

PUBLIC/LEGAL NOTICE

The regular monthly Board meeting of the Lisle Library District (LLD) Board of Trustees will be held on January 20, 2021 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 Governor Pritzker's most recent Executive Order No. 2020-74, which extends Executive Order No. 2020-07 as amended by 2020-33 and 2020-44, and the Government Emergency Administration Act No. 100-06-40, which suspends certain requirements of the Open Meetings Act, allowing Library Trustees to participate remotely. Public Comment Prior to the Meeting: 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.

Members of the public may participate remotely by using this link:

<https://attendee.gotowebinar.com/register/8949407136362007821>

Webinar ID: 656-165-571

Please follow the instructions provided in the confirmation email.

Public Comment for Those Attending Remotely: Please listen for instructions at the beginning of the meeting.

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 January 20, 2021 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Assignments for reviewing monthly accounts payable
 - a. Treasurer Norton and Trustee Larson reviewed the December billings in January
 - b. President Hummel and Trustee Duffy will review the January billings in February
4. Consent Agenda - Action Required
 - a. Approve Minutes of the December 16, 2020 Board Meeting
 - b. Approve Minutes of the January 13, 2021 Special Board Meeting
 - c. Acknowledge Treasurer's Report, 12/31/20, Investment Activity Report, 12/31/20, Current Assets Report, 12/31/20, Revenue Report, 12/31/20, and Expense Report, 12/31/20
 - d. Authorize Payment of Bills, 01/20/21
5. Unfinished Business
 - a. Facility Options:
 - i. Draft Design Concepts - CCS/SNH
 - ii. Capital Project Statement - Draft Discussion
6. Committee Reports
 - a. Finance
 - b. Personnel/Policy
 - c. Physical Plant
7. Staff Reports
 - a. Director's Report
 - b. Assistant Director's Report

8. New Business
 - a. Appoint Committee to prepare FY2021/22 Working Budget
9. Opportunity for Trustee comments (five minutes)
Bartelli, Duffy, Hummel, Larson, Norton, Sullivan, Swistak
10. Adjourn

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

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager (via GoToWebinar) [left the meeting at 8:32 p.m.]
Don McKay - Sheehan, Nagle, Hartray Architects, Principle (via GoToWebinar) [left the meeting at 8:13 p.m.]
Eric Penney - Sheehan, Nagle, Hartray Architects, Principle (via GoToWebinar) [left the meeting at 8:13 p.m.]
Amy Schmieding - Sheehan, Nagle, Hartray Architects, Project Manager (via GoToWebinar) [left the meeting at 8:13 p.m.]

2. Opportunity for visitors to speak

One visitor addressed the Board. She spoke of safety and precautionary measures related to the pandemic and the Library. She asked the Board not to take any action that might bring risk to employees and patrons.

3. Assignments for reviewing monthly accounts payable

- a. Treasurer Norton and Trustee Duffy reviewed the November billings in December
- b. Treasurer Norton and Trustee Larson will review the December billings in January

4. Consent Agenda

- a. Approve Minutes of the November 18, 2020 Board Meeting
- b. Acknowledge Treasurer's Report, 11/30/20, Investment Activity Report, 11/30/20, Current Assets Report, 11/30/20, Revenue Report, 11/30/20, and Expense Report, 11/30/20
- c. Authorize Payment of Bills, 12/16/20

MOTION: Trustee Larson moved to approve the Consent Agenda. Trustee Duffy seconded.
Roll Call Vote - All Aye. The motion passed.

5. Unfinished Business

- a. Facility Options:
 - I. Project parameters, checklist, and schedule - CCS

Mr. Rogers, from CCS, provided an overview of the concept phase status and schedule with next steps - including future Board meeting dates, obtaining public feedback, and the selection of a financial advisor.

Discussion: President Hummel asked the Director about stakeholders. Director Weinstein suggested inviting the Lisle Woman's Club and Friends of the Library to provide feedback. Trustee Duffy asked about preparatory materials for the organizations and recommended receiving feedback from senior centers and schools as well. Mr. Rogers stated that the organizations would have access to a variety of information and that he and Director would prepare introductory information for the groups.

Director Weinstein asked Mr. Rogers about dates for stakeholder meetings. Mr. Rogers suggested the week of January 11th. Director Weinstein stated that she would connect with individuals about availability. Mr. Rogers suggested hiring a financial advisor. Director Weinstein stated that she would work with CCS on an RFP so that the Finance Committee meeting could review proposals and make a recommendation to hire an advisor. Treasurer Norton agreed and stated it was consistent with what the Committee discussed.

II. Summary: Departmental meetings, surveys, design strategy - SNH/CCS

Mr. McKay, from Sheehan, Nagle, Hartray Architects presented program definition activities, preliminary survey results, and design considerations.

Discussion: Secretary Swistak discussed fundraising options using engraved bricks and impacts on design. Mr. McKay stated that commemorative bricks deserve consideration when discussing design. Vice President Bartelli asked for clarification regarding the lots in the presentation. President Hummel stated that one lot was a neighboring property not owned by the Library. President Hummel discussed the community, staff, and Trustee surveys. He mentioned that he was not in favor of mirroring Village Hall architecture and was also not in favor of utilizing the vacant lots. President Hummel asked about parking options over the detention area. Mr. McKay explained ways that storm water could be captured underneath a parking lot. Trustee Sullivan suggested the architects develop ideas for the vacant lots. Director Weinstein asked Mr. McKay if SNH received enough feedback to return next month with concepts. Mr. McKay affirmed that the feedback from Trustees provided ample information for next month's presentation.

Mr. McKay, Mr. Penney, and Ms. Schmieding left the meeting at 8:13 p.m.

III. Communications plan - CCS

Mr. Rogers presented a project dashboard.

Discussion: President Hummel asked for clarification about the videos. Mr. Rogers explained that he uploaded videos at specified starting points. Director Weinstein stated that there are document links as well. Trustee Duffy stated that he wanted something in addition to the dashboard to tell the project story. Mr. Rogers

discussed having a section that defines key takeaways. Director Weinstein stated that the dashboard provides full transparency and recommended a capital project statement to introduce the dashboard. Trustee Duffy asked President Hummel if the Board could discuss a capital project statement in January. President Hummel agreed. Secretary Swistak thanked Mr. Rogers and Director Weinstein for their work on the dashboard. Director Weinstein asked Board members if they wanted the dashboard to immediately go live or to wait until the Board crafts a statement. The Board agreed to go live with the dashboard and post a statement later.

Mr. Rogers left the meeting at 8:32 p.m.

6. Committee Reports

- a. Finance - Treasurer Norton stated that the Committee met on Tuesday, November 24th. She provided an overview of the meeting. No future meeting has been scheduled.
- b. Personnel/Policy - Secretary Swistak stated she would connect with the Director and schedule a meeting sometime after the first of the year.
- c. Physical Plant - Vice President Bartelli stated that there was nothing to report.

7. Staff Reports

Director Weinstein provided a summary of her report. She reminded Trustees to complete the online sexual harassment training module before the end of the month.

Discussion: President Hummel asked if the license plate renewal program is just for sticker renewal. Director Weinstein confirmed that it is for sticker renewal. Trustee Duffy asked if department directors were regularly meeting with staff and listening to concerns about safety during COVID. Director Weinstein stated that department directors have regular check-ins with staff about safety and health.

8. New Business

- a. Acknowledge Annual Treasurer's Report

The Board acknowledged the Annual Treasurer's Report.

- b. Approve 2021 Holiday Closings - Action Required

MOTION: Trustee Duffy moved to approve 2021 Holiday Closings. Trustee Larson seconded. Roll Call Vote - All Aye. The motion passed.

- c. Acknowledge payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9194.85, to be paid to Pamela Freer (December 2020)

The Board acknowledged payment of earned/unused vacation time as required by IL Wage Payment and Collection Act (820 ILCS 115/5) - payment shall not exceed \$9194.85, to be paid to Pamela Freer (December 2020)

9. Opportunity for Trustee comments (five minutes)

Vice President Bartelli congratulated Director Weinstein and staff on the Illinois license plate sticker renewal

program. She also mentioned the newly available hotspots, Sidewalk Stories installation, and her appreciation of the staff responses to the architect survey. Vice President Bartelli wished Trustees and staff a Merry Christmas and Happy New Year. Trustee Duffy stated that he hoped everyone would have a great holiday and a great rest of the year. President Hummel addressed the public comment by stating that staff should not fear expressing their concerns and that they should go through the proper channels. He also mentioned that he was impressed with how staff handled the challenging year and also added new services. President Hummel wished everyone a happy holiday. Trustee Larson thanked everyone for their hard work and stated that she was excited about the license plate sticker renewal service. She wished everyone a Merry Christmas and Happy New Year. Treasurer Norton was pleased with the new programs and dashboard. She was also impressed with staff working with CCS and keeping to timelines. She wished everyone a safe and happy holiday season. Trustee Sullivan wished everyone a happy holiday. Secretary Swistak thanked Director Weinstein, staff, CCS, and architects for their hard work. She stated her appreciation for online programming and curbside pick-up. She wished everyone a happy and restful holiday season.

10. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:54 p.m.

Recorded by

Chris Knight, Recording Secretary

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

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

LISLE LIBRARY DISTRICT
SPECIAL BOARD MEETING
January 13, 2021 - 7:06 p.m.

1. Roll call

Present:

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

Also present:

Tatiana Weinstein - Director
Beth McQuillan - Assistant Director
Chris Knight - Recording Secretary
Marc Rogers - CCS International Inc., Project Manager (via GoToWebinar)
Don McKay - Sheehan, Nagle, Hartray Architects, Principle (via GoToWebinar)
Amy Schmieding - Sheehan, Nagle, Hartray Architects, Project Manager (via GoToWebinar)
Pat Briggs - Lisle Woman's Club (via GoToWebinar)
Mary Kilroy - Lisle Woman's Club (via GoToWebinar)
Marie Hasse - Lisle Woman's Club (via GoToWebinar)
Kelly Dixit - Lisle Woman's Club (via GoToWebinar)
Cathy Cawiezal - Friends of the Lisle Public Library District (via GoToWebinar)
Mike Czech - Friends of the Lisle Public Library District (via GoToWebinar)

2. Opportunity for visitors to speak

Two visitors addressed the Board. The first visitor asked the Board to consider maintaining the surrounding wooded area borders between the Library and its neighbors as plans for a renovation progress. The second visitor stated that he thought that the Library renovation should be decided via referendum.

President Hummel reminded Board members to keep discussion topics relevant to the agenda.

3. Introductions - CCS

Director Weinstein welcomed members from the Lisle Woman's Club and Friends of the Lisle Public Library District and thanked them for agreeing to participate in the stakeholder meeting. Mr. Rogers, from CCS, introduced himself, Mr. McKay, and Ms. Schmieding from Sheehan, Nagle, Hartray Architects.

4. Capital Improvement Project Steps Taken to Date - CCS

Mr. Rogers reviewed elements of the capital improvement project dashboard on the Library's website.

5. Engagement/Feedback from Stakeholders: Lisle Woman's Club, LLD Friends & Foundation - CCS

Mr. Rogers discussed the Board and staff survey which referenced space-related priorities and overall vision for the renovation. Mr. Rogers asked participants for feedback on space-related priorities.

Discussion: Participants provided feedback regarding parking lot configuration and awkward entrance, meeting room access, coffee/snack space, collaboration with other Lisle organizations, Youth Services layout and lack of restroom, lighting issues, and drive-up service window.

Mr. Rogers asked participants for feedback on their vision for the LLD's renovation.

Discussion: Participants discussed the idea of a 21st century library. Mr. Rogers, Director Weinstein, and Mr. McKay provided examples and discussed flexible/adaptable spaces, technology, and current library trends. Participants provided feedback on collaborative efforts with other Lisle organizations/governmental units, outdoor programming ideas, making the Library more appealing to teens, having historical space in the building, a possible satellite location, improved identity from the street, and a maker space.

Treasurer Norton asked participants to identify an important organizational value that would assist the LLD in the renovation planning.

Discussion: Participants spoke of having books available for the community, maintaining high quality choices, the importance of Youth Services, providing a space to meet, a space to sell books via the Friends, storage space for the Friends, providing quality programming and learning, and a gathering space for groups.

Mr. Rogers asked participants to name a service that is most valuable or to describe a service they wish the Library would provide.

Discussion: Participants commented on the value of books in various formats, having a dedicated staff, providing facilitated book discussion groups, and having a gathering space for the community.

Mr. Rogers, Director Weinstein, Assistant Director McQuillan, and Board members thanked members of the Lisle Woman's Club and Friends of the Lisle Public Library District for participating and for providing their feedback.

6. Adjourn

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

Roll Call Vote - All Aye

The meeting adjourned at 8:35 p.m.

Recorded by

Chris Knight, Recording Secretary

Approved by the Board of Trustees on January 20, 2021.

Approved by

Emily Swistak, Secretary of the LLD Board of Trustees

Treasurer's Report as of December 31, 2020

Fund Name	Cash Balance 12/31/20	Financial Assets % W/ Spec Res	Financial Assets % W/O Spec Res
Corporate	6,747,290.69	60.55%	93.32%
IMRF	285,681.19	2.56%	3.95%
FICA	197,109.63	1.77%	2.73%
Subtotals	7,230,081.51	64.89%	100.00%
Special Reserve	3,912,542.72	35.11%	0.00%
	11,142,624.23	100.00%	100.00%

Treasurer

Date

12/31/2020

INVESTMENT ACTIVITY

Company	INTEREST												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
IMET	301.02	263.85	261.27	257.06	207.49	251.74							1,542.43
Ehlers	0.04	0.54	1.57	3.20	0.01	0.67							6.03
Ehlers-inv interest	2,306.97	8,365.93	4,264.31	20,960.51	2,951.80	1,239.45							40,088.97
Fifth Third Bank	613.76	578.91	557.08	580.15	523.37	500.05							3,353.32
Lisle Savings	193.47	181.21	162.77	148.16	143.47	91.44							920.52
Lisle CD 2635	273.62	175.54	170.00	175.80	170.26	176.06							1,141.28
Lisle CD 2669	147.88	147.97	143.29	136.89	125.24	148.35							849.62
IL Funds	298.90	192.70	148.75	119.59	109.53	113.30							982.77
US Bank-9853	30.82	31.85	31.85	30.82	31.85	30.83							188.02
US Bank-9370	1.36	0.45	0.45	0.43	0.45	0.44							3.58
TOTALS	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	2,552.33	-	-	-	-	-	-	49,076.54
Interest - Special Reserve Only	1,456.00	3,520.59	1,870.39	7,427.72	1,452.57	897.41							16,624.68
Interest - No Special Reserve Reflected	2,711.84	6,418.36	3,870.95	14,984.89	2,810.90	1,654.92							32,451.86
Totals	4,167.84	9,938.95	5,741.34	22,412.61	4,263.47	2,552.33	-	-	-	-	-	-	49,076.54

	INVESTMENTS												
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Investment Maturities	0.00	130,000.00	160,000.00	550,000.00	112,000.00	190,000.00							1,142,000.00
Investment Purchases	116,000.00	0.00	0.00	0.00	0.00	0.00							116,000.00
TOTALS	(116,000.00)	130,000.00	160,000.00	550,000.00	112,000.00	190,000.00	-	-	-	-	-	-	1,026,000.00

**CURRENT ASSETS
AT FAIR MARKET VALUE
December 31, 2020**

	Fair Market Value on 12/31/20				
<u>Checking Accounts</u>					
Fifth Third Operating Acct	\$77,147.27				
Fifth Third Financial Now acct	\$3,873,400.43				
Fifth Third Financial-petty cash	\$400.00				
US Bank	\$28,116.99				
E commerce	\$53,915.70				
	<u>\$4,032,980.39</u>				
<u>Money Markets</u>					
Lisle Savings Bank	\$206,640.91				
IMET	\$962,278.23				
The Illinois Funds	\$1,427,013.96				
	<u>\$2,595,933.10</u>				
<u>Restricted Cash-IMET</u>	\$14,571.02				
<u>Ehlers Investments</u>	\$194,285.56				
<u>Investments</u>					
Lisle Savings Bank	2.72	2.75	225,325.93	223,600.92	2/16/2021
Fond Du Lac Cty, WI	4.00	2.32	60,000.00	60,325.90	3/1/2021
Onteora Cent Sch Dist	100.862	2.00	25,000.00	25,190.50	6/1/2021
Ally Bank	99.925	1.95	170,000.00	169,887.50	8/16/2021
Citibank	8/20/2018	3.00	120,000.00	119,955.00	8/24/2021
Morgan Stanley Pvt Bk	9/12/2019	1.80	75,000.00	75,000.00	9/13/2021
Celtic Bank Corp	9/20/2019	1.70	130,000.00	129,976.00	9/20/2021
Madison, WI	11/17/2016	2.45	100,000.00	103,209.06	10/1/2021
Prescott WIS	5/20/2020	0.00	155,000.00	156,896.70	10/1/2021
Discover Bk	10/3/2018	3.05	105,000.00	104,962.50	10/4/2021
US Bank	9/15/2018	2.50	249,999.99	249,999.99	11/15/2021
Peoria ILL GO BDS	4/27/2020	0.00	75,000.00	79,081.58	1/1/2022
Goldman Sachs Bk	4/3/2019	2.60	100,000.00	99,915.00	4/4/2022
Morgan Stanley Bk	4/4/2019	2.65	175,000.00	174,840.00	4/4/2022
Goldman Sachs Bk	5/22/2019	2.50	150,000.00	150,000.00	5/23/2022
Sallie Mae Bk	5/22/2019	2.50	10,000.00	10,338.63	5/23/2022
Lisle Savings Bank	7/11/2018	2.50	218,374.39	218,374.39	7/11/2022
Capital One Bk	8/15/2019	2.05	130,000.00	129,892.30	8/15/2022
Enerbank USA	8/30/2019	1.75	175,000.00	174,901.25	8/30/2022
Morgan Stanley Bk	10/3/2019	1.90	155,000.00	154,922.50	10/3/2022
			<u>\$ 1,637,000.00</u>	<u>\$2,667,854.16</u>	
Federated Inv. Govt Obl. Inst.	1.000	0.00	1,637,000.00	1,637,000.00	
<u>Total Holdings</u>				<u>\$4,304,854.16</u>	
TOTAL CURRENT ASSETS				<u>\$11,142,624.23</u>	

Lisle Library District
Revenues through December 31, 2020 (50.0% of FY 20-21)
Special Reserve Only

	Current Month December 2020	YTD July - December 2020-2021	YTD July - December 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
INTEREST/DONATIONS					
70-02-4481-00 Interest Earned - Special Reserve	\$897.41	\$16,624.68	\$29,683.03	\$55,000.00	30.23 %
70-04-4587-10 Restricted - Transfer from Corporate	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
TOTAL INTEREST & CASH DONATION	\$25,897.41	\$166,624.68	\$179,683.03	\$355,000.00	46.94 %
TOTAL REVENUES	\$25,897.41	\$166,624.68	\$179,683.03	\$355,000.00	46.94 %

Lisle Library District
Revenues through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020-2021	YTD July - December 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
REVENUES					
TAX LEVY					
10-01-4411-00 Tax Levy - Corp.	\$16,855.03	\$3,693,472.96	\$3,995,547.70	\$3,710,300.00	99.55 %
40-01-4414-00 Tax Levy - IMRF	\$529.77	\$116,091.38	\$50,909.89	\$116,150.00	99.95 %
45-01-4415-00 Tax Levy - FICA	\$725.57	\$158,994.73	\$126,653.88	\$159,580.00	99.63 %
TOTAL TAX LEVY	\$18,110.37	\$3,968,559.07	\$4,173,111.47	\$3,986,030.00	99.56 %
TIF SURPLUS					
10-01-4455-00 TIF-Surplus Corp	\$0.00	\$32,563.42	\$0.00	\$35,000.00	93.04 %
Total TIF SURPLUS	\$0.00	\$32,563.42	\$0.00	\$35,000.00	93.04 %
PERSONAL PROPERTY REPLACEMENT TAX					
10-01-4461-00 Personal Property Repl. Tax - Corp	\$625.50	\$7,528.46	\$8,431.38	\$12,000.00	62.74 %
40-01-4462-00 Personal Property Repl. Tax - IMRF	\$36.10	\$434.49	\$486.59	\$800.00	54.31 %
45-01-4463-00 Personal Property Repl. Tax - FICA	\$5.67	\$68.26	\$76.45	\$100.00	68.26 %
TOTAL PERSONAL PROPERTY REPLACEMENT TAX	\$667.27	\$8,031.21	\$8,994.42	\$12,900.00	62.26 %
INTEREST INCOME					
10-02-4472-00 Interest Earned - Corp	\$1,544.17	\$30,228.95	\$65,081.15	\$100,000.00	30.23 %
40-02-4475-00 Interest Earned - IMRF	\$65.53	\$1,319.94	\$4,495.50	\$6,000.00	22.00 %
45-02-4476-00 Interest Earned - FICA	\$45.22	\$902.97	\$2,044.11	\$3,000.00	30.10 %
80-02-4482-00 Interest Earned - Working Cash	\$0.00	\$0.00	\$4,538.14	\$0.00	0.00 %
TOTAL INTEREST INCOME	\$1,654.92	\$32,451.86	\$76,158.90	\$109,000.00	29.77 %
UNREALIZED GAIN/LOSS ON INVESTMENTS					
10-02-4526-00 4526 - Unrealized Gain/Loss on	(\$3,122.63)	(\$24,602.43)	\$11,021.57	\$22,000.00	(111.83)%
TOTAL UNREALIZED GAIN/LOSS ON INVESTMENTS	(\$3,122.63)	(\$24,602.43)	\$11,021.57	\$22,000.00	(111.83)%
DESK INCOME					
10-03-4531-00 Lost Books	\$53.34	\$527.14	\$929.16	\$2,000.00	26.36 %

Lisle Library District
Revenues through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020-2021	YTD July - December 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-03-4536-00 Non-Resident Fees	\$0.00	\$318.53	\$0.00	\$250.00	127.41 %
10-03-4540-00 Fines	\$304.42	\$1,851.30	\$12,149.49	\$35,000.00	5.29 %
TOTAL DESK INCOME	\$357.76	\$2,696.97	\$13,078.65	\$37,250.00	7.24 %
UNRESTRICTED INCOME					
10-04-4573-00 Copier Income	\$247.05	\$1,457.92	\$743.03	\$1,000.00	145.79 %
10-04-4583-00 Per Capita Grant	\$0.00	\$35,630.00	\$35,630.00	\$30,000.00	118.77 %
10-04-4584-00 Other Income - Corp.	\$2.19	\$813.86	\$0.00	\$1,000.00	81.39 %
TOTAL UNRESTRICTED INCOME	\$249.24	\$37,901.78	\$36,373.03	\$32,000.00	118.44 %
TOTAL REVENUES	\$17,916.93	\$4,057,601.88	\$4,318,738.04	\$4,234,180.00	95.83 %

Lisle Library District
Expenses through December 31, 2020 (50.0% of FY 20-21)
Special Reserve Only

	Current Month December 2020	YTD July - December 2020-2021	YTD July - December 2019-2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
SPECIAL RESERVE EXPENSES					
MAINTENANCE AND EQUIPMENT EXPENSES					
70-20-5666-00 5666 Facility and Campus (Spec Res)	\$0.00	\$0.00	\$122,807.50	\$150,000.00	0.00 %
70-65-5667-00 5667- Security Systems (Spec Res)	\$0.00	\$27,998.28	\$0.00	\$180,000.00	15.55 %
70-65-5671-00 Furniture & Equipment (Spec Res)	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00 %
70-65-5674-00 Consulting	\$8,061.25	\$23,838.75	\$5,750.00	\$150,000.00	15.89 %
TOTAL MAINTENANCE AND EQUIPMENT EXPENSES	\$8,061.25	\$51,837.03	\$128,557.50	\$520,000.00	9.97 %
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	\$8,061.25	\$51,837.03	\$128,557.50	\$550,000.00	9.78 %

Lisle Library District

Expenses through December 31, 2020 (50.0% of FY 20-21)

No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
ALL EXPENSES					
EMPLOYEE COSTS					
Salaries					
10-10-5603-10	\$38,838.27	\$224,003.20	\$252,935.88	\$480,000.00	46.67 %
10-10-5603-20	\$58,377.84	\$282,499.20	\$280,641.47	\$580,000.00	48.71 %
10-10-5603-30	\$29,838.83	\$171,731.23	\$196,498.14	\$450,000.00	38.16 %
10-10-5603-50	\$22,656.58	\$130,298.02	\$133,744.60	\$277,000.00	47.04 %
10-10-5603-60	\$38,326.56	\$216,552.39	\$236,546.13	\$475,000.00	45.59 %
Total Salaries	\$188,038.08	\$1,025,084.04	\$1,100,366.22	\$2,262,000.00	45.32 %
Health and Dental Ins.					
10-10-5621-10	\$3,697.43	\$23,657.63	\$22,718.82	\$53,000.00	44.64 %
10-10-5621-20	\$8,170.67	\$49,024.02	\$45,295.45	\$108,000.00	45.39 %
10-10-5621-30	\$2,212.52	\$14,462.12	\$19,063.19	\$53,000.00	27.29 %
10-10-5621-50	\$2,867.06	\$17,202.36	\$14,661.88	\$40,000.00	43.01 %
10-10-5621-60	\$5,910.57	\$33,393.42	\$29,033.84	\$55,000.00	60.72 %
10-10-5622-10	\$99.64	\$1,225.88	\$1,288.85	\$2,500.00	49.04 %
10-10-5622-20	\$393.67	\$3,288.65	\$2,725.39	\$7,000.00	46.98 %
10-10-5622-30	\$87.40	\$1,360.56	\$892.93	\$2,500.00	54.42 %
10-10-5622-50	\$148.16	\$1,411.29	\$1,405.39	\$3,000.00	47.04 %
10-10-5622-60	\$186.88	\$1,334.35	\$1,194.24	\$4,000.00	33.36 %
Total Health & Dental Ins.	\$23,774.00	\$146,360.28	\$138,279.98	\$328,000.00	44.62 %
Other Staff Benefits					
10-10-5646-00	\$0.00	\$147.46	\$736.27	\$4,000.00	3.69 %
10-10-5623-00	\$0.00	\$0.00	\$382.20	\$350.00	0.00 %
Total Other Staff Benefits	\$0.00	\$147.46	\$1,118.47	\$4,350.00	3.39 %
FICA Expenses					
45-10-5625-10	\$2,933.77	\$16,705.39	\$18,883.84	\$36,720.00	45.49 %
45-10-5625-20	\$4,240.04	\$20,256.09	\$20,172.55	\$44,370.00	45.65 %

Lisle Library District
Expenses through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
45-10-5625-30	\$2,249.31	\$12,937.32	\$14,811.18	\$34,430.00	37.58 %
45-10-5625-50	\$1,719.18	\$9,776.32	\$10,033.44	\$21,160.00	46.20 %
45-10-5625-60	\$2,781.27	\$15,757.07	\$17,482.62	\$36,320.00	43.38 %
Total FICA Expenses	\$13,923.57	\$75,432.19	\$81,383.63	\$173,000.00	43.60 %
IMRF Expenses					
40-10-5628-10	\$3,187.98	\$18,322.66	\$15,872.59	\$38,000.00	48.22 %
40-10-5628-20	\$5,137.26	\$24,859.89	\$18,802.99	\$54,000.00	46.04 %
40-10-5628-30	\$2,500.35	\$14,342.17	\$12,592.34	\$39,000.00	36.77 %
40-10-5628-50	\$1,993.79	\$11,466.20	\$8,960.89	\$25,000.00	45.86 %
40-10-5628-60	\$2,388.24	\$13,390.04	\$11,331.37	\$29,000.00	46.17 %
Total IMRF Expenses	\$15,207.62	\$82,380.96	\$67,560.18	\$185,000.00	44.53 %
TOTAL EMPLOYEE COSTS	\$240,943.27	\$1,329,404.93	\$1,388,708.48	\$2,952,350.00	45.03 %
BUILDING COSTS					
Utilities					
10-20-5650-00	\$450.00	\$2,250.00	\$2,250.00	\$5,400.00	41.67 %
10-20-5651-00	\$0.00	\$1,810.00	\$1,810.00	\$1,810.00	100.00 %
10-20-5652-00	\$776.83	\$3,909.93	\$3,590.91	\$8,500.00	46.00 %
10-20-5653-00	\$802.72	\$1,885.21	\$1,548.42	\$7,500.00	25.14 %
10-20-5654-00	\$126.90	\$743.48	\$762.31	\$2,900.00	25.64 %
10-20-5655-00	\$3,082.51	\$16,871.47	\$18,418.55	\$50,000.00	33.74 %
10-20-5656-00	\$0.00	\$1,074.30	\$648.32	\$1,500.00	71.62 %
Total Utilities	\$5,238.96	\$28,544.39	\$29,028.51	\$77,610.00	36.78 %
Maintenance and Repairs					
10-20-5660-00	\$0.00	\$2,400.00	\$2,400.00	\$5,000.00	48.00 %
10-20-5661-00	\$149.60	\$18,210.12	\$12,148.15	\$49,500.00	36.79 %
10-20-5662-00	\$1,350.00	\$5,450.00	\$7,928.50	\$40,000.00	13.63 %
10-20-5663-00	\$592.19	\$3,630.83	\$4,542.88	\$10,000.00	36.31 %

Lisle Library District
Expenses through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-20-5664-00	\$2,288.69	\$31,040.38	\$18,060.60	\$83,700.00	37.09 %
10-20-5665-00	\$294.33	\$2,060.31	\$1,837.87	\$3,500.00	58.87 %
Total Maintenance and Repairs	\$4,674.81	\$62,791.64	\$46,918.00	\$191,700.00	32.76 %
TOTAL BUILDING COSTS	\$9,913.77	\$91,336.03	\$75,946.51	\$269,310.00	33.91 %
OPERATING EXPENSES					
Postage and Printing					
10-25-5710-00	\$253.00	\$2,114.67	\$2,709.61	\$5,500.00	38.45 %
10-25-5710-10	\$1,338.34	\$3,145.34	\$6,623.45	\$17,000.00	18.50 %
10-25-5711-00	\$0.00	\$3,573.12	\$3,306.08	\$8,800.00	40.60 %
10-25-5712-00	\$438.74	\$438.74	\$173.00	\$1,000.00	43.87 %
Total Postage and Printing	\$2,030.08	\$9,271.87	\$12,812.14	\$32,300.00	28.71 %
Supplies					
10-25-5713-00	\$600.17	\$3,324.69	\$1,968.15	\$5,000.00	66.49 %
10-25-5714-00	\$239.44	\$6,245.11	\$3,299.94	\$10,000.00	62.45 %
10-25-5715-00	\$0.00	\$998.98	\$619.80	\$1,900.00	52.58 %
10-25-5716-00	\$588.79	\$1,431.21	\$2,530.24	\$6,500.00	22.02 %
10-25-5717-00	\$3,306.67	\$13,007.88	\$12,865.48	\$43,000.00	30.25 %
10-25-5718-00	\$372.00	\$4,358.57	\$6,872.37	\$12,400.00	35.15 %
Total Supplies	\$5,107.07	\$29,366.44	\$28,155.98	\$78,800.00	37.27 %
Other Operating Costs					
10-25-5719-00	\$32.20	\$828.46	\$663.32	\$1,500.00	55.23 %
10-25-5722-15	\$0.00	\$90.00	\$0.00	\$150.00	60.00 %
10-25-5723-00	\$0.00	\$0.00	\$51.36	\$250.00	0.00 %
10-25-5723-15	\$105.17	\$483.86	\$900.85	\$3,000.00	16.13 %
10-25-5724-15	\$25.07	\$134.45	\$183.50	\$500.00	26.89 %
Total Other Operating Costs	\$162.44	\$1,536.77	\$1,799.03	\$5,400.00	28.46 %

Lisle Library District

Expenses through December 31, 2020 (50.0% of FY 20-21)

No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 - 2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
TOTAL OPERATING EXPENSES	\$7,299.59	\$40,175.08	\$42,767.15	\$116,500.00	34.49 %
INSURANCE					
10-30-5750-00 Fidelity Bonds	\$0.00	\$2,100.00	\$0.00	\$2,100.00	100.00 %
10-30-5751-00 Property Damage (All-Peril)	\$0.00	\$12,461.50	\$22,328.51	\$29,000.00	42.97 %
10-30-5754-00 5754 Workers Comp Insurance	\$0.00	\$3,228.50	\$6,457.00	\$7,500.00	43.05 %
TOTAL INSURANCE	\$0.00	\$17,790.00	\$28,785.51	\$38,600.00	46.09 %
CONTRACTUAL SERVICES					
10-35-5760-00 Legal Services	\$56.25	\$2,137.50	\$1,912.50	\$15,000.00	14.25 %
10-35-5761-00 Collection Agency	\$0.00	\$0.00	\$134.25	\$700.00	0.00 %
10-35-5762-00 Other Contr Services - Admin	\$0.00	\$1,590.00	\$2,282.56	\$6,500.00	24.46 %
10-35-5763-00 Other Contr Svcs-Tech Asst	\$4,775.96	\$32,842.41	\$21,436.44	\$57,000.00	57.62 %
10-35-5764-10 Other Contr Svcs - Library	\$3,999.40	\$17,963.50	\$9,965.21	\$38,000.00	47.27 %
10-35-5765-10 Investment Agency Consultants	\$594.48	\$3,024.11	\$2,958.12	\$7,500.00	40.32 %
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	\$0.00	\$8,650.00	\$8,400.00	\$8,700.00	99.43 %
10-35-5771-00 Payroll Service	\$548.85	\$3,112.38	\$3,053.82	\$7,700.00	40.42 %
TOTAL CONTRACTUAL SERVICES	\$9,974.94	\$69,842.51	\$50,142.90	\$151,100.00	46.22 %
PERSONNEL DEVELOPMENT					
Staff & Trustee Development					
10-40-5783-00 Dues - Staff	\$210.00	\$2,489.00	\$2,464.00	\$4,000.00	62.23 %
10-40-5784-00 Meetings - Staff	\$0.00	\$0.00	\$700.89	\$1,500.00	0.00 %
10-40-5785-00 Conferences - Staff	\$0.00	\$615.00	\$5,193.60	\$4,500.00	13.67 %
10-40-5786-00 Memorial/Tribute/Recognition	\$0.00	\$179.77	\$211.07	\$5,000.00	3.60 %
10-40-5787-00 In-Service	\$0.00	\$0.00	\$2,302.29	\$0.00	0.00 %
10-40-5788-00 Training (Cont Ed) - Staff	\$0.00	\$0.00	\$811.00	\$1,500.00	0.00 %
10-45-5786-70 Dues - Trustee	\$0.00	\$75.00	\$75.00	\$525.00	14.29 %
10-45-5787-70 Conferences - Trustee	\$0.00	\$0.00	\$391.08	\$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
Expenses through December 31, 2020 (50.0% of FY 20-21)
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	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-45-5789-70 Training-Trustees	\$0.00	\$80.00	\$0.00	\$1,000.00	8.00 %
Total Staff & Trustee Development	\$210.00	\$3,438.77	\$12,148.93	\$20,025.00	17.17 %
TOTAL PERSONNEL DEVELOPMENT	\$210.00	\$3,438.77	\$12,148.93	\$20,025.00	17.17 %
EQUIPMENT COSTS					
Major Equipment					
10-48-5801-10 Polaris Maint (Corp)	\$0.00	\$54,474.35	\$48,956.48	\$53,000.00	102.78 %
10-48-5803-10 5803 Technology	\$0.00	\$24,948.37	\$4,448.46	\$50,000.00	49.90 %
10-48-5804-10 5804 Facility	\$0.00	\$792.86	\$5,035.65	\$10,000.00	7.93 %
Total Major Equipment	\$0.00	\$80,215.58	\$58,440.59	\$113,000.00	70.99 %
Minor Equipment					
10-48-5823-10 Minor Equip - Administration	\$0.00	\$349.84	\$0.00	\$700.00	49.98 %
10-48-5823-20 Minor Equip - Adult Services	\$89.80	\$103.27	\$447.14	\$700.00	14.75 %
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	\$0.00	\$107.58	\$56.80	\$700.00	15.37 %
10-48-5823-60 Minor Equip - Circ	\$18.99	\$29.98	\$0.00	\$700.00	4.28 %
Total Minor Equipment	\$108.79	\$590.67	\$555.07	\$3,500.00	16.88 %
Equip Maint/Repairs & Rentals					
10-48-5843-00 Rental-Postage Meter	\$0.00	\$360.00	\$180.00	\$720.00	50.00 %
10-48-5845-00 Equip Maint/Repr-Contr-Lib.	\$1,442.76	\$9,324.87	\$6,429.44	\$19,280.00	48.37 %
10-48-5846-00 Equip Maint/Repr-NonContr	\$0.00	\$69.86	\$438.80	\$1,000.00	6.99 %
Total Equip Maint/Repairs & Rentals	\$1,442.76	\$9,754.73	\$7,048.24	\$21,000.00	46.45 %
TOTAL EQUIPMENT COSTS	\$1,551.55	\$90,560.98	\$66,043.90	\$137,500.00	65.86 %
LIBRARY MEDIA					
Books					
10-50-5863-20 Literacy/ESL	\$60.23	\$186.73	\$1,140.08	\$9,000.00	2.07 %

Lisle Library District
Expenses through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-50-5863-30	\$4,600.35	\$20,297.31	\$21,355.22	\$54,000.00	37.59 %
10-50-5863-50	\$0.00	\$0.00	\$27.17	\$100.00	0.00 %
10-50-5864-10	\$6,971.83	\$24,521.68	\$33,249.50	\$86,100.00	28.48 %
10-50-5865-10	\$4,641.54	\$25,823.38	\$36,503.19	\$74,500.00	34.66 %
10-50-5867-20	\$5,520.15	\$7,867.01	\$3,384.17	\$18,000.00	43.71 %
Total Books	\$21,794.10	\$78,696.11	\$95,659.33	\$241,700.00	32.56 %
Databases					
10-50-5869-20	\$3,334.53	\$73,730.90	\$104,627.22	\$125,000.00	58.98 %
10-50-5872-10	\$0.00	\$3,429.74	\$3,853.62	\$6,300.00	54.44 %
10-50-5873-30	\$0.00	\$9,493.50	\$2,880.00	\$12,700.00	74.75 %
Total Databases	\$3,334.53	\$86,654.14	\$111,360.84	\$144,000.00	60.18 %
Audio-Visual Materials					
10-50-5890-30	\$2,411.66	\$11,675.23	\$6,758.79	\$20,000.00	58.38 %
10-50-5895-40	\$9,252.22	\$50,521.36	\$65,732.26	\$140,000.00	36.09 %
Total Audio-Visual Materials	\$11,663.88	\$62,196.59	\$72,491.05	\$160,000.00	38.87 %
Periodicals/Doc Delivery					
10-50-5900-20	\$348.70	\$35,328.92	\$32,499.63	\$37,850.00	93.34 %
10-50-5900-30	\$0.00	\$431.06	\$193.91	\$500.00	86.21 %
10-50-5900-80	\$0.00	\$4,797.47	\$3,034.47	\$4,700.00	102.07 %
10-50-5871-20	\$91.50	\$21,766.34	\$21,697.83	\$23,000.00	94.64 %
Total Periodicals/Doc Delivery	\$440.20	\$62,323.79	\$57,425.84	\$66,050.00	94.36 %
TOTAL LIBRARY MEDIA	\$37,232.71	\$289,870.63	\$336,937.06	\$611,750.00	47.38 %
PROGRAMS AND READER'S SERVICES					
Programs					
10-60-5931-10	\$1,636.23	\$5,515.57	\$6,566.06	\$12,000.00	45.96 %
10-60-5931-30	\$1,738.06	\$3,148.92	\$3,792.89	\$8,000.00	39.36 %

Lisle Library District
Expenses through December 31, 2020 (50.0% of FY 20-21)
 No Special Reserve reflected

	Current Month December 2020	YTD July - December 2020 - 2021	YTD July - December 2019 -2020	FY 20-21 Annual Budget	FY 20-21 % of Budget to YTD
10-60-5931-40	\$42.75	\$226.92	\$1,342.38	\$2,000.00	11.35 %
10-60-5931-50	\$275.00	\$1,597.07	\$1,273.74	\$6,500.00	24.57 %
Total Programs	\$3,692.04	\$10,488.48	\$12,975.07	\$28,500.00	36.80 %
Readers Service's					
10-60-5940-10	\$0.00	\$897.48	\$235.69	\$2,000.00	44.87 %
10-60-5940-30	\$21.26	\$1,314.42	\$3,498.50	\$5,500.00	23.90 %
Total Readers Services's	\$21.26	\$2,211.90	\$3,734.19	\$7,500.00	29.49 %
TOTAL PROGRAMS AND READER'S SERVICES	\$3,713.30	\$12,700.38	\$16,709.26	\$36,000.00	35.28 %
RESTRICTED USAGE EXPENSES					
10-80-5981-80	\$3,668.42	\$14,543.78	\$827.23	\$30,000.00	48.48 %
10-80-5984-80	\$25,000.00	\$150,000.00	\$150,000.00	\$300,000.00	50.00 %
10-80-5986-80	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00 %
TOTAL RESTRICTED USAGE EXPENSES	\$28,668.42	\$164,543.78	\$200,827.23	\$380,000.00	43.30 %
.02 BLDG/MAINT EXPENSES					
30-65-5925-00	\$0.00	\$0.00	\$12,621.58	\$0.00	0.00 %
30-65-5926-00	\$0.00	\$0.00	\$9,063.21	\$0.00	0.00 %
Total .02 BLDG/MAINT EXPENSES	\$0.00	\$0.00	\$21,684.79	\$0.00	0.00 %
CONTINGENCY					
10-90-5999-00	\$0.00	\$0.00	\$15,264.92	\$25,000.00	0.00 %
Total	\$0.00	\$0.00	\$15,264.92	\$25,000.00	0.00 %
TOTAL ALL EXPENSES	\$339,507.55	\$2,109,663.09	\$2,255,966.64	\$4,738,135.00	44.53 %

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
4imprint, Inc. 4imprint, Inc.	1/20/2021 PH20583255	Craft Kit Bags Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$210.71
<i>Totals for 4imprint, Inc.:</i>						<u>\$210.71</u>
A. J. Gallagher Risk Management A. J. Gallagher Risk Management	1/20/2021 3681438	Policy 12/31/20 - 12/31/21 Invoice	Paid	10-30-5754-00	5754 Workers Comp Insurance	\$5,839.00
<i>Totals for A. J. Gallagher Risk Management:</i>						<u>\$5,839.00</u>
Adult Reading Round Table/ARRT Adult Reading Round Table/ARRT	1/20/2021 2021	10 ARRT Memberships Invoice	Paid	10-40-5785-00	Conferences - Staff	\$150.00
<i>Totals for Adult Reading Round Table/ARRT:</i>						<u>\$150.00</u>
Anderson Pest Solutions Anderson Pest Solutions	1/20/2021 7198331	Pest Control Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$149.60
<i>Totals for Anderson Pest Solutions:</i>						<u>\$149.60</u>
Baker & Taylor (C4053863) Baker & Taylor (C4053863)	1/20/2021 123120	YS Continuitions & Process Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$19.92 \$2.58
<i>Totals for Baker & Taylor (C4053863):</i>						<u>\$22.50</u>
Baker & Taylor (L4171582) Baker & Taylor (L4171582)	1/20/2021 123120	Audio Books & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,035.70 \$150.54
<i>Totals for Baker & Taylor (L4171582):</i>						<u>\$1,186.24</u>
Baker & Taylor (C5223353) Baker & Taylor (C5223353)	1/20/2021 123120	Continuations & Processing Invoice	Paid	10-50-5867-20 10-25-5717-00	Ref Books - Adult Serv Processing Supplies	\$977.67 \$9.03
<i>Totals for Baker & Taylor (C5223353):</i>						<u>\$986.70</u>

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Baker & Taylor (C5223433)	1/20/2021 123120	Continuations & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$659.22 \$42.57
	Totals for Baker & Taylor (C5223433):					
Baker & Taylor (L0334152) Baker & Taylor (L0334152)	1/20/2021 123120	Circ & Processing Invoice	Paid	10-50-5864-10 10-25-5717-00	Books - Non Fiction Processing Supplies	\$4,267.37 \$168.37
	Totals for Baker & Taylor (L0334152):					
Baker & Taylor (L3965522) Baker & Taylor (L3965522)	1/20/2021 123120	Unprocessed Invoice	Paid	10-50-5864-10	Books - Non Fiction	\$68.07
	Totals for Baker & Taylor (L3965522):					
Baker & Taylor (L4342812) Baker & Taylor (L4342812)	1/20/2021 123120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$733.61 \$19.38
	Totals for Baker & Taylor (L4342812):					
Baker & Taylor (L5202982) Baker & Taylor (L5202982)	1/20/2021 123120	PBS & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$216.79 \$56.76
	Totals for Baker & Taylor (L5202982):					
Baker & Taylor (L5425632) Baker & Taylor (L5425632)	1/20/2021 123120	Books - YS & Processing Invoice	Paid	10-50-5863-30 10-25-5717-00	Books - Youth Serv Processing Supplies	\$2,616.44 \$127.89
	Totals for Baker & Taylor (L5425632):					
Baker & Taylor (L5543202) Baker & Taylor (L5543202)	1/20/2021 123120	Books - Fiction & Processing Invoice	Paid	10-50-5865-10 10-25-5717-00	Books - Adult/Teen Fiction Processing Supplies	\$4,424.85 \$183.99
	Totals for Baker & Taylor (L5543202):					
Case Lots, Inc. Case Lots, Inc.	1/20/2021 2189	PPE Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$197.80

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
CDW Government CDW Government	1/20/2021 5993210	Power Strips w/Surge Supres Invoice	Paid	10-25-5718-00	Computer Supplies	\$198.90
Totals for Case Lots, Inc.:						<u>\$197.80</u>
ComEd ComEd	1/20/2021 122920	Usage Invoice	Paid	10-20-5655-00	Utilities - Electric	\$2,843.92
Totals for CDW Government:						<u>\$198.90</u>
Dell Marketing LP Dell Marketing LP	1/20/2021 10449873641	Warranty Continuation - 202 Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$533.70
Totals for ComEd:						<u>\$2,843.92</u>
Demco, Inc. Demco, Inc.	1/20/2021 6888237	BKCD Cases Invoice	Paid	10-25-5717-00	Processing Supplies	\$177.80
Totals for Dell Marketing LP:						<u>\$533.70</u>
EBSCO EBSCO	1/20/2021 1621772	Subscription - ChopChop Invoice	Paid	10-50-5900-30	Periodicals - Youth	\$42.95
Totals for Demco, Inc.:						<u>\$177.80</u>
Eco Clean Maintenance Eco Clean Maintenance	1/20/2021 2103662	Price Adjustment Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$5.50
Totals for EBSCO:						<u>\$48.45</u>
Ehlers Investment Partners Ehlers Investment Partners	1/20/2021 9281	Maintenance Cleaning Invoice	Paid	10-20-5661-00	Maint Contracts - Maint. Service	\$2,762.00
Totals for Eco Clean Maintenance:						<u>\$2,762.00</u>

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Ehlers Investment Partners	1/20/2021 123120	Investment Agency Invoice	Paid	10-35-5765-10	Investment Agency Consultants	\$614.18
EnvisionWare, INC. EnvisionWare, INC.	1/20/2021 INV-US-51012	Self Check Software & Instal Invoice	Paid	70-65-5667-00	5667- Security Systems (Spec Res)	\$6,445.00
Totals for Ehlers Investment Partners:						<u>\$614.18</u>
John Ferrari John Ferrari	1/20/2021 100821	Take Home Kits Invoice	Paid	10-60-5931-30	Programs - Youth	\$54.50
Totals for EnvisionWare, INC.:						<u>\$6,445.00</u>
Garvey's Office Products Garvey's Office Products	1/20/2021 PINV2024243	Card Stock, Laminate Invoice	Paid	10-25-5713-00	Office Supplies	\$90.27
Totals for John Ferrari:						<u>\$54.50</u>
HandiPro Home Solutions HandiPro Home Solutions	1/20/2021 4034	Floor Tile Repair Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$175.00
Totals for Garvey's Office Products:						<u>\$90.27</u>
Illinois Library Association Illinois Library Association	1/20/2021 189631	Annual Membership Dues Invoice	Paid	10-40-5783-00	Dues - Staff	\$425.00
Totals for HandiPro Home Solutions:						<u>\$175.00</u>
Industrial Appraisal Company Industrial Appraisal Company	1/20/2021 E1-1301	Appraisal - Balance Due Invoice	Paid	10-35-5764-10	Other Contr Srves - Library Wide	\$1,120.00
Totals for Illinois Library Association:						<u>\$425.00</u>
Kanopy, Inc. Kanopy, Inc.	1/20/2021 228805	Kanopy Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$134.00
Totals for Industrial Appraisal Company:						<u>\$1,120.00</u>

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Jackie Kilcran Jackie Kilcran	1/20/2021 123120	Reimburse Mileage Invoice	Paid	10-25-5724-15	Local Travel	\$14.26
	<i>Totals for Kanopy, Inc.:</i>					
Konica Minolta Business Solutions Konica Minolta Business Solutions	1/20/2021 9007435272	Lexmark Printer Maintenance Invoice	Paid	10-25-5718-00	Computer Supplies	\$186.00
	1/20/2021 270538930	Copier Usage Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$151.82
<i>Totals for Jackie Kilcran:</i>						<u>\$14.26</u>
Konica Minolta Premier Finance Konica Minolta Premier Finance	1/20/2021 432632156	Copier Lease Invoice	Paid	10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$211.10
	<i>Totals for Konica Minolta Business Solutions:</i>					
Libraries Of IL Risk Agency (LIRA) Libraries Of IL Risk Agency (LIRA)	1/20/2021 2021	Policy 12/31/20 - 12/31/21 Invoice	Paid	10-30-5751-00	Property Damage (All-Peril)	\$35,533.00
	<i>Totals for Konica Minolta Premier Finance:</i>					
LIMRICC PHIP Health LIMRICC PHIP Health	1/20/2021 0121	January Health Premium Invoice	Paid	10-10-5621-10	Hosp. Ins. - Admin	\$3,989.13
				10-10-5621-20	Hosp. Ins. - Adult Serv.	\$9,991.41
				10-10-5621-30	Hosp. Ins. - YS	\$4,818.42
				10-10-5621-50	Hosp. Ins. - Tech	\$3,296.64
				10-10-5621-60	Hosp. Ins. - Circ	\$6,385.10
<i>Totals for Libraries Of IL Risk Agency (LIRA):</i>						<u>\$35,533.00</u>
LinkedIn Corporation LinkedIn Corporation	1/20/2021 10111099987	Lynda.com Renewal Invoice	Paid	10-50-5869-20	Internet Licensed DBases	\$7,000.00
	<i>Totals for LIMRICC PHIP Health:</i>					
<i>Totals for LinkedIn Corporation:</i>						<u>\$7,000.00</u>

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Lisle Savings Bank Lisle Savings Bank	1/20/2021 5097-2021	Box Rental - 5097 Invoice	Paid	10-25-5722-15	Safety Deposit Box Rental	\$50.00
Totals for Lisle Savings Bank: <u>\$50.00</u>						
Midwest Tape (7288) Midwest Tape (7288)	1/20/2021 040121	DVDs/Blu-rays & Processing Invoice	Paid	10-50-5895-40 10-25-5717-00	A-V Matls - Adult Serv Processing Supplies	\$1,405.68 \$324.35
Totals for Midwest Tape (7288): <u>\$1,730.03</u>						
Midwest Tape Midwest Tape	1/20/2021 99839791	Hoopla Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$3,598.86
Totals for Midwest Tape: <u>\$3,598.86</u>						
Monaco Mechanical Service, Inc. Monaco Mechanical Service, Inc.	1/20/2021 18871	Quarterly Service Invoice	Paid	10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
Totals for Monaco Mechanical Service, Inc.: <u>\$1,200.00</u>						
Montano's Landscaping & Nursery, Inc Montano's Landscaping & Nursery, Inc	1/20/2021 010419	Snow Removal Invoice	Paid	10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,570.00
Totals for Montano's Landscaping & Nursery, Inc.: <u>\$4,570.00</u>						
OCLC, Inc. OCLC, Inc.	1/20/2021 1000097006	Capira Mobile Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$3,900.00
Totals for OCLC, Inc.: <u>\$3,900.00</u>						
Outsource Solutions Group, Inc. Outsource Solutions Group, Inc.	1/20/2021 57190	Monthly Server Maintenance Invoice	Paid	10-35-5763-00	Other Contr Srvc-Tech Asst	\$1,017.00
Totals for Outsource Solutions Group, Inc.: <u>\$1,017.00</u>						

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
OverDrive, Inc.	1/20/2021 1107CP20463029	CPC Invoice	Paid	10-80-5981-80	Restricted - Per Capita Grant	\$938.36
Andrea Pracht Andrea Pracht	1/20/2021 021921	Program: Air Fryer 101 Invoice	Paid	10-60-5931-10	Programs - Adult Services	\$150.00
<i>Totals for OverDrive, Inc.:</i>						<u>\$938.36</u>
Precision Control System Precision Control System	1/20/2021 40622	Humidifier Sensor Replaceme Invoice	Paid	10-20-5664-00	Maint/Repairs-Non Contr. Work	\$838.00
<i>Totals for Andrea Pracht:</i>						<u>\$150.00</u>
Will Savage Will Savage	1/20/2021 123120	Magic the Gathering Invoice	Paid	10-60-5931-30	Programs - Youth	\$9.98
<i>Totals for Precision Control System:</i>						<u>\$838.00</u>
Sidecar Publications LLC Sidecar Publications LLC	1/20/2021 INV-2336	Gimlet Invoice	Paid	10-50-5872-10	Dbases - Professional	\$348.00
<i>Totals for Will Savage:</i>						<u>\$9.98</u>
Samantha Thompson Samantha Thompson	1/20/2021 122020	Take Home Kits Invoice	Paid	10-60-5931-30	Programs - Youth	\$13.98
<i>Totals for Sidecar Publications LLC:</i>						<u>\$348.00</u>
University of Illinois Press University of Illinois Press	1/20/2021 3511081-21	Subscription - IL State Histo Invoice	Paid	10-50-5900-20	Periodicals - Adult Serv	\$75.00
<i>Totals for Samantha Thompson:</i>						<u>\$13.98</u>
Verizon Verizon	1/20/2021 9869518443	Hotspots Invoice	Paid	10-50-5895-40	A-V Matls - Adult Serv	\$295.96
<i>Totals for University of Illinois Press:</i>						<u>\$75.00</u>

Lisle Library District Accounts Payable January 20, 2021

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
Village of Lisle Village of Lisle	1/20/2021 123020	Usage Invoice	Paid	10-20-5654-00	Utilities - Sewer & Water	\$29.52
	1/20/2021 3600000378	Monthly Internet Service Invoice	Paid	10-20-5650-00	Internet Service Provider	\$450.00
	<i>Totals for Verizon:</i>					<u>\$295.96</u>
	<i>Totals for Village of Lisle:</i>					<u>\$479.52</u>

Lisle Library District Accounts Payable January 20, 2021

Account Summary

Account Number	Description	Net Amount
10-10-5621-10	Hosp. Ins. - Admin	\$3,989.13
10-10-5621-20	Hosp. Ins. - Adult Serv.	\$9,991.41
10-10-5621-30	Hosp. Ins. - YS	\$4,818.42
10-10-5621-50	Hosp. Ins. - Tech	\$3,296.64
10-10-5621-60	Hosp. Ins. - Circ	\$6,385.10
10-20-5650-00	Internet Service Provider	\$450.00
10-20-5654-00	Utilities - Sewer & Water	\$29.52
10-20-5655-00	Utilities - Electric	\$2,843.92
10-20-5660-00	Maint Contracts - HVAC	\$1,200.00
10-20-5661-00	Maint Contracts - Maint. Service	\$2,911.60
10-20-5662-00	Maint Contr. - Landscape Serv.	\$4,570.00
10-20-5664-00	Maint/Repairs-Non Contr. Work	\$1,210.80
10-25-5713-00	Office Supplies	\$90.27
10-25-5717-00	Processing Supplies	\$1,263.26
10-25-5718-00	Computer Supplies	\$384.90
10-25-5722-15	Safety Deposit Box Rental	\$50.00
10-25-5724-15	Local Travel	\$14.26
10-30-5751-00	Property Damage (All-Peril)	\$35,533.00
10-30-5754-00	5754 Workers Comp Insurance	\$5,839.00
10-35-5763-00	Other Contr Svcs-Tech Asst	\$5,450.70
10-35-5764-10	Other Contr Svcs - Library Wide	\$1,120.00
10-35-5765-10	Investment Agency Consultants	\$614.18
10-40-5783-00	Dues - Staff	\$425.00
10-40-5785-00	Conferences - Staff	\$150.00
10-48-5845-00	Equip Maint/Repr-Contr-Lib. Wide	\$362.92
10-50-5863-30	Books - Youth Serv	\$3,369.97
10-50-5864-10	Books - Non Fiction	\$4,994.66
10-50-5865-10	Books - Adult/Teen Fiction	\$4,641.64
10-50-5867-20	Ref Books - Adult Serv	\$977.67
10-50-5869-20	Internet Licensed DBases	\$7,000.00
10-50-5872-10	DBases - Professional	\$348.00
10-50-5895-40	A-V Matis - Adult Serv	\$6,336.20
10-50-5900-20	Periodicals - Adult Serv	\$80.50

Lisle Library District Accounts Payable January 20, 2021

10-50-5900-30	Periodicals - Youth	\$42.95
10-60-5931-10	Programs - Adult Services	\$360.71
10-60-5931-30	Programs - Youth	\$78.46
10-80-5981-80	Restricted - Per Capita Grant	\$1,072.36
70-65-5667-00	5667- Security Systems (Spec Res)	\$6,445.00
	GRAND TOTAL:	\$128,742.15

Lisle Library District Account Distribution Report by Number January 20, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/20/2021	10-10-5621-20, Hosp. Ins. - Admin 0121	Invoice	6296-065	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	1/20/2021	\$3,989.13	\$0.00
					Totals for 10-10-5621-10, Hosp. Ins. - Admin:			\$3,989.13	\$0.00
1/20/2021	10-10-5621-20, Hosp. Ins. - Adult Serv. 0121	Invoice	6296-067	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	1/20/2021	\$9,991.41	\$0.00
					Totals for 10-10-5621-20, Hosp. Ins. - Adult Serv.:			\$9,991.41	\$0.00
1/20/2021	10-10-5621-30, Hosp. Ins. - YS 0121	Invoice	6296-068	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	1/20/2021	\$4,818.42	\$0.00
					Totals for 10-10-5621-30, Hosp. Ins. - YS:			\$4,818.42	\$0.00
1/20/2021	10-10-5621-50, Hosp. Ins. - Tech 0121	Invoice	6296-069	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	1/20/2021	\$3,296.64	\$0.00
					Totals for 10-10-5621-50, Hosp. Ins. - Tech:			\$3,296.64	\$0.00
1/20/2021	10-10-5621-60, Hosp. Ins. - Circ 0121	Invoice	6296-070	LIMRiCC PHIP Health	LIMRiCC PHIP Health	Posted	1/20/2021	\$6,385.10	\$0.00
					Totals for 10-10-5621-60, Hosp. Ins. - Circ:			\$6,385.10	\$0.00
1/20/2021	10-20-5650-00, Internet Service Provider 3600000378	Invoice	6296-033	Village of Lisle	Village of Lisle-360000	Posted	1/20/2021	\$450.00	\$0.00
					Totals for 10-20-5650-00, Internet Service Provider:			\$450.00	\$0.00
1/20/2021	10-20-5654-00, Utilities - Sewer & Water 123020	Invoice	6296-017	Village of Lisle	Village of Lisle-12302	Posted	1/20/2021	\$29.52	\$0.00
					Totals for 10-20-5654-00, Utilities - Sewer & Water:			\$29.52	\$0.00
1/20/2021	10-20-5655-00, Utilities - Electric 122920	Invoice	6296-113	ComEd	ComEd-122920	Posted	1/20/2021	\$2,843.92	\$0.00
					Totals for 10-20-5655-00, Utilities - Electric:			\$2,843.92	\$0.00
1/20/2021	10-20-5660-00, Maint Contracts - HVAC 18871	Invoice	6296-001	Monaco Mechanical Service, I	Monaco Mechanical S	Posted	1/20/2021	\$1,200.00	\$0.00
					Totals for 10-20-5660-00, Maint Contracts - HVAC:			\$1,200.00	\$0.00
1/20/2021	10-20-5661-00, Maint Contracts - Maint. Service 9281	Invoice	6296-011	Eco Clean Maintenance	Eco Clean Maintenan	Posted	1/20/2021	\$2,762.00	\$0.00
1/20/2021	10-20-5661-00, Maint Contracts - Maint. Service 7198331	Invoice	6296-117	Anderson Pest Solutions	Anderson Pest Solutio	Posted	1/20/2021	\$149.60	\$0.00
					Totals for 10-20-5661-00, Maint Contracts - Maint. Service:			\$2,911.60	\$0.00

Lisle Library District Account Distribution Report by Number January 20, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/20/2021	010419	Invoice	6296-013	Montano's Landscaping & Nur	Montano's Landscapin	Posted	1/20/2021	\$4,570.00	\$0.00
				<i>Totals for 10-20-5662-00, Maint Contr. - Landscape Serv.: \$4,570.00</i>					
10-20-5664-00, Maint/Repairs-Non Contr. Work									
1/20/2021	40622	Invoice	6296-003	Precision Control System	Precision Control Syste	Posted	1/20/2021	\$838.00	\$0.00
1/20/2021	2189	Invoice	6296-021	Case Lots, Inc.	Case Lots, Inc.-2189	Posted	1/20/2021	\$197.80	\$0.00
1/20/2021	4034	Invoice	6296-059	HandiPro Home Solutions	HandiPro Home Solut	Posted	1/20/2021	\$175.00	\$0.00
				<i>Totals for 10-20-5664-00, Maint/Repairs-Non Contr. Work: \$1,210.80</i>					
10-25-5713-00, Office Supplies									
1/20/2021	PINV2024243	Invoice	6296-031	Garvey's Office Products	Garvey's Office Produc	Posted	1/20/2021	\$90.27	\$0.00
				<i>Totals for 10-25-5713-00, Office Supplies: \$90.27</i>					
10-25-5717-00, Processing Supplies									
1/20/2021	123120	Invoice	6296-075	Baker & Taylor (C4053863)	Baker & Taylor (C4053	Posted	1/20/2021	\$2.58	\$0.00
1/20/2021	123120	Invoice	6296-078	Baker & Taylor (C5223353)	Baker & Taylor (C5223	Posted	1/20/2021	\$9.03	\$0.00
1/20/2021	123120	Invoice	6296-081	Baker & Taylor (C5223433)	Baker & Taylor (C5223	Posted	1/20/2021	\$42.57	\$0.00
1/20/2021	123120	Invoice	6296-084	Baker & Taylor (L0334152)	Baker & Taylor (L0334	Posted	1/20/2021	\$168.37	\$0.00
1/20/2021	123120	Invoice	6296-089	Baker & Taylor (L4171582)	Baker & Taylor (L4171	Posted	1/20/2021	\$150.54	\$0.00
1/20/2021	123120	Invoice	6296-092	Baker & Taylor (L4342812)	Baker & Taylor (L4342	Posted	1/20/2021	\$19.38	\$0.00
1/20/2021	123120	Invoice	6296-095	Baker & Taylor (L5202982)	Baker & Taylor (L5202	Posted	1/20/2021	\$56.76	\$0.00
1/20/2021	123120	Invoice	6296-098	Baker & Taylor (L5425632)	Baker & Taylor (L5425	Posted	1/20/2021	\$127.89	\$0.00
1/20/2021	123120	Invoice	6296-101	Baker & Taylor (L5543202)	Baker & Taylor (L5543	Posted	1/20/2021	\$183.99	\$0.00
1/20/2021	040121	Invoice	6296-106	Midwest Tape (7288)	Midwest Tape (7288)-	Posted	1/20/2021	\$324.35	\$0.00
1/20/2021	6888237	Invoice	6296-109	Demco, Inc.	Demco, Inc.-6888237	Posted	1/20/2021	\$177.80	\$0.00
				<i>Totals for 10-25-5717-00, Processing Supplies: \$1,263.26</i>					
10-25-5718-00, Computer Supplies									
1/20/2021	5993210	Invoice	6296-037	CDW Government	CDW Government-5	Posted	1/20/2021	\$198.90	\$0.00
1/20/2021	9007435272	Invoice	6296-039	Konica Minolta Business Solut	Konica Minolta Busine	Posted	1/20/2021	\$186.00	\$0.00
				<i>Totals for 10-25-5718-00, Computer Supplies: \$384.90</i>					
10-25-5722-15, Safety Deposit Box Rental									
1/20/2021	5097-2021	Invoice	6296-041	Lisle Savings Bank	Lisle Savings Bank-509	Posted	1/20/2021	\$50.00	\$0.00
				<i>Totals for 10-25-5722-15, Safety Deposit Box Rental: \$50.00</i>					
10-25-5724-15, Local Travel									
1/20/2021	123120	Invoice	6296-102	Jackie Kilcran	Jackie Kilcran-123120	Posted	1/20/2021	\$14.26	\$0.00
				<i>Totals for 10-25-5724-15, Local Travel: \$14.26</i>					

Account Distribution Report by Number

January 20, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
1/20/2021	2021	Invoice	6296-063	Libraries Of IL Risk Agency (L	Libraries Of IL Risk Ag Posted		1/20/2021	\$35,533.00	\$0.00
10-30-5751-00, Property Damage (All-Peril)									
Totals for 10-30-5751-00, Property Damage (All-Peril): <u>\$35,533.00</u>									
1/20/2021	3681438	Invoice	6296-061	A. J. Gallagher Risk Management	A. J. Gallagher Risk Mgmt Posted		1/20/2021	\$5,839.00	\$0.00
10-30-5754-00, 5754 Workers Comp Insurance									
Totals for 10-30-5754-00, 5754 Workers Comp Insurance: <u>\$5,839.00</u>									
1/20/2021	10449873641	Invoice	6296-009	Dell Marketing LP	Dell Marketing LP-104 Posted		1/20/2021	\$533.70	\$0.00
1/20/2021	57190	Invoice	6296-035	Outsource Solutions Group, In	Outsource Solutions G Posted		1/20/2021	\$1,017.00	\$0.00
1/20/2021	1000097006	Invoice	6296-055	OCLC, Inc.	OCLC, Inc.-10000970 Posted		1/20/2021	\$3,900.00	\$0.00
10-35-5763-00, Other Contr Svcs-Tech Asst									
Totals for 10-35-5763-00, Other Contr Svcs-Tech Asst: <u>\$5,450.70</u>									
1/20/2021	E1-1301	Invoice	6296-057	Industrial Appraisal Company	Industrial Appraisal Co Posted		1/20/2021	\$1,120.00	\$0.00
10-35-5764-10, Other Contr Svcs - Library Wide									
Totals for 10-35-5764-10, Other Contr Svcs - Library Wide: <u>\$1,120.00</u>									
1/20/2021	123120	Invoice	6296-015	Ehlers Investment Partners	Ehlers Investment Part Posted		1/20/2021	\$614.18	\$0.00
10-35-5765-10, Investment Agency Consultants									
Totals for 10-35-5765-10, Investment Agency Consultants: <u>\$614.18</u>									
1/20/2021	189631	Invoice	6296-121	Illinois Library Association	Illinois Library Associa Posted		1/20/2021	\$425.00	\$0.00
10-40-5783-00, Dues - Staff									
Totals for 10-40-5783-00, Dues - Staff: <u>\$425.00</u>									
1/20/2021	2021	Invoice	6296-051	Adult Reading Round Table/AR	Adult Reading Round T Posted		1/20/2021	\$150.00	\$0.00
10-40-5785-00, Conferences - Staff									
Totals for 10-40-5785-00, Conferences - Staff: <u>\$150.00</u>									
1/20/2021	270538930	Invoice	6296-071	Konica Minolta Business Solut	Konica Minolta Busine Posted		1/20/2021	\$151.82	\$0.00
1/20/2021	432632156	Invoice	6296-115	Konica Minolta Premier Financ	Konica Minolta Premie Posted		1/20/2021	\$211.10	\$0.00
10-48-5845-00, Equip Maint/Repr-Contr-Lib, Wide									
Totals for 10-48-5845-00, Equip Maint/Repr-Contr-Lib, Wide: <u>\$362.92</u>									
1/20/2021	123120	Invoice	6296-073	Baker & Taylor (C4053863)	Baker & Taylor (C4053 Posted		1/20/2021	\$19.92	\$0.00
1/20/2021	123120	Invoice	6296-090	Baker & Taylor (L4342812)	Baker & Taylor (L4342 Posted		1/20/2021	\$733.61	\$0.00
1/20/2021	123120	Invoice	6296-096	Baker & Taylor (L5425632)	Baker & Taylor (L5425 Posted		1/20/2021	\$2,616.44	\$0.00
10-50-5863-30, Books - Youth Serv									
Totals for 10-50-5863-30, Books - Youth Serv: <u>\$3,369.97</u>									

Lisle Library District Account Distribution Report by Number January 20, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount
10-50-5864-10, Books - Non Fiction									
1/20/2021	123120	Invoice	6296-079	Baker & Taylor (C5223433)	Baker & Taylor (C5223) Posted		1/20/2021	\$659.22	\$0.00
1/20/2021	123120	Invoice	6296-082	Baker & Taylor (L0334152)	Baker & Taylor (L0334) Posted		1/20/2021	\$4,267.37	\$0.00
1/20/2021	123120	Invoice	6296-085	Baker & Taylor (L3965522)	Baker & Taylor (L3965) Posted		1/20/2021	\$68.07	\$0.00
<i>Totals for 10-50-5864-10, Books - Non Fiction:</i>								\$4,994.66	\$0.00
10-50-5865-10, Books - Adult/Teen Fiction									
1/20/2021	123120	Invoice	6296-093	Baker & Taylor (L5202982)	Baker & Taylor (L5202) Posted		1/20/2021	\$216.79	\$0.00
1/20/2021	123120	Invoice	6296-099	Baker & Taylor (L543202)	Baker & Taylor (L543) Posted		1/20/2021	\$4,424.85	\$0.00
<i>Totals for 10-50-5865-10, Books - Adult/Teen Fiction:</i>								\$4,641.64	\$0.00
10-50-5867-20, Ref Books - Adult Serv									
1/20/2021	123120	Invoice	6296-076	Baker & Taylor (C5223353)	Baker & Taylor (C5223) Posted		1/20/2021	\$977.67	\$0.00
<i>Totals for 10-50-5867-20, Ref Books - Adult Serv:</i>								\$977.67	\$0.00
10-50-5869-20, Internet Licensed DBases									
1/20/2021	10111099987	Invoice	6296-019	LinkedIn Corporation	LinkedIn Corporation- Posted		1/20/2021	\$7,000.00	\$0.00
<i>Totals for 10-50-5869-20, Internet Licensed DBases:</i>								\$7,000.00	\$0.00
10-50-5872-10, Dbases - Professional									
1/20/2021	INV-2336	Invoice	6296-053	Sidecar Publications LLC	Sidecar Publications LI Posted		1/20/2021	\$348.00	\$0.00
<i>Totals for 10-50-5872-10, Dbases - Professional:</i>								\$348.00	\$0.00
10-50-5895-40, A-V Mats - Adult Serv									
1/20/2021	9869518443	Invoice	6296-007	Verizon	Verizon-9869518443 Posted		1/20/2021	\$295.96	\$0.00
1/20/2021	99839791	Invoice	6296-027	Midwest Tape	Midwest Tape-99839791 Posted		1/20/2021	\$3,598.86	\$0.00
1/20/2021	123120	Invoice	6296-087	Baker & Taylor (L4171582)	Baker & Taylor (L4171) Posted		1/20/2021	\$1,035.70	\$0.00
1/20/2021	040121	Invoice	6296-104	Midwest Tape (7288)	Midwest Tape (7288)- Posted		1/20/2021	\$1,405.68	\$0.00
<i>Totals for 10-50-5895-40, A-V Mats - Adult Serv:</i>								\$6,336.20	\$0.00
10-50-5900-20, Periodicals - Adult Serv									
1/20/2021	3511081-21	Invoice	6296-005	University of Illinois Press	University of Illinois P Posted		1/20/2021	\$75.00	\$0.00
1/20/2021	2103662	Invoice	6296-119	EBSCO	EBSCO-2103662 Posted		1/20/2021	\$5.50	\$0.00
<i>Totals for 10-50-5900-20, Periodicals - Adult Serv:</i>								\$80.50	\$0.00
10-50-5900-30, Periodicals - Youth									
1/20/2021	1621772	Invoice	6296-111	EBSCO	EBSCO-1621772 Posted		1/20/2021	\$42.95	\$0.00
<i>Totals for 10-50-5900-30, Periodicals - Youth:</i>								\$42.95	\$0.00
10-60-5931-10, Programs - Adult Services									

Lisle Library District Account Distribution Report by Number January 20, 2021

Transaction Date	AP Transaction Number	Transaction Type	GL Transaction Number	Vendor/Payee	Journal Reference	Post Status	Post Date	Debit Amount	Credit Amount	
1/20/2021	021921	Invoice	6296-023	Andrea Pracht	Andrea Pracht-021921	Posted	1/20/2021	\$150.00	\$0.00	
1/20/2021	PF120583255	Invoice	6296-025	4imprint, Inc.	4imprint, Inc.-PF120583	Posted	1/20/2021	\$210.71	\$0.00	
10-60-5931-30, Programs - Youth										
1/20/2021	122020	Invoice	6296-045	Samantha Thompson	Samantha Thompson-1	Posted	1/20/2021	\$13.98	\$0.00	
1/20/2021	123120	Invoice	6296-047	Will Savage	Will Savage-123120	Posted	1/20/2021	\$9.98	\$0.00	
1/20/2021	100821	Invoice	6296-049	John Ferrari	John Ferrari-100821	Posted	1/20/2021	\$54.50	\$0.00	
								Totals for 10-60-5931-30, Programs - Youth:	\$360.71	\$0.00
10-80-5981-80, Restricted - Per Capita Grant										
1/20/2021	1107CP20463029	Invoice	6296-029	OverDrive, Inc.	OverDrive, Inc.-1107CI	Posted	1/20/2021	\$938.36	\$0.00	
1/20/2021	228805	Invoice	6296-107	Kanopy, Inc.	Kanopy, Inc.-228805	Posted	1/20/2021	\$134.00	\$0.00	
								Totals for 10-80-5981-80, Restricted - Per Capita Grant:	\$1,072.36	\$0.00
70-65-5667-00, 5667 - Security Systems (Spec Res)										
1/20/2021	INV-US-51012	Invoice	6296-043	EnvisionWare, INC.	EnvisionWare, INC.-IN	Posted	1/20/2021	\$6,445.00	\$0.00	
								Totals for 70-65-5667-00, 5667 - Security Systems (Spec Res):	\$6,445.00	\$0.00
								Grand Totals:	\$128,742.15	\$0.00

PRIOR MONTHS BILLS PAID BETWEEN December 2020 and January 2021

BOARD MEETINGS THAT NEED APPROVAL AT THIS TIME.

Check #	Vendor	Amount
HSA	Salaries 12/15/2020	\$ 64,954.59
HSA	Garnishment	\$ 129.58
HSA	Ill. Dept. of Revenue	\$ 4,138.77
Auto W/D	Howard Simon & Associates	\$ 379.07
HSA	EFTPS/Electronic Tax Payment 12/15/2020	\$ 21,681.98
	Fed Tax \$8186.51	
	FICA W/H \$6747.75	
	FICA Lib \$6747.72	
HSA	Salaries 12/30/2020	\$ 67,305.02
HSA	Garnishment	\$ 140.25
HSA	Ill. Dept. of Revenue	\$ 4,387.48
Auto W/D	Howard Simon & Associates	\$ 191.19
HSA	EFTPS/Electronic Tax Payment 12/30/2020	\$ 24,520.65
	Fed Tax \$10211.82	
	FICA W/H \$7154.40	
	FICA Lib \$7154.43	
Wired	IMRF	\$ 23,288.11
	IMRF W/H \$8080.49	
	IMRF Lib. \$15207.66	
	Sub Total	\$ 211,116.69
Check #	Vendor	Amount
4570	Albertsons/Safeway	9.36
4571	Allegra Print & Imaging	438.74
4572	Amazon	5469.38
4573	Bear Landscape	100.00
4574	Case Lots, Inc.	264.90
4575	Compact Disc Source	595.99
4576	Concept Wireless Communications	534.98
4577	Delta Dental Risk	2006.47
4578	Demco	350.06
4579	Discount School Supply	75.81
4580	EBSCO	5458.96
4581	EnvisionWare, INC.	595.00
4582	Fifth Third Bank	4845.12
4583	Findaway World	712.45

4584		Garvey's Office Products	Tape	7.02
4585		Hagg Press	Winter Newsletter	1338.34
4586		IHLS - OCLC	Replacement Cost ILL Item	42.75
4587		Johnson Controls Security Solution	Alarm Monitoring	1012.52
4588		Chris Knight	Reimburse Mileage	12.54
4589		Konica Minolta Business Solutions	Lexmark Printer Supplies & Service	372.00
4590		Konica Minolta Premier Finance	Copier Lease	60.00
4591		Libraries First	Museum Adventure Pass	275.00
4592		Matthew Bender & Co.	Employment in IL	163.43
4593		Monaco Mechanical Services, Inc.	Filters	698.00
4594		Montano's Landscaping & Nursery	Salting	250.00
4595		NCPERS Group Life Ins	Payroll Withholding	80.00
4596		NICOR	Usage	802.72
4597		Outsource Solutions Group, Inc.	Backup Licenses - November	200.00
4598		OverDrive, Inc.	Advantage	1071.00
4599		Paddock Publications	Newspaper	107.40
4600		Petty Cash Checking Account	Replenish Fund	216.11
4601		Piriform Inc	CCleaner Licenses - 3 Years	2844.96
4602		Republic Services	Rubbish Services	294.33
4603		Robbins Schwartz	Legal Services	56.25
4604		Sheehan, Nagle, Hartray Architects	Concept Design Consulting	8061.25
4605		Sikich LLP	Accounting Service	3999.40
4606		Staples Advantage	Misc Kitchen, Office & Janitorial Supplies	377.28
			Sub Total	43799.52
			TOTAL	254916.21

Monthly Circulation Report - December 2020

	Checkouts	Renewals	Dec-20 TOTALS	YTD FY 19/20	YTD FY 20/21	YTD % Change
Adult Non-Print	3,496	3,634	7,130	54,051	40,770	-24.57%
Adult Print	4,991	3,655	8,646	59,220	50,227	-15.19%
Adult Total	8,487	7,289	15,776	113,271	90,997	-19.66%
YS Non-Print	679	864	1,543	15,766	9,912	-37.13%
YS Print	6,789	6,246	13,035	74,461	77,567	4.17%
Total YS	7,468	7,110	14,578	90,227	87,479	-3.05%
Digital Media						
Overdrive	3,183		3,183	15,171	20,318	33.93%
hoopla	1,899		1,899	11,857	11,969	0.94%
RB Digital	331		331	2,211	2,505	13.30%
PressReader *	279		279	N/A	2,463	-
Kanopy *	108		108	N/A	328	-
Total Digital	5,800	0	5,800	29,239	37,583	28.54%
Subtotal Print + Non-Print/Digital	21,755	14,399	36,154	232,737	216,059	-7.17%
Computer/Tech Sessions Logins	594		594	14,925	4,162	-72.11%
Database Usage/Unique Logins	2,852		2,852	15,841	16,047	1.30%
Wireless Use	249		249	8,689	1,973	-77.29%
ScannX sessions/jobs	105		105	5,598	1,085	-80.62%
Museum Adventure Passes	7		7	149	55	-63.09%
Total IT/Resource Sessions	3,807	0	3,807	45,202	23,322	-48.40%
Total Circulation	25,562	14,399	39,961	277,939	239,381	-13.87%
Literacy Software Usage Hours			0	523	0	-100.00%
Borrower Information	Dec. 2020 Total	YTD 19/20	YTD 20/21	YTD % Change		
New Library Cards Added	64	727	454	-37.55%		
Monthly Borrowers	2,169	18,632	12,902	-30.75%		
Total # Registered Borrowers	8,465	10,417	8,465	-18.74%		
InterLibrary Loans						
Materials Sent	71	762	426	-44.09%		
Materials Received	313	2,244	1,839	-18.05%		
Polaris/Catalog Holds						
Holds Placed	4,410	17,676	29,181	65.09%		
Holds Checked Out	3,882	14,163	25,431	79.56%		* New statlines for September 2020.

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

		Library Wide	Adult	Youth	TS/Circ	Literacy	TOTAL	YTD FY19/20	YTD FY20/21	% Change
Library Event Statistics										
Staff Facilitated Programs			12	29	0	0	41	758	168	-77.84%
Attendees			66	504	0	0	570	7,528	2,509	-66.67%
Computer/Technology Programs			2	0	0	0	2	49	3	-93.88%
Attendees			6	0	0	0	6	209	9	-95.69%
Performer/Speaker/Author			3	0			3	14	8	-42.86%
Attendees			37	0			37	437	100	-77.12%
LLD Events (SumRd, RSG, NatLibWk, whole Lib event)		0					0	6	8	33.33%
Attendees		0					0	955	804	-15.81%
Total Number of Programs		0	17	29	0	0	46	827	187	-77.39%
Total Patrons Served by Programming		0	109	504	0	0	613	9,129	3,422	-62.52%
Reference Questions			1,653	824	955		3,432	39,230	28,331	-27.78%
Volunteer Hours			5.00	0.00			5.00	545.50	32.50	-94.04%
Outreach Service Statistics										
Outreach Visits			0	1	0	0	1	84	4	-95.24%
Patrons Served by Outreach Visits			0	40	0	0	40	5,078	185	-96.36%
Home Delivery Dates			2				2	13	13	0.00%
Patrons Served via Home Delivery			128				128	795	814	2.39%
Total Outreach Programs			2	1	0	0	3	97	17	-82.47%
Total Patrons Served with Outreach Services			128	40	0	0	168	5,873	999	-82.99%
Civic Facility Use										
Literacy/Tutoring Room Use (patron count)		0						493	0	-100.00%
Number of Outside Groups Using Meeting Space		0						148	0	-100.00%
Patrons Entering Building		6,093						88,826	38,379	-56.79%
Friend's Sponsored Programs		0						7	0	-100.00%
Attendees		0						495	0	-100.00%
Social Media Use										
Facebook (daily page consumption)		1,052						8,323	6,263	-24.75%
Twitter Followers		805						796	805	1.13%
Instagram Likes		690						5,194	3,995	-23.08%
Flickr Views		1,343						57,070	33,714	-40.93%
YouTube Views		3,540						3,154	10,163	222.23%
Total LLD App Downloads / Sessions		337/2,014						192/N/A *	1,778/10,980	826.04%/--

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



Initial Design Concept Discussion

For context in the January Board meeting a summary of discussions between SNHA, LLD Administration and CCS regarding the initial draft concept program (space allocations) and designs is provided below.

A. DRAFT Concept Program (Space Allocations)

SNHA worked with information gathered from meeting with each LLD Department Head to develop a baseline program (# of spaces needed and what size of spaces).

A summary of key findings is as follows:

1. The EXISTING building is approximately 32,795 Gross Square Feet (GSF)
2. The TARGET, or ‘wishlist’, program resulted in a building size of 36,331 GSF
 - 11% larger than the current building
3. A chart summarizing EXISTING spaces and TARGET (or ‘wishlist’) building space allocations is as follows:

GENERAL BUILDING AREAS	EXISTING (GSF)	Space Allocation (%)	TARGET (WISHLIST) (GSF)	Space Allocation (%)	Difference between EXISTING & TARGET Spaces (%)
ENTRANCE, LOBBY, SERVICE	1,675	5%	1,500	4%	-10%
ADULT PUBLIC SPACES	12,236	37%	12,300	34%	1%
YOUTH LIBRARY (incl. teen)	4,031	12%	5,150	14%	28%
ADMINISTRATION & STAFF	5,832	18%	6,482	18%	11%
BUILDING SUBTOTAL (Assigned Areas)	23,773		25,432		7%
*Unassigned Area (MEP, Circulation, etc.)	9,022	28%	10,899	30%	21%
TOTAL GROSS BUILDING AREA	32,795		36,331		11%

**as a general rule of thumb this is calculated at +/- 30% of the building subtotal at the conceptual phase*

4. One of the design challenges SNHA is working to resolve is best ‘fitting’ the TARGET spaces within the existing building 32,795 GSF.
 - SNHA will be providing renovation and renovation/addition design concepts to work thru solving this challenge.

B. DRAFT Concept Designs

SNHA worked with the TARGET space allocations in mind to develop multiple draft concepts for discussion with the LLD Board. Initial draft concepts were first presented and discussed with LLD Administration and CCS on 1/14/2021.

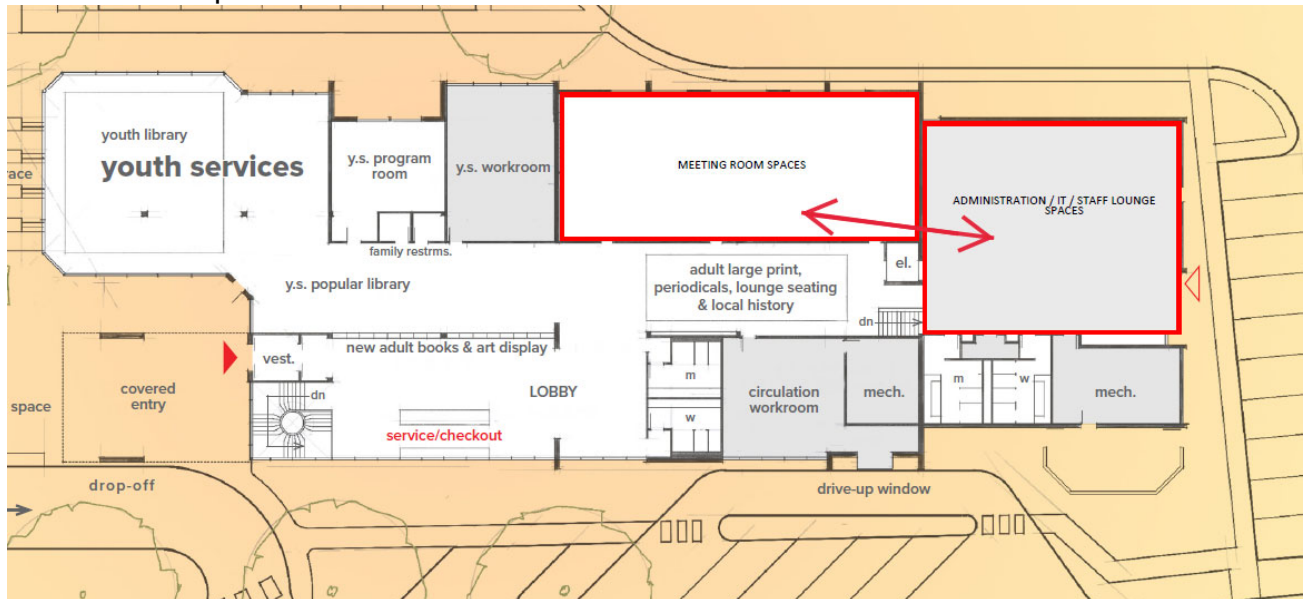
A summary of initial thoughts for discussion on each option discussed is as follows:

SOUTH ENTRY CONCEPT (demolition & replacement of a portion of the existing building):

- The Adult collection area seems too condensed with no break up of the space.
- The Entry space seems to lack a welcoming flow and may be too compartmentalized (staff on your left and restrooms on your right when entering).

WEST ENTRY CONCEPT (demolition & replacement of a portion of the existing building):

- A direct connection from Youth Services to Outdoor Space is advantageous.
- Maximizing the distance between visitor drop-off and the drive-up window location is preferred, as shown in this concept.
- SNHA is requested to study flipping the location of the Large and Medium Meeting Room Spaces with the Administration office as indicated below:



NORTH ENTRY CONCEPT (demolition & replacement of a portion of the existing building):

- Having the main entrance on Front St. would be ideal, however walking into a dark space is not preferred.

NORTH ENTRY RENOVATION (ONLY) CONCEPT:

- This option was still in development and not discussed in detail on 1/14/2021.
- Renovation Only is anticipated to align with the \$8.5M - \$9M baseline overall project cost.



**SHEEHAN
NAGLE
HARTRAY
ARCHITECTS**

BOARD MEETING | 20 JANUARY 2021

d r a f t

Program Summary	Existing Area	Program Area
Public Areas including Meeting Rooms	5,271	5,244
Adult Services	9,226	8,309
Youth Library	4,503	4,985
Admin & Staff	4,463	4,307
Subtotal: Assigned Area	23,773	22,845
Unassigned Area	9,022	9,755
Total Gross Area	32,795	32,600

South Entry Concept

Entry: Upper Level
 Childrens: Upper Level
 Adult: Lower Level

West Entry Concept

Entry: Upper Level
 Childrens: Upper Level
 Adult: Lower Level

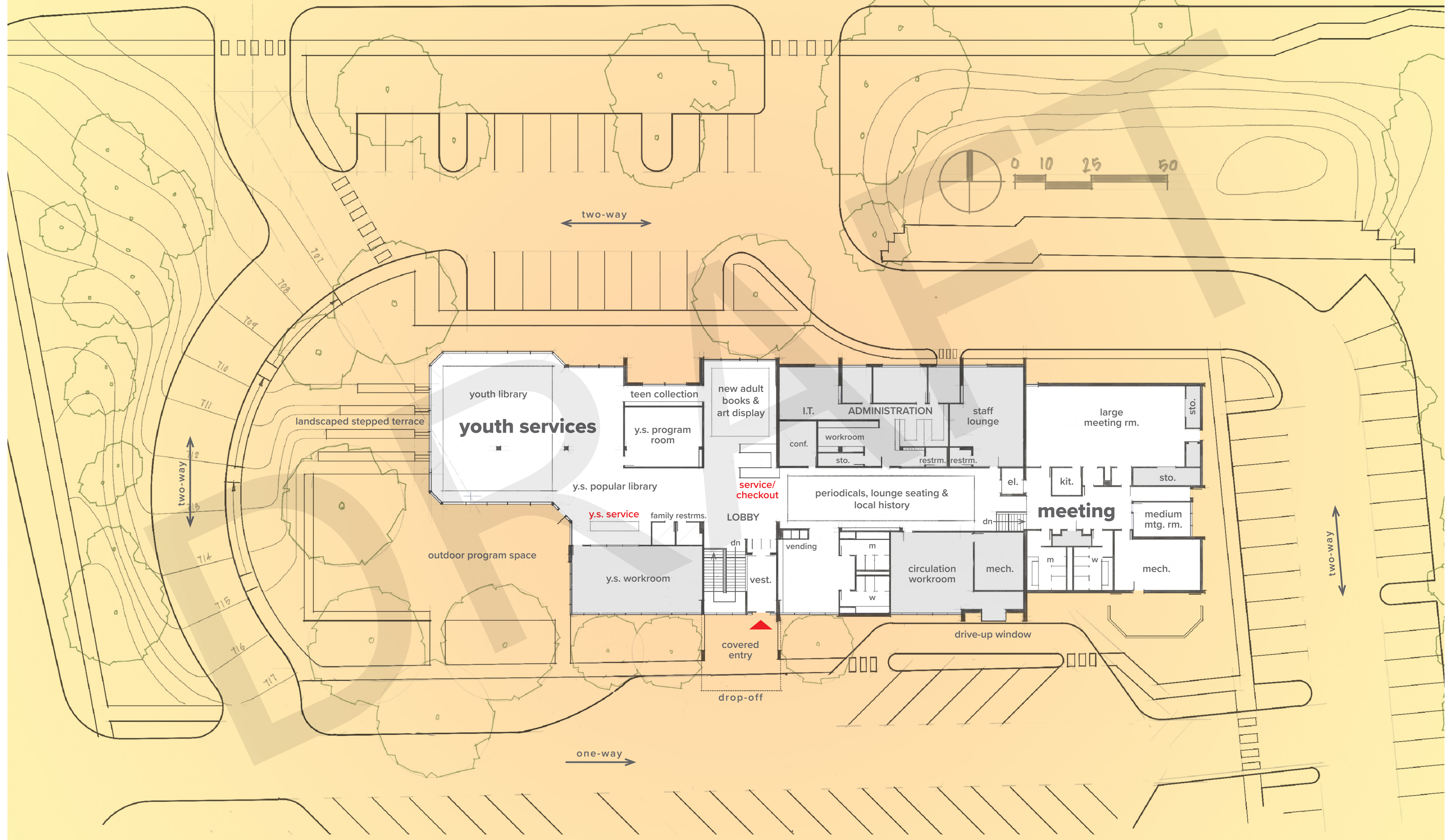
North Entry Concept

Entry: Lower Level
 Childrens: Lower Level
 Adult: Upper Level

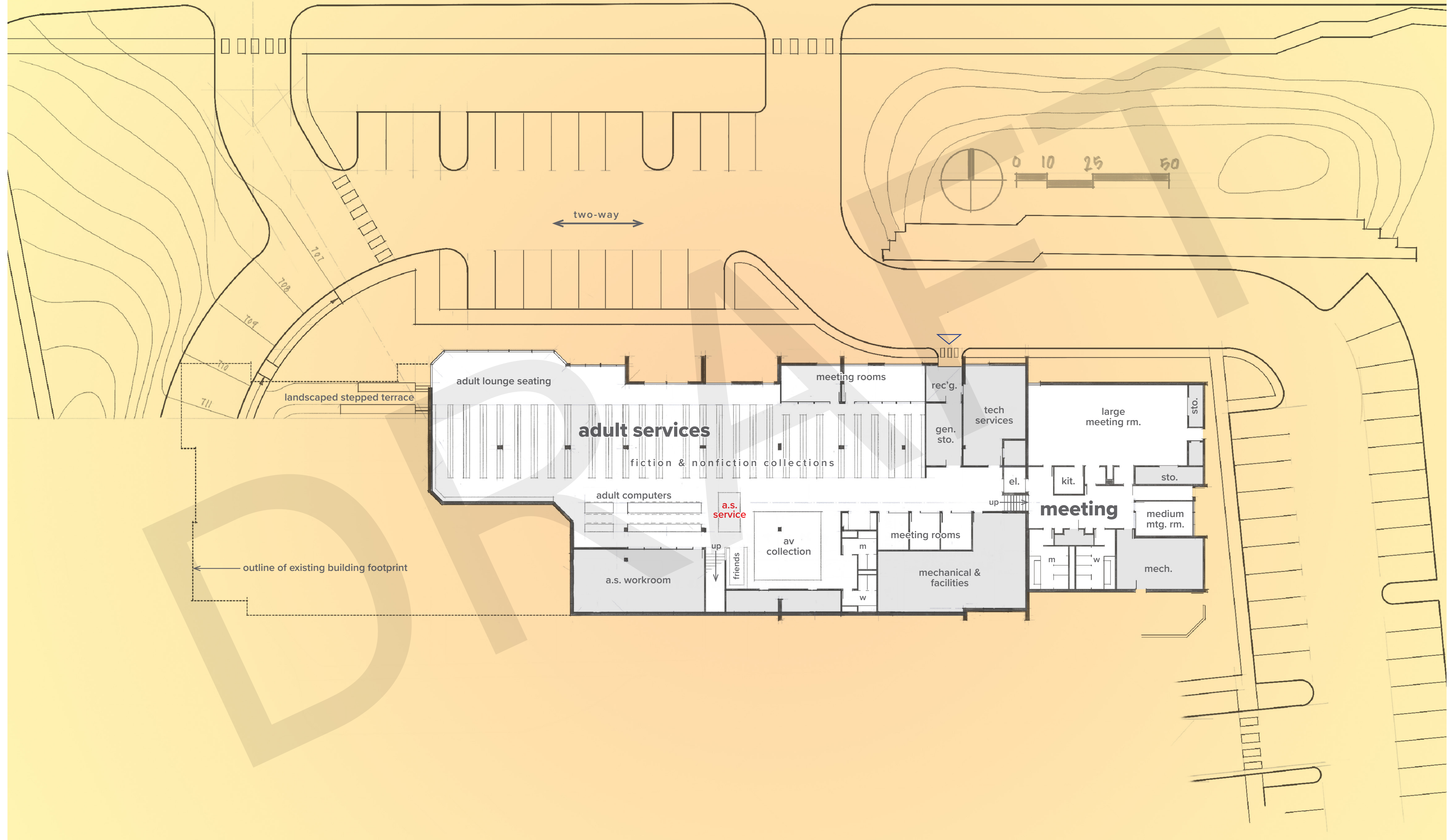
North Entry Renovation Concept

Entry: Lower Level
 Childrens: Lower Level
 Adult: Lower Level

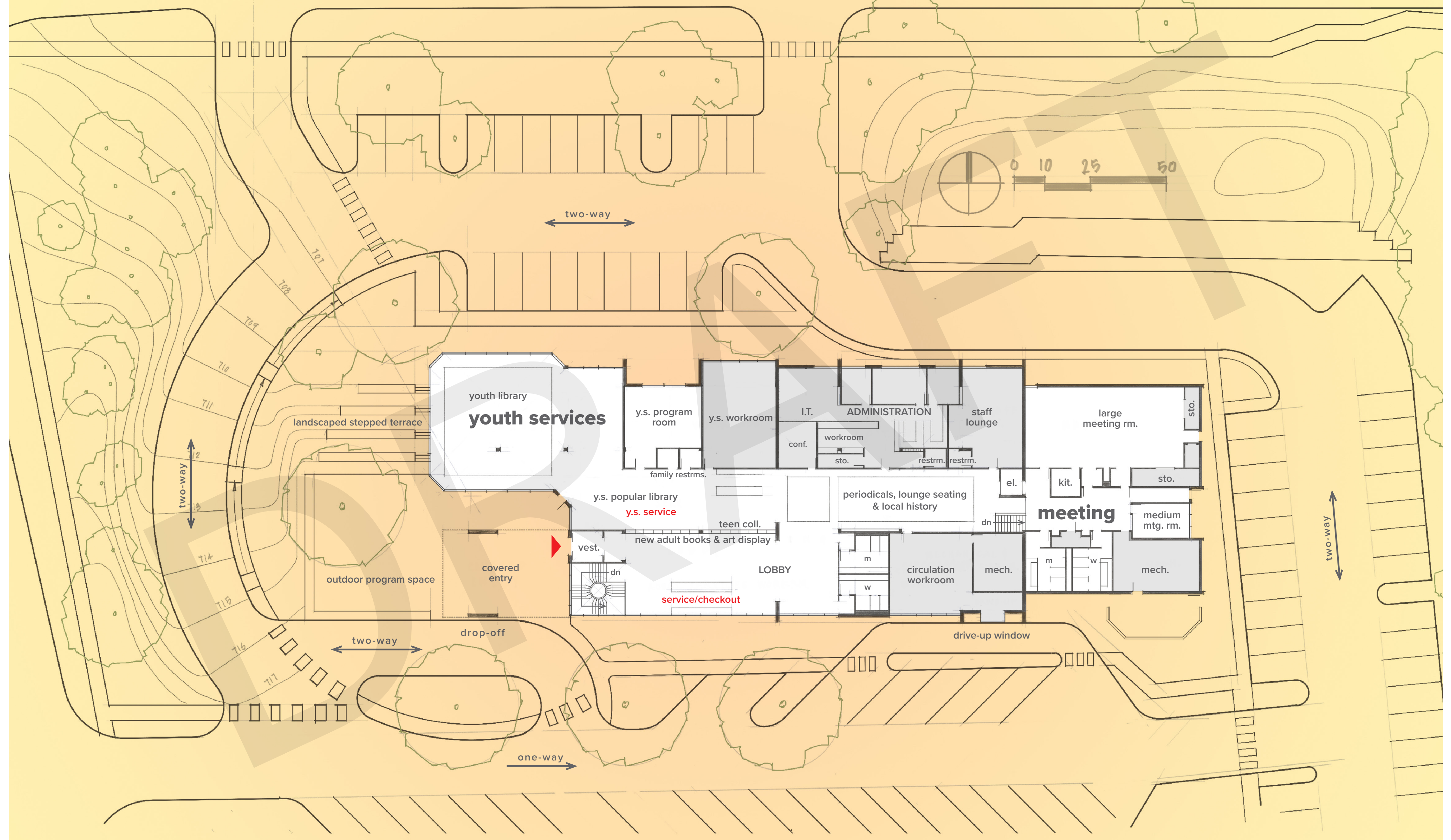
south entry concept UPPER FLOOR



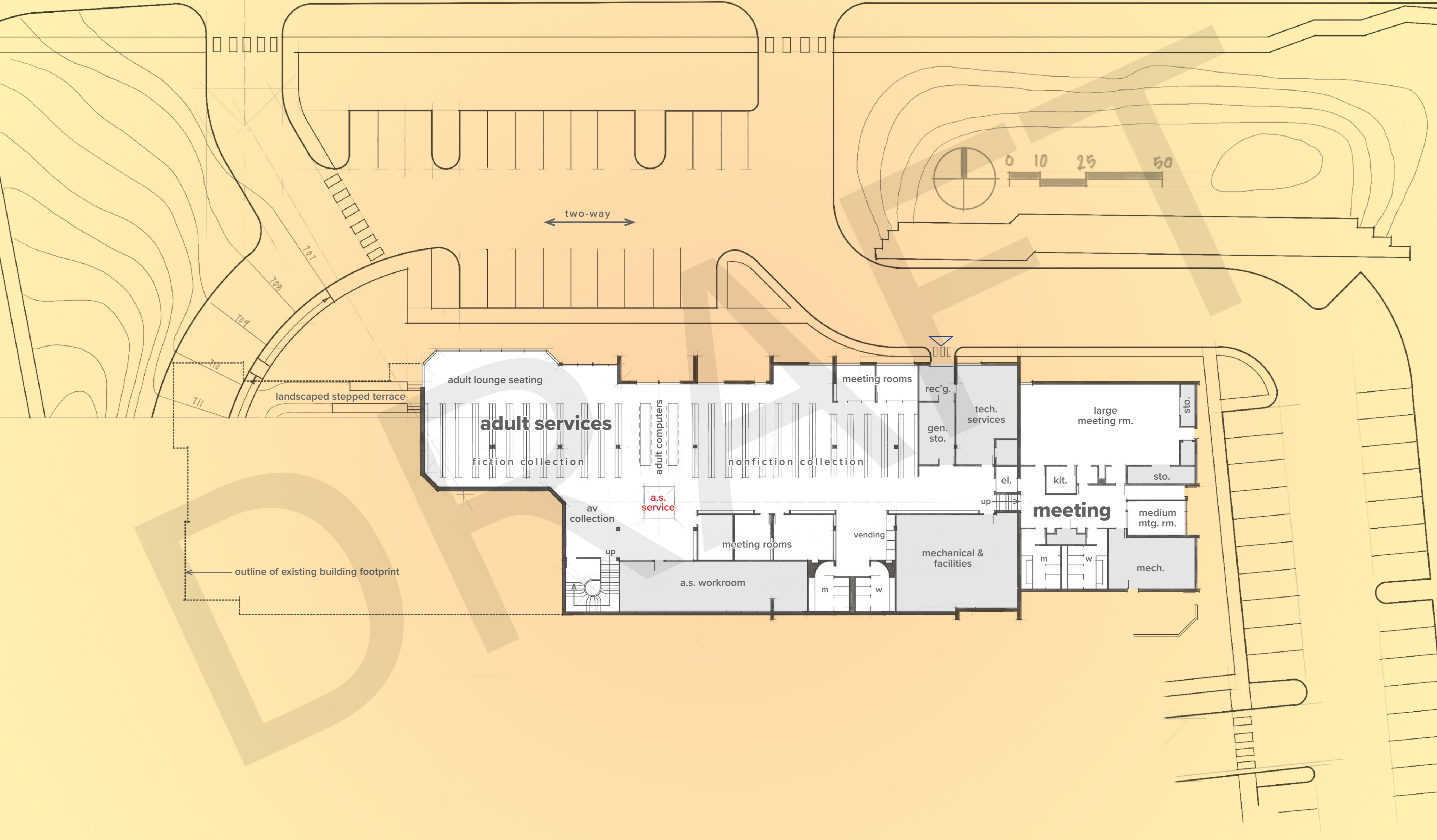
south entry concept LOWER FLOOR



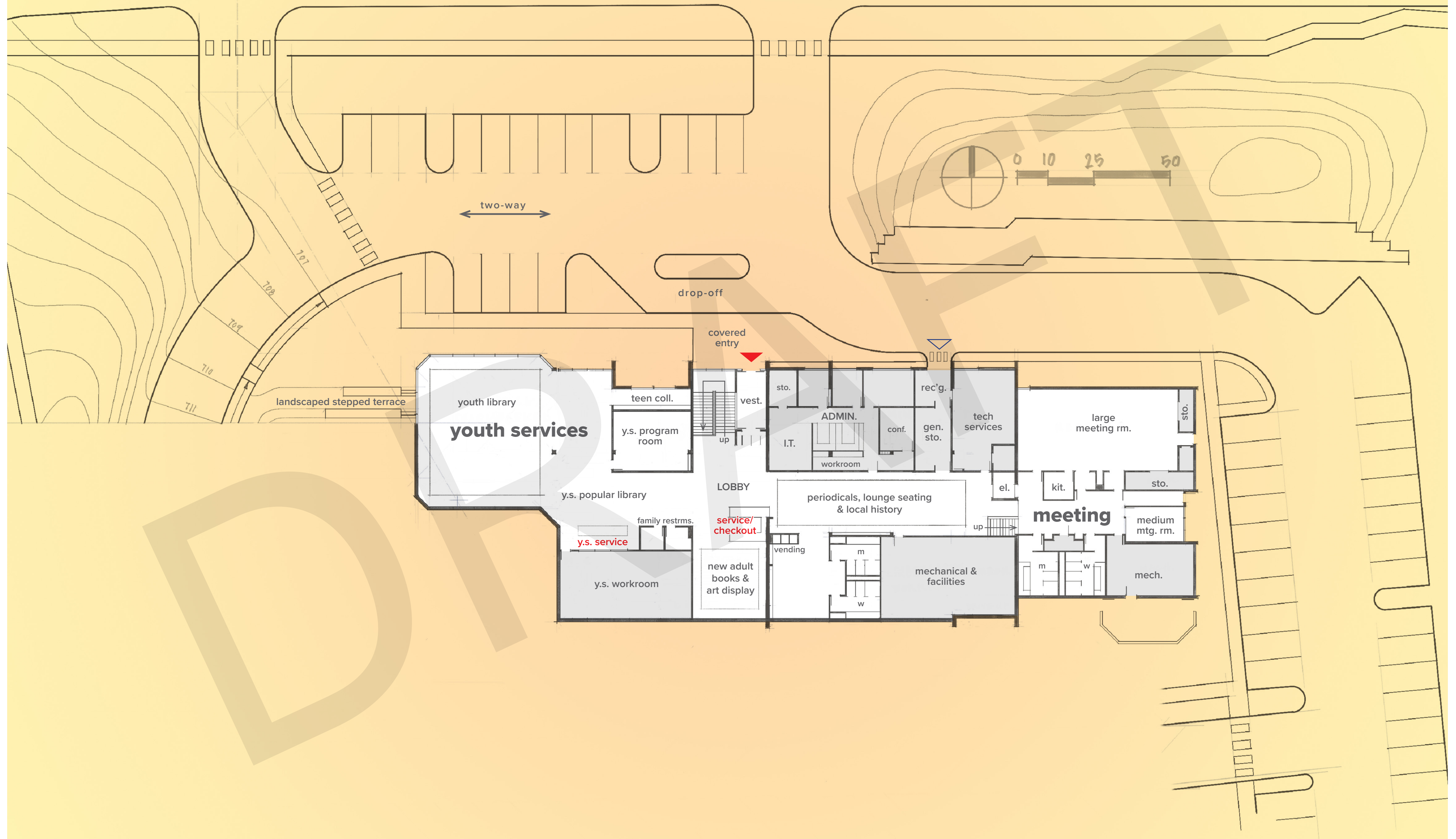
west entry concept UPPER FLOOR



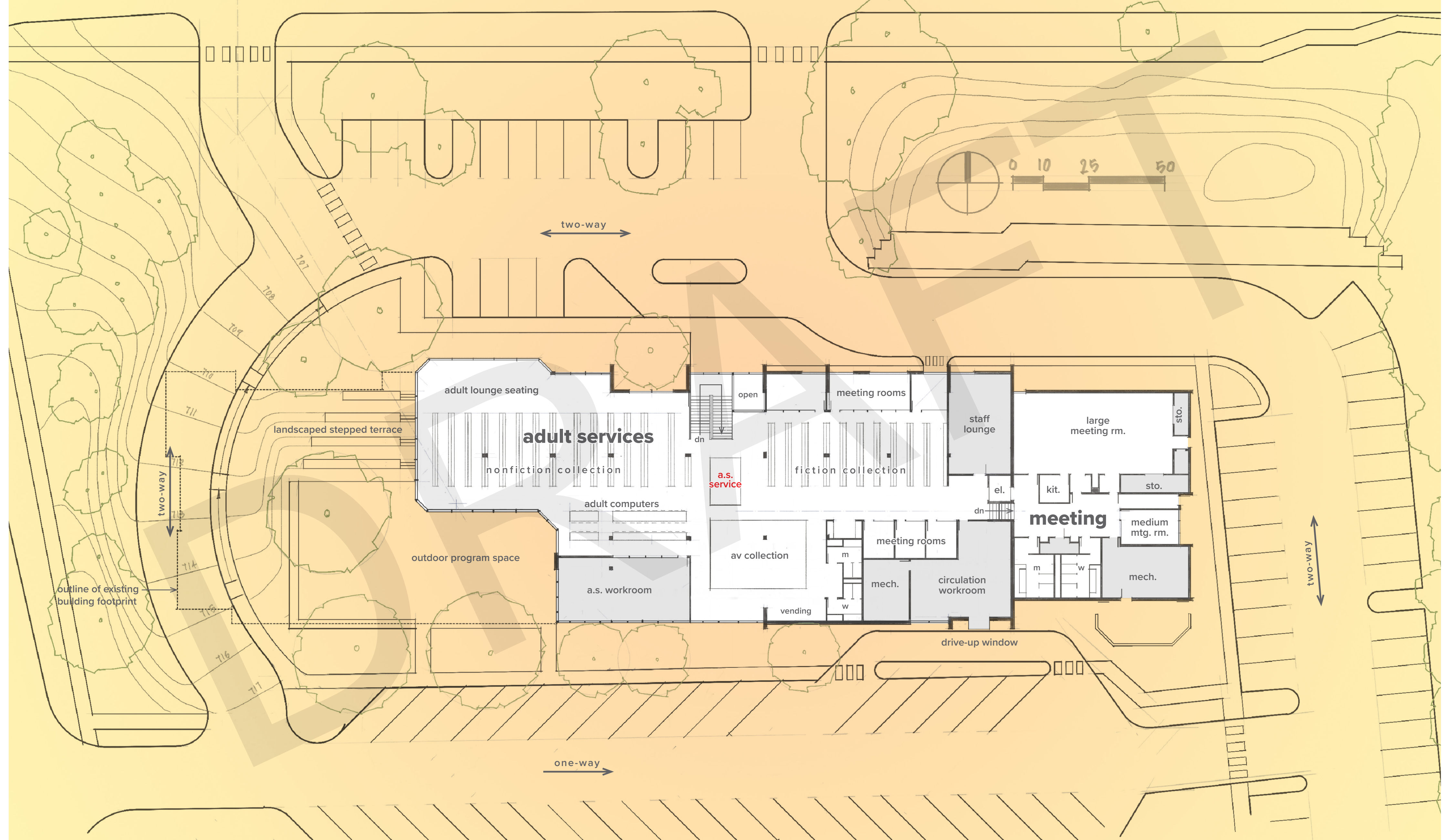
west entry concept LOWER FLOOR



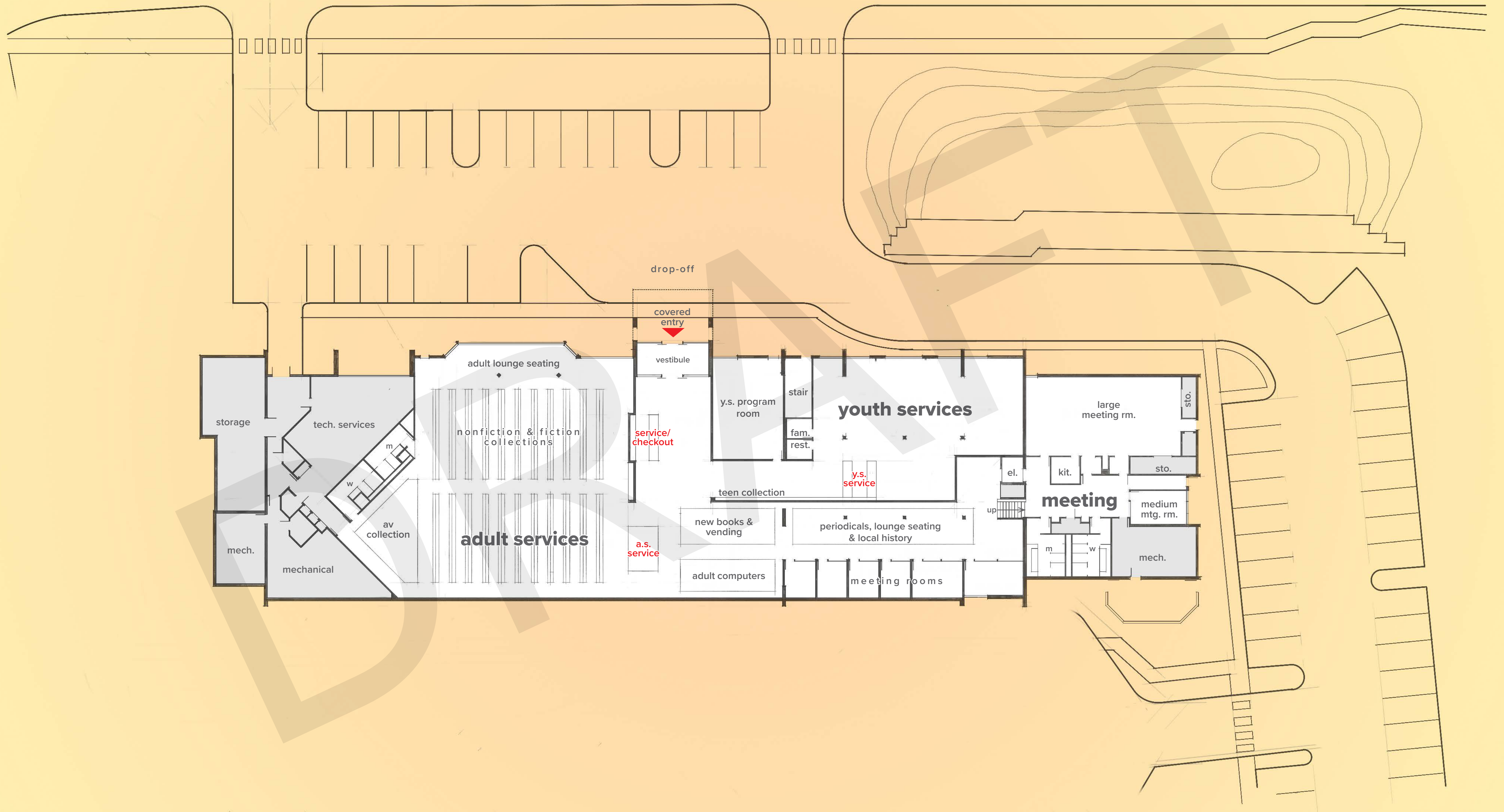
north entry concept LOWER FLOOR



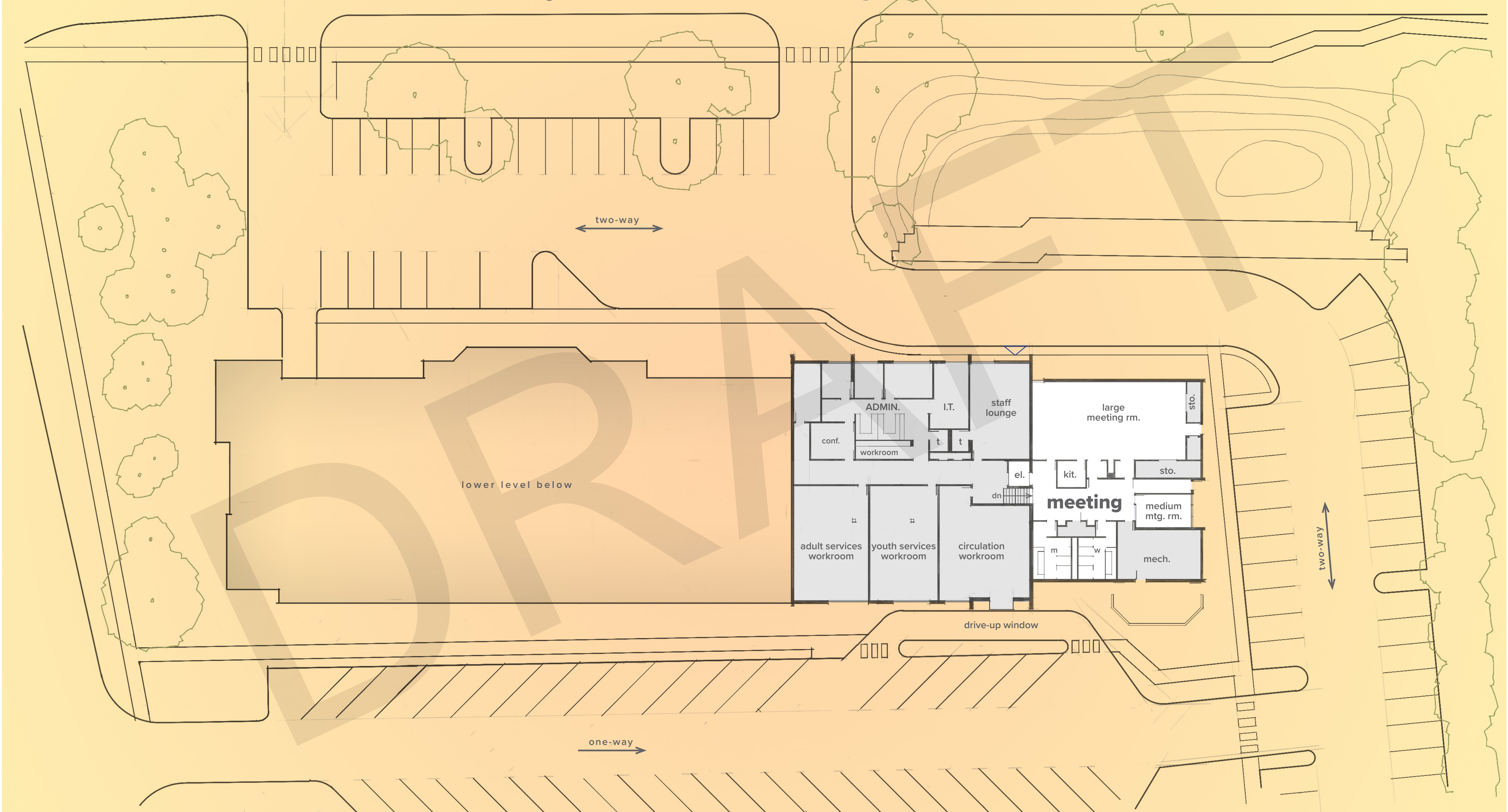
north entry concept UPPER FLOOR



north entry renovation concept LOWER FLOOR



north entry 'renovation concept' UPPER FLOOR



CONCEPTS

**South Entry
Concept**

**West Entry
Concept**

**North Entry
Concept**

**North Entry
Renovation Concept**

Building Demolition



7,810

7,810

7,810

0

Existing to Remain



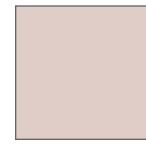
600

600

600

3,550

Cosmetic Renovation



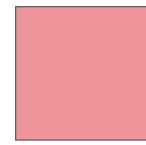
3,060

3,060

3,060

4,090

Substantial Renovat.



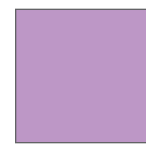
21,290

21,360

21,360

25,160

New Construction



7,850

7,780

7,780

0

Total Area

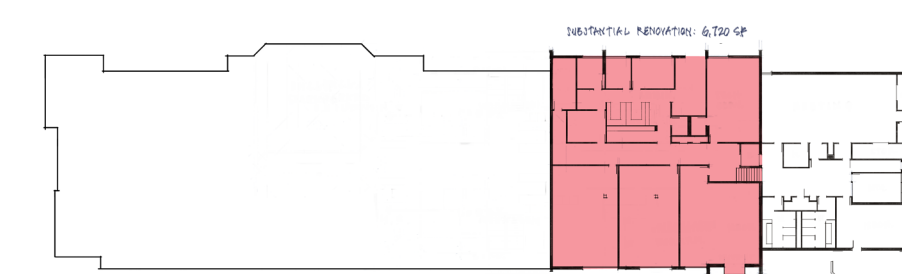
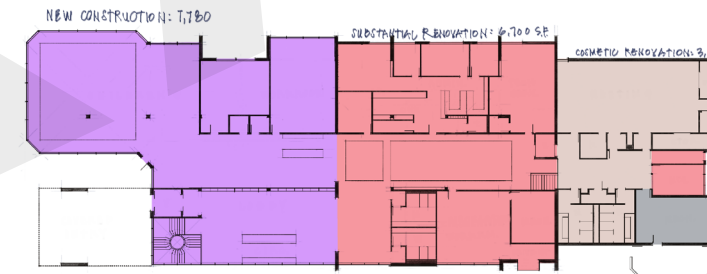
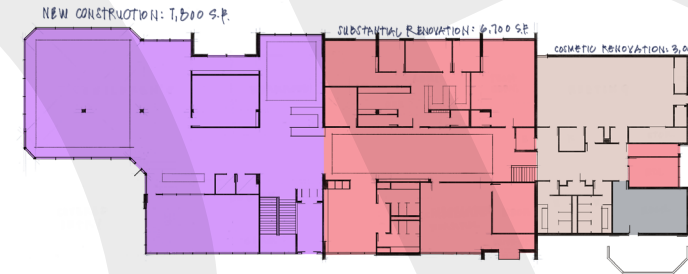
32,800

32,800

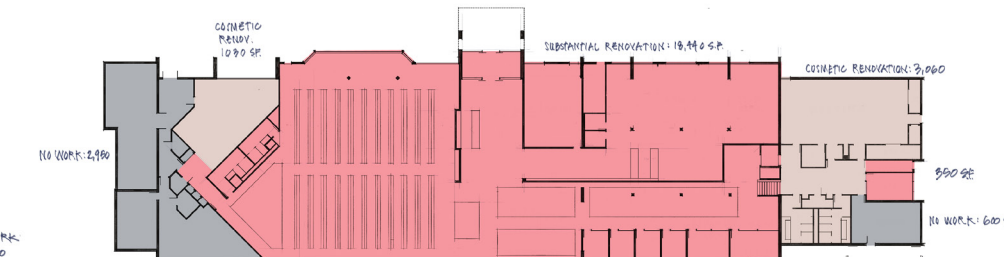
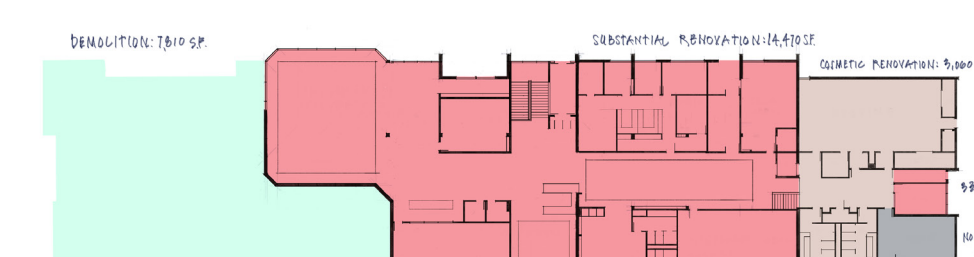
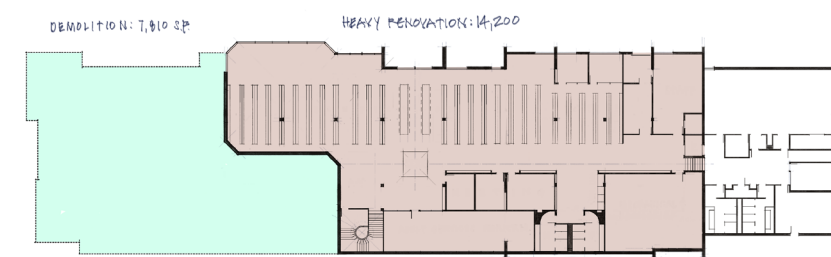
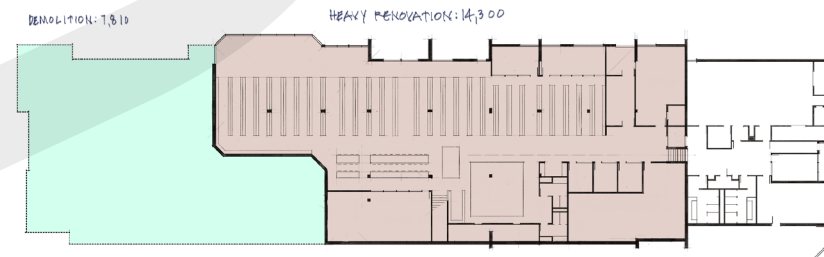
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32,800

UPPER FLOOR



LOWER FLOOR



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 15, 2021

LLD Board of Trustees:

The January 20th Board agenda has an item for discussion regarding an official capital project statement. Below, I've drafted an example statement. I've included elements from the LLD Strategic Plan, relevant links, and a comment regarding not increasing taxes. The Board was interested in providing a general statement on the [LLD Capital Project page](#) of the Library's website. This draft is simply to generate discussion and to decide upon the key points the Board would like to include in an official statement.

- DRAFT CAPITAL PROJECT STATEMENT -

LLD Capital Improvement Project

Through comprehensive Board discussion, strategic planning, community engagement, and qualified professional management, the LLD Board of Trustees supports this capital improvement project in keeping with key objectives within the [LLD 2019-2022 Strategic Plan](#).

The LLD's overarching goal is to provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment for our residents. Additionally, the Board intends to achieve objectives without increasing taxes.

The LLD looks forward to improving the patron experience by incorporating [Universal Design](#) concepts for accessibility, space optimization and efficiency features, and including attractive and appropriate architectural elements.

Thank you for visiting the LLD Capital Project page. We hope you are as excited as we are about the forthcoming facility enhancements!

- LLD Board of Trustees

OTHER KEY POINTS?

OPTIONS: video message?, concept slideshow with highlights of main improvement points like YS restroom, nursing room, teen space, collaborative spaces, new entrance,? other?

To: LLD Board of Trustees
 From: Tatiana Weinstein | LLD Director
 Date: January 15, 2021

LLD CAPITAL PROJECTS PAGE - <https://www.lislelibrary.org/about-us/lld-capital-projects>

Current language:

Lisle Library District (LLD) Capital Projects

This page was created to improve public awareness regarding facility projects at the LLD.

“Capital Projects” refers to major facility improvements or development projects that focus on the building/campus. These projects may be structural, architectural, or affect facility design/arrangement.

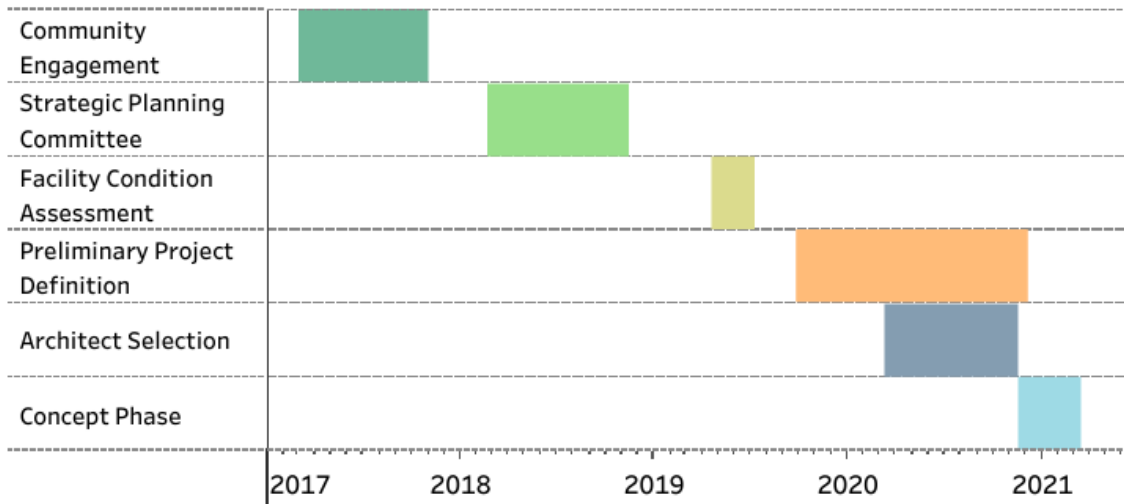
The LLD Board and staff are committed to the Library’s [Vision, Mission, & Values](#).

Objectives outlined in the [2019-2022 LLD Strategic Plan](#) will guide the Library for the next few years while supporting the Mission of the Library: *to enhance the cultural, social, and life-long educational development of the community.*

DASHBOARD:

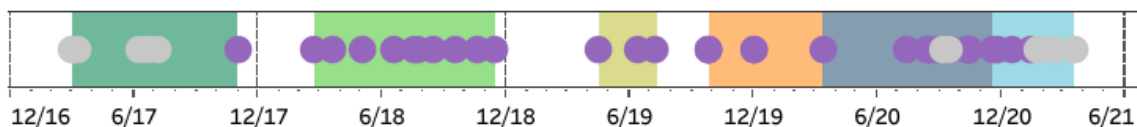
Lisle Library District Capital Project Timeline

Click a bar within the timeline for more details.



Events: *Click a dot for event details.*

Note: Purple dots may include document links and videos. Grey dots indicate event dates only.



To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: January 15, 2021

JANUARY 2021 | DIRECTOR'S REPORT

Meetings:

LLD Board of Trustees – Dec. 16
CCS/SNH – Dec. 17
CCS – Dec. 21
CCS/SNH – Dec. 23
CCS – Dec. 29

CCS/SNH – Jan. 7
Special Board/LWC/Friends – Jan. 13
CCS/SNH – Jan. 14
Hummel – Jan. 15

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

Stakeholder Meeting

On Wednesday, January 13th, the LLD hosted a Special virtual meeting to introduce the Friends of the Library, Foundation, and Lisle Woman's Club members to the LLD's capital project objectives and to hear their feedback. Owner's representative Marc Rogers/CCS, and architects from Sheehan, Nagle, & Hartray were also present.

Discussion revolved around immediate facility needs, future uses, space optimization, community connection, and inclusive accessibility.

Participants were supportive of the LLD's capital project plans and provided valuable feedback on a number of facility topics including entrance difficulties, lighting issues, and support for Youth Services restrooms, a teen space, and drive-up service window. Participants emphasized continuing to provide quality reading materials in both traditional and digital formats. Participants also discussed the need for collaborative/gathering spaces for community groups and the desire to maintain a qualified and engaged staff.

Lisle is fortunate to have such thoughtful and interested community group members and the LLD is grateful for their perspectives regarding the forthcoming plans for improvement.

COVID-19 Initiatives | Programs

The LLD continues to adhere to the State's Tier 3 guidelines and updated operational safety protocols. Operational guidelines are posted/updated on the LLD website.

To: LLD Board of Trustees
From: Tatiana Weinstein | LLD Director
Date: November 13, 2020

The expansion of timeslots for Curbside Pick-Up has offered more convenience for our patrons. In the holiday months of November/December and first week in January (5 closed days), the LLD continued to provide, on average, 56 Curbside Pick-Ups a week. Each week, 165 items, on average, were checked out via the Curbside Pick-Up program.

Since launching the License Plate Renewal program on December 21st, the LLD has sold 50 Illinois license stickers as of this report. Patrons are extremely happy that they can come to the LLD to purchase their stickers. Patrons have commented that it's convenient, quick, and safe. Staff are pleased to be able to provide this service to the public.

The LLD has placed its third book within the *LLD Sidewalk Stories* installation -- a classic, *The Mitten* by Jan Brett. We've had countless compliments on this new campus feature.

LLD Winter Read

The LLD Winter Read program concluded on January 11th. Participants were tasked with reading and logging books to earn a special Winter Read mug. A total of 781 patrons participated. Below are the winter reading breakdowns:

ADULTS: 415 registered, 350 completed, 1,163 titles read, and 137 reviews written

TEENS: 58 registered, 46 completed, 196 titles read, and 11 reviews written

KIDS: 308 registered, 224 completed, 877 titles read, and 40 reviews written

MOST POPULAR BOOKS:

ADULTS: *The Guest List* by Lucy Foley and *A Christmas Carol* by Charles Dickens

TEENS: *Calamity in the Cold* by Jesse Wiley and *One of Us is Lying* by Karen McManus

KIDS: *A Loud Winter's Nap* by Katy Hudson and *Fantastic Mr. Fox* by Roald Dahl

2021 Consolidated Election Candidates

Four candidates for Library Trustee have filed paperwork for three seats on the LLD Board of Trustees. On December 22nd, the LLD held a lottery for ballot position since there were simultaneous submissions on the first day of filing.

The LLD has submitted the Certification of Ballot to the DuPage County Clerk, Election Division. The local election will be held on April, 6, 2021.

Respectfully,



Tatiana Weinstein | LLD Director

January 2021 Assistant Director Report

Meetings/Virtual Meetings

- Election Petitions – Dec 14
- Precision – Dec 14 & Jan 6
- Board Meeting – Dec 16
- Assa Abloy – Dec 22
- Election Lottery – Dec 22
- HandiPro – Dec 28, Jan 7 & 8
- Patriot Electric – Jan 5 & 8
- Eco Clean Maintenance – Jan 6
- Library Lockers – Jan 11
- Monaco – Jan 11
- LLD Special Mtg – Jan 13

Various maintenance projects were completed this month. Some ceramic floor tile was replaced in the men's rest room in the lobby. Several broken tiles were removed and new tiles were cut for replacement.

Patriot Electric repaired several light fixtures in the lobby area. Monaco Mechanical checked the HVAC main boiler and auxiliary boiler after LLD staff noticed the smaller boiler was running. Precision replaced a HVAC humidifier sensor. They also calibrated the settings for all three HVAC humidifiers. Assa Abloy completed the annual automatic door maintenance for the exterior and Youth Services doors.

Staff conducted the Industrial Appraisal for the inventory of LLD fixtures and equipment. The purpose of the inventory was to develop a detailed fixed asset record in compliance with Generally Accepted Accounting Principles per the auditor's recommendation. Staff provided the report to LLD auditors, Lauterbach and Amen.

Staff reviewed all chapters of the *Serving our Public 4.0, Standards for Illinois Public Libraries* for the Illinois Per Capita Grant application. The core standards are seen as a springboard for discussion to understand important components of library service. To be eligible for funding, libraries must review the core standards and submit the Illinois Public Library Annual Report (IPLAR). The LLD staff will prepare the Per Capita Grant application in February.

I reviewed a presentation on outdoor library lockers presented by SWAN libraries and staff. Oak Park, Villa Park, and Downers Grove libraries explained their plans or installations of patron lockers for pickup of library materials. Advantages for the use of lockers allows for: 24/7 pickup, outdoor service, and integration with the library materials system.



Beth McQuillan

Assistant Director, LLD

Adult Services Quarterly Report
October-November-December 2020

October

In October, the Adult Services team expanded our Book Boxes program to adult patrons. Previously only offered to teens, Book Boxes include a hand-picked Library book and some small trinkets and treats. Patrons are invited to keep the trinkets and treats, then return the book, box, and a book rating form. This creative readers' advisory service proved popular in our community- staff received 14 Book Box requests from adult patrons during the first month of service. Here is sample of patron comments received:

- "This is a fabulous service!"
- "Loved it!" (This patron also sent us an email thanking us for the service and telling us she loved it, and she included a picture of her box / items.)
- "Loved this! I like someone else picking books out for me 😊 I couldn't put it down."

Book Boxes are available for pick up at the Connection Desk or via Curbside. Patrons may request a Book Box online (<https://www.lislelibrary.org/programs/lld-book-boxes>). I am incredibly proud of Adult Services staff for matching patrons with their next great read and for continuing to develop innovative programs and services during the pandemic.

Literacy Librarian, Jean Demas, attended the Secretary of State driver's license renewal event at the Lisle Village Hall on October 15th. Jean was able to speak to 85 people who attended the event about Library services and answered patron questions. Jean also distributed materials on remote library card renewal, curbside pickup, the mobile app, PressReader, Kanopy, and Hoopla.

Adult Services and Youth Services wrapped our outdoor programming series for the year with *Bubble Wrap Autumn Paintings*. In order to prioritize safety, the program was held outdoors with limited attendance. Each group or family was assigned their own table that was stocked with craft supplies and instructions. Groups were socially distant from each other and masks were required except when seated at a table. 32 patrons attended this event offered over two dates. Staff received positive feedback from attendees and we were so pleased to offer a safe, socially distanced event for our community.

Adult Services staff was busy with networking and professional development opportunities during the month of October. Adult Services Assistant Director, Gail Graziani, attended the Illinois Library Association Virtual Conference, a bi-annual AVID (Audiovisual Information and Discussion) meeting, and an advisory group meeting for the "My Library Is..." RAILS campaign. Additionally, in order to prepare for the anticipated uptick in reference questions that comes with every election season, Gail also attended a virtual RAILS roundtable, "Libraries and the 2020 Election," where two librarians from Cook Memorial Public Library discussed their library's voting resources. Meanwhile, Jean Demas assisted in planning, and attended, the virtual fall LEARN (Libraries' English and Reading Network) meeting. 14 literacy library staff members discussed

types of continuing literacy/ESL services, such as conversation groups, reading circles, craft classes recorded in Spanish, citizenship overviews, and health literacy.

November

In order to expand access and spread out the number of patrons coming into the building throughout the day, the LLD returned to its normal operating hours on November 11th. Due to the continued risk of COVID-19 and Illinois moving into Tier 3 as of November 20th, the LLD implemented limits on some of our resources and space. Public computers became EXPRESS use only and limited to 15 minutes of use. Curbside pickup hours expanded to 11:00 a.m. to 7:00 p.m. on Tuesdays and Thursdays, and 10:00 a.m. to 4:30 p.m. on Saturdays. Adult Services staff continued to provide exceptional services and programming during these unprecedented times. During the month of November we offered 3 virtual programs featuring guest speakers, 1 virtual computer class, and 5 book discussion groups. In total, 120 patrons attended virtual events during the month of November.

Medicare 101, featuring David Wylly, was one of our most popular programs this month. 30 people attended the event where Wylly discussed Medicare open enrollment and options available to those who wish to change Medicare providers. Wylly also discussed Medigap and how to supplement or avoid this area in Medicare. He then answered questions from patrons on topics such as working while on Medicare and pre-existing conditions.

Adult Services continued offering craft pickup for adults and teens throughout the month of November, with approximately 25 openings available weekly on Mondays, Wednesdays, and Fridays. November craft offerings included, DIY chocolate candle, tiny canvas painting, mini-Zen garden, fall leaf embroidery, and a winter scene ornament. Craft Kits remain consistently popular with pick up slots filling each week.

Gail Graziani served as a guest writer for the *My Library Is...* website and published a blog post entitled, "The Festive Readers' Advisory We Need Now: Teen and Adult Book Boxes" (<https://bit.ly/3skjbXO>). The *My Library Is...* campaign was developed by RAILS in an effort to help libraries tell their stories and promote their library's value. In her post, Gail describes the LLD's Book Box program and our success in expanding this offering to adult patrons as well as teens.

December

On December 1st the LLD kicked off our annual Winter Read program. This celebration of reading invites adult and teen patrons to read and log 2 books between December 1st and January 11th. Those who complete this reading challenge receive a festive LLD campfire mug. Our Winter Read is a library-wide event, so our Youth Services patrons were presented their own reading challenge with the chance to earn a coordinating mug and spoon set. This is the fifth time the LLD has offered Winter Read and it continues to be a popular program with patrons. I am so pleased the Library continues to encourage reading over the winter season with this festive event.

During the month of December, Adult Services Staff offered 17 total virtual events for adults and teens, including book discussion groups, computer classes, and programs featuring guest speakers. One such event, *Chicago's Bygone Department Stores* by Leslie Goddard, presented the history of Chicago's department stores. The program elicited nostalgia from participants as they remembered weekend bus rides to the department stores as children and how family members worked as electricians for Marshall Field's. Leslie Goddard remains a popular speaker at LLD; 27 patrons attended this program.

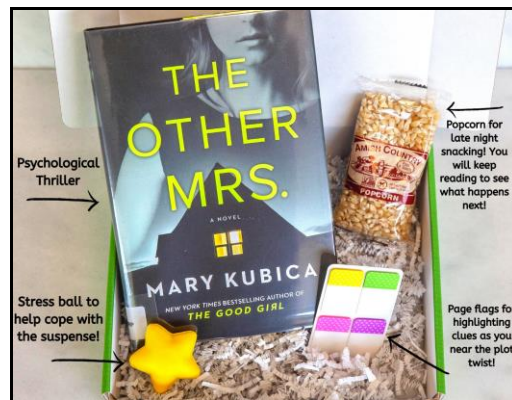
On December 30th, Pam Freer worked her last day as an Adult Services Librarian at the Lisle Library District after 19 years of service. Pam's many duties included hosting the Booked for the Day book group, collection development for much of the 300s and all of the 900s, collecting monthly stats for the desks and for database use, and much more. Pam was an exceptional colleague and she will be so dearly missed by AS staff.

Respectfully Submitted,

Elizabeth Hopkins



October Outdoor Family Craft



Book Box Program



Take-and-Make Craft Kit



Winter Read Prizes

Youth Services Quarterly Report–January 2021

News and Patron Communications:

- The picture book categorization project is complete, with the physical process completing just before the end of the year. We have had good feedback from patrons who have been in the building, and are excited to see how our younger patrons now interact with the collection.
- Our storywalk installation was first introduced in November and we have had nothing but positive reviews. Staff have interacted with patrons in the building and people walking by on the sidewalk, all with favorable results. We plan on swapping out the stories at the start of each month, barring programming related stories.
- Our readers advisory request link has been providing a steady stream of patron requests since it was introduced several months ago. Patrons uncomfortable browsing the collection in person have expressed gratitude at being able to receive materials browsed by our staff without having to physically be present.

Programs & Community Outreach Highlights:

- The Winter Reading program began in early December and has been extremely popular. Participants were challenged to read 3 book, with the added task of reading one of two books specifically chosen by staff. As of writing, we have 277 children registered and 147 have logged and completed the challenge.
- Halloween Storytime was drastically changed from previous years but remained a great success. We safely were able to have nearly 150 people participate over the course of the 2 hour event. We learned a lot from running this event and will be adapting portions of the day into all of our future high attendance events.
- Participation in our take home kits programs has been steadily high since they first began in November. While we attempt to increase the number of spots available per program, they continue to require waiting lists in the online calendar. Some of the projects children have been able to complete include:
 - DIY Snowglobes
 - Mini Loom Weaving
 - Play-Doh Turkeys
 - Circuit Flowers
 - Bridge in a Bag

- Virtual storytimes through Zoom have been very popular, bringing in regular and new storytime patrons. We are working on figuring out what time spots work best for patrons, and will be expanding the schedule as more feedback is accrued.
- Along with expanding the scheduled times for storytime, we are looking to move towards providing age specific content, like our in-person storytimes of previous years. Specifically, this would include storytimes for our youngest patrons, aged 2 months and up. We hope to determine appropriate times and days for these storytimes and have them running by the end of the month.
- Before the weather turned, we were able to partner with the Adult Services department to hold several outdoor family craft nights. Families were appropriately distanced and registration was extremely limited, to promote an event healthy for both patrons and staff. As spring approaches we will begin to plan for future events.
- We are in the first stages of planning a “reading subscription service” for our younger patrons. We hope to build off of the success of the Winter Reading program by providing themed book kits for patrons to pick up and utilize at the end of each month. Look for an update on this program in the next quarterly report.

Professional Development:

- John Ferrari and I spoke at the virtual ILA a conference to a group of over 50 other library professionals. We received high praise for our talk on evaluating books for storytime and how to encourage effective early literacy practices at home.
- Each of the Youth Services librarians have been attending virtual webinars discussing a variety of topics. Sessions have ranged from an hour to spanning several days of professional development activities and discussions.
- YS Librarians are currently serving on the following professional committees or groups:
 - 2020 Rise: Feminist Book Project Committee
 - LACONI Youth Services Board
 - YALSA Committee
 - Monarch Award Selection Committee

Respectfully Submitted,

Will Savage
Director of Youth Services

Quarterly Board Report
2nd Quarter FY20/21
Circulation Services Department

January 11, 2021

Illinois License Sticker Renewals

Beginning on December 21, 2020, LLD became one of the first libraries in Illinois to offer license sticker renewals. All transactions occur at the Circulation Services Desk. I am grateful to my staff for providing quality patron service. We have received positive feedback from our patrons. As of January 10, 2021, 45 stickers have been sold.



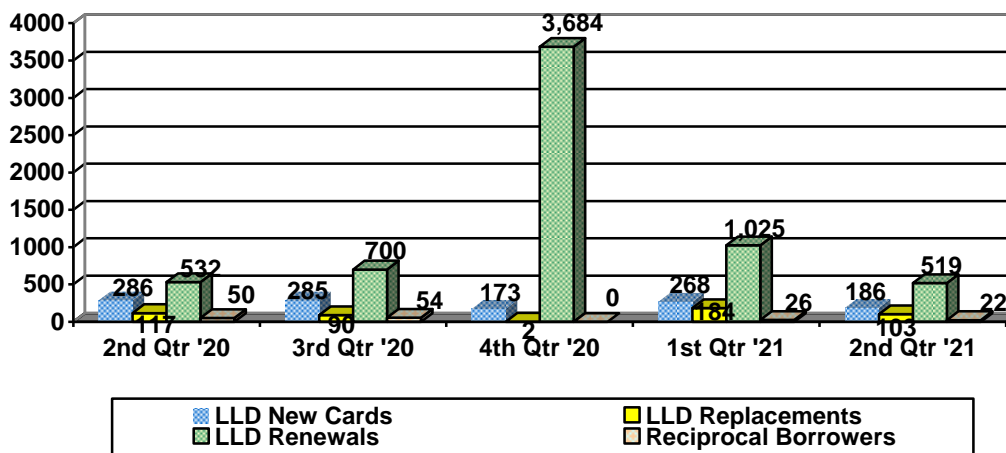
WILIUG Virtual Fall Conference

In November 2020, I attended a virtual conference for the Wisconsin-Illinois Innovative Users Group (WILIUG). In past years, this conference was always an opportunity for me to meet with my peers in person and discuss current library-world trends. This time, those in attendance via Zoom received a presentation from Innovative Interfaces, Inc., which is responsible for the Polaris Integrated System that we use as our online catalog. Staff members from Innovative talked about how Polaris continues to be a popular system that is used by over 3,000 libraries around the world, including the Chicago Public Library.

LLD Curbside Pickup Service & Online Library Card Registration

Both of these services continued during the second quarter. We really appreciate the kind words we have received from our patrons. I continue to be very proud of the dedicated work of my department's staff members.

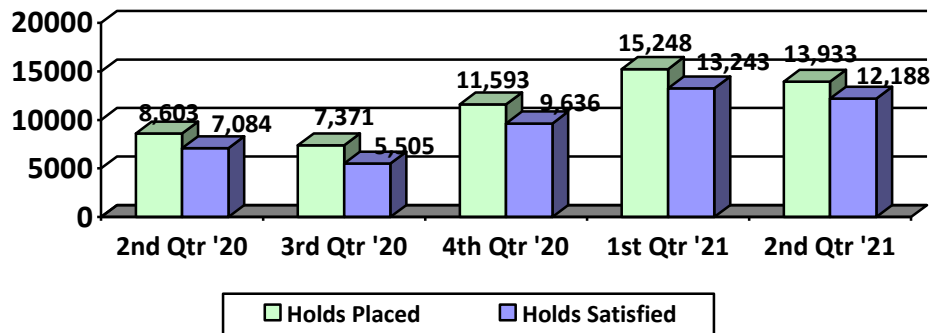
LLD Quarterly Registrations Activity



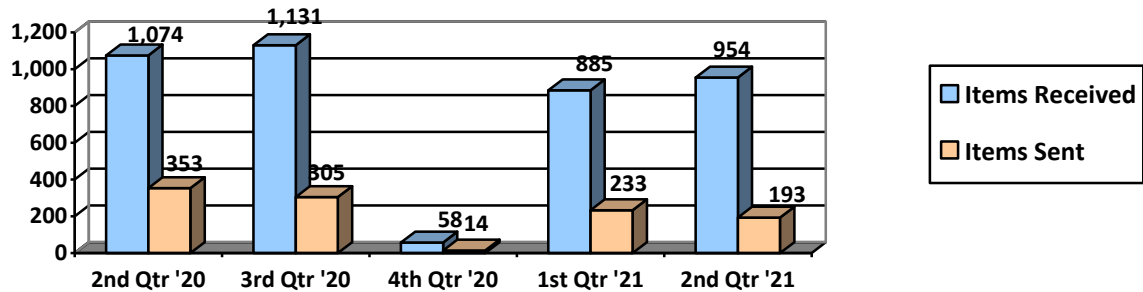
NOTE: During 4th Qtr '20, there were many automatic renewals made on LLD patron cards, so our patrons could continue to enjoy our eMedia offerings during the state's stay-at-home order.

From October to December 2021, a total of 8,136 items were pulled from our shelves to satisfy the “pending holds”/patron requests. Last year at this time, a total of 4,251 items were pulled.

LLD Quarterly Holds Activity



LLD Quarterly ILL Activity



Due to library closures across the nation during the past Spring and Summer, it has taken some time for many libraries to begin offering interlibrary loans again. However, the numbers of interlibrary loan items are steadily getting back to normal.

Respectfully Submitted by

Paul T. Hurt, MLIS/M.Ed.
 Director of Circulation Services

TECHNICAL SERVICES 2ND QUARTER FY2021/2021

STAFF

Technical Services continues to update the LLD database and materials with new classifications and series information. The picture book reclassification/labeling project is almost complete; over 10,000 picture books have been sorted into categories. The adult and youth collections continue to have series statements added to labels to assist patrons. Staff is also continuing to add RFID to our audiobook collection. The last audiovisual collection to be tagged.

TS DIRECTOR

Meetings

11/2 – LACONI Technical Services Section planning committee meeting

11/4 & 11/18 - LLD Leadership team meetings

11/19 - LACONI Listening Session

12/1 – RTSF Annual Business meeting (ILA Resources and Technical Services Forum)

12/3 – Department meeting with Sheehan, Nagle, and Hartray

12/4 - RAILS Technical Service roundtable

I attended the Library Leaders Forum (online) hosted by the Internet Archives. This was the first forum run by the Internet Archives for Librarians. The forum focused on policies related to improving the digital landscape for our communities. The use of Controlled Digital Lending (CDL) in libraries became a topic of interest during the COVID-19 pandemic due to the closure of many physical libraries. CDL is an emerging method to allow libraries to offer their print collections in digital form; the digital equivalent of traditional physical library borrowing. The physical copy is “checked out” and a single secure digital copy lent to the patron. The physical book cannot be circulated while the CDL copy is being used. Libraries have long lamented the current digital lending practices. Libraries normally don’t own their digital collections and have no control over how long certain titles will be available. Therefore, it is difficult to build and maintain a permanent digital collection. CDL is a divisive subject, authors and publishers are against it, but one that could have profound effect on a Library’s digital content available for lending.

I also attended the virtual Copyright Conference hosted by Miami University. I attended sessions on 3D printing and copyright, fair use in education, the Digital Millennium Copyright Act (DMCA), and the goal of perpetual access to digital materials.

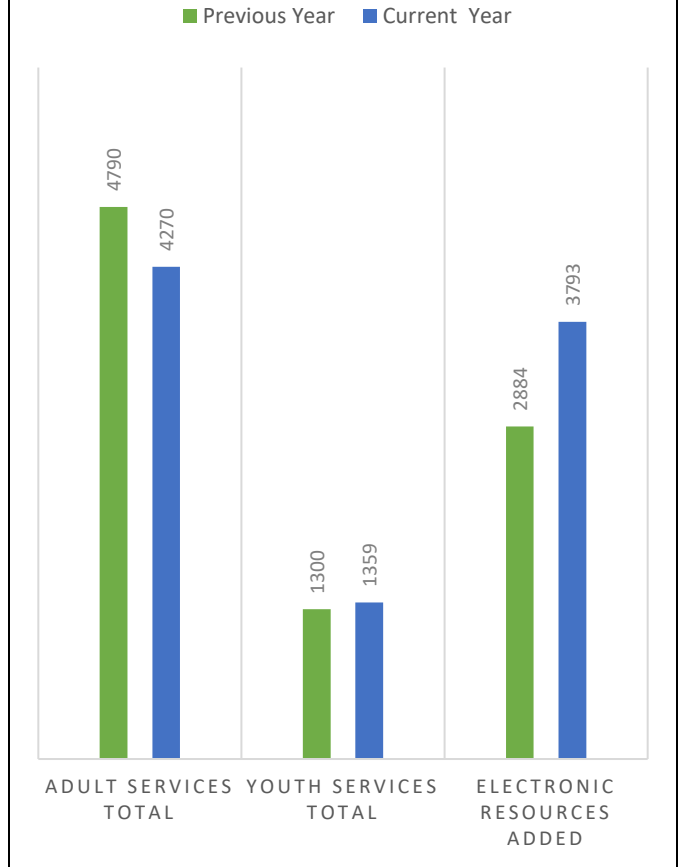
The ILA Annual Conference was held online this year and I attended programs on local history collections, record retention, maintaining OCLC holdings, copyright and library lending during COVID-19, evaluations in Tech Services, and staffing for Technical Services.

Respectfully Submitted by Laura Murff, Director of Technical Services

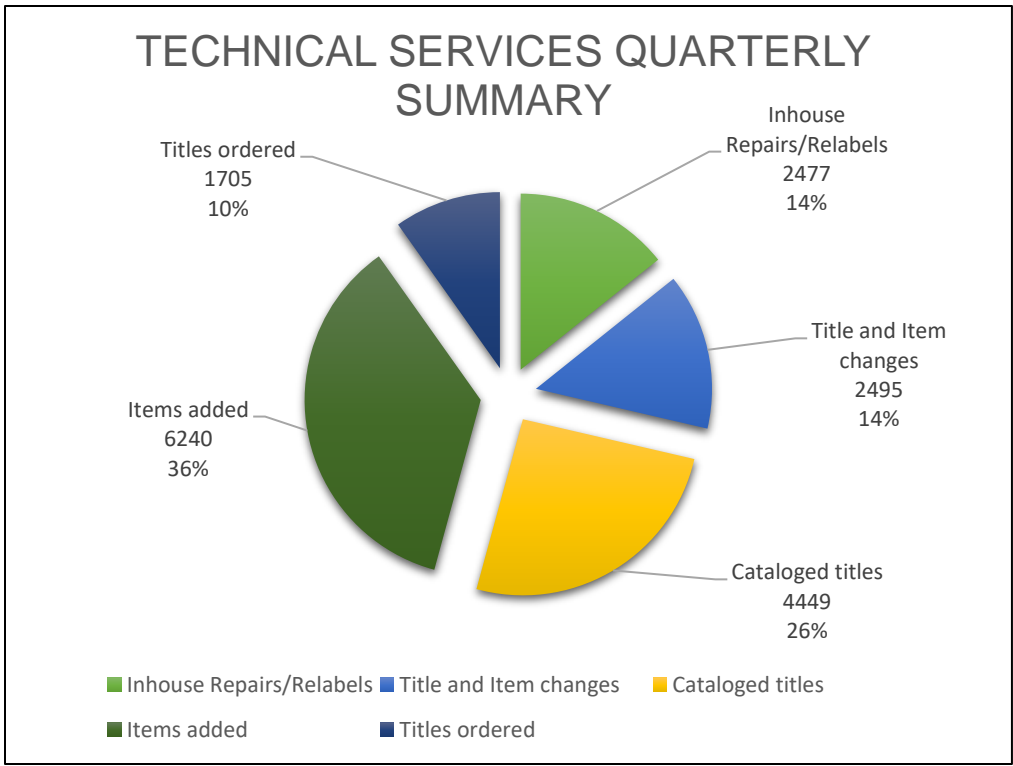
MATERIALS ADDED THIS QUARTER

Adult Services Collection	
AS Fiction Books	1033
AS Non-Fiction Books	1166
AS Audio/Visual	631
AS Periodicals	1440
Adult Services Total	4270
Youth Services Collection	
YS Fiction Books	879
YS Non-Fiction Books	352
YS Audio/Visual	96
YS Periodicals	29
Youth Services Total	1359
Electronic Resources Collection	
EMediaLibrary MARC	240
Hoopla Marc	2792
Other Databases	761
Electronic	3793

2ND QUARTER COMPARISON OF MATERIAL ADDED



TECHNICAL SERVICES QUARTERLY SUMMARY



Lisle Library District begins 'Winter Read 2020'



Get a special winter mug and spoon set when you complete the Lisle Library District winter reading challenge. (*Courtesy of Lisle Library District*)

Submitted by Nigel Jackson

Updated
12/3/2020 4:14 PM

Winter has arrived and what better way than to curl up with books during the Lisle Library District's Winter Read Program!

Beginning Dec. 1 through Jan. 11, kids, teens, and adults can join in on the fun by completing book goals and receiving a prize when finished.

This year, the Kid's Winter Read challenge is to read and log three books to receive a special winter mug and spoon set!

For an extra challenge, read either "Oregon Trail: Calamity in the Cold" or "A Loud Winter's Nap," to gain automatic entry to win a uniquely themed prize!

For adults and teens, the goal is to read and log two books to earn an Lisle Library District campfire mug.

In addition to the mug, teens will also receive a book from our prize cart. As a bonus, every additional book you log counts as an entry in our grand prize drawing at the end of the program!

Only books or audiobooks read or listened to between Dec. 1 and Jan. 11 will count. Magazines and DVDs do not count.

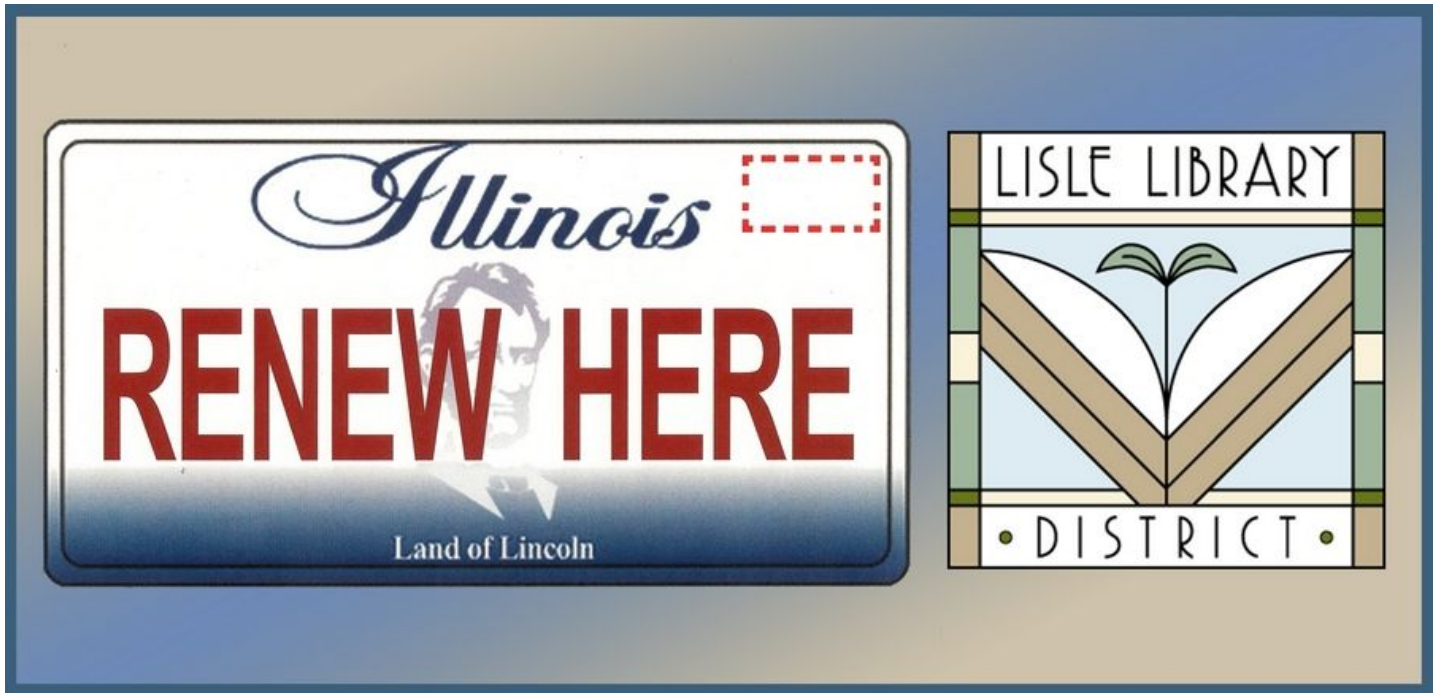
To sign up for the Lisle Library District Winter Read Program, visit www.lislelibrary.org/programs/winter-read-2020 (<https://www.lislelibrary.org/programs/winter-read-2020>).

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Renew your license plate at Lisle Library District



Starting Dec. 21, the Lisle Library District will offer license renewals.
 (Courtesy of Lisle Library District)

Submitted by Nigel Jackson

Updated
 12/16/2020 8:06 PM

The Lisle Library District is proud to be one of the first libraries in Illinois to offer license renewals. Starting Monday, Dec. 21, Illinois residents can walk into the Lisle Library, 777 Front St., and walk out with a new vehicle sticker.

The fees are: \$151 for standard renewal sticker; \$158 for personalized plate; or \$164 for vanity plate.

There is an additional \$8.50 processing fee for each transaction.

Cash, debit/credit, or money order are accepted (no personal checks).

You will need your Vehicle Identification Number (VIN) and your license plate number.

This service is available Monday through Friday from 9:30 a.m. to 8:30 p.m., Saturday from 9:30 a.m. to 4:30 p.m., and Sunday from 1 to 4:30 p.m.

Expanding services to increase convenience and access for our residents is key to the library's mission to enhance the cultural, social, and lifelong educational development of the community.

Visit www.lislelibrary.org (<https://www.lislelibrary.org/>).

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