

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on November 13, 2019 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT BOARD MEETING November 13, 2019 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. President Hummel and Trustee Sullivan reviewed the October billings in November
 - b. Treasurer Norton and Trustee Duffy will review the November billings in December
4. Consent Agenda - Action Required
 - a. Approve Minutes of the October 9, 2019 Board Meeting
 - b. Acknowledge Treasurer's Report, 10/31/19, Investment Activity Report, 10/31/19, Current Assets Report, 10/31/19, Revenue Report, 10/31/19, and Expense Report, 10/31/19
 - c. Authorize Payment of Bills, 11/13/19
5. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
6. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
7. Unfinished Business
8. New Business
 - a. Adopt Ordinance 19-04: Levy - Action Required
Annual ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2019 and ending June 30, 2020.
 - b. Approve Certification of Compliance with TITA - Action Required
Annual certificate of compliance with the truth in taxation law.
 - c. Approve Illinois Municipal Retirement Fund (IMRF) contribution - Action Required
Affirm 19/20 budgeted \$50,000 funding to IMRF for retirement and disability benefits.
 - d. Approve LLD Policy 635: Signs and Displaying Promotional Literature and Materials - Action Required
Accept merge of LLD Policies 640 and 635, with modifications, to new LLD Policy 635: Signs and Displaying Promotional Literature and Materials
 - e. Approve LLD Policy 610: Patron Code of Conduct - Action Required
Accept modifications to LLD Policy 610: Patron Code of Conduct.
 - f. Approve LLD Policy 201: Board of Trustees Code of Conduct & Ethics - Action Required
Accept LLD Policy 201: Board of Trustees Code of Conduct & Ethics.
 - g. Approve LLD Policy 705: Construction, Capital Improvements, and Contractual Services - Action Required
Accept modifications to LLD Policy 705: Construction, Capital Improvements, and Contractual Services.
 - h. Trustee conference reports
Reports by Trustees who attended the 2019 ILA Annual Conference.
9. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
October 9, 2019 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Will Savage - Director of Youth Services
Michael Del Valle - Auditor, Lauterbach & Amen, LLP

2. Opportunity for visitors to speak

Two visitors addressed the Board. The first visitor stated she was impressed that the Board moved forward with the HVAC project. She also commented about Board discussion regarding a downtown option for the Library and stated concerns regarding traffic and patron safety. The second visitor commented that he had concerns regarding a downtown plan because he wanted to ensure that the Library had total control over its building and land. He stated that he was impressed that the Board is discussing the building's deficiencies and looking to solve the facility's problems to better serve the community.

3. Assignments for reviewing monthly accounts payable

- a. Vice President Bartelli and Trustee Larson reviewed the September billings in October
- b. President Hummel and Trustee Sullivan will review the October billings in November

4. Consent Agenda

- a. Approve Minutes of the September 18, 2019 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 18, 2019 Board Meeting
- c. Approve Minutes of the September 26, 2019 Special Board Meeting
- d. Acknowledge Treasurer's Report, 08/31/19, Treasurer's Report, 09/30/19, Investment Activity Report, 09/30/19, Current Assets Report, 09/30/19, Revenue Report, 09/30/19, and Expense Report, 09/30/19
- e. Authorize Payment of Bills, 10/9/19

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

Roll Call Vote - All Aye. The motion passed.

President Hummel asked for a motion to move agenda item 8a to be the next agenda item.

MOTION: Treasurer Norton made a motion to move item 8a up to the next item on the agenda. Trustee Sullivan seconded.

Voice Vote - All Aye. The motion passed.

5. Accept Annual Audit - Action Required

Michael DeValle from Lauterbach & Amen introduced himself to the Board. Mr. DeValle provided an overview of the audit.

Discussion: Trustee Duffy asked for a recommendation regarding the timeline for an updated appraisal. Mr. DeValle stated that there is no set timeline to obtain an appraisal and that it is at the discretion of the LLD. Trustee Sullivan asked about Mr. DeValle's comment regarding IMRF. Mr. DeValle clarified his statement.

President Hummel asked for a motion to accept the annual audit.

MOTION: Trustee Sullivan moved to accept the annual audit. Trustee Larson seconded.

Roll Call Vote - All Aye. The motion passed.

6. Committee Reports

- a. Finance - Treasurer Norton stated the Committee met on September 24th and provided an overview of that meeting. Treasurer Norton stated that the Committee does not have a meeting scheduled.

Discussion: Trustee Sullivan asked how long the Library has worked with Ehlers. Director Weinstein and President Hummel estimated 6 years. Trustee Sullivan asked if the Library was planning to assess new investment firms. Treasurer Norton stated that due to a significant retirement at Ehlers, and because the LLD has recently hired Sikich to undertake financial tasks, that the LLD would reevaluate investment firms at a later date.

- b. Personnel/Policy - The Committee did not meet. Secretary Swistak read a list of available dates/times and asked members which date was best for the next meeting. The Committee members agreed to meet on Wednesday, November 6th at 6pm.
- c. Physical Plant - The Committee did not meet. Vice President Bartelli stated that the Committee does not have another meeting scheduled.

7. Staff Reports

Director Weinstein mentioned that the IL Per Capita Grant application deadline was approaching and that Board members will soon have assignments to complete the Trustee portion of the application. The Director provided updates on the My Library Rewards reading incentive program. She also stated there have been some inconsistencies regarding the new people-counter, and that Assistant Director McQuillan would have more information in her report.

Discussion: Trustee Sullivan asked if the Board would receive a report on database usage. Director Weinstein stated that the Board was provided a report last January, and that she would provide an update report this coming January. President Hummel referred to the Lisle Woman's Club 56th anniversary mention included in the Director's report.

Trustee Duffy asked about public restroom cleanliness and costs related to more cleaning. Vice President Bartelli asked about onsite custodial staff and LLD Facility Monitors. Assistant Director McQuillan explained the various job duties of the Facility Monitors.

Assistant Director McQuillan explained the current problems with the people-counter.

Secretary Swistak complimented the new outdoor book drops.

Trustee Sullivan wanted to know if the Board would agree to eliminate some of the pages from the financial reports in the Board packet and keep the summaries. Board members agreed to keep the packet as-is, but to print the packet double-sided for the next month.

Trustee Duffy asked about attendance numbers for the Youth Services Saturday programming. Will Savage discussed the increase in attendance at Saturday programming. Trustee Duffy asked about the new outreach opportunities mentioned in the Youth Services Quarterly Report. Will Savage expanded on the new outreach opportunities.

Trustee Sullivan voiced concerns regarding reciprocal patrons being able to schedule a 30 minute appointment with a librarian. Director Weinstein explained that other libraries perform this service and that many reference transactions at the LLD occur without appointments and they may last 20-30 minutes. Trustee Sullivan commented that she found this to be an operational inefficiency. President Hummel stated that the Board will look into overall efficiencies once facility plans commence.

President Hummel mentioned the collaboration with the Lisle Park District and a young LLD patron regarding an Eagle Scout project installing “mini-branch” libraries at various parks throughout Lisle.

8. Unfinished Business - None

9. New Business

- a. Approve Resolution 19-07: Resolution to Determine Estimate of Funds - Action Required

MOTION: Trustee Duffy moved to approve Resolution 19-07: Resolution to Determine Estimate of Funds. Secretary Swistak seconded.

Roll Call Vote - All Aye. The motion passed.

10. Opportunity for Trustee comments (five minutes)

Secretary Swistak commented about the Saturday Youth Services programming; Cookies & Crayons and STEM. She was happy to see Library staff doing outreach at the Lisle Park District. Treasurer Norton mentioned she appreciated the thoughtful public comments. She said she'd like the Board to consider honoring the history of the LLD in a more permanent way. Trustee Larson suggested having a special event to honor the history of the Library. Trustee Duffy commented on the 2020 Census. Director Weinstein stated that Librarians are training for the 2020 census and anticipate patrons coming in to fill out the census online. Vice President Bartelli stated she was impressed with the Library's new auditor. She also mentioned she appreciates the automatic renewals. She also mentioned the ComEd energy efficiency program facility assessment and recommended it be addressed at an upcoming Physical Plant Committee.

11. Adjourn

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

Voice Vote - All Aye

The meeting adjourned at 8:24 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 13, 2019.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of October 31, 2019

Fund Name	Cash Balance 10/31/19	Financial Assets %	Financial Assets %
Corporate	7,432,303.20	62.83%	88.18%
Building Maintenance	0.00	0.00%	0.00%
IMRF	358,215.65	3.03%	4.25%
FICA	218,184.50	1.84%	2.59%
Working Cash	419,883.41	3.55%	4.98%
Subtotals	8,428,586.76	71.25%	100.00%
Special Reserve	3,400,703.00	28.75%	0.00%
	11,829,289.76	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

[illegible]

[illegible]

3

Lisle Library District
Revenues through October 31, 2019 (33.0% of FY 19-20)
Special Reserve Only

REVENUES		Current Month October 2019	YTD July - June 2019-2020	YTD Jul - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,981.44	\$20,451.47	\$17,928.59	\$35,000.00	58.43 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$100,000.00	\$100,000.00	\$300,000.00	33.33 %
TOTAL INTEREST & CASH DONATION		\$29,981.44	\$120,451.47	\$117,928.59	\$335,000.00	35.96 %
TOTAL REVENUES		\$29,981.44	\$120,451.47	\$117,928.59	\$335,000.00	35.96 %

Lisle Library District

Revenues through October 31, 2019 (33.0% of FY 19-20)

No Special Reserve reflected

REVENUES		Current Month October 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	\$100,558.06	\$3,893,011.40	\$3,818,661.19	\$3,966,823.34	98.14 %
30-01-4413-00	Tax Levy - .02 Building/Maint.	\$0.00	\$0.00	\$150,558.59	\$0.00	0.00 %
40-01-4414-00	Tax Levy - IMRF	\$1,292.44	\$50,035.57	\$150,870.93	\$50,984.25	98.14 %
45-01-4415-00	Tax Levy - FICA	\$3,215.34	\$124,478.74	\$133,163.19	\$126,838.87	98.14 %
TOTAL TAX LEVY		\$105,065.84	\$4,067,525.71	\$4,253,253.90	\$4,144,646.46	98.14 %
BACK TAXES						
10-01-4441-00	Back Taxes - Corp.	\$0.00	\$0.00	\$2,065.96	\$0.00	0.00 %
30-01-4443-00	Back Taxes - .02 Building/Maint	\$0.00	\$0.00	\$60.55	\$0.00	0.00 %
40-01-4444-00	Back Taxes - IMRF	\$0.00	\$0.00	\$97.82	\$0.00	0.00 %
45-01-4445-00	Back Taxes - FICA	\$0.00	\$0.00	\$74.66	\$0.00	0.00 %
TOTAL BACK TAXES		\$0.00	\$0.00	\$2,298.99	\$0.00	0.00 %
TIF SURPLUS						
10-01-4455-00	TIF-Surplus Corp	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
Total TIF SURPLUS		\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax - Corp	\$4,659.31	\$7,657.60	\$5,139.67	\$12,000.00	63.81 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$268.90	\$441.93	\$296.62	\$600.00	73.66 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$42.25	\$69.44	\$46.60	\$100.00	69.44 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX		\$4,970.46	\$8,168.97	\$5,482.89	\$12,700.00	64.32 %
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	\$13,333.48	\$43,943.76	\$36,178.03	\$82,000.00	53.59 %
30-02-4474-00	Interest Earned - .02 B/M	\$0.00	\$0.00	\$419.94	\$0.00	0.00 %
40-02-4475-00	Interest Earned - IMRF	\$921.01	\$3,035.43	\$1,853.54	\$4,500.00	67.45 %
45-02-4476-00	Interest Earned - FICA	\$418.79	\$1,380.22	\$918.40	\$2,500.00	55.21 %
80-02-4482-00	Interest Earned - Working Cash	\$1,070.58	\$3,528.36	\$2,146.50	\$4,500.00	78.41 %

Lisle Library District

Revenues through October 31, 2019 (33.0% of FY 19-20)

No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
TOTAL INTEREST INCOME	\$15,743.86	\$51,887.77	\$41,516.41	\$93,500.00	55.49 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$0.00	\$0.00	\$1,542.44	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$699.46	\$10,295.75	(\$6,294.06)	\$25,000.00	41.18 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$699.46	\$10,295.75	(\$6,294.06)	\$25,000.00	41.18 %
DESK INCOME					
10-03-4531-00 Lost Books	\$140.43	\$549.41	\$1,077.80	\$3,000.00	18.31 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$1,923.77	\$8,587.63	\$13,940.95	\$35,000.00	24.54 %
TOTAL DESK INCOME	\$2,064.20	\$9,137.04	\$15,018.75	\$38,250.00	23.89 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$0.00	\$444.16	\$397.08	\$1,000.00	44.42 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$0.00	\$2,708.00	\$1,000.00	0.00 %
TOTAL UNRESTRICTED INCOME	\$0.00	\$36,074.16	\$38,735.08	\$2,000.00	1,803.71 %
TOTAL REVENUES	\$128,543.82	\$4,183,089.40	\$4,351,554.40	\$4,351,096.46	96.14 %

Lisle Library District
Expenses through October 31, 2019 (33.0% of FY 19-20)
Special Reserve Only

	Current Month October 2019	YTD July - June 2019-2020	YTD July - June 2018-2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$11,275.00	\$23,657.50	\$0.00	\$345,000.00	6.86 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$140,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$3,500.00	\$30,000.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$4,250.00	\$0.00	\$75,000.00	5.67 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$11,275.00	\$27,907.50	\$3,500.00	\$590,000.00	4.73 %
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	\$11,275.00	\$27,907.50	\$3,500.00	\$600,000.00	4.65 %

Lisle Library District

Expenses through October 31, 2019 (33.0% of FY 19-20)

No Special Reserve reflected

ALL EXPENSES	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$33,965.52	\$177,745.20	\$145,172.58	\$538,996.84	32.98 %
10-10-5603-20 Adult Services - Reg. Hours	\$46,782.51	\$187,210.46	\$159,034.13	\$561,938.59	33.32 %
10-10-5603-30 Youth Services - Reg. Hours	\$32,921.34	\$130,078.11	\$96,602.93	\$398,744.11	32.62 %
10-10-5603-50 Technical Services - Reg. Hours	\$22,604.92	\$88,903.22	\$84,010.93	\$279,943.69	31.76 %
10-10-5603-60 Circulation - Reg. Hours	\$38,575.17	\$157,826.64	\$140,369.40	\$482,446.73	32.71 %
10-10-5613-10 Administrative - Sunday Hrs.	\$0.00	\$0.00	\$498.62	\$0.00	0.00 %
Total Salaries	\$174,849.46	\$741,763.63	\$625,688.59	\$2,262,069.96	32.79 %
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	\$4,009.90	\$19,657.70	\$18,162.56	\$65,000.00	30.24 %
10-10-5621-20 Hosp. Ins. - Adult Serv.	\$10,265.92	\$38,569.74	\$30,583.52	\$105,000.00	36.73 %
10-10-5621-30 Hosp. Ins. - YS	\$4,641.56	\$17,287.52	\$14,435.52	\$50,000.00	34.58 %
10-10-5621-50 Hosp. Ins. - Tech	\$3,129.66	\$11,325.05	\$12,422.96	\$40,000.00	28.31 %
10-10-5621-60 Hosp. Ins. - Circ	\$4,692.55	\$18,755.96	\$18,123.28	\$60,000.00	31.26 %
10-10-5622-10 Dental Ins. - Admin.	\$212.69	\$1,097.17	\$1,479.42	\$4,000.00	27.43 %
10-10-5622-20 Dental Ins. - Adult Serv	\$666.79	\$2,479.38	\$2,692.87	\$7,000.00	35.42 %
10-10-5622-30 Dental Ins. - YS	\$254.70	\$680.57	\$724.39	\$2,000.00	34.03 %
10-10-5622-50 Dental Ins. - Tech	\$298.03	\$1,136.55	\$1,360.16	\$3,000.00	37.89 %
10-10-5622-60 Dental Ins. - Circ	\$259.56	\$1,074.72	\$1,433.46	\$4,000.00	26.87 %
Total Health & Dental Ins.	\$28,431.36	\$112,064.36	\$101,418.14	\$340,000.00	32.96 %
Other Staff Benefits					
10-10-5646-00 5646 Unemployment Compensat	\$208.18	\$736.27	\$206.95	\$4,000.00	18.41 %
10-10-5623-00 CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits	\$208.18	\$736.27	\$206.95	\$4,870.00	15.12 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$2,529.74	\$13,275.75	\$10,781.06	\$40,000.00	33.19 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,362.75	\$13,457.21	\$11,296.78	\$40,000.00	33.64 %

Lisle Library District
Expenses through October 31, 2019 (33.0% of FY 19-20)
 No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
45-10-5625-30 FICA Expense - Youth Services	\$2,480.57	\$9,805.89	\$7,324.92	\$30,000.00	32.69 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,694.98	\$6,671.67	\$6,152.58	\$22,000.00	30.33 %
45-10-5625-60 FICA Expense - Circulation	\$2,875.79	\$11,772.93	\$10,443.35	\$41,048.35	28.68 %
Total FICA Expenses	\$12,943.83	\$54,983.45	\$45,998.69	\$173,048.35	31.77 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$2,119.44	\$11,203.23	\$11,827.83	\$41,000.00	27.33 %
40-10-5628-20 IMRF Expense - Adult Servs	\$3,134.43	\$12,543.12	\$14,553.28	\$46,000.00	27.27 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,111.29	\$8,329.10	\$7,418.58	\$34,000.00	24.50 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$1,514.53	\$5,956.52	\$7,872.56	\$25,000.00	23.83 %
40-10-5628-60 IMRF Expense - Circulation	\$1,854.99	\$7,567.49	\$8,163.24	\$30,000.00	25.23 %
Total IMRF Expenses	\$10,734.68	\$45,599.46	\$49,835.49	\$176,000.00	25.91 %
TOTAL EMPLOYEE COSTS	\$227,167.51	\$955,147.17	\$823,147.86	\$2,955,988.31	32.31 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$0.00	\$1,350.00	\$900.00	\$5,400.00	25.00 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$678.58	\$2,249.90	\$2,126.04	\$8,000.00	28.12 %
10-20-5653-00 Utilities - Gas	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00 %
10-20-5654-00 Utilities - Sewer & Water	(\$224.14)	\$386.60	\$546.85	\$2,900.00	13.33 %
10-20-5655-00 Utilities - Electric	\$117.61	\$11,869.59	\$14,117.07	\$52,000.00	22.83 %
10-20-5656-00 Verizon	\$0.02	\$324.19	\$200.54	\$1,500.00	21.61 %
Total Utilities	\$572.07	\$17,990.28	\$19,700.50	\$79,110.00	22.74 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$1,200.00	\$1,200.00	\$5,000.00	24.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$2,007.23	\$6,021.69	\$11,008.40	\$37,500.00	16.06 %
10-20-5662-00 Maint Contr. - Landscape Serv.	\$987.50	\$3,083.50	\$2,962.50	\$40,000.00	7.71 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$309.65	\$2,634.39	\$2,707.44	\$9,000.00	29.27 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,384.95	\$11,913.75	\$4,236.50	\$83,700.00	14.23 %

Lisle Library District

Expenses through October 31, 2019 (33.0% of FY 19-20)

No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-20-5665-00 Rubbish Removal	\$226.41	\$1,385.05	\$788.96	\$2,500.00	55.40 %
Total Maintenance and Repairs	\$5,915.74	\$26,238.38	\$22,903.80	\$177,700.00	14.77 %
TOTAL BUILDING COSTS	\$6,487.81	\$44,228.66	\$42,604.30	\$256,810.00	17.22 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$675.17	\$2,137.37	\$1,009.79	\$4,500.00	47.50 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,205.00	\$4,410.00	\$4,340.00	\$18,000.00	24.50 %
10-25-5711-00 Postage Special Serv	\$1,100.00	\$3,306.08	\$3,299.33	\$8,500.00	38.90 %
10-25-5712-00 Printing	\$128.00	\$128.00	\$69.00	\$1,000.00	12.80 %
Total Postage and Printing	\$4,108.17	\$9,981.45	\$8,718.12	\$32,000.00	31.19 %
Supplies					
10-25-5713-00 Office Supplies	\$392.21	\$1,107.43	\$1,394.14	\$5,000.00	22.15 %
10-25-5714-00 Circ. Material Supplies	\$275.73	\$2,072.58	\$3,151.32	\$10,000.00	20.73 %
10-25-5715-00 Copier Supplies	\$0.00	\$309.90	\$294.90	\$1,800.00	17.22 %
10-25-5716-00 Kitchen Supplies	\$525.73	\$1,676.09	\$1,335.52	\$6,500.00	25.79 %
10-25-5717-00 Processing Supplies	\$1,739.02	\$8,330.43	\$4,569.87	\$28,000.00	29.75 %
10-25-5718-00 Computer Supplies	(\$1,125.72)	(\$38.92)	\$3,556.32	\$12,400.00	(0.31)%
Total Supplies	\$1,806.97	\$13,457.51	\$14,302.07	\$63,700.00	21.13 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$64.40	\$703.71	\$2,200.00	2.93 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00 Check Printing	\$0.00	\$51.36	\$0.00	\$250.00	20.54 %
10-25-5723-15 Bank Charges	\$326.50	\$690.48	\$1,143.92	\$3,100.00	22.27 %
10-25-5724-15 Local Travel	\$9.05	\$97.78	\$119.71	\$500.00	19.56 %
Total Other Operating Costs	\$335.55	\$904.02	\$1,967.34	\$6,200.00	14.58 %
TOTAL OPERATING EXPENSES	\$6,250.69	\$24,342.98	\$24,987.53	\$101,900.00	23.89 %

Lisle Library District
Expenses through October 31, 2019 (33.0% of FY 19-20)
 No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,400.00	\$2,100.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$10,505.50	\$22,600.00	0.00 %
10-30-5752-00 Notary Bond	\$0.00	\$0.00	\$0.00	\$65.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$2,955.00	\$6,200.00	0.00 %
TOTAL INSURANCE	\$0.00	\$0.00	\$15,860.50	\$30,965.00	0.00 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	(\$746.25)	\$618.75	\$840.00	\$15,000.00	4.13 %
10-35-5761-00 Collection Agency	\$0.00	\$53.70	\$89.50	\$700.00	7.67 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$2,215.00	\$1,300.00	\$6,500.00	34.08 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$3,017.12	\$15,192.12	\$3,788.00	\$60,000.00	25.32 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$6,612.39	\$6,612.39	\$2,681.60	\$14,000.00	47.23 %
10-35-5765-10 Investment Agency Consultants	\$4.56	\$1,774.43	\$1,713.15	\$7,000.00	25.35 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$0.00	\$7,574.04	\$8,950.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$6,400.00	\$0.00	\$10,000.00	64.00 %
10-35-5771-00 Payroll Service	\$496.11	\$2,037.02	\$1,522.26	\$7,700.00	26.45 %
TOTAL CONTRACTUAL SERVICES	\$9,383.93	\$34,903.41	\$19,508.55	\$129,850.00	26.88 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$1,090.00	\$2,279.00	\$1,221.00	\$5,100.00	44.69 %
10-40-5784-00 Meetings - Staff	\$306.21	\$405.89	\$419.43	\$2,000.00	20.29 %
10-40-5785-00 Conferences - Staff	\$2,970.05	\$3,621.26	\$2,130.43	\$15,000.00	24.14 %
10-40-5786-00 Memorial/Tribute/Recognition	\$71.90	\$105.07	\$68.90	\$2,000.00	5.25 %
10-40-5787-00 In-Service	\$0.00	\$2,302.29	\$1,717.34	\$3,000.00	76.74 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$865.32	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$75.00	\$75.00	\$0.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$350.00	\$175.00	\$1,000.00	35.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District
Expenses through October 31, 2019 (33.0% of FY 19-20)
 No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
Total Staff & Trustee Development	\$4,513.16	\$9,138.51	\$6,597.42	\$32,125.00	28.45 %
TOTAL PERSONNEL DEVELOPMENT	\$4,513.16	\$9,138.51	\$6,597.42	\$32,125.00	28.45 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$725.70	\$47,580.60	\$52,500.00	1.38 %
10-48-5803-10 5803 Technology	\$1,105.00	\$2,986.95	\$0.00	\$66,000.00	4.53 %
10-48-5804-10 5804 Facility	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
Total Major Equipment	\$1,105.00	\$3,712.65	\$47,580.60	\$128,500.00	2.89 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$0.00	\$335.84	\$700.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$16.99	\$123.14	\$72.99	\$700.00	17.59 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$51.13	\$204.74	\$700.00	7.30 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$38.42	\$39.95	\$700.00	5.49 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
Total Minor Equipment	\$16.99	\$212.69	\$653.52	\$3,500.00	6.08 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$180.00	\$180.00	\$720.00	25.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$1,712.38	\$5,244.89	\$3,767.59	\$19,000.00	27.60 %
10-48-5846-00 Equip Maint/Repr-NonContr	(\$56.54)	\$182.56	\$0.00	\$1,000.00	18.26 %
Total Equip Maint/Repairs & Rentals	\$1,655.84	\$5,607.45	\$3,947.59	\$20,720.00	27.06 %
TOTAL EQUIPMENT COSTS	\$2,777.83	\$9,532.79	\$52,181.71	\$152,720.00	6.24 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	(\$529.04)	\$1,140.08	\$2,290.77	\$9,000.00	12.67 %
10-50-5863-30 Books - Youth Serv	\$6,822.83	\$14,124.14	\$13,937.60	\$54,000.00	26.16 %
10-50-5863-50 Books - Tech Serv	\$27.17	\$27.17	\$100.00	\$100.00	27.17 %

Lisle Library District

Expenses through October 31, 2019 (33.0% of FY 19-20)

No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
10-50-5864-10 Books - Non Fiction	\$5,841.50	\$21,190.48	\$19,681.11	\$86,100.00	24.61 %
10-50-5865-10 Books - Adult/Teen Fiction	\$4,860.99	\$21,771.98	\$17,678.66	\$72,500.00	30.03 %
10-50-5867-20 Ref Books - Adult Serv	\$589.47	\$1,018.30	\$1,796.61	\$20,000.00	5.09 %
Total Books	\$17,612.92	\$59,272.15	\$55,484.75	\$241,700.00	24.52 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$4,090.00	\$91,681.94	\$108,992.79	\$130,000.00	70.52 %
10-50-5872-10 Dbases - Professional	\$525.00	\$2,698.12	\$2,605.05	\$10,000.00	26.98 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$2,880.00	\$3,118.00	\$12,700.00	22.68 %
Total Databases	\$4,615.00	\$97,260.06	\$114,715.84	\$152,700.00	63.69 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$928.56	\$1,680.84	\$1,660.58	\$18,000.00	9.34 %
10-50-5895-40 A-V Matls - Adult Serv	\$13,408.99	\$37,287.11	\$32,755.83	\$117,300.00	31.79 %
Total Audio-Visual Materials	\$14,337.55	\$38,967.95	\$34,416.41	\$135,300.00	28.80 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$94.91	\$696.59	\$1,829.42	\$42,000.00	1.66 %
10-50-5900-30 Periodicals - Youth	\$0.00	\$0.00	\$17.60	\$700.00	0.00 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$336.00	\$25.00	\$3,800.00	8.84 %
10-50-5871-20 Document Delivery	\$44.50	\$21,644.34	\$21,041.83	\$23,000.00	94.11 %
Total Periodicals/Doc Delivery	\$139.41	\$22,676.93	\$22,913.85	\$69,500.00	32.63 %
TOTAL LIBRARY MEDIA	\$36,704.88	\$218,177.09	\$227,530.85	\$599,200.00	36.41 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,257.21	\$5,971.17	\$5,362.48	\$16,500.00	36.19 %
10-60-5931-30 Programs - Youth	\$587.73	\$2,853.77	\$3,391.45	\$12,000.00	23.78 %
10-60-5931-40 Online Marketing	\$54.99	\$1,337.38	\$1,455.42	\$2,000.00	66.87 %
10-60-5931-50 Community Relations	\$987.51	\$1,009.49	\$3,214.05	\$6,500.00	15.53 %
Total Programs	\$2,887.44	\$11,171.81	\$13,423.40	\$37,000.00	30.19 %

Lisle Library District
Expenses through October 31, 2019 (33.0% of FY 19-20)
 No Special Reserve reflected

	Current Month October 2019	YTD July - June 2019 - 2020	YTD July - June 2018 - 2019	FY 19-20 Annual Budget	FY 19-20 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$98.89	\$88.64	\$1,824.89	\$2,000.00	4.43 %
10-60-5940-30 Reader Services - Youth Serv. D	\$1,627.99	\$3,144.63	\$1,673.44	\$5,500.00	57.18 %
Total Readers Services's	\$1,726.88	\$3,233.27	\$3,498.33	\$7,500.00	43.11 %
TOTAL PROGRAMS AND READER'S SERVICES					
	\$4,614.32	\$14,405.08	\$16,921.73	\$44,500.00	32.37 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$1,847.23	\$827.23	\$0.00	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$100,000.00	\$100,000.00	\$300,000.00	33.33 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$26,847.23	\$100,827.23	\$100,000.00	\$350,000.00	28.81 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$0.00	\$2,241.98	\$0.00	0.00 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$12,621.58	\$12,621.58	\$16,992.05	\$0.00	0.00 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.04	\$9,063.21	\$36,715.00	\$10,000.00	90.63 %
Total .02 BLDG/MAINT EXPENSES	\$12,621.62	\$21,684.79	\$55,949.03	\$10,000.00	216.85 %
CONTINGENCY					
10-90-5999-00 Contingency	(\$3,698.50)	\$15,264.92	\$0.00	\$25,000.00	61.06 %
Total	(\$3,698.50)	\$15,264.92	\$0.00	\$25,000.00	61.06 %
TOTAL ALL EXPENSES	\$333,670.48	\$1,447,652.63	\$1,385,289.48	\$4,689,058.31	30.87 %

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Allegra Print & Imaging Allegra Print & Imaging	11/13/2019 31319	Adult Registration Cards Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$182.10
Anderson Pest Solutions Anderson Pest Solutions	11/13/2019 5281212	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
					<i>Totals for Allegra Print & Imaging:</i>	<i>\$182.10</i>
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	11/13/2019 103119	YS - Continuations Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$164.55
					<i>Totals for Anderson Pest Solutions:</i>	<i>\$145.23</i>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	11/13/2019 103119	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$849.82 \$104.00
					<i>Totals for Baker & Taylor (C4053863):</i>	<i>\$164.55</i>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	11/13/2019 103119	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$1,092.42 \$0.65
					<i>Totals for Baker & Taylor (L4171582):</i>	<i>\$953.82</i>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	11/13/2019 103119	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$781.49
					<i>Totals for Baker & Taylor (C5223353):</i>	<i>\$1,093.07</i>
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	11/13/2019 103119	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$3,800.70 \$157.25
					<i>Totals for Baker & Taylor (L0334152):</i>	<i>\$3,957.95</i>

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L4171782)	11/13/2019 103119	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$884.57 \$26.85
Baker & Taylor (L5202982)					<i>Totals for Baker & Taylor (L4171782):</i>	<i>\$911.42</i>
Baker & Taylor (L5202982)	11/13/2019 103119	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$176.07 \$41.40
Baker & Taylor (L5425632)					<i>Totals for Baker & Taylor (L5202982):</i>	<i>\$217.47</i>
Baker & Taylor (L5425632)	11/13/2019 103119	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$1,636.33 \$89.65
Baker & Taylor (L5543202)					<i>Totals for Baker & Taylor (L5425632):</i>	<i>\$1,725.98</i>
Baker & Taylor (L5543202)	11/13/2019 103119	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$6,213.04 \$263.22
Brian Baxter					<i>Totals for Baker & Taylor (L5543202):</i>	<i>\$6,476.26</i>
Brian Baxter	11/13/2019 102319	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.85
Bear Landscape Group					<i>Totals for Brian Baxter:</i>	<i>\$40.85</i>
Bear Landscape Group	11/13/2019 6837	Fall Flowers Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$90.00
	11/13/2019 6918	October Landscaping Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
Case Lots, Inc.					<i>Totals for Bear Landscape Group:</i>	<i>\$1,077.50</i>
Case Lots, Inc.	11/13/2019 12648	Misc. Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$294.30
					<i>Totals for Case Lots, Inc.:</i>	<i>\$294.30</i>

Lisle Library District

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
CDS Office Technologies CDS Office Technologies	11/13/2019 Q - 483348	1 Year - Shortel Phone Maint Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$873.00
					<i>Totals for CDS Office Technologies:</i>	<i>\$873.00</i>
CDW Government CDW Government	11/13/2019 VDM5173	Waste Cartridges Xerox Prin Invoice	Paid	10-25-5718-00	Computer Supplies	\$58.44
					<i>Totals for CDW Government:</i>	<i>\$58.44</i>
Chicago Metro Fire Prevention Chicago Metro Fire Prevention	11/13/2019 IN00318735	Monitoring Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
					<i>Totals for Chicago Metro Fire Prevention:</i>	<i>\$160.50</i>
Chicago Tribune Chicago Tribune	11/13/2019 30102321 04/29/20	Newspaper Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$286.00
					<i>Totals for Chicago Tribune:</i>	<i>\$286.00</i>
Compact Disc Source Compact Disc Source	11/13/2019 77425	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$304.33
	11/13/2019 77426	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$117.57
	11/13/2019 77468	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$179.97
	11/13/2019 77467	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$77.70
	11/13/2019 77571	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$238.53
	11/13/2019 77570	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$89.16

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	11/13/2019 77547	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$399.03
	11/13/2019 77546	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$166.50
					<i>Totals for Compact Disc Source:</i>	<u>\$1,572.79</u>
Des Plaines Glass Company Des Plaines Glass Company	11/13/2019 11476	Repair Atrium Windows Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,700.00
					<i>Totals for Des Plaines Glass Company:</i>	<u>\$2,700.00</u>
Xavier Duran Xavier Duran	11/13/2019 102419	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.85
					<i>Totals for Xavier Duran:</i>	<u>\$40.85</u>
EBSCO EBSCO	11/13/2019 2000358	Discontinued Titles Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$435.00)
	11/13/2019 200992	Discontinued Titles Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$16.00)
	11/13/2019 1586459	Annual Renewal Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$30,990.66
	11/13/2019 1586461	Annual Renewal Invoice	Paid	10-50-5900-30	Periodicals - Youth	\$193.91
	11/13/2019 1586462	Annual Renewal Invoice	Paid	10-50-5900-80	Periodicals - Prof. Collections	\$2,698.47
	11/13/2019 1000114598-1	Learning Express Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$2,540.00
					<i>Totals for EBSCO:</i>	<u>\$35,972.04</u>
Eco Clean Maintenance						

Lisle Library District

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Eco Clean Maintenance	11/13/2019 8251	Monthly Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$1,862.00
Ehlers Investment Partners					<i>Totals for Eco Clean Maintenance:</i>	<u>\$1,862.00</u>
Ehlers Investment Partners	11/13/2019 103119	Investment Fee Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$601.04
ELM USA, Inc.					<i>Totals for Ehlers Investment Partners:</i>	<u>\$601.04</u>
ELM USA, Inc.	11/13/2019 25630	Polishing Pads for Disc Clean Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$177.95
John Ferrari					<i>Totals for ELM USA, Inc.:</i>	<u>\$177.95</u>
John Ferrari	11/13/2019 102919	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$32.71
Findaway World					<i>Totals for John Ferrari:</i>	<u>\$32.71</u>
Findaway World	11/13/2019 298764	Launchpad Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$683.95
Flowers of Lisle					<i>Totals for Findaway World:</i>	<u>\$683.95</u>
Flowers of Lisle	11/13/2019 004010	Sympathy - Savage Invoice	Paid	10-40-5786-00	Memorial/Tribute/Recognition	\$85.00
Pam Freer					<i>Totals for Flowers of Lisle:</i>	<u>\$85.00</u>
Pam Freer	11/13/2019 100719	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$9.38
	11/13/2019 110419	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$8.99
					<i>Totals for Pam Freer:</i>	<u>\$18.37</u>

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Garvey's Office Products Garvey's Office Products	11/13/2019 PINV1801897	Supplies for Circ Services Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$74.69
	11/13/2019 PINV1806420	Staple Remover & Card Stoc Invoice	Paid	10-25-5713-00	Office Supplies	\$26.72
	11/13/2019 PINV1809919	Distilled Water for Disc Clear Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$29.97
	11/13/2019 PINV1812237	4 Pin LED Bulbs Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$43.60
	11/13/2019 PINV1767425	Misc Circ Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$82.38
	11/13/2019 PINV1815257	Office Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$139.28
	11/13/2019 PINV1818890	Pens Invoice	Paid	10-25-5713-00	Office Supplies	\$7.67
					Totals for Garvey's Office Products:	\$404.31
	11/13/2019 110119	Marketing Services & Mileag Invoice	Paid	10-35-5764-10	Other Contr Srves - Library Wide	\$388.52
					Totals for Josh Hepler:	\$388.52
Elizabeth Hopkins Elizabeth Hopkins	11/13/2019 102219	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$105.44
					Totals for Elizabeth Hopkins:	\$105.44
IHLS - OCLC IHLS - OCLC	11/13/2019 20085	ILL Fee Management Invoice	Paid	10-50-5871-20	Document Delivery	\$30.50
					Totals for IHLS - OCLC:	\$30.50
Jackie Kilcran Jackie Kilcran						

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jackie Kilcran	11/13/2019 102519	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$14.38
	11/13/2019 110619	LJRA Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$28.75
Chris Knight Chris Knight	11/13/2019 110419	Staff Training - Google IT Ce Invoice	Paid	10-40-5788-00	Training (Cont Ed) - Staff	\$637.00
	11/13/2019 110419	Staff Training - Google IT Ce Invoice	Paid	10-40-5788-00	Training (Cont Ed) - Staff	\$49.00
Know Be4, Inc. Know Be4, Inc.	11/13/2019 INV70890	Anti Spam/Anti Phishing 1 Y Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$1,161.00
Konica Minolta Premier Finance Konica Minolta Premier Finance	11/13/2019 399020619	Equipment Copier Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$211.10
Lauterbach & Amen, LLP Lauterbach & Amen, LLP	11/13/2019 40524	Audit - Final Payment Invoice	Paid	10-35-5770-00	5770 Contractual - Audit Fee	\$2,000.00
LIMRiCC PHIP Health LIMRiCC PHIP Health	11/13/2019 110419	November Health Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50 10-10-5621-60	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech Hosp. Ins. - Circ	\$4,782.90 \$10,265.92 \$4,641.56 \$3,129.66 \$7,099.23
					Totals for Jackie Kilcran:	\$43.13
					Totals for Chris Knight:	\$686.00
					Totals for Know Be4, Inc.:	\$1,161.00
					Totals for Konica Minolta Premier Finance:	\$211.10
					Totals for Lauterbach & Amen, LLP:	\$2,000.00
					Totals for LIMRiCC PHIP Health:	\$29,919.27

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Anne Loeding-Foster Anne Loeding-Foster	11/13/2019 102219	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$48.64
Susan K. Maddox Susan K. Maddox	11/13/2019 120819	Program: Holiday Hors D'oeu Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
Angela McCurdy Angela McCurdy	11/13/2019 102419	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.96
Katie McMahon Katie McMahon	11/13/2019 102419	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$122.68
Beth McQuillan Beth McQuillan	11/13/2019 091319	LACONI Invoice	Paid	10-40-5784-00	Meetings - Staff	\$34.22
Midwest Tape (7288) Midwest Tape (7288)	11/13/2019 101719	Illinois Comptroller - Financial Invoice	Paid	10-40-5784-00	Meetings - Staff	\$41.28
Midwest Tape (7290) Midwest Tape (7290)	11/13/2019 110119	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Mats - Adult Serv Processing Supplies	\$2,904.22 \$746.95
Midwest Tape (7290) Midwest Tape (7290)	11/13/2019 110119	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$139.97
Totals for Anne Loeding-Foster:						\$48.64
Totals for Susan K. Maddox:						\$350.00
Totals for Angela McCurdy:						\$40.96
Totals for Katie McMahon:						\$122.68
Totals for Beth McQuillan:						\$41.28
Totals for Midwest Tape (7288):						\$2,904.22
Totals for Midwest Tape (7290):						\$139.97

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7291) Midwest Tape (7291)	11/13/2019 110119	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Mats - Youth Serv	\$167.93
					<i>Totals for Midwest Tape (7290):</i>	<u>\$139.97</u>
Midwest Tape Midwest Tape	11/13/2019 98004966	Hoopla Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv	\$4,066.60
					<i>Totals for Midwest Tape (7291):</i>	<u>\$167.93</u>
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	11/13/2019 18528	Service Contract Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
					<i>Totals for Midwest Tape:</i>	<u>\$8,040.99</u>
Montano's Landscaping & Nursery, Inc Montano's Landscaping & Nursery, Inc	11/13/2019 110119	Snow Removal and Salt Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,150.00
					<i>Totals for Monaco Mechanical Service, Inc.:</i>	<u>\$1,200.00</u>
Laura Murff Laura Murff	11/13/2019 102419	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$81.70
					<i>Totals for Montano's Landscaping & Nursery, Inc:</i>	<u>\$1,150.00</u>
Naperville Sun Naperville Sun	11/13/2019 33968309-05/03/20	Newspaper Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$84.50
					<i>Totals for Laura Murff:</i>	<u>\$81.70</u>
National Seed National Seed	11/13/2019 591144SI	Ice Melt Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$462.50
					<i>Totals for Naperville Sun:</i>	<u>\$84.50</u>

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
NCPERS Group Life Ins						
NCPERS Group Life Ins	11/13/2019 4602112019	Payroll Deduction Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$80.00
Totals for National Seed:						\$462.50
NICOR						
NICOR	11/13/2019 112219	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$210.06
Totals for NCPERS Group Life Ins:						\$80.00
Nub Games, Inc.						
Nub Games, Inc.	11/13/2019 8348	Library H3lp Renewal Invoice	Paid	10-50-5872-10	Dbases - Professional	\$395.00
Totals for NICOR:						\$210.06
Outsource Solutions Group, Inc.						
Outsource Solutions Group, Inc.	11/13/2019 49815	Monthly Backup Server Lic Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$200.00
Totals for Nub Games, Inc.:						\$395.00
OverDrive, Inc.						
OverDrive, Inc.	11/13/2019 50216	Server Monitoring Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$880.00
Totals for Outsource Solutions Group, Inc.:						\$1,080.00
p4A Antiques Research Services, LLC						
p4A Antiques Research Services, LLC	11/13/2019 CD0110719187009	Advantage Titles Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
Totals for OverDrive, Inc.:						\$2,000.00
p4A Antiques Research Services, LLC						
p4A Antiques Research Services, LLC	11/13/2019 CD0110719206366	Overdrive Advantage Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$1,000.00
Totals for p4A Antiques Research Services, LLC:						\$199.00

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Paddock Publications Paddock Publications	11/13/2019 29170	B & A Ordinance Invoice	Paid	10-25-5719-00	Publishing	\$598.92
	11/13/2019 384582-120619	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$45.40
					Totals for Paddock Publications:	\$644.32
Winona Patterson Winona Patterson	11/13/2019 102319	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.85
					Totals for Winona Patterson:	\$40.85
Peregrine, Stime, Newman, Ritzman Peregrine, Stime, Newman, Ritzman	11/13/2019 103119	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$787.50
					Totals for Peregrine, Stime, Newman, Ritzman:	\$787.50
RAILS RAILS	11/13/2019 6379	Gale Virtual Reference Libra Invoice	Paid	10-50-5872-10	Dbases - Professional	\$82.50
					Totals for RAILS:	\$82.50
Robbins Schwartz Robbins Schwartz XX-XXX0001	11/13/2019 854767	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$506.25
					Totals for Robbins Schwartz:	\$506.25
Will Savage Will Savage	11/13/2019 100119	Video Games & Kids Club Invoice	Paid	10-60-5931-30 10-50-5890-30	Programs - Youth A-V Matls - Youth Serv	\$2.00 \$40.00
	11/13/2019 100219	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$6.98
	11/13/2019 100919	Pokemon Club Invoice	Paid	10-60-5931-30	Programs - Youth	\$51.96

Lisle Library District

Accounts Payable for November 13, 2019

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Soumar Masonry	11/13/2019	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$7.49
	11/13/2019	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$32.71
	11/13/2019	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$6.49
	Totals for Will Savage:					\$147.63
	11/13/2019	Masonry Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$475.00
Noelle Spicher	Totals for Soumar Masonry:					\$475.00
	11/13/2019	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$38.94
Anna Stange	Totals for Noelle Spicher:					\$38.94
	11/13/2019	Program: Canning and Jarri Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$225.00
Staples Advantage	Totals for Anna Stange:					\$225.00
	11/13/2019	Misc Kitchen, Office & Janit Invoice	Paid	10-25-5713-00	Office Supplies	\$377.70
	1626339358			10-25-5716-00	Kitchen Supplies	\$259.64
Rochelle Storm				10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$204.13
	Totals for Staples Advantage:					\$841.47
	11/13/2019	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.85
Totals for Rochelle Storm:					\$40.85	
Suburban Door Check & Lock Service						

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Suburban Door Check & Lock Service	11/13/2019 IN519244	Key for Book Drop Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$19.20
SWAN SWAN	11/13/2019 7100	ILL Fee Management Invoice	Paid	10-50-5871-20	Document Delivery	\$22.99
					<i>Totals for Suburban Door Check & Lock Service:</i>	<u>\$19.20</u>
The Center/IRC The Center/IRC	11/13/2019 120419	Multilingual Conference - D Invoice	Paid	10-40-5785-00	Conferences - Staff	\$150.00
					<i>Totals for SWAN:</i>	<u>\$22.99</u>
Samantha Thompson Samantha Thompson	11/13/2019 093019	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth	\$7.00
					<i>Totals for The Center/IRC:</i>	<u>\$150.00</u>
Unique Management Services, Inc. Unique Management Services, Inc.	11/13/2019 559146	Collection Accounts - Septem Invoice	Paid	10-35-5761-00	Collection Agency	\$26.85
					<i>Totals for Samantha Thompson:</i>	<u>\$7.00</u>
Andrea Varry Andrea Varry	11/13/2019 102419	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$40.85
					<i>Totals for Unique Management Services, Inc.:</i>	<u>\$26.85</u>
Verizon Verizon	11/13/2019 9840474912	3 Hot Spots Invoice	Paid	10-20-5656-00	Verizon	\$108.07
					<i>Totals for Andrea Varry:</i>	<u>\$40.85</u>
Village of Lisle Village of Lisle	11/13/2019 102819	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$126.90
					<i>Totals for Verizon:</i>	<u>\$108.07</u>

Lisle Library District

Accounts Payable for November 13, 2019

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Warehouse Direct Warehouse Direct	11/13/2019 3600000313	Internet Service Provider Cont Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
					<i>Totals for Village of Lisle:</i>	<u>\$576.90</u>
	11/13/2019 4448925-0	Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$206.85
	11/13/2019 4444581-0	Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$137.90
	11/13/2019 4459197-0	Mid Zone Chairs Invoice	Paid	10-48-5804-10	5804 Facility	\$2,040.00
	11/13/2019 4459247-0	Apollo Chairs Invoice	Paid	10-48-5804-10	5804 Facility	\$814.50
	11/13/2019 4444573-0	Mounting Plates Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$0.80
	11/13/2019 4459370-0	Connection Desk Chairs Invoice	Paid	10-48-5804-10	5804 Facility	\$865.00
					<i>Totals for Warehouse Direct:</i>	<u>\$4,065.05</u>
	11/13/2019 0001600405	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$1,013.00
World Book School and Library World Book School and Library	11/13/2019 0001600958	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$299.00
					<i>Totals for World Book School and Library:</i>	<u>\$1,312.00</u>
	11/13/2019 102319	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$81.93
Teri Zarat Teri Zarat					<i>Totals for Teri Zarat:</i>	<u>\$81.93</u>

Lisle Library District

Accounts Payable for November 13, 2019

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$80.00
10-10-5621-10	Hosp. Ins. - Admin	\$4,782.90
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,265.92
10-10-5621-30	Hosp. Ins. - YS	\$4,641.56
10-10-5621-50	Hosp. Ins. - Tech	\$3,129.66
10-10-5621-60	Hosp. Ins. - Circ	\$7,099.23
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$210.06
10-20-5654-00	Utilities - Sewer & Water	\$126.90
10-20-5656-00	Verizon	\$108.07
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,007.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$2,227.50
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$1,350.08
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$3,175.00
10-25-5713-00	Office Supplies	\$412.09
10-25-5714-00	Circ. Material Supplies	\$686.37
10-25-5716-00	Kitchen Supplies	\$259.64
10-25-5717-00	Processing Supplies	\$1,880.90
10-25-5718-00	Computer Supplies	\$58.44
10-25-5719-00	Publishing	\$598.92
10-25-5724-15	Local Travel	\$79.80
10-35-5760-00	Legal Services	\$1,293.75
10-35-5761-00	Collection Agency	\$26.85
10-35-5763-00	Other Contr Srvc-Tech Asst	\$3,114.00
10-35-5764-10	Other Contr Srvc - Library Wide	\$388.52
10-35-5765-10	Investment Agency Consultants	\$601.04
10-35-5770-00	5770 Contractual - Audit Fee	\$2,000.00
10-40-5784-00	Meetings - Staff	\$104.25
10-40-5785-00	Conferences - Staff	\$874.54
10-40-5786-00	Memorial/Tribute/Recognition	\$85.00
10-40-5788-00	Training (Cont Ed) - Staff	\$686.00
10-48-5804-10	5804 Facility	\$3,719.50

Lisle Library District

Accounts Payable for November 13, 2019

10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
10-48-5846-00	Equip Maint/Repr-NonContr	\$230.30
10-50-5863-30	Books - Youth Serv	\$3,997.45
10-50-5864-10	Books - Non Fiction	\$4,582.19
10-50-5865-10	Books - Adult/Teen Fiction	\$6,389.11
10-50-5867-20	Ref Books - Adult Serv	\$1,092.42
10-50-5869-20	Internet Licensed DBases	\$2,739.00
10-50-5871-20	Document Delivery	\$53.49
10-50-5872-10	Dbases - Professional	\$477.50
10-50-5890-30	A-V Matls - Youth Serv	\$1,031.85
10-50-5895-40	A-V Matls - Adult Serv	\$14,916.89
10-50-5900-20	Periodicals - Adult Serv	\$30,955.56
10-50-5900-30	Periodicals - Youth	\$193.91
10-50-5900-80	Periodicals - Prof. Collections	\$2,698.47
10-60-5931-10	Programs - Adult Services	\$593.37
10-60-5931-30	Programs - Youth	\$81.92
	GRAND TOTAL:	\$127,917.65

Lisle Library District

Account Distribution Report by Number

November 13, 2019

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)									
11/13/2019	4602112019	Invoice	5874-329	NCPERS Group Life Ins	NCPERS Group Life I	Posted	11/13/2019	\$80.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$80.00	\$0.00
10-10-5621-10, Hosp. Ins. - Admin									
11/13/2019	110419	Invoice	5874-313	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	11/13/2019	\$4,782.90	\$0.00
					Totals for 10-10-5621-10, Hosp. Ins. - Admin:			\$4,782.90	\$0.00
10-10-5621-20, Hosp. Ins. - Adult Serv.									
11/13/2019	110419	Invoice	5874-315	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	11/13/2019	\$10,265.92	\$0.00
					Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:			\$10,265.92	\$0.00
10-10-5621-30, Hosp. Ins. - YS									
11/13/2019	110419	Invoice	5874-316	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	11/13/2019	\$4,641.56	\$0.00
					Totals for 10-10-5621-30, Hosp. Ins. - YS:			\$4,641.56	\$0.00
10-10-5621-50, Hosp. Ins. - Tech									
11/13/2019	110419	Invoice	5874-317	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	11/13/2019	\$3,129.66	\$0.00
					Totals for 10-10-5621-50, Hosp. Ins. - Tech:			\$3,129.66	\$0.00
10-10-5621-60, Hosp. Ins. - Circ									
11/13/2019	110419	Invoice	5874-318	LIMRiCC PHIP Health	LIMRiCC PHIP Healt	Posted	11/13/2019	\$7,099.23	\$0.00
					Totals for 10-10-5621-60, Hosp. Ins. - Circ:			\$7,099.23	\$0.00
10-20-5650-00, Internet Service Provider									
11/13/2019	3600000313	Invoice	5874-331	Village of Lisle	Village of Lisle-360000	Posted	11/13/2019	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$450.00	\$0.00
10-20-5653-00, Utilities - Gas									
11/13/2019	112219	Invoice	5874-056	NICOR	NICOR-112219	Posted	11/13/2019	\$210.06	\$0.00
					Totals for 10-20-5653-00, Utilities - Gas:			\$210.06	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
11/13/2019	102819	Invoice	5874-261	Village of Lisle	Village of Lisle-10281	Posted	11/13/2019	\$126.90	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$126.90	\$0.00
10-20-5656-00, Verizon									
11/13/2019	9840474912	Invoice	5874-265	Verizon	Verizon-9840474912	Posted	11/13/2019	\$108.07	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$108.07	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
11/13/2019	18528	Invoice	5874-007	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	11/13/2019	\$1,200.00	\$0.00

Lisle Library District

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-20-5661-00, Maint Contracts - Maint. Service									
11/13/2019	5281212	Invoice	5874-142	Anderson Pest Solutions	Anderson Pest Solutio	Posted	11/13/2019	\$145.23	\$0.00
11/13/2019	8251	Invoice	5874-271	Eco Clean Maintenance	Eco Clean Maintenanc	Posted	11/13/2019	\$1,862.00	\$0.00
Totals for 10-20-5661-00, Maint Contracts - Maint. Service:								\$2,007.23	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
11/13/2019	110119	Invoice	5874-325	Montano's Landscaping & Nur	Montano's Landscapin	Posted	11/13/2019	\$1,150.00	\$0.00
11/13/2019	6837	Invoice	5876-53	Bear Landscape Group	Bear Landscape Group-	Posted	11/13/2019	\$90.00	\$0.00
11/13/2019	6918	Invoice	5876-55	Bear Landscape Group	Bear Landscape Group-	Posted	11/13/2019	\$987.50	\$0.00
Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:								\$2,227.50	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
11/13/2019	4448925-0	Invoice	5874-058	Warehouse Direct	Warehouse Direct-444	Posted	11/13/2019	\$206.85	\$0.00
11/13/2019	4444581-0	Invoice	5874-072	Warehouse Direct	Warehouse Direct-444	Posted	11/13/2019	\$137.90	\$0.00
11/13/2019	12648	Invoice	5874-130	Case Lots, Inc.	Case Lots, Inc.-12648	Posted	11/13/2019	\$294.30	\$0.00
11/13/2019	591144SI	Invoice	5874-138	National Seed	National Seed-591144S	Posted	11/13/2019	\$462.50	\$0.00
11/13/2019	1626339358	Invoice	5874-221	Staples Advantage	Staples Advantage-162t	Posted	11/13/2019	\$204.13	\$0.00
11/13/2019	PINV1812237	Invoice	5874-226	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$43.60	\$0.00
11/13/2019	4444573-0	Invoice	5874-273	Warehouse Direct	Warehouse Direct-444	Posted	11/13/2019	\$0.80	\$0.00
Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:								\$1,350.08	\$0.00
10-20-5664-00, Maint/Repairs-Non Contr. Work									
11/13/2019	2005266	Invoice	5874-263	Soumar Masonry	Soumar Masonry-2005	Posted	11/13/2019	\$475.00	\$0.00
11/13/2019	11476	Invoice	5876-31	Des Plaines Glass Company	Des Plaines Glass Com	Posted	11/13/2019	\$2,700.00	\$0.00
Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:								\$3,175.00	\$0.00
10-25-5713-00, Office Supplies									
11/13/2019	PINV1806420	Invoice	5874-106	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$26.72	\$0.00
11/13/2019	1626339358	Invoice	5874-218	Staples Advantage	Staples Advantage-162t	Posted	11/13/2019	\$377.70	\$0.00
11/13/2019	PINV1818890	Invoice	5876-35	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$7.67	\$0.00
Totals for 10-25-5713-00, Office Supplies:								\$412.09	\$0.00
10-25-5714-00, Circ. Material Supplies									
11/13/2019	PINV1801897	Invoice	5874-009	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$74.69	\$0.00
11/13/2019	PINV1809919	Invoice	5874-144	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$29.97	\$0.00
11/13/2019	PINV1767425	Invoice	5874-228	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$82.38	\$0.00
11/13/2019	PINV1815257	Invoice	5874-269	Garvey's Office Products	Garvey's Office Produc	Posted	11/13/2019	\$139.28	\$0.00

Lisle Library District

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/13/2019	25630	Invoice	5874-275	ELM USA, Inc.	ELM USA, Inc.-25630	Posted	11/13/2019	\$177.95	\$0.00
11/13/2019	31319	Invoice	5874-277	Allegra Print & Imaging	Allegra Print & Imaging	Posted	11/13/2019	\$182.10	\$0.00
10-25-5716-00, Kitchen Supplies									
11/13/2019	1626339358	Invoice	5874-220	Staples Advantage	Staples Advantage-1626339358	Posted	11/13/2019	\$259.64	\$0.00
10-25-5717-00, Processing Supplies									
11/13/2019	77426	Invoice	5874-064	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$117.57	\$0.00
11/13/2019	77467	Invoice	5874-122	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$77.70	\$0.00
11/13/2019	77570	Invoice	5874-245	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$89.16	\$0.00
11/13/2019	77546	Invoice	5874-249	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$166.50	\$0.00
11/13/2019	103119	Invoice	5874-283	Baker & Taylor (L5425632)	Baker & Taylor (L5425632)	Posted	11/13/2019	\$89.65	\$0.00
11/13/2019	103119	Invoice	5874-286	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	11/13/2019	\$41.40	\$0.00
11/13/2019	103119	Invoice	5874-289	Baker & Taylor (L4171782)	Baker & Taylor (L4171782)	Posted	11/13/2019	\$26.85	\$0.00
11/13/2019	103119	Invoice	5874-292	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	11/13/2019	\$104.00	\$0.00
11/13/2019	103119	Invoice	5874-295	Baker & Taylor (L0334152)	Baker & Taylor (L0334152)	Posted	11/13/2019	\$157.25	\$0.00
11/13/2019	103119	Invoice	5874-300	Baker & Taylor (C5223353)	Baker & Taylor (C5223353)	Posted	11/13/2019	\$0.65	\$0.00
11/13/2019	103119	Invoice	5874-305	Baker & Taylor (L5543202)	Baker & Taylor (L5543202)	Posted	11/13/2019	\$263.22	\$0.00
11/13/2019	110119	Invoice	5874-308	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/13/2019	\$746.95	\$0.00
10-25-5718-00, Computer Supplies									
11/13/2019	VDM5173	Invoice	5874-074	CDW Government	CDW Government-V	Posted	11/13/2019	\$58.44	\$0.00
10-25-5719-00, Publishing									
11/13/2019	29170	Invoice	5874-018	Paddock Publications	Paddock Publications	Posted	11/13/2019	\$598.92	\$0.00
10-25-5724-15, Local Travel									
11/13/2019	102919	Invoice	5874-214	Will Savage	Will Savage-102919	Posted	11/13/2019	\$32.71	\$0.00
11/13/2019	102919	Invoice	5874-216	John Ferrari	John Ferrari-102919	Posted	11/13/2019	\$32.71	\$0.00
11/13/2019	102519	Invoice	5874-234	Jackie Kilcran	Jackie Kilcran-102519	Posted	11/13/2019	\$14.38	\$0.00
10-35-5760-00, Legal Services									
11/13/2019	854767	Invoice	5874-020	Robbins Schwartz	Robbins Schwartz-854767	Posted	11/13/2019	\$506.25	\$0.00
Totals for 10-25-5716-00, Kitchen Supplies:									\$0.00
Totals for 10-25-5717-00, Processing Supplies:									\$0.00
Totals for 10-25-5718-00, Computer Supplies:									\$0.00
Totals for 10-25-5719-00, Publishing:									\$0.00
Totals for 10-25-5724-15, Local Travel:									\$0.00

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/13/2019	103119	Invoice	5874-319	Peregrine, Stime, Newman, Rit	Peregrine, Stime, Newm Posted		11/13/2019	\$787.50	\$0.00
	10-35-5761-00, Collection Agency								
11/13/2019	559146	Invoice	5874-126	Unique Management Services, I	Unique Management S Posted		11/13/2019	\$26.85	\$0.00
	10-35-5763-00, Other Contr Svcs-Tech Asst								
11/13/2019	49815	Invoice	5874-136	Outsource Solutions Group, In	Outsource Solutions G Posted		11/13/2019	\$200.00	\$0.00
11/13/2019	50216	Invoice	5874-321	Outsource Solutions Group, In	Outsource Solutions G Posted		11/13/2019	\$880.00	\$0.00
11/13/2019	Q - 483348	Invoice	5874-339	CDS Office Technologies	CDS Office Technology Posted		11/13/2019	\$873.00	\$0.00
11/13/2019	INV70890	Invoice	5876-45	Know Be4, Inc.	Know Be4, Inc.-INV7 Posted		11/13/2019	\$1,161.00	\$0.00
	10-35-5764-10, Other Contr Svcs - Library Wide								
11/13/2019	110119	Invoice	5874-333	Josh Hepler	Josh Hepler-110119 Posted		11/13/2019	\$388.52	\$0.00
	10-35-5765-10, Investment Agency Consultants								
11/13/2019	103119	Invoice	5874-337	Ehlers Investment Partners	Ehlers Investment Part Posted		11/13/2019	\$601.04	\$0.00
	10-35-5770-00, 5770 Contractual - Audit Fee								
11/13/2019	40524	Invoice	5874-140	Lauterbach & Amen, LLP	Lauterbach & Amen, L Posted		11/13/2019	\$2,000.00	\$0.00
	10-40-5784-00, Meetings - Staff								
11/13/2019	101719	Invoice	5874-124	Beth McQuillan	Beth McQuillan-10171 Posted		11/13/2019	\$41.28	\$0.00
11/13/2019	091319	Invoice	5874-259	Katie McMahon	Katie McMahon-09131 Posted		11/13/2019	\$34.22	\$0.00
11/13/2019	110619	Invoice	5876-03	Jackie Kilcran	Jackie Kilcran-110619 Posted		11/13/2019	\$28.75	\$0.00
	10-40-5785-00, Conferences - Staff								
11/13/2019	102419	Invoice	5874-222	Rochelle Storm	Rochelle Storm-10241 Posted		11/13/2019	\$40.85	\$0.00
11/13/2019	102419	Invoice	5874-224	Xavier Duran	Xavier Duran-102419 Posted		11/13/2019	\$40.85	\$0.00
11/13/2019	102419	Invoice	5874-251	Laura Murff	Laura Murff-102419 Posted		11/13/2019	\$81.70	\$0.00
11/13/2019	102419	Invoice	5874-253	Andrea Varry	Andrea Varry-102419 Posted		11/13/2019	\$40.85	\$0.00
11/13/2019	102419	Invoice	5874-255	Katie McMahon	Katie McMahon-10241 Posted		11/13/2019	\$122.68	\$0.00
11/13/2019	102319	Invoice	5874-257	Brian Baxter	Brian Baxter-102319 Posted		11/13/2019	\$40.85	\$0.00
11/13/2019	102219	Invoice	5876-05	Anne Loeding-Foster	Anne Loeding-Foster- Posted		11/13/2019	\$48.64	\$0.00
	Totals for 10-35-5760-00, Legal Services:								\$1,293.75
	Totals for 10-35-5761-00, Collection Agency:								\$26.85
	Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:								\$3,114.00
	Totals for 10-35-5764-10, Other Contr Svcs - Library Wide:								\$388.52
	Totals for 10-35-5765-10, Investment Agency Consultants:								\$601.04
	Totals for 10-35-5770-00, 5770 Contractual - Audit Fee:								\$2,000.00
	Totals for 10-40-5784-00, Meetings - Staff:								\$104.25

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/13/2019	102419	Invoice	5876-07	Angela McCurdy	Angela McCurdy-1024	Posted	11/13/2019	\$40.96	\$0.00
11/13/2019	102319	Invoice	5876-09	Teri Zarar	Teri Zarar-102319	Posted	11/13/2019	\$81.93	\$0.00
11/13/2019	102319	Invoice	5876-11	Winona Patterson	Winona Patterson-102	Posted	11/13/2019	\$40.85	\$0.00
11/13/2019	102219	Invoice	5876-13	Noelle Spicher	Noelle Spicher-102219	Posted	11/13/2019	\$38.94	\$0.00
11/13/2019	102219	Invoice	5876-15	Elizabeth Hopkins	Elizabeth Hopkins-1022	Posted	11/13/2019	\$105.44	\$0.00
11/13/2019	120419	Invoice	5876-33	The Center/IRC	The Center/IRC-12041	Posted	11/13/2019	\$150.00	\$0.00
Totals for 10-40-5785-00, Conferences - Staff:									\$0.00
10-40-5786-00, Memorial/Tribute/Recognition									
11/13/2019	004010	Invoice	5874-001	Flowers of Lisle	Flowers of Lisle-00401	Posted	11/13/2019	\$85.00	\$0.00
Totals for 10-40-5786-00, Memorial/Tribute/Recognition:									\$0.00
10-40-5788-00, Training (Cont Ed) - Staff									
11/13/2019	110419	Invoice	5874-323	Chris Knight	Chris Knight-110419	Posted	11/13/2019	\$637.00	\$0.00
11/13/2019	110419	Invoice	5876-51	Chris Knight	Chris Knight-110419	Posted	11/13/2019	\$49.00	\$0.00
Totals for 10-40-5788-00, Training (Cont Ed) - Staff:									\$0.00
10-48-5804-10, 5804 Facility									
11/13/2019	4459197-0	Invoice	5874-230	Warehouse Direct	Warehouse Direct-445	Posted	11/13/2019	\$2,040.00	\$0.00
11/13/2019	4459247-0	Invoice	5874-232	Warehouse Direct	Warehouse Direct-445	Posted	11/13/2019	\$814.50	\$0.00
11/13/2019	4459370-0	Invoice	5874-335	Warehouse Direct	Warehouse Direct-445	Posted	11/13/2019	\$865.00	\$0.00
Totals for 10-48-5804-10, 5804 Facility:									\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
11/13/2019	IN00318735	Invoice	5874-116	Chicago Metro Fire Prevention	Chicago Metro Fire Pr	Posted	11/13/2019	\$160.50	\$0.00
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:									\$0.00
10-48-5846-00, Equip Maint/Repr-NonContr									
11/13/2019	IN519244	Invoice	5874-060	Suburban Door Check & Lock S	Suburban Door Check &	Posted	11/13/2019	\$19.20	\$0.00
11/13/2019	399020619	Invoice	5874-327	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	11/13/2019	\$211.10	\$0.00
Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:									\$0.00
10-50-5863-30, Books - Youth Serv									
11/13/2019	0001600405	Invoice	5874-066	World Book School and Library	World Book School a	Posted	11/13/2019	\$1,013.00	\$0.00
11/13/2019	0001600958	Invoice	5874-118	World Book School and Library	World Book School a	Posted	11/13/2019	\$299.00	\$0.00
11/13/2019	103119	Invoice	5874-281	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	11/13/2019	\$1,636.33	\$0.00
11/13/2019	103119	Invoice	5874-287	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	11/13/2019	\$884.57	\$0.00
11/13/2019	103119	Invoice	5874-301	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	11/13/2019	\$164.55	\$0.00
Totals for 10-50-5863-30, Books - Youth Serv:									\$0.00

Lisle Library District

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5864-10, Books - Non Fiction									
11/13/2019	103119	Invoice	5874-293	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	11/13/2019	\$3,800.70	\$0.00
11/13/2019	103119	Invoice	5874-296	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	11/13/2019	\$781.49	\$0.00
				<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>					
								<u>\$4,582.19</u>	<u>\$0.00</u>
10-50-5865-10, Books - Adult/Teen Fiction									
11/13/2019	103119	Invoice	5874-284	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	11/13/2019	\$176.07	\$0.00
11/13/2019	103119	Invoice	5874-303	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	11/13/2019	\$6,213.04	\$0.00
				<i>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</i>					
								<u>\$6,389.11</u>	<u>\$0.00</u>
10-50-5867-20, Ref Books - Adult Serv									
11/13/2019	103119	Invoice	5874-298	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	11/13/2019	\$1,092.42	\$0.00
				<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>					
								<u>\$1,092.42</u>	<u>\$0.00</u>
10-50-5869-20, Internet Licensed DBases									
11/13/2019	439	Invoice	5874-104	p4A Antiques Research Serv	p4A Antiques Rescare	Posted	11/13/2019	\$199.00	\$0.00
11/13/2019	1000114598-1	Invoice	5876-43	EBSCO	EBSCO-1000114598-1	Posted	11/13/2019	\$2,540.00	\$0.00
				<i>Totals for 10-50-5869-20, Internet Licensed DBases:</i>					
								<u>\$2,739.00</u>	<u>\$0.00</u>
10-50-5871-20, Document Delivery									
11/13/2019	20085	Invoice	5874-134	IHLS - OCLC	IHLS - OCLC-20085	Posted	11/13/2019	\$30.50	\$0.00
11/13/2019	7100	Invoice	5874-279	SWAN	SWAN-7100	Posted	11/13/2019	\$22.99	\$0.00
				<i>Totals for 10-50-5871-20, Document Delivery:</i>					
								<u>\$53.49</u>	<u>\$0.00</u>
10-50-5872-10, Dbases - Professional									
11/13/2019	6379	Invoice	5874-102	RAILS	RAILS-6379	Posted	11/13/2019	\$82.50	\$0.00
11/13/2019	8348	Invoice	5876-47	Nub Games, Inc.	Nub Games, Inc.-8348	Posted	11/13/2019	\$395.00	\$0.00
				<i>Totals for 10-50-5872-10, Dbases - Professional:</i>					
								<u>\$477.50</u>	<u>\$0.00</u>
10-50-5890-30, A-V Matls - Youth Serv									
11/13/2019	110119	Invoice	5875-1	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	11/14/2019	\$0.00	\$333.58
11/13/2019	298764	Invoice	5874-005	Findaway World	Findaway World-2987	Posted	11/13/2019	\$683.95	\$0.00
11/13/2019	100119	Invoice	5874-013	Will Savage	Will Savage-100119	Posted	11/13/2019	\$40.00	\$0.00
11/13/2019	110119	Invoice	5874-309	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	11/13/2019	\$333.58	\$0.00
11/13/2019	110119	Invoice	5874-311	Midwest Tape (7290)	Midwest Tape (7290)-	Posted	11/13/2019	\$139.97	\$0.00
11/13/2019	110119	Invoice	5876-01	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	11/13/2019	\$167.93	\$0.00
				<i>Totals for 10-50-5890-30, A-V Matls - Youth Serv:</i>					
								<u>\$1,365.43</u>	<u>\$333.58</u>
10-50-5895-40, A-V Matls - Adult Serv									
11/13/2019	77425	Invoice	5874-062	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$304.33	\$0.00

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/13/2019	CD0110719187009	Invoice	5874-108	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	11/13/2019	\$1,000.00	\$0.00
11/13/2019	980004966	Invoice	5874-110	Midwest Tape	Midwest Tape-9800496	Posted	11/13/2019	\$4,066.60	\$0.00
11/13/2019	77468	Invoice	5874-120	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$179.97	\$0.00
11/13/2019	77571	Invoice	5874-243	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$238.53	\$0.00
11/13/2019	77547	Invoice	5874-247	Compact Disc Source	Compact Disc Source	Posted	11/13/2019	\$399.03	\$0.00
11/13/2019	103119	Invoice	5874-290	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	11/13/2019	\$849.82	\$0.00
11/13/2019	110119	Invoice	5874-306	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/13/2019	\$2,904.22	\$0.00
11/13/2019	CD0110719206366	Invoice	5876-37	OverDrive, Inc.	OverDrive, Inc.-CD011	Posted	11/13/2019	\$1,000.00	\$0.00
11/13/2019	98143678	Invoice	5876-41	Midwest Tape	Midwest Tape-9814367	Posted	11/13/2019	\$3,974.39	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv								\$14,916.89	\$0.00
11/13/2019	30102321 04/29/20	Invoice	5874-016	Chicago Tribune	Chicago Tribune-30102	Posted	11/13/2019	\$286.00	\$0.00
11/13/2019	33968309-05/03/20	Invoice	5874-132	Naperville Sun	Naperville Sun-339683	Posted	11/13/2019	\$84.50	\$0.00
11/13/2019	384582-120619	Invoice	5874-267	Paddock Publications	Paddock Publications	Posted	11/13/2019	\$45.40	\$0.00
11/13/2019	1586459	Invoice	5876-17	EBSCO	EBSCO-1586459	Posted	11/13/2019	\$30,990.66	\$0.00
11/13/2019	2000358	Credit Memo	5876-23	EBSCO	EBSCO-2000358	Posted	11/13/2019	\$0.00	\$435.00
11/13/2019	200992	Credit Memo	5876-27	EBSCO	EBSCO-200992	Posted	11/13/2019	\$0.00	\$16.00
Totals for 10-50-5900-30, Periodicals - Youth								\$31,406.56	\$451.00
11/13/2019	1586461	Invoice	5876-19	EBSCO	EBSCO-1586461	Posted	11/13/2019	\$193.91	\$0.00
Totals for 10-50-5900-80, Periodicals - Prof. Collections								\$193.91	\$0.00
11/13/2019	1586462	Invoice	5876-21	EBSCO	EBSCO-1586462	Posted	11/13/2019	\$2,698.47	\$0.00
Totals for 10-50-5900-80, Periodicals - Prof. Collections								\$2,698.47	\$0.00
11/13/2019	100719	Invoice	5874-112	Pam Freer	Pam Freer-100719	Posted	11/13/2019	\$9.38	\$0.00
11/13/2019	120819	Invoice	5874-114	Susan K. Maddox	Susan K. Maddox-1208	Posted	11/13/2019	\$350.00	\$0.00
11/13/2019	110419	Invoice	5876-39	Pam Freer	Pam Freer-110419	Posted	11/13/2019	\$8.99	\$0.00
11/13/2019	110519	Invoice	5876-49	Anna Strange	Anna Strange-110519	Posted	11/13/2019	\$225.00	\$0.00
Totals for 10-60-5931-10, Programs - Adult Services								\$593.37	\$0.00
11/13/2019	093019	Invoice	5874-003	Samantha Thompson	Samantha Thompson-0	Posted	11/13/2019	\$7.00	\$0.00
11/13/2019	100119	Invoice	5874-011	Will Savage	Will Savage-100119	Posted	11/13/2019	\$2.00	\$0.00

Lisle Library District

Account Distribution Report by Number

November 13, 2019

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/13/2019	100219	Invoice	5874-068	Will Savage	Will Savage-100219	Posted	11/13/2019	\$6.98	\$0.00
11/13/2019	100919	Invoice	5874-070	Will Savage	Will Savage-100919	Posted	11/13/2019	\$51.96	\$0.00
11/13/2019	101619	Invoice	5874-128	Will Savage	Will Savage-101619	Posted	11/13/2019	\$7.49	\$0.00
11/13/2019	103019	Invoice	5874-241	Will Savage	Will Savage-103019	Posted	11/13/2019	\$6.49	\$0.00
<i>Totals for 10-60-5931-30, Programs - Youth:</i>								\$81.92	\$0.00
Grand Totals:								\$128,702.23	\$784.58

Lisle Library District

Account Distribution Report by Number

November 13, 2019

Report name: Account Number Report for November 13, 2019
Report format: Detail
Include these transaction dates: 11/13/2019 to 11/14/2019
Include these post dates: 11/13/2019 to 11/14/2019
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: Query: Account number report
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Purchase Orders
Include all Receipts
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Purchase Order Attributes
Include all Function(s)
Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN October 2019 and November 2019 BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.			
Check #	Vendor		Amount
HSA	Salaries 10/15/19		\$ 63,372.33
HSA	Garnishment	Employee Deduction	\$ 141.69
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 4,031.34
Auto W/D	Howard Simon & Associates	PR Service - 10/15/19	\$ 303.91
HSA	EFTPS/Electronic Tax Pymt 10/15/19	Fed Tax \$7836.72	\$ 20,988.54
		FICA W/H \$6575.95	
		FICA Lib \$6575.87	
HSA	Salaries 10/31/19		\$ 61,314.57
HSA	Garnishment	Employee Deduction	\$ 147.98
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$ 3,901.75
Auto W/D	Howard Simon & Associates	PR Serv. - 10/31/19	\$ 192.20
HSA	EFTPS/Electronic Tax Pymt 10/31/19	Fed Tax \$7591.09	\$ 20,326.93
		FICA W/H \$6367.88	
		FICA Lib \$6367.96	
Wired	IMRF	IMRF W/H \$7570.06	\$ 18,304.74
		IMRF Lib. \$10734.68	
		Sub Total	\$ 193,025.98
Check #	Vendor	Description	Amt
3498	AFLAC (G6920)	Payroll Withholding	273.22
3499	Anderson Pest Solutions	Pest Control	145.23
3500	Illinois Library Association	Membership Dues	1165.00
3501	Konica Minolta Business Solutions	Copier Usage	211.72
3502	Konica Minolta Premier Finance	Copier Lease	211.10
3503	LIMRICC - UCGA	3rd Quarter 2019	208.18
3504	LIMRICC PHIP Health	October Health Premium	28263.59
3505	Miller Sealcoating and Striping	Concrete Book Drop Installation	11275.00
3506	Patroit Electric & Technologies	Emergency Lights	710.00
3507	Josh Hepler	Marketing Services	585.11
3508	Outsource Solutions	Monthly Server Maintenance	880.00
3509	Albertsons/Safeway	Program, Meeting & Kitchen Supplies	268.20
3510	Amazon	Video Games, Supplies, Books	2366.49
3511	Delta Dental - Risk	November Dental Premium	2202.49
3512	Fifth Third Bank	Telephone, Database, Conferences	6962.34
3513	Hagg Press	Dec/Jan Newsletter Postage	1100.00
3514	Midwest Tape (6288)	DVDs/Blu-ray w/processing	3785.75
3515	Midwest Tape (7291)	DVDs/Blu-ray w/o processing	165.65
3516	Republic Services	Rubbish	226.41
3517	Sikich LLP	Professional Financial Services	4795.90
3518	Josh Hepler	Marketing Services	685.86
		Sub Total	\$ 66,467.24
		TOTAL	\$ 259,493.22

Monthly Circulation Report - October 2019

	Checkouts	Renewals	Oct-19 TOTALS	YTD FY 18/19	YTD FY 19/20	YTD % Change
Adult Non-Print	5,451	3,553	9,004	33,653	36,184	7.52%
Adult Print	5,690	4,010	9,700	38,436	41,371	7.64%
Adult Total	11,141	7,563	18,704	72,089	77,555	7.58%
YS Non-Print	1,085	1,244	2,329	8,804	11,124	26.35%
YS Print	6,744	5,421	12,165	44,308	53,345	20.40%
Total YS	7,829	6,665	14,494	53,112	64,469	21.38%
Digital Media						
Overdrive	2,527		2,527	7,878	10,344	31.30%
hoopla	1,930		1,930	7,499	7,993	6.59%
RB Digital	384		384	672	1,465	118.01%
Total Digital	4,841	0	4,841	16,049	19,802	23.38%
Subtotal Print + Non-Print/Digital	23,811	14,228	38,039	141,250	161,826	14.57%
Computer/Tech Sessions Logins	2,629		2,629	10,480	10,618	1.32%
Database Usage/Unique Logins	2,793		2,793	12,258	10,949	-10.68%
Wireless Use	1,563		1,563	6,540	6,094	-6.82%
ScannX sessions/jobs	635		635	1,551	4,690	202.39%
Museum Adventure Passes	23		23	120	120	0.00%
Total IT/Resource Sessions	7,643	0	7,643	30,949	32,471	4.92%
Total Circulation	31,454	14,228	45,682	172,199	194,297	12.83%
Literacy Software Usage Hours			90	386	350	-9.33%
Borrower Information	Oct 2019 Total	YTD 18/19	YTD 19/20	YTD % Change		
New Library Cards Added	125	604	566	-6.29%		
Monthly Borrowers	3,043	12,293	12,889	4.85%		
Total # Registered Borrowers	10,503	10,916	10,503	-3.78%		
InterLibrary Loans						
Materials Sent	140	592	549	-7.26%		
Materials Received	411	1,609	1,581	-1.74%		
Polaris/Catalog Holds						
Holds Placed	3,072	12,137	12,145	0.07%		
Holds Checked Out	2,400	9,404	9,479	0.80%		

Lisle Library District
Program and Service Statistics - October 2019

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Library Event Statistics									
Staff Facilitated Programs		24	55	47	2	128	558	547	-1.97%
Attendees		240	1,121	56	23	1,440	5,023	5,280	5.12%
Computer/Technology Programs		4	3		3	10	32	34	6.25%
Attendees		10	30		5	45	79	152	92.41%
Performer/Speaker/Author		3	0			3	12	12	0.00%
Attendees		95	0			95	484	405	-16.32%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	2					2	3	4	33.33%
Attendees	401					401	590	726	23.05%
Total Number of Programs	2	31	58	47	5	143	605	597	-1.32%
Total Patrons Served by Programming	401	345	1,151	56	28	1,981	6,176	6,563	6.27%
Reference Questions		2,384	1,529	2,944		6,857	26,075	26,871	3.05%
Volunteer Hours		7.50	19.00			26.50	605.50	510.50	-15.69%
Outreach Service Statistics									
Outreach Visits		2	10	3		15	59	67	13.56%
Patrons Served by Outreach Visits		46	713	63		822	3,133	4,043	29.05%
Home Delivery Dates		3				3	9	9	0.00%
Patrons Served via Home Delivery		183				183	464	556	19.83%
Total Outreach Programs		5	10	3		18	68	76	11.76%
Total Patrons Served with Outreach Services		229	713	63		1,005	3,597	4,599	27.86%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	88						376	328	-12.77%
Number of Outside Groups Using Meeting Space	28						79	98	24.05%
Patrons Entering Building	14,599						58,238	59,338	1.89%
Friend's Sponsored Programs	2						5	5	0.00%
Attendees	305						442	433	-2.04%
Social Media Use									
Facebook (daily page consumption)	1,847						6,506	6,549	0.66%
Twitter Followers	792						745	792	6.31%
Instagram Likes	1,099						1,562	3,705	137.20%
Flickr Views	14,352						48,572	36,658	-24.53%
YouTube Views	490						N/A *	2,299	--

* New statline for January 2019.

November Director's Report

Meetings:

LLD Board of Trustees – Oct. 9
B.Paul/CCS – Oct. 10
McHale/CCS – Oct. 10
Staff – Oct. 10
Staff – Oct. 11
Staff – Oct. 15
5/3rd Bank – Oct. 15
Collier/CCS – Oct. 16

Intergovernmental – Oct 17
Staff – Oct. 21
Admin – Oct 22
Admin – Oct. 23
Sikich – Oct. 24
Admin – Oct. 25
Staff – Nov. 1
Staff – Nov. 4

LPD – Nov. 5
Personnel & Policy Committee – Nov. 6
Chamber – Nov. 7
Sikich – Nov. 7
Sikich – Nov. 8
Hummel – Nov. 8

Highlights/Developments

Facility Options

At the September 26th Special Board meeting, CCS recommended that we gather information from developers interested in a partnering with the LLD as part of a downtown mixed-use development. This past month, CCS and I had preliminary conversations with developers about such concepts and the developers agreed to respond in more detail before the next Special Board meeting.

The next Special Board meeting is scheduled for December 2nd at 6:30pm. CCS will present any potential proposals for a mixed-use development project and also discuss development on our current property. CCS has also arranged for a financial expert to be in attendance to discuss funding options for prospective improvement projects.

Intergovernmental

The Board President and I attended the Intergovernmental Meeting on October 17th. The following topics were discussed among participants:

District 202: The new elementary school opening went very well with over 600 community members attending various events. Amy Parks, Lisle Jr. High science teacher, won a Presidential Excellence Award. There soon will be an evaluation of the Jr. High facility. The Wilde Field track needs maintenance.

Township: There will be a car care clinic for seniors. The Township is part of a suicide prevention coalition. The Township is readying for contributions to donate to needy families during the holidays.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: November 8, 2019

Park District: The Community Park Playground has great feedback. A maintenance facility upgrade is in the works. The new minimum wage requirements will have an impact on PD operations. There will be a Veteran's Day ceremony with the VFW. A dog park is being considered upon updating the PD Master Plan.

Benedictine University: Some Arizona campus programs may be implemented at the Lisle campus with a focus on literacy and partnering with other local organizations.

Fire District: Benedictine University and the LWFD partnered to distribute smoke detectors in the community. October is fire prevention month. The strategic plan is complete as is the LWFD agency accreditation. There is a new red fire truck and ambulance.

Lisle Woman's Club (LWC)

The LWC celebrated its 56th year with a lovely mention of the founding of the LLD at its anniversary event last month. A more detailed account of the LWC's vital role in our founding, can be found in the Lisle Heritage Society's October newsletter, as penned by LWC member/past President, Cathy Cawiezel (attached). I've also included the tribute page for Nancy Wilson, who served on the LLD Board for a combined 21 years.

This month, the LWC gifted the LLD with a beautiful, first edition, giclee art print by Susan Bartlett. The print hangs in the LLD Alfred & Marilyn Cawiezel community meeting rooms in company of other LWC and LLD plaques that commemorate local leadership. We thank the LWC for their generosity and for their continual support of the organization they helped establish.

Draft Tax Levy Ordinance 19-04

I have prepared Draft Tax Levy Ordinance 19-04 for Board review and approval. I thank Assistant Director McQuillan, the Sikich team, and the other Administrative staff for their assistance while accomplishing this important task. Please see attached overview letter, draft ordinance, and supplemental documents for complete details.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'T. Weinstein', with a stylized, flowing script.

Tatiana Weinstein

To: LLD Board of Trustees
From: Tatiana Weinstein
Re: Levy Overview
Date: November 8, 2019

LLD Board of Trustees:

I am proposing Draft Tax Levy Ordinance 19-04 (attached). Revenue generated via this levy will be received in 2020. Illinois law mandates that the LLD levy cannot exceed the amounts appropriated in this year's Budget and Appropriation (B&A) Ordinance (*approved on September 18, 2019*). Each line item within the draft shows the B&A amount beside the amount the LLD intends to levy.

Draft Tax Levy Ordinance 19-04 is \$155,490.00 less than last year's requested amount; a 3.8% decrease.

Balancing appropriate Library services, staffing, resources, and programs with a fiscally responsible tax levy each year is my priority. Applying a measured approach to planning and budgeting is how we've been able to provide our residents a tax reduction for the last three years. I'd like to emphasize the word *measured*, as it would've been irresponsible to cut taxes without carefully balancing daily operations as well as new opportunities over this three year period.

Since 2017, LLD staff have implemented fiscal and operational efficiencies while maintaining high quality services. Retaining a qualified staff while executing these efficiencies is crucial to this balance. Achieving critical economic goals requires a stable and motivated team. I believe we've accomplished many fiscal and operational objectives while maintaining this important balance.

Correspondingly, I believe the LLD has found another balance point, our general expenses. As evidenced in the supplementary, audited, Revenue & Expense Report through June 30, 2019 (attached), the LLD's total general operating expenses for the past two years has remained essentially flat. Fiscal years 17/18 and 18/19 show actual/audited operating expenses positioned near 4.5 million dollars, without Special Reserve (SR) expenditures. The FY19/20 budget estimates 4.6 million in operating expenditures without SR. Taking into account inflation, cost of living/salaries, and maintenance outflows over the past three years, the LLD has continued to effectively operate at the same expenditure rate.

The LLD has been decreasing its levy and utilizing its operational reserves to augment budgeted expenditures. However, the LLD cannot perpetually continue along this path. The LLD is at a point where progressive fiscal decisions need to be made regarding capital projects and the transferring of monies into appropriate funds. The LLD has a number of important determinations regarding its operations, finances, and facility in the coming months. These major decisions will impact future levies, upcoming budgets, and appropriations. I look forward to the developments ahead.

I recommend the Board of Trustees adopt LLD Tax Levy Ordinance 19-04 as drafted.

LLD Tax Levy History			
Year	Requested	Received	Difference
2019	3,946,565.00		
2018	4,102,055.00	4,144,646.46	42,591.46
2017	4,315,010.00	4,360,025.92	45,015.92
2016	4,829,600.00	4,880,380.18	50,780.18
2015	4,804,263.97	4,852,748.93	48,484.96
2014	4,771,114.00	4,756,697.01	-14,416.99

Tatiana Weinstein
LLD Director

Happy 125th Anniversary, GFWC Illinois!

Happy 56th Anniversary, LWC!

Happy 55th Anniversary, Lisle Library!

By Cathy Cawiezel

The General Federation of Women's Clubs was founded in 1890 and is one of the largest women's volunteer organizations in the world. It operates in all 50 states and in 12 countries and has over 80,000 members. GFWC Illinois was chartered in October of 1894. The 200 local clubs in the state are engaging in all sorts of activities this month to celebrate the 125th anniversary of the state organization.

The Lisle Woman's Club hosted a reception to commemorate the anniversaries. The event was held October 2 at the Lisle Park District and attended by many Lisle dignitaries, including Mayor Chris Pecak, Village of Lisle Manager Eric Ertmoed, Lisle Library Board of Trustees President Tom Hummel, Lisle Library Director Tatiana Weinstein, Assistant Lisle Library Director Beth McQuillan, Lisle Woodridge Fire Protection District Chief Keith Krestan, Lisle Chamber of Commerce Director Jill Eidukis, and Lisle Township Supervisor Mary Jo Mullen. Speakers were Club President Pat Briggs, Immediate Past President Cathy Cawiezel, and Past Presidents Bea Fodor and Lorna Turner.

The Village of Lisle issued a Proclamation congratulating GFWC Illinois and LWC on their anniversaries and accomplishments. It was recited by Mayor Chris Pecak at the October 21 meeting of the Board of Trustees. Every current female elected Village official is a member of the Lisle Woman's Club: Trustees Cawiezel, Dixit, and Hasse, Sadat and Clerk Turner.



Chris Pecak, Tom Hummel, Tatiana Weinstein, Jill Eidukis, Eric Ertmoed, Keith Krestan, Beth McQuillan, Mary Jo Mullen attend Lisle Woman's Club's October 2 GFWC IL 125th anniversary celebration

Through their dedication to, "community improvement by enhancing the lives of others through volunteer service" GFWC has a rich history of positive impact. They made important contributions to founding the National Park Service, raised millions of dollars to support the WWI and WWII war efforts, by 1933 had founded 75% of America's public libraries, and at the dawn of this millennium renewed its commitment to libraries by donating \$13.5 million to public and public school libraries over a 5 year period to name just a few.

The Lisle Woman's Club, which is a member of GFWC Illinois Fifth District, was chartered in August 1963. Its first official meeting was Wednesday October 2, 1963, so the club celebrated its 56th anniversary the day of the reception.

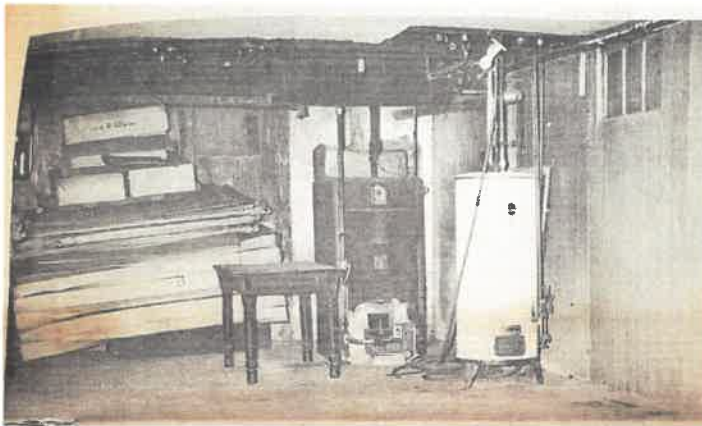
Continued pg. 6

“Anniversary” continued from pg. 5

LWC records document that the members “studied carefully” several projects and unanimously resolved to “establish, staff, and support” a junior public library. They recognized that Lisle elementary schools had limited resources of books. Within a couple months the positive response for the initiative from the community inspired the Club to expand the project mission to a full public library. Lisle residents were using the libraries in Downers Grove and Naperville, but transportation and the high cost of non-resident cards contributed to demand for a local library.

November 2, 1963 was the kick-off of a book donation drive. The office of the local newspaper *Lisle Advertiser* served as the depository. The Lisle Woman’s Club had 69 members, and they sorted and processed the books in a member’s home.

Walker Gamble offered generous lease terms for the basement at 4742 Main St. downtown. Members and their husbands pitched in to clean and build shelving and transformed the space into a welcoming library.



Those shelves held 2,300 books meticulously arranged in accordance with the Dewey Decimal System when the doors opened to the public on April 12, 1964. There were 5,000 shelved by that July. The *Lisle Advertiser* exclaimed, “National Library Week, which begins Sunday, April 12, will be observed in Lisle with a magnitude never before equaled.” The article pointed to the opening of Lisle’s first public library as well as the formal dedication ceremonies for the new \$700,000 library at St. Procopius College. That 33,000 square foot facility had capacity for 110,000 volumes as well as over 6,000 items in one of the largest collections of President Lincoln material in the state.



In fulfillment of their resolution, the Lisle Woman’s Club “staffed and supported” the new library for 3 years. It was initially open 2 afternoons and 2 evenings per week and 10 a.m. to 4 p.m. on Saturday. In

addition to Club volunteers, a couple of high school students were paid “baby sitting wages” of 50 cents per hour to work as pages. Records documented 266 families having library cards and checking out an average of 1,000 books per month.

The Club planned to form a tax supported district, but that would take time. Meanwhile, there was an amazing flurry of fundraising activities and community involvement. (See page 7!)

Continued pg. 7

Fundraisers For a New Lisle Library

November 2, 1963

Book Donation Drive kick-off

Depository: Office of Lisle Advertiser

Sponsored by Lisle Woman's Club

February 8, 1964

Benefit Dance

Acacia Country Club in Western Springs

Tickets \$7; included a buffet starting at 1 a.m.

Sponsored by Lisle Woman's Club

April 29, 1964

Benefit Bridge Game

44 women participated

Sponsored by Lisle Woman's Club

September 29, 1964

Annual Fashion Show

Benefits of \$624 donated for the library

Lisle Newcomers' Club

February 20, 1965

Showing of movie *The Snow Queen*

by Hans Christian Anderson

at Lisle High School

Sponsored by Lisle Woman's Club

April 24, 1965

Benefit Ball

Holiday Inn, Aurora

Sponsored by Lisle Woman's Club

April 26, 1965

Community-wide Mail Fund Drive

Sponsored by Friends of the Library

May 1 and 8, 1965

Plant Sale

Sponsored by Lisle Woman's Club

May, 1965

Poster Contest

Judged by the Lisle Artists' Guild

Sponsored by Friends of the Library

July 24, 1965

Benefit Bowling Party

Sponsored by the Oakview Homeowners Assoc.

"Anniversary" continued from pg. 6

February 1965 the Club formed an advisory council tasked with "expansion and development" of the Lisle Library. It was comprised of 18 representatives from Lisle service and social clubs: Artists' Guild, Garden Club, Home Economics Extension Program, Kiwanis Club, Junior Chamber of Commerce, Lion's Club, Meadow's Community Assoc., Newcomer's Club, Oakview Homeowner's Assoc., and Woman's Club. This organization became the Friends of the Lisle Library. The organization launched a mail campaign in April of 1965, sending donation solicitations to every resident and business in what would be the library district. They stated, "It is the hope of the Council that sufficient funds will be contributed to significantly broaden the services of the library." The *Advertiser* reported that their initiative raised \$1,320, but the council described this as far short of their hopes.

Seeking taxpayer support for the public library was a bold initiative for the Lisle Woman's Club, and they knew it. Lisle taxpayers were already, well, taxed. The Village had a population of about 2,500 when it was incorporated in 1956. In the ensuing 8 years the community had doubled in size. Property had been annexed, and farms had been subdivided. Residents were already paying for bonds for new grade schools, a \$725,000

addition to the Lisle High School, and a new sewer system. It took 3 referenda to get approval for the debt for the sewer system. In her report about the library project to the GFWC, one unidentified LWC leader noted, "The advent of so many new residents in the area, clamoring for facilities comparable to their previous areas of residence, resulted in a harsh tenor between them and long-time residents."

Adding to the challenge, the Circuit Court scheduled the vote on the library for just 1 week after a county-wide referendum asking the taxpayers to support a junior college district.



Continued on pg. 8

“Anniversary” continued from pg. 7

The Mayor and Village Trustees were asked to support the library referendum. Mayor Edward Gronke stated that he would personally endorse it and send a letter to all voters to that effect. Trustee Bob Connelly gave it his “unqualified support.” Trustee Jerome Grochowski said he “knew little about it so could not intelligently decide.” Trustee Thomas Martin declined to offer an opinion. Trustee George Liaramatis stated that, “It would be politically unsound to back the referendum.” Trustee Nilla Kuttner said, “If we support this referendum we will be expected to do it for all. We may even be called upon to support a college.” Trustee Leo Callan is not quoted.

The referendum to form the Lisle Library District with bond financing passed by a vote of 579 to 218 on December 11, 1965. The district boundaries were Yender Rd., Woodridge Estates, Walnut Ave., and Lisle Township line. The assessment began on the 1966 bill and was 6 cents per \$100 of assessed valuation. It was expected to yield about \$15,000 annually. The library first received tax revenue in May 1967.

Neither GFWC Illinois nor the Lisle Woman’s Club have rested on the laurels of their founders’ lofty goals and accomplishments. GFWC Illinois has initiatives that local clubs participate in that include preventing child abuse and domestic violence and promoting the arts, conservation, education, and home life. The Lisle Woman’s Club works tirelessly on fundraisers such as their signature annual “Garden Gait” garden walk to fund philanthropy that includes scholarship awards to Lisle students and donations to a variety of charities, and provides service to many community activities.

Many members of the Lisle Woman’s Club have been Lisle Heritage Society members over the years. LHS members and Lisle Woman’s Club Past Presidents Barbara Roake, Nancy Wilson, and Marilyn Cawiezel served as presidents of the Library board.

In-kind Donors to start a New Library

Lisle Jaycees – partitioned the room

Lisle Newcomers Club / Lisle High School Parents
- 1,000 adult books

J.R. Hankinson Lumber Co
- building materials

Modern Aire Decorating Center - paint

Our Lady of Sorrows Church, Chicago
-12 chairs, desk, filing cabinet

Girl Scout Group 963 - Books

National Tea food Store

15 volume set Britannica Jr Encyclopedias

St. Procopius College – 150 books

St. Joan of Arc School – 2 Children’s Bibles

Ethel Marshall Home Bureau – volunteer labor to stuff envelopes for the mail campaign

Lisle Garden Club – Illustrated Encyclopedia of Gardening

Donors to start a New Library

Ben Franklin Store

Lisle Savings

Suburban Signs, Inc.

Lisle Coffee Shop

Riedy Hardware-Lumber

Town Liquors-

Delicatessen

Hankinson Lumber-Supply Co.

Economy Foods

Norman Oil Co.

Bank of Lisle

Haverlandt’s Radio-TV

Walter C. and Blanche C.

Jahnke, Realtors

Riley’s, Inc.

Lisle Advertiser

Belom Real Estate

Borden’s Servicemaster

Rochkes Pharmacy

Dewy Insurance

Twin View Beauty Salon

Keetz Book Nook

B&D Beauty Salon

D&H “66” Service

Larry’s Beauty Salon

Gary’s Pay-Less Drugs

Lisle News Agency

Lisle Drug Store

Ridgley Sales-Service

Walker Gamble

Lisle Bowl

Village Hot Dogs

Leo’s Cleaners

Healthway Disposal

Art’s Repair Service

Coast-to-Coast Store

Quick Heating Service

J.D. Bast Realty-Insurance

Meadows Assoc.

Kiwanis

Lisle Lions Club

Chamber of Commerce



In Memorium

Nancy Wilson

May 21, 1931 – September 10, 2019

Nancy was born in Wisconsin and moved frequently during her childhood. She attended kindergarten in Rogers Park, Chicago, 1st grade in Antigo, WI, and 2nd grade in Portland OR. She recalls the uniform there included a white blouse with a sailor collar and red tie. She attended 3rd grade in Bakersfield, CA where she made her First Communion. She attended 4th grade in Wausau, WI where she and her mother moved because an aunt needed them. It was a one room country school house with an outhouse. In the winter the teacher skied in, and, “the farm ladies took turns bringing hot lunch by sleigh. The State provided oranges and thyroid pills.”

Nancy and her mother moved back to California where Nancy attended 5th grade at the public school in Hollywood. When asked if she found it traumatic to change schools every year, she said, “No, I didn’t. I don’t think they had cliques like they do today.”

Nancy’s mother had divorced when Nancy was 4, and remarried while they were living in the Beverly Hills area. Nancy was 12 at the time, and the frequent moves came to an end. Interactions with celebrities – and celebrities to be – were common. Nancy babysat musician/satirist Randy Newman. Nancy’s stepfather became a builder when he got out of the service, and he custom designed and built the Newman family home.

Her stepfather also built a house for movie star Edmond O’Brien. Nancy described seeing “cement trucks, one after another, go up the hill. It was a big, big house.” Her father also built a home for an orchestra member who had him put double walls in the practice room.

Nancy went to Beverly Hills High School. The school was next to Twentieth Century Fox Studios and they could see the studio back lot from the field hockey field. Actor Richard Chamberlin was 2 years behind her at the school, and pianist/conductor/composer Andre Previn was 1 year ahead. Actress Elizabeth Taylor was 1 year behind but was rarely seen in school.

Nancy earned her teaching degree at UCLA. She met Richard “Dick” Wilson at the UCLA Masonic Affiliates Club. She said, “If you were a relative of a Mason you could go to their club. They were building a float, and we ended up side by side.”

The couple moved to Richland, WA, just south of Hanford Engineer Works. Dick earned his doctorate degree at the University of Washington. Nancy taught 3rd grade while Dick was in graduate school. The family moved to Illinois when Dick was hired by Argonne National Laboratory. By this time they had a 5 year old son, John. They rented a home in Naperville for a year. When Nancy came home from the hospital in 1962 with son Hank, it was to their new home in the Meadows in Lisle.

Nancy had tremendous positive impact on the community through her extensive volunteer work. She was a member of the Lisle Woman’s Club for over 50 years and served a term as President. She was instrumental in the Club’s first project to establish a public library in Lisle. She served on the Lisle Library Board of Trustees for 21 years including a term as President. She was an active member of the Lisle Heritage Society. She served on the board of the Friends of the Lisle Library for decades. She enjoyed membership in a “Stitch” group and in book clubs.

Nancy is survived by her husband, Dick, and their two sons, John of New York, and Hank of Michigan, and two granddaughters. Arrangements were private.

The picture of Nancy was taken in April while she was giving a talk about the founding of the Lisle Library. The information in this article is from a conversation I had with Nancy on April 9, 2019. Unfortunately I do not know her maiden name. – Cathy Cawiezel

November 2019 Assistant Director Report

Meetings

- Lisle Woman's Club – Oct 2
- Board Meeting – Oct 9
- Staff Meeting – Oct 15
- Event Team – Oct 29
- Miller Concrete – Oct 3
- Monaco Mechanical – Oct 4, 9, 28, 31
- Des Plaines Glass – Oct 22
- IL Financial Conf – Oct 17
- Eco-Clean – Oct 30
- U.S. Census – Oct 28
- D&L Sheet Metal – Oct 31
- Fixed Asset Appraisal- Oct 17

Event Team

Staff had a successful *Star Wars Reads Day* on October 19th noon to 3pm. The day included Star Wars bingo and trivia, light saber making, Jedi training games and costumes. Patrons enjoyed a visit from the Star Wars Baba Fett character with photo opportunities.

LLD Winter Read will kick-off on Friday, December 6th from 6 to 8pm with fun activities and signup for the reading program. A special winter-themed storytime is planned followed by a "snowball throw." The Lisle High School Choir will entertain attendees in the Library's atrium. Light refreshments of cookies and hot chocolate is planned. LLD logo mugs will be the prize for youth and adults completing the reading program.

IL Financial Conference

Administrative Office Coordinator, Kilcran and I attended the Illinois Financial Conference on October 17th at Oakton Community College. Representatives from the Illinois Office of the Comptroller explained the State of Illinois Annual Financial Report and directions for submitting the report. Staff will review the audit elements provided by Lauterbach and Amen and submit the report information in December.

Fixed Asset Appraisal

The fixed asset appraisal suggested by Lauterbach and Amen began on October 17th. This was a physical inventory, directed by Gallagher and Bassett, the LLD insurance firm. The appraisal includes circulating and non-circulating materials, furnishings, and equipment. This appraisal gauges capital assets. It aids in insurance record keeping and records real property owned by the Library. An appraisal report is due in early December.

FACILITY:

People-Counter

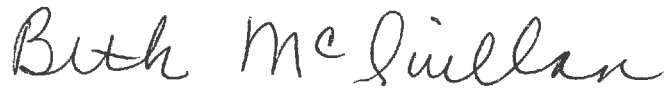
The people-counter for counting patrons entering the building was tested numerous times as well as serviced. After consultation with our equipment installer, the compiled daily statistics were off by a negative 20-35%. Staff re-calculated the number of patrons entering the building. The fiscal year 2019-20 statistics were updated reflecting the changes for July through September 2019. The LLD adjusted statistics for those months are attached.

Offset storm water pipe repair

The LLD sent out RFP invitations to eight construction firms for the Front Street storm water pipe offset repair. Several firms opted not to submit a proposal. Staff selected Jensen Plumbing. The proposed repair is planned for the end of November. Jensen is consulting with the Village for permits.

Air Handlers Replacement Project

HVAC connection valves have been checked and sheet metal drawings and measurements were completed by Monaco. Specified air handler components for the system have also been shipped to Monaco. Monaco anticipates continuing its work during the week of November 13th for the replacement phase of the project.

A handwritten signature in black ink that reads "Beth McQuillan". The script is cursive and fluid, with the first name "Beth" and last name "McQuillan" clearly legible.

Beth McQuillan

Lisle Library District
Program and Service Statistics - July 2019

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Library Event Statistics									
Staff Facilitated Programs		27	57	69	2	155	137	155	13.14%
Attendees		272	1,034	77	23	1,406	1,373	1,406	2.40%
Computer/Technology Programs		4	2		2	8	9	8	-11.11%
Attendees		20	18		3	41	24	41	70.83%
Performer/Speaker/Author		2	3			5	6	5	-16.67%
Attendees		91	146			237	332	237	-28.61%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	2					2	2	2	0.00%
Attendees	325					325	460	325	-29.35%
Total Number of Programs	2	33	62	69	4	170	154	170	10.39%
Total Patrons Served by Programming	325	383	1,198	77	26	2,009	2,189	2,009	-8.22%
Reference Questions		2,504	1,801	2,375		6,680	6,164	6,680	8.37%
Volunteer Hours		5.00	448.00			453.00	478.00	453.00	-5.23%
Outreach Service Statistics									
Outreach Visits		0	7	6		13	15	13	-13.33%
Patrons Served by Outreach Visits		0	488	302		790	1,022	790	-22.70%
Home Delivery Dates		2				2	2	2	0.00%
Patrons Served via Home Delivery		138				138	90	138	53.33%
Total Outreach Programs		2	7	6		15	17	15	-11.76%
Total Patrons Served with Outreach Services		138	488	302		928	1,112	928	-16.55%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	80						92	80	-13.04%
Number of Outside Groups Using Meeting Space	23						21	23	9.52%
Patrons Entering Building (corrected 16,887)	15,450						15,568	16,887	8.47%
Friend's Sponsored Programs	1						1	1	0.00%
Attendees	40						32	40	25.00%
Social Media Use									
Facebook (daily page consumption)	2,090						1,791	2,090	16.69%
Twitter Followers	775						728	775	6.46%
Instagram Likes	1,016						405	1,016	150.86%
Flickr Views	12,944						11,013	12,944	17.53%
YouTube Views	776						N/A *	776	--

* New statline for January 2019.

Lisle Library District
Program and Service Statistics - August 2019

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Library Event Statistics									
Staff Facilitated Programs		24	39	66	3	132	259	287	10.81%
Attendees		208	741	74	35	1,058	2,387	2,464	3.23%
Computer/Technology Programs		4	0		3	7	16	15	-6.25%
Attendees		19	0		4	23	49	64	30.61%
Performer/Speaker/Author		2	0			2	9	7	-22.22%
Attendees		53	0			53	385	290	-24.68%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	2	2	0.00%
Attendees	0					0	460	325	-29.35%
Total Number of Programs	0	30	39	66	6	141	286	311	8.74%
Total Patrons Served by Programming	0	280	741	74	39	1,134	3,281	3,143	-4.21%
Reference Questions		2,828	1,399	2,286		6,513	12,828	13,193	2.85%
Volunteer Hours		5.00	13.00			18.00	538.00	471.00	-12.45%
Outreach Service Statistics									
Outreach Visits		4	5	3		12	30	25	-16.67%
Patrons Served by Outreach Visits		227	159	320		706	1,575	1,496	-5.02%
Home Delivery Dates		2				2	4	4	0.00%
Patrons Served via Home Delivery		115				115	182	253	39.01%
Total Outreach Programs		6	5	3		14	34	29	-14.71%
Total Patrons Served with Outreach Services		342	159	320		821	1,757	1,749	-0.46%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	77						178	157	-11.80%
Number of Outside Groups Using Meeting Space	21						38	44	15.79%
Patrons Entering Building (corrected 14,240)	13,032						29,630	31,127	5.05%
Friend's Sponsored Programs	1						2	2	0.00%
Attendees	45						93	85	-8.60%
Social Media Use									
Facebook (daily page consumption)	1,486						3,525	3,576	1.45%
Twitter Followers	784						738	784	6.23%
Instagram Likes	795						694	1,811	160.95%
Flickr Views	5,699						19,844	18,643	-6.05%
YouTube Views	543						N/A *	1,319	--

* New statline for January 2019.

Lisle Library District
Program and Service Statistics - September 2019

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY18/19	YTD FY19/20	% Change
Library Event Statistics									
Staff Facilitated Programs		21	63	46	2	132	210	419	99.52%
Attendees		176	1,124	54	22	1,376	3,481	3,840	10.31%
Computer/Technology Programs		4	3		2	9	29	24	-17.24%
Attendees		22	18		3	43	90	107	18.89%
Performer/Speaker/Author		2	0			2	14	9	-35.71%
Attendees		20	0			20	358	310	-13.41%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0					0	3	2	-33.33%
Attendees	0					0	367	325	-11.44%
Total Number of Programs	0	27	66	46	4	143	256	454	77.34%
Total Patrons Served by Programming	0	218	1,142	54	25	1,439	4,296	4,582	6.66%
Reference Questions		2,336	1,494	2,991		6,821	19,454	20,014	2.88%
Volunteer Hours		5.00	8.00			13.00	526.00	484.00	-7.98%
Outreach Service Statistics									
Outreach Visits		5	17	5		27	28	52	85.71%
Patrons Served by Outreach Visits		267	1,088	370		1,725	1,238	3,221	160.18%
Home Delivery Dates		2				2	6	6	0.00%
Patrons Served via Home Delivery		120				120	220	373	69.55%
Total Outreach Programs		7	17	5		29	34	58	70.59%
Total Patrons Served with Outreach Services		387	1,088	370		1,845	1,458	3,594	146.50%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	83						284	240	-15.49%
Number of Outside Groups Using Meeting Space	26						66	70	6.06%
Patrons Entering Building (corrected 13,612)	42,162						46,232	44,739	-3.23%
Friend's Sponsored Programs	1						3	3	0.00%
Attendees	43						110	128	16.36%
Social Media Use									
Facebook (daily page consumption)	1,126						6,899	4,702	-31.85%
Twitter Followers	790						679	790	16.35%
Instagram Likes	795						1,025	2,606	154.24%
Flickr Views	3,663						19,890	22,306	12.15%
YouTube Views	490						N/A *	1,809	--

* New statline for January 2019.

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

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

I do further certify that the attached is a true and correct copy of that certain Levy Ordinance levying and assessing taxes for said Lisle Library District for the fiscal year beginning July 1, 2019, which was adopted by said Board of Trustees at a meeting of said Board of Trustees held on November 13, 2019.

I do further certify that the attached Ordinance has not been amended, altered, changed or repealed and is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Lisle Library District, DuPage County, Illinois, at Lisle, Illinois this 13th day of November, 2019.

Emily Swistak
Secretary, Board of Library Trustees
Lisle Library District
DuPage County, Illinois

ORDINANCE 19-04
TAX LEVY ORDINANCE

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020, FOR THE LISLE LIBRARY DISTRICT, OF DUPAGE COUNTY, ILLINOIS.¹

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

Section 1: Ordinance 19-03 (Budget and Appropriation Ordinance) is incorporated by reference.

Section 2: A tax for the following sums of money, or as much as thereof as may be authorized by law, to defray all expenses and liabilities of the Lisle Library District be and the same is hereby levied for the purposes specified against all taxable property in the Lisle Library District for the fiscal year commencing on the 1st day of July, 2019, and ending on the 30th day of June, 2020.

1. CORPORATE FUND		AMOUNT APPROPRIATED	AMOUNT LEVIED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$2,263,000.00	\$2,000,000.00
	Health Insurance	\$340,000.00	\$300,000.00
	Compysch Asst Plan	\$400.00	\$400.00
	Unemployment Compensation	\$4,000.00	\$4,000.00
	Tuition Reimbursement	\$2,000.00	\$0.00
		\$2,609,400.00	\$2,304,400.00
B.	BUILDING COSTS		
	Internet Service Provider	\$5,400.00	\$5,400.00
	Inet	\$1,810.00	\$1,810.00
	Utilities	\$75,495.00	\$70,000.00
	Maintenance Contracts	\$99,000.00	\$82,500.00
	Maintenance/Repairs	\$111,240.00	\$93,000.00
	Rubbish Removal	\$2,800.00	\$2,800.00
		\$295,745.00	\$255,510.00

¹ Note to taxpayers:

- This Tax Levy Ordinance relates to Library District taxes to be reflected on DuPage County real estate tax bills to be sent in May, 2020.
- The real estate tax revenue generated by this Tax Levy Ordinance will be received by the Library District in 2020.
- Reference in this Tax Levy Ordinance to the Library District's 2019-2020 fiscal year simply complies with state laws applicable to Library Districts.

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
C.	OPERATING EXPENSES		
	Postage	\$14,300.00	\$14,300.00
	Printing/Spec Services	\$19,000.00	\$19,000.00
	Office Supplies	\$30,000.00	\$25,000.00
	Circ Material Supplies	\$11,000.00	\$11,000.00
	Processing Supplies	\$29,400.00	\$28,000.00
	Publishing	\$2,310.00	\$2,310.00
	Safety Deposit Box Rental	\$150.00	\$150.00
	Check Printing/Bank charges	\$3,550.00	\$3,550.00
	Local Travel	\$650.00	\$650.00
		\$110,360.00	\$103,960.00
D.	INSURANCE		
	Fidelity Bond	\$2,100.00	\$2,100.00
	Property and Liability Coverage	\$25,000.00	\$25,000.00
	Notary Bond	\$70.00	\$70.00
	Workers Comp Insurance	\$6,700.00	\$6,700.00
		\$33,870.00	\$33,870.00
E.	CONTRACTUAL SERVICES		
	Legal Services	\$20,000.00	\$15,000.00
	Collection Agency	\$700.00	\$700.00
	Other Contractual Services	\$128,550.00	\$128,550.00
	Investment Agency Consultants	\$7,350.00	\$7,350.00
	Audit Fee	\$8,650.00	\$8,650.00
	Payroll Service	\$7,700.00	\$7,700.00
	Accounting Maintenance/Upgrades	\$11,000.00	\$11,000.00
		\$183,950.00	\$178,950.00
F.	PERSONNEL DEVELOPMENT		
	Dues/Meetings/Conferences, Staff	\$22,100.00	\$15,000.00
	Memorial/Tribute/Recognition	\$2,000.00	\$0.00
	In-Service	\$3,000.00	\$3,000.00
	Training/Continuing-Ed, Staff	\$2,000.00	\$1,500.00
	Dues/Meetings/Conferences/Training, Trustees	\$3,600.00	\$3,600.00
		\$32,700.00	\$23,100.00
G.	EQUIPMENT		
	Polaris	\$57,750.00	\$54,000.00
	Major Equipment	\$91,000.00	\$76,000.00
	Minor Equipment	\$4,000.00	\$3,500.00
	Rental-Postage Meter	\$750.00	\$750.00
	Equipment Maintenance/Repair	\$21,000.00	\$20,000.00
		\$174,500.00	\$154,250.00

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
H.	LIBRARY MATERIALS		
	Literacy	\$10,000.00	\$9,000.00
	Books	\$244,335.00	\$225,000.00
	Databases	\$160,350.00	\$149,200.00
	AV	\$150,000.00	\$120,000.00
	Periodicals	\$48,825.00	\$48,825.00
	Document Delivery	\$23,000.00	\$23,000.00
		\$636,510.00	\$575,025.00
I.	PROGRAMS		
	Programs/Community Engagement	\$40,000.00	\$37,000.00
	Readers Services	\$8,250.00	\$7,500.00
		\$48,250.00	\$44,500.00
J.	RESTRICTED EXPENSES		
	Gifts (if gifts are received)	\$20,000.00	\$0.00
	Per Capita Grant (per State standards if received)	\$35,700.00	\$0.00
	Transfer to Special Reserve Fund ²	\$900,000.00	\$0.00
	Transfer to IMRF (supplemental funding)	\$50,000.00	\$0.00
		\$1,005,700.00	\$0.00
K.	CONTINGENCY	\$25,000.00	\$0.00
Corporate Fund appropriation subtotal		\$5,155,985.00	
Levied for the foregoing expenses from the General Public Library Tax			\$3,673,565.00
	Appropriated from other sources within fund	\$1,482,420.00	
2. .02 EQUIPMENT, MAINTENANCE, & REPAIRS FUND		\$15,000.00	
Special Tax of .02% for the cost of equipment, maintenance, repairs, and alterations of library buildings and equipment.			\$0.00
	Appropriated from other sources within fund	\$15,000.00	
3. IMRF (Illinois Municipal Retirement Fund)			
Levied for the foregoing expense of Illinois Municipal Retirement Fund from a Special Tax in addition to all other taxes levied by the District		\$176,000.00	
			\$115,000.00
	Appropriated from other sources within fund	\$61,000.00	

² The LLD Board of Trustees intends to transfer \$900,000 to the Special Reserve with said amount to come from reserves in the Corporate Fund as supplemented by the transfer of funds from a dissolved Working Cash Fund.

		AMOUNT APPROPRIATED	AMOUNT LEVIED
4. FICA FUND (Federal Insurance Contributions Act)		\$173,048.35	
Levied for the foregoing expense of Social Security from Special Tax in addition to all other taxes levied by the District			\$158,000.00
	Appropriated from other sources within fund	\$15,048.35	
5. SPECIAL RESERVE FUND		\$822,000.00	
			\$0.00
	Appropriated from other sources within fund	\$822,000.00	
SUMMARY:			
Total Appropriation		\$6,342,033.35	
Appropriated from other sources		\$2,395,468.35	
Levied as the General Public Library Tax			\$3,673,565.00
Levied as Special Fund Taxes			\$273,000.00
TOTAL LEVY			\$3,946,565.00

Section 3: This Ordinance shall be in full force and effect from and after its passage.

ADOPTED and approved November 13, 2019, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Thomas Hummel
President, Board of Library Trustees
Lisle Library District

Passed and filed in my office November 13, 2019.

Emily Swistak
Secretary, Board of Library Trustees
Lisle Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

**CERTIFICATE OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW**

I, Thomas Hummel, certify that I am the duly presiding officer of the Lisle Library District, DuPage County, Illinois, and I certify that the attached ORDINANCE 19-04 (tax levy) was adopted in compliance with the Truth in Taxation Law, 35 ILCS 200/18-55 et seq., i.e.:

- X The Library District levied an amount less than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year.
- The Library District levied an amount greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year and a public hearing was held following publication of notice of the public hearing.

This Certificate applies to the 2019 levy.

Thomas Hummel
President, Board of Library Trustees
Lisle Library District
DuPage County, Illinois

Date signed: November 13, 2019

POLICY 635
~~POSTING AND DISTRIBUTION OF MATERIALS~~
SIGNS AND DISPLAYING PROMOTIONAL LITERATURE/MATERIALS

~~The solicitation of funds within the Library or the selling of objects will not be permitted except among members of the same group within the Meeting Room during the course of said group's meeting. Duly authorized activities of the Friends of the Library or the Library itself shall be exempt from this restriction.~~

The LLD commits to promoting its programs, services, and resources using various marketing methods such as signs, flyers, brochures, and via digital display. LLD-sponsored displays and materials may be promoted anywhere on LLD property. Authorized LLD staff shall be responsible for the distribution of such promotions.

A. LLD Community Boards

The LLD recognizes the public benefit of displaying community-related promotional materials in and around its facility. LLD community Bulletin boards feature are provided in the Library for the posting only of announcements, of a general nature that describe an event~~s~~, or activity **activities of public interest. ~~to a substantial number of persons in the community. No announcements of a strictly personal nature will be posted.~~ Content shall be educational, cultural, not-for-profit, philanthropic, or civic in nature. Only authorized LLD staff shall approve of and post/display such promotions. LLD staff have full discretion regarding consideration for display and/or for removal.**

Outside individuals/groups who reserve meeting room space for programs may not advertise the program via LLD community boards or display such promotions on LLD property. The LLD online calendar advertises all meetings/programs that occur in LLD meeting rooms.

~~Flyers, brochures, pamphlets, etc. accepted for placing on Library counters must meet the same criteria set forth above. In no case will Library employees participate in the distribution of any but Library generated publications.~~

Adopted 7/9/90
Revised 11/13/02

POLICY 640
SIGNS

~~Signs of an educational, recreational, cultural, or civic informational nature may be placed in the Library with the permission of the Director or Director's designee. The authorizing person will date and initial any material for display.~~

~~In placing signs, Library materials will always take priority.
No sign or materials expressing political or religious bias will be displayed.
Signs to be displayed will have to conform to neatness, size, and space availability as determined by the Director.~~

~~Library sponsored events may be advertised anywhere in the Library including all bulletin boards, display cases, easels, counter tops, and windows.~~

~~All other events or information may be displayed only on the public information bulletin boards (maximum sign 18" by 22"). Special permission may be granted by the Director for free-standing units to be placed on the floor or counters as space allows.~~

~~Only Legal Notices (e.g., building permits, legal notices, polling place signs, etc.) may be placed on windows.~~

~~All signs not picked up within two days after the termination date of the event will be disposed of by the Library.~~

~~Hand-outs and brochures will be displayed as space allows. Brochures may be displayed two weeks prior to the event, as space allows. Library materials will take priority in placement. All other community information brochures will be displayed on the public information rack.~~

B. Intergovernmental and LLD-Affiliate Signs

The LLD has strong relationships with other governmental agencies within the community, as well as ~~historic connections with independent~~ with affiliated organizations such as the Lisle Woman's Club and Friends of the Lisle Public Library District. The LLD permits the display of signs from such organizations on LLD property with limitations. Signs must be:

- 1. Authorized by the LLD Director or designee**
- 2. Displayed under the guidance of the LLD Director/designee**
- 3. Modest in size and quantity**
- 4. In good condition**
- 5. Collected in a timely manner**

Any signs not collected within a reasonable amount of time shall be removed and/or disposed of by the LLD.

C. Special Exhibits

The LLD may partner with an outside agency or group where a free-standing display/exhibit may be permitted on LLD property. Such exhibits shall be authorized and coordinated by the LLD Director and/or designee.

Adopted 7/9/90
Revised 11/13/02
Revised 11/13/19

POLICY 635
SIGNS AND DISPLAYING PROMOTIONAL LITERATURE/MATERIALS

The LLD commits to promoting its programs, services, and resources using various marketing methods such as signs, flyers, brochures, and via digital display. LLD-sponsored displays and materials may be promoted anywhere on LLD property. Authorized LLD staff shall be responsible for the distribution of such promotions.

A. LLD Community Boards

The LLD recognizes the public benefit of displaying community-related promotional materials in and around its facility. LLD community boards feature announcements, events, or activities of public interest. Content shall be educational, cultural, not-for-profit, philanthropic, or civic in nature. Only authorized LLD staff shall approve of and post/display such promotions. LLD staff have full discretion regarding consideration for display and/or for removal.

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1. Authorized by the LLD Director or designee
2. Displayed under the guidance of the LLD Director/designee
3. Modest in size and quantity
4. In good condition
5. Collected in a timely manner

Any signs not collected within a reasonable amount of time shall be removed and/or disposed of by the LLD.

C. Special Exhibits

The LLD may partner with an outside agency or group where a free-standing display/exhibit may be permitted on LLD property. Such exhibits shall be authorized and coordinated by the LLD Director and/or designee.

Adopted 7/9/90
Revised 11/13/02
Revised 11/13/19

POLICY 610 PATRON CODE OF CONDUCT

The Lisle Library District (LLD) is committed to providing quality materials, resources, programs and services to the community in a safe and secure environment. To achieve this, patrons must act in a partnership to ensure that everybody can experience a safe, clean, pleasant and productive environment for study, research, information, and enrichment.

Regulations:

1. Any act or conduct in violation of federal, state, or local laws, ordinances, or Library regulations is prohibited on LLD property.
2. Behavior which may disturb others or interfere with their rights to use the Library is prohibited. Examples include, but are not limited to: hitting, shoving, harassment, indecent exposure, loud voices, smoking, pervasive odor, loitering, profanity, prolonged staring, intimidation, and/or threats.
3. The use and/or possession of weapons or any other objects that can reasonably be considered as weapons is prohibited.
4. Food may not be consumed in the Library with the exception of designated areas, at Library-sanctioned events, or in meetings where prior permission has been ~~obtained~~ **granted**. ~~All B~~ beverages must ~~be in closed containers~~ have a lid.
5. Possession or consumption of alcoholic beverages while on LLD property is prohibited, as is entering the Library in a state of intoxication. **Consumption of cannabis products while on LLD property is prohibited. as is entering the Library while under the apparent influence of such products.** ~~Any inebriated behavior, whether via legal, prescriptive, or illegal means, may prompt a call to the appropriate local authority/agency.~~
6. Personal property may not be left unattended. The Library/staff is not responsible for personal property. Staff may call local authorities to remove unattended property from the facility/campus.
7. Patrons are required to comply with the reasonable request/s of a Library staff member.
8. Proper attire and hygiene which conforms to the standards of the community for public places is required, including shirts and shoes. A general standard of hygiene is expected.
9. Wheeled sporting equipment such as bicycles and scooters may not be used or stored in the Library, nor obstruct external doors.

10. Theft, tampering, defacement, or destruction of Library materials, equipment, or furnishings is prohibited. **Graffiti/tagging is prohibited, as is posting unauthorized flyers, signs, stickers, or other like materials in or around the LLD facility.** Vandalism, anywhere on LLD property, is prohibited and proper authorities shall be notified.
11. Patrons are not allowed to use the Library for typical household activities such as sleeping, bathing, shaving, or storage of personal items.
12. Animals may not be left unattended on LLD property. The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals ~~are allowed and~~ must be under the control of a handler. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable service animal behavior.
13. Selling, soliciting, or requesting donations/**money** is not allowed on LLD property with the exception of Library-sanctioned activities.
14. No circulation of petitions, surveys, distribution/posting of literature, or campaigning is allowed inside the building with the exception of Library-sanctioned activities. Outside the building, such activities may not be conducted within 15 feet of the entrance of the building. These activities may not disrupt LLD operations, impede people from entering or leaving, or create unsafe traffic patterns on the sidewalks or in parking lots. Persons circulating petitions, **surveys, or literature** may not place tables, chairs, **tents**, or signs on LLD property. Patrons may not be harassed, threatened, or **coercively** detained by persons **distributing literature** or seeking to ~~solicit~~ signatures.
15. Materials viewed on electronic/digital devices while in the Library should be appropriate for a public environment. Patrons must also abide by the LLD Internet Access and Public Computer Use Policy 340.
16. ~~Commercial, or promotional photography or video/audio~~ **Commercial/profit-making photography, video, or audio** recording while on LLD property is prohibited without prior permission from the Library Director.
17. Library staff members are not responsible for the supervision of children except when they are participating in a designated Library event. A caregiver must remain in the Library if a child is below the age of eight. Children must be eight years and above and mature enough to be unsupervised to use the Library independently. Younger children should remain in the line of sight of their caregiver. A caregiver must be at least 14 years of age.

18. The LLD does not serve in lieu of parents/guardians, and parents/guardians are responsible for a minor's behavior whether or not parents/guardians are present.
19. Cell phones and other electronic/digital devices should be set to silent or vibrate while in the Library; conversations or disruptive digital noises should not disturb other patrons. Phone conversation is not allowed while using the public computers.
20. Patrons must leave the LLD property at closing time or as directed by Library staff.
21. Bags may be inspected with probable cause.

The Illinois Local Library Act authorizes the Board of Trustees and designees to *"...exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed by the Board."*

Failure to follow the LLD Patron Code of Conduct may result in documentation of the incident, a warning/s concerning the behavior, immediate expulsion from the Library or banning for a designated length of time dependent upon the severity of the offense.

The Lisle Police or other authorities may be called to assist staff when it is deemed necessary. The Library Director or designee may issue a written response to a violation of the LLD Patron Code of Conduct.

Approved 7/11/12
Revised 6/13/18
Revised 11/13/19

POLICY 610
PATRON CODE OF CONDUCT

The Lisle Library District (LLD) is committed to providing quality materials, resources, programs and services to the community in a safe and secure environment. To achieve this, patrons must act in a partnership to ensure that everybody can experience a safe, clean, pleasant and productive environment for study, research, information, and enrichment.

Regulations:

1. Any act or conduct in violation of federal, state, or local laws, ordinances, or Library regulations is prohibited on LLD property.
2. Behavior which may disturb others or interfere with their rights to use the Library is prohibited. Examples include, but are not limited to: hitting, shoving, harassment, indecent exposure, loud voices, smoking, pervasive odor, loitering, profanity, prolonged staring, intimidation, and/or threats.
3. The use and/or possession of weapons or any other objects that can reasonably be considered as weapons is prohibited.
4. Food may not be consumed in the Library with the exception of designated areas, at Library-sanctioned events, or in meetings where prior permission has been granted. All beverages must have a lid.
5. Possession or consumption of alcoholic beverages while on LLD property is prohibited, as is entering the Library in a state of intoxication. Consumption of cannabis products while on LLD property is prohibited. Any inebriated behavior, whether via legal, prescriptive, or illegal means, may prompt a call to the appropriate local authority/agency.
6. Personal property may not be left unattended. The Library/staff is not responsible for personal property. Staff may call local authorities to remove unattended property from the facility/campus.
7. Patrons are required to comply with the reasonable request/s of a Library staff member.
8. Proper attire and hygiene which conforms to the standards of the community for public places is required, including shirts and shoes. A general standard of hygiene is expected.
9. Wheeled sporting equipment such as bicycles and scooters may not be used or stored in the Library, nor obstruct external doors.

10. Theft, tampering, defacement, or destruction of Library materials, equipment, or furnishings is prohibited. Graffiti/tagging is prohibited, as is posting unauthorized flyers, signs, stickers, or other like materials in or around the LLD facility. Vandalism, anywhere on LLD property, is prohibited and proper authorities shall be notified.
11. Patrons are not allowed to use the Library for typical household activities such as sleeping, bathing, shaving, or storage of personal items.
12. Animals may not be left unattended on LLD property. The LLD complies with the Service Animal Access Act (SAAC, 720 ILCS 5/48-8). Service animals must be under the control of a handler. If a service animal behaves unacceptably, staff may ask the patron and animal to leave the premises. Uncontrolled barking, jumping on other people, or running away from the handler are examples of unacceptable service animal behavior.
13. Selling, soliciting, or requesting donations/money is not allowed on LLD property with the exception of Library-sanctioned activities.
14. No circulation of petitions, surveys, distribution/posting of literature, or campaigning is allowed inside the building with the exception of Library-sanctioned activities. Outside the building, such activities may not be conducted within 15 feet of the entrance of the building. These activities may not disrupt LLD operations, impede people from entering or leaving, or create unsafe traffic patterns on the sidewalks or in parking lots. Persons circulating petitions, surveys, or literature may not place tables, chairs, tents, or signs on LLD property. Patrons may not be harassed, threatened, or coercively detained by persons distributing literature or seeking signatures.
15. Materials viewed on electronic/digital devices while in the Library should be appropriate for a public environment. Patrons must also abide by the LLD Internet Access and Public Computer Use Policy 340.
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Failure to follow the LLD Patron Code of Conduct may result in documentation of the incident, a warning/s concerning the behavior, immediate expulsion from the Library or banning for a designated length of time dependent upon the severity of the offense.

The Lisle Police or other authorities may be called to assist staff when it is deemed necessary. The Library Director or designee may issue a written response to a violation of the LLD Patron Code of Conduct.

Approved 7/11/12
Revised 6/13/18
Revised 11/13/19

POLICY 201
LLD BOARD OF TRUSTEES CODE OF CONDUCT & ETHICS

Clear standards of conduct and ethics guidelines are essential in ensuring public confidence in its government. It is the aim of this Policy to establish that Lisle Library District (LLD) Trustees conduct themselves with integrity and adhere to the highest ethical standards. The LLD Board of Trustees shall act in accordance with all local, state, and federal statutes as well as with all LLD policies, procedures, resolutions, and ordinances.

LLD Trustees have the fiduciary responsibility for all resources of the Library. These resources include staff, finances, facility/campus, materials, communications, and services. Each Trustee makes the commitment to carry out his/her responsibilities effectively and with honor.

A. Legislation/Compliance

1. Illinois Governmental Ethics Act (5 ILCS 420)
Trustees shall annually file a Statement of Economic Interest.
2. Illinois State Officials and Employees Ethics Act (5 ILCS 430)
All units of local government are required to adopt regulations in compliance with the requirements of the Act.
3. Open Meetings Act (5 ILCS 120)
Trustees shall comply with the provisions of the Open Meetings Act in order to discuss and conduct District business.
4. Freedom of Information Act (5 ILCS 140)
Trustees shall comply with the provisions of the Freedom of Information Act when pertinent to the LLD.

B. Authority

1. LLD Board discussion and decisions shall be made at publicly held Board meetings.
 - a. Decisions are made by a majority of the Board.
 - b. Trustees shall abide by majority decisions of the Board while retaining the right to seek change through ethical and constructive channels.
 - c. An individual Board member has no authority to determine policy, give direction, or to act/speak for the Board unless specifically authorized to do so by official Board action.
 - d. The LLD Board establishes policy, the LLD Director administers policy.
2. Branding/LLD Logo
 - a. The official logo of the LLD is proprietary to the LLD and shall be limited to Board-authorized uses.
 - b. Trustees shall not utilize the LLD logo for personal, political, or financial gain.

C. Administrative Office

1. LLD Trustees are afforded a specific code to access the LLD Administrative Office. Trustees shall not share their code with any other person.
2. Only LLD Trustees are allowed access to the Administrative Office. Trustees shall not bring adult guest/s within the Office.
3. Trustees shall not disturb staff desks or files within the Administrative Office.
4. Trustees shall not proceed beyond the Administrative Office to employee-only areas such as the staff break room, Department/Director offices, storage room, mechanical rooms, or receiving area. Should a Trustee wish to review such areas, the Trustee shall contact the Director for a scheduled tour.
5. Trustee duties, such as reviewing accounts payable, shall be conducted within the Administrative Office. Should the office space be fully occupied, Trustees may review documents at a public table or within a study room on the Adult Services floor. At no time should Administrative Office documents/records leave the facility.
6. Office mailboxes are ~~afforded~~ **provided** to all Trustees. Mailboxes are located within the Administrative Office. Trustees shall not review, search, or open another Trustee's mail. Mail within the respective Trustee's mailbox may leave the facility.

D. Representation

1. Trustees are elected at-large in non-partisan elections and represent all residents of the District.
2. Trustees shall avoid any conflict of interest or the appearance of impropriety in service to the District.
3. Outside of a Board meeting, when stating an opinion about LLD matters, Trustees shall disclose that their views/opinions are expressly their own and not of the Board.
4. Trustees shall not intentionally or negligently post/state incorrect or incomplete information about the LLD. Trustees shall make every effort to correct misinformation if at all possible.
5. Trustees shall not use their Board position for personal gain and shall refuse to surrender their responsibilities to special interests or partisan groups.
6. Trustees shall not promise anything of value in relation to the LLD, including but not limited to positions/opportunities, favorable treatment, awarding of public contracts, or contributions/financial support to any group or candidate/s for elective office.
7. Trustees shall not solicit, accept, offer, or make campaign contributions on LLD property.
8. Trustees shall not accept campaign contributions from LLD vendors.
9. Trustees shall not **use their Board position to intimidate LLD employees to conduct any activities for his/her own personal gain, or for the gain of others.** ~~misappropriate the services of any on-duty LLD employee by~~ **Trustees shall not** requiring or implying they **require or imply that employees take part in** conduct prohibited political activities as part of their duties or as a condition of employment. Examples of prohibited political activity include:
 - a. Preparing for, organizing, or participating in a campaign meeting/event.
 - b. Preparing documents or promotional materials related to a campaign.
 - c. Distributing, preparing for distribution, or mailing campaign material.
10. Trustees shall not conduct any ~~prohibited~~ political/**campaign** activity using **LLD** District funds, **non-public equipment, or** supplies.

E. Decorum

1. Trustees shall not engage in discrimination of any kind and shall uphold patrons' rights to privacy/confidentiality.
2. Trustees shall not disclose confidential, exclusive, or closed session information unless specifically authorized by Board action.
3. Trustees shall encourage the free expression of opinion by fellow Board members and shall contribute to Board discussions in an open, honest, and respectful manner.
4. Trustees shall not monopolize discussions, interrupt others, or conduct side conversations during Board meetings.
5. Preparing for, attending, and actively participating in Board meetings is expected of all Trustees.
6. Whether in-person, on paper, or via digital communications, Trustees are expected to exhibit professional behavior and respectful communications when referring or responding to LLD matters, personnel, or other Trustees.
7. It is the expectation that Trustees advocate for and promote the LLD's services, programs, and resources.
8. Trustees shall not obstruct, encumber, or interfere with the official operations of other independent community organizations.
9. To ensure clear decision-making and responsible conduct, Trustees shall not participate in LLD activities/meetings while ~~intoxicated/inebriated~~ **in a state of intoxication.**

F. Director

1. Trustees shall respect the delegated authority of the LLD Director and honor the chain of command. Trustees work directly with the LLD Director and shall not give direction to other LLD staff.
2. Requests for information concerning District operations shall be made to the Director. Trustees shall recognize that the Director will balance all Trustee requests with his/her regular daily duties in expediting Trustee information.
3. Board suggestions for new policies or policy edits shall be referred to the respective Committee Chair and Director for research, evaluation, and draft work.
4. In efforts to conduct productive Board meetings, Trustees shall submit questions in advance so that the Director can research answers in a timely fashion.
5. Should a Trustee wish to meet with the Director for a comprehensive discussion, the Trustee shall request a scheduled meeting.

G. Breaches

Board members are expected to act responsibly and hold themselves to the highest ethical standards. **Breaches of the LLD Trustee Code of Conduct may result in a public correction, official rebuke, or censure.** When breaches do occur, the Board President¹ shall **rebuke** **address** inappropriate behavior in an open meeting so to ensure that the public does not mistake the action as endorsed by the Board.

1. Public Correction/Rebuke

A public correction is an official Board statement to address misinformation, enhance understanding, and/or rectify a situation. A Board rebuke is an official admonishment which may lead to censure.

- a. Upon any ~~public rebuke~~ **breach**, as soon as possible, the Board President shall speak with the member who provoked the **a public correction/rebuke** in order to dissuade any further breaches, to encourage a public apology, and to apprise the member of possible censure.
- b. **Should a breach occur without acknowledgment from the Board President, another member may raise a point of order within a public meeting and/or inform the President of the breach via email to prompt a public correction/rebuke.**
- c. **Should the Board President disagree with announcing a public correction/rebuke, a majority of a quorum may request an item to be placed on the next regular meeting agenda so to publicly admonish for discussion, and possible correction/rebuke. the breach.**

2. Censure

Any **violation of the LLD Trustee Code of Conduct**, dereliction of duty, conflict of interest, or inappropriate behavior may result in a Resolution of Censure as drafted and adopted by the Board. **A Resolution of Censure is an official condemnation and reprimand of a Trustee by the Board and:**

- a. ~~A censure is official condemnation and reprimand by the Board.~~
- b. Resolutions of Censure **Must** be approved by a majority of Board members in an open meeting.
- c. ~~Censures are~~ **Is** enacted with the hope to deter and reform unethical behavior.
- d. ~~A censure~~ **Does** not remove a member from the Board nor does it hinder the ability to attend meetings, make motions, or vote.

~~Censures may occur via:~~

- e. ~~A verbal rebuke by any member regarding improper Board behavior.~~
- f. ~~Repeated breaches of proper conduct.~~
- g. ~~Flagrant unethical behavior.~~

Procedure for **a** Resolution of Censure:

- h. A member may call for a formal censure in open meeting or via email **to the Board President, copying the Director.**

¹ Should the Board President be the subject of the **correction**, rebuke, or **censure**, the Board shall adhere to the chain of command as follows: Vice President, Secretary, and Treasurer.

- i. A majority of a quorum is required to draft a Resolution of Censure.
- j. Trustees shall individually email the **President and** Director with the censure request and list the charge/s.
- k. **Upon receipt of three Trustee requests to draft a Resolution of Censure, the Director shall inform the entire Board of such a request the censure request and list of charges via email, by the end of the next business day.**
- l. The Director shall consult with the Board President in drafting the Resolution.
- m. The drafted Resolution of Censure shall be on the agenda of the next regularly scheduled Board meeting. In special cases, the censure may compel an Executive Session hearing or the President may call a Special Meeting dependent on the severity of breach.
- n. The Resolution of Censure agenda item allows for discussion, amendment, and allows the subject to respond to the charge/s before votes are cast.

Persistent and/or flagrant breaches or multiple censures may result in the Board invoking legal consultation and seeking a court injunction.

Adopted 11/13/19

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8. Trustees shall not accept campaign contributions from LLD vendors.
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7. It is the expectation that Trustees advocate for and promote the LLD's services, programs, and resources.
8. Trustees shall not obstruct, encumber, or interfere with the official operations of other independent community organizations.
9. To ensure clear decision-making and responsible conduct, Trustees shall not participate in LLD activities/meetings while in a state of intoxication.

F. Director

1. Trustees shall respect the delegated authority of the LLD Director and honor the chain of command. Trustees work directly with the LLD Director and shall not give direction to other LLD staff.
2. Requests for information concerning District operations shall be made to the Director. Trustees shall recognize that the Director will balance all Trustee requests with his/her regular daily duties in expediting Trustee information.
3. Board suggestions for new policies or policy edits shall be referred to the respective Committee Chair and Director for research, evaluation, and draft work.
4. In efforts to conduct productive Board meetings, Trustees shall submit questions in advance so that the Director can research answers in a timely fashion.
5. Should a Trustee wish to meet with the Director for a comprehensive discussion, the Trustee shall request a scheduled meeting.

G. Breaches

Board members are expected to act responsibly and hold themselves to the highest ethical standards. Breaches of the LLD Trustee Code of Conduct may result in a public correction, official rebuke, or censure. When breaches occur, the Board President¹ shall address inappropriate behavior in an open meeting so to ensure that the public does not mistake the action as endorsed by the Board.

1. Public Correction/Rebuke

A public correction is an official Board statement to address misinformation, enhance understanding, and/or rectify a situation. A Board rebuke is an official admonishment which may lead to censure.

- a. Upon any breach, as soon as possible, the Board President shall speak with the member who provoked a public correction/rebuke in order to dissuade any further breaches, to encourage a public apology, and to apprise the member of possible censure.
- b. Should a breach occur without acknowledgment from the Board President, another member may raise a point of order within a public meeting and/or inform the President of the breach via email to prompt a public correction/rebuke.
- c. Should the Board President disagree with announcing a public correction/rebuke, a majority of a quorum may request an item to be placed on the next regular meeting agenda for discussion, and possible correction/rebuke.

2. Censure

Any violation of the LLD Trustee Code of Conduct, dereliction of duty, conflict of interest, or inappropriate behavior may result in a Resolution of Censure as drafted and adopted by the Board. A Resolution of Censure is an official condemnation and reprimand of a Trustee by the Board and:

- a. Must be approved by a majority of Board members in an open meeting.
- b. Is enacted with the hope to deter and reform unethical behavior.
- c. Does not remove a member from the Board nor does it hinder the ability to attend meetings, make motions, or vote.

Procedure for a Resolution of Censure:

- d. A member may call for a formal censure in open meeting or via email to the Board President, copying the Director.
- e. A majority of a quorum is required to draft a Resolution of Censure.
- f. Trustees shall individually email the President and Director with the censure request and list the charge/s.

¹ Should the Board President be the subject of the correction, rebuke, or censure, the Board shall adhere to the chain of command as follows: Vice President, Secretary, and Treasurer.

- g. Upon receipt of three Trustee requests to draft a Resolution of Censure, the Director shall inform the entire Board of the censure request and list of charges via email, by the end of the next business day.
- h. The Director shall consult with the Board President in drafting the Resolution.
- i. The drafted Resolution of Censure shall be on the agenda of the next regularly scheduled Board meeting. In special cases, the censure may compel an Executive Session hearing or the President may call a Special Meeting dependent on the severity of breach.
- j. The Resolution of Censure agenda item allows for discussion, amendment, and allows the subject to respond to the charge/s before votes are cast.

Persistent and/or flagrant breaches or multiple censures may result in the Board invoking legal consultation and seeking a court injunction.

Adopted 11/13/19

POLICY 705
CONSTRUCTION, CAPITAL IMPROVEMENTS, AND CONTRACTUAL SERVICES

A. Formal bids required

All purchases and commitments for construction, capital improvements, and contractual services, shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability requirements.

The method for the solicitation of bids and procedures is as follows:

1. The Board shall request a “call for bids” in an open meeting.
2. A call for bids shall be prepared. The Board may call upon expert advice to assist with preparing bidding documents.
3. The call for bids shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.
4. Notice of the availability of such call for bids shall be published in at least one local newspaper and on the LLD website. The Board may select additional newspapers or other publications in which to place such advertisements. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days before the hearing. A copy of the notice shall be posted at the LLD.
5. The Director shall present the bids to the LLD Board of Trustees. The Board shall make the decision and award the contract in an open meeting.

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NEW
LETTER

B. Formal bids not required

Formal bidding is not required in the following cases unless it is otherwise required by Section 75 ILCS 16/40-45 (b):

1. Where the amount involved is under \$25,000.
2. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies.

3. Where the services required are for professional, **technical**, or artistic skills.
4. **Where contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agents.**
5. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.
6. Contracts for goods or services procured from another governmental agency.
7. **In emergencies when immediate repairs or replacement of equipment owned by the Library is necessary in order to permit the Library to properly function, or when there has been a local disaster or catastrophe.**

REQUESTED
DELINEATION
EXAMPLE

The Board shall consider the following in emergencies: professional recommendations, repeated failures, dangers/hazards, timeframe and phasing for repair/replacement, and overall facility operations.

MOVED
UP FROM
BELOW

All purchases and commitments for construction, capital improvements, and contractual services not requiring bids under this policy, shall be made on the basis of price, quality, and dependability and using at least three informal competitive quotations from qualified suppliers. Three quotations are not required where the amount is under \$2,000.00.

The method for the solicitation of bids and procedures is as follows:

- ~~8. The Board shall request a "call for bids" in an open meeting.~~
- ~~9. A call for bids shall be prepared. The Board may call upon expert advice to assist with preparing bidding documents.~~
- ~~10. The call for bids shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.~~
- ~~11. Notice of the availability of such call for bids shall be published in at least one local newspaper and on the LLD website. The Board may select additional newspapers or other publications in which to place such advertisements. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days before the hearing. A copy of the notice shall be posted at the LLD.~~
- ~~12. The Director shall present the bids to the LLD Board of Trustees. The Board shall make the decision and award the contract in an open meeting.~~

~~C. Formal bids not required~~

~~All purchases and commitments for construction, capital improvements, and contractual services not requiring bids under this policy, shall be made on the basis of price, quality, and dependability and using at least three informal competitive quotations from qualified suppliers. Three quotations are not required where the amount is under \$2,000.00.~~

Adopted 8/13/90

Revised 8/8/01

Revised 11/13/02

Revised 9/21/05

Revised 3/13/19

Revised __/__/19

POLICY 705
CONSTRUCTION, CAPITAL IMPROVEMENTS, AND CONTRACTUAL SERVICES

A. Formal bids required

All purchases and commitments for construction, capital improvements, and contractual services, shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability requirements.

The method for the solicitation of bids and procedures is as follows:

1. The Board shall request a “call for bids” in an open meeting.
2. A call for bids shall be prepared. The Board may call upon expert advice to assist with preparing bidding documents.
3. The call for bids shall describe in detail the required qualifications for bidders, specifications of the goods or services, terms of delivery, draft of the contract (if applicable), need for performance bond (if applicable), whether samples are required, the form in which to submit the bid, any other conditions, and the time and place for opening bids.
4. Notice of the availability of such call for bids shall be published in at least one local newspaper and on the LLD website. The Board may select additional newspapers or other publications in which to place such advertisements. In accordance with 75 ILCS 16/1-30 (b), all notices shall be given at least 30 days before the hearing. A copy of the notice shall be posted at the LLD.
5. The Director shall present the bids to the LLD Board of Trustees. The Board shall make the decision and award the contract in an open meeting.

B. Formal bids not required

Formal bidding is not required in the following cases unless it is otherwise required by Section 75 ILCS 16/40-45 (b):

1. Where the amount involved is under \$25,000.
2. Where the goods or services to be procured are economically procurable from only one source, such as contracts for public utility services, books, and specially designed business and research equipment and related supplies.
3. Where the services required are for professional, technical, or artistic skills.
4. Where contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agents.
5. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.

6. Contracts for goods or services procured from another governmental agency.
7. In emergencies when immediate repairs or replacement of equipment owned by the Library is necessary in order to permit the Library to properly function, or when there has been a local disaster or catastrophe.

The Board shall consider the following in emergencies: professional recommendations, repeated failures, dangers/hazards, timeframe and phasing for repair/replacement, and overall facility operations.

All purchases and commitments for construction, capital improvements, and contractual services not requiring bids under this policy, shall be made on the basis of price, quality, and dependability and using at least three informal competitive quotations from qualified suppliers. Three quotations are not required where the amount is under \$2,000.00.

Adopted 8/13/90
Revised 8/8/01
Revised 11/13/02
Revised 9/21/05
Revised 3/13/19
Revised 11/13/19



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(75 ILCS 16/40-45)

Sec. 40-45. Bids for construction, improvements, or equipment purchases.

(a) When the trustees determine to commence constructing the building, purchasing a site or a building, remodeling, repairing, or improving an existing library building, erecting an addition to an existing library building, or purchasing the necessary equipment for the library, they may then revise the plan or adopt a new plan and provide estimates of the costs of the revised or new plan.

(b) The board shall, when the cost is in excess of \$25,000, advertise for bids for constructing the building, remodeling, repairing, or improving of an existing library building, erecting an addition to an existing library building, or purchasing the necessary equipment for the library and shall let the contract or contracts for the project, when the cost is in excess of \$25,000, to the lowest responsible bidder or bidders. The board shall not be required to accept a bid that does not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:

- (1) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- (2) contracts for the printing of finance committee reports and departmental reports;
- (3) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- (4) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- (5) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- (6) contracts for duplicating machines and supplies;
- (7) contracts for utility services such as water, light, heat, telephone or telegraph;
- (8) contracts for goods or services procured from another governmental agency;

(9) purchases of equipment previously owned by some entity other than the library itself; and

(10) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports.

Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the board.

The board shall require from the bidders security for the performance of the bids determined by the board pursuant to law. The trustees may let the contract or contracts to one or more bidders as they determine.

(Source: P.A. 100-338, eff. 8-25-17.)

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Sec. 40-45. Bids for construction, improvements, or equipment purchases.

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(b) The board shall, when the cost is in excess of \$25,000, advertise for bids for constructing the building, remodeling, repairing, or improving of an existing library building, erecting an addition to an existing library building, or purchasing the necessary equipment for the library and shall let the contract or contracts for the project, when the cost is in excess of \$25,000, to the lowest responsible bidder or bidders. The board shall not be required to accept a bid that does not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. **Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:**

- (1) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;**
- (2) contracts for the printing of finance committee reports and departmental reports;
- (3) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- (4) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;**
- (5) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
- (6) contracts for duplicating machines and supplies;
- (7) contracts for utility services such as water, light, heat, telephone or telegraph;
- (8) contracts for goods or services procured from another governmental agency;
- (9) purchases of equipment previously owned by some entity other than the library itself; and
- (10) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports.

Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by 3/4 of the members of the board.

The board shall require from the bidders security for the performance of the bids determined by the board pursuant to law. The trustees may let the contract or contracts to one or more bidders as they determine.

(Source: P.A. 100-338, eff. 8-25-17.)

Lisle Library District
Revenues through June 30, 2019 (100.0% of FY 18-19)
Special Reserve Only

REVENUES		Current Month June 2019	YTD July - June 2018-2019	YTD Jul - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
INTEREST/ DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$5,764.33	\$57,527.48	\$19,586.28	\$13,000.00	442.52 %
70-04-4587-10	Restricted - Transfer from Corporate F	\$25,000.00	\$300,000.00	\$300,000.00	\$300,000.00	100.00 %
TOTAL INTEREST & CASH DONATION		\$30,764.33	\$357,527.48	\$319,586.28	\$313,000.00	114.23 %
TOTAL REVENUES		\$30,764.33	\$357,527.48	\$319,586.28	\$313,000.00	114.23 %

Lisle Library District

Revenues through June 30, 2019 (100.0% of FY 18-19)

No Special Reserve reflected

Actual FY18/19 Revenues

REVENUES		Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TAX LEVY						
10-01-4411-00	Tax Levy - Corp.	(\$37,388.40)	\$3,908,460.52	\$4,379,918.81	\$3,914,484.64	99.85 %
30-01-4413-00	Tax Levy - .02 Building/Maint.	\$6.00	\$154,165.43	\$138,953.56	\$152,136.05	101.33 %
40-01-4414-00	Tax Levy - IMRF	\$0.00	\$154,360.97	\$217,290.25	\$156,965.76	98.34 %
45-01-4415-00	Tax Levy - FICA	\$0.00	\$136,293.15	\$173,999.43	\$136,439.47	99.89 %
TOTAL TAX LEVY		(\$37,382.40)	\$4,353,280.07	\$4,910,162.05	\$4,360,025.92	99.85 %
BACK TAXES						
10-01-4441-00	Back Taxes - Corp.	(\$2,028.00)	\$37.96	\$1,227.72	\$40,000.00	0.09 %
30-01-4443-00	Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$38.50	\$0.00	0.00 %
40-01-4444-00	Back Taxes - IMRF	\$2,028.00	\$2,125.82	\$62.56	\$0.00	0.00 %
45-01-4445-00	Back Taxes - FICA	\$0.00	\$74.66	\$49.27	\$0.00	0.00 %
TOTAL BACK TAXES		\$0.00	\$2,298.99	\$1,378.05	\$40,000.00	5.75 %
PERSONAL PROPERTY REPLACEMENT TAX						
10-01-4461-00	Personal Property Repl. Tax - Corp	\$0.00	\$16,618.11	\$15,361.30	\$11,000.00	151.07 %
40-01-4462-00	Personal Property Repl. Tax - IMRF	\$0.00	\$959.06	\$886.54	\$600.00	159.84 %
45-01-4463-00	Personal Property Repl. Tax - FICA	\$0.00	\$150.69	\$139.30	\$100.00	150.69 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX		\$0.00	\$17,727.86	\$16,387.14	\$11,700.00	151.52 %
INTEREST INCOME						
10-02-4472-00	Interest Earned - Corp	\$6,259.69	\$118,532.02	\$19,834.00	\$35,000.00	338.66 %
30-02-4474-00	Interest Earned - .02 B/M	(\$818.47)	\$355.49	\$1,810.65	\$1,500.00	23.70 %
40-02-4475-00	Interest Earned - IMRF	(\$73.22)	\$5,966.65	\$4,833.11	\$4,000.00	149.17 %
45-02-4476-00	Interest Earned - FICA	(\$710.72)	\$2,203.26	\$2,657.15	\$2,300.00	95.79 %
80-02-4482-00	Interest Earned - Working Cash	(\$1,300.86)	\$5,769.00	\$4,835.58	\$4,000.00	144.23 %
TOTAL INTEREST INCOME		\$3,356.42	\$132,826.42	\$33,970.49	\$46,800.00	283.82 %
COUNTY INTEREST						
10-02-4511-00	County Interest - Corp	\$214.79	\$1,757.23	\$1,460.59	\$0.00	0.00 %

Lisle Library District
Revenues through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

Actual FY18/19 Revenues

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
30-02-4513-00 County Interest - .02 B/M	\$0.00	\$0.00	\$58.57	\$0.00	0.00 %
40-02-4514-00 County Interest - IMRF	\$2.76	\$2.76	\$56.78	\$0.00	0.00 %
45-02-4515-00 County Interest - FICA	\$6.87	\$6.87	\$50.92	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$224.42	\$1,766.86	\$1,626.86	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	\$10,110.49	\$57,307.69	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	\$10,110.49	\$57,307.69	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books	\$122.87	\$2,387.30	\$3,105.70	\$3,500.00	68.21 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$576.96	\$0.00	\$500.00	115.39 %
10-03-4540-00 Fines	\$3,518.58	\$38,341.04	\$43,435.31	\$40,000.00	95.85 %
TOTAL DESK INCOME	\$3,641.45	\$41,305.30	\$46,541.01	\$44,000.00	93.88 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	(\$607.00)	\$597.01	\$196.50	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$56.95	\$90.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$478.94	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$40.16	\$1,334.02	\$1,104.14	\$1,200.00	111.17 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$22,131.65	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$38,081.79	\$50,982.19	\$4,103.09	\$1,000.00	5,098.22 %
TOTAL UNRESTRICTED INCOME	\$37,514.95	\$89,079.11	\$27,625.38	\$2,200.00	4,049.05 %
TOTAL REVENUES	\$17,465.33	\$4,695,592.30	\$5,037,690.98	\$4,504,725.92	104.24 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
Special Reserve Only

	Current Month June 2019	YTD July - June 2018-2019	YTD July - June 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT 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	\$4,357.84	\$0.00	\$200,000.00	2.18 %
70-65-5674-00 Consulting	\$4,250.00	\$4,250.00	\$26,647.44	\$50,000.00	8.50 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$4,250.00	\$8,607.84	\$26,647.44	\$280,000.00	3.07 %
TOTAL SPECIAL RESERVE EXPENSES	\$4,250.00	\$8,607.84	\$26,647.44	\$280,000.00	3.07 %

Actual FY18/19 Expenses

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 -2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10 Administrative - Reg. Hours	\$67,466.62	\$512,369.72	\$494,893.64	\$524,814.38	97.63 %
10-10-5603-20 Adult Services - Reg. Hours	\$65,824.47	\$542,126.91	\$523,908.60	\$549,285.24	98.70 %
10-10-5603-30 Youth Services - Reg. Hours	\$45,434.10	\$343,376.17	\$335,744.28	\$346,183.57	99.19 %
10-10-5603-50 Technical Services - Reg. Hours	\$23,366.62	\$266,884.26	\$259,377.28	\$272,021.81	98.11 %
10-10-5603-60 Circulation - Reg. Hours	\$60,445.79	\$479,944.39	\$465,120.22	\$513,846.15	93.40 %
10-10-5613-10 Administrative - Sunday Hrs.	\$0.00	\$0.00	\$5,770.74	\$0.00	0.00 %
10-10-5613-20 Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$23,285.07	\$0.00	0.00 %
10-10-5613-30 Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$15,320.88	\$0.00	0.00 %
10-10-5613-60 Circulation - Sunday Hrs.	\$0.00	\$0.00	\$29,668.60	\$0.00	0.00 %
Total Salaries	\$262,537.60	\$2,144,701.45	\$2,153,089.31	\$2,206,151.15	97.21 %
Health and Dental Ins.					
10-10-5621-10 Hosp. Ins. - Admin	\$4,590.56	\$54,783.50	\$54,657.68	\$59,000.00	92.85 %
10-10-5621-20 Hosp. Ins. - Adult Serv.	\$7,726.81	\$92,236.09	\$90,441.97	\$111,000.00	83.10 %
10-10-5621-30 Hosp. Ins. - YS	\$3,617.79	\$39,755.42	\$43,560.95	\$48,000.00	82.82 %
10-10-5621-50 Hosp. Ins. - Tech	\$2,203.39	\$35,264.84	\$36,393.99	\$42,000.00	83.96 %
10-10-5621-60 Hosp. Ins. - Circ	\$3,834.21	\$52,327.17	\$54,657.40	\$60,000.00	87.21 %
10-10-5622-10 Dental Ins. - Admin.	(\$130.24)	\$3,096.54	\$3,237.21	\$4,000.00	77.41 %
10-10-5622-20 Dental Ins. - Adult Serv	(\$202.94)	\$5,651.54	\$6,187.44	\$6,500.00	86.95 %
10-10-5622-30 Dental Ins. - YS	(\$147.89)	\$910.27	\$1,451.86	\$2,500.00	36.41 %
10-10-5622-50 Dental Ins. - Tech	(\$83.11)	\$2,679.29	\$2,462.82	\$4,000.00	66.98 %
10-10-5622-60 Dental Ins. - Circ	\$75.76	\$3,401.60	\$3,918.51	\$3,000.00	113.39 %
Total Health & Dental Ins.	\$21,484.34	\$290,106.26	\$296,969.83	\$340,000.00	85.33 %
Other Staff Benefits					
10-10-5646-00 5646 Unemployment Compensat	\$0.00	\$1,431.92	\$2,001.91	\$4,000.00	35.80 %
10-10-5623-00 ComPsych Assistance Plan	\$0.00	\$865.80	\$865.80	\$870.00	99.52 %
Total Other Staff Benefits	\$0.00	\$2,297.72	\$2,867.71	\$4,870.00	47.18 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 -2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$4,036.16	\$37,191.07	\$36,896.04	\$40,130.56	92.68 %
45-10-5625-20 FICA Expense - Adult Serv.	\$4,042.89	\$38,072.51	\$39,761.85	\$42,020.00	90.61 %
45-10-5625-30 FICA Expense - Youth Services	\$2,695.00	\$25,323.56	\$26,746.15	\$26,500.00	95.56 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,821.93	\$19,991.69	\$19,009.50	\$20,810.00	96.07 %
45-10-5625-60 FICA Expense - Circulation	\$3,748.68	\$35,036.36	\$36,889.34	\$39,310.00	89.13 %
Total FICA Expenses	\$16,344.66	\$155,615.19	\$159,302.88	\$168,770.56	92.21 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$4,938.56	\$37,773.65	\$45,490.82	\$43,000.00	87.85 %
40-10-5628-20 IMRF Expense - Adult Servs	\$5,850.85	\$43,971.76	\$53,656.83	\$45,000.00	97.72 %
40-10-5628-30 IMRF Expense - Youth Services	\$3,745.14	\$25,585.99	\$30,322.93	\$28,000.00	91.38 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$3,000.49	\$22,938.39	\$23,754.17	\$22,000.00	104.27 %
40-10-5628-60 IMRF Expense - Circulation	\$3,649.69	\$27,198.97	\$34,859.29	\$42,000.00	64.76 %
Total IMRF Expenses	\$21,184.73	\$157,468.76	\$188,084.04	\$180,000.00	87.48 %
TOTAL EMPLOYEE COSTS	\$321,551.33	\$2,750,189.38	\$2,800,313.77	\$2,899,791.71	94.84 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$900.00	\$4,950.00	\$5,400.00	\$5,400.00	91.67 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$1,504.64	\$8,843.39	\$7,983.36	\$8,000.00	110.54 %
10-20-5653-00 Utilities - Gas	\$0.00	\$7,084.70	\$7,349.34	\$7,000.00	101.21 %
10-20-5654-00 Utilities - Sewer & Water	\$491.39	\$2,819.92	\$2,535.07	\$2,750.00	102.54 %
10-20-5655-00 Utilities - Electric	\$10,950.01	\$49,063.27	\$49,875.89	\$50,000.00	98.13 %
10-20-5656-00 Verizon	\$216.08	\$1,168.19	\$551.33	\$1,500.00	77.88 %
Total Utilities	\$14,062.12	\$75,739.47	\$75,504.99	\$76,460.00	99.06 %
Maintenance and Repairs					
10-20-5660-00 Maint Contracts - HVAC	\$0.00	\$4,800.00	\$4,800.00	\$5,000.00	96.00 %
10-20-5661-00 Maint Contracts - Maint. Service	\$5,688.23	\$32,460.84	\$33,774.95	\$36,750.00	88.33 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 - 2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$1,574.16	\$41,739.16	\$34,061.04	\$34,500.00	120.98 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$2,342.00	\$9,473.06	\$9,223.89	\$9,000.00	105.26 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$38,909.68	\$72,277.96	\$22,378.05	\$18,700.00	386.51 %
10-20-5665-00 Rubbish Removal	\$179.09	\$2,321.68	\$2,149.08	\$2,500.00	92.87 %
Total Maintenance and Repairs	\$48,693.16	\$163,072.70	\$106,387.01	\$106,450.00	153.19 %
TOTAL BUILDING COSTS	\$62,755.28	\$238,812.17	\$181,892.00	\$182,910.00	130.56 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage and Shipping	\$468.10	\$4,737.54	\$4,490.07	\$4,000.00	118.44 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$13,829.76	\$15,693.86	\$20,000.00	69.15 %
10-25-5711-00 Postage Special Serv	(\$214.22)	\$7,505.19	\$4,792.89	\$8,500.00	88.30 %
10-25-5712-00 Printing	\$69.00	\$438.93	\$1,048.18	\$1,000.00	43.89 %
Total Postage and Printing	\$2,492.88	\$26,511.42	\$26,025.00	\$33,500.00	79.14 %
Supplies					
10-25-5713-00 Office Supplies	\$1,570.73	\$6,035.55	\$4,964.09	\$5,000.00	120.71 %
10-25-5714-00 Circ. Material Supplies	\$3,037.84	\$9,993.00	\$9,093.99	\$9,500.00	105.19 %
10-25-5715-00 Copier Supplies	\$329.36	\$1,508.96	\$2,474.50	\$2,000.00	75.45 %
10-25-5716-00 Kitchen Supplies	\$601.92	\$6,033.45	\$6,720.87	\$6,500.00	92.82 %
10-25-5717-00 Processing Supplies	\$1,929.34	\$26,503.01	\$28,873.54	\$25,000.00	106.01 %
10-25-5718-00 Computer Supplies	\$6,741.26	\$13,831.11	\$15,236.36	\$14,500.00	95.39 %
Total Supplies	\$14,210.45	\$63,905.08	\$67,363.35	\$62,500.00	102.25 %
Other Operating Costs					
10-25-5719-00 Publishing	\$0.00	\$732.46	\$1,470.66	\$1,200.00	61.04 %
10-25-5722-15 Safety Deposit Box Rental	\$8.34	\$58.34	\$150.00	\$150.00	38.89 %
10-25-5723-00 Check Printing	\$0.00	\$258.78	\$0.00	\$250.00	103.51 %
10-25-5723-15 Bank Charges	\$0.00	\$2,241.22	\$1,513.20	\$1,750.00	128.07 %
10-25-5724-15 Local Travel	\$91.17	\$509.03	\$524.87	\$500.00	101.81 %
Total Other Operating Costs	\$99.51	\$3,799.83	\$3,658.73	\$3,850.00	98.70 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

Actual FY18/19 Expenses

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 -2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$16,802.84	\$94,216.33	\$97,047.08	\$99,850.00	94.36 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,400.00	\$2,400.00	\$2,300.00	104.35 %
10-30-5751-00 Property Damage (All-Peril)	(\$10,725.00)	\$19,143.70	\$15,314.86	\$23,000.00	83.23 %
10-30-5754-00 5754 Workers Comp Insurance	(\$2,940.50)	\$6,112.50	\$5,651.00	\$6,400.00	95.51 %
TOTAL INSURANCE	(\$13,665.50)	\$27,656.20	\$23,365.86	\$31,700.00	87.24 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$1,365.00	\$5,036.25	\$6,622.50	\$20,000.00	25.18 %
10-35-5761-00 Collection Agency	\$26.85	\$456.40	\$572.80	\$700.00	65.20 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$1,790.00	\$1,628.00	\$3,500.00	51.14 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$6,639.66	\$28,605.24	\$27,834.04	\$30,000.00	95.35 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$2,681.60	\$1,343.40	\$4,500.00	59.59 %
10-35-5765-10 Investment Agency Consultants	\$1,739.29	\$6,874.49	\$6,774.62	\$7,000.00	98.21 %
10-35-5769-00 Acct Maint & Upgrades	\$8,710.15	\$16,284.19	\$8,118.12	\$7,574.00	215.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$8,500.00	\$8,250.00	\$8,500.00	100.00 %
10-35-5771-00 Payroll Service	\$501.21	\$7,088.84	\$7,267.49	\$7,700.00	92.06 %
TOTAL CONTRACTUAL SERVICES	\$18,982.16	\$77,317.01	\$68,410.97	\$89,474.00	86.41 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$219.00	\$3,980.00	\$5,185.00	\$5,100.00	78.04 %
10-40-5784-00 Meetings - Staff	\$101.49	\$1,196.45	\$1,544.41	\$2,000.00	59.82 %
10-40-5785-00 Conferences - Staff	\$4,855.64	\$13,729.81	\$3,910.42	\$15,000.00	91.53 %
10-40-5786-00 Memorial/Tribute/Recognition	\$77.94	\$655.45	\$877.26	\$2,000.00	32.77 %
10-40-5787-00 In-Service	\$0.00	\$2,917.34	\$1,988.25	\$3,000.00	97.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$260.22	\$1,740.54	\$2,199.00	\$1,500.00	116.04 %
10-45-5786-70 Dues - Trustee	\$225.00	\$750.00	\$525.00	\$525.00	142.86 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$380.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$108.30	\$108.30	\$205.00	\$1,000.00	10.83 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
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Actual FY18/19 Expenses

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 - 2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$134.97	\$500.00	\$1,000.00	13.50 %
Total Staff & Trustee Development	\$5,847.59	\$25,387.86	\$17,314.34	\$32,125.00	79.03 %
TOTAL PERSONNEL DEVELOPMENT	\$5,847.59	\$25,387.86	\$17,314.34	\$32,125.00	79.03 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$323.11	\$48,945.81	\$46,037.57	\$50,000.00	97.89 %
Total Major Equipment	\$323.11	\$48,945.81	\$46,037.57	\$50,000.00	97.89 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$616.43	\$592.08	\$700.00	88.06 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$776.24	\$731.00	\$700.00	110.89 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$669.91	\$774.05	\$700.00	95.70 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$640.37	\$776.58	\$700.00	91.48 %
10-48-5823-60 Minor Equip - Circ	\$87.95	\$624.97	\$693.87	\$700.00	89.28 %
Total Minor Equipment	\$87.95	\$3,327.92	\$3,567.58	\$3,500.00	95.08 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$540.00	\$824.00	\$720.00	75.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$3,997.14	\$16,648.69	\$18,171.76	\$19,000.00	87.62 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$229.09	\$967.19	\$1,194.87	\$1,000.00	96.72 %
Total Equip Maint/Repairs & Rentals	\$4,226.23	\$18,155.88	\$20,190.63	\$20,720.00	87.62 %
TOTAL EQUIPMENT COSTS	\$4,637.29	\$70,429.61	\$69,795.78	\$74,220.00	94.89 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$4,695.01	\$9,529.04	\$8,654.00	\$9,000.00	105.88 %
10-50-5863-30 Books - Youth Serv	\$0.00	\$50,166.32	\$54,055.15	\$53,000.00	94.65 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$78.00	\$200.00	50.00 %
10-50-5864-10 Books - Non Fiction	\$1,805.94	\$93,792.74	\$86,495.68	\$82,000.00	114.38 %

Lisle Library District

Expenses through June 30, 2019 (100.0% of FY 18-19)

No Special Reserve reflected

Actual FY18/19 Expenses

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 -2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-50-5865-10 Books - Adult/Teen Fiction	\$5,609.48	\$72,441.49	\$72,847.99	\$68,500.00	105.75 %
10-50-5867-20 Ref Books - Adult Serv	\$359.99	\$18,499.45	\$24,598.18	\$22,000.00	84.09 %
Total Books	\$12,470.42	\$244,529.04	\$246,729.00	\$234,700.00	104.19 %
Databases					
10-50-5869-20 Internet Licensed DBases	(\$9,663.83)	\$118,785.52	\$100,649.52	\$126,500.00	93.90 %
10-50-5872-10 Dbases - Professional	\$4,325.00	\$9,202.54	\$14,588.84	\$10,000.00	92.03 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$10,504.00	\$12,259.70	\$12,700.00	82.71 %
Total Databases	(\$5,338.83)	\$138,492.06	\$127,498.06	\$149,200.00	92.82 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$0.00	\$17,910.59	\$18,621.22	\$18,000.00	99.50 %
10-50-5895-40 A-V Matls - Adult Serv	\$0.00	\$104,089.41	\$103,342.30	\$102,000.00	102.05 %
Total Audio-Visual Materials	\$0.00	\$122,000.00	\$121,963.52	\$120,000.00	101.67 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	(\$2,056.38)	\$39,500.28	\$37,187.69	\$42,000.00	94.05 %
10-50-5900-30 Periodicals - Youth	\$0.00	\$327.40	\$683.39	\$800.00	40.93 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$2,285.84	\$3,967.46	\$4,000.00	57.15 %
10-50-5871-20 Document Delivery	\$97.25	\$21,748.38	\$21,053.40	\$22,000.00	98.86 %
Total Periodicals/Doc Delivery	(\$1,959.13)	\$63,861.90	\$62,891.94	\$68,800.00	92.82 %
TOTAL LIBRARY MEDIA	\$5,172.46	\$568,883.00	\$559,082.52	\$572,700.00	99.33 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,652.05	\$16,430.65	\$16,645.58	\$16,000.00	102.69 %
10-60-5931-30 Programs - Youth	\$787.26	\$11,956.42	\$12,175.67	\$11,000.00	108.69 %
10-60-5931-40 Online Marketing	\$349.11	\$1,919.33	\$1,677.00	\$1,800.00	106.63 %
10-60-5931-50 Community Relations	\$1,555.83	\$6,597.92	\$6,324.82	\$6,500.00	101.51 %
Total Programs	\$4,344.25	\$36,904.32	\$36,823.07	\$35,300.00	104.54 %

Lisle Library District
Expenses through June 30, 2019 (100.0% of FY 18-19)
 No Special Reserve reflected

Actual FY18/19 Expenses

	Current Month June 2019	YTD July - June 2018 - 2019	YTD July - June 2017 - 2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$0.00	\$1,895.79	\$1,682.73	\$2,000.00	94.79 %
10-60-5940-30 Reader Services - Youth Serv. D	(\$686.55)	\$5,104.21	\$4,624.22	\$5,000.00	102.08 %
Total Readers Service's	(\$686.55)	\$7,000.00	\$6,306.95	\$7,000.00	100.00 %
TOTAL PROGRAMS AND READER'S SERVICES					
	\$3,657.70	\$43,904.32	\$43,130.02	\$42,300.00	103.79 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$0.00	\$1,208.08	\$0.00	\$0.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$17,232.01	\$34,150.00	\$22,131.41	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$300,000.00	\$300,000.00	\$300,000.00	100.00 %
10-80-5986-80 IMRF Funding	\$0.00	\$50,000.00	\$200,000.00	\$50,000.00	100.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$42,232.01	\$385,358.08	\$522,131.41	\$350,000.00	110.10 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$6,087.29	\$53,772.12	\$53,566.83	\$60,000.00	89.62 %
30-65-5925-00 Network - Maint. (.02 B/M)	(\$3,970.70)	\$42,493.98	\$15,098.60	\$30,000.00	141.65 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$111,110.00	\$63,515.01	\$65,000.00	170.94 %
Total .02 BLDG/MAINT EXPENSES	\$2,116.59	\$207,376.10	\$132,180.44	\$155,000.00	133.79 %
CONTINGENCY					
10-90-5999-00 Contingency	\$14,953.41	\$16,259.81	\$1,296.00	\$25,000.00	65.04 %
Total	\$14,953.41	\$16,259.81	\$1,296.00	\$25,000.00	65.04 %
TOTAL ALL EXPENSES	\$485,043.16	\$4,505,789.87	\$4,515,960.19	\$4,555,070.71	98.92 %

LISLE LIBRARY DISTRICT
PERSONNEL & POLICY COMMITTEE MEETING
August 26, 2019 - 6:00 p.m.

1. Roll call

Present:

Emily Swistak - Secretary | Chair

Marjorie Bartelli - Vice President

Thomas Duffy - Trustee

Thomas Hummel - President

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

Also Present:

Chris Knight - Recording Secretary

2. Opportunity for visitors to speak - None

3. Approve Minutes of the July 12, 2019 Personnel-Policy Committee Meeting

MOTION: Trustee Duffy moved to approve the minutes of the July 12, 2019 Personnel-Policy Committee Meeting. Vice President Bartelli seconded.
Roll Call Vote - All Aye. The motion passed.

4. LLD Policy 201, Board of Trustees Code of Conduct & Ethics; discussion/draft

Director Weinstein provided an overview of the Committee's edits to the draft. Committee members suggested additional changes. Secretary Swistak stated that the Committee was not ready to send the draft to the Board as of yet.

5. Format/approach regarding Director review; discussion

Committee members discussed formats for a Director evaluation. Members reviewed sample forms. Vice President Bartelli provided an additional example for the Committee to review. Trustee Duffy discussed goals and asked if the Committee could see more examples from organizations other than libraries.

6. Policy review: new, revisions, prioritization - discussion

Trustees discussed ideas for future policy work. President Hummel suggested focusing on the segregation of duties for projects and vendor contracts. Vice President Bartelli discussed the topic of libraries hiring social workers and asked about homeless patrons. Director Weinstein mentioned that the Library has a relationship with DuPage Pads. Trustee Duffy suggested an energy conservation policy. Director Weinstein stated that the LLD has an environmental responsibility policy last revised in 2002. President Hummel mentioned water conservation and solar panels.

Secretary Swistak stated that the Committee has more work to do on LLD Policy 201/Ethics and the Director evaluation. Director Weinstein mentioned that there may be other policies that need minimal changes and/or updates.

7. Adjourn

MOTION: Trustee Duffy moved to adjourn the meeting. Vice President Bartelli seconded.

Voice Vote - All Aye

The meeting adjourned at 7:36 p.m.

Recorded by:

Chris Knight, Recording Secretary

Approved by the Personnel & Policy Committee on November 6, 2019.

Approved by

Emily Swistak, Committee Chair