

*PUBLIC/LEGAL NOTICE*

*A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 18, 2019 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 18, 2019 - 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 18, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.*

LISLE LIBRARY DISTRICT  
BOARD MEETING  
September 18, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
  - a. Secretary Swistak and Trustee Duffy reviewed the August billings in September
  - b. Vice President Bartelli and Trustee Larson will review the September billings in October
4. Consent Agenda - Action Required
  - a. Approve Minutes of the August 14, 2019 Board Meeting
  - b. Approve Minutes of the August 14, 2019 Executive Session
  - c. Acknowledge 08/31/19 Investment Activity Report, 08/31/19 Current Assets Report, Accounts Payable/Distribution Report, Prior Months Bills Paid Report
  - d. Authorize Payment of Bills, 09/18/19
5. Committee Reports
  - a. Finance
  - b. Personnel/Policy
  - c. Physical Plant
6. Staff Reports
  - a. Director's Report
  - b. Assistant Director's Report
7. Unfinished Business
8. New Business
  - a. Adopt Ordinance 19-03: 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, 2019 and ending June 30, 2020.
  - 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 2019-20.
  - c. Preliminary discussion for Special Meeting on Sept. 26, 2019: Strategic Plan/Facility options
  - d. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$3,982.16, to be paid to Josh Hepler (September 2019).
  - e. Trustee Reimbursement for meetings, conferences, and workshops  
Consensus regarding Trustee conference attendance; form review.
9. Opportunity for Trustee comments (five minutes)  
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

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

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director  
Beth McQuillan - Assistant Director  
Ginger Boskelly - Finance Director  
Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

- a. President Hummel and Trustee Duffy reviewed the July billings in August
- b. Secretary Swistak and Trustee Duffy will review the August billings in September

4. Consent Agenda

- a. Approve Minutes of the July 10, 2019 Special Board Meeting
- b. Approve Minutes of the July 10, 2019 Board Meeting
- c. Acknowledge Treasurer's Report, 07/31/19, Investment Activity Report, 07/31/19, Current Assets Report, 07/31/19, Revenue Report, 07/31/19, and Expense Report, 07/31/19
- d. Authorize Payment of Bills, 08/14/19

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

Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business: Continuation of discussion regarding capital planning options; presentation

Director Weinstein delivered a presentation reviewing prior facility discussions, the LLD Strategic Plan, and FQC recommendations.

Discussion: Trustee Sullivan asked about circulation processes that eliminate redundancies. Director Weinstein stated that new Page procedures have been executed, planning for RFID has begun, and low bin shelving is scheduled for the Youth Services department. Trustee Sullivan suggested having an RFID presentation in the future. President Hummel asked Board members if they remain open to exploring a downtown concept as well as investigating improving the current facility and campus. He stated that developers have contacted the Library about a downtown concept. He also stated that on different occasions, the Director has met with the Mayor, developers, and Village staff regarding opportunities for the LLD. A majority of Board members stated they were open to both location ideas. Trustee Larson stated she was primarily focused on

the current footprint. Trustee Sullivan stated that she would like a timeframe regarding making a concrete decision. Trustee Duffy mentioned he would like to see more than just concepts and would like tangible numbers and a timeline. Trustee Larson questioned where the Library would be situated in a downtown mixed-use concept. President Hummel and Director Weinstein stated that the Village's Downtown Master-plan is amenable to a mixed-use concept and that an owner's rep would help determine the Library's options.

#### 6. Committee Reports

- a. Finance - The Committee did not meet. Director Weinstein stated that the Committee had a meeting date planned but had to reschedule for another date in September. The Committee will review the Library's investment strategy and policies with a representative from Ehlers.
- b. Personnel/Policy - The Committee met on July 12<sup>th</sup>. Secretary Swistak stated that the Committee had discussed a number of policies and that LLD policies, 415 and 830, were on the agenda for the evening. The Committee will meet next on August 26<sup>th</sup> at 6:00 pm.
- c. Physical Plant - The Committee met on August 7<sup>th</sup>. Vice President Bartelli stated that discussion focused on air handler replacement, concrete repairs, a new book drop, storm-water pipe work, and owner's representation. The Committee recommended AHU replacement using the LLD's current vendor Monaco, costs not exceed \$225,000 for the emergency AHU replacement and additional costs not to exceed \$50,000. The curb and sidewalks repair project should not exceed \$12,000 and two book drops are about \$5,100 each. The Committee recommended Director Weinstein prepare an invitational RFP for offset pipe repair work as recommended by FQC. Vice President Bartelli stated that owner's representation costs for a limited project will not exceed \$8,500. Director Weinstein provided an overview of the owner's representation project.

Discussion: Treasurer Norton asked about engaging the preferred firm after the limited project. Director Weinstein stated that the Board could choose to do so and expounded on what owner's representation services can provide an organization. President Hummel mentioned that the preferred firm has worked with various libraries in the area. Members discussed engaging the firm at a Special Board meeting. The Board agreed to give Director Weinstein direction to advance the concrete repairs and book drop project as well as the offset repair project. A majority of the Board agreed that hiring an owner's representative firm would benefit the LLD and gave Director Weinstein direction to hire the preferred firm.

#### d. Review of the Minutes: Dissolution of Committee

President Hummel dissolved the Committee to Review Minutes. Treasurer Norton and President Hummel have reviewed the past fiscal year's Board meeting minutes; a requirement for the IPLAR report. The Committee's work is complete.

Discussion: Treasurer Norton asked for clarification regarding the Physical Plant recommendations. President Hummel restated the recommendations. Trustee Sullivan asked how an invitational RFP is different from a general RFP. Director Weinstein explained the difference.

## 7. Staff Reports

Discussion: Trustee Duffy asked if the LLD had a policy for computer replacement. Director Weinstein stated that the LLD does not have a specific policy for computer replacement or other like equipment, however, the new Technology Plan as authored by the LLD IT Manager documents a three to five year replacement schedule for PCs. Trustee Duffy asked about additional cleaning of the public restrooms during the day and costs for such service. Assistant Director McQuillan stated that annual costs for such services calculate under \$10,000 for Monday through Friday cleaning. President Hummel asked if staff monitor and check the restrooms during the day. Director Weinstein confirmed that staff do check the restrooms intermittently throughout the day.

## 8. New Business

### a. Approve LLD Policy 415: Volunteers - Action Required

**MOTION:** Secretary Swistak moved to approve LLD Policy 415: Volunteers. Trustee Duffy seconded.

Discussion: Trustees discussed the possibility of allowing any qualifying member of the public to volunteer at the LLD and to not restrict volunteering to District residents. Trustee Sullivan commented that St. Joan of Arc students should volunteer after school instead of causing disturbances. Secretary Swistak stated that Trustee Sullivan's comments were inappropriate. President Hummel led a discussion regarding broadening the policy's language concerning protected classes. President Hummel and Trustee Duffy suggested edits to LLD Policy 415. The Board agreed to the suggested changes. President Hummel asked Secretary Swistak if she would amend her original motion.

**MOTION:** Secretary Swistak moved to approve LLD Policy 415: Volunteers, as amended. Trustee Duffy seconded.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

### b. Approve LLD Policy 830: Employee & Volunteer Reference/Background Checks - Action Required

**MOTION:** Secretary Swistak moved to approve LLD Policy 830: Employee & Volunteer Reference/Background Checks. Trustee Duffy seconded.

Discussion: Director Weinstein stated LLD Policy 830 was a new policy and provided an overview.

Roll Call Vote - All Aye. The motion passed.

### c. Approve emergency replacement of LLD air handling units - Action Required

**MOTION:** Vice President Bartelli moved to approve the emergency replacement of four air handling units using the Library's current vendor Monaco with costs not to exceed \$225,000 and costs not to exceed \$50,000 for supplementary work related to the project. Secretary Swistak seconded.

Discussion: Treasurer Norton stated that she was hesitant to categorize the project as an emergency because the FQC report did not use that specific term. Director Weinstein described the emergency replacement project timeline and also explained the public RFP

process versus conducting this “urgent” project as recommended by FQC. Trustee Duffy and President Hummel agreed that the LLD would, under normal circumstances, conduct a public RFP, but that this project was indeed a priority and was categorized as urgent by FQC. Vice President Bartelli agreed with Trustee Duffy and President Hummel and stated that the Library is a vital resource to the community and that the Board is obligated to advance this project. Trustee Sullivan stated that she was unsatisfied calling the project an emergency due to the lack of attention to HVAC issues by various Committee members and staff over the years. Vice President Bartelli took exception to Trustee Sullivan’s comments. Vice President Bartelli stated that the FQC report clearly recommended that this project was urgent and that Committee members and staff could not professionally assess an HVAC project of this magnitude until the LLD had an objective expert opinion.

Roll Call Vote - Trustee Sullivan - Nay, Trustee Swistak - Aye, Trustee Bartelli - Aye, Trustee Duffy - Aye, Trustee Larson - Aye, Trustee Norton - Abstain, Trustee Hummel - Aye. The motion passed.

President Hummel asked the Board if a five minute break was necessary before proceeding. The Board agreed to recess at 9:10 p.m.

The Board returned and President Hummel called the meeting back to order at 9:17 p.m.

d. Approve tentative Budget and Appropriation Ordinance (B&A) - Action Required

**MOTION:** Trustee Duffy moved to approve the tentative Budget and Appropriation Ordinance. Trustee Larson seconded.

Discussion: Director Weinstein provided an overview of the tentative B&A Ordinance. She reiterated that the appropriation is an allowance and limit. Director Weinstein also stated that the LLD has historically come in under budget year after year. Treasurer Norton stated that she supports the B&A as drafted and was appreciative of the staff overview. Trustee Sullivan asked if line items in the monthly reports could mimic the line items in the B&A. Director Weinstein explained that the attorney advised categorization is appropriate for the document. President Hummel explained monthly report line items. Trustee Sullivan reiterated that she would prefer line by line mirroring in the B&A and to use last year’s actuals to decide amounts. Director Weinstein stated that the B&A is based on the approved working budget not on the previous year’s actuals because the LLD takes into account new projects for the current fiscal year. President Hummel provided further clarification to the B&A document. Trustee Sullivan asked President Hummel if he believes the LLD is operating efficiently. President Hummel stated that the LLD is doing well and that there is always room for improvement.

President Hummel called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

e. Accept Illinois Public Library Annual Report (IPLAR) - Action Required

**MOTION:** Trustee Duffy moved to accept the Illinois Public Library Annual Report. Treasurer Norton seconded.

Discussion: Director Weinstein provided an overview of the IPLAR.

Roll Call Vote - All Aye. The motion passed.

- f. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$11,272.74, to be paid to Ginger Boskelly (September 2019).

President Hummel stated that to be compliant with IL Wage Payment and Collection Act (820 ILCS 115/5), the Board acknowledges payment not exceed \$11,272.74 to Ginger Boskelly paid in September 2019. President Hummel thanked Finance Director Boskelly for her service.

- g. Approve Resolution 19-06: Appointing LLD Illinois Municipal Retirement Fund (IMRF) Representative/Authorized Agent (40 ILCS 5/7-135) - Action Required  
**MOTION:** Trustee Duffy moved to approve Resolution 19-06: Appointing LLD Illinois Municipal Retirement Fund Representative/Authorized Agent Tatiana Weinstein. Trustee Larson seconded.

Discussion: Director Weinstein stated that due to the resignation of Finance Director Boskelly, the LLD has an obligation to appoint a replacement IMRF authorized agent via resolution and via IMRF form 2.20.

Roll Call Vote - All Aye. The motion passed.

- h. Semi-annual review of executive session minutes - Action Required
- i. Review of executive session recordings more than 18 months old - Action Required

9. Executive Session

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

Roll Call Vote - All Aye. The motion passed.

The Board voted to go into Executive Session at 9:46 p.m.

The Board came back into Open Session at 10:00 p.m.

**MOTION:** Secretary Swistak moved to release the February 13, 2019 Executive Session minutes. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

**MOTION:** Secretary Swistak moved to destroy the following Executive Session recordings more than 18 months old; February 8, 2017, August 9, 2017, September 13, 2017, and January 10, 2018. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy stated that he appreciated the discussion regarding the facility and looks forward to all ideas. President Hummel mentioned that the Board had good discussion and accomplished a lot. He also mentioned that he attended the LLD Summer Read wrap-up event. Treasurer Norton stated that she appreciated the work of the Board, the Personnel & Policy Committee, and the Physical Plant Committee. Trustee Sullivan thanked everyone for the great discussion. Secretary Swistak mentioned that she heard very positive feedback regarding the teen coding classes this summer. She also really enjoyed the Summer Read wrap-up event and commented that the youth volunteer program was very gratifying for the kids. She also stated she attended an enjoyable cooking program recently.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 10:07 p.m.

Recorded by

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Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 18, 2019.

Approved by

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Emily Swistak, Secretary of the LLD Board of Trustees



## INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,860.00	1,698.86											3,558.86
Ehlers	0.48	4.20											4.68
Ehlers-Inv interest	2,541.23	8,896.84											11,438.07
Fifth Third Bank	5,177.17	4,946.44											10,123.61
Lisle Savings	67.11	67.13											134.24
Lisle CD 2635	469.72	470.71											940.43
Lisle CD 2669	527.60	528.82											1,056.42
IL Funds	2,807.00	2,580.25											5,387.25
US Bank-9853	508.03	524.99											1,033.02
US Bank-9370	3.17	3.32											6.49
TOTALS	13,961.51	19,721.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,683.07

	INVESTMENTS											
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00											0.00
Investment Purchases	0.00											0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Checking Accounts			Fair Market Value on 8/31/19					
Fifth Third Operating Acct	merged 5/6/19		1.60%	\$50,917.27				
Fifth Third Financial Now acct				\$4,056,569.38				
Fifth Third Financial-petty cash				\$400.00				
US Bank				\$22,509.55				
E commerce				\$49,664.75				
				\$4,180,060.95				
Money Markets								
Lisle Savings Bank			2.33%	\$204,224.55				
IMET			2.40%	\$950,766.14				
The Illinois Funds				\$1,385,146.75				
				\$2,540,137.44				
Restricted Cash-IMET								
				\$28,280.10				
				\$4,921.31				
Ehlers Investments								
Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Everbank	9/7/2016	\$ 160,000.00	100.000	1.20	1.20	160,015.00	\$159,976.00	9/6/2019
Merchants Bk	6/12/2019	\$ 40,000.00	100.000	2.40	2.40	40,000.00	\$40,006.40	9/12/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100.000	1.25	1.58	59,398.02	\$59,959.20	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100.000	1.65	1.65	49,979.76	\$49,959.00	12/23/2019
Lisle Savings Bank	1/16/2019	\$ 225,325.93	100.000	2.72	2.75	225,325.93	\$229,186.92	2/16/2020
Key Bank Natl	3/8/2017	\$ 225,000.00	100.000	1.70	1.70	224,902.50	\$224,824.50	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100.000	4.30	4.30	10,725.26	\$10,130.70	4/1/2020
US Bank	9/15/2018	\$ 249,999.99	100.000	2.50	2.50	249,999.99	\$249,999.99	4/15/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106.927	3.50	1.70	16,055.51	\$15,131.25	5/1/2020
Sallie Mae	6/14/2017	\$ 110,000.00	99.950	1.90	1.90	109,960.00	\$110,125.40	6/15/2020
Lisle Savings Bank	7/11/2018	\$ 218,374.39	100.000	2.50	2.50	218,374.39	\$224,624.21	7/11/2020
Sallie Mae	8/16/2017	\$ 130,000.00	100.000	1.90	1.90	129,950.00	\$130,201.50	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100.000	1.95	1.95	159,935.00	\$160,353.60	9/20/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$50,312.00	10/1/2020
Live Oak Banking	7/30/2018	\$ 112,000.00	99.950	2.75	2.75	111,959.00	\$113,347.36	11/16/2020
Cook Cty IL Comm College	3/12/2019	\$ 30,000.00	100.000	2.60	2.60	30222.98	\$30,145.50	12/1/2020
Community Bank	3/25/2019	\$ 160,000.00	100.000	2.55	2.55	159,968.53	\$161,654.40	12/22/2020
FNMA	2/28/2017	\$ 175,000.00	100.000	2.00	2.00	175,000.00	\$175,087.50	2/26/2021
Fond Du Lac Cty, WI	12/28/2017	\$ 60,000.00	100.000	4.00	2.32	63,050.40	\$61,759.20	3/1/2021
FNMA	2/28/2017	\$ 170,000.00	100.000	2.00	2.00	169,930.00	\$170,130.90	5/28/2021
Ally Bank	8/15/2019	\$ 170,000.00	99.925	1.95	2.05	169,887.50	\$170,521.90	8/16/2021
Citibank	8/20/2018	\$ 120,000.00	99.950	3.00	3.00	119,955.00	\$122,827.20	8/24/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,209.06	\$101,460.00	10/1/2021
Federal Farm Credit	10/1/2018	\$ 85,000.00	99.940	3.04	3.06	84,964.00	\$85,087.55	10/1/2021
Discover Bk	10/3/2018	\$ 105,000.00	99.950	3.05	3.06	104,962.50	\$107,693.25	10/4/2021
FLHMC	7/25/2017	\$ 155,000.00	100.000	2.00	2.00	155,223.39	\$155,038.75	12/29/2021
FHLB	8/29/2017	\$ 205,000.00	100.000	2.00	2.00	205,026.39	\$205,229.60	2/28/2022
Morgan Stanley Bk	4/4/2019	\$ 175,000.00	100.000	2.65	2.65	174,840.00	\$178,648.75	4/4/2022
Goldman Sachs Bk	4/3/2019	\$ 100,000.00	100.000	2.60	2.60	99,915.00	\$101,959.00	4/4/2022
Federal Farm Credit	9/19/2017	\$ 250,000.00	100.000	2.07	2.07	251,833.75	\$250,000.00	5/9/2022
Goldman Sachs Bk	5/22/2019	\$ 150,000.00	100.000	2.50	2.50	150,000.00	\$152,664.00	5/23/2022
Sallie Mae Bk	5/22/2019	\$ 10,000.00	100.000	2.50	2.50	10,000.00	\$10,177.60	5/23/2022
Capital One Bk	8/15/2019	\$ 130,000.00	99.900	2.05	2.05	129,892.30	\$130,773.50	8/15/2022
Everbank USA	8/30/2019	\$ 175,000.00	99.935	1.75	1.75	174,901.25	\$174,515.25	8/30/2022

**TOTAL CURRENT ASSETS**

## Lisle Library District

### Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>AFLAC (G6920)</b> AFLAC (G6920)	9/11/2019 100119	Payroll Withholding Invoice	Paid	10-00-2612-00	AFLAC withholding	\$273.22
<b>American Library Association</b> American Library Association	9/11/2019 263427 2019-2020	Annual Renewal Invoice	Paid	10-40-5783-00	Dues - Staff	\$489.00
<b>Anderson Pest Solutions</b> Anderson Pest Solutions	9/11/2019 5319027	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
<b>Baker &amp; Taylor (L4171582)</b> Baker & Taylor (L4171582)	9/11/2019 083119	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,046.47 \$124.80
<b>Baker &amp; Taylor (C5223353)</b> Baker & Taylor (C5223353)	9/11/2019 083119	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$171.83
<b>Baker &amp; Taylor (C5223433)</b> Baker & Taylor (C5223433)	9/11/2019 083119	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$198.70
<b>Baker &amp; Taylor (L0334152)</b> Baker & Taylor (L0334152)	9/11/2019 083119	Circ. Processing & Books - Y Invoice	Paid	10-50-5864-10 10-25-5717-00 10-50-5863-30	Books - Non Fiction Processing Supplies Books - Youth Serv	\$5,037.54 \$240.55 \$559.57
<b>Baker &amp; Taylor (L3965522)</b>					Totals for Baker & Taylor (L0334152):	\$5,837.66
					Totals for AFLAC (G6920):	\$273.22
					Totals for American Library Association:	\$489.00
					Totals for Anderson Pest Solutions:	\$145.23
					Totals for Baker & Taylor (L4171582):	\$1,171.27
					Totals for Baker & Taylor (C5223353):	\$171.83
					Totals for Baker & Taylor (C5223433):	\$198.70
					Totals for Baker & Taylor (C5223433):	\$198.70

## Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L3965522)	9/11/2019 083119	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$62.23
<b>Baker &amp; Taylor (L4342812)</b>					<i>Totals for Baker &amp; Taylor (L3965522):</i>	<u>\$62.23</u>
Baker & Taylor (L4342812)	9/11/2019 083119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$697.70 \$20.65
<b>Baker &amp; Taylor (L5202982)</b>					<i>Totals for Baker &amp; Taylor (L4342812):</i>	<u>\$718.35</u>
Baker & Taylor (L5202982)	9/11/2019 083119	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$153.45 \$34.50
<b>Baker &amp; Taylor (L5425632)</b>					<i>Totals for Baker &amp; Taylor (L5202982):</i>	<u>\$187.95</u>
Baker & Taylor (L5425632)	9/11/2019 083119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$1,896.59 \$87.40
<b>Baker &amp; Taylor (L5543202)</b>					<i>Totals for Baker &amp; Taylor (L5425632):</i>	<u>\$1,983.99</u>
Baker & Taylor (L5543202)	9/11/2019 083119	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$7,862.54 \$300.40
<b>Bear Landscape Group</b>					<i>Totals for Baker &amp; Taylor (L5543202):</i>	<u>\$8,162.94</u>
Bear Landscape Group	9/11/2019 6555	Landscape Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
	9/11/2019 6502	Tree Trimming Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$65.00
<b>Brodart Co.</b>					<i>Totals for Bear Landscape Group:</i>	<u>\$1,052.50</u>
Brodart Co.	9/11/2019 537637	Signage Invoice	Paid	10-48-5823-20	Minor Equip - Adult Services	\$106.15
					<i>Totals for Brodart Co.:</i>	<u>\$106.15</u>

## Lisle Library District

### Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Case Lots, Inc.</b> Case Lots, Inc.	9/11/2019 11901	Misc Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$550.40
	<i>Totals for Case Lots, Inc.:</i>					<u>\$550.40</u>
<b>Compact Disc Source</b> Compact Disc Source	9/11/2019 77201	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$488.72
	9/11/2019 77199	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$194.79
	9/11/2019 77200	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$131.98
	9/11/2019 77255	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$290.28
	9/11/2019 77254	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$116.73
<i>Totals for Compact Disc Source:</i>						<u>\$1,222.50</u>
<b>Consumers' Checkbook</b> Consumers' Checkbook	9/11/2019 CHI1286569I2019	Consumer's Checkbook Rene Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$450.00
	<i>Totals for Consumers' Checkbook:</i>					<u>\$450.00</u>
<b>Demco Software</b> Demco Software	9/11/2019 INV00010649	Brain HQ Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$905.00
	<i>Totals for Demco Software:</i>					<u>\$905.00</u>
<b>Demco, Inc.</b> Demco, Inc.	9/11/2019 6668682	Paper Spine Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$339.81
	9/11/2019 6660642	Red Paper Tape Invoice	Paid	10-25-5717-00	Processing Supplies	\$852.03

# Lisle Library District

## Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Direct Energy Business</b> Direct Energy Business	9/11/2019 6671001	Media Pouches Invoice	Paid	10-25-5717-00	Processing Supplies	\$460.15
	<i>Totals for Demco, Inc.:</i>					<u>\$1,651.99</u>
<b>Discount School Supply</b> Discount School Supply	9/11/2019 192400039477833	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,821.71
	<i>Totals for Direct Energy Business:</i>					<u>\$3,821.71</u>
<b>EBSCO</b> EBSCO	9/11/2019 Order W3957238	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$11.85
	<i>Totals for Discount School Supply:</i>					<u>\$11.85</u>
<b>Eco Clean Maintenance</b> Eco Clean Maintenance	9/11/2019 2000666	Subscription: Outlook Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$467.25
	<i>Totals for EBSCO:</i>					<u>\$467.25</u>
<b>Ehlers &amp; Associates Inc</b> Ehlers & Associates Inc	9/11/2019 8107	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
	<i>Totals for Eco Clean Maintenance:</i>					<u>\$1,862.00</u>
<b>ELM USA, Inc.</b> ELM USA, Inc.	9/11/2019 083119	Consulting - August 2019 Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$597.79
	<i>Totals for Ehlers &amp; Associates Inc:</i>					<u>\$597.79</u>
<b>Findaway World</b> Findaway World	9/11/2019 24226	Supplies for Disc Cleaning M Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$177.95
	<i>Totals for ELM USA, Inc.:</i>					<u>\$177.95</u>
<b>Findaway World</b> Findaway World	9/11/2019 294737	Insert Invoice	Paid	10-25-5717-00	Processing Supplies	\$2.99

## Accounts Payable for September 11, 2019

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	9/11/2019 295596	Cases & Looks Invoice	Paid	10-25-5717-00	Processing Supplies	\$97.48
	9/11/2019 PINV1782122	Supplies for Circ Services Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$85.35
	9/11/2019 PINV1775372	Hole Punch Invoice	Paid	10-25-5713-00	Office Supplies	\$2.65
	9/11/2019 PINV1781260	Lysol Wipes Invoice	Paid	10-25-5713-00	Office Supplies	\$20.79
	9/11/2019 PINV1776903	Dry Erase Invoice	Paid	10-25-5713-00	Office Supplies	\$21.40
	9/11/2019 PINV1778118	LED Lightbulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$285.00
	<b>Totals for Garvey's Office Products:</b>					<u>\$415.19</u>
	9/11/2019 Postage0919	Postage - Oct/Nov Newsletter Invoice	Paid	10-25-5711-00	Postage Special Serv	\$1,100.00
	<b>Totals for Hagg Press:</b>					<u>\$1,100.00</u>
	9/11/2019 081519	ARRT Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$33.41
<b>Elizabeth Hopkins</b> Elizabeth Hopkins	<b>Totals for Elizabeth Hopkins:</b>					<u>\$33.41</u>
	9/11/2019 19809	ILL Management Fee Invoice	Paid	10-50-5871-20	Document Delivery	\$16.25
<b>IHLS - OCLC</b> IHLS - OCLC	<b>Totals for IHLS - OCLC:</b>					<u>\$16.25</u>
	<b>Impact Networking, LLC</b>					

# Lisle Library District

## Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Impact Networking, LLC	9/11/2019 1546061	Paper Invoice	Paid	10-25-5715-00	Copier Supplies	\$309.90
<b>Jackie Kilcran</b> Jackie Kilcran	9/11/2019 090619	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$17.98
					<i>Totals for Impact Networking, LLC:</i>	<u>\$309.90</u>
<b>Chris Knight</b> Chris Knight	9/11/2019 082919	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$5.91
					<i>Totals for Jackie Kilcran:</i>	<u>\$17.98</u>
<b>Yolanda Kocemba</b> Yolanda Kocemba	9/11/2019 083019	ESL for You! Teacher Stipen Invoice	Paid	10-50-5863-20	Literacy/ESL	\$912.00
					<i>Totals for Chris Knight:</i>	<u>\$5.91</u>
<b>Konica Minolta Business Solutions</b> Konica Minolta Business Solutions	9/11/2019 260976949	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Rept-Contr-Lib. Wide	\$282.26
					<i>Totals for Yolanda Kocemba:</i>	<u>\$912.00</u>
<b>Konica Minolta Premier Finance</b> Konica Minolta Premier Finance	9/11/2019 394111587	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Rept-Contr-Lib. Wide	\$211.10
					<i>Totals for Konica Minolta Business Solutions:</i>	<u>\$282.26</u>
<b>Lauterbach &amp; Amen, LLP</b> Lauterbach & Amen, LLP	9/11/2019 39198	Audit Services Invoice	Paid	10-35-5770-00	5770 Contractual - Audit Fee	\$6,400.00
					<i>Totals for Konica Minolta Premier Finance:</i>	<u>\$211.10</u>
<b>LIMRiCC PHIP Health</b> LIMRiCC PHIP Health	9/11/2019 090519	September Health Insurance Invoice	Paid	10-10-5621-10 10-10-5621-20	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv.	\$5,577.72 \$10,265.92
					<i>Totals for Lauterbach &amp; Amen, LLP:</i>	<u>\$6,400.00</u>



# Lisle Library District

## Accounts Payable for September 11, 2019

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount			
Tax Identification Number	Transaction Number	Transaction Type							
Midwest Tape (7289)	9/11/2019 090319	DVDs/Blu-rays w/o Process Invoice	Paid	10-10-5621-60	Hosp. Ins. - Circ	\$5,443.55			
				10-10-5621-50	Hosp. Ins. - Tech	\$3,129.66			
				10-10-5621-30	Hosp. Ins. - YS	\$4,641.56			
	Totals for LIMRICC PHIP Health:					\$29,058.41			
Midwest Tape (7288)	9/11/2019 090319	DVDs/Blu-rays w/o Process Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$112.49			
				Totals for Midwest Tape (7289):					\$112.49
				10-50-5895-40	A-V Matls - Adult Serv	\$3,358.65			
	10-25-5717-00	Processing Supplies	\$887.85						
Midwest Tape (7291)	9/11/2019 090319	DVDs/Blu-rays/CD Books w Invoice	Paid	Totals for Midwest Tape (7288):					\$4,246.50
				10-50-5890-30	A-V Matls - Youth Serv	\$368.83			
				Totals for Midwest Tape (7291):					\$368.83
	Monaco Mechanical Service, Inc.	9/11/2019 18472	Power Outage Humidifiers Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$868.29		
Totals for Monaco Mechanical Service, Inc.:					\$868.29				
10-35-5763-00					Other Contr Svcs-Tech Asst	\$4,890.00			
My Library Rewards		9/11/2019 1138	My Library Rewards Impleme Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$32.50		
	Totals for My Library Rewards:					\$4,890.00			
	Totals for Naperville Public Library:					\$32.50			
	Naperville Public Library	9/11/2019 730122904409	Reciprocal Borrowing Loss Invoice	Paid	Totals for Naperville Public Library:				
Totals for Naperville Public Library:					\$32.50				
Totals for Naperville Public Library:					\$32.50				
OverDrive, Inc.		9/11/2019 730122904409	Reciprocal Borrowing Loss Invoice	Paid	Totals for Naperville Public Library:				
	Totals for Naperville Public Library:					\$32.50			
	Totals for Naperville Public Library:					\$32.50			

## Lisle Library District

### Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
OverDrive, Inc.	9/11/2019 CD0110719147125	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
<b>Patriot Electric &amp; Technologies</b> Patriot Electric & Technologies	9/11/2019 726343	Electrical Repairs Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,120.00
<i>Totals for OverDrive, Inc.:</i>						<u>\$1,000.00</u>
<b>Winona Patterson</b> Winona Patterson	9/11/2019 072519	Summer Read Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$12.99
<i>Totals for Patriot Electric &amp; Technologies:</i>						<u>\$1,120.00</u>
<b>Penworthy Company</b> Penworthy Company	9/11/2019 080919	Summer Read Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$13.55
<i>Totals for Winona Patterson:</i>						<u>\$26.54</u>
<b>Recorded Books,LLC</b> Recorded Books,LLC	9/11/2019 Quote 84794	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$738.93
<i>Totals for Penworthy Company:</i>						<u>\$738.93</u>
<b>Republic Services</b> Republic Services	9/11/2019 76505745	CD Book Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$35.51
<i>Totals for Recorded Books,LLC:</i>						<u>\$35.51</u>
<b>Will Savage</b> Will Savage	9/11/2019 0551-014545193	Rubbish Invoice	Paid	10-20-5665-00	Rubbish Removal	\$226.11
<i>Totals for Republic Services:</i>						<u>\$226.11</u>
<b>Will Savage</b> Will Savage	9/11/2019 080719	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$7.78
<b>Will Savage</b> Will Savage	9/11/2019 082919	School Librarian Breakfast Invoice	Paid	10-60-5940-30	Reader Services - Youth Serv. Dept.	\$52.06

## Lisle Library District

### Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
<b>Scholastic Inc.</b> Scholastic Inc.	9/11/2019 082119	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$7.98
	9/11/2019 M6735060	Let's Find Out Newsletter Sub Invoice	Paid	10-50-5863-20	Literacy/ESL	\$126.50
<b>Totals for Will Savage:</b>						<u>\$67.82</u>
<b>Staples Advantage</b> Staples Advantage	<b>Totals for Scholastic Inc.:</b>					<u>\$126.50</u>
	9/11/2019 1625484290	Misc Office, Kitchen & Janit Invoice	Paid.	10-25-5713-00	Office Supplies	\$211.00
				10-25-5716-00	Kitchen Supplies	\$198.61
				10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$268.86
<b>Totals for Staples Advantage:</b>						<u>\$678.47</u>
<b>Stephens Plumbing and Heating</b> Stephens Plumbing and Heating	9/11/2019 213273	Plumbing Cleanout Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$322.25
	9/11/2019 210289	Lobby Restroom Renovation Invoice	Paid	10-20-5664-00 30-65-5926-00	Maint/Repairs-Non Contr. Work Maint - Bldg Structure (.02 B/M)	\$4,300.00 \$9,000.00
<b>Totals for Stephens Plumbing and Heating:</b>						<u>\$13,622.25</u>
<b>Suburban Door Check &amp; Lock Service</b> Suburban Door Check & Lock Service	9/11/2019 IN517716	Door Repairs Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$121.00
<b>Totals for Suburban Door Check &amp; Lock Service:</b>						<u>\$121.00</u>
<b>Toshiba Business Solutions, USA</b> Toshiba Business Solutions, USA	9/11/2019 5026508	Copier Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$188.05
	9/11/2019 5041650	Lower Level Copier Maintenan Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
<b>Totals for Toshiba Business Solutions, USA:</b>						<u>\$278.37</u>
<b>Unique Management Services, Inc.</b>						

## Lisle Library District Accounts Payable for September 11, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Unique Management Services, Inc.	9/11/2019 556401	Collection Accounts - July ( Invoice	Paid	10-35-5761-00	Collection Agency	\$17.90
<b>University of Illinois Extension</b> University of Illinois Extension	9/11/2019 092819	Program: Composting 101 Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$125.00
					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$17.90</u>
<b>Verizon</b> Verizon	9/11/2019 9836436835	Hotspots - 3 Invoice	Paid	10-20-5656-00	Verizon	\$108.09
					<i>Totals for University of Illinois Extension:</i>	<u>\$125.00</u>
<b>Village of Lisle</b> Village of Lisle	9/11/2019 082719	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$133.91
					<i>Totals for Verizon:</i>	<u>\$108.09</u>
	9/11/2019 3600000304	Monthly Internet Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
					<i>Totals for Village of Lisle:</i>	<u>\$583.91</u>
<b>David Wyly</b> David Wyly	9/11/2019 100619	Program: Medicare 101 Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$50.00
					<i>Totals for David Wyly:</i>	<u>\$50.00</u>
<b>Joe Ziemba</b> Joe Ziemba	9/11/2019 091919	Program: Football Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$150.00
					<i>Totals for Joe Ziemba:</i>	<u>\$150.00</u>

# Lisle Library District

## Accounts Payable for September 11, 2019

### Account Summary

Account Number	Description	Net Amount
10-00-2612-00	AFLAC withholding	\$273.22
10-10-5621-10	Hosp. Ins. - Admin	\$5,577.72
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,265.92
10-10-5621-30	Hosp. Ins. - YS	\$4,641.56
10-10-5621-50	Hosp. Ins. - Tech	\$3,129.66
10-10-5621-60	Hosp. Ins. - Circ	\$5,443.55
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$133.91
10-20-5655-00	Utilities - Electric	\$3,821.71
10-20-5656-00	Verizon	\$108.09
10-20-5661-00	Maint Contracts - Maint. Service	\$2,007.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,108.50
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$1,104.26
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$6,675.54
10-20-5665-00	Rubbish Removal	\$226.11
10-25-5711-00	Postage Special Serv	\$1,100.00
10-25-5713-00	Office Supplies	\$255.84
10-25-5714-00	Circ. Material Supplies	\$263.30
10-25-5715-00	Copier Supplies	\$309.90
10-25-5716-00	Kitchen Supplies	\$198.61
10-25-5717-00	Processing Supplies	\$3,760.13
10-25-5724-15	Local Travel	\$23.89
10-35-5761-00	Collection Agency	\$17.90
10-35-5763-00	Other Contr Svcs-Tech Asst	\$4,890.00
10-35-5765-10	Investment Agency Consultants	\$597.79
10-35-5770-00	5770 Contractual - Audit Fee	\$6,400.00
10-40-5783-00	Dues - Staff	\$489.00
10-40-5784-00	Meetings - Staff	\$33.41
10-48-5823-20	Minor Equip - Adult Services	\$106.15
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$771.73
10-50-5863-20	Literacy/ESL	\$1,038.50
10-50-5863-30	Books - Youth Serv	\$3,892.79
10-50-5864-10	Books - Non Fiction	\$5,298.47

# Lisle Library District

## Accounts Payable for September 11, 2019

10-50-5865-10	Books - Adult/Teen Fiction	\$8,015.99
10-50-5867-20	Ref Books - Adult Serv	\$171.83
10-50-5869-20	Internet Licensed DBases	\$1,355.00
10-50-5871-20	Document Delivery	\$16.25
10-50-5890-30	A-V Matls - Youth Serv	\$368.83
10-50-5895-40	A-V Matls - Adult Serv	\$6,496.60
10-50-5900-20	Periodicals - Adult Serv	\$467.25
10-60-5931-10	Programs - Adult Services	\$351.54
10-60-5931-30	Programs - Youth	\$27.61
10-60-5940-30	Reader Services - Youth Serv. Dept.	\$52.06
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$9,000.00
	GRAND TOTAL:	\$100,737.35

# Lisle Library District

## Account Distribution Report by Number

### September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-00-2612-00, AFLAC withholding</b>									
9/11/2019	100119	Invoice	5814-259	AFLAC (G6920)	AFLAC (G6920)-100 Posted		9/11/2019	\$273.22	\$0.00
					<i>Totals for 10-00-2612-00, AFLAC withholding:</i>			<u>\$273.22</u>	<u>\$0.00</u>
<b>10-10-5621-10, Hosp. Ins. - Admin</b>									
9/11/2019	090519	Invoice	5814-245	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		9/11/2019	\$5,577.72	\$0.00
					<i>Totals for 10-10-5621-10, Hosp. Ins. - Admin:</i>			<u>\$5,577.72</u>	<u>\$0.00</u>
<b>10-10-5621-20, Hosp. Ins. - Adult Serv.</b>									
9/11/2019	090519	Invoice	5814-247	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		9/11/2019	\$10,265.92	\$0.00
					<i>Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:</i>			<u>\$10,265.92</u>	<u>\$0.00</u>
<b>10-10-5621-30, Hosp. Ins. - YS</b>									
9/11/2019	090519	Invoice	5814-250	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		9/11/2019	\$4,641.56	\$0.00
					<i>Totals for 10-10-5621-30, Hosp. Ins. - YS:</i>			<u>\$4,641.56</u>	<u>\$0.00</u>
<b>10-10-5621-50, Hosp. Ins. - Tech</b>									
9/11/2019	090519	Invoice	5814-249	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		9/11/2019	\$3,129.66	\$0.00
					<i>Totals for 10-10-5621-50, Hosp. Ins. - Tech:</i>			<u>\$3,129.66</u>	<u>\$0.00</u>
<b>10-10-5621-60, Hosp. Ins. - Circ</b>									
9/11/2019	090519	Invoice	5814-248	LIMRiCC PHIP Health	LIMRiCC PHIP Healt Posted		9/11/2019	\$5,443.55	\$0.00
					<i>Totals for 10-10-5621-60, Hosp. Ins. - Circ:</i>			<u>\$5,443.55</u>	<u>\$0.00</u>
<b>10-20-5650-00, Internet Service Provider</b>									
9/11/2019	3600000304	Invoice	5814-155	Village of Lisle	Village of Lisle-360000 Posted		9/11/2019	\$450.00	\$0.00
					<i>Totals for 10-20-5650-00, Internet Service Provider:</i>			<u>\$450.00</u>	<u>\$0.00</u>
<b>10-20-5654-00, Utilities - Sewer &amp; Water</b>									
9/11/2019	082719	Invoice	5814-105	Village of Lisle	Village of Lisle-08271 Posted		9/11/2019	\$133.91	\$0.00
					<i>Totals for 10-20-5654-00, Utilities - Sewer &amp; Water:</i>			<u>\$133.91</u>	<u>\$0.00</u>
<b>10-20-5655-00, Utilities - Electric</b>									
9/11/2019	192400039477833	Invoice	5814-186	Direct Energy Business	Direct Energy Business Posted		9/11/2019	\$3,821.71	\$0.00
					<i>Totals for 10-20-5655-00, Utilities - Electric:</i>			<u>\$3,821.71</u>	<u>\$0.00</u>
<b>10-20-5656-00, Verizon</b>									
9/11/2019	9836436835	Invoice	5814-227	Verizon	Verizon-9836436835 Posted		9/11/2019	\$108.09	\$0.00
					<i>Totals for 10-20-5656-00, Verizon:</i>			<u>\$108.09</u>	<u>\$0.00</u>
<b>10-20-5661-00, Maint Contracts - Maint. Service</b>									
9/11/2019	8107	Invoice	5814-147	Eco Clean Maintenance	Eco Clean Maintenanc Posted		9/11/2019	\$1,862.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/11/2019	5319027	Invoice	5814-251	Anderson Pest Solutions	Anderson Pest Solutio	Posted	9/11/2019	\$145.23	\$0.00
<b>10-20-5662-00, Maint Contr. - Landscape Serv.</b>									
9/11/2019	INS17716	Invoice	5814-145	Suburban Door Check & Lock S	Suburban Door Check &	Posted	9/11/2019	\$121.00	\$0.00
9/11/2019	6555	Invoice	5814-149	Bear Landscape Group	Bear Landscape Group-	Posted	9/11/2019	\$987.50	\$0.00
<b>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</b>								<b>\$1,108.50</b>	<b>\$0.00</b>
<b>10-20-5663-00, Maint/Repairs-Genl repairs, Supplies</b>									
9/11/2019	1625484290	Invoice	5814-206	Staples Advantage	Staples Advantage-162:	Posted	9/11/2019	\$268.86	\$0.00
9/11/2019	PINV1778118	Invoice	5814-209	Garvey's Office Products	Garvey's Office Produc	Posted	9/11/2019	\$285.00	\$0.00
9/11/2019	11901	Invoice	5814-257	Case Lots, Inc.	Case Lots, Inc.-11901	Posted	9/11/2019	\$550.40	\$0.00
<b>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</b>								<b>\$1,104.26</b>	<b>\$0.00</b>
<b>10-20-5664-00, Maint/Repairs-Non Contr. Work</b>									
9/11/2019	213273	Invoice	5814-107	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	9/11/2019	\$322.25	\$0.00
9/11/2019	6502	Invoice	5814-151	Bear Landscape Group	Bear Landscape Group-	Posted	9/11/2019	\$65.00	\$0.00
9/11/2019	18472	Invoice	5814-207	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	9/11/2019	\$868.29	\$0.00
9/11/2019	726343	Invoice	5814-215	Patriot Electric & Technologies	Patriot Electric & Techr	Posted	9/11/2019	\$1,120.00	\$0.00
9/11/2019	210289	Invoice	5814-253	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	9/11/2019	\$4,300.00	\$0.00
<b>Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:</b>								<b>\$6,675.54</b>	<b>\$0.00</b>
<b>10-20-5665-00, Rubbish Removal</b>									
9/11/2019	0551-014545193	Invoice	5814-211	Republic Services	Republic Services-055	Posted	9/11/2019	\$236.11	\$0.00
<b>Totals for 10-20-5665-00, Rubbish Removal:</b>								<b>\$236.11</b>	<b>\$0.00</b>
<b>10-25-5711-00, Postage Special Serv</b>									
9/11/2019	Postage0919	Invoice	5814-261	Hagg Press	Hagg Press-Postage091	Posted	9/11/2019	\$1,100.00	\$0.00
<b>Totals for 10-25-5711-00, Postage Special Serv:</b>								<b>\$1,100.00</b>	<b>\$0.00</b>
<b>10-25-5713-00, Office Supplies</b>									
9/11/2019	PINV1775372	Invoice	5814-123	Garvey's Office Products	Garvey's Office Produc	Posted	9/11/2019	\$2.65	\$0.00
9/11/2019	PINV1781260	Invoice	5814-125	Garvey's Office Products	Garvey's Office Produc	Posted	9/11/2019	\$20.79	\$0.00
9/11/2019	PINV1776903	Invoice	5814-127	Garvey's Office Products	Garvey's Office Produc	Posted	9/11/2019	\$21.40	\$0.00
9/11/2019	1625484290	Invoice	5814-203	Staples Advantage	Staples Advantage-162:	Posted	9/11/2019	\$211.00	\$0.00
<b>Totals for 10-25-5713-00, Office Supplies:</b>								<b>\$255.84</b>	<b>\$0.00</b>
<b>10-25-5714-00, Circ. Material Supplies</b>									
9/11/2019	PINV1782122	Invoice	5814-109	Garvey's Office Products	Garvey's Office Produc	Posted	9/11/2019	\$85.35	\$0.00
9/11/2019	24226	Invoice	5814-141	ELM USA, Inc.	ELM USA, Inc.-24226	Posted	9/11/2019	\$177.95	\$0.00



# Lisle Library District

## Account Distribution Report by Number

### September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
<b>10-25-5715-00, Copier Supplies</b>									
9/11/2019	1546061	Invoice	5814-243	Impact Networking, LLC	Impact Networking, LL Posted		9/11/2019	\$309.90	\$0.00
<i>Totals for 10-25-5714-00, Circ. Material Supplies:</i>								\$263.30	\$0.00
<b>10-25-5716-00, Kitchen Supplies</b>									
9/11/2019	1625484290	Invoice	5814-205	Staples Advantage	Staples Advantage-162: Posted		9/11/2019	\$198.61	\$0.00
<i>Totals for 10-25-5715-00, Copier Supplies:</i>								\$309.90	\$0.00
<b>10-25-5717-00, Processing Supplies</b>									
9/11/2019	77199	Invoice	5814-023	Compact Disc Source	Compact Disc Source Posted		9/11/2019	\$194.79	\$0.00
9/11/2019	083119	Invoice	5814-159	Baker & Taylor (L5543202)	Baker & Taylor (L5543 Posted		9/11/2019	\$300.40	\$0.00
9/11/2019	083119	Invoice	5814-162	Baker & Taylor (L5425632)	Baker & Taylor (L5425 Posted		9/11/2019	\$87.40	\$0.00
9/11/2019	083119	Invoice	5814-165	Baker & Taylor (L5202982)	Baker & Taylor (L5202 Posted		9/11/2019	\$34.50	\$0.00
9/11/2019	083119	Invoice	5814-168	Baker & Taylor (L4342812)	Baker & Taylor (L4342 Posted		9/11/2019	\$20.65	\$0.00
9/11/2019	083119	Invoice	5814-171	Baker & Taylor (L4171582)	Baker & Taylor (L4171 Posted		9/11/2019	\$124.80	\$0.00
9/11/2019	083119	Invoice	5814-176	Baker & Taylor (L0334152)	Baker & Taylor (L0334 Posted		9/11/2019	\$240.55	\$0.00
9/11/2019	6668682	Invoice	5814-190	Demco, Inc.	Demco, Inc.-6668682 Posted		9/11/2019	\$339.81	\$0.00
9/11/2019	090319	Invoice	5814-194	Midwest Tape (7288)	Midwest Tape (7288)- Posted		9/11/2019	\$887.85	\$0.00
9/11/2019	294737	Invoice	5814-213	Findaway World	Findaway World-2947 Posted		9/11/2019	\$2.99	\$0.00
9/11/2019	6660642	Invoice	5814-221	Demco, Inc.	Demco, Inc.-6660642 Posted		9/11/2019	\$852.03	\$0.00
9/11/2019	295596	Invoice	5814-225	Findaway World	Findaway World-2955 Posted		9/11/2019	\$97.48	\$0.00
9/11/2019	77254	Invoice	5814-231	Compact Disc Source	Compact Disc Source Posted		9/11/2019	\$116.73	\$0.00
9/11/2019	6671001	Invoice	5814-239	Demco, Inc.	Demco, Inc.-6671001 Posted		9/11/2019	\$460.15	\$0.00
<i>Totals for 10-25-5717-00, Processing Supplies:</i>								\$3,760.13	\$0.00
<b>10-25-5724-15, Local Travel</b>									
9/11/2019	082919	Invoice	5814-143	Chris Knight	Chris Knight-082919 Posted		9/11/2019	\$5.91	\$0.00
9/11/2019	090619	Invoice	5814-201	Jackie Kilcran	Jackie Kilcran-090619 Posted		9/11/2019	\$17.98	\$0.00
<i>Totals for 10-25-5724-15, Local Travel:</i>								\$23.89	\$0.00
<b>10-35-5761-00, Collection Agency</b>									
9/11/2019	556401	Invoice	5814-029	Unique Management Services, I	Unique Management S Posted		9/11/2019	\$17.90	\$0.00
<i>Totals for 10-35-5761-00, Collection Agency:</i>								\$17.90	\$0.00
<b>10-35-5763-00, Other Contr Svcs-Tech Asst</b>									
9/11/2019	1138	Invoice	5814-188	My Library Rewards	My Library Rewards-11 Posted		9/11/2019	\$4,890.00	\$0.00
<i>Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:</i>								\$4,890.00	\$0.00

# Lisle Library District

## Account Distribution Report by Number

### September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-35-5765-10, Investment Agency Consultants									
9/11/2019	083119	Invoice	5814-237	Ehlers & Associates Inc	Ehlers & Associates Inc	Posted	9/11/2019	\$597.79	\$0.00
Totals for 10-35-5765-10, Investment Agency Consultants:								\$597.79	\$0.00
10-35-5770-00, 5770 Contractual - Audit Fee									
9/11/2019	39198	Invoice	5814-235	Lauterbach & Amen, LLP	Lauterbach & Amen, L	Posted	9/11/2019	\$6,400.00	\$0.00
Totals for 10-35-5770-00, 5770 Contractual - Audit Fee:								\$6,400.00	\$0.00
10-40-5783-00, Dues - Staff									
9/11/2019	263427	2019-2020 Invoice	5814-019	American Library Association	American Library Ass	Posted	9/11/2019	\$489.00	\$0.00
Totals for 10-40-5783-00, Dues - Staff:								\$489.00	\$0.00
10-40-5784-00, Meetings - Staff									
9/11/2019	081519	Invoice	5814-139	Elizabeth Hopkins	Elizabeth Hopkins-081	Posted	9/11/2019	\$33.41	\$0.00
Totals for 10-40-5784-00, Meetings - Staff:								\$33.41	\$0.00
10-48-5823-20, Minor Equip - Adult Services									
9/11/2019	537637	Invoice	5814-121	Brodart Co.	Brodart Co.-537637	Posted	9/11/2019	\$106.15	\$0.00
Totals for 10-48-5823-20, Minor Equip - Adult Services:								\$106.15	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
9/11/2019	5026508	Invoice	5814-027	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	9/11/2019	\$188.05	\$0.00
9/11/2019	394111587	Invoice	5814-182	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	9/11/2019	\$211.10	\$0.00
9/11/2019	260976949	Invoice	5814-184	Konica Minolta Business Solut	Konica Minolta Busine	Posted	9/11/2019	\$282.26	\$0.00
9/11/2019	5041650	Invoice	5814-217	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	9/11/2019	\$90.32	\$0.00
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:								\$771.73	\$0.00
10-50-5863-20, Literacy/ESL									
9/11/2019	083019	Invoice	5814-135	Yolanda Kocemba	Yolanda Kocemba-083	Posted	9/11/2019	\$912.00	\$0.00
9/11/2019	M6735060	Invoice	5814-137	Scholastic Inc.	Scholastic Inc.-M67350	Posted	9/11/2019	\$126.50	\$0.00
Totals for 10-50-5863-20, Literacy/ESL:								\$1,038.50	\$0.00
10-50-5863-30, Books - Youth Serv									
9/11/2019	Quote 84794	Invoice	5814-153	Penworthy Company	Penworthy Company-Q	Posted	9/11/2019	\$738.93	\$0.00
9/11/2019	083119	Invoice	5814-160	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	9/11/2019	\$1,896.59	\$0.00
9/11/2019	083119	Invoice	5814-166	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	9/11/2019	\$697.70	\$0.00
9/11/2019	083119	Invoice	5814-177	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	9/11/2019	\$559.57	\$0.00
Totals for 10-50-5863-30, Books - Youth Serv:								\$3,892.79	\$0.00
10-50-5864-10, Books - Non Fiction									

# Lisle Library District

## Account Distribution Report by Number

September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/11/2019	083119	Invoice	5814-172	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	9/11/2019	\$62.23	\$0.00
9/11/2019	083119	Invoice	5814-174	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	9/11/2019	\$5,037.54	\$0.00
9/11/2019	083119	Invoice	5814-178	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	9/11/2019	\$198.70	\$0.00
<b>10-50-5865-10, Books - Adult/Teen Fiction</b>									
9/11/2019	083119	Invoice	5814-157	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	9/11/2019	\$7,862.54	\$0.00
9/11/2019	083119	Invoice	5814-163	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	9/11/2019	\$153.45	\$0.00
<b>10-50-5867-20, Ref Books - Adult Serv</b>									
9/11/2019	083119	Invoice	5814-180	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	9/11/2019	\$171.83	\$0.00
<b>10-50-5869-20, Internet Licensed DBases</b>									
9/11/2019	CHI128656912019	Invoice	5814-115	Consumers' Checkbook	Consumers' Checkbook	Posted	9/11/2019	\$450.00	\$0.00
9/11/2019	INV00010649	Invoice	5814-119	Demco Software	Demco Software-INV0	Posted	9/11/2019	\$905.00	\$0.00
<b>10-50-5871-20, Document Delivery</b>									
9/11/2019	19809	Invoice	5814-017	IHLS - OCLC	IHLS - OCLC-19809	Posted	9/11/2019	\$16.25	\$0.00
<b>10-50-5890-30, A-V Mats - Youth Serv</b>									
9/11/2019	090319	Invoice	5814-197	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	9/11/2019	\$368.83	\$0.00
<b>10-50-5895-40, A-V Mats - Adult Serv</b>									
9/11/2019	730122904409	Invoice	5814-015	Naperville Public Library	Naperville Public Libr	Posted	9/11/2019	\$32.50	\$0.00
9/11/2019	77201	Invoice	5814-021	Compact Disc Source	Compact Disc Source	Posted	9/11/2019	\$488.72	\$0.00
9/11/2019	77200	Invoice	5814-025	Compact Disc Source	Compact Disc Source	Posted	9/11/2019	\$131.98	\$0.00
9/11/2019	CD0110719147125	Invoice	5814-117	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	9/11/2019	\$1,000.00	\$0.00
9/11/2019	083119	Invoice	5814-169	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	9/11/2019	\$1,046.47	\$0.00
9/11/2019	090319	Invoice	5814-192	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	9/11/2019	\$3,358.65	\$0.00
9/11/2019	090319	Invoice	5814-195	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	9/11/2019	\$112.49	\$0.00
9/11/2019	77255	Invoice	5814-229	Compact Disc Source	Compact Disc Source	Posted	9/11/2019	\$290.28	\$0.00
9/11/2019	76505745	Invoice	5814-233	Recorded Books, LLC	Recorded Books, LLC-7	Posted	9/11/2019	\$35.51	\$0.00
<b>10-50-5900-20, Periodicals - Adult Serv</b>									
<b>Totals for 10-50-5864-10, Books - Non Fiction:</b>									<b>\$5,298.47</b>
<b>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</b>									<b>\$8,015.99</b>
<b>Totals for 10-50-5867-20, Ref Books - Adult Serv:</b>									<b>\$171.83</b>
<b>Totals for 10-50-5869-20, Internet Licensed DBases:</b>									<b>\$1,355.00</b>
<b>Totals for 10-50-5871-20, Document Delivery:</b>									<b>\$16.25</b>
<b>Totals for 10-50-5890-30, A-V Mats - Youth Serv:</b>									<b>\$368.83</b>
<b>Totals for 10-50-5895-40, A-V Mats - Adult Serv:</b>									<b>\$6,496.60</b>

# Lisle Library District

## Account Distribution Report by Number

### September 11, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/11/2019	2000666	Invoice	5814-223	EBSCO	EBSCO-2000666	Posted	9/11/2019	\$467.25	\$0.00
<b>10-60-5931-10, Programs - Adult Services</b>									
9/11/2019	072519	Invoice	5814-111	Winona Patterson	Winona Patterson-072	Posted	9/11/2019	\$12.99	\$0.00
9/11/2019	080919	Invoice	5814-113	Winona Patterson	Winona Patterson-080	Posted	9/11/2019	\$13.55	\$0.00
9/11/2019	100619	Invoice	5814-129	David Wylly	David Wylly-100619	Posted	9/11/2019	\$50.00	\$0.00
9/11/2019	091919	Invoice	5814-131	Joe Ziemba	Joe Ziemba-091919	Posted	9/11/2019	\$150.00	\$0.00
9/11/2019	092819	Invoice	5814-133	University of Illinois Extension	University of Illinois E	Posted	9/11/2019	\$125.00	\$0.00
<b>Totals for 10-60-5931-10, Programs - Adult Services:</b>								<b>\$351.54</b>	<b>\$0.00</b>
<b>10-60-5931-30, Programs - Youth</b>									
9/11/2019	080719	Invoice	5814-013	Will Savage	Will Savage-080719	Posted	9/11/2019	\$7.78	\$0.00
9/11/2019	082119	Invoice	5814-219	Will Savage	Will Savage-082119	Posted	9/11/2019	\$7.98	\$0.00
9/11/2019	Order W3957238	Invoice	5814-241	Discount School Supply	Discount School Suppl	Posted	9/11/2019	\$11.85	\$0.00
<b>Totals for 10-60-5931-30, Programs - Youth:</b>								<b>\$27.61</b>	<b>\$0.00</b>
<b>10-60-5940-30, Reader Services - Youth Serv. Dept.</b>									
9/11/2019	082919	Invoice	5814-199	Will Savage	Will Savage-082919	Posted	9/11/2019	\$52.06	\$0.00
<b>Totals for 10-60-5940-30, Reader Services - Youth Serv. Dept.:</b>								<b>\$52.06</b>	<b>\$0.00</b>
<b>30-65-5926-00, Maint - Bldg Structure (.02 B/M)</b>									
9/11/2019	210289	Invoice	5814-255	Stephens Plumbing and Heating	Stephens Plumbing and	Posted	9/11/2019	\$9,000.00	\$0.00
<b>Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):</b>								<b>\$9,000.00</b>	<b>\$0.00</b>
<b>Grand Totals:</b>								<b>\$100,737.35</b>	<b>\$0.00</b>

# Lisle Library District

## Account Distribution Report by Number

September 11, 2019

Report name: Account Number Report for September 11, 2019  
Report format: Detail  
Include these transaction dates: 9/11/2019 to 9/11/2019  
Include these post dates: 9/11/2019 to 9/11/2019  
Include all Post Statuses  
Do not include adjustment transactions  
Include miscellaneous entries  
Include these Accounts: Query: Account number report  
Include all Funds  
Include all Classes  
Include all Vendors  
Include all Invoices  
Include all Credit Memos  
Include all Payments  
Include all Purchase Orders  
Include all Receipts  
Include all Account Attributes  
Include all Vendor Attributes  
Include all Invoice Attributes  
Include all Credit Memo Attributes  
Include all Purchase Order Attributes  
Include all Function(s)  
Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN August 2019 and September 2019				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor			Amount
HSA	Salaries 8/15/19			\$ 68,496.82
HSA	Garnishment		Employee Deduction	\$ 157.75
HSA	Ill. Dept. of Revenue		State Tax Withheld	\$ 4,376.55
Auto W/D	Howard Simon & Associates		Mo. PR Serv. - Aug, 2019	\$ 524.68
HSA	EFTPS/Electronic Tax Pymt 8/15/19		Fed Tax \$8774.90	\$ 23,059.34
			FICA W/H \$7142.26	
			FICA Lib \$7142.18	
HSA	Salaries 8/30/19			\$ 65,781.98
HSA	Garnishment		Employee Deduction	\$ 152.16
HSA	Ill. Dept. of Revenue		State Tax Withheld	\$ 4,184.11
HSA	EFTPS/Electronic Tax Pymt 8/30/19		Fed Tax \$8302.81	\$ 21,997.08
			FICA W/H \$6847.10	
			FICA Lib \$6847.17	
Wired	IMRF		IMRF W/H \$8287.29	\$ 19,858.37
			IMRF Lib. \$11571.08	
			<b>Sub Total</b>	<b>\$ 208,588.84</b>
Check #	Vendor		Description	Amt
3300	AFLAC (G6920)		Payroll Withholding	338.61
3301	FQC Construction		2nd Half Facility Assessment	4250.00
3302	Peregrine, Stime, Newman, Ritzman		Legal Services	1365.00
3303	Albertsons/Safeway		Supplies, Tablecloths, Volunteers	211.21
3304	Amazon		Books, Video Games, Supplies	2347.07
3305	CDW Government		12 Monitors Public PC Replacements	1824.00
3306	Chicago Metro Fire Prevention		Supervisory Signal Fire Panel	354.00
3307	Delta Dental - Risk		Dental Premium	2187.69
3308	Ehlers Investment Partners		July, 2019	596.45
3309	Fifth Third Bank		Subscription, Summer Read Warp Up, Telephone	2441.78
3310	Jackson Manufacturers Company		Two Book Returns	12382.50
3311	NCBERS Group Life Insurance		Payroll Withholding	80.00
			<b>Sub Total</b>	<b>\$ 28,378.31</b>
			<b>TOTAL</b>	<b>\$ 236,967.15</b>

Monthly Circulation Report - August 2019

	Checkouts	Renewals	Aug-19 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	5,385	3,359	8,744	17,790	18,463	3.78%
Adult Print	6,432	4,074	10,506	20,770	21,956	5.71%
Adult Total	11,817	7,433	19,250	38,560	40,419	4.82%
YS Non-Print	1,280	1,326	2,606	5,094	6,521	28.01%
YS Print	7,352	5,578	12,930	23,449	28,715	22.46%
Total YS	8,632	6,904	15,536	28,543	35,236	23.45%
Digital Media						
Overdrive	2,546		2,546	3,573	5,306	48.50%
hoopla	2,080		2,080	3,843	4,125	7.34%
RB Digital	399		399	250	722	188.80%
Total Digital	5,025	0	5,025	7,666	10,153	32.44%
Subtotal Print + Non-Print/Digital	25,474	14,337	39,811	74,769	85,808	14.76%
Computer/Tech Sessions Logins	2,663		2,663	5,388	5,601	3.95%
Database Usage/Unique Logins	2,567		2,567	5,807	5,508	-5.15%
Wireless Use	1,436		1,436	3,296	3,206	-2.73%
ScannX sessions/jobs	594		594	1,000	1,147	14.70%
Museum Adventure Passes	40		40	76	78	2.63%
Total IT/Resource Sessions	7,300	0	7,300	15,567	15,540	-0.17%
Total Circulation	32,774	14,337	47,111	90,336	101,348	12.19%
Literacy Software Usage Hours			86	192	175	-8.85%
Borrower Information	July 2019 Total	YTD 18/19	YTD 19/20	YTD % Change		
New Library Cards Added	159	353	335	-5.10%		
Monthly Borrowers	3,290	6,500	6,714	3.29%		
Total # Registered Borrowers	10,660	11,100	10,660	-3.96%		
InterLibrary Loans						
Materials Sent	134	298	286	-4.03%		
Materials Received	442	905	799	-11.71%		
Polaris/Catalog Holds						
Holds Placed	2,987	6,132	5,985	-2.40%		
Holds Checked Out	2,388	4,605	4,703	2.13%		

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

		LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
<b>Library Event Statistics</b>										
Staff Facilitated Programs			24	39	66	3	132	259	287	10.81%
Attendees			208	741	74	35	1,058	2,387	2,464	3.23%
Computer/Technology Programs			4	0		3	7	16	15	-6.25%
Attendees			19	0		4	23	49	64	30.61%
Performer/Speaker/Author			2	0			2	9	7	-22.22%
Attendees			53	0			53	385	290	-24.68%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	2	2	0.00%
Attendees		0					0	460	325	-29.35%
<b>Total Number of Programs</b>		0	30	39	66	6	141	286	311	8.74%
<b>Total Patrons Served by Programming</b>		0	280	741	74	39	1,134	3,281	3,143	-4.21%
Reference Questions			2,828	1,399	2,286		6,513	12,828	13,193	2.85%
Volunteer Hours			5.00	13.00			18.00	538.00	471.00	-12.45%
<b>Outreach Service Statistics</b>										
Outreach Visits			4	5	3		12	30	25	-16.67%
Patrons Served by Outreach Visits			227	159	320		706	1,575	1,496	-5.02%
Home Delivery Dates			2				2	4	4	0.00%
Patrons Served via Home Delivery			115				115	182	253	39.01%
<b>Total Outreach Programs</b>			6	5	3		14	34	29	-14.71%
<b>Total Patrons Served with Outreach Services</b>			342	159	320		821	1,757	1,749	-0.46%
<b>Civic Facility Use</b>										
Literacy/Tutoring Room Use (patron count)		77						178	157	-11.80%
Number of Outside Groups Using Meeting Space		21						38	44	15.79%
Patrons Entering Building		13,032						29,630	28,482	-3.87%
Friend's Sponsored Programs		1						2	2	0.00%
Attendees		45						93	85	-8.60%
<b>Social Media Use</b>										
Facebook (daily page consumption)		1,486						3,525	3,576	1.45%
Twitter Followers		784						738	784	6.23%
Instagram Likes		795						694	1,811	160.95%
Flickr Views		5,699						19,844	18,643	-6.05%
YouTube Views		543						N/A *	1,319	--

\* New statline for January 2019.



## **September Director's Report**

### **Meetings:**

Hummel – August 12  
Bartelli – August 12  
LLD Board of Trustees – August 14  
Staff Development – August 16  
District 202 tour – August 17  
Personnel & Policy – August 26  
Pfaff – August 28  
Boskelly – August 28

CCS – August 29  
Sikich – September 4  
Pfaff – September 10  
EDC/VOL – September 11  
Sikich – September 13  
Hummel – September 13  
CCS – September 16

## **Highlights/Developments**

### **Strategic Plan Initiatives**

While continuing to assess the LLD's options regarding larger capital improvements, the LLD has advanced a few immediate upgrades as recommended by our recent facility assessment report and as our Strategic Plan outlines. Those advancements include replacing facility air handlers, sidewalk repairs, exchanging fluorescent bulbs for LED bulbs, and repairing a storm water pipe on Front Street.

The LLD has also advanced other key Strategic Plan initiatives that focus on patron convenience and Universal Design principles. The new outdoor book-drops have been delivered and we plan to position them to accommodate both SUVs and sedans. Soon, you will see two book-drops at hospitable heights for both types of vehicle.

We also recently completed a project that creates a more welcoming, functional, and inclusive environment for our patrons. The LLD installed multi-level countertops/sinks in our east-end restrooms with new automatic faucets. Children, those who use a wheelchair, or patrons who simply appreciate a lower option, may now utilize our facilities with more range.

The LLD remains committed to ensuring that our facility is well maintained while planning for future improvements.

### **District 202 Elementary School Tour**

On Saturday, August 17<sup>th</sup>, I toured the new Lisle Elementary School. A number of local officials attended the invitational open house. The library/learning center is at the heart of the facility with classrooms surrounding the impressive space. A majority of the classrooms were laid out in a collaborative fashion, allowing for a variety of seating arrangements for the students. The building also accommodates a STEAM room, technology and craft space, art studio, and soundproof music room. A number of family-sized bathrooms are found throughout the building.

To: LLD Board of Trustees  
From: Tatiana Weinstein | LLD Director  
Date: September 16, 2019

A small green space was built on the second floor and outdoor play areas were constructed using Universal Design principles. The architects planned for future growth by intentionally leaving room for flex space, now serving as storage. Security precautions were taken very seriously. Windows and doors have intruder-proof safeguarding and outdoor areas have safety bollards surrounding the building. Suffice it to say, I was very impressed with the facility and happy that Lisle now has a state of the art elementary school open for business.

### **Staff Development Day**

On August 16<sup>th</sup>, the LLD was closed for Staff Development Day. The Library of Illinois Risk Agency (LIRA) provided harassment training in accordance with LLD Policy 901. The *Deaf Planet Soul* (DPS) group provided sensitivity training related to the deaf/hard of hearing population and also taught some ASL. DPS truly affected staff and many now want to pursue more ASL education. The Lisle Woodridge Fire District provided CPR and AED training. Staff conducted CPR on LWFD mannequins and opened/utilized an AED device. Staff conducted fire, tornado, and Code Adam drills and finished the day with a team-building exercise.

Having a full day where all the staff learn about current techniques, service models, and emergency responses is very important. Working in a public building brings a variety of experiences each and every day. Having the right tools to use in a situation is vital for all staff. Many staff marked this day as one of our best training days ever.

### **Financials**

September 4<sup>th</sup> was the Financial Director's last day with the LLD. The LLD has only had two Financial Directors in the past 35+ years. Customarily, employees who hold positions where they are the chief driver of departmental operations, assist in the transition period between their formal departure and onboarding a new employee. Unfortunately, we did not have that option in this circumstance.

Upon the Finance Director's letter of resignation, I opted to investigate outsourcing a portion of the Finance Director's responsibilities. I contacted a number of accounting firms in our area to discuss options for the LLD. The LLD has signed with Sikich LLP to provide assistance with the monthly financial statements including the revenue and expenditure reports and other Board packet financials. Going this route will be very new for the LLD, however, in the long run, I believe that we can streamline and provide professional financial documentation at an overall reduced cost. If this professional relationship proves effective, Sikich will also assist us with the levy and other budgetary projects as needed.

There are additional HR responsibilities and business office duties that Jackie Kilcran (Admin Office) will address to help us achieve these operational efficiencies. The LLD will also utilize HR Source support, for supplemental assistance with key HR situations.

Administration looks forward to working with the Sikich team in this new venture. This will be an experiment of sorts, but I am hopeful that this new arrangement will ultimately benefit the LLD.

*To: LLD Board of Trustees*  
*From: Tatiana Weinstein | LLD Director*  
*Date: September 16, 2019*

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

Library Technical Associate/College of DuPage student, Alison Pfaff, is approximately half way through her practicum with the LLD. Thus far, Alison has worked in Adult Services and Technical Services. She will also attend one or two Board meetings to learn about the Board's deliberative process. The second half of her practicum will be spent in Circulation and Youth Services. Department Directors and staff alike have enjoyed mentoring Alison throughout her practicum.

Respectfully submitted,



Tatiana Weinstein

## September 2019 Assistant Director Report

### Meetings

- Patriot Electric – Aug 6, 19, 21
- Board Meeting – Aug 14
- Personnel & Policy Com- Aug 26
- Event Team-Aug 13
- Physical Plant Comm-Aug 7
- Monaco Mechanical – Aug 20
- ComEd Energy Audit- Aug 20
- Board Mtg – Aug 14
- Staff Development Day – Aug 16
- Safety Team – Aug 7
- Des Plaines Glass – Aug 27

### Event Team

The Event Team is planning for *Star Wars Reads Day* on Saturday, October 19<sup>th</sup>. The day will include face painting, Star Wars bingo and trivia, crafts, and costumes. *LLD Winter Read* will kick-off on Friday, December 6<sup>th</sup> with fun activities and signup.

### Environmental Initiatives

On August 20<sup>th</sup>, ComEd representatives toured the LLD facility and gathered information to begin an energy audit for the LLD building and campus. Outdoor and indoor lighting fixtures were checked for possible upgrades. The HVAC mechanical/operating system were checked for efficiencies such as setback times and temperatures. The IT hardware equipment was reviewed. ComEd will review past energy use and make suggestions. A follow-up of suggestions is due at the end of September or early October.

### Staff Development Day

LLD staff gathered in the meeting room Friday, August 16<sup>th</sup> for a day of training, education and team building while the Library was closed to the public. Staff began the day with a review of the LLD Sexual Harassment Policy with examples by Tracy Lisiak representing LIRA our insurance carrier. Next, *Deaf Planet Soul* demonstrated customer service skills and sensitivity training. Staff learned some American Sign Language. Michael Egan from The Lisle Woodridge Fire District presented emergency response actions using CPR, AEDs and Heimlich techniques. Staff utilized training equipment as provided by the LWFD. There were also drills for fire, tornado, Code Adam and we reviewed the bloodborne pathogen kits and emergency equipment packs found in each department. Staff finished the day with a team building program requiring each group to solve questions to complete a challenge. A final puzzle required all the groups to work together to solve the very last challenge. Through working in small groups, staff were aware of the variety personalities, instructions, verbal and non-verbal clues and overcoming obstacles to eventually reach success.

### Facility

#### Rest room counters

Work began on Tuesday, September 3<sup>rd</sup> on the new Lobby rest room counters, sinks, faucets and mirrors. The old counters and mirrors were removed and new bracket supports were installed. Friday the 6<sup>th</sup>, the new counters were installed and followed by new faucets on Monday. New mirrors completed the renovation on Tuesday, September 10.

### **Offset storm water pipe repair**

The LLD has sent out RFP invitations for the Front Street storm water pipe offset repair. Proposals are due September 30<sup>th</sup>. Staff estimate a decision in the first week of October based on cost, availability and references.

### **Bollard lights**

Several of the bollard lights along the north and east campus sidewalks needed repair. After consultation with the electrician, the lights were retrofitted with LED fixtures. This work was completed on September 11.

### **Concrete Book drops**

The new book drops were delivered Tuesday, September 3<sup>rd</sup>. We are scheduling the curb, sidewalk and book drop work for the end of September.

### **Atrium Windows**

The Atrium windows have experienced significant leaks over the years since installation in 2007. They've been topically sealed in the past with less than optimal results. Staff have reported several instances of leaking this spring and summer. We have had the windows professionally inspected and new sealant was recommended for all of the atrium windows: frames and glass panels. This will include removal of the panels to be able to thoroughly seal the glass. This work will be conducted over the next few weeks, weather dependent.

### **Air Handlers Replacement**

Monaco has proceeded with procurement of the Air Handling Units (AHUs). Those units have been field measured, as two of the units require specific discharges to match existing zones servicing the building. Since unit construction has changed significantly over the past 30 years, the units will be configured to match the existing conditions while maintaining the same performances of each of the units. Monaco is currently awaiting response from the manufacturer regarding fabrication to provide confirmed dates of delivery.

To ensure an efficient installation process, the following procedures will be followed in preparation for AHU arrival:

- Installation of isolation valves for isolated shut-downs of each unit.
- Field layout; markings and lines of new layouts.
- Field measurements for sheet metal changes to existing ductwork.
- Controls identification and accounting for necessary modifications.
- Concrete Pads where needed.
- Meet with Village of Lisle Building Department to discuss project and permitting.

Once Monaco has confirmed ship dates and sequence of shipping, the Library will be updated with those dates and create a schedule coordinated with the Library to illustrate the sequencing of unit installation.



Beth McQuillan

## Zelma Chamberlain brings more than 35 years of meditation experience to the Lisle Library District



Whether it is school, work, or even the world around us, the world can be a stressful place. Retired educator Zelma Chamberlain, M. Ed who has more than 35 years of meditating, brought her talents to the Lisle Library District. "I've been meditating for 36 years," Chamberlain said. "I specifically like this practice of meditation because it focuses on the tenth opening of the body." While going through a list of slideshows explain the nuances and the essential keys of the practice, Chamberlain said letting the body fully relax is the most obvious point to Meditation.

The term mindfulness, which is psychological process of bringing one's attention to experiences occurring in the present moment, which one can develop through the practice of meditation and through other training, is a common word known through the practice.

Not only is the word used through meditation, it also popular in the world of psychology and psychiatry to treat patients with a mental illness. Mindfulness practice involves the process of developing the skill of bringing one's attention to whatever is happening in the present moment, which is the center of what meditation tries to accomplish.

"We use a calming word with this technique," Chamberlain said. "It could be peace, calm, love and we use that word to keep our thoughts away in our mind as we go into this practice." With Meditation being used with the aim of reducing stress, anxiety, depression, and pain, and increasing peace, perception, self-concept, and well being, Chamberlain wanted the audience to know that you do not have to be a professional in the field to be able to utilize meditation.

At home, in a quiet place, or wherever someone feels they can relax and have mindfulness, was something Chamberlain expressed to the crowd. Getting comfortable while preparing to sit down for a few minutes or longer, focusing on your breath and following your breath for a couple minutes or the beginning stages of meditation. Noticing when the mind has wandered, being kind to one's own mind wondering was also a main point illustrated by Chamberlain, acknowledging that rumination is something that is very normal in society. "Those intrusive thoughts in our brain when we can't shut our brain off is why meditation is so important," Chamberlain said. "It's such a strategy of focus and refocus because once you focus your mind on the calming word and really sink in pushing those thoughts to the side is something that is very important."

STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF DUPAGE    )

**CERTIFICATE OF AUTHENTICITY**

I, Emily Swistak, 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 19-03 adopted on September 18, 2019, at a meeting of the Board of Library Trustees of the Lisle Library District.

IN WITNESS WHEREOF, I have affixed my signature and the corporate seal of the Lisle Library District this 18th day of September, 2019.

---

Emily Swistak, Secretary  
Board of Library Trustees  
Lisle Library District

# ORDINANCE 19-03

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

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

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

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



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

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

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

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

- (a) That the cash on hand at the beginning of the fiscal year is \$ 11,015,341.07.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,686,096.46.
- (c) That the estimated expenditures for the fiscal year are \$ 5,289,058.31.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$ 10,412,379.22.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,192,346.46.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 493,750.00.

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

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

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

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

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

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

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

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

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

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

Attest:

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

Submitted to be published on the 20<sup>th</sup> day of September, 2019.

Published in the Daily Herald on the 25<sup>th</sup> day of September, 2019.

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, Jenny Norton, 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, 2019 and ending June 30, 2020, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	\$4,013,823.34
IMRF Fund Taxes	\$51,584.25
FICA Fund Taxes	\$126,938.87
Fines, Fees, Photocopies	\$39,250.00
Gifts, Grants and Other	\$301,000.00
Interest Earned on Dist. Funds	\$153,500.00
	\$4,686,096.46

IN WITNESS WHEREOF, I have affixed my signature this 18<sup>th</sup> day of September 2019.

\_\_\_\_\_  
Jenny Norton, Treasurer of the LLD Board of Trustees  
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] <sup>58</sup>		
TOTAL MILES: <u>61</u> w/documentation, see below	35.38	
Tolls	5.70	
Parking fees		
Meals		
Lodging		
Other (Please explain)		
<b>TOTAL TRUSTEE REIMBURSEMENT</b>	\$ 41.08	\$
<b>TOTAL EXPENSES FOR EVENT:</b> Reimbursement + Registration	\$ 216.08	\$

Name of reimbursement requestor: Liz SULLIVAN Liz Sullivan  
 PRINT SIGN

Title/Office held: TRUSTEE

Date of request: 8/16/19

Name/Title of official business event: TRUSTEE DAY - ILA ANNUAL CONFERENCE

Location of official business event – city/state/arena, agency, etc... TINLEY PARK CONVENTION CENTER

Date/s of official business event: OCTOBER 24, 2019 18451 CONVENTION CENTER DR  
TINLEY PARK, IL 60477  
(708) 342-5485

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.*



## YOUR TRIP TO:

Tinley Park Convention Center

mapquest

**33 MIN | 30.5 MI**  *ONE WAY x 2 = 61 MILES TOTAL***Est. fuel cost: \$2.28**Trip time based on traffic conditions as of 2:02 PM on August 16,  
2019. Current Traffic: LightPrint a full health report of your car with HUM  
vehicle diagnostics (800) 906-25011. Start out going **east** on Front St toward Westview Ln.

Then 0.42 miles

0.42 total miles

2. Take the 1st **right** onto Westview Ln.

Then 0.18 miles

0.60 total miles

3. Turn **left** onto Hitchcock Ave.

Then 0.04 miles

0.64 total miles

4. Take the 1st **right** onto Westview Ln.*If you reach Thatcher Rd you've gone about 0.1 miles too far.*

Then 0.51 miles

1.15 total miles

5. Turn **left** onto Maple Ave.

Then 0.15 miles

1.30 total miles

6. Merge onto I-355 S toward **Joliet** (Portions toll) (Electronic toll collection only).

Then 18.16 miles

19.47 total miles

7. Merge onto I-80 E via the exit on the **left** toward **Indiana**.

Then 9.63 miles

29.10 total miles



8. Merge onto S Harlem Ave/IL-43 N via EXIT 148B.

Then 0.91 miles

30.01 total miles

9. Turn **right** onto 183rd St.*If you reach 182nd St you've gone about 0.1 miles too far.*

Then 0.15 miles

30.15 total miles

10. Take the 1st **right** onto Convention Center Dr.*If you reach Sayre Ave you've gone a little too far.*

Then 0.13 miles

30.28 total miles

11. Turn **left**.

Then 0.04 miles

30.32 total miles





**12. Take the 1st right.**

Then 0.04 miles

30.36 total miles



**13. Take the 1st right.**

Then 0.03 miles

30.39 total miles



**14. Take the 1st right.**

Then 0.05 miles

30.43 total miles



**15. Take the 1st right onto Convention Center Dr.**

Then 0.10 miles

30.53 total miles



**16. Tinley Park Convention Center, 18451 CONVENTION CENTER DR is on the right.**

*If you reach 183rd St you've gone a little too far.*



Save to My Maps

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



## 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	
TRUSTEE REIMBURSEMENT	Estimated \$	Actual \$
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .58) [2019] TOTAL MILES: 61 w/documentation, see below	35.38	
Tolls	5.70	
Parking fees		
Meals		
Lodging		
Other (Please explain)		
TOTAL TRUSTEE REIMBURSEMENT	\$ 41.08	\$
TOTAL EXPENSES FOR EVENT: Reimbursement + Registration	\$ 216.08	\$

Name of reimbursement requestor: MARJORIE BARTELLI Marjorie Bartelli  
PRINT SIGN

Title/Office held: Vice President LLD Board of Trustees

Date of request: 8/23/2019

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

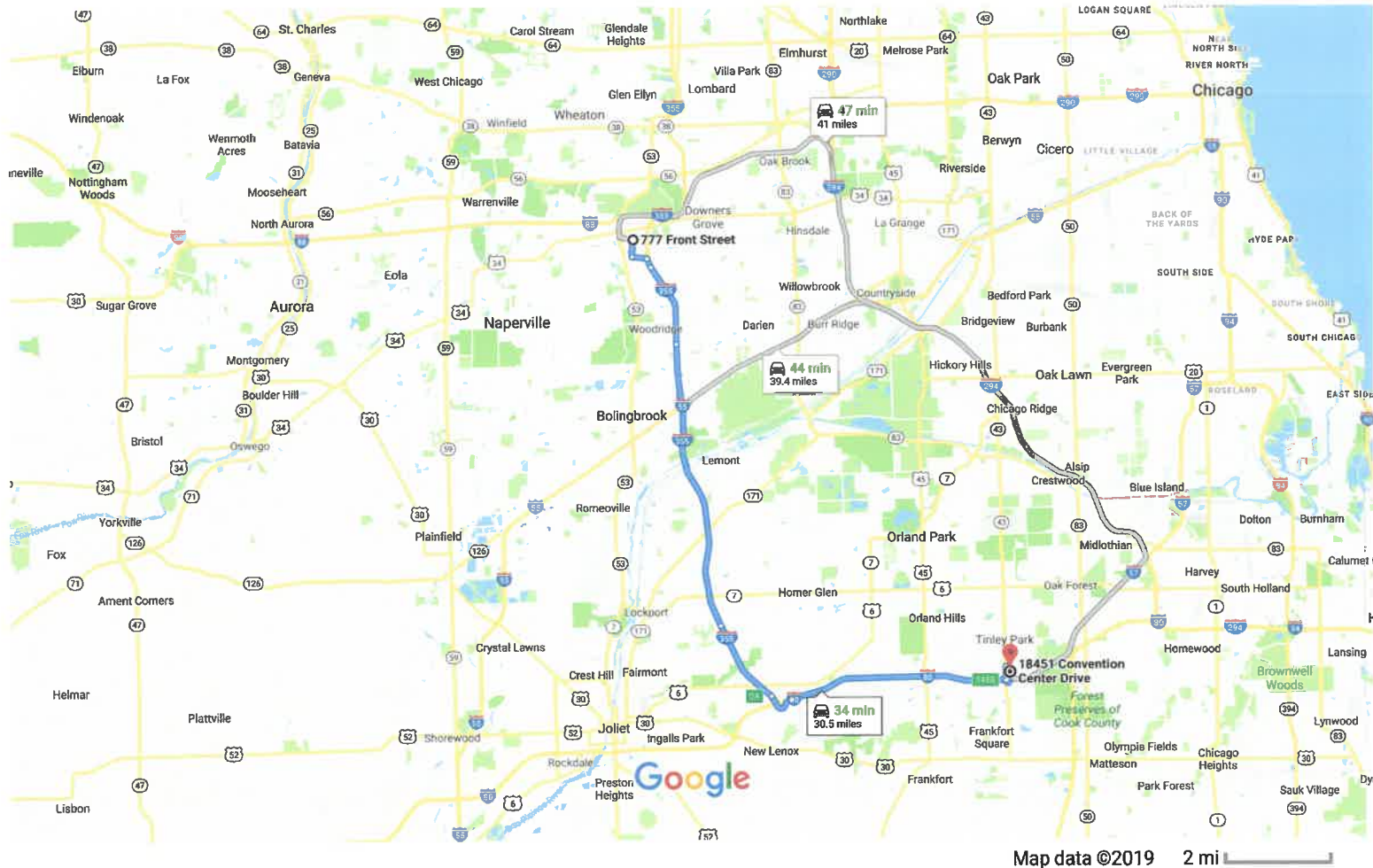
Location of official business event – city/state/arena, agency, etc... Linley Park Convention Center, Tinley Park, IL

Date/s of official business event: October 24, 2019

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.*



via I-355 S and I-80 E

Fastest route, the usual traffic

⚠ This route has tolls.

34 min

30.5 miles



via I-294 S

44 min

39.4 miles

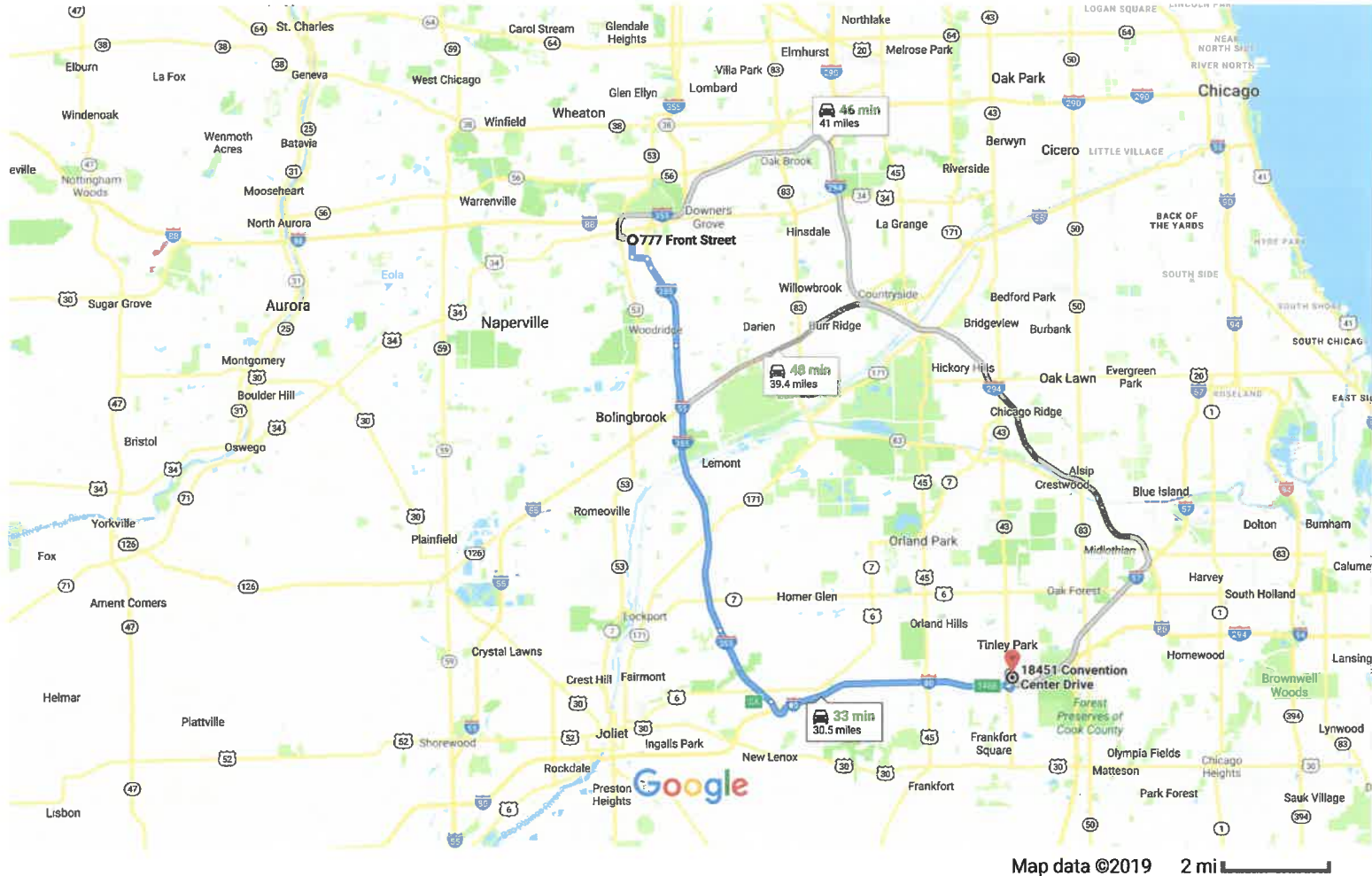


via I-88 E and I-294 S

47 min

41.0 miles

Explore 18451 Convention Center Dr



## 777 Front St

Lisle, IL 60532

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











5 min (1.7 mi)

- ↑ 1. Head north toward Front St  
112 ft
- ↶ 2. Turn left onto Front St  
302 ft
- ↶ 3. Turn left onto Kingston Ave  
0.7 mi
- ↶ 4. Turn left onto Maple Ave  
0.6 mi
- ⤴ 5. Use the right lane to take the Interstate 355 S ramp to Joliet  
0.4 mi

⚠ Toll road






Follow I-355 S and I-80 E to IL-43 N/S Harlem Ave in Tinley Park. Take exit 148B from I-80 E

25 min (27.8 mi)

-  6. Merge onto I-355 S  
 Toll road  
3.2 mi
-  7. Keep left at the fork to stay on I-355 S  
 Toll road  
11.2 mi
-  8. Keep left to stay on I-355 S  
 Toll road  
3.4 mi
-  9. Take exit 0A on the left for I-80 E/Interstate 80 E toward Indiana  
 Toll road  
1.2 mi
-  10. Merge onto I-80 E  
8.4 mi
-  11. Take exit 148B to merge onto IL-43 N/S Harlem Ave  
0.4 mi

Continue on IL-43 N/S Harlem Ave. Drive to Convention Center Dr

3 min (1.0 mi)

-  12. Merge onto IL-43 N/S Harlem Ave  
0.5 mi
-  13. Turn right onto 183rd St  
0.1 mi
-  14. Turn right onto Convention Center Dr  
0.2 mi
-  15. Turn left to stay on Convention Center Dr  
 Destination will be on the left  
476 ft

**18451 Convention Center Dr**

Tinley Park, IL 60477

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

## **Trustee Day • ILA Annual Conference Thursday, October 24, 2019 • Tinley Park Convention Center**

In several recent publications I have read articles about public libraries beginning to address patrons in crises, including homelessness, mental health crises, and CPR (administering the opioid overdose antidote naloxone). I am pleased to find that this year's ILA Annual Conference has a seminar pertaining to these issues (see below excerpt from seminar program).

### **“Addressing the Challenges of Poverty and Homelessness Through Library Services and Partnerships**

When patrons face issues of poverty, homelessness, mental illness, and addiction, how can libraries address their needs and challenges while maintaining a welcoming environment and a full range of services for our entire communities? Presenters will discuss community and university partnerships, social workers, emergency funds, cards for homeless individuals, warming centers, policies, resource brochures, expanding community awareness, and more – solutions large and small for all library sizes and types.

Speakers: Leander Spearman, Belleville Public Library; Diana Brawley Sussman, Carbondale Public Library”

Therefore, the nature of official business in which expenses are to be expended to attend this conference, pertains to my interest in above subject. I also plan on attending other seminars presented at Trustee Day.

Attached is an article from The Chicago Tribune explaining how libraries nationwide contend with a surge in above issues and corresponding demands on staff. I will also bring this issue to the LLD Policy and Personnel Committee, of which I am a member, for their review.

Marjorie Bartelli  
Vice President  
Lisle Library District



LISLE LIBRARY DISTRICT  
PERSONNEL & POLICY COMMITTEE MEETING  
July 12, 2019 - 4:00 p.m.

1. Roll call

Present:

Emily Swistak - Secretary | Chair

Marjorie Bartelli - Vice President

Thomas Duffy - Trustee

Thomas Hummel - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak

One visitor addressed the Committee. She mentioned that she thought the women's restroom was in poor condition and suggested improvements.

3. Approve Minutes of the June 28, 2019 Personnel-Policy Committee Meeting

**MOTION:** President Hummel moved to approve the minutes of the June 28, 2019

Personnel-Policy Committee Meeting. Trustee Duffy seconded.

Voice Vote - All Aye. The motion passed.

4. LLD Policy 830, Employee & Volunteer Reference/Background Checks; discussion/draft

Director Weinstein provided an overview of the draft with recommendations from the LLD attorney and HR Source. Committee members discussed various categories on the background check authorization form. Format changes were suggested by Committee members. Director Weinstein stated she would look further into the required categories on the authorization form.

5. LLD Policy 415, Volunteers; discussion/draft

Director Weinstein provided an overview of the draft. Committee members discussed several aspects and effects of the proposed policy. Format changes were suggested by Committee members. The Committee agreed to recommend LLD Policy 415: Volunteers for Board approval at the next regular meeting.

Discussion:

Secretary Swistak asked members about recommending that Policy 830 Employee & Volunteer Reference/Background Checks go to the full Board. Committee members agreed to have Director Weinstein make the necessary/required changes to the draft, and to include LLD Policy 830: Employee & Volunteer Reference/Background Checks in the next Board meeting packet.

Secretary Swistak discussed language and style choice within policies. The consensus of the Committee was to review policies as needed, with emphasis on clarity and streamlining.

6. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 4:56 p.m.

Recorded by:

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Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on August 26, 2019.

Approved by

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Emily Swistak, Committee Chair