

*PUBLIC/LEGAL NOTICE*

*A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 12, 2018 at 6:30 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  
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE  
September 12, 2018 - 6:30 p.m.**

1. Roll call
2. Opportunity for visitors to speak
3. Adjourn

PUBLIC/LEGAL NOTICE

*The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on September 12, 2018 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  
September 12, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
  - a. Approve Minutes of the August 8, 2018 Board Meeting
  - b. Approve Minutes of the August 8, 2018 Executive Session
  - c. Approve Minutes of the August 23, 2018 Special Board Meeting
  - d. Acknowledge Treasurer's Report, 08/31/18, Investment Activity Report, 08/31/18, Current Assets Report, 08/31/18, Revenue Report, 08/31/18, and Expense Report, 08/31/18
  - e. Authorize Payment of Bills, 09/12/18
4. Director's Report

Assign Trustees for "Review of Bills Next Month"

Treasurer Wang and Trustee Flint reviewed the August billings in September.

Vice President Hummel and Trustee Sullivan will review the September billings in October.
5. Assistant Director's Report
6. Committee Reports
  - a. Finance
  - b. Personnel/Policy
  - c. Physical Plant
  - d. LLD Strategic Planning
7. Unfinished Business
8. New Business
  - a. Adopt Ordinance 18-05: Budget and Appropriation - Action Required

A 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, 2018 and ending June 30, 2019.
  - b. Approve Certificate of Estimated Revenue - Action Required

Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2018-19.
  - c. Trustee Reimbursement for meetings, conferences, and workshops

Consensus regarding Trustee conference attendance; form review.
9. Opportunity for Trustee comments (five minutes)

Bartelli, Fisher, Flint, Hummel, Sullivan, Swistak, Wang
10. Adjourn

LISLE LIBRARY DISTRICT  
BOARD MEETING  
August 8, 2018 - 7:00 p.m.

1. Roll call

Present:

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

Three members of the public addressed the Board. The first visitor commented on the B&A, Trustee training funds, employees, and his support for the special reserve and the .02 fund. The second visitor asked about personnel, ComPsych, HSA, and if there is a designated Library representative that goes to Chamber of Commerce meetings. The third visitor voiced concerns about the broken elevator for those who require its services.

3. Consent Agenda

- a. Approve Minutes of the July 11, 2018 Board Meeting
- b. Acknowledge Treasurer's Report, 07/31/18, Investment Activity Report, 07/31/18, Current Assets Report, 07/31/18, Revenue Report, 07/31/18, and Expense Report, 07/31/18
- c. Authorize Payment of Bills, 08/08/18

**MOTION:** Vice President Hummel moved to approve the Consent Agenda. Trustee Sullivan seconded.  
Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Vice President Hummel and Trustee Swistak reviewed the July billings in August.  
Treasurer Wang and Trustee Flint will review the August billings in September.

Director Weinstein addressed a matter that was brought by a member of the public at last month's Board meeting regarding Special Reserve funds. A clerical error was noted. Finance Director Boskelly added clarification. The Library had a Summer Read wrap up party on July 28<sup>th</sup>. Approximately 428 patrons attended the event. In total, 1426 people registered this year. Director Weinstein announced the most read titles and authors.

Director Weinstein and President Fisher attended the intergovernmental meeting on July 19<sup>th</sup> along with five other governmental bodies.

The Library received its 2018 Per Capita grant funds. The grant will be used for digital content, programs, marketing and promotions.

The Illinois Art Education Association is allowing the LLD to exhibit 45 framed art pieces by students, from kindergarten through 12<sup>th</sup> grade. These award winners are displayed in the Youth Services Department through August. Director Weinstein encouraged all to visit YS and see the extraordinary student work.

The Library will be closed on Friday, August 10<sup>th</sup> for staff training/development.

Trustee Day at ILA will be on Thursday, October 11<sup>th</sup> at the Peoria Civic Center. Registration is \$175. Director Weinstein asked Trustees to email her if they were interested in attending the conference. Trustees shall fill out the Trustee Reimbursement Form in accordance with the Local Government Travel Expense Control Act. Completed forms will be included in the September Board packet.

Discussion: Trustee Sullivan asked about digital content and how it is defined. Director Weinstein stated that the Library subscribes to two major platforms for digital content; both include eBooks and eAudiobooks. President Fisher asked if the Library would purchase more titles. Director Weinstein confirmed that the LLD would purchase more titles and more duplicate titles to satisfy holds. Trustee Sullivan asked about the cost of digital titles. Director Weinstein stated that prices vary and are different when a public library purchases digital content as opposed to an individual purchasing their own title.

## 5. Assistant Director's Report

Assistant Director McQuillan mentioned that the Event Planning Team have begun discussing Star Wars Reads Day (October) and Harry Potter Day (March). The Team is working on activities for those events.

Assistant Director McQuillan commented that it was fun to see the Summer Read Wrap-up Party come to fruition. She thanked the staff for the setup, enthusiasm, and for the clean-up.

The Summer Lunch Program concluded on Monday, August 6<sup>th</sup>. The Library hosted nine lunches for children from June 11<sup>th</sup> through August 6<sup>th</sup>. The Library hosted a total of about 85 children.

The Library's landscapers and a tree felling firm serviced the Library several times this month. Assistant Director McQuillan met with elevator maintenance companies to receive information on repairing the elevator. The electrician repaired ceiling emergency lights and made recommendations for surge protectors for the breaker boxes.

There was a hail storm on August 1<sup>st</sup> that caused a tree to come down on the LLD's Kingston property. Facility Monitors were able to clear debris in the parking lot, on the sidewalks, and around the sewer drain. The tree was removed by tree service professionals on August 2<sup>nd</sup>.

Discussion: Trustee Sullivan asked about the age and repair cost for the elevator. Assistant Director McQuillan confirmed that the elevator was approximately 31 years old and that \$70,000 was a verbal estimate made by the Library's current maintenance company. Vice President Hummel

inquired about the meeting with the DuPage County Health Inspector. Assistant Director McQuillan said the health department came to inspect the Summer Lunch Program and that we passed without issue.

#### 6. Committee Reports

- a. Finance - The Committee did not meet. No meeting planned.
- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.
- d. LLD Strategic Planning - The next meeting is on August 15<sup>th</sup> at 7:00 pm. Additional meetings are scheduled for September 18<sup>th</sup>, October 19<sup>th</sup>, and if needed, November 1<sup>st</sup>. Director Weinstein asked for clarification on the start time for October 19<sup>th</sup>, if 6:00 pm is a good time to start. The consensus was that a 6:00 pm start time was appropriate.

Discussion: Trustee Sullivan reminded everyone that she would not be able to make the August 15<sup>th</sup> meeting.

- e. Review of the Minutes - President Fisher announced that the Committee has done its work. He thanked Trustee Swistak for her help in reviewing the minutes. President Fisher retired the Committee.

Discussion: Trustee Flint asked about the elevator repair and if it would involve bids. Director Weinstein stated that due to this being a matter of public safety, this repair did not require such a process and that she had conferred with the Library's attorney regarding this matter. Trustee Sullivan said that she would like the Physical Plant Committee come to the Board with a recommendation.

#### 7. Unfinished Business - None

#### 8. New Business

- a. Approve tentative Budget and Appropriation Ordinance (B&A)

**MOTION:** Trustee Flint moved to approve the tentative Budget and Appropriation Ordinance 18-05. Vice President Hummel seconded.

Discussion: Director Weinstein provided an overview of the tentative B&A, explaining the intention to discontinue levying for the .02 Fund in the 19/20 levy, while incorporating the respective expenses into the Corporate Fund. Footnotes in Draft Ordinance 18-05 provide further clarification. Trustee Sullivan said she would like the B&A to be no higher than the budget. President Fisher mentioned that the purpose of the B&A is to provide some flexibility within the fiscal year. Secretary Bartelli asked for clarification regarding the budget, B&A, and levy. President Fisher provided clarification. Trustee Flint stated that the levy is a tax and the B&A is a plan for spending. Trustee Sullivan commented that next year she would like to eliminate the working budget and just prepare a B&A. Treasurer Wang confirmed that fund balances are in proper order regarding the Miller Analysis.

President Fisher called for a vote on the motion.

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

Trustee Flint asked about the statutory 30 day window before adopting Ordinance 18-05. It was confirmed that the September 12<sup>th</sup> Board meeting accommodated the 30 day window.

b. Approve Illinois Public Library Annual Report (IPLAR)

**MOTION:** Trustee Flint moved to approve the Illinois Public Library Annual Report. Trustee Swistak seconded.

Discussion: Director Weinstein provided a brief overview about the IPLAR. Treasurer Wang asked about the expenditures numbers. Director Weinstein stated that the numbers came from last year's audit. Trustee Flint thanked the staff for their efforts in preparing the report. Treasurer Wang said that it would be nice to see annual circulation statistics now that the fiscal year has passed. Trustee Sullivan asked about the number of full-time versus part-time employees. Director Weinstein said that she would provide that information to Trustee Sullivan.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

c. Elevator repair

**MOTION:** Trustee Flint moved to allocate funds not to exceed \$60,000 to repair the elevator. Vice President Hummel seconded.

Discussion: Director Weinstein discussed the elevator issues and verbal estimates for repair. Trustee Sullivan commented that the issue should be handled in the Physical Plant Committee and that they should come to the Board with a recommendation. Assistant Director McQuillan explained the problems the elevator has been experiencing and the repair suggestions. Director Weinstein mentioned that the repair was a public safety matter and that this item was on the agenda to expedite the repair work. Director Weinstein mentioned that she had spoken with Vice President Hummel, Chair of the Physical Plant Committee, regarding this matter. Secretary Bartelli said that she would like to see the Physical Plant Committee have more meetings and that this issue merited a meeting and asked about elevator parts and the ability to re-use parts. Trustee Flint stated that allocating funds and discussing elevator issues were two separate endeavors and that the Board could approve of the allocation this evening and then hold a future Physical Plant meeting to discuss vendors. Vice President Hummel stated that he would schedule a meeting as soon as possible. Treasurer Wang mentioned she would prefer the Physical Plant Committee to choose the vendor. President Fisher suggested having the Physical Plant Committee meet, review, and come to a consensus. Trustee Sullivan stated that this discussion would be more appropriate in the Physical Plant Committee.

President Fisher called for a vote on the motion.

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

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

9. Executive Session

**MOTION:** Trustee Flint moved to go into Executive Session for 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. Vice President Hummel seconded.

Voice Vote - All Aye. The motion passed.

Assistant Director McQuillan asked if the Board was addressing Agenda items d. and e., and if so, to possibly amend the motion to include recordings. President Fisher established the Board would address items d. and e.

**MOTION:** Trustee Flint moved to amend his previous motion to include the review of executive session recordings more than 18 months old, to retain or destroy. Vice President Hummel seconded.

Voice Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 8:32 p.m.

The Board came back into Open Session at 8:44 p.m.

**MOTION:** Vice President Hummel moved to release the February 14, 2018 minutes and keep closed the January 10, 2018, April 11, 2018, and June 13, 2018 minutes. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Trustee Flint moved to destroy the recordings from the following dates; November 12, 2014, December 10, 2014, May 11, 2016, September 14, 2016, October 12, 2016, November 9, 2016 #1, and November 6, 2016 #2. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Vice President Hummel commented on the flattering letter regarding Youth Services staff. Trustee Sullivan asked about creating a chart that compares employee cost per capita with other DuPage-area libraries. Director Weinstein clarified a conversation she had with Trustee Sullivan regarding Board projects. Treasurer Wang suggested that the Director provide a new trends report. Trustee Swistak praised staff on a successful Summer Read Program and Wrap-up Party. Secretary Bartelli asked the Chair of the Physical Plant Committee to set a date for a meeting as soon as possible. President Fisher echoed Trustee Swistak's comments and also commended the letter regarding Youth Services. Treasurer Wang asked how staff are recognized for doing a good work. Director Weinstein stated that recognition comes via the evaluation process as well as during staff meetings.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:55 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 12, 2018.

Approved by

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Marjorie Bartelli, Secretary of the LLD Board of Trustees

DRAFT



LISLE LIBRARY DISTRICT  
SPECIAL BOARD MEETING  
August 23, 2018 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President  
Thomas Hummel - Vice President  
Marjorie Bartelli - Secretary  
Richard Flint - Trustee  
Emily Swistak - Trustee

Absent:

Longry Wang - Treasurer  
Liz Sullivan - Trustee

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Chris Knight - Recording Secretary  
Elizabeth Hopkins - Director of Youth Services

2. Opportunity for visitors to speak - None

3. Authorize expenditure of funds for elevator repair project

**MOTION:** Vice President Hummel moved to ratify the costs associated with the elevator repair as approved at the August 8th 2018 Board meeting, a not to exceed dollar amount of \$60,000, including the selection of vendor as recommended by the Physical Plant Committee, Colley Elevator Company, and the additional necessary costs for this project as presented at the August 20th Physical Plant Committee meeting, not to exceed \$25,000, for the purposes of public safety and access. Trustee Swistak seconded.

Discussion: Director Weinstein explained that the purpose of the meeting was to state that there were additional, necessary costs that were presented at the August 20<sup>th</sup> Physical Plant Committee meeting. The additional, necessary work would be done by other entities and would include work such as fire and electrical code compliance.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

Vice President Hummel mentioned that the whole project could take approximately two months. Director Weinstein stated that the Library will review and sign a completed contract, parts will be ordered, permits will be acquired, and then the installation will proceed. Staff will have to coordinate efforts to provide access to both floors when the elevator is completely out of commission. A plan will be devised.

4. Adjourn

**MOTION:** Vice President Hummel moved to adjourn the meeting. Secretary Bartelli seconded.

Voice Vote - All Aye

The meeting adjourned at 7:04 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 12, 2018.

Approved by

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Marjorie Bartelli, Secretary of the LLD Board of Trustees

## Treasurer's Report as of August 31, 2018

Fund Name	Cash Balance 07/31/18	Cash Receipts this month	Cash Disbursed this month	Cash Balance 08/31/18	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
<b>Corporate</b>	<b>6,492,851.89</b>	<b>740,142.99</b>	<b>327,776.51</b>	<b>6,905,218.37</b>	<b>63.12%</b>	<b>87.17%</b>
<b>Building Maintenance</b>	<b>69,990.92</b>	<b>27,461.10</b>	<b>18,242.23</b>	<b>79,209.79</b>	<b>0.72%</b>	<b>1.00%</b>
<b>IMRF</b>	<b>340,328.22</b>	<b>27,098.40</b>	<b>15,310.77</b>	<b>352,115.85</b>	<b>3.22%</b>	<b>4.45%</b>
<b>FICA</b>	<b>162,655.42</b>	<b>24,054.79</b>	<b>13,422.38</b>	<b>173,287.83</b>	<b>1.58%</b>	<b>2.19%</b>
<b>Working Cash</b>	<b>410,673.46</b>	<b>646.00</b>	<b>0.00</b>	<b>411,319.46</b>	<b>3.76%</b>	<b>5.19%</b>
<b>Subtotals</b>	<b>7,476,499.91</b>	<b>819,403.28</b>	<b>374,751.89</b>	<b>7,921,151.30</b>	<b>72.41%</b>	<b>100.00%</b>
<b>Special Reserve</b>	<b>2,988,469.11</b>	<b>29,355.64</b>	<b>0.00</b>	<b>3,017,824.75</b>	<b>27.59%</b>	<b>0.00%</b>
	<b>10,464,969.02</b>	<b>848,758.92</b>	<b>374,751.89</b>	<b>10,938,976.05</b>	<b>100.00%</b>	<b>100.00%</b>

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

8/31/2018

## INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02											2,983.18
Ehlers	1.46	10.70											12.16
Ehlers-Inv interest	1,204.39	6,782.39											7,986.78
MB Financial	5,010.51	4,791.21											9,801.72
Lisle	66.84	69.09											135.93
Lisle CD 2635	337.46	459.22											796.68
Lisle CD 2669	256.60	256.90											513.50
IL Funds	2,184.69	2,221.51											4,406.20
US Bank-9853	30.82	31.85											62.67
US Bank-9370	2.50	2.65											5.15
Switched to MM 2/18													
TOTALS	10,581.43	16,122.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,703.97

INVESTMENTS													
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Investment Maturities	100,000.00	118,000.00										218,000.00	
Investment Purchases		231,914.00										231,914.00	
TOTALS	100,000.00	-113,914.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-13,914.00	

	Fair Market Value on 8/31/18
100% Ownership	100%
50% Ownership	50%
25% Ownership	25%
10% Ownership	10%
5% Ownership	5%
1% Ownership	1%
0% Ownership	0%

[illegible]

**\$10,938,976.05**

**Lisle Library District**  
**Revenues through August 31, 2018 (16.67% of FY 18-19)**  
Special Reserve Only

REVENUES		Current Month Aug, 2018	YTD July - Aug 2018-2019	YTD Jul - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,355.64	\$8,585.62	\$2,201.97	\$13,000.00	66.04 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$50,000.00	\$0.00	\$300,000.00	16.67 %
TOTAL INTEREST & CASH DONATION		\$29,355.64	\$58,585.62	\$2,201.97	\$313,000.00	18.72 %
TOTAL REVENUES		\$29,355.64	\$58,585.62	\$2,201.97	\$313,000.00	18.72 %

# Lisle Library District

## Revenues through August 31, 2018 (16.67% of FY 18-19)

No Special Reserve reflected

	Current Month Aug, 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$680,569.24	\$2,778,729.05	\$2,314,902.21	\$3,914,484.64	70.99 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$27,289.94	\$111,423.43	\$72,802.27	\$152,136.05	73.24 %
40-01-4414-00 Tax Levy - IMRF	\$26,450.25	\$107,995.02	\$117,244.42	\$156,965.76	68.80 %
45-01-4415-00 Tax Levy - FICA	\$23,721.26	\$96,852.68	\$92,936.05	\$136,439.47	70.99 %
<b>TOTAL TAX LEVY</b>	<b>\$758,030.69</b>	<b>\$3,095,000.18</b>	<b>\$2,597,884.95</b>	<b>\$4,360,025.92</b>	<b>70.99 %</b>
<b>BACK TAXES</b>					
10-01-4441-00 Back Taxes - Corp.	\$2,065.96	\$2,065.96	\$11.07	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$60.55	\$60.55	\$0.24	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$97.82	\$97.82	\$0.89	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$74.66	\$74.66	\$0.46	\$0.00	0.00 %
<b>TOTAL BACK TAXES</b>	<b>\$2,298.99</b>	<b>\$2,298.99</b>	<b>\$12.66</b>	<b>\$40,000.00</b>	<b>5.75 %</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$258.94	\$2,821.05	\$3,019.43	\$11,000.00	25.65 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$14.94	\$162.81	\$174.26	\$600.00	27.14 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$2.35	\$25.58	\$27.38	\$100.00	25.58 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>	<b>\$276.23</b>	<b>\$3,009.44</b>	<b>\$3,221.07</b>	<b>\$11,700.00</b>	<b>25.72 %</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	\$10,218.38	\$15,744.78	\$9,762.24	\$35,000.00	44.99 %
30-02-4474-00 Interest Earned - .02 B/M	\$110.61	\$171.58	\$179.48	\$1,500.00	11.44 %
40-02-4475-00 Interest Earned - IMRF	\$535.39	\$823.11	\$587.52	\$4,000.00	20.58 %
45-02-4476-00 Interest Earned - FICA	\$256.52	\$398.79	\$317.75	\$2,300.00	17.34 %
80-02-4482-00 Interest Earned - Working Cash	\$646.00	\$980.09	\$632.16	\$4,000.00	24.50 %
<b>TOTAL INTEREST INCOME</b>	<b>\$11,766.90</b>	<b>\$18,118.35</b>	<b>\$11,479.15</b>	<b>\$46,800.00</b>	<b>38.71 %</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$5,775.48	\$3,094.54	\$0.00	\$0.00	0.00 %

**Lisle Library District**  
**Revenues through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug, 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$5,775.48	\$3,094.54	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$331.07	\$567.00	\$451.63	\$3,500.00	16.20 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$4,661.52	\$7,885.06	\$8,382.11	\$40,000.00	19.71 %
TOTAL DESK INCOME	\$4,992.59	\$8,452.06	\$8,833.74	\$44,000.00	19.21 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$7.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$132.40	\$244.11	\$91.20	\$1,200.00	20.34 %
10-04-4583-00 Per Capita Grant	\$35,630.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$500.00	\$2,708.00	\$1,450.00	\$1,000.00	270.80 %
TOTAL UNRESTRICTED INCOME	\$36,262.40	\$38,582.11	\$1,548.20	\$2,200.00	1,753.73 %
<b>TOTAL REVENUES</b>	<b>\$819,403.28</b>	<b>\$3,168,555.67</b>	<b>\$2,622,979.77</b>	<b>\$4,504,725.92</b>	<b>70.34 %</b>



**Lisle Library District**  
**Revenues through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug, 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
<b>REVENUES</b>					
<b>TAX LEVY</b>					
10-01-4411-00 Tax Levy - Corp.	\$680,569.24	\$2,778,729.05	\$2,314,902.21	\$3,914,484.64	70.99 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$27,289.94	\$111,423.43	\$72,802.27	\$152,136.05	73.24 %
40-01-4414-00 Tax Levy - IMRF	\$26,450.25	\$107,995.02	\$117,244.42	\$156,965.76	68.80 %
45-01-4415-00 Tax Levy - FICA	\$23,721.26	\$96,852.68	\$92,936.05	\$136,439.47	70.99 %
<b>TOTAL TAX LEVY</b>	<b>\$758,030.69</b>	<b>\$3,095,000.18</b>	<b>\$2,597,884.95</b>	<b>\$4,360,025.92</b>	<b>70.99 %</b>
<b>BACK TAXES</b>					
10-01-4441-00 Back Taxes - Corp.	\$2,065.96	\$2,065.96	\$11.07	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$60.55	\$60.55	\$0.24	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$97.82	\$97.82	\$0.89	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$74.66	\$74.66	\$0.46	\$0.00	0.00 %
<b>TOTAL BACK TAXES</b>	<b>\$2,298.99</b>	<b>\$2,298.99</b>	<b>\$12.66</b>	<b>\$40,000.00</b>	<b>5.75 %</b>
<b>PERSONAL PROPERTY REPLACEMENT TAX</b>					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$258.94	\$2,821.05	\$3,019.43	\$11,000.00	25.65 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$14.94	\$162.81	\$174.26	\$600.00	27.14 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$2.35	\$25.58	\$27.38	\$100.00	25.58 %
<b>TOTAL PERSONAL PROPERTY REPLACEMENT TAX</b>	<b>\$276.23</b>	<b>\$3,009.44</b>	<b>\$3,221.07</b>	<b>\$11,700.00</b>	<b>25.72 %</b>
<b>INTEREST INCOME</b>					
10-02-4472-00 Interest Earned - Corp	\$10,218.38	\$15,744.78	\$9,762.24	\$35,000.00	44.99 %
30-02-4474-00 Interest Earned - .02 B/M	\$110.61	\$171.58	\$179.48	\$1,500.00	11.44 %
40-02-4475-00 Interest Earned - IMRF	\$535.39	\$823.11	\$587.52	\$4,000.00	20.58 %
45-02-4476-00 Interest Earned - FICA	\$256.52	\$398.79	\$317.75	\$2,300.00	17.34 %
80-02-4482-00 Interest Earned - Working Cash	\$646.00	\$980.09	\$632.16	\$4,000.00	24.50 %
<b>TOTAL INTEREST INCOME</b>	<b>\$11,766.90</b>	<b>\$18,118.35</b>	<b>\$11,479.15</b>	<b>\$46,800.00</b>	<b>38.71 %</b>
<b>UNREALIZED GAIN/LOSS ON INVESTMENTS</b>					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$5,775.48	\$3,094.54	\$0.00	\$0.00	0.00 %

**Lisle Library District**  
**Revenues through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug, 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$5,775.48	\$3,094.54	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$331.07	\$567.00	\$451.63	\$3,500.00	16.20 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$4,661.52	\$7,885.06	\$8,382.11	\$40,000.00	19.71 %
TOTAL DESK INCOME	\$4,992.59	\$8,452.06	\$8,833.74	\$44,000.00	19.21 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$7.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$132.40	\$244.11	\$91.20	\$1,200.00	20.34 %
10-04-4583-00 Per Capita Grant	\$35,630.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$500.00	\$2,708.00	\$1,450.00	\$1,000.00	270.80 %
TOTAL UNRESTRICTED INCOME	\$36,262.40	\$38,582.11	\$1,548.20	\$2,200.00	1,753.73 %
<b>TOTAL REVENUES</b>	<b>\$819,403.28</b>	<b>\$3,168,555.67</b>	<b>\$2,622,979.77</b>	<b>\$4,504,725.92</b>	<b>70.34 %</b>

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
Special Reserve Only

	Cur Mth August 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$13,697.44	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$0.00	\$0.00	\$13,697.44	\$280,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$0.00	\$13,697.44	\$280,000.00	0.00 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

		Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
<b>ALL EXPENSES</b>						
<b>EMPLOYEE COSTS</b>						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$43,276.86	\$85,892.71	\$57,029.14	\$524,814.38	16.37 %
10-10-5603-20	Adult Services - Reg. Hours	\$45,498.89	\$91,352.87	\$66,188.70	\$549,285.24	16.63 %
10-10-5603-30	Youth Services - Reg. Hours	\$28,491.85	\$58,104.18	\$37,768.36	\$346,183.57	16.78 %
10-10-5603-50	Technical Services - Reg. Hours	\$22,777.95	\$45,042.59	\$37,107.56	\$272,021.81	16.56 %
10-10-5603-60	Circulation - Reg. Hours	\$41,385.28	\$81,958.55	\$55,689.69	\$513,846.15	15.95 %
10-10-5613-10	Administrative - Sunday Hrs.	\$0.00	\$0.00	\$1,117.98	\$0.00	0.00 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$4,524.21	\$0.00	0.00 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$3,020.23	\$0.00	0.00 %
10-10-5613-60	Circulation - Sunday Hrs.	\$0.00	\$0.00	\$5,610.25	\$0.00	0.00 %
Total Salaries		\$181,430.83	\$362,350.90	\$268,056.12	\$2,206,151.15	16.42 %
<b>Health and Dental Ins.</b>						
10-10-5621-10	Hosp. Ins. - Admin	\$4,543.59	\$9,075.38	\$9,274.40	\$59,000.00	15.38 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,645.88	\$15,291.76	\$14,861.98	\$111,000.00	13.78 %
10-10-5621-30	Hosp. Ins. - YS	\$3,622.63	\$7,190.26	\$6,743.00	\$48,000.00	14.98 %
10-10-5621-50	Hosp. Ins. - Tech	\$3,105.74	\$6,211.48	\$6,202.19	\$42,000.00	14.79 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,530.82	\$9,061.64	\$9,162.16	\$60,000.00	15.10 %
10-10-5622-10	Dental Ins. - Admin.	\$263.40	\$526.80	\$892.31	\$4,000.00	13.17 %
10-10-5622-20	Dental Ins. - Adult Serv	\$378.51	\$927.70	\$1,972.25	\$6,500.00	14.27 %
10-10-5622-30	Dental Ins. - YS	(\$62.99)	\$128.72	\$787.55	\$3,500.00	3.68 %
10-10-5622-50	Dental Ins. - Tech	\$127.02	\$467.17	\$850.34	\$4,000.00	11.68 %
10-10-5622-60	Dental Ins. - Circ	\$318.40	\$594.35	\$1,041.26	\$2,000.00	29.72 %
Total Health & Dental Ins.		\$24,473.00	\$49,475.26	\$51,787.44	\$340,000.00	14.55 %
<b>Other Staff Benefits</b>						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$488.09	\$0.01	\$4,000.00	12.20 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits		\$0.00	\$488.09	\$0.01	\$4,870.00	10.02 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
<b>FICA Expenses</b>					
45-10-5625-10 FICA Expense - Admin	\$3,229.51	\$6,408.49	\$4,174.99	\$40,130.56	15.97 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,263.34	\$6,553.82	\$5,144.69	\$42,020.00	15.60 %
45-10-5625-30 FICA Expense - Youth Services	\$2,163.32	\$4,412.37	\$3,115.84	\$26,500.00	16.65 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,673.94	\$3,308.63	\$2,698.80	\$20,810.00	15.90 %
45-10-5625-60 FICA Expense - Circulation	\$3,092.27	\$6,122.39	\$4,531.80	\$39,310.00	15.57 %
Total FICA Expenses	\$13,422.38	\$26,805.70	\$19,666.12	\$168,770.56	15.88 %
<b>IMRF Expenses</b>					
40-10-5628-10 IMRF Expense - Admin	\$3,624.64	\$7,365.89	\$4,578.88	\$43,000.00	17.13 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,398.45	\$8,676.60	\$7,094.17	\$45,000.00	19.28 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,407.02	\$4,806.96	\$3,317.25	\$28,000.00	17.17 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,125.19	\$4,202.50	\$3,658.11	\$22,000.00	19.10 %
40-10-5628-60 IMRF Expense - Circulation	\$2,755.47	\$5,603.98	\$3,194.57	\$42,000.00	13.34 %
Total IMRF Expenses	\$15,310.77	\$30,655.93	\$21,842.98	\$180,000.00	17.03 %
TOTAL EMPLOYEE COSTS	\$234,636.98	\$469,775.88	\$361,352.67	\$2,899,791.71	16.20 %
<b>BUILDING COSTS</b>					
<b>Utilities</b>					
10-20-5650-00 Internet Service Provider	\$450.00	\$900.00	\$450.00	\$5,400.00	16.67 %
10-20-5651-00 INet	\$0.00	\$0.00	\$0.00	\$1,810.00	0.00 %
10-20-5652-00 Utilities - Phone	\$708.61	\$708.61	\$699.07	\$8,000.00	8.86 %
10-20-5653-00 Utilities - Gas	\$0.00	\$0.00	\$318.11	\$7,000.00	0.00 %
10-20-5654-00 Utilities - Sewer & Water	\$215.56	\$312.40	\$145.00	\$2,750.00	11.36 %
10-20-5655-00 Utilities - Electric	\$4,637.59	\$9,244.33	\$4,731.92	\$50,000.00	18.49 %
10-20-5656-00 Verizon	\$50.08	\$100.16	\$50.08	\$1,500.00	6.68 %
Total Utilities	\$6,061.84	\$11,265.50	\$6,394.18	\$76,460.00	14.73 %
<b>Maintenance and Repairs</b>					
10-20-5660-00 Maint Contracts - HVAC	\$1,200.00	\$1,200.00	\$1,200.00	\$5,000.00	24.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,303.00	\$6,896.00	\$6,055.00	\$36,750.00	18.76 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$987.50	\$1,956.88	\$969.38	\$34,500.00	5.67 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$899.50	\$927.15	\$1,018.34	\$9,000.00	10.30 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$468.00	\$468.00	\$1,467.10	\$18,700.00	2.50 %
10-20-5665-00 Rubbish Removal	\$358.18	\$537.27	\$358.18	\$2,500.00	21.49 %
Total Maintenance and Repairs	\$6,216.18	\$11,985.30	\$11,068.00	\$106,450.00	11.26 %
TOTAL BUILDING COSTS	\$12,278.02	\$23,250.80	\$17,462.18	\$182,910.00	12.71 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	\$0.00	\$1,020.99	\$8.50	\$4,000.00	25.52 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$2,170.00	\$0.00	\$20,000.00	10.85 %
10-25-5711-00 Postage Special Serv	\$1,103.06	\$2,201.27	\$1,412.03	\$8,500.00	25.90 %
10-25-5712-00 Printing	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Postage and Printing	\$3,273.06	\$5,392.26	\$1,420.53	\$33,500.00	16.10 %
Supplies					
10-25-5713-00 Office Supplies	\$484.77	\$559.77	\$389.50	\$5,000.00	11.20 %
10-25-5714-00 Circ. Material Supplies	\$1,654.65	\$1,841.36	\$381.43	\$9,500.00	19.38 %
10-25-5715-00 Copier Supplies	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-25-5716-00 Kitchen Supplies	\$401.26	\$401.26	\$427.28	\$6,500.00	6.17 %
10-25-5717-00 Processing Supplies	\$1,666.16	\$3,509.32	\$1,449.55	\$25,000.00	14.04 %
10-25-5718-00 Computer Supplies	(\$27.80)	(\$27.91)	(\$64.60)	\$14,500.00	(0.19)%
Total Supplies	\$4,179.04	\$6,283.80	\$2,583.16	\$62,500.00	10.05 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$0.00	\$62.10	\$1,200.00	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	\$282.77	\$504.21	\$243.44	\$1,750.00	28.81 %
10-25-5724-15 Local Travel	\$40.01	\$113.48	\$8.09	\$500.00	22.70 %
Total Other Operating Costs	\$322.78	\$617.69	\$313.63	\$3,850.00	16.04 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$7,774.88	\$12,293.75	\$4,317.32	\$99,850.00	12.31 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,400.00	\$2,300.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$6,356.00	\$23,000.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$2,645.00	\$6,400.00	0.00 %
50-30-5753-00 Umbrella Liab. Insurance	\$0.00	\$0.00	\$5,428.00	\$0.00	0.00 %
TOTAL INSURANCE	\$0.00	\$0.00	\$16,829.00	\$31,700.00	0.00 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$630.00	\$630.00	\$0.00	\$20,000.00	3.15 %
10-35-5761-00 Collection Agency	\$44.75	\$44.75	\$26.85	\$700.00	6.39 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$0.00	\$2,083.00	\$3,500.00	0.00 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$720.00	\$2,348.00	\$16,845.00	\$30,000.00	7.83 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$576.44	\$1,708.59	\$574.83	\$7,000.00	24.41 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$9,818.12	\$7,574.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$0.00	\$0.00	\$8,500.00	0.00 %
10-35-5771-00 Payroll Service	\$510.80	\$1,016.53	\$1,011.28	\$7,700.00	13.20 %
TOTAL CONTRACTUAL SERVICES	\$2,481.99	\$5,747.87	\$30,359.08	\$89,474.00	6.42 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$625.00	\$1,106.00	\$2,430.00	\$5,100.00	21.69 %
10-40-5784-00 Meetings - Staff	\$11.78	\$11.78	\$218.75	\$2,000.00	0.59 %
10-40-5785-00 Conferences - Staff	\$651.13	\$651.13	(\$5,641.49)	\$15,000.00	4.34 %
10-40-5786-00 Employee/Volunteer Recognition	\$0.00	\$0.00	\$11.89	\$2,000.00	0.00 %
10-40-5787-00 In-Service	\$721.65	\$721.65	\$1,237.47	\$3,000.00	24.06 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$30.00	\$1,000.00	0.00 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$2,009.56	\$2,490.56	(\$1,713.38)	\$32,125.00	7.75 %
TOTAL PERSONNEL DEVELOPMENT	\$2,009.56	\$2,490.56	(\$1,713.38)	\$32,125.00	7.75 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$0.00	\$3,033.11	\$50,000.00	0.00 %
Total Major Equipment	\$0.00	\$0.00	\$3,033.11	\$50,000.00	0.00 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-15 Minor Equip - Adm Services/PR	\$0.00	\$0.00	\$518.00	\$0.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$72.99	\$72.99	\$0.00	\$700.00	10.43 %
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	\$0.00	\$0.00	\$45.64	\$700.00	0.00 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment	\$72.99	\$72.99	\$563.64	\$3,500.00	2.09 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$0.00	\$0.00	\$720.00	0.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$1,118.01	\$1,525.69	\$2,311.03	\$19,000.00	8.03 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$0.00	(\$88.00)	\$1,000.00	0.00 %
Total Equip Maint/Repairs & Rentals	\$1,118.01	\$1,525.69	\$2,223.03	\$20,720.00	7.36 %
TOTAL EQUIPMENT COSTS	\$1,191.00	\$1,598.68	\$5,819.78	\$74,220.00	2.15 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$1,768.79	\$1,266.80	\$9,000.00	19.65 %
10-50-5863-30 Books - Youth Serv	\$2,901.62	\$4,243.87	\$3,564.12	\$53,000.00	8.01 %



**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5863-50 Books - Tech Serv	\$45.00	\$45.00	\$0.00	\$200.00	22.50 %
10-50-5864-10 Books - Non Fiction	\$5,227.39	\$8,056.02	\$4,999.15	\$82,000.00	9.82 %
10-50-5865-10 Books - Adult Fiction	\$7,700.00	\$10,909.16	\$7,318.41	\$68,500.00	15.93 %
10-50-5867-20 Ref Books - Adult Serv	\$519.86	\$704.78	\$344.96	\$22,000.00	3.20 %
Total Books	\$16,393.87	\$25,727.62	\$17,493.44	\$234,700.00	10.96 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$19,760.76	\$79,775.34	\$77,200.87	\$126,500.00	63.06 %
10-50-5872-10 Dbases - Professional	\$2,080.05	\$2,080.05	\$125.35	\$10,000.00	20.80 %
10-50-5873-30 Dbases - Youth Serv	\$159.00	\$159.00	\$2,273.70	\$12,700.00	1.25 %
Total Databases	\$21,999.81	\$82,014.39	\$79,599.92	\$149,200.00	54.97 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$38.73	\$2,980.97	\$1,324.24	\$18,000.00	16.56 %
10-50-5895-40 A-V Matls - Adult Serv	\$9,524.82	\$14,006.11	\$8,871.04	\$102,000.00	13.73 %
Total Audio-Visual Materials	\$9,563.55	\$16,987.08	\$10,195.28	\$120,000.00	14.16 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$228.33	\$214.44	\$1,415.87	\$42,000.00	0.51 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$0.00	\$0.00	\$800.00	0.00 %
10-50-5900-80 Periodicals - Prof. Collections	\$25.00	\$25.00	\$25.00	\$4,000.00	0.63 %
10-50-5871-20 Document Delivery	\$20,940.92	\$20,956.92	\$20,363.04	\$22,000.00	95.26 %
Total Periodicals/Doc Delivery	\$21,194.25	\$21,196.36	\$21,803.91	\$68,800.00	30.81 %
TOTAL LIBRARY MEDIA	\$69,151.48	\$145,925.45	\$129,092.55	\$572,700.00	25.48 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,081.96	\$3,522.91	\$3,470.08	\$16,000.00	22.02 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$1,243.41	\$1,951.91	\$1,111.29	\$11,000.00	17.74 %
10-60-5931-40 Online Marketing	\$0.00	\$1,383.25	\$1,003.99	\$1,800.00	76.85 %
10-60-5931-50 Community Relations	\$475.05	\$569.06	\$94.65	\$6,500.00	8.75 %

**Lisle Library District**  
**Expenses through August 31, 2018 (16.67% of FY 18-19)**  
 No Special Reserve reflected

	Current Month Aug 2018	YTD July - Aug 2018-2019	YTD July - Aug 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Total Programs	\$2,800.42	\$7,427.13	\$5,680.01	\$35,300.00	21.04 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$72.49	\$440.27	\$0.00	\$2,000.00	22.01 %
10-60-5940-30 Reader Services - Youth Serv. D	\$302.62	\$1,102.62	\$0.00	\$5,000.00	22.05 %
Total Readers Services's	\$375.11	\$1,542.89	\$0.00	\$7,000.00	22.04 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,175.53	\$8,970.02	\$5,680.01	\$42,300.00	21.21 %
RESTRICTED USAGE EXPENSES					
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$50,000.00	\$0.00	\$300,000.00	16.67 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,000.00	\$50,000.00	\$0.00	\$350,000.00	14.29 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$33.98	\$8.00	\$60,000.00	0.06 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$4,912.23	\$4,912.23	\$2,290.00	\$30,000.00	16.37 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$13,330.00	\$18,852.34	\$4,457.50	\$65,000.00	29.00 %
Total .02 BLDG/MAINT EXPENSES	\$18,242.23	\$23,798.55	\$6,755.50	\$155,000.00	15.35 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$375,941.67	\$743,851.56	\$575,954.71	\$4,555,070.71	16.33 %

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
AG Interpreting and Professional Service Inc.	9/12/2018	ASL Interpreter - Aug. 25, 2	Paid	10-60-5931-10	Programs - Adult Services	\$150.00
	1189	Invoice				
Totals for AG Interpreting and Professional Service Inc.: \$150.00						
Allegra Print & Imaging	9/12/2018	Business Cards - J. Demas	Paid	10-25-5712-00	Printing	\$69.00
	28766	Invoice				
Totals for Allegra Print & Imaging: \$69.00						
AlphaGraphics	9/12/2018	LLD Garden Sign	Paid	10-60-5931-50	Community Relations	\$16.16
	55025	Invoice				
	9/12/2018	LLD Stationery	Paid	10-60-5931-50	Community Relations	\$211.71
	55014	Invoice				
9/12/2018	I Love My Lisle Library Card	Paid	10-60-5931-50	Community Relations	\$204.00	
55117	Invoice					
9/12/2018	LLD Logo Adhesive Notepa	Paid	10-25-5714-00	Circ. Material Supplies	\$783.33	
55116	Invoice					
Totals for AlphaGraphics: \$1,215.20						
Anderson Pest Solutions	9/12/2018	August 2018 Service	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
	4853327	Invoice				
9/12/2018	July 2018 Service	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00	
4805784	Invoice					
Totals for Anderson Pest Solutions: \$282.00						
ASSA ABLOY Entrance Systems US Inc.	9/12/2018	Auto Door Maintenance	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$1,373.40
	SCI/00051698	Invoice				
Totals for ASSA ABLOY Entrance Systems US Inc.: \$1,373.40						
Baker & Taylor (C4053863)						

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (C4053863)	9/12/2018 083118	YS Continuitions Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$36.08
<b>Baker &amp; Taylor (L4171582)</b>					<i>Totals for Baker &amp; Taylor (C4053863):</i>	<u>\$36.08</u>
Baker & Taylor (L4171582)	9/12/2018 083118	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$666.41 \$83.20
<b>Baker &amp; Taylor (C5223353)</b>					<i>Totals for Baker &amp; Taylor (L4171582):</i>	<u>\$749.61</u>
Baker & Taylor (C5223353)	9/12/2018 083118	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$762.06
<b>Baker &amp; Taylor (C5223433)</b>					<i>Totals for Baker &amp; Taylor (C5223353):</i>	<u>\$762.06</u>
Baker & Taylor (C5223433)	9/12/2018 083118	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$1,052.76 \$0.65
<b>Baker &amp; Taylor (L0334152)</b>					<i>Totals for Baker &amp; Taylor (C5223433):</i>	<u>\$1,053.41</u>
Baker & Taylor (L0334152)	9/12/2018 083118	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$6,917.45 \$307.05
<b>Baker &amp; Taylor (L3965522)</b>					<i>Totals for Baker &amp; Taylor (L0334152):</i>	<u>\$7,224.50</u>
Baker & Taylor (L3965522)	9/12/2018 083118	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$15.90
<b>Baker &amp; Taylor (L4171782)</b>					<i>Totals for Baker &amp; Taylor (L3965522):</i>	<u>\$15.90</u>
Baker & Taylor (L4171782)	9/12/2018 083118	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$355.20 \$11.10
<b>Baker &amp; Taylor (L4342812)</b>					<i>Totals for Baker &amp; Taylor (L4171782):</i>	<u>\$366.30</u>
Baker & Taylor (L4342812)	9/12/2018 083118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$837.59 \$30.30

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Baker &amp; Taylor (L5202982)</b> Baker & Taylor (L5202982)	9/12/2018 083118	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Totals for Baker & Taylor (L4342812):  Books - Adult Fiction Processing Supplies	  \$867.89 \$95.07 \$21.85
	9/12/2018 083118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Totals for Baker & Taylor (L5202982):  Books - Youth Serv Processing Supplies	  \$116.92 \$2,108.15 \$100.10
	9/12/2018 083118	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Totals for Baker & Taylor (L5425632):  Books - Adult Fiction Processing Supplies	  \$2,208.25 \$6,304.83 \$243.20
<b>Mary Bannon</b> Mary Bannon	9/12/2018 083018	YA Thursday Invoice	Paid	10-60-5931-30	Totals for Baker & Taylor (L5543202):  Programs - Youth Serv. Dept.	  \$6,548.03 \$16.25
	9/12/2018 082618	Baby Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$13.00
	9/12/2018 5133	Landscape Maintenance Augt Invoice	Paid	10-20-5662-00	Totals for Mary Bannon:  Maint Contr. - Landscape Serv.	  \$29.25 \$987.50
<b>Bear Landscape Group</b> Bear Landscape Group	9/12/2018 2007542	Online Tutoring Services - H Invoice	Paid	10-50-5873-30	Totals for Bear Landscape Group:  Dbases - Youth Serv	  \$987.50 \$2,800.00
					Totals for Brainfuse, Inc.:	\$2,800.00

## Lisle Library District Accounts Payable for September 12, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Case Lots, Inc.	9/12/2018	Misc Kitchen & Janitorial Su	Paid	10-25-5716-00	Kitchen Supplies	\$115.60
	003744	Invoice		10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$146.40
Cavendish Square	9/12/2018	Misc Janitorial & Kitchen S	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$270.40
	004100	Invoice		10-25-5716-00	Kitchen Supplies	\$107.70
	Totals for Case Lots, Inc.:					
Cavendish Square	9/12/2018	My State Database	Paid	10-50-5873-30	Dbases - Youth Serv	\$159.00
	CAL3141961	Invoice				
The Child's World	9/12/2018	Soundbox Book Update	Paid	10-50-5863-30	Books - Youth Serv	\$466.70
	NA140861	Invoice				
Totals for Cavendish Square:						\$159.00
Compact Disc Source	9/12/2018	Music CDs	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$362.94
	75676	Invoice				
	9/12/2018	Processing	Paid	10-25-5717-00	Processing Supplies	\$136.88
75675	Invoice					
9/12/2018	Music CDs	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$227.08	
75717	Invoice					
9/12/2018	Processing	Paid	10-25-5717-00	Processing Supplies	\$84.64	
75716	Invoice					
9/12/2018	Music CDs	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$401.51	
75753	Invoice					
9/12/2018	Processing	Paid	10-25-5717-00	Processing Supplies	\$152.09	
75752	Invoice					
Totals for Compact Disc Source:						\$1,365.14
Complete Cleaning Company						

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Complete Cleaning Company	9/12/2018 C07123	September 2018 Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
<b>Consumers' Checkbook</b> Consumers' Checkbook	9/12/2018 CH1128656912018	Consumers' Checkbook Rene Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$450.00
					<i>Totals for Complete Cleaning Company:</i>	<u>\$2,303.00</u>
<b>Easypermit Postage</b> Easypermit Postage	9/12/2018 082618	Refill Postage Meter Invoice	Paid	10-25-5710-00	Postage	\$1,020.99
					<i>Totals for Consumers' Checkbook:</i>	<u>\$450.00</u>
<b>Ehlers Investment Partners</b> Ehlers Investment Partners	9/12/2018 083118	Aug 2018 Consulting Fee Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$577.27
					<i>Totals for Easypermit Postage:</i>	<u>\$1,020.99</u>
<b>EnvisionWare, INC.</b> EnvisionWare, INC.	9/12/2018 INV-US-37832	Payware - PCI Compliance - J Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
					<i>Totals for Ehlers Investment Partners:</i>	<u>\$577.27</u>
<b>John Ferrari</b> John Ferrari	9/12/2018 072518	Summer Read Program Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$23.80
					<i>Totals for EnvisionWare, INC.:</i>	<u>\$167.00</u>
<b>Flowers of Lisle</b> Flowers of Lisle	9/12/2018 cf686501338	Sympathy Flowers - Ruocco Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$68.90
					<i>Totals for John Ferrari:</i>	<u>\$23.80</u>
<b>Pam Freer</b> Pam Freer	9/12/2018 080518	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$5.98
					<i>Totals for Flowers of Lisle:</i>	<u>\$68.90</u>

## Lisle Library District

### Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Garvey's Office Products</b> Garvey's Office Products	9/12/2018 PINV1571521	Sign Holder Invoice	Paid	10-25-5713-00	Office Supplies	\$5.98
					Totals for Pam Freer:	\$5.98
	9/12/2018 PINV1589845	Office Supplies Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$8.55
<b>Grey House Publishing</b> Grey House Publishing					Totals for Garvey's Office Products:	\$55.74
	9/12/2018 350169	Fiction Core Collection Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$64.29
					Totals for Grey House Publishing:	\$295.70
<b>Hagg Press</b> Hagg Press	9/12/2018 106130	Library Card Sign-up Post Ca Invoice	Paid	10-60-5931-50	Community Relations	\$295.70
					Totals for Hagg Press:	\$1,428.00
	9/12/2018 17323	ILL Fee Invoice	Paid	10-50-5871-20	Document Delivery	\$1,428.00
<b>IHLS - OCLC</b> IHLS - OCLC					Totals for IHLS - OCLC:	\$25.50
					Totals for Hagg Press:	\$25.50
					Totals for IHLS - OCLC:	\$25.50
<b>Impact Networking, LLC</b> Impact Networking, LLC	9/12/2018 1193634	Copier Paper Invoice	Paid	10-25-5715-00	Copier Supplies	\$294.90
	9/12/2018 1195931	Xerox Printer Cartridges Invoice	Paid	10-25-5718-00	Computer Supplies	\$3,535.75
					Totals for Impact Networking, LLC:	\$3,830.65
<b>Innovative Interfaces</b> Innovative Interfaces	9/12/2018 INV-INC18933	Annual Maintenance Invoice	Paid	10-48-5801-10	Polaris Maint (Corp)	\$44,119.10
					Totals for Innovative Interfaces:	\$44,119.10
					Totals for Innovative Interfaces:	\$44,119.10



## Lisle Library District Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>iPROMOTEU</b> iPROMOTEU	9/12/2018 1452586MCC	LLD Promotional Coasters Invoice	Paid	10-60-5931-50	Community Relations	\$353.53
<b>Bennett Joseph</b> Bennett Joseph	9/12/2018 111618	Chess for Beginners Program Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$250.00
<b>KAPCO (Kent Adhesive Products)</b> KAPCO (Kent Adhesive Products)	9/12/2018 1358942	Tape Invoice	Paid	10-25-5717-00	Processing Supplies	\$62.13
<b>Jackie Kilcran</b> Jackie Kilcran	9/12/2018 082918	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$33.25
<b>Yolanda Kocemba</b> Yolanda Kocemba	9/12/2018 080818	ESL for You! Class - Teacher Invoice	Paid	10-50-5863-20	Literacy/ESL	\$798.00
<b>LinkedIn Corporation</b> LinkedIn Corporation	9/12/2018 10110531107	Lynda.com Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$7,000.00
<b>Midwest Tape (7289)</b> Midwest Tape (7289)	9/12/2018 083118	DVDs/Blu-rays w/o Process Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$150.99
<b>Midwest Tape (7288)</b>						
<b>Totals for iPROMOTEU:</b>						<b>\$353.53</b>
<b>Totals for Bennett Joseph:</b>						<b>\$250.00</b>
<b>Totals for KAPCO (Kent Adhesive Products):</b>						<b>\$62.13</b>
<b>Totals for Jackie Kilcran:</b>						<b>\$33.25</b>
<b>Totals for Yolanda Kocemba:</b>						<b>\$798.00</b>
<b>Totals for LinkedIn Corporation:</b>						<b>\$7,000.00</b>
<b>Totals for Midwest Tape (7289):</b>						<b>\$150.99</b>
<b>Totals for Midwest Tape (7288):</b>						<b>\$150.99</b>

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7288)	9/12/2018 083118	DVDs/Blue-rays - TV & Pr Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,364.16 \$630.05
<b>Midwest Tape (7291)</b>					<b>Totals for Midwest Tape (7288):</b>	<b>\$2,994.21</b>
Midwest Tape (7291)	9/12/2018 083118	JH CDs, YS DVD/Blu-rays Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$350.67
<b>Midwest Tape (12516)</b>					<b>Totals for Midwest Tape (7291):</b>	<b>\$350.67</b>
Midwest Tape (12516)	9/12/2018 083118	CD Books Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$9.99
<b>Midwest Tape</b>					<b>Totals for Midwest Tape (12516):</b>	<b>\$9.99</b>
Midwest Tape	9/12/2018 96316197	Hoopla Monthly Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$4,175.09
<b>Monaco Mechanical Service, Inc.</b>					<b>Totals for Midwest Tape:</b>	<b>\$4,175.09</b>
Monaco Mechanical Service, Inc.	9/12/2018 18136	Repair HVAC Leak East Side Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$728.73
<b>Laura Murff</b>					<b>Totals for Monaco Mechanical Service, Inc.:</b>	<b>\$728.73</b>
Laura Murff	9/12/2018 081618	RAILS TS Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$40.46
<b>NCPERS - IL IMRF</b>					<b>Totals for Laura Murff:</b>	<b>\$40.46</b>
NCPERS - IL IMRF	9/12/2018 46020918	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$96.00
<b>Outsource Solutions Group, Inc.</b>					<b>Totals for NCPERS - IL IMRF:</b>	<b>\$96.00</b>
Outsource Solutions Group, Inc.	9/12/2018 42708	Monthly Server Monitoring A Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$720.00

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Paddock Publications</b> Paddock Publications	9/12/2018 42789	Backup Software Licenses - J Invoice	Paid	30-65-5925-00	Network - Maint (.02 B/M)	\$225.00
	9/12/2018 T4505530	Prevailing Wage Notice Invoice	Paid	10-25-5719-00	Publishing	\$43.70
	9/12/2018 T4505531	Public Hearing Notice Invoice	Paid	10-25-5719-00	Publishing	\$59.80
<b>Totals for Outsource Solutions Group, Inc.:</b>						<u>\$945.00</u>
<b>Winona Patterson</b> Winona Patterson	9/12/2018 082318	Display Supplies Invoice	Paid	10-60-5940-10	Reader Services - Adult Serv. Dept.	\$27.48
	<b>Totals for Paddock Publications:</b>					<u>\$103.50</u>
<b>Penworthy Company</b> Penworthy Company	9/12/2018 0543241-IN	Print Materials Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$2,028.96
	9/12/2018 0543597-IN	Print Materials Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$1,970.47
	<b>Totals for Winona Patterson:</b>					<u>\$27.48</u>
<b>Recorded Books, LLC</b> Recorded Books, LLC	9/12/2018 75931893	Transparent Language Renew Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,200.00
	9/12/2018 75940688	Audio Books Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$289.80
	<b>Totals for Penworthy Company:</b>					<u>\$3,999.43</u>
<b>Richardson Public Library</b> Richardson Public Library	9/12/2018 184953776	Replacement Cost for ILL It Invoice	Paid	10-50-5871-20	Document Delivery	\$16.00
	<b>Totals for Recorded Books, LLC:</b>					<u>\$3,489.80</u>
	<b>Totals for Richardson Public Library:</b>					<u>\$16.00</u>

## Lisle Library District

### Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Robert Morris University Illinois</b> Robert Morris University Illinois	9/12/2018 43341	Replacement Cost ILL Item - Invoice	Paid	10-50-5871-20	Document Delivery	\$17.99
	<i>Totals for Robert Morris University Illinois:</i>					<u>\$17.99</u>
<b>Will Savage</b> Will Savage	9/12/2018 081818	Summer Read, Pokemon and Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$17.37
	9/12/2018 081518	Monday Funday & Outreach Invoice	Paid	10-60-5931-30 10-60-5940-30	Programs - Youth Serv. Dept. Reader Services - Youth Serv. Dept.	\$1.50 \$43.95
<b>SavATree</b> SavATree	9/12/2018 5826802	Storm Damage Tree Removal Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$1,410.00
	<i>Totals for Will Savage:</i>					<u>\$62.82</u>
<b>Scholastic Inc.</b> Scholastic Inc.	9/12/2018 M6409513	Family Literacy - Let's Find O Invoice	Paid	10-50-5863-20	Literacy/ESL	\$142.78
	<i>Totals for SavATree:</i>					<u>\$1,410.00</u>
<b>Noelle Spicher</b> Noelle Spicher	9/12/2018 080318	TAB Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$15.98
	<i>Totals for Scholastic Inc.:</i>					<u>\$142.78</u>
<b>St. Joseph Township-Swearingen Memorial Library</b> St. Joseph Township-Swearingen Memoria	9/12/2018 081818	Replacement Cost - Heavy M Invoice	Paid	10-50-5871-20	Document Delivery	\$15.98
	<i>Totals for Noelle Spicher:</i>					<u>\$15.98</u>
<b>Staples Advantage</b> Staples Advantage	9/12/2018 1620897707	Misc Kitchen, Janitorial & O Invoice	Paid	10-25-5716-00 10-25-5713-00 10-20-5663-00	Kitchen Supplies Office Supplies Maint/Repairs-Genl repairs, Supplies	\$281.38 \$317.05 \$165.44
	<i>Totals for St. Joseph Township-Swearingen Memorial Library:</i>					<u>\$15.00</u>

## Lisle Library District Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Stephens Plumbing and Heating</b>						
Stephens Plumbing and Heating	9/12/2018 200965	Lobby Restroom Rodded Out Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$370.50
	9/12/2018 201496	YS Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$165.00
					Totals for Stephens Plumbing and Heating:	\$535.50
<b>Suburban Door Check &amp; Lock Service</b>						
Suburban Door Check & Lock Service	9/12/2018 IN504033	Keys Invoice	Paid	10-25-5713-00	Office Supplies	\$20.30
					Totals for Suburban Door Check & Lock Service:	\$20.30
<b>Toshiba Business Solutions, USA</b>						
Toshiba Business Solutions, USA	9/12/2018 14716016	Lower Level Photocopier Ma Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
					Totals for Toshiba Business Solutions, USA:	\$90.32
<b>Triple S Vending</b>						
Triple S Vending	9/12/2018 12309	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$126.00
					Totals for Triple S Vending:	\$126.00
<b>Twisted Fiber Studio</b>						
Twisted Fiber Studio XX-XXX0639	9/12/2018 18-05	Staff Development Day Suppl Invoice	Paid	10-40-5787-00	In-Service	\$174.61
					Totals for Twisted Fiber Studio:	\$174.61
<b>Unique Management Services, Inc.</b>						
Unique Management Services, Inc.	9/12/2018 465734	Collection Accounts - (3) Sub Invoice	Paid	10-35-5761-00	Collection Agency	\$26.85
					Totals for Unique Management Services, Inc.:	\$26.85
<b>Village of Lisle</b>						
Village of Lisle	9/12/2018 082818	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$161.26

# Lisle Library District

## Accounts Payable for September 12, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	9/12/2018 3200000019	Annual Billing for Equipmen Invoice	Paid	10-20-5651-00	INet	\$1,810.00
Totals for Village of Lisle:						<u>\$1,971.26</u>

# Lisle Library District

## Accounts Payable for September 12, 2018

### Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-20-5651-00	INet	\$1,810.00
10-20-5654-00	Utilities - Sewer & Water	\$161.26
10-20-5661-00	Maint Contracts - Maint. Service	\$3,958.40
10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$582.24
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,264.23
10-25-5710-00	Postage	\$1,020.99
10-25-5712-00	Printing	\$69.00
10-25-5713-00	Office Supplies	\$345.90
10-25-5714-00	Circ. Material Supplies	\$783.33
10-25-5715-00	Copier Supplies	\$294.90
10-25-5716-00	Kitchen Supplies	\$630.68
10-25-5717-00	Processing Supplies	\$1,863.24
10-25-5718-00	Computer Supplies	\$3,535.75
10-25-5719-00	Publishing	\$103.50
10-25-5724-15	Local Travel	\$33.25
10-35-5761-00	Collection Agency	\$26.85
10-35-5763-00	Other Contr Svcs-Tech Asst	\$720.00
10-35-5765-10	Investment Agency Consultants	\$577.27
10-40-5784-00	Meetings - Staff	\$40.46
10-40-5786-00	Employee/Volunteer Recognition	\$68.90
10-40-5787-00	In-Service	\$174.61
10-48-5801-10	Polaris Maint (Corp)	\$44,119.10
10-48-5823-30	Minor Equip - Youth	\$55.74
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
10-50-5863-20	Literacy/ESL	\$940.78
10-50-5863-30	Books - Youth Serv	\$7,803.15
10-50-5864-10	Books - Non Fiction	\$7,986.11
10-50-5865-10	Books - Adult Fiction	\$6,399.90
10-50-5867-20	Ref Books - Adult Serv	\$1,057.76
10-50-5869-20	Internet Licensed DBases	\$10,650.00
10-50-5871-20	Document Delivery	\$74.49

# Lisle Library District

## Accounts Payable for September 12, 2018

10-50-5873-30	Dbases - Youth Serv	\$2,959.00
10-50-5890-30	A-V Matls - Youth Serv	\$350.67
10-50-5895-40	A-V Matls - Adult Serv	\$8,647.97
10-60-5931-10	Programs - Adult Services	\$421.96
10-60-5931-30	Programs - Youth Serv. Dept.	\$71.92
10-60-5931-50	Community Relations	\$2,213.40
10-60-5940-10	Reader Services - Adult Serv. Dept.	\$27.48
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$43.95
30-65-5925-00	Network - Maint. (.02 B/M)	\$392.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$1,410.00
	GRAND TOTAL:	\$114,863.96



# Lisle Library District

## Account Distribution Report by Number

### September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-00-2638-00, Vol. Life (NCPERS)									
9/12/2018	46020918	Invoice	5529-214	NCPERS - IL IMRF	NCPERS - IL IMRF-	Posted	9/12/2018	\$96.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$96.00	\$0.00
10-20-5651-00, INet									
9/12/2018	3200000019	Invoice	5529-280	Village of Lisle	Village of Lisle-320000	Posted	9/12/2018	\$1,810.00	\$0.00
					Totals for 10-20-5651-00, INet:			\$1,810.00	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
9/12/2018	082818	Invoice	5529-264	Village of Lisle	Village of Lisle-08281	Posted	9/12/2018	\$161.26	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$161.26	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
9/12/2018	4853327	Invoice	5529-015	Anderson Pest Solutions	Anderson Pest Solutio	Posted	9/12/2018	\$141.00	\$0.00
9/12/2018	C07123	Invoice	5529-113	Complete Cleaning Company	Complete Cleaning Co	Posted	9/12/2018	\$2,303.00	\$0.00
9/12/2018	SCI/00051698	Invoice	5529-197	ASSA ABLOY Entrance Syst	ASSA ABLOY Entra	Posted	9/12/2018	\$1,373.40	\$0.00
9/12/2018	4805784	Invoice	5529-203	Anderson Pest Solutions	Anderson Pest Solutio	Posted	9/12/2018	\$141.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$3,958.40	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
9/12/2018	5133	Invoice	5529-278	Bear Landscape Group	Bear Landscape Group-	Posted	9/12/2018	\$987.50	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$987.50	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
9/12/2018	003744	Invoice	5529-070	Case Lots, Inc.	Case Lots, Inc.-003744	Posted	9/12/2018	\$146.40	\$0.00
9/12/2018	1620897707	Invoice	5529-202	Staples Advantage	Staples Advantage-1620	Posted	9/12/2018	\$165.44	\$0.00
9/12/2018	004100	Invoice	5529-272	Case Lots, Inc.	Case Lots, Inc.-004100	Posted	9/12/2018	\$270.40	\$0.00
					Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:			\$582.24	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
9/12/2018	200965	Invoice	5529-071	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	9/12/2018	\$370.50	\$0.00
9/12/2018	201496	Invoice	5529-216	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	9/12/2018	\$165.00	\$0.00
9/12/2018	18136	Invoice	5529-274	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	9/12/2018	\$728.73	\$0.00
					Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:			\$1,264.23	\$0.00
10-25-5710-00, Postage									
9/12/2018	082618	Invoice	5529-218	Easyp permit Postage	Easyp permit Postage-08	Posted	9/12/2018	\$1,020.99	\$0.00
					Totals for 10-25-5710-00, Postage:			\$1,020.99	\$0.00
10-25-5712-00, Printing									

# Lisle Library District

## Account Distribution Report by Number

### September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/12/2018	28766	Invoice	5529-111	Allegra Print & Imaging	Allegra Print & Imaging	Posted	9/12/2018	\$69.00	\$0.00
<b>10-25-5713-00, Office Supplies</b>									
9/12/2018	PINV1577521	Invoice	5529-095	Garvey's Office Products	Garvey's Office Products	Posted	9/12/2018	\$8.55	\$0.00
9/12/2018	INS04033	Invoice	5529-121	Suburban Door Check & Lock S	Suburban Door Check & Lock S	Posted	9/12/2018	\$20.30	\$0.00
9/12/2018	1620897707	Invoice	5529-201	Staples Advantage	Staples Advantage-1621	Posted	9/12/2018	\$317.05	\$0.00
<b>10-25-5714-00, Circ. Material Supplies</b>								<b>\$345.90</b>	<b>\$0.00</b>
9/12/2018	55116	Invoice	5529-187	AlphaGraphics	AlphaGraphics-55116	Posted	9/12/2018	\$783.33	\$0.00
<b>10-25-5715-00, Copier Supplies</b>								<b>\$783.33</b>	<b>\$0.00</b>
9/12/2018	1193634	Invoice	5529-189	Impact Networking, LLC	Impact Networking, LLC	Posted	9/12/2018	\$294.90	\$0.00
<b>10-25-5716-00, Kitchen Supplies</b>								<b>\$294.90</b>	<b>\$0.00</b>
9/12/2018	12309	Invoice	5529-064	Triple S Vending	Triple S Vending-1230	Posted	9/12/2018	\$126.00	\$0.00
9/12/2018	003744	Invoice	5529-068	Case Lots, Inc.	Case Lots, Inc.-003744	Posted	9/12/2018	\$115.60	\$0.00
9/12/2018	1620897707	Invoice	5529-199	Staples Advantage	Staples Advantage-1621	Posted	9/12/2018	\$281.38	\$0.00
9/12/2018	004100	Invoice	5529-305	Case Lots, Inc.	Case Lots, Inc.-004100	Posted	9/12/2018	\$107.70	\$0.00
<b>10-25-5717-00, Processing Supplies</b>								<b>\$630.68</b>	<b>\$0.00</b>
9/12/2018	75675	Invoice	5529-058	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$136.88	\$0.00
9/12/2018	1358942	Invoice	5529-185	KAPCO (Kent Adhesive Prod	KAPCO (Kent Adhes	Posted	9/12/2018	\$62.13	\$0.00
9/12/2018	75716	Invoice	5529-195	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$84.64	\$0.00
9/12/2018	083118	Invoice	5529-226	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	9/12/2018	\$21.85	\$0.00
9/12/2018	083118	Invoice	5529-229	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	9/12/2018	\$30.30	\$0.00
9/12/2018	083118	Invoice	5529-232	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	9/12/2018	\$11.10	\$0.00
9/12/2018	083118	Invoice	5529-235	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	9/12/2018	\$83.20	\$0.00
9/12/2018	083118	Invoice	5529-240	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	9/12/2018	\$307.05	\$0.00
9/12/2018	083118	Invoice	5529-243	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	9/12/2018	\$0.65	\$0.00
9/12/2018	083118	Invoice	5529-250	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	9/12/2018	\$243.20	\$0.00
9/12/2018	083118	Invoice	5529-253	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	9/12/2018	\$100.10	\$0.00
9/12/2018	75752	Invoice	5529-258	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$152.09	\$0.00
9/12/2018	083118	Invoice	5529-298	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	9/12/2018	\$630.05	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-25-5718-00, Computer Supplies</b>									
9/12/2018	1195931	Invoice	5529-262	Impact Networking, LLC	Impact Networking, L.L. Posted		9/12/2018	\$1,863.24	\$0.00
<b>10-25-5719-00, Publishing</b>									
9/12/2018	T4505530	Invoice	5529-007	Paddock Publications	Paddock Publications Posted		9/12/2018	\$43.70	\$0.00
9/12/2018	T4505531	Invoice	5529-009	Paddock Publications	Paddock Publications Posted		9/12/2018	\$59.80	\$0.00
<b>10-25-5724-15, Local Travel</b>									
9/12/2018	082918	Invoice	5529-222	Jackie Kilcran	Jackie Kilcran-082918 Posted		9/12/2018	\$33.25	\$0.00
<b>10-35-5761-00, Collection Agency</b>									
9/12/2018	465734	Invoice	5529-039	Unique Management Services, I	Unique Management S Posted		9/12/2018	\$26.85	\$0.00
<b>10-35-5763-00, Other Contr Svcs-Tech Asst</b>									
9/12/2018	42708	Invoice	5529-011	Outsource Solutions Group, In	Outsource Solutions G Posted		9/12/2018	\$720.00	\$0.00
<b>10-35-5765-10, Investment Agency Consultants</b>									
9/12/2018	083118	Invoice	5529-260	Ehlers Investment Partners	Ehlers Investment Part Posted		9/12/2018	\$577.27	\$0.00
<b>10-40-5784-00, Meetings - Staff</b>									
9/12/2018	081618	Invoice	5529-220	Laura Murff	Laura Murff-081618 Posted		9/12/2018	\$40.46	\$0.00
<b>10-40-5786-00, Employee/Volunteer Recognition</b>									
9/12/2018	ef686501338	Invoice	5529-031	Flowers of Lisle	Flowers of Lisle-ef686 Posted		9/12/2018	\$68.90	\$0.00
<b>10-40-5787-00, In-Service</b>									
9/12/2018	18-05	Invoice	5529-077	Twisted Fiber Studio	Twisted Fiber Studio-1 Posted		9/12/2018	\$174.61	\$0.00
<b>10-48-5801-10, Polaris Maint (Corp)</b>									
9/12/2018	INV-INC18933	Invoice	5529-115	Innovative Interfaces	Innovative Interfaces-1 Posted		9/12/2018	\$44,119.10	\$0.00
<b>Totals for 10-25-5717-00, Processing Supplies:</b>									
<b>Totals for 10-25-5718-00, Computer Supplies:</b>									
<b>Totals for 10-25-5719-00, Publishing:</b>									
<b>Totals for 10-25-5724-15, Local Travel:</b>									
<b>Totals for 10-35-5761-00, Collection Agency:</b>									
<b>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</b>									
<b>Totals for 10-35-5765-10, Investment Agency Consultants:</b>									
<b>Totals for 10-40-5784-00, Meetings - Staff:</b>									
<b>Totals for 10-40-5786-00, Employee/Volunteer Recognition:</b>									
<b>Totals for 10-40-5787-00, In-Service:</b>									
<b>Totals for 10-48-5801-10, Polaris Maint (Corp):</b>									

# Lisle Library District

## Account Distribution Report by Number

### September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-48-5823-30, Minor Equip - Youth									
9/12/2018	PINV1589845	Invoice	5529-209	Garvey's Office Products	Garvey's Office Produc	Posted	9/12/2018	\$55.74	\$0.00
Totals for 10-48-5823-30, Minor Equip - Youth:								\$55.74	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
9/12/2018	14716016	Invoice	5529-103	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	9/12/2018	\$90.32	\$0.00
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:								\$90.32	\$0.00
10-50-5863-20, Literacy/ESL									
9/12/2018	M6409513	Invoice	5529-282	Scholastic Inc.	Scholastic Inc.-M64095	Posted	9/12/2018	\$142.78	\$0.00
9/12/2018	080818	Invoice	5529-286	Yolanda Kocemba	Yolanda Kocemba-0808	Posted	9/12/2018	\$798.00	\$0.00
Totals for 10-50-5863-20, Literacy/ESL:								\$940.78	\$0.00
10-50-5863-30, Books - Youth Serv									
9/12/2018	NA140861	Invoice	5529-033	The Child's World	The Child's World-NA1	Posted	9/12/2018	\$466.70	\$0.00
9/12/2018	0543241-JN	Invoice	5529-205	Penworthy Company	Penworthy Company-05	Posted	9/12/2018	\$2,028.96	\$0.00
9/12/2018	083118	Invoice	5529-227	Baker & Taylor	Baker & Taylor (L4342812)	Posted	9/12/2018	\$837.59	\$0.00
9/12/2018	083118	Invoice	5529-230	Baker & Taylor	Baker & Taylor (L4171782)	Posted	9/12/2018	\$355.20	\$0.00
9/12/2018	083118	Invoice	5529-246	Baker & Taylor	Baker & Taylor (C4053863)	Posted	9/12/2018	\$36.08	\$0.00
9/12/2018	083118	Invoice	5529-251	Baker & Taylor	Baker & Taylor (L5425632)	Posted	9/12/2018	\$2,108.15	\$0.00
9/12/2018	0543597-JN	Invoice	5529-254	Penworthy Company	Penworthy Company-05	Posted	9/12/2018	\$1,970.47	\$0.00
Totals for 10-50-5863-30, Books - Youth Serv:								\$7,803.15	\$0.00
10-50-5864-10, Books - Non Fiction									
9/12/2018	083118	Invoice	5529-236	Baker & Taylor	Baker & Taylor (L3965522)	Posted	9/12/2018	\$15.90	\$0.00
9/12/2018	083118	Invoice	5529-238	Baker & Taylor	Baker & Taylor (L0334152)	Posted	9/12/2018	\$6,917.45	\$0.00
9/12/2018	083118	Invoice	5529-241	Baker & Taylor	Baker & Taylor (C5223433)	Posted	9/12/2018	\$1,052.76	\$0.00
Totals for 10-50-5864-10, Books - Non Fiction:								\$7,986.11	\$0.00
10-50-5865-10, Books - Adult Fiction									
9/12/2018	083118	Invoice	5529-224	Baker & Taylor	Baker & Taylor (L5202982)	Posted	9/12/2018	\$95.07	\$0.00
9/12/2018	083118	Invoice	5529-248	Baker & Taylor	Baker & Taylor (L5543202)	Posted	9/12/2018	\$6,304.83	\$0.00
Totals for 10-50-5865-10, Books - Adult Fiction:								\$6,399.90	\$0.00
10-50-5867-20, Ref Books - Adult Serv									
9/12/2018	350169	Invoice	5529-099	Grey House Publishing	Grey House Publishin	Posted	9/12/2018	\$295.70	\$0.00
9/12/2018	083118	Invoice	5529-244	Baker & Taylor	Baker & Taylor (C5223353)	Posted	9/12/2018	\$762.06	\$0.00
Totals for 10-50-5867-20, Ref Books - Adult Serv:								\$1,057.76	\$0.00
10-50-5869-20, Internet Licensed DBases									

# Lisle Library District

## Account Distribution Report by Number

September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/12/2018	101105311107	Invoice	5529-097	LinkedIn Corporation	LinkedIn Corporation-	Posted	9/12/2018	\$7,000.00	\$0.00
9/12/2018	75931893	Invoice	5529-107	Recorded Books, LLC	Recorded Books, LLC-7	Posted	9/12/2018	\$3,200.00	\$0.00
9/12/2018	CHI128656912018	Invoice	5529-284	Consumers' Checkbook	Consumers' Checkbook	Posted	9/12/2018	\$450.00	\$0.00
<b>10-50-5871-20, Document Delivery</b>									<b>\$0.00</b>
9/12/2018	17323	Invoice	5529-073	IHLIS - OCLC	IHLIS - OCLC-17323	Posted	9/12/2018	\$25.50	\$0.00
9/12/2018	081818	Invoice	5529-109	St. Joseph Township-Swear	St. Joseph Township-Swear	Posted	9/12/2018	\$15.00	\$0.00
9/12/2018	43341	Invoice	5529-301	Robert Morris University Illin	Robert Morris Univers	Posted	9/12/2018	\$17.99	\$0.00
9/12/2018	184953776	Invoice	5529-303	Richardson Public Library	Richardson Public Lib	Posted	9/12/2018	\$16.00	\$0.00
<b>10-50-5873-30, Dbases - Youth Serv</b>									<b>\$0.00</b>
9/12/2018	2007542	Invoice	5529-027	Brainfuse, Inc.	Brainfuse, Inc.-200754	Posted	9/12/2018	\$2,800.00	\$0.00
9/12/2018	CAL3141961	Invoice	5529-207	Cavendish Square	Cavendish Square-CAL	Posted	9/12/2018	\$159.00	\$0.00
<b>10-50-5890-30, A-V Matls - Youth Serv</b>									<b>\$0.00</b>
9/12/2018	083118	Invoice	5529-299	Midwest Tape (7291)-	Midwest Tape (7291)-	Posted	9/12/2018	\$350.67	\$0.00
<b>10-50-5895-40, A-V Matls - Adult Serv</b>									<b>\$0.00</b>
9/12/2018	75676	Invoice	5529-056	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$362.94	\$0.00
9/12/2018	96316197	Invoice	5529-105	Midwest Tape	Midwest Tape-9631619	Posted	9/12/2018	\$4,175.09	\$0.00
9/12/2018	75940688	Invoice	5529-191	Recorded Books, LLC	Recorded Books, LLC-7	Posted	9/12/2018	\$289.80	\$0.00
9/12/2018	75717	Invoice	5529-193	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$227.08	\$0.00
9/12/2018	083118	Invoice	5529-233	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	9/12/2018	\$666.41	\$0.00
9/12/2018	75753	Invoice	5529-256	Compact Disc Source	Compact Disc Source	Posted	9/12/2018	\$401.51	\$0.00
9/12/2018	083118	Invoice	5529-292	Midwest Tape (12516)	Midwest Tape (12516)	Posted	9/12/2018	\$9.99	\$0.00
9/12/2018	083118	Invoice	5529-294	Midwest Tape (7289)-	Midwest Tape (7289)-	Posted	9/12/2018	\$150.99	\$0.00
9/12/2018	083118	Invoice	5529-296	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	9/12/2018	\$2,364.16	\$0.00
<b>10-60-5931-10, Programs - Adult Services</b>									<b>\$0.00</b>
9/12/2018	111618	Invoice	5529-005	Bennett Joseph	Bennett Joseph-111618	Posted	9/12/2018	\$250.00	\$0.00
9/12/2018	080318	Invoice	5529-093	Noelle Spicher	Noelle Spicher-080318	Posted	9/12/2018	\$15.98	\$0.00
9/12/2018	080518	Invoice	5529-101	Pam Freer	Pam Freer-080518	Posted	9/12/2018	\$5.98	\$0.00
9/12/2018	1189	Invoice	5529-288	AG Interpreting and Profession	AG Interpreting and P	Posted	9/12/2018	\$150.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### September 12, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-60-5931-30, Programs - Youth Serv. Dept.</b>									
9/12/2018	072518	Invoice	5529-001	John Ferrari		Posted	9/12/2018		
9/12/2018	081818	Invoice	5529-003	Will Savage		Posted	9/12/2018	\$23.80	\$0.00
9/12/2018	081518	Invoice	5529-211	Will Savage		Posted	9/12/2018	\$17.37	\$0.00
9/12/2018	083018	Invoice	5529-268	Mary Bannon		Posted	9/12/2018	\$1.50	\$0.00
9/12/2018	082618	Invoice	5529-270	Mary Bannon		Posted	9/12/2018	\$16.25	\$0.00
								\$13.00	\$0.00
								<b>\$71.92</b>	<b>\$0.00</b>
<b>10-60-5931-50, Community Relations</b>									
9/12/2018	55025	Invoice	5529-060	AlphaGraphics		Posted	9/12/2018	\$16.16	\$0.00
9/12/2018	55014	Invoice	5529-062	AlphaGraphics		Posted	9/12/2018	\$211.71	\$0.00
9/12/2018	55117	Invoice	5529-119	AlphaGraphics		Posted	9/12/2018	\$204.00	\$0.00
9/12/2018	106130	Invoice	5529-266	Hagg Press		Posted	9/12/2018	\$1,428.00	\$0.00
9/12/2018	1452586MCC	Invoice	5529-276	iPROMOTEu		Posted	9/12/2018	\$353.53	\$0.00
								<b>\$2,213.40</b>	<b>\$0.00</b>
<b>10-60-5940-10, Reader Services - Adult Serv. Dept.</b>									
9/12/2018	082318	Invoice	5529-290	Winona Patterson		Posted	9/12/2018	\$27.48	\$0.00
								<b>\$27.48</b>	<b>\$0.00</b>
<b>10-60-5940-30, Reader Services - Youth Serv. Dept.</b>									
9/12/2018	081518	Invoice	5529-213	Will Savage		Posted	9/12/2018	\$43.95	\$0.00
								<b>\$43.95</b>	<b>\$0.00</b>
<b>30-65-5925-00, Network - Maint. (.02 B/M)</b>									
9/12/2018	42789	Invoice	5529-075	Outsource Solutions Group, In		Posted	9/12/2018	\$225.00	\$0.00
9/12/2018	INV-US-37832	Invoice	5529-117	EnvisionWare, INC.		Posted	9/12/2018	\$167.00	\$0.00
								<b>\$392.00</b>	<b>\$0.00</b>
<b>30-65-5926-00, Maint - Bldg Structure (.02 B/M)</b>									
9/12/2018	5826802	Invoice	5529-066	SavATree		Posted	9/12/2018	\$1,410.00	\$0.00
								<b>\$1,410.00</b>	<b>\$0.00</b>
								<b>Grand Totals:</b>	<b>\$114,863.96</b>

# Lisle Library District Account Distribution Report by Number September 12, 2018

Report name: Account Number Report for September 12, 2018  
Report format: Detail  
Include these transaction dates: 9/12/2018 to 9/12/2018  
Include these post dates: 9/12/2018 to 9/12/2018  
Include all Post Statuses  
Do not include adjustment transactions  
Include miscellaneous entries  
Include these Accounts: Query: Account number report  
Include all Funds  
Include all Classes  
Include all Vendors  
Include all Invoices  
Include all Credit Memos  
Include all Payments  
Include all Purchase Orders  
Include all Receipts  
Include all Account Attributes  
Include all Vendor Attributes  
Include all Invoice Attributes  
Include all Credit Memo Attributes  
Include all Purchase Order Attributes  
Include all Function(s)  
Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN August 2018 and September 2018				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 8/15/18		\$ 65,474.10	
HSA	Garnishment	Employee Deduction	\$ 177.99	
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,198.49	
Auto W/D	Howard Simon & Associates	Mo. PR Serv. - August, 2018	\$ 510.80	
HSA	EFTPS/Electronic Tax Pymt 8/15/18	Fed Tax \$8063.68	\$ 21,674.52	
		FICA W/H \$6805.39		
		FICA Lib \$6805.45		
HSA	Salaries 8/31/18		\$ 63,657.95	
HSA	Garnishment	Employee Deduction	\$ 152.16	
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,079.91	
HSA	EFTPS/Electronic Tax Pymt 8/31/18	Fed Tax \$7829.85	\$ 21,063.77	
		FICA W/H \$6616.99		
		FICA Lib \$6616.93		
Wired	IMRF	IMRF W/H \$7992.36	\$ 23,303.13	
		IMRF Lib. \$15310.77		
		Sub Total	\$ 204,292.82	
Check #	Vendor	Description	Amt	
2273	ALFAC (G6920)	Payroll Withholding	338.61	
2274	Ehlers Investment Partners	Consulting Fee	576.44	
2275	Konica Minolta Premier Finance	Usage	211.10	
2276	LIMRiCC PHIP Health	Health Insurance	28941.38	
2277	Midwest Tape (7288)	81418	2765.19	
2278	Petty Cash Checking Account	Petty Cash MB Account	290.51	
2279	Albertsons/Safeway	Jewel Food	309.45	
2280	Amazon	Games, Books, Supplies	1240.32	
2281	Delta Dental - Risk	Dental Premium	2102.79	
2282	Hagg Press	August/September Newsletter	2170.00	
2283	Konica Minolta Premier Finance	Copier Usage 7/1 - 7/31/18	262.99	
2284	MB Financial Credit Card	Phone, Postage, Network Maintenance, Programs	5764.34	
2285	Republic Services	Garbage	179.09	
		Sub Total	\$ 45,152.21	
		TOTAL	\$ 249,445.03	



RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$333,773.84
TOTAL .02 BUILDING/MAINT. EXPENSES	\$1,802.00
TOTAL IMRF/FICA EXPENSES	\$28,733.15
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	\$364,308.99

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

The above items have been approved by the Lisle Library District Board of Trustees on: / 9/12/2018

\_\_\_\_\_  
Trustee

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

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

Monthly Circulation Report - August 2018

	Checkouts	Renewals	Aug-18 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change
Adult Non-Print	6,602	2,234	8,836	19,215	17,790	-7.42%
Adult Print	6,789	3,168	9,957	21,248	20,770	-2.25%
Adult Total	13,391	5,402	18,793	40,463	38,560	-4.70%
YS Non-Print	1,549	714	2,263	5,243	5,094	-2.84%
YS Print	7,806	3,281	11,087	22,842	23,449	2.66%
Total YS	9,355	3,995	13,350	28,085	28,543	1.63%
Digital Media						
Overdrive	1,724		1,724	3,109	3,573	14.92%
hoopla	1,842		1,842	2,765	3,843	38.99%
RB Digital	138		138	267	250	-6.37%
Total Digital	3,704	0	3,704	6,141	7,666	24.83%
Subtotal Print + Non-Print/Digital	26,450	9,397	35,847	74,689	74,769	0.11%
Computer/Tech Sessions Logins	2,603		2,603	5,923	5,388	-9.03%
Database Usage/Unique Logins	3,414		3,414	4,308	5,807	34.80%
Wireless Use	1,508		1,508	3,880	3,296	-15.05%
ScannX sessions/jobs	389		389	553	1,000	80.83%
Museum Adventure Passes	39		39	71	76	7.04%
Total IT/Resource Sessions	7,953	0	7,953	14,735	15,567	5.65%
Total Circulation	34,403	9,397	43,800	89,424	90,336	1.02%
Literacy Software Usage Hours			98	180	192	6.67%
Borrower Information	Aug. 2018 Total	YTD 17/18	YTD 18/19	YTD % Change		
New Library Cards Added	172	322	353	9.63%		
Monthly Borrowers	3,203	6,620	6,500	-1.81%		
Total # Registered Borrowers	11,100	11,613	11,100	-4.42%		
InterLibrary Loans						
Materials Sent	160	301	298	-1.00%		
Materials Received	446	775	905	16.77%		
Polaris/Catalog Holds						
Holds Placed	3,048	5,895	6,132	4.02%		
Holds Checked Out	2,257	4,501	4,605	2.31%		

**Lisle Library District**  
**Program and Service Statistics - August 2018**

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
<b>Library Event Statistics</b>									
Staff Facilitated Programs		24	36	60	2	122	125	259	107.20%
Attendees		210	703	72	29	1,014	2,130	2,387	12.07%
Computer/Technology Programs		5	0		2	7	14	16	14.29%
Attendees		22	0		3	25	43	49	13.95%
Performer/Speaker/Author		3	0			3	10	9	-10.00%
Attendees		53	0			53	248	385	55.24%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	2	2	0.00%
Attendees	0					0	331	460	38.97%
<b>Total Number of Programs</b>	0	32	36	60	4	132	151	286	89.40%
<b>Total Patrons Served by Programming</b>	0	285	703	72	32	1,092	2,752	3,281	19.22%
Reference Questions		2,293	1,679	2,692		6,664	13,201	12,828	-2.83%
Volunteer Hours		5.00	55.00			60.00	493.00	538.00	9.13%
<b>Outreach Service Statistics</b>									
Outreach Visits		6	3	6		15	14	30	114.29%
Patrons Served by Outreach Visits		138	138	277		553	758	1,575	107.78%
Home Delivery Dates		2				2	4	4	0.00%
Patrons Served via Home Delivery		92				92	144	182	26.39%
<b>Total Outreach Programs</b>		8	3	6		17	18	34	88.89%
<b>Total Patrons Served with Outreach Services</b>		230	138	277		645	902	1,757	94.79%
<b>Civic Facility Use</b>									
Literacy/Tutoring Room Use (patron count)	86						189	178	-5.82%
Number of Outside Groups Using Meeting Space	17						40	38	-5.00%
Patrons Entering Building	14,062						31,933	29,630	-7.21%
Friend's Sponsored Programs	1						2	2	0.00%
Attendees	61						65	93	43.08%
<b>Social Media Use</b>									
Facebook (daily page consumption)	1,734						5,685	3,525	-37.99%
Twitter Followers	738						678	738	8.85%
Pinterest Average Daily Viewers	194						261	324	24.14%
Instagram Likes	289						689	694	0.73%
Flickr Views	8,831						16,364	19,844	21.27%

## Director's Report September 2018

### Meetings

Staff Development – Aug 10  
Strategic Planning – Aug 15  
Envisionware – Aug 16  
Hummel – Aug 16  
Physical Plant Committee – Aug 20  
Special Board – Aug 23

Staff – Aug 27  
Staff – Aug 28  
Staff – Aug 29  
Dept Directors – Aug 30  
Friends – Sept 5  
Fisher – Sept 7

### Highlights | Developments

#### ILA

The Illinois Library Association (ILA) Annual Conference will be held at the Peoria Civic Center from October 9<sup>th</sup>-11<sup>th</sup>. LLD staff Will Savage, Elizabeth Hopkins, Laura Murff, Xavier Duran, and LLD Trustee Richard Flint are presenting this year.

Trustee Flint is scheduled to give a table talk entitled, *A Primer on Quantitative Analysis for Librarians*. Will, Elizabeth, and Xavier will present a program called, *Finger Paints, Full Hearts, Can't Lose: How Adult Services and Youth Services Collaborate to Offer Family Programming*. Laura will team with a member of RAILS to present, *Building an Accessible and Inclusive Catalog*. I am delighted that ILA selected LLD representation for their conference program and have no doubt that attendees will benefit from these thoughtful presentations.

#### New Legislation

On August 10, 2018 the Illinois General Assembly legislated P.A. 100-0746, which amends The Public Library District Act of 1991 regarding eligibility to serve as a Library Trustee. The amendment added the following:

Sec. 30-20. Nomination of candidates; ballot.

(d) A person is not eligible to serve as a library trustee unless he or she is a qualified elector of the library district and has resided in the library district at least one year at the time he or she files nomination papers or a declaration of intent to become a write-in candidate or is presented for appointment.

(e) A person is not eligible to serve as a library trustee who, at the time of his or her appointment or filing of nomination papers or a declaration of intent to become a write-in candidate, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court in the United States of any infamous crime, bribery, perjury, or other felony.

(f) The changes made by this amendatory Act of the 100th General Assembly apply only to candidates by petition or write-in candidates in the consolidated election of 2019 and thereafter and to all appointees appointed after the effective date of this amendatory Act of the 100th General Assembly.

*To: Lisle Library District Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 7, 2018*

On August 14, 2018, the Illinois General Assembly legislated P.A. 100-0875, which amends both the Illinois Local Library Act and the Public Library District Act of 1991. Under the new law, non-resident, District taxpayers who lease property, may obtain a Library card. Previously, this was limited to non-resident owners of taxable property.

## **Election 2019**

The LLD Board will have four seats up for election on April 2nd. Residents of the Library District who meet the statutory qualifications may run for a Board seat. The Reception Desk on the Adult floor has election packets for those interested in running.

If there are questions regarding how to fill out packet forms, residents should review the *Illinois State Board of Elections 2019 Candidate's Guide* at [www.elections.il.gov](http://www.elections.il.gov). This *Guide* has all the election packet information, including all required forms. Residents may also call the DuPage County Election Commission with questions.

Packets will be collected at the Library between December 10th and 17<sup>th</sup>. Administration office hours are Monday through Friday from 9:30 am to 4:30 pm.

Packets include the following:

- Candidate Checklist
- Notice of Obligation
- Statement of Candidacy
- Loyalty Oath
- Petition Sheets

The first day to circulate nominating petitions is September 18, 2018. Petition sheets must have a minimum of 50 signatures of registered voters who reside in the Lisle Library District. Important dates:

- Sept 18 - First day a candidate may legally circulate petitions
- Dec 10-17 - Period to file petitions/paperwork with Library
- April 2- Election Day

## **National Library Card Sign-up Month**

The LLD and the American Library Association reminds parents, students, and all citizens that obtaining a Library card is the best way to ensure educational success as well as boost lifelong learning. It's back to school time – why not enhance your educational, personal, and professional life by attaining *or renewing* your Lisle Library card? If you do so in September, we have something very special for you!..

To: Lisle Library District Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 7, 2018

September celebrates LLD's 10th Annual *I Love My Lisle Library Card Program*. LLD patrons who show their Lisle Library cards at participating local businesses and non-profits will receive valuable discounts all month long.

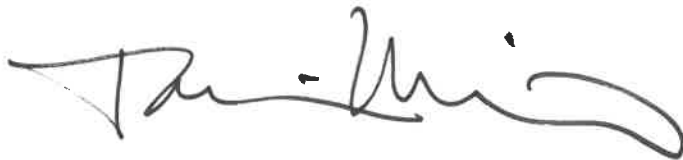
Participating businesses have donated prizes for our month-long event that include food/drink gift certificates, swag-baskets, swim lessons, cooking class gift cards, and arcade admission coupons. Throughout September, LLD cardholders may fill out an entry form for weekly prize drawings at the Circulation Desk on the Adult floor. Just show us your valid LLD card and you can enter to win! Program details are available on the LLD website, at all public service desks, and at the participating businesses and non-profits.

### **Banned Books Week**

Nationally, *Banned Books Week* is observed September 23<sup>rd</sup>- 29<sup>th</sup>, but here at the LLD we carry the observance throughout September with awareness displays, bookmarks, buttons, and via social media.

*Banned Books Week* supports and celebrates the freedom to read and express ideas that some may consider unconventional or dissenting. Visit [www.ala.org/advocacy/bbooks/banned](http://www.ala.org/advocacy/bbooks/banned) for annual lists of the top 10 banned books, as well as important facts regarding intellectual freedom.

Respectfully,

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

Tatiana Weinstein  
LLD Director

## August Assistant Director Report

- Strategic Plan Committee – Aug 15
- Special Board Meeting – Aug 23
- Board Meeting – Aug 8
- Visu-Sewer – Aug 23,24, 29
- Stephens Plumbing – Aug 3,6
- Colley Elevator – Aug 01
- Event Team – Aug 28
- M. Rossini CMFP – Aug 20,28,29
- Sav-A-Tree Aug 3
- Monaco – Aug 9, 13
- Patriot Electric – Aug 30
- Physical Plant Comm – Aug 20
- Staff Development Day – Aug 10

## Events

The Event Team met several times this month to plan Library-wide programs. Star Wars Reads day will be Saturday, October 6<sup>th</sup>. The event will feature a light saber craft, photo opportunities and Star Wars trivia. The Team worked on plans for the Winter Read kick-off on Friday evening, December 7<sup>th</sup>. The goal for Winter Read is to support reading for pleasure and to offer an educational experience for children during the school break. Also, on the planning calendar, is Harry Potter Day in March and National Library Week April 7 -13.

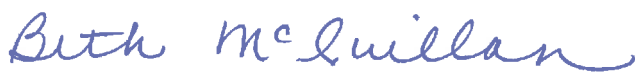
## Facility

Visu-Sewer worked to clear LLD storm water drains along Front Street and in the area of the south parking lot drains. After clearing debris from the drains, the detention areas remained empty even with the recent rain episodes. Visu-Sewer will provide recommendations to keep the storm water drains flowing based on the conditions of the drains and drainage lines.

A proposal for elevator modernization from Colley Elevator Company was accepted by the LLD Board of Trustees. The proposal outlines a new controller, new hydraulics and ADA fixture panels for the elevator plus Village of Lisle code requirements. The elevator project is in the beginning phase which includes ordering components and securing permits from the village. Staff will keep the LLD community and Board updated.

## Staff Development Day

Staff met at LLD Friday, August 10<sup>th</sup> for Staff Development Day. Staff started the day in the meeting room with a presentation on Lisle history from Concetta Gibson, the Museums at Lisle Station Park curator. Next staff conducted fire, tornado and Code Adam (lost child) drills in their various departments. Staff reconvened in the meeting room to discuss the drills and then hear a presentation on sexual harassment in the workplace from Tracy Lesiak, complying with insurance guidelines. In the afternoon, staff participated in a program on *Diversity and Inclusive Excellence in the Workplace* from David Swope. David is the Manager of Student Diversity and Inclusion at the College of DuPage. Next staff kept with the diversity theme through a teambuilding art exercise using diversity concepts.



Beth McQuillan

# Chicago Tribune **NAPERVILLE** SUN

From the community: Learning Self-Defense at Lisle Library District



**Community Contributor Josh Hepler**  
August 27, 2018

**Self-defense expert Peter Honigmann demonstrates practical techniques for Lisle Library District patrons.**



# Chicago Tribune **NAPERVILLE SUN**

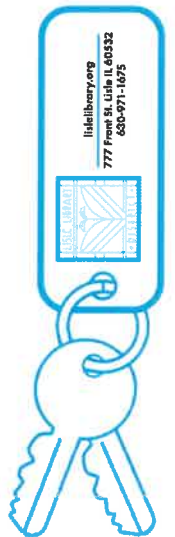
From the community: 10th Annual 'I Love My Lisle Library Card' Partnership Begins in September



## IT'S LIBRARY CARD SIGN-UP MONTH!

USE YOUR LIBRARY CARD IN SEPTEMBER  
& GET DISCOUNTS AT LOCAL BUSINESSES

I LOVE MY LISLE  
LIBRARY CARD



Community Contributor Josh Hepler | August 21, 2018

The Lisle Library District will be holding its 10th Annual I Love My Lisle Library Card Business & Non-Profit Partnership Program during the month of September. More than thirty area businesses and non-profit organizations from Lisle and surrounding areas are participating. Throughout September, Lisle Library District patrons can present their LLD cards and receive discounts or promotions from the participating businesses and organizations. Look for flyers and brochures at the Library, and online information at [lislelibrary.org](http://lislelibrary.org). Use your Library card this September and discover what our community has to offer!

# Chicago Tribune **NAPERVILLE SUN**

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



Community Contributor Josh Hepler  
August 28, 2018

**Artist Ammara Alvi talks with Lisle Library District patrons and visitors at the opening reception for her show at Gallery 777.**

# 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

**Science Saturday: The Fun & Physics of Sound**  
Grades K-5. Saturday, September 1, Youth Services Activity Room, 10:30-11:30 AM



Sound. It's all around us. How does it work, how does it travel, and how does it affect our senses? Find out today with a variety of entertaining experiments and demonstrations.

**Funday Monday & Terrific Tuesday**  
Grades K-5. Registration required. Meeting Room A/B, 4:00-5:00 PM

Combine fantastic fun with education at the Library! This month we become rocket scientists as we build Stomp Rockets (September 10 & 11), get some exercise and relaxation in Yoga for Kids (September 17 & 18), and create fantastic animal art in Notebook Zoo (September 24 & 25).

**Thursday Kids Club**  
Grades K-2. Registration Required. Meeting Room A/B, 4:00-4:45 PM

Anything can be discovered between the pages of a book! Every week we will focus on a different theme with books, crafts, science experiments, and more! September's themes are What's All The Buzz About? (Bees, September 6), That's Shocking (Electricity, September 13), Don't Look Now (Eyes, September 20), and Falling Into Fall (Autumn Science, September 27)!



**Pajama Storytime**  
Ages 2-6. Wednesday, September 5 & 19, Youth Services Activity Room, 6:00 - 6:30 PM

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

## TEENS

**YA Thursday: Lego Blind Build**  
Thursday, September 6, 4:15-5:00 PM | Meeting Room A or B

We're holding a competition to see who can build a structure out of Legos without seeing what you're doing. Are you up for the challenge?

**YA Thursday: Arm Knitting**  
Thursday, September 27, 4:15-6:00 PM | Meeting Room A or B

Join us and learn the fun and easy craft of Arm Knitting! Yarn will be provided, but you can bring one skein if you'd like a specific color cowl.

## ADULTS

**The Historical Chicago Tribune**  
Tuesday, September 6, 2:00-3:00 PM | Meeting Room B  
The Historical Chicago Tribune (1849-1993) chronicled the city's challenges, achievements, and evolution. Users can study the progression of issues over time, including articles, photos, personals, ads, obituaries, and more. Join us as we explore this new database.

**It's Fall, Now What? Prepping Your Garden for Fall and Beyond**

Thursday, September 6, 7:00-8:00 PM | Meeting Room A/B  
Autumn is quickly approaching. Do you know what you need to do to prepare your garden? Join Pat Kosmach, Illinois Master Gardener, for this informative presentation. Learn how to prep your garden for fall and the coming winter months.



**Seed Saving 101**

Saturday, September 15, 2:00-3:00 PM | Meeting Room A/B  
As your garden comes into bloom, it's time to think about next year's growing season! Join Xavier Duran, our Adult Programming Coordinator, as he discusses the basics of seed saving. Learn how to prepare seeds for storage and discover the tools available to you at LLD to make seed saving easy!

**Lisle Library District Writer's Group**

Friday, September 21, 6:30-8:30 PM | Meeting Room A  
The Writer's Group meets on the third Friday of every month! The group shares three pages of written work, be it creative fiction or non-fiction, poetry, or other written formats, and gives helpful feedback. Writers can join anytime - the door is open to all writers of any format.

## LITERACY

**ESL for You! Literacy/English Language Development (ELD) Class**  
Saturdays, 10:00 AM - Noon  
September 1, 15, 29

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

**Conversation Group**

Saturdays, 10:00 AM - Noon | September 8 & 22  
Improve your conversation skills at our English Conversation Group that meets on the 2nd and 4th Saturday of every month. Some speaking skills are required to learn new vocabulary words and phrases and to engage in lively conversation.

More events can be found at [lislelibrary.org](http://lislelibrary.org)





STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF DUPAGE     )

**CERTIFICATE OF AUTHENTICITY**

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

I further certify that the attached is a true and correct copy of Ordinance 18-05 adopted on September 12, 2018, at a meeting of the Board of Library Trustees of the Lisle Library District.

I further certify that said Ordinance was published in the Daily Herald on September \_\_\_\_, 2018.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 12th day of September, 2018.

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Marjorie Bartelli, Secretary  
Board of Library Trustees  
Lisle Library District

# ORDINANCE 18-05

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, 2018, AND ENDING JUNE 30, 2019, 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, 2018, and ending June 30, 2019.

<b>1</b>	<b>CORPORATE FUND</b>	<b>BUDGET 2018-2019</b>	<b>2018-2019 AMOUNT TO BE APPROPRIATED</b>
<b>EXPENDITURES</b>			
<b>A.</b>	<b>EMPLOYEE COSTS</b>		
	Salaries	\$2,206,151.15	\$2,230,000.00
	Health Insurance	\$340,000.00	\$350,000.00
	Compysch Asst Plan	\$870.00	\$1,000.00
	Unemployment compensation	\$4,000.00	\$4,000.00
	Tuition Reimbursement	\$0.00	\$2,000.00
		<b>\$2,551,021.15</b>	<b>\$2,587,000.00</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	\$69,250.00	\$75,000.00
	Maintenance Contracts	\$76,250.00	\$79,000.00
	Maintenance/Repairs	\$27,700.00	\$101,970.00
	Rubbish Removal	\$2,500.00	\$2,500.00
		<b>\$182,910.00</b>	<b>\$265,680.00</b>

C.	<u>OPERATING EXPENSES</u>		
	Postage	\$12,500.00	\$12,500.00
	Printing/Spec Services	\$21,000.00	\$21,000.00
	Office Supplies	\$28,000.00	\$30,000.00
	Circ Material Supplies	\$9,500.00	\$10,000.00
	Processing Supplies	\$25,000.00	\$28,000.00
	Publishing	\$1,200.00	\$1,500.00
	Safety Deposit Box Rental	\$150.00	\$150.00
	Check Printing/Bank charges	\$2,000.00	\$2,500.00
	Local Travel	\$500.00	\$525.00
		\$99,850.00	\$106,175.00
D.	<u>INSURANCE</u>		
	Fidelity Bond	\$2,300.00	\$2,450.00
	Property and Liability Coverage	\$23,000.00	\$25,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp Insurance	\$6,400.00	\$6,700.00
		\$31,700.00	\$34,150.00
E.	<u>CONTRACTUAL SERVICES</u>		
	Legal services	\$20,000.00	\$20,000.00
	Collection Agency	\$700.00	\$700.00
	Other Contractual Services	\$38,000.00	\$74,800.00
	Investment Agency Consultants	\$7,000.00	\$7,000.00
	Audit Fee	\$8,500.00	\$9,000.00
	Payroll Service	\$7,700.00	\$7,700.00
	Accounting Maintenance/Upgrades	\$7,574.00	\$8,950.00
		\$89,474.00	\$128,150.00
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	\$50,000.00	\$52,500.00
	Major Equipment	\$0.00	\$66,000.00
	Minor Equipment	\$3,500.00	\$4,000.00
	Rental-Postage Meter	\$720.00	\$800.00
	Equipment Maintenance/Repair	\$20,000.00	\$21,000.00
		\$74,220.00	\$144,300.00

H.	<u>LIBRARY MATERIALS</u>		
	Literacy	\$9,000.00	\$9,000.00
	Books	\$225,700.00	\$235,000.00
	Databases	\$149,200.00	\$150,000.00
	AV	\$120,000.00	\$122,000.00
	Periodicals	\$46,800.00	\$46,800.00
	Document Delivery	\$22,000.00	\$22,000.00
		\$572,700.00	\$584,800.00
I.	<u>PROGRAMS</u>		
	Programs/Lectures	\$35,300.00	\$37,000.00
	Readers Services	\$7,000.00	\$7,000.00
		\$42,300.00	\$44,000.00
J.	<u>RESTRICTED EXPENSES</u>		
	Gifts (if restricted gifts are received)	\$0.00	\$20,000.00
	Per Capita Grant (per state standards if received)	\$0.00	\$36,000.00
	Transfer to Special Reserve Fund	\$300,000.00	\$300,000.00
	Transfer to IMRF (Addl. supplemental funding)	\$50,000.00	\$75,000.00
		\$350,000.00	\$431,000.00
K.	<u>CONTINGENCY</u>	\$25,000.00	\$25,000.00
	<b>SUBTOTALS</b>	<b>\$4,051,300.15</b>	<b>\$4,382,955.00</b>
<b>2</b>	<b>.02 BUILDING/MAINTENANCE FUND</b>	\$155,000.00	\$220,000.00
<b>3</b>	<b>IMRF FUND</b>	\$180,000.00	\$184,500.00
<b>4</b>	<b>FICA FUND</b>	\$168,770.56	\$172,990.00
		<b>\$4,555,070.71</b>	<b>\$4,960,445.00</b>
<b>5</b>	<b>SPECIAL RESERVE FUND</b>		
	Facility and campus	\$30,000.00	\$30,000.00
	Furniture & Equipment	\$200,000.00	\$200,000.00
	Consulting	\$50,000.00	\$50,000.00
	Interior Renovations	\$0.00	\$0.00
		\$280,000.00	\$280,000.00
	<b>TOTALS</b>	<b>\$4,835,070.71</b>	<b>\$5,240,445.00</b>

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 \$ 10,765,870.94.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,817,725.92.
- (c) That the estimated expenditures for the fiscal year are \$ 4,835,070.71.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$ 10,748,526.15.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,411,725.92.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 406,000.00.

Section 3: That the funds in the total amount of \$5,240,445.00 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, 2018 and ending June 30, 2019.

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 of Trustees of the Lisle Library District will not levy any tax under Public Library District Act Section 35-5 (75 ILCS 16/35-5) for the Building Maintenance Fund in the Library's Tax Levy Ordinance for Tax Year 2019; therefore this Budget and Appropriation Ordinance 18-05 provides for Fiscal Year 2018-2019 expenditures of the Building Maintenance Fund and also for the appropriation within the Corporate Fund of monies to enable the Corporate Fund to pay for certain necessary building and maintenance-related expenditures for during Fiscal Year 2018-2019.

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 12<sup>th</sup> day of September, 2018, pursuant to a roll call vote as follows:

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

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

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

Approved by me this 12<sup>th</sup> day of September, 2018.

\_\_\_\_\_  
Jay Fisher  
President, Lisle Library Board of Trustees

Attest:

\_\_\_\_\_  
Marjorie Bartelli  
Secretary, Lisle Library Board of Trustees

Submitted to be published on the 14<sup>th</sup> day of September, 2018.

Published in the Daily Herald on the \_\_\_\_ day of September, 2018.

STATE OF ILLINOIS       )  
  ) SS  
COUNTY OF DUPAGE       )

CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE  
FOR THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS

I, Longry Wang, do hereby certify as follows:

1. I am the Chief Fiscal Officer (Treasurer) of the Lisle Library District, Lisle, DuPage County, Illinois.
2. I certify that the estimate of the revenue by source as approved by the Board of Trustees of said District for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	\$3,965,484.64
.02 Building/Maintenance Fund Taxes	\$152,136.05
IMRF Fund Taxes	\$157,565.76
FICA Fund Taxes	\$136,539.47
Fines, Fees, Photocopies	\$45,200.00
Gifts, Grants and Other	\$301,000.00
Interest Earned on Dist. Funds	\$59,800.00
	\$4,817,725.92

IN WITNESS WHEREOF, I have affixed my signature this 12<sup>th</sup> day of September 2018.

\_\_\_\_\_  
Longry Wang, LLD Treasurer  
Chief Fiscal Officer



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

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

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

PAID IN ADVANCE BY LLD	Cost \$	* Attach corresponding receipts upon event conclusion
Registration/admission fee	175.00	
<b>TRUSTEE REIMBURSEMENT</b>	<b>Estimated \$</b>	<b>Actual \$</b>
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .54) [2018] TOTAL MILES: <u>18.6</u> w/documentation, see below	150.90	
Tolls <u>294</u>	1.10	
Parking fees		
Meals		
Lodging		
Other (Please explain)		
<b>TOTAL TRUSTEE REIMBURSEMENT</b>	\$ 152.00	\$
<b>TOTAL EXPENSES FOR EVENT:</b> Reimbursement + Registration	\$ 327.00	\$

Name of reimbursement requester: Richard Flint Richard Flint  
PRINT SIGN

Title/Office held: Trustee

Date of request: 09/07/18

Name/Title of official business event: ILA Conference, Trustee Day

Location of official business event – city/state/arena, agency, etc... Peoria Civic Center

Date/s of official business event: 10-11-18

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

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

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

TABLE TALK: A Primer on Quantitative Analysis for Librarians	
Venue: Peoria Civic Center	
Room: 203	
Tangled in your budget numbers? Annoyed by those percentages? Always fighting with your spreadsheets? Can't decide how to compare competing proposals? Statistician, teacher and author Richard Flint will discuss elements of quantitative analysis such as basics of descriptive statistics and decision theory. He will also show how to spruce up your spreadsheets with easy but important and little-known Excel commands. Emphasis will be on worked examples.	
Program Track(s)	
Teaching and Learning	
Session Tags	
Administration and Management Information Literacy Training	
Speaker(s)	

Name	Mr. Richard Flint
------	-------------------

Google Maps 777 Front Street, Lisle, IL to Peoria Civic Center

Drive 147 miles, 2 h 15 min

777 Front St

Lisle, IL 60532

Get on I-355 S from Kingston Ave and Maple Ave

- ↑ 1. Head north toward Front St  
5 min (1.7 mi)
- ↱ 2. Turn left onto Front St  
112 ft
- ↱ 3. Turn left onto Kingston Ave  
302 ft
- ↱ 4. Turn left onto Maple Ave  
0.7 mi
- ↱ 5. Use the right lane to take the Interstate 355 S ramp to Joliet  
0.6 mi
- ↱ 6. Merge onto I-355 S  
0.4 mi

Follow I-55 S and I-74 to West Washington Street in East Peoria. Take exit 94 from I-74

- ↱ 6. Merge onto I-355 S  
2 h 6 min (145 mi)
- ↱ 7. Keep left at the fork to stay on I-355 S  
3.2 mi
- ↱ 8. Use the right 2 lanes to take exit 12A toward Joliet Rd  
2.0 mi
- ↱ 9. Merge onto I-55 S  
0.8 mi
- ↱ 10. Take exit 163 for I-74 W toward Peoria  
105 mi
- ↑ 11. Continue onto I-74  
0.5 mi
- 27.4 mi

- 12. Keep right to stay on I-74 4.9 mi
  - 13. Use the right 2 lanes to take exit 94 toward Downtown Peoria 0.8 mi

Continue on West Washington Street to your destination in Peoria 3 min (1.0 mi)

  - 14. Merge onto West Washington Street 0.3 mi
  - 15. Continue onto Bob Michel Bridge 0.1 mi
  - 16. Continue onto N William Kumpf Blvd 0.5 mi
  - 17. Turn right at W John H Gwynn Jr Ave/West 3rd Avenue 338 ft

Destination will be on the left

## Peoria Civic Center

201 SW Jefferson Ave, Peoria, IL 61602

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

LISLE LIBRARY DISTRICT  
PHYSICAL PLANT COMMITTEE MEETING  
April 10, 2018 - 12:30 p.m.

1. Roll call

Present:

Thomas Hummel - Vice President | Chair

Marjorie Bartelli - Trustee

Emily Swistak - Trustee

Also Present:

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Chris Knight - Recording Secretary

Absent:

Jay Fisher - President/Ex-officio

2. Pledge of Allegiance

3. Opportunity for visitors to speak - None

4. Discussion of short range facility projects for FY 2018-19

Director Weinstein began the meeting by providing an overview of a project list which included completed projects from FY2016-17, completed/forthcoming projects regarding the current fiscal year, and upcoming projects for FY2018-19. Photos depicting sidewalk/curb damage and storm-water drainage issues were also discussed.

Assistant Director McQuillan stated that approximately 30 areas around the campus need curb/sidewalk attention. She also recommended that the masonry on the outside of the building should be evaluated.

Assistant Director McQuillan spoke with Marilyn Sucoe, Storm-water Administrator for the Village of Lisle, about draining/flooding issues on the Library's campus, specifically the south lot. Ms. Sucoe suggested the possibility of rusted or damaged drain diverters and to have professionals examine the issue. There is also a drain on the far south side of the campus near the fence that requires more rocks for drainage/erosion control.

Vice President Hummel asked if it were possible to extend a pipe to the sewer. Assistant Director McQuillan said that they would need advice on that. Other projects include touch-up painting, re-caulking of windows, and repairing the server room ceiling tiles.

Vice President Hummel asked if the server room was going to expand or move. Director Weinstein stated that the current room will be reconfigured so that the components fit better in the same space.

Assistant Director McQuillan stated that the parking lot will receive fresh sealcoating and restriping. This is done every other year. She also stated that there are elm trees on the campus that need to be cut down because they are either dead or dying. There are also evergreen trees that need trimming.

Vice President Hummel asked for an estimate regarding repairing/replacing curbs and expressed concern about expending funds for sidewalk/curb replacement if a long range project requires curb reconfiguration. Vice President Hummel asked if installing the automatic doors for the bathrooms was the last project for FY2017-18. Assistant Director confirmed that fact and mentioned that the project was starting soon.

Director Weinstein discussed forthcoming IT projects for FY2018-19; the addition of cameras to the west side of the building, a Polaris upgrade, and a keyless entry system. Vice President Hummel asked about the keyless entry system. Director Weinstein stated that the system would have an upfront cost for installation, however provide a more secure method of tracking access in and around the building.

Director Weinstein mentioned other budgeted projects including YS furniture replacement and additional shelving in the AV area. Vice President Hummel discussed furniture replacement and IT expenses. Vice President Hummel asked if IT expenses were incorporated in .02 fund. Director Weinstein stated that IT costs are divided between hardware/software purchases and maintenance/licensing agreements within the .02 fund.

Vice President Hummel inquired about the elevator being broken. Assistant Director McQuillan explained that the elevator was out of order during the weekend. She mentioned that a few switches had to be replaced and that replacement parts were difficult to find. Trustee Swistak asked if patrons were trapped in the elevator. Assistant Director McQuillan said that staff noticed it was running slowly and they put an out of order sign on the doors. Repairs took place on Tuesday morning and the elevator is currently working.

Vice President Hummel commented on the addition of cameras on the west side of the building. Trustee Bartelli asked about recordings from the security cameras. Assistant Director McQuillan stated that the cameras record if there is activity in those areas.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 1:08 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Physical Plant Committee on August 20, 2018

Approved by

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Thomas Hummel, Committee Chair



LISLE LIBRARY DISTRICT  
LLD STRATEGIC PLANNING COMMITTEE  
July 25, 2018 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President | Chair

Thomas Hummel - Vice President

Longry Wang - Treasurer

Marjorie Bartelli - Secretary

Liz Sullivan - Trustee

Richard Flint - Trustee

Emily Swistak - Trustee

Elizabeth Hopkins - Director of Adult Services

Will Savage - Director of Youth Services

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

2. Opportunity for visitors to speak

One visitor addressed the Committee. The visitor mentioned that he appreciated the recorded meetings. He referenced the Geneva Public Library District and similarities between both libraries. He stated that he hoped the Trustees were willing to advocate for resources needed to bring Lisle Library District into the 21<sup>st</sup> century.

3. Approve Minutes of the June 20, 2018 LLD Strategic Planning Committee Meeting

**MOTION:** Vice President Hummel moved to approve minutes of the June 20, 2018 LLD Strategic Planning Committee as amended. Treasurer Wang seconded.

Roll Call Vote - All Aye. The motion passed.

4. Discussion: Draft Facility objectives and approach

Director Weinstein began the meeting with a brief recap of previous meetings. Director Weinstein referenced a problem statements document. Committee members discussed the language used in the *Facility* draft as submitted by Director Weinstein. Treasurer Wang suggested a format change to simplify the document. There was a consensus among Committee members that the list referencing facility issues was important and that the format change suggested by Treasurer Wang was a good idea. Director Weinstein stated that she would produce a new *Facility* draft with an appendix. Members suggested the next meeting's focus should be *Technology*. Future dates for the upcoming meetings were discussed.

5. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:31 p.m.

Recorded by

---

Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on August 15, 2018.

Approved by

---

Jay Fisher, President/Committee Chair