

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District Board of Trustees will be held on October 11, 2017 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

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
October 11, 2017 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
 - a. Approve Minutes of the September 13, 2017 Public Hearing for Budget and Appropriations Ordinance
 - b. Approve Minutes of the September 13, 2017 Board Meeting
 - c. Approve Minutes of the September 13, 2017 Executive Session
 - d. Acknowledge Treasurer's Report, 09/30/17, Investment Activity Report, 09/30/17, Current Assets Report, 09/30/17, Revenue Report, 09/30/17, and Expense Report, 09/30/17
 - e. Authorize Payment of Bills, 10/11/17
4. Director's Report

Assign Trustees for "Review of Bills Next Month"

Trustee Bartelli and Trustee Swistak reviewed the September billings in October.

Vice President Hummel and Trustee Flint will review the October billings in November.
5. Assistant Director's Report
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Unfinished Business
8. New Business
 - a. Approve Resolution R17-06: Resolution to Determine Estimate of Funds - Action Required
This is a resolution to determine estimate of funds needed for the 2017-18 fiscal year
 - b. Draft Request for Proposal (RFP) for legal counsel - Discussion of draft
 - c. Trustee Reimbursement for meetings, conferences, and workshops.
Consensus regarding Trustee conference attendance
 - d. Committee assignments - Update
9. Adjourn

LISLE LIBRARY DISTRICT
PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE
September 13, 2017 - 6:30 p.m.

1. Roll call

Present:

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

Also present:

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

2. Opportunity for visitors to speak

President Fisher opened the Public Hearing at 6:30 p.m. by inviting the public to address the LLD Board of Trustees regarding the B&A Ordinance. Public comment included statements from twelve individuals in the audience. Some topics were reiterated by more than one speaker. Themes have been summarized below, in no specific order:

- Opposition to the transfer of funds to Special Reserve line item in the B&A Ordinance
- Support for the Special Reserve Fund and for saving for future Library enhancements
- Praise for the Library and its importance to the community and families
- A request to keep the taxpayer in mind when making decisions
- Advice to save today for tomorrow's advancements
- A recommendation to visit other libraries to see updated facilities such as media labs
- Opposition to any new construction or a new library
- Disapproval of amount in the Corporate Fund and Special Reserve Fund
- A request to have a plan for spending the Special Reserve Fund
- A question was asked regarding when the results of the Community Engagement Project will be released. President Fisher reminded visitors that the Public Hearing was not a dialogue but rather an opportunity for the public to voice their opinions. As a courtesy, he answered the question, announcing that the results would be released at a Special Board meeting on November 1st
- A request that the Board show balance, pragmatism, leadership, financial prudence, innovation and to listen to the stakeholders in the community
- Advocacy for the Library portion of a resident's property tax bill. The speaker mentioned that the percentage of taxes for the Library on his bill was a reasonable 5.17% and has remained relatively unchanged since 2008.

- A mention of the importance of a public library and wanting to see the LLD grow and remain an integral part of the community because that is why the speaker chose to move to Lisle.
- A request to have a spending analysis conducted
- A question regarding how to ask questions of the Board. President Fisher answered by reminding the public that they may find contact information for the Board and the Director on the Library's website.

3. Adjourn

MOTION: Vice President Hummel moved to adjourn the Public Hearing. Secretary Sullivan seconded. Voice Vote - All Aye

The meeting adjourned at 6:56 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 11, 2017

Approved by

Liz Sullivan, Secretary of the Board

LISLE LIBRARY DISTRICT
BOARD MEETING
September 13, 2017 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

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

2. Opportunity for visitors to speak

Public comment period included remarks from two visitors. One remark referenced the dollar amounts in the Corporate, Special Reserve, and .02 funds. The annual audit was also mentioned. There was a request to balance revenues and expenses. One visitor asked for an explanation of the .02 Ordinance.

3. Consent Agenda

- a. Approve Minutes of the August 9, 2017 Board Meeting
- b. Approve Minutes of the August 9, 2017 Executive Session
- c. Acknowledge Treasurer's Report, 08/31/17, Investment Activity Report, 08/31/17, Current Assets Report, 08/31/17, Revenue Report, 08/31/17, and Expense Report, 08/31/17
- d. Authorize Payment of Bills, 09/13/17

MOTION: Vice President Hummel moved to approve the Consent Agenda. Trustee Bartelli seconded.
Roll Call Vote - All Aye

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

Secretary Sullivan and Trustee Flint reviewed the August billings in September.

Trustee Bartelli and Trustee Swistak will review the September billings in October.

The Director referenced the Staff Development Day held on August 11th. The annual financial audit was conducted in August. A final audit report should arrive in late October. The auditors will present the final report to the Board in November or December.

The Library distributed 100, NASA approved, eclipse glasses to patrons on August 21st in celebration of the solar eclipse. September is National Library Card Sign-Up Month and over 30 local businesses participate in the *I Love My Lisle Library Card* event by providing discounts to patrons who show their LLD card during

the month of September. The Communications Coordinator is organizing a schedule change and some other modifications for the LLD *Connections Newsletter*. This change will also reduce printing costs.

The Illinois General Assembly passed a law, effective January 1, 2017, called *The Local Government Travel Expense Control Act*, regulating Trustee expenses. Reimbursements must be approved in an open meeting by roll call vote. There is a form for Trustees to submit estimated and actual expenses.

The Director shared a few comments from patrons, including a thank you for the curb-cutting near the limited mobility parking. The Director shared that one of the artists who exhibited at Gallery 777 had passed away last year and that her husband reached out recently to mention that exhibiting at the Library was part of the best year of his wife's life.

The Director confirmed that there will be a Special Board Meeting on November 1, 2017 regarding the results of the Community Engagement Project.

As assigned, the Director researched law firms that represent Illinois libraries. Half of the libraries contacted use the same firm as the LLD. The Director recommended retaining the current firm for general legal counsel and, if necessary, utilizing another firm for more specialized assistance. A majority of the Board suggested drafting a request for proposals (RFP) to assess legal counsel options, noting to include the current firm in the assessment.

The Director researched a variety of companies and equipment in order to record Board meetings and brought those findings to the Board. A local recording company owner met with the Director to assess recording needs. Audio equipment (microphones/cables/mixer) costs might range between \$1,000 and \$2,500. Sourcing and training costs would run \$75.00 per hour. The consensus of the Board was to have the Director proceed with the local business owner in purchasing recording equipment and conducting training.

On September 13th the Financial Manager informed the Director that a check transacted through MB Financial Bank was intercepted. The check was forged in the amount of \$90,000. The check was stopped. A police report will be filed. MB Financial Bank suggested that LLD employ Positive Pay service to protect against fraud. The Board agreed with this suggestion.

Trustees were asked by the Director to please submit any Board packet questions by 4 p.m., the Monday before a Board meeting, so to appropriately prepare and provide information.

Secretary Sullivan recommended that there be reminders via social media and the newsletter regarding Board Meeting dates. Secretary Sullivan recommended that LLD posters and flyers have larger print.

5. Assistant Director's Report

The Digital Outreach Team evaluated royalty-free images for social media posts and discussed plans for upcoming events. Staff Development Day took place on August 11th. Staff conducted safety drills and participated in presentations that covered security/safety, teambuilding and positive work habits. The safety drills were coordinated by members of the LLD Safety Team. Curb-cutting work was also done while the Library was closed on August 11th. This concrete work provides ease of access for patrons with mobility challenges. Railings on the south side of the building were also anchored.

Event planning teams met to discuss *Ready, Set, Go* and *Star Wars Reads Day*. The Assistant Director met with several tree service companies. The Library campus has aging trees that need care and rotting trees that need to be removed.

The HVAC system needed repair twice in August. The Assistant Director will meet with the HVAC crew in October to better understand the needs and age of all equipment. The annual switch from cooling to heating will also take place in October.

The Assistant Director met with a representative of the Library's cleaning company and reviewed the building maintenance plan. They noted cleaning needs regarding the floor covering in the lobby and high traffic areas throughout the building.

6. Committee Reports

- a. Finance - The Committee did not meet. Treasurer Wang referenced Library tax receipts. She met with the Director and Financial Manager to discuss a new format for the Monthly Investment Activity page in the Board packet. No meeting planned.
- b. Personnel Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.

7. Unfinished Business

- a. Approve Ordinance 17-05: .02% Building and Maintenance

MOTION: Vice President Hummel moved to postpone the voting of Ordinance 17-05: .02% Building and Maintenance until the October Board meeting. Secretary Sullivan seconded.

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

MOTION: Trustee Flint moved to approve Ordinance 17-05: .02 Building and Maintenance. Trustee Wang seconded.

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

- b. Approve Public Notice of .02%

MOTION: Trustee Swistak moved to approve the Public Notice of .02%. Vice President Hummel seconded.

Roll Call Vote - All Aye. The motion passed.

8. New Business

- a. Adopt Ordinance 17-06: Budget and Appropriation

There was a main motion and subsequent amendments.

MOTION: Trustee Flint moved to adopt Ordinance 17-06: Budget and Appropriation as presented. Trustee Swistak seconded.

MOTION: Vice President Hummel moved to amend the main motion by changing the Transfer to Special Reserve Fund line item to zero. Trustee Bartelli seconded.

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

MOTION: Secretary Sullivan moved to amend the main motion by requesting that the current balance of all funds be shown within the B&A. The motion failed due to a lack of a second.

President Fisher called for a vote on the main motion.

(**MOTION:** Trustee Flint moved to adopt Ordinance 17-06: Budget and Appropriation as presented. Trustee Swistak seconded.)

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

b. Approve Certified Estimate of Revenues by Source

MOTION: Treasurer Wang moved to approve the Certified Estimate of Revenues by Source. Trustee Flint seconded.

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

c. Trustee Reimbursement for meetings, conferences, and workshops

Trustees were reminded of the new procedures and form for reimbursement for conferences and travel. The ILA conference will take place in Tinley Park from October 10th through the 12th. Trustee Day is on the 12th. President Fisher and Trustee Flint voiced interest in attending.

d. Committee minutes

The Board discussed the process of approving committee meeting minutes. It was noted that in *Robert's Rules of Order*, it is proper that committee meeting minutes be approved by the corresponding committee and not by the Board as a whole. The Board agreed to have committee minutes approved by respective committees.

e. Semi-annual review of Executive Session recordings

9. Executive Session

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

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

The Board voted to go into Executive Session at 8:53 p.m.

The Board came back into Open Session at 9:10 p.m.

MOTION: Secretary Sullivan moved to destroy all recordings except March 11, 2009; May 12, 2010; June 16, 2010; June 13, 2012 #1, and June 13, 2012 #2.

Secretary Sullivan withdrew the motion.

MOTION: Trustee Flint moved to destroy the following recordings: July 18, 2007; July 7, 2010 #1; July 7 2010 #2; October 13, 2010; November 22, 2010; December 8, 2010; April 4, 2011; April 13, 2011; May 11, 2011; July 13, 2011; August 10, 2011; October 12, 2011; August 8, 2012; October 10, 2012; April 10, 2013; February 12, 2014; March 12, 2014; April 9, 2014; April 30, 2014; May 7, 2014; August 13, 2014; August 20, 2014; September 17, 2014; October 8, 2014; November 12, 2014; December 10, 2014; February 10, 2016. Secretary Sullivan seconded.

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

10. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 9:18 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on October 11, 2017.

Approved by

Liz Sullivan, Secretary of the Board

Treasurer's Report as of September 30, 2017

Fund Name	Cash Balance 08/31/17	Cash Receipts this month	Cash Disbursed this month	Cash Balance 09/30/17	
Corporate	6,025,224.20	1,892,902.54	402,974.05	7,515,152.69	84.83%
Building Maintenance	131,828.66	59,526.14	6,577.96	184,776.84	2.09%
IMRF	393,569.22	96,189.12	16,370.26	473,388.08	5.34%
FICA	216,415.08	76,012.34	13,321.43	279,105.99	3.15%
Working Cash	406,135.96	498.00	0.00	406,633.96	4.59%
Subtotals	7,173,173.12	2,125,128.14	439,243.70	8,859,057.56	100.00%
Special Reserve	2,425,755.82	76,369.84	0.00	2,502,125.66	
	<u>9,598,928.94</u>	<u>2,201,497.98</u>	<u>439,243.70</u>	<u>11,361,183.22</u>	

Treasurer

Date

9/30/2017

INVESTMENT ACTIVITY

INTEREST											
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
IMET	900.80	900.82	871.85								2,673.47
Ehlers	0.21	1.69	0.85								2.75
Ehlers-Inv interest	1,780.35	6,364.21	7,449.33								15,593.89
MB Financial	529.50	498.28	723.13								1,750.91
Lisle	51.62	51.64	51.65								154.91
Lisle CD 2635	86.07	83.12	80.47								249.66
Lisle CD 2669	253.16	253.45	245.55								752.16
IL Funds	1,059.68	1,110.77	1,120.42								3,290.87
US Bank	30.82	31.85	31.85								94.52
TOTALS	4,692.21	9,295.83	10,575.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,563.14

INVESTMENTS											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
Investment Maturities	150,000.00	325,000.00	405,000.00								880,000.00
Investment Purchases	155,223.39	334,976.39	411,818.75								902,018.53
TOTALS	-5,223.39	-9,976.39	-6,818.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-22,018.53

**CURRENT ASSETS
AT FAIR MARKET VALUE
September 30, 2017**

	Fair Market Value on 9/30/17
Checking Accounts	
MB Operating Acct-opened 5/23	\$24,470.26
MB Financial Now acct	\$4,634,318.73
MB Financial-petty cash	\$400.00
US Bank	\$13,201.72
E commerce	\$30,256.28
	<u>\$4,702,646.99</u>
Money Markets	
Lisle Savings Bank	\$202,738.33
IMET	\$917,122.11
The Illinois Funds	<u>\$1,301,062.94</u>
	\$2,420,923.38
Restricted Cash-IMET	\$31,210.15
Ehlers Investments	\$2,711.33

	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Due
Investments								
Lisle Savings Bank	7/11/2017	\$ 217,393.93	100.000	0.45	0.45	217,450.22	\$217,613.81	7/12/2018
Charter One/US Bank	3/15/2015	\$ 249,999.99	100.000	0.75	0.75	249,999.99	\$249,999.99	12/15/2017
Ally Bank CD	9/17/2015	\$ 155,000.00	100.000	1.25	1.25	154,937.50	\$0.00	9/18/2017
Winnipeg City, IL	1/8/2013	\$ 55,000.00	107.516	3.25	1.67	59,133.80	\$55,263.80	12/30/2017
Discover Bank	2/11/2015	\$ 50,000.00	100.000	1.20	1.20	50,000.00	\$50,003.00	2/12/2018
Goldman Sachs	2/11/2015	\$ 107,000.00	100.000	1.25	1.25	107,000.00	\$107,025.68	2/12/2018
Discover Bank	7/22/2015	\$ 150,000.00	99.100	1.30	1.63	149,023.97	\$149,997.00	5/14/2018
Fed Natl Mtgs Assoc	2/27/2014	\$ 100,000.00	99.575	1.00	1.08	99,672.22	\$99,742.00	7/30/2018
Capital One Bk USA Natl	8/19/2015	\$ 118,000.00	100.000	1.75	1.75	118,000.00	\$118,257.24	8/20/2018
Ally Bank CD	10/2/2015	\$ 30,000.00	99.800	1.70	1.77	29,965.58	\$30,058.50	9/24/2018
Capital One	10/1/2015	\$ 150,000.00	99.948	1.65	1.67	150,071.18	\$150,268.50	10/1/2018
Comenity Cap Bk	11/3/2015	\$ 125,000.00	99.970	1.40	1.41	124,982.29	\$125,221.25	11/2/2018
Capital One Bk USA	11/4/2015	\$ 125,000.00	100.000	1.55	1.55	125,000.00	\$125,220.00	11/5/2018
Lisle Savings Bank	7/16/2015	\$ 214,915.16	100.000	1.35	1.35	214,915.16	\$221,426.50	11/6/2019
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100.000	1.20	1.20	160,000.00	\$159,760.00	3/11/2019
Stevens Point	3/2/2016	\$ 16,000.00	107.615	4.10	1.56	16,409.06	\$15,474.75	4/12/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99.975	1.20	1.21	159,975.00	\$159,132.80	5/16/2019
Menomonee Falls	5/2/2016	\$ 25,000.00	102.191	2.00	1.27	25,757.47	\$25,038.25	6/1/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100.000	1.20	1.20	124,952.50	\$123,611.25	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100.000	1.20	1.20	160,015.00	\$158,508.80	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100.000	1.25	1.58	59,398.02	\$59,656.20	10/2/2019
Ally Bank	12/23/2016	\$ 50,000.00	100.000	1.65	1.65	49,979.76	\$49,892.50	12/23/2019
Key Bank Natl	3/8/2017	\$ 225,000.00	100.000	1.70	1.70	224,902.50	\$224,507.25	3/9/2020
Green Bay, WI SD	12/20/2016	\$ 10,000.00	100.000	4.30	4.30	10,725.26	\$10,501.50	4/1/2020
Menomonee Falls	5/2/2016	\$ 15,000.00	106.927	3.50	1.70	16,055.51	\$15,552.15	5/1/2020
Sallie Mae	6/14/2017	\$ 110,000.00	99.950	1.90	1.90	109,960.00	\$110,151.80	6/15/2020
Sallie Mae	8/16/2017	\$ 130,000.00	100.000	1.90	1.90	129,950.00	\$130,062.40	8/17/2020
Barclays Bank	9/20/2017	\$ 160,000.00	100.000	1.95	1.95	159,935.00	\$160,220.80	9/20/2020
Will County, IL CCS	12/20/2016	\$ 50,000.00	100.000	2.57	2.57	50,284.43	\$50,701.50	10/1/2020
FNMA	2/28/2017	\$ 175,000.00	100.000	2.00	2.00	175,000.00	\$174,690.25	2/28/2021
FNMA	2/28/2017	\$ 170,000.00	100.000	2.00	2.00	169,930.00	\$169,787.50	5/28/2021
Madison, WI	11/17/2016	\$ 100,000.00	102.896	2.45	1.83	103,203.06	\$100,648.00	10/1/2021
FHLWC	7/25/2017	\$ 185,000.00	100.000	2.00	2.00	185,223.39	\$154,135.10	12/29/2021
FHLB	8/29/2017	\$ 205,000.00	100.000	2.00	2.00	205,026.39	\$202,921.30	2/28/2022
FHLMC-called	3/15/2017	\$ 250,000.00	100.000	2.30	2.30	250,015.00	\$0.00	3/15/2022
Federal Farm Credit	9/19/2017	\$ 250,000.00	100.000	2.07	2.07	251,833.75	\$248,620.00	5/9/2022
							<u>\$4,203,691.37</u>	

TOTAL CURRENT ASSETS

\$11,361,183.22

Lisle Library District
Revenues through 9/30/17
Special Reserve Only

REVENUES					
	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD Jul - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
INTEREST/ DONATIONS					
70-02-4481-00 Interest Earned - Special Reserve	\$1,369.84	\$3,571.81	\$1,877.60	\$7,000.00	51.03 %
70-04-4587-10 Restricted - Transfer from Corporate F	\$75,000.00	\$75,000.00	\$75,000.00	\$300,000.00	25.00 %
TOTAL INTEREST & CASH DONATION	\$76,369.84	\$78,571.81	\$76,877.60	\$307,000.00	25.59 %
TOTAL REVENUES	\$76,369.84	\$78,571.81	\$76,877.60	\$307,000.00	25.59 %

Lisle Library District

Revenues through Sept 30 2017

No Special Reserve reflected

		Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
REVENUES						
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	\$1,887,706.58	\$4,205,541.10	\$4,170,545.22	\$4,347,646.00	96.73 %
30-01-4413-00	Tax Levy - .02 Building/Maint.	\$59,358.60	\$132,242.52	\$115,755.89	\$136,350.00	96.99 %
40-01-4414-00	Tax Levy - IMRF	\$95,690.19	\$213,184.10	\$212,478.05	\$220,180.00	96.82 %
45-01-4415-00	Tax Levy - FICA	\$75,733.42	\$168,723.26	\$121,086.05	\$173,720.00	97.12 %
TOTAL TAX LEVY		\$2,118,488.79	\$4,719,690.98	\$4,619,865.21	\$4,877,896.00	96.76 %
BACK TAXES						
10-01-4441-00	Back Taxes - Corp.	\$0.00	\$11.07	\$0.00	\$45,000.00	0.02 %
30-01-4443-00	Back Taxes - .02 Building/Maint	\$0.00	\$0.24	\$0.00	\$0.00	0.00 %
40-01-4444-00	Back Taxes - IMRF	\$0.00	\$0.89	\$0.00	\$0.00	0.00 %
45-01-4445-00	Back Taxes - FICA	\$0.00	\$0.46	\$0.00	\$0.00	0.00 %
TOTAL BACK TAXES		\$0.00	\$12.66	\$0.00	\$45,000.00	0.03 %
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax - Corp	\$0.00	\$3,019.43	\$3,324.41	\$11,000.00	27.45 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$0.00	\$174.26	\$191.87	\$600.00	29.04 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$0.00	\$27.38	\$30.14	\$100.00	27.38 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX		\$0.00	\$3,221.07	\$3,546.42	\$11,700.00	27.53 %
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	(\$375.31)	\$9,386.93	\$15,107.05	\$30,000.00	31.29 %
30-02-4474-00	Interest Earned - .02 B/M	\$167.54	\$347.02	\$319.03	\$1,000.00	34.70 %
40-02-4475-00	Interest Earned - IMRF	\$498.93	\$1,086.45	\$446.64	\$1,200.00	90.54 %
45-02-4476-00	Interest Earned - FICA	\$278.92	\$596.67	\$458.24	\$1,200.00	49.72 %
80-02-4482-00	Interest Earned - Working Cash	\$498.00	\$1,130.16	\$1,102.10	\$3,000.00	37.67 %
TOTAL INTEREST INCOME		\$1,068.08	\$12,547.23	\$17,433.06	\$36,400.00	34.47 %
DESK INCOME						
10-03-4531-00	Lost Books - Adult	\$189.38	\$641.01	\$1,182.84	\$4,000.00	16.03 %

Lisle Library District
Revenues through Sept 30 2017
 No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$4,573.79	\$12,955.90	\$13,196.95	\$40,000.00	32.39 %
TOTAL DESK INCOME	\$4,763.17	\$13,596.91	\$14,379.79	\$44,500.00	30.55 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$20.00	\$27.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$207.48	\$298.68	\$367.60	\$1,200.00	24.89 %
10-04-4584-00 Other Income - Corp.	\$580.62	\$2,030.62	\$233.91	\$1,000.00	203.06 %
TOTAL UNRESTRICTED INCOME	\$808.10	\$2,356.30	\$601.51	\$2,200.00	107.10 %
TOTAL REVENUES	\$2,125,128.14	\$4,751,425.15	\$4,655,825.99	\$5,017,696.00	94.69 %

Lisle Library District
Expenses through Sept 30 2017
Special Reserve Only

	Cur Mth Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$13,697.44	\$0.00	\$50,000.00	27.39 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$0.00	\$13,697.44	\$0.00	\$180,000.00	7.61 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$13,697.44	\$0.00	\$190,000.00	7.21 %

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

		Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
ALL EXPENSES						
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$41,375.00	\$124,116.39	\$87,219.77	\$508,961.08	24.39 %
10-10-5603-20	Adult Services - Reg. Hours	\$44,339.38	\$131,515.47	\$115,875.68	\$529,222.36	24.85 %
10-10-5603-30	Youth Services - Reg. Hours	\$27,298.69	\$83,759.64	\$63,452.47	\$357,007.29	23.46 %
10-10-5603-50	Technical Services - Reg. Hours	\$21,746.49	\$65,041.73	\$66,864.37	\$268,861.76	24.19 %
10-10-5603-60	Circulation - Reg. Hours	\$40,506.24	\$118,101.15	\$99,869.35	\$481,779.21	24.51 %
10-10-5613-10	Administrative - Sunday Hrs.	\$358.35	\$1,476.33	\$1,455.85	\$6,200.00	23.81 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$1,120.61	\$5,644.82	\$5,423.90	\$23,400.00	24.12 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$998.04	\$4,018.27	\$3,668.26	\$16,000.00	25.11 %
10-10-5613-60	Circulation - Sunday Hrs.	\$1,881.57	\$7,491.82	\$7,778.41	\$29,400.00	25.48 %
Total Salaries		\$179,624.37	\$541,165.62	\$451,608.06	\$2,220,831.70	24.37 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,637.20	\$13,911.60	\$7,044.82	\$60,000.00	23.19 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,430.99	\$22,292.97	\$17,616.61	\$100,000.00	22.29 %
10-10-5621-30	Hosp. Ins. - YS	\$3,786.62	\$10,529.62	\$9,558.22	\$60,000.00	17.55 %
10-10-5621-50	Hosp. Ins. - Tech	\$3,077.99	\$9,280.18	\$11,084.71	\$38,000.00	24.42 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,577.58	\$13,739.74	\$10,429.40	\$47,000.00	29.23 %
10-10-5622-10	Dental Ins. - Admin.	\$254.69	\$764.07	\$841.08	\$4,600.00	16.61 %
10-10-5622-20	Dental Ins. - Adult Serv	\$482.05	\$1,702.17	\$1,516.53	\$7,000.00	24.32 %
10-10-5622-30	Dental Ins. - YS	\$32.95	\$480.90	\$408.64	\$2,600.00	18.50 %
10-10-5622-50	Dental Ins. - Tech	\$84.47	\$594.33	\$636.85	\$2,500.00	23.77 %
10-10-5622-60	Dental Ins. - Circ	\$339.60	\$993.95	\$917.74	\$3,300.00	30.12 %
Total Health & Dental Ins.		\$24,704.14	\$74,289.53	\$60,054.60	\$325,000.00	22.86 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$0.00	\$574.19	\$0.00	\$4,000.00	14.35 %
10-10-5646-10	Tuition Reimbursement - Staff	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
Total Other Staff Benefits	\$0.00	\$574.19	\$0.00	\$7,000.00	8.20 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,055.94	\$9,197.92	\$6,700.93	\$40,000.00	22.99 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,345.29	\$10,095.51	\$9,162.20	\$41,000.00	24.62 %
45-10-5625-30 FICA Expense - Youth Services	\$2,162.48	\$6,708.30	\$5,109.23	\$29,393.63	22.82 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,592.94	\$4,765.10	\$4,772.76	\$21,500.00	22.16 %
45-10-5625-60 FICA Expense - Circulation	\$3,164.78	\$9,340.66	\$7,987.81	\$38,000.00	24.58 %
Total FICA Expenses	\$13,321.43	\$40,107.49	\$33,732.93	\$169,893.63	23.61 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$4,003.43	\$11,858.96	\$8,428.96	\$51,000.00	23.25 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,646.01	\$13,769.01	\$13,390.08	\$54,000.00	25.50 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,533.26	\$8,240.24	\$4,745.45	\$37,000.00	22.27 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,024.47	\$6,368.64	\$6,819.77	\$27,000.00	23.59 %
40-10-5628-60 IMRF Expense - Circulation	\$3,163.09	\$9,049.00	\$8,132.68	\$48,419.42	18.69 %
Total IMRF Expenses	\$16,370.26	\$49,285.85	\$41,516.94	\$217,419.42	22.67 %
TOTAL EMPLOYEE COSTS	\$234,020.20	\$705,422.68	\$586,912.53	\$2,940,144.75	23.99 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$900.00	\$1,650.00	\$6,600.00	13.64 %
10-20-5651-00 INet	\$1,810.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$717.16	\$1,416.23	\$2,204.33	\$7,800.00	18.16 %
10-20-5653-00 Utilities - Gas	\$187.85	\$741.94	\$414.79	\$7,000.00	10.60 %
10-20-5654-00 Utilities - Sewer & Water	\$165.64	\$489.58	\$604.35	\$2,750.00	17.80 %
10-20-5655-00 Utilities - Electric	\$4,117.96	\$8,849.88	\$8,252.24	\$48,700.00	18.17 %
10-20-5656-00 Verizon	\$50.08	\$100.16	\$100.16	\$680.00	14.73 %
Total Utilities	\$7,498.69	\$14,307.79	\$15,035.87	\$75,340.00	18.99 %
Maintenance and Repairs					

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-20-5660-00	\$0.00	\$1,200.00	\$1,137.50	\$5,500.00	21.82 %
Maint Contracts - HVAC					
10-20-5661-00	\$2,444.00	\$8,640.00	\$8,295.00	\$36,750.00	23.51 %
Maint Contracts - Maint. Service					
10-20-5662-00	\$969.38	\$1,938.76	\$6,798.76	\$34,000.00	5.70 %
Maint Contr. - Landscape Serv.					
10-20-5663-00	\$807.18	\$2,076.72	\$1,886.71	\$8,000.00	25.96 %
Maint/Repairs-Genl repairs, Sup					
10-20-5664-00	\$850.82	\$2,317.92	\$2,425.38	\$18,000.00	12.88 %
Maint/Repairs-Non Contr. Work					
10-20-5665-00	\$179.09	\$537.27	\$537.27	\$2,500.00	21.49 %
Rubbish Removal					
Total Maintenance and Repairs	\$5,250.47	\$16,710.67	\$21,080.62	\$104,750.00	15.95 %
TOTAL BUILDING COSTS	\$12,749.16	\$31,018.46	\$36,116.49	\$180,090.00	17.22 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$64.89	\$73.39	\$0.00	\$4,500.00	1.63 %
Postage					
10-25-5710-10	\$4,402.92	\$4,402.92	\$8,678.32	\$26,400.00	16.68 %
Printing/Spec. Serv. - Adult					
10-25-5711-00	\$195.23	\$2,535.89	\$2,084.56	\$8,500.00	29.83 %
Postage Special Serv					
10-25-5712-00	\$69.00	\$331.00	\$598.28	\$1,000.00	33.10 %
Printing					
Total Postage and Printing	\$4,732.04	\$7,343.20	\$11,361.16	\$40,400.00	18.18 %
Supplies					
10-25-5713-00	\$716.86	\$1,320.13	\$882.07	\$5,000.00	26.40 %
Office Supplies					
10-25-5714-00	\$1,120.15	\$1,715.88	\$208.41	\$9,080.00	18.90 %
Circ. Material Supplies					
10-25-5715-00	\$294.90	\$589.80	\$339.90	\$2,500.00	23.59 %
Copier Supplies					
10-25-5716-00	\$396.04	\$1,071.02	\$1,148.60	\$6,500.00	16.48 %
Kitchen Supplies					
10-25-5717-00	\$1,563.95	\$4,748.87	\$4,478.10	\$27,500.00	17.27 %
Processing Supplies					
10-25-5718-00	\$1,056.96	\$992.36	\$1,464.55	\$13,500.00	7.35 %
Computer Supplies					
Total Supplies	\$5,148.86	\$10,438.06	\$8,521.63	\$64,080.00	16.29 %
Other Operating Costs					
10-25-5719-00	\$0.00	\$109.25	\$59.80	\$2,000.00	5.46 %
Publishing					
10-25-5722-15	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
Safety Deposit Box Rental					
10-25-5723-00	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
Check Printing					
10-25-5723-15	\$114.95	\$432.97	\$256.03	\$1,000.00	43.30 %
Bank Charges					

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-25-5724-15 Local Travel	\$25.74	\$65.55	\$35.47	\$700.00	9.36 %
Total Other Operating Costs	\$140.69	\$607.77	\$351.30	\$4,100.00	14.82 %
TOTAL OPERATING EXPENSES	\$10,021.59	\$18,389.03	\$20,234.09	\$108,580.00	16.94 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$0.00	\$2,500.00	96.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$5,400.00	0.00 %
TOTAL INSURANCE	\$0.00	\$2,400.00	\$0.00	\$32,900.00	7.29 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services - Admin	\$0.00	\$1,365.00	\$1,462.50	\$25,000.00	5.46 %
10-35-5761-00 Collection Agency	\$53.70	\$116.35	\$152.15	\$700.00	16.62 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$2,083.00	\$205.00	\$3,500.00	59.51 %
10-35-5763-00 Other Contractual Services-Tech	\$1,301.81	\$11,396.81	\$10,775.00	\$25,000.00	45.59 %
10-35-5764-10 Other Contractual Services - IS	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$575.38	\$1,706.60	\$892.41	\$7,000.00	24.38 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$0.00	\$7,937.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$0.00	\$0.00	\$8,250.00	0.00 %
10-35-5771-00 Payroll Service	\$505.77	\$1,517.05	\$1,524.68	\$7,700.00	19.70 %
TOTAL CONTRACTUAL SERVICES	\$2,436.66	\$18,184.81	\$15,011.74	\$89,587.00	20.30 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$2,430.00	\$1,049.00	\$5,400.00	45.00 %
10-40-5784-00 Meetings - Staff	\$64.09	\$282.84	\$493.26	\$2,500.00	11.31 %
10-40-5785-00 Conferences - Staff	\$0.00	\$961.39	\$1,610.85	\$15,000.00	6.41 %
10-40-5786-00 Employee/Volunteer Recognition	\$55.95	\$67.84	\$181.57	\$2,000.00	3.39 %
10-40-5787-00 In-Service	\$539.94	\$1,777.41	\$1,287.95	\$3,000.00	59.25 %
10-40-5788-00 Training (Cont Ed) - Staff	\$105.00	\$105.00	\$481.50	\$2,200.00	4.77 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-45-5787-70	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-45-5788-70	\$0.00	\$30.00	\$12.24	\$500.00	6.00 %
10-45-5789-70	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
Total Staff & Trustee Development	\$764.98	\$5,654.48	\$5,116.37	\$32,125.00	17.60 %
TOTAL PERSONNEL DEVELOPMENT	\$764.98	\$5,654.48	\$5,116.37	\$32,125.00	17.60 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10	\$41,537.96	\$41,537.96	\$36,397.33	\$47,100.00	88.19 %
Total Major Equipment	\$41,537.96	\$41,537.96	\$36,397.33	\$47,100.00	88.19 %
Minor Equipment					
10-48-5823-10	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-15	\$0.00	\$518.00	\$0.00	\$0.00	0.00 %
10-48-5823-20	\$3.99	\$3.99	\$0.00	\$700.00	0.57 %
10-48-5823-30	\$0.00	\$0.00	\$35.97	\$700.00	0.00 %
10-48-5823-50	\$0.00	\$45.64	\$0.00	\$700.00	6.52 %
10-48-5823-60	\$76.84	\$76.84	\$0.00	\$700.00	10.98 %
Total Minor Equipment	\$80.83	\$644.47	\$35.97	\$3,500.00	18.41 %
Equip Maint/Repairs & Rentals					
10-48-5843-00	\$0.00	\$0.00	\$0.00	\$800.00	0.00 %
10-48-5845-00	\$90.32	\$2,671.35	\$2,667.40	\$19,150.00	13.95 %
10-48-5846-00	\$535.00	\$584.99	\$84.73	\$1,000.00	58.50 %
10-48-5846-20	\$0.00	\$0.00	\$7,520.49	\$0.00	0.00 %
Total Equip Maint/Repairs & Rentals	\$625.32	\$3,256.34	\$10,272.62	\$20,950.00	15.54 %
TOTAL EQUIPMENT COSTS	\$42,244.11	\$45,438.77	\$46,705.92	\$71,550.00	63.51 %
LIBRARY MEDIA					
Books					

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-50-5863-20	\$3,091.85	\$4,445.50	\$1,351.85	\$10,000.00	44.46 %
10-50-5863-30	\$7,382.01	\$16,062.26	\$7,511.50	\$51,000.00	31.49 %
10-50-5863-50	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-50-5864-10	\$4,625.28	\$15,656.34	\$12,552.77	\$82,000.00	19.09 %
10-50-5865-10	\$5,310.93	\$19,034.25	\$11,234.70	\$65,000.00	29.28 %
10-50-5867-20	\$1,561.84	\$4,720.98	\$4,508.62	\$24,000.00	19.67 %
Total Books	\$21,971.91	\$59,919.33	\$37,159.44	\$232,500.00	25.77 %
Databases					
10-50-5869-20	\$14,470.75	\$85,066.29	\$83,921.74	\$126,500.00	67.25 %
10-50-5872-10	\$5,712.00	\$5,837.35	\$218.58	\$10,000.00	58.37 %
10-50-5873-30	\$2,800.00	\$5,073.70	\$3,499.00	\$12,500.00	40.59 %
Total Databases	\$22,982.75	\$95,977.34	\$87,639.32	\$149,000.00	64.41 %
Audio-Visual Materials					
10-50-5890-30	\$919.99	\$4,336.68	\$4,829.82	\$18,000.00	24.09 %
10-50-5895-40	\$7,868.62	\$26,240.52	\$19,713.46	\$95,000.00	27.62 %
Total Audio-Visual Materials	\$8,788.61	\$30,577.20	\$24,543.28	\$113,000.00	27.06 %
Periodicals/Doc Delivery					
10-50-5900-20	\$0.00	\$493.87	\$1,332.42	\$42,620.00	1.16 %
10-50-5900-30	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-50-5900-80	\$0.00	\$25.00	\$0.00	\$5,000.00	0.50 %
10-50-5871-20	\$47.00	\$20,445.29	\$19,818.16	\$22,000.00	92.93 %
Total Periodicals/Doc Delivery	\$47.00	\$20,964.16	\$21,150.58	\$70,620.00	29.69 %
TOTAL LIBRARY MEDIA	\$33,790.27	\$207,438.03	\$170,492.62	\$565,120.00	36.71 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	\$1,235.35	\$4,914.64	\$3,047.71	\$16,000.00	30.72 %
10-60-5931-30	\$341.31	\$1,618.07	\$1,106.84	\$11,000.00	14.71 %

Lisle Library District

Expenses through Sept 30 2017

No Special Reserve reflected

	Current Month Sept 2017	YTD July - Sept 2017-2018	YTD July - Sept 2016-2017	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
10-60-5931-40 Online Marketing	\$0.00	\$8.99	\$404.99	\$2,000.00	0.45 %
10-60-5931-50 Community Relations	(\$145.36)	\$204.35	\$254.97	\$6,000.00	3.41 %
Total Programs	\$1,431.30	\$6,746.05	\$4,814.51	\$35,000.00	19.27 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$9.99	\$9.99	\$197.69	\$2,000.00	0.50 %
10-60-5940-30 Reader Services - Youth Serv. D	\$197.48	\$412.98	\$1,804.71	\$5,300.00	7.79 %
Total Readers Services's	\$207.47	\$422.97	\$2,002.40	\$7,300.00	5.79 %
TOTAL PROGRAMS AND READER'S SERVICES	\$1,638.77	\$7,169.02	\$6,816.91	\$42,300.00	16.95 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$0.00	\$2,058.01	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$75,000.00	\$75,000.00	\$75,000.00	\$300,000.00	25.00 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$75,000.00	\$75,000.00	\$77,058.01	\$500,000.00	15.00 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$1,485.96	\$1,493.96	\$9,800.00	\$50,000.00	2.99 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$392.00	\$2,849.00	\$13,574.67	\$30,000.00	9.50 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$4,700.00	\$9,157.50	\$18,386.15	\$57,000.00	16.07 %
Total .02 BLDG/MAINT EXPENSES	\$6,577.96	\$13,500.46	\$41,760.82	\$137,000.00	9.85 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00 %
TOTAL ALL EXPENSES	\$439,243.70	\$1,129,615.74	\$1,006,225.50	\$4,774,396.75	23.66 %

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Allegra Print & Imaging Allegra Print & Imaging	10/11/2017 27087	Stationery Envelopes Invoice	Paid	10-25-5712-00	Printing	\$144.24
Amazon Amazon	10/11/2017 117110952135	Underpayment of Invoice 52 Invoice	Paid	10-60-5940-10	Reader Services - Adult Serv. Dept.	\$164.34
					<i>Totals for Allegra Print & Imaging:</i>	<u>\$144.24</u>
Anderson Pest Solutions Anderson Pest Solutions	10/11/2017 4441307	Pest Control September, 2017 Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
					<i>Totals for Amazon:</i>	<u>\$164.34</u>
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	10/11/2017 093017	YS- Continuitions Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$32.99
					<i>Totals for Anderson Pest Solutions:</i>	<u>\$141.00</u>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	10/11/2017 093017	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv. Dept. Processing Supplies	\$691.20 \$80.60
					<i>Totals for Baker & Taylor (C4053863):</i>	<u>\$32.99</u>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	10/11/2017 093017	Continuitions & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv. Dept. Processing Supplies	\$286.58 \$1.30
					<i>Totals for Baker & Taylor (L4171582):</i>	<u>\$771.80</u>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	10/11/2017 093017	Continuitions Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$1,024.12
					<i>Totals for Baker & Taylor (C5223353):</i>	<u>\$287.88</u>
Baker & Taylor (L0334152) Baker & Taylor (L0334152)					<i>Totals for Baker & Taylor (C5223433):</i>	<u>\$1,024.12</u>

Accounts Payable for October 11, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Baker & Taylor (L0334152)	10/11/2017 093017	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$6,127.30 \$262.55
Baker & Taylor (L4171782)					Totals for Baker & Taylor (L0334152):	\$6,389.85
Baker & Taylor (L4171782)	10/11/2017 093017	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$1,100.29 \$7.70
Baker & Taylor (L5202982)					Totals for Baker & Taylor (L4171782):	\$1,107.99
Baker & Taylor (L5202982)	10/11/2017 093017	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$106.51 \$23.30
Baker & Taylor (L5226642)					Totals for Baker & Taylor (L5202982):	\$131.81
Baker & Taylor (L5226642)	10/11/2017 093017	Reference Books - Adult Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$42.19
Baker & Taylor (L5425632)					Totals for Baker & Taylor (L5226642):	\$42.19
Baker & Taylor (L5425632)	10/11/2017 093017	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$4,674.44 \$208.00
Baker & Taylor (L5543202)					Totals for Baker & Taylor (L5425632):	\$4,882.44
Baker & Taylor (L5543202)	10/11/2017 093017	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$6,045.64 \$231.45
Bear Landscape Group					Totals for Baker & Taylor (L5543202):	\$6,277.09
Bear Landscape Group	10/11/2017 3854	Landscape - September Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$969.38
Ginger Boskelly					Totals for Bear Landscape Group:	\$969.38
Ginger Boskelly	10/11/2017 100217	Mileage Reimbursement Invoice	Paid	10-40-5784-00	Meetings - Staff	\$16.80

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Mallory Caise Mallory Caise	10/11/2017 090517	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$3.42
	10/11/2017 091317	YA Programming Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$0.99
Totals for Ginger Boskelly:						<u>\$20.22</u>
CDS Office Technologies CDS Office Technologies	10/11/2017 475336 - rev 1 of 1	Phone System Maintenance () Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$873.00
	Totals for Mallory Caise:					<u>\$0.99</u>
Compact Disc Source Compact Disc Source	10/11/2017 74576	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$20.29
	10/11/2017 74575	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$8.62
	10/11/2017 74641	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$331.61
	10/11/2017 74640	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$106.52
	10/11/2017 74616	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$309.05
	10/11/2017 74615	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$97.96
Totals for Compact Disc Source:						<u>\$874.05</u>
Complete Cleaning Company Complete Cleaning Company	10/11/2017 C03433	Cleaning October, 2017 Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
	Totals for Complete Cleaning Company:					<u>\$2,303.00</u>

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Demco, Inc. Demco, Inc.	10/11/2017 6203060	CD Book Albums Invoice	Paid	10-25-5717-00	Processing Supplies	\$115.95
					<i>Totals for Demco, Inc.:</i>	<u>\$115.95</u>
DuPage County Public Works DuPage County Public Works	10/11/2017 100517	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$131.78
					<i>Totals for DuPage County Public Works:</i>	<u>\$131.78</u>
Dynegy Energy Services Dynegy Energy Services	10/11/2017 149565717091	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$4,054.01
					<i>Totals for Dynegy Energy Services:</i>	<u>\$4,054.01</u>
Easypemrit Postage Easypemrit Postage	10/11/2017 092717	Meter and Permit Invoice	Paid	10-25-5710-00 10-25-5711-00	Postage Postage Special Serv	\$1,020.99 \$979.97
					<i>Totals for Easypemrit Postage:</i>	<u>\$2,000.96</u>
Ehlers Investment Partners, LLC Ehlers Investment Partners, LLC	10/11/2017 093017	Consulting Sept. 2017 Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$557.70
					<i>Totals for Ehlers Investment Partners, LLC:</i>	<u>\$557.70</u>
ELM USA, Inc. ELM USA, Inc.	10/11/2017 5428 AAA	Polishing Pads for Disc Clean Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$27.90
					<i>Totals for ELM USA, Inc.:</i>	<u>\$27.90</u>
EnvisionWare, INC. EnvisionWare, INC.	10/11/2017 INV-US-33005	PCI Compliance - August Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
	10/11/2017 INV-US-33089	Wireless Printing (Annual Li Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$595.00

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Pam Freer						
Pam Freer	10/11/2017 091117	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$9.99
Garvey's Office Products						
Garvey's Office Products	10/11/2017 PTNV1404069	Planner Invoice	Paid	10-25-5713-00	Office Supplies	\$30.99
	10/11/2017 PTNV1410280	2 Rolls Laminate Invoice	Paid	10-25-5717-00	Processing Supplies	\$79.80
	10/11/2017 PTNV1407529	2 Rolls Laminate Invoice	Paid	10-25-5717-00	Processing Supplies	\$79.80
	10/11/2017 PTNV1411300	Supplies for Circulation Serv Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$50.96
Totals for EnvisionWare, INC.:						\$762.00
Totals for Pam Freer:						\$9.99
Home Depot Credit Service						
Home Depot Credit Service	10/11/2017 9022728	Wall Repair Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$23.05
Totals for Garvey's Office Products:						\$241.55
Illinois Library Association						
Illinois Library Association	10/11/2017 2017Conf-1	Conference - Teri Zarat Invoice	Paid	10-40-5785-00	Conferences - Staff	\$230.00
	10/11/2017 2017Conf-2	Conference - Paul Hurt Invoice	Paid	10-40-5785-00	Conferences - Staff	\$200.00
	10/11/2017 2017Conf-3	Conference -E. McQuillan Invoice	Paid	10-40-5785-00	Conferences - Staff	\$150.00
	10/11/2017 2017Conf-4	Conference - Richard Flint Invoice	Paid	10-45-5787-70	Conferences - Trustee	\$150.00
Totals for Home Depot Credit Service:						\$23.05

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	10/11/2017 2017Conf-5	Conference - Jay Fisher Invoice	Paid	10-45-5787-70	Conferences - Trustee	\$150.00
	10/11/2017 137725	Conference - Hopkins, Duran Invoice	Paid	10-40-5785-00	Conferences - Staff	\$400.00
	10/11/2017 137726	Conference - Noelle Spicher Invoice	Paid	10-40-5785-00	Conferences - Staff	\$150.00
Impact Networking, LLC Impact Networking, LLC						<u>\$1,430.00</u>
	10/11/2017 SO174561	Ink for Xerox Printers Invoice	Paid	10-25-5718-00	Computer Supplies	\$1,916.25
	10/11/2017 SO174946	Toner for Xerox Printers Invoice	Paid	10-25-5718-00	Computer Supplies	\$28.99
Junior Library Guild Junior Library Guild						<u>\$1,945.24</u>
	10/11/2017 379703	Spanish Subscription Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$294.30
	10/11/2017 093017	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$25.95
Jackie Kilcran Jackie Kilcran						<u>\$294.30</u>
	10/11/2017 092617	Mileage Reimbursement Invoice	Paid	10-25-5724-15	Local Travel	\$10.49
	10/11/2017 61691	Audit Invoice	Paid	10-35-5770-00	5770 Contractual - Audit Fee	\$8,250.00
Knuttie & Associates, P.C. Knuttie & Associates, P.C.						<u>\$8,250.00</u>

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Marti LaHood Marti LaHood	10/11/2017 121617	Program: Teen Yoga Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$90.00
					<i>Totals for Marti LaHood:</i>	<u>\$90.00</u>
Matthew Bender & Co. Matthew Bender & Co.	10/11/2017 95615806	Employment in Illinois Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$134.43
					<i>Totals for Matthew Bender & Co.:</i>	<u>\$134.43</u>
Midwest Tape (7288) Midwest Tape (7288)	10/11/2017 100217	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$1,372.06
					<i>Totals for Midwest Tape (7288):</i>	<u>\$1,372.06</u>
Midwest Tape (7291) Midwest Tape (7291)	10/11/2017 100217	JH CDs, YS DVD/Blu-rays Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$172.10
					<i>Totals for Midwest Tape (7291):</i>	<u>\$172.10</u>
Midwest Tape (12957) Midwest Tape (12957)	10/11/2017 100217	DVDs/Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$110.99
					<i>Totals for Midwest Tape (12957):</i>	<u>\$110.99</u>
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	10/11/2017 17799	Repair AHU-2 HVAC Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$320.33
					<i>Totals for Monaco Mechanical Service, Inc.:</i>	<u>\$320.33</u>
Morningstar Morningstar	10/11/2017 11370052-121217	Morningstar Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,855.00
					<i>Totals for Morningstar:</i>	<u>\$3,855.00</u>

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
NCPERS - IL IMRF	10/11/2017 46021017	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$96.00
New Albertsons Inc./Purchase Advantage Card						
New Albertsons Inc./Purchase Advantage C	10/11/2017 081717	Writers Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.99
	10/11/2017 082117	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$6.00
	10/11/2017 082817	School Breakfast Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$13.98
	10/11/2017 090117	TAB Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$5.00
	10/11/2017 090617	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$5.48
	10/11/2017 090717	Teen Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$36.73
	10/11/2017 091417	50+ Mixer Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$38.97
	10/11/2017 090817	G777 Reception Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$49.25
	10/11/2017 091517	Writing Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.99
	10/11/2017 091817	Staff Meeting Supplies Invoice	Paid	10-40-5784-00	Meetings - Staff	\$10.87
Totals for NCPERS - IL IMRF:						\$96.00
Totals for New Albertsons Inc./Purchase Advantage Card:						
NICOR						\$184.26
NICOR	10/11/2017 091917	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$170.56

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Outsource Solutions Group, Inc.						
Outsource Solutions Group, Inc.	10/11/2017 37363	GBIC for Fiber Connection Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$170.56
Totals for NICOR:						\$170.56
Paddock Publications						
Paddock Publications	10/11/2017 100317	Business Ledger 3 Year Subs Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$90.00
Totals for Outsource Solutions Group, Inc.:						\$102.65
Paddock Publications						
Paddock Publications	10/11/2017 T4482789	.02% Notice Invoice	Paid	10-25-5719-00	Publishing	\$140.30
Paddock Publications	10/11/2017 T4482791	B & A Ordinance Invoice	Paid	10-25-5719-00	Publishing	\$515.20
Totals for Paddock Publications:						\$90.00
RAILS						
RAILS	10/11/2017 4524	Gale Analytics Invoice	Paid	10-50-5872-10	Dbases - Professional	\$1,680.00
Totals for Paddock Publications:						\$655.50
Republic Services						
Republic Services	10/11/2017 0551-013751735	Rubbish 10/1 - 10/31/17 Invoice	Paid	10-20-5665-00	Rubbish Removal	\$179.09
Totals for RAILS:						\$1,680.00
Will Savage						
Will Savage	10/11/2017 091517	Turtle Food Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$5.98
Totals for Republic Services:						\$179.09
Sparkles Entertainment, Inc.						
Sparkles Entertainment, Inc.	10/11/2017 100717-01	Program: Darth Vader Appear Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$200.00
Totals for Will Savage:						\$5.98

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Suburban Life Media Suburban Life Media	10/11/2017 100717-02	Program: Facepainting Artist Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$275.00
	10/11/2017 290778-2017	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$69.00
					Totals for Sparkles Entertainment, Inc.:	\$475.00
Thomson Reuters - West Thomson Reuters - West	10/11/2017 836837025	Reference Serials Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$272.00
					Totals for Suburban Life Media:	\$69.00
Triple S Vending Triple S Vending	10/11/2017 11844	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$105.00
	10/11/2017 11867	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$112.00
					Totals for Thomson Reuters - West:	\$272.00
Tyco Integrated Security LLC Tyco Integrated Security LLC	10/11/2017 29252446	Security 10/1 - 12/3/17 Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$735.49
	10/11/2017 29292271	Security Repair Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$438.00
					Totals for Tyco Integrated Security LLC:	\$1,173.49
Unique Management Services, Inc. Unique Management Services, Inc.	10/11/2017 449725	Collection Accounts August - Invoice	Paid	10-35-5761-00	Collection Agency	\$53.70
					Totals for Unique Management Services, Inc.:	\$53.70
Village of Lisle						

Lisle Library District

Accounts Payable for October 11, 2017

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Village of Lisle	10/11/2017 092617	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$145.00
	10/11/2017 3600000202	Shared Internet Services Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
Wells Fargo Vendor Financial Services, LLC						
Wells Fargo Vendor Financial Services, L	10/11/2017 99304073	Copier 9/20 - 10/19/17 Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$202.55
Totals for Village of Lisle:						<u>\$595.00</u>
Totals for Wells Fargo Vendor Financial Services, LLC:						<u>\$202.55</u>

Lisle Library District

Accounts Payable for October 11, 2017

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$170.56
10-20-5654-00	Utilities - Sewer & Water	\$276.78
10-20-5655-00	Utilities - Electric	\$4,054.01
10-20-5661-00	Maint Contracts - Maint. Service	\$2,444.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$969.38
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$23.05
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$320.33
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5710-00	Postage	\$1,020.99
10-25-5711-00	Postage Special Serv	\$979.97
10-25-5712-00	Printing	\$144.24
10-25-5713-00	Office Supplies	\$30.99
10-25-5714-00	Circ. Material Supplies	\$78.86
10-25-5716-00	Kitchen Supplies	\$217.00
10-25-5717-00	Processing Supplies	\$1,305.55
10-25-5718-00	Computer Supplies	\$1,945.24
10-25-5719-00	Publishing	\$655.50
10-25-5724-15	Local Travel	\$39.86
10-35-5761-00	Collection Agency	\$53.70
10-35-5765-10	Investment Agency Consultants	\$557.70
10-35-5770-00	5770 Contractual - Audit Fee	\$8,250.00
10-40-5784-00	Meetings - Staff	\$27.67
10-40-5785-00	Conferences - Staff	\$1,130.00
10-45-5787-70	Conferences - Trustee	\$300.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$1,376.04
10-50-5863-30	Books - Youth Serv. Dept.	\$6,102.02
10-50-5864-10	Books - Non Fiction	\$7,151.42
10-50-5865-10	Books - Adult Fiction	\$6,152.15
10-50-5867-20	Ref Books - Adult Serv. Dept.	\$328.77
10-50-5869-20	Internet Licensed DBases	\$3,855.00
10-50-5872-10	Dbases - Professional	\$1,680.00

Lisle Library District Accounts Payable for October 11, 2017

10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$172.10
10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$2,835.20
10-50-5900-20	Periodicals - Adult Serv. Dept.	\$565.43
10-60-5931-10	Programs - Adult Services	\$722.92
10-60-5931-30	Programs - Youth Serv. Dept.	\$32.43
10-60-5940-10	Reader Services - Adult Serv. Dept.	\$164.34
30-65-5925-00	Network - Maint (.02 B/M)	\$1,737.65
	GRAND TOTAL:	\$58,595.94

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-00-2638-00, Vol. Life (NCPERS)									
10/11/2017	46021017	Invoice	5286-164	NCPERS - IL IMRF	NCPERS - IL IMRF- Posted	Posted	10/11/2017	\$96.00	\$0.00
								\$96.00	\$0.00
10-20-5650-00, Internet Service Provider									
10/11/2017	3600000202	Invoice	5286-236	Village of Lisle	Village of Lisle-360000 Posted	Posted	10/11/2017	\$450.00	\$0.00
								\$450.00	\$0.00
10-20-5653-00, Utilities - Gas									
10/11/2017	091917	Invoice	5286-148	NICOR	NICOR-091917 Posted	Posted	10/11/2017	\$170.56	\$0.00
								\$170.56	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
10/11/2017	100517	Invoice	5286-055	DuPage County Public Works	DuPage County Public Posted	Posted	10/11/2017	\$131.78	\$0.00
10/11/2017	092617	Invoice	5286-214	Village of Lisle	Village of Lisle-092617 Posted	Posted	10/11/2017	\$145.00	\$0.00
								\$276.78	\$0.00
10-20-5655-00, Utilities - Electric									
10/11/2017	149565717091	Invoice	5286-176	Dynegy Energy Services	Dynegy Energy Servi Posted	Posted	10/11/2017	\$4,054.01	\$0.00
								\$4,054.01	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
10/11/2017	C03433	Invoice	5286-051	Complete Cleaning Company	Complete Cleaning Co Posted	Posted	10/11/2017	\$2,303.00	\$0.00
10/11/2017	4441307	Invoice	5286-079	Anderson Pest Solutions	Anderson Pest Solutio Posted	Posted	10/11/2017	\$141.00	\$0.00
								\$2,444.00	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
10/11/2017	3854	Invoice	5286-059	Bear Landscape Group	Bear Landscape Group- Posted	Posted	10/11/2017	\$969.38	\$0.00
								\$969.38	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
10/11/2017	9022728	Invoice	5286-166	Home Depot Credit Service	Home Depot Credit Se Posted	Posted	10/11/2017	\$23.05	\$0.00
								\$23.05	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
10/11/2017	17799	Invoice	5286-049	Monaco Mechanical Service, I	Monaco Mechanical S Posted	Posted	10/11/2017	\$320.33	\$0.00
								\$320.33	\$0.00
10-20-5665-00, Rubbish Removal									
10/11/2017	0551-013751735	Invoice	5286-160	Republic Services	Republic Services-055 Posted	Posted	10/11/2017	\$179.09	\$0.00
								\$179.09	\$0.00

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5710-00, Postage									
10/11/2017	092717	Invoice	5286-178	Easyp permit Postage	Easyp permit Postage-09	Posted	10/11/2017	\$1,020.99	\$0.00
Totals for 10-25-5710-00, Postage:								\$1,020.99	\$0.00
10-25-5711-00, Postage Special Serv									
10/11/2017	092717	Invoice	5286-180	Easyp permit Postage	Easyp permit Postage-09	Posted	10/11/2017	\$979.97	\$0.00
Totals for 10-25-5711-00, Postage Special Serv:								\$979.97	\$0.00
10-25-5712-00, Printing									
10/11/2017	27087	Invoice	5286-071	Allegra Print & Imaging	Allegra Print & Imaging	Posted	10/11/2017	\$144.24	\$0.00
Totals for 10-25-5712-00, Printing:								\$144.24	\$0.00
10-25-5713-00, Office Supplies									
10/11/2017	PINV1404069	Invoice	5286-073	Garvey's Office Products	Garvey's Office Produc	Posted	10/11/2017	\$30.99	\$0.00
Totals for 10-25-5713-00, Office Supplies:								\$30.99	\$0.00
10-25-5714-00, Circ. Material Supplies									
10/11/2017	5428 AAA	Invoice	5286-065	ELM USA, Inc.	ELM USA, Inc.-5428 A	Posted	10/11/2017	\$27.90	\$0.00
10/11/2017	PINV1411300	Invoice	5286-244	Garvey's Office Products	Garvey's Office Produc	Posted	10/11/2017	\$50.96	\$0.00
Totals for 10-25-5714-00, Circ. Material Supplies:								\$78.86	\$0.00
10-25-5716-00, Kitchen Supplies									
10/11/2017	11844	Invoice	5286-057	Triple S Vending	Triple S Vending-1184	Posted	10/11/2017	\$105.00	\$0.00
10/11/2017	11867	Invoice	5286-181	Triple S Vending	Triple S Vending-1186	Posted	10/11/2017	\$112.00	\$0.00
Totals for 10-25-5716-00, Kitchen Supplies:								\$217.00	\$0.00
10-25-5717-00, Processing Supplies									
10/11/2017	6203060	Invoice	5286-025	Demco, Inc.	Demco, Inc.-6203060	Posted	10/11/2017	\$115.95	\$0.00
10/11/2017	74575	Invoice	5286-069	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$8.62	\$0.00
10/11/2017	74640	Invoice	5286-170	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$106.52	\$0.00
10/11/2017	74615	Invoice	5286-174	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$97.96	\$0.00
10/11/2017	093017	Invoice	5286-185	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	10/11/2017	\$231.45	\$0.00
10/11/2017	093017	Invoice	5286-188	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	10/11/2017	\$208.00	\$0.00
10/11/2017	093017	Invoice	5286-193	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	10/11/2017	\$25.30	\$0.00
10/11/2017	093017	Invoice	5286-196	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	10/11/2017	\$7.70	\$0.00
10/11/2017	093017	Invoice	5286-199	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	10/11/2017	\$80.60	\$0.00
10/11/2017	093017	Invoice	5286-202	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	10/11/2017	\$262.55	\$0.00
10/11/2017	093017	Invoice	5286-207	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	10/11/2017	\$1.30	\$0.00
10/11/2017	PINV1410280	Invoice	5286-210	Garvey's Office Products	Garvey's Office Produc	Posted	10/11/2017	\$79.80	\$0.00

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10/11/2017	PNV1407529	Invoice	5286-212	Garvey's Office Products	Garvey's Office Produc	Posted	10/11/2017	\$79.80	\$0.00
10-25-5718-00, Computer Supplies									
10/11/2017	SO174561	Invoice	5286-152	Impact Networking, LLC	Impact Networking, LL	Posted	10/11/2017	\$1,916.25	\$0.00
10/11/2017	SO174946	Invoice	5286-154	Impact Networking, LLC	Impact Networking, LL	Posted	10/11/2017	\$28.99	\$0.00
10-25-5719-00, Publishing									
10/11/2017	T4482789	Invoice	5286-222	Paddock Publications	Paddock Publications	Posted	10/11/2017	\$140.30	\$0.00
10/11/2017	T4482791	Invoice	5286-224	Paddock Publications	Paddock Publications	Posted	10/11/2017	\$515.20	\$0.00
10-25-5724-15, Local Travel									
10/11/2017	092617	Invoice	5286-156	Chris Knight	Chris Knight-092617	Posted	10/11/2017	\$10.49	\$0.00
10/11/2017	093017	Invoice	5286-230	Jackie Kilcran	Jackie Kilcran-093017	Posted	10/11/2017	\$25.95	\$0.00
10/11/2017	090517	Invoice	5286-252	Ginger Boskelly	Ginger Boskelly-09051	Posted	10/11/2017	\$3.42	\$0.00
10-35-5761-00, Collection Agency									
10/11/2017	449725	Invoice	5286-061	Unique Management Services, I	Unique Management S	Posted	10/11/2017	\$53.70	\$0.00
10-35-5765-10, Investment Agency Consultants									
10/11/2017	093017	Invoice	5286-246	Ehlers Investment Partners, LL	Ehlers Investment Part	Posted	10/11/2017	\$557.70	\$0.00
10-35-5770-00, 5770 Contractual - Audit Fee									
10/11/2017	61691	Invoice	5286-240	Knutte & Associates, P.C.	Knutte & Associates, P	Posted	10/11/2017	\$8,250.00	\$0.00
10-40-5784-00, Meetings - Staff									
10/11/2017	091817	Invoice	5286-099	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$10.87	\$0.00
10/11/2017	100217	Invoice	5286-250	Ginger Boskelly	Ginger Boskelly-10021	Posted	10/11/2017	\$16.80	\$0.00
10-40-5785-00, Conferences - Staff									
10/11/2017	2017Conf-1	Invoice	5286-027	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$230.00	\$0.00
10/11/2017	2017Conf-2	Invoice	5286-029	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$200.00	\$0.00
10/11/2017	2017Conf-3	Invoice	5286-031	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$150.00	\$0.00

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10/11/2017	137725	Invoice	5286-037	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$400.00	\$0.00
10/11/2017	137726	Invoice	5286-039	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$150.00	\$0.00
					<i>Totals for 10-40-5785-00, Conferences - Staff:</i>				<i>\$0.00</i>
					<i>\$1,130.00</i>				
					10-45-5787-70, Conferences - Trustee				
10/11/2017	2017Conf-4	Invoice	5286-033	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$150.00	\$0.00
10/11/2017	2017Conf-5	Invoice	5286-035	Illinois Library Association	Illinois Library Associa	Posted	10/11/2017	\$150.00	\$0.00
					<i>Totals for 10-45-5787-70, Conferences - Trustee:</i>				<i>\$0.00</i>
					<i>\$300.00</i>				
					10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide				
10/11/2017	29252446	Invoice	5286-041	Tyco Integrated Security LLC	Tyco Integrated Securi	Posted	10/11/2017	\$735.49	\$0.00
10/11/2017	99304073	Invoice	5286-063	Wells Fargo Vendor Financial S	Wells Fargo Vendor F	Posted	10/11/2017	\$202.55	\$0.00
10/11/2017	29292271	Invoice	5286-248	Tyco Integrated Security LLC	Tyco Integrated Securi	Posted	10/11/2017	\$438.00	\$0.00
					<i>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</i>				<i>\$0.00</i>
					<i>\$1,376.04</i>				
					10-50-5863-30, Books - Youth Serv. Dept.				
10/11/2017	379703	Invoice	5286-158	Junior Library Guild	Junior Library Guild-37	Posted	10/11/2017	\$294.30	\$0.00
10/11/2017	093017	Invoice	5286-186	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	10/11/2017	\$4,674.44	\$0.00
10/11/2017	093017	Invoice	5286-194	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	10/11/2017	\$1,100.29	\$0.00
10/11/2017	093017	Invoice	5286-208	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	10/11/2017	\$32.99	\$0.00
					<i>Totals for 10-50-5863-30, Books - Youth Serv. Dept.:</i>				<i>\$0.00</i>
					<i>\$6,102.02</i>				
					10-50-5864-10, Books - Non Fiction				
10/11/2017	093017	Invoice	5286-200	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	10/11/2017	\$6,127.30	\$0.00
10/11/2017	093017	Invoice	5286-203	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	10/11/2017	\$1,024.12	\$0.00
					<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>				<i>\$0.00</i>
					<i>\$7,151.42</i>				
					10-50-5865-10, Books - Adult Fiction				
10/11/2017	093017	Invoice	5286-183	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	10/11/2017	\$6,045.64	\$0.00
10/11/2017	093017	Invoice	5286-191	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	10/11/2017	\$106.51	\$0.00
					<i>Totals for 10-50-5865-10, Books - Adult Fiction:</i>				<i>\$0.00</i>
					<i>\$6,152.15</i>				
					10-50-5867-20, Ref Books - Adult Serv. Dept.				
10/11/2017	093017	Invoice	5286-189	Baker & Taylor (L5226642)	Baker & Taylor (L5226	Posted	10/11/2017	\$42.19	\$0.00
10/11/2017	093017	Invoice	5286-205	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	10/11/2017	\$286.58	\$0.00
					<i>Totals for 10-50-5867-20, Ref Books - Adult Serv. Dept.:</i>				<i>\$0.00</i>
					<i>\$328.77</i>				
					10-50-5869-20, Internet Licensed DBases				
10/11/2017	11370052-121217	Invoice	5286-232	Morningstar	Morningstar-11370052	Posted	10/11/2017	\$3,855.00	\$0.00
					<i>Totals for 10-50-5869-20, Internet Licensed DBases:</i>				<i>\$0.00</i>
					<i>\$3,855.00</i>				

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5872-10, Dbases - Professional									
10/11/2017	4524	Invoice	5286-226	RAILS	RAILS-4524	Posted	10/11/2017	\$1,680.00	\$0.00
					Totals for 10-50-5872-10, Dbases - Professional:			\$1,680.00	\$0.00
10-50-5890-30, A-V Matts - Youth Serv. Dept.									
10/11/2017	100217	Invoice	5286-258	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	10/11/2017	\$172.10	\$0.00
					Totals for 10-50-5890-30, A-V Matts - Youth Serv. Dept.:			\$172.10	\$0.00
10-50-5895-40, A-V Matts - Adult Serv. Dept.									
10/11/2017	74576	Invoice	5286-067	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$20.29	\$0.00
10/11/2017	74641	Invoice	5286-168	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$331.61	\$0.00
10/11/2017	74616	Invoice	5286-172	Compact Disc Source	Compact Disc Source	Posted	10/11/2017	\$309.05	\$0.00
10/11/2017	093017	Invoice	5286-197	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	10/11/2017	\$691.20	\$0.00
10/11/2017	100217	Invoice	5286-254	Midwest Tape (12957)	Midwest Tape (12957)	Posted	10/11/2017	\$110.99	\$0.00
10/11/2017	100217	Invoice	5286-256	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	10/11/2017	\$1,372.06	\$0.00
					Totals for 10-50-5895-40, A-V Matts - Adult Serv. Dept.:			\$2,835.20	\$0.00
10-50-5900-20, Periodicals - Adult Serv. Dept.									
10/11/2017	290778-2017	Invoice	5286-043	Suburban Life Media	Suburban Life Media-2	Posted	10/11/2017	\$69.00	\$0.00
10/11/2017	836837025	Invoice	5286-045	Thomson Reuters - West	Thomson Reuters - We	Posted	10/11/2017	\$272.00	\$0.00
10/11/2017	95615806	Invoice	5286-053	Matthew Bender & Co.	Matthew Bender & Co	Posted	10/11/2017	\$134.43	\$0.00
10/11/2017	100317	Invoice	5286-228	Paddock Publications	Paddock Publications	Posted	10/11/2017	\$90.00	\$0.00
					Totals for 10-50-5900-20, Periodicals - Adult Serv. Dept.:			\$565.43	\$0.00
10-60-5931-10, Programs - Adult Services									
10/11/2017	091117	Invoice	5286-075	Pam Freer	Pam Freer-091117	Posted	10/11/2017	\$9.99	\$0.00
10/11/2017	081717	Invoice	5286-081	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$8.99	\$0.00
10/11/2017	090117	Invoice	5286-087	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$5.00	\$0.00
10/11/2017	090717	Invoice	5286-091	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$36.73	\$0.00
10/11/2017	091417	Invoice	5286-093	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$38.97	\$0.00
10/11/2017	090817	Invoice	5286-095	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$49.25	\$0.00
10/11/2017	091517	Invoice	5286-097	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$8.99	\$0.00
10/11/2017	100717-01	Invoice	5286-216	Sparkles Entertainment, Inc.	Sparkles Entertainment	Posted	10/11/2017	\$200.00	\$0.00
10/11/2017	100717-02	Invoice	5286-218	Sparkles Entertainment, Inc.	Sparkles Entertainment	Posted	10/11/2017	\$275.00	\$0.00
10/11/2017	121617	Invoice	5286-220	Marti LaHood	Marti LaHood-121617	Posted	10/11/2017	\$90.00	\$0.00
					Totals for 10-60-5931-10, Programs - Adult Services:			\$722.92	\$0.00
10-60-5931-30, Programs - Youth Serv. Dept.									

Lisle Library District

Account Distribution Report by Number

October 11, 2017

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10/11/2017	091517	Invoice	5286-047	Will Savage	Will Savage-091517	Posted	10/11/2017	\$5.98	\$0.00
10/11/2017	091317	Invoice	5286-077	Mallory Caise	Mallory Caise-091317	Posted	10/11/2017	\$0.99	\$0.00
10/11/2017	082117	Invoice	5286-083	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$6.00	\$0.00
10/11/2017	082817	Invoice	5286-085	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$13.98	\$0.00
10/11/2017	090617	Invoice	5286-089	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	10/11/2017	\$5.48	\$0.00
Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:									\$0.00
10-60-5940-10, Reader Services - Adult Serv. Dept.									
10/11/2017	117110952135	Invoice	5286-242	Amazon	Amazon-11711095213	Posted	10/11/2017	\$164.34	\$0.00
Totals for 10-60-5940-10, Reader Services - Adult Serv. Dept.:									\$0.00
30-65-5925-00, Network - Maint. (.02 B/M)									
10/11/2017	INV-US-33005	Invoice	5286-150	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	10/11/2017	\$167.00	\$0.00
10/11/2017	37363	Invoice	5286-162	Outsource Solutions Group, In	Outsource Solutions G	Posted	10/11/2017	\$102.65	\$0.00
10/11/2017	INV-US-33089	Invoice	5286-234	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	10/11/2017	\$595.00	\$0.00
10/11/2017	475336 - rev 1 of 1	Invoice	5286-238	CDS Office Technologies	CDS Office Technolog	Posted	10/11/2017	\$873.00	\$0.00
Totals for 30-65-5925-00, Network - Maint. (.02 B/M):									\$0.00
Grand Totals:									\$58,595.94
									\$0.00

Lisle Library District Account Distribution Report by Number October 11, 2017

Report name: Account Number Report for October 11, 2017

Report format: Detail

Include these transaction dates: 10/11/2017 to 10/11/2017

Include these post dates: 10/11/2017 to 10/11/2017

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 September 2017 and October 2017			
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor	Amount	
HSA	Salaries 9/15/17	\$ 64,989.45	
HSA	Garnishment	\$ 165.62	
HSA	Ill. Dept. of Revenue	\$ 4,221.64	
Auto W/D	Howard Simon & Associates	\$ 505.77	
HSA	EFTPS/Electronic Tax Pymt 9/15/17	\$ 23,685.95	
	Fed Tax \$9859.11		
	FICA W/H \$6913.41		
	FICA Lib \$6913.43		
HSA	Salaries 9/29/17	\$ 60,158.69	
HSA	Garnishment	\$ 153.30	
HSA	Ill. Dept. of Revenue	\$ 3,905.13	
HSA	EFTPS/Electronic Tax Pymt 9/29/17	\$ 21,959.92	
	Fed Tax \$9143.89		
	FICA W/H \$6408.02		
	FICA Lib \$6408.01		
Wired	IMRF	\$ 24,171.87	
	IMRF W/H \$7801.61		
	IMRF Lib. \$16370.26		
	Sub Total	\$ 203,917.34	
Check #	Vendor	Description	Amt
1346	AFLAC (G6920)	Payroll Withholding	\$ 484.34
1347	Delta Dental - Risk	Dental Premium	\$ 2,102.79
1348	LIMRiCC Purchase of Health Ins. Program	Medical Premium	\$ 28,549.32
1349	RAILS	Boopsie	\$ 3,820.75
1350	Amazon	Books, Video Games, Supplies, Board Games	\$ 1,373.71
1351	MB Financial Credit Card	Tumbleweed, AccessOne, Supplies, Inservice	\$ 5,201.18
	Sub Total		\$ 41,532.09
	TOTAL		\$ 245,449.43

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	<u>\$272,616.02</u>
TOTAL .02 BUILDING/MAINT. EXPENSES	<u>\$1,737.65</u>
TOTAL IMRF/FICA EXPENSES	<u>\$29,691.70</u>
TOTAL WORKING CASH EXPENSES	<u> </u>
TOTAL SPECIAL RESERVE	<u> </u>
TOTAL OF ALL ABOVE	<u><u>\$304,045.37</u></u>

These expenses have been submitted by _____
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 10/11/2017

Trustee

Presiding Officer

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

Monthly Circulation Report - September 2017

	Checkouts	Renewals	Sep-17 TOTALS	YTD FY 16/17	YTD FY 17/18	YTD % Change
Adult Non-Print	5,894	2,437	8,331	30,648	27,546	-10.12%
Adult Print	6,417	3,147	9,564	32,030	30,812	-3.80%
Adult Total	12,311	5,584	17,895	62,678	58,358	-6.89%
YS Non-Print	1,347	596	1,943	9,001	7,186	-20.16%
YS Print	6,743	2,846	9,589	34,159	32,431	-5.06%
Total YS	8,090	3,442	11,532	43,160	39,617	-8.21%
Digital Media						
Overdrive	1,335		1,335	4,337	4,444	2.47%
hoopla	1,318		1,318	2,704	4,083	51.00%
Zinio	101		101	477	368	-22.85%
Total Digital	2,754	0	2,754	7,518	8,895	18.32%
Subtotal Print + Non-Print/Digital	23,155	9,026	32,181	113,356	106,870	-5.72%
Computer/Tech Sessions Logins	2,463		2,463	9,581	8,386	-12.47%
Database Usage/Unique Logins	2,584		2,584	19,445	13,389	-31.14%
Wireless Use	1,735		1,735	6,851	5,615	-18.04%
ScannX sessions/jobs	235		235	771	788	2.20%
Museum Adventure Passes	27		27	127	98	-22.83%
Total IT/Resource Sessions	7,044	0	7,044	36,775	28,276	-23.11%
Total Circulation	30,199	9,026	39,225	150,131	135,146	-9.98%
Literacy Software Usage Hours			98	276	278	0.72%
Borrower Information	Sept. 2017 Total	YTD 16/17	YTD 17/18	YTD % Change		
New Library Cards Added	184	526	506	-3.80%		
Monthly Borrowers	3,046	10,164	9,666	-4.90%		
Total # Registered Borrowers	11,596	11,955	11,596	-3.00%		
InterLibrary Loans						
Materials Sent	140	370	441	19.19%		
Materials Received	425	1,169	1,200	2.65%		
Polaris/Catalog Holds						
Holds Placed	3,016	9,342	8,911	-4.61%		
Holds Checked Out	2,241	7,476	6,742	-9.82%		

Lisle Library District
Program and Service Statistics - September 2017

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY16/17	YTD FY17/18	% Change
Library Event Statistics									
Staff Facilitated Programs		23	59		3	85	220	210	-4.55%
Attendees		217	1,092		42	1,351	3,329	3,481	4.57%
Computer/Technology Programs		3	4		8	15	21	29	38.10%
Attendees		12	25		10	47	92	90	-2.17%
Performer/Speaker/Author		4	0			4	14	13	-7.14%
Attendees		110	0			110	351	358	1.99%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	2	3	50.00%
Attendees	36					36	375	367	-2.13%
Total Number of Programs	1	30	63	0	11	105	257	255	-0.78%
Total Patrons Served by Programming	36	339	1,117	0	52	1,544	4,147	4,208	1.47%
Reference Questions		2,038	1,578	2,637		6,253	19,653	19,454	-1.01%
Volunteer Hours		5.00	28.00			33.00	622.00	526.00	-15.43%
Outreach Service Statistics									
Outreach Visits		1	11	2		14	29	28	-3.45%
Patrons Served by Outreach Visits		20	393	67		480	2,004	1,238	-38.22%
Home Delivery Dates		2				2	6	6	0.00%
Patrons Served via Home Delivery		76				76	228	220	-3.51%
Total Outreach Programs		3	11	2		16	35	34	-2.86%
Total Patrons Served with Outreach Services		96	393	67		556	2,232	1,458	-34.68%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	95						288	284	-1.39%
Number of Outside Groups Using Meeting Space	26						54	66	22.22%
Patrons Entering Building	14,299						47,805	46,232	-3.29%
Friend's Sponsored Programs	1						3	3	0.00%
Attendees	45						91	110	20.88%
Social Media Use									
Facebook (daily page consumption)	1,214						3,814	6,899	80.89%
Twitter Followers	679						600	679	13.17%
Pinterest Average Daily Viewers	181						472	442	-6.36%
Instagram Likes	336						949	1,025	8.01%
Flickr Views	3,526						11,155	19,890	78.31%

Director's Report October 2017

Meetings

Directors – Sept 14
Staff – Sept 19

Highlights | Developments

Connectivity and Security

The LLD has experienced periodic internet connectivity issues this past summer. A few of the 'down times' were due to aging equipment/connections. IT Manager Hayes corrected those issues. The latest internet interruption was more involved and required Comcast to come out twice to the LLD the week of September 18th. The first visit was to repair/splice the fiber to the main cable. The second visit required the main cable to be spliced. These fixes seem to have corrected our intermittent access issues. The LLD was not charged for the Comcast repairs.

In ensuring that our network is secure and that the LLD is apprised of the latest vulnerabilities, IT Manager Hayes attended the *Illinois Valley Network Users Association* conference on October 5th. The IVNUA meets twice a year and this meeting focused on network security matters, group audits and IT policies.

81st Legislative House District Representative

State Representative David S. Olsen will staff a table in the LLD foyer on Wednesday, October 18th from 2:00 - 3:30 p.m. Representative Olsen references these visits as "mobile office hours" where no appointment is needed. Residents may share thoughts, opinions and ask questions of their Representative during this visit.

Friends of the Lisle Public Library District

The FLPLD Fall Book Sale begins on October 19th and runs through the 22nd. Books, music CDs, audiobooks, DVDs and other materials will be for sale. Proceeds go to the FLPLD and help fund Sunday FLPLD programming efforts at the LLD.

Meeting Room

I will meet with the recording company owner the week of October 16th to coordinate equipment purchase for recording LLD Board of Trustees meetings. We will arrange the room and assess needs. Sourcing and purchasing of equipment will be done by the owner and he will invoice the LLD. The LLD will also schedule training for the operation of the new equipment.

To: Lisle Library District Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: October 6, 2017

RFP

As assigned, I drafted a request for proposals (RFP) document for legal counsel for the Board to review, edit, refine and discuss. It is included in the October Board packet. In creating this draft, I spoke with a representative from the Management Association to gain insight. I also researched multiple sample RFPs that other public agencies have used, referencing key areas.

This draft contains an introductory statement/invitation, brief description of the LLD, scope of work summary, qualifications/requirements explanation, a set of questions and submission process details. There are 'blanks' and/or suggested points for the Board to consider in review of this draft.

This draft is not to be confused with a draft for a formal call for bids/contractual work (per LLD Policy 705). This draft serves as a prospective invitation-only RFP that would be addressed to specific candidates as determined by the LLD Board of Trustees.

Illinois Library Association

The ILA Conference is being held at the Tinley Park Convention Center from October 10-12. "Trustee Day" is Thursday. As of this report, President Fisher and Trustee Flint are scheduled to attend on Thursday.

Respectfully submitted,



Tatiana Weinstein

October 2017 Assistant Director's Report

Meetings:

- Konica Minolta copier representative: Sept 19
- Toshiba copier representative: Sept 15
- Star Wars Reads team: Sept 26
- Ricoh copier repair: Sept 7
- St. Joan of Arc 1st grade visit: Sept 15
- Chicago Metro Fire: Sept 22
- Complete Cleaning: Sept 27
- Riteway Gutters: Sept 27
- Tyco repair: Sept 20

The Digital Outreach team (DOT) met in September to discuss using social media posts as programs and events are happening in the Library and including photos as events happen. Facebook boosts were planned for Star Wars Reads Day the week of October 1st and Library Card Sign-Up Month in September. Twitter was successful last month due to author interactions with our posts. Staff are in the planning stages of video recording story time songs and Reader's Advisory recommendations for LLD YouTube. The DOT are also executing back-to-school posts for parents and caregivers referencing Library resources. The next DOT meeting will be a review of social media procedures for the team.

The LLD Safety Team met to review current maps of emergency equipment locations throughout the Library. Team members are checking departments for new equipment and deciding how best to add information to the current map.

The LLD event planning team met to discuss Star Wars Reads Day (October 7th) and the Library Winter Read program in December. The LLD event planning team has planned Star Wars Reads Day as a fun program for all with a visit from a costumed character, a photo booth, crafts, face painting, plus book and video displays. The event team also began planning Winter Read with a special sign-up day.

I met with department directors to plan Person-In-Charge (PIC) training for staff in October. We discussed the PIC manual and specific areas to cover in the training sessions including policies, procedures, facilities, and emergencies.

St. Joan of Arc first grade classes visited Youth Services on September 15th. I met the teachers, Mrs. McMahon and Mrs. Clark, and thanked them for their visit. The class and teachers were appreciative of the fun story time and Library tour led by Will Savage, Youth Services Director. The teachers commented about the students working on their reading skills and the importance of the students knowing their way around the Youth department. The children were anxious to find the shelves with beginning readers.

Facilities: Tree removal happened October 5th and 6th in two locations on the Library campus. Rotting trees were removed behind the seating area near the southeast side parking lot and near the receiving door on the west side. Stump removal will follow.

Riteway Roofing and Gutters will install new gutters on the south side of the building and also roofing for the storage room later this month.

Monaco Mechanical responded to a boiler alarm for the HVAC system in the west mechanical room. A water pump was reset and tested several times.

The Library maintenance company cleaned the carpeting in the high traffic areas.

Respectfully submitted,

Beth McQuillan

Beth McQuillan



Adult Services Quarterly Report
July –August–September 2017

July:

July marked the conclusion of this year's Summer Read Program, *Reading by Design*. 388 adults, 98 teens, 632 kids, and 80 babies participated in this year's program. Adult patrons read a total of 1,395 titles and wrote 530 reviews. Teens read 403 titles and wrote 75 reviews. The most-read title among adults was *Into the Water* by Paula Hawkins. The most-read author was James Patterson. The most-read title among teens was *All the Broken Pieces* by Ann E. Burg. The most-read author was Rick Riordan. 209 Adults and 47 teens completed the program by reading and logging 4 books.

On Saturday, July 29th, Lisle Library District celebrated another summer of reading with its annual Summer Read Wrap-Up Party. We celebrated this year's program with activities for patrons of all ages. Gnarly Knots distributed soft pretzels from their food truck and Youth Services provided cotton candy. Attendees enjoyed these treats while listening to musician Phillip-Michael Scales, who played contemporary and old-time favorites. Patrons also had the opportunity to craft wildflower seed bombs and get their faces painted. Additionally, Summer Read "fun facts" were displayed throughout the inside of the library: the top 5 most popular adult titles, total number of books read, etc. Perhaps the most popular activity was the dunk tank, in which Mr. Will and Mr. John graciously allowed young readers to dunk them in a tank of cold water. Approximately 300 individuals attended the celebration.

In honor of the Summer Read theme, *Reading by Design*, the Adult prize this year was a DIY coloring tumbler. In order to provide a space where readers could sit and decorate their tumbler, two coloring stations were set up on the Adult Services floor. One station, in front of the Connection Desk, was so popular that we have turned this space into our new "community table." Here we will provide a space for patrons to sit and enjoy some sort of craft or participatory event, rotating the activity or theme on a regular basis. This has become a creative space for our community and has provided the opportunity for patrons to meet new people and open up discussion.

On July 14th, the opening night reception was held for Gallery 777 artist Vicki Frasco. Approximately 30 individuals attended the event.

Lisle Library's Murder Among Friends Mystery Discussion Group hosted another favorite author, Susan Boyer, at their June meeting. Boyer is a USA Today Bestselling author and an Agatha Award winner. 17 individuals were present to meet the author and discuss her novel, *Lowcountry Bombshell*.

August:

In honor of the solar eclipse which occurred on August 21st, Lisle Library District hosted an Eclipse Viewing Party. Xavier Duran, Adult Services Program Coordinator, organized this event

where individuals were invited to view the eclipse from the Library's reading patio. Additionally, LLD distributed 100 pairs of eclipse viewing glasses. The first 50 were offered to the public when the Library opened that morning at 9:30 a.m. By 9:37, they were redeemed. The second 50 were offered at the time of the party and redeemed just as quickly. A reporter from WBBM did a brief report on the event and interviewed Xavier. The atmosphere during the Viewing Party was exciting and friendly. Patrons of all ages gathered to catch glimpses of the eclipse through the clouds and shared glasses with one another.

Our community table featured a puzzle station during the month of August. Much to staff surprise and delight, puzzles proved to be *extremely* popular with our patrons. This activity was so well-received that puzzles were completed earlier than expected and staff had to quickly restock. Individuals of all ages enjoyed this event. Strangers would sit down at the table together and quietly collaborate. Some worked on the puzzles for a few minutes, others stayed for over an hour.

August was a busy month for outreach in the Adult Services Department. Adult Services Paraprofessional, Rochelle Storm, and Teri Zarat of Circulation Services attended Benedictine University's *National Night Out*. Rochelle and Teri spoke to approximately 50 people at this community event while promoting LLD's digital offerings and upcoming programs. Additionally, Jean Demas, Literacy Outreach Librarian, hosted a table at District 203's "Welcome Back Families" event. Jean distributed 30 packets of Literacy/ELD information along with brochures on signing up for a Library card and our newsletter. Lastly, Gail Graziani and Xavier Duran attended Lisle Cruise Nights on Main Street. Here they spoke with members of the community and promoted services and upcoming programs.

August also provided opportunities for Adult Services staff to share their knowledge and experiences with professional peers. Jean Demas gave a presentation called, "Starting a Literacy/English Language Development Program" at the state-wide annual SWANstravaganza Conference held at Moraine Valley Community College. Jean had a full house with 30 library professionals attending her session. Additionally, I co-facilitated an Adult Reading Round Table Book Club Study meeting at the Deerfield Public Library. I was responsible for leading a discussion among fellow book group facilitators on how to discuss Non-Fiction titles in book clubs. Both events allowed staff the opportunity to share success stories from LLD and discuss new ideas with other library professionals.

September:

Adult Services launched a new and exciting program in September- *Book Club in a Bag*. These circulating kits contain 10 copies of a discussion title and a reading guide which includes: discussion questions, an author biography, professional reviews, read-alike suggestions, and book club tips. Book Club in a Bag essentially provides everything needed for patrons hosting a discussion group outside of the Library. To celebrate this new service, the first 12 patrons to check out a Book Club in a Bag received a bottle of sparking juice to share with their discussion group. These kits proved to be extremely popular. As soon as the program was announced via

the Connections Newsletter, staff received several inquiries and compliments in person and over the phone. Additionally, half of the bags were checked out within three weeks of the program's launch date.

In celebration of Hispanic Heritage Month, our community table featured a paper flower craft. Tissue paper and instructions were provided as patrons were invited to create their own flor de papel. The table also included a sign with a brief history of flor de papel, making this activity fun and educational.

Our Family Literacy Class, in partnership with the Ann Reid Early Childhood Center and Naperville School District 203, recommenced after summer break on September 13th. 15 parents and their preschoolers attended this program in which parents receive one hour of Literacy/ELD training while their children are in play groups in the adjoining room. They come together the second hour for parents to show their children what they learned. Additionally, Jean Demas wrote and received a \$1,000 grant from the Illinois Reading Council to purchase materials to support the program which is focusing on social and emotional learning this school year.

On September 8th, the opening night reception was held for Gallery 777 artist Karen Karlowski. Approximately 40 individuals attended the event.

We held our annual library-wide event Ready, Set, Go! on Saturday, September 9th. Ready, Set, Go! is a celebration of the back to school or work season and provides patrons of all ages the opportunity to jump-start their educational and professional careers. This year programming for children was offered during a morning session and adults and teens were invited to participate in the afternoon. Adult Services staff offered a career-building presentation which highlighted helpful Library resources such as lynda.com. Afterwards, patrons were invited to participate in two crafts: a DIY stress ball and washi tape notebooks.

Adult Services staff members, Winona Patterson and Krista Kloepper, visited Villa St. Benedict residents along with Anne Loeding-Foster of Circulation Services. During this outreach, staff signed up 22 individuals for a new or renewed library card. Additionally, Winona and Krista spoke of our Home Delivery service and upcoming Senior Spotlight programs.

Adult Services was very excited to launch new circulating devices during the month of September. Seven Playaway Launchpads were added to the English Language Development collection. These mobile devices are preloaded with learning activities, including programs to improve grammar, writing, listening, and vocabulary. Additionally, two new Kindle Paperwhites were added to our e-reader collection. The eNovels Kindle features titles that were released as "e-only." By making these selections available on a circulating Kindle, patrons will have access to many series novellas that they could not access in print. The Periodicals Kindle features four newspapers and one magazine. Daily issues can be downloaded with a Wi-Fi connection.

Respectfully Submitted,
Elizabeth Hopkins

Youth Services Quarterly Report–October 2017

News and Patron Communications:

- Global Voices continues to be one of the highest utilized sections of the YS collection. With local school districts starting programs to immerse students in other languages, parents look to us to supplement the reading materials offered from school.
- We have begun incorporating the puzzles as part of our storytime activities and in doing so have seen an increase in their circulation. We will be updating that part of the collection with newer items and increasing the volume in order to cater to patron demand.
- As a result of increased storytime attendance for the youngest patrons we have had more and more inquiries regarding a YS level bathroom or diaper changing station.
- Several parents and teachers have commented on the Playaway backpacks that have been part of the collection for nearly a year now. There have been requests for more to be added to the collection and parents have directly attributed their use to an increase in reading comprehension and level in their young readers.

Programs & Community Outreach Highlights:

- The Summer Reading Program wrapped up at the end of July, with a total of 710 children participating in either the Baby or Kids program. Combined, all participants read 359,673 minutes and earned 3,152 badges for completing missions.
- 1000 Books before Kindergarten continues to grow, with nearly 100 participants. We already have two young patrons who have reached their 1000 books goal! The focus of the program is to promote vocabulary and speech recognition in young children before they reach the age of 5.
- Regular storytime sessions have started up again. We typically run 6-8 week sessions, followed by a 2-week break to plan for the following session. Attendance has fluctuated, from 10-12 participants to nearly beyond room capacity. This often depends on the specific day or time of year. Regardless, storytime continues to be our most highly attended and requested program series.
- Outreach storytimes have started up again with the school year resuming. We completed storytimes at Gentle Learning Preschool, Bright Horizons, St. Joan of Arc, Pathway Connections, Kidstreet, Tate Woods, and Dragonfly Landing. We have also had classes visit from St. Joan, Schiesher, and the Ann Reid Early Childhood Center.
- Junior High programming has been attracting more and more attendees in recent months. Programs have included a role playing game group, Fandom Fridays, where different fandoms are highlighted, and Try it Tuesdays, where we give participants a chance to experiment with new technology the Library has acquired.

- Monday Fundays and Terrific Tuesdays continue to be a popular program that highlight the STEAM (science, technology, engineering, art, and math) aspect of current educational standards. Recent topics have included:
 - Strawbees (Engineering)
 - Lego WeDo Projects (Technology, Engineering)
 - Tangrams (Math, Art)
 - Agent 007 (Engineering, Math)

Professional Development:

- As this is my third year of being an officer on the LACONI YS board, I needed to step down from an officer position, but remained a representative. We had one event at the Schaumburg Library in September and are planning on future events in November, February, and April.
- We hosted our annual librarian breakfast, inviting school librarians from around the area to meet and discuss how we can better work together in the coming school year. We had representatives from Tate Woods, Schiesher, Lisle Jr High, and St. Joan of Arc join us.
- On September 22 I attended a meeting hosted by Naperville School District 203. This meeting included other local organizations focused on early childhood education. The goal of the meeting, and subsequent meetings, is to set standards and goals for early childhood development for all students in the community, along with a plan on how those goals will be achieved. I will keep everyone informed as the vision progresses.
- Assistant Director John Ferrari had several IRead meetings, a group for which he is a board member. Most of the meetings involved planning and promotion plans for Summer Reading programs in 2018

Respectfully Submitted,

Will Savage
Director of Youth Services

**Quarterly Board Report
1st Quarter FY17/18
Circulation Services Department**

October 5, 2017

9th Annual “I Love My Lisle Library Card” Business Partnership Program

Thirty-five businesses and nonprofit organizations offered discounts to Lisle Library cardholders in September as part of the “I Love My Lisle Library Card” program. Six businesses were new to the program. We received a variety of donations from the businesses or nonprofit organizations to be given away as prizes during Library events throughout the year (please see below: “National Library Card Sign-up Month Drawing” and “Ready, Set, Go!”). During this year’s program, 184 patrons signed up for new cards and 227 patrons renewed their cards.

At the Circulation Services Desk, staff members have heard many positive comments from patrons. They told us that they look forward to September every year and that they were enjoying using their library cards. In fact, several patrons informed us that they had seen something or heard something about the program in the community and that was one of the reasons they wanted to get a library card.

A special thank you to Circulation Services Paraprofessional, Anne Loeding-Foster, for her outstanding work in coordinating the entire event. And thank you to the Communications Coordinator, Josh Hepler, and to the Circulation Services Department Staff for all of their additional work.

National Library Card Sign-up Month Drawing

We had a total of 423 entries from patrons renewing or signing up for library cards.

Prizes provided by the Business Partnership program participants were:

3rd Prize – Box of Fanny May Candies

2nd Prize – Set of Costco Stoneware Mugs

1st Prize – Flowers of Lisle \$10 Gift Certificate, Oil Depot \$20 Gift Certificate and \$25 Country House Gift Certificate

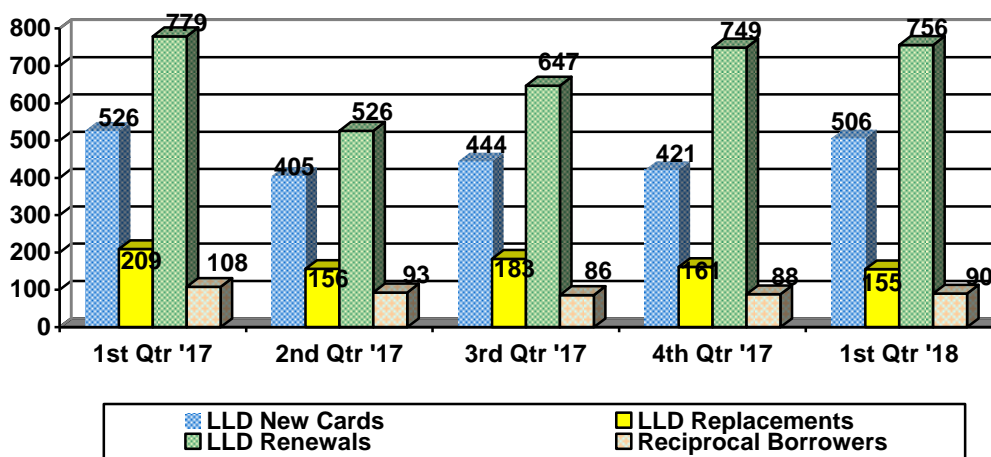
“Ready, Set, Go!”

On Saturday, September 9, Circulation Services staff members were on hand in the Meeting Rooms to register and renew library cards. In addition, prize donations for patrons who signed up were provided by participants in this year’s Business Partnership Program.

Outreach Visits

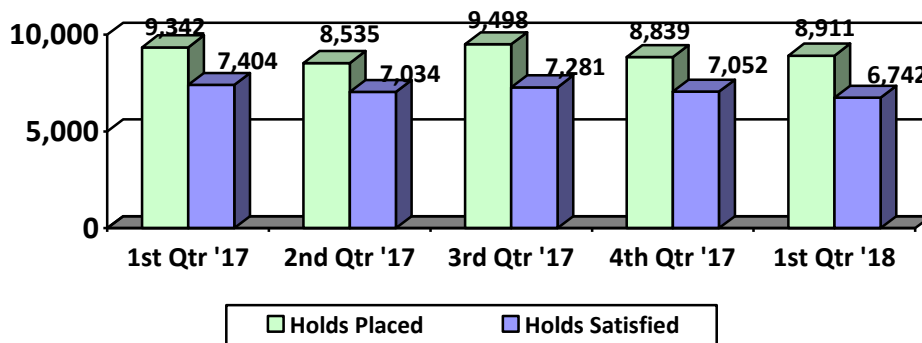
During the First Quarter of FY17-18, Circulation Services staff members visited Benedictine University and Villa St. Benedict Senior Living in order to register new patrons with library cards, renew existing library cards, and to share information about Library services and programming. In addition, staff members were present at the outside portion of the Summer Read Wrap-up Party.

LLD Quarterly Registration Activity

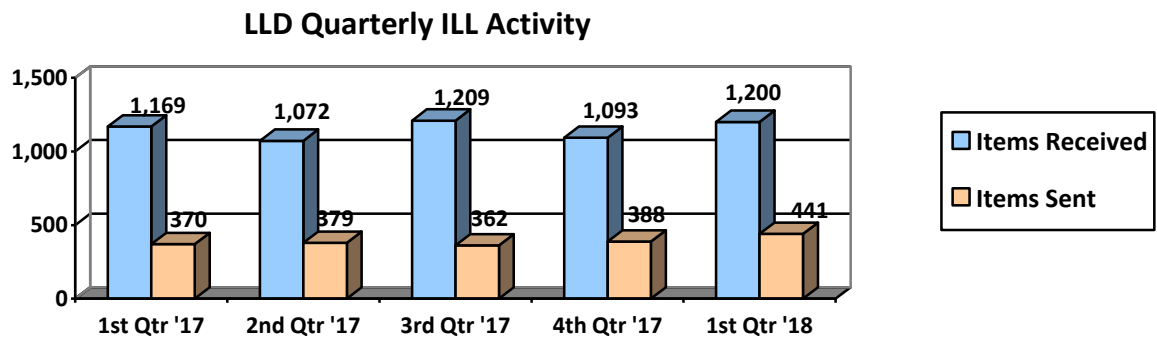


Library-wide holds placed went up this quarter compared to the 4th quarter.

LLD Quarterly Hold Activity



Circulation Services Pages conducted 56 hours of shelf reading and prepared 1,374 carts of items that were shelved during this quarter.



Circulation Services staff members handled 2,295 reference, 5,191 user education, and 1,808 directional/mechanical inquiries from our patrons this quarter. Last year, during the First Quarter, Circulation Services staff members handled 2,315 reference, 4,960 user education, and 1,593 directional/mechanical inquiries from our patrons.

Respectfully Submitted by,

Paul T. Hurt
Director of Circulation Services

First Quarter FY17-18 in Technical Services

During the 1st quarter of the new fiscal year, Technical Services came out from behind the scenes and met with the public through participation in the French Market located in downtown Lisle and the Summer Read Wrap-up celebration held at the Library. We were also able to attend many insightful meetings, webinars, and off-site training to further our knowledge and skills to better serve the public.

Technical Services staffed a booth at the French Market for two Saturdays this summer. Cathi Agostino and Chitra Gnanaratne attended a Saturday in late July and Nancy Frederickson and Natalie Karl attended a Saturday in early September. Staff maintains a booth with brochures highlighting services and events at the Library for adults and children. During the Saturday, July 29th visit, Cathi and Chitra were able to inform residents of the community survey and the Summer Read Wrap-up party. During the Saturday, September 9th visit, Nancy and Natalie highlighted the discounts available through the “I love my Lisle Library” program, as well as other programs for adults and children. The prize wheel from Youth Services is also brought to the French Market with small prizes from past programs, books for all ages, and bookmarks to give away. During the two outreach programs, staff answered questions about programs, book groups, and general Library services and hours. Approximately 65 adults and 35 children stopped by the booth.

Laura Murff participated in the Summer Read Wrap-up party this July. She was able to interact with the patrons by helping out at the circulation station, the arts and crafts wildflower seed bombs, and encouraging the participants at the dunk tank to sink Mr. Will and Mr. John, who graciously volunteered to be dunked. Laura also attended free webinars to learn about new services offered by the Library’s current vendors (Demco, Polaris, and OCLC) to increase visibility of the Library’s collection when searching our catalog and on the internet. She also attend meetings through RAILS and LACONI to discuss current topics affecting Public Library Technical Services departments.

In September through LACONI, Chitra, Nancy, and Natalie attended the program *Anatomy of a MARC Record* at Indian Trails Public Library. The training was given by Catherine Suchy, a professor in the Library Technical Assistant program at Joliet Junior College. The program dissected a MARC record, the machine readable record used for cataloging all material in libraries, for non-catalogers to understand. It is a goal of the Technical Services department to have all staff, even the non-catalogers in the department, be able to interpret and explain parts of a MARC record so as to be of better service to the other Library departments.

This quarter also saw new types of material being added to the collection. In concert with Adult Services, we developed specific cataloging and processing procedures for the new collections of Book Club in a Bag sets and Literacy/ELD lauchpads. In July, we also unveiled our new red “NEW” item labels to much excitement. Now not only does the staff know what month a book, CD, DVD, etc was added to the Library, but the public does too!

Laura Murff

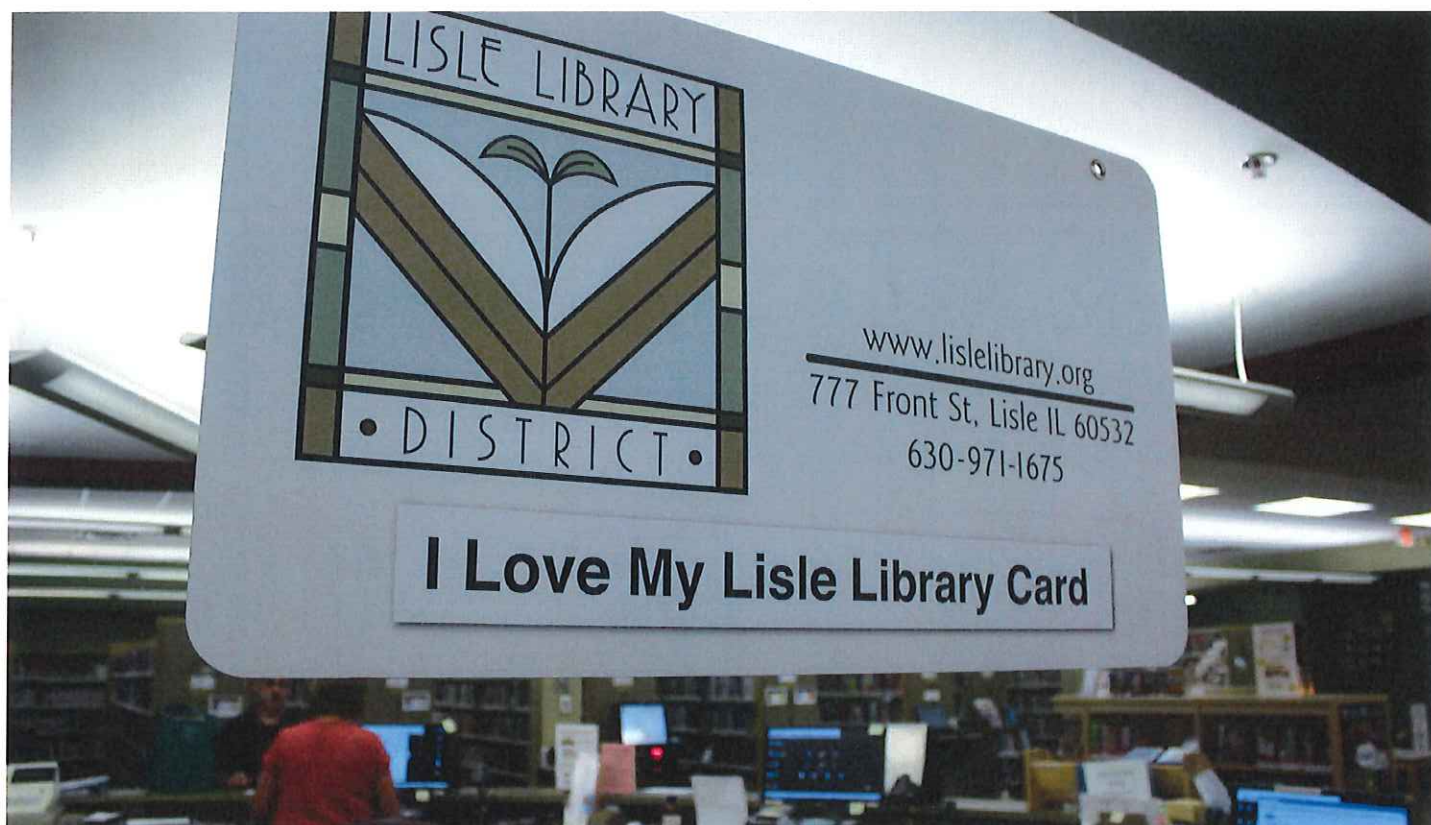
Director of Technical Services

Materials processed this quarter

Adult Services books	2,423
Adult Services AudioVisual	604
Adult Services Periodicals	1,660
Adult Services Total	4,687
Youth Services books	1,159
Youth Services AudioVisual	95
Youth Services Periodicals	68
Youth Services Total	1,322
EMediaLibrary Marc records added	85
Hoopla Marc records added	2,613 (1,065 removed)

Chicago Tribune **NAPERVILLE** SUN

From the community: Lisle Library District Celebrates National Library Card Sign-Up Month



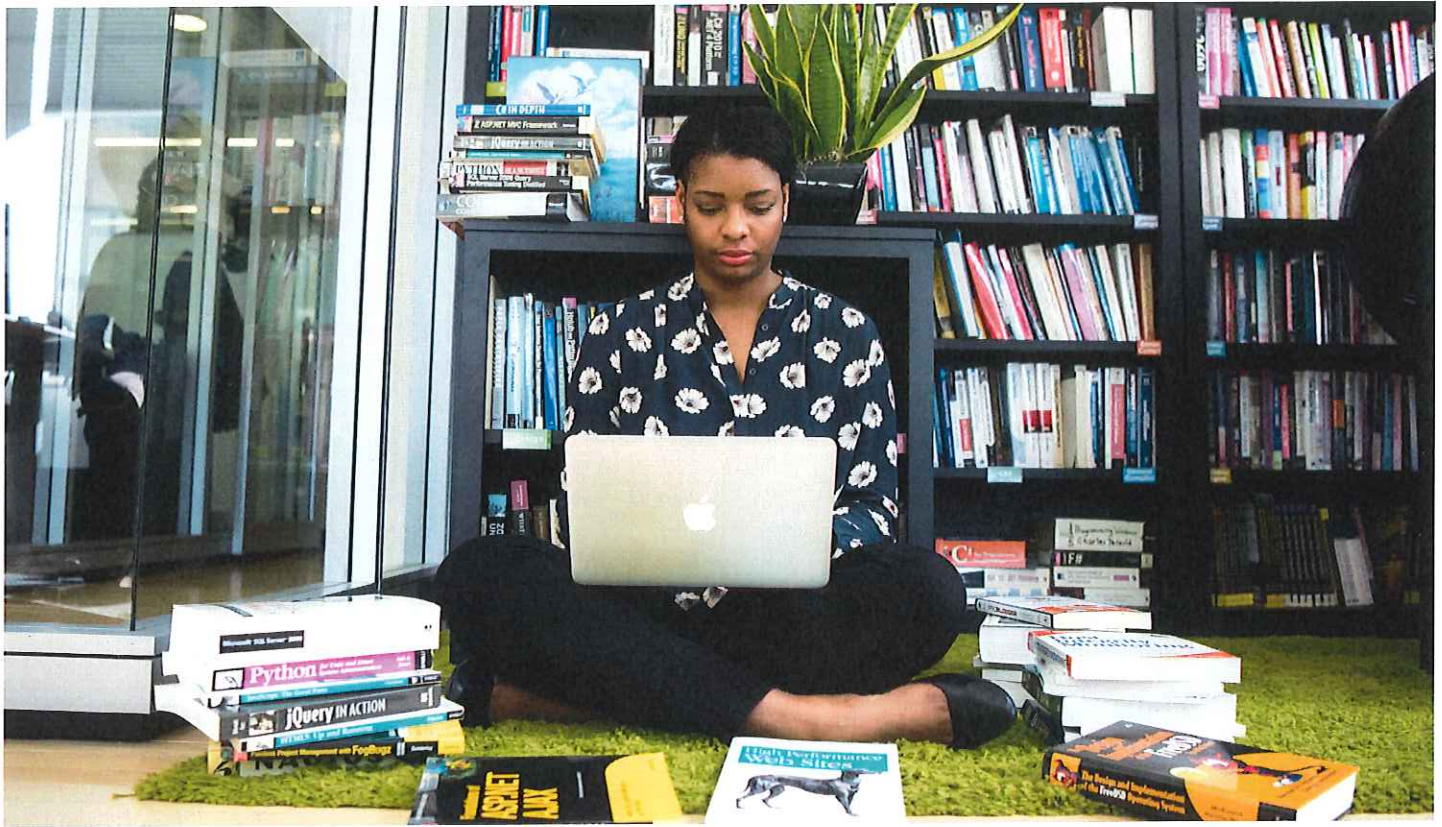
Community Contributor Josh Hepler / September 1, 2017

September is National Library Card Sign-Up Month, and Lisle Library District is celebrating by partnering with local businesses for the “I Love My Lisle Library Card” campaign. The program, now in its ninth year, allows Lisle Library District cardholders to present their Library cards at local businesses and non-profits to receive discounts on goods and services. Over thirty businesses are participating in the partnership. Patrons can visit lislelibrary.org and click the ‘I Love My Lisle Library Card’ link under the ‘Programs’ tab for a complete list of businesses and discounts.

In addition, patrons that register or renew a card in September will be eligible to enter a drawing for a gift package from local businesses. If patrons bring a friend to register, both the patron and their friend will receive two entries for the drawing. The drawing will be held on October 2nd.

To register for a card, residents need to bring a photo ID (such as a driver’s license or state ID) and proof of residence (such as a utility bill or a checkbook). Children under the age of 18 need to have a parent or guardian present when registering.

From the community: Lisle Library District Presents 'Ready Set Go!'



Community Contributor Josh Hepler / September 5, 2017

The first day of Fall is just around the corner. Kids are returning to school, adults are revitalizing their careers, and young adults are returning to college and internships. To help everyone prepare, "Ready, Set, Go!" is returning to the Lisle Library District on September 9th. Whether you're heading to school, college, or work, this all-ages event is designed to give patrons the momentum they need to get back into the swing of things!

Youth! Visit the Library Meeting Rooms from 10:00-12:00 for back-to-school events: a special storytime and craft (10:00 AM - 11:00 AM), Educational Lego Boost engineering, and a chance to make your own Lego mini-figure (11:00 AM - 12:00 PM)!

Adults! Visit the Meeting Rooms from 1:00 PM - 2:00 PM for programs to jump-start your professional life: attend a career-building presentation, create a stress ball or notebook craft, and meet and network with fellow residents, students, and professionals!

During each session, the Library will also hold a drawing for gift certificates donated by local businesses. Please note that patrons must be present to receive a gift certificate.

For more information on using Library resources to enhance your professional or academic life, stop by the Library, call (630) 971-1675, or visit lislelibrary.org. age of 18 need to have a parent or guardian present when registering.

From the community: Lisle Library District Launches 'Book Club in a Bag'



Community Contributor Josh Hepler / September 12, 2017

Book discussion groups have been a long-standing fixture at many libraries, and the Lisle Library District is no exception. Five groups meet at the Lisle Library every month to discuss a variety of genres and titles, from the Nonfiction group “Just the Facts” to the Mystery group “Murder Among Friends.” But what about Library patrons who want to create their own Book Clubs? What if they’d like meet on their own schedules, or meet in their homes or favorite coffee shops? With this in mind, Lisle Library District is launching Book Club in a Bag, starting in September.

Each Book Club in a Bag is a ready-made kit that readers and book club leaders can use to make their next meeting easier. Each kit contains ten copies of a fiction or nonfiction title, specifically selected by Librarians as a great discussion-starter. The kit also includes a reading guide with discussion questions, reviews, read-alike book suggestions, author information, and book club tips. For more information, interested patrons can visit the Library’s Connection Desk or call for more information at (630) 971-1675.

Lisle Library Events

For more information, or to register for any of these events, visit lislelibrary.org or call 630-971-1675

KIDS

Thursday Kids Club

Grades K-2. Registration Required. Meeting Rooms A/B.
4:00-4:45 P.M.



Anything can be discovered between the pages of a book! Every week we will focus on a different theme with books, crafts, science experiments, and more! September's themes are Recycling (September 7),

Apples (September 14) Leaves (September 21) and Birds (September 28).

Funday Monday & Terrific Tuesday

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

Mondays & Tuesdays at the Library combine fantastic fun and STEAM education. This month we delve into Foam Brick Construction (September 5), decipher codes with Agent 007 (September 11 & 12), engineer with Lego WeDO: Speed (September 18 & 19), and design rockets in 3 - 2 - 1 - Launch! (September 25 & 26).

Science Saturday

September 16, 10:30-11:30 AM. Youth Services Activity Room, Grades 3-6.

This month we delve into the science behind everyone's favorite twirlable delicacy in a program we're calling Uh-Oh, Spaghetti-O's. You'll be surprised how strong the pasta we all love really is! Today's program puts it to the test with a variety of strength experiments.



TEENS

YA Try Tuesday: Makey-Makey

Tuesday, September 5, 3:45-6:00 PM.

Want to try Pacman using pennies? Play the piano or drums with bananas? Stop by the Junior High section of the Youth Services Department and try our Makey-Makeys.

Game Night & Nacho Bar!

Sunday, September 10, 1:30-3:00 pm | Meeting Room B

Grab your favorite board game, then stop by the decked-out nacho bar to make a plate full of loaded nachos!! Registration required.

Between the Panels

Thursday, September 14, 4:00-5:00 pm | Meeting Room A or B

Want to read comics, but aren't sure where to start? Love them already and want to share your favorites and get new recommendations? Join our new YA Comic Book Club!



Teen Book Club Planning Meeting

Friday, September 29, 6:30-8:00 pm | Group Study Room

We'll kick off our brand new teen book club by deciding what we want to read, when to meet, and what we want to eat while discussing teen books! Bring your ideas and recommendations.

ADULTS

50+ Mixer!

Thursday, September 14, 1:00-2:30 PM Meeting Room A/B

Get to know the 50+ crowd of Lisle! Join us for an afternoon of fun, flair, and friendship: Attend a presentation on healthy posture, craft your own Scrabble-tile coaster, learn about senior discounts in Lisle, discover 50+ resources at the Library, enjoy light refreshments, and make new friends!



Tutoring Tips

Monday, September 18, 7:00-8:00 PM | Meeting Room B

Fall brings the start of school and the desire to learn. If you are considering becoming a tutor, or are already tutoring, this class will provide valuable tips to help you make a difference in someone's life.

Drop-in: Illinois Master Gardeners Help Desk!

Thursday, September 28, 6:00-8:00 PM | Foyer

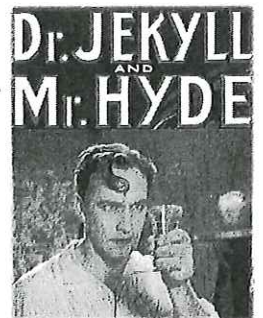
Have a question about gardening in Autumn? Stumped by your soil? Feel free to bring questions, plant samples, or pictures and let the Master Gardeners answer your most perplexing gardening quandaries.

Horrorween: Dr. Jekyll and Mr. Hyde

Fridays, September 29, October 6, 27 6:15-8:15 PM

Meeting Room B

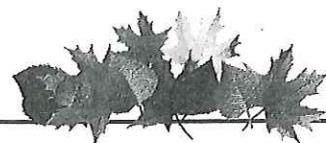
We are delving deep into the exploration of good and evil this year during our annual Horrorween film fest. After viewing each film, our Monster Movie Maestro, Richard Flint, will use his horror movie expertise to highlight fun and interesting facts about three major Hollywood versions of Dr. Jekyll and Mr. Hyde.



LITERACY

New Launchpads in Literacy/ELD!

Take a look at the new Playaway Launchpads available on our Literacy/English Language Development (ELD) shelves. These kits contain a mobile device, similar to a Kindle or Nook, preloaded with learning activities, including programs to improve grammar, writing, listening, and vocabulary, and games such as crossword puzzles and brainteasers. Try one today!



Chicago Tribune NAPERVILLE SUN

From the community: Star Wars Reads Comes to Lisle Library District



Community Contributor Josh Hepler / September 28, 2017

On Saturday, October 7th, the Lisle Library District is celebrating Star Wars Reads Day! This annual event combines Star Wars-themed fun with a celebration of books and reading. The event runs from 12:00 - 3:00 PM. It will feature crafts for adults and kids, face painting, Star Wars trivia, a showing of *The Force Awakens* (starting at 2:00 PM), and a huge variety of Star Wars books and other materials to check out. There will also be an Intergalactic Photobooth, so costumes are enthusiastically encouraged. The event is designed to be drop-in friendly, so Library-goers can stay for the whole event, or just a little while.

R17-06
RESOLUTION TO DETERMINE ESTIMATE OF FUNDS
NEEDED FOR 2017-2018 FISCAL YEAR

WHEREAS, The Lisle Library District must file on or before December 26, 2017, its Levy Ordinance for the 2017-2018 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law (35 ILCS 200/18-55 et. seq.), the Lisle Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be raised by taxation for the 2017-2018 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Lisle Library District that the amount of money estimated to be raised by taxation for the 2017-2018 fiscal year upon the taxable property in said Library District shall not exceed \$5,120,000.00.

ADOPTED this 11th day of October, 2017 pursuant to a vote as follows:

AYES: _____ NAYS: _____ ABSENT: _____

Jay Fisher, President of the Board

ATTEST:

Liz Sullivan, Secretary of the Board

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION

I, Liz Sullivan, Secretary of the Board of Trustees of the Lisle Library District, DuPage County, Illinois, do hereby certify that at a regular meeting of said Board of Trustees held on the 11th day of October, 2017, the foregoing resolution: R17-06 RESOLUTION TO DETERMINE ESTIMATE OF FUNDS NEEDED FOR 2017-2018 FISCAL YEAR was duly passed by the Board of Trustees.

Liz Sullivan
Secretary, Board of Trustees Lisle
Library District
DuPage County, Illinois

The following is an example of what the LLD Board of Trustees may use in seeking proposals from local attorneys. This draft has been prepared for the Board to review, edit, refine and discuss.

This draft is not to be confused with a draft for a formal call for bids or for contractual work requiring public posting – per LLD Policy 705. This draft serves as a prospective invitation-only RFP addressed to specific candidates as determined by the LLD Board of Trustees.

DRAFT LISLE LIBRARY DISTRICT REQUEST FOR PROPOSALS (RFP) FOR LEGAL COUNSEL

Date _____

Name of Attorney/Firm _____

Address _____

Mr/Ms/Firm _____:

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

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

LLD:

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

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

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

SCOPE OF WORK:

The attorney/firm shall be required to perform legal services for the LLD Board of Trustees and Library Director on an as-needed basis. The scope of work includes, but is not limited to:

- Represent the LLD in mediation, arbitration, court proceedings, etc.
- Provide legal research and advisory opinions
- Review and/or draft contracts, intergovernmental agreements, ordinances, resolutions, policies and other relevant documents

- Be available to attend meetings of the LLD Board of Trustees as required
- Be available for meetings (in-person or via telephone) with the Board President and/or the Library Director
- Advise the LLD of changes in county, state and federal law and regulations, as well as court decisions, which will or may impact the LLD
- Provide authority statements as required for financial audits and other compliance obligations
- Provide counsel on matters related to the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA)
- Provide counsel on matters related to personnel including staff relations, grievances, settlements, discipline, compliance regarding policies and procedures
- Provide counsel on Board relations and all matters relevant to elected Library officials including providing a legal orientation for newly elected Trustees
- _____
- _____

QUALIFICATIONS:

Attorneys of the firm who provide legal services must be properly licensed by the State of Illinois to practice law. The responding attorney shall supply the LLD Board of Trustees with a resume that includes a minimum of _____ years of experience in the representation of public agencies, including district libraries.

PROPOSAL REQUIREMENTS:

Attorneys responding to this RFP must submit the proposal via e-mail. A response to this RFP must include the following:

- A signed, letter of interest with expressed understanding of the services required
- Resume
- Response to the LLD questions (below)

LLD QUESTIONS/DETAIL:

1. Describe you/your firm's background and any information applicable to the scope of work requirements as described in this RFP. Please indicate any unique services you/your firm provide/s
2. Are there any potential conflict of interest issues regarding you/your firm in providing legal counsel to the Lisle Library District?
3. Please list all public libraries you/your firm represents in DuPage County or Illinois? _____?
4. Please provide 3 public agency references; one (____two?____) of which must be a public library
5. Describe your/your firm's procedure in a case where you may not be available to represent/advise the LLD due to unforeseen circumstances
6. Describe the professional liability insurance coverage that you/your firm carry
7. Please detail your/your firm's invoicing/billing rates
8. Describe how you/your firm handle case referral/collaboration with respect to invoicing/billing clients
9. _____
10. _____

PROPOSAL SUBMISSION:

Please submit proposals to _____ via e-mail (____@lislelibrary.org) in PDF format no later than _____ p.m., on _____, 2017. Please reference "LEGAL COUNSEL RFP" in the subject line. Confirmation will be sent upon receipt. Proposals will be kept confidential during the review process. Upon completion of the selection process, response contents may be subject to public disclosure. Questions and requests for clarifications regarding this RFP shall be sent to _____. Responding attorneys may not contact individual LLD Trustees or staff members other than the contact person specified above during this submission period.

PROCESS:

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

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

The LLD Board of Trustees anticipates making a selection by _____ *date certain? month?* _____, 2018. All candidates will be notified of the Board's decision within 3 (5?) business days after official selection.

Thank you for your time and interest should you decide to respond to this RFP. We look forward to hearing from you.

Sincerely,

The LLD Board of Trustees

Jay Fisher, President | LLD Board of Trustees

Tatiana Weinstein, Director | LLD



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	150.00	
TRUSTEE REIMBURSEMENT	Estimated \$	Actual \$
Travel fare: Airplane/taxi/train etc.		
Personal vehicle mileage (miles x .535) TOTAL MILES: 60.6 w/documentation, see below	32.42	
Tolls 2.85 x 2 =	5.70	
Parking fees —		
Meals		
Lodging		
Other (Please explain)		
TOTAL TRUSTEE REIMBURSEMENT	\$ 38.12	\$
TOTAL EXPENSES FOR EVENT: Reimbursement + Registration	\$ 188.12	\$

Name of reimbursement requestor: Jay Fisher PRINT SIGN

Title/Office held: President LLD Board

Date of request: 9/13/17

Name/Title of official business event: ILA Conference

Location of official business event – city/state/arena, agency, etc... Tinley Park Conference Ctr

Date/s of official business event: one day Thursday 10/12/17

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.

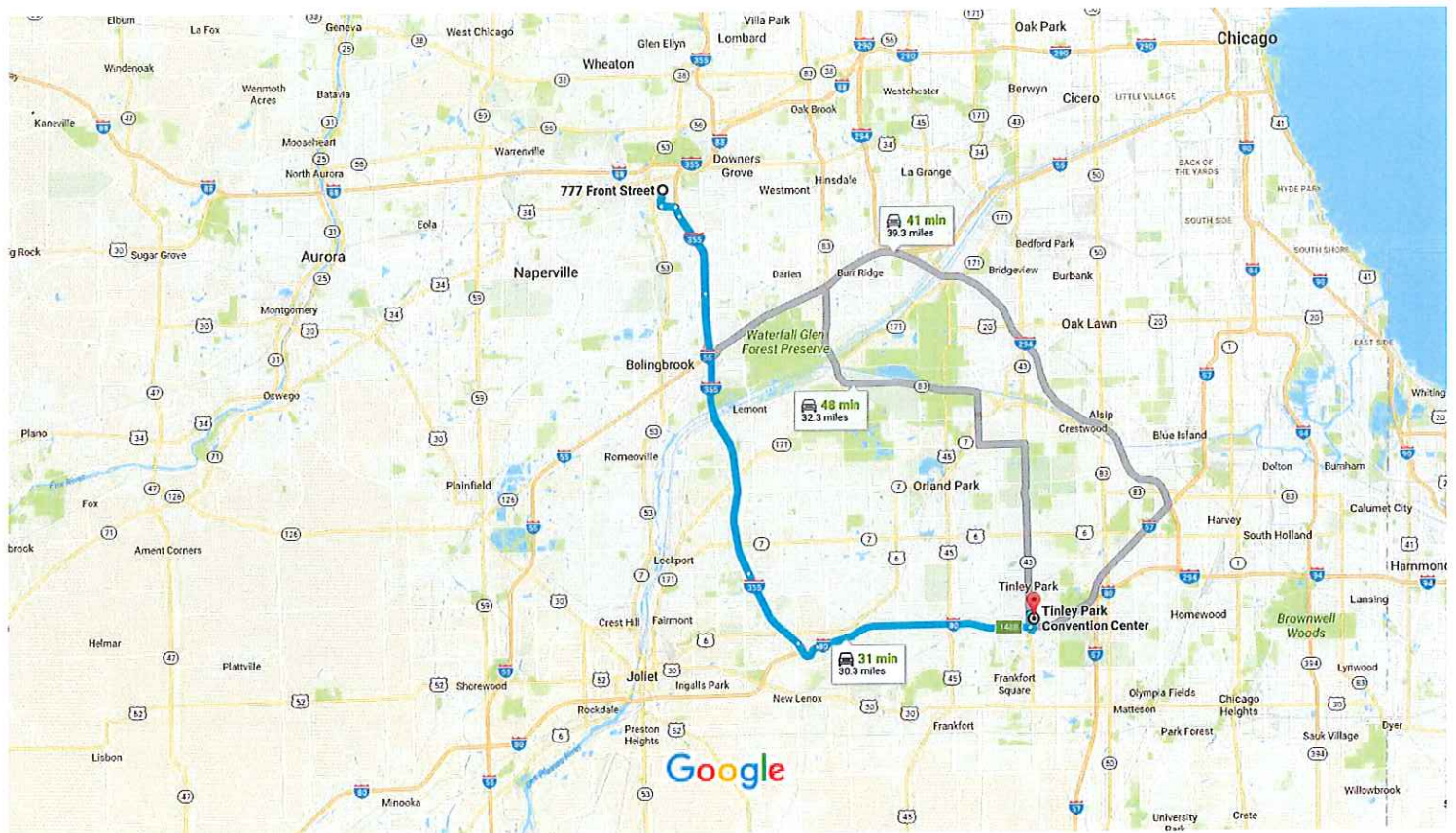
Please attach a printout from an online direction tool (Google Maps, Mapquest, etc) marking your starting point address and destination address, indicating total miles if requesting mileage reimbursement.

*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.



777 Front St, Lisle, IL 60532 to Tinley Park Convention Center

Drive 30.3 miles, 31 min



Map data ©2017 Google United States 2 mi

777 Front St

Lisle, IL 60532

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









5 min (1.7 mi)

- ↑ 1. Head west on Front St toward Kingston Ave 272 ft
 - ↩ 2. Turn left onto Kingston Ave 0.7 mi
 - ↩ 3. Turn left onto Maple Ave 0.6 mi
 - ↗ 4. Turn right onto the Interstate 355 S ramp to Joliet 0.4 mi
- ⚠ Toll road




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

25 min (27.8 mi)

- ↗ 5. Merge onto I-355 S 3.2 mi
- ⚠ Toll road

6.  Keep left at the fork to stay on I-355 S
 Toll road
11.2 mi
7.  Keep left to stay on I-355 S
 Toll road
3.4 mi
8.  Use the left 2 lanes to take the Interstate 80 E exit toward Indiana
 Toll road
1.2 mi
9.  Merge onto I-80 E
8.4 mi
10.  Take exit 148B to merge onto IL-43 N/Harlem Ave
0.4 mi

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

-  Merge onto IL-43 N/Harlem Ave
2 min (0.9 mi)
0.5 mi
12.  Turn right onto 183rd St
0.1 mi
13.  Turn right at the 1st cross street onto Convention Center Dr
0.2 mi

Tinley Park Convention Center

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 notices regarding your route.