

LISLE LIBRARY DISTRICT

A checklist of information included in your board packet for the December 14, 2016 Board Meeting.

- 12/14/2016 Agenda – 1 pg.
- Resolution 16-03 – 1 pg.
- 11/09/2016 Board Meeting Minutes – 3 pgs.
- 11/09/2016 Executive Session Minutes – 2 pgs. (Trustees only)
- 11/17/2016 Personnel/Policy Meeting Minutes – 1 pg.
- 12/07/2016 Special Board Meeting Minutes – 1 pg.
- Treasurer's Report – 1 pg.
- Investment Activity Report – 1 pg.
- Current Assets Report - 1 pg.
- Revenue Report – 5 pgs.
- Expense Report – 10 pgs.
- Accounts Payable/Distribution – 24 pgs.
- Monthly Circulation Report – 1 pg.
- Program and Service Statistics – 1 pg.
- Director's Report – 1 pg.
- Assistant Director's Report – 2 pgs.
- Per Capita Grant Information – 5 pgs.
- Media Hits – 6 pgs.
- Policy Drafts – 9 pgs.
- Ordinance 16-11 – 1 pg.
- PTO payments -1 pg.
- Library Closings – 1 pg.

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District Board of Trustees will be held on December 14, 2016 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT
BOARD MEETING AGENDA
December 14, 2016 - 7:00 p.m.

1. Roll call
2. Resolution – Action Required
3. Opportunity for visitors to speak
4. Consent Agenda – Action Required
 - a. Approve Minutes of the November 9, 2016 Board Meeting
 - b. Approve Minutes of the November 9, 2016 Executive Session #1
 - c. Approve Minutes of the November 9, 2016 Executive Session #2
 - d. Approve Minutes of the November 17, 2016 Personnel/Policy Meeting
 - e. Approve Minutes of the December 7, 2016 Special Board Meeting
 - f. Acknowledge Treasurer’s Report, 11/30/16, Investment Activity Report, 11/30/16, Current Assets Report, 11/30/16, Revenue Report, 11/30/16, and Expense Report, 11/30/16
 - g. Authorize Payment of Bills, 12/14/16
5. Director’s Report
Assign Trustees for “Review of Bills Next Month”
Trustee Rieck and Trustee Fisher reviewed the November billings in December.
Trustee Huff and Trustee Hummel will review the December billings in January.
6. Assistant Director’s Report
7. Communications
8. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
 - d. Health Insurance (ad hoc)
9. Unfinished Business
10. New Business
 - a. Approve transfer of surplus funds to Special Reserve – Action Required
 - b. Approve IMRF contribution – Action Required
 - c. Approve 2017 holiday closings – Action Required
 - d. Approve changes to Policy 315: Loan periods – Action Required
 - e. Approve changes to Policy 650: Use of meeting space – Action Required
 - f. Approve changes to Policy 710: Fund balances – Action Required
 - g. Approve changes to Policy 850 section X, B: Sick leave – Action Required
 - h. Approve changes to Policy 810 and Policy 850 section X, M: Reimbursed travel expenses – Action Required
 - i. Adopt Ordinance 16-11: Ordinance regulating reimbursement of travel, meal and lodging expenses – Action Required
 - j. Approve Paid Time Off (PTO) payments for retiring staff – Action Required
11. Adjourn

**Resolution 16-03
LISLE LIBRARY DISTRICT
December 14, 2016 Board Meeting**

Be it resolved that the following is true and accurate:

Whereas Katharine Seelig has faithfully performed the duties of Director of the Lisle Library District since December 2014; and

Whereas she has served as our Assistant Director and IT/Network Administrator since April 1994; and

Whereas she has served as Interim Director on 4 separate occasions, for a total of nearly 3 years; and

Whereas she has served as an employee of the LLD since November 1981; and

Whereas she was among the founders of the Polaris Users Group; and

Whereas she has admirably represented the LLD through her attendance at many conferences and networking groups;

Whereas she has consistently and faithfully discharged the duties of her various responsibilities; and

Whereas she discharged the responsibilities as co-chair of the LLD Information Stewardship Committee; and

Whereas she has diligently engaged the District community by advocating for the interests of informed patrons and a strong library; and

Whereas she has brought intelligence, skill and grace to our committee and Board meetings;

Therefore, be it resolved that on the occasion of her retirement on December 31, the Board recognizes and expresses its deep appreciation for her many contributions, and wishes her all the best.

This Resolution has been adopted by the Board this 14th day of December, 2016.

Approved by

ATTEST:

Richard Flint, President of the Board

John Huff, Secretary of the Board

LISLE LIBRARY DISTRICT
BOARD MEETING
November 9, 2016 - 7:00 p.m.

1. Roll call

Present:

Richard Flint – President

Maureen Rieck – Vice President

Colleen Sehy – Treasurer

John Huff – Secretary (arrived 7:08 p.m.) (left 8:10 p.m.) (returned 8:48 p.m.)

Jay Fisher - Trustee

Thomas Hummel – Trustee (by telephone)

Longry Wang – Trustee

Also Present:

Kathy Seelig – Director

Tatiana Weinstein – Assistant Director

Beth McQuillan – Director of Technical Services

Will Savage – Director of Youth Services

Ginger Boskelly – Finance Director

Kevin Musial – Knutte and Associates

Alexa Hansen – Communications Coordinator

Anita A. – Lisle Resident

Eileen Soliday – Recording Secretary

2. Opportunity for visitors to speak

3. Consent Agenda – Action Required

- a. Approve Minutes of the September 14, 2016 Public Hearing
- b. Approve Minutes of the September 14, 2016 Executive Session
- c. Approve Minutes of the October 12, 2016 Board Meeting
- d. Approve Minutes of the October 12, 2016 Executive Session
- e. Acknowledge Treasurer's Report, 10/31/16, Investment Activity Report, 10/31/16, Current Assets Report, 10/31/16, Revenue Report, 10/31/16, and Expense Report, 10/31/16
- f. Authorize Payment of Bills, 11/9/16

MOTION: Trustee Fisher moved to accept the Consent Agenda. Roll Call Vote – All Aye

The Board moved to item 9, c. Accept Annual Audit

Kevin Musial presented the audit report to the Board of Trustees. General audit processes were followed, Library records were in order and staff were helpful. Tests of systems and testing of account balances were "good." The auditor's unqualified opinion of Lisle Library District accounting practices for fiscal year 2015-2016 was that they are "good."

MOTION: Trustee Sehy moved to accept the Lisle Library District Annual Audit for the year ending June 30, 2016. Roll Call Vote – All Aye

4. Director's Report

Assign Trustees for "Review of Bills Next Month"

Trustee Flint and Trustee Sehy reviewed the October billings in November.

Trustee Rieck and Trustee Fisher will review the November billings in December.

Many staff members were able to attend the ILA (Illinois Library Association) in Rosemont.

The self-check kiosks are now accepting chip-cards.

New parking lot signage has been added by the library entrance.

There will be a Special Board Meeting on December 7, 2016 to hear from three consultants.

5. Assistant Director's Report

The Assistant Director attended the ILA Conference, the Stakeholders meeting for downtown Lisle, and the Community Engagement meeting.

Gallery 777 is featuring colorful dinosaur paintings by artist, Nancy Stazak.

6. Communications

7. Committee Reports

a. Finance - Will meet January 25, 2016, 7:00 p.m.

b. Personnel/Policy - Will meet November 17, 2016 at 2:00 p.m.

c. Physical Plant - No meeting planned.

8. Unfinished Business

9. New Business

a. Adopt Ordinance 16-10: Levy

The Director noted that we are asking for ½ percent more than last year's levy. The levy is 98 percent of our operating revenues.

MOTION: Trustee Sehy moved to adopt Ordinance 16-10: An Ordinance levying taxes for corporate purposes for the fiscal year beginning July 1, 2016, and ending June 30, 2017, for the Lisle Library District of DuPage County. Roll Call Vote – Jay Fisher – Aye, John Huff – Aye, Thomas Hummel – Nay, Maureen Rieck – Aye, Colleen Sehy – Aye, Longry Wang – Aye. The motion passed.

b. Approve Certification of Compliance with the Truth in Taxation law.

MOTION: Trustee Huff moved to approve the Certification of Compliance with the Truth in Taxation law. Roll Call Vote – All Aye

c. Accept Annual Audit – this item was voted on after the consent agenda above.

d. Approve Paid Time Off (PTO) payments for retiring staff

MOTION: Trustee Rieck moved to approve paid time off payments for retiring staff. Roll Call Vote – Jay Fisher – Aye, Thomas Hummel – Present, Maureen Rieck – Aye, Colleen Sehy – Aye, Longry Wang – Aye. The motion passed.

10. Executive Session

MOTION: Trustee Fisher moved to go into Executive Session for: 5 ILCS 120/2(c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Voice Vote – All Aye

The Board went into Executive Session at 8:24 p.m.

The Board returned to Open Session at 8:29 p.m.

11. Vote on Minutes

MOTION: Trustee Sehy moved to open the following executive session minutes:

February 23, 2000, April 26, 2000, May 10, 2000, September 13, 2000, April 9, 2001, April 11, 2001, May 11, 2001, May 12, 2001, May 16, 2001, June 6, 2001, June 8, 2001, June 13, 2001, August 8, 2001, September 5, 2001, September 12, 2001, April 4, 200, July 1, 2002, July 8, 2002, September 18, 2002,

January 29, 2003, February 12, 2003, April 16, 2003, July 9, 2003, August 13, 2003, September 17, 2003, November 12, 2003, January 14, 2004, March 10, 2004 (Purchase of property only), March 24, 2004, May 12, 2004

12. Executive Session

MOTION: Trustee Rieck moved to go into Executive Session for: 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Roll Call Vote – All Aye

The Board went into Executive Session at 8:34 p.m.

The Board returned to Open Session at 9:35 p.m.

13. Vote on Director's salary

MOTION: Trustee Sehy moved to set the salary for the incoming Director at \$105,000. Roll Call Vote - Jay Fisher – Aye, John Huff – Aye, Thomas Hummel – Nay, Maureen Rieck – Aye, Colleen Sehy – Aye, Longry Wang – Aye. The motion passed.

14. Vote on Director

MOTION: Trustee Sehy moved to appoint Tatiana Weinstein as Director beginning January 1, 2016. Roll Call Vote – All Aye

15. Post retirement professional advice payment

MOTION: Trustee Fisher moved to approve professional advice payments for K. Seelig effective January 1, 2016 to June 30, 2016. Roll Call Vote - Jay Fisher – Aye, John Huff – Aye, Thomas Hummel – Nay, Maureen Rieck – Aye, Colleen Sehy – Aye, Longry Wang – Nay. The motion passed.

16. Adjourn

MOTION: Trustee Huff moved to adjourn the meeting.
The meeting adjourned at 9:45

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on December 14, 2016

Approved by

John Huff, Secretary of the Board

LISLE LIBRARY DISTRICT
Personnel/Policy Committee Meeting
November 17, 2016

The Personnel/Policy Committee opened their meeting at 2:30 p.m.

1. Roll call

Present:

Richard Flint - Chair

Jay Fisher - Trustee

Colleen Sehy - Trustee

Also Present:

Kathy Seelig – Director

Tatiana Weinstein – Assistant Director

Eileen Soliday – Recording Secretary

2. Discussion of Policy 315: Loan periods

3. Discussion of Policy 650: Use of meeting space

4. Discussion of Policy 710: Fund balances

5. Discussion of Policy 850 section X, B: Sick leave

6. Discussion of Policy 810 and Policy 850 section X, M: Reimbursed travel expenses

The Committee discussed the above policies. They want them to be brought to the December 14, 2016 Board Meeting.

7. Adjourn

MOTION: Trustee Fisher moved to adjourn the meeting. Voice Vote – All Aye
The meeting adjourned at 4:00 p.m.

Recorded by

Eileen Soliday

Approved by the Board of Trustees on December 14, 2016

Approved by

Richard Flint, Chair

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
December 7, 2016 - 7:00 p.m.

1. Roll call

Present:

Richard Flint – President
Maureen Rieck – Vice President (arrived 7:06 p.m.)
John Huff – Secretary
Thomas Hummel – Trustee
Longry Wang – Trustee

Absent:

Colleen Sehy – Treasurer
Jay Fisher - Trustee

Also Present:

Kathy Seelig – Director
Tatiana Weinstein – Assistant Director
Beth McQuillan – Director of Technical Services
Will Savage – Director of Youth Services
Peggy Kapala – North Aurora resident
Eileen Soliday – Recording Secretary

2. Opportunity for visitors to speak

3. Consultant Interviews:

- a. Wendy Siegel and Carol White from Millennia Consulting
- b. Myk Snider from Sphere Public Relations Group
- c. Janet Henderson and Leisa Niemotka from Images, Inc.

After all consultants were interviewed, Trustees asked the Director to secure a proposal from each of the companies, hopefully by the December 14, 2016 Board meeting for discussion.

4. Adjourn

MOTION: Trustee Huff moved to adjourn the meeting.

The meeting adjourned at 8:50 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on December 14, 2016

Approved by

John Huff, Secretary of the Board

Treasurer's Report as of November 30, 2016

Fund Name	Cash Balance 10/31/16	Cash Receipts this month	Cash Disbursed this month	Cash Balance 11/30/16	
Corporate	7,011,275.72	50,630.96	315,644.92	6,746,261.76	84.89%
Building Maintenance	146,976.18	1,412.47	10,503.34	137,885.31	1.74%
IMRF	433,386.62	2,532.53	17,776.05	418,143.10	5.26%
FICA	253,404.33	1,531.57	13,864.76	241,071.14	3.03%
Working Cash	403,027.61	485.14	0.00	403,512.75	5.08%
Subtotals	8,248,070.46	56,592.67	357,789.07	7,946,874.06	100.00%
Special Reserve	2,082,718.42	25,759.47	0.00	2,108,477.89	
	10,330,788.88	82,352.14	357,789.07	10,055,351.95	

Colleen Sehy
Treasurer

Date

MONTHLY INVESTMENT ACTIVITY
November, 2016

Lisle Savings Bank – Money Market

Earned monthly interest of \$51.38. The 2 CDs earned interest of \$331.19.

The Illinois Funds – MM

The deposits in November consisted of monthly interest of \$ 774.97.

Ehlers Investment-TD Ameritrade

The interest for November was \$.14. We had 9 notes that paid interest totaling \$7,028.72.

IMET-MM

We earned \$362.92 in monthly interest. We also have \$32,844.00 in a restricted liquidating trust account.

US Bank

We earned interest of \$158.86 for November. We earned \$1041.55 in ecommerce income and paid \$62.88 in ecommerce fees.

MB Financial NOW acct

Earned monthly interest of \$562.53. We received our 8th tax distribution in the amount of \$50,765.70. The Library is at 98.98% of our tax levy. November's payroll expenses were withdrawn for \$212,420.23 and we moved \$356,800 to the General Fund checking for monthly disbursements and payroll.

PAYMENT OF BILLS

According to the RECAP OF PRIOR SHEETS EXPENSES report, which is the last page of the Bills Paid Report for November 2016 Board Meeting, our payables totaled \$358,430.25.

**CURRENT ASSETS
AT FAIR MARKET VALUE
Nov 30 2016**

	Value on 11/30/16
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Checking Accounts

Bank of America - (2) -\$4,433.51
 MB Financial Now acct \$3,424,262.90
 US Bank \$10,781.06
 E commerce \$19,255.83
 \$3,449,866.28

Money Markets

Lisle Savings Bank .40/40 APY \$202,232.59
 IMET .34 APY \$909,911.99
 The Illinois Funds 0.014 APY \$2,125,204.53
 \$3,237,349.11

Restricted Cash-IMET

 \$31,210.15
 \$15,058.34

Ehlers Investments

.01% AVG.

Investments	Purchased	Face Amt.	@	Coupon Rate	YTM	Paid	FMV	Diff	Due
Lisle Savings Bank	7/11/2016	\$ 216,309.67	100,000	0.50	0.50	216,309.67	\$216,733.81	\$424.14	7/11/2017
Chicago Park Dist	6/24/2013	\$ 100,000.00	100,000	5.00	1.00	113,861.67	\$0.00	-\$113,861.67	11/15/2016
Glendale Hgts	4/15/2013	\$ 50,000.00	110,538	3.88	0.95	55,919.22	\$50,035.50	-\$5,883.72	12/15/2016
Charter One/US Bank	3/15/2015	\$ 249,999.99	100,000	0.75	0.75	249,999.99	\$249,999.99	\$0.00	12/15/2016
Aly Bank	12/18/2014	\$ 60,000.00	100,000	1.05	1.05	60,000.00	\$60,021.00	\$21.00	12/19/2016
Fountaindale PL, IL	1/29/2013	\$ 50,000.00	105,054	2.75	1.45	52,770.00	\$50,144.00	-\$2,626.00	2/1/2017
BMW BK NA Utah	2/24/2014	\$ 100,000.00	99,635	1.00	1.13	99,677.40	\$100,125.00	\$447.60	2/14/2017
Goldman Sachs	12/13/2013	\$ 150,000.00	100,000	1.80	1.52	101,704.00	\$100,548.00	-\$1,156.00	5/16/2017
American Exp Bank CD	7/24/2014	\$ 150,000.00	100,000	1.15	1.15	150,000.00	\$150,436.50	\$436.50	7/24/2017
Sallie Mae CD	4/16/2014	\$ 125,000.00	101,230	1.75	1.37	126,933.05	\$125,853.75	-\$1,079.30	8/15/2017
Aly Bank CD	9/17/2015	\$ 155,000.00	100,000	1.25	1.25	154,937.50	\$155,589.00	\$651.50	9/18/2017
Winnabago Cty, IL	1/8/2013	\$ 55,000.00	107,516	3.25	1.67	59,133.80	\$56,182.50	-\$2,951.30	12/30/2017
Discover Bank	2/11/2015	\$ 50,000.00	100,000	1.20	1.20	50,000.00	\$50,207.50	\$207.50	2/12/2018
Goldman Sachs	2/11/2015	\$ 107,000.00	100,000	1.25	1.25	107,000.00	\$107,508.25	\$508.25	2/12/2018
Discover Bank	7/22/2015	\$ 150,000.00	99,100	1.30	1.63	149,023.97	\$150,831.00	\$1,807.03	5/14/2018
Fed Natl Mtge Assoc	2/27/2014	\$ 100,000.00	99,575	1.00	1.08	99,672.22	\$99,617.00	-\$55.22	7/30/2018
Capital One Bk USA Natl	8/19/2015	\$ 118,000.00	100,000	1.75	1.75	118,000.00	\$119,417.18	\$1,417.18	8/20/2018
Aly Bank CD	10/2/2015	\$ 30,000.00	99,800	1.70	1.77	29,965.58	\$30,371.10	\$405.52	9/24/2018
Capital One	10/1/2015	\$ 150,000.00	99,948	1.65	1.67	150,071.18	\$151,836.00	\$1,764.82	10/1/2018
Comenity Cap Bk	11/3/2015	\$ 125,000.00	99,970	1.40	1.41	124,982.29	\$126,555.00	\$1,572.71	11/2/2018
Capital One Bk USA	11/4/2015	\$ 125,000.00	100,000	1.55	1.55	125,000.00	\$126,552.50	\$1,552.50	11/5/2018
Lisle Savings Bank	7/16/2015	\$ 214,915.16	100,000	1.35	1.35	214,915.16	\$218,951.49	\$4,036.33	1/16/2019
Wells Fargo Bank	3/9/2016	\$ 160,000.00	100,000	1.20	1.20	160,000.00	\$161,444.80	\$1,444.80	3/11/2019
Stevens Point	3/2/2016	\$ 16,000.00	107,615	4.10	1.56	16,409.06	\$15,766.95	-\$642.11	4/1/2019
Fed Natl Mtg Assoc	5/16/2016	\$ 160,000.00	99,975	1.20	1.21	159,975.00	\$158,976.00	-\$999.00	5/16/2019
Memomonee Falls	5/2/2016	\$ 25,000.00	102,191	2.00	1.27	25,757.47	\$25,169.75	-\$587.72	6/1/2019
Merrick Bk South	8/19/2016	\$ 125,000.00	100,000	1.20	1.20	124,952.50	\$124,793.75	-\$158.75	8/19/2019
Everbank	9/7/2016	\$ 160,000.00	100,000	1.20	1.20	160,015.00	\$160,228.80	\$213.80	9/6/2019
Freddie Mac	12/7/2015	\$ 60,000.00	100,000	1.25	1.58	59,398.02	\$59,682.00	\$283.98	10/2/2019
Memomonee Falls	5/2/2016	\$ 15,000.00	106,927	3.50	1.70	16,055.51	\$15,736.95	-\$318.56	5/1/2020
Madison, WI	11/17/2016	\$ 100,000.00	102,896	2.45	1.83	103,209.06	\$102,553.00	-\$656.06	10/1/2021
							\$3,321,868.07	-\$113,780.25	

TOTAL CURRENT ASSETS

\$10,055,351.95

-861.32

Effective 11/1/12, we transferred our securities to Ehlers Investment

Lisle Library District
Revenues through 11/30/16
 Special Reserve Only

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD Jul - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
REVENUES					
INTEREST/DONATIONS					
70-02-4481-00 Interest Earned - Special Reserve	\$759.47	\$3,349.94	\$298.87	\$200.00	1,674.97 %
70-04-4587-10 Restricted - Transfer from Corporate F	\$25,000.00	\$125,000.00	\$125,000.00	\$300,000.00	41.67 %
TOTAL INTEREST & CASH DONATION	\$25,759.47	\$128,349.94	\$125,298.87	\$300,200.00	42.75 %
TOTAL REVENUES	\$25,759.47	\$128,349.94	\$125,298.87	\$300,200.00	42.75 %

Lisle Library District

Revenues through Nov 30 2016

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$45,827.90	\$4,336,156.90	\$4,088,775.02	\$4,380,738.95	98.98 %
20-01-4412-00 Tax Levy - Audit	\$0.00	\$0.00	\$103.92	\$0.00	0.00 %
30-01-4413-00 Tax Levy - .02 Building/Maint.	\$1,272.03	\$120,357.62	\$88,651.87	\$121,595.08	98.98 %
40-01-4414-00 Tax Levy - IMRF	\$2,335.92	\$221,020.37	\$329,198.98	\$223,292.78	98.98 %
45-01-4415-00 Tax Levy - FICA	\$1,329.85	\$125,828.41	\$172,100.66	\$127,122.12	98.98 %
50-01-4416-00 Tax Levy - Liability Ins.	\$0.00	\$0.00	\$14.85	\$0.00	0.00 %
53-01-4417-00 Tax Levy - D & O Ins	\$0.00	\$0.00	\$44.55	\$0.00	0.00 %
55-01-4418-00 Tax Levy - Workers Comp.	\$0.00	\$0.00	(\$93.24)	\$0.00	0.00 %
60-01-4419-00 Tax Levy - Unempl. Comp.	\$0.00	\$0.00	\$14.85	\$0.00	0.00 %
80-01-4420-00 Tax Levy - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TAX LEVY	\$50,765.70	\$4,803,363.30	\$4,678,811.46	\$4,852,748.93	98.98 %
BACK TAXES					
10-01-4441-00 Back Taxes - Corp.	\$0.00	\$17,942.36	\$143.04	\$45,000.00	39.87 %
20-01-4442-00 Back Taxes - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-01-4443-00 Back Taxes - .02 Building/Maint	\$0.00	\$424.29	\$3.10	\$0.00	0.00 %
40-01-4444-00 Back Taxes - IMRF	\$0.00	\$1,152.51	\$11.52	\$0.00	0.00 %
45-01-4445-00 Back Taxes - FICA	\$0.00	\$879.17	\$6.02	\$0.00	0.00 %
50-01-4446-00 Back Taxes - Liab. Ins.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-01-4447-00 Back Taxes - Tort Judg.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-01-4448-00 Back Taxes - Workers Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-01-4449-00 Back Taxes - Unempl. Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-01-4451-00 Back Taxes - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL BACK TAXES	\$0.00	\$20,398.33	\$163.68	\$45,000.00	45.33 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$0.00	\$6,032.88	\$6,346.32	\$11,000.00	54.84 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$0.00	\$348.18	\$366.27	\$800.00	43.52 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$0.00	\$54.70	\$57.54	\$150.00	36.47 %

Lisle Library District Revenues through Nov 30 2016

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$0.00	\$6,435.76	\$6,770.13	\$11,950.00	53.86 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$732.94	\$17,419.55	\$24,659.18	\$40,000.00	43.55 %
20-02-4473-00 Interest Earned - Audit	\$0.00	\$0.00	(\$1.93)	\$0.00	0.00 %
30-02-4474-00 Interest Earned - .02 B/M	\$140.44	\$503.82	\$331.79	\$1,000.00	50.38 %
40-02-4475-00 Interest Earned - IMRF	\$196.61	\$705.34	\$462.40	\$2,500.00	28.21 %
45-02-4476-00 Interest Earned - FICA	\$201.72	\$723.67	\$475.26	\$2,000.00	36.18 %
50-02-4477-00 Interest Earned - Liab. Ins.	\$0.00	\$0.00	(\$1.93)	\$0.00	0.00 %
53-02-4478-00 Interest Earned - Tort Judg.	\$0.00	\$0.00	(\$0.86)	\$0.00	0.00 %
55-02-4479-00 Interest Earned - Work Comp	\$0.00	\$0.00	(\$5.58)	\$0.00	0.00 %
60-02-4480-00 Interest Earned - Unempl Comp	\$0.00	\$0.00	(\$4.08)	\$0.00	0.00 %
80-02-4482-00 Interest Earned - Working Cash	\$485.14	\$1,740.46	\$1,249.34	\$4,000.00	43.51 %
TOTAL INTEREST INCOME	\$1,756.85	\$21,092.84	\$27,163.59	\$49,500.00	42.61 %
COUNTY INTEREST					
10-02-4511-00 County Interest - Corp	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-02-4512-00 County Interest - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-02-4513-00 County Interest - .02 B/M	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-02-4514-00 County Interest - IMRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-02-4515-00 County Interest - FICA	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-02-4516-00 County Interest - Liab. Ins.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-02-4517-00 County Interest - Tort Judg.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-02-4518-00 County Interest - Workers Comp	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-02-4519-00 County Interest - Unempl. Comp.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-02-4520-00 County Interest - Working Cash	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL COUNTY INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
DESK INCOME					
10-03-4531-00 Lost Books - Adult	\$897.63	\$2,515.47	\$1,983.31	\$4,000.00	62.89 %
10-03-4532-00 Lost Books - Youth	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$514.28	\$400.00	0.00 %

Lisle Library District Revenues through Nov 30 2016

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-03-4540-00 Fines - Main Circ Desk	\$2,990.31	\$18,057.79	\$23,444.67	\$40,000.00	45.14 %
10-03-4542-00 Fines - YS Desk	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DESK INCOME	\$3,887.94	\$20,573.26	\$25,942.26	\$44,400.00	46.34 %
RESTRICTED INCOME					
10-03-4550-00 Gifts - Unrestricted Corp	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00 %
10-04-4562-00 Gifts-book purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4563-00 Gifts-A-V purchases	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4564-00 Gifts-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4565-00 Goldstein Lecture Series	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4573-00 Copier Income	\$0.00	\$556.11	\$517.71	\$1,200.00	46.34 %
10-04-4575-00 A-V Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4577-00 Piano tuning contrib.	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4583-00 Per Capita Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$182.21	\$417.87	\$3,782.33	\$5,000.00	8.36 %
TOTAL RESTRICTED INCOME	\$182.21	\$973.98	\$4,300.04	\$26,200.00	3.72 %
MISCELLANEOUS INCOME					
10-05-4593-00 Misc. - Pay Phone	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4595-00 Misc. - Jury Duty	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
20-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
30-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
40-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
45-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
50-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %

Lisle Library District

Revenues through Nov 30 2016

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
53-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-05-4596-00 AP Discounts Taken	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
80-05-4597-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TRANSFER OUT FROM SPECIAL FUNDS					
50-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
53-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
55-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
60-00-4110-00 4110 Operating Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFER OUTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL REVENUES	\$56,592.70	\$4,872,837.47	\$4,743,151.16	\$5,029,798.93	96.88 %

Lisle Library District Expenses through Nov 30, 2016 Special Reserve Only

	Cur Mth Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
RENTAL, MAINT AND EQUIP EXPENSES					
70-00-5656-00 Other Property - Utilities - Spec Res	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec R	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
70-00-5662-00 Other Property - Landscape Serv - Spe	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5663-00 Other Property - Maint/Repairs - Spec	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5667-00 Other Property - Real Est. Taxes - Spe	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-00-5762-00 Other Property- Mgmt Serv - Spec Res	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$45.94	\$155,000.00	0.00 %
70-65-5672-00 Computer Upgrade & Equip. (Spec Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5673-10 Eng Study (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5674-00 Consulting	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RENTAL, MAINT AND EQUIP EXPENSES	\$0.00	\$0.00	\$45.94	\$235,000.00	0.00 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
70-65-5915-10 Vacant Land Landscape	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
RENOVATION - PROFESSIONAL FEES					
70-65-5911-10 Architect - Interior (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5911-15 Remodeling (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-65-5911-20 Architect - Exterior (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION - PROFESSIONAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
RENOVATION - OPERATING COSTS					
70-65-5917-10 Publishing/Postage (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL RENOVATION - OPERATING COSTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
SPECIAL FUNDING					
70-65-5986-00 IMRF Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
70-80-5987-00 Accumulated Interest Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %

Lisle Library District
Expenses through Nov 30, 2016
Special Reserve Only

	Cur Mth Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
Total SPECIAL FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
PURCHASE OF REAL ESTATE					
70-65-5863-10 Real Estate - Purchase (Spec Res)	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
Total	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$0.00	\$0.00	\$45.94	\$245,000.00	0.00 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$36,664.34	\$179,574.43	\$147,273.21	\$454,123.24	39.54 %
10-10-5603-20	\$45,302.91	\$225,163.78	\$202,267.96	\$548,910.88	41.02 %
10-10-5603-30	\$27,939.19	\$136,628.95	\$122,907.70	\$358,837.69	38.08 %
10-10-5603-50	\$27,097.74	\$135,949.69	\$123,865.09	\$332,702.70	40.86 %
10-10-5603-60	\$39,920.16	\$200,729.71	\$174,310.84	\$489,564.44	41.00 %
10-10-5613-10	\$598.56	\$2,546.76	\$2,400.88	\$6,500.00	39.18 %
10-10-5613-20	\$2,458.39	\$9,564.50	\$9,766.45	\$27,000.00	35.42 %
10-10-5613-30	\$1,682.46	\$6,460.74	\$5,725.81	\$18,300.00	35.30 %
10-10-5613-60	\$3,097.15	\$13,470.91	\$12,193.87	\$34,500.00	39.05 %
Total Salaries	\$184,760.90	\$910,089.47	\$800,711.81	\$2,270,438.95	40.08 %
Health and Dental Ins.					
10-10-5621-10	\$2,487.49	\$12,516.33	\$9,094.98	\$35,500.00	35.26 %
10-10-5621-20	\$6,279.99	\$30,176.59	\$18,688.07	\$79,000.00	38.20 %
10-10-5621-30	\$3,129.50	\$15,817.22	\$10,335.50	\$40,000.00	39.54 %
10-10-5621-50	\$3,217.21	\$17,519.13	\$10,925.17	\$56,000.00	31.28 %
10-10-5621-60	\$3,207.46	\$16,844.32	\$10,647.12	\$48,000.00	35.09 %
10-10-5622-10	\$298.03	\$1,479.59	\$1,806.13	\$4,000.00	36.99 %
10-10-5622-20	\$517.39	\$2,636.65	\$2,700.52	\$6,200.00	42.53 %
10-10-5622-30	\$174.66	\$885.31	\$1,366.56	\$2,800.00	31.62 %
10-10-5622-50	\$255.15	\$1,232.49	\$1,897.65	\$4,000.00	30.81 %
10-10-5622-60	\$289.90	\$1,497.54	\$1,753.01	\$3,000.00	49.92 %
Total Health & Dental Ins.	\$19,856.78	\$100,605.17	\$69,214.71	\$278,500.00	36.12 %
Other Staff Benefits					
10-10-5646-00	\$365.09	\$1,123.87	\$1,490.42	\$4,500.00	24.97 %
10-10-5646-10	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00 %
60-10-5646-00	\$0.00	\$0.00	(\$955.48)	\$0.00	0.00 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
Total Other Staff Benefits	\$365.09	\$1,123.87	\$534.94	\$10,000.00	11.24 %
FICA Expenses					
45-10-5625-10 FICA Expense - Admin	\$2,825.28	\$13,798.85	\$11,070.80	\$34,800.00	39.65 %
45-10-5625-20 FICA Expense - Adult Serv.	\$3,614.66	\$17,761.31	\$16,012.23	\$45,088.58	39.39 %
45-10-5625-30 FICA Expense - Youth Services	\$2,257.53	\$10,903.79	\$9,772.93	\$28,800.00	37.86 %
45-10-5625-50 FICA Expense - Tech Servs.	\$1,958.81	\$9,829.49	\$8,972.07	\$26,000.00	37.81 %
45-10-5625-60 FICA Expense - Circulation	\$3,208.48	\$15,974.51	\$13,915.48	\$39,000.00	40.96 %
Total FICA Expenses	\$13,864.76	\$68,267.95	\$59,743.51	\$173,688.58	39.30 %
IMRF Expenses					
40-10-5628-10 IMRF Expense - Admin	\$3,749.66	\$18,099.84	\$15,554.80	\$48,000.00	37.71 %
40-10-5628-20 IMRF Expense - Adult Servs	\$4,983.54	\$25,682.04	\$24,550.88	\$60,000.00	42.80 %
40-10-5628-30 IMRF Expense - Youth Services	\$2,401.17	\$11,551.80	\$11,607.25	\$39,000.00	29.62 %
40-10-5628-50 IMRF Expense - Tech Servs.	\$2,854.48	\$14,327.17	\$14,195.05	\$36,000.00	39.80 %
40-10-5628-60 IMRF Expense - Circulation	\$3,787.20	\$18,215.38	\$16,716.03	\$52,000.00	35.03 %
Total IMRF Expenses	\$17,776.05	\$87,876.23	\$82,624.01	\$235,000.00	37.39 %
TOTAL EMPLOYEE COSTS	\$236,623.58	\$1,167,962.69	\$1,012,828.98	\$2,967,627.53	39.36 %
BUILDING COSTS					
Utilities					
10-20-5650-00 Internet Service Provider	\$450.00	\$2,312.40	\$7,200.00	\$6,600.00	35.04 %
10-20-5651-00 INet	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00 Utilities - Phone	\$714.57	\$3,644.90	\$2,785.15	\$7,500.00	48.60 %
10-20-5653-00 Utilities - Gas	\$45.71	\$989.10	\$882.17	\$8,000.00	12.36 %
10-20-5654-00 Utilities - Sewer & Water	\$545.00	\$1,149.35	\$670.50	\$2,750.00	41.79 %
10-20-5655-00 Utilities - Electric	\$4,281.54	\$22,884.02	\$17,312.86	\$47,250.00	48.43 %
10-20-5656-00 Verizon	\$50.08	\$200.32	\$344.37	\$680.00	29.46 %
Total Utilities	\$6,086.90	\$32,990.09	\$31,005.05	\$74,590.00	44.23 %
Maintenance and Repairs					

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-20-5660-00	\$1,457.83	\$2,595.33	\$2,275.00	\$7,550.00	34.38 %
10-20-5661-00	\$2,376.00	\$12,438.00	\$13,224.00	\$36,750.00	33.84 %
10-20-5662-00	\$5,719.38	\$15,036.90	\$10,510.64	\$34,000.00	44.23 %
10-20-5663-00	\$1,266.65	\$3,470.86	\$2,400.90	\$10,000.00	34.71 %
10-20-5664-00	\$880.90	\$4,150.28	\$1,616.40	\$20,000.00	20.75 %
10-20-5665-00	\$179.09	\$895.45	\$866.36	\$2,500.00	35.82 %
Total Maintenance and Repairs	\$11,879.85	\$38,586.82	\$30,893.30	\$110,800.00	34.83 %
TOTAL BUILDING COSTS	\$17,966.75	\$71,576.91	\$61,898.35	\$185,390.00	38.61 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	Postage	\$1,075.56	\$1,515.92	\$4,500.00	23.90 %
10-25-5710-10	Printing/Spec. Serv. - Adult	\$4,339.16	\$13,017.48	\$26,400.00	49.31 %
10-25-5710-30	Printing/Spec. Serv. - Youth Serv	\$0.00	\$87.80	\$1,000.00	0.00 %
10-25-5711-00	Postage Special Serv	\$0.00	\$1,406.80	\$8,500.00	38.81 %
10-25-5712-00	Printing	\$0.00	\$431.43	\$1,000.00	59.83 %
Total Postage and Printing	\$4,336.70	\$17,990.41	\$16,282.91	\$41,400.00	43.46 %
Supplies					
10-25-5713-00	Office Supplies	\$72.86	\$1,520.29	\$8,000.00	19.00 %
10-25-5714-00	Circ. Material Supplies	\$353.09	\$1,241.90	\$9,080.00	13.68 %
10-25-5715-00	Copier Supplies	\$253.40	\$593.30	\$2,500.00	23.73 %
10-25-5716-00	Kitchen Supplies	\$599.43	\$2,424.92	\$7,000.00	34.64 %
10-25-5717-00	Processing Supplies	\$2,740.87	\$10,684.11	\$35,275.00	30.29 %
10-25-5718-00	Computer Supplies	\$1,846.53	\$5,887.24	\$12,000.00	49.06 %
Total Supplies	\$5,866.18	\$22,351.76	\$23,713.53	\$73,855.00	30.26 %
Other Operating Costs					
10-25-5719-00	Publishing	\$54.05	\$676.20	\$2,395.00	28.23 %
10-25-5722-15	Safety Deposit Box Rental	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00	Check Printing	\$0.00	\$0.00	\$500.00	0.00 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-25-5723-15 Bank Charges	\$62.88	\$383.71	\$344.18	\$1,000.00	38.37 %
10-25-5724-15 Local Travel	\$17.17	\$103.03	\$90.42	\$700.00	14.72 %
Total Other Operating Costs	\$134.10	\$1,162.94	\$1,486.35	\$4,745.00	24.51 %
TOTAL OPERATING EXPENSES	\$10,336.98	\$41,505.11	\$41,482.79	\$120,000.00	34.59 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$0.00	\$2,200.00	\$2,300.00	0.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$2,587.24	\$27,450.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$5,550.00	0.00 %
55-30-5754-00 Workers Comp Insurance	\$0.00	\$0.00	\$2,614.00	\$0.00	0.00 %
TOTAL INSURANCE	\$0.00	\$0.00	\$7,401.24	\$35,300.00	0.00 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services - Admin	\$0.00	\$1,462.50	\$10,941.28	\$30,000.00	4.88 %
10-35-5761-00 Collection Agency	\$44.75	\$250.55	\$179.00	\$1,080.00	23.20 %
10-35-5762-00 Other Contr Services - Admin	\$250.00	\$685.00	\$665.00	\$5,500.00	12.45 %
10-35-5763-00 Other Contractual Services-Tech	\$305.00	\$12,780.00	\$19,956.30	\$34,000.00	37.59 %
10-35-5764-10 Other Contractual Services - IS	\$0.00	\$0.00	\$186.50	\$5,100.00	0.00 %
10-35-5765-10 Investment Agency Consultants	\$447.10	\$2,203.07	\$1,598.80	\$5,250.00	41.96 %
10-35-5770-00 5770 Contractual - Audit Fee	\$8,000.00	\$8,000.00	\$8,000.00	\$8,250.00	96.97 %
10-35-5771-00 Payroll Service	\$509.55	\$2,543.78	\$2,497.64	\$7,500.00	33.92 %
TOTAL CONTRACTUAL SERVICES	\$9,556.40	\$27,924.90	\$44,024.52	\$96,680.00	28.88 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$1,360.00	\$2,609.00	\$2,360.00	\$5,400.00	48.31 %
10-40-5784-00 Meetings - Staff	\$218.40	\$883.36	\$578.90	\$3,650.00	24.20 %
10-40-5785-00 Conferences - Staff	\$938.68	\$4,253.38	\$6,414.99	\$19,000.00	22.39 %
10-40-5786-00 Employee/Volunteer Recognition	\$77.88	\$633.55	\$551.87	\$7,450.00	8.50 %
10-40-5787-00 In-Service	\$0.00	\$1,287.95	\$2,178.78	\$4,000.00	32.20 %
10-40-5788-00 Training (Cont Ed) - Staff	\$332.90	\$1,216.58	\$426.00	\$4,150.00	29.32 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$650.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$350.00	\$0.00	\$1,000.00	35.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$42.25	(\$178.71)	\$890.00	4.75 %
10-45-5789-70 Training-Trustees	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Staff & Trustee Development	\$2,927.86	\$11,276.07	\$12,331.83	\$47,190.00	23.90 %
TOTAL PERSONNEL DEVELOPMENT	\$2,927.86	\$11,276.07	\$12,331.83	\$47,190.00	23.90 %

EQUIPMENT COSTS

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$5,539.00	\$43,908.26	\$40,172.76	\$47,100.00	93.22 %
10-48-5802-00 Major Equip - Library Wide	\$681.43	\$681.43	\$0.00	\$500.00	136.29 %
10-48-5802-10 Major Equip - Dir/Asst Dir	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-15 Major Equip - Adm Services/PR	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-20 Major Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-30 Major Equip - Youth	\$0.00	\$0.00	\$415.80	\$500.00	0.00 %
10-48-5802-50 Major Equip - Tech Services	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-48-5802-60 Major Equip - Circ	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
Total Major Equipment	\$6,220.43	\$44,589.69	\$40,588.56	\$50,600.00	88.12 %

Minor Equipment

10-48-5823-10 Minor Equip - Dir/Asst Dir	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-15 Minor Equip - Adm Services/PR	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
10-48-5823-30 Minor Equip - Youth	\$9.99	\$45.96	\$144.98	\$200.00	22.98 %
10-48-5823-50 Minor Equip - Tech Services	\$0.00	\$98.94	\$0.00	\$200.00	49.47 %
10-48-5823-60 Minor Equip - Circ	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %
Total Minor Equipment	\$9.99	\$144.90	\$144.98	\$1,200.00	12.08 %

Equip Maint/Repairs & Rentals

10-48-5843-00 Rental-Postage Meter	\$0.00	\$1.00	\$360.00	\$800.00	0.13 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib. Wi	\$1,286.84	\$5,553.48	\$4,318.38	\$19,168.00	28.97 %

Lisle Library District Expenses through 11/30/16 No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$84.73	\$0.00	\$3,000.00	2.82 %
10-48-5846-20 Acct Maint & Upgrades (Corp)	\$0.00	\$7,520.49	\$2,927.57	\$7,500.00	100.27 %
Total Equip Maint/Repairs & Rentals	\$1,286.84	\$13,159.70	\$7,605.95	\$30,468.00	43.19 %
TOTAL EQUIPMENT COSTS	\$7,517.26	\$57,894.29	\$48,339.49	\$82,268.00	70.37 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$254.81	\$2,115.65	\$2,917.93	\$10,650.00	19.87 %
10-50-5863-30 Books - Youth Serv. Dept.	\$6,972.39	\$26,283.46	\$19,762.72	\$51,000.00	51.54 %
10-50-5863-50 Books - Tech Serv. Dept.	\$0.00	\$0.00	\$0.00	\$535.00	0.00 %
10-50-5864-10 Books - Non Fiction	\$8,483.39	\$36,066.44	\$29,003.71	\$84,000.00	42.94 %
10-50-5865-10 Books - Adult Fiction	\$6,552.76	\$33,445.17	\$28,341.47	\$56,100.00	59.62 %
10-50-5866-20 Business Ref Supplements	\$0.00	\$0.00	\$1,379.00	\$6,000.00	0.00 %
10-50-5867-20 Ref Books - Adult Serv. Dept.	\$684.74	\$6,589.77	\$6,259.05	\$19,700.00	33.45 %
Total Books	\$22,948.09	\$104,500.49	\$87,663.88	\$227,985.00	45.84 %
Databases					
10-50-5869-20 Internet Licensed DBases	\$2,152.05	\$88,474.79	\$113,392.31	\$126,500.00	69.94 %
10-50-5872-10 Dbases - Professional	\$375.00	\$593.58	\$271.14	\$10,000.00	5.94 %
10-50-5873-30 Dbases - Youth Serv. Dept.	\$0.00	\$3,499.00	\$8,453.00	\$12,500.00	27.99 %
Total Databases	\$2,527.05	\$92,567.37	\$122,116.45	\$149,000.00	62.13 %
Audio-Visual Materials					
10-50-5890-30 A-V Matls - Youth Serv. Dept.	\$890.29	\$7,517.25	\$7,414.61	\$19,500.00	38.55 %
10-50-5895-40 A-V Matls - Adult Serv. Dept.	\$8,721.73	\$37,326.03	\$38,081.99	\$89,000.00	41.94 %
Total Audio-Visual Materials	\$9,612.02	\$44,843.28	\$45,496.60	\$108,500.00	41.33 %
Periodicals/Doc Delivery					
10-50-5900-20 Periodicals - Adult Serv. Dept.	\$0.00	\$1,461.85	\$35,954.29	\$42,620.00	3.43 %
10-50-5900-30 Periodicals - Youth Serv. Dept.	\$0.00	\$0.00	\$654.55	\$1,000.00	0.00 %
10-50-5900-80 Periodicals - Prof. Collections	\$0.00	\$0.00	\$2,575.40	\$5,000.00	0.00 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
10-50-5871-20 Document Delivery	\$23.50	\$19,946.41	\$20,169.93	\$24,000.00	83.11 %
Total Periodicals/Doc Delivery	\$23.50	\$21,408.26	\$59,354.17	\$72,620.00	29.48 %
TOTAL LIBRARY MEDIA	\$35,110.66	\$263,319.40	\$314,631.10	\$558,105.00	47.18 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10 Programs - Adult Services	\$1,610.84	\$5,120.14	\$4,531.68	\$16,550.00	30.94 %
10-60-5931-30 Programs - Youth Serv. Dept.	\$481.40	\$2,146.01	\$4,253.80	\$11,000.00	19.51 %
10-60-5931-40 Online Marketing	\$6.00	\$425.99	\$1,437.94	\$2,545.00	16.74 %
10-60-5931-50 Community Relations	\$26.00	\$435.51	\$1,194.60	\$5,500.00	7.92 %
Total Programs	\$2,124.24	\$8,127.65	\$11,418.02	\$35,595.00	22.83 %
Readers Services					
10-60-5940-10 Reader Services - Adult Serv. De	\$122.00	\$384.26	\$246.67	\$2,300.00	16.71 %
10-60-5940-30 Reader Services - Youth Serv. D	\$0.00	\$1,981.79	\$315.77	\$5,300.00	37.39 %
Total Readers Services	\$122.00	\$2,366.05	\$562.44	\$7,600.00	31.13 %
TOTAL PROGRAMS AND READER'S SERVICES	\$2,246.24	\$10,493.70	\$11,980.46	\$43,195.00	24.29 %
RESTRICTED USAGE EXPENSES					
10-80-5980-80 Restricted - Gifts	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00 %
10-80-5981-80 Restricted - Per Capita Grant	\$0.00	\$2,058.01	\$4,312.94	\$0.00	0.00 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$125,000.00	\$125,000.00	\$450,000.00	27.78 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$200,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$25,000.00	\$127,058.01	\$129,312.94	\$670,000.00	18.96 %
.02 BLDG/MAINT EXPENSES					
30-65-5920-00 Network - Purchases (.02 B/M)	\$7,428.00	\$23,660.00	\$4,814.55	\$52,000.00	45.50 %
30-65-5925-00 Network - Maint. (.02 B/M)	\$2,957.34	\$18,972.18	\$9,070.00	\$35,000.00	54.21 %
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$118.00	\$25,501.93	\$6,595.00	\$47,500.00	53.69 %
Total .02 BLDG/MAINT EXPENSES	\$10,503.34	\$68,134.11	\$20,479.55	\$134,500.00	50.66 %

Lisle Library District Expenses through 11/30/16

No Special Reserve reflected

	Current Month Nov 2016	YTD July - Nov 2016-2017	YTD July - Nov 2015-2016	FY 16-17 Annual Budget	FY 16-17 % of Budget to YTD
CONTINGENCY					
10-90-5999-00	\$0.00	\$0.00	\$11,237.75	\$75,000.00	0.00 %
Total	\$0.00	\$0.00	\$11,237.75	\$75,000.00	0.00 %
TOTAL ALL EXPENSES	\$357,789.07	\$1,847,145.19	\$1,715,949.00	\$5,015,255.53	36.83 %

Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Afterschool Enrichment Solutions, Inc. Afterschool Enrichment Solutions, Inc.	12/14/2016 010917	Chess for Beginners Class Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$200.00
Totals for Afterschool Enrichment Solutions, Inc.: <u>\$200.00</u>						
Cathi Agostino Cathi Agostino	12/14/2016 111616	LACONI - Acquisitions Rou Invoice	Paid	10-40-5784-00	Meetings - Staff	\$38.20
Totals for Cathi Agostino: <u>\$38.20</u>						
AlphaGraphics AlphaGraphics	12/14/2016 48653	Circulation Services Supplies Invoice	Paid	10-25-5714-00	Circ. Material Supplies	\$557.84
Totals for AlphaGraphics: <u>\$557.84</u>						
Anderson Pest Solutions Anderson Pest Solutions	12/14/2016 4029148	Monthly Service Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$141.00
Totals for Anderson Pest Solutions: <u>\$141.00</u>						
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	12/14/2016 113016	YS Continuatiions Invoice	Paid	10-50-5863-30	Books - Youth Serv. Dept.	\$18.67
Totals for Baker & Taylor (C4053863): <u>\$18.67</u>						
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	12/14/2016 113016	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv. Dept. Processing Supplies	\$839.13 \$98.80
Totals for Baker & Taylor (L4171582): <u>\$937.93</u>						
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	12/14/2016 113016	Continuatiions Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$2,355.86
Totals for Baker & Taylor (C5223353): <u>\$2,355.86</u>						
Baker & Taylor (C5223433) Baker & Taylor (C5223433)						

Accounts Payable for December 14, 2016

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
Baker & Taylor (C5223433)	12/14/2016 113016	Continuations Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$1,028.95
Baker & Taylor (L0334152)					Totals for Baker & Taylor (C5223433):	\$1,028.95
Baker & Taylor (L0334152)	12/14/2016 113016	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$6,265.67 \$237.55
Baker & Taylor (L3965522)					Totals for Baker & Taylor (L0334152):	\$6,503.22
Baker & Taylor (L3965522)	12/14/2016 113016	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$108.36
Baker & Taylor (L4171782)					Totals for Baker & Taylor (L3965522):	\$108.36
Baker & Taylor (L4171782)	12/14/2016 113016	Auto Yours & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$145.46 \$7.70
Baker & Taylor (L5202982)					Totals for Baker & Taylor (L4171782):	\$153.16
Baker & Taylor (L5202982)	12/14/2016 113016	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$478.03 \$80.50
Baker & Taylor (L5425632)					Totals for Baker & Taylor (L5202982):	\$558.53
Baker & Taylor (L5425632)	12/14/2016 113016	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv. Dept. Processing Supplies	\$1,467.29 \$57.65
Baker & Taylor (L5543202)					Totals for Baker & Taylor (L5425632):	\$1,524.94
Baker & Taylor (L5543202)	12/14/2016 113016	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult Fiction Processing Supplies	\$5,834.01 \$261.15
Bear Landscape Group					Totals for Baker & Taylor (L5543202):	\$6,095.16
Bear Landscape Group	12/14/2016 2812	Monthly Landscape Cost Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$969.38

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Case Lots, Inc.					<i>Totals for Bear Landscape Group:</i>	<u>\$969.38</u>
Case Lots, Inc.	12/14/2016 017362	Misc. Kitchen & Janitorial S Invoice	Paid	10-25-5716-00 10-20-5663-00	Kitchen Supplies Maint/Repairs-Genl repairs, Supplies	\$211.20 \$251.20
					<i>Totals for Case Lots, Inc.:</i>	<u>\$462.40</u>
CCH Inc.						
CCH Inc.	12/14/2016 4802790138	U.S. Master Tax Guide 2017 Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$109.01
					<i>Totals for CCH Inc.:</i>	<u>\$109.01</u>
Compact Disc Source						
Compact Disc Source	12/14/2016 73301	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	\$17.10
	12/14/2016 73590	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	\$317.24
	12/14/2016 73589	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$95.50
	12/14/2016 73542	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	\$478.83
	12/14/2016 73541	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$147.37
	12/14/2016 73665	Music CDs Invoice	Paid	10-50-5895-40	A-V Mats - Adult Serv. Dept.	\$80.67
	12/14/2016 73664	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$19.90
					<i>Totals for Compact Disc Source:</i>	<u>\$1,156.61</u>
Complete Cleaning Company						
Complete Cleaning Company	12/14/2016 1332465	Janitorial Services Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,235.00
					<i>Totals for Complete Cleaning Company:</i>	<u>\$2,235.00</u>

Lisle Library District

Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jean Demas Jean Demas	12/14/2016 112216	North Reg Conference, Comm Invoice	Paid	10-40-5784-00	Meetings - Staff	\$30.45
<i>Totals for Jean Demas:</i>						<u>\$30.45</u>
Discount School Supply Discount School Supply	12/14/2016 W26985760101	Glue Sticks Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$25.49
<i>Totals for Discount School Supply:</i>						<u>\$25.49</u>
Dynegy Energy Services Dynegy Energy Services	12/14/2016 149565716111	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,983.18
<i>Totals for Dynegy Energy Services:</i>						<u>\$3,983.18</u>
Easypemrit Postage Easypemrit Postage	12/14/2016 102516	Permit Invoice	Paid	10-25-5711-00	Postage Special Serv	\$180.58
12/14/2016 112516	Permit Postage Invoice	Paid	10-25-5711-00	Postage Special Serv	\$1,003.14	
<i>Totals for Easypemrit Postage:</i>						<u>\$1,183.72</u>
EBSCO Information Services EBSCO Information Services	12/14/2016 1527181	Magazine/Serial Subscriptio Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$36,991.83
12/14/2016 1527182	Professional Journals Invoice	Paid	10-50-5900-80	Periodicals - Prof. Collections	\$3,378.44	
12/14/2016 1527177	Magazine Serial Subscriptio Invoice	Paid	10-50-5900-30	Periodicals - Youth Serv. Dept.	\$715.59	
<i>Totals for EBSCO Information Services:</i>						<u>\$41,085.86</u>
Ehlers Investment Partners, LLC Ehlers Investment Partners, LLC	12/14/2016 113016	Consulting Fee Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$432.93

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
John Ferrari John Ferrari	12/14/2016 102616	Halloween Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$38.88
<i>Totals for Ehlers Investment Partners, LLC:</i>						<u>\$432.93</u>
Pam Freer Pam Freer	12/14/2016 120216	Non-Fiction & Fiction Book C Invoice	Paid	10-60-5940-10	Reader Services - Adult Serv. Dept.	\$25.96
<i>Totals for John Ferrari:</i>						<u>\$38.88</u>
Garvey's Office Products Garvey's Office Products	12/14/2016 PINV1242585	Cleaning Wipes Invoice	Paid	10-48-5823-30	Minor Equip - Youth	\$29.99
<i>Totals for Pam Freer:</i>						<u>\$25.96</u>
Glenside Public Library Glenside Public Library	12/14/2016 21385001189224	Reciprocal Borrowing Loss Invoice	Paid	10-50-5895-40 10-50-5864-10	A-V Matls - Adult Serv. Dept. Books - Non Fiction	\$120.00 \$92.00
<i>Totals for Garvey's Office Products:</i>						<u>\$29.99</u>
Gordon Flesch Co., Inc. Gordon Flesch Co., Inc.	12/14/2016 IN11707546	Monthly Color Copier Maint Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$10.37
<i>Totals for Glenside Public Library:</i>						<u>\$212.00</u>
Gail Graziani Gail Graziani	12/14/2016 IN11733154	Monthly B&W Copier Maint Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$72.00
	12/14/2016 IN11737429	Monthly Color Copier Maint Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$10.79
	12/14/2016 IN11733155	Copier Fee Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$6.84
<i>Totals for Gordon Flesch Co., Inc.:</i>						<u>\$100.00</u>
	12/14/2016 113016	Science Fiction/Fantasy Book Invoice	Paid	10-60-5940-10	Reader Services - Adult Serv. Dept.	\$11.49

Lisle Library District

Accounts Payable for December 14, 2016

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
H. W. Wilson Company, Inc.					<i>Totals for Gail Graziani:</i>	<u>\$11.49</u>
H. W. Wilson Company, Inc.	12/14/2016	Senior High Core Collection (Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv. Dept.	\$307.50
	340305					
Home Depot Credit Service					<i>Totals for H. W. Wilson Company, Inc.:</i>	<u>\$307.50</u>
Home Depot Credit Service	12/14/2016	Microwave Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$128.00
	1081573					
IHLS - OCLC					<i>Totals for Home Depot Credit Service:</i>	<u>\$128.00</u>
IHLS - OCLC	12/14/2016	B&T Cataloging Subscription Invoice	Paid	10-50-5872-10	Dbases - Professional	\$801.00
	12519					
Illinois Reading Council					<i>Totals for IHLS - OCLC:</i>	<u>\$801.00</u>
Illinois Reading Council	12/14/2016	Annual Membership - Jean D Invoice	Paid	10-40-5783-00	Dues - Staff	\$45.00
	59571-2017					
Illinois TESOL/BE					<i>Totals for Illinois Reading Council:</i>	<u>\$45.00</u>
Illinois TESOL/BE	12/14/2016	Annual Membership - Jean D Invoice	Paid	10-40-5783-00	Dues - Staff	\$35.00
	12074					
Jackie Kilcran					<i>Totals for Illinois TESOL/BE:</i>	<u>\$35.00</u>
Jackie Kilcran	12/14/2016	Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$7.72
	120216					
Yolanda Kocemba					<i>Totals for Jackie Kilcran:</i>	<u>\$7.72</u>
Yolanda Kocemba	12/14/2016	ESL for You Teacher Stipend Invoice	Paid	10-50-5863-20	Literacy/ESL	\$1,140.00
	112816					
					<i>Totals for Yolanda Kocemba:</i>	<u>\$1,140.00</u>

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
LibrariesFirst						
LibrariesFirst	12/14/2016	Museum Adventure Pass Pr Invoice	Paid	10-60-5931-50	Community Relations	\$275.00
	LF5192					
					Totals for LibrariesFirst:	<u>\$275.00</u>
Midwest Tape (7288)						
Midwest Tape (7288)	12/14/2016	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$627.95
	120116					
	12/14/2016	DVDs/Blu-rays w/processing Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$2,531.00
	120116					
					Totals for Midwest Tape (7288):	<u>\$3,158.95</u>
Midwest Tape (7291)						
Midwest Tape (7291)	12/14/2016	JH CDs, YS DVD/Blu-rays Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv. Dept.	\$710.82
	120116					
					Totals for Midwest Tape (7291):	<u>\$710.82</u>
Midwest Tape (12516)						
Midwest Tape (12516)	12/14/2016	CD Books Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$74.97
	120116					
					Totals for Midwest Tape (12516):	<u>\$74.97</u>
Midwest Tape (12957)						
Midwest Tape (12957)	12/14/2016	DVDs/Blu-rays - TV Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$145.97
	120116					
					Totals for Midwest Tape (12957):	<u>\$145.97</u>
Midwest Tape						
Midwest Tape	12/14/2016	Hoopla Content - October 20 Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$2,064.83
	94469435					
	12/14/2016	Hoopla Content - November 2 Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv. Dept.	\$2,234.15
	94558859					
					Totals for Midwest Tape:	<u>\$4,298.98</u>
Morningstar						

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Morningstar	12/14/2016 11370052 2017	Morningstar Online Annual S Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$3,743.00
Laura Murff Laura Murff	12/14/2016 111716	RAILS Tech Services Meetin Invoice	Paid	10-40-5784-00	Meetings - Staff	\$15.44
<i>Totals for Morningstar:</i>						<u>\$3,743.00</u>
New Albertsons Inc./Purchase Advantage Card New Albertsons Inc./Purchase Advantage C	12/14/2016 110116	Turtle Food Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$14.47
12/14/2016 102116	Fandom Friday Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$4.99	
12/14/2016 101916	PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$2.50	
12/14/2016 111416	Monday Funday Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$2.58	
12/14/2016 111516	Thanksgiving Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$39.49	
12/14/2016 111616	Thanksgiving Invoice	Paid	10-40-5786-00	Employee/Volunteer Recognition	\$90.08	
12/14/2016 111616-1	Staff Meeting 11-17-16 Invoice	Paid	10-40-5784-00	Meetings - Staff	\$14.54	
<i>Totals for New Albertsons Inc./Purchase Advantage Card:</i>						<u>\$168.65</u>
New Readers Press New Readers Press	12/14/2016 8183538	English Language Developme Invoice	Paid	10-50-5863-20	Literacy/ESL	\$201.48
<i>Totals for New Readers Press:</i>						<u>\$201.48</u>

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name	Transaction Date	Description	Status	Account Number	Account Description	Amount
Tax Identification Number	Transaction Number	Transaction Type				
NICOR	12/14/2016	Usage Invoice	Paid	10-20-5653-00	Utilities - Gas	\$422.83
	112816					
Outsource Solutions Group, Inc.						
Outsource Solutions Group, Inc.	12/14/2016	Monthly Monitoring Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$800.00
	33268					
Totals for NICOR:						\$422.83
Winona Patterson						
Winona Patterson	12/14/2016	C2E2 & Display Paper Invoice	Paid	10-40-5785-00	Conferences - Staff	\$28.00
	120216			10-60-5940-10	Reader Services - Adult Serv. Dept.	\$9.98
Totals for Outsource Solutions Group, Inc.:						\$800.00
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.						
Peregrine, Stime, Newman, Ritzman & Br	12/14/2016	Legal Services July - Septemb Invoice	Paid	10-35-5760-00	Legal Services - Admin	\$2,625.00
	110416					
Totals for Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.:						\$2,625.00
Perfect Systems, Ltd.						
Perfect Systems, Ltd.	12/14/2016	Invoice #13639 Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$430.00
	13639					
	12/14/2016	Invoice #13668 Invoice	Paid	30-65-5925-00	Network - Maint. (.02 B/M)	\$58.00
	13668					
	12/14/2016	Invoice #13670 Invoice	Paid	10-25-5718-00	Computer Supplies	\$1,483.00
	13670					
	12/14/2016	Invoice #13671 Invoice	Paid	10-35-5763-00	Other Contractual Services-Technology As	\$2,272.65
	13671					
Totals for Perfect Systems, Ltd.:						\$4,243.65
Petty Cash Checking Account #510-149						
Petty Cash Checking Account #510-149	12/14/2016	Replenish Fund Invoice	Paid	10-03-4540-00	Fines - Main Circ Desk	\$343.64
	120716					
Totals for Petty Cash Checking Account #510-149:						\$343.64

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Republic Services Republic Services	12/14/2016 0351-013037744	Monthly Service Invoice	Paid	10-20-5665-00	Rubbish Removal	\$179.09
Totals for Republic Services:						<u>\$179.09</u>
Will Savage Will Savage	12/14/2016 110916	Lacomi Meeting Invoice	Paid	10-40-5784-00	Meetings - Staff	\$31.86
12/14/2016 111016	Board Game Collection Invoice	Paid	10-50-5890-30	A-Y Mats - Youth Serv. Dept.	\$60.00	
12/14/2016 110116	Early Lit Workshop Invoice	Paid	10-40-5784-00	Meetings - Staff	\$22.03	
12/14/2016 120516	Crafts & PJ Storytime Invoice	Paid	10-60-5931-30	Programs - Youth Serv. Dept.	\$7.50	
Totals for Will Savage:						<u>\$121.39</u>
Katharine Seelig Katharine Seelig	12/14/2016 110416	Meeting - Palatine Library Invoice	Paid	10-40-5784-00	Meetings - Staff	\$32.74
Totals for Katharine Seelig:						<u>\$32.74</u>
Eileen Soliday Eileen Soliday	12/14/2016 120616	Dusters and Lights Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$19.80
Totals for Eileen Soliday:						<u>\$19.80</u>
Staples Advantage Staples Advantage	12/14/2016 8041646945	Misc. Kitchen, Janitorial and Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$190.12
12/14/2016 8042035480	Misc. Kitchen, Office & Jani Invoice	Paid	10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$72.85	
			10-25-5713-00	Office Supplies	\$50.79	
			10-25-5715-00	Copier Supplies	\$362.00	
			10-25-5716-00	Kitchen Supplies	\$326.37	
			10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$112.31	
			10-25-5713-00	Office Supplies	\$326.00	

Lisle Library District Accounts Payable for December 14, 2016

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Toshiba Business Solutions, USA						
Toshiba Business Solutions, USA	12/14/2016 1607237	Toshiba Photocopier - Lower Invoice	Paid	30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$4,506.00
	12/14/2016 SO-1.0.0	YS Color Copier Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$5,500.00
Totals for Staples Advantage:						<u>\$1,440.44</u>
Triple S Vending						
Triple S Vending	12/14/2016 11230	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$63.00
	12/14/2016 11243	Water Invoice	Paid	10-25-5716-00	Kitchen Supplies	\$91.00
Totals for Toshiba Business Solutions, USA:						<u>\$10,006.00</u>
Unique Management Services, Inc.						
Unique Management Services, Inc.	12/14/2016 435211	October Collection Accounts Invoice	Paid	10-35-5761-00	Collection Agency	\$44.75
Totals for Triple S Vending:						<u>\$154.00</u>
University of Illinois Press						
University of Illinois Press	12/14/2016 3511081-17	IL State Historical Soc Period Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv. Dept.	\$75.00
Totals for Unique Management Services, Inc.:						<u>\$44.75</u>
Village of Lisle						
Village of Lisle	12/14/2016 3600000152	Internet Monthly Fee Nov - D Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	12/14/2016 112916	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$6.88
Totals for University of Illinois Press:						<u>\$75.00</u>
Totals for Village of Lisle:						<u>\$456.88</u>
Wells Fargo Vendor Financial Services, LLC						
Wells Fargo Vendor Financial Services, L	12/14/2016 97895450	Monthly Rental Fee Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$202.55

**Lisle Library District
Accounts Payable for December 14, 2016**

Totals for Wells Fargo Vendor Financial Services, LLC: \$202.55

Lisle Library District

Accounts Payable for December 14, 2016

Account Summary

Account Number	Description	Net Amount
10-03-4540-00	Fines - Main Circ Desk	\$343.64
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5653-00	Utilities - Gas	\$422.83
10-20-5654-00	Utilities - Sewer & Water	\$6.88
10-20-5655-00	Utilities - Electric	\$3,983.18
10-20-5661-00	Maint Contracts - Maint. Service	\$2,376.00
10-20-5662-00	Maint Contr. - Landscape Serv.	\$969.38
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$456.16
10-20-5665-00	Rubbish Removal	\$179.09
10-25-5711-00	Postage Special Serv	\$1,183.72
10-25-5713-00	Office Supplies	\$376.79
10-25-5714-00	Circ. Material Supplies	\$557.84
10-25-5715-00	Copier Supplies	\$362.00
10-25-5716-00	Kitchen Supplies	\$881.69
10-25-5717-00	Processing Supplies	\$1,634.07
10-25-5718-00	Computer Supplies	\$1,483.00
10-25-5724-15	Local Travel	\$7.72
10-35-5760-00	Legal Services - Admin	\$2,625.00
10-35-5761-00	Collection Agency	\$44.75
10-35-5763-00	Other Contractual Services-Technology Asst	\$3,072.65
10-35-5765-10	Investment Agency Consultants	\$432.93
10-40-5783-00	Dues - Staff	\$80.00
10-40-5784-00	Meetings - Staff	\$185.26
10-40-5785-00	Conferences - Staff	\$28.00
10-40-5786-00	Employee/Volunteer Recognition	\$129.57
10-48-5823-30	Minor Equip - Youth	\$29.99
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$302.55
10-50-5863-20	Literacy/ESL	\$1,341.48
10-50-5863-30	Books - Youth Serv. Dept.	\$1,631.42
10-50-5864-10	Books - Non Fiction	\$7,494.98
10-50-5865-10	Books - Adult Fiction	\$6,312.04
10-50-5867-20	Ref Books - Adult Serv. Dept.	\$2,772.37
10-50-5869-20	Internet Licensed DBases	\$3,743.00

Lisle Library District Accounts Payable for December 14, 2016

10-50-5872-10	Dbases - Professional	\$801.00
10-50-5890-30	A-V Mats - Youth Serv. Dept.	\$770.82
10-50-5895-40	A-V Mats - Adult Serv. Dept.	\$8,903.89
10-50-5900-20	Periodicals - Adult Serv. Dept.	\$37,066.83
10-50-5900-30	Periodicals - Youth Serv. Dept.	\$715.59
10-50-5900-80	Periodicals - Prof. Collections	\$3,378.44
10-60-5931-30	Programs - Youth Serv. Dept.	\$296.41
10-60-5931-50	Community Relations	\$275.00
10-60-5940-10	Reader Services - Adult Serv. Dept.	\$47.43
10-80-5981-80	Restricted - Per Capita Grant	\$5,500.00
30-65-5925-00	Network - Maint. (.02 B/M)	\$488.00
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	\$4,634.00
	GRAND TOTAL:	\$108,777.39

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/14/2016	10-03-4540-00, Fines - Main Circ Desk 120716	Invoice	5052-120	Petty Cash Checking Account #	Petty Cash Checking A Posted	Posted	12/14/2016	\$343.64	\$0.00
					<i>Totals for 10-03-4540-00, Fines - Main Circ Desk:</i>			<u>\$343.64</u>	<u>\$0.00</u>
12/14/2016	10-20-5650-00, Internet Service Provider 3600000152	Invoice	5040-055	Village of Lisle	Village of Lisle-360000 Posted	Posted	12/14/2016	\$450.00	\$0.00
					<i>Totals for 10-20-5650-00, Internet Service Provider:</i>			<u>\$450.00</u>	<u>\$0.00</u>
12/14/2016	10-20-5653-00, Utilities - Gas 112816	Invoice	5052-100	NICOR	NICOR-112816 Posted	Posted	12/14/2016	\$422.83	\$0.00
					<i>Totals for 10-20-5653-00, Utilities - Gas:</i>			<u>\$422.83</u>	<u>\$0.00</u>
12/14/2016	10-20-5654-00, Utilities - Sewer & Water 112916	Invoice	5052-102	Village of Lisle	Village of Lisle-11291 Posted	Posted	12/14/2016	\$6.88	\$0.00
					<i>Totals for 10-20-5654-00, Utilities - Sewer & Water:</i>			<u>\$6.88</u>	<u>\$0.00</u>
12/14/2016	10-20-5655-00, Utilities - Electric 149565716111	Invoice	5052-055	Dynegy Energy Services	Dynegy Energy Servi Posted	Posted	12/14/2016	\$3,983.18	\$0.00
					<i>Totals for 10-20-5655-00, Utilities - Electric:</i>			<u>\$3,983.18</u>	<u>\$0.00</u>
12/14/2016	10-20-5661-00, Maint Contracts - Maint. Service 4029148	Invoice	5039-19	Anderson Pest Solutions	Anderson Pest Solutio Posted	Posted	12/14/2016	\$141.00	\$0.00
12/14/2016	1332465	Invoice	5040-034	Complete Cleaning Company	Complete Cleaning Co Posted	Posted	12/14/2016	\$2,235.00	\$0.00
					<i>Totals for 10-20-5661-00, Maint Contracts - Maint. Service:</i>			<u>\$2,376.00</u>	<u>\$0.00</u>
12/14/2016	10-20-5662-00, Maint Contr. - Landscape Serv. 2812	Invoice	5039-17	Bear Landscape Group	Bear Landscape Group- Posted	Posted	12/14/2016	\$969.38	\$0.00
					<i>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</i>			<u>\$969.38</u>	<u>\$0.00</u>
12/14/2016	10-20-5663-00, Maint/Repairs-Genl repairs, Supplies 8041646945	Invoice	5039-23	Staples Advantage	Staples Advantage-804 Posted	Posted	12/14/2016	\$72.85	\$0.00
12/14/2016	017362	Invoice	5040-048	Case Lots, Inc.	Case Lots, Inc.-017362 Posted	Posted	12/14/2016	\$251.20	\$0.00
12/14/2016	8042035480	Invoice	5052-096	Staples Advantage	Staples Advantage-804: Posted	Posted	12/14/2016	\$112.31	\$0.00
12/14/2016	120616	Invoice	5052-122	Eileen Soliday	Eileen Soliday-120616 Posted	Posted	12/14/2016	\$19.80	\$0.00
					<i>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</i>			<u>\$456.16</u>	<u>\$0.00</u>
12/14/2016	10-20-5665-00, Rubbish Removal 0551-013037744	Invoice	5040-036	Republic Services	Republic Services-055 Posted	Posted	12/14/2016	\$179.09	\$0.00
					<i>Totals for 10-20-5665-00, Rubbish Removal:</i>			<u>\$179.09</u>	<u>\$0.00</u>

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/14/2016	102516	Invoice	5040-023	Easypermit Postage	Easypermit Postage-10	Posted	12/14/2016	\$180.58	\$0.00
12/14/2016	112516	Invoice	5052-098	Easypermit Postage	Easypermit Postage-11	Posted	12/14/2016	\$1,003.14	\$0.00
10-25-5713-00, Office Supplies									\$0.00
12/14/2016	8041646945	Invoice	5039-24	Staples Advantage	Staples Advantage-804	Posted	12/14/2016	\$50.79	\$0.00
12/14/2016	8042035480	Invoice	5052-097	Staples Advantage	Staples Advantage-804	Posted	12/14/2016	\$326.00	\$0.00
10-25-5714-00, Circ. Material Supplies									\$0.00
12/14/2016	48653	Invoice	5040-021	AlphaGraphics	AlphaGraphics-48653	Posted	12/14/2016	\$557.84	\$0.00
10-25-5715-00, Copier Supplies									\$0.00
12/14/2016	8041646945	Invoice	5039-25	Staples Advantage	Staples Advantage-804	Posted	12/14/2016	\$362.00	\$0.00
10-25-5716-00, Kitchen Supplies									\$0.00
12/14/2016	11230	Invoice	5039-07	Triple S Vending	Triple S Vending-1123	Posted	12/14/2016	\$63.00	\$0.00
12/14/2016	8041646945	Invoice	5039-21	Staples Advantage	Staples Advantage-804	Posted	12/14/2016	\$190.12	\$0.00
12/14/2016	11243	Invoice	5040-042	Triple S Vending	Triple S Vending-1124	Posted	12/14/2016	\$91.00	\$0.00
12/14/2016	017362	Invoice	5040-046	Case Lots, Inc.	Case Lots, Inc.-017362	Posted	12/14/2016	\$211.20	\$0.00
12/14/2016	8042035480	Invoice	5052-094	Staples Advantage	Staples Advantage-804	Posted	12/14/2016	\$326.37	\$0.00
10-25-5717-00, Processing Supplies									\$0.00
12/14/2016	113016	Invoice	5052-023	Baker & Taylor (L5543202)	Baker & Taylor (L5543)	Posted	12/14/2016	\$261.15	\$0.00
12/14/2016	113016	Invoice	5052-026	Baker & Taylor (L5425632)	Baker & Taylor (L5425)	Posted	12/14/2016	\$57.65	\$0.00
12/14/2016	113016	Invoice	5052-029	Baker & Taylor (L5202982)	Baker & Taylor (L5202)	Posted	12/14/2016	\$80.50	\$0.00
12/14/2016	113016	Invoice	5052-032	Baker & Taylor (L4171782)	Baker & Taylor (L4171)	Posted	12/14/2016	\$7.70	\$0.00
12/14/2016	113016	Invoice	5052-035	Baker & Taylor (L4171582)	Baker & Taylor (L4171)	Posted	12/14/2016	\$98.80	\$0.00
12/14/2016	113016	Invoice	5052-040	Baker & Taylor (L0334152)	Baker & Taylor (L0334)	Posted	12/14/2016	\$237.55	\$0.00
12/14/2016	73589	Invoice	5052-063	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$95.50	\$0.00
12/14/2016	73541	Invoice	5052-067	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$147.37	\$0.00
12/14/2016	120116	Invoice	5052-104	Midwest Tape (7288)	Midwest Tape (7288)	Posted	12/14/2016	\$627.95	\$0.00
12/14/2016	73664	Invoice	5052-118	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$19.90	\$0.00
10-25-5718-00, Computer Supplies									\$0.00
Totals for 10-25-5711-00, Postage Special Serv:									\$1,183.72
Totals for 10-25-5713-00, Office Supplies:									\$376.79
Totals for 10-25-5714-00, Circ. Material Supplies:									\$557.84
Totals for 10-25-5715-00, Copier Supplies:									\$362.00
Totals for 10-25-5716-00, Kitchen Supplies:									\$881.69
Totals for 10-25-5717-00, Processing Supplies:									\$1,634.07

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
12/14/2016	13670	Invoice	5052-051	Perfect Systems, Ltd.	Perfect Systems, Ltd.-I	Posted	12/14/2016	\$1,483.00	\$0.00
				10-25-5724-15, Local Travel					
12/14/2016	120216	Invoice	5052-090	Jackie Kilcran	Jackie Kilcran-120216	Posted	12/14/2016	\$7.72	\$0.00
				10-35-5760-00, Legal Services - Admin					
12/14/2016	110416	Invoice	5040-061	Peregrine, Stime, Newman, Rit	Peregrine, Stime, Newm	Posted	12/14/2016	\$2,625.00	\$0.00
				10-35-5761-00, Collection Agency					
12/14/2016	435211	Invoice	5040-019	Unique Management Services, I	Unique Management S	Posted	12/14/2016	\$44.75	\$0.00
				10-35-5763-00, Other Contractual Services-Technology Asst					
12/14/2016	33268	Invoice	5039-34	Outsource Solutions Group, In	Outsource Solutions G	Posted	12/14/2016	\$800.00	\$0.00
12/14/2016	13671	Invoice	5052-053	Perfect Systems, Ltd.	Perfect Systems, Ltd.-I	Posted	12/14/2016	\$2,272.65	\$0.00
				10-35-5765-10, Investment Agency Consultants					
12/14/2016	113016	Invoice	5052-019	Ehlers Investment Partners, LL	Ehlers Investment Part	Posted	12/14/2016	\$432.93	\$0.00
				10-40-5783-00, Dues - Staff					
12/14/2016	12074	Invoice	5040-017	Illinois TESOL/BE	Illinois TESOL/BE-120	Posted	12/14/2016	\$35.00	\$0.00
12/14/2016	59571-2017	Invoice	5040-044	Illinois Reading Council	Illinois Reading Council	Posted	12/14/2016	\$45.00	\$0.00
				10-40-5784-00, Meetings - Staff					
12/14/2016	110416	Invoice	5039-09	Katharine Seelig	Katharine Seelig-11041	Posted	12/14/2016	\$32.74	\$0.00
12/14/2016	110916	Invoice	5039-11	Will Savage	Will Savage-110916	Posted	12/14/2016	\$31.86	\$0.00
12/14/2016	111616-1	Invoice	5040-013	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$14.54	\$0.00
12/14/2016	112216	Invoice	5040-025	Jean Demas	Jean Demas-112216	Posted	12/14/2016	\$30.45	\$0.00
12/14/2016	110116	Invoice	5040-032	Will Savage	Will Savage-110116	Posted	12/14/2016	\$22.03	\$0.00
12/14/2016	111616	Invoice	5040-038	Cathi Agostino	Cathi Agostino-111616	Posted	12/14/2016	\$38.20	\$0.00
12/14/2016	111716	Invoice	5040-040	Laura Murff	Laura Murff-111716	Posted	12/14/2016	\$15.44	\$0.00
				10-40-5785-00, Conferences - Staff					
								Totals for 10-25-5718-00, Computer Supplies:	\$1,483.00
								Totals for 10-25-5724-15, Local Travel:	\$7.72
								Totals for 10-35-5760-00, Legal Services - Admin:	\$2,625.00
								Totals for 10-35-5761-00, Collection Agency:	\$44.75
								Totals for 10-35-5763-00, Other Contractual Services-Technology Asst:	\$3,072.65
								Totals for 10-35-5765-10, Investment Agency Consultants:	\$432.93
								Totals for 10-40-5783-00, Dues - Staff:	\$80.00
								Totals for 10-40-5784-00, Meetings - Staff:	\$185.26

Lisle Lil District Account Distribution Report by Number December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	
12/14/2016	120216	Invoice	5052-075	Winona Patterson	Winona Patterson-120	Posted	12/14/2016	\$28.00	\$0.00	
10-40-5786-00, Employee/Volunteer Recognition										
12/14/2016	111516	Invoice	5040-009	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$39.49	\$0.00	
12/14/2016	111616	Invoice	5040-011	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$90.08	\$0.00	
								Totals for 10-40-5786-00, Employee/Volunteer Recognition:	\$129.57	\$0.00
10-48-5823-30, Minor Equip - Youth										
12/14/2016	PINV1242585	Invoice	5039-26	Garvey's Office Products	Garvey's Office Produc	Posted	12/14/2016	\$29.99	\$0.00	
								Totals for 10-48-5823-30, Minor Equip - Youth:	\$29.99	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide										
12/14/2016	IN11707546	Invoice	5039-03	Gordon Flesch Co., Inc.	Gordon Flesch Co., In	Posted	12/14/2016	\$10.37	\$0.00	
12/14/2016	IN11733154	Invoice	5040-051	Gordon Flesch Co., Inc.	Gordon Flesch Co., In	Posted	12/14/2016	\$72.00	\$0.00	
12/14/2016	97895450	Invoice	5052-059	Wells Fargo Vendor Financial S	Wells Fargo Vendor F	Posted	12/14/2016	\$202.55	\$0.00	
12/14/2016	IN11737429	Invoice	5052-073	Gordon Flesch Co., Inc.	Gordon Flesch Co., In	Posted	12/14/2016	\$10.79	\$0.00	
12/14/2016	IN11733155	Invoice	5052-114	Gordon Flesch Co., Inc.	Gordon Flesch Co., In	Posted	12/14/2016	\$6.84	\$0.00	
								Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:	\$302.55	\$0.00
10-50-5863-20, Literacy/ESL										
12/14/2016	112816	Invoice	5040-057	Yolanda Kocemba	Yolanda Kocemba-112	Posted	12/14/2016	\$1,140.00	\$0.00	
12/14/2016	8183538	Invoice	5040-059	New Readers Press	New Readers Press-8	Posted	12/14/2016	\$201.48	\$0.00	
								Totals for 10-50-5863-20, Literacy/ESL:	\$1,341.48	\$0.00
10-50-5863-30, Books - Youth Serv. Dept.										
12/14/2016	113016	Invoice	5052-024	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	12/14/2016	\$1,467.29	\$0.00	
12/14/2016	113016	Invoice	5052-030	Baker & Taylor (L4171782)	Baker & Taylor (L4171	Posted	12/14/2016	\$145.46	\$0.00	
12/14/2016	113016	Invoice	5052-043	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	12/14/2016	\$18.67	\$0.00	
								Totals for 10-50-5863-30, Books - Youth Serv. Dept.:	\$1,631.42	\$0.00
10-50-5864-10, Books - Non Fiction										
12/14/2016	21385001189224	Invoice	5040-029	Glenside Public Library	Glenside Public Librar	Posted	12/14/2016	\$92.00	\$0.00	
12/14/2016	113016	Invoice	5052-036	Baker & Taylor (L3965522)	Baker & Taylor (L3965	Posted	12/14/2016	\$108.36	\$0.00	
12/14/2016	113016	Invoice	5052-038	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	12/14/2016	\$6,265.67	\$0.00	
12/14/2016	113016	Invoice	5052-041	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	12/14/2016	\$1,028.95	\$0.00	
								Totals for 10-50-5864-10, Books - Non Fiction:	\$7,494.98	\$0.00
10-50-5865-10, Books - Adult Fiction										
12/14/2016	113016	Invoice	5052-021	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	12/14/2016	\$5,834.01	\$0.00	

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	
12/14/2016	113016	Invoice	5052-027	Baker & Taylor (L5202982)	Baker & Taylor (L5202982)	Posted	12/14/2016	\$478.03	\$0.00	
10-50-5867-20, Ref Books - Adult Serv. Dept.										
12/14/2016	340305	Invoice	5039-32	H. W. Wilson Company, Inc.	H. W. Wilson Company	Posted	12/14/2016	\$307.50	\$0.00	
12/14/2016	113016	Invoice	5052-045	Baker & Taylor (C5223353)	Baker & Taylor (C5223353)	Posted	12/14/2016	\$2,355.86	\$0.00	
12/14/2016	4802790138	Invoice	5052-057	CCH Inc.	CCH Inc.-4802790138	Posted	12/14/2016	\$109.01	\$0.00	
								Totals for 10-50-5865-10, Books - Adult Fiction:	\$6,312.04	\$0.00
10-50-5869-20, Internet Licensed DBases										
12/14/2016	11370052 2017	Invoice	5052-084	Morningstar	Morningstar-11370052	Posted	12/14/2016	\$3,743.00	\$0.00	
								Totals for 10-50-5869-20, Internet Licensed DBases:	\$3,743.00	\$0.00
10-50-5872-10, Dbases - Professional										
12/14/2016	12519	Invoice	5052-082	IHLS - OCLC	IHLS - OCLC-12519	Posted	12/14/2016	\$801.00	\$0.00	
								Totals for 10-50-5872-10, Dbases - Professional:	\$801.00	\$0.00
10-50-5890-30, A-V Matis - Youth Serv. Dept.										
12/14/2016	111016	Invoice	5039-30	Will Savage	Will Savage-111016	Posted	12/14/2016	\$60.00	\$0.00	
12/14/2016	120116	Invoice	5052-112	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	12/14/2016	\$710.82	\$0.00	
								Totals for 10-50-5890-30, A-V Matis - Youth Serv. Dept.:	\$770.82	\$0.00
10-50-5895-40, A-V Matis - Adult Serv. Dept.										
12/14/2016	73301	Invoice	5040-015	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$17.10	\$0.00	
12/14/2016	21385001189224	Invoice	5040-027	Glenside Public Library	Glenside Public Librar	Posted	12/14/2016	\$120.00	\$0.00	
12/14/2016	113016	Invoice	5052-033	Baker & Taylor (L4171582)	Baker & Taylor (L4171582)	Posted	12/14/2016	\$839.13	\$0.00	
12/14/2016	73590	Invoice	5052-061	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$317.24	\$0.00	
12/14/2016	73542	Invoice	5052-065	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$478.83	\$0.00	
12/14/2016	94469435	Invoice	5052-086	Midwest Tape	Midwest Tape-9446943	Posted	12/14/2016	\$2,064.83	\$0.00	
12/14/2016	94558859	Invoice	5052-088	Midwest Tape	Midwest Tape-9455885	Posted	12/14/2016	\$2,234.15	\$0.00	
12/14/2016	120116	Invoice	5052-106	Midwest Tape (12516)	Midwest Tape (12516)	Posted	12/14/2016	\$74.97	\$0.00	
12/14/2016	120116	Invoice	5052-108	Midwest Tape (12957)	Midwest Tape (12957)	Posted	12/14/2016	\$145.97	\$0.00	
12/14/2016	120116	Invoice	5052-110	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	12/14/2016	\$2,531.00	\$0.00	
12/14/2016	73665	Invoice	5052-116	Compact Disc Source	Compact Disc Source	Posted	12/14/2016	\$80.67	\$0.00	
								Totals for 10-50-5895-40, A-V Matis - Adult Serv. Dept.:	\$8,903.89	\$0.00
10-50-5900-20, Periodicals - Adult Serv. Dept.										
12/14/2016	1527181	Invoice	5039-05	EBSCO Information Services	EBSCO Information S	Posted	12/14/2016	\$36,991.83	\$0.00	
12/14/2016	3511081-17	Invoice	5040-053	University of Illinois Press	University of Illinois P	Posted	12/14/2016	\$75.00	\$0.00	

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5900-30, Periodicals - Youth Serv. Dept.									
12/14/2016	1527177	Invoice	5039-15	EBSCO Information Services	EBSCO Information S	Posted	12/14/2016	\$715.59	\$0.00
								<i>Totals for 10-50-5900-30, Periodicals - Adult Serv. Dept.:</i>	
								<u>\$37,066.83</u>	
10-50-5900-80, Periodicals - Prof. Collections									
12/14/2016	1527182	Invoice	5039-13	EBSCO Information Services	EBSCO Information S	Posted	12/14/2016	\$3,378.44	\$0.00
								<i>Totals for 10-50-5900-30, Periodicals - Youth Serv. Dept.:</i>	
								<u>\$715.59</u>	
10-60-5931-30, Programs - Youth Serv. Dept.									
12/14/2016	111116	Invoice	5040-124	Mary Bannon	Mary Bannon-111116	Posted	12/14/2016	\$0.00	\$11.00
12/14/2016	111116	Invoice	5039-28	Mary Bannon	Mary Bannon-111116	Posted	12/14/2016	\$11.00	\$0.00
12/14/2016	010917	Invoice	5039-36	Afterschool Enrichment Solutio	Afterschool Enrichmen	Posted	12/14/2016	\$200.00	\$0.00
12/14/2016	110116	Invoice	5040-001	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$14.47	\$0.00
12/14/2016	102116	Invoice	5040-003	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$4.99	\$0.00
12/14/2016	101916	Invoice	5040-005	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$2.50	\$0.00
12/14/2016	111416	Invoice	5040-007	New Albertsons Inc./Purchase A	New Albertsons Inc./	Posted	12/14/2016	\$2.58	\$0.00
12/14/2016	102616	Invoice	5040-030	John Ferrari	John Ferrari-102616	Posted	12/14/2016	\$38.88	\$0.00
12/14/2016	120516	Invoice	5052-092	Will Savage	Will Savage-120516	Posted	12/14/2016	\$7.50	\$0.00
12/14/2016	W26985760101	Invoice	5052-124	Discount School Supply	Discount School Suppl	Posted	12/14/2016	\$25.49	\$0.00
								<i>Totals for 10-60-5931-30, Programs - Youth Serv. Dept.:</i>	
								<u>\$307.41</u>	
10-60-5931-50, Community Relations									
12/14/2016	LF5192	Invoice	5040-049	LibrariesFirst	LibrariesFirst-LF5192	Posted	12/14/2016	\$275.00	\$0.00
								<i>Totals for 10-60-5931-50, Community Relations:</i>	
								<u>\$275.00</u>	
10-60-5940-10, Reader Services - Adult Serv. Dept.									
12/14/2016	120216	Invoice	5052-077	Winona Patterson	Winona Patterson-120	Posted	12/14/2016	\$9.98	\$0.00
12/14/2016	113016	Invoice	5052-078	Gail Graziani	Gail Graziani-113016	Posted	12/14/2016	\$11.49	\$0.00
12/14/2016	120216	Invoice	5052-080	Pam Freer	Pam Freer-120216	Posted	12/14/2016	\$25.96	\$0.00
								<i>Totals for 10-60-5940-10, Reader Services - Adult Serv. Dept.:</i>	
								<u>\$47.43</u>	
10-80-5981-80, Restricted - Per Capita Grant									
12/14/2016	SO-1.0.0	Invoice	5052-071	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	12/14/2016	\$5,500.00	\$0.00
								<i>Totals for 10-80-5981-80, Restricted - Per Capita Grant:</i>	
								<u>\$5,500.00</u>	
30-65-5925-00, Network - Maint. (.02 B/M)									
12/14/2016	13639	Invoice	5052-047	Perfect Systems, Ltd.	Perfect Systems, Ltd.-1	Posted	12/14/2016	\$430.00	\$0.00
12/14/2016	13668	Invoice	5052-049	Perfect Systems, Ltd.	Perfect Systems, Ltd.-1	Posted	12/14/2016	\$58.00	\$0.00

Account Distribution Report by Number

December 14, 2016

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount		
				<i>Totals for 30-65-5925-00, Network - Maint. (.02 B/M):</i>						<u>\$488.00</u>	<u>\$0.00</u>
	30-65-5926-00, Maint - Bldg Structure (.02 B/M)										
12/14/2016	1081573	Invoice	5040-063	Home Depot Credit Service	Home Depot Credit Se	Posted	12/14/2016	\$128.00	\$0.00		
12/14/2016	1607237	Invoice	5052-069	Toshiba Business Solutions, US	Toshiba Business Solu	Posted	12/14/2016	\$4,506.00	\$0.00		
				<i>Totals for 30-65-5926-00, Maint - Bldg Structure (.02 B/M):</i>						<u>\$4,634.00</u>	<u>\$0.00</u>
				Grand Totals:						\$108,788.39	\$11.00

Account Distribution Report by Number

December 14, 2016

- Report name: Account number report for 12/14/16
- Report format: Detail
- Include these transaction dates: 12/14/2016 to 12/14/2016
- Include these post dates: 12/14/2016 to 12/14/2016
- 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 BILLING PERIOD BETWEEN November 2016 and December 2016
 BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount	
HSA	Salaries 11/15/16	\$ 68,070.93	
HSA	Garnishment	\$ 174.35	
HSA	Ill. Dept. of Revenue	\$ 3,336.70	
Auto W/D	Howard Simon & Associates	\$ 509.55	
HSA	EFTPS/Electronic Tax Pymt 11/15/16	\$ 24,729.81	
	Fed Tax \$10351.32		
	FICA W/H \$7189.22		
	FICA Lib \$7189.27		
HSA	Salaries 11/30/16	\$ 63,438.34	
HSA	Garnishment	\$ 162.26	
HSA	Ill. Dept. of Revenue	\$ 3,092.06	
HSA	EFTPS/Electronic Tax Pymt 11/30/16	\$ 22,609.10	
	Fed Tax \$9257.96		
	FICA W/H \$6675.54		
	FICA Lib \$6675.60		
Wired	IMRF	\$ 8521.08	
	IMRF Lib. \$17776.05	\$ 26,297.13	
	Sub Total	\$ 212,420.23	
Check #	Vendor	Description	Amt
40661	AccessOne Inc	Monthly Phone Service	\$ 714.57
40662	AFLAC (G6920)	PR Withholding	\$ 790.39
40663	ChiliFresh Enterprises, Inc.	Subscription	\$ 1,200.00
40664	Employee Benefits Corporation	Pretax Contract	\$ 250.00
40665	LIMRICC Purchase of Health Ins.	Premium for Nov 2016	\$ 21,621.72
40666	Midwest Tape (7288)	Processing	\$ 784.40
40667	Village of Lisle	Water Bill	\$ 296.88
40668	Amazon	Books, Games, Supplies, Storage	\$ 1,293.66
40669	Bank of America	Programs, Meetings, Storytime, Adobe	\$ 2,404.74
40670	Delta Dental Risk	Dental Premium Dec 2016	\$ 2,060.34
40671	DuPage County Public Works	Water Usage	\$ 116.88
40672	Envision Ware, Inc.	PCI	\$ 129.00
40373	Fast Signs	Parking Lot Signage	\$ 676.05
40674	Montano's Landscaping & Nursery	1/4 of Snow Contract	\$ 4,750.00
40675	NCPERS - IL IMRF	Payroll Withholding	\$ 144.00
	Sub Total		\$ 37,232.63
	TOTAL		\$ 249,652.86

RECAP OF PRIOR SHEETS EXPENSES

TOTAL CORPORATE EXPENSES	<u>\$321,667.33</u>
TOTAL .02 BUILDING/MAINT. EXPENSES	<u>\$5,122.00</u>
TOTAL IMRF/FICA EXPENSES	<u>\$31,640.92</u>
TOTAL WORKING CASH EXPENSES	<u> </u>
TOTAL SPECIAL RESERVE	<u> </u>
TOTAL OF ALL ABOVE	<u><u>\$358,430.25</u></u>

These expenses have been submitted by *Katharine Seelig*
(Katharine Seelig)

The above items have been approved by the Lisle Library District Board of Trustees on: / 12/14/2016

Trustee

Presiding Officer

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

Monthly Circulation Report - November 2016

	Checkouts	Renewals	Nov-16 TOTALS	YTD FY 15/16	YTD FY 16/17	YTD % Change
Adult Non-Print	7,442	2,547	9,989	57,242	50,138	-12.41%
Adult Print	6,347	2,973	9,320	55,057	50,905	-7.54%
Adult Total	13,789	5,520	19,309	112,299	101,043	-10.02%
YS Non-Print	1,750	668	2,418	14,720	14,004	-4.86%
YS Print	6,991	2,748	9,739	59,150	54,765	-7.41%
Total YS	8,741	3,416	12,157	73,870	68,769	-6.91%
Digital Media						
Overdrive	1,356		1,356	8,099	7,214	-10.93%
hoopla	1,055		1,055	2,168	4,746	118.91%
Zinio	124		124	833	752	-9.72%
Total Digital	2,535	0	2,535	11,100	12,712	14.52%
Subtotal Print + Non-Print/Digital	25,065	8,936	34,001	197,269	182,524	-7.47%
Computer/Tech Sessions Logins	2,778		2,778	17,308	15,473	-10.60%
Database Usage/Unique Logins	6,518		6,518	33,137	32,440	-2.10%
Wireless Use	2,150		2,150	11,350	11,201	-1.31%
ScannX sessions/jobs	377		377	1,299	1,511	16.32%
Museum Adventure Passes	19		19	153	177	15.69%
Total IT/Resource Sessions	11,842	0	11,842	63,247	60,802	-3.87%
Total Circulation	36,907	8,936	45,843	260,516	243,326	-6.60%
Literacy Software Usage Hours *			98	147	475	223.13%
Borrower Information	Nov 2016 Totals	YTD 15/16	YTD 16/17	YTD % Change		
New Library Cards Added	134	841	826	-1.78%		
Monthly Borrowers	3,139	17,228	16,445	-4.54%		
Total # Registered Borrowers	11,718	12,277	11,718	-4.55%		
InterLibrary Loans						
Materials Sent	127	542	623	14.94%		
Materials Received	403	2,194	1,897	-13.54%		
Polaris/Catalog Holds						
Holds Placed	2,905	17,126	15,238	-11.02%		
Holds Checked Out	2,383	13,743	12,200	-11.23%		
* This statistic was added in October 2015.						

Lisle Library District
 Program and Service Statistics - November 2016

	LibWide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY15/16	YTD FY16/17	% Change
Library Event Statistics									
Staff Facilitated Programs		18	48		10	76	332	380	14.46%
Attendees		214	887		121	1,222	4,992	5,776	15.71%
Computer/Technology Programs		2	0		4	6	63	33	-47.62%
Attendees		12	0		12	24	265	150	-43.40%
Performer/Speaker/Author		4	0			4	26	22	-15.38%
Attendees		57	0			57	764	473	-38.09%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)	0						4	3	-25.00%
Attendees	0						684	445	-34.94%
Total Number of Programs		24	48		14	86	425	438	3.06%
Total Patrons Served by Programming		283	887		133	1,303	6,705	6,844	2.07%
Reference Questions		2,009	1,700	2,509		6,218	33,058	32,929	-0.39%
Volunteer Hours		7.5	85			92.50	665.00	805.50	21.13%
Outreach Service Statistics									
Outreach Visits		2	8			10	52	56	7.69%
Patrons Served by Outreach Visits		19	401			420	3,034	3,449	13.68%
Home Delivery Dates		3				3	11	11	0.00%
Patrons Served via Home Delivery		117				117	383	417	8.88%
Total Outreach Programs		5	8			13	63	67	6.35%
Total Patrons Served with Outreach Services		136	401			537	3,417	3,866	13.14%
Civic Facility Use									
Literacy/Tutoring Room Use (patron count)	135						366	518	41.53%
Number of Outside Groups Using Meeting Space	19						130	105	-19.23%
Patrons Entering Building	14,225						78,707	77,164	-1.96%
Friend's Sponsored Programs	1						9	4	-55.56%
Attendees	60						240	151	-37.08%
Social Media Use									
Facebook (daily page consumption)	978						5,000	5,834	16.68%
Twitter Followers	604						482	604	25.31%
Pinterest Average Daily Viewers *	291						574	1,215	111.67%
Instagram Likes	311						677	1,720	154.06%
Flickr Views *	4,190						19,707	21,087	7.00%

* New statlines beginning in Sept. 2015.

Director's Report – November, 2016

Tatiana, Mr. Flint and I attended Intergovernmental Meeting on November 15. District 203 budget is looking at later starting time for school days. The Chamber Ale Fest had 1000 people attend, 2/3 of them from outside Lisle, so it is becoming an attraction. Lisle-Woodridge Fire District is looking for a new Chief and working on accreditation. Park District reported that they are reviewing programming, and will celebrate their 50th anniversary next year. District 202 is working on the plan for a single building for pre-K through 5 at the Meadows site. Lisle Convention & Visitors Bureau reported 1500 people each day of the Science & Spirituality weekend and Holiday Parade forms are available. Village noted the MarqonMain development is moving along, Navistar is looking to lease several of their buildings, new businesses coming include Transitional Care rehab facility to be on vacant land on Ogden, Diamond Motors (used luxury cars), and Next Whiskey Bar gastropub on Main. Gerry Sprecher announced his retirement next February, and the Mayor's State of the village is set for January 19.

Tatiana and I attended the November meeting of the Lisle I-Net Consortium, the group through which we get our internet access. Tatiana will become the Library's administrative representative in the group. It also enables us to keep abreast of happenings in the other members: Village, District 202, Fire District, Arboretum, and Benedictine.

On November 30, Tatiana and I were at Indian Prairie Library meeting with Directors & Assistant Director from public libraries in the western suburban area. That is great networking opportunity and fosters real cooperation that can benefit all of us.

The Joint Review Board annual meeting to go over the TIF reports was held on December 8. In January 2017 the Village will declare Navistar TIF surplus for distribution to the taxing bodies. There was nothing much to report from the other 2 TIFs.

Communications:

A patron thanked us for our selection of DVDs saying "for the last 2 years I may have seen 200 movies. I don't know where else to go."

There were also a couple of people who complained that we added more limited mobility spaces and eliminated the open ones that were across from the east entrance.

A Naperville patron who has reciprocal privileges at Lisle commented that "Lisle is like a REAL library, quiet, organized and you can find what you want." She feels that Naperville doesn't order enough copies for the size for the town and she can never get what she wants.

Our Facebook for Beginners class received several comments rating it as excellent and informative as well as complementing instructors Gail and Krista for their knowledge and helpfulness.

December 14, 2016 – Assistant Director Report

Meetings:

- LLD Board of Trustees – Nov 9
- Intergovernmental V.O.L. – Nov 15
- INet | LWFD – Nov 16
- LLD Personnel Policy – Nov 17
- Toshiba – Nov 18
- Envisionware – Nov 21
- Zone 1 | Indian Prairie PL – Nov 30
- LLD Special Board Meeting – Dec 7
- TIF Joint Review Board | VOL – Dec 8

Administration

I want to thank the Board of Trustees for selecting me as the next Director of the Lisle Library District. I look forward to assuming the position as of January 1, 2017. My aim is to provide the Board and staff all they need to serve our residents with the best resources and programs for our community. I also want to acknowledge our retiring Director, Katharine Seelig. I've worked with Kathy for 18 years and until becoming the Assistant Director and working within Administration, I hadn't *entirely* recognized her expansive knowledge of our Library's history. All of this institutional, historical data has helped LLD discuss, plan and move forward on many projects. Kathy's professional offerings and personality are indeed unrivaled and the Library will not be the same place without her in the Administrative Office.

In the spirit of the Thanksgiving and winter holidays, I want to express my deep gratitude to the Board and to the entire staff for their cooperative contribution of time, energy and expertise to champion the LLD – *Thank you.*

Intergovernmental

Below is a selection of topics discussed at the Intergovernmental meeting at Village Hall:

- District 203 – The superintendent is researching starting school after 8:30 a.m. per numerous nationwide education studies.
- Chamber of Commerce – 400 people attended the *Wine Extravaganza* and 1000 people attended the *Lisle Ale Fest*.
- Fire District – Former LWFD Chief Freeman is now at Elmhurst FD. Keith Krestan is Acting Chief until a new Chief is selected. The LWFD is working on accreditation as a *Class 1* Department.
- Park District – 300 people attended the *Veterans Memorial* event. LPD is reviewing a number of internal programming and staff evaluation methods. PD will celebrate its 50th anniversary in 2017.
- District 202 – The superintendent is conducting electrical wire studies around the Meadows location, with preliminary results showing no accessory danger for potential students/staff due to proximity.
- Convention & Visitors Bureau – There will be guest room and ballroom renovations at the Hilton. Thanksgiving events were planned at both major hotels. The LVCB is sponsoring food drive bins around town during the holiday season.
- Village – It was announced that Manager, Gerald Sprecher, is retiring in early 2017. The Marquette project has been named, "Marq on Main." A transitional care facility is to open on Ogden in the spring. The State of the Village address will be on January 19th.

Lisle INet

INet is an institutional network consortium with members from local government. The purpose of the network is to increase technological access and improve communication quality to satisfy public demand in our community. This was my first INet meeting and I was introduced as the incoming LLD Director. The group discussed redundancy measures as well as shared technology updates for their respective institutions.

Vendors

I regularly communicate with vendor representatives to both secure the best products for the LLD and to also establish cost-effective quotes. I spoke with a variety of vendors this past week to review current agreements and also to evaluate new services and products in preparation for our 17/18 budget process.

Zone 1 Director Meeting

The Director and I attended the Zone 1 meeting at Indian Prairie Public Library on November 30th. Much of the discussion revolved around the SWAN libraries accepting MAGIC and LINC libraries into their ILS (integrated library system/catalog) consortium. SWAN is a fairly large consortium and adding MAGIC and LINC libraries into the mix is a somewhat contentious proposition. Part of the controversy involves impact fees, accessibility to collections and current technology and cataloging issues that haven't been resolved before accepting more entities into the consortium. The meeting ended with the group presenting Kathy with a beautiful bouquet and cake for her upcoming retirement.

Consultants

Three separate consulting firms gave brief presentations to the LLD Board of Trustees on December 7th. The purpose of this meeting was for the Board to meet the representatives of each firm, hear about the respective company, whom they've worked with in the past, and to understand how the company might approach a community engagement project for the LLD. The Board directed Administration to call for proposals from each firm.

Annual Joint Review Board

The LLD is a member of the Village Joint Review Board. The Village of Lisle is required to hold an annual meeting to examine the Annual TIF Report for the three TIF Districts. The Director attended as the official Library representative and I accompanied her to the meeting as incoming Director. The report was distributed to 7 other taxing bodies and one public member. The report is also accessible via the Illinois Comptroller Office website: <https://illinoiscomptroller.gov>.

Respectfully submitted:



Tatiana Weinstein



In accordance with the Illinois Per Capita Grant requirements, every year the LLD Board of Trustees review a chapter in the *Standards for Illinois Public Libraries* and submit answers in reference to the designated questions.

Provided here: Purpose of Per Capita, Designated Questions, Chapter Review and Sample Text

- LLD Administration



Public Library Per Capita and Equalization Grants

Illinois State Library

Purpose

The Public Library Per Capita Grants Program was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.25 per person served are available, on an annual basis, to all Illinois, local public libraries.

The Equalization Grants Program was established to help public libraries with a low library tax base. By providing additional funding, these grants help ensure a minimum level of funding for library services.

Application Guidelines

Applications for either the Public Library Per Capita Grant or Equalization Grant programs must be submitted via email to Percap-grant@ilsos.net on or before **January 15**. All required supporting documentation, including the Per Capita and Equalization financial expenditure reports, must be attached as separate documents and submitted with the application.

Paper copies of the application and reporting forms will not be accepted. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library.

Information provided by:

http://www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html

5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1,1). Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

6. **Trustees:** Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or "fixed assets" such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library's bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library's catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library's holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

Chapter 6 [Access]

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

ACCESS CHECKLIST

- Library has a publicized, fixed schedule of open hours.
- Library has a website and online catalog for 24/7 access.
- All basic services are available when the library is open.
- All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- Library participates in and promotes interlibrary loan.
- Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- Library has a sufficient quantity of computers and bandwidth to meet most needs.
- Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

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- American Library Association Office for Intellectual Freedom. *Privacy and Freedom of Information in 21st Century Libraries*. Chicago: American Library Association, 2010.
- Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.
- Doyle, Robert P. *Banned Books: Challenging Our Freedom to Read*. Chicago: American Library Association, 2014.
- Mates, Barbara T. and William R. Reed. *Assistive Technologies in the Library*. Chicago: American Library Association, 2011.
- McClure, Charles R. and Paul T. Jaeger. *Public Libraries and Internet Service Roles*. Chicago: American Library Association, 2008.
- Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

WEBSITES

Freedom to Read Foundation
www.ft rf.org

Illinois State Library Talking Book and Braille Service
www.ilbph.org

Library Terms That Users Understand
www.jkup.net/terms.html

PolyTalk, a library interpreter's network
www.polytalk.info/languagekit.html

5.

The Lisle Library District (LLD) strives to meet all appropriate standards for our community. "Access," as described in Chapter 6 of *Serving Our Public 3.0 SIPL*, refers to the ease with which all residents can use the Library.

The LLD hours of operation are conveniently posted on our facility doors/windows, website and informational brochures. We are open mornings, evenings and weekends to accommodate the entire community; M-F 9:30-9PM, Sat 9:30-5PM and Sun 1PM-5PM.

Our online catalog and databases are available 24/7 and we've recently upgraded our IM/chat service to offer patrons accelerated access to library staff.

The LLD provides home delivery services to over 50 qualifying residents, with deliveries every two weeks.

Our cataloging department is completing a conversion project to the new Resource Description and Access (RDA) cataloging standard. RDA offers the ability to change how bibliographic data is created and used. It is important to continually maintain and update the catalog to ensure that all access points are available, search terminology is current, and that patrons are able to access all of our resources.

The LLD purchased low vision support equipment to supplement our resources for those with visual challenges. The LLD maintains a large print fiction and nonfiction collection, audio books on CD and has e-reader devices with text enhancing capabilities. LLD also provides illuminated magnifiers, a desktop magnifier, large print keyboards, and high definition PC monitors. LLD highlights the low vision support resources on a specified page on our website: lislelibrary.org/services/low-vision-support.

Whereas the LLD has a robust ESL/ELD collection, upon reviewing the Standards, LLD would like to provide more informational material to those who speak languages other than English (pg. 25 | #6) to better facilitate access to all of our resources.

6.

The LLD continues to meet the community's needs by providing valuable instructive programming such as: introductory classes on social media use, estate planning, genealogy, small business guidelines, healthcare issues and a variety of online database *how-to* sessions.

Additionally, the LLD's youngest patrons now have the opportunity to check out secure, pre-loaded learning tablets offering a variety of educational topics such as: Science, Technology, Engineering, Art, Math, Early literacy, Interactive eBooks, Puzzles, Biology and Transportation.

The Library is investigating integrating new technology by means of a technology redundancy project through our intergovernmental consortium. Having redundancy design ensures that our system is duplicated if a failure should occur.

Cooperative agreements are of interest to LLD and seeking new ways of sharing resources is not only prudent, but also helps foster new relationships within the community. The LLD is currently evaluating its IT infrastructure and may seek a cooperative relationship with another government entity for IT expertise.

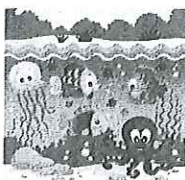
Lisle Library Events

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

KIDS

Friday Kids Club: Under the Sea Friday, November 11, 4 - 4:45 p.m.

Fish, lobster, giant squids, and more! Come to the library to have fun with ocean themed books, activities, and crafts. For grades K-2. Registration required.



Friday Kids Club: Animals on Parade Friday, November 18, 4 - 4:45 p.m.

Who doesn't love a parade? Come to the library to learn about the fun history of parade floats and create your own balloon animals. For grades K-2. Registration required.

Fandom Fridays: Mario Brothers Friday, November 11, 4 - 5 p.m.

Are you into fandom? This month we battle with Bowser and save Princess Peach. For grades 6 and up! Registration required.

Monday Fundays & Terrific Tuesdays: Speed Racers Monday, November 14 & Tuesday, November 15, 4 - 5 p.m.



And they're off! Using household materials, design your own racecar and compete to see whose is the fastest! For grades K-5. Registration required.

Monday Fundays & Terrific Tuesdays: LEGO WeDo Drumming Monkey Monday, November 21 & Tuesday, November 22, 4 - 4:45 p.m. or 5 - 5:45 p.m.

Use the LEGO WeDo learning system to build a mechanical monkey that plays the drums. Learn about levers and how changing the cams can affect the monkey's beat! For grades K-5. Registration required.

Monday Fundays & Terrific Tuesdays: Dot Art Monday, November 28 & Tuesday, November 29, 4 - 5 p.m.

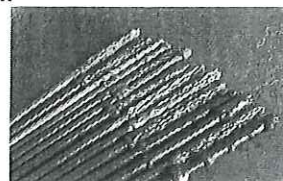
Pointillism is a painting technique that uses small dots to form an image. Come to the library to learn more about this fun style and to create your own masterpiece. For grades K-5. Registration required.



TEENS

YA Thursday: DIY Wands Thursday, November 17, 4 - 5 p.m.

In celebration of the release of *Fantastic Beasts and Where to Find Them*, we will be making our very own wands! For grades 6 and up. Registration required.



ADULTS

History of Midway Airport Friday, November 11, 7 - 8:30 p.m.

Calling all aviation aficionados! The story of Midway Airport is the story of Chicago aviation from the dawn of powered flight. Join David Kent, author of *Images of Aviation*, as he shares information from interviews with pilots, airline employees, and mechanics to unpack not only the history of Midway Airport, but of Chicago. Registration required.

American Troubadours: The Songs of Guthrie, Dylan, Springsteen, and Mellencamp! Tuesday, November 15, 6 - 8 p.m.

Join David Masciotra, faculty at University of St. Francis and author of *Mellencamp: American Troubadour*, and Kev Wright, guitarist and former co-songwriter of *The Righteous Hillbillies*, for a special presentation on American songwriting tradition, culture, and musical history. Registration required.

International Games Day! Saturday, November 19, 11 a.m. - 3 p.m.

Do you enjoy tabletop gaming? LLD is hosting International Games Day, a world-wide celebration of all things tabletop, featuring games like *Settlers of Catan* and *Smashup!* We'll have other timeless favorites like *Clue* and *Monopoly*. Attend to win one of five sets of tickets to Lisle's newest gaming destination **PIXEL BLAST ARCADE**. Refreshments will be served.

Shakespeare 400 at LLD! Tuesday, November 29, 7 p.m.

Join us in commemorating 400 years since Shakespeare's death in 1616. From live performances, to festivals, to Shakespearean gardens, writer/blogger, and LLD Board Trustee, Colleen Sehy, shares great insider tips on finding Shakespeare in the U.S. Light refreshments and merriment forthcoming. Registration required.



From the community: Halloween Storytime at Lisle Library District

Community Contributor Alexa Hansen
November 7, 201



On Monday, October 31st, LLD hosted a Halloween Storytime with spooky books, silly songs, dancing, and a parade around the library to trick or treating at each of the service desks!

From the community: Lisle Library District to Host International Games Day

Community Contributor Alexa Hansen
November 14, 2016



Do you enjoy tabletop gaming? The Lisle Library District is hosting International Games Day on Saturday, November 19th from 11 a.m. until 3 p.m.

International Games Day is a world-wide celebration of all things tabletop, featuring games like Settlers of Catan and Smashup!, as well as other timeless favorites like Clue and Monopoly.

But that's not all! Attend to win one of five sets of tickets to Lisle's newest gaming destination Pixel Blast Arcade. Refreshments will be served!

International Games Day is an initiative run by volunteers from around the world and supported by the American Library Association's Games and Gaming Round Table, in collaboration with Nordic Game Day and the Australian Library and Information Association, to reconnect communities through their libraries around the educational, recreational, and social value of all types of games.

Gaming of all types at the library encourages young patrons to interact with a diverse group of peers, share their expertise with others (including adults), and develop new strategies for gaming and learning. For more information, visit igd.ala.org.

From the community: Lisle Library District Announces New Library Director

Community Contributor Alexa Hansen
November 22, 2016



The Lisle Library District's Board of Trustees voted unanimously on November 9, 2016 to appoint Tatiana Weinstein as the Library's new Executive Director effective January 1, 2017.

"We're extremely pleased to announce Tatiana Weinstein will become the 6th director of the Lisle Library District," said Lisle Library District's Board of Trustees President Richard Flint. "Tatiana brings a strong vision for the library, excellent management experience, and commitment to the Lisle community."

Tatiana has served in a variety of capacities at LLD since 1998, from Readers' Advisor to Reference Librarian to Assistant Director of Information Services to her current position as Assistant Director/Director of Adult Services. She holds both an MLIS and MA and was the mastermind behind the creation of the Library's Gallery 777, a space in the community where patrons can view art from local Lisle artists.

The current Library Director, Kathy Seelig, will be retiring at the end of the year.

Kathy began her employment with the Lisle Library District as Director of the Reference Department in 1981. She became the Assistant Director and Network Administrator in 1994, and assumed the role of Library Director in December 2014.

"It's with a mixture of gratitude and sadness that we announce the retirement of Kathy Seelig," said Flint. "For 35 years, her stellar contributions at all levels of library operations have enriched the community. We wish her all the best."

We will be celebrating her decades of service to LLD and the community on December 16th in the Library's atrium from 6 to 8 PM. Stop by for refreshments and a chance to wish Kathy well on her retirement!

Lisle Library Events

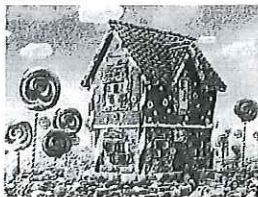
For more information, or to register for any of these events, visit lislelibrary.org or call 630-971-1675

YOUNG CHILDREN

Monday Kids Club: Candy House Creations

Friday, December 16, 4-4:45 p.m.

Run, run, as fast as you can to the library for stories about the gingerbread man. You'll even get to make your own gingerbread house! For grades K-2. Registration required.



Monday Fundays & Terrific Tuesdays: 3D Board Games

Monday, December 12 & Tuesday, December 13, 4-5 p.m.

Do you love playing board games? Come to the library to create a 3D version of your favorite board game, or even make up your own! For grades K-5. Registration required.

Monday Fundays & Terrific Tuesdays: String Art

Monday, December 19 & Tuesday, December 20, 4-5 p.m.

Art can be made of all different materials, including string! Come to the library to create colorful, geometric pieces of art using string. For grades K-5. Registration required.



Holiday Hop

Tuesday, December 20, 10:30-11:15 a.m.

The Holiday Hop is back! Come in for a special song and dance storytime. We will be dancing and grooving to some of our favorite holiday songs. For ages 2-6. Registration required.

Glitter Jar Buddies

Wednesday, December 28, All day

What are you going to do before the fun of New Year's Eve? Come to the library for a drop-on craft! We will be making Winter Glitter buddies. Decorate yours however you like! For all ages!



Winter Reading Program

December 1 through January 6

The cold weather keeping you indoors? Join our Winter Reading Program and earn prizes for all the reading you're doing! Complete missions to earn badges and see if you can collect them all! For ages 3-12.

TEENS

YA Thursday: Games, Games, Games

Thursday, December 22, 3:30-5 p.m.



Love gaming? We do too! Bring your friends or make some new ones, and come hang out and play board games with us! Wii will also have the Wii set up! For grades 6 and up. Registration required.

TEEN: Exam Cram

Tuesday, December 20, 4-8 p.m.

Looking for a place to study for final exams? Look no further than Lisle Library District! Enjoy brain-fueling snacks as you prepare for the final leg of school before Winter break! Join us for the first hour of Exam Cram to sign-up for a 15-minute study session with one of our 4-legged tutors (note: dogs do not possess accredited degrees from human institutions of higher learning.)



ADULTS

Retirement Party for Library Director Kathy Seelig

Friday, December 16, 6-8 p.m.

At the end of the year, LLD Library Director Kathy Seelig is retiring after 35 years of service for our community. Come celebrate her retirement on Friday, December 16, from 6 - 8 PM in our atrium. Enjoy light refreshments as you get a chance to wish Kathy well on her retirement!

Lisle Library Presents: A Very LLD Christmas

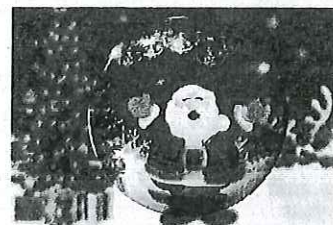
Friday, December 16, 7-8 p.m.

Join LLD Board President, Richard Flint and Home Delivery Coordinator, Winona Patterson, for a special night of Christmas music! Traditional favorites and a few surprises are in store! Light refreshments will be served.

Winter Reading Program

December 1 through January 6

Not sure what to do with yourself during the winter festivities? Looking for a break from the holiday madness? Join our new Adult Winter Reading Program! During the month of December, read as many books as you can for your chance to win the grand prize. Open to adults and teens! Check with the Connection or Reference desks for more information!



LITERACY

Learn English at the Library!

Need help with speaking, reading, or writing in English? Visit Lisle Library to attend one of our English as a Second Language classes and conversation groups. No registration or fees are required.

- ESL for You! Classes: Saturday, December 17, 10 a.m. to Noon
- Conversation Group/Book Discussion: Saturday, December 10, 10 a.m. to Noon

From the community: Lisle Library District's Winter Read 2016 Program has Begun

Community Contributor Alexa Hansen
December 6, 2016

Want to stay warm during the winter months? Sign up for the Lisle Library District's Winter Read 2016 Program going on from December 1 through January 6.

Visit <http://lislelibrary.readsquared.com/> to enroll today and start logging your reading to earn some lovely prizes!

Adults! When you log two books or audiobooks*, you earn a Lisle Library District book light and be entered for our grand prize basket! For each additional item logged, you increase your chance of winning!

Teens! When you log two books or audiobooks*, you earn a Lisle Library book and media lounge and will be entered for our grand prize basket! For each additional item logged, you increase your chance of winning!

Kids! Complete winter themed missions to earn badges! If you are able to earn all 15 badges, you'll receive a completion prize! Come in to pick up a bookmark to help you track your mission progress or track your progress online using the digital platform.

*Please note, only books or audiobooks read or listened to between December 1 and January 6 will count. Magazines and DVDs do not count.



Policy 315 - Loan Periods

Item	Loan period	Renewable	Item Limit	Fines	Holdable
Books	3 weeks	yes -2x	no	\$0.25	yes
Periodicals	3 weeks	yes -2x	no	\$0.25	yes
Periodicals - current	non-circulating	N/A	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A	N/A
Art prints	3 weeks	yes -2x	no	\$0.25	yes
Audio CDs and SMP	3 weeks	yes -2x	no	\$0.25	yes
Video games	1 week	yes -2x	no	\$1.00	yes
Videos	1 week	yes -2x	no	\$1.00	yes
SMP View	1 week	yes -2x	no	\$1.00	yes
Feature films - new	2 days	no	2	\$1.00	no
New video games	1 week	no	2	\$1.00	no
Youth kits and puzzles	3 weeks	yes -2x	no	\$0.25	yes
Electronic readers	3 weeks	yes -2x	1	\$1.00	yes
"Kill-a-watt" meter	1 week	no	1	\$0.25	no
Roku and VHS/DVD players	1 week	no	1	\$1.00	yes
Launchpads	1 week	no	1	\$1.00	yes
Literacy DVD player	3 weeks	no	1	\$1.00	yes
Literacy headphones	3 weeks	yes -2x	1	\$0.25	no
Other considerations:					
1) Items with holds cannot not be renewed.					
2) Lisle Library District does not honor any grace period. No fines will accrue on days the Library is closed.					
3) Lisle Library District reserves the right to limit numbers of items and to shorten loan periods for seasonal items, special displays, school assignments, and high-demand material.					
4) Reference items may be loaned at the discretion of the Dept. Director.					

**Policy 315
Loan Periods**

1. Loan Period: Library materials may be circulated for the following loan periods:

Item	Loan Period	Item Limit
Books – Adult and Youth	3 weeks	no
Pamphlets	3 weeks	no
Periodicals – Adult and Youth	3 weeks	no
Periodicals – Current	non-circulating	n.a.
Reference Items	overnight loan @ discretion of Department Director	no
Interlibrary Loan Items	varies - set by the loaning library	no
Art Prints	3 weeks	no
Audio Cassettes, Audio CDs / SMPs (single use media) – Adult and Youth	3 weeks	no
Video Games, Videos, SMP View- Adult and Youth	1 week	no
Feature Film New Arrivals - Adult and Youth	2 days	2
New Video Games – Adult and Youth	1 week	2
Youth Services Kits and Puzzles	3 weeks	no
Electronic Readers/Devices	3 weeks	1
“Kill-a-Watt” Energy Meter	1 week	1

2. All items may be renewed two times except for the following materials:

- New Video Games
- New Videos
- E-Readers/Devices
- Kill-a-Watt Meters
- Reserved items

- Items with loan periods of less than 7 days

3. All items may be reserved by valid Lisle resident cardholders except:

- New Video Games
- New Videos
- Kill-a-Watt Meters
- Items with loan periods of less than 7 days

4. Grace Period: Lisle Library District does not honor any grace period except for days closed.

5. Lisle Library District reserves the right to limit numbers of items and shorten loan periods for seasonal, special display, school assignment, and high-demand material.

Adopted 2/11/91
Revised 11/13/02
Revised 12/8/10
Revised 4/13/11
Revised 2/20/13
Revised 1/14/15

POLICY 650 USE OF MEETING SPACE

The Lisle Library District makes available its meeting rooms for use by Lisle Library District residents, not-for-profit groups, and governmental organizations, for non-commercial, cultural, informational, educational, intellectual and civic purposes. A Lisle Library District resident card holder, **whose borrowing privileges have not been suspended per Policy #325 and who is at least 18 years of age**, must be the designated contact to reserve a room. Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times. The Library reserves the right to determine use of the rooms and to cancel or reschedule, **without liability**, all arrangements ~~without liability~~.

Use of the meeting rooms does not in any way constitute an endorsement by the Lisle Library District of an individual/group/organization's policies and beliefs, subject matter of the meeting, or viewpoints expressed by participants. Advertisements for meetings held in the Lisle Library may not be displayed or promoted in such a manner as to suggest Library sponsorship or endorsement. Outside group events held in the building are noted on the Library online calendar, but advertisements are not permitted on Library property.

Meeting Rooms:

The Library has two meeting rooms, A and B, available for community use. The rooms are located on the entry level of the Library and are wheelchair accessible. The capacity of meeting rooms A and B together is 88 persons. The capacity of each meeting room separately is 44 persons (per fire code).

Rooms A and B may be combined into one large meeting room if necessary and when both rooms are available. This must be written on the meeting room application when the application for the meeting room is submitted.

Additionally, one of the Library's group study rooms at the east end of the Adult Fiction area may be reserved for meetings. Only one of these rooms may be reserved for public meetings at one time. One of these group study rooms shall be available for general use at all times, unless the Library Administration deems otherwise. The capacity of group study rooms is 20 persons (per fire code).

The quiet study room by the Adult Reference area may not be reserved for public meetings.

A. Application to Use the Meeting Rooms:

Residents of the Lisle Library District, non-for-profit groups, and governmental organizations must submit an application to use the meeting rooms. The application is available on the Library website or from the Receptionist at the Library.

Policy 710 Fund Balances

Purpose

This Fund Balance Policy establishes a minimum level 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 policy shall be reviewed annually.**

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

A. Definitions

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. 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.

B. Fund Balance Levels

In establishing the Lisle Library District's policy for unassigned 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.

F. Monitoring Targets

The Library's Director and Finance Director, in conjunction with the Treasurer of the Lisle Library District Board of Trustees, will monitor revenue collection, expenditures and availability of cash. This will be done through the review of monthly financial reports and the annual review of a cash flow forecast. The Director will advise 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. 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 LLD Board; and present to the LLD 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

POLICY 810
REIMBURSED TRAVEL EXPENSES

Qualifying travel expenses are "ordinary and necessary" expenses incurred by an employee or Lisle Library District Board member for travel, lodging, meal, and/or incidental expenses in connection with attendance at meetings, workshops, seminars and conferences, and participation in professional organizations.

Travel expenses will be reimbursed for public transportation or mileage at the current IRS allowances, plus highway tolls and parking fees for any employee or trustee Lisle Library District Trustee who is attending any meeting, workshop, seminar or or convention conference, or participating in professional organizations.

If the meeting is to be held farther than more than 200 miles from Lisle, the maximum allowable reimbursement expenses will be figured and reimbursed for travel expenses is limited to at an amount equal to the current economy air fare, including fees for guaranteed seating or checked baggage and penalty fees incurred for necessary changes. Otherwise reimbursement will be the actual expenses incurred via other modes of travel. in lieu of any other travel costs.

Reimbursement for food, lodging and incidentals shall be reimbursed using the current Per Diem Rates listed on the Government Services Administration website but allowing for conference hotel rates at the discretion of the Director, but conference hotel rates will be reimbursed at actual cost.

Mileage at the current IRS allowances will be reimbursed for any employees for local travel on Library business, including, but not limited to meetings and errands authorized by the Director or Director's designee.

All expenses incurred by Lisle Library District Trustees must be approved by roll call vote at an open meeting.

There will be no reimbursement to any employee or Trustee for alcohol or entertainment expense, including, but not limited to shows, amusements, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

All requests for reimbursements must be submitted on approved Library forms and have appropriate receipts and/or supporting documentation attached.

In the event of an emergency or other extraordinary circumstances, any employee expenses that exceed the maximum allowable travel, meal, or lodging expense, may be considered for approval by the Lisle Library Board of Trustees.

Policy 850 Section X

B. Sick Leave

Description

Employees may use sick leave due to illness, injury, or medical/dental related appointments for themselves or for an immediate family member. **Employee's family is defined as biological, adopted, foster, step child or legal ward; legal or common law spouse, domestic partner; sibling; biological, adoptive, step or foster parent; mother-in-law, father-in-law; grandchild or grandparent.**

Also See *Family Medical Leave*, Policy #850, section VIII-K, for additional information. **Contact** IMRF for disability information. ~~in this employee policy.~~ Resources and guidelines are available via the Administration Office of LLD.

Accrual of Sick Leave

Sick leave is computed on a monthly basis.

Sick leave is earned from the start of employment.

Staff will be eligible for the following sick leave during each calendar month:

- Full time staff will be granted sick leave at the rate of 7.5 hours per month.
- Part-time staff scheduled for 30 hours per week or more will be granted sick leave at the rate of 5.625 hours per month.
- Part-time staff hired to work between 20-29 hours per week will be granted sick leave at the rate of 3.75 hours per month

Use of Time

When an illness occurs, the supervisor should be notified as soon as possible prior to the staff member's absence.

In the event of an absence of 4 or more consecutive shifts, a physician's statement ~~will be required when the staff member returns to the job.~~ All physician's statements must be turned in to the Administration Office, for inclusion in the employee's medical file **as a condition for returning to work.**

If an employee abuses sick leave in a pattern, appropriate steps of disciplinary action will be taken. Examples of abuses may include, but are not be limited to excessive absenteeism, sick leave to extend weekends, absenteeism before or after a holiday, time previously denied as vacation, or above average usages of sick time. Chronic absenteeism may be defined as 6 or more occurrences in a 6 month period without a physician's statement.

Sick leave may accumulate to 240 days. Upon termination of employment, no compensation will be given paid for unused sick time. ~~If employment is terminated due to~~ **Upon** retirement from

Lisle Library District, unused sick time will be added to an employee's IMRF service credit. Please consult the **contact** IMRF manual for further information.

When a qualifying employee has been absent for 5 or more consecutive shifts, or is frequently absent for health or medical related reasons, or has ongoing time off requests for medical purposes, LLD shall require the employee to file for FMLA or the use of paid sick time may be denied. Refer to the FMLA policy for more information.

When sick time is needed to care for an immediate a family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor and make a reasonable effort to schedule appointments so as not to unduly disrupt the department's operation.

Planned medical appointments should be taken on the employee's off time when possible.

Pursuant to the Employee Sick Leave Act (P.A. 099-0841) employees may use sick leave benefits not only for their own personal medical needs, but also for absences resulting from the illness, injury, or medical appointments of the employee's family as defined in this policy.

This Act does not extend the maximum period of leave to which an employee is entitled under FMLA, regardless of whether the employee receives sick leave compensation during that leave.

The benefit use for family members must be for reasonable periods of time on the same terms upon which the employee is able to use it for their own illness or injury.

Revised 11/13/16

ORDINANCE NO. 16-11
ORDINANCE REGULATING REIMBURSEMENT OF
TRAVEL, MEAL AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Trustees of the Lisle Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth in Policy 810.
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's approved forms.
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
 - b. Any reimbursable expense of a Library Trustee.
6. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
7. **Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted December 14, 2016, pursuant to a roll call vote as follows:

AYES _____
NAYS _____
ABSENT _____

Richard Flint,
President, Board of Trustees

ATTEST:

John Huff,
Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS:
COUNTY OF DU PAGE)

CERTIFICATE OF AUTHENTICITY

(Ordinance regulating reimbursement of travel, meal and lodging expenses)

I, John Huff, certify that I am the Secretary of the Board of Library Trustees of the Lisle Library District, DuPage County, Illinois.

I further certify that the attached is a true and correct copy of the Ordinance for reimbursement of travel, meal and lodging expenses for said Lisle Library District which was adopted by said Board of Library Trustees at a meeting of said Board of Library Trustees held on December 14, 2016.

I 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 affixed my signature and the seal of said Lisle Library District at Lisle, Illinois this 14th day of December, 2016.

John Huff, Secretary
Board of Library Trustees

(SEAL)

December 1, 2016

PTO (Paid Time Off) PAYMENTS

The following amounts are owed to the respective retiring employee. The payment could include flex holidays earned but not taken and vacation earned/accrued but not taken. According to IL law, Department of Labor, vacation time earned or accrued but not taken must be paid out when an employee terminates employment. This pay outs will be included with their final paycheck.

Employee	Amount not to Exceed
Margaret Kapala	\$1822.89

Lisle Library District 2017 Holiday Closings

<u>Holiday</u>	<u>Date</u>	<u>Day</u>
New Year's Eve	12/31/16	Saturday
New Year's Day	1/1/2017	Sunday
Library Closed	1/2/2017	Monday
Easter	4/16/2017	Sunday
Memorial Day	5/28/2017	Sunday
Memorial Day	5/29/2017	Monday
Independence Day	7/4/2017	Tuesday
Labor Day	9/3/2017	Sunday
Labor Day	9/4/2017	Monday
Thanksgiving	11/23/2017	Thursday
Library Closed	12/23/2017	Saturday
Christmas Eve	12/24/2017	Sunday
Christmas Day	12/25/2017	Monday
Library Closed	12/30/2017	Saturday
New Year's Eve	12/31/2017	Sunday
New Year's Day	1/1/2018	Monday

Floating Holidays

Martin Luther King Day	1/16/2017	Monday
President's Day	2/20/2017	Monday
Columbus Day	10/9/2017	Monday
Veteran's Day	11/11/2017	Saturday