

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on November 14, 2018 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records all regular Board meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT
BOARD MEETING
November 14, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Consent Agenda - Action Required
 - a. Approve Minutes of the October 10, 2018 Board Meeting
 - b. Acknowledge Treasurer's Report, 10/31/18, Investment Activity Report, 10/31/18, Current Assets Report, 10/31/18, Revenue Report, 10/31/18, and Expense Report, 10/31/18
 - c. Authorize Payment of Bills, 11/14/18
4. Director's Report
Assign Trustees for "Review of Bills Next Month"
President Fisher and Secretary Bartelli reviewed the October billings in November.
Trustee Flint and Trustee Swistak will review the November billings in December.
5. Assistant Director's Report
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
 - d. LLD Strategic Planning
7. Unfinished Business
8. New Business
 - a. Approve Lisle Library District 2019-2022 Strategic Plan - Action Required
Accept LLD 2019-2022 Strategic Plan as endorsed by LLD Strategic Planning Committee
 - b. Adopt Ordinance 18-06: Levy - Action Required
Annual ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2018 and ending June 30, 2019
 - c. Approve Certification of Compliance with TITA - Action Required
Annual certificate of compliance with the truth in taxation law
 - d. Approve LLD Investment Strategy - Action Required
Accept updated LLD Investment Strategy as prepared by investment firm, Ehlers Investment Partners
[referenced in LLD Policy 720]
 - e. Approve LLD Policy 710: Fund Balances - Action Required
Accept modifications to LLD Policy 710: Fund Balances
 - f. Approve LLD Policy 720: Investments - Action Required
Accept modifications to LLD Policy 720: Investments
 - g. Trustee conference report
Report by Trustee who attended/presented at conference
9. Opportunity for Trustee comments (five minutes)
Bartelli, Fisher, Flint, Hummel, Sullivan, Swistak, Wang
10. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
October 10, 2018 - 7:00 p.m.

1. Roll call

Present:

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

Also present:

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

2. Opportunity for visitors to speak - None

3. Consent Agenda

- a. Approve Minutes of the September 12, 2018 Public Hearing for Budget and Appropriation Ordinance
- b. Approve Minutes of the September 12, 2018 Board Meeting
- c. Acknowledge Treasurer's Report, 09/30/18, Investment Activity Report, 09/30/18, Current Assets Report, 09/30/18, Revenue Report, 09/30/18, and Expense Report, 09/30/18
- d. Authorize Payment of Bills, 10/10/18

MOTION: Vice President Hummel moved to approve the Consent Agenda with an amendment to the Robbins & Schwartz invoice.

Discussion: Staff provided clarification regarding the invoice and the consensus was to pull the Robbins & Schwartz invoice from the Consent Agenda.

Vice President Hummel withdrew his motion.

MOTION: Vice President Hummel moved to approve the Consent Agenda minus the Robbins & Schwartz invoice. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Director's Report

Assign Trustees for "Review of Bills Next Month."

President Fisher and Trustee Flint reviewed the August billings in September.

Vice President Hummel and Trustee Sullivan will review the September billings in October.

Director Weinstein announced that she had a trends report she would like to present at the end of the meeting.

MOTION: President Fisher moved to amend the agenda to move Director Weinstein's trends presentation to after New Business. Trustee Sullivan seconded.
Voice Vote - All Aye. The motion passed.

Director Weinstein stated that in September the Library celebrated its 10th annual *I Love My Lisle Library Card* program. She thanked the Circulation staff for their work on this program.

In accordance with Policy 901, staff participated in sexual harassment training in August at their Staff Development Day. Trustees will also participate in sexual harassment training via a webinar. Director Weinstein and the Library's department directors participated in a leadership workshop that focused on communication, productivity, professionalism, and morale.

Trustees will be sent Trustee Facts File chapters and a webinar on serving patrons with disabilities, which is a requirement for the upcoming Per Capita grant application. Staff and Trustees are also required to be familiar with the Illinois Veterans History Project. Director Weinstein mentioned that she and the IT Manager met with IT vendors to prepare for upcoming technology plan work.

The Lisle Woman's Club, in partnership with Operation Stand Down, has a donation box in the LLD foyer through November 4th. The Library's auditors were here in late September and the report to the Board will occur in December. Director Weinstein provided an update on the elevator. The Friends of the Lisle Library book and media sale starts on October 25th and runs through the 27th.

Discussion: Treasurer Wang suggested starting a technology committee. President Fisher stated that he would discuss this idea with staff. Secretary Bartelli asked questions about the project list as prepared by Assistant Director McQuillan.

5. Assistant Director's Report

Assistant Director McQuillan provided an overview of the recent Star Wars Reads Day. The Event Planning Team worked on plans for Winter Read with the kick-off scheduled for December 7th. The Safety Team reviewed the Library's tornado procedures. The Team will also review fire procedures and fire prevention in October. The Digital Outreach Team has coordinated with staff to make 10 short videos, available on the Library's YouTube channel. The electrician repaired several emergency lights. Assistant Director McQuillan provided additional information concerning the elevator.

Discussion: Trustee Sullivan asked Assistant Director McQuillan when the elevator project would be completed. Assistant Director McQuillan mentioned that she has requested a timeline on the project.

6. Committee Reports

- a. Finance - The next meeting is scheduled for October 22nd at 11 am. The Committee will review the investment and fund balance policies.
- b. Personnel/Policy - The Committee did not meet. No meeting planned.
- c. Physical Plant - The Committee did not meet. No meeting planned.

d. LLD Strategic Planning - The next meeting is scheduled for October 19th at 6 pm.

7. Unfinished Business - None

8. New Business

- a. Approve Resolution R18-04: Resolution to Determine Estimate of Funds

MOTION: Trustee Flint moved to approve Resolution R18-04: Resolution to Determine Estimate of Funds. Treasurer Wang seconded.

Discussion: Director Weinstein provided an overview of the resolution.

President Fisher called for a vote on the motion.

Roll Call Vote - All Aye. The motion passed.

9. Director's Presentation

Director Weinstein presented information on the Library's circulation and facility use statistics, national and local library trends, employment trends, and per capita expense comparisons among Illinois libraries.

10. Opportunity for Trustee comments (five minutes)

Trustee Swistak thanked Director Weinstein for her thorough presentation. She also commended staff for Star Wars Reads Day. President Fisher thanked the Department Directors for the quarterly reports.

11. Adjourn

MOTION: Treasurer Wang moved to adjourn the meeting. Trustee Swistak seconded.

Voice Vote - All Aye

The meeting adjourned at 7:51 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on November 14, 2018.

Approved by

Marjorie Bartelli, Secretary of the LLD Board of Trustees

Treasurer's Report as of October 31, 2018

Fund Name	Cash Balance 09/30/18	Cash Receipts this month	Cash Disbursed this month	Cash Balance 10/31/18	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	7,513,856.11	95,413.57	289,911.86	7,319,357.82	63.94%	87.42%
Building Maintenance	95,812.48	3,357.15	4,665.00	94,504.63	0.83%	1.13%
IMRF	374,561.63	3,780.20	15,172.98	363,168.85	3.17%	4.34%
FICA	193,569.35	3,092.17	13,142.64	183,518.88	1.60%	2.19%
Working Cash	411,911.66	574.21	0.00	412,485.87	3.60%	4.93%
Subtotals	8,589,711.23	106,217.30	322,892.48	8,373,036.05	73.15%	100.00%
Special Reserve	3,047,529.86	29,637.86	3,500.00	3,073,667.72	26.85%	0.00%
	11,637,241.09	135,855.16	326,392.48	11,446,703.77	100.00%	100.00%

Treasurer

Date

10/31/2018

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	1,486.16	1,497.02	1,447.03	1,660.23									6,090.44
Ehlers	1.46	10.70	1.47	1.04									14.67
Ehlers-Inv interest	1,204.39	6,782.39	5,597.35	4,977.99									18,562.12
MB Financial	5,010.51	4,791.21	6,050.57	6,224.69									22,076.98
Lisle	66.84	69.09	69.12	66.91									271.96
Lisle CD 2635	337.46	459.22	445.33	461.12									1,703.13
Lisle CD 2669	256.60	256.90	248.89	257.48									1,019.87
IL Funds	2,184.69	2,221.51	2,221.08	2,465.39									9,092.67
US Bank-9853	30.82	31.85	31.86	508.03									602.56
US Bank-9370	2.50	2.65	2.74	2.71									10.60
Switched to MM 2/18													
TOTALS	10,581.43	16,122.54	16,115.44	16,625.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,445.00

	INVESTMENTS												
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	
Investment Maturities	100,000.00	118,000.00	30,000.00	150,000.00								398,000.00	
Investment Purchases		231,914.00		189,926.50								421,840.50	
TOTALS	100,000.00	-113,914.00	30,000.00	-39,926.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-23,840.50	

**CURRENT ASSETS
AT FAIR MARKET VALUE
October 31, 2018**

		Value on 10/31/18					
Checking Accounts							
MB Operating Acct-opened 5/23							
MB Financial Now acct	1.60%	\$59,823.68					
MB Financial-petty cash		\$4,591,397.23					
US Bank		\$400.00					
E commerce		\$15,838.76					
		\$11,882.95					
		\$4,709,342.62					
Money Markets							
Lisle Savings Bank		\$203,547.55					
IMET	2.11%	\$933,101.29					
The Illinois Funds	2.02%	\$1,342,722.64					
		\$2,479,371.48					
Restricted Cash-IMET							
		\$28,280.10					
		\$5,742.11					
Ehlers Investments							
Investments							
Capital One							
Comenity Cap Bk		99.948	150,000.00	1.65	150,071.18	\$0.00	10/1/2018
Capital One BK USA		99.970	\$ 125,000.00	1.40	124,982.29	\$124,997.50	11/2/2018
Lisle Savings Bank		100.000	\$ 125,000.00	1.55	125,000.00	\$124,995.00	11/5/2018
Wells Fargo Bank		100.000	\$ 214,915.16	1.35	214,915.16	\$224,693.45	1/16/2019
Stevens Point		100.000	\$ 160,000.00	1.20	160,000.00	\$159,560.00	3/11/2019
Fed Natl Mtg Assoc		107.615	\$ 16,000.00	4.10	16,409.06	\$15,068.70	4/1/2019
Memomonee Falls		99.975	\$ 160,000.00	1.20	159,975.00	\$158,830.40	5/6/2019
Cathay Bank		102.191	\$ 25,000.00	2.00	25,757.47	\$24,896.00	6/1/2019
Merrick Bk South		100.000	\$ 170,000.00	2.00	170,000.00	\$169,384.60	8/16/2019
Everbank		100.000	\$ 125,000.00	1.20	124,952.50	\$123,623.75	8/19/2019
Freddie Mac		100.000	\$ 60,000.00	1.20	160,015.00	\$158,232.00	9/6/2019
Ally Bank		100.000	\$ 50,000.00	1.25	59,398.02	\$59,187.00	10/2/2019
Key Bank Nall		100.000	\$ 225,000.00	1.65	49,979.76	\$49,421.50	12/23/2019
Green Bay, WI SD		100.000	\$ 10,000.00	1.70	224,902.50	\$221,814.00	3/9/2020
US Bank		100.000	\$ 10,000.00	4.30	10,725.26	\$10,209.50	4/1/2020
Menomonee Falls		106.927	\$ 15,000.00	2.50	249,999.99	\$249,999.99	4/15/2020
Sallie Mae		99.950	\$ 110,000.00	3.50	16,055.51	\$15,090.90	5/1/2020
Lisle Savings Bank		100.000	\$ 218,374.39	1.90	109,960.00	\$108,296.10	6/15/2020
Sallie Mae		100.000	\$ 130,000.00	2.50	218,374.39	\$220,050.60	7/11/2020
Barclays Bank		100.000	\$ 160,000.00	1.90	129,950.00	\$127,608.00	8/17/2020
Will County, IL CCS		100.000	\$ 160,000.00	1.95	159,935.00	\$156,953.60	9/20/2020
Live Oak Banking		99.950	\$ 50,000.00	2.57	50,284.43	\$49,352.00	10/1/2020
FNMA		100.000	\$ 112,000.00	2.75	111,959.00	\$111,340.32	11/16/2020
Fond Du Lac Cty, WI		100.000	\$ 175,000.00	2.00	175,000.00	\$170,733.50	2/26/2021
FNMA		100.000	\$ 60,000.00	4.00	63,050.40	\$61,332.00	3/1/2021
Citibank		99.950	\$ 120,000.00	2.00	169,930.00	\$165,064.90	5/28/2021
Madison, WI		102.896	\$ 100,000.00	3.00	119,955.00	\$119,480.40	8/24/2021
Federal Farm Credit		99.940	\$ 85,000.00	2.45	103,209.06	\$98,012.00	10/1/2021
Discover Bk		99.950	\$ 105,000.00	3.04	84,964.00	\$84,821.50	10/1/2021
FHLMC		99.000	\$ 170,000.00	3.05	104,962.50	\$104,627.25	10/4/2021
FHLMC		100.000	\$ 155,000.00	2.50	165,226.25	\$167,494.20	11/23/2021
FHLB		100.000	\$ 205,000.00	2.00	155,223.39	\$149,700.55	12/29/2021
Federal Farm Credit		100.000	\$ 205,000.00	2.00	205,026.39	\$197,568.75	2/28/2022
		100.000	\$ 250,000.00	2.07	251,833.75	\$241,527.50	5/9/2022
						\$4,223,967.46	
TOTAL CURRENT ASSETS							
		\$11,446,703.77					

Lisle Library District
Revenues through October 31, 2018 (33% of FY 18-19)
Special Reserve Only

REVENUES		Current Month Oct, 2018	YTD July - Oct 2018-2019	YTD Jul - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
INTEREST/DONATIONS						
70-02-4481-00	Interest Earned - Special Reserve	\$4,637.86	\$17,928.59	\$4,910.70	\$13,000.00	137.91 %
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		\$29,637.86	\$117,928.59	\$104,910.70	\$313,000.00	37.68 %
TOTAL REVENUES		\$29,637.86	\$117,928.59	\$104,910.70	\$313,000.00	37.68 %

Lisle Library District

Revenues through October 31, 2018 (33% of FY 18-19)

No Special Reserve reflected

	Current Month Oct, 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$80,373.86	\$3,818,699.64	\$4,270,277.68	\$3,914,484.64	97.55 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$3,222.89	\$153,124.91	\$134,288.71	\$152,136.05	100.65 %
40-01-4414-00 Tax Levy - IMRF	\$3,123.72	\$148,413.37	\$216,364.83	\$156,965.76	94.55 %
45-01-4415-00 Tax Levy - FICA	\$2,801.43	\$133,100.88	\$171,384.30	\$136,439.47	97.55 %
TOTAL TAX LEVY	\$89,521.90	\$4,253,338.80	\$4,792,315.52	\$4,360,025.92	97.55 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$2,065.96	\$11.07	\$40,000.00	5.16 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$60.55	\$0.24	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$97.82	\$0.89	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$74.66	\$0.46	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$2,298.99	\$12.66	\$40,000.00	5.75 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$2,318.62	\$5,139.67	\$4,989.87	\$11,000.00	46.72 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$133.81	\$296.62	\$287.98	\$600.00	49.44 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$21.02	\$46.60	\$45.25	\$100.00	46.60 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,473.45	\$5,482.89	\$5,323.10	\$11,700.00	46.86 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$10,486.87	\$36,178.03	\$12,436.26	\$35,000.00	103.37 %
30-02-4474-00 Interest Earned - .02 B/M	\$134.26	\$419.94	\$480.10	\$1,500.00	28.00 %
40-02-4475-00 Interest Earned - IMRF	\$522.67	\$1,853.54	\$1,426.47	\$4,000.00	46.34 %
45-02-4476-00 Interest Earned - FICA	\$269.72	\$918.40	\$797.24	\$2,300.00	39.93 %
80-02-4482-00 Interest Earned - Working Cash	\$574.21	\$2,146.50	\$1,422.43	\$4,000.00	53.66 %
TOTAL INTEREST INCOME	\$11,987.73	\$41,516.41	\$16,562.50	\$46,800.00	88.71 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$1,542.44	\$1,542.44	\$0.00	\$0.00	0.00 %

Lisle Library District
Revenues through October 31, 2018 (33% of FY 18-19)
 No Special Reserve reflected

	Current Month Oct, 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 17-18 Annual Budget	FY 17-18 % of Budget to YTD
TOTAL COUNTY INTEREST	\$1,542.44	\$1,542.44	\$0.00	\$0.00	0.00 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on Inves	(\$2,249.49)	(\$6,294.06)	\$0.00	\$0.00	0.00 %
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$2,249.49)	(\$6,294.06)	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$228.67	\$1,077.80	\$887.53	\$3,500.00	30.79 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-03-4540-00 Fines - Main Circ Desk	\$2,626.25	\$13,940.95	\$16,536.84	\$40,000.00	34.85 %
TOTAL DESK INCOME	\$2,854.92	\$15,018.75	\$17,424.37	\$44,000.00	34.13 %
UNRESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$32.00	\$0.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$0.00	\$90.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$86.35	\$397.08	\$362.34	\$1,200.00	33.09 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$0.00	\$2,708.00	\$2,355.62	\$1,000.00	270.80 %
TOTAL UNRESTRICTED INCOME	\$86.35	\$38,735.08	\$2,839.96	\$2,200.00	1,760.69 %
TOTAL REVENUES	\$106,217.30	\$4,351,639.30	\$4,834,478.11	\$4,504,725.92	96.60 %

Lisle Library District
Expenses through October 31, 2018 (33% of FY 18-19)
Special Reserve Only

	Cur Mth Oct 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$3,500.00	\$3,500.00	\$0.00	\$200,000.00	1.75 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$13,697.44	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$3,500.00	\$3,500.00	\$13,697.44	\$280,000.00	1.25 %
TOTAL SPECIAL RESERVE EXPENSES	\$3,500.00	\$3,500.00	\$13,697.44	\$280,000.00	1.25 %

Lisle Library District

Expenses through October 31, 2018 (33% of FY 18-19)

No Special Reserve reflected

ALL EXPENSES		Current Month Oct 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
EMPLOYEE COSTS						
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$42,665.03	\$171,199.77	\$139,499.82	\$524,814.38	32.62 %
10-10-5603-20	Adult Services - Reg. Hours	\$45,490.31	\$181,979.61	\$154,572.59	\$549,285.24	33.13 %
10-10-5603-30	Youth Services - Reg. Hours	\$27,781.13	\$115,103.04	\$90,189.00	\$346,183.57	33.25 %
10-10-5603-50	Technical Services - Reg. Hours	\$21,665.06	\$89,555.30	\$78,274.40	\$272,021.81	32.92 %
10-10-5603-60	Circulation - Reg. Hours	\$40,172.41	\$163,624.10	\$135,352.46	\$513,846.15	31.84 %
10-10-5613-10	Administrative - Sunday Hrs.	\$498.62	\$498.62	\$1,970.82	\$0.00	0.00 %
10-10-5613-20	Adult Services - Sunday Hrs.	\$0.00	\$0.00	\$7,690.22	\$0.00	0.00 %
10-10-5613-30	Youth Services - Sunday Hrs.	\$0.00	\$0.00	\$5,142.26	\$0.00	0.00 %
10-10-5613-60	Circulation - Sunday Hrs.	\$0.00	\$0.00	\$10,105.67	\$0.00	0.00 %
Total Salaries		\$178,272.56	\$721,960.44	\$622,797.24	\$2,206,151.15	32.72 %
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$4,543.59	\$18,162.56	\$18,548.80	\$59,000.00	30.78 %
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$7,645.88	\$30,583.52	\$29,723.96	\$111,000.00	27.55 %
10-10-5621-30	Hosp. Ins. - YS	\$3,622.63	\$14,435.52	\$14,323.86	\$48,000.00	30.07 %
10-10-5621-50	Hosp. Ins. - Tech	\$3,105.74	\$12,422.96	\$11,603.57	\$42,000.00	29.58 %
10-10-5621-60	Hosp. Ins. - Circ	\$4,530.82	\$18,123.28	\$18,317.32	\$60,000.00	30.21 %
10-10-5622-10	Dental Ins. - Admin.	\$263.40	\$1,053.60	\$1,487.47	\$4,000.00	26.34 %
10-10-5622-20	Dental Ins. - Adult Serv	\$463.85	\$1,940.74	\$3,107.03	\$6,500.00	29.86 %
10-10-5622-30	Dental Ins. - YS	\$64.36	\$384.79	\$1,108.15	\$2,500.00	15.39 %
10-10-5622-50	Dental Ins. - Tech	\$212.36	\$977.23	\$1,189.96	\$4,000.00	24.43 %
10-10-5622-60	Dental Ins. - Circ	\$318.40	\$1,231.15	\$1,720.46	\$3,000.00	41.04 %
Total Health & Dental Ins.		\$24,771.03	\$99,315.35	\$101,130.58	\$340,000.00	29.21 %
Other Staff Benefits						
10-10-5646-00	5646 Unemployment Compensat	\$206.95	\$695.04	\$303.13	\$4,000.00	17.38 %
10-10-5623-00	CompPsych Assistance Plan	\$0.00	\$0.00	\$0.00	\$870.00	0.00 %
Total Other Staff Benefits		\$206.95	\$695.04	\$303.13	\$4,870.00	14.27 %

Lisle Library District

Expenses through October 31, 2018 (33% of FY 18-19)

No Special Reserve reflected

	Current Month Oct 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$3,182.73	\$12,772.14	\$10,275.98	\$40,130.56	31.83 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,262.69	\$13,052.11	\$11,883.42	\$42,020.00	31.06 %
45-10-5625-30 FICA Expense - Youth Services	\$2,108.95	\$8,740.18	\$7,284.50	\$26,500.00	32.98 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,588.80	\$6,576.72	\$5,707.87	\$20,810.00	31.60 %
45-10-5625-60 FICA Expense - Circulation	\$2,999.47	\$12,222.33	\$10,814.17	\$39,310.00	31.09 %
Total FICA Expenses	\$13,142.64	\$53,363.48	\$45,965.94	\$168,770.56	31.62 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,740.29	\$14,877.53	\$12,562.23	\$43,000.00	34.60 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,244.21	\$17,212.80	\$16,126.56	\$45,000.00	38.25 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,366.74	\$9,621.32	\$8,476.09	\$28,000.00	34.36 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,021.36	\$8,355.56	\$7,601.35	\$22,000.00	37.98 %
40-10-5628-60 IMRF Expense - Circulation	\$2,800.38	\$11,118.31	\$9,449.32	\$42,000.00	26.47 %
Total IMRF Expenses	\$15,172.98	\$61,185.52	\$54,215.55	\$180,000.00	33.99 %
TOTAL EMPLOYEE COSTS	\$231,566.16	\$936,519.83	\$824,412.44	\$2,899,791.71	32.30 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$1,350.00	\$1,350.00	\$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	\$708.32	\$2,126.04	\$2,122.62	\$8,000.00	26.58 %
10-20-5653-00 Utilities - Gas	\$0.00	\$0.00	\$676.52	\$7,000.00	0.00 %
10-20-5654-00 Utilities - Sewer & Water	\$268.47	\$742.13	\$587.42	\$2,750.00	26.99 %
10-20-5655-00 Utilities - Electric	\$4,255.22	\$18,723.81	\$12,903.89	\$50,000.00	37.45 %
10-20-5656-00 Verizon	\$50.30	\$200.54	\$150.24	\$1,500.00	13.37 %
Total Utilities	\$5,732.31	\$24,952.52	\$19,600.69	\$76,460.00	32.63 %
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	\$2,303.00	\$13,298.40	\$10,943.00	\$36,750.00	36.19 %

Lisle Library District
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	Current Month Oct 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
10-20-5662-00 Maint Contr. - Landscape Serv.	\$987.50	\$3,931.88	\$2,908.14	\$34,500.00	11.40 %
10-20-5663-00 Maint/Repairs-Genl repairs, Sup	\$1,229.68	\$2,759.05	\$1,848.57	\$9,000.00	30.66 %
10-20-5664-00 Maint/Repairs-Non Contr. Work	\$2,504.27	\$4,236.50	\$2,638.25	\$18,700.00	22.66 %
10-20-5665-00 Rubbish Removal	\$0.00	\$788.96	\$716.36	\$2,500.00	31.56 %
Total Maintenance and Repairs	\$7,024.45	\$26,214.79	\$20,254.32	\$106,450.00	24.63 %
TOTAL BUILDING COSTS	\$12,756.76	\$51,167.31	\$39,855.01	\$182,910.00	27.97 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00 Postage	(\$11.20)	\$2,030.78	\$1,093.92	\$4,000.00	50.77 %
10-25-5710-10 Printing/Spec. Serv. - Adult	\$2,170.00	\$4,340.00	\$4,402.92	\$20,000.00	21.70 %
10-25-5711-00 Postage Special Serv	\$0.00	\$3,299.33	\$2,587.23	\$8,500.00	38.82 %
10-25-5712-00 Printing	\$0.00	\$69.00	\$213.24	\$1,000.00	6.90 %
Total Postage and Printing	\$2,158.80	\$9,739.11	\$8,297.31	\$33,500.00	29.07 %
Supplies					
10-25-5713-00 Office Supplies	\$563.47	\$1,469.14	\$1,137.35	\$5,000.00	29.38 %
10-25-5714-00 Circ. Material Supplies	\$475.46	\$3,151.32	\$1,575.44	\$9,500.00	33.17 %
10-25-5715-00 Copier Supplies	\$0.00	\$294.90	\$294.90	\$2,000.00	14.75 %
10-25-5716-00 Kitchen Supplies	\$303.58	\$1,335.52	\$1,040.32	\$6,500.00	20.55 %
10-25-5717-00 Processing Supplies	\$1,670.47	\$7,043.03	\$4,618.45	\$25,000.00	28.17 %
10-25-5718-00 Computer Supplies	\$54.15	\$3,556.32	\$2,899.85	\$14,500.00	24.53 %
Total Supplies	\$3,067.13	\$16,850.23	\$11,566.31	\$62,500.00	26.96 %
Other Operating Costs					
10-25-5719-00 Publishing	\$600.21	\$703.71	\$717.60	\$1,200.00	58.64 %
10-25-5722-15 Safety Deposit Box Rental	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00 Check Printing	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-25-5723-15 Bank Charges	\$400.86	\$1,143.92	\$591.41	\$1,750.00	65.37 %
10-25-5724-15 Local Travel	\$46.45	\$193.18	\$73.69	\$500.00	38.64 %
Total Other Operating Costs	\$1,047.52	\$2,040.81	\$1,382.70	\$3,850.00	53.01 %

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	Current Month Oct 2018	YTD July - Oct 2018-2019	YTD July - Oct 2017-2018	FY 18-19 Annual Budget	FY 18-19 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$6,273.45	\$28,630.15	\$21,246.32	\$99,850.00	28.67 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,400.00	\$2,300.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$6,356.00	\$23,000.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$2,645.00	\$6,400.00	0.00 %
TOTAL INSURANCE	\$0.00	\$0.00	\$11,401.00	\$31,700.00	0.00 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$210.00	\$840.00	\$0.00	\$20,000.00	4.20 %
10-35-5761-00 Collection Agency	\$62.65	\$134.25	\$134.25	\$700.00	19.18 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$0.00	\$2,083.00	\$3,500.00	0.00 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$720.00	\$3,788.00	\$18,146.81	\$30,000.00	12.63 %
10-35-5764-10 Other Contr Svcs - Library Wid	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$559.44	\$2,845.30	\$1,707.91	\$7,000.00	40.65 %
10-35-5769-00 Acet Maint & Upgrades	\$0.00	\$0.00	\$9,818.12	\$7,574.00	0.00 %
10-35-5770-00 5770 Contractual - Audit Fee	\$0.00	\$0.00	\$8,250.00	\$8,500.00	0.00 %
10-35-5771-00 Payroll Service	\$0.00	\$1,522.26	\$2,111.74	\$7,700.00	19.77 %
TOTAL CONTRACTUAL SERVICES	\$1,552.09	\$9,129.81	\$42,251.83	\$89,474.00	10.20 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$115.00	\$1,221.00	\$2,430.00	\$5,100.00	23.94 %
10-40-5784-00 Meetings - Staff	\$307.19	\$419.43	\$310.51	\$2,000.00	20.97 %
10-40-5785-00 Conferences - Staff	\$884.30	\$2,130.43	(\$4,031.49)	\$15,000.00	14.20 %
10-40-5786-00 Employee/Volunteer Recognition	\$0.00	\$68.90	\$67.84	\$2,000.00	3.45 %
10-40-5787-00 In-Service	\$302.46	\$1,717.34	\$1,777.41	\$3,000.00	57.24 %
10-40-5788-00 Training (Cont Ed) - Staff	\$157.12	\$865.32	\$237.00	\$1,500.00	57.69 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$175.00	\$300.00	\$1,000.00	17.50 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$30.00	\$1,000.00	0.00 %

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10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$1,766.07	\$6,597.42	\$1,121.27	\$32,125.00	20.54 %
TOTAL PERSONNEL DEVELOPMENT	\$1,766.07	\$6,597.42	\$1,121.27	\$32,125.00	20.54 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$44,119.10	\$44,571.07	\$50,000.00	88.24 %
Total Major Equipment	\$0.00	\$44,119.10	\$44,571.07	\$50,000.00	88.24 %
Minor Equipment					
10-48-5823-10 Minor Equip - Dir/Asst Dir	\$335.84	\$335.84	\$0.00	\$700.00	47.98 %
10-48-5823-15 Minor Equip - Adm Services/PR	\$0.00	\$0.00	\$518.00	\$0.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$72.99	\$3.99	\$700.00	10.43 %
10-48-5823-30 Minor Equip - Youth	\$149.00	\$204.74	\$57.94	\$700.00	29.25 %
10-48-5823-50 Minor Equip - Tech Services	\$39.95	\$39.95	\$45.64	\$700.00	5.71 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$76.84	\$700.00	0.00 %
Total Minor Equipment	\$524.79	\$653.52	\$702.41	\$3,500.00	18.67 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$180.00	\$0.00	\$720.00	25.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$1,247.49	\$3,421.71	\$3,777.39	\$19,000.00	18.01 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$0.00	\$447.00	\$1,000.00	0.00 %
Total Equip Maint/Repairs & Rentals	\$1,247.49	\$3,601.71	\$4,224.39	\$20,720.00	17.38 %
TOTAL EQUIPMENT COSTS	\$1,772.28	\$48,374.33	\$49,497.87	\$74,220.00	65.18 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$2,709.57	\$4,358.65	\$9,000.00	30.11 %
10-50-5863-30 Books - Youth Serv	\$3,726.54	\$15,279.85	\$17,048.15	\$53,000.00	28.83 %
10-50-5863-50 Books - Tech Serv	\$0.00	\$100.00	\$0.00	\$200.00	50.00 %

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10-50-5864-10 Books - Non Fiction	\$6,467.61	\$22,509.74	\$16,775.85	\$82,000.00	27.45 %
10-50-5865-10 Books - Adult Fiction	\$3,970.77	\$20,820.87	\$18,781.49	\$68,500.00	30.40 %
10-50-5867-20 Ref Books - Adult Serv	\$312.99	\$2,075.53	\$2,235.57	\$22,000.00	9.43 %
Total Books	\$14,477.91	\$63,495.56	\$59,199.71	\$234,700.00	27.05 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$3,971.00	\$94,396.34	\$91,783.62	\$126,500.00	74.62 %
10-50-5872-10 Dbases - Professional	\$0.00	\$2,605.05	\$7,517.35	\$10,000.00	26.05 %
10-50-5873-30 Dbases - Youth Serv	\$0.00	\$3,118.00	\$5,073.70	\$12,700.00	24.55 %
Total Databases	\$3,971.00	\$100,119.39	\$104,374.67	\$149,200.00	67.10 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv	\$1,573.25	\$5,602.82	\$2,466.33	\$18,000.00	31.13 %
10-50-5895-40 A-V Matls - Adult Serv	\$13,456.79	\$36,951.14	\$19,583.85	\$102,000.00	36.23 %
Total Audio-Visual Materials	\$15,030.04	\$42,553.96	\$22,050.18	\$120,000.00	35.46 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv	\$233.34	\$545.77	\$1,981.30	\$42,000.00	1.30 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$0.00	\$0.00	\$800.00	0.00 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$25.00	\$25.00	\$4,000.00	0.63 %
10-50-5871-20 Document Delivery	\$3.75	\$21,041.83	\$20,410.04	\$22,000.00	95.64 %
Total Periodicals/Doc Delivery	\$237.09	\$21,612.60	\$22,416.34	\$68,800.00	31.41 %
TOTAL LIBRARY MEDIA	\$33,716.04	\$227,781.51	\$208,040.90	\$572,700.00	39.77 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,210.31	\$5,237.48	\$5,539.05	\$16,000.00	32.73 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$747.49	\$3,391.45	\$1,589.04	\$11,000.00	30.83 %
10-60-5931-40 Online Marketing	\$62.17	\$1,455.42	\$1,065.62	\$1,800.00	80.86 %
10-60-5931-50 Community Relations	\$420.59	\$3,214.05	(\$50.71)	\$6,500.00	49.45 %
Total Programs	\$2,440.56	\$13,298.40	\$8,143.00	\$35,300.00	37.67 %

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Readers Service's					
10-60-5940-10 Reader Services - Adult Serv. De	\$1,312.14	\$1,824.89	\$174.33	\$2,000.00	91.24 %
10-60-5940-30 Reader Services - Youth Serv. D	\$71.93	\$1,273.44	\$571.62	\$5,000.00	25.47 %
Total Readers Services's	\$1,384.07	\$3,098.33	\$745.95	\$7,000.00	44.26 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,824.63	\$16,396.73	\$8,888.95	\$42,300.00	38.76 %
RESTRICTED USAGE EXPENSES					
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	\$25,000.00	\$100,000.00	\$100,000.00	\$350,000.00	28.57 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$0.00	\$2,241.98	\$1,493.96	\$60,000.00	3.74 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$670.00	\$5,974.23	\$4,395.26	\$30,000.00	19.91 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$3,995.00	\$42,237.34	\$9,157.50	\$65,000.00	64.98 %
Total .02 BLDG/MAINT EXPENSES	\$4,665.00	\$50,453.55	\$15,046.72	\$155,000.00	32.55 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$322,892.48	\$1,475,050.64	\$1,321,762.31	\$4,555,070.71	32.38 %

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
4imprint, Inc. 4imprint, Inc.	11/14/2018 6771118	Facility Monitor Shirts Invoice	Paid	10-25-5713-00	Office Supplies	\$174.26
					<i>Totals for 4imprint, Inc.:</i>	<u>\$174.26</u>
AlphaGraphics AlphaGraphics	11/14/2018 55906	"No Dumping" Sign Invoice	Paid	10-25-5713-00	Office Supplies	\$51.00
					<i>Totals for AlphaGraphics:</i>	<u>\$51.00</u>
Anderson Pest Solutions Anderson Pest Solutions	11/14/2018 4932532	Pest Control October 2018 Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$145.23
					<i>Totals for Anderson Pest Solutions:</i>	<u>\$145.23</u>
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	11/14/2018 103118	YS - Continuations Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$92.46
					<i>Totals for Baker & Taylor (C4053863):</i>	<u>\$92.46</u>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	11/14/2018 103118	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,048.54 \$244.40
					<i>Totals for Baker & Taylor (L4171582):</i>	<u>\$2,292.94</u>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	11/14/2018 103118	Continuations Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$1,357.62
					<i>Totals for Baker & Taylor (C5223353):</i>	<u>\$1,357.62</u>
Baker & Taylor (C5223433) Baker & Taylor (C5223433)	11/14/2018 103118	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$1,579.13
					<i>Totals for Baker & Taylor (C5223433):</i>	<u>\$1,579.13</u>

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L0334152)	11/14/2018 103118	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$9,469.04 \$339.23
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	11/14/2018 103118	Unprocessed Invoice	Paid	10-50-5864-10	<i>Totals for Baker & Taylor (L0334152):</i> Books - Non Fiction	<i>\$9,808.27</i> \$29.34
Baker & Taylor (L4171782) Baker & Taylor (L4171782)	11/14/2018 103118	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L3965522):</i> Books - Youth Serv Processing Supplies	<i>\$29.34</i> \$315.39 \$5.40
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	11/14/2018 103118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L4171782):</i> Books - Youth Serv Processing Supplies	<i>\$320.79</i> \$689.51 \$22.95
Baker & Taylor (L5202982) Baker & Taylor (L5202982)	11/14/2018 103118	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	<i>Totals for Baker & Taylor (L4342812):</i> Books - Adult Fiction Processing Supplies	<i>\$712.46</i> \$24.07 \$5.75
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	11/14/2018 103118	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	<i>Totals for Baker & Taylor (L5202982):</i> Books - Youth Serv Processing Supplies	<i>\$29.82</i> \$2,332.14 \$110.80
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	11/14/2018 103118	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	<i>Totals for Baker & Taylor (L5425632):</i> Books - Adult Fiction Processing Supplies	<i>\$2,442.94</i> \$9,167.49 \$352.15
Mary Bannon Mary Bannon	11/14/2018 101418	Discovery Brigade Invoice	Paid	10-60-5931-30	<i>Totals for Baker & Taylor (L5543202):</i> Programs - Youth Serv. Dept.	<i>\$9,519.64</i> \$11.00

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Brian Baxter Brian Baxter	11/14/2018 092118	LACONI Cataloging Uncon Invoice	Paid	10-40-5784-00	Meetings - Staff	\$19.62
					<i>Totals for Mary Bannon:</i>	<u>\$11.00</u>
Bear Landscape Group Bear Landscape Group	11/14/2018 5403	Flagpole Area Landscape & T Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$1,665.00
	11/14/2018 5431	October Landscaping Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
					<i>Totals for Brian Baxter:</i>	<u>\$19.62</u>
Case Lots, Inc. Case Lots, Inc.	11/14/2018 005336	Misc Janitorial Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$417.70
					<i>Totals for Bear Landscape Group:</i>	<u>\$2,652.50</u>
CDS Office Technologies CDS Office Technologies	11/14/2018 479295	Phone System Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$873.00
					<i>Totals for Case Lots, Inc.:</i>	<u>\$417.70</u>
CDW Government CDW Government	11/14/2018 PNR8592	Cisco 48 Port Switch for Netw Invoice	Paid	30-65-5920-00	Network - Purchases (.02 B/M)	\$3,598.63
	11/14/2018 PPK5794	Cisco Smartnet Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srves-Tech Asst	\$457.17
					<i>Totals for CDS Office Technologies:</i>	<u>\$873.00</u>
CFRA CFRA	11/14/2018 INV105269	Industry Surveys Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$3,160.00
					<i>Totals for CDW Government:</i>	<u>\$4,055.80</u>
					<i>Totals for CFRA:</i>	<u>\$3,160.00</u>

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Chicago Metropolitan Fire Prevention						
Chicago Metropolitan Fire Prevention	11/14/2018 IN00197008	Fire Monitoring Invoice	10/1 - 12/31 Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$160.50
Compact Disc Source						
Compact Disc Source	11/14/2018 75871	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$457.35
	11/14/2018 75870	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$174.32
	11/14/2018 75902	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$365.16
	11/14/2018 75901	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$141.84
	11/14/2018 75888	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$205.48
	11/14/2018 75887	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$73.07
	11/14/2018 75925	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$104.35
	11/14/2018 75925	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$36.70
	11/14/2018 75952	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$385.24
	11/14/2018 75951	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$147.46
	11/14/2018 75983	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$89.22
	11/14/2018 75982	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$37.07
<i>Totals for Chicago Metropolitan Fire Prevention:</i>						<i>\$160.50</i>

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Complete Cleaning Company Complete Cleaning Company	11/14/2018 C07831	Cleaning November 2018 Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,303.00
	<i>Totals for Compact Disc Source:</i>					<u>\$2,217.26</u>
CQ/Capitol Advantage CQ/Capitol Advantage	11/14/2018 2019	Congress at Your Fingertips Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$43.00
	<i>Totals for Complete Cleaning Company:</i>					<u>\$2,303.00</u>
Jean Demas Jean Demas	11/14/2018 103118	ILA/Learn Meeting Invoice	Paid	10-40-5785-00	Conferences - Staff	\$187.15
	<i>Totals for CQ/Capitol Advantage:</i>					<u>\$43.00</u>
Demco, Inc. Demco, Inc.	11/14/2018 82890407	Signage Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$185.91
	<i>Totals for Jean Demas:</i>					<u>\$187.15</u>
Direct Energy Business Direct Energy Business	11/14/2018 182980036364152	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,726.28
	<i>Totals for Demco, Inc.:</i>					<u>\$185.91</u>
Discount School Supply Discount School Supply	11/14/2018 W3252586	Craft Supplies Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$44.94
	<i>Totals for Direct Energy Business:</i>					<u>\$3,726.28</u>
Xavier Duran Xavier Duran	11/14/2018 100818	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$303.99
	<i>Totals for Discount School Supply:</i>					<u>\$44.94</u>

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Dynamic Systems Dynamic Systems	11/14/2018 103118	Craft Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$122.63
	11/14/2018 100918	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$160.23
<i>Totals for Xavier Duran:</i>						<u>\$586.85</u>
Easypermit Postage Easypermit Postage	11/14/2018 2933	Accounts Payable Checks Invoice	Paid	10-25-5723-00	Check Printing	\$200.59
	11/14/2018 102518	Meter Refill - Postage Invoice	Paid	10-25-5710-00	Postage	\$1,020.99
<i>Totals for Dynamic Systems:</i>						<u>\$200.59</u>
EBSCO EBSCO	11/14/2018 1900946	Price Adjustment Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$25.85)
	11/14/2018 1902037	Price Adjustment Credit memo	Applied	10-50-5900-20	Periodicals - Adult Serv	(\$41.66)
Ehlers Investment Partners	11/14/2018 1000089813-1	Learning Express Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$2,419.00
	11/14/2018 1568750	Subscription Renewal Invoice	Paid	10-50-5900-30	Periodicals - Youth Serv. Dept.	\$309.80
Ehlers Investment Partners	11/14/2018 1568752	Subscription Renewal Invoice	Paid	10-50-5900-80	Periodicals - Prof. Collections	\$2,043.93
	11/14/2018 1568748	Subscription Renewal Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$34,347.94
<i>Totals for EBSCO:</i>						<u>\$39,053.16</u>

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Ehlers Investment Partners	11/14/2018 103118	Consulting Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$578.37
ELM USA, Inc. ELM USA, Inc.	11/14/2018 16216	Polishing Pads for Disc Clean Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$186.95
					<i>Totals for Ehlers Investment Partners:</i>	<u>\$578.37</u>
Employee Benefits Corporation Employee Benefits Corporation	11/14/2018 2018117	Renewal Fee for Pre-Tax Sta Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$250.00
					<i>Totals for ELM USA, Inc.:</i>	<u>\$186.95</u>
EnvisionWare, INC. EnvisionWare, INC.	11/14/2018 SO-US-26907	Payware - PCI Compliance S Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$167.00
	11/14/2018 INV-US-38975	Wireless Printer Maintenance Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$595.00
					<i>Totals for Employee Benefits Corporation:</i>	<u>\$250.00</u>
John Ferrari John Ferrari	11/14/2018 101718	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$15.47
					<i>Totals for EnvisionWare, INC.:</i>	<u>\$762.00</u>
Forest Park Public Library Forest Park Public Library	11/14/2018 32026002733886	Replacement Cost for Lost I Invoice	Paid	10-50-5871-20	Document Delivery	\$40.00
					<i>Totals for John Ferrari:</i>	<u>\$15.47</u>
Kym Frankovelgia Kym Frankovelgia	11/14/2018 121318	Program: Music Performanc Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
					<i>Totals for Forest Park Public Library:</i>	<u>\$40.00</u>
					<i>Totals for Kym Frankovelgia:</i>	<u>\$350.00</u>

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Pam Freer Pam Freer	11/14/2018 110518	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.00
	<i>Totals for Pam Freer:</i>					<u>\$10.00</u>
Garvey's Office Products Garvey's Office Products	11/14/2018 PINV1615280	Office Supplies Invoice	Paid	10-25-5713-00	Office Supplies	\$19.32
	11/14/2018 PINV1619841	Calendar Invoice	Paid	10-25-5713-00	Office Supplies	\$12.49
	11/14/2018 PINV1616809	Storytime / Crafts Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$169.98
	11/14/2018 PINV1586829	Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$39.90
	11/14/2018 PINV1620101	Index Cards Invoice	Paid	10-25-5713-00	Office Supplies	\$5.56
	11/14/2018 PINV1629770	Office Supplies for Circulati Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$13.45
Gail Graziani Gail Graziani	11/14/2018 PINV1628504	Black Markers Invoice	Paid	10-25-5713-00	Office Supplies	\$16.68
	<i>Totals for Garvey's Office Products:</i>					<u>\$277.38</u>
Sandy Hayes Sandy Hayes	11/14/2018 103118	Book Group Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$15.48
	<i>Totals for Gail Graziani:</i>					<u>\$15.48</u>
Sandy Hayes Sandy Hayes	11/14/2018 101618	ILL Valley Network Users Co Invoice	Paid	10-40-5785-00	Conferences - Staff	\$98.71
	<i>Totals for Sandy Hayes:</i>					<u>\$98.71</u>

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Helen Plum Memorial Library	11/14/2018 730124138709	Reciprocal Borrowing Loss Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$12.16
Heritage Technology Solutions					<i>Totals for Helen Plum Memorial Library:</i>	<u>\$12.16</u>
Heritage Technology Solutions	11/14/2018 203990	Completion of Installation of: Invoice	Paid	30-65-5920-00	Network - Purchases (.02 B/M)	\$2,304.44
Hewlett-Packard Company					<i>Totals for Heritage Technology Solutions:</i>	<u>\$2,304.44</u>
Hewlett-Packard Company	11/14/2018 0432003	Lexmark Printer Usage - B& Invoice	Paid	10-25-5718-00	Computer Supplies	\$563.63
Home Depot Credit Service					<i>Totals for Hewlett-Packard Company:</i>	<u>\$563.63</u>
Home Depot Credit Service	11/14/2018 100418	Paint Supplies Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$55.37
	11/14/2018 101618	Hardware Supplies Invoice	Paid	10-48-5846-00	Equip Maint/Repr-NonContr	\$2.58
Elizabeth Hopkins					<i>Totals for Home Depot Credit Service:</i>	<u>\$57.95</u>
Elizabeth Hopkins	11/14/2018 100918	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$160.23
IHLS - OCLC					<i>Totals for Elizabeth Hopkins:</i>	<u>\$160.23</u>
IHLS - OCLC	11/14/2018 17608	ILL Fee Management Invoice	Paid	10-50-5871-20	Document Delivery	\$25.25
Illinois Library Association					<i>Totals for IHLS - OCLC:</i>	<u>\$25.25</u>
Illinois Library Association	11/14/2018 154806	Annual Membership - Cox Invoice	Paid	10-40-5783-00	Dues - Staff	\$40.00
	11/14/2018 154876	Annual Membership - McQui Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	11/14/2018 154968	Annual Membership - Kloep Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
	11/14/2018 155047	Annual Membership - Ruocc Invoice	Paid	10-40-5783-00	Dues - Staff	\$150.00
	11/14/2018 155093	Annual Membership - Weins Invoice	Paid	10-40-5783-00	Dues - Staff	\$200.00
	11/14/2018 155102	Annual Membership - Humm Invoice	Paid	10-45-5786-70	Dues - Trustee	\$75.00
	11/14/2018 154738	Annual Membership - Lisle L Invoice	Paid	10-40-5783-00	Dues - Staff	\$300.00
Illinois Reading Council Illinois Reading Council	11/14/2018 59571-120118	Annual Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$45.00
Totals for Illinois Library Association:						<u>\$1,065.00</u>
Industrial Appraisal Company Industrial Appraisal Company	11/14/2018 064-301-625101618	Fixed Asset Appraisal Invoice	Paid	10-35-5762-00	Other Contr Services - Admin	\$240.00
	Totals for Illinois Reading Council:					<u>\$45.00</u>
	Totals for Industrial Appraisal Company:					<u>\$240.00</u>
Cary Kanno Cary Kanno	11/14/2018 1293	Program: Musician - Winter R Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$350.00
Totals for Cary Kanno:						<u>\$350.00</u>
KAPCO (Kent Adhesive Products) KAPCO (Kent Adhesive Products)	11/14/2018 1363176	Book Covers Invoice	Paid	10-25-5717-00	Processing Supplies	\$114.19
Totals for KAPCO (Kent Adhesive Products):						<u>\$114.19</u>
Jackie Kilcran						

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jackie Kilcran	11/14/2018 110218	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$33.25
Know Be4, Inc. Know Be4, Inc.	11/14/2018 INV45017	Anti Phishing Anti Malware S Invoice	Paid	10-35-5763-00	Other Contr Svcs-Tech Asst	\$1,107.00
Totals for Jackie Kilcran:						<u>\$33.25</u>
Konica Minolta Business Solutions Konica Minolta Business Solutions	11/14/2018 255003387	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$198.61
Totals for Konica Be4, Inc.:						<u>\$1,107.00</u>
Konica Minolta Premier Finance Konica Minolta Premier Finance	11/14/2018 370247017	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
Totals for Konica Minolta Business Solutions:						<u>\$198.61</u>
LACONI LACONI	11/14/2018 110118	Annual Membership Invoice	Paid	10-40-5783-00	Dues - Staff	\$100.00
Totals for Konica Minolta Premier Finance:						<u>\$211.10</u>
Susan K. Maddox Susan K. Maddox	11/14/2018 120418	Program: Holiday Program Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$300.00
Totals for LACONI:						<u>\$100.00</u>
Midwest Tape (7289) Midwest Tape (7289)	11/14/2018 110118	DVDs/Blu-rays w/o Process Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$196.73
Totals for Susan K. Maddox:						<u>\$300.00</u>
Midwest Tape (7288) Midwest Tape (7288)	11/14/2018 110118	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,385.92 \$693.20
Totals for Midwest Tape (7289):						<u>\$196.73</u>

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7291) Midwest Tape (7291)	11/14/2018 110118	JH CDs, YS DVD/Blu-rays Invoice	Paid	10-50-5890-30	Totals for Midwest Tape (7288): A-V Matls - Youth Serv	\$3,079.12 \$525.05
Midwest Tape (12957) Midwest Tape (12957)	11/14/2018 110118	DVDs-Blu-rays - TV Invoice	Paid	10-50-5895-40	Totals for Midwest Tape (7291): A-V Matls - Adult Serv	\$525.05 \$29.99
Midwest Tape Midwest Tape	11/14/2018 96581855	Hoopla Content Invoice	Paid	10-50-5895-40	Totals for Midwest Tape (12957): A-V Matls - Adult Serv	\$29.99 \$3,977.30
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	11/14/2018 18174	Service Contract Oct - Dec 2 Invoice	Paid	10-20-5660-00	Totals for Midwest Tape: Maint Contracts - HVAC	\$3,977.30 \$1,200.00
Laura Murff Laura Murff	11/14/2018 10/8/18	ILA Annual Conference Invoice	Paid	10-40-5785-00	Totals for Monaco Mechanical Service, Inc.: Conferences - Staff	\$1,200.00 \$160.23
National Seed National Seed	11/14/2018 11/2/18	LACONI 21st Cenury Cata Invoice	Paid	10-40-5784-00	Meetings - Staff	\$23.32
NCPERS - IL IMRF	11/14/2018 582716S1	Ice Melt Salt Invoice	Paid	10-20-5663-00	Totals for Laura Murff: Maint/Repairs-Genl repairs, Supplies	\$183.55 \$374.00
					Totals for National Seed:	\$374.00

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
NCPERS - IL IMRF	11/14/2018 46021118	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$96.00
Nub Games, Inc. Nub Games, Inc.	11/14/2018 7587	Library H3lp Renewal Invoice	Paid	10-50-5872-10	Totals for NCPERS - IL IMRF: Dbases - Professional	<u>\$96.00</u> \$315.00
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	11/14/2018 43668	Monthly Server Monitoring Invoice	Paid	10-35-5763-00	Totals for Nub Games, Inc.: Other Contr Srvcs-Tech Asst	<u>\$315.00</u> \$720.00
	11/14/2018 43751	Backup Software Licenses - S Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$225.00
	11/14/2018 44161	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$720.00
Pitney Bowes Pitney Bowes	11/14/2018 1009883586	Postage Meter Ink Invoice	Paid	10-25-5710-00	Totals for Outsource Solutions Group, Inc.: Postage	<u>\$1,665.00</u> \$80.74
Justin Procter Justin Procter	11/14/2018 100418	Reimburse Mileage Invoice	Paid	10-25-5724-15	Totals for Pitney Bowes: Local Travel	<u>\$80.74</u> \$5.56
RAILS RAILS	11/14/2018 5451	Gale Virtual Reference Libra Invoice	Paid	10-50-5872-10	Totals for Justin Procter: Dbases - Professional	<u>\$5.56</u> \$82.50
Republic Services Republic Services	11/14/2018 0551-014213790	Rubbish 11/1 - 11/30/18 Invoice	Paid	10-20-5665-00	Totals for RAILS: Rubbish Removal	<u>\$82.50</u> \$179.09

Lisle Library District Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Riverside Public Library Riverside Public Library	11/14/2018 XBR	Replacement Cost for Lost I Invoice	Paid	10-50-5871-20	Document Delivery	\$23.00
					<i>Totals for Republic Services:</i>	<u>\$179.09</u>
Robbins Schwartz Robbins Schwartz XX-XXX0001	11/14/2018 283798	Legal Services Invoice	Paid	10-35-5760-00	Legal Services	\$675.00
					<i>Totals for Riverside Public Library:</i>	<u>\$23.00</u>
Will Savage Will Savage	11/14/2018 100518	Star Wars Craft Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$29.05
					<i>Totals for Robbins Schwartz:</i>	<u>\$675.00</u>
	11/14/2018 100918	ILA Conference Invoice	Paid	10-40-5785-00	Conferences - Staff	\$162.13
	11/14/2018 102218	Discovery Brigade Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$14.96
Seattle Public Library Seattle Public Library	11/14/2018 110718	Discovery Brigade & Imagina Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$14.70
					<i>Totals for Will Savage:</i>	<u>\$220.84</u>
	11/14/2018 177370151	Replacement Cost for ILL It Invoice	Paid	10-50-5871-20	Document Delivery	\$25.00
					<i>Totals for Seattle Public Library:</i>	<u>\$25.00</u>
Noelle Spicher Noelle Spicher	11/14/2018 102018	Teen Program Supplies Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$10.39
					<i>Totals for Noelle Spicher:</i>	<u>\$10.39</u>
Staples Advantage						

Accounts Payable for November 14, 2018

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Staples Advantage	11/14/2018 1621578622	Misc. Kitchen, Office, Postag Invoice	Paid	10-25-5716-00 10-25-5713-00 10-20-5663-00 10-25-5710-00	Kitchen Supplies Office Supplies Maint/Repairs-Genl repairs, Supplies Postage	\$104.14 \$194.30 \$168.75 \$17.63
Suburban Life Media Suburban Life Media	11/14/2018 290778-112818	Subscription Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$69.00
The UPS Store in Lisle The UPS Store in Lisle	11/14/2018 00000020991	Shipping Invoice	Paid	10-25-5710-00	Postage	\$79.17
Toshiba Business Solutions, USA Toshiba Business Solutions, USA	11/14/2018 14869768	Copier Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$90.32
Unique Management Services, Inc. Unique Management Services, Inc.	11/14/2018 468459	Collection Accounts Septemb Invoice	Paid	10-35-5761-00	Collection Agency	\$98.45
Andrea Varry Andrea Varry	11/14/2018 092118	LACONI Cataloging Uncon Invoice	Paid	10-40-5784-00	Meetings - Staff	\$22.07
Village of Lisle Village of Lisle	11/14/2018 3600000252 11/14/2018 102518	Monthly Internet Access - I Invoice Usage Invoice	Paid Paid Paid	10-20-5650-00 10-20-5654-00	Internet Service Provider Utilities - Sewer & Water	\$450.00 \$98.44
Totals for Staples Advantage:						\$484.82
Totals for Suburban Life Media:						\$69.00
Totals for The UPS Store in Lisle:						\$79.17
Totals for Toshiba Business Solutions, USA:						\$90.32
Totals for Unique Management Services, Inc.:						\$98.45
Totals for Andrea Varry:						\$22.07

Lisle Library District

Accounts Payable for November 14, 2018

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount	
Tax Identification Number	Transaction Number	Transaction Type					
Visu-Sewer of Illinois	11/14/2018	Monthly Internet Access	Paid	10-20-5650-00	Internet Service Provider	\$450.00	
	3600000262	Invoice					
	11/14/2018	Storm Sewer Cleaning	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$11,660.00	
	R-8197	Invoice					
Totals for Village of Lisle:						\$998.44	
David Wyly	11/14/2018	Program: Medicare 101	Paid	10-60-5931-10	Programs - Adult Services	\$50.00	
	012118	Invoice					
	Totals for Visu-Sewer of Illinois:						\$11,660.00
Teri Zarat	11/14/2018	Meal/ILA Annual Conference	Paid	10-40-5785-00	Conferences - Staff	\$11.51	
	100918	Invoice					
	11/14/2018	ILA Annual Conference	Paid	10-40-5785-00	Conferences - Staff	\$160.23	
	10/09/18	Invoice					
Totals for David Wyly:						\$50.00	
Totals for Teri Zarat:						\$171.74	

Lisle Library District

Accounts Payable for November 14, 2018

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$96.00
10-20-5650-00	Internet Service Provider	\$900.00
10-20-5654-00	Utilities - Sewer & Water	\$98.44
10-20-5655-00	Utilities - Electric	\$3,726.28
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,448.23
10-20-5662-00	Maint Contr. - Landscape Serv.	\$987.50
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$1,015.82
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5710-00	Postage	\$1,198.53
10-25-5713-00	Office Supplies	\$473.61
10-25-5714-00	Circ. Material Supplies	\$200.40
10-25-5716-00	Kitchen Supplies	\$104.14
10-25-5717-00	Processing Supplies	\$2,498.53
10-25-5718-00	Computer Supplies	\$563.63
10-25-5723-00	Check Printing	\$200.59
10-25-5724-15	Local Travel	\$38.81
10-35-5760-00	Legal Services	\$675.00
10-35-5761-00	Collection Agency	\$98.45
10-35-5762-00	Other Contr Services - Admin	\$490.00
10-35-5763-00	Other Contr Srves-Tech Asst	\$3,877.17
10-35-5765-10	Investment Agency Consultants	\$578.37
10-40-5783-00	Dues - Staff	\$1,135.00
10-40-5784-00	Meetings - Staff	\$65.01
10-40-5785-00	Conferences - Staff	\$1,404.41
10-45-5786-70	Dues - Trustee	\$75.00
10-48-5823-30	Minor Equip - Youth	\$230.85
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$660.53
10-48-5846-00	Equip Maint/Repr-NonContr	\$2.58
10-50-5863-30	Books - Youth Serv	\$3,441.66
10-50-5864-10	Books - Non Fiction	\$11,077.51
10-50-5865-10	Books - Adult Fiction	\$9,191.56
10-50-5867-20	Ref Books - Adult Serv	\$4,560.62

Lisle Library District

Accounts Payable for November 14, 2018

10-50-5869-20	Internet Licensed DBases	\$2,419.00
10-50-5871-20	Document Delivery	\$113.25
10-50-5872-10	Dbases - Professional	\$397.50
10-50-5890-30	A-V Mats - Youth Serv	\$525.05
10-50-5895-40	A-V Mats - Adult Serv	\$10,245.28
10-50-5900-20	Periodicals - Adult Serv	\$34,349.43
10-50-5900-30	Periodicals - Youth Serv. Dept.	\$309.80
10-50-5900-80	Periodicals - Prof. Collections	\$2,043.93
10-60-5931-10	Programs - Adult Services	\$1,208.50
10-60-5931-30	Programs - Youth Serv. Dept.	\$295.06
30-65-5920-00	Network - Purchases (.02 B/M)	\$5,903.07
30-65-5925-00	Network - Maint. (.02 B/M)	\$987.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$13,325.00
	GRAND TOTAL:	\$125,615.19

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-00-2638-00, Vol. Life (NCPERS)									
11/14/2018	46021118	Invoice	5570-216	NCPERS - IL IMRF	NCPERS - IL IMRF-	Posted	11/14/2018	\$96.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$96.00	\$0.00
10-20-5650-00, Internet Service Provider									
11/14/2018	3600000252	Invoice	5570-230	Village of Lisle	Village of Lisle-360000	Posted	11/14/2018	\$450.00	\$0.00
11/14/2018	3600000262	Invoice	5570-288	Village of Lisle	Village of Lisle-360000	Posted	11/14/2018	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$900.00	\$0.00
10-20-5654-00, Utilities - Sewer & Water									
11/14/2018	102518	Invoice	5570-244	Village of Lisle	Village of Lisle-10251	Posted	11/14/2018	\$98.44	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$98.44	\$0.00
10-20-5655-00, Utilities - Electric									
11/14/2018	182980036364152	Invoice	5570-242	Direct Energy Business	Direct Energy Business	Posted	11/14/2018	\$3,726.28	\$0.00
					Totals for 10-20-5655-00, Utilities - Electric:			\$3,726.28	\$0.00
10-20-5660-00, Maint Contracts - HVAC									
11/14/2018	18174	Invoice	5570-019	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	11/14/2018	\$1,200.00	\$0.00
					Totals for 10-20-5660-00, Maint Contracts - HVAC:			\$1,200.00	\$0.00
10-20-5661-00, Maint Contracts - Maint. Service									
11/14/2018	4932532	Invoice	5570-031	Anderson Pest Solutions	Anderson Pest Solutio	Posted	11/14/2018	\$145.23	\$0.00
11/14/2018	C07831	Invoice	5570-193	Complete Cleaning Company	Complete Cleaning Co	Posted	11/14/2018	\$2,303.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$2,448.23	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
11/14/2018	5431	Invoice	5570-274	Bear Landscape Group	Bear Landscape Group-	Posted	11/14/2018	\$987.50	\$0.00
					Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:			\$987.50	\$0.00
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
11/14/2018	1621578622	Invoice	5570-210	Staples Advantage	Staples Advantage-162	Posted	11/14/2018	\$168.75	\$0.00
11/14/2018	100418	Invoice	5570-234	Home Depot Credit Service	Home Depot Credit Se	Posted	11/14/2018	\$55.37	\$0.00
11/14/2018	005336	Invoice	5570-280	Case Lots, Inc.	Case Lots, Inc.-005336	Posted	11/14/2018	\$417.70	\$0.00
11/14/2018	582716S1	Invoice	5570-388	National Seed	National Seed-582716S	Posted	11/14/2018	\$374.00	\$0.00
					Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:			\$1,015.82	\$0.00
10-20-5665-00, Rubbish Removal									
11/14/2018	0551-014213790	Invoice	5570-212	Republic Services	Republic Services-055	Posted	11/14/2018	\$179.09	\$0.00
					Totals for 10-20-5665-00, Rubbish Removal:			\$179.09	\$0.00

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-25-5710-00, Postage									
11/14/2018	1621578622	Invoice	5570-211	Staples Advantage	Staples Advantage-162	Posted	11/14/2018	\$17.63	\$0.00
11/14/2018	1009883586	Invoice	5570-232	Pinney Bowes	Pinney Bowes-1009883	Posted	11/14/2018	\$80.74	\$0.00
11/14/2018	102518	Invoice	5570-282	Easypost Postage	Easypost Postage-10	Posted	11/14/2018	\$1,020.99	\$0.00
11/14/2018	0000020991	Invoice	5570-344	The UPS Store in Lisle	The UPS Store in Lisle	Posted	11/14/2018	\$79.17	\$0.00
Totals for 10-25-5710-00, Postage:								\$1,198.53	\$0.00
10-25-5713-00, Office Supplies									
11/14/2018	PINV1615280	Invoice	5570-045	Garvey's Office Products	Garvey's Office Product	Posted	11/14/2018	\$19.32	\$0.00
11/14/2018	PINV1619841	Invoice	5570-051	Garvey's Office Products	Garvey's Office Product	Posted	11/14/2018	\$12.49	\$0.00
11/14/2018	6771118	Invoice	5570-195	4imprint, Inc.	4imprint, Inc.-6771118	Posted	11/14/2018	\$174.26	\$0.00
11/14/2018	1621578622	Invoice	5570-209	Staples Advantage	Staples Advantage-162	Posted	11/14/2018	\$194.30	\$0.00
11/14/2018	55906	Invoice	5570-218	AlphaGraphics	AlphaGraphics-55906	Posted	11/14/2018	\$51.00	\$0.00
11/14/2018	PINV1620101	Invoice	5570-238	Garvey's Office Products	Garvey's Office Product	Posted	11/14/2018	\$5.56	\$0.00
11/14/2018	PINV1628504	Invoice	5570-366	Garvey's Office Products	Garvey's Office Product	Posted	11/14/2018	\$16.68	\$0.00
Totals for 10-25-5713-00, Office Supplies:								\$473.61	\$0.00
10-25-5714-00, Circ. Material Supplies									
11/14/2018	16216	Invoice	5570-305	ELM USA, Inc.	ELM USA, Inc.-16216	Posted	11/14/2018	\$186.95	\$0.00
11/14/2018	PINV1629770	Invoice	5570-360	Garvey's Office Products	Garvey's Office Product	Posted	11/14/2018	\$13.45	\$0.00
Totals for 10-25-5714-00, Circ. Material Supplies:								\$200.40	\$0.00
10-25-5716-00, Kitchen Supplies									
11/14/2018	1621578622	Invoice	5570-207	Staples Advantage	Staples Advantage-162	Posted	11/14/2018	\$104.14	\$0.00
Totals for 10-25-5716-00, Kitchen Supplies:								\$104.14	\$0.00
10-25-5717-00, Processing Supplies									
11/14/2018	75870	Invoice	5570-043	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$174.32	\$0.00
11/14/2018	1363176	Invoice	5570-047	KAPCO (Kent Adhesive Prod	KAPCO (Kent Adhes	Posted	11/14/2018	\$114.19	\$0.00
11/14/2018	75901	Invoice	5570-055	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$141.84	\$0.00
11/14/2018	75887	Invoice	5570-065	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$73.07	\$0.00
11/14/2018	75925	Invoice	5570-199	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$36.70	\$0.00
11/14/2018	75951	Invoice	5570-292	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$147.46	\$0.00
11/14/2018	110118	Invoice	5570-296	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/14/2018	\$693.20	\$0.00
11/14/2018	103118	Invoice	5570-315	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	11/14/2018	\$339.23	\$0.00
11/14/2018	103118	Invoice	5570-320	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	11/14/2018	\$244.40	\$0.00
11/14/2018	103118	Invoice	5570-323	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	11/14/2018	\$5.40	\$0.00
11/14/2018	103118	Invoice	5570-326	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	11/14/2018	\$22.95	\$0.00

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/14/2018	103118	Invoice	5570-329	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	11/14/2018	\$5.75	\$0.00
11/14/2018	103118	Invoice	5570-332	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	11/14/2018	\$110.80	\$0.00
11/14/2018	103118	Invoice	5570-335	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	11/14/2018	\$352.15	\$0.00
11/14/2018	75982	Invoice	5570-372	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$37.07	\$0.00
10-25-5718-00, Computer Supplies									\$0.00
11/14/2018	0432003	Invoice	5570-286	Hewlett-Packard Company	Hewlett-Packard Comp	Posted	11/14/2018	\$563.63	\$0.00
10-25-5723-00, Check Printing									\$0.00
11/14/2018	2933	Invoice	5570-348	Dynamic Systems	Dynamic Systems-293	Posted	11/14/2018	\$200.59	\$0.00
10-25-5724-15, Local Travel									\$0.00
11/14/2018	100418	Invoice	5570-017	Justin Procter	Justin Procter-100418	Posted	11/14/2018	\$5.56	\$0.00
11/14/2018	110218	Invoice	5570-303	Jackie Kilcran	Jackie Kilcran-110218	Posted	11/14/2018	\$33.25	\$0.00
10-35-5760-00, Legal Services									\$0.00
11/14/2018	283798	Invoice	5570-049	Robbins Schwartz	Robbins Schwartz-283	Posted	11/14/2018	\$675.00	\$0.00
10-35-5761-00, Collection Agency									\$0.00
11/14/2018	468459	Invoice	5570-027	Unique Management Services, I	Unique Management S	Posted	11/14/2018	\$98.45	\$0.00
10-35-5762-00, Other Contr Services - Admin									\$0.00
11/14/2018	06 4-301-625 101618	Invoice	5570-089	Industrial Appraisal Company	Industrial Appraisal Co	Posted	11/14/2018	\$240.00	\$0.00
11/14/2018	2018117	Invoice	5570-091	Employee Benefits Corporation	Employee Benefits Co	Posted	11/14/2018	\$250.00	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									\$0.00
11/14/2018	43668	Invoice	5570-021	Outsource Solutions Group, In	Outsource Solutions G	Posted	11/14/2018	\$720.00	\$0.00
11/14/2018	PPK5794	Invoice	5570-203	CDW Government	CDW Government-P	Posted	11/14/2018	\$457.17	\$0.00
11/14/2018	479295	Invoice	5570-224	CDS Office Technologies	CDS Office Technolog	Posted	11/14/2018	\$873.00	\$0.00
11/14/2018	INV45017	Invoice	5570-362	Know Be4, Inc.	Know Be4, Inc.-INV4	Posted	11/14/2018	\$1,107.00	\$0.00
11/14/2018	44161	Invoice	5570-364	Outsource Solutions Group, In	Outsource Solutions G	Posted	11/14/2018	\$720.00	\$0.00
Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:									\$3,877.17

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-35-5765-10, Investment Agency Consultants									
11/14/2018	103118	Invoice	5570-346	Ehlers Investment Partners	Ehlers Investment Part	Posted	11/14/2018	\$578.37	\$0.00
Totals for 10-35-5765-10, Investment Agency Consultants:								\$578.37	\$0.00
10-40-5783-00, Dues - Staff									
11/14/2018	154806	Invoice	5570-067	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$40.00	\$0.00
11/14/2018	154876	Invoice	5570-069	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$150.00	\$0.00
11/14/2018	154968	Invoice	5570-071	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$150.00	\$0.00
11/14/2018	155047	Invoice	5570-073	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$150.00	\$0.00
11/14/2018	155093	Invoice	5570-075	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$200.00	\$0.00
11/14/2018	154738	Invoice	5570-087	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$300.00	\$0.00
11/14/2018	110118	Invoice	5570-240	LACONI	LACONI-110118	Posted	11/14/2018	\$100.00	\$0.00
11/14/2018	59571-120118	Invoice	5570-380	Illinois Reading Council	Illinois Reading Council	Posted	11/14/2018	\$45.00	\$0.00
Totals for 10-40-5783-00, Dues - Staff:								\$1,135.00	\$0.00
10-40-5784-00, Meetings - Staff									
11/14/2018	092118	Invoice	5570-033	Brian Baxter	Brian Baxter-092118	Posted	11/14/2018	\$19.62	\$0.00
11/14/2018	092118	Invoice	5570-283	Andrea Varry	Andrea Varry-092118	Posted	11/14/2018	\$22.07	\$0.00
11/14/2018	11/2/18	Invoice	5570-376	Laura Murff	Laura Murff-11/2/18	Posted	11/14/2018	\$23.32	\$0.00
Totals for 10-40-5784-00, Meetings - Staff:								\$65.01	\$0.00
10-40-5785-00, Conferences - Staff									
11/14/2018	100918	Invoice	5570-035	Teri Zarat	Teri Zarat-100918	Posted	11/14/2018	\$11.51	\$0.00
11/14/2018	10/8/18	Invoice	5570-037	Laura Murff	Laura Murff-10/8/18	Posted	11/14/2018	\$160.23	\$0.00
11/14/2018	10/09/18	Invoice	5570-039	Teri Zarat	Teri Zarat-10/09/18	Posted	11/14/2018	\$160.23	\$0.00
11/14/2018	100918	Invoice	5570-059	Will Savage	Will Savage-100918	Posted	11/14/2018	\$162.13	\$0.00
11/14/2018	101618	Invoice	5570-093	Sandy Hayes	Sandy Hayes-101618	Posted	11/14/2018	\$98.71	\$0.00
11/14/2018	103118	Invoice	5570-252	Jean Demas	Jean Demas-103118	Posted	11/14/2018	\$187.15	\$0.00
11/14/2018	100818	Invoice	5570-256	Xavier Duran	Xavier Duran-100818	Posted	11/14/2018	\$303.99	\$0.00
11/14/2018	100918	Invoice	5570-260	Elizabeth Hopkins	Elizabeth Hopkins-1009	Posted	11/14/2018	\$160.23	\$0.00
11/14/2018	100918	Invoice	5570-276	Xavier Duran	Xavier Duran-100918	Posted	11/14/2018	\$160.23	\$0.00
Totals for 10-40-5785-00, Conferences - Staff:								\$1,404.41	\$0.00
10-45-5786-70, Dues - Trustee									
11/14/2018	155102	Invoice	5570-077	Illinois Library Association	Illinois Library Associa	Posted	11/14/2018	\$75.00	\$0.00
Totals for 10-45-5786-70, Dues - Trustee:								\$75.00	\$0.00
10-48-5823-30, Minor Equip - Youth									

Lisle Library District

Account Distribution Report by Number

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Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/14/2018	82890407	Invoice	5570-083	Demco, Inc.	Demco, Inc.-82890407	Posted	11/14/2018	\$185.91	\$0.00
11/14/2018	W3252586	Invoice	5570-214	Discount School Supply	Discount School Suppl	Posted	11/14/2018	\$44.94	\$0.00
<i>Totals for 10-48-5823-30, Minor Equip - Youth:</i>									\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
11/14/2018	IN00197008	Invoice	5570-097	Chicago Metropolitan Fire Prev	Chicago Metropolitan F	Posted	11/14/2018	\$160.50	\$0.00
11/14/2018	14869768	Invoice	5570-191	Toshiba Business Solutions, US	Toshiba Business Solut	Posted	11/14/2018	\$90.32	\$0.00
11/14/2018	370247017	Invoice	5570-336	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	11/14/2018	\$211.10	\$0.00
11/14/2018	255003387	Invoice	5570-342	Konica Minolta Business Solut	Konica Minolta Busine	Posted	11/14/2018	\$198.61	\$0.00
<i>Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:</i>									\$0.00
10-48-5846-00, Equip Maint/Repr-NonContr									
11/14/2018	101618	Invoice	5570-236	Home Depot Credit Service	Home Depot Credit Se	Posted	11/14/2018	\$2.58	\$0.00
<i>Totals for 10-48-5846-00, Equip Maint/Repr-NonContr:</i>									\$0.00
10-50-5863-30, Books - Youth Serv									
11/14/2018	730124138709	Invoice	5570-095	Helen Plum Memorial Library	Helen Plum Memorial I	Posted	11/14/2018	\$12.16	\$0.00
11/14/2018	103118	Invoice	5570-307	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	11/14/2018	\$92.46	\$0.00
11/14/2018	103118	Invoice	5570-321	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	11/14/2018	\$315.39	\$0.00
11/14/2018	103118	Invoice	5570-324	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	11/14/2018	\$689.51	\$0.00
11/14/2018	103118	Invoice	5570-330	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	11/14/2018	\$2,332.14	\$0.00
<i>Totals for 10-50-5863-30, Books - Youth Serv:</i>									\$0.00
10-50-5864-10, Books - Non Fiction									
11/14/2018	103118	Invoice	5570-311	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	11/14/2018	\$1,579.13	\$0.00
11/14/2018	103118	Invoice	5570-313	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	11/14/2018	\$9,469.04	\$0.00
11/14/2018	103118	Invoice	5570-316	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	11/14/2018	\$29.34	\$0.00
<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>									\$0.00
10-50-5865-10, Books - Adult Fiction									
11/14/2018	103118	Invoice	5570-327	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	11/14/2018	\$24.07	\$0.00
11/14/2018	103118	Invoice	5570-333	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	11/14/2018	\$9,167.49	\$0.00
<i>Totals for 10-50-5865-10, Books - Adult Fiction:</i>									\$0.00
10-50-5867-20, Ref Books - Adult Serv									
11/14/2018	103118	Invoice	5570-309	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	11/14/2018	\$1,357.62	\$0.00
11/14/2018	INV105269	Invoice	5570-358	CFRA	CFRA-INV105269	Posted	11/14/2018	\$3,160.00	\$0.00
11/14/2018	2019	Invoice	5570-378	CQ/Capitol Advantage	CQ/Capitol Advantage	Posted	11/14/2018	\$43.00	\$0.00
<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>									\$0.00
<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>									\$4,560.62

Lisle Library District

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November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5869-20, Internet Licensed DBases									
11/14/2018	1000089813-1	Invoice	5570-264	EBSCO	EBSCO-1000089813-1	Posted	11/14/2018	\$2,419.00	\$0.00
Totals for 10-50-5869-20, Internet Licensed DBases:								\$2,419.00	\$0.00
10-50-5871-20, Document Delivery									
11/14/2018	17608	Invoice	5570-023	IHLS - OCLC	IHLS - OCLC-17608	Posted	11/14/2018	\$25.25	\$0.00
11/14/2018	32026002733886	Invoice	5570-220	Forest Park Public Library	Forest Park Public Libr	Posted	11/14/2018	\$40.00	\$0.00
11/14/2018	XBR	Invoice	5570-222	Riverside Public Library	Riverside Public Libra	Posted	11/14/2018	\$23.00	\$0.00
11/14/2018	177370151	Invoice	5570-246	Seattle Public Library	Seattle Public Library-1	Posted	11/14/2018	\$25.00	\$0.00
Totals for 10-50-5871-20, Document Delivery:								\$113.25	\$0.00
10-50-5872-10, Dbases - Professional									
11/14/2018	5451	Invoice	5570-278	RAILS	RAILS-5451	Posted	11/14/2018	\$82.50	\$0.00
11/14/2018	7587	Invoice	5570-356	Nub Games, Inc.	Nub Games, Inc.-7587	Posted	11/14/2018	\$315.00	\$0.00
Totals for 10-50-5872-10, Dbases - Professional:								\$397.50	\$0.00
10-50-5890-30, A-V Matls - Youth Serv									
11/14/2018	110118	Invoice	5570-301	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	11/14/2018	\$525.05	\$0.00
Totals for 10-50-5890-30, A-V Matls - Youth Serv:								\$525.05	\$0.00
10-50-5895-40, A-V Matls - Adult Serv									
11/14/2018	75871	Invoice	5570-041	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$457.35	\$0.00
11/14/2018	75902	Invoice	5570-053	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$365.16	\$0.00
11/14/2018	75888	Invoice	5570-063	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$205.48	\$0.00
11/14/2018	75925	Invoice	5570-197	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$104.35	\$0.00
11/14/2018	75952	Invoice	5570-290	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$385.24	\$0.00
11/14/2018	110118	Invoice	5570-294	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	11/14/2018	\$2,385.92	\$0.00
11/14/2018	110118	Invoice	5570-297	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	11/14/2018	\$196.73	\$0.00
11/14/2018	110118	Invoice	5570-299	Midwest Tape (12957)	Midwest Tape (12957)	Posted	11/14/2018	\$29.99	\$0.00
11/14/2018	103118	Invoice	5570-318	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	11/14/2018	\$2,048.54	\$0.00
11/14/2018	96581855	Invoice	5570-354	Midwest Tape	Midwest Tape-9658185	Posted	11/14/2018	\$3,977.30	\$0.00
11/14/2018	75983	Invoice	5570-370	Compact Disc Source	Compact Disc Source	Posted	11/14/2018	\$89.22	\$0.00
Totals for 10-50-5895-40, A-V Matls - Adult Serv:								\$10,245.28	\$0.00
10-50-5900-20, Periodicals - Adult Serv									
11/14/2018	1900946	Credit Memo	5570-266	EBSCO	EBSCO-1900946	Posted	11/14/2018	\$0.00	\$25.85
11/14/2018	1902037	Credit Memo	5570-338	EBSCO	EBSCO-1902037	Posted	11/14/2018	\$0.00	\$41.66
11/14/2018	290778-112818	Invoice	5570-368	Suburban Life Media	Suburban Life Media-2	Posted	11/14/2018	\$69.00	\$0.00

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/14/2018	1568748	Invoice	5570-386	EBSCO	EBSCO-1568748	Posted	11/14/2018	\$34,347.94	\$0.00
10-50-5900-30, Periodicals - Youth Serv. Dept.									
11/14/2018	1568750	Invoice	5570-382	EBSCO	EBSCO-1568750	Posted	11/14/2018	\$309.80	\$0.00
10-50-5900-80, Periodicals - Prof. Collections									
11/14/2018	1568752	Invoice	5570-384	EBSCO	EBSCO-1568752	Posted	11/14/2018	\$2,043.93	\$0.00
10-60-5931-10, Programs - Adult Services									
11/14/2018	120418	Invoice	5570-248	Susan K. Maddox	Susan K. Maddox-1204	Posted	11/14/2018	\$300.00	\$0.00
11/14/2018	121318	Invoice	5570-250	Kym Frankoveigia	Kym Frankoveigia-12	Posted	11/14/2018	\$350.00	\$0.00
11/14/2018	012118	Invoice	5570-254	David Wylly	David Wylly-012118	Posted	11/14/2018	\$50.00	\$0.00
11/14/2018	1293	Invoice	5570-258	Cary Kanno	Cary Kanno-1293	Posted	11/14/2018	\$350.00	\$0.00
11/14/2018	103118	Invoice	5570-262	Xavier Duran	Xavier Duran-103118	Posted	11/14/2018	\$122.63	\$0.00
11/14/2018	102018	Invoice	5570-270	Noelle Spicher	Noelle Spicher-102018	Posted	11/14/2018	\$10.39	\$0.00
11/14/2018	103118	Invoice	5570-350	Gail Graziani	Gail Graziani-103118	Posted	11/14/2018	\$15.48	\$0.00
11/14/2018	110518	Invoice	5570-352	Pam Freer	Pam Freer-110518	Posted	11/14/2018	\$10.00	\$0.00
10-60-5931-30, Programs - Youth Serv. Dept.									
11/14/2018	100518	Invoice	5570-025	Will Savage	Will Savage-100518	Posted	11/14/2018	\$29.05	\$0.00
11/14/2018	101418	Invoice	5570-079	Mary Bannon	Mary Bannon-101418	Posted	11/14/2018	\$11.00	\$0.00
11/14/2018	PINV1616809	Invoice	5570-081	Garvey's Office Products	Garvey's Office Produc	Posted	11/14/2018	\$169.98	\$0.00
11/14/2018	101718	Invoice	5570-085	John Ferrari	John Ferrari-101718	Posted	11/14/2018	\$15.47	\$0.00
11/14/2018	102218	Invoice	5570-189	Will Savage	Will Savage-102218	Posted	11/14/2018	\$14.96	\$0.00
11/14/2018	PINV1586829	Invoice	5570-205	Garvey's Office Products	Garvey's Office Produc	Posted	11/14/2018	\$39.90	\$0.00
11/14/2018	110718	Invoice	5570-374	Will Savage	Will Savage-110718	Posted	11/14/2018	\$14.70	\$0.00
30-65-5920-00, Network - Purchases (.02 B/M)									
11/14/2018	PNR8592	Invoice	5570-201	CDW Government	CDW Government-P	Posted	11/14/2018	\$3,598.63	\$0.00
11/14/2018	203990	Invoice	5570-226	Heritage Technology Solutions	Heritage Technology S	Posted	11/14/2018	\$2,304.44	\$0.00
30-65-5925-00, Network - Maint. (.02 B/M)									
11/14/2018	43751	Invoice	5570-029	Outsource Solutions Group, Inc	Outsource Solutions G	Posted	11/14/2018	\$225.00	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv. Dept.:									\$67.51
Totals for 10-50-5900-30, Periodicals - Youth Serv. Dept.:									\$0.00
Totals for 10-50-5900-80, Periodicals - Prof. Collections:									\$0.00
Totals for 10-60-5931-10, Programs - Adult Services:									\$0.00
Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:									\$0.00
Totals for 30-65-5920-00, Network - Purchases (.02 B/M):									\$5,903.07

Lisle Library District

Account Distribution Report by Number

November 14, 2018

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
11/14/2018	SO-US-26907	Invoice	5570-061	EnvisionWare, INC.	EnvisionWare, INC.-SC Posted	Posted	11/14/2018	\$167.00	\$0.00
11/14/2018	INV-US-38975	Invoice	5570-228	EnvisionWare, INC.	EnvisionWare, INC.-IN Posted	Posted	11/14/2018	\$595.00	\$0.00
30-65-5926-00, Maint - Bldg Structure (.02 B/M)				<i>Totals for 30-65-5925-00, Network - Maint. (.02 B/M):</i>					<i>\$0.00</i>
11/14/2018	R-8197	Invoice	5570-057	Visu-Sewer of Illinois	Visu-Sewer of Illinois Posted	Posted	11/14/2018	\$11,660.00	\$0.00
11/14/2018	5403	Invoice	5570-272	Bear Landscape Group	Bear Landscape Group- Posted	Posted	11/14/2018	\$1,665.00	\$0.00
				<i>Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):</i>					<i>\$0.00</i>
				Grand Totals:					\$125,682.70
									\$67.51

Lisle Library District Account Distribution Report by Number November 14, 2018

Report name: Account Number Report for November 14, 2018
Report format: Detail
Include these transaction dates: 11/14/2018 to 11/14/2018
Include these post dates: 11/14/2018 to 11/14/2018
Include all Post Statuses
Do not include adjustment transactions
Include miscellaneous entries
Include these Accounts: Query: Account number report
Include all Funds
Include all Classes
Include all Vendors
Include all Invoices
Include all Credit Memos
Include all Payments
Include all Purchase Orders
Include all Receipts
Include all Account Attributes
Include all Vendor Attributes
Include all Invoice Attributes
Include all Credit Memo Attributes
Include all Purchase Order Attributes
Include all Function(s)
Include all Department(s)

PRIOR MONTHS BILLS PAID BETWEEN October 2018 and November 2018				
BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.				
Check #	Vendor		Amount	
HSA	Salaries 10/15/18		\$	63,808.08
HSA	Garnishment	Employee Deduction	\$	146.58
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	4,079.09
Auto WID	Howard Simon & Associates	Mo. PR Serv. - October, 2018	\$	498.62
HSA	EFTPS/Electronic Tax Pymt 10/15/18	Fed Tax \$7885.37	\$	21,156.67
		FICA W/H \$6635.68		
		FICA Lib \$6635.62		
HSA	Salaries 10/31/18		\$	62,517.89
HSA	Garnishment	Employee Deduction	\$	154.21
HSA	Ill. Dept. of Revenue	State Tax Withheld	\$	3,998.32
HSA	EFTPS/Electronic Tax Pymt 10/31/18	Fed Tax \$7746.03	\$	20,760.01
		FICA W/H \$6506.96		
		FICA Lib \$6507.02		
Wired	IMRF	IMRF W/H \$7913.79	\$	23,086.77
		IMRF Lib. \$15172.98		
		Sub Total	\$	200,206.24
Check #	Vendor	Description	Amt	
2433	LIMRiCC PHIP Health	Medical Premium	28941.38	
2434	Sparkles Entertainment, Inc.	Facepainters for SWRD	275.00	
2435	Village of Lisle	Usage	154.28	
2436	AFLAC (G6920)	Payroll Withholding	338.61	
2437	Albertsons/Safeway	Food for Programs	216.52	
2438	Amazon	Books, Games, Supplies, Equipment	2463.33	
2439	Chicago Metropolitan Fire Prevention	Fire Panel Tested	182.00	
2440	Delta Dental - Risk	Dental Premium	2102.79	
2441	Junior Library Guild	Spanish Books	342.60	
2442	Konica Minolta Business Solutions	Usage	226.31	
2443	Konica Minolta Premier Finance	Lease	211.10	
2444	LIMRiCC - UCGA	3rd Quarter UC	206.95	
2445	MB Financial Credit Card	Phone, Promos, Verizon, ILA, Programs, Supplies	6255.35	
		Sub Total	\$	41,916.22
		TOTAL	\$	242,122.46

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	\$193,591.77
TOTAL .02 BUILDING/MAINT. EXPENSES	\$20,215.07
TOTAL IMRF/FICA EXPENSES	\$28,315.62
TOTAL WORKING CASH EXPENSES	
TOTAL SPECIAL RESERVE	
TOTAL OF ALL ABOVE	\$242,122.46

These expenses have been submitted by _____
(Tatiana Weinstein)

The above items have been approved by the Lisle Library District Board of Trustees on: / 11/14/2018

Trustee

Presiding Officer

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

Monthly Circulation Report - October 2018

	Checkouts	Renewals	Oct-18 TOTALS	YTD FY 17/18	YTD FY 18/19	YTD % Change	
Adult Non-Print	6,022	2,228	8,250	36,000	33,653	-6.52%	
Adult Print	5,881	3,162	9,043	39,969	38,436	-3.84%	
Adult Total	11,903	5,390	17,293	75,969	72,089	-5.11%	
YS Non-Print	1,333	671	2,004	9,619	8,804	-8.47%	
YS Print	6,898	3,695	10,593	43,868	44,308	1.00%	
Total YS	8,231	4,366	12,597	53,487	53,112	-0.70%	
Digital Media							
Overdrive	2,049		2,049	5,910	7,878	33.30%	
hoopla	1,855		1,855	5,589	7,499	34.17%	
RB Digital	274		274	523	672	28.49%	
Total Digital	4,178	0	4,178	12,022	16,049	33.50%	
Subtotal Print + Non-Print/Digital	24,312	9,756	34,068	141,478	141,250	-0.16%	
Computer/Tech Sessions Logins	2,618		2,618	10,965	10,480	-4.42%	
Database Usage/Unique Logins	3,201		3,201	9,550	12,258	28.36%	
Wireless Use	1,681		1,681	7,534	6,540	-13.19%	
ScannX sessions/jobs	284		284	1,185	1,551	30.89%	
Museum Adventure Passes	23		23	127	120	-5.51%	
Total IT/Resource Sessions	7,807	0	7,807	29,361	30,949	5.41%	
Total Circulation	32,119	9,756	41,875	170,839	172,199	0.80%	
Literacy Software Usage Hours			99	380	386	1.58%	
Borrower Information	Oct. 2018 Total	YTD 17/18	YTD 18/19	YTD % Change			
New Library Cards Added	99	645	604	-6.36%			
Monthly Borrowers	2,885	12,707	12,293	-3.26%			
Total # Registered Borrowers	10,916	11,419	10,916	-4.40%			
InterLibrary Loans							
Materials Sent	148	595	592	-0.50%			
Materials Received	353	1,628	1,609	-1.17%			
Polaris/Catalog Holds							
Holds Placed	3,261	12,021	12,137	0.96%			
Holds Checked Out	2,594	9,188	9,404	2.35%			

Lisle Library District
Program and Service Statistics - October 2018

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY17/18	YTD FY18/19	% Change
Library Event Statistics									
Staff Facilitated Programs		27	39	62	2	130	277	558	101.44%
Attendees		216	893	88	28	1,225	4,568	5,023	9.96%
Computer/Technology Programs		7	0		3	10	40	32	-20.00%
Attendees		13	0		4	17	137	79	-42.34%
Performer/Speaker/Author		2	0			2	18	12	-33.33%
Attendees		89	0			89	417	484	16.07%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	1					1	4	3	-25.00%
Attendees	130					130	442	590	33.48%
Total Number of Programs	1	36	39	62	5	143	339	605	78.47%
Total Patrons Served by Programming	130	318	893	88	32	1,461	5,564	6,176	11.00%
Reference Questions		2,107	1,606	2,774		6,487	25,768	26,075	1.19%
Volunteer Hours		7.50	25.00			32.50	563.00	605.50	7.55%
Outreach Service Statistics									
Outreach Visits		4	7	2		13	48	59	22.92%
Patrons Served by Outreach Visits		155	578	50		783	2,575	3,133	21.67%
Home Delivery Dates		3				3	8	9	12.50%
Patrons Served via Home Delivery		170				170	297	464	56.23%
Total Outreach Programs		7	7	2		16	56	68	21.43%
Total Patrons Served with Outreach Services		325	578	50		953	2,872	3,597	25.24%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	100						396	376	-5.05%
Number of Outside Groups Using Meeting Space	21						90	79	-12.22%
Patrons Entering Building	14,830						61,096	58,238	-4.68%
Friend's Sponsored Programs	2						4	5	25.00%
Attendees	309						125	442	253.60%
Social Media Use									
Facebook (daily page consumption)	1,692						8,640	6,506	-24.70%
Twitter Followers	745						677	745	10.04%
Pinterest Average Daily Viewers	364						654	935	42.97%
Instagram Likes	508						1,485	1,562	5.19%
Flickr Views	15,755						32,361	48,572	50.09%

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: November 9, 2018

Director's Report November 2018

Meetings

Intergovernmental – Oct 11
Fisher – Oct 16
Dept Directors – Oct 18
Strategic Planning – Oct 19

Finance Committee – Oct 22
Strategic Planning – Nov 1
Paul's Painting – Nov 5
Fisher – Nov 9

Libraries of Illinois Risk Agency (LIRA) & Training

I'm pleased to state that both the staff and Trustees have completed their sexual harassment training in accordance with Policy 901 which states that we will conduct this type training every year. LIRA, the LLD's insurance/risk agency, provided in-person training for staff and online training for Trustees.

LLD Finance Director Boskelly, attended a LIRA meeting on November 7th. There are 53 libraries within the LIRA pool. LIRA issued the LLD a refund check in the amount of \$2,086.80. Our package for the property insurance is increasing by approximately 2% and our worker's compensation insurance is increasing by 8%. LIRA received a grant from ILA which allowed the agency to purchase color-active ice alert signs for the library campus. The signs have proven effective in preventing slips/falls. The LLD received two signs via this grant.

Trustees have been sent ILA Trustee Facts File chapters, a link to the Illinois Veterans History Project, and a RAILS-recommended video to fulfill requirements for our Per Capita Grant application. The deadline for the application is January 15, 2019.

Intergovernmental

President Fisher and I attended the Intergovernmental Meeting on October 11th. The following topics were discussed among participants:

Park District: The District is working with Partners for Parks in updating the Community Park playground using Universal Design components. There will be a Veteran's Day event at the Veteran's Memorial. A grant was received for a boat launch in Community Park.

Fire District: October is Fire Prevention Month. The NARCAN programs continue to be effective. There are ten new paramedics on staff. The Silent Parade, honoring firefighters and civilians who lost their lives in fires, will proceed through the Meadows subdivision.

*To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: November 9, 2018*

Chamber of Commerce: The downtown businesses trick-or-treat event happens on October 27th. The Turkey Trot will commence at Community Park. Lisle Uncorked is scheduled for November 2nd.

District 202: The new elementary school is on schedule and on budget. The Board is evaluating all options for Schiesher and obtaining appraisals. The Board is conducting interviews for a Trustee appointment. The Board will have four seats up for election in April. In 2018, there was a 100% graduation rate at the high school.

Convention/Visitor's Bureau: The LCVB is hosting a food drive from October through December. The Santa Parade participant forms are on the LCVB website.

Village: There are occupancy agreements issued for Marq on Main apartments. A café and workout facility are scheduled to open soon. Fall branch pick-up has been completed. Leaf collection begins. Code modernization efforts are underway. Board meeting format has changed. The Downtown Master Plan will advance to the Board from Committee. A tractor company is moving to Lisle. Storm-water study conducted by Army Corps of Engineers looks to be completed by summer of 2019 but also requires congressional approval. The Village has a new HR Manager. A Village levy proposal is forthcoming.

Technology

In efforts to upgrade our technology and ensure component uniformity, IT Manager Hayes has been working on a number of projects in cooperation with OSG, our outsourced IT firm. Below are a few of the projects that have been completed thus far:

- Updating eCommerce software (Envisionware server), making a copy of data, moving to new server, updating the clients (POS) at the self-check kiosks, and updating the web software.
- Hard-drive backup rotation for secondary data storage.
- Updated browsers on the public computers.
- Reoriented YS computers to provide better configuration to scanner and printer.
- West-end security cameras installed.
- Penetration Testing for Credit Card Processing; Passed.
- Windows Updates to Servers.
- Updated software on all instruction cart laptops.

Switch Installations to update infrastructure of network has been scheduled for mid-November.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: November 9, 2018

College Tours

The Library regularly facilitates patron tours of the facility via the *Navigator Program* conducted by the Circulation Department. Occasionally, college instructors request special tours for their students and the Library enthusiastically obliges. In October, Technical Services Director, Laura Murff, provided a tour for 14 students of the College of DuPage Acquisitions class. The scope of the tour included Circulation, Adult, and Youth Services, as well as the Technical Services work area. Laura discussed skill sets, library vendors, and the workflow involved in managing the acquisitions of materials for a public library.

In November, Librarian, Jean Demas, provided a facility tour for 13 North Central College students. The students were enrolled in a *Culturally Responsive Practices* class. The tour focused on LLD Literacy materials and services. The instructor heard about LLD Literacy services via District 203 STEM summer camp flyers. She specified that she wants all of her students to be aware of culturally responsive public services that are local.

Draft Tax Levy Ordinance 18-06

I have prepared Draft Tax Levy Ordinance 18-06 for Board review and approval. I thank Assistant Director McQuillan, Finance Director Boskelly, and the other administrative staff for their assistance and feedback while accomplishing this important task. Please see attached overview letter, levy draft, and fund analysis document for complete details.

Respectfully submitted,

Tatiana Weinstein

October Assistant Director Report

- Strategic Plan Committee – Oct 19
- Complete Cleaning – Oct 10
- Board Meeting – Oct 10
- Johnson Controls – Oct 1
- Finance Committee – Oct 22
- Event Team – Oct 24
- Heritage Technologies – Oct 18
- Bear Landscape – Oct 24
- Patriot Electric – Oct 2, 17
- Monaco Mechanical – Oct 29
- Colley Elevator – Oct 11

Per Capita Grant

I have reviewed several webinars focusing on meeting the needs of patrons with challenges/disabilities. The Per Capita Grant application requires staff to participate in an education component for the grant. Staff will view the webinar, *Beyond Assistive Technology: Improving Library Services to People with Disabilities*.

I worked with Department Directors, Elizabeth Hopkins and Will Savage, to review Chapter 8 “Public Services: Reference and Readers’ Advisory Services” for the Illinois Standards chapter review to accomplish additional Per Capita Grant requirements.

Events

The Event Team has planned a special sign-up evening for *LLD Winter Read* on Friday, December 7th. Hot chocolate, cookies, plus live music performed by Cory Kanno will be provided. Participants will also have an opportunity to participate in a ceramic snowman craft.

Security Assessment

I participated in a RAILS webinar on Wednesday, October 24, 2018 - *Conducting a Library Facility Security Assessment* moderated by Dr. Steven Albrecht. The webinar discussed security areas of the Library: facility inside and out, access, evacuation procedures, information review, first aid, financial controls, and drills.

As a follow-up to the webinar, I am working with the Facility Monitors and Department Directors to hear their ideas regarding security, beginning with the outside grounds of the LLD campus.

Facility Update

The Library added two security cameras to the west side of the building. Heritage Technologies completed the installation and testing of the cameras in October.

Bear Landscaping completed a weeding and replanting of greenery around the flagpole. This area refresh increased visibility for pedestrians, bicyclists, and automobile drivers in the staff parking lot.

Elevator Update

The LLD elevator components have been ordered: fixtures, controller and power unit. Colley Elevator has submitted permit plans to the Village of Lisle.

Beth McQuillan



Chicago Tribune **NAPERVILLE SUN**

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



Community Contributor Josh Hepler | October 11, 2018

Photographer Shiping Zong talks with Lisle Library District patrons at the opening of his show at Gallery 777.

Chicago Tribune **NAPERVILLE SUN**

From the community: Scarves for Veterans at the Lisle Library District



Community Contributor Josh Hepler | October 12, 2018

During the month of October, the Lisle Library District will collect donations for Operation Stand Down, a non-profit organization that helps homeless veterans receive new winter scarves.

The Library is working with the Lisle Woman's Club to provide a drop-off location for donations of newly purchased, hand-knitted, crocheted, or fleece scarves. Other drop-off locations include the Lisle VFW, the Lisle Savings Bank, and the Lisle Park District and Senior Center. Patrons are welcome to place donated scarves in the special container located in the main entry lobby anytime during normal Library hours. Donations will be accepted until November 4th.

Chicago Tribune **NAPERVILLE SUN**

From the community: **Star Wars Reads Day at Lisle Library District**



Community Contributor Josh Hepler | October 15, 2018

Two young patrons celebrate Star Wars Reads Day in style at Lisle Library District.

Chicago Tribune **NAPERVILLE SUN**

From the community: The Day the Crayons Visited Lisle Library District



Community Contributor Josh Hepler | October 16, 2018

Lisle Library District patrons participate in a special storytime with Esteban the Crayon, one of the stars of the popular book "The Day the Crayons Quit" by Drew Daywalt and Oliver Jeffers.

Lisle Library Events

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

KIDS

Discovery Brigade

Grades K-2. Registration required. Mondays, Meeting Room A/B, 4:00-5:00 PM

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

- Offline Coding (Oct. 1) Want to learn how to code? Maybe even create your own game? Join us as we introduce the basics of coding with hands on projects and zero technology.
- Food Chemistry (Oct. 8) Ever thought about the amazing science experiments food can produce? Have a blast with common foods that create extraordinary chemical reactions.
- Forces & Motion in Art (Oct. 15) Create beautiful works on art, but with a twist! Kids will discover the forces of push, pull, gravity and motion at the same time!
- Destination: Ancient Egypt (Oct. 22) We'll travel back in time to the land of the Pharaohs to explore geometry and engineering, all while building pyramids and mummifying an action figure.



Imagination Inc.

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

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

- Magnets (Oct. 2) How do magnets work, anyway? Build your own magnet using household materials and learn about electricity along the way.
- X-Ray Art (Oct. 9) No bones about it: map your skeletal system, learn about these wondrous wavelengths, and make some spooky art in the process.
- Lego WeDo (Oct. 16) Legos. Robots. What more could you ask for? Combine coding and creation to learn engineering skills and complete fun challenges on a Tuesday.
- Ancient Engineering (Oct. 23) Learn how ancient civilizations accomplished amazing feats of engineering, then mimic their techniques by building models in miniature!

TEENS

Special Effects Makeup

Tuesday, October 9, 7:00-8:00 PM | Meeting Room B



Just in time for Halloween, learn how to use special effects make-up to create gruesome looking injuries! Kim Morris, coordinator of costumes and makeup for the College of DuPage theater department, will be with us to demonstrate makeup techniques!

YA Thursday: Creepy Creature Art

Thursday, October 18, 4:15-5:30 PM | Meeting Room B

Looking to add a new Halloween decoration to your room or locker? Create a piece of creepy creature miniature wall art!

Teen DIY: Mummy Mason Jars

Monday, October 22, 6:30-8:00 PM | Meeting Room B

Get crafty as we paint and decorate mason jars into mummies, perfect to hold tea lights, pencils, or odds and ends. We'll also be celebrating fall by devouring all the pumpkin spice treats, and watching the 2016 Ghostbusters movie! This film is rated PG-13.

ADULTS

Online Learning through the Library

Wednesday, October 10, 7:00-8:00 PM | Meeting Room A

Online learning is a convenient way to improve skills and explore interests. Using your LLD card, you can access Gale Courses and Learning Express Library from home or the Library, and enter a world of online learning.

Drop-In Craft: Flores de Papel

Saturday, October 13, 2:30-3:30 PM | Lobby

Introduced by the Conquistadors, inexpensive tissue paper became the mainstay of Mexican paper crafts. Join us as we make lovely flowers out of tissue paper, or flores de papel, in celebration of Hispanic Heritage Month. Registration is not required. Simply drop-in and create!



Medicare 101

Sunday, October 21, 2:00-3:00 PM | Meeting Room A/B

David Wylly, of Medicare Solutions Network, will detail what Medicare covers, what it doesn't, and your options for additional coverage. He will also discuss supplements, Part D prescription, and other cost-saving strategies for the years ahead.

Get Pinning with Pinterest

Tuesday, October 23, 7:00-8:00 PM | Meeting Room A

Create your own collections of curated images using Pinterest. Learn how to set up an account and your own "pinboards" to post ideas, recipes, crafts, DIY projects, and more, to save and share with your friends.

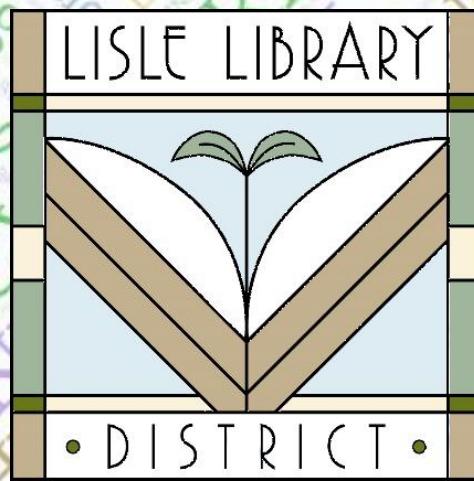
LITERACY

Launchpads in the Literacy/ELD Section!

Find our Playaway Launchpads on our Literacy/English Language Development (ELD) shelves. These kits contain a tablet preloaded with learning activities, including programs to improve grammar, writing, listening, vocabulary, and games such as crossword puzzles and brainteasers. Our newest title is Health Smarts for tips about staying healthy. Each Launchpad has a three-week loan period with two renewals to give you time to master the content. Try one today!

More events can be found at lislelibrary.org

LISLE LIBRARY DISTRICT (LLD) 2019-2022 STRATEGIC PLAN



ENRICH | EDUCATE | EMPOWER

PRESIDENT'S LETTER

Residents, Friends, and Staff of the Lisle Library District,

The Board of Trustees of the Lisle Library District is very pleased to present the Lisle Library District Strategic Plan for 2019-2022. This Strategic Plan exemplifies the District's dedication to continuous improvement.

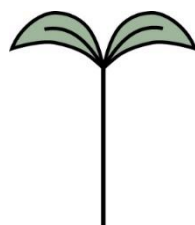
The Board and Staff are committed to the Library's Vision and Mission. The objectives outlined in the Strategic Plan will guide the Library's development in the next few years and further the Mission of the Library to enhance "the cultural, social, and life-long educational development of the community."

This Strategic Plan will prepare the Lisle Library District for the ever present changes in technology and services that patrons expect while maintaining the first-class customer service that for which the Lisle Library District is known for.

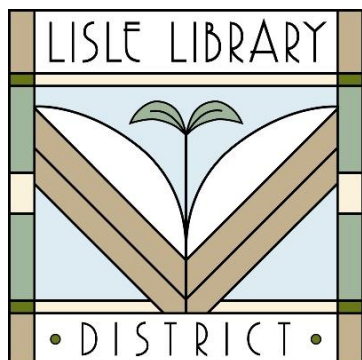
Thank you to the Board of Trustees, the Strategic Planning Committee, Director Weinstein, and the residents for all your input during the recent Community Engagement Project. It took everyone's input to make this strategic planning process a success.

Jay Fisher

President, LLD Board of Trustees



EXECUTIVE SUMMARY



A strategic plan helps an organization plan its future. In January of 2018, the Lisle Library District (LLD) Board President appointed the LLD Strategic Planning Committee (SPC). The Committee included all LLD Trustees and key staff.

The SPC has produced a plan that is focused on access, diversity, improved Library experiences, and fiscal responsibility. The SPC envisions this Plan to advance the LLD forward for the next three years. The SPC utilized community input, key research, and innovative ideas to direct development.

The 2019-2022 LLD Strategic Plan was adopted by the Board of Trustees on November 14, 2018.

LLD Vision | Mission

Vision: Our vision is to enrich, educate, and empower the residents of the Lisle Library District.

Mission: The Lisle Library District is committed to enhancing the cultural, social, and lifelong educational development of the community.

SPC Members

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

Tatiana Weinstein | Director (ex-officio)
Beth McQuillan | Assistant Director (ex-officio)
Will Savage | Youth Services Director
Elizabeth Hopkins | Adult Services Director

SPC Process

2011-2016

The last LLD Strategic Plan was a five year plan that spanned 2011-2016. During this time, the LLD acknowledged that the Library's facility had some deficiencies and needs, so a Facilities Steering Committee (FSC) was formed in 2012 to address upcoming facility projects (retired in 2016). The FSC used the 2011-2016 LLD Strategic Plan as its foundational document to guide discussions. Though technically expired, the LLD continued to recognize the Plan's important concepts and goals until a new plan was in place.

2017

In 2017, the LLD experienced a membership shift on the Board as well as a leadership shift with a new Director. These changes fostered discussions regarding a new strategic plan for the Library. Also in 2017, the LLD completed a comprehensive Community Engagement Project where the LLD hired a consultant to facilitate focus groups, community forums, and a District-wide community survey concentrating on service, collection, and facility needs. There were four focus groups with a total of 29 stakeholders, two community forums with a total of 70 participants, and 737 completed surveys. The results of this project are available on the LLD's website: lislelibrary.org.

2018

February 21, 2018 marked the first of nine SPC meetings. The first meeting served as an introduction and review of the 2011-2016 LLD Strategic Plan, 2012-2016 LLD Facilities Steering Committee Report, 2016 Strategic Facility Plan (Engberg Anderson), and 2017 Community Engagement Project (Millennia Consulting).

Succeeding SPC meetings included reviewing other institutional plans, discussing areas of focus for a future plan, and sharing ideas about potential facility improvements and/or areas in the building or around the campus that need attention.

The SPC eventually narrowed the main areas of focus to four:

Advocacy/Outreach Awareness	Facility	Organizational Culture	Technology & Innovation
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-Additional information follows Executive Summary. Focus areas are shown in alphabetical order and are all of equal importance.

While the SPC agreed upon four main areas for the three-year Plan, the Committee has also identified additional attributes that inspire and guide this Plan:

- Diversity
- Data Driven Decisions
- Partnerships
- Efficiencies
- Training
- Grant Writing
- Alternative Funding
- Lifelong Learning
- Fiscal Responsibility

The above attributes serve as drivers and/or motivators and shall contribute to the discussions, decisions, and implementation of all focus area initiatives and projects.

Implementation

Strategically addressing the objectives outlined in this Plan will be a continual effort between the Library's Administration and the Board of Trustees. During the course of the 2019 -2022 LLD Strategic Plan, the Director will apprise the Board of Plan initiatives and coordinate committee-related projects with the appropriate bodies.

Service Area

The Lisle Library District includes most of Lisle, including unincorporated areas of Lisle and Naperville.

- 2010 District population = 28,504
- 2017 Village of Lisle Special Census, District population = 29,535

All District residents are eligible for a Library card regardless of age. The Library facility and campus are open to the public during operating hours. Additional information about Library cards and District boundaries can be found at lislelibrary.org.

RED OUTLINE = Lisle Library District boundary
BLUE SHAPE = Village of Lisle
WHITE SHAPES = Unincorporated areas



Map provided by GIS Consultant via the Village of Lisle

FOCUS AREAS

ADVOCACY | OUTREACH | AWARENESS

Objective:

Proactively promote LLD services, resources, and programs via community engagement, intergovernmental efforts, and communications media.

Approach:

1. Develop marketing plan for services, resources, and programs.
 - a. Establish demographic profiles
 - b. Evaluate territory; District map and online platforms
 - c. Determine specific promotion activities and effective promotional tools
 - d. Effectively utilize LLD brand
2. Engage intergovernmental entities to partner in community awareness campaigns.
3. Explore and enhance social/digital and mass media Library advocacy opportunities.
4. Continue and improve staff outreach efforts to underserved and unexplored District areas.
5. Optimize and increase signage on campus and in community.
6. Provide effective training regarding new advocacy initiatives for staff and Trustees.

FACILITY

Objective:

Provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment.

Approach:

1. Update and enhance facility structure and exterior areas as identified by Strategic Planning Committee (SPC) to improve user experience (see Appendix A).
2. Utilize Universal Design (UD) concepts in projected LLD facility projects.
3. Commission professional assistance, when appropriate, to achieve SPC Facility objective.
4. Refer capital projects to LLD Physical Plant Committee to review expert advice and recommend steps to achieve SPC Facility objective.

ORGANIZATIONAL CULTURE

Objective:

Develop and maintain a strong, diverse, and professional organizational culture that reflects the vision, mission and values of the LLD.

Approach:

1. Review and affirm LLD vision, mission and values.
2. Review/update/draft LLD policies at least quarterly in accordance with ILA standard guidelines; develop ethics policy for Trustees/Staff.
3. Foster professional environment.
 - a. Provide training, at least annually, that applies to LLD ethics policy
 - b. Advance cross training opportunities to improve patron services
4. Utilize authenticated research, analysis, and professional standards when developing policies, procedures, presentations, and projects.
5. Diversify alternative funding.
 - a. Pursue grant opportunities as available
 - b. Regenerate LLD Foundation relationship
 - c. Continue cultivating Friends (FLPLD) relationship
6. Increase community engagement via organized collaboration with local non-profits, units of government, and businesses.
7. Maintain qualified professional staff.

TECHNOLOGY & INNOVATION

Objective:

Implement and administer effective, efficient, and innovative technology throughout the facility and on campus.

Approach:

1. Develop IT (Information Technology) Plan that includes:
 - a. Technology replacement schedule
 - b. Disaster recovery program
 - c. Updated IT infrastructure
 - d. Enhanced network and facility security
2. Adopt uniform IT hardware strategy; purchase and contract in accordance.
3. Reconfigure LLD server room; providing ease of access to servers, switches, appliances, and cabling.

-TECHNOLOGY & INNOVATION continued...

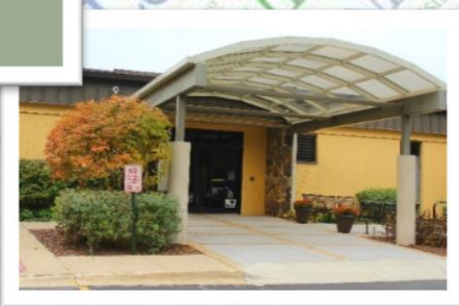
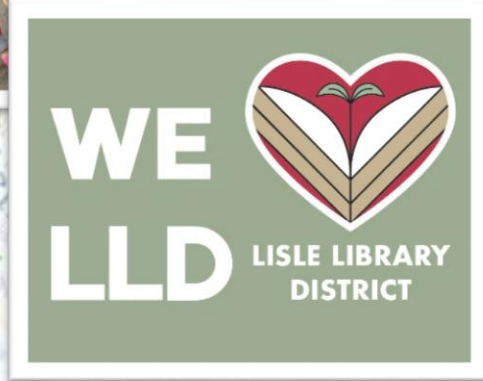
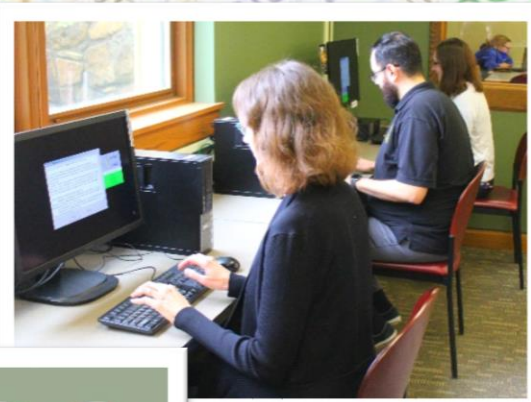
4. Optimize RFID components within facility.
 - a. Explore innovations to enhance user experience via automated check-out
 - b. Improve inventory operations
 - c. Provide additional security
 - d. Examine ways to streamline tasks through automation
5. Improve access to technology resources.
 - a. Enhance Library app; providing access to LLD databases, digital content platforms, and program registration
 - b. Expand technology education opportunities via public programming
 - c. Provide appropriate space for technology education opportunities



Appendix A

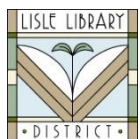
FACILITY

1. Provide adequate restroom facilities on all floors, including inclusive/family bathroom options.
2. Equip facility with suitable group and individual study space.
3. Create a hospitable foyer experience.
4. Provide space for media, maker, and STEAM activities.
5. Reconfigure and update HVAC components in building.
6. Reconfigure and update IT infrastructure.
7. Develop circulation processes that eliminate redundancies and enhance user experience.
8. Provide adequate shelving/space to feature new and innovative formats while maintaining appropriate space for traditional formats.
9. Provide safe, vehicular drop-off.
10. Equip Youth Services Department with adequate programming space and clear sightlines.
11. Furnish electrical access to users in effective and appropriate locations.
12. Optimize RFID components within facility.
13. Provide adequate reading, study, meeting, collection, and programming space for high-school age patrons.
14. Offer patrons a food/drink vending option.
15. Effectively accentuate entrance to facility; highlight facility presence in community.
16. Monitor and maintain storm-water drainage system on property.
17. Offer patrons a selection of safe, welcoming, and inspirational outside areas to read, meet, and/or unwind.



Contact

- Board and Staff contact information on the LLD website: lislelibrary.org > about us > contact us
- Email the Board + Director: directboard@lislelibrary.org
- Email the Board: lldboard@lislelibrary.org
- Email the Director: tatiana@lislelibrary.org



Lisle Library District
777 Front Street, Lisle, IL 60532
630-971-1675
lislelibrary.org



To: LLD Board of Trustees
From: Tatiana Weinstein
Date: November 9, 2018

LLD Board of Trustees:

I am proposing Draft Tax Levy Ordinance 18-06 (attached). Revenue generated via this levy will be received in 2019. 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 12, 2018*). Each line item within the draft shows the B&A amount beside the amount we intend to levy.

Draft Tax Levy Ordinance 18-06 is \$212,955.00 less than last year's requested amount; a 4.93% decrease.

Balancing appropriate Library services, resources, and programs with a fiscally responsible tax levy each year is my priority. If you consider last year's decrease and add it to this year's, you see a reduction of over \$700,000.00.

January 2019 marks my second year as Director and it has been very satisfying to be able to provide our residents a tax reduction for the last two years. I attribute this to the act of applying a measured approach to planning and budgeting. Additionally, staff practice smart negotiating, responsible spending, and implement operational efficiencies when and where appropriate to achieve our economic goals.

Below are the last four years of LLD tax levy history and this year's request:

Tax Levy History			
Year	Requested	Received	Difference
2018	4,102,055.00		
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

While Draft Tax Ordinance 18-06 demonstrates a significant decrease in requested funding, the LLD has a healthy Corporate Fund. My objective is to maintain 6-8 months of operating expenses within this general fund. In preparing the upcoming FY2019/2020 budget, the LLD will depend on the tax levy as well as our Corporate Fund for general operating expenses.

Draft Tax Ordinance 18-06 documents the intent to cease levying for the .02 Building and Maintenance Fund. There are footnotes that affirm this decision. The LLD attorney has reviewed this draft and provided language for the footnotes throughout.

The LLD uses what is called the "Miller Analysis" (attached) to maintain appropriate balances within LLD Special Funds. Draft Tax Levy Ordinance 18-06 reflects appropriate levy amount requests.

As a taxing body, the LLD recognizes the importance of quality services, staff, resources, and programming for our residents and providing comprehensive value is my goal as Director.

I recommend the LLD Board of Trustees adopt Tax Levy Ordinance 18-06.

Tatiana Weinstein
LLD Director

ORDINANCE 18-06
TAX LEVY ORDINANCE

AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018, AND ENDING JUNE 30, 2019, 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 18-05 (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, 2018, and ending on the 30th day of June, 2019.

1. CORPORATE FUND		AMOUNT APPROPRIATED	AMOUNT LEVIED
EXPENDITURES			
A.	EMPLOYEE COSTS		
	Salaries	\$2,230,000.00	\$2,210,000.00
	Health Insurance	\$350,000.00	\$350,000.00
	Compysch Asst Plan	\$1,000.00	\$1,000.00
	Unemployment Compensation	\$4,000.00	\$4,000.00
	Tuition Reimbursement	\$2,000.00	\$0.00
		\$2,587,000.00	\$2,565,000.00
B.	BUILDING COSTS		
	Internet Service Provider	\$5,400.00	\$5,400.00
	Inet	\$1,810.00	\$1,810.00
	Utilities	\$75,000.00	\$70,000.00
	Maintenance Contracts	\$79,000.00	\$79,000.00
	Maintenance/Repairs	\$101,970.00	\$101,970.00
	Rubbish Removal	\$2,500.00	\$2,500.00
		\$265,680.00	\$260,680.00

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, 2019.
- The real estate tax revenue generated by this Tax Levy Ordinance will be received by the Library District in 2019.
- Reference in this Tax Levy Ordinance to the Library District's 2018-2019 fiscal year simply complies with state laws applicable to Library Districts.

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
C.	OPERATING EXPENSES		
	Postage	\$12,500.00	\$12,500.00
	Printing/Spec Services	\$21,000.00	\$21,000.00
	Office Supplies	\$30,000.00	\$30,000.00
	Circ Material Supplies	\$10,000.00	\$10,000.00
	Processing Supplies	\$28,000.00	\$28,000.00
	Publishing	\$1,500.00	\$1,500.00
	Safety Deposit Box Rental	\$150.00	\$150.00
	Check Printing/Bank charges	\$2,500.00	\$2,500.00
	Local Travel	\$525.00	\$525.00
		\$106,175.00	\$106,175.00
D.	INSURANCE		
	Fidelity Bond	\$2,450.00	\$2,450.00
	Property and Liability Coverage	\$25,000.00	\$25,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp Insurance	\$6,700.00	\$6,700.00
		\$34,150.00	\$34,150.00
E.	CONTRACTUAL SERVICES		
	Legal Services	\$20,000.00	\$20,000.00
	Collection Agency	\$700.00	\$700.00
	Other Contractual Services	\$74,800.00	\$74,800.00
	Investment Agency Consultants	\$7,000.00	\$7,000.00
	Audit Fee	\$9,000.00	\$9,000.00
	Payroll Service	\$7,700.00	\$7,700.00
	Accounting Maintenance/Upgrades	\$8,950.00	\$8,950.00
		\$128,150.00	\$128,150.00
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	\$52,500.00	\$52,500.00
	Major Equipment	\$66,000.00	\$66,000.00
	Minor Equipment	\$4,000.00	\$3,500.00
	Rental-Postage Meter	\$800.00	\$800.00
	Equipment Maintenance/Repair	\$21,000.00	\$21,000.00
		\$144,300.00	\$143,800.00

CORPORATE FUND (cont.)		AMOUNT APPROPRIATED	AMOUNT LEVIED
H.	LIBRARY MATERIALS		
	Literacy	\$9,000.00	\$9,000.00
	Books	\$235,000.00	\$225,000.00
	Databases	\$150,000.00	\$149,200.00
	AV	\$122,000.00	\$120,000.00
	Periodicals	\$46,800.00	\$46,800.00
	Document Delivery	\$22,000.00	\$22,000.00
		\$584,800.00	\$572,000.00
I.	PROGRAMS		
	Programs/Community Engagement	\$37,000.00	\$37,000.00
	Readers Services	\$7,000.00	\$7,000.00
		\$44,000.00	\$44,000.00
J.	RESTRICTED EXPENSES		
	Gifts (if gifts are received)	\$20,000.00	\$0.00
	Per Capita Grant (per State standards if received)	\$36,000.00	\$0.00
	Transfer to Special Reserve Fund	\$300,000.00	\$0.00
	Transfer to IMRF (supplemental funding)	\$75,000.00	\$50,000.00
		\$431,000.00	\$50,000.00
K.	CONTINGENCY	\$25,000.00	\$0.00
Corporate Fund appropriation subtotal		\$4,382,955.00	
Levied for the foregoing expenses from the General Public Library Tax			\$3,927,055.00
	Appropriated from other sources within fund	\$455,900.00	
2. .02 EQUIPMENT, MAINTENANCE, & REPAIRS FUND		\$220,000.00	
Special Tax of .02% for the cost of equipment, maintenance, repairs, and alterations of library buildings and equipment. ²			\$0.00
	Appropriated from other sources within fund	\$220,000.00	
3. IMRF (Illinois Municipal Retirement Fund)		\$184,500.00	
Levied for the foregoing expense of Illinois Municipal Retirement Fund from a Special Tax in addition to all other taxes levied by the District			\$50,000.00
	Appropriated from other sources within fund	\$134,500.00	

² The Library Board has determined to not levy this Special Tax in LLD Ordinance 18-06. Expenses for equipment, maintenance, and repairs will be paid from the Library District's Corporate Fund levy and/or from reserves in the Library District's .02 Equipment, Maintenance, & Repairs Fund.

		AMOUNT APPROPRIATED	AMOUNT LEVIED
4. FICA FUND (Federal Insurance Contributions Act)		\$172,990.00	
Levied for the foregoing expense of Social Security from Special Tax in addition to all other taxes levied by the District			\$125,000.00
	Appropriated from other sources within fund	\$47,990.00	
5. SPECIAL RESERVE FUND		\$280,000.00	
			\$0.00
	Appropriated from other sources within fund	\$280,000.00	
SUMMARY:			
Total Appropriation		\$5,240,445.00	
Appropriated from other sources		\$1,138,390.00	
Levied as the General Public Library Tax			\$3,927,055.00
Levied as Special Fund Taxes			\$175,000.00
TOTAL LEVY			\$4,102,055.00

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

ADOPTED and approved November 14, 2018, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Jay Fisher
President, Board of Library Trustees
Lisle Library District

Passed and filed in my office November 14, 2018.

Marjorie Bartelli
Secretary, Board of Library Trustees
Lisle Library District

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATE OF AUTHENTICITY

I, Marjorie Bartelli, 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, 2018, which was adopted by said Board of Trustees at a meeting of said Board of Trustees held on November 14, 2018.

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 14th day of November, 2018.

Marjorie Bartelli
Secretary, Board of Library Trustees
Lisle Library District
DuPage County, Illinois

"Miller" Analysis - Special Purpose Funds			
<i>Expenses</i>	Building/Maintenance .02	IMRF	FICA
FY15/16	119,893.00	213,910.00	158,927.00
FY16/17	142,167.00	201,290.00	161,630.00
FY17/18 UNAUDITED	137,676.00	176,734.00	151,938.00
	399,736.00	591,934.00	472,495.00
Average	133,245.33	197,311.33	157,498.33
Twice Average	266,490.66	394,622.66	314,996.66
BALANCES UNAUDITED (6/30/18)	\$64,867.00	\$342,324.00	\$165,673.00

Special purpose fund balances should not accumulate more than twice the average 3 year expenditures

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

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

I, Jay Fisher, certify that I am the duly presiding officer of the Lisle Library District, DuPage County, Illinois, and I certify that the attached ORDINANCE 18-06 (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 2018 levy.

Jay Fisher
President, Board of Library Trustees
Lisle Library District

Date signed: November 14, 2018



To: Lisle Library District Board of Trustees

CC: Ginger Boskelly

From: Ken Herdeman

Date: October 22, 2018

Re: Investment Strategy

An investment strategy formulated for the Lisle Library District must adhere to the principal of preservation of capital (Safety), insure funds are readily available to meet daily and intermediate operational cash requirements (Liquidity) and maximize return on investments after consideration of safety and liquidity requirements. Furthermore, the investment strategy must consider near and intermediate term implications.

Near Term – The strategy for the near term should focus on insuring sufficient funds are available to meet daily requirements while maintaining minimum cash balances that earn low rates of return. This strategy would employ a well-defined cash forecast that provides reasonable expectations of cash requirements for a minimum of 12 months and a portion of the investment portfolio, approximately 10%, in investments with a liquid market and an average weighted maturity of no more than 1 year.

At 9/30/18 the District had approximately \$6.6 million in immediately available cash and almost \$4.2 million in investments. Of this over 28% (approximately \$1,215,000) matures in less than 12 months. In the short-term the District should have approximately \$1,200,000 in cash and cash equivalents, or approximately 3 months expenses. (As of 9/30/18 the District had nearly 5.5X more in liquid assets than what would be needed.) Of this total \$700,000 should be in demand and deposit accounts or other immediately accessible money market type account(s). The remaining \$500,000 should be invested in “longer-term” marketable securities, longer-term defined as maturities not longer than 1 year. In order to maximize returns on cash required to meet near term requirements the District could place funds in;

- Money market accounts of financial institutions whose deposits are insured by the FDIC and allows same day or next day withdrawals.
- Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to short-term obligations of the U.S. Treasury or U.S. Agencies and allows same day or next withdrawals.
- A Public Treasurers’ Investment Pool created under Section 17 of the State Treasurers Act and allows same day or next day withdrawals; such as the Illinois Fund or the Illinois Metropolitan Investment Fund (IMET).

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<http://www.ehlersinvest.com/>

Intermediate Term – Remaining funds should be invested for a term between 2 and 5 years that emphasizes preservation of capital, provides for sufficient liquidity to meet intermediate term cash requirements (such as projected/proposed capital improvements) and seeks to maximize returns by taking advantage of a positive sloping yield curve. The **District's** investment strategy for the intermediate term should be specifically defined as;

- **Safety** – The **District's** investment policy generally defines “Authorized and Suitable” investments as anything permissible under Section 30, Act 235 of the Illinois Public Funds Investment Act. Although the act address credit/default risk (the risk of loss due to the failure of the issuer not paying interest or principal when due) it does not specifically address market/interest rate risk (the risk that the market value of securities in the portfolio will change due to changes in market interest rates). This definition for the **District's** investment strategy should be further restricted to only;
 - U.S. Treasury bills, notes and bonds with a maturity date not to exceed 5 years from the date of purchase.
 - U.S. Agency bills, notes and bonds with a maturity date not to exceed 5 years from the date of purchase.
 - Interest bearing bonds of any city, township, village, county or incorporated town if the bonds are rated in the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of this type, and with a maturity date not to exceed 3 years from the date of purchase.
 - Certificates of Deposit of any financial institution whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC) in amounts not to exceed insured limits set by the FDIC with maturities not exceed 5 years from the date of purchase.
 - The **District's** investments may consist of 100% U.S. Treasury bills, notes and bonds or U.S. Agency bills, notes and bonds. Not more than 60% of the **District's** investments may consist of Certificates of Deposit as defined and not more than 25% of the **District's** investments may consist of interest bearing bonds of any city, township, village, county or incorporated town as defined.
- **Liquidity** – The **District**, in completing a well-defined cash flow forecast for the near-term, has identified funds available for investment over an intermediate term. For liquidity requirements in the intermediate term the **District's** investment portfolio shall not exceed an average weighted maturity (or duration) of 3 years. (At 9/30/18 the District's average weighted maturity is 1.8 years).



- **Return/Yield** – After considering safety of investments and in completing a cash forecast to identify funds required in the near term and funds available for investment in the intermediate term (liquidity), the District shall attempt to maximize investment returns by lengthening maturities within the limits prescribed above and thus take advantage of long-term interest rates.

Long term investment strategy – The long-term investment strategy of the District should focus on providing excellent service to patrons and maintaining physical plant, not investment of cash assets. Investment of cash assets over the near and intermediate term as defined here will translate into the long-term investment strategy for the District.

Additionally, Section 104 – Delegation of Authority, of the District's Investment Policy states that "The management and administrative duties (for the investment program) are delegated to the Library Director and Finance Director." In order to improve the efficiency of the investment program and take advantage of investment opportunities when they become available, the Board and Board Treasurer should authorize and allow the Library Director or Finance Director, without prior approval from the Board or Board Treasurer, to initiate/approve all investment transactions that are permissible investments as defined in the investment policy and investment strategy (other than U.S. Treasury, U.S. Government Sponsored Enterprise, and U.S. Agency Securities and Certificates of Deposit insured by the Federal Deposit Insurance Corporation) and that do not exceed \$250,000.

As your Investment Adviser, Ehlers Investment Partners will continually assess your exposure as an investor in relation to interest rate and credit risk by analyzing your current investments, cash flows and your exposure to interest rate volatility. By properly assessing these risks Ehlers Investment Partners can advise you on specific products and strategies that will fit the goals of the District.

POLICY 710 FUND BALANCES

1. Purpose and Scope

The Lisle Library District (LLD) is committed to the responsible accounting for all public funds.

~~This Fund Balance Policy establishes a minimum levels and target range at which the projected year-end fund balances should be maintained.~~

The purpose of this policy is to provide financial stability, cash flow for operations, and the maintenance of adequate fund balances to mitigate future risks and assure that the District will be able to respond to emergencies, revenue shortfalls, and unexpected expenditures with fiscal strength.

~~This Fund Balance Policy 710 establishes a minimum levels and target range at which the projected year-end fund balances should be maintained.~~

~~This policy shall be reviewed annually.~~

It is the policy of the Lisle Library District (LLD) to support Fiscal sustainability as its first is a priority, while also as is building funds saving for future needs. Adequate fund balance levels are crucial to long-term financial planning.

~~This policy shall be reviewed annually.~~

2. A. Definitions Classifications

~~Fund balances are composed of three primary categories: non-spendable, restricted and unrestricted. Some funds include both restricted and unrestricted (committed, assigned and unassigned) funds. The District assumes that the order of spending fund balances is as follows: restricted, committed, assigned, and unassigned.~~

- ~~1. **Restricted fund balances:** net assets subject to external enforceable legal restrictions.~~
- ~~2. **Committed fund balances:** net assets with self-imposed constraints or limitations approved by Ordinance or action of the Board of Trustees. Formal action to commit fund balance must occur before the end of a fiscal year. Modification or removal of the constraint/limitation must follow the same form of action that was used to commit the fund balance~~
- ~~3. **Assigned fund balances:** net assets with self-imposed constraints based on the intent to use the fund balance for a specific purpose. Intent may be denoted by the Board of Trustees; authority to denote intent for assigned fund balances may be delegated to the LLD Director~~
- ~~4. **Unassigned fund balances:** available expendable financial resources that are not restricted, committed or assigned and that are not the object of a tentative management plan.~~

The following fund balance classifications, as established by GASB (Governmental Accounting Standards Board), depict the relative strength of spending constraints, from the most restrictive to the least, placed on the purposes for which resources can be used:

- a. Non-spendable fund balance: amounts that are not in a spendable form or are required to be maintained intact.¹
- b. Restricted fund balance: amounts constrained to specific purposes by their providers through constitutional provisions, or by enabling legislation.²
- c. Committed fund balance: amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Formal action to commit fund balance must occur before the end of a fiscal year.³
- d. Assigned fund balance: amounts a government intends to use for a specific purpose.⁴
- e. Unassigned fund balance: amounts that are available for any purpose; these amounts are reported only in the General/Corporate Fund.⁵

3. B. Fund Balance Levels

In establishing the Lisle Library District's policy for unrestricted fund balance/net asset levels, the Board considered the following factors:

1. The predictability of the District's revenues, including the likelihood of unpredictable fluctuations in these revenues, and the volatility of its operating expenditures.
2. The District's potential exposure to significant one-time outlays including disasters, immediate capital needs, changes in tax base, and other possible events
3. The potential drain upon Corporate Fund resources from other funds, as well as the availability of resources in other funds
4. Liquidity of financial resources.
5. Commitments and assignments; the Board may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of the Corporate Fund balance already committed or assigned by the District for a specific purpose

¹ Non-Spendable examples: prepaid expenses, land/property, Working Cash Fund

² Restricted examples: .02 Building & Maintenance, IMRF, & FICA Funds

³ Committed example: the LLD does not currently have funds categorized as "Committed"

⁴ Assigned example: Special Reserve Fund

⁵ Unassigned example: General/Corporate Fund

4. ~~C~~ Corporate Fund

The Corporate Fund is the general operating fund of the ~~Lisle Library District Library~~. ~~It is used to account for all~~ **Expenditures from this fund include, but are not limited to, administrative personnel (salaries/benefits), maintenance, utilities, materials (ex: books/DVDs/online resources), insurance, equipment, and programs. other library expenditures and all financial resources except for those expenditures which are specifically allocated to and accounted for in a separately constituted fund.**

Correct/verified
& atty recs ORD

~~Unrestricted fund balance targets~~ **The Corporate Fund** should represent no less than six ~~(6)~~ months of operating expenditures and may be maintained at a level representing up to twelve ~~(12)~~ months of operating expenditures. Balances above {6 months,} at fiscal year-end, may be transferred to the Special Reserve Fund ~~on an annual basis by a~~ **via** Board ~~resolution ordinance.~~

5. ~~D~~ Other Revenue Funds

~~Separate revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Such funds include IMRF, FICA, Building Maintenance, Working Cash, Special Reserve, and any other fund with the Board might have cause to establish at a future date.~~

Other revenue sources legally restricted for special purposes include, IMRF (Illinois Municipal Retirement Fund), FICA (Federal Insurance Contributions Act), .02 Building and Maintenance (levy ceased in 2018), Working Cash, and Special Reserve.

~~With the exception of the Working Cash Fund, revenues for each fund are provided by a specific line item in the District's annual property tax levy and are legally restricted to the stated purpose of this fund.~~

Each fund⁶ is documented via line item on the District's annual property tax levy with the exception of the Working Cash Fund (the LLD does not appropriate for Working Cash funds).

~~The balance for such revenue funds will be targeted at a minimum level of three (3) months of budgeted expenditures for the specified purpose.~~

The balance of such funds should represent no less than three months of budgeted expenditures for the specified purpose.

6. ~~E~~ Special Reserve Fund

The Special Reserve Fund is **a restricted fund utilized** ~~established to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays including the maintenance, acquisition, construction, or improvement of~~

⁶ The LLD appropriates for the Special Reserve Fund, but does not levy for Special Reserve funds.

capital facilities. **This fund is also to provide for emergency capital expenditures. The LLD does not levy for Special Reserve funds.**

~~The Special Reserve Fund balance is reviewed in developing the Special Reserve Fund Ordinance, and shall be maintained at a level appropriate for the last Special Reserve Fund Ordinance adopted by the LLD Board.~~

A Special Reserve Fund Ordinance is statutorily required to accumulate and set apart reserve funds.

All ~~funds~~ **monies** in the Special Reserve Fund are dedicated to the furtherance of projects identified ~~within the~~ Special Reserve Fund Ordinance **categories**. The Special Reserve Fund Ordinance must include provision for emergency capital expenditures.

This ordinance may be amended as circumstances may require.

7. ~~F.~~ Monitoring Targets

The Library's Director, ~~and~~ Finance Director, ~~in conjunction with the~~ **and** Treasurer of the ~~Lisle Library District~~ **LLD** Board of Trustees, ~~will~~ **shall** monitor revenue collection, expenditures, and availability of cash. This ~~will be~~ **is done accomplished through the** ~~via~~ reviewing ~~of~~ monthly financial reports and the annual review of a cash flow forecast.

The Director ~~will advise~~ **shall apprise** the Board of Trustees ~~whenever revenue projections suggest that revenue will fall short of expectations, or when unexpected expenditures exceed budget, or if for any other reason fund target(s) may not be met by the end of the fiscal year.~~ **when revenues or expenditures show significant variances from LLD financial expectations/goals.**

~~In such an event, the Board of Trustees may instruct the Director to take any or all of the following actions: review expenditures with the Department Directors; reduce capital expenditures; reduce operating expenditures where prudent, while maintaining priorities established by the Lisle Library District Board; and present to the Lisle Library District Board a full account of expense reduction and control options, including those that might modify goals and priorities previously established by the Board.~~

Adopted 10/08/14
Revised 12/14/16
Revised 11/14/18

POLICY 720
~~LISLE LIBRARY DISTRICT INVESTMENTS~~

1. Purpose and Scope

~~It is the policy of the Lisle Library District to be soundly financed at all times, to insure adequately against all risks anticipated to the extent possible, to protect the Library's investment through adequate controls, and to assure the security and preservation of public funds.~~

It is the policy of the Lisle Library District (LLD) to invest public funds in reasonably risk-averse assets which provide the highest return possible while meeting the cash flow demands of the Library. The LLD complies with all statutes governing the investment of public funds.

~~Maintaining the public's trust is the most important consideration in investment decisions when investing public funds. In managing its investment portfolio, the Lisle Library District The LLD shall strive to avoid any transaction that might impair damage public confidence in the Library's stewardship of funds. Investments shall be made with discretion and care, considering the probable safety of the capital as well as the probable income to be derived.~~

This policy includes all funds governed by the **LLD** Board of Trustees.

This policy shall be reviewed annually.

2. Standards of Care

a. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard **as established by 29 USC/1104 (United States Code, Title 29).**

A fiduciary shall discharge his/her duties with respect to a plan solely in the interest of the participants and beneficiaries and for the exclusive purpose of:

~~*Investments shall be made with judgment and care, under circumstances then prevailing that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived, net of expenses. 29 USC / 1104*~~

- i. providing benefits to participants and their beneficiaries and defraying reasonable expenses of administering the plan;*
- ii. with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims;*

- iii. *by diversifying the investments of the plan so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so;*
- iv. *in accordance with the documents and instruments governing the plan;*

b. Ethics and Conflict of Interest

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions.

~~Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make objective decisions. Employee and investment officials shall disclose any material interests in financial institutions with which they conduct business.~~

c. Delegation of Authority

The responsibility for the investment program is hereby delegated to the Treasurer of the LLD Board of Library Trustees. The management and administrative duties are delegated to the Library Director and Finance Director. **The LLD Treasurer shall be apprised of transactions in accordance with LLD Investment Strategy parameters.**

Officers and administrative staff responsible for investments and financial management of the ~~Lisle Library District~~ LLD shall be ~~adequately~~ **appropriately** insured and bonded.

3. Objectives

The primary objectives, in order of priority, shall be:

1. Legality - ~~Conformance~~ **compliance** with federal, state, and other legal requirements
2. Safety - ~~preservation~~ of capital and protection of investment principal
3. Yield - ~~each~~ investment shall seek the best possible rate of return.
4. Liquidity - the ~~Lisle Library District's~~ investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements that may be reasonably anticipated in any fund:
 - *To utilize, wherever possible, local financial institutions, not to preclude any previously listed investment objectives.*
 - *No less than one month's operating expenses are kept locally in a liquid account.*

- *The portfolio should be reviewed ~~periodically~~ quarterly as to its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and its general performance.*

4. Safekeeping and Custody

a. Public Trust

In order to adhere to our respect of the public trust, **Lisle Library District LLD** shall conduct transactions in a manner that shall ensure that public trust shall be of primary importance in all financial matters.

All security transactions including collateral for repurchase agreements entered into by **Lisle Library District LLD** shall be conducted in a manner that ensures safety. The **Lisle Library District LLD** is required to keep receipts and a written record of all transactions.

b. Authorized Investment Types

Investments may be made in any type of security allowed for by Illinois statutes regarding the investment of public funds. Section 30, Act 235 of the Illinois Compiled Statutes (ICLS), Public Funds Investment Act authorizes investment of public funds in the following investment vehicles. ~~This is only an excerpt. Please read the actual statute for further details.~~ **including but not limited to:**

- i. ~~Bonds, notes, certificates of indebtedness, treasury bills that are guaranteed by the full faith and credit of the U.S.A. as to principal and interest or its agencies, which include, but are not limited to the federal land banks, federal intermediate credit banks, banks for cooperative federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971; federal home loan banks and the federal home loan mortgage corporations; and any other agency created by Act of Congress.~~
- ii. Interest-bearing savings accounts, certificates of deposit, time deposits
- iii. Short term obligations of corporations organized in the U.S. with assets exceeding \$500,000,000 subject to several detailed terms listed in the statute.
- iv. Money market mutual funds registered under the Investment Company Act of 1940 **provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph 4 i of this section and to agreements to repurchase such obligation.**
- v. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district. ~~This investment has restrictions that should be reviewed in the actual statute.~~

- vi. Investments in banks that are insured by FDIC, short term discount obligations of the Federal National Mortgage Association; Savings Banks and Savings and Loan Associations insured by FDIC; credit unions chartered under the laws of the State with the principal office of such credit union located within the State of Illinois.
- vii. The Illinois Funds and IMET.
- viii. Repurchase agreements of government securities that are subject to the Government Securities Act of 1986 purchased through banks or trust companies authorized to do business in the State of Illinois.

c. Collateralization

Funds on deposit in excess of insured limits (i.e., FDIC) have collateral pledged at not less than 100% of the uninsured value. Pledged collateral will be held in safekeeping by a third party. Acceptable securities for collateral in order of preference are:

- i. Obligations of the United States Government, Treasury Bills, and Certificates of Indebtedness, Notes and Bonds;
- ii. Obligations of United States Government Agencies

d. Internal Controls

The ~~Lisle Library District~~ LLD is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the ~~Lisle Library District~~ District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the 1) cost of control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgment by management.

Accordingly, the ~~investment officer~~ Treasurer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- i. Control of collusion
- ii. Separation of transaction authority from accounting and recordkeeping
- iii. Custodial safekeeping
- iv. Avoidance of physical delivery securities
- v. Clear delegation of authority to subordinate staff members
- vi. Written confirmation of transactions for investments and wire transfers

- vii. Development of a wire transfer agreement with the lead bank and third party custodian.

e. Financial and Investment Services Providers

Investment advisors, money managers, and similar service providers shall be engaged on an as-needed ~~basic basis only and by action of the Board~~. A competitive process ~~will~~ **shall** be used to select any such service provider. This process ~~will shall~~ be ~~designed and~~ coordinated by the **LLD Treasurer, Administration** and the ~~Board's~~ **LLD Finance Committee**.

~~f. Statutory Responsibility~~

~~The Treasurer and all appropriate administrative personnel shall carry statutory responsibility and be appropriately bonded.~~

5. Investment Parameters

a. Strategy

The ~~Lisle Library District~~ **LLD** shall adopt and follow the **Investment Strategy** formulated for the Library by its investment consulting firm.

b. Diversification

The ~~Lisle Library District~~ **LLD** shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of the funds using the following guidelines:

- i. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
- ii. Limiting investment in securities that have higher credit risks
- iii. Investing in securities with varying maturities
- iv. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (~~i.e. Illinois Funds~~) and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations

c. Maximum Maturities

- i. To the extent possible, the ~~Lisle Library District~~ **LLD** shall attempt to match its investments with anticipated cash flow requirements. Therefore, the Treasurer shall establish a maximum maturity limit for securities unless they are matched to a specific cash flow or if the investments maturities are made to coincide as nearly as practicable with the expected use of the funds.
- ii. ~~The Lisle Library District shall, when deemed appropriate, adopt weighted average maturity limitations consistent with the investment objectives which may range from 90 days to 5 years.~~ **The average weighted maturity shall not exceed 3 years.**
- iii. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. ~~The intent to invest in securities with longer maturities shall be disclosed in writing to the Finance Committee.~~
- iv. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Illinois Funds, money market funds, or overnight repurchase agreement to ensure that appropriate liquidity is maintained to meet ongoing obligations.

6. Reporting

A. Methodology

An investment report shall be prepared at least monthly. The report should be provided to the **LLD** Board of ~~Library~~ Trustees and be available **upon** request. The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.

B. Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy.

Adopted 11/10/99

Revised 11/13/02

Revised 10/9/13

Revised 03/11/15
Revised 02/08/17
Revised 11/14/18

DRAFT

LISLE LIBRARY DISTRICT
FINANCE COMMITTEE MEETING
June 27, 2018 - 12:00 p.m.

1. Roll call

Present:

Longry Wang - Treasurer | Chair

Jay Fisher - President

Liz Sullivan - Trustee

Also Present:

Tatiana Weinstein - Director

Beth McQuillan - Assistant Director

Ginger Boskelly - Finance Director

Dawn Lawson - Ehlers Investment Partners

Chris Knight - Recording Secretary

Marjorie Bartelli - Secretary

Richard Flint - Trustee

2. Opportunity for visitors to speak - None

3. Approve Minutes of the December 13, 2017 Finance Committee Meeting

MOTION: President Fisher moved to approve minutes of the December 13, 2017 Finance Committee meeting. Trustee Sullivan seconded.

Voice Vote - All Aye. The motion passed.

4. Financial forecast as presented by Ehlers Investment representative

Treasurer Wang introduced Dawn Lawson, from Ehlers Investment Partners to the Committee.

Ms. Lawson provided a review of the LLD investment portfolio and investment policy.

Discussion: Committee members discussed the cash flow forecast and investments. Financial Manager Boskelly explained each account and their use. Treasurer Wang talked about the balance for the MB Financial Now account and an e-commerce account.

5. Budget and Appropriation (B&A) Overview

Director Weinstein mentioned sending Committee members chapter five of the Financial Manual for Illinois Public Libraries which provides an overview of the B&A process and how it is prepared.

Director Weinstein then provided a summary and timeline of the process for the LLD B&A.

Discussion: Trustee Sullivan commented that she would like to see the working budget and B&A closer together in time. Director Weinstein discussed the process, scheduling, and statutes.

6. Financial reporting formatting - discussion

Treasurer Wang asked the Committee what improvements they would like to see made to the financial reporting for the monthly Board packet.

Discussion: President Fisher suggested a percentage regarding fiscal year period be added to the report. Financial Manager Boskelly suggested to put it near the title on each page. The Committee agreed. Treasurer Wang asked about spreadsheet format access for financials.

7. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. President Fisher seconded.

Voice Vote - All Aye

The meeting adjourned at 12:50 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Finance Committee on October 22, 2018.

Approved by

Longry Wang, Committee Chair

LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE
September 18, 2018 - 7:00 p.m.

1. Roll call

Present:

Jay Fisher - President | Chair

Thomas Hummel - Vice President

Longry Wang - Treasurer

Marjorie Bartelli - Secretary

Richard Flint - Trustee

Liz Sullivan - Trustee

Emily Swistak - Trustee

Elizabeth Hopkins - Director of Adult Services

Will Savage - Director of Youth Services

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

2. Opportunity for visitors to speak - None

3. Approve Minutes of the August 15, 2018 LLD Strategic Planning Committee Meeting

MOTION: Vice President Hummel moved to approve minutes of the August 15, 2018 LLD Strategic Planning Committee Meeting. Will Savage seconded.

Roll Call Vote - Trustee Flint - Aye, Trustee Hummel - Aye, Trustee Sullivan - Abstain, Trustee Swistak - Aye, Trustee Wang - Aye, Elizabeth Hopkins - Aye, Will Savage - Aye, Trustee Bartelli - Aye. The motion passed.

4. Review: Draft *Facility* objectives and approach

Director Weinstein provided a review of the revised *Facility* draft. Committee members suggested additional word and format changes throughout. The new vending machine was also discussed in regards to Appendix A, item 14: *Offer patrons a food/drink option*. President Fisher asked the Committee to revisit the food/drink topic after a one month trial.

5. Review: Draft *Technology and Innovation* objectives and approach

Director Weinstein provided a review of the revised *Technology and Innovation* draft. Committee members suggested additional word and format changes throughout. RFID and the Library app were discussed.

6. Discussion: Draft *Organizational Culture* objectives and approach

Director Weinstein provided an overview of the *Organizational Culture* draft. Committee members suggested word and format changes throughout. Grant writing/funding, policy review, and professional/ethical training were discussed.

7. Discussion: Draft *Advocacy, Outreach, and Awareness* objectives and approach

Director Weinstein provided an overview of the *Advocacy, Outreach, and Awareness* draft. Committee members suggested word and format changes throughout. Staff/trustee training and fundraising were discussed.

Director Weinstein stated that the next step would involve developing an executive summary. Trustee Flint added that strategic plans generally include an introduction from the President. The next meeting is scheduled for Friday, October 19th at 6:00 pm.

8. Adjourn

MOTION: Trustee Flint moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 7:54 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on October 19, 2018.

Approved by

Jay Fisher, President/Committee Chair

LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE
October 19, 2018 - 6:00 p.m.

1. Roll call

Present:

Jay Fisher - President | Chair

Thomas Hummel - Vice President

Longry Wang - Treasurer

Marjorie Bartelli - Secretary

Richard Flint - Trustee

Liz Sullivan - Trustee

Emily Swistak - Trustee

Elizabeth Hopkins - Director of Adult Services

Will Savage - Director of Youth Services

Tatiana Weinstein - Director/Ex-officio

Beth McQuillan - Assistant Director/Ex-officio

2. Opportunity for visitors to speak

One member of the public addressed the Committee. She stated that she believes there is a need for public transportation for senior citizens who want to visit the Library. She asked that the Committee look into PACE bus service routing. She also commented that the public PC area has an awkward seating arrangement for patrons who may choose to review financial business at the PCs.

3. Approve Minutes of the September 18, 2018 LLD Strategic Planning Committee Meeting

MOTION: Vice President Hummel moved to approve minutes of the September 18, 2018 LLD Strategic Planning Committee Meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye. The motion passed.

4. Review: Draft *Facility* objectives and approach

Director Weinstein provided an overview of the changes made to the *Facility* draft.

5. Review: Draft *Technology and Innovation* objectives and approach

Director Weinstein provided an overview of the changes made to the *Technology and Innovation* draft.

6. Review: Draft *Organizational Culture* objectives and approach

Director Weinstein provided an overview of the changes made to the *Organizational Culture* draft.

7. Review: Draft *Advocacy, Outreach, and Awareness* objectives and approach

Director Weinstein provided an overview of the changes made to the *Advocacy, Outreach, and Awareness* draft.

8. Review: Draft Executive Summary

Director Weinstein provided an overview of the Executive Summary draft. Committee members offered feedback and some modifications to the draft. Discussion included the order in which the focus areas should appear, what the lifespan of the Plan should be, and what type of photographs to include. The Committee agreed that the focus areas should be alphabetized, the Plan should extend 3 years, and the photos should complement the focus area concepts.

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

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

Director Weinstein stated that she would incorporate Committee feedback into the final draft of the Strategic Plan. She announced that the next meeting is scheduled for Thursday, November 1st, at 7 pm.

9. Adjourn

MOTION: Trustee Swistak moved to adjourn the meeting. Will Savage seconded.

Voice Vote - All Aye

The meeting adjourned at 6:40 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on November 1, 2018.

Approved by

Jay Fisher, President/Committee Chair