

PUBLIC/LEGAL NOTICE

A public hearing for the Lisle Library District Budget and Appropriation Ordinance will be held on September 16, 2020 at 6:30 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order 2020-43, all persons over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. The Library also recognizes the Governor's Executive Order No. 2020-07 which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely. Due to COVID-19 limitations, citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

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

LISLE LIBRARY DISTRICT PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE September 16, 2020 - 6:30 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Adjourn

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on September 16, 2020 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois.

In accordance with Governor Pritzker's Executive Order 2020-43, all persons over the age of 2 who are medically able to tolerate a face covering (a mask or cloth face covering) must cover their nose and mouth when in the public space. Meeting attendees shall comply with social distancing guidelines and room arrangements. The Library also recognizes the Governor's Executive Order No. 2020-07 which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely. Due to COVID-19 limitations, citizens may provide public comment via email: library@lislelibrary.org or via the USPS mail addressed to: Public Comment/Administration, 777 Front Street, Lisle, IL 60532, by 3:00 pm on the meeting day. Submitted comments will not be read aloud. Comments will be provided to the Board prior to the regular meeting and will become part of the meeting record.

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

LISLE LIBRARY DISTRICT BOARD MEETING September 16, 2020 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. SCARCE Presentation
4. Assignments for reviewing monthly accounts payable
 - a. Secretary Swistak and Trustee Sullivan reviewed the August billings in September
 - b. Vice President Bartelli and Trustee Larson will review the September billings in October
5. Consent Agenda - Action Required
 - a. Approve Minutes of the August 12, 2020 Board Meeting
 - b. Approve Minutes of the August 12, 2020 Executive Session #1
 - c. Approve Minutes of the August 12, 2020 Executive Session #2
 - d. Approve Minutes of the August 27, 2020 Special Board Meeting
 - e. Acknowledge Treasurer's Report, 08/31/20, Investment Activity Report, 08/31/20, Current Assets Report, 08/31/20, Revenue Report, 08/31/20, and Expense Report, 08/31/20
 - f. Authorize Payment of Bills, 09/16/20
6. Unfinished Business
 - a. Facility Options: CCS Capital Project Discussion/Update
 - b. Renovation Communications/VP Bartelli: Discussion
7. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
8. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report
9. New Business
 - a. LLD vacant lot discussion
 - b. Adopt Ordinance 20-05: Budget and Appropriation - Action Required
A Budget and Appropriation Ordinance of such sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Lisle Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021.
 - c. Approve Certificate of Estimated Revenue - Action Required

Chief Fiscal Officer's (Treasurer's) Certificate of Estimated Revenue by source for the Lisle Library District for FY 2020-21.

- d. Set Director's salary for FY2020-21 - Action Required
Board approval of LLD Director's salary for FY2020-21.

10. Opportunity for Trustee comments (five minutes)

Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak

11. Executive Session

- a. 5ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance or dismissal of specific employees of 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.

12. Adjourn

LISLE LIBRARY DISTRICT
BOARD MEETING
August 12, 2020 - 7:03 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager
Graham Harwood - CCS International Inc., Principal/Director

2. Opportunity for visitors to speak - None

3. Assignments for reviewing monthly accounts payable

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

Trustee Sullivan asked about email notification about reviewing bills. President Hummel commented that new procedures were put into place during the closing. Director Weinstein recommended using the meeting room space for upcoming reviews to allow for social distancing since the Administration Office space is not accommodating.

Treasurer Norton left the GoToMeeting due to technical difficulties at 7:08 p.m.

4. Consent Agenda

- a. Approve Minutes of the July 15, 2020 Board Meeting
- b. Approve Minutes of the July 15, 2020 Executive Session
- c. Acknowledge Treasurer's Report, 07/31/20, Investment Activity Report, 07/31/20, Current Assets Report, 07/31/20, Revenue Report, 07/31/20, and Expense Report, 07/31/20
- d. Authorize Payment of Bills, 08/12/20

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

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

5. Committee Reports

- a. Finance - President Hummel stated they would postpone Finance and move to Personnel/Policy.
- b. Personnel/Policy - Secretary Swistak provided an overview of the August 5th Committee meeting.
- c. Physical Plant - Vice President Bartelli stated the Committee had not met. She asked about the recommendations made by FQC. Director Weinstein stated that the Library is addressing the FQC

recommendations throughout the fiscal year. She stated that Assistant Director McQuillan would have updates on current facility projects.

- d. Review of the Minutes - President Hummel stated that Trustee Duffy and Trustee Sullivan reviewed the minutes for the IPLAR. President Hummel stated that the Committee has fulfilled its role and is dissolved until next year.

President Hummel mentioned returning to the Finance Committee report when Treasurer Norton could rejoin the meeting.

6. Executive Session

MOTION: Trustee Duffy moved to go into Executive Session for 5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Vice President Bartelli seconded.

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

The Board voted to go into Executive Session at 7:15 p.m.

Treasurer Norton rejoined GoToMeeting during the Executive Session at 7:18 p.m.

The Board came back into Open Session at 7:29 p.m.

President Hummel asked Treasurer Norton for any updates from the Finance Committee. Treasurer Norton stated there were no updates at this time.

7. Unfinished Business

Facility options: CCS update and discussion

Marc Rogers, from CCS, gave an overview of the status update.

Discussion: Mr. Rogers stated there were no current viable options for a downtown relocation, however, he would continue to monitor for opportunities. Mr. Rogers reviewed potential project phases with the Board. Trustee Sullivan asked about the monthly progress chart. Mr. Rogers explained that there is overlap with design team selection because the Board has not yet determined the overall project and funding parameters. Mr. Rogers talked about defining project parameters during the architectural selection process. Trustee Duffy suggested a Special Board meeting to review the CCS project scope document. President Hummel stated he was open to scheduling a Special Board meeting. Trustee Duffy asked for clarification regarding renovation as being the only viable option. President Hummel stated that there is no viable option downtown at this point. Director Weinstein stated that renovation options are squarely dependent on the Board's project parameters. Trustee Sullivan asked what had to be done to get the RFQ out as soon as possible. Mr. Rogers stated that CCS would work with the Director to publish in the paper. Vice President Bartelli asked what would happen if another developer presented a downtown opportunity. Mr. Rogers stated that if another developer engaged the LLD during the design phase, the Board would be informed and would make a decision on whether to entertain the concept or not. The Board agreed to move forward with an RFQ. Mr. Rogers explained the process of releasing the RFQ and receiving responses. Trustee Larson asked how the submissions would be whittled down. Mr. Rogers discussed qualification checks. President Hummel stated that the Board would schedule a Special Board meeting soon.

Mr. Rogers and Mr. Harwood left the meeting at 8:11 p.m.

8. Staff Reports

Director Weinstein discussed the successful Summer Read, Curbside Pick-up, and adventure kit programs. The LLD hosted a blood drive on July 25th facilitated by Versiti in honor of Lisle resident and District 202 alum Marqus Valentine who passed away recently due to sickle cell. Director Weinstein stated that 36 people signed up and 27 people were able to donate, saving 80 lives. The Library will work with Versiti again. Director Weinstein mentioned a legal note from the Library's attorney regarding legislation stating that November 3rd was a new state holiday, designating all government offices except election authorities shall be closed. Director Weinstein stated there were some questions regarding this law and that the attorney will keep the Board informed. Director Weinstein noted that the Library had its first tornado warning on Monday. LLD Staff and five patrons had to take shelter for 30 minutes until it was clear.

9. New Business

- a. Approve LLD Policy 716: Outstanding Check Measures - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 716: Outstanding Check Measures. Trustee Duffy seconded.

Discussion: Director Weinstein explained LLD Policy 716: Outstanding Check Measure and answered a question that came from the Committee about out-of-state vendors.

Roll Call Vote - All Aye. The motion passed.

- b. Approve LLD Policy 605: Emergency Closure of Library - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 605: Emergency Closure of Library. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of updates to LLD Policy 605: Emergency Closure of Library. She stated that there was one modification that came from the Committee regarding syncing u language. Treasurer Norton suggested a grammatical change. Director Weinstein suggested having an amended motion to pass the policy.

MOTION: Secretary Swistak moved to approve LLD Policy 605: Emergency Closure of Library as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

- c. Approve LLD Policy 606: Public Health Response - Action Required

MOTION: Secretary Swistak moved to approve LLD Policy 606: Public Health Response. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of LLD Policy 606: Public Health Response. She mentioned that she contacted HR Source for advice to draft this new policy. Trustee Larson mentioned a new law that corresponded with the pandemic. Director Weinstein suggested running Policy 606 by the LLD attorney before adoption. President Hummel suggested adding 'Trustees' to the section that refers to quarantining due to hotspot travel. Trustee Duffy suggested removing '14 day quarantine' and to use

'...appropriate quarantine based on the recommendations of health officials' or something similar. Director Weinstein stated that the policy is to ensure that the LLD remains a healthy organization and safe environment for everyone. Trustees discussed the difficulty in writing such a policy. Trustee Duffy suggested having procedures to meet specific conditions. Director Weinstein suggested making revisions and reviewing with the Library attorney. The Board agreed.

Secretary Swistak withdrew her motion to approve LLD Policy 606: Public Health Response.

President Hummel stated Director Weinstein would make the changes, check with the attorney, and bring the policy back to a future meeting.

- d. Approve LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions - Action Required
MOTION: Secretary Swistak moved to approve LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions. Trustee Duffy seconded.

Trustee Duffy stepped away from the GoToMeeting at 8:51 p.m.

Trustee Duffy returned at 8:52 p.m.

Discussion: Director Weinstein discussed going fine-free and researching other sources of revenue such as the passport program, hunting and fishing licenses, LLD branded material, and license plate sticker renewals. She provided an overview of changes made to LLD Policy 325: Schedule of Fines, Fees, and Financial Transactions. Trustee Sullivan stated that she thought children learn lessons of responsibility via returning books on time and paying fines. Secretary Swistak responded by stating that many children are dependent on their parents for traveling to the Library and returning materials and shared some personal anecdotes.

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

- e. Approve LLD Policy 315: Loan Periods - Action Required

Assistant Director McQuillan stepped away at 8:59 p.m.

Assistant Director McQuillan returned at 9:00 p.m.

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods. Trustee Duffy seconded.

Discussion: Director Weinstein provided an overview of changes made to the policy. She suggested an adjustment to item 2, changing 'shorten' to 'shorten/lengthen' since during the pandemic period the DVD loans were extended from 2 days to 7 days. Secretary Swistak agreed with the adjustment.

MOTION: Secretary Swistak moved to approve LLD Policy 315: Loan Periods as amended. Trustee Duffy seconded.

Roll Call Vote - All Aye. The motion passed.

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

MOTION: Vice President Bartelli move to approve tentative Budget and Appropriation Ordinance (B&A). Trustee Duffy seconded.

Discussion: Director Weinstein provided an explanation of the Budget and Appropriation Ordinance. She discussed the working budget column and appropriation column. Director Weinstein explained that facility projects may affect expenditures. She stated that two appropriation lines were significantly increased due to facility enhancements, the Transfer to Special Reserve, and Consulting. Trustee Sullivan commented on the format of the B&A document. Trustee Duffy suggested that any future discussion of format be discussed at a Finance Committee meeting. Trustee Sullivan asked about Special Reserve expenditures. Director Weinstein gave examples of expenses. President Hummel stated the budget has been relatively flat from year to year.

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

President Hummel reminded the Board there will be a public hearing for the Budget and Appropriation Ordinance 30 minutes prior to the regular Board meeting next month.

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

MOTION: Trustee Duffy moved to accept the Illinois Public Annual Report (IPLAR). Trustee Larson seconded.

Discussion: Director Weinstein explained the Illinois Public Library Annual Report. President Hummel mentioned that this report is required for the IL Per Capita Grant.

Roll Call Vote - All Aye. The motion passed.

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

President Hummel asked the Trustees if they were agreeable to conduct Trustee comments before Executive Session. The Board agreed.

10. Opportunity for Trustee comments (five minutes)

Trustee Duffy mentioned that he thought the Board went through a thoughtful, deliberative, process relating to facility options for the Library. He stated that he was excited to see the Board advancing forward. Secretary Swistak thanked the staff for the hard work they are doing. She stated she continues to be appreciative of the curbside pick-up for materials and adventure kits and for the increased storytimes on social media. President Hummel thanked staff for their work. He mentioned having to update the Special Reserve Ordinance soon and conducting the Director's evaluation next month. President Hummel stated the Board would have a Special Board meeting regarding the facility.

11. Executive Session

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

The Board voted to go into Executive Session at 9:37 p.m.

The Board came back into Open Session at 9:59 p.m.

MOTION: Trustee Duffy moved to release the February 12, 2020 Executive Session minutes. Secretary Swistak seconded.
Roll Call Vote - All Aye. The motion passed.

President Hummel stated there would be no action for item 9.i. because the Board would not destroy any recordings.

12. Adjourn

MOTION: Trustee Sullivan moved to adjourn the meeting. Trustee Duffy seconded.
Roll Call Vote - All Aye
The meeting adjourned at 10:02 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 16, 2020.
Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
August 27, 2020 - 7:07 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager

2. Opportunity for visitors to speak

One visitor addressed the Board. He discussed COVID-19 financial stresses that have affected his family. He asked about employee furloughs and tax rebates. He stated that the Library renovation should be on a ballot via referendum. The Board received a public comment email. President Hummel stated the comment mentioned having a referendum for renovations.

3. RFQ Update | CCS

Mr. Rogers stated the RFQ was released on August 18th.

Director Weinstein stated that the visitor who provided public comment left the room. He left at 7:15 p.m.

Mr. Rogers stated 7 architectural firms had confirmed interest to this point, 3 contractors inquired about the project, 1 subcontractor inquired about the project, and 3 online plan rooms showed interest. He provided an overview of the steps in the coming weeks that include verifying submittals, notifying finalists, reference checks, visits to previous project sites, organizing meetings for interviews, and contract negotiation with the top ranked firm. Mr. Rogers provided dates to schedule meetings during the week of October 12th. Trustee Larson stated she would not be available on October 12th. Trustee Sullivan stated she would not be available on October 13th. Trustee Duffy stated he would be fully available. President Hummel asked about culling respondents. Mr. Rogers provided examples of how a firm may be rejected. President Hummel asked when price would be revealed. Mr. Rogers explained, as per the Local Government Professional Services Act, the Library would request a proposal from the firm for a specific scope of services and attempt to negotiate a contract that is agreeable to the Library and the firm.

4. Project Parameters for Facility | CCS - discussion

Mr. Rogers stated that the goal of the discussion was to provide initial guideline information to launch into the concept phase. He mentioned that he would present the Board a summary at the next meeting.

Mr. Rogers stated that it is the architect's job to take all inputs, study the building, and provide the Board with options in the form of drawings/layouts. He stated that the overall project budget would have to be defined during the concept phase. Mr. Rogers discussed project delivery options and the responsibilities of the owner's rep, architect, and contractor. He explained the differences between a general contractor and a construction manager. Trustee Sullivan asked for documentation in bullet point format for a general contractor and construction manager. Mr. Rogers agreed. President Hummel asked how much the owner's rep does during design phase. Mr. Rogers explained that the owner's rep acts as a liaison between the architect and the Library. He said that the owner's rep makes sure the architect adheres to the contract and meets with them to make sure the deliverables are correct.

Mr. Rogers discussed key project inclusions including building scope, interior space notes, entrance location, site improvements, and FFE (furniture, fixtures, and equipment). Director Weinstein mentioned that previous scope discussion was pre-COVID and included information gathered via six years of Board discussion and that the scope could change due to the new circumstances. Mr. Rogers talked about cost ranges during concept phase. Trustee Duffy asked Director Weinstein about staff space. Director Weinstein stated that staff are already sharing desk space in certain departments before COVID. She explained that some departments have offices that are not suited to current work conditions, as opposed to 10 years ago. Director Weinstein stated that conversations about office space are essential.

Trustee Sullivan shared her concerns about how cramped staff are in certain offices and stated that they may need to allocate more space. Mr. Rogers commented about looking for efficiencies with both space and operations within departments. President Hummel suggested that the whole building should be operationally efficient. Trustee Sullivan suggested creating a pleasant facility where staff look forward coming to work. President Hummel asked when the Board would discuss reorganizing departments. Mr. Rogers stated that the architect phase would be most appropriate. President Hummel asked what happens if final design comes in higher than budgeted. Mr. Rogers explained that to prevent such happenings, there are cost estimate stages that allow for alternates. Trustee Duffy asked if the FQC findings would be factored into project costs. Mr. Rogers stated the FQC items would be included in costs. Trustee Duffy suggested to clarify FQC improvements/maintenance projects. Trustee Sullivan suggested having a Finance Committee and Physical Plant Committee meeting to determine FQC project progress. President Hummel stated that the FQC report had cost estimates.

The Board discussed performing a cash flow analysis for the renovation plans. Mr. Rogers discussed construction timelines and options for staying open during construction. Board consensus was to remain open to the public if manageable through construction phases. The Board discussed the two adjacent LLD-owned properties. Mr. Rogers suggested that the Board await design concepts that include parking and storm water analysis.

The Board took a break at 9:00 p.m.

The Board came back from break at 9:06 p.m.

The Board discussed reserve fund totals. The Board discussed borrowing options to supplement reserve funds for a \$9-11 million project. The Board referred to a Dec 2, 2019 meeting for funding option information. Board consensus was to consider a \$9-11 million project for the current building. The Board discussed that borrowing limits be planned with a professional cash flow analysis.

5. Next steps with project phases - discussion

Mr. Rogers discussed project phases including design team selection, concept design, contractor selection, and construction. The Board discussed financing. Mr. Rogers suggested drafting a financial RFP six months out from when funds would be necessary; issuing a bond by October 2021. President Hummel asked Trustees if they would like to review proposals from other owner's reps to gauge costs.

Mr. Rogers excused himself from the meeting at 10:00 p.m.

The Board discussed seeking proposals from other firms or remaining with CCS. Director Weinstein provided a review of how the LLD procured CCS's services and discussed costs. Board consensus was to retain CCS as the Library's owner's rep for the remainder of the renovation project.

Mr. Rogers returned to the meeting at 10:20 p.m.

President Hummel stated to Mr. Rogers that the Board would retain CCS. Mr. Rogers thanked the Board on behalf of CCS.

Director Weinstein asked CCS to provide the LLD with the fee structure for the next major stages. Mr. Rogers confirmed that CCS would forward their fee structure before the next Board meeting. The Board thanked Mr. Rogers for his presentation.

6. Adjourn

MOTION: Treasurer Norton moved to adjourn the meeting. Trustee Sullivan seconded.

Roll Call Vote - All Aye

The meeting adjourned at 10:23 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on September 16, 2020.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of August 31, 2020

Fund Name	Cash Balance 08/31/20	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	6,544,294.41	60.13%	93.04%
IMRF	299,680.80	2.75%	4.26%
FICA	190,122.21	1.75%	2.70%
Subtotals	7,034,097.42	64.63%	100.00%
Special Reserve	3,850,144.16	35.37%	0.00%
	10,884,241.58	100.00%	100.00%

Treasurer

Date

INVESTMENT ACTIVITY

INTEREST													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	301.02	263.85											564.87
Ehlers	0.04	0.54											0.58
Ehlers-Inv interest	2,306.97	8,365.93											10,672.90
Fifth Third Bank	613.76	578.91											1,192.67
Lisle Savings	193.47	181.21											374.68
Lisle CD 2635	273.62	175.54											449.16
Lisle CD 2669	147.88	147.97											295.85
IL Funds	298.90	192.70											491.60
US Bank-9853	30.82	31.85											62.67
US Bank-9370	1.36	0.45											1.81
TOTALS	4,167.84	9,938.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,106.79

INVESTMENTS													
Company	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00	130,000.00											130,000.00
Investment Purchases	116,000.00	0.00											116,000.00
TOTALS	(116,000.00)	130,000.00	-	-	-	-	-	-	-	-	-	-	14,000.00

CURRENT ASSETS
AT FAIR MARKET VALUE
August 31, 2020

	Fair Market Value on 08/31/20					
<u>Checking Accounts</u>						
Fifth Third Operating Acct	\$76,159.07					
Fifth Third Financial Now acct	\$3,636,741.55					
Fifth Third Financial-petty cash	\$400.00					
US Bank	\$27,934.70					
E commerce	\$53,335.01					
	<u>\$3,794,570.33</u>					
<u>Money Markets</u>						
Lisle Savings Bank	\$206,124.57					
IMET	\$961,300.67					
The Illinois Funds	\$1,423,277.37					
	<u>\$2,590,702.61</u>					
Restricted Cash-IMET	\$14,571.02					
		\$139,864.04				
<u>Ehlers Investments</u>						
<u>Investments</u>						
Barclays Bank	9/20/2017	160,000.00	1.95	159,935.00	\$160,177.28	9/21/2020
Will County, IL CCS	12/20/2016	50,000.00	2.57	50,284.43	\$50,066.83	10/1/2020
Utica NY City Sch Dist	4/27/2020	350,000.00	0.00	355,967.63	\$350,596.05	10/9/2020
Charters Valley GO BDS	4/27/2020	150,000.00	0.00	152,988.67	\$150,864.62	10/15/2020
Live Oak Banking	7/30/2018	112,000.00	2.75	111,959.00	\$112,635.38	11/16/2020
Cook Cty IL Comm College	3/12/2019	30,000.00	2.60	30222.98	\$30,102.59	12/1/2020
Community Bank	3/25/2019	160,000.00	2.55	159,968.53	\$161,234.72	12/22/2020
Lisle Savings Bank	1/16/2019	225,325.93	2.72	225,325.93	\$233,017.65	2/16/2021
Fond Du Lac Cty, WI	12/28/2017	60,000.00	4.00	63,050.40	\$61,026.46	3/1/2021
Onteora Cent Sch Dist	4/27/2020	25,000.00	0.00	25,436.06	\$25,349.02	6/1/2021
Ally Bank	8/15/2019	170,000.00	1.95	169,887.50	\$173,041.98	8/16/2021
Citibank	8/20/2018	120,000.00	3.00	119,955.00	\$123,441.62	8/24/2021
Morgan Stanley Pvt Bk	9/12/2019	75,000.00	1.80	75,000.00	\$76,312.50	9/13/2021
Celtic Bank Corp	9/20/2019	130,000.00	1.70	129,976.00	\$132,179.84	9/20/2021
Madison, WI	11/17/2016	100,000.00	2.45	103,209.06	\$102,049.62	10/1/2021
Prescott WIS	5/20/2020	155,000.00	0.00	156,896.70	\$157,620.38	10/1/2021
Discover Bk	10/3/2018	105,000.00	3.05	104,962.50	\$108,372.95	10/4/2021
US Bank	9/15/2018	249,999.99	2.50	249,999.99	\$249,999.99	11/15/2021
Peoria ILL GO BDS	4/27/2020	75,000.00	0.00	79,081.58	\$78,159.23	1/1/2022
Goldman Sachs Bk	4/3/2019	100,000.00	2.60	99,915.00	\$103,925.30	4/4/2022
Morgan Stanley Bk	4/4/2019	175,000.00	2.65	174,840.00	\$182,008.58	4/4/2022
Goldman Sachs Bk	5/22/2019	150,000.00	2.50	150,000.00	\$156,124.50	5/23/2022
Sallie Mae Bk	5/22/2019	10,000.00	2.50	10,000.00	\$10,408.30	5/23/2022
Lisle Savings Bank	11/17/2018	218,374.39	2.50	218,374.39	\$229,734.35	7/11/2022
Capital One Bk	8/15/2019	130,000.00	2.05	129,920.30	\$134,846.01	8/15/2022
Enerbank USA	8/30/2019	175,000.00	1.75	174,901.25	\$180,602.80	8/30/2022
Morgan Stanley Bk	10/3/2019	155,000.00	1.90	154,922.50	\$160,635.03	10/3/2022
Federated Inv. Govt Obl. Inst.	12/12/2019	650,000.00	0.00	650,000.00	\$650,000.00	
					<u>\$4,344,533.58</u>	
TOTAL CURRENT ASSETS					<u>\$10,884,241.58</u>	

Lisle Library District
Revenues through August 31, 2020 (16.7% of FY 20-21)
Special Reserve Only

	Current Month August 2020	YTD July - August 2020-2021	YTD July - August 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
INTEREST/ DONATIONS					
70-02-4481-00 Interest Eamed - Special Reserve	\$3,520.59	\$4,976.59	\$10,215.83	\$55,000.00	9.05 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$50,000.00	\$50,000.00	\$300,000.00	16.67 %
TOTAL INTEREST & CASH DONATION	\$28,520.59	\$54,976.59	\$60,215.83	\$355,000.00	15.49 %
TOTAL REVENUES	\$28,520.59	\$54,976.59	\$60,215.83	\$355,000.00	15.49 %

Lisle Library District
Revenues through August 31, 2020 (16.7% of FY 20-21)
 No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020-2021	YTD July - August 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$323,823.84	\$2,289,994.52	\$2,688,870.94	\$3,710,300.00	61.72 %
40-01-4414-00 Tax Levy - IMRF	\$10,178.27	\$71,977.96	\$34,559.16	\$116,150.00	61.97 %
45-01-4415-00 Tax Levy - FICA	\$13,939.80	\$98,578.51	\$85,976.44	\$159,580.00	61.77 %
TOTAL TAX LEVY	\$347,941.91	\$2,460,550.99	\$2,809,406.54	\$3,986,030.00	61.73 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
Total TIF SURPLUS	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$1,906.38	\$4,486.20	\$2,998.29	\$12,000.00	37.39 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$110.02	\$258.91	\$173.03	\$800.00	32.36 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$17.29	\$40.68	\$27.19	\$100.00	40.68 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$2,033.69	\$4,785.79	\$3,198.51	\$12,900.00	37.10 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$5,970.48	\$8,494.97	\$19,874.41	\$100,000.00	8.50 %
40-02-4475-00 Interest Earned - IMRF	\$274.02	\$389.47	\$1,372.84	\$6,000.00	6.49 %
45-02-4476-00 Interest Earned - FICA	\$173.86	\$245.76	\$624.23	\$3,000.00	8.19 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$1,595.77	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$6,418.36	\$9,130.20	\$23,467.25	\$109,000.00	8.38 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$4,715.78)	(\$8,647.62)	\$12,249.35	\$22,000.00	(39.31)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$4,715.78)	(\$8,647.62)	\$12,249.35	\$22,000.00	(39.31)%
DESK INCOME					
10-03-4531-00 Lost Books	\$58.92	\$102.65	\$290.15	\$2,000.00	5.13 %

Lisle Library District
Revenues through August 31, 2020 (16.7% of FY 20-21)
 No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020-2021	YTD July - August 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$0.00	\$0.00	\$250.00	0.00 %
10-03-4540-00 Fines	\$417.17	\$823.27	\$4,219.75	\$35,000.00	2.35 %
TOTAL DESK INCOME	\$476.09	\$925.92	\$4,509.90	\$37,250.00	2.49 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$485.24	\$485.24	\$205.54	\$1,000.00	48.52 %
10-04-4583-00 Per Capita Grant	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00 %
10-04-4584-00 Other Income - Corp.	\$255.40	\$255.40	\$0.00	\$1,000.00	25.54 %
TOTAL UNRESTRICTED INCOME	\$740.64	\$740.64	\$205.54	\$32,000.00	2.31 %
TOTAL REVENUES	\$352,894.91	\$2,467,485.92	\$2,853,037.09	\$4,234,180.00	58.28 %

Lisle Library District
Expenses through August 31, 2020 (16.7% of FY 20-21)
Special Reserve Only

	Current Month August 2020	YTD July - August 2020-2021	YTD July - August 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5660-00 Maint/Repairs-Bldg Structure (Spec	\$0.00	\$0.00	\$12,382.50	\$0.00	0.00 %
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$0.00	\$0.00	\$180,000.00	0.00 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$2,587.50	\$3,277.50	\$4,250.00	\$150,000.00	2.19 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$2,587.50	\$3,277.50	\$16,632.50	\$520,000.00	0.63 %
RENOVATION COSTS					
70-65-5861-00 Interior Renovation (Spec Res)	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL RENOVATION COSTS	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00 %
TOTAL SPECIAL RESERVE EXPENSES	\$2,587.50	\$3,277.50	\$16,632.50	\$530,000.00	0.62 %

Lisle Library District

Expenses through August 31, 2020 (16.7% of FY 20-21)

No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020 - 2021	YTD July - August 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 16.66% of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$38,374.04	\$76,008.29	\$88,713.40	\$480,000.00	15.84 %
10-10-5603-20	\$46,948.67	\$93,597.13	\$93,529.28	\$580,000.00	16.14 %
10-10-5603-30	\$29,916.63	\$59,957.54	\$63,959.60	\$450,000.00	13.32 %
10-10-5603-50	\$22,623.23	\$45,122.04	\$43,928.15	\$277,000.00	16.29 %
10-10-5603-60	\$37,021.09	\$73,600.70	\$79,902.72	\$475,000.00	15.49 %
Total Salaries	\$174,883.66	\$348,285.70	\$370,033.15	\$2,262,000.00	15.40 %
Health and Dental Ins.					
10-10-5621-10	\$3,992.04	\$8,001.86	\$10,070.08	\$53,000.00	15.10 %
10-10-5621-20	\$8,170.67	\$16,371.82	\$18,037.90	\$108,000.00	15.16 %
10-10-5621-30	\$2,626.52	\$5,213.28	\$8,004.40	\$53,000.00	9.84 %
10-10-5621-50	\$2,867.06	\$5,744.28	\$5,065.73	\$40,000.00	14.36 %
10-10-5621-60	\$5,220.57	\$10,461.46	\$9,370.86	\$55,000.00	19.02 %
10-10-5622-10	\$270.32	\$412.85	\$629.34	\$2,500.00	16.51 %
10-10-5622-20	\$564.35	\$958.02	\$1,060.46	\$7,000.00	13.69 %
10-10-5622-30	\$299.65	\$370.05	\$223.56	\$2,500.00	14.80 %
10-10-5622-50	\$318.40	\$466.12	\$455.15	\$3,000.00	15.54 %
10-10-5622-60	\$186.88	\$373.76	\$475.56	\$4,000.00	9.34 %
Total Health & Dental Ins.	\$24,516.46	\$48,373.50	\$53,393.04	\$328,000.00	14.75 %
Other Staff Benefits					
10-10-5646-00	\$0.00	\$448.68	\$528.09	\$4,000.00	11.22 %
10-10-5623-00	\$0.00	\$0.00	\$0.00	\$350.00	0.00 %
Total Other Staff Benefits	\$0.00	\$448.68	\$528.09	\$4,350.00	10.31 %
FICA Expenses					
45-10-5625-10	\$2,856.94	\$5,657.26	\$6,613.90	\$36,720.00	15.41 %
45-10-5625-20	\$3,365.72	\$6,708.49	\$6,722.78	\$44,370.00	15.12 %

Lisle Library District
Expenses through August 31, 2020 (16.7% of FY 20-21)
 No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020 - 2021	YTD July - August 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 16.66% of Budget to YTD
45-10-5625-30	\$2,255.26	\$4,520.04	\$4,823.67	\$34,430.00	13.13 %
45-10-5625-50	\$1,695.21	\$3,380.88	\$3,299.67	\$21,160.00	15.98 %
45-10-5625-60	\$2,713.14	\$5,392.41	\$5,962.16	\$36,320.00	14.85 %
Total FICA Expenses	\$12,886.27	\$25,659.08	\$27,422.18	\$173,000.00	14.83 %
IMRF Expenses					
40-10-5628-10	\$3,123.56	\$6,239.95	\$5,564.36	\$38,000.00	16.42 %
40-10-5628-20	\$4,131.47	\$8,236.53	\$6,266.46	\$54,000.00	15.25 %
40-10-5628-30	\$2,502.57	\$5,015.29	\$4,093.52	\$39,000.00	12.86 %
40-10-5628-50	\$1,990.83	\$3,970.72	\$2,943.19	\$25,000.00	15.88 %
40-10-5628-60	\$2,343.79	\$4,692.29	\$3,821.92	\$29,000.00	16.18 %
Total IMRF Expenses	\$14,092.22	\$28,154.78	\$22,689.45	\$185,000.00	15.22 %
TOTAL EMPLOYEE COSTS	\$226,378.61	\$450,921.74	\$474,065.91	\$2,952,350.00	15.27 %
BUILDING COSTS					
Utilities					
10-20-5650-00	\$450.00	\$900.00	\$900.00	\$5,400.00	16.67 %
10-20-5651-00	\$1,810.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00	\$791.48	\$1,555.15	\$903.55	\$8,500.00	18.30 %
10-20-5653-00	\$132.81	\$359.62	\$0.00	\$7,500.00	4.79 %
10-20-5654-00	\$26.36	\$85.40	\$358.05	\$2,900.00	2.94 %
10-20-5655-00	\$4,180.95	\$7,767.43	\$7,930.27	\$50,000.00	15.53 %
10-20-5656-00	\$108.03	\$108.03	\$216.08	\$1,500.00	7.20 %
Total Utilities	\$7,499.63	\$12,585.63	\$12,117.95	\$77,610.00	16.22 %
Maintenance and Repairs					
10-20-5660-00	\$0.00	\$1,200.00	\$1,200.00	\$5,000.00	24.00 %
10-20-5661-00	\$6,238.49	\$7,335.86	\$2,007.23	\$49,500.00	14.82 %
10-20-5662-00	\$1,000.00	\$1,987.50	\$987.50	\$40,000.00	4.97 %
10-20-5663-00	(\$1,136.86)	\$407.94	\$1,179.70	\$10,000.00	4.08 %

Lisle Library District
Expenses through August 31, 2020 (16.7% of FY 20-21)
 No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020 - 2021	YTD July - August 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 16.66% of Budget to YTD
10-20-5664-00	\$7,556.95	\$9,638.23	\$2,467.43	\$83,700.00	11.52 %
10-20-5665-00	\$588.66	\$588.66	\$453.12	\$3,500.00	16.82 %
Total Maintenance and Repairs	\$14,247.24	\$21,158.19	\$8,294.98	\$191,700.00	11.04 %
TOTAL BUILDING COSTS	\$21,746.87	\$33,743.82	\$20,412.93	\$269,310.00	12.53 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$0.00	\$0.00	\$555.21	\$5,500.00	0.00 %
10-25-5710-10	\$1,807.00	\$1,807.00	\$2,205.00	\$17,000.00	10.63 %
10-25-5711-00	\$1,136.15	\$1,136.15	\$1,106.08	\$8,800.00	12.91 %
10-25-5712-00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
Total Postage and Printing	\$2,943.15	\$2,943.15	\$3,866.29	\$32,300.00	9.11 %
Supplies					
10-25-5713-00	\$508.62	\$975.34	\$381.02	\$5,000.00	19.51 %
10-25-5714-00	\$3,578.54	\$8,620.53	\$1,351.49	\$10,000.00	86.21 %
10-25-5715-00	\$334.90	\$334.90	\$0.00	\$1,900.00	17.63 %
10-25-5716-00	\$120.28	\$192.20	\$702.15	\$6,500.00	2.96 %
10-25-5717-00	\$1,113.06	\$1,579.91	\$2,831.28	\$43,000.00	3.67 %
10-25-5718-00	\$2,553.25	\$2,620.26	\$1,047.37	\$12,400.00	21.13 %
Total Supplies	\$8,208.65	\$14,323.14	\$6,313.31	\$78,800.00	18.18 %
Other Operating Costs					
10-25-5719-00	\$66.70	\$66.70	\$64.40	\$1,500.00	4.45 %
10-25-5722-15	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %
10-25-5723-00	\$0.00	\$0.00	\$51.36	\$250.00	0.00 %
10-25-5723-15	\$76.84	\$385.68	\$212.86	\$3,000.00	12.86 %
10-25-5724-15	\$16.11	\$23.12	\$64.84	\$500.00	4.62 %
Total Other Operating Costs	\$159.65	\$475.50	\$393.46	\$5,400.00	8.81 %

Lisle Library District

Expenses through August 31, 2020 (16.7% of FY 20-21)

No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020 - 2021	YTD July - August 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 16.66% of Budget to YTD
TOTAL OPERATING EXPENSES	\$11,311.45	\$17,741.79	\$10,573.06	\$116,500.00	15.23 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$2,100.00	\$2,100.00	\$0.00	\$2,100.00	100.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$0.00	\$0.00	\$29,000.00	0.00 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00 %
TOTAL INSURANCE	\$2,100.00	\$2,100.00	\$0.00	\$38,600.00	5.44 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$0.00	\$135.00	\$1,365.00	\$15,000.00	0.90 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$35.80	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$0.00	\$2,215.00	\$6,500.00	0.00 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$5,867.95	\$7,714.79	\$7,285.00	\$57,000.00	13.53 %
10-35-5764-10 Other Contr Svcs - Library	\$4,930.00	\$6,461.10	\$0.00	\$38,000.00	17.00 %
10-35-5765-10 Investment Agency Consultants	\$611.71	\$1,203.90	\$1,172.08	\$7,500.00	16.05 %
10-35-5769-00 Acct Maint & Upgrades	\$0.00	\$522.61	\$0.00	\$10,000.00	5.23 %
10-35-5770-00 5770 Contractual - Audit Fee	\$6,650.00	\$6,650.00	\$0.00	\$8,700.00	76.44 %
10-35-5771-00 Payroll Service	\$520.75	\$1,047.89	\$1,028.88	\$7,700.00	13.61 %
TOTAL CONTRACTUAL SERVICES	\$18,580.41	\$23,735.29	\$13,101.76	\$151,100.00	15.71 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$0.00	\$1,144.00	\$850.00	\$4,000.00	28.60 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$66.27	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	(\$130.00)	\$415.00	\$316.21	\$4,500.00	9.22 %
10-40-5786-00 Memorial/Tribute/Recognition	\$0.00	\$43.88	\$33.17	\$5,000.00	0.88 %
10-40-5787-00 In-Service	\$0.00	\$0.00	\$1,816.07	\$0.00	0.00 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$0.00	\$0.00	\$0.00	\$525.00	0.00 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
10-45-5788-70 Meetings - Trustee	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %

Lisle Library District
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10-45-5789-70 Training-Trustees	\$80.00	\$80.00	\$0.00	\$1,000.00	8.00 %
Total Staff & Trustee Development	(\$50.00)	\$1,682.88	\$3,081.72	\$20,025.00	8.40 %
TOTAL PERSONNEL DEVELOPMENT	(\$50.00)	\$1,682.88	\$3,081.72	\$20,025.00	8.40 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$50,394.64	\$50,394.64	\$0.00	\$53,000.00	95.08 %
10-48-5803-10 5803 Technology	\$38.99	\$1,948.63	\$1,824.00	\$50,000.00	3.90 %
10-48-5804-10 5804 Facility	\$0.00	(\$13.93)	\$0.00	\$10,000.00	(0.14)%
Total Major Equipment	\$50,433.63	\$52,329.34	\$1,824.00	\$113,000.00	46.31 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-20 Minor Equip - Adult Services	\$0.00	\$0.00	\$0.00	\$700.00	0.00 %
10-48-5823-30 Minor Equip - Youth	\$0.00	\$0.00	\$51.13	\$700.00	0.00 %
10-48-5823-50 Minor Equip - Tech Services	\$19.99	\$19.99	\$38.42	\$700.00	2.86 %
10-48-5823-60 Minor Equip - Circ	\$10.99	\$10.99	\$0.00	\$700.00	1.57 %
Total Minor Equipment	\$30.98	\$30.98	\$89.55	\$3,500.00	0.89 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$230.00	\$410.00	\$180.00	\$720.00	56.94 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$2,526.36	\$2,911.55	\$2,760.78	\$19,280.00	15.10 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$69.86	\$185.76	\$239.10	\$1,000.00	18.58 %
Total Equip Maint/Repairs & Rentals	\$2,826.22	\$3,507.31	\$3,179.88	\$21,000.00	16.70 %
TOTAL EQUIPMENT COSTS	\$53,290.83	\$55,867.63	\$5,093.43	\$137,500.00	40.63 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$0.00	\$486.93	\$630.62	\$9,000.00	5.41 %

Lisle Library District

Expenses through August 31, 2020 (16.7% of FY 20-21)

No Special Reserve reflected

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10-50-5863-30	\$3,143.75	\$3,609.58	\$3,408.52	\$54,000.00	6.68 %
10-50-5863-50	\$0.00	\$0.00	\$0.00	\$100.00	0.00 %
10-50-5864-10	\$3,351.19	\$3,527.70	\$10,324.40	\$86,100.00	4.10 %
10-50-5865-10	\$3,639.99	\$4,953.58	\$8,895.00	\$74,500.00	6.65 %
10-50-5867-20	\$839.60	\$839.60	\$257.00	\$18,000.00	4.66 %
Total Books	\$10,974.53	\$13,417.39	\$23,515.54	\$241,700.00	5.55 %
Databases					
10-50-5869-20	\$50,143.69	\$52,899.69	\$83,320.27	\$125,000.00	42.32 %
10-50-5872-10	\$169.65	\$169.65	\$2,173.12	\$6,300.00	2.69 %
10-50-5873-30	\$795.00	\$3,595.00	\$2,880.00	\$12,700.00	28.31 %
Total Databases	\$51,108.34	\$56,664.34	\$88,373.39	\$144,000.00	39.35 %
Audio- Visual Materials					
10-50-5890-30	\$2,339.91	\$2,457.51	\$383.45	\$20,000.00	12.29 %
10-50-5895-40	\$8,496.46	\$16,710.65	\$17,317.54	\$140,000.00	11.94 %
Total Audio- Visual Materials	\$10,836.37	\$19,168.16	\$17,700.99	\$160,000.00	11.98 %
Periodicals/Doc Delivery					
10-50-5900-20	\$169.42	(\$556.08)	\$125.44	\$39,550.00	(1.41)%
10-50-5900-30	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %
10-50-5900-80	\$0.00	\$882.00	\$0.00	\$3,000.00	29.40 %
10-50-5871-20	\$21,583.59	\$21,583.59	\$21,583.59	\$23,000.00	93.84 %
Total Periodicals/Doc Delivery	\$21,753.01	\$21,909.51	\$21,709.03	\$66,050.00	33.17 %
TOTAL LIBRARY MEDIA	\$94,672.25	\$111,159.40	\$151,298.95	\$611,750.00	18.17 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	(\$172.57)	\$1,014.85	\$3,897.19	\$12,000.00	8.46 %
10-60-5931-30	\$207.65	\$4,347.67	\$1,788.88	\$8,000.00	54.35 %

Lisle Library District
Expenses through August 31, 2020 (16.7% of FY 20-21)
 No Special Reserve reflected

	Current Month August 2020	YTD July - August 2020 - 2021	YTD July - August 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 16.66% of Budget to YTD
10-60-5931-40 Online Marketing	\$10.00	\$19.95	\$1,277.39	\$2,000.00	1.00 %
10-60-5931-50 Community Relations	\$1,245.12	\$1,278.57	\$21.98	\$6,500.00	19.67 %
Total Programs	\$1,290.20	\$6,661.04	\$6,985.44	\$28,500.00	23.37 %
Readers Service's					
10-60-5940-10 Reader Services - Adult Serv.	\$102.35	\$102.35	(\$10.25)	\$2,000.00	5.12 %
10-60-5940-30 Reader Services - Youth Serv.	\$785.08	\$835.08	\$1,456.08	\$5,500.00	15.18 %
Total Readers Services's	\$887.43	\$937.43	\$1,445.83	\$7,500.00	12.50 %
TOTAL PROGRAMS AND READER'S SERVICES					
	\$2,177.63	\$7,598.47	\$8,431.27	\$36,000.00	21.11 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80 Restricted - Per Capita Grant	\$1,480.00	\$1,480.00	(\$1,020.00)	\$30,000.00	4.93 %
10-80-5984-80 Transfer to Special Reserve	\$25,000.00	\$50,000.00	\$50,000.00	\$300,000.00	16.67 %
10-80-5986-80 IMRF Funding	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$26,480.00	\$51,480.00	\$48,980.00	\$380,000.00	13.55 %
.02 BLDG/MAINT EXPENSES					
30-65-5926-00 Maint - Bldg Structure (.02 B/M)	\$0.00	\$0.00	\$449.00	\$0.00	0.00 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$0.00	\$449.00	\$0.00	0.00 %
CONTINGENCY					
10-90-5999-00 Contingency	\$0.00	\$0.00	\$18,963.42	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$18,963.42	\$25,000.00	0.00 %
TOTAL ALL EXPENSES					
	\$456,688.05	\$756,031.02	\$754,451.45	\$4,738,135.00	15.96 %

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
4S Plumbing Companies 4S Plumbing Companies	9/16/2020 1972	Storm Water Drain Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$2,685.00
Totals for 4S Plumbing Companies:						\$2,685.00
Anderson Pest Solutions Anderson Pest Solutions	9/16/2020 5703401	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
Totals for Anderson Pest Solutions:						\$149.60
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	9/16/2020 083120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$268.27 \$31.20
Totals for Baker & Taylor (L4171582):						\$299.47
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	9/16/2020 083120	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$774.26 \$32.84
Totals for Baker & Taylor (C5223353):						\$827.10
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	9/16/2020 083120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$2,330.91 \$107.30
Totals for Baker & Taylor (L0334152):						\$2,438.21
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	9/16/2020 083120	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$13.25
Totals for Baker & Taylor (L3965522):						\$13.25
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	9/16/2020 083120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$99.59 \$6.70
Totals for Baker & Taylor (L4342812):						\$106.29

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (L5202982)	9/16/2020 083120	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$144.42 \$34.50
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	9/16/2020 083120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$1,997.66 \$129.51
Totals for Baker & Taylor (L5202982):						\$178.92
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	9/16/2020 083120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$3,905.39 \$243.15
Totals for Baker & Taylor (L5425632):						\$2,127.17
Bear Landscape Group Bear Landscape Group	9/16/2020 8159	August Landscape Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
Totals for Baker & Taylor (L5543202):						\$4,148.54
Case Lots, Inc. Case Lots, Inc.	9/16/2020 8393	Paper Towels Invoice	Paid	10-20-5663-00	Maint/Repairs-Gen repairs, Supplies	\$133.20
Totals for Bear Landscape Group:						\$1,000.00
CDW Government CDW Government	9/16/2020 ZVX7991	UPS for Server Rack Invoice	Paid	10-48-5803-10	5803 Technology	\$416.00
Totals for Case Lots, Inc.:						\$133.20
Cengage Learning Inc. / Gale Cengage Learning Inc. / Gale	9/16/2020 71137125	Miss Humblebees Invoice	Paid	10-50-5873-30	Dbases - Youth Serv	\$2,438.00
Totals for CDW Government:						\$416.00
Chicago Tribune Chicago Tribune	9/16/2020 3012321-032721	Subscription Thru 3/27/21 Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$324.74
Totals for Cengage Learning Inc. / Gale:						\$2,438.00

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
ComEd ComEd	9/16/2020 082420	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$3,155.64
<i>Totals for Chicago Tribune:</i>						<u>\$324.74</u>
Compact Disc Source Compact Disc Source	9/16/2020 78390	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$167.97
<i>Totals for ComEd:</i>						<u>\$3,155.64</u>
	9/16/2020 78389	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$70.68
	9/16/2020 78400	Music CDs Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$151.57
	9/16/2020 78399	Processing Invoice	Paid	10-25-5717-00	Processing Supplies	\$59.17
<i>Totals for Compact Disc Source:</i>						<u>\$449.39</u>
Demco, Inc. Demco, Inc.	9/16/2020 6829342	Labels Invoice	Paid	10-25-5717-00	Processing Supplies	\$694.52
<i>Totals for Demco, Inc.:</i>						<u>\$694.52</u>
Eco Clean Maintenance Eco Clean Maintenance	9/16/2020 8960	Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,807.00
<i>Totals for Eco Clean Maintenance:</i>						<u>\$2,807.00</u>
Ehlers Investment Partners Ehlers Investment Partners	9/16/2020 083120	Investment Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$611.58
<i>Totals for Ehlers Investment Partners:</i>						<u>\$611.58</u>
Findaway World						

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Findaway World	9/16/2020 317464	Launchpads Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$740.95
Flowers of Lisle Flowers of Lisle	9/16/2020 4174	Sympathy - Frederickson Invoice	Paid	10-40-5786-00	Memorial/Tribute/Recognition	\$67.94
<i>Totals for Findaway World:</i>						<u>\$740.95</u>
Garvey's Office Products Garvey's Office Products	9/16/2020 PINV1959446	Labels Invoice	Paid	10-25-5713-00	Office Supplies	\$131.69
	9/16/2020 B2B1405289	Scissors, Paper, Laminating R Invoice	Paid	10-25-5713-00	Office Supplies	\$87.82
<i>Totals for Flowers of Lisle:</i>						<u>\$67.94</u>
H.W. Wilson H.W. Wilson	9/16/2020 358813	Friction Core Collection Invoice	Paid	10-50-5867-20	Ref Books - Adult Serv	\$295.70
<i>Totals for Garvey's Office Products:</i>						<u>\$219.51</u>
Home Depot Credit Service Home Depot Credit Service	9/16/2020 082120	Hardware, Craft, Small Tools Invoice	Paid	10-20-5663-00 10-60-5931-30	Maint/Repairs-Genl repairs, Supplies Programs - Youth	\$34.42 \$17.94
<i>Totals for H.W. Wilson:</i>						<u>\$295.70</u>
IHLS - OCLC IHLS - OCLC	9/16/2020 22515	EZProxy Hosted Annual Fee Invoice	Paid	10-35-5763-00	Other Contr Srvcs-Tech Asst	\$2,685.00
	9/16/2020 22435	ILL Fee Invoice	Paid	10-50-5871-20	Document Delivery	\$20.25
<i>Totals for Home Depot Credit Service:</i>						<u>\$52.36</u>
<i>Totals for IHLS - OCLC:</i>						<u>\$2,705.25</u>
KAPCO (Kent Adhesive Products) KAPCO (Kent Adhesive Products)	9/16/2020 1407883	Label Protectors Invoice	Paid	10-25-5717-00	Processing Supplies	\$384.50

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jackie Kilcran Jackie Kilcran	9/16/2020 082820	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$21.39
<i>Totals for KAPCO (Kent Adhesive Products):</i>						<u>\$384.50</u>
Chris Knight Chris Knight	9/16/2020 081720	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$3.22
<i>Totals for Jackie Kilcran:</i>						<u>\$21.39</u>
Konica Minolta Business Solutions Konica Minolta Business Solutions	9/16/2020 268131789	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$184.07
<i>Totals for Chris Knight:</i>						<u>\$3.22</u>
Konica Minolta Premier Finance Konica Minolta Premier Finance	9/16/2020 423153238	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
<i>Totals for Konica Minolta Business Solutions:</i>						<u>\$184.07</u>
Library Ideas LLC Library Ideas LLC	9/16/2020 78162	VOX Books Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$725.10
	9/16/2020 78163	VOX Books Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$236.70
	9/16/2020 78164	VOX Books Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$41.95
<i>Totals for Konica Minolta Premier Finance:</i>						<u>\$211.10</u>
<i>Totals for Library Ideas LLC:</i>						<u>\$1,003.75</u>
LIMRICC PHIP Health LIMRICC PHIP Health	9/16/2020 092020	September Premium Invoice	Paid	10-10-5621-10 10-10-5621-20 10-10-5621-30 10-10-5621-50	Hosp. Ins. - Admin Hosp. Ins. - Adult Serv. Hosp. Ins. - YS Hosp. Ins. - Tech	\$5,031.10 \$10,792.27 \$4,028.08 \$3,294.26

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Midwest Tape (7289) Midwest Tape (7289)	9/16/2020 090120	DVDs/Blu-rays w/o Process Invoice	Paid	10-10-5621-60	Hosp. Ins. - Circ	\$6,384.59
Totals for LIMRICC PHIP Health:						\$29,530.30
Midwest Tape (7288) Midwest Tape (7288)	9/16/2020 090120	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$156.99 \$644.80
Totals for Midwest Tape (7289):						\$156.99
Midwest Tape (7288) Midwest Tape (7288)	9/16/2020 090120	DVDs/Blu-rays w/Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$2,221.99 \$644.80
Totals for Midwest Tape (7288):						\$2,866.79
Midwest Tape (7290) Midwest Tape (7290)	9/16/2020 090120	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$79.98
Totals for Midwest Tape (7290):						\$79.98
Midwest Tape (7291) Midwest Tape (7291)	9/16/2020 090120	DVDs/Blu-rays/CD Books w Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$332.05
Totals for Midwest Tape (7291):						\$332.05
Midwest Tape (8904) Midwest Tape (8904)	9/16/2020 090120	Bingc Box Invoice	Paid	10-25-5717-00	Processing Supplies	\$601.78
Totals for Midwest Tape (8904):						\$601.78
Midwest Tape Midwest Tape	9/16/2020 99328922	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$3,812.54
Totals for Midwest Tape (8904):						\$601.78
NCBERS Group Life Ins NCBERS Group Life Ins	9/16/2020 4602092020	Payroll Withholding Invoice	Paid	10-00-2638-00	Vol. Life (NCPERS)	\$80.00
Totals for Midwest Tape:						\$3,812.54

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
OverDrive, Inc. OverDrive, Inc.	9/16/2020 0110720267693	Advantage Invoice	Paid	10-50-5895-40	Totals for NCPERS Group Life Ins: A-V Matls - Adult Serv	\$80.00 \$1,000.00
	9/16/2020 1107CP2027679	Overdrive CPC Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$273.63
Paddock Publications Paddock Publications	9/16/2020 2112-2023	Subscription - Business Ledg Invoice	Paid	10-50-5900-20	Totals for OverDrive, Inc.: Periodicals - Adult Serv	\$1,273.63 \$90.00
Paddock Publications	9/16/2020 154784	RFQ Invoice	Paid	10-25-5719-00	Totals for Paddock Publications: Publishing	\$90.00 \$108.10
Patriot Electric & Technologies Patriot Electric & Technologies	9/16/2020 726598	Ballast Repair & Fixture Invoice	Paid	10-20-5664-00	Totals for Paddock Publications: Maint/Repairs-Non Contr. Work	\$108.10 \$455.00
Penworthy Company Penworthy Company	9/16/2020 0564345-IN	Picture Books Invoice	Paid	10-50-5863-30	Totals for Patriot Electric & Technologies: Books - Youth Serv	\$455.00 \$503.41
	9/16/2020 0564416-IN	Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$384.70
	9/16/2020 0564612-IN	Non-Fiction Books Invoice	Paid	10-50-5863-30	Books - Youth Serv	\$1,047.20
	9/16/2020 0564760-IN	STEAM Kits Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$930.93
					Totals for Penworthy Company:	\$2,866.24

Lisle Library District Accounts Payable September 16, 2020

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
RAILS RAILS	9/16/2020 7232	Press Reader Subscription Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$5,178.00
Totals for RAILS:						\$5,178.00
Will Savage Will Savage	9/16/2020 083120	MFG Club Invoice	Paid	10-60-5931-30	Programs - Youth	\$9.98
Totals for Will Savage:						\$9.98
Staples Advantage Staples Advantage	9/16/2020 1630647207	Misc. Janitorial, Office & Ki Invoice	Paid	10-20-5663-00 10-25-5713-00 10-25-5716-00	Maint/Repairs-Genl repairs, Supplies Office Supplies Kitchen Supplies	\$804.44 \$489.17 \$215.36
Totals for Staples Advantage:						\$1,508.97
Suburban Door Check & Lock Service Suburban Door Check & Lock Service	9/16/2020 INS29125	Repair IT and Receiving Doo Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$255.75
Totals for Suburban Door Check & Lock Service:						\$255.75
The Library Store, Inc. The Library Store, Inc.	9/16/2020 461509	Stem Kits Invoice	Paid	10-50-5890-30	A-V Matls - Youth Serv	\$100.24
Totals for The Library Store, Inc.:						\$100.24
Verizon Verizon	9/16/2020 9861124589	3 Hot Spots Invoice	Paid	10-20-5656-00	Verizon	\$108.03
Totals for Verizon:						\$108.03
Village of Lisle Village of Lisle	9/16/2020 082720	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$155.70
9/16/2020 3600000361	Internet Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00	

**Lisle Library District
Accounts Payable September 16, 2020**

Totals for Village of Lisle: \$605.70

Lisle Library District Accounts Payable September 16, 2020

Account Summary

Account Number	Description	Net Amount
10-00-2638-00	Vol. Life (NCPERS)	\$80.00
10-10-5621-10	Hosp. Ins. - Admin	\$5,031.10
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$10,792.27
10-10-5621-30	Hosp. Ins. - YS	\$4,028.08
10-10-5621-50	Hosp. Ins. - Tech	\$3,294.26
10-10-5621-60	Hosp. Ins. - Circ	\$6,384.59
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$155.70
10-20-5655-00	Utilities - Electric	\$3,155.64
10-20-5656-00	Verizon	\$108.03
10-20-5661-00	Maint Contracts - Maint. Service	\$2,956.60
10-20-5662-00	Maint Contr. - Landscape Serv.	\$1,000.00
10-20-5663-00	Maint/Repairs-Genl repairs, Supplies	\$972.06
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$3,395.75
10-25-5713-00	Office Supplies	\$708.68
10-25-5716-00	Kitchen Supplies	\$215.36
10-25-5717-00	Processing Supplies	\$3,060.65
10-25-5719-00	Publishing	\$108.10
10-25-5724-15	Local Travel	\$24.61
10-35-5763-00	Other Contr Srves-Tech Asst	\$2,685.00
10-35-5765-10	Investment Agency Consultants	\$611.58
10-40-5786-00	Memorial/Tribute/Recognition	\$67.94
10-48-5803-10	5803 Technology	\$416.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$395.17
10-50-5863-30	Books - Youth Serv	\$4,032.56
10-50-5864-10	Books - Non Fiction	\$2,344.16
10-50-5865-10	Books - Adult/Teen Fiction	\$4,049.81
10-50-5867-20	Ref Books - Adult Serv	\$1,069.96
10-50-5869-20	Internet Licensed DBases	\$5,178.00
10-50-5871-20	Document Delivery	\$20.25
10-50-5873-30	Dbases - Youth Serv	\$2,438.00
10-50-5890-30	A-V Mats - Youth Serv	\$3,187.90
10-50-5895-40	A-V Mats - Adult Serv	\$8,052.96

Lisle Library District Accounts Payable September 16, 2020

10-50-5900-20	Periodicals - Adult Serv	\$414.74
10-60-5931-30	Programs - Youth	\$27.92
	GRAND TOTAL:	\$80,913.43

Lisle Library District Account Distribution Report by Number September 16, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/16/2020	4602092020	Invoice	6175-038	NCPERS Group Life Ins	NCPERS Group Life I	Posted	9/16/2020	\$80.00	\$0.00
					Totals for 10-00-2638-00, Vol. Life (NCPERS):			\$80.00	\$0.00
9/16/2020	092020	Invoice	6175-106	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	9/16/2020	\$5,031.10	\$0.00
					Totals for 10-10-5621-10, Hosp. Ins. - Admin:			\$5,031.10	\$0.00
9/16/2020	092020	Invoice	6175-108	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	9/16/2020	\$10,792.27	\$0.00
					Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:			\$10,792.27	\$0.00
9/16/2020	092020	Invoice	6175-109	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	9/16/2020	\$4,028.08	\$0.00
					Totals for 10-10-5621-30, Hosp. Ins. - YS:			\$4,028.08	\$0.00
9/16/2020	092020	Invoice	6175-110	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	9/16/2020	\$3,294.26	\$0.00
					Totals for 10-10-5621-50, Hosp. Ins. - Tech:			\$3,294.26	\$0.00
9/16/2020	092020	Invoice	6175-111	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	9/16/2020	\$6,384.59	\$0.00
					Totals for 10-10-5621-60, Hosp. Ins. - Circ:			\$6,384.59	\$0.00
9/16/2020	3600000361	Invoice	6175-070	Village of Lisle	Village of Lisle-360000	Posted	9/16/2020	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$450.00	\$0.00
9/16/2020	082720	Invoice	6175-042	Village of Lisle	Village of Lisle-08272	Posted	9/16/2020	\$155.70	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$155.70	\$0.00
9/16/2020	082420	Invoice	6175-024	ComEd	ComEd-082420	Posted	9/16/2020	\$3,155.64	\$0.00
					Totals for 10-20-5655-00, Utilities - Electric:			\$3,155.64	\$0.00
9/16/2020	9861124589	Invoice	6175-028	Verizon	Verizon-9861124589	Posted	9/16/2020	\$108.03	\$0.00
					Totals for 10-20-5656-00, Verizon:			\$108.03	\$0.00
9/16/2020	8960	Invoice	6175-026	Eco Clean Maintenance	Eco Clean Maintenan	Posted	9/16/2020	\$2,807.00	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service			\$2,807.00	\$0.00

Lisle Library District Account Distribution Report by Number September 16, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/16/2020	5703401	Invoice	6175-122	Anderson Pest Solutions	Anderson Pest Solutio	Posted	9/16/2020	\$149.60	\$0.00
10-20-5662-00, Maint Contr. - Landscape Serv.									
9/16/2020	8159	Invoice	6175-044	Bear Landscape Group	Bear Landscape Group-	Posted	9/16/2020	\$1,000.00	\$0.00
								<i>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.:</i>	
								\$2,956.60	
10-20-5663-00, Maint/Repairs-Genl repairs, Supplies									
9/16/2020	1630647207	Invoice	6175-007	Staples Advantage	Staples Advantage-1631	Posted	9/16/2020	\$804.44	\$0.00
9/16/2020	082120	Invoice	6175-011	Home Depot Credit Service	Home Depot Credit Se	Posted	9/16/2020	\$34.42	\$0.00
9/16/2020	8393	Invoice	6175-074	Case Lots, Inc.	Case Lots, Inc.-8393	Posted	9/16/2020	\$133.20	\$0.00
								<i>Totals for 10-20-5663-00, Maint/Repairs-Genl repairs, Supplies:</i>	
								\$972.06	
10-20-5664-00, Maint/Repairs-Non Contr. Work									
9/16/2020	IN529125	Invoice	6175-005	Suburban Door Check & Lock S	Suburban Door Check & Lock S	Posted	9/16/2020	\$255.75	\$0.00
9/16/2020	726598	Invoice	6175-046	Patriot Electric & Technologies	Patriot Electric & Techn	Posted	9/16/2020	\$455.00	\$0.00
9/16/2020	1972	Invoice	6175-116	4S Plumbing Companies	4S Plumbing Companie	Posted	9/16/2020	\$2,685.00	\$0.00
								<i>Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work:</i>	
								\$3,395.75	
10-25-5713-00, Office Supplies									
9/16/2020	1630647207	Invoice	6175-009	Staples Advantage	Staples Advantage-1631	Posted	9/16/2020	\$489.17	\$0.00
9/16/2020	P1NV1959446	Invoice	6175-040	Garvey's Office Products	Garvey's Office Produc	Posted	9/16/2020	\$131.69	\$0.00
9/16/2020	B2B1405289	Invoice	6175-120	Garvey's Office Products	Garvey's Office Produc	Posted	9/16/2020	\$87.82	\$0.00
								<i>Totals for 10-25-5713-00, Office Supplies:</i>	
								\$708.68	
10-25-5716-00, Kitchen Supplies									
9/16/2020	1630647207	Invoice	6175-010	Staples Advantage	Staples Advantage-1631	Posted	9/16/2020	\$215.36	\$0.00
								<i>Totals for 10-25-5716-00, Kitchen Supplies:</i>	
								\$215.36	
10-25-5717-00, Processing Supplies									
9/16/2020	1407883	Invoice	6159-39	KAPCO (Kent Adhesive Prod	KAPCO (Kent Adhes	Posted	9/16/2020	\$384.50	\$0.00
9/16/2020	6829342	Invoice	6175-016	Demco, Inc.	Demco, Inc.-6829342	Posted	9/16/2020	\$694.52	\$0.00
9/16/2020	78389	Invoice	6175-020	Compact Disc Source	Compact Disc Source	Posted	9/16/2020	\$70.68	\$0.00
9/16/2020	083120	Invoice	6175-054	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	9/16/2020	\$6.70	\$0.00
9/16/2020	083120	Invoice	6175-057	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	9/16/2020	\$34.50	\$0.00
9/16/2020	083120	Invoice	6175-063	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	9/16/2020	\$243.15	\$0.00
9/16/2020	083120	Invoice	6175-073	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	9/16/2020	\$31.20	\$0.00
9/16/2020	083120	Invoice	6175-079	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	9/16/2020	\$52.84	\$0.00
9/16/2020	083120	Invoice	6175-085	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	9/16/2020	\$129.51	\$0.00

Lisle Library District Account Distribution Report by Number September 16, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
9/16/2020	083120	Invoice	6175-091	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	9/16/2020	\$107.30	\$0.00
9/16/2020	090120	Invoice	6175-082	Midwest Tape (8904)	Midwest Tape (8904)-	Posted	9/16/2020	\$601.78	\$0.00
9/16/2020	090120	Invoice	6175-090	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	9/16/2020	\$644.80	\$0.00
9/16/2020	78399	Invoice	6175-114	Compact Disc Source	Compact Disc Source	Posted	9/16/2020	\$59.17	\$0.00
10-25-5719-00, Publishing									
9/16/2020	154784	Invoice	6175-050	Paddock Publications	Paddock Publications	Posted	9/16/2020	\$108.10	\$0.00
10-25-5724-15, Local Travel									
9/16/2020	081720	Invoice	6159-43	Chris Knight	Chris Knight-081720	Posted	9/16/2020	\$3.22	\$0.00
9/16/2020	082820	Invoice	6175-022	Jackie Kilcran	Jackie Kilcran-082820	Posted	9/16/2020	\$21.39	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
9/16/2020	22515	Invoice	6175-066	IHLS - OCLC	IHLS - OCLC-22515	Posted	9/16/2020	\$2,685.00	\$0.00
10-35-5765-10, Investment Agency Consultants									
9/16/2020	083120	Invoice	6175-062	Ehlers Investment Partners	Ehlers Investment Part	Posted	9/16/2020	\$611.58	\$0.00
10-40-5786-00, Memorial/Tribute/Recognition									
9/16/2020	4174	Invoice	6175-134	Flowers of Lisle	Flowers of Lisle-4174	Posted	9/16/2020	\$67.94	\$0.00
10-48-5803-10, 5803 Technology									
9/16/2020	ZVX791	Invoice	6175-104	CDW Government	CDW Government-Z	Posted	9/16/2020	\$416.00	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide									
9/16/2020	268131789	Invoice	6175-118	Konica Minolta Business Solut	Konica Minolta Businec	Posted	9/16/2020	\$184.07	\$0.00
9/16/2020	423153238	Invoice	6175-132	Konica Minolta Premier Financ	Konica Minolta Premie	Posted	9/16/2020	\$211.10	\$0.00
10-50-5863-30, Books - Youth Serv									
9/16/2020	0564345-IN	Invoice	6159-45	Penworthy Company	Penworthy Company-Q	Posted	9/16/2020	\$503.41	\$0.00
9/16/2020	0564416-IN	Invoice	6175-014	Penworthy Company	Penworthy Company-0:	Posted	9/16/2020	\$384.70	\$0.00
9/16/2020	0564612-IN	Invoice	6175-032	Penworthy Company	Penworthy Company-0:	Posted	9/16/2020	\$1,047.20	\$0.00
Totals for 10-25-5717-00, Processing Supplies:									\$3,060.65
Totals for 10-25-5719-00, Publishing:									\$108.10
Totals for 10-25-5724-15, Local Travel:									\$24.61
Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst:									\$2,685.00
Totals for 10-35-5765-10, Investment Agency Consultants:									\$611.58
Totals for 10-40-5786-00, Memorial/Tribute/Recognition:									\$67.94
Totals for 10-48-5803-10, 5803 Technology:									\$416.00
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib. Wide:									\$395.17

Lisle Library District Account Distribution Report by Number September 16, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount		
9/16/2020	083120	Invoice	6175-052	Baker & Taylor (L4342812)	Baker & Taylor (L4342)	Posted	9/16/2020	\$99.59	\$0.00		
9/16/2020	083120	Invoice	6175-081	Baker & Taylor (L5425632)	Baker & Taylor (L5425)	Posted	9/16/2020	\$1,997.66	\$0.00		
				<i>Totals for 10-50-5863-30, Books - Youth Serv:</i>						\$4,032.56	\$0.00
				10-50-5864-10, Books - Non Fiction							
9/16/2020	083120	Invoice	6175-065	Baker & Taylor (L3965522)	Baker & Taylor (L3965)	Posted	9/16/2020	\$13.25	\$0.00		
9/16/2020	083120	Invoice	6175-087	Baker & Taylor (L0334152)	Baker & Taylor (L0334)	Posted	9/16/2020	\$2,330.91	\$0.00		
				<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>						\$2,344.16	\$0.00
				10-50-5865-10, Books - Adult/Teen Fiction							
9/16/2020	083120	Invoice	6175-055	Baker & Taylor (L5202982)	Baker & Taylor (L5202)	Posted	9/16/2020	\$144.42	\$0.00		
9/16/2020	083120	Invoice	6175-059	Baker & Taylor (L5543202)	Baker & Taylor (L5543)	Posted	9/16/2020	\$3,905.39	\$0.00		
				<i>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</i>						\$4,049.81	\$0.00
				10-50-5867-20, Ref Books - Adult Serv							
9/16/2020	083120	Invoice	6175-075	Baker & Taylor (C5223353)	Baker & Taylor (C5223)	Posted	9/16/2020	\$774.26	\$0.00		
9/16/2020	358813	Invoice	6175-126	H.W. Wilson	H.W. Wilson-358813	Posted	9/16/2020	\$295.70	\$0.00		
				<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>						\$1,069.96	\$0.00
				10-50-5869-20, Internet Licensed DBases							
9/16/2020	7232	Invoice	6175-124	RAILS	RAILS-7232	Posted	9/16/2020	\$5,178.00	\$0.00		
				<i>Totals for 10-50-5869-20, Internet Licensed DBases:</i>						\$5,178.00	\$0.00
				10-50-5871-20, Document Delivery							
9/16/2020	22435	Invoice	6175-130	IHLS - OCLC	IHLS - OCLC-22435	Posted	9/16/2020	\$20.25	\$0.00		
				<i>Totals for 10-50-5871-20, Document Delivery:</i>						\$20.25	\$0.00
				10-50-5873-30, Dbases - Youth Serv							
9/16/2020	71137125	Invoice	6175-003	Cengage Learning Inc. / Gale	Cengage Learning Inc. /	Posted	9/16/2020	\$2,438.00	\$0.00		
				<i>Totals for 10-50-5873-30, Dbases - Youth Serv:</i>						\$2,438.00	\$0.00
				10-50-5890-30, A-V Matls - Youth Serv							
9/16/2020	461509	Invoice	6175-001	The Library Store, Inc.	The Library Store, Inc.	Posted	9/16/2020	\$100.24	\$0.00		
9/16/2020	317464	Invoice	6175-034	Findaway World	Findaway World-3174	Posted	9/16/2020	\$740.95	\$0.00		
9/16/2020	0564760-IN	Invoice	6175-048	Penworthy Company	Penworthy Company-0564760-IN	Posted	9/16/2020	\$930.93	\$0.00		
9/16/2020	090120	Invoice	6175-078	Midwest Tape (7290)	Midwest Tape (7290)-	Posted	9/16/2020	\$79.98	\$0.00		
9/16/2020	090120	Invoice	6175-094	Midwest Tape (7291)	Midwest Tape (7291)-	Posted	9/16/2020	\$332.05	\$0.00		
9/16/2020	78162	Invoice	6175-098	Library Ideas LLC	Library Ideas LLC-78162	Posted	9/16/2020	\$725.10	\$0.00		
9/16/2020	78163	Invoice	6175-100	Library Ideas LLC	Library Ideas LLC-78163	Posted	9/16/2020	\$236.70	\$0.00		
9/16/2020	78164	Invoice	6175-102	Library Ideas LLC	Library Ideas LLC-78164	Posted	9/16/2020	\$41.95	\$0.00		

Lisle Library District Account Distribution Report by Number September 16, 2020

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5895-40, A-V Mails - Adult Serv									
9/16/2020	78390	Invoice	6175-018	Compact Disc Source	Compact Disc Source	Posted	9/16/2020	\$167.97	\$0.00
9/16/2020	0110720267693	Invoice	6175-030	OverDrive, Inc.	OverDrive, Inc.-011072	Posted	9/16/2020	\$1,000.00	\$0.00
9/16/2020	083120	Invoice	6175-069	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	9/16/2020	\$268.27	\$0.00
9/16/2020	090120	Invoice	6175-086	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	9/16/2020	\$2,221.99	\$0.00
9/16/2020	090120	Invoice	6175-092	Midwest Tape (7289)	Midwest Tape (7289)-	Posted	9/16/2020	\$156.99	\$0.00
9/16/2020	1107CP2027679	Invoice	6175-096	OverDrive, Inc.	OverDrive, Inc.-1107CI	Posted	9/16/2020	\$273.63	\$0.00
9/16/2020	78400	Invoice	6175-112	Compact Disc Source	Compact Disc Source	Posted	9/16/2020	\$151.57	\$0.00
9/16/2020	99328922	Invoice	6175-128	Midwest Tape	Midwest Tape-9932892	Posted	9/16/2020	\$3,812.54	\$0.00
Totals for 10-50-5895-40, A-V Mails - Adult Serv:								\$3,187.90	\$0.00
10-50-5900-20, Periodicals - Adult Serv									
9/16/2020	2112-2023	Invoice	6159-41	Paddock Publications	Paddock Publications	Posted	9/16/2020	\$90.00	\$0.00
9/16/2020	3012321-032721	Invoice	6175-058	Chicago Tribune	Chicago Tribune-30123	Posted	9/16/2020	\$324.74	\$0.00
Totals for 10-50-5900-20, Periodicals - Adult Serv:								\$414.74	\$0.00
10-60-5931-30, Programs - Youth									
9/16/2020	082120	Invoice	6175-013	Home Depot Credit Service	Home Depot Credit Se	Posted	9/16/2020	\$17.94	\$0.00
9/16/2020	083120	Invoice	6175-036	Will Savage	Will Savage-083120	Posted	9/16/2020	\$9.98	\$0.00
Totals for 10-60-5931-30, Programs - Youth:								\$27.92	\$0.00
Grand Totals:								\$80,913.43	\$0.00

PRIOR MONTHS BILLS PAID BETWEEN August 2020 and September 2020

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 8/14/2020	\$ 63,721.23
HSA	Garnishment	\$ 135.41
HSA	Ill. Dept. of Revenue	\$ 4,074.08
Auto W/D	Howard Simon & Associates	\$ 308.64
HSA	EFTPS/Electronic Tax Payment 8/14/2020	\$ 21,309.44
	Fed Tax \$8057.16	
	FICA W/H \$6626.16	
	FICA Lib \$6626.12	
HSA	Salaries 8/31/2020	\$ 60,153.59
HSA	Garnishment	\$ 141.69
HSA	Ill. Dept. of Revenue	\$ 3,817.23
Auto W/D	Howard Simon & Associates	\$ 212.11
HSA	EFTPS/Electronic Tax Payment 8/31/2020	\$ 20,107.24
	Fed Tax \$7587.05	
	FICA W/H \$6260.11	
	FICA Lib \$6260.08	
Wired	IMRF	\$ 21,674.75
	IMRF W/H \$7582.55	
	IMRF Lib. \$14092.20	
	Sub Total	\$ 195,655.41
Check #	Vendor	Amount
4260	AFLAC (G6920)	273.22
4261	American Library Association	80.00
4262	Anderson Pest Solutions	149.60
4263	Case Lots, Inc.	197.80
4264	Chicago Metro Fire Prevention	867.00
4265	Colley Elevator	370.00
4266	Compact Disc Source	272.64
4267	Delta Dental - Risk	2176.71
4268	Demco, Inc.	102.35
4269	Direct Energy Business	4180.95
4270	Xavier Duran	81.56
4271	ELM USA, Inc.	488.40
4272	John Ferrari	48.13
4273	Garvey's Office Products	72.89

4274	JanWay Company	Plastic Bags w/LLD Logo	1860.00
4275	Konica Minolta Premier Finance	Copier Lease	60.00
4276	Lauterbach & Amen, LLP	Audit Services	6650.00
4277	Metalmaster Roofmaster	Roof Inspection & Cleaning	549.00
4278	Monaco Mechanical Service, Inc.	AC Repairs	1100.00
4279	NICOR	Usage	132.81
4280	OverDrive, Inc.	Advantage	1000.00
4281	Paddock Publications	Public Hearing Notice	66.70
4282	Recorded Books, LLC	Transparent Language Renewal	3200.00
4283	Republic Services	Rubbish	294.33
4284	Toshiba Business Solutions, USA	Quarterly Maintenance	94.83
4285	Amazon	Books, Video Games, Supplies	2843.04
4286	CCS	Owners Rep	2587.50
4287	Fifth Third Bank	Telephone, Reader Services, PPE	4106.21
4288	Innovative Interfaces	Annual Polaris Maintenance	43802.04
4289	Konica Minolta Business Solutions	Copier Usage	156.45
4290	Outsource Solutions Group, Inc.	May & July Server Licenses	400.00
4291	OverDrive, Inc.	Consortium Fee	3000.00
4292	RAILS	Readsquared	795.00
4293	Sikich LLP	Accounting Services	4930.00
		Sub Total	86989.16
		TOTAL	282644.57

Monthly Circulation Report - August 2020

	Checkouts	Renewals	Aug-20 TOTALS	YTD FY 19/20	YTD FY 20/21	YTD % Change
Adult Non-Print	3,505	3,435	6,940	18,463	12,450	-32.57%
Adult Print	5,320	3,444	8,764	21,956	16,307	-25.73%
Adult Total	8,825	6,879	15,704	40,419	28,757	-28.85%
YS Non-Print	806	908	1,714	6,521	3,283	-49.65%
YS Print	7,445	4,826	12,271	28,715	21,878	-23.81%
Total YS	8,251	5,734	13,985	35,236	25,161	-28.59%
Digital Media						
Overdrive	3,572		3,572	5,306	7,439	40.20%
hoopla	2,148		2,148	4,125	4,353	5.53%
RB Digital	390		390	722	836	15.79%
Total Digital	6,110	0	6,110	10,153	12,628	24.38%
Subtotal Print + Non-Print/Digital	23,186	12,613	35,799	85,808	66,546	-22.45%
Computer/Tech Sessions Logins	751		751	5,601	1,301	-76.77%
Database Usage/Unique Logins	2,192		2,192	5,508	4,563	-17.16%
Wireless Use	412		412	3,206	825	-74.27%
ScannX sessions/jobs	159		159	1,147	407	-64.52%
Museum Adventure Passes	9		9	78	15	-80.77%
Total IT/Resource Sessions	3,523	0	3,523	15,540	7,111	-54.24%
Total Circulation	26,709	12,613	39,322	101,348	73,657	-27.32%
Literacy Software Usage Hours			0	175	0	-100.00%
Borrower Information	Aug 2020 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	81	335	181	-45.97%		
Monthly Borrowers	2,186	6,714	4,061	-39.51%		
Total # Registered Borrowers	10,673	10,660	10,673	0.12%		
InterLibrary Loans						
Materials Sent	76	286	137	-52.10%		
Materials Received	314	799	564	-29.41%		
Polaris/Catalog Holds						
Holds Placed	4,746	5,985	10,352	72.97%		
Holds Checked Out	4,106	4,703	9,201	95.64%		

**Lisle Library District
Program and Service Statistics - August 2020**

Library Event Statistics		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Staff Facilitated Programs			13	9	0	0	22	287	42	-85.37%
Attendees			117	206	0	0	323	2,464	737	-70.09%
Computer/Technology Programs			0	0	0	0	0	15	0	-100.00%
Attendees			0	0	0	0	0	64	0	-100.00%
Performer/Speaker/Author			0	0	0	0	0	7	0	-100.00%
Attendees			0	0	0	0	0	290	0	-100.00%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		4					4	2	4	100.00%
Attendees		731					731	325	731	124.92%
Total Number of Programs		4	13	9	0	0	26	311	46	-85.21%
Total Patrons Served by Programming		731	117	206	0	0	1,054	3,143	1,468	-53.29%
Reference Questions			2,517	1,207	1,687		5,411	13,193	11,494	-12.88%
Volunteer Hours			5.00	0.00			5.00	471.00	10.00	-97.88%
Outreach Service Statistics										
Outreach Visits			0	0	0	0	0	25	0	-100.00%
Patrons Served by Outreach Visits			0	0	0	0	0	1,496	0	-100.00%
Home Delivery Dates			2				2	4	4	0.00%
Patrons Served via Home Delivery			123				123	253	244	-3.56%
Total Outreach Programs			2	0	0	0	2	29	4	-86.21%
Total Patrons Served with Outreach Services			123	0	0	0	123	1,749	244	-86.05%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						157	0	-100.00%
Number of Outside Groups Using Meeting Space		0						44	0	-100.00%
Patrons Entering Building		6,966						31,127	12,850	-58.72%
Friend's Sponsored Programs		0						2	0	-100.00%
Attendees		0						85	0	-100.00%
Social Media Use										
Facebook (daily page consumption)		1,170						3,576	2,993	-16.30%
Twitter Followers		802						784	802	2.30%
Instagram Likes		807						1,811	1,680	-7.23%
Flickr Views		3,197						18,643	15,423	-17.27%
YouTube Views		394						1,319	903	-31.54%
Total LLD App Downloads / Sessions		259/1,868						N/A **	533/3,367	--

* New statline for December 2019.

** "Downloads Stats" began in December 2019 and "Sessions Stats" began in January 2020.

**LISLE LIBRARY DISTRICT
PRELIMINARY PROJECT DELIVERY METHOD COMPARISON**



Characteristics	General Contractor	Construction Manager (CM) at Risk
Pre-Construction Involvement (input on materials selections, constructibility costs and schedule during the design phase)	-	X
Holds a Contract with the Owner for the Construction Work	X	X
Contracts the work to sub-contractors	X	X
Obtains Competitive Pricing for the Work	X	X
Design is complete prior to Construction	X	-
Procured with fully developed drawings	X	-
Contingency held within the Contractor's Construction Contract	-	X
Procurement Type	Lowest Qualified Bidder	Qualifications + Cost
Subcontractor Procurement	Within the Public Lump Sum Bid	Each Major Trade Package is an individual Public Bid
Costs	Lump Sum Bid <i>One cost which includes all Work</i>	Cost-Plus-Fixed Fee <i>Cost for subcontracted Work plus CM Fee</i>
Cost Risks	Changes to the Work	Changes to the Work
Cost Make-Up Comparison:	<p>General Contractor</p> <p>Construction Manager at Risk</p> <ul style="list-style-type: none"> Pre-Construction Fee CM Fee Contractor's Contingency Lump Sum Construction Subcontracted Work Owner's Contingency for Changes 	



9/16/2020 CCS Topics:

The following topics will be discussed with the Lisle Library District Board of Trustees in the September 16th Library Board Meeting:

A. Design Consultant Request For Qualifications (RFQ)

- Eleven (11) Firms submitted qualifications on time.
 - LLD Staff and CCS reviewed the qualifications on 9/9/2020.
 - Qualifications are being verified to form a final shortlist for Board interviews
- **The LLD Board will be provided information so Trustees can visit Finalist Firms’ Reference Projects prior to interviews.**
- **Board Interviews will be scheduled for the week of 10/12.**

RFQ Process Steps	Status / Anticipated Schedule	Participants
RFQ Development	Completed	Board / CCS / Director
Advertisement / Issue RFQ	Completed 8/18	CCS / Director
RFQ Submission Window	Submittals Received 9/4	-
Review Qualifications	Completed 9/9	CCS / Director
Rejected Respondent Notification	By 9/14	CCS
Verify Applicant Submittal Information	By 9/25	CCS / Director
Notify Finalists & Board	Week of 9/28	CCS
Reference Checks / Project Visits by LLD Board	9/28 thru 10/9	Board / CCS / Director
Interviews: Special Board Meeting(s)	Week of 10/12	Board / CCS / Director
Contract Negotiations with Board Selected Firm	Oct/Nov	CCS / Director

B. Capital Improvement Project Parameters for discussion

- Review Summarized Project Parameters **from the 8/27/2020 Board Meeting**

Note: See page 2 & 3 for supplemental information

C. Planning for Concept Design Phase

- The following tasks **discussed in the 8/27/2020 Board Meeting** will be completed in the Concept Phase:
 - Determine Project Scope
 - Review Good, Better, Best Options
 - Financial Projections
 - Perform Project Phasing Cost-Benefit Analysis
 - Maintenance Plan Projections
 - Compare Existing As-Is w/ Capital Improvement Project Options
 - Review Project Delivery Methods (GC vs. CM)



Preliminary Parameters Summary

1. Previous Project Definition Studies

- For reference, the December 2019 Preliminary Project Definition Exercise produced two guideline capital improvement options on the existing Library property summarized in the chart below. **The options were provided to give the Board a sense of projects cost for guideline purposes only.**

Preliminary Capital Improvement Project Studies	Building Scope	Interior Space Notes	Entrance Location	Site Improvements	FFE
Full Renovation of the Existing Building 33,000 GSF \$9.7M Guideline Project Cost	33,000 SF Renovation and Reconfiguration	Relocate Departments within the building	New Entrance w/in existing building footprint	New Landscaping	50% new office furniture
	MEP improvements as needed for the reconfiguration	Add Restroom SF	Parking Lot outline generally remains unchanged		50% new public space furniture
	NO Addition	Reduce Adult Department SF			50% new shelving
	Includes FQC Facility Condition Assessment Report Recommended Action Items as Follows: -Critical Items -A: 2-5 Years Items -B: 5-10 Years Items				
	Allowance for siding, windows and doors				
Full Renovation of the Existing Building + ADDITION +/- 37,250 GSF \$13M+ Guideline Project Cost	33,000 SF Renovation and Reconfiguration	Relocate Departments within the building	New Entrance	New Landscaping	50% new office furniture
	MEP improvements as needed for the reconfiguration & addition	Add Restroom SF	Reconfigure parking lot (+/- \$500k allowance)		50% new public space furniture
	4,250 SF (+/-) Addition	Reduce Adult Department SF			50% new shelving
	Includes FQC Facility Condition Assessment Report Recommended Action Items as Follows: -Critical Items -A: 2-5 Years Items -B: 5-10 Years Items	Increase Youth SF (58%) -General Youth Area expanded -Add Flex Storytime Space & Teen Area			
	Allowance for siding, windows and doors	Increase Flex Study Rooms SF (50%) Increase Flex Meeting Room SF (50%)			

Note: 2019 FQC Recommendation inclusions added to the chart.



2. Summary of Current Project Parameters for Concept Phase

The capital improvement project shall incorporate and address the Lisle Library District’s Strategic Plan including its Vision, Mission and Values.

Project schemes are to address the parameters and needs of the LLD. Initially two schemes are anticipated for the concept phase:

1. Single Phase Construction Renovation Project
2. Multi-Phase Construction Renovation Project

The LLD has identified the following parameters and needs:

- **Baseline Project Scope:**
 - Renovation and reconfiguration of the existing building to improve spatial and operational efficiencies throughout the Library.
 - MEP Renovations as needed for the reconfiguration
 - Address all FQC Facility Condition Assessment Report Recommendations
 - Review the potential relocation of the Library entrance to make efficient use of circulation and staff resources and maximize the building’s visibility.
 - Incorporate Universal Design Principles
- **Interior Space Notes:**
 - Relocate Departments if needed to improve spatial and operational efficiencies.
 - Youth Department space is currently inadequate and is to be expanded including a flex story-time space and teen area.
 - Provide adequate access to restroom facilities, including family restrooms and nursing rooms, from all departments.
 - Improve productivity, purpose and sense of place for staff spaces
 - Review the condition of existing FFE for potential reuse where possible.
- **Alternates to be considered:**
 - Improvements to the exterior envelope within the context of addressing maintenance concerns, improving building performance and creating a welcoming façade.
 - Addition of a drive-up window
 - A building addition to accommodate space increases.
 - Site improvements including new landscaping, parking reconfiguration and outdoor program space.
 - Good / Better / Best options (major material selections, reconfigurations, etc.) are to be developed for review with costs.
- **Other Considerations:**
 - The Library owns the unimproved lots to the East (725 Front St.) and the South (4931 Kingston Ave.) of the main Library building parcel. The selected architect is to review if one of these lots can be utilized for outdoor programing.

3. Project Costs

The baseline project cost is anticipated to be in the range of \$8.5M to \$9M. Alternates are to be developed and will be evaluated in order to obtain best value for this capital project.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 11, 2020

SEPTEMBER 2020 | DIRECTOR'S REPORT

Meetings:

Staff – Aug 11	LIRA – Sept 3
LLD Board – Aug 12	Klima/VOL – Sept 3
SAGE – Aug 26	Staff – Sept 4
Hummel – Aug 26	Staff – Sept 8
Staff – Aug 27	CCS – Sept 9
LLD Special Board – Aug 27	Lauterbach/Amen – Sept 10

Conference calls/ZOOM/GOTO Meetings:

Since the onset of the COVID-19 pandemic, I've participated in weekly conference meetings with various groups. The weekly calls are outside of the numerous one-on-one phone calls with staff and other colleagues in our community.

- Intergovernmental Group
- LLD Dept. Directors/Staff
- Zone 1 Directors Group (local DuPage area)
- Zone 1+ Directors (DuPage+ libraries)
- RAILS
- Board President Hummel

SCARCE Presentation

As stated in the LLD Strategic Plan, and in efforts to, *"provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment,"* the LLD has recently partnered with SCARCE:

Facility

1). Update and enhance facility structure and exterior areas as identified by Strategic Planning Committee (SPC) to improve user experience (see Appendix A). #5 App. A: *Reconfigure and update HVAC components in building*

Organizational Culture

6). Increase community engagement via organized collaboration with local non-profits, units of government, and businesses.

SCARCE is a non-profit organization that advocates for recycling and environmental causes. They also conduct educational events for the public. They are partially funded by DuPage County.

Via SCARCE.org:

Each year SCARCE works with a variety of schools, businesses, and community organizations to earn their Earth Flag certification. The Earth Flag is a program offered jointly by SCARCE and DuPage County. Each group has an evaluation ("green audit") of their facilities, staff trainings, and must complete an eco-volunteer activity. They are given a list of things to improve upon in their operations to be more eco-friendly, including switching to more efficient lighting, green cleaning products, improving recycling and more.

I am pleased to announce that the LLD has earned an Earth Flag by accomplishing the following:

- February 11, 2020: Green Audit conducted (attached).
- February 18, 2020: Executive Director, Kay McKeen conducted environmental training at staff meeting.
- March 2, 2020: Public educational display at LLD: "Where is Away?" recycle/reuse information.
- March 10, 2020: Adult Services conducted a program facilitated by SCARCE: *Zero Waste, the environmental impact of trash, proper recycling, and incorporating tips into everyday life.*

Kay McKeen and DuPage County Board member, Elizabeth Chaplin, shall attend the September LLD Board meeting via GOTO Meeting, to present the Earth Flag and official Resolution as signed by DuPage County Chairman, Daniel Cronin (attached).

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 11, 2020

Policy Work

Last month, the Board passed a number of policies as recommended by the LLD Personnel & Policy Committee. The Personnel & Policy Committee suggested that prospective *LLD Policy 606: Public Health Response* be reviewed by the LLD's attorney. This policy addresses the current COVID-19 pandemic as well as other potential health emergencies as it relates to Library operations/staff. Due to the fluidity of the current pandemic event, the attorney's recommendation is to create an internal/flexible operational document along with a general LLD public health response policy.

The attorney is reviewing the Families First Coronavirus Response Act (FFCRA) as it relates to the LLD Policy 606 draft discussed at the last Personnel & Policy Committee. We should have attorney-approved draft documents to review later this month.

Summer Read 2020

Summer Read launched on Monday, June 15th and ended on August 24th. Summer Read concluded with 699 registered patrons:

- 386 Adults
 - Adult patrons read a total of 2050 titles and wrote 297 reviews (*a record completion statistic [308] since 2014!*)
 - The most-read title among Adults was *Where the Crawdads Sing* by Delia Owens
 - Total # of picked-up Craft Kits: 222
- 20 Home Delivery Patrons
- 45 Teens
 - Teens read 218 titles and wrote 19 reviews
 - The most read title among Teens was *Herobrine – The Complete Collection* by Barry J. McDonald and *Guts* by Raina Telgemeier
- 248 Youth
 - Total # of logged minutes: 149,950
 - Total # of picked-up Adventure Kits: 489
 - Most Read Book/s: *The Magic Treehouse* book series

This year, Summer Read was 100% virtual regarding registration, programs, and pick-up kits. LLD staff provided an extended, engaging, and quite successful Summer Read program during a very challenging time. I'm very proud of their efforts to keep our community reading!

Updated End-of-Year Financial Document & Annual Audit

It was noted last month that the June 30th financial statements needed additional clarification regarding total expenditures. Sikich has updated the end-of-year financials with a supplemental subtotal line and note to provide clarification about the transfer to Special Reserves. This document is unaudited (attached). The FY19/20 audit is currently being drafted and a Board presentation by Lauterbach & Amen is planned for the October Board meeting.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: September 11, 2020

Upcoming General and Consolidated Elections

Tuesday, November 3, 2020 is the date of the General Election. November 3rd is also a new State holiday. There is currently a lawsuit pending in Springfield asking for clarification regarding which government bodies this holiday affects in terms of closing public facilities on this day. The LLD's attorney stated that a ruling is scheduled for October 15th. The next LLD Board meeting is scheduled for the 21st. Attorney Ritzman advised that the LLD wait for the ruling and then determine whether the LLD shall close on November 3rd. He did say that the District could decide earlier than the ruling as well. In communications with other Library Directors, the decision to close on the 3rd has been about 50/50.

Local elections are on Tuesday, April 6, 2021. The LLD has paper packets available for Trustee positions in the LLD foyer as well as information via the Board page on the LLD website (lislelibrary.org). The first day to circulate petitions is September 22nd. Candidate's guide, timelines, and other relevant election information can be found on the DuPage County website: www.dupageco.org/election.

Respectfully submitted,



Tatiana Weinstein | LLD Director



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SCARCE Green Audit Report

Business or Organization: **Lisle Library District**
Members Present:
Auditors: **Kay McKeen & Erin Kennedy**

Date: **2-11-2020**

Please use the following suggestions to make your business or organization more sustainable. If an item is checked, your organization has completed that initiative. To further your sustainable efforts, focus on items that are unchecked. If you have any questions or would like additional information, please contact SCARCE.

Energy & Water Conservation

- ✓ Compact Fluorescent Light bulbs (CFLs) or LED lights for recessed, can, or display lighting - **LED pendant lights in the 1st floor reading area.**
- ✓ Lighting Upgrades (T-12 to T-8) – **Uses T- 5's**
- ✓ Strategies to pull natural light into building (sky lights, light shelves) – **Great natural light & windows**
- Lighting automation for energy savings
- ✓ Motion sensors on lights in mostly empty rooms – warehouse & bathrooms – **Lights were off in unoccupied rooms or offices**
- ✓ Candidate for delamping - **Whenever possible, if you don't have to plugged it in or turn it on try to avoid it.**
- ✓ LED Exit lights
- Lights off/disconnected in vending machines – **1 of the 2 vending machines uses a LED bulb. Look into the possibility of changing the bulb or upgrading the other machine.**
- Turn off lights, computers, monitors at end of day or when employees leave desk - **Heat is the number one contributor to wear on electronics. The constant high temperatures the machine experiences can decrease the life expectancy of the equipment. All computers or electronics should be completely shut down at the end of the day. Staff or volunteers operating equipment should be mindful of heat build-up, and should turn off or shutdown electronics as needed or when appropriate. These actions will save the library money on energy costs and increase the life expectancy of the equipment, which will also save the library money.**



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- ✓ Turn off copiers, printers
- ✓ Unplug microwave, coffee makers, toasters when not in use
- ✓ Kilowatt Measurements (for items left plugged in): **Library has Kill – O- Watts available for patrons to check out**
- ✓ Upgraded HVAC systems – **New air handlers in the Fall of 2019**
- ✓ Programmable thermostats/automated turn down for HVAC systems
 - Green roof (over ___ % of building)
- ✓ White or reflective roofing – **Lisle Library District has a white roof. White roofs can reduce summer energy use by 10–40%, saving money and preventing pollution. White roofing prevents heat related warping and cracking, extending the life of a roof. The Urban Heat Island effect is a measurable increase in ambient urban air temperatures resulting primarily from the replacement of vegetation with buildings, black surfaces like roofs and roads and other heat-absorbing infrastructure. Having a white or reflective helps reduce the Urban Heat Island effect.**
- Solar shading on windows
- Energy efficient windows installed
- ✓ Windows & doors adequately sealed
- Track energy use (Portfolio Manager or other)
- Energy Star rated
- ✓ No dripping faucets, fountains
- ✓ Low flow faucets
- ✓ Low flow toilets or dual flush toilets – **Low Flow Toilets, have automatic sensors**
- ✓ Automatic sensors on faucets
- Landscaping shades building
- ✓ Native plant landscaping
- Rain barrel/rain garden/bioswales
- Permeable pavement
- Renewable energy used
- ✓ Other – **Double door main entrance cuts down on heat or air conditioning loss.**



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Indoor Air Quality

- ✓ Indoor Plants (golden pothos & peace lily are best air cleaners) – ***How to Grow Fresh Air*, by Dr. B.C. Wolverton is an excellent book on how some indoor plants can help improve indoor air quality.**
- ✓ Vented, separate copier room – reduces employee exposure to particulates
- Green Cleaning products/ equipment
- Fume-free policy (i.e. no perfumes, air fresheners)
- VOC (Volatile Organic Compounds) free paints, adhesives, markers
- Anti-Idling policy for delivery trucks, fleet, etc.
- Policy for not purchasing toxic products
- ✓ Mold control practiced
- ✓ Entrance mats of appropriate length at entrances – ***Having 12 ft. of entrance mats help reduce the amount of dirt, dust, pollen and other particles entering the building. Up to 85% of all soil enters a building on the feet of the building occupants.***

Materials Conservation

- ✓ Recycled content copy/printer paper (color & white) – ***Green Seal certified office paper***
- ✓ Natural, unbleached, recycled content paper towels, tissue & napkins - ***If the library switched to brown or unbleached paper towels in the bathroom those could be added to a compost collection bin if commercial food scrap composting was ever offered as a part of you waste hauling contract.***
- ✓ Electric hand driers in bathrooms
- Furniture/furnishings reused
- Rapidly renewable building materials used
- Use washable tablecloths, cleaning rags, etc. to reduce paper use
- ✓ Other – ***Library uses carpet squares***
- ✓ Other – ***Syringe collection bins available in bathrooms***



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- ✓ Other – **Reusable bags are available for library patrons**
- ✓ Other – **Library has “ Book Group Bags” available for check out**
- ✓ Other – **Uses wooden stir sticks instead of plastic stirrers**

Recycling and Waste Reduction

Waste Hauler - Republic

- ✓ Effective recycling program in place (plastic, paper, cardboard, aluminum , steel, glass)
- ✓ Additional waste reduction activities (i.e. CFLs, batteries, plastic bags, pallets, cell phones, inkjet & toner cartridges, electronics) - **The Lisle Library District recycles electronics, scrap metal and batteries.**
- Composting program in place
- Use eco fonts (Century Gothic saves 30% of ink compared to Arial) - **This is an easy tip to help your ink cartridges last longer. Also, due to the reduction of ink used it also makes the paper recycling process much easier, because you don't have to use as much solvent to remove the ink from the paper. Courier is also a good option for fonts that use less ink.**
- Use of compostable utensils, cups, plates, bowls, napkins, paper towels
- ✓ Foam Soap (reduces soap use by 75%) used
- ✓ Reuse efforts of office supplies, books & equipment – **Books sent to Better World Books**
- Lighten toner on copy machine by at least two notches
- ✓ Employees or customers use reusable mugs, glasses, plates, napkins, etc.
- Encourage employees/clients to use both sides of paper
- Print defaults as two-sides
- Print only when necessary

Other Green – Initiatives

- ✓ Pay for hazardous waste disposal, such as fluorescent light bulbs
- Integrated Pest Management
- Eco-friendly catering service (recyclable containers, organic food)
- Serves Certified Organic food or local options
- Green lawn care service
- On site vegetable garden for own use or donation to local pantry



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- ✓ Eco-friendly pavement de-icing (Geomelt, for example)
- Have sustainability goals in place
- Publish annual sustainability report
- LEED or other certification
- ✓ Other – **Library has used book sale**

Employee Involvement

- Green Team
- Green Newsletter
- Green section on website
- Reusable corner for employees (i.e. books, magazines, gift bags, coupon, etc.)
- Green Corner for employees with news and info on recycling events, etc.
- Sponsor a green event for community or employees and families at your business
- Employees volunteer at eco events
- ✓ Have bike racks for employees
- Encourage employees to carpool, walk to work, bike to work, or use public transportation
- Recognize employees for their green efforts

Notes

Improving indoor air quality - Add indoor plants to the library. Indoor plants will really help to improve the indoor air quality at the library. Typically, a building's indoor air quality is worse than the quality of the air outside. The addition of indoor plants can help filter common indoor pollutants. NASA research suggests having at least one plant per 100 square feet of home or office space. The book, How to Grow Fresh Air by NASA research scientist Dr. B.C. Wolverton is an excellent book to use as a reference for what indoor plants are good at removing specific pollutants. If this book is not available at the library it might be a good book to consider purchasing for patrons to check out.



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Refrain from using anything that contains a fragrance or gives off fumes. The fragrances in air fresheners have the potential to create a number of adverse effects on your staff & patrons. Migraine headaches, breathing difficulties and in some cases may be an Asthma trigger. Also, any air freshener that advertises the scent lasting for a particular amount of time, for example 30, 60 or 90 days would have Formaldehyde or some sort of preservative in it. The Formaldehyde is used as a fragrance preservative. Formaldehyde is a known carcinogen and can cause irritation of the skin, eyes, nose and throat. High levels of exposure may cause some types of cancer. Below is a link for further information on indoor air quality and the plants that can be beneficial to improving the indoor air quality at the Lisle Library District.

<https://lifehacker.com/this-graphic-shows-the-best-air-cleaning-plants-according-to-1705307836>

Using green or environmentally friendly cleaning products is another way to improve indoor air quality. Use cleaners that are Green Seal certified or EPA certified through their Designed for the Environment program. Green Seal is a third-party certification that focuses on performance, health and sustainability. I would also advise looking into a dilution cleaning system. A dilution system is a cleaning system where you have a few concentrated cleaners and based on various ratios or formulas you can clean a multitude of surfaces. This allows you to save storage space, reduce the number of MSDS (material safety data sheets) you must have on file, and reduces the amount of waste or recyclable containers you produce. ECOLAB is a local environmentally focused company that offers dilution cleaning systems.



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Also with respect to indoor air quality please consider avoiding using adhesives, finishes or paint that contain Volatile Organic Compounds or VOC's. VOC's are emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. Concentrations of many VOCs are consistently higher indoors. VOCs are emitted by a wide array of products such as: paints, varnishes, many cleaning, disinfecting and degreasing products. Paint sold in Illinois has VOC limitations. The paint has to be low or no VOC's

<http://prev.dailyherald.com/story/?id=308600> – Article on the VOC paint legislation that passed in 2009.

Employee Involvement - Engage staff and residents in your Earth Flag process – Look to establish a staff green team if possible. Showcase all the great environmental initiatives the library is already doing, and what you hope to accomplish in the future.

SCARCE is here to assist in anyway. Let us know how we can help! If you have specific questions on materials or practices that I did not touch on, please do not hesitate to ask. Thank you for the opportunity to work with you and the Lisle Library.

RESOLUTION OF COMMENDATION
LISLE LIBRARY DISTRICT, LISLE, IL

WHEREAS, DuPage County adopted the DuPage County Solid Waste Management Plan which includes environmental education activities and leadership in recycling; and

WHEREAS, the District has completed staff training and has educated patrons and employees on multiple sustainability practices including proper recycling practices; and

WHEREAS, the District has an extensive recycling program for electronics, scrap metal, batteries and many other waste items and donates books to support people in need throughout the world; and

WHEREAS, the District has completed several lighting, roofing and energy efficiency upgrades that support the County's Cool DuPage effort to reduce greenhouse gas emissions; and

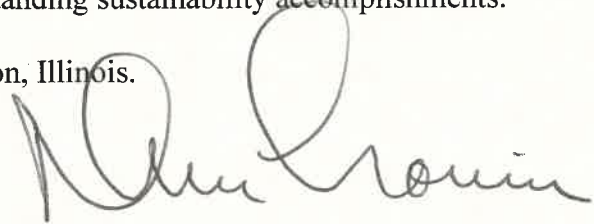
WHEREAS, the District has reduced waste and water use by utilizing reusable products and low flow technologies; and

WHEREAS, the DuPage County Board recognizes the Lisle Library District for its leadership in reducing their impact on the environment and has thereby earned their Earth Flag as a symbol of their accomplishments; and

WHEREAS, the DuPage County Board finds the Lisle Library District is a valuable member of the County of DuPage and their efforts have significantly improved the quality of life of the DuPage County community.

NOW, THEREFORE, BE IT RESOLVED that I, Daniel J. Cronin, Chairman of the DuPage County Board and Members of the County Board do hereby commend the Lisle Library District on their exemplary efforts and outstanding sustainability accomplishments.

Passed this 8th day of April, 2020 at Wheaton, Illinois.



Daniel J. Cronin, Chairman
DuPage County Board



Lisle Library District
 Expenses through June 30, 2020 (100% of FY 19-20)
 No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
 SIKICH NOTE: TRANSF TO SPEC RESRV - PG 8

ALL EXPENSES		Current Month	YTD	YTD	FY 19-20	FY 19-20
EMPLOYEE COSTS		June 2020	July - June	July - June	Annual Budget	% of Budget
			2019-2020	2018-2019		to YTD
Salaries						
10-10-5603-10	Administrative - Reg. Hours	\$ 37,922.69	\$ 482,323.74	\$ 512,369.72	\$ 538,996.84	89.49%
10-10-5603-20	Adult Services - Reg. Hours	46,559.11	561,372.90	542,126.91	561,938.59	99.90%
10-10-5603-30	Youth Services - Reg. Hours	35,703.61	398,039.52	343,376.17	398,744.11	99.82%
10-10-5603-50	Technical Services - Reg. Hours	22,117.07	267,937.20	266,884.26	279,943.69	95.71%
10-10-5603-60	Circulation - Reg. Hours	36,389.31	465,012.76	479,944.39	482,446.73	96.39%
Total Salaries		\$ 178,691.79	\$ 2,174,686.12	\$ 2,144,701.45	\$ 2,262,069.96	96.14%
Health and Dental Ins.						
10-10-5621-10	Hosp. Ins. - Admin	\$ 3,999.79	\$ 47,172.36	\$ 54,783.50	\$ 65,000.00	72.57%
10-10-5621-20	Hosp. Ins. - Adult Serv.	8,170.67	94,392.67	92,236.09	105,000.00	89.90%
10-10-5621-30	Hosp. Ins. - YS	3,419.12	39,568.31	39,755.42	50,000.00	79.14%
10-10-5621-50	Hosp. Ins. - Tech	2,788.76	31,660.44	35,264.84	40,000.00	79.15%
10-10-5621-60	Hosp. Ins. - Circ	5,220.57	60,904.86	52,327.17	60,000.00	101.51%
10-10-5622-10	Dental Ins. - Admin.	-13.72	2,200.03	3,096.54	4,000.00	55.00%
10-10-5622-20	Dental Ins. - Adult Serv	226.81	5,432.59	5,651.54	7,000.00	77.61%
10-10-5622-30	Dental Ins. - YS	73.23	2,112.26	910.27	2,000.00	105.61%
10-10-5622-50	Dental Ins. - Tech	101.51	2,736.34	2,679.29	3,000.00	91.21%
10-10-5622-60	Dental Ins. - Circ	97.94	2,226.58	3,401.60	4,000.00	55.66%
Total Health & Dental Ins.		\$ 24,084.68	\$ 288,406.44	\$ 290,106.26	\$ 340,000.00	84.83%
Other Staff Benefits						
10-10-5646-00	5646 Unemployment	\$ -	\$ 1,635.57	\$ 1,431.92	\$ 4,000.00	40.89%
10-10-5623-00	ComPsych Assistance Plan	0.00	382.20	865.80	870.00	43.93%

Lisle Library District
Expenses Through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
SIKICH NOTE: TRANSF TO SPEC RESRV - PG. 8

Total Other Staff Benefits		\$ -	\$ -	\$ 2,017.77	\$ 2,217.72	\$ 1,800.00	41.43%
FICA Expenses							
45-10-5625-10	FICA Expense - Admin	\$ 2,822.42	\$ 35,959.88	\$ 37,191.07	\$ 40,000.00		89.90%
45-10-5625-20	FICA Expense - Adult Serv.	3,335.91	40,293.38	38,072.51	40,000.00		100.73%
45-10-5625-30	FICA Expense - Youth Services	2,691.66	29,991.10	25,323.56	30,000.00		99.97%
45-10-5625-50	FICA Expense - Tech Servs.	1,656.46	20,086.27	19,991.69	22,000.00		91.30%
45-10-5625-60	FICA Expense - Circulation	2,664.79	34,246.22	35,036.36	41,048.35		83.43%
Total FICA Expenses		\$ 13,171.24	\$ 160,576.85	\$ 155,615.19	\$ 173,048.35		92.79%
IMRF Expenses							
40-10-5628-10	IMRF Expense - Admin	\$ 3,111.04	\$ 34,669.87	\$ 37,773.65	\$ 41,000.00		84.56%
40-10-5628-20	IMRF Expense - Adult Servs	4,097.20	43,507.33	43,971.76	46,000.00		94.58%
40-10-5628-30	IMRF Expense - Youth Services	3,020.89	29,593.04	25,585.99	34,000.00		87.04%
40-10-5628-50	IMRF Expense - Tech Servs.	1,946.29	20,769.78	22,938.39	25,000.00		83.08%
40-10-5628-60	IMRF Expense - Circulation	2,393.45	26,066.49	27,198.97	30,000.00		86.89%
Total IMRF Expenses		\$ 14,568.87	\$ 154,606.51	\$ 157,468.76	\$ 176,000.00		87.84%
TOTAL EMPLOYEE COSTS		\$ 230,516.58	\$ 2,780,293.69	\$ 2,750,189.38	\$ 2,955,988.31		94.06%
BUILDING COSTS							
Utilities							
10-20-5650-00	Internet Service Provider	\$ 450.00	\$ 4,950.00	\$ 4,950.00	\$ 5,400.00		91.67%
10-20-5651-00	INet	0.00	1,810.00	1,810.00	1,810.00		100.00%
10-20-5652-00	Utilities - Phone	770.55	8,051.89	8,843.39	8,000.00		100.65%
10-20-5653-00	Utilities - Gas	361.03	5,799.95	7,084.70	7,500.00		77.33%
10-20-5654-00	Utilities - Sewer & Water	36.15	1,680.15	2,819.92	2,900.00		57.94%
10-20-5655-00	Utilities - Electric	3,426.86	39,944.23	49,063.27	52,000.00		76.82%
10-20-5656-00	Verizon	216.08	1,296.52	1,168.19	1,500.00		86.43%

Lisle Library District
Expenses through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
 SIKICH NOTE: TRANS TO SPEC RESRV - PG 8

Total Utilities		\$ 5,260.07	\$ 33,532.74	\$ 25,739.47	\$ 72,110.00	82.71%
Maintenance and Repairs						
10-20-5660-00	Maint Contracts - HVAC	\$ -	\$ 4,800.00	\$ 4,800.00	\$ 5,000.00	96.00%
10-20-5661-00	Maint Contracts - Maint. Service	579.23	18,978.49	32,460.84	37,500.00	50.61%
10-20-5662-00	Maint Contr. - Landscape Serv.	6,812.50	38,398.50	41,739.16	40,000.00	96.00%
10-20-5663-00	Maint/Repairs-Genl repairs,	0.00	9,000.00	9,473.06	9,000.00	100.00%
10-20-5664-00	Maint/Repairs-Non Contr. Work	19,113.26	82,483.81	72,277.96	83,700.00	98.55%
10-20-5665-00	Rubbish Removal	294.33	3,094.33	2,321.68	2,500.00	123.77%
Total Maintenance and Repairs		\$ 26,799.32	\$ 156,755.13	\$ 163,072.70	\$ 177,700.00	88.21%
TOTAL BUILDING COSTS		\$ 32,059.99	\$ 220,287.87	\$ 238,812.17	\$ 256,810.00	85.78%
OPERATING EXPENSES						
Postage and Printing						
10-25-5710-00	Postage and Shipping	\$ -	\$ 4,325.06	\$ 4,737.54	\$ 4,500.00	96.11%
10-25-5710-10	Printing/Spec. Serv. - Adult	0.00	10,127.45	13,829.76	18,000.00	56.26%
10-25-5711-00	Postage Special Serv	240.00	6,929.00	7,505.19	8,500.00	81.52%
10-25-5712-00	Printing	0.00	379.46	438.93	1,000.00	37.95%
Total Postage and Printing		\$ 240.00	\$ 21,760.97	\$ 26,511.42	\$ 32,000.00	68.00%
Supplies						
10-25-5713-00	Office Supplies	\$ 447.41	\$ 4,665.86	\$ 6,035.55	\$ 5,000.00	93.32%
10-25-5714-00	Circ. Material Supplies	158.94	4,389.86	9,993.00	10,000.00	43.90%
10-25-5715-00	Copier Supplies	0.00	929.70	1,508.96	1,800.00	51.65%
10-25-5716-00	Kitchen Supplies	55.90	4,418.67	6,033.45	6,500.00	67.98%
10-25-5717-00	Processing Supplies	2,323.49	21,869.66	26,503.01	28,000.00	78.11%
10-25-5718-00	Computer Supplies	1,433.19	8,616.53	13,831.11	12,400.00	69.49%
Total Supplies		\$ 4,418.93	\$ 44,890.28	\$ 63,905.08	\$ 63,700.00	70.47%

Lisle Library District
Expenses through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
SIKICH NOTE: TRANSF TO SPEC RESRV - PG 8

Other Operating Costs						
10-25-5719-00	Publishing	\$	-	\$	693.22	\$ 732.46 \$ 2,200.00 31.51%
10-25-5722-15	Safety Deposit Box Rental		0.00		150.00	58.34 150.00 100.00%
10-25-5723-00	Check Printing		0.00		51.36	258.78 250.00 20.54%
10-25-5723-15	Bank Charges		60.48		1,517.74	2,290.20 3,100.00 48.96%
10-25-5724-15	Local Travel		37.03		339.61	509.03 500.00 67.92%
Total Other Operating Costs		\$	97.51	\$	2,751.93	\$ 3,848.81 \$ 6,200.00 44.39%
TOTAL OPERATING EXPENSES		\$	4,756.44	\$	69,403.18	\$ 94,265.31 \$ 101,900.00 68.11%
INSURANCE						
10-30-5750-00	Fidelity Bonds	\$	-	\$	-	\$ 2,400.00 \$ 2,100.00 0.00%
10-30-5751-00	Property Damage (All-Peril)		0.00		24,178.51	19,143.70 22,600.00 106.98%
10-30-5752-00	Notary Bond		0.00		0.00	0.00 65.00 0.00%
10-30-5754-00	5754 Workers Comp Insurance		0.00		9,319.00	6,112.50 6,200.00 150.31%
TOTAL INSURANCE		\$	-	\$	33,497.51	\$ 27,656.20 \$ 30,965.00 108.18%
CONTRACTUAL SERVICES						
10-35-5760-00	Legal Services	\$	-	\$	3,825.00	\$ 5,036.25 \$ 15,000.00 25.50%
10-35-5761-00	Collection Agency		0.00		358.00	456.40 700.00 51.14%
10-35-5762-00	Other Contr Services - Admin		425.00		6,505.22	1,790.00 6,500.00 100.08%
10-35-5763-00	Other Contr Svcs-Tech Asst		12,913.00		57,624.77	28,605.24 60,000.00 96.04%
10-35-5764-10	Other Contr Svcs - Library		1,978.80		19,999.51	2,681.60 14,000.00 142.85%
10-35-5765-10	Investment Agency Consultants		589.76		6,535.14	6,874.49 7,000.00 93.36%
10-35-5769-00	Acct Maint & Upgrades		9,494.06		9,494.06	16,284.19 8,950.00 106.08%
10-35-5770-00	5770 Contractual - Audit Fee		0.00		8,400.00	8,500.00 10,000.00 84.00%
10-35-5771-00	Payroll Service		505.73		7,171.07	7,088.84 7,700.00 93.13%
TOTAL CONTRACTUAL SERVICES		\$	25,906.35	\$	119,912.77	\$ 77,317.01 \$ 129,850.00 92.35%

Lisle Library District
Expense Through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
SIKICH NOTE: TRANSF TO SPEC RESRV - PG 8

PERSONNEL DEVELOPMENT

Staff & Trustee Development

10-40-5783-00	Dues - Staff	\$	-	\$	4,009.00	\$	3,980.00	\$	5,100.00	78.61%
10-40-5784-00	Meetings - Staff		0.00		1,130.51		1,196.45		2,000.00	56.53%
10-40-5785-00	Conferences - Staff		175.00		7,994.60		13,729.81		15,000.00	53.30%
10-40-5786-00	Memorial/Tribute/Recognition		59.99		419.17		655.45		2,000.00	20.96%
10-40-5787-00	In-Service		0.00		2,391.29		2,917.34		3,000.00	79.71%
10-40-5788-00	Training (Cont Ed) - Staff		0.00		1,459.00		1,740.54		1,500.00	97.27%
10-45-5786-70	Dues - Trustee		0.00		525.00		750.00		525.00	100.00%
10-45-5787-70	Conferences - Trustee		0.00		391.08		175.00		1,000.00	39.11%
10-45-5788-70	Meetings - Trustee		0.00		0.00		108.30		1,000.00	0.00%
10-45-5789-70	Training-Trustees		0.00		0.00		134.97		1,000.00	0.00%
Total Staff & Trustee Development		\$	234.99	\$	18,319.65	\$	25,387.86	\$	32,125.00	57.03%

TOTAL PERSONNEL DEVELOPMENT

\$	234.99	\$	18,319.65	\$	25,387.86	\$	32,125.00	57.03%
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EQUIPMENT COSTS

Major Equipment

10-48-5801-10	Polaris Maint (Corp)	\$	-	\$	48,956.48	\$	48,945.81	\$	52,500.00	93.25%
10-48-5803-10	5803 Technology		22,830.47		39,871.51		0.00		66,000.00	60.41%
10-48-5804-10	5804 Facility		1,442.35		9,352.97		0.00		10,000.00	93.53%
Total Major Equipment		\$	24,272.82	\$	98,180.96	\$	48,945.81	\$	128,500.00	76.41%

Minor Equipment

10-48-5823-10	Minor Equip - Administration	\$	700.00	\$	700.00	\$	616.43	\$	700.00	100.00%
10-48-5823-20	Minor Equip - Adult Services		0.00		636.51		776.24		700.00	90.93%
10-48-5823-30	Minor Equip - Youth		363.33		570.34		669.91		700.00	81.48%
10-48-5823-50	Minor Equip - Tech Services		447.37		658.70		640.37		700.00	94.10%

Liste Library District
Expense Through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

10-48-5823-00	Minor Equip - Circ	0.00	24.99	624.27	750.00	3.57%
Total Minor Equipment		\$ 1,510.70	\$ 2,590.54	\$ 3,327.92	\$ 3,500.00	74.02%
Equip Maint/Repairs & Rentals						
10-48-5843-00	Rental-Postage Meter	\$ -	\$ 720.00	\$ 540.00	\$ 720.00	100.00%
10-48-5845-00	Equip Maint/Repr-Contr-Lib.	3,774.98	15,583.85	16,648.69	19,000.00	82.02%
10-48-5846-00	Equip Maint/Repr-NonContr	0.00	733.73	967.19	1,000.00	73.37%
Total Equip Maint/Repairs & Rentals		\$ 3,774.98	\$ 17,037.58	\$ 18,155.88	\$ 20,720.00	82.23%
TOTAL EQUIPMENT COSTS		\$ 29,558.50	\$ 117,809.08	\$ 70,429.61	\$ 152,720.00	77.14%
LIBRARY MEDIA						
Books						
10-50-5863-20	Literacy/ESL	\$ 3,800.86	\$ 6,439.78	\$ 9,529.04	\$ 9,000.00	71.55%
10-50-5863-30	Books - Youth Serv	9,068.68	45,212.62	50,166.32	54,000.00	83.73%
10-50-5863-50	Books - Tech Serv	0.00	155.66	100.00	100.00	155.66%
10-50-5864-10	Books - Non Fiction	8,683.71	63,465.88	93,792.74	86,100.00	73.71%
10-50-5865-10	Books - Adult/Teen Fiction	9,993.32	67,699.19	72,441.49	72,500.00	93.38%
10-50-5867-20	Ref Books - Adult Serv	2,678.09	13,114.39	18,499.45	20,000.00	65.57%
Total Books		\$ 34,224.66	\$ 196,087.52	\$ 244,529.04	\$ 241,700.00	81.13%
Databases						
10-50-5869-20	Internet Licensed DBases	\$ 5,558.46	\$ 117,940.72	\$ 118,785.52	\$ 130,000.00	90.72%
10-50-5872-10	Dbases - Professional	1,954.00	6,818.09	9,202.54	10,000.00	68.18%
10-50-5873-30	Dbases - Youth Serv	0.00	9,926.70	10,504.00	12,700.00	78.16%
Total Databases		\$ 7,512.46	\$ 134,685.51	\$ 138,492.06	\$ 152,700.00	88.20%
Audio-Visual Materials						
10-50-5890-30	A-V Matls - Youth Serv	\$ 5,954.67	\$ 17,380.14	\$ 17,910.59	\$ 18,000.00	96.56%

Lisle Library District
Expenses through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

UNAUDITED: JUNE 30TH EXPENSES
 SIKICH NOTE: TRANSF TO SPEC RESRV - PG 8

10-50-5895-10	A-V Mats - Adult Serv.	11,395.14	716,654.79	104,039.11	1,7390.00	90.45%
Total Audio-Visual Materials		\$ 23,349.81	\$ 134,034.93	\$ 122,000.00	\$ 135,300.00	99.06%
Periodicals/Doc Delivery						
10-50-5900-20	Periodicals - Adult Serv	\$ 182.85	\$ 42,488.85	\$ 39,500.28	\$ 42,000.00	101.16%
10-50-5900-30	Periodicals - Youth	0.00	193.91	327.40	700.00	27.70%
10-50-5900-80	Periodicals - Prof. Collections	0.00	3,034.47	2,285.84	3,800.00	79.85%
10-50-5871-20	Document Delivery	0.00	21,908.58	21,748.38	23,000.00	95.25%
Total Periodicals/Doc Delivery		\$ 182.85	\$ 67,625.81	\$ 63,861.90	\$ 69,500.00	97.30%
TOTAL LIBRARY MEDIA		\$ 65,269.78	\$ 532,433.77	\$ 568,883.00	\$ 599,200.00	88.86%
PROGRAMS AND READER'S SERVICES						
Programs						
10-60-5931-10	Programs - Adult Services	\$ 372.12	\$ 10,692.37	\$ 16,430.65	\$ 16,500.00	64.80%
10-60-5931-30	Programs - Youth	1,199.22	7,922.74	11,956.42	12,000.00	66.02%
10-60-5931-40	Online Marketing	17.06	1,463.22	1,919.33	2,000.00	73.16%
10-60-5931-50	Community Relations	0.00	2,480.96	6,597.92	6,500.00	38.17%
Total Programs		\$ 1,588.40	\$ 22,559.29	\$ 36,904.32	\$ 37,000.00	60.97%
Readers Services						
10-60-5940-10	Reader Services - Adult Serv.	\$ 1,701.88	\$ 1,996.94	\$ 1,895.79	\$ 2,000.00	99.85%
10-60-5940-30	Reader Services - Youth Serv.	0.00	4,135.16	5,104.21	5,500.00	75.18%
Total Readers Services		\$ 1,701.88	\$ 6,132.10	\$ 7,000.00	\$ 7,500.00	81.76%
TOTAL PROGRAMS AND READER'S SERVICES		\$ 3,290.28	\$ 28,691.39	\$ 43,904.32	\$ 44,500.00	64.48%
RESTRICTED USAGE EXPENSES						
10-80-5980-80	Restricted - Gifts	\$ -	\$ -	\$ 1,208.08	\$ -	0.00%

Liste Library District
Expense Through June 30, 2020 (100.0% of FY 19-20)
No Special Reserve Reflected

10-80-5981-00	Restricted - Per Capita Grant	2,757.35	35,630.00	34,150.00	0.00	0.00%
10-80-5984-80	Transfer to Special Reserve	25,000.00	300,000.00	300,000.00	300,000.00	100.00%
10-80-5986-80	IMRF Funding	0.00	50,000.00	50,000.00	50,000.00	100.00%
TOTAL RESTRICTED USAGE EXPENSES		\$ 27,757.35	\$ 385,630.00	\$ 385,358.08	\$ 350,000.00	110.18%
.02 BLDG/MAINT EXPENSES						
30-65-5920-00	Network - Purchases (.02 B/M)	\$ -	\$ -	\$ 53,772.12	\$ -	0.00%
30-65-5925-00	Network - Maint. (.02 B/M)	0.00	12,621.58	42,493.98	0.00	0.00%
30-65-5926-00	Maint - Bldg Structure (.02 B/M)	0.00	9,063.21	111,110.00	10,000.00	90.63%
Total .02 BLDG/MAINT EXPENSES		\$ -	\$ 21,684.79	\$ 207,376.10	\$ 10,000.00	216.85%
CONTINGENCY						
10-90-5999-00	Contingency	\$ -	\$ 15,264.92	\$ 16,259.81	\$ 25,000.00	61.06%
TOTAL CONTINGENCY		\$ -	\$ 15,264.92	\$ 16,259.81	\$ 25,000.00	61.06%
TOTAL EXPENSES BEFORE OPERATING TRANSFERS		\$ 419,350.26	\$ 4,343,228.62	\$ 4,505,838.85	\$ 4,689,058.31	92.62%
OPERATING TRANSFER OUT						
10-99-5990-00	Operating Transfer Out to SR	\$ 420,900.00	\$ 420,900.00	\$ -	\$ -	0.00%
80-99-5990-00	Operating Transfer Out WC	420,893.19	420,893.19	0.00	0.00	0.00%
TOTAL OPERATING TRANSFER OUT		\$ 841,793.19	\$ 841,793.19	\$ -	\$ -	0.00%
TOTAL EXPENSES WITH OPERATING TRANSFERS		\$ 1,261,143.45	\$ 5,185,021.81	\$ 4,505,838.85	\$ 4,689,058.31	110.58%

NOTE: The Operating Transfer Out category reflects the transfer from the Working Cash Fund to the Corporate Fund and the transfer from the Corporate Fund to the Special Reserve Fund.

September 2020 Assistant Director Report

Meetings/Virtual Meetings

- LLD Board meeting – Aug 12
- OSG – Aug 13
- Adam Hall - Aug 17
- Green Grassland – Aug 18
- Heritage – Aug 20
- Envisionware – Aug 20
- Suburban Door – Aug 20
- Patriot Electric Aug 21
- Sage – Aug 26
- LLD Spec Board Mtg – Aug 27
- HR Source – Aug 31
- Tracy Lisiak – Sept 3
- 4S Sewer – Sept 3
- CCS – Sept 9

FACILITY:

A Front Street detention area drain was in need of repair due to deterioration of the cement drain wall. In September, the basin was cleaned out of mud and debris. Then mortar was repaired inside the drain pipe area. 4S Sewer and Plumbing added fill dirt to the surrounding area.

Tracy Lisiak, our LIRA liability insurance representative, toured the Library in September to assess any hazard conditions. She also checked on LLD changes to the facility during COVID-19. Ms. Lisiak noted the Library's success with acrylic guards, masks, lobby greeter, sanitizers, and curb delivery of patron materials.

Meetings:

RAILS HR Source August 31: Coronavirus

RAILS facilitated a virtual meeting conducted by Kelly Hayden and Sonal Shah from HR Source. They provided background on COVID-19, current information, and what to expect going forward. The successful use of personal protective equipment for staff and patrons was discussed. HR Source reviewed the many laws and guidelines for employees with COVID-19 circumstances. Updates to quarantine rules and contact tracing was covered. Safety precautions in our libraries were shared.



Beth McQuillan

Assistant Director, LLD

ORDINANCE 20-05

AN ORDINANCE ADOPTING A BUDGET AND APPROPRIATION OF SUCH SUMS OF MONEY AS MAY BE DEEMED NECESSARY TO DEFRAY ALL NECESSARY EXPENSES AND LIABILITIES OF THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021, AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE AND THE AMOUNT APPROPRIATED FOR EACH OBJECT OR PURPOSE.

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

Section 1: The following is the Annual Budget and Appropriation for the Lisle Library District for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

1	CORPORATE FUND	BUDGET 2020-2021	2020-2021 AMOUNT TO BE APPROPRIATED
<u>EXPENDITURES</u>			
A.	<u>EMPLOYEE COSTS</u>		
	Salaries	\$2,262,000.00	\$2,300,000.00
	Health Ins/Unemp	\$332,350.00	\$375,000.00
		\$2,594,350.00	\$2,675,000.00
B.	<u>BUILDING COSTS</u>		
	Internet/Inet	\$7,210.00	\$8,200.00
	Phone	\$8,500.00	\$10,000.00
	Gas	\$7,500.00	\$10,000.00
	Sewer/Water	\$2,900.00	\$3,500.00
	Electrical	\$50,000.00	\$60,000.00
	Verizon	\$1,500.00	\$2,000.00
	Maint. Contracts - HVAC	\$5,000.00	\$5,500.00
	Maint. Contracts - Cleaning/Pests	\$49,500.00	\$55,000.00
	Maint. Contracts - Landscape	\$40,000.00	\$45,000.00
	Non-contract Repr	\$93,700.00	\$120,000.00
	Rubbish Removal	\$3,500.00	\$4,000.00
		\$269,310.00	\$323,200.00

C.	<u>OPERATING COSTS</u>		
	Postage/Shipping	\$14,300.00	\$15,500.00
	Printing	\$18,000.00	\$18,500.00
	Supplies/Processing	\$78,800.00	\$80,000.00
	Bank/Notices	\$4,900.00	\$5,500.00
	Local Travel	\$500.00	\$600.00
		\$116,500.00	\$120,100.00
D.	<u>INSURANCE COSTS</u>		
	Fidelity Bond	\$2,100.00	\$2,400.00
	Prop. Damage (All Peril)	\$29,000.00	\$35,000.00
	Notary Bond	\$0.00	\$0.00
	Workers Comp	\$7,500.00	\$8,500.00
		\$38,600.00	\$45,900.00
E.	<u>CONTRACTUAL COSTS</u>		
	Legal services	\$15,000.00	\$25,000.00
	Collection Agency	\$700.00	\$700.00
	Outsrc Acc/HR/OSG	\$101,500.00	\$120,000.00
	Investment Agency	\$7,500.00	\$8,000.00
	Acct Software/Upgrade	\$10,000.00	\$15,000.00
	Audit	\$8,700.00	\$9,000.00
	Payroll	\$7,700.00	\$8,000.00
		\$151,100.00	\$185,700.00
F.	<u>PERSONNEL DEVELOPMENT</u>		
	Staff Dues/Conf	\$10,000.00	\$10,000.00
	Memorial/Recog	\$5,000.00	\$5,000.00
	In-Service Day	\$0.00	\$0.00
	Cont. Ed	\$1,500.00	\$3,000.00
	Trustee Dues/Conf/Train	\$3,525.00	\$4,000.00
		\$20,025.00	\$22,000.00
G.	<u>EQUIPMENT</u>		
	Polaris	\$53,000.00	\$55,000.00
	Tech	\$50,000.00	\$60,000.00
	Facility	\$10,000.00	\$15,000.00
	Minor Equip	\$3,500.00	\$4,000.00
	Other Fac Maint/Repairs	\$21,000.00	\$25,000.00
		\$137,500.00	\$159,000.00

H.	<u>LIBRARY MATERIALS</u>		
	Books	\$241,700.00	\$250,000.00
	Databases	\$144,000.00	\$155,000.00
	Doc Delivery/ILLs	\$23,000.00	\$25,000.00
	Audio/Visual	\$160,000.00	\$170,000.00
	Periodicals	\$43,050.00	\$47,500.00
		\$611,750.00	\$647,500.00
I.	<u>PROGRAMS</u>		
	Lib-Wide Programs	\$20,000.00	\$25,000.00
	Comm Rel/Supplies	\$16,000.00	\$20,000.00
		\$36,000.00	\$45,000.00
J.	<u>RESTRICTED EXPENSES</u>		
	Gifts (if restricted gifts are received)	\$0.00	\$20,000.00
	Per Capita Grant (per State if received)	\$30,000.00	\$38,000.00
	Transfer to Spec Resrv	\$300,000.00	\$1,000,000.00
	IMRF (supplemental funding)	\$50,000.00	\$50,000.00
		\$380,000.00	\$1,108,000.00
K.	<u>CONTINGENCY</u>	\$25,000.00	\$25,000.00
	SUBTOTALS	\$4,380,135.00	\$5,356,400.00
2	IMRF	\$185,000.00	\$185,000.00
3	FICA	\$173,000.00	\$173,000.00
		\$4,738,135.00	\$5,714,400.00
4	SPECIAL RESERVE FUND		
	Consulting	\$150,000.00	\$1,000,000.00
	Facility/Campus	\$150,000.00	\$150,000.00
	Furniture/Equip	\$40,000.00	\$40,000.00
	Interior Updates	\$10,000.00	\$10,000.00
	Security Systems	\$180,000.00	\$180,000.00
		\$530,000.00	\$1,380,000.00
	TOTALS	\$5,268,135.00	\$7,094,400.00

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

- (a) That the cash on hand at the beginning of the fiscal year is \$ 11,147,466.15.
- (b) That the estimated cash expected to be received during the fiscal year from all sources is \$ 4,589,180.00.
- (c) That the estimated expenditures for the fiscal year are \$ 5,268,135.00.
- (d) That the estimated cash expected to be on hand at the end of the fiscal year is \$ 10,468,511.15.
- (e) That the estimated amount of taxes to be received by the Lisle Library District during the fiscal year is \$ 4,033,930.00.
- (f) That the estimated amount of income to be received from sources other than library taxes for the fiscal year is \$ 555,250.00.

Section 3: That the funds in the total amount of \$ 7,094,400.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated for the corporate purposes of the Lisle Library District, as hereinafter specified, for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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

Section 5: This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

ADOPTED this 16th day of September, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Approved by me this 16th day of September, 2020.

Thomas Hummel
President, Lisle Library Board of Trustees

Attest:

Emily Swistak
Secretary, Lisle Library Board of Trustees

Submitted to be published on the 18th day of September, 2020.
Published in the Daily Herald on the 23rd day of September, 2020.

DRAFT

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CHIEF FISCAL OFFICER'S CERTIFICATE OF ESTIMATED REVENUE
FOR THE LISLE LIBRARY DISTRICT, LISLE, DUPAGE COUNTY, ILLINOIS

I, Jenny Norton, do hereby certify as follows:

1. I am the Chief Fiscal Officer (Treasurer) of the Lisle Library District, Lisle, DuPage County, Illinois.
2. I certify that the estimate of the revenue by source as approved by the Board of Trustees of said District for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to be as follows:

<u>Source</u>	<u>Amount</u>
Corporate Fund Taxes	\$3,757,300.00
IMRF Fund Taxes	\$116,950.00
FICA Fund Taxes	\$159,680.00
Fines, Fees, Photocopies	\$38,250.00
Gifts, Grants and Other	\$331,000.00
Interest Earned on Dist. Funds	\$186,000.00
	\$4,589,180.00

IN WITNESS WHEREOF, I have affixed my signature this 16th day of September 2020.

Jenny Norton, Treasurer of the LLD Board of Trustees
Chief Fiscal Officer