Books - Non Fiction</b>				<i>Totals for 10-50-5863-30, Books - Youth Serv:</i>					
8/14/2019	073119	Invoice	5784-291	Baker & Taylor (L0334152)	Baker & Taylor (L0334 Posted		8/14/2019	\$9,687.36	\$0.00
8/14/2019	073119	Invoice	5784-294	Baker & Taylor (C5223433)	Baker & Taylor (C5223 Posted		8/14/2019	\$872.63	\$0.00
<b>10-50-5865-10, Books - Adult/Teen Fiction</b>				<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>					
8/14/2019	073119	Invoice	5784-276	Baker & Taylor (L5543202)	Baker & Taylor (L5543 Posted		8/14/2019	\$8,576.01	\$0.00
8/14/2019	07319	Invoice	5784-279	Baker & Taylor (L5202982)	Baker & Taylor (L5202 Posted		8/14/2019	\$276.53	\$0.00
<b>10-50-5867-20, Ref Books - Adult Serv</b>				<i>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</i>					
8/14/2019	840629385	Invoice	5784-217	Thomson Reuters - West	Thomson Reuters - We Posted		8/14/2019	\$257.00	\$0.00
<b>10-50-5869-20, Internet Licensed DBases</b>				<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>					
8/14/2019	1000106451-1	Invoice	5784-199	EBSCO	EBSCO-1000106451-1 Posted		8/14/2019	\$2,625.00	\$0.00
8/14/2019	1000102367-1	Invoice	5784-201	EBSCO	EBSCO-1000102367-1 Posted		8/14/2019	\$6,641.00	\$0.00
8/14/2019	46997	Invoice	5784-215	Record Information Services, I	Record Information Se Posted		8/14/2019	\$1,462.00	\$0.00
8/14/2019	76445737	Invoice	5784-249	Recorded Books, LLC	Recorded Books, LLC-7 Posted		8/14/2019	\$1,350.00	\$0.00
8/14/2019	76445738	Invoice	5784-251	Recorded Books, LLC	Recorded Books, LLC-7 Posted		8/14/2019	\$5,026.96	\$0.00
8/14/2019	67372737	Invoice	5784-257	Gale / Cengage Learning	Gale / Cengage Learnin Posted		8/14/2019	\$63,015.31	\$0.00
8/14/2019	76497524	Invoice	5784-354	Recorded Books, LLC	Recorded Books, LLC-7 Posted		8/14/2019	\$3,200.00	\$0.00

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Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	
<b>10-50-5871-20, Document Delivery</b>										
8/14/2019	18990	Invoice	5784-077	IHLS - OCLC	IHLS - OCLC-18990	Posted	8/14/2019	\$21,558.59	\$0.00	
8/14/2019	6938	Invoice	5784-247	SWAN	SWAN-6938	Posted	8/14/2019	\$25.00	\$0.00	
								<b>Totals for 10-50-5869-20, Internet Licensed DBases:</b>	<b>\$83,320.27</b>	<b>\$0.00</b>
<b>10-50-5872-10, Dbases - Professional</b>										
8/14/2019	5846	Invoice	5784-003	RAILS	RAILS-5846	Posted	8/14/2019	\$152.80	\$0.00	
8/14/2019	504224708	Invoice	5784-255	Motion Picture Licensing Corp.	Motion Picture Licens	Posted	8/14/2019	\$167.82	\$0.00	
8/14/2019	6152	Invoice	5784-350	RAILS	RAILS-6152	Posted	8/14/2019	\$1,852.50	\$0.00	
								<b>Totals for 10-50-5871-20, Document Delivery:</b>	<b>\$21,583.59</b>	<b>\$0.00</b>
<b>10-50-5873-30, Dbases - Youth Serv</b>										
8/14/2019	073119	Invoice	5784-191	Brainfuse, Inc.	Brainfuse, Inc.-073119	Posted	8/14/2019	\$2,880.00	\$0.00	
								<b>Totals for 10-50-5872-10, Dbases - Professional:</b>	<b>\$2,173.12</b>	<b>\$0.00</b>
<b>10-50-5890-30, A-V Mats - Youth Serv</b>										
8/14/2019	4371987667197	Invoice	5784-071	Laura Murff	Laura Murff-437198766	Posted	8/14/2019	\$59.98	\$0.00	
8/14/2019	080219	Invoice	5784-333	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	8/14/2019	\$125.19	\$0.00	
								<b>Totals for 10-50-5873-30, Dbases - Youth Serv:</b>	<b>\$2,880.00</b>	<b>\$0.00</b>
<b>10-50-5895-40, A-V Mats - Adult Serv</b>										
8/14/2019	77063	Invoice	5784-005	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$382.32	\$0.00	
8/14/2019	77096	Invoice	5784-177	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$252.98	\$0.00	
8/14/2019	77114	Invoice	5784-193	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$202.06	\$0.00	
8/14/2019	97597130	Invoice	5784-225	Midwest Tape	Midwest Tape-9759713	Posted	8/14/2019	\$4,060.46	\$0.00	
8/14/2019	CD0110719128408	Invoice	5784-259	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	8/14/2019	\$1,600.00	\$0.00	
8/14/2019	CD0110719139103	Invoice	5784-261	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	8/14/2019	\$990.90	\$0.00	
8/14/2019	073119	Invoice	5784-288	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	8/14/2019	\$1,045.85	\$0.00	
8/14/2019	080219	Invoice	5784-328	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	8/14/2019	\$2,602.80	\$0.00	
8/14/2019	080219	Invoice	5784-331	Midwest Tape (12516)	Midwest Tape (12516)	Posted	8/14/2019	\$9.99	\$0.00	
8/14/2019	77139	Invoice	5784-339	Compact Disc Source	Compact Disc Source	Posted	8/14/2019	\$328.06	\$0.00	
8/14/2019	97728480	Invoice	5784-352	Midwest Tape	Midwest Tape-9772848	Posted	8/14/2019	\$4,415.42	\$0.00	
								<b>Totals for 10-50-5895-40, A-V Mats - Adult Serv:</b>	<b>\$15,890.84</b>	<b>\$0.00</b>
<b>10-50-5900-20, Periodicals - Adult Serv</b>										
8/14/2019	1906021	Credit Memo	5784-203	EBSCO	EBSCO-1906021	Posted	8/14/2019	\$0.00	\$63.99	
8/14/2019	1906737	Credit Memo	5784-207	EBSCO	EBSCO-1906737	Posted	8/14/2019	\$0.00	\$19.95	

# Lisle Library District Account Distribution Report by Number August 14, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
8/14/2019	1907974	Credit Memo	5784-211	EBSCO	EBSCO-1907974	Posted	8/14/2019	\$0.00	\$41.95
8/14/2019	12562327	Invoice	5784-346	Matthew Bender & Co.	Matthew Bender & Co	Posted	8/14/2019	\$147.43	\$0.00
<b>10-60-5931-10, Programs - Adult Services</b>									
8/14/2019	666138-071519-0056	Invoice	5784-237	Albertsons/Safeway	Albertsons/Safeway-66	Posted	8/14/2019	\$28.48	\$0.00
8/14/2019	665378-071219-0056	Invoice	5784-239	Albertsons/Safeway	Albertsons/Safeway-66	Posted	8/14/2019	\$5.00	\$0.00
8/14/2019	100219	Invoice	5784-241	Bennett Joseph	Bennett Joseph-100219	Posted	8/14/2019	\$250.00	\$0.00
8/14/2019	081319	Invoice	5784-245	Andrea Pracht	Andrea Pracht-081319	Posted	8/14/2019	\$250.00	\$0.00
8/14/2019	070119	Invoice	5784-253	Pam Freer	Pam Freer-070119	Posted	8/14/2019	\$11.49	\$0.00
8/14/2019	080519	Invoice	5784-348	Pam Freer	Pam Freer-080519	Posted	8/14/2019	\$7.68	\$0.00
								<b>Totals for 10-60-5900-20, Periodicals - Adult Serv:</b>	<b>\$125.89</b>
								<b>Totals for 10-60-5931-10, Programs - Adult Services:</b>	<b>\$552.65</b>
<b>10-60-5931-30, Programs - Youth</b>									
8/14/2019	070219	Invoice	5784-009	John Ferrari	John Ferrari-070219	Posted	8/14/2019	\$16.74	\$0.00
8/14/2019	071019	Invoice	5784-073	Will Savage	Will Savage-071019	Posted	8/14/2019	\$6.38	\$0.00
8/14/2019	PINV1759067	Invoice	5784-085	Garvey's Office Products	Garvey's Office Produc	Posted	8/14/2019	\$63.60	\$0.00
8/14/2019	071319	Invoice	5784-091	Will Savage	Will Savage-071319	Posted	8/14/2019	\$29.97	\$0.00
8/14/2019	19652970	Invoice	5784-169	Scholastic Inc.	Scholastic Inc.-1965297	Posted	8/14/2019	\$322.77	\$0.00
8/14/2019	70741	Invoice	5784-175	Library Ideas LLC	Library Ideas LLC-7074	Posted	8/14/2019	\$689.10	\$0.00
8/14/2019	809500-071219-0056	Invoice	5784-231	Albertsons/Safeway	Albertsons/Safeway-80	Posted	8/14/2019	\$44.81	\$0.00
8/14/2019	439372-071719-4013	Invoice	5784-235	Albertsons/Safeway	Albertsons/Safeway-43	Posted	8/14/2019	\$15.16	\$0.00
8/14/2019	072519	Invoice	5784-269	Will Savage	Will Savage-072519	Posted	8/14/2019	\$45.94	\$0.00
								<b>Totals for 10-60-5931-30, Programs - Youth:</b>	<b>\$1,234.47</b>
<b>10-60-5931-50, Community Relations</b>									
8/14/2019	803941-062819-0056	Invoice	5784-227	Albertsons/Safeway	Albertsons/Safeway-80	Posted	8/14/2019	\$16.99	\$0.00
8/14/2019	724280-070219-0056	Invoice	5784-229	Albertsons/Safeway	Albertsons/Safeway-72	Posted	8/14/2019	\$4.99	\$0.00
								<b>Totals for 10-60-5931-50, Community Relations:</b>	<b>\$21.98</b>
<b>10-60-5940-30, Reader Services - Youth Serv. Dept.</b>									
8/14/2019	64721	Invoice	5784-197	The Fun Ones	The Fun Ones-64721	Posted	8/14/2019	\$105.00	\$0.00
								<b>Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:</b>	<b>\$105.00</b>
<b>30-65-5926-00, Maint - Bldg Structure (.02 B/M)</b>									
8/14/2019	4204	Invoice	5784-183	Metalmaster Roofmaster	Metalmaster Roofmaste	Posted	8/14/2019	\$449.00	\$0.00
								<b>Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):</b>	<b>\$449.00</b>
								<b>Grand Totals:</b>	<b>\$211,967.74</b>

**Lisle Library District**  
**Account Distribution Report by Number**  
August 14, 2019

# Lisle Library District Account Distribution Report by Number August 14, 2019

- Report name: Account Number Report for August 14, 2019
- Report format: Detail
- Include these transaction dates: 8/14/2019 to 8/14/2019
- Include these post dates: 8/14/2019 to 8/14/2019
- Include all Post Statuses
- Do not include adjustment transactions
- Include miscellaneous entries
- Include these Accounts: Query: Account number report
- Include all Funds
- Include all Classes
- Include all Vendors
- Include all Invoices
- Include all Credit Memos
- Include all Payments
- Include all Purchase Orders
- Include all Receipts
- Include all Account Attributes
- Include all Vendor Attributes
- Include all Invoice Attributes
- Include all Credit Memo Attributes
- Include all Purchase Order Attributes
- Include all Function(s)
- Include all Department(s)

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

Check #	Vendor	Amount	
HSA	Salaries 7/15/19	\$ 64,433.49	
HSA	Garnishment	\$ 146.58	
HSA	Ill. Dept. of Revenue	\$ 4,112.45	
Auto W/D	Howard Simon & Associates	\$ 504.20	
HSA	EFTPS/Electronic Tax Pymt 7/15/19	\$ 21,559.70	
	Fed Tax \$8145.71		
	FICA WH \$6706.99		
	FICA Lib \$6707.00		
HSA	Salaries 7/31/19	\$ 64,566.87	
HSA	Garnishment	\$ 147.28	
HSA	Ill. Dept. of Revenue	\$ 4,121.39	
HSA	EFTPS/Electronic Tax Pymt 7/31/19	\$ 21,616.81	
	Fed Tax \$8165.10		
	FICA WH \$6725.83		
	FICA Lib \$6725.88		
Wired	IMRF	\$ 19,076.36	
	IMRF W/H \$7958.04		
	IMRF Lib. \$11118.32		
	<b>Sub Total</b>	<b>\$ 200,285.13</b>	
Check #	Vendor	Description	Amt
3198	AFLAC (G6920)	Payroll Withholding	336.61
3199	American Marketing & Publishing, L.L.C.	Contract for Close By Text	1250.00
3200	Direct Energy Business	Usage	3907.41
3201	Heritage Technology Solutions	Annual Service Contract	1360.00
3202	Junior Library Guild	SRP	354.60
3203	Konica Minolta Business Solutions	Copier Usage	400.01
3204	Konica Minolta Premier Finance	Lease Copier	211.10
3205	LIMRICC PHIP Health	Health Insurance	27511.71
3206	Midwest Tape (7288)	Processing/DVDs	1847.13
3207	Monaco Mechanical Services, Inc.	Replace Motor Fan	637.42
3208	Republic Services	Garbage	226.41
3209	Village of Lisle	Monthly Internet Service	450.00
3210	Amazon	Books, Games, Supplies, Equipment	842.43
3211	Anderson Pest Solutions	Pest Control	145.23
3212	ASSA ABLOY Entrance Systems US Inc.	Tension Wheel	166.58
3213	Della Dental - Risk	Dental Premium	2102.79
3214	DuPage County Public Works	Usage	118.78
3215	EnvisionWare, INC.	PCI Compliance	167.00
3216	Fifth Third Bank	Supplies, Conference, Programs	415.58
3217	Hagg Press	Postage for Newsletter	1106.08
3218	Industrial Appraisal Company	Fixed Asset Report	170.00
3219	LIMRICC - UCGA	2nd Quarter 2019	528.09
3220	Republic Services	Rubbish Removal	226.71
	<b>Sub Total</b>	<b>\$ 44,483.67</b>	
	<b>TOTAL</b>	<b>\$ 244,768.80</b>	

**RECAP OF PRIOR SHEETS EXPENSES**

TOTAL CORPORATE EXPENSES	<u>\$431,610.45</u>
TOTAL .02 BUILDING/MAINT. EXPENSES	<u>\$449.00</u>
TOTAL IMRF/FICA EXPENSES	<u>\$24,551.20</u>
TOTAL WORKING CASH EXPENSES	<u>                    </u>
TOTAL SPECIAL RESERVE	<u>\$0.00</u>
<b>TOTAL OF ALL ABOVE</b>	<u><u>\$456,610.65</u></u>

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

The above items have been approved by the Lisle Library District Board of Trustees on: / 8/14/2019

\_\_\_\_\_  
 Trustee

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

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

Monthly Circulation Report - July 2019

	Checkouts	Renewals	Jul-19 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	5,737	3,982	9,719	8,954	9,719	8.54%
Adult Print	6,784	4,666	11,450	10,813	11,450	5.89%
Adult Total	12,521	8,648	21,169	19,767	21,169	7.09%
YS Non-Print	1,896	2,019	3,915	2,831	3,915	38.29%
YS Print	9,746	6,039	15,785	12,362	15,785	27.69%
Total YS	11,642	8,058	19,700	15,193	19,700	29.66%
Digital Media						
Overdrive	2,760		2,760	1,849	2,760	49.27%
hoopla	2,045		2,045	2,001	2,045	2.20%
RB Digital	323		323	112	323	188.39%
Total Digital	5,128	0	5,128	3,962	5,128	29.43%
<b>Subtotal Print + Non-Print/Digital</b>	<b>29,291</b>	<b>16,706</b>	<b>45,997</b>	<b>38,922</b>	<b>45,997</b>	<b>18.18%</b>
Computer/Tech Sessions Logins	2,938		2,938	2,785	2,938	5.49%
Database Usage/Unique Logins	2,941		2,941	2,393	2,941	22.90%
Wireless Use	1,770		1,770	1,788	1,770	-1.01%
ScannX sessions/jobs	553		553	611	553	-9.49%
Museum Adventure Passes	38		38	37	38	2.70%
Total IT/Resource Sessions	8,240	0	8,240	7,614	8,240	8.22%
<b>Total Circulation</b>	<b>37,531</b>	<b>16,706</b>	<b>54,237</b>	<b>46,536</b>	<b>54,237</b>	<b>16.55%</b>
Literacy Software Usage Hours			89	94	89	-5.32%
<b>Borrower Information</b>	<b>July 2019 Total</b>	<b>YTD 18/19</b>	<b>YTD 19/20</b>	<b>YTD % Change</b>		
New Library Cards Added	176	181	176	-2.76%		
Monthly Borrowers	3,424	3,297	3,424	3.85%		
Total # Registered Borrowers	10,672	11,130	10,672	-4.12%		
<b>InterLibrary Loans</b>						
Materials Sent	152	138	152	10.14%		
Materials Received	357	459	357	-22.22%		
<b>Polaris/Catalog Holds</b>						
Holds Placed	2,998	3,084	2,998	-2.79%		
Holds Checked Out	2,315	2,348	2,315	-1.41%		

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

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		27	57	69	2	155	137	155	13.14%
Attendees		272	1,034	77	23	1,406	1,373	1,406	2.40%
Computer/Technology Programs		4	2		2	8	9	8	-11.11%
Attendees		20	18		3	41	24	41	70.83%
Performer/Speaker/Author		2	3			5	6	5	-16.67%
Attendees		91	146			237	332	237	-28.61%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	2					2	2	2	0.00%
Attendees	325					325	460	325	-29.35%
<b>Total Number of Programs</b>	2	33	62	69	4	170	154	170	10.39%
<b>Total Patrons Served by Programming</b>	325	383	1,198	77	26	2,009	2,189	2,009	-8.22%
Reference Questions		2,504	1,801	2,375		6,680	6,164	6,680	8.37%
Volunteer Hours		5.00	448.00			453.00	478.00	453.00	-5.23%
<b>Outreach Service Statistics</b>									
Outreach Visits		0	7	6		13	15	13	-13.33%
Patrons Served by Outreach Visits		0	488	302		790	1,022	790	-22.70%
Home Delivery Dates		2				2	2	2	0.00%
Patrons Served via Home Delivery		138				138	90	138	53.33%
<b>Total Outreach Programs</b>		2	7	6		15	17	15	-11.76%
<b>Total Patrons Served with Outreach Services</b>		138	488	302		928	1,112	928	-16.55%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	80						92	80	-13.04%
Number of Outside Groups Using Meeting Space	23						21	23	9.52%
Patrons Entering Building	15,450						15,568	15,450	-0.76%
Friend's Sponsored Programs	1						1	1	0.00%
Attendees	40						32	40	25.00%
<b>Social Media Use</b>									
Facebook (daily page consumption)	2,090						1,791	2,090	16.69%
Twitter Followers	775						728	775	6.46%
Instagram Likes	1,016						405	1,016	150.86%
Flickr Views	12,944						11,013	12,944	17.53%
YouTube Views	776						N/A *	776	--

\* New statline for January 2019.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: August 12, 2019

## July Director's Report

### Meetings:

LLD Special Meeting – July 10	Hummel/Pecak – July 17	Staff – Aug 1
LLD Board of Trustees – July 10	Intergovernmental – July 18	Roncone – Aug 1
WIW conference/webinar – July 11	Parr – July 19	Dept. Directors – Aug 1
Collier – July 12	FQC – July 23	Paul/Pascolla – Aug 2
Hummel – July 12	Staff – July 24	Hummel – Aug 2
Personnel & Policy – July 12	Staff – July 24	Pfaff – Aug 6
Staff – July 15	Staff – July 30	Physical Plant Committee – Aug 7
Staff – July 16	Staff – July 30	Hummel – Aug 9
Bedford/Reifert – July 16	Patron – July 30	Bartelli – Aug 12
Swistack – July 17	Bernstein – July 30	Hummel – Aug 12
Staff – July 17	Parr – July 31	

### Highlights/Developments

#### Intergovernmental

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

**Chamber of Commerce:** The Marq on Main ribbon cutting was successful. The Chamber is hosting a breakfast for Congressman Sean Casten in October. There are 18 new Chamber members. Ale Fest is coming in September.

**Fire District:** The District will be accredited in August. This fall will be the 75<sup>th</sup> anniversary of the District. New fire engines will be red. There is a new ambulance.

**Lisle Township:** The Township is looking to demolish the building and there is an RFP out for that work. There is a suicide prevention coalition comprised of School District 202 & 203. The Township offers food pantry services, job club, financial assistance, and ride assistance to residents.

**District 203:** Annual budget was passed last month. There is a new Board member.

**District 202:** The new elementary school is in the final stages before opening. A private high school is looking to rent part of Schiesher School; eight classrooms.

**LCVB –** The LCVB has met six times with Village staff to determine a funding agreement. No agreement has been made. The LCVB will attend the next Board meeting to request that this be discussed in open meeting.

**Park District –** The PD is exploring a dog park option for the District. The new Universal Design Playground project is well underway and the old equipment will be donated to a disadvantaged community. The PD Masterplan is to be updated. Concerts continue on Wednesdays. There is an upcoming cardboard boat regatta.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: August 12, 2019

## LLD Summer Read 2019

Summer Read concluded with a lovely Wrap-Up Party on July 27<sup>th</sup>. The LLD had a live DJ, ice cream, an inflatable kickball dart board, craft station, and patrons picked up their reading goal prizes. 300 patrons attended the event. Below are some Summer Read program statistics:

- Total registration/sign-ups at the end of the Summer Read program: 456 Adults, 100 Teens, 10 Home Delivery Patrons, and 830 Kids.
- Adult patrons read a total of 2316 titles and wrote 226 reviews.
- Teens read 732 titles and wrote 21 reviews.
- The most-read title among Adults was *Harry Potter and the Goblet of Fire* by J.K. Rowling. Second most popular book was *Where the Crawdads Sing* by Delia Owens.
- The most read title among Teens was *Serafina and the Twisted Staff* by Robert Beatty.
- 251 Adults completed the program by reading and logging 4 books.
- 50 Teens completed the program by reading and logging 4 books.
- 420,000 Minutes Read by Kids
- 30,000 Tokens Awarded to Kids
- 31,000 Missions Completed by Kids

## Finance Department

On August 5, 2019 Ginger Boskelly submitted a letter of resignation. Her last day with the LLD will be September 4, 2019. As you can imagine, this departure will leave a large hole at the LLD, regarding not only financial responsibilities, but also human resources duties. We wish Ginger well in her future ventures.

## Development Options/Owner's Representation

Since the October 19, 2018 LLD Strategic Planning meeting, I have had several informal meetings/conversations with Village of Lisle staff, the Mayor, LLD Trustees, Owner's Representative firms, as well as two developer groups.

In October, the Board stated that they were open to both, exploring the idea of relocating to the downtown area, as well as examining what facility improvements could be accomplished on the current property. The October 19<sup>th</sup> meeting minutes read in part:

*Director Weinstein posed a question to the Committee regarding the Village's Downtown Master Plan. The Director mentioned that both the LLD and the Village were in the process of visioning their futures via strategic planning. She stated that the Library should plan long-range and explore all viable capital project options.*

*Director Weinstein asked the Committee that if a mixed-use development opportunity materialized, would they be open to the idea of the Library being stationed in the downtown area as part of a mixed-use project. She stipulated that this would have to be financially feasible, provide organizational efficiencies, as well as other advantages. Committee members provided positive feedback and agreed that exploring potential opportunities in the downtown area was appropriate.*

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: August 12, 2019

May 2019 welcomed three new Board members and the reelection of a member. On June 12, 2019, the new Board was asked the same question regarding examining the options of relocation or renovation. The consensus opinion was that the Board continued to be open to all options. Board members stated that they wished to procure as much valuable data to be able to make the most informed decisions.

With that direction, and via the Physical Plant Committee, I proposed a facility condition assessment to gauge the current building's maintenance needs - to provide the Board with a baseline of costs to maintain systems, with no adds or innovation. This was accomplished in July 2019 via an independent report produced by Jack Hayes of FQC.

While undergoing the facility assessment, I was contacted by two separate developers. Both inquired about the LLD's interest in relocating to the downtown area. I reiterated that there have been no concrete decisions, but that the Board was open to examining the prospect.

Due to developer interest, I believe it would benefit the LLD to engage an owner's representative (OR). OR's deliver objective advice, define facility projects, and provide cost management and analysis. Upon contacting OR firms to discuss what would best aid the LLD, it was concluded that the LLD could gain a better perspective via undergoing a preliminary planning exercise.

Per the Physical Plant Committee Chair, we discussed this idea at the August 7<sup>th</sup> Committee meeting. The proposed exercise would be a limited engagement with an OR firm to define both the prospect of remaining/renovating on the current property and also exploring relocating to the downtown. The Committee agreed that OR services are warranted, but that the full Board should be apprised.

The Board President has determined that the August LLD Board of Trustees agenda will have an item listed that allows for comprehensive Board discussion regarding capital planning.

### **LLD Technology Plan**

LLD IT Manager Hayes has submitted the LLD Technology Plan. The Plan follows the LLD Director's Report.

### **College of DuPage LTA Intern**

On August 6<sup>th</sup>, I met with Alison Pfaff, Library Technical Associate student. Alison will be conducting her practicum at the LLD beginning on August 20<sup>th</sup>.

Facts regarding the practicum:

- Total of 75 hours; approximately 13-16 weeks with 4-6 hours per week to complete hours of service.
- No financial compensation.
- The student shall work in a variety of departments performing hands-on duties.
- Supervisors shall assess student work throughout practicum.

We look forward to mentoring and assisting Alison in her LTA pursuits.

Respectfully submitted,



Tatiana Weinstein

To: Tatiana Weinstein | LLD Director  
From: Sandra Hayes | IT Manager  
Date: August 9, 2019

## **Lisle Library District (LLD) 2019/2020 Technology Plan**

The Lisle Library District provides technology systems that enable lifelong educational development. Appropriate, effective, and innovative technology allows for the enrichment, education and empowerment of our patrons and staff.

Technology facilitates problem-solving, organization, and contemporary conveniences. The LLD practices sensible budgetary, operational, and planning methods. The LLD utilizes technology systems of hardware, software, and other related processes. This Plan includes a project chart and equipment list (attached).

### LLD 2019/2020 Technology Plan Objectives and Strategies:

#### Objective A – Improved Access to Library Resources

- Provide convenient access to the LLD’s resources internally and externally
- Maintain Polaris catalog access and institute relevant updates; LLD database of materials/collection
- Maintain and enhance LLD website - *lislelibrary.org*; access to LLD materials, resources, services, and digital platforms
- Implement and maintain Capira Mobile APP; provides personal device access to LLD materials, resources, and services

#### Objective B – Patron Empowerment

- Provide secure public access to information via the Internet. The LLD has 25 public PCs. All public PCs shall be updated to Windows 10.
- Maintain wired printing system; provides patrons with the ability to print to printers in black & white and color
- Maintain wireless printing system; provides patrons with the ability to print documents (B&W) via various devices
- Maintain and manage e-commerce system; allows patrons to self-pay fines and fees from within the Library and outside of the library via the LLD website
- Maintain scanning equipment; allows patrons to scan documents and photographs
- Ensure that self-check kiosks provide convenient and effective service; patrons check-out materials via RFID technology and may also pay fines/fees via kiosks

To: Tatiana Weinstein | LLD Director  
From: Sandra Hayes | IT Manager  
Date: August 9, 2019

#### Objective C – MACs

- Provide the Adult and Youth Services departments each with Apple/MAC devices for public use

#### Objective D – Replacements & Updates

- Replace servers between 5-8 years of age
- Replace switches between 5-8 years of age
- Replace PCs between 3-5 years of age
- Update all/various software within last two releases after known issues have been resolved
- Renew software licensing as needed
- Implement ticketing software to better track and resolve IT problems

#### Objective E – Incorporate Enhanced RFID Technology

- Automate check-in process
- Improve inventory process
- Improve self-check process
- Enhance security on materials

#### Objective F – Improved Security

- Maintain and manage firewall software
- Maintain anti-virus systems on staff and public PCs
- Preserve PC locking software on all public PCs
- Provide ongoing security training for staff
- Institute enhanced server room security
- Log server room access in accordance with PCI compliance guidelines

*NOTE: Due to the dynamic and innovative nature of technology, objectives within this Plan may be enhanced, modified, and/or eliminated. Additionally, new systems may be added if warranted and/or required by law or by necessity to achieve overarching technology goals.*

Project Name	Priority	Brief Description	Status	ETA	Notes
Change Password	1	OSG	Ongoing	All Quarters	Firewall changed, most switched changed 5/2018
Database Links	1	Re links from Lisle Library District website that are proxied	Ongoing	All Quarters	
PCI Compliance	1	Annual compliance for payware 4 kiosks on one acct., web payments on another account	Ongoing	All Quarters	Annual: 2 reports and testing quarterly PCI Compliance Form
Security Training	1	Ongoing training	Ongoing	Ongoing	Started 11/29/18
Update Cart Laptops	1	Last update May 2019	Ongoing	Ongoing	Updated: May 2019, November 2018, May 2018
Update YS Laptops	2		Ongoing	Ongoing	Updated December 2018, June 2018
Imaging Project - Create Virtual Machine	1	create machine for test deployment	In Process	Q4 2018-19	Created 05/24/19
Switch Purchase	2	Continue to replace network infrastructure standardizing equipment	TBD	Q4 2018-19	
16 workstations to be deployed for staff	1	lifecycle	TBD	Q1 2019-20	2 Deployed
APP Design - Capira Mobile	1	Capira Mobile	Done	Q1 2019-20	
APP Technical Setup - Capira Mobile	1	Capira Mobile	In Process	Q1 2019-20	
APP Testing - Capira Mobile	1	Capira Mobile	TBD	Q1 2019-20	Internal & External Testing
APP Live - Capira Mobile	1	Capira Mobile	Scheduled	Q1 2019-20	
Battery Backup Install - Circ Wiring Closet	1	Install Battery Backup	TBD	Q1 2019-20	
Battery Backup Install - YS Wiring Closet	1	Install Battery Backup	TBD	Q1 2019-20	
Battery Backup Purchase - Server Room Rack	1	2 racks still need new battery backups	TBD	Q1 2019-20	
Ezproxy go live ETA	2		In Process	Q1 2019-20	
EZproxy server technical setup	2	Link set up for authentication	In Process	Q1 2019-20	Links set up during Jul/Aug need to be tested for second time before moving them live - internal & external testing
Imaging Project - Test Deploy	1		TBD	Q1 2019-20	
Image Staff PCs	1		TBD	Q1 2019-20	
Imaged Staff PCs - Installation	1		TBD	Q1 2019-20	
Internal Trouble Ticketing - Install Ticketing Software	1	Install Spiceworks Software	TBD	Q1 2019-20	

Project Name	Priority	Brief Description	Status	ETA	Notes
My Library Rewards client install on staff PCs that circulate	1	Install software for new My Library Rewards program	Scheduled	Q1 2019-20	August 2019 scheduled time to install
OPAC PCs Purchase	2	Purchase 6 new devices to replace OPACs	TBD	Q1 2019-20	
Public Monitor Installation	2	Install 10 monitors	Done	Q1 2019-20	
Cassie Software Update	1	Update Cassie Software on AS & YS PCs as well as Public Staff PCs	TBD	Q1 2019-20	Cassie software update required before new Public PCs can be installed with Windows 10 v1903 - current version
Rearrange YS Internet PCs	2		TBD	Q1 2019-20	
Switch purchase	1	Purchase 2 Cisco Switches	TBD	Q1 2019-20	
Switch Installation	2	Continue to replace network infrastructure standardizing equipment	TBD	Q1 2019-20	
Work flow diagrams: Polaris, 365	3	OSG	TBD	Q1 2019-20	
Battery Backup Replacement - Entire Machine Room - Update OR New Purchase	2		TBD	Q2 2019-20	Approx. cost \$25-30K
MAC Purchase - Purchase two new MACs; one for AS, one for YS	2	Purchase two MACs for public use	TBD	Q2 2019-20	Approx. cost \$5000.00
Network design: Staff wifi	2		TBD	Q2 2019-20	
Public PC Installation	2	Windows 10 PCs	TBD	Q2 2019-20	Windows 7 will no longer be supported by Microsoft after 01/14/20
Staff PCs - 2018 purchase - Update PCs by department	2	Awaiting Cloning Setup	TBD	Q1 2019-20	2 completed
Purchase Phone Server	2	Purchase New Phone Server	TBD	Q3 2019-20	\$16,000 - \$25,000 approx cost estimate
Small printer consolidation	3	AS printer consolidation	TBD	Q3 2019-20	
MAC Install - Install one MAC in AS, one MAC in YS	2	Install 2 Macs	TBD	Q3 2019-20	Installation of MACs
OPAC PCs Install	2	Install 6 new devices to replace OPACs	TBD	Q3 2019-20	Installation of new PACs
Staff PC Purchase FY 2019-2020	3	Purchase 12 Windows 10 PCs	TBD	Q4 2019-20	lifecycle

## LLD IT EQUIPMENT LIST

### CURRENT COMPUTERS/LAPTOPS

Dept	Type	2018/2019 purchase
Administration - 10	<ul style="list-style-type: none"> <li>• 9 PCs in Admin purchased between 01/29/2009 and 12/11/2012</li> <li>• 2 Laptops – purchased in 2017 &amp; 2019</li> </ul>	3 PCs/staff
Circulation Services - 14	<ul style="list-style-type: none"> <li>• 11 PCs in Circ for Staff purchased between 04/16/2010 and 02/21/2015</li> <li>• 1 Inventory Manager laptop PC – purchased in 2017</li> <li>• 2 Self Check PCs</li> </ul>	2 PCs/staff
Technical Services - 7	<ul style="list-style-type: none"> <li>• 7 PCs in Tech purchased between 05/29/2009 and 06/21/2017</li> </ul>	2 PCs/staff
Adult Services - 39	<ul style="list-style-type: none"> <li>• 13 PCs in Adult Services for Staff purchased between 12/10/2009 and 01/04/2016</li> <li>• 2 Literacy PCs in Adult Services for public use purchased 02/21/2015</li> <li>• 19 PCs in Adult Services for Public use purchased between 04/06/2010 and 05/03/2013</li> <li>• 3 PACs in Adult Services purchased 06/01/2010</li> <li>• 1 Scanner PC purchased in 2018</li> <li>• 1 Microfilm Reader PC purchased in 2015</li> </ul>	24 PCS/ 5 staff, 19 public
Youth Services – 31	<ul style="list-style-type: none"> <li>• 10 PCs in Youth Services for Staff purchased between 12/10/2009 and 06/19/2017</li> <li>• 7 PCs in Youth Services for Public use purchased between 2/21/15 and 7/27/2016</li> <li>• 3 PACs in Youth Services purchased between 08/16/2008 and 06/01/2010</li> <li>• 1 Scanner PC purchased in 2018</li> <li>• 2 Self Check PCs</li> <li>• 8 Laptops – purchased 08/16/2008</li> </ul>	3 PCs/staff
Training Laptops -12	<ul style="list-style-type: none"> <li>• 12 Laptops purchased in 2015</li> </ul>	

### SWITCHES

Switch	Purchase Date	Location
Switch 1	10/10/2018	Circ 1
Switch 2	5/15/2018	Circ 2
Switch 3	5/15/2018	Circ 3
Switch 4	5/15/2018	YS Bottom
Switch 5	5/23/2018	YS Top
Switch 6	5/15/2018	Server Rm
Switch 7	12/01/16	Server Rm
Switch 8	12/01/16	Server Rm
Switch 9	UNKNOWN	Server Rm
Switch 10	UNKNOWN	Server Rm

## SERVERS

Server	Windows OS	Purchase Date
Server 1	Windows Server 2012R2 Standard	08/22/16
Server 2	Windows Server 2012R2 Standard	07/13/15
Server 3	Windows Server 2016 Standard	01/31/18
Server 4	Windows Server 2012R2 Standard	07/13/15
Server 5	Windows Server 2012R2 Standard	05/01/17
Server 6	Windows Server 2012R2 Standard	07/13/15
Server 7	Windows Server 2016 Standard	05/23/18
Server 8	Windows Server 2016 Standard	04/27/19
Server 9	Windows Server 2008R2 Standard	2013-Note this to replace current phone system
Virtual Server Host	Windows Server 2016 Standard	06/08/18
Virtual Server 1	Windows Server 2016 Standard	06/08/18
Virtual Server 2	Windows Server 2016 Standard	06/08/18
Virtual Server 3	Windows Server 2016 Standard	06/08/18

## PRINTERS

Administration	4
Circulation Services	2
Adult Services	6 (2 of these are public)
Adult Services Spare	1
Youth Services	2 (1 of these is public)
Technical Services	2

## **August 2019 Assistant Director Report**

### **Meetings**

- Patriot Electric – Jul 3,11,24
- Board Meeting – Jul 10
- Personnel & Policy Com-Jul 12
- Johnson Controls-Jul 1
- Monaco Mechanical – Jul 16, 22, 24
- Special Board Mtg – Jul 10
- Staff Meeting – Jul 16
- Eco Clean – Jul 24

### **Event Team**

Summer Read wrapped up with a special event Saturday, July 27th from 11am to 2pm. The Event Team planned a celebration of the completion of summer reading goals with an outdoor event featuring music from a DJ, frozen treats, inflatable dart board, craft stations and prize pickup. The Event Team is making plans for Star Wars Reads day on Saturday, October 19<sup>th</sup> and a kick-off of Winter Read on Friday, December 6<sup>th</sup>.

### **Environmental Initiatives**

The LLD strives to be environmentally friendly regarding ordering supplies. For several years now, the Library purchases products made with recycled paper; facial tissue, folders, napkins, paper towels, and toilet paper. The copier and printer paper complies with sustainable forestry initiatives. The sliding glass doors assist with energy efficiency keeping cooling/heating in the building. Sensors are used in several areas to detect non-occupation and turn lights off. Blue recycle bins are in every office, at public desks, in the atrium, meeting/study rooms, and lobby. The Library recycles obsolete electronics and batteries. Some withdrawn books are donated to Better World Books and the Friends of the Lisle Public Library District. The LLD uses LED lights in the outdoor spaces and currently is using LED bulbs throughout the building where possible. Staff are working with our electrician to update non-LED lighting fixtures.

The LLD participates in a ComEd program that provides a 50% discount on purchases of bulbs via a ComEd initiative. Staff contacted ComEd regarding grants and construction grants are available through ComEd, but require a comprehensive planned energy/construction project.

Staff are scheduling an energy audit through ComEd.

### **Monday Lunch Program**

LLD partnered with the Northern Illinois Food Bank and the West Suburban Community Pantry to provide lunch to children on Mondays during the summer months. This year, the LLD added an activity before the lunch. In July, children had a visit from the Lisle-Woodridge Fire District and the Lisle Police, plus other activities such as giant magnetic blocks and stamping. This summer the LLD and partners provided lunch for 165 children on nine separate dates. The West

Suburban Community Pantry made 60 sandwiches for adult caretakers and provided 158 take home snack bags. Thank you to all our partners!

**Facility**

The LLD and surrounding area had a power outage Tuesday, August 16<sup>th</sup> before the Library opened for patrons. Power was restored by 9:45am.

Staff have received requests for additional cleaning of the lobby rest rooms during the day via patron comment at a Personnel and Policy Committee meeting and via Trustee inquiry. Currently, the LLD cleaning vendor comes into the Library to comprehensively clean after 9:30pm. Staff also monitor the restrooms intermittently during the day to ensure that supplies are full. Our current cleaning vendor could accommodate a Monday through Friday afternoon cleaning or cleaning could be outsourced to a different vendor. Staff is investigating costs of such services.

A handwritten signature in black ink that reads "Beth McQuillan". The signature is written in a cursive, flowing style.

Beth McQuillan

## Glen Ellyn repertory troupe from COD to take inspiring show on road



July 3 2019 | GLEN ELLYN – College of DuPage Summer Repertory Theater will present “Can You See Me” on the Glen Ellyn campus and at area locations this summer.

Scripted through improvisation, “Can You See Me” focuses on a group of young children at day camp who create fantasy worlds to express their true feelings, Amelia Barrett, director and theater professor, said in a news release. The annual collaboration between director, designers and cast begins with a general theme, with the script evolving from improvisation.

“When we develop the show each year, we start with the basic foundation – what’s the lesson we want our characters to learn,” Barrett said. “These kids all go on a journey to explore how they can experience love and acceptance in the real world. They learn just how important it is to feel included.”

Campus performances begin at 5 p.m. July 13 and 14 in the MAC’s outdoor Lakeside Pavilion at 425 Fawell Blvd. Guests are invited to bring a blanket, chair and picnic. Concessions will be available.

Remaining community performances include July 6 at Cantigny Park in Wheaton, July 10 at the Lisle Library, and July 13 at the Glen Ellyn Public Library.

The cast includes Brian Egerton (Glen Ellyn), Mark Kinzler (Naperville), Rylan Johnson (Lisle), Philip Laricchia (Oswego), Kailey Nelson (Darien), Emile Pesce (Bolingbrook), Alez Radisavljevic (Bensenville), Ann Sieg (Carol Stream), A.J. Stahnke (Western Springs) and Christina Verges (Brookfield).

Admission is free for all performances. For information, call the MAC box office at 630-942-4000 or visit [www.atthemac.org](http://www.atthemac.org).

## Leslie Goddard portrays Grace Kelly at Lisle Library District



July 3, 2019 11:23 am | Ryan Ostry

When thinking about a fairy tale, prince or even a princess, usually what comes to mind is a make believe story someone once told us at a young age.

For someone such as Grace Kelly, that is all but true.

Kelly was a multitalented American film actress who also became Princess of Monaco after her marriage to Prince Rainier III in April of 1956.

"It's kind of set up today as a biography to give people an idea of her entire life," said actress and historian Leslie Goddard.

Goddard performed at the Lisle Library District, emulating and performing how Kelly carried herself when she was alive.

Born in Philadelphia in 1929, Kelly rose to fame as a leading Hollywood actress following her prominent role in "High Noon".

Along with her Academy Award-winning performances in "The Country Girl", she starred in the Alfred Hitchcock films "Rear Window", "Dial M for Murder" and "To Catch a Thief".

Kelly left Hollywood behind after marrying Prince Rainier III of Monaco in 1956, thereby becoming known as Princess Grace.



In what has been labeled as the “Golden Age of Television”, Kelly appeared in more than 40 episodes of live drama productions broadcast during the early 1950’s.

When portraying someone with such high charisma and charm, Goddard said that even though she was very talented, her exterior was a large reason why she became so popular so quickly.

“She was just so beautiful,” Goddard said. “She was so compelling on the screen, I was always amazed she was in Hollywood for less than four years and people still consider her as one of the greatest actresses of all time.”

Following her successful career in the acting industry at just the age of 26, Kelly began her duties as Princess of Monaco.

The 16-minute civil ceremony that took place in the Palace Throne Room of Monaco on April 18, 1956, and a reception later in the day was attended by 3,000 Monégasque citizens which one part of the two ceremonies they needed to become married.

In total for the wedding, it was estimated that more than 30 million viewers on live television saw the ceremony.

“I think that there is something really intriguing about someone who was such a talented actress and then becomes a princess,” Goddard said. “To me, it really sounds like a true fairy tale.”

Unfortunately, as most fairy tales come to an end, Grace Kelly’s did as well.

On September 13, 1982, Kelly was driving back to Monaco from her country home in Roc Agel when she had a stroke.

As a result, she lost control of her 1971 Rover P6 3500 and drove off the steep, winding road and down a 120-foot mountainside.

As Goddard said that Kelly’s whole existence was that she wanted the fairy tale experience, it was her human qualities that make her fun to emulate, and tell people the real story about her life.

“It’s hard to remember that once you had the fairy tale, that this was an actual human being,” Goddard said. “I’m always interested in those things that make someone human like her having faults or flaws that every single one of us do.”

“I think that even from the 1950’s until now, the whole idea of being a princess is still really deeply embedded in our culture and will always be the ultimate dream.”

# Lisle Library Events

For more information, or to register for any of these events, visit [lislelibrary.org](http://lislelibrary.org) or call 630-971-1675

## KIDS

### Discovery Brigade

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



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

- Ancient Equations (July 1) We're going to expand our skills by delving into some of the oldest puzzles and mathematical tools in history.
- The Sustainable Initiative (July 8) We can conserve resources with renewable devices! Learn about these energy sources and uses!
- Resist Art (July 15) It's time to get creative and move beyond the brushes! Today's all about fun techniques to try while painting.
- Mind Molders (July 22) Riddles, puzzles, enigmas, and more! Do you have what it takes to solve mind-bending challenges?

### Imagination Inc.

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

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

- Green Screen Movies (July 2) Ever wanted to run your own SFX department? Direct a movie with green screen effects.
- It's Alive; Frankentoy's! (July 9) We can combine those old toys into something better! Take broken toys and create FRANKENTOYS!
- Lego WeDo (July 16) What better way to learn engineering basics than with Legos! Come build and program a Lego robot.
- Afternoon Crime Stoppers (July 23) Calling all detectives! The Library needs your sharp eyes and wits to solve a mystery most foul.

## TEENS



**New Program: Coding Club**  
Mondays, July 1, 8, 15 6:30-8:00 PM | Meeting Room B

Join us on Monday evenings for this 6-week exploration of coding. Teens will learn basic coding skills and use available resources and tools to explore their own coding interests as they work toward creating a

final project or reaching an individual or group goal. All levels of coding experience are welcome.

### 3 Steps to College Planning

Thursday, July 18, 6:30-8:00 PM | Meeting Room A

Partners for Achievement share best practices for college admissions and financial aid. Learn to improve your admission odds and entrance essays!

### Zombie Escape The Room

Thursday, July 18, 3:45-5:00 PM | Meeting Room A

An undead horde is on the way to the Library. Can you find the cure? Solve the puzzle before time runs out!

### Slinky Painting

Thursday, July 25, 3:45-5:00 PM | Meeting Room B

Make gravity your paintbrush! Creating colorful abstract art with the endlessly entertaining slinky!

## ADULTS

### New Service: Book a Librarian

LLD cardholders can now schedule 30-minute sessions with a librarian for one-on-one assistance with Library resources, such as databases, finding your next book, and downloading eBooks, or for help using Microsoft Office, Google Drive, and more! Visit [lislelibrary.org/book-librarian](http://lislelibrary.org/book-librarian) to fill out an online form or call or stop by the Connection Desk (630) 971-1675 x 1508 to schedule an appointment.



### Show-Stopping Meals with Chef Maddox

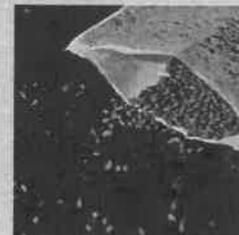
Tuesday, July 23, 7:00-8:00 PM | Meeting Room A/B

Wow the crowd with marvelous meals that are easy to make! Join Chef Maddox for a fantastic cooking demo with pro-tips, then sample the delicious offerings. All-star cooks and amateurs are welcome!

### Right Plant + Right Place = Low Maintenance

Friday, July 26, 7:00-8:30 PM | Meeting Room A/B

Reduce garden maintenance and increase success by choosing the right plants. Join Mary Saba, gardening expert from the Growing Place, and learn how to select plants to work within your garden.



## LITERACY

If you or anyone you know needs help with speaking, reading, writing, or communicating in English, join the ESL for You! classes at the Library. There is no registration required, no fees to attend, and classes are in session all year.

Saturdays 10:00 AM – Noon, July 6 & 20

### New Novel Scenes!

Stop in the Literacy area to check out the More Novel Scenes series. These books help adult learners develop their comprehension, conversation, and pronunciation skills, while enjoying stories about characters in real-life situations. LLD has many materials to help tutors, teachers, and learners! Go to [www.lislelibrary.org](http://www.lislelibrary.org) under Programs/Literacy/ELD/Sites to access the many free apps and website links. More events can be found at [lislelibrary.org](http://lislelibrary.org)

**POLICY 415**  
**LISLE LIBRARY VOLUNTEER PROGRAM**

The purpose of the Volunteer Program is:

1. To broaden the Library's base of community support and involvement
2. To provide work experience
3. To tap the rich resource of volunteer talents and enthusiasm

Volunteers are recruited through personal contact with regular Library users as well as through promotions in the media.

The department directors shall screen volunteers and conduct Library orientation. Volunteers will then be assigned to one of the departments and will work under the direct supervision of the individual staff member whom they will be assisting.

Volunteers' tasks are determined by both the Library's need and the volunteer's talents. Volunteers may elect to adopt one particular project or may serve in a variety of areas and departments, again according to need.

The efforts of all volunteers should complement the efforts of the regular staff.

A record shall be kept of hours worked by each volunteer during the fiscal year. As appropriate, recognition will be given to those who donated their time.

Adopted 3/14/83  
Revised 11/13/02  
Revised 12/10/08

**POLICY 415**  
**LISLE LIBRARY VOLUNTEERS PROGRAM**

The Lisle Library District (LLD) offers volunteer opportunities for District residents to serve the Library and the community. Participation is contingent upon compliance with all applicable LLD policies and procedures. The LLD Director and/or designee shall determine what is in the best interest of the LLD when accepting and placing volunteers.

The purpose of the Volunteer Program is:

- ~~1. To broaden the Library's base of community support and involvement~~
- ~~2. To provide work experience~~
- ~~3. To tap the rich resource of volunteer talents and enthusiasm~~

**A. Purpose**

The LLD volunteer program is designed to:

1. Encourage public service and community involvement.
2. Complement the efforts of LLD employees.
3. Serve as a means to become more familiar with LLD services, resources, materials, and programs.

~~Volunteers are recruited through personal contact with regular Library users as well as through promotions in the media.~~

~~The department directors shall screen volunteers and conduct Library orientation. Volunteers will then be assigned to one of the departments and will work under the direct supervision of the individual staff member whom they will be assisting.~~

~~Volunteers' tasks are determined by both the Library's need and the volunteer's talents. Volunteers may elect to adopt one particular project or may serve in a variety of areas and departments, again according to need.~~

**B. Procedure**

Selection is based on candidate qualifications, volunteer activity requirements, and on the ability to commit to a schedule as determined by a designated LLD employee. Adults and teens may volunteer at the LLD.

To become a volunteer, residents must:

1. Complete an application to volunteer at the LLD. **Written permission is required for any volunteer under the age of 18.**
  - ~~a. Written permission is required for any volunteer under the age of 18.~~
2. Allow for an interview and/or tour of the facility. **Complete an interview with LLD staff.**
3. Undergo a criminal background check for those 18 years of age or older (see LLD Policy 830).

### C. Selection

If a volunteer opportunity arises that meets the needs of the LLD and also matches a volunteer's qualifications, a designated LLD employee will interview the candidate. Candidates 18 years of age or older, will be given the applicable form/s to authorize a criminal background check.

Upon a successful background and/or reference screening, the LLD shall contact the volunteer to conduct an orientation.

While the LLD appreciates every person who wishes to volunteer, opportunities for volunteer work are limited. Therefore, if there are no immediate volunteer openings, completed applications shall be kept on file for one year for future consideration.

~~The efforts of all volunteers should complement the efforts of the regular staff.~~

~~A record shall be kept of hours worked by each volunteer during the fiscal year. As appropriate, recognition will be given to those who donated their time.~~

### D. Supervision

LLD volunteers will have an on-site supervisor who is responsible for the assigned volunteer work.

Supervisors shall:

1. Be available for volunteer assistance and/or guidance.
2. Apprise the volunteer of all applicable policies/procedures that relate to their work.
3. Afford volunteers with the necessary supplies, equipment, and/or space to perform their work.
4. Record the volunteer's hours during their tenure with the LLD.

### E. Responsibilities

LLD volunteers are representatives of the Library while on duty and carry responsibilities that reflect the values of the LLD.

Volunteers shall:

1. Comply with the mission, values, goals, and all applicable policies of the LLD.
2. Be able to capably perform assigned work in order to continue to volunteer at the LLD.
3. Maintain the confidentiality of all LLD proprietary/privileged information, such as confidential information involving technology, staff, Trustees, other volunteers, or patrons.
4. Arrive on time to begin work as scheduled.
5. Contact their supervisor if there is a delay or when not able to work.
6. Wear an assigned LLD volunteer badge that identifies the wearer as a volunteer while

they are working.

7. Supply the LLD a copy of their current/valid vehicle insurance card if they use their personal vehicle while volunteering.

#### F. Practice

1. Volunteers are not paid for their service/work.
2. The LLD does not discriminate on the basis of race, religion, sex or sexual orientation, **gender identity**, national origin, or any other legally protected class in relation to the selection and/or retention of volunteers.
3. Volunteers shall not be used to replace or reduce the number of LLD employees.
4. Both the volunteer and the LLD have the right to terminate the volunteer's association with the LLD at any time, for any reason, with or without cause. **The LLD shall provide documentation for the discontinuation of volunteer service.**
5. Volunteer applications and background check documentation shall be maintained within the Administrative offices of the LLD in accordance with applicable record retention guidelines.
6. The LLD does not supply agency or court-ordered community service hour work.

Adopted 3/14/83  
Revised 11/13/02  
Revised 12/10/08  
Revised \_\_/\_\_/19

## **POLICY 415 VOLUNTEERS**

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To become a volunteer, residents must:

1. Complete an application to volunteer at the LLD. Written permission is required for any volunteer under the age of 18.
2. Complete an interview with LLD staff.
3. Undergo a criminal background check for those 18 years of age or older (see LLD Policy 830).

### **C. Selection**

If a volunteer opportunity arises that meets the needs of the LLD and also matches a volunteer's qualifications, a designated LLD employee will interview the candidate. Candidates 18 years of age or older will be given the applicable form/s to authorize a criminal background check.

Upon a successful background and/or reference screening, the LLD shall contact the volunteer to conduct an orientation.

While the LLD appreciates every person who wishes to volunteer, opportunities for volunteer work are limited. Therefore, if there are no immediate volunteer openings, completed applications shall be kept on file for one year for future consideration.

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Volunteers shall:

1. Comply with the mission, values, goals, and all applicable policies of the LLD.
2. Be able to capably perform assigned work in order to continue to volunteer at the LLD.
3. Maintain the confidentiality of all LLD proprietary/privileged information, such as confidential information involving technology, staff, Trustees, other volunteers, or patrons.
4. Arrive on time to begin work as scheduled.
5. Contact their supervisor if there is a delay or when not able to work.
6. Wear an assigned LLD volunteer badge that identifies the wearer as a volunteer while they are working.
7. Supply the LLD a copy of their current/valid vehicle insurance card if they use their personal vehicle while volunteering.

#### F. Practice

1. Volunteers are not paid for their service/work.
2. The LLD does not discriminate on the basis of race, religion, sex or sexual orientation, gender identity, national origin, or any other legally protected class in relation to the selection and/or retention of volunteers.
3. Volunteers shall not be used to replace or reduce the number of LLD employees.
4. Both the volunteer and the LLD have the right to terminate the volunteer's association with the LLD at any time, for any reason, with or without cause. The LLD shall provide documentation for the discontinuation of volunteer service.
5. Volunteer applications and background check documentation shall be maintained within the Administrative offices of the LLD in accordance with applicable record retention guidelines.
6. The LLD does not supply agency or court-ordered community service hour work.

Adopted 3/14/83  
Revised 11/13/02  
Revised 12/10/08  
Revised 8/14/19

**POLICY 830  
EMPLOYEE & VOLUNTEER  
REFERENCE/BACKGROUND CHECKS**

The Lisle Library District (LLD) is committed to providing a safe and secure environment in which to work and engage with patrons and the community at large.

Prior to extending an offer for employment/volunteering, the LLD shall conduct a detailed reference/background check of an adult<sup>1</sup> applicant for institutional employment or for volunteer work.

All offers of for employment/volunteering are contingent upon clear results of the a reference/background check. The LLD reserves the right to use a third-party agency to conduct background checks. The LLD will notify applicants before conducting any reference/background checks. All reference/background checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

The LLD will eliminate from further consideration for employment/volunteering any applicant who provides false, misleading, or willfully deceptive information on his/her application or resume, during an interview, or during the reference/background check process. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment.

A. Reference Checks

The LLD may request professional, personal, and/or academic references from applicants. Reference checks may be conducted by mail, email, telephone, in-person interview, or a combination of these methods. Reference checks are conducted by LLD personnel.

B. Background Checks

Background Checks will be conducted by a third-party agency and may include:

1. Social Security verification - validates the applicant's Social Security number, date of birth, and former addresses.
2. Prior employment verification - confirms applicant's employment with companies, including dates of employment, position held, and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire.
3. Personal and professional references - calls will be placed to individuals listed as references by the applicant.
4. Educational verification - confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
5. Criminal history - includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - a. The nature of the crime and its relationship to the position.
  - b. The time since the conviction.
  - c. The number (if more than one) of convictions.

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<sup>1</sup> Person who has reached the legal age of majority in Illinois; 18 years of age.

- d. Whether hiring the applicant would pose an unreasonable risk to LLD patrons, employees, and/or vendors.

The following additional background searches will be required if applicable to the position:

- e. Motor vehicle records - provides a report on an individual's driving history. This search will be run when driving is an essential requirement of the position.
- f. Credit history – confirms candidate's credit history. This search will be run for **employee** positions that involve management of LLD funds and/or handling of cash or credit cards.

#### C. Current LLD Employees/Volunteers

Current employees and volunteers are similarly subject to background checks when warranted. Additionally, current employees/volunteers must report to their supervisor in writing, within five business days, any criminal convictions, excluding ~~misdemeanor minor traffic offenses/violations~~. For positions that require the operation of a motor vehicle, current employees/volunteers also must report minor traffic violations. Failure to do so is a violation of this Policy and may lead to disciplinary action/dismissal. All employees/volunteers with new or existing convictions will be evaluated for continued employment/assignment.

#### D. Procedure

1. Candidates must complete a background check authorization form.
2. The LLD Finance Director will order the background check upon receipt of the signed form and a screening service will conduct the check.
3. Applicable LLD staff will review the results and notify the respective Department Director of the results of the check.
4. ~~A conviction of a crime does not automatically preclude employment.~~ Subject to the results, appropriate staff shall assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired/assigned. A conviction of a crime does not automatically preclude employment.
5. If a decision not to hire/assign a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Finance Director in conjunction with the screening service.
6. ~~Background check information will be maintained in a file separate from employee personnel/volunteer files for a minimum of seven years.~~ **Background check information will be maintained by appropriate Administrative staff and kept for a minimum of seven years. Background check information will be retained in locked, fireproof cabinets, separate from general personnel and volunteer files.**

Adopted \_\_\_\_/19

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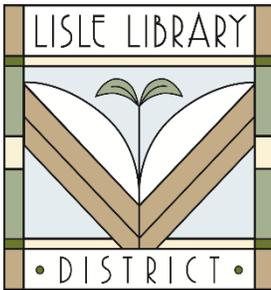
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Adopted 8/14/19



# LISLE LIBRARY DISTRICT

777 Front Street, Lisle IL 60532 - lislelibrary.org - 630.971.1675

## AUTHORIZATION FOR BACKGROUND CHECK

Full Legal Name: \_\_\_\_\_  
(First Name, Full Middle Name, Last Name)

All Previously Used Former or Other Names: (AKA, Maiden Names, Married Names, Surnames, Etc.)  
\_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Prior Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Email Address\*: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

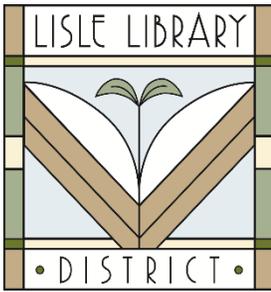
**OPTIONAL: Gender\*\*:**  Male,  Female **Race\*\***  American Indian/Alaska Native,  Asian,  African-American (Black),  Caucasian (White),  Hispanic/Latino,  Native Hawaiian or Other Pacific Islander,  Two or More Races,  Other/Unknown

### Your signature below indicates the following:

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to Lisle Library District any records or information referenced in the provided disclosure statement for [employment or](#) volunteer related purposes;
- 2) You authorize ongoing procurement of any records or information, ~~reports and records~~ at any time during your relationship with Lisle Library District to the extent allowed by law;
- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Lisle Library District and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your [volunteer](#) application consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Your email address will be provided to notify you when any adverse public record information is being reported.  
\*\* This information will be used for background screening and record matching purposes only.



# LISLE LIBRARY DISTRICT

777 Front Street, Lisle IL 60532 - lislelibrary.org - 630.971.1675

## AUTHORIZATION FOR BACKGROUND CHECK

Full Legal Name: \_\_\_\_\_  
(First Name, Full Middle Name, Last Name)

All Previously Used Former or Other Names: (AKA, Maiden Names, Married Names, Surnames, Etc.)  
\_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Prior Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Email Address\*: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth\*\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

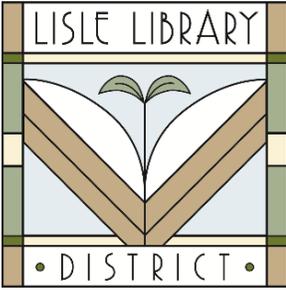
OPTIONAL: Gender\*\*:  Male,  Female Race\*\*  American Indian/Alaska Native,  Asian,  African-American (Black),  Caucasian (White),  Hispanic/Latino,  Native Hawaiian or Other Pacific Islander,  Two or More Races,  Other/Unknown

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- 3) You authorize the use of a fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Lisle Library District and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes;
- 5) You understand and agree that in connection with your application consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

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# LISLE LIBRARY DISTRICT

777 Front Street, Lisle IL 60532 - lislelibrary.org - 630.971.1675

## NOTICE REGARDING BACKGROUND CHECKS AUTHORIZED BY A MINNESOTA, OKLAHOMA, CALIFORNIA, MAINE APPLICANT/EMPLOYEE/VOLUNTEER

- Check this box if you are a Minnesota, Oklahoma, or California applicant**, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only: a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

**CALIFORNIA APPLICANTS:** Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

**MAINE APPLICANTS:** Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer

## NOTICE REGARDING BACKGROUND INVESTIGATIONS PURSUANT TO CALIFORNIA LAW

Lisle Library District (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living.

With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Trak-1, 7131 Riverside Parkway, Tulsa, Oklahoma 74136. The source of any credit report will be Trak-1, 7131 Riverside Parkway, Tulsa, Oklahoma 74136. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

INITIALS \_\_\_\_\_

To: Physical Plant Committee  
 From: Tatiana Weinstein/Beth McQuillan  
 Date: August 2, 2019

**The following, outlines the emergency AHU replacement project and staff’s due diligence:**

URGENT AHU PROJECT

Recommendation per independent assessment conducted by FQC Construction Management (report presented to LLD on July 10, 2019).

*Urgent/Critical: Defined to indicate the building system being assessed required attention within the next year. Priority should be given to planning upgrade/replacement/repair of the item as soon as possible (FQC).*

Original 1980 Building Heating & Cooling Plant:

- ✓ The Trane Air Handling Units (AHU-1W and AHU-2W) are beyond their useful life and should be replaced. The Library has been served well by Monaco to keep them going. However, due to their age and the potential challenge of sourcing parts, the units are at risk of going down and not being able to be made operational without a wholesale replacement. This puts the Library at risk for not having HVAC in a substantial portion of the building for an extended period of time. **Priority – Critical.**
- ✓ The Trane Air Handling Units (AHU-1E and AHU-2E) are at the end of their useful life and should be scheduled for replacement. The Library has been served well by Monaco to keep them going, however the maintenance reports on these units indicate a recurring series of problems. Due to their age, their maintenance record and the potential challenge of sourcing parts, the units are at risk of going down and not being able to be made operational without a wholesale replacement. This puts the Library at risk for not having HVAC in a substantial portion of the building for an extended period of time. **Priority – Critical.**

LLD Staff have contacted three companies who can provide AHU replacement in an expeditious manner (*others could not automatically accommodate swift timeframe*). Companies provided quotes for AHU replacement with basic inclusions and alerted the LLD to costs not included in quotes. Companies recommended having not-to-exceed amount built in for additional costs.

*Sample recommendation (figures serve as an example):*

The Physical Plant Committee recommends that the LLD Board of Trustees move to replace the facility’s four air handling units, using VENDOR \_\_\_\_, with costs not to exceed (\$225,000) for emergency AHU replacement and with costs not-to-exceed (\$50,000) for supplementary work related to project.

HVAC COMPANY	TIMELINE	COSTS	ADDITIONAL COSTS
<b>VENDOR 1</b>	October/November	\$180,000.00 – 200,000.00	Electrical, fire safety, new condensers, new controls (Precision), rentals, permits, etc...
<b>VENDOR 2</b>	November	\$369,768.00	HVAC rental equipment (crane), permits, addtl fees, inspections, electrical, structural work (walls, flashing, paint), fire safety, new controls (Precision).
<b>VENDOR 3 (CURRENT)</b>	Can schedule immediately; phasing to start in October	\$198,300.00 includes: electrician, permits. Precision tech components	Fire Safety, rental equip if needed, Cutting, Coring, Patching and/or Painting.

ORDINANCE 19-03

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE LISLE LIBRARY DISTRICT:

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

<b>1</b>	<b>CORPORATE FUND</b>	<b>BUDGET 2019-2020</b>	<b>2019-2020 AMOUNT TO BE APPROPRIATED</b>
<b>EXPENDITURES</b>			
<b>A.</b>	<b>EMPLOYEE COSTS</b>		
	Salaries	\$2,262,069.96	\$2,263,000.00
	Health Insurance	\$340,000.00	\$340,000.00
	Compysch Asst Plan	\$870.00	\$400.00
	Unemployment compensation	\$4,000.00	\$4,000.00
	Tuition Reimbursement	\$0.00	\$2,000.00
		<b>\$2,606,939.96</b>	<b>\$2,609,400.00</b>
<b>B.</b>	<b>BUILDING COSTS</b>		
	Internet Service Provider	\$5,400.00	\$5,400.00
	Inet	\$1,810.00	\$1,810.00
	Utilities	\$71,900.00	\$75,495.00
	Maintenance Contracts	\$82,500.00	\$99,000.00
	Maintenance/Repairs	\$92,700.00	\$111,240.00
	Rubbish Removal	\$2,500.00	\$2,800.00
		<b>\$256,810.00</b>	<b>\$295,745.00</b>

C.	<u>OPERATING EXPENSES</u>		
	Postage	\$13,000.00	\$14,300.00
	Printing/Spec Services	\$19,000.00	\$19,000.00
	Office Supplies	\$25,700.00	\$30,000.00
	Circ Material Supplies	\$10,000.00	\$11,000.00
	Processing Supplies	\$28,000.00	\$29,400.00
	Publishing	\$2,200.00	\$2,310.00
	Safety Deposit Box Rental	\$150.00	\$150.00
	Check Printing/Bank charges	\$3,350.00	\$3,550.00
	Local Travel	\$500.00	\$650.00
		\$101,900.00	\$110,360.00
D.	<u>INSURANCE</u>		
	Fidelity Bond	\$2,100.00	\$2,100.00
	Property and Liability Coverage	\$22,600.00	\$25,000.00
	Notary Bond	\$65.00	\$70.00
	Workers Comp Insurance	\$6,200.00	\$6,700.00
		\$30,965.00	\$33,870.00
E.	<u>CONTRACTUAL SERVICES</u>		
	Legal services	\$15,000.00	\$20,000.00
	Collection Agency	\$700.00	\$700.00
	Other Contractual Services	\$80,500.00	\$128,550.00
	Investment Agency Consultants	\$7,000.00	\$7,350.00
	Audit Fee	\$10,000.00	\$8,650.00
	Payroll Service	\$7,700.00	\$7,700.00
	Accounting Maintenance/Upgrades	\$8,950.00	\$11,000.00
		\$129,850.00	\$183,950.00
F.	<u>PERSONNEL DEVELOPMENT</u>		
	Dues/Meetings, Conferences-Staff	\$22,100.00	\$22,100.00
	Memorial/Tribute/Recognition	\$2,000.00	\$2,000.00
	In Service	\$3,000.00	\$3,000.00
	Training-continuing ed-Staff	\$1,500.00	\$2,000.00
	Dues/Meetings, Conferences, Training-Trustees	\$3,525.00	\$3,600.00
		\$32,125.00	\$32,700.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$52,500.00	\$57,750.00
	Major Equipment	\$76,000.00	\$91,000.00
	Minor Equipment	\$3,500.00	\$4,000.00
	Rental-Postage Meter	\$720.00	\$750.00
	Equipment Maintenance/Repair	\$20,000.00	\$21,000.00
		\$152,720.00	\$174,500.00

H.	<u>LIBRARY MATERIALS</u>		
	Literacy	\$9,000.00	\$10,000.00
	Books	\$232,700.00	\$244,335.00
	Databases	\$152,700.00	\$160,350.00
	AV	\$135,300.00	\$150,000.00
	Periodicals	\$46,500.00	\$48,825.00
	Document Delivery	\$23,000.00	\$23,000.00
		\$599,200.00	\$636,510.00
I.	<u>PROGRAMS</u>		
	Programs/Lectures	\$37,000.00	\$40,000.00
	Readers Services	\$7,500.00	\$8,250.00
		\$44,500.00	\$48,250.00
J.	<u>RESTRICTED EXPENSES</u>		
	Gifts (if restricted gifts are received)	\$0.00	\$20,000.00
	Per Capita Grant (per State if received)	\$0.00	\$35,700.00
	Transfer to Special Reserve Fund*	\$300,000.00	\$900,000.00
	Transfer to IMRF (supplemental funding)	\$50,000.00	\$50,000.00
		\$350,000.00	\$1,005,700.00
K.	<u>CONTINGENCY</u>	\$25,000.00	\$25,000.00
	<b>SUBTOTALS</b>	<b>\$4,330,009.96</b>	<b>\$5,155,985.00</b>
<b>2</b>	<b>.02 BUILDING/MAINTENANCE FUND</b>	\$10,000.00	\$15,000.00
<b>3</b>	<b>IMRF FUND</b>	\$176,000.00	\$176,000.00
<b>4</b>	<b>FICA FUND</b>	\$173,048.35	\$173,048.35
		<b>\$4,689,058.31</b>	<b>\$5,520,033.35</b>
<b>5</b>	<b>SPECIAL RESERVE FUND</b>		
	Facility and campus	\$345,000.00	\$500,000.00
	Furniture & Equipment	\$30,000.00	\$32,000.00
	Consulting	\$75,000.00	\$100,000.00
	Interior Renovations	\$10,000.00	\$10,000.00
	Security System	\$140,000.00	\$180,000.00
		\$600,000.00	\$822,000.00
	<b>TOTALS</b>	<b>\$5,289,058.31</b>	<b>\$6,342,033.35</b>

\*The LLD Board of Trustees intends to dissolve the Working Cash Fund at the end of FY 19/20 and direct the transfer of the balance, including any interest that has accrued, to the Corporate Fund in accordance with 75 ILCS 16/30-100. Upon approval of the dissolution of the Working Cash Fund and transfer of funds, the Board intends to transfer those funds to the Special Reserve Fund. The Appropriation amount allows for additional transfer of surplus funds, if available.

Section 2: As part of the Annual Budget, it is stated:

(a) That the cash on hand at the beginning of the fiscal year is \$ 11,015,341.07.

(b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,686,096.46.

(c) That the estimated expenditures for the fiscal year are \$ 5,289,058.31.

(d) That the estimated cash expected to be on hand at the end of the fiscal year is \$ 10,412,379.22.

(e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,192,346.46.

(f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 493,750.00.

Section 3: That the funds in the total amount of \$6,342,033.35 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Section 4: The receipts and revenue of the said Lisle Library District derived from sources other than taxation and specifically appropriated and all unexpended balances from the preceding fiscal year not required for the purpose for which they were appropriated and levied may be transferred to and become part of the Special Reserve Fund for the purchase of Sites and Buildings, the Construction, Repair, Remodeling, Improving and Equipping of the Same.

Section 5: The Board does not intend to levy for FY 2019-2020 any tax under 75 ILCS 16/35-5 for the Building Maintenance Fund (Special Tax of 0.02%). This Ordinance appropriates expenditures of the Building Maintenance Fund and of the Corporate Fund for building and maintenance expenses.

Section 6: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 18<sup>th</sup> day of September, 2019, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Approved by me this 18<sup>th</sup> day of September, 2019.

\_\_\_\_\_  
Thomas Hummel  
President, Lisle Library Board of Trustees

Attest:

\_\_\_\_\_  
Emily Swistak  
Secretary, Lisle Library Board of Trustees

Submitted to be published on the 20<sup>th</sup> day of September, 2019.  
Published in the Daily Herald on the 25<sup>th</sup> day of September, 2019.

DRAFT

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30410
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0292
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Lisle Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	777 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Lisle
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60532
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	777 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Lisle
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60532
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(630) 971-1675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(630) 971-1701
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.lislelibrary.org">http://www.lislelibrary.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Tatiana Weinstein
1.15 Title	Director
1.16 Library Director's E-mail	tatiana@lislelibrary.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

	DuPage
1.21a County in which the administrative entity is located [PLSC 161]	
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	28,504
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 21.1 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 21.0]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2019
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Chris Knight
3.5 Telephone Number of Person Preparing Report	630-971-1675
3.6 FAX Number	630-971-1701
3.7 E-Mail Address	knightc@lislelibrary.org

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year reporting period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation
<b>Referendum 5</b>					
4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

- 4.8 District Conversion - Effective Date (mm/dd/year)
- 4.9 Territory Annexation - Effective Date (mm/dd/year)
- 4.10a Other Action by Backdoor Referendum (please specify)
- 4.10b Other - Effective Date (mm/dd/year)
- 4.11a Other Action by Backdoor Referendum (please specify)
- 4.11b Other - Effective Date (mm/dd/year)

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Jenny Norton
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	nortonj@lislelibrary.org
5.10 Home Address	5005 Columbia Ave.
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

**Second member**

**אגודת חסידות סאטמאר**

<b>5.5 Name</b>	<b>Thomas Hummel</b>
<b>5.6 Trustee Position</b>	President
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2023</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>hummelt@lislelibrary.org</b>
<b>5.10 Home Address</b>	<b>824 59th St.</b>
<b>5.11 City</b>	<b>Lisle</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60532</b>

**Third member**

<b>5.5 Name</b>	<b>Thomas Duffy</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2023</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>duffyt@lislelibrary.org</b>
<b>5.10 Home Address</b>	<b>2544 Northwood Ave.</b>
<b>5.11 City</b>	<b>Lisle</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60532</b>

**Fourth member**

<b>5.5 Name</b>	<b>Marjorie Bartelli</b>
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>bartellim@lislelibrary.org</b>
<b>5.10 Home Address</b>	<b>900 Riedy Rd.</b>
<b>5.11 City</b>	<b>Lisle</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60532</b>

**Fifth member**

<b>5.5 Name</b>	<b>Emily Swistak</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>05/2021</b>
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>swistake@lislelibrary.org</b>
<b>5.10 Home Address</b>	<b>6 S 130 Carlyle Ct.</b>
<b>5.11 City</b>	<b>Naperville</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60540</b>

**Sixth member**

**Sixth member**

5.5 Name	Liz Sullivan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2021
5.8 Telephone Number	
5.9 E-mail Address	sullivan@lislelibrary.org
5.10 Home Address	1930 Chatfield Ln.
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60532

**Seventh member**

5.5 Name	Karen Larson
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	larsonk@lislelibrary.org
5.10 Home Address	4709 Schwartz Ave.
5.11 City	Lisle
5.12 State	IL
5.13 Zip Code	60352

**Eighth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**Ninth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	29,500
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Provide quiet room or space as needed
6.3a Total Number of Meeting Rooms	1
6.3b Total number of times meeting room(s) used by the public during the fiscal year	287
6.4a Total Number of Study Rooms	4
6.4b Total number of times study room(s) used by the public during the fiscal year	5,005

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

**Age of Facility**

Please indicate the number of buildings in each category below.

5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
			1		

**Type of Work Needed**

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$55,000	0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning	1	\$400,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures	1	\$180,000	0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas	1	\$15,000	0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$30,000	0	\$0
New building construction (construction of a new facility)			0	\$0

Building additions (adding square feet to existing facility)	0	\$0
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**Type of Work in Progress**

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$22,050	0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading			0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$10,140,740
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?  Yes  No

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.   
The Library has a special reserve ordinance 16-03. Facility assessment completed in FY18-19 and actively discussing facility options. \$3,308,789

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?  Yes  No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) **\$4,394,728**

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?  Yes  No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) **\$4,179,646**

**State Government**

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

**Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).**

**If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).**

8.2 Per capita grant	\$35,630
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$17,728
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$53,358

**Federal Government**

**This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).**

**If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).**

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

**Other Income**

**This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.**

8.13 Monetary Gifts and Donations	\$1,133
8.14 Other receipts intended to be used for operating expenditures	\$249,743
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$250,876
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,698,962
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**Safeguarding of Library Funds**

**This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."**

**For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."**

**For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received**

by the district in the last previous fiscal year..., or the insurance policy or other insurance instrument's coverage " ... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Surety Bond
8.18b	Proof of Certificate of Insurance for Library Funds	SKM_C45819071809540.pdf
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,400,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

**OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)**

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

**STAFF EXPENDITURES (9.1-9.3)**

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE:** Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLSC 350]	\$2,055,941
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$602,598
9.2b	If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3	Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,658,539

**COLLECTION EXPENDITURES (10.1 - 10.4)**

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE:** Round answers to the nearest whole dollar.

10.1	Printed Materials (books, newspapers, etc.) [PLSC 353]	\$289,300
10.2	Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$144,645
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$122,000
10.3b	Please provide an explanation of the other types of material expenditures.	DVDs, Blu-rays, CDs, Games, Art Prints, Digital devices, AV kits

10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] \$555,945

**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.)

\$1,228,723

[PLSC 357]

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]

\$4,443,207

**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

**Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE:** Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales \$0

12.1b Local Government: Other \$0

12.1c Total Local Government (12.1a + 12.1b) [PLSC 400] \$0

12.2 State Government [PLSC 401] \$0

12.3 Federal Government [PLSC 402] \$0

12.4 Other Capital Revenue [PLSC 403] \$0

12.5 If Other, please specify

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404] \$0

**Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE:** Round answers to the nearest whole dollar.

**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	18	18	13.2 Primary Work Area	\$573.24	660.00
13.1 Position Title			13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
Director		Library Director		\$57.13	37.50
Assistant Director		Assistant Library Director		\$46.96	37.50
Technical Service Director		Cataloging		\$33.89	37.50
Adult Services Director		Adult Services		\$34.50	37.50
Youth Services Director		Children's Services		\$37.33	37.50
Circulation Director		Circulation		\$41.99	37.50
Adult Services Assistant Director		Adult Services		\$26.16	37.50
Youth Services Assistant Director		Children's Services		\$33.22	37.50
Cataloger		Cataloging		\$22.36	30.00
Literacy Librarian		Adult Services		\$31.47	37.50
Librarian		Adult Services		\$25.06	37.50
Librarian		Adult Services		\$21.60	37.50
Librarian		Adult Services		\$28.49	37.50
Librarian		Adult Services		\$31.63	37.50
Librarian		Adult Services		\$32.73	37.50
Librarian		Children's Services		\$22.79	30.00
Librarian		Children's Services		\$23.03	37.50
Librarian		Children's Services		\$22.90	37.50

**Group A Total**

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

16.50

**Group A hidden group hours**

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>

**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	16.50

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	787.00
13.14 Minimum hourly rate actually paid	\$13.26
13.15 Maximum hourly rate actually paid	\$43.08
13.16 Total FTE Group C employees (13.13 / 40)	19.68

**Group D**

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	107.00
13.18 Minimum hourly rate actually paid	\$8.98
13.19 Maximum hourly rate actually paid	\$12.05
13.20 Total FTE Group D employees (13.17 / 40)	2.68

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	63.00
13.22 Minimum hourly rate actually paid	\$17.33
13.23 Maximum hourly rate actually paid	\$19.49
13.24 Total FTE Group E employees (13.21 / 40)	1.58
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	23.93
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	40.43

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary					
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13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary 1	1	1	30.00	1	1	
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	
Librarian	Children's Services	Master's Degree (ALA accredited)	30.00	Filled	05/2019	

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,469
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,469
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	168,229

**PROGRAMS & ATTENDANCE (15.1 - 15.17)**

**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

**Note:** Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Passive Programs:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	739	22,292	15	2,035
Young Adult	104	1,114	3	16
Other	946	7,858	10	10
Total	1,789	31,264	28	2,061

15.17a Did the library provide any special programming for patrons on the autism spectrum?

15.17b Please describe the programming provided.

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	10,751
16.2a Total Number of Unexpired Non-resident Users Cards	3
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,026.96
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	10,754
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

## RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	112,193
17.2 Current Print Serial Subscriptions [PLSC 460]	340
17.3 Total Print Materials (17.1+17.2)	112,533
17.4 E-books Held at end of the fiscal year [PLSC 451]	86,339
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	12,397
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	35,959
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	17,072
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	4,396

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	41
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	54

**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	207,937
18.2 Number of young adult materials loaned	3,925
18.3 Number of children's materials loaned [PLSC 551]	158,984
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	370,846

**Report circulation, including renewals, by the material types below.**

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	237,533
18.6 Videos/DVDs- Physical	89,562
18.7 Audios (include music)- Physical	24,757
18.8 Magazines/Periodicals- Physical	4,495
18.9 Other Items- Physical	14,499
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	370,846
18.11 Use of Electronic Materials [PLSC 552]	48,560
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	419,406
18.13 Successful Retrieval of Electronic Information [PLSC 554]	40,766
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	89,326
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	460,172
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	1,710
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	4,821

**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

**Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	73,945
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**One-on-One Tutorials**

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials **3,836**

**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library **114**  
 20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library **59**  
 20.3 Is your library's catalog automated? **Yes**  
 20.4 Is your library's catalog accessible via the web? **Yes**  
 20.5 Does your library have a telecommunications messaging device for the hearing impaired? **No**

**INTERNET (21.1 - 21.9)**

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access? **Yes**  
 21.2a What is the maximum speed of your library's Internet connection? (Select one) **Other (specify)**  
 21.2b If Other, please specify **500 Mbps shared, 125 Mbps each entity in consortium**  
 21.3 What is the monthly cost of the library's internet access? **\$450**  
 21.4 Number of Internet Computers Available for Public Use [PLSC 650] **25**  
 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] **22,293**  
 21.6 Wireless Sessions Per Year [PLSC 652] **18,085**  
 21.7 Does your library utilize Internet filters on some or all of the public access computers? **No**  
 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? **Yes**  
 21.9 Number of website visits or sessions to your library website [PLSC 653] **228,296**

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year? **No**  
 22.2a If YES, did your library apply for Category 1, Category 2 or both?   
 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?   
 22.3 If NO, why did your library NOT participate in the E-rate program? **Negligible benefit**

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$21,901
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,339.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Thomas Hummel
25.4 Second board member completing the audit	Jenny Norton
25.5 Date the Secretary's Audit was completed	

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Library Director	Electronic Signature	Date
President		
Secretary		

## **IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

**NOTE:** All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@iilsos.net).

Resolution 19-06

A RESOLUTION APPOINTING THE LISLE LIBRARY DISTRICT'S (LLD) ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) REPRESENTATIVE/AUTHORIZED AGENT

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE LISLE LIBRARY DISTRICT:

Section 1: That LLD Director, Tatiana Weinstein, is hereby appointed the "Authorized Agent" to act as the agent of the Lisle Library District in IMRF matters;

Section 2: That all Authorized Agents, may submit a nominating petition and cast a ballot in an Executive Trustee IMRF election;

Section 3: That IMRF shall be notified of the appointment via completion of IMRF Form 2.20, "Notice of Appointment of Authorized Agent."

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

ADOPTED this 14<sup>th</sup> day of August, 2019, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Thomas Hummel, President of the LLD Board of Trustees

ATTEST:

\_\_\_\_\_  
Emily Swistak, Secretary of the LLD Board of Trustees



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME <b>LISLE LIBRARY DISTRICT</b>		EMPLOYER IMRF I.D. NUMBER	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME <b>WEINSTEIN, TATIANA</b>	FIRST NAME	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY <b>PUBLIC LIBRARY BOARD OF TRUSTEES</b>			
DATE APPOINTMENT MADE (MM/DD/YYYY) <b>08/14/2019</b>	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) <b>08/14/2019</b>	POSITION TITLE <b>DIRECTOR</b>	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>X</b>		<b>08/14/2019</b>	
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <b>EMILY SWISTAK</b>		do hereby certify that I am <b>SECRETARY</b>	
NAME		CLERK OR SECRETARY	
of the <b>LISLE LIBRARY DISTRICT BOARD OF TRUSTEES</b>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<b>Ms.</b> <input type="checkbox"/> rs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS			
<b>777 FRONT STREET</b>			
CITY STATE AND ZIP + 4			
<b>LISLE, IL 60532-2287</b>			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
<b>(630) 971-1675</b>			
FAX NO. (with Area Code)		EMAIL ADDRESS	
<b>(630) 971-1701</b>		<b>TATIANA@LISLELIBRARY.ORG</b>	

### IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

LISLE LIBRARY DISTRICT  
PHYSICAL PLANT COMMITTEE MEETING  
April 17, 2019 - 7:00 p.m.

1. Roll call

Present:

Thomas Hummel - Vice President | Chair

Marjorie Bartelli - Secretary

Emily Swistak - Trustee

Jay Fisher - President/Ex-officio

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the March 6, 2019 Physical Plant Committee Meeting

**MOTION:** Trustee Swistak moved to approve minutes of the March 6, 2019 Physical Plant Committee meeting. Secretary Bartelli seconded.

Roll Call Vote - All Aye. The motion passed.

4. HVAC project for administrative offices - update

Director Weinstein discussed vendor quotes for the administrative office ductwork project. The LLD is moving forward with the project using the current vendor. Assistant Director McQuillan estimated starting the project in the first or second week of May.

5. Sealcoating parking lot - update

Director Weinstein reminded the Committee that the LLD sealcoats and stripes the parking lot every two years. The quote provided was comparable to the work done in 2017. Work will be done on Memorial Day weekend when the Library is closed.

Discussion: Secretary Bartelli asked if it was the same firm that did it two years ago. Director Weinstein confirmed.

6. East-end restroom counters - update

The Library invited four companies to provide quotes for ADA compliant countertops for the east end restrooms. All quotes were comparable. Assistant Director McQuillan provided an overview of scheduling and phasing.

Discussion: Vice President Hummel asked how long the project would last. Assistant Director McQuillan said that it may take two to three days; one to two days for demolition/installation and maybe one day for testing. Secretary Bartelli asked about firms that do this kind of project.

Assistant Director McQuillan said that firms prefer to do comprehensive renovation, not small projects like the one the LLD is planning. Secretary Bartelli asked about baby-changing tables. Director Weinstein replied that there were changing stations within the east end restrooms but not the west end.

7. Landscaping/diseased tree - update

Assistant Director McQuillan provided an overview of campus trees needing removal and shrub pruning that will be done later in the year. SavATree will conduct both projects.

Discussion: Secretary Bartelli and Vice President Hummel asked about costs. Assistant Director McQuillan estimated the costs for the projects.

8. Annual fire safety check - information

Chicago Metro Fire Prevention performed backflow sprinkler testing, smoke detector testing, and fire extinguisher check. Director Weinstein provided an update on the installation of new equipment; tamper proof device for sprinkler system and battery box for fire panels. Assistant Director McQuillan mentioned that older heat detectors in the mechanical rooms will also be replaced.

9. Technology plan - outline

A draft of the LLD Technology Plan chart was provided to the Committee. Director Weinstein discussed the format of the chart and the schedule of projects planned/completed.

Discussion: Secretary Bartelli asked if the plan covers types of equipment and cost. Director Weinstein mentioned that some equipment costs are estimates and that the IT Manager is procuring quotes. Vice President Hummel asked about additional security cameras. Director Weinstein explained the LLD required replacements for two older model cameras.

10. Parking lot lighting - information

Assistant Director McQuillan provided an overview of the parking lot light issue and how it will be remedied.

11. Building Assessment/Storm-water - update

Director Weinstein and Assistant Director McQuillan met with Jack Hayes from FQC. FQC continues to review the storm water video footage and shall make recommendations for drainage remedies, curb/sidewalk restoration, and immediate replacement of the air handlers.

Discussion: Secretary Bartelli asked when curb/sidewalk repairs could be done. Director Weinstein recommended proceeding with work this summer.

12. Village of Lisle 2019 Road Construction Program - information

Director Weinstein informed the Committee of the Village's notification of road construction on Front Street. The Village has not provided a timeline. Vice President Hummel noted the construction on Front Street from Kingston to Westview.

Discussion: Director Weinstein stated that the LLD will connect with the Village regarding a timeline. Vice President Hummel commented that there may be possible conflict with storm water repair work. Assistant Director McQuillan stated that the LLD would coordinate with Village work.

Director Weinstein asked the Committee to determine the next meeting date. Secretary Bartelli asked if the Committee should meet before the June Board meeting. Director Weinstein mentioned that she was to meet with Jack Hayes/FQC again and it that it might be best to determine a meeting date after meeting with FQC.

13. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 7:37 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on August 7, 2019

Approved by

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Marjorie Bartelli, Committee Chair

LISLE LIBRARY DISTRICT  
PERSONNEL & POLICY COMMITTEE MEETING  
June 28, 2019 - 3:00 p.m.

Roll call

Present:

Emily Swistak - Secretary | Chair

Thomas Hummel – President

Marjorie Bartelli-Vice President

Thomas Duffy - Trustee

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

1. Opportunity for visitors to speak - None

Approve Minutes of the February 22, 2019 Personnel-Policy Committee Meeting

**MOTION:** President Hummel moved to approve the minutes of the February 22, 2019 Personnel-Policy Committee Meeting. Vice-President Bartelli seconded.

Voice Vote - All Aye. The motion passed.

2. LLD Policy 300: Library Cards

Director Weinstein explained the changes made to draft Policy 300. Committee members discussed registration, cards for minors, statute language, and format changes. The Committee agreed that the draft of Policy 300 should be included in the July 10th Board packet to be approved by Board vote.

3. LLD Policy 201: LLD Board of Trustees Code of Conduct & Ethics; discussion and revision/draft

Director Weinstein provided an overview of draft Policy 201 with examples from other government agencies and prior Committee conversation. Committee members discussed legislation, authority, branding, decorum, and procedures for breaches. The Committee agreed the draft required more attention and to discuss further edits at a future Committee meeting.

4. LLD Policy 830: Employee & Volunteer Reference/Background Checks; discussion and revision/draft

Director Weinstein provided an explanation of the new draft. The Committee discussed age limits, credit checks, record retention, and disclosures. Director Weinstein stated the draft will be reviewed by legal counsel and that she would begin drafting a new volunteer policy draft. The Committee recommended to review the drafts at the next Committee meeting. The Committee decided to meet again at 4 p.m. of July 12<sup>th</sup>.

Secretary Swistak asked for a motion to adjourn.

5. Adjourn

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

The meeting adjourned at 4:21 p.m.

Recorded by:

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Beth McQuillan, Assistant Director

Approved by the Personnel & Policy Committee on July 12, 2019  
Approved by

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Emily Swistak, Committee Chair